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# AGENDA



Topics	
Suppliers welcome	
Brief introduction + Portal presentation Login to the portal (share URL link / login / home page) Portal review (menu presentation (Orders, execution, reports) / preview bar / widgets)	
Process presentation From the customer creating the order in SAP to the creation of the ASN by the supplier	
POs visualization Orders menu / Show list of POs / Show details of a PO / Individual confirmation Messaging	
Iransaction Workbench         Use of tiles and their configurations,         Zoom on "order", "items to confirm", "items to ship" tiles to display the orders portfolio at line level	
Orders confirmation	
ASN & Barcode Printing	
ASN Modification / Deletion	5
Nulti-tier collaboration Supplier/Subcontractor	
Components collaboration	
nvoice Status visibility	
Reports : Report types: Orders, Order Confirmations, ASNs	
Notifications management	
Users accounts management	
Conclusion	





# INTRODUCTION

Portal presentation







You are participating in a practical training today, which means that **you are the actors of the day!** 



For each feature we will take time to give you a brief introduction, to show you live manipulation in the tool. Then we'll let you take a moment to try it out **yourself**!

> During these moments of practice, we are at your disposal to answer your questions or assist you if needed. So do not **hesitate to ask!** 









> Login link to the portal:

### https://service.ariba.com/Supplier.aw



- **Chrome/Edge** browsers are strongly recommended for optimal use.
- Prefer a private navigation to avoid issues with cookies
- The login credentials provided today are only for the test platform.
- In case of loss of your username, please contact us via <u>eshop@richemont.com</u>
- Login credentials for the production version are managed by your ARIBA account administrator.
- If you lose your username, use the "Forgotten username or password" link on the login page.





# PORTAL HOME PAGE





# ANNOUNCEMENT

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- You can receive some specific communications from the Richemont eshop supply team directly in the SBN portal
- In case of new communication, you will find at the top right of the home page a **red dot** at the next icon [] [1] (Megaphone) as well as a **pop-up** [2]
- You can view this announcement directly from the pop-up by clicking on it or via "View details" [3]



# ANNOUNCEMENT



You can also view the press release history by clicking on the same icon (Megaphone) at any time in the home page and selecting "View all"[1]









# GLOBAL PROCESS PRESENTATION

















# POS VISUALIZATION







#### > Access to orders :

ome Workbench Orders ~	Fulfillment 🗸 Invoices N	<ul> <li>Reports ~ Messages</li> </ul>				Create 🗸 🚥
Workbench						∮Ϋ↓ Customize
O New orders 31. derniers jours	16 Orders Plaget - 365 jours	58 Items to confirm	7 43 Changed orders Items to ship Modifiées - 365 jours IV/C	37 12 Orders 12 Items to confirm	8 Items to confirm 365 jours	
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		<b>P</b> • 1				
Order Number	Version	Date 🗸	Customer	Amount Order Status	Amount Invo	
	Version 1	Date ↓ Dec 17, 2020	Customer Maisons du groupe Richemont - TEST	Amount Order Status 37,632.00 CHF Partially Received	Amount Invo	
6012319582					Amount Invo	liced Actions
5012319582 5012317071	1	Dec 17, 2020	Maisons du groupe Richemont - TEST	37,632.00 CHF Partially Received	Amount Invo	Actions
Order Number 5012319582 5012317071 5012312372 5012306986	1	Dec 17, 2020 Dec 11, 2020	Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST	37,632.00 CHF Partially Received 37,632.00 CHF Rejected	Amount Invo	Actions
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# DISPLAY AN ORDER



	SAP Ariba Supply Chain Collaboration - Enterprise Account TISTINGE	← Back to classic view	Ø 🧧
	Purchase Order: 6012248292		Done
Orders and Releases (81)	Create Order Confirmation   Create Ship Notice  Create Invoice  Report Consumption		± 😔
Type Order Number Ver Cust	Order Detail Order History		
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	1227 Meyin 1 GE Saltzrinind Email: Indi@Soucidadc.com Phome: +41, 0+41.022.980 0 Suppler cocid: 500877		
	Phone: +41 () 241 () 22 90 () Supplier code: 506/97 Other Information		
	Attachments # PO_6012248282.PDF (application/pdf)		
	Incoterms Information Incoterm Code: DAP (PLAN-LES-OUATES )		
	Internal approval status: Approuvé le 0309/2020		
	Ship All Items To Piaget Blanch of Richemont Int, SA Chemin du champ des Illes 37	Bill To PPAGET - BRANCH OF RICHEMONT INT. SA 37 Chemin du champ des filles	
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	Location Carl United and CHM8		Show item Details
	Line # Part # Customer Part # Type Category	Return Revision Level Oty (Unit) Need By	Unit Price Subtotal
	C     PGAXXA00109     Material Subcontext     Regular     Description: BDR 1B REG LAME LONG OR GR LI=18.0		672.00 CHF 36,960.00 CHF Details
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	Create Order Confirmation   Create Ship Notice  Create Invoice   Report Consumption		± 0
			Done
	SAP © 3019 SAP SE or an SAP atfliate company. All rights reserved.		SAP Arba Privacy Statement Security Disclosure Terms of Us
	—		

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# 1) Supplier and customer information

- 2) Attachments: PDF version of the customer order
- 3) Order line items detail
- 4) Order status and version

# DISPLAY ORDER LINE DETAILS



1) Line status information

- 2) Different Schedule lines requested by the customer if necessary
- 3) Technical plan (if the Maison works with Windchill)

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## DISPLAY SERIAL NUMBERS



### FOR THE CONCERNED PARTNERS (in case of serialized articles):

### You can see the serial numbers by clicking on «Details»

#         Change         Part #         Customer Part #         Type         Category         Return         Revision Level         Qty (Unit)         Need By         Unit Price         Subtotal										
• cf       MUSSON       Market       Sammate       2.0120       30x150       30.0157       0.0107       0.0107       Market         More Fill       Bigen       Market       2.0120       30x150       30.0157       0.0107       0.0107       Market	Items									Show Item Details
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Details			Serial Number 1							
			1468455							
Done										
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		Details	140455			Done		4	)	

# DISPLAY COMPONENTS

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### FOR THE CONCERNED PARTNERS (in case of components management):

It is possible to view the information on the components of an order by clicking on "Show/Hide components" in the Schedule lines block in the order details.

tems												F	Hide Item Details		
No. Sc	chedule Lines	Part #	Customer Part #	Туре	Category	Return	Revision Level	Qty (Unit)	Need By		Subtotal	Customer Location			
1		ď	VMXF050063	Material	Subcontract			25.000 (PCE)	25 Aug 2023				Summary	/	
De	escription: ARDI B	KLE P GLD POL LI=1	.8												
Retail De		PC: 4100004131512													
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25.000	0 Unconfirmed														>
Control K	Kovs														7
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Unit Pric	ice			Price Condit	ion					Line Amount					7
21.00	CHF / 1 PCE			COFIPAC											2
3.00 %	%			Tx perte 0	Or %					0.00 CHF					
Batch Inf	formation														
Sched	dule Lines								Hide Schedule	Line Details					
Sched	dule Line #	Delivery Date	Quantit	y (Unit) C	ustomer Proposed	d Qty (Unit)	Customer Prop	osed Delivery Date							
1		25 Aug 2023 1:00 P	M CEST 25.000	(PCE)					Hide Co	mponents					
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	Line	Customer	Part # / Description	Customer	Batch #	Batch #	Date Required		Qty (Unit)	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
	1_1_0001	CRMPFING	ALC				9 Feb 2023 12:0	0 PM CET	97.900 (GRM	)					



### VISUALIZATION IN THE ORDER

### FOR THE CONCERNED PARTNERS :

### To check if a quality certificate is expected <u>on an item</u>:

Go to the PO by clicking on the **PO number** in blue [1]

Click on " Détails " [2] at the item line level to check if a quality certificate is expected in the ASN [3]

						_
		Comp Buildees Holdwork - Exemption Account Term and			0 💿	
		Purchase Order: 6019790573			Done	
		Create Date: Confirmation •     Create Skip Notice     Create Skip Notice •     Report Consumption       Oxder Date:     Oxder Maxy			± @	
N° de commande	Client	Cartier	Purchase Order			
6004730796	RICHEMONT INTER	Customer MANUFACTURES CARTER HORLOGERIE - BRANCH OF RICHEMONT INTERNATIONAL SA Chemin de Alama 20 Zall Chau-che Fron Zall Chau-che Fron	(Shipped) 6019790573 Amount: 14,850.00 CHF Version: 1			
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6019790573	RICHEMONT INTER	Rut S-Groups 18 2800 Detroint				
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		Calorev [UTIII ID: OFE.077892437W Pay Addition 2, 987930 Nacama behavation Income tobe: (VII (La Cauvade Fonts))				
١		Internal approval stantar Approval is 2106/2023				
		ShipAit hemes To         Bill To           MANAPACTURES CANTER HORLOGERE - BRANCH OF RICHEMONT INTERNATIONAL SA Ran da Billing 1. 2005 Gioveling Ju Au Homon: +41,000 4132 4270 427 Location Good: Location Good: Location Good: Conternation:				
		Fax				
		Line Items Line # No. Schedule Lines Part # Customer Part # Type Category Return Revision Level Oty (Unit) Need By Unit Price	Subtotal	Customer Location	Hide Item Details	
		1 1 CRWXEDBPMC Material Subcontract 13 Sep 2023 Description: ANNEAU 06125 DUR	30010181		Details 2	
		Stata         (3)05 Npped         (6)Npprg Date: 22 Jun 2020) Shyment Id: 81, EN V				
		4.500 Confirmed As is (Schedula line number: 1: Estimated Delivery Date: 13 Sep 2023 - defaulted from Regulated Delivery Date in order)				
		Cateda Keys Order Confirmation: required bolies thipping				
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# INTEGRATED MESSAGING (1/2)



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- The Ariba platform is equipped with **integrated messaging**.
- It allows you to exchange quickly and securely with your Maisons contacts.
- You can exchange about an order if you have any questions or remarks.
- To do this, simply position yourself on the order concerned:
- Click on **Messages [1]** at the bottom right of your screen
- Then click on "Post" [2] to start a conversation
- A discussion insert appears in which you will be able to give an object to your discussion and write a message before sending the message Note that you can add attachments.



# INTEGRATED MESSAGING (2/2)



The conversation will be archive and you will be able to access it via the "**Messages**" in your menu bar at the top left of the screen.



- It is possible to set up a notification in your user account in order to be notified by email when you receive a reply.
- The buyer on the Maison side can also add other interlocutors if necessary.









# WORKBENCH

General presentation





# **INTRODUCTION TO TILES (1/3)**



- > 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:





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

# **INTRODUCTION TO TILES (2/3)**





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 *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.
- Other tiles are also available such as : orders, changed orders ...
- > The other tiles relative to invoicing, services ... are not used by Richemont







The tiles labeled "Order(s)" only provide <u>information</u> <u>about the order header</u>.



The tiles labeled "Items to be confirm" and "Items to ship" give details at the order line level.

SAP Business Network 🚽	Enterprise Account TEST MODE			SAP Business Network - Enterpri	ise Account TEST MODE			
Home Enablement Wor	rkbench Orders ~ Fulfillment ~ Invoices ~ Reports	<ul> <li>Messages</li> </ul>		Home Enablement Workbench	Orders ~ Fulfillment	Invoices V Reports V Messages		
Workbench				Workbench				
106	608 12	32		106	608	12 32		
New orders	Items to confirm Items to ship	Orders		New orders Save filter	Items to confirm 31 demiers jours	Items to ship Orders 31 derniers jours 31 derniers jours		
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	Customer			Confirm         Reject ∨           □         Order No. ↑           □         6014249765	Item No. Custom 1 VMXF5 1 CRB830	er Part No. Description 10787 CASE EGER PDL P GLD 37 SET 1235 HOOP EAR CLOU YG SM	2.00 PCE	Quantity To Confirm
Edit filter   Save filter Order Number 6016891003 6016891031	Customer Maisons du groupe Richemont - TEST	164,000.00 CHF Feb 6, 2023	Partially Shipped	Confirm         Reject           □         Order No. ↑           □         6014249765           □         6014250374	Item No. Custom 1 VMXF5 1 CRB30 1 VMXF5	ar Part No.     Description       0787     CASE EGER PDL P GLD 37 SET       1235     HOOP EAR CLOU YG SM       0376     BOI 7900VA OVERSEAS DUAL TIME	2.00 PCE 1.00 PCE	2 PC 1 PC
> Edit filter   Save filter Order Number 6016891003	Customer Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST	164,000.00 CHF Feb 6, 2023 35,260.02 CHF Feb 6, 2023	Partially Shipped Partially Shipped	Confirm         Reject           □         Order No. ↑           □         6014249765           □         6014250374           □         6014252457	Item No. Custom 1 VMXF51 1 CRB830 1 CRB830	ar Part No. Description 0787 CASE EGER PDL P GLD 37 SET 1235 HOOP EAR CLOU YG SM 0376 BOI 7900VA OVERSEAS DUAL TIME 1235 HOOP EAR CLOU YG SM	2.00 PCE 1.00 PCE 4.00 PCE	2 PC

# TILES CUSTOMIZATION



25

(3)

### > The tiles display is **customizable**:





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

Changed orders

31 derniers jours

×

Edit Workbench

New orders

31 derniers jours

- It is possible to move tiles (drag/drop)
- 2) It is possible to delete tiles
- 3) It is possible to create tiles



14 6 + Items to confirm Orders PIA -365 +90 365 jours - IWC New orders (2) Invoices 🕜 Changed orders 🕜 + Items to confirm (2) + Orders to invoice (?) Invoices pending payment (?) + Rejected invoices 🕜 Invoices pending approval 🕜 + Orders ⑦

2

×

# FILTER MANAGEMENT (1/2)

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

Some drop-down menus are multiple choice, other are single choice Save the filter by clicking **Apply** 





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# FILTER MANAGEMENT (2/2)



- > A tile 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.



Do not forget to save filter after configuration, the system will not warned you in case you forgot

# 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** 

SAP Ariba Supply Chain	Collaboration 👻 Enterprise Account	TEST MODE			Back to classic view						
Home Workbench Ord	ders ~ Fulfillment ~ Invoices	✓ Reports ✓ Messages								Create	ð 🗸 🔐
Workbench										ትሪዮ ትሪዮ	Customize
O New orders 31 derniers jours	Changed orders 31 derniers jours	14 Items to confirm Save filter	6 Orders Table setting				×				
Items to confirm (14)  Edit filter   Save filte Confirm ~ Reji	ff │ Maisons du groupe Richemont	Next 365 days Last 365 days MIPI	Table columns Column grouping	Available columns Customer	-	lumns to be displayed and their of Displayed columns	-				696
✓ Order No		Item No. Schedule Line N	c	Type Supplier Part No.	-	External Document Type Item No.	quested Qu	antity Confirmed Quantity	Requested Unit Price	Others	Actions
Order No.: 6     6012248:		1		Ship By Rejected Quantity	-	Schedule Line No.		20.00 PCE 0.00 PC	CE	ŧ	000
60122483	292 Sous-traitance Complete	2		Estimated Shipping		Description	=	20.00 PCE 0.00 PC	CE	ŧ	000
6012248	292 Sous-traitance Complete	3		Estimated Delivery		Need By	-	20.00 PCE 0.00 PC	CE		
V Order No.: 6	012248293			Quantity To Confirm		Requested Quantity	-				
60122482	293 Sous-traitance Complete	1		Confirmed Unit Price		Confirmed Quantity		20.00 PCE 0.00 PC	CE	€	000
6012248:	293 Sous-traitance Complete	2		Manufacturer Name		Requested Unit Price		20.00 PCE 0.00 PC	CE		000
6012248	293 Sous-traitance Complete	3		Manufacturer Part ID		4		20.00 PCE 0.00 PC	CE	₽	***
V Order No.: 6	012248294						Cancel				Feedba
6012248	294 Sous-traitance Complete	1						20.00 PCE 0.00 PC	CE	ŧ	



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# TILES EXTRACTION INTO AN EXCEL FILE

- You have the possibility to extract all your tiles created with your predefined columns in Excel format (cf. below picture)
- You just need to click on this button 🕒 and the Excel file will be downloaded

It will enable you to have a global view of your tiles in an editable and shareable format

Weden Oden <th>AP Ariba Supply Chain Collaboration 👻 Enterprise Account TEST MODE</th> <th>← Back to classic view</th> <th></th> <th>0</th> <th>KA</th> <th></th> <th></th> <th>P</th> <th></th> <th></th>	AP Ariba Supply Chain Collaboration 👻 Enterprise Account TEST MODE	← Back to classic view		0	KA			P		
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New orders Rems so confirm   CHERE - Signar Orders   Danged orders 3 derriers jus      CHERE - Signar CHERE - Signar Chere	Workbench			နံဂို Customize	1					5
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Centime       Reject                   Rem No.             Supplier Part No.             Description               Need By             Ship             Ship             Requested Unit Price             Ship		Exclude fully shipped Exclude fully received Exclude fully inv	roiced						5	
Item No.      Supplier Part No.      Description     Med By     Ship By     Requested Quantity     Confirmed Quantity     Confirm				(B) 181					(	' -
>       Customer: Maisons du groupe Richemont - TEST: Order No.: 6012336548       1       2       SAP Ariba       3       Realits         >       Customer: Maisons du groupe Richemont - TEST: Order No.: 6012340817       Customer: Maisons du groupe Richemont - TEST: Order No.: 6012340817       0.00 FE       1       1       1       1       1       1       1       0.00 FE       0.00 FE       1       1       1       1       1       1       0.00 FE       0.00 FE       1       1       1       1       1       1       1       0.00 FE       1       0.00 FE       1       1       1       1       1       1       1       1       1       0.00 FE       1       0.00 FE       1		Need By Ship By Requested Qua	antity Confirmed Quantity Requested L	4						>
Image: Province of the province	Customer: Maisons du groupe Richemont - TEST Order No.: 6012336548		1	c	D	E	F	G	HI	
Image: Maisons du groupe Richemont - TEST Order No.: 6012340817     Maisons du groupe Richemont fül2335848     1     Amount ser ruits on the ruit is ruits on the ruits on	Customer: Maisons du groupe Richemont - TEST Order No.: 6012337736		3 Results	Item No.	Supplier Part No.	Description	Need By Ship 6	By Requeste	d Quantity Confirmed Qu	uantity
Matom du groupe Richemont Vol240817       1         7       -TST         Requested Unit Price         Estimated Shipping       Estimated Delivery       Quantity To Confirmed Unit Price         17 May 2021 12:00:00 PM       2,500.00 PCE	Customer: Maisons du groupe Richemont - TEST Order No.: 6012340817		5 - TEST Maisons du groupe Richemont 6012337736		1 1			М	2 500 00 805	
17 May 2021 12:00:00 PM 2,500.00 PCE			Maisons du groupe Richemont 6012340817	:	1					0.00 PCE
					Requested Unit Price	e Estimated Shipping				
		son a								
	2	$\mathcal{Q}()$					ノ			20







# WORKBENCH

### Focus on the "Order" tile





# **RECOMMENDED FILTER CONFIGURATION**



Orders ¥ Fulfillment 🗸 Messages Create 🗸 👘 🚥 Home Enablement Workbench Invoices ¥ Reports ¥ Workbench ≣≗ Customize 5 3 2  $\cap$ 0  $\cap$ ()New orders Orders Items to confirm Items to ship Items to confirm Items to confirm Items to confirm New orders Last 365 days Last 365 days Last 365 days Cartier reconfirmation 31 derniers jours 31 derniers jours Last 31 days Orders (5) ✓ Edit filter Creation date Company codes Customer locations Customers Order numbers Order status Purchasing organizations Maisons du groupe Ric... × Selec... Ð പ бI Type selection Last 365 days × Include 🗸 Select or type Select or type selections Select or type selections Type selection Exact match Partial match Order type Max amount Currency PO Fully Deleted Original Purchase Order Routing status Min amount Visibility All  $\sim$ EUR Not hidden  $\mathbf{v}$ ~ Type selection Type selection 2. Maisons du groupe Richemont - TEST 2. Maisons du groupe Richemont - TEST Orders with inquiry only Show less Apply Reset

- Liste des filtres à appliquer :
  - Customers : Maisons Richemont
  - Creation date : Last 365 days

#### **Optional filter :**

• **Purchasing organizations :** (to chose a specific Maison, refer to the table at the end of the presentation)

Order Status : Allows you to include or exclude orders from a certain status

Don't forget to save the filter and rename your tile once personalized

# **RECOMMENDED COLUMNS CONFIGURATION**

 $(\mathbf{X})$ 

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Resend Failed Orders

Amount Invoiced

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

Displayed columns

Order Number

Version

Induiries

Amount

Date

Order Status

Choose a customer to manage their columns. If you work with only a single customer who provides

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

 $\stackrel{\longrightarrow}{\leftarrow}$ 

You will find in the orders tile two **attributes that** are specific to the Richemont Maisons

Attributes	A – PO fully deleted	B – Original Purchase Order
Concerned tiles	С	order
Description	If all the items are deleted, the field " <b>PO</b> <b>Fully Deleted</b> " will display the value « <b>X</b> »	In case of return or replacement of PO, the field will display the <b>original PO number</b>
Possibility to filter this attribute	YES	YES

Depending on the specificities of the Maisons it may be necessary to display the following columns :

Privacy Statement Security Disclosure Terms of U

Reset

큟

Actions

....

....

....

....

Purchasing organization

Customer-specific columns

Visibility and arrangement

Available columns

PO Fully Deleted

₽ Maisons du groupe Richemont - TEST

Original Purchase Order Maisons du groupe

Richemont - TEST

Туре

Customer

Ship To Address

additional columns, they are selected by default.

