

Ariba® Network CIF Catalog Guide

February 2022



Agenda

- What is a CIF Catalog?
- CIF Catalog Enablement
- Publishing a Catalog on Ariba Network
- Updating CIF Catalog

What is CIF Catalog?

SAP Ariba 

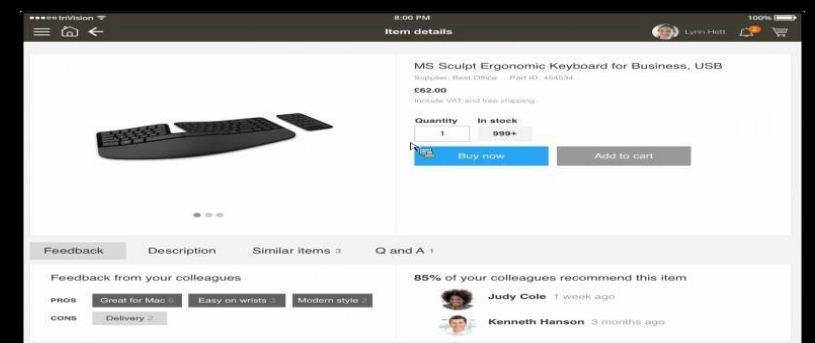
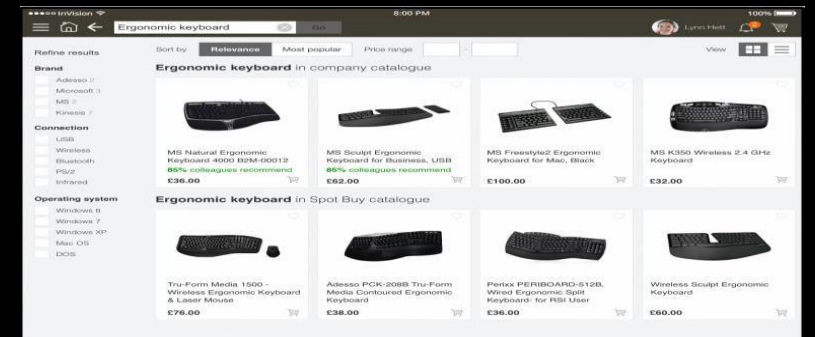
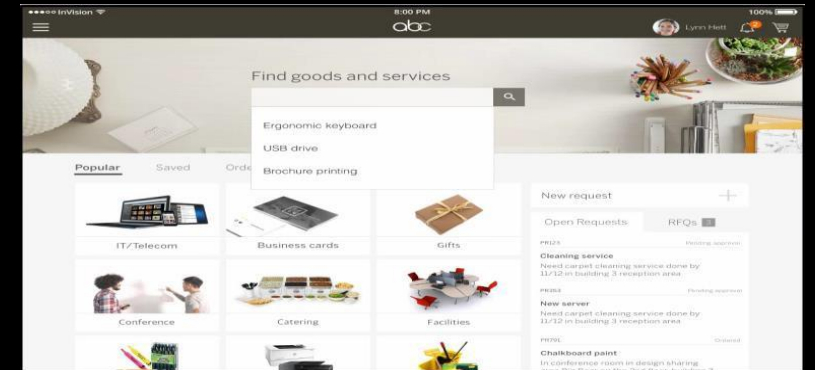


What is CIF Catalog?

- A static catalog (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Your **buyers's** users access your catalog through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
 - Rapid Deployment
 - Great Compliance Control
 - Low Setup Cost and Complexity
- **Deloitte** 's users will be able to:
 - See
 - Compare
 - Buyyour items from SAP Ariba Procurement.

User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view



CIF Catalog Template

CIF Catalog Template will be provided separately

CIF_I_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	1											
UNUOM:	TRUE											
COMMENTS:	Any comments can go here.											
FIELDNAMES: Supplier ID		Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price
DATA												
AN01014937807-t		2772882	2772882	TEST OK, nr. 1	22108400	10.02	EA	1	TEST OK MANUFACT	http://www.id	http://www.manu.cc	20.02
ENDOFDATA												

