



# Creating and Publishing CIF Catalogs for TAFE NSW

PUBLIC

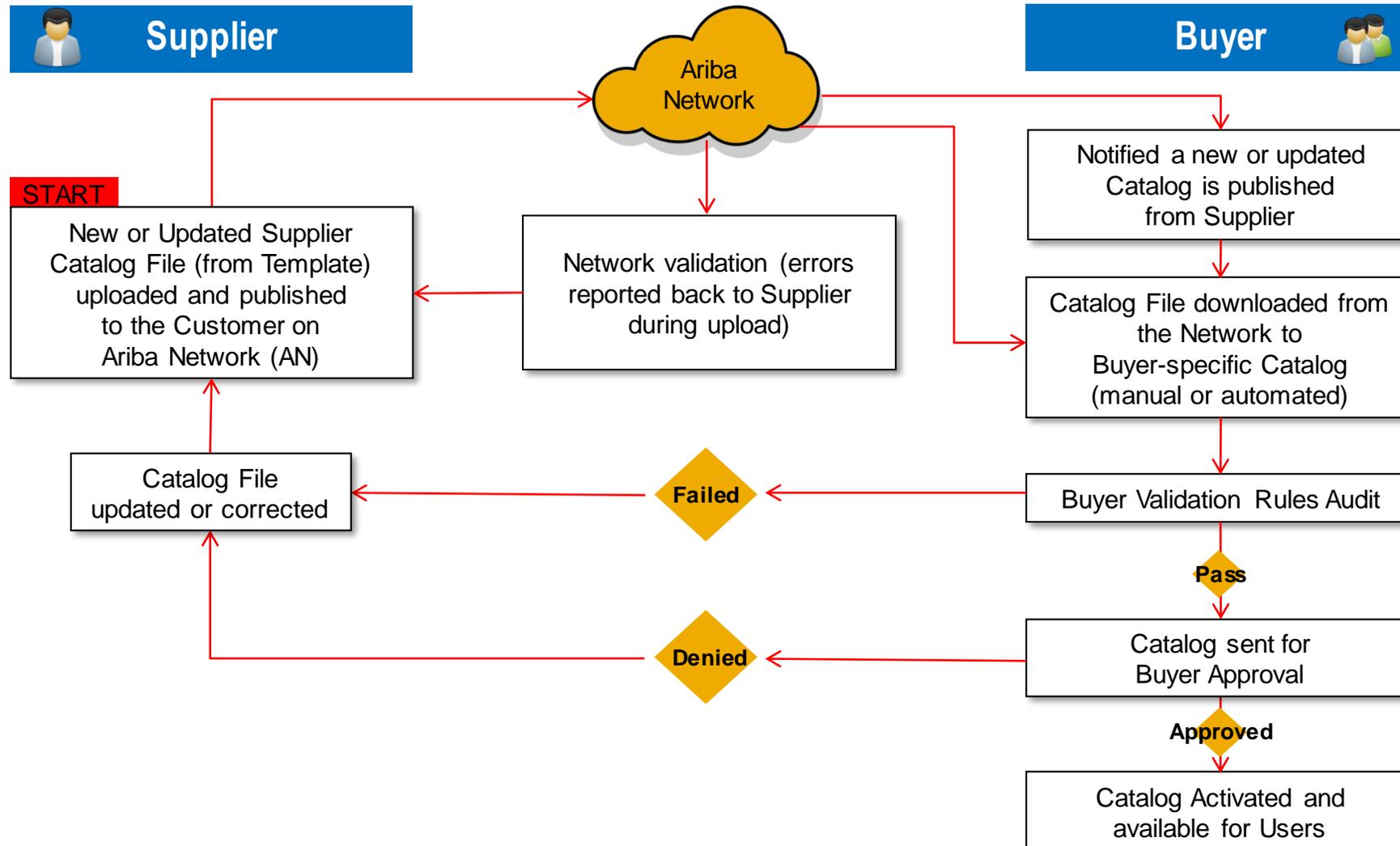


# Session Agenda

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

# The Catalog Upload **Process**

# The Catalog Upload Process



# The Catalog Upload Process

- When you upload a Catalog for TAFE NSW, you are loading the file to the Ariba Network (AN) – **not** directly to TAFE’s system. Please note that when uploading your file to the AN, you can choose which customer/s can see this particular catalog.
- Once the file is loaded to the Network, TAFE NSW is notified that a Catalog has been loaded
- Depending on the configuration of TAFE’s environment:
  - The uploaded file is downloaded from the Network manually, then loaded to the TAFE’s system
  - or-
  - The system automatically downloads the file to the TAFE’s system
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

# The Catalog **Template**

# The CIF Catalog Template

Supplier-hosted CIF Catalogs are the most common type of static Catalogs and the only type allowed by TAFE NSW. For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an Excel CIF Template:

	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	

Header section

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

Data section

# The CIF Catalog Template

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

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

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

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

FIELD COLOR CODES	
Red	Required
Green	Optional
Orange	Optional, but preferred
Grey	Do not use

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the TAFE NSW Supplier Portal page on the Ariba Network.

