SAP Ariba

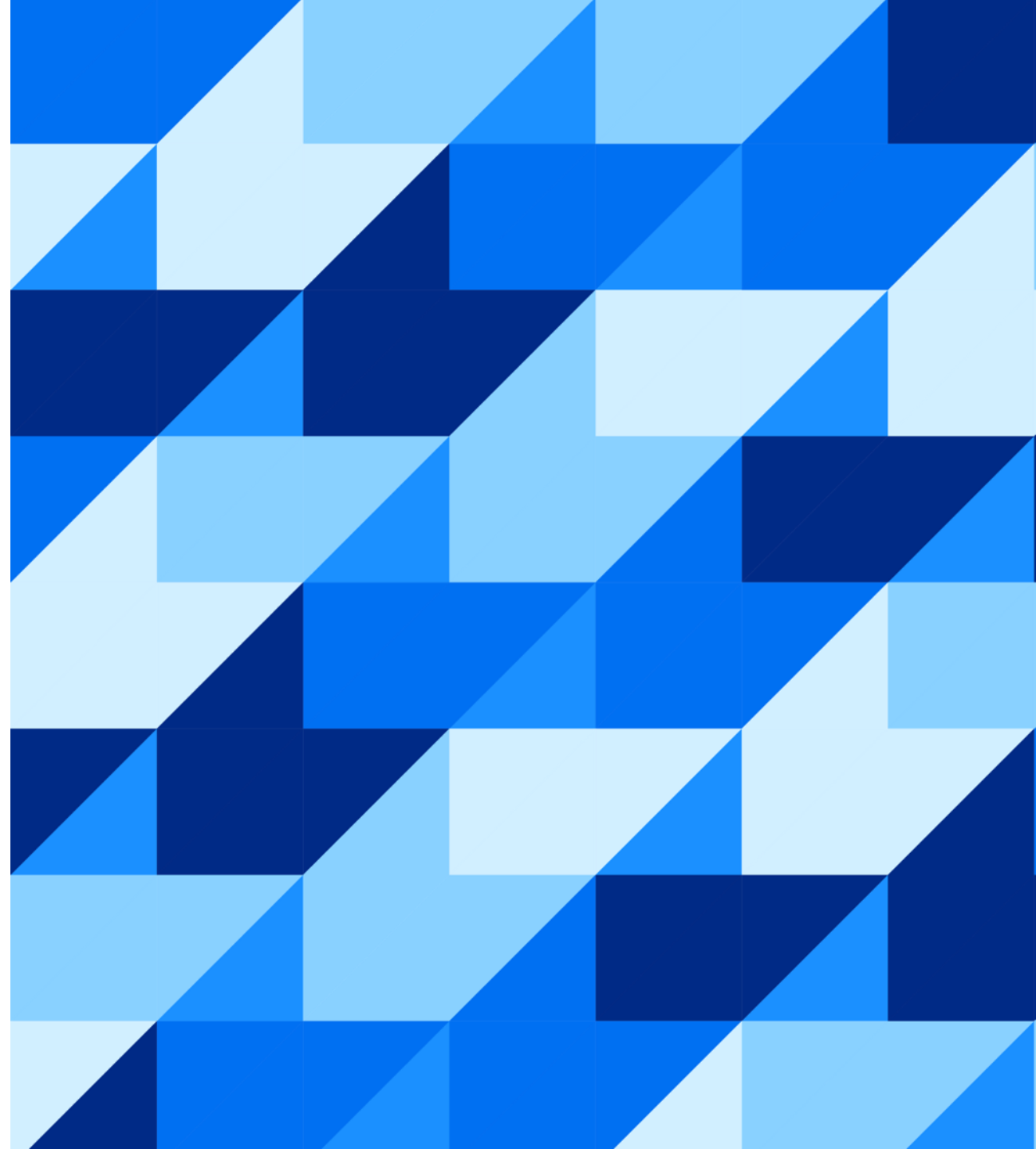# Guided Buying – Best Practices When Configuring Translations

