

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 receive 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



VESTAS



YOU (SUPPLIER)

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to receive and review Purchase Orders (PO)



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

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Invoice received and paid by Vestas



VESTAS



YOU (SUPPLIER)

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

The illustration shows two screenshots from the Ariba system. 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' with instructions to process the order. A blue button labeled 'Process order' with a circled '1' is at the bottom right. The right screenshot is the 'Supplier Login' page. It has a 'Login' button with a circled '2' and a link 'Having trouble logging in?'. A circled '3' is placed over the text 'Your company Tiina TEST is already registered. If you don't have a user account, request one now.'.

Tips & Tricks

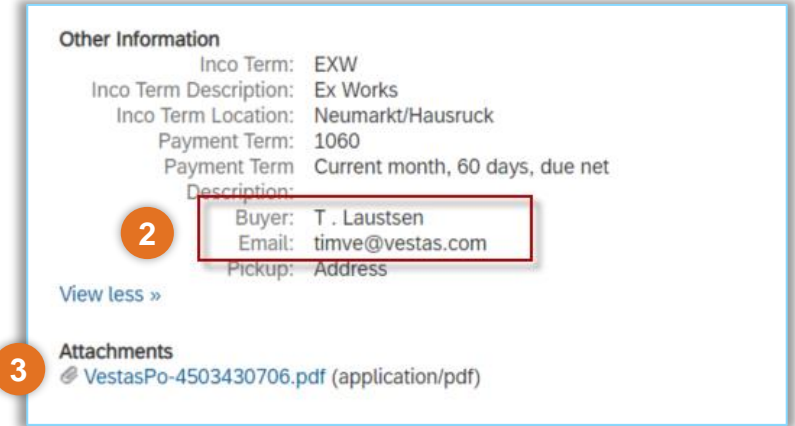
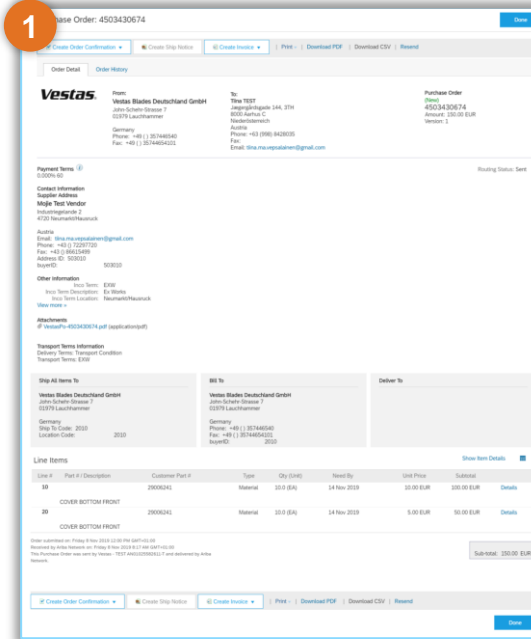
- To ensure Ariba emails are not going to your spam folder please add ordersender-prod@ansmtp.ariba.com to your 'Safe Senders' list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in your team, allowing them to process POs and create invoices in Ariba. More instructions are available [here](#).

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

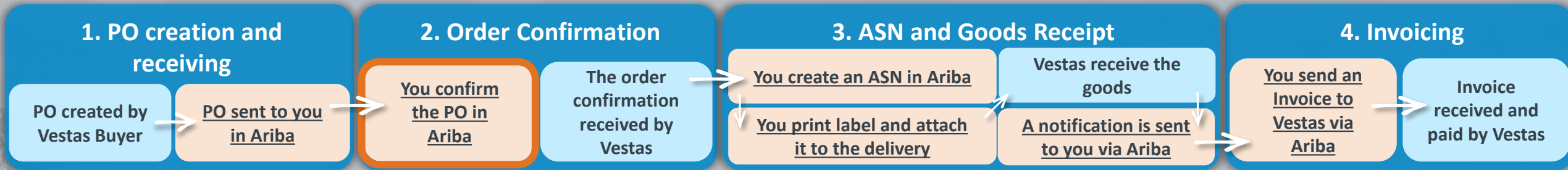
- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can resend the PO to your mailbox in the dashboard by choosing **Select** → **Send me a copy to take an action**

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to perform an Order Confirmation



Julia, Vestas Supplier



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YOU (SUPPLIER)

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

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

Purchase Order: 4503430674

1 Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF

2 Confirm Entire Order | Update Line Items | Reject Entire Order

From: **vestas** Vestas Blades Denmark
John-Scheer-Strasse
92379 Lauchhammer
Germany
Phone: +49 (0) 3574
Fax: +49 (0) 357448

3 1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 123456
Associated Purchase Order #: 4503430674
Customer: Vestas - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: 14 Nov 2019 Est. Tax Cost:
Comments:

Line Items

| 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 |

4 Next

Confirmation Update

Confirmation #: 123456
Supplier Reference:

Line Items

| 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 |

5 Prev Submit Exit

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

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

Purchase Order: 4503430674

Create Order Confirmation **2** Create Ship Notice

1 Update Line Items history

Reject Entire Order

3 Confirm All

4 Next

| Line # | Part # | Customer Part # | Revision Level | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|--------|-----------------|----------------|----------|-------------|-------------|------------|------------|
| 10 | | VT730840 | | Material | 10.000 (EA) | 25 Oct 2022 | 10.00 EUR | 100.00 EUR |

Description: 4-LEG WIRE ROPE 1T

Schedule Lines

Current Order Status

10.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 25 Oct 2022 - defaulted from Requested Delivery Date in order)

Confirm: Backorder: Details ⓘ

Confirm Based on Schedule Lines

Attachments:

| Name | Size (bytes) | Content Type |
|----------|--------------|--------------|
| No Items | | |

no file chosen

The total size of all attachments cannot exceed 10MB

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

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

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enable', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The dashboard displays several metrics: 'New orders' (3), 'Orders' (11), 'Items to confirm' (6), 'Items to ship' (9), and 'Orders to invoice' (8). Below the dashboard is the 'Workbench' section, which includes a 'Customize' button and a table of 'Items to confirm (6)'. The table has columns for 'Ship By', 'Requested Quantity', 'Confirmed Quantity', 'Requested Unit Price', 'Estimated Ship', 'Estimated Delivery', 'Quantity To Confirm', and 'Confirmed Unit Price'. Red circles 1-4 highlight specific elements: 1. 'Workbench' menu item, 2. 'Items to confirm' metric, 3. 'Estimated Delivery' field, and 4. 'Quantity To Confirm' field.

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.

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

The illustration shows a multi-step process in the Ariba Digital PO & Invoicing interface:

- Step 5:** A user is in the 'Items to confirm (6)' view. A dropdown menu is open over the 'Confirm' button, with 'Confirm entire item' selected. A red circle with the number '5' is next to the dropdown.
- Step 6:** A 'Review items to confirm' modal is displayed. It shows 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 |
|---|-------------|---------|--------------------|----------------------|---------------------|
| Customer: Vestas - TEST Order No.: 4507267827 Confirmation number: 4567 | | | | | |
| Item No.: 20 Supplier Part No.: Description: JUNCTION BOX MOUNTING PLATE | | | | | |
| 1 | May 4, 2022 | | 56.00 EA | 2.00 DKK | 56.00 EA |
| Customer: Vestas - TEST Order No.: 4507268115 Confirmation number: 2332 | | | | | |
| Item No.: 10 Supplier Part No.: Description: CP INTERNAL FAN SAFETY COVER | | | | | |
| 1 | Apr 8, 2022 | | 50.00 EA | 10.00 DKK | 50.00 EA |

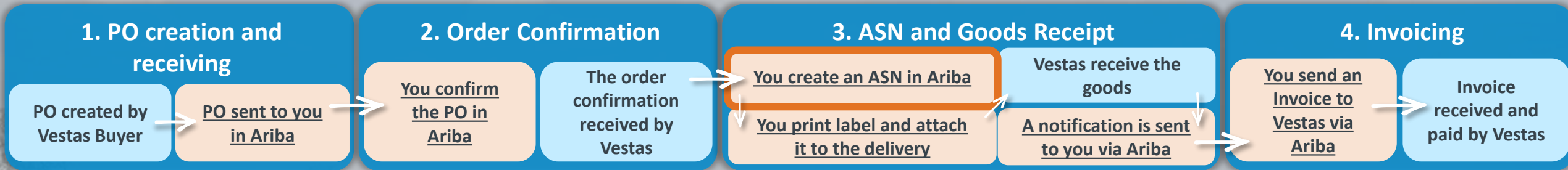
A red circle with the number '6' is next to the 'Confirmation number' input field for the second order.
- Step 7:** The 'Submit' button is highlighted with a red circle and the number '7'.
- Step 8:** The 'Workbench' view shows a summary of order metrics: 2 New orders, 11 Orders, 4 Items to confirm, 9 Items to ship, 8 Orders to invoice, and 4 Invoices. Below this, a green notification banner shows two successful confirmation messages for orders 4507267827 and 4507268115. A red circle with the number '8' is next to the notification banner.

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an Advanced Shipping Notification (ASN)



Julia, Vestas Supplier



VESTAS

YOU (SUPPLIER)

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

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 from 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

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

The screenshot shows the SAP Business Network interface for 'Orders'. At the top, there are navigation tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. Below the navigation is a summary bar with five categories: Orders (1), Items to confirm (8), Items to ship (10), Return items (0), and New orders (4). A red circle with the number '1' is placed over the 'Actions' menu on the right side of the screen. The menu is open, showing options: Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice, Create credit memo, Create line-item credit memo, Create line-item debit memo, and Hide. Below the summary bar is a table with columns: Order Number, Customer, Amount, Date, and Order Status. The first row shows Order Number 4507283642, Customer Vestas - TEST, Amount 258,700.00 DKK, Date Aug 18, 2022, and Order Status Confirmed.