# Creating a CIF Catalog

# Creating a CIF Catalog

## General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes and Unit of Measures must be assigned to each item as per the list of TAFE NSW accepted values.

## 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

## The 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 “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID\_DOMAIN** – Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number – “NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT** – Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP** – Enter the date you created your Catalog.
- **UNUOM** – If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS** – This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

# Creating a CIF Catalog

## The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN01000258741	12345	CFG 11562
AN01000258741	87690	87690-12
AN01000258741	479-56	A100-BLK

- **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 that 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.)

**Note:** To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

**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

## ▪ 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

- **Lead Time - Required**

*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
http://www.supplier.com	http://www.manu.com	12.95
http://www.supplier.com		2296.56
http://www.supplier.com		4.86
http://www.supplier.com		12.86

- **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**

*Description:* List or retail price.

*Note:* Does not show on the Ariba UI – this is an informational-only field for Suppliers

*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 ¥.

**Note: If you are providing hazardous materials you can add a MSDS brochure to either the Supplier URL or Manufacture URL field, see page 20 for more information.**

# Creating a CIF Catalog

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

- **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

*Example:* 1234 French

*Note:* If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Language – Optional** (If blank, defaults to 'en\_US')

*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**

*Description:* Specifies the currency used for the prices

*Type of data:* String

*Maximum length:* 32

*Example:* AUD, USD, CAD (Canadian Dollar)

*Note:* A listing of currency codes is in your Customer's Supplier Information Portal

# Creating a CIF Catalog

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

- **Short Name – Required**

**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

# Creating a CIF Catalog

Image	Thumbnail
SupplierName/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>
SupplierName/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 - Required

**Description:** URL of the item's image (preferred), or filename of the image (sent in a zip file). The field must be an exact match to the file name.

**Supported image formats:** JPG, JPEG, GIF, PNG, BMP – (JPG preferred)

**Type of data:** String

**Maximum length:** 255

**Recommended Size:** 250 x 250 pixels

## ▪ Detail: 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:** 85 x 85 pixels

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

# Creating a CIF Catalog

## Special Notes for Images

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

# Creating a CIF Catalog

MinOrderQty	Effective Date	Expiration Date
10 Metres		
		2020-08-18

- **MinOrderQty – Optional**

**Description:** Informational only, to illustrate the minimum order quantity of the product, this should contain the numeric quantity and the relative unit of measure.

**Type of data:** String

**Example:** 5 Boxes, 10 Litres, 100 Metres

- **Effective Date - Optional**

**Description:** Informational only, to illustrate the date when the item details are valid from. This could be based on an agreement with your customer, it is not visible to the end users.

**Type of data:** Date

**Format:** YYYY-MM-DD

**Example:** 2020-06-01

**Note:** If you load an item with a date prior to today, the item will be seen immediately, regardless of the Effective Date.

- **Expiration Date - Optional**

**Description:** Date that the catalog item expires and is removed from catalog visibility.

**Type of data:** Date

**Format:** YYYY-MM-DD

**Example:** 2020-12-01

**Note:** In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically. The catalog status will remain active.

# Creating a CIF Catalog

Green	HazardousMaterials	Aboriginal	SME	DisabilityServices	GovQualified
TRUE		TRUE			
					TRUE
	TRUE				

## ▪ Item Flags - Optional

**Description:** To mark an item as being classified as one or more of the below flags, add TRUE to the relevant flags. Be sure to note the specific information provided in the description of each field, and include relevant information in other fields as required.

**Type of data:** Boolean

**TRUE or FALSE**

- **Green:** Item is environmental friendly/sustainable. Please note that you should include detailed information on how this good/service meets 'green', 'environmental' or 'sustainable' criteria in the Item Description field.
- **HazardousMaterials:** For hazardous chemical materials that need to be treated with care. Please note that for any item that is a hazardous chemical, you must ensure the link for the Material Safety Data Sheet (MSDS) is available from either the link in the Supplier URL field or the Manufacturer URL field.
- **Aboriginal:** The supplier of these goods/services has been registered or certified as an Aboriginal/Indigenous-owned business by either Supply Nation or the NSW Indigenous Chamber of Commerce.
- **SME:** Small Medium or Regional Enterprise. A small enterprise is one with 0-19 Full-time equivalent employees (FTEs). A medium enterprise is one with 20-199 FTEs. A Regional enterprise is one located in NSW but outside the Sydney, Wollongong and/or Newcastle Metropolitan areas.
- **DisabilityServices:** The supplier is able to provide evidence of their status as an Australian Disability Enterprise via their member with Buyability.org or the Department of Social Security.
- **GovQualified:** The supplier providing these goods/services is on the relevant Whole-of-NSW Government contract or prequalification scheme.

