eSHOP

Advance shipping notice ASN

SUPPLIER GUIDE

Last update: 03.06.2021

RICHEMONT

SHIPPING NOTICE – ASN

2 modes: via the tile or massload

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SHIPPING NOTIFICATION

- 2 types of shipping notices creation:

A 〉 **Shipping notification from the « Items to ship » tile** = shipping notification of one or multiple orders

B 〉 **Mass shipping notification** = Shipping notices of multiple purchase orders via file upload

Please note that Maisons Richemont must require a shipping notice. Without ASN, the goods may be returned to the supplier.

SHIPPING NOTIFICATION

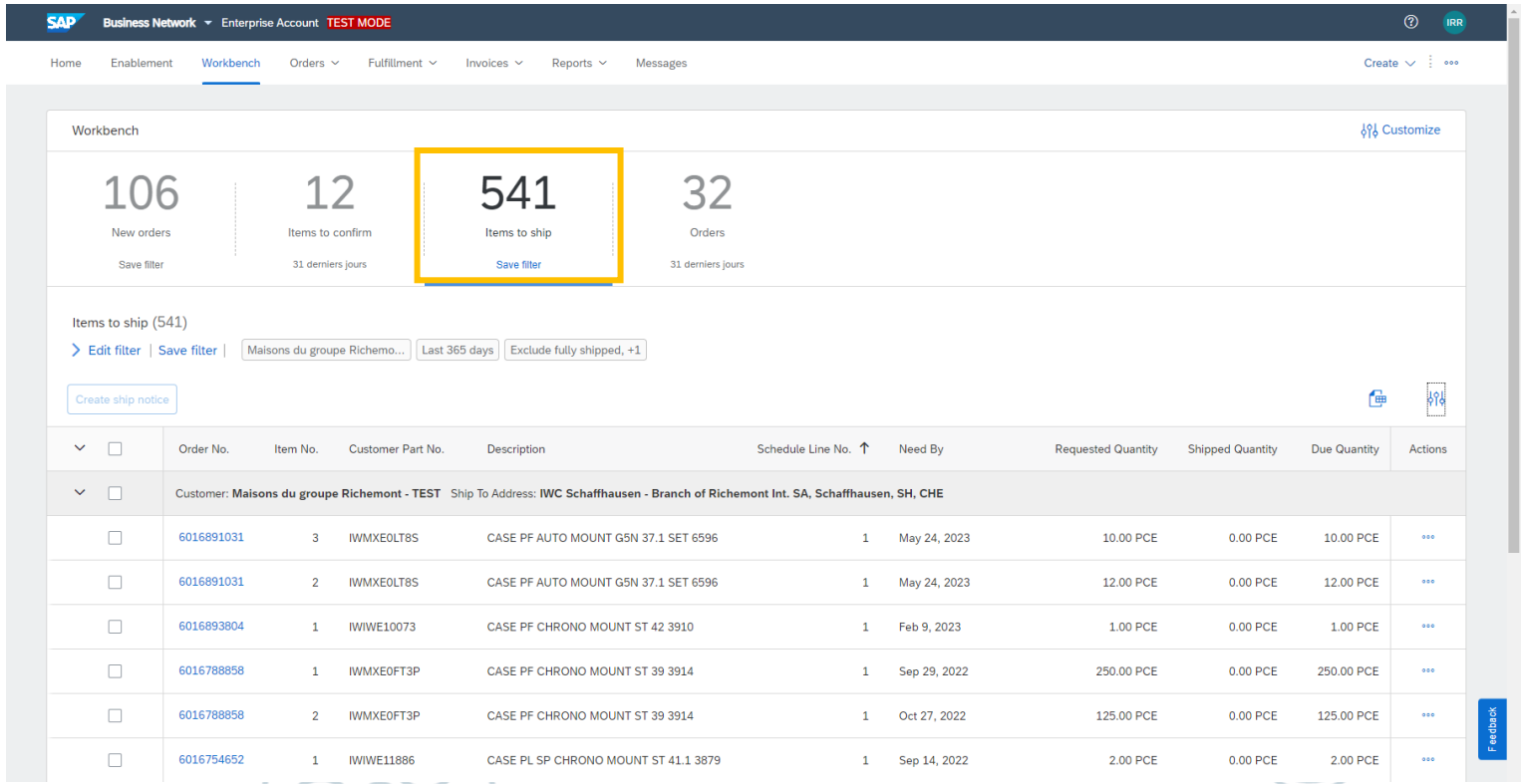
Please note that the information that are displayed for the ASN creation are related to the initial order and <u>not to the information filled in the order confirmation</u>

So if you have changed the delivery date, the price, splited the quantities... at the time of your confirmation, this information will not be visible during the ASN process *(unless the Maison has aligned the order with your confirmation)*

A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (1/5)

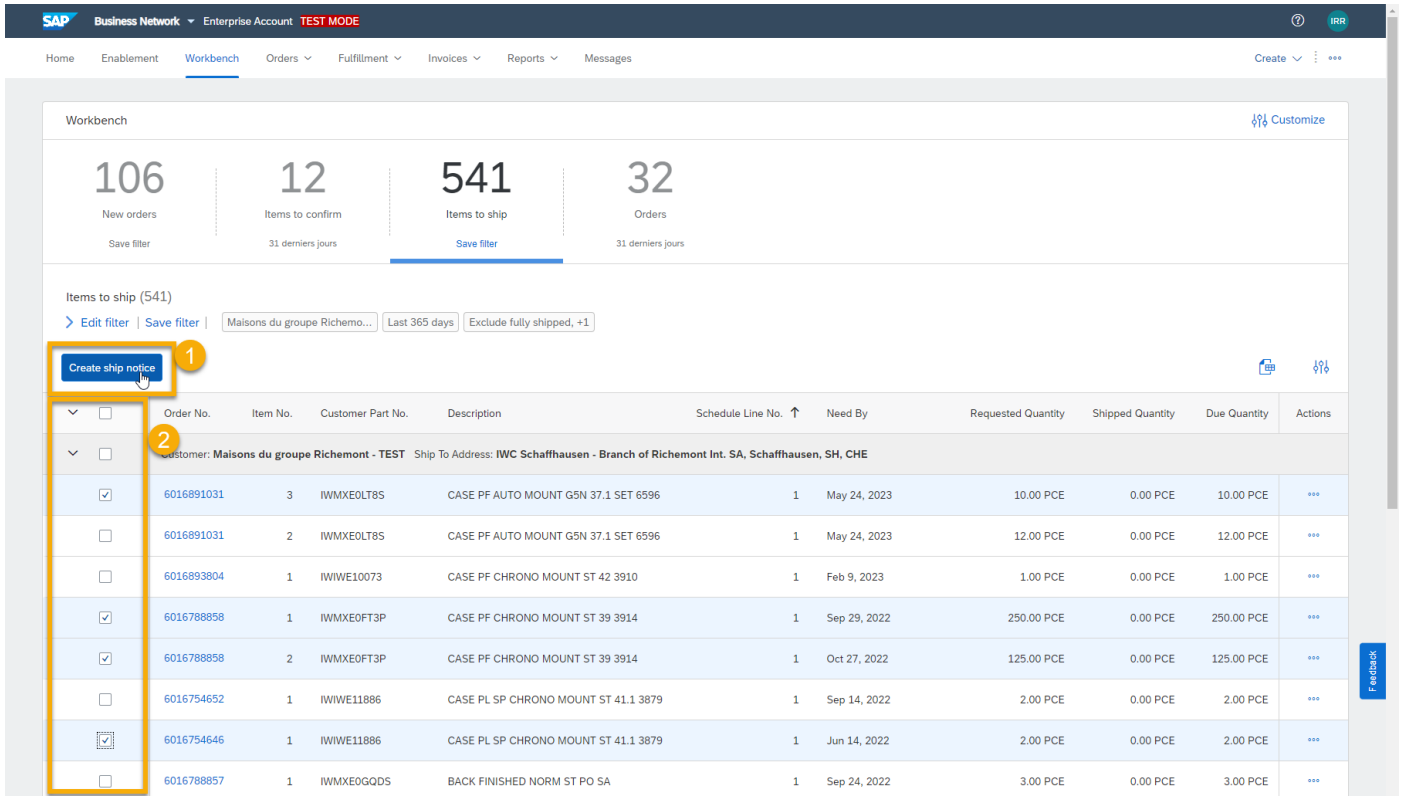
Shipping one or more purchase orders:

