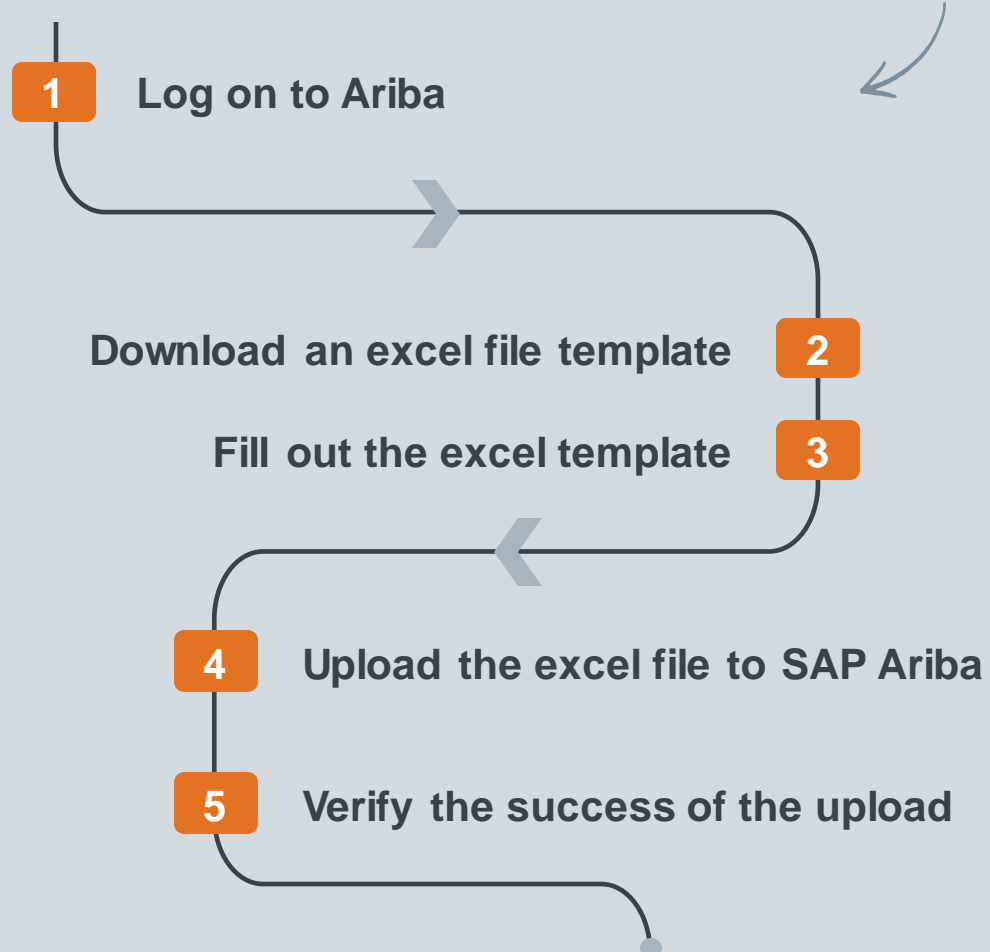


This **Supplier Quick Guide** shows you how to...