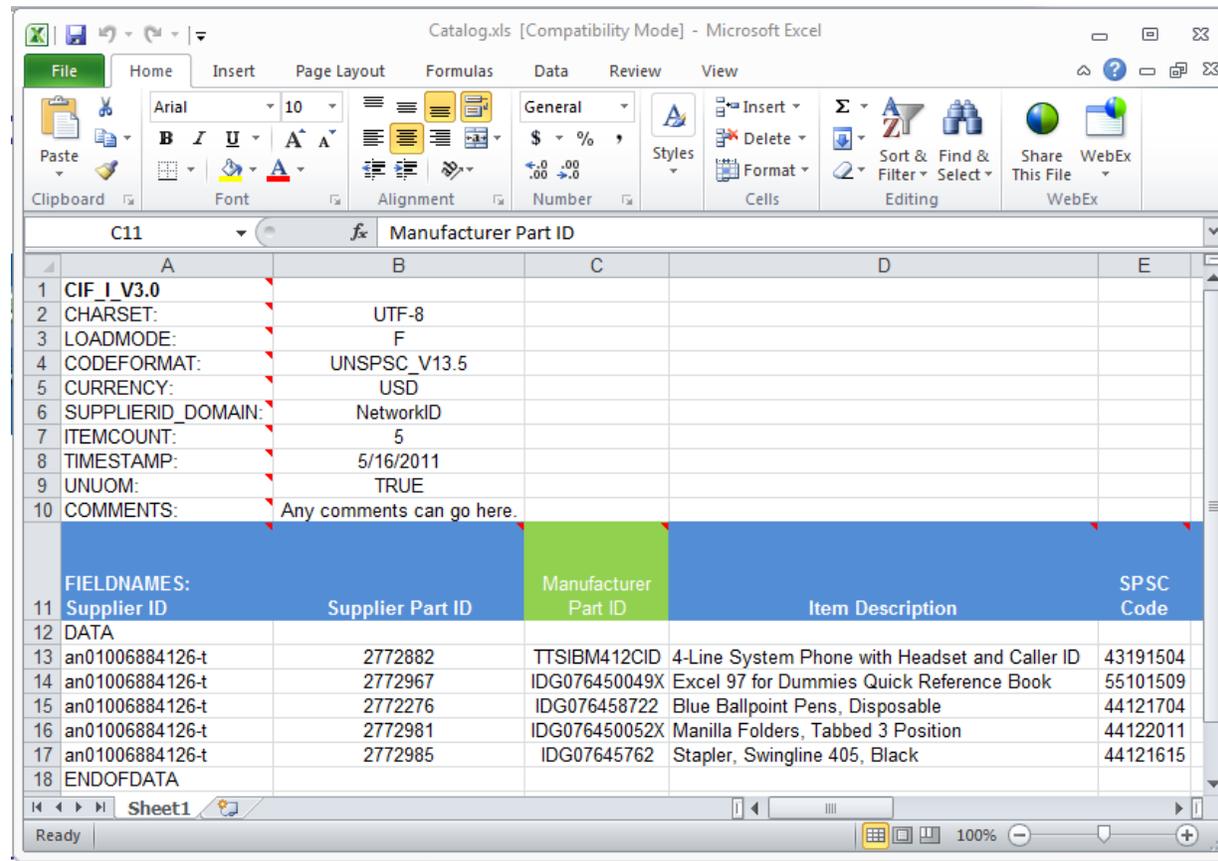
*Note: For more information on the last four flags, please contact TAFE NSW for additional information: [suppliers@tafensw.edu.au](mailto:suppliers@tafensw.edu.au)*

**Converting your file to a CIF Catalog**

# Creating a CIF from an Excel File

You will need to complete this to upload the catalog to the Ariba Network, **IF** your file exceeds 1MB. If your file does not exceed 1MB then you may proceed to page 28 to upload your Excel file.

- Open your Excel Catalog file



The screenshot shows an Excel spreadsheet with the following data:

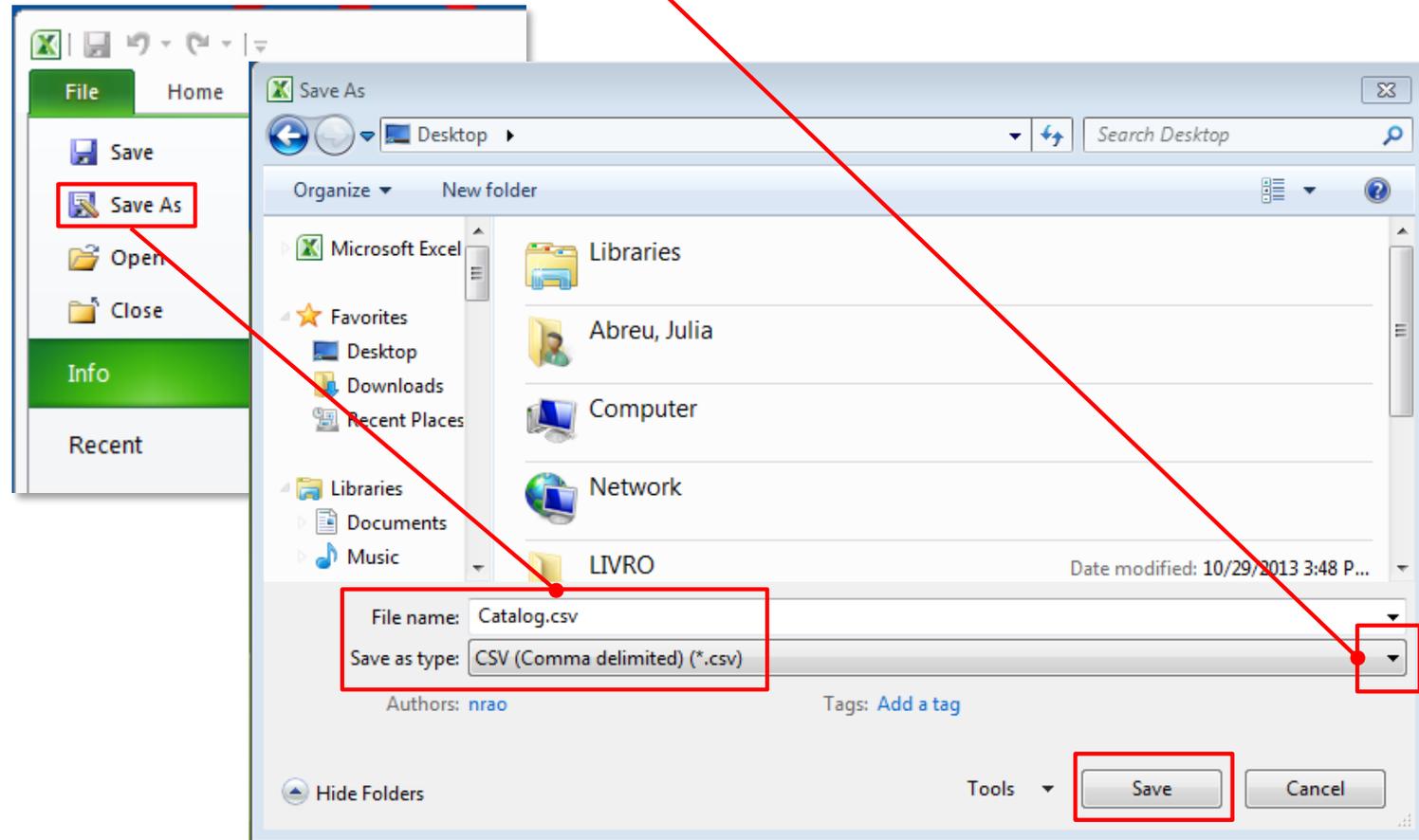
Field Name	Value
CIF_I_V3.0	
CHARSET:	UTF-8
LOADMODE:	F
CODEFORMAT:	UNSPSC_V13.5
CURRENCY:	USD
SUPPLIERID_DOMAIN:	NetworkID
ITEMCOUNT:	5
TIMESTAMP:	5/16/2011
UNUOM:	TRUE
COMMENTS:	Any comments can go here.

Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
an01006884126-t	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
an01006884126-t	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
an01006884126-t	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
an01006884126-t	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011
an01006884126-t	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615

