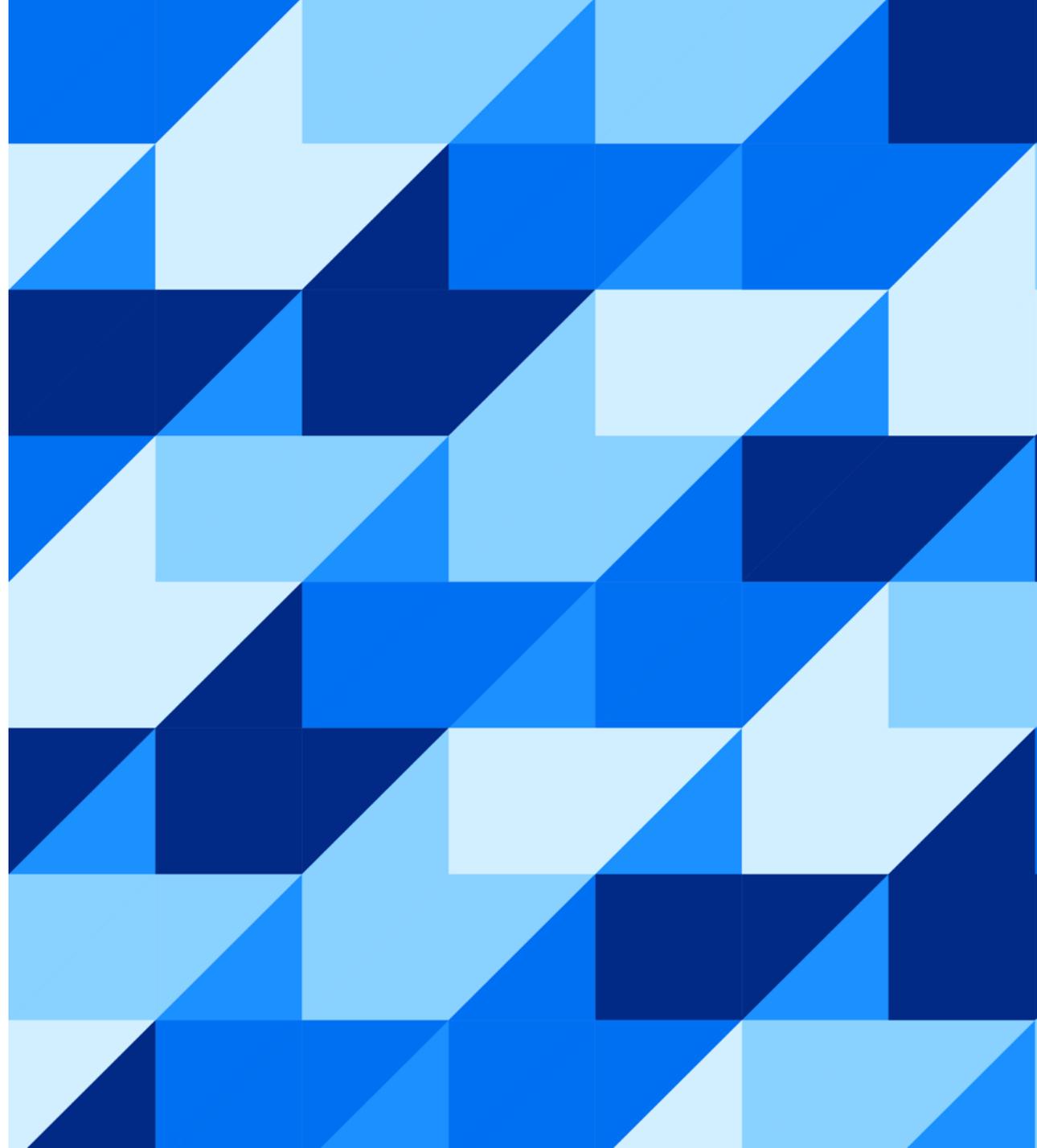




Troubleshooting and Updating **Catalogs**

PUBLIC



Agenda

Validation Errors

- [Steps to find Validation Error details](#)
- [Common Validation Errors](#)

Exporting a Catalog from your SAP Business Network (SBN) Account

- [How to download a copy of your catalog](#)

Replacing Existing Catalogs

- [Creating a New Catalog Version](#)

Creating a CIF from an Excel File

- [Converting a .xls file to a .cif file](#)

Additional Resources

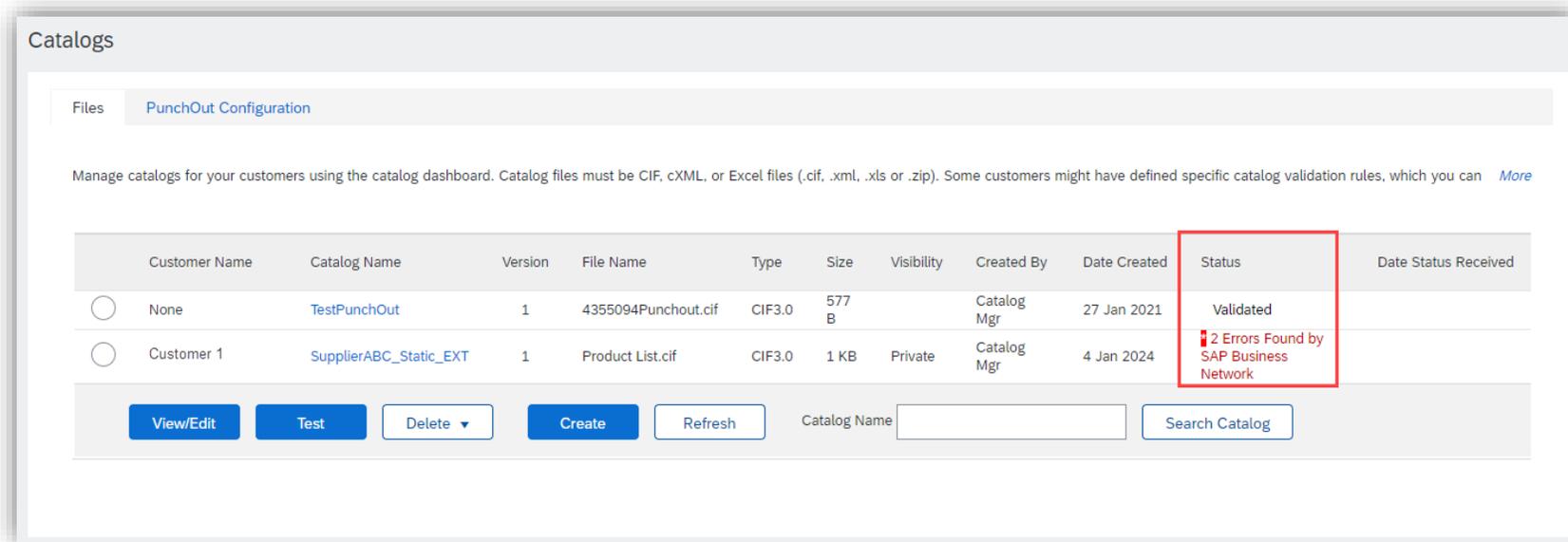
- [Links to Additional Resources](#)

Steps to find Validation **Error Details**

Steps to find Validation Error Details

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free.
 - **Errors Found by SAP Business Network**—the Network detected Catalog content that violates validation rules.
 - **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



Catalogs

Files [PunchOut Configuration](#)

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 you can [More](#)

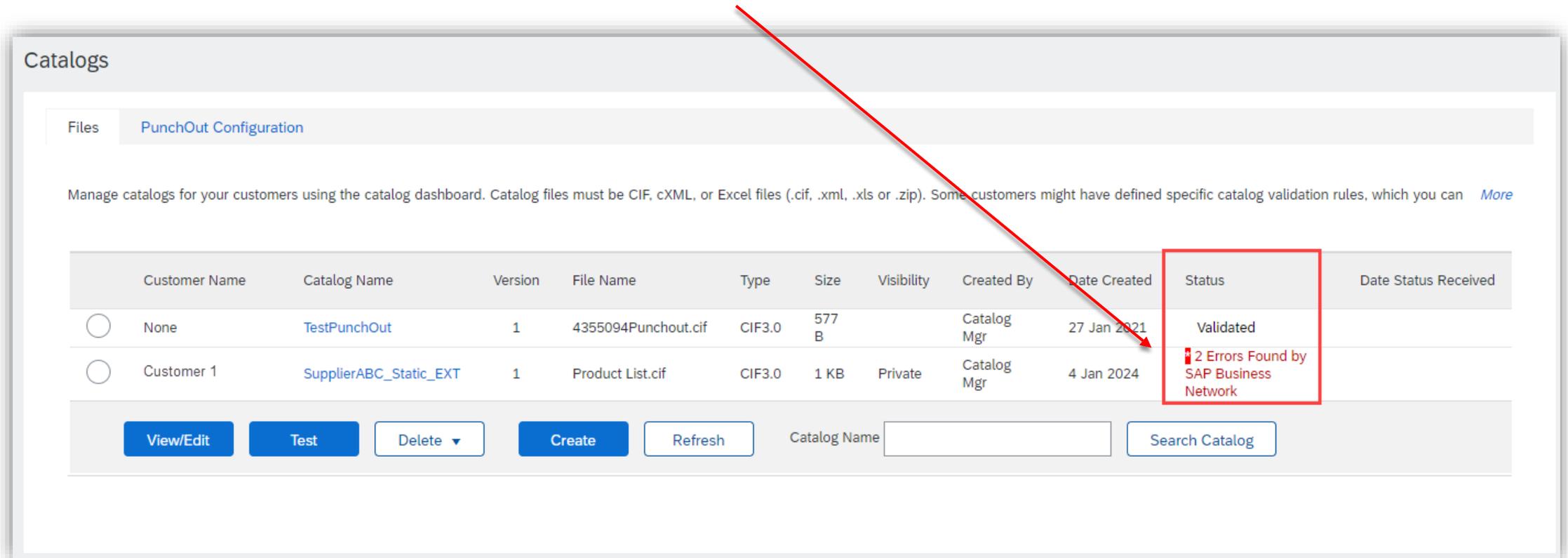
Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
Customer 1	SupplierABC_Static_EXT	1	Product List.cif	CIF3.0	1 KB	Private	Catalog Mgr	4 Jan 2024	2 Errors Found by SAP Business Network	

[View/Edit](#) [Test](#) [Delete](#) [Create](#) [Refresh](#) Catalog Name [Search Catalog](#)

Steps to find Validation Errors Details

■ Correcting Validation Errors

- To see the error detail, click on the “Errors Found” hyperlink:



Catalogs

Files [PunchOut Configuration](#)

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 you can [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input type="radio"/>	Customer 1	SupplierABC_Static_EXT	1	Product List.cif	CIF3.0	1 KB	Private	Catalog Mgr	4 Jan 2024	2 Errors Found by SAP Business Network	

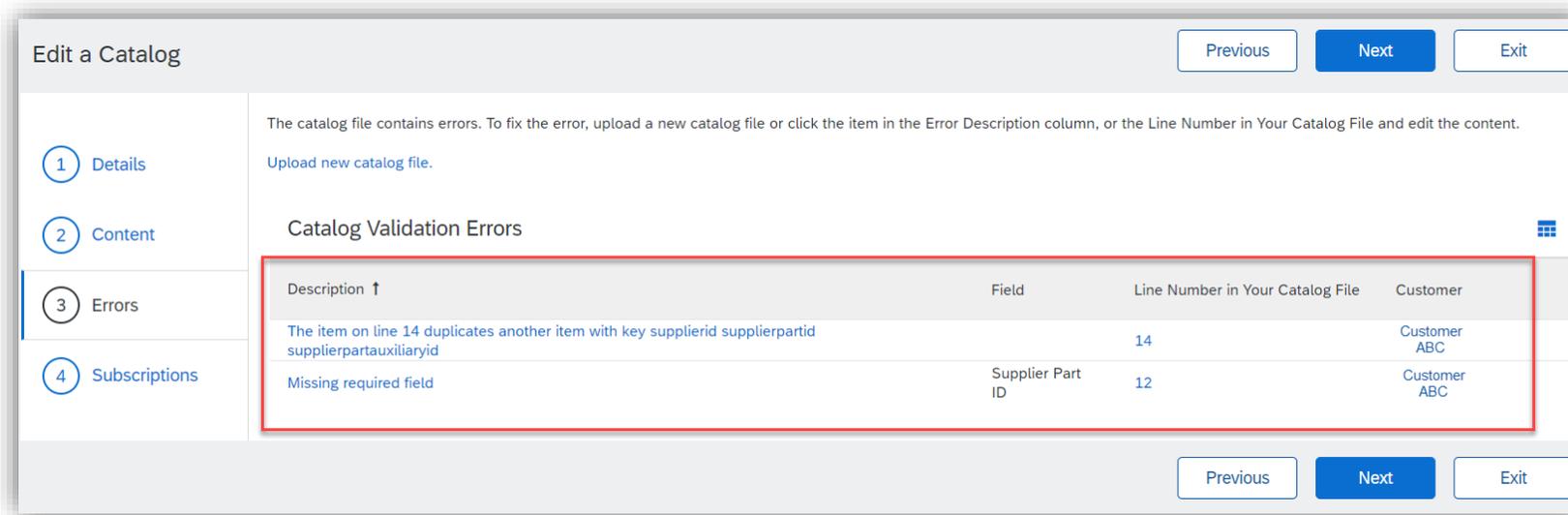
[View/Edit](#) [Test](#) [Delete](#) [Create](#) [Refresh](#) Catalog Name [Search Catalog](#)

For CMS (Content Management System) catalogs, go to slide 7. For all others, please go to slide 6.

