



ORDER RECONFIRMATION FROM THE WORKBENCH

User Guide

Last update : 20/11/2023

› Order reconfirmation is available through the file "**Items to confirm**".

› In the file **Items to confirm**, two **views** are available :

- "**Items to be confirmed**" allows you to access the list of orders / Items / deadlines waiting for confirmation (current use)
- "**Confirmed items for editing**" allows you to see item lines that have the confirmed status. This new view will allow you to modify, directly from this new tile, the deadlines, quantities and prices already confirmed

The screenshot shows a 'Workbench' dashboard with a 'Customize' button in the top right. It features six summary tiles: 'New orders' (9), 'Orders' (34), 'Items to confirm' (167), 'Items to confirm' (162), 'Items to ship' (96), and 'Invoices' (3). The 'Items to confirm' tile with 162 items is highlighted with a blue bar. Below the tiles, there is a section for 'Items to confirm (162)' with various filters and a 'View:' dropdown menu. The filters include 'Edit filter', 'Save filter', 'RICHEMONT INTERNATION...', 'Last 365 days', 'Exclude confirmation not all...', '+1', 'Exclude fully shipped', 'Exclude fully received', and 'Confirmed items for editing'. The 'View:' dropdown menu is open, showing three options: 'Confirmed items for editing' (selected), 'Items to be confirmed', and 'Confirmed items for editing'. Below the filters, there are input fields for 'Customers' (ATIONAL SA - CIG - QUAL), 'Order numbers' (Type selection), 'Creation date' (Last 365 days), 'Need by date' (None), and 'Customer locations' (Type selection). There are also radio buttons for 'Partial match' (selected) and 'Exact match'.



→ We recommend to have two tiles, one for items to be confirmed and a second for items to be reconfirmed.



WORKBENCH'S CONFIGURATION



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RECONFIRMATION FROM THE TILE ITEMS TO CONFIRM

› You can access to the **Items to confirm** tile from the **Workbench [1]** menu or from the home page.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. A search bar is present with filters for 'Orders and Releases', 'RICHEMONT INTERN...', 'Correspondance ex...', and 'N° de commande'. The main content area features a 'Présentation' tile with the following data:

Items to confirm (To reconfirm)	Items to confirm (To confirm)	New orders (Last 31 days)	Orders (Last 31 days)	Items to ship (Last 31 days)	Plus
162	167	9	34	96	2

Below this are several widgets:

- Bons de commande**: A line chart showing sales for 'RICHEMONT INTERNATIONAL SA - CIG - QUAL' from August to October. The total value is 7.16M CHF.
- Shipment tracking**: A form to enter a 'Purchase order no.' and a 'Track' button, accompanied by a world map.
- Flux d'activités**: A list of received orders with details such as date, time, and amount.

Commande reçue	Date	Time	Amount
6004730551	oct. 24, 2023	10:13 AM	38,490.00 CHF
6004717110	oct. 24, 2023	09:14 AM	1,250.00 CHF
6004730499	oct. 16, 2023	01:55 PM	\$0.00 USD
6004730499	oct. 15, 2023	10:09 PM	

RECOMMENDED WORKBENCH CONFIGURATION

- › To reconfirm an order, we recommend that you create a new **Items to confirm** file which will be personalized for the **reconfirmation**.
- › Add a file by clicking on “ **Customize** ” [1] , then click on + [2] and select “ **Items to confirm** ” by clicking again on + [3].


The screenshot shows the SAP Business Network Workbench dashboard. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The 'Workbench' section displays six tiles: 'New orders' (9), 'Orders' (34), 'Items to confirm' (167), 'Items to confirm' (162), 'Items to ship' (96), and 'Invoices' (3). A 'Customize' button is highlighted with a yellow box and labeled '1'.

The 'Customize Workbench' dialog is shown, allowing users to add, delete, or re-arrange tiles. It contains the same six tiles as the dashboard. A '+' button is highlighted with a yellow circle and labeled '2'.

The 'Order' configuration panel is shown, allowing users to select which tiles to display. The 'Items to confirm' tile is selected and highlighted with a yellow box and labeled '3'.















