eSHOP Workbench Tile

SUPPLIER GUIDE

May 2022

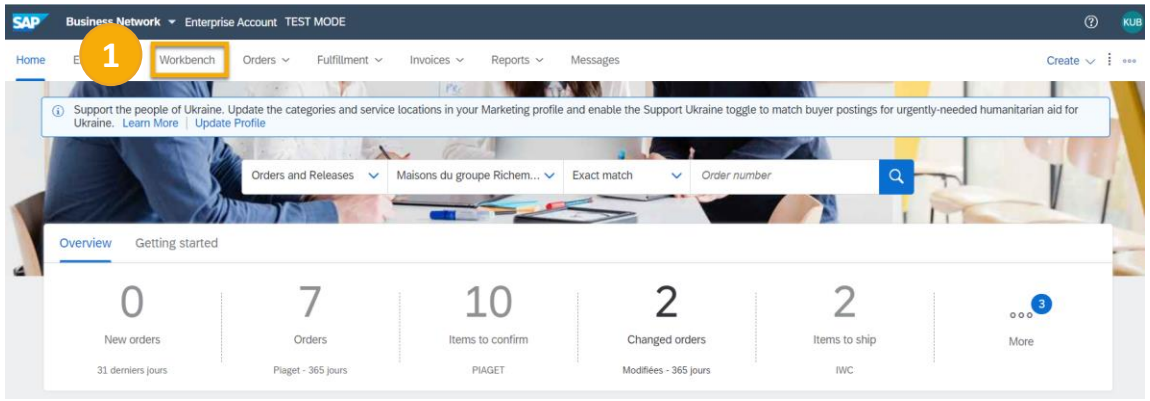
RICHEMONT

WORKBENCH

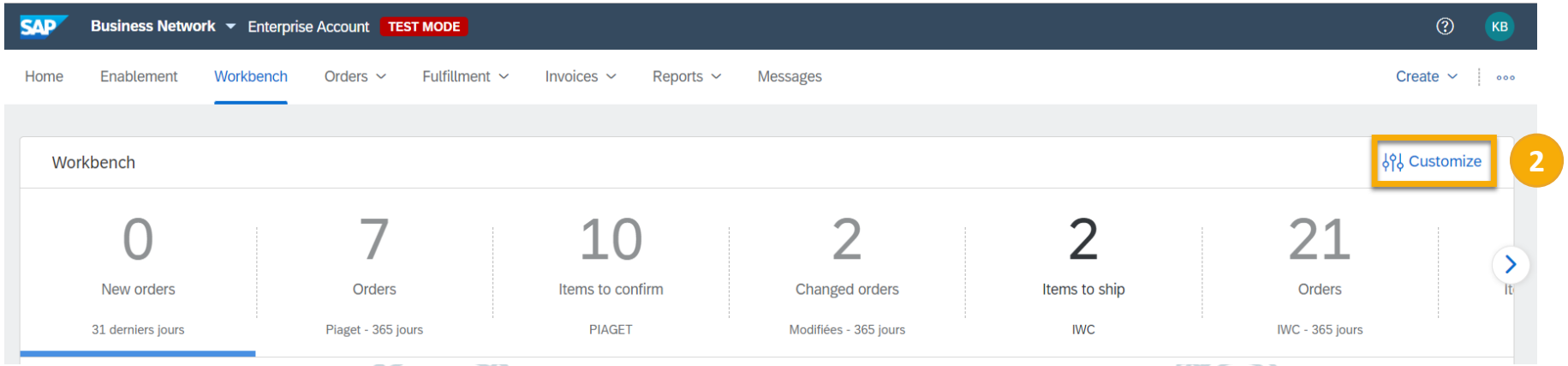
Focus on the "*Items to ship*" tile

ITEM TO SHIP TILE CREATION

- Click on Workbench **[1]** on the home page

