



# eSHOP

Workbench Tile

**SUPPLIER GUIDE**

May 2022

RICHEMONT

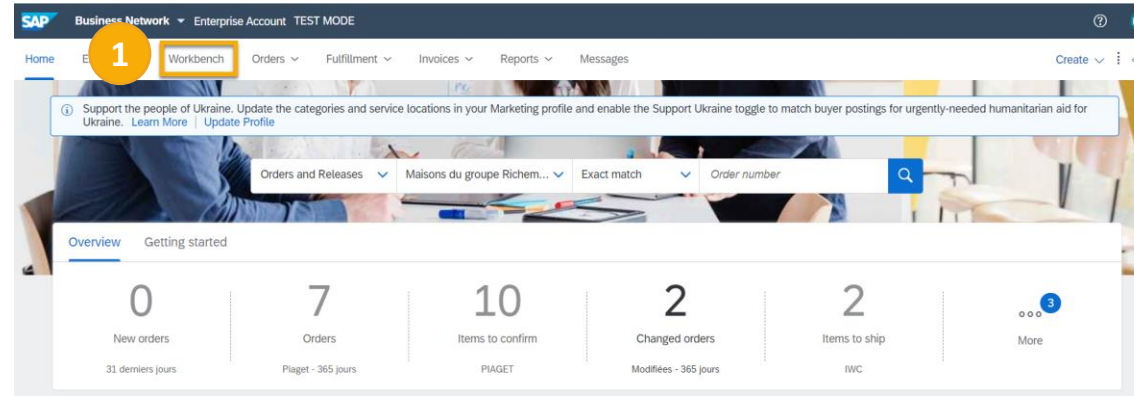


# WORKBENCH

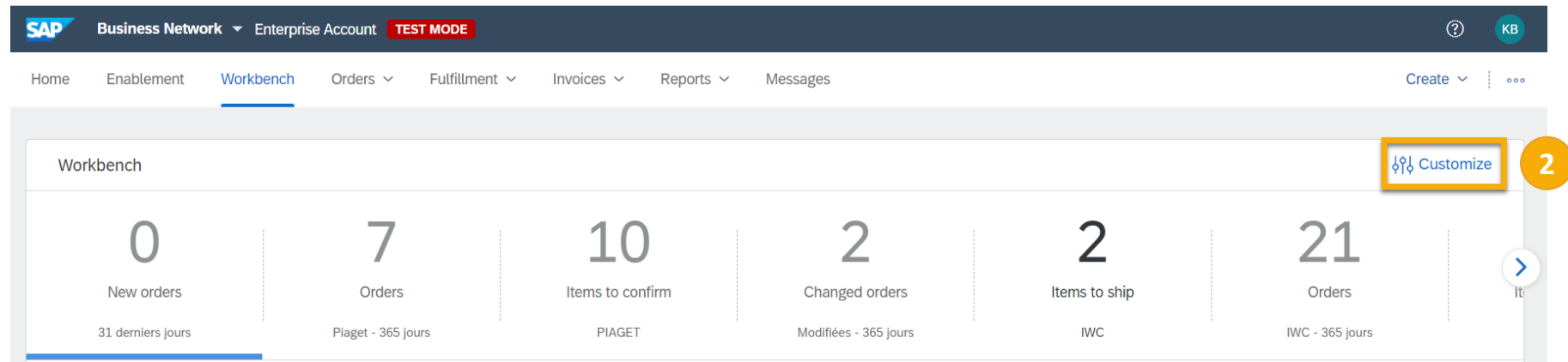
Focus on the “Items to ship” tile

# 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 file click on «+» [1], then choose the following type of tile : «item to confirm» [2] :