- If one or more purchase order lines need to be shipped (delivered to **the same address and on the same scheduled delivery date**), use the "**Items to ship"** tile to perform this action in one step.
- The "Items to ship" tile summarizes all line items in the different purchase orders for you and gives you the option to specify multiple lines to be shipped and delivered at the same time. You can select up to 1000 lines in a single shipping notice



A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (2/5)

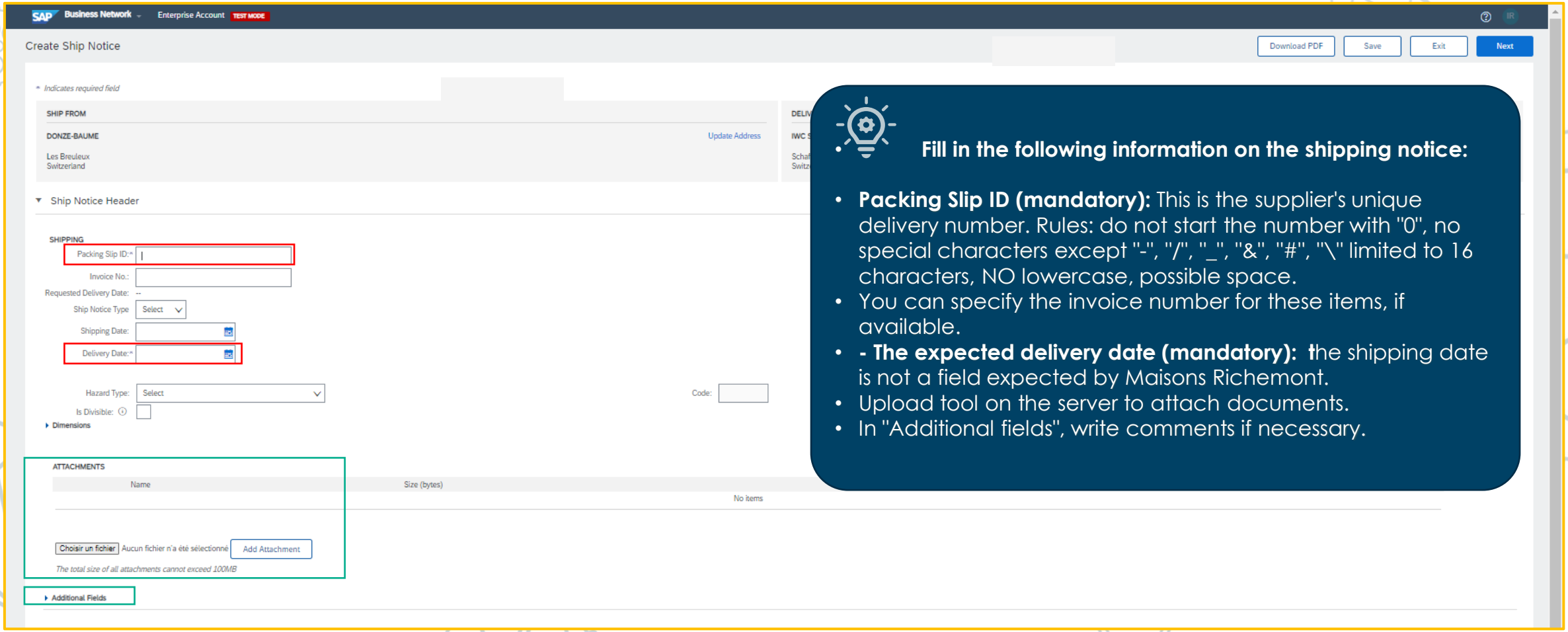
- Select the line(s) to ship for one or more orders
- Make sure that the delivery address is the same for all lines
- Click **on "Create shipping notice"**



You have the right to combine multiple purchase orders in a shipping notice if their delivery address is the same. Otherwise, the system will display an error message.

A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (3/5)

〉 Shipping Notification Header



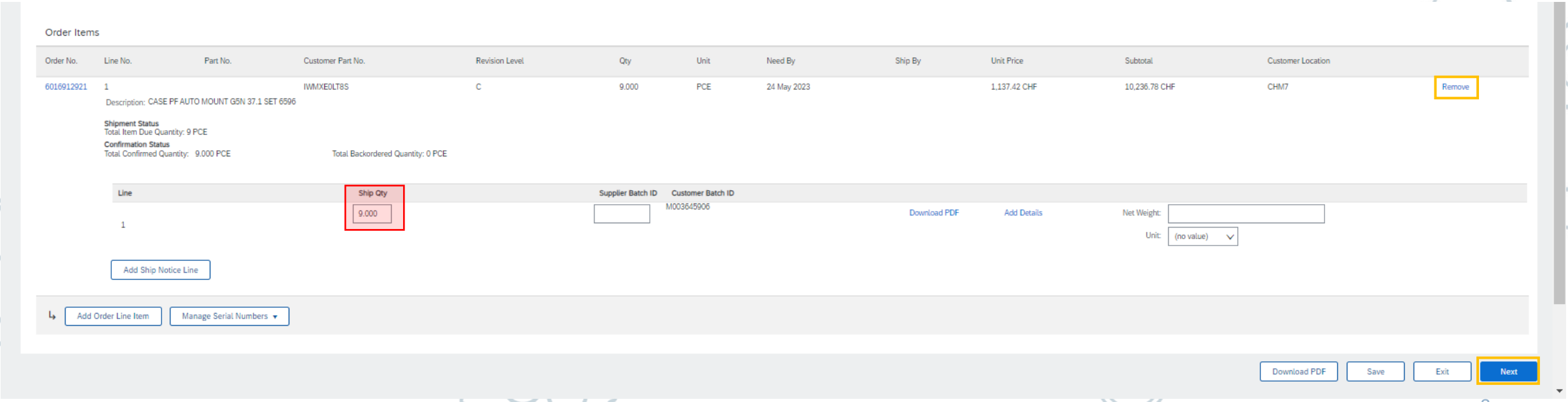
Fill in the following information on the shipping notice:

- **Packing Slip ID (mandatory):** This is the supplier's unique delivery number. Rules: do not start the number with "0", no special characters except "-", "/", "_", "&", "#", "\" limited to 16 characters, NO lowercase, possible space.
- You can specify the invoice number for these items, if available.
- **- The expected delivery date (mandatory): t**he shipping date is not a field expected by Maisons Richemont.
- Upload tool on the server to attach documents.
- In "Additional fields", write comments if necessary.

