

# Ariba Catalogs



**Fortescue**  
The New Force in Iron Ore

## Creating and Publishing Static CIF Catalogs for Fortescue Metal Group



- 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

# The Catalog Upload Process

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# The Catalog Upload Process

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Prior to uploading a catalog to the Ariba Network there are some prerequisites that must be addressed:

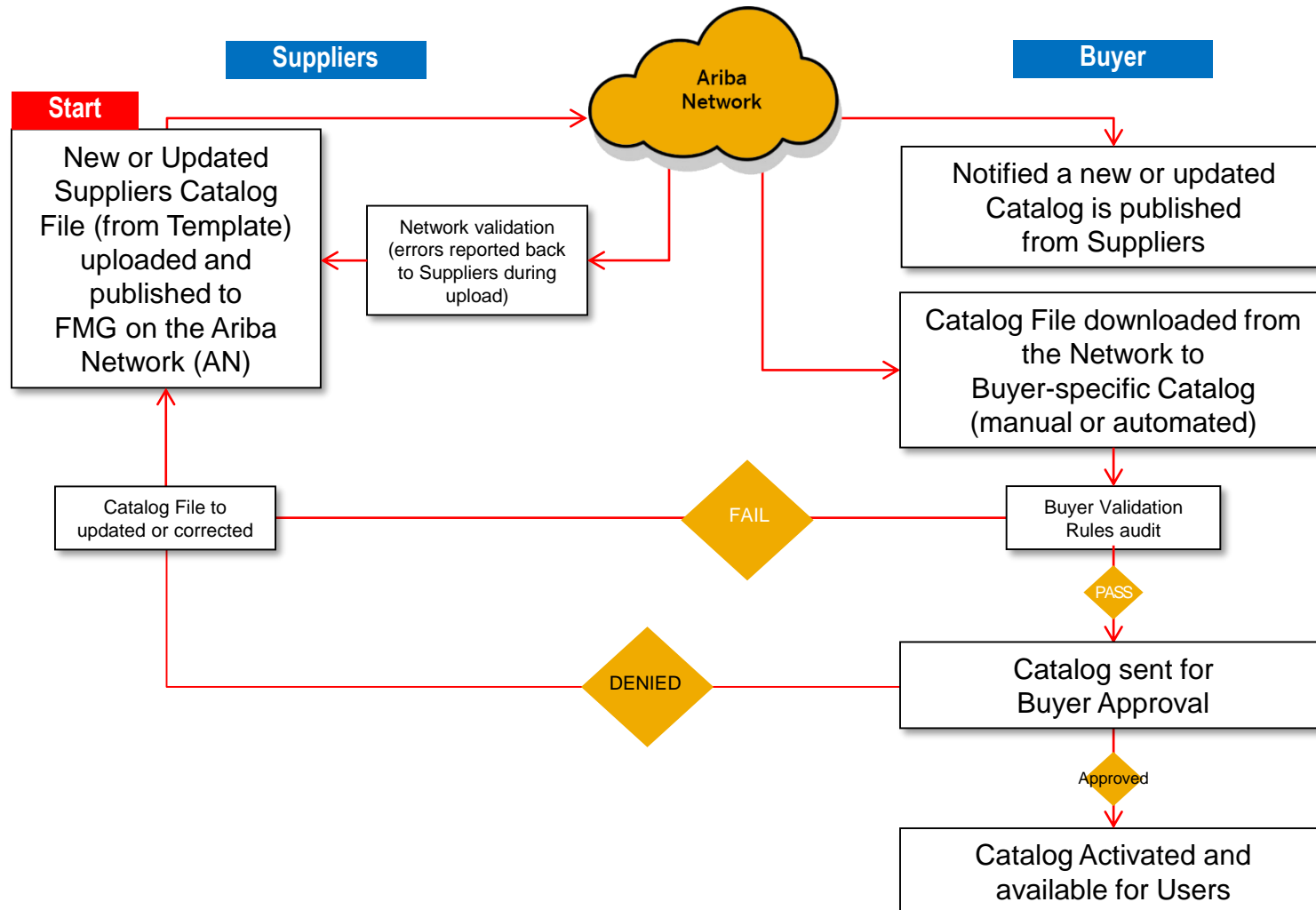
With your customer:

- Define business processes that will be in place between your customer and yourself (ordering, invoicing, change orders, cancelations).
- Determine the best catalog type you will be uploading.
- Agree on the items and prices which will be populated in the template.
- Confirm any special requirements such as commodity codes and units of measure.

On Ariba:

- Accept the invitation to join the Ariba Network and register your account.
- Accept the trading relationship with FMG.
- Create a Test account.
- Determine who will be responsible for creating and managing the catalog and share the contact details with Ariba's Catalogue Enablement team.

# The Catalog Upload Process



# The Catalog Process

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- 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 Suppliers for corrections, and the process starts over again

# The Catalog Template

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# The Catalog Template

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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.

# 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

	FIELDNAMES:		Manufacturer		SPSC	Unit	Unit of	Lead	
11	Supplier ID	Supplier Part ID	Part ID	Item Description	Code	Price	Measure	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	St
18	ENDOFDATA								

# The CIF Catalog Template

The Template is colour 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 FMG.

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

**Optional**  
 Number of business days between order receiving and delivery to customer.  
 Type: Integer

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

# 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

# Creating a CIF Catalog

## Header Section

	A	B
1	<u>CIF_I_V3.0</u>	
2	<u>CHARSET:</u>	UTF-8
3	<u>LOADMODE:</u>	F
4	<u>CODEFORMAT:</u>	UNSPSC_V13.5
5	<u>CURRENCY:</u>	USD
6	<u>SUPPLIERID_DOMAIN:</u>	NetworkID
7	<u>ITEMCOUNT:</u>	5
8	<u>TIMESTAMP:</u>	5/15/2005
9	<u>UNUOM:</u>	TRUE
10	<u>COMMENTS:</u>	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 “AUD” (Australian 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

