Nufarm
Publishing a Punchout Catalog on the Ariba Network

Agenda:

What is a PunchOut Catalog?

Roles and Responsibilities

PunchOut Configuration

Required cXML Configuration from the Supplier

Publication of your Catalog on the Ariba Network

Ariba Network Support

What is a PunchOut Catalog?

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What is a PunchOut Catalog?

The PunchOut Catalog is directly hosted by the supplier in their website.

The PunchOut Catalog allows end users to go directly to the supplier's and search for items.

The supplier is controlling and maintaining the content of their Catalog, according to their contract with Nufarm.

What is a PunchOut Catalog?

PunchOut catalogs are interactive catalogs stored on your website that use cXML to enable two-way communication of electronic commerce details. For PunchOut catalogs, procurement applications display a hyperlink instead of product or pricing details. When users click this hyperlink, their web browser displays a page from your local website.

Depending on how you implement this page, users can browse product options, specify configurations, and select delivery methods. Procurement applications pass organization IDs to your website, and you can use them to look up previously agreed-upon prices (contract prices).
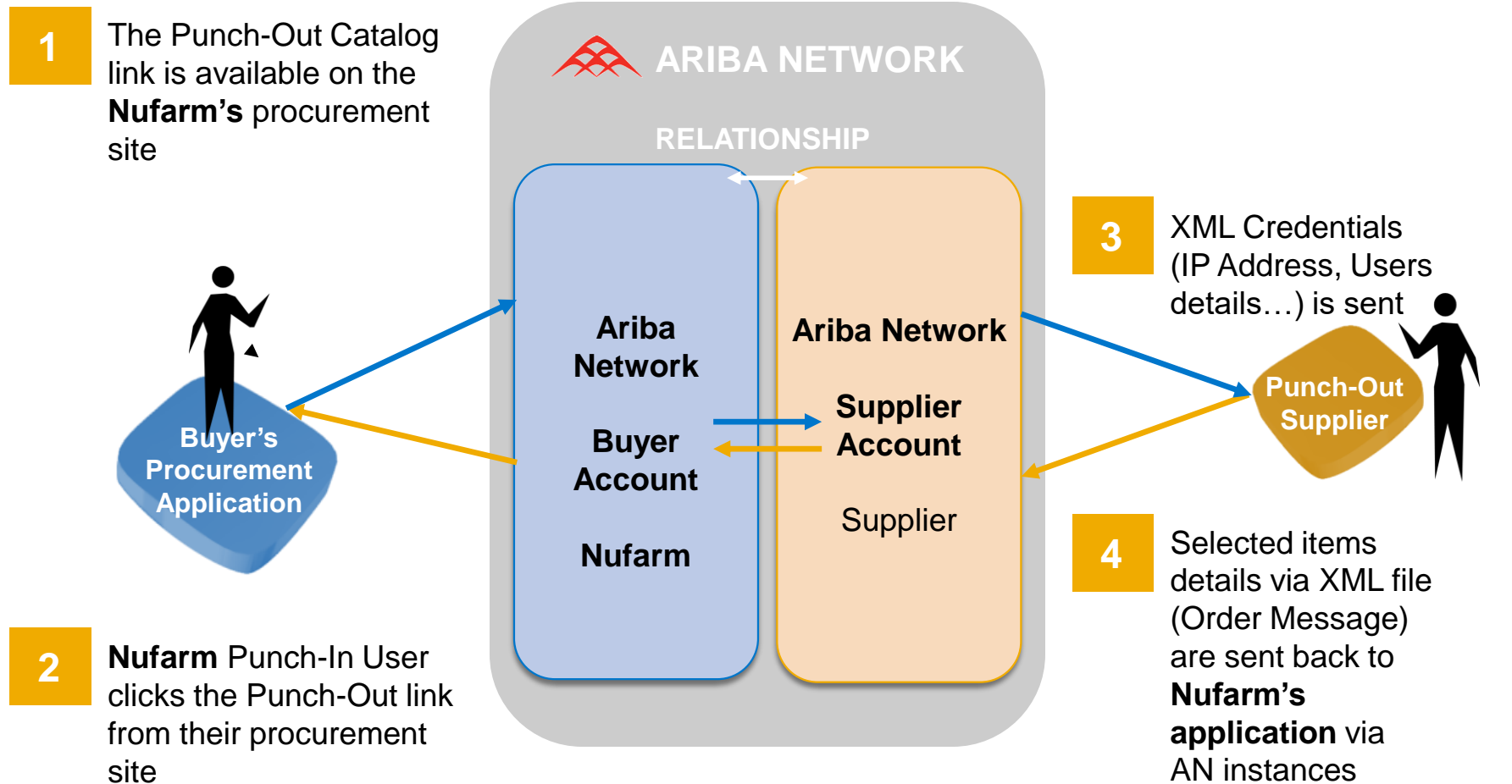
When users finish with this page, they click a button that returns the order information to Ariba Buyer. The fully configured products and their prices appear within the procurement application on users' purchase orders.

