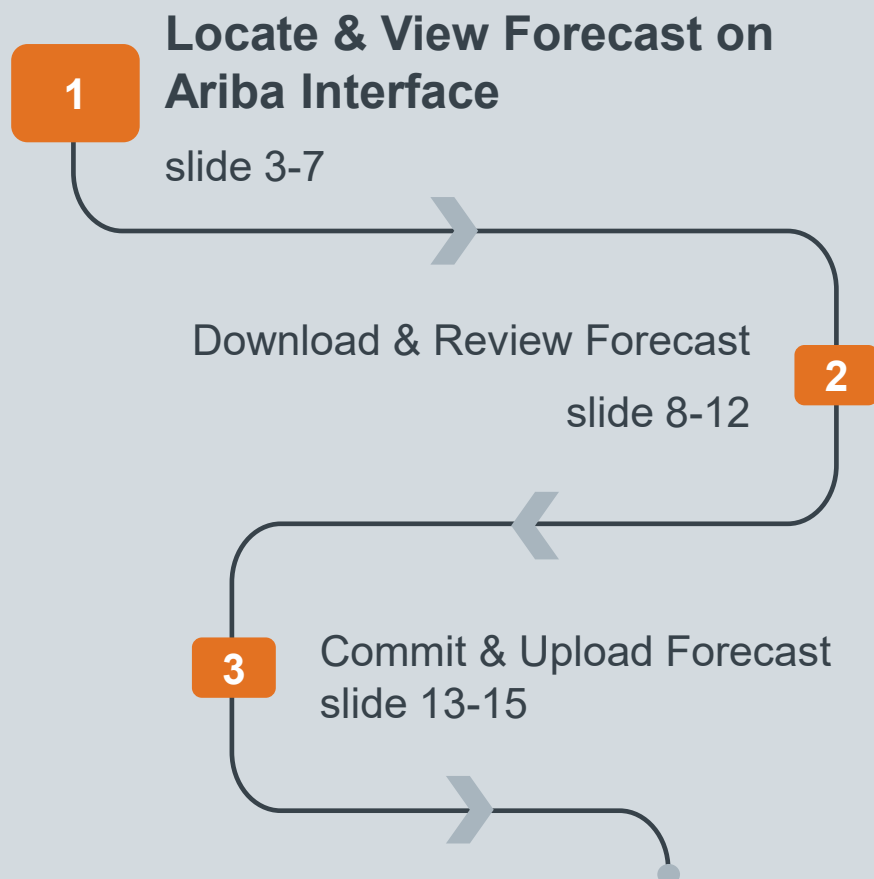


This **Supplier Quick Guide** shows you how to...

COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**



VIEW FORECAST DATA

Explanation of Field Names

Fields used by Vestas

Field	Description
Customer	Vestas' identification.
Customer Location	Vestas' Plant.
Customer Part Number	Vestas' material number.
Global Vendor ID	Vestas specific field, suppliers' Global ID
Last customer update	Time stamp of latest Forecast information update send by Vestas
Last supplier update	Time stamp of latest Forecast information update send by Supplier
Lead Time	Lead time information taken from Material Master Data in SAP
Part Category	Part Category as aligned with Vestas.
Part Status	Specifies if the part is active or inactive.
Planner Code	Vestas' planner identification.
SAP Vendor Number	Vestas specific field, suppliers' local entity ID
Show Unique Part and Plant	Once checked, the result screen will show key figures for both supplier managed inventory and forecast data
Spend Class	Vestas specific field, code used to help the categorization of material
Spend Class Description	Vestas specific field, description corresponding to Spend Class code
Supplier Part Number	Vendor's material number.