A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (4/5)

Order items:

- Scroll down to view the line-item information and **update the quantity shipped**
- For all orders, **quantities may be equal to or less than those indicated on the order line.** It may be possible to ship with quantities greater than the order in the case of a tolerance granted by the Maisons (otherwise contact the Maison).
- Click "**Remove**" to exclude a line from this shipping notice (this will not delete the line in the order)
- You can also generate the barcode corresponding to the ASN being created in PDF format by clicking on **« Download PDF » [1]**
- Click **"Next" to "Submit"** to send ASN

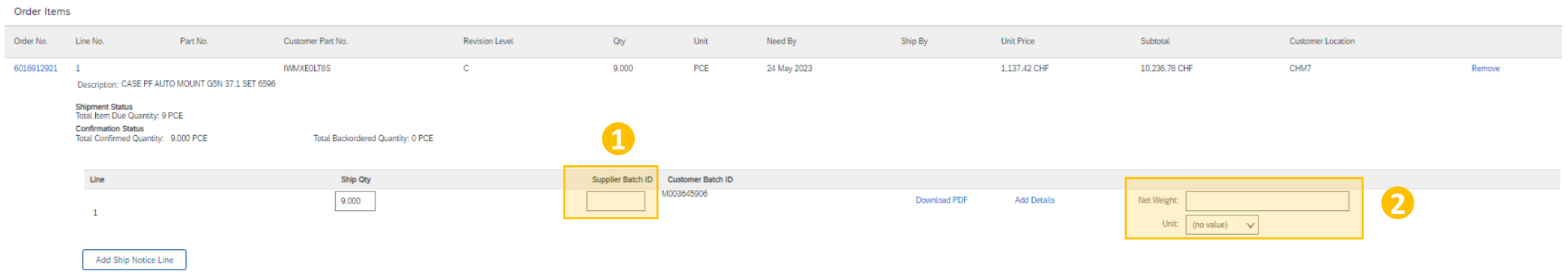


A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (5/5)

FOR THE PARTNERS CONCERNED:

- Enter the batch number in the **Supplier Batch ID field [1]** (if traceability expected by the Maison)
  ➔ *If you click on "Add shipping notification line", you can split the quantities to fill in several lot numbers.*

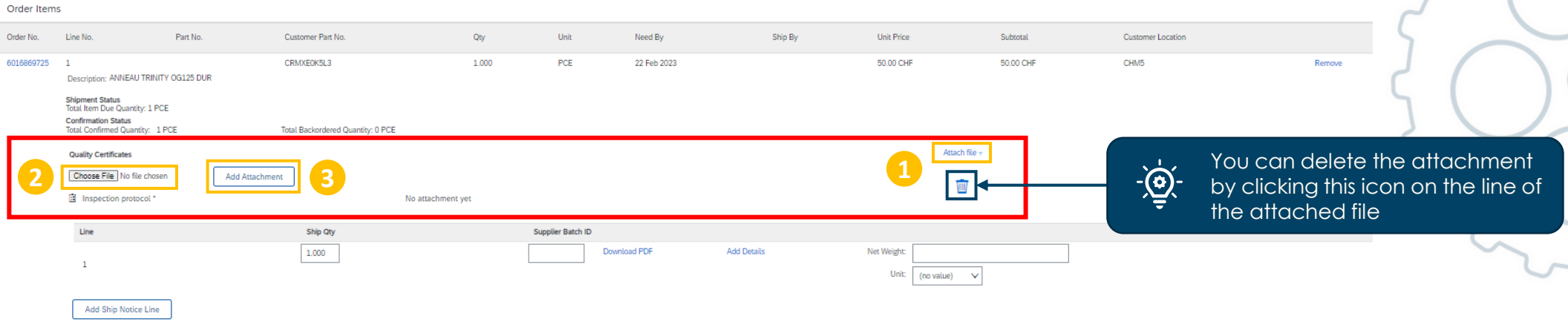
- Fill in the **net weight and unit [2]** (only for precious material as diamonds or gold)
- ***In case of serialized items, please refer to the user guide on serial number management***



CERTIFICATE AT THE ITEM LEVEL

To attach the certificate, on the shipping notice page, ensure to select the **line item level in the order:**

- In the **" Quality Certificates "** section :
  - Click on **" Attach File "** and choose the type of expected certificate **[1]**
    (You also have the possibility to attach additional documents that are not quality certificate)
  - Click on **" Choose File "** to add your certificate **[2]**
  - Click on **" Add Attachment "** to attach the certificate to the ASN **[3]**
- Repeat this process for each item line that requires a certificate
- If all the other ASN information are filled in, click on **" Next "** and then **" Submit "**



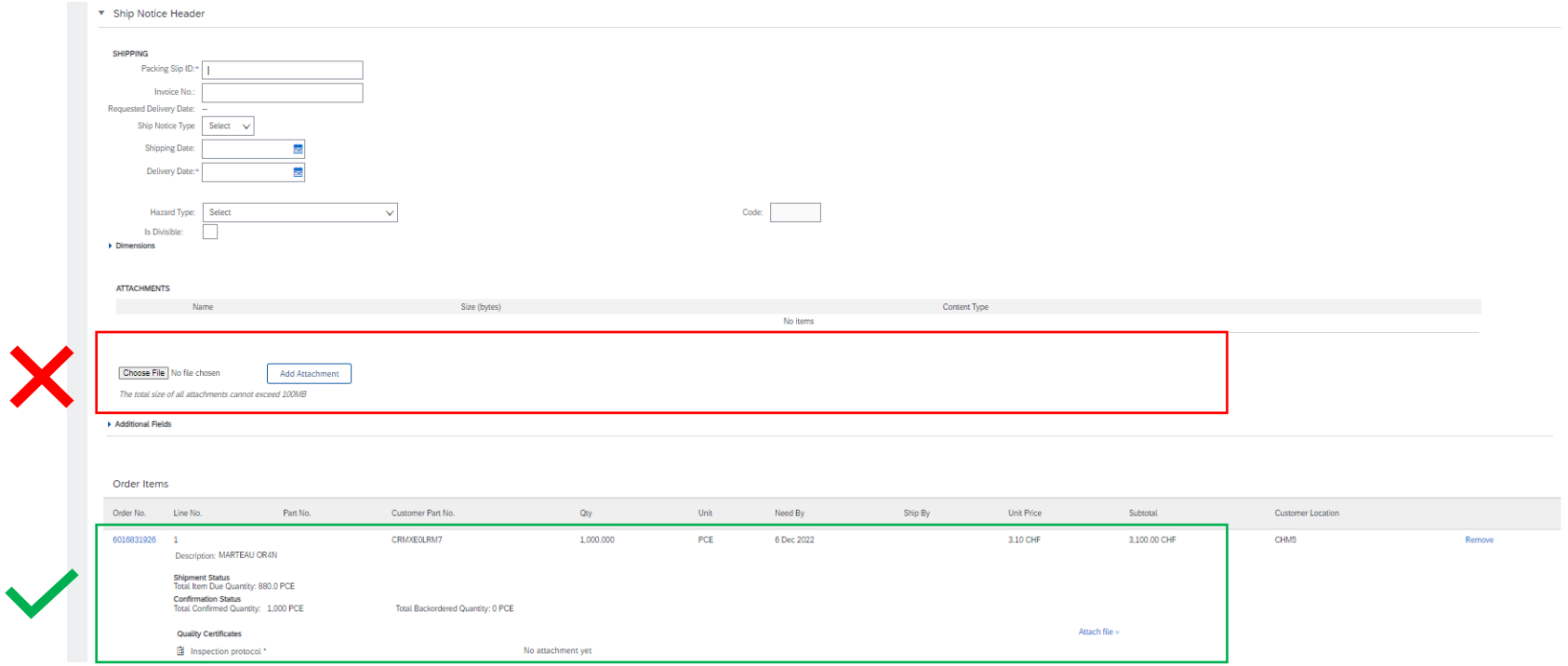
You can delete the attachment by clicking this icon on the line of the attached file

It is necessary to attach the quality certificate for each individual item in the order(s) to submit ASN.

