



# ORDER RECONFIRMATION FROM THE WORKBENCH

User Guide

Last update : 20/11/2023



# WORKBENCH'S CONFIGURATION

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› Order reconfirmation is available through the tile "**Items to confirm**".



› In the file **Items to confirm**, two **views** are available :

- "**Items to be confirmed**" allows you to access the list of orders / Items / deadlines waiting for confirmation (current use)
- "**Confirmed items for editing**" allows you to see item lines that have the confirmed status. This new view will allow you to modify, directly from this new tile, the deadlines, quantities and prices already confirmed



→ We recommend to have two tiles, one for items to be confirmed and a second for items to be reconfirmed.

# RECONFIRMATION FROM THE TILE ITEMS TO CONFIRM

> You can access to the **Items to confirm** tile from the **Workbench [1]** menu or from the home page.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area features a dashboard with several key metrics:

- 162** Items to confirm (To reconfirm)
- 167** Items to confirm (To confirm)
- 9** New orders (Last 31 days)
- 34** Orders (Last 31 days)
- 96** Items to ship (Last 31 days)
- 2** Plus

Below the dashboard, there are three widgets:

- Bons de commande**: A line chart showing sales performance for 'RICHEMONT INTERNATIONAL SA - CIG - QUAL' from August to October. The total value is 7.16M CHF. The chart shows a peak in September.
- Shipment tracking**: A section with a 'Purchase order no.' input field and a 'Track' button, accompanied by a world map icon.
- Flux d'activités**: A list of received orders ('Commande reçue') with details such as date, time, and amount.

Commande reçue	Date	Time	Amount
6004730551	oct. 24, 2023	10:13 AM	38,490.00 CHF
6004717110	oct. 24, 2023	09:14 AM	1,250.00 CHF
6004730499	oct. 16, 2023	01:55 PM	\$0.00 USD
6004730499	oct. 15, 2023	10:09 PM	

# RECOMMENDED WORKBENCH CONFIGURATION

- › To reconfirm an order, we recommend that you create a new **Items to confirm** tile which will be personalized for the **reconfirmation**.
- › Add a file by clicking on “ **Customize** ” [1] , then click on + [2] and select “ **Items to confirm** ” by clicking again on + [3].

The screenshot shows the SAP Business Network Workbench dashboard. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main dashboard area displays six tiles with the following data:

Metric	Value	Filter
New orders	9	Last 31 days
Orders	34	Last 31 days
Items to confirm	167	To confirm
Items to confirm	162	To reconfirm
Items to ship	96	Last 31 days
Invoices	3	Last 31 days



A 'Customize' button is highlighted with a yellow box and labeled with a '1' in a yellow circle.

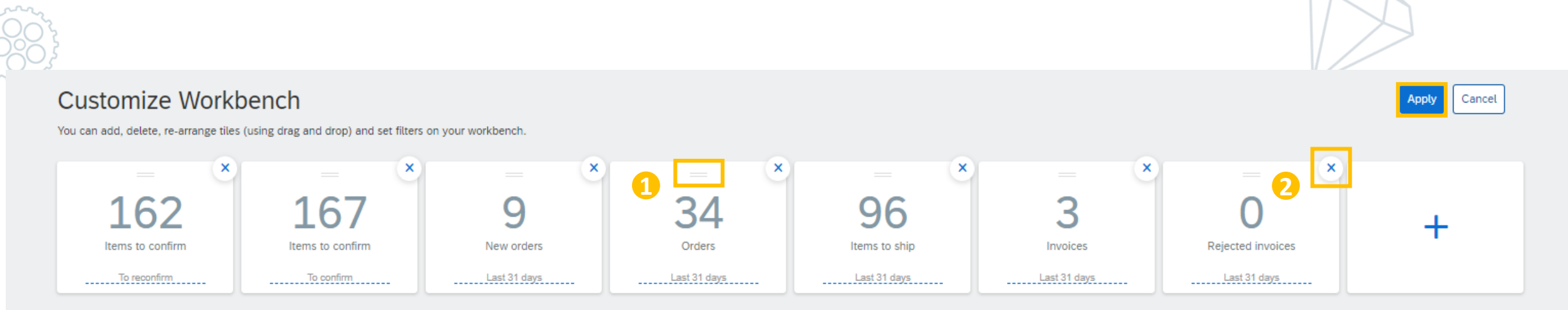
The 'Customize Workbench' dialog box is shown, allowing users to add, delete, or re-arrange tiles. It contains a row of five existing tiles and a '+' button. The '+' button is highlighted with a yellow circle and labeled with a '2' in a yellow circle.

