



eSHOP

Workbench Tile

SUPPLIER GUIDE

May 2022

RICHEMONT

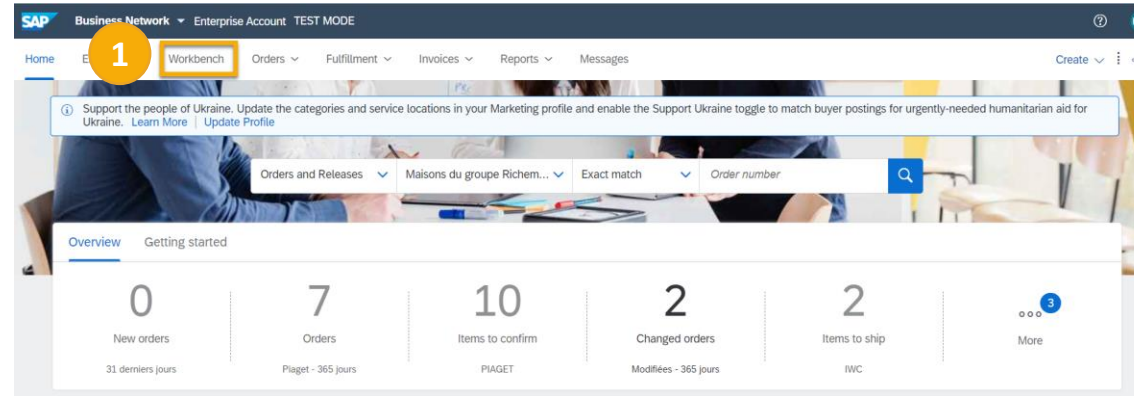


WORKBENCH

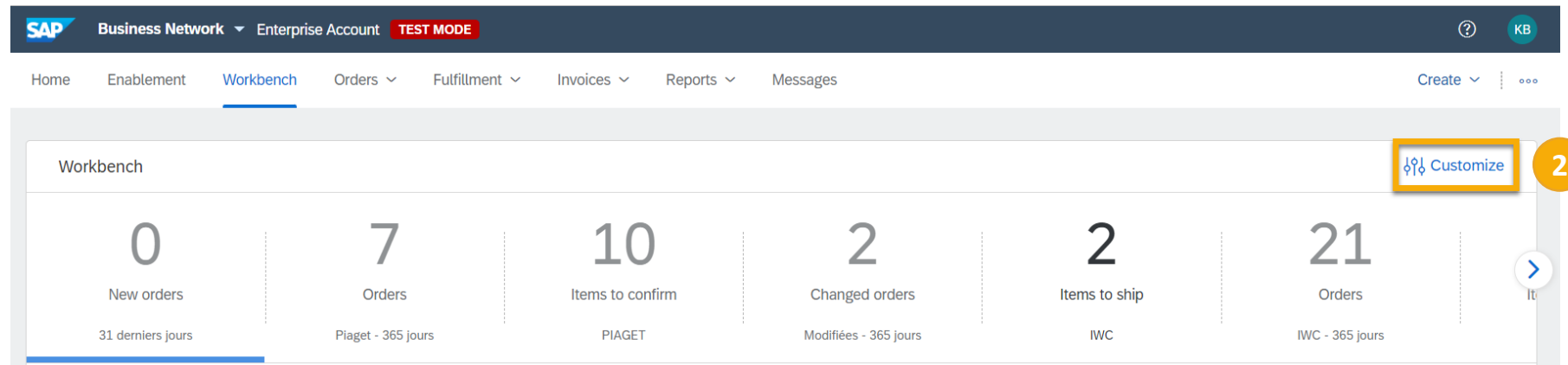
Focus on the *"Items to confirm"* tile

ITEMS TO CONFIRM TILE CREATION

› Click on Workbench [1] on the home page



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



ITEMS TO CONFIRM TILE CREATION

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

3) It's possible to move a file (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

4

ITEMS TO CONFIRM TILE CREATION

- > 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's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. Below this is a 'Workbench' section with several tiles: 'New orders (0) 31 derniers jours', 'Orders (7) Piaget - 365 jours', 'Items to confirm (10) PIAGET', 'Changed orders (2) Modifiées - 365 jours', 'Items to ship (2) IWC', 'Orders (21) IWC - 365 jours', 'Items to confirm (0) PIAGET', and 'Items to confirm (0) Last 31 days'. The 'Items to confirm (0) Last 31 days' tile is highlighted with a yellow box and a '1' in a yellow circle. Below the tiles, there's a section for 'New orders (0)' with an 'Edit filter' button highlighted by a yellow box and a '2' in a yellow circle. At the bottom, there's a table with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, External Document Type, and Actions.