CIF Catalog Enablement

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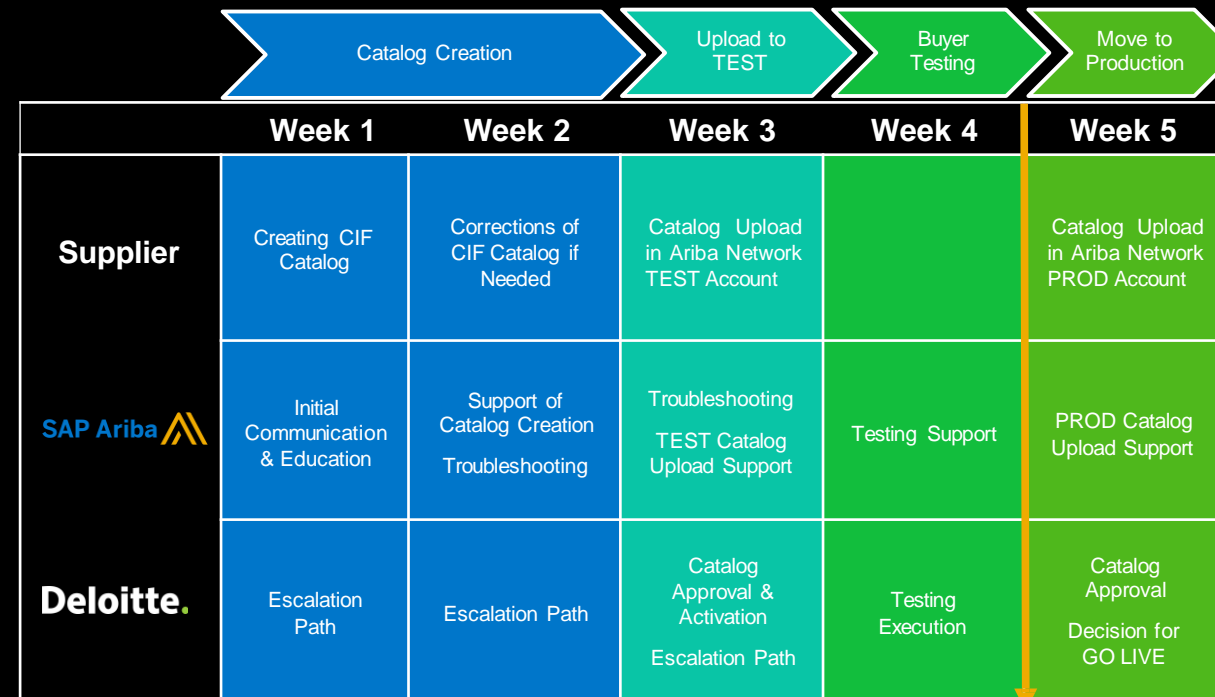
CIF Catalog Enablement

Buyer's Prerequisites to Start:

- Catalog Requirements Completed
- Catalog Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched (Supplier ANID Added)
- Escalation Path Defined
- Catalog Content Clarified with Supplier

Supplier's Prerequisites to Start:

- Catalog Content Clarified with Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



Buyer Testing might be extended up to 8 weeks if transaction integration is requested by the Supplier

Publishing a Catalog on Ariba Network

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Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

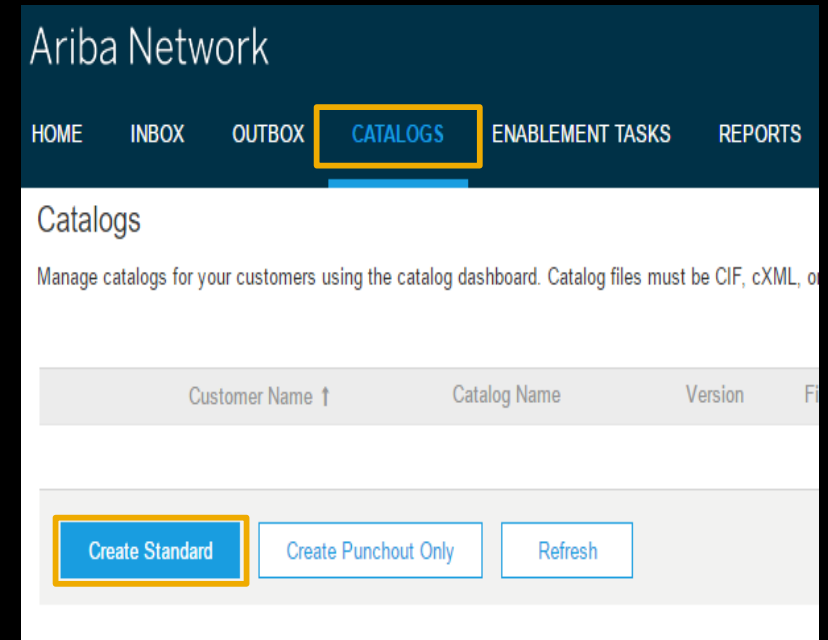
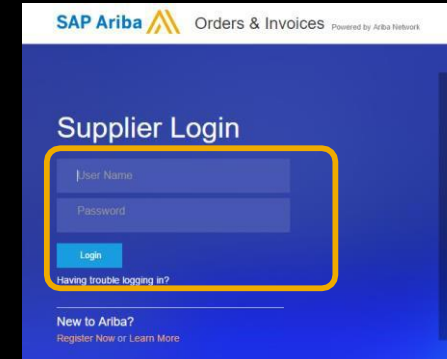
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Your catalog on Ariba Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

2 Click on the **Catalogs** tab on your Home Dashboard

3 Click on the **Create Standard** button



Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you.

