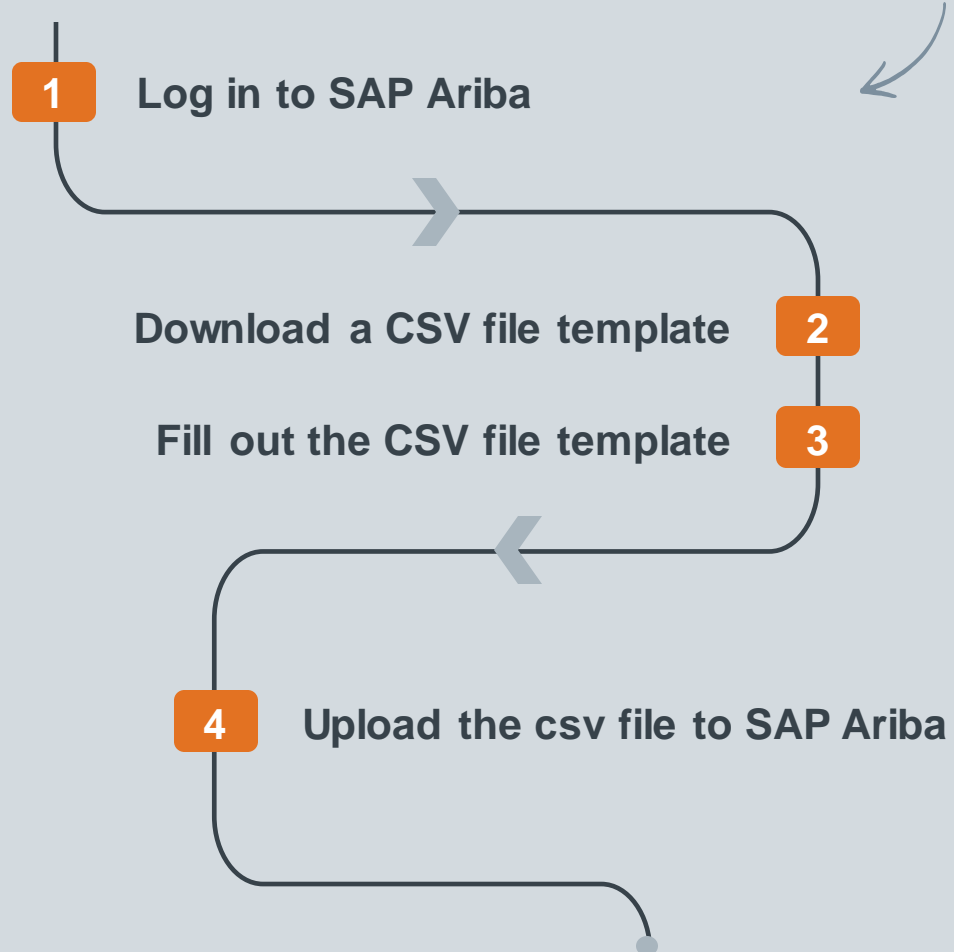


This **Supplier Quick Guide** shows you how to...