- Version

Table setting

Column grouping

Date and time



Save

Cancel





# WORKBENCH

Focus on the "Items to confirm" tile





# **RECOMMENDED FILTER CONFIGURATION**



Ariba Supply Chain Collaboration	Enterprise Account TEST MODE			← Back to classic view			
e Workbench Orders ~ Fu	Ifillment V Invoices V Reports V	Messages					
Workbench							
2 New orders 31 derniers jours	24 O Orders Changed ord 365 jours - NVC 31 derriers jou		7 Items to cor GLOBAL				
tems to confirm (7)							
Customers Maisons du groupe Richemont - TES		Customer locations Type selection	Need by None	v date	Ship by date Vone V	Creation date           Last 365 days	Company codes Select or type selections
Purchasing organizations	Partial match      Exact mat	Ordering address IDs	Part nur	nbarr	Customer part numbers	Product group	Planner codes
Select or type selections	Image: Comparison of the selection         Type selection	Type selection		or type selections	Select or type selections		Type selection
Order type	Category	Stock transfer type	Ship fro	m location	Supplier batch ID	Confirmation approval status	Confirmation status
	✓ All	✓ All	✓ Select	or type selections	Select or type selections	None ~	Exclude confirmation not allowed
All							
All Shipping status	Receiving status	Invoicing status	External	document type			

➔ Don't forget to save the filter and to rename your tile once customized

#### List of important filters:

- Customers: Maisons of the Richemont Group
- Creation date: 365 last days
- Need by date : none
- Confirmation status (works by exclusion)
  - Exclude confirmation not allowed: Excludes orders that are not awaiting confirmation
  - ✓ Exclude fully confirmed: excludes fully confirmed orders
- Purchasing organizations (optionnal, to choose a specific Maison see appendix

#### List of filters not to be used or to delete :

- Ship by date
- Product Group
- Order type
- Category
- Stock transfer type
- Ship from location
- Confirmation approval status (delete default values)
- Shipping Status (delete default values)
- Receiving status (delete default values)
- Invoicing status (delete default values)





×

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

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

Use drag and dr	Use drag and drop to configure the table columns to be displayed and their order						<u>e</u>	1 494	Column grouping Available columns		Grouping	$\geq$
Available columns					firm	Requested Unit Price	Others	Actions	Date and time Customer =	=	Order No.	l'
Customer		<b>^</b>	Customer Part No.	_				1101101				
		- 1	Description						Item No. =			
Туре			Description		PCE	\$437.00 USD	₽	000	Supplier Part No. =			
Order No.			Need By	_	CE	\$456.00 USD	₹	000	Suppler arrev			
			54 4 10 4		CE	\$513.00 USD	÷	000	Description	=		
Creation Date					CE	\$437.00 USD		000		$\rightarrow$		I C
Supplier Part N		=	Requested Quantity	_			_		Company Code =			
					ICE .	\$437.00 USD	~	000	Customer Location =			$\zeta$
Schedule Line	<b>D</b> .		Quantity To Confirm		PCE	\$456.00 USD	₽	000				
Ship By			Requested Unit Price	_	PCE	\$494.00 USD	₹	000	Purchasing Organization =			C
					CE	\$437.00 USD	₽	000	Planner Code =			ירו
Confirmed Qua	lity		Comment		CE	\$437.00 USD	₹	000			~	2
4		Þ	•	•		\$475.00 USD			4	•	<	. ~

Table setting

of the Maisons II may be necessary to display the following COLUMINS .

Item No. (order line)

Schedule line No. (in case of Maison using schedule lines) => reminder, you must confirm the entire line External document type

Items priority: If a priority has been assigned to an order in SAP, the value will be displayed in SBN

Plan revision ID: Allows you to display the revision ID of the latest version of the plan





# WORKBENCH

### Focus on the "Items to reconfirm " tile




## **RECOMMENDED WORKBENCH CONFIGURATION**



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

	ent Workbench Orders ~ Fulfillment ~ Invoices ~ R	eports ~ Messages						Create 🗸 🕴 🚥	
kbench								မှီပို Customize	
4	20 159	165	91						
New order Last 31 day		n Items to confirm Save filter	ltems to ship Last 31 days						4
ustomers		Creation date Last 365 days	Need by date	Confirmed items for editing	Customer locations Type selection	Ship by date None	View: Confirmed items fi Items to be confir Confirmed items	irmed	
how more							At	pply Reset	
	Reject 🗸						A¢	pply Reset 태 야강	
nfirm 🗸		Need By	Estimated Delivery	Requested Quantity S	Shipped Quantity Received Quar	tity Quantity To Confirm			
nfirm 🗸	Reject 🗸	Need By	Estimated Delivery	Requested Quantity S	Shipped Quantity Received Quar	tity Quantity To Confirm		ے ا	
nfirm ~	Reject  V Item No.  Customer Part No. Description		Estimated Delivery 2/15/2023	Requested Quantity 5	Shipped Quantity Received Quar 0 PCE	tity Quantity To Confirm		ے ا	
	Reject ∨         Item No. ↑       Customer Part No.       Description         Order No.: 6004716508							C Actions	
ihow more film > 1 0 0 0 0 0 0 0 0 0 0 0 0 0	Reject √         Item No. ↑       Customer Part No.       Description         Order No.: 6004716508       1         CRMX002XLX       BACK SANT GALBÉE PM ST SA	NT Feb 15, 2023						C Actions	

## RECOMMENDED FILTERS CONFIGURATION

863     6       Orders     Items to o       Last 365days     Créa 31 - Livre	onfirm Items to ship	Order change requests Last 31 days	0 5 Invoices Items to confirm 31 demiers jours Items to reconfirm						
ns to confirm (5) > Edit filter   Save filter									View: Confirmed items for editing V
Customers	Order numbers	Creation date	Need by date	Customer locations	Ship by date	Company codes	Purchasing organizations	Purchasing groups	Ordering address IDs
Maisons du groupe Ric × Selec 🗗	Type selection	Last 365 days 🗸 🗸	None 🗸	Type selection	None 🗸	Select or type selections	Select or type selections	Type selection	Type selection
	Partial match     C Exact match								
art numbers	Customer part numbers	Product group	Planner codes	Order type	Category	Stock transfer type	Ship from location	Supplier batch ID	Confirmation approval status
Select or type selections	Select or type selections	All 🗸	Type selection	All 🗸	All 🗸	All 🗸	Select or type selections	Select or type selections	None 🗸
			_						
onfirmation status	Shipping status	Receiving status	Invoicing status	External document type	Item Priority				
Exclude unconfirmed × Selec	Exclude fully shipped × Select or	Exclude fully received × Select o	Select or type selections	Type selection	Type selection				
					$\mathcal{L}_{\mathbf{e}}$ Maisons du groupe Richemont - TEST				

#### List of important filters for the reconfirmation

- Customers : Maisons Richemont
- Creation date : Last 365 days
- Purchasing organizations

   (to chose a specific Maison, refer to the table at the end of the presentation)
- Confirmation status(work by exclusion)
  - (Important) Exclude unconfirmed : excludes unconfirmed orders
  - Exclude confirmation not allowed : excludes orders that are not waiting for confirmation
- Receiving status (work by exclusion)
  - Exclude fully received : Exclude fully received order



Don't forget to save the filter and rename your tile once personalized

#### Filters to remove :

Invoicing status (remove defaults values)

#### **Optional filter :**

- **Purchasing organizations :** (to chose a specific Maison, refer to the table at the end of the presentation)
- External document type (<u>OPTIONAL</u>) no drop-down list, manually write the type
- Shipping status (work by exclusion) :
  - Exclude fully shipped : excludes fully shipped orders



esh@P





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

Depending on the specificities of the Maisons it may be necessary to

Item No. (order line)

Schedule line No. (in case of Maison using schedule lines) => reminder, you must confirm the entire line

External document type

Items priority: If a priority has been assigned to an order in SAP, the value will be displayed in SBN

Plan revision ID: Allows you to display the revision ID of the latest version of the plan

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







# WORKBENCH

## Focus on the "Items to ship" tile





RICHEMONT

## RECOMMENDED FILTER CONFIGURATION





Ariba Supply Chain Collaboration - Enter	erprise Account TEST MODE		← Back to classic view			
e Workbench Orders ∽ Fulfillment	✓ Invoices ✓ Reports ✓ Messages					C
Vorkbench						696
1 7 New orders Changed		37 Orders WC - 365 jours	40 Items to ship Ive	m Items to confirm 365 jours	58 Items to confirm IVIC	
tems to ship (40)	Order numbers					
Customers Maisons du groupe Richemont - TEST	Type selection	Customer locations Type selection	Need by date Next 90 days	Ship by date	Creation date	Company codes Select or type selections
Customers           Maisons du groupe Richemont - TEST         2		Type selection				Company codes Select or type selections
	Type selection					
Maisons du groupe Richemont - TEST	Type selection  Partial match Exact match	Type selection	Next 90 days	None ~	Last 90 days 🗸	Select or type selections
Maisons du groupe Richemont - TEST	Type selection   Partial match  Exact match  Purchasing groups	Type selection Ordering address IDs	Next 90 days	None   Customer part numbers	Last 90 days ~	Select or type selections
Maisons du groupe Richemont - TEST     P       Purchasing organizations     MINV ×	Type selection  Partial match Purchasing groups Type selection	Type selection Ordering address IDs Type selection	Next 90 days ✓ Part numbers Select or type selections ♂	None  Customer part numbers Select or type selections  Select	Last 90 days  V Product group All V	Select or type selections S Planner codes Type selection
Imagine of up groupe Richemonik - TEST     Ø       Purchasing organizations     Ø       Image: Select or type select     Ø       Order type     All     ✓	Type selection	Type selection       Ordering address IDs       Type selection       Stock transfer type       AB     ✓	Next 90 days         ~           Part numbers         Select or type selections         D           Ship from location         D           Select or type selections         D	None         ~           Customer part numbers         Select or type selections         S           Supplier batch ID         Select or type selections         S	Last 90 days	Select or type selections 3
Image: Image of the second	Type selection                 Partial match              Charct match                 Purchasing groups                 Type selection                 Type selection	Type selection Ordering address IDs Type selection Stock transfer type	Next 90 days	None   Customer part numbers  Exception part for the selections   Supplier batch ID	Last 90 days	Select or type selections S Planner codes Type selection Shipping status



#### List of important filters:

- Customers: Maisons of the Richemont Group
- Creation date: Last 365 days
- Need by date : None
- Shipping Status (works by exclusion)
  - ✓ Exclude fully shipped: excludes orders fully shipped
  - Exclude shipping not allowed: excludes orders that do not require a ship notice
- Receiving Status

appendix

- ✓ Exclude fully received : excludes orders fully received
- Purchasing organizations (optionnal, to choose a specific Maison see

#### > List of filters not to be used or to delete :

- Ship by date
- Product Group
- Order type
- Category
- Stock transfer type
- Ship from location
- Confirmation approval status (delete default values)
- Confirmation status (delete default values)
- Receiving status (delete default values)
- Invoicing status (delete default values)

## **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:



Depending on the specificities of the Maisons it may be necessary to display the following columns :

Item No. (order line)

Schedule line No. (in case of Maison using schedule lines)











## ITEMS TO CONFIRM / ITEMS TO SHIP - PRACTICE



















# ORDERS CONFIRMATION

2 modes: via the tile or massload





RICHEMONT



### • 3 types of order confirmation:



#### Confirmation from the "Items to confirm" tile = multiple or individual confirmation

If one or more orders are to be confirmed at the same time you can use the "Items to confirm" tile **Preferred confirmation mode** (because simple and fast)



#### Reconfirmation from the "Items to confirm" tile

If you need to change a lead time on a previously confirmed order, it is now possible to do so using the Items to confirme tile

#### Mass Confirmation

In case of a high number of order lines to be confirmed at the same time, you can choose to confirm by mass confirmation (file upload).

#### Mass Reconfirmation

You can also use the confirmation template for mass reconfirmation



Please note that Richemont Maisons require confirmation of the total quantity for an order line. No partial confirmation of an order line is possible. However, it is not mandatory to confirm all order lines.





# CONFIRMATION FROM THE "ITEMS TO CONFIRM" TILE (1/2)

- The confirmation from the "Items to confirm" tile allows you to make individual or multiple confirmations
- Select one or more order line(s) [1], change the delivery dates [2] if necessary and click "Confirm" [3], you then have the possibility to:
- <u>Confirm Schedule line (recommended)</u> and confirm entire item: confirms selected rows only.
- <u>Confirm entire order</u>: automatically confirms all lines of an order (even if you select only part of it).

Business Ne	etwork 👻 Enterprise Ac	CCOURT TEST MODE								0	<b>•••</b>	
e Enablemer	ent Workbench	Orders ~ Fulfillment ~ Invoice	es ~ Reports ~ Me	ssages						Create 🗸 🗄		5-
Vorkbench										နံ့ဂို Customize		5 (
O New order Last 21 day ems to confirm Edit filter   S	ys n (33)	Items to confirm Item	120 s to confirm artier Swiss	O Items to ship Last 21 days	Orders Last 31 days							It is possible to put a comment at the order lines (if this field does not appear,
Confirm 🗸	ner Part No.	Description	Need By	Estimated Delivery	Requested Quantity (	Confirmed Quantity	Quantity To Confirm	Requested Unit Price Comm	ent	Other Action	s	check the setting of the columns display).
Confirm entire o		DIAM RND BLC GH 1,01 - 1,15ct	Mar 16, 2023	4/26/2023	1.00 PCE	0.00 PCE	1 PCE			<b>≡</b>		
	CR11AGS115	DIAM RND BLC GH 1,01 - 1,15ct	Mar 16, 2023	4/26/2023	1.00 PCE	0.00 PCE	1 PCE			<b>⇒</b>		
	Order No.: 60169136	625			2						Feedback	
	CR11AGS130	DIAM RND BLC GH 1,16 - 1,3ct	Mar 10, 2023	5/24/2023	1.00 PCE	0.00 PCE	1 PCE					
	CR11AGS130	DIAM RND BLC GH 1,16 - 1,3ct	Mar 10, 2023	5/25/2023	1.00 PCE	0.00 PCE	1 PCE			<b>₹</b>		
	CR11AGS130	DIAM RND BLC GH 1,16 - 1,3ct	Mar 10, 2023	5/25/2023	1.00 PCE	0.00 PCE	1 PCE			<b>₩</b>		In case of pricing error
	CR11ADS149	DIAM RND BLC DEF 1,31 - 1,49ct	Mar 10, 2023	6/21/2023	1.00 PCE	0.00 PCE	1 PCE					please contact the Maisons
										_		

## A

## CONFIRMATION FROM THE "ITEMS TO CONFIRM" TILE (2/2)

- > A validation screen appears before the confirmations are validated
- Click "**Submit" to finalize the confirmation** if the information is correct.

Review orders to confirm	n			
Schedule Line No.	Need By Ship E	By Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Maisons du groupe Richemont - T	EST Order No.: 6016912921 Confirmation nur	nber 8487		
Item No.: 1 Supplier Part No.: Description:	CASE PF AUTO MOUNT G5N 37.1 SET 6596			
1	May 24, 2023	9.00 PCE	1,137.42 CHF	9.00 PCE
Item No.: 2 Supplier Part No.: Description:	CASE PF AUTO MOUNT G5N 37.1 SET 6596			
1	May 24, 2023	12.00 PCE	1,137.42 CHF	12.00 PCE
Item No.: 3 Supplier Part No.: Description:	CASE PF AUTO MOUNT G5N 37.1 SET 6596			
1	May 24, 2023	10.00 PCE	1,137.42 CHF	10.00 PCE
				Submit Cancel

The confirmation number is highly recommended but not mandatory. If it is not filled in the system will create one automatically

# SPLIT ORDER LINES



- You have the option to split an order line into 2 or more lines if you want to confirm on several delivery dates.
- To do this, select the row concerned and in the Action column, click on the \*...\* then "Split"
- The line, and its content, will then be duplicated (the double arrow symbol appears on the duplicated line) and you can propose 2 different dates with the corresponding quantities.

ne Enablem	ent Workbench	Orders 🗸	Fulfillment 🗸	Invoices ~ Reports ~ Me	essages				Create 🗸 🕴 👓
Workbench									ပုံပုံ Customize
10 New orde Save filte	ers	12 Items to co	onfirm	12 Items to ship 31 derniers jours	32 Orders 31 derniers jours				
> Edit filter	Save filter   Las	t 31 days	ext 90 days Exclude co	onfirmation not all , +1 Exclude	fully shipped Exclude fully received	Exclude fully invoiced			<b>C</b> 101
		it 31 days Ne	Exclude of Customer Part No.	onfirmation not all , +1 Exclude	fully shipped Exclude fully received	· · · · · · · · · · · · · · · · · · ·	Confirmed Quantity	Confirmed Unit Price	단 상당 Others Actions
> Edit filter   Confirm \/	Save filter   Las	Item No.				y Quantity To Confirm	Confirmed Quantity 0.00 PCE	Confirmed Unit Price	Others Actions
	Save filter   Las Reject ∨ Order No. ↑	Item No.	Customer Part No.	Description	Requested Quantit	y Quantity To Confirm E 50 PCE	-		Others Actions



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51

- 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.

- $\rightarrow$  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

and the	`
SOC	
5007	
200	
Z	

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

Confirm 🗸	Reject 🗸								(마 · · · · · · · · · · · · · · · · · · ·	
~ □	Item No. 个 Customer Part No.	Description	Need By	Estimated Delivery	Requested Quantity	Shipped Quantity	Quantity To Confirm	Requested Unit Price	C Actions	
✓ ✓	Order No.: 6004716508									2
$\checkmark$	1 CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Feb 15, 2023	2/15/2023	2 100 PCE	0 PCE	100 PCE			
<ul><li>✓</li></ul>	Order No.: 6004716510								Mettre les postes à jour	
$\checkmark$	1 CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 15, 2023	4/15/2023	100 PCE	0 PCE	100 PCE		Fractionner	
	2 CRMX002XLX	BACK SANT GALBÉE PM ST SAT	May 23, 2023	6/28/2023	130 PCE	0 PCE	130 PCE		Créer un avis de non- conformité	$\mathcal{A}$
✓ □	Order No.: 6004716511									
	1 CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Mar 10, 2023	4/5/2023	90 PCE	0 PCE	90 PCE			$\sim$
	2 CRMX002XLX	BACK SANT GALBÉE PM ST SAT	Apr 18, 2023	4/20/2023	120 PCE	0 PCE	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	Request	ed Quantity Shippe	ed Quantity Quantit	y To Confirm Re	equested Unit Price	Actions	(
	~		Order No.: 6004	716508											
			1	CRMX002XLX	BACK SANT GALBÉE PI	M ST SAT	Feb 15, 2023	2/15/2023	1	100 PCE	0 PCE	100 PCE		000	( )  (
														Mettre le	es postes à jour
													1	Fraction	ner
	Confir	rm 🗸	Reject 🗸										ſ	Créer ur conform	avis de non- ité
λ	~		ltem No. 🕇	Customer Part No	o. Description	Need By	Estimated Delivery	Requeste	d Quantity	Shipped Quantity	Quantity To Confirm	Requested U	nit Price Others	Actions	2
	~ [		Order No.: 60	004729279											$\sim$
	(	✓		1 IWIWB07141	Pont de rouage	Aug 29, 2022	8/29/2022		100 PCE	40 PCE	40 PCE	]2	ŝ		
	(	✓		1 IWIWB07141	Pont de rouage	Aug 29, 2022	4 11/21/2022		100 PCE	40 PCE	60 PCE	6	€		
V.					~	m					A				
					່ວ່ວ The c	uantities ship	oped are identical	for all lines and	d corre <u>sp</u>	ond to the tot	al number				
					- 🍎 - The c	·	of items s	hipped for this	s item.						53





- 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)



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

$\swarrow$	>	1
	T	
	$\checkmark$	

Revi	ew items to confirm					
	Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Custr	omer: RICHEMONT INTERNATIONAL SA - CIG - Q	UAL Order No.: 6004715966 Co				
Item	No.: 1 Supplier Part No.: Description: ANNEAU	J PANTH.CHARL OG USINE FINI				
	1	Nov 13, 2022		190.00 PCE	16.00 CHF	190.00 PCE
Cust	omer: RICHEMONT INTERNATIONAL SA - CIG - Q	UAL Order No.: 6017874909 Co	nfirmation number			
Item	No.: 1 Supplier Part No.: Description: BAG TR	INITY, 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 Submit Cancel
			) 5			

















eSHOP

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:







# C MASS CONFIRMATION (2/2)







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ate Dermath Upset				
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0	Ship-Hotice	13 May 2020 0:22:53 AM	10-Oct 2020 7:00:56 AM	if Admin.
0 100	Ordel Caribination	28 Nov 2019 1 20:00 AM	18 Nov 2018 1:25:02 AM	If Admin
4 Conte 1 Cal 2 Apr 1	Order Confirmation	4.52 2010 T-58-09 AM	# Aul 2019 7:50:50 AM	AU user Brucheber
<b>X</b>				
usto/Edit Joh				
ate/Edit Job				1. Give a name×2. Choose the "C
*Name : Test		* Type : Order Confirmation	v	2. Choose the "C
		* Type : Order Confirmation	v	<ul><li>2. Choose the "C</li><li>3. Choose other</li></ul>
* Name : Test		* Type : Order Confirmation Supplier part number :	~ 	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommendation</li> </ul>
* Name : Test	τ		v	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommendate, as the n</li> </ul>
* Name : Test > Search Criteria * Customer : Maisons du groupe Richemont - TES	π 	Supplier part number :	۰ 	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommendate, as the n</li> <li>The date rang</li> </ul>
* Name : Test • Search Criteria • Customer : Maisons du groupe Richemont - TES Order number : Product group : Line of Business Date type : Need By		Supplier part number : Buyer part number : Location : Planner code :		<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommer date, as the n</li> <li>The date rang</li> <li>"current date"</li> </ul>
* Name : Test  • Customer : Maisons du groupe Richemont - TES  Order number :  Product group : Line of Business		Supplier part number :	10 10	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommendate, as the n</li> <li>The date rang</li> <li>"current date"</li> <li>+/- 365 days).</li> </ul>
* Name : Test • Search Criteria • Customer : Malsona du groupe Richemont - TES Order number : Product group : Line of Business Date type : Ship By	·	Supplier part number : Buyer part number : Location : Planner code : Include already-confirmed de	10 10	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommer date, as the n The date rang "current date"</li> <li>+/- 365 days). Do not use a c</li> </ul>
* Name : Test • Search Criteria • Customer : Malsona du groupe Richemont - TES Order number : Product group : Line of Business Date type : Ship By	·	Supplier part number : Buyer part number : Location : Planner code : Include already-confirmed de	na v orders	<ul> <li>2. Choose the "C</li> <li>3. Choose other</li> <li>4. It is recommendate, as the n</li> <li>The date rang</li> <li>"current date"</li> <li>+/- 365 days).</li> </ul>

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)

- to your report
- Confirmation" type
- criteria if necessary: location, planner code, etc.
- nded that suppliers define a date range for "Need by" umber of lines is limited to a maximum of 10,000). e can contain a "variable" date. You can set it to the plus a certain number of days later (e.g. Current Date

date range based on "Ship By".

