



INVOICE STATUS VISIBILITY

User Guide

Last Update : 18/12/2023





We are happy to share with you the status of your invoices through the Ariba SBN portal.
This new feature is going to:

- ❑ Help you to **decrease the administrative workload** with less phone calls, e-mails, ...
- ❑ Provide you more **visibility** on future **cash inflows**.
- ❑ Through the **messaging feature**, allows you an exchange of specific questions/answers with the customers



*> **Important** : The current payment notifications sent via e-mail are going to continue*

1. Permissions configuration
2. Configuration of the “*Invoices*” tile 
3. Display of the invoice status
4. Utilization of the messaging feature
5. Reports creation
6. Notifications 





INVOICE STATUS

1. Permissions configuration

› To display the invoice status, it is imperative that your administrator adapts the authorizations of the users concerned by assigning them the following permissions:

- **Outbox access**
- **Invoice report administration**



Permissions

Each role must have at least one permission.

Show me all the available permissions

| <input checked="" type="checkbox"/> | Permission | Description |
|-------------------------------------|-------------------------------|---|
| <input checked="" type="checkbox"/> | Invoice Report Administration | Access to Reporting, and Invoice Report type |
| <input checked="" type="checkbox"/> | Outbox Access | View and search documents in Outbox and take actions based on your role |



If you need to create a new user or for more details about the user account management as an administrator, you can consult the user guide “User account management”





INVOICE STATUS

2. Tile configuration

TILE CONFIGURATION

- › The **Invoice** tile is accessible from the **Workbench [1]**
- › Click on the "**Customize**" button **[2]** to add the new tile

SAP Business Network Enterprise Account TEST MODE DC

Home Er **1** Workbench Orders Fulfillment Invoices Reports Messages Create ...

Workbench **2** Customize

5 New orders Last 31 days

16 Orders Last 31 days

165 Items to confirm To confirm

96 Items to confirm To reconfirm

96 Items to ship Last 31 days

5 Invoices 31 derniers jours

- › Click on the button **+** **[3]** to add the invoices tile in your workbench's tile list
- › Click on "**Apply**" **[4]** to confirm

