

P2P Systems
Quick Reference Guide (ST QRG10)

Supplier Training – How to complete the Ariba Catalogue template

Document Control

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Document Revision History

Version	Date	Revised By	Reviewed By	Amendment Details
1	10/11/2022		Ricky Athwal	New Document
2				
3				

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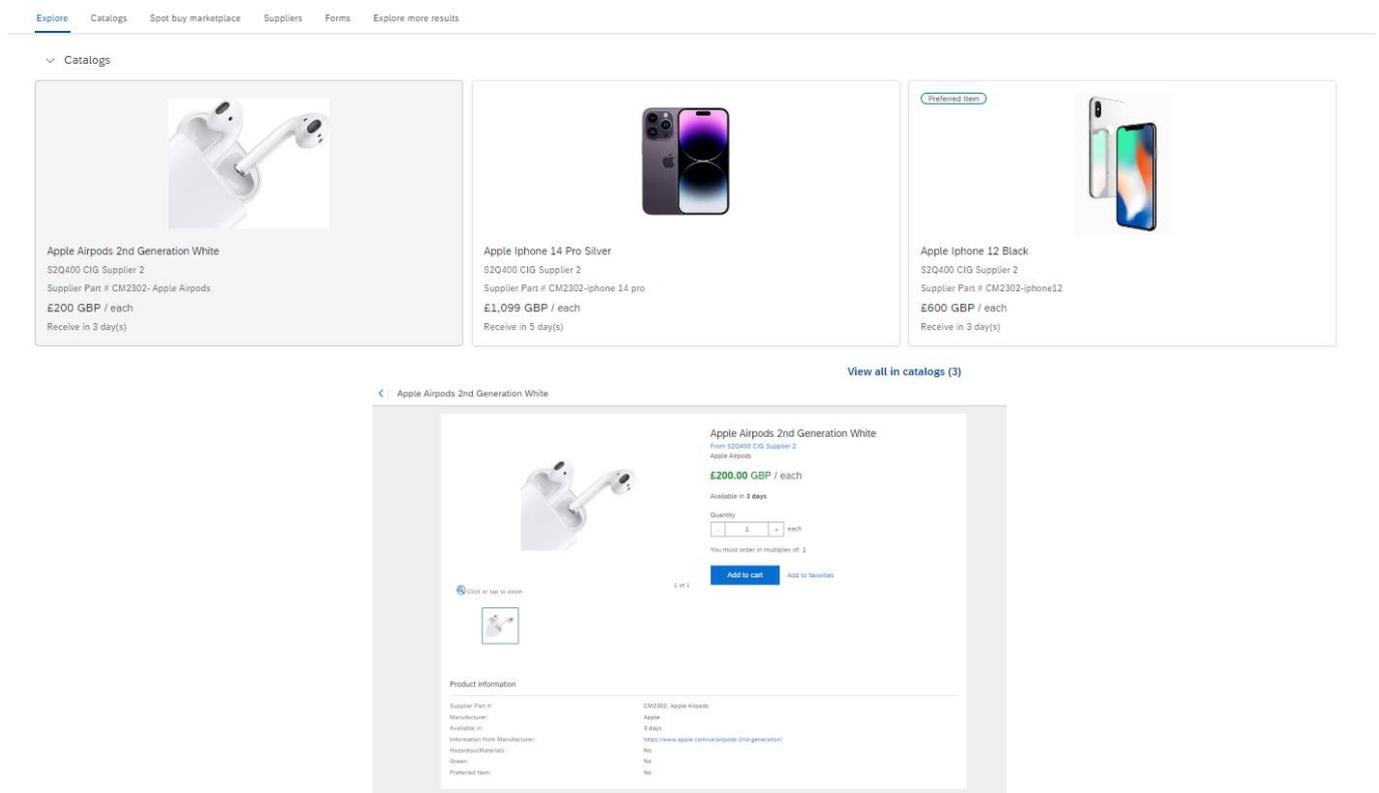
1. Introduction

This quick reference guide is designed to assist Yorkshire Water suppliers when completing an Ariba Catalogue Template.

Catalogues are files stored on our Ariba Buying/Guided Buying solution, that describe the products and services that a particular organisation can offer, they include descriptions, product numbers, classifications and agreed pricing.

Once created Yorkshire Water colleague can interact with the catalogues and add relevant items to their shopping cart before completing their purchase.

