



# eSHOP

Order confirmation

## SUPPLIER GUIDE

—  
Last update: 17.11.2023

RICHEMONT



PARTIE 1  
**TILE CONFIGURATION**

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RICHEMONT

# 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	CRM002XLX	BACK SANT GALBEE 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
- Order numbers: Type selection
- 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: RICHMONT INTERNATIONAL SA - CIG - QUAL



## Filters to remove :

- **Invoicing status** (*remove defaults values*)



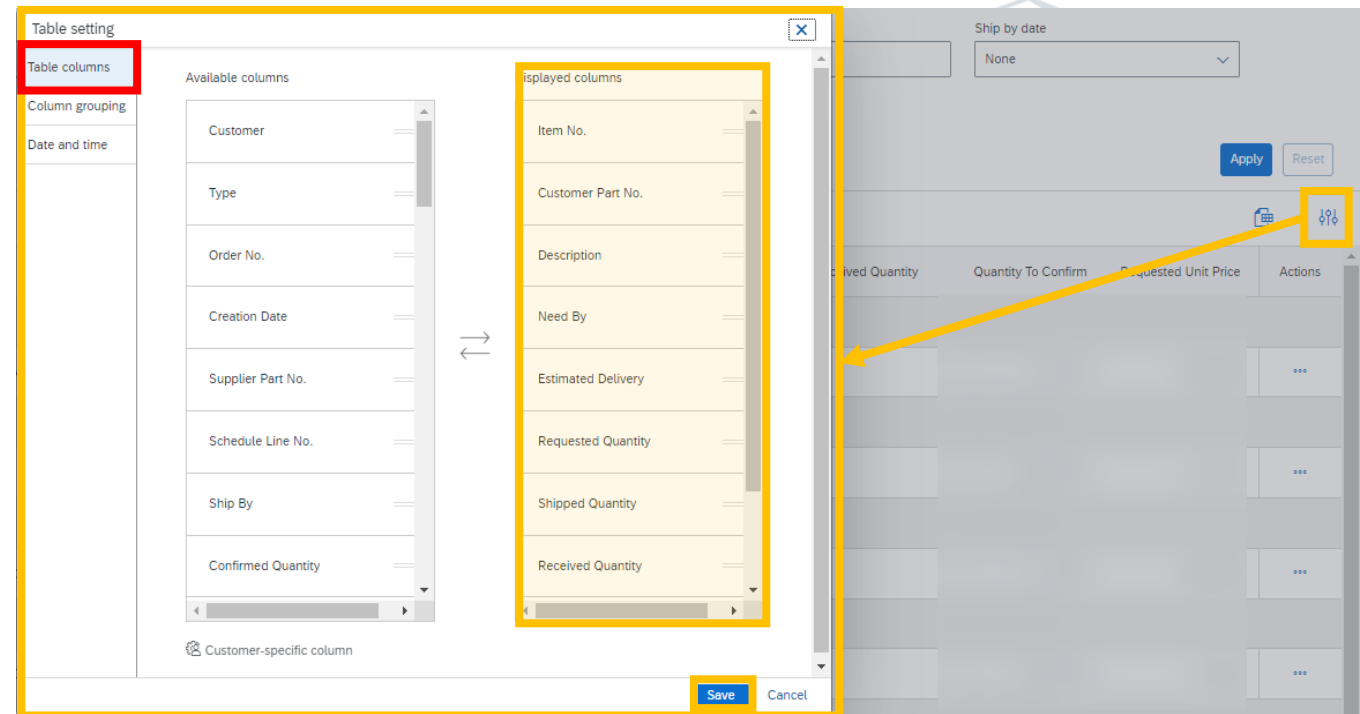
→ Verify that the view " Items to confirm " is selected.

