



# eSHOP

SUPPLIER GUIDES

**ARIBA PLATFORM**

—  
Last update: June 03th, 2021

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RICHEMONT

# HOME

Select the theme of your question



Workbench –  
Tiles management



Workbench –  
Items to confirm



Order Confirmation



Workbench –  
Items to ship



Advance shipping notice  
- ASN



Barcode printing –  
ASN



Component  
Collaboration



Reports



Workbench – Customer  
Portfolio view



Notifications  
management



Access to Ariba support



User accounts  
management



Customer Codes and  
Location

NB: This document is interactive, click on the different areas to navigate.  
You can also search by keyword (CTRL + F)



# eSHOP

WORKBENCH – Tiles, filters and columns management

**SUPPLIER GUIDES**

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Last update: 03.06.2021



RICHEMONT

# INTRODUCTION TO TILES (1/2)

- › The Workbench is the tile access menu. This menu gives you direct access to custom worklists: orders, modified orders, items to confirm, etc.
- › Tiles can be accessed from the **Workbench** menu bar or from the home page:



SAP Ariba Supply Chain Collaboration - Enterprise Account TEST MODE

Home Workbench Orders Fulfillment Invoices Reports Messages

Workbench

0 New orders 31 derniers jours	16 Orders Piaget - 365 jours	58 Items to confirm IWC	40 Items to ship IWC	15 Items to confirm GLOBAL	7 Changed orders Modifiées - 365 jours	37 Orders IWC - 365 jours	11 Items to confirm 365 jours
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SAP Ariba Supply Chain Collaboration - Enterprise Account TEST MODE

Home Workbench Orders Fulfillment Invoices Reports Messages

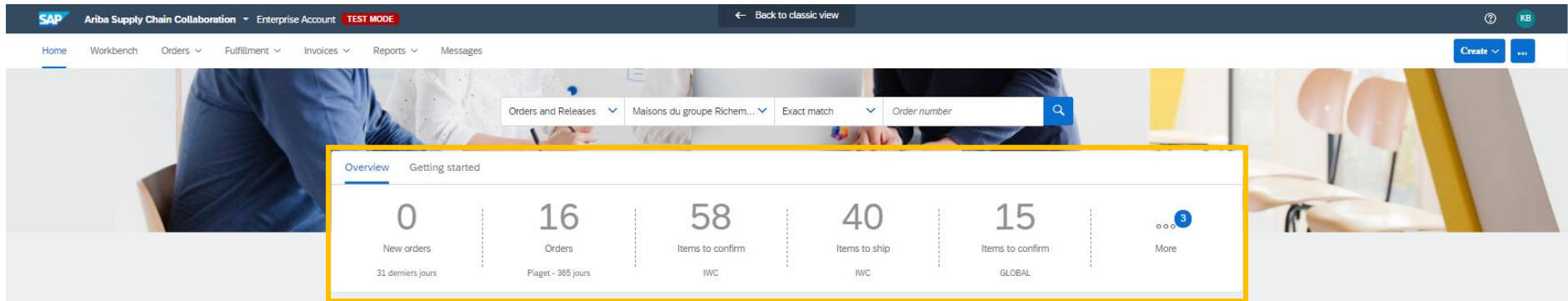
Orders and Releases Maisons du groupe Richem... Exact match Order number

Overview Getting started

0 New orders 31 derniers jours	16 Orders Piaget - 365 jours	58 Items to confirm IWC	40 Items to ship IWC	15 Items to confirm GLOBAL	More 3
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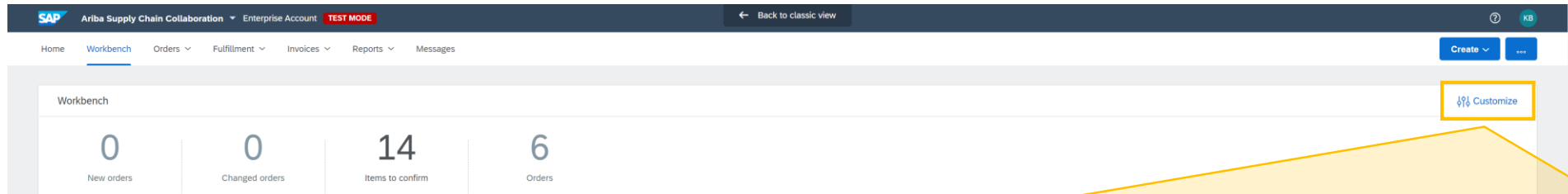
- › **The tiles are unique to each user. They are to be created/saved a first time and will then be displayed and updated each time the user logs in**
- › **It is, for the moment, not possible to share a tile between users of the same company**



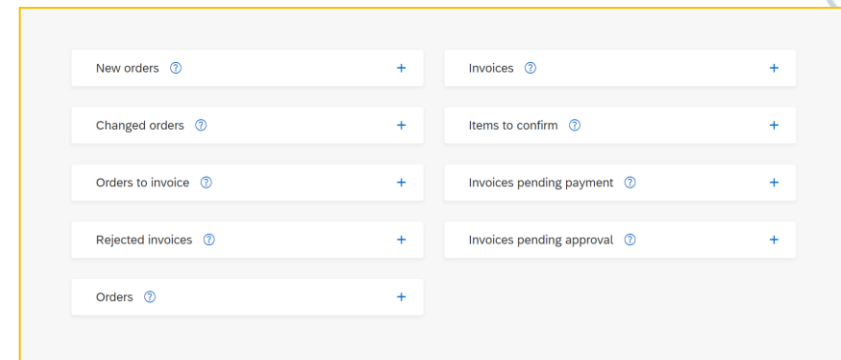
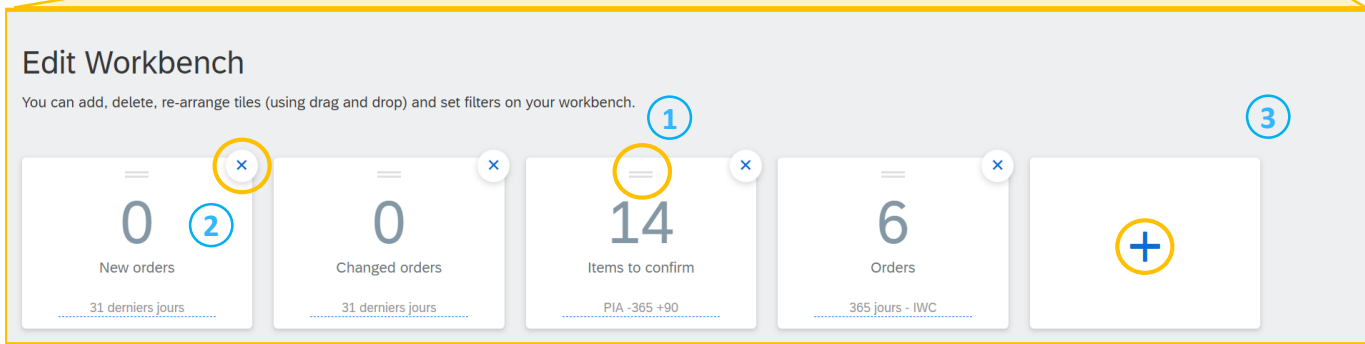
Here is an example of the proposed tiles:

- › A **New Orders** tile will allow you to access the list of new orders with the possibility of multiple filters (on a specific customer, creation date range or order type, etc.).
- › An **Orders** tile will allow you to access the list of orders with the possibility of multiple filters.
- › An **Items to confirm** tile will allow you to access the list of orders/order lines/due dates awaiting confirmation with the possibility of multiple filters.
- › An **Items to ship** tile will allow you to access the list of orders/order lines/due dates awaiting delivery with the possibility of multiple filters.

› The display of tiles is **customizable**:



- 1) It is possible to **move files (click/drag)**
  - 2) It is possible to **delete files**
  - 3) It is possible to **create files**. You can create as many tiles as you want with different filters for each of them => possibility of creating several identical tiles (of the same type) for several Maisons)
- The tile will then appear in the Workbench + menu in the overview bar of the home page



› The content of a tile can be defined using **Edit Filter**:

- Customers
- Order numbers (possibility to paste several PO#)
- Creation dates (up to 365 days)
- Order status
- Purchasing organization (filter by Maisons)

› Some drop-down menus are multiple choice, others are single choice.

› Save the filter by clicking on **Apply**.

Workbench Customize

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

Items to confirm (14)

**Edit filter**

Customers Select or type selections Maisons du groupe Richemont ... x	Order numbers Type selection Partial match Exact match	Customer locations Type selection	Need by date Next 90 days	Ship by date None	Creation date Last 365 days	Company codes Select or type selections
<b>Purchasing organizations</b> Select or type selections <input type="checkbox"/> M1IW <input checked="" type="checkbox"/> M1PI	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
Shipping status Select or type selections	Receiving status Select or type selections	Invoicing status Select or type selections	Stock transfer type All	Ship from location Select or type selections	Supplier batch ID Select or type selections	Confirmation approval status None
			Category All	Confirmation status Select or type selections		Exclude confirmation not allowed, +1 x
			External document type Type selection			

**Apply** Reset Cancel

- › A file can be renamed according to the filters applied from the **Save Filter** menu:
  - It is possible to specify for example the search range, the Maison etc.



- › Save the filter by clicking on the **Save** button.



The screenshot shows the SAP Workbench interface for 'Ariba Supply Chain Collaboration'. The 'Items to confirm (14)' section is active, and a 'Save filter' dialog box is open. The dialog prompts the user to add a description for the filter and shows the current filter name 'MA-365+92'. The background table lists order items with their respective quantities and prices.

Order No.	External Document Type	Item No.	Schedule Line No.	Customer Part No.	Requested Quantity	Confirmed Quantity	Requested Unit Price	Others	Actions
6012248292	Sous-traitance Complete	1	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	Sous-traitance Complete	2	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	Sous-traitance Complete	3	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	1	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	2	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	3	3	PGMXAB0109	20.00 PCE	0.00 PCE	672.00 CHF		...



# WORKLIST COLUMNS MANAGEMENT

- › The display of the worklists can be modified according to the columns display desired
- › It is possible to show/hide columns and choose the order of display.
- › Click on the **Settings** icon and then drag/drop the columns to be shown/hidden.
- › Place the displayed columns in the desired order
- › Save by clicking on **Apply**

The screenshot displays the SAP Ariba Workbench interface. A 'Table setting' dialog box is open, allowing users to manage the columns shown in the worklist. The dialog is divided into two main sections: 'Available columns' and 'Displayed columns'. A yellow arrow points from the 'Settings' icon in the top right of the workbench to the dialog box. The 'Apply' button at the bottom of the dialog is highlighted with a yellow box.

Order No.	External Document Type	Item No.	Schedule Line No.	Requested Quantity	Confirmed Quantity	Requested Unit Price	Others	Actions
6012248292	Sous-traitance Complete	1		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	Sous-traitance Complete	2		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	Sous-traitance Complete	3		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	1		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	2		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	Sous-traitance Complete	3		20.00 PCE	0.00 PCE	672.00 CHF		...
6012248294	Sous-traitance Complete	1		20.00 PCE	0.00 PCE	672.00 CHF		...

› It is possible to create **a column grouping**, for example by **Order No.**

› We recommend to display the **table column** as follows:

- External document type (can also be filtered)
  - Item number (corresponds to the line number of the order – renaming coming soon)
  - Schedule line number (if a Maison manages due dates by line) => **Reminder, a line must be fully confirmed**
  - Customer Part number (Richemont reference)
  - Description
  - Need by
  - Requested quantity
  - Requested unit price
  - Quantity to confirm
  - Estimated Delivery
  - Confirmed unit price
- 
- Order No. *if not used in column grouping*
  - Purchasing organizations *if not filtered*
  - Purchasing organizations *if known*

Order No.	Item No.	Quantity	Unit Price	Estimated Delivery	Confirmed Unit Price	Quantity to Confirm	Need By	Actions
6012380226	3	3	Apr 15, 2021	IWWA05453	BDR OR ROSE LI=18	Jul 30, 2021	...	
6012380226	3	2	Apr 15, 2021	IWWA05453	BDR OR ROSE LI=18	Jun 16, 2021	...	
6012380226	1	1	Apr 15, 2021	IWWA05453	BDR OR ROSE LI=18	May 30, 2021	...	

# ACTIONS ON WORKLISTS

› In terms of the different worklists, it is possible to take actions depending on the document, its status and the tasks to be performed: confirmation, ASN...




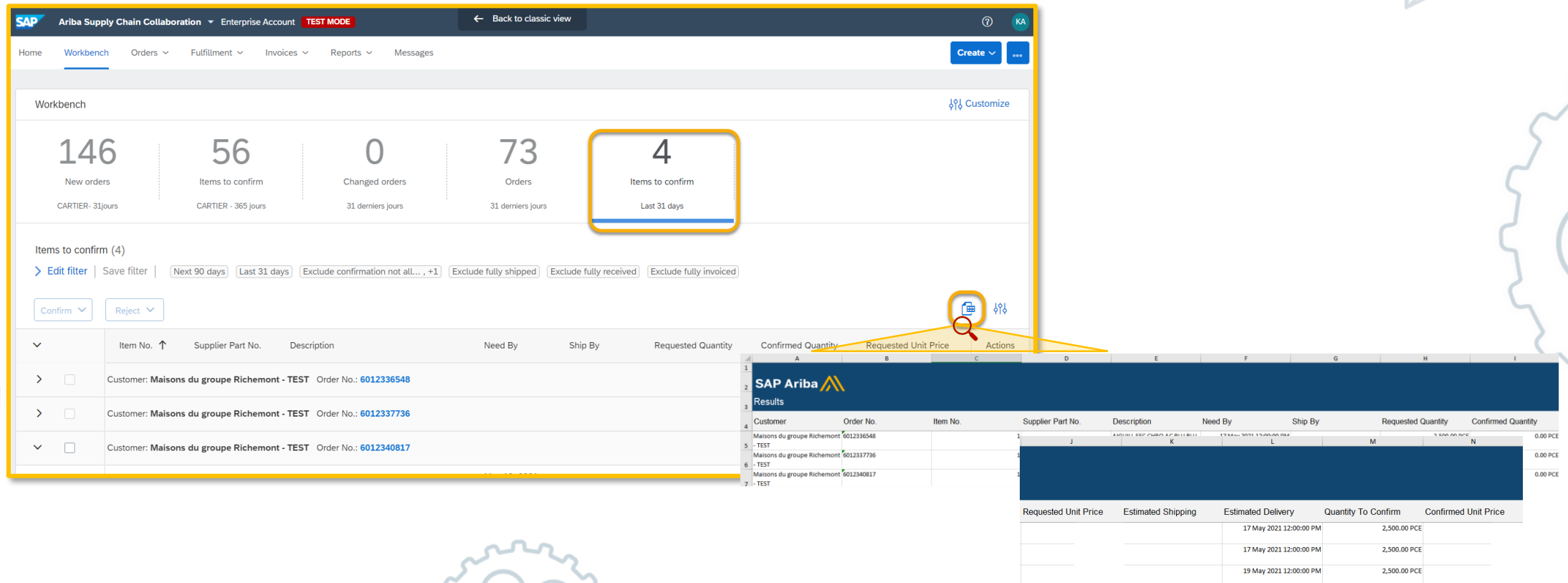
› Click on the icon " ... " on the right side of the screen in the **Actions** column then select and click on the desired action.

The screenshot shows the SAP Workbench interface for 'Ariba Supply Chain Collaboration'. The top navigation bar includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area displays a 'Workbench' summary with four cards: 'New orders' (0), 'Changed orders' (0), 'Items to confirm' (14), and 'Orders' (6). Below this is a table of 'Orders (6)' with columns: Order Number, Version, Date, External Document Type, Order Status, and Purchasing Organization. The 'Actions' column for the first row is expanded, showing a list of actions: 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', and 'Hide'. The 'Actions' column header and the first row's action menu are highlighted with a yellow box.

Order Number	Version	Date ↓	External Document Type	Order Status	Purchasing Organization	Actions
6012248302	1	Sep 3, 2020, 4:02:55 PM	Standard	New	M1W IWC	Confirm entire order Update line items Reject entire order Create ship notice Create service sheet Standard invoice Hide
6012248301	1	Sep 3, 2020, 4:02:48 PM	Standard	New	M1W IWC	...
6012248300	1	Sep 3, 2020, 4:02:42 PM	Standard	New	M1W IWC	...
6012248299	1	Sep 3, 2020, 4:02:38 PM	Standard	New	M1W IWC	...
6012248298	1	Sep 3, 2020, 4:02:09 PM	Standard	New	M1W IWC	...
6012248297	1	Sep 3, 2020, 4:02:00 PM	Standard	New	M1W IWC	...

# 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 shows the SAP Ariba Workbench interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main content area displays a 'Workbench' with four summary tiles: '146 New orders', '56 Items to confirm', '0 Changed orders', and '73 Orders'. The '4 Items to confirm' tile is highlighted with a yellow box. Below this, a table lists 'Items to confirm (4)' with columns for Item No., Supplier Part No., Description, Need By, Ship By, Requested Quantity, Confirmed Quantity, Requested Unit Price, and Actions. The 'Actions' column contains an Excel export icon, which is also highlighted with a yellow box. A yellow arrow points from this icon to an Excel spreadsheet below. The spreadsheet has a header row with columns: Customer, Order No., Item No., Supplier Part No., Description, Need By, Ship By, Requested Quantity, Confirmed Quantity, Requested Unit Price, Estimated Shipping, Estimated Delivery, Quantity To Confirm, and Confirmed Unit Price. The data rows show three items from 'Maisons du groupe Richemont - TEST' with a requested quantity of 2,500.00 PCE and an estimated delivery date of 17 May 2021 12:00:00 PM.



# eSHOP

WORKBENCH – Items to confirm tile

**SUPPLIER GUIDE**

—  
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# ITEMS TO CONFIRMED TILE

- › The **Items to Confirm** tile is accessible from the **Workbench** menu bar or from the home page.
- › This tile allows you to access the list of orders / order lines / deadlines awaiting confirmation with the possibility of multiple filters

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below this, a menu bar includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. A 'Create' button is visible on the right.

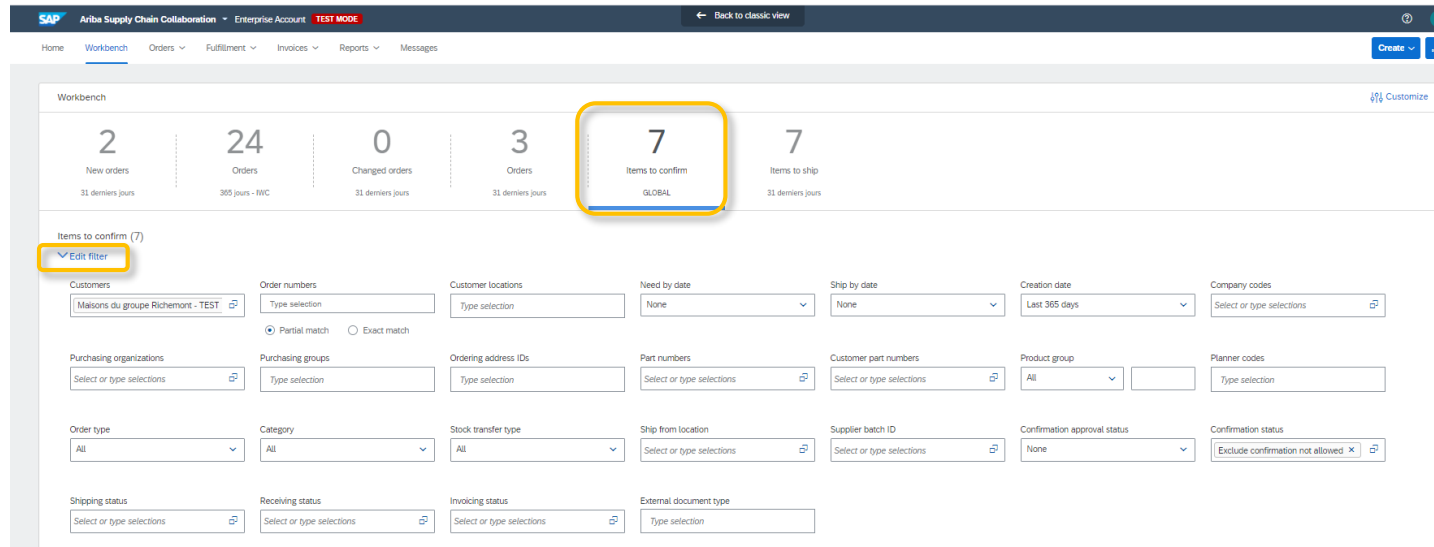
The main content area features a 'Workbench' section with several summary tiles. The 'Items to confirm' tile is highlighted with an orange border and shows a count of 8. Other tiles include 'New orders' (0), 'Orders' (16), 'Changed orders' (7), 'Items to ship' (20), 'Orders' (37), 'Items to confirm' (8), and 'Items to confirm' (6).