# 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

# 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 ¥.

# 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

# Creating a CIF Catalog

Supplier URL	Manufacturer URL	Market Price
<a href="http://www.supplier.com">http://www.supplier.com</a>	<a href="http://www.manu.com">http://www.manu.com</a>	
<a href="http://www.supplier.com">http://www.supplier.com</a>		
<a href="http://www.supplier.com">http://www.supplier.com</a>		
<a href="http://www.supplier.com">http://www.supplier.com</a>		

- **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

# 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

# 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

# Creating a CIF Catalog

Image	Thumbnail
SuppliersName/12354.jpg	<a href="http://www.1.com/12354.jpg">http://www.1.com/12354.jpg</a>
<a href="http://www.1.com/34.jpg">http://www.1.com/34.jpg</a>	<a href="http://www.1.com/34.jpg">http://www.1.com/34.jpg</a>
SuppliersName/587.jpg	<a href="http://www.1.com/587.Jpg">http://www.1.com/587.Jpg</a>
<a href="http://www.1.36.jpg">http://www.1.36.jpg</a>	<a href="http://www.1.36.jpg">http://www.1.36.jpg</a>

- **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

**Recommended Size:** 250 x 250 pixels

**Note:** If you do not have images of your products, please use your company logo.

- **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

**Recommended Size:** 75 x 75 pixels

**Note:** If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

# Creating a CIF Catalog

IsPartial	Green	HazardousMaterials

- **IsPartial - Optional**

**Description:** If this product is partial and requires the end user to specify information or if is a Service Item (see above), mark this with a TRUE.

**Type of data:** Boolean

**Maximum length:** 5

**Note:** Use 'TRUE' for products that are considered Service Items.

- **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.

- **HazardousMaterials – Optional**

**Description:** Is this product flag as being hazardous.

**Type of data:** Boolean

**Maximum length:** 5

**Note:** Use 'TRUE' for products that can be considered green.

# Creating a CIF Catalog

incoterm	GBcat

- **Incoterms - Optional**  
*Description:* International Commerce Terminology (INCO Terms) defines the shipping responsibilities of both the buyer and the supplier.
- *Type of data:* String  
*Maximum length:* 255
  
- **GBcat – Optional**  
*Description:* Do not use the field GBcat unless your customer instructs you to populate this field.
- *Type of data:* String  
*Maximum length:* 255

# Review the mandatory fields that have been filled

Field name	Mandatory / Optional	Type of data	Maximum length
Supplier ID	Mandatory	String	255
Supplier Part ID	Mandatory	String	255
Manufacturer Part ID	Optional	String	255
Item Description	Mandatory	String	1000
SPSC Code	Mandatory	String	40
Unit Price	Mandatory	Decimal	The number of digits displayed to users is set by each buying organization. As a default at least four digits to the right of the decimal point are supported by procurement applications.
Unit of Measure	Mandatory	String	32
Lead Time	Preferred	Number	40
Manufacturer Name	Optional	String	255
Supplier URL	Optional	String	255
Manufacturer URL	Optional	String	255
Market Price	Do Not Use	Decimal	The number of digits displayed to users is set by each buying organization. As a default at least four digits to the right of the decimal point are supported by procurement applications.
Supplier Part Auxiliary ID	Optional	String	255
Language	Mandatory	String	255
Currency	Mandatory	String	32
Short Name	Preferred	String	40
Image	Preferred	String	
Thumbnail	Optional	String	
IsPartial	Optional	Boolean	True or False
Green	Optional	Boolean	True or False
hazardousmaterials	Optional	Boolean	True or False
Incoterms	Optional	String	255
GBcat	Do Not Use	String	255

# Adding images to your catalogue

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# Overview of Images

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- Buyer user experience is improved by providing images in your catalogue. This section contains details and instructions on how to link images to your catalogue items.
- Your images can be in black-and-white or in color. They can be photographs or drawings. **Do not** use animated images. For best visual results, images should have a neutral background.
- There are two ways to populate images in the Catalogue: URLs or Local images.
- For each catalogue item associated with an image, URLs or filenames are specified in the fields Image and Thumbnail.
- Each catalogue item can be associated with only a thumbnail image, only a full-size image, or both.
- Images must be in JPEG/JPG, GIF, PNG, or BMP format.
- **If you do not have product specific images use your companies logo.**

# URL / Local Image

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- If URLs are specified, the images are stored in a Supplier's website  
***This option is strongly recommended by buyers***
- If file names are specified, the image are pulled from a local directory  
***Only use this option if URLs can not be provided***

# Full-Size/Thumbnail Image

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- Thumbnail images are preview images of the items.
- Full-size images are the enlarged images of the product to provide more detail to the user.
- If only a full-size image is provided, the buyer application scales the image to generate a thumbnail image.
- If only a thumbnail image is provided, a full-size image cannot be generated.
- If both thumbnail and full-size images are provided, the search will use both in the scale provided.

**Only recommended when the associated pictures are not the same.**

# Image Format

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- **Thumbnail images**

- ✓ Recommended size is 75 x 75 pixels
- ✓ Recommended file size of 50KB maximum
- ✓ Thumbnail image larger than 75 x 75 pixels will be resized to fit this parameter.
- ✓ Image that do not have an equal length and width may be distorted in the display

- **Full-size image**

- ✓ Recommended size in 250 x 250 pixels
- ✓ Recommended file size of 90KB maximum