Alisson Cruz
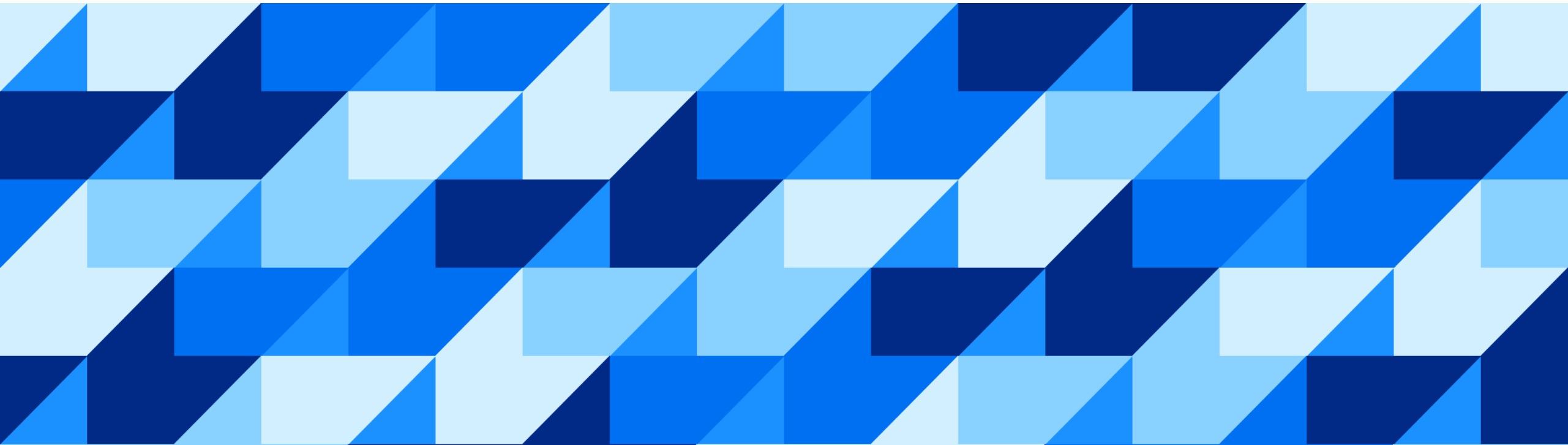
April, 2024

Agenda

- **Best Practices**

  1. Setting up translations for your Landing pages.

  2. Setting up translations for commodity code classifiers.

  3. Setting up translations for Announcements.

  4. Setting up translations for Policies.

  5. Setting up translations for Forms.

- **Official documentation**

- **Knowledge articles**

- **Q & A**

Setting up translations for your Landing pages

Translations for your Landing pages

Review of the process.

Translations of landing page's **title** and **description** are done via Guided Buying's **Admin > Translation** section.

- Prerequisites

You need to belong to either the **Customer Administrator** or **Customer Catalog Manager** group in SAP Ariba Buying solutions in order to upload translations in Guided Buying.
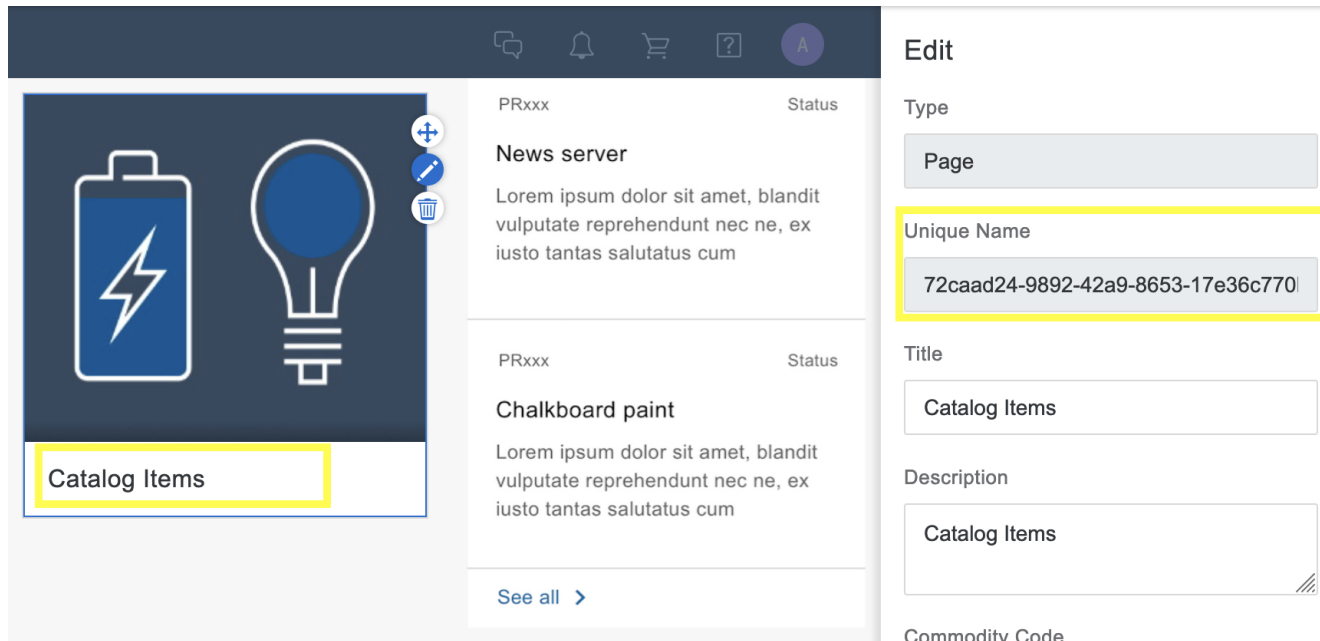
- Understanding the file structure

