SAP Ariba /\\

Creating and Publishing Static Catalogs for Rio Tinto
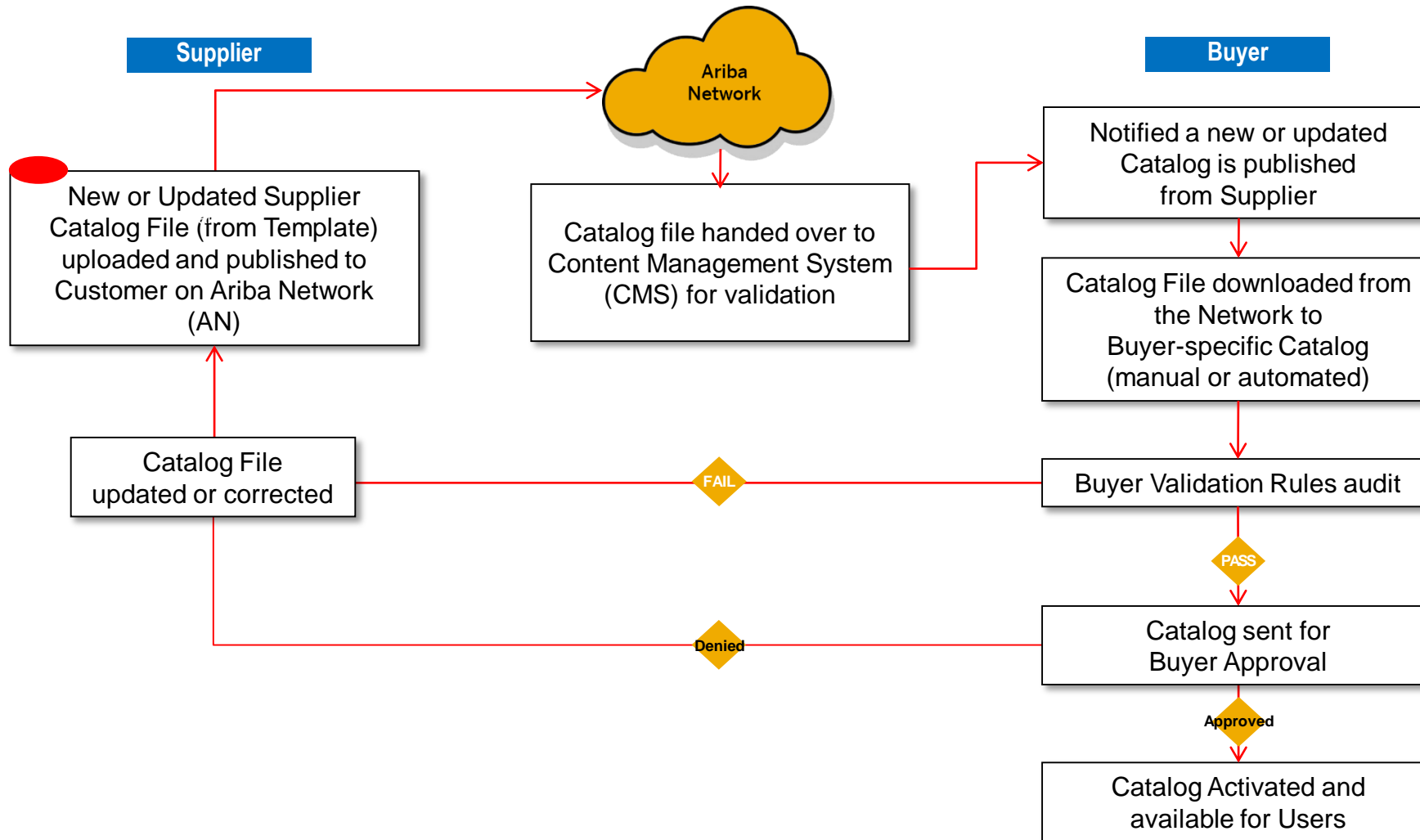
CMS Enabled Realms

PUBLIC

SAP Run Simple

RioTinto

Session Agenda

- The Catalog Upload Process
- The Catalog User Interface (UI)
- The Static Catalog Template
- Creating a Static Catalog
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Questions

The Catalog Upload **Process**

The Catalog Upload Process

Supplier

Buyer

Ariba Network

New or Updated Supplier Catalog File (from Template) uploaded and published to Customer on Ariba Network (AN)

Catalog file handed over to Content Management System (CMS) for validation

Notified a new or updated Catalog is published from Supplier

Catalog File updated or corrected

Catalog File downloaded from the Network to Buyer-specific Catalog (manual or automated)

