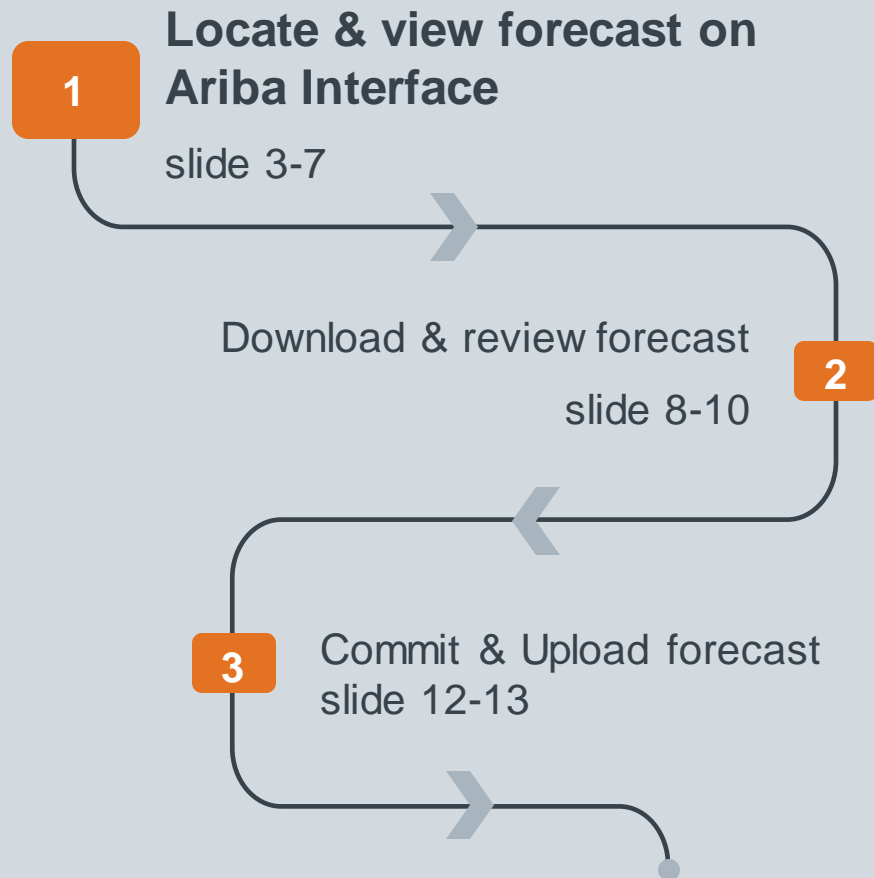


This **Supplier Quick Guide** shows you how to...

# COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**



VERSION: 1.1  
UPDATED: MAY 2023

# VIEW FORECAST DATA

## Explanation of Field Names

### Fields used by Vestas

Field	Description
Customer	Vestas' identification.
Customer Location	Vestas' Plant.
Customer Part Number	Vestas' material number.
Global Vendor ID	Vestas specific field, suppliers' Global ID
Last customer update	Time stamp of latest Forecast information update send by Vestas
Last supplier update	Time stamp of latest Forecast information update send by Supplier
Lead Time	Lead time information taken from Material Master Data in SAP
Part Category	Part Category as aligned with Vestas.
Part Status	Specifies if the part is active or inactive.
Planner Code	Vestas' planner identification.
SAP Vendor Number	Vestas specific field, suppliers' local entity ID
Show Unique Part and Plant	Once checked, the result screen will show key figures for both supplier managed inventory and forecast data
Spend Class	Vestas specific field, code used to help the categorization of material
Spend Class Description	Vestas specific field, description corresponding to Spend Class code
Supplier Part Number	Vendor's material number.

### Fields NOT used by Vestas

Field	Description
External Program Code	Not used.
Line of Business	Not used.
Manufacturing Type	Not used.
Part category	Not used.
Part Type	Not used.
Product Family	Not used.
Product Sub-Family	Not used.