Below the tiles, there is a section for 'Items to confirm (8)'. It includes filter options: 'Next 365 days', 'Last 90 days', 'M1W', and 'Exclude confirmation not all... +1'. There are also 'Confirm' and 'Reject' buttons.

The main table lists order lines with the following columns: External Document Type, Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Requested Unit Price, Quantity To Confirm, Estimated Delivery, Confirmed, and Actions. The table shows two order numbers: 6012380226 and 6012385340. The first order has six lines, and the second has two lines.

External Document Type	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery	Confirmed	Actions
Order No.: 6012380226											
✓ Soumission	3	3	IWIWA05453	BDR OR ROSE LI=18	Jul 30, 2021	5.00 PCE	313.18 CHF	5 PCE	Jul 30, 2021	31	...
✓ Soumission	2	3	IWIWA05453	BDR OR ROSE LI=18	Jul 17, 2021	5.00 PCE	313.18 CHF	5 PCE	Jul 17, 2021	31	...
✓ Soumission	4	3	IWIWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	313.18 CHF	5 PCE	Jul 15, 2021	31	...
✓ Soumission	2	2	IWIWA05453	BDR OR ROSE LI=18	Jun 28, 2021	5.00 PCE	313.18 CHF	5 PCE	Jun 28, 2021	31	...
✓ Soumission	3	2	IWIWA05453	BDR OR ROSE LI=18	Jun 16, 2021	5.00 PCE	313.18 CHF	5 PCE	Jun 16, 2021	31	...
✓ Soumission	4	2	IWIWA05453	BDR OR ROSE LI=18	Jun 13, 2021	5.00 PCE	313.18 CHF	5 PCE	Jun 13, 2021	31	...
Order No.: 6012385340											
□ Soumission	1	3	IWIWA05453	BDR OR ROSE LI=18	Sep 27, 2021	5.00 PCE	313.18 CHF	5 PCE	Sep 27, 2021	31	...
□ Soumission	1	2	IWIWA05453	BDR OR ROSE LI=18	Jul 27, 2021	4.00 PCE	313.18 CHF	4 PCE	Jul 27, 2021	31	...

# RECOMMENDED FILTER CONFIGURATION



→ Don't forget to save the filter and to rename your file once customized

## List of important filters:

- Customers: Maisons of the Richemont Group
- Need by date (choose the value that suits you)
- Creation date: 365 last days
- Purchasing organizations (to choose a specific Maison)
- Confirmation status (works by exclusion)
  - ✓ Without filter: shows all order lines
  - ✓ Exclude confirmation not allowed: Excludes orders that are not awaiting confirmation
  - ✓ Exclude fully confirmed: excludes fully confirmed orders
- External document type (no drop-down list, manually write type (ex: rework))

## List of filters not to be used:

- Ship by date
- Product Group
- Order type
- Category
- Stock transfer type
- Ship from location
- Confirmation approval status (feature not yet available)
- Shipping Status
- Receiving status
- Invoicing status

› It is possible to create **a column grouping**, for example by **Order No.**

› We recommend to display the **table column** as follows:

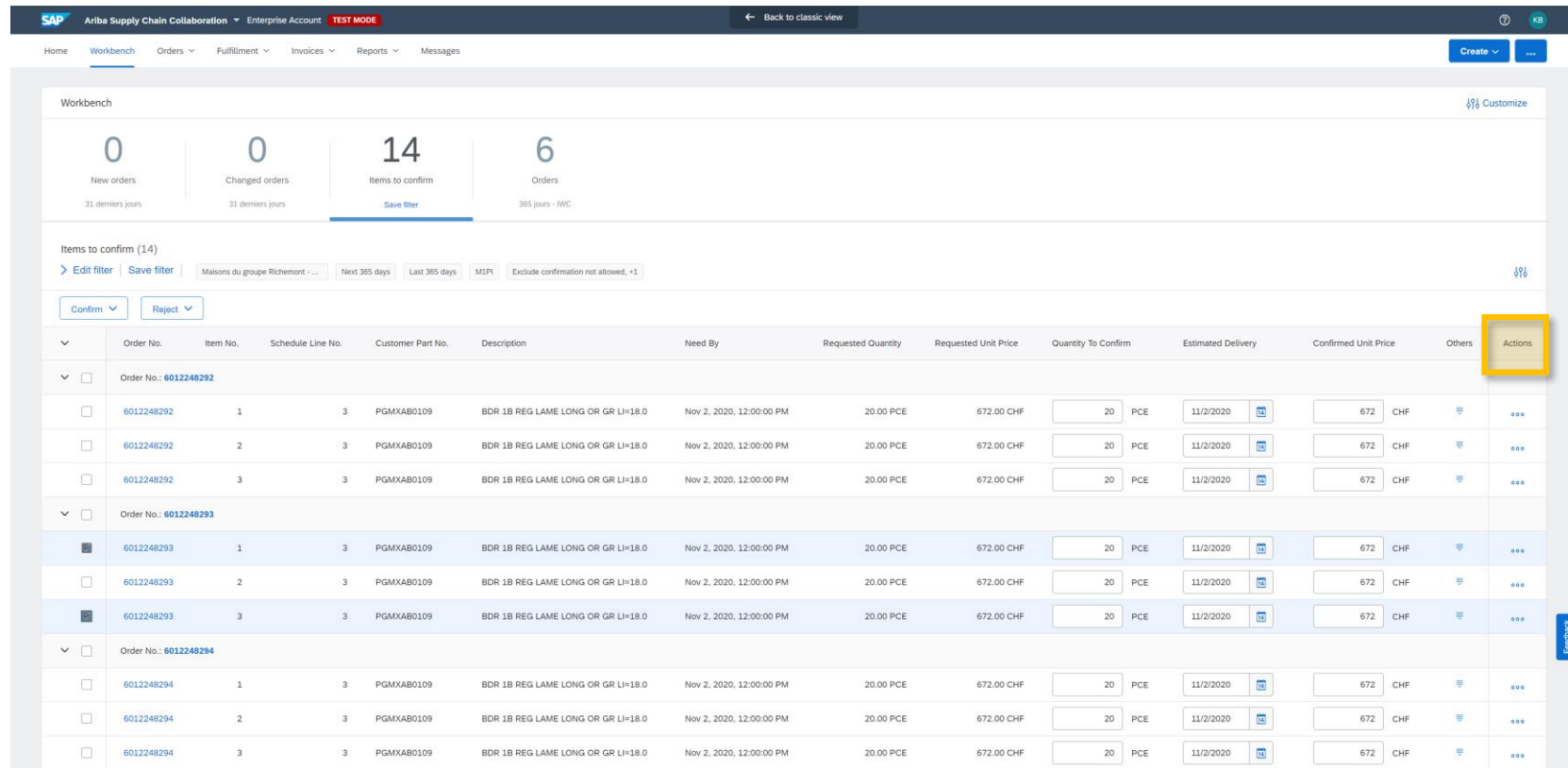
- External document type (can also be filtered)
  - Item number (corresponds to the line number of the order – renaming coming soon)
  - Schedule line number (if a Maison manages due dates by line) => **Reminder, a line must be fully confirmed**
  - Customer Part number (Richemont reference)
  - Description
  - Need by
  - Requested quantity
  - Requested unit price
  - Quantity to confirm
  - Estimated Delivery
  - Confirmed unit price
- 
- Order No. *if not used in column grouping*
  - Purchasing organizations *if not filtered*
  - Purchasing organizations *if known*

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. A 'Table setting' dialog box is open, allowing users to configure the columns displayed in a table. The dialog has two tabs: 'Table columns' and 'Column grouping'. The 'Table columns' tab is selected, showing a list of 'Available columns' on the left and 'Displayed columns' on the right. The 'Available columns' list includes: Date and time, Customer, Type, Supplier Part No., Ship By, Confirmed Quantity, Rejected Quantity, Estimated Shipping, Manufacturer Name, Manufacturer Part ID, Category, and Shipping Instructions. The 'Displayed columns' list includes: External Document Type, Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Requested Unit Price, Quantity To Confirm, Estimated Delivery, and Confirmed Unit Price. A yellow arrow points to the 'Customize' icon in the top right corner of the main interface.



# RECOMMENDED COLUMNS CONFIGURATION (2/2)

- › Then, it is possible to confirm Orders from this list by selecting one or more Orders, one or more lines and using the **Actions** menu.
- › *It is of course possible to adapt the delivery date.*
- › *If you need to adapt the price, please make sure to inform the Maison at the same time.*



The screenshot displays the SAP Ariba Supply Chain Collaboration Workbench interface. At the top, there are navigation tabs for Home, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. A 'Create' button is visible in the top right. Below the navigation, a summary section shows four metrics: 0 New orders (31 derniers jours), 0 Changed orders (31 derniers jours), 14 Items to confirm (Save filter), and 6 Orders (365 jours - IWC). The main section is titled 'Items to confirm (14)' and includes filter options like 'Maisons du groupe Richemont', 'Next 365 days', 'Last 365 days', 'MIP1', and 'Exclude confirmation not allowed, +1'. Below the filters are 'Confirm' and 'Reject' buttons. The table below has columns for Order No., Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Requested Unit Price, Quantity To Confirm, Estimated Delivery, Confirmed Unit Price, and Others. The 'Actions' column is highlighted with a yellow box. The table contains three order groups, each with three items. The first group is for Order No. 6012248292, the second for 6012248293, and the third for 6012248294. Each item row includes a checkbox, a description, a need-by date, and various price and quantity fields.

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery	Confirmed Unit Price	Others	Actions
Order No.: 6012248292												
6012248292	1	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248292	2	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248292	3	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
Order No.: 6012248293												
6012248293	1	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248293	2	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248293	3	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
Order No.: 6012248294												
6012248294	1	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248294	2	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...
6012248294	3	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	672.00 CHF	20 PCE	11/2/2020	672 CHF	...	...




# eSHOP

Order confirmation  
**SUPPLIER GUIDE**

Last update: 03.06.2021

**PART 1**  
Individual/multiple order  
confirmation

**PART 2**  
Mass order  
confirmation





PART 1

**INDIVIDUAL / MULTIPLE ORDER CONFIRMATION**

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# CONFIRMATION OF AN INDIVIDUAL ORDER AS IS

The screenshot shows the SAP Workbench dashboard. The 'Workbench' tab is selected. The dashboard displays four tiles: 'New orders' (0), 'Orders' (16), 'Items to confirm' (3), and 'Changed orders' (7). The 'Items to confirm' tile is highlighted with a yellow box and a circled '2'. Below the tiles, there is a section for 'Items to confirm (3)' with a table listing items. The first item, 'Order No.: 6012385340', is highlighted with a yellow box and a circled '3'. The table has columns: External Document Type, Item No., Schedule Line No., Customer Part No., and Description.

The screenshot shows the 'Items to confirm (56)' list. The list has columns: External Document Type, Item No. ↑, Schedule Line No., and Customer Part No. The first item is highlighted with a yellow box and a circled '4'. A context menu is open over the first item, showing options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. The 'Confirm entire order' option is highlighted with a yellow box. Below the list, there is a 'Review orders to confirm' dialog box.

1. Go to Workbench
2. Tile "**Items to confirm**".
3. Selecting the order or order line
4. Confirm, then Confirm the entire order
5. Enter a confirmation number  
WARNING: The only special characters allowed are: « - », « / », « \_ », « & », « # » et « \ »
6. Submit

The screenshot shows the 'Review orders to confirm' dialog box. It has a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The first row is highlighted with a yellow box and a circled '5'. The 'Confirmation number' field is highlighted with a yellow box and a circled '6'. The 'Submit' button is highlighted with a yellow box.

# CONFIRMATION OF AN INDIVIDUAL ORDER WITH MODIFICATION(S)

Workbench Customize

162 New orders CARTIER - 31jours	0 Changed orders 31 derniers jours	167 Orders PANERAI - Standard	264 Orders Cartier - 365 jours	62 Items to confirm GLOBAL	56 Items to confirm CARTIER - 365 jours	4 Items to confirm PAN - 365 jours	0 Items to ship Last 31 days
--	--	-------------------------------------	--------------------------------------	----------------------------------	---	--	------------------------------------

Items to confirm (62)

[Edit filter](#) | [Save filter](#) | [Maisons du groupe Richemo...](#) | [Next 365 days](#) | [Last 365 days](#) | [MICA](#)

[Confirm](#) [Reject](#)

	External Document Type	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery	Actions
<input checked="" type="checkbox"/>	Order No.: 6012353020										
<input checked="" type="checkbox"/>	Standard	1	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 9, 2021	2,500.00 PCE	4.88 CHF	2500 PCE		2 Update line items Split Create quality notification
<input type="checkbox"/>	Order No.: 6012353258										

## In Workbench / tile Items to Confirm:

1. Select the order concerned
2. In the Action column, click on **Update line items**
3. Enter a confirmation number
4. Indicate the quantity to be confirmed
5. Click **Details**
6. Enter the expected delivery date

Click **OK**

Click **Next**

Click **Submit**

SAP Arriba Supply Chain Collaboration - Enterprise Account TEST MODE

Confirming PO

1 Update Item Status

2 Review Confirmation

3 Confirmation #:

4 Confirm:

5 Details

6 Est. Delivery Date: 9 Jun 2021

Est. Shipping Date:

Unit Price: 4.88 CHF

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: PCE

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: AIGUILL SEC CHRO AC BLU BLU L=16.25

Pricing Description:

Subtotal: 12,200.00 CHF

Customer Location:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
1	CRMX006MR8	CRMX006MR8		2,500.0 (PCE)

Description: AIGUILL SEC CHRO AC BLU BLU L=16.25

Schedule Lines

Current Order Status

2,500.0 Unconfirmed

Confirm:  Reject:

Confirm Based on Schedule Lines

Attachments:

Name	Size (bytes)	Content Type
No items		

Changes (price, delivery date) apply to the entire order and must then be validated by the 'Maison' concerned

# MULTIPLE CONFIRMATION WITHOUT MODIFICATION OF DEADLINE AND PRICE

- From the Items to confirm file:

- By selecting multiple orders and one or more lines and clicking **Confirm entire item** (= Confirm the entire order line) or **Confirm entire order** (do not confirm on the due date in order to confirm an entire order line)



The screenshot shows the SAP Workbench interface for 'Items to confirm'. The table lists various order lines with columns for Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Requested Unit Price, Quantity To Confirm, Estimated Delivery, and Confirmed Unit Price. Annotations 1, 2, and 3 highlight specific actions: 1. Selecting multiple order lines (checkboxes), 2. Modifying the 'Estimated Delivery' date, and 3. Clicking the 'Confirm' button in the top left of the table.

Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Estimated Delivery	Confirmed Unit Price
6012353020	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 9, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 9, 2021	4.88 CHF
6012353593	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 14, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 14, 2021	4.88 CHF
6012356005	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 21, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 21, 2021	4.88 CHF
6012356319	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 21, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 21, 2021	4.88 CHF
6012356997	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 22, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 22, 2021	4.88 CHF
6012357635	1	CRMX006MR8	AIGUILL SEC CHRO AC BLU BLU L=16.25	Jun 22, 2021	2,500.00 PCE	4.88 CHF	2500	Jun 22, 2021	4.88 CHF

## In Workbench / file Items to Confirm:

1. Select the orders to validate
2. Adapt **Estimated delivery date** if necessary
3. Click **Confirm**, then Confirm the entire order

Click **Next**  
Click **Submit**



# SPLIT ORDER LINES

- › You can split an order line into 2 or multiple lines if you want to confirm on several different delivery dates.
- › To do this, select the line and in the **\*Actions\*** column, click on the **\*...\*** and then **\*Split\***

The screenshot shows the SAP Workbench interface. At the top, there are navigation tabs: Home, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. Below the navigation, there are several cards representing different order statuses: Changed orders (7), Orders (16), Orders (37), Items to ship (40), Items to confirm (15), Items to confirm (11), and Items to confirm (58). The 'Items to confirm (15)' card is selected, and a table below it lists the items. The table has columns: External Document Type, Order No., Item No., Schedule Line No., Creation Date, Customer Part No., Description, Need By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. The first row is selected, and the 'Actions' column for this row is highlighted with a red box and a '1'. A dropdown menu is open for the 'Actions' column, showing options: Update line items, Split, and Create quality notification. The 'Split' option is highlighted with a red box and a '2'.

External Document Type	Order No.	Item No.	Schedule Line No.	Creation Date	Customer Part No.	Description	Need By	Requested Quantity	Requested Unit Price	Quantity To Confirm	Actions
Soumission	6012380226	1	3	Apr 15, 2021	IWIWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	313.18 CHF		...
Soumission	6012380226	1	1	Apr 15, 2021	IWIWA05453	BDR OR ROSE LI=18	May 30, 2021	10.00 PCE	313.18 CHF		...
Soumission	6012380226	1	2	Apr 15, 2021	IWIWA05453	BDR OR ROSE LI=18	Jun 30, 2021	5.00 PCE	313.18 CHF		...

- › The line will then be duplicated and you will be able to propose 2 different dates with the corresponding quantities.



PART 2

**MASS ORDER CONFIRMATION**

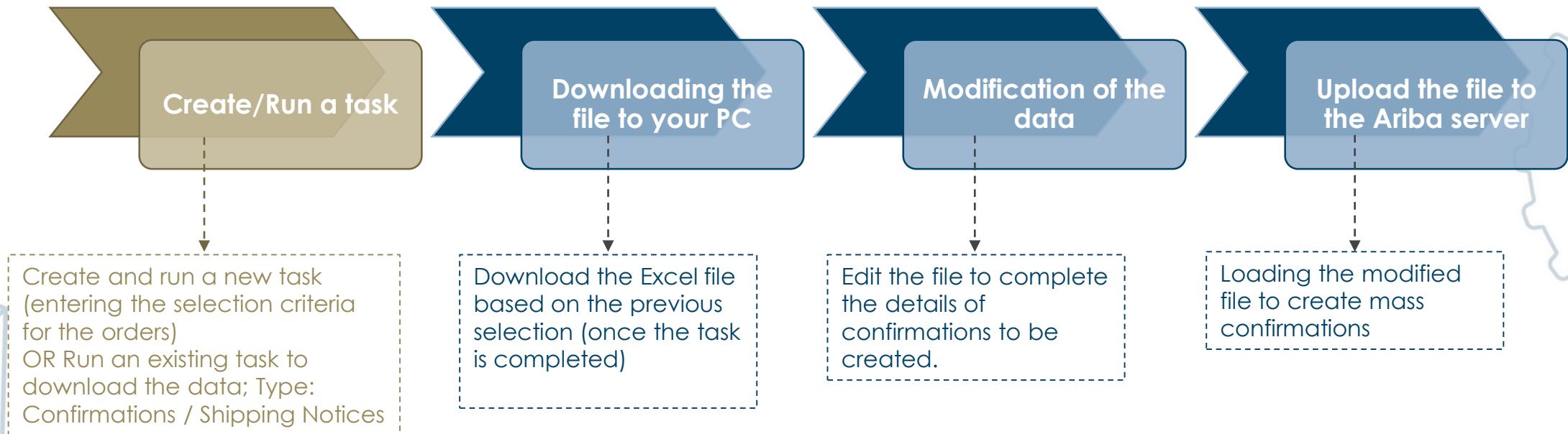
---



> Mass confirmation consists of uploading a file containing all the information for several orders, in Excel format, to the portal.