The 'Order' configuration panel is shown, listing various order-related items. The '+' button next to 'Items to confirm' is highlighted with a yellow box and labeled with a '3' in a yellow circle.

Item	Action
<input checked="" type="checkbox"/> New orders	+
<input type="checkbox"/> Changed orders	+
<input type="checkbox"/> Orders to invoice	+
<input checked="" type="checkbox"/> Orders	+
<input checked="" type="checkbox"/> Items to confirm	+
<input checked="" type="checkbox"/> Items to ship	+
<input type="checkbox"/> Orders with service line	+
<input type="checkbox"/> Order change requests	+

# RECOMMENDED WORKBENCH CONFIGURATION

- › It is possible to reorganize the tiles by click and drag using the icon  [1]
- › You can also delete some tiles by clicking on  [2]



**Customize Workbench**

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Tile	Value	Filter	Reorganize Icon	Delete Icon
Items to confirm	162	To reconfirm	☰	✕
Items to confirm	167	To confirm	☰	✕
New orders	9	Last 31 days	☰	✕
Orders	34	Last 31 days	☰ (highlighted 1)	✕
Items to ship	96	Last 31 days	☰	✕
Invoices	3	Last 31 days	☰	✕
Rejected invoices	0	Last 31 days	☰	✕ (highlighted 2)
+				

Buttons: **Apply** (highlighted), Cancel

# RECOMMENDED WORKBENCH CONFIGURATION

- › Go on the **Items to reconfirm** file recently created
- › Select the view "**Confirmed items for editing**" [1]  
This selection of the view provides access to a pre-filtered display of all orders



SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Reports Messages Create

Workbench Customize

4 New orders (Last 31 days) | 20 Orders (Last 31 days) | 159 Items to confirm (To confirm) | **165 Items to confirm** (Save filter) | 91 Items to ship (Last 31 days)

Items to confirm (165)

RICHEMONT INTERNATION... Last 365 days Exclude confirmation not all... +1 Exclude fully shipped Exclude fully received Confirmed items for editing

Customers: ATIONAL SA - CIG - QUAL | Order numbers: Type selection | Creation date: Last 365 days | Need by date: None | Customer locations: Type selection | Ship by date: None

Partial match Exact match

Show more Apply Reset

Confirm Reject

Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
Order No.: 6004716508										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100 PCE		...
Order No.: 6004716510										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE		100 PCE		...
2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE		130 PCE		...

1

## List of important filters for the reconfirmation

- **Customers** : Maisons Richemont
  - **Creation date** : Last 365 days
  - **Purchasing organizations**  
(to chose a specific Maison, refer to the table at the end of the presentation)
  - **Confirmation status**(work by exclusion)
    - ✓ **(Important) Exclude unconfirmed** : excludes unconfirmed orders
    - ✓ Exclude confirmation not allowed : excludes orders that are not waiting confirmation
  - **Shipping status** (work by exclusion) (OPTIONAL) :
    - ✓ Exclude fully shipped : excludes fully shipped orders
  - **Receiving status** (work by exclusion)
    - ✓ Exclude fully received : Exclude fully received order
  - **External document type** (OPTIONAL) no drop-down list, manually write the type
- › **Filters to remove** :
- **Invoicing status** (*remove default values*)

 → **Don't forget to save the filter and rename your tile " RECONFIRMATION " once personalized**



> We recommend displaying the **Table columns** as follows:

- **Item No.**
- **Supplier Part No.** (Richemont's Part No.)
- **Description**
- **Need by**
- **Estimated delivery** (Corresponds to the date before reconfirmation)
- **Requested quantity**
- **Shipped quantity**
- **Received quantity**
- **Quantity to confirm**
- **Requested Unit Price**

