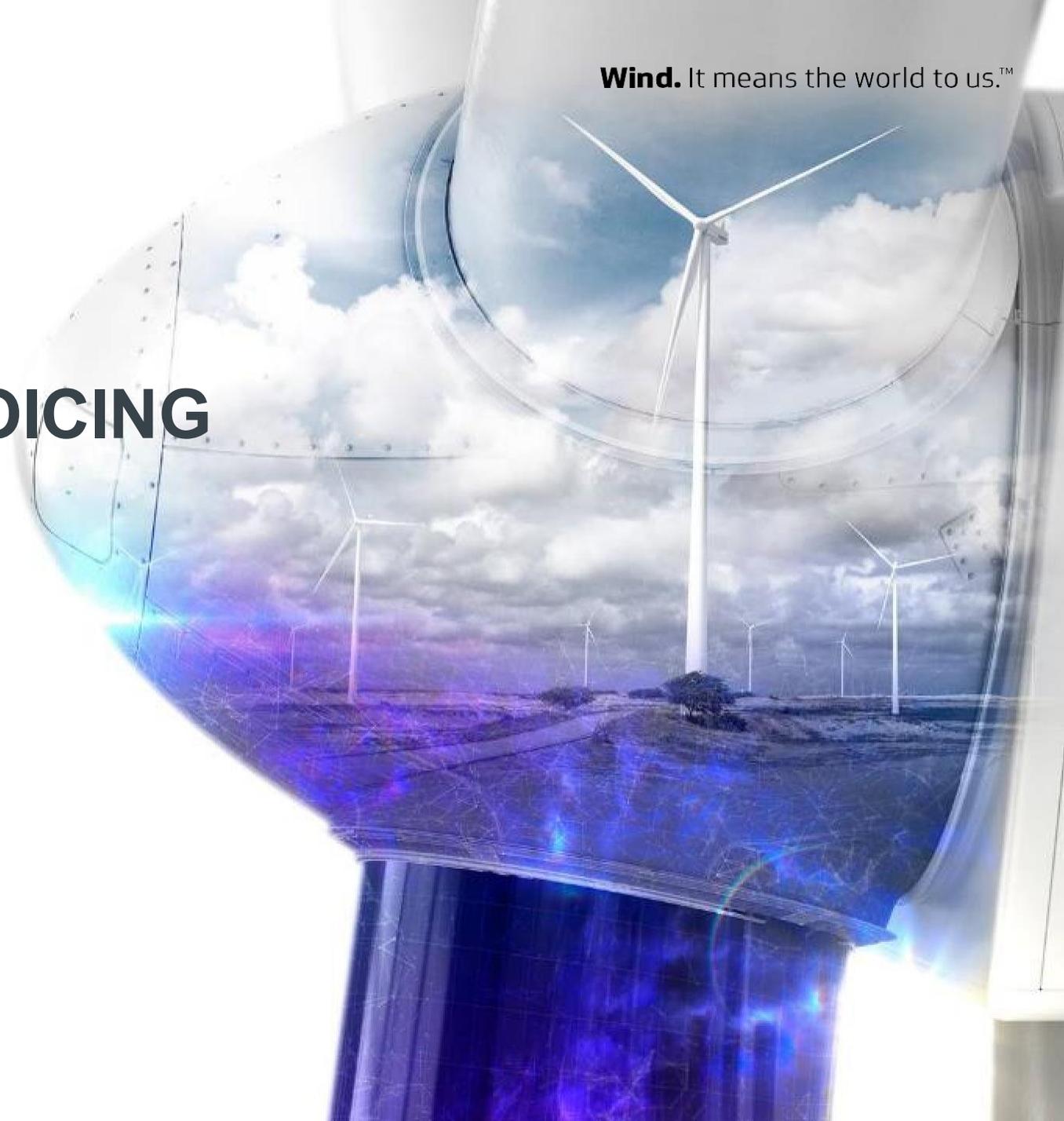


ARIBA DIGITAL PO & INVOICING Training for Suppliers

Digital Procurement

2026



THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

In this guide, you will learn how to handle Vestas Purchase Orders (PO) in Ariba



Julia, Vestas Supplier

Key tasks you will learn today:

1. How to receive an order
2. How to confirm an order
3. How to create an Advanced Shipment Notification (ASN)
4. How to see Goods Receipt Notification
5. How you create & send an invoice

1. PO creation and receiving

PO created by Vestas Buyer

PO sent to you in Ariba

2. Order Confirmation

You confirm the PO in Ariba

The order confirmation received by Vestas

3. ASN and Goods Receipt

You create an ASN in Ariba

You print label and attach it to the delivery

Vestas receive the goods

A notification is sent to you via Ariba

4. Invoicing

You send an Invoice to Vestas via Ariba

Invoice received and paid by Vestas

Click on boxes underlined to jump to the instruction



VESTAS



YOU (SUPPLIER)

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to receive and review Purchase Orders (PO)



Julia, Vestas Supplier



1. PO creation and receiving

PO created by Vestas Buyer

PO sent to you in Ariba

2. Order Confirmation

You confirm the PO in Ariba

The order confirmation received by Vestas

3. ASN and Goods Receipt

You create an ASN in Ariba

You print label and attach it to the delivery

Vestas receive the goods

A notification is sent to you via Ariba

4. Invoicing

You send an Invoice to Vestas via Ariba

Invoice received and paid by Vestas



VESTAS



YOU (SUPPLIER)

RECEIVE ORDER AND LOG IN

Step-by-step

1. Purchase orders from Vestas are received as an interactive email from Ariba. Click **Process order** to send an order confirmation to Vestas.
2. Log in to Ariba (supplier.ariba.com) with the same user name as used in the registration as Vestas supplier.
3. If your company is already registered in Ariba, you can request access by selecting **Your company [name] is already registered. If you don't have a user account, request one now.**

Illustration

The illustration shows two screenshots from the Ariba system. The left screenshot is an email from Vestas with the subject 'Vestas - TEST sent a new order'. It contains a message from the customer and a 'Process order' button at the bottom, which is marked with a red circle and the number '1'. The right screenshot is the 'Supplier Login' page, which shows a message stating 'Your company Tiina TEST is already registered. If you don't have a user account, request one now.' This message is marked with a red circle and the number '3'. Below the message are input fields for 'User Name' and 'Password', and a 'Login' button marked with a red circle and the number '2'. There is also a 'Having trouble logging in?' link and a search field for 'Is your company registered?'.