This should be based on the Deloitte naming convention

5 Click **Next**

6 Select **Private**

7 Select Deloitte in your customers' list.

8 Click **Next**

1 Create a New Catalog

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

1 Details

Catalog Name: TEST_OK_1

Created By: [User]

Date Created: Monday 13 Mar 2017 9:22 AM GMT+01:00

Description: [Empty text area]

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: [Empty table]

Next

2 Create a New Catalog

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site. 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.

2 Subscriptions

Visibility: Private - Only those 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

Customers	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> GSO Sandbox - P20	View	Pending Validation

Next

Note: If Deloitte is not part of the customer list, it means that the Deloitte Trading relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

Catalog Publication

9 Click **Choose File** and browse to the catalog file on your computer.

10 Click **Validate and Publish**

Create a New Catalog

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 [Help](#) at the top of the page.

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.

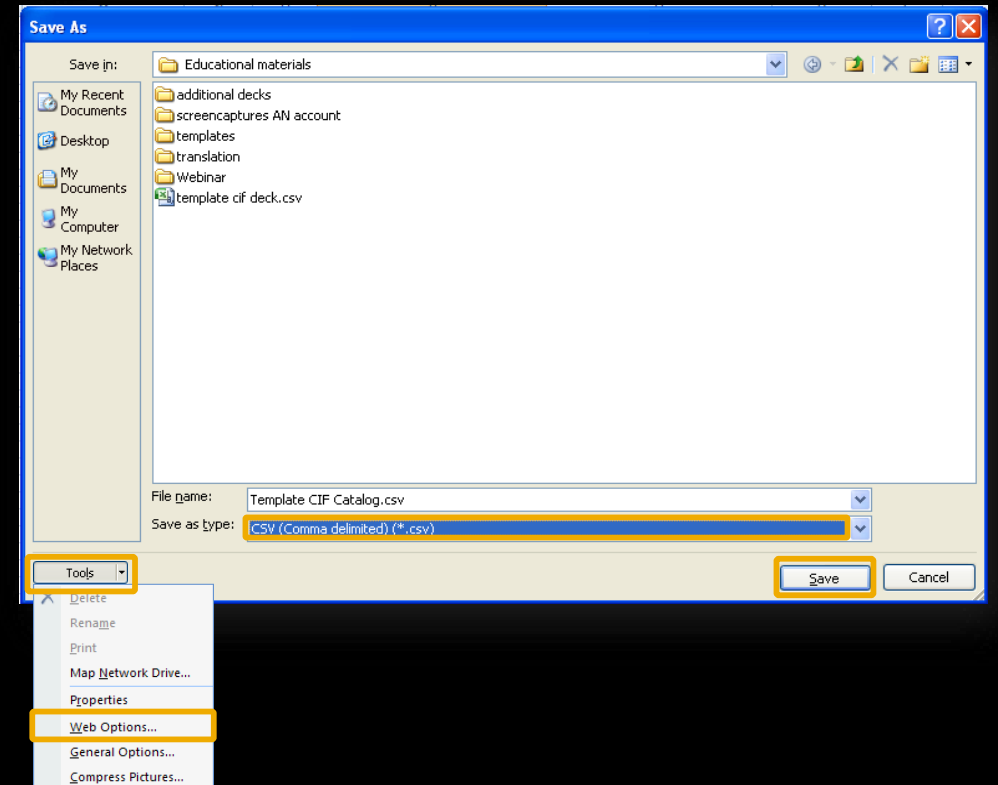
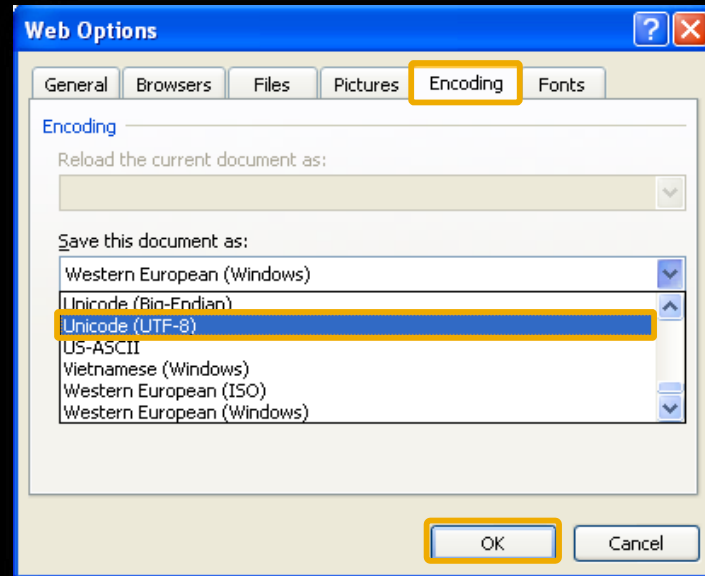
Validate and Publish

