Vestas

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ARIBA DIGITAL PO & INVOICING
Training for Suppliers

Digital Procurement

2022

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

In this guide, you will learn how to handle Vestas Purchase Orders (PO) in Ariba

Julia, *Vestas Supplier*

Key tasks you will learn today:

1. How to recieve an order
2. How to confirm an order
3. How to create an Advanced Shipment Notification (ASN)
4. How to see Goods Receipt Notification
5. How you create & send an invoice

1. PO creation and receiving

PO created by Vestas Buyer → PO sent to you in Ariba

2. Order Confirmation

You confirm the PO in Ariba → The order confirmation received by Vestas

3. ASN and Goods Receipt

You create an ASN in Ariba → You print label and attach it to the delivery → Vestas receive the goods → A notification is sent to you via Ariba

4. Invoicing

You send an Invoice to Vestas via Ariba → Invoice received and paid by Vestas

Click on boxes underlined to jump to the instruction

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Vestas

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to receive and review Purchase Orders (PO)

Julia, *Vestas Supplier*

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- Invoice received and paid by Vestas

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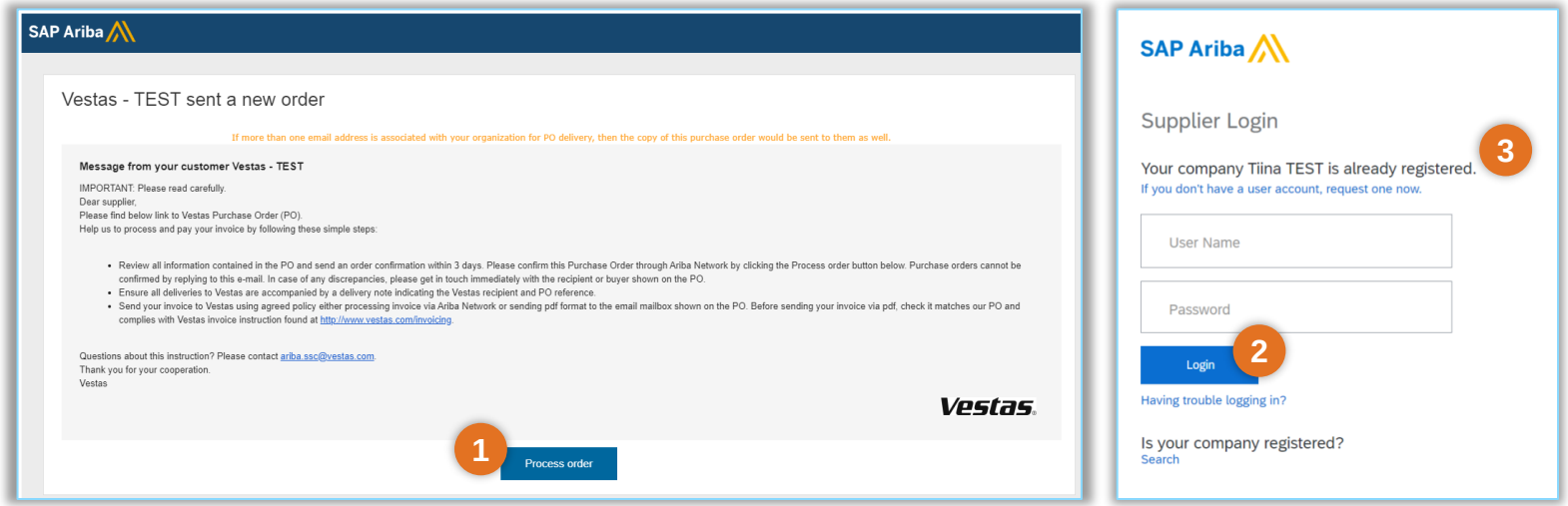
RECEIVE ORDER AND LOG IN

Step-by-step

1. Purchase orders from Vestas are received as an interactive email from Ariba. Click **Process order** to send an order confirmation to Vestas.
2. Log in to Ariba (supplier.ariba.com) 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.

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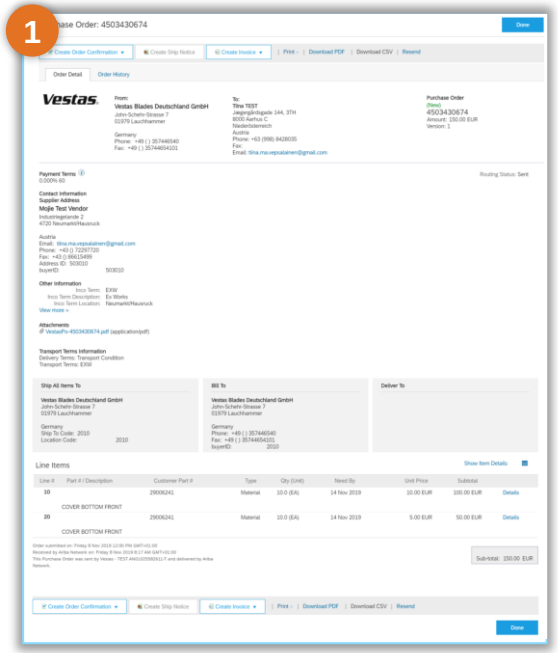
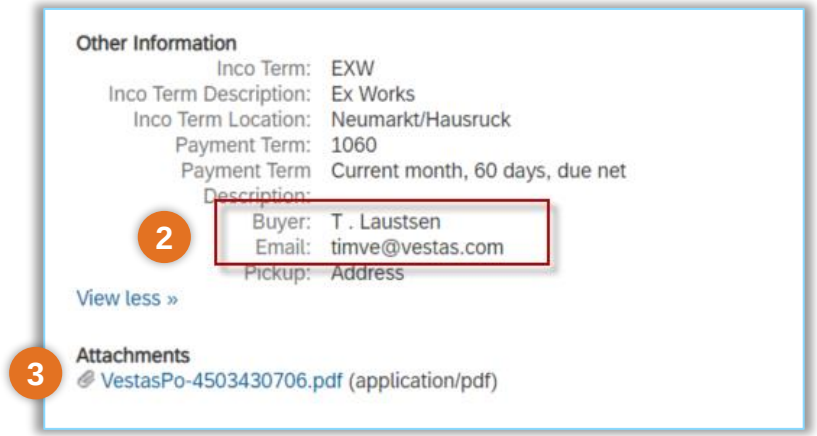
FIND AND REVIEW THE PURCHASE ORDER

Step-by-step

1. Review all information contained in the PO and send an order confirmation within 3 days.
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 resend the PO to your mailbox in the dashboard by choosing **Select → Send me a copy to take an action**

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THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to perform an Order Confirmation

Julia, *Vestas Supplier*

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NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

SCENARIO 1

Update Multiple Order Lines

SCENARIO 2

Confirm Order with same Delivery Date

SCENARIO 3

Confirm Multiple Orders Simultaneously

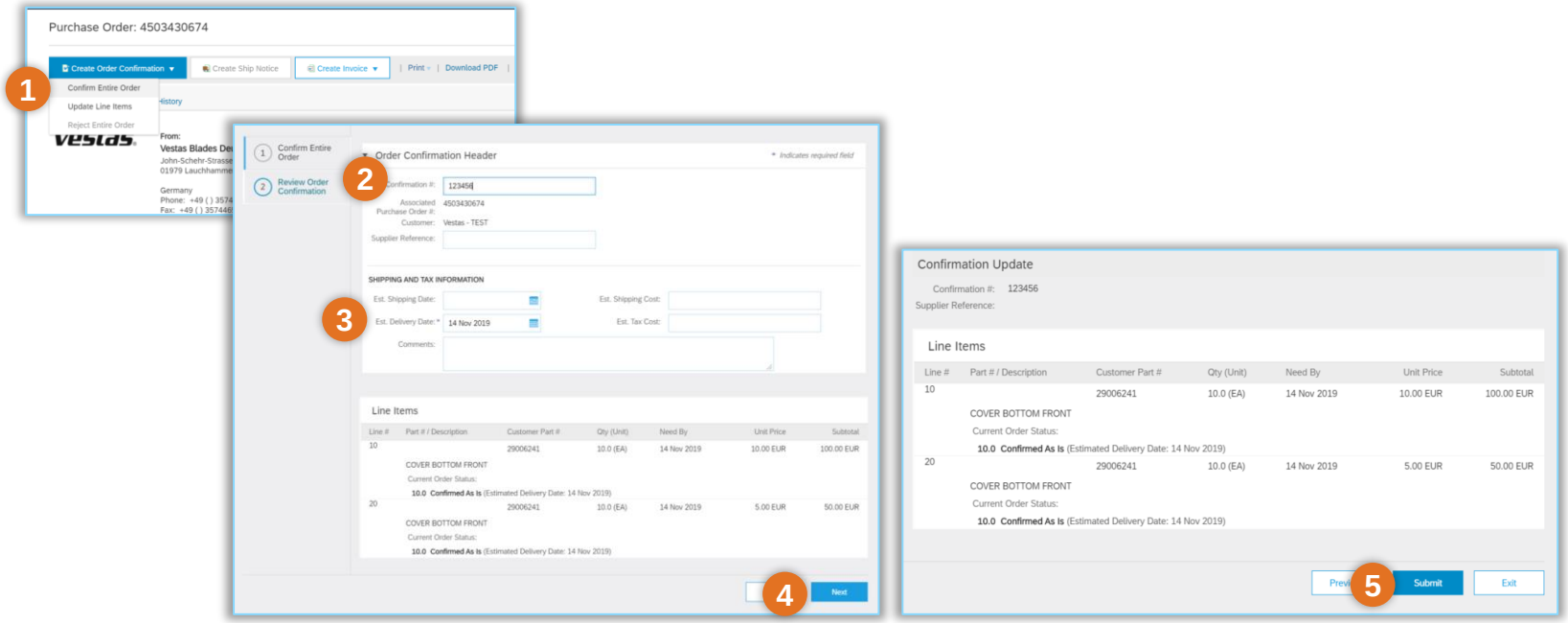
Classification: Public

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**.
   - *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.

