



eSHOP

Advance shipping notice ASN SUPPLIER GUIDE

—
Last update: 03.06.2021


RICHEMONT



SHIPPING NOTICE – ASN


2 modes: via the file or massload

- 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.

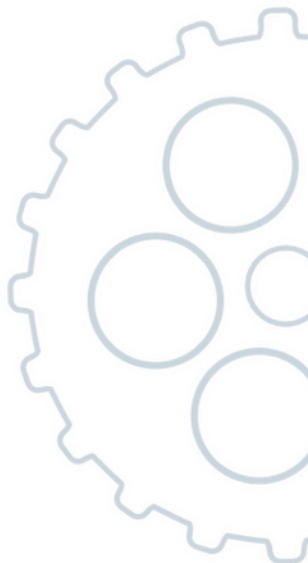
Please note that the information that are displayed for the ASN creation are related to the initial order and not to the information filled in the order confirmation



So if you have changed the delivery date, the price, splitted 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)*

> 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



Business Network Enterprise Account TEST MODE

Home Enablement **Workbench** Orders Fulfillment Invoices Reports Messages Create ...

Workbench Customize

106 New orders Save filter

12 Items to confirm 31 derniers jours

541 Items to ship Save filter

32 Orders 31 derniers jours

Items to ship (541)

[Edit filter](#) [Save filter](#) Maisons du groupe Richemo... Last 365 days Exclude fully shipped, +1

[Create ship notice](#) Feedback


<input type="checkbox"/>	Order No.	Item No.	Customer Part No.	Description	Schedule Line No. ↑	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	Customer: Maisons du groupe Richemont - TEST Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE									
<input type="checkbox"/>	6016891031	3	IWMXE0LT8S	CASE PF AUTO MOUNT G5N 37.1 SET 6596	1	May 24, 2023	10.00 PCE	0.00 PCE	10.00 PCE	***
<input type="checkbox"/>	6016891031	2	IWMXE0LT8S	CASE PF AUTO MOUNT G5N 37.1 SET 6596	1	May 24, 2023	12.00 PCE	0.00 PCE	12.00 PCE	***
<input type="checkbox"/>	6016893804	1	IWIWE10073	CASE PF CHRONO MOUNT ST 42 3910	1	Feb 9, 2023	1.00 PCE	0.00 PCE	1.00 PCE	***
<input type="checkbox"/>	6016788858	1	IWMXE0FT3P	CASE PF CHRONO MOUNT ST 39 3914	1	Sep 29, 2022	250.00 PCE	0.00 PCE	250.00 PCE	***
<input type="checkbox"/>	6016788858	2	IWMXE0FT3P	CASE PF CHRONO MOUNT ST 39 3914	1	Oct 27, 2022	125.00 PCE	0.00 PCE	125.00 PCE	***
<input type="checkbox"/>	6016754652	1	IWIWE11886	CASE PL SP CHRONO MOUNT ST 41.1 3879	1	Sep 14, 2022	2.00 PCE	0.00 PCE	2.00 PCE	***