Order	+	Order	+	Order	+
<input checked="" type="checkbox"/> New orders	+	Changed orders	+	Orders to invoice	+
<input checked="" type="checkbox"/> Orders	+	<input checked="" type="checkbox"/> Items to confirm	+	<input checked="" type="checkbox"/> Items to ship	+
Orders with service line	+	Order change requests	+		

RECOMMENDED WORKBENCH CONFIGURATION

- > It is possible to reorganize the files by click and drag using the icon  [1]
- > You can also delete some files by clicking on  [2]

Customize Workbench Apply Cancel

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

  162 Items to confirm To reconfirm	  167 Items to confirm To confirm	  9 New orders Last 31 days	1   34 Orders Last 31 days	  96 Items to ship Last 31 days	  3 Invoices Last 31 days	 2  0 Rejected invoices Last 31 days	+
---	---	--	---	---	---	---	----------

RECOMMENDED WORKBENCH CONFIGURATION

- > Go on the **Items to reconfirm** file recently created
- > Select the view "**Confirmed items for editing**" [1]
This selection of the view provides access to a pre-filtered display of all orders

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. The main content area shows a 'Workbench' summary with five cards: '4 New orders', '20 Orders', '159 Items to confirm', '165 Items to confirm' (highlighted with a yellow box), and '91 Items to ship'. Below this, the 'Items to confirm (165)' section features a filter bar with 'View: Confirmed items for editing' (highlighted with a red box and a red circle with the number 1). The table below lists items with columns for Item No., Customer Part No., Description, Need By, Estimated Delivery, Requested Quantity, Shipped Quantity, Received Quantity, Quantity To Confirm, Requested Unit Price, and Actions.

Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
Order No.: 6004716508										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100 PCE		...
Order No.: 6004716510										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE		100 PCE		...
2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE		130 PCE		...

> We recommend displaying the **Table columns** as follows:

- **Item No.**
- **Supplier Part No.** (Richemont's Part No.)
- **Description**
- **Need by**
- **Estimated delivery** (Corresponds to the date before reconfirmation)
- **Requested quantity**
- **Shipped quantity**
- **Received quantity**
- **Quantity to confirm**
- **Requested Unit Price**

> Optional columns

- **Confirmed Unit Price**
- **External document type** (can also be filtered)
- **Schedule line No.** *in the case where a Maison manages deadlines by item*
- **Order No.** *if not used in grouping columns* (see next slide)
- **Purchasing organization** *if not filtered*
- **Purchasing group** *if known*

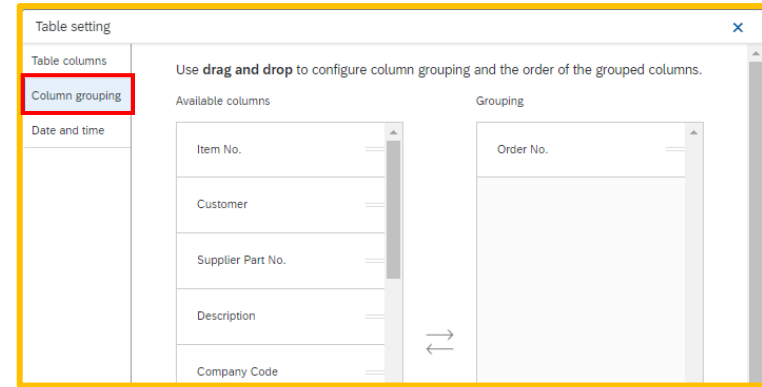
The screenshot shows the 'Table setting' dialog box with the 'Table columns' tab selected. The 'Available columns' list includes: Item Priority, Plan revision ID, Incoterms, Customer, Type, Order No., Creation Date, and Supplier Part No. The 'Displayed columns' list includes: Description, Need By, Estimated Delivery, Requested Quantity, Shipped Quantity, Received Quantity, Quantity To Confirm, and Requested Unit Price. The table view shows columns for Quantity, Quantity To Confirm, Requested Unit Price, and Actions.

Quantity	Quantity To Confirm	Requested Unit Price	Actions
100	PCE	21.3 CHF	...
100	PCE	21.3 CHF	...
130	PCE	21.3 CHF	...
90	PCE	21.3 CHF	...
120	PCE	21.3 CHF	...