Tips & Tricks

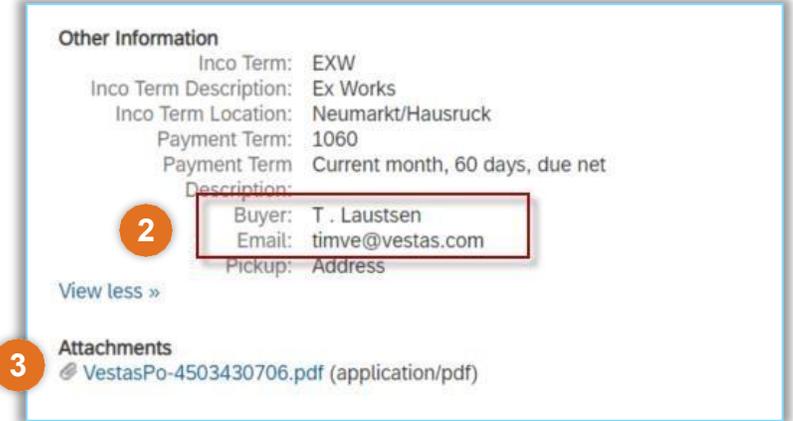
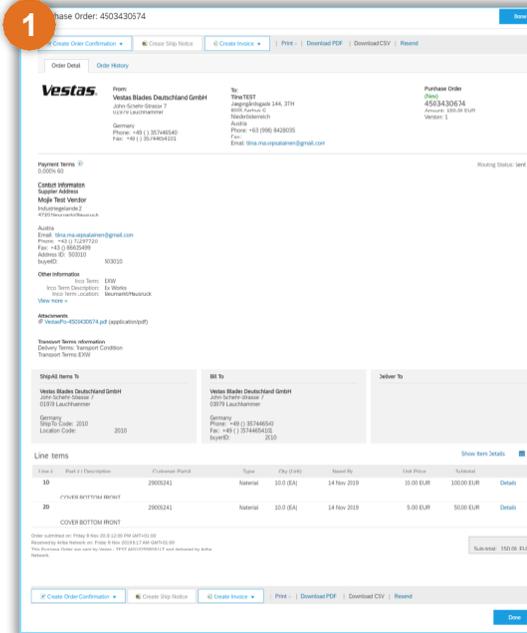
- To ensure Ariba emails are not going to your spam folder please add ordersender-prod@ansmtp.ariba.com to your 'Safe Senders' list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in your team, allowing them to process POs and create invoices in Ariba. More instructions are available [here](#).

FIND AND REVIEW THE PURCHASE ORDER

Step-by-step

1. Review all information contained in the PO and send an order confirmation within 3 days.
2. In case of discrepancies (e.g. new delivery date, wrong price, missing fees etc.), please get in touch immediately with the buyer shown on the PO.
3. Standard Vestas PO copy is also available in the attachment as pdf.

Illustration



Tips & Tricks

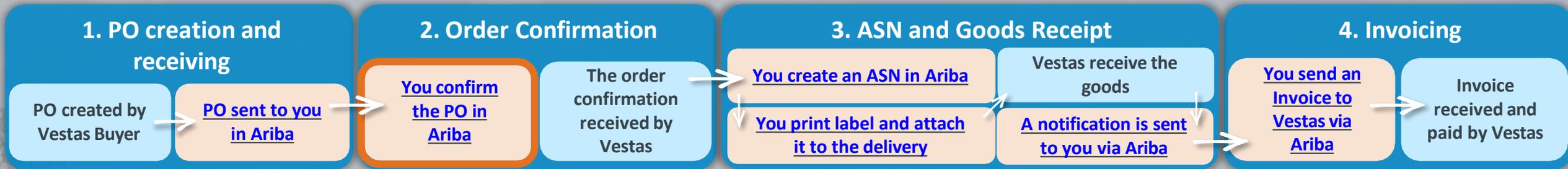
- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can resend the PO to your mailbox in the dashboard by choosing **Select** → **Send me a copy to take an action**

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to perform an Order Confirmation



Julia, Vestas Supplier



VESTAS

YOU (SUPPLIER)

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios



SCENARIO 1

Update Multiple Order Lines



SCENARIO 2

Confirm Order with same Delivery Date



SCENARIO 3

Confirm Multiple Orders Simultaneously

SUBMIT ORDER CONFIRMATION WITH ONE DELIVERY DATE

Step-by-step

1. Click on **Create Order Confirmation** and select **Confirm Entire Order** from the drop-down menu.
2. Provide **Confirmation #**.
3. Provide **Est. Delivery Date**.
 - *Note: For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).*
 - *For DAP suppliers – enter goods expected arrival date in delivery date field.*
4. Click **Next** to review the order confirmation.
5. Click **Submit**.

Illustration

The illustration shows a multi-step process for creating an order confirmation. Step 1 shows the 'Create Order Confirmation' dropdown menu. Step 2 shows the 'Confirm Entire Order' selection. Step 3 shows the 'Order Confirmation Header' form with fields for Confirmation # (123456) and Est. Delivery Date (14 Nov 2019). Step 4 shows the 'Next' button. Step 5 shows the 'Submit' button on the 'Confirmation Update' screen.

Purchase Order: 4503430674

1 Create Order Confirmation

2 Confirm Entire Order

3 Order Confirmation Header

4 Next

5 Submit

Confirmation # 123456

Supplier Reference:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR

Tips & Tricks

- Only **Confirmation Number** and **Est. Delivery Date** fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios



SCENARIO 1

Update Multiple Order Lines



SCENARIO 2

Confirm Order with same Delivery Date



SCENARIO 3

Confirm Multiple Orders Simultaneously

SUBMIT ORDER CONFIRMATION WITH MULTIPLE DELIVERY DATES

Step-by-step

1. Click on **Create Order Confirmation** and select **Update Line Items**.
2. Provide 'Confirmation #'.
3. Select **Confirm All** to update all line items. All line items will be updated as per requested on the PO. In case you need to update quantity or date for any of the line items, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.
4. Click **Next**, review order confirmation and click **Submit**.

Illustration

The illustration shows two screenshots from a procurement system. The left screenshot shows a 'Purchase Order: 4503430674' with a dropdown menu open. Callout 1 points to 'Update Line Items', and callout 2 points to 'Create Order Confirmation'. The right screenshot shows the 'Line Items' page for line 10, with callout 3 pointing to the 'Confirm All' button and callout 4 pointing to the 'Next' button. The 'Line Items' table shows a single item: 10, Part # V7730840, Customer Part #, Revision Level, Type Material, Qty (Unit) 10,000 (EA), Need By 25 Oct 2022, Unit Price 10.00 EUR, Subtotal 100.00 EUR. Below the table, the 'Schedule Lines' section shows 'Current Order Status' as '10,000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 25 Oct 2022 - defaulted from Requested Delivery Date in order)'. There are input fields for 'Confirm:' and 'Backorder:'. The 'Attachments' section is empty. At the bottom, there are 'Confirm All' and 'Next' buttons.

