# ARIBA DIGITAL PO & INVOICING
# Training for Suppliers

Digital Procurement

2024

# Digital PO and Invoicing Training

Vestas

# 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?
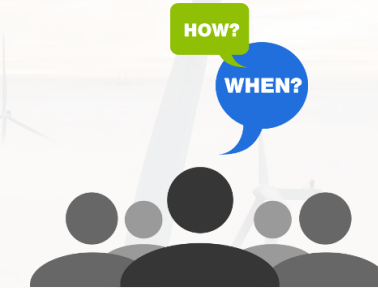


- Supplier should use Ariba for all transactions with Vestas including PO collaboration, Order Confirmation and invoices.

- **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, Supplier 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.
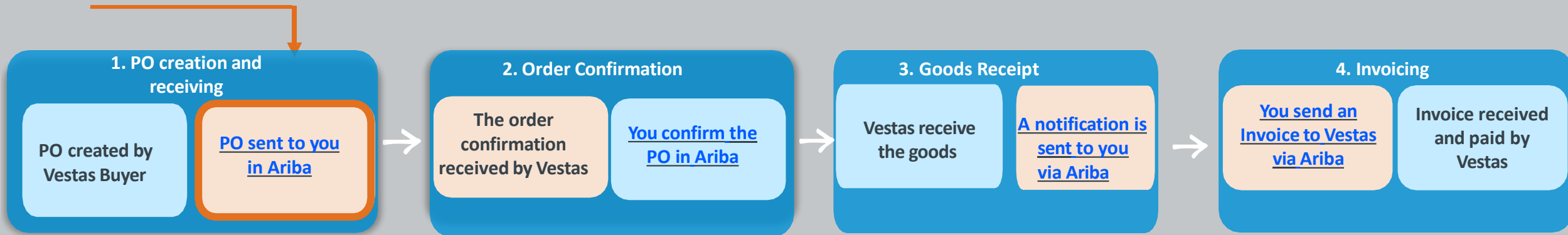
# THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

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

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

**Julia,** *Vestas Supplier*

### 1. PO creation and receiving

PO created by Vestas Buyer

PO sent to you in Ariba

### 2. Order Confirmation

The order confirmation received by Vestas

You confirm the PO in Ariba

### 3. Goods Receipt

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)