The screenshot shows the SAP Business Network interface for a specific Purchase Order: 4507283642. At the top, there are navigation tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. Below the navigation is a summary bar with five categories: Orders (1), Items to confirm (8), Items to ship (10), Return items (0), and New orders (4). A red circle with the number '2' is placed over the 'Create Ship Notice' button in the top navigation bar. The page shows order details for Vestas, including contact information and a 'Track Order' button. The order details are as follows: Order Number: 4507283642, Customer: Vestas - TEST, Amount: 258,700.00 DKK, Date: Aug 18, 2022, Order Status: Confirmed. The page also shows a 'Create Ship Notice' button, a 'Create Invoice' button, and a 'Create Quality Notification' button. The order details section shows: From: Customer Vestas Manufacturing A/S, Hedegaard 42, 8200 Aarhus N, Denmark, Phone: , Fax: ; To: Test Dummy Supplier, Bag Egefarterde, 1799 Copenhagen, Denmark, Phone: , Fax: , Email: timve@vestas.com; Purchase Order (Confirmed) 4507283642, Amount: 258,700.00 DKK, Version: 1. The page also shows a 'Track Order' button. The page also shows a 'Payment Terms' section: 60 days + EOM + 5 days. The page also shows a 'Comments' section: order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts). The page also shows a 'Contact Information' section: Supplier Address. The page also shows a 'Routing Status' section: Acknowledged. The page also shows an 'External Document Type' section: Standard PO (NB). The page also shows a 'Related Documents' section: OC3642.

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

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. The page title is 'Create Ship Notice' and it includes navigation buttons for 'Download PDF', 'Save', 'Exit', and 'Next'. The form is divided into several sections:

- SHIP FROM:** A section with a red circle '3' next to the 'SHIP FROM' label. The address is 'Test Dummy Supplier, Copenhagen, Denmark'. There is an 'Update Address' link.
- DELIVER TO:** A section with the address 'Vestas Manufacturing A/S, Ringkøbing, Denmark'. There is an 'Update Address' link.
- Ship Notice Header:** A section containing:
 - SHIPPING:** Fields for 'Packing Slip ID:*' (value: PS123456, callout 4), 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type' (dropdown), 'Shipping Date' (value: 31 Aug 2022, callout 5), 'Delivery Date:*' (value: 31 Oct 2022, callout 6), 'Hazard Type' (dropdown), and 'Is Divisible' (checkbox).
 - TRACKING:** Fields for 'Carrier Name' (value: DSV, callout 7), 'Tracking No.*' (value: T123456789), 'Bill of Lading No.', 'Tracking Date' (calendar icon), 'Shipping Method' (dropdown), and 'Service Level'.

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

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: * Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: * Prepaid By Seller ▼

Shipping Contract Number:

Shipping Instructions:

| Transport Terms | Equipment Identification Code | Gross Volume | Unit | Gross Weight | Unit | Sealing Party Code | Seal ID |
|-----------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Other ▼ | DAF | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Add Transport Term](#)

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Customer Location |
|------------|----------|----------|-------------------|--------|------|-------------|---------|--------------|----------------|-------------------|
| 4507283642 | 10 | | 29059013 | 52.000 | EA | 31 Oct 2022 | | 4,975.00 DKK | 258,700.00 DKK | 1081 |

Description: BLADE BEARING SEGMENT, MACH

Shipment Status
Total Item Due Quantity: 52 EA

Confirmation Status
Total Confirmed Quantity: 52.000 EA Total Backordered Quantity: 0 EA

| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date | serialNumber: |
|------|----------|----------------------|----------------------|----------------------|----------------------|
| 1 | 52 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers ▼](#)

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

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit | Need By |
|------------|----------|----------|-------------------|--------|------|-------------|
| 4507283642 | 10 | | 29059013 | 52.000 | EA | 31 Oct 2022 |

Description: BLADE BEARING SEGMENT, MACH

SHIPMENT STATUS

1. Shipping 52 EA

ASSET DETAILS

The maximum number of assets you can enter is 52, which corresponds to the shipping quantity.

| 12 | Serial Number | Asset Tag |
|----|---|----------------------|
| | <input type="text" value="858585060684"/> | <input type="text"/> |