Note: Ariba Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

Converting the Excel File into .csv file

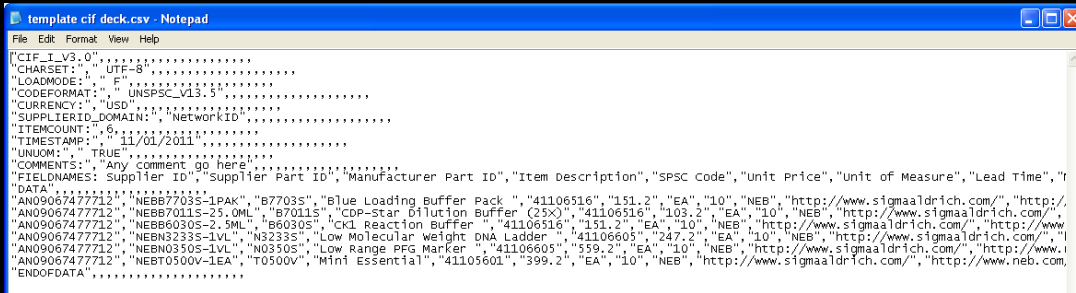
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.

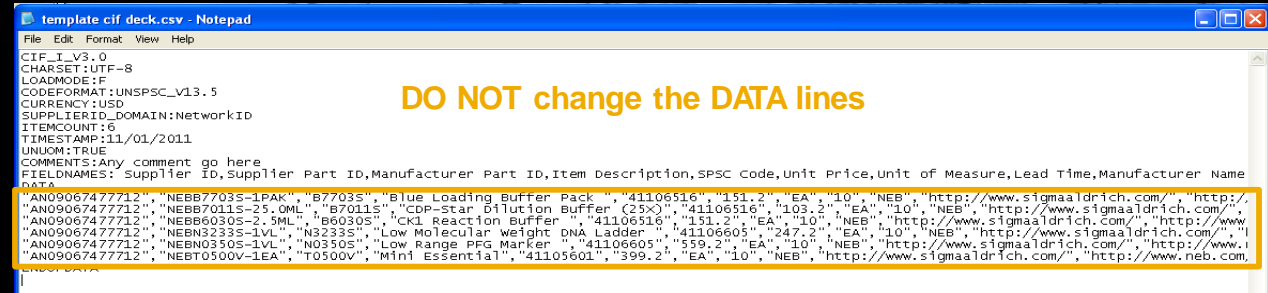


Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif

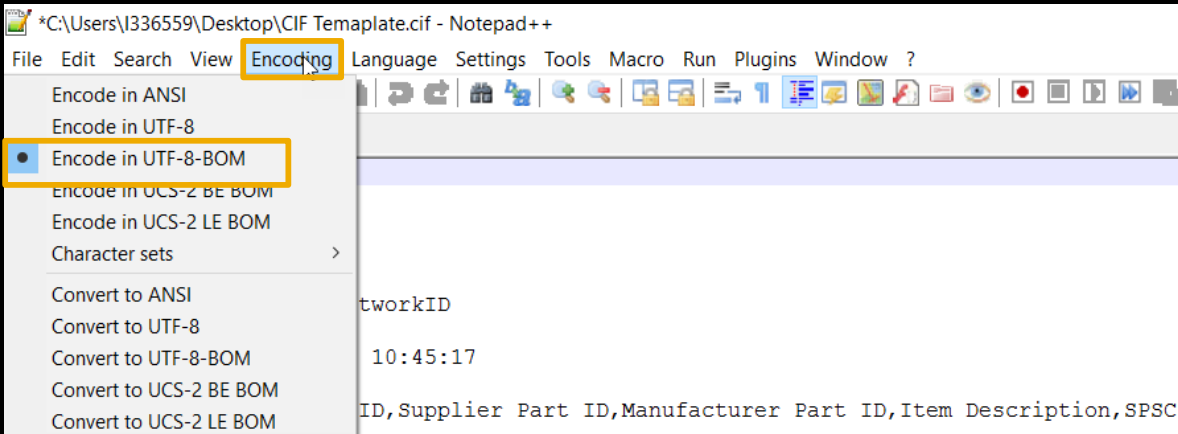


```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:" UTF-8
LOADMODE:" F
CODEFORMAT:" UNSPSC_V13.5
CURRENCY:" USD
SUPPLIERID_DOMAIN:" NETWORKID
ITEMCOUNT:" 6
TIMESTAMP:" 11/01/2011
UNLW:" TRUE
COMMENTS:" Any comment go here
FIELDNAMES:" Supplier ID","Supplier Part ID","Manufacturer Part ID","Item Description","SPSC Code","Unit Price","Unit of Measure","Lead Time","
DATA
"AN09067477712","NEBB7703S-1PAK","B7703S","Blue Loading Buffer Pack ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://
"AN09067477712","NEBB7011S-25.OML","B7011S","CDP-Star Dilution Buffer (25X)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www
"AN09067477712","NEBN3233S-1VL","N3233S","Low Molecular weight DNA Ladder","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBN0350S-1VL","N0350S","Low Range PFG Marker ","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBT0500V-1EA","T0500V","Mini Essential","41105601","399.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.neb.com
ENDOFDATA
```



```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNLW:TRUE
COMMENTS:Any comment go here
FIELDNAMES:Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,unit Price,unit of Measure,Lead Time,Manufacturer Name
DATA
"AN09067477712","NEBB7703S-1PAK","B7703S","Blue Loading Buffer Pack ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://
"AN09067477712","NEBB7011S-25.OML","B7011S","CDP-Star Dilution Buffer (25X)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www
"AN09067477712","NEBN3233S-1VL","N3233S","Low Molecular weight DNA Ladder","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBN0350S-1VL","N0350S","Low Range PFG Marker ","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.i
