

Understanding, Creating and Publishing **PunchOut[®]** Catalogs

PUBLIC

Agenda

What is PunchOut?

- How does it work?

Setting up your Ariba Network Account for PunchOut

- PunchOut URL and Authentication

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- Level 1 and Level 2 Catalog Files

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- Creating a CIF from an Excel File
- Uploading an Image

What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba catalog database, PunchOut catalogs utilize a supplier's website/store, and allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Shopping Cart where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website.



How does it work?

How does it work?

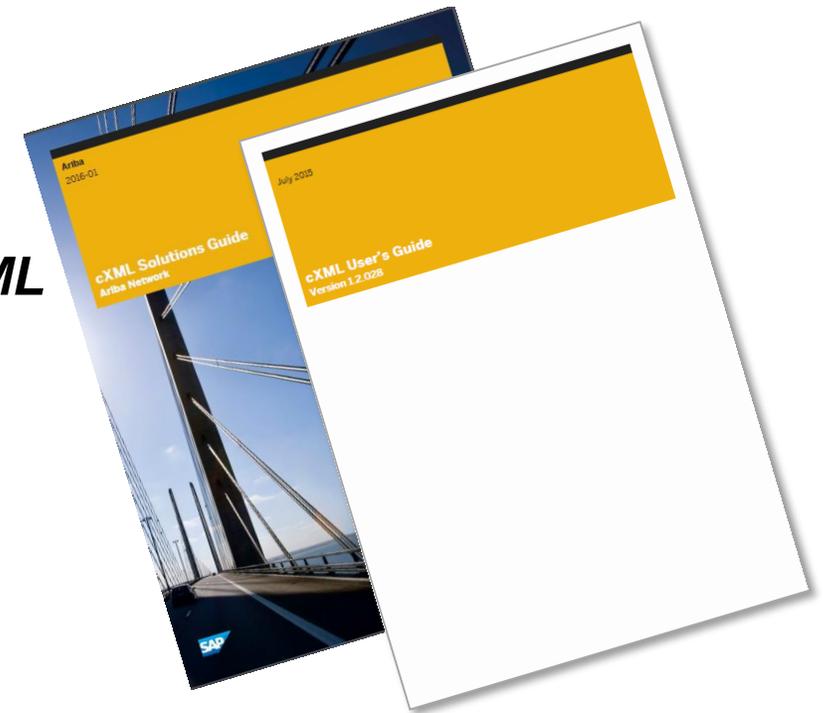
PunchOut uses the **cXML** protocol, based on XML and created by Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the **cXML Solutions Guide** and the chapter titled “PunchOut transactions” in the **cXML User’s Guide**.



How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into Ariba. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

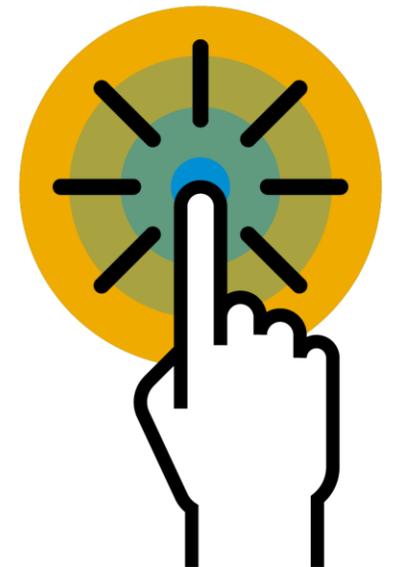
PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

- **PunchOut SetupRequest (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba buying application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message (POOM)**—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba to be submitted for purchase