CREATE ASN USING AN EXCEL TEMPLATE

...in **5 simple steps**

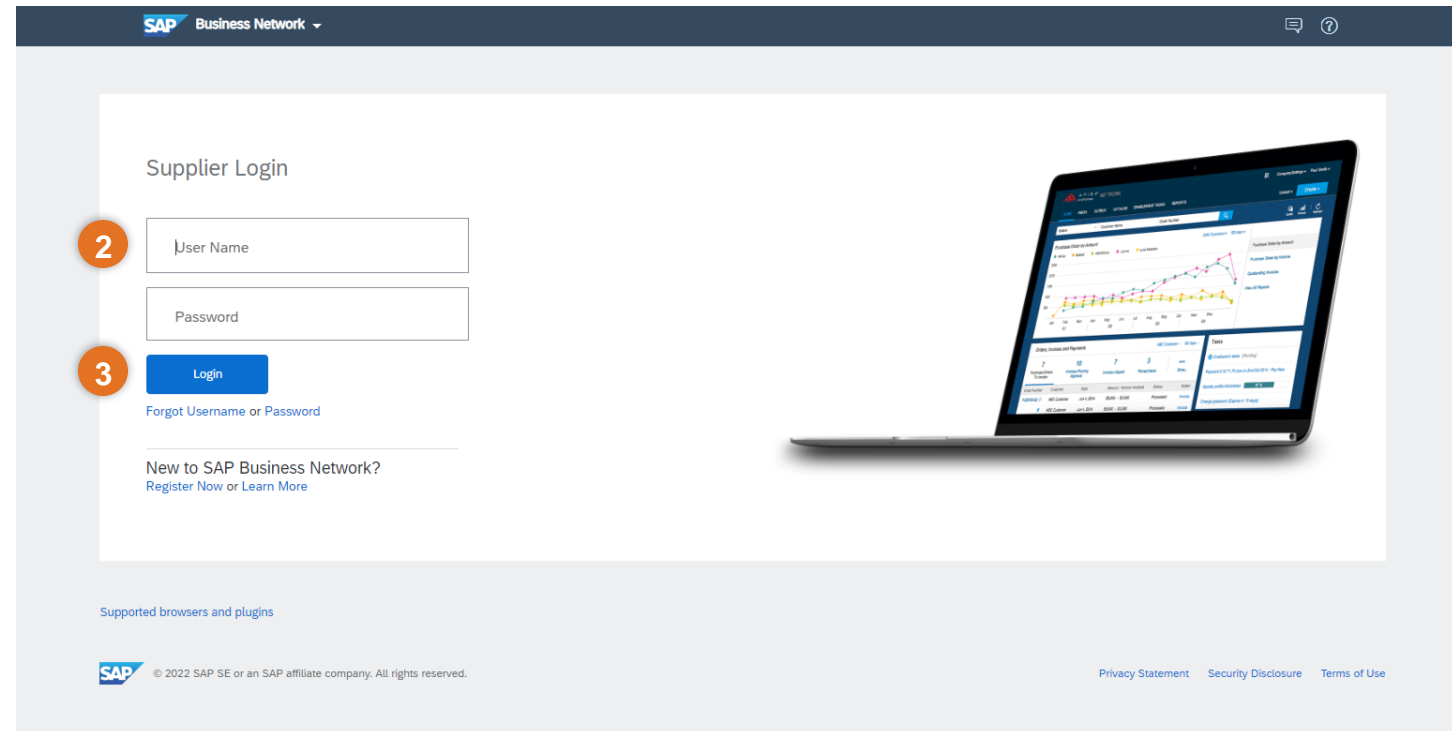


LOG IN TO ARIBA

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



DOWNLOAD AN ASN EXCEL TEMPLATE 1/2

Step-by-step

1. Open the menu (three dots) in the top right corner of the home screen.
2. Select 'Upload/Download' under Excel Files.
3. Click on 'Create'.
After you click create, a new window appears.
4. Provide a Name.
5. Choose the type: 'Ship Notice'
6. Click 'Save'.

Illustration

The screenshot illustrates the SAP Business Network interface for creating a Ship Notice profile. The interface is in 'TEST MODE' and shows the 'Create/Edit Job' form. A dropdown menu is open in the top right corner, showing 'Excel Files' and 'Upload/Download' options. The form has the following fields and options:

- Name:** (4) * Name: [] (5) Ship Notice
- Job Search Criteria:**
 - * Customer: Vestas - TEST
 - Order number: []
 - Date type: Need By Ship By
 - Supplier part number: []
 - Buyer part number: []
 - Location: []
- Buttons:** (3) Create, Edit, Run, Clear Downloads (6) Cancel, Save

The interface also shows a summary of orders and releases, with 10 orders to invoice, 10 orders, 0 rejected invoices, and 0.0 CZK in remittances and early payment offers.

DOWNLOAD AN ASN EXCEL TEMPLATE 2/2

Step-by-step

7. Select the document from the overview which you created in the previous steps.
8. Click on 'Run'
9. Once the file has been processed, click on the blue download button.

Once you have downloaded the template, **you will be redirected to the 'Uploads' page** where you need to upload the excel file once you have filled in the required fields.

