Ariba® Network
CIF Catalog Guide

February 2022

SAP Ariba

Deloitte.

SAP

Agenda

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

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What is CIF Catalog?

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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 Prucurement 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

  Buy

  your items from SAP Ariba Procurement.

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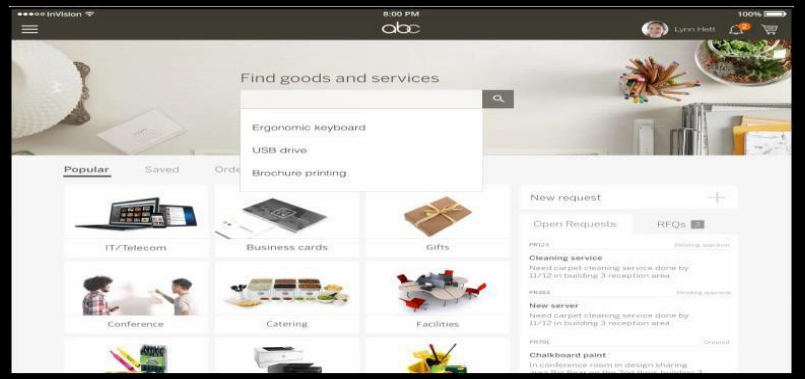
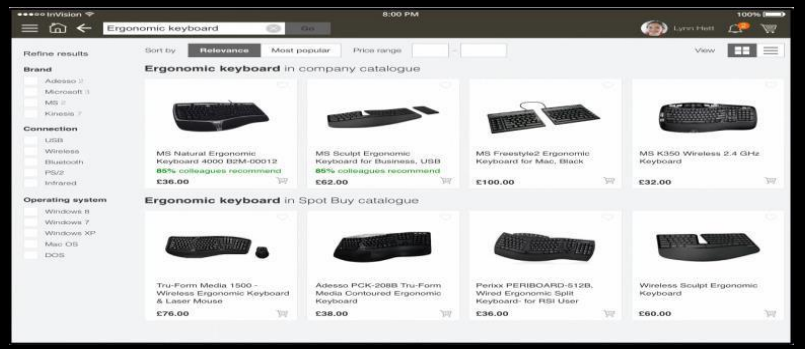
User Interface (customer Users) – Items View

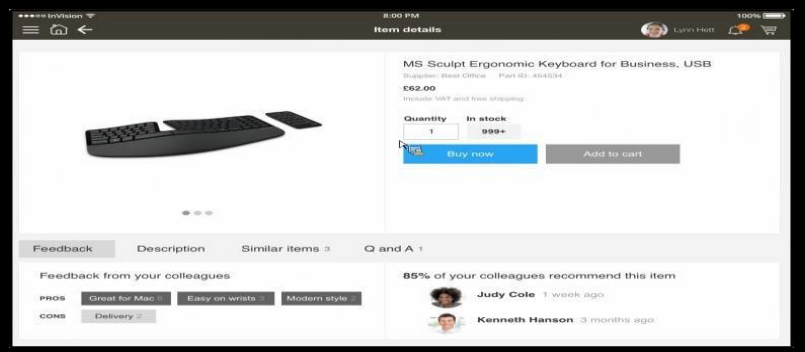
- Search for Items or browse through the different Categories

- Returned search results

- Single item view







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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.

Header

Data

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											

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CIF Catalog Enablement

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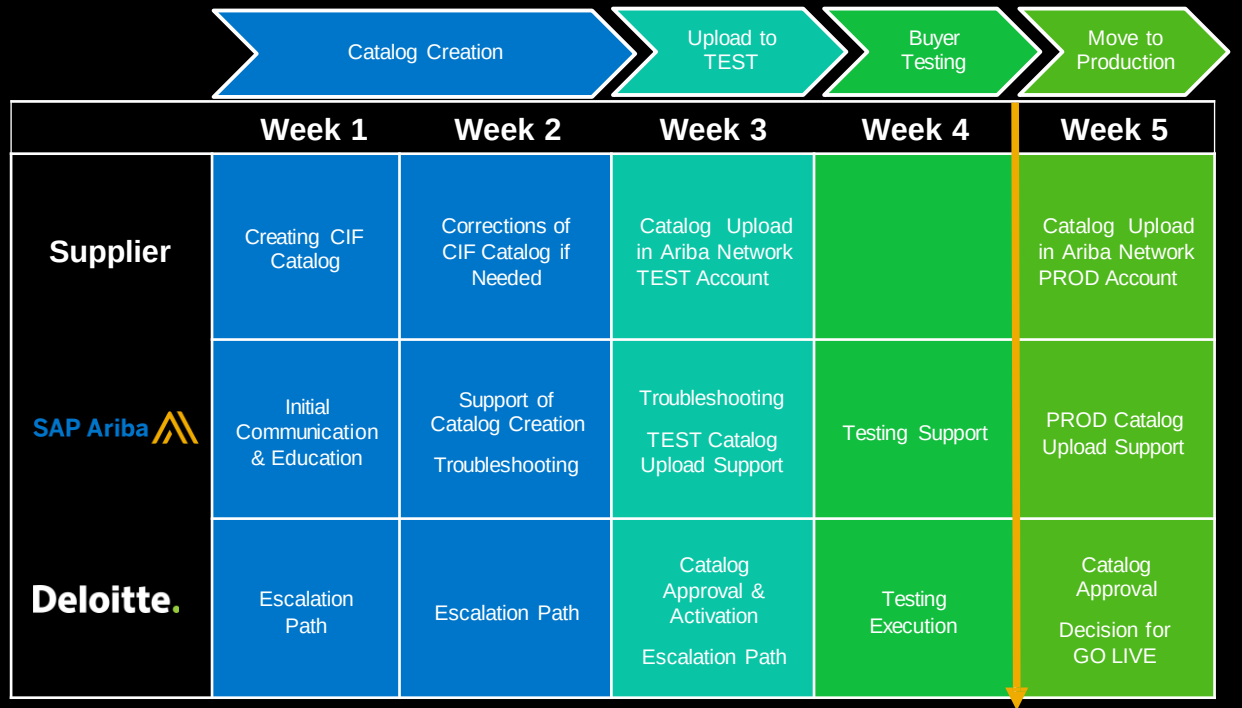
CIF Catalog Enablement

