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

PROCESS ORDERS IN ARIBA

…in three simple steps

1 **Receive order and log in**

Find and review the purchase order **2**

3 **Submit order confirmation:**
- 3a: One delivery date
- 3b: Multiple delivery dates
- 3c: Multiple orders simultaneously

Best option!

VERSION: 1.0
UPDATED: JANUARY 2022

One portal for supplier collaboration

DIGITAL PROCUREMENT

Classificat

Vestas

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

Tips & Tricks

- To ensure Ariba emails are not going to your spam folder please add 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
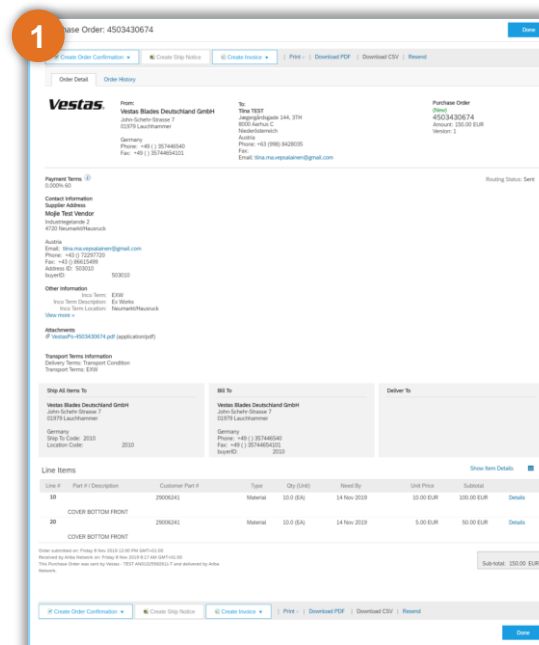
Tips & Tricks

- 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 <u>ONE</u> 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

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 <u>MULTIPLE</u> 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

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

1. 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.
2. Select title 'Items to Confirm''
3. Review order lines and select order line(s) you want to confirm'
4. 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

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

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

Classificat