RECOMMENDED COLUMNS CONFIGURATION (2/2)

- It is possible to **group column**
We recommend grouping by **Order No.**
- Once the configuration is complete click on save



- It is then 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 in accordance with the reconfirmation
- If you need to adjust the price, be sure to notify the Maison at the same time

Confirm Reject

<input type="checkbox"/>	Item No. ↑	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
<input checked="" type="checkbox"/>	Order No.: 6004716508										
<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023 <input type="button" value="calendar"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	Order No.: 6004716510										
<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023 <input type="button" value="calendar"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023 <input type="button" value="calendar"/>	130 PCE	0 PCE		<input type="text" value="130"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	Order No.: 6004716511										
<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Mar 10, 2023	4/5/2023 <input type="button" value="calendar"/>	90 PCE	0 PCE		<input type="text" value="90"/> PCE		<input type="button" value="..."/>
<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 18, 2023	4/20/2023 <input type="button" value="calendar"/>	120 PCE	0 PCE		<input type="text" value="120"/> PCE		<input type="button" value="..."/>

RECONFIRMATION OF THE ORDERS ITEMS

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ITEMS RECONFIRMATION

- › Go in the **Workbench [1]** menu and click on the reconfirmation dedicated tile "**Items to confirm**" [2]
- › Select the view "**Confirmed items for editing**" [3]

The screenshot displays the SAP Business Network Workbench interface. At the top, the 'Workbench' menu is highlighted with a yellow box and a '1' callout. Below it, a dashboard shows five tiles: 'New orders' (4), 'Orders' (20), 'Items to confirm' (159), 'Items to confirm' (165), and 'Items to ship' (91). The 'Items to confirm' tile with the value 165 is highlighted with a yellow box and a '2' callout. Below the dashboard, the 'Items to confirm (165)' section shows various filters and a 'View:' dropdown menu. The 'View:' dropdown is open, showing 'Confirmed items for editing' selected, with a yellow box and a '3' callout. Below the filters, there are 'Confirm' and 'Reject' buttons. At the bottom, a table displays item details for order 6004716508.

Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100 PCE		...

Check the user guide "workbench Items to confirm" to add / customize / configure your tile "

- › You can find and select the items to "reconfirm" either by :
 - Consulting one or more specific orders using the thumbnails according to your filters
 - Consulting one or more specific orders by using the **Order Numbers/Exact Match filter [1]** and clicking on **"Apply" [2]**

The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench (selected), Orders, Fulfillment, Invoices, Reports, and Messages. The Workbench section shows a summary of 4 New orders, 20 Orders, 159 Items to confirm, 3 Items to confirm (highlighted with a blue bar and 'Save filter' button), and 91 Items to ship. Below this, the 'Items to confirm (3)' section is active, showing filters for Customers (RICHEMONT INTERNATIONAL SA - CH) and Order numbers (6004716508, 6004716510). The 'Exact match' radio button is selected. A table below shows the items to be reconfirmed:

Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Others	Actions
Order No.: 6004716508											
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100	PCE	21.3 CHF	...
Order No.: 6004716510											
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE		100	PCE	21.3 CHF	...
2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE		130	PCE	21.3 CHF	...

› The reconfirmation process will differ depending on the following two cases



- **Case A -Reconfirmation of an item for the full quantity requested**

If no shipment has yet been made

- **Case B - Reconfirmation of an item for which a partial shipment has already been processed**

To reconfirm the quantity to be delivered for a partially shipped order line, it is necessary to reconfirm the total quantity requested.

It is therefore essential to separate the quantity already shipped from the quantity still to be delivered.

➔ Split the line to reconfirm:

- the first line with the quantity already shipped on the initial delivery date (on first confirmation)
 - the second line with the quantity and the new delivery date for the quantity still to be delivered
- 

CASE A: RECONFIRMATION OF THE WHOLE ITEM

> Selects the orders or the Items to reconfirms [1]

<input type="button" value="Confirm"/> <input type="button" value="Reject"/>													
<input type="checkbox"/>	<input type="checkbox"/>	Item No. ↑	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	C	Actions
▼	<input checked="" type="checkbox"/>	Order No.: 6004716508											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	<input type="text" value="2/15/2023"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE			...
▼	<input type="checkbox"/>	Order No.: 6004716510											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	<input type="text" value="4/15/2023"/>	100 PCE	0 PCE		<input type="text" value="100"/> PCE			...
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	<input type="text" value="6/28/2023"/>	130 PCE	0 PCE		<input type="text" value="130"/> PCE			...
▼	<input type="checkbox"/>	Order No.: 6004716511											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Mar 10, 2023	<input type="text" value="4/5/2023"/>	90 PCE	0 PCE		<input type="text" value="90"/> PCE			...
<input type="checkbox"/>	<input type="checkbox"/>	2	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 18, 2023	<input type="text" value="4/20/2023"/>	120 PCE	0 PCE		<input type="text" value="120"/> PCE			...

