Supplier Training

Replenishment Orders - Editing the Spreadsheet

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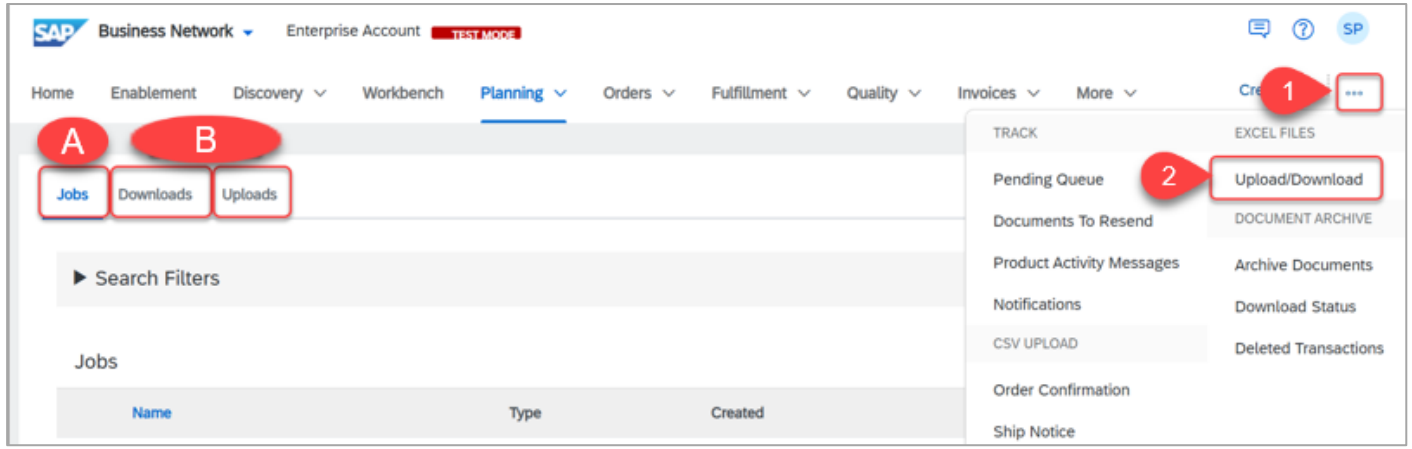
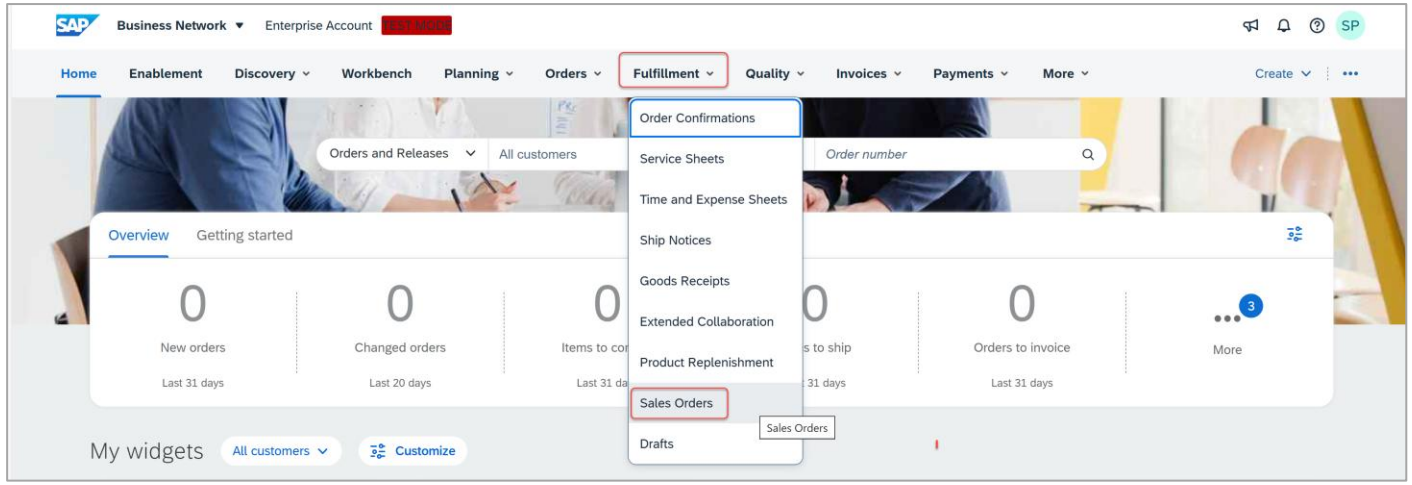
How to Upload and Download the parts in Excel?

