SAP Ariba △△△

Catalogue Images Guide

SAP Run Simple

Agenda

- Introduction

- About item images

- How to load Item Images

- Common causes of display issues

Introduction

- Your customer experience can be improved by providing images in your catalogue

- This guide contains training and instructions on how to link images to your catalogue items

About the Item Image

Associating an Image with an Item

- There are two ways to populate images in your catalogue:
    - URLs
    - 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 :
    - Thumbnail image
    - Only a full-size image
    - Both (**recommend option**)

- Images must be in JPEG/JPG, GIF, PNG, BMP or TIFF format.

Local / URL Image

- If file names are specified only, the images are pulled from a local directory

- If URLs are specified, the images are stored on a supplier's website **(recommended option)**

Full-Size & Thumbnail Images

- Thumbnail images are preview images of the items.

- The "Image" field is for enlarged images of the product at the item-detail level

- Procurement systems displays thumbnails immediately after users search and the full-size image if users click on the thumbnail image

- If only a full-size image is provided, the procurement system scales the image to generate a thumbnail image **(except for PNG and GIF formats**)

- If only a thumbnail image is provided, a full-size image cannot be generated from it

- If both thumbnail and full-size images are provided, the search will use both in the scale provided

Image Format - Thumbnail

- Recommended size is 80 x 80 pixels

- Maximum size is 200 x 200 pixels, however thumbnail images larger than 80 x 80 pixels will be resized to fit these dimensions

- Recommended file size of less than 50Kb.

- Images that do not have an equal length and width may be distorted in the display

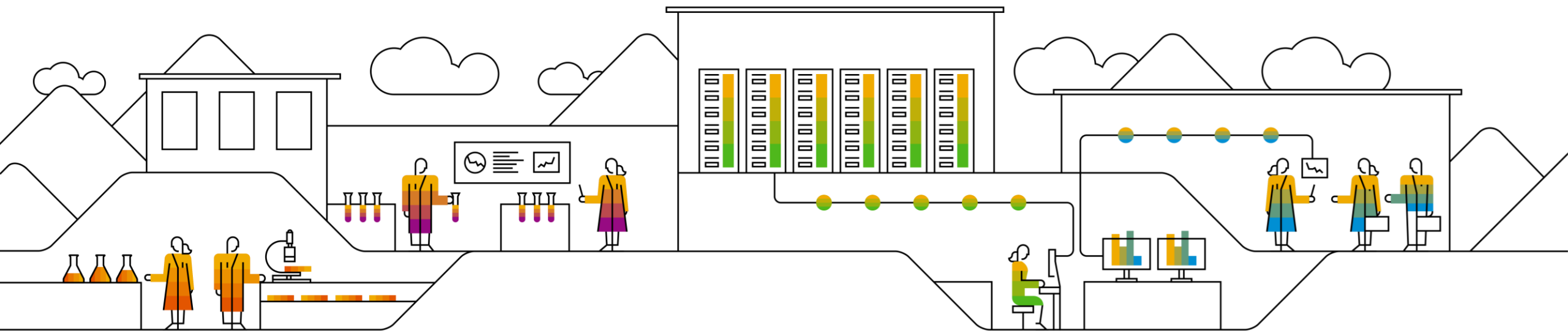- Image file name can**not** contain special characters in it (system will fail)

Image Format – Full-size Image

- Recommended size in 250 x 250 pixels

- Maximum size is 400 x 400 pixels, however this can be lowered depending on how the customer has set up their SAP Ariba Application

- Recommended file size of less than 90 KB

- Image file name can**not** contain special characters in it (system will fail)

Image Format – URL

- The Size limitation follow the same logic as the static images

- The needed protocol is ' http**s**:// ' and not to use commas in your link

- Always include the extension in the image name (e.g.: https://myonlineimages.co.uk/image1.**jpg**)

- If you provide URLs, you must store your images on a publicly-accessible website so that procurement applications can retrieve them and cache them locally

- Your image website must be available at all times

- The URL can contain a query or automated script (for example: https://www.lawnsRUs.com/scripts/search.asp? find=lawnmower.jpg), as long as a single image is retrieved, not other information such as text or HTML
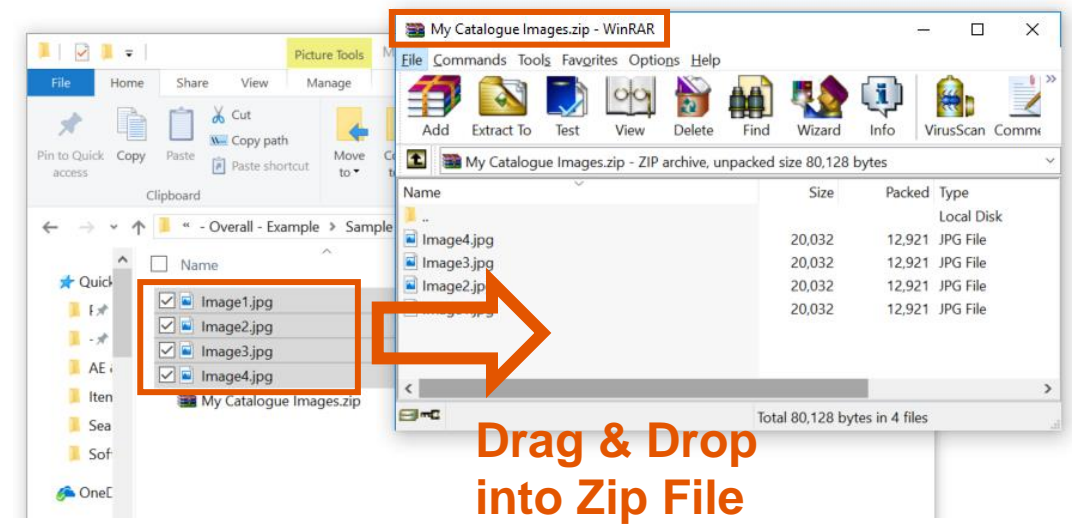
How to **load** Item **Images**