"AN09067477712","NEBT0500V-1EA","T0500V","Mini Essential","41105601","399.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.neb.com
ENDOFDATA
```

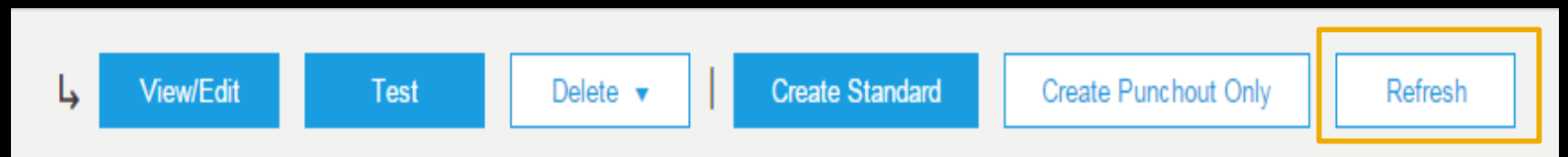
- For special characters (for example ö,ü etc.) you have to save your file as UTF-8-BOM



```
*C:\Users\I336559\Desktop\CIF Template.cif - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
Encode in ANSI
Encode in UTF-8
Encode in UTF-8-BOM
Encode in UCS-2 BE BOM
Encode in UCS-2 LE BOM
Character sets >
Convert to ANSI
Convert to UTF-8
Convert to UTF-8-BOM
Convert to UCS-2 BE BOM
Convert to UCS-2 LE BOM
networkID
10:45:17
ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC
```

Catalog Publication

- After the entire catalog has been uploaded:
Ariba Network begins the catalog validation
It can take several minutes to validate large catalogs
Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while Ariba Network is validating.
- Once you have completed uploading your catalog(s):
DO NOT log out
Click the “**Refresh**” button on the catalog dashboard to update your catalog status.



Catalog Validation - Status

- After Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to **Published** and a network-generated email is sent to Deloitte.
- As Deloitte is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the Deloitte -specific validations and the status will change to **Pending Buyer Validation**.


CIF3.0	2 KB	Private	Supplier Program	22 Feb 2010	Published
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CIF3.0	98 KB	Private		4 Oct 2010	Pending Buyer Validation
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Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
 DE_THF	1	CIF	CIF3.0	21 MB		Klaus	28 Aug 2006	 100 Errors Found by Ariba Network

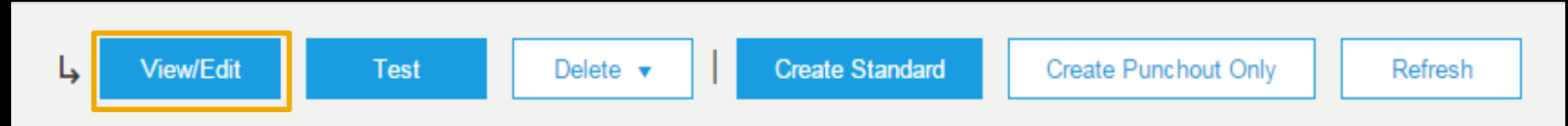
- Validating against **Deloitte** -specific validation rules.

