



Creating and Publishing Static Catalogs for IAG

PUBLIC

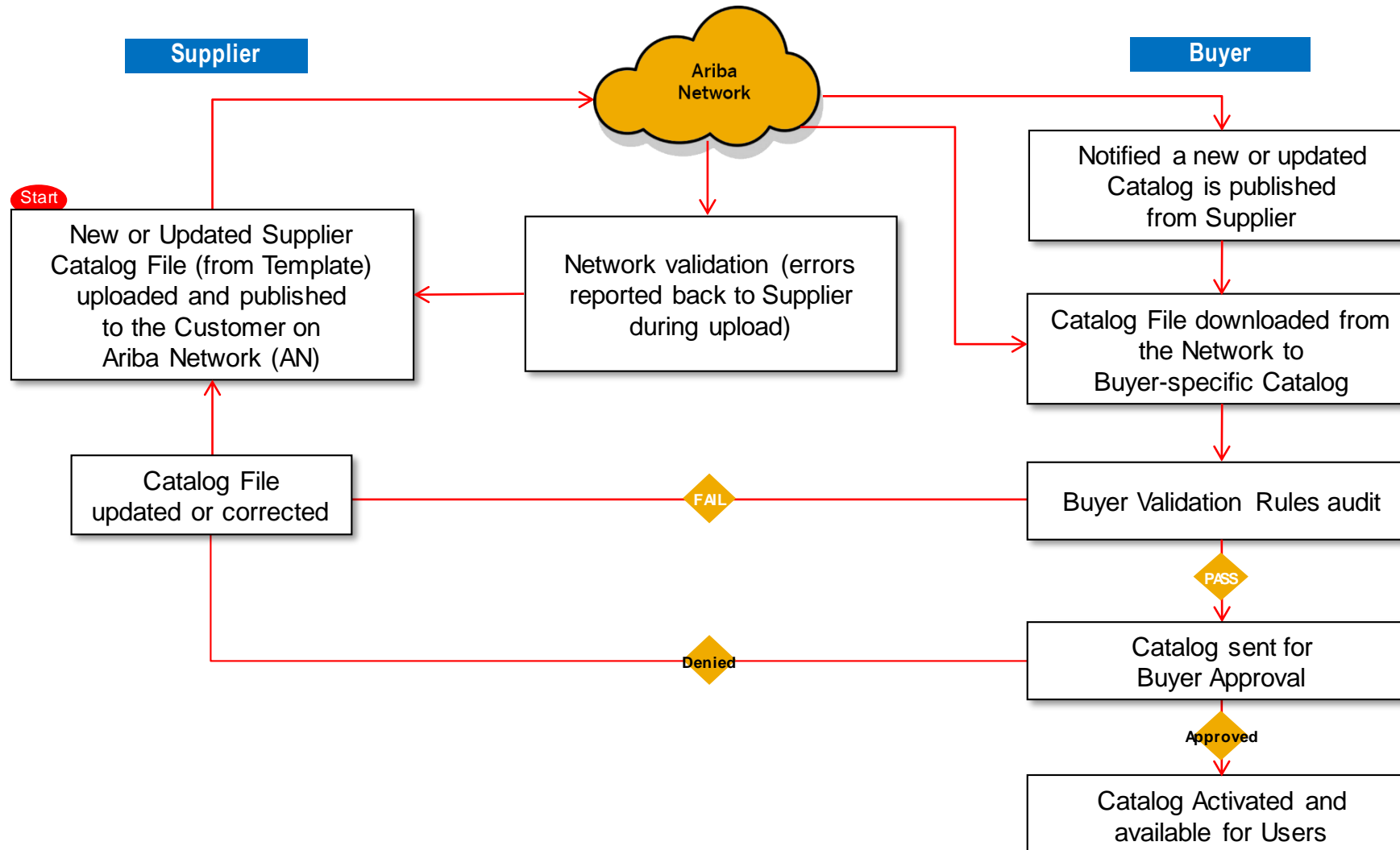


Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Appendix
- Questions

The Catalog Upload **Process**

The Catalog Upload Process



The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN) – **not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- Depending on the configuration of the Customer's environment:
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

The Catalog **Template**

The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates
- Static Catalogs are generally created offline and uploaded to the Ariba Network
- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files – these are special static files called “Index Files”.
- Creating PunchOut Index files is covered in another document.

The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an Excel CIF Template:

| | A | B | C |
|----|--------------------|----------------------------|---|
| 1 | CIF_I_V3.0 | | |
| 2 | CHARSET: | UTF-8 | |
| 3 | LOADMODE: | F | |
| 4 | CODEFORMAT: | UNSPSC | |
| 5 | CURRENCY: | USD | |
| 6 | SUPPLIERID_DOMAIN: | NetworkID | |
| 7 | ITEMCOUNT: | 5 | |
| 8 | TIMESTAMP: | 03/14/2014 | |
| 9 | UNUOM: | TRUE | |
| 10 | COMMENTS: | Customer Name and comments | |

Header section

| | FIELDNAMES: | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code | Unit Price | Unit of Measure | Lead Time | M |
|----|----------------|------------------|----------------------|--|-----------|------------|-----------------|-----------|-----|
| 11 | Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code | Unit Price | Unit of Measure | Lead Time | M |
| 12 | DATA | | | | | | | | |
| 13 | AN999999999999 | 2772882 | TTSIBM412CID | 4-Line System Phone with Headset and Caller ID | 43191504 | 45.24 | EA | 1 | Int |
| 14 | AN999999999999 | 2772967 | IDG076450049X | Excel 97 for Dummies Quick Reference Book | 55101509 | 19.99 | EA | 1 | ID |
| 15 | AN999999999999 | 2772276 | IDG076458722 | Blue Ballpoint Pens, Disposable | 44121704 | 5.45 | DZN | 1 | Bi |
| 16 | AN999999999999 | 2772981 | IDG076450052X | Manilla Folders, Tabbed 3 Position | 44122011 | 19.99 | GRO | 1 | Me |
| 17 | AN999999999999 | 2772985 | IDG07645762 | Stapler, Swingline 405, Black | 44121615 | 4.95 | EA | 1 | Sw |
| 18 | ENDOFDATA | | | | | | | | |

Data section

The CIF Catalog Template

The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by IAG.

| Unit of Measure | Lead Time | Manufacturer URL | Market Price | Supplier Part Auxiliary ID | Language | Currency | Short Name |
|-----------------|-----------|---------------------|--------------|----------------------------|----------|----------|----------------------|
| EA | 1 | Intendata | | | en_US | USD | 4-Line Phone |
| EA | 1 | IDG Books Worldwide | | | en_US | USD | Excel 97 for Dummies |
| DZN | 1 | Bic | | | en_US | USD | Blue Ballpoint Pens |
| GRO | 1 | Mead | | | en_US | USD | Manilla Folders |
| EA | 1 | Swingline | | | en_US | USD | Standard Stapler |

Optional
 Number of business days between order receiving and delivery to customer.
 Type: Integer

| FIELD COLOR CODES | |
|-------------------|-------------------------|
| Red | Required |
| Green | Optional |
| Orange | Optional, but preferred |
| Grey | Do not use |

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the IAG Supplier Portal page on the AN.