When deciding whether to use PunchOut catalogs, consider the following trade offs:
- They require all users to have full Internet access, which some companies do not allow.
- They require you to implement and maintain an interactive website, accessible 24 hours a day, seven days a week.
- The Internet can be slow, depending on connection type and Internet load.

Note: If your account is suspended, your customers can access your PunchOut catalogs, shop for products and services, and create a purchase order, however, Ariba Network does not send you the purchase order. PunchOut catalog users do not need to enter a user password for your site. They can be pre-authenticated by Ariba Network.

What is a PunchOut Catalog?

1 The Punch-Out Catalog link is available on the **Nufarm's** procurement site

ARIBA NETWORK

RELATIONSHIP

Buyer's Procurement Application

Ariba Network

Buyer Account

Nufarm

Ariba Network

Supplier Account

Supplier

3 XML Credentials (IP Address, Users details…) is sent

Punch-Out Supplier

2 **Nufarm** Punch-In User clicks the Punch-Out link from their procurement site

4 Selected items details via XML file (Order Message) are sent back to **Nufarm's application** via AN instances

Roles and Responsibilities

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Roles and Responsibilities - Overview

Task	Ariba	Nufarm	Supplier
Configure Punchout Website			X
Establish a Trading Relationship on the Ariba Network		X	X
Configure Supplier Ariba Network account			X
Publish the catalog on Ariba Network			X
Activate the Catalog on Customer's On Demand Application	X	X	
Test Connectivity	X	X	X
Troubleshooting	X	X	X

Roles and Responsibilities - Details

Configure PunchOut website – Supplier

- Supplier has to configure their website before we engage with the Supplier for enablement activities, you therefore need to have your own technical team.

Relationship established between the Supplier and Customer – Customer/ Supplier

- Customer needs to send the relationship request and Supplier needs to accept it on the Ariba Network.

Configure Supplier Ariba Network account – Supplier

- Supplier has to configure their account with their cXML configuration and PunchOut set up.

Publish the catalog on Ariba Network- Supplier

- Create a catalog using "Create Punch Out only" button.

Activate the Catalog on Customer's On Demand Application – Ariba Team / Customer

- Ariba Team will test the catalog using the Catalog Tester and upload the Catalog on Customer's site.

Test Connectivity – Ariba Team / Customer / Supplier

Troubleshooting – Ariba Team/ Customer when needed / Supplier

- Ariba Team will assist Supplier to correct the potential connectivity issue(s).

PunchOut Configuration

PunchOut Configuration

1   Access your Ariba Network account

Go to: http://supplier.ariba.com

Enter your **Username** & **Password** and click **Log In** to access your Production account.

2   Access the Electronic Order Routing page

Click **Electronic Order Routing** at **Administration Navigator**.

3   Access the cXML Setup Page

Under cXML Setup click on **Configure cXML setup.**

PunchOut Configuration

4 **Configure your Shared Secret**

You need to enter a **Shared Secret** to authenticate your cXML documents.

5 **Configure your PunchOut URL**

You need to enter your **PunchOut URL.**
You should have **a secured link** in order to create your PunchOut (beginning with: **https://...**).

Click **OK.**

cXML Setup   Save   Close

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network-Early Access requires an authentication method to proceed all cXML documents it validates.

Select an authentication method: Shared Secret ▼ This selection will refresh the page content.

