



eSHOP

Order confirmation

SUPPLIER GUIDE

—
Last update: 17.11.2023

RICHEMONT



PART 1
Tile configuration

ITEMS TO CONFIRM TILE

- > The **Items to Confirm** tile is accessible from the **Workbench** menu bar or from the home page.
- > This tile allows you to access the list of orders / order lines / schedule lines awaiting confirmation with the possibility of multiple filters
- > Click on "**Show more**" to display all the filters available

Workbench

4 New orders Last 31 days

20 Orders Last 31 days

160 Items to confirm To confirm

1 Postes à reconfirmer

101 Items to ship Last 31 days

Items to confirm (160) View: Items to be confirmed

Customers: NATIONAL SA - CIG - QUAL

Order numbers: Type selection

Creation date: Last 365 days

Need by date: None

Customer locations: Type selection

Ship by date: None

Show more Apply Reset

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.: 6004728434										
1	PGG34P1A56	MINI ALLIANCE POSS BANDEAU OR DIA, 56	Nov 25, 2022	11/25/2022	3 PCE	0 PCE		3 PCE	€150 EUR	...
Order No.: 6004716508										
2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 23, 2023	2/23/2023	130 PCE	0 PCE		130 PCE	21.3 CHF	...
Order No.: 6004715894										
1	PGG36M1316	BRACELET MYTH II OG DIA SAP	Nov 30, 2022	11/30/2022	1 PCE	0 PCE		1 PCE	€156 EUR	...
Order No.: 6004716477										
1	PGG34PL451	BAGUE POS BANDEAU OG MM 2 LIGNES DIA, 51	Jan 4, 2023	1/4/2023	10 PCE	0 PCE		10 PCE	€1 EUR	...
Order No.: 6004729279										

RECOMMENDED FILTER CONFIGURATION



→ Don't forget to save the filter and rename your file once personalized

Liste des filtres importants:

- **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)
 - ✓ Exclude confirmation not allowed : excludes orders that are not waiting for confirmation
 - ✓ Exclude fully confirmed : excludes orders fully confirmed
- **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

The screenshot shows the SAP Workbench interface for 'Items to confirm' (160). The 'View' dropdown is set to 'Items to be confirmed'. The filter configuration includes:

- Customers: ATIONAL SA - CIG - QUAL
- Creation date: Last 365 days
- Need by date: None
- Customer locations: Type selection
- Ship by date: None
- Company codes: Select or type selections
- Purchasing organizations: Select or type selections
- Purchasing groups: Type selection
- Ordering address IDs: Type selection
- Part numbers: Select or type selections
- Customer part numbers: Select or type selections
- Product group: All
- Planner codes: Type selection
- Order type: All
- Category: All
- Stock transfer type: All
- Ship from location: Select or type selections
- Supplier batch ID: Select or type selections
- Confirmation approval status: None
- Confirmation status: Exclude fully confirmed
- Shipping status: Exclude fully shipped
- Receiving status: Exclude fully received
- Invoicing status: Select or type selections
- External document type: Type selection
- Item Priority: RICHEMONT INTERNATIONAL SA - CIG - QUAL

- Filters to remove :
- **Invoicing status** (*remove defaults values*)



