eSHOP
Practical Trainings

TRAINING MATERIAL

April 2024

RICHEMONT

TEAM PRESENTATION

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AGENDA

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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
Transaction 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
Multi-tier collaboration Supplier/Subcontractor
Components collaboration
Invoice Status visibility
Reports : Report types: Orders, Order Confirmations, ASNs
Notifications management
Users accounts management
Conclusion

INTRODUCTION

Portal presentation

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HOW THE TRAINING SESSION WORKS

eSH🔍P

〉 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!**

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> Login link to the portal:

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

- The portal language is determined by the language of your web browser.
- **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 eshop@richemont.com

> 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

1) Navigation and action menue

2) Tiles for quick access to lists

3) PO Recherche

4) Account information/setup, notifications

5) Dynamic help center

6) Widgets

ANNOUNCEMENT

eSH◯P

〉 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

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⟩ 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]**

16 total • 3 unread

Maisons Richemont
📢 [eSHOP Supply] The lates...
Dear partners, We're committed to putting you at the heart of our...
Mar 27, 2024 6:31 PM

Maisons Richemont
[e-SHOP project] - Browser u...
Dears supplier, Please check that the internet browser that you are using...
Mar 08, 2024 11:21 AM

Maisons Richemont
[e-SHOP Project] – New Feat...
Dear Supplier, Starting this Wednesday, February 21, you will ...
Feb 20, 2024 2:19 PM

Maisons Richemont
Incident on the SAP Business...
Dear suppliers, We received the feedback from Ariba confirming tha...
Jan 25, 2024 3:21 PM

Maisons Richemont
Open incident Supplier Busin...

RICHEMONT

📢 **[eSHOP Supply] The latest Newsletter has arrived!** 🎁

Maisons Richemont • Mar 27, 2024 6:31 PM

Dear partners,

We're committed to putting you at the heart of our priorities and our work, so we're holding this quarterly rendez-vous to share with you the essential information you need to know about our deliverables and our ongoing initiatives.

📌 Please find enclosed our latest newsletter.

📞 If you have any questions about its content, please do not hesitate to contact the Product team (30'): Click here to book an appointment.

Enjoy your reading

Sincerely

The eSHOP Supply team

Attachments

📄 Newsletter eSHOP Supply MAR(

📢 **New Announcements**   **1** **View all** ✕

Maisons Richemont
TEST POP-UP
Test communication

Jan 12, 2024 10:31 AM

View details   ‹ 1 / 1 ›

GLOBAL PROCESS PRESENTATION

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GLOBAL PROCESS THROUGH ARIBA

ORDER

CUSTOMER

Creation of a Purchase Order (PO)

Receipt of confirmation

Receipt of re–confirmation

SUPPLIER

Reception of the order form

Creation of the order confirmation (OC)

Possibility of re–confirmation

MODIFIED ORDER

Modification of an existing order

Receipt of new confirmation

Reception of the modified order

Creation of a new confirmation

LOGISTICS

Creation of an expected receipt

Creation of a receipt (GR)

Creation of an Advanced Shipping Notice (ASN)

Receipt

POs VISUALIZATION

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DISPLAY ORDERS LISTS FROM WORKBENCH MENU

❭ Access to orders :

DISPLAY AN ORDER

1) Supplier and customer information

2) Attachments: PDF version of the customer order

3) Order line items detail

4) Order status and version

1) Line status information

2) Different Schedule lines requested by the customer if necessary

3) Technical plan (if the Maison works with Windchill)

DISPLAY SERIAL NUMBERS

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

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

You can **upload an excel file with the serial number** of the PO by clicking there**.**

DISPLAY COMPONENTS

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.

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]**

〉 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.

The message via the integrated messaging will be **sent to the contact created the purchase document**

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› 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

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> 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**

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 **information about the order header**.

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

TILES CUSTOMIZATION

> The tiles display is *customizable*:

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

FILTER MANAGEMENT (1/2)

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〉 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**

To filter on "Order numbers":
- **Select "Exact Match"**
- **Enter the order number one by one**

⚠️ In Ariba the « Customer » is « <u>Maisons du Groupe Richemont</u> » and not the Maison itself

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> 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.