> Optional columns

- **Confirmed Unit Price**
- **External document type** (can also be filtered)
- **Schedule line No.** *in the case where a Maison manages deadlines by item*
- **Order No.** *if not used in grouping columns* (see next slide)
- **Purchasing organization** *if not filtered*
- **Purchasing group** *if known*

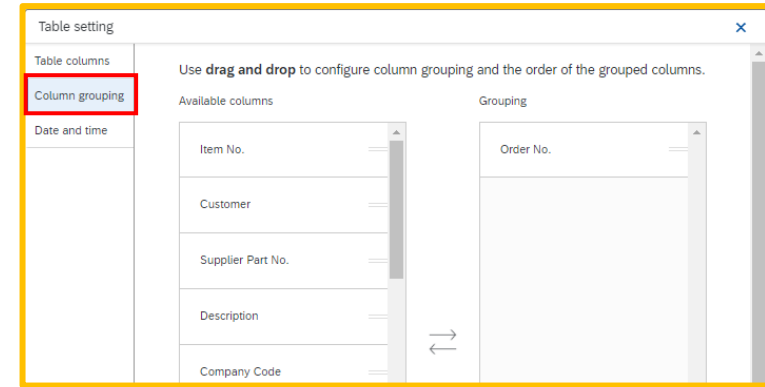
The screenshot shows the 'Table setting' dialog box with the 'Table columns' tab selected. The 'Available columns' list includes Item Priority, Plan revision ID, Incoterms, Customer, Type, Order No., Creation Date, and Supplier Part No. The 'Displayed columns' list includes Description, Need By, Estimated Delivery, Requested Quantity, Shipped Quantity, Received Quantity, Quantity To Confirm, and Requested Unit Price. The table view shows columns for Quantity, Quantity To Confirm, Requested Unit Price, and Actions.

Quantity	Quantity To Confirm	Requested Unit Price	Actions
100	PCE	21.3 CHF	...
100	PCE	21.3 CHF	...
130	PCE	21.3 CHF	...
90	PCE	21.3 CHF	...
120	PCE	21.3 CHF	...



# RECOMMENDED COLUMNS CONFIGURATION (2/2)

- It is possible to **group column**  
We recommend grouping by **Order No.**
- Once the configuration is complete click on save



- It is then possible to confirm orders from this list by selecting one or more orders, one or more lines and using the **Actions** menu
- It is of course possible to adapt the delivery date in accordance with the reconfirmation
- If you need to adjust the price, be sure to notify the House at the same time

Confirm  Reject

<input type="checkbox"/>	<input type="checkbox"/>	Item No. ↑	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Order No.: 6004716508										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		<input type="text" value="100"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Order No.: 6004716510										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE		<input type="text" value="100"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE		<input type="text" value="130"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Order No.: 6004716511										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Mar 10, 2023	4/5/2023	90 PCE	0 PCE		<input type="text" value="90"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 18, 2023	4/20/2023	120 PCE	0 PCE		<input type="text" value="120"/> PCE		<input type="button" value="..."/>



# RECONFIRMATION OF THE ORDERS ITEMS

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# ITEMS RECONFIRMATION

- › Go in the **Workbench [1]** menu and click on the reconfirmation dedicated tile "**Items to confirm**" [2]
- › Select the view "**Confirmed items for editing**" [3]

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a blue box and a yellow circle '1'), 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area features a 'Workbench' header and a 'Customize' button. Below this, there are five summary tiles: 'New orders' (4), 'Orders' (20), 'Items to confirm' (159), 'Items to confirm' (165, highlighted with a yellow box and a yellow circle '2'), and 'Items to ship' (91). The 'Items to confirm (165)' tile includes a 'Save filter' button. Below the summary tiles, there is a section for 'Items to confirm (165)' with various filters and a 'View:' dropdown menu (highlighted with a yellow box and a yellow circle '3'). The 'View:' menu is open, showing options: 'Confirmed items for editing' (selected), 'Items to be confirmed', and 'Confirmed items for editing'. Below the filters, there are buttons for 'Apply' and 'Reset'. At the bottom, there are 'Confirm' and 'Reject' buttons. A table below shows a list of items to confirm with columns: Item No., Customer Part No., Description, Need By, Estimated Delivery, Requested Quantity, Shipped Quantity, Received Quantity, Quantity To Confirm, Requested Unit Price, and Actions. The first row shows: 1, CRMX002XLX, BACK SANT GALBÉE PM ST SAT, Feb 15, 2023, 2/15/2023, 100 PCE, 0 PCE, 100 PCE.

