



Richemont LTSD Supplier Application

Long-term Supplier Declarations – SAP Business Network

INTRODUCTION

Welcome to the LTSD Supplier App.

This guide provides step-by-step instructions on how to use this digital solution to communicate to Richemont's Maisons if your products qualify for Free Trade Agreements (FTAs).

The app streamlines the process of maintaining Long-Term Supplier Declarations (LTSD) and submitting product preference information, duly signed and stamped, to the Maisons.



HOME

➡ Select the section you want to consult



LTSD Portal

Connect to the BTP App

Widget Configuration

LTSD Dashboard

Manage LTSD Requests

Send LTSD Requests

Reminder Level on LTSD Requests



Complete Preferential Status

Individual for each product

Mass Update

Mass load via import file

NB : This document is interactive, click on the different areas to navigate

Connect to LTSD App

> Connect to the SBN URL

1. Click on the following link to access to the SBN portal : <https://service.ariba.com/Supplier.aw>
2. Enter Username
3. Click on «Next»

A screenshot of the 'Supplier sign-in' form. The form has a white background and a light gray border. It contains a 'Username' input field with a red border, a blue 'Next' button with a red border, a 'Forgot username' link, and a section for new users with the text 'New to SAP Business Network?' and links 'Register Now' and 'Learn more'. The form is set against a background with faint gear and diamond shapes.

Supplier sign-in

Username

Next

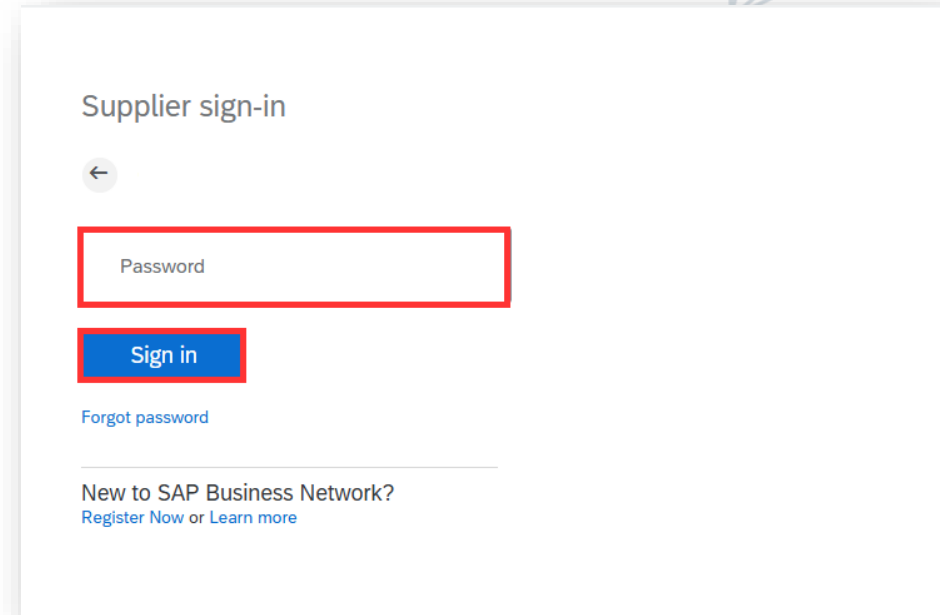
[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

