



eSHOP

Advance shipping notice ASN SUPPLIER GUIDE

Last update: 03.06.2021

PART 1
Individual / Multiple
shipping notice

PART 2
Mass shipping notice



PARTIE 1

INDIVIDUAL / MULTIPLE SHIPPING NOTICE

RICHEMONT

CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

From a specific Order

It is imperative that the order is confirmed to be shipped

Purchase Order: 6012380225

Enterprise Account TEST MODE

Back to classic view

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

IWC
SCHAFFHAUSEN

From: Customer
IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT INTERNATIONAL SA
19 Baumgartenstrasse
NIWST Nr.: CHE-107.789.243
8200 Schaffhausen
Switzerland
Phone: +41 (0) 52 235 75 65
Website: INFO@IWC.COM , WWW.IWC.COM

To: BOUCLEDOR SA - TEST KU3
Rue Emma-Kammacher
CP 364
1217 Meyrin 1
Switzerland
Phone:
Fax:
Email: vikramrichemont@gmail.com

Purchase Order (Confirmed)
6012380225
Amount: 25,054.40 CHF
Version: 1

Payment Terms
0.000% 30
30 jours net

Comments
Texte en-tête

Routing Status: Acknowledged

Order No.
6012345208

Click on the Order number to open the order form

1. Click **Create Ship Notice**

In the creation page of the dispatch notice, at header level:

2. Packing Slip ID: MANDATORY

No special characters except « - », « / », « _ », « & », « # » et « \ » limited to 16 characters and no lower case

3. Delivery date: MANDATORY

The invoice number and the shipping date are optional

Enterprise Account TEST MODE

Back to classic view

Download PDF Save Exit Next

* Indicates required field

SHIP FROM
BOUCLEDOR SA - TEST KU3 Update Address
Meyrin 1
Switzerland

DELIVER TO
IWC Schaffhausen - Branch of Richemont Int. SA Update Address
Schaffhausen
Switzerland

Ship Notice Header

SHIP TO

Packing Slip ID: * [] 2

Invoice No.: []

Requested Delivery Date: []

Ship Notice Type: Select

Shipping Date: []

Delivery Date: * [] 3

Hazard Type: Select

Code: []

Is Divisible: []

CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

From a specific Order

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6012380225	1		IWIWA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	Remove
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE												
Remains to deliver												
Line Ship Qty Supplier Batch ID												
1 20 <input type="text"/> Download PDF Add Details Net Weight: <input type="text"/> Unit: (no value) v												
Add Ship Notice Line												
6012380225 2 IWIWA05453 G 20.0 PCE 30 May 2021 313.18 CHF 6,263.60 CHF CHM7 Remove												
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE												
Line Ship Qty Supplier Batch ID												
1 20 <input type="text"/> Download PDF Add Details Net Weight: <input type="text"/> Unit: (no value) v												
Add Ship Notice Line												

- Qty to ship: less than or equal to the quantity indicated on the order form line. Superior only for items with a tolerance (see the Maisons)
- Add details: to add serial numbers (for affected items)
- Enter the weight and the unit (GRM) in the case of the articles concerned

ASSET DETAILS
The maximum number of assets you can enter is 20, which corresponds to the shipping quantity.

Serial Number

Add Asset

CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

From a specific Order



Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6012380225	1		IWWIA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	Remove
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE												
Total Backordered Quantity: 0 PCE												
Line												
1												
Ship Qty: 20												
Supplier Batch ID: <input type="text"/>												
Download PDF Add Details												
Net Weight: <input type="text"/>												
Unit: (no value) v												
Add Ship Notice Line												
6012380225	4		IWWIA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	Remove
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE												
Total Backordered Quantity: 0 PCE												
Line												
1												
Ship Qty: 20												
Supplier Batch ID: <input type="text"/>												
Download PDF Add Details												
Net Weight: <input type="text"/>												
Unit: (no value) v												
Add Ship Notice Line												
Add Order Line Item Manage Serial Numbers												

7. Add Ship Notice Line: in order to split the quantities for an order line in the same shipping notice (interesting when the lot numbers are different)

8. Add Order Line Item: to add another order line in the case of a multi-order ASN (only if the addresses and delivery dates are the same)

9. It is possible to delete a line that should not be sent



CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

From a specific Order

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, it says "SAP Ariba Supply Chain Collaboration" and "Enterprise Account TEST MODE". Below that, it says "Select Items to Add to Ship Notice" and "Ship To: Maisons du groupe Richemont - TEST IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, Switzerland".