- > We advise you to create **a file for each Maison** you are working with

ITEMS TO CONFIRM TILE – FILTER CONFIGURATION

1 Customers: Maisons du groupe Richemont - TEST

2 Need by date: None

3 Creation date: Last 365 days

4 Purchasing organizations: M1IW

5 Confirmation status: Exclude confirmation not allowed

6 Apply

> The following filters have to be configured :

- Customers: Maisons of the Richemont Group [1]
- Need by date : None [2]
- Creation Date : Last 365 days [3]
- Purchasing Organizations (choose a specific Maison) [4]
- Confirmation status (works by exclusion) [5]
 - ✓ Exclude confirmation not allowed: Excludes orders that are not awaiting confirmation
 - ✓ Exclude fully confirmed: excludes fully confirmed orders

> When the filter settings are complete, click on « Apply » [6]

ITEMS TO CONFIRM TILE – FILTER CONFIGURATION

- › When the filters are applied, select « save filter » [1]

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enabement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Workbench' section displays several tiles: 'New orders' (0), 'Orders' (7), 'Items to confirm' (10), 'Changed orders' (2), 'Items to ship' (2), 'Orders' (21), 'Items to confirm' (0), and 'Items to confirm' (10). The 'Items to confirm' tile is selected, and the 'Save filter' button is highlighted with a red circle and the number 1. Below the tiles, there is a section for 'Items to confirm (10)' with an 'Edit filter' button and a 'Save filter' button. The 'Save filter' button is highlighted with a red circle and the number 1. Below this section, there are 'Confirm' and 'Reject' buttons. At the bottom, there is a table with columns: 'Item No.', 'Supplier Part No.', 'Description', 'Need By', 'Ship By', 'Requested Quantity', 'Confirmed Quantity', 'Requested Unit Price', 'Estimated Shipping', 'Estimated Delivery', 'Quantity To Confirm', 'Confir', and 'Actions'.

- › 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 the 'Save filter' dialog box. The dialog box has a title bar 'Save filter' and a close button 'x'. The main content area contains the text: 'Before you save this filter, we recommend that you add a description for easy identification.' Below this text is a preview of the 'Items to confirm' tile. The tile shows the number '10' and the text 'Items to confirm'. Below the tile, there is a text input field containing 'IWC'. The 'IWC' text is highlighted with a red circle and the number 2. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle and the number 3.

ITEMS TO CONFIRM TILE – COLUMNS MANAGEMENT

- › When you have finished to setting up your tile, you can change the column display by clicking on the parameter symbol [1]
- › We advise you to show columns from table columns [2] according to the following order [3]
- › The gathering of columns is possible [4], it is recommended to group by item No [5]
- › When the columns configuration is over, click on «Apply» [6]

Table setting

Table columns [2] Use drag and drop to configure the table columns to be displayed and their order

Column grouping

Date and time

Available columns

Customer Part No. [3]

Supplier Part No.

Description

Need By

Estimated Delivery

Requested Quantity

Quantity To Confirm

Requested Unit Price

Confirmed Unit Price

1

Apply Cancel

Table setting

Table columns

Column grouping [4] Use drag and drop to configure column grouping and the order of the grouped columns.

Date and time

Available columns

Item No. [5]

Supplier Part No.

Customer

Description

Company Code

Customer Location

Purchasing Organization

Planner Code

Confirmation Approval Status

Customer Batch ID

Supplier Batch ID

Grouping

Order No.