URL Images

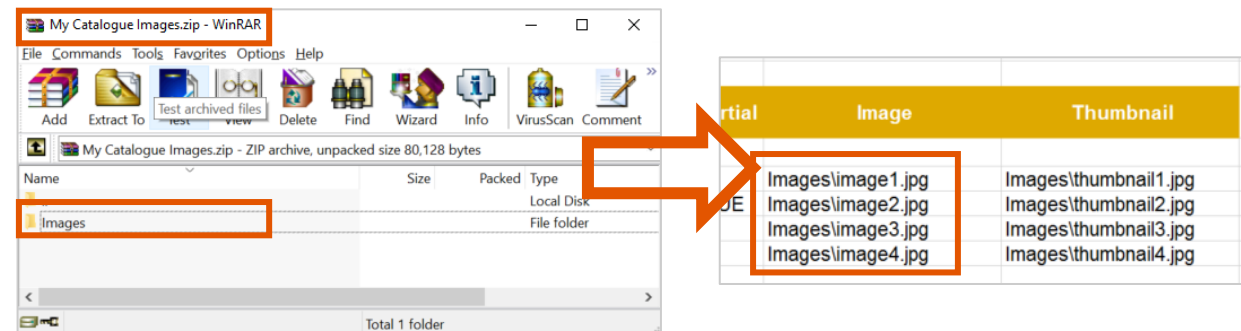- List the image URL in the image and/or thumbnail field of the catalogue file (starting with "https://")

- Upload and publish the catalogue file on your Ariba Network account

Local Images

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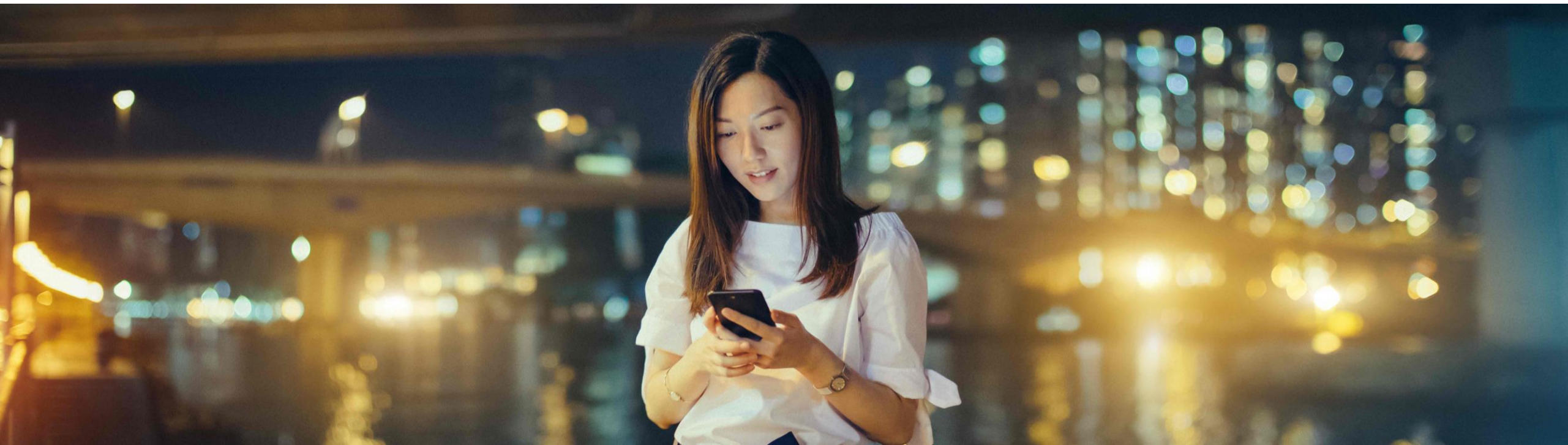

Drag & Drop into Zip File

- List the images' filenames in the catalogue's '*Image*' and/or '*Thumbnail'*. If you have a folder in your zip file, this needs to be mentioned as well. The filename and image name must match exactly.

- Upload your catalog and zip file on AN.

Common Causes of Display Issues

Local / Static Images

- The filename does not end with a valid image extension

- The filename and the image file do not match **<u>exactly</u>**

- The folder name is not added in the image and/or thumbnail field (see point 2 on page 13)

- The image file is larger than the accepted size

- The image file has not been provided

URL Images

- The URL does not end with a valid image extension

- The URL contains spaces or commas, which are not valid characters

- The certificate for the domain hosting the image is not trusted by SAP Ariba

- The URL redirects to an image on the internet; the provided URL is sending to a webpage or gallery

- The URL points to an image that is larger than the allowed image size set by SAP Ariba