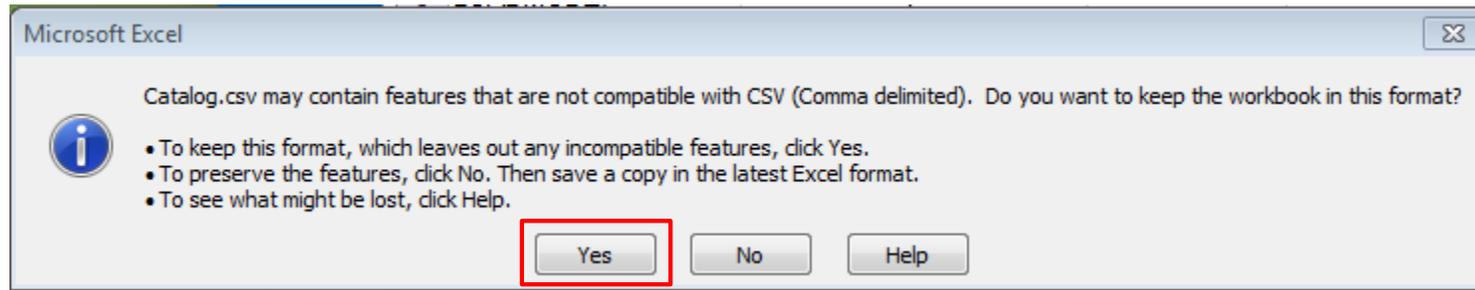
# Creating a CIF from an Excel File

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



# Creating a CIF from an Excel File

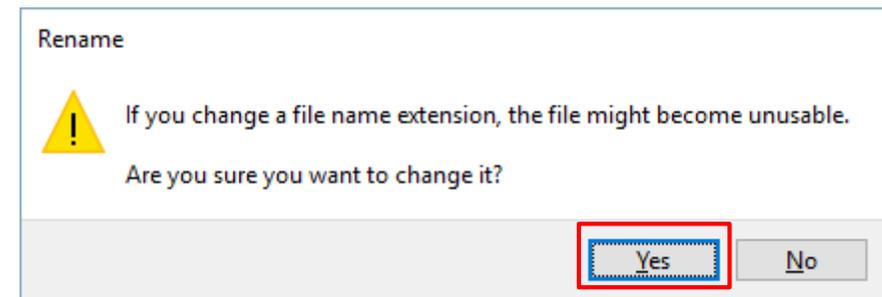
- You will get a system warning about saving it as a .csv – click “Yes” to continue



