

ARIBA DIGITAL PO & INVOICING Training for Suppliers

Digital Procurement

2024



Digital PO and Invoicing Training

Purpose and Vision

Brief on Ariba

Benefits of using Ariba

PO receiving and Navigation

Order Confirmation

Goods Receipt

Invoices

Help and Support

PURPOSE

Introduce you to
Ariba
&
Build your **capabilities in creating
and managing transactions in
Ariba**

VISION

Our vision is to enable **collaboration
and transparency** through a shared
and easily accessible platform(s) to
further **strengthen relationships** with
our suppliers from a quality
perspective.

What is Ariba?



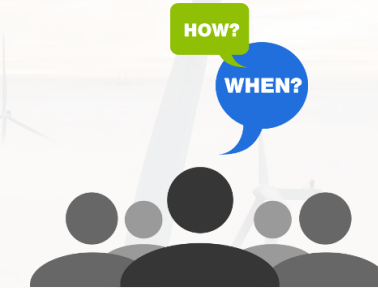
- Ariba is a cloud-based solution that offers end to end procurement solutions from Source to Settle(Pay).
- Supplier can perform the following functions in SAP Ariba:
 - Receiving Purchase order
 - Order Confirmation
 - Invoice submission

Why use Ariba?



- Meeting the contractual compliance requirements by using Ariba for supplier collaboration with Vestas
- If Ariba is not being used by Supplier, it will impact your compliance and thus affects your annual Performance
- 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 and How to use Ariba?



- Supplier should use Ariba for all transactions with Vestas including PO collaboration, Order Confirmation and invoices.
- **Pre-Requisite:** Register yourself with Vestas Ariba and to have an account.

KEY POTENTIAL BENEFITS FOR SUPPLIERS



Shared data between Supplier & Vestas

With Ariba Network, Suppliers share the same administrative and trading data with Vestas

This data transparency improves a supplier's accuracy and transparency in product tracing and claims of loss or poor quality

SAP Ariba ensures a unified supplier experience. Suppliers can interact seamlessly with buyers, improving communication and reducing friction in the supply chain.



Accurate measure of supplier performance

The improved data efficiency will support accurate measure of a supplier's delivery performance

SAP Ariba provides a unified platform to manage all source-to-settle processes. Whether it's procurement, sourcing, or supplier collaboration, everything happens within a single ecosystem.



Higher efficiency & Real time data transfer

Ariba improves the quality and efficiency of transactions so Vestas and a supplier can align mutually on deliveries

Manual Works would be reduced and avoids errors in data

Ariba facilitates easy transfer of master data. You can seamlessly integrate organization structures, supplier information, and GL data into the Ariba solution.

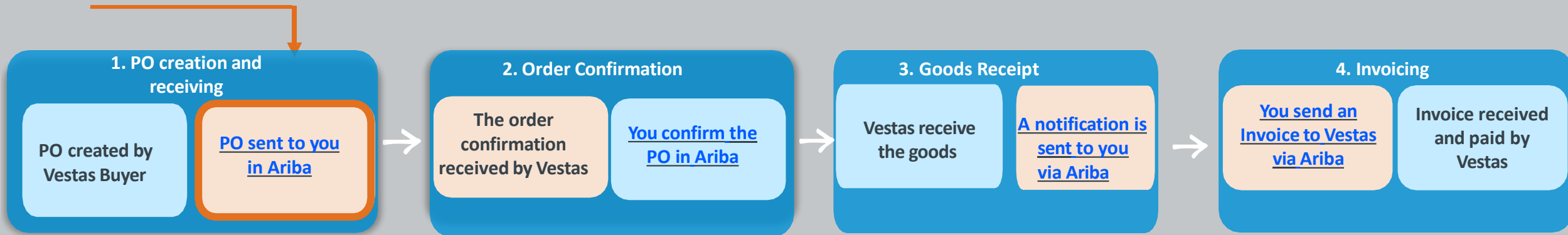
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

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



Julia, Vestas Supplier

1. How to receive and navigate PO's in Ariba.
2. How to Confirm Orders in Ariba
3. How to See Goods Receipt
4. How to submit Invoice in Ariba



Click on boxes underlined to jump to the instruction



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 username 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. The left screenshot is an email from Vestas with the subject 'Vestas - TEST sent a new order'. It contains a message from the customer and a 'Process order' button at the bottom right, which is marked with a red circle containing the number '1'. The right screenshot is the 'Supplier Login' page on SAP Ariba. It has fields for 'User Name' and 'Password', a 'Login' button marked with a red circle containing the number '2', and a link for 'Having trouble logging in?'. Below the login fields, there is a section 'Is your company registered?' with a 'Search' button, which is marked with a red circle containing the number '3'.

