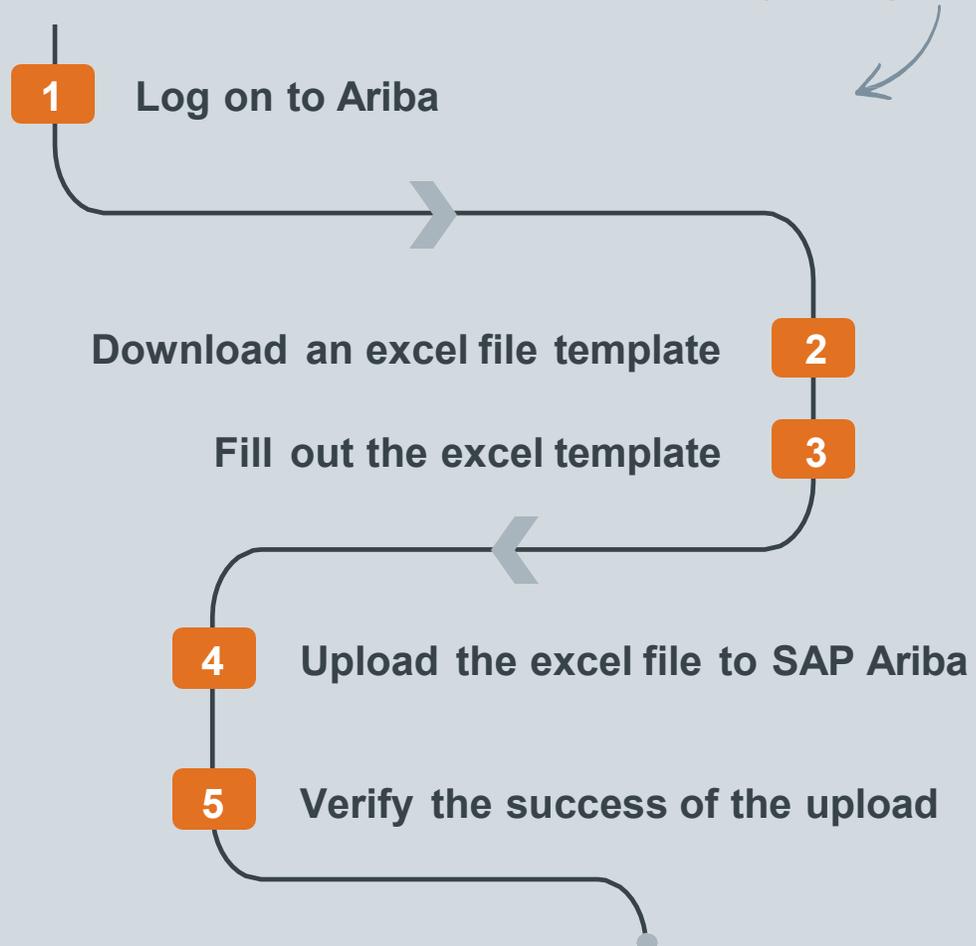


This **Supplier Quick Guide** shows you how to...