> Save the filter by clicking on the **Save** button.

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

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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**

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

WORKBENCH

Focus on the "*Order*" tile

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RICHEMONT

RECOMMENDED FILTER CONFIGURATION

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

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

› 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	Order	
Description	If all the items are deleted, the field "**PO Fully Deleted**" will display the value «**X**»	In case of return or replacement of PO, the field will display the **original PO number**
Possibility to filter this attribute	YES	YES

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

- Purchasing organization
- Version

WORKBENCH

Focus on the "*Items to confirm*" tile

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RECOMMENDED FILTER CONFIGURATION

➔ **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)**

RECOMMENDED COLUMNS CONFIGURATION

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

〉 We recommend to display the **table column** 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) *=> 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

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RICHEMONT

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

RECOMMENDED FILTERS CONFIGURATION

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

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** (OPTIONAL) no drop-down list, manually write
  the type

- **Shipping status** (work by exclusion) :

  ✓ Exclude fully shipped : excludes fully shipped orders

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

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

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

> **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

WORKBENCH

Focus on the *"Items to ship"* tile

RICHEMONT

RECOMMENDED FILTER CONFIGURATION

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

⟩ **List of important filters:**

- **Customers**: Maisons of the Richemont Group

- **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**
  - ✓ Exclude fully received : excludes orders fully received

- **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)**

- Confirmation status **(delete default values)**

- Receiving status **(delete default values)**

- Invoicing status **(delete default values)**

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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)

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!

It is essential to take the time to correctly configure the tiles during your first connexion.

Those two tiles are key to facilitate your daily use of the Ariba portal.

It's up to you !

ORDERS CONFIRMATION

2 modes: via the tile or massload

———

ORDERS CONFIRMATION

- 3 types of order confirmation:

A

› **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)

B

› **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

C

› **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.**

⟩ **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:

- Confirm Schedule line **(recommended)** and confirm entire item: confirms selected rows only.

- Confirm entire order: automatically confirms all lines of an order (even if you select only part of it).

It is possible to put a comment at the order lines (if this field does not appear, check the setting of the columns display).

⚠️ **In case of pricing error, please contact the Maisons**

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.

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

⟩ 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.

CASE OF AN ORDER MODIFICATION

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➤ **CASE OF AN ORDER MODIFICATION BY THE MAISON**

= NEW CONFIRMATION

SAP Ariba

CUSTOMER		PROVIDER/ SUBCONTRACTOR
Modifying an existing order	**Deletion of the confirmation** →	Modified Order Receipt
Receipt of the new confirmation	←	Creating a new confirmation

➤ **CASE OF A MODIFICATION OF A DELAY BY THE SUPPLIER**

= RE-CONFIRMATION

SAP Ariba

CLIENT		PROVIDER/ SUBCONTRACTOR
Receipt of amended delay	←	Modification of a previously confirmed delay

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

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

If no shipment has yet been made

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

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

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

➜ Split the line to reconfirm:

   - the first line with the quantity already shipped on the initial delivery date (on first confirmation)

   - the second line with the quantity and the new delivery date for the quantity still to be delivered

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- **Case A**: **Reconfirmation of the whole item**

〉 Selects the orders or the Items to reconfirms **[1]**

〉 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]**.

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- **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]**

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

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

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

Items to confirm (162)

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

| Confirm ⌄ | Reject ⌄ |

Confirm schedule line

Confirm entire item

Confirm entire order

1

No. ↑   Supplier Part No.   Description   Need By

No.: 6004715966

☑   1   ANNEAU PANTH.CHARL OG USINE FINI   Nov 13, 2022

⌄ ☑   Order No.: 6017874909

⟩ The **confirmation (reconfirmation) number [2]** will be identical to the first confirmation number.

⟩ Click on **" Submit " [3]**

Review items to confirm

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

3 | Submit | Cancel

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It's up to you !

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

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

Create/Run a task	**Downloading the file to your PC**	**Modification of the data**	**Upload the file to the Ariba server**

Create and run a new task (entering the selection criteria for the orders)
OR Run an existing task to download the data; Type: Confirmations / Shipping Notices

Download the Excel file based on the previous selection (once the task is completed)

Edit the file to complete the details of confirmations to be created.