> You can change the delivery date by clicking directly on the field " **estimated delivery** " [2]

> If needed, you can split the order's line in order to have several deadlines for different quantities of the same line. For this click on and on " **split** " [3].

CAS B: RECONFIRMATION IN CASE OF PARTIAL DELIVERY

› When an item has already been partially shipped, the reconfirmation process is as follows:

- Split the order line via the **action menu [1]**
- On the initial line, change the **quantity to be confirmed [2]** by filling the **quantity already shipped [3]**
- On the new line, in the field **delivery date [4]** fill in the new confirmation date and fill in the still to be delivered in **quantity to be confirmed [5]**



Item No.	Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Received Quantity	Quantity To Confirm	Requested Unit Price	Actions
Order No.: 6004716508										
1	CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	100 PCE	0 PCE		100 PCE		...
Confirm Reject										
Order No.: 6004729279										
1	IWIWB07141	Pont de rouage	Aug 29, 2022	8/29/2022	100 PCE	40 PCE	40 PCE	40 PCE		...
1	IWIWB07141	Pont de rouage	Aug 29, 2022	11/21/2022	100 PCE	40 PCE	40 PCE	60 PCE		...

1

Mettre les postes à jour

Fractionner

Créer un avis de non-conformité

The quantities shipped and received are identical for all lines and correspond to the total number of items shipped for this item.



The following process is common to the both cases A et B

- › Click on "**Confirm**", and then "**Confirm entire item**" (Common to the both cases)



Items to confirm (162)

> Edit filter | Save filter | RICHEMONT INTERNATION... | Last 365 days | Exclude confirmation not all... , +1 | Exclude ful

Confirm ▾ | Reject ▾

1

- Confirm schedule line
- Confirm entire item
- Confirm entire order

o. ↑	Supplier Part No.	Description	Need By
o.: 6004715966			
<input checked="" type="checkbox"/>	1	ANNEAU PANTH.CHARL OG USINE FINI	Nov 13, 2022
Order No.: 6017874909			

- › The **confirmation (reconfirmation) number [2]** will be identical to the first confirmation number.
- › Click on "**Submit**" [3]



Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: RICHEMONT INTERNATIONAL SA - CIG - QUAL Order No.: 6004715966 Confirmation number CONF5966 2					
Item No.: 1	Supplier Part No.:	Description: ANNEAU PANTH.CHARL OG USINE FINI			
1		Nov 13, 2022	190.00 PCE	16.00 CHF	190.00 PCE
Customer: RICHEMONT INTERNATIONAL SA - CIG - QUAL Order No.: 6017874909 Confirmation number					
Item No.: 1	Supplier Part No.:	Description: BAG TRINITY, 3 ORS PM			
1		Dec 5, 2022	5.00 PCE	€48.20 EUR	5.00 PCE
2		Dec 19, 2022	5.00 PCE	€48.20 EUR	5.00 PCE