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

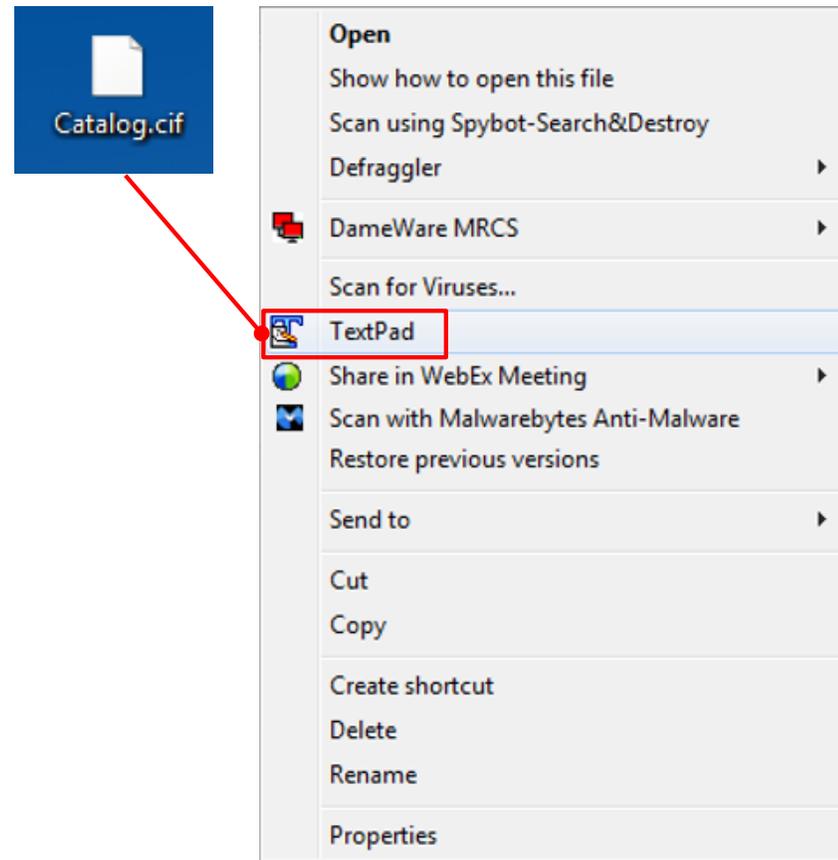


- The system will warn you about changing the extension. Click “Yes” to continue



# Creating a CIF from an Excel File

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



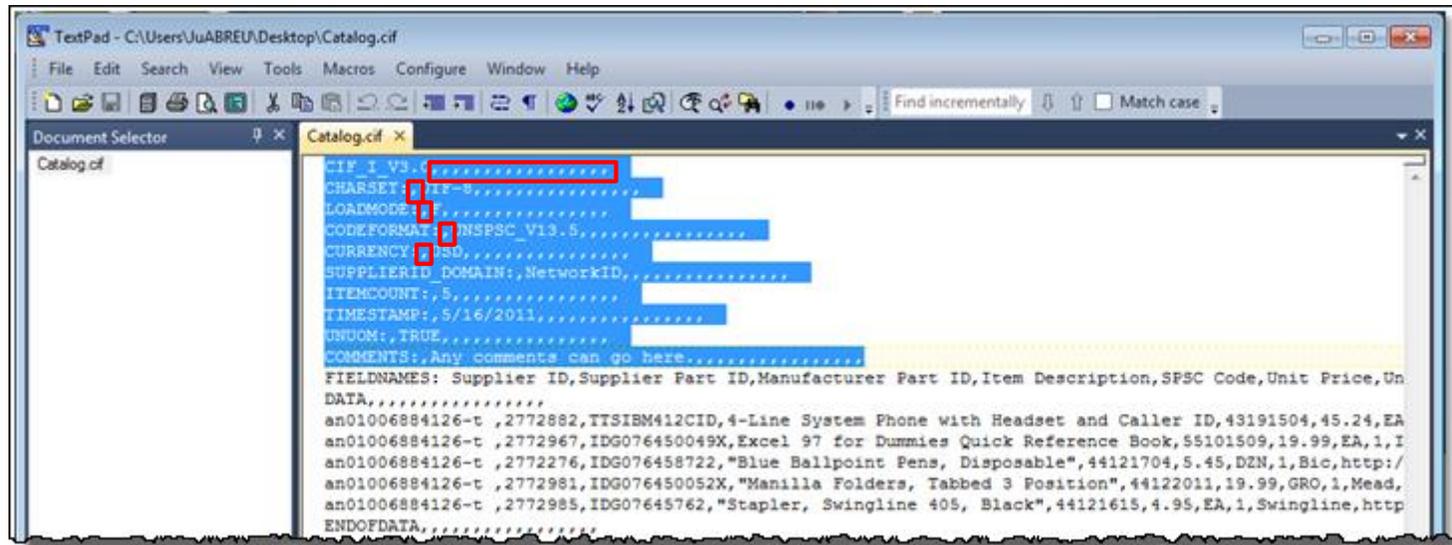
# Creating a CIF from an Excel File

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

```
TextPad - C:\Users\JuABREU\Desktop\Catalog.cif
File Edit Search View Tools Macros Configure Window Help
Find incrementally Match case
Catalog.cif
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,
```

# 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



```
TextPad - C:\Users\UuABREU\Desktop\Catalog.cif
File Edit Search View Tools Macros Configure Window Help
Find incrementally Match case
Document Selector Catalog.cif
Catalog.cif
CIF I V3. *****
CHARSET: CP-8.
LOADMODE: F.
CODEFORMAT: NSPSC_V13.5.
CURRENCY: USD.
SUPPLIERID_DOMAIN: NetworkID.
ITEMCOUNT: 5.
TIMESTAMP: 5/16/2011.
UNZOOM: 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.*****
```

- 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

# **Uploading and Publishing New Catalogs**

# Uploading and Publishing New Catalogs

- Login to 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.