Connect to LTSD App

> Connect to the SBN URL

1. Enter Password
2. Click on «Sign In»



Supplier sign-in

←

Password

Sign in

[Forgot password](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

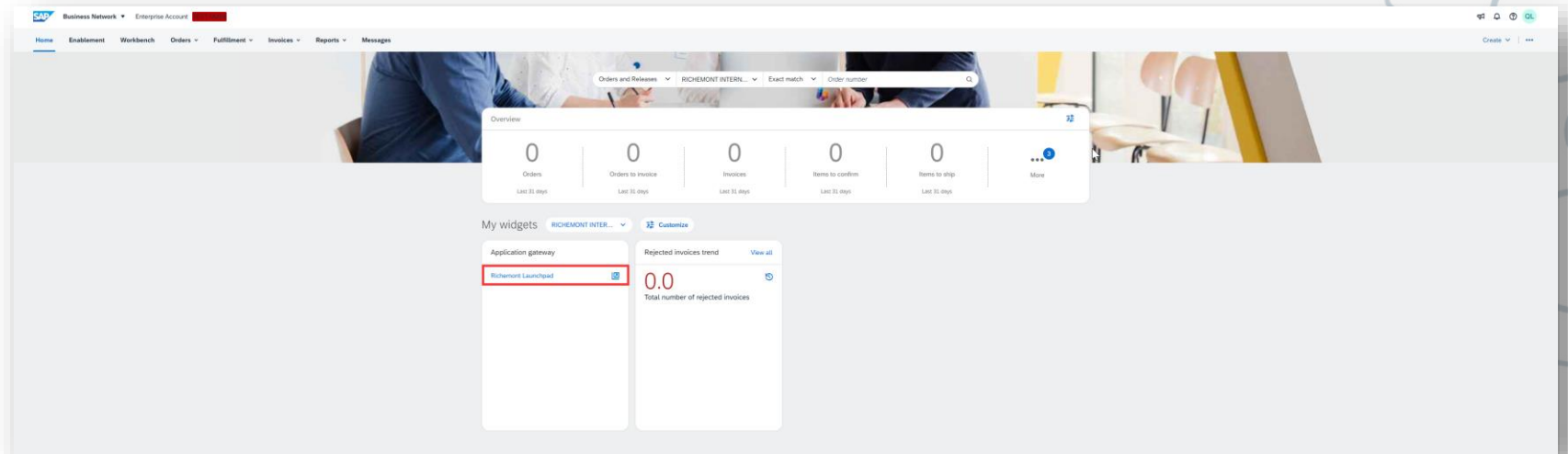
Connect to LTSD App

› Go to «Richemont Launchpad»

1. Click on the link “Richemont Launchpad” in the widget area



Widget missing ? See the
“Widget Configuration”
section to configure it



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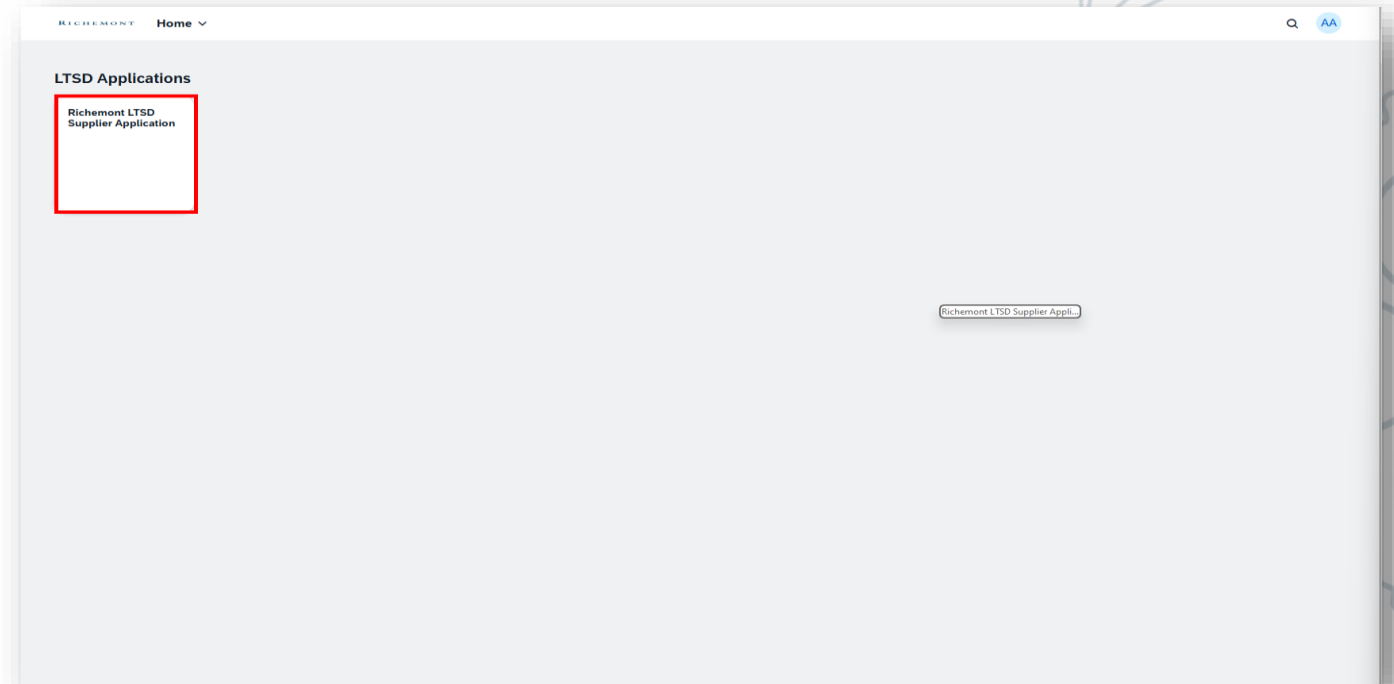
Next



