

VERSION: 1.0 Classificat UPDATED: JANUARY 2022

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1. RECEIVE ORDER AND LOG IN

* Suppliers with <u>Enterprise Account</u> can use this <u>LINK</u> directly and process orders.

- Step-by-step

- Purchase orders from Vestas are received as interactive email from Ariba. Click 'Process order' to send an order confirmation to Vestas.*
- 2. Log in to Ariba with the same user name 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."

| Ariba | SAP Ariba 📈 |
|---|--|
| Vestas - TEST sent a new order | |
| If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. | Supplier Login |
| Message from your customer Vestas - TEST | Your company Tiina TEST is already registered. |
| IMPORTANT: Please read carefully. Dear supplier, | If you don't have a user account, request one now. |
| Please find below link to Vestas Purchase Order (PO). Help us to process and pay your invoice by following these simple steps: | |
| | User Name |
| Review all information contained in the PU and send an order commitation within 3 days. Please continm this Furchase Urder through Anna Network by clicking the Process order button below. Purchase orders cannot be confirmed by replying to this e-mail. In case of any discrepancies, please get in touch immediately with the recipient or buyer shown on the PO. | |
| Ensure an elements to vesuse are accompanies of a convery intermitting and evenues receiven and in Ordenerice. Send your involot to Vestus sing agree doing (white processing) involve (white processing) | Password |
| Questions about this instruction? Please contact <u>ariba ssc@vestas.com</u> . Tatak wu for your consention | Login 2 |
| Vestas Vestas | Having trouble logging in? |
| | Is your company registered? |
| Process order | Search |

- 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.

Illustration

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 <u>here</u>.



2. FIND AND REVIEW THE PURCHASE ORDER

* Suppliers with <u>Enterprise Account</u> can update orders directly in Ariba.

2

- Step-by-step

- Review all information contained in the PO and send an order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts).
- 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.

| hase Order: 4 | 1503430674 | | Dave | Other Information |
|--|--|---|--|--|
| Order Detail Or | nation • Create Ship Notice | Create Invoke • Print - Download PDF D | ownioad CSV Resend | Inco Term: EXW |
| Vestas. | Pom: Vestas Blades Deutschland Gent John Schehn Stosse 7 03579 Lauchtammer Germany Phene: +40 (1357446540) Fac: +40 (1357446540) | 44 Text TEXT Text Text Text Text Text Text Text Text | Purchase Order (htm) 4503074 2003 1:5000 EUR Wentor: 1 | Inco Term Description: Ex Works Inco Term Location: Neumarkt/Hausruck Payment Term: 1060 |
| Pageat there ii) Charles of the second of | nggand com 50050 Kerne Terment Shaan co di laquito anno di di laquito anno di Sanditon | 8 1% | Rong that Set | Payment Term Current month, 60 days, due net Description: Buyer: T. Laustsen Email: timve@vestas.com Pickup: Address View less » Attachments @ VestasPo-4503430706 pdf (application/pdf) |
| Vestas Blades Deutschland John Schehr Strasse 7 01979 Lauchhammer Germany Ship To Code: 2030 Location Code: | а GmbH 2010 | Vettes Blades Deutschland GebH John Schetr-Strasse 7 02197 Luck/semmer Germany Proze: +40 (1) 307446540 Fac: +81 (1) 307446540 Fac: +81 (1) 207446540 Fac: -91 (1) 207446540 | | (the second sec |
| Line Items | | angerno. anter | Show Item Details | |
| Line # Part # / Descript 10 COVER BOTTOM 20 | 6on Customer Part # 29006243 FRONT 29006243 | Type City (Unit) Need By Naterial 20.0 (DA) 14 Nov 2019 Material 20.0 (DA) 14 Nov 2019 Material 20.0 (DA) 14 Nov 2019 | Unit Price Substal 20.00 EUR 200.00 EUR Details 5.00 EUR 50.00 EUR Details | |
| COVER BOTTOM Order submitted on: Priday 8 Nav 2 Restricted by Arlan Network on: Prid This Purchase Order was sent by Vi Remark. | FRONT 916 12:00 PM GATT-01:00 ay 6 Nox 2029 9:17 AM GMT-02:00 ense - TEST AM02125582611.T and delivered by- | No. | Service 100.00 EUR | |

- Tips & Tricks

- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can see order history under 'Order History' tab



3a. SUBMIT ORDER CONFIRMATION WITH ONE DELIVERY DATE

Step-by-step

- Click on 'Create Order Confirmation' and select 'Confirm Entire Order' from the drop-down menu.
- 2. Provide 'Confirmation #'.
- 3. Provide 'Est. Delivery Date'.
 - 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.
- 4. Click 'Next' to review the order confirmation.
- 5. Click 'Submit'.