Translationresources.zip – Folder contains two types of translation resources:

1. landingpagetitles.json – This file is responsible for the translation of each landing page title.

2. Resources translation – Files that are responsible for the translation of the information on each landing page.
   Information such as: Description, policy, guidance and contacts.

Translations for your Landing pages

File structure – translationresources folder

- Translation for Landing pages Title

Landingpagetitles.json - file structure

Landing page Unique Name: "Landing page title on the desired language"

Translations for your Landing pages

File structure – translationresources folder

- Landing page resources translation
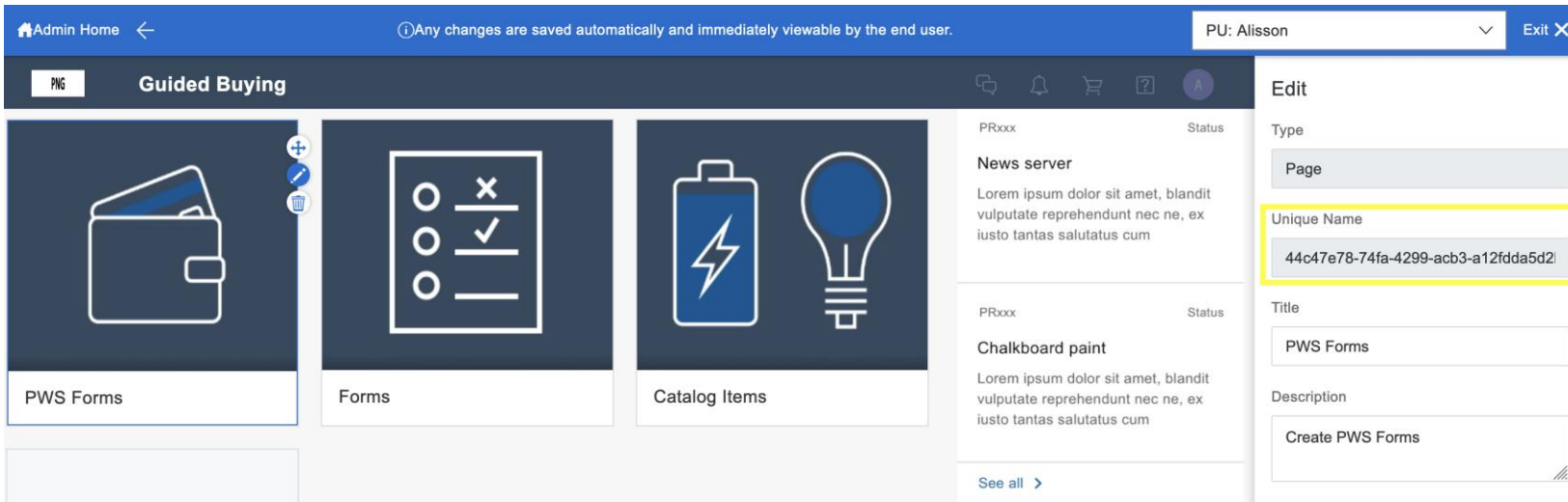
44c47e78-74fa-4299-acb3-a12fdda5d2b9.json - file structure

Each json file represents one landing page represented by its Unique Name

Translations for your Landing pages

Best practices and common issues

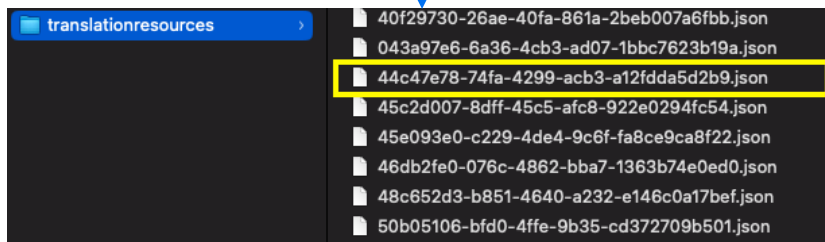- Json formatting issues such as missing brackets, comma separator and colon will lead to issues. The recommendation is to use an online json validator and formatter or a text editor with a validator before uploading the file.