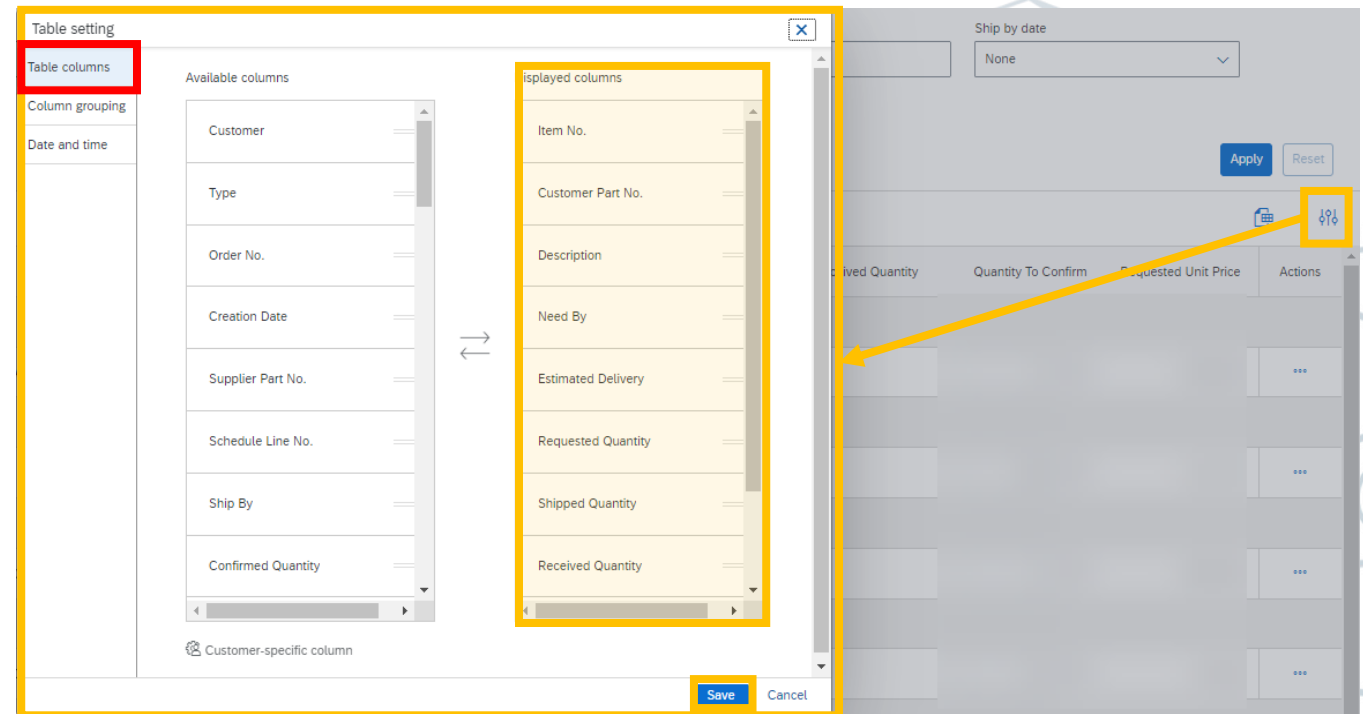
→ Verify that the view " Items to confirm " is selected.

> We recommend to display the **Table columns** as follows:

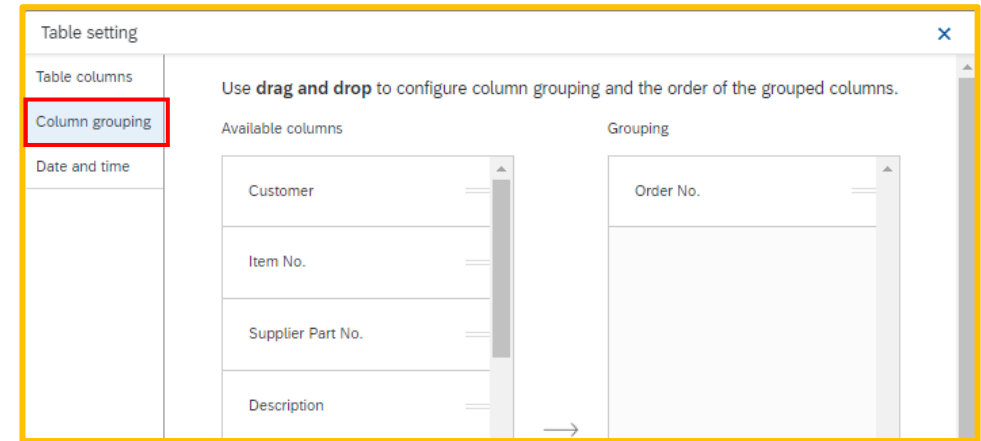
- **Item No.**
- **Supplier Part No.** (Richemont's Part No.)
- **Description**
- **Need by**
- **Estimated delivery** (Corresponds to the date before reconfirmation)
- **Requested quantity**
- **Shipped quantity**
- **Received quantity**
- **Quantity to confirm**
- **Requested Unit Price**

> Optional columns

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



- › It is possible to do a **column grouping**
We recommend grouping by **Order Number**
- › Once the configuration is complete click on " **save** "



- › Then, it is 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.
- › If you need to adapt the price, please make sure to inform the Maison at the same time.