Creating a CIF Catalog

Creating a CIF Catalog

General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

Best Practices

- Data should be submitted in “Sentence case” – using both upper and lower case letters – not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum – if you have the space, spell it out
- Be descriptive in the Description field – all the words are indexed for ease of finding the items
- Use Short Names not just Descriptions – it makes it easier for Users, and you get an additional 50 characters to describe your item
- Always include images

Creating a CIF Catalog

The Header Section

| | A | B |
|----|---------------------------|---------------------------|
| 1 | CIF_I_V3.0 | |
| 2 | CHARSET: | UTF-8 |
| 3 | LOADMODE: | F |
| 4 | CODEFORMAT: | UNSPSC_V13.5 |
| 5 | CURRENCY: | USD |
| 6 | SUPPLIERID_DOMAIN: | NetworkID |
| 7 | ITEMCOUNT: | 5 |
| 8 | TIMESTAMP: | 5/15/2005 |
| 9 | UNUOM: | TRUE |
| 10 | COMMENTS: | Any comments can go here. |

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY**, **ITEMCOUNT**, **TIMESTAMP** and **COMMENTS**. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

- **CIF_I_V3.0** – Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET** – UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE** – F (Full) or I (Incremental)
- **CODEFORMAT** – Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY** – Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN** – Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number – “NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT** – Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP** – Enter the date you created your Catalog.
- **UNUOM** – If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS** – This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

Creating a CIF Catalog

The Data Section

| Supplier ID | Supplier Part ID | Manufacturer Part ID |
|----------------|------------------|----------------------|
| AN999999999999 | 12345 | CFG 11562 |
| AN999999999999 | 87690 | 87690-12 |
| AN999999999999 | 479-56 | A100-BLK |

- **Supplier ID - Required**

Description: If the Header is set to "NetworkID", then enter the Supplier's Ariba Network ID, otherwise the appropriate value for the Domain used – DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions

Type of data: String

Maximum length: 255

Example: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-T

- **Supplier Part ID - Required**

Description: Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.

Type of data: String

Maximum length: 255

Example: 2772882

- **Manufacturer Part ID - Optional**

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a CIF Catalog

| Item Description | SPSC Code | Unit Price |
|-------------------------------------|-----------|------------|
| Pens, Bic, Ballpoint, Blue, 1 dozen | 43191504 | 3.48 |
| Stapler, Swingline, Black | 55010125 | 18.72 |
| Post-it, Yellow, 1"x2", pad of 100 | 15874236 | 6.49 |
| Folders, Letter, Manilla, 100 | 89745125 | 12.98 |

▪ Item Description - Required

Description: Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)

Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

Type of data: String

Maximum length: 2000

Example: Printer, Laser, A4, Epson Stylus Color 740

▪ SPSC Code – Required

Description: Classification of the product or service. Use a UNSPSC code if the Header specifies "UNSPSC" as the CODEFORMAT

Type of data: String

Maximum length: 40

Example: 45678900 (level 3) and 45678923 (level 4)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

▪ Unit Price - Required

Description: Customer-specific price

Type of data: Decimal

Example: 4.32 or 1234.78

Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as \$, £ or ¥.

Creating a CIF Catalog

| Unit of Measure | Lead Time | Manufacturer Name |
|-----------------|-----------|-------------------|
| EA | 1 | Intelidata |
| EA | 1 | IDG Book |
| DZN | 3 | Bic |
| EA | 1 | Swingline |

- **Unit of Measure - Required**

Description: Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to "True"

Type of data: String

Maximum length: 32

Example: BX

Note: A file containing the Units of Measure is available in your Customer's Supplier Information Portal

- **Lead Time - Optional**

Description: Number of working days for the product to be shipped from the date you receive the Purchase Order

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Optional**

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Creating a CIF Catalog

| Supplier URL | Manufacturer URL | Market Price |
|-------------------------|---------------------|--------------|
| http://www.supplier.com | http://www.manu.com | 12.95 |
| http://www.supplier.com | | 2296.56 |
| http://www.supplier.com | | 4.86 |
| http://www.supplier.com | | 12.86 |

- **Supplier URL - Optional**

Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)

Type of data: String

Maximum length: 255

Example: <http://www.supply.com/Catalog/product18.htm>

- **Manufacturer URL - Optional**

Description: A URL that links to a Manufacturer's static page about the item (could be a MSDS, construction info, packaging info, etc.)

Type of data: String

Maximum length: 255

Example: <http://www.manu.com/Catalog/product18.htm>

- **Market Price – Optional**

Description: List or retail price.

Note: Does not show on the Ariba UI – this is an informational-only field for Suppliers

Type of data: Decimal

Example: 4.32 or 1234.78

Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as \$, £ or ¥.

Creating a CIF Catalog

| Supplier Part Auxiliary ID | Language | Currency |
|----------------------------|----------|----------|
| 1234-75 | en_US | USD |
| | en_US | USD |
| | en_US | USD |
| | en_US | USD |

- **Supplier Part Auxiliary ID - Optional**

Description: Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure

Type of data: String

Maximum length: 255

Example: 1234 French

Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Language – Optional** (If blank, defaults to 'en_US')

Description: Specifies the language used to describe the item.