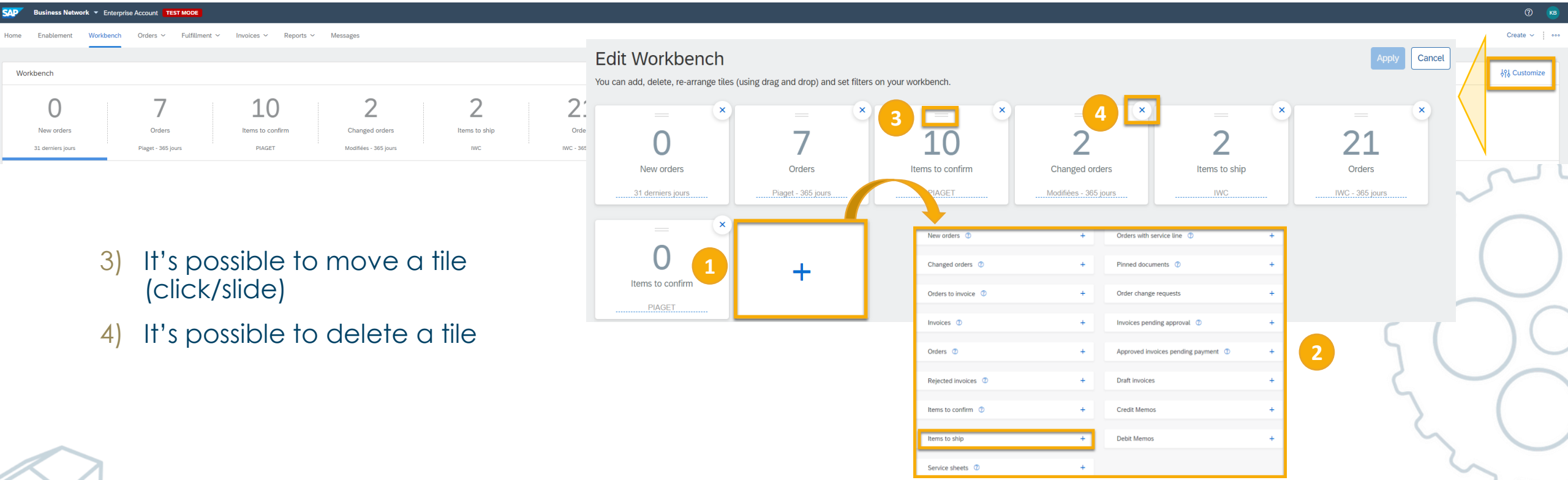


- Once you are in the Workbench menu click on Customize **[2]**



ITEM TO SHIP TILE CREATION

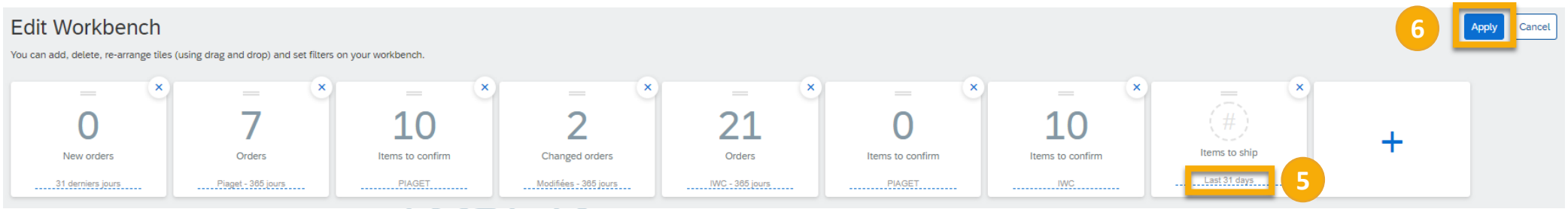
› To create a tile click on «+» **[1]**, then choose the following type of tile : «item to confirm» **[2]** :