CERTIFICATE AT THE ITEM LEVEL

FOR THE PARTNERS CONCERNED:

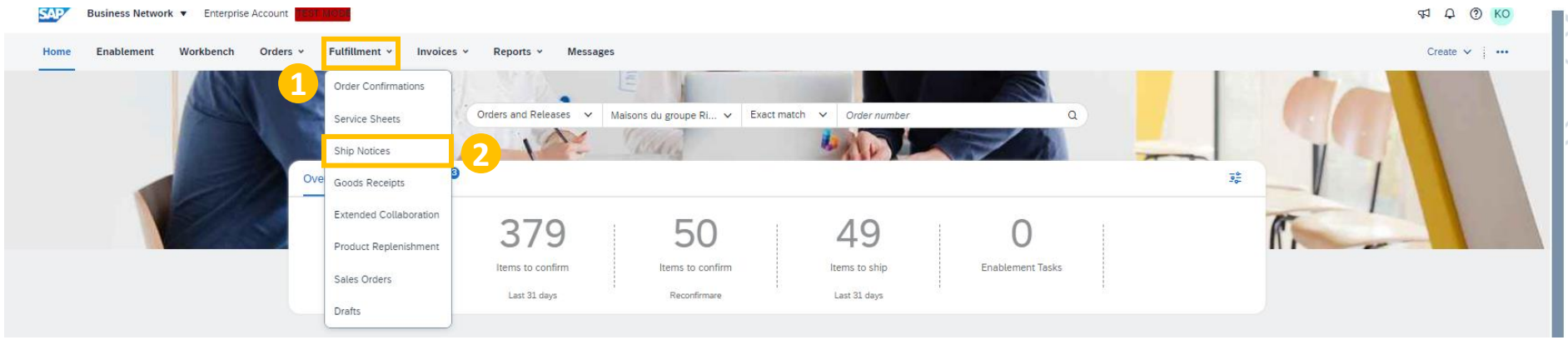
- **The quality certificate is carried by the line item and not the order header.**
- When adding the certificate to the ASN, the attachment must be added **at the level of the item concerned** and not at the level of the order header.

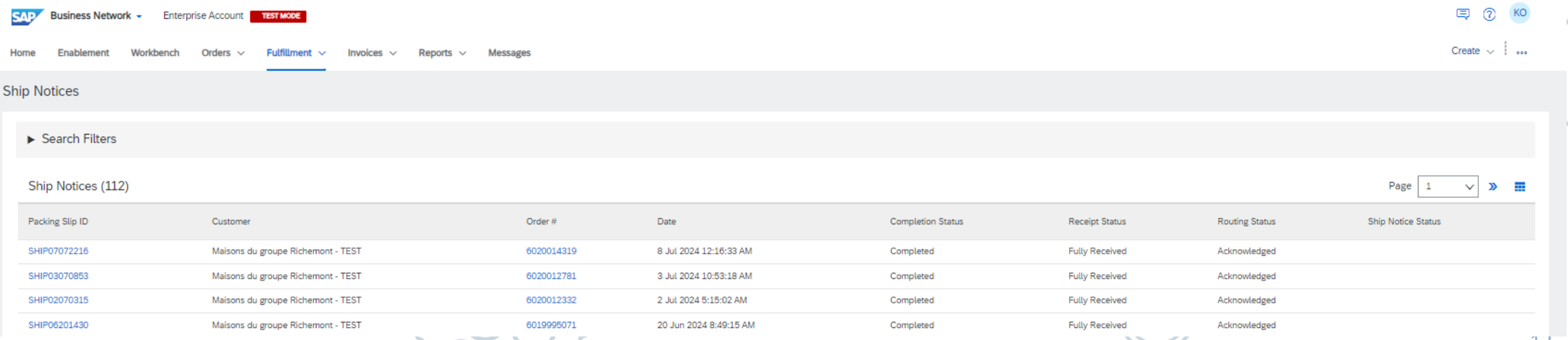


- **The quality certificate is mandatory to submit the ASN**. If this certificate is not attached at the relevant item, an error message will be displayed, and the shipping notice cannot be submitted to the Maison.
- In case of **partial delivery, remember to attach the certificate for each ASN created.**

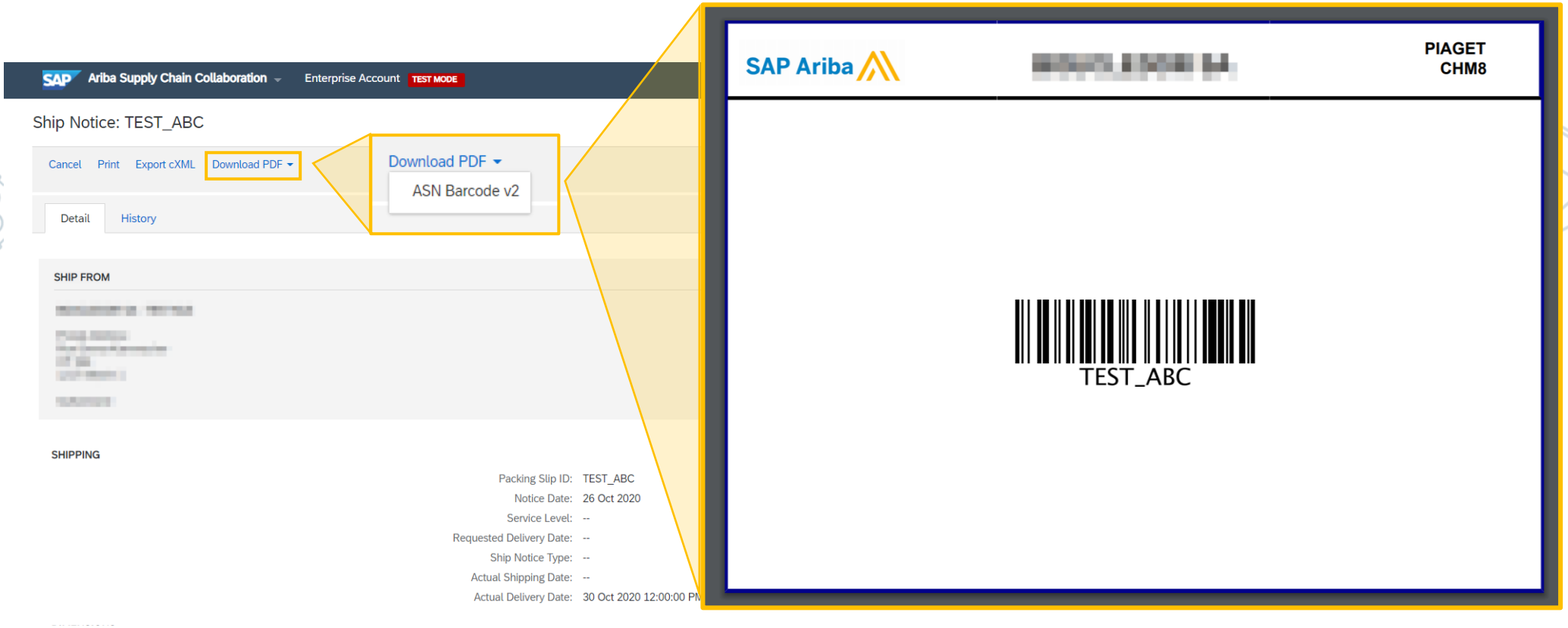
DISPLAY THE ASN LIST

› Go to the **“Fulfillment" menu [1]** then **"Ship Notices" [2]** to access the list of the most recently created documents