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".



Arba Supply Chain Collaboration - Enterprise Account	101 MOR	← Back to classic view			
Home Workbench Orders v Ruffliment v Invoices	∨ Reports ∨ Messages				Create v 💶
Jobs Doverloads Uploads					
<ul> <li>Search Filters</li> </ul>					
adoL					
Name	1,04	Created	Changed i	Modified By	
0	Ship Notice	29 Oct 2020 11:01:38 AM	29-00 2020 11/01/18 AM	KU user Boucledor	
0	Ship Notice	13 May 2020 8:22:53 AM	19-0d 2020 7:50:56 AM	IT Admin	
0 🛲	Order Confirmation	18 Nov 2019 1:25:02 AM	18 Nov 2019 1-25:02 AM	IT Admin	
0 ===	Order Confirmation	4 Jul 2019 7:56:59 AM	4 Jul 2019 7:56:59 AM	KU user Boucledor	
Le Create Edit Bun Clear Download					

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					
	Jobs Downloads Uploads					
	<ul> <li>Search Filters</li> </ul>					
	Downloads					
	Job Name	Туре	Last Run 4	Last Run By	Status	File
	ALC: THE	Ship Notice	29 Oct 2020 11:01:29 AM	KU user Boucledor	Completed	<b>(</b>
	100-101	Order Confirmation	28 Oct 2020 8:14:09 AM	KU user Boucledor	Completed	<u>+</u>
	110 (Figure 1990)	Ship Notice	19 Oct 2020 7:51:01 AM	IT Admin	Completed	<u>+</u>
	11 11 11 11 11 11 11 11 11 11 11 11 11	Ship Notice	13 May 2020 8:22:56 AM	IT Admin	Completed	<u>+</u>
	1000 M	Order Confirmation	4 Jul 2019 7:57:04 AM	KU user Boucledor	Completed	<u>+</u>
	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.









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

SAP Ariba M													
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 (*)	ltem Unit Of Measure (*)
	Jnconfirmed	6019890518		5027				1	1	2316,8	0	2316,8	GRM
	Inconfirmed	6019932931		CRMXE0BZR0			1	0	1	20	0	20	MTR
	Inconfirmed	6019957843		CRMPFINOJA				1	1	100	0	100	GRM

			_							
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 Ic
16 févr 2024	16 févr 2024	0,01	EUR		accept				09 févr 2024 02:00:00 PM	"CHM5 AGOSI AG"
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

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 reconfirmation not possible

Field to be filled in:

- Confirmation Number: free choice and not mandatory
- **Confirmed Quantity :** can be modified only if you **duplicate** the order line to make *confirmation deadlines*. The total quantity of the line must be confirmed.
- Confirmed Delivery Date : can be modified
- Confirmed Price : can be modified (in this case, it is important to contact the Maison)
- Item Type : Accept by default, replace by Detail when there is a price change



### ➢ Excel ➔ ARIBA



	Ariba Supply Chain Colla	boration - Enterprise Account	TEST MODE	ck to classic view			? KB
tch to the <b>"Uploads"</b> tab Click on <b>Upload</b>	Home Workbench Orders		✓ Reports ∨ Messages			Crea	te 🗸
	► Search Filters						
	Uploads						
	Name	Туре	Last Uploaded	Last Uploaded By	Status	File	Log
	TEST FX	Ship Notice	19 Oct 2020 7:59:28 AM 19 Oct 2020 7:51:59 AM	KU user Boucledor	Failed	<u>+</u>	<u>+</u>
	Confirmation21122018	Order Confirmation	21 Dec 2018 6:49:39 AM	IT Admin	Completed	<u>+</u>	<u> </u>
	↓ Upload Refre	sh Status					~
Upload File * Name : test * Customer : Maisons du groupe Richemont - TEST File : Choose file No file chosen Download templates	* Type : Order Confirmation	· -	Name: required Type: Order con Customer: Maiso Select the file yo Click on <b>Upload</b>	firmation ons Richemont		ite to	load
	Upload	Cancel					



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	Order Confirmation	13 May 2020 022 53 AM	10 Oct 2000 Change And	If Admin
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4 Creder Edit Ray	Car Deaths			
Create/Edit Job				1. Give a ne 2. Choose t
* Name: Te	st Reconfirmation	* Type: Order Cont	firmation	3. Choose
Job Search Criteria				4. It is recor
* Customer:	Maisons du groupe Richemont - TEST	Supplier part number:		date, as
👩 Order type: 🛛	All	Buyer part number:		5. The date
Order number:		Location:		"current
Product group:	Line of Business	Planner code:		+/- 365 c
(	Need By	√ Include	already-confirmed data	6. Do not u
Date type:	Ship By	Do not	include data from new orders	7. Check th
Date Range:	Current Date +/- V 365 Days			include
(	Line item date range			8. Click on
1 Search by:	Schedule line date range			9. Return to
			Cancel	ave
		5~0	Õ	
		$\langle \bigcirc \bigcirc$	$\widetilde{}$	

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)

- e to your report
- "Confirmation" type
- er criteria if necessary: location, planner code, etc.
- ended that suppliers define a date range for "Need by" number of lines is limited to a maximum of 10,000).
- ge can contain a "variable" date. You can set it to the e" plus a certain number of days later (e.g. Current Date
- date range based on "Ship By".
- oxes "Include data already confirmed" and "Do not from new orders"
- list, select your task and click on **Run**





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

Confirmations	_	Time Zone:	UTC+02:00										_
Confirmation Co	urrent onfirmation tatus	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				tem Unit Of /leasure (*)
Un	nconfirmed	6019890518		5027				1 1	2316,8	(	0 0	2316,8	RM
Un	nconfirmed	6019932931		CRMXE0BZR0			1	0 1	20	) (	0 0	20	1TR
Unr	nconfirmed	6019957843		CRMPFINOJA				1 1	100	)	0 0	100	RM

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 k
16 févr 2024	16 févr 2024	0,03	1 EUR		accept				09 févr 2024 02:00:00 PM	"CHM5 AGOSI AG"
22 avr 2024	22 avr 2024	43,84	4 EUR		accept				08 avr 2024 02:00:00 PM	"CHM5 Manufactur
23 avr 2024	4 23 avr 2024	10	0 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)



















# SHIPPING NOTICE – ASN

2 modes: via the tile or massload





RICHEMONT



• 2 types of shipping notices creation:



- Shipping notification from the « Items to ship » tile = shipping notification of one or multiple orders
- > Mass shipping notification = Shipping notices of multiple purchase orders via file upload



Please note that Maisons Richemont must require a shipping notice. Without ASN, the goods may be returned to the supplier.







Please note that the information that are displayed for the ASN creation are related to the initial order and <u>not to the information filled in the</u> <u>order confirmation</u>

So if you have changed the delivery date, the price, splited the quantities... at the time of your confirmation, this information will not be visible during the ASN process (unless the Maison has aligned the order with your confirmation)







#### Shipping one or more purchase orders:

- If one or more purchase order lines need to be shipped (delivered to the same address and on the same scheduled delivery date), use the "Items to ship" tile to perform this action in one step.
- The "Items to ship" tile summarizes all line items in the different purchase orders for you and gives you the
  option to specify multiple lines to be shipped and delivered at the same time. You can select up to 1000
  lines in a single shipping notice









- Select the line(s) to ship for one or more orders
- Make sure that the delivery address is the same for all lines
- Click on "Create shipping notice"

Business N	Network 👻 Enterpri	se Account	ST MODE								0		
ome Enablem	workbench	Orders ~	Fulfillment ~	Invoices ~ Reports ~	<ul> <li>Messages</li> </ul>					Crea	te 🗸 🕴 애		
Workbench	Workbench 신입 Customize												
106 New orders12 Items to confirm541 Items to ship32 OrdersSave filter31 demiers joursSave filter													
Items to ship (541)         > Edit filter   Save filter   Malsons du groupe Richermo) Last 365 days) Exclude fully shipped, +1         Create ship notice													
× 🗆	Order No.	Item No.	Customer Part No.	Description		Schedule Line No. 🕇	Need By	Requested Quantity	Shipped Quantity	Due Quantity	Actions		
× 🗆	Castomer: Maiso	ons du groupe	Richemont - TEST	Ship To Address: IWC Schaff	hausen - Branch of Riche	mont Int. SA, Schaffhause	n, SH, CHE						
V	6016891031	3	IWMXE0LT8S	CASE PF AUTO MOUN	IT G5N 37.1 SET 6596	1	May 24, 2023	10.00 PCE	0.00 PCE	10.00 PCE	000		
	6016891031	2	IWMXE0LT8S	CASE PF AUTO MOUN	IT G5N 37.1 SET 6596	1	May 24, 2023	12.00 PCE	0.00 PCE	12.00 PCE	000		
	6016893804	1	IWIWE10073	CASE PF CHRONO MO	DUNT ST 42 3910	1	Feb 9, 2023	1.00 PCE	0.00 PCE	1.00 PCE	000		
<	6016788858	1	IWMXE0FT3P	CASE PF CHRONO MO	DUNT ST 39 3914	1	Sep 29, 2022	250.00 PCE	0.00 PCE	250.00 PCE	000		
V	6016788858	2	IWMXE0FT3P	CASE PF CHRONO MO	DUNT ST 39 3914	1	Oct 27, 2022	125.00 PCE	0.00 PCE	125.00 PCE	000		
	6016754652	1	IWIWE11886	CASE PL SP CHRONO	MOUNT ST 41.1 3879	1	Sep 14, 2022	2.00 PCE	0.00 PCE	2.00 PCE	000		
~	6016754646	1	IWIWE11886	CASE PL SP CHRONO	MOUNT ST 41.1 3879	1	Jun 14, 2022	2.00 PCE	0.00 PCE	2.00 PCE	000		
	6016788857	1	IWMXE0GQDS	BACK FINISHED NORI	VI ST PO SA	1	Sep 24, 2022	3.00 PCE	0.00 PCE	3.00 PCE	000		

You have the right to combine multiple purchase orders in a shipping notice if their delivery address is the same. Otherwise, the system will display an error message.





A SHIPPING NOTIFICATION FROM THE « ITEMS TO SHIP » TILE (3/5)



### Shipping Notification Header

SAP Business Network - Enterprise Account 1157 MODE			© R
Create Ship Notice			Download PDF Save Exit Next
* Indicates required field SHIP FROM DONZE-BAUME		Update Address IWC S	-
Les Breuleux Switzerland		Schaf Switz	$\cdot = \cdot$ Fill in the following information on the shipping notice:
✓ Ship Notice Header   SHIPPING   Packing Slip ID:*   Invoice No:   Requested Delivery Date: ~   Ship Notice Type   Select ✓   Shipping Date:*   Delivery Date:*     Hazard Type:   Select   Is Divisible: ①     Is Divisible: ①		Code:	<ul> <li>Packing Slip ID (mandatory): This is the supplier's unique delivery number. Rules: do not start the number with "0", no special characters except "-", "/", "_", "&amp;", "#", "\" limited to 16 characters, NO lowercase, possible space.</li> <li>You can specify the invoice number for these items, if available.</li> <li>The expected delivery date (mandatory): the shipping date is not a field expected by Maisons Richemont.</li> <li>Upload tool on the server to attach documents.</li> <li>In "Additional fields", write comments if necessary.</li> </ul>
ATTACHMENTS Name	Size (bytes)		
Choisir un fichier ) Aucun fichier n'a été sélectionné Add Attachment The total size of all attachments cannot exceed 100MB Additional Fields		No items	
	$\langle \rangle \rangle \langle \rangle \rangle$		71



#### Order items:

- Scroll down to view the line-item information and update the quantity shipped
- For all orders, quantities may be equal to or less than those indicated on the order line. It may be possible to ship with quantities greater than the order in the case of a tolerance granted by the Maisons (otherwise contact the Maison).
- Click "Remove" to exclude a line from this shipping notice (this will not delete the line in the order)
- You can also generate the barcode corresponding to the ASN being created in PDF format by clicking on **« Download PDF »** [1]
- Click "Next" to "Submit" to send ASN

Order Item	15											
Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6016912921		TO MOUNT G5N 37.1 SET 6596	IWMXE0LT8S 5	с	9.000	PCE	24 May 2023		1,137.42 CHF	10,236.78 CHF	CHM7	Remove
	Shipment Status Total Item Due Quantity: 9 Confirmation Status Total Confirmed Quantity:		Total Backordered Quantity: 0 PCE									- 1
	Line		Ship Qty	:	Supplier Batch ID Cu	stomer Batch ID 3645906						
	1		9.000					Download PDF	Add Details	Net Weight: Unit: (no value)		
	Add Ship Notice Lir	ne										
L Add	Order Line Item Ma	anage Serial Numbers 🔻										
											Download PDF Save	Exit Next
			Ċ	S O O O	ξ							72


#### FOR THE PARTNERS CONCERNED:

- Enter the batch number in the Supplier Batch ID field [1] (if traceability expected by the Maison)
  - → If you click on "Add shipping notification line", you can split the quantities to fill in several lot numbers.
- Fill in the net weight and unit [2] (only for precious material as diamonds or gold)
- In case of serialized items, please refer to the user guide on serial number management

Ord	er Items	s												
Orde	r No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location		
6016	912921		JTO MOUNT G5N 37.1 SET 6594 9 PCE : 9.000 PCE	IWMXE0LT8S 6 Total Backordered Quantity: 0 PCE	с	9.000	PCE	24 May 2023		1.137.42 CHF	10,236.78 CHF	CHM/7	Remove	$ \bigcirc$
1		Line 1 Add Ship Notice L	ine	Ship Oty 9.000		Supplier Batch ID C	Sustomer Batch ID 003645906		Download PDF	Add Details	Net Weight: Unit: (no value)	2		
				۶	, 00							)		73

### CERTIFICATE AT THE ITEM LEVEL



To attach the certificate, on the shipping notice page, ensure to select the line item level in the order:

- In the "Quality Certificates " section :
  - Click on "Attach File" and choose the type of expected certificate [1] (You also have the possibility to attach additional documents that are not quality certificate)
  - Click on " Choose File " to add your certificate
  - Click on " Add Attachment " to attach the certificate to the ASN [3]
- Repeat this process for each item line that requires a certificate
- If all the other ASN information are filled in, click on " Next " and then " Submit "

order Items									
rder No.	Line No. Pa	rt No. Customer Part No.	Qty	Unit N	eed By S	Ship By Unit Price	Subtotal	Customer Location	
16869725	1 Description: ANNEAU TRINITY OG1	CRMXE0K5L3 L25 DUR	1.000	PCE 2	2 Feb 2023	50.00 CHF	50.00 CHF	CHM5	Remove
	Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1 PCE	Total Backordered Quant	ty: 0 PCE						$\mathcal{C}$
2	Quality Certificates Choose File No file chosen in Spection protocol *	Add Attachment 3	No attachment yet			1	Attach file v	-```@	You can delete the attachment by clicking this icon on the line of the attached file
	Line	Ship Qty		Supplier Batch ID					
	1	1.000		Download	PDF Add Details	Net Weight:	value) 🗸		
	Add Ship Notice Line								
			It is necesso individual il	ary to attac em in the c	h the quality order(s) to su	y certificate fo ıbmit ASN.	or each		
		{0	202					J	74

[2]





#### FOR THE PARTNERS CONCERNED:

- > The quality certificate is carried by the <u>line item and not the order header</u>.
- > When adding the certificate to the ASN, the attachment must be added **at the level of the item concerned** and not at the level of the order header.

SHEPPING Packing Silp ID-" Invoice No: Requested Delivery Date: - Ship hotice Type Shipping Date: Delivery Date: - Hazard Type:	Select V			Codi	r					
Is Divisible:		•			No-					
ATTACHMENTS										
Nam	e	Size (bytes)			No items	Content Type				
Choose File No file chos The total size of all attacht Additional Fields	sen Add Attachment ments cannot exceed 100MB									
The total size of all attache										
The total size of all attachn Additional Fields		Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
The total size of all attaches Additional Fields Order Items Order No. Line No. Gotte31926 1 Descriptio Shipment Total Keni	Part No. rc: MARTEAU ORAN Status Satus	Customer Part No. CRM/XEGLRM7	Qty 1.000.000	Unit PCE	Need By 6 Dec 2022	Ship By	Unit Price 3.10 CHF	Subtotali 3.100.00 CHP	Customer Location CHM/5	Remove
The total size of all attache Additional Fields Order Items Order No. Line No. 0018931920 1 Description Solament Solament Confirmal	Part No. Part No. R: MARTEAU ORAN Due Guardy: 80.0 PCE mmd Quardy: 1.000 PCE					Ship By		3.100.00 CHF		Remove

- > The quality certificate is <u>mandatory</u> to submit the ASN. If this certificate is not attached at the relevant item, an error message will be displayed, and the shipping notice cannot be submitted to the Maison.
- > In case of partial delivery, remember to attach the certificate for each ASN created.





Go to the "Fulfillment" menu [1] then "Ship Notices" [2] to access the list of the most recently created documents



### DISPLAY THE ASN BARCODE



<b>SAP</b> Ariba Supply Chain Collaboration - Enterprise Account TEST MODE		SAP Ariba 📉	MOUTLADOR M.	PIAGET CHM8	
Ship Notice: TEST_ABC					
Detail History					X
SHIP FROM	\				
NUMBER OF A CONTRACTOR OF A CO			TEST_ABC		
SHIPPING Packing Slip ID: TI	EST_ABC				5
Notice Date: 26					
Service Level:					٦
Requested Delivery Date: Ship Notice Type:					ر
Ship Notice Type: Actual Shipping Date:					
Actual Delivery Date: 30					
·	-				





The barcode is displayed in PDF format for printing.

The barcode printing, attached to the shipment is mandatory for the reception of goods by the Maison.

The printing format is "free choice" as long as the barcode is readable by a scanner.

Without any barcode, the Maison reserves the right to return the package.

77

### SHIPPING NOTICE – IMPORTANT NOTE



## When creating a document, it is possible to Save it before submitting it to the Maison. In this case prepare the ASN and click on "Save"

SAP Business Network - Enterprise Account TEST MODE	@ (B)
Create Ship Notice	Download PDF Save Exit Next
* Indicates required field	
SHIP FROM DELIVER TO	
DONZE-BAUME Update Address IWC Schaffbausen - Branch of Richemont Int. SA	Update Address
Les Breuleux Schaffhausen Switzerland Switzerland	
▼ Ship Notice Header	
SHIPPING	
Pading Sip ID.*	
Invice No.:	
Requested Delivery Date:	
Ship Notice Type Select V	

The document will then be saved as a draft. To find the drafts, select the "Fullfillement" menu and then "Draft".