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

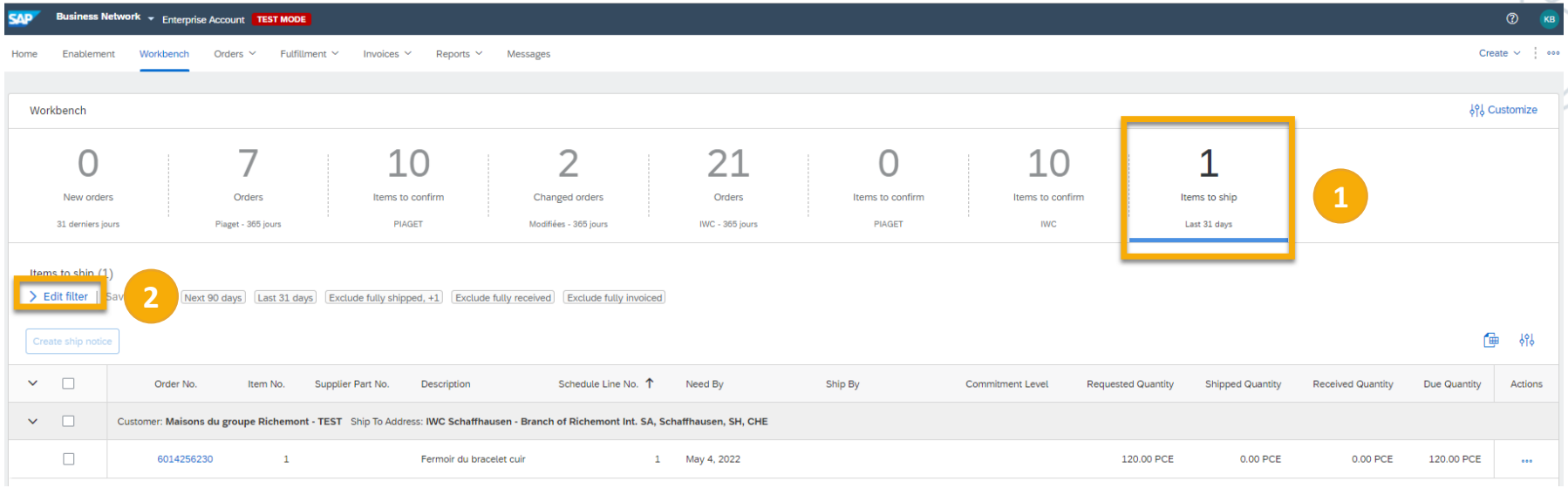
4) It's possible to delete a tile

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



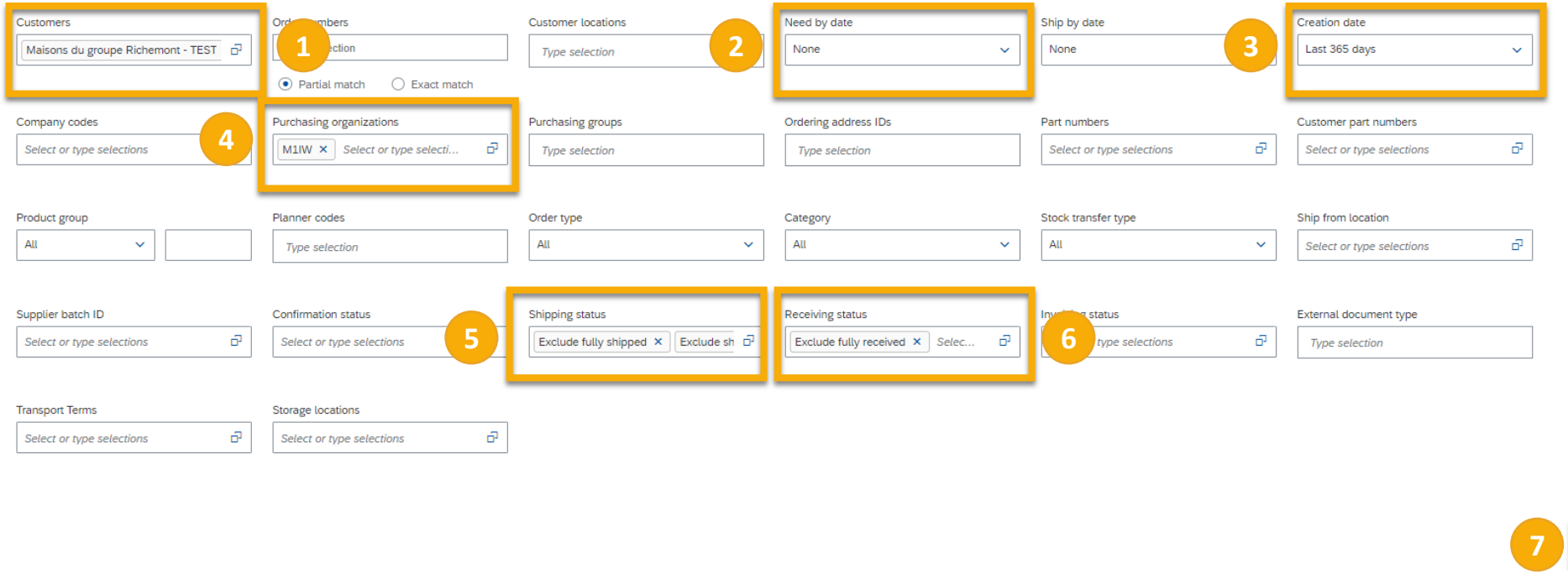
ITEM TO SHIP TILE CREATION

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



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

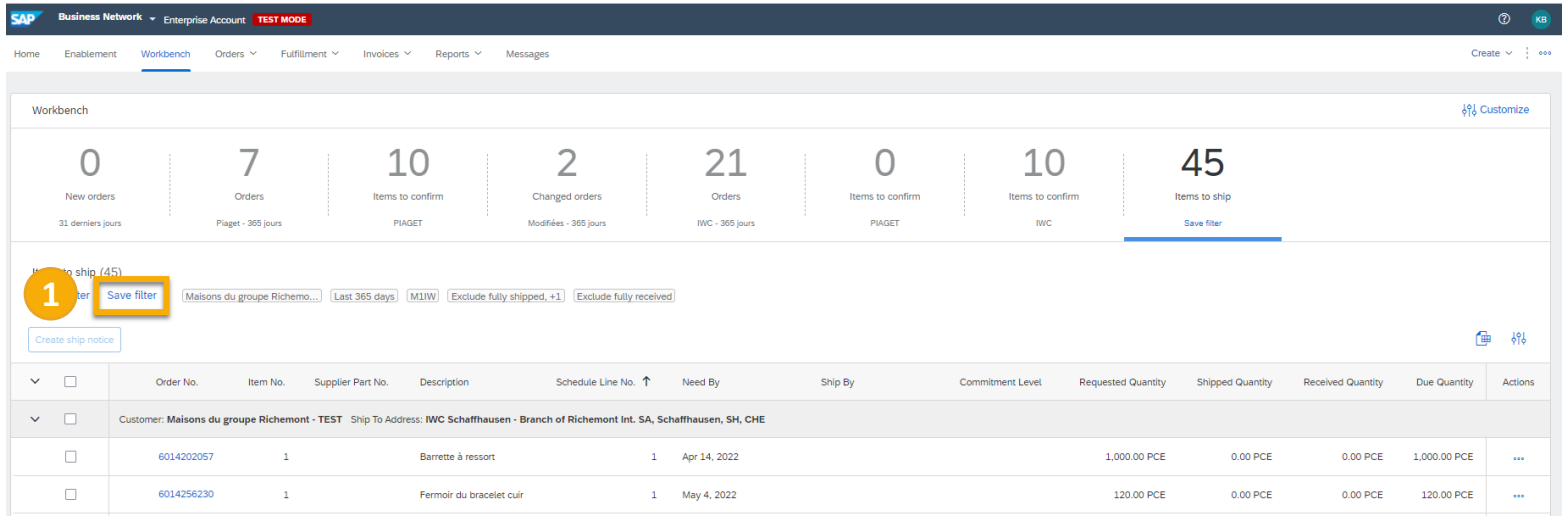
ITEMS TO SHIP TILE – FILTER CONFIGURATION



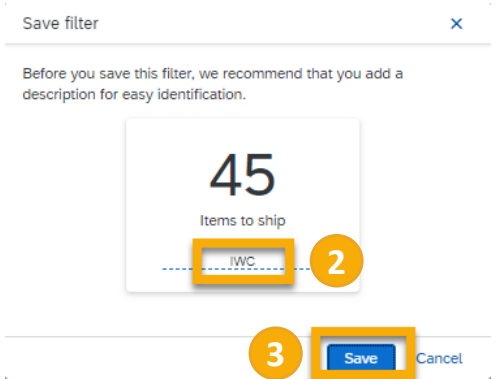
- The following filters have to be configured :
  - Customers: Maisons of the Richemont Group **[1]**
  - Need by date : select None **[2]**
  - Creation date: Last 365 days **[3]**
  - Purchasing organization (choose a specific Maison) **[4]**
  - Shipping Status (works by exclusion) **[5]**
    - ✓ Exclude fully shipped: excludes orders fully shipped
    - ✓ Exclude shipping not allowed: excludes orders that do not require a ship notice
  - Receiving status **[6]**
    - ✓ Exclude fully received
- When the filter settings are complete, click on «Apply» **[7]**