- Wrong file name: Make sure to not change any json file name, otherwise the translation will not reflect.

- Wrong file extension: Make sure to always save the files as json, otherwise it will lead to issues.

- Wrong file structure: Make sure to always create a folder for each language, for example **de** for German language and add the translation files directly to this directory. Do not create any other subdirectory within your folder otherwise the translation will not be reflected.

Limitations

- As of now we don't have any tool to download uploaded translations in Guided Buying. When you click on Download Translations, it will always download the resources in English. We recommend to always maintain a backup for your files.
- Chinese and Japanese characters are supported are supported, but the json format doesn't support most other special characters such as accents. You need to replace these special characters with the Unicode character equivalent, which you can find by searching the Internet for "list of Unicode characters." The following are some common examples:
  - Replace ü with \u00fc in the translations json file.
  - Replace é with \u00e9 in the translations json file.
  - Replace à with \u00e0 in the translations json file.

Setting up translations for commodity code classifiers
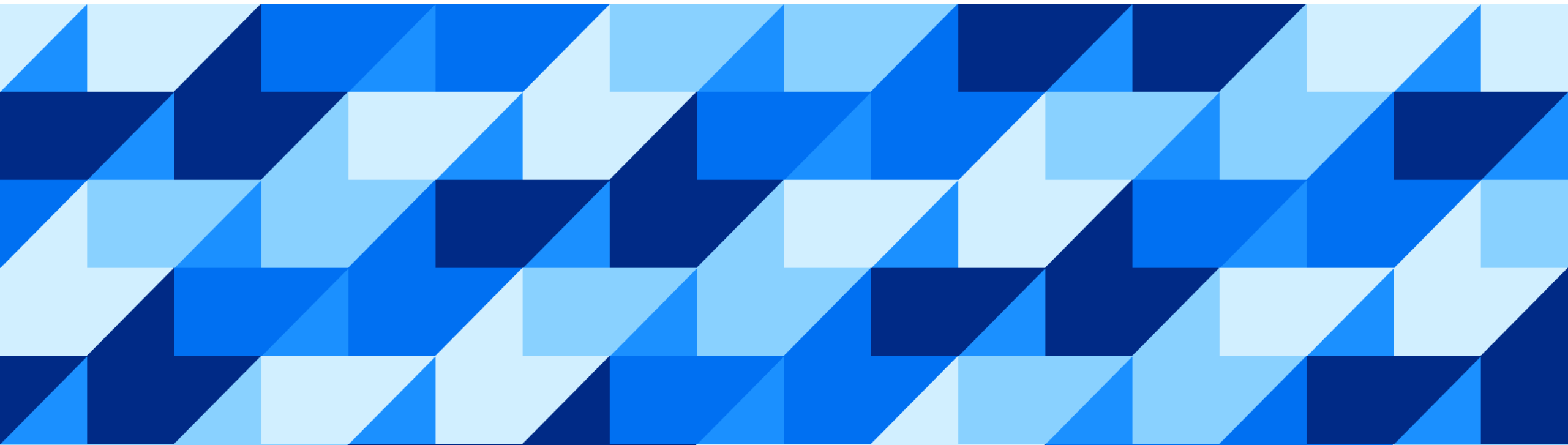
Translations for commodity code classifiers

Review of the process

Translations of commodity code classifiers are done via Guided Buying's **Admin > Adhoc classifiers for commodity codes** session.

- Prerequisites

A member of the **Customer Administrator** or **Customer Catalog Manager** group must enable the ENABLE_TREE_MENU_CHOOSER and ENABLE_ADHOC_CLASSIFICATION parameters. You must also belong to one of these groups to configure the list of commodity codes.

- Understanding the file structure

  adhocClassifiers.zip – File containing folders for each language that you plan to translate:

  1. Each folder needs to represent a supported language, such as de_DE, es_ES, fr_FR.

  2. For each folder, you need to create a csv (comma separated value) file containing the translated resource.

Translations for commodity code classifiers

Review of the process

CSV file structure - headers

- Domain – Commodity code domain for each commodity code, for example *unspsc*.

- UniqueName – Commodity code ID – Must match an active commodity code. Same for each language.