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

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Publishing a Catalog on Ariba Network

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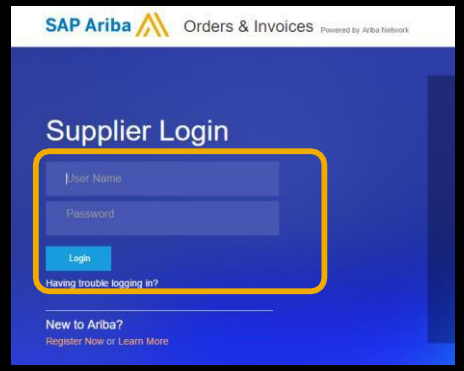
Ariba Network Access, Catalog Publication

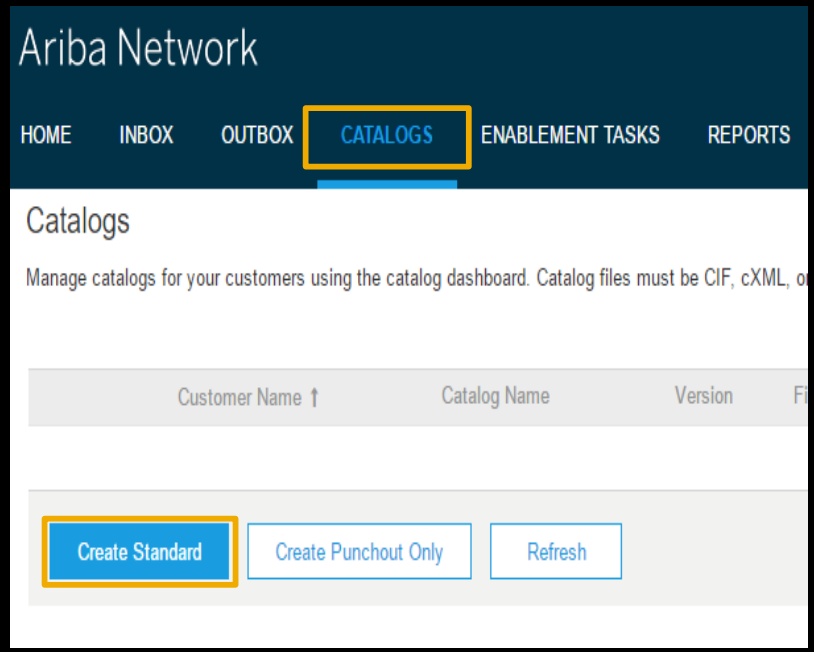
1 Access your Ariba Network Account

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

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Catalog Publication

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

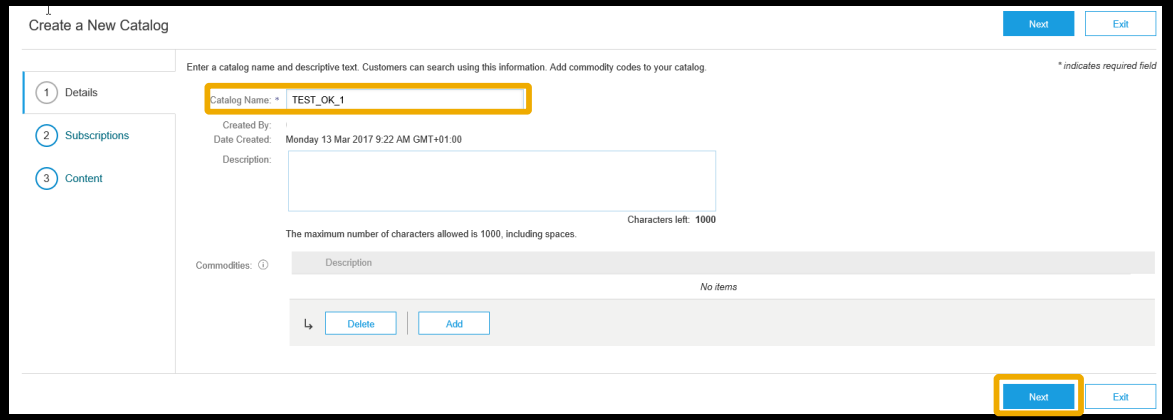
This should be based on the Deloitte naming convention

