SAP Ariba /\\

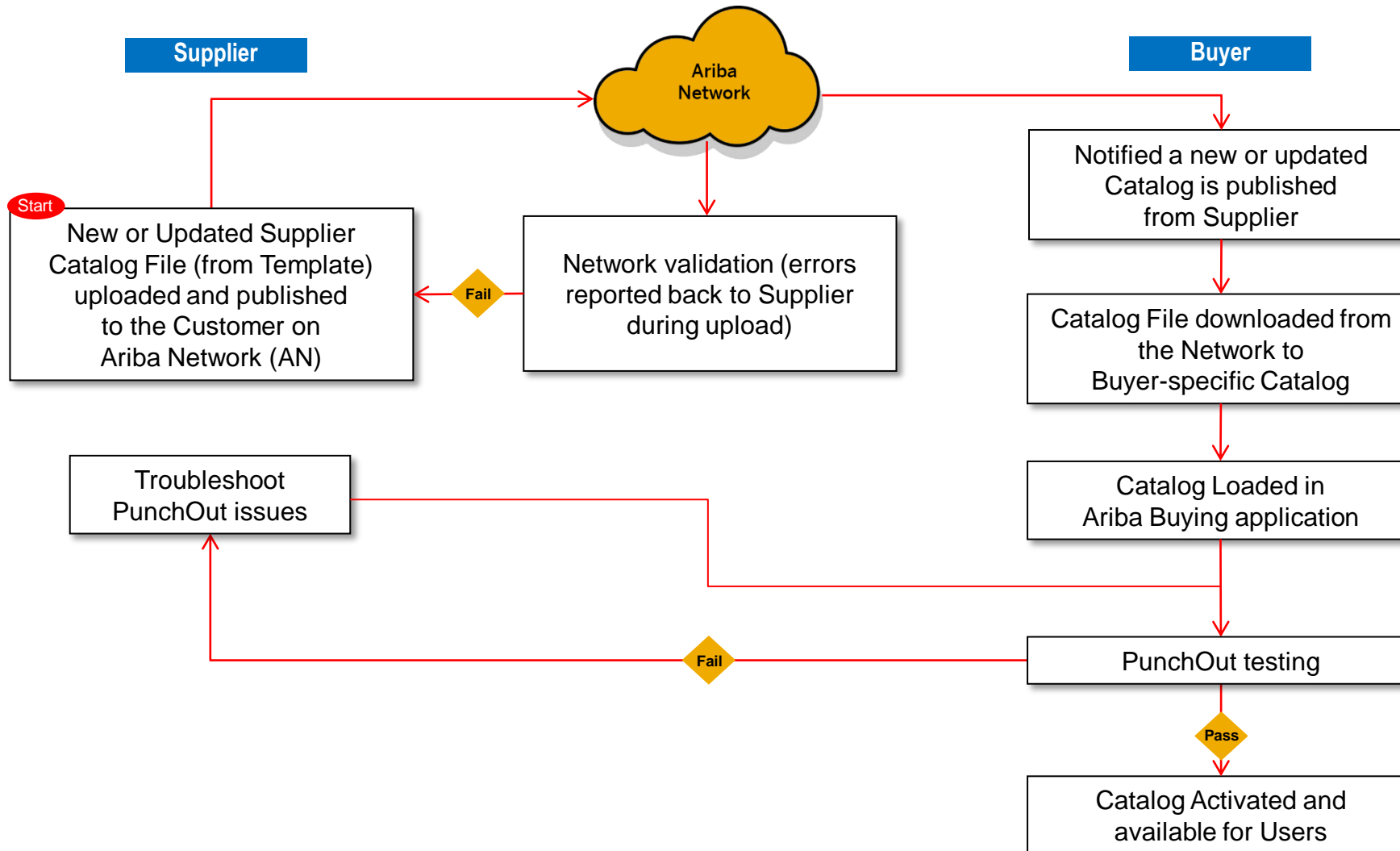# Creating and Publishing PunchOut Catalogs for NAB

INTERNAL

THE BEST RUN **SAP**

Agenda

- The PunchOut Catalog Upload Process

- What is PunchOut?

- Setting up Ariba Network account for PunchOut

- PunchOut Templates (Index files)

- Creating a Level 1 PunchOut Catalog

- The Catalog User Interface – Level 1 PunchOut

- Uploading and Publishing New Catalogs

- Replacing Existing Catalogs

- Testing and Troubleshooting PunchOut Catalogs

INTERNAL

The Catalog Upload Process

The PunchOut Catalog Upload Process

Supplier

Buyer

Ariba Network

Start

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

Fail

Network validation (errors reported back to Supplier during upload)

Notified a new or updated Catalog is published from Supplier

Catalog File downloaded from the Network to Buyer-specific Catalog

Catalog Loaded in Ariba Buying application

Troubleshoot PunchOut issues

Fail

PunchOut testing

Pass

Catalog Activated and available for Users

INTERNAL

What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba catalog database, PunchOut catalogs utilize a supplier's website/store, and allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Shopping Cart where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website.

INTERNAL

How does it **work?**

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled "PunchOut site planning" and "PunchOut transactions" in the ***cXML Solutions Guide*** and the chapter titled "PunchOut transactions" in the ***cXML User's Guide***.

How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into Ariba. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:
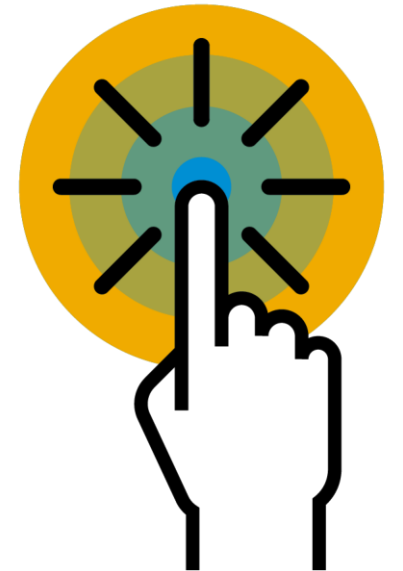
- **PunchOut Setup Request** (POSR)—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection

- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba buying application what website, or items on the site to display for the Ariba buyer to shop

- **PunchOut Order Message** (POOM)—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba to be submitted for purchase
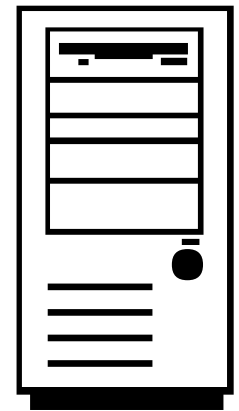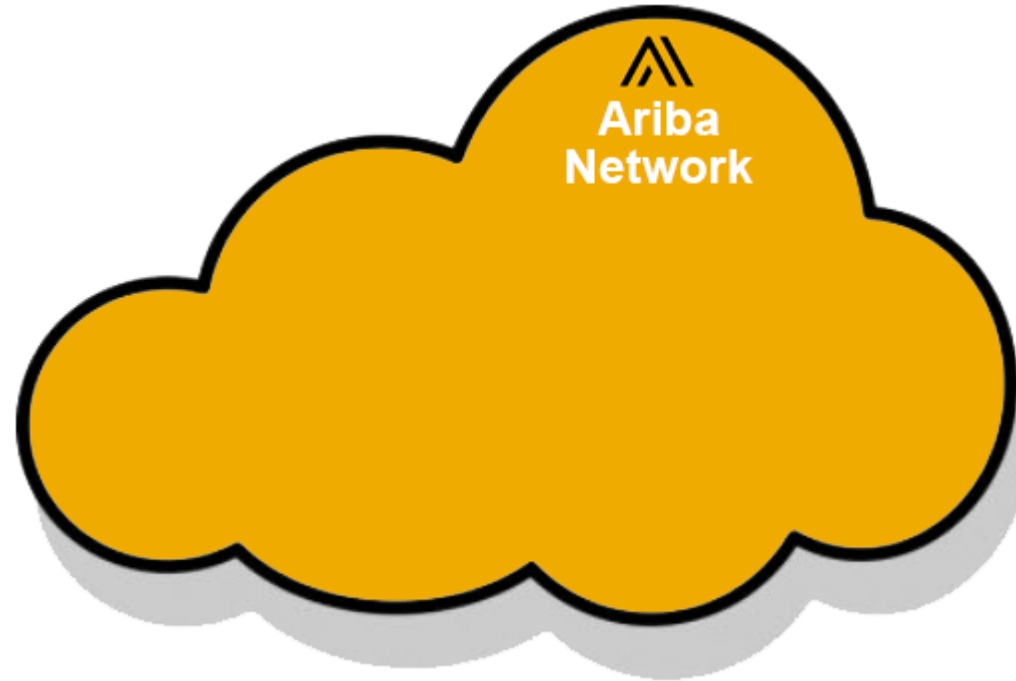
How does it work?