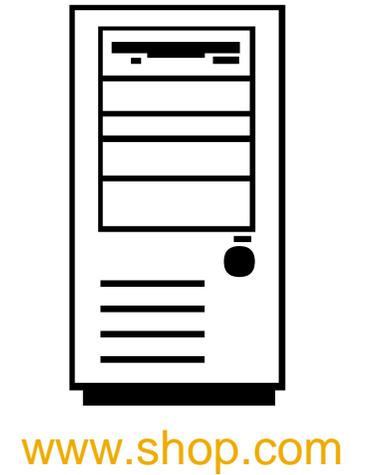
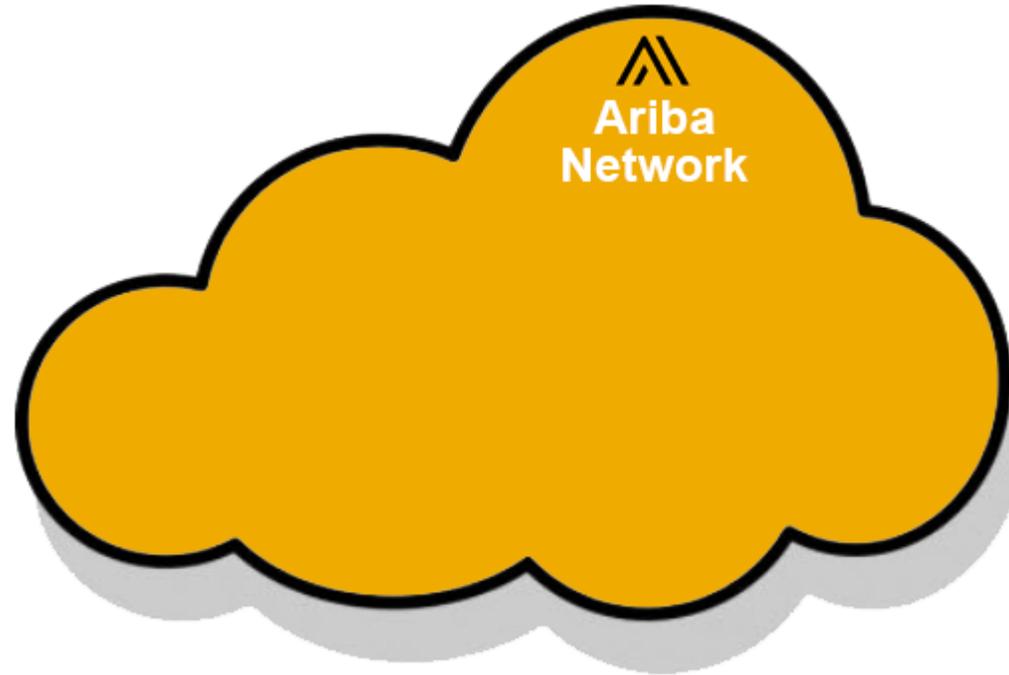
How does it work?

The User chooses the Supplier's catalog link in the Ariba catalog, is taken to the Suppliers site, where they shop, then returns the selected items back to their Ariba Shopping Cart.

Once the items are back in Ariba, then the User can submit the Cart to become a Requisition, and ultimately become a Purchase Order, which is sent off to the Supplier.