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NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

SCENARIO 1

Update Multiple Order Lines

SCENARIO 2

Confirm Order with same Delivery Date

SCENARIO 3

Confirm Multiple Orders Simultaneously

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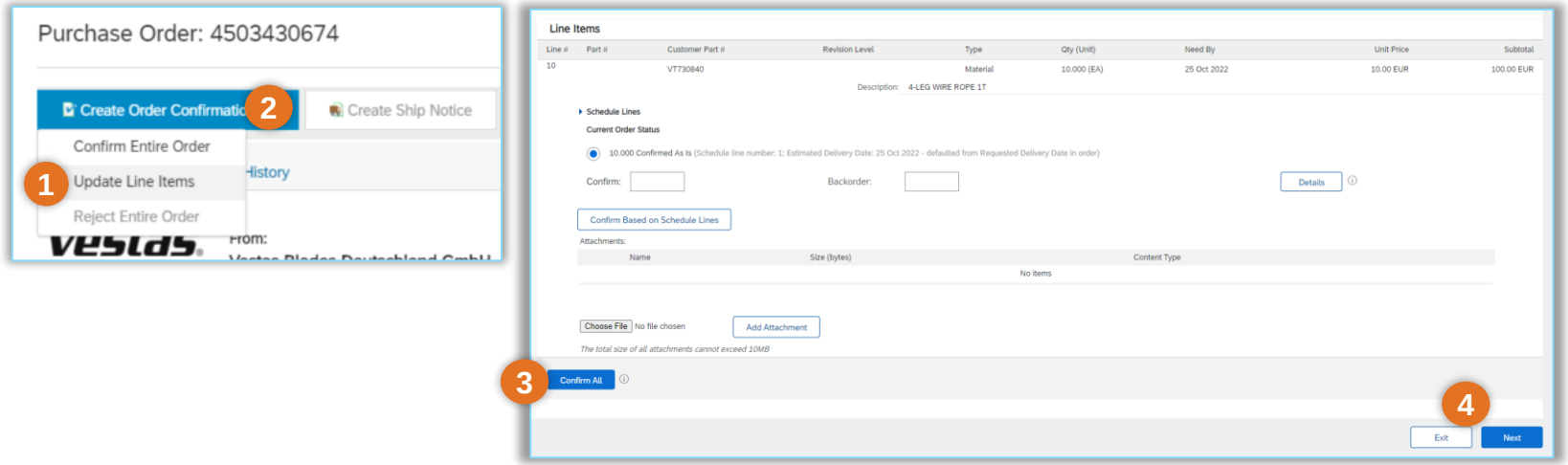
SUBMIT ORDER CONFIRMATION WITH MULTIPLE DELIVERY DATES

Step-by-step

1. Click on **Create Order Confirmation** and select **Update Line Items**.
2. Provide ‘Confirmation #’.
3. Select **Confirm All** to update all line items. All line items will be updated as per requested on the PO. In case you need to update quantity or date for any of the line items, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.
4. Click **Next**, 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.

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

SCENARIO 1

Update Multiple Order Lines

SCENARIO 2

Confirm Order with same Delivery Date

SCENARIO 3

Confirm Multiple Orders Simultaneously

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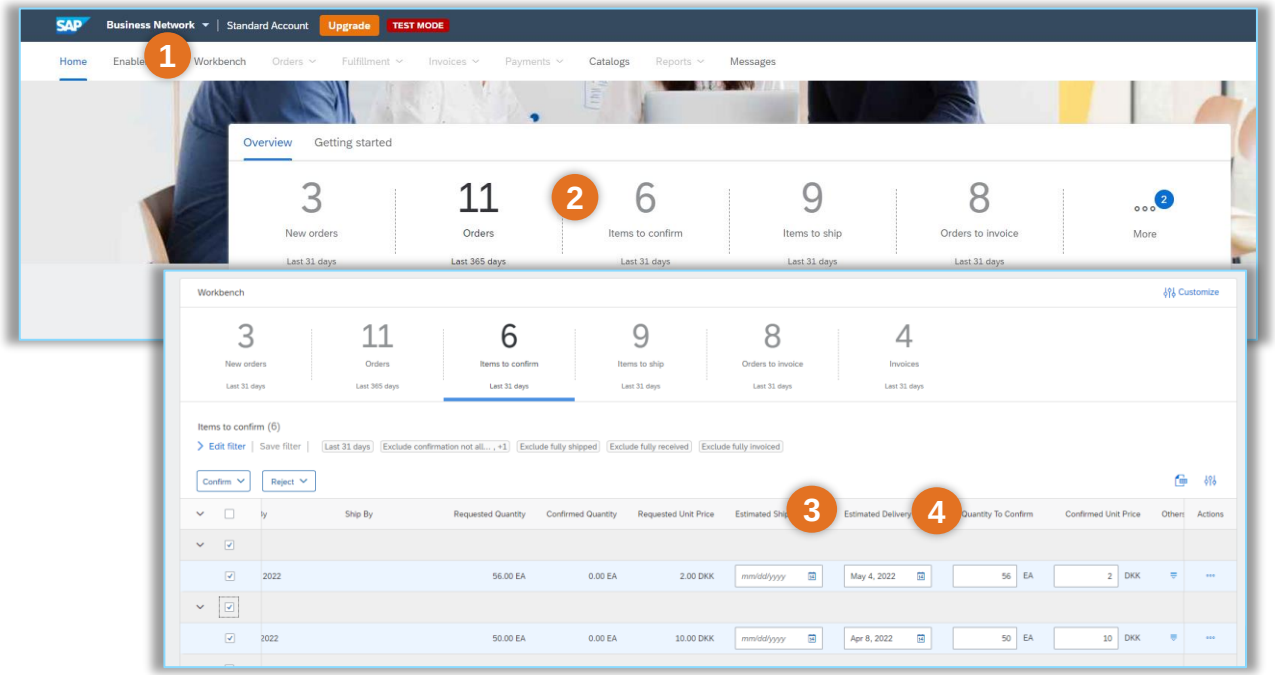
CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 1/2

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 modify filters for which items are shown in 'Items to Confirm' list. It's also possible to export order data in Excel.

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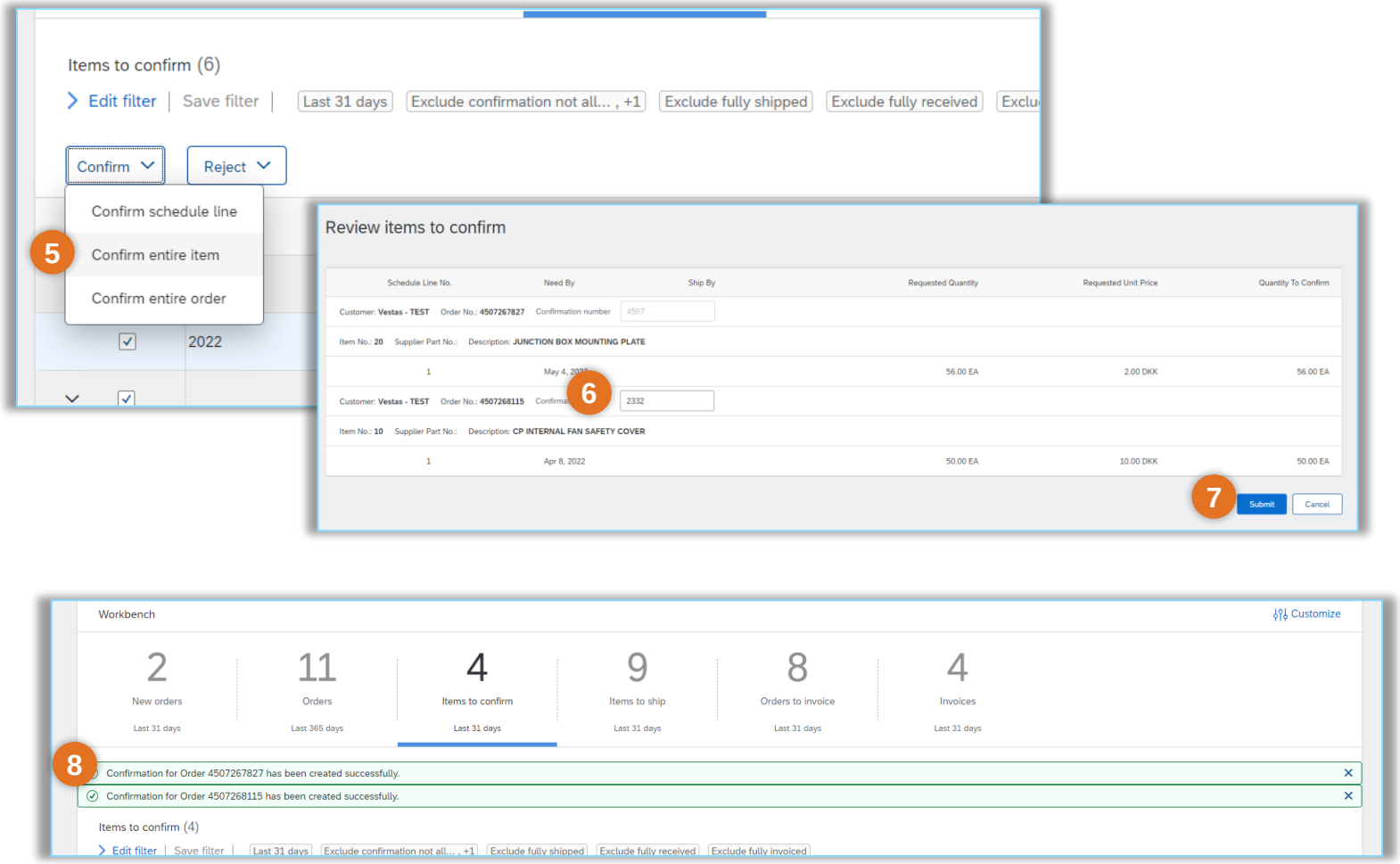
CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 2/2

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



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THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an Advanced Shipping Notification (ASN)

Julia, *Vestas Supplier*

1. PO creation and receiving

- PO created by Vestas Buyer
- PO sent to you in Ariba

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Advanced Shipping Notification(ASN) explained

WHAT IS ASN?

- An Advanced Shipping Notification is information about a delivery of an order
- An Advanced Shipping Notification is prepared by supplier and it is sent to Vestas via Ariba
- An Advanced Shipping Notification contains details about:
  - Which orders are being shipped?
  - Which items are being shipped and how many?
  - When will the order(s) arrive?
  - What is the carrier's e.g. FedEx, UPS or DHL tracking number?
  - Identification information of the goods to be delivered like batch numbers and / or serial numbers

WHY USE ASN?

- Meeting compliance requirements by eliminating/reducing manual actions in and outside system both externally and internally.
- Higher data quality/accuracy by enabling data entry and update for deliveries by suppliers
- Efficiency gain related to manual workload and inbound planning by automation of data flow.
- Higher data visibility/transparency to support product tracking

WHEN TO USE ASN?

- Supplier should send the ASN at the time of the actual shipping for all goods sent to Vestas.
- As soon as the ASN is sent, Vestas can start the preparation for receiving the delivery
- Pre-requisites: Supplier Onboarded to Ariba and receiving POs and sending Order Confirmations via Ariba

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ASN CREATION

Ariba provides you with multiple options on how to maintain ASN

Individual PO management.
With a low volume of POs, supplier may simply go to the PO and click the **Create Shipping Notice** button that will allow supplier to fill individual shipment notification per PO.

Multiple POs management.
In case of multiple lines of POs to be shipped, supplier should use the tab **Items to Ship** for a one-step action.

Mass shipping notification upload.
In case of a high number of PO lines to be shipped, supplier may choose to notify Vestas via mass notification (file upload).

Integrated solution (*not described in this document please contact ariba.scc@vestas.com for further details***)**
Suppliers may also automate ASN creation directly form Supplier ERP system integrating via EDI/cXML to Ariba.

