

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

DO ORDER CONFIRMATION THROUGH EXCEL UPLOAD

...in 4 simple steps

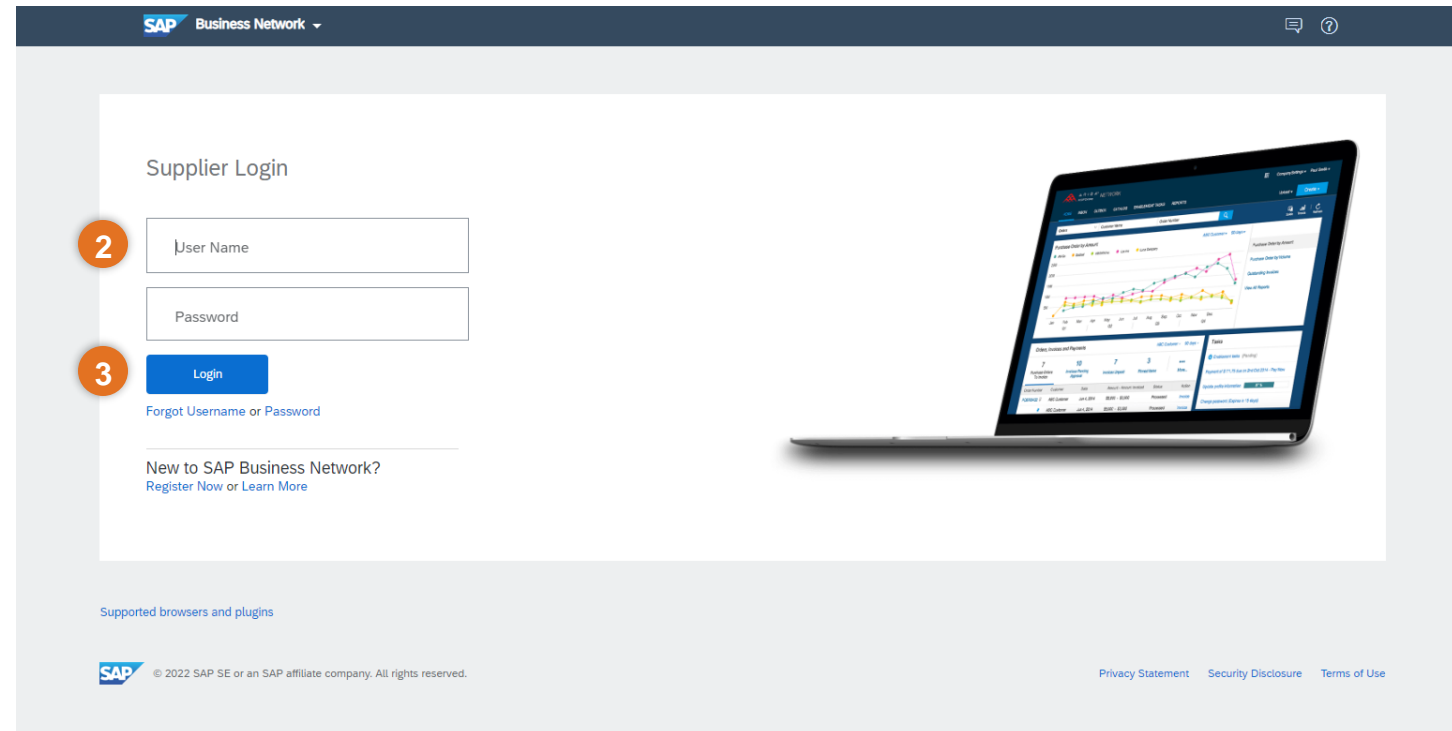


LOG IN TO ARIBA

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 EXCEL TEMPLATE 1/2

Step-by-step

1. Open the menu (three dots) in the top right corner of the home screen.
2. Select 'Upload/Download' under Excel Files.
3. Click on 'Create'. After you click create, a new window appears.
4. Provide a Name.
5. Choose the type: Order Confirmation.
6. Click 'Save'.

Illustration

The illustration consists of two screenshots from the SAP Business Network interface, demonstrating the process of downloading an Excel template.

Top Screenshot: Shows the SAP Business Network home screen. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is visible with 'Orders and Releases' selected, 'Vestas - TEST' as the customer, 'Exact match' as the search criteria, and 'Order number' as the search field. A 'Create' button is in the top right corner. A menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', and 'Order Confirmation'. Under 'Excel Files', the 'Upload/Download' option is highlighted with a red box.

Bottom Screenshot: Shows the 'Create/Edit Job' window. The 'Jobs' tab is active, displaying a table of jobs with columns for 'Name' and 'Type'. The 'Search Filters' section includes 'Customer' (Vestas - TEST), 'Order type' (All), 'Order number', 'Product group' (Line of Business), 'Date type' (Need By), 'Date Range' (Current Date Minus 365 Days), and 'Search by' (Line item date range). The 'Job Search Criteria' section includes 'Supplier part number', 'Buyer part number', 'Location', and 'Planner code'. The 'Save' button is highlighted with a red box.