# 1. LOCATE & VIEW FORECAST ON Ariba INTERFACE

## Step-by-step

1. Once you are logged in to the Ariba network navigate to **Planning**.
2. From the dropdown list select **Forecast**.
3. Search filters allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search** to retrieve records.

## Illustration

## Tips & Tricks

- If you are linked to several customers with the same Ariba account, make sure to filter for Vestas in the customer field.
- If you are globally responsible for a group of forecasts and require access to multiple forecasts for different manufacturing sites you will be required to have different user logins per site.
- If you feel that you can provide all the materials as per the requested date, kindly use the option “copy forecast to commit”, so that all the demand is automatically copied in the forecast commit field, hence reducing your manual effort.
- If this method requires a lot of manual effort and you have lot of materials to work with, we recommend to check our method of Downloading the forecast and working with it.
- It is mandatory to provide your response within seven days of forecast publication from Vestas.

## 2. LOCATE & VIEW FORECAST ON Ariba INTERFACE



### Step-by-step

5. Review the search results.
6. You can configure the view by clicking the configure button.
7. To view forecast details click the icon on the right-hand side of you screen.

### Illustration

Filter: All customers

Page 1

Customer	Customer part no.	Lead time	Part status	Last customer update	Stock		
					Stock on hand	Unit	
SCC ANK - TEST BUYER	BP-CIG-2	2	Active	4 Oct 2019 1:38:51 AM	0	EA	
BP SCC Buyer - TEST	2937	5	Active	4 Oct 2019 2:53:37 AM	0	EA	

Configuration menu (6):

- Supplier part no.
- Customer location
- Lead time
- Part status
- Last customer update
- Last supplier update

# 3. LOCATE & VIEW FORECAST ON Ariba INTERFACE

## Step-by-step

8. A new window will open. This view is component specific.
9. You can set the **View by** criteria and **Starting from** date as desired. We recommend the weekly view when responding to the forecast and the yearly view when checking for overall quantities in a calendar year.
10. The blue color coding indicates the lead time for an item.\*

*\*In the shown example the lead time is two weeks, therefore week 20 and 21 are colored in blue. This information is taking from the material master data in SAP and is just for information purposes.*

## Tips & Tricks

- To get aggregate view of all components in forecast navigate to download forecast.
- You can use the toggle buttons to toggle between the dates that you want to view the forecast for

## Illustration

8 Forecast details

Customer: Vestas - TEST, Customer location: Vestas SPR DE, Part no.: 883262, Part description: MECHANICAL LOCK KIT EH803

9 View by: Weekly, Starting from: 05/17/2021

▶ Chart

Stock on hand: 0 (EA) | Part details

Key figures	17 May 2021 Week 20									
Order forecast										
Forecast commit										
Previous forecast										
Forecast deviation										
Forecast change										
Upside forecast										
Firmed orders										
Priority										
DeliveredQuantity										

10 Lead time

The screenshot shows the SAP Business Network Forecast details interface. It displays a forecast table with columns for weeks from 1 May 2023 to 3 Jul 2023. The 'Order forecast' row shows values of 3 for Week 19 and 3 for Week 20. The 'Forecast commit' row shows a value of 3 for Week 20. The 'Previous forecast' row shows values of 3 for Week 19 and 3 for Week 20. The 'Forecast deviation' row shows 0 for all weeks. The 'Forecast change' row shows 0 for all weeks. The 'Upside forecast' row shows 0 for all weeks. The 'Firmed orders' row shows 0 for all weeks. The 'Priority' row shows 0 for all weeks. The 'DeliveredQuantity' row shows 0 for all weeks. The 'Lead time' row shows 2 weeks for Week 20 and 1 week for Week 21, indicated by blue highlighting. The interface also includes a 'Chart' section and a 'Forecast details' sidebar with filters for 'View by' (Weekly) and 'Starting from' (05/17/2021).