Note: It is a pre-requisite to create an Order Confirmation before an ASN can be created

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ASN CREATION - INDIVIDUAL PO MANAGEMENT - 1/5

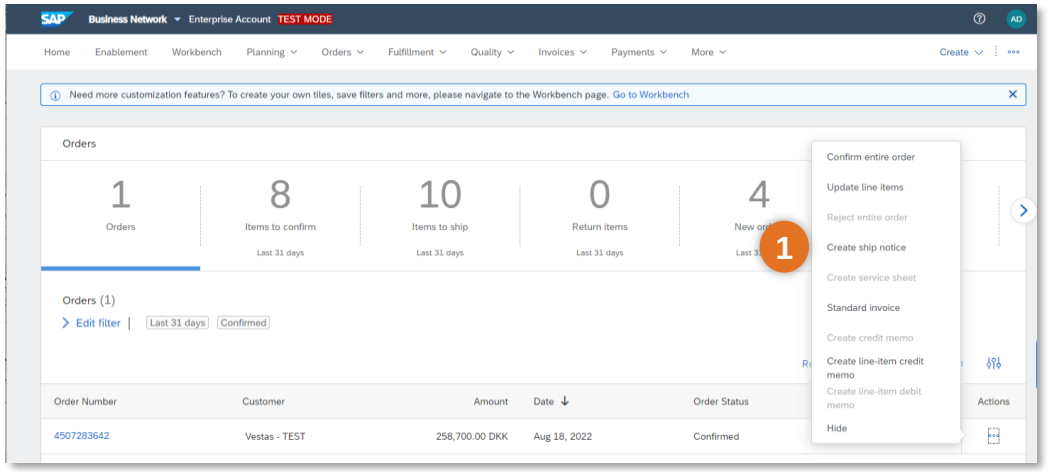
Step-by-step

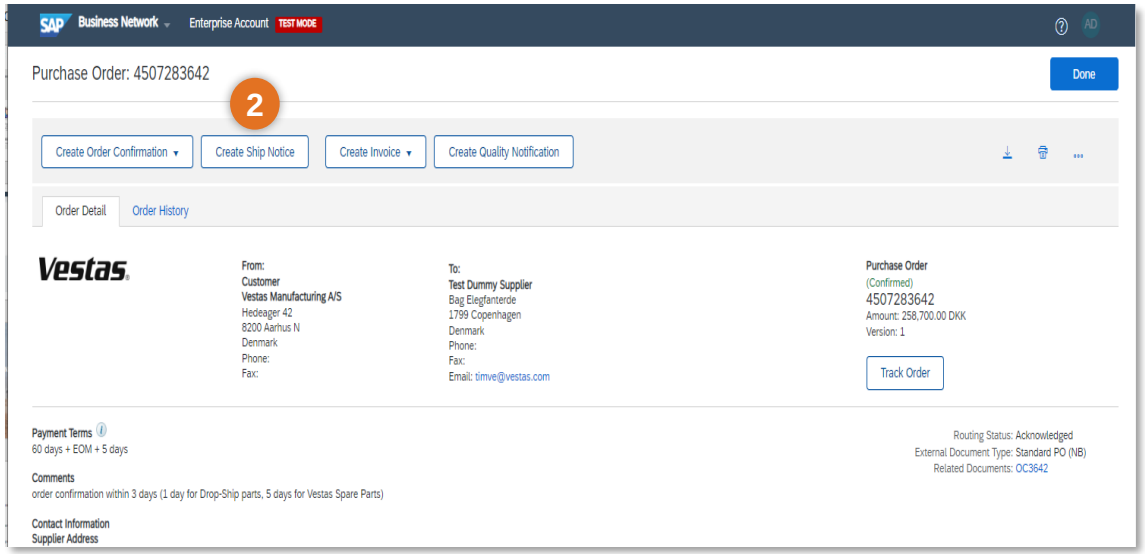
There are two ways to start creating an individual shipping notice.

First, access the order from **Workbench** or **Orders → Orders and releases** tab:

1. Click **Actions (…)** on the PO line and select **Create ship notice**.
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the top or bottom of the screen.

Illustration





Classification: Public

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 2/5

Step-by-step

3. **Ship From** and **Deliver To** address are defaulted from the PO. These should not be edited by the supplier.

4. Provide **The Packing Slip ID**.
   *Note: The Packing Slip ID must be a unique number for each ASN. The Packing Slip ID should not be more than **35 Characters.***

5. Provide **Shipping Date**.

   A. *In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO.***

   B. *In case of DAP-Incoterms. **Shipping Date** must be Goods picked up date at Supplier end*

   6. Provide **Delivery Date.**

   A. *In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO. ITM Booking must be done before the ASN creation**.*

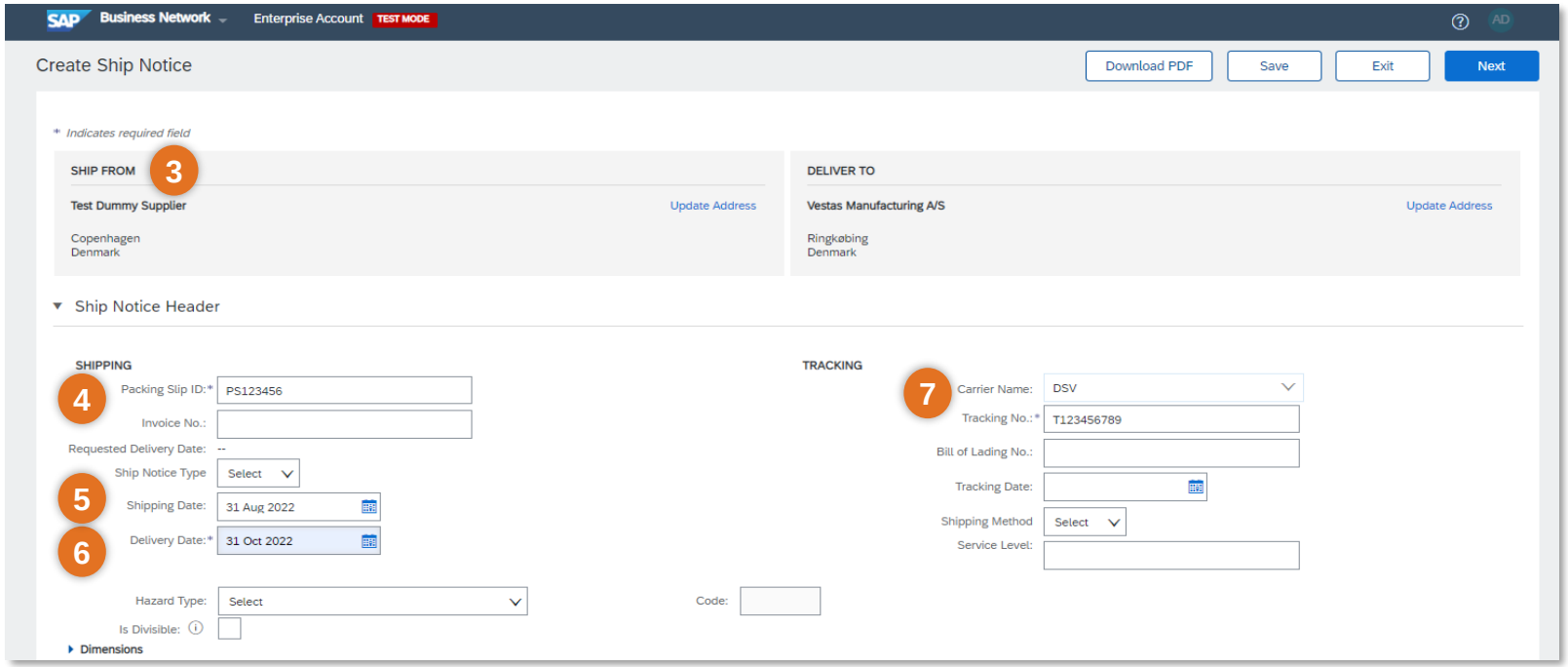
   B. *In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas*

6. Provide **Tracking Details**.

   A. *In case of DAP incoterms, provide **Carrier** and **Tracking Number** of your courier.*

   B. *For FCA, provide **Freight Order Number** as Tracking Number.*

Illustration



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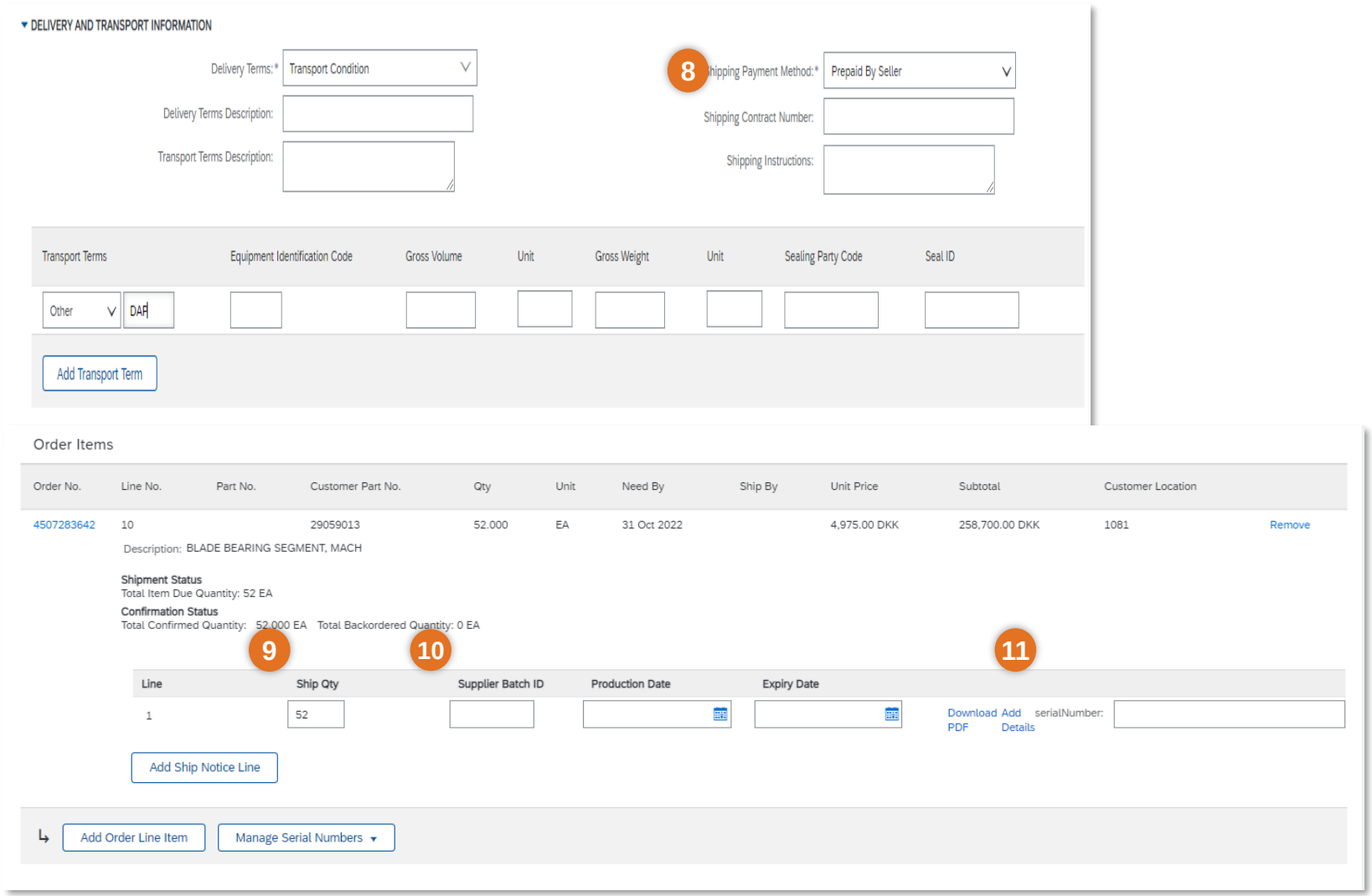
ASN CREATION – INDIVIDUAL PO MANAGEMENT – 3/5

Step-by-step

8. Update **Shipping Payment Method**
9. Populate **Ship Qty** at line level. For all orders, the quantity can be equal or lower than the purchase order line.
   *Note**:** Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.*
10. Update **Batch ID** & **Expiry Date** in case material is batch managed.
    *Note: It's **mandatory** to provide this information to all batch managed materials otherwise it will might cause delays in goods receipt and invoice payment.*
11. Add **Serial Number** If required. Serial numbers are optional or mandatory depending on the type of purchased product. If you click the **Add Details** button, you can manually add multiple serial numbers. It's mandatory to provide serial number for materials which are serialized in Vestas' system.