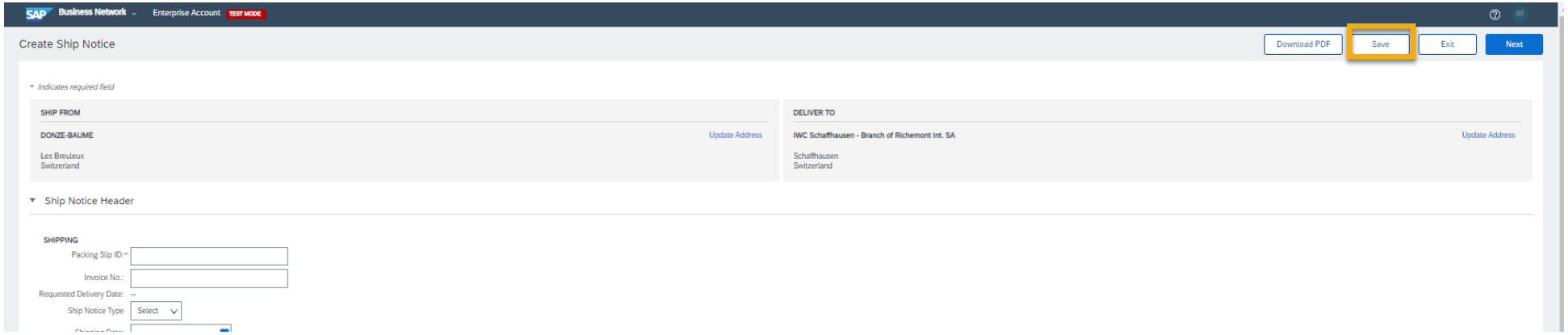
DISPLAY THE ASN BARCODE



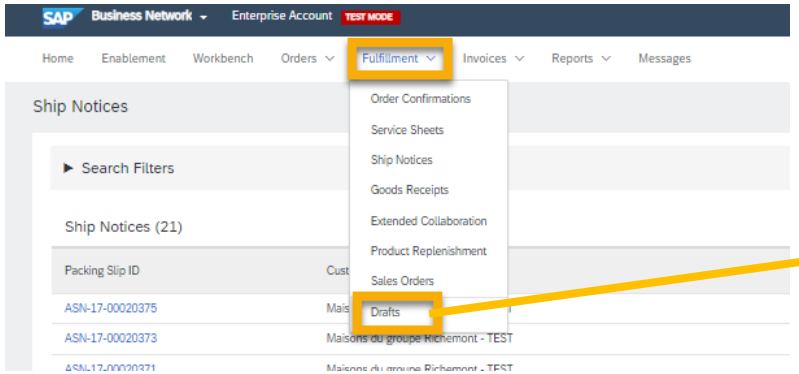
! The barcode is displayed in PDF format for printing.
The barcode printing, attached to the shipment is mandatory for the reception of goods by the Maison.
The printing format is "free choice" as long as the barcode is readable by a scanner.
Without any barcode, the Maison reserves the right to return the package.

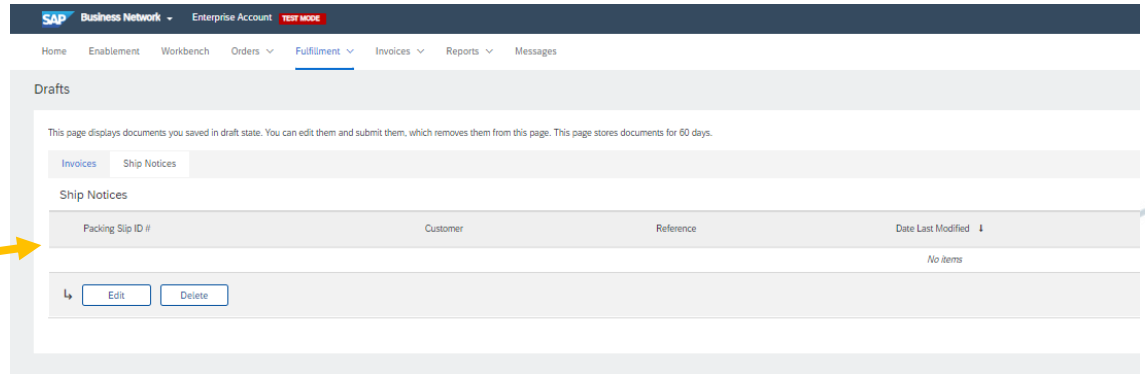
SHIPPING NOTICE – IMPORTANT NOTE

- When creating a document, it is possible to **Save it before submitting it to the Maison. In this case prepare the ASN and click on "Save“**



- The document will then be saved as a draft. **To find the drafts, select the “Fullfillement" menu and then "Draft".**



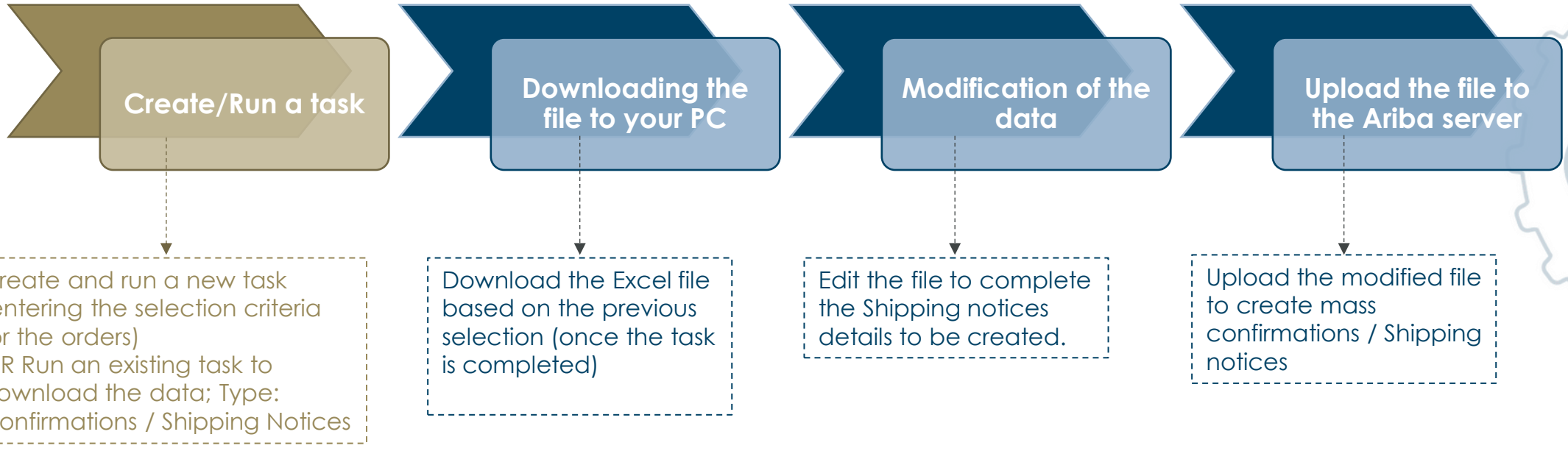


Once the ASN is finalized, remember to click on "Submit" so that it is issued and transmitted to the Maison.