- **URL image**

- ✓ Recommended size is 300 x 300 pixels
- ✓ Recommended protocol is https://

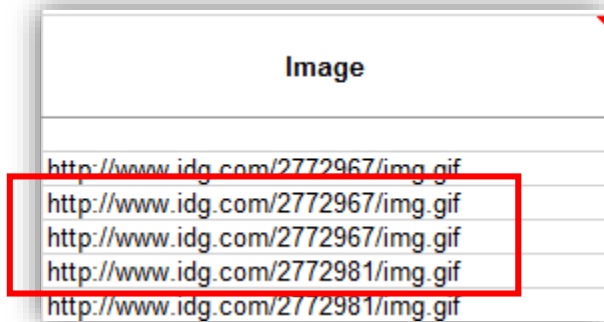
# How to Load Item Images

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# URL Image

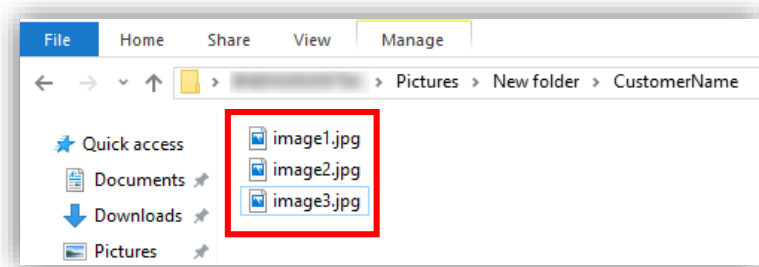
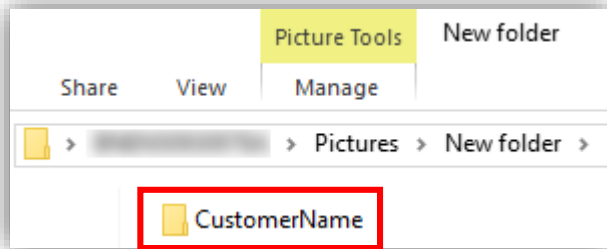
- List the image URL in the image and/or thumbnail field of the Catalogue file



- Upload and publish the Catalogue file via Ariba Network portal.
- URL images are downloaded during the catalogue upload, the URL should always be present in every new version. Ariba Procurement applications periodically refresh images by fetching them again. Your image website must be available all the time. By default, Ariba Procurement Solution and Ariba Procure-to-Pay refresh images after 30 days.
- Images sizes must be less than 300 x 300 pixels.

# Local Image

- Put all the images files in a folder and zip it



- List the images filenames in the image and/or thumbnail field of the Catalogue file. Filenames must contain the folder name. Filename and image name must match exactly

Image
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>
CustomerName/image1.jpg
CustomerName/image2.jpg
CustomerName/image3.jpg

- Upload and publish the Catalogue file via AN portal
- Email zip file containing image files to Ariba for the first Catalogue publication to your Catalogue Expert.

# Common Display Issue Root Causes

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# URL Image

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- The URL does not end with a valid image extension
- The URL contains spaces, which are not valid characters
- The certificate for the domain hosting the image is not trusted by Ariba
- The URL redirects to the image but is not actually the file directory to the image file
- The URL points to an image that is larger than the allowed image size set by Ariba

# Local Image

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- The file name does not end with a valid image extension
- The file name includes any forbidden characters: `ù, è, #, &, é, %, ?, ç, @, etc.
- The file name and the image file don't match exactly
- The folder name is not added in the image and/or thumbnail field
- The image file has not been provided

# 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.

Short Name (50 characters)



[Nylon Glove, Blue](#)

Supplier: [LanSoft](#)

Supplier Part #: 34-500

Available in: 3 Day(s)

G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

\$3.98 USD / pair

Qty:


[Add to Favorites](#)

Description (2,000 characters)

# The Catalog Interface Detail View

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

« Back | [Catalog Home](#) / [Miscellaneous](#) / [Defense and Law Enforcement and Security and Safety Equipment and Supplies](#) / [Personal Safety and Protection](#)



[Enlarge](#)

### Nylon Glove, Blue

Supplier: [LanSoft](#)  
Supplier Part #: 34-500  
Manufacturer: G-Tek  
Manufacturer Part #: 34-500  
Available in: 3 Day(s)

Price: **\$3.98 USD** / pair  
Qty:  [Add to Cart](#)  
[Add to Favorites](#)

#### Product Description

G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

#### Product Specifications

Price:	\$3.98 USD
Supplier:	<a href="#">LanSoft</a>
Supplier Part #:	34-500
Manufacturer:	G-Tek
Manufacturer Part #:	34-500
Available in:	3 Day(s)
Description:	G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions
Information from Manufacturer:	<a href="http://www.hivissupply.com/g-tek-34-500-nylon-knit-gloves.html">http://www.hivissupply.com/g-tek-34-500-nylon-knit-gloves.html</a>

Additional Information, links and custom fields


# 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

SAP Ariba  Orders & Invoices Powered by Ariba Network [Help Center >>](#)

## Supplier Login

User Name

Password

Login

Having trouble logging in?



New to Ariba?  
[Register Now](#) or [Learn More](#)

### MiSUMi invoicing: 3 days to 5 minutes


MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

[Learn More](#)

Supported browsers and plugins

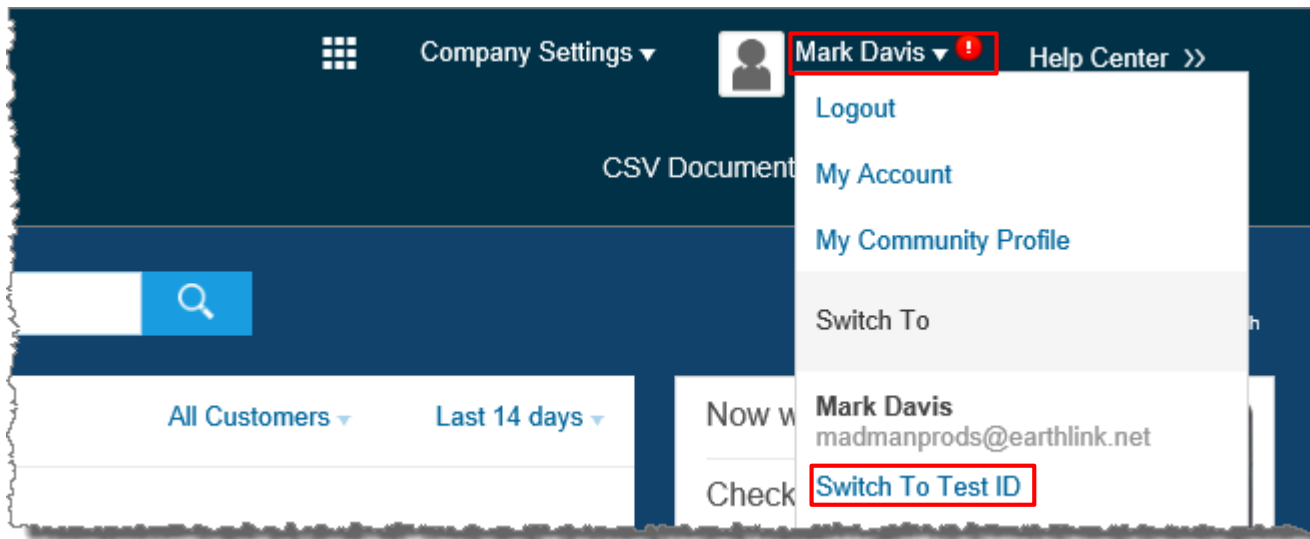
© 1996–2016 Ariba, Inc. All rights reserved. [Data Policy](#) [Security Disclosure](#) [Terms of Use](#)