Customize Workbench **4** Apply Cancel

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

5 New orders Last 31 days

16 Orders Last 31 days

165 Items to confirm To confirm

96 Items to confirm To reconfirm

96 Items to ship Last 31 days

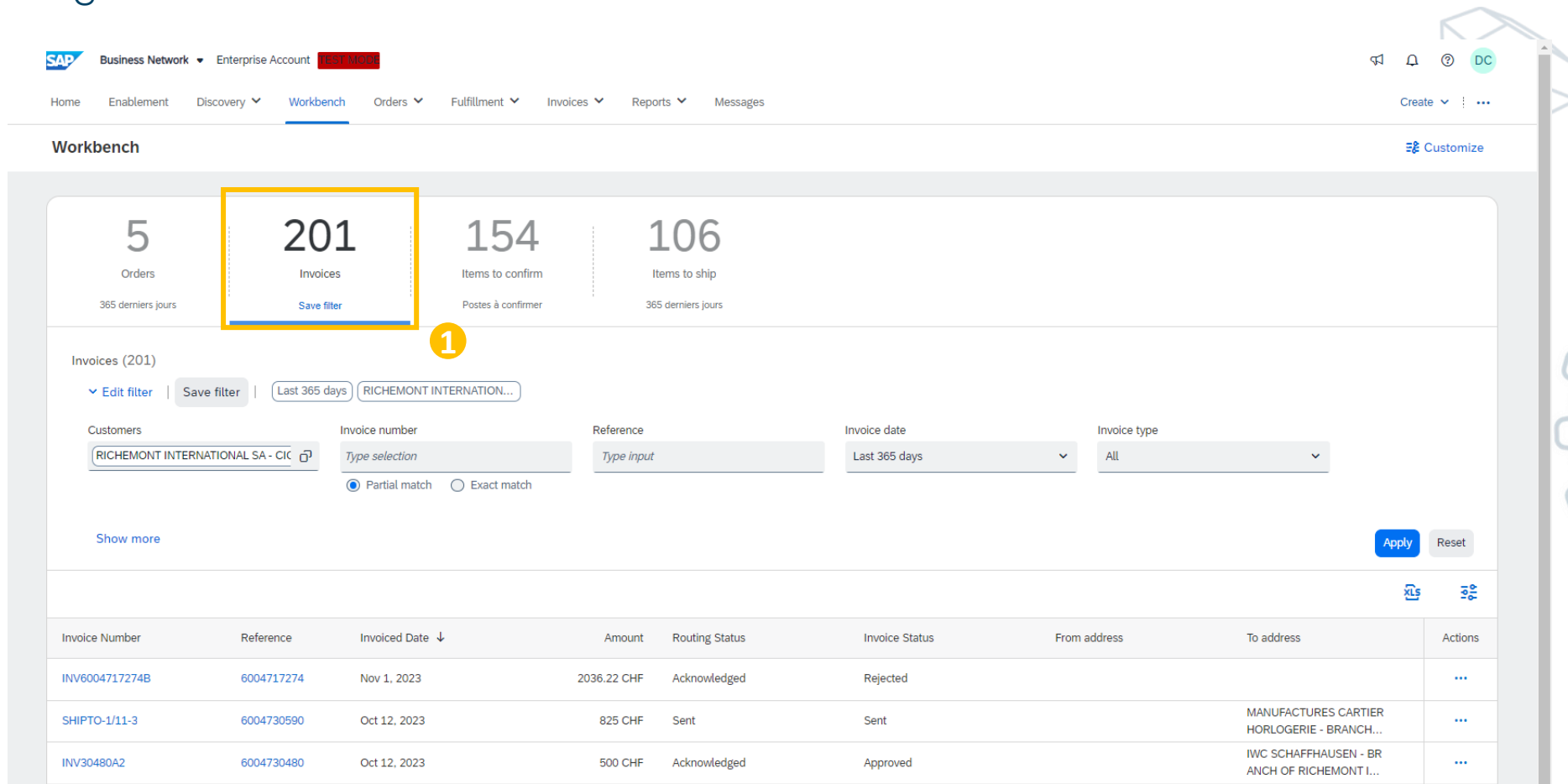
+ **3**

Invoice

| | | |
|--|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Invoices ? + | Rejected invoices ? + | Overdue invoices - Not ap... ? + |
| Overdue invoices - Approv... ? + | Invoices pending approval ? + | Approved invoices pendin... ? + |
| Paid invoices ? + | Draft invoices ? + | Credit Memos ? + |
| Debit Memos ? + | | |

TILE CONFIGURATION

- › The **Invoices [1]** tile needs to be personalized, you will find in the next slides the recommended filters and columns configuration



The screenshot displays the SAP Business Network Workbench interface. The 'Invoices' tile is highlighted with a yellow box and a red '1' in a circle. The tile shows 201 invoices, with filters for 'Last 365 days' and 'RICHEMONT INTERNATION...'. Below the filters is a table of invoice details.

| Invoice Number | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address | Actions |
|----------------|------------|-----------------|-------------|----------------|----------------|--------------|---|---------|
| INV6004717274B | 6004717274 | Nov 1, 2023 | 2036.22 CHF | Acknowledged | Rejected | | | ... |
| SHIPTO-1/11-3 | 6004730590 | Oct 12, 2023 | 825 CHF | Sent | Sent | | MANUFACTURES CARTIER HORLOGERIE - BRANCH... | ... |
| INV30480A2 | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged | Approved | | IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT I... | ... |



Refer to the "tiles, filters and columns management" user guide to add / personalize / configure your "Invoice" tile

RECOMMENDED FILTERS CONFIGURATION

› You will find below the list of recommended filters

- **Customers** : Maisons Richemont
- **Invoice date** : Last 365 days

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Workbench' section shows a summary of key metrics: 5 New orders (Last 31 days), 16 Orders (Last 31 days), 165 Items to confirm (To confirm), 96 Items to confirm (To reconfirm), 96 Items to ship (Last 31 days), and 5 Invoices (Save filter). Below this, the 'Invoices (5)' section is active, showing a filter configuration grid. The grid includes fields for Customers (ATIONAL SA - CIG - QUAL), Invoice number (Type selection), Reference (Type input), Invoice date (Last 365 days), Invoice type (All), Invoice status (All), Status change date (None), Routing status (All), External invoice number (Type input), From country (Select or type selections), To country (Select or type selections), Min amount, Max amount, and Currency (CHF). The 'Apply' button is highlighted in blue.