13

- ▶ HAZARD DETAILS
- ▶ DELIVERY DETAILS
- ▶ PACKAGING

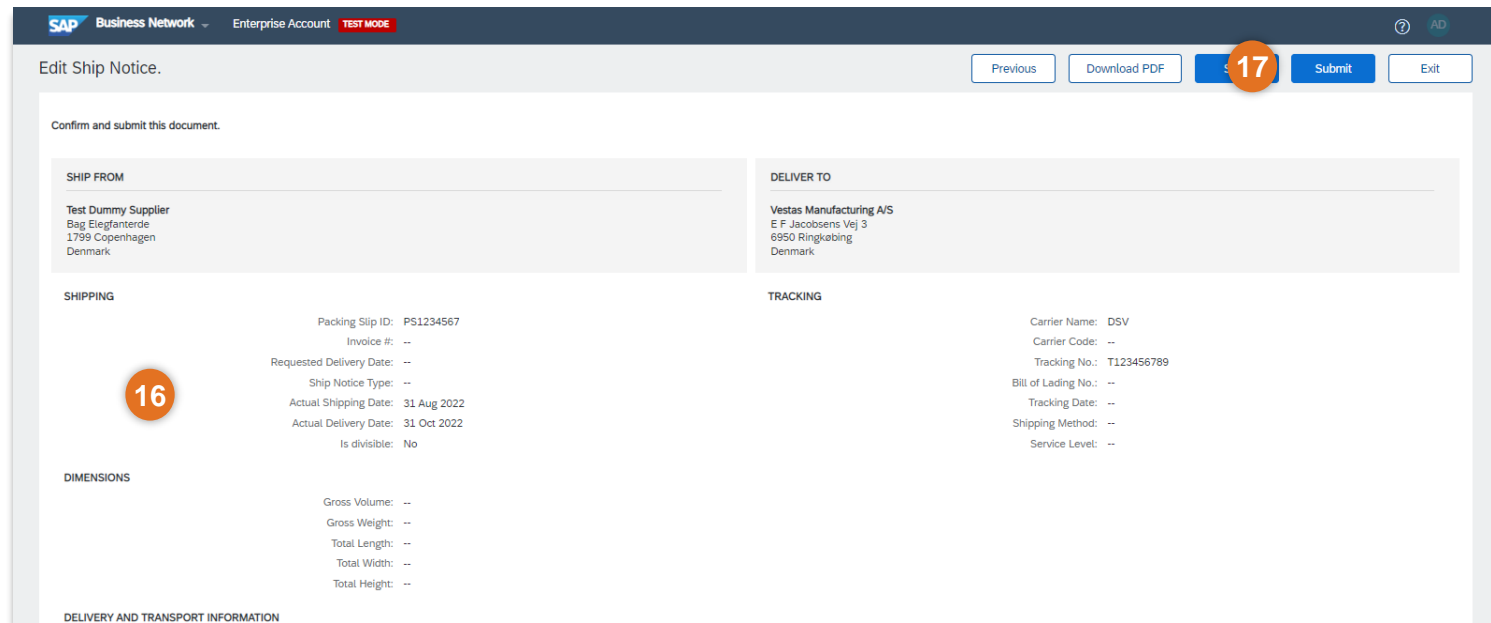
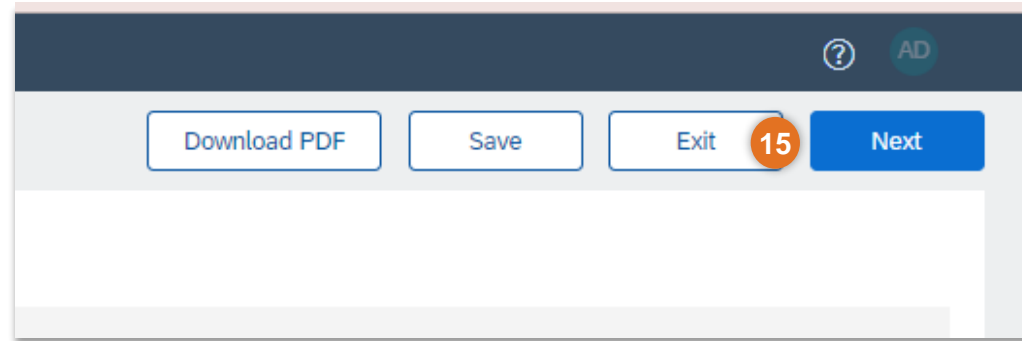
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 5/5

Step-by-step

15. When all 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



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

The screenshot shows the SAP Business Network interface. The navigation bar includes 'Home', 'Enable', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A notification banner at the top says 'Need more customization features? To create your own tiles, save filters and more, please navigate to the Workbench page. Go to Workbench'. The 'Orders' section displays a summary dashboard with the following metrics: 1 Orders, 8 Items to confirm (Last 31 days), 11 Items to ship (Last 31 days), 0 Return Items (Last 31 days), 4 New orders (Last 31 days), 0 Changed orders (Last 31 days), 13 Orders to invoice (Last 31 days), and 0 Orders with service line (Last 31 days). The 'Items to ship (11)' section includes a filter bar with 'Edit filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is visible. The table below shows the following items:

| | Order No. | Item No. | Supplier Part No. | Description | Schedule Line No. ↑ | Need By | Ship By | Commitment Level | Requested Quantity | Shipped | Actions |
|---|--|----------|-------------------|-----------------------------|---------------------|--------------|---------|------------------|--------------------|---------|---------|
| ☐ | Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AUS, Ringkøbing, DNK | | | | | | | | | | |
| ☐ | 4507283237 | 20 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 18, 2022 | | | 36.00 EA | | ... |
| ☑ | 4507283640 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | | ... |
| ☑ | 4507283642 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | | ... |
| ☐ | 4507283641 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | 2 | ... |
| ☐ | 4507283641 | 20 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 18, 2022 | | | 36.00 EA | 2 | ... |