- > 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"**



Order No.	Item No.	Customer Part No.	Description	Schedule Line No.	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Actions	
Customer: Maisons du groupe Richemont - TEST Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE										
<input checked="" type="checkbox"/>	6016891031	3	IWMXE0LT8S	CASE PF AUTO MOUNT G5N 37.1 SET 6596	1	May 24, 2023	10.00 PCE	0.00 PCE	10.00 PCE	***
<input type="checkbox"/>	6016891031	2	IWMXE0LT8S	CASE PF AUTO MOUNT G5N 37.1 SET 6596	1	May 24, 2023	12.00 PCE	0.00 PCE	12.00 PCE	***
<input type="checkbox"/>	6016893804	1	IWIWE10073	CASE PF CHRONO MOUNT ST 42 3910	1	Feb 9, 2023	1.00 PCE	0.00 PCE	1.00 PCE	***
<input checked="" type="checkbox"/>	6016788858	1	IWMXE0FT3P	CASE PF CHRONO MOUNT ST 39 3914	1	Sep 29, 2022	250.00 PCE	0.00 PCE	250.00 PCE	***
<input checked="" type="checkbox"/>	6016788858	2	IWMXE0FT3P	CASE PF CHRONO MOUNT ST 39 3914	1	Oct 27, 2022	125.00 PCE	0.00 PCE	125.00 PCE	***
<input type="checkbox"/>	6016754652	1	IWIWE11886	CASE PL SP CHRONO MOUNT ST 41.1 3879	1	Sep 14, 2022	2.00 PCE	0.00 PCE	2.00 PCE	***
<input checked="" type="checkbox"/>	6016754646	1	IWIWE11886	CASE PL SP CHRONO MOUNT ST 41.1 3879	1	Jun 14, 2022	2.00 PCE	0.00 PCE	2.00 PCE	***
<input type="checkbox"/>	6016788857	1	IWMXE0GQDS	BACK FINISHED NORM ST PO SA	1	Sep 24, 2022	3.00 PCE	0.00 PCE	3.00 PCE	***



 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.

> 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):** the 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.

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

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
6016912921	1		IVMXE0LT8S	C	9,000	PCE	24 May 2023		1,137.42 CHF	10,236.78 CHF	CHM7

Description: CASE PF AUTO MOUNT G5N 37.1 SET 6596

Shipment Status
Total Item Due Quantity: 9 PCE

Confirmation Status
Total Confirmed Quantity: 9,000 PCE

Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	Customer Batch ID	Download PDF	Add Details	Net Weight	Unit
1	9,000		M003645906				(no value)

Add Ship Notice Line

Add Order Line Item | Manage Serial Numbers

Download PDF | Save | Exit | Next

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**

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6016912921	1		IWMXEDLT8S	C	9.000	PCE	24 May 2023		1.137.42 CHF	10.236.78 CHF	CHM7	Remove
Description: CASE PF AUTO MOUNT GSN 37.1 SET 6596												
Shipment Status Total Item Due Quantity: 9 PCE												
Confirmation Status Total Confirmed Quantity: 9.000 PCE												
Total Backordered Quantity: 0 PCE												
Line		Ship Qty		Supplier Batch ID		Customer Batch ID						
1		<input type="text" value="9.000"/>		<input type="text"/>		M003645906		Download PDF		Add Details		<input type="text" value="Net Weight:"/> <input type="text" value="Unit: (no value)"/>
Add Ship Notice Line												



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** "

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6016869725	1		CRMXE0KSL3	1.000	PCE	22 Feb 2023		50.00 CHF	50.00 CHF	CHM5	Remove

Description: ANNEAU TRINITY OG125 DUR

Shipment Status
Total Item Due Quantity: 1 PCE

Confirmation Status
Total Confirmed Quantity: 1 PCE Total Backordered Quantity: 0 PCE

Quality Certificates

2 No file chosen 3

1

Inspection protocol * No attachment yet

Line	Ship Qty	Supplier Batch ID		Net Weight:	Unit:
1	<input type="text" value="1.000"/>	<input type="text"/>	Download PDF Add Details	<input type="text"/>	<input type="text" value="(no value)"/>

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.

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.

Ship Notice Header

SHIPPING

Packing Slip ID:

Invoice No.:

Requested Delivery Date:

Ship Notice Type:

Shipping Date:

Delivery Date:

Hazard Type:

Is Divisible:

Code:

Dimensions

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Additional Fields

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6016831926	1		CRMVEQLRM7	1,000,000	PCE	6 Dec 2022		3.10 CHF	3,100.00 CHF	CHM5	Remove

Description: MARTEAU CRAN

Shipment Status
Total Item Due Quantity: 880.0 PCE

Confirmation Status
Total Confirmed Quantity: 1,000 PCE Total Backordered Quantity: 0 PCE