Steps to find Validation Errors Details – Non-CMS Catalogs

■ Viewing Validation Errors

- The Network displays Description, Field and Line Number for each error



The screenshot shows the 'Edit a Catalog' interface. On the left, there is a navigation menu with four items: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Errors' item is selected. The main area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors' with a table icon. The table has four columns: 'Description ↑', 'Field', 'Line Number in Your Catalog File', and 'Customer'. It contains two rows of error data:

Description ↑	Field	Line Number in Your Catalog File	Customer
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14	Customer ABC
Missing required field	Supplier Part ID	12	Customer ABC

At the bottom of the interface, there are 'Previous', 'Next', and 'Exit' buttons.

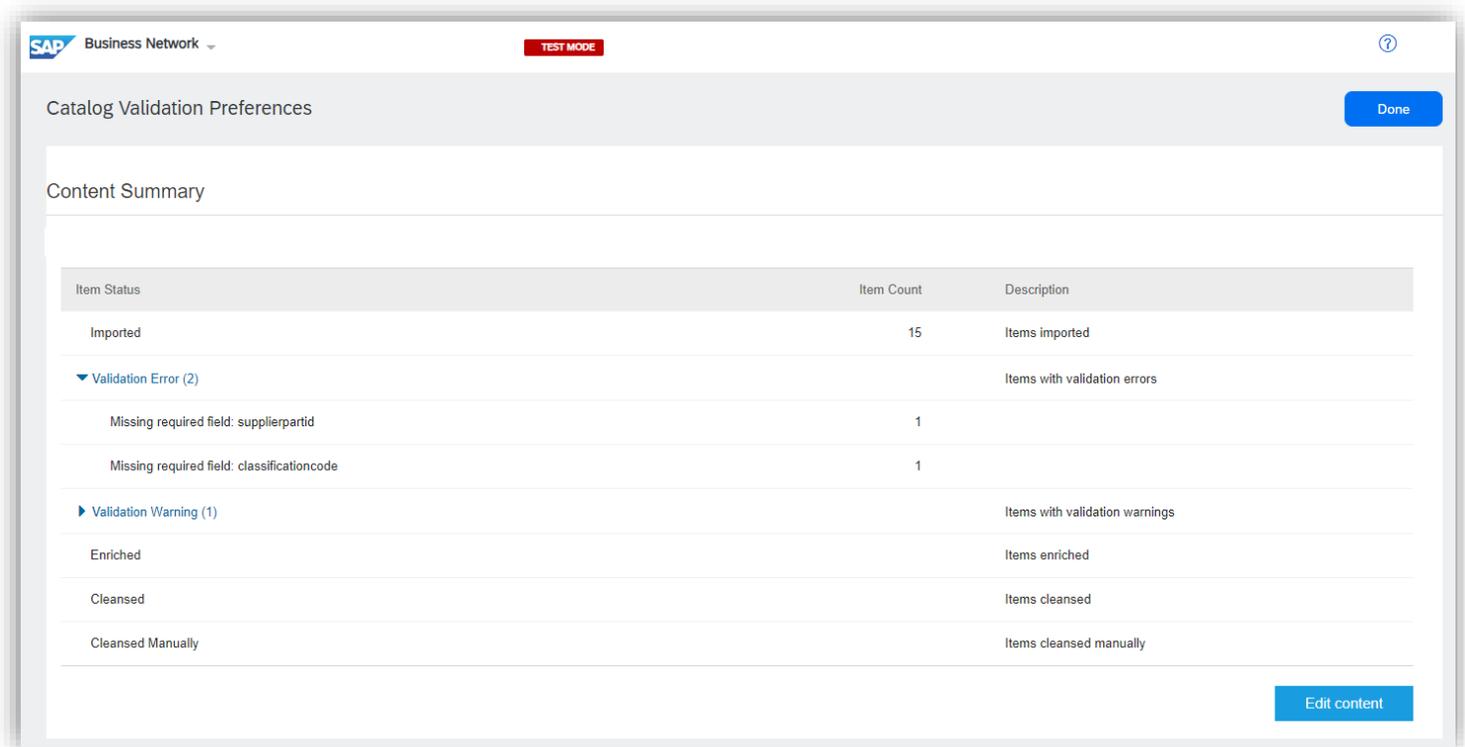
- In this case, the Network is telling us that the **Supplier Part ID / Supplier Part Auxiliary ID** combination is not unique on line 14 and line 12 is missing a **Supplier Part ID**.
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Steps to find Validation Errors Details – CMS Catalogs

This is an indication that your customer has enabled CMS

CMS screenshot with next steps (click action, etc)

The following Common Validation Errors cause and solutions are the same for CMS catalogs but you will find the details by clicking Action.



The screenshot shows the 'Catalog Validation Preferences' interface in SAP Business Network. The page is in 'TEST MODE' and includes a 'Done' button. The main content is a 'Content Summary' table with the following data:

Item Status	Item Count	Description
Imported	15	Items imported
▼ Validation Error (2)		
Missing required field: supplierpartid	1	Items with validation errors
Missing required field: classificationcode	1	
▶ Validation Warning (1)		
Enriched		Items with validation warnings
Cleansed		Items enriched
Cleansed Manually		Items cleansed
		Items cleansed manually

An 'Edit content' button is located at the bottom right of the table area.

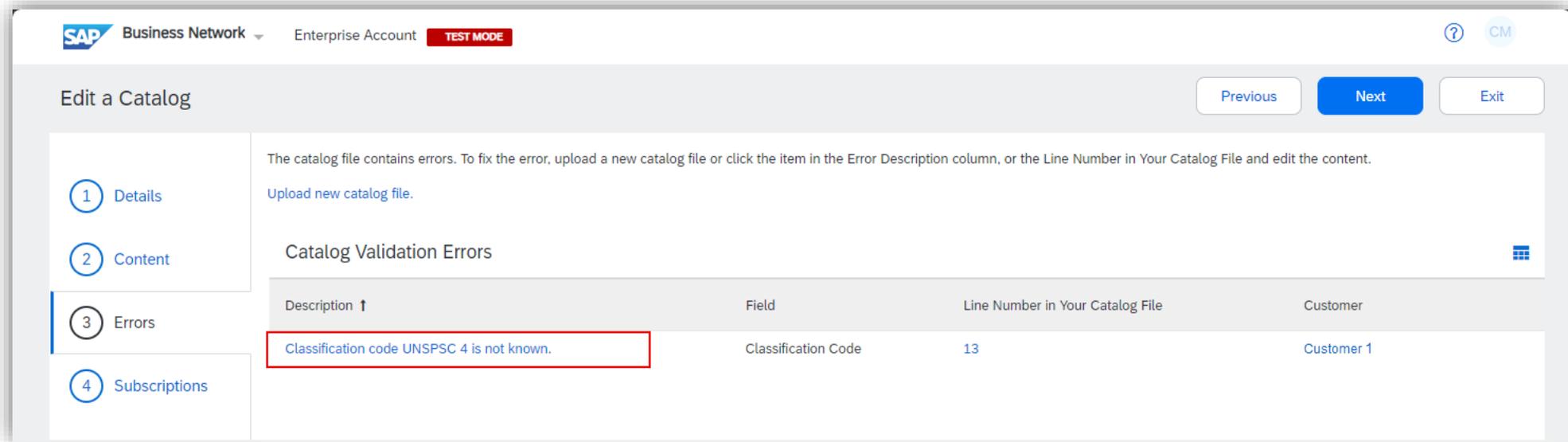
Common Validation **Errors**

Common Validation Errors – Classification Code Is Not Known

Error Description : When a catalog is published, the error is shown as ***Classification code UNSPSC xxxxx is not known.***

Cause : The commodity code you entered for the item is not valid for the current UNSPSC version or it is not from the commodity code list that your Buyer has enabled in their Procurement Application.

Solution : Make sure the commodity code you specify in your catalog are from the enabled commodity code list that your Buyer has enabled. A list of all enabled commodity codes can be obtained from your Buyer. Once the catalog file is updated, you will need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area has a left sidebar with navigation options: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Errors' section is active, displaying a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this is a 'Catalog Validation Errors' table with the following data:

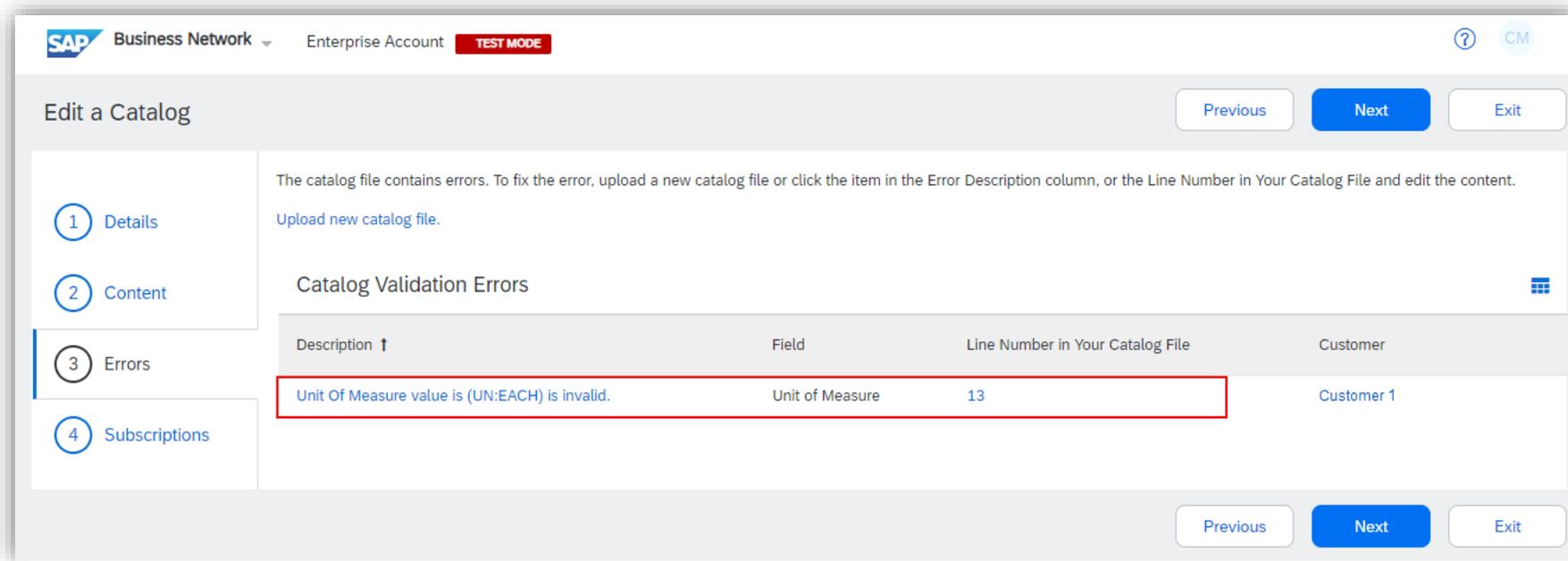
Description ↑	Field	Line Number in Your Catalog File	Customer
Classification code UNSPSC 4 is not known.	Classification Code	13	Customer 1

Common Validation Errors – Unit of Measure (XX) is invalid

Error Description : When a catalog is published, the error is shown as ***Unit of Measure value is (UN:XX) is invalid.***

Cause : The value entered in the Unit of Measure field is not valid or it is not from the Unit of Measure list that your Buyer has enabled in their Procurement Application.