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

Orders

| | | | | | | | |
|--------|------------------|---------------|--------------|--------------|----------------|-------------------|--------------------------|
| 1 | 8 | 11 | 0 | 4 | 0 | 13 | 0 |
| Orders | Items to confirm | Items to ship | Return items | New orders | Changed orders | Orders to invoice | Orders with service line |
| | Last 31 days | Last 31 days | Last 31 days | Last 31 days | Last 31 days | Last 31 days | Last 31 days |

Items to ship (11)

> Edit filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

Create ship notice **2**

| Order No. | Item No. | Supplier Part No. | Description | Schedule Line No. ↑ | Need By | Ship By | Commitment Level | Requested Quantity | Shipped | Actions |
|---|----------|-------------------|-----------------------------|---------------------|--------------|---------|------------------|--------------------|---------|---------|
| Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AIS, Ringkøbing, DNK 3 | | | | | | | | | | |
| 4507283237 | 20 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 18, 2022 | | | 36.00 EA | | ... |
| 4507283640 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | | ... |
| 4507283642 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | | ... |
| 4507283641 | 10 | | BLADE BEARING SEGMENT, MACH | 1 | Oct 31, 2022 | | | 52.00 EA | 2 | ... |

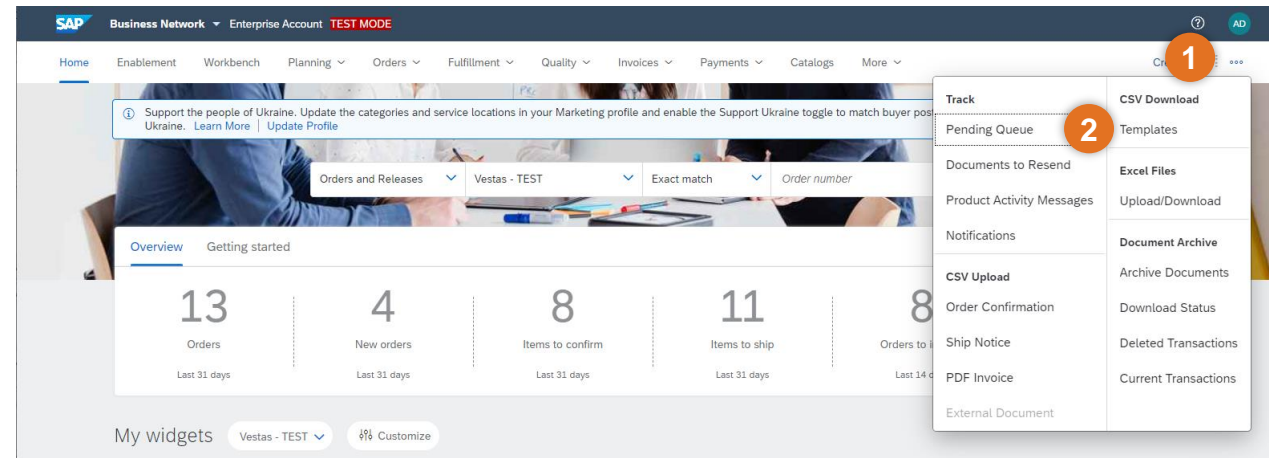
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 1/2

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



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, download the standard templates.

Standard Templates

- Document ↑
- Order Confirmation
- Ship Notice

3

4

Download

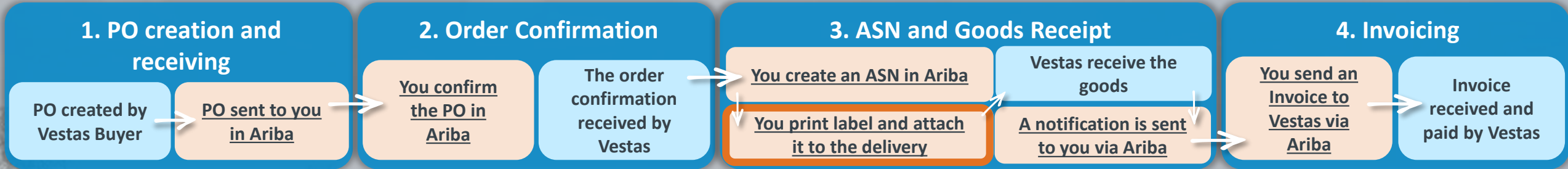
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label