FAIL

Buyer Validation Rules audit

PASS

Denied

Catalog sent for Buyer Approval

Approved

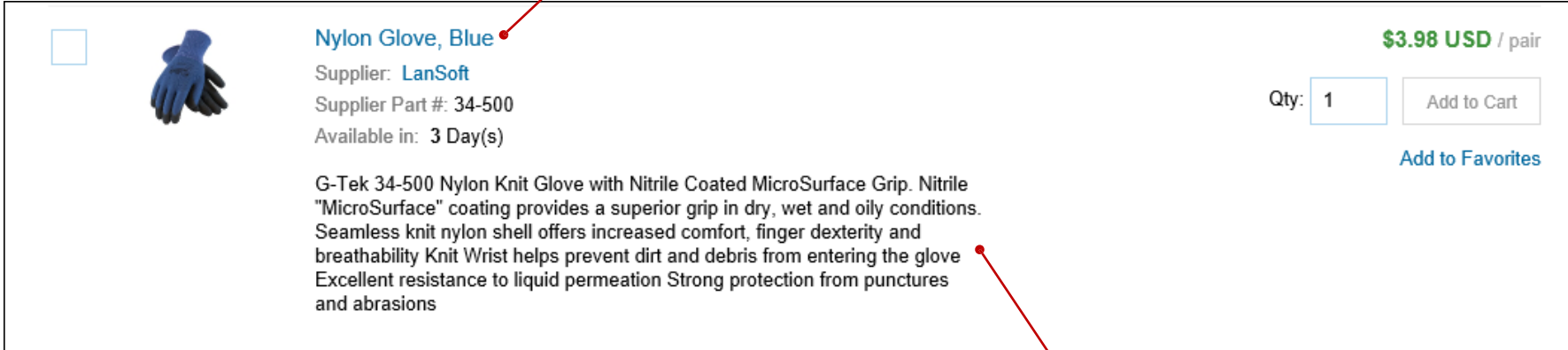Catalog Activated and available for Users

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 uploaded file is downloaded from the Network manually, then loaded to the Customer's Catalog

    -or-

  - The system automatically downloads the file to the Customer's Catalog

- 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 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.

Short Name (40 characters)

Nylon Glove, Blue

Supplier: LanSoft
Supplier Part #: 34-500
Available in: 3 Day(s)

$3.98 USD / pair

Qty: 1   Add to Cart

Add to Favorites

G-Tek 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

Description (2,000 characters)

The Catalog Interface Detail View

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

Additional Information, links and custom fields

The Catalog **Template**

The Static Catalog Template

For ease of Static 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 Static Template:
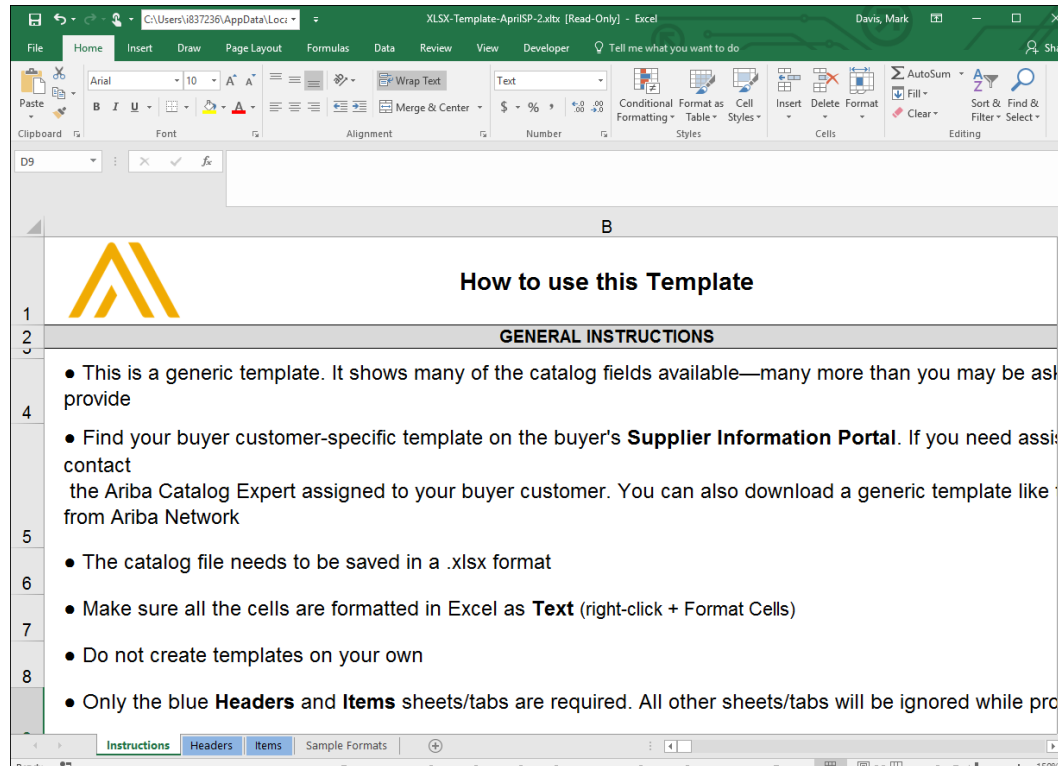
- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**

- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system

The Static Catalog Template

The Excel Static 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 Rio Tinto.

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

The Static Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)

- Do not create or change any columns included within the catalog template on your own.

- Avoid using filters within the catalog template.

- Only the blue **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing

- Remove the sample data provided in the template

- Populate data in the **Header** sheet/tab

- Populate data in the **Items** sheet/tab

- For some complex fields such as **PriceConfiguration** some of the sub-fields (e.g **Amount**) may be required. These are indicated in Red, and are **only** required if the parent field is present. Please refer to pages 27 and 28 for more information regarding Price Configuration.

Creating a Static Catalog

Creating a Static 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 different Short Names not just repeating a Description—it makes it easier for Users, and you get an additional **40** characters to describe your item
- Always include images
- Do not change the file format – the format must be kept in .xlsx
- Avoid using special characters and accents within the catalog template.

Further information regarding the static catalogs fields can be found in the subsequent pages.

Creating a Static Catalog

The Header Tab

A	B
CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	AUD
COMMENTS:	Any comments can go here.

- **CHARSET**—UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE— Required** - F (Full) or I (Incremental). When set to I the system will carryout an incremental load. The tool tip within the template explains how Incremental loads work in more detail.
- **SUPPLIERID_DOMAIN— Required** - Specifies the Domain used. The preferred value is the Supplier's Ariba Network ID Number—"NetworkID". Other values include "DUNS", "internalsupplierid" or custom values
- **UNUOM— Required** - 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)
- **CURRENCY— Required** - Specifies the currency used for the prices. The value "USD" (United States Dollar) is here by default and can be changed to a different currency
- **COMMENTS— Optional** - This field 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

Note: The **Header** contains information that applies to the entire file. You can see that the only required fields are the **CHARSET**, **LOADMODE** and **SUPPLIERID_DOMAIN**.

You can set **UNUOM** and **CURRENCY** at the item level in the file and they will override the values in the Header for that particular item.

Creating a Static Catalog

The Items Tab

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

Attachments-1	
Source	Description
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis

- Fields in the Items tab can be **simple** or **compound**

These are samples of simple fields with a single data element at the **Header** level

These are samples of compound fields—they have data elements at the **Header** and **Detail** level

Creating a Static Catalog

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

- **Simple** fields are color coded as to their requirements designation

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

Header

Detail

- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Attachments-1	
Source	Description
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis

The field **Attachments-1** is optional

However, if you do use the field, then you must provide a **Source** and **Description** value

Creating a Static Catalog - The Items Tab

Supplier ID	Supplier Part ID	Item Description
AN01000258741	12345	Pens, Bic, Ballpoint, Blue, 1 dozen
AN01000258741	87690	Stapler, Swingline, Black
AN01000258741	479-56	Post-It, Yellow, 1"x2", pad of 100

- **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 Advisor if you have questions.
  Type of data: String
  Maximum length: 255
  Example: AN01000258741

  Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-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

- **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.)
  Type of data: String
  Maximum length: 2000
  Example: Printer, Laser, A4, Epson Stylus Color 740

Creating a Static Catalog - The Items Tab

Unit Price	Unit of Measure	Short Name
3.48	EA	Soft Drink, Soda, Dr Pepper
12.95	EA	Dairy, Milk, 1% milkfat
8.76	DZN	Coffee, Dark Roast, Starbucks
12.25	BX	Soft Drink, Juice, Minute Maid

▪ **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 ¥.

▪ **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. To access the English Supplier Information Portal, please click here. To access the French Supplier Information Portal, please click here.