The steps on the next few slides shows how a simple L1 PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog**, is taken to the **Suppliers site,** where they **shop,** then **returns** the selected items back to their **Ariba Shopping Cart.**

Once the **items** are back in Ariba, then the User can **submit** the **Cart** to become a **Requisition,** and ultimately become a **Purchase Order,** which is sent off to the Supplier.
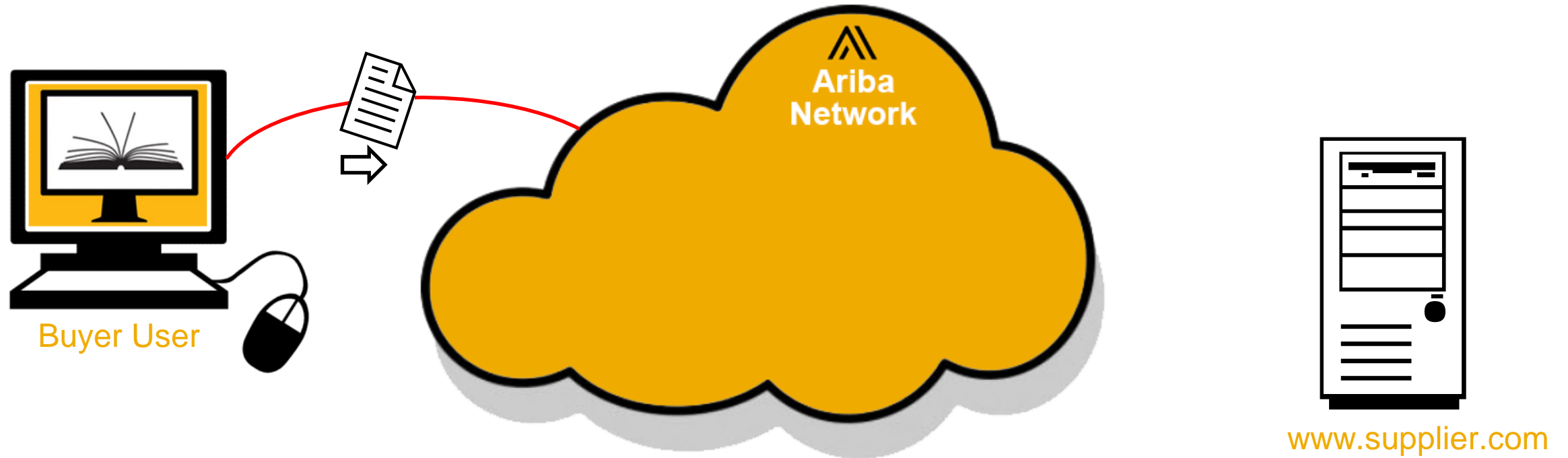
INTERNAL
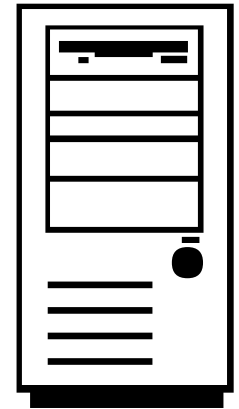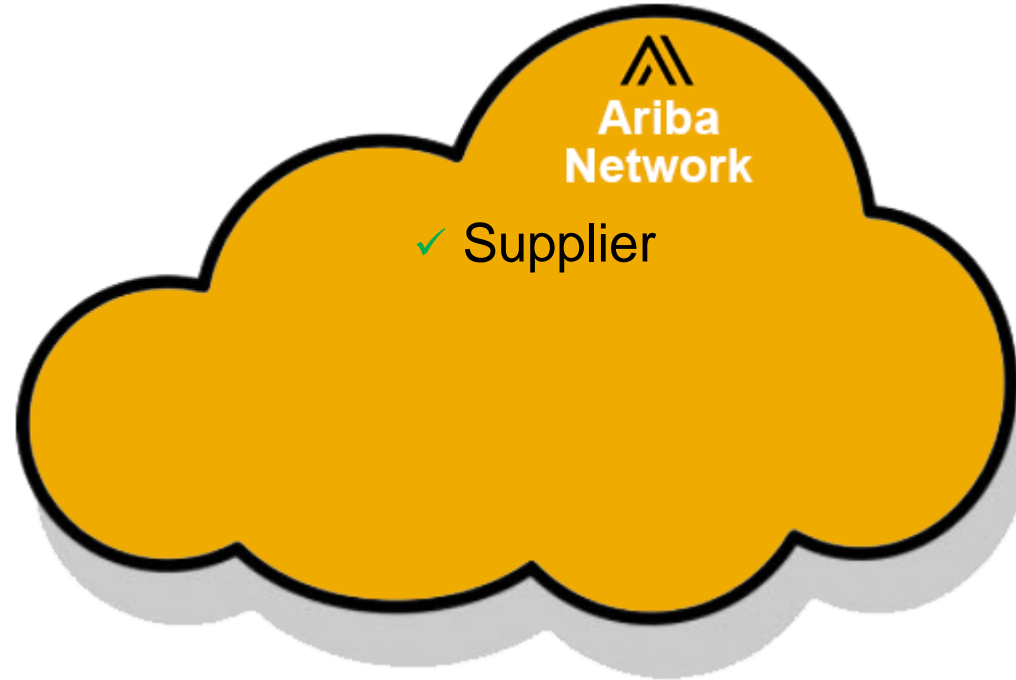
How does it work?

Buyer User

Ariba Network

www.supplier.com

The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?

Buyer User

Ariba Network

www.supplier.com

The **PunchOut Setup Request (POSR)** is routed from Ariba to the AN.
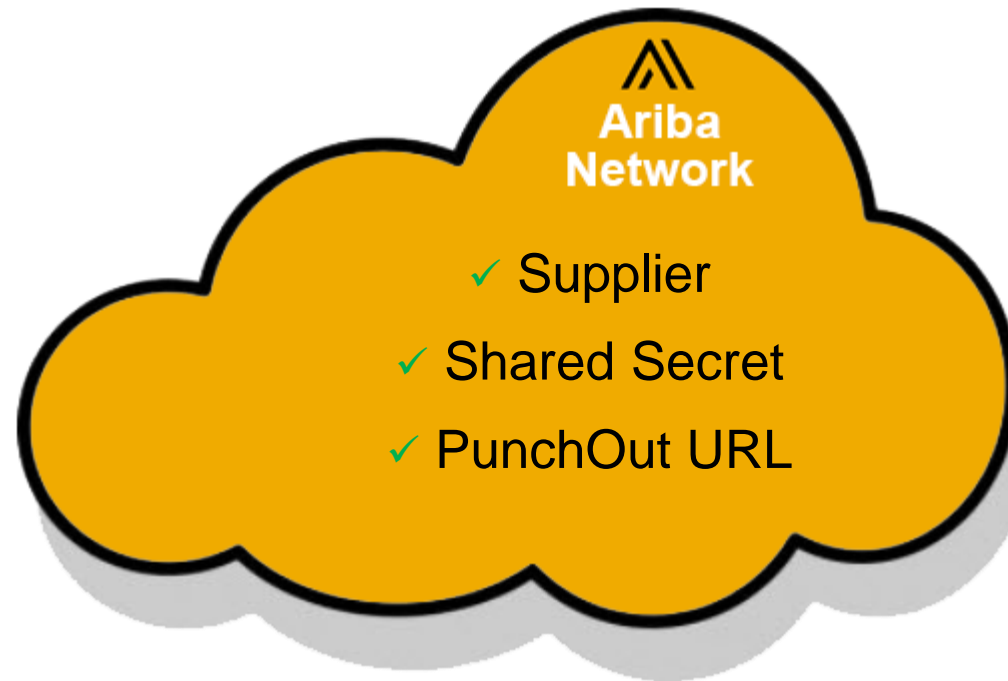
INTERNAL

How does it work?

Buyer User

Supplier

Ariba Network

www.supplier.com

The AN looks up the ANID in the `<To>` element of the **POSR,**
and finds the Supplier record on the Network.

INTERNAL   13

How does it work?

