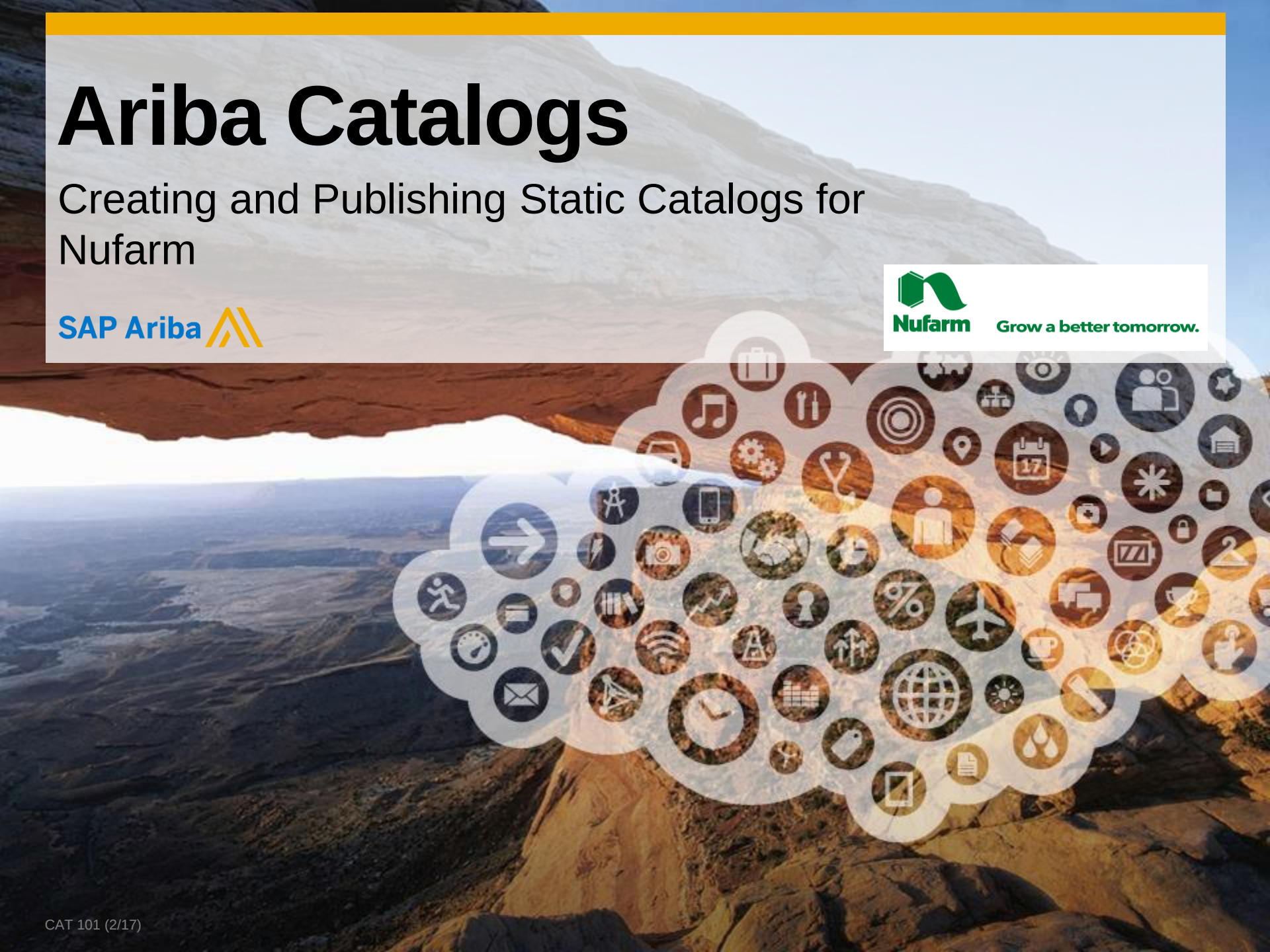
Ariba Catalogs

Creating and Publishing Static Catalogs for Nufarm

SAP Ariba

Nufarm Grow a better tomorrow.



Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Appendix
- Questions

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The Catalog Upload Process

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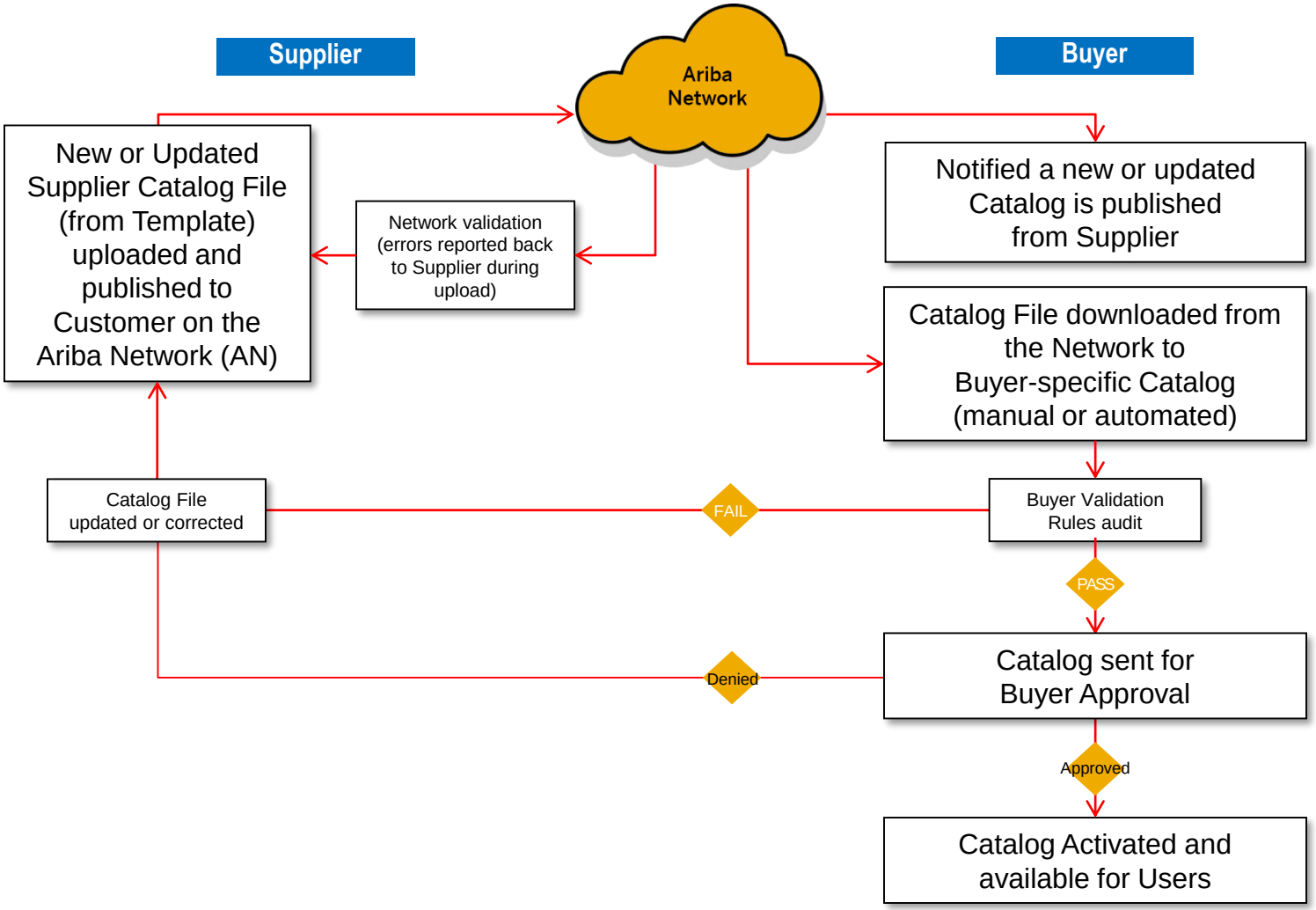
The Catalog Upload Process



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The Catalog Process

- When you upload a Catalog for your Customer, you are loading the file to the *Ariba Network (AN)*—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- Depending on the configuration of the Customer's environment:
  - The uploaded file is downloaded from the Network manually, then loaded to the Customer's Catalog

    -or-
  - The system automatically downloads the file to the 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

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The Catalog Template

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The Catalog Template

Both Static and PunchOut Catalogs can use Catalog Templates.

Static Catalogs are generally created offline and uploaded to the Ariba Network.

PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files—these are special static files called “Index Files”.

For information on creating PunchOut Index files please contact your Ariba Catalog Expert.

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The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to the Ariba Network. Here is a sample of an Excel CIF Template.

Header Section

	A	B	C
1	**CIF_I_V3.0**		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	03/14/2014	
9	UNUOM:	TRUE	
10	COMMENTS:	Customer Name and comments	

Data Section

11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	M
12	DATA								
13	AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	Int
14	AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	ID
15	AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	Bi
16	AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	Me
17	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	Sw
18	ENDOFDATA								

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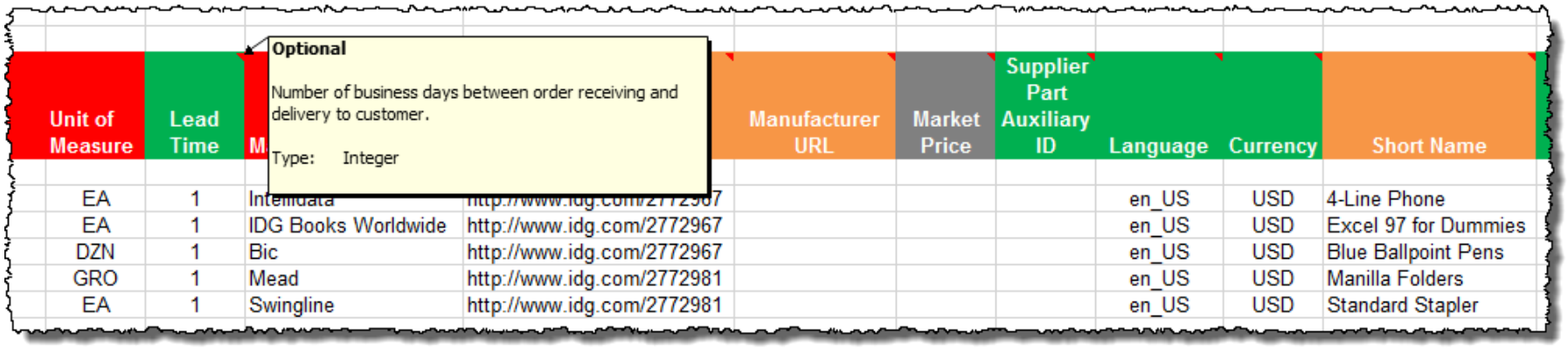
The CIF Catalog Template

The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by Nufarm.