Illustration



Classification: Public

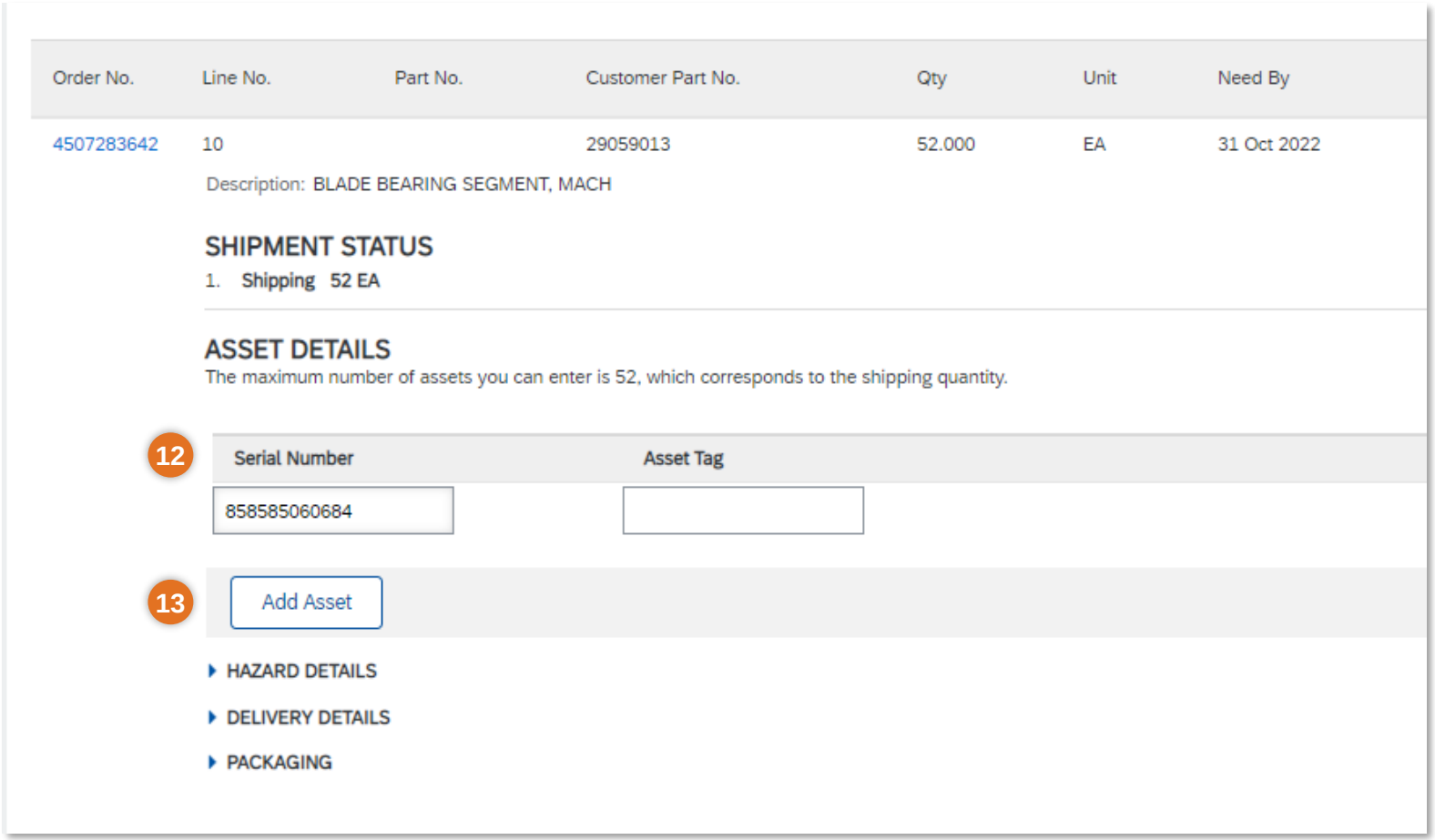
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 4/5

Step-by-step

12. Populate the **Serial Number** of the first item.
13. Click on **Add Asset** to add additional serial numbers. Please fill out only one serial number per asset field.
14. Select **OK** on the top or bottom of the screen to continue

Note: If you have many serial numbers to provide, you can learn how use the **Serial number upload** tool here.

Illustration



Classification: Public

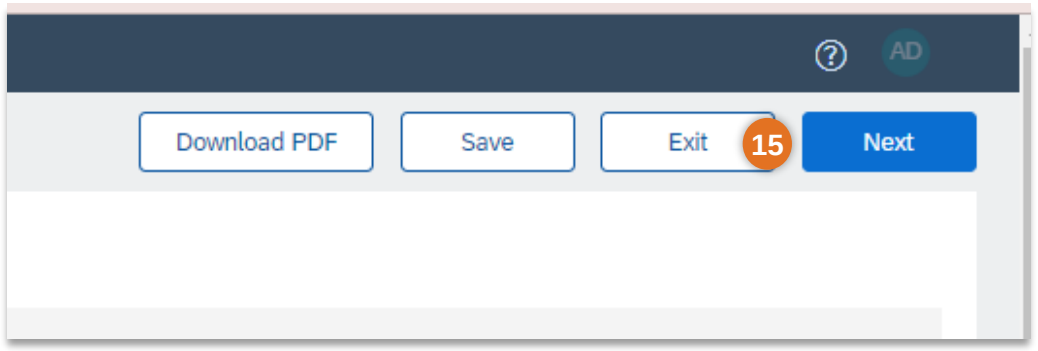
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 5/5

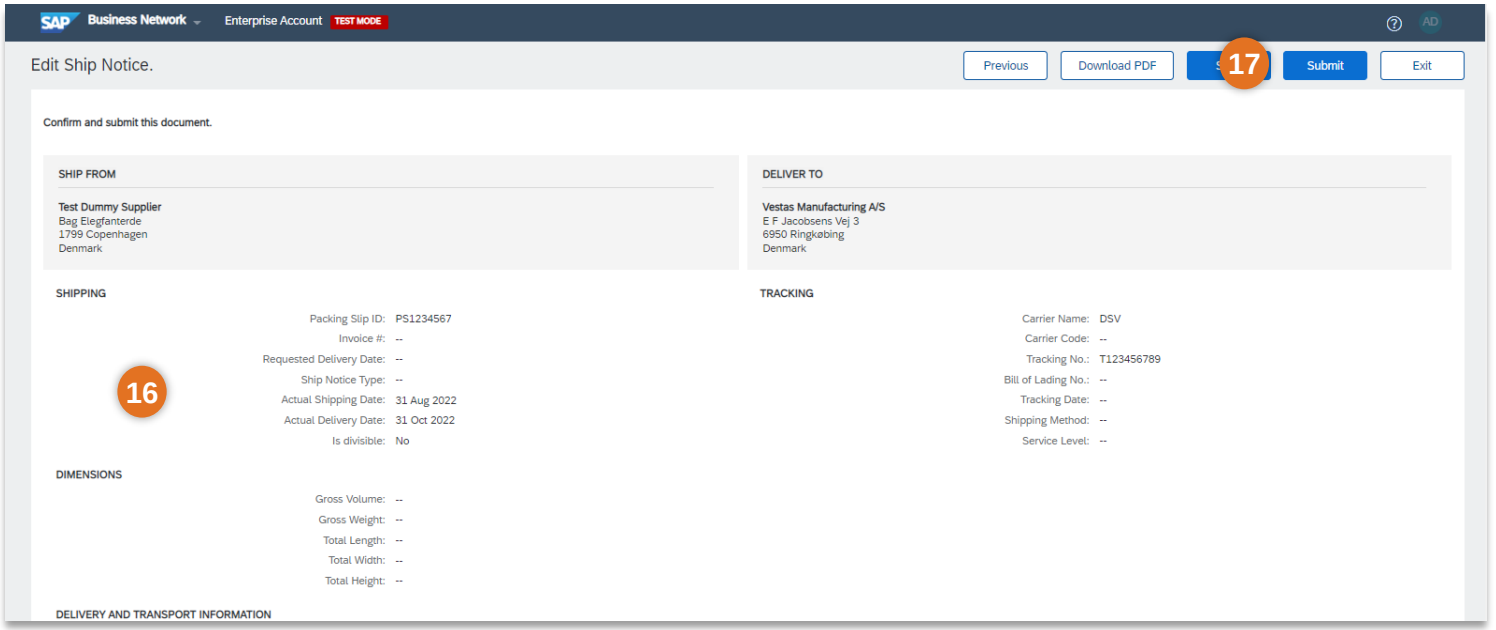
Step-by-step

15. When al required fields are filled, click **Next** on the top or bottom of the screen.
16. Please review your input.
17. Click **Submit** to send ASN to Vestas.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