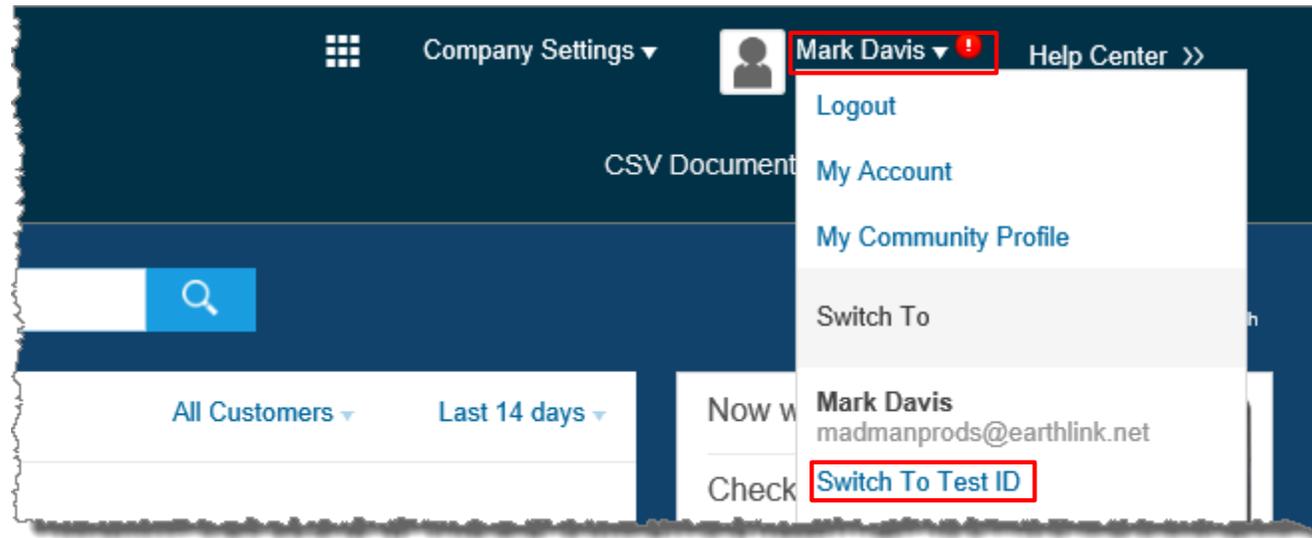
Learn More

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



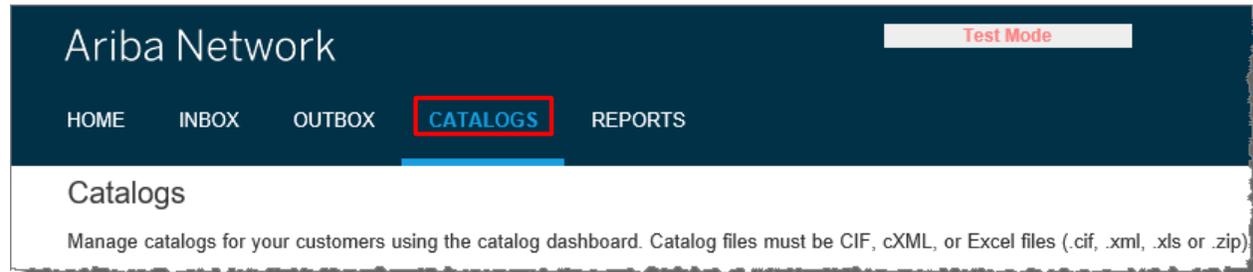
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

# Uploading and Publishing New Catalogs

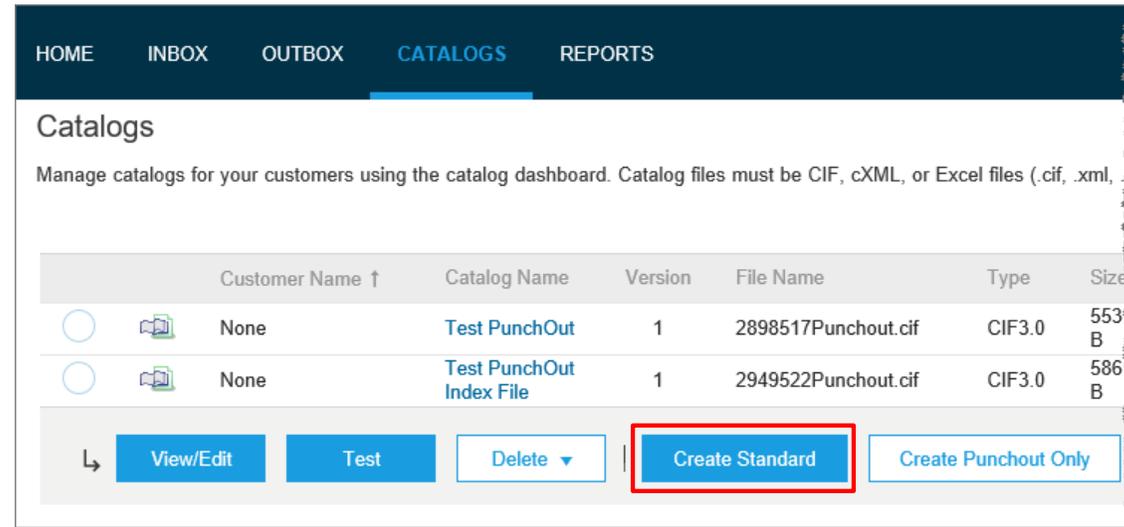
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
  - 1. Uploading** – Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive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



# Uploading and Publishing New Catalogs

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

- Click “Next”

The screenshot shows the 'Create a New Catalog' wizard interface. On the left, a vertical navigation pane contains three steps: '1 Details', '2 Subscriptions', and '3 Content'. The '1 Details' step is highlighted with a red rectangular box. The main content area is titled 'Create a New Catalog' and contains the following elements:

- Buttons for 'Next' and 'Exit' at the top right.
- Instructional text: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field'.
- 'Catalog Name: \*' text input field.
- 'Created By: Mark Davis' and 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00'.
- 'Description:' text area with a character count of 'Characters left: 1000'.
- Text: 'The maximum number of characters allowed is 1000, including spaces.'
- 'Commodities: ⓘ' section with a table header 'Description' and a 'No items' message.
- 'Delete' and 'Add' buttons at the bottom of the commodities section.
- Buttons for 'Next' and 'Exit' at the bottom right.

# 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 TAFE NSW use this format (no special characters are allowed, you can use a dash (-) or underscore(\_)):
  - **TAFE NSW – Supplier Name**
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”

The screenshot shows the 'Create a New Catalog' interface. On the left, a sidebar contains three steps: '1 Details' (highlighted in blue), '2 Subscriptions', and '3 Content'. The main area is titled 'Create a New Catalog' and contains a form with the following fields and elements:

- Catalog Name:** A text input field with an asterisk indicating it is required. This field is highlighted with a red box.
- Created By:** Mark Davis
- Date Created:** Tuesday 30 Aug 2016 10:59 PM GMT-07:00
- Description:** A large text area with a character count of 1000. Below it, a message states: 'The maximum number of characters allowed is 1000, including spaces.'
- Commodities:** A section with a plus icon and a 'Description' label. Below this, it says 'No items' and has 'Delete' and 'Add' buttons.
- Navigation:** 'Next' and 'Exit' buttons are located at the top right and bottom right. The 'Next' button at the bottom right is highlighted with a red box.