Unit of Measure	Lead Time	M		Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name
EA	1	Intelidata	http://www.idg.com/2772967				en_US	USD	4-Line Phone
EA	1	IDG Books Worldwide	http://www.idg.com/2772967				en_US	USD	Excel 97 for Dummies
DZN	1	Bic	http://www.idg.com/2772967				en_US	USD	Blue Ballpoint Pens
GRO	1	Mead	http://www.idg.com/2772981				en_US	USD	Manilla Folders
EA	1	Swingline	http://www.idg.com/2772981				en_US	USD	Standard Stapler

The CIF Template and instructions are provided to Suppliers as part of their education and are given to the Customer to reside on their Supplier Portal page on the AN.

FIELD COLOR CODES
Required
Optional
Optional, but preferred
Do not use

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Creating a CIF Catalog

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Creating a CIF Catalog

General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the Description field—all the words are indexed for ease of finding the items
- Use Short Names not just Descriptions—it makes it easier for Users, and you get an additional 50 characters to describe your item
- Always include images

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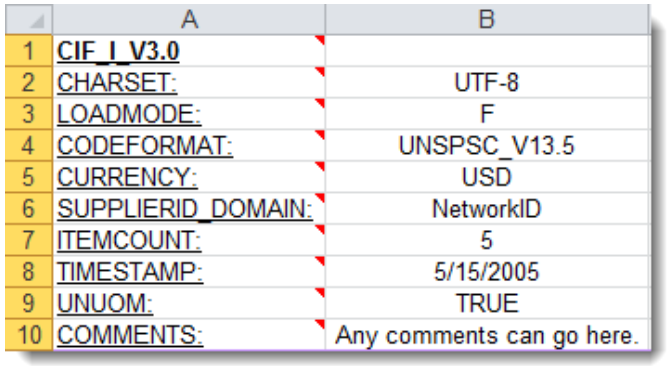
Creating a CIF Catalog

Header Section



	A	B
1	CIF_I_V3.0	
2	CHARSET:	UTF-8
3	LOADMODE:	F
4	CODEFORMAT:	UNSPSC_V13.5
5	CURRENCY:	USD
6	SUPPLIERID_DOMAIN:	NetworkID
7	ITEMCOUNT:	5
8	TIMESTAMP:	5/15/2005
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.

Note: The only fields that Suppliers should modify in the Template are indicated in red: CURRENCY, ITEMCOUNT, TIMESTAMP and COMMENTS. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

- **CIF_I_V3.0—**Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET—**UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE—**F (Full) or I (Incremental)
- **CODEFORMAT—**Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY—**Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN—**Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT—**Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP—**Enter the date you created your Catalog.
- **UNUOM—**If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS—**This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

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Creating a CIF Catalog

Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
DATA	1234	3.48
AN01000258741	12345	18.72
AN01000258741	87690	6.49
AN01000258741	479-56	12.98

- **Supplier ID - Required**
  Description: If the Header is set to "NetworkID", then enter the Supplier's Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions
  Type of data: String
  Maximum length: 255
  Example: AN09067477712
  Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-T

- **Supplier Part ID - Required**
  Description: Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.
  Type of data: String
  Maximum length: 255
  Example: 2772882

- **Manufacturer Part ID - Optional**
  Description: A Part Number a Manufacturer uses
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

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Creating a CIF Catalog

Item Description	SPSC Code	Unit Price
Pens, Bic, Ballpoint, Blue, 1 dozen	43191504	3.48
Stapler, Swingline, Black	55010125	18.72
Post-It, Yellow, 1”x2”, pad of 100	15874236	6.49
Folders, Letter, Manilla, 100	89745125	12.98

- **Item Description - Required**
  Description: Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)
  Type of data: String
  Maximum length: 2000
  Example: Printer, Laser, A4, Epson Stylus Color 740

- **SPSC Code - Required**
  Description: Classification of the product or service. Use a UNSPSC code if the Header specifies “UNSPSC” as the CODEFORMAT
  Type of data: String
  Maximum length: 40
  Example: 45678900 (level 3) and 45678923 (level 4)
  Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer’s Supplier Information Portal, and has been provided.

- **Unit Price - Required**
  Description: Customer-specific price
  Type of data: Decimal
  Example: 4.32 or 1234.78
  Note: To separate the integer from the decimal, you must use a ‘dot’ and not a comma. Also, do not use a comma to indicate ‘thousands’. Do not include any currency symbols such as $, £ or ¥.

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Creating a CIF Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA	1	Intelidata
EA	1	IDG Book
DZN	3	Bic
EA	1	Swingline

- **Unit of Measure - Required**
  Description: Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to "True"
  Type of data: String
  Maximum length: 32
  Example: BX
  Note: A file containing the Units of Measure is available in your Customer's Supplier Information Portal, and has been provided.

- **Lead Time – Preferred Optional**
  Description: Number of working days for the product to be shipped from the date you receive the Purchase Order
  Type of data: Integer
  Maximum length: 40
  Example: 1

- **Manufacturer Name - Optional**
  Description: Name of the manufacturer
  Type of data: String
  Maximum length: 255
  Example: Epson

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Creating a CIF Catalog

Supplier URL	Manufacturer URL	Market Price
http://www.supplier.com	http://www.manu.com	
http://www.supplier.com		
http://www.supplier.com		
http://www.supplier.com		

- **Supplier URL - Optional**
  Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)
  Type of data: String
  Maximum length: 255
  Example: http://www.supply.com/Catalog/product18.htm
- **Manufacturer URL - Optional**
  Description: A URL that links to a Manufacturer's static page about the item (could be a MSDS, construction info, packaging info, etc.)
  Type of data: String
  Maximum length: 255
  Example: http://www.manu.com/Catalog/product18.htm
- **Market Price – Do Not Use**
  The field must remain, but is not used

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Creating a CIF Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75	en_US	USD
	en_US	USD
	en_US	USD
	en_US	USD

- **Supplier Part Auxiliary ID - Optional**
  Description: Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure
  Type of data: String
  Maximum length: 255
  Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Language – Required**
  Description: Specifies the language used to describe the item.
  Type of data: String
  Maximum length: 255
  Example: en_US
  Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Required** (Set in Header and line level)
  Description: Specifies the currency used for the prices
  Type of data: String
  Maximum length: 32
  Example: AUD (Australian Dollar)
  Note: A listing of currency codes is in your Customer's Supplier Information Portal

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Creating a CIF Catalog

Short Name
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **Short Name - Preferred Optional**

  Description: Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description

  Type of data: String

  Example: Nylon Glove, Blue

  Maximum length: 50 characters

  Note: If the “Short Name” field is left blank, the first 50 characters of the Item Description column will automatically fill the “Short Name” field

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Creating a CIF Catalog

Image	Thumbnail
VendorName/12354.jpg	http://www.1.com/12354.jpg
http://www.1.com/34.jpg	http://www.1.com/34.jpg
VendorName/587.jpg	http://www.1.com/587.Jpg
http://www.1.36.jpg	http://www.1.36.jpg

- **Image - Preferred Optional**
  Description: URL of the item's image (preferred), or filename of the image (sent in a zip file)
  Supported image formats: JPG, JPEG, GIF, PNG, BMP --JPG preferred)
  Type of data: String
  Maximum length: 255
  Reccomended Size: 250 x 250 pixels

- **Thumbnail - Optional**
  Description: URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product's full-size Image
  Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)
  Type of data: String
  Maximum length: 255
  Reccomended Size: 85 x 85 pixels
  Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

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Creating a CIF Catalog

Green	DefaultRelevance

- **Green - Optional**
  Description: Is this product flag as being green and environmentally friendly.
  Type of data: Boolean
  Maximum length: 5
  Note: Use 'TRUE' for products that can be considered green.
- **DefaultRelevance – Do Not Use**
  The field must remain, but is not used by vendors.

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Special Notes for Images

- In the Catalog file, you can refer to a **Remote Image**—using a URL—or you can refer to a **Local Image**, and send that image to Ariba to store
- Using **Remote Images** is preferred
  - Be sure the URL in the Template is *complete* (including http://). *Example:* http://server/directory/imagefilename.jpg
  - Point to the image itself—not a program that serves up images
- If you use **Local Images**
  - Be sure the filename in the Template is *exact*—including upper and lower case. *Example:* FileName.jpg -or- lowercasename.jpg
  - Send images in a zip file format with the Customer Name and Supplier Name to: catalogmanagement@sap.com

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The Catalog User Interface

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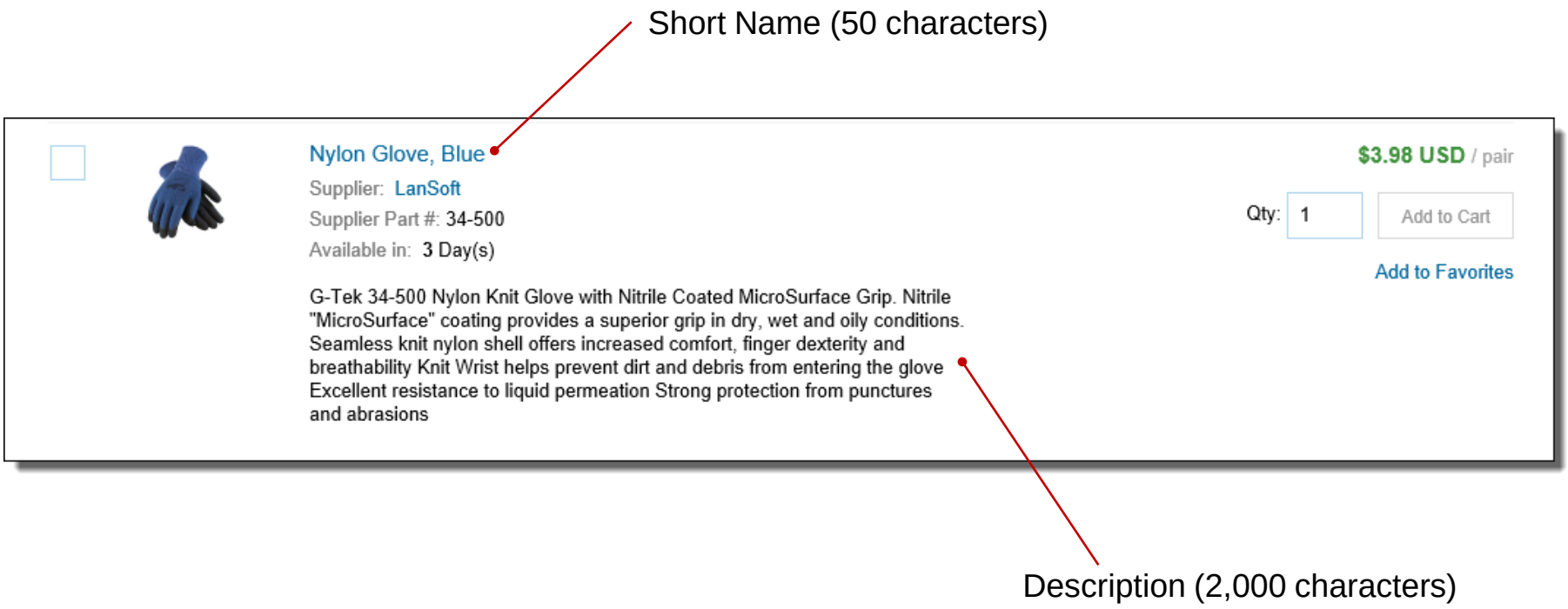
The Catalog Interface Item View

This is how a static Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.