# 4. LOCATE & VIEW FORECAST ON Ariba INTERFACE

## Step-by-step

11. The fields where you could see a pen/pencil sign are the editable fields and you are required to provide your response in that fields.
12. Kindly click on the pen/pencil and there will be an input box for your response.
13. Click on **'Save'** once you provide your response.
14. Similarly try to provide your response to all other materials

## Tips & Tricks

- If you feel that you can provide all the materials as per the requested date, kindly use the option "copy forecast to commit", so that all the demand is automatically copied in the forecast commit field, hence reducing your manual efforts.
- If this method requires a lot of manual efforts and you have lot of materials to work with, we recommend to check our method of Downloading the forecast and working with it.
- It is mandatory to provide your response within the seven days of forecast publish from vestas.

11 12 13 14

## Illustration

The screenshot shows the SAP Business Network interface for 'Forecast details - Forecast view'. The page displays the following information:

- Buyer name:** Vestas - TEST
- Customer location:** Vestas SPR DK Videbæk
- Part no.:** 101097
- Part description:** COOLER FOR ELEC PUMP MIN OIL
- View by:** Weekly
- Starting from:** 05/01/2023

The main table shows forecast data for various weeks:

Key figures	1 May 2023 Week18	8 May 2023 Week19	15 May 2023 Week20	22 May 2023 Week21	29 May 2023 Week22	5 Jun 2023 Week23	12 Jun 2023 Week24	19 Jun 2023 Week25	26 Jun 2023 Week26	3 Jul 2023 Week27
Order forecast	3		3							
Forecast commit	3		3							
Previous forecast	3		3							
Forecast deviation	0	0	0	0	0	0	0	0	0	0
Forecast change	0	0	0	0	0	0	0	0	0	0
Previous forecast commit	6									
Upside forecast										
Firmed orders										
DeliveredQuantity										

Additional interface elements include 'Stock on hand: 0 (EA)', 'Part details', 'Refresh data', 'Copy Forecast to Commit', and 'Last customer updated 19 Apr 2023 11:51:37 PM'.

# 5. HOW TO READ THE FORECAST DATA

## Explanation of Key Figures in the forecast view

Key Figures	Description	Data Source
Order forecast	Vestas' shared demand	Vestas input
Forecast commit	Quantity committed from supplier to Vestas	Supplier input
Previous forecast	Vestas' historic demand	Vestas input
Forecast deviation	Forecast commit minus Order forecast	Calculated value
Forecast change	Order forecast minus Previous forecast	Calculated value
Previous forecast commit	Supplier's historic commit	Supplier input
Upside forecast	Additional quantity available from supplier for Vestas	Vestas input
Firmed orders	Vestas' total confirmed order quantity within indicated time horizon	Calculated value
DeliveredQuantity	Supplier's input on delivered quantities	Supplier input