# 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



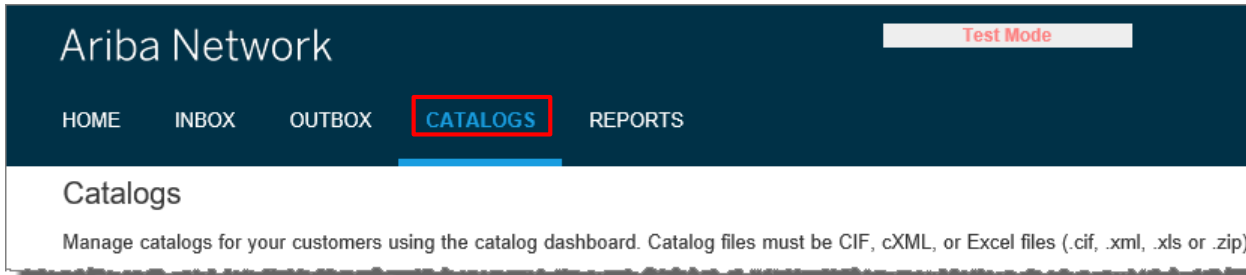
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

# Uploading and Publishing New Catalogs

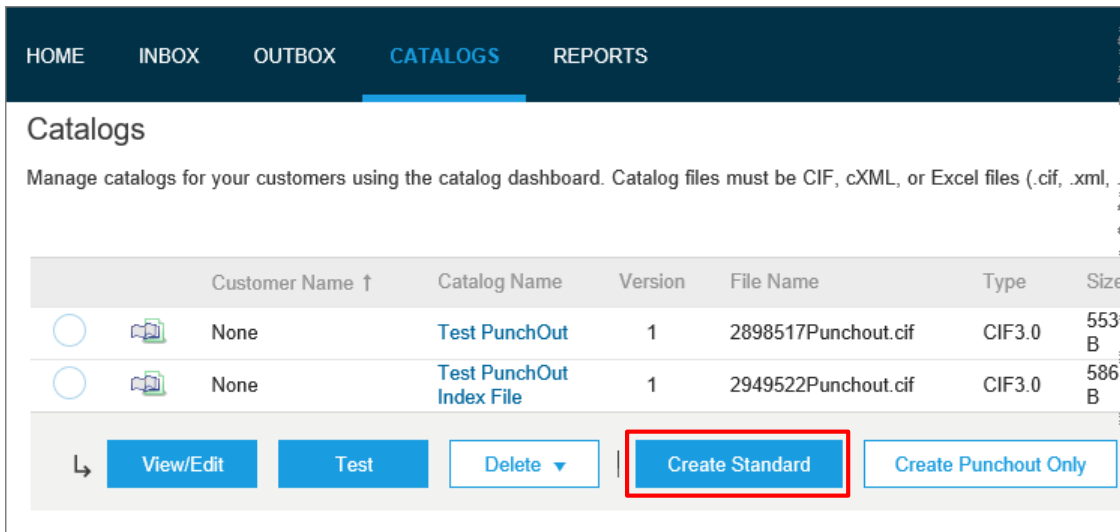
- When uploading a Catalog on the Ariba Network, there are four steps you will follow:
  - 1. Uploading**—Transfers the Catalog file from your local drive to the Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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

# Uploading and Publishing New Catalogs

- Navigate to the **Catalogs** Tab



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



# 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

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

Catalog Name: \*

Created By: Mark Davis

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

Delete Add

Next Exit

- Click “Next”

# 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 FMG use this format:  
**FMG\_(Supplier Name)\_CIF**
- **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.

Create a New Catalog

Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: \*

Created By: Mark Davis

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

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

Commodities: ①

Description

No items

Delete Add

Next Exit

- When you complete this screen, click “Next”

# 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 Customer(s), set the Visibility to “Private”
- Select Customer the Catalog is for from the “Customers” list  
If the Customer 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

Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your [More](#)

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility:  Private - Only the selected customers that have a trading relationship with you can view and receive the catalog  
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	GSO Sandbox - P20 - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Hewlett Packard Enterprise - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	The Walt Disney Company - TEST	<a href="#">View</a>	Pending Validation

Previous Next Exit

- When you complete this screen, click “Next”

# 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”

Create a New Catalog Previous Exit

1 Details

2 Subscriptions

3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the [More](#)

UPLOAD YOUR CATALOG FILE

Browse...

! 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

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

# 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 - P20 - 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	

# 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	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
	GSO Sandbox - P20 - TEST	<a href="#">Crown Metals CIF</a>	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	<a href="#">3 Errors Found by Ariba Network</a>	
	Hewlett Packard Enterprise - TEST	<a href="#">Hewlett Packard</a>	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
	The Walt Disney Company - TEST	<a href="#">CatalogTest</a>	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

# Uploading and Publishing New Catalogs

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

Edit a Catalog Previous

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 column.