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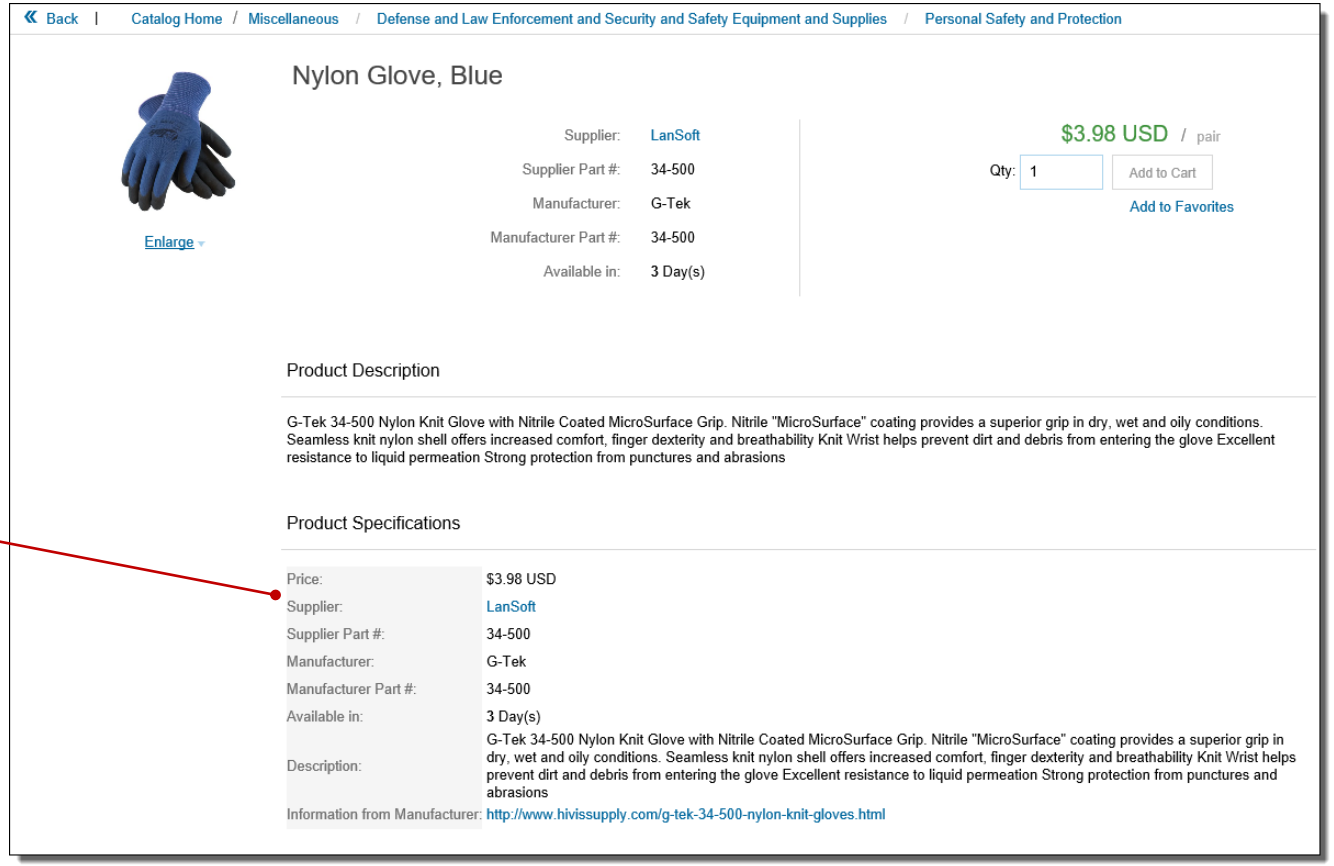
The Catalog Interface Detail View

This is a how a static Catalog Item Detail view is displayed in the Catalog interface.

Additional Information, links and custom fields



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Uploading and Publishing New Catalogs

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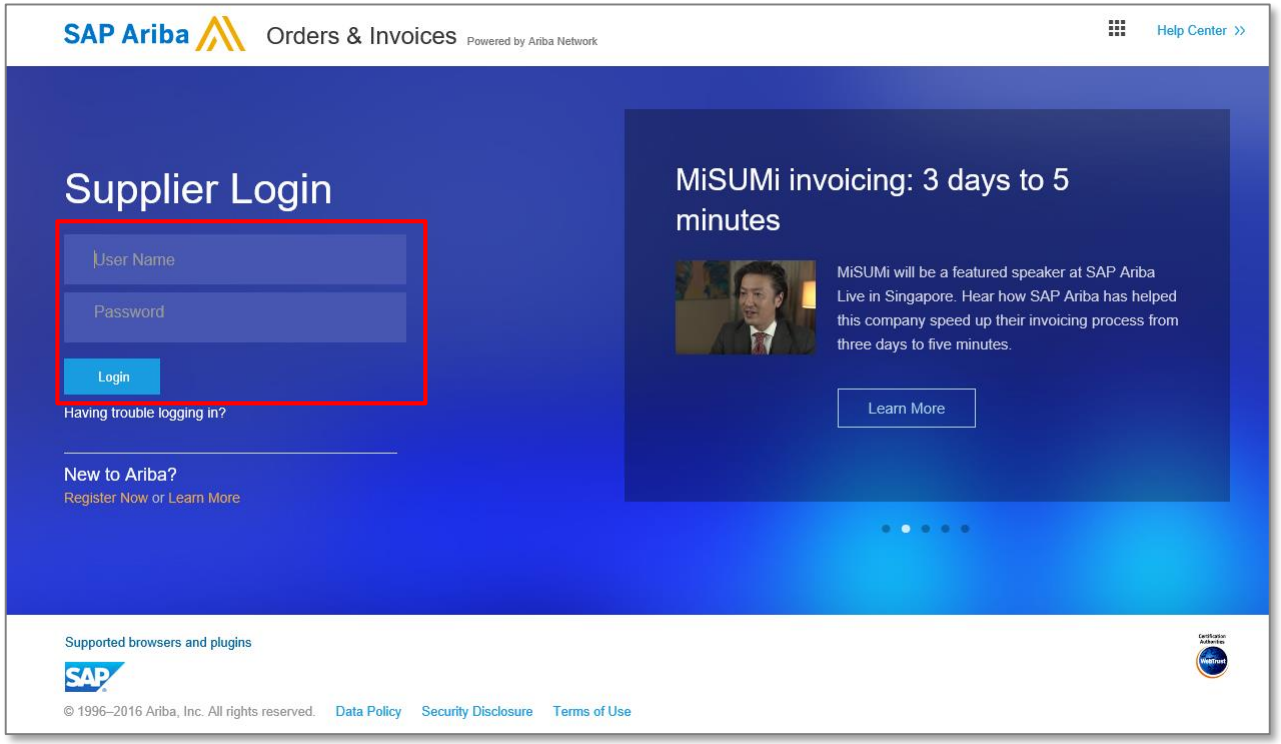
Uploading and Publishing New Catalogs

- Login to the Ariba Network
  - Go to: http://supplier.ariba.com
  - Log in with your Username and Password



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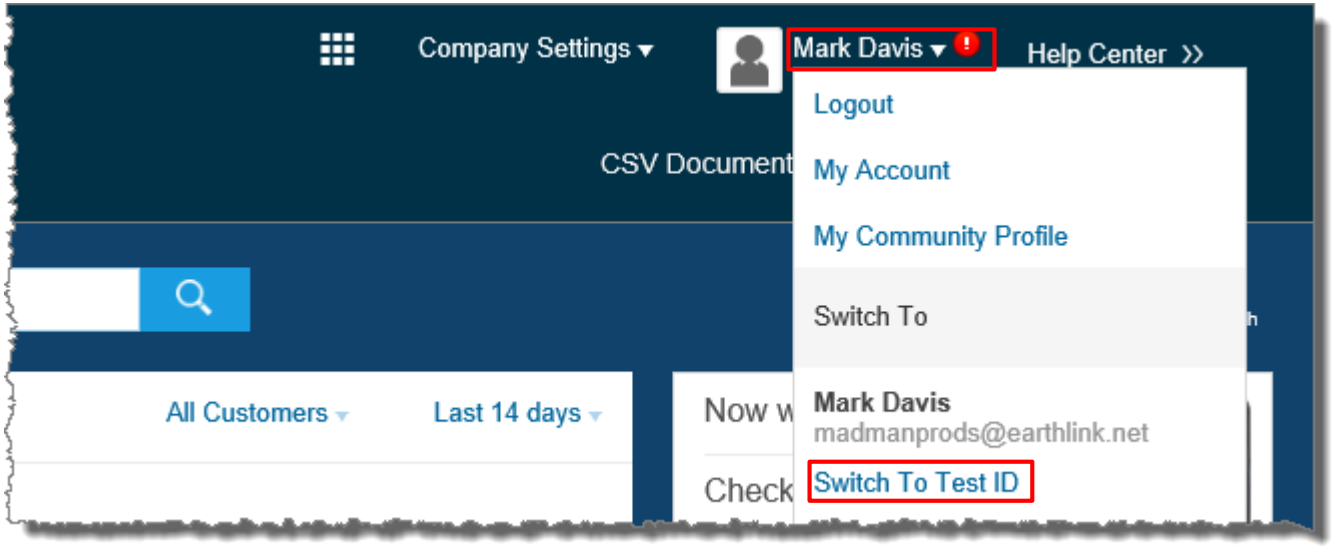
Uploading and Publishing New Catalogs

- Switch to your Test Account
  - Your Catalog should be loaded and tested in your Test Account. (*Note:* If you are instructed to load a Catalog to a Production account, just skip this step)
  - Find your name and click for the pull down menu, then click “Switch To Test ID”
  - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



  - You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

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Uploading and Publishing New Catalogs

- When uploading a Catalog on the Ariba Network, there are four steps you will follow:

1. **Uploading—**Transfers the Catalog file from your local drive to the Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
2. **Setting Visibility—**Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
3. **Validating—**The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure

   (*Note:* Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)
4. **Publishing—**Freezes the current version and notifies your Customer of the Catalog’s availability