Connect to LTSD App

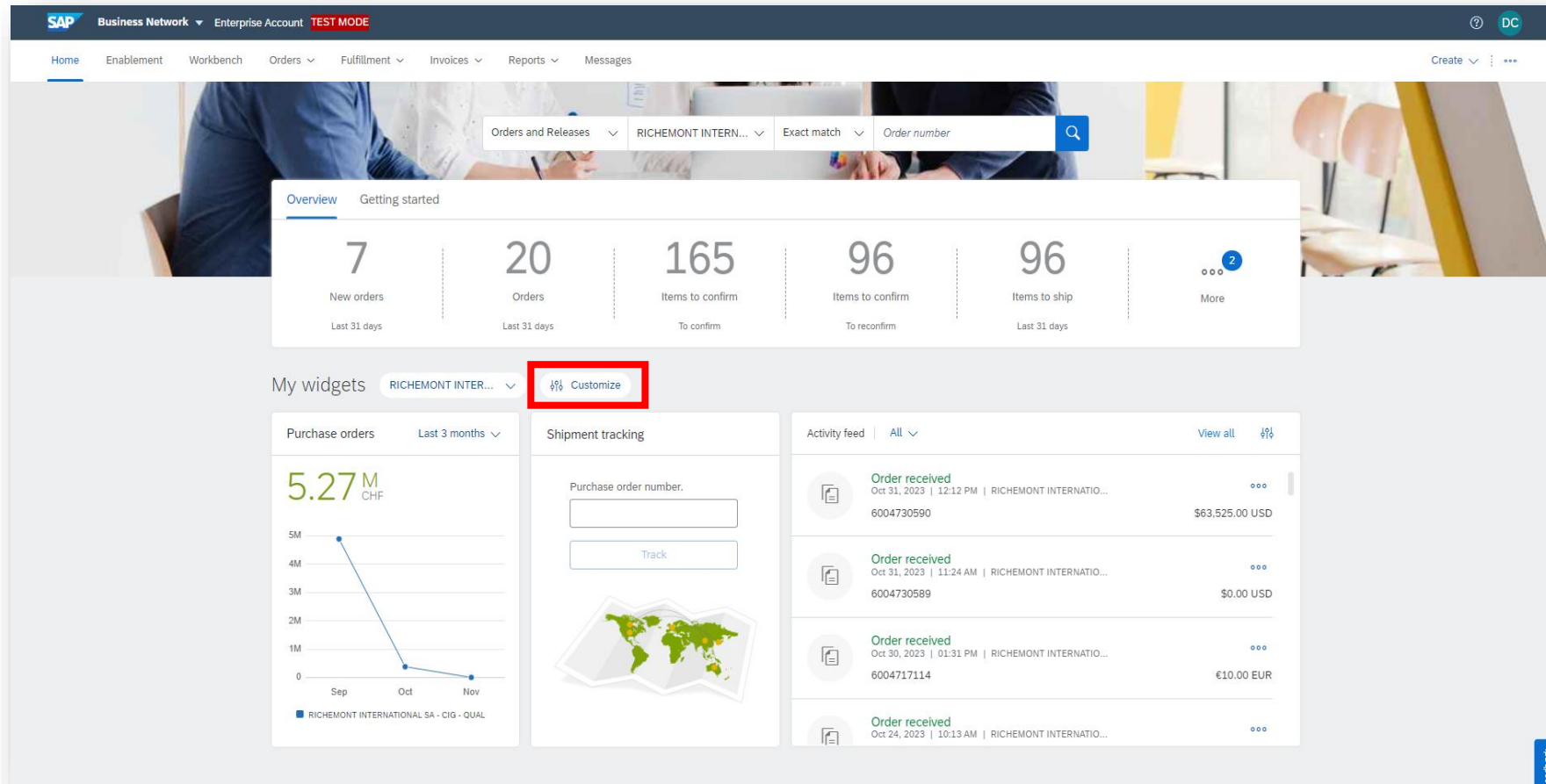
> Go to «Richemont LTSD Supplier Application»

