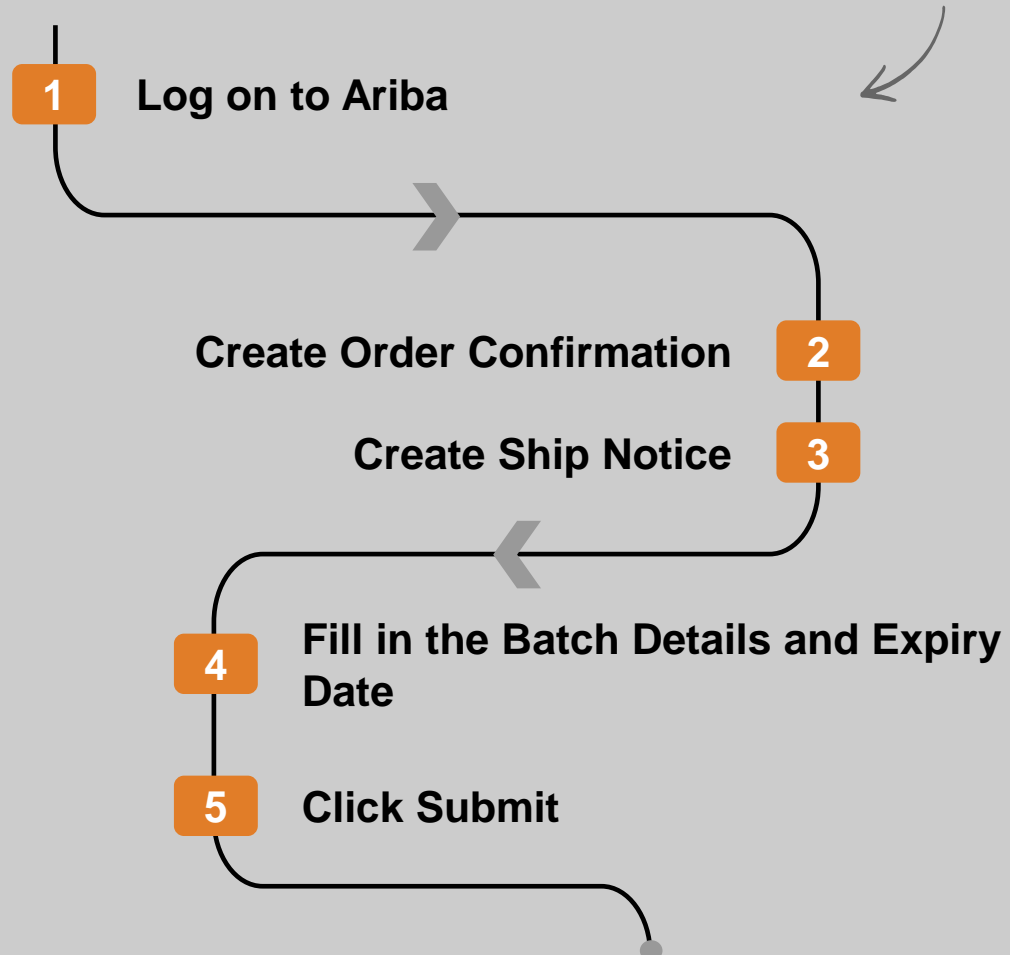


This **Supplier Quick Guide** shows you how to...