▪ **Short Name - Required**

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: 40 characters

Creating a Static Catalog - The Items Tab

Classification Code-1		Lead Time
Domain	Value	
UNSPSC	43191504	1
UNSPSC	43191504	2
UNSPSC	44122011	1
UNSPSC	44122011	10

- **Lead Time - Required**
  Description: Number of **calendar days** from when you receive the Purchase Order to when your customer receives your product.
  Type of data: Integer
  Maximum length: 40
  Example: 1

- **Classification Code-1 – Required**
  Description: Classification of the product or service.

  For this required field, the detail sub-fields Domain and Value are required to be populated.

  - **Domain – Required**
    Description: Use 'UNSPSC'.
    Type of data: String
    Maximum length: 40
    Example: UNSPSC, Custom

  - **Value – Required**
    Description: The classification code that corresponds to the product or service.
    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. To access the English Supplier Information Portal, please click here. To access
    the French Supplier Information Portal, please click here.

Creating a Static Catalog - The Items Tab

Image		
Thumbnail	**Normal**	**Detailed**
Image/12354.jpg	https://www.1.com/12354N.jpg	https://www.1.com/12354D.jpg
https://www.1.com/34.jpg	https://www.1.com/34N.jpg	https://www.1.com/34D.jpg
Image/587.jpg		https://www.1.com/587.Jpg
https://www.1.36.jpg		https://www.1.36.jpg

- **Image – Preferred**
  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)

  If **Image** is used, please populate the following:

  - **Thumbnail –** *Required*
    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
    Type of data: String
    Maximum length: 255
    Recommended Size: 85 x 85 pixels; less than 50 KB
    Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

  - **Normal -** *Required*
    Description: URL of an image of the item, or filename of the image (sent in the zip file)
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels; less than 90 KB

  - **Detailed -** *Required*
    Description: URL of an image of the item, or filename of the image (sent in the zip file)
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels; less than 90 KB

Creating a Static Catalog - The Items Tab

VendorID	Supplier Part Auxiliary ID	Supplier URL	Manufacturer Part ID
100XXXXX	1234-Fr	https://www.intelidata.com	CFG 11562
		https://www.idg.com	87690-12
			A100-BLK
		https://swingline.com/1234.com	

- **VendorID - Required**

  Description: This field identifies the VendorID assigned to your products by Rio Tinto. This information will be provided by Rio Tinto.
  Type of data: String
  Maximum length: 50
  Example: 100XXXXX

- **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.

- **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 Part ID – Preferred**

  Description: A Part Number that a Manufacturer uses.
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

Creating a Static Catalog - The Items Tab

Manufacturer Name	Manufacturer URL	Language	Currency
Intelidata	https://www.manu.com	en_AU	AUD
IDG Book		fr_CA	AUD
Bic			AUD
Swingline			AUD

- **Manufacturer Name - Preferred**
  Description: Name of the manufacturer.
  Type of data: String
  Maximum length: 255
  Example: Epson

- **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

- **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_AU; fr_CA

- **Currency – Required** (Can be set as a default value 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. To access the English Supplier Information Portal, please click here. To access the French Supplier Information Portal, please click here.

Creating a Static Catalog - The Items Tab

Expiration Date	Effective Date	Territory Available
		GB
2019-02-01	2020-01-31	US
2019-03-20		

▪ **Expiration Date– Optional**

Description: Date that the catalog item expires and is removed from catalog visibility. This date must be in the future.

Note: In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically.
Type of data: Data
Date Format: YYYY-MM-DD

▪ **Effective Date- Optional**

Description: Date that the catalog item becomes valid.
If you leave this field blank or load an item with a date prior to today, the item will be seen immediately, regardless of the *Effective Date*.
Type of data: Data
Date Format: YYYY-MM-DD

▪ **Territory Available – Optional**

Description: List of one or more territories the item is available in. Uses ISO 3166-1 country codes.
Type of data: String
Maximum Length: 255
Example: GB, US

Creating a Static Catalog - The Items Tab

Minimum Quantity	Quantity Interval
1	
2	2
1	

- **Minimum Quantity– Optional**

  Description: Specifies the minimum quantity an item can be purchased in.
  Type of data: Integer
  Example: Users might need to order at least 2 of an item, therefore 2 will be placed in the column.

- **Quantity Interval- Optional**

  Description: Specifies the quantity an item can be purchased in.
  Can be used with MinimumQuantity.
  Type of data: Integer
  Example: Items can have both a MinimumQuantity and a QuantityInterval.
  Users might need to order at least 2 of an item, and only be able to order it in intervals of 2: 4, 6, 8, etc..