SAP Business Network - Enterpri	rise Account TEST MODE	SAP Business Network - Enterprise Account 100 More
Home Enablement Workbench	Orders V Fulfillment V Invoices V Reports V Messages	Home Enablement Workbench Orders V Fulfillment V Invoices V Reports V Messages
Ship Notices	Order Confirmations	Drafts
	Service Sheets	This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for 60 days.
Search Filters	Ship Notices	Invoices Ship Notices
	Goods Receipts	Ship Notices
Ship Notices (21)	Extended Collaboration	Packing Slip ID // Customer Reference Date Last Modified 1
	Product Replenishment	No terrs
Packing Slip ID	Cust Sales Orders	L Edit Delete
ASN-17-00020375	Mais Drafts	
ASN-17-00020373	Maisons du groupe Richemont - TEST	
ASNL17_00020371	Maisons du aroune Richemont - TEST	



Once the ASN is finalized, remember to click on "Submit" so that it is issued and transmitted to the Maison.

















eSHQP

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 – CREATE A TASK



SAP Ariba Suppl	y Chain Collaboration - Enterprise Account Collaboration			e- Back to classic view				
None Workbend	n Orders v Fulfilment v Invoices v Report	s 🗸 Messages						
Jobs Downle	oadh Upinadh							
<ul> <li>Search Fib</li> </ul>	815							
Jobs								
Name		Type	Created		Changed +		Audified By	
0		Ship Notice	29 Oct 2020 1	1:02:18 AM	29 Oct 2020 12:01:18 AM		(U user Boucledor	
0		Ship Notice	13 May 2020 6	1:22:53 AM	19 Oct 2020 7:50:56 AM		T Admin	
0		Order Confirmation	18 Nov 2019 1	25:02 AM	18 Nov 2019 1-25-02 AM		T Admin	
		Order Confirmation	4 Jul 2019 7:5	6:59 AM	4 Jul 2019 7:56:59 AM		O user Boucledor	
4 Create	Edit Pun Citar Dovelos							
							1	Give a
Create/Edit Job						×	2.	Choose
				[		1	3.	Choose
* Name :	test		* Type :	Ship Notice	~	J		
Job Search Criteria							4.	It is rec
* Customer :	Maisons du groupe Richemont - TEST		Supplier part number :			]		"Need
Order number :			Buyer part number :			]		
Date type :	Need By Ship By		, Location :			j	Г	maxim
								Click o
						Cancel Save	6.	Return

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)

- name to your report
- e the "Ship notice" type.
- e other criteria if necessary.
- commended that suppliers define a date range for by" date, as the number of lines is limited to a um of 10,000.
- n Save
- to the list, select your task and click on Run





## MASS SHIPPING NOTICE – RUN A TASK



Arba Supply Chain Collaboration • Enterprise Acco		← Back to classic view			
Home Workberch Orders v Fulfiliment v Invis	ces v Reports v Messages				Cente v
Jobs Downloads Uploads					
<ul> <li>Search Filters</li> </ul>					
adot					
Name	Type	Owated	Changed a	Modified By	
0	Ship Notice	29 Oct 2020 11:01:38 AM	29-0x1 2020 11:01:18 AM	KU user Boucledor	
0	Ship Notice	13 May 2020 8 22:53 AM	19-Dct 2020 7:50:56-AM	IT Admin	
0 👄	Order Confirmation	18 Nov 2019 1:25:02 AM	18 Nov 2019 1:25:02 AM	IT Admin	
0 ===	Order Confirmation	4 Jul 2019 7:56:59 AM	4 Jul 2019 7:58:59 AM	KU user Boucledor	
Create Edit Run Clear Down	laads				

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*".





## eSHOP

### ≻ ARIBA → Excel

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Switch to the	"Dov	vnloa	ds" tab
		Jobs	Downloads	Uploads

lobs Downloads Uploads					
Search Filters					
Downloads					
Job Name	Type	Last Run 4	Last Run By	Status	File
NEED WEINING					
satisfies.	Ship Notice	29 Oct 2020 11:01:29 AM	KU user Boucledor	Completed	(
	Ship Notice Order Confirmation	29 Oct 2020 11:01:29 AM 28 Oct 2020 8:14:09 AM	KU user Boucledor KU user Boucledor	Completed Completed	(
	1000 ( <b>1</b> 000 ( 1000 ( ) 4)				
	Order Confirmation	28 Oct 2020 8:14:09 AM	KU user Boucledor	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.







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

SAP Busin	ess Network								
Ship Notices		Time Zone:	UTC+02:00						
Ship Notice Number (*)	Invoice No	Shipment Date	Delivery Date	Order Number (*)	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item Number (*)	Schedule line number of Order Item
			2024-06-25T03:00:00	(6019990552	CRM0000068	TUBE RND PT DI=17.5 [		1	1

							oncerned tners				
Item Ship Notice Line Number (*)	Delivery Quantity (*)	Item Unit Of Measure (*)	Item Supplier Batch ID	Item Serial Number	Ship notice item - Unit net weight	Ship notice item - Unit net weight UoM	Gold fine (Gram)	Platinum fine (Gram)	Palladium fine (Gram)	Alloy (Gram)	
		1 MTR									_
			-					I.			Ξ.

$\langle \rangle$
X

Ship Notice Date Ship (*)	о То		Ship To Postal Code	Ship To City	SOID TO SIAIA	Ship To Country Code	Ship To Country	Shipping Network
2024-10-14T04:56:39-(Man	ufacture Cartier Jo	Routes des dolines ZA	2400	Le Locle	NE	CHE	CHE	

### MASS SHIPPING NOTICE – EXCEL FILE CREATION (2/3)



- 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 Number : mandatory. Not start with a « 0 ». 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: YYYY-MM-DDTHH:MM:SS-TZONE **or** YYYYY-MM-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 + Delivery Address (Ship To Street) : The address must be the same for a single ASN
  - **Item Ship Notice Line 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.
  - Do not change the item line number .
  - Delivery Quantity : editable shipping quantity





#### FOR THE CONCERNED PARTNERS :

- The ID of supplier batch (column AO)., if traceability expected by the Maison If there is several lot number for the same article you can duplicate the line and put the right quantity associated to the right lot number
- The net weight and the unit of measurement (columns AW and WX), for the management of precious.
- The serial number (column AQ), if serialized article. In case there is several serial numbers for an order ligne you can separate them with a «|» between each.

For example : 2181157 | 2181158 | 2181159...

In case of serialized items, refer to the user guide "Serial numbers management" for more details









	Excel -> ARIBA	Ariba Supply Chain Collabo	oration – Enterprise Account Fulfillment – Invoices		← Back to classic view		Crea	⑦ KB te ∨		
	Switch to the <b>"Uploads"</b> tab • Click on <b>Upload</b>	Jobs Downloads Uploa	ds							
		Uploads Name TEST FX TEST FX Confirmation21122018	Type Ship Notice Ship Notice Order Confirmation	Last Uploaded 19 Oct 2020 7:59:28 A 19 Oct 2020 7:51:59 A 21 Dec 2018 6:49:39 A	M IT Admin	Status Failed Failed Completed	File ± ± d ±	Log ± ±	50	
1	Upload File * Name : test * Customer : Maisons du groupe Richemont - TE File : Choose file No file chosen Download templates	* Type : Ship Notice	Y	X -	Name: Mandato Type: Order conf Customer: Maiso Select the file to Click on <b>Upload</b>	irmation ns Riche	mont		platform	
	e e e e e e e e e e e e e e e e e e e								88	



- A summary of the information concerning your ASNs is then available
- You can attach one or more files to the header of your ASNs directly from this summary by clicking on "Attach files" [1]
- Your attachment will then appear under the summary information of the chosen ASN [2]
- Click on "Upload" [3] to finalize your ASN

					~		* Type: Ship Notice		ASN-Test Maisons du groupe Richemont - TEST  ASN_27-05-2024 (1).xlsx	* Customer:	
						File size	Ship to	Order date	Order	Ship notice	
			1	ach files	Atta	13.01 KB	ALBEA COSMETIQUE FRANCE SAS	2022-10-27	6016833121	234561	~
delete the nt by clicking	You can del document b		~	Ŵ		13.01 KB				ASN_Attachment.pdf	
at the attach		this		ach files	Atta	0.00 B	DHL Logistics (Switzerland) Ltd - DHL Supply Chain	2022-10-13	6016823247	123456	~
				> >>	« ( <u>1</u> / 1						
				Cancel	Upload	6					
		ments	a docur				ider level of vo	at the he	ed documents will k	The attach	



















## SHIPPING NOTICE – ASN MODIFICATION OF AN ASN





RICHEMONT



> An ASN (Shipping Notice) can now be modified in addition to being deleted in the portal.

### > Attention!!!

The modification, as the deletion of an ASN, is only possible if the goods have not been received by the Maison.

If the reception of the package has already been started by the Maison, the modification of the ASN will be blocked. You will then be notified by the following message :

" Update ship notice is not allowed because some of the items have already been received "

The barcode generated for this ASN will remain the same

**PS:** ASN = Advanced Shipping Notice





### DISPLAY THE LIST OF CREATED ASNS



> Go to the "Fullfilment " menu [1] then " Ship Notices " [2] to access the list of the latest documents created



Ariba Supply Chain Collaboration       Enterprise Account TES Home Workbench       Fulfillment       Invoices	Moot         Eack to classic view           Reports <         Messages	© KB Create ~ 1++
Corder Confirmations Ship Notices Goods Receipts Extended Collaboration Product Replenishment Drafts	Overview       Getting started®         Overview       Getting started®         O       0         0       0         1       0         0       0         1       0         1       0         2       1         2       1         2       1         3       derrises jours         3       derrises jours         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0         1       0    <	
	My widgets Maisons du groupe Rich V	ξ

Home Workbench Orders V Fulfillment V Invoices V Reports V Message

Ariba Suppl

Ship Notices								
► Search Filters								
Ship Notices (5)								
Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status	
TEST_ABC	Maisons du groupe Richemont - TEST	6012248296	26 Oct 2020 10:30:30 AM			Acknowledged		
TEST ASN DEL	Maisons du groupe Richemont - TEST	6010013687	21 Oct 2020 5:52:13 PM			Sent		
TESTFX	Maisons du groupe Richemont - TEST	6009262454	5 Mar 2020 5:43:56 PM			Obsoleted	Canceled	
90016236	Maisons du groupe Richemont - TEST	6008838368	28 Nov 2019 9:59:54 AM			Acknowledged		
90016585	Maisons du groupe Richemont - TEST	6010013687	18 Nov 2019 10:37:56 AM			Acknowledged		

Create 🗸

### DISPLAY THE CONTENTS OF AN ASN



### > Click on the document reference (in blue) to display it

	SAP Business Network - Enterprise Account TEST MODE	? <sup>18</sup>
	Ship Notice: TEST19092023	Done
<u>~</u>	Cancel Edit Print Export cXML Download PDF +	
SAP Business Network - Enterprise Account	Detail Transport Details History	
Home Enablement Workbench Orders - Fulfillment -		
Ship Notices	SHIP FROM DELIVER TO WC Schaffhausen - Branch of	
	Richemont Int. SA Postal Address:	
► Search Filters	Buchbergstrasse 19 8200 Schaffhausen SH	
	Switzerland Switzerland Address ID: 15038452	· · · · · · · · · · · · · · · · · · ·
Ship Notices (9)	SHIPPING TEST19092023	
P Customer	Packing Slip ID: TEST19092023 Related Documents: 6019817554	
TEST190920 8 Maisons du groupe Richemont - TEST	Notice Date: 19 Sep 2023 Service Level: TRACKING	
	Requested Delivery Date: Tracking information not provided.	
Maisons du groupe Richemont - TEST	Ship Notice Type: Actual Shipping Date: STATUSES BASED ON GOODS RECEIPT	· · · · · · · · · · · · · · · · · · ·
ASN_180923 Maisons du groupe Richemont - TEST	Actual Delivery Date: 22 Sep 2023 12:00:00 PM Completion Status: None Receipt Status: None	
ASN_180923 Maisons du groupe Richemont - TEST	DIMENSIONS	
REST Maisons du groupe Richemont - TEST	Gross Volume: SHIP NOTICE TRACKING	
REST Naisons du groupe Richemont - TEST	Gross Weight: Execution status: None Execution status: None Estimated arrival date:	
	Total Width:	
OVERPACK Maisons du groupe Richemont - TEST IDNANPASSUNG Maisons du groupe Richemont - TEST	Total Height:	
	Reason for Shipment: Government Issued Shipping ID:	
1234TEST Maisons du goupe Richemont - TEST	Comments: Document Title: Invoice Number: TEST19092023 Supplier Reference:	
	Transit Direction:	
	Order Items	Show Item Details
	Order No. Line No. Part No. Customer Part No. Revision Level Oty Unit Need By Ship By Unit Price Subtotal	Customer Location
	6019817554 1 FH91.7517.36829 IV/IVA04394 B 20.000 PCE 29 Sep 2023 Description: TETE POUS AC POL	CHM7
	SHIPMENT STATUS	
N	1. Image: Shipped 20 PCE     Show Details	Download PDF +

## MODIFY THE CONTENT OF AN ASN (1/4)



> Once the ASN is open, you can click on "*Edit* " to modify the content.



Business Network - Enterprise Account TEST MODE	
Ship Notice: TEST19092023	
Cancel Edit Print Export cXML Download PDF -	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Detail Transport Details History	5 (
SHIP FROM	ζ (
Switzerland	$\sim$



# Warning : ASN's edition is only possible before the goods reception process by the Maison





## MODIFY THE CONTENT OF AN ASN (2/4)



		20 Duartes returns - citelpide account to the	KB
		Edit Ship Notice.	ext
		* Indicates required field	
		SHIP FROM DELIVER TO	
The <b>editable fields</b> are the		Update Address IWC Schaffbassen - Branch of Richemont Int, SA Update Address	5
following ono:		Schaffausen	
following one:		Switzerland	
ž,		Ship Notice Header	
1) Header Modification	1	SHIPPING Packing Bip ID: TEST19092023 Requested Delivery Date: Shipping Date: Delivery Date: Shipping Case: Code: Lazard Type: Select V Lazard Type: Select V Code: Lazard Type: Select V	
	Ļ	Dimensions	
		ATACHMENTS	
		No herrs	
2) Editing attachments in the Header	2	Choose File       No file chosen         Add Attachment         The total size of all attachments cannot exceed 100MB         Additional Fields	
		Order Items	
		601981754         1         FH91.751.736829         WIWA04394         B         20.000         PCE         29 Sep 2023         CHM7         Remove           Description: TETE POUS AC POL	
		Shipment Status Total tem Due Quantity: 0.0 PCE	
		Total Confirmed Quantity: 20 PCE Total Backordered Quantity: 0 PCE	1
<ol> <li>J Lines modification</li> </ol>	(3)		
		Line Ship Oxy Supplier Batch ID	
		20.000 Download PDF Add Details Net Weight	
		Unit (no value) V	
		Add Ship Notice Line	
	e e		
	5	Add Order Line Item Manage Serial Numbers 🔹	
Once the changes are made,	5 (		
click on "Next"	5	96	
	<b>1</b>	$\approx$ () 5	

### MODIFY THE CONTENT OF AN ASN (3/4)



- A summary page of the modification is displayed
- It is important to click on "**Submit**" to validate the modification

SAP Business Network - Enterprise Account TEST MODE		2 📧
Edit Ship Notice.	Previous Download PDF Save Submit	Exit
Confirm and submit this document.		
SHIP FROM	DELIVER TO	
Switzerland	IWC Schaffhausen - Branch of Richemont Int. SA Buchbergstrasse 19 8200 Schaffhausen SH Switzerland	5
SHIPPING Packing Slip ID: TEST19092023 Invoice #: TEST19092023 Requested Delivery Date: Ship Notice Type:	TRACKING Tracking information not provided.	$\left( \right)$

> The message Your ship notice has been updated will confirm your change.

Ship Notice: ASN_180923	Done
Print Export cXML Download PDF +	
Detail History	
Your ship notice has been updated.	
SHIP FROM	DELIVER TO
	SELLITA WATCH CO SA
	Postal Address: Crétou-Locie 11 2301 La Chaux-de-Fonds
Switzerland	Switzerland Address ID: 3279473

### MODIFY THE CONTENT OF AN ASN (4/4)





SHIP FROM

Switzerland







Detail

Transport Details

Your ship notice has been updated.

**ASN** obsolete

History





## SHIPPING NOTICE – ASN DELETION OF AN ASN





RICHEMONT

### CANCEL AN ASN



### > To delete an ASN, click on " **Cancel** "

Cancel Edit Print Export cXML Download PDF 🗸	
Detail Transport Details History	
SHIP FROM	DELIVER TO
Switzerland	IWC Schaffhausen - Branch of Richemont Int. SA Postal Address: Buchbergstrasse 19 8200 Schaffhausen SH Switzerland Address ID: 15038452





# Reminder : Deleting an ASN is only possible if the goods has not been received by the Maison





### CANCEL AN ASN

> Then a confirmation screen opens, you must therefore select "YES" [1] and then "Done" [2]:



### > The ASN is then noted as Canceled and the message Canceled Ship Notice appears

Ship Notice: ASN_6017973907_1	Done
Print Export cXML Download PDF -	
Detail History	
Canceled Ship Notice	
SHIP FROM	DELIVER TO
	IWC Schaffhausen - Branch of Richemont Int. SA Postal Address:
Switzerland	Baumgartenstrasse 15 8200 Schaffhausen SH Switzerland Address ID: 15038479



eSH P





## MULTI-TIER COLLABORATION

View orders, create a component receipt, declare component consumption, create an order tracking report





RICHEMONT

### GLOBAL PROCESS THROUGH ARIBA

eSHOP



### GLOBAL PROCESS















### GLOBAL PROCESS OF SUBCONTRACTOR







### GLOBAL PROCESS FOR MULTI-TIER PARTNERS AC TRANSFORMED





## GLOBAL PROCESS SUPPLIER

















#### Select the Fulfilment menu [1] then Extended Collaboration [2] and multi-Tier Orders [3] Show / Hide Columns ✓ Туре SAP Business Network - Enterprise Account TEST MODE 📮 ? PS Order Number ✓ Version Create V .... Orders V Fulfillment 🗸 Home Enablement Workbench Invoices 🗸 Reports ∨ Messages Customer (1 Order Confirmations Extended Collaboration ✓ Ship From Partner Service Sheets ✓ Ship To Address Multi-Tier Orders Component Inventory Component Shipments Return S Multi-Tier Shipments Component Receipts Component Consumption Multi-Tier Quality Inspection Ship Notices lovements ✓ Date 3 Goods Receipts ✓ Order Status (2) ✓ Revision Extended Collaboration Search Filters Product Replenishment Group by Column All Customers Order Status: All Customer: $\sim$ $\sim$ Sales Orders Customer Order Number: Drafts Ship From Partner Partial number Exact number Ship To Address Creation Date: Last 31 days 🗸 Order Status 29 Aug 2023 - 28 Sep 2023 Revision Number of Results: 100 Search Reset Export to Excel SAP Business Network - Enterprise Account TEST MODE Export all Rows Purchase Order: 6019837465 Done Page 1 ✓ ≫ ( □ Multi-Tier Orders (100+) Export Current Page æ ... Date Display Order Number Version Date 🖡 Order Status Туре Revision Order Detail Order Histo E PARFUMERIE Show Time Order 6019837465 Cartier 26 Sep 2023 Received Original Table Size Purchase Orde E PARFUMERIE T8: DS SMITH PACKAGING CONSUMER - TEST TERRASSE BELLINI 1 92800 PUTEAUX Cartier Parfums SAS (Received) 6019837465 Order 6019833708 33 Rue Boissy d'Angla 75008 Paris 19 Sep 2023 Received Original 1 ✓ 100 France Phone: Fax: Email: r E PARFUMERIE 200 6019831498 1 13 Sep 2023 Original Order Received Routing Status: Acknowledged External Document Type: ZNB (Standard) Contact Information Supplier Address 300 Purchasing Agent ATUSBPE00420 E PARFUMERIE DS SMITH PACKAGING CONSUMER Order 6019829553 1 8 Sep 2023 Received Original 1 TERRASSE BELLINI 92800 PUTEAUX 400 rance Supplier code: 704121 500 Other Information Purchase Organization: MBCA Customer VAT/Tax ID: FR20431974500 Party Additional ID: 70412 108 Incoterms Information Incoterm Code: DDP ( Usine )
В