Fields NOT used by Vestas

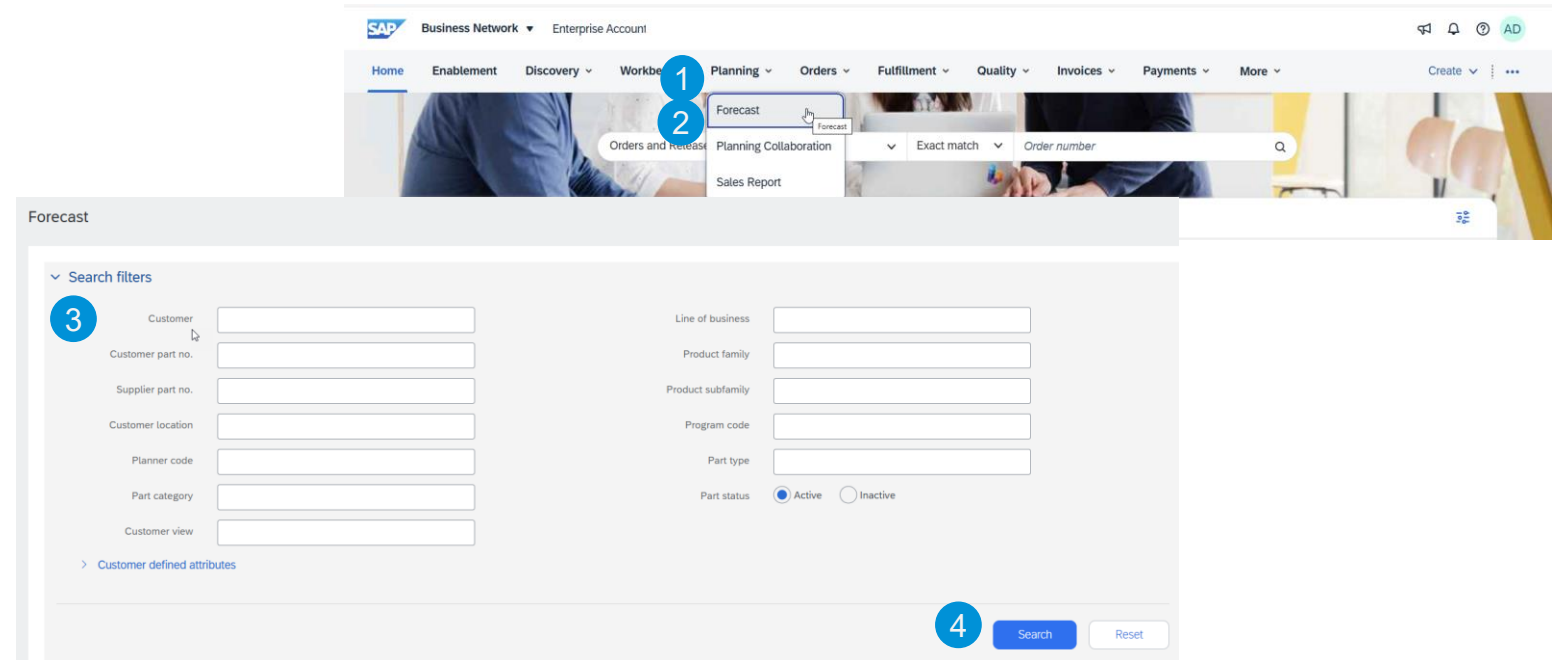
Field	Description
External Program Code	Not used.
Line of Business	Not used.
Manufacturing Type	Not used.
Part category	Not used.
Part Type	Not used.
Product Family	Not used.
Product Sub-Family	Not used.

1. LOCATE & VIEW FORECAST ON Ariba INTERFACE

Step-by-step

1. Once you are logged in to the Ariba network navigate to **Planning**.
2. From the dropdown list select **Forecast**.
3. Search filters allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search** to retrieve records.

Illustration



Tips & Tricks

- If you are linked to several customers with the same Ariba account, make sure to filter for Vestas in the customer field.
- If you are globally responsible for a group of forecasts and require access to multiple forecasts for different manufacturing sites you will be required to have different user logins per site.
- If you feel that you can provide all the materials as per the requested date, kindly use the option “copy forecast to commit”, so that all the demand is automatically copied in the forecast commit field, hence reducing your manual effort.
- If this method requires a lot of manual effort and you have lot of materials to work with, we recommend to check our method of Downloading the forecast and working with it.
- It is mandatory to provide your response within seven days of forecast publication from Vestas.

2. LOCATE & VIEW FORECAST ON Ariba INTERFACE

Step-by-step

5. Review the search results.
6. You can configure the view by clicking the configure button.
7. To view forecast details click the icon on the right-hand side of you screen.