Buyer User

Ariba Network

✓ Supplier

✓ Shared Secret
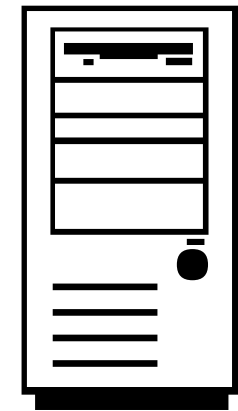
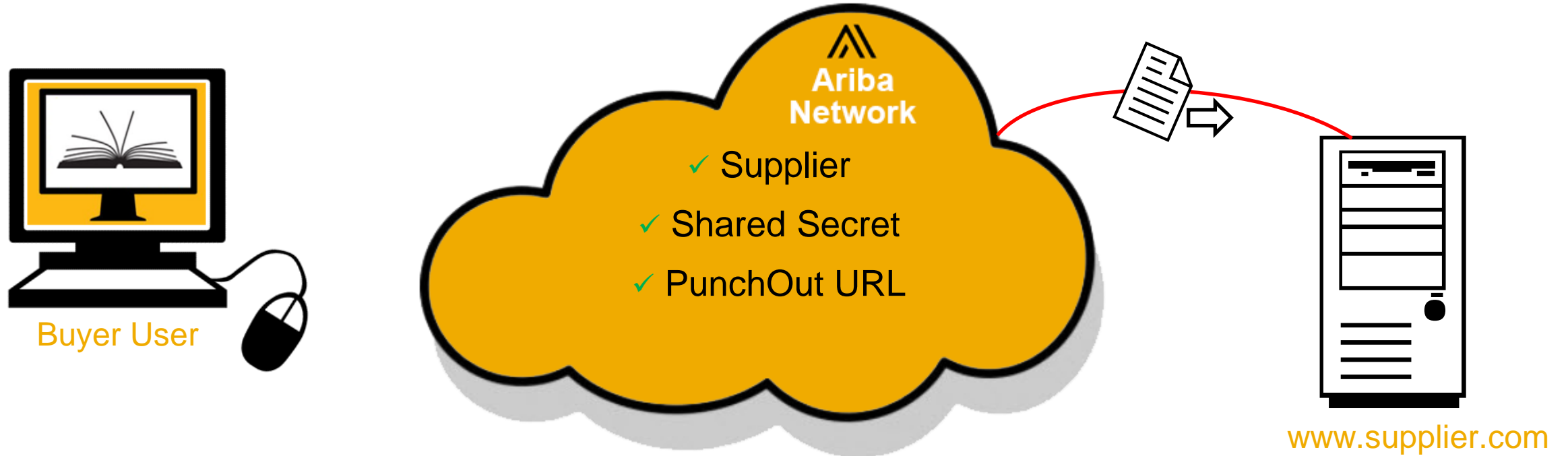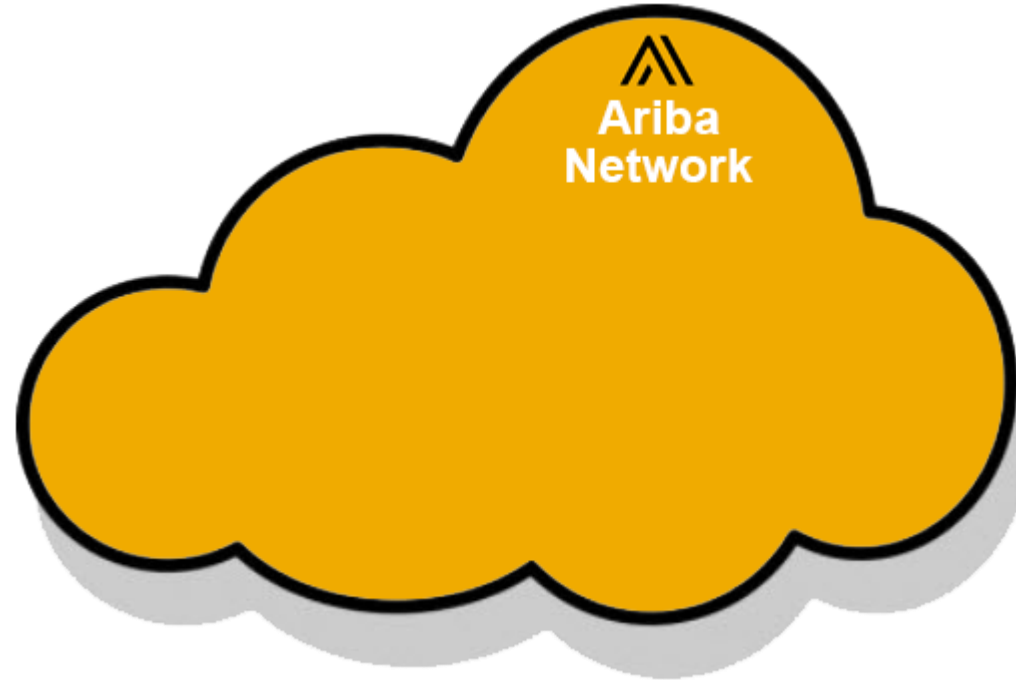✓ PunchOut URL

www.supplier.com

In the AN Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?

Buyer User

Ariba Network
- ✓ Supplier
- ✓ Shared Secret
- ✓ PunchOut URL

www.supplier.com

The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

INTERNAL

How does it work?

Buyer User

Ariba Network

Authenticated!

www.supplier.com

The Supplier authenticates the **POSR** using the `<From>` ANID (as a User Name) and their own Shared Secret (as the Password).

INTERNAL

How does it work?

Buyer User

Ariba Network

✓ Response:

✓ 200 "Success"

✓ URL

URL determined

www.supplier.com

The Supplier then evaluates any other information, and sends back a **PunchOut Order Response,** with the URL of the catalog to display to the User.

How does it work?

Buyer User

Ariba Network

✓ Response:

✓ 200 "Success"

✓ URL

www.shop.com

www.supplier.com
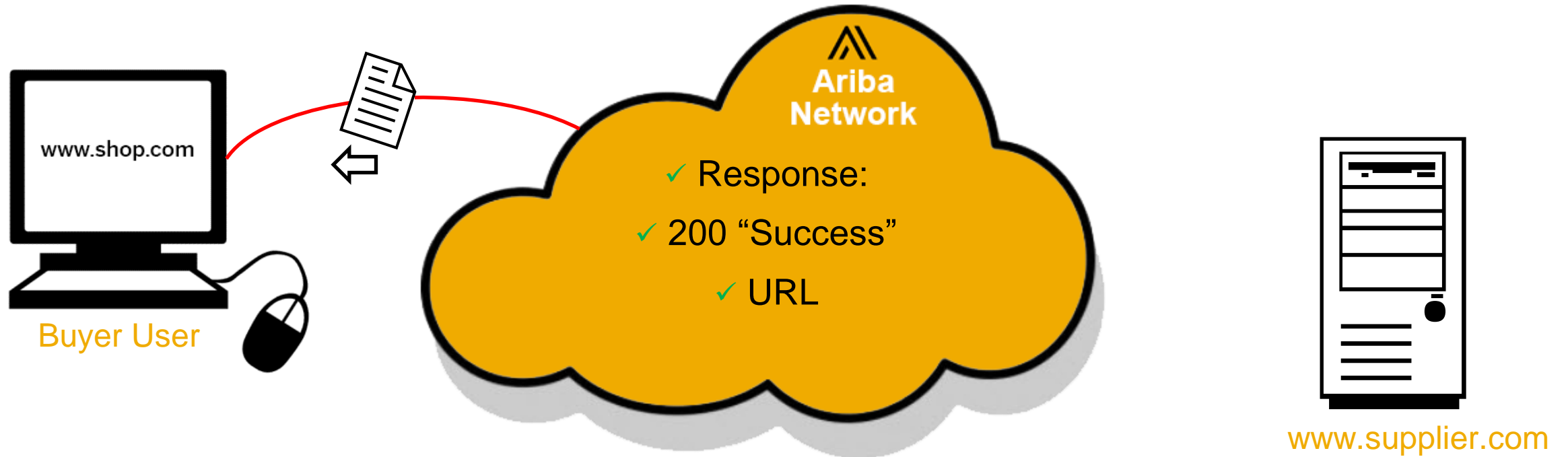
The Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba application to display to the User**.**

INTERNAL

How does it work?

Shop!
Shop!
Shop!
Add to Cart

Buyer User

Click "Submit"

Ariba
Network
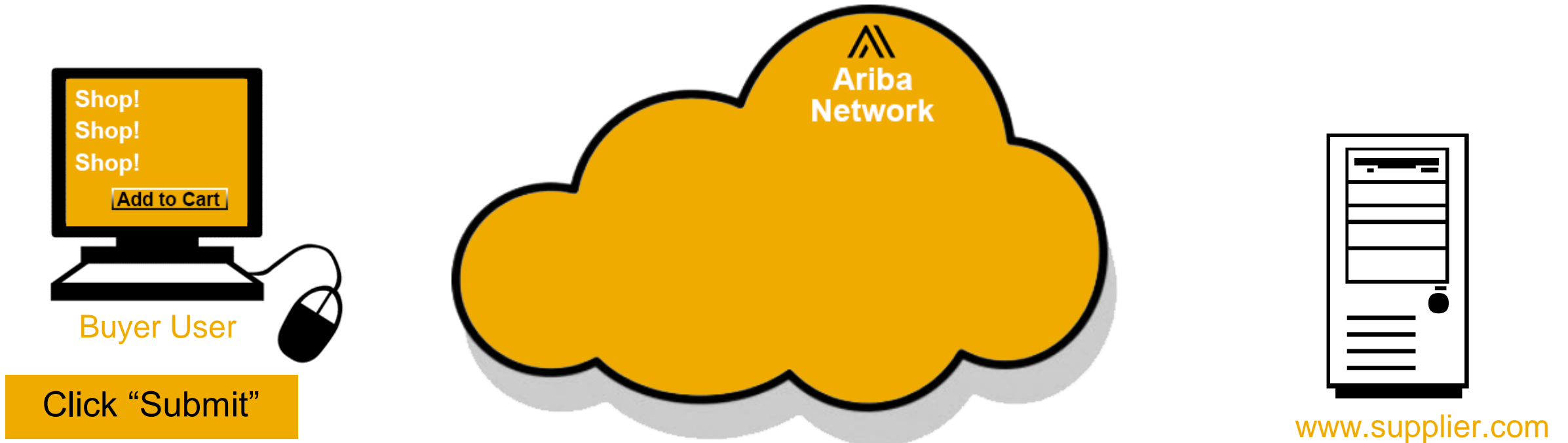
www.supplier.com

The User shops the Supplier's Catalog (now in the Ariba window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba.