Show / Hide Columns

#### Select the Fulfilment menu [1] then Extended Collaboration [2] and multi-Tier Shipments [3]

Home Enablement Work	bench Orders ∨ Fi	ulfillment 🗸 II	nvoices 🗸	Reports ∨ Messag	ges					Create 🗸	000	✓ Version
Extended Collaboration	1			Order Confirmations Service Sheets			-					<ul> <li>✓ Customer</li> <li>✓ Ship From F</li> <li>✓ Ship To Add</li> </ul>
Multi-Tier Orders Comp	onent Inventory Compo	onent Shipments	Return \$	Ship Notices Goods Receipts Extended Collaboration	Movements	Multi-Tier Shipments	s Component F	Receipts Component	Consumption	Multi-Tier Quality Inspecti	ion	<ul><li>✓ Date</li><li>✓ Order Status</li><li>✓ Revision</li></ul>
▼ Search Filters				Product Replenishment	0							Group by Colu
Ship Notice No.:	Customers her v i Sep 2023	· · · · · · · · · · · · · · · · · · ·		Sales Orders Drafts	Com	Routing Status:	All  All Search only Sto	Ck Transport Orders			5	Customer Ship From f Ship To Ado Order Statu Revision
End Date:* 28	Sep 2023						Number of F	Results: 100	~	Court Duri		Export to Exc
							Number of i		·	Search Reset		Export Curr
Multi-Tier Shipments												Date Display Show Time
Ship Notices #	Customer	Shipper	Order #	Date	Receipt Status	Comp. Re	ceipt Status	Routing Status		Ship Notice Status 🕇		Table Size
					No items							<b>√</b> 100
												200
		~~~	-5					83				300 400
		20	5					70				500

С



110

#### Sélectionner le menu Exécution [1] puis collaboration étendue [2] et Expéditions multi-échelons [3]

		Confirmations de commande						
SAP Business Network - Compte Enterprise	e MODE TEST					= ? 🕒		
Accueil Enrölement Workbench Planning	g v Commandes v Exécution v Qualité	<ul> <li>Feuilles de services</li> </ul>				Créer 🗸 🛄		
Collaboration étendue		Avis d'expédition						
Commandes multi-échelons Inventaire des	composants Expéditions de composants Exp	<sup>éd</sup> Reçus de marchandises	Expéditions multi-échelons Reçus de compo	sants Consommation de composants Con	rõle qualité multi-échelons	-	Sélectionner l'ASN pour le	
	2	Collaboration étendue	3				réceptionné les compose	ints de la part du
<ul> <li>Filtres de recherche</li> </ul>							fournisseur <b>[4]</b>	
Client : Tous les clie	ents 🗸	Réapprovisionnement produit	Statut d'acheminemen	: Tout V		-	<ul> <li>La fenêtre «créer un reçu:</li> </ul>	» s'ouvrira, fenêtre
№ d'avis d'expèdition : Plage de dates : Autre	0	Bons de vente	Statut du reçu de composants	: Tout V Rechercher uniquement les commandes de trai	nsport de stock		dans laquelle vous trouve	
Date de début :* 14 sept. 202	22	Ébauches					composants que vous av	ez reçue de la part
Date de fin :* 27 sept. 202							du fournisseur <b>[5]</b>	
					Nbre de résultats : 100 V Rechercher	Réinitialiser	Le N° de reçu et la date d	du reçu sont des
							champs obligatoires [6]	
Expéditions multi-échelons	Can Busin	ess Network - Compte Enterprise Mode Tes					Il faut déclarer la quantité	recue (ne neut
Nº des avis d'expédition Client		ess Network - Compte Enterprise MODETES						
	EMONT INTERNATIONAL SA - CIG	çu					pas être supérieure à la q dans l'ASN) et le N° du loi	
ASN600000259 RICH	EMONT INTERNATIONAL SA - CIG	terre et/entein						
ASN6013809371 RICH	EMONT INTERNATIONAL SA - CIG	hamp obligatoire					informations ne sont pas r	mentionnees [7]
ASN6013809368 RICH	EMONT INTERNATIONAL SA - CIG PROVENANC	E			LIVRAISON			
	Rue Marcelin				SDPP - SOCIETE DE DIFFUSION - DE PRODUITS DE PARFUME Rue Marcelin Bethelot	RIE		
	EMONT INTERNATIONAL SA - CIC 27000 Evreu	х			27000 Evreux 27			$\sim$
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	EMONT INTERNATIONAL SA - CIG							$\sim$
		l° de reçu :*						5
		e du reçu : * 27 sept. 2022 💼						
	EMONT INTERNATIONAL SA - CIG	mentaires :						
	IEMONT INTERNATIONAL SA - CIG							
	IEMONT INTERNATIONAL SA - CIG	ante	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
	IEMONT INTERNATIONAL SA - CIG Compos	N° de réf. du client/Description N° du lot clier	t N° de référence N° du lot	Quantité reçue Unité	Quantité expédiée Unité N° de référence d'expédition	Nº do ligno do la réf. d'ave	édition N° de réf. de la commande N° de ligne de la réf. de commande	
	IEMONT INTERNATIONAL SA - CIG N de ligne	CRVRALLPPAR9			750 LTR ASN600000832	1	600000832 1	
	emont – QA - BSAO	with ad the	2FA	750	En Paradosodoba	-	1000000002 L	
ASN-1409-V1 Kiche		La Panthère Parfum		(	リ			



# VISUALISATION DES COMPOSANTS À DISPOSITION

D



#### Sélectionner le menu Exécution [1] puis collaboration étendue [2] et Inventaire des composants [3]

boration étendue	e (1		Confirmations de cor Feuilles de services									
commandes multi-échel	Inventaire des compo	osants Expéditions de co			de consignation Expédi	itions multi-échelons Re	çus de composants Conse	ommation de composants	Contrôle qualité multi-éche	lons		
Filtres de recherc	che		Reçus de marchandi Collaboration étendu									~
	Client		Réapprovisionnemer	nt produit			Emplacement du client		()			2
	N° de référence fournisseur		Bons de vente									
	Customer part number		Ébauches					Afficher tous les inventaires	de composants (i)			
	Customer batch number											
										Recherc	cher Réinitialiser	
ventaire des comp	oosants (549)									Recherc	cher Réinitialiser	
ventaire des comp <sub>Client</sub>	posants (549) Emplacement	N° de référence acheteur	Description	Lot client	N° de référence	N° de lot	Date d'expiration	Qté (Unité)	Qté consommée	Balance qty		
		N° de référence acheteur CRBP220EP2V0	Description ETUI ECRIN PARF DESERT 220GR	Lot client M003622859	N° de référence	N° de lot GMO6	Date d'expiration 27 Oct 2022	Qté (Unité) 1000.00 (PCE)	Qté consommée 0.00			
Client Maisons du groupe Richemont - TEST Maisons du groupe	Emplacement		ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF		N° de référence					Balance qty	Dernière mise à jour	
Client Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST	Emplacement Cartier Parfums SAS	CRBP220EP2V0	ETUI ECRIN PARF DESERT 220GR	M003622859	N° de référence	GM06	27 Oct 2022	1000.00 (PCE)	0.00	Belance qty 1000.00	Dernière mise à jour 8 Nov 2822	linspection
Client Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST	Emplacement Cartier Parfums SAS Cartier Parfums SAS	CRBP220EP2V0 CRBP220EP1V0	ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF PETALES 220GR ETUI ECRIN PARF	M003622859 M003622858	N° de référence	GMO6 GMO5	27 Oct 2022 27 Oct 2022	1000.00 (PCE) 2990.00 (PCE)	0.00	Balance qty 1000.00 2990.00	Dernière mise à jour 8 Nov 2822 Date d	l'inspection ros de série
Client Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST	Emplacement Cartier Parfums SAS Cartier Parfums SAS Cartier Parfums SAS	CRBP220EP2V0 CRBP220EP1V0 CRBP220EP2V0	ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF PETALES 220GR ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF	M003622859 M003622858 M003622851	N° de référence	GM06 GM05 GM04	27 Oct 2022 27 Oct 2022 27 Oct 2022	1000.00 (PCE) 2990.00 (PCE) 2740.00 (PCE)	0.00	Balance qty 1000.00 2990.00 2740.00	Dernière mise à jour 8 Nov 2822 Date d Numér	
Client Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Waisons du groupe Richemont - TEST Richemont - TEST	Emplacement Cartier Parfums SAS Cartier Parfums SAS Cartier Parfums SAS Cartier Parfums SAS	CRBP220EP2V0 CRBP220EP1V0 CRBP220EP2V0 CRBP220EP2V0	ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF PETALES 220GR ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF DESERT 220GR ETUI ECRIN PARF	M003622859 M003622858 M003622851 M003622846	N° de référence	GM06 GM05 GM04 GM02	27 Oct 2022 27 Oct 2022 27 Oct 2022 27 Oct 2022 27 Oct 2022	1000.00 (PCE) 2990.00 (PCE) 2740.00 (PCE) 2750.00 (PCE)	0.00 0.00 0.00 0.00	Balance qty 1000.00 2990.00 2740.00 2750.00	Dernière mise à jour 8 Nov 2822 Date d Numér	ros de série document



2 modes for declaring component consumption

**E1** 

**E2** 

- > Consumption declaration from the order = declaration on an individual order
- > Massload consumption declaration = consumption declaration of one or more orders via file upload
- It is not possible to delete or modify a consumption declaration that has already been made.
- If it is necessary to correct the quantities consumed from a previous declaration, it is necessary to make a new declaration by putting the quantities in difference compared to the previous one (a negative difference is not possible)

Example: quantity consumed initially declared as 100 and quantity actually consumed as 103 🗆 Quantity to be declared in the new consumption as 3.









- Declaration of component consumption is possible from the purchase order
- Select Workbench [1] and then the tile Orders [2]

Business Network   Enterprise Account TEST MODE			(?) CS	
Home Enablement Workbench Orders ~ Fulfill	ment V Invoices V Reports V Messages		Create 🗸 🕴 🚥	
Workbench			မှိဒိုန် Customize	
Corders (1) ✓ Edit filter   Save filter   6013809389) 9/1/2022 - 8/2			- 1	Select the order for which you wish to make your declaration [3] The order form opens, you can select Consumption Report [4]
Customers Order nu Select or type selections	CAP Business Network C Enterprise Account TEST MODE			Done
Order Number Customer G013809389 RICHEMONT INTER	Order Detail       Order History         Concertification       France         Pronce       France         Phone:       France         Postment Terms @       Coolse 400         60 Jours net       Coolse 400         50 Jours net       Coolse 400         Suppler Address       SDPP - SOCIETE DE IPUSION         Rure Macelina Bentalieit       Z7000 Everus         27       France         Brance       Errore         Brance       Errore         Coolse 400       Enveloped Paris         Coolse 400 <td>The Second Secon</td> <td>Purchase Order (New) 003809389 Amourit: 7.44.000 RUR Version: 1 Track Order Track Order Rouding Status: S External Document Type: V</td> <td>t Sent : YOM1 (Sous-traitance Complete)</td>	The Second Secon	Purchase Order (New) 003809389 Amourit: 7.44.000 RUR Version: 1 Track Order Track Order Rouding Status: S External Document Type: V	t Sent : YOM1 (Sous-traitance Complete)
	Incoterms Information Incoterms Code: EXXV (Use in a constraint of the constraint o	Bill To Carrier Farums-Lunettes SAS Rue Borssy d'Anglas-33 75008 Paris France France Fax:		

### CONSUMPTION DECLARATION FROM THE ORDER (2/4)



	Business Network - Enterprise Account TEST MODE		(? <sup>^</sup>	
	Create Consumption Document		Next	
	* Indicates required field			
	FROM	то		
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	SDPP - SOCIETE DE DIFFUSION - TEST Rue Marcellin Bethelot 27000 Evreux	RICHEMONT INTERNATIONAL SA - CIG - QUAL Chemin de la de la papeterie 1 CP 516 1290 Versoix		
	France Phone: Fax: Email: ansuppliers2021@gmail.com	Switzerland Phone: +41 (2) 29292170 Fax: Email: francois-xavier.botta@richemont.com	The decourse of a	
	Document No.:		are mandatory f - By selecting <b>look</b> you have in stoc	<b>up</b> you can find all the lots
	Attachments		quantity column	s are filled in <b>[3]</b>
	The total size of all attachments cannot exceed 100MB			
	Choose File No file chosen Add Attachment			ζ()Ο
	Order Items		Hide Item	
	Order ID Item Customer Part No. / Description Customer Batch No. Part No.	Batch No.	Yield Quantity Serial Number	~ (
	6013809389 1 CRF5327037		0/0 Actions + S	
	EDP LA PANTHERE 75ML VAPO			$\gamma$
	Consumption is complete.	3		$\sim$
$\mathbf{X}$	Consumed Components			
	Line Customer Part No. / Description Customer Batch No. Part No. Batch No.	Quantity Unit Serial Number		
ATCHES	Look Up	PCE 0/0 Duplicate	e Actions →	
Customer: RICHEM Customer Part No.: CRBPD7	IONT INTERNATIONAL SA - CIG - QUAL			
Customer Batch No. †	Batch No. Customer Part No. Supplier Part No. Quantity Consumed Quantity Balance Quantity CRBPD756AEP04 89.907 (PCE) 0 (PCE) 89.907 (PCE)		Make sure that the batch n	
M002786120	CRBPD75AEP04         18.880 (PCE)         0 (PCE)         18.880 (PCE)           Select         Cancel         Cancel         Cancel		quantity column are filled in	<b>n</b>

#### CONSUMPTION DECLARATION FROM THE ORDER (3/4)

**E1** 



It is possible to copy the order quantities by clicking on "Copy order quantities [3]. However, these quantities will most likely need to be modified because the quantities to be declared are the actual quantities consumed.

Justice			Order 60138	N		Customer Pa CRFS32703	art No. / Descriptio 7	n	Custome	er Batch No.	Pa	art No.	Batch No.					Yield Quantity Serial Number	
CertradePoint     Image: Instance              Image: Instance		-			EDP LA PANTH	HERE 75MI	VAPO											Summary	
verification      verification   verification      verification   verification      verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification   verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification verification <pverification<< th=""><th></th><th></th><th>C</th><th>onsumption</th><th>is complete.</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></pverification<<>			C	onsumption	is complete.														
1       description         1       description <td< th=""><th></th><th></th><th>Con</th><th>sumed C</th><th>omponents</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>			Con	sumed C	omponents														
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Previous

Summary

Previous

Yield Quantity Serial Number

Submit

6

Exit

Hide Item Details

Exit

Submit

## Once the declaration is finalized, click "Next" [5] then "Submit" [6]

FROM								то		
SD Ru 27( Fra Ph Fa)	PP - SOCIET e Marcelin Be 000 Evreux nce one: c	TE DE DIFFUSION - " ethelot ers2021@gmail.com						Chemin de CP 516 129 Switzerland Phone: +41 Fax:		
One	Creation D	No.: Untitled 09 Jate: 28 Sep 202 Is requires real-time	23							
Or	der Items	5								
	Order ID	Item	Customer Part N	o. / Description	Customer	Batch No.		Part No.	Batch I	lo.
Δ	6013809 Component		CRFS327037 A PANTHERE 75ML VAP	20						
		umed Compon							Page 1	$\checkmark$
	Line	Customer Part N	o. / Description	Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number	
	1	CRBPD75AEP04		-		01	1,000	PCE	0/1000	Actions
	2	CRCF50AEP001	IL REPACK17 FS32703			02	1	PCE	0/1	Actions
	3	CRCLIP50AEP0	ANTOMAS EDP 30,50 e			03	1	PCE	0/1	Actions
	4	CRCROI75AEP0 CROISILLON FANT				04	1	PCE	0/1	Actions
								PCE	0/1	Actions
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1



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#### It is possible to declare your consumption of components via the massload of an Excel file

Home Enablement Workbench Orders ~ Fulfillment ~ Invoices ~ R	cepoirs · messages					Create 🗸
Workbench					Track Pending Queue	CSV Download
0 0 1 New orders Items to confirm Orders Last 31 days Last 31 days Save filter	O Orders with service line Last 31 days	O Orders to invoice Last 31 days	O Invoices Last 31 days	O Pinned documents	Documents to Resend Product Activity Messages Notifications CSV Upload	Excel Files Upload/Down
Orders (1) V Edit filter   Save filter   6013809389 9/1/2022 - 8/31/2023	SAP Business Network - Enterprise Acc	ount test mode			Order Confirmation	
Customers Order numbers	Home Enablement Workbench Order	rs ∨ Fulfillment ∨ Invoices ∨ Repo	rts ∨ Messages			C
Select or type selections	Jobs Downloads Uploads					
Partial match     Exact match						
	<ul> <li>Search Filters</li> </ul>					
	Jobs					
	Name	Туре	Created	Changed↓		Modified By
	CONF TEST	Order Confirmation	11 Apr 2023 12:32:07 AM	11 Apr 2023 1	2:32:07 AM	KU SHREE
	ASN TEST	Ship Notice	11 Apr 2023 12:16:44 AM	11 Apr 2023 1	2:16:44 AM	KU SHREE
	ASNTEST	Ship Notice	10 Apr 2023 11:44:38 PM	10 Apr 2023 1	1:44:38 PM	KU SHREE
	Confirmation test	Order Confirmation	17 Mar 2023 1:08:45 AM	17 Mar 2023 :	1:08:45 AM	KU SHREE
C	Testreconf	Order Confirmation	14 Mar 2023 5:22:50 AM	14 Mar 2023 5	5:26:49 AM	KU SHREE

# CONSUMPTION DECLARATION WITH MASSLOAD (2/4)

**E2** 



		Create/Edit Job						×			
		4 *Name:	components inventory extra	action	1	* Type: Component Consumption	~	6			
		Job Search Criteria	Maisons du groupe Richem	ont - TEST	Order 1	number:		-	Le Nom <b>[4]</b> , le C champs obligat	client <b>[5]</b> et le Type <b>[6]</b> sont d Poires	es
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Line item level						-	Sélectionner Exe	écuter [8], vous pouvez	
		Supplier part number:			Buyer part i	number:			désormais téléc	harger le fichier	
SAP B	usiness Net	Supplier batch :			Buyer	r batch :		-	Si le statut du tic	chier apparait comme cours» cliquer sur «Actualise	
Home	Enablement	Component level							le statut» [10]	cours» cliquer sur «Actualise	
_		Supplier part number:			Buyer part r	number:					
Jobs	Downloads	Supplier batch :			Buyer	r batch :				5	-
► S	earch Filte							0		$\mathcal{C}$	
							Cancel	Save			
Jobs	6						Cancer	Save		5	/
	Name		Туре		Created	Changed↓	Modified By				(
۲	componen	its inventory extraction	Component Consu	umption	28 Sep 2023 2:11:51 AM	28 Sep 2023 2:11:51 AM	KU SHREE			<u>ч</u>	
0	CONF TES	т		Business Network - Enterprise	2 Account TEST MODE	Manager			Create V		-
0	ASN TEST		Ship Notice	Home Enablement Workbench	orders v Putritument v Invoices v Reports v	Messages				$\leq$	
0	ASNTEST		Ship Notice	Jobs Downloads Uploads							
0	Confirmati	ion test	Order Confi	Search Filters							
0	Testreconf	8	Order Confi	Downloads						$\sim$	
Ŀ (	Create	Edit Run Clear Download	ds	Job Name	Туре	Last	tun ÷	Last Run By	Status File		
				components inventory extraction	Component Consump		p 2023 2:15:31 AM	KU SHREE	Processing		
				CONF TEST	Order Confirmation		r 2023 12:32:11 AM	KU SHREE	Completed <u>+</u>		
				ASN TEST	Ship Notice Ship Notice		r 2023 12:16:55 AM	KU SHREE	Completed +		
				Confirmation test	Order Confirmation		ar 2023 1:08:56 AM	KU SHREE	Completed ±		
				Testreconf	Order Confirmation		ar 2023 5:26:58 AM	KU SHREE	Completed 🛓		
				Testreconf	Order Confirmation	14 M	ar 2023 5:22:54 AM	KU SHREE	Completed ±		
				↓ Refresh Status						120	

## CONSUMPTION DECLARATION WITH MASSLOAD (3/4)



Consumption ID	Reference Document ID	Creation Date	Date Last Changed	Order ID	Order Date	Item Line Numb	er Item Buyer	Part ID Item	Supplier Part	Item Expiration Da	ate Item Buyer Batch II	)				
		12 janv. 2023 2:52:32 12 janv. 2023 2:52:32 12 janv. 2023 2:52:32 12 janv. 2023 2:52:32	<ul> <li>12 janv. 2023 2:52:32</li> </ul>	6016817800 6016817800 6016817800 6016817800	5 oct. 2022 5:00:00 5 oct. 2022 5:00:00 5 oct. 2022 5:00:00 5 oct. 2022 5:00:00		1 CRFL100ZEP0 1 CRFL100ZEP0 1 CRFL100ZEP0 1 CRFL100ZEP0	DA DA								
~~~~ ) ~~	1	L	К	L	M	N	0	Ρ	Q	R	S	т	U	V		
55	Item Supplier Part ID	Item Expiration Date Item	n Buyer Batch ID Item S ID	upplier Batch Iten	n Serial Numbers Item Yie	eld Quantity Item Yi		mponent Line mber	Component Quantity	Component 1	Partib	er Component Supplier Part ID		Component Serial Numbers		
							1_1 1_1	_0001 _0002 _0003 _0004			CRFL100ZEP00 CRED100ZEP0N CRPO100ZEP01 CRCF100ZEP02		PCE PCE PCE PCE			
										w	x	Y	Z	AA	AB	AC
									Comp			omponent Gross	Component Gross Weight UOM	Component Buyer Location	Component Buyer Batch ID	0

Do not delete lines 1 to 4, do not delete columns or change the format of the boxes otherwise the loading will be in error

- Delete unnecessary lines, those that you do not want to declare (Delete the lines and not just the content)
- To split a line of components consumed: copy/paste the desired line, then enter the quantity of components used as well as the batch of the component supplier

Field to fill:

- Consuption ID (column A)
- Component Quantity (column Q)
- Remove default value in Component Line Number and increment each line 1,2,3,... to x, (column P)
- Example: A consumption declaration has 3 components, enter 1 for the 1st, 2 for the second....
- The batch number of the component supplier (column AC). If the component has several batch numbers, duplicate the line and enter the quantities associated with each batch number (all lines associated with the same component must have the same number in column P)





## CONSUMPTION DECLARATION WITH MASSLOAD (4/4)



iome Enablement Workbench Orders - F	ifillment 🗸 Invoices 🗸 Reports 🖌 Messages		Cre	eate 🗸 🕴 🚥 👝
Workbench			Track         CSV De           Pending Queue         Templa	ownload
O D Items to confirm Last 31 days Last 31 days	1 0 0 Orders D Save filter Last 31 days Last 31 days	O O Invoices Pinned documents Last 31 days	Notifications CSV Upload	Files d/Download
O     SAP     Business Network      Enterprise Acc     Home Enablement Workbench Order	v Fulfillment v Invoices v Reports v Messages		Create V	
Jobs Downloads Uploads  Search Filters  Uploads  Uploads  Name  test  CONF TEST  ASN TEST  Tot	Upload File * Name: Consuption declaration * Customer: Maisons du groupe Richemont - TEST	* Type: C	Component Consumption	~
test test Upload Refresh Status	File: + Choose file			Upload Cane
				122

### COMPONENTS COLLABORATION - PRACTICE



















# COMPONENTS COLLABORATION

#### Create a component receipt, components inventory visibility





RICHEMONT





### VISIBILITY ON COMPONENT EXPEDITIONS

- Select the menu Fulfillment [1] then Extended collaboration [2] and Component shipments [3]
- It is possible to configure filters [4,] and the display of the columns [5]

Business Network - Enterprise Account TEST MODE		
Home Enablement Workbench Orders V Fulfillment VInvoices V Re	order Confirmations Service Sheets	Create v i
Multi-Tier Orders       Component Inventory       Component Shipments       Return Shipments         Multi-Tier Quality Inspection       3	Ship Notices         Goods Receipts         Extended Collaboration         Product Replenishment	otion ✓ Ship Notice No. ✓ Customer ✓ Order No.
<ul> <li>▼ Search Filters</li> <li>Customer: All Customers ✓</li> <li>Ship Notice No.:</li> <li>Order No.:</li> <li>Date Range: Other ✓ i</li> <li>Start Date:* 18 Dec 2022</li> </ul>	Sales Orders   Drafts   Routing Status:   All   Receipt Status:   All   Search only Stock Transport Orders   Tracking No.:   (i) Customer Shipping Organization:   Look Up	✓ Date         ✓ Tracking No.         ✓ Routing Status         ✓ Receipt Status         ✓ Shipment Status         Customer Shipping Organiz         Group by Column         Ship Notice No.         Customer         Order No.
End Date:* 18 Jan 2023		Search     Reset       Search     Reset       Tracking No.       Routing Status       Receipt Status       Shipment Status       Export to Excel       Export all Rows