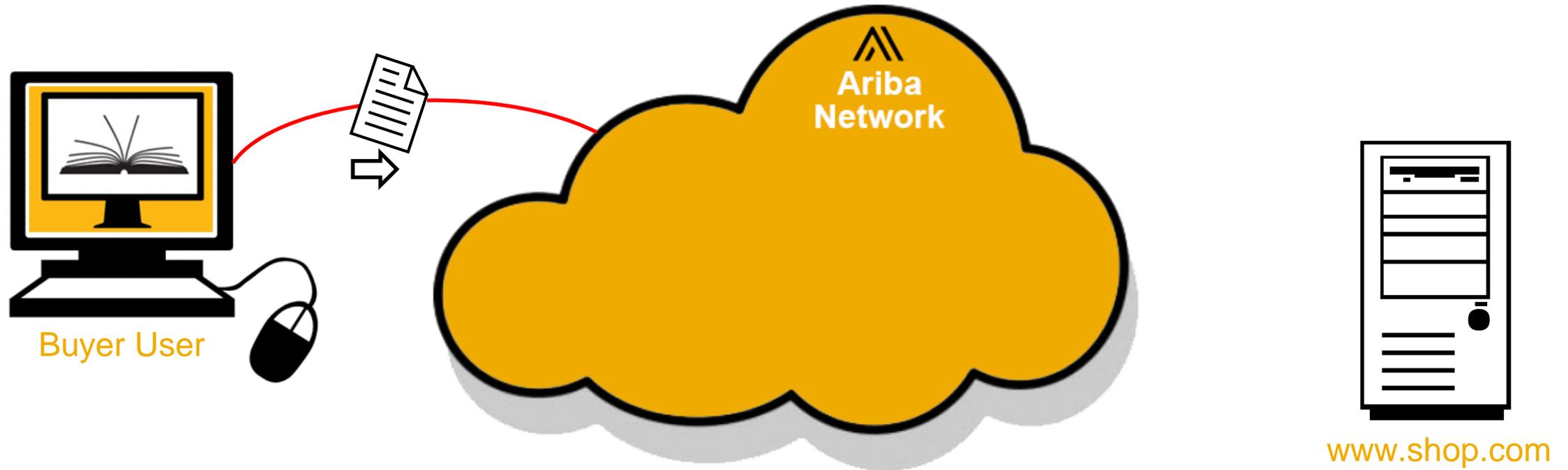


How does it work?



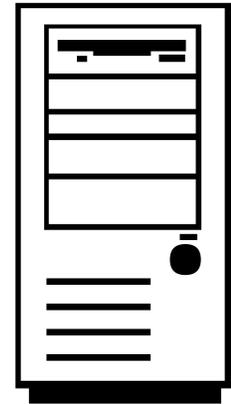
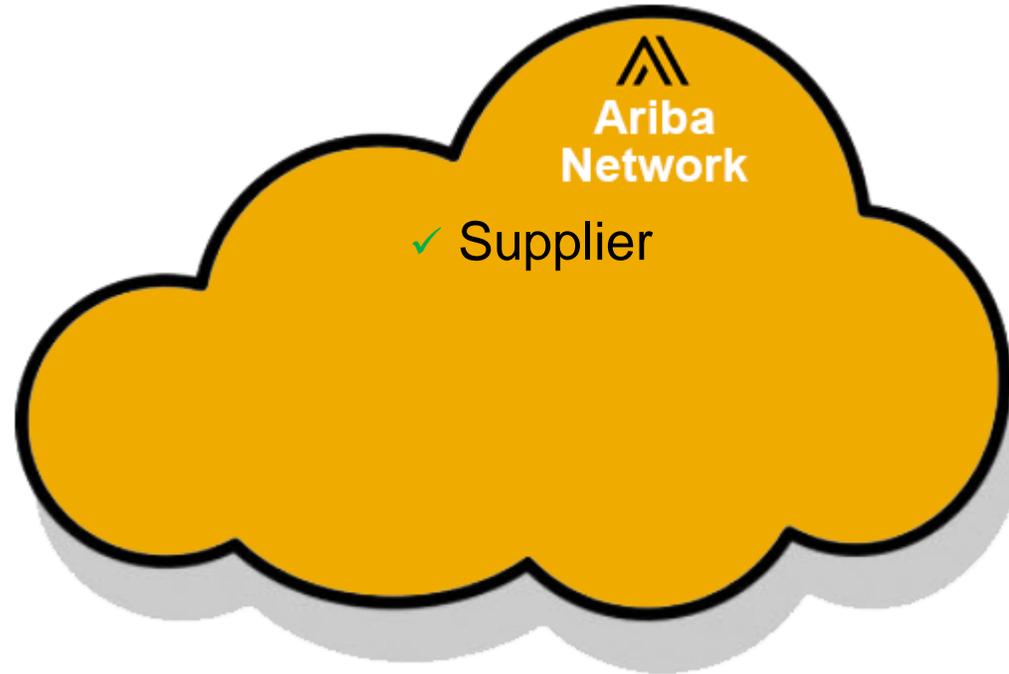
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



The **PunchOut Setup Request (POSR)** is routed from Ariba to the AN.