CREATE ASN USING AN EXCEL TEMPLATE

...in **5 simple steps**

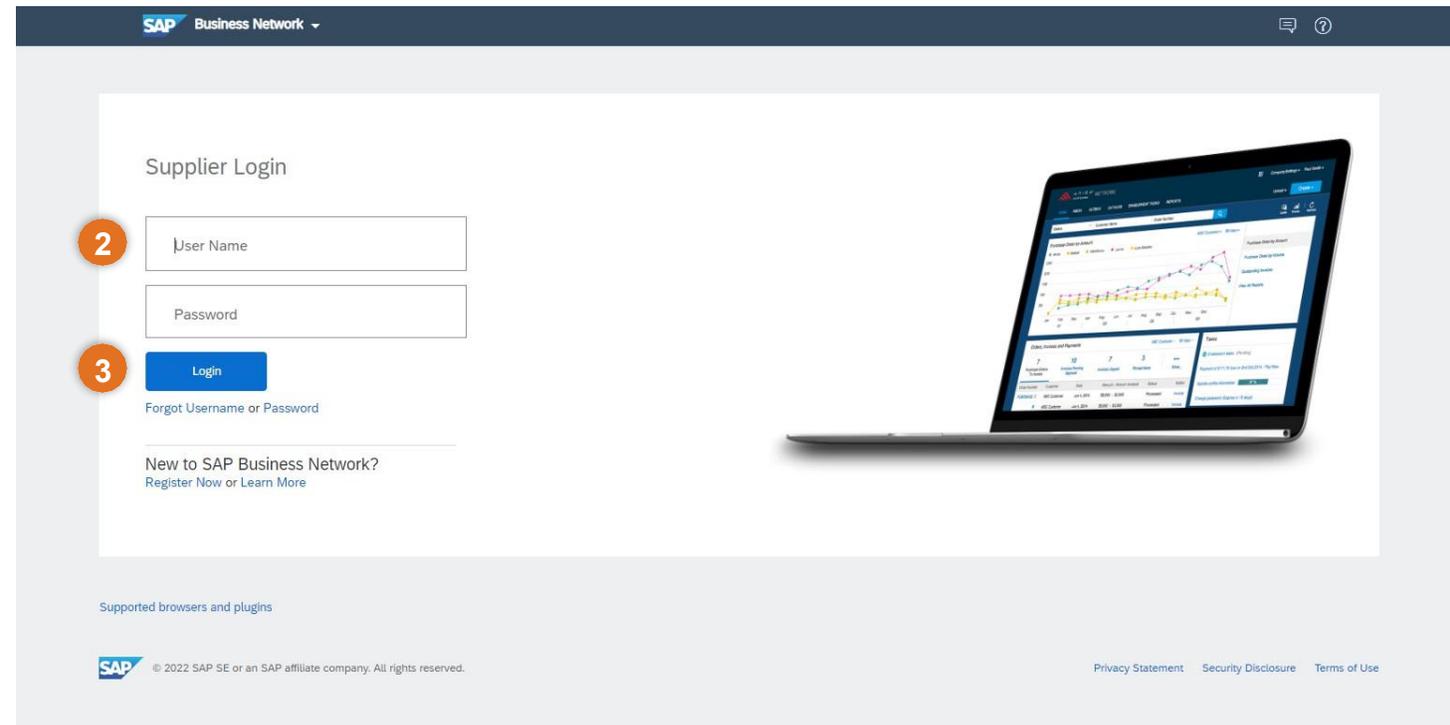


LOG IN TO ARIBA

Step-by-step

1. Go to the Ariba Portal by using the below link:
supplier.ariba.com.
2. Enter your **User name and Password**.
3. Click on 'login'.

Illustration



DOWNLOAD AN ASN EXCEL TEMPLATE 1/2

Step-by-step

1. Open the menu (three dots) in the top right corner of the home screen.
2. Select 'Upload/Download' under Excel Files.
3. Click on 'Create'.
After you click create, a new window appears.
4. Provide a Name.
5. Choose the type: 'Ship Notice'
6. Click 'Save'.

Illustration

The screenshot illustrates the SAP Business Network interface for creating a Ship Notice profile. The interface is in 'TEST MODE' and shows the 'Create/Edit JOB' form. The form includes the following fields and actions:

- Step 1:** A menu is open in the top right corner, showing 'Excel Files' and 'Upload/Download' (Step 2).
- Step 3:** The 'Create' button is highlighted at the bottom of the form.
- Step 4:** The '* Name:' field is empty, with a red warning message: 'A unique profile name is required.'
- Step 5:** The dropdown menu is set to 'Ship Notice'.
- Step 6:** The 'Save' button is highlighted at the bottom right of the form.

The form also includes 'Job Search Criteria' with fields for '* Customer:' (Vestas - TEST), 'Order number:', 'Date type:' (Need By / Ship By), 'Supplier part number:', 'Buyer part number:', and 'Location:'. A table at the bottom shows a list of profiles, including one for 'Ship Notice' created on 22 May 2023.

DOWNLOAD AN ASN EXCEL TEMPLATE 2/2

Step-by-step

7. Select the document from the overview which you created in the previous steps.
8. Click on 'Run'
9. Once the file has been processed, click on the blue download button.