### CREATION OF COMPONENTS RECEIPT



#### > Select the menu Fulfillment [1] then Extended collaboration [2] and Component shipments [3]

	SAP       Business Network ~       Enterprise Account       TEST MODE         Home       Enablement       Workbench       Orders ~       Fulfillment ~       Invoices ~       Re	ports 🗸 Messages	<ul> <li>Select the ship notice for which you have received the components form the Maison</li> </ul>
E	Extended Collaboration           Multi-Tier Orders         Component Inventory         Component Shipments         Return Shipments           Multi-Tier Quality Inspection         3	Order Confirmations         Service Sheets         Ship Notices         Goods Receipts	- The receipt number and the receipt date are
	▼ Search Filters Customer: All Customers ✓ Ship Notice No.:	Extended Collaboration Product Replenishment Sales Orders Drafts Routing Status: All  Receipt Status: All	<ul> <li>mandatory [6]</li> <li>You must check the quantity and the supplier batch number for the concerned partners [7]</li> <li>Click on Next to finish [8]</li> </ul>
	Order No.: Date Range: Other · i Start Date: * 18 Dec 2022 + Indicates required field End Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: * 18 Jan 2023 + Indicates required field Find Date: *	Search only Stock Transport Orders	€ Cook Up
4	Component Ship Notices Ship Notice No. Customer 7038659028 Maisens du g Create Component Receipt	Received Quantity Unit Shipped Quantity Unit Shipment Reference # Shipment Reference # Order Reference # Order Reference Line # PCE 74.0 PCE 703869899 10 00181.4599 1 8 Mart Ext	ipt Status Shipment Status
		( ) 5	

### COMPONENT INVENTORY VISIBILITY



128

- Select the menu Fulfillment [1] then Extended collaboration [2] and Component inventory [3]
- It is possible to configure filters [4] and export the data in an excel file [5]

Enablement	Workbanch Ordan	Fulfillment		onfirmations							Create 🗸 🔐	
Enablement	Workbench Orders ~	Fulfillment 🗸 Invoi	ices 🗸 Repo Service	Sheets								
ided Collaborat	tion 3		Ship No	tices								
			Goods F	Receipts								
lulti-Tier Orders	Component Inventory C	Component Shipments	Return Shipmen Extende	d Collaboration	fulti-Tier Shipments Co	omponent Receipts Co	omponent Consumption	Multi-Tier Quality Inspectio	n			
			Product	Replenishment								
Search Filters			Sales O	rders								$\sim$
	Customer		Drafts				Location		(i)		~	
	Part number						l					
									(i)			
	Customer part number						l	View All Component Inver	ntory U			
	Customer batch number		0							Se	earch Reset	$\square$
omponent Invent			0							Se	earch Reset	C
omponent Invent		Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Se Balance qty		C
	tory (6)		] U	Customer batch no. GENERIC	Part no.	Batch no.	Expiry date	Qty (unit) 10.00 (PCE)	Consumed qty 0.00		Last updated	
Customer Maisons du groupe	tory (6)	Customer part no.	Description 35mm RoundRec DL/90		Part no.	Batch no.	Expiry date			Balance qty	Last updated Last updated Last updated Inspection dat	
Maisons du groupe Richemont - TEST Maisons du groupe	tory (6) Location Pelletteria Richemont Firenze Pelletteria Richemont	Customer part no. DU100001185	Description 35mm RoundRec DL/90 Palladium Pin Buckle 30mm Rect Palladium	GENERIC	Part no.	Batch no.	Expiry date	10.00 (PCE)	0.00	Balance qty 10.00	Last updated	
Customer Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe	tory (6)  Location  Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont	Customer part no. DU100001185 DU100000541	Description 35mm RoundRec DL/90 Palladium Pin Buckle 30mm Rect Palladium AD0331 Pin Buckle 30mm RoundRec DL/31	GENERIC GENERIC	Part no.	Batch no.	Expiry date	10.00 (PCE) 10.00 (PCE)	0.00	Balance qty 10.00 10.00	Last updated Last updated Last updated Inspection dat	
Customer Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe	tory (6)   Location  Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont	Customer part no. DU100001185 DU100000541 DU100000538	Description 35mm RoundRec DL/90 Palladium Pin Buckle 30mm Rect Palladium AD0331 Pin Buckle 30mm RoundRec DL/31 Palladium Pin Buckle Dog clip ps.10 Dunhill	GENERIC GENERIC GENERIC	Part no.	Batch no.	Expiry date	10.00 (PCE) 10.00 (PCE) 15.00 (PCE)	0.00 0.00 0.00	Balance qty 10.00 10.00 15.00	Last updated Last updated Istian 2023 Inspection dat Serial no.	
Customer Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Maisons du groupe	tory (6)	Customer part no. DU100001185 DU100000541 DU100000538 DU1000001916	Description 35mm RoundRec DL/90 Palladium Pin Buckle 30mm Rect Palladium AD0331 Pin Buckle 30mm RoundRec DL/31 Palladium Pin Buckle Dog clip ps.10 Dunhill eng. Pall. Col. Logo w. ing Pd plated Ø	GENERIC GENERIC GENERIC	Part no.	Batch no.	Expiry date	10.00 (PCE) 10.00 (PCE) 15.00 (PCE) 74.00 (PCE)	0.00 0.00 0.00 0.00	Balance qty 10.00 10.00 15.00 74.00	Last updated 19 Jan 2023 Inspection dat Serial no. Document ID	
Customer Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe Richemont - TEST Maisons du groupe	tory (6)  Location  Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont Firenze Pelletteria Richemont Pelletteria Richemont Pelletteria Richemont Pelletteria Richemont Pelletteria Richemont	Customer part no. DU100001185 DU100000541 DU100000538 DU100001916 MB1110091	Description 35mm RoundRec DL/90 Palladium Pin Buckle 30mm Rect Palladium AD0331 Pin Buckle 30mm RoundRec DL/31 Palladium Pin Buckle Dog clip ps.10 Dunhill eng. Pall. Col. Logo w. ring Pd plated Ø 4,4mm cc. 35mm Rect Zamak DL45	GENERIC GENERIC GENERIC GENERIC	Part no.	Batch no.	Expiry date	10.00 (PCE) 10.00 (PCE) 15.00 (PCE) 74.00 (PCE) 110.00 (PCE)	0.00 0.00 0.00 0.00 0.00	Balance qty 10.00 10.00 15.00 74.00 110.00	Last updated Last updated 19 lian 2023 Inspection dat Serial no. Document ID Export to Excel	5

















2 modes for declaring component consumption

**E1** 

**E2** 

- > Consumption declaration from the order = declaration on an individual order
- > Massload consumption declaration = consumption declaration of one or more orders via file upload
- It is not possible to delete or modify a consumption declaration that has already been made.
- If it is necessary to correct the quantities consumed from a previous declaration, it is necessary to make a new declaration by putting the quantities in difference compared to the previous one (a negative difference is not possible)

Example: quantity consumed initially declared as 100 and quantity actually consumed as 103 🗆 Quantity to be declared in the new consumption as 3.









- Declaration of component consumption is possible from the purchase order
- Select Workbench [1] and then the tile Orders [2]

Business Network   Enterprise Account TEST MODE			@ <b>CS</b>	
Home Enablement Workbench Orders ~ Fulfill	nent v Involces v Reports v Messages		Create 🤝 🕴 🚥	
Workbench			နံဂိုန် Customize	
Corders (1)		O O Invoices Pinned documents Last 31 days	y TI	elect the order for which you wish to make our declaration <b>[3]</b> he order form opens, you can select Consumption Report <b>[4]</b>
Customers Order nu Select or type selections	CAP Business Network - Enterprise Account Test Noce			Done
Order Number Customer G013809389 RICHEMONT INTER	SDPP - SOCIETE DE DIFFUSION B	Incompare Incomp	Purchase Order (New) 2013/2003/203 Amouri: 7.54.00.0 EUR 2013/203 Amouri: 7.54.00 AUR Amouri: 7.54.00 AUR Track Order	
	Incoterns Information Incoterns Code: EXV (Usine ): Internal approval status: Approvavé le 16/09/2022 Shp All Items To DHL Logitics (Switzerland), Ltd - DHL Supply Chain Luterbachtstrasse 1 4552 Derendingen Switzerland Location Code: FRMA	Bill To Cartier Parfums-Lunettes SAS Rue Botssy d'Anglas-33 7500 Parts 7500 Parts France France France France		