Loading the modified file to create mass confirmations

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)

1. Give a name to your report
2. Choose the "Confirmation" type
3. Choose other criteria if necessary: location, planner code, etc.
4. It is recommended that suppliers define a date range for "Need by" date, as the number of lines is limited to a maximum of 10,000).
   The date range can contain a "variable" date. You can set it to the "current date" plus a certain number of days later (e.g. **Current Date +/– 365 days**).
   Do not use a date range based on "Ship By".
7. Click on **Save**
8. Return to the list, <u>select your task </u>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*".

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*".

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➤ **ARIBA ➜ Excel**

〉 Switch to the **"Downloads"** tab

〉 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

Confirmations   Time Zone: UTC+02:00

Confirmation Number	Current Confirmation Status	Order Number (*)	Order Type	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item number (*)	Schedule line number of order item	Requested Quantity	Total Shipped Quantity of Item	Total received quantity of Item	Confirmed Quantity (*)	Item Unit Of Measure (*)
	Unconfirmed	6019890518		5027			1	1	2316,8	0	0	2316,8	GRM
	Unconfirmed	6019932931		CRMXE0BZR0			10	1	20	0	0	20	MTR
	Unconfirmed	6019957843		CRMPFINOJA			1	1	100	0	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 Id
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

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➤ *Excel* ➔ *ARIBA*

❯ Switch to the **"Uploads"** tab
- Click on **Upload**

Upload File   ✕

* Name :   test   * Type :   Order Confirmation ▼

* Customer :   Maisons du groupe Richemont - TEST

File :   Choose file   No file chosen
                Download templates

                                              Upload   Cancel

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

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)

1. Give a name to your report
2. Choose the "Confirmation" type
3. Choose other criteria if necessary: location, planner code, etc.
4. It is recommended that suppliers define a date range for "Need by" date, as the number of lines is limited to a maximum of 10,000).
5. The date range can contain a "variable" date. You can set it to the "current date" plus a certain number of days later (e.g. **Current Date +/– 365 days**).
6. Do not use a date range based on "Ship By".
7. Check the boxes **"Include data already confirmed"** and **"Do not include data from new orders"**
8. Click on **Save**
9. Return to the list, select your task and click on **Run**

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

SAP Ariba

Confirmations   Time Zone: UTC+02:00

Confirmation Number	Current Confirmation Status	Order Number (*)	Order Type	Item Customer Part ID	Item Description	Item Supplier Part ID	Order Line Item number (*)	Schedule line number of order item	Requested Quantity	Total Shipped Quantity of Item	Total received quantity of Item	Confirmed Quantity (*)	Item Unit Of Measure (*)
	Unconfirmed	6019890518		5027			1	1	2316,8	0	0	2316,8	GRM
	Unconfirmed	6019932931		CRMXE0BZR0			10	1	20	0	0	20	MTR
	Unconfirmed	6019957843		CRMPFINOJA			1	1	100	0	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 I...
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...

〉 **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)

It's up to you !

SHIPPING NOTICE – ASN

2 modes: via the tile or massload

———

eSH☉P

- 2 types of shipping notices creation:

A › **Shipping notification from the « Items to ship » tile** = shipping notification of one or multiple orders

B › **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 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"**

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.

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⟩ **Shipping Notification Header**

Fill in the following information on the shipping notice:

- **Packing Slip ID (mandatory):** This is the supplier's unique delivery number. Rules: do not start the number with "0", no special characters except "-", "/", "_", "&", "#", "\" limited to 16 characters, NO lowercase, possible space.
- You can specify the invoice number for these items, if available.
- **- The expected delivery date (mandatory): t**he shipping date is not a field expected by Maisons Richemont.
- Upload tool on the server to attach documents.
- In "Additional fields", write comments if necessary.