DO ORDER CONFIRMATION THROUGH CSV UPLOAD

...in 4 simple steps

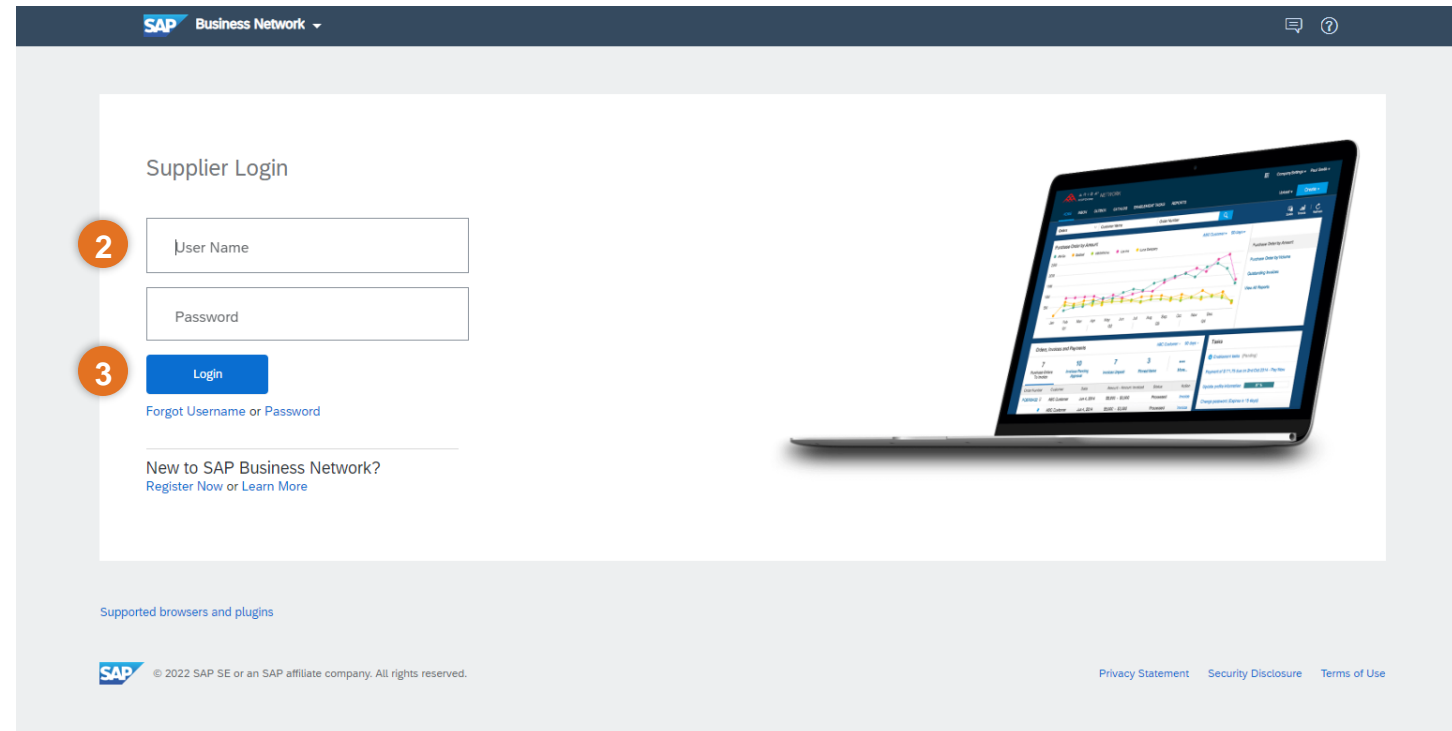


1. LOG IN TO ARIBA

Step-by-step

1. Go to the Ariba Portal by using the below link:
supplier.ariba.com.
2. Enter your **User name and Password**.
3. Click on 'Login'.

Illustration



DOWNLOAD AN CSV FILE TEMPLATE

Step-by-step

1. Open the menu (three dots) in the top right corner of the home screen.
2. Select 'Templates' under CSV Download
3. Select 'Order Confirmation'.
4. Click 'Download'

Illustration

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is present with 'Orders and Releases' and 'Vestas - TEST' selected. The dashboard displays several metrics: 'Orders to invoice' (10), 'Orders' (10), 'Rejected Invoices' (0), 'Remittances' (Kč 0.0 CZK), and 'Early payment offers' (Kč 0.0 CZK). A dropdown menu is open in the top right corner, showing 'Track' and 'CSV Download' options. The 'CSV Download' menu is expanded, showing 'Templates', 'Excel Files', 'Upload/Download', 'Document Archive', 'Archive Documents', 'Download Status', 'Deleted Transactions', 'Current Transactions', 'External Document', 'PDF Invoice', 'Ship Notice', 'Order Confirmation', and 'Order Confirmation' (selected). The 'Download' button is highlighted with a red circle and the number 4.

Download CSV Templates

If any of your customers use custom CSV templates, a Custom Templates section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, downlo

Standard Templates

Document ↑

Order Confirmation 3

Ship Notice

Download 4

FILL OUT THE CSV FILE TEMPLATE

Step-by-step

1. Fill out **all required fields** in the csv file.

Required fields:

- Order Number (Column A)
- Item Quantity (Column B)
- Item Type (Column C)
- Item Quantity (Column K)
- Item Unit Of Measure (Column P)
- Item Delivery Date (Column Q)

Illustration

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																					
2																					
3																					
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UPLOAD THE CSV FILE TEMPLATE TO SAP Ariba 1/2

Step-by-step

1. Click on Order Confirmation tab under CSV Upload.
2. Choose file from your device.
3. Click on Import CSV Order Confirmation and upload the document.
If you experience an error during the upload, go to the next slide to see actions.

Note: Do not change the Column or slide and please follow the format provided in the CSV file's fields.

Illustration

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below the navigation bar, there are tabs for 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The main content area displays a dashboard with several widgets: 'Orders to Invoice' (10), 'Orders' (10), 'Rejected invoices' (0), 'Remittances', and 'Early payment offers'. A dropdown menu is open on the right side, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation' (highlighted with a red box and a '1' in a blue circle), 'Ship Notice', 'PDF Invoice', and 'External Document'.