6

Apply Cancel


ITEMS TO CONFIRM TILE – COLUMNS MANAGEMENT

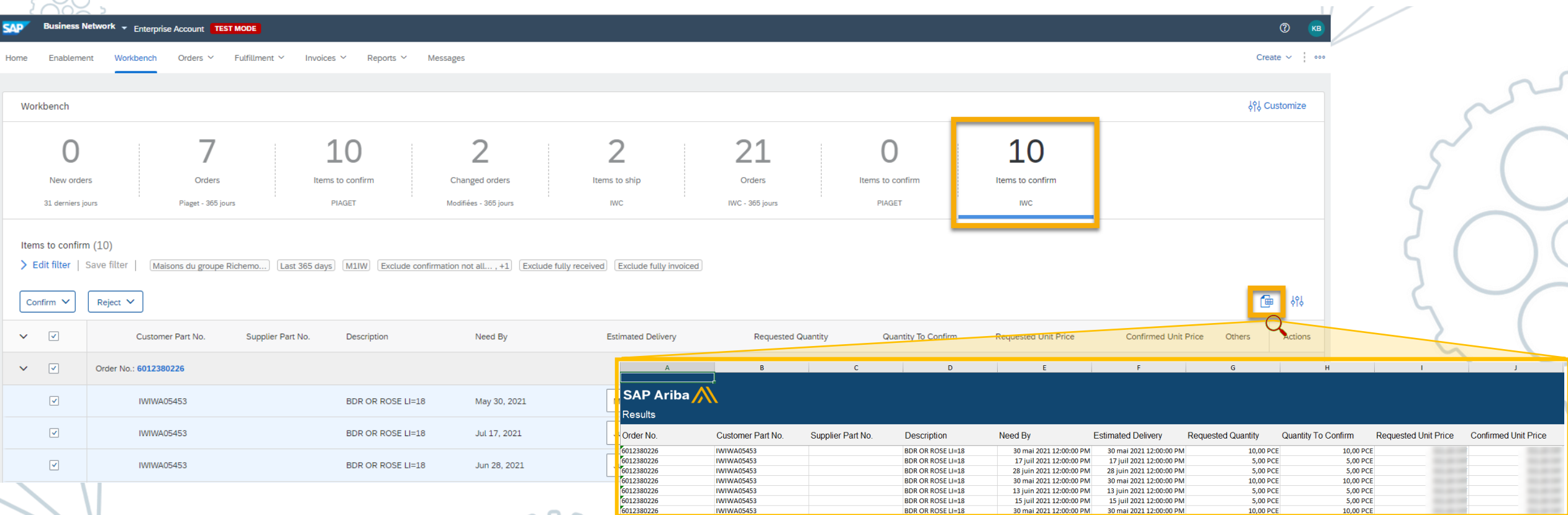
- › It's possible to split purchase order from this list by selecting one or several purchase orders, one or several lines with **Actions** menu
- › It's possible to change estimated delivery date
- › If you need to change the price please make sure to inform the Maison

The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench (selected), Orders, Fulfillment, Invoices, Reports, and Messages. Below the navigation is a summary bar with various metrics: 0 New orders, 7 Orders, 10 Items to confirm, 2 Changed orders, 2 Items to ship, 21 Orders, 0 Items to confirm, and 10 Items to confirm. The 'Items to confirm (10)' section is active, showing a table of purchase order lines. The table has columns for Customer Part No., Supplier Part No., Description, Need By, Estimated Delivery, Requested Quantity, Quantity To Confirm, Requested Unit Price, Confirmed Unit Price, and Others. The 'Actions' column is highlighted with a yellow box. A callout box shows the 'Split' option in the 'Actions' menu.

Customer Part No.	Supplier Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Quantity To Confirm	Requested Unit Price	Confirmed Unit Price	Others	Actions
Order No.: 6012380226										
IWIWA05453		BDR OR ROSE LI=18	May 30, 2021	May 16, 2022	10.00 PCE	10 PCE			CHF	...
IWIWA05453		BDR OR ROSE LI=18	Jul 17, 2021	Jun 27, 2022	5.00 PCE	5 PCE			CHF	...
IWIWA05453		BDR OR ROSE LI=18	Jun 28, 2021	Jun 6, 2022	5.00 PCE	5 PCE			CHF	...

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 files in an editable and shareable format



The screenshot displays the SAP Business Network Workbench interface. The dashboard shows several metrics: 0 New orders, 7 Orders, 10 Items to confirm (highlighted), 2 Changed orders, 2 Items to ship, 21 Orders, 0 Items to confirm, and 10 Items to confirm (highlighted). Below the dashboard, there is a table of items to confirm. A yellow box highlights the 'Items to confirm' tile with the value 10, and another yellow box highlights the Excel export button. A zoomed-in view of the SAP Ariba Results table is shown below.

Order No.	Customer Part No.	Supplier Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Quantity To Confirm	Requested Unit Price	Confirmed Unit Price
6012380226	IWIWA05453		BDR OR ROSE LI=18	May 30, 2021	30 mai 2021 12:00:00 PM	10,00 PCE	10,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18	Jul 17, 2021	17 juil 2021 12:00:00 PM	5,00 PCE	5,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18	Jun 28, 2021	28 juin 2021 12:00:00 PM	5,00 PCE	5,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18		30 mai 2021 12:00:00 PM	10,00 PCE	10,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18		13 juin 2021 12:00:00 PM	5,00 PCE	5,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18		15 juil 2021 12:00:00 PM	5,00 PCE	5,00 PCE		
6012380226	IWIWA05453		BDR OR ROSE LI=18		30 mai 2021 12:00:00 PM	10,00 PCE	10,00 PCE		



RICHMONT