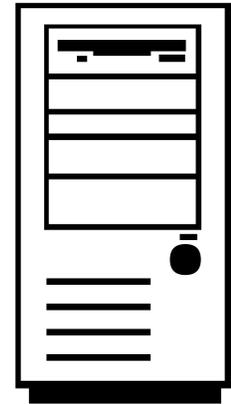
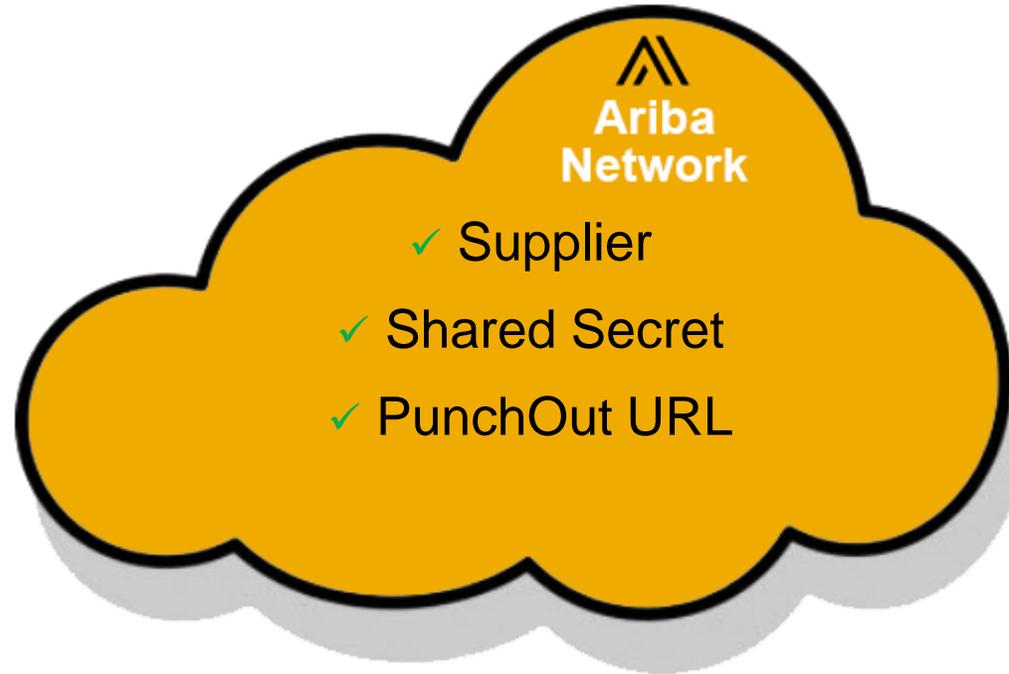
How does it work?



www.shop.com

The AN looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record on the Network.

