

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

# PROCESS ORDERS IN Ariba

...in **three simple steps**



VERSION: 1.0

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# 1. RECEIVE ORDER AND LOG IN

\* Suppliers with Enterprise Account can use this LINK directly and process orders.

## Step-by-step

1. Purchase orders from Vestas are received as interactive email from Ariba. Click 'Process order' to send an order confirmation to Vestas.\*
2. Log in to Ariba 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. The left screenshot is an email from SAP Ariba titled 'Vestas - TEST sent a new order'. It contains a message from the customer Vestas - TEST, an important notice, and instructions for the supplier to review the purchase order and send a confirmation. A blue button labeled 'Process order' is highlighted with a red circle containing the number '1'. The right screenshot is the SAP Ariba Supplier Login page. It shows the 'Supplier Login' section with a message stating 'Your company Tiina TEST is already registered.' and a link to request a user account. The 'Login' button is highlighted with a red circle containing the number '2', and the link to request a user account is highlighted with a red circle containing the number '3'.

## Tips & Tricks

- To ensure Ariba emails are not going to your spam folder please add [ordersender-prod@ansmtp.ariba.com](mailto: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](#).

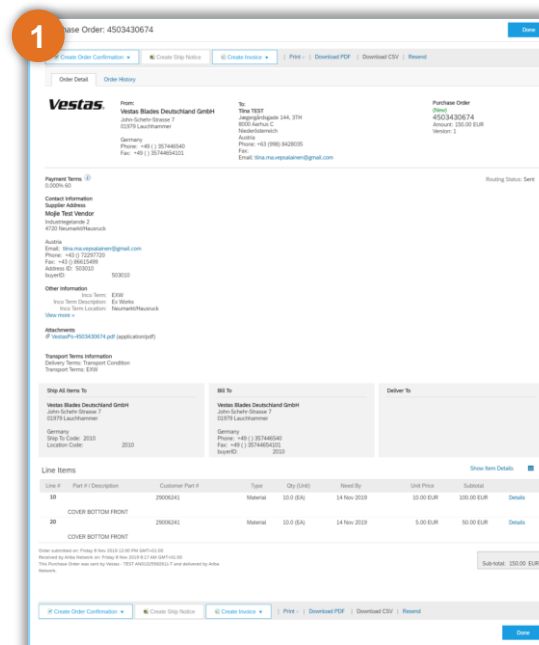
## 2. FIND AND REVIEW THE PURCHASE ORDER

\* Suppliers with Enterprise Account can update orders directly in Ariba.

### Step-by-step

1. Review all information contained in the PO and send an order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts).
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



**Other Information**

Inco Term: EXW  
 Inco Term Description: Ex Works  
 Inco Term Location: Neumarkt/Hausruck  
 Payment Term: 1060  
 Payment Term Description: Current month, 60 days, due net

**Description:**

Buyer: T. Laustsen  
 Email: timve@vestas.com  
 Pickup: Address

[View less »](#)

**Attachments**

VestasPo-4503430706.pdf (application/pdf)

### Tips & Tricks

- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can see order history under 'Order History' tab

## 3a. 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'.
  - **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.
4. Click 'Next' to review the order confirmation.
5. Click 'Submit'.

### Illustration

The illustration shows a multi-step web interface for creating an order confirmation. Step 1 shows the initial menu options. Step 2 shows the 'Order Confirmation Header' form with fields for Confirmation # (123456), Purchase Order # (4503430674), and Customer (Vestas - TEST). Step 3 shows the 'SHIPPING AND TAX INFORMATION' section with 'Est. Delivery Date' set to 14 Nov 2019. Step 4 shows the 'Line Items' table with two entries for 'COVER BOTTOM FRONT' parts. Step 5 shows the final 'Confirmation Update' screen with a 'Submit' button.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	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.

## 3b. 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. Provide 'Quantity' in respective line. Always input the whole quantity mentioned in the line item, if any change reach out to Buyer for the Quantity split.
4. Click 'Details'.
5. Provide 'Est. Delivery Date' and click 'OK'.
  - **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.
6. Click 'Next' and repeat for remaining PO lines.
7. Review order confirmation and click 'Submit'.

### Illustration

Purchase Order: 4503430674

**1** Create Order Confirmation

Confirm Entire Order

**1** Update Line Items

Reject Entire Order

**2** Order Confirmation Header

Confirmation #: 12345

Associated Purchase Order #: 4503430674

Customer: Vestas - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: 14 Nov 2019

Est. Tax Cost:

Comments:

**3** Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By
10	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019

COVER BOTTOM FRONT

Current Order Status

10.0 Unconfirmed

**3** Confirm: 10

Backorder:

**4** Details

**5** Item

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	COVER BOTTOM FRONT	10.0	EA	14 Nov 2019		10.00 EUR	100.00 EUR

New Order Status: 10 Confirmed

Est. Shipping Date:

**5** Est. Delivery Date: 14 Nov 2019

Unit Price: 10.00 EUR

**6** OK Cancel

### 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.

## 3c. CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY

### Step-by-step

- 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.
- Select title 'Items to Confirm'
- Review order lines and select order line(s) you want to confirm'
- 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 illustrates the SAP Business Network 'Items to Confirm' workbench. The top navigation bar includes 'Home', 'Enable', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main dashboard shows a 'Getting started' section with metrics: 3 New orders (Last 31 days), 11 Orders (Last 365 days), 6 Items to confirm (Last 31 days), 9 Items to ship (Last 31 days), and 8 Orders to invoice (Last 31 days). Below this is a 'Workbench' section with a 'Customize' button and a table of 'Items to confirm (6)'. The table has columns: Ship By, Requested Quantity, Confirmed Quantity, Requested Unit Price, Estimated Ship, Estimated Delivery, Quantity To Confirm, Confirmed Unit Price, and Actions. Red circles 1-4 highlight: 1. Workbench menu, 2. Items to confirm metric, 3. Estimated Ship field, and 4. Estimated Delivery field.

Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Ship	Estimated Delivery	Quantity To Confirm	Confirmed Unit Price	Other	Actions
2022	56.00 EA	0.00 EA	2.00 DKK	mm/dd/yyyy	May 4, 2022	56 EA	2 DKK		
2022	50.00 EA	0.00 EA	10.00 DKK	mm/dd/yyyy	Apr 8, 2022	50 EA	10 DKK		

### Tips & Tricks

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

## 3c. CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY

### 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 a digital procurement system:

- Step 5:** A user is in the 'Items to confirm (6)' view. A dropdown menu is open over the 'Confirm' button, 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' modal is displayed. 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
1	May 4, 2022		56.00 EA	2.00 DKK	56.00 EA
1	Apr 8, 2022		50.00 EA	10.00 DKK	50.00 EA

 A confirmation number '2332' is entered in the 'Confirmation number' field.
- Step 7:** The 'Submit' button is highlighted in the modal.
- Step 8:** The 'Workbench' shows updated counts: 2 New orders, 11 Orders, 4 Items to confirm, 9 Items to ship, 8 Orders to invoice, and 4 Invoices. Below the workbench, two green success messages are displayed:
  - Confirmation for Order 4507267827 has been created successfully.
  - Confirmation for Order 4507268115 has been created successfully.

# NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



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