Tips & Tricks

- Only **Confirmation Number** and **Est. Delivery Date** fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios



SCENARIO 1

Update Multiple
Order Lines



SCENARIO 2

Confirm Order with
same Delivery Date



SCENARIO 3

Confirm Multiple Orders
Simultaneously

CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 1/2

Step-by-step

1. Using the Workbench → **Items to Confirm** list you can confirm multiple order details simultaneously. You can find this list on your Home page or from Workbench menu.
2. Select title **Items to Confirm**.
3. Review order lines and select order line(s) you want to **Confirm**
4. Update **Estimated Delivery** and **Quantity** if needed. By default, data is pre-filled as per requested by Vestas.
 - *Important Note. For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).*
 - *For DAP suppliers – enter goods expected arrival date in delivery date field.*

Illustration

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enable', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main dashboard displays several metrics: 'New orders' (3), 'Orders' (11), 'Items to confirm' (6), 'Items to ship' (9), 'Orders to invoice' (8), and 'Invoices' (4). Below the dashboard, the 'Items to confirm' section is active, showing a table of order lines. The table has columns for 'Ship By', 'Requested Quantity', 'Confirmed Quantity', 'Requested Unit Price', 'Estimated Ship', 'Estimated Delivery', 'Quantity To Confirm', and 'Confirmed Unit Price'. Red circles highlight the 'Items to Confirm' metric in the dashboard, the 'Items to Confirm' filter in the table, and the 'Estimated Delivery' and 'Quantity To Confirm' columns in the table.

Tips & Tricks

- Please note you can modify filters for which items are shown in 'Items to Confirm' list. It's also possible to export order data in Excel.

CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 2/2

Step-by-step

5. Click **Confirm** and select **Confirm Entire Item** or **Confirm Entire Order**.
6. Provide **Confirmation Number**.
7. Select **Submit**.
8. Note orders have been confirmed successfully.

Illustration

The illustration shows a multi-step process in the Ariba Digital PO & Invoicing interface:

- Step 5:** A user is in the 'Items to confirm (6)' view. A 'Confirm' dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm entire item' option is selected.
- Step 6:** A 'Review items to confirm' dialog box is shown. It contains a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. Two items are listed:

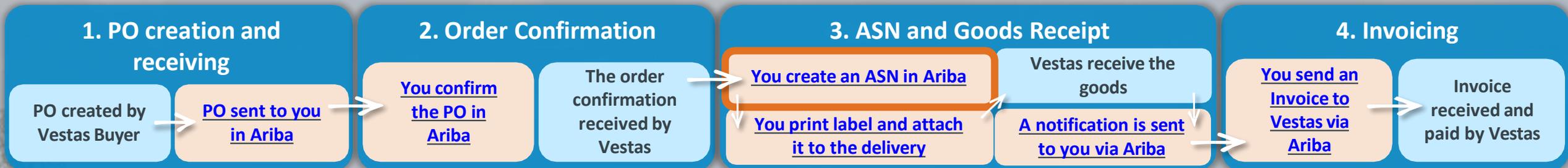
Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Vestas - TEST Order No.: 4507267827 Confirmation number: 4567					
Item No.: 20 Supplier Part No.: Description: JUNCTION BOX MOUNTING PLATE					
1	May 4, 2022		56.00 EA	2.00 DKK	56.00 EA
Customer: Vestas - TEST Order No.: 4507268115 Confirmation number: 2332					
Item No.: 10 Supplier Part No.: Description: CP INTERNAL FAN SAFETY COVER					
1	Apr 8, 2022		50.00 EA	10.00 DKK	50.00 EA
- Step 7:** The 'Submit' button is highlighted in the 'Review items to confirm' dialog box.
- Step 8:** The 'Workbench' view shows a summary of orders: 2 New orders, 11 Orders, 4 Items to confirm, 9 Items to ship, 8 Orders to invoice, and 4 Invoices. Below the summary, two green success messages are displayed: 'Confirmation for Order 4507267827 has been created successfully.' and 'Confirmation for Order 4507268115 has been created successfully.'

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an Advanced Shipping Notification (ASN)



Julia, Vestas Supplier



Advanced Shipping Notification(ASN) explained



WHAT IS ASN?

- An Advanced Shipping Notification is information about a delivery of an order
- An Advanced Shipping Notification is prepared by 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 compliance requirements by eliminating/reducing manual actions in and outside system both externally and internally.
- 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 at the time of the actual shipping for all goods sent to Vestas.
- 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

ASN CREATION

Ariba provides you with multiple options on how to maintain ASN

Individual PO management.

With a low volume of POs, supplier may simply go to the PO and click the **Create Shipping Notice** button that will allow supplier to fill individual shipment notification per PO.

Multiple POs management.

In case of multiple lines of POs to be shipped, supplier should use the tab **Items to Ship** for a one-step action.

Mass shipping notification upload.

In case of a high number of PO lines to be shipped, supplier may choose to notify Vestas via mass notification (file upload).

Integrated solution *(not described in this document please contact ariba_scc@vestas.com for further details)*

Suppliers may also automate ASN creation directly from Supplier ERP system integrating via EDI/cXML to Ariba.

Note: It is a pre-requisite to create an Order Confirmation before an ASN can be created

ASN CREATION - INDIVIDUAL PO MANAGEMENT - 1/5

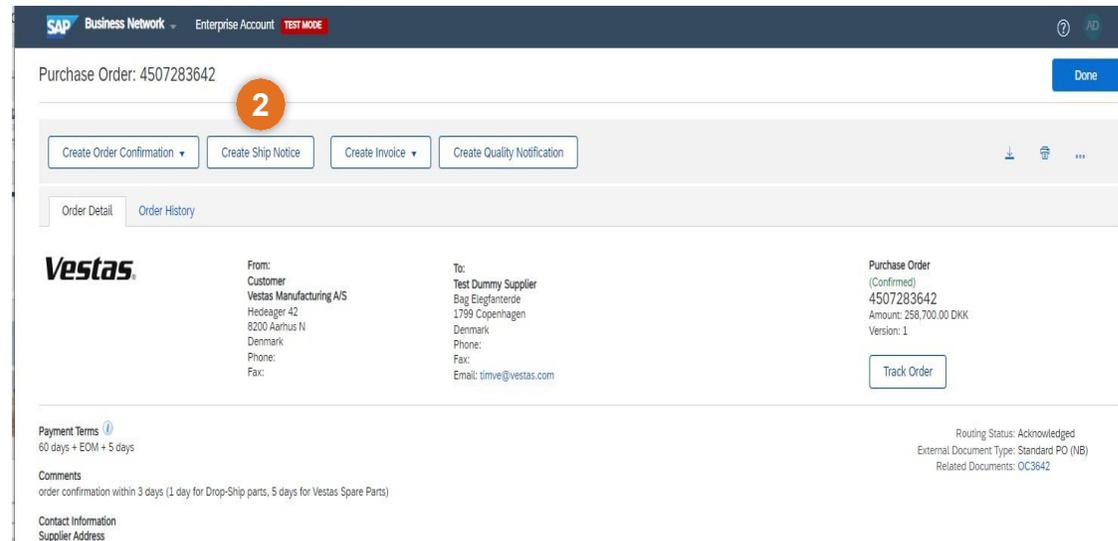
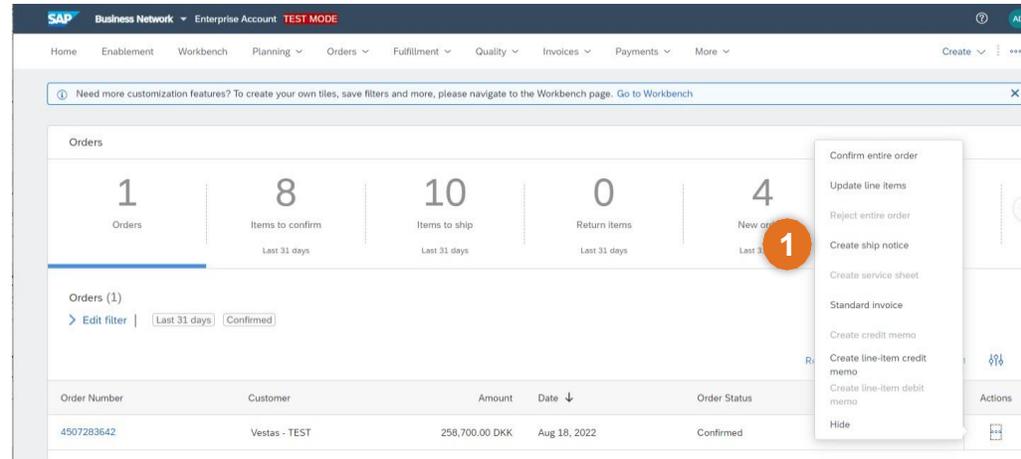
Step-by-step