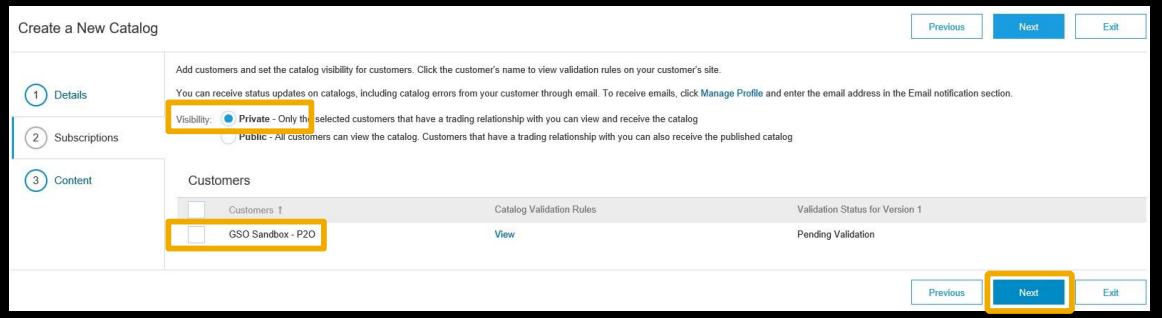
5 Click **Next**

6 Select **Private**

7 Select Deloitte in your customers' list.

8 Click **Next**





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.

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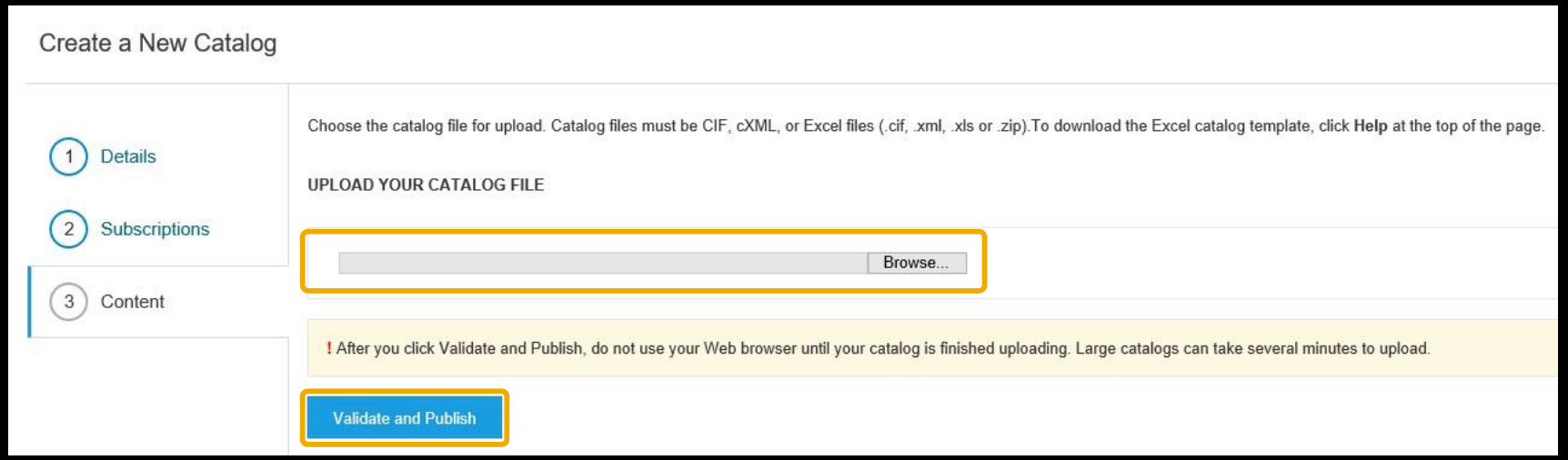
Catalog Publication