3





MASSLOAD RECONFIRMATION

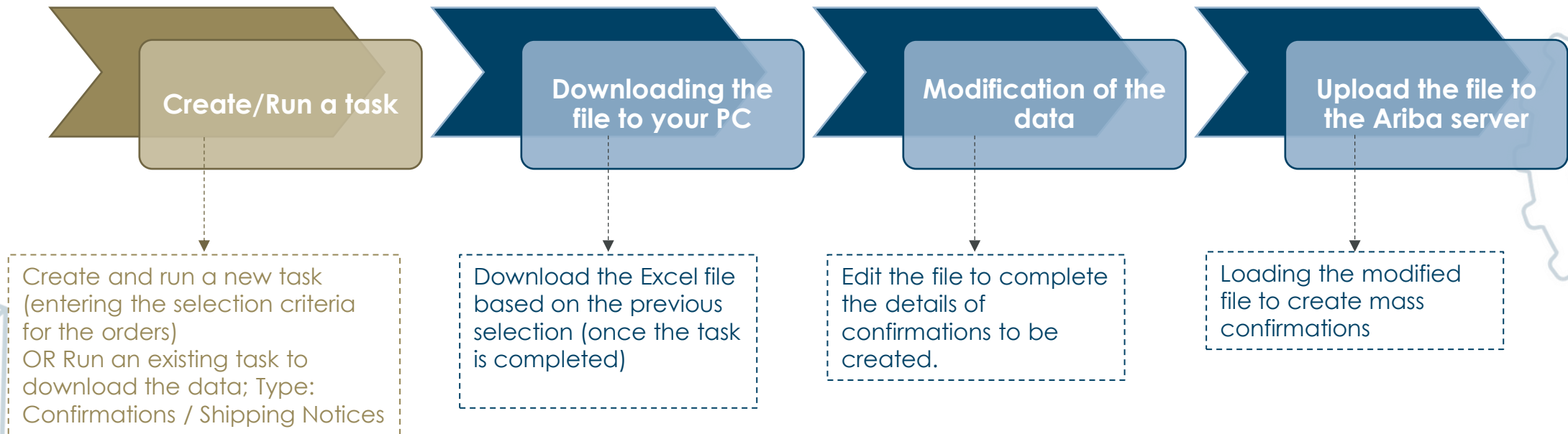


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› Mass confirmation consists of uploading a file containing all the information for several orders, in Excel format, to the portal.



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



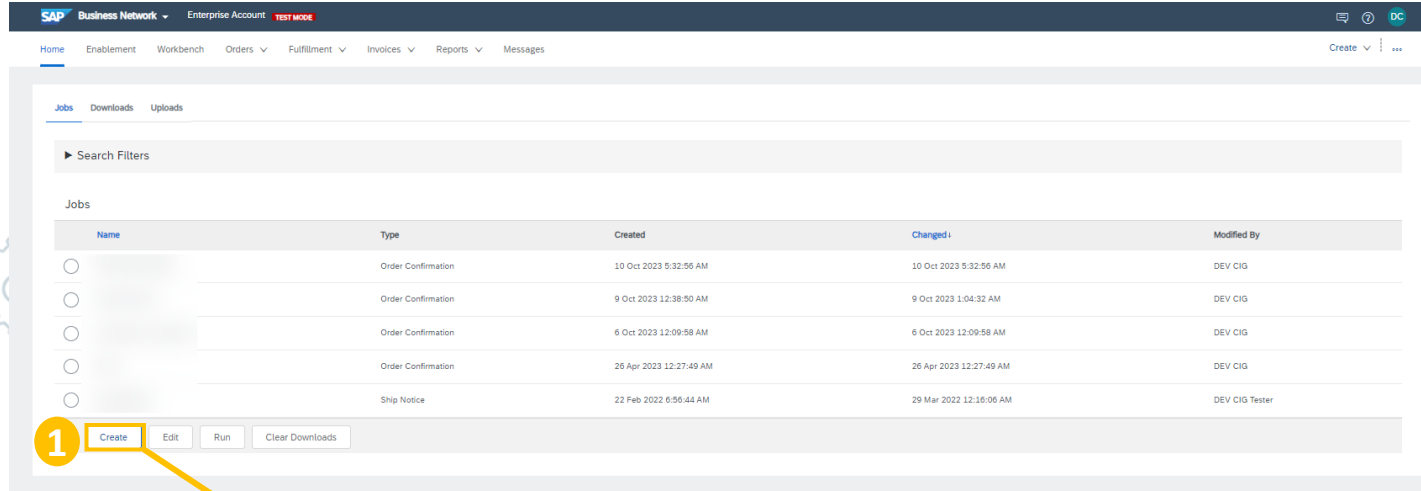
MASS RECONFIRMATION (2/2)

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages. A search bar contains filters for 'Orders and Releases', 'RICHEMONT INTER...', 'Correspondance ex...', and 'N° de commande'. Below the search bar, there are two tabs: 'Présentation' and 'Mise en route'. The main dashboard area displays five key metrics: 9 New orders (Last 31 days), 34 Orders (Last 31 days), 167 Items to confirm (To confirm), 96 Items to confirm (To reconfirm), and 96 Items to ship (Last 31 days). A 'Mes widgets' section is visible below the metrics. On the right side, a dropdown menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation', and 'Ship Notice'. The 'Excel Files' sub-menu is highlighted, with 'Upload/Download' selected.