> The mass load principle is similar for confirmations and ASNs:



# MASS CONFIRMATION (2/2)

**Overview** Getting started

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

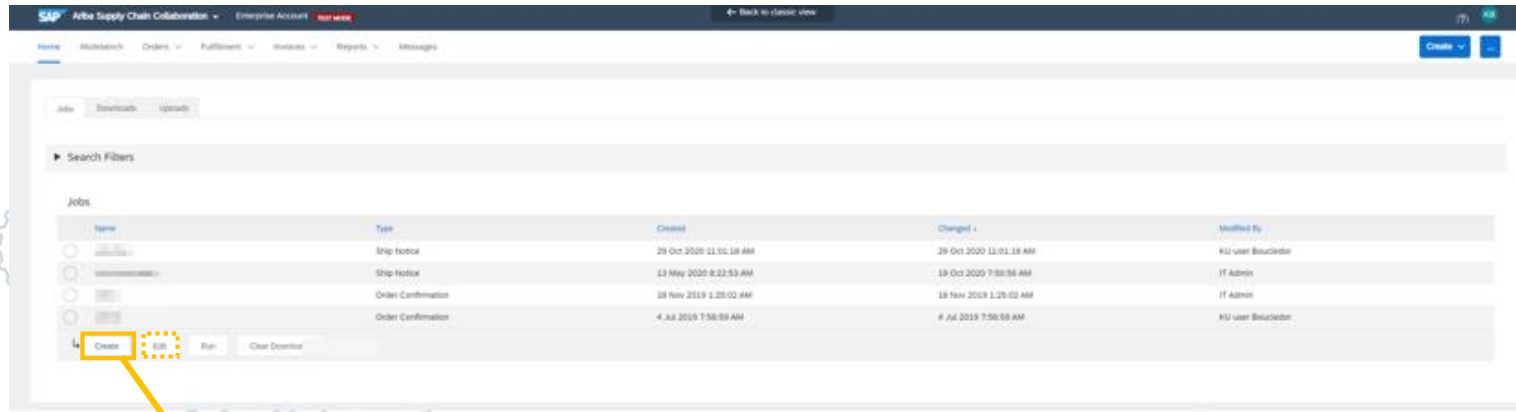
My widgets: Maisons du groupe Rich... Customize

- 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. (Available on Google Play and App Store)

- 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

Name	Type	Created	Changed	Modified By
...	Ship Notice	29 Oct 2020 11:01:18 AM	29 Oct 2020 11:01:18 AM	KU user Brucledr
...	Ship Notice	13 May 2020 9:22:53 AM	19 Oct 2020 7:58:56 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 7:58:59 AM	4 Jul 2019 7:58:59 AM	KU user Brucledr

# MASS CONFIRMATION – CREATE A TASK



The very first step consists of creating a task by clicking on **Create** (this task will then be reused the following times)

(Once a task is created, it can be modified or deleted)

Create/Edit Job

\* Name:  \* Type:

Job Search Criteria

\* Customer:  Supplier part number:

Order number:  Buyer part number:

Product group:  Location:

Date type:  Need By  Ship By Planner code:

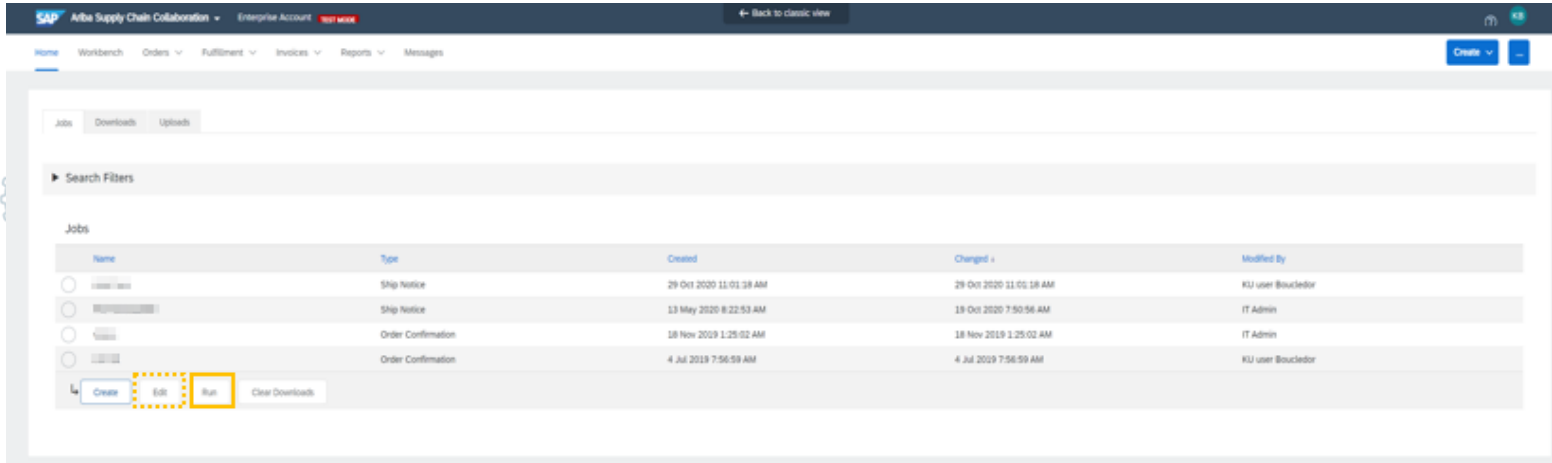
Date Range:   Days  Include already-confirmed data  Do not include data from new orders

1. Give a name to your report
2. Choose the "Confirmation" type
3. Choose other criteria if necessary: location, planner code, etc.
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). The date range can contain a "variable" date. You can set it to the "current date" plus a certain number of days later (e.g. **Current Date +/- 365 days**). Do not use a date range based on "Ship By".
7. Click on **Save**
8. Return to the list, select your task and click on **Run**

By default, the system will retain orders that are not confirmed.

In the case of **Reconfirmation**, it is possible to extract a list that excludes new orders and filters the lines already confirmed by ticking the 2 lines "Include already confirmed data" and "Do not include data from new orders".

# MASS CONFIRMATION – RUN A TASK



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 selections proposed 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 **\*Ongoing\*** status, then click on **Refresh Status** button to refresh the list.

# MASS CONFIRMATION – EXCEL FILE CREATION

› Work in the Excel file (you can save a copy)

SAP Ariba															
Confirmations Time Zone: UTC+01:00															
Confirmation Number	Order Number	Order Version	Order Date	Customer Location	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Current Status	Item Type	Item Supplier Part ID	Item Customer Part ID	Item Revision Level
	6009828692	1	#####	CHMH							1 Unconfirmed	accept		PNMXE090BN	
	6010035876	1	#####	CHMH							1 Unconfirmed	accept		PNMX0011CQ	
	6010140407	1	#####	CHM7							1 Unconfirmed	accept		IWIWE07373	C
	6010142894	1	#####	CHC2							1 Unconfirmed	accept		PNMX006FL6	
	6012211073	1	#####	CHMH							1 Unconfirmed	accept		PNMX008RFG	
	6012248172	1	#####	CHMH							1 Unconfirmed	accept		PNMX008RFG	

Item Quantity	Item Unit Of Measure	Item Delivery Date	Item Shipment Date	Item Unit Price Amount	Item Unit Price Currency	Item Shipping Instructions	Item Shipping Currency	Item Shipping Amount	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier Batch Number	itemStateStatus	itemApprovalStatus
100	PCE	21 Feb 2020		37.1	EUR								Unconfirmed	
10	PCE	05 Mar 2020		10	EUR								Unconfirmed	
50	PCE	31 Mar 2020		31.5	EUR								Unconfirmed	
3	PCE	23 Mar 2020		20	EUR								Unconfirmed	
23	PCE	21 Jul 2020		87.87	EUR								Unconfirmed	
23	PCE	21 Oct 2020		87.87	EUR								Unconfirmed	

- › **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, those you do not want to confirm**
- › **To split an order: copy/paste the desired line, then modify the quantities and delivery date, the sum of the split quantities must be equal to the line quantity. Partial confirmation not possible**
- › **Fields to be filled in:**
  - Confirmation number: free choice and not mandatory
  - Item Type: **Accept** by default, replace by **Detail** when there is a price change
  - Item Quantity: can be modified only if you duplicate the order line to make confirmation deadlines. The total quantity of the line must be confirmed.
  - Item Delivery date: can be modified
  - Item Unit Price Amount: can be modified *(in this case, it is important to contact the Maison)*

## ➤ Excel ➔ ARIBA



Switch to the **"Uploads"** tab

- Click on **Upload**

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
TEST FX	Ship Notice	19 Oct 2020 7:59:28 AM	KU user Boucledor	Failed	<a href="#">↓</a>	<a href="#">↓</a>
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	<a href="#">↓</a>	<a href="#">↓</a>
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	<a href="#">↓</a>	

Upload File

\* Name : test      \* Type : Order Confirmation

\* Customer : Maisons du groupe Richemont - TEST

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

Upload    Cancel

- Name: required, free choice
- Type: Order confirmation
- Customer: Maisons Richemont
- Select the file you want in order to create to load
- Click on **Upload**



# eSHOP

WORKBENCH – Items to ship tile

**SUPPLIER GUIDE**

—  
Last update: 03.06.2021

RICHEMONT



# ITEMS TO SHIP TILE

- > The **Items to ship** tile is accessible from the **Workbench** menu bar or from the home page.
- > This tile allows you to access the list of orders / order lines / deadlines pending delivery with the possibility of multiple filters and to create single / multiple shipping notices in one step.

**Workbench**

0 New orders (31 derniers jours) | 16 Orders (Plaget - 365 jours) | 6 Items to confirm (IWC) | 7 Changed orders (Modifiées - 365 jours) | **20 Items to ship (IWC)** | 37 Orders (IWC - 365 jours) | 6 Items to confirm (GLOBAL) | 6 Items to confirm (365 jours)

Items to ship (20)

[Edit filter](#) | [Save filter](#) | [Next 90 days](#) | [Last 90 days](#) | [M1IW](#) | [Exclude fully shipped, +1](#) | [Exclude fully invoiced](#)

[Create ship notice](#)

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By ↑	Requested Quantity	Shipped Quantity	Due Quantity	Ship To Address	Purchasing Organization	Customer Location	External Document Type	Compe	Actions
Order No.: 6012380225 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input checked="" type="checkbox"/>	6012380225	4	2	IWIWA05453	BDR OR ROSE LI=18	Jun 13, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	3	2	IWIWA05453	BDR OR ROSE LI=18	Jun 16, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	2	2	IWIWA05453	BDR OR ROSE LI=18	Jun 28, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	1	2	IWIWA05453	BDR OR ROSE LI=18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	4	3	IWIWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	1	3	IWIWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	2	3	IWIWA05453	BDR OR ROSE LI=18	Jul 17, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
<input checked="" type="checkbox"/>	6012380225	3	3	IWIWA05453	BDR OR ROSE LI=18	Jul 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...
Order No.: 6012380226 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input type="checkbox"/>	6012380226	1	2	IWIWA05453	BDR OR ROSE LI=18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01   ...

# RECOMMENDED FILTER CONFIGURATION

The screenshot shows the SAP Ariba Supply Chain Collaboration Workbench interface. At the top, there are several summary tiles: 'New orders' (1), 'Changed orders' (7), 'Orders' (16), 'Orders' (37), 'Items to ship' (40), 'Items to confirm' (15), 'Items to confirm' (11), and 'Items to confirm' (58). The 'Items to ship' tile is highlighted with a yellow box. Below the tiles, there is a filter configuration section for 'Items to ship (40)'. The filter is currently set to 'Maison du groupe Richemont - TEST'. The filter configuration includes various fields: Customers (Maison du groupe Richemont - TEST), Order numbers (Type selection), Customer locations (Type selection), Need by date (Next 90 days), Ship by date (None), Creation date (Last 90 days), Company codes (Select or type selections), Purchasing organizations (MIW), 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 at), Receiving status (Select or type selections), Invoicing status (Select or type selections), External document type (Type selection), Transport Terms (Select or type selections), and Storage locations (Select or type selections). There are 'Apply' and 'Reset' buttons at the bottom right of the filter configuration.

→ Do not forget to save the filter and to rename your tile once customized

## List of important filters:

- Customers: Maisons of the Richemont Group
- Need by date (choose the value that suits you)
- Creation date: Last 365 days
- Purchasing organization (to choose a specific Maison)
- Shipping Status (works by exclusion)
  - Without filter: shows all orders
  - Exclude unshipped: excludes orders that have not been shipped
  - Exclude partially shipped: excludes orders partially shipped
  - Exclude fully shipped: excludes orders fully shipped
  - Exclude shipping not allowed: excludes orders that do not require a ship notice

## List of filters not to be used:

- Ship by date
- Product Group
- Order type
- Category
- Stock transfer type
- Ship from location
- Confirmation approval status (feature not yet available)
- Confirmation status
- Receiving status
- Invoicing status

# RECOMMENDED COLUMN CONFIGURATION

› It is possible to create **a column grouping**, for example by **Order No.**

› We recommend to display the **table columns** as follows:

- Order No
- Item No (*corresponds to the line number of the order*)
- Schedule Line No (if a Maison manages due dates by line)
- Customer Part No (Richemont reference)
- Description
- Need By
- Requested Quantity
- Shipped Quantity (in the case of partial shipments)
- Due Quantity (remaining quantity to be shipped)
- Ship To Address
- *Purchasing Organization if not filtered*

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. A 'Table setting' dialog box is open, allowing users to configure the columns displayed in a table. The dialog has two main sections: 'Available columns' and 'Displayed columns'. The 'Available columns' section lists various data fields such as 'Customer', 'Creation Date', 'Supplier Part No.', 'Ship By', 'Commitment Level', 'Received Quantity', 'Manufacturer Name', 'Manufacturer Part ID', 'Category', 'Shipping Instructions', and 'Revision Level'. The 'Displayed columns' section lists the columns currently shown in the table, including 'Order No.', 'Item No.', 'Schedule Line No.', 'Customer Part No.', 'Description', 'Need By', 'Requested Quantity', 'Shipped Quantity', 'Due Quantity', 'Ship To Address', and 'Purchasing Organization'. A yellow box highlights the 'Table columns' and 'Column grouping' options in the dialog. A yellow arrow points to the 'Customize' button in the background interface.

# CONFIGURATION RECOMMANDÉE DES COLONNES (2/2)

- › It is then possible to create single / multiple shipping notices from this list by selecting one or more orders, one or more lines and using the **Actions** menu
- › For multiple notices, make sure that the delivery address is the same for all lines

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. A 'Back to classic view' button is also present. Below the navigation, there are several summary cards for different order statuses: New orders (0), Orders (16), Items to confirm (6), Changed orders (7), Items to ship (20), Orders (37), Items to confirm (6), and Items to confirm (6). The 'Items to ship' card is selected and highlighted.

Below the summary cards, there is a section for 'Items to ship (20)'. It includes filter options: 'Edit filter', 'Save filter', 'Next 90 days', 'Last 90 days', 'M1IW', 'Exclude fully shipped, +1', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a red box and a red circle with the number '2'. Below this, there is a table with columns: Order No., Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Shipped Quantity, Due Quantity, Ship To Address, Purchasing Organization, Customer Location, External Document Type, and Actions. The table is divided into two sections based on order numbers: 6012380225 and 6012380226. The first section (6012380225) has a 'Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE'. The second section (6012380226) has a 'Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE'. The first row of the first section is highlighted with a red box and a red circle with the number '1'. The 'Create ship notice' button is also highlighted with a red box and a red circle with the number '2'.

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Ship To Address	Purchasing Organization	Customer Location	External Document Type	Comp	Actions	
Order No.: 6012380225 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE															
<input checked="" type="checkbox"/>	6012380225	4	2	IWWA05453	BDR OR ROSE LI=18	Jun 13, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	3	2	IWWA05453	BDR OR ROSE LI=18	Jun 16, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	2	2	IWWA05453	BDR OR ROSE LI=18	Jun 28, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	1	2	IWWA05453	BDR OR ROSE LI=18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	4	3	IWWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	1	3	IWWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	2	3	IWWA05453	BDR OR ROSE LI=18	Jul 17, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input checked="" type="checkbox"/>	6012380225	3	3	IWWA05453	BDR OR ROSE LI=18	Jul 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
Order No.: 6012380226 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE															
<input checked="" type="checkbox"/>	6012380226	1	2	IWWA05453	BDR OR ROSE LI=18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...
<input type="checkbox"/>	6012380226	1	3	IWWA05453	BDR OR ROSE LI=18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	M1IW IWC	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Soumission	CH01	...



# eSHOP

## Advance shipping notice ASN SUPPLIER GUIDE

Last update: 03.06.2021

**PART 1**  
Individual / Multiple  
shipping notice

**PART 2**  
Mass shipping notice



PART 1  
**INDIVIDUAL / MULTIPLE SHIPPING NOTICE**

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RICHEMONT

# CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

## From a specific Order

It is imperative that the order is confirmed to be shipped

Purchase Order: 6012380225

Create Order Confirmation | **Create Ship Notice** | Create Invoice

Order Detail | Order History

**IWC**  
SCHAFFHAUSEN

From: Customer  
IWC SCHAFFHAUSEN - BRANCH OF RICHEMONT INTERNATIONAL SA  
15 Baumgartenstrasse  
NIWST Nr.: CHB-107.789.243  
8200 Schaffhausen  
Switzerland  
Phone: +41 (0) 52 235 75 65  
Website: INFO@IWC.COM , WWW.IWC.COM

To: BOUCLEDOR SA - TEST KU3  
Rue Emma-Kammacher  
CP 364  
1217 Meyrin 1  
Switzerland  
Phone:  
Fax:  
Email: vikramrichemont@gmail.com

Purchase Order (Confirmed)  
6012380225  
Amount: 25,054.40 CHF  
Version: 1

Payment Terms  
0.000% 30  
30 jours net

Comments  
Texte en-tête

Routing Status: Acknowledged

Order No.  
6012345208

Click on the Order number to open the order form

1. Click **Create Ship Notice**

In the creation page of the dispatch notice, at header level:

### 2. Packing Slip ID: MANDATORY

No special characters except « - », « / », « \_ », « & », « # » et « \ » limited to 16 characters and no lower case

### 3. Delivery date: MANDATORY

The invoice number and the shipping date are optional

Create Ship Notice

SHIP FROM: BOUCLEDOR SA - TEST KU3  
Meyrin 1  
Switzerland

DELIVER TO: IWC Schaffhausen - Branch of Richemont Int. SA  
Schaffhausen  
Switzerland

SHIP NOTICE

Packing Slip ID: \*

Invoice No.:

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date:

Delivery Date: \*

Hazard Type: Select

Code:

Is Divisible:

# CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

## From a specific Order

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6012380225	1		IWIWA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	Remove
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE      Total Backordered Quantity: 0 PCE												
Remains to deliver												
Line      Ship Qty      Supplier Batch ID												
1 <input type="text" value="20"/> <input type="text"/>												
<input type="button" value="Download PDF"/> <input type="button" value="Add Details"/> Net Weight: <input type="text"/> Unit: (no value) v												
<input type="button" value="Add Ship Notice Line"/> 4												
6012380225	2		IWIWA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	Remove
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE      Total Backordered Quantity: 0 PCE												
Line      Ship Qty      Supplier Batch ID												
1 <input type="text" value="20"/> <input type="text"/>												
<input type="button" value="Download PDF"/> <input type="button" value="Add Details"/> Net Weight: <input type="text"/> Unit: (no value) v												
<input type="button" value="Add Ship Notice Line"/> 5      6												

- Qty to ship: less than or equal to the quantity indicated on the order form line. Superior only for items with a tolerance (see the Maisons)
- Add details: to add serial numbers (for affected items)
- Enter the weight and the unit (GRM) in the case of the articles concerned

**ASSET DETAILS**  
The maximum number of assets you can enter is 20, which corresponds to the shipping quantity.

Serial Number



# CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

## From a specific Order



Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6012380225	1		IWWIA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	<a href="#">Remove</a>
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE												
Line												
		Ship Qty	Supplier Batch ID						Net Weight:			
1		20							Unit:	(no value) v		
<a href="#">Add Ship Notice Line</a>												
6012380225	4		IWWIA05453	G	20.0	PCE	30 May 2021		313.18 CHF	6,263.60 CHF	CHM7	<a href="#">Remove</a>
Description: BDR OR ROSE LI=18												
Shipment Status Total Item Due Quantity: 20 PCE												
Confirmation Status Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE												
Line												
		Ship Qty	Supplier Batch ID						Net Weight:			
1		20							Unit:	(no value) v		
<a href="#">Add Ship Notice Line</a>												
<a href="#">Add Order Line Item</a> <a href="#">Manage Serial Numbers</a>												

7. Add Ship Notice Line: in order to split the quantities for an order line in the same shipping notice (interesting when the lot numbers are different)

8. Add Order Line Item: to add another order line in the case of a multi-order ASN (only if the addresses and delivery dates are the same)

9. It is possible to delete a line that should not be sent



# CREATING AN INDIVIDUAL OR MULTIPLE SHIPPING NOTICE

## From a specific Order

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, it says "SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE". Below that, it says "Select Items to Add to Ship Notice" and "Ship To: Maisons du groupe Richemont - TEST IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, Switzerland".