Vestas

# 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](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



## Tips & Tricks

- To ensure Ariba emails are not going to your spam folder please add [ordersender-prod@ansmtp.ariba.com](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](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.
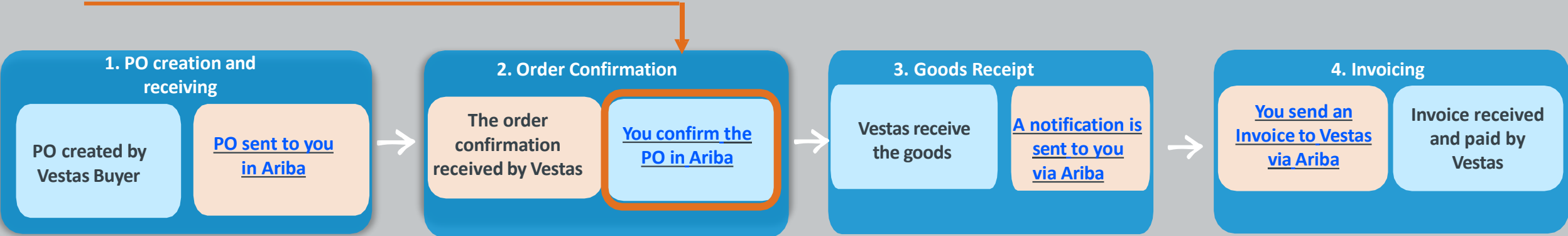
## Illustration
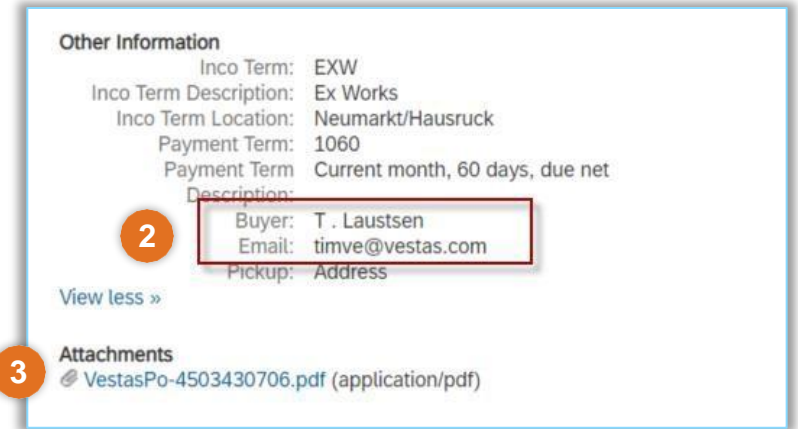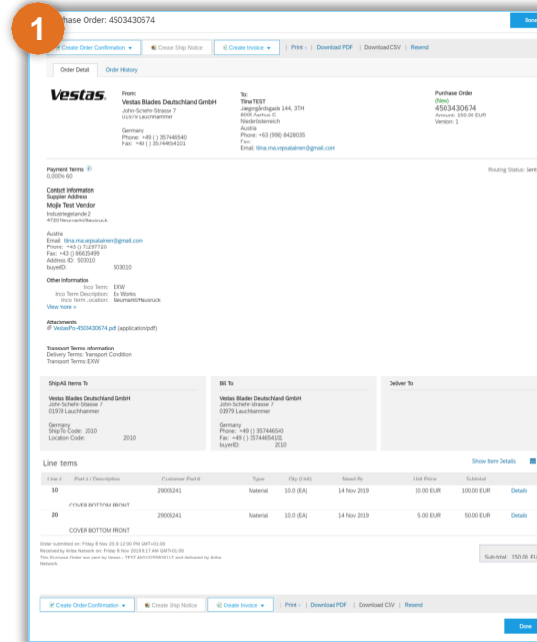


## Tips & Tricks

- 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*

### 1. PO creation and receiving

PO created by Vestas Buyer

**PO sent to you in Ariba**

### 2. Order Confirmation

The order confirmation received by Vestas

**You confirm the PO in Ariba**

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*Click on boxes underlined to jump to the instruction*

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# NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

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

**SCENARIO 1**

Update Multiple Order Lines

**SCENARIO 2**

Confirm Order with same Delivery Date

**SCENARIO 3**

Confirm Multiple Orders Simultaneously

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# SUBMIT ORDER CONFIRMATION WITH <u>ONE</u> DELIVERY DATE

## Step-by-step

1. Click on **Create Order Confirmation** and select **Confirm Entire Order** from the drop-down menu.
2. Provide **Confirmation #**.
3. Provide **Est. Delivery Date**.
   - *Note: For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).*
   - *For DAP suppliers – enter goods expected arrival date in delivery date field.*
4. Click **Next** to review the order confirmation.
5. Click **Submit**.

## Illustration



## Tips & Tricks

- Only **Confirmation Number** and **Est. Delivery Date** fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.

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

# SUBMIT ORDER CONFIRMATION WITH <u>MULTIPLE</u> DELIVERY DATES

## Step-by-step

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

## Illustration



## Tips & Tricks

- Only **Confirmation Number** and **Est. Delivery Date** fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.