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

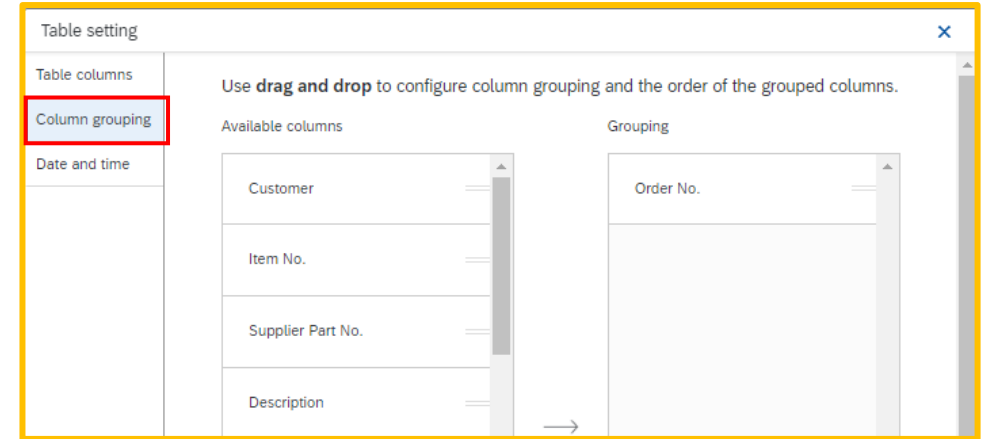
- **Item No.**
- **Supplier Part No.** (Richemont's Part No.)
- **Description**
- **Need by**
- **Estimated delivery** (Corresponds to the date before reconfirmation)
- **Requested quantity**
- **Shipped quantity**
- **Received quantity**
- **Quantity to confirm**
- **Requested Unit Price**

> 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 type="checkbox"/>									
▼	<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							

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# CUSTOMER CODES & LOCATIONS

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



## PARTIE 2

# INDIVIDUAL / MULTIPLE ORDER CONFIRMATION

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# CONFIRMATION OF AN INDIVIDUAL ORDER

The screenshot shows the SAP Workbench dashboard. The 'Workbench' tab is selected. There are four tiles: 'New orders' (0), 'Orders' (16), 'Items to confirm' (3), and 'Modified orders' (7). The 'Items to confirm' tile is highlighted with a yellow box and a circled '2'. Below the tiles, there is a table of 'Items to confirm (3)'. The first row is highlighted with a yellow box and a circled '3'. The table has columns: External Document Type, Item No., Schedule Line No., Customer Part No., and Description.

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

The screenshot shows the 'Items to confirm (56)' table. The table has columns: External Document Type, Item No., Schedule Line No., and Customer Part No. The first row is highlighted with a yellow box and a circled '4'. The table has a 'Confirm' dropdown menu and a 'Reject' button. A dropdown menu is open, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm entire item' option is highlighted with a yellow box.

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

The screenshot shows the 'Review orders to confirm' dialog. The dialog has a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The first row is highlighted with a yellow box and a circled '5'. The 'Confirmation number' field is highlighted with a yellow box and a circled '5'. The 'Submit' button is highlighted with a yellow box and a circled '6'.

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: 16551			
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

- 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:

- Select the orders to validate
- Adapt **Estimated delivery date** if necessary
- 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

Confirm	Reject	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"/>	<input type="checkbox"/>	6004728434									
<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	Order No.: 6004716508									
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Order No.: 6004715894									
<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	Order No.: 6004716477									
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Order No.: 6004729279									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 IWIB07141	Pont de rouage	Aug 29, 2022	8/29/2022	50 PCE	0 PCE		50 PCE		
<input type="checkbox"/>	<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"/>		
											<div style="border: 1px solid gray; padding: 2px;"><input type="button" value="Update line items"/> <input type="button" value="Split"/> <input type="button" value="Create quality notification"/></div>
✓ <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.