⟩ **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 <u>in the case of a tolerance granted by the Maisons </u>(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

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*

CERTIFICATE AT THE ITEM LEVEL

To attach the certificate, on the shipping notice page, ensure to select the <u>**line item level**</u> **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 **[2]**

- Click on **" Add Attachment "** to attach the certificate to the ASN **[3]**

› Repeat this process <u>for each item line</u> that requires a certificate

› If all the other ASN information are filled in, click on **" Next "** and then **" Submit "**

You can delete the attachment by clicking this icon on the line of the attached file

⚠ **It is necessary to attach the quality certificate for each individual item in the order(s) to submit ASN.**

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FOR THE PARTNERS CONCERNED:

> **The quality certificate is carried by the <u>line item</u> and not the order header.**

> 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.

> **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.**

DISPLAY THE ASN LIST

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

DISPLAY THE ASN BARCODE

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.

SHIPPING NOTICE – IMPORTANT NOTE

eSHOP

› 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"**

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

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

It's up to you !

B

eSH☉P

〉 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:

Create/Run a task	Downloading the file to your PC	Modification of the data	Upload the file to the Ariba server
Create and run a new task (entering the selection criteria for the orders) OR Run an existing task to download the data; Type: Confirmations / Shipping Notices	Download the Excel file based on the previous selection (once the task is completed)	Edit the file to complete the Shipping notices details to be created.	Upload the modified file to create mass confirmations / Shipping notices

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)

1. Give a name to your report
2. Choose the "Ship notice" type.
3. Choose other criteria if necessary.
4. It is recommended that suppliers define a date range for "Need by" date, as the number of lines is limited to a maximum of 10,000.
5. Click on **Save**
6. Return to the list, select your task and click on **Run**

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> 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**".

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> ***ARIBA ➜ Excel***

〉 Switch to the ***"Downloads"*** tab

〉 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.

eSHOP

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

SAP Business 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 D		1	1

				For the concerned partners						
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								

Ship Notice Date (*)	Ship To	Ship To Street	Ship To Municipality	Ship To Postal Code	Ship To City	Ship To State	Ship To Country Code	Ship To Country	Shipping Network
2024-10-14T04:56:39-(	Manufacture Cartier Jo	Routes des dolines ZA		2400	Le Locle	NE	CHE	CHE	

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〉 **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: YYYYY–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). ,** <u>if traceability expected by the Maison</u> 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

> Switch to the **"Uploads"** tab
> ▪ Click on **Upload**

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

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〉 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

The attached documents will be at the header level of your ASN. Verify that the documents you want to send should not be added to the lines of your ASN

It's up to you !

SHIPPING NOTICE – ASN

MODIFICATION OF AN ASN

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eSH**O**P

⟩ 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

DISPLAY THE CONTENTS OF AN ASN

eSH♦P

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

eSHOP

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

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

The **editable fields** are the following one:

1) Header Modification

2) Editing attachments in the Header

3) Lines modification

Once the changes are made, click on " Next "

〉 A summary page of the modification is displayed

〉 It is important to click on **" Submit "** to validate the modification

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

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Ship Notices (10)

Packing Slip ID
TEST19092023
TEST19092023

In the document list, the ASN number remains the same, but the old version will have the obsolete status

Routing Status	Ship Notice Status
Acknowledged	
Acknowledged	Obsoleted

Ship Notices (10)

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
TEST1909202	Maisons du groupe Richemont - TEST	6019817554	25 Sep 2023 10:51:17 AM			Acknowledged	
TEST1909202	Maisons du groupe Richemont - TEST	6019817554	22 Sep 2023 9:23:54 AM			Acknowledged	Obsoleted
TEST1909202	Maisons du groupe Richemont - TEST	6019817554	19 Sep 2023 1:33:07 PM			Acknowledged	Obsoleted
ASN_180923	Maisons du groupe Richemont - TEST	6016774370	18 Sep 2023 3:27:14 PM			Acknowledged	
ASN_180923	Maisons du groupe Richemont - TEST	6016774370	18 Sep 2023 10:38:42 AM			Acknowledged	Obsoleted

⚠️ **Both versions of the ASN can be consulted, however the obsolete version will appear with the mention «Your ship notice has been updated»**

SAP Business Network — Enterprise Account TEST MODE

Ship Notice: TEST19092023

Cancel   Edit   Print   Export cXML   Download PDF ▾

Detail   Transport Details   History

SHIP FROM

Switzerland

ASN Valid

SAP Business Network ▾   Enterprise Account TE

Ship Notice: TEST19092023

Print   Export cXML   Download PDF ▾

Detail   Transport Details   History

Your ship notice has been updated.