Once you have downloaded the template, **you will be redirected to the 'Uploads' page** where you need to upload the excel file once you have filled in the required fields.

Illustration

The illustration consists of two screenshots from the SAP Business Network interface. The top screenshot shows the 'Jobs' overview page. A table lists jobs with columns for Name, Type, Created, Changed, and Modified By. The 'Ship Notice' job is selected, and the 'Run' button is highlighted with a red circle labeled '8'. The bottom screenshot shows the 'Downloads' page. A table lists downloaded files with columns for Job Name, Type, Last Run, Last Run By, Status, and File. The 'Ship Notice' file is highlighted, and the download icon is highlighted with a red circle labeled '9'.

Name	Type	Created	Changed	Modified By
Ship Notice	Ship Notice	24 May 2023 10:41:03 PM	24 May 2023 10:41:03 PM	Someshwaran T.
ASN 2305	Ship Notice	22 May 2023 11:36:34 PM	22 May 2023 11:36:34 PM	Alina Druzhinina
Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:15 AM	22 May 2023 1:59:15 AM	Alina Druzhinina
ASN Load	Ship Notice	22 May 2023 1:49:32 AM	22 May 2023 1:49:41 AM	Alina Druzhinina

Job Name	Type	Last Run	Last Run By	Status	File
Ship Notice	Ship Notice	25 May 2023 3:17:12 AM	Someshwaran T.	Completed	↓
Ship Notice	Ship Notice	24 May 2023 11:08:52 PM	Someshwaran T.	Completed	↓
Ship Notice	Ship Notice	24 May 2023 10:41:21 PM	Someshwaran T.	Completed	↓
ASN 2305	Ship Notice	22 May 2023 11:38:44 PM	Alina Druzhinina	Completed	↓
ASN 2305	Ship Notice	22 May 2023 11:36:50 PM	Alina Druzhinina	Completed	↓
Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:22 AM	Alina Druzhinina	Completed	↓
ASN Load	Ship Notice	22 May 2023 1:49:45 AM	Alina Druzhinina	Completed	↓