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

RECOMMENDED COLUMN CONFIGURATION

› We recommend to display the table columns as below :

- Invoice Number
- Reference (Number of the PO)
- Invoiced date
- Invoice status
- Amount (**ATTENTION ! excluding tax**)
- To address

Table setting

Table columns

Column grouping

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

Displayed columns

Pin

Type

Customer

Routing Status

From address

Source Document

Submission Method

Origin

Invoice Number

Reference

Invoiced Date

Invoice Status

Amount

To address

Apply

Reset

To address

Actions

MANUFACTURES CARTIER HORLOGERIE - BRANCH...

IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT L...

IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT L...

IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT L...

MANUFACTURES CARTIER HORLOGERIE - BRANCH...

Save

Cancel



INVOICE STATUS

3. Display of the invoice status

DISPLAY OF THE INVOICES STATUS

› Once the tile is configured, you can display the status of your invoice in the column **Invoice Status**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. The 'Invoices' section is active, displaying a summary of 201 invoices. Below this, there are filter options for Customers, Invoice number, Reference, Invoice date, and Invoice type. A table of invoices is shown below the filters, with the 'Invoice Status' column highlighted in yellow. The table contains the following data:

| Invoice Number | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address | Actions |
|----------------|------------|-----------------|-------------|----------------|----------------|--------------|---|---------|
| INV6004717274B | 6004717274 | Nov 1, 2023 | 2036.22 CHF | Acknowledged | Rejected | | | ... |
| SHIPTO-1/11-3 | 6004730590 | Oct 12, 2023 | 825 CHF | Sent | Sent | | MANUFACTURES CARTIER HORLOGERIE - BRANCH... | ... |
| INV30480A2 | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged | Approved | | IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT I... | ... |
| INV30480A1 | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged | Rejected | | IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT I... | ... |
| INV30480A | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged | Rejected | | IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT I... | ... |



Which status are available ?

- **Sent** : The invoice is booked but not released for payment
- **Approved** : The invoice is released for payment
- **Paid** : The invoice is paid
- **Rejected** : The invoice is reversed by the buyer



INVOICE STATUS

4. Utilization of the messaging feature

UTILIZATION OF THE MESSAGING FEATURE

- › From the tile, open an invoice by clicking directly on the **invoice number [1]**
- › A **messaging feature [2]** is available from the invoice to allow you to communicate directly with the Maisons

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Workbench' section shows four summary tiles: Orders (5), Invoices (201), Items to confirm (154), and Items to ship (106). Below these is a table of invoices with columns for Invoice Number, Reference, Invoiced Date, Amount, and Routing Status. The first row, with invoice number INV6004717274B, is highlighted with a yellow box and a circled '1'. A yellow arrow points from this box to a larger, detailed view of the invoice on the right. This detailed view shows the invoice is 'Rejected' and includes a 'Rejected Invoice' section with reasons. A 'Messaging' window is open in the bottom right corner, with a yellow box and a circled '2' highlighting the 'Check it out!' message and the 'Post' button.

| Invoice Number | Reference | Invoiced Date | Amount | Routing Status |
|----------------|------------|---------------|-------------|----------------|
| INV6004717274B | 6004717274 | Nov 1, 2023 | 2036.22 CHF | Acknowledged |
| SHIPTO-1/11-3 | 6004730590 | Oct 12, 2023 | 825 CHF | Sent |
| INV30480A2 | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged |
| INV30480A1 | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged |
| INV30480A | 6004730480 | Oct 12, 2023 | 500 CHF | Acknowledged |
| SHIPTO-01/11-1 | 6004730590 | Oct 12, 2023 | 825 CHF | Sent |

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-55: The invoice status has been successfully updated to Approved by RICHEMONT INTERNATIONAL SA - CIG - QUAL.
DOC-1: DOC-172: The document has been successfully validated by Ariba Network and started processing.
DOC-178: The document has been successfully processed in Ariba Network.
DOC-179: The document has been successfully processed in Ariba Network.
INV-55: The invoice status has been successfully updated to Rejected by RICHEMONT INTERNATIONAL SA - CIG - QUAL.
Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Standard Invoice:
Status: Rejected
Routing: Acknowledged
Invoice Number: INV6004717274B
Invoice Date: Wednesday 1 Nov 2023 10:26 AM GMT+00:00
Original Purchase Order: 6004717274
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: 2,036.22 CHF
Total Tax: 0.00 CHF
Total Shipping: 0.00 CHF
Amount Due: 2,036.22 CHF