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

10 Click **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).

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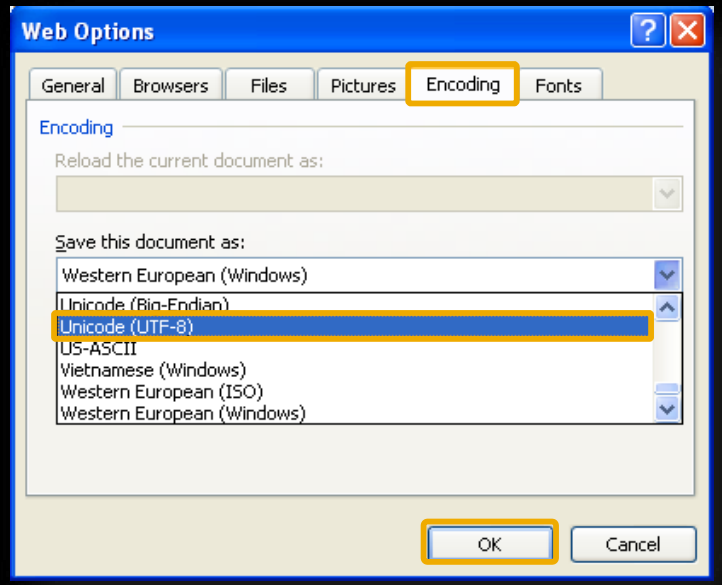
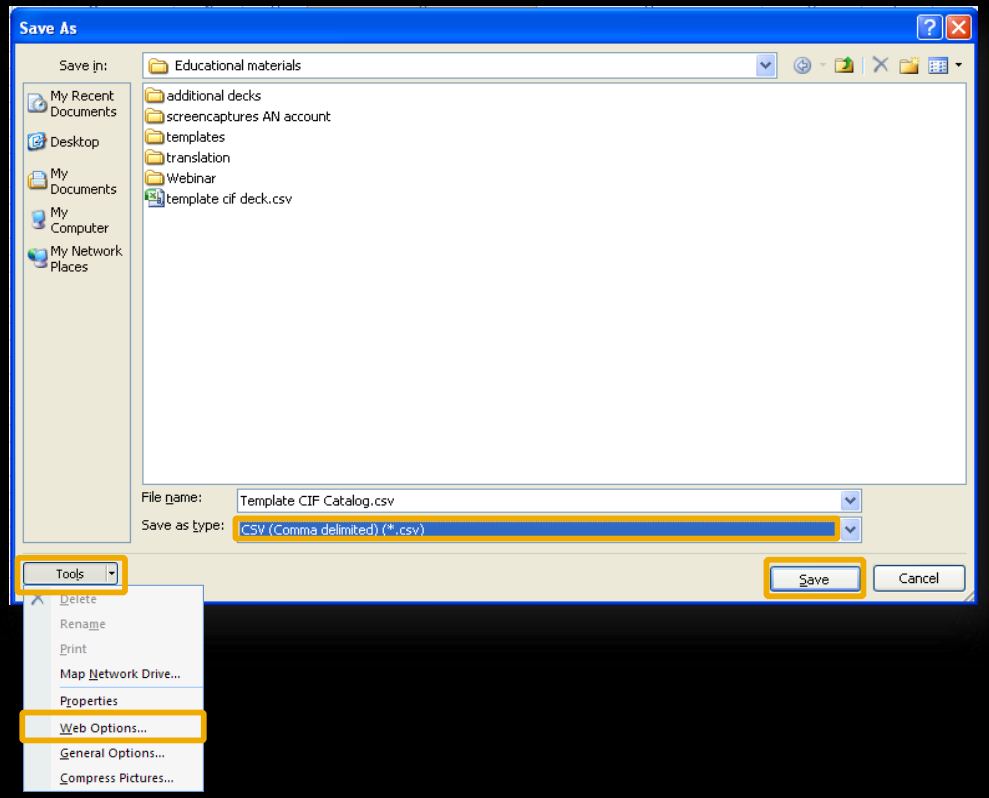
Converting the Excel File into .csv file

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.