PARTIE 3  
**MASS ORDER CONFIRMATION**

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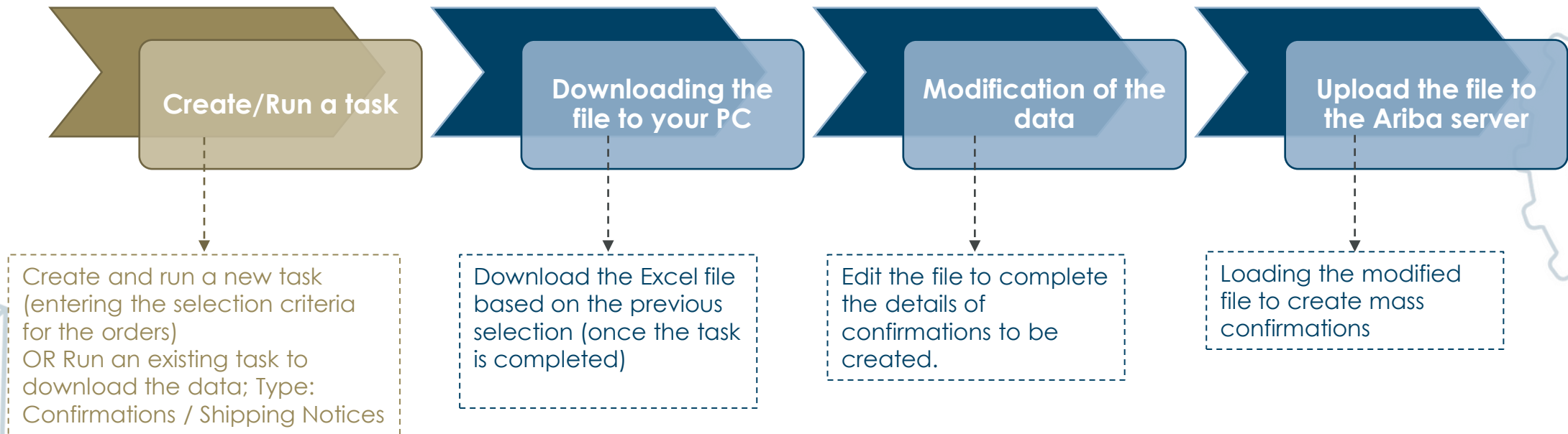


RICHEMONT

› 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:



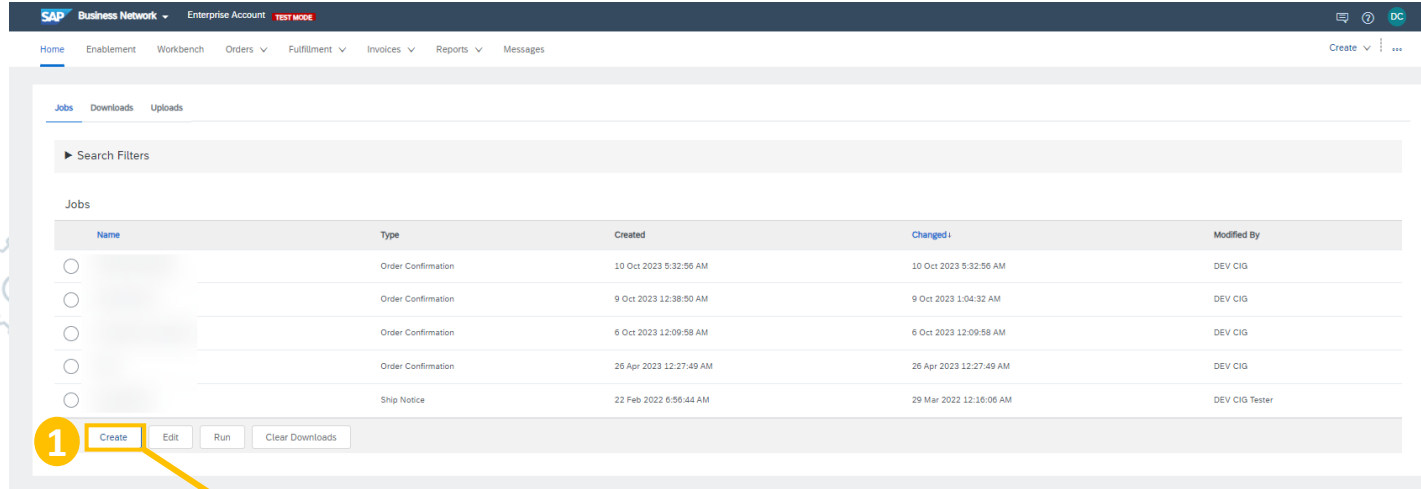
# MASS CONFIRMATION (2/2)

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 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'.