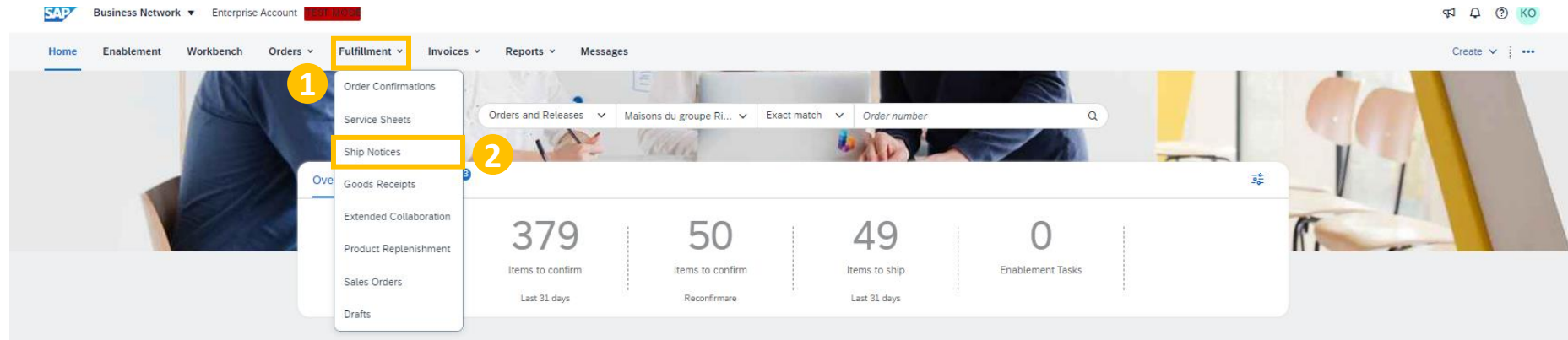
Quality Certificates

Inspection protocol: * No attachment yet [Attach file](#)

- > **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

A screenshot of the SAP Business Network 'Ship Notices' page. The page title is 'Ship Notices (112)'. Below the title is a 'Search Filters' section. The main content is a table with columns: 'Packing Slip ID', 'Customer', 'Order #', 'Date', 'Completion Status', 'Receipt Status', 'Routing Status', and 'Ship Notice Status'. The table contains four rows of data. A 'Page 1' dropdown and navigation icons are visible in the top right corner of the table area.

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
SHIP07072216	Maisons du groupe Richemont - TEST	6020014319	8 Jul 2024 12:16:33 AM	Completed	Fully Received	Acknowledged	
SHIP03070853	Maisons du groupe Richemont - TEST	6020012781	3 Jul 2024 10:53:18 AM	Completed	Fully Received	Acknowledged	
SHIP02070315	Maisons du groupe Richemont - TEST	6020012332	2 Jul 2024 5:15:02 AM	Completed	Fully Received	Acknowledged	
SHIP06201430	Maisons du groupe Richemont - TEST	6019995071	20 Jun 2024 8:49:15 AM	Completed	Fully Received	Acknowledged	

DISPLAY THE ASN BARCODE

The screenshot shows the SAP Ariba interface for a Ship Notice: TEST_ABC. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main content area has tabs for 'Detail' and 'History'. A 'Download PDF' button is highlighted with a yellow box, and a dropdown menu is open, showing 'ASN Barcode v2' as the selected option. To the right, a preview window displays the PDF content, which includes the SAP Ariba logo, a blurred barcode, and the text 'PIAGET CHM8'. The main content area is divided into sections: 'SHIP FROM' (with blurred details) and 'SHIPPING' (with the following details):

- Packing Slip ID: TEST_ABC
- Notice Date: 26 Oct 2020
- Service Level: --
- Requested Delivery Date: --
- Ship Notice Type: --
- Actual Shipping Date: --
- Actual Delivery Date: 30 Oct 2020 12:00:00 PM