ITEMS TO CONFIRM TILE – FILTER CONFIGURATION

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

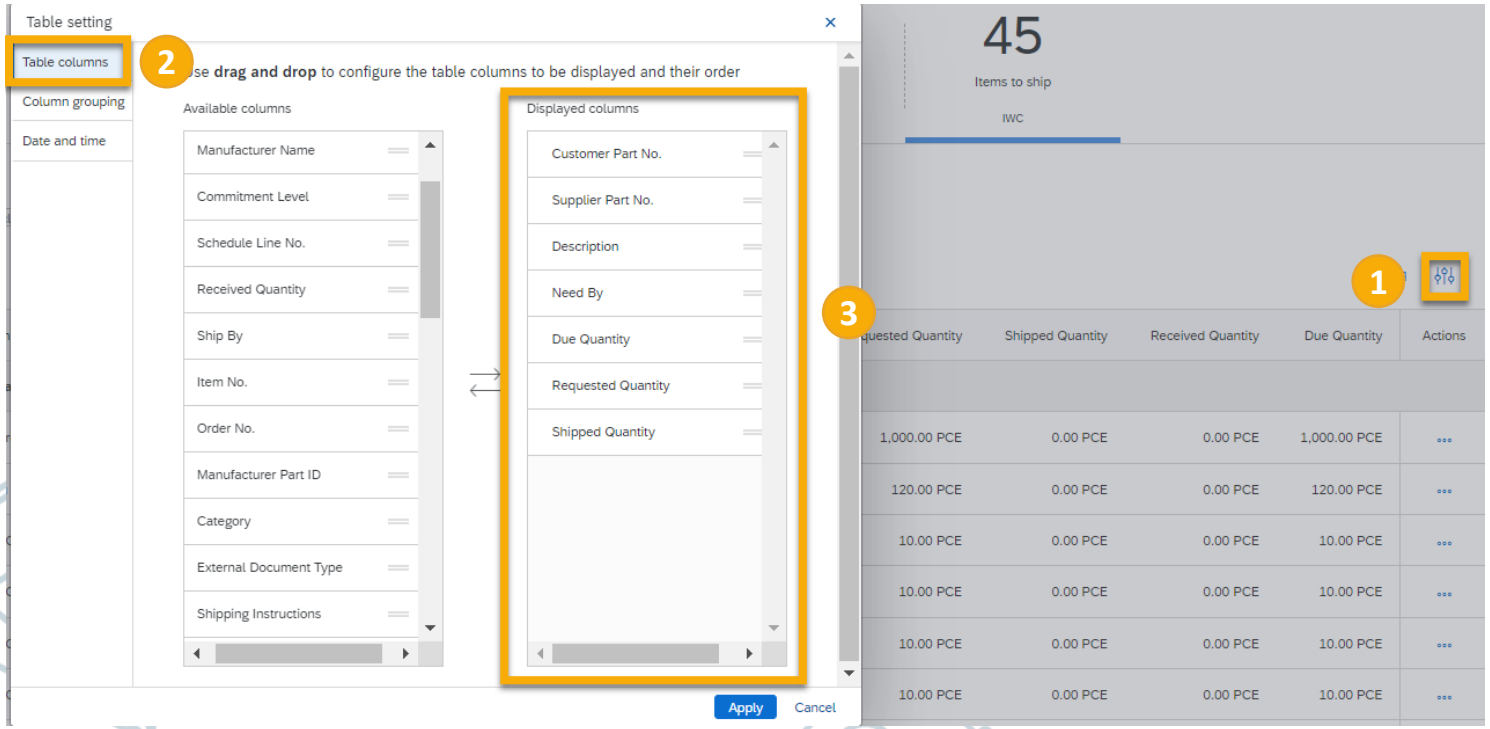


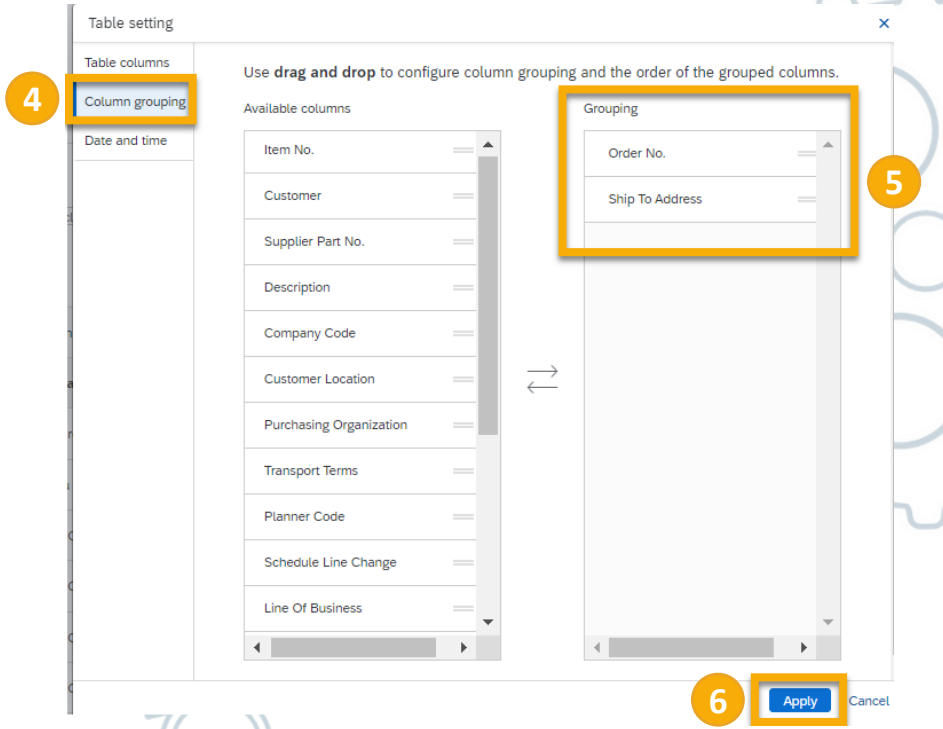
- Rename your tile according to the applied filters **[2]**, we advise you to rename your tile with the name of the Maison you have selected in the purchasing organization section
- Save filter by clicking on «Save» **[3]**