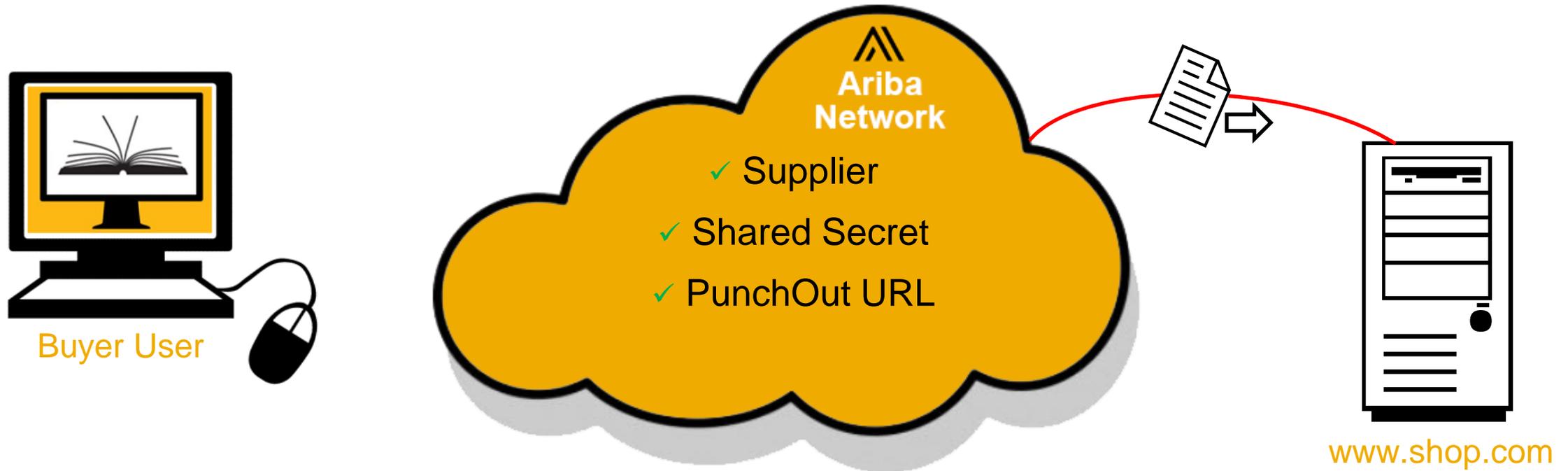
How does it work?



www.shop.com

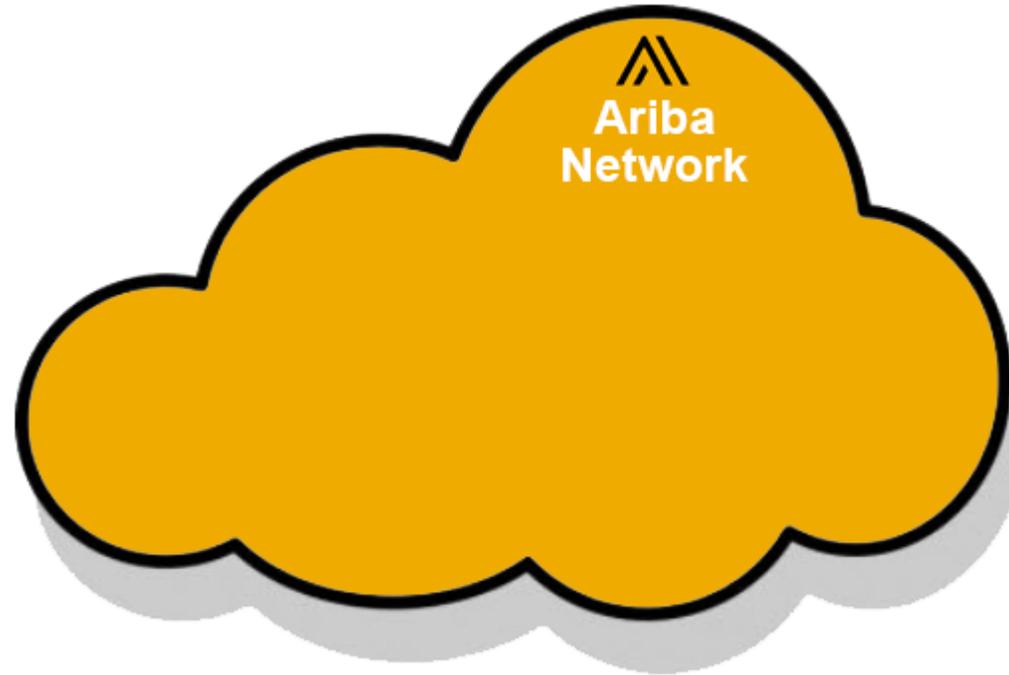
In the AN Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?