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

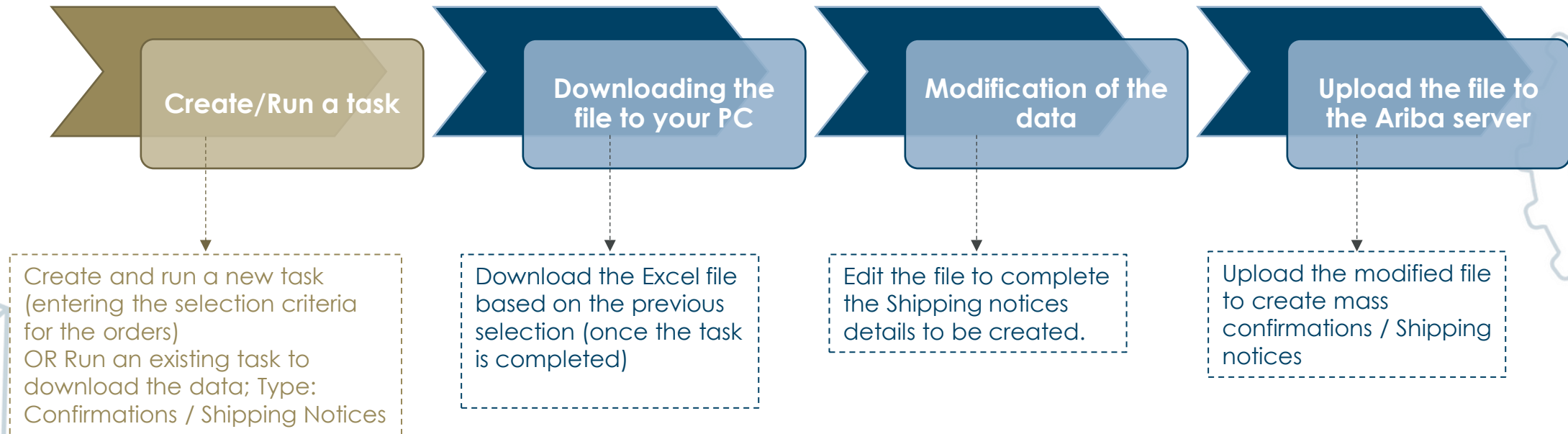
- When creating a document, it is possible to **Save it before submitting it to the Maison. In this case prepare the ASN and click on "Save"**

- 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.**

> 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:



SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Workbench Orders Fulfillment Invoices Reports Messages

Orders and Releases Maisons du groupe Richem... Exact match Order number

Overview Getting started

- 0 New orders (31 derniers jours)
- 0 Changed orders (31 derniers jours)
- 14 Items to confirm (PIA -305 +90)
- 6 Orders (365 jours - IWC)

My widgets Maisons du groupe Rich... Customize

Purchase orders Last 3 months: 1.12M CHF

Invoice aging: 0 CHF

My leads: You have no open leads matching your company profile. View all leads

Download app: We are now mobile. (Google Play, App Store)

Track dropdown menu:

- Track
- Pending Queue
- Documents to Resend
- Product Activity Messages
- Notifications
- CSV Upload
- Order Confirmation
- Ship Notice
- External Document
- CSV Download
- Templates
- Excel Files
- Upload/Download