Julia, Vestas Supplier

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



VESTAS

YOU (SUPPLIER)

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

The illustration shows two screenshots from the SAP Business Network interface. The top screenshot shows the 'Ship Notices' page with a dropdown menu open under 'Fulfillment'. A red circle with the number '1' highlights the 'Ship Notices' option in the dropdown. A red circle with the number '2' highlights a row in the 'Ship Notices (17)' table. The table has columns for 'Packing Slip ID', 'Customer', and 'Order #'. The bottom screenshot shows the 'Ship Notice: PS9874859' detail page. A red circle with the number '3' highlights the 'Download PDF' button, and a red circle with the number '4' highlights the 'Vestas' option in the dropdown menu. To the right of the bottom screenshot is a preview of the downloaded label, titled 'Inbound delivery at Vestas', showing 'Supplier No: 0000500002' and 'Packing No: PS9874859' with two QR codes.

| Packing Slip ID | Customer | Order # | Completion Status |
|-----------------|---------------|------------|-------------------------|
| PS3435 | Vestas - TEST | 4507283236 | |
| PS3734 | Vestas - TEST | 4507283734 | |
| PS9874859 | Vestas - TEST | 4507283641 | 19 Aug 2022 2:46:27 PM |
| PS988638 | Vestas - TEST | 4507283641 | 18 Aug 2022 11:41:23 AM |
| PS123456 | Vestas - TEST | 4507282810 | 15 Aug 2022 1:21:28 PM |

Ship Notice: PS9874859

Cancel Edit Print Export cXML Serial Number CS Download PDF

Vestas

Detail History

Vestas
Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

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

Purchase Order: 4507286218

Done Previous

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

Vestas

From: Customer Vestas Wind Systems A/S Hedeager 42 8200 Aarhus Denmark Phone: Fax:

To: Test Dummy Supplier Bag Elefanterde 1799 Copenhagen Denmark Phone: Fax: Email: timve@vestas.com

Purchase Order (Shipped) 4507286218 Amount: 300.00 EUR Version: 1

Track Order

Payment Terms 0.000% 30 Current month, 30 days, due net

Comments order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts)

Contact Information Supplier Address Test Dummy Supplier 123

Routing Status: Acknowledged External Document Type: Standard PO (NB) Related Documents: PS86218 OC86218

1

Ship Notice: PS86218

Print Export cXML Download PDF Vestas

Detail History

2

Vestas

Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

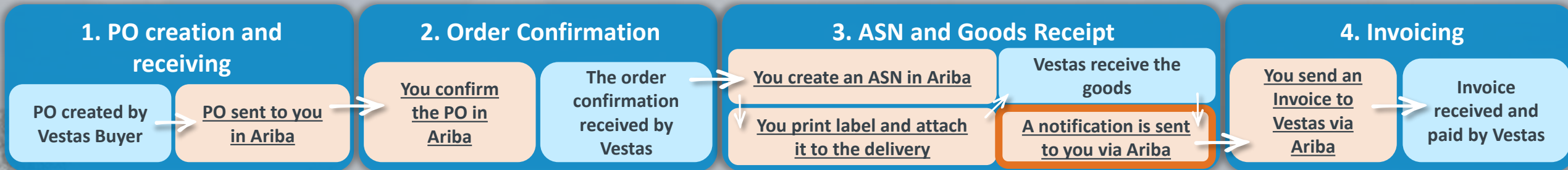
3

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to find Goods Receipt notification



Julia, Vestas Supplier



VESTAS

YOU (SUPPLIER)

FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

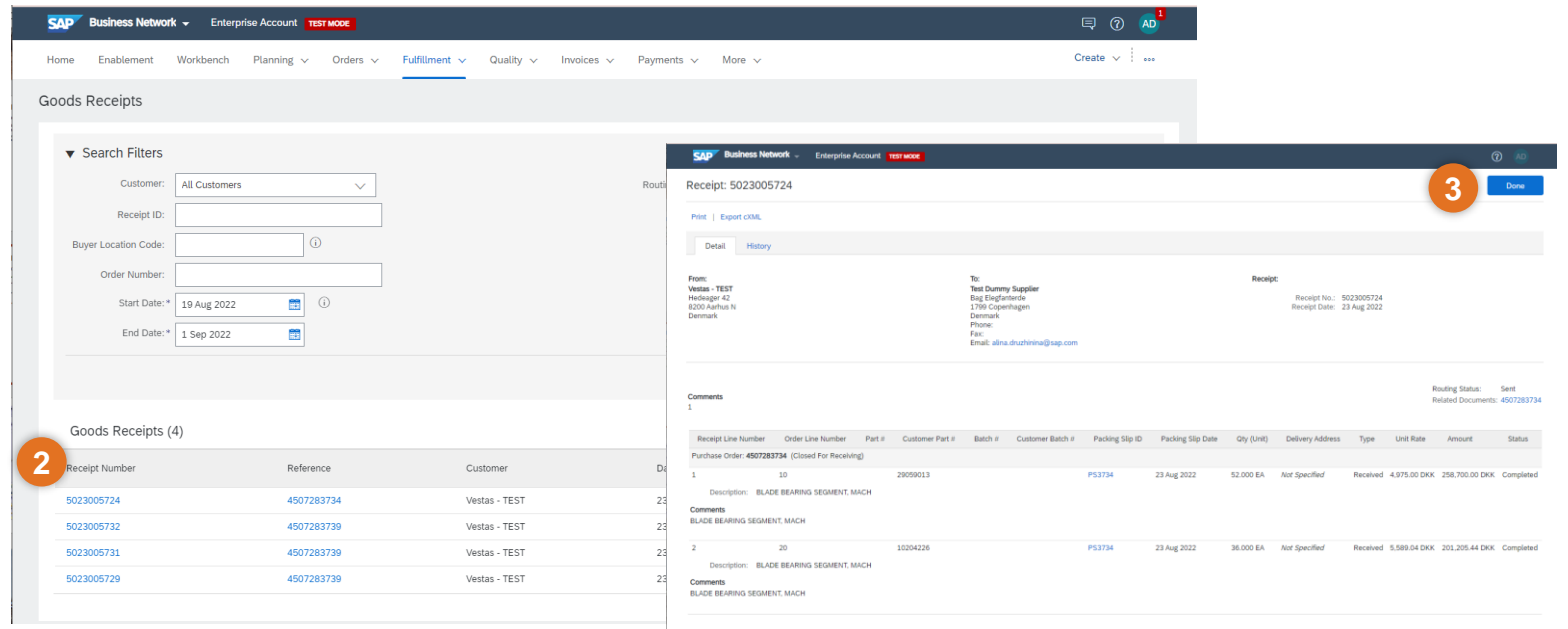
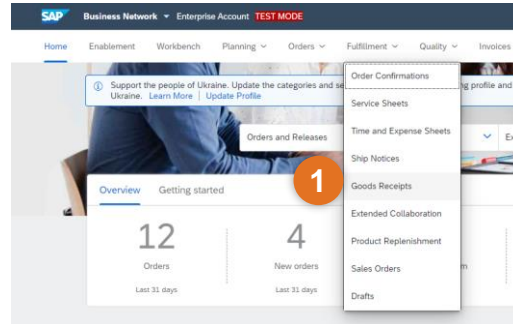
This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

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



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

The illustration shows two screenshots of the SAP Business Network interface. The top screenshot displays a Purchase Order (PO) for 4507287184. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Order Detail' tab is active, showing the Vestas logo and contact information for the customer (Vestas Manufacturing A/S) and the supplier (Test Dummy Supplier). The PO status is 'Partially Received' with an amount of 3,000.00 DKK. A 'Track Order' button is visible. The bottom screenshot shows a Receipt for 5023012375. It includes buttons for 'Print' and 'Export cXML'. The 'Detail' tab is active, showing the receipt details and a table of receipt lines. A 'Done' button is highlighted with a red circle '2'. A red circle '1' is placed over the 'Related Documents' section in the top screenshot, indicating the location of the receipt number.

Purchase Order: 4507287184

From: Customer
Vestas Manufacturing A/S
Hedeager 42
8200 Aarhus N
Denmark
Phone:
Fax:
Email: timve@vestas.com

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: timve@vestas.com

Purchase Order (Partially Received)
4507287184
Amount: 3,000.00 DKK
Version: 1

Track Order

Payment Terms: 0.000% 60

Routing Status: Acknowledged
External Document Type: Standard PO (M)
Related Documents: 5023012375

Receipt: 5023012375

From: Vestas - TEST
Hedeager 42
8200 Aarhus N
Denmark

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: alina.druzhinina@sap.com

Receipt No.: 5023012375
Receipt Date: 31 Oct 2022

Routing Status: Sent
Related Documents: 4507287184

| Receipt Line Number | Order Line Number | Part # | Customer Part # | Batch # | Customer Batch # | Packing Slip ID | Packing Slip Date | Qty (Unit) | Delivery Address | Type | Unit Rate | Amount | Status |
|---------------------|-------------------|--------|-----------------|---------|------------------|-----------------|-------------------|------------|------------------|----------|------------|------------|--------|
| 1 | 10 | | 189802 | | | | 31 Oct 2022 | 1.000 EA | Not Specified | Received | 300.00 DKK | 300.00 DKK | |