- AdhocClassifier – The label which each commodity code belongs to. For each language, this will be the translated value.


```
Domain,UniqueName,AdhocClassifier
unspsc,43191501,IT
unspsc,14111515,Paper
unspsc,14111512,Paper
unspsc,15111701,Oils and Fuels
unspsc,44102801,General Office Products
unspsc,14111524,Paper
unspsc,44102603,General Office Products
unspsc,44102605,General Office Products
unspsc,44102606,General Office Products
unspsc,44102607,General Office Products
unspsc,44102609,General Office Products
unspsc,43191608,IT
unspsc,44102602,General Office Products
unspsc,14111533,Paper
unspsc,12141910,Gases
unspsc,44102108,General Office Products
unspsc,44102405,General Office Products
```

# Translations for commodity code classifiers.

Best practices and common issues

- Wrong file encoding: The csv file needs to be saved as UTF-8 character encoding. Don't use UTF-8 BOM (byte order mark) encoding.

- ZIP filename and CSV filename don't matter, but the folders contained in the ZIP file need to represent a supported locale code (sub-locales only, such as en_US and en_CA instead of en).

- Make sure your column names match exactly what it documented, including capitalization.

Limitations

- We support loading classifiers for sub-locales (like en_US, en_GB, en_CA, and so on) in the guided buying database so that users in these various locales see the right commodity classifier values when opening the commodity code chooser, but when the data is synced in database, it strips away the sub-locale value and sends only "en" for the ad hoc classifier for all English locales. For this reason, we don't support separate ad hoc classifier values for the sub-locales, meaning you need to load the same values for all sub-locales for a given language.

- Guided buying doesn't validate the locale loaded in the CSV file for the classifiers. If you load commodity classifiers for a locale that can't be matched to a supported locale in SAP Ariba Buying solutions, the classifiers are synced to the ad hoc classification values for the English locale in database, meaning the loaded values will overwrite whatever was previously stored for English users.

Setting up translations for Announcements
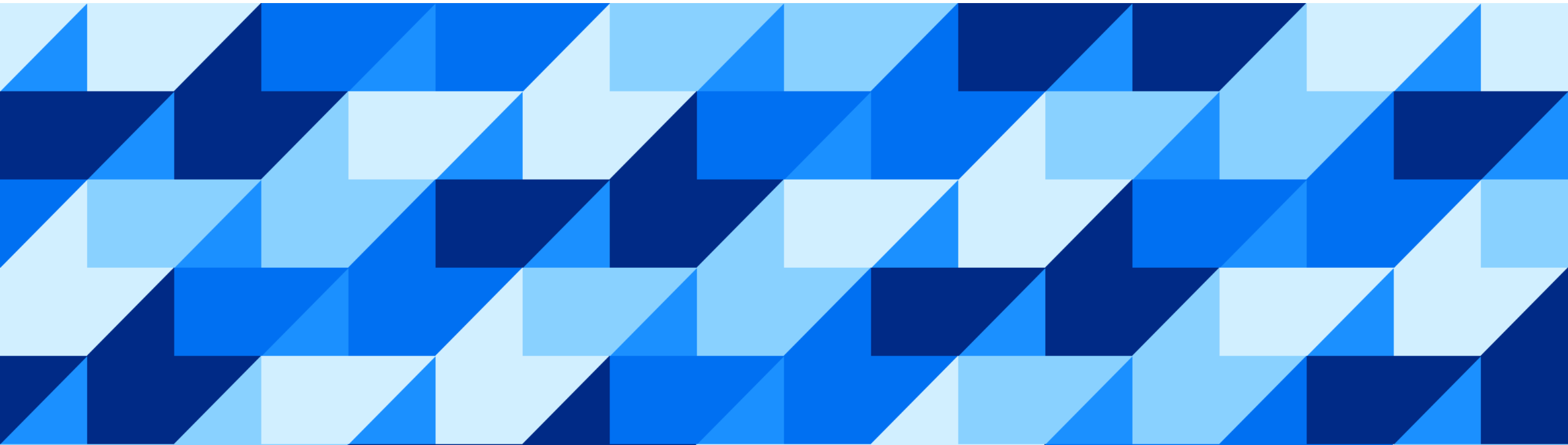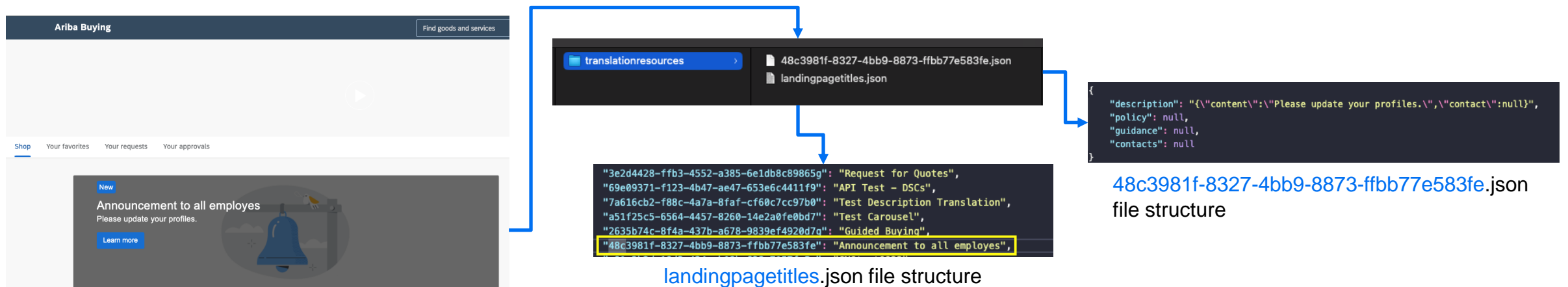
Translations for your Announcements

