



# eSHOP

Reports

**SUPPLIER GUIDE**

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Last update: 03.06.2021

RICHEMONT

# ACCESS TO REPORTS

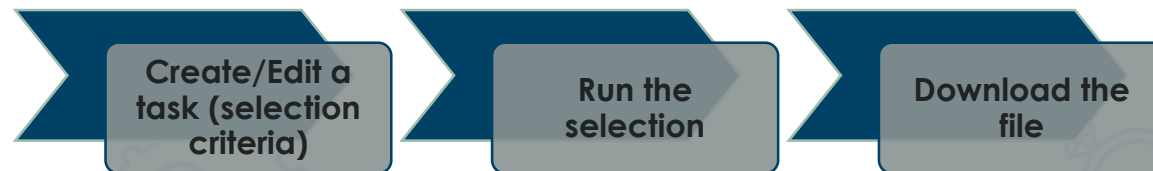
- > From the **Reports** menu, you can access the list of reports shared with all company's users
- > A created report is kept from one connection to the other
- > But it is necessary to update the date ranges of the report at each use (**Edit**)



The screenshot shows the SAP interface for 'Ariba Supply Chain Collaboration'. The 'Reports' menu is highlighted in the top navigation bar. Below it, the 'Report Templates' table is displayed with the following data:

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> Portefeuille	Manual	Order	Processed	28 Nov 2019		28 Nov 2019	IT Admin	30 KB
<input type="radio"/> RAPPORT TEST	Manual	Order	Processed	26 Oct 2020		26 Oct 2020	KU user Boucledor	47 KB
<input type="radio"/> Test order report	Manual	Order	Processed	23 Jul 2020		23 Jul 2020	IT Admin	24 KB
<input type="radio"/> portefeuille fin annee	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	37 KB
<input type="radio"/> portefeuille global	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	36 KB

Below the table, there are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'.



# CREATE A REPORT (1/2)

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE Back to classic view ? KB

### Report

Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type. [More](#)

- 1 Report Description
- 2 Criteria

Title:\* TEST REPORT

Description:


Time zone: CET

Language: English

Report type:\* Select

- Select
- Ship Notice
- Early Payment Detail
- Goods Receipt
- Multi-Tier Order
- Order
- Failed Order
- Messaging Report
- Open Order Report (Supply Chain Impact)
- Serial Number Report
- Quality Notification Report
- Order Summary

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- Give a title to the report
- Select the type of report (only available for Richemont: order, shipping notice)

NB: The Orders report is the one that brings together the most information for Maisons Richemont

# CREATE A REPORT (2/2)

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

← Back to classic view

Report

Previous Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Maisons du groupe Richemont - TEST Select

Order Number:

Order Amount:  to

Order Routing Status: Any

Order Status: Any

This selection will refresh the page content.

Include Active Orders Only

Order Date: 9 May 2021 To 9 Jun 2021

Maximum Results Returned: 100

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

Previous Submit Exit

- Select the Client "Maisons Richemont"
- Select active orders only
- Set the report date range (6 months only)
- Check on **Include line items information** for details of order confirmations and / or serial numbers and / or deadlines per order line
- Click **Submit**

# EDIT A REPORT

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/> Order report	Manual	Order	Processed	22 Apr 2021				
<input type="radio"/> Portfeuille	Manual	Order	Processed	11 Nov 2020				
<input type="radio"/> Portfeuille commandes	Manual	Order	Processed	8 Apr 2021				
<input type="radio"/> Portfolio	Manual	Order	Processed	11 Nov 2020				
<input type="radio"/> RAPPORT TEST	Manual	Order	Processed	26 Oct 2020				
<input type="radio"/> Rapport test								
<input type="radio"/> TEST REPORT								
<input type="radio"/> Test order report								
<input type="radio"/> portefeuille fin annee								
<input type="radio"/> portefeuille global								

Run Download **Edit** Copy

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, [More](#)

1 Report Description  
2 Criteria

Title: Order report

Description:

Time zone: CET

Language: English

Report type: Order

Next Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description  
2 Criteria

Customer: All Customers

Order Number:

Order Amount:  to

Order Routing Status: Any

Order Status: Any

This selection will refresh the page content.

Include Active Orders Only

Order Date: 1 Jan 2021 To 22 Apr 2021

Maximum Results Returned: 10000

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

Previous Submit Exit

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- Select the report you want to reuse and click **Edit**
- Give the report a new title
- Then modify the criteria of the old report according to your needs (ex: date of the order)
- Then click on **Submit**

# RUN/DOWNLOAD A REPORT

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', 'TEST MODE', and 'Back to classic view'. The main menu has 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Reports' section is active, showing a list of report templates. A sidebar on the left lists report titles, with 'Order report' selected (callout 1). Below the sidebar, 'Run' and 'Download' buttons are visible (callout 2). The main report table has columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. The 'Order report' row is selected, and its 'Status' is 'Processed' (callout 5). At the bottom of the table, 'Download' and 'Refresh Status' buttons are highlighted (callout 4). A large '6' is at the bottom center (callout 6).

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
Order report	Manual	Order	Processed	22 Apr 2021	22 Apr 2021	22 Apr 2021	KU user Boucledor	71 KB
Portefeuille	Manual	Order	Processed	11 Nov 2020	28 Nov 2019	28 Nov 2019	IT Admin	31 KB
Portefeuilles commandes	Manual	Order	Processed	8 Apr 2021	8 Apr 2021	8 Apr 2021	KU user Boucledor	42 KB
Portfolio	Manual	Order	Processed	11 Nov 2020	11 Nov 2020	11 Nov 2020	KU user Boucledor	51 KB
RAPPORT TEST	Manual	Order	Processed	26 Oct 2020	26 Oct 2020	26 Oct 2020	KU user Boucledor	47 KB
Rapport test	Manual	Ship Notice	Processed	12 Apr 2021	12 Apr 2021	12 Apr 2021	KU user Boucledor	16 KB
TEST REPORT	Manual	Order	Processed	9 Jun 2021	9 Jun 2021	9 Jun 2021	KU user Boucledor	23 KB
Test order report	Manual	Order	Processed	23 Jul 2020	23 Jul 2020	23 Jul 2020	IT Admin	24 KB
portefeuille fin annee	Manual	Order	Processed	18 Nov 2019	18 Nov 2019	18 Nov 2019	IT Admin	37 KB
portefeuille global	Manual	Order	Processed	18 Nov 2019	18 Nov 2019	18 Nov 2019	IT Admin	36 KB

- Select your Report
- Click on **Run**
- Select your Report
- Click on **Update status**
- Check that the status is **Processed**
- Click on **Download**