Show more

Confirm Reject

Apply Reset

	Customer Part No.	Supplier Part No.	Description	Need By	Creation Date	Estimated Delivery	Requested Quantity	Quantity To Confirm	Requested U	Actions
▼	<input checked="" type="checkbox"/>		Order No.: 6016813351							
	<input checked="" type="checkbox"/>	CRFL100HPR0A	SF PSH PARF 100ML REVAMP	Nov 9, 2022	Oct 2, 2022	11/7/2024			€4315	...
▼	<input checked="" type="checkbox"/>	Order No.: 6016813358								
	<input checked="" type="checkbox"/>	CRVRALGEDPN3	VRAL LBDD EDP 16.4%PV RWLILIAL19	Nov 9, 2022	Oct 2, 2022	11/19/2024			€4	...
▼	<input type="checkbox"/>	Order No.: 6016813359								
	<input type="checkbox"/>	CRVRALCHX001	VRAL PSHEN EDT RWLILIAL2019 (10	Nov 9, 2022	Oct 2, 2022	11/20/2024			€1928	...
▼	<input type="checkbox"/>	Order No.: 6016817003								

Feedback

CUSTOMER CODES & LOCATIONS

Maison	Name of entity	Location	Purchasing organization	Customer Location	Company code
Cartier					
Cartier Watches	Manufactures Cartier Horlogerie (CHO)	Couvet, Glovelier, La Chaux-de-Fonds, Villars-sur-Glâne (CH)	M1CA	CHM1	CH01
Cartier Jewellery Swiss	Manufacture Cartier Joaillerie (PFS)	Le Locle (CH)	M3CA	CHM5	CH01
Cartier Jewellery France	Cartier Joaillerie International (PJF)	Paris, Reims, Besancon, Bezannes (FR)	M2CA	FRM1	FR02
Cartier Jewellery France	Cartier Joaillerie International (PHJ)	Paris (FR)	M2CA	FRM2	FR02
Cartier Jewellery France	Cartier Joaillerie International (CS)	Paris (FR)	M2CA	FRM7	FR02
Cartier Jewellery France	Cartier Joaillerie International (CCU-Centre compétences usinage Cartier)	Paris (FR)	M2CA	FRM8	FR02
Cartier Jewellery Italy	Platinum Guild International Italia (PGI)	Torino, Milano, Valenza (IT)	M8CA	ITM1	IT13
Cartier Stones	PGI / PJS / PJF / PHJ	Italie / Suisse / France	COCA	-	-
Cartier Parfums	Cartier Parfums	Paris (FR)	MBCA	FRMA	FR11
Cartier Parfums	Cartier Parfums	Villars-sur Glâne (CH)	MBCA	FRMA	CH01
Piaget					
Piaget	Piaget	Plan-les-Ouates, La Côte-aux-Fées, Genève aéroport, Villars-sur-Glâne (CH)	M1PI	CHM8	CH01
IWC					
IWC	IWC Schaffhausen	Schaffhausen (Manufakturzentrum MH and Hauptgebäude SH) (CH)	M1IW	CHM7	CH01
Panerai					
Panerai	Manufacture Officine Panerai	Neuchâtel (CH)	M1PA	CHMH	CH01
Panerai	Manufacture Officine Panerai	Villars-sur-Glâne (CH) - SAV	M1PA	CHC2	CH01
Vacheron Constantin					
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH)	M1VA	CHME	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH) - SAV	M1VA	CHC1	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Le Brassus (CH)	M1VA	CHMF	CH01
Van Cleef & Arpels					
Van Cleef & Arpels	Les Ateliers VCA	Paris (FR)	M2VC	FRM9	FR08
PRF					
Cartier Leather Goods	Cartier - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9CA	ITM3	IT15
Chloé Leather Goods	Chloé - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9CH	ITM3	IT15
Mont Blanc Leather Goods	Mont Blanc - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9MB	ITM3	IT15
Dunhill Leather Goods	Dunhill - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9DU	ITM3	IT15
Serapian Leather Goods	Serapian - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9SR	ITM3	IT15
Richemont Leather Goods	Richemont - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9RI	ITM3	IT15



PART 2

Individual / Multiple order confirmation

CONFIRMATION OF AN INDIVIDUAL ORDER

Workbench

0 New orders (31 derniers jours) | 16 Orders (Plagés - 365 jours) | **3** Items to confirm (Save filter) | 7 Pending orders (Modifiées - 365 jours)

Items to confirm (3)

External Document Type	Item No.	Schedule Line No.	Customer Part No.	Description
Order No.: 6012385340				
Soumission	1	1	IWWA05453	BDR OR ROSE LI=1E
Soumission	1	1	IWWA05453	BDR OR ROSE LI=1E
Soumission	1	1	IWWA05453	BDR OR ROSE LI=1E