 DK 9002831	1	DK 9002831	CIF3.0	619 B	Private	E-Business DE	23 Feb 2016	 1 Validation Errors Found by Customer	18 Apr 2016
--	---	------------	--------	-------	---------	---------------	-------------	---	-------------

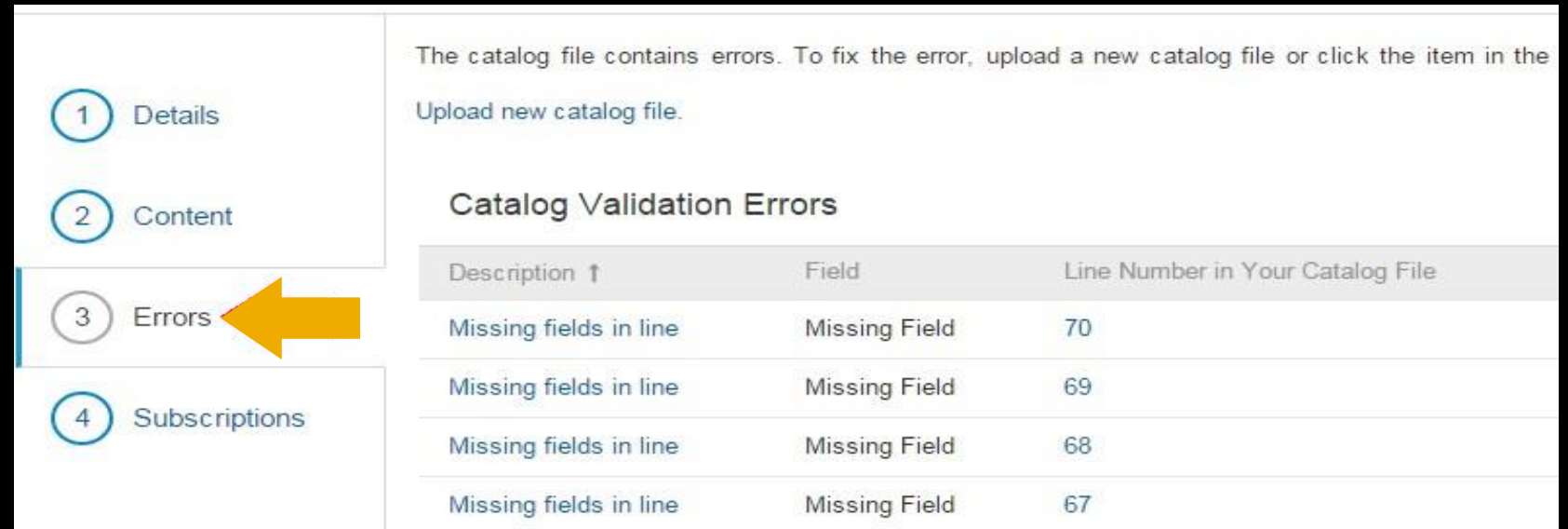
Note: Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **Deloitte** -specific catalog validation rules.

How to Correct Errors Found by Ariba Network

- Click the “View/Edit” button on the dashboard



- On tab 3 “Errors” review the error details



The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the

Upload new catalog file.

Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File
Missing fields in line	Missing Field	70
Missing fields in line	Missing Field	69
Missing fields in line	Missing Field	68
Missing fields in line	Missing Field	67

Updating CIF Catalog

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Catalog Update – Step 1

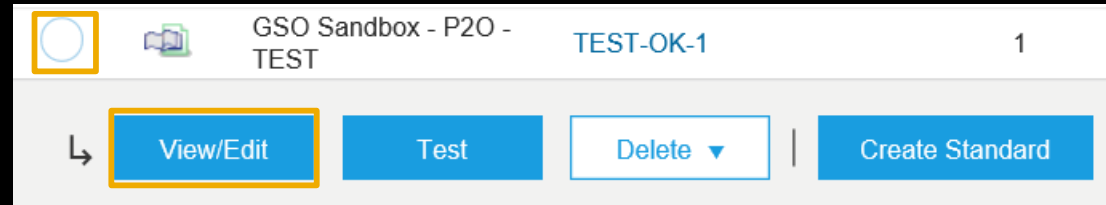
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