The "Search Filters" section is highlighted with a yellow box and a circled "10". It includes fields for "Order Number" (with a "Partial number" radio button selected), "Part #", "Customer Part #", and "Supplier Batch ID", each with a "Look Up" button. There are also "Show orders by:" options for "Need by date" (selected) and "Ship by date", and "Search By:" options for "Schedule Line Date Range" and "Other". "Date Range" is set to "Other" with "Start Date" as "9 Jun 2021" and "End Date" as "17 Jun 2021". A "Search" button and a "Reset" button are at the bottom right of the search filters.

Below the search filters, there is a table titled "Items to Ship (2)". The table has columns: "Need By", "Customer Part No.", "Order Number", "Item", "Schedule Line No.", "Purchasing Organization", "Customer Location / Description", "Received Quantity", "Requested Quantity", and "Due Quantity". Two rows are visible, both with checkboxes in the "Need By" column highlighted by a yellow box and a circled "11".

At the bottom right of the interface, there is a yellow box around the "Add Selected Items" button and a circled "12".

10. Use the search filters to add the required order to the ASN then click **Search**

11. Select the items you want to add to ASN

12. Click on **Add selected items** and they will appear in the ASN creation page

You can repeat steps 10 to 12 to add as many order lines as you want to the ASN

- Once the shipping notice has been entered, click **Next**.
- You can edit the label to stick on the package by clicking on Download PDF
- Click on submit to finalize the ASN

Download PDF Save Exit Next

Previous Download PDF Save Submit Exit

CREATE A SIMPLE / MULTIPLE SHIPPING NOTICE

From the Items to ship tile

Orders must absolutely be confirmed to be shipped

The screenshot shows the 'Items to ship' interface. At the top, there are statistics for various order states: 0 New orders, 16 Orders, 6 Items to confirm, 7 Changed orders, 20 Items to ship (highlighted in red), 37 Orders, 6 Items to confirm, and 6 Items to confirm. Below this is a filter section with various criteria like Customers, Order numbers, Customer locations, etc. A yellow box labeled '1' highlights the filter section. Below the filters is a 'Create ship notice' button, highlighted with a yellow box and a '2' callout. Below that is a table of items to ship, with a yellow box and a '3' callout highlighting the 'Create ship notice' button and the first row of the table.

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Ship To Address	Purchasing Organization	Customer Location	External Document Type	Company Code	Actions
Order No.: 6012380225 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input checked="" type="checkbox"/>	6012380225	4	2	IWWA05453	BDR OR ROSE LI-18	Jun 13, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380225	3	2	IWWA05453	BDR OR ROSE LI-18	Jun 16, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380225	2	2	IWWA05453	BDR OR ROSE LI-18	Jun 28, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	1	2	IWWA05453	BDR OR ROSE LI-18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	4	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	1	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	2	3	IWWA05453	BDR OR ROSE LI-18	Jul 17, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	3	3	IWWA05453	BDR OR ROSE LI-18	Jul 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
Order No.: 6012380226 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input checked="" type="checkbox"/>	6012380226	1	2	IWWA05453	BDR OR ROSE LI-18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380226	1	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
Order No.: 6012384182 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														

1. Display the orders to ship using the search filters (see guides on the Items to ship tile)
2. Select the order line (s) to ship (the delivery dates must be identical)
3. Click **Create Ship Notice**

The procedure continues exactly like an individual ASN (see previous paragraph)

You cannot create the same shipping notice for two different delivery addresses.

Cancellation rule:

An ASN can be deleted until the day before the scheduled delivery date.