Illustration

The illustration consists of two screenshots from the SAP Business Network interface, showing the process of downloading an ASN Excel template.

Screenshot 1 (Step 7): The 'Jobs' table is displayed. The first row, 'Ship Notice', is selected. The 'Run' button is highlighted with a blue circle and the number 7.

Name	Type	Created	Changed	Modified By
Ship Notice	Ship Notice	24 May 2023 10:41:03 PM	24 May 2023 10:41:03 PM	Someshwaran T.
ASN 2305	Ship Notice	22 May 2023 11:36:34 PM	22 May 2023 11:36:34 PM	Alina Druzhinina
Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:15 AM	22 May 2023 1:59:15 AM	Alina Druzhinina
ASN Load	Ship Notice	22 May 2023 1:49:32 AM	22 May 2023 1:49:41 AM	Alina Druzhinina

Screenshot 2 (Step 8): The 'Downloads' table is displayed. The first row, 'Ship Notice', is highlighted with a blue circle and the number 8. The 'Download' button (represented by a blue arrow icon) is highlighted with a blue circle and the number 9.

Job Name	Type	Last Run	Last Run By	Status	File
Ship Notice	Ship Notice	25 May 2023 3:17:12 AM	Someshwaran T.	Completed	↓
Ship Notice	Ship Notice	24 May 2023 11:08:52 PM	Someshwaran T.	Completed	↓
Ship Notice	Ship Notice	24 May 2023 10:41:21 PM	Someshwaran T.	Completed	↓
ASN 2305	Ship Notice	22 May 2023 11:38:44 PM	Alina Druzhinina	Completed	↓
ASN 2305	Ship Notice	22 May 2023 11:36:50 PM	Alina Druzhinina	Completed	↓
Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:22 AM	Alina Druzhinina	Completed	↓
ASN Load	Ship Notice	22 May 2023 1:49:45 AM	Alina Druzhinina	Completed	↓

FILL OUT THE EXCEL FILE

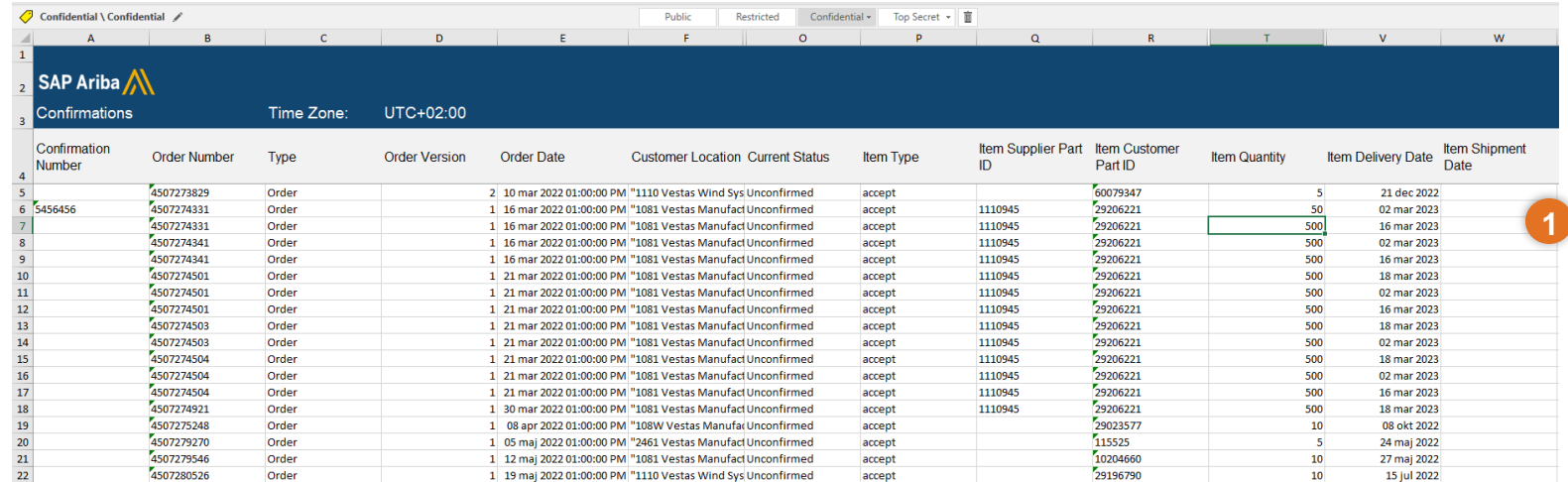
Step-by-step

1. In the Excel template, you downloaded in the previous step, fill out the required fields.

Required fields:

- Ship Notice Number (*)
- Ship Notice Date (*)
- Order ID (*)
- Item Ship Notice Line Number (*)
- Item Line Number (*)
- Item Quantity (*)
- Item Unit Of Measure (*)

Illustration



Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Quantity	Item Delivery Date	Item Shipment Date
5456456	4507273829	Order	2	10 mar 2022 01:00:00 PM	"1110 Vestas Wind Sys	Unconfirmed	accept		60079347	5	21 dec 2022	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	50	02 mar 2023	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	16 mar 2023	
	4507274921	Order	1	30 mar 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept	1110945	29206221	500	18 mar 2023	
	4507275248	Order	1	08 apr 2022 01:00:00 PM	"108W Vestas Manufac	Unconfirmed	accept		29023577	10	08 okt 2022	
	4507279270	Order	1	05 maj 2022 01:00:00 PM	"2461 Vestas Manufac	Unconfirmed	accept		115525	5	24 maj 2022	
	4507279546	Order	1	12 maj 2022 01:00:00 PM	"1081 Vestas Manufac	Unconfirmed	accept		10204660	10	27 maj 2022	
	4507280526	Order	1	19 maj 2022 01:00:00 PM	"1110 Vestas Wind Sys	Unconfirmed	accept		29196790	10	15 jul 2022	

UPLOAD THE EXCEL FILE TO SAP ARIBA

Step-by-step

1. Go back to the SAP Ariba Home page/ Log in to SAP Ariba
2. Open the menu (three dots) in the top right corner of the home screen.
3. Select 'Upload/Download' under Excel Files.
4. Choose 'Uploads'
5. Click on 'Upload'
6. Add a Name for the upload and the Customer which the upload is regarding.
7. Choose Ship Notice in 'Type'
8. Click 'Upload' to upload the excel file to SAP Ariba.

Illustration

The illustration shows the SAP Ariba interface with the following steps highlighted:

2. Open the menu (three dots) in the top right corner of the home screen.
3. Select 'Upload/Download' under Excel Files.
4. Choose 'Uploads'
5. Click on 'Upload'
6. Add a Name for the upload and the Customer which the upload is regarding.
7. Choose Ship Notice in 'Type'
8. Click 'Upload' to upload the excel file to SAP Ariba.

VERIFY THE SUCCESS OF THE UPLOAD

Step-by-step

After you have uploaded the excel file, you will be directed to the uploads tab where you can see the status of the file.

1. Check the status on you uploaded file in the 'Status' field.

1a. If the status says 'Completed' **your upload was successful.**

1b. If your status says 'Completed with Errors', **please download the log for the file** to check the error statement and rectify and then re-upload the excel file with the required changes through the 'Upload' button.

Illustration

The screenshot shows the SAP 'Uploads' tab with a table of uploaded files. The table has columns for Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The 'Status' column for the file 'ASN2205' is highlighted with a red box and a '1' in a circle, indicating it is 'Completed'. The 'Log' button for the same file is also highlighted with a red box.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC11	Order Confirmation	29 May 2023 11:38:36 PM	Someshwaran T.	Processing	↓	
OC1	Order Confirmation	29 May 2023 10:53:52 PM	Someshwaran T.	Completed With Errors	↓	↓
ASN 2305	Ship Notice	22 May 2023 11:44:55 PM	Alina Druzhinina	Completed	↓	↓
Order Confirmations 2205	Order Confirmation	22 May 2023 2:05:32 AM	Alina Druzhinina	Completed With Errors	↓	↓
ASN2205	Ship Notice	22 May 2023 1:56:30 AM	Alina Druzhinina	Completed	↓	↓

Buttons: Upload, Refresh Status

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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](#)