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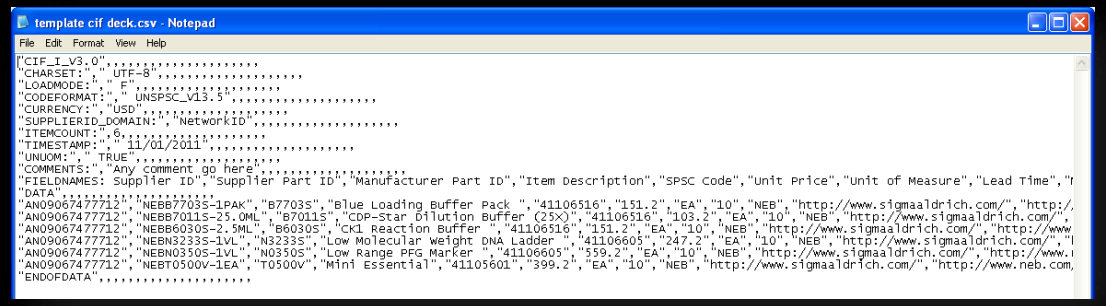
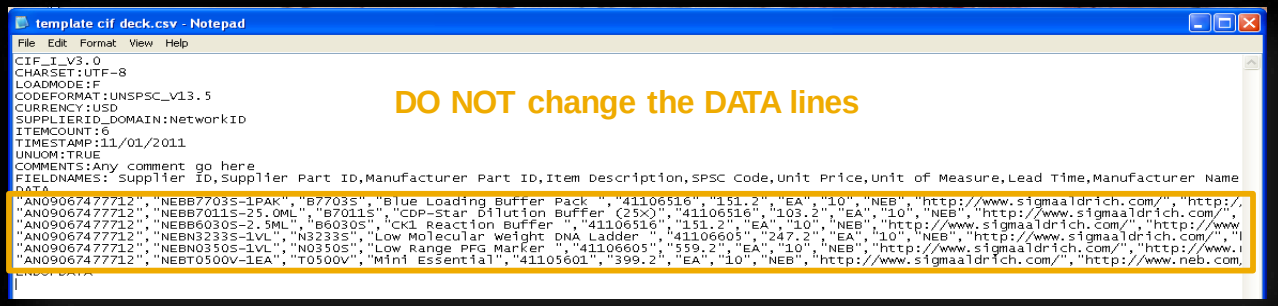
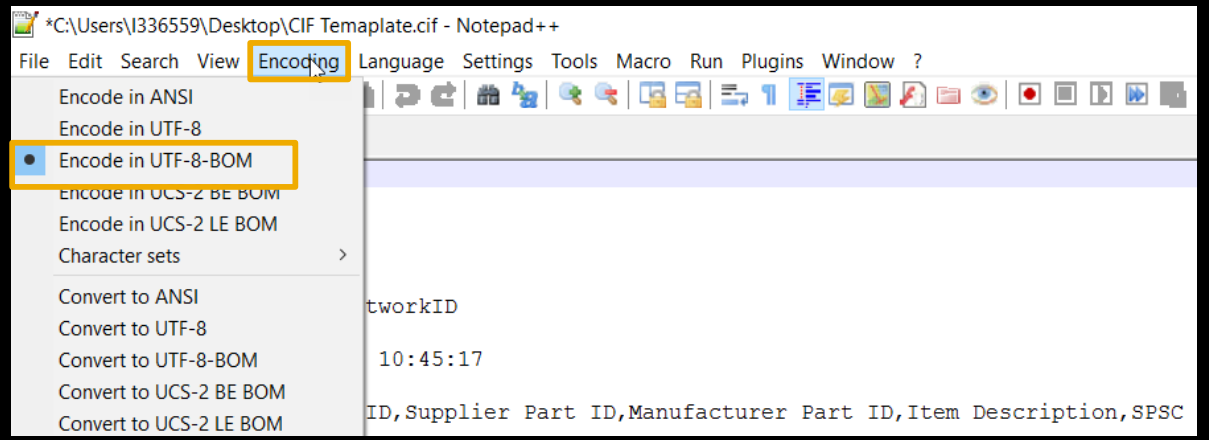
Convert your .csv file into .cif file

- 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**





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



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Catalog Publication

- After the entire catalog has been uploaded:

  Ariba Network begins the catalog validation

  It can take several minutes to validate large catalogs

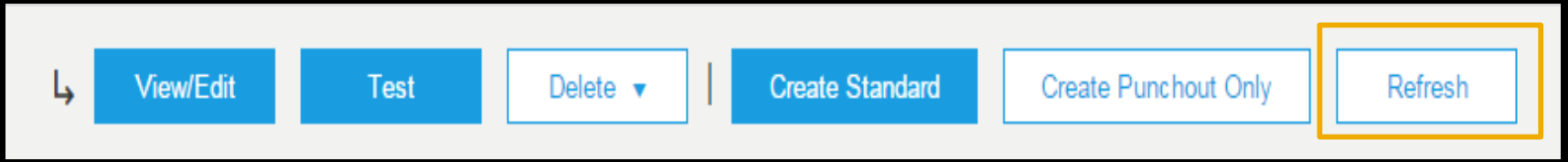
  Ariba Network stores new catalogs in a queue and validates them one by one

- 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.



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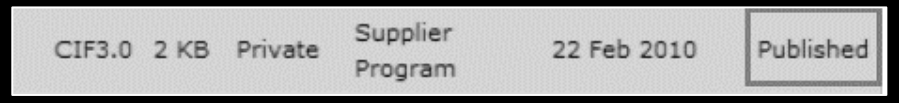
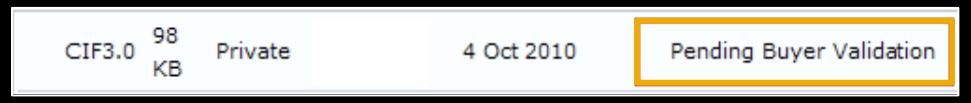
Catalog Validation - Status

- 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 the 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**.



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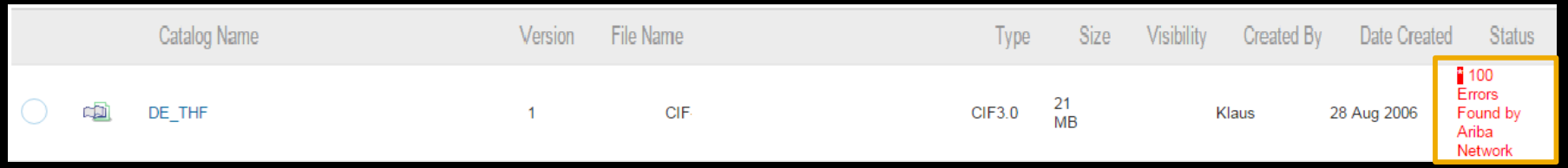
Catalog Validation/Errors

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.