### CONSUMPTION DECLARATION FROM THE ORDER (2/4)



	SAP Business Network - Enterprise Account TEST MODE		a la construction de la construc
	Create Consumption Document		Next
	* Indicates required field		
	FROM	то	
see.	SDPP - SOCIETE DE DIFFUSION - TEST Rue Marcelin Bethelot 27000 Evreux	RICHEMONT INTERNATIONAL SA - CIG - QUAL Chemin de la de la papeterie 1 CP 516 1290 Versoix	
	France Phone: Fax: Email: ansuppliers2021@gmail.com	Switzerland Phone: +41 (2) 29292170 Fax: Email: francois-xavier.botta@richemont.com	
~~~~	Document No.:		<ul> <li>The document number and the creation date are mandatory fields [1]</li> <li>By selecting look up you can find all the lots you have in stock [2]</li> </ul>
	Additional Fields Comments:		<ul> <li>Make sure that the batch number and quantity columns are filled in [3]</li> </ul>
	The total size of all attachments cannot exceed 100MB		
	Choose File No file chosen Add Attachment		$\zeta \bigcirc ($
	One or more items requires real-time consumption.     Order Items		Hide Item
	Order ID Item Customer Part No. / Description Customer Batch No. Part No.	Batch No.	Yield Quantity Serial Number
	6013809389 1 CRFS327037		0/0 Actions - S
$\sim$	EDP LA PANTHERE 75ML VAPO Consumption is complete.		
	Consumed Components	3	
1	Line Customer Part No. / Description Customer Batch No. Part No. Batch No.	Quantity Unit Serial Number	
		CCE 0/0 Duplicate Actio	ns
Customer: RICHEMONT I ner Part No.: CRBPD75AEP	NTERNATIONAL SA - CIG - QUAL		
Customer Batch No. † Ba	tch No. Customer Part No. Supplier Part No. Quantity Consumed Quantity Balance Quantity		ake sure that the batch number
GENERIC M002786120	CRBP075AEP04         89.907 (PCE)         0 (PCE)         89.907 (PCE)           CRBP075AEP04         18.880 (PCE)         0 (PCE)         18.880 (PCE)		
	Select Cancel		nd quantity column are filled in

#### CONSUMPTION DECLARATION FROM THE ORDER (3/4)

**E1** 



It is possible to copy the order quantities by clicking on "Copy order quantities [3]. However, these quantities will most likely need to be modified because the quantities to be declared are the actual quantities consumed.

	Consumption is cor Consumed Comp Line Customer Part								
	Line Customer Part	ponents							
		t No. / Description Customer Batch No.	Part No. Batch No.	Quantity	Unit S	Serial Number			
	1 CRBPD75AEP	P04	Look Up		PCE	0/0	Duplicate	Actions +	
	ETUI LP EDP 75	5 ML REPACK17 FS327037							
	2 CRCF50AEP00	001	Look Up		PCE	0/0	Duplicate	Actions v	~
CRCF50AEP0	001		Look Up					PCE 0/0 Remove Acti	ions 🔻
ENSEMBLE 04/1-	4 HAUT FANT. EDI	P 30,50,75V							5
	4 CRCR0175AEF	P0	Look Up		PCE	0/0	Duplicate	Actions v	
	CROISILLON FAI	ANTOMAS EDP 75V							~
	5 CREA75AEP00	01	Look Up		PCE	0/0	Duplicate	Actions v	7
	CAISSE FANTON	MAS EDP 75V							
	6 CRED75AEP00	000	Look Up		PCE	0/0	Duplicate	If you have consumed components the	
	ETIQ.DAO FANT	TOMAS EDP 75V						from two different batches you have	the
	7 CRFL75AEP00	00	Look Up		PCE	0/0	Duplicate	possibility to duplicate your line consu	
	FLAC FANT. EDP	P 75V/Ref.Pochet:014535300							
	8 CRINT75AEP0		Look Up		PCE	0/0	Duplicate	Acts compoments [4] the duplicated line v	MIII
	INTERCALAIRE I	FANTOMAS EDP 75V						appear at the end of your list of consi	umed
	9 CRON75AEP0		Look Up		PCE	0/0	Duplicate	Action components	
	ONDULE FANTO	0MAS 75V							
	10 CRP075AEP00		Look Up		PCE	0/0	Duplicate	Actions v	
	POMPE FANTON	MAS EDR 75V							
	11 CRVRALLPEPT		Look Up		MLT	0/0	Duplicate	Actions +	
		FANT. RWLILIAL2019 12,675%PV							
	Add Component		Il Quantities						
	nage Serial Numbers 🔹								



#### Once the declaration is finalized, click "Next" [5] then "Submit" [6]





	nption Document									Previous S	ubmit E>
					то			<b>U</b>			
Marcelin 00 Evreux nce ne:					RICHEMONT INTERNATIONAL SA - CIG - QUAL Chemin de la de la papeterie 1 CP 516 1290 Versoix Switzerland Phone: +41 (2) 29292170 Fax: Email: francois-xavier.botta@richemont.com						
Creation r more ite	it No.: Untitled 09/28/2023 Date: 28 Sep 2023 ms requires real-time consumption.										
der Iten	ns										Hide Item Details
Order	ID Item Customer Part No. / Description	Customer	Batch No.		Part No.	Batch	No.	Yield Quantity	Serial Number		
	ent Consumption: Partial sumed Components					Page 1	× »				
Line	Customer Part No. / Description Customer Batch No.	Part No.	Batch No.	Quantity	Unit	Serial Number					
1	CRBPD75AEP04 ETUI LP EDP 75 ML REPACK17 FS327037		01	1,000	PCE	0/1000	Actions +				
2	CRCF50AEP001		02	1	PCE	0/1	Actions v				
	ENSEMBLE 04/14 HAUT FANT. EDP 30,50,75V										
3	CRCLIP50AEP0 CLIP SECURITE FANTOMAS EDP 30,50 et 75V		03	1	PCE	0/1	Actions v				
4	CRCR0I75AEP0		04	1	PCE	0/1	Actions v				
	CROISILLON FANTOMAS EDP 75V		05	1	PCE	0/1	Actions -				
5	CREA75AEP001				1.02	0/1					
	CAISSE FANTOMAS EDP 75V										
5	CAISSE FANTOMAS EDP 75V CRED75AEP000		06	1	PCE	0/1	Actions v				
	CAISSE FANTOMAS EDP 75V CRED75AEP000 ETIQ DAO FANTOMAS EDP 75V CRFL75AEP000			1			Actions + Actions +				
6	CAISSE FANTOMAS EDP 75V CRED75AEP000 ETIQ DAO FANTOMAS EDP 75V CRFL75AEP000 FLAC FANT. EDP 75V/Ref.Pochet:014535300		06 07	1	PCE PCE	0/1	Actions v				
6	CAISSE FANTOMAS EDP 75V CRED75AEP000 ETIQ DAO FANTOMAS EDP 75V CRFL75AEP000		06		PCE	0/1					
6	CAISSE FANTOMAS EDP 75V CRED75AEP000 ETIQ DAO FANTOMAS EDP 75V CRFL75AEP000 FLAC FANT. EDP 75V/Ref.Pochet:014535300 CRINT75AEP00		06 07	1	PCE PCE	0/1	Actions v				



Previous

Submit

Exit



















#### It is possible to declare your consumption of components via the massload of an Excel file

Home Enablement Workbench Orders ~ Fulfillment ~ Invoices ~ R	epoirs · messages					Create 🗸
Workbench					Track Pending Queue	CSV Download
0 0 1 New orders Items to confirm Orders Last 31 days Last 31 days Save filter	O Orders with service line Last 31 days	O Orders to invoice Last 31 days	O Invoices Last 31 days	O Pinned documents	Documents to Resend Product Activity Messages Notifications CSV Upload	Excel Files Upload/Down
Orders (1) V Edit filter   Save filter   6013809389 9/1/2022 - 8/31/2023	SAP Business Network - Enterprise Acc	ount test mode			Order Confirmation	
Customers Order numbers	Home Enablement Workbench Order	rs ∨ Fulfillment ∨ Invoices ∨ Repo	rts ∨ Messages			C
Select or type selections	Jobs Downloads Uploads					
Partial match     Exact match						
	<ul> <li>Search Filters</li> </ul>					
	Jobs					
	Name	Туре	Created	Changed↓		Modified By
	CONF TEST	Order Confirmation	11 Apr 2023 12:32:07 AM	11 Apr 2023 1	2:32:07 AM	KU SHREE
	ASN TEST	Ship Notice	11 Apr 2023 12:16:44 AM	11 Apr 2023 1	2:16:44 AM	KU SHREE
	ASNTEST	Ship Notice	10 Apr 2023 11:44:38 PM	10 Apr 2023 1	1:44:38 PM	KU SHREE
	Confirmation test	Order Confirmation	17 Mar 2023 1:08:45 AM	17 Mar 2023 :	1:08:45 AM	KU SHREE
C	Testreconf	Order Confirmation	14 Mar 2023 5:22:50 AM	14 Mar 2023 5	5:26:49 AM	KU SHREE

# CONSUMPTION DECLARATION WITH MASSLOAD (2/4)

**E2** 



	Create/Edit Job				×		
	(4) * Name:	components inventory extraction	* Туре:	Component Consumption	<u> </u>		
	Job Search Criteria	Maisons du groupe Richemont - TEST	Order number:	[	- Le	e Nom <b>[4]</b> , le Cli hamps obligato	ent <b>[5]</b> et le Type <b>[6]</b> sont des ires
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Maisons du groupe Richemonic - 1231	order number.		- Sé	électionner Exé	cuter [8], vous pouvez
203	Line item level	[			d	ésormais téléch	araer le fichier
505	Supplier part number:		Buyer part number:		- Si	le statut du fich	ier apparait comme
SAP Business Ne	et Supplier batch :		Buyer batch :		(T	raitement en co	ours» cliquer sur «Actualiser
Home Enablemer	nt Component level					statut» [10]	
	Supplier part number:		Buyer part number:				
Jobs Downloads	ls Supplier batch :		Buyer batch :				5
	Supplier Sutart.						$\sim$
► Search Fil	lte						
				Can	icel Save		
Jobs							
Name		Туре	Created	Changed J N	Nodmed By		
compone	ents inventory extraction	Component Consumption	28 Sep 2023 2:11:51 AM	28 Sep 2023 2:11:51 AM K	KU SHREE		$\zeta () \langle \rangle$
	EST	Order Confi SAP Business Network -	Enterprise Account TEST MODE			e () હ	
ASN TES	ST	Ship Notice	nch Orders V Fulfillment V Invoices V Reports V Messages			Create 🗸 🛛 🚥	
ASNTES	T	Ship Notice					
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Confirma	ation test	Order Confi					
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L Create	Edit Run Clear Downloa		Туре	Last Run↓	Last Run By	Status File	)
		components inventory extraction	Component Consumption	28 Sep 2023 2:15:31 AM	KU SHREE	Processing 9	
		CONFTEST	Order Confirmation	11 Apr 2023 12:32:11 AM	KU SHREE	Completed ±	
		ASN TEST	Ship Notice	11 Apr 2023 12:16:55 AM	KU SHREE	Completed 🛓	
		ASNTEST	Ship Notice	10 Apr 2023 11:44:58 PM	KU SHREE	Completed ±	
$\geq$ V		Confirmation test	Order Confirmation	17 Mar 2023 1:08:56 AM	KU SHREE	Completed 🛓	
		Testreconf	Order Confirmation	14 Mar 2023 5:26:58 AM	KU SHREE	Completed ±	
		Testreconf	Order Confirmation	14 Mar 2023 5:22:54 AM	KU SHREE	Completed 🛓	137
		L→ Refresh Status					

## CONSUMPTION DECLARATION WITH MASSLOAD (3/4)



Consumption ID	Reference Document ID	Creation Date	Date Last Changed	Order ID	Order Date	Item Line Numb	er Item Buyer	Part ID Item	Supplier Part	Item Expiration Da	ate Item Buyer Batch II	>				
		12 janv. 2023 2:52:32 12 janv. 2023 2:52:32 12 janv. 2023 2:52:32 12 janv. 2023 2:52:32	<ul> <li>12 janv. 2023 2:52:32</li> </ul>	6016817800 6016817800 6016817800 6016817800	5 oct. 2022 5:00:00 5 oct. 2022 5:00:00 5 oct. 2022 5:00:00 5 oct. 2022 5:00:00		1 CRFL100ZEP0 1 CRFL100ZEP0 1 CRFL100ZEP0 1 CRFL100ZEP0	DA DA								
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55	Item Supplier Part ID	Item Expiration Date Item	n Buyer Batch ID Item S ID	upplier Batch Iten	n Serial Numbers Item Yie	eld Quantity Item Yi		mponent Line mber	Component Quantity	Component 1	Partib	er Component Supplier Part ID		Component Serial Numbers		
							1_1 1_1	_0001 _0002 _0003 _0004			CRFL100ZEP00 CRED100ZEP0N CRPO100ZEP01 CRCF100ZEP02		PCE PCE PCE PCE			
										w	x	Y	Z	AA	AB	AC
									Comp			omponent Gross	Component Gross Weight UOM	Component Buyer Location	Component Buyer Batch ID	0

Do not delete lines 1 to 4, do not delete columns or change the format of the boxes otherwise the loading will be in error

- Delete unnecessary lines, those that you do not want to declare (Delete the lines and not just the content)
- To split a line of components consumed: copy/paste the desired line, then enter the quantity of components used as well as the batch of the component supplier

Field to fill:

- Consuption ID (column A)
- Component Quantity (column Q)
- Remove default value in Component Line Number and increment each line 1,2,3,... to x, (column P)
- Example: A consumption declaration has 3 components, enter 1 for the 1st, 2 for the second....
- The batch number of the component supplier (column AC). If the component has several batch numbers, duplicate the line and enter the quantities associated with each batch number (all lines associated with the same component must have the same number in column P)





# CONSUMPTION DECLARATION WITH MASSLOAD (4/4)



	Business Network ▼ Enterprise Account TEST MODE Enablement Workbench Orders ∨ Fulfillment ∨ Invoices ∨ Reports ∨ Messages	Track	© CS ▲ Create ✓ : ••• CSV Download
Workt	O       O       1       O	Pending Queue Documents to Resend Product Activity Messages Notifications CSV Upload	Templates Excel Files Upload/Download 2
~	Home       Enablement       Workbench       Orders v       Fulfillment v       Invoices v       Reports v       Messages         Jobs       Downloads       Uploads       Image: Comparison of the second of	Create V 1	
	Uploads       Upload File         Name       test         test       * Name:         CONF TEST       * Name:         ASN TEST       * Customer:         Maisons du groupe Richemont - TEST       * Customer:         test       File:	component Consumption	~
	test (4) Upload Refresh Status		Upload Cancel 139

### COMPONENTS COLLABORATION - PRACTICE



















# INVOICE STATUS

Permissions configuration





RICHEMONT

#### ASSIGNING PERMISSIONS



- To display the invoice status, it is imperative that your administrator adapts the authorizations of the users concerned by assigning them the following permissions:
  - Outbox access
  - Invoice report administration

Permissions		~
Each role must have at least one permission.	,	
Show me all the available permissions		
Permission	Description	-
Invoice Report Administration	Access to Reporting, and Invoice Report type	
Outbox Access	View and search documents in Outbox and take actions based on your role	



If you need to create a new user or for more details about the user account management as an administrator, you can consult the user guide "User account management"









# INVOICE STATUS

Tile configuration





RICHEMONT

### TILE CONFIGURATION

The Invoice tile is accessible from the Workbench [1]

Click on the "Customize "button [2] to add the new tile



- Click on the button + [3] to add the invoices tile in your workbench's tile list
  - Click on " Apply " [4] to confirm

	Customize Workbench You can add, delete, re-arrange tiles (using drag an	d drop) and set filters on	your workbench.		4 Apply Car	ncel
	New orders	× L6 Orders at 31 days	× 165 Items to confirm	96 Items to confirm	96 Items to ship	3
In	voice					
Ø	Invoices ⑦	+	Rejected invoices 🕐	+	Overdue invoices - Not ap ⑦ +	
	Overdue invoices - Approv ⑦	+	Invoices pending appro	val ③ +	Approved invoices pendin ⑦ +	
	Paid invoices ⑦	+	Draft invoices ③	+	Credit Memos 💿 🛛 +	
	Debit Memos 🕜	+				144

### TILE CONFIGURATION

The **Invoices [1]** tile needs to be personalized, you will find in the next slides the recommended filters and columns configuration





Refer to the " tiles, filters and columns management " user guide to add / personalize / configure your " Invoice " tile
#### **RECOMMANDED FILTERS CONFIGURATION**



- > You will find below the list of recommended filters
  - Customers : Maisons Richemont
  - Invoice date : Last 365 days

	TEST MODE								0
Enablement Workbench Orders	S → Fulfillment → Invoices → Reports	<ul> <li>Messages</li> </ul>							Create 🗸
Vorkbench									န်ဂို Customize
5 1	.6 165	96	96	5					
		50	50	_					
New orders O	rders Items to confirm	Items to confirm	Items to ship	Invoices					
Last 31 days Last	31 days To confirm	To reconfirm	Last 31 days	Save filter					
Edit filter   Save filter     Customers	Invoice number	Reference	Invoice date		Invoice type		Invoice status		
Customers									
		Reference Type input	Invoice date	~	Invoice type	~	Invoice status All		~
Customers	Type selection			~		~	All	Max amount	
Customers	Type selection          • Partial match       • Exact match       Routing status	Type input	Last 365 days		All	~ ₽	All		
Customers	Type selection          • Partial match       • Exact match       Routing status	Type input External invoice number	From country		All To country		All		Currency
Customers	Type selection          • Partial match       • Exact match       Routing status	Type input External invoice number	From country		All To country		All		Currency
Customers ATIONAL SA - CIG - QUAL × Selec (9 Status change date None ~	Type selection          • Partial match       • Exact match       Routing status       All       Submitted by	Type input External invoice number Type input	From country		All To country		All		Currency
Customers       ATIONAL SA - CIG - QUAL × Selec       Status change date       None       Payment net due date	Type selection          • Partial match       • Exact match       Routing status       All       Submitted by	Type input External invoice number Type input View	Last 365 days       From country       Select or type selections		All To country		All		Currency
Customers       ATIONAL SA - CIG - QUAL × Selec       Status change date       None       Payment net due date	Type selection          • Partial match       • Exact match       Routing status       All       Submitted by	Type input External invoice number Type input View	Last 365 days       From country       Select or type selections		All To country		All		Currency

▲ → Don't forget to save the filter and rename your tile once personalized



> We recommend to display the table columns as below :

- Invoice Number
- Reference (Number of the PO)
- Invoiced date
- Invoice status
- Amount (ATTENTION ! excluding tax)
- To address











# INVOICE STATUS

Display of the invoice status





#### DISPLAY OF THE INVOICES STATUS

Once the tile is configured, you can display the status of your invoice in the column **Invoice Status**.



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# REPORTS DATA EXTRACTION IN EXCEL





### 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)

ne Workbench Orders $\vee$ Fu	Ilfillment 🗸 Invoices 🗸 Rep	orts 🗸 Messages						Create ~
oorts	Rep	ports						
se CSV or Excel reports to track information o	n account usage, such as purchase order	s and invoices. Report files are UTF	8 encoded. If your application c	loes not read UTF-8, it might not dis	splay all Asian and accented	characters in the downloaded file	correctly.	
Report Templates								
Title 1	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
Portefeuille	Manual	Order	Processed	28 Nov 2019		28 Nov 2019	IT Admin	30 KB
RAPPORT TEST	Manual	Order	Processed	26 Oct 2020		26 Oct 2020	KU user Boucledor	47 KB
Test order report	Manual	Order	Processed	23 Jul 2020		23 Jul 2020	IT Admin	24 KB
portefeuille fin annee	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	37 KB
portefeuille global	Manual	Order	Processed	18 Nov 2019		18 Nov 2019	IT Admin	36 KB
L Run Download	Edit Copy	Delete Create	Refresh Status					
		Create/Ec task (selec criteria	ction	Run the selection		Download file	the	

### CREATE A REPORT (1/2)



Report						Next Exit
Report						
	Enter a title and description for this report. Check the Time Zone an	id Language set	ings. You can set the Time Zone and Language fo	r each report. Then, select the Rep	port Type.	More
1 Report Description						
2 Criteria		Title:*	Test Report			, ,
0		Description:			<ul><li>Give the report a title</li><li>Select report type (only av</li></ul>	railable for
		Time zone:	CET	~	Richemont: Order, Shippin - NB: The Orders report is the	g Notice) e one that aathers
		Language:	English	~	the most information for Ri	
		Report type:*	Order	~		
			Select			
			Messaging Report			Next Exit
			Quality Notification Report			
			Order			
SAP © 2022 SAP SE or an S/	VP affiliate company. All rights reserved.		Order Summary Early Payment Detail		Privacy Statement	nt Security Disclosure Terms of Use
© 2022 SAF 3E 01 all 3/	er annuare company. Ar ngris reserved.		Goods Receipt		r maty statemen	1 Security Discussive Terms of Ose
			Failed Order			
			Component Shipment			
			Multi-Tier Order			
			Open Orders			
			Quality Inspection			
			Serial Number Report			
			Ship Notice			

### CREATE A REPORT (2/2)



#### EDIT OF A REPORT



Business Network -         Enterprise Account           Home         Enablement         Workbench         Orders >           Reports         Use CSV or Excel reports to track information on account use         Report Templates	TEST Mose Fulfillment V Involces V Reports V Messag age, such as purchase orders and involces. Report files are UTF-8 e		might not display all Asian and accented characters	in the downloaded file correctly.	Create -	<ul> <li>Select the report you want to reuse and click Edit</li> <li>Give the report a <b>new title</b></li> <li>Then modify the criteria of the old report according to your needs (e.g. date of the order)</li> </ul>
Title     1 <ul> <li>ASN</li> <li>ASN a recept</li> <li>ASN a recept</li> <li>Commande</li> <li>Commande2</li> <li>Commande3</li> <li>Commande4</li> <li>Commande4</li> <li>Commande5 en cours</li> <li>Informations commandes en cours</li> <li>Reception à faire</li> <li>Test MGA ASN a recept</li> <li>Test Commande</li> <li>test</li> <li>test</li> <li>test 3</li> <li>Run</li> <li>Download</li> <li>Edit</li> <li>Edit<!--</th--><th>Schedule Type     Report Type       Manual     Ship Notice       Manual     Ship Notice       Manual     Component Shipment       Manual     Open Orders       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Goods Receipt       Manual     Order       Manual     Order Summary</th><th>Status         Last Run           Processed         4 Jul 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         31 Mar 2023           Processed         9 Jun 2023           Processed         4 Jul 2023           Processed         21 Dec 2022           Processed         4 Jul 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         20 Dec 2022           Processed         8 Nov 2022           Processed         9 Jun 2023           Processed         9 Jun 2023</th><th>12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023 12 Jan 2023</th><th>Created By PREPROD SDPP PREPROD SDPP</th><th>Report Size           17 K8           18 K8           20 K8           13 K8           10 K8           17 K8           21 K8           23 K8           7 K8           23 K8           17 K8           23 K8           17 K8           23 K8           17 K8           24 B           2 Criteria</th><th>- Then click on Submit      Av Chain Collaboration ← Enterprise Account TEST ← Back to classic view      Av Chain Collaboration ← Enterprise Account TEST ← Back to classic view      Customer: Maisons du groupe Richemont - TEST</th></li></ul>	Schedule Type     Report Type       Manual     Ship Notice       Manual     Ship Notice       Manual     Component Shipment       Manual     Open Orders       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Order       Manual     Goods Receipt       Manual     Order       Manual     Order Summary	Status         Last Run           Processed         4 Jul 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         31 Mar 2023           Processed         9 Jun 2023           Processed         4 Jul 2023           Processed         21 Dec 2022           Processed         4 Jul 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         12 Jan 2023           Processed         20 Dec 2022           Processed         8 Nov 2022           Processed         9 Jun 2023           Processed         9 Jun 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023 12 Jan 2023	Created By PREPROD SDPP PREPROD SDPP	Report Size           17 K8           18 K8           20 K8           13 K8           10 K8           17 K8           21 K8           23 K8           7 K8           23 K8           17 K8           23 K8           17 K8           23 K8           17 K8           24 B           2 Criteria	- Then click on Submit      Av Chain Collaboration ← Enterprise Account TEST ← Back to classic view      Av Chain Collaboration ← Enterprise Account TEST ← Back to classic view      Customer: Maisons du groupe Richemont - TEST
Business Network - Enterprise Act     Report     Prevent Description     Criteria	Source Test Mode  Societion for this report. Check the Time Zone and Language settings. You can a  Title * Commande  Description:  Time zone: CET  Language: French  Report type: * Open Order	×	the Report Type.	Next Ext		Order Number:       I         Order Amount:       Io         Order Routing Status:       Any         Order Status:       Any         Order Status:       Any         Order Status:       Any         Order Tatus:       Any         Order Tatus:       Include Active Orders Only         Order Date:       30 Sep 2020         To       St Oct 2020         Maximum Results Returned:       100 ✓         Include Spot Buy Marketplace Information         ✓       Include Confirmation         ✓       Include Spot Buy Marketplace Information         ✓       Include Scheduled Line Information         ✓       Include Scheduled Line Information         ✓       Include Scheduled Line Information
						154

### Run/ Download the Report



S V or Excel reports to track information on account usage, such as port Templates	as purchase orders and invoices. Report files are UTF-8 encoded.	If your application does not read U	TF-8, it might not display all Asian and a	accented characters in the d	ownloaded file correctly.			
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-	SAP Business Network - Enterprise Account	TEST MODE						
ASN a recept ASN a recpt 2	Home Enablement Workbench Orders 🗸	<ul> <li>Fulfillment          <ul> <li>Invoices</li> </ul> </li> </ul>	✓ Reports ✓ Messages					Create 🗸 🕴 🚥
ASIN a recpt 2	-							$\sim$
Commande2	Reports							
Commande3	Use CSV or Excel reports to track information on account	usage, such as purchase orders an	d invoices. Report files are UTF-8 encod	ded. If your application does	not read UTF-8, it might not disp	lav all Asian and accented characters i	n the downloaded file correctly	$\sim$
Commandes en cours				yee approximited				
Informations commandes en cours	Report Templates							Solact Vour Poport
Reception à faire	Title 1	Schedule Type	Report Type	Status	Last Run	Next Run Created	Created By	- Select Your Report
Test MGA ASN a recept								- Click Run
	( ) ASN	Manual	Ship Notice 5	Processed	4 Jul 2023	4 Jul 2023	PREPROD SDPP	Soloot Vour Boport
Test commande		Manual	Ohio Norice	Provend	10 1 0000	10 1 0000	0050000 0005	- Select Your Report
Test commande test	ASN a recept	Manual	Ship Notice	Processed	12 Jan 2023	12 Jan 2023	PREPROD SDPP	- Click on <b>Refresh Status</b>
	ASN a recpt 2	Manual	Component Shipment	Processed	12 Jan 2023	12 Jan 2023	PREPROD SDPP PREPROD SDPP	- Click on <b>Refresh Status</b>
test test 3	ASN a recpt 2	Manual Manual	Component Shipment Open Orders	Processed Processed	12 Jan 2023 31 Mar 2023	12 Jan 2023 31 Mar 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul><li>Click on Refresh Status</li><li>Verify that the status is Processed</li></ul>
test	ASN a recpt 2 Commande Commande2	Manual Manual Manual	Component Shipment Open Orders Open Orders	Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3	Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order	Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3 Commandes en cours	Manual Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order	Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3	Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order Open Orders	Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3 Commandes en cours Informations commandes en cours Reception à faire	Manual Manual Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order Open Orders Goods Receipt	Processed Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> <li>17 KB</li> <li>21 KB</li> <li>7 KB</li> <li>23 KB</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3 Commandes en cours Informations commandes en cours Reception à faire Test MGA ASN a recept	Manual Manual Manual Manual Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order Open Orders Goods Receipt Multi-Tier Order	Processed Processed Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> <li>17 KB</li> <li>23 KB</li> <li>17 KB</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3 Commandes en cours Informations commandes en cours Reception à faire	Manual Manual Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order Open Orders Goods Receipt	Processed Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> <li>17 KB</li> <li>21 KB</li> <li>7 KB</li> <li>23 KB</li> </ul>
test test 3	ASN a recpt 2 Commande Commande2 Commande3 Commande3 Commandes en cours Informations commandes en cours Reception à faire Test MGA ASN a recept Test commande	Manual Manual Manual Manual Manual Manual Manual Manual Manual	Component Shipment Open Orders Open Orders Order Order Open Orders Goods Receipt Multi-Tier Order Order	Processed Processed Processed Processed Processed Processed Processed Processed	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023 20 Dec 2022	12 Jan 2023 31 Mar 2023 9 Jun 2023 4 Jul 2023 21 Dec 2022 4 Jul 2023 12 Jan 2023 12 Jan 2023 12 Jan 2023 20 Dec 2022	PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP PREPROD SDPP	<ul> <li>Click on Refresh Status</li> <li>Verify that the status is Processed</li> <li>Click Download</li> </ul>





## NOTIFICATIONS MANAGEMENT

Electronic Order Routing









3

	\$\$ \$ \$ \$ <b>€ 1</b>
Assessments	IT ADMINI test-IT_PREPROD@SDPP.com
	My Account
Account Settings	Link User IDs
Customer Relationships	Contact Administrator
Users Notifications	SDPP - SOCIETE DE DIFFUSION - TEST ANID: AN11116270689-T
Application Subscriptions Account Registration	Premium Package Company Profile
Network Settings	Settings > 2
Electronic Order Routing	Logout
Electronic Invoice Routing Accelerated Payments	
Remittances	
Data Deletion Criteria	
Network Notifications	
Audit Purge	
Audit Log	
Classic	
Standard	$\sim$

#### In the Account Setup menu:

- 1) Click on the button with the user's initials
- 2) Setting
- 3) Electronic Order Routing at the Ariba Network Settings Level
- $\Rightarrow$  Details of the recommended notifications in the following slides



### ORDER ROUTING NOTIFICATIONS (1/2)



- > In the Electronic Order Routing menu [1], you can configure orders notifications
- > It is possible to set up the receipt of **orders** by e-mail