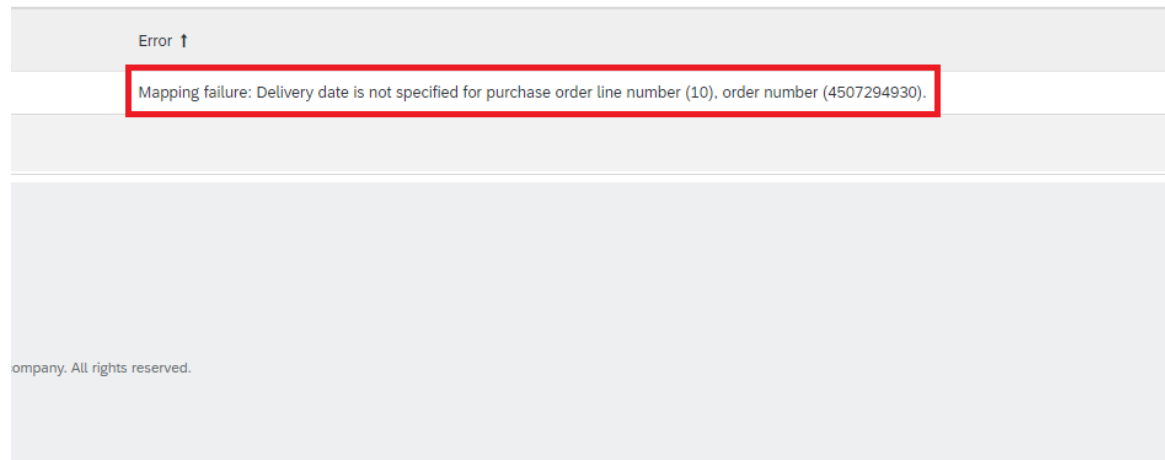
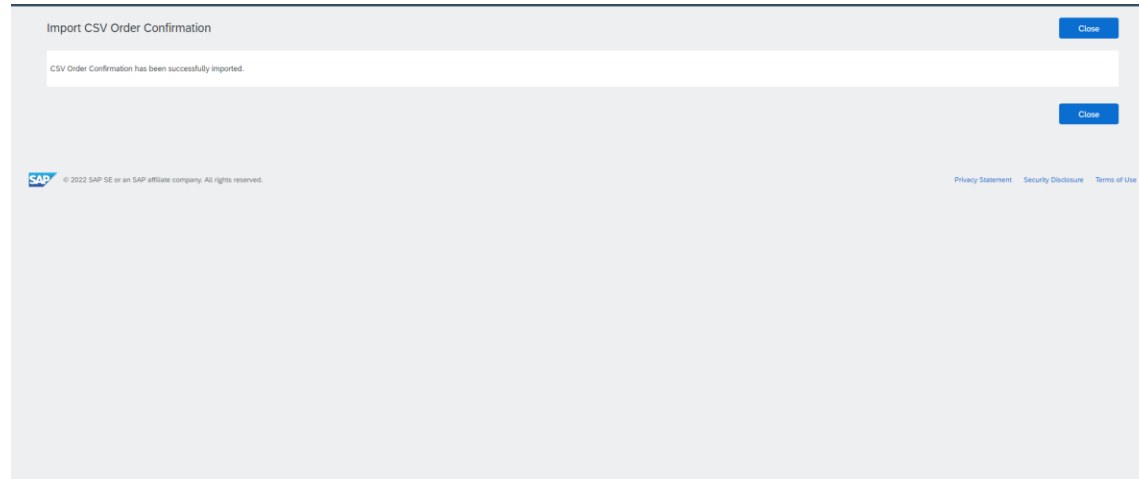
The screenshot shows the 'Import CSV Order Confirmation' form. The form has a header 'Import CSV Order Confirmation' and a 'Customer' dropdown menu set to 'Vestas - TEST'. Below the dropdown, there is a 'Download CSV Templates' link and a 'Choose File' button next to the text 'CSV Order Confirmation file path: * No file chosen'. A '1' in a blue circle is next to the 'Choose File' button. Below the 'Choose File' button, there is an 'Import CSV Order Confirmation' button. A '2' in a blue circle is next to the 'Choose File' button, and a '3' in a blue circle is next to the 'Import CSV Order Confirmation' button.

UPLOAD THE CSV FILE TO SAP ARIBA 2/2

Step-by-step

4. When you are uploading the CSV file, you can experience either a successful upload message or an error in the upload message.
 - 1a. If the status says 'CSV Order Confirmation has been successfully imported' **your upload was successful.**
 - 1b. **If you get an upload error, please look at the description of the error**, correct it in your CSV file and re-upload the CSV file once again.

Illustration



NEED HELP?

Support is available!



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



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