ASN obsolete

SHIPPING NOTICE – ASN

DELETION OF AN ASN

———

RICHEMONT

⟩ To delete an ASN, click on " *Cancel* "

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

〉 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

MULTI-TIER COLLABORATION

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

RICHEMONT

GLOBAL PROCESS THROUGH ARIBA

eSHOP

MAISON

SUPPLIER

SUBCONTRACTOR

Order

MAISON:
- Creation of a Purchase Order
- Reception of the confirmation
- Reception of the re-confirmation

SUPPLIER:
- Reception of the purchase order
- Creation of the Order Confirmation (OC)
- Possibility of re-confirmation

SUBCONTRACTOR:
- Reception of the purchase order **A**
- Creation of the Order Confirmation (OC)
- Possibility of re-confirmation

Component MULTI-TIER
For the partners concerned

SUPPLIER:
- Creation of a shipping notice
- Reception of acknowledgment of receipt

SUBCONTRACTOR:
- Reception of the shipping notice **B**
- Creation of a component receipt **C**
- Consultation of the stock of component made available by the Maison **D**
- Component consumption declaration **E**

Logistics

MAISON:
- Creation of a receipt expectation
- Creation of a receipt (GR)

SUBCONTRACTOR:
- Creation of the shipping notice (ASN)
- Reception of the receipt

GLOBAL PROCESS

Richemont SAP

Component / Supplier   Ariba

Creation of the Purchase Order

Acknowledgment of confirmation

Reception of the Purchase Order

Creation of the order confirmation

Creation of the shipping notice

Richemont SAP

FP / Conditionneur Ariba

Make sure to respect the order of steps 1, 2 and 3. As long as these steps have not been carried out, the creation of the ASN is not possible.

Reception of the shipping notice

Creation of the component receipt

Acknowledgment of receipt

1 Declaration of Batch numbers and characteristics

Creation of information in SAP to enable traceability of information

2 Component consumption declaration

3

Firstly, send the information to the Maison teams via Ariba messaging via the PO

Unblocking orders

Creation of the ASN finished/semi-finished product

Creation of the receipt

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Richemont SAP

FP / Supplier   Ariba

Reception of the shipping notice

Acknowledgment of receipt

Creation of the component receipt

Creation of information in SAP to enable traceability of information

Component consumption declaration

Creation of the ASN semi-finished product/AC transformé

Creation of a receipt

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Richemont SAP

Component / Supplier   Ariba

Creation of the Purchase Order ----> Reception of the Purchase Order

Creation of the order confirmation ----> Acknowledgment of confirmation

Declaration of batch numbers and characteristics ----> Creation of information in SAP to enable traceability of information

Hors scope pour le moment

Creation of the shipping notice

Bien s'assurer d'avoir renseigné l'ID du lot fournisseur

eSHOP

⟩ Select the **Fulfilment** menu **[1]** then **Extended Collaboration [2]** and **multi-Tier Orders [3]**

eSHOP

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

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

COMPONENT CONSUMPTION DECLARATION

- 2 modes for declaring component consumption

E1 〉 **Consumption declaration from the order =** declaration on an individual order

E2 〉 **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]**

- Select the order for which you wish to make your declaration **[3]**
- The order form opens, you can select Consumption Report **[4]**

- **The document number and the creation date** are mandatory fields **[1]**
- By selecting **look up** you can find all the lots you have in stock **[2]**
- Make sure that the **batch number** and **quantity** columns are filled in **[3]**

Make sure that the batch number and quantity column are filled in

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> 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.**

If you have consumed components that come from two different batches you have the possibility to duplicate your line consumed compoments **[4]** the duplicated line will appear <u>at the end of your list of consumed components</u>

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

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eSH🔍P

It's up to you !