Creating a Static Catalog - The Items Tab

Attachments-1		RelatedItems-1	
Source	Description	Type	Supplier Part ID
https://abc.com/stibo/hires/std.lang.au	Certificate of Analysis	followup	87690
		similar	479-56
		mandatory	12345

- **Attachments-1 –** *Optional*

  Description*: Attached documents related to the catalog item to be displayed.
  Note: The link to the document(s) appear in the Item Details pages of the catalog UI.

  If you use Attachments (Attachments-1, Attachments-2), the detail sub-fields Description and Source are required to be populated**.**

  - **Source –** *Required*
    Description: URL or file name for the attached document. If you do not use a URL reference, then you must upload the actual file when loading the catalog file on the Network
    Type: String
    Length: 255

  - **Description-** *Required*
    Description: Description or file name for the attached document.
    Sample: Certificate of Analysis
    Type: String
    Length: 255

- **RelatedItems-1 –** *Optional*

  Description: Indicates that another catalog item is related to this main item. The RelatedItems specified must be available in the Ariba catalog.

  The RelatedItems can be indicated as:
  - mandatory - A required item to purchase if this item is bought
  - similar - Informational to let the user know of a similar product
  - sparepart - Informational to show spare parts for the main item
  - accessories - Informational to show accessories for the main item
  - followup - Informational to show follow-up items for the main item

  If you use RelatedItems, then the detail sub-fields Type and Supplier Part ID must be populated.

  - **Type –** *Required*
    Description: The type of this item in relation to the main catalog item.
    Values: mandatory, similar, sparepart, accessories or followup
    Type: String
    Length: 255

  - **Supplier Part ID –** *Required*
    Description The Supplier Part ID of this item in relation to the main catalog item.
    Note: The item must be available in the Ariba Catalog.
    Type: String
    Length: 255

Creating a Static Catalog - The Items Tab

PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1
2017-05-02	2017-08-01		50.0	USD		2
2017-05-02	2017-08-01		40.0	USD		1
		ARA10BSU	30.0	USD	0.9	1

- **PriceConfiguration-1– Optional**
  Description: Defines different levels of pricing for items based on different quantities, dates and **PriceKey** (user-definable).

  Note: To use **PriceConfiguration** fields, the **PriceKey** field must be agreed upon by both the Buyer and Seller. To configure a **PriceKey** to be used, the Buyer must contact SAP Ariba Customer Support to configure the field and make it available for creating price lookup keys.

  If you use a **PriceConfiguration** field, the Detail sub-field **Amount** & **Currency** is required to be populated. All other detail fields are optional.

  - **Start Date –** *Optional*
    Description: If your price configuration is determined by a specific time period, this is the Start Date. **Type**: Date
    Format: YYYY-MM-DD

  - **End Date –** *Optional*
    Description: If your price configuration is determined by a specific time period, this is the End Date.
    Type: Date
    Format: YYYY-MM-DD

  - **Price Key –** *Do Not Use*
    Description A User-defined factor that prices can be based on. Can be a location, customer type, facility type or any meaningful value to the buyer customer.
    Example: If the Price Configuration has a PriceKey defined as "ARA10BSU" then the Amount for the item is $40.33. For an item without a PriceKey, the Amount for the item is $42.25.
    Type: String

Creating a Static Catalog - The Items Tab

PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1
2017-05-02	2017-08-01		50.0	USD		2
2017-05-02	2017-08-01		40.0	USD		1
		ARA10BSU	30.0	USD	0.9	1

- **PriceConfiguration-1– Optional** *(continue)*

If you use a **PriceConfiguration** field, the Detail sub-field ***Amount*** & ***Currency*** is required to be populated. All other detail fields are optional.

- **Amount –** *Required*

Description: *The cost of the item, based on the PriceConfiguration parameters.*
Type: *Decimal*

- **Price Currency–** *Required*

Description: *The currency used for the Amount field. The currency set in this configuration overides the Currency default set in the Headers Tab.*
Type: *String*

- **Price Factor–** *Optional*

Description: The Amount field is multiplied by the PriceFactor to determine the end price. This allows a variable price increase/decrease rather than a fixed end price.
Example: Amount=1.0, PriceFactor=.8 (1*.08 = .80) End price is .80 -- a 20% discount
Type: Integer
Default: 1

- **Lowerbound –** *Optional*

Description: The number of items a user must buy to get a lower price.
Example: If the Price Configuration has a Lowerbound value of 20 and an Amount of $200.00, then buying quantities of 1-19 would be at a price of $222.00, however, quantities over 20 items purchased would have a price of $200.00
Type: Integer

Creating a Static Catalog – The Items Tab

Supplier Part Auxiliary ID

- The Supplier Part Auxiliary ID field must be populated if you are required to provide identical catalogs written in different languages, or catalogs using the same Supplier Part ID for products with different VendorIDs.