Review of the process.

Translations of **announcements** are done via Guided Buying's **Admin > Translation** session.

- ## Prerequisites

You need to belong to either the **Customer Administrator** or **Customer Catalog Manager** group in SAP Ariba Buying solutions in order to upload translations in Guided Buying.

- Follow same process as Translations for your Landing pages.
    - For each announcement you will have a different resource file on the Translationresources.zip file.
    - The announcement title translation done via the landingpagetitles.json file.

48c3981f-8327-4bb9-8873-ffbb77e583fe.json file structure
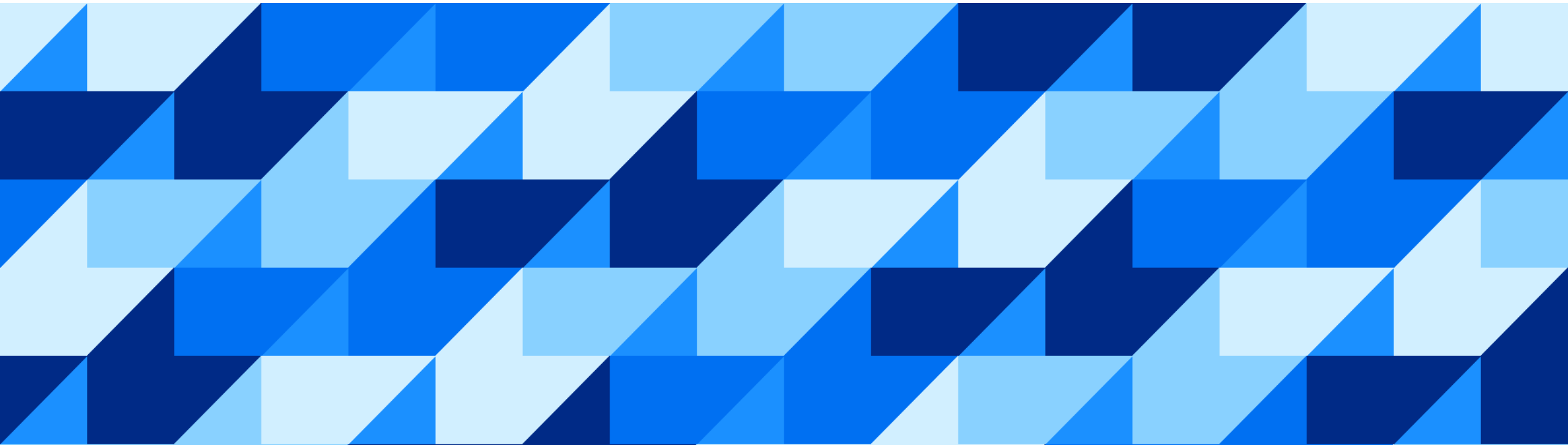
landingpagetitles.json file structure

Translations for your Announcements

Announcement Unique Name

- Get the Announcement Unique Name from the browser's network tab

  1. Go to Admin > Landing pages > Manage using UI.
  2. Click on Manage announcements.
  3. Open the browser's network tab on your browser by right-clicking anywhere on the page and click Inspect at the bottom of the menu.
  4. On the new window click on the Network tab.
  5. With the network tab opened, click on the respective announcement that you want to translate.
  6. Copy the Unique Name.

Setting up translations for policies

Translations for your Policies

Review of the process.

Translations of policies are done via Guided Buying's **Admin > Policies > Manage policies > Translation Management** session.

- Prerequisites

You need to belong to either the **Customer Administrator** or **Customer Catalog Manager** group in SAP Ariba Buying solutions in order to upload translations in Guided Buying.