Solution : Make sure the Unit of Measure values you specify in your catalog are from the enabled Unit of Measure list that your Buyer has enabled. A list of all enabled UOMs can be obtained from your Buyer. Once the catalog file is updated, you will need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The page header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this, there is a link to 'Upload new catalog file.' and a section titled 'Catalog Validation Errors' with a table of errors.

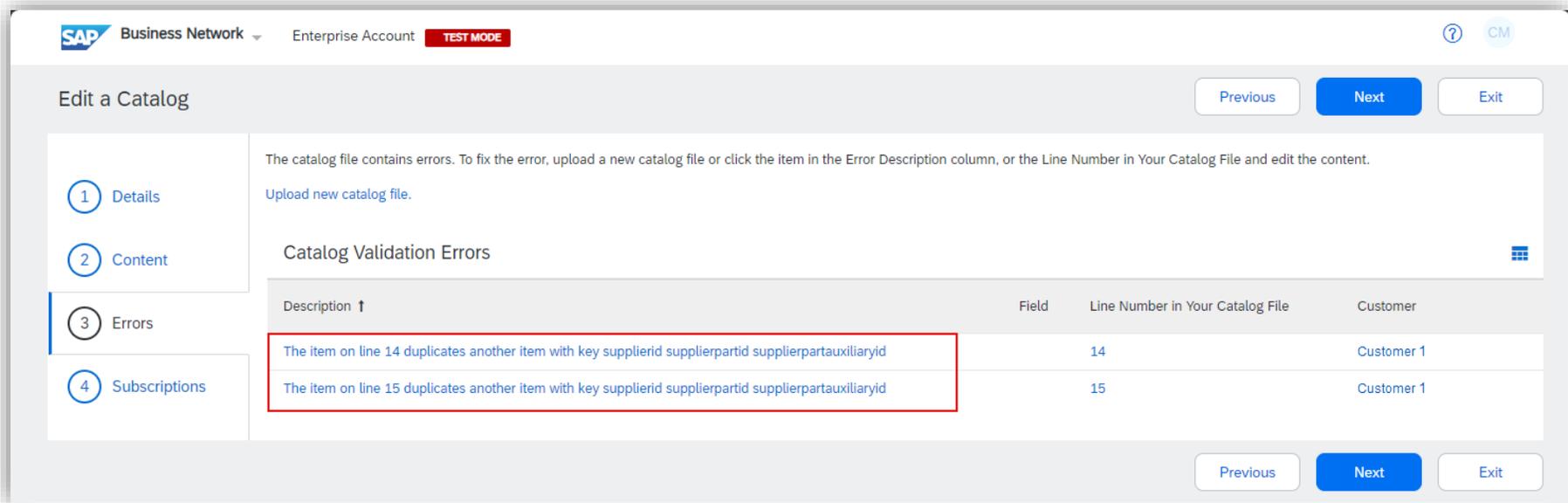
Description ↑	Field	Line Number in Your Catalog File	Customer
Unit Of Measure value is (UN:EACH) is invalid.	Unit of Measure	13	Customer 1

Common Validation Errors – Duplicate Items

Error Description : When a catalog is published, the error is shown as ***The item on line xxxx duplicates another item with key supplierid supplierpartid supplierpartauxillaryid.***

Cause : The **Supplier ID / Supplier Part ID / Supplier Part Auxiliary ID** combination is not unique on line 14 and 15 in this example . The SBN requires that each item have different Supplier Part IDs. If the Supplier Part IDs are the same, then the Supplier Part Auxillary ID field must contain a unique value for each item.

Solution : Update the Supplier Part ID / Supplier Part Auxiliary ID fields so that they are contain a unique combination. Once updated, you need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The page header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Edit a Catalog' and contains a navigation sidebar with 'Details', 'Content', 'Errors', and 'Subscriptions'. The 'Errors' section is active, displaying a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this is a table titled 'Catalog Validation Errors' with columns for 'Description', 'Field', 'Line Number in Your Catalog File', and 'Customer'. Two error entries are listed, both with descriptions: 'The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxillaryid' and 'The item on line 15 duplicates another item with key supplierid supplierpartid supplierpartauxillaryid'. The first entry is highlighted with a red box. The table also shows 'Field' as blank, 'Line Number in Your Catalog File' as 14 and 15, and 'Customer' as 'Customer 1'. Navigation buttons 'Previous', 'Next', and 'Exit' are visible at the top and bottom of the main content area.

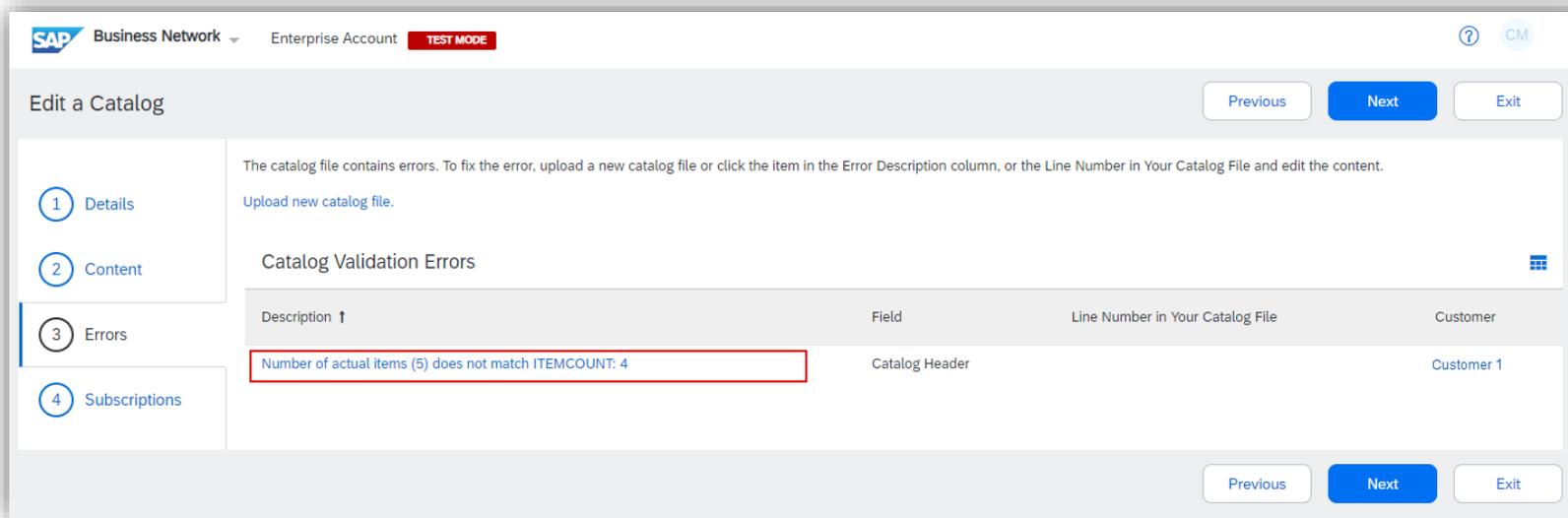
Description ↑	Field	Line Number in Your Catalog File	Customer
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxillaryid		14	Customer 1
The item on line 15 duplicates another item with key supplierid supplierpartid supplierpartauxillaryid		15	Customer 1

Common Validation Errors – ItemCount does not match

Error Description : When a catalog is published, the error is shown as **Number of actual items (##) does not match ITEMCOUNT: ##**

Cause : The number of items listed in the Header field – ITEMCOUNT does not match the actual number of items listed between DATA and ENDOFDATA in the body of the template.

Solution : Update the ITEMCOUNT field to match the number of items listed in the catalog. Once updated, you need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this, there is a section for 'Catalog Validation Errors' with a table. The table has columns for 'Description', 'Field', 'Line Number in Your Catalog File', and 'Customer'. One error is listed: 'Number of actual items (5) does not match ITEMCOUNT: 4' in the 'Description' column, 'Catalog Header' in the 'Field' column, and 'Customer 1' in the 'Customer' column. The error description is highlighted with a red box. The interface also includes a sidebar with navigation options: 'Details', 'Content', 'Errors', and 'Subscriptions'. At the bottom, there are 'Previous', 'Next', and 'Exit' buttons.

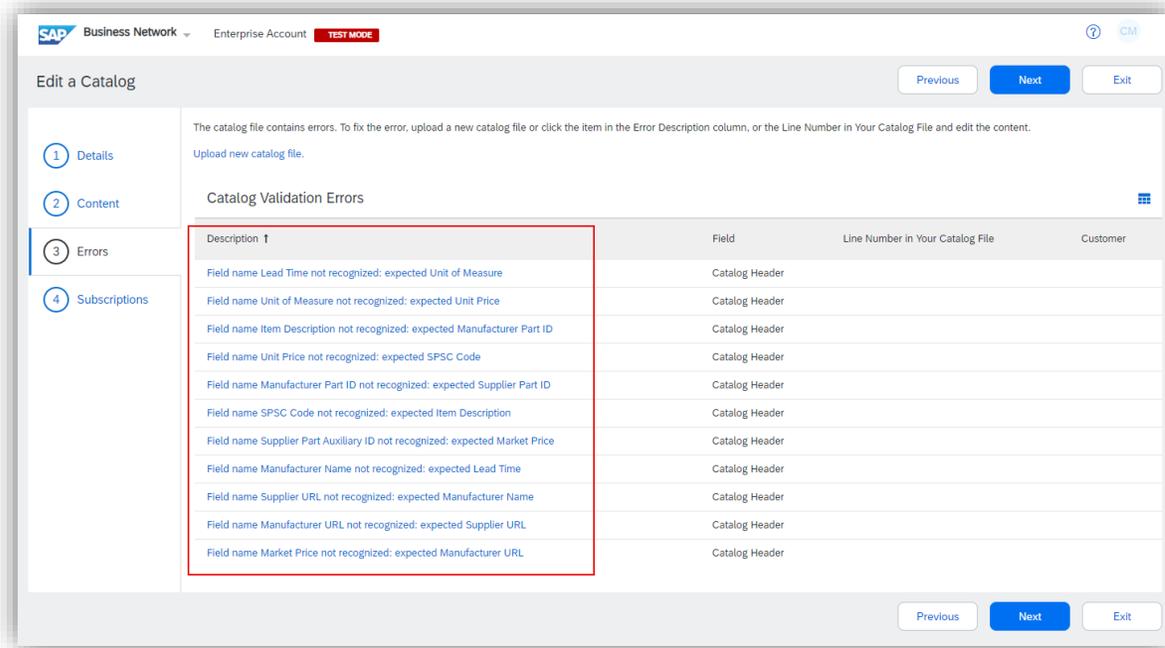
	A	B
1	CIF_I_V3.0	
2	CHARSET:	UTF-8
3	LOADMODE:	F
4	CODEFORMAT:	UNSPSC
5	CURRENCY:	USD
6	SUPPLIERID DOMAIN:	NetworkID
7	ITEMCOUNT:	4
8	TIMESTAMP:	12/12/2024
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.

Common Validation Errors – Field Name XX not recognized

Error Description : When a catalog is published, the error is shown as **Field Name XX not recognized: expected “Field Name”**.

Cause : The common fields of the template are not in the correct order or a field(s) is missing. The SBN is unable to read the catalog data if the first 12 fields of the template are not in a specific order, as seen below.