Type of data: String

Maximum length: 255

Example: en_US

Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Optional** (Set in Header)

Description: Specifies the currency used for the prices

Type of data: String

Maximum length: 32

Example: USD, CAD (Canadian Dollar)

Note: A listing of currency codes is in your Customer's Supplier Information Portal

Creating a CIF Catalog

| Short Name |
|--------------------------------|
| Soft Drink, Soda, Dr Pepper |
| Dairy, Milk, 1% milkfat |
| Coffee, Dark Roast, Starbucks |
| Soft Drink, Juice, Minute Maid |

- **Short Name - Optional**

Description: Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description

Type of data: String

Example: Nylon Glove, Blue

Maximum length: 50 characters

Note: If the "Short Name" field is left blank, the first 80 characters of the Item Description column will automatically fill the "Short Name" field

Creating a CIF Catalog

| Image | Thumbnail |
|---|---|
| 12354.jpg | http://www.1.com/12354.jpg |
| http://www.1.com/34.jpg | http://www.1.com/34.jpg |
| 587.jpg | http://www.1.com/587.jpg |
| http://www.1.36.jpg | http://www.1.36.jpg |

▪ Image - Optional

Description: URL of the item's image (preferred), or filename of the image (sent in a zip file)

Supported image formats: JPG, JPEG, GIF, PNG, BMP – (JPG preferred)

Type of data: String

Maximum length: 255

Reccomended Size: 250 x 250 pixels

▪ Detail: Thumbnail - Optional

Description: URL of an Icon-size image of the item, or filename of the image (sent in the zip file) – can be different from the product's full-size Image

Supported image formats: JPG, JPEG, GIF, PNG, BMP – (JPG preferred)

Type of data: String

Maximum length: 255

Reccomended Size: 85 x 85 pixels

Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

Creating a CIF Catalog

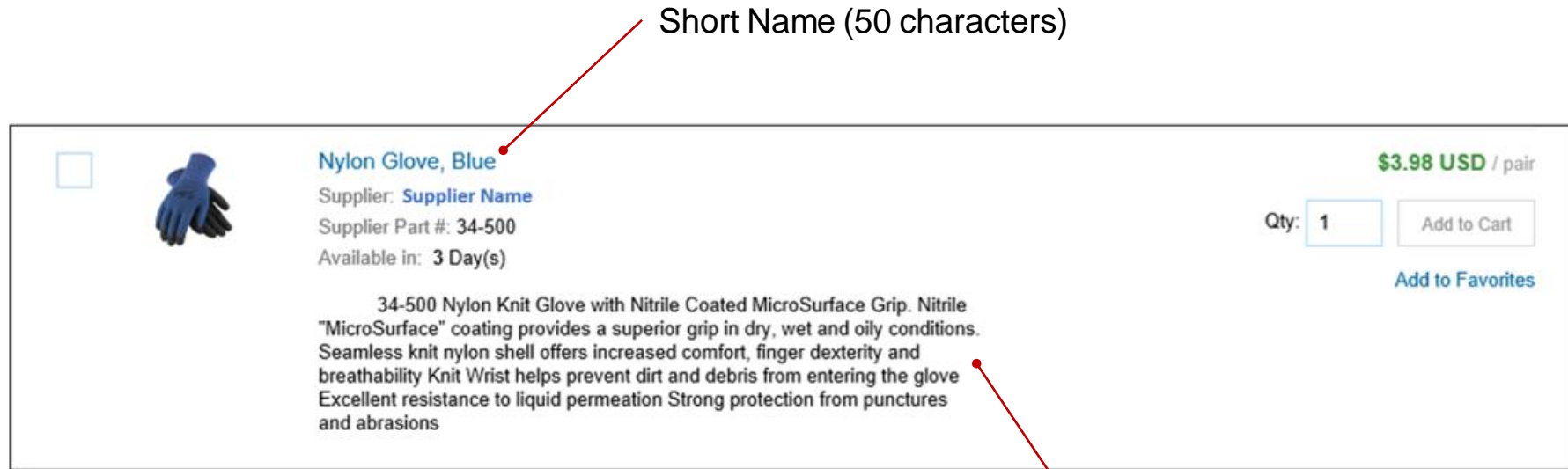
Special Notes for Images

- In the Catalog file, you can refer to a Remote Image – using a URL – or you can refer to a Local Image, and send that image to Ariba to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including http://) *Example:*
http://server/directory/imagefilename.jpg
 - Point to the image itself – not a program that serves up images
- If you use Local Images
 - Be sure the filename in the Template is *exact* – including upper and lower case
Example: FileName.jpg -or- lowercasename.jpg
 - Load images in a zip file format with the Customer Name and Supplier Name on the AN

The Catalog **User Interface**

The Catalog Interface Item View

This is how a static Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.



The screenshot shows a catalog item card for 'Nylon Glove, Blue'. On the left is a small image of a blue glove. To its right, the short name 'Nylon Glove, Blue' is displayed in blue text, with a red arrow pointing to it from the label 'Short Name (50 characters)'. Below the short name are the fields: 'Supplier: Supplier Name', 'Supplier Part #: 34-500', and 'Available in: 3 Day(s)'. On the right side of the card, the price '\$3.98 USD / pair' is shown in green. Below the price is a quantity input field with '1' and an 'Add to Cart' button. At the bottom right of the card is an 'Add to Favorites' link. The main description of the item is located below the supplier information, with a red arrow pointing to it from the label 'Description (2,000 characters)'. The description text reads: '34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions'.

The Catalog Interface Detail View

This is a how a static Catalog Item Detail view is displayed in the Catalog interface.

The screenshot displays a product detail page for 'Nylon Glove, Blue'. At the top, a breadcrumb trail reads: < Back | Catalog Home / Miscellaneous / Defense and Law Enforcement and Security and Safety Equipment and Supplies / Personal Safety and Protection. The product image shows a pair of blue gloves with an 'Enlarge' link below it. To the right of the image, the product name 'Nylon Glove, Blue' is displayed. Below the name, the supplier information is shown: 'Supplier: Supplier Name', 'Supplier Part #: 34-500', 'Manufacturer: Manufacturer', 'Manufacturer Part #: 34-500', and 'Available in: 3 Day(s)'. The price is listed as '\$3.98 USD / pair'. There is a quantity input field with '1' entered, an 'Add to Cart' button, and an 'Add to Favorites' link. Below this information, the 'Product Description' section contains the text: '34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions'. The 'Product Specifications' section is a table with the following data: Price: \$3.98 USD; Supplier: Supplier Name; Supplier Part #: 34-500; Manufacturer: Manufacturer; Manufacturer Part #: 34-500; Available in: 3 Day(s); Description: 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions; Information from Manufacturer: http://www.NylonGloves.com.