1 Select your catalog

2 Click **View/Edit**

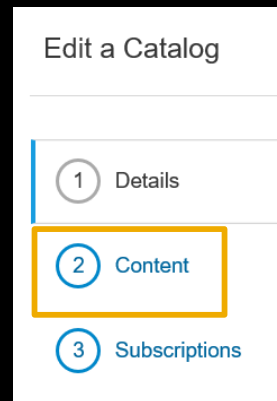
3 Click **Content**

4 Click **Download Catalog File**



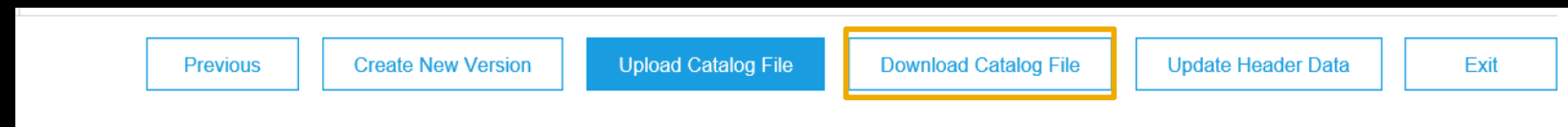
GSO Sandbox - P20 - TEST TEST-OK-1 1

View/Edit Test Delete Create Standard



Edit a Catalog

- 1 Details
- 2 Content
- 3 Subscriptions



Previous Create New Version Upload Catalog File Download Catalog File Update Header Data Exit

Catalog Update – Step 2

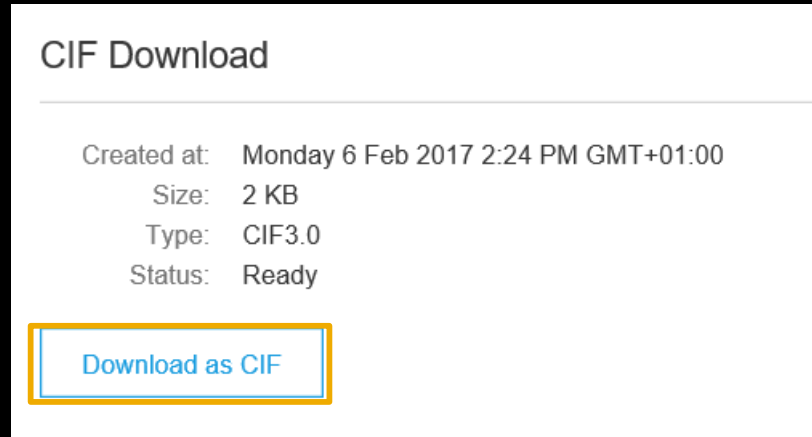
1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.

2 Click **Convert to Excel** and wait for the next button to highlight

3 Click **Refresh Status** and wait for the next button to highlight

4 Click **Download as Excel** and save the file to your computer

5 Click **Exit**

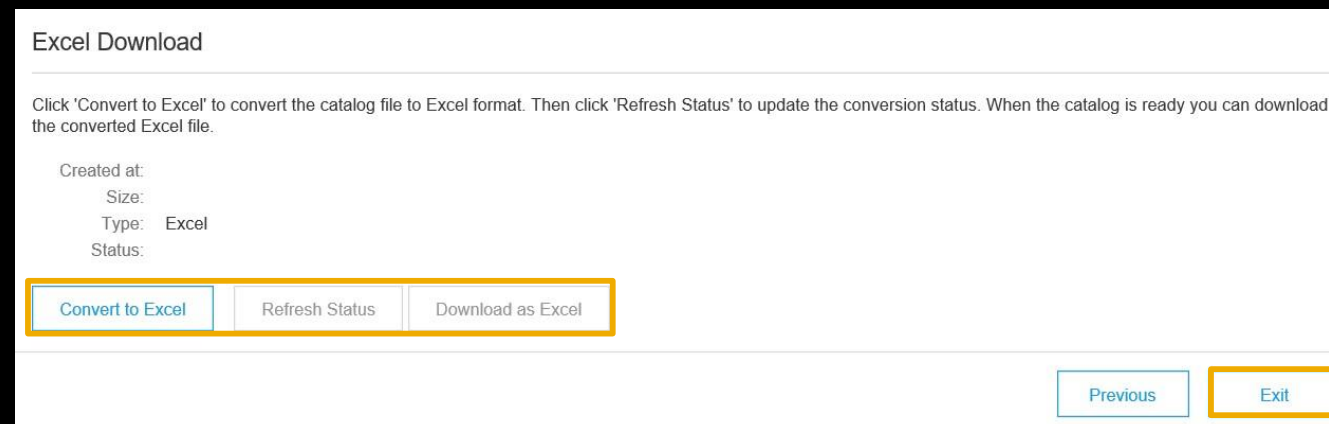


CIF Download

Created at: Monday 6 Feb 2017 2:24 PM GMT+01:00
Size: 2 KB
Type: CIF3.0
Status: Ready

[Download as CIF](#)

The screenshot shows a 'CIF Download' panel with metadata and a single button labeled 'Download as CIF' which is highlighted with a yellow border.