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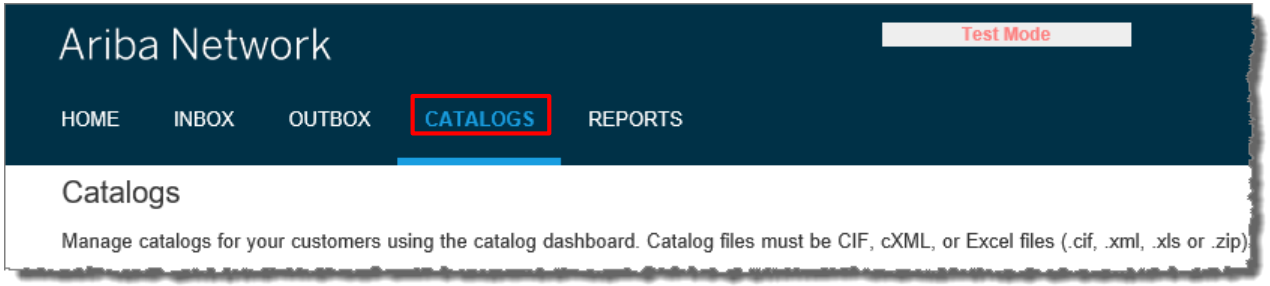
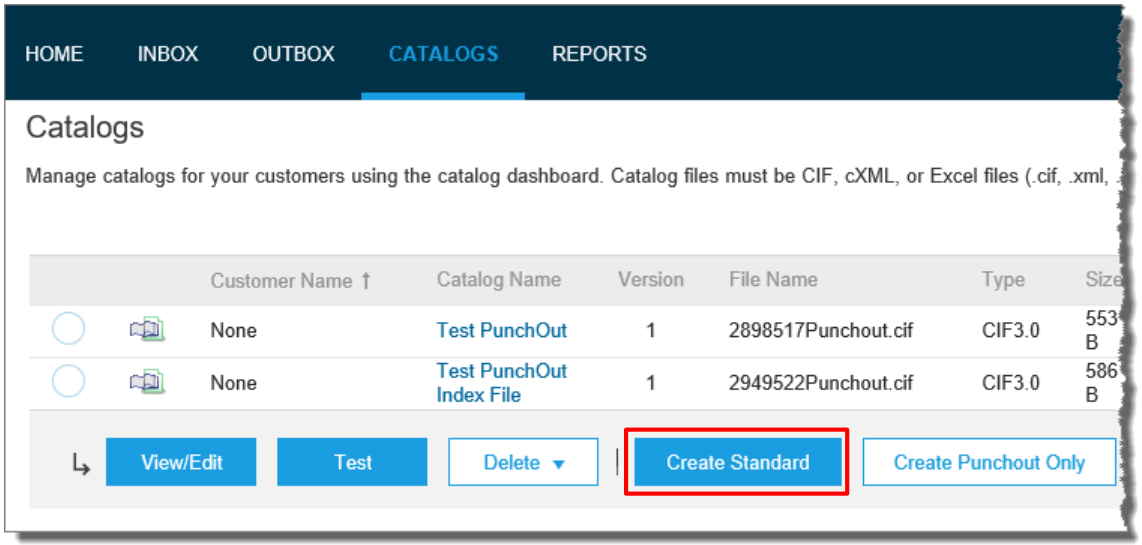
Uploading and Publishing New Catalogs

- Navigate to the **Catalogs** Tab



- On the **Catalogs** screen, click the “Create Standard”



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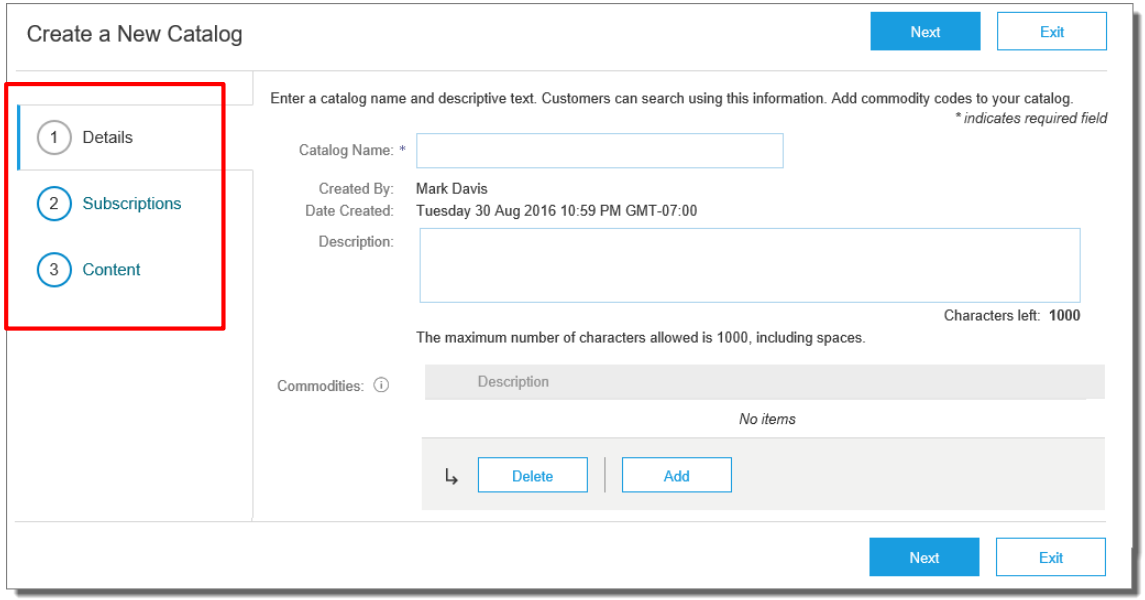
Uploading and Publishing New Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
  1. **Details—**General information about the Catalog
  2. **Subscriptions—**Who you are publishing the Catalog to
  3. **Content—**Uploading the actual Catalog file



- Click “Next”

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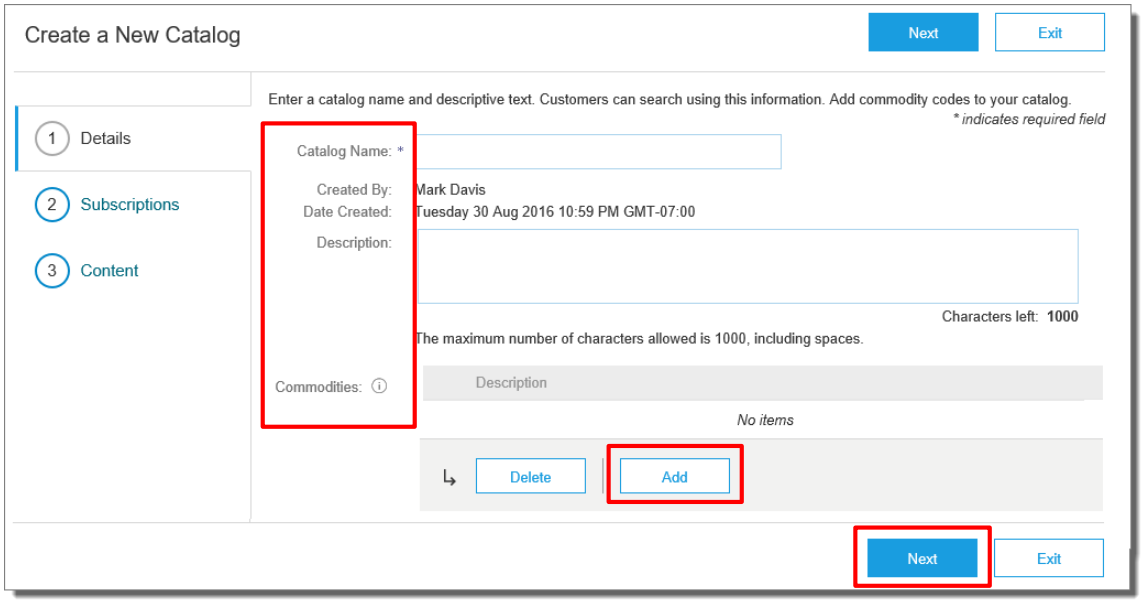
Uploading and Publishing New Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change.** The format for this Name is set by Nufarm use this format:
  <Put the specific format required by the Customer here>
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code.



- When you complete this screen, click “Next”

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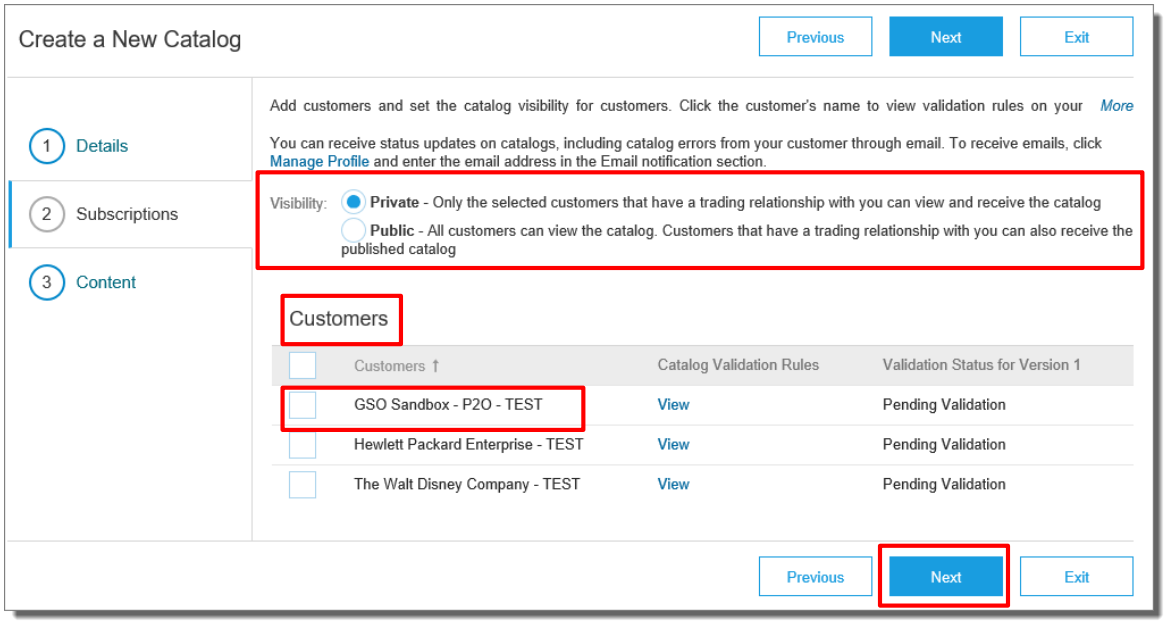
Uploading and Publishing New Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- For specific Customers(s), set the Visibility to “Private”
- Select the Customer the Catalog is for from the “Customers” list
  If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading Catalog to them



- When you complete this screen, click “Next”