An example of how an activated catalogue appears is given below:



The screenshot displays the Ariba Buying/Guided Buying interface. At the top, there are navigation tabs: Explore, Catalogs, Spot buy marketplace, Suppliers, Forms, and Explore more results. Below the navigation, a 'Catalogs' dropdown menu is visible. The main content area shows three product cards:

- Apple AirPods 2nd Generation White:** S2Q400 CIG Supplier 2, Supplier Part # CM2302-Apple AirPods, £200 GBP / each, Receive in 3 day(s).
- Apple Iphone 14 Pro Silver:** S2Q400 CIG Supplier 2, Supplier Part # CM2302-iphone 14 pro, £1,099 GBP / each, Receive in 5 day(s).
- Apple Iphone 12 Black:** S2Q400 CIG Supplier 2, Supplier Part # CM2302-iphone12, £600 GBP / each, Receive in 3 day(s).

Below the product cards, there is a 'View all in catalogs (3)' link. A detailed view of the 'Apple AirPods 2nd Generation White' product is shown, featuring a product image, a price of £200.00 GBP / each, and an availability of 3 days. The quantity is set to 1, and there is an 'Add to cart' button. Below the product details, there is a 'Product Information' section with the following data:

Supplier Part #:	CM2302-Apple AirPods
Manufacturer:	Apple
Available in:	3 days
Information from Manufacturer:	https://www.apple.com/airpods-2nd-generation/
Manufacturer Materials:	No
Green:	No
Preferred Item:	No

If a catalogue is required as part of an agreement with Yorkshire Water, then a template must be completed. The template along with other associated documents would usually have already been sent to your organisation to complete during the implementation phase.

If amendments are required to existing catalogues, please reach out your relevant Yorkshire Water Commercial Contract Specialist who will be happy to send you the latest file.

For any new line items, please highlight these in green. For any changes line items i.e. price, description etc, please highlight these in amber. For any line items to be removed, please highlight in red.

2. Completing the mandatory/optional fields

The following table below includes information and guidance steps for the fields that require completion:

Field Name	Mandatory/Optional	Field Type	Data Validation Rules
ACM ID	Optional	General	This is the unique supplier contract management ID in Ariba (ACM prefix). Please give the value if known – otherwise leave this blank this will be completed by YW upon receipt of the completed template
Supplier Part ID	Mandatory	Text	This is a unique identifier for each material or service line. This should start with the CM reference prefix. I.e., CM123
Item Description	Mandatory	Text	Long text description of the material or service. Max 2000 characters
Unit Price	Mandatory	Number	The contracted price for the material or service
Unit of Measure	Mandatory	Text	The unit of measure relevant for the delivery of the respective material or service – i.e., EA (Each), HUR (Hour), PK (Pack). Please enter the metric code rather than the description i.e., “EA” rather than Each. Refer to file “YW Unit of Measures” shared with you
Short Name	Mandatory	Text	Short text description of the material or service. Max 80 characters
Domain	Default	General	Please enter “Custom”
Commodity Code	Mandatory	General	A reference of numbers that describes the goods/services. Please enter the code rather than the description i.e., “55902000” rather than Mobile Phones. Refer to file below. Refer to file “YW Commodity Codes” shared with you
Image	Mandatory	Text	Either a product image or supplier logo that is relevant for each line item. The images given here will be loaded as a separate load file at the same

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			time as the catalogue file and will appear next to the item name in Ariba. Max file size is 400x400. Provide images in a zip file. The image name must match that provided in the file. I.e., "IPhone.jpg"
Manufacturer Part ID	Optional	Text	This field can be used as an additional unique identifier for a material or service
Manufacturer Name	Optional	Text	The name of the manufacturer of a material (if different than the supplier the catalogue is for)
Supplier URL	Optional	Text	The website address for the supplier
Manufacturer URL	Optional	Text	The website address for the manufacturer given in the 'Manufacturer Name' field (if applicable)
Lead Time	Optional	Text	The expected amount of time, in days, between ordering and receipt of the respective material or service
Supplier Part Auxiliary ID	Optional	Text	An additional unique identifier for use where necessary
Currency	Mandatory	Text	The monetary currency relevant for the respective material or service. Please enter "GBP"
Hazardous Materials	Mandatory	Text	Indicator to advise whether the respective material is classed as 'hazardous'. This is most-frequently relevant for chemicals, although other products, such as batteries or some cleaning products also fall under this category. Please enter either "True" or "False"
Green	Mandatory	Text	Indicator to advise whether the respective material is environmentally friendly (low or zero emissions, recycled etc). Please enter either "True" or "False"