Solution : Download a copy of the Buyer specific template from the Supplier Information Portal (available through your SBN account) and copy data to the fresh template. Once updated, you need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The 'Errors' tab is selected, displaying a table of validation errors. The table has columns for 'Description', 'Field', 'Line Number in Your Catalog File', and 'Customer'. The errors listed are:

Description	Field	Line Number in Your Catalog File	Customer
Field name Lead Time not recognized: expected Unit of Measure	Catalog Header		
Field name Unit of Measure not recognized: expected Unit Price	Catalog Header		
Field name Item Description not recognized: expected Manufacturer Part ID	Catalog Header		
Field name Unit Price not recognized: expected SPSC Code	Catalog Header		
Field name Manufacturer Part ID not recognized: expected Supplier Part ID	Catalog Header		
Field name SPSC Code not recognized: expected Item Description	Catalog Header		
Field name Supplier Part Auxiliary ID not recognized: expected Market Price	Catalog Header		
Field name Manufacturer Name not recognized: expected Lead Time	Catalog Header		
Field name Supplier URL not recognized: expected Manufacturer Name	Catalog Header		
Field name Manufacturer URL not recognized: expected Supplier URL	Catalog Header		
Field name Market Price not recognized: expected Manufacturer URL	Catalog Header		

CIF Catalog Field Order

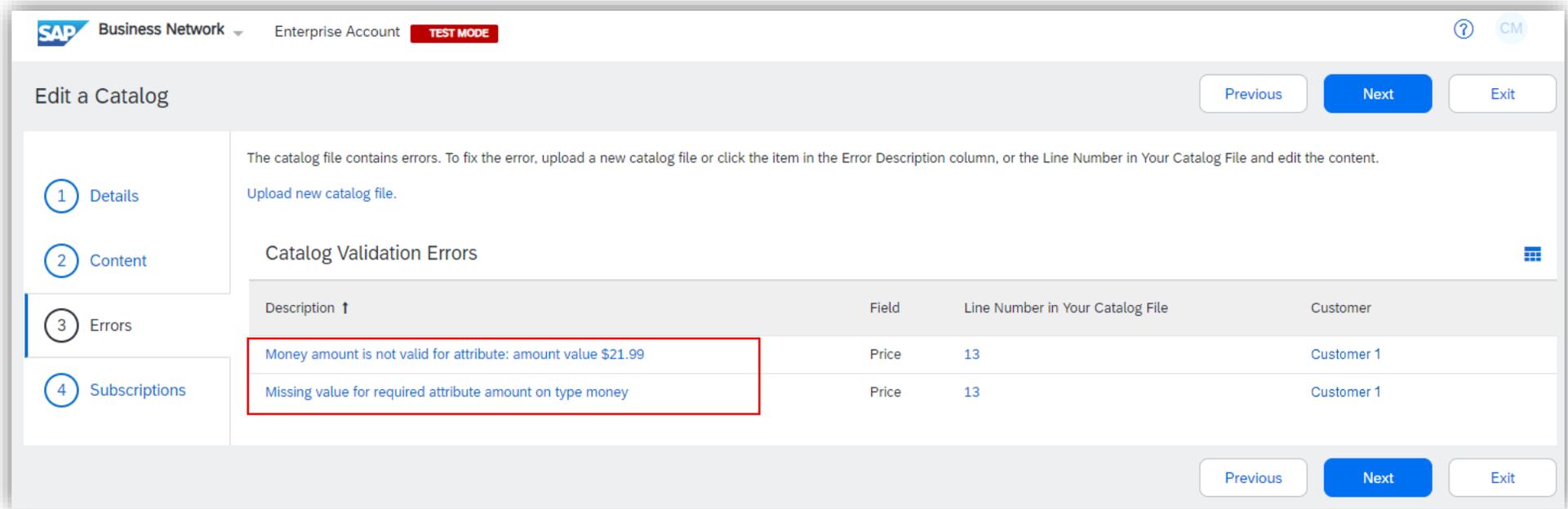
1. Supplier ID
2. Supplier Part ID
3. Manufacturer Part ID
4. Item Description
5. SPSC Code
6. Unit Price
7. Unit of Measure
8. Lead Time
9. Manufacturer Name
10. Supplier URL
11. Manufacturer URL
12. Market Price.

Common Validation Errors – Money amount is not valid

Error Description : When a catalog is published, the error is shown as **Money amount is not valid for attribute: amount value “###.##”**.

Cause : The Unit Price has been entered with the currency symbol (\$). The SBN is expecting a number (with or without a decimal). It is unable to read the data if the \$ is included. The SBN is unable to read the data if any currency symbol or special character (excluding decimal point) is used.

Solution : Ensure that all values in the Unit Price field are numbers and only include a decimal point (if needed). Once updated, you will need to load a new version of the catalog in your SBN account.



The screenshot shows the 'Edit a Catalog' interface in SAP Business Network. The page title is 'Edit a Catalog' and it includes navigation buttons for 'Previous', 'Next', and 'Exit'. A message states: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this, there is a link to 'Upload new catalog file.' The main section is titled 'Catalog Validation Errors' and contains a table with the following data:

Description ↑	Field	Line Number in Your Catalog File	Customer
Money amount is not valid for attribute: amount value \$21.99	Price	13	Customer 1
Missing value for required attribute amount on type money	Price	13	Customer 1

The first two rows of the table are highlighted with a red border. The interface also includes a sidebar with navigation options: 1 Details, 2 Content, 3 Errors (selected), and 4 Subscriptions. At the bottom, there are 'Previous', 'Next', and 'Exit' buttons.

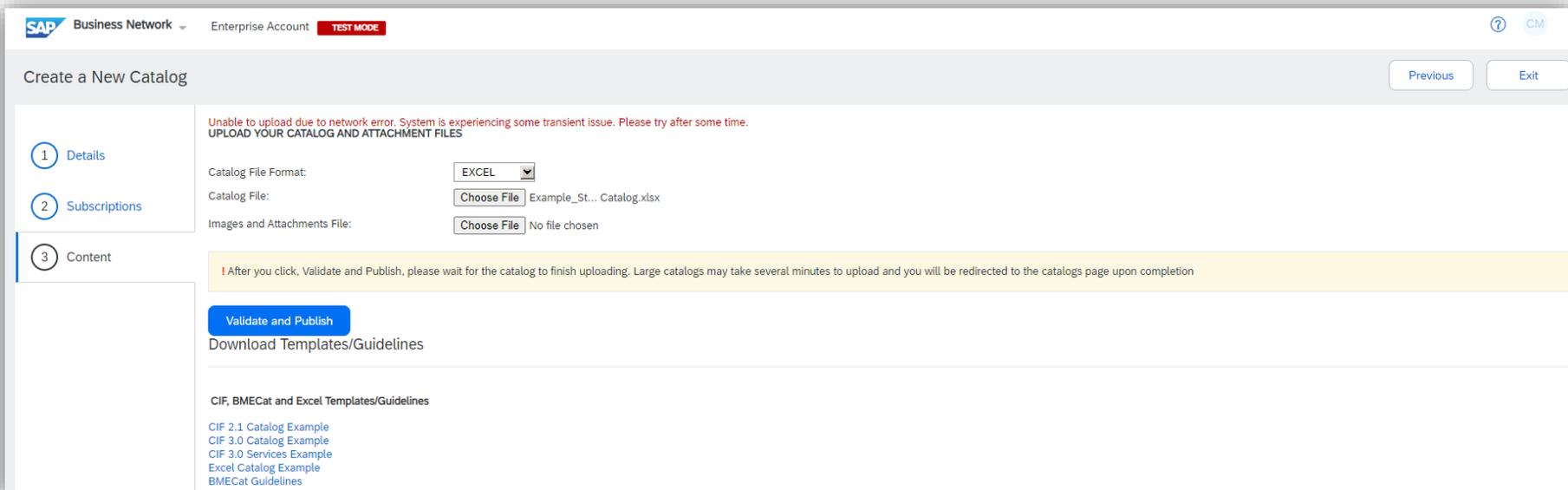
Common Validation Errors – Transient Issue (CMS Realms Only)

Error Description : When the Validate and Publish button is clicked, the error shown is ***Unable to upload due to network error. System is experiencing some transient issue. Please try after some time.***

Cause : Your customer needs to update their Supplier Master Data within the realm to include your company's SAP Business Network Supplier ANID.

Solution: Provide your customer with your company's SAP Business Network Supplier ANID. Once the customer confirms they have updated their Supplier Master Data, try to publish your catalog.

Note: If this error is occurring in the test instance, please ensure your customer includes the –T when updating the Supplier Master Data.

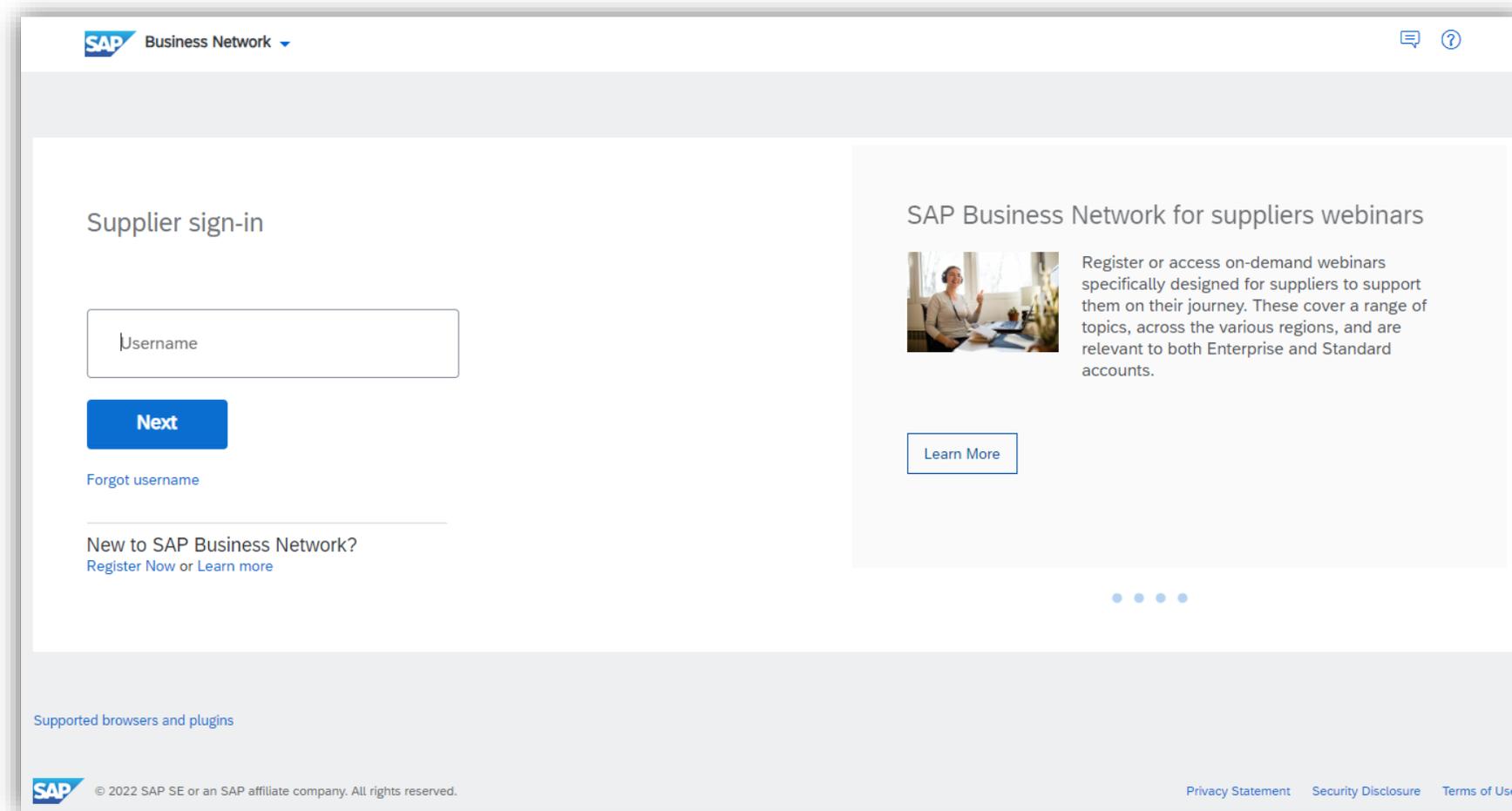


The screenshot shows the 'Create a New Catalog' interface in SAP Business Network. The page header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area displays an error message: 'Unable to upload due to network error. System is experiencing some transient issue. Please try after some time.' Below the error, there are fields for 'Catalog File Format' (set to EXCEL), 'Catalog File' (with a file named 'Example_St... Catalog.xlsx'), and 'Images and Attachments File' (with 'No file chosen'). A yellow banner below the fields contains a warning: 'After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion.' At the bottom, there is a 'Validate and Publish' button and a link to 'Download Templates/Guidelines'.