Illustration

Filter: All customers

Page 1

6

Customer	Customer part no.	Lead time	Part status	Last customer update	Stock		
					Stock on hand	Unit	
					Quantity		
SCC ANK - TEST BUYER	BP-CIG-2	2	Active	4 Oct 2019 1:38:51 AM	0	EA	7
BP SCC Buyer - TEST	2937	5	Active	4 Oct 2019 2:53:37 AM	0	EA	

7

3. LOCATE & VIEW FORECAST ON Ariba INTERFACE

Step-by-step

8. A new window will open. This view is component specific.
9. You can set the **View by** criteria and **Starting from** date as desired. We recommend the weekly view when responding to the forecast and the yearly view when checking for overall quantities in a calendar year.
10. The blue color coding indicates the lead time for an item.*

**In the shown example the lead time is two weeks, therefore week 20 and 21 are colored in blue. This information is taking from the material master data in SAP and is just for information purposes.*

Tips & Tricks

- To get aggregate view of all components in forecast navigate to download forecast.
- You can use the toggle buttons to toggle between the dates that you want to view the forecast for

Illustration

8 Forecast details

Customer: Vestas - TEST Customer location: Vestas SPR DE Part no.: 883262 Part description: MECHANICAL LOCK KIT EH803

9 View by: Weekly Starting from: 05/17/2021

► Chart

Stock on hand: 0 (EA) | Part details

Key figures	17 May 2021 Week 20
Order forecast	
Forecast commit	
Previous forecast	
Forecast deviation	
Forecast change	
Upside forecast	
Firmed orders	
Priority	
DeliveredQuantity	

10 Refresh data Copy Forecast to Commit

Lead time

4. LOCATE & VIEW FORECAST ON Ariba INTERFACE

Step-by-step

11. The fields where you could see a pen/pencil sign are the editable fields and you are required to provide your response in that fields.
12. Kindly click on the pen/pencil and there will be an input box for your response.
13. Click on 'Save' once you provide your response.

Similarly provide your response to all other materials

Tips & Tricks

- If you feel that you can provide all the materials as per the requested date, kindly use the option "**Copy Forecast to Commit**", so that all the demand is automatically copied in the forecast commit field, hence reducing your manual efforts.
- If this method requires a lot of manual efforts and you have lot of materials to work with, we recommend to check our method of Downloading the forecast and working with it.
- **Important!** It is mandatory to provide your response within the seven days of forecast publish from Vestas.

Illustration

Buyer name: Vestas - TEST, Customer location: Vestas SPR DK Videbæk, Part no.: 101097, Part description: COOLER FOR ELEC PUMP MIN OIL

View by: Weekly, Starting from: 05/01/2023

Starting from: 1 May 2023

Chart

Stock on hand: 0 (EA) | Part details

Key figures	1 May 2023 Week18	8 May 2023 Week19	15 May 2023 Week20	22 May 2023 Week21	29 May 2023 Week22	5 Jun 2023 Week23	12 Jun 2023 Week24	19 Jun 2023 Week25	26 Jun 2023 Week26	3 Jul 2023 Week27
Order forecast	3		3							
Forecast commit	3		3							
Previous forecast	3		3							
Forecast deviation	0	0	0	0	0	0	0	0	0	0
Forecast change	0	0	0	0	0	0	0	0	0	0
Previous forecast commit	6									
Upside forecast										
Firmed orders										
DeliveredQuantity										