# Uploading and Publishing New Catalogs

## ② Subscriptions

- You determine which Customers will subscribe to your Catalog
- Set the Visibility to **Private**. You can select a single customer.
- To select TAFE NSW check the box next to the **Customers** column.
- If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- Your customer may have established some validation rules that your catalog must pass. To view these rules, click **View** in the **Catalog Validation Rule** column. You will be taken to the company's catalog and will be able to see the validation rules

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

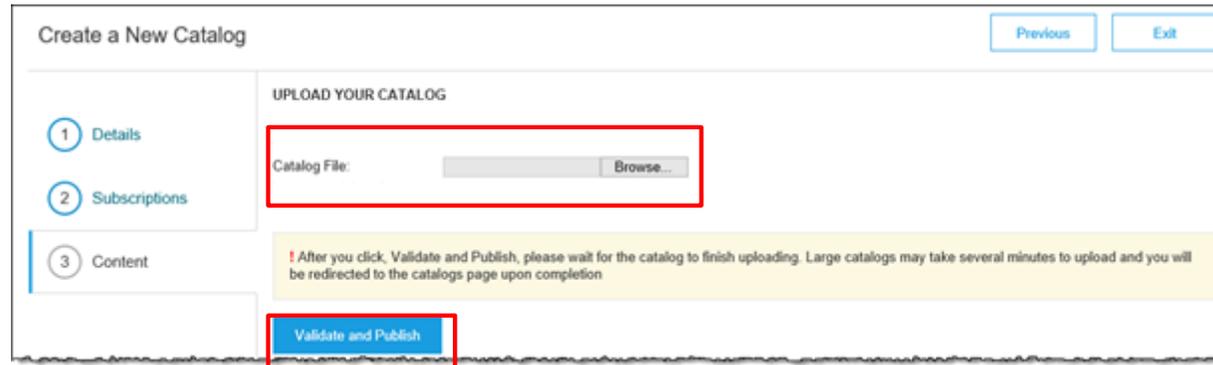
Customers	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Customers ↑		
<input checked="" type="checkbox"/> GSO Sandbox - P20 - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/> Hewlett Packard Enterprise - TEST	<a href="#">View</a>	Pending Validation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

Previous Next Exit

# Uploading and Publishing New Catalogs

## ③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
- After you have selected your Catalog file, click the “Validate and Publish” button



The screenshot shows a web interface titled "Create a New Catalog". On the left, there is a navigation menu with three steps: "1 Details", "2 Subscriptions", and "3 Content", with "3 Content" being the active step. The main area is titled "UPLOAD YOUR CATALOG" and contains a "Catalog File:" label followed by a text input field and a "Browse..." button. A red box highlights the "Browse..." button. Below this, there is a yellow warning box with an exclamation mark icon and the text: "! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion". At the bottom of the main area, there is a blue button labeled "Validate and Publish", which is also highlighted with a red box. In the top right corner of the interface, there are two buttons: "Previous" and "Exit".

- 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

## ■ Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
  - **Validated, Published, Activated or Pending Buyer Validation** – your Catalog is error-free
  - **Validation Errors Found by Customer** – The Customer’s Validation rules have run and there is a problem
  - **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	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST	<a href="#">Crown Metals CIF</a>	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	2 Validation Errors Found by Customer	
	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

- **Catalog Validation - continued**
  - 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 - P2O - 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="#">2 Validation Errors Found by Customer</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

## ■ Customer Catalog 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**, **Activated**, **Validated by Customer** or **Pending Buyer Validation** – *note that these are all valid statuses*
- 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 validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users

# Replacing Existing Catalogs

# 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
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis
	GSO Sandbox - P20 - TEST	Crown Metals CIF	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis
	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis
	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 navigation pane has three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area contains a form with the following fields:

- 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
- Status:** Published
- Description:** Updated Catalog with new pricing - January 2017 (highlighted with a red box)

Below the description field, it indicates 'Characters left: 953' and 'The maximum number of characters allowed is 1000, including spaces.' The 'Commodities' section shows a table with the header 'Description' and the content 'No items'. At the bottom of the commodities section are 'Delete' and 'Add' buttons.

- Click “Next”

# Replacing Existing Catalogs

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

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog [More](#)

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
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 the **Choose File** button, then “Browse” and point 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

1 Details

2 Content

3 Subscriptions

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](#)

UPLOAD YOUR CATALOG FILE

Choose 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.

Validate and Publish

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

# 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 ca

	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	TSC Crown Metal.cif	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

- 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

# Thank you.

For additional support and information be sure to check the SAP Ariba Help Centre.