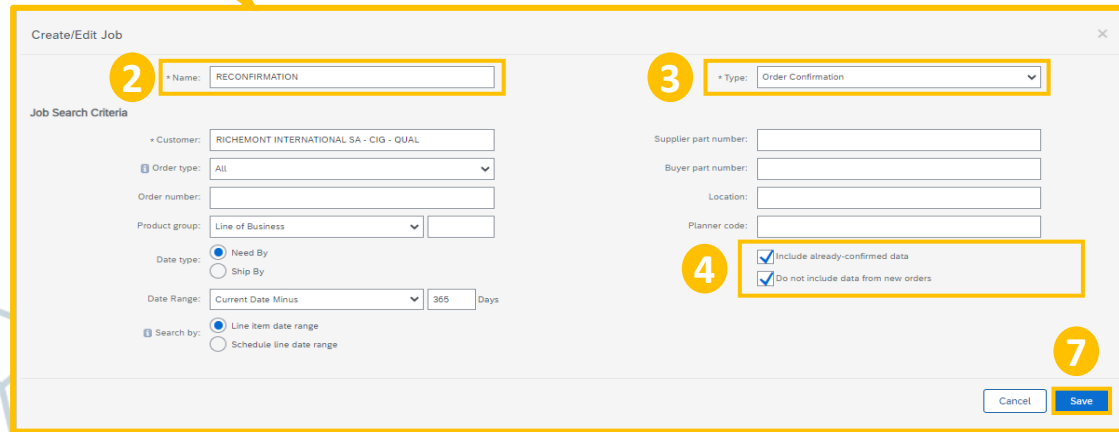
The screenshot shows the 'Jobs' section of the SAP Business Network interface. It features a table with columns for Name, Type, Created, Changed, and Modified By. The table lists several jobs, including Order Confirmation and Ship Notice. At the bottom of the table, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'.

Name	Type	Created	Changed	Modified By
	Order Confirmation	10 Oct 2023 5:32:56 AM	10 Oct 2023 5:32:56 AM	DEV CIG
	Order Confirmation	9 Oct 2023 12:38:50 AM	9 Oct 2023 1:04:32 AM	DEV CIG
	Order Confirmation	6 Oct 2023 12:09:58 AM	6 Oct 2023 12:09:58 AM	DEV CIG
	Order Confirmation	26 Apr 2023 12:27:49 AM	26 Apr 2023 12:27:49 AM	DEV CIG
	Ship Notice	22 Feb 2022 6:56:44 AM	29 Mar 2022 12:16:06 AM	DEV CIG Tester

MASS RECONFIRMATION – CREATE A TASK

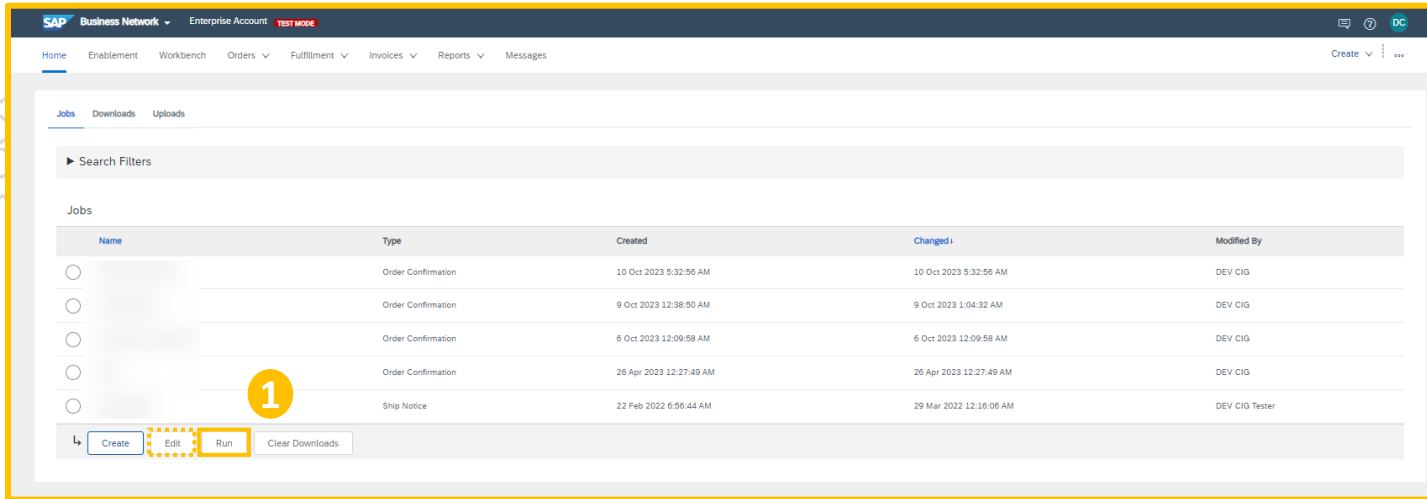


The very first step consists of creating a task, this task will then be reused the following times (Once a task is created, it can be modified or deleted)