 Check the user guide "workbench Items to confirm" to add / customize / configure your tile "

- › You can find and select the items to "reconfirm" either by :
  - Consulting one or more specific orders using the thumbnails according to your filters
  - Consulting one or more specific orders by using the **Order Numbers/Exact Match filter [1]** and clicking on **"Apply" [2]**

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. The 'Workbench' tab is active. Below the navigation, there are five summary cards: '4 New orders Last 31 days', '20 Orders Last 31 days', '159 Items to confirm To confirm', '3 Items to confirm Save filter', and '91 Items to ship Last 31 days'. The 'Items to confirm (3)' section is expanded, showing filters for Customers (RICHEMONT INTERNATIONAL SA - CH) and Order numbers (6004716508, 6004716510). The 'Exact match' radio button is selected. A yellow box highlights the 'Order numbers' filter with a '1' icon. Below the filters, there are 'Confirm' and 'Reject' buttons, and an 'Apply' button with a yellow '2' icon. The main table displays the following data:

Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Others	Actions
Order No.: 6004716508											
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100	PCE	21.3 CHF	...
Order No.: 6004716510											
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE		100	PCE	21.3 CHF	...
2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE		130	PCE	21.3 CHF	...

› The reconfirmation process will differ depending on the following two cases



- **Case A -Reconfirmation of an item for the full quantity requested**

If no shipment has yet been made

- **Case B - Reconfirmation of an item for which a partial shipment has already been processed**

To reconfirm the quantity to be delivered for a partially shipped order line, it is necessary to reconfirm the total quantity requested.

It is therefore essential to separate the quantity already shipped from the quantity still to be delivered.

➔ Split the line to reconfirm:

- the first line with the quantity already shipped on the initial delivery date (on first confirmation)
  - the second line with the quantity and the new delivery date for the quantity still to be delivered
- 

# CASE A: RECONFIRMATION OF THE WHOLE ITEM

› Selects the orders or the Items to reconfirms [1]

<input type="button" value="Confirm"/> <input type="button" value="Reject"/>													
<input type="checkbox"/>	<input type="checkbox"/>	Item No. ↑	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	C	Actions
▼	<input checked="" type="checkbox"/>	Order No.: 6004716508											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	<input type="text" value="2/15/2023"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE			...
▼	<input type="checkbox"/>	Order No.: 6004716510											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	<input type="text" value="4/15/2023"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE			...
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	<input type="text" value="6/28/2023"/>	130 PCE	0 PCE		<input type="text" value="130"/> PCE			...
▼	<input type="checkbox"/>	Order No.: 6004716511											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Mar 10, 2023	<input type="text" value="4/5/2023"/>	90 PCE	0 PCE		<input type="text" value="90"/> PCE			...
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 18, 2023	<input type="text" value="4/20/2023"/>	120 PCE	0 PCE		<input type="text" value="120"/> PCE			...

› You can change the delivery date by clicking directly on the field " **estimated delivery** " [2]

› If needed, you can split the order's line in order to have several deadlines for different quantities of the same line. For this click on  and on " **split** " [3].

# CAS B: RECONFIRMATION IN CASE OF PARTIAL DELIVERY

› When an item has already been partially shipped, the reconfirmation process is as follows:

- Split the order line via the **action menu [1]**
- On the initial line, change the **quantity to be confirmed [2]** by filling the **quantity already shipped [3]**
- On the new line, in the field **delivery date [4]** fill in the new confirmation date and fill in the still to be delivered in **quantity to be confirmed [5]**



Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
Order No.: 6004716508										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100 PCE		...
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Confirm</span> <span>Reject</span> <span style="border: 1px solid orange; padding: 2px;">1</span> </div>										
Order No.: 6004729279										
1	IWIWB07141	Pont de rouage	Aug 29, 2022	8/29/2022	100 PCE	40 PCE	40 PCE	40 PCE		...
1	IWIWB07141	Pont de rouage	Aug 29, 2022	11/21/2022	100 PCE	40 PCE	40 PCE	60 PCE		...