Shared Secret: * [   ] ⓘ

Confirm Shared Secret: * [   ]

Profile URL

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

Profile Url: [   ] Reset Profile

Punchout Url

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty.

PunchOutSetupRequest URL: [   ]

Pricing Updates

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOutRequest URL.

Select type of PriceAvailabilityURL: Select... ▼

cXML Configuration

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cXML Configuration

Commodity Codes Required for Catalog Items:
- It is compulsory to associate a commodity code for each item in your catalog. A list of commodity codes is available in your Supplier Information Portal which is accessible from your Ariba Network account.

Configure Website to Accept Customer's ANID:
- You must configure your website in order to accept the ANID of Nufarm. Please make sure during the PunchOutSetupRequest configuration to add the ending -T to Nufarm's ANID when you will create your catalog in your TEST account. Nufarm might also request different accesses for its users, therefore make sure you configure your website using the UserIDs.

Consult cXML Documentation:
- In order to help you to configure your website to transact via cXML data with the Ariba Network, you should acknowledge the cXML requirements from Nufarm. You can find the Nufarm cXML Design Specification Guide and also refer to the Ariba cXML Solutions Guide and the cXML User Guide which are two guides available in your Supplier Information Portal.

Security via cXML

cXML is an open language defined by public Document Type Definitions (DTDs). These DTDs define cXML so that it is extremely flexible, which encourages its wide adoption.

- Supplier's PunchOut site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)** - for more information, see "HTTPS Connections" in Ariba cXML Solution Guide
- HTTPS protects all parties in PunchOut sessions: your customer, Ariba Network, and your PunchOut site.
- Supplier needs to document the transaction process flow into and out of your PunchOut site and identify which messages need to be coded.

Ariba has documentation available to assist in defining the process. The technical developer should read the following guides, available on Ariba – login to your Ariba account > select Help in top right corner > *Help Center > Learning Center > For Administrator*:

- **Ariba cXML Solution Guide** **http://supplier.ariba.com** (section Resources, cXML-Dokumentation)

cXML Configuration - cont.

An example of the Header in the PunchOut setup request:

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML payloadID="958075346970@www.bigbuyer.com " timestamp="2005-06-14T12:57:09-07:00">
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN01009398768-T</Identity>  Customer's ANID
</Credential>
</From>
<To>
<Credential domain="DUNS">
<Identity>1234567-T</Identity>
<Credential domain="NetworkID">
<Identity>AN0100000002334-T</Identity>   Supplier's ANID
</Credential>
</Credential>
</To>
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com/Identity>
<SharedSecret>xxxxxxxxx</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

Publication of a Catalog on the Ariba Network

Publication of Catalog on the Ariba Network

Your catalog on Ariba Network **must first be created in your TEST account.**

You will load your catalog on your production account only after publication and validation of the catalog in your TEST account.

1 **Access your Ariba Network account**

Go to: http://supplier.ariba.com

Enter your **Username** & **Password** and click **Log In** to access your Production account.

2 **Switch to your Test Account**

At User Navigator click Switch to Test Account.

Click OK.
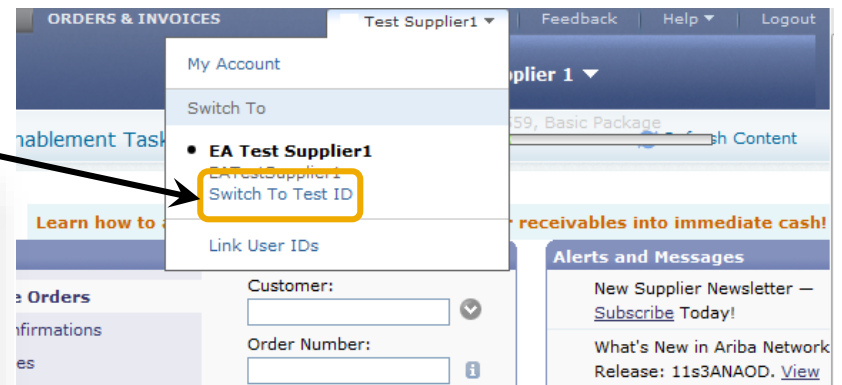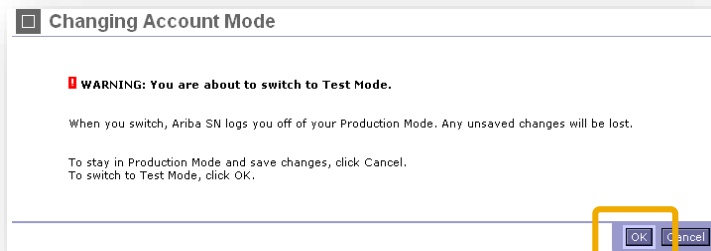
Publication of Catalog on the Ariba Network