Illustration





Classification: Public

ASN CREATION – MULTIPLE POS MANAGEMENT

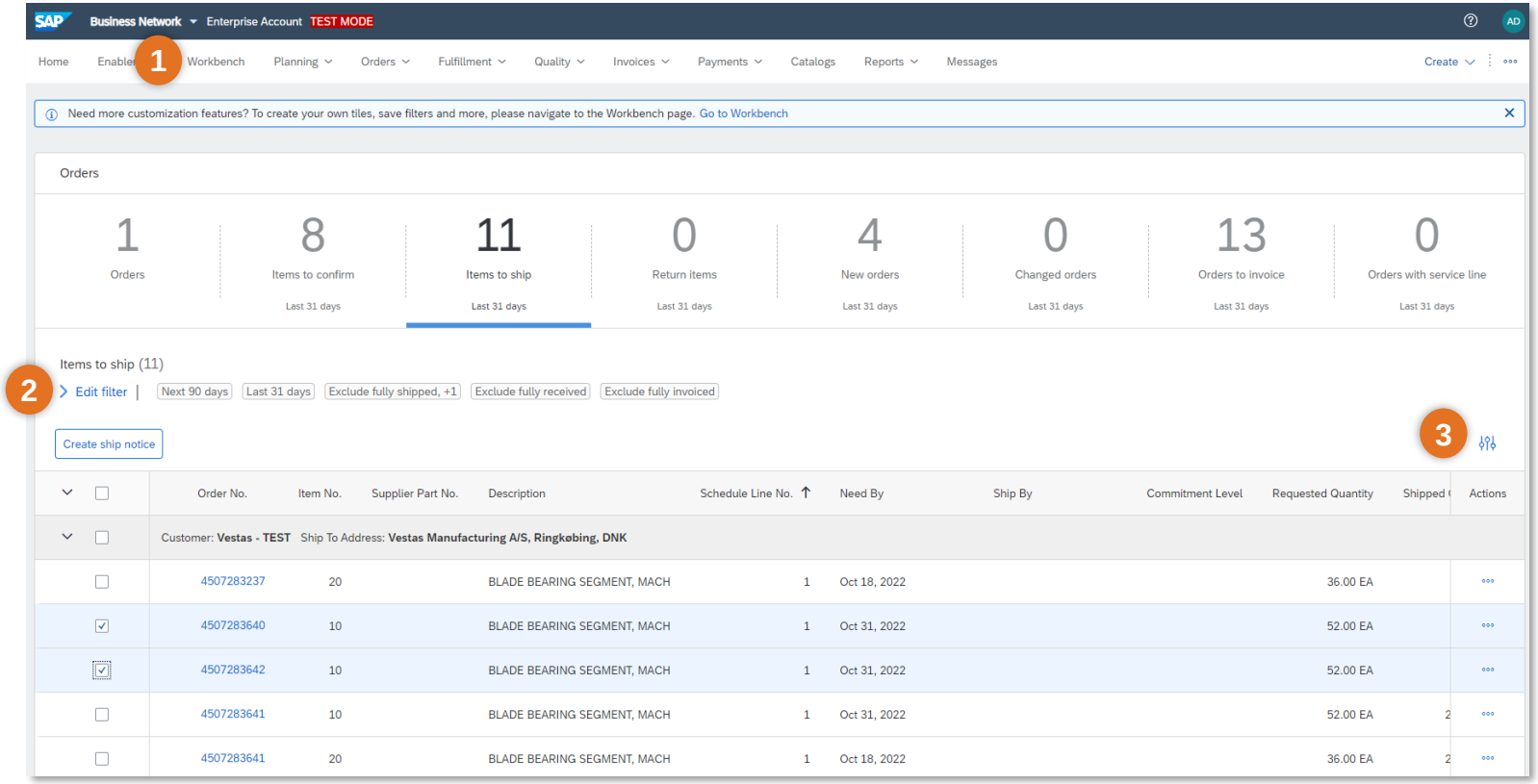
Step-by-step

In case of multiple lines of PO's to be shipped and delivered to the same address on the same delivery day, you should use **Items to Ship** tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Go to **Workbench** or **Orders → Orders and Releases → Items to Ship** tab.
2. Use search filters to identify the items you need to ship. Edit default filter here if needed.
3. Suppliers can configure view of items by clicking the icon on the right-hand side of the screen.

Illustration



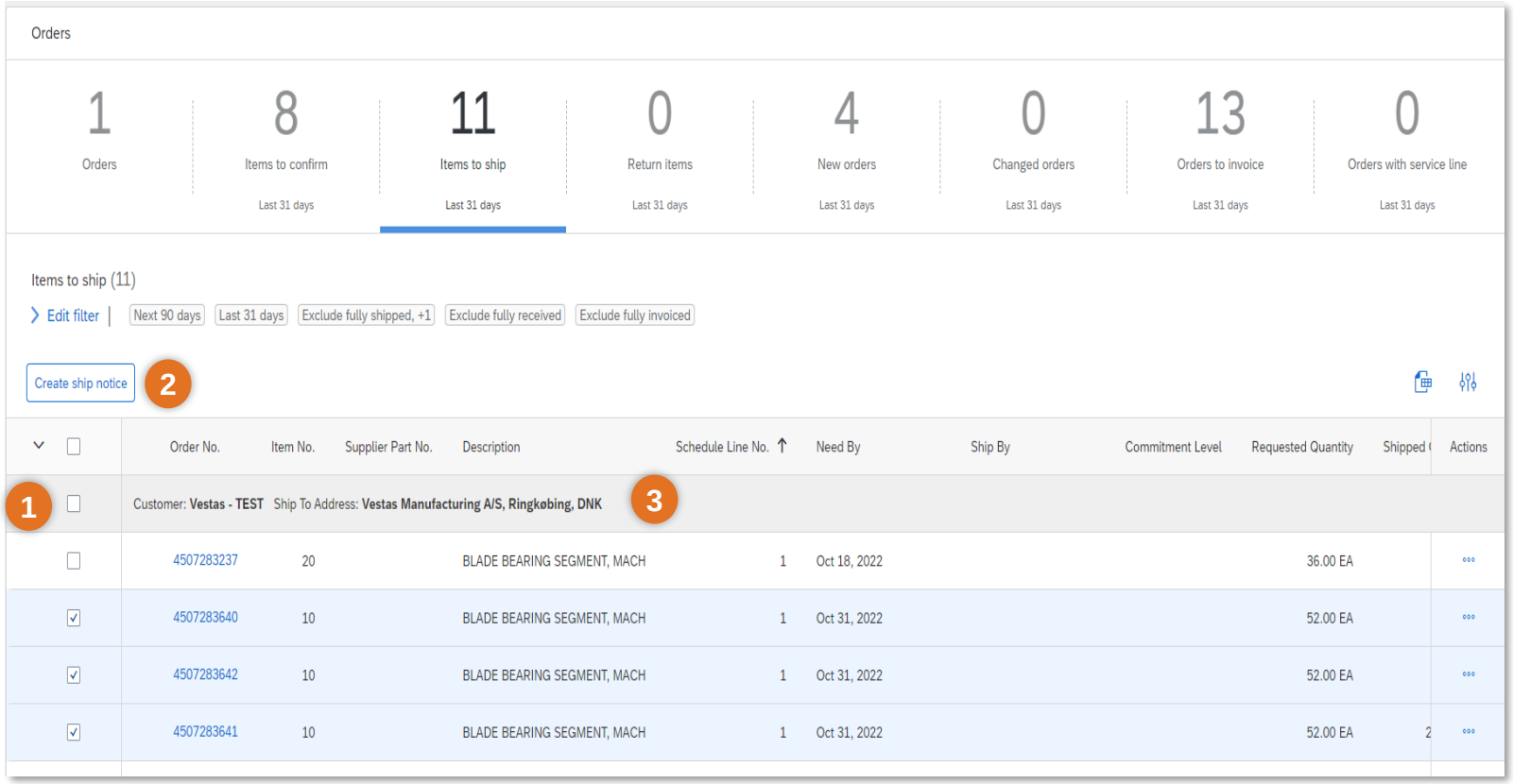
Classification: Public

ASN CREATION – MULTIPLE POS MANAGEMENT – CREATE ASN

Step-by-step

1. Review line items and create a shipping notification by selecting the relevant purchase orders per one single ship to address and one single delivery date.
2. Click **Create Ship Notice** at the top of the page and proceed to fill out details for ASN document.
3. You are allowed to combine multiple PO's in one shipping notice if they are delivered to the same address. Otherwise, Ariba will show an error message.

Illustration



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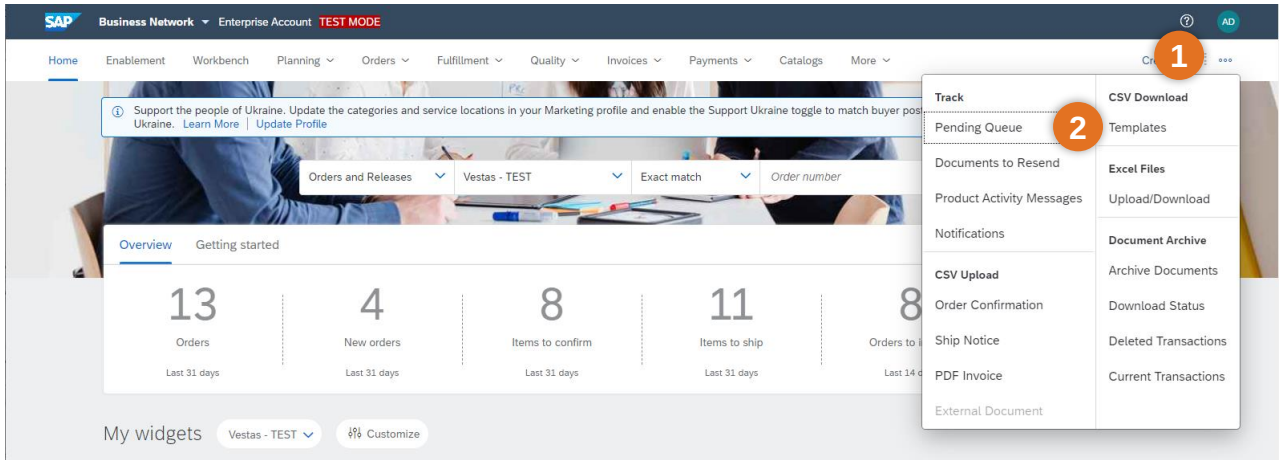
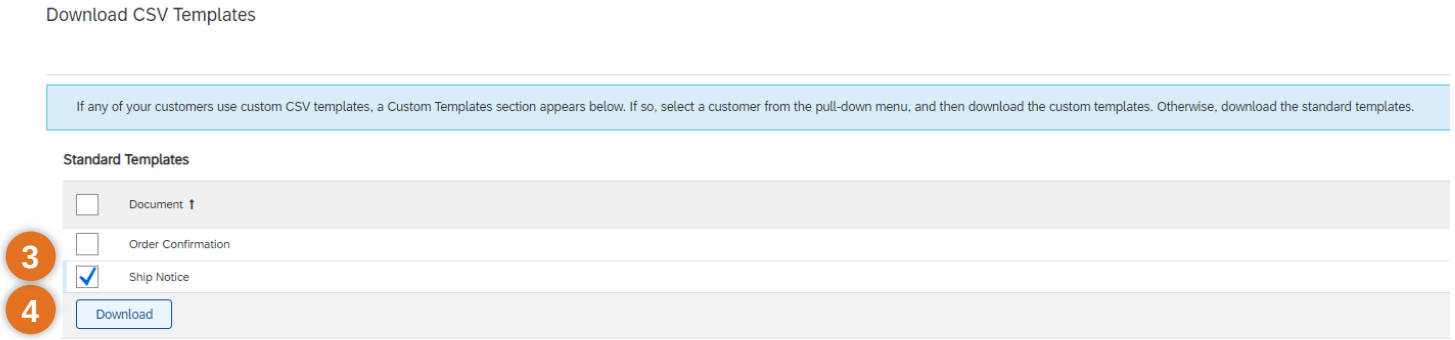
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 1/2

Step-by-step

1. Select **… - menu** in the top right corner under your initials
2. Select **CSV Download → Templates**
3. Select **Ship Notice**
4. Select **Download** and save template to your computer.
   Note: You should only choose lines with same "Need-by" dates to the same shipping notice.