Exporting a Catalog from your SAP Business Network (SBN) Account

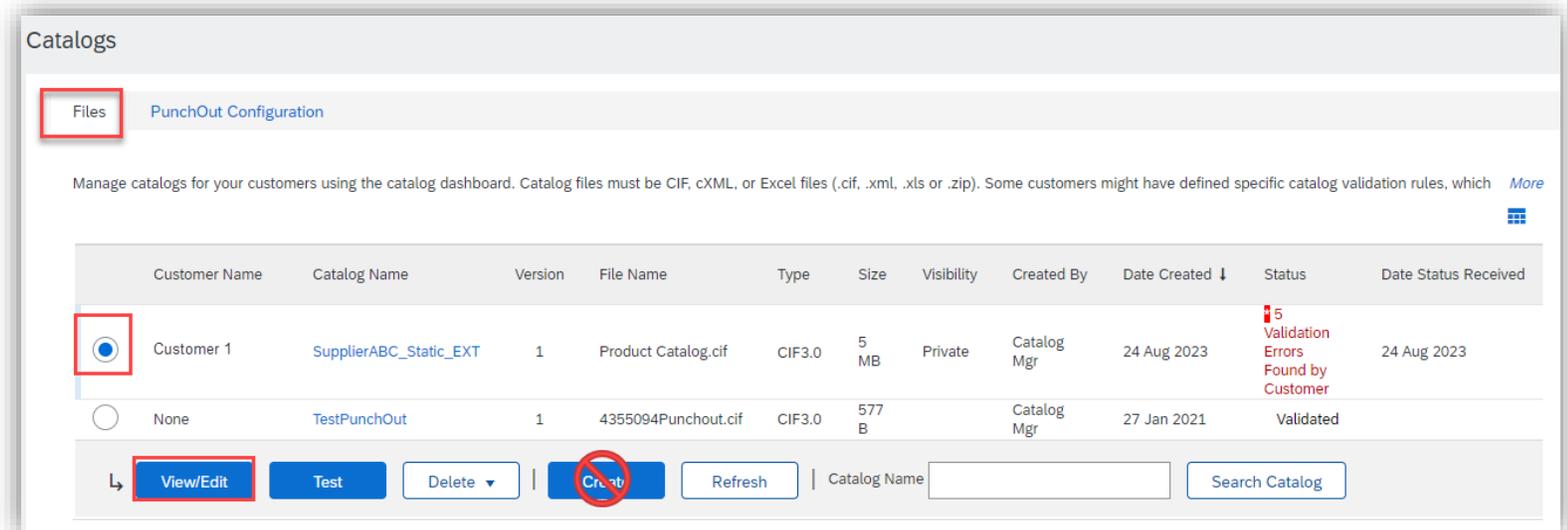
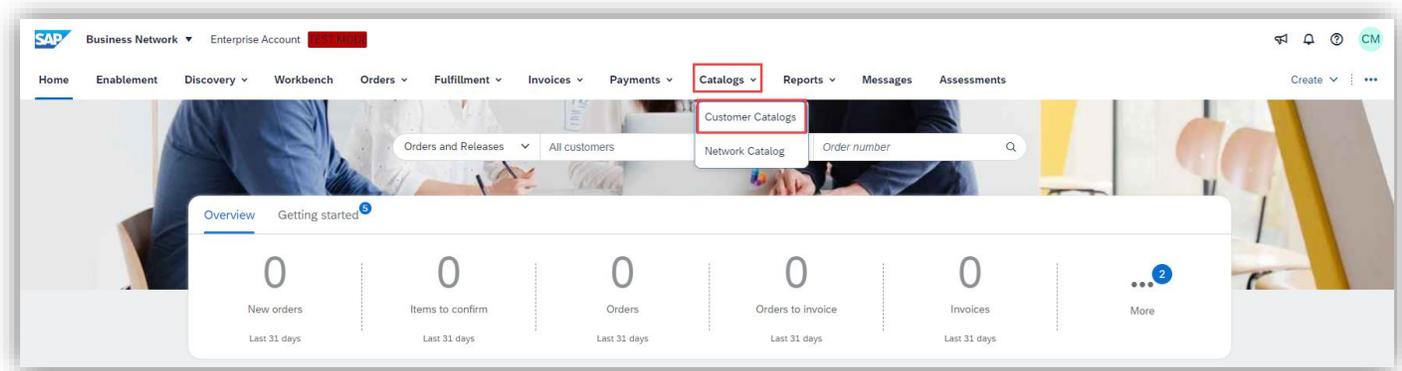
Exporting a Catalog from your SBN Account

- Login to your **SAP Business Supplier Account** (<https://supplier.ariba.com>)



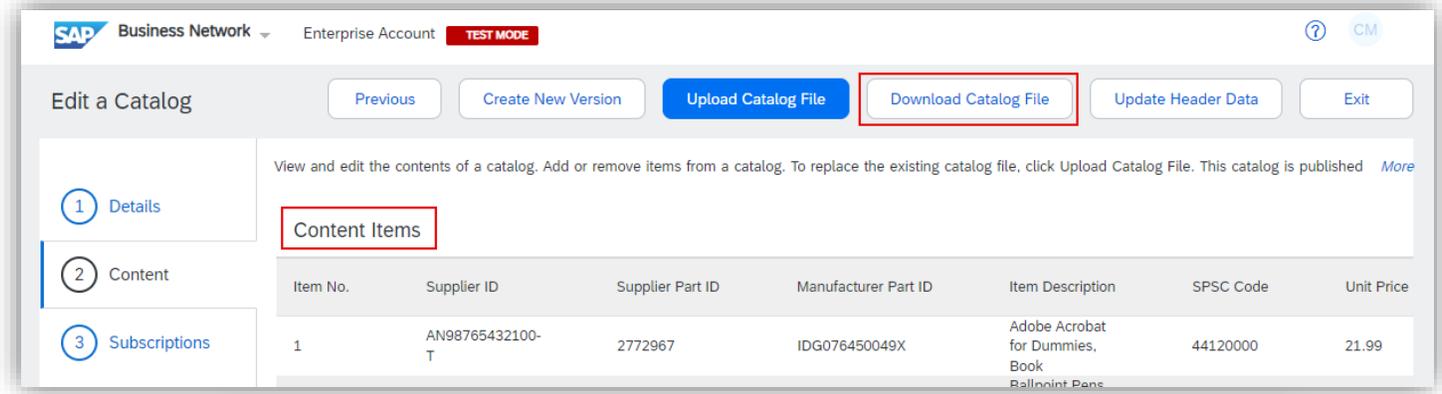
Exporting a Catalog from your SBN Account

- Go to **Catalog** tab and choose **Files**.
- Find your customer and click the drop down arrow to the left of their name (if applicable).
- Find the appropriate file name.
- Click the radio button next to the latest version and then click “View/Edit”.



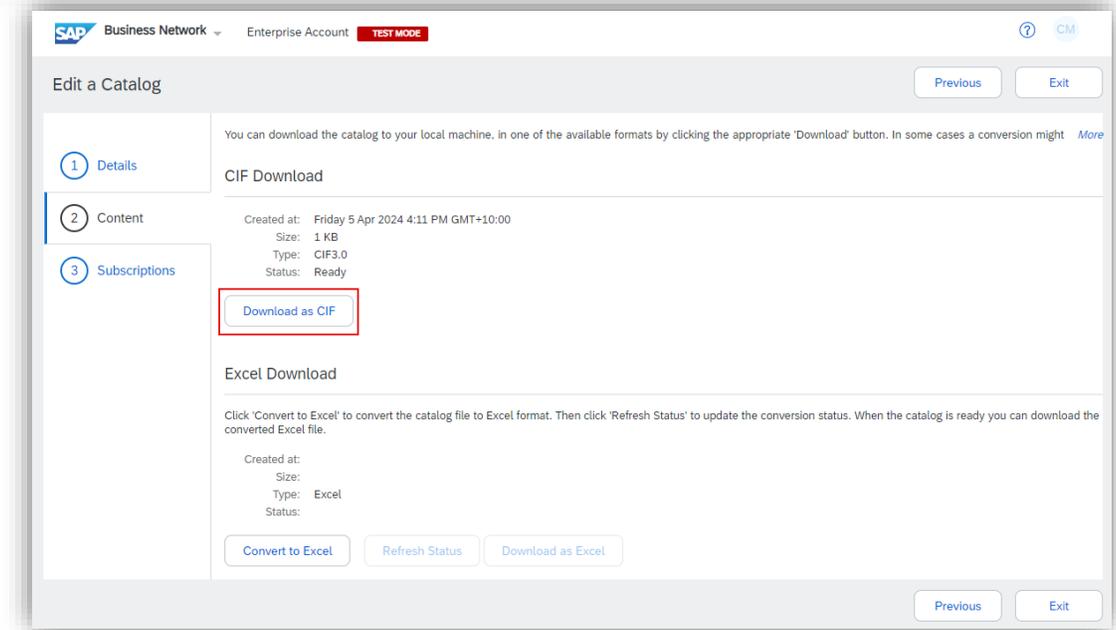
Exporting a Catalog from your SBN Account

- Click **Content**.
- Click **Download Catalog File**.
- Click the **Download as CIF** or **Download** button.
- File will automatically download to your computer.



The screenshot shows the 'Edit a Catalog' page in SAP Business Network. The 'Download Catalog File' button is highlighted with a red box. Below it, the 'Content Items' table is visible, with the 'Content Items' header also highlighted. The table contains one item:

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price
1	AN98765432100-T	2772967	IDG076450049X	Adobe Acrobat for Dummies, Book Ballpoint Pens	44120000	21.99



The screenshot shows the 'Edit a Catalog' page in SAP Business Network, focusing on the download options. The 'Download as CIF' button is highlighted with a red box. The page displays the following information:

CIF Download

Created at: Friday 5 Apr 2024 4:11 PM GMT+10:00
Size: 1 KB
Type: CIF3.0
Status: Ready

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:

Buttons: Convert to Excel, Refresh Status, Download as Excel

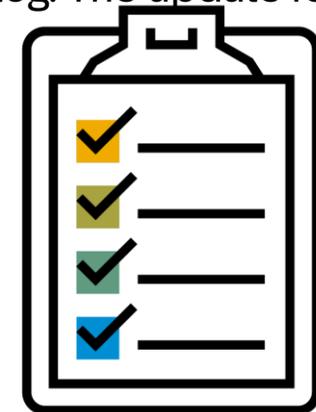
Replacing Existing Catalogs

Creating a new catalog version

Replacing Existing Catalogs

- When you upload a Catalog for your Customer, you are loading the file to the SAP Business Network (AN) - **not** directly to your Customer's Catalog. The Catalog will then be validated, audited and sent for Approval. If **Approved**, it will be Activated and available for Users. If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again.
- For amendments or updates (such as pricing) to the **Static catalog**, corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network.
- 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. The update for the **PunchOut Index** file follows the same process as a static catalog.