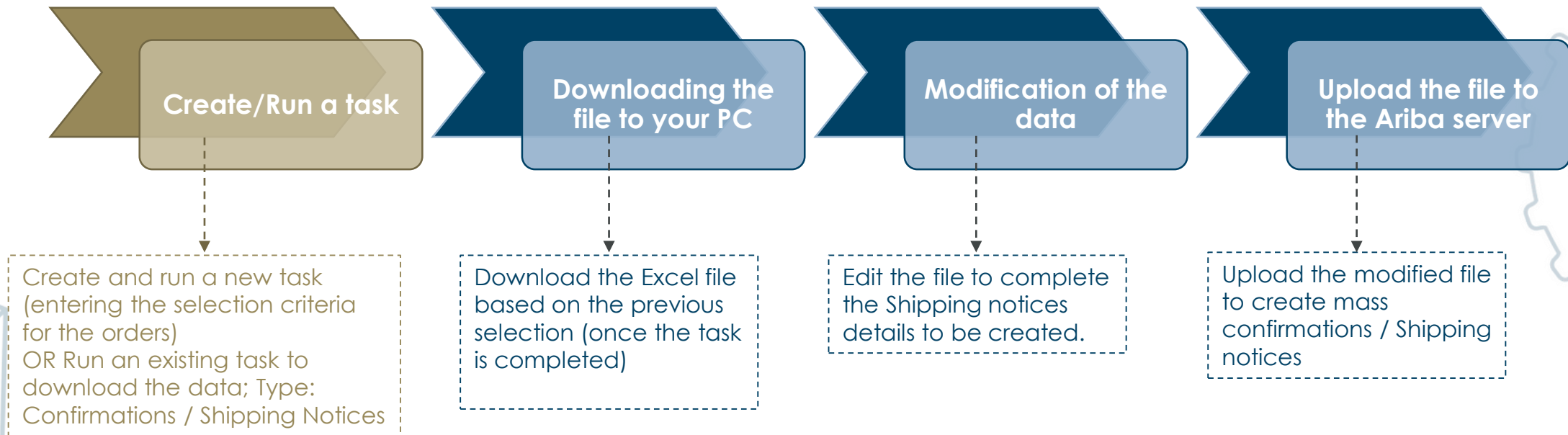


PARTIE 2
MASS SHIPPING NOTICE

RICHEMONT

> The Shipping Notice mass load consists of uploading a file (Excel format) in the Ariba portal that contains all the information for several orders

 > The mass load principle is similar for order confirmations and ASNs:



MASS SHIPPING NOTICE (2/2)

Overview Getting started

- 0 New orders (31 derniers jours)
- 0 Changed orders (31 derniers jours)
- 14 Items to confirm (PIA-365 +90)
- 6 Orders (365 jours - IWC)

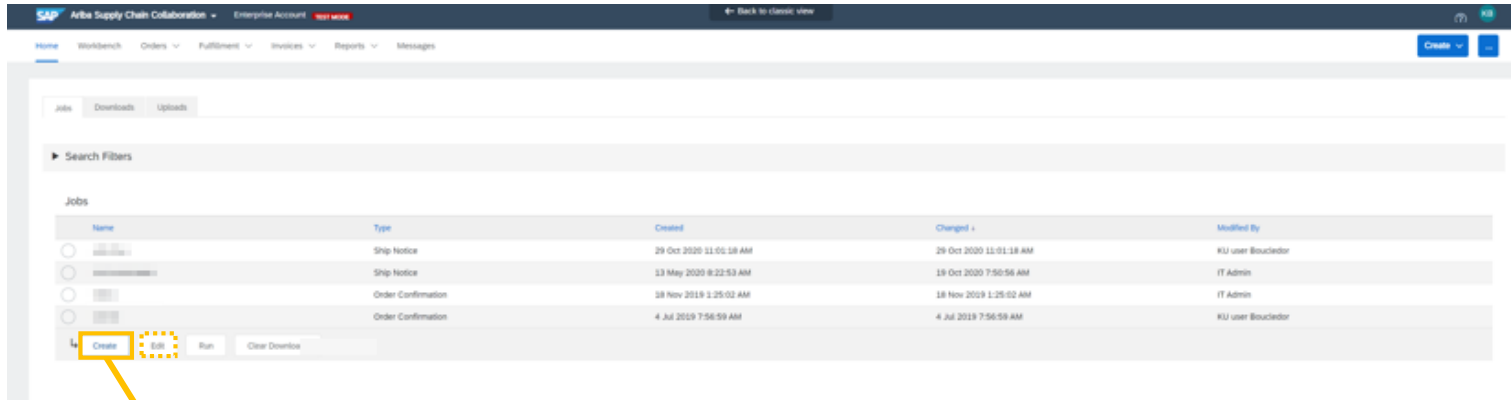
My widgets Maisons du groupe Rich... Customize

- Purchase orders** Last 3 months: 1.12M CHF
- Invoice aging**: 0 CHF
- My leads**: You have no open leads matching your company profile. View all leads
- Download app**: We are now mobile. (Available on Google Play and App Store)

- Track
 - Pending Queue
 - Documents to Resend
 - Product Activity Messages
 - Notifications
- CSV Upload
 - Order Confirmation
 - Ship Notice
 - External Document
- CSV Download
 - Templates
 - Excel Files**
 - Upload/Download