Mettre les postes à jour

Fractionner

Créer un avis de non-conformité

The quantities shipped and received are identical for all lines and correspond to the total number of items shipped for this item.





The following process is common to the both cases A et B

- › Click on "**Confirm**", and then "**Confirm entire item**" (Common to the both cases)



Items to confirm (162)

> Edit filter | Save filter | RICHEMONT INTERNATION... | Last 365 days | Exclude confirmation not all... , +1 | Exclude ful

Confirm ▾ | Reject ▾

**1**

- Confirm schedule line
- Confirm entire item
- Confirm entire order

o. ↑	Supplier Part No.	Description	Need By
o.: 6004715966			
<input checked="" type="checkbox"/>	1	ANNEAU PANTH.CHARL OG USINE FINI	Nov 13, 2022
Order No.: 6017874909			

- › The **confirmation (reconfirmation) number [2]** will be identical to the first confirmation number.
- › Click on "**Submit**" [3]



Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: RICHEMONT INTERNATIONAL SA - CIG - QUAL Order No.: 6004715966 Confirmation number CONF5966 <b>2</b>					
Item No.: 1	Supplier Part No.:	Description: ANNEAU PANTH.CHARL OG USINE FINI			
1		Nov 13, 2022	190.00 PCE	16.00 CHF	190.00 PCE
Customer: RICHEMONT INTERNATIONAL SA - CIG - QUAL Order No.: 6017874909 Confirmation number					
Item No.: 1	Supplier Part No.:	Description: BAG TRINITY, 3 ORS PM			
1		Dec 5, 2022	5.00 PCE	€48.20 EUR	5.00 PCE
2		Dec 19, 2022	5.00 PCE	€48.20 EUR	5.00 PCE

**3**



# MASSLOAD RECONFIRMATION

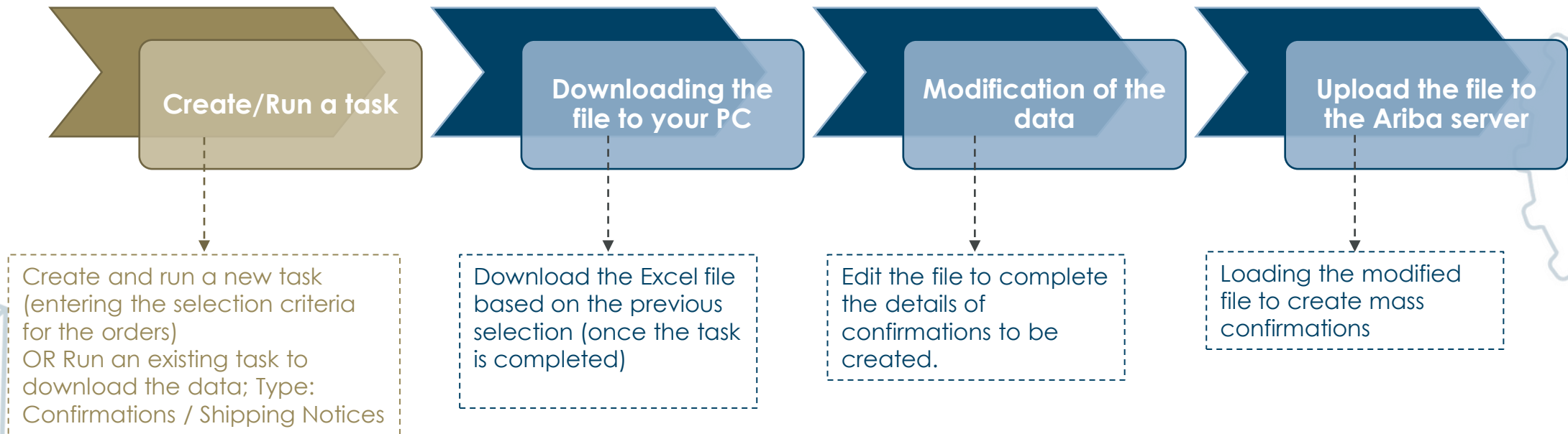
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> Mass confirmation consists of uploading a file containing all the information for several orders, in Excel format, to the portal.



