

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

CREATE ASN USING AN EXCEL TEMPLATE

...in 5 simple steps



LOG IN TO ARIBA

1

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

Supplier Login

2 User Name

3 Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Supported browsers and plugins

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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 downloading an ASN Excel template. The interface is in 'TEST MODE' and shows the 'Create/Edit JOB' form. The steps are numbered 1 through 6:

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'.
4. Provide a Name (e.g., 'Ship Notice').
5. Choose the type: 'Ship Notice'.
6. Click 'Save'.

The form includes fields for * Name, * Customer (Vestas - TEST), Order number, Date type (Need By/Ship By), Supplier part number, Buyer part number, and Location. The 'Job Search Criteria' section is also visible. The 'Create' button is highlighted with a red circle.

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

Step 7: The first screenshot shows the 'Jobs' table in the SAP Business Network interface. The table has columns: Name, Type, Created, Changed, and Modified By. The first row, 'Ship Notice', is selected. Below the table, the 'Run' button is highlighted with a red 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

Step 8: The second screenshot shows the 'Downloads' table in the SAP Business Network interface. The table has columns: Job Name, Type, Last Run, Last Run By, Status, and File. The first row, 'Ship Notice', is selected. Below the table, the 'File' column contains a blue download icon, which is highlighted with a red 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	Download
Ship Notice	Ship Notice	24 May 2023 11:08:52 PM	Someshwaran T.	Completed	Download
Ship Notice	Ship Notice	24 May 2023 10:41:21 PM	Someshwaran T.	Completed	Download
ASN 2305	Ship Notice	22 May 2023 11:38:44 PM	Alina Druzhinina	Completed	Download
ASN 2305	Ship Notice	22 May 2023 11:36:50 PM	Alina Druzhinina	Completed	Download
Order Confirmation Vestas 2205	Order Confirmation	22 May 2023 1:59:22 AM	Alina Druzhinina	Completed	Download
ASN Load	Ship Notice	22 May 2023 1:49:45 AM	Alina Druzhinina	Completed	Download

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 (*)

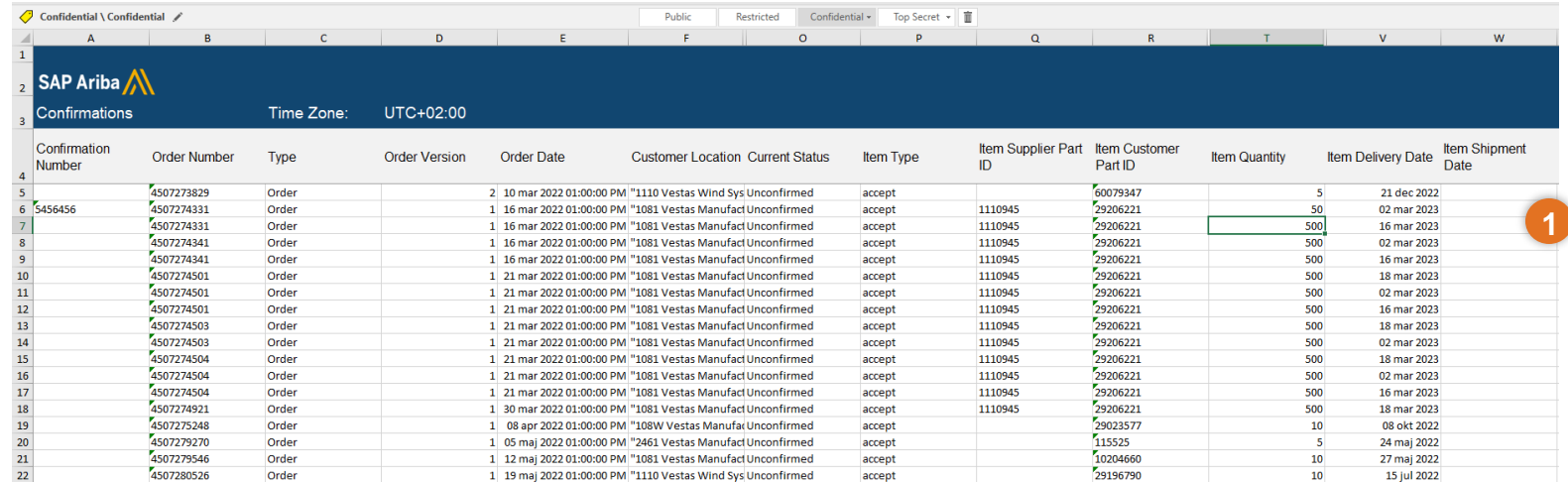
Item Ship Notice Line Number (*)

Item Line Number (*)

Item Quantity (*)

Item Unit Of Measure (*)