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

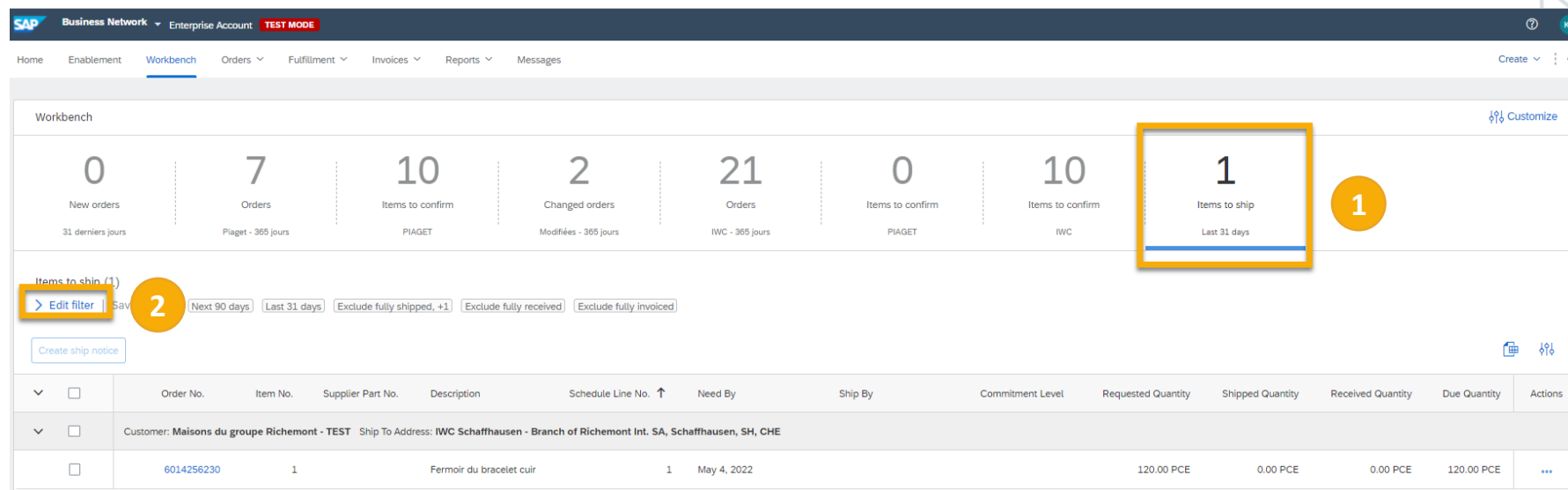
4) It's possible to delete a tile

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

The screenshot displays the SAP Business Network 'Edit Workbench' interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The 'Workbench' section shows a row of tiles: 'New orders' (0), 'Orders' (7), 'Items to confirm' (10), 'Changed orders' (2), 'Items to ship' (2), and 'Orders' (21). The 'Edit Workbench' modal is open, showing a '+ ' button (labeled 1) and a list of tile types (labeled 2). The 'Items to ship' tile is highlighted. An arrow (labeled 3) points from the '+ ' button to the 'Items to ship' tile. Another arrow (labeled 4) points from a delete icon on an existing tile to the '+ ' button. A final arrow (labeled 5) points to the 'Last 31 days' filter on the 'Items to ship' tile. The 'Apply' button is labeled 6.

# 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]



The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Workbench' section shows a dashboard with various metrics: 'New orders' (0), 'Orders' (7), 'Items to confirm' (10), 'Changed orders' (2), 'Orders' (21), 'Items to confirm' (0), 'Items to confirm' (10), and 'Items to ship' (1). The 'Items to ship' tile is highlighted with an orange box and a yellow circle with the number 1. Below this tile, the 'Edit filter' button is highlighted with an orange box and a yellow circle with the number 2. The 'Items to ship' section also includes filters for 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A table below shows the details of the items to ship, including Order No., Item No., Supplier Part No., Description, Schedule Line No., Need By, Ship By, Commitment Level, Requested Quantity, Shipped Quantity, Received Quantity, Due Quantity, and Actions.