1. Click on tile “Richemont LTSD Supplier Application”




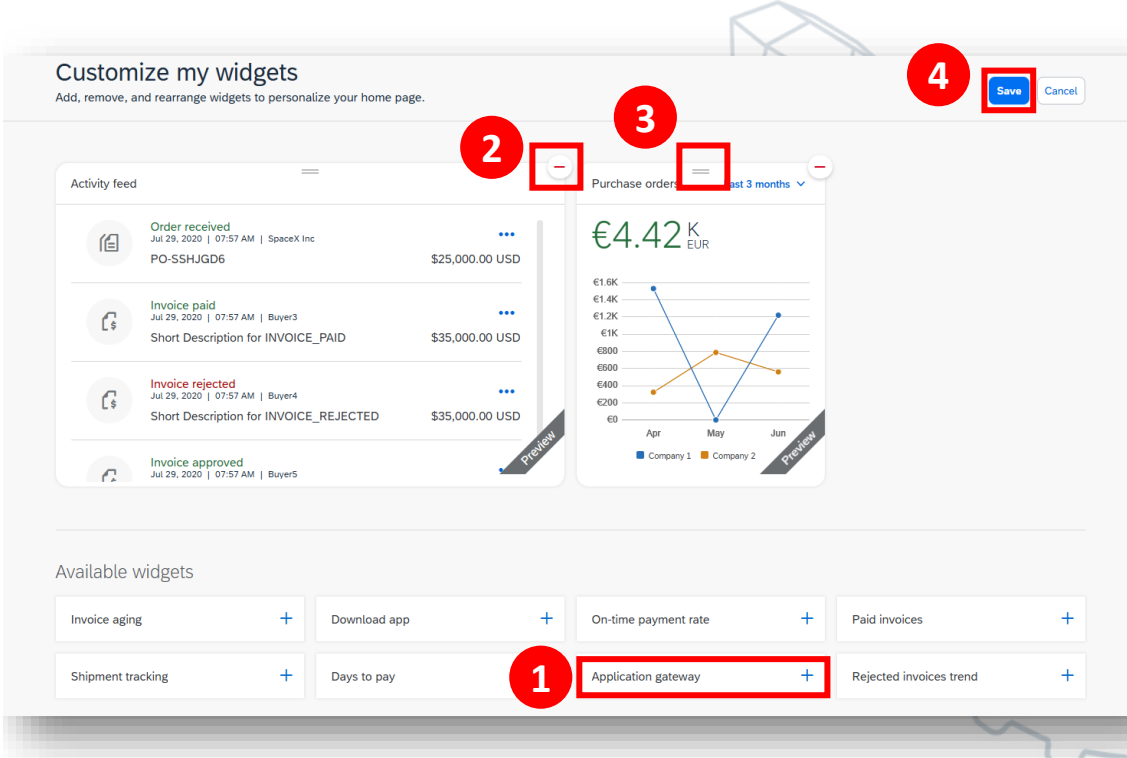
WIDGETS CONFIGURATION

- › To access the LTSD App, it is necessary, upon your first connection, to configure the home display so that access to the App is easily visible. To do this click on “**Customize**”



WIDGETS CONFIGURATION

- › You need to add the "**Application Gateway**" widget. To do this, click the **+** button in the list of available widgets [1]
- › You can also remove Widgets from the home page by clicking on  at the top-right corner of each Widget [2]
- › The widget layout is editable by clicking/dragging. Click and hold left click on the icon  to move the widgets, bring the widget to the top of the page [3]
- › Click on "**Save**" to save your configuration [4]



The screenshot displays the 'Customize my widgets' interface. At the top, it says 'Add, remove, and rearrange widgets to personalize your home page.' Below this, there are two main sections: 'Activity feed' and 'Available widgets'.

