



Agenda



- What is a PunchOut Catalogue?
- Roles and Responsibilities
- PunchOut Configuration
- Required cXML Configuration from the Supplier
- Publication of your catalogue on the Ariba Network
- Ariba Network Support

Introduction



Catalogues are the main communication channel between you and your customers. This guide contains training and instructions on how to configure and publish your cXML PunchOut Catalogue on the Ariba Network to make it available to FMG.







- The PunchOut Catalogue is directly hosted by the supplier in their website.
- The PunchOut Catalogue allows end users to go directly to the supplier's and search for items.
- The supplier is controlling and maintaining the content of their Catalogue, according to their contract with FMG.



PunchOut catalogues are interactive catalogues stored on your website that use cXML to enable two-way communication of electronic commerce details. For PunchOut catalogues, 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).

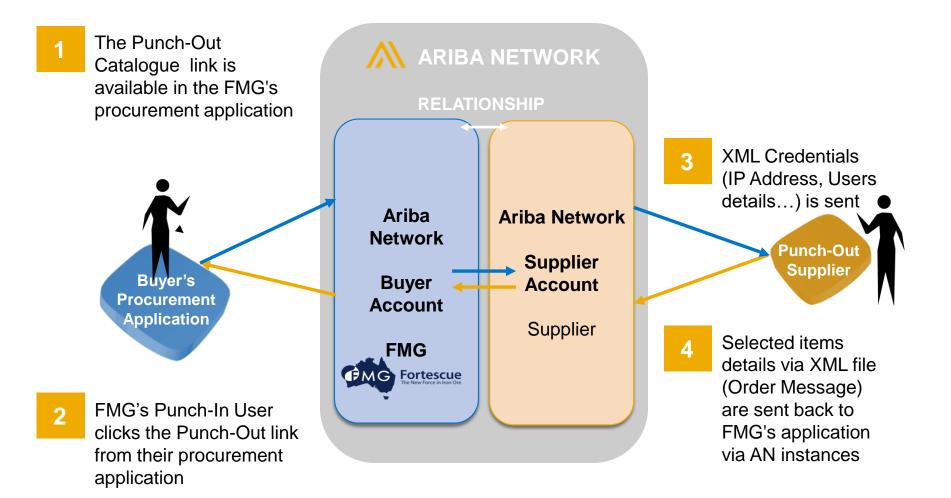
When users finish with this page, they click a button that returns the order information to Ariba Buyer. The fully configured products and their prices appear within the procurement application on users' purchase orders.

When deciding whether to use PunchOut catalogues, 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 catalogues, shop for products and services, and create a purchase order, however, Ariba Network does not send you the purchase order. PunchOut Catalogue users do not need to enter a user password for your site. They can be pre-authenticated by Ariba Network.





Roles and Responsibilities





Roles and Responsibilities - Overview



Task	Ariba	FMG	Supplier
Configure Punchout Website			X
Establish a Trading Relationship on the Ariba Network		X	X
Configure Supplier Ariba Network account			X
Publish the Catalogue on Ariba Network			X
Activate the Catalogue 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 Buyer

 Buyer/ 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 Catalogue on Ariba Network- Supplier
 - Create a Catalogue using "Create Punch Out only" button.
- Activate the Catalogue on Buyer's On Demand Application Ariba Team / Buyer
 - Ariba Team will test the Catalogue using the Catalogue Tester and upload the Catalogue on Customer's site.
- Test Connectivity Ariba Team / Buyer / Supplier
- Troubleshooting Ariba Team/ Buyer when needed / Supplier
 - Ariba Team will assist Supplier to correct the potential connectivity issue(s).







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

You will load your Catalogue on your production account only after publication and

validation of the Catalogue 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.

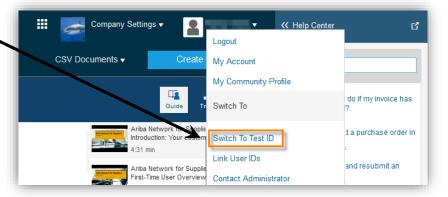
2 Switch to your Test Account

At User Navigator click Switch to Test Account.

Click OK.