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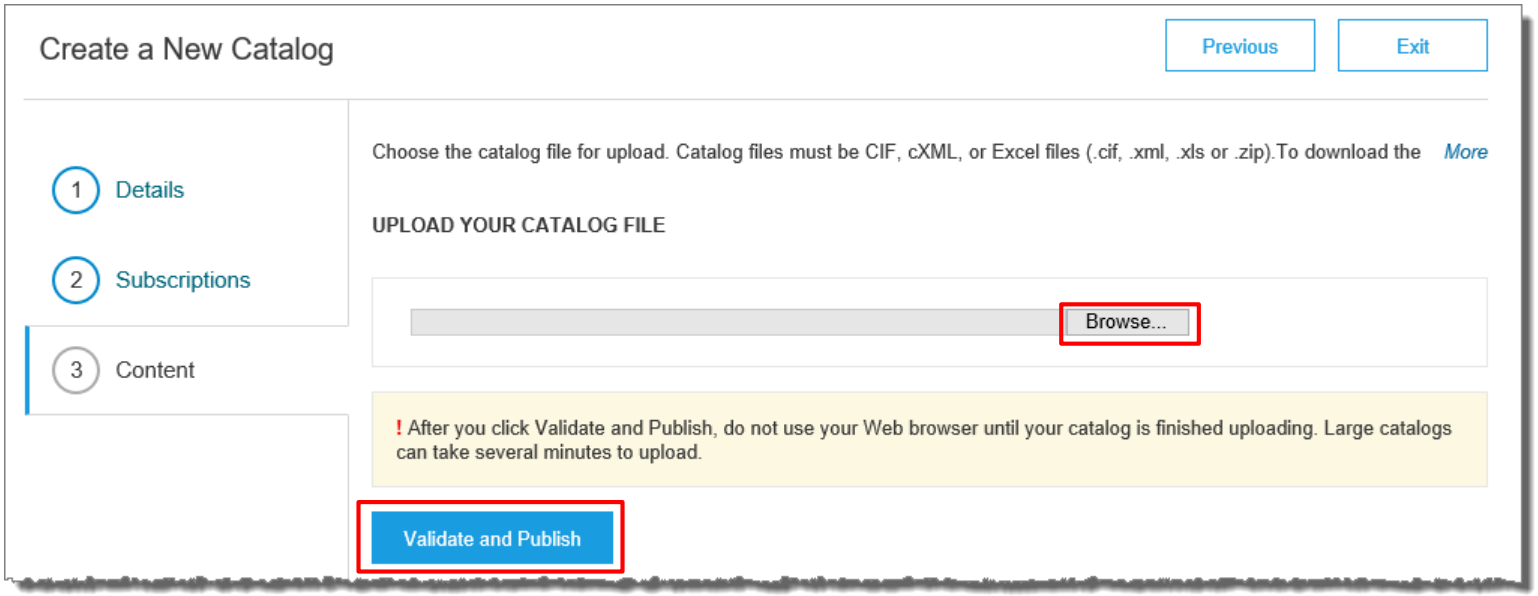
Uploading and Publishing New Catalogs

③ Content

- Select your Catalog file, by clicking “Browse” and pointing to your file
  - Your Excel file must not exceed 1 Mb, however you can use zip compression
  - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”



- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

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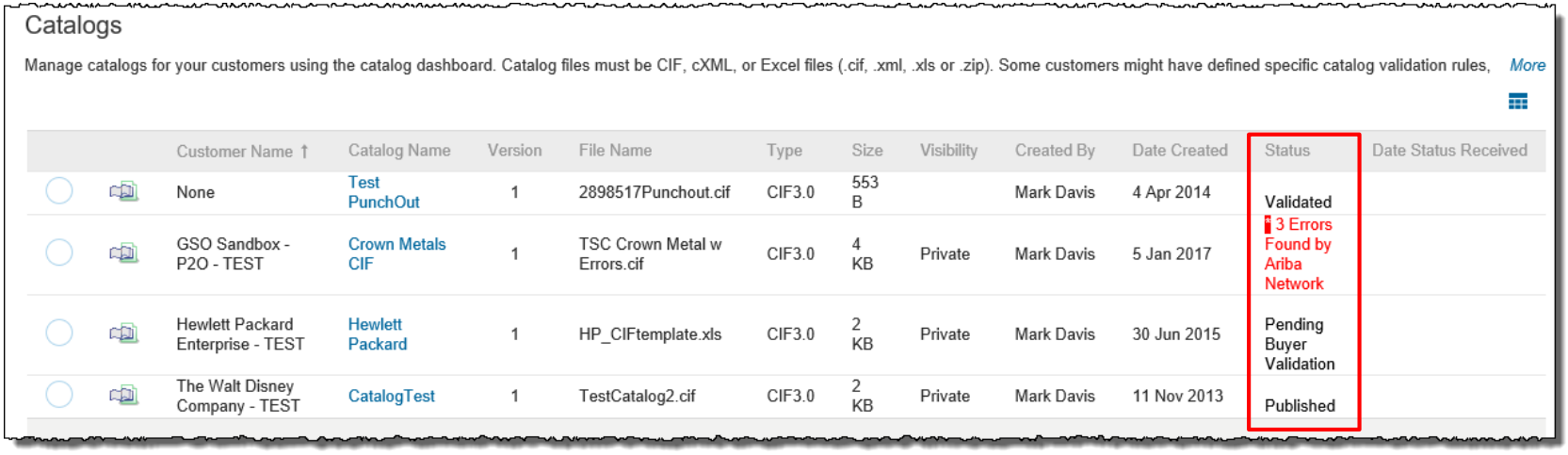
Uploading and Publishing New Catalogs

- 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 Ariba 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

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, More

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
GSO Sandbox - P2O - TEST	Crown Metals CIF	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	3 Errors Found by Ariba Network	
Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

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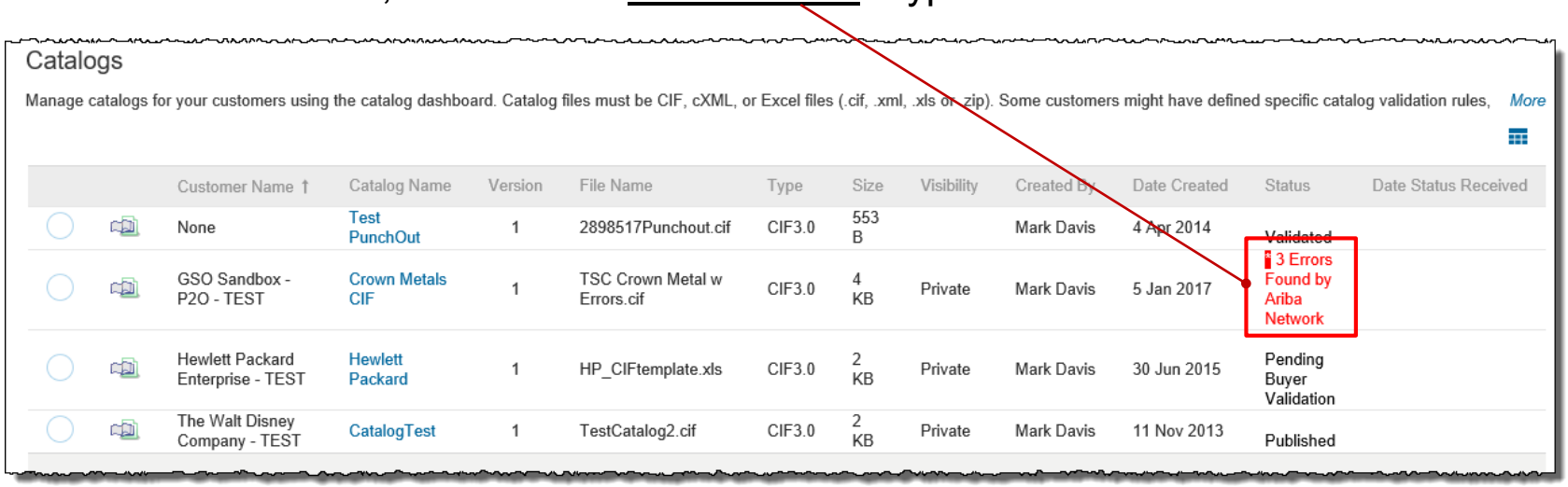
Uploading and Publishing New Catalogs

- Correcting Validation Errors
  - To see the error detail, click on the "Errors Found" hyperlink:



Catalogs

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, More

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
GSO Sandbox - P2O - TEST	Crown Metals CIF	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	3 Errors Found by Ariba Network	
Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

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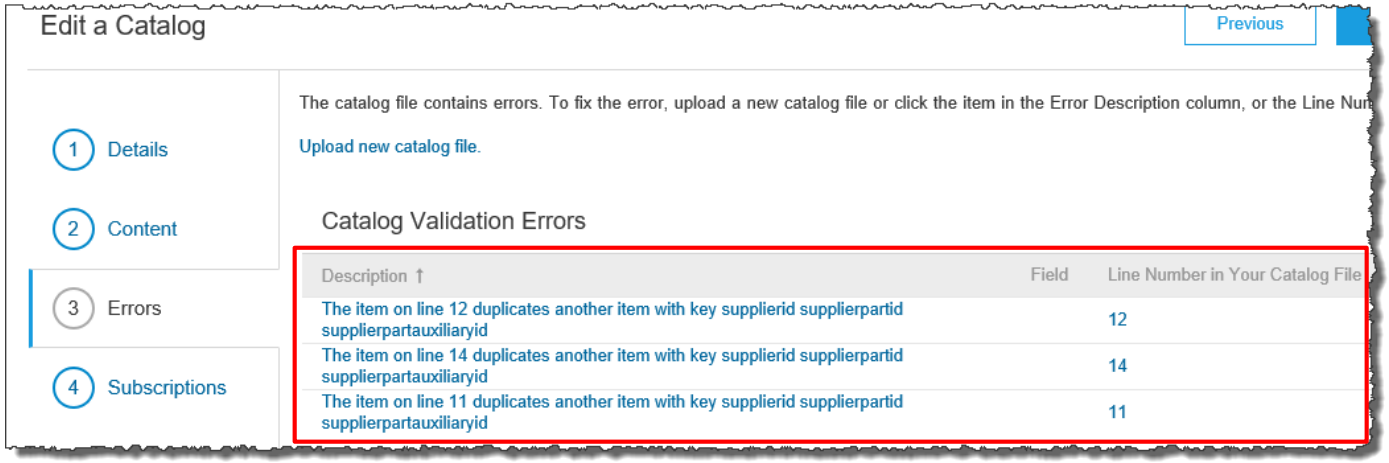
Uploading and Publishing New Catalogs

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



  - In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
  - 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

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Uploading and Publishing New Catalogs

- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”, “Validated by Customer” or “Pending Buyer Validation”**—*note that these are* **all** *valid statuses*
  - 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
    - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
    - 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