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



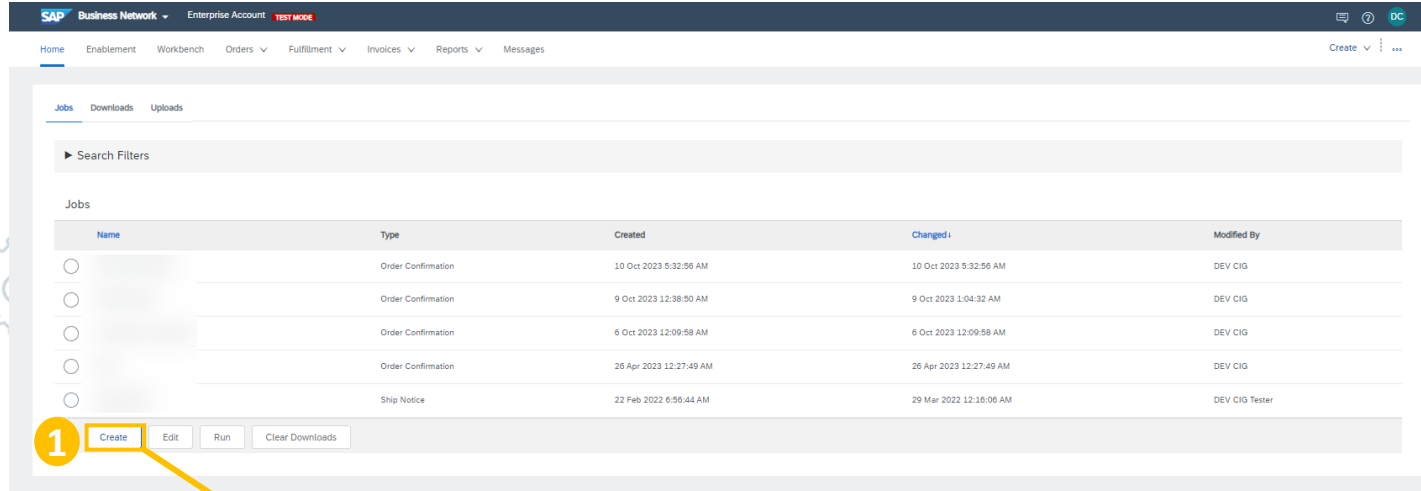
# MASS RECONFIRMATION (2/2)

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. Below these is a search bar with filters for 'Orders and Releases', 'RICHEMONT INTER...', 'Correspondance ex...', and 'N° de commande'. A central dashboard displays five key metrics: 9 New orders, 34 Orders, 167 Items to confirm, 96 Items to confirm, and 96 Items to ship. A dropdown menu is open on the right, with 'Upload/Download' highlighted in a yellow box. Below the dashboard, there are widgets for 'Bons de commande' (7.16M CHF) and 'Shipment tracking'.

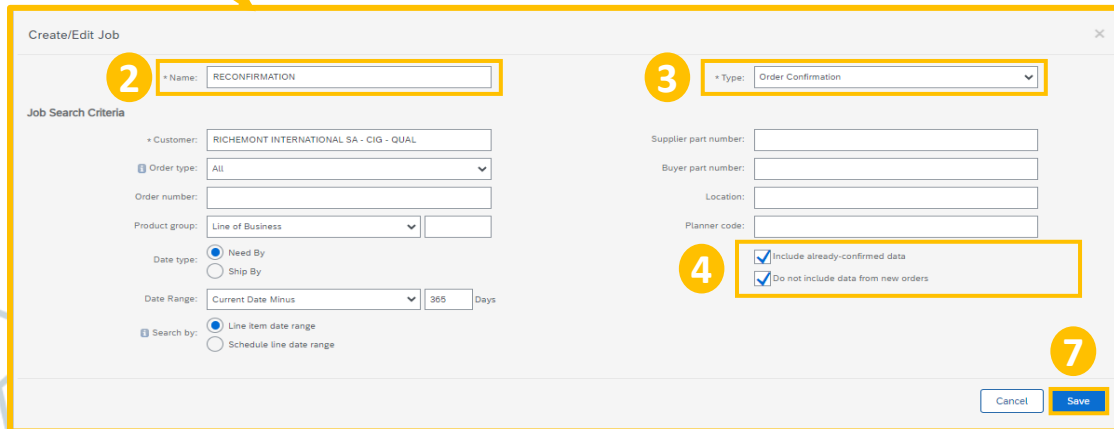
The screenshot shows the 'Jobs' page in SAP Business Network. It features a table with columns for Name, Type, Created, Changed, and Modified By. The table lists several jobs, including Order Confirmation and Ship Notice. At the bottom, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'.

