

Advanced Shipping Notification (ASN) Training

Vestas Digital Procurement



BEFORE WE START



RECORDING

We will record this training session.



QUESTIONS

Please ask the questions **at the end** of the training session during Q&A.

BEFORE WE START | TRAINERS

We will support you today



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ASN
TRAINING SESSION
AGENDA

Introduction to ASN	5
What you will learn today	7
Ariba Interface Navigation	8
Order Confirmation in Ariba	10
How to create ASN in Ariba	12
ASN in Ariba Continued	14
Going forward	16
Actions by you	20
Q&A	21

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.

WHAT IS ASN?



- An Advanced Shipping Notification is information about a 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 compliance requirements by eliminating/reducing manual actions in and outside system both externally and internally.
- If ASN is not created by Supplier, Vestas will not be able proceed with goods receipt which impacts 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 for 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 created, 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*

WHAT YOU WILL LEARN TODAY

1

Ariba interface navigation

- How to navigate the Work Bench

2

Order Confirmations in Ariba

- How to create a Line Level Confirmation
- How to create a Entire Order Confirmation

3

How to create an ASN in Ariba

- What is an ASN
- When to create an ASN
- How to Create an ASN
- How to manage individual Pos
- How to manage Multiple Pos

4

ASN in Ariba continued

- Line Level Creation
- How to manage Batch POs
- How to manage Serialized PO
- How to provide the Delivery Date
- How to create Ship Label

5

Going forward

- Where to find the Training Materials
- Actions by you
- When is Go-live
- When is the Hyper care period

ARIBA INTERFACE NAVIGATION

1

Ariba interface
navigation

LIVE DEMONSTRATION

ORDER CONFIRMATIONS IN ARIBA

LIVE DEMONSTRATION

HOW TO CREATE AN ASN IN Ariba

LIVE DEMONSTRATION

ASN IN ARIBA CONTINUED

LIVE DEMONSTRATION

GOING FORWARD



Vestas

WHERE TO FIND TRAINING MATERIALS

ACTIONS BY YOU

1

Begin creating **ASN** when shipping orders to Vestas

2

Familiarize yourself with the **training material** on the [Vestas.com](https://vestas.com)

3

Answer the **Feedback Survey**

GOING FORWARD

5

Going forward



On 23rd March, you received ASN **Go-live** communication



ASN **hyper care** period will be from 23rd March – 28th April



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



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

5

Going forward

1

Ariba interface navigation

- ✓ How to navigate the Work Bench

2

Order Confirmations in Ariba

- ✓ How to create a Line Level Confirmation
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ASN in Ariba continued

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Going forward

- ✓ Where to find the Training Materials
- ✓ Actions by you
- ✓ When is Go-live
- ✓ When is the Hyper care period



Q&A

THANK YOU FOR ATTENDING