1. Click on **Create**
2. Give a name to your report
3. Chose the "Confirmation" type
4. In case of Reconfirmation tick the 2 lines « Include already confirmed data » and « Do not include data from new orders »
5. Choose other criteria if necessary: location, planner code, etc.
6. 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).
7. 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". Click on "**Save**"

MASS RECONFIRMATION – 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 [1]**.
- > 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
Test Reconfirmation	Order Confirmation	11 Oct 2023 4:39:41 AM	DEV CIG	Completed	
Test Reconfirmation	Order Confirmation	10 Oct 2023 5:33:01 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 1:04:37 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 12:48:27 AM	DEV CIG	Completed	
Reconfirmation	Order Confirmation	9 Oct 2023 12:40:46 AM	DEV CIG	Completed	
confirmation commande	Order Confirmation	6 Oct 2023 12:14:59 AM	DEV CIG	Completed	
TEST	Order Confirmation	26 Apr 2023 12:27:52 AM	DEV CIG	Completed	
SHIp NOTICE	Ship Notice	29 Mar 2022 12:16:12 AM	DEV CIG Tester	Completed	
SHIp NOTICE	Ship Notice	22 Feb 2022 6:56:49 AM	DEV CIG Tester	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 **Ongoing** status, then click on **Refresh Status** button to refresh the list.

MASS RECONFIRMATION – EXCEL FILE CREATION

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

SAP Ariba

Confirmations Time Zone: UTC+02:00

Confirmation Number	Current Confirmation Status	Order Number (*)	Order Type	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item number (*)	Schedule line number of order item	Requested Quantity	Total Shipped Quantity of Item	Total received quantity of Item	Confirmed Quantity (*)	Item Unit Of Measure (*)
	Unconfirmed	6019890518		5027				1	2316,8	0	0	2316,8	IRM
	Unconfirmed	6019932931		CRMXE0BZRO			10	1	20	0	0	20	ITR
	Unconfirmed	6019957843		CRMPFINOJA			1	1	100	0	0	100	IRM

Requested Date	Confirmed Delivery Date	Confirmed Price	Item Unit Price Currency	Quantity of Price unit	Confirmation Type (*)	Header Comment	Item Comment	Item Revision Level	Order Date (*)	Customer Site ID
16 févr 2024	16 févr 2024	0,01 EUR			accept				09 févr 2024 02:00:00 PM	"CHM5 AGOSIAG"
22 avr 2024	22 avr 2024	43,84 EUR			accept				08 avr 2024 02:00:00 PM	"CHM5 Manufactur
23 avr 2024	23 avr 2024	10 EUR			accept				25 avr 2024 02:00:00 PM	"FRM1 Cartier Joaill

- › **In the case of a reconfirmation, it is important to pay attention to the following points**
- › **If you want to reconfirm an entire command line**, then you can directly change the information on the relevant line in the Excel file
- › **If you want to reconfirm only a partial quantity of an order line**, then it is important to duplicate it on a second Excel line and modify the information to be changed while taking care to:
 - Have the same order number and item number on all duplicate lines in the file
 - Fill in the total requested quantity of the order line in all duplicate lines of the file
 - Make sure that the sum of the rows in the Confirmation Quantity column is equal to the quantity requested
- › **If you want to reconfirm an order line that has already been partially shipped**, then you have to duplicate the line and be sur to :
 - Fill in the total shipped quantity of the order line in all duplicate lines of the file (see example above)

➤ 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	↓	↓
TEST FX	Ship Notice	19 Oct 2020 7:51:59 AM	IT Admin	Failed	↓	↓
Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	↓	

Upload File

* Name : test * Type : Order Confirmation

* Customer : Maisons du groupe Richemont - TEST

File : Choose file | No file chosen
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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**



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