Lead time

Refresh data | Copy Forecast to Commit

Last customer updated 19 Apr 2023 11:51:37 PM

5. HOW TO READ THE FORECAST DATA

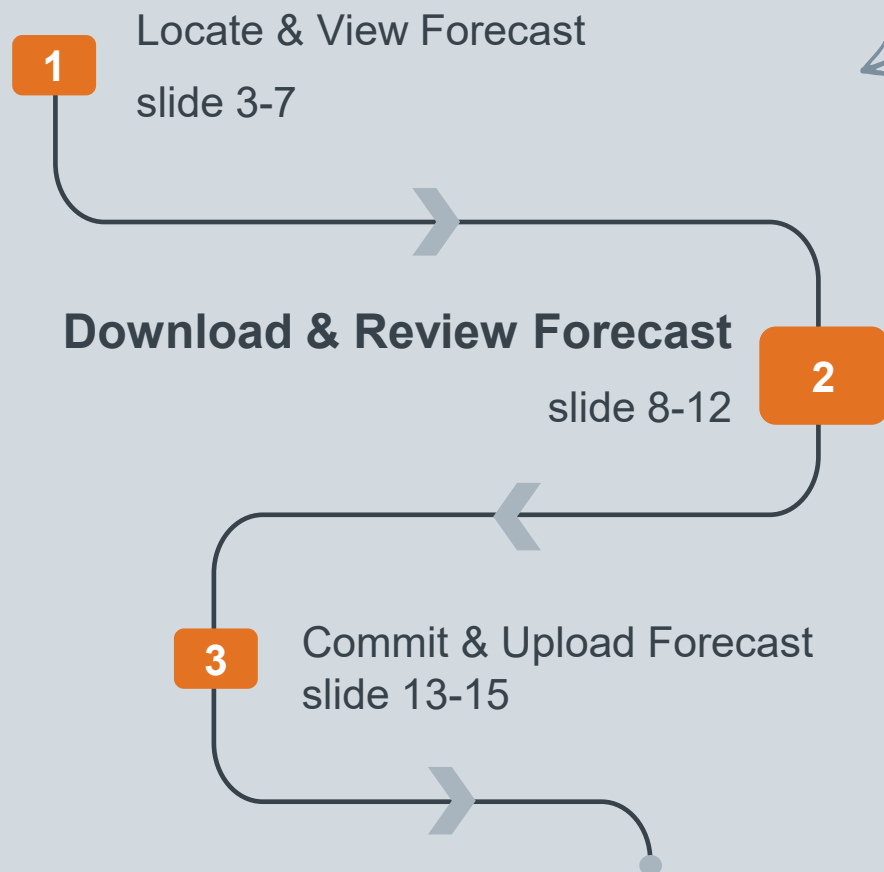
Explanation of Key Figures in the forecast view

Key Figures	Description	Data Source
Order forecast	Vestas' shared demand	Vestas' input
Forecast commit	Quantity committed from supplier to Vestas	Supplier input
Previous forecast	Vestas' historic demand	Vestas' input
Forecast deviation	Forecast commit minus Order forecast	Calculated value
Forecast change	Order forecast minus Previous forecast	Calculated value
Previous forecast commit	Supplier's historic commit	Supplier input
Upside forecast	Additional quantity available from supplier for Vestas	Supplier input
Firmed orders	Vestas' total confirmed order quantity within the indicated time horizon, representing the entire order quantity, including any quantity that have already been delivered.	Calculated value
DeliveredQuantity	Supplier's input on delivered quantities	Supplier input

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

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...in **three simple steps**



2. HOW TO DOWNLOAD THE FORECAST AS EXCEL FILE

Step-by-step

1. Click 3 dots “...” on the top right corner
2. Select ‘Upload/Download’.
3. Click ‘Create’ in the bottom of the screen. A new window will appear.
4. Type a **Name** (e.g. weekly forecast)
5. Set **Type** as Forecast, more fields will appear below.
6. Fill all mandatory fields:
 - **Customer name** “Vestas”
 - **Time period** “Weekly”*
 - **Years to download** “1”
 - **Buyer last modified** (Follow the steps mentioned in the next slide on how to find the correct Buyer last modified date)
 - Tick off both boxes at the bottom to prepopulate Vestas’ demand into the commit fields.
7. Click ‘Save’.



* Vestas asks that you commit using the weekly view (Time period “Weekly”).

Tips & Tricks

- Once you have created the job you will not need to do this again. Next time you require to pull the forecast simply edit and re-run the job under “Jobs”. (see slide 11)

Illustration

The screenshot illustrates the SAP Business Network interface for creating a forecast job. The top navigation bar shows 'Business Network' and 'Enterprise Account'. The main content area displays a dashboard with metrics like Orders, New orders, Items to confirm, and Items to ship. A 'Create/Edit Job' form is open, showing the following details:

- Name:** Forecast_Weekly_Report
- Type:** Forecast
- Job Search Criteria:**
 - * Customer: Vestas - TEST
 - Supplier part number:
 - Buyer part number:
 - Product family:
 - Product sub-family:
 - Location:
 - Customer view: All Views
 - Spend Class:
 - Spend Class Description:
 - SAP Vendor Number:
 - Global Vendor:
- Time bucket:** Weekly
- * Start:** Current
- * End:** After 52 weeks
- Report period:** From Current to (Current + 52 weeks) 25 Aug 2025 to 17 Aug 2026
- Buyer last modified:** 4 Aug 2025
- Supplier last modified:**

At the bottom, there are checkboxes for:

- ☒ Download planning item attributes on all rows
- ☒ Prepopulate Commit time series quantities with Forecast quantities
- ☐ Only download planning records with positive or negative time series data

The form also includes 'Cancel' and 'Save' buttons at the bottom right.