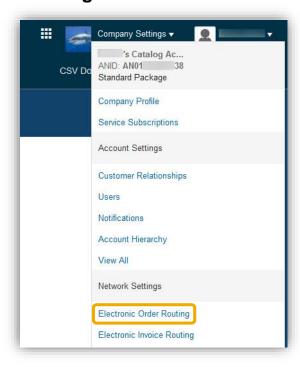






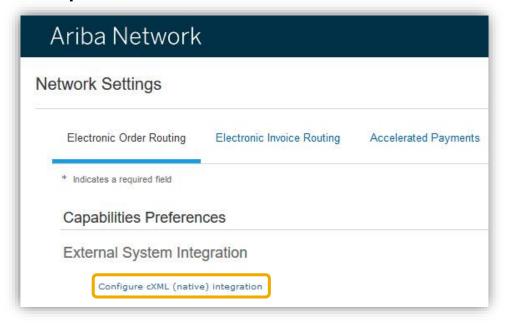
3 Access the Electronic Order Routing Setup Page

Click Electronic Order Routing at Company Settings.



4 Access the cXML Setup Page

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





5 Configure your Shared Secret

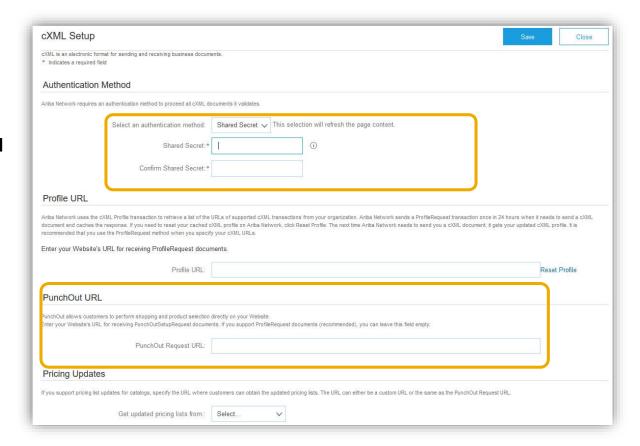
You need to enter a **Shared Secret** to authenticate your cXML documents.

6 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 Configuration





cXML configuration



Commodity Codes Required for Catalogue Items:

It is compulsory to associate a commodity code for each item in your Catalogue. A list
of commodity codes is available in your Supplier Information Portal which is accessible
from your Ariba Network account

Configure Website to Accept the Buyer's ANID:

 You must configure your website in order to accept the ANID of FMG. Please make sure during the PunchOutSetupRequest configuration to add the ending -T to FMG's ANID when you will create your Catalogue in your TEST account. FMG 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 FMG. You can find the FMG 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-Documentation)

cXML configuration - continued



An example of the Header in the PunchOutSetupRequest:

```
<?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>
<Tn>
<Credential domain="DUNS">
<Identity>1234567-T</ldentity>
<Credential domain="NetworkID">
<Identity>AN010000002334-T</identity> Supplier's ANID
</Credential>
</Credential>
</To>
<Sender>
<Credential domain="AribaNetworkUserId">
<ldentity>sysadmin@ariba.com/Identity>
<SharedSecret>xxxxxxxxxx</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2
</Sender>
</Header>
```

Additional information and examples can be found in the cXML Solution Guide, accessed via the Ariba Help Centre.

Publication of a Catalogue on the Ariba Network





Publication of Catalogue on the Ariba Network SAP Ariba



Test account

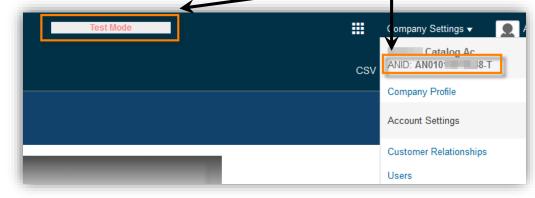
Log into Test and go to the Catalogues tab

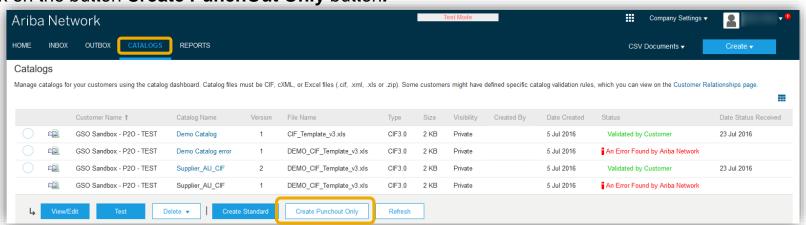
Be sure you are in your Ariba Network Supplier Test account and click the Catalogues tab on your Home Dashboard

The Catalogues page is displayed.