Additional Information, links and custom fields

Uploading and Publishing New Catalogs

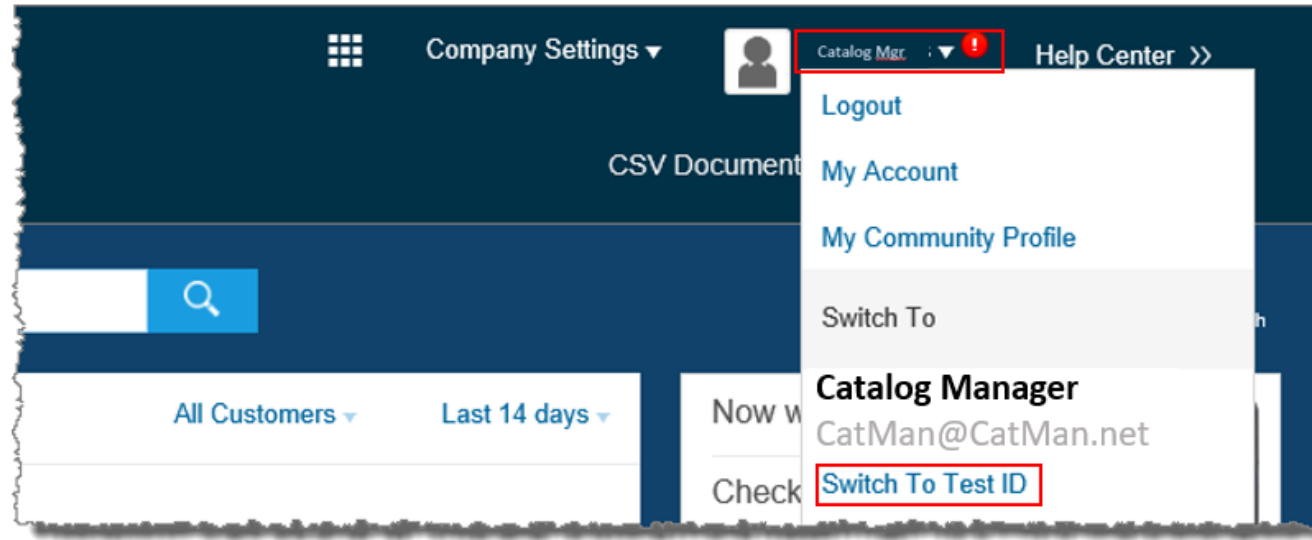
Uploading and Publishing New Catalogs

- Login to Ariba Network
 - Go to: <http://supplier.ariba.com>
 - Log in with your Username and Password

The screenshot shows the SAP Ariba 'Supplier Login' page. At the top, the header reads 'SAP Ariba Orders & Invoices Powered by Ariba Network' with a 'Help Center' link. The main content area is divided into two sections. On the left, the 'Supplier Login' section contains a form with 'User Name' and 'Password' input fields and a 'Login' button, all enclosed in a red rectangular box. Below the form is a link for 'Having trouble logging in?'. On the right, a promotional banner for 'MiSUMi invoicing: 3 days to 5 minutes' features a video thumbnail and a 'Learn More' button. The footer contains 'Supported browsers and plugins', the SAP logo, and copyright text: '© 1996–2016 Ariba, Inc. All rights reserved. | Data Policy | Security Disclosure | Terms of Use'.

Uploading and Publishing New Catalogs

- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account. (*Note:* If you are instructed to load a Catalog to a Production account, just skip this step)
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



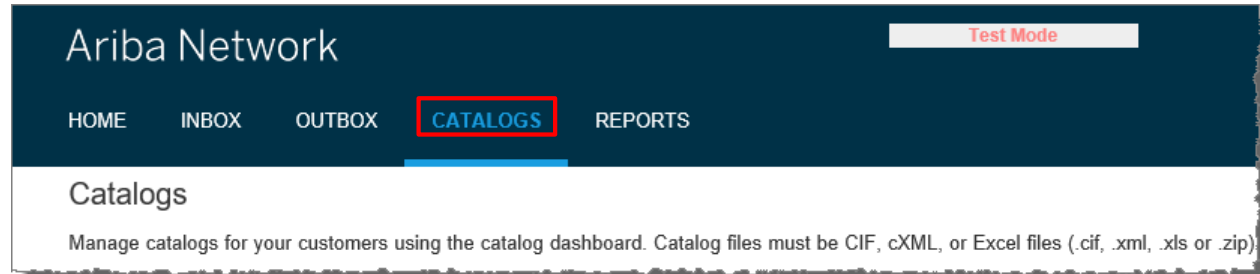
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing New Catalogs

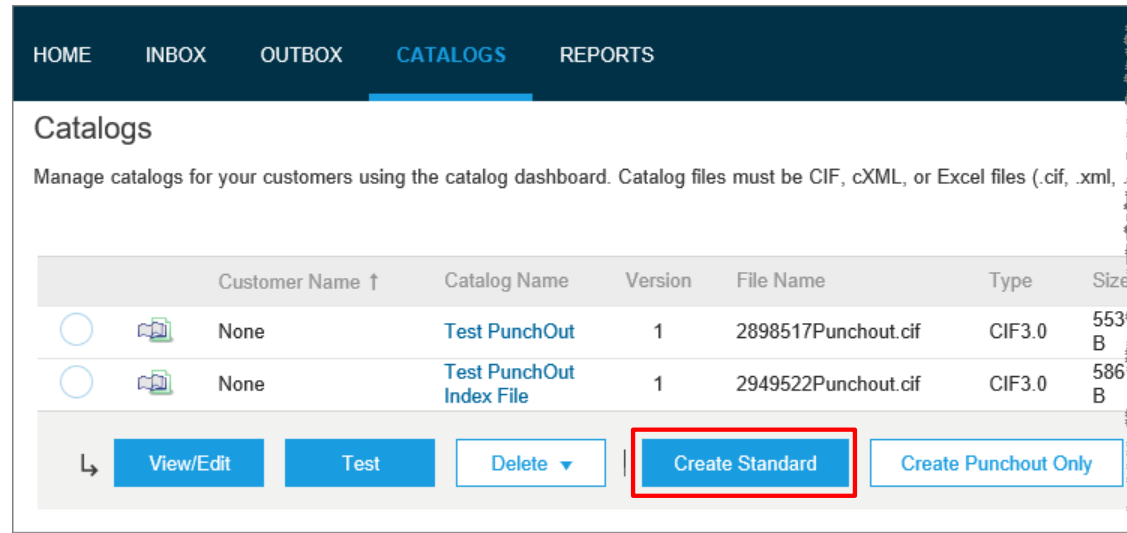
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 - 1. Uploading** – Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
 - 2. Setting Visibility** – Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
 - 3. Validating** – The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure
*(Note: Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)*
 - 4. Publishing** – Freezes the current version and notifies your Customer of the Catalog’s availability

Uploading and Publishing New Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button



Uploading and Publishing New Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
 - ① **Details** – General information about the Catalog
 - ② **Subscriptions** – Who you are publishing the Catalog to
 - ③ **Content** – Uploading the actual Catalog file

- Click “Next”

The screenshot shows the 'Create a New Catalog' wizard. On the left, a vertical navigation pane contains three steps: '1 Details', '2 Subscriptions', and '3 Content'. The '1 Details' step is highlighted with a red rectangular box. The main content area contains the following fields and text:

- Header: 'Create a New Catalog' with 'Next' and 'Exit' buttons.
- Instruction: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'.
- Form Fields:
 - 'Catalog Name: *' with an empty text input field.
 - 'Created By: Catalog Manager'.
 - 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00'.
 - 'Description:' with a large text area and 'Characters left: 1000'.
 - 'The maximum number of characters allowed is 1000, including spaces.'
 - 'Commodities: ①' with a table header 'Description' and 'No items'.
 - 'Delete' and 'Add' buttons at the bottom of the commodities table.
- Footer: 'Next' and 'Exit' buttons.