Test account

3 Catalogs tab

Be sure you are in your Ariba Network Supplier Test account and click the **Catalogs tab** on your Home Dashboard.

The Catalogs page is displayed.

4 Create your Catalog

Click on the button **Create PunchOut Only.**

Publication of Catalog on the Ariba Network

5 Catalog Information

Enter information about your PunchOut Catalog.

The Catalog Administrator of the Buying organization can identify your catalog from each of these fields on the Ariba Network:

- **Catalog Name:** ex. Supplier_Customer_Country
- **PunchOut URL:** Enter the prefix https://
- **UN/SPSC code:** The UNSPSC code corresponding to the items' family/group of your catalog. Your customer will request to add a specific UNSPSC/ECLASS/Custom code. If not, you will have to choose the most representative code as only one value is accepted.
- **Brief Description:** Description of the catalog content. Searchable field by a customer. The key word from this field can be used by customer to search for the catalog's link.

Click **OK.**

Note: The UNSPSC codes used in catalogs support version 13.5. However, it can translate any earlier version to 13.5 and vice versa.

Create Punchout Catalog

Enter a catalog name and descriptive text. Customers can search using this information.

* indicates required field

* Catalog name:

* PunchOut URL:

* UN/SPSC code: See http://www.unspsc.org for details on UN/SPSC codes.

Commodities:

Description
No items

Delete   Add

* Brief Description:

OK   Cancel

Publication of Catalog on the Ariba Network

6 **Create your Catalog**

After this step the catalog is validated, but not published yet.

Validating and Publishing the Catalog

| 7 | **Catalog Subscriptions** |

Click on option 3 – Subscriptions.
Select **Private** and select Nufarm in your customers' list.

Note: If Nufarm is not part of the customer list, it means that the customer relationship has not been accepted yet on the Ariba Network.

Click on **Validate and Publish.**

**If there are no errors in the catalog fields, the catalog link will be validated by customer and published.
If there are errors related to the fields the catalog file should be re-uploaded.**

Downloading the .cif file

- After the customer is selected please download the catalog index file into CIF format.

Uploading the .cif file

- Click on **Upload Catalog File** under the Content tab.

Catalogs without errors will be published.

Downloading and uploading the catalog in .cif format will allow you to have a quicker way to update any changes in the PunchOut URL if future changes occur.

Validating and Publishing the Catalog

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Click on **Exit.**
Click on **OK** when the warning message appears.

Validating and Publishing the Catalog

Your catalog has been successfully created.

PunchOut Catalog Statuses

Catalog Status	Definition
Validating	Catalog is in the process of being validated against the Ariba Network high-level syntactic and semantic validations.
Published	The catalog has been published to customers application manually loading catalogs. The Ariba Network sends an email notification to your customer informing them your company has published a catalog.
# Errors Found by Ariba Network	The catalog failed during Ariba Network high-level validation. The Ariba Network checks the catalog for syntactic and semantic errors. The network will also conduct a high-level validation of UNSPSC and Units of Measure codes, and checks for zero price values. These errors must be corrected first before the catalog can begin customer-specific validation rules. To view details of the error, click the "# Validation Errors Found by Ariba Network" link for this catalog on the catalog dashboard and view details of the error message within your Ariba Network account.
# Validation Errors Found by Customer	The catalog failed during validation of customer-specific rules in the Ariba Buyer Procurement application. During validation, the Ariba Buyer Procurement application validates the catalog against customer-specific validation rules. The catalog did not meet the customer's catalog rules and validation failed. To view details of the error, click the "# Validation Errors Found by Customer" link for this catalog on the catalog dashboard and view details of the error message by punching in to the Ariba Buyer Procurement application.
Pending Buyer Validation	The catalog is uploaded successfully in the Ariba Buyer Procurement application and is pending validation.
Validated by Customer	The catalog is successfully uploaded in the Ariba Buyer Procurement application, passing validation, but not yet approved by the customer.
Approved	The catalog has been approved by the customer during the approval process.
Rejected	The catalog has been denied by the customer during the approval process.
Activated	The catalog is activated and available to users in the Ariba Buyer Procurement application.
Deactivated	A catalog version activated earlier is now deactivated. Catalogs can change statuses from Activated to Deactivated states and back.
Deleted	The catalog has been deleted by the customer in the Ariba Buyer Procurement application.
Changed	The customer made some changes to the catalog