FILL OUT THE EXCEL FILE

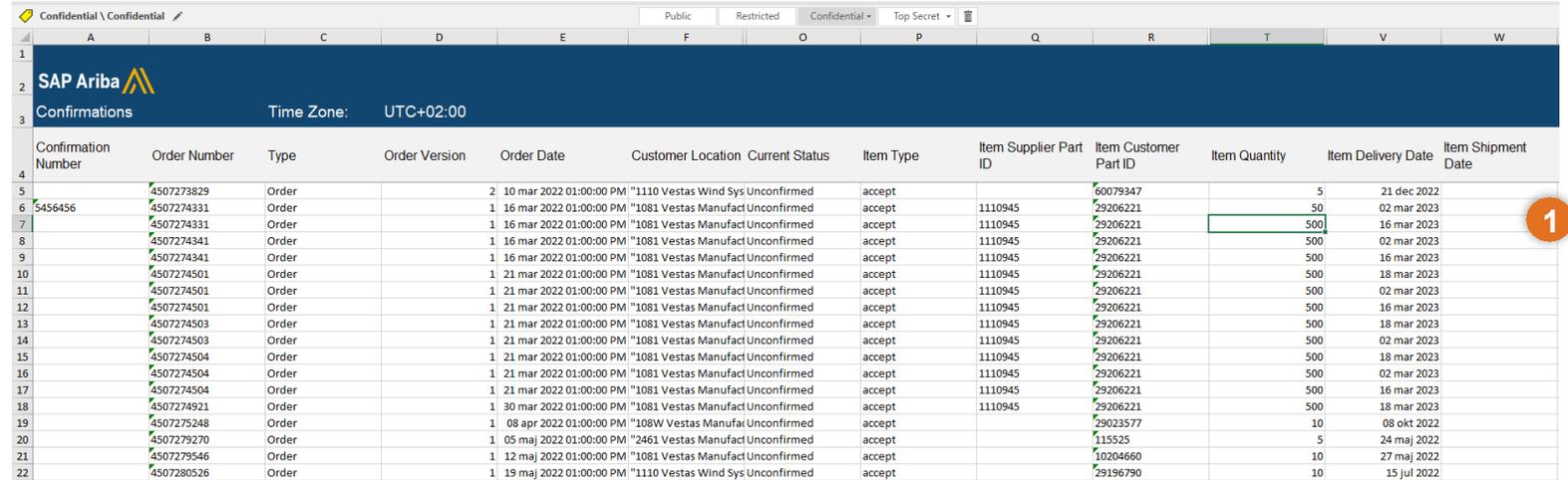
Step-by-step

1. In the Excel template downloaded in the previous step, enter all the required fields..

Required fields:

- Ship Notice Number (*)
- Ship Notice Date (*)
- Order ID (*)
- Item Ship Notice Line Number (*)
- Item Line Number (*)
- Item Quantity (*)
- Item Unit Of Measure (*)
- CountryofOrigin(*)

Illustration



Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Quantity	Item Delivery Date	Item Shipment Date
5456456	4507273829	Order	2	10 mar 2022 01:00:00 PM	"1110 Vestas Wind Sys	Unconfirmed	accept		60079347	5	21 dec 2022	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	50	02 mar 2023	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274921	Order	1	30 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507275248	Order	1	08 apr 2022 01:00:00 PM	"108W Vestas Manufac	Unconfirmed	accept		29023577	10	08 okt 2022	
	4507279270	Order	1	05 maj 2022 01:00:00 PM	"2461 Vestas Manufac	Unconfirmed	accept		115525	5	24 maj 2022	
	4507279546	Order	1	12 maj 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept		10204660	10	27 maj 2022	
	4507280526	Order	1	19 maj 2022 01:00:00 PM	"1110 Vestas Wind Sys	Unconfirmed	accept		29196790	10	15 jul 2022	

FILL OUT THE EXCEL FILE- ASN MASS UPLOAD

Step-by-step

1. Enter the Country of Origin for each material using the 2-letter format (e.g., DK, IN). If multiple quantities have different Countries of Origin, split the quantities and enter each group on a separate line with Item Ship Notice Line Number in sequential order. Refer to the example in the image.

Illustration

SAP Business Network

Ship Notices Time Zone: UTC+05:30

Ship Notice Number (▼)	Ship Notice Date (*) (▼)	Order ID (*) (▼)	Order Date (▼)	Item Ship Notice Number (▼)	Item Line Number (*) (▼)	Item Customer Part ID (▼)	shipmentOriginCode (*) (▼)
MU1102002	2026-02-10T2	4510781768	2026-02-11T0	4	30	10206147	AD
MU1102002	2026-02-10T2	4510781768	2026-02-11T0	5	30	10206147	AI
MU1102002	2026-02-10T2	4510781768	2026-02-11T0	6	30	10206147	AQ

Please note that a few columns have been hidden intentionally for demo purposes.

FILL OUT THE EXCEL FILE- BATCH ITEM

Step-by-step

- For batch managed materials, ensure that the following additional fields are filled in:

Required fields:

Item Batch ID
Item - Expiry date (if applicable)

- If a PO contains more than one batch item for the same material, you must split the quantity and enter each Batch ID on a separate line with a sequential **Item Ship Notice Line Number**. Please refer to the example shown in the image.
- Country of Origin must be provided for each batch item.

Illustration

SAP Business Network

Ship Notices Time Zone UTC+05:30

Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Delivery Date	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Quantity	Item Description	Item Batch ID	Item Customer Part ID	Item - Expiry date (*)	shipment Origin Code
MU1102001	2026-02-10T2	4510781765	2026-02-11T0	2026-05-05T0	1	10	3	STUD,NON STD,M	PP-BLD-1080-A12	10204229	2027-02-10	MY
MU1102001	2026-02-10T2	4510781765	2026-02-11T0	2026-05-05T0	2	10	2	STUD,NON STD,M	PP-BLD-1080-A13	10204229	2027-02-10	SG
MU1102001	2026-02-10T2	4510781765	2026-02-11T0	2026-05-05T0	3	10	3	STUD,NON STD,M	PP-BLD-1080-A14	10204229	2027-02-10	UK

Please note that a few columns have been hidden intentionally for demo purposes.