Tips & Tricks

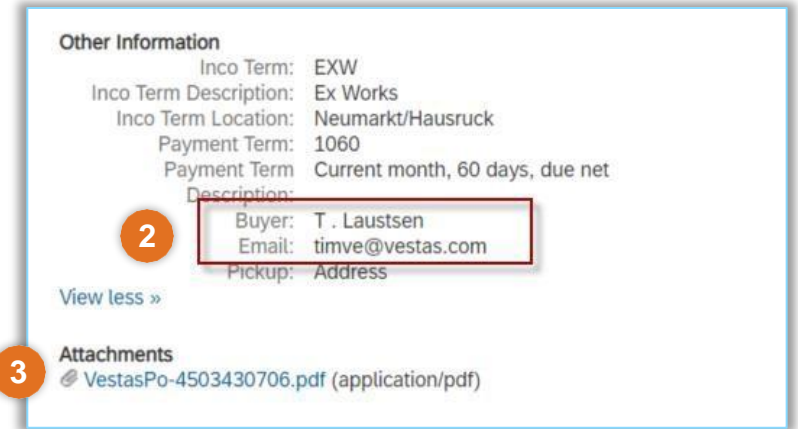
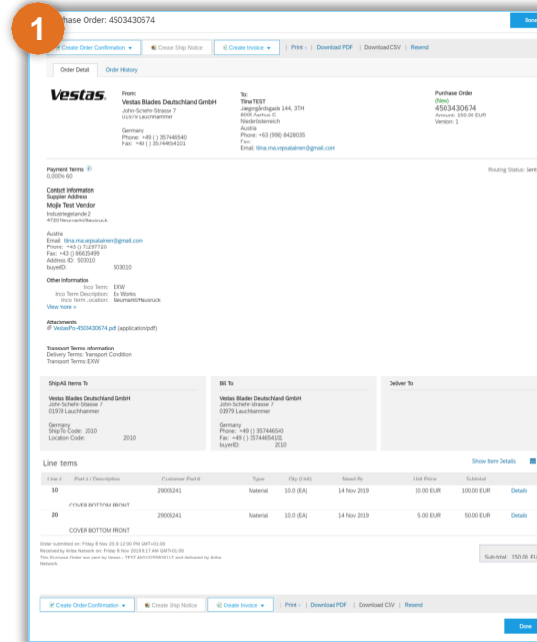
- To ensure Ariba emails are not going to your spam folder please add ordersender-prod@ansmtp.ariba.com to your 'Safe Senders' list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in 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

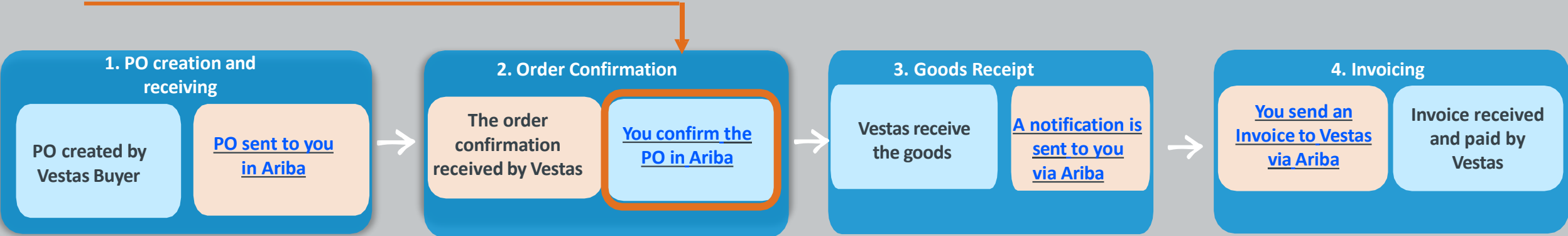
- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can resend the PO to your mailbox in the dashboard by choosing **Select → Send me a copy to take an action**

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to perform an Order Confirmation



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

VESTAS 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

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	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR

Confirmation Update

Confirmation #: 123456

Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR

4 Next

5 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.
- Please don't change the Delivery date or Quantity when creating order confirmation. In case any amendments is needed please reach out to concern buyer to amend the PO.