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

Create/Edit Job ×

④ * Name: components inventory extraction   * Type: Component Consumption ⑥

Job Search Criteria

⑤ * Customer: Maisons du groupe Richemont - TEST   Order number:

Line item level

Supplier part number: Buyer part number:

Supplier batch :   Buyer batch :

Component level

Supplier part number: Buyer part number:

Supplier batch :   Buyer batch :

⑦

Cancel   **Save**

- Le Nom **[4]**, le Client **[5]** et le Type **[6]** sont des champs obligatoires
- Sélectionner Exécuter **[8]**, vous pouvez désormais télécharger le fichier
- Si le statut du fichier apparait comme «Traitement en cours» cliquer sur «Actualiser le statut» **[10]**

SAP Business Net

Home   Enablement

Jobs   Downloads

▶ Search Filte

Jobs

Name	Type	Created	Changed↓	Modified By
⦿ components inventory extraction	Component Consumption	28 Sep 2023 2:11:51 AM	28 Sep 2023 2:11:51 AM	KU SHREE
○ CONF TEST	Order Conf			
○ ASN TEST	Ship Notice			
○ ASNTEST	Ship Notice			
○ Confirmation test	Order Conf			
○ Testreconf	Order Conf			

⑧

↳ Create   Edit   **Run**   Clear Downloads

SAP Business Network ▾   Enterprise Account   TEST MODE   KS

Home   Enablement   Workbench   Orders ⌄   Fulfillment ⌄   Invoices ⌄   Reports ⌄   Messages   Create ⌄ ...

Jobs   **Downloads**   Uploads

▶ Search Filters

Downloads

Job Name	Type	Last Run↓	Last Run By	Status	File
components inventory extraction	Component Consumption	28 Sep 2023 2:15:31 AM	KU SHREE	Processing ⑨	
CONF TEST	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	⤓
Confirmation test	Order Confirmation	17 Mar 2023 1:08:56 AM	KU SHREE	Completed	⤓
Testreconf	Order Confirmation	14 Mar 2023 5:26:58 PM	KU SHREE	Completed	⤓
Testreconf	Order Confirmation	14 Mar 2023 5:22:54 AM	KU SHREE	Completed	⤓

↳ Refresh Status ⑩

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› **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)

eSHOP

It's up to you

COMPONENTS COLLABORATION

Create a component receipt, components inventory visibility

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GLOBAL PROCESS THROUGH ARIBA

eSHOP

SAP

SAP Ariba

ORDER

CUSTOMER	SUPPLIER
• Creation of a Purchase Order (PO)	• Reception of the order form
• Receipt of confirmation	• Creation of the order confirmation (OC)
• Receipt of re–confirmation	• Possibility of re–confirmation

**COMPONENTS
NON MULTI-TIER**

For the concerned suppliers

CUSTOMER	SUPPLIER
• Creating a component shipping notice	• Reception of the Shipping Notice
• Receipt of acknowledgement of receipt	• Creation of a component receipt (GR) - optional
	• Consultation of components stock available from the Maisons

LOGISTICS

CUSTOMER	SUPPLIER
• Creation of an expected receipt	• Creation of an Advanced Shipping Notice (ASN)
• Creation of a receipt (GR)	• Receipt

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]**

CREATION OF COMPONENTS RECEIPT

⟩ Select the menu Fulfillment **[1]** then Extended collaboration **[2]** and Component shipments **[3]**

- Select the ship notice for which you have received the components form the Maison **[4]**
- Click on « Create a receipt » **[5]**, it opens a tab where you can find the list of received components
- The receipt number and the receipt date are mandatory **[6]**
- You must check the quantity and the supplier batch number for the concerned partners **[7]**
- Click on **Next to finish [8]**

COMPONENT INVENTORY VISIBILITY

〉 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]**

It's up to you !

COMPONENT CONSUMPTION DECLARATION

- 2 modes for declaring component consumption

E1 ⟩ **Consumption declaration from the order =** declaration on an individual order

E2 ⟩ **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.

eSHOP

> Declaration of component consumption is possible from the purchase order

> Select Workbench **[1]** and then the tile Orders **[2]**

- Select the order for which you wish to make your declaration **[3]**
- The order form opens, you can select Consumption Report **[4]**

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- **The document number and the creation date** are mandatory fields **[1]**
- By selecting **look up** you can find all the lots you have in stock **[2]**
- Make sure that the **batch number** and **quantity** columns are filled in **[3]**

⚠ Make sure that the batch number and quantity column are filled in

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> 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.