- Please don't change the Delivery date or Quantity when creating order confirmation. Incase 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
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## SCENARIO 3

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

**SCENARIO 1**

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# CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 1/2

## Step-by-step

1. Using the Workbench ☐ **Items to Confirm** list you can confirm multiple order details simultaneously. You can find this list on your Home page or from Workbench menu.
2. Select title **Items to Confirm**.
3. Review order lines and select order line(s) you want to **Confirm**
4. Update **Estimated Delivery** and **Quantity** if needed. By default, data is pre-filled as per requested by Vestas.
   - *Important Note. For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).*
   - *For DAP suppliers – enter goods expected arrival date in delivery date field.*

## Illustration



## Tips & Tricks

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

# 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 DIGITAL PURCHASE ORDER & INVOICE PROCESS

Goods Receipt Visibility

**Julia,** *Vestas Supplier*
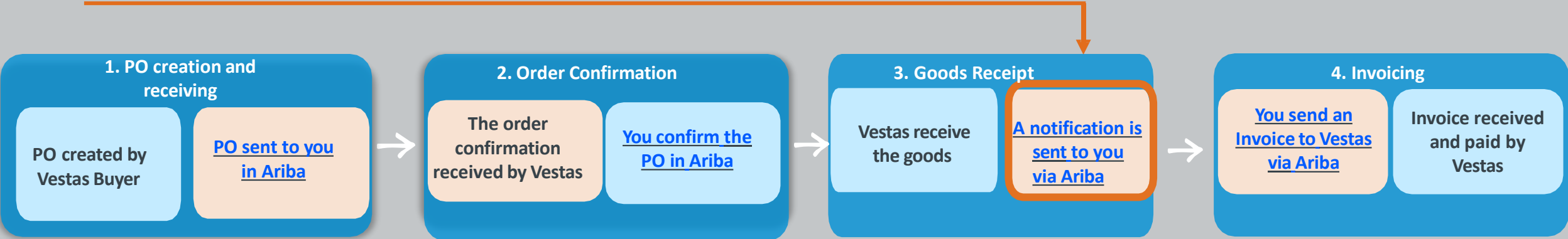
**1. PO creation and receiving**

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

**2. Order Confirmation**

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

**3. Goods Receipt**

| | |
|---|---|
| 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) |
|---|---|