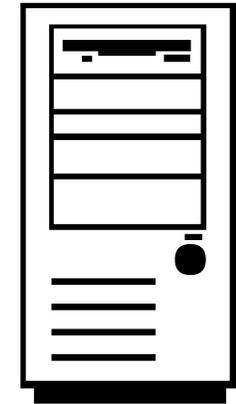


The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



Authenticated!



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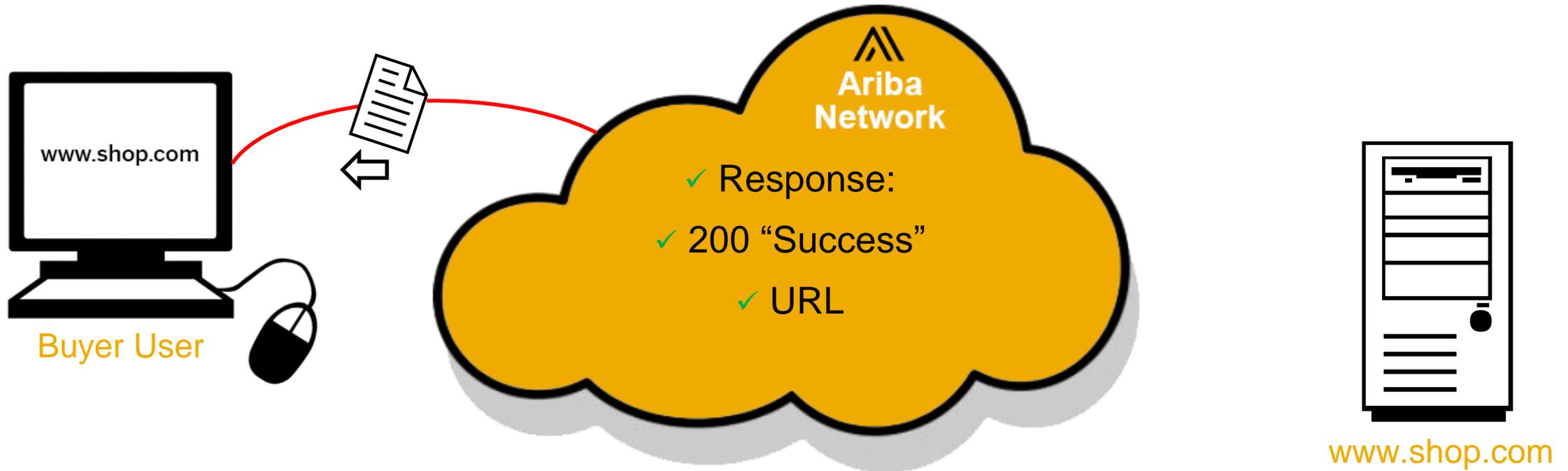
The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