If you have consumed components that come from two different batches you have the possibility to duplicate your line consumed compoments **[4]** the duplicated line will appear at the end of your list of consumed components

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

It's up to you !

eSHOP

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

eSHOP

Create/Edit Job

④ * Name: components inventory extraction

⑥ * Type: Component Consumption

Job Search Criteria

⑤ * Customer: Maisons du groupe Richemont - TEST

Order number:

Line item level

Supplier part number:

Buyer part number:

Supplier batch :

Buyer batch :

Component level

Supplier part number:

Buyer part number:

Supplier batch :

Buyer batch :

⑦ Cancel | Save

- Le Nom **[4]**, le Client **[5]** et le Type **[6]** sont des champs obligatoires
- Sélectionner Exécuter **[8]**, vous pouvez désormais télécharger le fichier
- Si le statut du fichier apparait comme «Traitement en cours» cliquer sur «Actualiser le statut» **[10]**

SAP Business Net...

Home | Enablement

Jobs | Downloads

▶ Search Filt...

Jobs

Name	Type	Created	Changed↓	Modified By
● components inventory extraction	Component Consumption	28 Sep 2023 2:11:51 AM	28 Sep 2023 2:11:51 AM	KU SHREE
○ CONF TEST	Order Conf...			
○ ASN TEST	Ship Notice...			
○ ASNTEST	Ship Notice...			
○ Confirmation test	Order Conf...			
○ Testreconf	Order Conf...			

⑧ ↳ Create | Edit | Run | Clear Downloads

SAP Business Network ▾ Enterprise Account TEST MODE

Home | Enablement | Workbench | Orders ▾ | Fulfillment ▾ | Invoices ▾ | Reports ▾ | Messages

Create ▾ ...

Jobs | Downloads | Uploads

▶ Search Filters

Downloads

Job Name	Type	Last Run↓	Last Run By	Status	File
components inventory extraction	Component Consumption	28 Sep 2023 2:15:31 AM	KU SHREE	Processing ⑨	
CONF TEST	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	⤓
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	⤓

↳ Refresh Status ⑩

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› **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)

eSHOP

It's up to you

INVOICE STATUS

Permissions configuration

———

ASSIGNING PERMISSIONS

eSHOP

〉 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

———

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

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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

⚠ **➔ 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.*

Which status are available ?

- **Sent :** The invoice is booked but not released for payment

- **Approved :** The invoice is released for payment

- **Paid :** The invoice is paid

- **Rejected :** The invoice is reversed by the buyer

REPORTS

DATA EXTRACTION IN EXCEL

———

RICHEMONT

ACCESS TO REPORTS

eSHOP

› 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**)

- Give the report a title
- Select report type (only available for Richemont: Order, Shipping Notice)
- NB: The Orders report is the one that gathers the most information for Richemont Maisons

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

Report Previous Submit Exit

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

1 Report Description

2 Criteria

Customer: Maisons du groupe Richemont - TEST [Select]

Order Number: [   ]

Order Amount: [   ] to [   ]

Order Routing Status: [Any ▾]

Order Status: [Any ▾]
This selection will refresh the page content.

☑ Include Active Orders Only

Order Date: * [30 Sep 2020 📅] To [31 Oct 2020 📅]

Maximum Results Returned: [100 ▾]

☐ Include Spot Buy Marketplace Information

☑ Include Line Item Information

☑ Include Order Confirmation Information

☑ Include Serial Number Information

☑ Include Scheduled Line Information

- Select the Customer "Maisons Richemont".
- Select " Include Active Orders Only "
- Set the date range of the report (6 months only)
- Select 10000 as maximum results returned
- Check on *Include line item information* to get details of order confirmations and/or serial numbers and/or scheduled line

Previous Submit Exit

EDIT OF A REPORT

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

Run/ Download the Report

NOTIFICATIONS MANAGEMENT

Electronic Order Routing

———

eSH♦P

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**

⇒ Details of the recommended notifications in the following slides

eSH◊P

> 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

Order Routing Notifications (1/2)

1) You can fill in several email addresses by separating the addresses with a comma and without putting a space