Publication of Catalog on the Ariba Network
Next Steps

- After publication of your catalog, you have the possibility to test the connectivity to your site.
- Please note that this functionality is available only on your Test account.

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Select your catalog and click on the **Test** button.

On the next page, click on **Shop** to launch the connection attempt.

Publication of Catalog on the Ariba Network
Next Steps

- If you can connect to your catalog, the connectivity has been established successfully.
- If you cannot access your catalog, an error message will be displayed, giving you the root cause of the connectivity issue.
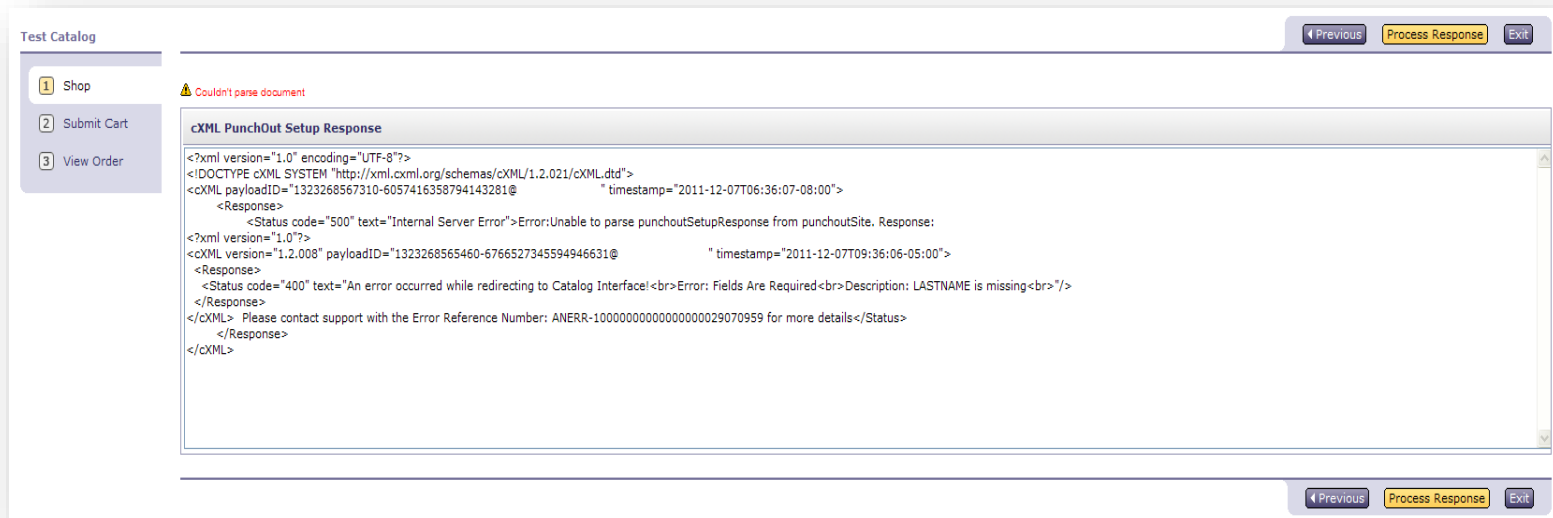
Note: **In case you need assistance to better understand this error message, please contact the Ariba Catalog Team to help you in the troubleshooting process.**

Thank you

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