DOWNLOAD AN EXCEL TEMPLATE 2/2

Step-by-step

7. Select the job you created in the previous steps.
8. Click on 'Run'.
9. Once the file has been processed, click 'Download'.

Now, you have downloaded an excel template to your computer. **You will need this template in the next step.**

Illustration

The illustration consists of two screenshots from the SAP Business Network interface, showing the process of downloading an Excel template.

Top Screenshot: The 'Jobs' table is displayed. The job 'Order Confirmation Vestas 2205' is selected, indicated by a radio button and a red circle '6'. The 'Run' button is highlighted with a red circle '7'. The table columns are Name, Type, Created, and Changed.

Name	Type	Created	Changed
Ship Notice	Ship Notice	24 May 2023 10:41:03 PM	24 May 2023 10:41:03 PM
ASN 2305	Ship Notice	22 May 2023 11:36:34 PM	22 May 2023 11:36:34 PM
<input checked="" type="radio"/> Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:15 AM	22 May 2023 1:59:15 AM
<input type="radio"/> ASN Load	Ship Notice	22 May 2023 1:49:32 AM	22 May 2023 1:49:41 AM

Bottom Screenshot: The 'Downloads' table is displayed. The job 'Order Confirmation Vestas 2205' is listed as 'Completed', indicated by a red circle '8'. The table columns are Job Name, Type, Last Run, Last Run By, Status, and File.

Job Name	Type	Last Run	Last Run By	Status	File
Order Confirmation Vestas 2205	Order Confirmation	25 May 2023 5:19:25 AM	Someshwaran T.	Completed	Download
Ship Notice	Ship Notice	25 May 2023 3:17:12 AM	Someshwaran T.	Completed	Download
Ship Notice	Ship Notice	24 May 2023 11:08:52 PM	Someshwaran T.	Completed	Download

FILL OUT THE EXCEL TEMPLATE & UPLOAD

Step-by-step

- In the Excel template, confirm and update the required fields:
 - Confirmation Number (Column-A)
 - Item Quantity (Column-T)
 - Item Delivery Date (Column-V)
- Click on 'Upload' to see the upload window.
- Click on 'Choose file' to location the excel file on your device.
- Choose Order Confirmation in 'Type'.
- Add a Name for the upload and the Customer which the upload is regarding.
- Select 'Upload'.

Illustration

The illustration shows two parts of the SAP Ariba interface. The top part is an Excel spreadsheet titled 'SAP Ariba Confirmations' with a time zone of UTC+02:00. The spreadsheet has columns for Confirmation Number, Order Number, Type, Order Version, Order Date, Customer Location, Current Status, Item Type, Item Supplier Part ID, Item Customer Part ID, Item Quantity, Item Delivery Date, and Item Shipment Date. A red circle '1' highlights the 'Item Quantity' column.

The bottom part is an 'Upload File' window. It contains the following fields and buttons:

- * Name: ASN2305 (with a red circle '6' next to the input field)
- * Type: Order Confirmation (with a red circle '4' next to the dropdown menu)
- * Customer: Vestas - TEST (with a red circle '6' next to the input field)
- File: + Choose file (with a red circle '3' next to the button)
- Upload (with a red circle '6' next to the button)
- Cancel (button)
- Upload (button with a red circle '2' next to it)
- Refresh Status (button)

VERIFY THE SUCCESS OF THE UPLOAD

Step-by-step

After you have uploaded the excel file, you will be directed to the uploads tab where you can see the status of the file.

1. Check the status on you uploaded file in the 'Status' field.

1a. If the status says 'Completed' **your upload was successful.**

1b. If your status says 'Completed with Errors', **please download the log for the file** to check the error statement and rectify and then re-upload the excel file with the required changes through the 'Upload' button.

Illustration

The screenshot shows the SAP 'Uploads' tab with a table of uploaded files. The table has columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The 'Status' column for the file 'ASN2205' is highlighted with a red box and a '1' in a circle, indicating it is 'Completed'. The 'Log' button for the same file is also highlighted with a red box.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC11	Order Confirmation	29 May 2023 11:38:36 PM	Someshwaran T.	Processing	↓	
OC1	Order Confirmation	29 May 2023 10:53:52 PM	Someshwaran T.	Completed With Errors	↓	↓
ASN 2305	Ship Notice	22 May 2023 11:44:55 PM	Alina Druzhinina	Completed	↓	↓
Order Confirmations 2205	Order Confirmation	22 May 2023 2:05:32 AM	Alina Druzhinina	Completed With Errors	↓	↓
ASN2205	Ship Notice	22 May 2023 1:56:30 AM	Alina Druzhinina	Completed	↓	↓

Buttons: Upload, Refresh Status

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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](#)