- Using the Supplier Part Auxiliary ID field will ensure your products are seen correctly within the Customer's UI.

- Please ensure the information written in this field is unique for each Supplier Part ID in each catalog subscription.

- In this example, the two products in different catalogs are differentiated by using '_FR' or '_Eng' within the Supplier Part Auxiliary ID field.

Short Name	Supplier Part ID	Supplier Part Auxiliary ID
Chapeau	1234	1234_Fr

Short Name	Supplier Part ID	Supplier Part Auxiliary ID
Hat	1234	1234_Eng

Uploading Catalog Images

Creating a Static Catalog - The Items Tab

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 https://)
    Example: https://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: FolderName/FileName.jpg   -or-   foldername/lowercasename.jpg

Loading Images via a URL

- List the image URL in the image and/or thumbnail field of the Catalog file

Image		
Thumbnail	**Normal**	**Detailed**
	https://www.abc.com/12354N.jpg	https://www.abc.com/12354D.jpg
https://www.abc.com/34.jpg	https://www.abc.com/34N.jpg	https://www.abc.com/34D.jpg
CustomerName/image1.jpg		https://www.abc.com/587.Jpg
https://www.abc.36.jpg		

- Upload and publish the Catalog file via Ariba Network portal.

- URL images are downloaded during the catalog upload, the URL should always be present in every new version. Ariba Procurement applications periodically refresh images by fetching them again. Your image website must be available all the time. By default, refresh images after 30 days.

Loading Images via a Zip Folder

- Put all the image files into a folder and zip the folder
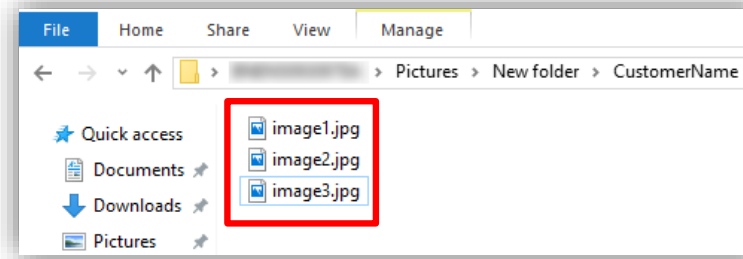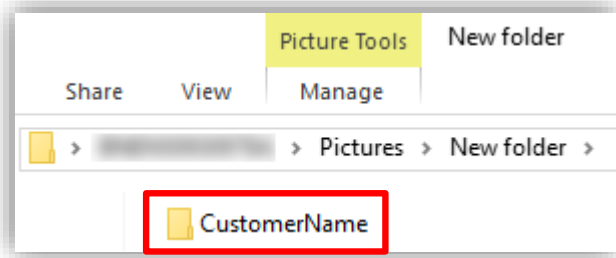
- List the images' file location in the image and/or thumbnail field within the Catalog file. This image path should contain the Folder Name, Image file name and file type for example: FolderName/ImageName.filetype

- Upload and publish the Catalog file, with the zipped image folder, via AN portal

Image	
Thumbnail	**Normal**
	https://www.abc.com/12354D.jpg
https://www.abc.com/34.jpg	http://www.abc.com/34D.jpg
CustomerName/image1.jpg	CustomerName/image2.jpg
http://www.abc.com/36.jpg	CustomerName/image3.jpg

Creating a Static Catalog – Uploading Images

- Uploading images is the responsibility of the Supplier.

- Uploading the zipped image folder, can be completed during the catalog upload process explained on page 43.