[Upload new catalog file.](#)

### Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File
The item on line 12 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		12
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14
The item on line 11 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		11

- 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

# Uploading and Publishing New Catalogs

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## ■ 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

# Replacing Existing Catalogs

SAP Ariba 



# 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:

Catalogs

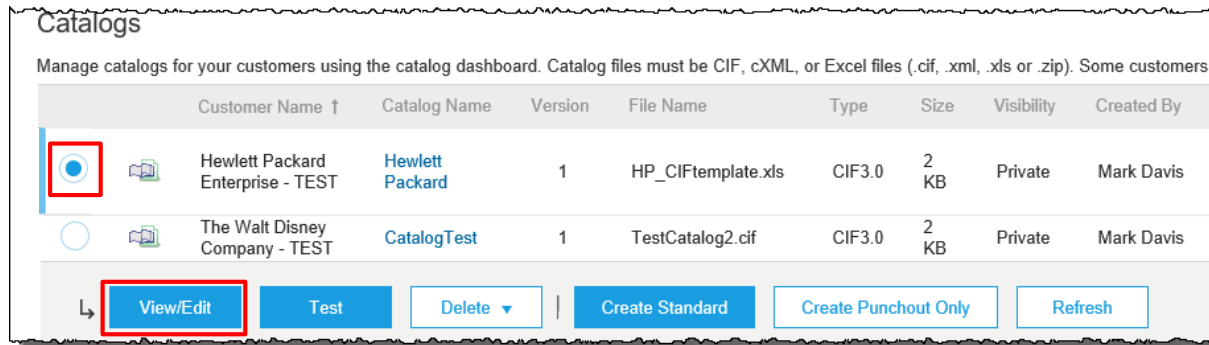
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
<input type="radio"/>	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis
<input type="radio"/>	GSO Sandbox - P2O - TEST	Crown Metals CIF	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis
<input type="radio"/>	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis
<input type="radio"/>	The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis

View/Edit Test Delete Create Catalog Create Punchout Only Refresh

# 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



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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
<input checked="" type="radio"/>	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis
<input type="radio"/>	The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis

↳ [View/Edit](#) [Test](#) [Delete ▾](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- 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

The screenshot shows the 'Edit a Catalog' interface. On the left, a sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area displays pre-populated information: Catalog Name: Hewlett Packard, File Name: HP\_CIFtemplate.xls, Created By: Mark Davis, Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00, Version: 1, Size: 2 KB, Item Count: 5, Type: CIF3.0, and Status: Published. A red box highlights the 'Description' field, which contains the text 'Updated Catalog with new pricing - January 2017'. Below the description field, it indicates 'Characters left: 953' and 'The maximum number of characters allowed is 1000, including spaces.' At the bottom, there is a 'Commodities' section with a 'Description' field and 'No items' listed, along with 'Delete' and 'Add' buttons. 'Next' and 'Exit' buttons are located at the top right and bottom right of the screen.

- 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 and highlighted with a red box. The 'Upload Catalog File' button is also highlighted with a red box. The 'Create a New Version' button is circled in red with a red 'X' over it, indicating it should not be used. The 'Content Items' table is visible below the tabs.

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	U
1	002020122	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	
2	002020122	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	
3	002020122	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	
4	002020122	2772981	IDG076450052X	Manilla Folders, Tabbed 3	44122011	

- 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

# 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”

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 [More](#)

1 Details

2 Content

3 Subscriptions

UPLOAD YOUR CATALOG 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.




- 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

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 catalogs.

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	 Hewlett Packard Enterprise - TEST	Hewlett Packard	2	TSC Crown Metal.cif	CIF3.0	2 KB	Private	Mark Davis	5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	 Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	 The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- 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

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## ■ Customer Approval

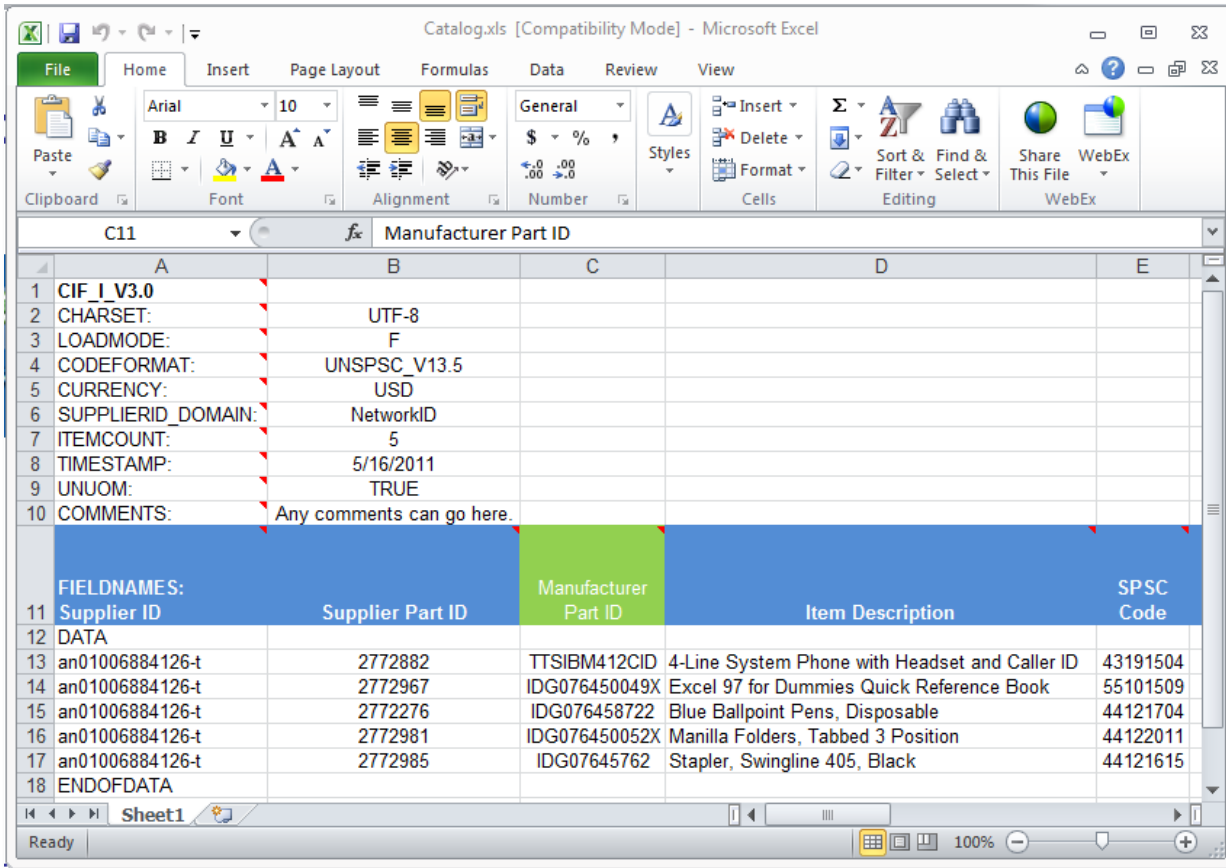
- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
- Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network 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.

