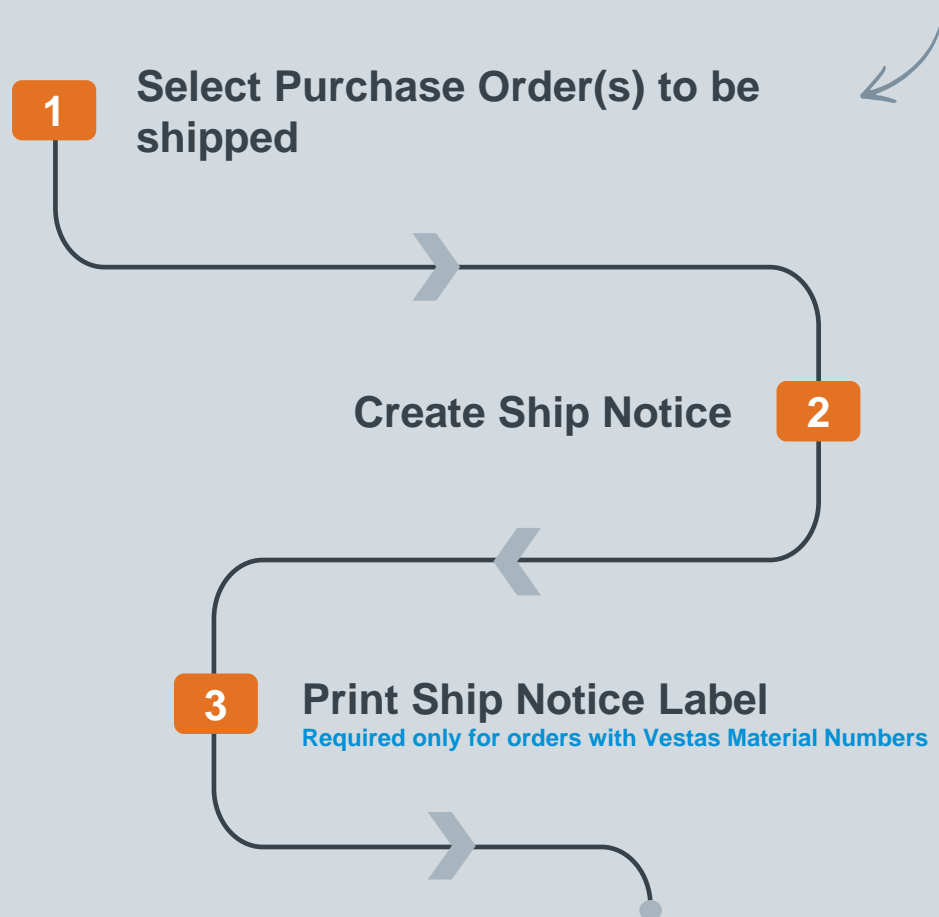


This **Supplier Quick Guide** shows you how to...

SEND ADVANCED SHIP NOTICE

...in **three simple steps**



ADVANCED SHIPPING NOTICE (ASN) CREATION



ASN CREATION

Actions for Supplier

Ariba Network provides multiple options to maintain ASN.

Select the best option for you and click on the link(s) below to jump to relevant instructions

1. 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.

2. Multiple PO's management.

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

3. 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).