The "Search Filters" section is highlighted with a yellow box and a circled "10". It includes fields for "Order Number" (with "1" entered), "Part #", "Customer Part #", and "Supplier Batch ID". There are also "Look Up" buttons for each of these fields. To the right, there are "Show orders by:" options (Need by date, Ship by date), "Search By:" (Schedule Line Date Range), "Date Range:" (Other), "Start Date:" (9 Jun 2021), "End Date:" (17 Jun 2021), and a checkbox for "Search only stock transport orders". A "Number of Results:" dropdown is set to "500".

Below the search filters is a table titled "Items to Ship (2)". The table has columns: "Need By", "Customer Part No.", "Order Number", "Item", "Schedule Line No.", "Purchasing Organization", "Customer Location / Description", "Received Quantity", "Requested Quantity", and "Due Quantity". Two rows are visible, both with checkboxes in the "Need By" column highlighted by a yellow box and a circled "11".

At the bottom right, there is a yellow box around the "Add Selected Items" button and a circled "12".

10. Use the search filters to add the required order to the ASN then click **Search**

11. Select the items you want to add to ASN

12. Click on **Add selected items** and they will appear in the ASN creation page

You can repeat steps 10 to 12 to add as many order lines as you want to the ASN

- Once the shipping notice has been entered, click **Next**.
- You can edit the label to stick on the package by clicking on Download PDF
- Click on submit to finalize the ASN

Download PDF Save Exit Next

Previous Download PDF Save Submit Exit

# CREATE A SIMPLE / MULTIPLE SHIPPING NOTICE

## From the Items to ship tile

Orders must absolutely be confirmed to be shipped

The screenshot shows the 'Items to ship' interface. At the top, there are statistics for various order states: 0 New orders, 16 Orders, 6 Items to confirm, 7 Changed orders, 20 Items to ship (highlighted in red), 37 Orders, 6 Items to confirm, and 6 Items to confirm. Below this is a filter section with various criteria like Customers, Order numbers, Customer locations, etc. A yellow box labeled '1' highlights the filter section. Below the filters is a 'Create ship notice' button, highlighted with a yellow box and a '2' callout. Below that is a table of items to ship, with a yellow box labeled '3' highlighting the 'Create ship notice' button and the first row of the table.

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Ship To Address	Purchasing Organization	Customer Location	External Document Type	Company Code	Actions
Order No.: 6012380225 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input checked="" type="checkbox"/>	6012380225	4	2	IWWA05453	BDR OR ROSE LI-18	Jun 13, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380225	3	2	IWWA05453	BDR OR ROSE LI-18	Jun 16, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380225	2	2	IWWA05453	BDR OR ROSE LI-18	Jun 28, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	1	2	IWWA05453	BDR OR ROSE LI-18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	4	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	1	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	2	3	IWWA05453	BDR OR ROSE LI-18	Jul 17, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input type="checkbox"/>	6012380225	3	3	IWWA05453	BDR OR ROSE LI-18	Jul 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
Order No.: 6012380226 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														
<input checked="" type="checkbox"/>	6012380226	1	2	IWWA05453	BDR OR ROSE LI-18	Jun 30, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
<input checked="" type="checkbox"/>	6012380226	1	3	IWWA05453	BDR OR ROSE LI-18	Jul 15, 2021	5.00 PCE	0.00 PCE	5.00 PCE	IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE	CHM7 IWC Schaffhausen - Branch of Richemont Int. SA	Submission	CH01 Richemont Int1 SA	...
Order No.: 6012384182 Ship To Address: IWC Schaffhausen - Branch of Richemont Int. SA, Schaffhausen, SH, CHE														

1. Display the orders to ship using the search filters (see guides on the Items to ship tile)
2. Select the order line (s) to ship (the delivery dates must be identical)
3. Click **Create Ship Notice**

The procedure continues exactly like an individual ASN (see previous paragraph)

You cannot create the same shipping notice for two different delivery addresses.

**Cancellation rule:**  
An ASN can be deleted until the day before the scheduled delivery date.



PART 2  
**MASS SHIPPING NOTICE**

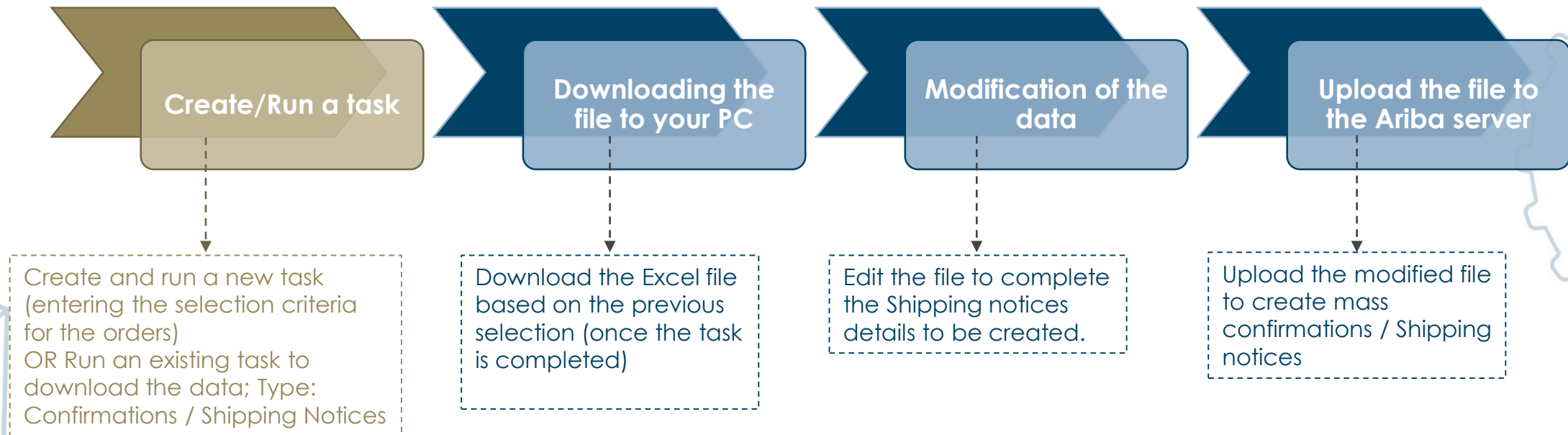
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> The Shipping Notice mass load consists of uploading a file (Excel format) in the Ariba portal that contains all the information for several orders

 > The mass load principle is similar for order confirmations and ASNs:



# MASS SHIPPING NOTICE (2/2)

Overview

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

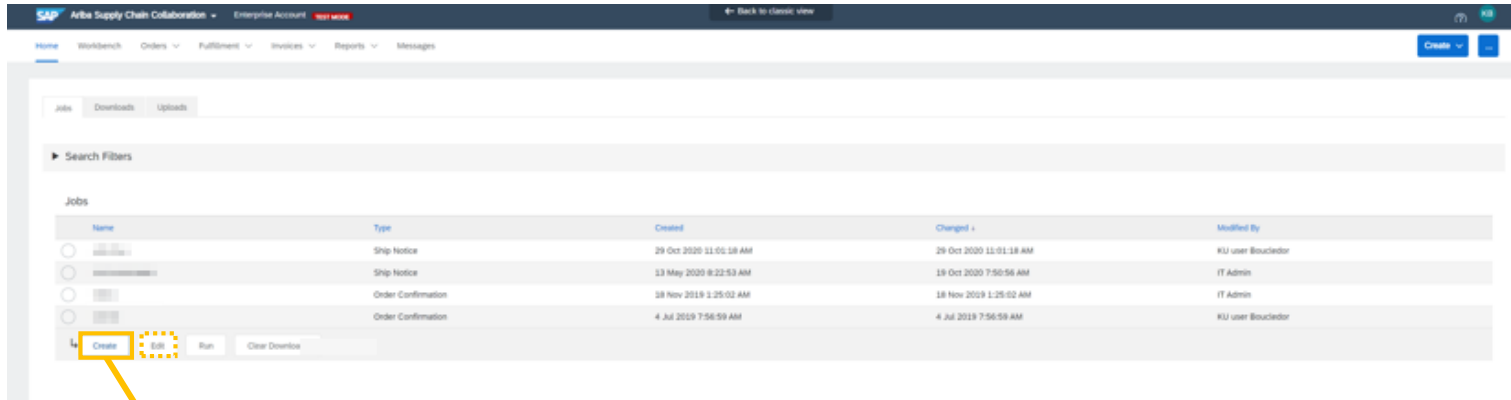
My widgets

- Purchase orders: 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.

- 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

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

# MASS SHIPPING NOTICE – CREATE A TASK



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)*

Create/Edit Job

\* Name:  \* Type:

Job Search Criteria

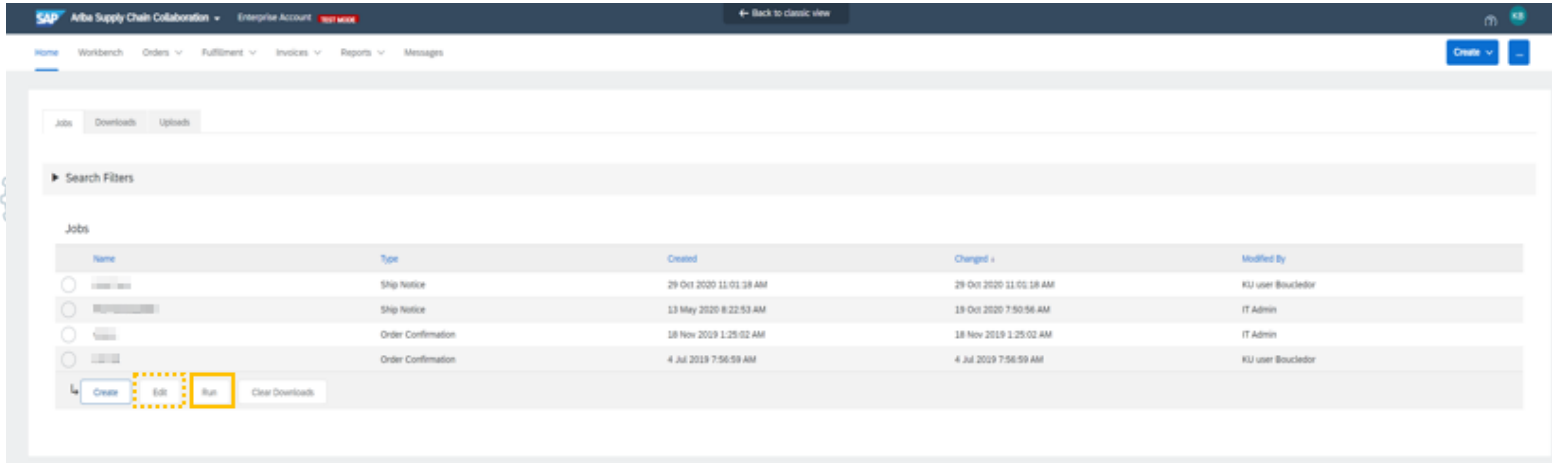
\* Customer:  Supplier part number:

Order number:  Buyer part number:

Date type:  Need By  Ship By Location:

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**

# MASS SHIPPING NOTICE – RUN A TASK



› 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**.

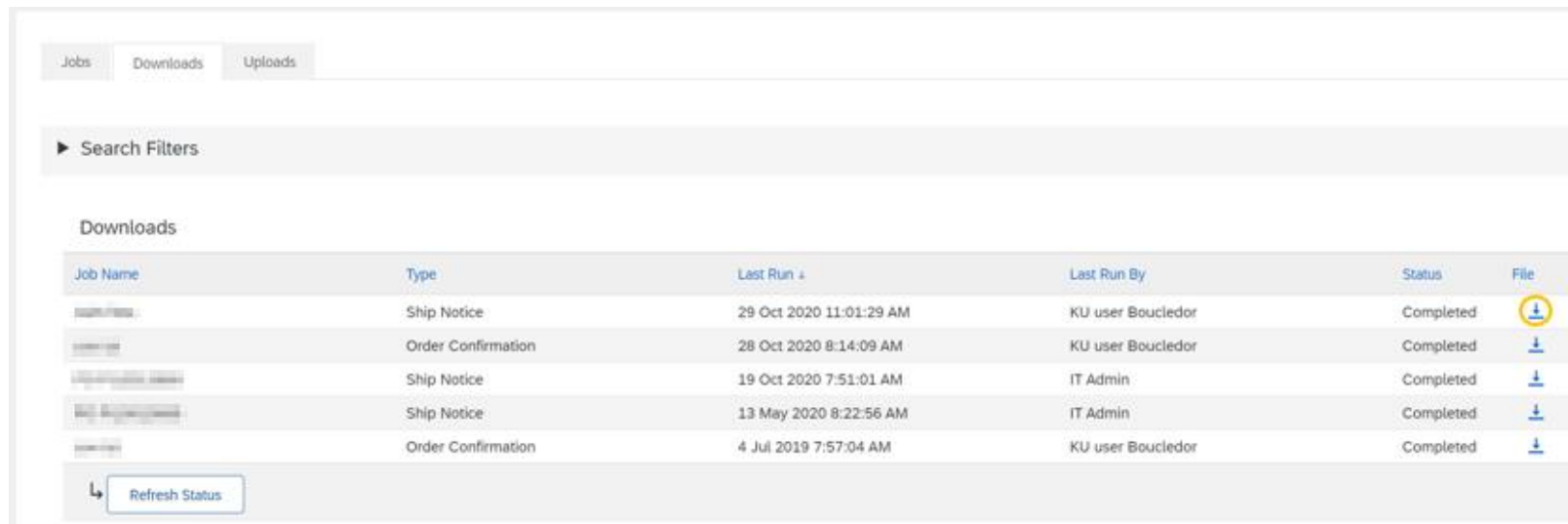
You will then switch to the “Downloads” tab.

› 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



The screenshot shows the ARIBA interface with the 'Downloads' tab selected. It features a 'Search Filters' section and a table of download jobs. The table has columns for Job Name, Type, Last Run, Last Run By, Status, and File. A 'Refresh Status' button is located at the bottom left of the table area.

Job Name	Type	Last Run	Last Run By	Status	File
...	Ship Notice	29 Oct 2020 11:01:29 AM	KU user Boucedor	Completed	
...	Order Confirmation	28 Oct 2020 8:14:09 AM	KU user Boucedor	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 Boucedor	Completed	

➤ 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.

# MASS SHIPPING NOTICE – EXCEL FILE CREATION (1/2)

› Work in the Excel file (you can save a copy)

SAP Ariba															
Ship Notices Time Zone: UTC+01:00															
Ship Notice Number (*)	Ship Notice Date (*)	Order ID (*)	Order Date	Service Level	Shipment Type	Shipment Date	Delivery Date	Ship From	Ship From Street	Ship From Municipality	Ship From Postal Code	Ship From City	Ship From State	Ship From Country Code	Ship From Country
5	2020-11-10T06:12:00-C	6012200548	2020-06-18T05:00:00-				2020-07-17T03:00:00-								
6	2020-11-10T06:12:00-C	6012204901	2020-06-24T05:00:00-				2020-07-17T03:00:00-								
7	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-10-21T03:00:00-								
8	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-10-30T04:00:00-								
9	2020-11-10T06:12:00-C	6012248225	2020-09-03T05:00:00-				2020-11-15T03:00:00-								
10	2020-11-10T06:12:00-C	6012274673	2020-10-09T05:00:00-				2020-12-14T03:00:00-								

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	Carrier name	Tracking Number	Tracking Date	Shipping Method	Item Ship Notice Line Number (*)	Item Line Number (*)	Item Parent Line Number
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							2
Manufacture Officin	Route de Pierre-à-Bc		2000	Neuchatel	NE	CHE	CHE							1

Item Supplier Part ID	Item Quantity (*)	Item Unit Of Measure	Item Unit Price Currency (*)	Item Unit Price Amount (*)	Item Description	Item Hazard Code	Item Hazard Domain	Item Hazard Description	Item Batch ID	Item Asset Tag	Item Serial Number	Item Customer Part ID	Schedule Line Number	Customer Location	Ordering Address ID
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	50	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	15	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		1 CHMH	502527
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		2 CHMH	502527
	10	PCE	EUR		87.87 STRAP ALL BLACK							PNM-X008RFFG		3 CHMH	502527
	100	PCE	EUR		37.1 LUMDUE PVEC DK							PNM-XE0C05G		1 CHMH	502527

Ship notice item - Shipping container	Ship notice item - Unit net weight	Ship notice item - Unit net weight	Ship notice item - Gross weight	Ship notice item - Gross weight UoM	Agreement ID	Agreement Type	Agreement Date

- > **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 No.: mandatory; 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: YYYYMM-DDTHH:MM:SS-TZONE **or** YYYYMM-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 (Ship To) + Delivery Address (Ship To Street): MANDATORY: The address must be the same for a single ASN
  - Item Ship Notice 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.
  - Item quantity: can only be modified if you duplicate the order line to make confirmation deadlines. The total line quantity must be confirmed.
  - *Do not change the item line number.*
  - Item Quantity: editable shipping quantity
  - Item Unit Price Amount: can be modified *(in this case, it is important to contact the Maison)*

# MASS SHIPPING NOTICE – DATA UPLOAD

## ➤ Excel → ARIBA



Switch to the **"Uploads"** tab

- Click on **Upload**

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	<a href="#">↓</a>	<a href="#">↓</a>
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	<a href="#">↓</a>	<a href="#">↓</a>
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	<a href="#">↓</a>	