PAYMENT TERMS:
Net Term: 30 Days

ADDITIONAL INFORMATION:
originalInvoiceNo: INV6004717274B
buyerInvoiceID: S101312444
fiscalYear: 2024
Date de paiement planifiée: 01-12-2023
Supplier VAT/Tax ID: CHE-102.006.333
Customer VAT/Tax ID: CHE-107.769.343 TVA

Original Purchase Order: 6004717274

UTILIZATION OF THE MESSAGING FEATURE

- › The messages will be sent to the financial services from the Maisons.
- › You will find the email address link to the purchase organization in the table below

| Maison | Purch org | PROD Email Address |
|---------------------------------|-----------|--|
| MANUFACTURES CARTIER HORLOGERIE | M1CA | mch.ap@richemont.com |
| MANUFACTURE CARTIER JOAILLERIE | M3CA | finance.mcj@cartier.com |
| IWC SCHAFFHAUSEN | M1IW | invoice@iwc.com |
| PANERAI | M1PA | finance.manufacture@panerai.com |
| PIAGET | M1PI | compta-fournisseurs.piaget@piaget.com |
| VACHERON CONSTANTIN | M1VA | vacheron.accounting@richemont.com |



INVOICE STATUS

5. Reports creation

- > You can create an invoice report in Excel format from the “ **Report** ” menu on the home page, by choosing the “ **Invoice** ” [1] report type and then click on “ **Next** ” [2]
- > Be sure to select a **date range** [3] for the creation date and select the **maximum number of results (1000)** [4]

> The invoice status can be viewed in the **column M** of the report

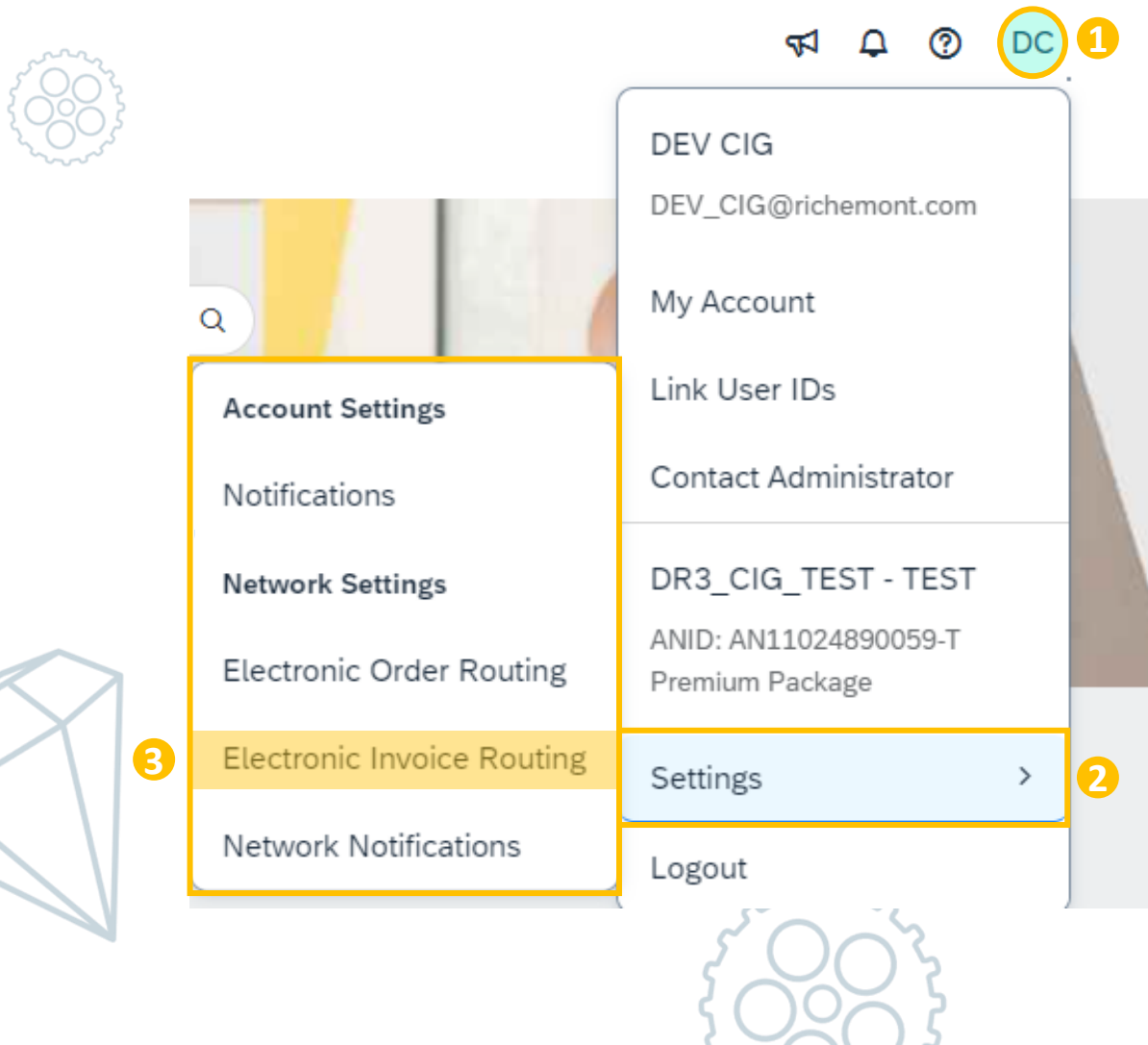
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|------------|------------|--------|--------------|--------------|-----------|----------|---------|-------------|---------------|------------------------|-------------|----------------|--------------|--------------|----------|-------------|--------------|--------------|--------------|--------|--------|
| Customer | Customer_A | Is CSC | Created Date | Invoice # | Reference | Currency | Amount | Disputed Am | Routing Statu | Invoice Statu | Status Comm | Invoice Status | Submitted By | Receiving Me | Origin | Source Docu | Submission I | Invoice Type | Payload ID | Copied | Signed |
| Maisons du | AN01393192 | Yes | 13 Sep 2023 | GTESHOP-20 | 6,02E+09 | CHF | -693.00 | | Acknowledge | 13 Sep 2023 3:10:18 PM | G | Approved | | cXML | Supplier | Order | Online | Single PO | 0e79a05c-da | Yes | No |
| Maisons du | AN01393192 | Yes | 7 Sep 2023 | 1 GTESHOP-20 | 6,02E+09 | CHF | 693.00 | | Acknowledge | 7 Sep 2023 10:09:01 AM | G | Approved | | cXML | Supplier | Order | Online | Single PO | 60ff3cfa-e33 | Yes | No |
| Maisons du | AN01393192 | Yes | 30 Aug 2023 | GTESHOP-20 | 6,02E+09 | CHF | -693.00 | | Acknowledge | 30 Aug 2023 5:25:52 PM | G | Approved | | cXML | Supplier | Order | Online | Single PO | e7973b04-8c | Yes | No |
| Maisons du | AN01393192 | Yes | 29 Aug 2023 | GTESHOP-20 | 6,02E+09 | CHF | 693.00 | | Acknowledge | 30 Aug 2023 2:00:09 AM | G | Approved | | cXML | Supplier | Order | Online | Single PO | eb9e66aa-4f | Yes | No |