# Appendix



# Creating a CIF from an Excel File

- Open your Excel Catalog file

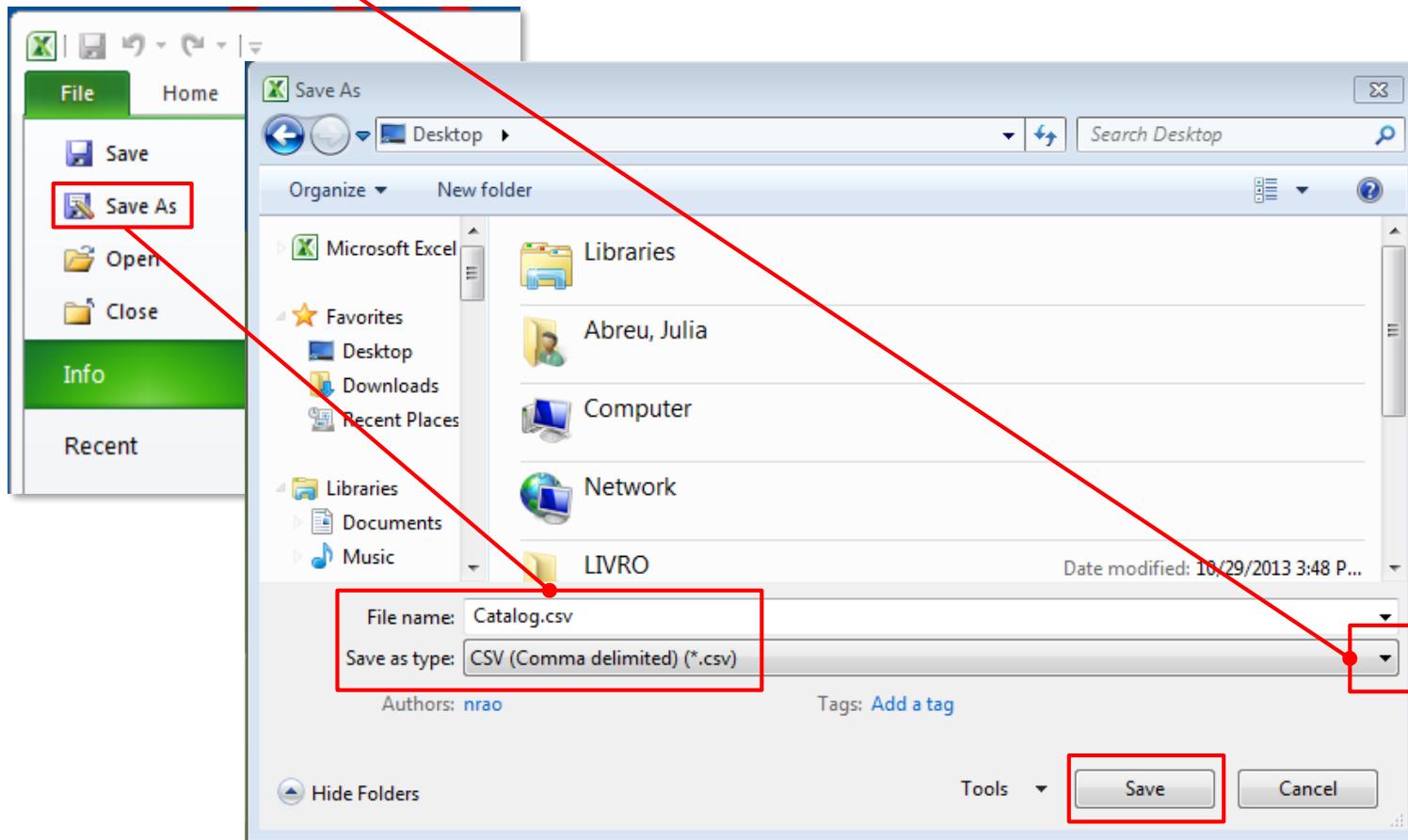


The screenshot shows a Microsoft Excel spreadsheet titled 'Catalog.xls [Compatibility Mode]'. The spreadsheet contains a table with the following data:

	A	B	C	D	E
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:	5/16/2011			
9	UNUOM:	TRUE			
10	COMMENTS:	Any comments can go here.			
11	FIELDNAMES:				
	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
12	DATA				
13	an01006884126-t	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
14	an01006884126-t	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
15	an01006884126-t	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
16	an01006884126-t	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011
17	an01006884126-t	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615
18	ENDOFDATA				