FILL OUT THE EXCEL FILE – SERIALIZED ITEMS

Step-by-step

- For serialized items, enter the Item Serial Number.
- When a material has multiple serial numbers, list each serial number in Item Serial Number field and separate them using the '|' pipe symbol, as shown in the image.
- If serialized items have different Countries of Origin for the same material, you must separate them by CoO and enter each group on a different line. Refer to the image for an example.

Note: The Item Ship Notice Line Number must be maintained in sequential order.

Illustration

SAP Business Network

Ship Notices Time Zone: UTC+05:30

Ship Notice Number	Ship Notice Date (*)	Order ID (*)	Order Date	Item Ship Notice Line Number	Item Line Number (*)	Item Description	Item Serial Number	Item Customer Part ID	shipmentOriginCode
MU1102001	2026-02-10T	4510781765	2026-02-11T	3	20	LUBRICATION CA	NAC-SN-2026-003491 NAC-A45-SN-118920 NCL-SN-X78215	29202897	US
MU1102001	2026-02-10T	4510781765	2026-02-11T	4	20	LUBRICATION CA	HUB-SN-2026-004512 HB-SN-K552913 HUB-M12-SN-009823 HUB-M12-SN-009232	29202897	BE

Please note that a few columns have been hidden intentionally for demo purposes.

UPLOAD THE EXCEL FILE TO SAP Ariba

Step-by-step

1. Go back to the SAP Ariba Home page/ Log in to SAP Ariba
2. Open the menu (three dots) in the top right corner of the home screen.
3. Select 'Upload/Download' under Excel Files.
4. Choose 'Uploads'
5. Click on 'Upload'
6. Add a Name for the upload and the Customer which the upload is regarding.
7. Choose Ship Notice in 'Type'
8. Click 'Upload' to upload the excel file to SAP Ariba.

Illustration

The illustration shows the SAP Ariba interface with the following steps highlighted:

2. Open the menu (three dots) in the top right corner of the home screen.
3. Select 'Upload/Download' under Excel Files.
4. Choose 'Uploads'
5. Click on 'Upload'
6. Add a Name for the upload and the Customer which the upload is regarding.
7. Choose Ship Notice in 'Type'
8. Click 'Upload' to upload the excel file to SAP Ariba.

VERIFY THE SUCCESS OF THE UPLOAD

Step-by-step

After you have uploaded the excel file, you will be directed to the uploads tab where you can see the status of the file.

1. Check the status on you uploaded file in the 'Status' field.

1a. If the status says 'Completed' **your upload was successful.**

1b. If your status says 'Completed with Errors', **please download the log for the file** to check the error statement and rectify and then re-upload the excel file with the required changes through the 'Upload' button.

Illustration

The screenshot shows the SAP 'Uploads' tab. A table lists several uploads with columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. A red box highlights the 'Status' field for the upload 'OC1', which is 'Completed With Errors'. Another red box highlights the 'Log' download icon for the same upload. A red circle with the number '1' is placed over the 'Status' column header.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC11	Order Confirmation	29 May 2023 11:38:36 PM	Someshwaran T.	Processing	↓	
OC1	Order Confirmation	29 May 2023 10:53:52 PM	Someshwaran T.	Completed With Errors	↓	↓
ASN 2305	Ship Notice	22 May 2023 11:44:55 PM	Alina Druzhinina	Completed	↓	↓
Order Confirmations 2205	Order Confirmation	22 May 2023 2:05:32 AM	Alina Druzhinina	Completed With Errors	↓	↓
ASN2205	Ship Notice	22 May 2023 1:56:30 AM	Alina Druzhinina	Completed	↓	↓

Results

Excel upload failed with the following errors

The ship notice MU0920256 has the following errors:

The field (shipmentOriginCode) does not satisfy the minimum(2) or maximum(2) string length condition at line number (41)

The field (shipmentOriginCode) is required in the line number (16)

There were errors found in the uploaded excel file. Please fix and re-upload.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