| Order No.   | Item No. | Supplier Part No. | Description              | Schedule Line No. | Need By     | Ship By | Commitment Level | Requested Quantity | Shipped Quantity | Received Quantity | Due Quantity | Actions |
|---|----------|-------------------|--------------------------|-------------------|-------------|---------|------------------|--------------------|------------------|-------------------|--------------|---------|
| Customer: Maisons du groupe Richemont - TEST Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE |          |                   |                          |                   |             |         |                  |                    |                  |                   |              |         |
| 6014256230  | 1        |                   | Fermeur du bracelet cuir | 1                 | May 4, 2022 |         |                  | 120.00 PCE         | 0.00 PCE         | 0.00 PCE          | 120.00 PCE   | ...     |

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

# ITEMS TO SHIP TILE – FILTER CONFIGURATION

Customers: Maisons du groupe Richemont - TEST

Order numbers: [Type selection]

Customer locations: [Type selection]

Need by date: None

Ship by date: None

Creation date: Last 365 days

Company codes: [Select or type selections]

Purchasing organizations: M1IW

Purchasing groups: [Type selection]

Ordering address IDs: [Type selection]

Part numbers: [Select or type selections]

Customer part numbers: [Select or type selections]

Product group: All

Planner codes: [Type selection]

Order type: All

Category: All

Stock transfer type: All

Ship from location: [Select or type selections]

Supplier batch ID: [Select or type selections]

Confirmation status: [Select or type selections]

Shipping status: Exclude fully shipped, Exclude shipping not allowed

Receiving status: Exclude fully received

Inventory status: [Select or type selections]

External document type: [Type selection]

Transport Terms: [Select or type selections]

Storage locations: [Select or type selections]

7 Apply Reset Cancel

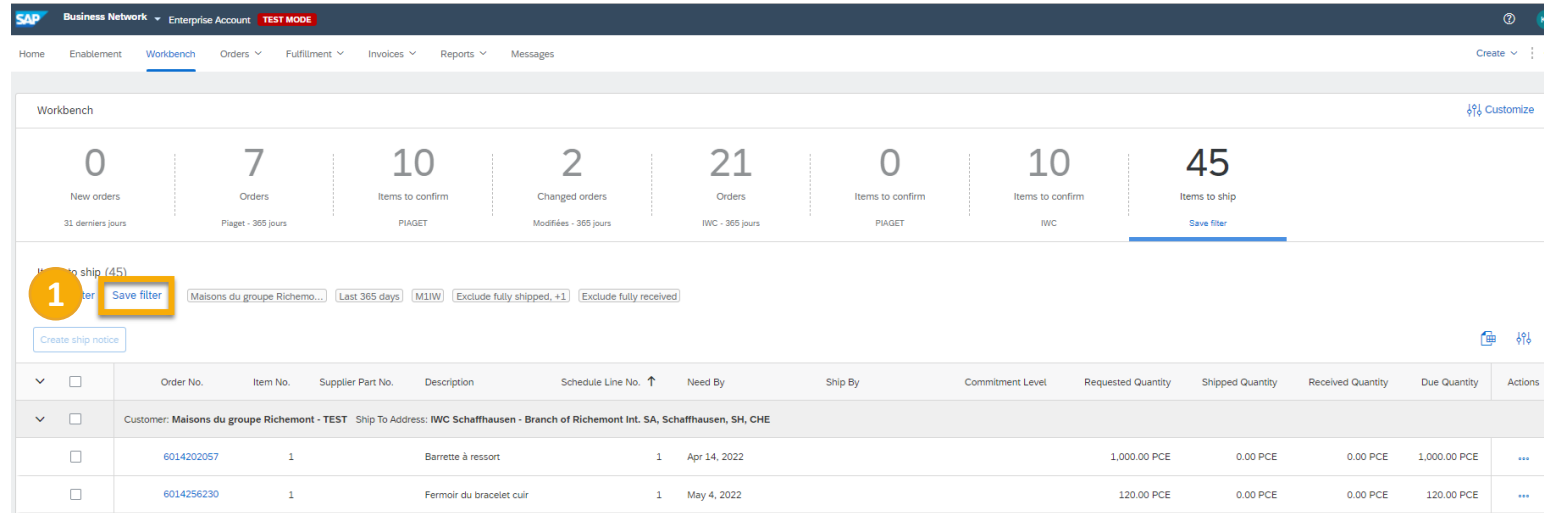
› The following filters have to be configured :