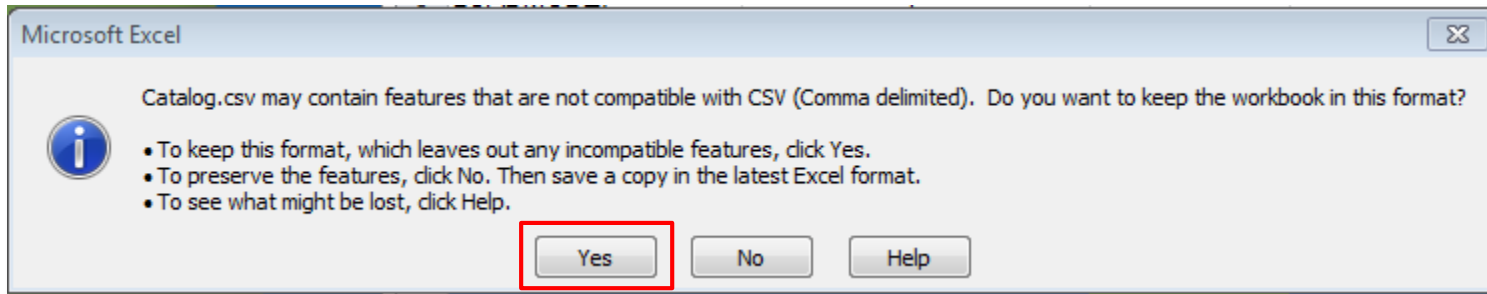
# Creating a CIF from an Excel File

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



# Creating a CIF from an Excel File

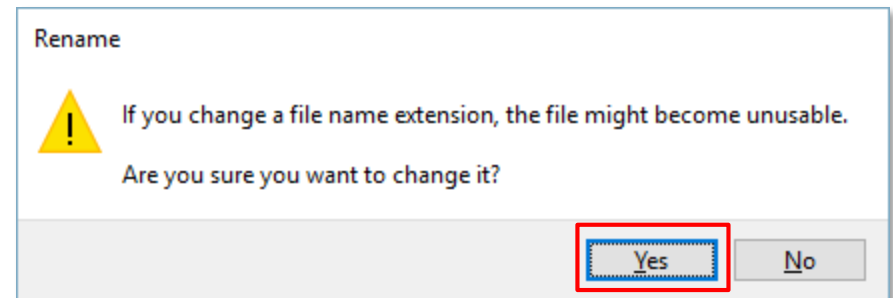
- You will get a system warning about saving it as a .csv—click “Yes” to continue