Name	Type	Created	Changed	Modified By
[Job ID]	Ship Notice	29 Oct 2020 11:01:18 AM	29 Oct 2020 11:01:18 AM	KU user Bnuclader
[Job ID]	Ship Notice	13 May 2020 8:22:53 AM	18 Oct 2020 7:08:56 AM	IT Admin
[Job ID]	Order Confirmation	18 Nov 2019 1:25:02 AM	18 Nov 2019 1:25:02 AM	IT Admin
[Job ID]	Order Confirmation	4 Jul 2019 7:58:59 AM	4 Jul 2019 7:58:59 AM	KU user Bnuclader

MASS SHIPPING NOTICE – CREATE A TASK



The very first step consists of creating a task that will then be reused the following times by clicking on **Create**.

(A task once created can be modified or deleted)

Create/Edit Job

* Name: * Type:

Job Search Criteria

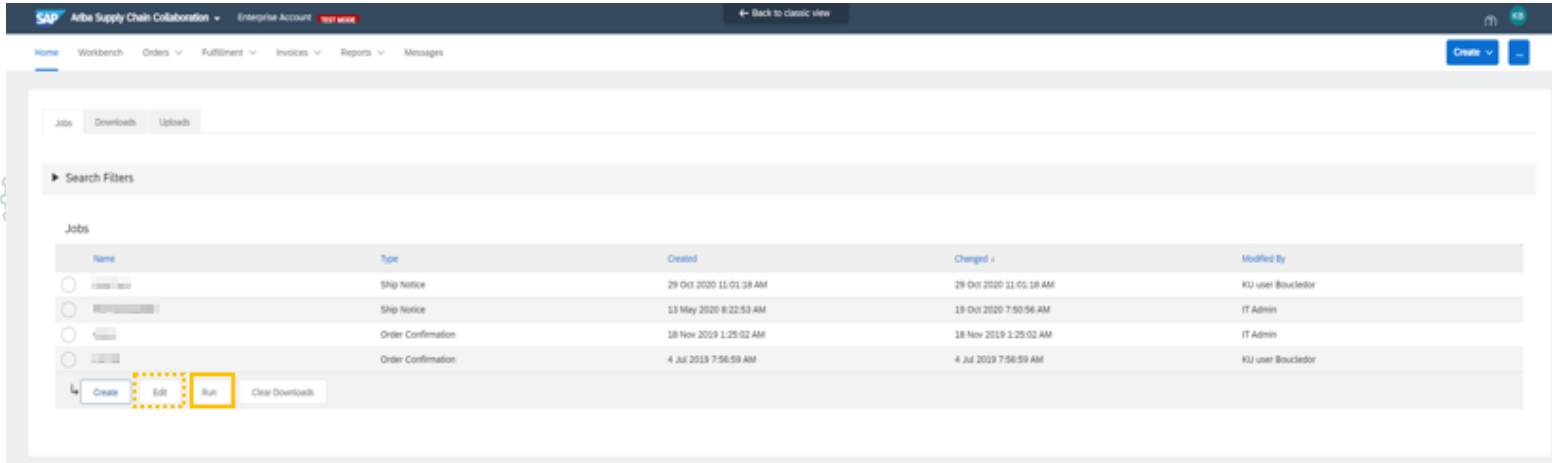
* Customer: Supplier part number:

Order number: Buyer part number:

Date type: Need By Ship By Location:

1. Give a name to your report
2. Choose the "Ship notice" type.
3. Choose other criteria if necessary.
4. It is recommended that suppliers define a date range for "Need by" date, as the number of lines is limited to a maximum of 10,000.
5. Click on **Save**
6. Return to the list, select your task and click on **Run**

MASS SHIPPING NOTICE – RUN A TASK



› When the task is created the first time, it will be reused the following times.

To do this, simply select the desired task and click on **Run**.

You will then switch to the “Downloads” tab.

› It is also possible to modify a task if necessary. To do this, select the task and click on **Edit**. You will find the proposed selections in the previous slide “**Create a task**”.