- 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]



SAP Business Network - Enterprise Account - TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Reports Messages

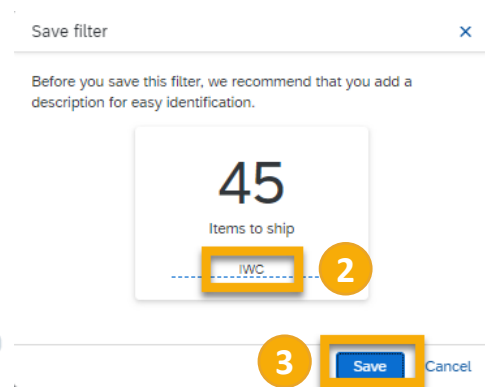
Workbench

0 New orders (31 derniers jours)  
7 Orders (Piaget - 365 jours)  
10 Items to confirm (PIAGET)  
2 Changed orders (Modifiées - 365 jours)  
21 Orders (IWC - 365 jours)  
0 Items to confirm (PIAGET)  
10 Items to confirm (IWC)  
45 Items to ship (Save filter)

Items to ship (45)  
1 Save filter (Maison du groupe Richemont...) (Last 365 days) (M1IW) (Exclude fully shipped, +1) (Exclude fully received)  
Create ship notice

| Order No.   | Item No. | Supplier Part No. | Description               | Schedule Line No. | Need By      | Ship By | Commitment Level | Requested Quantity | Shipped Quantity | Received Quantity | Due Quantity | Actions |
|---|----------|-------------------|---------------------------|-------------------|--------------|---------|------------------|--------------------|------------------|-------------------|--------------|---------|
| Customer: Maisons du groupe Richemont - TEST Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE |          |                   |                           |                   |              |         |                  |                    |                  |                   |              |         |
| 6014202057  | 1        |                   | Barrette à ressort        | 1                 | Apr 14, 2022 |         |                  | 1,000.00 PCE       | 0.00 PCE         | 0.00 PCE          | 1,000.00 PCE | ...     |
| 6014256230  | 1        |                   | Fermeoir du bracelet cuir | 1                 | May 4, 2022  |         |                  | 120.00 PCE         | 0.00 PCE         | 0.00 PCE          | 120.00 PCE   | ...     |

- › 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]



Save filter

Before you save this filter, we recommend that you add a description for easy identification.

45 Items to ship  
IWC

3 Save Cancel

# 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]

The screenshot shows the 'Table setting' dialog for the 'Items to ship' tile. The 'Table columns' tab is selected. The 'Available columns' list on the left includes: Manufacturer Name, Commitment Level, Schedule Line No., Received Quantity, Ship By, Item No., Order No., Manufacturer Part ID, Category, External Document Type, and Shipping Instructions. The 'Displayed columns' list on the right includes: Customer Part No., Supplier Part No., Description, Need By, Due Quantity, Requested Quantity, and Shipped Quantity. A blue box with a gear icon (1) is in the top right corner of the table. A blue box with the number 2 is next to the 'Table columns' tab. A blue box with the number 3 is next to the 'Displayed columns' list. The table itself shows a header row with 'Requested Quantity', 'Shipped Quantity', 'Received Quantity', 'Due Quantity', and 'Actions'. Below the header, there are several rows of data with quantities in PCE.