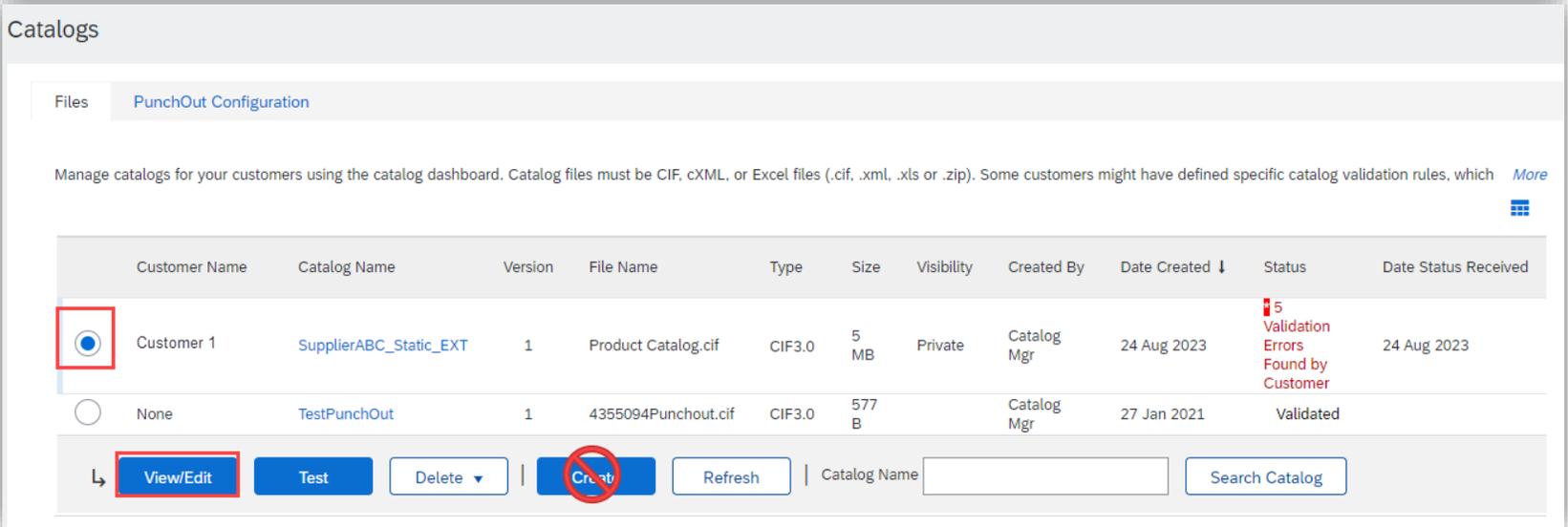
See the **Appendix** – “**Template and Catalog File Creation**” & “**Creating a CIF from an Excel File**”.



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 SAP Business Network account
- Navigate to **Catalogs**
- Update the Catalog—using “View/Edit”
 - When *replacing* an existing Catalog, do **not** use the “Create” button—it is important to keep the **same** Catalog Name. The file name **can** be different:



Catalogs

Files [PunchOut Configuration](#)

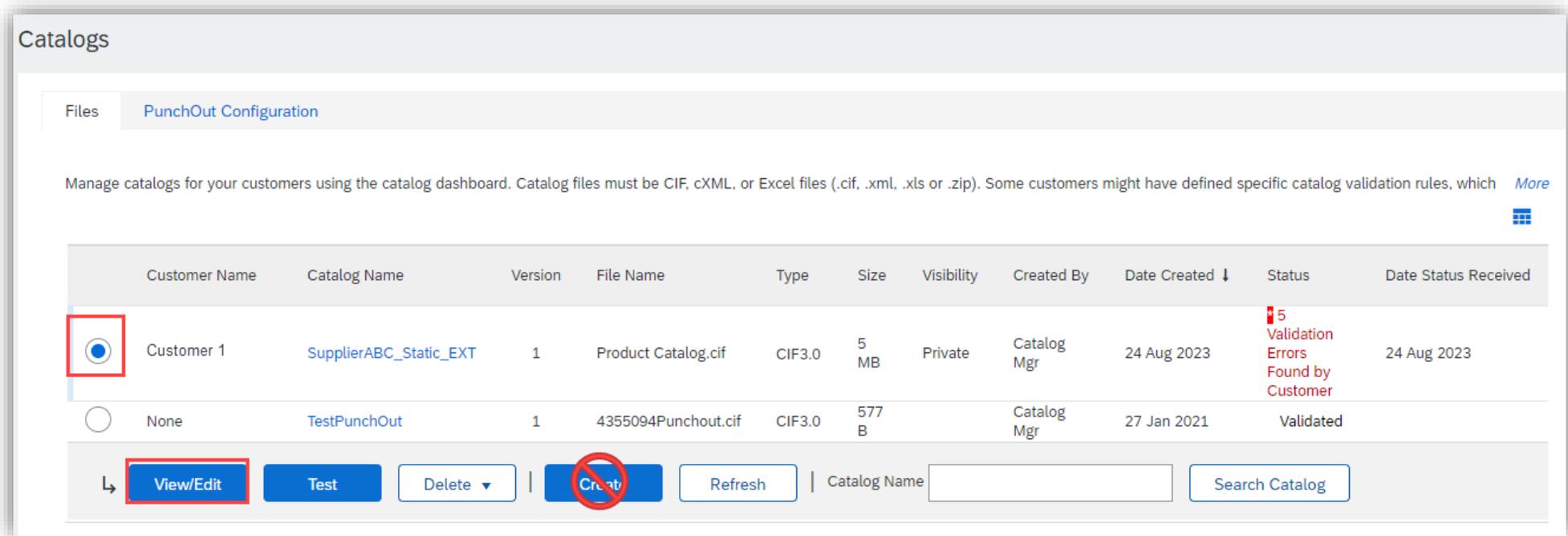
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status	Date Status Received
<input checked="" type="radio"/> Customer 1	SupplierABC_Static_EXT	1	Product Catalog.cif	CIF3.0	5 MB	Private	Catalog Mgr	24 Aug 2023	5 Validation Errors Found by Customer	24 Aug 2023
<input type="radio"/> None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create](#) [Refresh](#) | Catalog Name [Search Catalog](#)

Replacing Existing Catalogs

- Find the existing Catalog you wish to replace with a new version
 - Click on the radio button to select the existing Catalog



The screenshot shows the 'Catalogs' dashboard with a table of catalog entries. The first entry is selected with a radio button. The 'View/Edit' button is highlighted with a red box, and the 'Create' button is crossed out with a red circle.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status	Date Status Received
<input checked="" type="radio"/> Customer 1	SupplierABC_Static_EXT	1	Product Catalog.cif	CIF3.0	5 MB	Private	Catalog Mgr	24 Aug 2023	5 Validation Errors Found by Customer	24 Aug 2023
<input type="radio"/> None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	

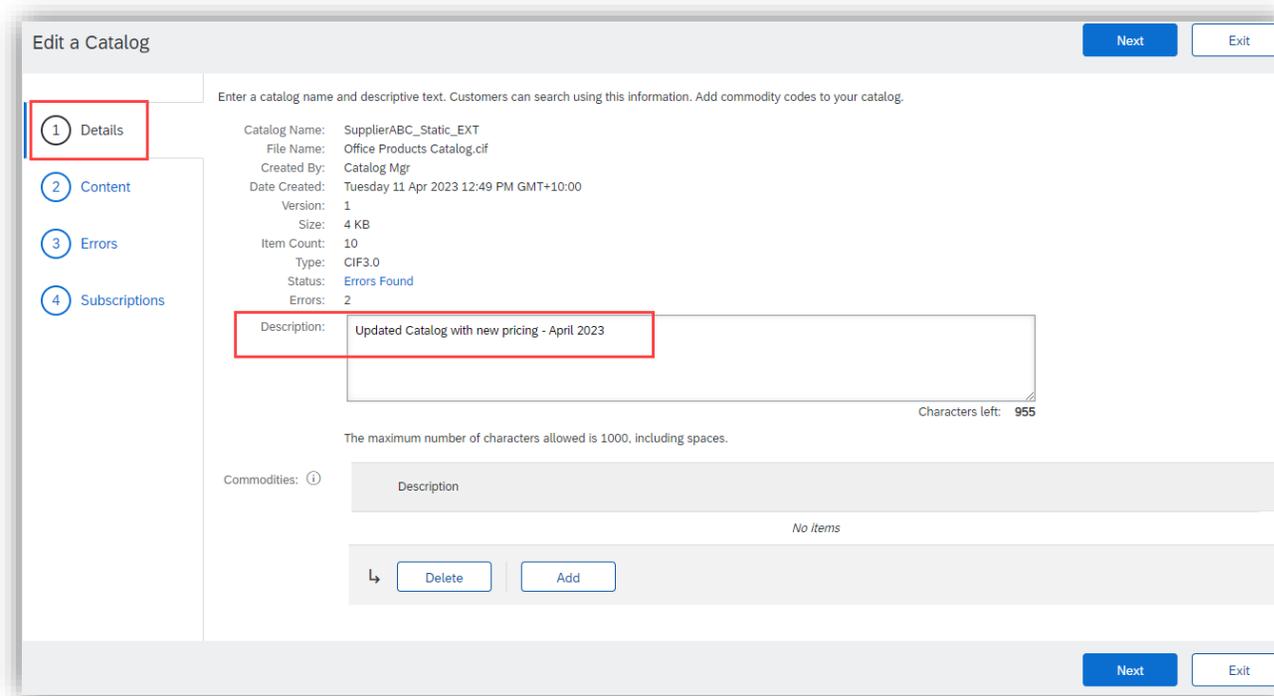
Buttons: View/Edit, Test, Delete, Create, Refresh, Search Catalog

- Click “View/Edit”

Replacing Existing 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



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

1 Details
2 Content
3 Errors
4 Subscriptions

Catalog Name: SupplierABC_Static_EXT
File Name: Office Products Catalog.cif
Created By: Catalog Mgr
Date Created: Tuesday 11 Apr 2023 12:49 PM GMT+10:00
Version: 1
Size: 4 KB
Item Count: 10
Type: CIF3.0
Status: Errors Found
Errors: 2

Description: Updated Catalog with new pricing - April 2023
Characters left: 955

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

Commodities: ⓘ

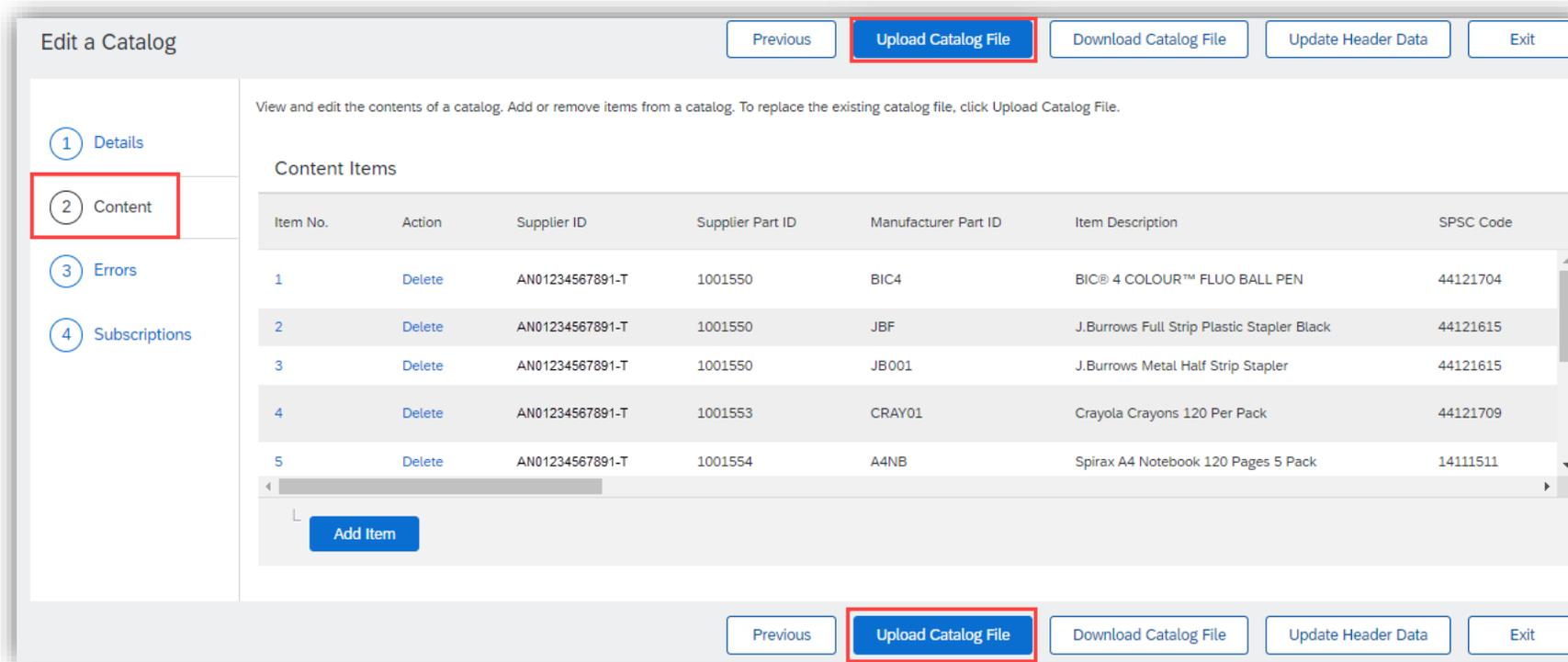
Description
No items

↳ Delete Add

- Click “Next”