Upload File

\* Name : test      \* Type : Ship Notice

\* Customer : Maisons du groupe Richemont - TE

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

Upload    Cancel

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





# eSHOP

Barcode printing ASN

**SUPPLIER GUIDE**

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Last update: 03.06.2021

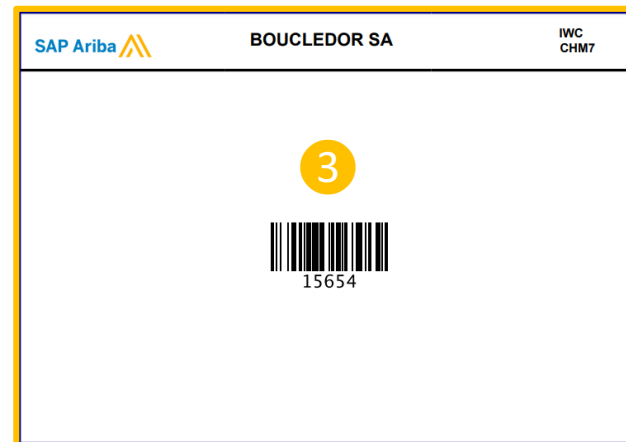
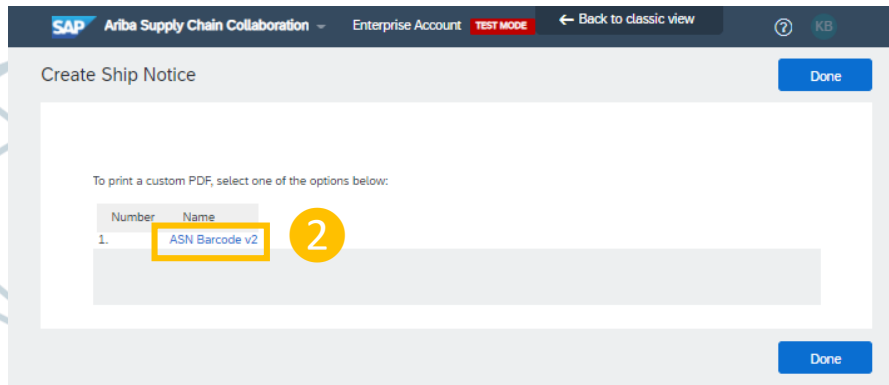
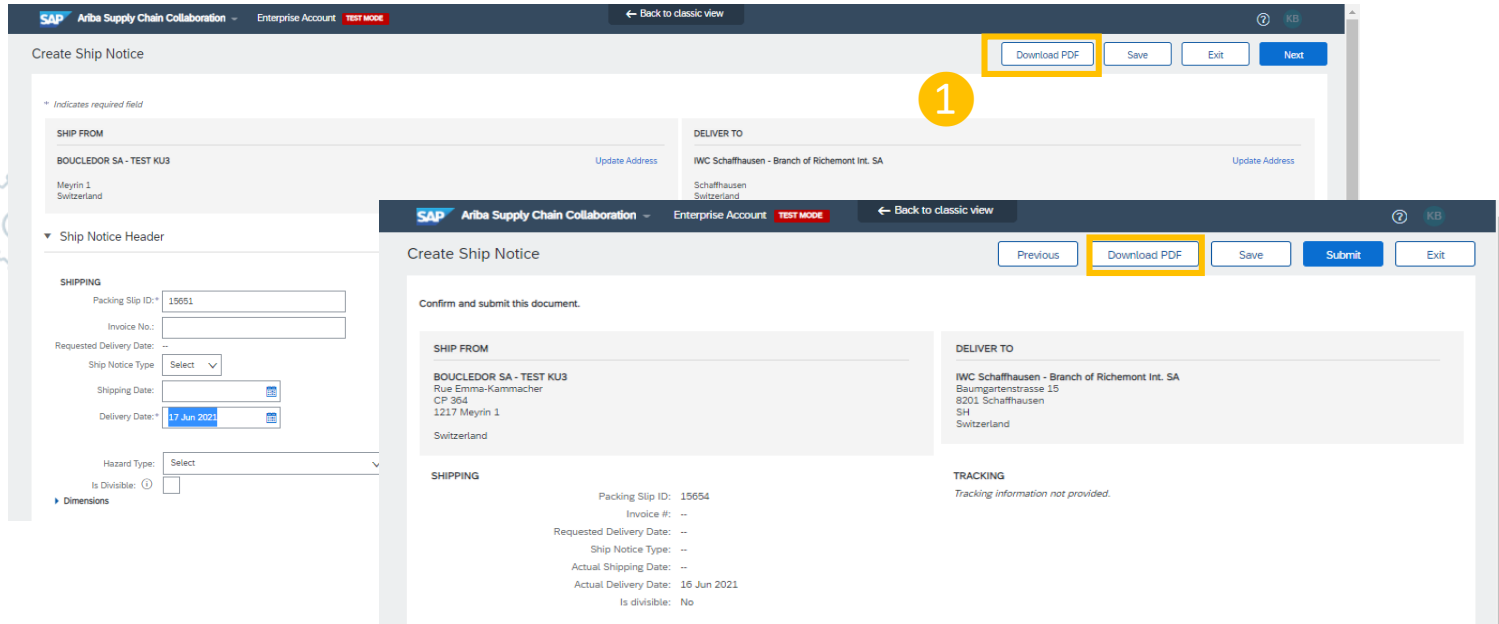
RICHEMONT

# CREATING THE ASN PDF BARCODE FOR PRINTING

Since the creation of ASN

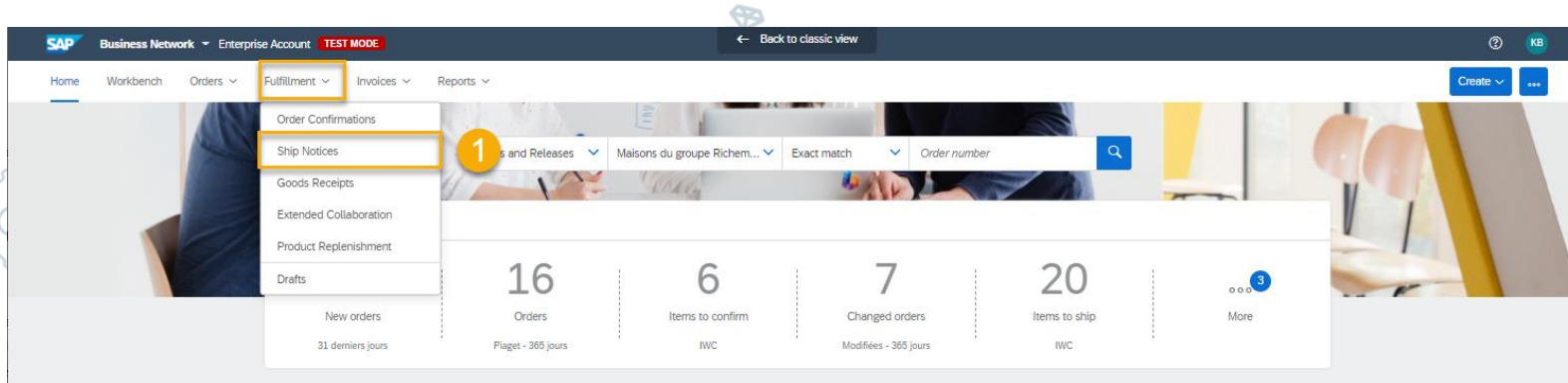
During the ASN creation process, once it is ready to be submitted, it is possible to generate the PDF file that will accompany the goods, pasted on the package.

1. Click **Download PDF**
2. Then click on the **ASN Barcode v2** link
3. The PDF will then be generated in your web browser for printing



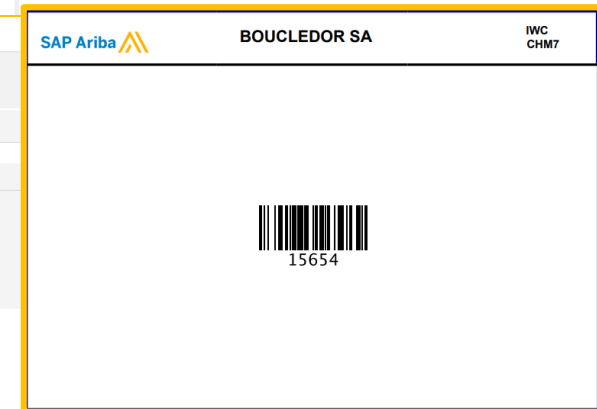
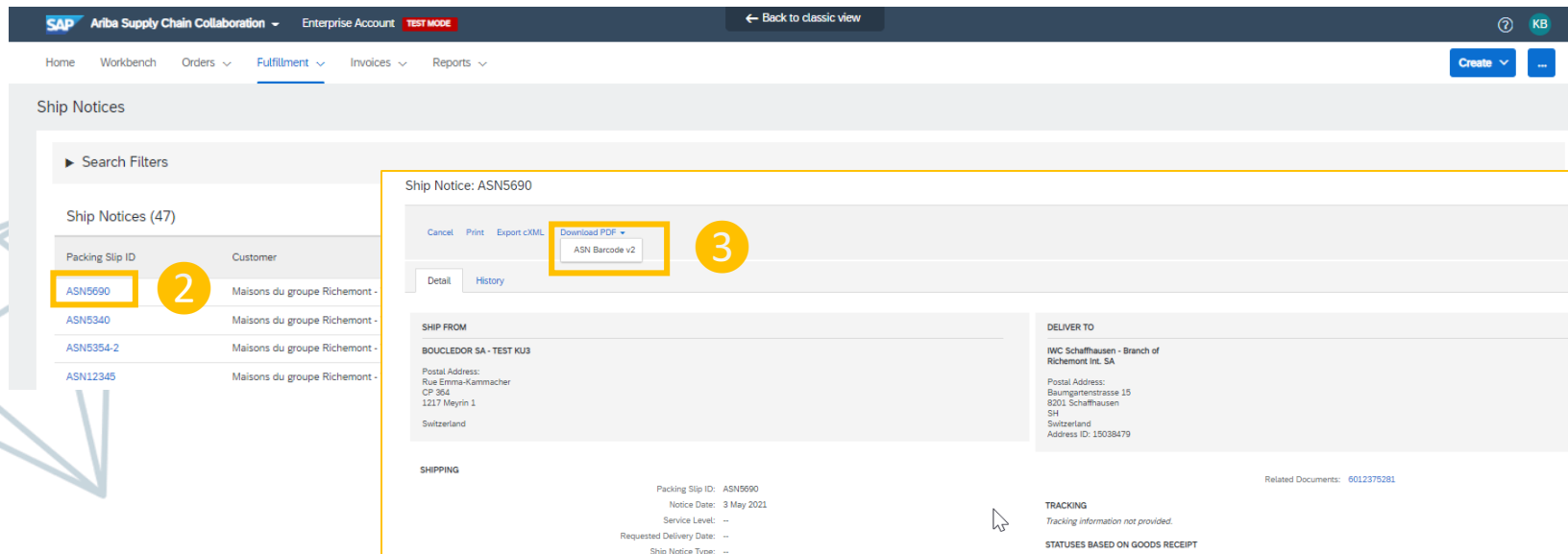
# CREATING THE ASN PDF BARCODE FOR PRINTING

From the list of ASNs created



From the home page,

1. Go to the menu **Execution / Shipping notices** to see the list of shipping notices created
2. In the list of documents, click the ASN concerned
3. Once the ASN is displayed, click **Download PDF**, then on the **ASN Barcode v2** link
4. The PDF will then be generated in your web browser for printing



4



# eSHOP

Components collaboration

**SUPPLIER GUIDE**

Last update: 03.06.2021

## PART 1

Visibility on  
component  
expeditions

## PART 2

Components receipt  
confirmation

## PART 3

Components  
inventory







PART 1  
**VISIBILITY ON COMPONENT EXPEDITIONS**

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RICHEMONT

# Visibilité sur les expéditions de composants

- › From the **Fulfillment menu**, click **Extended Collaboration**
- › Then click on **Component Shipments** to access the component shipment tracking

The image shows two screenshots of the SAP Business Network interface. The left screenshot shows the 'Fulfillment' menu with 'Extended Collaboration' highlighted. The right screenshot shows the 'Extended Collaboration' page with 'Component Shipments' highlighted. A yellow arrow points from the 'Extended Collaboration' menu item to the 'Component Shipments' tab.

**Left Screenshot: SAP Business Network Dashboard**

- Navigation: Home > Workbench > Orders > Fulfillment > Invoices > Reports
- Search: Orders and Released, Maisons du groupe Richemont, Exact match, Order number
- Summary Cards:
  - New orders: 16 (31 derniers jours)
  - Orders: 6 (Plaget - 365 jours)
  - Items to confirm: 7 (IWC)
  - Changed orders: 20 (Modifies - 365 jours)
  - Items to ship: 20 (IWC)
- My widgets:
  - Purchase orders: 127K CHF (Last 3 months)
  - Invoice aging: 0 CHF
  - My leads: No open leads
  - Download app: We are now mobile.

**Right Screenshot: SAP Business Network - Extended Collaboration**

- Navigation: Home > Workbench > Orders > Fulfillment > Invoices > Reports > Messages
- Search Filters:
  - Customer: All Customers
  - Ship Notice No., Order No., Date Range, Start Date, End Date
  - Routing Status, Receipt Status, Tracking No., Customer Shipping Organization
- Component Ship Notices Table:

Ship Notice No.	Customer	Order No.	Date ↑	Tracking No.	Routing Status	Receipt Status
7031435477	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:15 PM		Sent	Open
7031435478	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:20 PM		Sent	Open
7031435528	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:29:44 PM		Sent	Open
7031436383	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:40:41 PM		Sent	Open
7031436406	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:42:28 PM		Sent	Open
7031436439	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 10:02:35 PM		Sent	Open
7031437237	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:34:12 PM		Sent	Open
7031437238	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:35:32 PM		Sent	Open
7031437241	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:37:07 PM		Sent	Open
7031438063	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:23 PM		Sent	Open
7031438064	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:44 PM		Sent	Open
7031438065	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:50:25 PM		Sent	Open
7031438961	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:08:35 PM		Sent	Open
7031438962	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:09:02 PM		Sent	Open
7031438983	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:15:37 PM		Sent	Open
7031440111	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:06 PM		Sent	Open
7031440112	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:38 PM		Sent	Open
7031440114	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:29:33 PM		Sent	Open
7031441698	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:28:19 PM		Sent	Open
7031441699	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:29:52 PM		Sent	Open

# VISIBILITY ON COMPONENT SHIPMENTS

Extended Collaboration

Multi-Tier Orders | Component Inventory | Component Shipments | Return Shipments | Consignment Movements | Multi-Tier Shipments | Component Receipts | Component Consumption | Multi-Tier Quality Inspection

▼ Search Filters

Customer: All Customers

Ship Notice No.:  ⓘ 1

Order No.:  ⓘ

Date Range: Other ⓘ

Start Date: 9 Apr 2021 ⓘ 2

End Date: 9 May 2021 ⓘ

Routing Status: All ⓘ 3

Receipt Status: All

Tracking No.:  ⓘ

Customer Shipping Organization:  Look Up

Number of Results: 100 ⓘ 4 Search Reset

Component Ship Notices

<input type="checkbox"/>	Ship Notice No.	Customer	Order No.	Date ↑	Tracking No.	Routing Status	Receipt Status
<input checked="" type="checkbox"/>	7031435477 5	Maisons du groupe Richemont - TEST	Non-PO 6	11 Apr 2021 9:09:15 PM 7		Sent 8	Open
<input type="checkbox"/>	7031435478	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:20 PM		Sent	Open
<input type="checkbox"/>	7031435528	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:29:44 PM		Sent	Open

## Search filters allow you to:

- 1 Fill out a ship notice and / or order notification number
- 2 Select a date range (max 31 days)
- 3 **Do not filter by delivery status**, this is the IT technical status and not the logistics status of the shipment
- 4 Adjust the number of results if necessary

## Useful columns display:

- 5 Shipping notice number (click on it to see the contents of the components)
- 6 Order number (with direct link to the original order), this field can be empty.
- 7 Date the document was received by Ariba Network
- 8 You can ignore / hide the routing status; it is not the logistics status of the shipment.



PART 2  
**COMPONENTS RECEIPT CONFIRMATION**

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# CONFIRMATION OF COMPONENTS RECEIPT

1. From the **Fulfillment** menu, click **Extended Collaboration**
2. Then click on **Component Shipments** to access the component shipment tracking

The screenshot shows the SAP Business Network interface. On the left, the 'Fulfillment' menu is open, and 'Extended Collaboration' is highlighted. A yellow arrow points from this menu item to the 'Component Shipments' tab in the 'Extended Collaboration' view on the right. The 'Component Shipments' view includes search filters and a table of 'Component Ship Notices'.

**Component Ship Notices Table:**

Ship Notice No.	Customer	Order No.	Date ↑	Tracking No.	Routing Status	Receipt Status
<input type="checkbox"/>	7031435477	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:15 PM	Sent	Open
<input type="checkbox"/>	7031435478	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:20 PM	Sent	Open
<input type="checkbox"/>	7031435528	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:29:44 PM	Sent	Open
<input type="checkbox"/>	7031436383	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:40:41 PM	Sent	Open
<input type="checkbox"/>	7031436406	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:42:28 PM	Sent	Open
<input type="checkbox"/>	7031436439	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 10:02:35 PM	Sent	Open
<input type="checkbox"/>	7031437237	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:34:12 PM	Sent	Open
<input type="checkbox"/>	7031437238	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:35:32 PM	Sent	Open
<input type="checkbox"/>	7031437241	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:37:07 PM	Sent	Open
<input type="checkbox"/>	7031438063	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:23 PM	Sent	Open
<input type="checkbox"/>	7031438064	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:44 PM	Sent	Open
<input type="checkbox"/>	7031438065	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:50:25 PM	Sent	Open
<input type="checkbox"/>	7031438961	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:08:35 PM	Sent	Open
<input type="checkbox"/>	7031438962	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:09:02 PM	Sent	Open
<input type="checkbox"/>	7031438983	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:15:37 PM	Sent	Open
<input type="checkbox"/>	7031440111	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:06 PM	Sent	Open
<input type="checkbox"/>	7031440112	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:38 PM	Sent	Open
<input type="checkbox"/>	7031440114	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:29:33 PM	Sent	Open
<input type="checkbox"/>	7031441698	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:28:19 PM	Sent	Open
<input type="checkbox"/>	7031441699	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:29:52 PM	Sent	Open

# CONFIRMATION OF COMPONENTS RECEIPT

Extended Collaboration

Multi-Tier Orders   Component Inventory   **Component Shipments**   Return Shipments   Consignment Movements   Multi-Tier Shipments   Component Receipts   Component Consumption   Multi-Tier Quality Inspection

▼ Search Filters

Customer: All Customers   Routing Status: All

Ship Notice No.:   Receipt Status: All

Order No.:   Tracking No.:   Look Up

Date Range: Other   Customer Shipping Organization:   Look Up

Start Date: 9 Apr 2021   End Date: 9 May 2021

Number of Results: 100   Search   Reset

Component Ship Notices   Page 1

<input type="checkbox"/>	Ship Notice No.	Customer	Order No.	Date ↑	Tracking No.	Routing Status	Receipt Status
<input checked="" type="checkbox"/>	7031435477	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:15 PM		Sent	Open
<input type="checkbox"/>	7031435478	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:09:20 PM		Sent	Open
<input checked="" type="checkbox"/>	7031435528	Maisons du groupe Richemont - TEST	Non-PO	11 Apr 2021 9:29:44 PM		Sent	Open
<input type="checkbox"/>	7031436383	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:40:41 PM		Sent	Open
<input type="checkbox"/>	7031436406	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 9:42:28 PM		Sent	Open
<input type="checkbox"/>	7031436439	Maisons du groupe Richemont - TEST	Non-PO	12 Apr 2021 10:02:35 PM		Sent	Open
<input type="checkbox"/>	7031437237	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:34:12 PM		Sent	Open
<input type="checkbox"/>	7031437238	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:35:32 PM		Sent	Open
<input type="checkbox"/>	7031437241	Maisons du groupe Richemont - TEST	Non-PO	13 Apr 2021 9:37:07 PM		Sent	Open
<input type="checkbox"/>	7031438063	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:23 PM		Sent	Open
<input type="checkbox"/>	7031438064	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:47:44 PM		Sent	Open
<input type="checkbox"/>	7031438065	Maisons du groupe Richemont - TEST	Non-PO	14 Apr 2021 9:50:25 PM		Sent	Open
<input type="checkbox"/>	7031438961	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:08:35 PM		Sent	Open
<input type="checkbox"/>	7031438962	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:09:02 PM		Sent	Open
<input type="checkbox"/>	7031438983	Maisons du groupe Richemont - TEST	Non-PO	15 Apr 2021 9:15:37 PM		Sent	Open
<input type="checkbox"/>	7031440111	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:06 PM		Sent	Open
<input type="checkbox"/>	7031440112	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:28:38 PM		Sent	Open
<input type="checkbox"/>	7031440114	Maisons du groupe Richemont - TEST	Non-PO	18 Apr 2021 9:29:33 PM		Sent	Open
<input type="checkbox"/>	7031441658	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:28:19 PM		Sent	Open
<input type="checkbox"/>	7031441659	Maisons du groupe Richemont - TEST	Non-PO	21 Apr 2021 9:29:52 PM		Sent	Open

Create Component Receipt   Page 1

3. Use the search filters if necessary (see slide 4)

4. Select **one or more** component shipping notice

5. Then click **Create component receipt**



# CONFIRMATION OF COMPONENTS RECEIPT

6. Enter a **receipt number**
7. Enter the **receipt date** (today's date will appear by default)
8. Enter a **batch number** for each receipt
9. Adjust **the quantity (s) received** if necessary
10. Click **Next** to validate