Excel Download

Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to update the conversion status. When the catalog is ready you can download the converted Excel file.

Created at:
Size:
Type: Excel
Status:

[Convert to Excel](#) [Refresh Status](#) [Download as Excel](#)

[Previous](#) [Exit](#)

The screenshot shows an 'Excel Download' panel with instructions, metadata, three buttons ('Convert to Excel', 'Refresh Status', 'Download as Excel'), and two navigation buttons ('Previous', 'Exit') at the bottom. The 'Convert to Excel' button is highlighted with a yellow border.

Catalog Update – Step 3

Open the downloaded file in Excel and enable editing and make necessary changes.

CIF_I_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	1											
UNUOM:	TRUE											
COMMENTS:	Any comments can go here											
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri	
DATA												
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02	
ENDOFDATA												

Catalog Update – Step 4

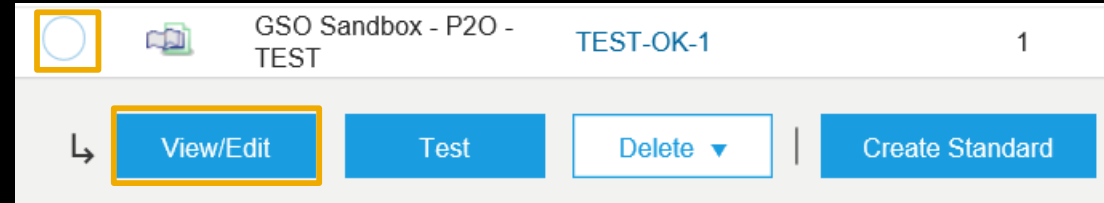
Once your new catalog version is ready, log in your Ariba Network account.

1 Select your catalog

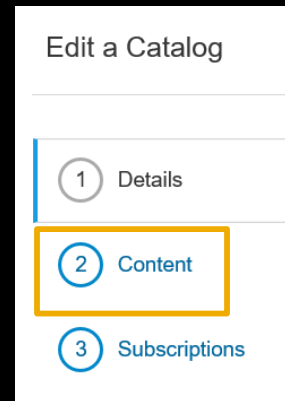
2 Click **View/Edit**

3 Click **Content**

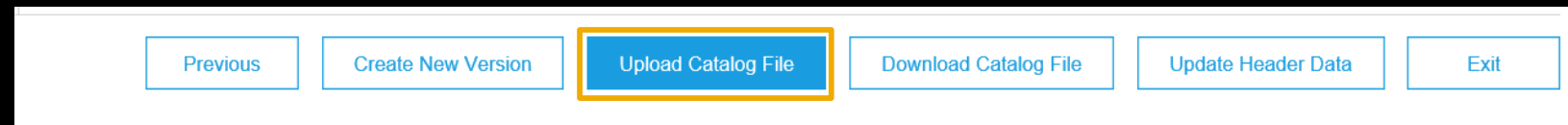
4 Click **Upload Catalog File**



The screenshot shows a header for a catalog named "GSO Sandbox - P20 - TEST" with version "TEST-OK-1" and a count of "1". Below the header are four buttons: "View/Edit" (highlighted with a yellow border), "Test", "Delete" (with a dropdown arrow), and "Create Standard".



The screenshot shows a sidebar menu titled "Edit a Catalog" with three options: "1 Details", "2 Content" (highlighted with a yellow border), and "3 Subscriptions".



The screenshot shows a bottom navigation bar with six buttons: "Previous", "Create New Version", "Upload Catalog File" (highlighted with a yellow border), "Download Catalog File", "Update Header Data", and "Exit".

Catalog Update – Step 5

1 Click **Choose File** and browse to the catalog file on your computer.

2 Click **Validate and Publish**

Create a New Catalog

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 [Help](#) at the top of the page.

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

Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking: Delete > All versions or only delete the latest version by selecting the catalog and clicking Delete > Latest Version Only

The screenshot shows a table with four rows of catalog versions. The first row is selected, indicated by a blue radio button and a yellow highlight box. The toolbar below the table has a 'Delete' button with a dropdown arrow, also highlighted with a yellow box.

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0

View/Edit Test Delete Create Standard Create Punchout Only Refresh

Thank you

SAP Ariba 



Contact information:

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158 00 Praha 5, Czech
Republic