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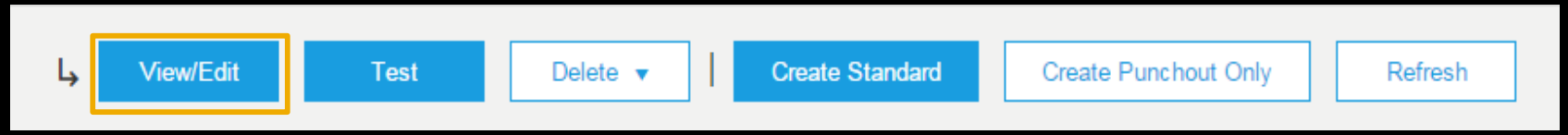
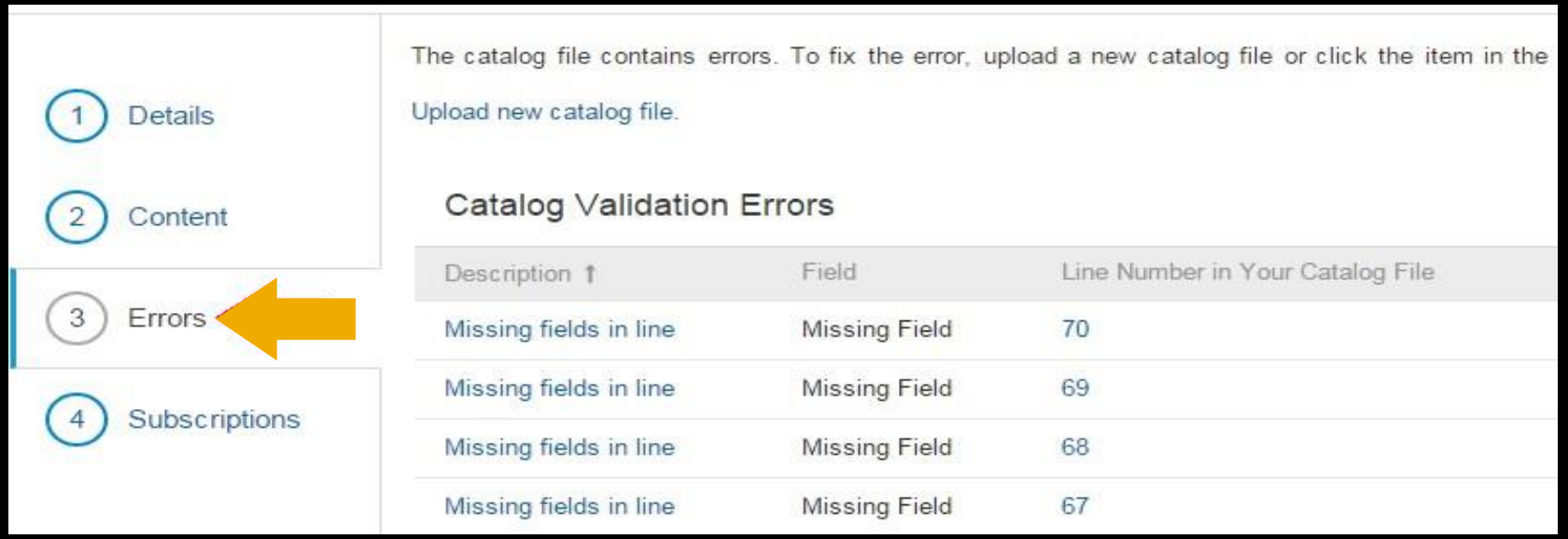
How to Correct Errors Found by Ariba Network

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



- On tab 3 “**Errors**” review the error details



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Updating CIF Catalog

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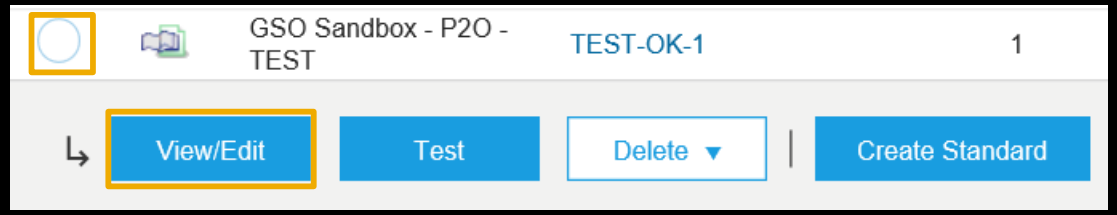
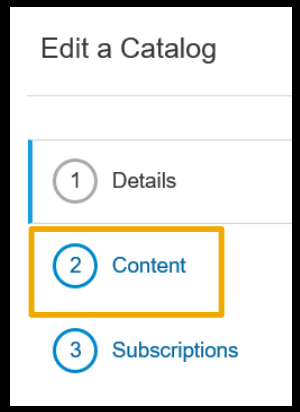
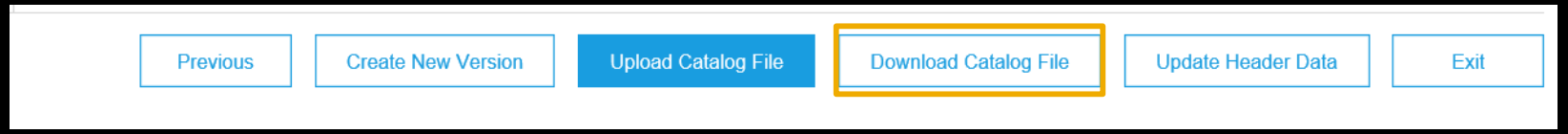
Catalog Update – Step 1