Replacing Existing Catalogs

2. Content—The Network will display the current Catalog (if it is under 4Mb)



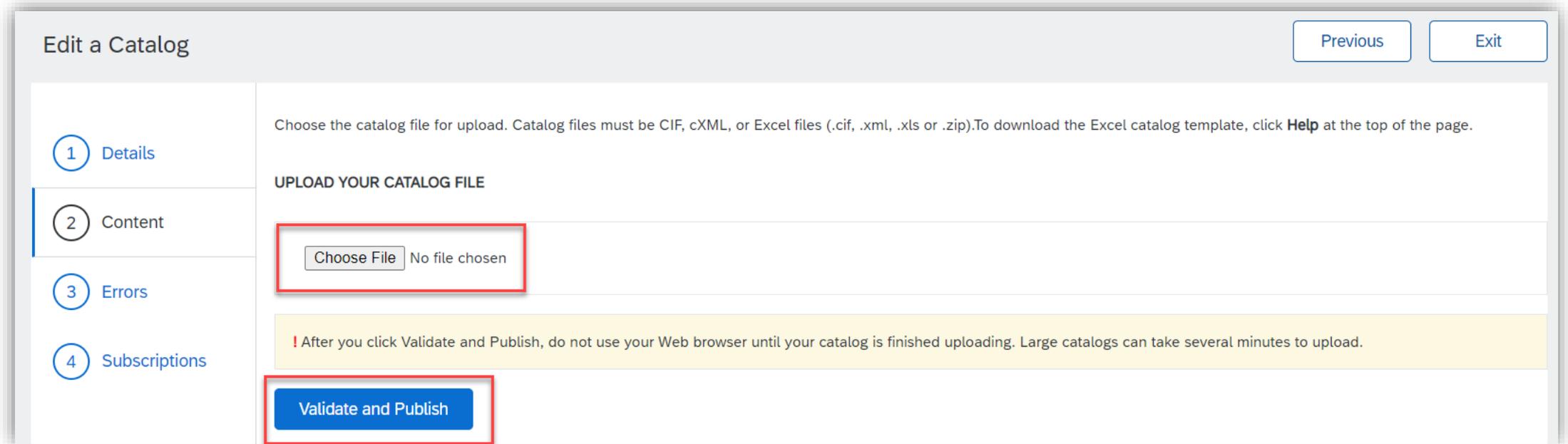
The screenshot shows the 'Edit a Catalog' interface. The 'Content' tab is selected in the left sidebar. The main area displays a table of 'Content Items' with columns for Item No., Action, Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, and SPSC Code. The 'Upload Catalog File' button is highlighted with a red box. Below the table is an 'Add Item' button.

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
1	Delete	AN01234567891-T	1001550	BIC4	BIC® 4 COLOUR™ FLUO BALL PEN	44121704
2	Delete	AN01234567891-T	1001550	JBF	J.Burrows Full Strip Plastic Stapler Black	44121615
3	Delete	AN01234567891-T	1001550	JB001	J.Burrows Metal Half Strip Stapler	44121615
4	Delete	AN01234567891-T	1001553	CRAY01	Crayola Crayons 120 Per Pack	44121709
5	Delete	AN01234567891-T	1001554	A4NB	Spirax A4 Notebook 120 Pages 5 Pack	14111511

- Click the **Upload Catalog File** button. This will replace the existing Catalog File with our updated Catalog

Replacing Existing Catalogs

- Select your Catalog file, by clicking the **Choose File** button and navigating to where your file is saved.
- After you have selected your Catalog file, click “Validate and Publish”



Edit a Catalog Previous Exit

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

Choose File No file chosen

! 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.

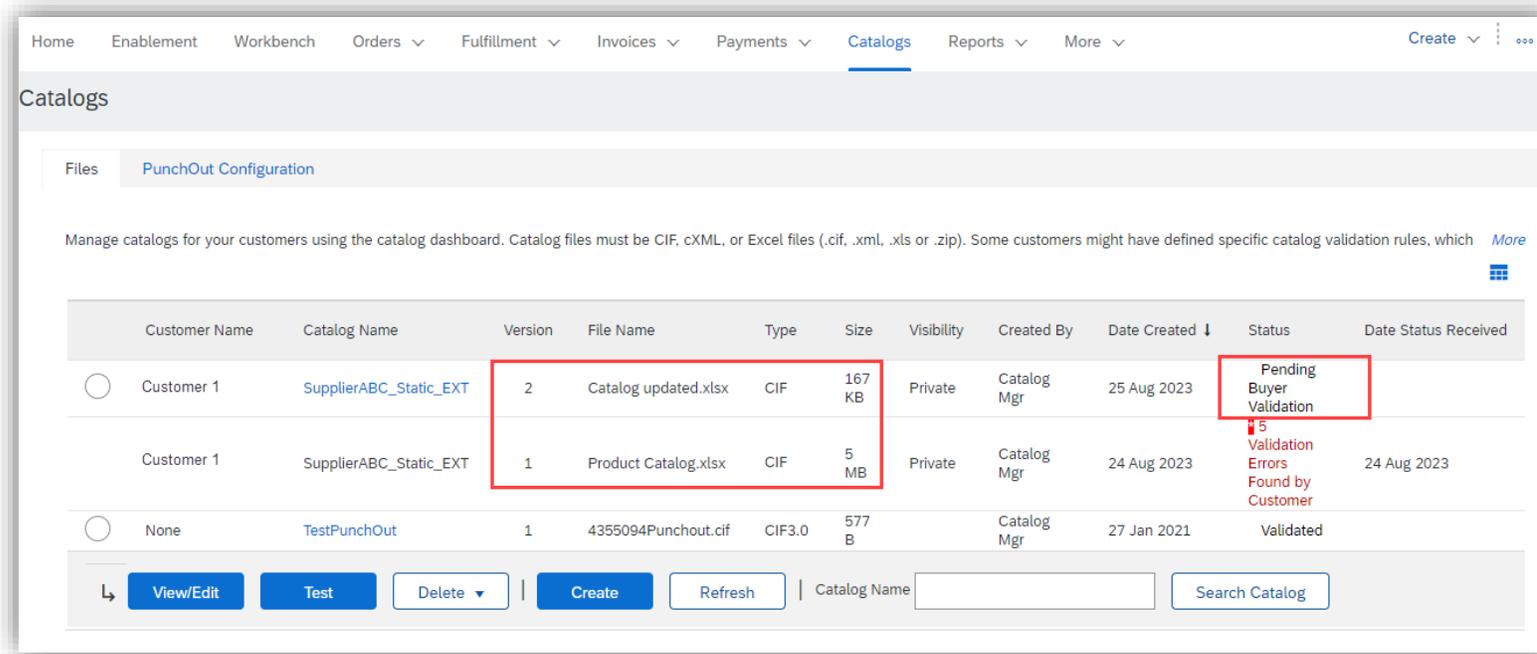
Validate and Publish

1 Details
2 Content
3 Errors
4 Subscriptions

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing Catalogs

- When your Catalog passes the Network upload validation, the Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—note that these are **all valid statuses**. The upload is complete.



Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status	Date Status Received
Customer 1	SupplierABC_Static_EXT	2	Catalog updated.xlsx	CIF	167 KB	Private	Catalog Mgr	25 Aug 2023	Pending Buyer Validation	
Customer 1	SupplierABC_Static_EXT	1	Product Catalog.xlsx	CIF	5 MB	Private	Catalog Mgr	24 Aug 2023	5 Validation Errors Found by Customer	24 Aug 2023
None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	

- 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



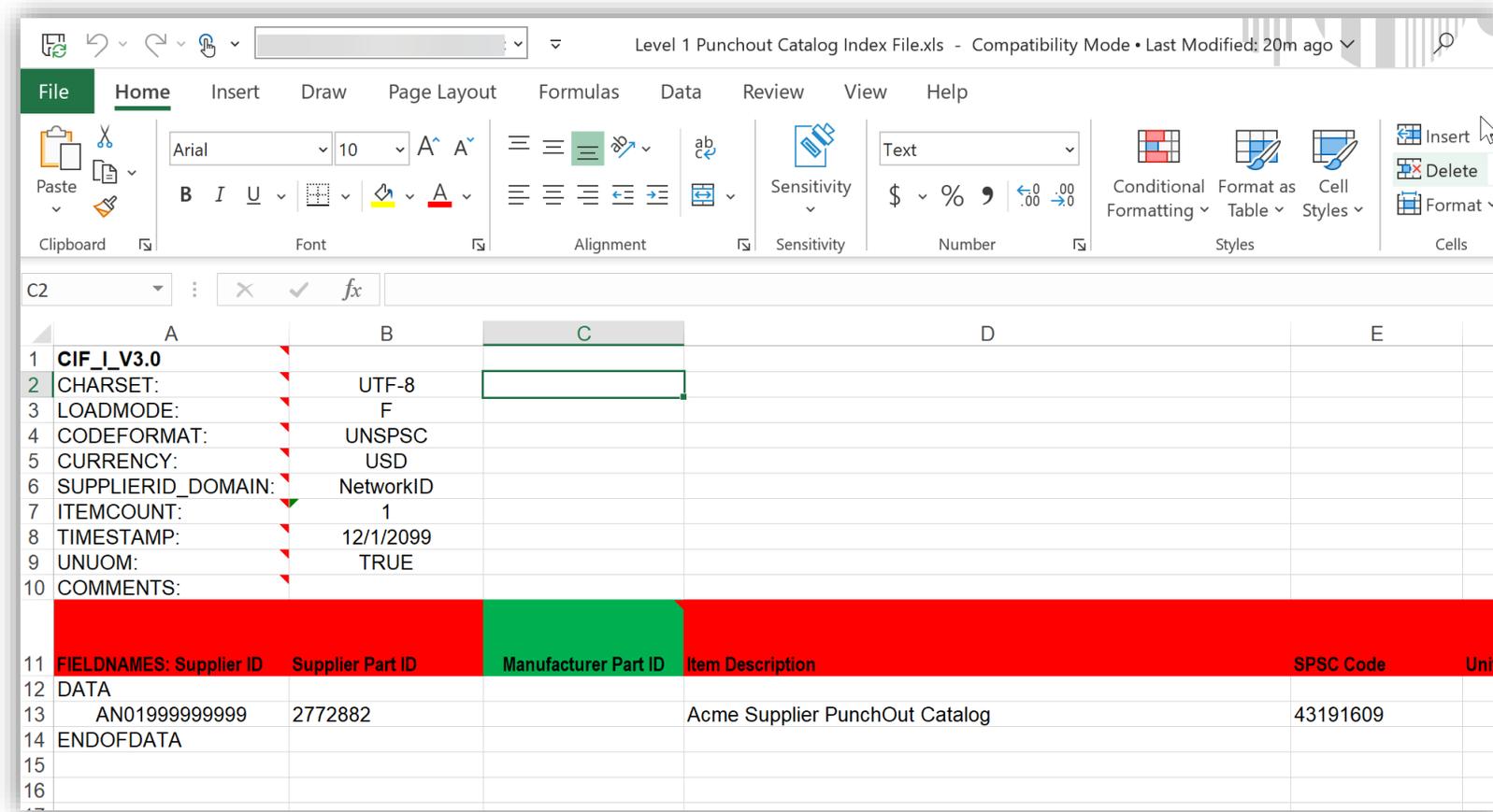
■ Customer Approval

- 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
 - 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