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

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

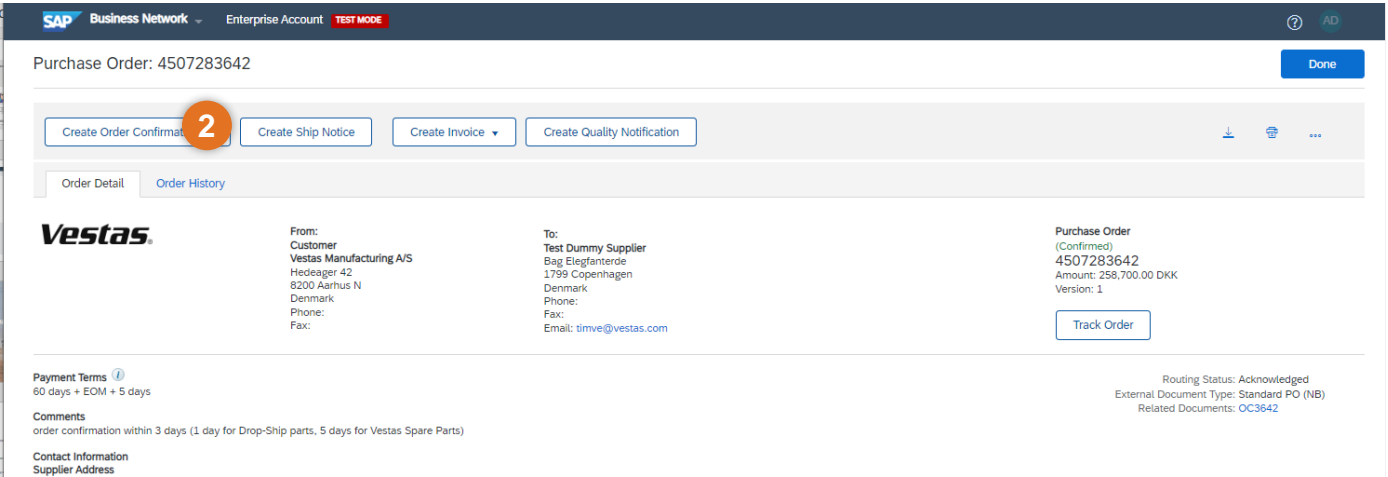
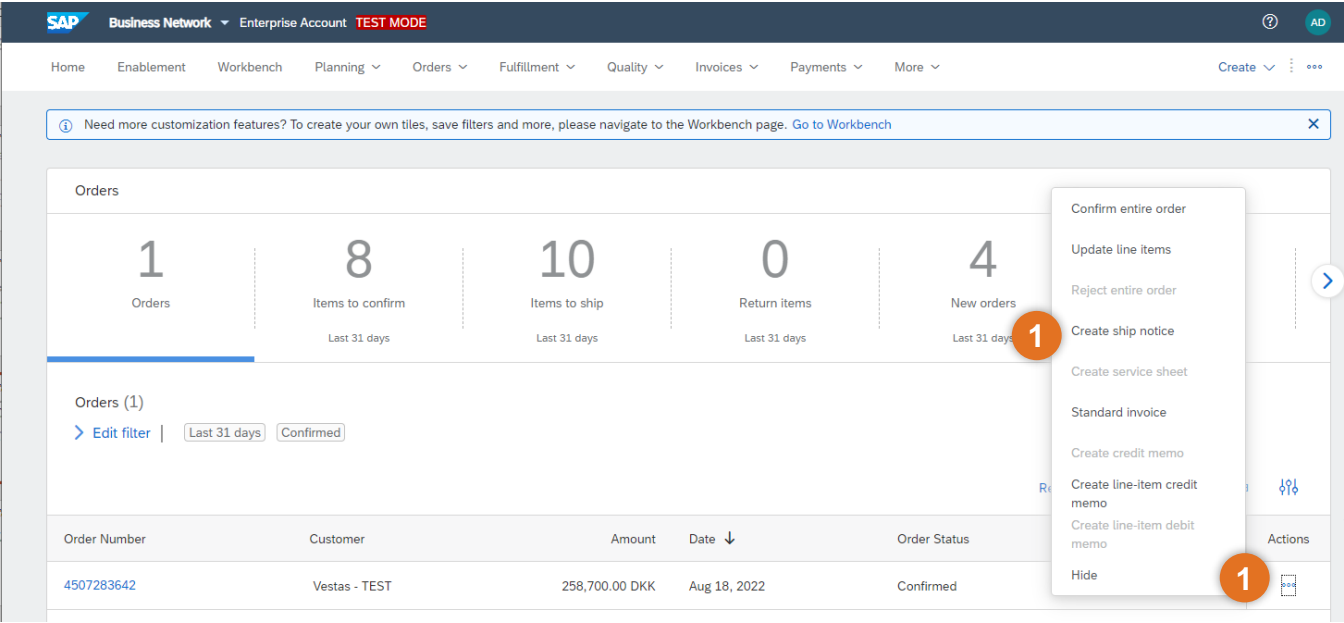
ASN CREATION

Individual PO Management – Create ASN

There are 2 possible ways to start creating an individual shipping notice.

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.



ASN CREATION

Individual PO Management – Header Level

- 1. “Ship From” and “Deliver To” address are defaulted from the PO. These should not be edited by the supplier.
- 2. The Packing Slip ID is a mandatory field. Enter here supplier unique delivery number.
- 3. Provide shipping date.
- 4. Provide delivery date.
- 5. In case of DAP incoterms provide Carrier and Tracking Number. In case of FCA incoterms provide Freight Order (FO) Number from Vestas TM system as tracking number.
- 6. Update Shipping Payment Method

SAP Business NetworkEnterprise AccountTEST MODE

Create Ship NoticeDownload PDFSaveExitNext

1

SHIP FROM

Test Dummy Supplier

Copenhagen

Denmark

Update Address

DELIVER TO

Vestas Manufacturing A/S

Ringkøbing

Denmark

Update Address

Ship Notice Header

2

SHIPPING

Packing Slip ID:*

PS123456

Invoice No.:

Requested Delivery Date:

Ship Notice Type

Select

3

Shipping Date:

31 Aug 2022

4

Delivery Date:*

31 Oct 2022

Hazard Type:

Select

Is Divisible:

Dimensions

TRACKING

5

Carrier Name:

DSV

Tracking No.:

T123456789

Bill of Lading No.:

Tracking Date:

Shipping Method

Select

Service Level:

Code:

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:*

Transport Condition

Delivery Terms Description:

Transport Terms Description:

6

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						
Add Transport Term							

ASN CREATION

Individual PO Management – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line-item information and update the quantity shipped for each line item.