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Replacing Existing Catalogs

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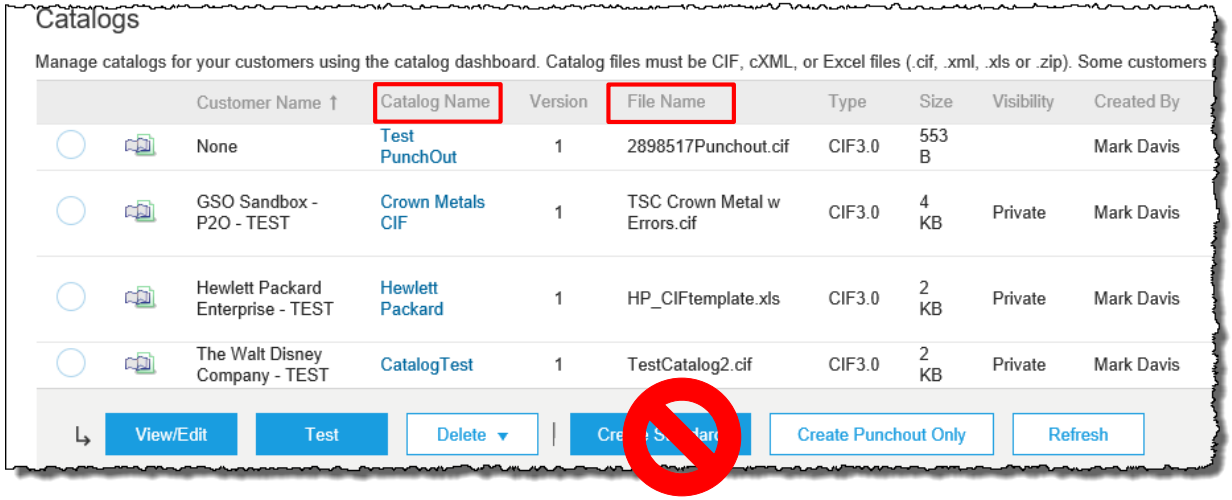
Replacing Existing Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Ariba Network account
- Navigate to “Catalogs”
- Update the Catalog—using “View/Edit”
  - When *replacing* an existing Catalog, do **not** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different:



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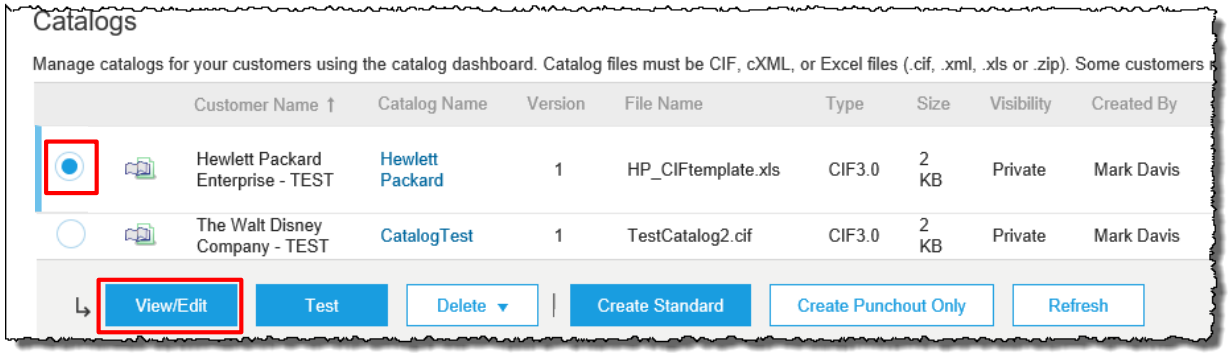
Replacing Existing Catalogs

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



  - Click “View/Edit”

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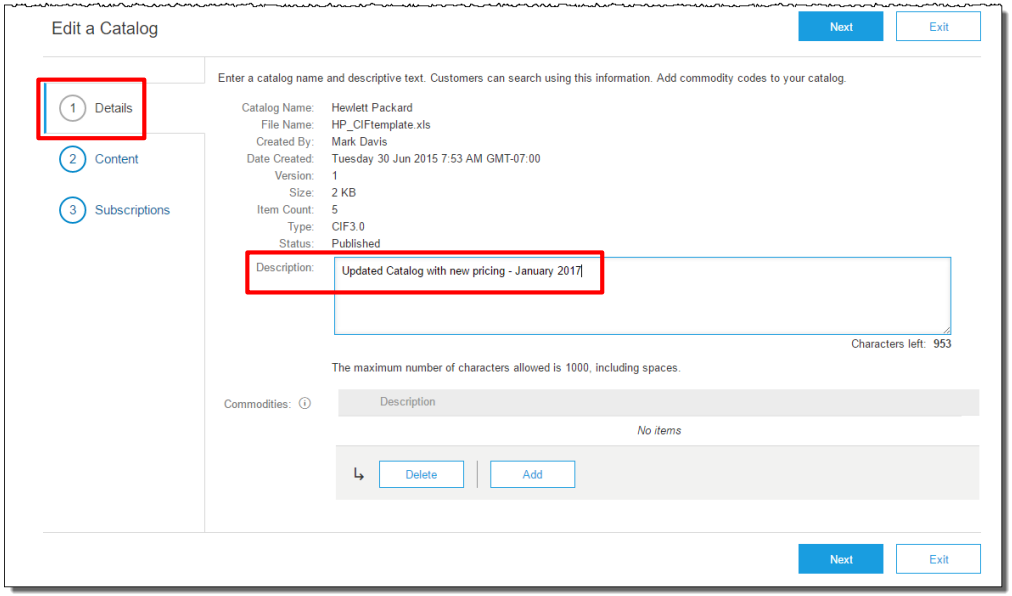
Replacing Existing Catalogs

- 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



- Click “Next”

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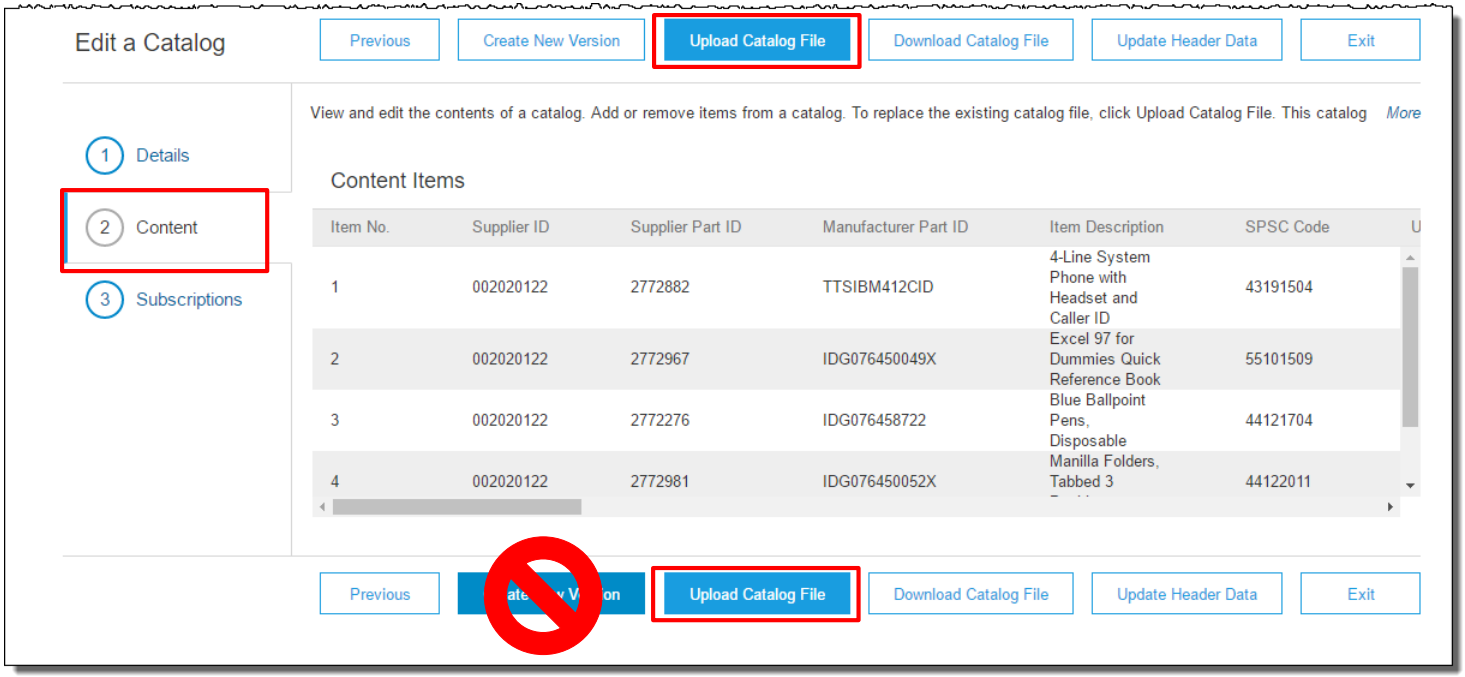
Replacing Existing Catalogs

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



- We don't want to "Create a New Version"—that button will take us back to the beginning as if we are uploading a brand new Catalog
- We want to "Upload a Catalog File"—this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

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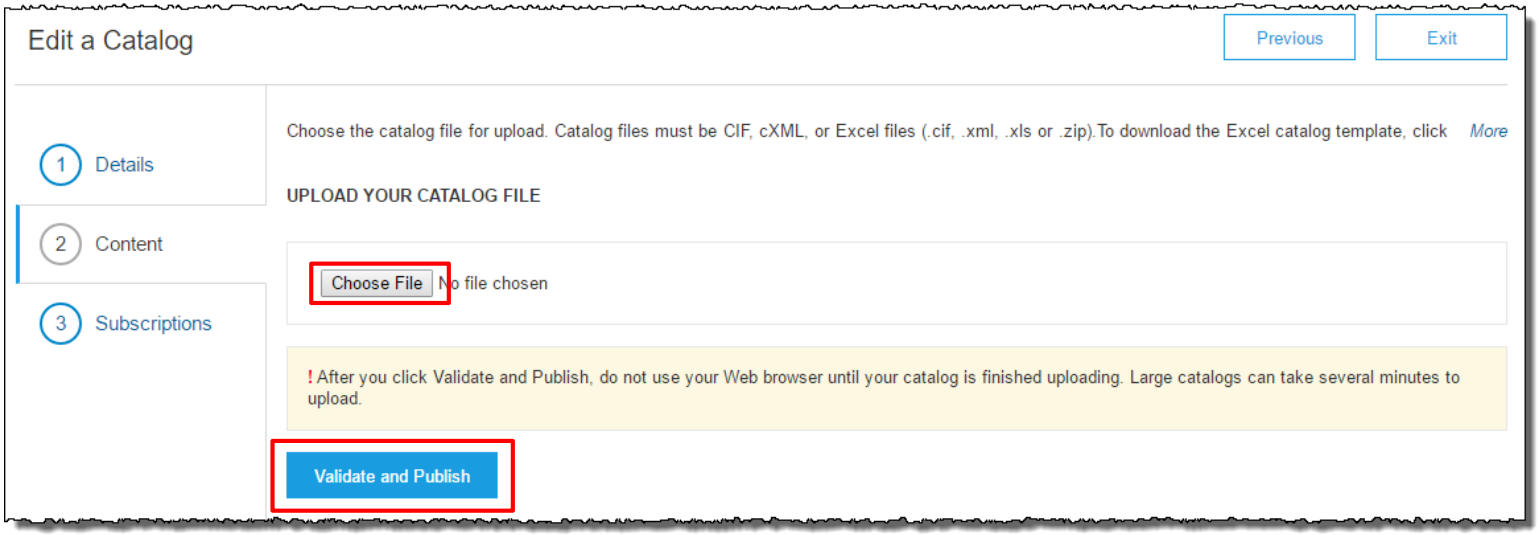
Replacing Existing Catalogs

