

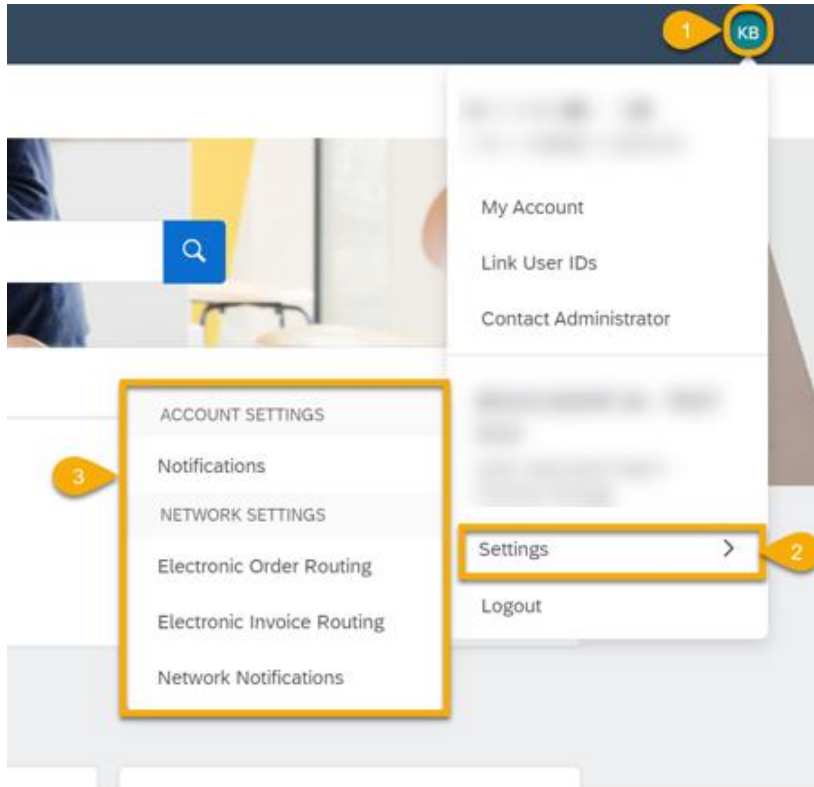


eSHOP

Notifications management

SUPPLIER GUIDE

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In the Account Setup menu:

- 1) Click on the button with the user's initials
- 2) Settings
- 3) Notifications at the account settings level

OR

Electronic order routing at the settings level
Ariba network

⇒ Detail of recommended notifications in the following slides

"IMPORTANT" NOTIFICATIONS LIST FOR USER (1/2)

- › In the **Electronic Order Routing** menu, you will be able to set up notifications for new orders by e-mail. It is possible to set up multiple e-mail addresses separated by a comma with no space.

The screenshot shows the SAP Network Settings interface for 'Electronic Order Routing'. The 'New Orders' section is highlighted with a red box and contains a table with columns for Document Type, Routing Method, and Options. The 'Catalog Orders without Attachments' row is highlighted with a yellow box, showing 'Email' as the routing method and 'eshop@richemont.com' as the email address. The 'Change/Cancel Orders' section is also highlighted with a red box, showing 'Online' as the routing method for 'Catalog Orders without Attachments' and 'Save in my online inbox' as the option.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: eshop@richemont.com <input checked="" type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order

Document Type	Routing Method	Options
Catalog Orders without Attachments	Online	Save in my online inbox
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email



Online routing is the default method of order routing. This means that orders are available in your portal.

- › It is also possible to choose receiving modified/cancelled orders by email by selecting **Email** and filling in the relevant e-mail address. Otherwise, keep the mode online

"IMPORTANT" NOTIFICATIONS LIST FOR USER (2/2)

> It is possible to receive a notification for **Component Ship Notice** (for affected Maisons)

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Status Request	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
Receipt	Online	Save in my online inbox
Product Activity Message	Online	Save in my online inbox
Return Ship Notices	Online	Save in my online inbox
Component Ship Notice	Online	Save in my online inbox

> It is recommended to set up an e-mail notification when an order could not be delivered. Preferably, fill in a different address from the people who receive standard notifications (e.g. administrator).

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	eshop@richemont.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	

"IMPORTANT" NOTIFICATIONS LIST FOR ADMINISTRATORS (1/3)

- It is recommended to set up an e-mail notification when an order could not be delivered. Preferably, fill in a different address from the people who receive standard notifications.

SAP Ariba Network Enterprise Account TEST MODE

Account Settings [Save] [Close]

Notifications [Network] [Discovery]

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Error Email Notification

Send immediate notification upon failure.

General Notification Options Send notification digest this often, in hours: 24

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	eSHOP@richemont.com
Purchase Order Inquiry	<input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send a notification when purchase order inquiries are received.	
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. <input type="checkbox"/> Send a notification when time sheets are undeliverable.	
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	

"IMPORTANT" NOTIFICATIONS LIST FOR ADMINISTRATORS (2/3)

- > The **Network Service** Notification informs you about platform interruptions.
- > **Reminder of Unconfirmed Orders** Notification is a weekly notification to alert you about received orders that have not been confirmed yet.

Account Settings

Customer Relationships Users **Notifications** Application Subscriptions Account Registration API management

General Network Discovery Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	vikramrichemont@gmail.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	vikramrichemont@gmail.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	vikramrichemont@gmail.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	vikramrichemont@gmail.com

Other Notifications

Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	vikramrichemont@gmail.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	vikramrichemont@gmail.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	vikramrichemont@gmail.com
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	vikramrichemont@gmail.com
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.	vikramrichemont@gmail.com
Domain Registration Notifications	<input type="checkbox"/> Send a notification when a new user registers with same domain.	vikramrichemont@gmail.com

"IMPORTANT" NOTIFICATIONS LIST FOR ADMINISTRATORS (3/3)

› Here, you can set up e-mail notifications to notify you when you receive communications via the Ariba platform's online messaging system.

The screenshot shows the SAP Ariba Network 'Account Settings' page, specifically the 'Messaging' sub-section. The page is titled 'Account Settings' and includes a 'Save' button. The navigation menu includes 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Notifications' menu item is highlighted. Below the navigation, there are tabs for 'General', 'Network', 'Discovery', and 'Messaging', with 'Messaging' selected. The main content area is titled 'Messaging' and contains several sections:

- Global document-specific settings:** This section includes a header: "Enter up to 3 comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. If the email address is that of a distribution list, ensure that you have the consent of all the persons in the distribution list. Notifications are in the preferred language set by the network administrator." It contains two rows:
 - Purchase order messages:** A checked checkbox "Send notifications to these addresses" is followed by an input field containing "vikramrichemont@gmail.com".
 - Invoice messages:** An unchecked checkbox "Send notifications when invoice messages are received" is followed by an empty input field.
- Global default settings:** This section includes a header: "If global document-specific settings aren't defined or those email addresses have been unsubscribed from receiving notifications, we'll send notifications to the default email addresses in Global default settings. Notifications are in the preferred language set by the network administrator." It contains two rows:
 - All document-specific messages:** A checked checkbox "Send notifications when customer messages are received" is followed by an input field containing "vikramrichemont@gmail.com".
 - Administrator:** A checked checkbox "Send all notifications to the Ariba Network administrator" is followed by an empty input field.
- Context-free settings:** This section includes a header: "If context-free message notification settings are not defined or if the specified email addresses are unsubscribed from receiving notifications, then Ariba Network will not send any notifications." It contains one row:
 - Context-free messages:** A checked checkbox "Send context-free message notifications to these addresses" is followed by an input field containing "vikramrichemont@gmail.com".