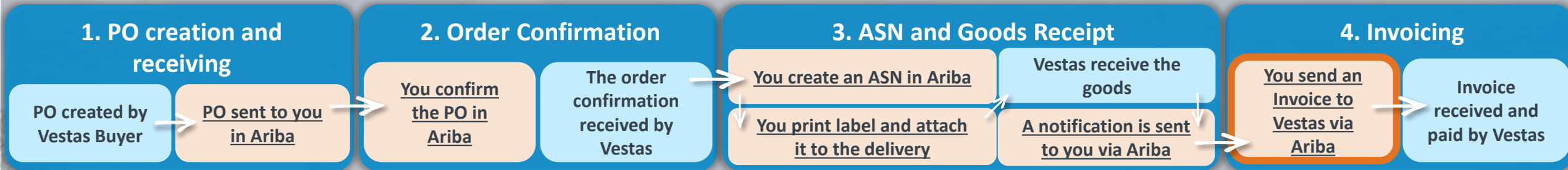
Description: TRAF0 2.0 VCS 33.0KV DYN5 50

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an invoice using PO Flip



Julia, Vestas Supplier



VESTAS

YOU (SUPPLIER)

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

Purchase Order: 4503430674

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Print | Do

Order Detail | Order History

Vestas From: Vestas Blades Deutschland GmbH, John-Schehr-Strasse 7, 01979 Lauchhammer

To: Tina TEST, Jægersgårdsgade 144, 3TH, 8000 Aarhus C

Invoice Header

Summary

Invoice Order: 4503430674, Invoice #: 123456, Invoice Date: 22 Nov 2019

Subtotal: 150.00 EUR, Total Tax: 37.50 EUR, Amount Due: 187.50 EUR

Service Description: From: Tina TEST, Aarhus C, Næstvedvej 1, Vestas Blades Deutschland GmbH, Lauchhammer, Germany

Tax: Header level tax selected, VAT, Tax Rate Type: VAT, Rate(%): 25, Taxable Amount: 150.00 EUR, Tax Amount: 37.50 EUR, Exempt Detail: (no value), Date of Supply: 14 Nov 2019

Supplier VAT

Supplier VAT/Tax ID: DE122254 (4), Supplier Commercial Identifier: 719915, Supplier Commercial Credentials: [empty]

Customer VAT

Customer VAT/Tax ID: DE813392786 (5)

Add to Header

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: [dropdown], Shipping Documents, Special Handling, Discount, Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|--------|--------------------|-----------------|----------|------|------------|------------|
| 20 | <input checked="" type="checkbox"/> | MATERIAL | | COVER BOTTOM FRONT | 29006241 | 10 | EA | 10.00 EUR | 100.00 EUR |

Pricing Details

Price Unit: EA, Price Unit Quantity: 1.0, Unit Conversion: 1

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|--------|--------------------|-----------------|----------|------|------------|-----------|
| 20 | <input checked="" type="checkbox"/> | MATERIAL | | COVER BOTTOM FRONT | 29006241 | 10 | EA | 5.00 EUR | 50.00 EUR |

Line Item Actions: [dropdown], Delete

Update, Save, Exit, **Next** (7)

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

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

Purchase Order: 4503430674

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Print | Do

Order Detail | Order History

1 Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Vestas From: Vestas Blades Deutschland GmbH
John-Scheer-Strasse 7
01979 Lauchhammer

To: Tina TEST
Jægersgårdsgade 144, 3TH
8000 Aarhus C

Invoice Header

Summary

Purchase Order: 4503430674
Invoice #: 123456
Invoice Date: 22 Nov 2019

Subtotal: 150.00 EUR
Total Tax: 0.00 EUR
Amount Due: 150.00 EUR

Service Description:
From: Tina TEST
Aarhus C
Næstvedvej 1
Aurtoft
Bill To: Vestas Blades Deutschland GmbH
Lauchhammer

Tax

Header level tax: Header level tax Line level tax

Category: VAT

Location: Aarhus C
Description: VAT exempted, art. 130 Directive 2006/112
Reason for Zero-Rate VAT is exempt

Region: Denmark

Date of Payment:

Line Reference:

Additional Fields:

Taxable Amount: 2,640.00 DKK
Tax Rate Type:

Rate(s): 0
Tax Amount: 0.00 DKK

Exempt Detail: Zero Rated
* Exempt Detail value required if tax category is VAT and the tax rate is 0%.

Date of Supply: 11 Sep 2023
 Triangular Transaction

Supplier VAT

Supplier VAT/Tax ID: DE1222254
Supplier Commercial Identifier: 719915
Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: DE813392786

Add to Header

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|--------|--------------------|-----------------|----------|------|------------|------------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | | COVER BOTTOM FRONT | 29006241 | 10 | EA | 10.00 EUR | 100.00 EUR |
| 2 | <input checked="" type="checkbox"/> | MATERIAL | | COVER BOTTOM FRONT | 29006241 | 10 | EA | 5.00 EUR | 50.00 EUR |

Pricing Details

Price Unit: EA
Unit Conversion: 1
Description:

Price Unit Quantity: 1.0

Line Item Actions | Delete

Update | Save | Exit | **Next**

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).

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.

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-Incoterm. **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*

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.

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