Create your Catalogue

Click on the button Create PunchOut Only button.





Publication of Catalogue on the Ariba Network SAP Ariba



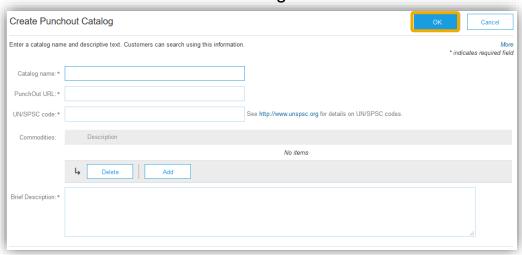
Catalogue Information

Enter information about your PunchOut Catalogue.

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

- Catalogue 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 Catalogue. 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 Catalogue 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 catalogues support version 13.5. However, it can translate any earlier version to 13.5 and vice versa.



Publication of Catalogue on the Ariba Network SAP Ariba

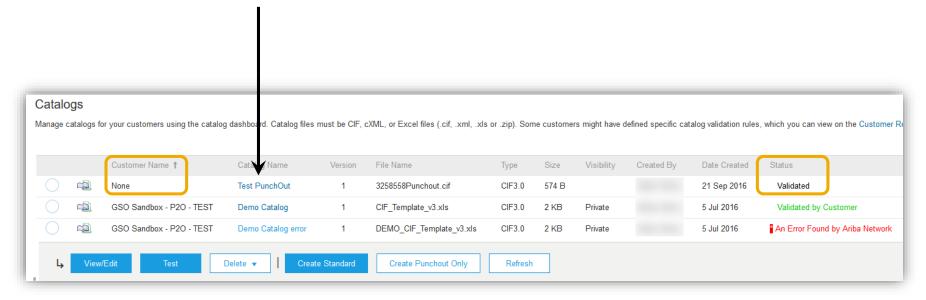




Create your Catalogue

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

You will see that there is no Customer assigned and the status is Validated. To publish this catalogue for your customer FMG, click on the Catalogue Name.



Validating and Publishing the Catalogue



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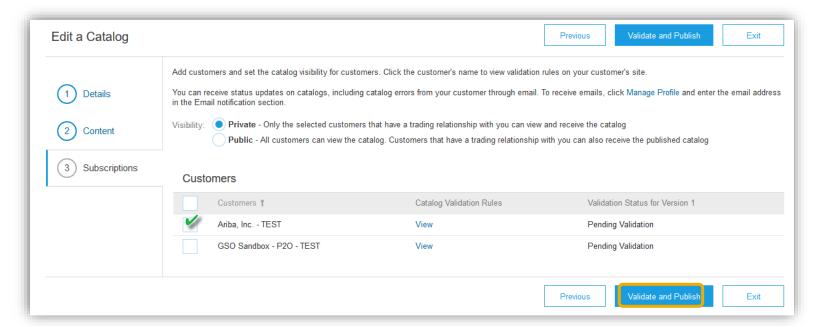
Catalogue Subscriptions

Click on option 3 – Subscriptions.

Select **Private** and select FMG in your customers' list.

Note: If FMG 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.



Validating and Publishing the Catalogue

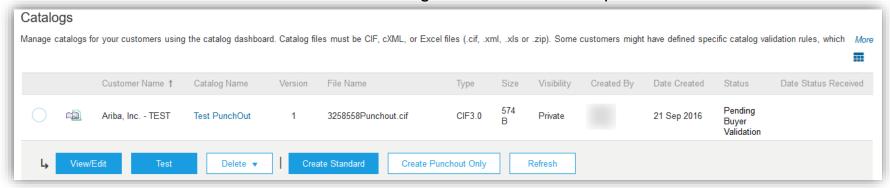


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Catalogue Subscriptions

If there are no errors in the Catalogue fields, the Catalogue link will be validated by customer and published.

If there are errors related to the fields the Catalogue file should be re-uploaded.