Activity feed: This section shows a list of transactions. Each item has an icon, a title, a date, and a value. For example, 'Order received' for 'SpaceX Inc' with a value of '\$25,000.00 USD'. A red box with the number '2' highlights a minus icon in the top right corner of the first widget, indicating how to remove it.

Available widgets: This section lists various widgets that can be added to the dashboard. Each widget has a plus icon next to it. A red box with the number '1' highlights the plus icon next to the 'Application gateway' widget, indicating how to add it.

Customization icons: A red box with the number '3' highlights a drag handle icon (three horizontal lines) in the top right corner of a widget, indicating how to move it. A red box with the number '4' highlights the 'Save' button in the top right corner of the interface, indicating how to save the configuration.

Preview: The right side of the interface shows a preview of the dashboard layout. It includes a 'Purchase order' widget showing a value of '€4.42 K EUR' and a line chart comparing 'Company 1' and 'Company 2' over the months of April, May, and June.

Understand the Dashboard

- › The Long-Term Supplier Declarations Dashboard allows you to view and manage your LTSD. The dashboard is organized into the following sections:



1. All: Shows all LTSD.
2. New: Displays newly received LTSD.
3. Saved: Contains LTSD you have saved.
4. Accept: Lists LTSD you have accepted.
5. Rejected: Shows LTSD you have rejected.



The dashboard provides a centralized view of all LTSD requests (new, saved, sent, accepted and rejected)

Richemont LTSD Supplier Application

Long-Term Suppliers Declarations

Standard ▾

Request: Admin. Unit Name: Requested On:

Requests **All** New Saved Sent Accepted Rejected

Administrative Unit	Country	Request	Products / Open	Requested on	Requested from	Requested to	Status	Reminder L...	Reminder Date
No data available									

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Understand the Dashboard

› To display a specific LTSD, use the Long-Term Supplier Declarations Dashboard and search by:

- › LTSD Number
- › Administrative Unit
- › Request Date



The filter button allows you to narrow down your search by applying specific filter criteria.

< RICHEMONT Richemont LTSD Supplier Application ▾

Long-Term Suppliers Declarations

Standard ▾

Request: Admin. Unit Name: Requested On: e.g. 12/31/25

Hide Filter Bar **Filters**

Requests All New Saved Sent Accepted Rejected

Administrative Unit	Country	Request	Products / Open	Requested on	Requested from	Requested to	Status	Reminder L...	Reminder Date
No data available									

Manage LTSD Requests

- › **Each time a new LTSD request is sent to you, an email will be sent to your LTSD contact email address.**
1. Follow the step from section «Connect to LTSD App»



Connect to the BTP App



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Manage LTSD Requests

› **The preference status can be completed in three different ways:**

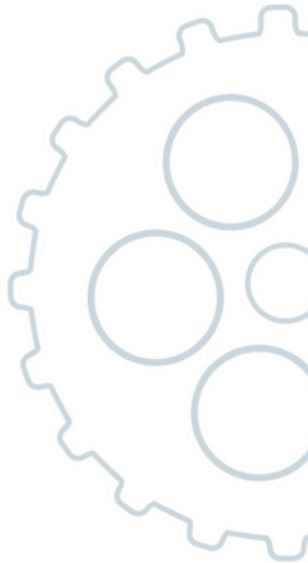
› Individual for each product

› Mass Update

› Mass load via import file



The following slides detail these options.



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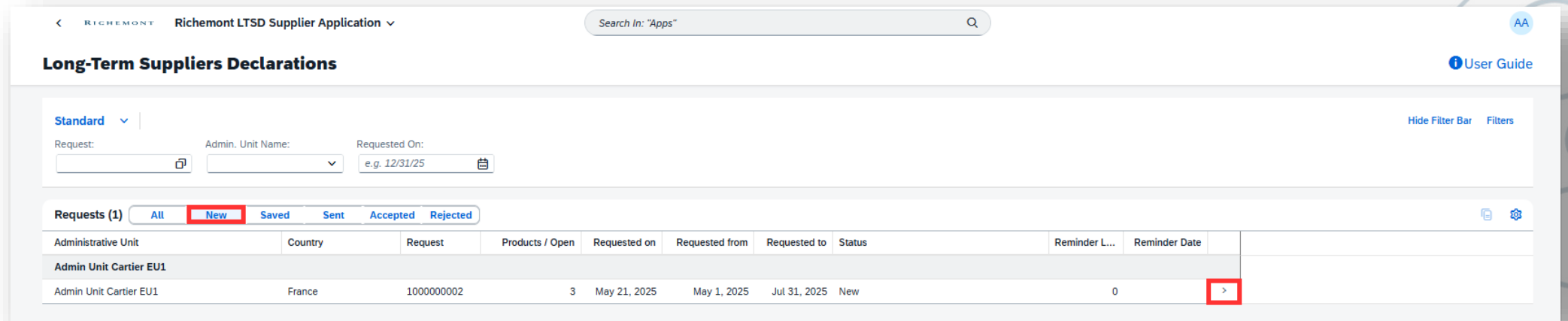
Next



