



eSHOP

Workbench Tile

SUPPLIER GUIDE

May 2022

RICHEMONT



WORKBENCH

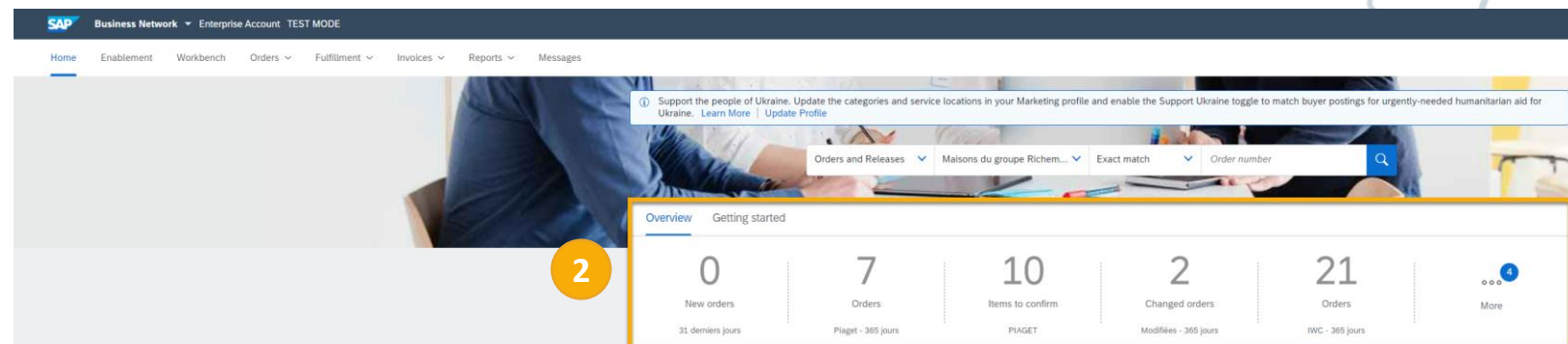
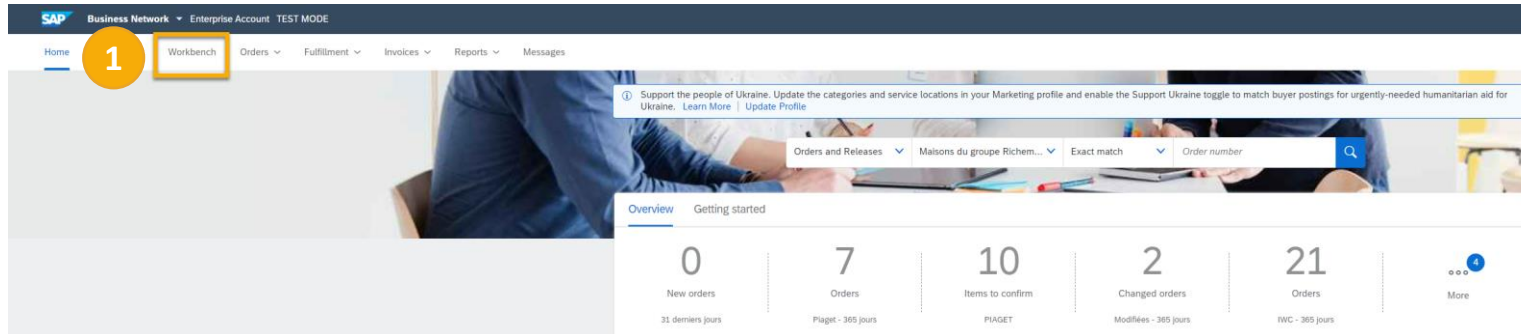
Focus on the tile creation



RICHEMONT

TILE INTRODUCTION

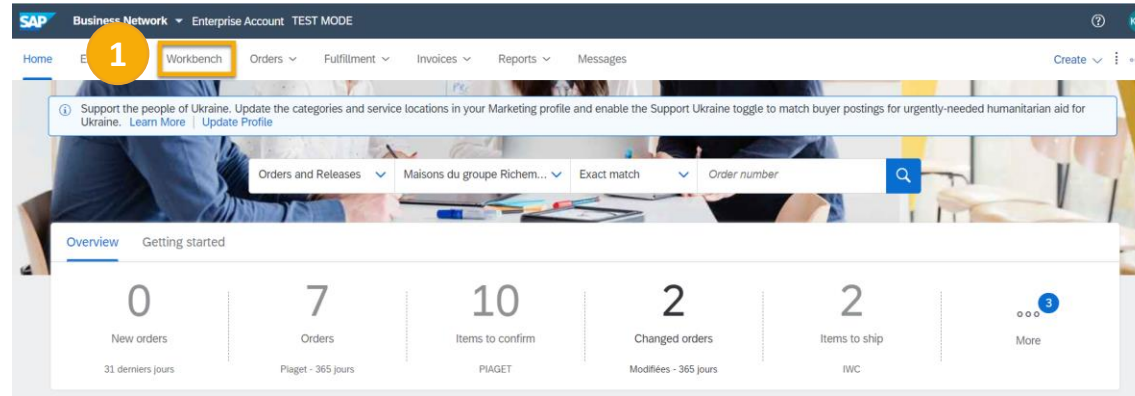
› Tiles can be accessed from the Workbench menu bar [1] or from the home page [2] :