1. Populate **Ship Qty** at line level. For all orders, the quantity can be equal or lower than the purchase order line.
2. Update **Batch ID, Production Date & Expiry Date** in case material is batch managed.
3. If you click **Add details** button, you can add manually the serial numbers. It's mandatory to provide serial number for materials which are serialized in Vestas system.
4. Click **Remove** button to exclude the whole line from this ship notice.
5. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
6. Supplier can upload multiple serial numbers by downloading an Excel template under **Manager Serial Numbers**

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4507283642	10		29059013	52.000	EA	31 Oct 2022		4,975.00 DKK	258,700.00 DKK	1081
Description: BLADE BEARING SEGMENT, MACH										
Shipment Status Total Item Due Quantity: 52 EA										
Confirmation Status Total Confirmed Quantity: 52.000 EA Total Backordered Quantity: 0 EA										

Line

1

Ship Qty

52

Supplier Batch ID

Production Date

Expiry Date

Download PDF

Add Details

serialNumber:

Add Ship Notice Line

5

6

Add Order Line Item

Manage Serial Numbers

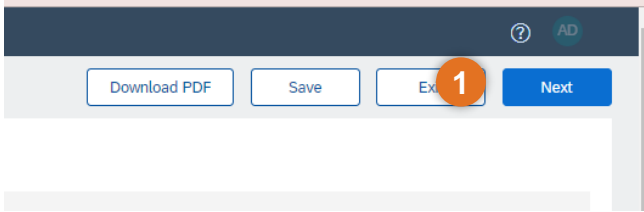
Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

ASN CREATION

Individual PO Management – Submit the Final Document

- 1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
- 2. At header level, please review the delivery date is applicable to all shipped lines.
- 3. At line level, check the shipped quantity
- 4. And review the serial numbers, if applicable.
- 5. Click **Submit** to send ASN to Vestas.
- 6. In case there is information to be edited, click **Previous**.

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



ASN CREATION

Multiple POs Management

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. Supplier can configure view of items by clicking the icon on the right-hand side of the screen.

SAP Business Network Enterprise Account TEST MODE

Home Enable1 Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Messages

Need more customization features? To create your own tiles, save filters and more, please navigate to the Workbench page. Go to Workbench

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

	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 A/S, 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	...

3

ASN CREATION

Multiple POs Management – Create ASN

- 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.

Important! Supplier is allowed to combine multiple PO's in one shipping notice if they are **delivered to the same address on a same date.**

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

2

Create ship notice

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 A/S, Ringkøbing, DNK

4507283237

20

BLADE BEARING SEGMENT, MACH

1

Oct 18, 2022

36.00 EA

...

1

4507283640

10

BLADE BEARING SEGMENT, MACH

1

Oct 31, 2022

52.00 EA

...

4507283642

10

BLADE BEARING SEGMENT, MACH

1

Oct 31, 2022

52.00 EA

...

4507283641

10

BLADE BEARING SEGMENT, MACH

1

Oct 31, 2022

52.00 EA

2

...

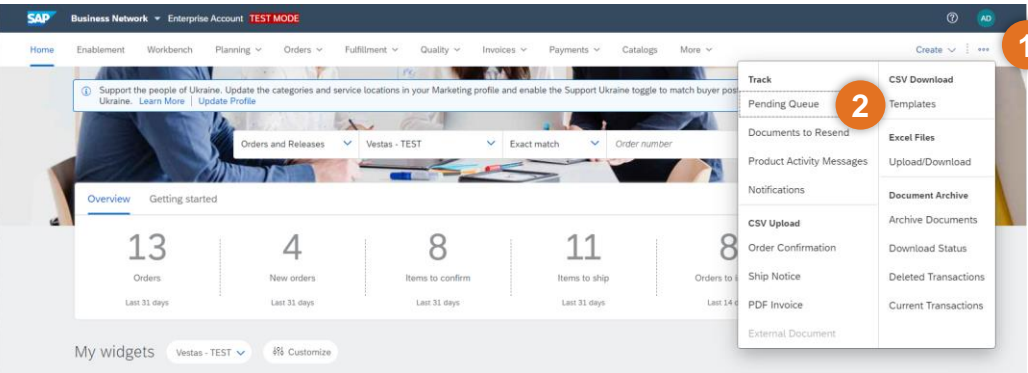
Classification: Public



ASN CREATION

Mass ASN Upload – Download CSV Template

- 1. Select ... - menu on 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 can choose lines with different “Need-by” dates for the same shipping notice.