INTERNAL

How does it work?

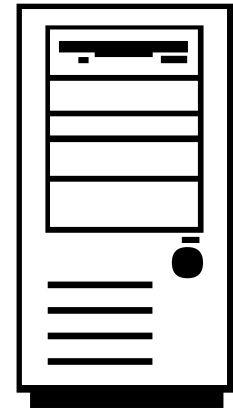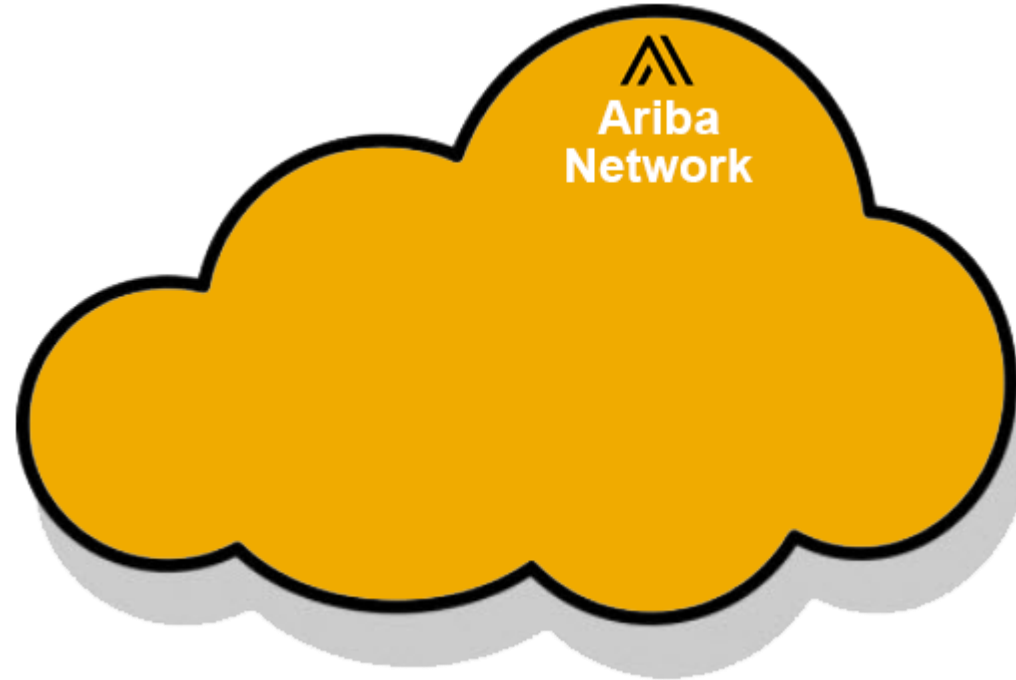Ariba Network

Cart→POOM

Buyer User
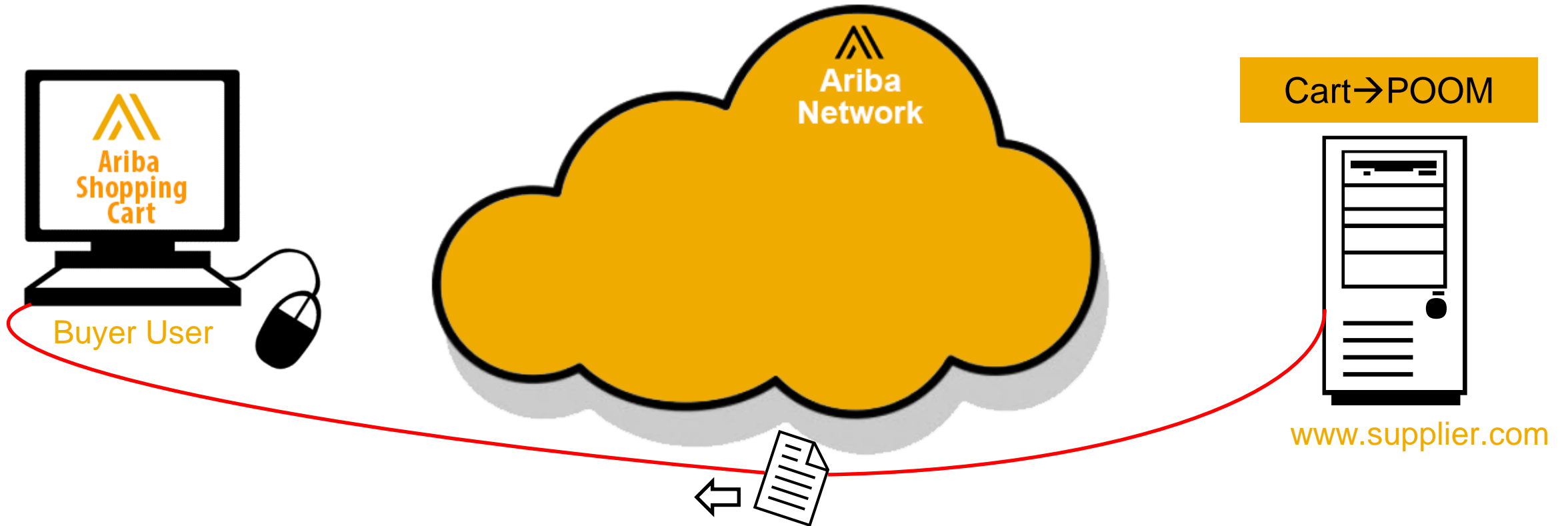
www.supplier.com

The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

How does it work?

Buyer User

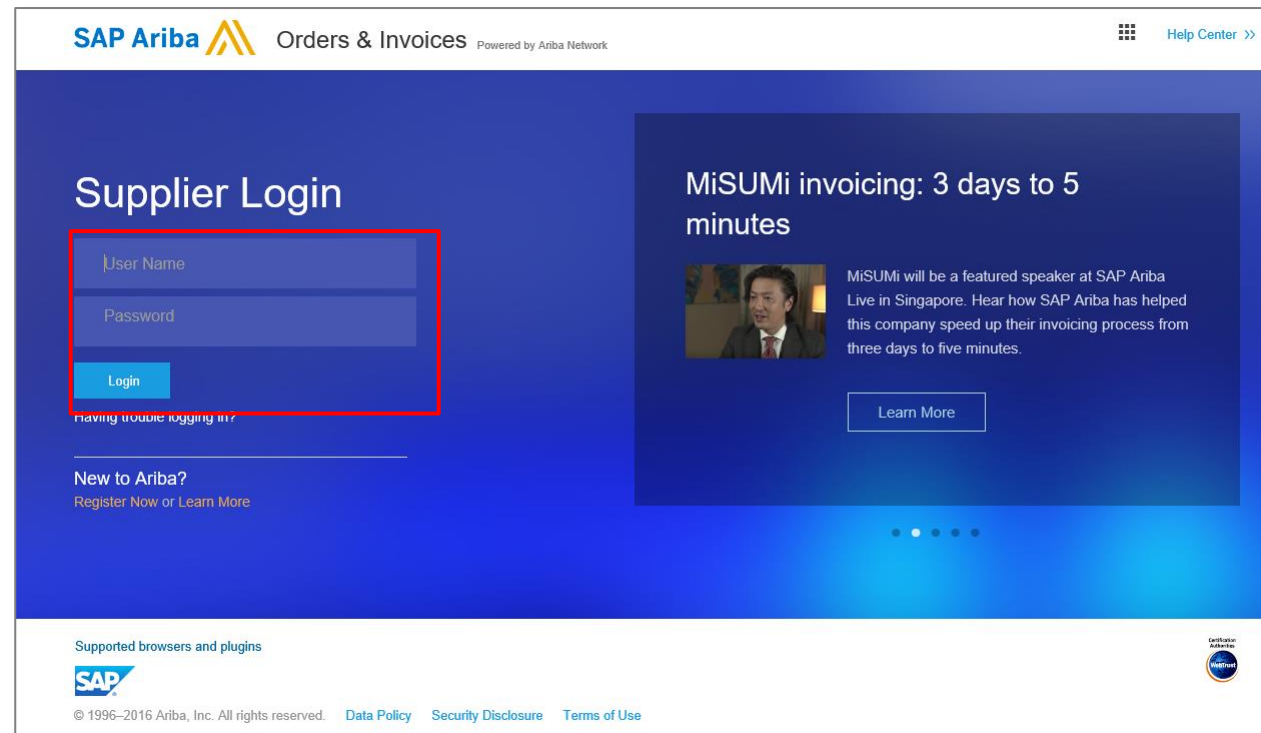Ready to submit Ariba Cart to become a Requisition and buy!