Items to confirm (56)

> Edit filter | Save filter | Maisons du groupe Richemo... | Next 365 days | Last 365 days | M1CA | Exclude confi

Confirm | Reject

Confirm schedule line
Confirm entire item
Confirm entire order

External Document Type	Item No. ↑	Schedule Line No.	Customer Part No.
Standard	1	1	CRMX006MR8
Order No.: 6012353593			

1. Go to Workbench
2. Tile "**Items to confirm**".
3. Select the order or order line
4. Click "**Confirm**", and then "**Confirm the entire Item**"
5. Enter a confirmation number
WARNING: The only special characters allowed are: « - », « / », « _ », « & », « # » et « \ »
6. Submit

Review orders to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Maisons du groupe Richemont - TEST Order No.: 6012356005 Confirmation number: 1655					
Item No.: 1 Supplier Part No.: Description: AIGUILL SEC CHRO AC BLU BLU L=16.25					
1	Jun 21, 2021		2,500.00 PCE	4.88 CHF	2,500.00 PCE

Submit Cancel

- From the Items to confirm file:

- By selecting multiple orders and one or more lines and clicking **Confirm entire item** (= Confirm the entire order line) or **Confirm entire order** (do not confirm on the due date in order to confirm an entire order line)



In Workbench / file Items to Confirm:

1. Select the orders to validate
2. Adapt **Estimated delivery date** if necessary
3. Click **Confirm**, then Confirm the entire order

Click **Next**
Click **Submit**

Workbench

4 New orders (Last 31 days) | 20 Orders (Last 31 days) | 160 Items to confirm (To confirm) | 1 Items to confirm (Postes à reconfirmer) | 101 Items to ship (Last 31 days)

Items to confirm (160) View: Items to be confirmed

Customers: Select or type selections | Order numbers: Type selection | Creation date: Last 365 days | Need by date: None | Customer locations: Type selection | Ship by date: None

Partial match (selected) | Exact match

Show more | Apply | Reset

	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
<input checked="" type="checkbox"/>	6004728434									
<input checked="" type="checkbox"/>	1 PGG34P1A56	MINI ALLIANCE POSS BANDEAU OR DIA, 56	Nov 25, 2022	11/25/2022	3 PCE	0 PCE		3 PCE		
<input type="checkbox"/>	Order No.: 6004716508									
<input type="checkbox"/>	2 CRMX002XLX	BACK SAINT GALBÉE PM ST SAT	Feb 23, 2023	2/23/2023	130 PCE	0 PCE		130 PCE		
<input checked="" type="checkbox"/>	Order No.: 6004715894									
<input checked="" type="checkbox"/>	1 PGG36M1316	BRACELET MYTH II OG DIA SAP	Nov 30, 2022	11/30/2022	1 PCE	0 PCE		1 PCE		
<input type="checkbox"/>	Order No.: 6004716477									
<input type="checkbox"/>	1 PGG34PL451	BAGUE POS BANDEAU OG MM 2 LIGNES DIA, 51	Jan 4, 2023	1/4/2023	10 PCE	0 PCE		10 PCE		
<input type="checkbox"/>	Order No.: 6004729279									
<input checked="" type="checkbox"/>	2 IWIB07141	Pont de rouage	Aug 29, 2022	8/29/2022	50 PCE	0 PCE		50 PCE		
<input type="checkbox"/>	2 IWIB07141	Pont de rouage	Sep 1, 2022	9/1/2022	50 PCE	0 PCE		50 PCE		



SPLIT ORDER LINES

- > You can split an order line into 2 or multiple lines if you want to confirm on several different delivery dates.
- > To do this, select the line and in the **Actions** column, click on the and then " **Split** "