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

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, by Rio Tinto's Catalog Manager, to load a Catalog to your Production account please 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
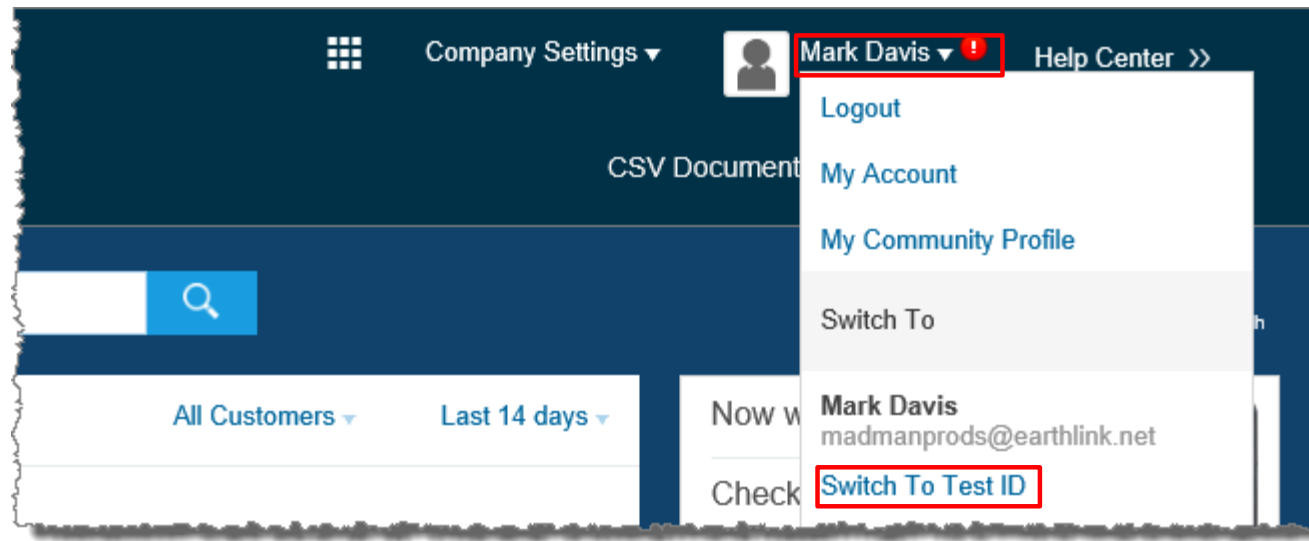
  - You will get a warning. **"You are about to switch to Test Mode."** Click "OK"

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
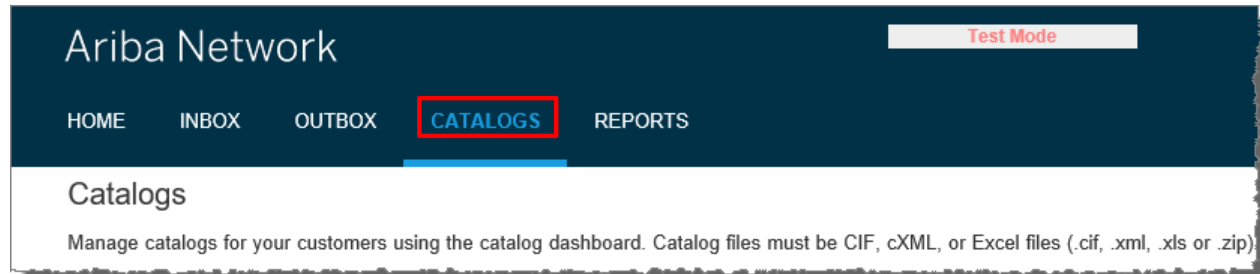
- On the Catalogs screen, click the "Create Standard" button
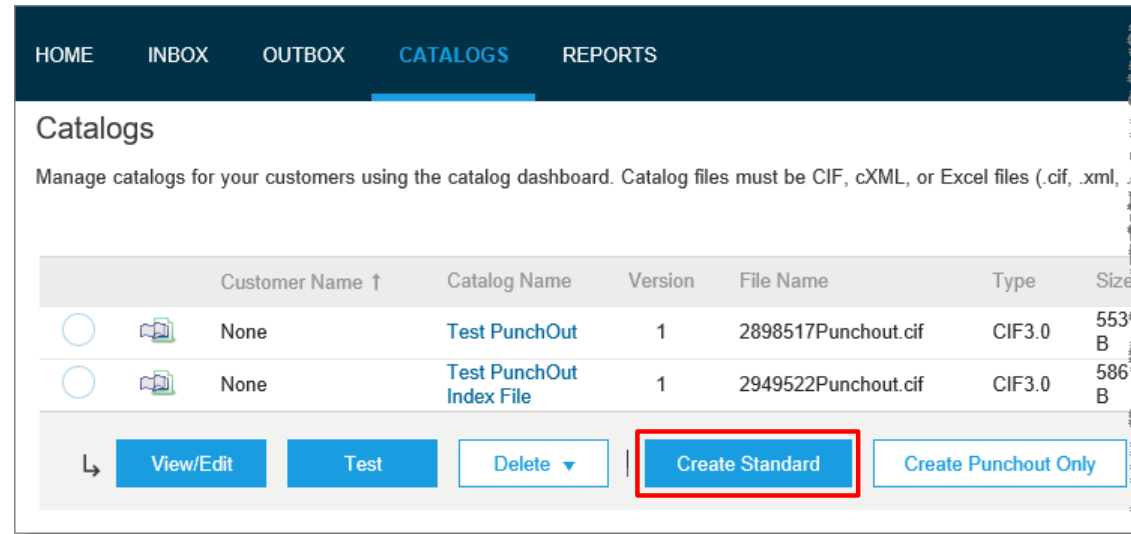
Uploading and Publishing New Catalogs