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**







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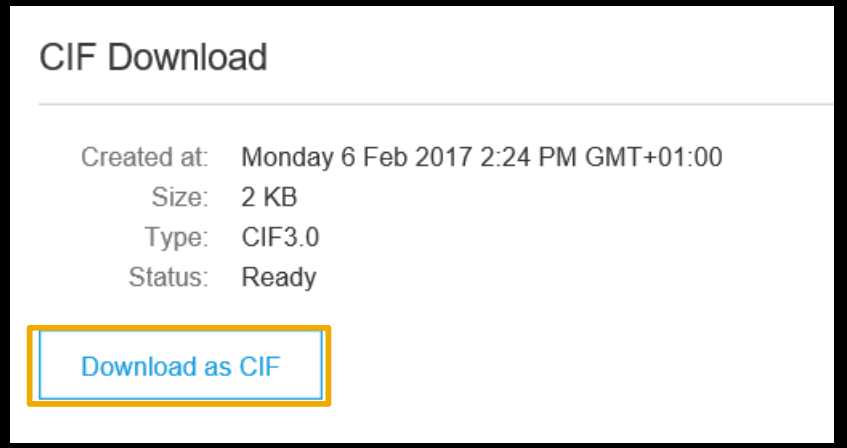
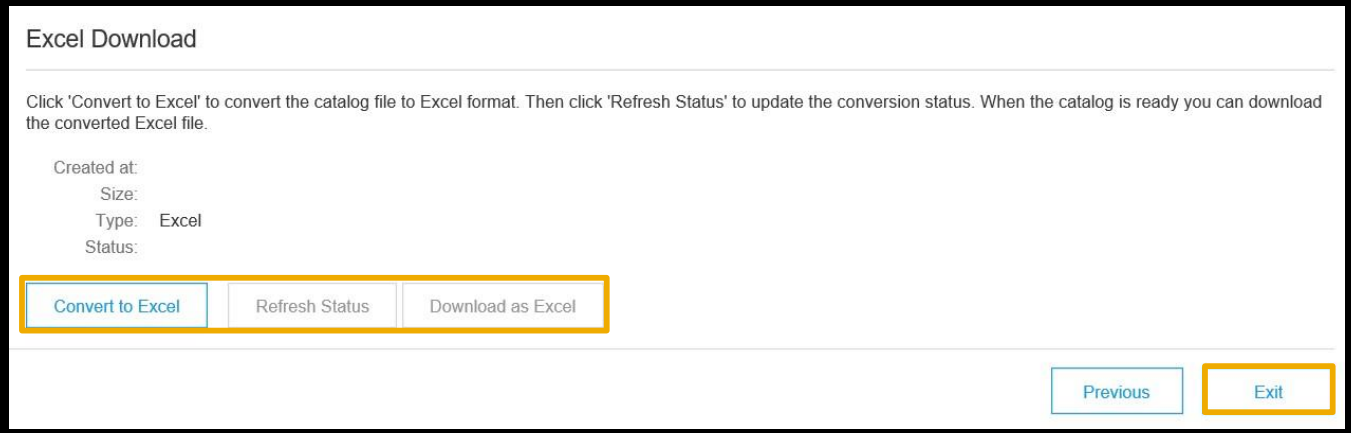
Catalog Update – Step 2

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**





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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											

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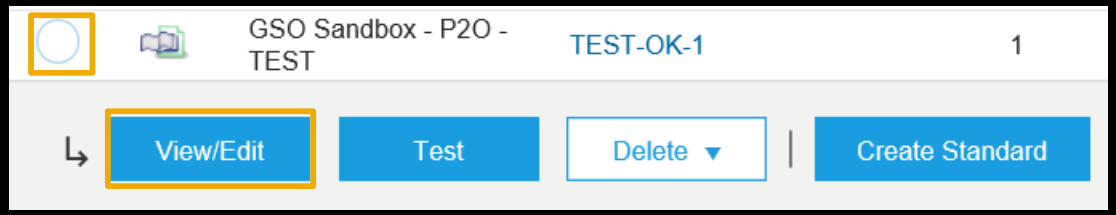
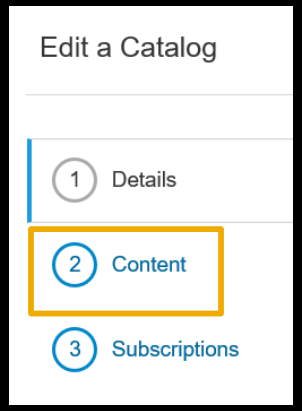
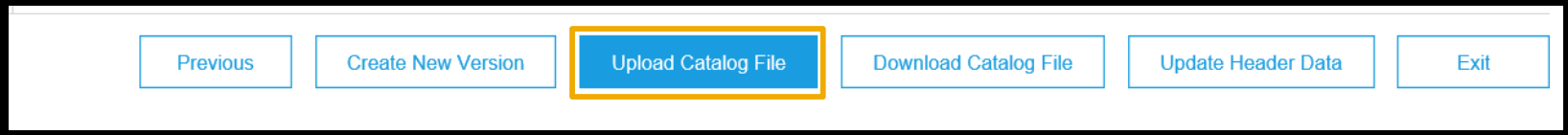
Catalog Update – Step 4