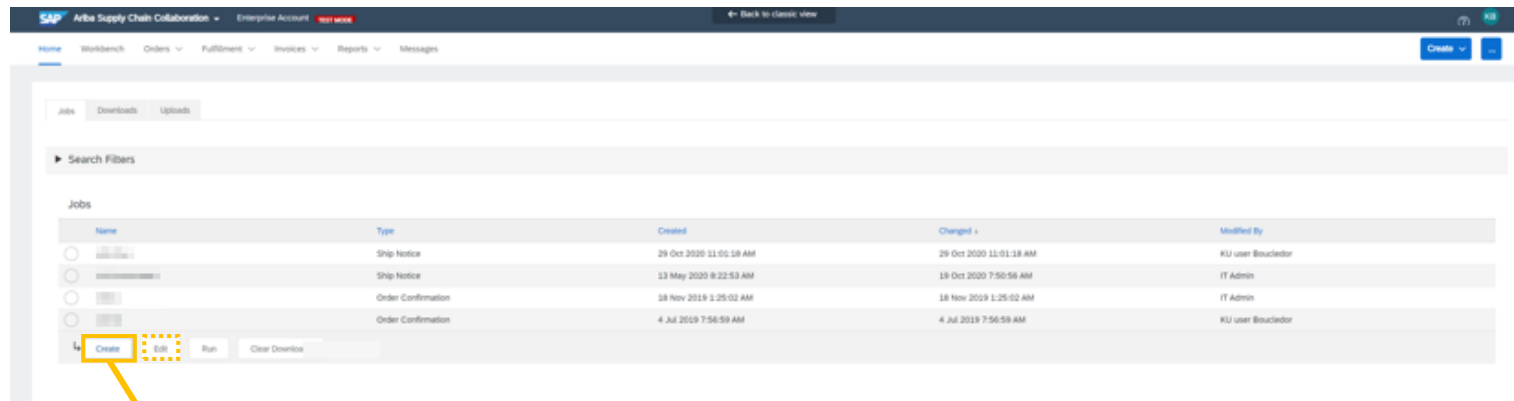
SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

Home Workbench Orders Fulfillment Invoices Reports Messages

Jobs

Name	Type	Created	Changed	Modified By
[Icon]	Ship Notice	29 Oct 2020 11:01:18 AM	29 Oct 2020 11:01:18 AM	KU user Bnuclader
[Icon]	Ship Notice	13 May 2020 8:22:53 AM	18 Oct 2020 7:08:56 AM	IT Admin
[Icon]	Order Confirmation	18 Nov 2019 1:25:02 AM	18 Nov 2019 1:25:02 AM	IT Admin
[Icon]	Order Confirmation	4 Jul 2019 7:58:59 AM	4 Jul 2019 7:58:59 AM	KU user Bnuclader

Buttons: Create, Edit, Run, Clear Defaults



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)

The 'Create/Edit Job' dialog box is shown with the following fields and values:

- * Name: test
- * Type: Ship Notice
- * Customer: Maisons du groupe Richemont - TEST
- Order number: (empty)
- Date type: Need By, Ship By
- Supplier part number: (empty)
- Buyer part number: (empty)
- Location: (empty)

The 'Save' button is highlighted in blue.

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**

The screenshot shows the SAP S/4HANA Jobs page. At the top, there are navigation tabs for 'Jobs', 'Downloads', and 'Uploads'. Below this is a 'Search Filters' section. The main content is a table with the following columns: Name, Type, Created, Changed, and Modified By. The table contains four rows of data:

Name	Type	Created	Changed	Modified By
user class	Ship Notice	29 Oct 2020 11:01:18 AM	29 Oct 2020 11:01:18 AM	KU user Broucedor
...	Ship Notice	13 May 2020 8:22:53 AM	19 Oct 2020 7:50:56 AM	IT Admin
...	Order Confirmation	18 Nov 2019 1:25:02 AM	18 Nov 2019 1:25:02 AM	IT Admin
...	Order Confirmation	4 Jul 2019 7:56:59 AM	4 Jul 2019 7:56:59 AM	KU user Broucedor

Below the table, there are action buttons: 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Run' button is highlighted with a yellow border.

› When the task is created the first time, it will be reused the following times.