- 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

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 Rio Tinto.
    - Please use this format for Canada and US:
    PurchaseOrg_CompanyCode(s)_Region_Language_EXT_Vendor#_VendorName
    (no special characters are allowed, you can use a dash (-) or underscore(_))
    Example: RT42_2601_QC_FR_EXT_100XXXXX_SupplierABC

    - Please use this format for Australia:
    PurchaseOrg_CompanyCode(s)_Region_EXT_Vendor#_VendorName
    (no special characters are allowed, you can use a dash (-) or underscore(_))
    Example: 2030_2030_AU_EXT_100XXXXX_SupplierABC

- **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"

Uploading and Publishing New Catalogs

②　Subscriptions

- You determine which Customers will subscribe to your Catalog
- Set the Visibility to **Private**. You can select a single customer.
- To select **Rio Tinto** check the box next to the **Customers** column.
- If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to up-loading a Catalog to them.

- Your customer may have established some validation rules that your catalog must pass. To view these rules, click **View** in the **Catalog Validation Rule** column. You will be taken to the company's catalog and will be able to see the validation rules

Uploading and Publishing New Catalogs

③   **Content**

- Select your **Catalog File Format** to "Excel" by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking "Browse" and pointing to your file
- Load any **Image or Attachment Flies** by clicking "Browse" and pointing to your file
- After you have selected your Catalog file, click the "Validate and Publish" button

- As your Catalog loads, the status will read "Validating". Once the catalog has been published, click the "Refresh" button at the bottom of the screen to see the status change.

Uploading and Publishing New Catalogs

- ## Catalog Validation
  - After the Network completes validation, it changes the Catalog status from "Validating" to one of the following statuses:
    - **Validated, Published, Activated or Pending Buyer Validation—**your Catalog is error-free
    - **Validation Errors Found by Customer**—The Customer's Validation rules have run and there is a problem
    - **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

Uploading and Publishing New Catalogs

- **Catalog Validation - continued**
  - To see the error detail, click on the <u>Errors Found</u> hyperlink:

Uploading and Publishing New Catalogs

- ## Viewing Validation Errors

  - You will be taken to the company's catalog and will be able to see the validation rules that failed

  - In this case, the customer is telling us that the **Supplier ID** is unknown, and the catalog is failing

  - To correct any issues, go back to the original Excel Catalog file, make the corrections, then **update the Catalog file**, and **reupload** the new version to replace the existing Catalog

Content Subscription: Buyer Name CIF containing one item

See Items With Warnings ▾

	Supplier Id ▾	Supplier Part Id ▾	Shop at ▾	Manufacturer
1	EXPC0412	AAA		

Supplier ID is unknown ✕

⚠

EXPC0412

OK   Cancel

Cancel   Revalidate

Uploading and Publishing New Catalogs

- ## Customer Catalog 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, Activated, Validated by Customer** or **Pending Buyer Validation**—*note that these are **all** valid statuses*

  - 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 validation and 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 the **Catalogs** tab
- Find the existing Catalog you wish to replace with a new version
- Click on the radio button to select the existing Catalog
- Click the **View/Edit** button, or click on the **Catalog Name** hyperlink
    - 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.

Replacing Existing Catalogs

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

- Click the **Next** button

Replacing Existing Catalogs

② **Upload Catalog File—**The Network will display the Upload screen to upload the new version
- Select your **Catalog File Format** to "Excel" by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking "Browse" and pointing to your file
- Load any **Image or Attachment Flies** by clicking "Browse" and pointing to your file

③ **Content—**After you have selected your Catalog file, click the **Validate and Publish** button
- As your Catalog loads, the status will read "Validating". Once the catalog has been published, click the "Refresh" button at the bottom of the screen to see the status change.

Replacing Existing Catalogs

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

▪ 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 Catalog Approval**
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog
  - 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 validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users

SAP Ariba

Thank you.

SAP Run Simple