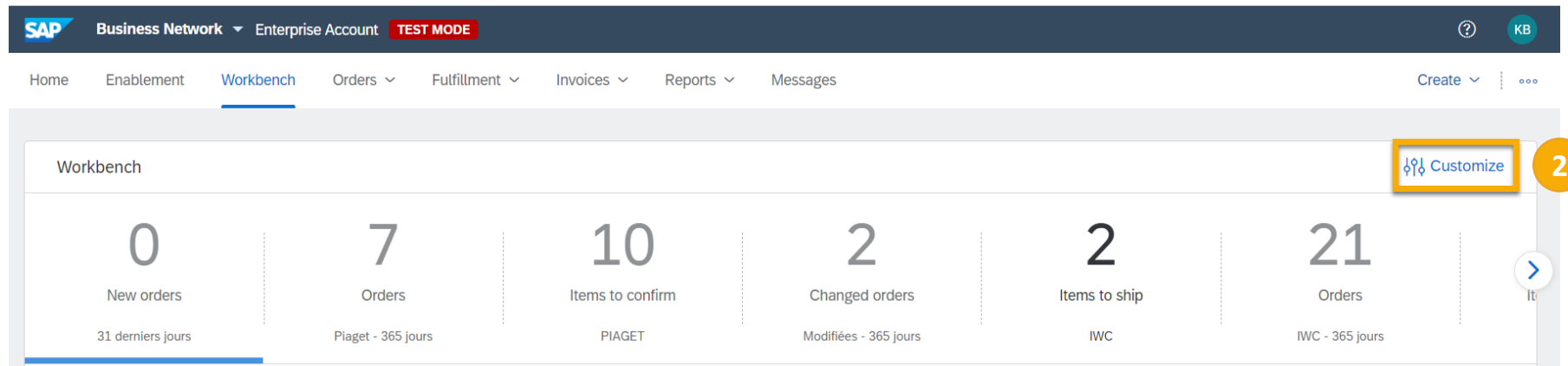
- › **The tiles are unique to each user. They are to be created/saved a first time and will then be displayed and updated each time the user logs in**
- › **It is, for the moment, not possible to share a tile between users of the same company**

TILE CREATION

› Click on Workbench [1] from the home page



› Once you are in the Workbench menu click on Customize [2]



TILE CREATION

> To create a file click on «+» [1], then choose the following type of tile : «item to confirm» [2] :

3) It's possible to move a tile (click/slide)

4) It's possible to delete a tile

> It's possible to rename your tile [5], then click on «Apply» [6] to confirm it

5

- › You will find your new tile in the Workbench [1]
- › To start your tile configuration click on «Edit filter» [2]

The screenshot shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. Below this, the 'Workbench' section displays several metrics: 'New orders' (0), 'Orders' (7), 'Items to confirm' (10), 'Changed orders' (2), 'Orders' (21), 'Items to confirm' (10), 'Items to ship' (45), and 'Orders' (1). The 'Orders' tile with the value '1' is highlighted with a blue box and a '1' in a yellow circle. Below the metrics, there is a section for 'Orders (1)' with an 'Edit filter' button highlighted by a yellow box and a '2' in a yellow circle. Below this is a table with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains one row with the following data: Order Number: 6014256230, Customer: Maisons du groupe Richemont - TEST, Amount: 7,800.00 CHF, Date: Mar 21, 2022, Order Status: Confirmed, Amount Invoiced: (empty), and Actions: (three dots).