Ariba Network

www.supplier.com

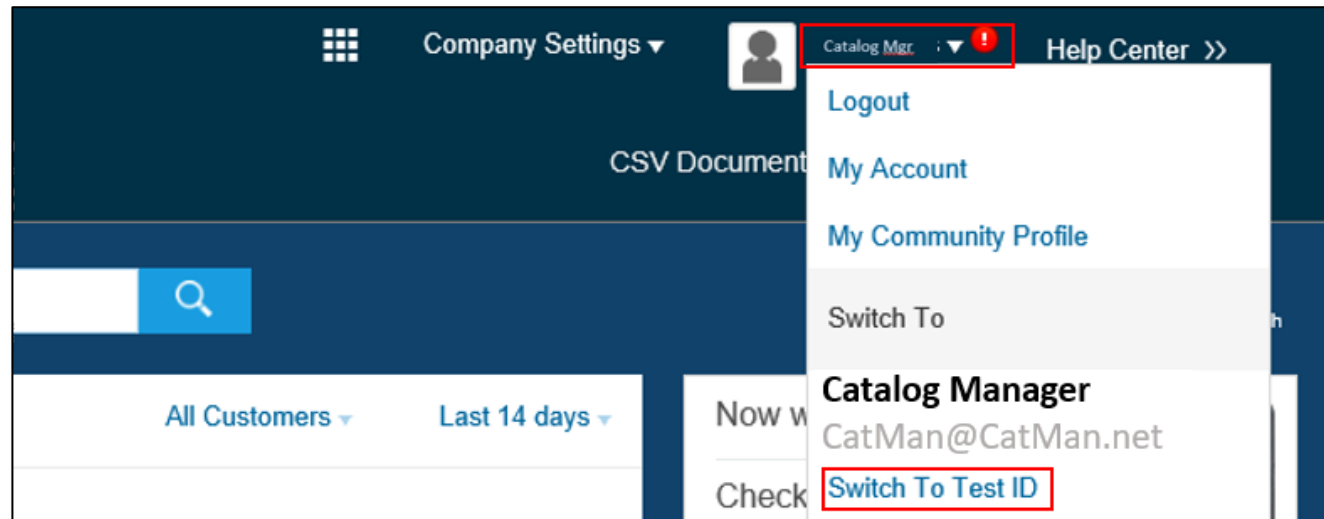# Setting up Ariba Network account **for PunchOut**

Setting up Ariba Network account for PunchOut

- Login to your **Ariba Supplier Account** (supplier.ariba.com)

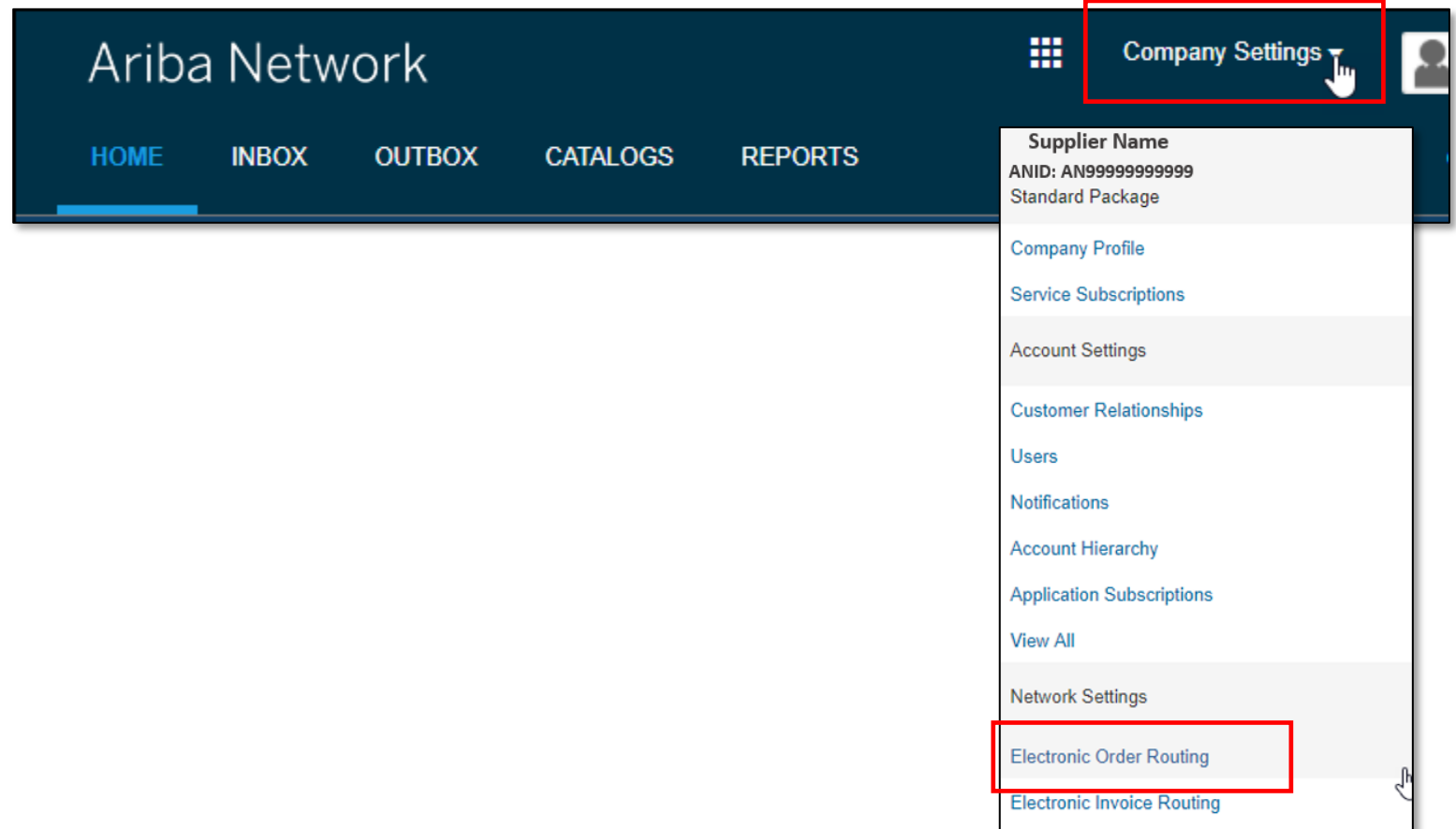# Setting up Ariba Network account for PunchOut

- Switch to your Test Account
  - Your Network Account needs to be set up in both your Test and Production environments
  - 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"
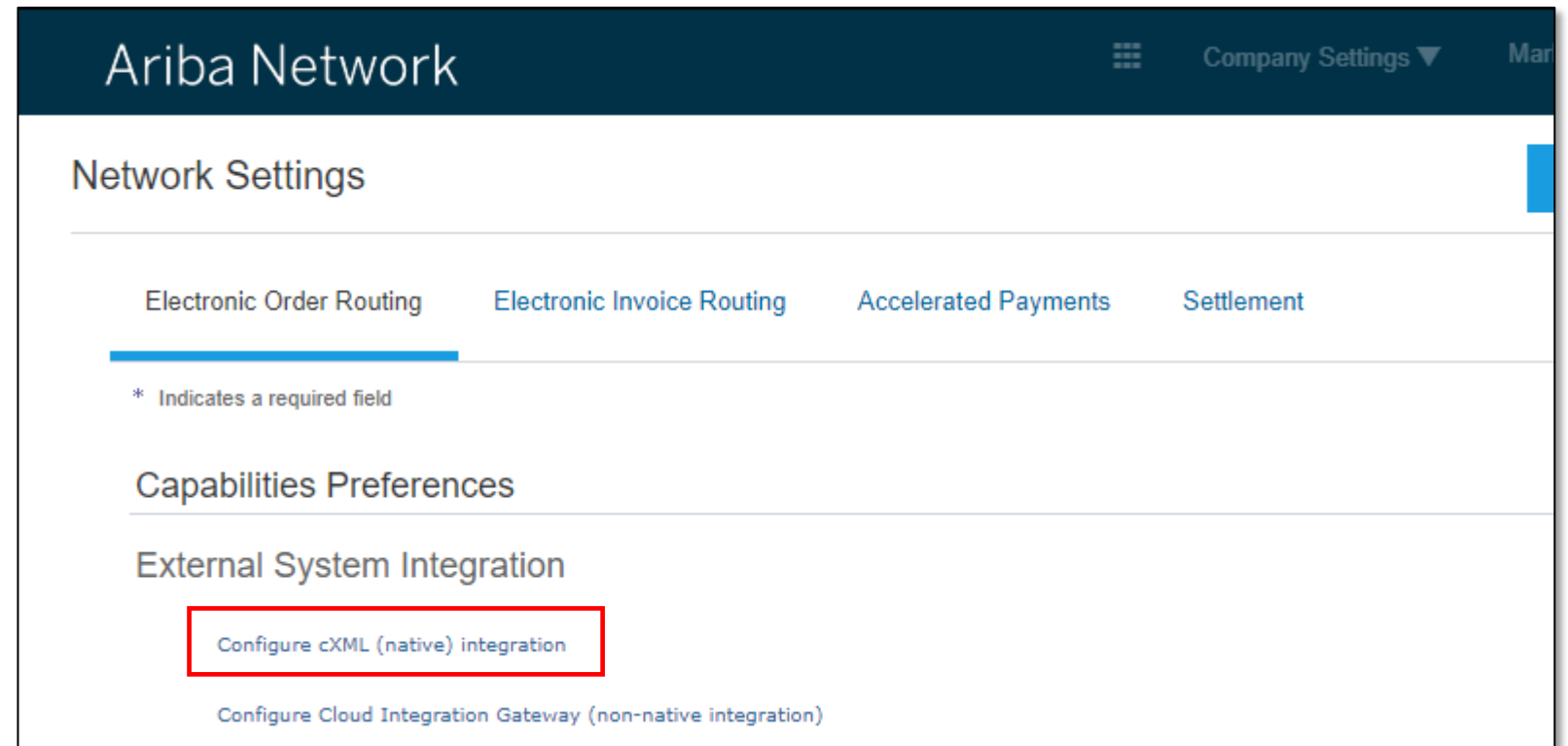
Setting up Ariba Network account for PunchOut