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

The illustration shows two screenshots from a web application. The left screenshot shows a 'Purchase Order: 4503430674' with a dropdown menu open. The menu options are 'Create Order Confirmation' (highlighted with a blue bar and a '2' in an orange circle), 'Create Ship Notice', 'Confirm Entire Order', 'Update Line Items' (highlighted with a '1' in an orange circle), and 'Reject Entire Order'. The right screenshot shows the 'Line Items' confirmation screen for line item 10. It includes a table with columns: Line #, Part #, Customer Part #, Revision Level, Type, Qty (Unit), Need By, Unit Price, and Subtotal. The table contains one row: 10, V7730840, V7730840, Revision Level, Material, 10.000 (EA), 25 Oct 2022, 10.00 EUR, 100.00 EUR. Below the table, there are sections for 'Schedule Lines', 'Current Order Status' (radio button selected for '10.000 Confirmed As Is'), 'Confirm' and 'Backorder' input fields, 'Confirm Based on Schedule Lines', 'Attachments' (with 'Choose File' and 'Add Attachment' buttons), and a 'Confirm All' button (highlighted with a '3' in an orange circle). At the bottom right, there are 'Exit' and 'Next' buttons (with a '4' in an orange circle).

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.
- Please don't change the Delivery date or Quantity when creating order confirmation. In case any amendments is needed please reach out to concern buyer to amend 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

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 main dashboard displays several metrics: 'New orders' (3), 'Orders' (11), 'Items to confirm' (6), 'Items to ship' (9), 'Orders to invoice' (8), and 'Invoices' (4). Below the dashboard, the 'Items to confirm' list is visible, showing a table with columns: 'Ship By', 'Requested Quantity', 'Confirmed Quantity', 'Requested Unit Price', 'Estimated Ship', 'Estimated Delivery', 'Quantity To Confirm', and 'Confirmed Unit Price'. The table contains two rows of data for the year 2022. Red circles highlight the 'Items to confirm' metric in the dashboard, the 'Items to confirm' filter in the table, and the 'Estimated Delivery' and 'Quantity To Confirm' columns in the table.

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 a procurement system. It starts with a 'Items to confirm (6)' view with various filters. A dropdown menu is shown with 'Confirm' selected, and a sub-menu where 'Confirm entire item' is chosen. A confirmation number is entered, and the 'Submit' button is clicked. The final view shows a 'Workbench' with a summary of orders and a confirmation message indicating successful confirmation for two orders.

Items to confirm (6)

> Edit filter | Save filter | Last 31 days | Exclude confirmation not all... +1 | Exclude fully shipped | Exclude fully received | Exclu

Confirm ▼ | Reject ▼

5

Confirm schedule line
Confirm entire item
Confirm entire order

Review items to confirm

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

6

7

Submit Cancel

Workbench

2 New orders Last 31 days

11 Orders Last 365 days

4 Items to confirm Last 31 days

9 Items to ship Last 31 days

8 Orders to invoice Last 31 days

4 Invoices Last 31 days

8

Confirmation for Order 4507267827 has been created successfully.

Confirmation for Order 4507268115 has been created successfully.

Items to confirm (4)

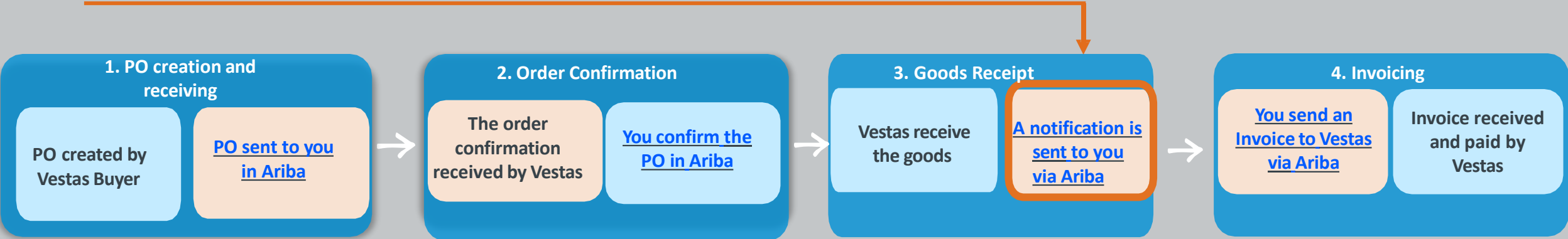
> Edit filter | Save filter | Last 31 days | Exclude confirmation not all... +1 | Exclude fully shipped | Exclude fully received | Exclude fully invoiced

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

Goods Receipt Visibility



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

VESTAS YOU (SUPPLIER)

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 from 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 also present near the 'Done' button in the top screenshot.