1. Find the three dots in the top right corner
2. Click on Upload/Download
3. Follow the steps on the tabs
   a) Jobs – run the Job to generate the spreadsheet with the requirements and current stock position
   b) Downloads - download the spreadsheet, click Refresh if it does not show immediately
   c) Edit the spreadsheet offline





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How to edit the spreadsheet?

1. Click on Enable editing on the top banner
2. Hide columns F-Y for easier handling
3. Fill the light blue cells (column Z called Replenishment Order No.) with your Sales order number (Supplier reference), repeat the same sales order number on all rows that you replenish to the same IDEXX plant and Buyer combination.

NOTE - Do not exceed 12 characters, only use alphanumeric (no special) characters, as this will result in error.

4. Based on the minimum / maximum proposals and the rounding value, enter your replenishment quantity for the Planned Replenishment line for each part where replenishment is required.

NOTE - Do not enter a lower or higher quantity, than the proposal suggests, as this will result in error.

5. Delete all lines that refer to parts not needing replenishment (Review → Unprotect sheet to be able to delete lines)
6. Save the edited file to your computer.

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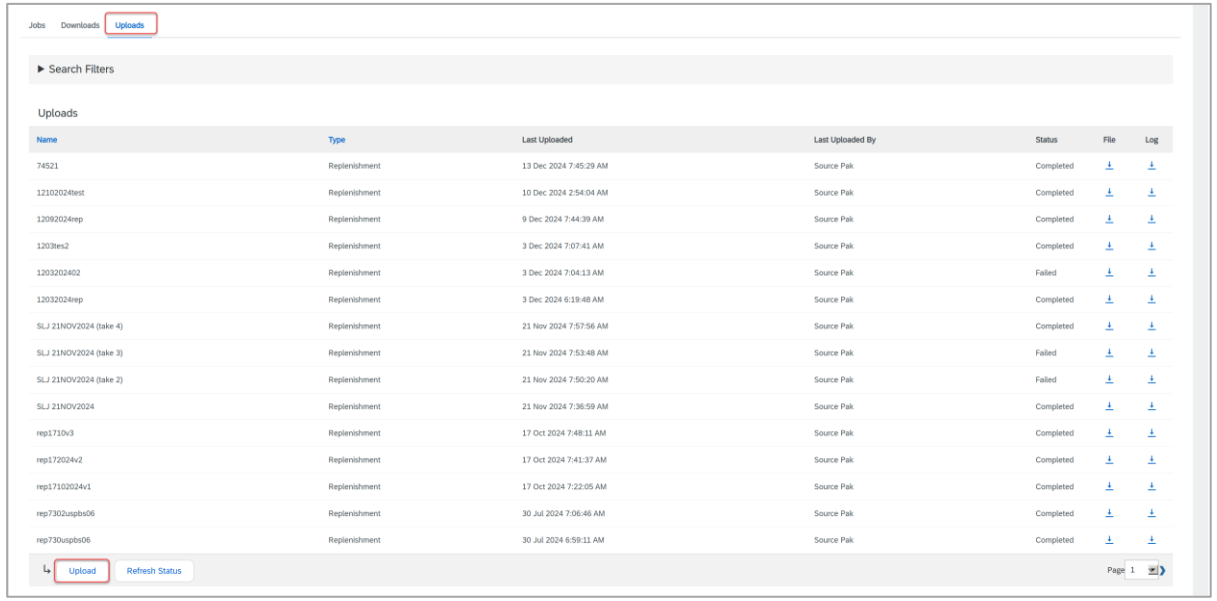
How to Upload the Spreadsheet to the Ariba Portal?

1. Find the three dots in the top right corner, click on Upload/Download, use the third tab Uploads
2. Scroll down and click Upload
   - Enter the name (i.e., Rep02252025USPB) for the Upload,
   - Select Type Replenishment
   - Choose your file
   - Select Create Replenishment Order
   - Click Upload
3. Click on Refresh Status at the bottom of the page
4. Check the Log, if the Status is anything else but Completed, correct the errors
5. Go to Fulfillment → Sales Orders to check the IDEXX PO created