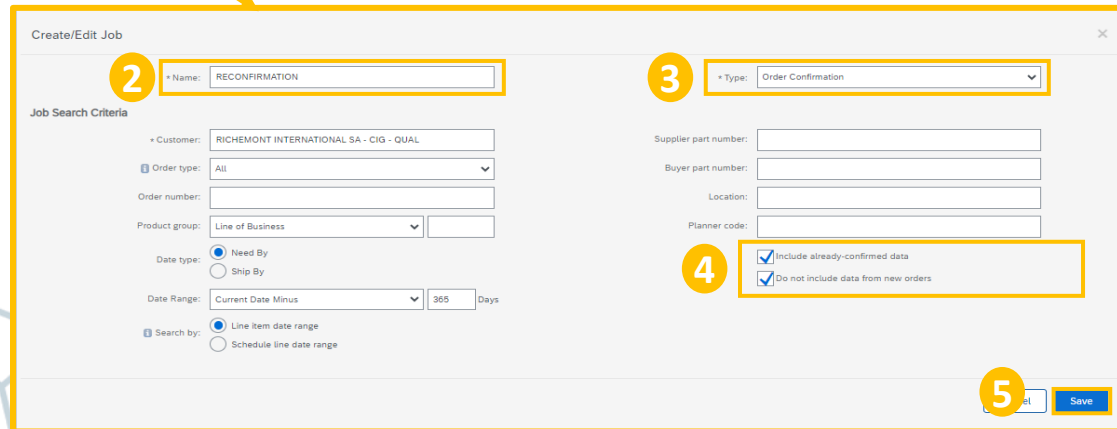
The screenshot shows the 'Jobs' page in SAP Business Network. It features a table with columns for Name, Type, Created, Changed, and Modified By. The table lists several 'Order Confirmation' jobs and one 'Ship Notice' job. At the bottom, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'.

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)

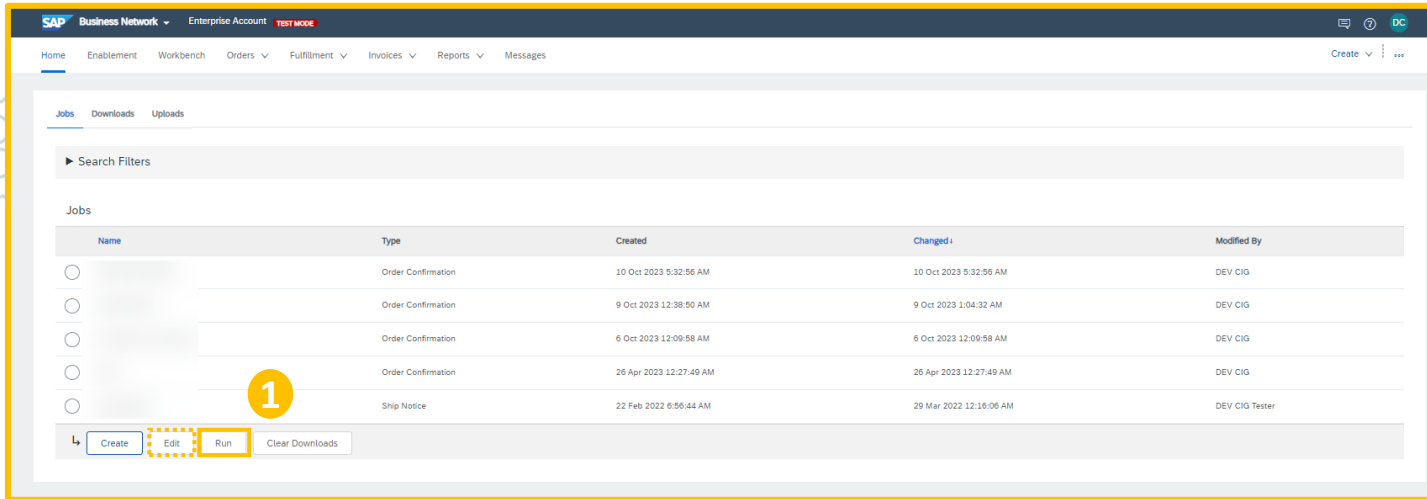


1. Click on **Create**
2. Give a name to your report
3. Chose the "Confirmation" type
4. In case of Reconfirmation tick the 2 lines « Include already confirmed data » and « Do not include data from new orders »

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		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	1	Confirmé(e) - Approu	accept		PGG34P1A56
	000000238	Commande		1	#####						1	1	1	Confirmé(e) - Approu	accept		PGG34P1A56
	000000238	Commande		1	#####						1	2	1	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 202		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

Home Workbench Orders Fulfillment Invoices Reports Messages

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	<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  
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Upload Cancel

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