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

# COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**




VERSION: 1.0  
UPDATED: MAY 2021



## 2. HOW TO DOWNLOAD THE FORECAST

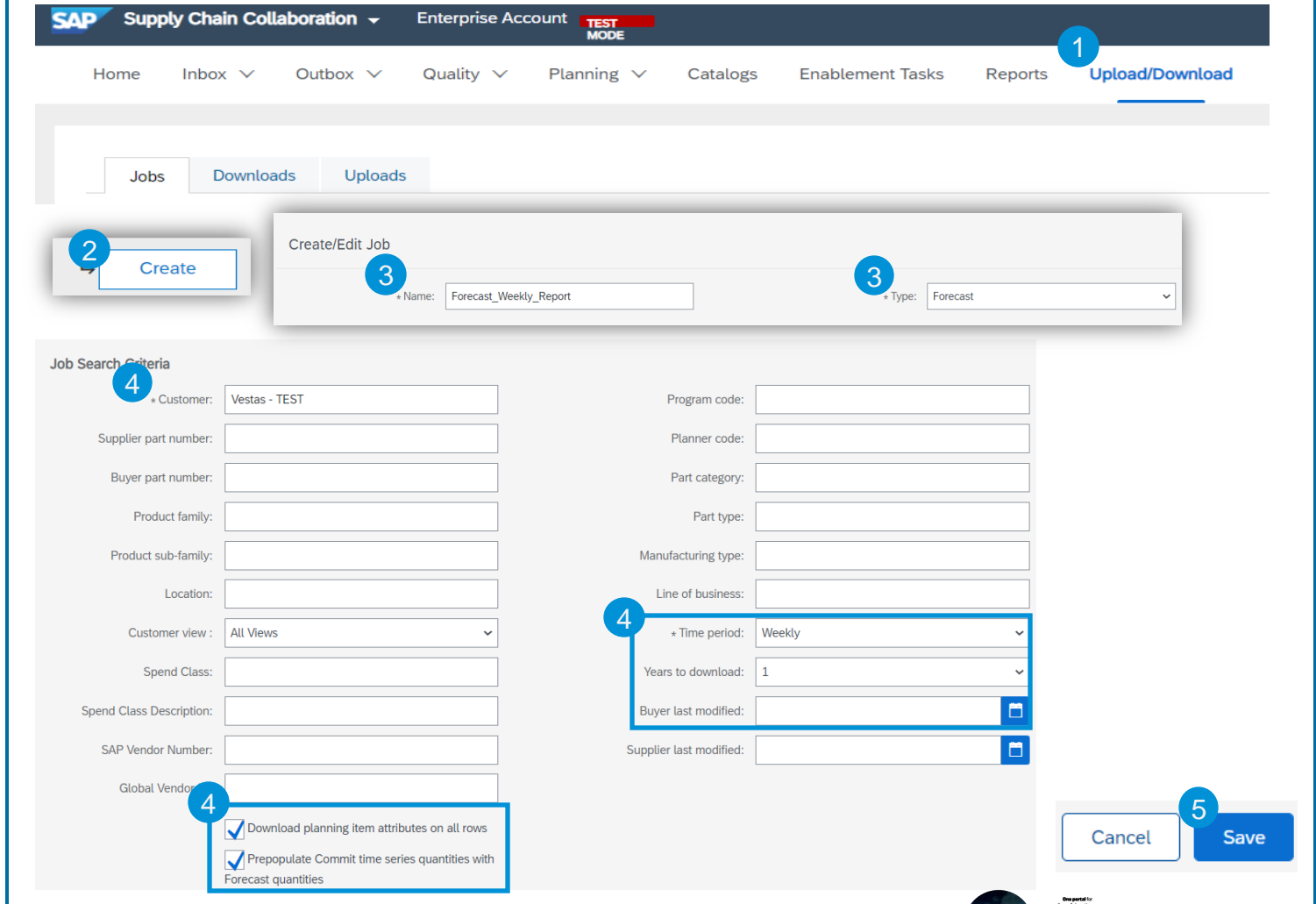
### Step-by-step

1. Click 'Upload/Download'.
  2. Click 'Create' in the bottom of the screen. A new window will appear.
  3. Type a **Name** (e.g. weekly forecast) and set **Type** as Forecast, more fields will appear below.
  4. Fill all mandatory fields:
    - **Customer name** "Vestas"
    - **Time period** "weekly"
    - **Years to download** "1"
    - **Buyer last modified** (Follow the steps mentioned in the next slide on how to find the correct Buyer last modified date)
    - Tick off both boxes at the bottom to prepopulate Vestas' demand into the commit fields.
  5. Click 'Save'.
-  \* Vestas asks that you commit using the weekly view (Time period "weekly").

### Tips & Tricks

- Once you have created the job you will not need to do this again. Next time you require to pull the forecast simply edit and re-run the job under "Jobs". (see next slide)

### Illustration



The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Upload/Download' (highlighted with a blue circle 1). Below the navigation bar, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A 'Create/Edit Job' modal window is open, showing a 'Create' button (highlighted with a blue circle 2) and a form with the following fields:

- \* Name: Forecast\_Weekly\_Report (highlighted with a blue circle 3)
- \* Type: Forecast (highlighted with a blue circle 3)

Below the modal window, the 'Job Search Criteria' section contains various input fields:

- \* Customer: Vestas - TEST (highlighted with a blue circle 4)
- Supplier part number: [Empty]
- Buyer part number: [Empty]
- Product family: [Empty]
- Product sub-family: [Empty]
- Location: [Empty]
- Customer view: All Views (dropdown)
- Spend Class: [Empty]
- Spend Class Description: [Empty]
- SAP Vendor Number: [Empty]
- Global Vendor: [Empty]
- Program code: [Empty]
- Planner code: [Empty]
- Part category: [Empty]
- Part type: [Empty]
- Manufacturing type: [Empty]
- Line of business: [Empty]
- \* Time period: Weekly (dropdown, highlighted with a blue circle 4)
- Years to download: 1 (dropdown)
- Buyer last modified: [Empty] (calendar icon)
- Supplier last modified: [Empty] (calendar icon)

At the bottom of the form, there are two checkboxes:

- Download planning item attributes on all rows
- Prepopulate Commit time series quantities with Forecast quantities

At the bottom right, there are 'Cancel' and 'Save' buttons (highlighted with a blue circle 5).

## 2. HOW TO FIND THE CORRECT BUYER

### Step-by-step

1. Follow the steps mentioned in the previous slides and have the forecast view as shown in the example.
2. Last customer update date is the Buyer last modified date that you will have to use while downloading the report, so that you get the accurate forecast.
3. You can also check if there is an updated forecast sent to you or not by checking the buyer last modified date.
4. Usually, the **forecast will be shared in the frequency** that you are put under:
  - 1) Weekly: 1<sup>st</sup> Tuesday of every week.
  - 2) Biweekly: 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month.
  - 3) Monthly: 1<sup>st</sup> Wednesday of the month.

### Tips & Tricks

- Make sure you use the correct and the latest date.
- Try to sort it from latest to oldest by clicking in the last customer update option, so that you get the latest date appearing on the top.

### Illustration

The screenshot shows the SAP Business Network Forecast view. The interface includes a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Forecast' section is active, displaying a table of forecast items. The table has columns for Customer, Customer part no., Supplier part no., Spend Class, Spend Class Description, SAP Vendor Number, Global Vendor ID, Customer location, Lead time, Part status, Last customer update, Last supplier update, Stock on hand, and Unit. The table is filtered to show 'All customers' and is sorted by 'Last customer update' in descending order.

Customer	Customer part no.	Supplier part no.	Attribute details				Customer location	Lead time	Part status	Last customer update	Last supplier update ↓	Stock	
			Spend Class	Spend Class Description	SAP Vendor Number	Global Vendor ID						Stock on hand	Unit
Vestas - TEST	101097	10400022	II111217	Cooling - Other	0000508787	0000119842	1111 (Vestas SPR DK Videbæk)	118	Active	19 Apr 2023 11:51:37 PM	20 Apr 2023 4:28:39 AM	0	EA
Vestas - TEST	10255100	V310255100	II111213	Cooling - Modules	0000508787	0000119842	1081 (Vestas NAC DK Ringkøbing)	88	Active	19 Apr 2023 11:51:35 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29086516		II111224	Cooling - Pumps	0000508787	0000119842	1081 (Vestas NAC DK Ringkøbing)	92	Active	19 Apr 2023 11:51:35 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	101000	1030.0008	II111217	Cooling - Other	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	119	Active	19 Apr 2023 11:51:33 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	101097	10400022	II111217	Cooling - Other	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	118	Active	19 Apr 2023 11:51:33 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	101110	10400021	II111217	Cooling - Other	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	118	Active	19 Apr 2023 11:51:33 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29118724		II111224	Cooling - Pumps	0000508787	0000119842	108W (Vestas SOU DK)		Active	19 Apr 2023 11:51:36 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	101197	3055.0007	II111217	Cooling - Other	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	40	Active	19 Apr 2023 11:51:33 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29216721	3050.0385	FF12	Transformers	0000508787	0000119842	1081 (Vestas NAC DK Ringkøbing)	112	Active	19 Apr 2023 11:51:35 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29001820	90160121	II1018	Hydraulic Misc.	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	51	Active	9 Mar 2023 11:38:40 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29001821	9016.0114	II101110	Hydraulics - Cooling Hose	0000508787	0000119842	1003 (Vestas SPR DE Hødenhagen)	45	Active	19 Apr 2023 11:51:33 PM	21 Mar 2023 1:40:58 AM	0	EA
Vestas - TEST	29118724		II111224	Cooling - Pumps	0000508787	0000119842	1081 (Vestas NAC DK Ringkøbing)	92	Active	19 Apr 2023 11:51:35 PM	21 Mar 2023 1:40:58 AM	0	EA