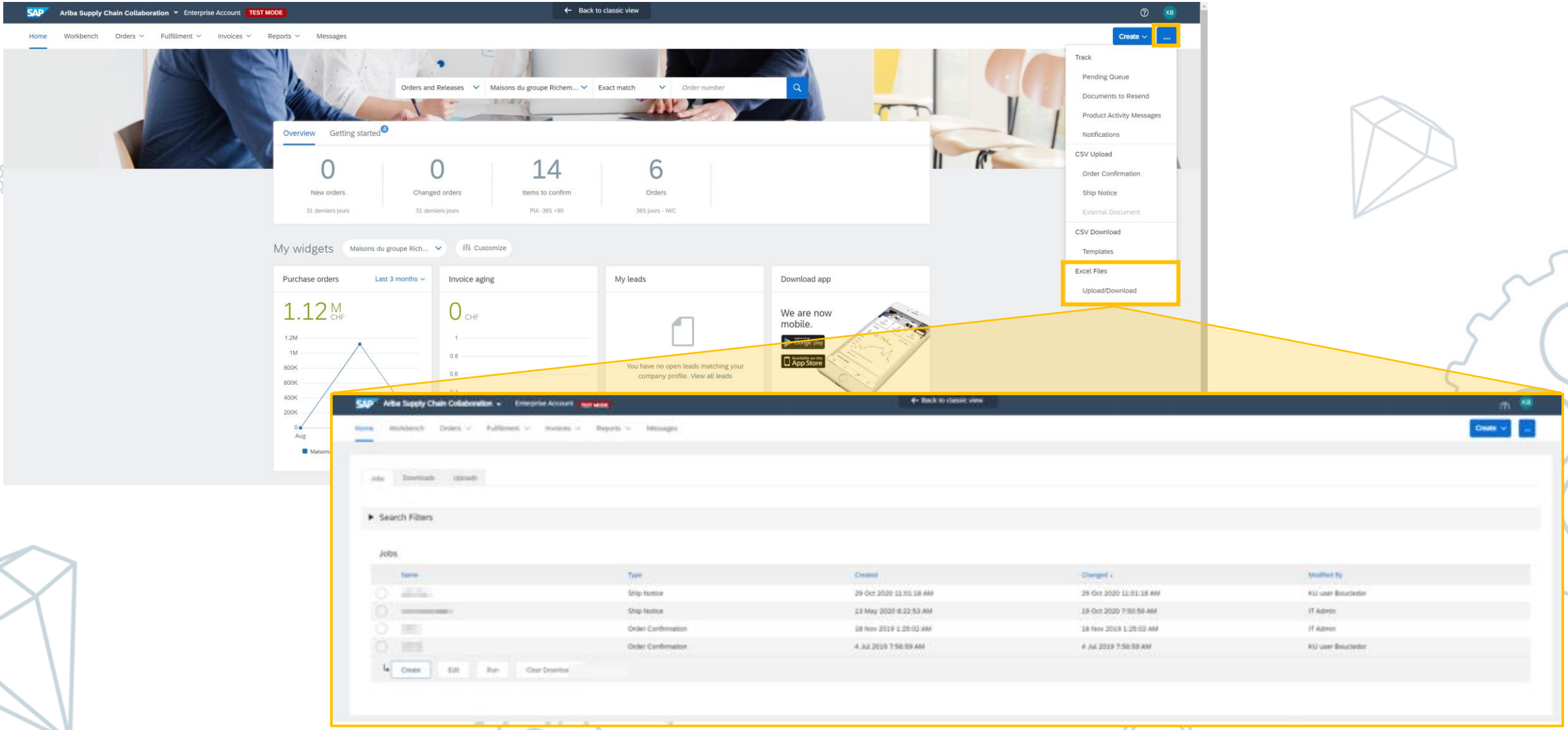
B MASS SHIPPING NOTICE (1/2)

- The Shipping Notice mass load consists of uploading a file (Excel format) in the Ariba portal that contains all the information for several orders

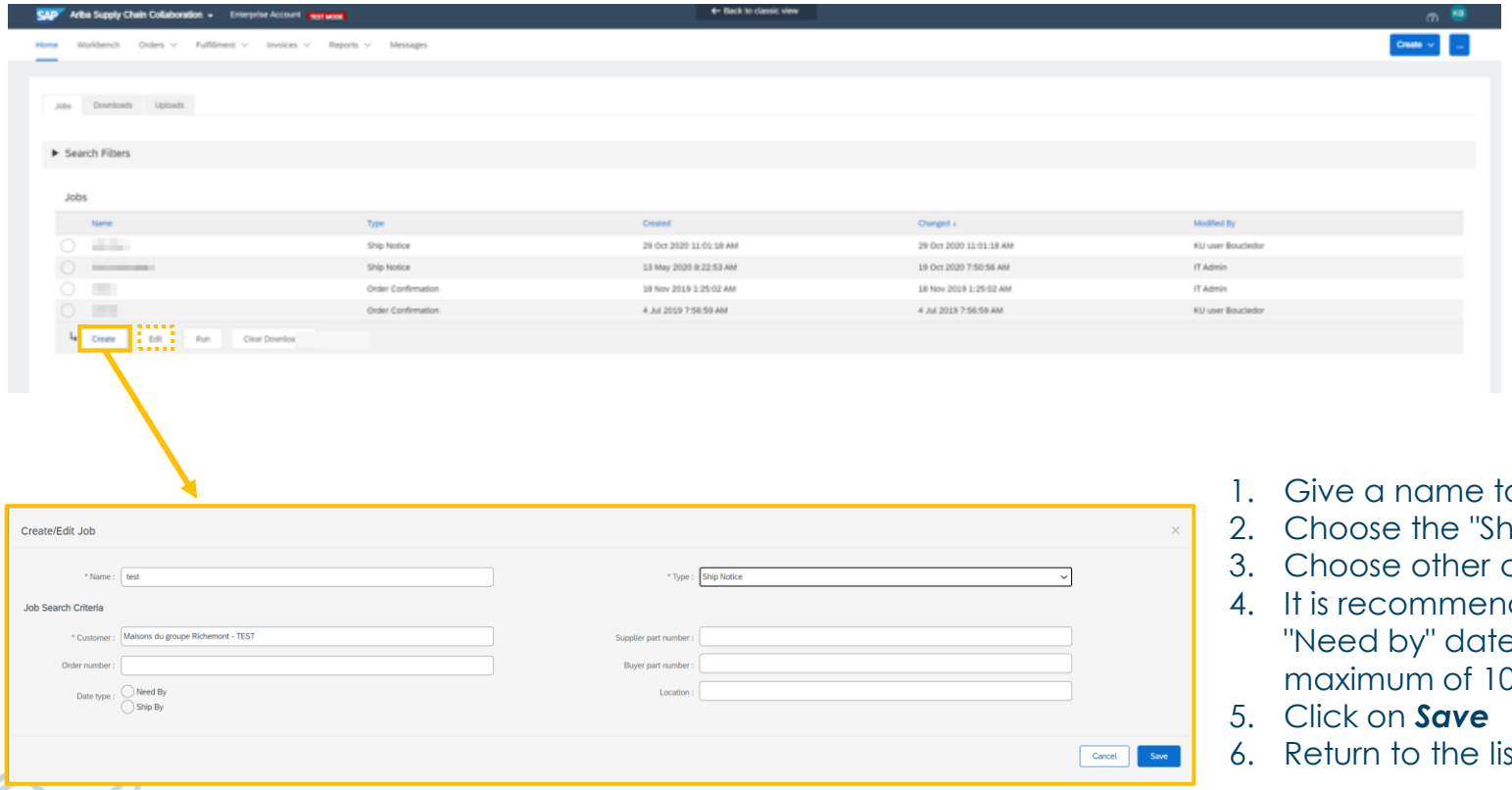
- The mass load principle is similar for order confirmations and ASNs:



B MASS SHIPPING NOTICE (2/2)



B MASS SHIPPING NOTICE – CREATE A TASK

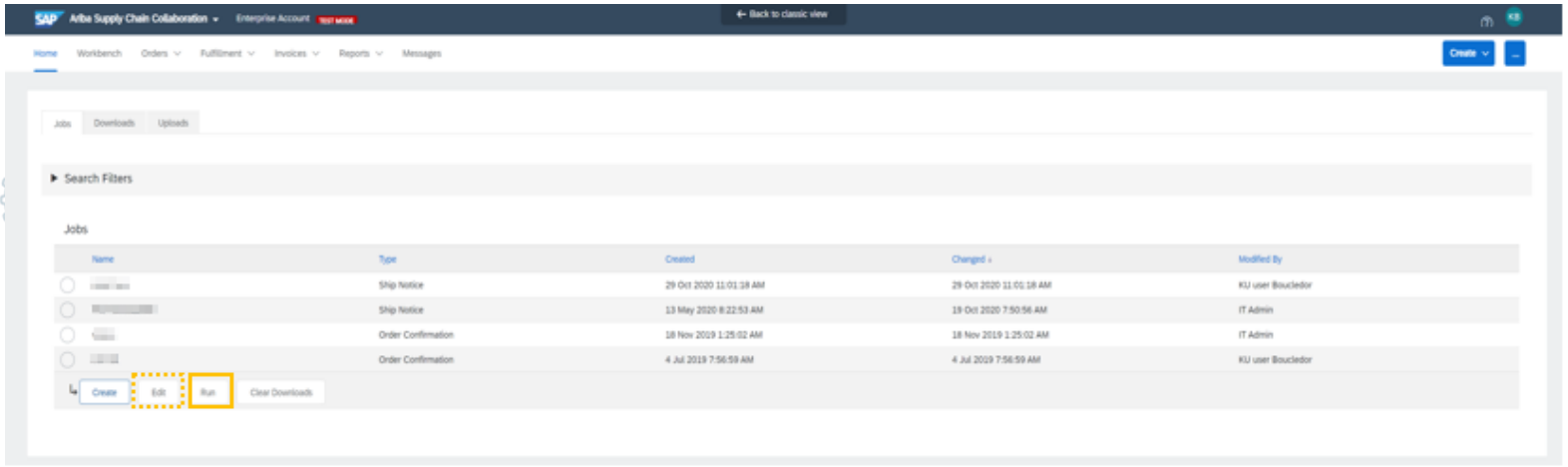


The very first step consists of creating a task that will then be reused the following times by clicking on ***Create***.