SAP Ariba Supply Chain Collaboration - Enterprise Account TEST MODE

← Back to classic view

PR

### Create Receipt

Next Exit

\* Indicates required field

**SHIP FROM**  
Cartier Joaillerie International  
37 Rue Boissy d'Anglas  
75008 Paris  
75  
France  
Email:

**SHIP TO**  
RUBIS PRECIS  
Rue de Besançon

Receipt #:\* RE1685

Receipt Date:\* 9 Jun 2021

Comments:

**You cannot confirm beyond the quantity shipped**

**Components**

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	CRMXE0421Z <i>Onyx RECT NR 12.0X4.0mm h15mm   Item Net Weight : 9.5 CRT</i>	GENERIC		1651651	1.0	PCE	1.0	PCE	7031435477	10		
2	CR64EP40 <i>EM POI VT 4.0X2.3mm   Item Net Weight : 0.08 CRT</i>	GENERIC		1464184	1.0	PCE	1.0	PCE	7031435528	10		

Next Exit

# CONFIRMATION OF COMPONENTS RECEIPT

11. At this step, you can check the receipt you created.

12. To definitively validate the receipt, click **Submit**

**SHIP FROM**

Cartier Joaillerie International  
37 Rue Boissy d'Anglas  
75008 Paris  
75  
France  
Email:

**SHIP TO**

RUBIS PRECIS  
Rue de Besançon  
25140 Charquemont  
France  
Email:

Receipt #: RE1685  
Receipt Date: 9 Jun 2021  
Comments:

**Components**

Line #	Customer Part # / Description	Customer Batch #	Part #	Batch #	Received Quantity	Unit	Shipped Quantity	Unit	Shipment Reference #	Shipment Reference Line #	Order Reference #	Order Reference Line #
1	CRMXE0421Z <i>Onyx RECT NR 12.0X4.0mm h15mm   Item Net Weight : 9.5 CRT</i>	GENERIC		1651651	1.0	PCE	1.0	PCE	7031435477	10		
2	CR64EP40 <i>EM POI VT 4.0X2.3mm   Item Net Weight : 0.08 CRT</i>	GENERIC		1464184	1.0	PCE	1.0	PCE	7031435528	10		

-Click **Back** to make changes in case of error  
-Click **Exit** to cancel





PART 3  
**COMPONENTS INVENTORY**

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RICHEMONT

# COMPONENT INVENTORY - DEFINITION

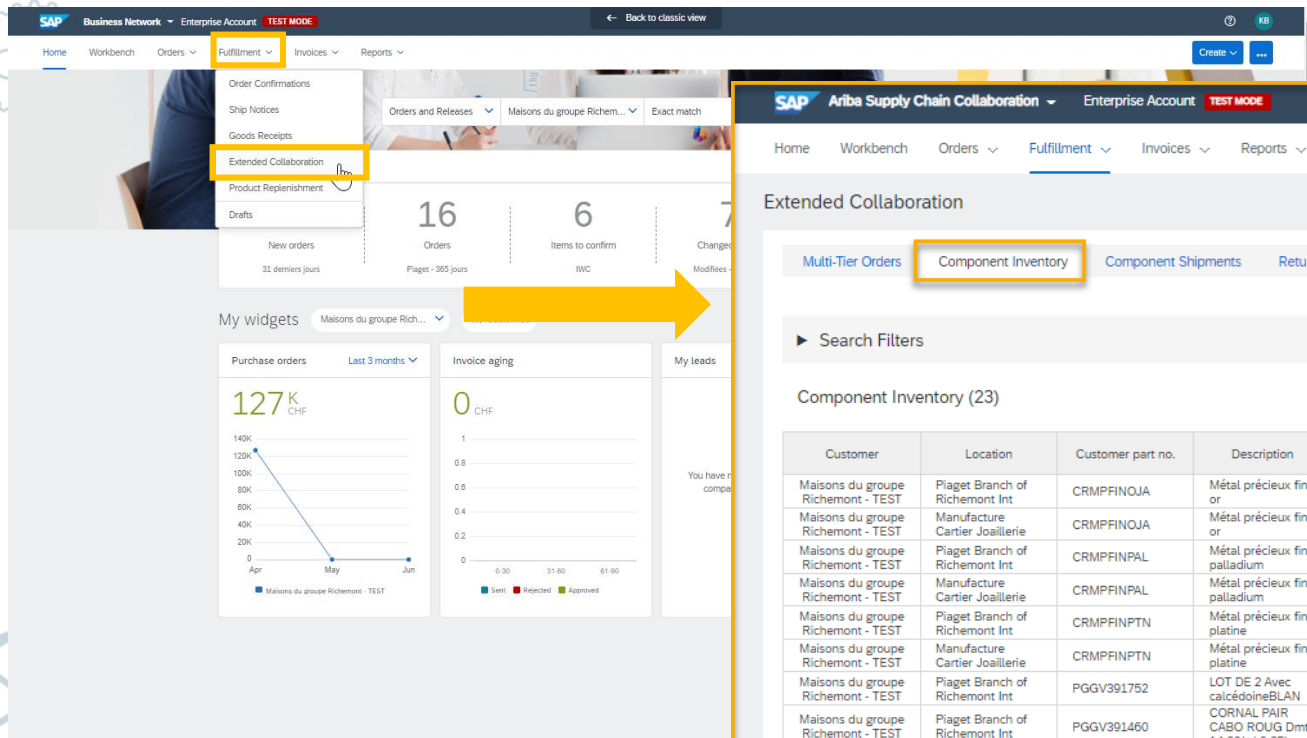
- › This list will show the estimated stock level of the Maisons' components stored with the supplier.
- › This is a theoretical quantity of the Maisons ERP system; based on the shipments of components from the Maisons and on the declaration of consumption of the components by the suppliers (theoretical or actual).
- › Deviations may appear because of components in transit between the Maison and the supplier, or because of finished products in transit between the supplier and the Maison.
- › Component stock levels may not be visible depending on the decision of the Maison.

Component Inventory (23)

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINOJA	Métal précieux fin or					14084.82 (GRM)	0.00	14084.82	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINOJA	Métal précieux fin or					46777.67 (GRM)	0.00	46777.67	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPAL	Métal précieux fin palladium					381.20 (GRM)	0.00	381.20	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPAL	Métal précieux fin palladium					2103.19 (GRM)	0.00	2103.19	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPTN	Métal précieux fin platine					-3994.74 (GRM)	0.00	-3994.74	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPTN	Métal précieux fin platine					2315.93 (GRM)	0.00	2315.93	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391752	LOT DE 2 Avec calcédoineBLAN	GENERIC				1.00 (PCE)	0.00	1.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391460	CORNAL PAIR CABO ROUG Dmt 14.60(+/-0.05)	GENERIC				11.00 (PCE)	0.00	11.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGMX00631J	DIAM 32/24 F-G VVS D=1.0 +50/0 0.0045 CT	GENERIC				24.00 (PCE)	0.00	24.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391457	TURQUO PAIR CABO BLEU Dmt 14.60(+/-0.05)	GENERIC				5.00 (PCE)	0.00	5.00	18 Nov 2019

# COMPONENT INVENTORY - ACCESS

- › From the **Fulfillment menu**, click **Extended Collaboration**
- › Then click **Component inventory** to access the inventory



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The 'Component Inventory' tab is selected, displaying a table with 23 items. The table columns include Customer, Location, Customer part no., Description, Customer batch no., Part no., Batch no., Expiry date, Qty (unit), Consumed qty, Balance qty, and Last updated.

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINOJA	Métal précieux fin or					14084.82 (GRM)	0.00	14084.82	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINOJA	Métal précieux fin or					46777.67 (GRM)	0.00	46777.67	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPAL	Métal précieux fin palladium					381.20 (GRM)	0.00	381.20	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPAL	Métal précieux fin palladium					2103.19 (GRM)	0.00	2103.19	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPTN	Métal précieux fin platine					-3994.74 (GRM)	0.00	-3994.74	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPTN	Métal précieux fin platine					2315.93 (GRM)	0.00	2315.93	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391752	LOT DE 2 Avec calcédoineBLAN	GENERIC				1.00 (PCE)	0.00	1.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391460	CORNAL PAIR CABO ROUG Dmt 14.60(+/-0.05)	GENERIC				11.00 (PCE)	0.00	11.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGMX00631J	DIAM 32/24 F-G VVS D=1.0 +50/0 0.0045 CT	GENERIC				24.00 (PCE)	0.00	24.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391457	TURQUO PAIR CABO BLEU Dmt 14.60(+/-0.05)	GENERIC				5.00 (PCE)	0.00	5.00	18 Nov 2019

# COMPONENT INVENTORY – SEARCH FILTERS

- › Click **Search Filters** to help you display the desired articles
- › It is possible to filter by **customer part number** to find product numbers.
- › Another filter on **customer locations** is possible (i.e. Maisons; the name must be exactly that of the system): Cartier Horlogerie, Cartier PJS, Cartier PJF, Cartier PHJ, Cartier Labo Gem, Cartier Besançon, Cartier PGI, IWC, Piaget.
- › Select **View All Component Inventory** if you want rows with zero quantities to also appear



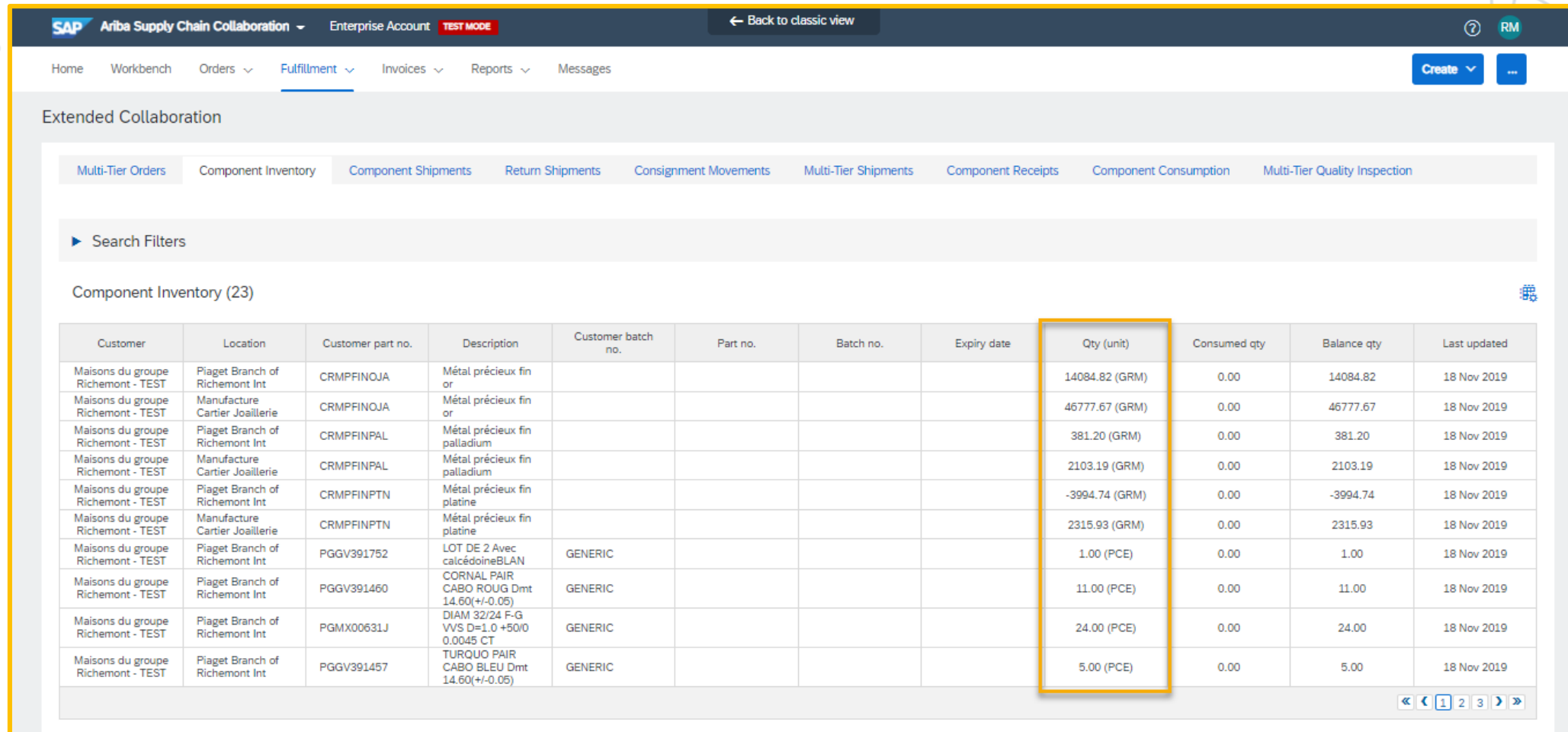
The screenshot shows the SAP S/4HANA user interface for the Component Inventory search filters. The top navigation bar includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Component Inventory' tab is selected. The search filters section contains the following fields and options:

- Customer:
- Part number:
- Customer part number:  (highlighted with an orange box)
- Customer batch number:
- Location:  (highlighted with an orange box)
- View All Component Inventory (highlighted with an orange box)

Buttons for 'Search' and 'Reset' are located at the bottom right of the filter section.

# COMPONENT INVENTORY

- › The results on this page show the quantity in stock for each item
- › To note: in case of precious metal (CRMPFIN \* Article code), stock levels can be negative if managed by way of compensation (COFIPAC)



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, there's a navigation bar with 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. Below that, a menu includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area is titled 'Extended Collaboration' and has several tabs: 'Multi-Tier Orders', 'Component Inventory', 'Component Shipments', 'Return Shipments', 'Consignment Movements', 'Multi-Tier Shipments', 'Component Receipts', 'Component Consumption', and 'Multi-Tier Quality Inspection'. A 'Search Filters' section is present above the table. The table itself is titled 'Component Inventory (23)' and has 12 columns: Customer, Location, Customer part no., Description, Customer batch no., Part no., Batch no., Expiry date, Qty (unit), Consumed qty, Balance qty, and Last updated. The 'Qty (unit)' column is highlighted with an orange box. The table contains 10 rows of data, including various precious metal items and diamonds.

Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINOJA	Métal précieux fin or					14084.82 (GRM)	0.00	14084.82	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINOJA	Métal précieux fin or					46777.67 (GRM)	0.00	46777.67	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPAL	Métal précieux fin palladium					381.20 (GRM)	0.00	381.20	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPAL	Métal précieux fin palladium					2103.19 (GRM)	0.00	2103.19	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	CRMPFINPTN	Métal précieux fin platine					-3994.74 (GRM)	0.00	-3994.74	18 Nov 2019
Maisons du groupe Richemont - TEST	Manufacture Cartier Joaillerie	CRMPFINPTN	Métal précieux fin platine					2315.93 (GRM)	0.00	2315.93	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391752	LOT DE 2 Avec calcédoineBLAN	GENERIC				1.00 (PCE)	0.00	1.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391460	CORNAL PAIR CABO ROUG Dmt 14.60(+/-0.05)	GENERIC				11.00 (PCE)	0.00	11.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGMX00631J	DIAM 32/24 F-G VVS D=1.0 +50/0 0.0045 CT	GENERIC				24.00 (PCE)	0.00	24.00	18 Nov 2019
Maisons du groupe Richemont - TEST	Piaget Branch of Richemont Int	PGGV391457	TURQUO PAIR CABO BLEU Dmt 14.60(+/-0.05)	GENERIC				5.00 (PCE)	0.00	5.00	18 Nov 2019



Reports

**SUPPLIER GUIDE**

—  
Last update: 03.06.2021

RICHEMONT

# ACCESS TO REPORTS

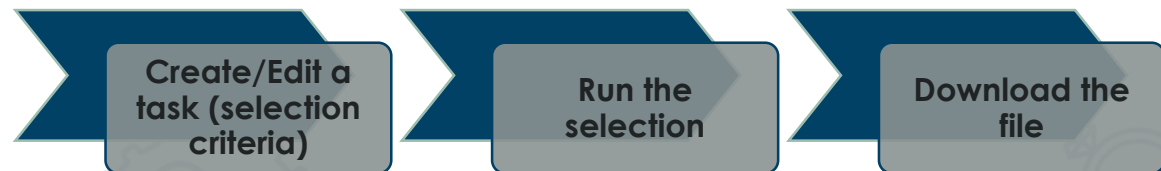
- > From the **Reports** menu, you can access the list of reports shared with all company's users
- > A created report is kept from one connection to the other
- > But it is necessary to update the date ranges of the report at each use (**Edit**)



The screenshot shows the SAP interface for 'Ariba Supply Chain Collaboration'. The 'Reports' menu is highlighted in the top navigation bar. Below it, the 'Report Templates' table is displayed with the following data:

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> Portefeuille	Manual	Order	Processed	28 Nov 2019		28 Nov 2019	IT Admin	30 KB
<input type="radio"/> RAPPORT TEST	Manual	Order	Processed	26 Oct 2020		26 Oct 2020	KU user Boucledor	47 KB
<input type="radio"/> Test order report	Manual	Order	Processed	23 Jul 2020		23 Jul 2020	IT Admin	24 KB
<input type="radio"/> portefeuille fin annee	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	37 KB
<input type="radio"/> portefeuille global	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	36 KB

Below the table, there are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'.



# CREATE A REPORT (1/2)

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE Back to classic view ? KB

### Report

Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type. [More](#)

- 1 Report Description
- 2 Criteria

Title:\* TEST REPORT

Description:

Time zone: CET

Language: English

Report type:\* Select

- Select
- Ship Notice
- Early Payment Detail
- Goods Receipt
- Multi-Tier Order
- Order
- Failed Order
- Messaging Report
- Open Order Report (Supply Chain Impact)
- Serial Number Report
- Quality Notification Report
- Order Summary

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- Give a title to the report
- Select the type of report (only available for Richemont: order, shipping notice)

NB: The Orders report is the one that brings together the most information for Maisons Richemont



# CREATE A REPORT (2/2)

SAP Ariba Supply Chain Collaboration Enterprise Account TEST MODE

← Back to classic view

Report

Previous Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Maisons du groupe Richemont - TEST

Order Number:

Order Amount:  to

Order Routing Status: Any

Order Status: Any

This selection will refresh the page content.

Include Active Orders Only

Order Date: 9 May 2021 To 9 Jun 2021

Maximum Results Returned: 100

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

Previous  Exit

- Select the Client "Maisons Richemont"
- Select active orders only
- Set the report date range (6 months only)
- Check on **Include line items information** for details of order confirmations and / or serial numbers and / or deadlines per order line
- Click **Submit**

# EDIT A REPORT

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/> Order report	Manual	Order	Processed	22 Apr 2021				
<input type="radio"/> Portefeuille	Manual	Order	Processed	11 Nov 2020				
<input type="radio"/> Portefeuilles commandes	Manual	Order	Processed	8 Apr 2021				
<input type="radio"/> Portfolio	Manual	Order	Processed	11 Nov 2020				
<input type="radio"/> RAPPORT TEST	Manual	Order	Processed	26 Oct 2020				
<input type="radio"/> Rapport test								
<input type="radio"/> TEST REPORT								
<input type="radio"/> Test order report								
<input type="radio"/> portefeuille fin annee								
<input type="radio"/> portefeuille global								

Run Download **Edit** Copy

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, [More](#)

1 Report Description  
2 Criteria

Title: Order report

Description:

Time zone: CET

Language: English

Report type: Order

Next Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description  
2 Criteria

Customer: All Customers

Order Number:

Order Amount:  to

Order Routing Status: Any

Order Status: Any

This selection will refresh the page content.

Include Active Orders Only

Order Date: 1 Jan 2021 To 22 Apr 2021

Maximum Results Returned: 10000

Include Spot Buy Marketplace Information

Include Line Item Information

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

Previous Submit Exit

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- Select the report you want to reuse and click **Edit**
- Give the report a new title
- Then modify the criteria of the old report according to your needs (ex: date of the order)
- Then click on **Submit**

# RUN/DOWNLOAD A REPORT

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', 'TEST MODE', and 'Back to classic view'. The main menu has 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Reports' section is active, showing a list of report templates. A callout box on the right provides instructions: 'Select your Report', 'Click on Run', 'Select your Report', 'Click on Update status', 'Check that the status is Processed', and 'Click on Download'. The interface includes a 'Report Templates' sidebar with a 'Run' button (callout 2) and a main table of reports. The table has columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. The first row is selected (callout 1) and its status is 'Processed' (callout 5). Below the table are buttons for 'Run', 'Download' (callout 6), 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status' (callout 4). A large gear icon is visible on the right side of the page.