| | 430674 | | | | | | | | | | | | | | |
|--|---|--|---|--------------------------------------|-------------------------|------------------------|-------------------------|------------------------|--|---|---------------------------------------|------------------------|-------------|------------|------------|
| Contex Order Continuation Continue Trains Order Update Line Terms Repect Entrie Order USEL GUP7 Central Phone Parr 44 | Image: Create Ship Notice tory om: stats Blades De No Society Suggest 797 Lackharmen warmeny war +48 (1) 327466 | Ander Confirm Entrie Confirm Entrie Review Order Review Order Review Order | Order Confirmation Header Order Confirmation Header Conformation # 12349 Associate 400430074 Conternet Supplier Reference SHIPPING AND TAX INFORMATION Ext. Shipping Date: | der - Indicater required field | | | | Confirm | nation Update mation #: 123456 eference: | | | | | | |
| | | 3 | Est. Delivery Date: * 14 Nov 2019 Comments: | - | Est. Tax | Cost: | | | Line # | tems Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal |
| | - 1 | | Line Items Line # Part # / Description 10 | Customer Part # 29006241 | Oty (Unit) 10.0 (EA) | Need By 14 Nov 2019 | Unit Price 10.00 EUR | Subtotal 100.00 EUR | COVER BOTTOM FROM Current Order Status: 10.0 Confirmed As Is | COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Es | 29006241 timated Delivery Date: 14 | 10.0 (EA) Nov 2019) | 14 Nov 2019 | 10.00 EUR | 100.00 EUR |
| | - 1 | | COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As is (Es 20 COVER BOTTOM FRONT | imated Delivery Date: 14 29006241 | Nov 2019) 10.0 (EA) | 14 Nov 2019 | 5.00 EUR | 50.00 EUR | 20 | COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Es | 29006241 timated Delivery Date: 14 | 10.0 (EA) Nov 2019) | 14 Nov 2019 | 5.00 EUR | 50.00 EUR |

- 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.



3

3b. SUBMIT ORDER CONFIRMATION WITH MULTIPLE DELIVERY DATES

Illustration Step-by-step Click on 'Create Order Confirmation' and Purchase Order: 4503430674 select 'Update Line Items'. Provide 'Confirmation #'. Order Confirmation Header Create Order Confirmation 🔻 ation #: 12345 Provide 'Quantity' in respective Confirm Entire Order Associated 4503430674 line. Always input the whole quantity Update Line Items Vestas - TEST Customer: mentioned in the line item, if any change Reject Entire Order From: VĽSLDS: reach out to Buyer for the Quantity split. SHIPPING AND TAX INFORMATION Enter shipping and tax information at the line item level Click 'Details'. Est. Shipping Est. Shipping Provide 'Est. Delivery Date' and click 'OK'. Est. Delivery Est. Tax Cost: 14 Nov 2019 Important Note! For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date). Line Items • For DAP suppliers - enter goods expected Line # Part # / Description 10 14 Nov 2019 10.00 EUR 100.00 EUE COVER BOTTOM FRONT 10.0 (EA) 14 Nov 2019 arrival date in delivery date field. COVER BOTTOM FRONT lew Order Status: 10 Confirm Current Order Status Click 'Next' and repeat for remaining PO Est, Shipping Dat 10.0 Unconfirmer lines. 10 Backorder very Date:* 14 Nov 2019 Review order confirmation and click Unit Price: 10.00 EUR 'Submit'.

– Tips & Tricks

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• 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.



3

3c. CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY

- Step-by-step

- 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"
- 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 Business Network - Standard Account TEST MODE Getting started 3 9 8 11 6 ...2 New orders Order Items to confirm Items to ship Orders to invoice More Workbench ሪየሬ Customiz 3 11 6 9 8 Δ Orders Items to confirm Items to ship tems to confirm (6 > Edit filter | Save filter | Last 31 days Evolutie confirmation not all....+1 Evolutie fully shinned Confirm 🗸 🛛 Reject 🗸 × 🗆 2022 May 4, 2022 × 🗵 2022 50 00 FA 0.00 FA 50 EA 10 DKK Apr 8, 2022

- Tips & Tricks

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



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3c. CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY

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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.

| Items to confirm (6) | | | | | | | |
|--|--|--|---|-----------------------------------|-------------------------------|----------------------|---------------------|
| Edit filter Save filter Confirm Reject | Last 31 days | Exclude confirmation | not all , +1) Exclude | e fully shipped) (Exclude | e fully received) (Exclu | - h - | |
| Confirm schedule line | Review it | ems to confirm | | | | | |
| Confirm entire order | Sc Customer: Vest | thedule Line No. Nee as - TEST Order No.: 4507267827 Confir | d By Ship B | | Requested Quantity | Requested Unit Price | Quantity To Confirm |
| ✓ 2022✓ ✓ | Customer: Vest | Supplier Part No.: Description: JUNCTION I May as - TEST Order No.: 4507268115 Confir Supplier Part No.: Description: CP INTEENN | 4, 2022 10 10 2332 L FAN SAFETY COVER | | 56.00 EA | 2.00 DKK | 56.00 EA |
| | | 1 Apr | 3, 2022 | | 50.00 EA | 10.00 DKK | 50.00 EA |
| Workbench | | | | | | | နံဂိုန် Customi |
| 2 New orders Last 31 days | 0rders Last 365 days | 4 Items to confirm Last 31 days | 9 Items to ship Last 31 days | Orders to invoice Last 31 days | 4 Invoices Last 31 days | | |
| Confirmation for Order 4507267827 has Confirmation for Order 4507268115 has | been created successfully been created successfully | А. А. | | | | | |



NEED HELP?

Support is available!



For **questions or technical support** please contact the <u>Vestas SSC Ariba team</u>



For **information and guides** from the Digital Procurement program in Vestas, visit our <u>website</u>



For general **Ariba resources**, visit the <u>Ariba</u> <u>Supplier Portal</u>



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