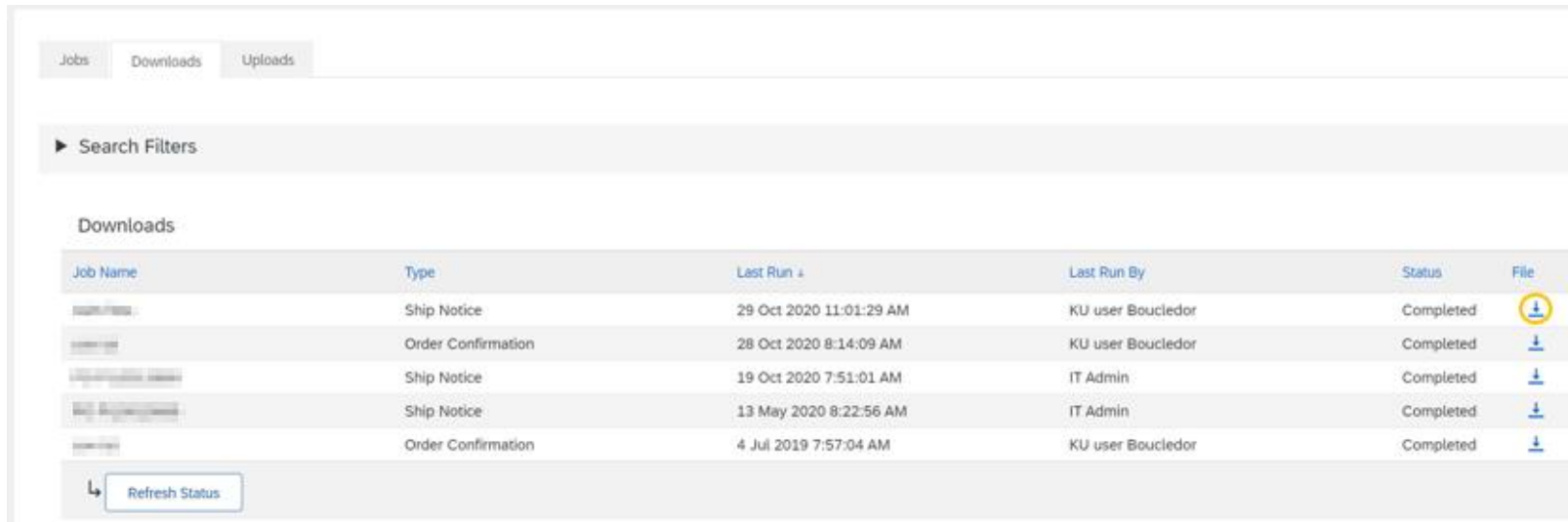
To do this, simply select the desired task and click on **Run**.






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**”.

➤ **ARIBA → Excel**

➤ Switch to the "**Downloads**" tab



Job Name	Type	Last Run ↓	Last Run By	Status	File
...	Ship Notice	29 Oct 2020 11:01:29 AM	KU user Boucledor	Completed	
...	Order Confirmation	28 Oct 2020 8:14:09 AM	KU user Boucledor	Completed	
...	Ship Notice	19 Oct 2020 7:51:01 AM	IT Admin	Completed	
...	Ship Notice	13 May 2020 8:22:56 AM	IT Admin	Completed	
...	Order Confirmation	4 Jul 2019 7:57:04 AM	KU user Boucledor	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 ***queued*** status, then click on **Refresh Status** to refresh the list.

> 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 [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		2400	Le Locle	NE	CHE	CHE	

- › **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: YYYY-MM-DDTHH:MM:SS-TZONE **or** YYYY-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

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

➤ 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 Create

Jobs Downloads Uploads

Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
TEST FX	Ship Notice	19 Oct 2020 7:59:28 AM	KU user Boucedor	Failed	↓	↓
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	↓	↓
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	↓	

Upload Refresh Status

Upload File

* Name: * Type:

* Customer:

File: No file chosen
[Download templates](#)

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


- › 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

Upload File

* Name: * Type:

* Customer:

File:

Ship notice	Order	Order date	Ship to	File size	
234561	6016833121	2022-10-27	ALBEA COSMETIQUE FRANCE SAS	13.01 KB	Attach files [1]
ASN_Attachment.pdf					13.01 KB 
123456	6016823247	2022-10-13	DHL Logistics (Switzerland) Ltd - DHL Supply Chain	0.00 B	Attach files

« < 1 / 1 > »

Upload [3] Cancel



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



RICHEMONT