- Select your Report
- Click on **Run**
- Select your Report
- Click on **Update status**
- Check that the status is **Processed**
- Click on **Download**



# eSHOP

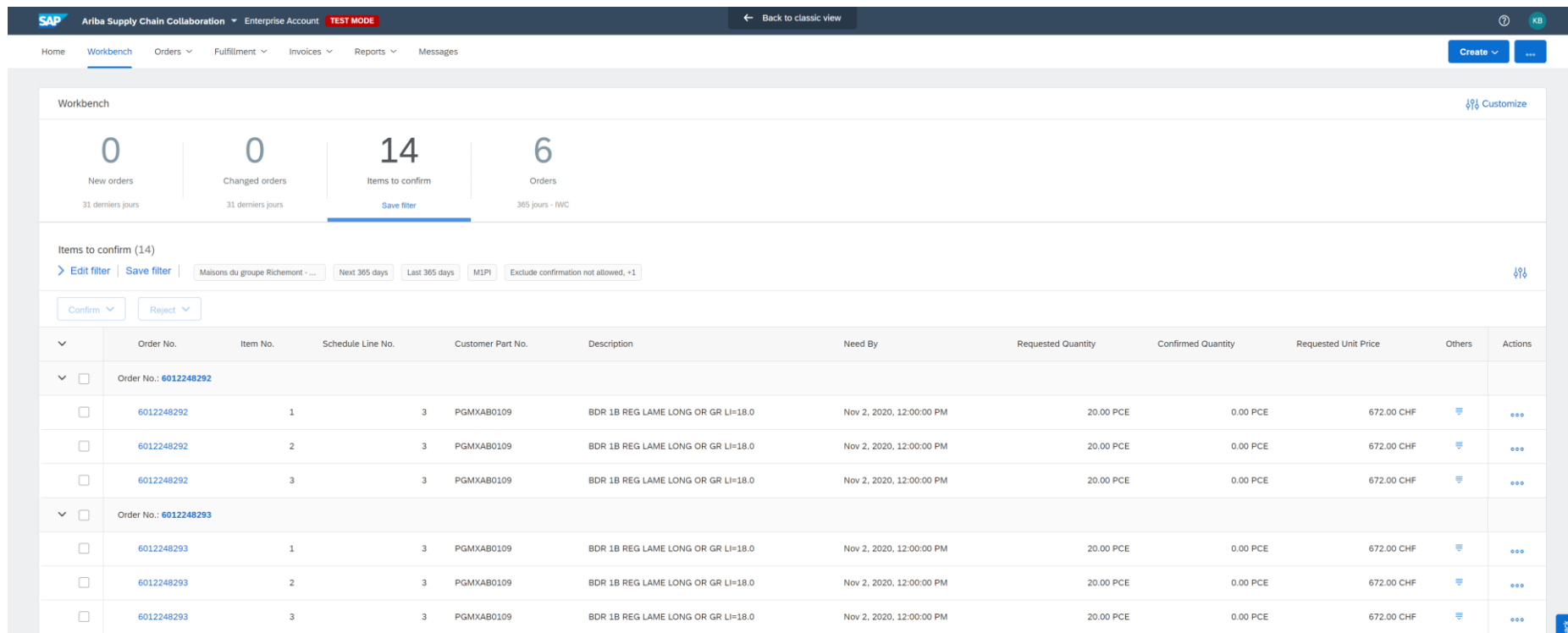
## WORKBENCH – Customer Portfolio View

### SUPPLIER GUIDE

—  
Last update: 03.06.2021

# DISPLAY THE CUSTOMER PORTFOLIO AT "ORDER LINE" LEVEL

- › It is possible to *divert the* use of the "Items to confirm" tile to transform it into an "order line" visibility file.
- › It is then possible to view all the POs for a given customer including details for each order line.
- › You will be able to see which quantities are already confirmed for an order, whether it is an order with one or more lines, a line with one or more deadlines.



The screenshot displays the SAP Ariba Supply Chain Collaboration Workbench interface. At the top, there is a navigation bar with 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area shows a summary of order status: 0 New orders (31 derniers jours), 0 Changed orders (31 derniers jours), 14 Items to confirm (Save filter), and 6 Orders (365 jours - IWC). Below this, there is a section for 'Items to confirm (14)' with filters for 'Maisons du groupe Richemont', 'Next 365 days', 'Last 365 days', 'MIPI', and 'Exclude confirmation not allowed, +1'. A table lists the order lines with columns for Order No., Item No., Schedule Line No., Customer Part No., Description, Need By, Requested Quantity, Confirmed Quantity, Requested Unit Price, Others, and Actions. The table shows two orders, 6012248292 and 6012248293, each with three lines. The requested quantity is 20.00 PCE and the confirmed quantity is 0.00 PCE for all lines. The unit price is 672.00 CHF.

Order No.	Item No.	Schedule Line No.	Customer Part No.	Description	Need By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Others	Actions
Order No.: 6012248292										
6012248292	1	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	2	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248292	3	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...
Order No.: 6012248293										
6012248293	1	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	2	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...
6012248293	3	3	PGMXAB0109	BDR 1B REG LAME LONG OR GR LI=18.0	Nov 2, 2020, 12:00:00 PM	20.00 PCE	0.00 PCE	672.00 CHF		...

# RECOMMENDED FILTERS CONFIGURATION



› To display this “order line” visibility tile, it is important to leave the following 5 filters empty (cf. red framed filters):

- Confirmation Approval Status
- Confirmation Status
- Shipping Status
- Receiving status
- Invoicing Status

The screenshot shows the SAP Workbench interface for 'Ariba Supply Chain Collaboration'. The 'Items to confirm' tile is highlighted with a yellow box and shows a count of 7. Below the tile, the filter configuration is shown. A red box highlights the following filters: Confirmation approval status (set to None), Confirmation status (set to Exclude confirmation not allowed), Shipping status, Receiving status, and Invoicing status. Other filters like Customers, Order numbers, and Creation date are also visible.



## › List of other important filters:

- Customers: Maisons Richemont
- Need by date (choose the value that suits you)
- Creation date: Last 365 days
- Purchasing organization (to choose a specific Maison)
- External document type (no drop-down list, manually write type (ex: rework))

> We suggest to make a **column grouping** by **Order No.**

> We recommend to display the **table columns** as follows:

- External document type (can also be filtered)
- Item No. (corresponds to the line number of the order – renaming coming soon)
- Schedule line No. (if a Maison manages due dates by line)
- Customer part No. (Richemont reference)
- Description
- Need by
- Requested quantity
- Confirmed quantity
- Requested unit price
  
- Order No. if not used in column grouping
- Purchasing organization if not filtered
- Purchasing group if known

Table setting

Table columns

Column grouping

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

Displayed columns

Apply Cancel

→ Don't forget to save the filter and to rename your file once customized



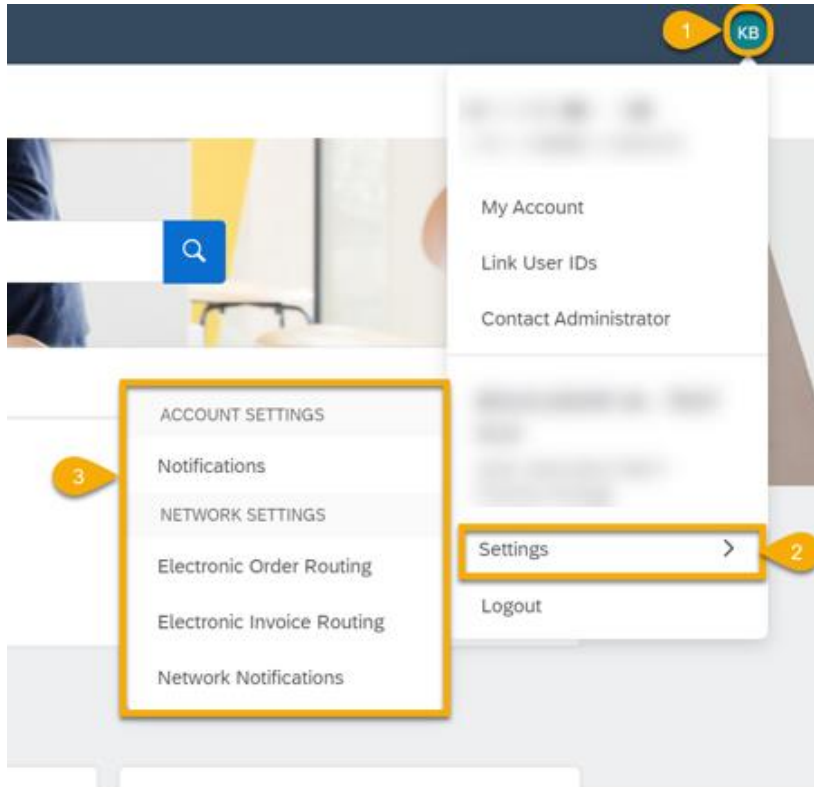
# eSHOP

## Notifications management

### SUPPLIER GUIDE

—  
Last update: 03.06.2021





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 page is divided into several sections:

- Network Settings:** Includes tabs for Electronic Order Routing (selected) and Electronic Invoice Routing. There are 'Save' and 'Close' buttons.
- External System Integration:** Options for configuring cXML (native) and Cloud Integration Gateway (non-native) integrations.
- Non-Catalog Orders with Part Numbers:** A checkbox to process non-catalog orders as catalog orders if part numbers are entered manually.
- Status Update Request Notifications:** A checkbox to do not send status updates for inbound documents in pending queue.
- New Orders:** A table with columns for Document Type, Routing Method, and Options.

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.
- Change/Cancel Orders:** A table with columns for Document Type, Routing Method, and Options.

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.

Account Settings

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

General Notification Options

Send immediate notification upon failure.

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 and a 'Close' 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 checkbox labeled "Send notifications to these addresses" is checked. An email address field contains "vikramrichemont@gmail.com".
  - Invoice messages:** A checkbox labeled "Send notifications when invoice messages are received" is unchecked. The email address field is empty.
- 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 checkbox labeled "Send notifications when customer messages are received" is checked. An email address field contains "vikramrichemont@gmail.com".
  - Administrator:** A checkbox labeled "Send all notifications to the Ariba Network administrator" is checked.
- 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 checkbox labeled "Send context-free message notifications to these addresses" is checked. An email address field contains "vikramrichemont@gmail.com".



# eSHOP

Access to Ariba Support

**SUPPLIER GUIDE**

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Last update: 28.06.2021

RICHEMONT

# Where to find Ariba's Help Center?

## ARIBA HELP CENTER

The screenshot shows the Ariba account dashboard. At the top right, there is a question mark icon in a circle, labeled '1'. Below it, the 'Help Topics' sidebar is visible, with the 'Support' button highlighted in a yellow box, labeled '2'. The dashboard includes a navigation bar with 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. Below the navigation bar, there are several widgets: 'Invoice aging' showing a line graph, 'My leads' showing a document icon, and 'Download app' showing a smartphone. The 'Help Topics' sidebar lists various topics such as 'What's new in Enterprise acc...', 'What is SAP Business Netwo...', 'Introducing the new SAP Busines...', 'Introducing the new help center', 'Finding orders, invoices, and...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', 'How do I create an invoice?', 'I need help accessing a sourc...', 'Why has my invoice or servic...', 'When will my invoice be paid?', 'How do I know which type of i...', 'I need help connecting with a ...', 'Purchase orders widget', 'Application gateway widget', 'My leads widget', 'Invoice aging widget', and 'Download app widget'.

The screenshot shows the SAP Help Center Home page. At the top, there is a search bar with the text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, there is a 'Support' button. The page also features a 'News highlight' section with the text 'Information regarding 2020 Ariba Network billing'. Below this, there is a 'Find answers from your buyers' section with the eSHOP logo and the text 'Richemont International SA'. At the bottom, there is a 'Topics we recommend for you' section with the text 'Coming Soon: New portal for Enterprise accounts' and a 'View homepage' button.

1. From your account, click on the “(?)” logo at the top right of your screen
2. Select “Support” to arrive on the ARIBA Help Center home page



## › “Home” Menu

1. Search features to deliver results tailored to your account, user type and the page you are on
2. Section allowing you to follow important news about the ARIBA platform
3. **Direct link to the Richemont Maisons supplier information portal to find all documentation related to the Ariba/eSHOP project**
4. Support articles and custom documentation depending on the page you are on

**1** Search knowledge base articles, documentation, and tutorials

Try "cancel order", "email notifications", "user authorization"

**2** News highlight

Information regarding 2020 Ariba Network t

**3** Find answers from your buyers

eSHOP  
Richemont International SA

**4** Topics we recommend for you

Coming Soon: New portal for Enterprise accounts

Welcome to the New Supplier Portal and Workbench W  
Click the icons to the right for additional videos! Note:  
Japanese, Spanish, and Portuguese Discovering new in

View homepage Supplier workbench

May 27, 2021

I need help with invoicing

Below you can find the most common issues with creating invoices. Please click the link to view the answer. How do I submit an invoice? Why isn't the Create Invoice option available on my purchase order? How do I edit and resubmit an invoice? If I have already invoiced my...

Deutsch | English | Français/Franco | Italiano

SAP Ariba

eSHOP RICHMONT

Welcome to the Maisons Richemont Supplier Information Portal

SAP Ariba

Welcome to the Maisons Richemont Supplier Information Portal. This portal provides information for all suppliers conducting business with Maisons Richemont. For your organisation, this means that the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation as well as a number of tools to help answer any of the questions you may have.

What information are you looking for?

eSHOP Project Introduction - Kick-off

- 2021 - Supplier's Guide (PDF)
- 2021 - Supplier's Kick-off (PDF)

Trainings

- W1 - W2 2021 - Migration on New Portal (PDF)
- W1 - W2 2021 - Migration on New Portal (video)
- June 2021 - Functional training (PDF)
- 2021 - Theoretical Training - Order Management (video)
- 2021 - Theoretical Training - Order Confirmation (video)
- 2021 - Theoretical Training - ASN (video)

Light User Guides

- Tiles, filters and columns management (PDF)
- Workbench items to confirm file (PDF)
- Order confirmation (PDF)
- Workbench items to ship file (PDF)
- Advance shipping notice ASN (PDF)
- Barcode printing ASN (PDF)
- Components collaboration (PDF)
- Receipts (PDF)
- Workbench Customer portfolio view (PDF)
- Notifications management (PDF)
- Access to Ariba support (PDF)
- User account management (PDF)
- Codes & customer location (PDF)
- Module Overview (PDF)

Communications to Suppliers

- eSHOP - June 19 - Mass confirmation
- eSHOP - Nov 19 - New design & order reports
- eSHOP - Nov 19 - New features
- eSHOP - Nov 19 - Retiring Maisons Partner
- eSHOP - Precious Management Maisons Partner
- eSHOP - Jan 20 - New features
- eSHOP - July 20 - New features
- eSHOP - Aug 20 - New features
- eSHOP - Nov 20 - New features
- eSHOP - Feb 21 - New Features
- eSHOP - Feb 21 - OTC Maps Unleash
- eSHOP - May 21 - New features
- eSHOP - June 21 - Items to ship file

Additional Support Resources

- Ariba support access (PDF)
- April 2021 - Orders (PDF)
- March 2021 - Supplier FAQ (PDF)

## > “Contact us” Menu

1. Quick access and follow-up of your current service requests
2. Need help with a new problem? Start by inserting the subject of your question
3. If you cannot find an answer to your question, click on “Something else” and then “Contact Us”

The screenshot shows the SAP ARIBA Help Center interface. At the top, there is a navigation bar with 'SAP Help Center Contact us' and a user profile icon. Below the navigation bar, there are links for 'Home', 'Learning', and 'Contact us'. A search bar contains the text 'asn'. Below the search bar, there is a section titled 'Browse below for our AI-based recommendations\*'. This section contains five FAQ entries, each with a question, a brief answer, and a date. The 'Something else' button in the 'Choose from the options below to continue.' section is highlighted with a yellow box and a '2' in a yellow circle. At the bottom of the page, there is a 'Can't find what you're looking for?' section with a 'Contact us' button highlighted with a yellow box and a '3' in a yellow circle.

SAP Help Center Contact us

Home Learning Contact us

Start here to find your answer.

asn

Browse below for our AI-based recommendations\*

**Why is my Advance Ship Notice (ASN) failed?**  
Question Why is my Advance Ship Notice (ASN) failed? Answer ASN can be marked Failed due to below reasons: Failed due to your buyer's transaction rules. Failed in buyer's ERP and Failed Status Update request sent by the buyer. Oct 23, 2019

**Error: "Delivery terms information is not allowed" cXML ship notice**  
Issue When supplier posts an advanced ship notice (ASN) via cXML, they get the error: <Response> <Status code="400" text="Bad Request">>Error:Delivery terms information is not allowed. Please contact support with the Err Mar 13, 2019

**Why does my ASN have no line item details?**  
Question Why does my ASN have no line item details? Answer As per cxml.org, If a ShipNoticePortion element contains no ShipNoticeItem elements, the entire referenced order is included in the shipment. Note: This simplifying option preven Sep 19, 2019

**Why is Download PDF not showing saved details on Pack Items screen on my draft ASN?**  
Question Why is Download PDF not showing saved details on Pack Items screen on my draft ASN? Answer This happens when you do not complete all 5 steps on Pack Items screen before saving the ASN. Please complete all 5 steps and then s Oct 2, 2019

**Am I able to send multiple Advance Shipping Notices for one purchase order?**  
Question My customer sent a purchase order (PO) for which we need to send the goods in multiple shipments. Can I send multiple Advance Shipment Notices (ASN)? Answer Yes, you can send multiple ASNs for the quantity ordered. You can do Oct 18, 2017

\*Powered by SAP Incident Solution Matching

Choose from the options below to continue.

What do you need to do?