ITEMS TO SHIP TILE – COLUMNS MANAGEMENT

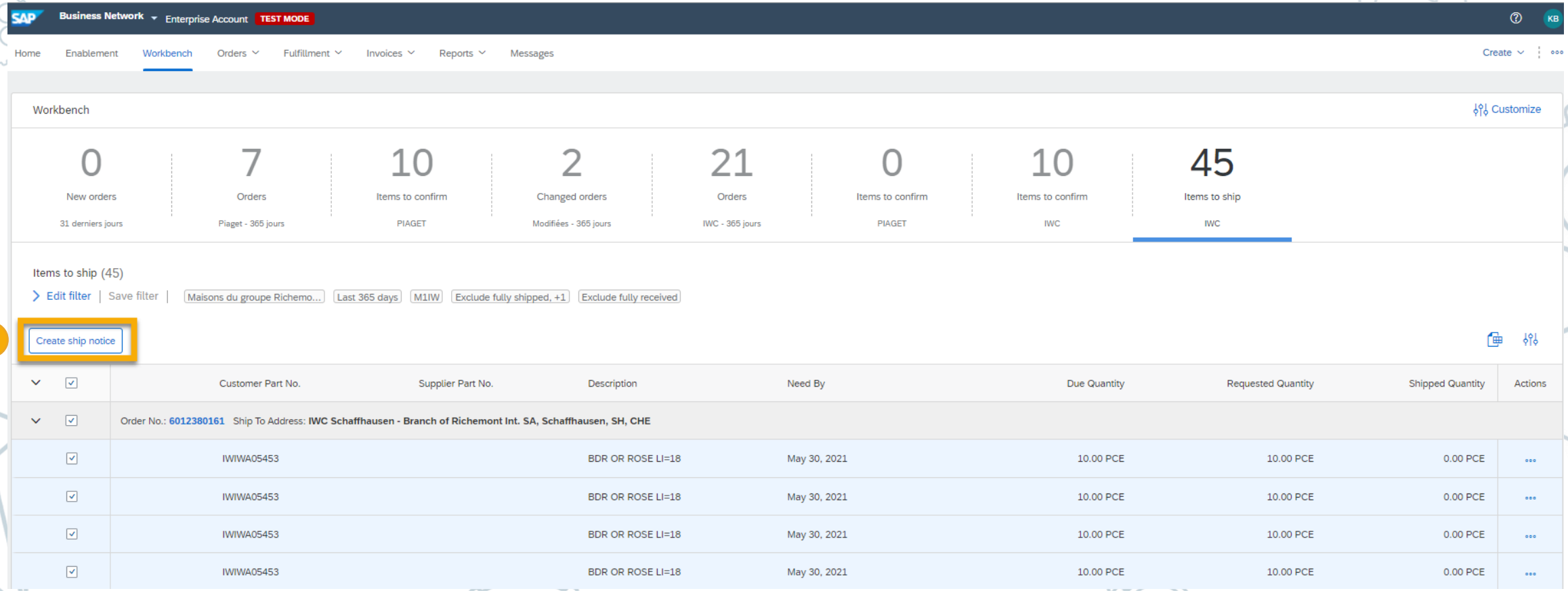
- When you have finished to setting up your tile, you can change the column display by clicking on the parameter symbol **[1]**
- We advise you to show columns from table columns **[2]** according to the following order **[3]**
- The gathering of columns is possible **[4]**, it is recommended to group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