There are two ways to start creating an individual shipping notice.

First, access the order from **Workbench** or **Orders** → **Orders and releases** tab:

1. Click **Actions (...)** on the PO line and select **Create ship notice**.
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the top or bottom of the screen.

Illustration



ASN CREATION - INDIVIDUAL PO MANAGEMENT – 2/5

Step-by-step

3. **Ship From** and **Deliver To** address are defaulted from the PO. These should not be edited by the supplier.
4. Provide **The Packing Slip ID**.
Note: The Packing Slip ID must be a unique number for each ASN. The Packing Slip ID should not be more than 35 Characters.
5. Provide **Shipping Date**.
 - A. In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO**.
 - B. In case of DAP-Incotems. **Shipping Date** must be Goods picked up date at Supplier end
6. Provide **Delivery Date**.
 - A. In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO**. **ITM Booking must be done before the ASN creation**.
 - B. In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas
6. Provide **Tracking Details**.
 - A. In case of DAP incoterms, provide **Carrier** and **Tracking Number** of your courier.
 - B. For FCA, provide **Freight Order Number** as Tracking Number.

Illustration

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. The form is titled 'Create Ship Notice' and includes buttons for 'Download PDF', 'Save', 'Exit', and 'Next'. The form is divided into several sections:

- SHIP FROM:** A section with a red circle '3' next to the 'SHIP FROM' label. The address is 'Test Dummy Supplier, Copenhagen, Denmark'. There is an 'Update Address' link.
- DELIVER TO:** A section with the address 'Vestas Manufacturing A/S, Ringkøbing, Denmark'. There is an 'Update Address' link.
- Ship Notice Header:** A section containing:
 - SHIPPING:** Fields for 'Packing Slip ID:*' (PS123456, with a red circle '4'), 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type' (dropdown), 'Shipping Date' (31 Aug 2022, with a red circle '5'), and 'Delivery Date:*' (31 Oct 2022, with a red circle '6').
 - TRACKING:** Fields for 'Carrier Name' (DSV, with a red circle '7'), 'Tracking No.*' (T123456789), 'Bill of Lading No.', 'Tracking Date', 'Shipping Method' (dropdown), and 'Service Level'.
 - Other fields include 'Hazard Type' (dropdown), 'Code', and 'Is Divisible' (checkbox).
- Dimensions:** A section with a right-pointing arrow.

ASN CREATION – INDIVIDUAL PO MANAGEMENT – 3/5

Step-by-step

8. Update **Shipping Payment Method**
9. Populate **Ship Qty** at line level. For all orders, the quantity can be equal or lower than the purchase order line.
Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.
10. Update **Batch ID & Expiry Date** in case material is batch managed.
*Note: It's **mandatory** to provide this information to all batch managed materials otherwise it will might cause delays in goods receipt and invoice payment.*
11. Add **Serial Number** If required. Serial numbers are optional or mandatory depending on the type of purchased product. If you click the **Add Details** button, you can manually add multiple serial numbers. It's mandatory to provide serial number for materials which are serialized in Vestas' system.

Illustration

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: * Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: * Prepaid By Seller ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼	DAF	<input type="text"/>					

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4510780860	10		29519265	5,000	EA	5 Feb 2026		100.00 DKK	500.00 DKK	1081	Remove

Description: BRACKET SUPPORT ASSEMBLY

Shipment Status
Total Item Due Quantity: 5 EA

Confirmation Status
Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5,000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Download PDF Add Details Country of Origin: * (no value) ▼

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 4/5

Step-by-step

12. Populate the **Serial Number** of the first item.

13. Click on **Add Asset** to add additional serial numbers. Please fill out only one serial number per asset field.

14. Select **Country of Origin** from drop down for each line item. Note: It is mandatory to provide the Country of Origin to ensure accurate customs declarations, delivery notes, and commercial invoices.

15. For more information on Country of Origin, please refer to the details provided in this [link](#).

16. Select **OK** on the top or bottom of the screen to continue

Note: If you have many serial numbers to provide, you can learn how use the **Serial number upload** tool [here](#).

Illustration

The screenshot illustrates the ASN Creation interface. At the top, a table shows order details for Order No. 4507283642, Line No. 10, Part No. 29059013, Qty 52.000, Unit EA, and Need By 31 Oct 2022. The description is 'BLADE BEARING SEGMENT, MACH'. Below this, the 'SHIPMENT STATUS' is '1. Shipping 52 EA'. The 'ASSET DETAILS' section notes that the maximum number of assets is 52, matching the shipping quantity. A form for adding assets is shown with a 'Serial Number' field containing '858585060684' and an empty 'Asset Tag' field. A circled '12' highlights the Serial Number field, and a circled '13' highlights the 'Add Asset' button. Below the form are expandable sections for 'HAZARD DETAILS', 'DELIVERY DETAILS', and 'PACKAGING'. The 'Order Items' section shows a table with columns: Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, and Customer Location. The first item is Order No. 4510780860, Line No. 10, Part No. 29519265, Qty 5.000, Unit EA, Need By 5 Feb 2026, Unit Price 100.00 DKK, Subtotal 500.00 DKK, and Customer Location 1081. Below the table, 'Shipment Status' shows 'Total Item Due Quantity: 5 EA' and 'Confirmation Status' shows 'Total Confirmed Quantity: 5 EA' and 'Total Backordered Quantity: 0 EA'. A table below this has columns: Line, Ship Qty, Supplier Batch ID, Production Date, and Expiry Date. The first row shows Line 1, Ship Qty 5.000, and empty fields for Supplier Batch ID, Production Date, and Expiry Date. A circled '14' highlights a 'Country of Origin' dropdown menu with '(no value)' selected. A text box next to it says 'This is a newly added field'. At the bottom, there are buttons for 'Add Order Line Item' and 'Manage Serial Numbers'.