- Select your Catalog file, by clicking “Browse” and pointing to your file
  - Your Excel file must not exceed 1 Mb, however you can use zip compression
  - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”



- 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

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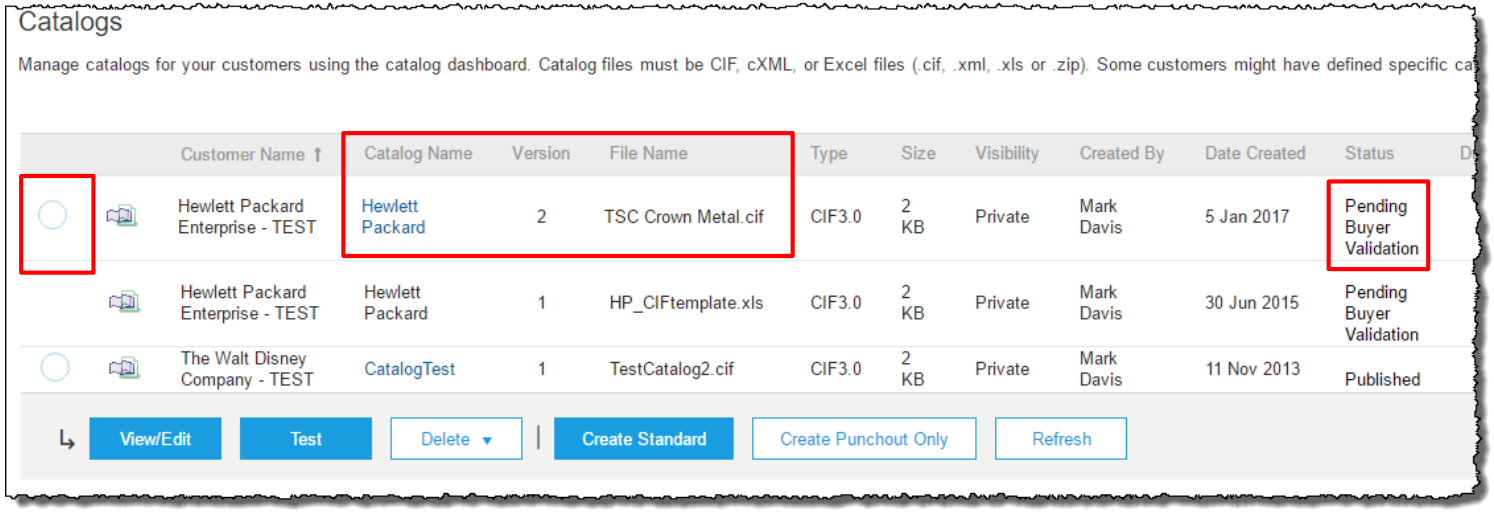
Replacing Existing Catalogs

- 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



- 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

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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
    - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
    - 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

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Appendix

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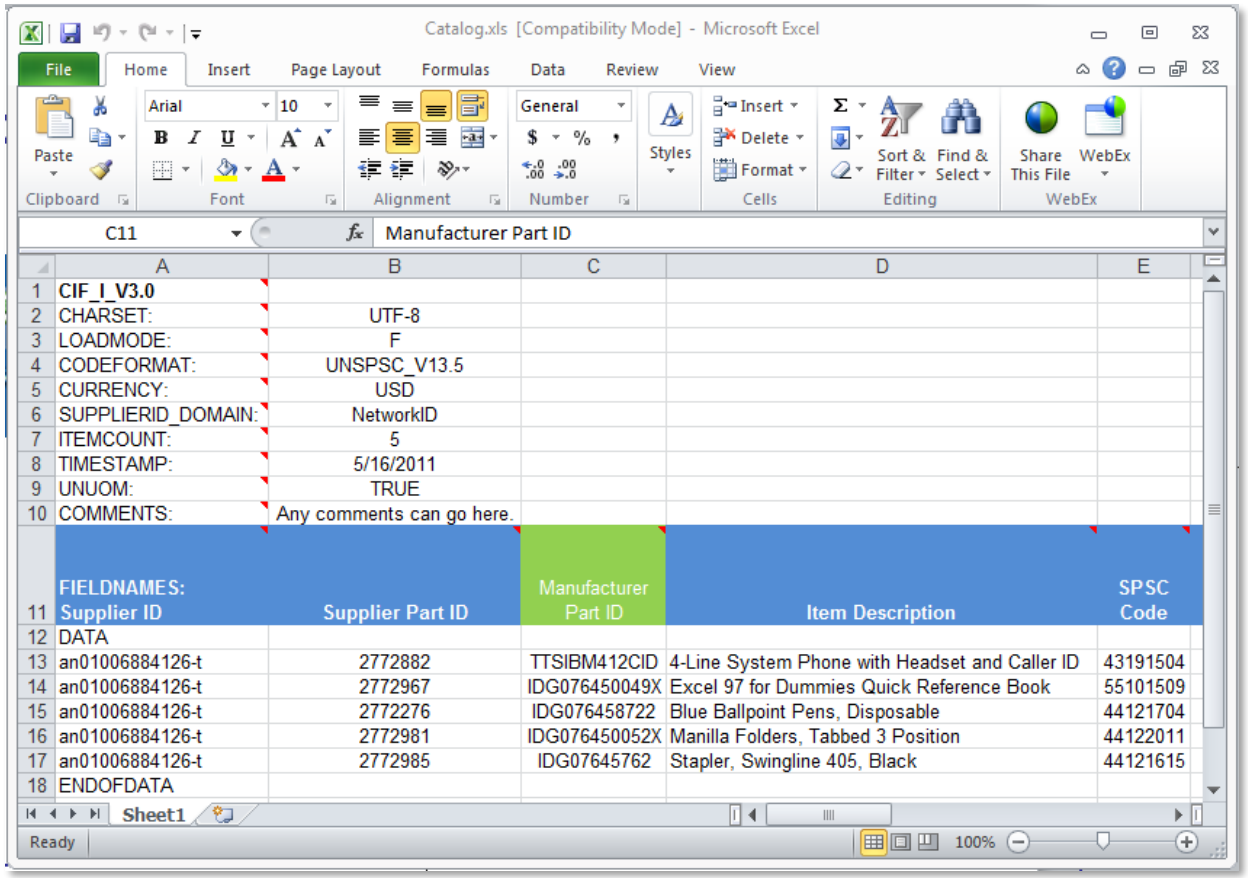
Creating a CIF from an Excel File

- Open your Excel Catalog file



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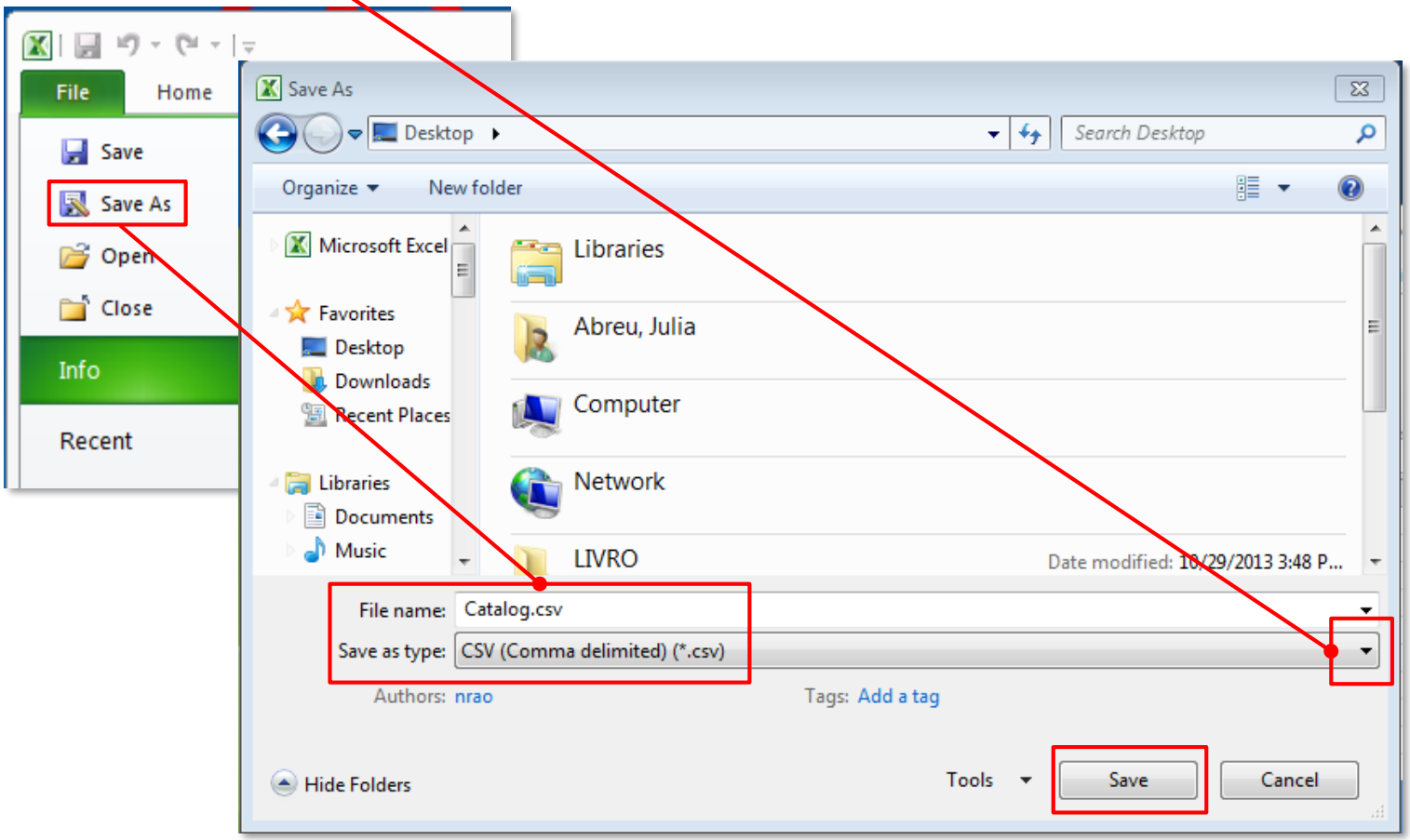
Creating a CIF from an Excel File