PunchOut Catalogue Statuses

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

Adding an image

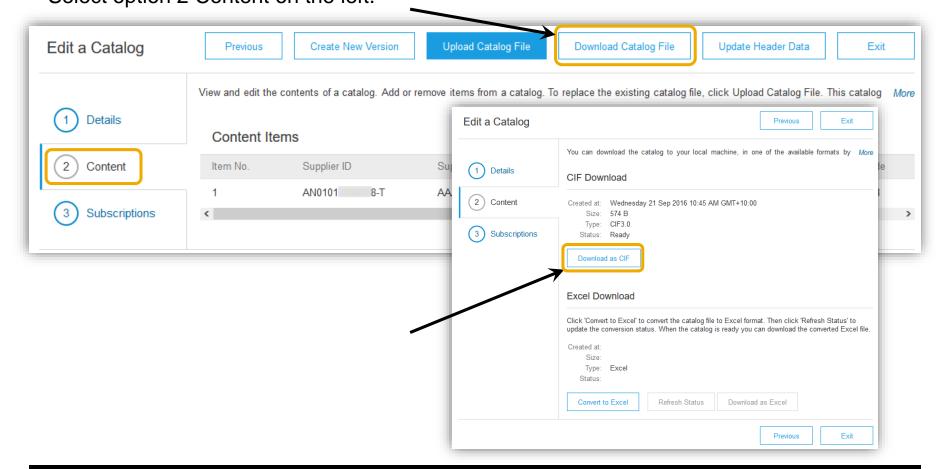




Download the .cif file



After the catalogue is selected please download the Catalogue index file into CIF format.
 Select option 2 Content on the left.



Adding an Image or Logo to your PunchOut Catalogue

It is a **preferred** requirement to add an image or company logo to the catalogue.

You will need to download the CIF catalogue file so that it can be modified and uploaded. You can add a field name "Image" and place the URL of your image in the associated position within the SKU, (it is recommended to added it to the end).

```
CIF_I_V3.0
LOADMODE: F
CODEFORMAT: UNSPSC_V12.2
CURRENCY: USD
SUPPLIERID_DOMAIN: DUNS
CHARSET: UTF-8
COMENTS: This is a CIF 3.0 file with punch out item generated by Ariba.com
FIELINAMES: Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, SPSC Code, Unit Price, Unit of Measure, Lead Time, Manufacturer Name, Supplier URL, Manufacturer URL, Market Price, PunchOut Enabled, Image
TIMESTAMP: 2015-12-03 03:50:02 America/Los_Angeles
ITEMCOUNT: 1
DATA

-t, aaa, aaa, '

-t, aba, aaa, '

-t, aba, aaa, '

-t, aba, aaa, '

-t, aba, aba, '

-t, aba, aba,
```

You will save this file, and upload it as a new version.

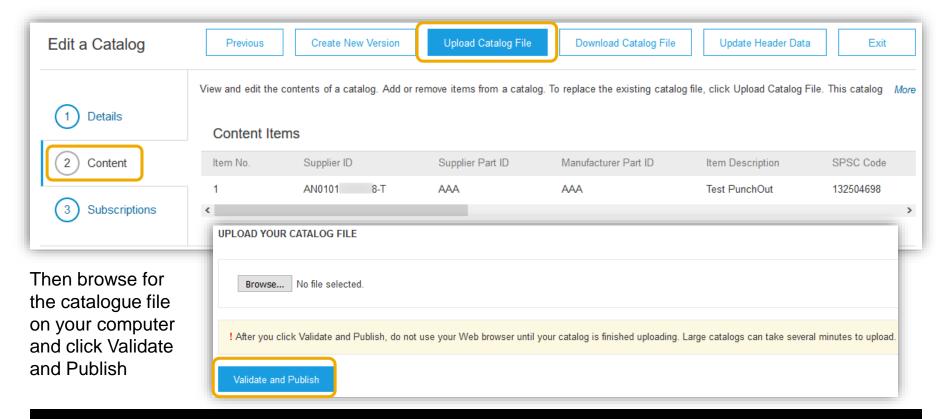
URL images must be no larger than 300 x 300 pixels.

Uploading a new version of the catalogue file



Upload a new version

Do not create a new catalogue, it is best to create a new version of an existing catalogue.