- Understanding the file structure

    policyTranslations.zip – File containing folders for each language that you plan to translate:

    - policyTranslations.json – This file is responsible for the translation of all policies.

    - Policy names, Messages, Justification options and Request/accept quote messages/justifications can be translated.

```
{
"IT Asset Time Frame Policy.Policy Name": "IT Asset in German",
"IT Asset Time Frame Policy.Message": "IT Asset message in German",
"IT Asset Time Frame Policy.Justification Options": "IT Asset Option1 in German, IT Asset Option2 in German",
    "SampleSupplierTouchPolicy.Policy Name": "SampleSupplierTouchPolicy in German",
    "SampleSupplierTouchPolicy.Self service – Price below 100000.Request Quote Message": "SampleSupplierTouchPolicy self service policy Request Quote message in German",
    "SampleSupplierTouchPolicy.Self service – Price below 100000.Accept Quote Message": "SampleSupplierTouchPolicy Self service Accept Quote message in German",
    "SampleSupplierTouchPolicy.Low Touch – Price between 100000 to 200000.Request Quote Message": "SampleSupplierTouchPolicy low touch policy Request Quote message in German",
    "SampleSupplierTouchPolicy.Low Touch – Price between 100000 to 200000.Request Quote Justification Options": "SampleSupplierTouchPolicy low Touch request Justification Options in German",
    "SampleSupplierTouchPolicy.Low Touch – Price between 100000 to 200000.Accept Quote Message": "SampleSupplierTouchPolicy low touch policy accept Quote message in German",
    "SampleSupplierTouchPolicy.Low Touch – Price between 100000 to 200000.Accept Quote Justification Options": "SampleSupplierTouchPolicy low Touch accept Justification Options in German",
    "SampleSupplierTouchPolicy.High touch.Request Quote Message": "Vivek High touch policy Request Quote message in German",
    "SampleSupplierTouchPolicy.High touch.Request Quote Justification Options": "Personal message, My Wish Justification Options in German",
    "SampleSupplierTouchPolicy.High touch.Accept Quote Message": "SampleSupplierTouchPolicy High touch policy Accept Quote message in German",
    "SampleSupplierTouchPolicy.High touch.Accept Quote Justification Options": "Personal Reasons in German, My wish in German"
}
```

Translations for your Policies

Best practices and common issues

- Load more than one ZIP file is not supported. You need to Load one ZIP file at time (ZIP filename doesn't matter).

- ZIP file must contains folders for each desired language. Folder names inside the ZIP must represent a primary locale like es, de, fr and so on.

- Changing the policyTranslations.json file is a common issue. The filename matters and cannot be changed.

- The comma characters in the justification options are used to separate different options for the policy. Make sure to not upload a translation for the justification option with unnecessary comma characters.

Setting up translations for Forms
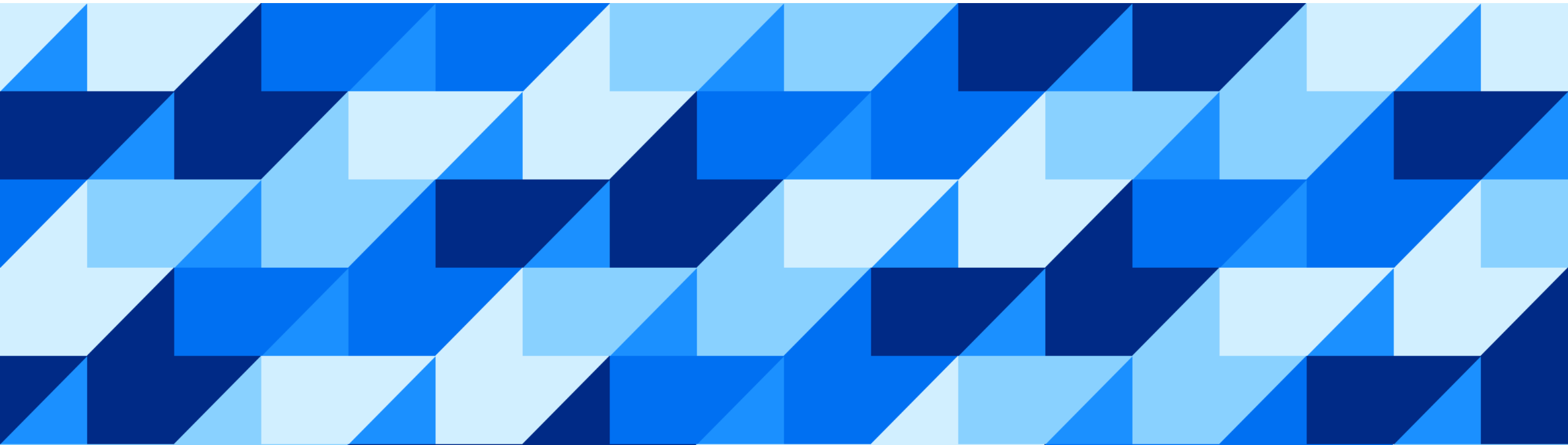
Translations for your Forms