(A task once created can be modified or deleted)

1. Give a name to your report
2. Choose the "Ship notice" type.
3. Choose other criteria if necessary.
4. 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.
5. Click on ***Save***
6. Return to the list, select your task and click on ***Run***

B MASS SHIPPING NOTICE – 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***.
  You will find the proposed selections in the previous slide "***Create a task***".

B MASS SHIPPING NOTICE – DATA DOWNLOAD

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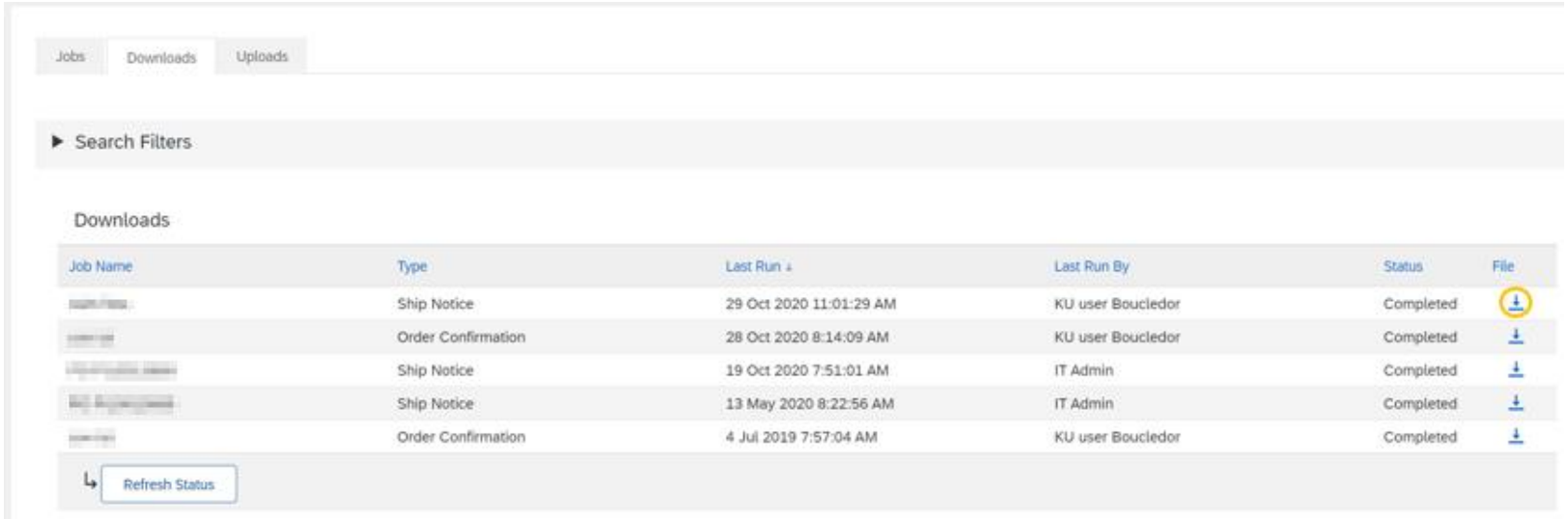
- ***ARIBA ➔ Excel***

- Switch to the ***"Downloads"*** tab



- 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 ***queued*** status, then click on ***Refresh Status*** to refresh the list.

B MASS SHIPPING NOTICE – EXCEL FILE CREATION (1/3)

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

SAP Business Network

Ship Notices Time Zone: UTC+02:00

Ship Notice Number (*)	Invoice No	Shipment Date	Delivery Date	Order Number (*)	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item Number (*)	Schedule line number of Order Item
			2024-06-25T03:00:00	6019990552	CRM0000068	TUBE RND PT DI=17.5 D		1	1

For the concerned partners

Item Ship Notice Line Number (*)	Delivery Quantity (*)	Item Unit Of Measure (*)	Item Supplier Batch ID	Item Serial Number	Ship notice item - Unit net weight	Ship notice item - Unit net weight UoM	Gold fine (Gram)	Platinum fine (Gram)	Palladium fine (Gram)	Alloy (Gram)
	1	MTR								

Ship Notice Date (*)	Ship To	Ship To Street	Ship To Municipality	Ship To Postal Code	Ship To City	Ship To State	Ship To Country Code	Ship To Country	Shipping Network
2024-10-14T04:56:39-(	Manufacture Cartier Jo	Routes des dolines ZA I		2400	Le Locle	NE	CHE	CHE	

B MASS SHIPPING NOTICE – EXCEL FILE CREATION (2/3)

- **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, the ones you do not want to ship**
- **If you are duplicating a line to split quantities and deliver on two different dates, remember to enter a different shipping notice number.**
- **Fields to be filled in:**
  - **Ship Notice Number : mandatory.** Not start with a « 0 ». No special characters except " – ", " / ", " _ ", " & ", " # " and " \ ".No lower case letters
  - Several lines can have **the same Shipment Notice Number** if they all have **the same delivery date and the same delivery address** (this is a multi–order ASN).
  - Do not change the ship notice date: it corresponds to its creation date.
  - Do not change the order date
  - **Delivery date :** can be in the following format: YYYYY–MM–DDTHH:MM:SS–TZONE **or** YYYYY–MM–DD (deleting everything at the right of the "T"); This rule is valid for all date fields in Excel; it is recommended to use the same format for all the dates you enter.
  - **Delivery + Delivery Address (Ship To Street)** : The address must be the same for a single ASN
  - **Item Ship Notice Line Number : mandatory** : Line number for the same shipping notice number.
    Example: A shipping notice has 3 lines, enter 1 on the first, 2 on the second and 3 on the last.
  - *Do not change the item line number .*
  - **Delivery Quantity** : editable shipping quantity

B MASS SHIPPING NOTICE – EXCEL FILE CREATION (3/3)

FOR THE CONCERNED PARTNERS :

- **The ID of supplier batch (column AO). ,** if traceability expected by the Maison If there is several lot number for the same article you can duplicate the line and put the right quantity associated to the right lot number
- **The net weight and the unit of measurement (columns AW and WX),** for the management of precious.
- **The serial number (column AQ)**, if serialized article. In case there is several serial numbers for an order ligne you can separate them with a «|» between each.