2. HOW TO FIND THE CORRECT BUYER LAST MODIFIED DATE

Step-by-step

1. Select **Planning** and **Forecast**
2. Last “Customer update date” is the Buyer last modified date that you will have to use as filter criteria while downloading the report, so that you get the accurate forecast.
3. Click the arrow to organize the list according to the latest date and use it in your filter criteria when creating a job in Ariba (previous slide).

Important!

Usually, the **forecast will be shared in the frequency** that you are put under:

- 1) Weekly: 1st Tuesday of every week.
- 2) Biweekly: 1st and 3rd Wednesday of the month.
- 3) Monthly: 1st Wednesday of the month.

Tips & Tricks

- Make sure you use the correct and the latest date.
- Try to sort it from newest to oldest by clicking in the last customer update option, so that you get the latest date appearing on the top.

Illustration

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Planning' menu is expanded, showing 'Forecast', 'Planning Collaboration', and 'Sales Report'. A blue circle with the number '1' is placed over the 'Forecast' option. Below the navigation bar, the 'Forecast' section is active. A 'Search filters' section shows a 'Filter' button and a dropdown menu set to 'All customers'. Below this is a table with columns: 'Customer', 'Customer part no.', 'Supplier part no.', 'Customer location', 'Lead time', 'Part status', 'Last customer update', and 'Last supplier update'. A blue circle with the number '2' is placed over the 'Last customer update' column header, and a blue circle with the number '3' is placed over the sort arrow next to it. The table contains seven rows of data for 'Vestas - TEST'.

Customer	Customer part no.	Supplier part no.	Customer location	Lead time	Part status	Last customer update	Last supplier update
Vestas - TEST	76401421	1078472	5030 (Vestas NAC US Brighton)	21	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	75958941		5030 (Vestas NAC US Brighton)	21	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	60007387	Y829480	5030 (Vestas NAC US Brighton)	28	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	60007374	1111205	5030 (Vestas NAC US Brighton)	35	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	60006842	Y832298	5030 (Vestas NAC US Brighton)	20	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	29158412	29158412	5030 (Vestas NAC US Brighton)	93	Active	1 Jul 2025 11:38:20 PM	
Vestas - TEST	29059597	1098605	5030 (Vestas NAC US Brighton)	35	Active	1 Jul 2025 11:38:20 PM	

2. HOW TO DOWNLOAD THE FORECAST AS EXCEL FILE

Step-by-step

1. If you have created a job (see slide 9) and need to pull the forecast again you select the job you created and click **Run**. You will be transferred to **Downloads** tab.
2. Click **Refresh** status until the status changes from "Processing" to "Completed".
3. Download the forecast file by clicking the **download icon**.
4. Save the Excel file on your computer.

Tips & Tricks

- You can use the job that you have created multiple times.
- Next time if you want to use the same job for downloading the latest forecast, kindly click on edit and have the buyer last modified date updated and run the same report.

Illustration

Downloads

Job Name	Type	Last Run	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	

Refresh Status

SAP Ariba

Ariba Supply Chain Collaboration - Forecast

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Lead Time	Last updated	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Order forecast			0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Forecast commit			5	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Previous forecast					
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Forecast change			0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Previous forecast com					
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Upside forecast				20	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SE/ 2050	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	Gearbox Repair Kit Sel 0000119842	Firmed orders					
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Order forecast			20	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Forecast commit			18	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Previous forecast				
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Forecast change			20	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Previous forecast com			18	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Upside forecast				
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	Hydraulics - Valve	0000119842	Firmed orders				

3. HOW TO ANALYZE THE EXCEL FORECAST DOWNLOAD

Step-by-step

Each component is represented by an amber row stating customer name, no. what plant to deliver to, etc.

You will need to fill/edit the forecast commit line (marked in blue).

Forecast breakdown consists of:

- **Order forecast:**
Total forecast per week.
- **Forecast commit:** editable cell for you to provide committed quantity
- **Previous forecast:** quantity shared by VESTAS last period.
- **Forecast change:** quantity increase/decrease since last period.
- **Upside forecast*:** additional qty. which supplier can provide in excess.
- **Firmed order:** PR turned into PO's which are shared with you.

* The Upside forecast line is optional and does not need to be filled. This line can indicate if you have extra capacities in addition to what you can delivery on the respective delivery date.