Uploading and Publishing New Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by IAG use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
 - **SupplierName_CatalogType**
- **Description:** (*Optional*) Brief description of the content of your Catalog
- **Commodities:** (*Optional*) The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”

Create a New Catalog

Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field

1 Details
2 Subscriptions
3 Content

Catalog Name: *
Created By: Catalog Manager
Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00
Description:
Characters left: 1000
The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ
Delete Add

Next Exit

Uploading and Publishing New Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog – specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select IAG check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- When you complete this screen, click “Next”

Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your [More](#)

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: Private - Only the selected customers that have a trading relationship with you can view and receive the catalog
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

| <input type="checkbox"/> | Customers ↑ | Catalog Validation Rules | Validation Status for Version 1 |
|-------------------------------------|--------------------------|--------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | GSO Sandbox - P2O - TEST | View | Pending Validation |
| <input type="checkbox"/> | Supplier Name | View | Pending Validation |
| <input type="checkbox"/> | Supplier Name | View | Pending Validation |

Previous Next Exit

Uploading and Publishing New Catalogs

③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix – “How to convert an Excel file to CIF”
- After you have selected your Catalog file, click the “Validate and Publish” button
- As your Catalog loads, the status will read “Validating”
Click the “Refresh” button at the bottom of the screen to see the status change

Create a New Catalog Previous Exit

1 Details

2 Subscriptions

3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the [More](#)

UPLOAD YOUR CATALOG FILE

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Uploading and Publishing New Catalogs

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation** – your Catalog is error-free
 - **Errors Found by Ariba Network** – the Network detected Catalog content that violates validation rules
 - **Bad Format** – your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, [More](#)

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status | Date Status Received |
|--|-----------------|--------------------------------|---------|------------------------------|--------|-------|------------|-----------------|--------------|---------------------------------|----------------------|
| | None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager | Apr 2014 | Validated | |
| | Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager | 5 Jan 2017 | 3 Errors Found by Ariba Network | |
| | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation | |
| | Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published | |

Uploading and Publishing New Catalogs

- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:

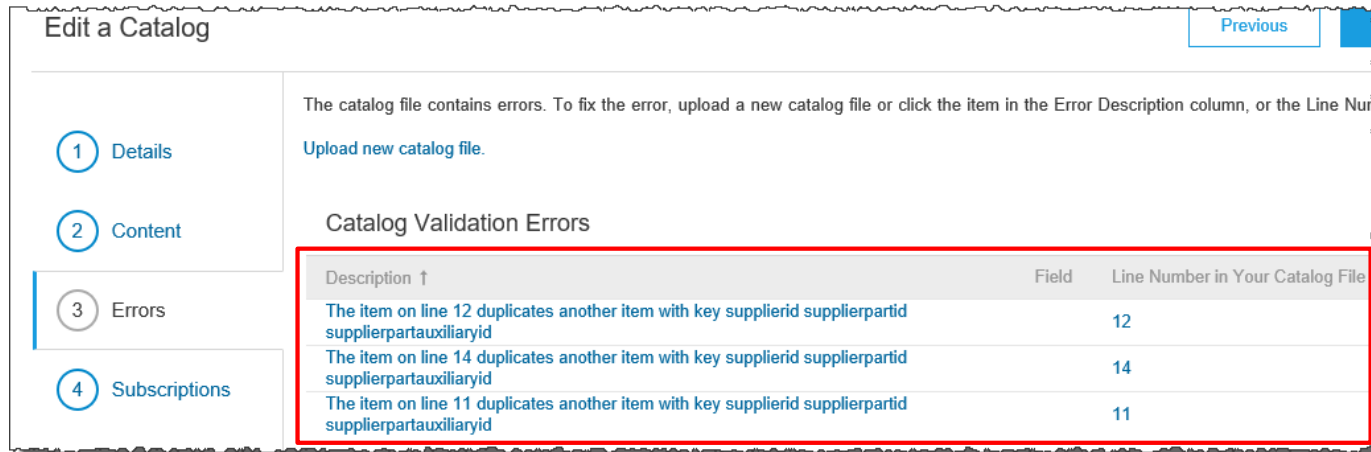
Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, [More](#)

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status | Date Status Received |
|--|-----------------|--------------------------------|---------|------------------------------|--------|-------|------------|-----------------|--------------|---------------------------------|----------------------|
| | None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager | Apr 2014 | Validated | |
| | Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager | 5 Jan 2017 | 3 Errors Found by Ariba Network | |
| | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation | |
| | Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published | |

Uploading and Publishing New Catalogs

- Viewing Validation Errors
 - The Network displays Description, Field and Line Number for each error



The screenshot shows the 'Edit a Catalog' interface. On the left, there is a navigation menu with four items: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Errors' item is selected. The main content area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in the Error Description column, or the Line Number in the Error Description column.' Below this message is a section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists three errors, all related to duplicate 'supplierpartid' values.

| Description ↑ | Field | Line Number in Your Catalog File |
|--|-------|----------------------------------|
| The item on line 12 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid | | 12 |
| The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid | | 14 |
| The item on line 11 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid | | 11 |