Illustration





Classification: Public

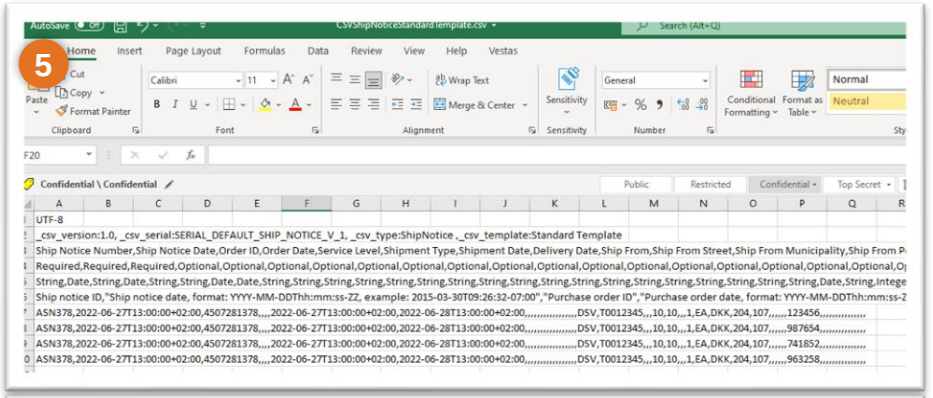
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 2/2

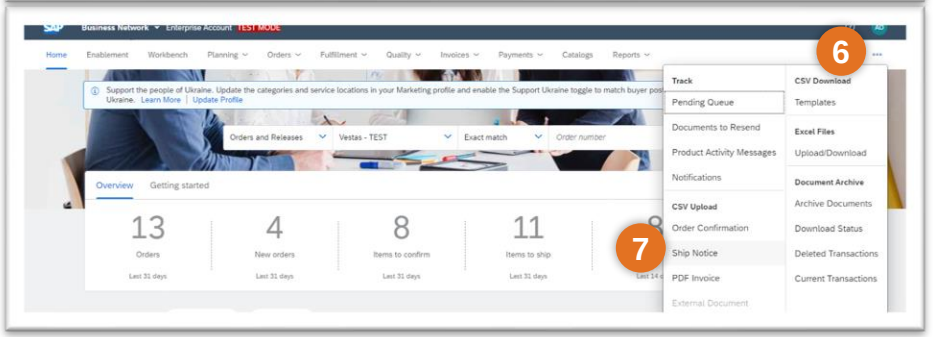
Step-by-step

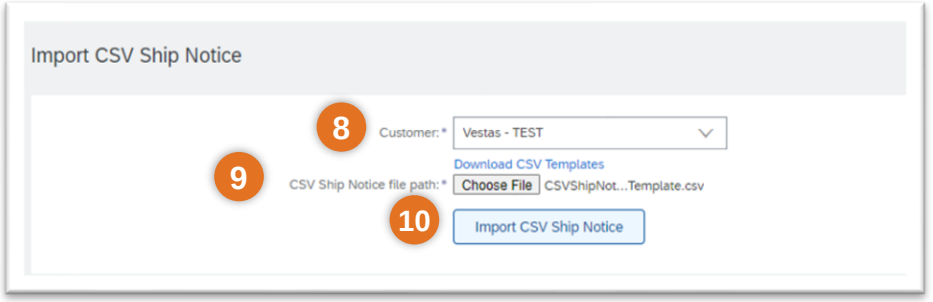
5. Add to the CSV template ship notice/s data. Fill in all required columns. Save and close file. *Note: Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows*
6. From the Ariba Network homepage go to **… - menu** on top right corner under your initials
7. Select **CSV Upload → Ship Notice** from the drop down.
8. Select *Vestas* as the customer.
9. Browse the updated template from your computer by selecting **Choose File**
10. Click **Import CSV Ship Notice**.

Note: In case any mandatory information is missing or you have errors in the updated template, you will see the error message. Fix the errors accordingly and reupload the file following the same steps.

Illustration







Classification: Public

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label

Julia, *Vestas Supplier*

Note: this step is only required if the order contains Vestas Material Numbers

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2. Order Confirmation

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- Vestas receive the goods
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VESTAS | YOU (SUPPLIER)

Classification: Public

DOWNLOAD ASN LABEL (ENTERPRISE ACCOUNT SUPPLIER)

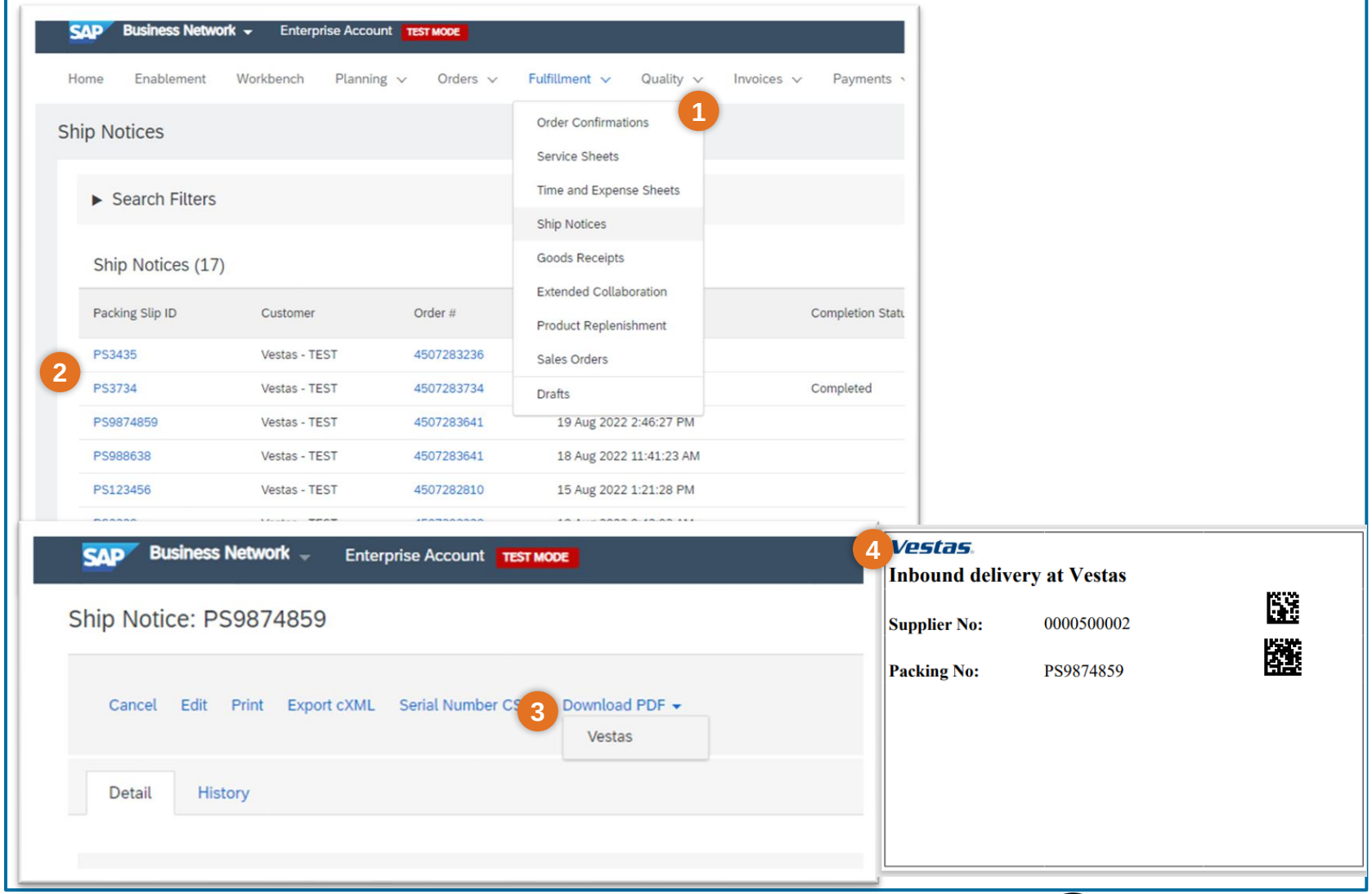
Step-by-step

This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

1. Go to **Fulfillment → Ship Notices**.
2. Select Ship notice you need to print label for.
3. Select **Download PDF → Vestas** to download ASN label as a PDF file
4. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration



Classification: Public

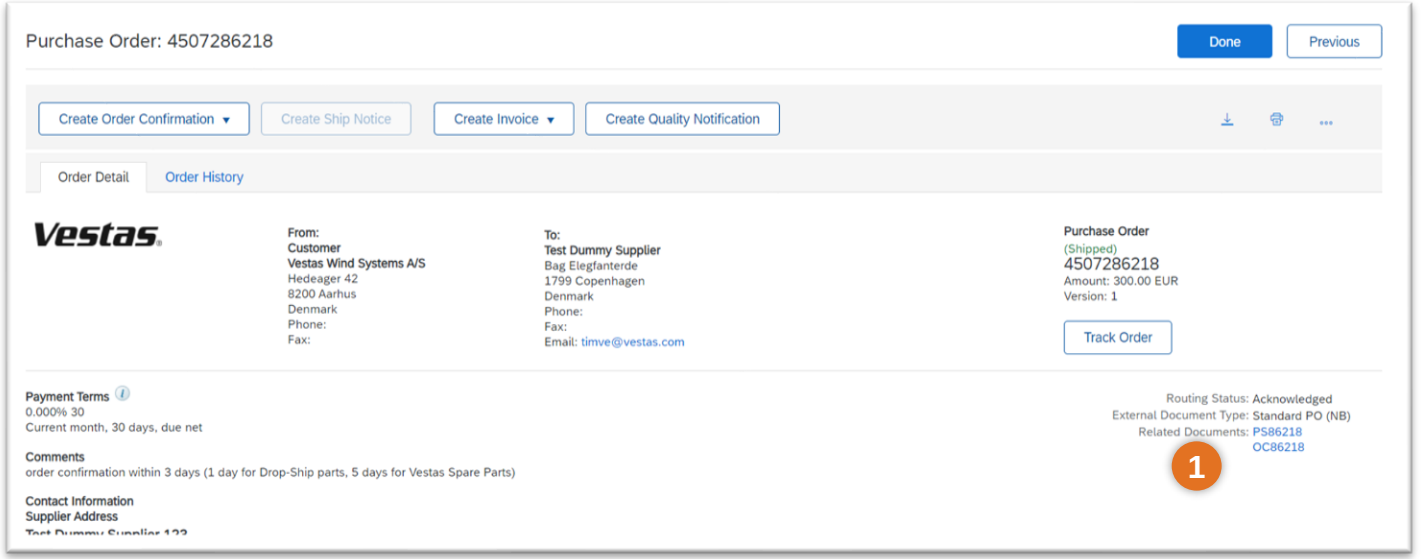
DOWNLOAD ASN LABEL (STANDARD ACCOUNT SUPPLIER)