## 2. HOW TO DOWNLOAD THE FORECAST AS EXCEL FILE

### Step-by-step

1. If you have created a job (see previous page) and need to pull the forecast again you select the job you created and click **Run**. You will be transferred to **Downloads tab**.
2. Click **Refresh** status until the status changes from “Processing” to “Completed”.
3. Download the forecast file by clicking the **download icon**.
4. Save the Excel file on your computer.

### Tips & Tricks

- You can use the report that you have created multiple times.
- Next time if you want to use the same report for the latest forecast, kindly click on edit and have the buyer last modified date updated and run the same report.

### Illustration

The screenshot illustrates the SAP Ariba Forecast interface. At the top, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. Below these, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A search filter is present. The main area shows a table of downloads with columns for Job Name, Type, Last Run, Last Run By, Status, and File. A 'Refresh Status' button is located below the table. A table of forecast data is shown at the bottom, with columns for Customer ANID, Customer Name, Customer part no., Supplier part no., Description, Plant ID, Lead Time, Last updated, Unit, Spend Class, SAP Vendor Number, Spend Class Description, Global Vendor ID, Key figures, 28 Feb 2022, 7 Mar 2022, and a final column with values 0, 100, 5, 100, 0, 100, 20, 18, 20, 18, 0.

Job Name	Type	Last Run	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Lead Time	Last updated	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Order forecast	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast commit	5	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast change	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast com			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Upside forecast		20	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Firmed orders			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Order forecast	20		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast commit	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast change	20	0	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast com	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Upside forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Firmed orders			

# 3. HOW TO ANALYZE THE EXCEL FORECAST DOWNLOAD

## Step-by-step

Each component is represented by an amber row stating customer name, no. what plant to deliver to, etc.

You will need to fill/edit the forecast commit line (marked in blue).

Forecast breakdown consists of:

- **Order forecast:**  
Total forecast per week.
- **Forecast commit:** editable cell for you to provide committed quantity
- **Previous forecast:** quantity shared by VESTAS last period.
- **Forecast change:** quantity increase/decrease since last period.
- **Upside forecast\*:** additional qty. which supplier can provide in excess.
- **Firmed order:** PR turned into PO's which are shared with you.

\* The Upside forecast line is optional and does not need to be filled. This line can indicate if you have extra capacities in addition to what you can delivery on the respective delivery date.

## Illustration

SAP Ariba Ariba Supply Chain Collaboration - Forecast																		
Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022	
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Order forecast		0	100
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast commit		5	100
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast			100
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast change		0	100
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast com			100
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Upside forecast			20
ANO1025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050		Vestas SPR DE	7	2 Mar 2022 3:13:11 AI Gearbox Repair Kit Sel EA	TO1012		0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Firmed orders			
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Order forecast		20	
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast commit		18	
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast			18
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast change		20	0
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast com		18	
ANO1025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVE 1082		Vestas CON DK Hamm: 81	81	28 Feb 2022 3:13:05 A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Upside forecast			
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ANO1025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000		Vestas OTH DK Aarhus 170	170	28 Feb 2022 3:13:04 A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Order forecast		0	
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ANO1025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000		Vestas OTH DK Aarhus 170	170	28 Feb 2022 3:13:04 A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Firmed orders			