- › We advise you to create **a tile for each Maison** you are working with

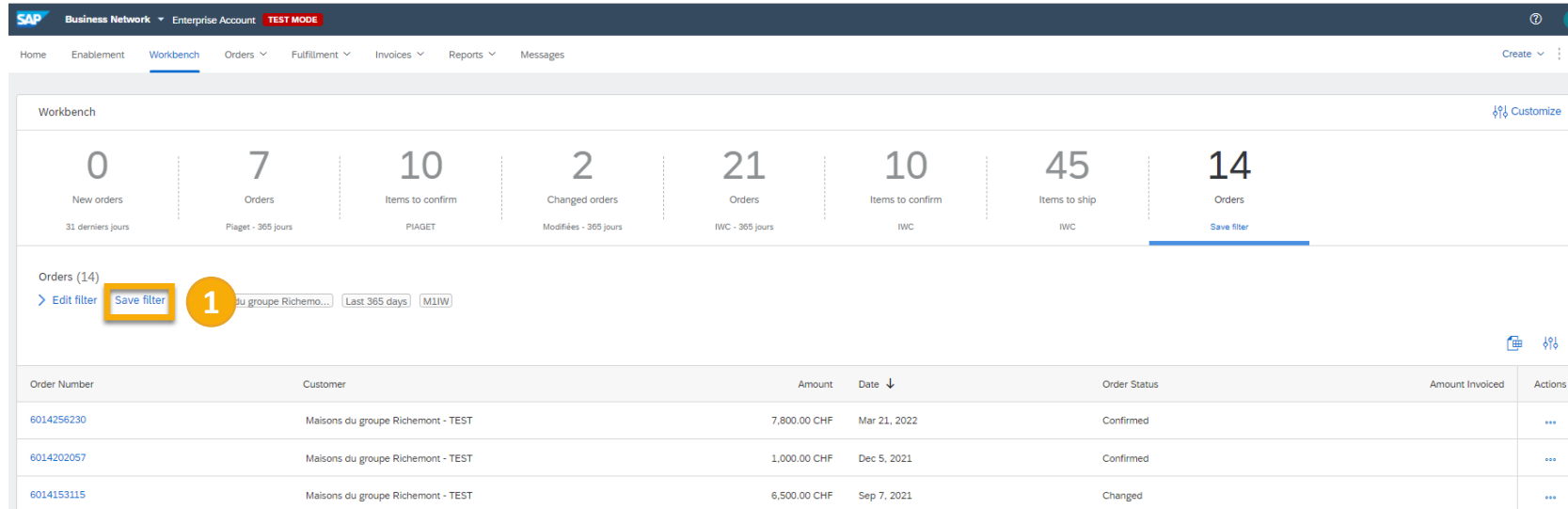
TILE CREATION – FILTER CONFIGURATION

The screenshot shows the 'Orders (1)' filter configuration interface. It features several filter categories: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Apply' button is highlighted with a blue box and a yellow callout '4'. The 'Customers' filter is set to 'groupe Richemont - TEST', 'Creation date' is set to 'Last 365 days', and 'Purchasing organizations' is set to 'MIIW'. The 'Apply' button is located at the bottom right of the filter configuration area.

- > The content of the tile is defined by using filters, we advise you the following settings :
 - Customers : Maisons of the Richemont Group **[1]**
 - Creation date : we advise you to select «Last 365 days» **[2]** to be sure not to miss any order
 - Purchasing Organizations : filter the orders you want to appear in your tile by Maison **[3]**
- > When the filter settings are complete, click on "Apply" **[4]**

TILE CREATION – FILTER CONFIGURATION

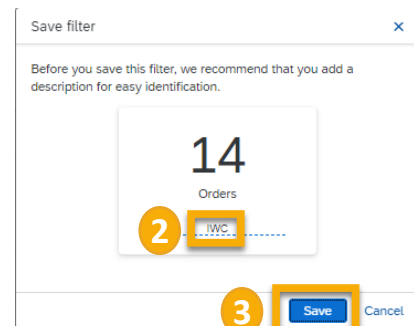
- › When the filters are applied, select "save filter" **[1]**



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 section displays several metrics: 0 New orders (31 derniers jours), 7 Orders (Piaget - 365 jours), 10 Items to confirm (PIAGET), 2 Changed orders (Modifiées - 365 jours), 21 Orders (IWC - 365 jours), 10 Items to confirm (IWC), 45 Items to ship (IWC), and 14 Orders (Save filter). Below the metrics, there is a table of orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table shows three rows of order data.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
6014256230	Maisons du groupe Richemont - TEST	7,800.00 CHF	Mar 21, 2022	Confirmed		...
6014202057	Maisons du groupe Richemont - TEST	1,000.00 CHF	Dec 5, 2021	Confirmed		...
6014153115	Maisons du groupe Richemont - TEST	6,500.00 CHF	Sep 7, 2021	Changed		...