Name	Type	Created	Changed	Modified By
<input type="radio"/>	Order Confirmation	10 Oct 2023 5:32:56 AM	10 Oct 2023 5:32:56 AM	DEV CIG
<input type="radio"/>	Order Confirmation	9 Oct 2023 12:38:50 AM	9 Oct 2023 1:04:32 AM	DEV CIG
<input type="radio"/>	Order Confirmation	6 Oct 2023 12:09:58 AM	6 Oct 2023 12:09:58 AM	DEV CIG
<input type="radio"/>	Order Confirmation	26 Apr 2023 12:27:49 AM	26 Apr 2023 12:27:49 AM	DEV CIG
<input type="radio"/>	Ship Notice	22 Feb 2022 6:56:44 AM	29 Mar 2022 12:16:06 AM	DEV CIG Tester

# MASS RECONFIRMATION – CREATE A TASK

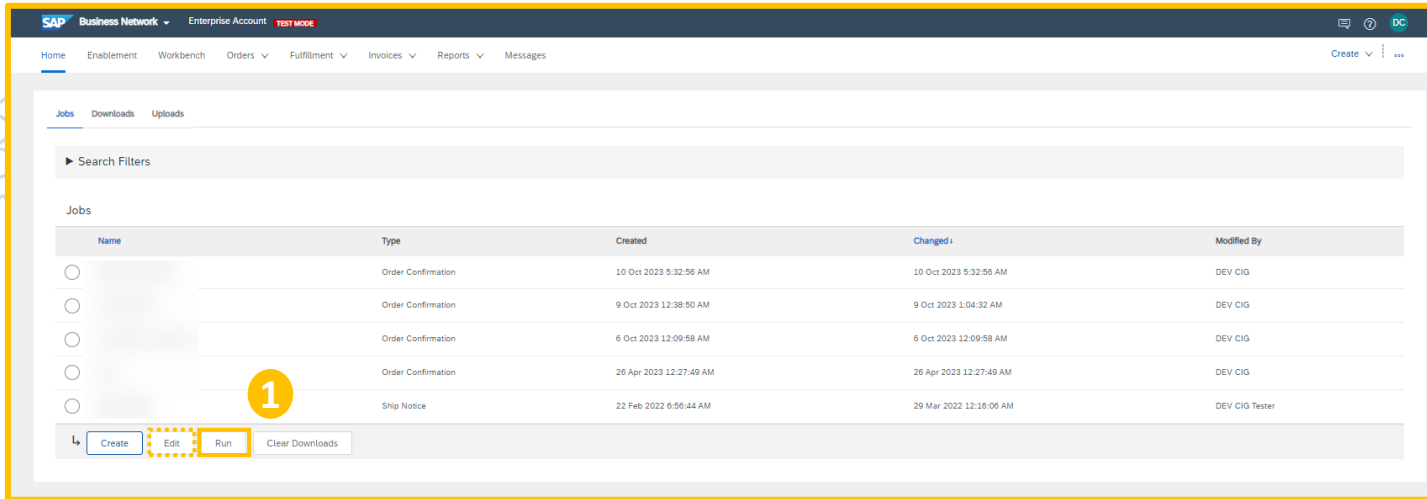


The very first step consists of creating a task, this task will then be reused the following times (Once a task is created, it can be modified or deleted)



1. Click on **Create**
2. Give a name to your report
3. Chose the "Confirmation" type
4. In case of Reconfirmation tick the 2 lines « Include already confirmed data » and « Do not include data from new orders »
5. Choose other criteria if necessary: location, planner code, etc.
6. 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).
7. The date range can contain a "variable" date. You can set it to the "current date" plus a certain number of days later (e.g. **Current Date +/- 365 days**). Do not use a date range based on "Ship By". Click on "**Save**"

# MASS RECONFIRMATION – 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 [1]**.
- > You will find the selections proposed in the previous slide "Create a task".