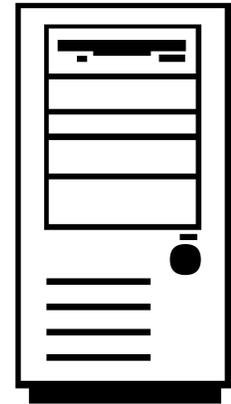
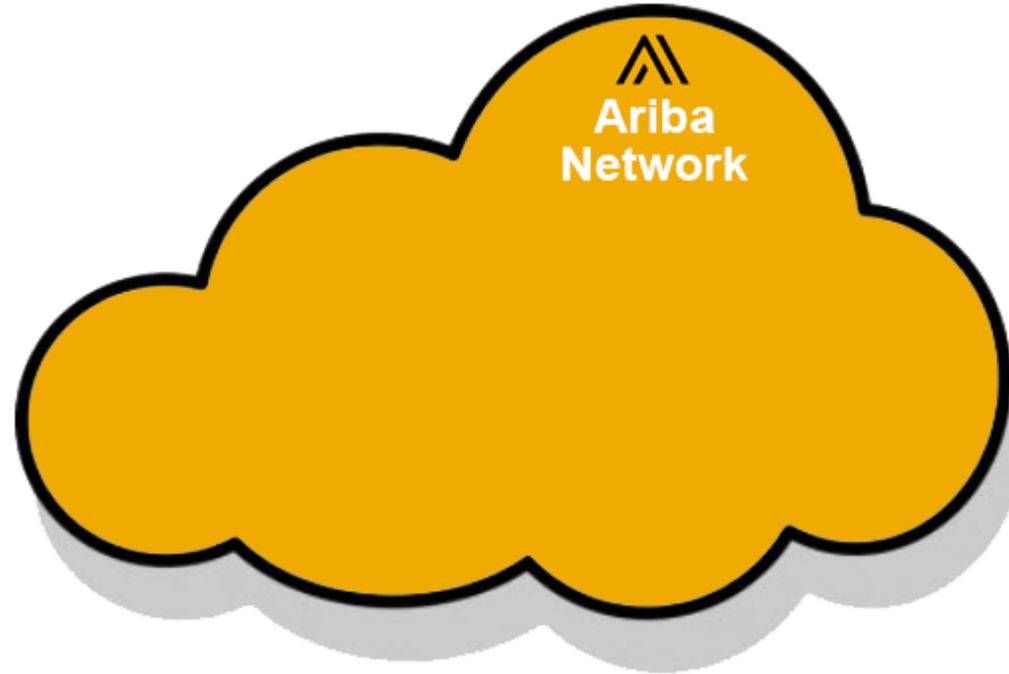
The Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba application to display to the User.

How does it work?



Buyer User

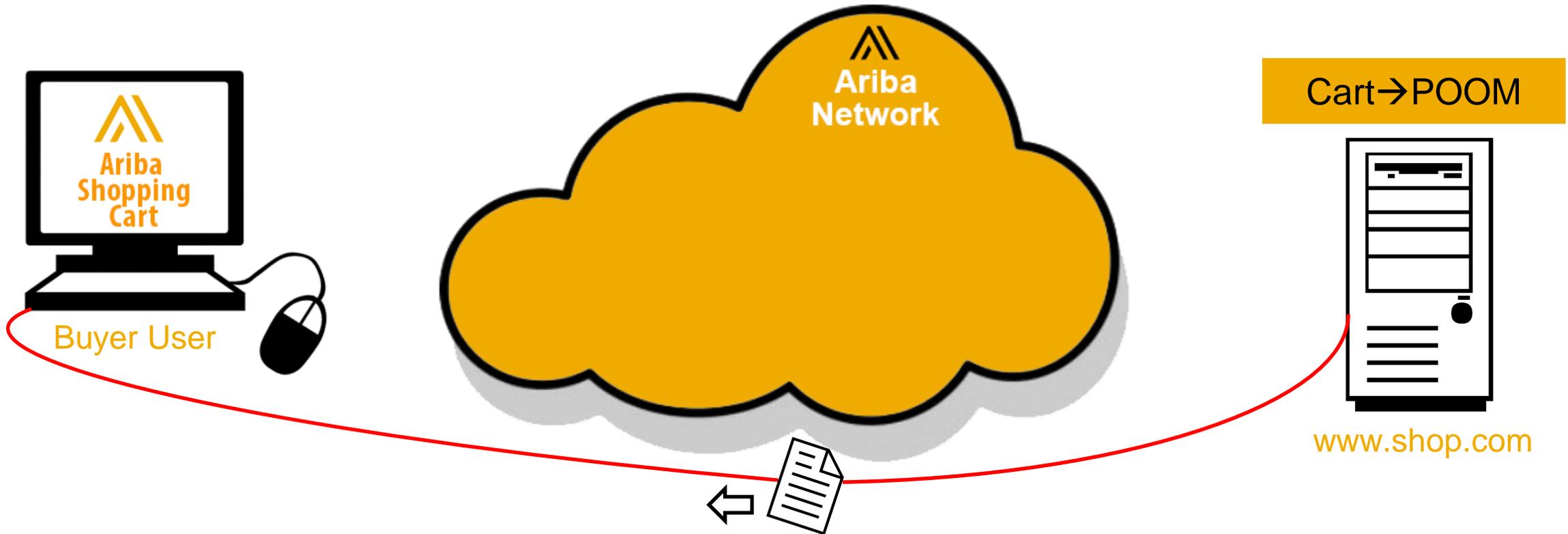
Click "Submit"