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**







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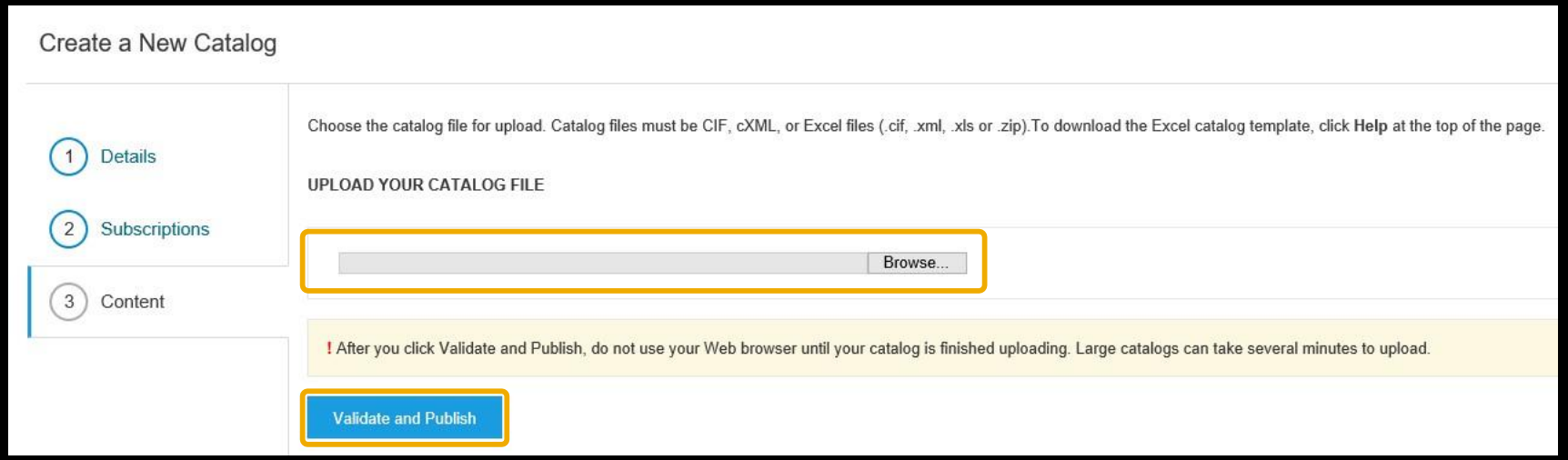
Catalog Update – Step 5

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

2 Click **Validate and Publish**



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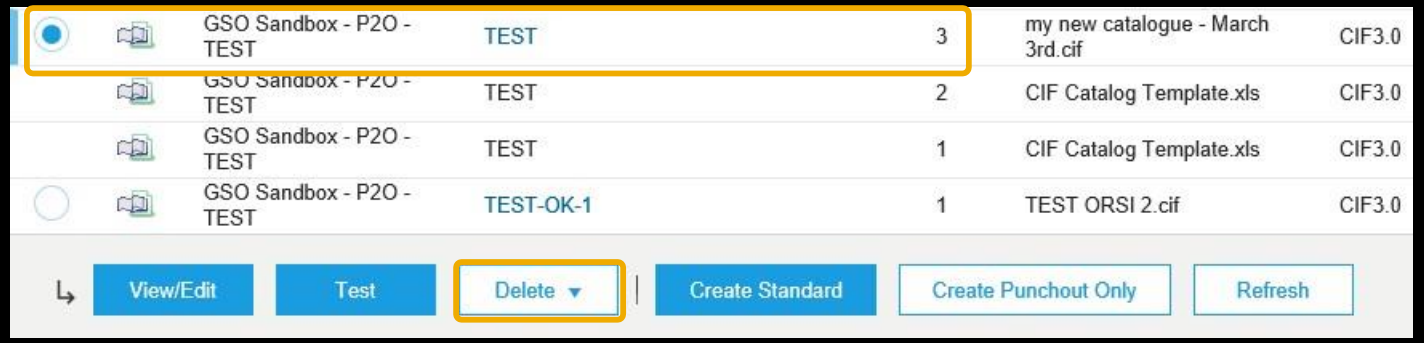
Catalog Update – Latest Version Only

- 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



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Thank you

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