- In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing New Catalogs

■ Customer Approval

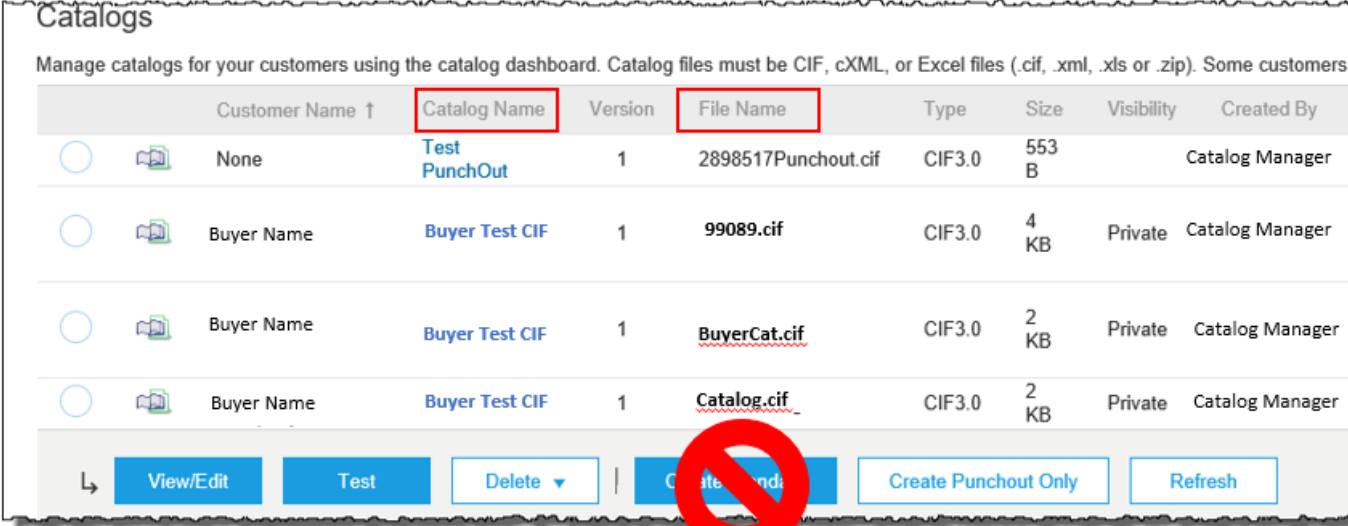
- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”** – *note that these are all valid statuses*
- Each Customer may have specific validation rules – and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
- If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

Replacing Existing Catalogs

Replacing Existing Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Ariba Network account
- Navigate to **Catalogs**
- Update the Catalog – using “View/Edit”
 - When *replacing* an existing Catalog, do **not** Create a new Catalog – it is important to keep the **same** Catalog Name. The file name **can** be different:



Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers

| Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By |
|-----------------|----------------|---------|---------------------|--------|-------|------------|-----------------|
| None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager |
| Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager |
| Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager |
| Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager |

View/Edit Test Delete Create New Create Punchout Only Refresh

Replacing Existing Catalogs

- Find the existing Catalog you wish to replace with a new version
 - Click on the radio button to select the existing Catalog

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By |
|----------------------------------|-----------------|----------------|---------|------------------|--------|------|------------|-----------------|
| <input checked="" type="radio"/> | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager |
| <input type="radio"/> | Buyer Name | CatalogTest | 1 | TestCatalog2.cif | CIF3.0 | 2 KB | Private | Catalog Manager |

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- Click “View/Edit”

Replacing Existing Catalogs

- You are now taken to the Edit a Catalog Screen
- You see the same 3 steps as a New Catalog
 1. **Details** – Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog

The screenshot shows the 'Edit a Catalog' interface. On the left, a navigation pane has three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area displays catalog metadata: Catalog Name: Cif Catalog, File Name: BuyerCat.cif, Created By: Catalog Manager, Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00, Version: 1, Size: 2 KB, Item Count: 5, Type: CIF3.0, Status: Published. Below this, the 'Description' field is highlighted with a red box and contains the text 'Updated Catalog with new pricing - January 2017'. A character count shows 'Characters left: 953' and a note states 'The maximum number of characters allowed is 1000, including spaces.' At the bottom, the 'Commodities' section is empty, showing 'No items' and 'Delete' and 'Add' buttons. 'Next' and 'Exit' buttons are present at the top and bottom right of the form.

- Click “Next”

Replacing Existing Catalogs

2. Content – The Network will display the current Catalog (if it is under 4Mb)

The screenshot shows the 'Edit a Catalog' interface. At the top, there are buttons for 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Upload Catalog File' button is highlighted with a red box. Below the buttons, there is a navigation menu with three items: '1 Details', '2 Content', and '3 Subscriptions'. The '2 Content' item is highlighted with a red box. The main content area displays a table of 'Content Items' with the following data:

| Item No. | Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code |
|----------|-------------|------------------|----------------------|--|-----------|
| 1 | 002020122 | 2772882 | TTSIBM412CID | 4-Line System Phone with Headset and Caller ID | 43191504 |
| 2 | 002020122 | 2772967 | IDG076450049X | Excel 97 for Dummies Quick Reference Book | 55101509 |
| 3 | 002020122 | 2772276 | IDG076458722 | Blue Ballpoint Pens, Disposable | 44121704 |
| 4 | 002020122 | 2772981 | IDG076450052X | Manilla Folders, Tabbed 3 | 44122011 |

At the bottom of the interface, there are buttons for 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Create New Version' button is crossed out with a red circle and slash, and the 'Upload Catalog File' button is highlighted with a red box.

- We don't want to "Create a New Version" – that button will take us back to the beginning as if we are uploading a brand new Catalog
- We want to "Upload a Catalog File" – this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

Replacing Existing Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix – “How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”

Edit a Catalog Previous Exit

1 Details

2 Content

3 Subscriptions

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click [More](#)

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing Catalogs

- When your Catalog passes the Network upload validation, the Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”** – *note that these are all valid statuses*. The upload is complete

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific ca

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status | D |
|----------------------------------|-----------------|----------------|---------|---------------------|--------|------|------------|-----------------|--------------|--------------------------|---|
| <input checked="" type="radio"/> | Buyer Name | Buyer Test CIF | 2 | <u>BuyerCat.cif</u> | CIF3.0 | 2 KB | Private | Catalog Manager | 5 Jan 2017 | Pending Buyer Validation | |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | <u>BuyerCat.cif</u> | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation | |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | TestCatalog2.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published | |

↳ [View/Edit](#) [Test](#) [Delete ▾](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network
- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version