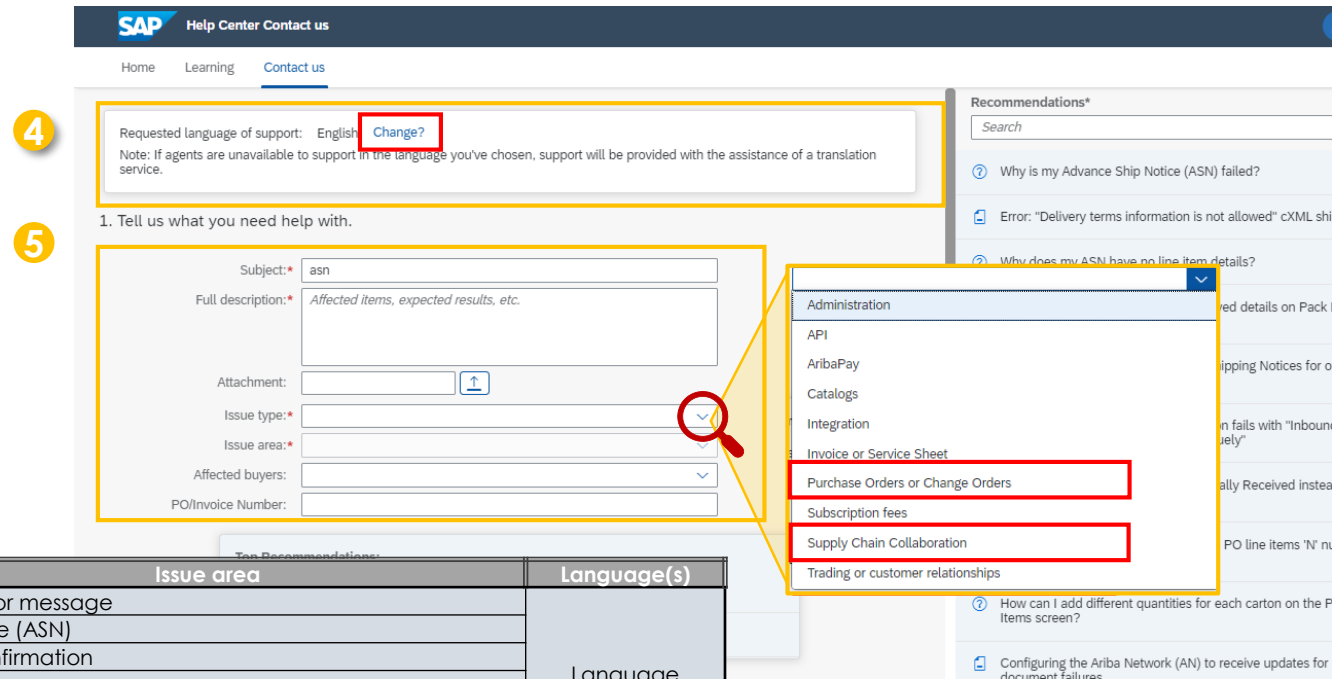
Create ship notice Edit ship notice Cancel ship notice Print ship notice labels Pack ship notice items Something else

Can't find what you're looking for? Contact us

4. Choose the language in which you want to contact support

5. Fill out the support form:

- › **Subject:** Entering the subject of your problem
- › **Full description:** Describe your problem in a few lines
- › **Problem type and problem area:** Select “Purchase Orders or Change Orders” or “Supply Chain Collaboration”. Refer to the following table:



Issue type	Explanation	Issue area	Language(s)
<b>Purchase Orders or Change Orders</b> Issue with using the platform (no business shutdown)	You will be put in touch with the first level support for problems with the use of the platform (error message, quantity problem, usage information, etc.)	ANERR error message	Language selected for support request
		Ship Notice (ASN)	
		Order Confirmation	
		Messaging	
		Order reporting	
		Goods Receipt	
		Find buyer contact information	
<b>Supply Chain Collaboration</b> Technical problem or problem leading to business shutdown only	You will be put in touch with specific technical support from the platform. Select the domain that best fits your problem.	Find Order	English only
		ASN/Ship Notice - Items to ship	
		ASN/Ship Notice - Others	
		ASN/Ship Notice - Incorrect due quantity	
		ASN/Ship Notice - Handling Unit (Packing and Labels)	
		ASN/Ship Notice failure	
		Order Collaboration (Order and Scheduling Agreement)	
		Order Confirmation - Items to Confirm	
		Order Confirmation - Others	
		Order Confirmation - Mandatory for ASN/blocking ASN creation	
		Receipt, Return, Reversal	
Order returns			
Sub-contracting			
Upload/Download documents			

6. Indicate the impact of this issue on your work:

- › Information request
- › Not stopping my work
- › Affected but not stopping critical functionality

7. Fill in your contact information (first name, last name, company, etc.) The support will contact you with the information provided, so please make sure that it is correct

6. How does this impact your normal business processes?

Business Impact: \*    
Information request  
Not stopping my work  
Affected but not stopping critical functionality

7. Please review your contact information for correctness:

First name: \*   
Last name: \*   
Username:   
Company: \*   
Email: \*   
Phone: \*    
Extension:   
Confirm phone: \*   
 My phone number is correct.  
Ariba Network ID: \*   
To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

8. Choose the preferred communication channel (email, phone, live chat)

8. Choose this contact method for the fastest resolution of your issue:

**Recommended**  
Phone  
A support engineer will respond to your Service Request by phone.  
Estimated wait time in minutes: 6  
 Do not record my phone call.

Other methods you may choose:

**open**  
Live chat: open  
You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.  
**Note: Pop-ups need to be enabled in your browser.**

Email  
A support engineer will respond to your Service Request by email.



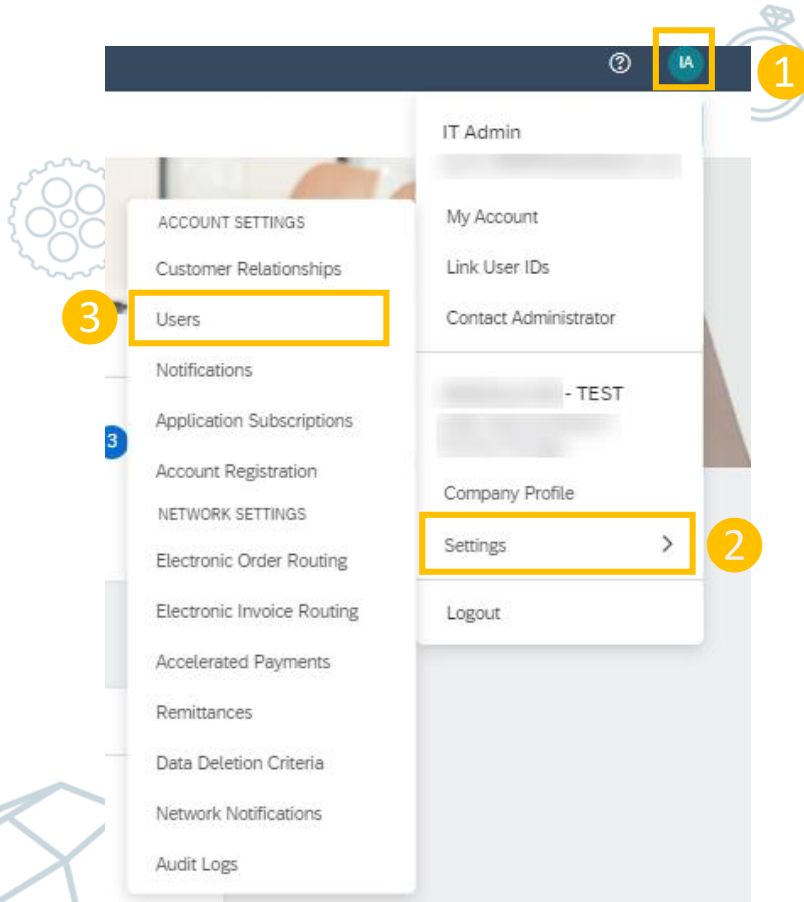
# User accounts management

## SUPPLIER GUIDE

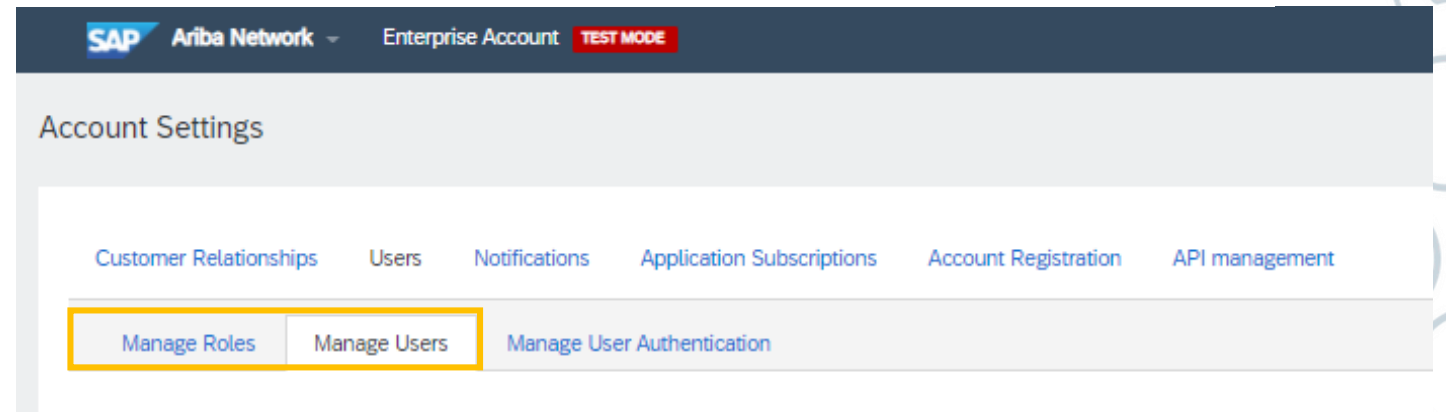
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Last update: 03.06.2021

# User account management

**Only possible from the Administrator account**



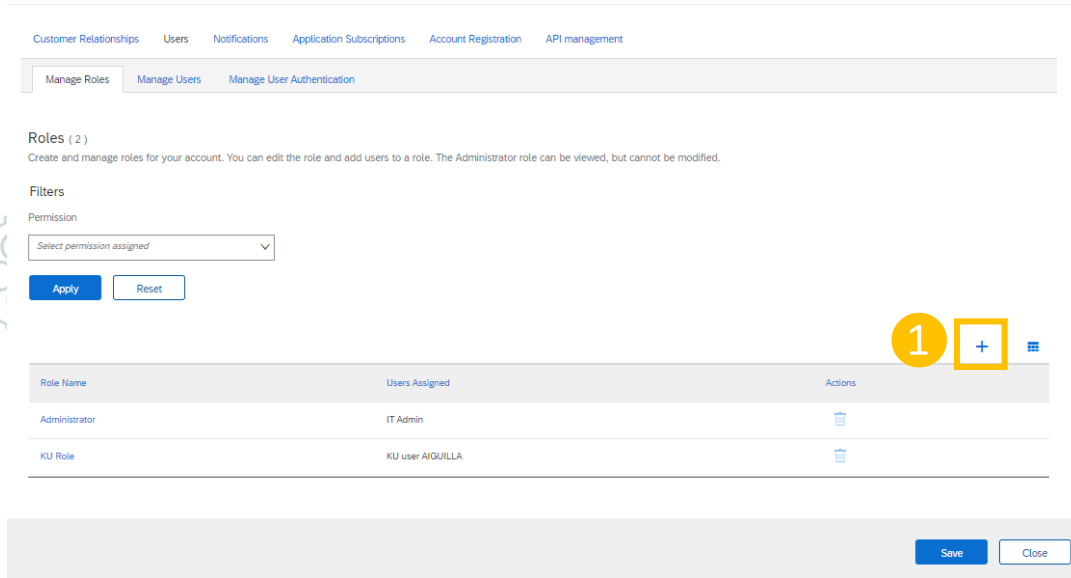
1. From the account menu (round icon at the top right)
2. Parameter
3. Users



You then have access to 2 menus:

- Manage roles
- Manage users

# Creating roles (1/2)

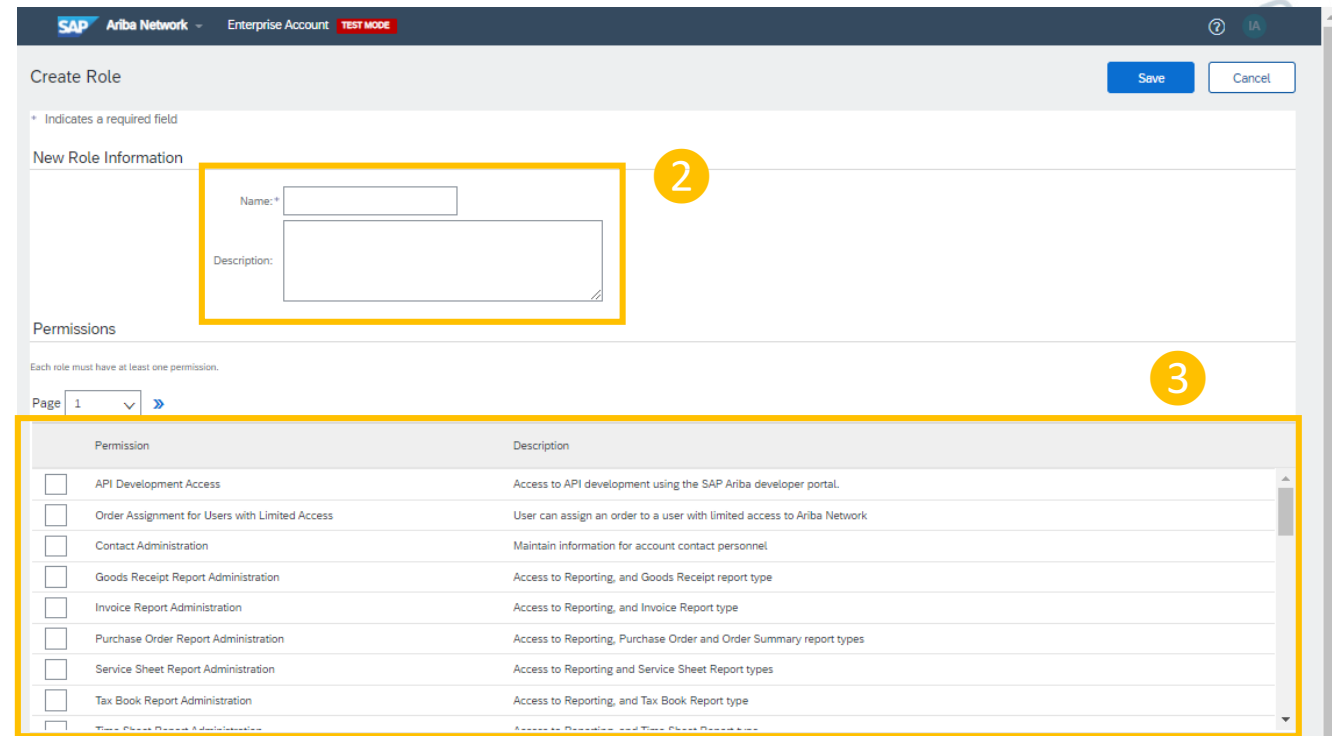


1. Click "+"

2. Name: Name for this role (for example: Key-User, Sales Administration, Logistics)  
It is possible to add a description for this role

3. Select one or more role(s)

Click on Save



# CREATING ROLES (2/2)

## Recommended permissions for Richemont

1

Access rights / Roles	Administrator	Administrator / IT	Operational user
Access to API development using the SAP Ariba Developer Portal		X	
Assigning commands to users with limited access			
Contacts administration	X		
Administration of cargo receipt reports	X	X	X
Administration of invoice reports			
Administration of Purchase Order Reports	X	X	X
Administration of service sheet reports			
Administration of tax reports			
Administration of attendance sheet reports			
Administrator of the supplier discount management program			
Access to archives			
Client administration	X		
Catalog management			
Account Catalog Manager			
Catalog Content Manager			
Payment profile			
CXML configuration		X	
Company Info	X		
Configuration of acquisition cards and notifications			
Configuring transactions	X	X	X
Customer relationships	X	X	X
Access Registration ID	X	X	
Account merger for fulfillment invitation	X	X	

2

Access rights / Roles	Administrator	Administrator / IT	Operational user
Configuring Cloud Integration Gateway		X	
Access to Cloud Integration Gateway		X	
Visibility for planning collaboration			
Create and manage announcements on Ariba Discovery			
Respond to ads on Ariba Discovery			
Access to contracts			
Access to Inbox and Orders	X	X	X
Management of slips			
Generation of invoices	X	X	X
Logistics Access	X	X	X
Access to the outbox	X	X	X
Service Access			
Checking the timestamp			
Payment activities			
Access for creating proof of service			
Access On behalf of for the creation of proofs of service			
Access to Proof of Service reports			
Access for reviewing proof of service			
Access Quality control			
Creation Quality control			
Access to notices of non-compliance			
Creation of notices of non-compliance			
Access Quality review			
Creation of a quality review			
Download amounts receivable			
Access to credit card numbers			
Treasurer (Supplier)			
Management of expenses and attendance sheets			
Access to the supply chain finance provider portal			



# CREATING USERS (1/2)

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter  
Users (You can only search on one attribute at a time)

Username  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	PREPROD@AIGUILLA.com	ch_ric_eas_eshop@richemont.com	KU user	AIGUILLA	No	KU Role		All(1)	Actions ▾

Add to Contact List Remove from Contact List

1. Click "+"

2. Enter user data:

- ✓ Username: user's email
- ✓ Email address: that of the user
- ✓ Surname
- ✓ Name

3. Assign one or more role(s) to the user

4. Assign all customers if Richemont unique customer.  
Ability to assign customers if you have multiple customers on Ariba.

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username\*  ⓘ

Email Address\*

First Name\*

Last Name\*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact. ⓘ

Limited access ⓘ

Country Area Number  
Office Phone: USA 1

Role Assignment

Name	Description
<input type="checkbox"/> KU Role	Role for KU

Customer Assignment

Assign to Customer:  All Customers  Select Customers

- It is possible to create a very specific role for logistics, which only gives access to the list of items to be dispatched as well as to the list of ASNs sent.
- Access to orders is possible but with a limitation on the data and above all without any financial value.



## 1. Enter user data:

- ✓ Username: user's email
- ✓ Email address: that of the user
- ✓ Surname
- ✓ Name

## 2. Check "Limited access".

+ Check "Allow this user to assign logistics-related actions".

## 3. Assign all customers if Richemont single customer

Ability to assign customers if you have multiple customers on Ariba

The screenshot shows the 'Create User' form in SAP Ariba Network. The form is divided into several sections:

- New User Information:** This section is highlighted with a yellow box and a '1' in a yellow circle. It contains fields for Username (\* user1@mail.com), Email Address (\* user1@mail.com), First Name (\* Alain), and Last Name (\* Stan).
- Permissions:** This section is highlighted with a yellow box and a '2' in a yellow circle. It contains checkboxes for:
  - Do not allow the user to resend invoices to the buyer's account.
  - This user is the Ariba Discovery Contact.
  - Limited access.
  - Allow this user to perform services actions.
  - Allow this user to perform logistics actions.
- Role Assignment:** This section contains a table with columns for Name and Description. A row is visible with Name 'KU Role' and Description 'Role for KU'.
- Customer Assignment:** This section is highlighted with a yellow box and a '3' in a yellow circle. It contains a radio button selection for 'Assign to Customer':
  - All Customers
  - Select Customers





# eSHOP

## Customer Codes and Locations

### SUPPLIER GUIDE

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Last update: 03.06.2021

# Customer Codes & Locations

Maison	Name of the entity	Location	Purchasing Organization	Customer location	Company Code
<b>Cartier</b>					
<b>Cartier Watches</b>	Manufactures Cartier Horlogerie (CHO)	Couvet, Glovelier, La Chaux-de-Fonds, Villars-sur-Glâne (CH)	M1CA	CHM1	CH01
<b>Cartier Jewelry Switzerland</b>	Manufacture Cartier Joaillerie (MCJ)(PFS)	Villars-sur Glâne (CH)	M3CA	CHM5	CH01
<b>Cartier Jewelry France</b>	Cartier Joaillerie International (PJF)	Paris, Reims, Besançon, Bezannes (FR)	M2CA	FRM1	FR02
<b>Cartier Jewelry France</b>	Cartier Joaillerie International (PHJ)	Paris (FR)	M2CA	FRM2	FR02
<b>Cartier Jewelry France</b>	Cartier Joaillerie International (CS)	Paris (FR)	M2CA	FRM7	FR02
<b>Cartier Jewelry France</b>	Cartier Joaillerie International (CJI-Angkor)	Besançon (FR)	M2CA	FRM8	FR02
<b>Cartier Jewelry Italy</b>	Platinum Guild International Italia (PGI)	Torino, Milano, Valenza (IT)	M8CA	ITM1	IT13
<b>Cartier Stones</b>	PGI / MCJ / CJI	Italie / Suisse / France	COCA	-	-
<b>Piaget</b>					
<b>Piaget</b>	Piaget	Plan-les-Ouates, La Côte-aux-Fées, Genève aéroport, Villars-sur-Glâne (CH)	M1PI	CHM8	CH01
<b>IWC</b>					
<b>IWC</b>	IWC Schaffhausen	Schaffhausen ( Manufacturzentrum MH and Hauptgebäude SH) (CH)	M1IW	CHM7	CH01
<b>Paneraï</b>					
<b>Paneraï</b>	Manufacture Officine Paneraï	Neuchâtel (CH)	M1PA	CHMH	CH01
<b>Paneraï</b>	Manufacture Officine Paneraï	Villars-sur-Glâne (CH) - SAV	M1PA	CHC2	CH01
<b>Vacheron Constantin</b>					
<b>Vacheron Constantin</b>	Manufacture Vacheron Constantin	Plan-les-Ouates (CH)	M1VA	CHME	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH) - SAV	M1VA	CHC1	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Le Brassus (CH)	M1VA	CHMF	CH01
<b>Van Cleef &amp; Arpels</b>					
<b>Van Cleef &amp; Arpels</b>	Les Ateliers VCA	Paris (FR)	M2VC	FRM9	FR08