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 5/5

Step-by-step

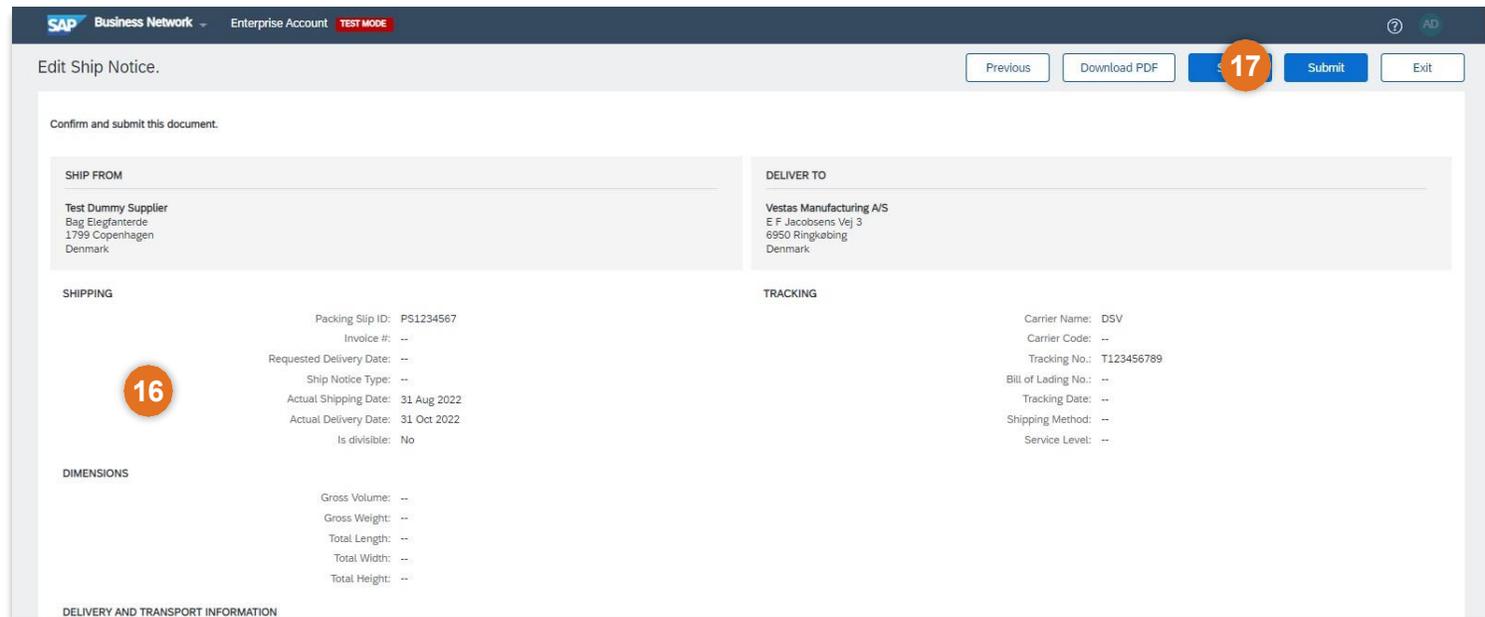
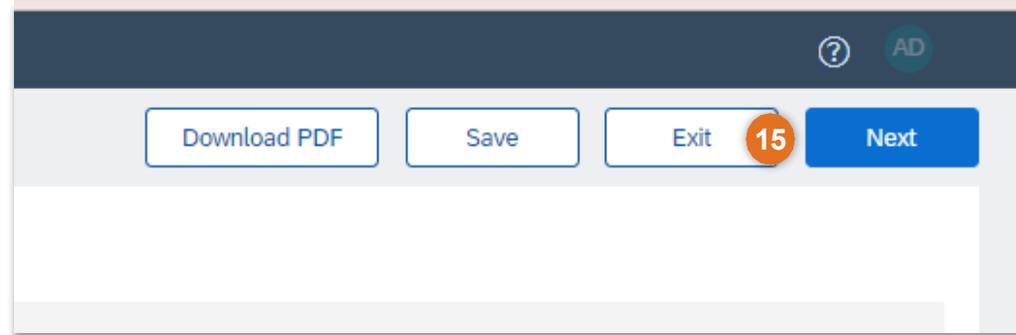
15. When all required fields are filled, click **Next** on the top or bottom of the screen.

16. Please review your input.

17. Click **Submit** to send ASN to Vestas.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

Illustration



ASN CREATION – MULTIPLE POS MANAGEMENT

Step-by-step

In case of multiple lines of PO's to be shipped and delivered to the same address on the same delivery day, you should use **Items to Ship** tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Go to **Workbench** or **Orders** → **Orders and Releases** → **Items to Ship** tab.
2. Use search filters to identify the items you need to ship. Edit default filter here if needed.
3. Suppliers can configure view of items by clicking the icon on the right-hand side of the screen.

Illustration

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enable', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A notification banner at the top reads: 'Need more customization features? To create your own tiles, save filters and more, please navigate to the Workbench page. Go to Workbench'. The main dashboard displays several metrics: 1 Orders, 8 Items to confirm (Last 31 days), 11 Items to ship (Last 31 days), 0 Return Items (Last 31 days), 4 New orders (Last 31 days), 0 Changed orders (Last 31 days), 13 Orders to invoice (Last 31 days), and 0 Orders with service line (Last 31 days). Below the dashboard, the 'Items to ship (11)' section is active, showing a filter bar with options: 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is visible. The table below lists items to be shipped:

	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment Level	Requested Quantity	Shipped	Actions
▼	Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AUS, Ringkøbing, DNK										
<input type="checkbox"/>	4507283237	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA		...
<input checked="" type="checkbox"/>	4507283640	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input checked="" type="checkbox"/>	4507283642	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input type="checkbox"/>	4507283641	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA	2	...
<input type="checkbox"/>	4507283641	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA	2	...

ASN CREATION – MULTIPLE POS MANAGEMENT – CREATE ASN

Step-by-step

1. Review line items and create a shipping notification by selecting the relevant purchase orders per one single ship to address and one single delivery date.
2. Click **Create Ship Notice** at the top of the page and proceed to fill out details for ASN document.
3. You are allowed to combine multiple PO's in one shipping notice if they are delivered to the same address. Otherwise, Ariba will show an error message.

Illustration

Orders

1 Orders | 8 Items to confirm (Last 31 days) | 11 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 4 New orders (Last 31 days) | 0 Changed orders (Last 31 days) | 13 Orders to invoice (Last 31 days) | 0 Orders with service line (Last 31 days)

Items to ship (11)

> Edit filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

Create ship notice **2**

<input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment Level	Requested Quantity	Shipped	Actions
1 <input type="checkbox"/>	Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AIS, Ringkøbing, DNK 3										
<input type="checkbox"/>	4507283237	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA		...
<input checked="" type="checkbox"/>	4507283640	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input checked="" type="checkbox"/>	4507283642	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input checked="" type="checkbox"/>	4507283641	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA	2	...