Vestas

# 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

# FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)
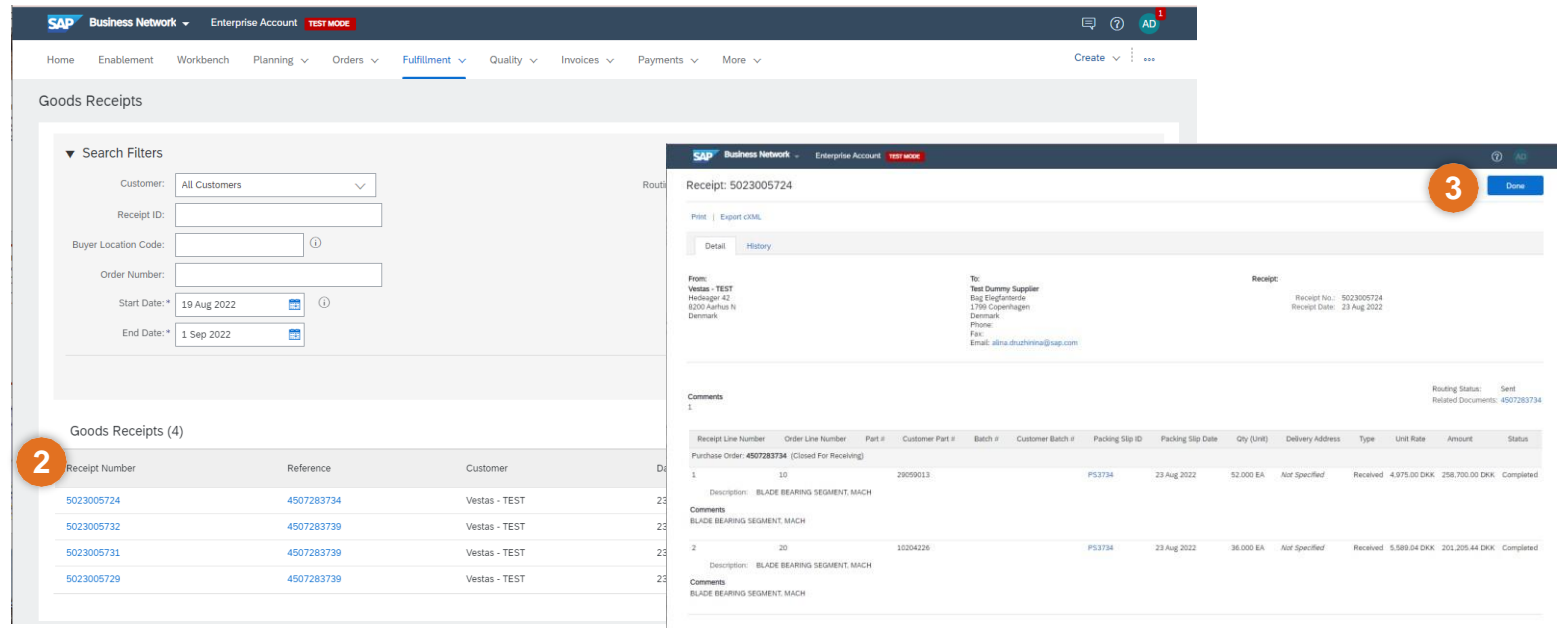
## Step-by-step

*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

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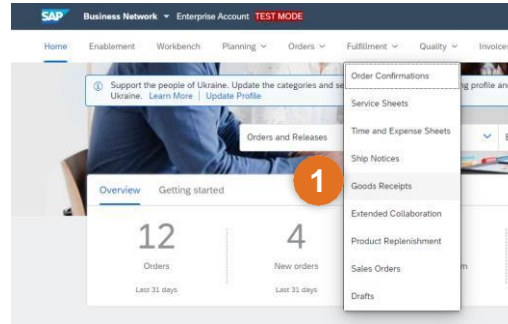
# THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to Submit an Invoice
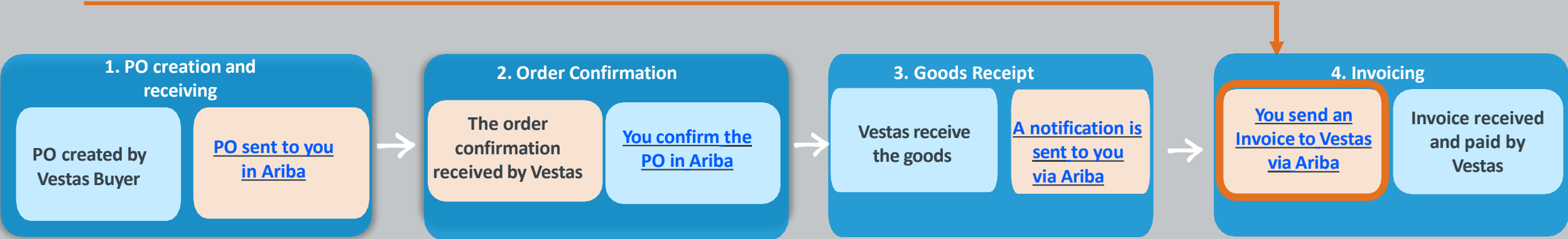
**Julia,** *Vestas Supplier*

| 1. PO creation and receiving | | 2. Order Confirmation | | 3. Goods Receipt | | 4. Invoicing | |
|---|---|---|---|---|---|---|---|
| PO created by Vestas Buyer | PO sent to you in Ariba | The order confirmation received by Vestas | You confirm the PO in Ariba | Vestas receive the goods | A notification is sent to you via Ariba | 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)

Vestas

# CREATE AN INVOICE WITH VAT/TAX

## Step-by-step

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

## Illustration



## Important Information

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE](#).

- Please submit invoice in Ariba as soon as possible after it's been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.

- If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

Classification: Confidential

# CREATE AN INVOICE WITH 0% VAT/TAX

## Step-by-step

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

## Illustration



## Important Information

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

# 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

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