<input type="button" value="Confirm"/> <input type="button" value="Reject"/>											
✓ <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"/>	Order No.: 6004728434										
<input type="checkbox"/>	1	PGG34P1A56	MINI ALLIANCE POSS BANDEAU OR DIA, 56	Nov 25, 2022	11/25/2022	3 PCE	0 PCE		<input type="text" value="3"/>		 Update line items Split Create quality notification
✓ <input type="checkbox"/>	Order No.: 6004716508										
<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 23, 2023	2/23/2023	130 PCE	0 PCE		<input type="text" value="130"/>		
✓ <input type="checkbox"/>	Order No.: 6004715894										
<input type="checkbox"/>	1	PGG36M1316	BRACELET MYTH II OG DIA SAP	Nov 30, 2022	11/30/2022	1 PCE	0 PCE		<input type="text" value="1"/>	PCE	€156 EUR
✓ <input type="checkbox"/>	Order No.: 6004716477										
<input type="checkbox"/>	1	PGG34PL451	BAGUE POS BANDEAU OG MM 2 LIGNES DIA, 51	Jan 4, 2023	1/4/2023	10 PCE	0 PCE		<input type="text" value="10"/>	PCE	€1 EUR
✓ <input type="checkbox"/>	Order No.: 6004729279										
<input type="checkbox"/>	2	IWIWB07141	Pont de rouage	Aug 29, 2022	8/29/2022	50 PCE	0 PCE		<input type="text" value="50"/>	PCE	10 CHF
<input type="checkbox"/>	2	IWIWB07141	Pont de rouage	Sep 1, 2022	9/1/2022	50 PCE	0 PCE		<input type="text" value="50"/>	PCE	10 CHF
✓ <input type="checkbox"/>	Order No.: 6004729294										

- > The line will then be duplicated, and you will be able to propose 2 different dates with the corresponding quantities.



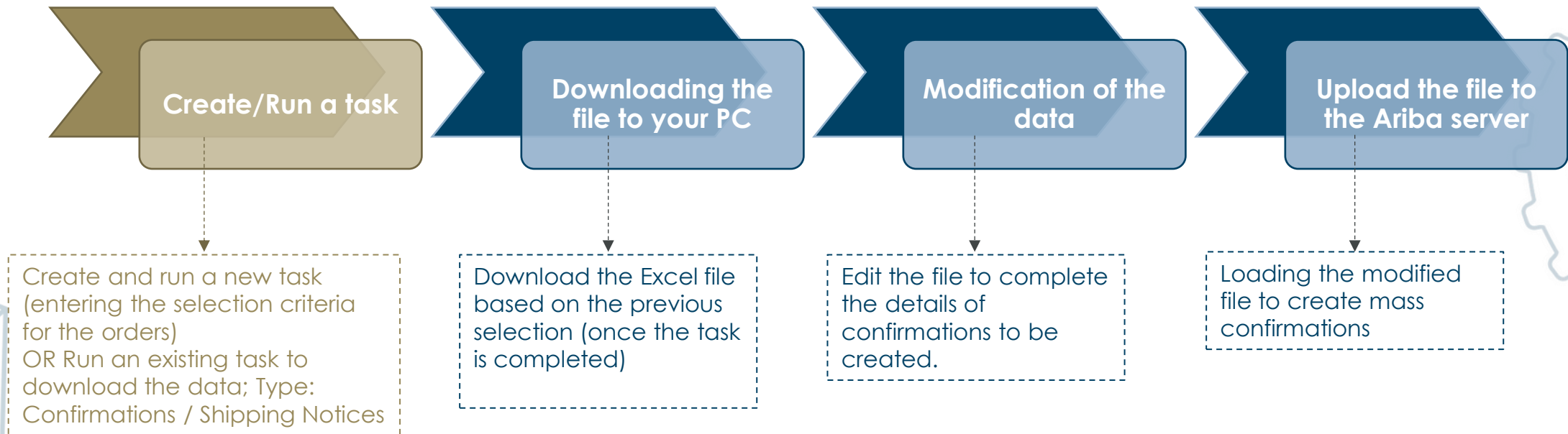
PART 3

Mass order confirmation

› 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:



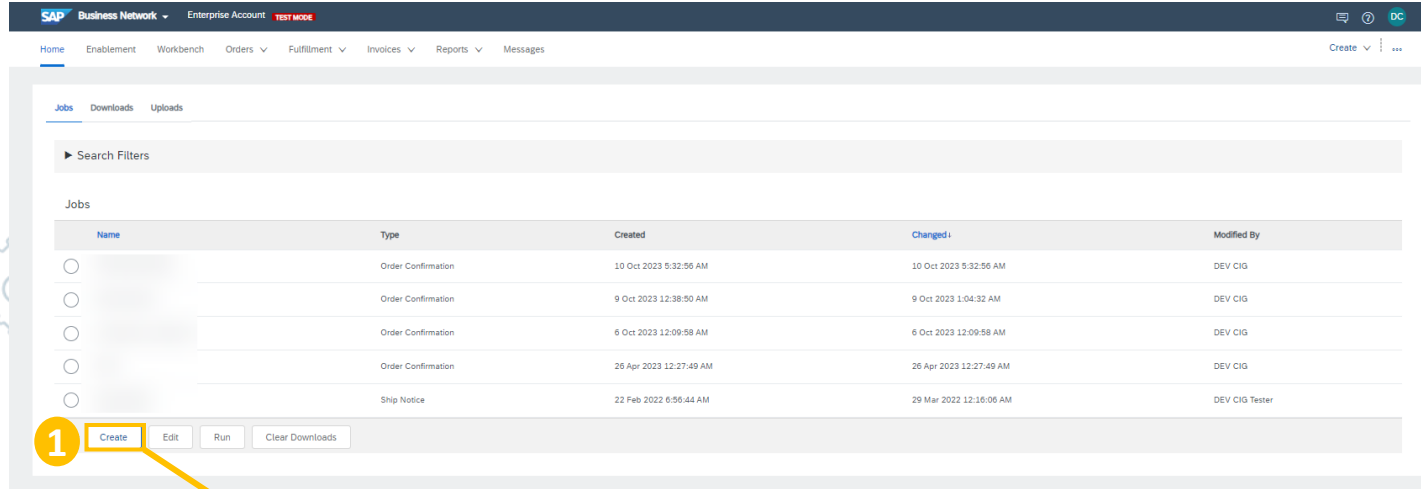
MASS CONFIRMATION (2/2)

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 this is a search bar with filters for 'Orders and Releases', 'RICHEMONT INTER...', 'Correspondance ex...', and 'N° de commande'. The main dashboard area features a 'Présentation' section with two tabs: 'Présentation' and 'Mise en route'. It displays five key metrics: 9 New orders (Last 31 days), 34 Orders (Last 31 days), 167 Items to confirm (To confirm), 96 Items to confirm (To reconfirm), and 96 Items to ship (Last 31 days). Below these are 'Mes widgets' including a 'Bons de commande' chart showing 7.16M CHF and a 'Shipment tracking' section. A dropdown menu is open on the right, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation', and 'Ship Notice'. The 'Excel Files' sub-menu is highlighted, with 'Upload/Download' selected.

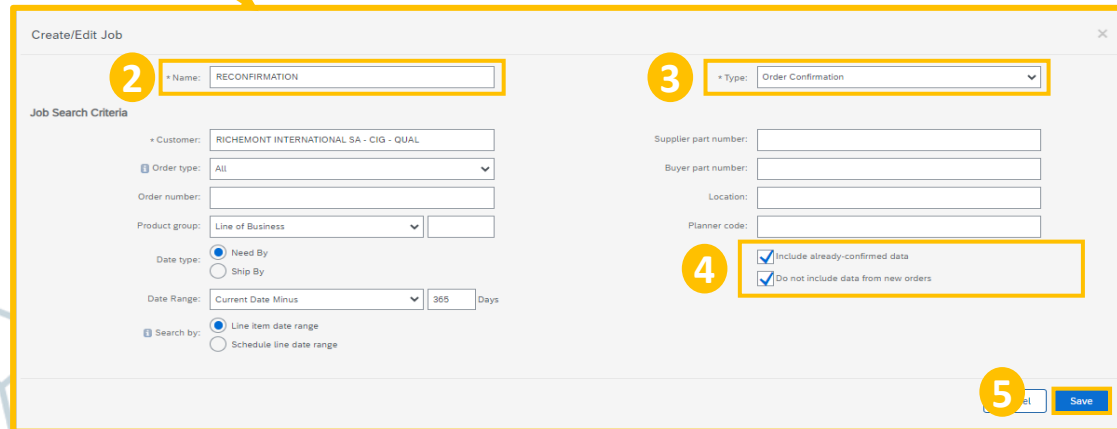
The screenshot shows the 'Jobs' page in SAP Business Network. It has tabs for 'Jobs', 'Downloads', and 'Uploads'. Below the tabs is a 'Search Filters' section. The main content is a table with the following columns: Name, Type, Created, Changed, and Modified By. The table contains five rows of data, each with a radio button in the 'Name' column. 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 CONFIRMATION – 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)