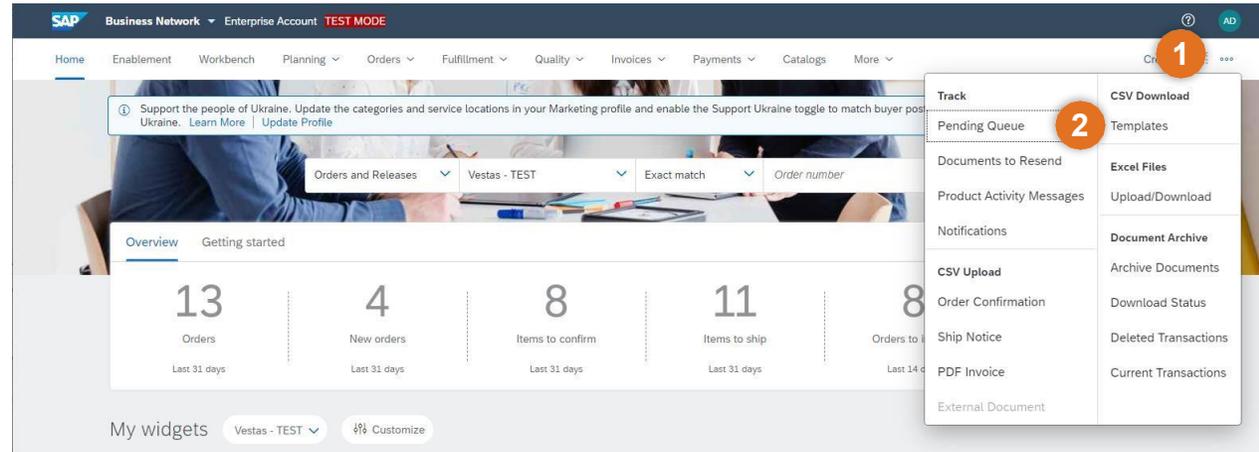
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 1/2

Step-by-step

1. Select ... - **menu** in the top right corner under your initials
2. Select **CSV Download** → **Templates**
3. Select **Ship Notice**
4. Select **Download** and save template to your computer.

Note: You should only choose lines with same “Need-by” dates to the same shipping notice.

Illustration



Download CSV Templates

If any of your customers use custom CSV templates, a Custom Templates section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.

Standard Templates

- Document ↑
- Order Confirmation
- Ship Notice

Download

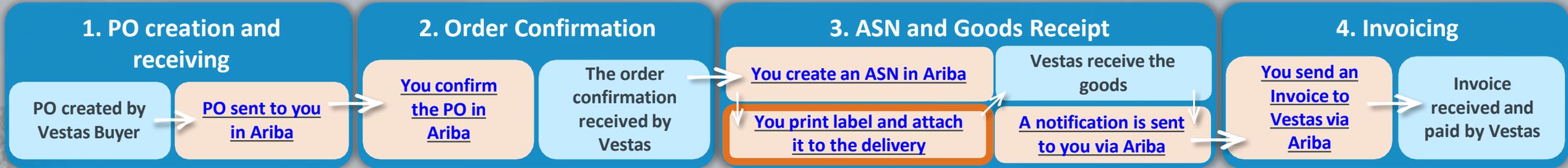
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label



Julia, Vestas Supplier

Note: this step is only required if the order contains Vestas Material Numbers



■ VESTAS ■ YOU (SUPPLIER)

DOWNLOAD ASN LABEL (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

1. Go to **Fulfillment** → **Ship Notices**.
2. Select Ship notice you need to print label for.
3. Select **Download PDF** → **Vestas** to download ASN label as a PDF file
4. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration

The illustration shows two screenshots from the SAP Business Network interface. The top screenshot shows the 'Ship Notices' page with a dropdown menu open under 'Fulfillment'. A red circle with the number '1' highlights the 'Ship Notices' option in the dropdown. A red circle with the number '2' highlights a row in the 'Ship Notices (17)' table. The table has columns for 'Packing Slip ID', 'Customer', and 'Order #'. The bottom screenshot shows the 'Ship Notice: PS9874859' detail page. A red circle with the number '3' highlights the 'Download PDF' button, and a red circle with the number '4' highlights the 'Vestas' option in the dropdown menu. To the right of the screenshots is a preview of the downloaded label, titled 'Inbound delivery at Vestas', showing 'Supplier No: 0000500002' and 'Packing No: PS9874859' with two QR codes.

Packing Slip ID	Customer	Order #	Completion Status
PS3435	Vestas - TEST	4507283236	
PS3734	Vestas - TEST	4507283734	
PS9874859	Vestas - TEST	4507283641	19 Aug 2022 2:46:27 PM
PS988638	Vestas - TEST	4507283641	18 Aug 2022 11:41:23 AM
PS123456	Vestas - TEST	4507282810	15 Aug 2022 1:21:28 PM

Ship Notice: PS9874859

Cancel Edit Print Export cXML Serial Number CS Download PDF

Vestas

Detail History

Vestas
Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

DOWNLOAD ASN LABEL (STANDARD ACCOUNT SUPPLIER)

Step-by-step

1. Open PO for which Ship label needs to be downloaded and select *ASN Number* under **Related Documents**
2. Select **Download PDF** → **Vestas** to download ASN label as a PDF file
3. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration

Purchase Order: 4507286218 Done Previous

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#) ↓ 📄 ⋮

Order Detail Order History

Vestas

From: Customer
Vestas Wind Systems A/S
Hedeager 42
8200 Aarhus
Denmark
Phone:
Fax:

To: Test Dummy Supplier
Bag Elefanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: timve@vestas.com

Purchase Order (Shipped)
4507286218
Amount: 300.00 EUR
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 30
Current month, 30 days, due net

Comments
order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts)

Contact Information
Supplier Address
Test Dummy Supplier 123

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: PS86218
OC86218

1

Ship Notice: PS86218

[Print](#) [Export cXM](#) [Download PDF](#) 2 [Vestas](#)

Detail History

Vestas

Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

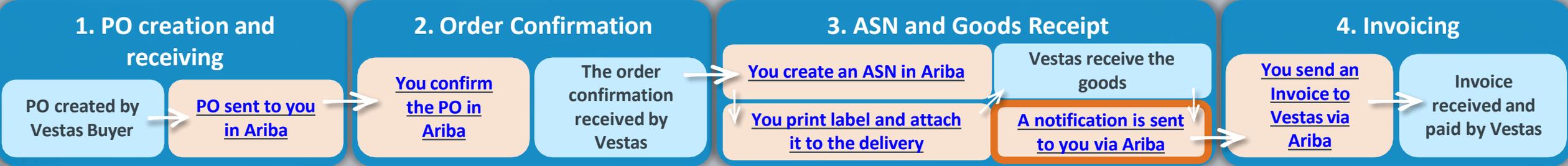
3

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to find Goods Receipt notification