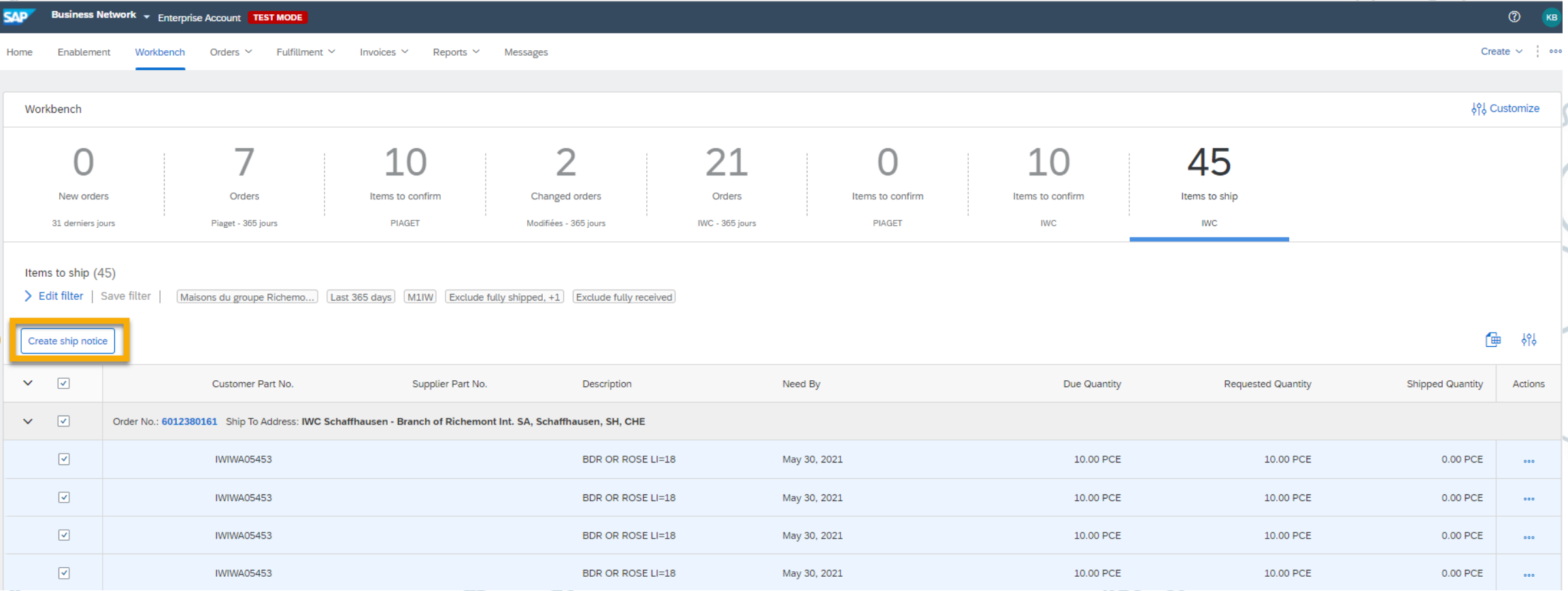
| Requested Quantity | Shipped Quantity | Received Quantity | Due Quantity | Actions |
|--------------------|------------------|-------------------|--------------|---------|
| 1,000.00 PCE       | 0.00 PCE         | 0.00 PCE          | 1,000.00 PCE | ...     |
| 120.00 PCE         | 0.00 PCE         | 0.00 PCE          | 120.00 PCE   | ...     |
| 10.00 PCE          | 0.00 PCE         | 0.00 PCE          | 10.00 PCE    | ...     |
| 10.00 PCE          | 0.00 PCE         | 0.00 PCE          | 10.00 PCE    | ...     |
| 10.00 PCE          | 0.00 PCE         | 0.00 PCE          | 10.00 PCE    | ...     |
| 10.00 PCE          | 0.00 PCE         | 0.00 PCE          | 10.00 PCE    | ...     |