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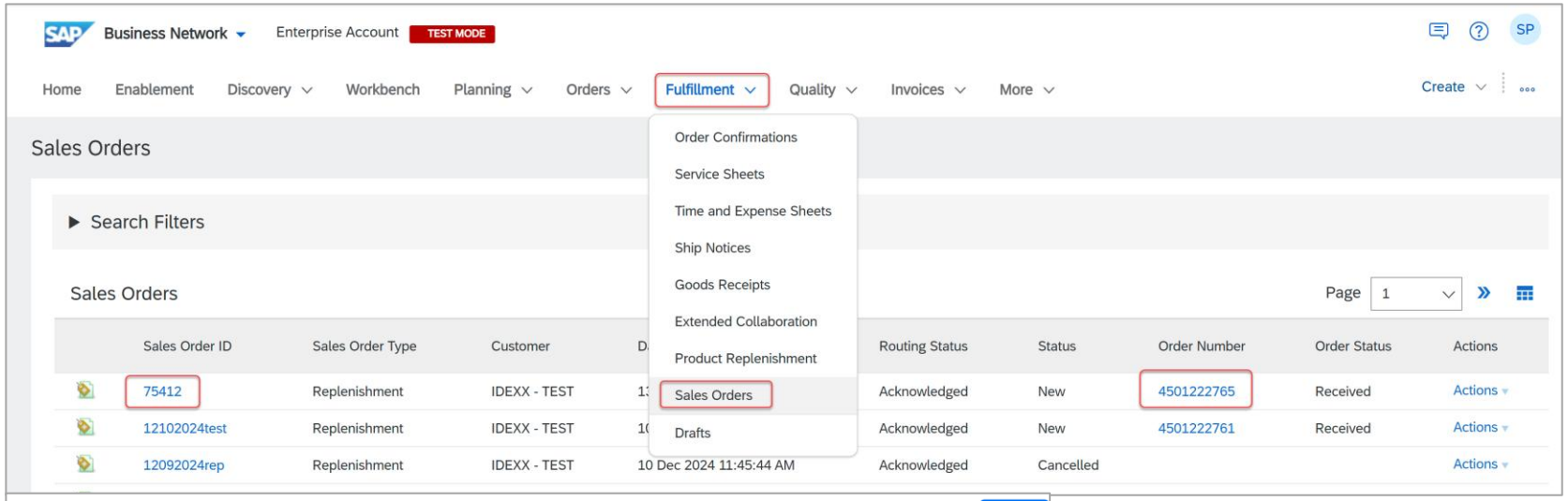
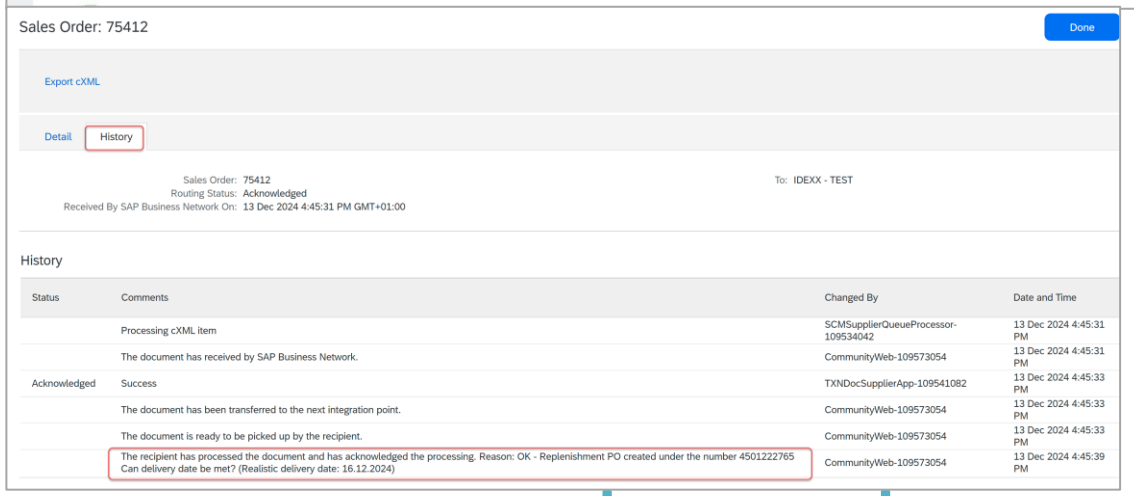
How to check the IDEXX PO status from the Sales Orders?

1. Navigate in the menu to Fulfillment/Sales Orders
2. Click on the Sales Order ID / History tab to read the Log for any issues
3. The IDEXX PO number appears under Order Number
4. Create the ASN through the Ariba Portal, and/or refer to this PO number on your shipping documents
5. For Replenishment POs there is no partial shipment, the PO will auto-close after receiving one delivery, as the Supplier creates the PO and knows the correct quantity delivered.





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