INVOICE STATUS

6. Notifications

› Access the notification management page via the account configuration menu by following the next steps:



- 1) Click on the button with the user's initials
- 2) Click on Settings
- 3) Select **Electronic Invoice Routing** at the Network Setting level

- › It is possible to configure different notifications linked to the status of invoices:
 - **Send a notification when invoices are undeliverable or rejected [1]**
 - **Send a notification when invoice statuses change [2]**
- › Check the boxes for notifications that may interest you and provide the email addresses of the people who will be affected by these notifications
If you no longer wish to receive the notification, remove your email address from the list as a priority so as not to delete the notification for your other colleagues
- › For each type of notification, you can enter up to 3 different email addresses in the **dedicated fields [3]** by separating the addresses with a comma and without putting a space

| Notifications | | |
|--|---|--|
| Invoice Failure | <input type="checkbox"/> Send a notification when invoices are undeliverable or rejected. 1 | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> 3 |
| Invoice Status Change | <input type="checkbox"/> Send a notification when invoice statuses change. 2 | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |
| Invoice Created Automatically from Receipts | <input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt. | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |
| Invoice Created Automatically from Service Sheets | <input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet. | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |
| Invoice conversion (Supported formats: .pdf, .png, .jpg) | <input type="checkbox"/> Send a notification when the invoice conversion fails. | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |
| | <input type="checkbox"/> Send a notification when the status of the template changes. | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |
| | <input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion. | <input type="text" value="ch_ric_eas.eshop@richemont.com"/> |



RICHEMONT