Creating a CIF from **an Excel File**

Creating a CIF from an Excel File

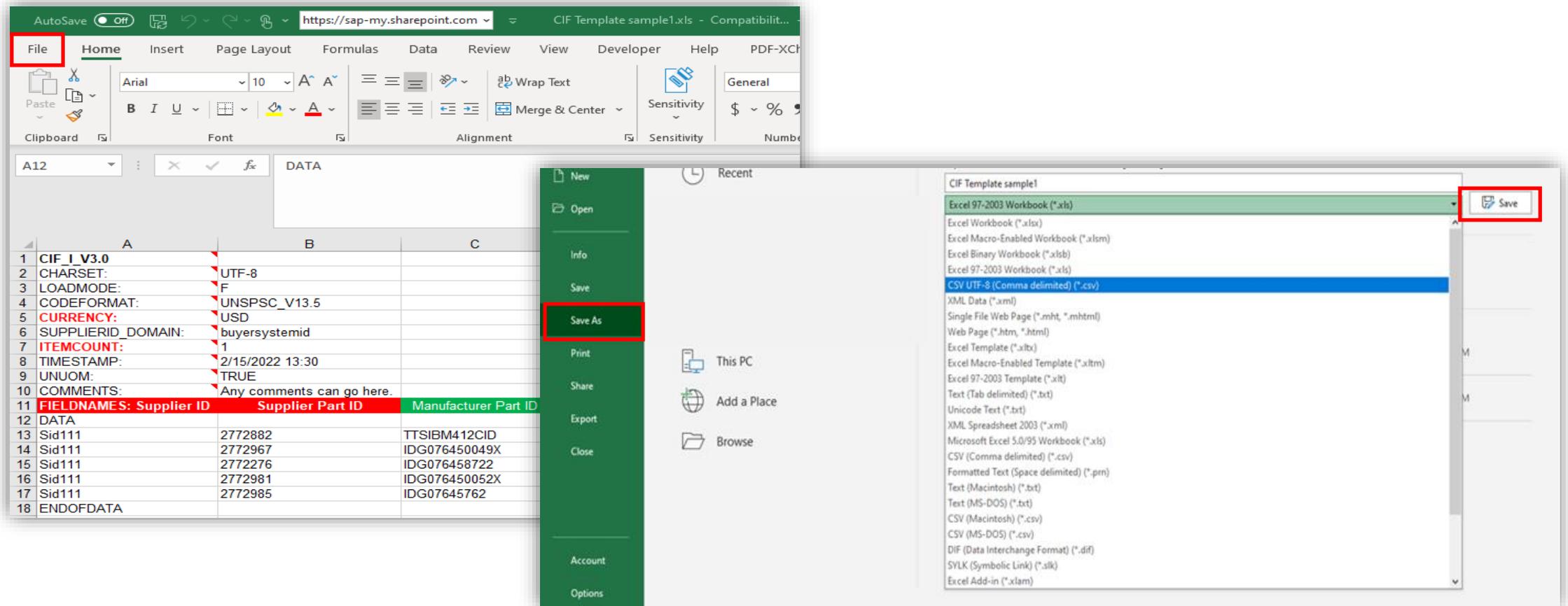
- Open your Excel Catalog file.



	A	B	C	D	E	
1	CIF_I_V3.0					
2	CHARSET:	UTF-8				
3	LOADMODE:	F				
4	CODEFORMAT:	UNSPSC				
5	CURRENCY:	USD				
6	SUPPLIERID_DOMAIN:	NetworkID				
7	ITEMCOUNT:	1				
8	TIMESTAMP:	12/1/2099				
9	UNUOM:	TRUE				
10	COMMENTS:					
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit
12	DATA					
13	AN01999999999	2772882		Acme Supplier PunchOut Catalog	43191609	
14	ENDOFDATA					
15						
16						
17						

Creating a CIF from an Excel File

- Click on the drop down menu and save it as a “.csv” file.

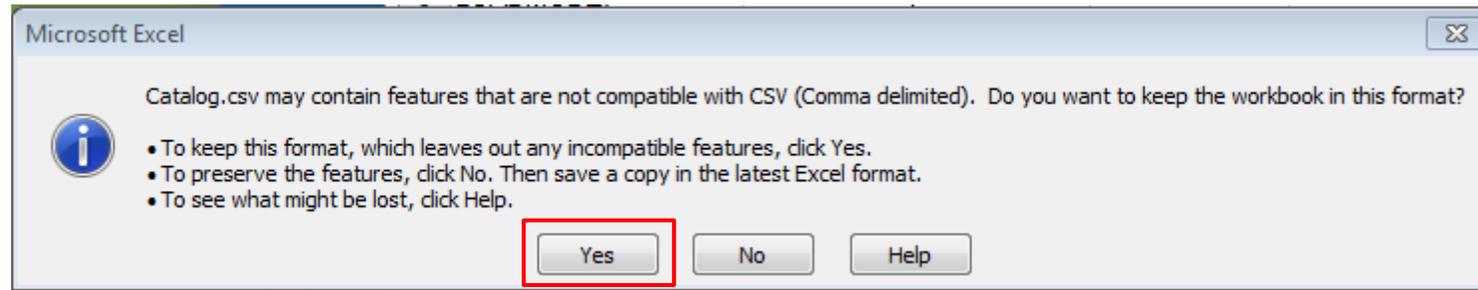


The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save As' option is highlighted in the menu. The 'Save As' dialog box is open, showing the file name 'CIF Template sample1' and the file type 'CSV UTF-8 (Comma delimited) (*.csv)' selected. The 'Save' button is highlighted in the dialog box.

FIELDNAME S:	Supplier ID	Supplier Part ID	Manufacturer Part ID
DATA			
Sid111	2772882		TTSIBM412CID
Sid111	2772967		IDG076450049X
Sid111	2772276		IDG076458722
Sid111	2772981		IDG076450052X
Sid111	2772985		IDG07645762
ENDOFDATA			

Creating a CIF from an Excel File

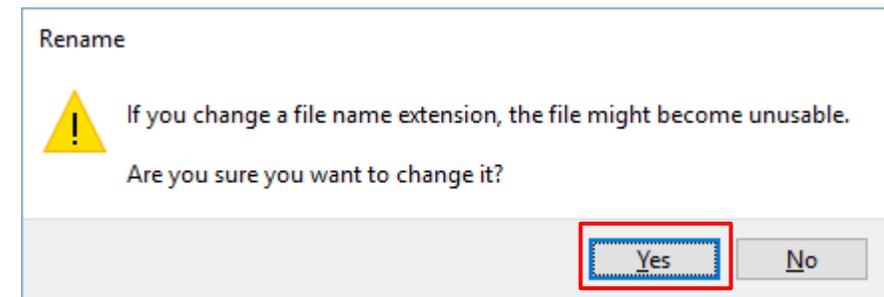
- You will get a system warning about saving it as a .csv—click “Yes” to continue.



- Rename your saved file, by changing the extension to “.cif”.

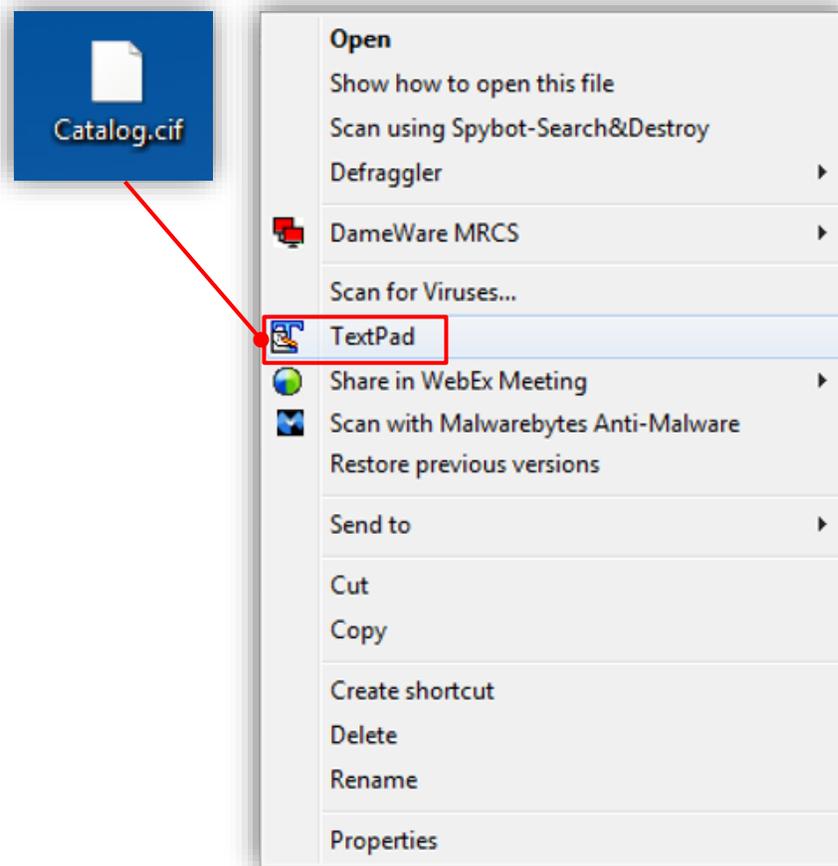


- The system will warn you about changing the extension. Click “Yes” to continue.



Creating a CIF from an Excel File

- Open your CIF Catalog file with Notepad, or your favorite text editor.



Creating a CIF from an Excel File

- Notice that the file has new, added commas in the Header, and after the DATA and ENDOFDATA markers.

```
1 CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2 CHARSET:,UTF-8,,,,,,,,,,,,,,,,,,,,,,,,,
3 LOADMODE:,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,
4 CODEFORMAT:,UNSPSC_V13.5,,,,,,,,,,,,,,,,
5 CURRENCY:,USD,,,,,,,,,,,,,,,,,,,,,,,,,,,,
6 SUPPLIERID_DOMAIN:,buyersystemid,,,,,,,,
7 ITEMCOUNT:,5,,,,,,,,,,,,,,,,,,,,,,,,,,
8 TIMESTAMP:,2/15/2022 13:30,,,,,,,,,,,,,
9 UNUOM:,TRUE,,,,,,,,,,,,,,,,,,,,,,,,,,,,
10 COMMENTS:,Any comments can go here.,,,,,
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://www
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
19 //
20 //
21 //
22 //
```

Creating a CIF from an Excel File

- Remove these extra commas after the Header values and the DATA and ENDOFDATA markers. Be sure to remove any commas in *front* of the data in the Header as well.

```
1 CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2 CHARSET:,UTF-8,,,,,,,,,,,,,,,,,,,,,
3 LOADMODE:,F,,,,,,,,,,,,,,,,,,,,,
4 CODEFORMAT:,UNSPSC_V13.5,,,,,,,,,,,,,
5 CURRENCY:,USD,,,,,,,,,,,,,,,,,,,,,
6 SUPPLIERID_DOMAIN:,buyersystemid,,,,,
7 ITEMCOUNT:,5,,,,,,,,,,,,,,,,,,,,,
8 TIMESTAMP:,2/15/2022 13:30,,,,,,,,,,,,,
9 UNUOM:,TRUE,,,,,,,,,,,,,,,,,,,,,
10 COMMENTS:,Any comments can go here.,,
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,,,,,,,,,,,,,,,,,,,,,
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idc
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,,,,,,,,,,,,,,,,,,,,,
19
20
21
22
```

- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data.

Creating a CIF from an Excel File

- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded.
- Your completed file should look like this.

```
1  CIF_I_V3.0
2  CHARSET:UTF-8
3  LOADMODE:F
4  CODEFORMAT:UNSPSC_V13.5
5  CURRENCY:USD
6  SUPPLIERID_DOMAIN:buyersystemid
7  ITEMCOUNT:5
8  TIMESTAMP:2/15/2022 13:30
9  UNUOM:TRUE
10 COMMENTS:Any comments can go here.
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA
19
```

Additional Resources

Additional Resources

Continue your PunchOut Catalog creation journey, and move to the next phase if needed.

The PunchOut Catalog Documents

<u>Introduction to PunchOut Catalogs & Account Setup</u>	<u>The PunchOut Wizard</u>	Customer Specific Templates	Troubleshooting and Updating Catalogs (Currently viewing this document)
Details the Punchout fundamentals and account configuration	Details the Catalog validation flow and using an online template and wizard to create your PunchOut Index file.	Details the process of manually creating and uploading the PunchOut Index file. To view this document, please go to the Customer specific Supplier Information Portal or contact your Customer directly.	Details the Catalog upload and update process and the XLS to CIF conversion. This document also illustrates different troubleshooting scenarios and resolutions.

Thank you.