Review of the process

Translations of forms are done via Guided Buying's **Admin > Forms > Manage forms** session.

- ## Prerequisites

You need to belong to either the **Customer Administrator** or **Customer Catalog Manager** group in SAP Ariba Buying solutions in order to upload translations in Guided Buying.

- ## Understanding the file structure

  - locale.strings file – Fileis responsible for the translation of each form in each language.
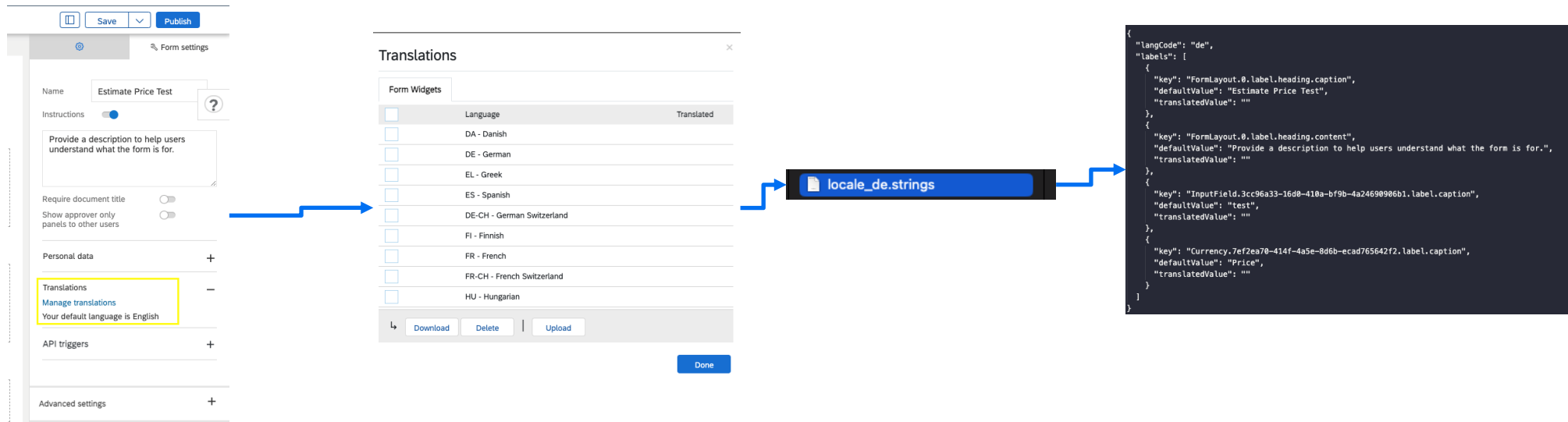
Translations for your forms

Best practices and common issues

- Download a file from the form design to get started with the right format and to see if there are existing translations.

- Load a .strings file that has a JSON format for each desired language (filename doesn't matter, choose language from list when importing).

- Update only the empty portion between double quotes for the translatedValue attribute.

- The forms builder doesn't validate the content of uploaded translation files.

- Form titles and instructions might get overridden by landing page titles and descriptions if you have loaded different translations for the associated form tile.

- When users create or view a form document, the document is displayed in the user's preferred language if the form design includes translations for that language. If the form design doesn't include translations for a particular language, the form documents are displayed in the language in which the form design was created. For example, suppose the form designer creates a form in Spanish and uploads only French and German translations. When an English user views a form document, the document will be displayed in Spanish.

Official documentation

[Loading Translations for Your Landing Pages](#)

[Translating Announcements](#)

[Localization Support in The Forms Builder](#)

[Loading Translations for Your Policies](#)

[Configuring Commodity Codes for Non-Catalog Requests](#)

Knowledge articles

How do I configure the instructions and description for a guided buying form?

Why I'm getting Error: "JustificationOptionsCountMismatch" when uploading translation for a validation policy ?

Can I export all the landing page translations that were previously imported in Guided Buying ?

Why the landing pages translations are not being displayed in the UI?

Q & A

Thank you!