SUPPLIER INFORMATION PORTAL

Introduction and Overview

Dear Suppliers,

Welcome to the Vestas Supplier Information Portal! This portal provides information for all suppliers that are conducting business with Vestas via the Ariba Network (AN). Vestasselected Ariba as our electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including purchase orders, purchase order confirmations and advance shipment notices, invoices, credit notes and memos.

The switch to the Ariba Network begins on 20th June 2016 with purchase orders. Invoices will start flowing through Ariba Network in August 2016. Additional information regarding this project is included in the invitation letter from Vestas, as well as on this portal. As part of Vestas' ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, we are currently implementing the next stage of our overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?

I'm new to Ariba

Do I need to pay anything?

Where can I find training materials?

I need to upload a catalog

I want to integrate my ERP system to Ariba

I need to contact someone from Ariba

Useful links

I'm new to Ariba

Ariba Network is the leading business network with over one million trading partners in 190 countries transacting more than 450 billion dollars (USD) annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.
For more information about Vestas e-procurement project please click here.

Next Steps – how to begin transacting with Vestas:
- **Register on the Ariba Network.** Follow the instructions within the *E-Commerce Trading Relationship Request* communication (does not apply if you already have a profile on the Network).
- **Connect with Vestas through your Ariba account.** After registration is complete, ensure that you have accepted the Relationship Request with Vestas in the ***Customer Relationships*** area of your account.
- **Configure your Ariba account.** Ensure that your account is configured to receive purchase orders and send invoices in the manner that can be supported by your organization.
- **Create a Test account.** Creating a Test account will allow you to become familiar with Vestas' processes in a Test environment prior to moving into the live (Production) environment.
- **Review training materials.** Located below you will find Vestas' training materials to assist you with the tasks listed above. You will be invited to attend training in the coming weeks if you need more help with these processes.

Account Access
- Login to the Ariba Network: http://supplier.ariba.com

Ariba Video Tutorials
- Enablement Training Videos
- Create and Configure your Supplier Account
- Transact on the Ariba Network
- Introduction to the Seller Collaboration Console
- Creating a PO-Based Invoice (Introduction)
- Creating an Invoice (Advanced Topics)

Pricing - Supplier Membership Program

Suppliers that are new to the Ariba Network, generally start transacting for free, though based on the volume of transactions you do – with Vestas, as well as with other buyers on the Network – there may eventually be fees associated with your use. These fees will be billed by and payable to Ariba.

With higher subscription levels, the features and benefits expand – to help your e-commerce program drive more sales, collaboration, automation, and competitive differentiation through:

- value-added functionality
- commerce management tools and training
- catalog and connectivity solutions
- technical support
- project management resources

There are two components to the Supplier Membership Program: the **Network Transaction Service Fees** and the **Subscription Fees**.

Transaction fees (billed quarterly)

Less than 5 documents* OR less than 43 250 EUR	**FREE** usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
*only POs, invoices, service entry sheets, and service entry sheet responses	Capped at 17 300 EUR per customer relationship

Subscription fees (billed annually)

Annual Document Count across all customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

For more information about the Ariba Supplier Membership program and regional pricing, please go to the Supplier Membership Program website, or check out this datasheet.

General Supplier Education

Ariba User Community
Provides general help and FAQs for suppliers looking to setup/manage your Ariba account. To access Ariba's Help and Documentation, go to http://supplier.ariba.com, click the **Help** menu and select **Help Center**.

Ariba Network for Sellers live demos
Ariba offers online training sessions:
• **Introduction to Ariba Network, Ariba Network Functional Demo, and more**: Register here for these live, interactive demo sessions held multiple times per month.

Vestas-Specific Supplier Education Materials

Account & Transactions Management Guides
The following manuals contain compulsory instructions, as well as tips regarding the management of your Ariba Network account when transacting with Vestas:
• Quick Start Guide
• Account Configuration guide

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Catalogs

Catalogs are text files stored on the Ariba Network (CIF catalogs) or on your own company's or third party's website (PunchOut catalogs) that describe the products and services your organization offers and the prices you charge. You can create catalogs for any product or service, regardless of how it is measured, priced, or delivered. Your customers access your catalogs through their procurement applications to see product and service offerings and buy from you. Catalogs are the main communication channel between you and your customers. Access Catalog Guides for Suppliers from Help section at your Ariba Network account. You may also download these documents for your catalog type:

- CIF Catalog Guide
- CIF Template

The United Nation Standard Products and Services Codes need to be used during the creation of your catalog. These codes describe the Products and Services categories. The latest version of the codes classification can be found through the following link: UNSPSC code 13.5

Note:
- Vestas will indicate which suppliers are required to have a catalog.
- CIF catalogs can be created with any word processor, text editor, or any spreadsheet application. Please use the link in the provided template.

Catalog Testing

All suppliers transacting through the Ariba Network using catalogs will be required to test with Vestas. Find out more about test account creation in Account Configuration guide here.

ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents.

Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with:

- cXML Transactions
- EDI Transactions

Find out more about test account creation in Account Configuration guide.

Supplier Support

Supplier Support during enablement
- **Ariba Network Registration or Configuration Support**

Please contact vestas@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Vestas Business Process Support**

  Please contact the Vestas Supplier Enablement team at ariba@vestas.com for business-related questions.

Supplier Support post Go-Live
- **By web form:**
  - Go to http://supplier.ariba.com
  - Click the Help link in top right corner and then Help Center.
  - Go to section Support and search for any topic you would like to know more about.
  - If none of the articles answers your query, click on Create Online Service Request button.
  - Completely fill out the web form and submit.

- **By telephone:**
  - Europe / Middle East / Africa: +44 20 7187 4144
  - Europe / Middle East / Africa: +44 20 7187 4144
  - UK Toll free   0800 358 3556
  - Germany Toll free   0800 101 1989
  - France Toll free   0800 945 115
  - The Netherlands Toll free   0800 0200 582
  - USA: 1 866 218 2155 (toll free)
  - North/South America: 412 222 6153
  - Asia Pacific: +65 6311 4745

Other
- **Username & Password recovery**

  Go to http://supplier.ariba.com and click on the Forgot Username or Forgot Password link in login section. Ariba will forward an email to the email address on record on the Ariba Network after Username/Password recovery request was submitted, for the protection of your company information.
- **EDI/cXML Support Contact**

  If you are transacting POs to Vestas via EDI or cXML, you can get direct assistance from Ariba. Send an email to Ariba's **technical team** at AskAribaTech@ariba.com. Ariba will respond to your email directly. Please ensure that the Subject field of the email references Vestas.

Useful Links

Ariba Network Terms of Use
Data Policy
Security Disclosure
Legal notices

Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:
- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to http://www.ariba.com/solutions/sell/discovery-for-sellers to discover new business opportunities