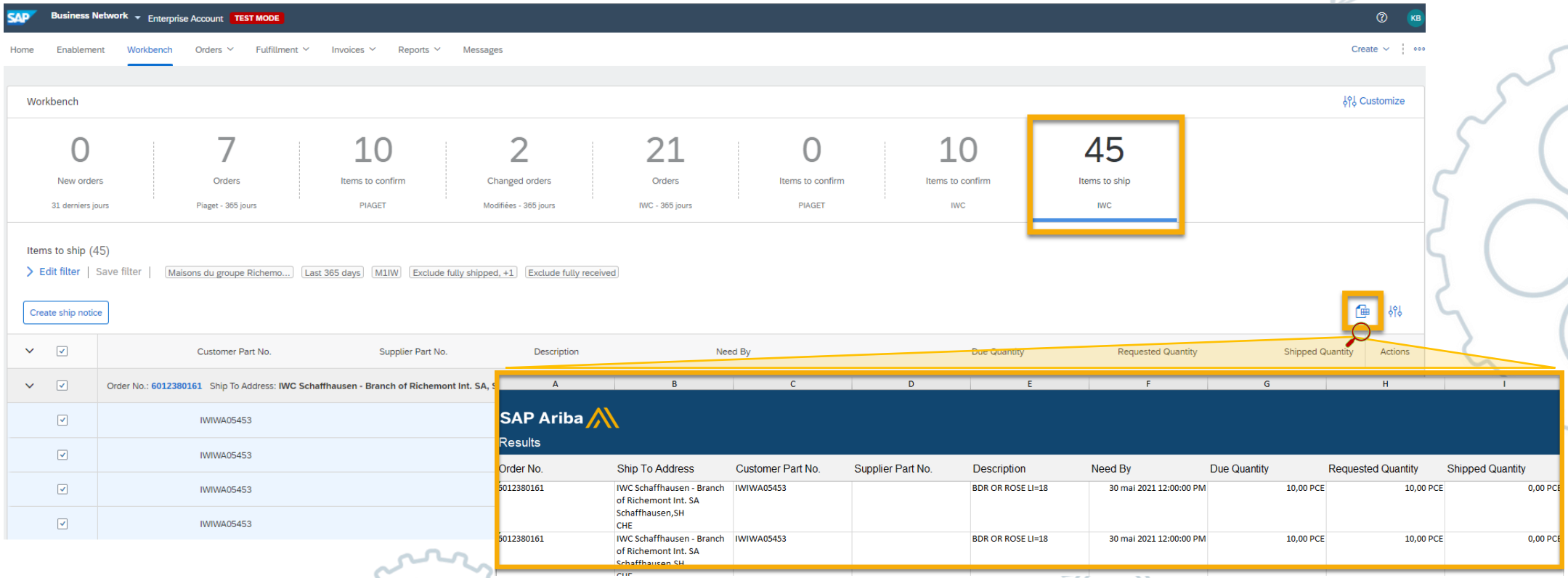
ITEMS TO SHIP TILE – COLUMNS MANAGEMENT

› It's possible to create ship notice with the selection of one or several purchase order, one or several line by clicking on «Create ship notice» **[1]**



TILES EXTRACTION INTO AN EXCEL FILE

- You have the possibility to **extract all your tiles** 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



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