Julia, Vestas Supplier



FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

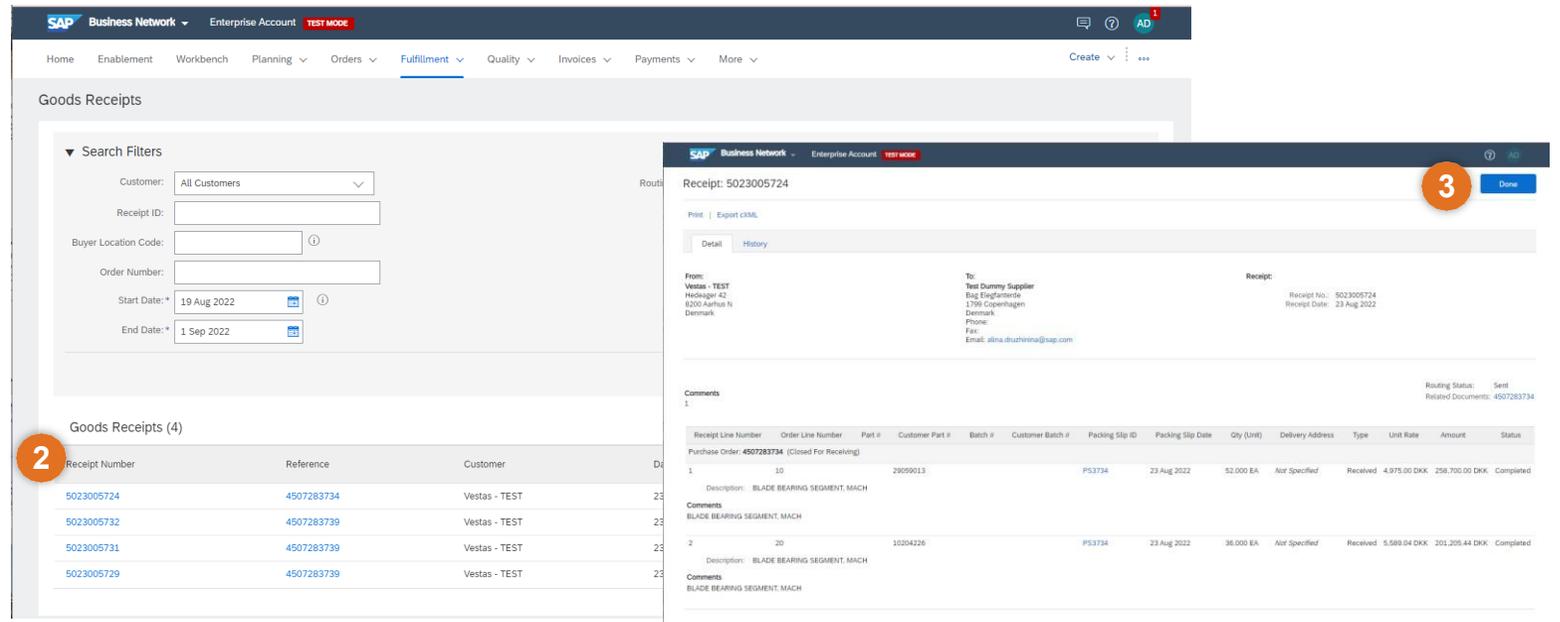
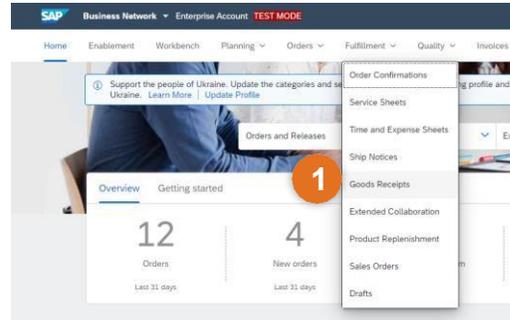
This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Go to **Fulfillment** → **Goods Receipts**.
2. Use Search to find Receipt you want to see and select *Receipt Number*.
3. View details of the Receipt and select **Done** to close the document

Illustration



FIND GOODS RECEIPT NOTIFICATION (STANDARD ACCOUNT SUPPLIER)

Step-by-step

Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Open PO which is "Received" or "Partially Received" and select *Receipt number* under **Related Documents**.
2. View details of the Receipt and select **Done** to close the document

Illustration

The illustration shows two screenshots of the SAP Business Network interface. The top screenshot displays a Purchase Order (PO) for 4507287184. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Order Detail' tab is active, showing the Vestas logo and contact information for the customer (Vestas Manufacturing A/S) and the supplier (Test Dummy Supplier). The PO status is 'Partially Received' with an amount of 3,000.00 DKK. A 'Track Order' button is visible. The bottom screenshot shows a Receipt for 5023012375. It includes buttons for 'Print' and 'Export cXML'. The 'Detail' tab is active, showing the receipt details and a table of receipt lines. A 'Done' button is highlighted with a red circle '2'. A red circle '1' is also present near the 'Track Order' button in the top screenshot.

Purchase Order: 4507287184

From: Customer
Vestas Manufacturing A/S
Hedeager 42
8200 Aarhus N
Denmark
Phone:
Fax:
Email: timve@vestas.com

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: alina.druzhinina@sap.com

Purchase Order (Partially Received)
4507287184
Amount: 3,000.00 DKK
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Standard PO (M)
Related Documents: 5023012375

Receipt: 5023012375

From: Vestas - TEST
Hedeager 42
8200 Aarhus N
Denmark

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: alina.druzhinina@sap.com

Receipt No.: 5023012375
Receipt Date: 31 Oct 2022

Routing Status: Sent
Related Documents: 4507287184

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
1	10		189802				31 Oct 2022	1.000 EA	Not Specified	Received	300.00 DKK	300.00 DKK	

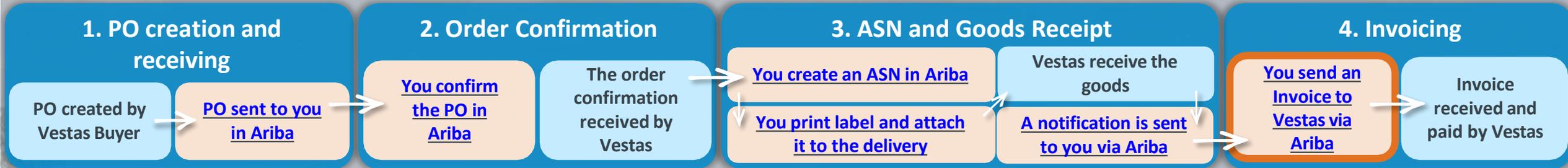
Description: TRAF0 2.0 VCS 33.0KV DYN5 50

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an invoice using PO Flip



Julia, Vestas Supplier



VESTAS

YOU (SUPPLIER)

CREATE AN INVOICE WITH VAT/TAX

Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date'). *Note, this should always match the data in your invoicing system.*
3. Provide the tax rate (%) and update the 'Date of Supply' if this is not the same as the invoice date.
4. Provide your 'Supplier VAT/Tax ID' and 'Supplier Commercial Identifier'.
5. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
6. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
7. Click 'Next', review and submit the invoice.