The screenshot shows the 'Table setting' dialog for the 'Items to ship' tile. The 'Column grouping' tab is selected. The 'Available columns' list on the left includes: Item No., Customer, Supplier Part No., Description, Company Code, Customer Location, Purchasing Organization, Transport Terms, Planner Code, Schedule Line Change, and Line Of Business. The 'Grouping' list on the right includes: Order No. and Ship To Address. A blue box with the number 4 is next to the 'Column grouping' tab. A blue box with the number 5 is next to the 'Grouping' list. A blue box with the number 6 is next to the 'Apply' button. The dialog also includes a 'Date and time' section.



# 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]



**SAP Business Network** Enterprise Account TEST MODE

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

Workbench

Customize

0 New orders 31 derniers jours

7 Orders Piaget - 365 jours

10 Items to confirm PIAGET

2 Changed orders Modifiées - 365 jours

21 Orders IWC - 365 jours

0 Items to confirm PIAGET

10 Items to confirm IWC

45 Items to ship IWC


Items to ship (45)

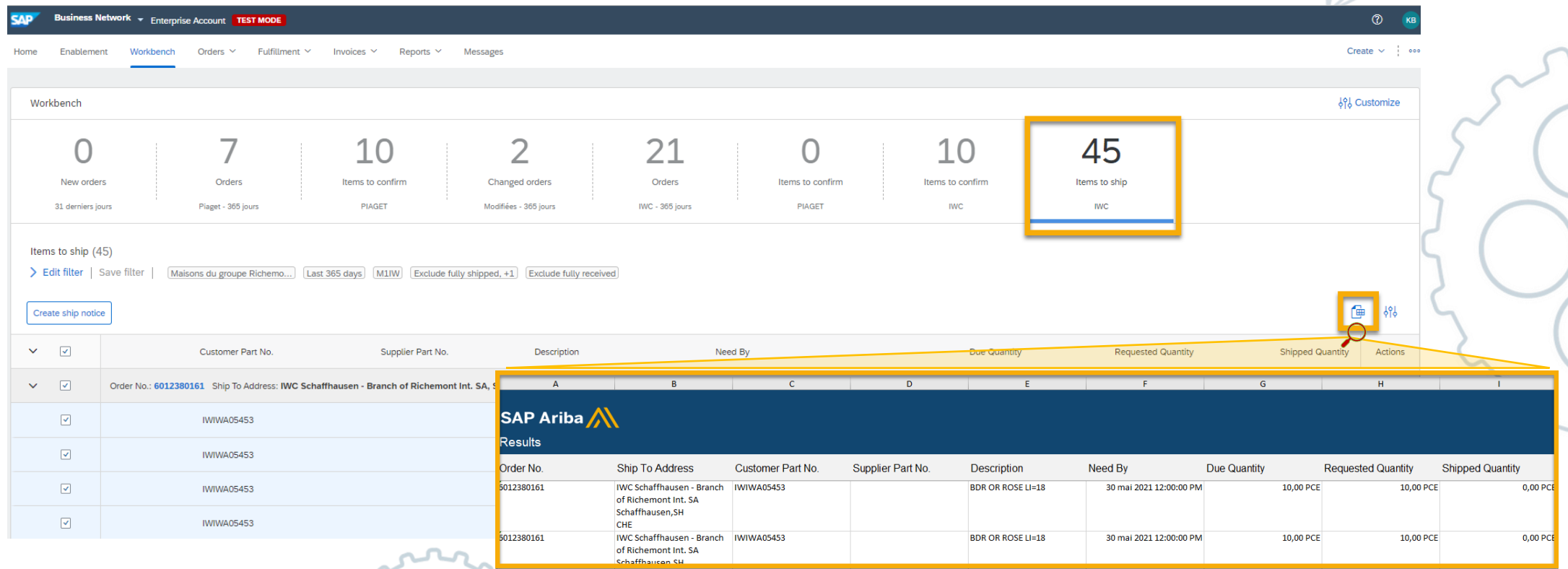
[Edit filter](#) | [Save filter](#) | [Maisons du groupe Richemo...](#) | [Last 365 days](#) | [M1IW](#) | [Exclude fully shipped, +1](#) | [Exclude fully received](#)