Manage LTSD Requests

› On the Dashboard, under “New” section, you’ll find the new LTSD Request

1. Open the request, by click on the arrow



The screenshot displays the 'Richemont LTSD Supplier Application' interface. At the top, there's a search bar with the text 'Search In: "Apps"'. Below this, the title 'Long-Term Suppliers Declarations' is visible. A filter bar shows 'Standard' selected. Below the filter bar, there are input fields for 'Request:', 'Admin. Unit Name:', and 'Requested On:'. The 'Requested On' field has a date picker showing 'e.g. 12/31/25'. Below these fields, there's a tabbed interface with 'Requests (1)' and tabs for 'All', 'New', 'Saved', 'Sent', 'Accepted', and 'Rejected'. The 'New' tab is highlighted. Below the tabs is a table with the following columns: Administrative Unit, Country, Request, Products / Open, Requested on, Requested from, Requested to, Status, Reminder L..., and Reminder Date. The table has two rows: 'Admin Unit Cartier EU1' and 'Admin Unit Cartier EU1'. The 'Status' column for the second row is 'New'. A red box highlights a right-pointing arrow icon in the last column of the second row.

Administrative Unit	Country	Request	Products / Open	Requested on	Requested from	Requested to	Status	Reminder L...	Reminder Date
Admin Unit Cartier EU1									
Admin Unit Cartier EU1	France	1000000002	3	May 21, 2025	May 1, 2025	Jul 31, 2025	New	0	>

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Manage LTSD Requests

- › **Provide information about preference status for each product**
1. Select a value from the dropdown menu to complete the preference status for each product.

Products

All (3)Open (2)

Mass Update

<input type="checkbox"/>	Product	Product Description	Supplier Product	Preference Status
<input type="checkbox"/>				<div>Originate in European Union for the purpose of FTA in effect between EU and Switzerland</div>
<input type="checkbox"/>				
<input type="checkbox"/>				

You can save the LTSD request and complete it later. Find the LTSD in the "Saved" section of the dashboard.

Cancel current updates

☐ By clicking here, I confirm that the information in the document are correct and accurate.

Save

Submit

Manage LTSD Requests

> **To manage multiple products preference status, you can proceed as follow:**

- 1. *Select: Choose all products that share the same preference status.*
- 2. *Choose: Select the correct preference status from the dropdown options.*
- 3. *Update: Click the "Mass Update" button.*



This will apply the selected preference status to all of the products you selected.

Products

All (3)

Open (3)

1

☐☒☐☒

Product	Product Description	Supplier Product	Preference Status

2

between EU and Switzerland

3

Mass Update

Originate in European Union for the purpose of FTA in effect between EU and Switzerland

No preferential origin status for the purpose of FTA in effect between EU and Switzerland

Manage LTSD Requests



Mass load via
import file


› **Follow these steps to load in mass preference statuses via import file:**

1. *Export the Template: Click the "Export" button to download the product list in the required format.*



Products

[All \(3\)](#) [Open \(3\)](#) ▼ [Mass Update](#)

<input type="checkbox"/>	Product	Product Description	Supplier Product	Preference Status	
<input type="checkbox"/>					Export
<input type="checkbox"/>					Import
<input type="checkbox"/>					▼
<input type="checkbox"/>					▼