Illustration



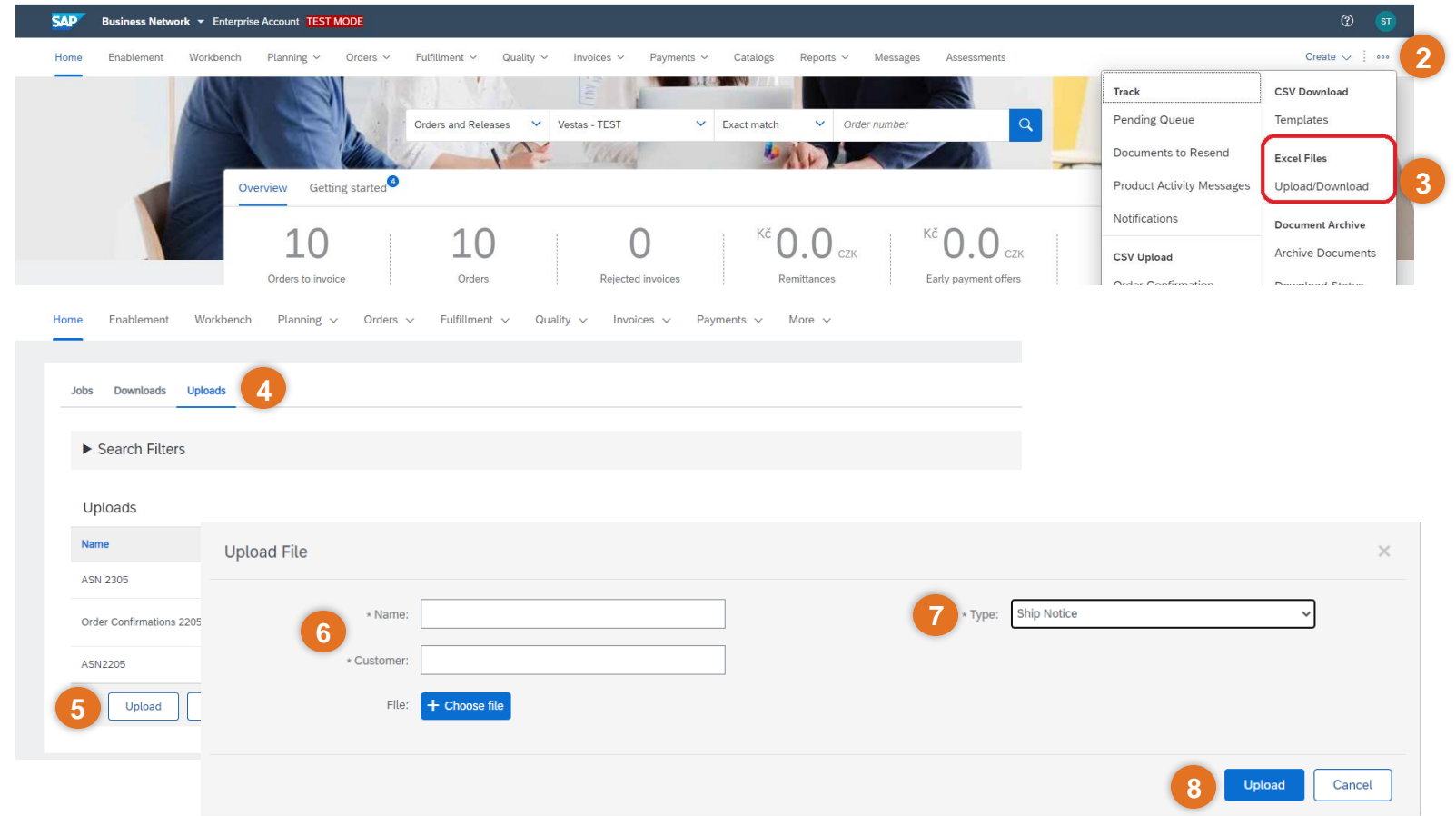
Confirmation Number	Order Number	Type	Order Version	Order Date	Customer Location	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Quantity	Item Delivery Date	Item Shipment Date
5456456	4507273829	Order	2	10 mar 2022 01:00:00 PM	"1110 Vestas Wind Sys Unconfirmed	accept		60079347		5	21 dec 2022	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		50	02 mar 2023	
	4507274331	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	16 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	02 mar 2023	
	4507274341	Order	1	16 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	16 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	18 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	02 mar 2023	
	4507274501	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	16 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	18 mar 2023	
	4507274503	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	18 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	02 mar 2023	
	4507274504	Order	1	21 mar 2022 01:00:00 PM	"1081 Vestas Manufact Unconfirmed	accept	1110945	29206221		500	16 mar 2023	
	4507274921	Order	1	30 mar 2022 01:00:00 PM	"1081 Vestas Manufact 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 Manufact Unconfirmed	accept		115525		5	24 maj 2022	
	4507279546	Order	1	12 maj 2022 01:00:00 PM	"1081 Vestas Manufact 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



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

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	↓	↓

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](#)