➤ ARIBA → Excel

➤ Switch to the "**Downloads**" tab

Job Name	Type	Last Run	Last Run By	Status	File
...	Ship Notice	29 Oct 2020 11:01:29 AM	KU user Boucedor	Completed	
...	Order Confirmation	28 Oct 2020 8:14:09 AM	KU user Boucedor	Completed	
...	Ship Notice	19 Oct 2020 7:51:01 AM	IT Admin	Completed	
...	Ship Notice	13 May 2020 8:22:56 AM	IT Admin	Completed	
...	Order Confirmation	4 Jul 2019 7:57:04 AM	KU user Boucedor	Completed	

Refresh Status

➤ Once your task appears with the ***Completed*** status, just click on the icon in the **File** column (see image above)

➤ If the task is in ***queued*** status, then click on **Refresh Status** to refresh the list.

MASS SHIPPING NOTICE – EXCEL FILE CREATION (1/2)

› Work in the Excel file (you can save a copy)

SAP Ariba															
Ship Notices Time Zone: UTC+01:00															
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From Street	Ship From Municipality	Ship From Postal Code	Ship From City	Ship From State	Ship From Country Code	Ship From Country
5	2020-11-10T06:12:00-C	6012200548	2020-06-18T05:00:00-				2020-07-17T03:00:00-								
6	2020-11-10T06:12:00-C	6012204901	2020-06-24T05:00:00-				2020-07-17T03:00:00-								
7	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-10-21T03:00:00-								
8	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-10-30T04:00:00-								
9	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-11-15T03:00:00-								
10	2020-11-10T06:12:00-C	6012274673	2020-10-09T05:00:00-				2020-12-14T03:00:00-								

Ship To	Ship To Street	Ship To Municipality	Ship To Postal Code	Ship To City	Ship To State	Ship To Country Code	Ship To Country	Carrier name	Tracking Number	Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1

Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Code	Item Hazard Domain	Item Hazard Description	Item Batch ID	Item Asset Tag	Item Serial Number	Item Customer Part ID	Schedule Line Number	Customer Location	Ordering Address ID
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	50	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	15	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		2 CHMH	502527
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		3 CHMH	502527
	100	PCE	EUR		37.1 LUM DUE PVEC DK							PNM-XE0C05G		1 CHMH	502527

Ship notice item - Shipping container	Ship notice item - Unit net weight	Ship notice item - Unit net weight	Ship notice item - Gross weight	Ship notice item - Gross weight UoM	Agreement ID	Agreement Type	Agreement Date

- > **Do not delete rows 1 to 4, do not delete columns or change the boxes format, otherwise the loading will not work!**
- > **Delete unnecessary lines, the ones you do not want to ship**
- > **If you are duplicating a line to split quantities and deliver on two different dates, remember to enter a different shipping notice number.**
- > **Fields to be filled in:**
 - Ship Notice No.: mandatory; No special characters except " - ", " / ", " _ ", " & ", " # " and " \ "; No lower case letters
Several lines can have the same Shipment Notice Number if they all have the same delivery date and the same delivery address (this is a multi-order ASN).
 - Do not change the ship notice date: it corresponds to its creation date.
 - Do not change the order date
 - Delivery date can be in the following format: YYYY-MM-DDTHH:MM:SS-TZONE **or** YYYY-MM-DD (deleting everything at the right of the "T"); This rule is valid for all date fields in Excel; it is recommended to use the same format for all the dates you enter.
 - Delivery (Ship To) + Delivery Address (Ship To Street): MANDATORY: The address must be the same for a single ASN
 - Item Ship Notice Number: MANDATORY: Line number for the same shipping notice number.
Example: A shipping notice has 3 lines, enter 1 on the first, 2 on the second and 3 on the last.
 - Item quantity: can only be modified if you duplicate the order line to make confirmation deadlines. The total line quantity must be confirmed.
 - *Do not change the item line number.*
 - Item Quantity: editable shipping quantity
 - Item Unit Price Amount: can be modified *(in this case, it is important to contact the Maison)*

MASS SHIPPING NOTICE – DATA UPLOAD

➤ Excel → ARIBA



Switch to the **"Uploads"** tab

- Click on **Upload**

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Workbench Orders Fulfillment Invoices Reports Messages Create

Jobs Downloads Uploads

Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
TEST FX	Ship Notice	19 Oct 2020 7:59:28 AM	KU user Boucedor	Failed	↓	↓
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	↓	↓
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	↓	

Upload Refresh Status

Upload File

* Name: test * Type: Ship Notice

* Customer: Maisons du groupe Richemont - TE

File: Choose file No file chosen
[Download templates](#)

Upload Cancel

- Name: Mandatory; free choice
- Type: Order confirmation
- Customer: Maisons Richemont
- Select the file to be uploaded on the platform
- Click on **Upload**