Purchase Order: 4507287184

Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

Vestas

From: Customer Vestas Manufacturing A/S Hedeager 42 8200 Aarhus N Denmark Phone: Fax:

To: Test Dummy Supplier Bag Elegfanterde 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

Done Previous

Print Export cXML

Detail History

From: Vestas - TEST Hedeager 42 8200 Aarhus N Denmark

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

Receipt: 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

FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

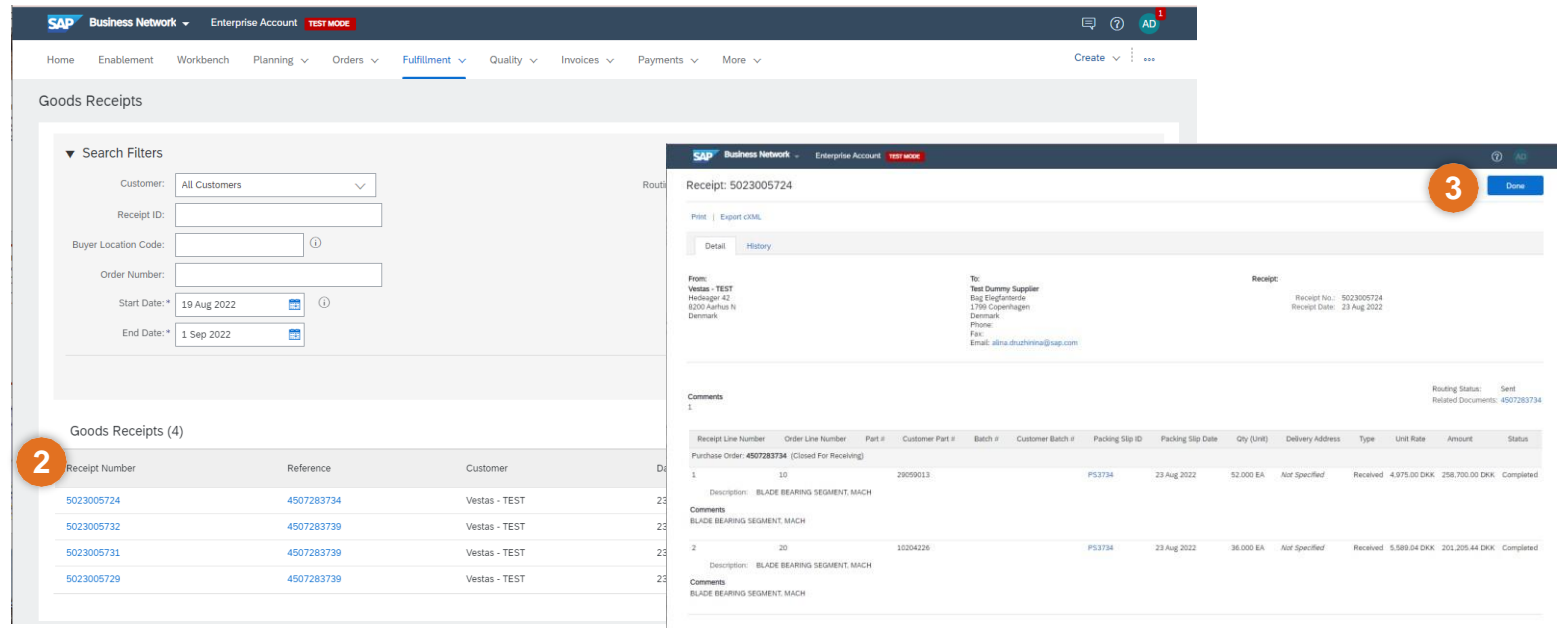
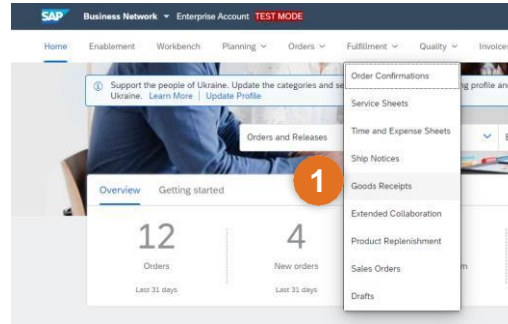
This instruction is applicable for suppliers with Enterprise Account. See previous slide for Standard Account instructions.