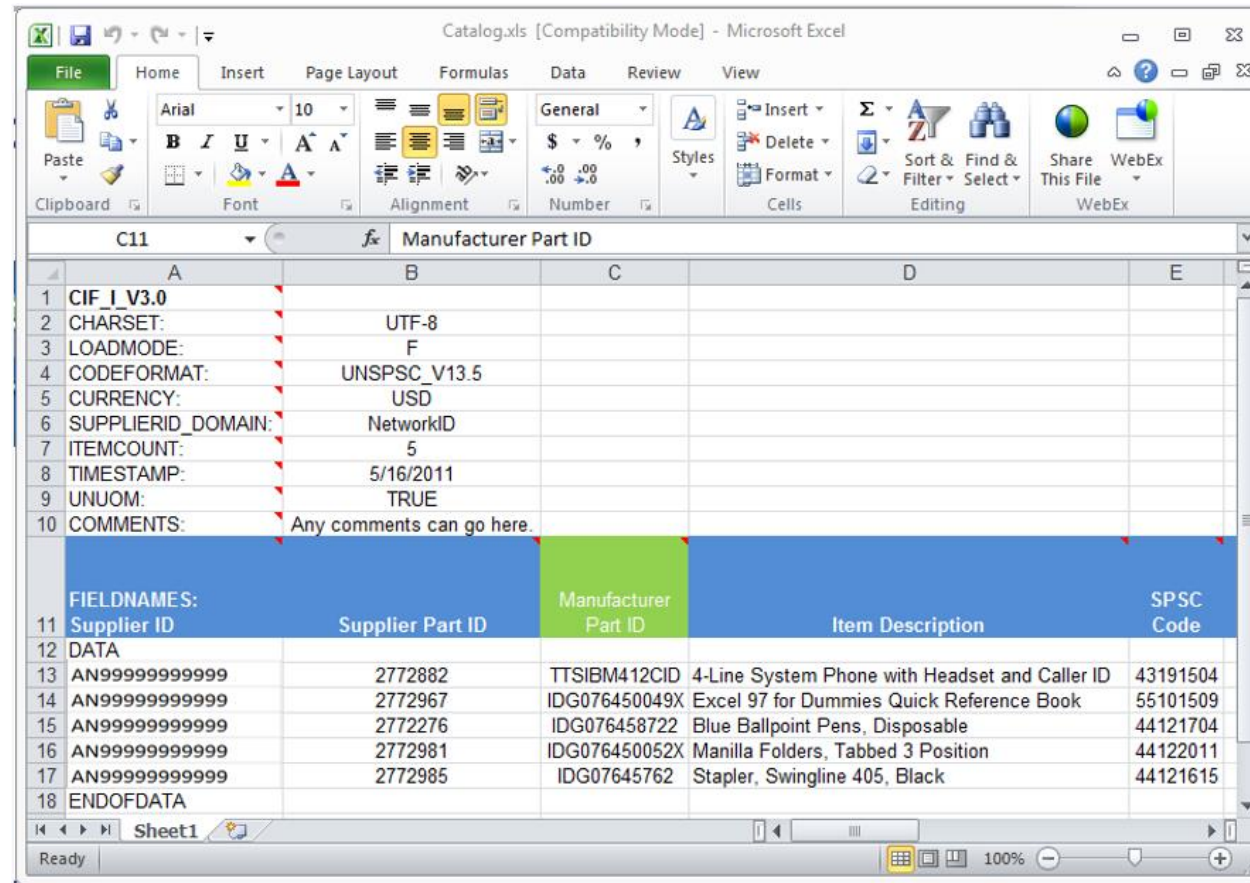
Replacing Existing Catalogs

- Customer Approval
 - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
 - Each Customer may have specific validation rules – and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer's buying application and be available for their Users

Appendix

Creating a CIF from an Excel File

- Open your Excel Catalog file

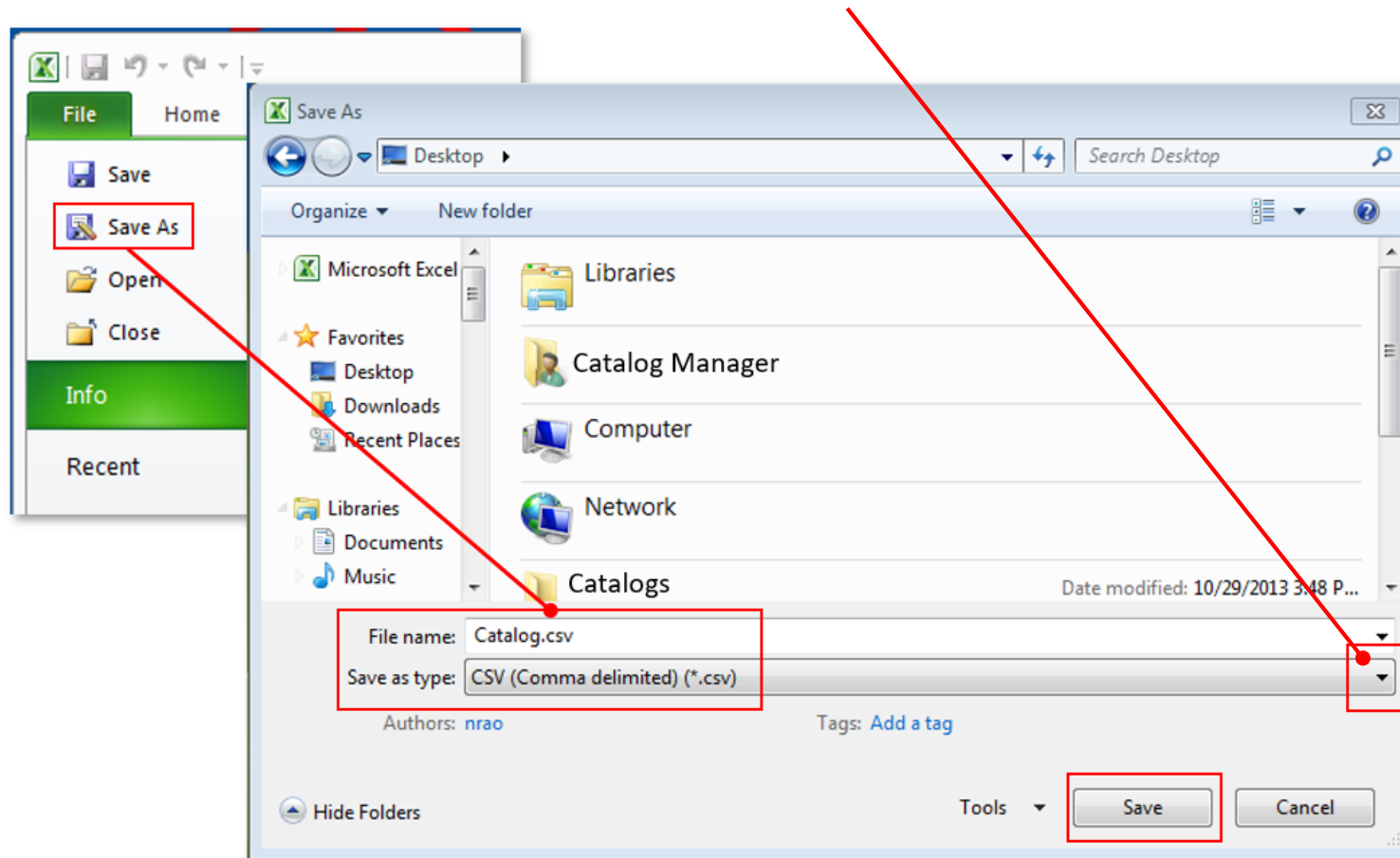


The screenshot shows a Microsoft Excel spreadsheet titled 'Catalog.xls [Compatibility Mode]'. The spreadsheet is divided into two main sections. The first section, rows 1-10, contains metadata for the catalog file. The second section, rows 11-18, contains a table of catalog items with columns for Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, and SPSC Code.

| Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code |
|--------------|------------------|----------------------|--|-----------|
| AN9999999999 | 2772882 | TTSIBM412CID | 4-Line System Phone with Headset and Caller ID | 43191504 |
| AN9999999999 | 2772967 | IDG076450049X | Excel 97 for Dummies Quick Reference Book | 55101509 |
| AN9999999999 | 2772276 | IDG076458722 | Blue Ballpoint Pens, Disposable | 44121704 |
| AN9999999999 | 2772981 | IDG076450052X | Manilla Folders, Tabbed 3 Position | 44122011 |
| AN9999999999 | 2772985 | IDG07645762 | Stapler, Swingline 405, Black | 44121615 |

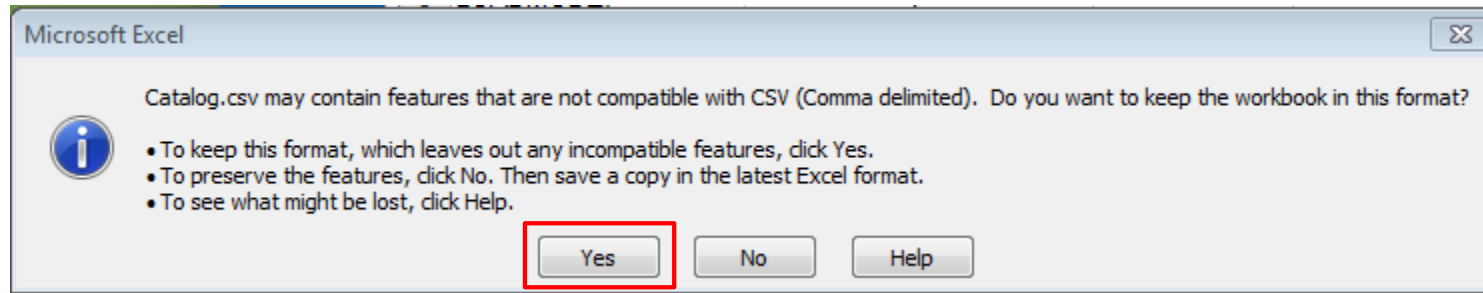
Creating a CIF from an Excel File

- Save it as a “.csv” file. To see the choices, click on the drop down menu



Creating a CIF from an Excel File

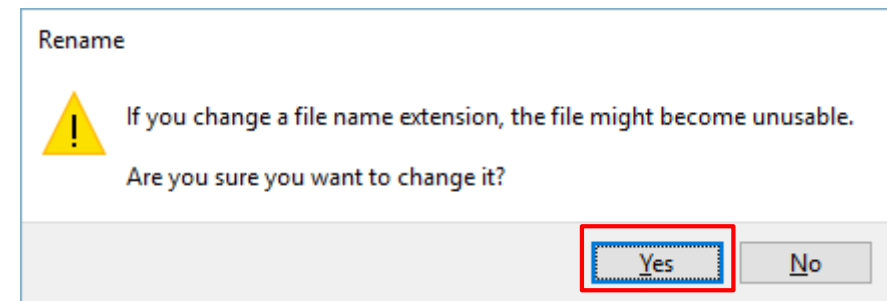
- You will get a system warning about saving it as a .csv – click “Yes” to continue



- Rename your saved file, by changing the extension to “.cif”

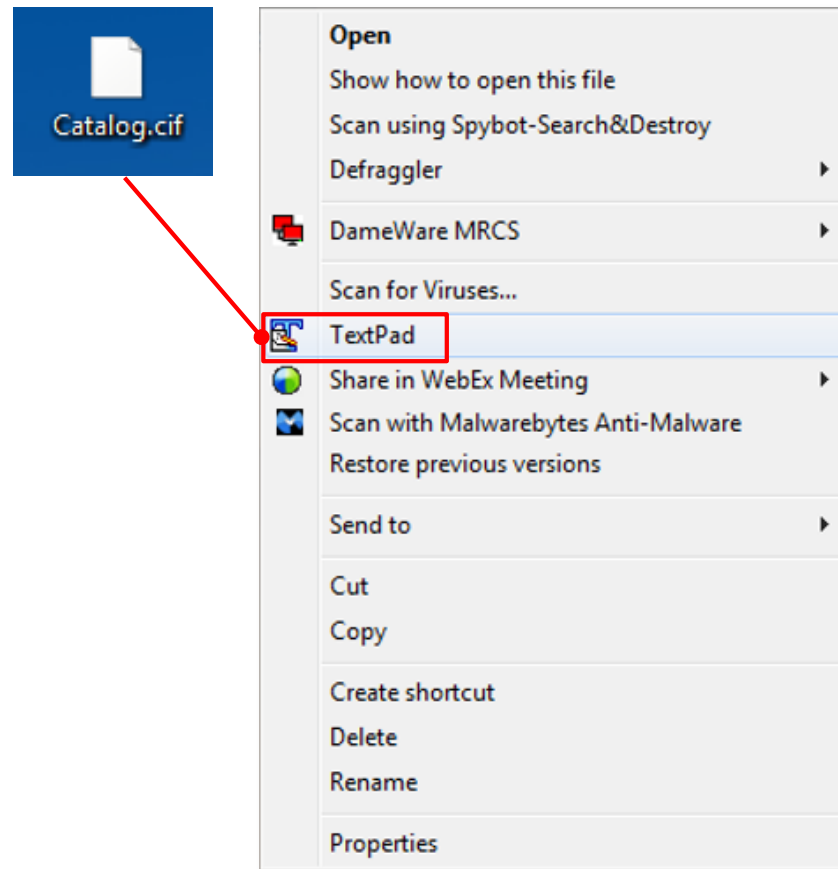


- The system will warn you about changing the extension. Click “Yes” to continue



Creating a CIF from an Excel File

- Open your CIF Catalog file with Notepad, or your favorite text editor



Thank you.