2) Ticking the option **"Attach a PDF document to the email"** will allow you to receive the order in PDF format as an attachment to the email

"Online" routing mode is the default method of routing orders. This means that the orders are available in your portal.

eSHOP

〉 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]**

1

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Online	Save in my online inbox

〉 You can set up an **email notification [2]** when an order **could not be delivered**. Preferably, enter an address that is different from the people who receive standard notifications (e.g. administrator)

2

Notifications

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

NOTIFICATIONS MANAGEMENT

Component Management

———

eSHOP

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

ACCESS TO ASSET MANAGEMENT NOTIFICATIONS

eSHOP

〉 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

NOTIFICATIONS MANAGEMENT

Notification for administrator

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ACCESS TO NOTIFICATIONS FOR ADMINISTRATORS

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

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eSHOP

〉 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

Account Settings

6 Save   Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

1 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.

Other Notifications

2 Network Service | ✓ Send a notification in advance of planned network downtime, unplanned downtime, and new releases. | * 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. | eshop@richemont.com

5

3 Reminder of Unconfirmed Orders | ✓ Send reminders of unconfirmed orders. This notification depends upon a customer rule. | * eshop@richemont.com

4 Reminder of non-received order items | ✓ Send reminders of non-received items from orders. This notification depends upon a customer rule. | * eshop@richemont.com

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> 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]**

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⟩ 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

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eSH🔍P

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

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

2) Click on Settings

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

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ELECTRONIC INVOICE ROUTING

⟩ It is possible to configure different notifications linked to the status of invoices:

- o **Send a notification when invoices are undeliverable or rejected [1]**
- o **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

3

It's up to you !

User account management

Creation/management of the accounts

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eSHOP

> From your account menu (round icon at the top right of the home screen), click on **Settings**, then on **users**

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

> **The creation is in two steps**
> 1. Creation of a role to which you attribute permissions
> 2. Creation of a user to link to the the good role

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CREATION/MANAGEMENT OF THE ROLES

eSHOP

> Select the tab **"Manage rôle"** :

1) Click on the button **"+"**

2) 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

RECAPITULATIF

eSHOP

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

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

☑	Permission	Description
☑	Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☑	Outbox Access	View and search documents in Outbox and take actions based on your role
☑	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
☑	Transaction Configuration	Configure account for electronic transactions

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

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

eSHOP

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

Users will then need to fill in their information from the account settings

CREATION/MANAGEMENT OF THE USERS

eSHOP

⟩ 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]**

Enter a value other than 0 [4] in the confirmation period field and click **"Save" [5]**

CREATION/MANAGEMENT OF THE USERS

eSHOP

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

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

User account management

Account configuration

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ACCOUNT CONFIGURATION

eSHOP

〉 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]**

ACCOUNT CONFIGURATION

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

It is imperative to fill in the "contact information" when logging in for the first time

RICHEMONT DOCUMENTATION

〉 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^, user guides and diverse documents

〉 All those documents are available in the following language : FR/EN/IT/DE

Thank you for your attention !

RICHEMONT

Appendix

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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)	M1CA	CHM1	CH01
Cartier Joaillerie Suisse	Manufacture Cartier Joaillerie (PFS)	Le Locle (CH)	M3CA	CHM5	CH01
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	ITM1	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)	M1PI	CHM8	CH01
IWC					
IWC	IWC Schaffhausen	Schaffhausen (Manufakturzentrum MH and Hauptgebäude SH) (CH)	M1IW	CHM7	CH01
Panerai					
Panerai	Manufacture Officine Panerai	Neuchâtel (CH)	M1PA	CHMH	CH01
Panerai	Manufacture Officine Panerai	Villars-sur-Glâne (CH) - SAV	M1PA	CHC2	CH01
Vacheron Constantin					
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH)	M1VA	CHME	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Plan-les-Ouates (CH) - SAV	M1VA	CHC1	CH01
Vacheron Constantin	Manufacture Vacheron Constantin	Le Brassus (CH)	M1VA	CHMF	CH01
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)	M9CH	ITM3	IT15
Mont Blanc Maroquinerie	Mont Blanc - Pelletteria Richemont Firenze S.r.l.	Florence (IT)	M9MB	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

Richemont