- Save it as a ".csv" file. To see the choices, click on the drop down menu



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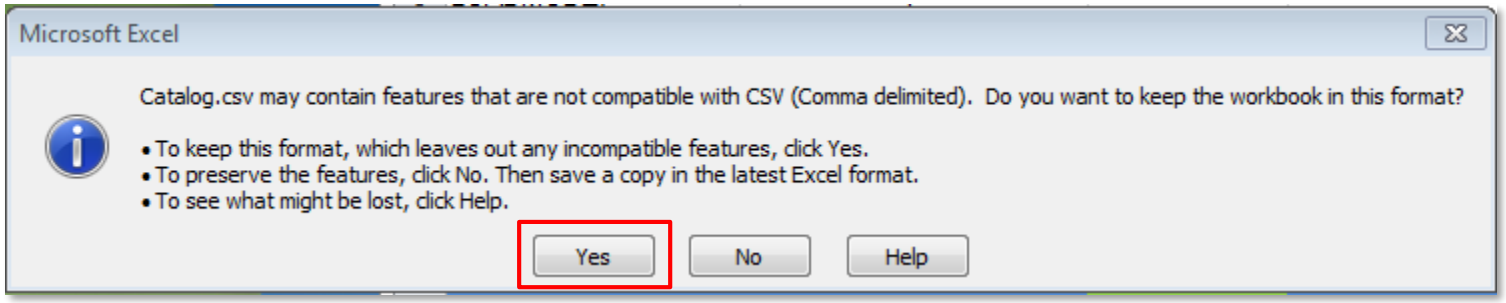
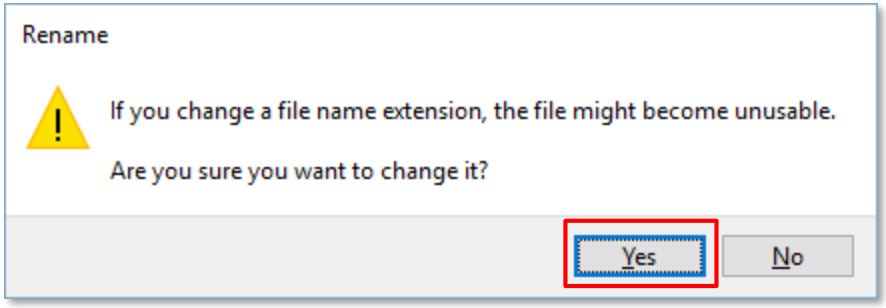
Creating a CIF from an Excel File

- 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



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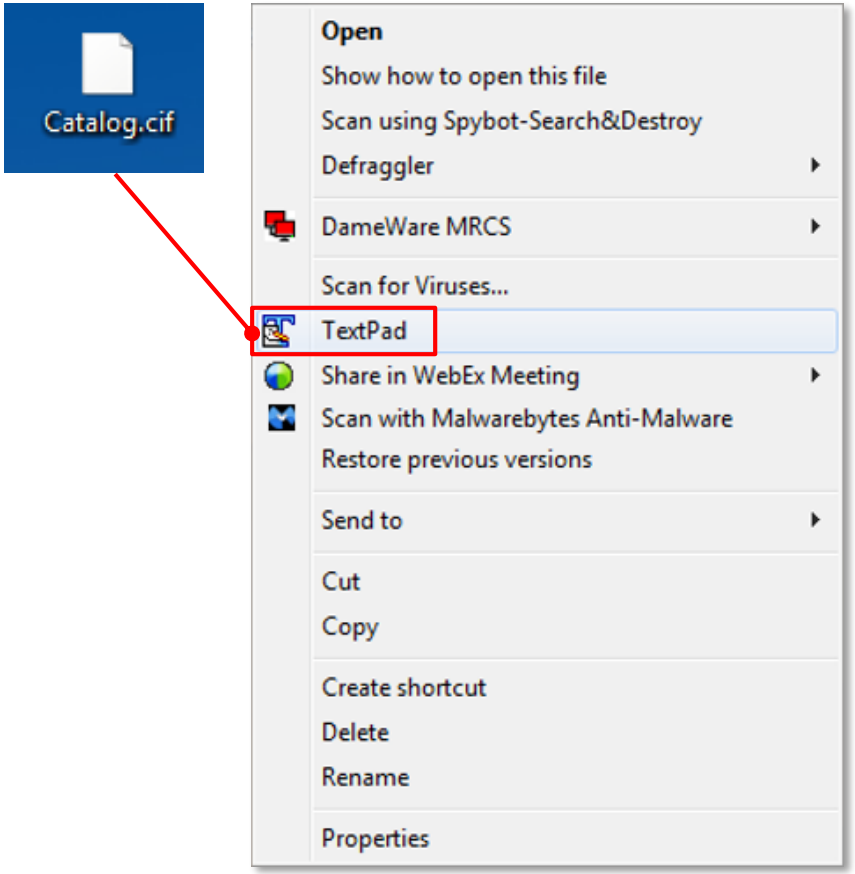
Creating a CIF from an Excel File

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



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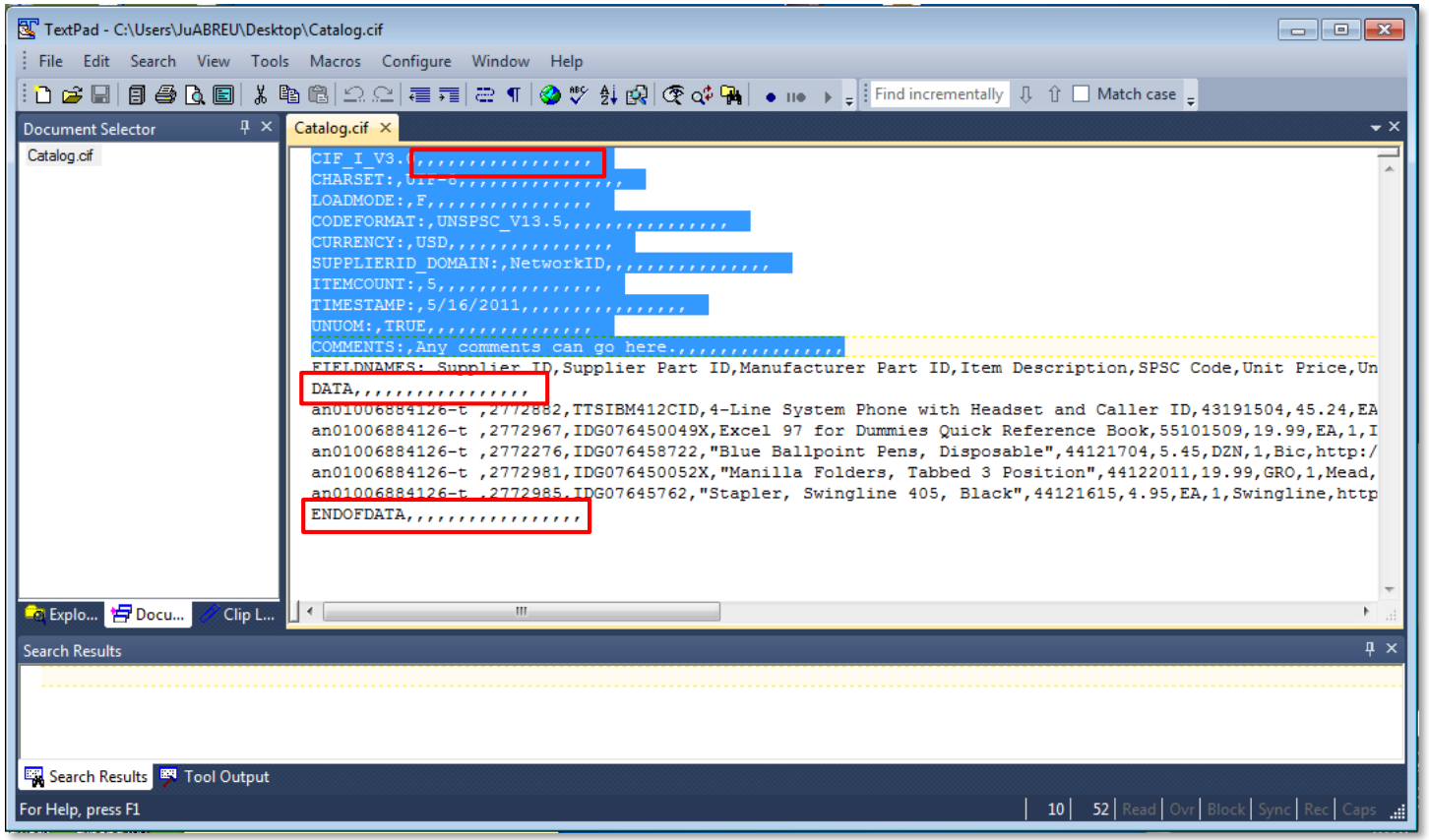
Creating a CIF from an Excel File

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



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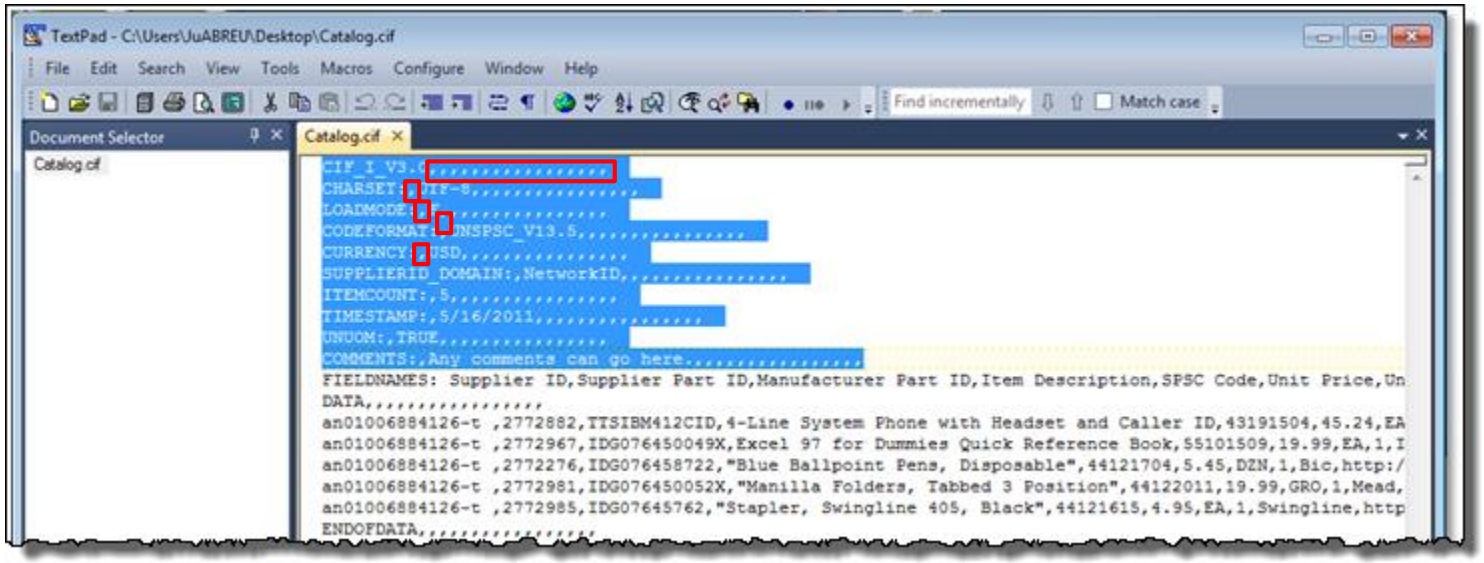
Creating a CIF from an Excel File

- 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



- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data
- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded

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Thank you.

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