- Go to **Company Settings**, and click the pulldown menu

- Scroll down to click on **Electronic Order Routing**

- Please note the next three steps need to be done in your Test and Production environments

Setting up Ariba Network account for PunchOut

- Under **Electronic Order Routing,** click on **Configure cXML (native) integration**
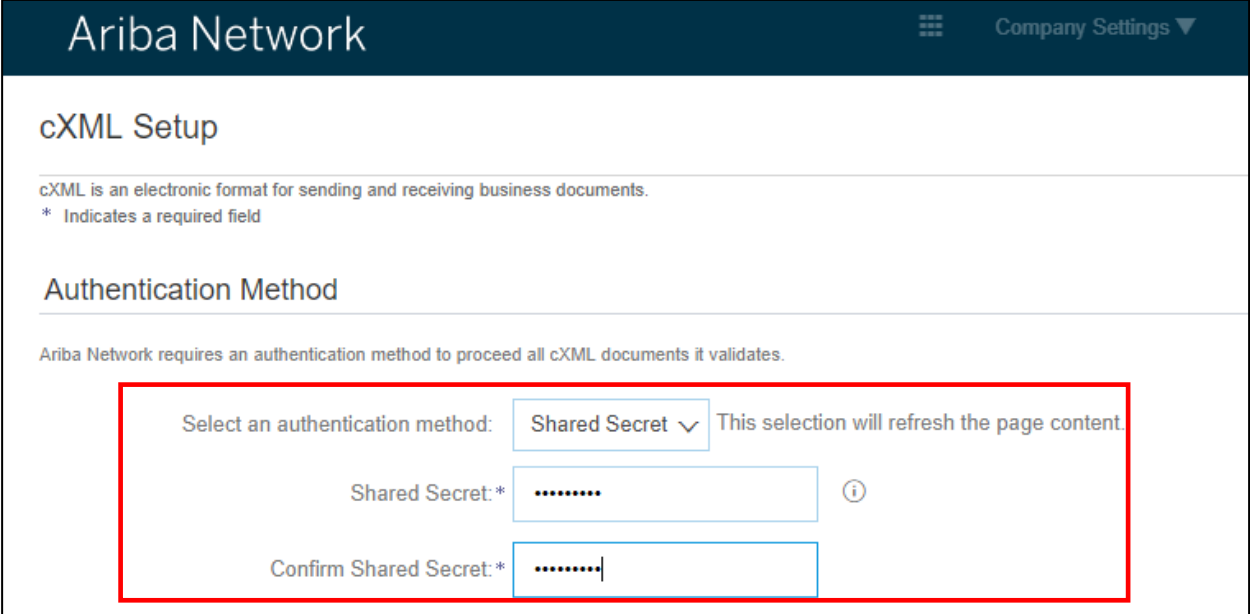
Setting up Ariba Network account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

- First, an **Authentication Method. The** Preferred method is **Shared Secret.** Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers

- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts

INTERNAL

Setting up Ariba Network account for PunchOut

■ Second, your company's complete **PunchOut Request URL.** This is location where PunchOut requests will be sent. This field is checked, and its value used each time a Buyer punches out to your site

PunchOut URL

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty.

PunchOut Request URL:

The PunchOut Template **(Index file)**

The PunchOut Template

A **PunchOut template** is a special **CIF template** that creates a **PunchOut index file.** This is achieved by including an addition field within the CIF file to create a PunchOut Index file. The field is called **PunchOut Enabled.**

Here is a sample **PunchOut template** in Excel format.

Supplier ID	Supplier Part ID			asure	Short Name	Classification Codes-		Image			Manufacturer Part ID
						Domain	Value	Thumbnail	Normal	Detailed	
AN0001000100	PunchoutTemplate0	P			SupplierABC Punch	Custom	24102000		1.jpg		

Required

Part identifier used by the supplier.

Type: String
Length: 255

The template is color coded and has tool tips that provide information about how to treat each field.

The CIF 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 templates on your own

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

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

- Populate data in the **Items** sheet/tab (Remove the sample data provided in the template

- For some complex fields such as **ClassificationCode,** some of the sub-fields (e.g. **Domain**) may be required. These are indicated in Blue, and are only required if the parent field is present.

INTERNAL

Creating a PunchOut Catalog
Level 1 PunchOut index file

Creating a L1 PunchOut index file

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 80 characters to describe your item
- Always include images

Creating a L1 PunchOut index file

The Header Tab

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

- **CHARSET — Required -** 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) The tool tip explains how Incremental loads work

- **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— Optional but preferred -** 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— Optional but preferred -** 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 **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 L1 PunchOut index file

The Items Tab

Supplier ID	Supplier Part ID	Unit of Measure
AN01999999999	2772882	EA
AN01999999999	2772967	EA
AN01999999999	2772276	DZN

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Attachments-1	
Source	Description
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	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 L1 PunchOut index file

Supplier ID	Supplier Part ID	Unit of Measure
AN01999999999	2772882	EA
AN01999999999	2772967	EA
AN01999999999	2772276	DZN

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

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

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://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	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 L1 PunchOut index file

The Items Tab

Supplier ID	Supplier Part ID	Item Description
AN01999999999	AAA	Pens, Bic, Ballpoint, Blue, 1 dozen

- **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: AN09067477712

  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: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish

  Type of data: String

  Maximum length: 255

  Example: 2772882

- **Item Description - Required**

  Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched

  Type of data: String

  Maximum length: 2000

  Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

Creating a L1 PunchOut index file

Unit Price	Unit of Measure	Short Name	Classification Code-1	
			Domain	Value
1	EA	SupplierABC Catalog	UNSPSC	43191504

- **Classification Code-1 – Required**

  Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are.

  - Detail: **Domain – Required**

    Description: Use 'UNSPSC' if the Header specifies "UNSPSC" as the CODEFORMAT
    Type of data: String
    Maximum length: 40
    Example: UNSPSC, Custom

  - Detail: **Value – Required**

    Description: Classification of the main product or service you sell
    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: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00
  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: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use **EA**.
  Type of data: String
  Maximum length: 32
  Example: EA
  Note: A file containing the Units of Measure is available in your Customer's Supplier Information Portal

- **Short Name - Required**

  Description: In L1 PunchOut, this is what will actually display to the User on the UI
  Type of data: String
  Example: <SupplierName> Catalog
  Maximum length: 80 characters

Creating a L1 PunchOut index file

Image		
Thumbnail	**Normal**	**Detailed**
12354.jpg	http://www.1.com/12354N.jpg	http://www.1.com/12354D.jpg

- **Image – Required**
  Description: URL of the Supplier's Logo (preferred), or filename of the image (sent in a zip file)
  Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

  - Detail: **Thumbnail – Required**
    Description: URL or filename of the Supplier's Logo (icon size)
    Type of data: String
    Maximum length: 255
    Recommended 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

  - Detail: **Normal - Required**
    Description: URL or filename of the Supplier's Logo
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels

  - Detail: **Detailed - Required**
    Description: URL or filename of the Supplier's Logo
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels

Creating a CIF Catalog

Manufacturer Part ID	Manufacturer Name	Supplier URL
CFG 112345	Manufacturer 1	http://www.supplier1.com/item.htm