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Manage LTSD Requests



**Bulk Update with
import file**

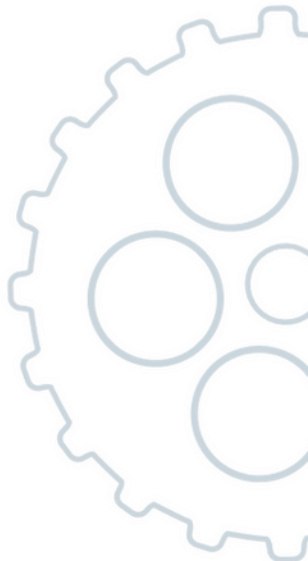
Complete the Spreadsheet

1. Open the downloaded file in Excel and enter the correct preference status for each product.



Use these codes:

- 03: Suisse au sens de tous les ALE mentionnés sur la page 1 de l'attestation
- 04: Suisse au sens de tous les ALE mentionnés page 1 de l'attestation sauf: GCC/CCG, Colombie, Inde, Pérou, Philippines
- 05: Ne présente pas le caractère originaire au sens des ALE



**Important: Do not
change the order of
the columns or add
any extra columns.**



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Manage LTSD Requests



**Bulk Update with
import file**

› **Import and updated file**

1. Return to the application
2. Click "Import"
3. Select your completed file
4. Upload it



The system will update the preference status accordingly.

Products

[All \(3\)](#) [Open \(3\)](#) ▼ [Mass Update](#)

<input type="checkbox"/>	Product	Product Description	Supplier Product	Preference Status
<input type="checkbox"/>				▼
<input type="checkbox"/>				▼
<input type="checkbox"/>				▼

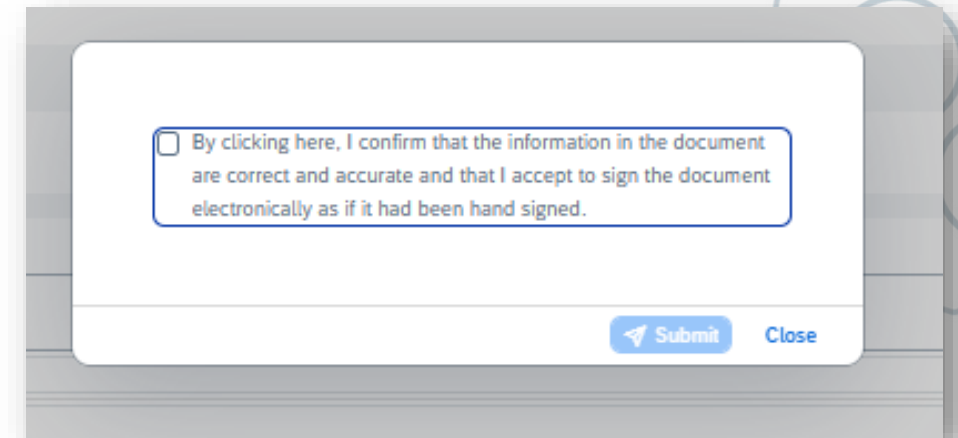
[Export](#)
[Import](#)

Send LTSD Requests

> Send LTSD Requests

1. Verify Product Preference Status: Ensure that a preference status has been assigned to each product
2. Click on "Submit"
3. Confirm : Confirm the accuracy of the information in the document by ticking the confirmation box. This will activate the "Submit" button, which you can then click to submit the LTSD request to the Maisons

 Find the LTSD in the "Sent" section of the dashboard.



A screenshot of a confirmation dialog box. The dialog box is white with a thin blue border and is set against a grey background. It contains a checkbox with a blue outline, followed by the text: "By clicking here, I confirm that the information in the document are correct and accurate and that I accept to sign the document electronically as if it had been hand signed." At the bottom right of the dialog box, there are two buttons: a blue "Submit" button with a white paper plane icon and a grey "Close" button.

Reminder Level on LTSD Requests

› **LTSD Request Reminder:** To ensure timely responses to LTSD requests, the LTSD list includes "Reminder Level" and "Reminder Date" columns.



The "Reminder Level" (1 to 3) indicates the urgency based on the delay in your response. Please prioritize requests with higher reminder levels.



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Long-Term Suppliers Declarations

User Guide

Standard

Hide Filter Bar

Filters

Request:

Admin. Unit Name:

Requested On:

e.g. 12/31/25

Requests

All

New

Saved

Sent

Accepted

Rejected

Administrative Unit	Country	Request	Products / Open	Requested on	Requested from	Requested to	Status	Reminder L...	Reminder Date
No data available									



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