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

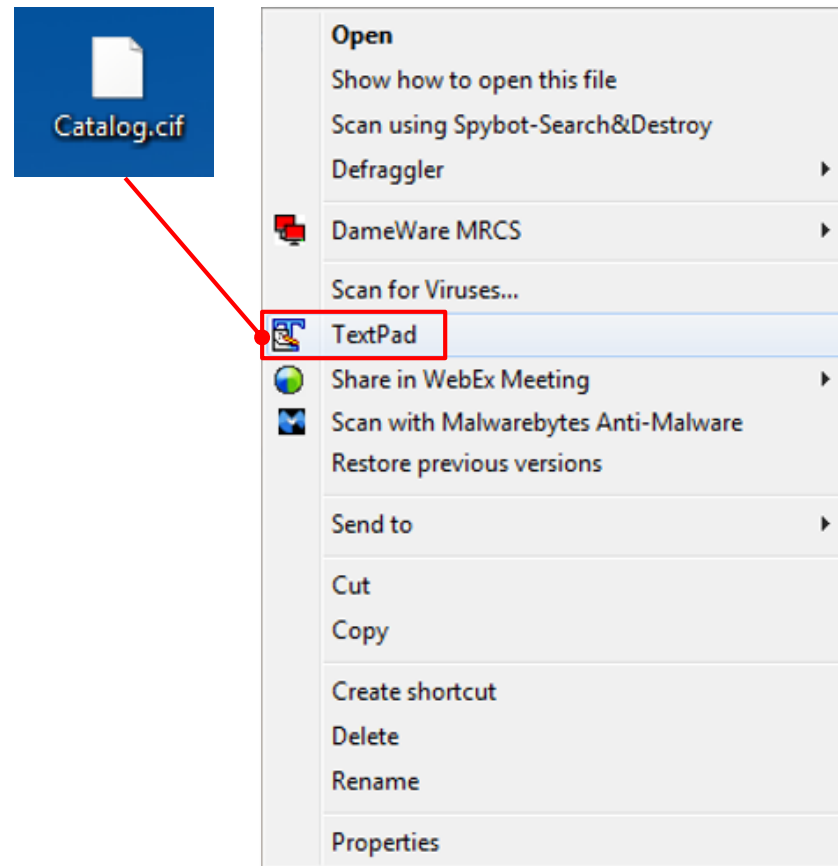


- The system will warn you about changing the extension. Click “Yes” to continue



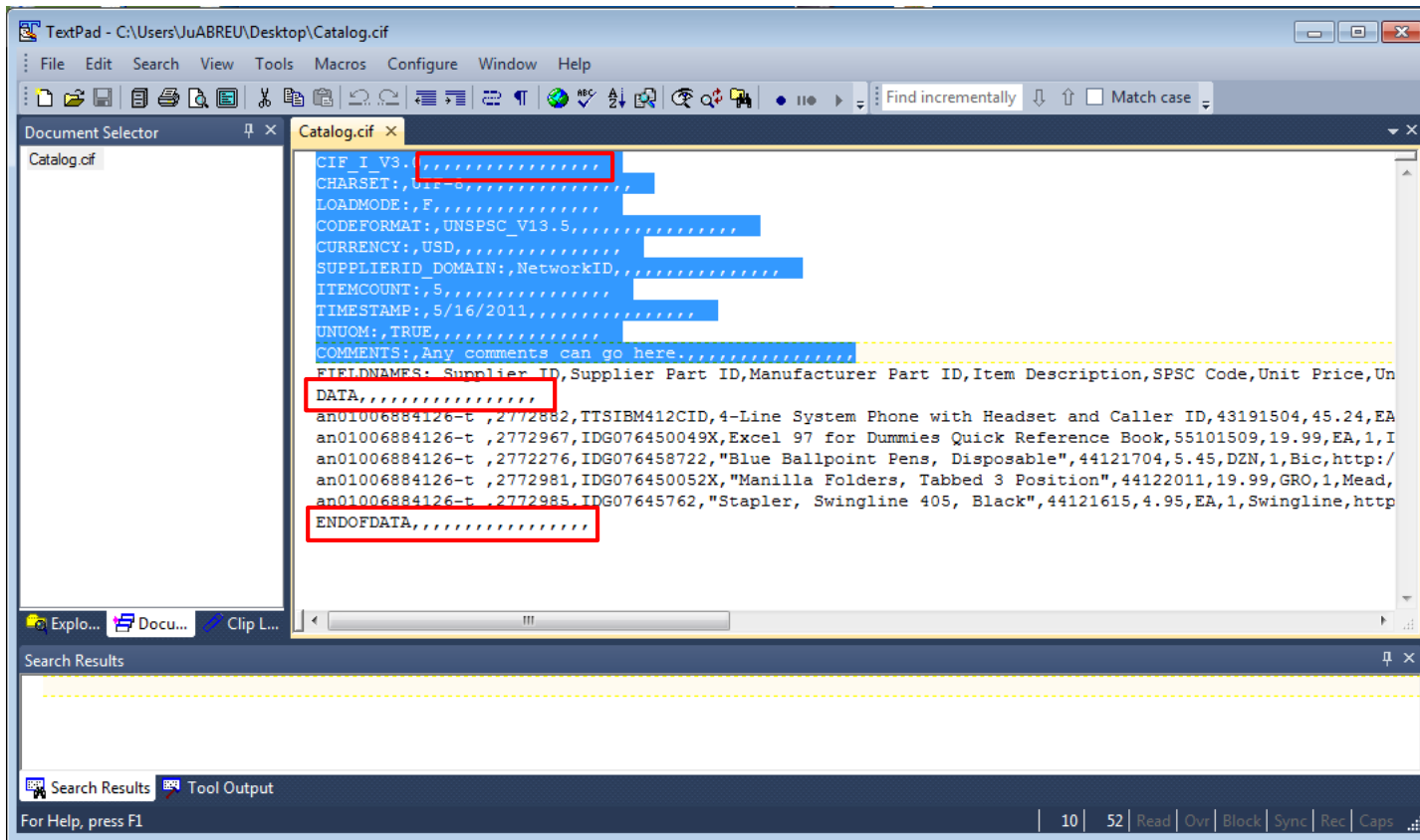
# Creating a CIF from an Excel File

- 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



The screenshot shows a TextPad window with the file 'Catalog.cif' open. The text content is as follows:

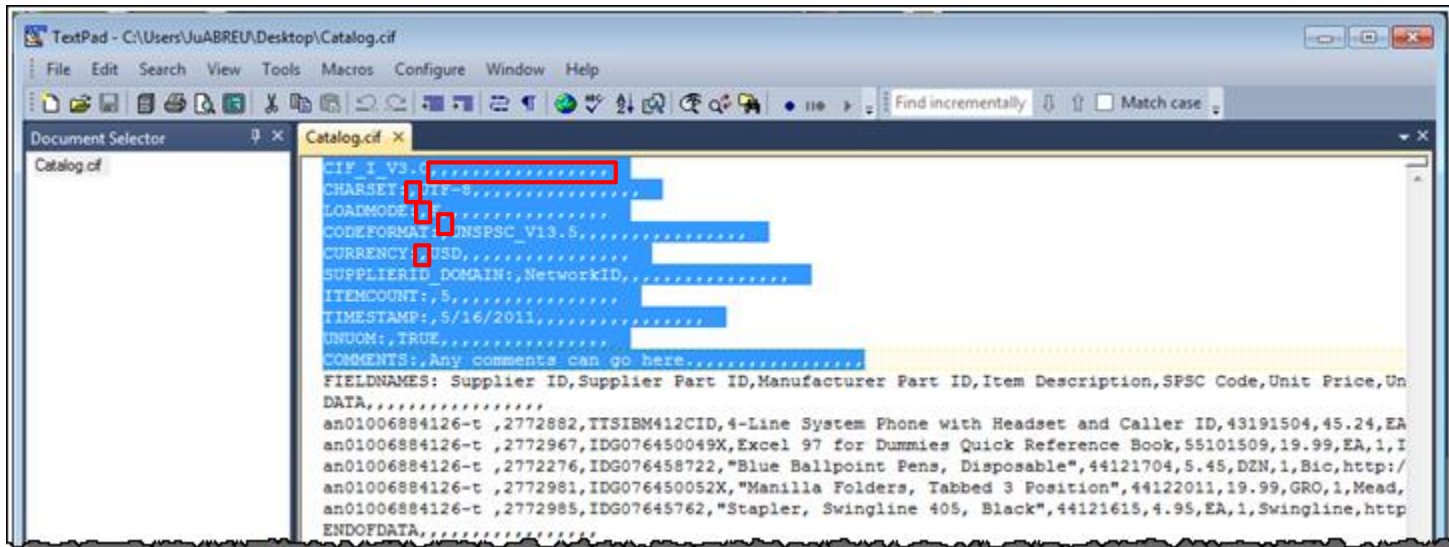
```
CIF_I_V3. ....
CHARSET: ,
LOADMODE: , F,
CODEFORMAT: UNSPSC_V13.5,
CURRENCY: , USD,
SUPPLIERID_DOMAIN: , NetworkID,
ITEMCOUNT: , 5,
TIMESTAMP: , 5/16/2011,
UNUOM: , TRUE,
COMMENTS: , Any comments can go here.
FIELDNAMES: , Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, SPSC Code, Unit Price, Un
DATA,
an01006884126-t , 2772882, TTSIBM412CID, 4-Line System Phone with Headset and Caller ID, 43191504, 45.24, EA
an01006884126-t , 2772967, IDG076450049X, Excel 97 for Dummies Quick Reference Book, 55101509, 19.99, EA, 1, I
an01006884126-t , 2772276, IDG076458722, "Blue Ballpoint Pens, Disposable", 44121704, 5.45, DZN, 1, Bic, http:/
an01006884126-t , 2772981, IDG076450052X, "Manilla Folders, Tabbed 3 Position", 44122011, 19.99, GRO, 1, Mead,
an01006884126-t , 2772985, IDG07645762, "Stapler, Swingline 405, Black", 44121615, 4.95, EA, 1, Swingline, http
ENDOFDATA,
```

Red boxes highlight the following lines in the original image:

- CIF\_I\_V3. ....
- DATA, (on the line following FIELDNAMES)
- an01006884126-t , 2772985, IDG07645762, "Stapler, Swingline 405, Black", 44121615, 4.95, EA, 1, Swingline, http
- ENDOFDATA, (on the line following the last data entry)

# 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



The screenshot shows a TextPad window titled 'Catalog.cif' with the following content:

```
CIF_V13.0,.....
CHARSET: UTF-8,.....
LOADMODE:.....
CODEFORM: UNSPSC_V13.0,.....
CURRENCY: USD,.....
SUPPLIERID_DOMAIN: NetworkID,.....
ITEMCOUNT: 5,.....
TIMESTAMP: 5/16/2011,.....
UNUOM: TRUE,.....
COMMENTS: Any comments can go here,.....
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un
DATA,.....
an01006884126-t ,2772882,ITSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01006884126-t ,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01006884126-t ,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
an01006884126-t ,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01006884126-t ,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA,.....
```

- 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

**Thank you.**