- **Manufacturer Part ID – Optional (Do Not Use)**
  Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish.
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

- **Manufacturer Name - Optional (Do Not Use)**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: Epson

- **Supplier URL – Optional (Do Not Use)**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: http://www.supply.com/Catalog/product18.htm

INTERNAL

Creating a CIF Catalog

Manufacturer URL	Lead Time	Market Price
http://www.manu.com	1	

- **Manufacturer URL – Optional (Do Not Use)**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: http://www.manu.com/Catalog/product18.htm

- **Lead Time - Optional (Do Not Use)**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: Integer
  Maximum length: 40
  Example: 1

- **Market Price – Optional (Do Not Use)**
  Description: For L1 PunchOut, this is not used, but the field must remain
  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	AUD

- **Supplier Part Auxiliary ID – Optional (Do Not Use)**
  Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL
  Type of data: String
  Maximum length: 255
  Example: 1234-75

- **Language – Optional (Do Not Use)** (If blank, defaults to 'en_US')
  Description: For L1 PunchOut, this field is not used.
  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 (Do Not Use)** (Can be set as a default value in Header)
  Description: For L1 PunchOut, this field is not used.
  Type of data: String
  Maximum length: 32
  Example: USD

Creating a CIF Catalog

Expiration Date	Effective Date	PunchOut Enabled	PunchOutLevel
		TRUE	

- **Expiration Date– Optional (Do Not Use)**
  Description: For L1 PunchOut, this field is not used.
  Type of data: Data
  Date Format: YYYY-MM-DD

- **Effective Date- Optional (Do Not Use)**
  Description: For L1 PunchOut, this field is not used.
  Type of data: Data
  Date Format: YYYY-MM-DD

- **PunchOut Enabled – Optional**
  Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item
  Type of data: Boolean

- **PunchOutLevel– Optional**
  Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the Store Level (like a L1), the Aisle level (a category, that requires then to further refine the search on the Supplier's site), the Shelf level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the Product level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). Please leave **blank.**
  Type of data: String
  Maximum Length: 255
  Example: GB, US

The Catalog User Interface
Level 1 PunchOut

The catalog user interface – Level 1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line index file, because it's just a link to the Supplier's website.

This is how a L1 PunchOut catalog appears on the Guided Buying Catalog interface.
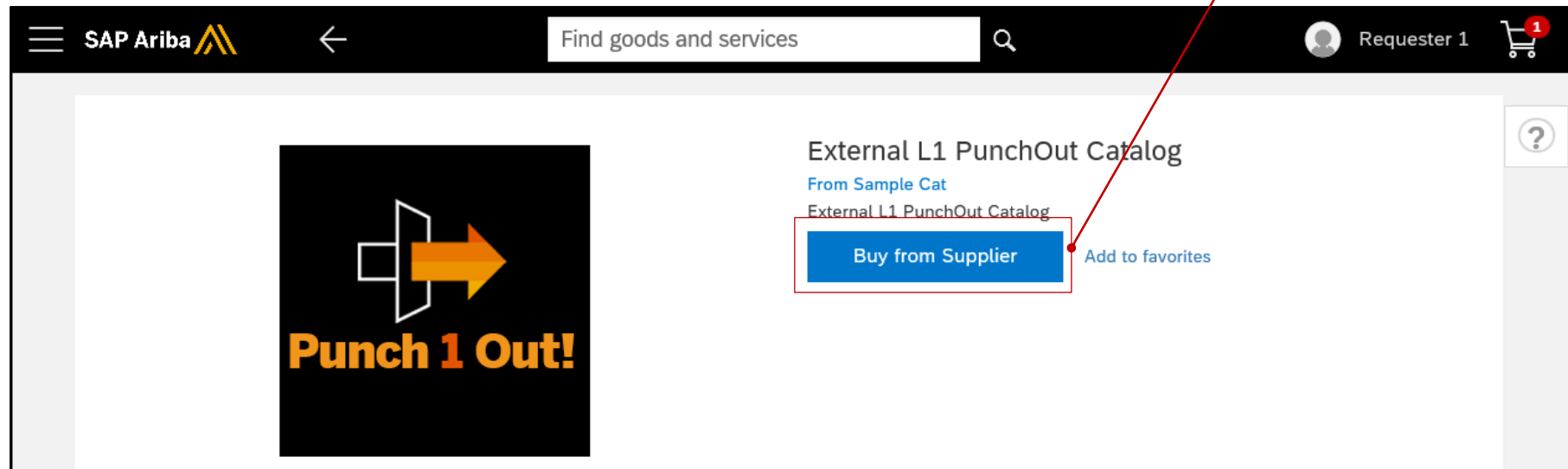
The **"Buy From Supplier"** button tells the User that this is an external catalog.

INTERNAL

Uploading and publishing
PunchOut Catalogs

Uploading and publishing PunchOut Catalogs

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

Uploading and publishing PunchOut 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
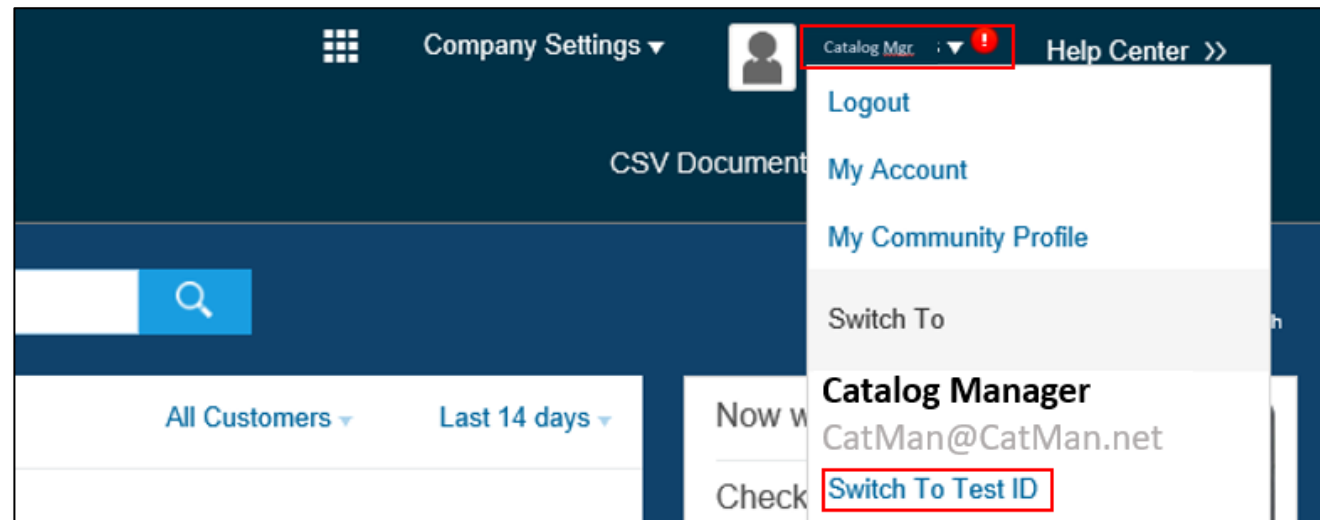
  - You will get a warning. **"You are about to switch to Test Mode."** Click "OK"

Uploading and publishing PunchOut 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

INTERNAL

Uploading and publishing PunchOut Catalogs

- Navigate to the Catalogs Tab
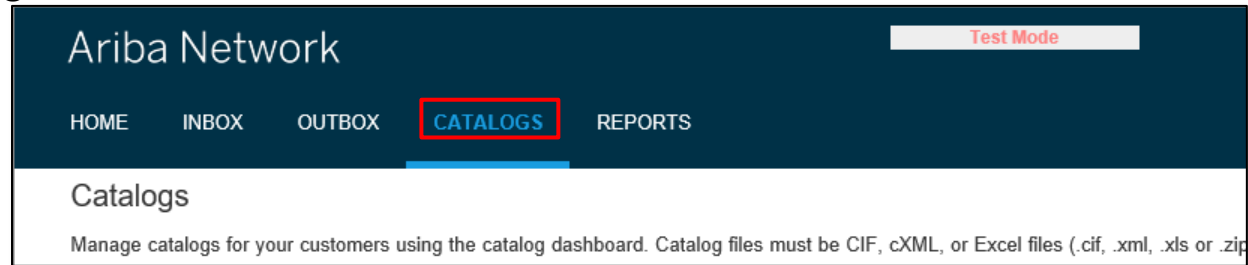
- On the Catalogs screen, click the "Create Standard" button. Even though you are loading a PunchOut Catalog, use the "Create Standard" button

