Advanced Shipping Notification (ASN) Training

Vestas Digital Procurement
BEFORE WE START

QUESTIONS
Please ask questions at the end of the session during the Q&A

FILL OUT FORM
Please fill out the form in the Q&A

MATERIALS WILL BE SHARED
The presentation and recordings from today will be shared afterwards
BEFORE WE START | TRAINERS

We will support you today

Presenter
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Change Manager

Presenter
Somesh
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Analyst
ASN TRAINING SESSION AGENDA

- Introduction to ASN
- What you will learn today
- ASN end-to-end training
- Where to find ASN training materials
- Actions by you
- Q&A
PURPOSE

Introduce you to
Advanced Shipping Notifications (ASN)

&

Build your capabilities in creating and managing ASN

VISION

Our vision is to enable collaboration and transparency through a shared and easily accessible platform(s) to further strengthen relationships with our suppliers from a quality perspective.
KEY POTENTIAL BENEFITS FOR SUPPLIERS

Shared data between Supplier & Vestas

With ASN, Supplier share the same administrative and trading data with Vestas.

This data transparency improves a supplier’s accuracy and transparency in product tracing and claims of loss or poor quality.

Once a shipment has been delivered, suppliers can receive a goods receipt in Ariba which serves as a proof of delivery.

Accurate measure of supplier performance

The improved data efficiency will support accurate measure of a supplier’s delivery performance.

A supplier’s performance is measured based on the on-time delivery. ASN aids in measuring the on-time delivery more accurately.

Higher efficiency & Real-time data transfer

ASN improves the quality and efficiency of goods delivery so Vestas and a supplier can align mutually on deliveries.

Shipments will be tracked in real-time by both Vestas and Suppliers.

Supplier’s on-time payment is improved as efficiency in goods delivery leads to faster invoice processing.
### WHAT IS ASN?

- An Advanced Shipping Notification is information about the delivery of an order
- An Advanced Shipping Notification is prepared by a supplier and it is sent to Vestas via Ariba
- An Advanced Shipping Notification contains details about:
  - Which orders are being shipped?
  - Which items are being shipped and how many?
  - When will the order(s) arrive?
  - What is the carrier's e.g. FedEx, UPS or DHL tracking number?
  - Identification information of the goods to be delivered like batch numbers and / or serial numbers.

### WHY USE ASN?

- Meeting the contractual compliance requirements by using Ariba for supplier collaboration with Vestas
- If ASN is not created by Supplier, Vestas will not be able to proceed with goods receipt which can impact Supplier payments
- Higher data quality/accuracy by enabling data entry and update for deliveries by suppliers
- Efficiency gain related to manual workload and inbound planning by automation of data flow.
- Higher data visibility/transparency to support product tracking

### WHEN TO USE ASN?

- Supplier should send the ASN to Vestas before the shipping of the order of physical goods (both direct & indirect)*
- An ASN must be sent as close as possible to the actual shipping date to reflect the final delivery information. Once an ASN has been generated, it cannot be reversed.
- As soon as the ASN is sent, Vestas can start the preparation for receiving the delivery
- Pre-requisites: Supplier Onboarded to Ariba and receiving POs and sending Order Confirmations via Ariba

*materials with VUI excluded in MVP
The Digital Purchase Order & Invoice Process

Below, you can see where in the Purchase Order (PO) & Invoice process ASN is placed.
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Content</th>
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| 1 | Order Confirmations in Ariba | - How to navigate the Work Bench
- How to create a Line Level Confirmation
- How to create an Entire Order Confirmation |
| 2 | How to create an ASN in Ariba | - When to create an ASN
- How to Create an ASN
- How to manage individual Purchase Orders (POs)
- How to manage Multiple POs |
| 3 | ASN in Ariba continued | - Line Level Creation
- How to manage Batch POs
- How to manage Serialized PO
- How to create Ship Label
- How to ASN mass upload to Ariba |
| 4 | Wrap up | - Where to find the ASN Training Materials
- Actions by you
- When is Go-live
- When is the Hyper care period |
ASN END-TO-END TRAINING
HOW TO CREATE ENTIRE ORDER CONFIRMATIONS & LINE LEVEL CONFIRMATIONS
HOW TO CREATE AN ASN IN ARIBA
HOW TO ADD SERIAL NUMBER TO ASN
HOW TO MANAGE BATCHED PURCHASE ORDERS
HOW TO CREATE ASN FOR MULTIPLE PURCHASE ORDERS WITH DIFFERENT LINE ITEMS
HOW TO DO ASN MASS UPLOAD WITH EXCEL FILE
HOW TO DO ASN MASS UPLOAD WITH CSV FILE
HOW TO MANAGE ASN SHIP LABEL
WRAP UP
WHERE TO FIND TRAINING MATERIALS
**GOING FORWARD**

1. **The ASN Go-live date** is on the 28th of August.

2. **ASN hyper care** period will be from 28th of August – 29th of September.

3. Information about **ASN updates** will be provided to you on an ongoing basis.

4. **Get help & support with creation of ASN** by reaching out to ariba.ssc@vestas.com or your buying contact in Vestas.
### What you have learned today

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Q&A
THANK YOU FOR ATTENDING