- Choose Email [2] from the drop-down menu for the routing method
- Fill in one or more Email address(es) and tick **Include document in the email message [3]** in order to also receive the attachments via the notifications

Business Network - Enterprise Account TEST MODE				
Network Settings		Save	Close	20
Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settl     * Indicates a required field     External System Integration     Configure CXML (native) integration     Configure CXML (native) integration     Configure SAP Integration Suite, managed gateway for spend management and SAP Bue     Non-Catalog Orders with Part Numbers     Process non-catalog orders as catalog orders if part numbers are entered manually     Status Update Request Notifications     Do not send status updates for inbound documents in pending queue		g Notifications (1/2)	1) 2)	You can fill in several email addresses by separating the addresses with a comma and without putting a space Ticking the option "Attach a PDF document to the email" will allow
New Orders Document Type Routing Method	Options			you to receive the order in PDF format as an attachment to the email
Catalog Orders without Attachments Email 🗸	3 Attach cXML ↓ Include docu ↓ Leave attach routing meth	schop@richemont.com document in the email message ment in the email message ments online and do not include them with email message. This applies to all orders with attachments that od "Same as new catalog orders without attachments". document in the email message	have the	
	Survey		ES (	
- joint "Online" routing		ethod of routing orders. This n able in your portal.	neans th	nat the orders are

### ORDER ROUTING NOTIFICATIONS (2/2)



It is also possible to choose the receipt of modified/cancelled orders by e-mail by selecting E-mail and entering the relevant e-mail address. Otherwise, keep the mode online [1]

Change/0	Cancel Orders				
Document	Туре	Routing Method		Options	
Catalog Or	rders without Attachments	Online	~	Save in my online inbox	
Υου	can set up an <b>e</b> i	mail notification [2	21 when an order (	could not be delivered. Preferably, enter an	

	Notifications			
6	Туре	Send notifications when	To email addresses (one required)	
9	Order	Send a notification when orders are undeliverable.	eshop@richemont.com	
	order	Send a notification when a new collaboration request against an existing order is received.		(





## NOTIFICATIONS MANAGEMENT

Component Management





A Q (A) 1

>

IT ADMINI

My Account

Link User IDs

test-IT\_PREPROD@SDPP.com





Assessments

Account Settings

Customer Relationships



In the Account Setup menu:

1) Click on the button with the user's initials

2) Setting

3) Notifications at the Account Settings Level

 $\Rightarrow$  Details of the recommended notifications in the following slides



### ACCESS TO ASSET MANAGEMENT NOTIFICATIONS



- > Notifications for **Component Shipping Notices [1]** (for affected homes) can be reviewed
- You can also choose how often you want to receive these notifications [2]
- Fill in the relevant **email addresses [3]** for each notification type

e required) with this frequency, in hours:
om
om
esses (one required) with this frequency, in hours:
1
3
12
24 168
162
r





## NOTIFICATIONS MANAGEMENT

Notification for administrator





#### ACCESS TO NOTIFICATIONS FOR ADMINISTRATORS





R

	A) © Q 🖓
Assessments	IT ADMINI
	test-IT_PREPROD@SDPP.com
Account Settings	My Account
Customer Relationships	Link User IDs
Users	Contact Administrator
Notifications	SDPP - SOCIETE DE DIFFUSION - TEST
Application Subscriptions	ANID: AN11116270689-T Premium Package
Account Registration	
Network Settings	Company Profile
Electronic Order Routing	Settings >
Electronic Invoice Routing	Logout
Accelerated Payments	
Remittances	
Data Deletion Criteria	
Network Notifications	
Audit Purge	
Audit Log	
Classic	
Standard	

In the Account Setup menu:

- 1) Click on the button with the user's initials
- 2) Setting

#### 3) Notifications at the Account Settings Level

⇒ Details of the recommended notifications in the following slides



#### The General [4] and Messaging [5] sections are only available to the administrator

Acc	count Settings	Close
	Customer Relationships Users Notifications Application Subscriptions Account Registration API management	
4	General Network Discovery Messaging 5	
	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.	

### LIST OF "IMPORTANT" NOTIFICATIONS FOR ADMINS (1/3)



- > Go to the **General tab [1]** of the notifications to select the recommended notifications for the administrator
- The **Network Service notification [2]** is used to inform you about platform outages
- The **Reminder notification for unconfirmed orders [3]** is a weekly notification to alert you to orders received that have not yet been confirmed
- The **Reminder of Non-Received order Items notification [4]** is a weekly notification to alert you to unreceived items
- > Fill in one or more **Email Address(es) [5]** for each of the fields
- Click on "Save" [6] to save

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.	
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.	
Other Notifications	
Network Service Service Service eshop@richemont.com	
Certification Expiration Notifications 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.	

### LIST OF "IMPORTANT" NOTIFICATIONS FOR ADMINS (2/3)



- > In the **Messaging tab**, you can set up email notifications to notify you when you receive communications through Ariba Platform Online Messaging
- For messages related to purchase orders, check the box **Send notifications to this address [1]** and then fill in one or more **Email Address(es) [2]**

	Business Network - Enterprise Account		
Ac	ccount Settings	Close	5
	Customer Relationships Users Notifications Application Subscriptions Account Registration API management		5
	General Network Discovery Messaging		
	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 Notifications are in the preferred language set by the network administrator.		C
	Global document-specific settings		
	Tell us who to notify for each type of customer message. Enter up to 3 comma-separated email addresses per notification. If you don't enter email addresses or if they've unsubscribed, we'll send the notifications to the default email addresses in Global default settings. Notifications preferred language set by the network administrator.	s are in the	
ם ו	Purchase order messages Send notifications to these addresses (i)		
×	Invoice messages Send notifications when invoice messages are received (i) eshop@richemont.com		~
Ţ			
		166	

### LIST OF "IMPORTANT" NOTIFICATIONS FOR ADMINS (3/3)



- Cocher les cases pour la réception des messages clients et les notifications à l'administrateur [1]
- Cocher la case pour les messages de notification sans contexte [2]
- Renseigner une ou plusieurs Adresse(s) mail [3] pour chacun des champs
- Cliquer sur " Enregistrer " [4] pour sauvegarder

	Global default settings			
	If global document-specific settings aren't de only when the email addresses in this section	fined or those email addresses have been unsubscribed from receiving notifications, we'll send no have been unsubscribed.	tifications to the email addresses in this section. If you choose both options here, we'll send notifications to	the SAP Business Network administrator
4	All document-specific messages	Send notifications when customer messages are received (i)	eshop@richemont.com	
	Administrator	$\checkmark$ Send all notifications to the SAP Business Network administrator $\textcircled{1}$		
	Context-free settings			C
	If context-free message notification settings a	re not defined or if the specified email addresses are unsubscribed from receiving notifications, th	nen SAP Business Network will not send any notifications.	
2	Context-free messages	$\checkmark$ Send context-free message notifications to these addresses (i)	* eshop@richemont.com	
				4 Save Close









## NOTIFICATIONS MANAGEMENT

Electronic invoice routing





Access the notification management page via the account configuration menu by following the next steps:

r Oor		¶ ₽ @ DC	1
		DEV CIG	
		DEV_CIG@richemont.com	
	a (	My Account	
	Account Settings	Link User IDs	
	Notifications	Contact Administrator	
	Network Settings	DR3_CIG_TEST - TEST	
$\bigcirc$	Electronic Order Routing	ANID: AN11024890059-T Premium Package	
3	Electronic Invoice Routing	Settings >	2
	Network Notifications	Logout	
		5003	)

1) Click on the button with the user's initials

2) Click on Settings

3) Select **Electronic Invoice Routing** at the Network Setting level



eSH P

### ELECTRONIC INVOICE ROUTING



- It is possible to configure different notifications linked to the status of invoices:
  - Send a notification when invoices are undeliverable or rejected [1]
  - Send a notification when invoice statuses change [2]



Check the boxes for notifications that may interest you and provide the email addresses of the people who will be affected by these notifications

If you no longer wish to receive the notification, remove your email address from the list as a priority so as not to delete the notification for your other colleagues

For each type of notification, you can enter up to 3 different email addresses in the **dedicated fields [3]** by separating the addresses with a comma and without putting a space

Notifications			
Invoice Failure	Send a notification when invoices are undeliverable or rejected.	1	ch_ric_eas.eshop@richemont.com
Invoice Status Change	Send a notification when invoice statuses change.	2	* ch_ric_eas.eshop@richemont.com
Invoice Created Automatically from Receipts	Send a notification when an invoice is automatically created from a goods receipt.		ch_ric_eas.eshop@richemont.com
Invoice Created Automatically from Service Sheets	Send a notification when an invoice is automatically created from a service sheet.		* ch_ric_eas.eshop@richemont.com
Invoice conversion (Supported formats: .pdf, .png, .jpg)	Send a notification when the invoice conversion fails.		ch_ric_eas.eshop@richemont.com
	Send a notification when the status of the template changes.		* ch_ric_eas.eshop@richemont.com
	Send a notification when an invoice is set for manual submission after conversion.		* ch_ric_eas.eshop@richemont.com
	5 OOZ		170



















# User account management

Creation/management of the accounts





### CREATION/MANAGEMENT OF THE USERS ACCOUNT







screen), click on **Settings**, then on **users** 

Only the account administrator of the company have the right to creat/modify the users

Manage Roles Manage Us	ers Manage User Authentication									
sers(1)										
Enable assignment of orders to us	sers with limited access to Ariba Network.(	D								
ter										
ers (You can only search on one	attribute at a time)									
ername 🗸 Enter userna	me		+							
			<u>.</u>							
			<u>.</u>							
Apply Reset			<u>.</u>							
Apply Reset			<u>.</u>					+		
Apply Reset	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	+	Actions	
				Ariba Discovery Contact No	Role Assigned KU Role	Authorization Profiles Assigned		+	-	

#### The creation is in two steps

- Creation of a role to which you attribute 1. permissions
- Creation of a user to link to the the good role 2.



#### CREATION/MANAGEMENT OF THE ROLES



Roles (2)			
	You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be	modified.	
Filters Permission			
Select permission assigned	v		
Apply Reset			
			+ =
Role Name	Users Assigned	Actions	_
		<b></b>	
Administrator	IT Admin		

	CAP Business Network - TEST MODE	
	Edit Role 4 Seven	Close
	Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.	
	* Indicates a required field	
	Selected Role Information	
	Name: * KU Role	
	Role for KU	
4		
	Permissions	
	Each role must have at least one permission.	
	Show me all the available permissions	
	Page 1	~ »
	Permission Description	
V	API Development Access Access to API development using the SAP Ariba developer portal.	
	Analytics Dashboard Access Access the Analytics Dashboard	
	Archive Access View and search archived items	
	Catalog Account Executive Access to manage price file upload and customer specific catalog upload	

- > Select the tab "Manage rôle" :
  - 1) Click on the button "+"
  - Fill the field Name: titled of the role (for example : Key-User, Sales administration, Logistic)
     It is possible to add a description to the name of the role
  - 3) Select **the permissions** that will be link to this role( refer to the next slide to know which role link )
  - 4) Click on "Save " at the end of each role creation

There are several access pages of permissions, if you can't find the right access rights, check that they are not on another page

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### RECAPITULATIF



#### To give a role the ability to create order confirmations and ASNs, check the following permissions:

Permi	ssions		
Each role I	nust have at least one permission.		
Sho	w me all the available permissions		
	Permission	Description	
	Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type	
$\checkmark$	Inbox and Order Access	View and search documents in Inbox and take actions based on your role	
$\checkmark$	Outbox Access	View and search documents in Outbox and take actions based on your role	
$\checkmark$	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types	
$\checkmark$	Transaction Configuration	Configure account for electronic transactions	-

#### To give a role the ability to view the status of invoices, check the following permissions:

Permis	sions		
Each role m	ust have at least one permission.		
Shov	v me all the available permissions		ŀ
$\checkmark$	Permission	Description	
$\checkmark$	Invoice Report Administration	Access to Reporting, and Invoice Report type	
$\checkmark$	Outbox Access	View and search documents in Outbox and take actions based on your role	



#### CREATION/MANAGEMENT OF THE USERS



Manage Roles Manage Users	Manage User Authentication						
Jsers (1)							
Enable assignment of orders to users	with limited access to Ariba Network. $^{(i)}$						
Jsers (You can only search on one attrit	pute at a time)						
Username V Enter username		+					
I							
Apply Reset							
							+ 🗆 🔳
Username	Email Address	First Name Last N	lame Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
PREPROD@AIGUILLA.com	ch_ric_eas.eshop@richemont.com	KU user AIGUI	LLA No	KU Role		All(1)	Actions 🔻
		1000				, m(±)	
Add to Contact List	Remove from Contact List						
ate User		s unit. Ariba will email a ne.	temporary password to the addre	ess provided for the r	new user account. The account infor	Done mation entered here will	Cancel not be
hate User te a new user account and assign a role fifable after you click Done. However, you		s unit. Arība will email e	temporary password to the addr	ess provided for the r	new user account. The account infor		
hate User te a new user account and assign a role fifable after you click Done. However, you	and if needed assign them to a business a can modify role assignments at any tim	s unit. Ariba will email e ne.		ess provided for the r	new user account. The account infor		
hate User te a new user account and assign a role fifable after you click Done. However, you	and if needed assign them to a business a can modify role assignments at any tim Username: *			ss provided for the t	new user account. The account infor		
hate User te a new user account and assign a role iffable after you click Done. However, you	and if needed assign them to a business a can modify role assignments at any tim Username: * Email Address: *			iss provided for the i	new user account. The account infor		
eate User ate a new user account and assign a role iffable after you click Done. However, you w User Information	and if needed assign them to a business a can modify role assignments at any tim Username: * Email Address: * First Name: *			ass provided for the f	new user account. The account infor		
hate User te a new user account and assign a role iffable after you click Done. However, you	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Addres: * First Name: * Last Name. *	0		ess provided for the r	new user account. The account infor		
hate User te a new user account and assign a role iffable after you click Done. However, you	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Addres: * First Name: * Last Name: * Do not al	0	voices to the buyer's account. $\hat{U}$	ess provided for the r	new user account. The account infor		
hate User te a new user account and assign a role iffable after you click Done. However, you	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not al	() () () () () () () () () () () () () (	voices to the buyer's account. $\hat{U}$	ess provided for the l	new user account. The account infor		
hate User te a new user account and assign a role fifable after you click Done. However, you	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not at This use Unimed a	() () () () () () () () () () () () () (	voices to the buyer's account. $\hat{U}$	ess provided for the l	new user account. The account infor		
hate User te a new user account and assign a role iffable after you click Done. However, you	and if needed assign them to a business u can modify role assignments at any tim Usemame: * Email Address: * First Name: * Last Name: * Do not al This user Limited a	Ilow the user to resend in ris the Ariba Discovery Caccess	voices to the buyer's account. $\hat{U}$	ess provided for the l	ew user account. The account infor		
eate User te a new user account and assign a role affable after you click Done. However, you w User Information	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not at This use Unimed a	Ilow the user to resend in ris the Ariba Discovery Caccess	voices to the buyer's account. $\hat{U}$	ess provided for the l	ew user account. The account infor		
eate User Ite a new user account and assign a role Iffable after you click Done. However, you w User Information	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Last Name: * Do not al This use Utimet al Office Phone:: USA 1 v	O	voices to the buyer's account. $\hat{U}$	es provided for the p	ew user account. The account infor		
eate User ate a new user account and assign a role iffable after you click Done. However, you w User Information Le Assignment Name	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not al This user USA 1 v Office Phone: USA 1 v	C	voices to the buyer's account. $\hat{U}$	2	new user account. The account infor		
eate User Ite a new user account and assign a role Iffable after you click Done. However, you w User Information	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Last Name: * Do not al This use Utimet al Office Phone:: USA 1 v	C	voices to the buyer's account. $\hat{U}$	2	new user account. The account infor		
Le Assignment          KU Role	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not al This user USA 1 v Office Phone: USA 1 v	C	voices to the buyer's account. $\hat{U}$	2	new user account. The account infor		
eate User ate a new user account and assign a role iffable after you click Done. However, you w User Information Le Assignment Name	and if needed assign them to a business u can modify role assignments at any tim Username: * Email Address: * First Name: * Last Name: * Do not al This user USA 1 v Office Phone: USA 1 v		voices to the buyer's account. $\hat{U}$	2	new user account. The account infor		

#### Bien sélectionner l'onglet "Gérer les utilisateurs" :

- 1) Click on the button "+"
- 2) Fill the users information :
  - Username: Use the Email of the user
  - Email Address: Email of the user
  - First Name
  - Last Name
  - Office Phone
- 3) Tick the role previously created to link to the user
- 4) Click on "Done" to save the information

#### CREATION/MANAGEMENT OF THE USERS



- To delete a user, you need to update the retention period by clicking "More" [1] and "Manage User Deletion" [2]
- Click on "update retention period" [3]

Business Network - Enterprise Account TEST MODE		
count Settings		Save Close
Customer Relationships Users Notifications Application Subscri	tions Account Registration API management	
Manage Roles Manage Users Manage User Authentication	Manage User Deletion More	
① The data of revoked users will be retained for a period that you configure here. After the retention	Manage Users	
Retention Period(in months): 1 Last Modified Date: 12 Jul 2024	Manage User Authentication Revoked Users	
Update Retention Period	✓ Manage User Deletion 2	
tor a value other than 0 [4] in	the confirmation period field and click "Save" [5]	(
	the confirmation period field and click "Save" [5]	~
UPDATE RETENTIO	I PERIOD	
() The data of revoked	sers will be retained for a period that you configure here. After the retention period is over, user data will be deleted permanently from SAP i	Business Network.

Retention period in months:	1	4
-----------------------------	---	---

 $2 \sim 15$ 





# Return to the Manage Users tab [1] From the action menu, click on delete [2]

SAP Business Network - Enterprise Account TEST MODE						
ccount Settings	Save	Close				
Customer Relationships Users Notifications Application Subscriptions Account Registration API management						
Manage Roles Manage Users Manage User Authentication Revoked Users More						
Users (2)						
Enable assignment of orders to users with limited access to SAP Business Network.						
Filter						
Users (You can only search on one attribute at a time) Username V Enter username +						
Apply Reset						
	+ (					
Username Email Address First Name Last Name SAP Business Network Discovery Contact Role Assigned Authorization Profiles Assigned Customer Assigned	AN Access	Actions				
PREPROD@SDPP.com ch_ric_eas.eshop@richemont.com PREPROD SDPP No KU ROLE All(1)	Yes	Actions 🔻				
test-IT_PREPROD@SDPP.com ch_ric_eas.eshop@richemont.com IT ADMINI No PROFILE_MGMT_ROLE, +5 AU(1)	Yes De					
Add to Contact List Remove from Contact List	Ma	ike Administrator				

#### Click "OK" [3] to confirm the deletion of the user

#### CONFIRM DELETION

You have chosen to delete this user. Please review the user information, and make sure that this user's email address is not used to receive any notifications. You may need to check the organization level notification preferences in Notifications page. If you click OK, this user will lose access to SAP Business Network. However, this user's data will be retained in SAP Business Network for the period configured in the Manage User Deletion tab.

Selected User Information

Usermame: PREPROD@SDPP.com Email Address: ch\_ric\_eas.eshop@richemont.com First Name: PREPROD Last Name: SDPP Office Phone: +41 999999 Assigned Role: KU ROLE SAP Business Network Discovery Contact: No

Cancel OK







# User account management

Account configuration







#### At the first login, each user must fill in **their information** in the **account settings** Click on your **initials [1]** and then on **"My Account" [2]**



Business Network   Enterprise Account	•		ସ A ③ PS 1
	Orders × Fulfillment × Invoices × Re s and Releases × Maisons du groupe R ×	eports v Messages	2 My Account Link User IDs Contact Administrator
1 Control of the second	65 days Cartier	0 0 Items to confirm Items to ship reconfirmation Last 365 days	Premium Package Settings > Logout
Purchase orders Last 7 days ∨ €O EUR	Shipment tracking Purchase order number.	Activity feed All Order changed Mar 21, 2024   11:43 AM   Maisons du groupe Richem 6019919053	View all 3€  €50.25 EUR
€1	Track	Order received Mar 21, 2024   11:41 AM   Maisons du groupe Richem 6019919053	€50.25 EUR
€0.4 €0.2 €0 4/3 4/4 4/5 4/8 4/7 4/8 4/9		Order received Mar 14, 2024   05:08 PM   Maisons du groupe Richem 6019913457	••• €47.35 EUR
Maisons du groupe Richemont - TEST		Order received Jan 18, 2024   06:15 PM   Maisons du groupe Richem	

### ACCOUNT CONFIGURATION



#### > Fill in the requested information and click on **"Save" [1]** to complete the entry.

	SAP Business Network -	Enterprise Account TEST MORE		
	My Account			
	Account Settings			
5	* Indicates a required field			
2	· indicates a required neta			
)5	Account Information			
5~		Username:* Change Password		
		Email Address:*		- C
		First Name:* PREPROD		~
		Middle Name:	$\sim$	
		Last Name:*		~
		Personal Information Change Log Business Role: Sales	$\sim$ (	
	Preferences			
		Preferred Language: English V		
		Preferred Timezone:* CET V		
		Default Currency." Euro Select Currency		$\backslash \land$
	Contact Information	Allow Me to Save Filter Preferences in the Inbox/Outbox		
	Contact Information	Country Area Number Extension	7 (	
		Phone:* CHE 41 V 999999		
		Address 1:*	It is imperative to fill in the "contact	
		Address 2:		
		Postal Code:*	information" when logging in for the first time	e
		City: Evreux		
Z		State:	$\sim$	
		Country/Region:* France [FRA]		5
	Personal information usa	ge		
	You expressly acknowledge and services are hosted (located in v	give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba arious data centers globally, in accordance with the Phaey Statement, the Terms of Use, and applicable law. You have the right tho access and modify your personal data from within the application or by contracting the Ariba action. This consent shall be in effect from the moment is this been granted and may be revoked by prior within motice to Ariba. If you are a Stasian ditzen relating within the Russin effection, You are shall be indented from the Internet of the Ariba and a set of the Ariba and a set of the Ariba and the Ariba		
	of your personal data entered or	audit in the dubant and co a traited from the moment was been gained an intry or reformed by price which node to Arbit in you did a hassian factor reading, wain the reason received by your organization in a separate data repository residing within the Russian federation. process personal information		
		process personal information		
	company admin. My company may	personal monimules by checking in sole), and requesting a revocation of my consent to process my personal monitations in understand unal remain to longer or adde to access our business revocation of the my request has been approved by our store personal information for compliance and audit purposes.		
N I				
			7	
-		Sine		
		Sove Close	181	
		$5 \cup 2 \cap \zeta$		



> You will find in the following link the entire documentation related to the use of the Ariba portal:

# https://support.ariba.com/Richemont



You will find the material for the pratical trainings, training videos<sup>^</sup>, user guides and diverse documents All those documents are available in the following language : FR/EN/IT/DE











# Thank you for your attention !









# Appendix





### CUSTOMER CODE & LOCATIONS



Maison	Name of the entity	Location	Purchasing Organization	Customer location	Company code
Cartier					
Cartier Montres	Manufactures Cartier Horlogerie (CHO)	Couvet, Glovelier, La Chaux-de-Fonds, Villars-sur-Glâne (CH)	MICA	CHM1	CH01
Cartier Joaillerie Suisse	Manufacture Cartier Joaillerie (PFS)	Le Locle (CH)	M3CA	СНМ5	СН01
Cartier Joaillerie France	Cartier Joaillerie International (PJF)	Paris, Reims, Besancon, Bezannes (FR)	M2CA	FRM1	FR02
Cartier Joaillerie France	Cartier Joaillerie International (PHJ)	Paris (FR)	M2CA	FRM2	FR02
Cartier Joaillerie France	Cartier Joaillerie International (CS)	Paris (FR)	M2CA	FRM7	FR02
Cartier Joaillerie France	Cartier Joaillerie International (CCU-Centre compétences usinage Cartier)	Paris (FR)	M2CA	FRM8	FR02
Cartier Joaillerie Italie	Platinum Guild International Italia (PGI)	Torino, Milano, Valenza (IT)	M8CA	ITM 1	IT13
Cartier Pierres	PGI / PJS / PJF / PHJ	Italie / Suisse / France	COCA	-	. (
Cartier Parfums	Cartier Parfums	Paris (FR)	MBCA	FRMA	FR11
Cartier Parfums	Cartier Parfums	Villars-sur Glâne (CH)	MBCA	FRMA	CH01
Piaget					
Piaget	Piaget	Plan-les-Ouates, La Côte-aux-Fées, Genève aéroport, Villars-sur-Glâne (CH)	MIPI	CHM8	CH01
IWC					
IWC	IWC Schaffhausen	Schaffhausen ( Manufakturzentrum MH and Hauptgebäude SH) (CH)	MIIW	CHM7	CH01
Panerai					
Panerai	Manufacture Officine Panerai	Neuchâtel (CH)	M1PA	СНМН	CH01
Panerai	Manufacture Officine Panerai	Villars-sur-Glâne (CH) - SAV	M1PA	CHC2	CH01
Vacheron Constantin					
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH)	MIVA	CHME	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH) - SAV	MIVA	CHC1	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Le Brassus (CH)	MIVA	CHMF	CH01
Van Cleef & Arpels					
Van Cleef & Arpels	Les Ateliers VCA	Paris (FR)	M2VC	FRM9	FR08
PRF					
Cartier Maroquinerie	Cartier - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9CA	ITM3	IT15
Chloé Maroquinerie	Chloé - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	М9СН	ITM3	IT15
Mont Blanc Maroquinerie	Mont Blanc - Pelletteria Richemont Firenze S.r.I.	Florence (IT)	М9МВ	ITM3	IT15
Dunhill Maroquinerie	Dunhill - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9DU	ITM3	IT15
Serapian Maroquinerie	Serapian - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9SR	ITM3	IT15
Richemont Maroquinerie	Richemont - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9RI	ITM3	IT15