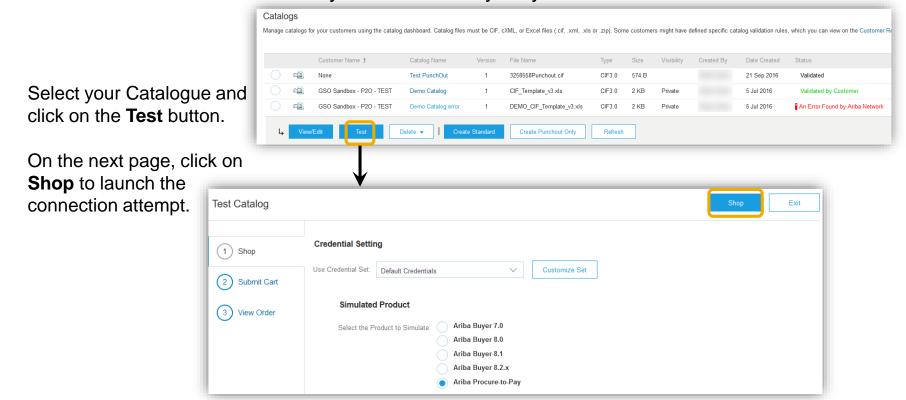
Testing the PunchOut





Publication of Catalogue on the Ariba Network Next Steps

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



Publication of Catalogue on the Ariba Network

Next Steps

- If you can connect to your Catalogue, the connectivity has been established successfully.
- If you cannot access your Catalogue, 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 your Ariba Catalogue Enablement expert.

Ariba Network Support





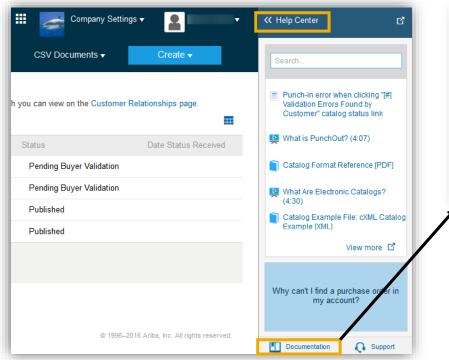
Training and resources

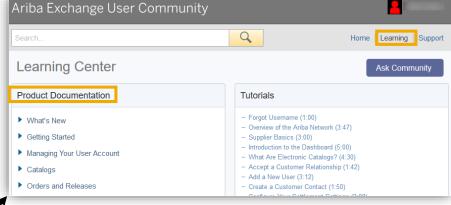


Ariba Network standard documentation and useful links

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

Click on the **Help** link in the upper right hand corner of the page to access **Help Center.** In **Learning** center there is **Product Documentation** available for Users or Administrators.





Training and Resources



Useful Links

- Ariba Supplier Membership page http://www.ariba.com/suppliermembership
- Ariba Network Hot Issues and FAQs https://connect.ariba.com/anfaq.htm
- Ariba Cloud Statistics http://trust.ariba.com
 Detailed information and latest notifications about product issues and planned downtime—if any—during a given day
- Ariba Discovery http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- Ariba Network Notifications http://netstat.ariba.com
 Information about downtime, new releases and new features

Supplier support post Go-Live

Help Center



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

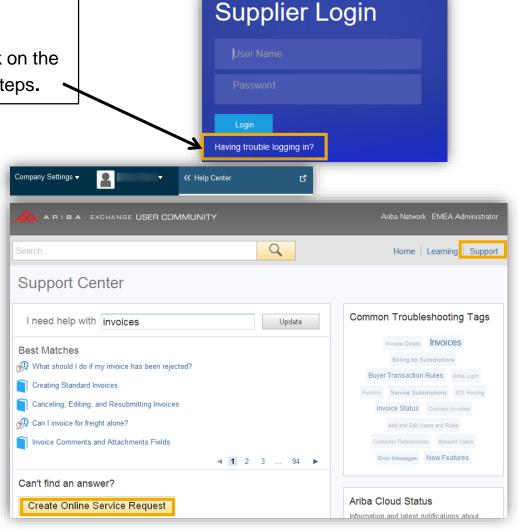
If you forgot your username or password click on the link Having trouble logging in and follow the steps.

To access our Help Center, log into your account or go to http://supplier.ariba.com.

Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our webform. Select Problem Type. Note FMG in the **Issue Description**.



Thank you.