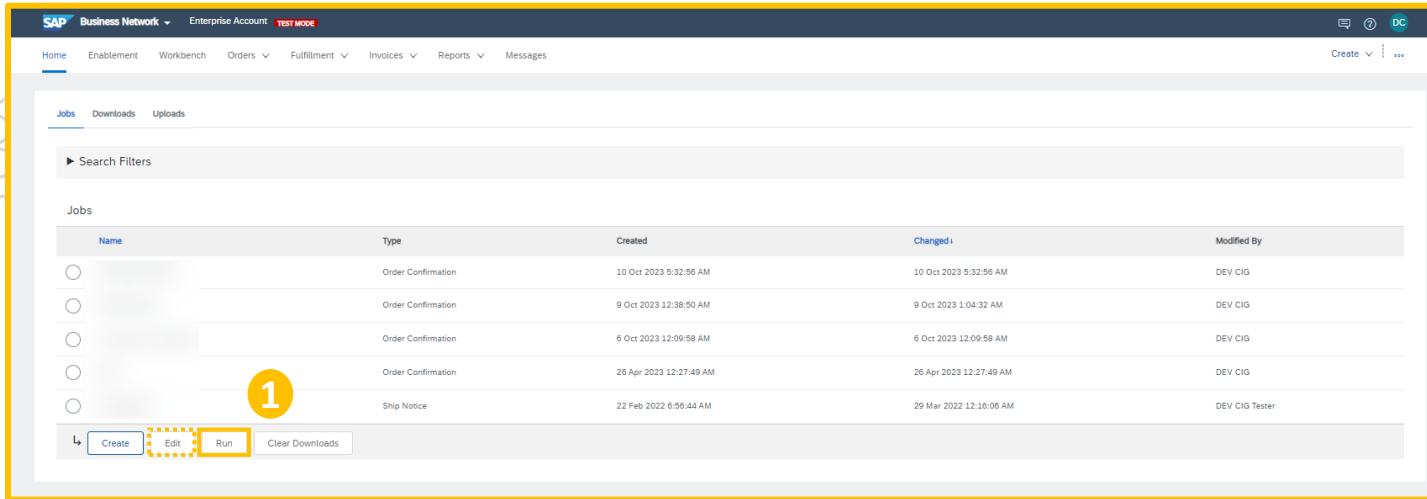


1. Click on **Create**
2. Give a name to your report
3. Chose the "Confirmation" type
4. In case of Reconfirmation tick the 2 lines « Include already confirmed data » and « Do not include data from new orders »

Choose other criteria if necessary: location, planner code, etc. 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). 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".

5. Click on "**Save**"

MASS CONFIRMATION – 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 CONFIRMATION – EXCEL FILE CREATION

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

SAP Ariba

Confirmations Time Zone: UTC+02:00

Confirmation Number	Current Confirmation Status	Order Number (*)	Order Type	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item number (*)	Schedule line number of order item	Requested Quantity	Total Shipped Quantity of Item	Total received quantity of Item	Confirmed Quantity (*)	Item Unit Of Measure (*)
	Unconfirmed	6019890518		5027			1	1	2316,8	0	0	2316,8	GRM
	Unconfirmed	6019932931		CRMXE0BZRO			10	1	20	0	0	20	MTR
	Unconfirmed	6019957843		CRMPFINOJA			1	1	100	0	0	100	GRM

Requested Date	Confirmed Delivery Date	Confirmed Price	Item Unit Price Currency	Quantity of Price unit	Confirmation Type (*)	Header Comment	Item Comment	Item Revision Level	Order Date (*)	Customer Site Id
16 févr 2024	16 févr 2024	0,01	EUR		accept				09 févr 2024 02:00:00 PM	"CHM5 AGOSI AG"
22 avr 2024	22 avr 2024	43,84	EUR		accept				08 avr 2024 02:00:00 PM	"CHM5 Manufactur
23 avr 2024	23 avr 2024	10	EUR		accept				25 avr 2024 02:00:00 PM	"FRM1 Cartier Joaill

- > 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:** free choice and not mandatory
 - **Confirmed Quantity :** can be modified only if you **duplicate** the order line to make *confirmation deadlines*. The total quantity of the line must be confirmed.
 - **Confirmed Delivery Date :** can be modified
 - **Confirmed Price :** can be modified (*in this case, it is important to contact the Maison*)
 - **Item Type :** **Accept** by default, replace by **Detail** when there is a price change

➤ 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

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	↓	↓
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 : 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