## Tips & Tricks

- In the Forecast module of Ariba PO document reference numbers are not included. If you wish to find the PO document reference number, it can be found in Ariba under reports, called PO reconciliation report.
  - To identify the PO document reference numbers included in the forecast, take the date from the last updated column in the forecast and compare it to the PO creation date in the PO reconciliation report.
- You must provide a forecast commit quantity in the blue row per material otherwise it will show up as missing response toward's VESTAS.
- If you want to be able to filter/sort in the file you will need to unprotect the worksheet, by right clicking the worksheet tab and clicking "unprotect sheet". There is no password required for this action. Make sure to remove any filter before saving and uploading the file to Ariba, as it will not be possible to upload otherwise
- The downloaded file is a protected file. You will not be able to apply any filters or sort it.
- Kindly unprotect the file by using the review option in Excel and then you are good to apply filters and sorting which will make it easy for you to work with the file.

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

# COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**



VERSION: 1.0  
UPDATED: MAY 2021

# 1. UPLOAD YOUR EDITED FORECAST EXCEL FILE

You have analyzed the forecast in Excel, entered committed quantities per item and are ready to submit your response:

## Step-by-step

Log-in to Ariba to upload the edited forecast Excel file

1. Navigate to **Upload/Download** via the three dots in the top right-hand corner of the screen.
2. Click on the **Uploads** tab.
3. Click **Upload**. A new window will appear.
4. Enter a **Name** for the uploaded file and set the **Type** as Forecast.
5. Click on **Choose file** and select the file from your computer.
6. Click **Upload**.

The **Status** indicates whether the upload was successful:

- Failed – upload failed due to errors. Download Log file, fix the errors and reupload.
- Completed with errors – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.  
(Note: If you leave some fields blank where there is demand from Vestas, it will show as completed with errors.)
- Completed – the file has been successfully submitted.

## Tips & Tricks

- Make sure you remove all the filters and sorting on pivot tables that you applied on the sheet for your analysis and then upload the file.
- If not done, your file may not be uploaded successfully and will result in failure

## Illustration

The screenshot illustrates the SAP Business Network interface for uploading a forecast Excel file. The interface shows the 'Create' dropdown menu with 'Upload/Download' highlighted. The 'Upload' button is visible, and the 'Upload File' dialog box is open, showing the 'Name' and 'Type' fields, and the 'Choose file' button. Below the dialog is a table of uploads with columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓

## 2. COMMIT TO FORECAST DIRECTLY ON Ariba Network

### Step-by-step

1. Navigate to the **Planning** tab and select **Forecast** from the drop-down.
2. Select a specific item and click on the **View details** icon.
3. Review the Order forecast quantities and edit Forecast commit quantities by clicking on the **blue Pencil icon**.
4. Enter **Forecast Commit** quantities and click on **Save**.
5. Once you are ready click **Send Data**.
6. A confirmation notice will appear.



Vestas asks that you commit using the weekly view (select View by “weekly” or download Time period “weekly”).

### Illustration

The screenshot shows the SAP Business Network interface for an Enterprise Account in TEST MODE. The 'Planning' tab is active, and the 'Forecast' sub-tab is selected. The main content area displays 'Forecast details - Forecast view' for a specific part (EF901CDE HSS NRE SEAL KIT). The interface includes a table for 'Key figures' with columns for weeks from 21 Mar 2022 to 23 May 2022. The 'Forecast commit' row shows a value of 80 for Week14. A confirmation dialog box is visible in the foreground, stating 'Your data for the next 365 days has been sent to the customer.' with an 'Ok' button.

Key figures	21 Mar 2022 Week12	28 Mar 2022 Week13	4 Apr 2022 Week14	11 Apr 2022 Week15	18 Apr 2022 Week16	25 Apr 2022 Week17	2 May 2022 Week18	9 May 2022 Week19	16 May 2022 Week20	23 May 2022 Week21
Order forecast			100						100	
Forecast commit			80						100	

### Tips & Tricks

- If you want to edit the forecast response across multiple components, we recommend to download the Excel file (see section 2 of this guide).

# NEED HELP?

Support is available!



For **questions or technical support** please contact [ariba.ssc@vestas.com](mailto:ariba.ssc@vestas.com)



For more **information, guides, trouble shooting and a list of frequently asked questions** visit our Digital Procurement [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