How to update Batch Numbers in ASN

...in **5 simple steps**

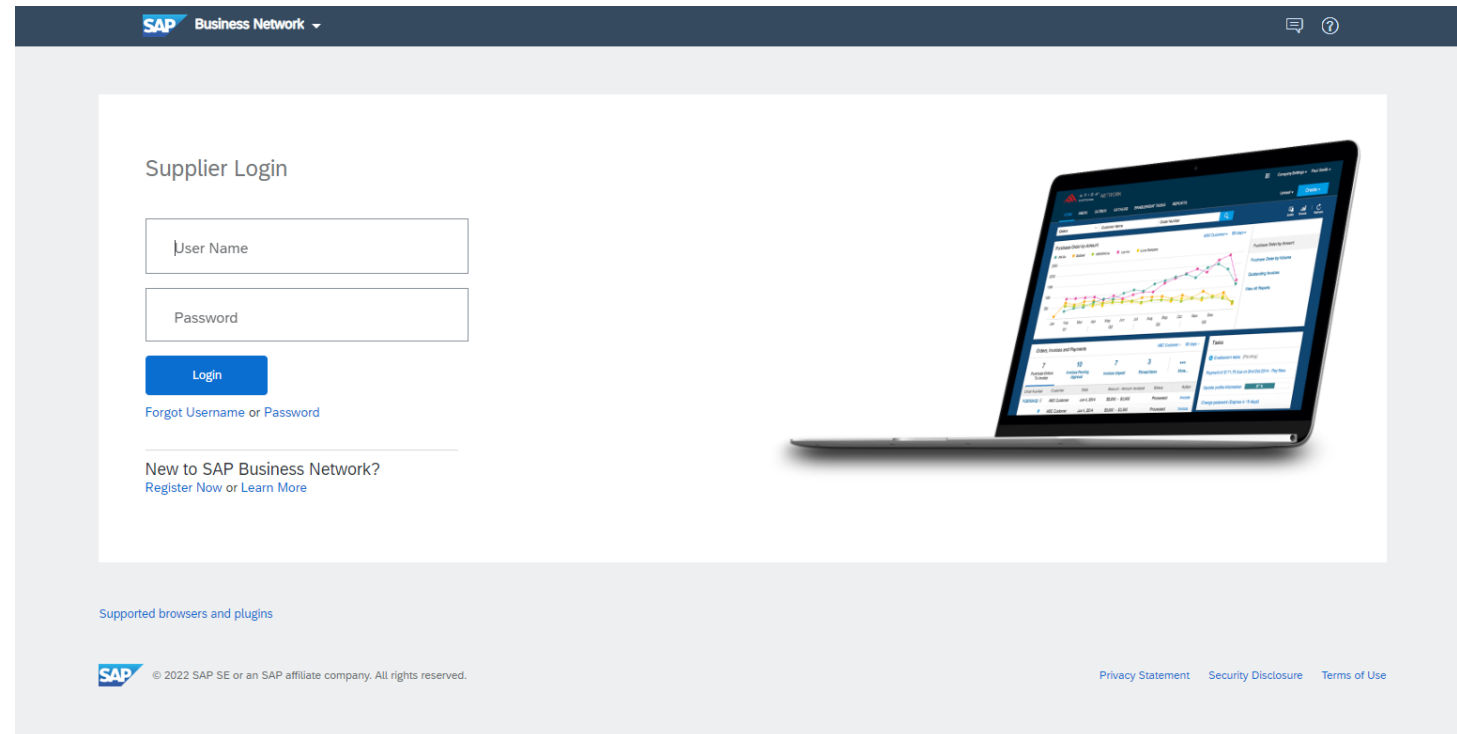


LOG IN TO ARIBA

Step-by-step

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

Illustration



HOW TO CHECK FOR BATCH MANAGED MATERIALS

Step-by-step

1. Open Your Purchase Order which you need to create ASN or Batch Managed
2. Click Item Details in Line items
3. Check if Batch is mentioned as required- if Yes- Please provide batch number when creating ship Notice.

Illustration

Line Items Show Item Details

Line #	No. Schedule Lines	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Details
10	1	→ Edited	BLADE BEARING SEGMENT, MACH	10204226	Material		4.000 (EA)	29 Feb 2024 30-Apr-2024	150.00 EUR	600.00 EUR	1 Details
20	1	→ New	BLADE BEARING SEGMENT, MACH	10204226	Material		2.000 (EA)	29 Feb 2024	150.00 EUR	300.00 EUR	Details

Order submitted on: Wednesday 21 Feb 2024 3:30 PM GMT+05:30

Ship Notice: allowed
Invoice: is not ERS

Information on Ship Notice [Required] 2
Supplier Batch

Schedule Lines

Schedule Line #	Delivery Date
1	29 Feb 2024 4:30 PM IST

Other Information

Receiving Type: 4
External Line Number: 10
Classification Domain: ERPCommodityCode
Classification Code: 335
Classification Domain: ERPCommodityCodeDescript
Classification Code: Oil

HOW TO CHECK FOR BATCH MANAGED MATERIALS

Step-by-step

1. When creating Ship Notice you can find the Supplier Batch ID as Mandatory which means that the material is batch managed and need to provide Batch Number

Illustration

▶ Additional Fields

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4509756233	10		76925379	100.000	EA	14 Oct 2024		20.00 DKK	2.000.00 DKK	1081	Remove

Description: CABLE 2.00 24 70T- HH105 CL125

Shipment Status

Total Item Due Quantity: 100 EA

Confirmation Status

Approved

Total Confirmed Quantity: 100.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID *	Country of Origin	Production Date	Expiry Date	
1	100.000	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Download PDF Add Details

[Add Ship Notice Line](#)

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

NEED HELP?

Support is available!



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



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