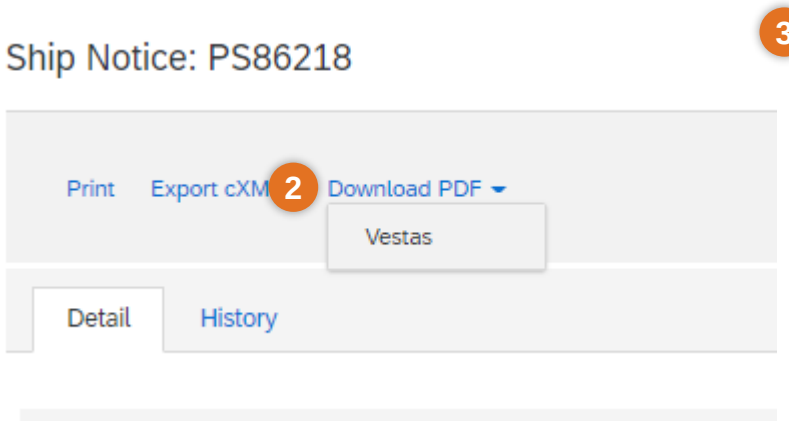
Step-by-step

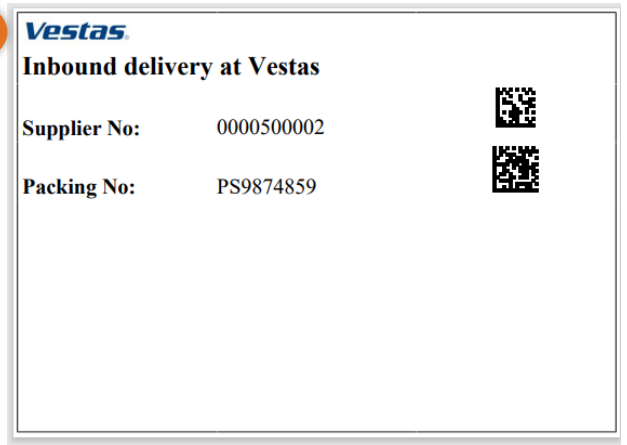
1. Open PO for which Ship label needs to be downloaded and select *ASN Number* under **Related Documents**
2. Select **Download PDF → Vestas** to download ASN label as a PDF file
3. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration







Classification: Public

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to find Goods Receipt notification

Julia, *Vestas Supplier*

1. PO creation and receiving

- PO created by Vestas Buyer
- PO sent to you in Ariba

2. Order Confirmation

- You confirm the PO in Ariba
- The order confirmation received by Vestas

3. ASN and Goods Receipt

- You create an ASN in Ariba
- You print label and attach it to the delivery
- Vestas receive the goods
- A notification is sent to you via Ariba

4. Invoicing

- You send an Invoice to Vestas via Ariba
- Invoice received and paid by Vestas

VESTAS YOU (SUPPLIER)

Classification: Public

FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

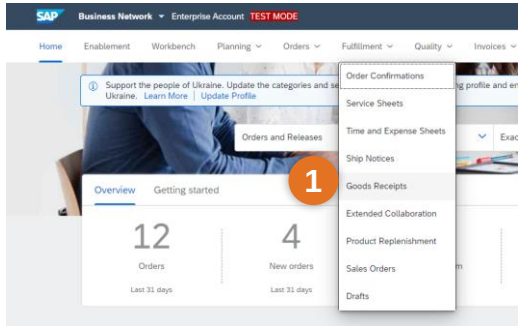
This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

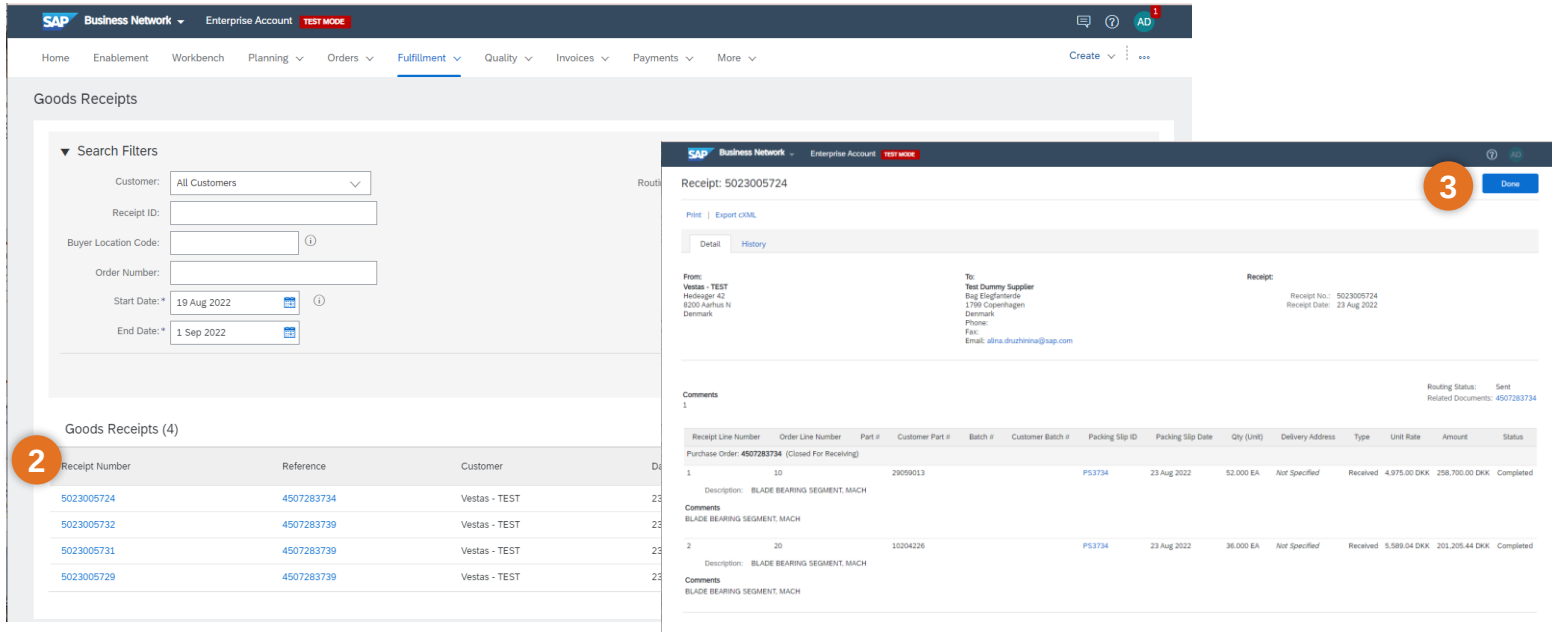
Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Go to **Fulfillment → Goods Receipts**.
2. Use Search to find Receipt you want to see and select *Receipt Number*.
3. View details of the Receipt and select **Done** to close the document

Illustration





Classification: Public

FIND GOODS RECEIPT NOTIFICATION (STANDARD ACCOUNT SUPPLIER)

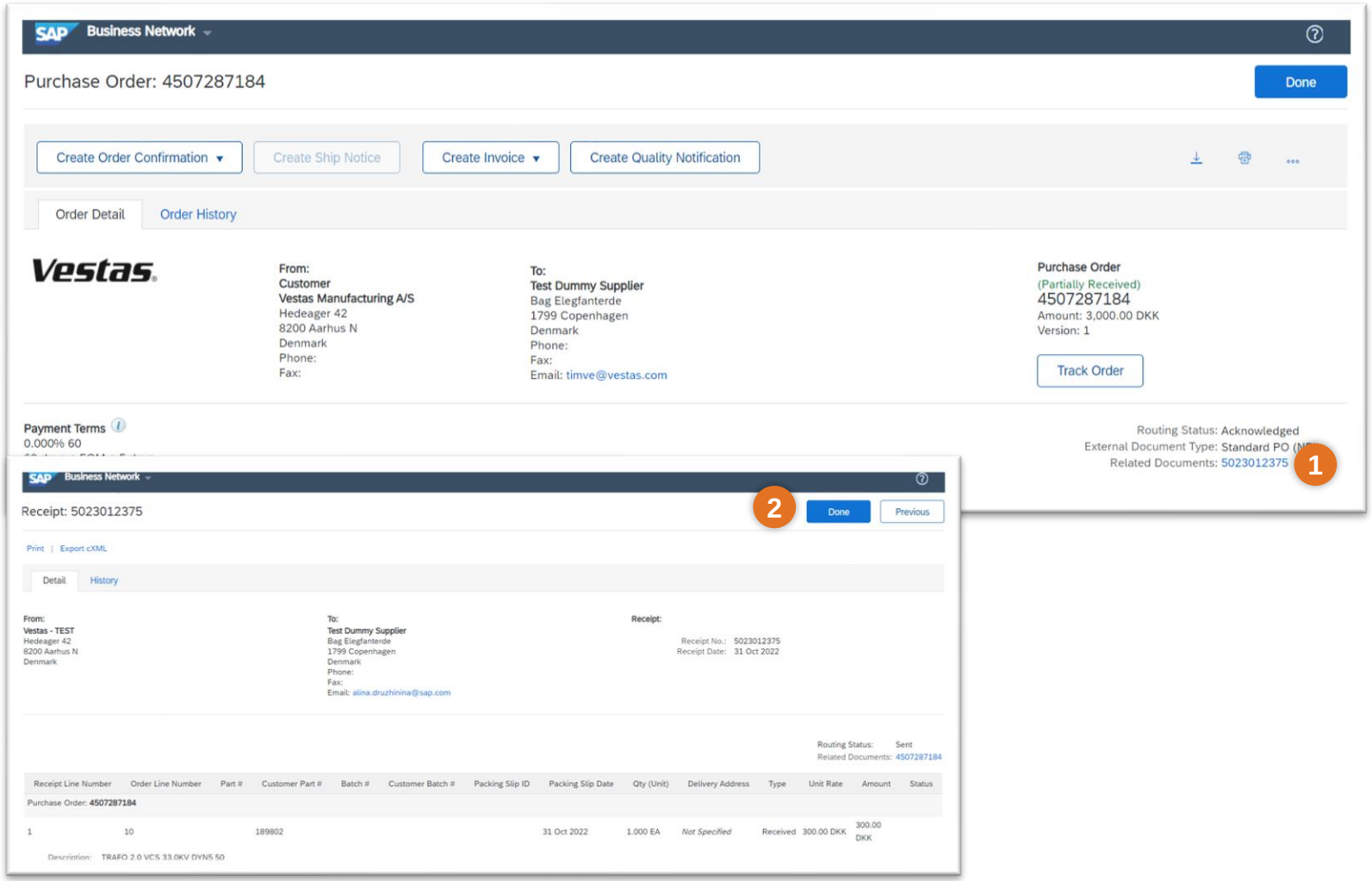
Step-by-step

Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Open PO which is "Received" or "Partially Received" and select *Receipt number* under **Related Documents.**
2. View details of the Receipt and select **Done** to close the document

Illustration



Classification: Public

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an invoice using PO Flip

Julia, *Vestas Supplier*

1. PO creation and receiving

- PO created by Vestas Buyer
- PO sent to you in Ariba

2. Order Confirmation

- You confirm the PO in Ariba
- The order confirmation received by Vestas

3. ASN and Goods Receipt

- You create an ASN in Ariba
- You print label and attach it to the delivery
- Vestas receive the goods
- A notification is sent to you via Ariba

4. Invoicing

- You send an Invoice to Vestas via Ariba
- Invoice received and paid by Vestas

VESTAS YOU (SUPPLIER)

