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

### COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in three simple steps

1. Locate & view forecast on Ariba Interface
   - slide 3-7

2. Download & review forecast
   - slide 8-10

3. Commit & Upload forecast
   - slide 12-13

---

**Digital Procurement | Supplier Quick Guide**

**VERSION: 1.1**
**UPDATED: MAY 2023**
## VIEW FORECAST DATA

### Explanation of Field Names

#### Fields used by Vestas

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

#### Fields NOT used by Vestas

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Program Code</td>
<td>Not used.</td>
</tr>
<tr>
<td>Line of Business</td>
<td>Not used.</td>
</tr>
<tr>
<td>Manufacturing Type</td>
<td>Not used.</td>
</tr>
<tr>
<td>Part category</td>
<td>Not used.</td>
</tr>
<tr>
<td>Part Type</td>
<td>Not used.</td>
</tr>
<tr>
<td>Product Family</td>
<td>Not used.</td>
</tr>
<tr>
<td>Product Sub-Family</td>
<td>Not used.</td>
</tr>
</tbody>
</table>
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.

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 your screen.

Illustration

<table>
<thead>
<tr>
<th>Customer</th>
<th>Customer part no.</th>
<th>Lead time</th>
<th>Part status</th>
<th>Last customer update</th>
<th>Stock on hand</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>5CC ANK - TEST BUY</td>
<td>BP-010-2</td>
<td>2</td>
<td>Active</td>
<td>4 Oct 2019 1:38:51 AM</td>
<td>0</td>
<td>EA</td>
<td></td>
</tr>
<tr>
<td>BP SCC Buyer - TEST</td>
<td>2937</td>
<td>5</td>
<td>Active</td>
<td>4 Oct 2019 2:53:37 AM</td>
<td>0</td>
<td>EA</td>
<td></td>
</tr>
</tbody>
</table>
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 taken 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.
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 those 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.
14. Similarly try to 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.
- It is mandatory to provide your response within the seven days of forecast publish from Vestas.

Illustration: Diagram of Ariba interface showing steps 11 to 14.
## 5. HOW TO READ THE FORECAST DATA

Explanation of Key Figures in the forecast view

<table>
<thead>
<tr>
<th>Key Figures</th>
<th>Description</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order forecast</td>
<td>Vestas’ shared demand</td>
<td>Vestas input</td>
</tr>
<tr>
<td>Forecast commit</td>
<td>Quantity committed from supplier to Vestas</td>
<td>Supplier input</td>
</tr>
<tr>
<td>Previous forecast</td>
<td>Vestas’ historic demand</td>
<td>Vestas input</td>
</tr>
<tr>
<td>Forecast deviation</td>
<td>Forecast commit minus Order forecast</td>
<td>Calculated value</td>
</tr>
<tr>
<td>Forecast change</td>
<td>Order forecast minus Previous forecast</td>
<td>Calculated value</td>
</tr>
<tr>
<td>Previous forecast commit</td>
<td>Supplier’s historic commit</td>
<td>Supplier input</td>
</tr>
<tr>
<td>Upside forecast</td>
<td>Additional quantity available from supplier for Vestas</td>
<td>Vestas input</td>
</tr>
<tr>
<td>Firmed orders</td>
<td>Vestas’ total confirmed order quantity within indicated time horizon</td>
<td>Calculated value</td>
</tr>
<tr>
<td>DeliveredQuantity</td>
<td>Supplier’s input on delivered quantities</td>
<td>Supplier input</td>
</tr>
</tbody>
</table>
This Supplier Quick Guide shows you how to…

COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

…in three simple steps

1. Locate & view forecast
   slide 3-6

2. Download & review forecast
   slide 8-10

3. Commit & Upload forecast
   slide 12-13
2. HOW TO DOWNLOAD THE FORECAST

Step-by-step

1. Click ‘Upload/Download’.
2. Click ‘Create’ in the bottom of the screen. A new window will appear.
3. Type a Name (e.g. weekly forecast) and set Type as Forecast, more fields will appear below.
4. 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.
5. 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 next slide)
2. HOW TO FIND THE CORRECT BUYER

**Step-by-step**

1. **Follow the steps** mentioned in the previous slides and have the forecast view as shown in the example.

2. Last customer update date is the Buyer last modified date that you will have to use while downloading the report, so that you get the accurate forecast.

3. You can also check if there is an updated forecast sent to you or not by checking the buyer last modified date.

4. 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 latest to oldest by clicking in the last customer update option, so that you get the latest date appearing on the top.
2. HOW TO DOWNLOAD THE FORECAST AS EXCEL FILE

Step-by-step

1. If you have created a job (see previous page) 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 report that you have created multiple times.
- Next time if you want to use the same report for the latest forecast, kindly click on edit and have the buyer last modified date updated and run the same report.
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 deliver on the respective delivery date.

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 toward 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. Locate & view forecast slide 3-6

2. Download & review forecast slide 8-10

3. Commit & Upload forecast slide 14-15
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**

1. Log-in to Ariba to upload the edited forecast Excel file.
2. Navigate to Upload/Download via the three dots in the top right-hand corner of the screen.
3. Click on the Uploads tab.
5. Enter a Name for the uploaded file and set the Type as Forecast.
6. Click on Choose file and select the file from your computer.
7. 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.
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”).

**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, troubleshooting and a list of frequently asked questions visit our Digital Procurement website

For general Ariba resources, visit the Ariba Supplier Portal