Illustration

Purchase Order: 4503430674

From: Vestas Blades Deutschland GmbH
John-Schehr-Strasse 7
01979 Lauchhammer

To: Tina TEST
Jägerskjoldsgade 144, 3TH
8000 Aarhus C

Invoice Header

Order: 4503430674
Invoice #: 123456
Invoice Date: 22 Nov 2019

Subtotal: 150.00 EUR
Tax: 37.50 EUR
Amount Due: 187.50 EUR

Supplier VAT: DE122254
Supplier Commercial Identifier: 719915
Customer VAT: DE81392786

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

Important Information

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE](#).
- Please submit invoice in Ariba as soon as possible after it's been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.
- Any extra costs apart from PO (like packing, freight etc.) should be communicated to the Vestas buyer prior to invoicing. This will ensure that the PO is matching the invoice, helping avoid the invoice from being blocked and payment being delayed.
- If you have different tax rates for different line items, please select the option 'Line level tax' and enter the tax rate for each line separately. You will have to select the line item and dropdown "Line item actions" in order to select the TAX option for that particular line item. See instructions for 0% VAT/TAX next slide.
- If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

CREATE AN INVOICE WITH 0% VAT/TAX

Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date'). *Note, this should always match the data in your invoicing system.*
3. Provide the tax rate = 0 and update the 'Date of Supply' if this is not the same as the invoice date.
4. Provide Exempt Detail = 'Zero Rated' and Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30*
5. Provide your 'Supplier VAT/Tax ID' and 'Supplier Commercial Identifier'.
6. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
7. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
8. Click 'Next', review and submit the invoice.

Illustration

Purchase Order: 4503430674

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Print | Do

Order Detail | Order History

1 Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Vestas From: Vestas Blades Deutschland GmbH
John-Schehr-Strasse 7
01979 Lauchhammer

To: Tina TEST
Jægersgårdsgade 144, 3TH
8000 Aarhus C

Invoice Header

Summary

Order: 4503430674 Subtotal: 150.00 EUR
Invoice #: 123456 Total Tax: 37.50 EUR
Invoice Date: 22 Nov 2019 Amount Due: 187.50 EUR

Service Description

From: Tina TEST
Aarhus C
Næstvedvej 1
Aarhus
Bill To: Vestas Blades Deutschland GmbH
Lauchhammer

Tax

Header level tax: Line level tax:

Category: VAT

Location: VAT exempted, art. 130 Directive 2006/112
Reason for Zero-Rate VAT is exempt

Region:

Exempt Detail: Zero Rated

Date of Supply: 11 Sep 2023

Additional Fields

Additional Fields

Taxable Amount: 2,640.00 DKK
Tax Rate Type:
Rate(s): 0
Tax Amount: 0.00 DKK

Exempt Detail: Zero Rated

Date of Supply: 11 Sep 2023

Triangular Transaction

Supplier VAT

Supplier VAT/Tax ID: DE1222254
Supplier Commercial Identifier: 719915

Customer VAT

Customer VAT/Tax ID: DE813392786

Add to Header

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR

Pricing Details

Price Unit: EA
Unit Conversion: 1
Price Unit Quantity: 1.0
Description:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

Line Item Actions | Delete

Update Save Exit **Next**

Important Information

- It is Supplier's responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection, always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 4).

KEY POINTS TO REMEMBER FOR YOU TO REMEMBER AS VESTAS SUPPLIER

Do's

- ✓ Suppliers must do Order Confirmation and Shipment Notice through Ariba, for all POs that were sent through Ariba.
- ✓ In case of any data should be updated on the PO (e.g. price, delivery date), please get in touch immediately with the buyer shown on the PO so they can adjust the PO
- ✓ Suppliers must invoice only through Ariba in case of Ariba invoicing is enabled their country. See list of countries [HERE](#).
- ✓ Credit notes should also flow through Ariba.

Don'ts

- ✗ Quantity split should not be made during order confirmation, If quantity has to be divided, suppliers should contact Buyers prior to confirmation and PO will be amended and re-sent.
- ✗ Do not change Delivery Date of the order in ASN. If there is any discrepancy between Confirmed Delivery Date and the actual Delivery Date, please contact the Vestas Buyer.
- ✗ Do not change Ship to and Deliver to address while creating ASN .
- ✗ Any extra costs apart from PO (e.g., packing, freight etc.) should be communicated to Buyer prior to invoicing. Line will be added on the PO which is to be re-send to supplier for e-invoicing. This will ensure the PO is matching to the invoice and it will not be blocked for further checking.

EXCEPTIONAL HANDLING & HIGHLIGHTS

Exceptional Handling

Delivery Date Issue

When you have any discrepancy with delivery dates, please reach out to Concern Buyer to get it sorted out.

Ship Labels

Attachment of Ship Labels is Mandatory Please have it attached over the consignment that you are delivering, in case if you have missed to attach the label, please send the Label PDF to Buyer via Mail.

Delivery Date in Order Confirmation and ASN

The Delivery Date in Order Confirmation and Advance Shipment Notice should be same in case of any changes please reach out to Concern Buyer.

Highlights

Impacts on failure to create ASN

1. Failure to Create ASN will affect Goods Receipt Processing which will cause delays in payment.
2. Will also affect Supplier OTD Performance

ASN before goods Shipment

ASN should be created before the goods shipment picked up from supplier end. Then supplier can be able to print the ASN label & make sure the label in goods

In case of Incoterms- FCA/EXW

Supplier need to finalize the FO and then create an ASN with ASN delivery date and Order confirmation (Ship/pickup date) being the same.

Shipping Date and Delivery date

Provide Shipping Date:

- *In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO.***
- *In case of DAP-Incoterm. **Shipping Date** must be Goods picked up date at Supplier end*

Provide Delivery Date

- *In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO. ITM Booking must be done before the ASN creation***
- *In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas*

FREQUENTLY ASKED QUESTIONS

FAQ

Is ASN mandatory only for FCA Incoterm?

No, ASN is needed for all Orders which requires Physical delivery of goods irrespective of Incoterms.

What should be the tracking number for DAP Suppliers if we don't have one?

Please input the Vehicle(Truck) Registration or Plate Number as tracking number, if not available please input in the Purchase order Number as the Tracking Number.(For FCA/EXW-it should always be the FO number).

Can we edit the Ship Notice once Submitted?

No, ASN once submitted can't be edited, incase of any discrepancy please reach out to concern buyer.

How do we know whether the material is serialized or not?

If the material is serialized, Ariba Network will raise a prompt/warning to provide serial number.

Do we need to print and attach multiple ship Labels for orders under one ASN?

You can attach one ship label for all your orders under single ASN.

DO YOU NEED ANY HELP?

Support is available!



For **questions or technical support** please contact the Vestas SSC Ariba team via email: ariba.ssc@vestas.com



For **information and guides** from the Digital Procurement program in Vestas, visit our website: www.vestas.com/en/about/our-partners/digital-procurement