**1** [Create ship notice](#)

|                                     | Customer Part No.  | Supplier Part No. | Description       | Need By      | Due Quantity | Requested Quantity | Shipped Quantity | Actions |
|-------------------------------------|--|-------------------|-------------------|--------------|--------------|--------------------|------------------|---------|
| Order No.: 6012380161               | Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE |                   |                   |              |              |                    |                  |         |
| <input checked="" type="checkbox"/> | IWIWA05453   |                   | BDR OR ROSE LI=18 | May 30, 2021 | 10.00 PCE    | 10.00 PCE          | 0.00 PCE         | ...     |
| <input checked="" type="checkbox"/> | IWIWA05453   |                   | BDR OR ROSE LI=18 | May 30, 2021 | 10.00 PCE    | 10.00 PCE          | 0.00 PCE         | ...     |
| <input checked="" type="checkbox"/> | IWIWA05453   |                   | BDR OR ROSE LI=18 | May 30, 2021 | 10.00 PCE    | 10.00 PCE          | 0.00 PCE         | ...     |
| <input checked="" type="checkbox"/> | IWIWA05453   |                   | BDR OR ROSE LI=18 | May 30, 2021 | 10.00 PCE    | 10.00 PCE          | 0.00 PCE         | ...     |

# 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 tiles in an editable and shareable format



The screenshot displays 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, a 'Workbench' section shows various metrics: 0 New orders, 7 Orders, 10 Items to confirm, 2 Changed orders, 21 Orders, 0 Items to confirm, 10 Items to confirm, and 45 Items to ship (highlighted with an orange box). The 'Items to ship (45)' section includes filters like 'Maisons du groupe Richemo...', 'Last 365 days', 'M1IW', 'Exclude fully shipped, +1', and 'Exclude fully received'. A 'Create ship notice' button is also present. Below the filters, a table lists items with columns for Customer Part No., Supplier Part No., Description, Need By, Due Quantity, Requested Quantity, Shipped Quantity, and Actions. An orange box highlights the 'Actions' column, which contains an Excel icon (highlighted with a red circle). This icon is linked to an expanded 'SAP Ariba Results' table. The expanded table has columns: Order No., Ship To Address, Customer Part No., Supplier Part No., Description, Need By, Due Quantity, Requested Quantity, and Shipped Quantity. It shows two rows of data for Order No. 6012380161, both with a Ship To Address of 'IWC Schaffhausen - Branch of Richemont Int. SA Schaffhausen, SH CHE' and a Description of 'BDR OR ROSE LI=18'.

| Order No.  | Ship To Address   | Customer Part No. | Supplier Part No. | Description       | Need By                 | Due Quantity | Requested Quantity | Shipped Quantity |
|------------|---|-------------------|-------------------|-------------------|-------------------------|--------------|--------------------|------------------|
| 6012380161 | IWC Schaffhausen - Branch of Richemont Int. SA Schaffhausen, SH CHE | IWIWA05453        |                   | BDR OR ROSE LI=18 | 30 mai 2021 12:00:00 PM | 10,00 PCE    | 10,00 PCE          | 0,00 PCE         |
| 6012380161 | IWC Schaffhausen - Branch of Richemont Int. SA Schaffhausen, SH CHE | IWIWA05453        |                   | BDR OR ROSE LI=18 | 30 mai 2021 12:00:00 PM | 10,00 PCE    | 10,00 PCE          | 0,00 PCE         |



RICHEMONT