## ➤ ARIBA → Excel

➤ Switch to the "**Downloads**" tab

Job Name	Type	Last Run ↓	Last Run By	Status	File
Test Reconfirmation	Order Confirmation	11 Oct 2023 4:39:41 AM	DEV CIG	Completed	
Test Reconfirmation	Order Confirmation	10 Oct 2023 5:33:01 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 1:04:37 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 12:48:27 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 12:40:46 AM	DEV CIG	Completed	
confirmation commande	Order Confirmation	6 Oct 2023 12:14:59 AM	DEV CIG	Completed	
TEST	Order Confirmation	26 Apr 2023 12:27:52 AM	DEV CIG	Completed	
SHIp NOTICE	Ship Notice	29 Mar 2022 12:16:12 AM	DEV CIG Tester	Completed	
SHIp NOTICE	Ship Notice	22 Feb 2022 6:56:49 AM	DEV CIG Tester	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 **Ongoing** status, then click on **Refresh Status** button to refresh the list.

# MASS RECONFIRMATION – EXCEL FILE CREATION

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

SAP Ariba																	
Confirmations		Fuseau horaire : UTC+02:00			Articles à reconfirmer												
N° de confirmation	N° de commande	Type	Version de la commande	Date de la commande	Emplacement du client	Devise des frais d'expédition	Montant des frais d'expédition	Devise des taxes	Montant des taxes	Commentaire	N° de ligne de l'article	Numéro d'échéance	Niveau d'engagement	Statut actuel	Type d'article	Référence fournisseur de l'article	Référence client de l'article
	000000215	Commande		2	#####							3	1	Confirmé(e) - Approu	accept		CRM004LG2
	000000238	Commande		1	#####							1	1	Confirmé(e) - Approu	accept		PGG34P1A56
	000000238	Commande		1	#####							1	1	Confirmé(e) - Approu	accept		PGG34P1A56
	000000238	Commande		1	#####							1	2	Confirmé(e) - Approu	accept		PGG34P1A56

Niveau de révision de l'article	Quantité demandée	Quantité de confirmation	Quantité expédiée	Quantité reçue	Unité de mesure de l'article	Date réception demandée	Date de livraison	Date d'expédition de l'article	Montant du prix unitaire de l'article	Devise du prix unitaire de l'article	Instructions d'expédition de l'article	Devise des frais d'expédition de l'article	Montant des frais d'expédition de l'article	Devise des taxes de l'article	Montant des taxes de l'article	Commentaire concernant l'article	Numéro du lot d'articles fournisseur
A		10	10	0	PCE	04 déc 202	24 janv 2023		0	USD							
		10	5	7	PCE	20 nov 202	20 nov 2022		150	EUR							
		10	5	7	PCE	20 nov 202	31 janv 2023		150	EUR							
		5	5	0	PCE	30 nov 202	30 nov 2022		150	EUR							

- > 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, those you do not want to confirm
- > To split an order: copy/paste the desired line, then modify the quantities and delivery date, the sum of the split quantities must be equal to the line quantity. Partial reconfirmation not possible
- > Field to be filled in:
  - Confirmation number (column A): free choice and not mandatory
  - Item Type (column P) : **Accept** by default, replace by **Detail** when there is a price change
  - Confirmation quantity (column U): can be modified only if you **duplicate** the order line to make *confirmation deadlines*. The total quantity of the line must be confirmed.
  - Delivery date (column Z): can be modified
  - Item Unit Price Amount (column AB): can be modified (*in this case, it is important to contact the Maison*)



## ➤ Excel → ARIBA

Switch to the **"Uploads"** tab

- Click on **Upload**

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

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 Boucledor	Failed	<a href="#">↓</a>	<a href="#">↓</a>
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	<a href="#">↓</a>	<a href="#">↓</a>
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	<a href="#">↓</a>	

Upload Refresh Status

Upload File

\* Name : test \* Type : Order Confirmation

\* Customer : Maisons du groupe Richemont - TEST

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

Upload Cancel

- Name: required, free choice
- Type: Order confirmation
- Customer: Maisons Richemont
- Select the file you want in order to create to load
- Click on **Upload**



**RICHEMONT**