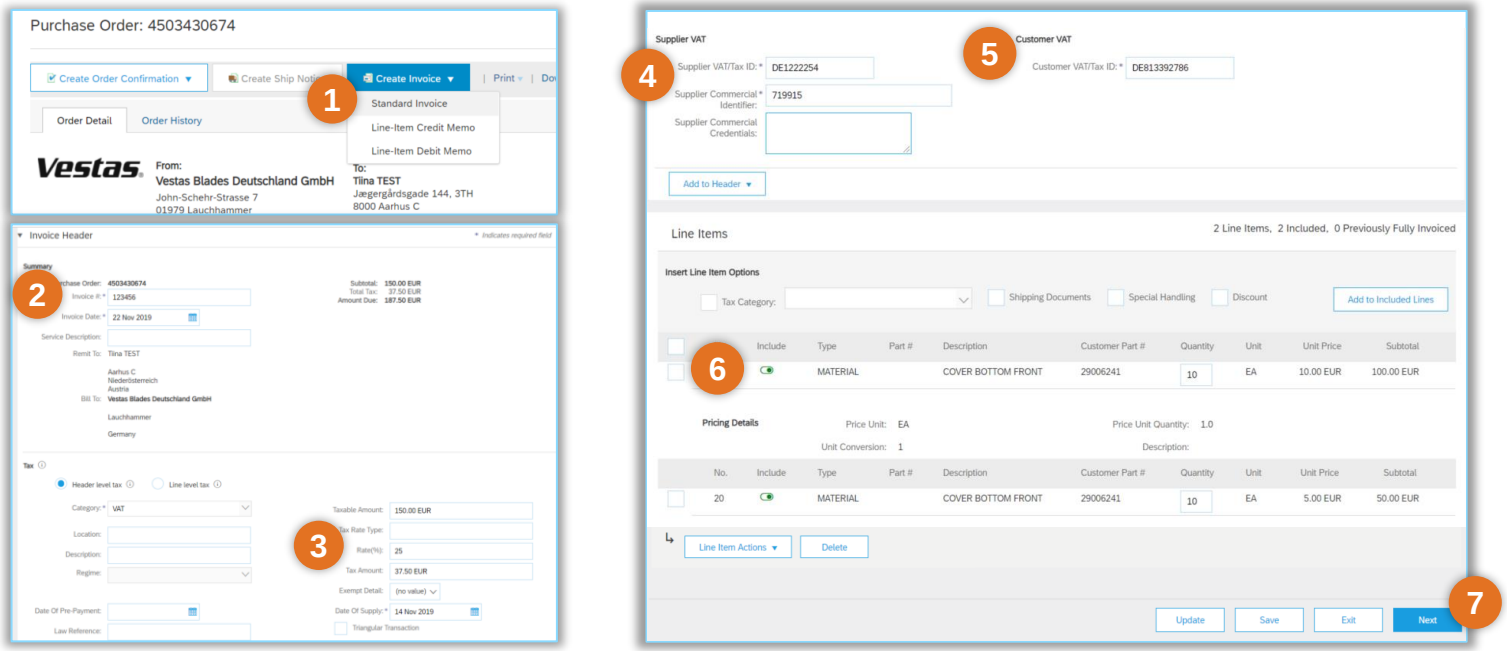
Classification: Public

CREATE AN INVOICE WITH VAT/TAX

Step-by-step

1. Click ‘Create Invoice’ and select ‘Standard Invoice’.
2. Fill in the invoice number (‘Invoice #’) and the invoice date (‘Invoice Date’). *Note, this should always match the data in your invoicing system.*
3. Provide the tax rate (%) and update the ‘Date of Supply’ if this is not the same as the invoice date.
4. Provide your ‘Supplier VAT/Tax ID’ and ‘Supplier Commercial Identifier’.
5. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
6. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
7. Click ‘Next’, review and submit the invoice.

Illustration



Important Information

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries HERE.
- Please submit invoice in Ariba as soon as possible after it’s been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.
- Any extra costs apart from PO (like packing, freight etc.) should be communicated to the Vestas buyer prior to invoicing. This will ensure that the PO is matching the invoice, helping avoid the invoice from being blocked and payment being delayed.
- If you have different tax rates for different line items, please select the option ‘Line level tax’ and enter the tax rate for each line separately. You will have to select the line item and dropdown "Line item actions" in order to select the TAX option for that particular line item. See instructions for 0% VAT/TAX next slide.
- If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

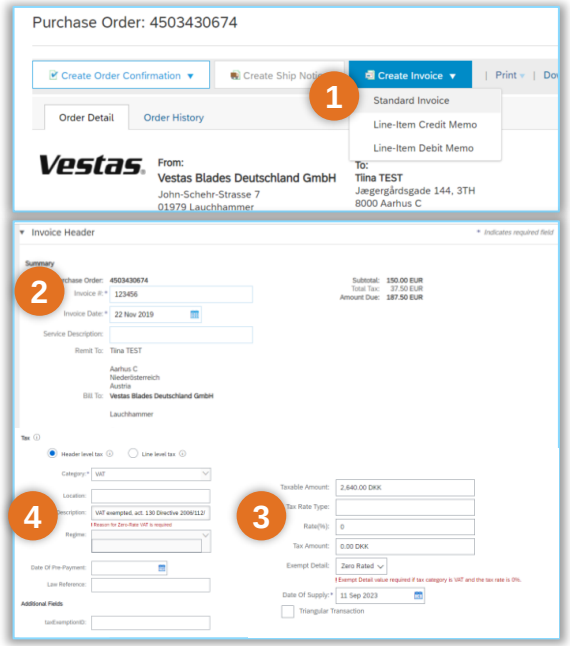
Classification: Public

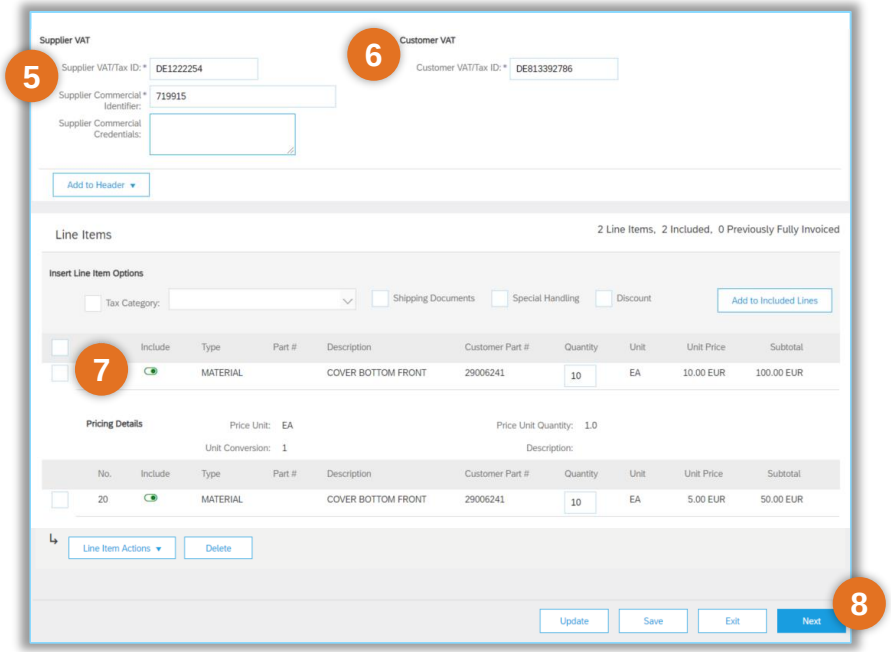
CREATE AN INVOICE WITH 0% VAT/TAX

Step-by-step

1. Click ‘Create Invoice’ and select ‘Standard Invoice’.
2. Fill in the invoice number (‘Invoice #’) and the invoice date (‘Invoice Date’). *Note, this should always match the data in your invoicing system.*
3. Provide the tax rate = 0 and update the ‘Date of Supply’ if this is not the same as the invoice date.
4. Provide Exempt Detail = ‘Zero Rated’ and Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30*
5. Provide your ‘Supplier VAT/Tax ID’ and ‘Supplier Commercial Identifier’.
6. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
7. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
8. Click ‘Next’, review and submit the invoice.

Illustration





Important Information

- It is Supplier’s responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection, always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 4).

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KEY POINTS TO REMEMBER FOR YOU TO REMEMBER AS VESTAS SUPPLIER

Do's

- ✓ Suppliers must do Order Confirmation and Shipment Notice through Ariba, for all POs that were sent through Ariba.
- ✓ In case of any data should be updated on the PO (e.g. price, delivery date), please get in touch immediately with the buyer shown on the PO so they can adjust the PO
- ✓ Suppliers must invoice only through Ariba in case of Ariba invoicing is enabled their country. See list of countries HERE.
- ✓ Credit notes should also flow through Ariba.

Don'ts

- ✗ Quantity split should not be made during order confirmation, If quantity has to be divided, suppliers should contact Buyers prior to confirmation and PO will be amended and re-sent.
- ✗ Do not change Delivery Date of the order in ASN. If there is any discrepancy between Confirmed Delivery Date and the actual Delivery Date, please contact the Vestas Buyer.
- ✗ Do not change Ship to and Deliver to address while creating ASN .
- ✗ Any extra costs apart from PO (e.g., packing, freight etc.) should be communicated to Buyer prior to invoicing. Line will be added on the PO which is to be re-send to supplier for e-invoicing. This will ensure the PO is matching to the invoice and it will not be blocked for further checking.

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EXCEPTIONAL HANDLING & HIGHLIGHTS

Exceptional Handling

Delivery Date Issue

When you have any discrepancy with delivery dates, please reach out to Concern Buyer to get it sorted out.

Ship Labels

Attachment of Ship Labels is Mandatory Please have it attached over the consignment that you are delivering, in case if you have missed to attach the label, please send the Label PDF to Buyer via Mail.

Delivery Date in Order Confirmation and ASN

The Delivery Date in Order Confirmation and Advance Shipment Notice should be same in case of any changes please reach out to Concern Buyer.

Highlights

Impacts on failure to create ASN

1. Failure to Create ASN will affect Goods Receipt Processing which will cause delays in payment.
2. Will also affect Supplier OTD Performance

ASN before goods Shipment

ASN should be created before the goods shipment picked up from supplier end. Then supplier can be able to print the ASN label & make sure the label in goods

In case of Incoterms- FCA/EXW

Supplier need to finalize the FO and then create an ASN with ASN delivery date and Order confirmation (Ship/pickup date) being the same.

Shipping Date and Delivery date

Provide Shipping Date:

- *In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO.***
- *In case of DAP-Incoterms. **Shipping Date** must be Goods picked up date at Supplier end*

Provide Delivery Date

- *In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO. ITM Booking must be done before the ASN creation***
- *In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas*

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FREQUENTLY ASKED QUESTIONS

FAQ

Is ASN mandatory only for FCA Incoterm?
No, ASN is needed for all Orders which requires Physical delivery of goods irrespective of Incoterms.

What should be the tracking number for DAP Suppliers if we don't have one?
Please input the Vehicle(Truck) Registration or Plate Number as tracking number, if not available please input in the Purchase order Number as the Tracking Number.(For FCA/EXW-it should always be the FO number).

Can we edit the Ship Notice once Submitted?
No, ASN once submitted can't be edited, incase of any discrepancy please reach out to concern buyer.

How do we know whether the material is serialized or not?
If the material is serialized, Ariba Network will raise a prompt/warning to provide serial number.

Do we need to print and attach multiple ship Labels for orders under one ASN?
You can attach one ship label for all your orders under single ASN.

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DO YOU NEED ANY HELP?

Support is available!

For **questions or technical support** please contact the Vestas SSC Ariba team via email: ariba.ssc@vestas.com

For **information and guides** from the Digital Procurement program in Vestas, visit our website: www.vestas.com/en/about/our-partners/digital-procurement