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

<input type="checkbox"/>	Document ↑
<input type="checkbox"/>	Order Confirmation
<input checked="" type="checkbox"/>	Ship Notice

ASN CREATION

Mass ASN Upload — Update and Upload CSV Template

1. Add to the CSV template ship notice/s data. Fill in all required columns. Save and close file.
2. From the Ariba Network homepage go to ... - menu on top right corner under your initials
3. Select **CSV Upload** → **Ship Notice** from the drop down.
4. Select Vestas as the customer.
5. Browse the updated template from your computer.
6. Click **Import CSV Ship Notice**.

In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.

Fix the errors accordingly and reupload the file following the same steps.

Notes:

- You can upload several ship notices from one CSV file, but they need to be for the same customer (=Vestas).
- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows

The screenshot displays the SAP Business Network interface. At the top, the 'Home' menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation', 'Ship Notice', 'PDF Invoice', and 'External Document'. The 'Ship Notice' option is highlighted. Below this, the 'CSV Download' menu is open, showing 'Templates', 'Excel Files', 'Upload/Download', 'Document Archive', 'Archive Documents', 'Download Status', 'Deleted Transactions', and 'Current Transactions'. The 'Upload/Download' option is selected. The main area shows a table with columns for 'Orders', 'New orders', 'Items to confirm', and 'Items to ship'. The 'Items to ship' column is highlighted. Below the table, the 'Import CSV Ship Notice' form is visible. It includes a 'Customer' dropdown menu set to 'Vestas - TEST', a 'Download CSV Templates' link, a 'CSV Ship Notice file path' field with a 'Choose File' button, and an 'Import CSV Ship Notice' button. The interface also shows a 'Classification: Public' label at the bottom.

ASN CREATION

Review Submitted ASN

- 1. To view submitted ASN go to **Fulfillment → Ship Notices**.
- 2. Or to related order screen, Related Documents section.
- 3. After submitting ASN, related order status will be updated to shipped or partially shipped.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments More

Create ...

Ship Notices

Search Filters

1

Order Confirmations
Service Sheets
Time and Expense Sheets
Ship Notices
Goods Receipts
Extended Collaboration
Product Replenishment
Sales Orders
Drafts

Ship Notices (17)

Packing Slip ID	Customer	Order #	Completion Status	Receipt Status	Routing Status	Ship Notice Status
PS3435	Vestas - TEST	450728323	5:59 PM		Obsolete	Canceled
PS3734	Vestas - TEST	450728373	15:02 AM	Completed	Fully Received	Acknowledged
PS9874859	Vestas - TEST	4507283641	19 Aug 2022 2:46:27 PM		Acknowledged	
PS988638	Vestas - TEST	4507283641	18 Aug 2022 11:41:23 AM		Acknowledged	
PS123456	Vestas - TEST	4507282810	15 Aug 2022 1:21:28 PM		Acknowledged	
PS3238	Vestas - TEST	4507283238	10 Aug 2022 9:43:03 AM		Acknowledged	

SAP Business Network Enterprise Account TEST MODE

?

AD

Purchase Order: 4507283235

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

Vestas

From: Customer
Vestas Manufacturing A/S
Hedekager 42
8200 Aarhus N
Denmark
Phone:
Fax:

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

3 Purchase Order (Shipped)
4507283235
Amount: 459,905.44 DKK
Version: 1
Track Order

Payment Terms ⓘ
0.000% 60
60 days + EOM + 5 days

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
Bag Elégfanterne 17
1799 Copenhagen

2 Routing Status: Acknowledged
Internal Document Type: Standard PO (NB)
Related Documents: PS3235
789546

ASN LABEL PRINTING



ASN LABEL PRINTING

How to download ASN Label?

In case you deliver goods with Vestas Material Numbers it's mandatory to print ASN Label and attach it to the actual delivery.

You can download and print the label directly from Ariba:

- 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.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments

Ship Notices

Search Filters

Ship Notices (17)

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
PS3238	Vestas - TEST	4507283238	10 Aug 2022 9:43:03 AM
PS3236	Vestas - TEST	Multiple	10 Aug 2022 9:42:13 AM

Order Confirmations

Service Sheets

Time and Expense Sheets

Ship Notices

Goods Receipts

Extended Collaboration

Product Replenishment

Sales Orders

Drafts

SAP Business Network Enterprise Account TEST MODE

Ship Notice: PS9874859

Cancel Edit Print Export cXML Serial Number CSV Download PDF

Vestas

Detail History

Vestas

Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

NEED 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



Vestas