INTERNAL
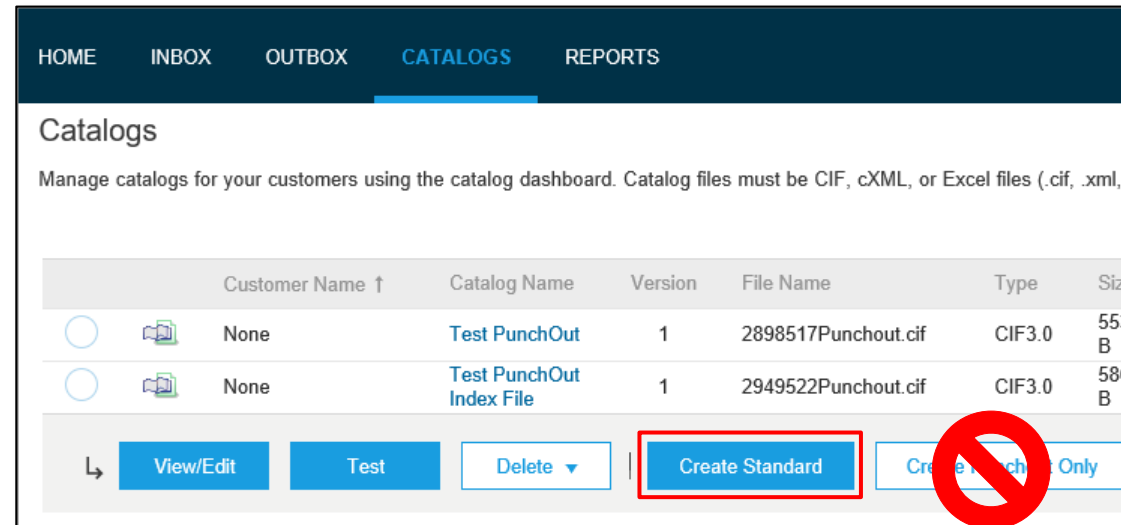
Uploading and publishing PunchOut Catalogs

- 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"

Uploading and publishing PunchOut 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 your Customer. Ask for the format to use (no special characters are allowed, you can use a dash (-) or underscore(_)): **SupplierName_PunchOut   e.g. SupplierABC_PunchOut**

- **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 PunchOut 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 the Customer, check the box next to their name on 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"

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". 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 Errors Found 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

Uploading and publishing PunchOut 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

INTERNAL

Replacing Existing
PunchOut Catalogs

Replacing Existing PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

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

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, which y

	Customer Name ↑	Catalog Name	Version	File Name		Type	Size	Visibility	Created By
○	Buyer Name	Buyer_Test_Static_Catalog3	1	Static_Catalog_3.cif		CIF3.0	24 KB	Private	Catalog Manager
○	Buyer Name	Buyer_Test_Static_Catalog2	1	Static_Catalog_2.xls	;	CIF3.0	28 KB	Private	Catalog Manager
○	Buyer Name	Buyer_Test_Static_Catalog1	1	Static_Catalog_1.cif		CIF3.0	23 KB	Private	Catalog Manager
⦿	Buyer Name	Buyer_Test_Static_Catalog	5	Test_Catalog.cif		CIF3.0	30 KB	Private	Catalog Manager
	Buyer Name	Buyer_Test_Static_Catalog	4	Test_Catalog.cif		CIF3.0	29 KB	Private	Catalog Manager
	Buyer Name	Buyer_Test_Static_Catalog	3	Test_Catalog.cif		CIF3.0	27 KB	Private	Catalog Manager
	Buyer Name	Buyer_Test_Static_Catalog	2	Test_Catalog.cif		CIF3.0	31 KB	Private	Catalog Manager
	Buyer Name	Buyer_Test_Static_Catalog	1	Test_Catalog.cif		CIF3.0	24 KB	Private	Catalog Manager

↳ | View/Edit | Test | Delete ▾ | | Create [and]d | Create Punchout Only | Refresh | Catalog Name [_____] | S

INTERNAL

Replacing Existing PunchOut 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

- Click "Next"

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". Click the **Refresh** button at the bottom of the screen to see the status change

INTERNAL

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

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

		Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
●		Buyer Name	Buyer Test CIF	2	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	5 Jan 2017	Pending Buyer Validation
		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	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

Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a "–T" suffix (*Example:* AN99999999999-T)—in Production there is no "-T". This means the that the PunchOut in Production is using a different "User Name"

- The Ariba Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different "Password"

Once the PunchOut Catalog Index file has been created and loaded, you'll need to set up your website to accept PunchOut requests from NAB.

- The "User Name" will be their ANID:
  - AN01424393282 for **Production**
  - AN01424393282-T for **Test**
- The "Password" will be the Shared Secret you have set up on your AN account

INTERNAL

Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let NAB know.

- NAB will test the PunchOut from their Ariba catalog

- If there are any connectivity issues, or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity

- Once the connectivity is established and your site is accessible, NAB will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Shopping Cart

- Once the Test environment is working, then Production will be tested
- When Production testing is successful, the go live date and preparation will start

INTERNAL

Testing Connectivity

```xml
<Header>
    <From>
     <Credential domain="NetworkID">
        <Identity>AN99999999999-t</Identity>
     <Credential domain="DUNS">
        <Identity>12345678-t</Identity>
     </Credential>
    </From>
    <To>
     <Credential domain="DUNS">
        <Identity>84658742-t</Identity>
     </Credential>
    </To>
    <Sender>
     <Credential domain="AribaNetworkUserId">
        <Identity>sysadmin@ariba.com/Identity>
        <SharedSecret><##REMOVED##></SharedSecret>
     </Credential>
        <UserAgent>Ariba Buyer 8.2</UserAgent>
    </Sender>
  </Header>
  <Request>
    <PunchOutSetupRequest operation="create">
     <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
```
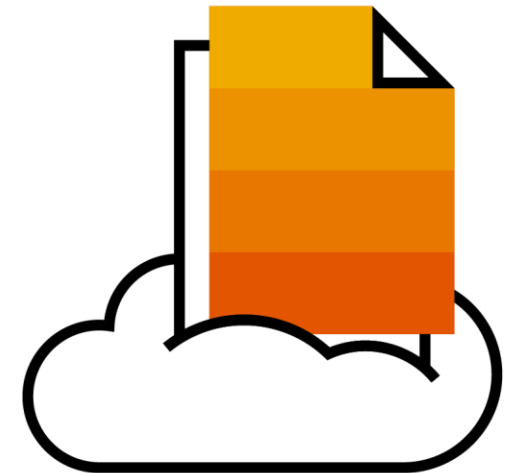
Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple `<From>` credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain

- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive

- **Using `<Sender>` identity, rather than `<From>` credentials.** Use only the `<SharedSecret>` from the `<Sender>` section. Use the identity in the `<From>` section for your User Name

INTERNAL

Testing Connectivity

```
        <ShipTo>
          <Address addressID="001">
          <Name xml:lang="en">BigBuyer Headquarters</Name>
            <PostalAddress>
            <DeliverTo>Catalog Manager</DeliverTo>
            <Street>123 Main, MS A.2</Street>
            <City>New York</City>
            <State>NY</State>
            <PostalCode>01043</PostalCode>
            <Country isoCountryCode="US">United
States</Country>
            </PostalAddress>
          </Address>
        </ShipTo>
        <Contact>
          <Name>catmanager</Name>
        </Contact>
          <SelectedItem>
          <ItemID>
            <SupplierPartID>54543</SupplierPartID>
            <SupplierPartAuxiliaryID>54543
            </SupplierPartAuxiliaryID>
```

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR

INTERNAL

Testing Connectivity

```xml
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML
payloadID=958075346970@www.bigbuyer.com
timestamp="2005-06-14T12:57:09-07:00">
  <Response>
    <Status code="200" text="success"/>
    <PunchOutSetupResponse>
      <StartPage>
        <URL>https://punchout.workchairs.com/Servlet/
        </URL>
      </StartPage>
    </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value

- **Status Code present, but no Text.** Responses must include the **Status code** indicator **and** the **text** element

- **Incorrect `<Start Page>` URL.** This is the URL that the Ariba application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User

Testing Connectivity

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
<PunchOutOrderMessageHeader
         operationAllowed="create">
    <Total>
        <Money currency="USD">100.23</Money>
    </Total>
  </PunchOutOrderMessageHeader>
  <ItemIn quantity="1">
    <ItemID>
        <SupplierPartID>1234</SupplierPartID>
        <SupplierPartAuxiliaryID>supplier cookie to
        describe configuration options on this item
        </SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
       <Money currency="USD">10.23</Money>
      </UnitPrice>
      <Description xml:lang="en">Learn ASP in a Week!
      </Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="SPSC">12345
      </Classification>
      <ManufacturerPartID>234556</ManufacturerPartID>
```

This is a common **PunchOut Order Message (POOM).** Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct `<Classification domain>` is specified

- Optional Elements in the wrong position/order. Make sure that elements are in the correct order, or the POOM with fail. (this is typical, where `<ManufacturerPartID>` and `<ManufacturerName>` are reversed)

© 2019-2020 SAP SE or an SAP affiliate company. All rights reserved. l

Testing Connectivity

Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them

- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service

- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's AN account

- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba application

- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data

INTERNAL

Thank you.

SAP Ariba

THE BEST RUN SAP