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

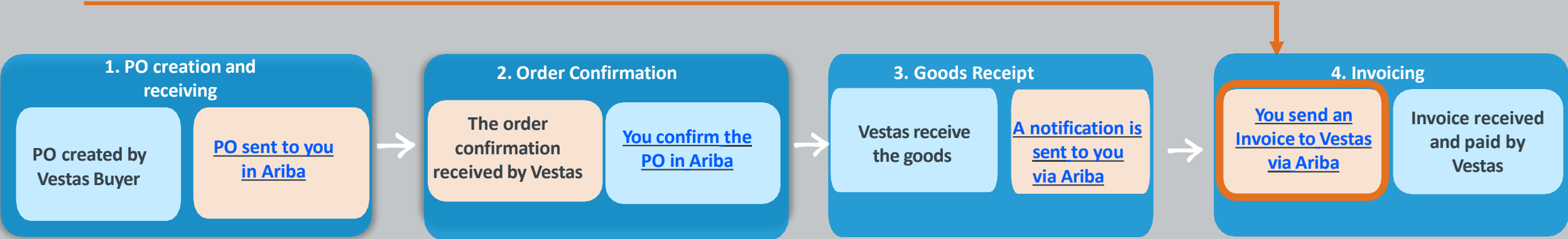


THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to Submit an Invoice



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

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: Purchase Order: 4503430674, Invoice #: 123456, Invoice Date: 22 Nov 2019. Subtotal: 150.00 EUR, Tax: 37.50 EUR, Amount Due: 187.50 EUR.

Service Description: From: Tina TEST, Aarhus C, Næstvedvej 1, 8000 Aarhus C. To: Vestas Blades Deutschland GmbH, Lauchhammer, Germany.

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

Supplier VAT: Supplier VAT/Tax ID: DE1222254, Supplier Commercial Identifier: 719915. Customer VAT: Customer VAT/Tax ID: DE813392786.

Line Items: 2 Line Items, 2 Included, 0 Previously Fully Invoiced.

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
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

Line Item Actions: Delete

Buttons: Update, Save, Exit, **Next**

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.
- 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

Vestas From: Vestas Blades Deutschland GmbH, John-Schehr-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, Tax: 37.50 EUR, Amount Due: 187.50 EUR

Service Description: Remark To: Tina TEST, Aarhus C, Næstvedvej 1, 8000 Aarhus C, Vestas Blades Deutschland GmbH, Lauchhammer

Tax: Header level tax: VAT, Line level tax: Taxable Amount: 2,640.00 DKK, Tax Rate Type: Rate(%): 0, Tax Amount: 0.00 DKK, Exempt Detail: Zero Rated, Date of Supply: 11 Sep 2023

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

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
10	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR
20	<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, Price Unit Quantity: 1.0, Description:

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).

REJECTION REASONS & ACTIONS FOR SUPPLIER

Rejection Reason	Action for Supplier
DUPLICATE INVOICE	There is already an invoice sent with the same invoice number for this Purchase Order. Please check the invoice status in the Invoice Status Portal. To avoid this error, ensure that you do not send duplicate invoice copies via email to Vestas contact persons or mailbox.
INVALID DOCUMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
MISSING ATTACHMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
PRICE/QUANTITY//VAT/TOTAL AMOUNT/ADDRESS MISMATCH	Please verify that the data in your attached PDF invoice matches the Ariba invoice submitted. If the Ariba invoice shows a different price, VAT, or total amount, it will be rejected. Edit the Ariba Invoice to align with the details in the PDF attachment. In case of a price discrepancy, please reach out to the Vestas Buyer mentioned on the Purchase Order to update the order. Once you have received an updated order, kindly re-send the invoice.
INCORRECT LEGAL ENTITY	Please update the Bill To Address on your invoice to match the Bill To Address stated on the Purchase Order and re-submit the invoice.
REPROCESS	The Vestas Finance Team has reprocessed the invoice to ensure it will be posted correctly. No action is required from the supplier. Kindly verify the invoice status in the Invoice Status Portal.
VAT RATE ISSUE	Please update the VAT Rate percentage to a valid rate. If you have entered any additional costs (e.g., shipping costs or special handling fees), please ensure that the additional cost is added to Invoice and additional cost is included in the total Tax Amount. You can find a detailed guide in the link (Shipping Cost) or the link (Additional Fees).
WRONG VAT NUMBER	Please update the Customer VAT Number on your invoice to match the Vestas VAT Number stated on the Purchase Order and re-submit the invoice.
ARIBA ENROLLED SUPPLIER	If you send an invoice via email to Vestas, it will be rejected if it should have been submitted via Ariba. Please submit your invoices via Ariba if requested on the Purchase Order.

If you're unsure why your invoice was rejected, please contact the [Vestas Finance Support Team](#).

NEED HELP?

Support is available!



For Order Related queries (delivery details, price etc.) please contact the Buyer mentioned on the Purchase Order



For Accounts Payable queries (invoice status, payment queries etc.) please contact the [Vestas Finance Support Team](#).



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



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