- › Rename your tile according to the applied filters **[2]**, we advise you to rename your tile with the name of the Maison you have selected in the purchasing organization section
- › Save filter by clicking on «Save» **[3]**



The screenshot shows a 'Save filter' dialog box. It contains a message: 'Before you save this filter, we recommend that you add a description for easy identification.' Below the message, there is a preview of the filter tile showing '14 Orders' and a text input field containing 'IWC'. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

TILE CREATION – COLUMNS MANAGEMENT

- › When you have finished to setting up your file, you can change the column display by clicking on the parameter symbol **[1]**
- › The left columns are available but not displayed, the right columns are the columns displayed in your tile. Click/Drag **[2]** to show the columns that are important to your operation and remove those that are not.
- › Place the displayed columns in the desired order. We advise the following columns display **[3]**
- › Apply your modifications **[4]**

Table setting

Table columns

Date and time

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

Available columns

- Type
- Version
- Inquiries
- Ship To Address
- Ordering Address
- Amount Invoiced
- Routing Status
- External Document Type
- Settlement
- Revision
- Company Code

Displayed columns

- Order Number
- Customer
- Amount
- Date
- Order Status

Apply

14

Orders

IWC

Order Status	Amount Invoiced	Actions
Confirmed		...
Confirmed		...
Changed		...
Prepared		...
Confirmed		...
Prepared		...
Partially Shipped		...

› In terms of the different worklists, it is possible to take actions depending on the document, its status and the tasks to be performed :


- Confirm or reject entire order
- Update line items
- Create ship notice

› Click on the icon " ..." on the right side of the screen in the **Actions** column then select and click on the desired action.

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. Below the navigation, there are several KPI cards showing counts for different order stages: New orders (0), Orders (7), Items to confirm (10), Changed orders (2), Orders (21), Items to confirm (10), Items to ship (45), and Orders (14). Below the KPI cards, there is a section for 'Orders (14)' with filter options: Edit filter, Save filter, Maisons du groupe Richemo..., Last 365 days, and MIW. The main table displays a list of orders with columns for Order Number, Customer, Amount, Date, Order Status, and Actions. The Actions column for the first row is highlighted with a red box, and a dropdown menu is open, showing various actions such as 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'. A yellow circle with the number '1' is placed next to the Actions column header.

Order Number	Customer	Amount	Date ↓	Order Status	Actions
6014256230	Maisons du groupe Richemont - TEST	7,800.00 CHF	Mar 21, 2022	Confirmed	...
6014202057	Maisons du groupe Richemont - TEST	1,000.00 CHF	Dec 5, 2021	Confirmed	...
6014153115	Maisons du groupe Richemont - TEST	6,500.00 CHF	Sep 7, 2021	Changed	...
6014120810	Maisons du groupe Richemont - TEST	6,500.00 CHF	Jun 24, 2021	Shipped	...
6012385938	Maisons du groupe Richemont - TEST	5,637.24 CHF	Apr 27, 2021	Confirmed	...
6012385340	Maisons du groupe Richemont - TEST	3,444.98 CHF	Apr 26, 2021	Shipped	...
6012385354	Maisons du groupe Richemont - TEST	5,637.24 CHF	Apr 26, 2021	Partially Shipped	...
6012384181	Maisons du groupe Richemont - TEST	25,054.40 CHF	Apr 22, 2021	Changed	...
6012384182	Maisons du groupe Richemont - TEST	25,054.40 CHF	Apr 22, 2021	Confirmed	...

TILES EXTRACTION INTO AN EXCEL FILE

- > You have the possibility to **extract all your files** created with your predefined columns in **Excel format** (cf. below picture)
- > You just need to click on this button  and the Excel file will be downloaded
- > It will enable you to have a global view of your tiles in an editable and shareable format



Workbench Customize

0
New orders
31 derniers jours

7
Orders
Piaget - 365 jours

10
Items to confirm
PIAGET

2
Changed orders
Modifiées - 365 jours

21
Orders
IWC - 365 jours

10
Items to confirm
IWC


45
Items to ship
IWC

14
Orders
IWC

Orders (14)

[Edit filter](#) | [Save filter](#) | [Maisons du groupe Richemo...](#) | [Last 365 days](#) | [M1IW](#)

Order Number	Customer	Amount	Date ↓	Order Status	Actions
6014256230	Maisons du groupe Richemont - TEST	7,800.00 CHF	M		
6014202057	Maisons du groupe Richemont - TEST	1,000.00 CHF	D		
6014153115	Maisons du groupe Richemont - TEST	6,500.00 CHF	Se		

SAP Ariba 

Results

Order Number	Customer	Amount	Date	Order Status
6014256230	Maisons du groupe Richemont - TEST	7 800,00 CHF	21 mars 2022 10:16:15 AM	Confirmed
6014202057	Maisons du groupe Richemont - TEST	1 000,00 CHF	05 déc 2021 11:15:11 AM	Confirmed





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