Illustration

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022	14
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Order forecast	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast commit	5	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast change	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast com			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Upside forecast		20	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	TO1012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Firmed orders			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Order forecast	20		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Forecast commit	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Forecast change	20		0
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Previous forecast com	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Upside forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	Hydraulics - Valve	0000119842	Firmed orders			
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Order forecast	0		
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Forecast commit	0		
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Forecast change	0		0
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Previous forecast com			
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Upside forecast			
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	LV - Non-categorised	0000119842	Firmed orders			

Tips & Tricks

- In the Forecast module of Ariba PO document reference numbers are not included. If you wish to find the PO document reference number, it can be found in Ariba under reports, called PO reconciliation report.
 - To identify the PO document reference numbers included in the forecast, take the date from the last updated column in the forecast and compare it to the PO creation date in the PO reconciliation report.
- You must provide a forecast commit quantity in the blue row per material otherwise it will show up as missing response towards VESTAS.
- If you want to be able to filter/sort in the file you will need to unprotect the worksheet, by right clicking the worksheet tab and clicking "unprotect sheet". There is no password required for this action. Make sure to remove any filter before saving and uploading the file to Ariba, as it will not be possible to upload otherwise
- The downloaded file is a protected file. You will not be able to apply any filters or sort it.
- Kindly unprotect the file by using the review option in Excel and then you are good to apply filters and sorting which will make it easy for you to work with the file.

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

COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**



1. UPLOAD YOUR EDITED FORECAST EXCEL FILE

You have analyzed the forecast in Excel, entered committed quantities per item and are ready to submit your response:

Step-by-step

Log-in to Ariba to upload the edited forecast Excel file

1. Navigate to **Upload/Download** via the three dots in the top right-hand corner of the screen.
2. Click on the **Uploads** tab.
3. Click **Upload**. A new window will appear.
4. Enter a **Name** for the uploaded file and set the **Type** as Forecast.
5. Click on **Choose file** and select the file from your computer.
6. Click **Upload**.

The **Status** indicates whether the upload was successful:

- Failed – upload failed due to errors. Download Log file, fix the errors and reupload.
- Completed with errors – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
(Note: If you leave some fields blank where there is demand from Vestas, it will show as completed with errors.)
- Completed – the file has been successfully submitted.

Tips & Tricks

- Make sure you remove all the filters and sorting on pivot tables that you applied on the sheet for your analysis and then upload the file.
- If not done, your file may not be uploaded successfully and will result in failure

Illustration

The screenshot illustrates the SAP Business Network interface for uploading a forecast Excel file. The top navigation bar shows 'SAP Business Network' and 'Enterprise Account' in 'TEST MODE'. The main menu includes tabs for 'Jobs', 'Downloads', and 'Uploads'. The 'Uploads' tab is active, and a 'Create' dropdown menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', and 'Notifications'. The 'Upload' button is highlighted with a blue circle. Below the main menu, the 'Upload File' dialog box is open, showing a 'Name' field, a 'Type' dropdown set to 'Forecast', and a 'Choose file' button. The 'Upload' button in the dialog is also highlighted with a blue circle. Below the dialog, a table shows the status of uploads.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓

2. COMMIT TO FORECAST DIRECTLY ON Ariba Network

Step-by-step

1. Navigate to the **Planning** tab and select **Forecast** from the drop-down.
2. Select a specific item and click on the **View details** icon.
3. Review the Order forecast quantities and edit Forecast commit quantities by clicking on the **blue Pencil icon**.
4. Enter **Forecast Commit** quantities and click on **Save**.
5. Once you are ready click **Send Data**.
6. A confirmation notice will appear.



Vestas asks that you commit using the weekly view (select View by “Weekly” or download Time period “Weekly”).

Illustration

The screenshot shows the SAP Business Network interface for forecasting. It includes a navigation bar with 'Planning' selected, a 'Forecast' dropdown menu, and a 'View details' icon. The main area displays forecast details for a specific part (EF901CDE HSS NRE SEAL KIT) with fields for Buyer name, Customer location, Part no., Part description, and Part attributes. A table shows the forecast data for various weeks, with a 'Forecast commit' row. A 'Send Data' button is visible. A confirmation dialog box at the bottom states: 'Your data for the next 365 days has been sent to the customer.' with an 'Ok' button.

Tips & Tricks

- If you want to edit the forecast response across multiple components, we recommend to download the Excel file (see section 2 of this guide).

NEED HELP?

Support is available!



For **questions or technical support** please contact ariba.ssc@vestas.com



For more **information, guides, trouble shooting and a list of frequently asked questions** visit our Digital Procurement [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