For example : 2181157|2181158|2181159…

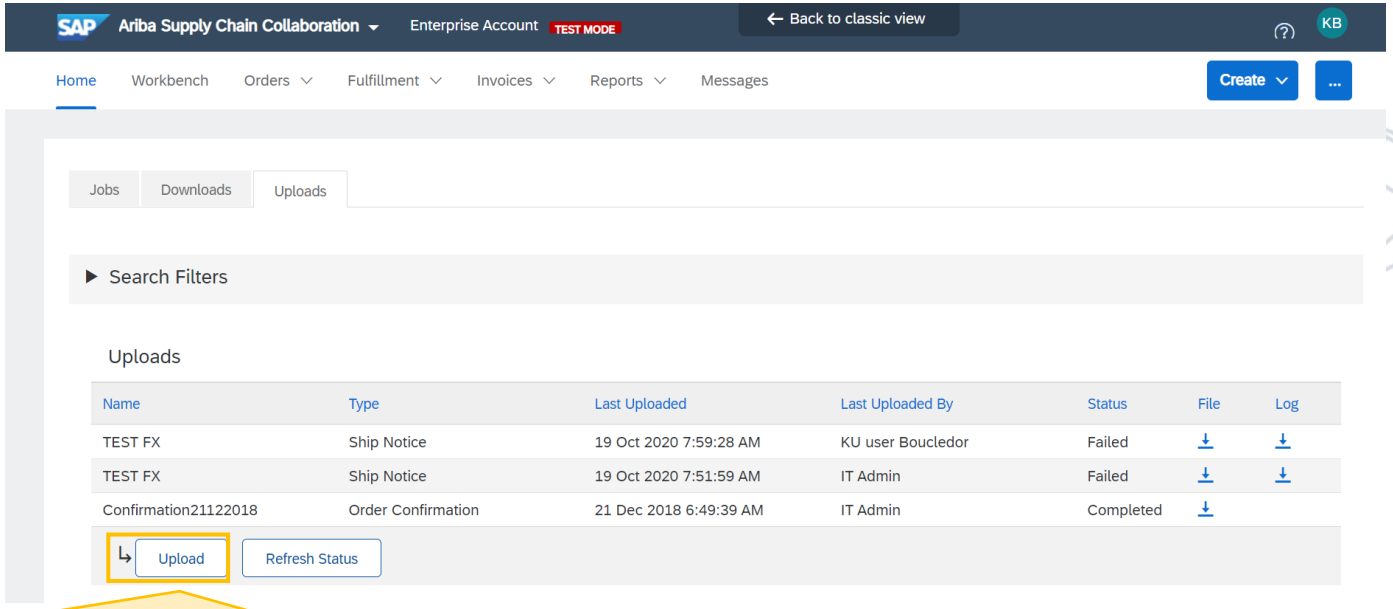
In case of serialized items, refer to the user guide "Serial numbers management" for more details

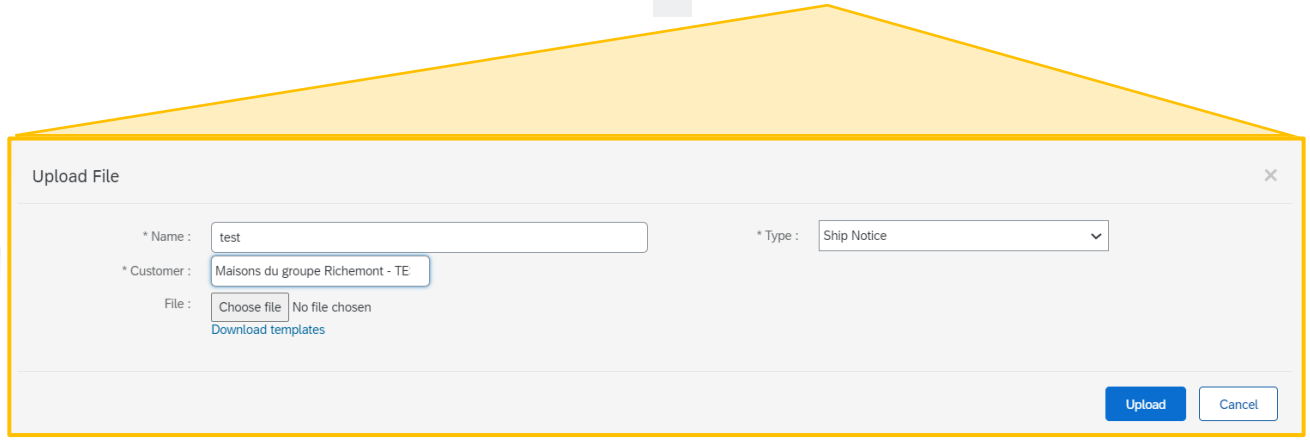
B MASS SHIPPING NOTICE – DATA UPLOAD

➢ **Excel ➔ ARIBA**

Switch to the ***"Uploads"*** tab

- Click on ***Upload***

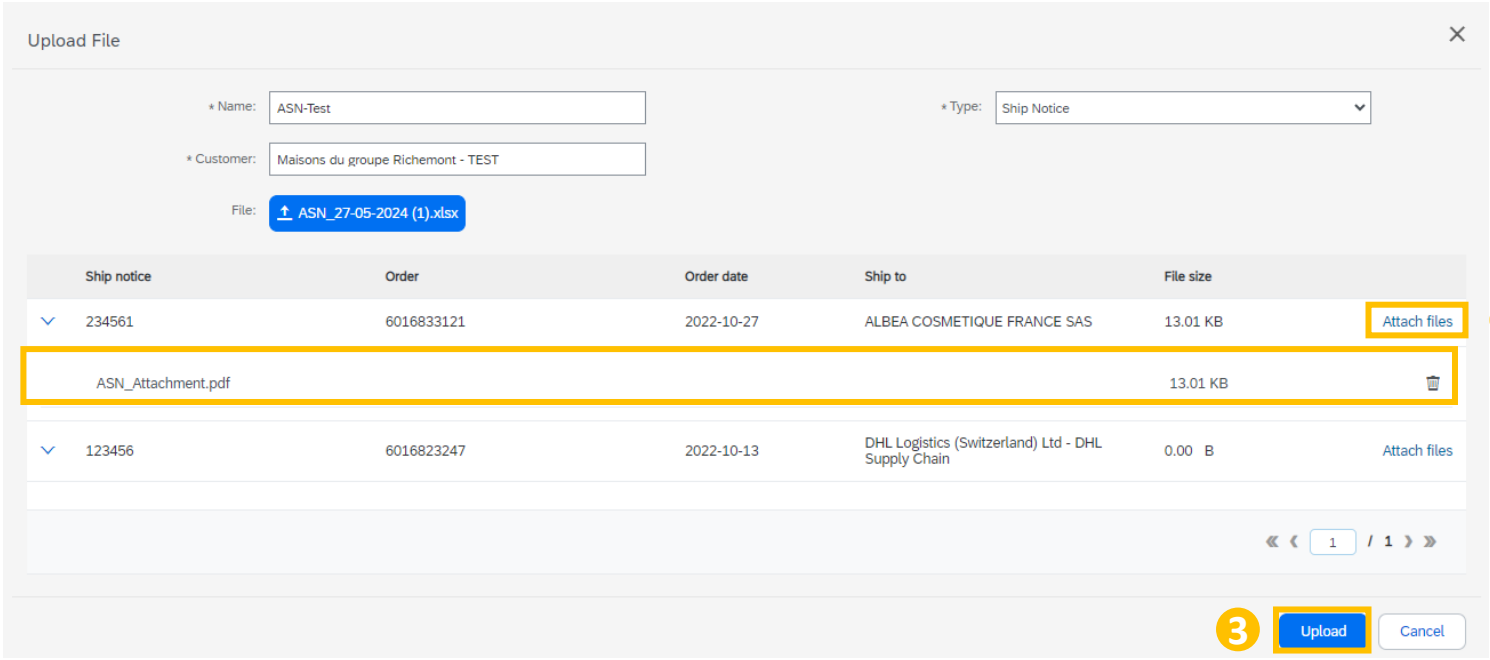




- Name: Mandatory; free choice
- Type: Order confirmation
- Customer: Maisons Richemont
- Select the file to be uploaded on the platform
- Click on ***Upload***

B MASS SHIPPING NOTICE – ADDING AN ATTACHMENT

- A summary of the information concerning your ASNs is then available
- You can attach one or more files to the header of your ASNs directly from this summary by clicking on **"Attach files" [1]**
- Your attachment will then appear under the summary information of the chosen ASN **[2]**
- Click on **"Upload" [3]** to finalize your ASN



You can delete the document by clicking on this icon at the attached file level

The attached documents will be at the header level of your ASN. Verify that the documents you want to send should not be added to the lines of your ASN

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