www.shop.com

The User shops the Supplier's Catalog (now in the Ariba window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba.

How does it work?

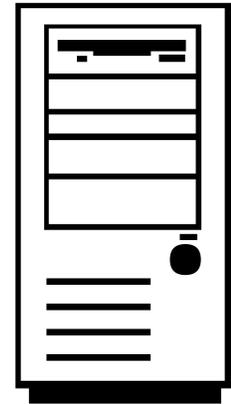
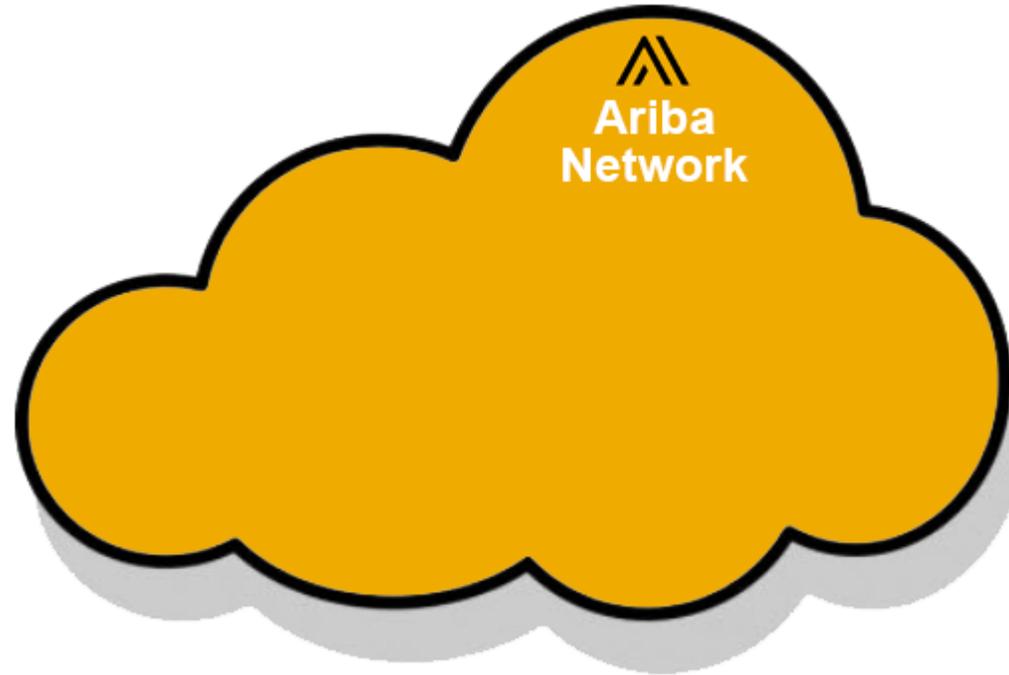


The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

How does it work?



Ready to submit
Ariba Cart to
become a
Requisition
and buy!



www.shop.com

Setting up an Ariba Network Account for PunchOut

Setting up an AN account for PunchOut

- Login to your **Ariba Supplier Account** (supplier.ariba.com)

Supplier Login

mark@miteymad.com

.....

Login

Having trouble logging in?

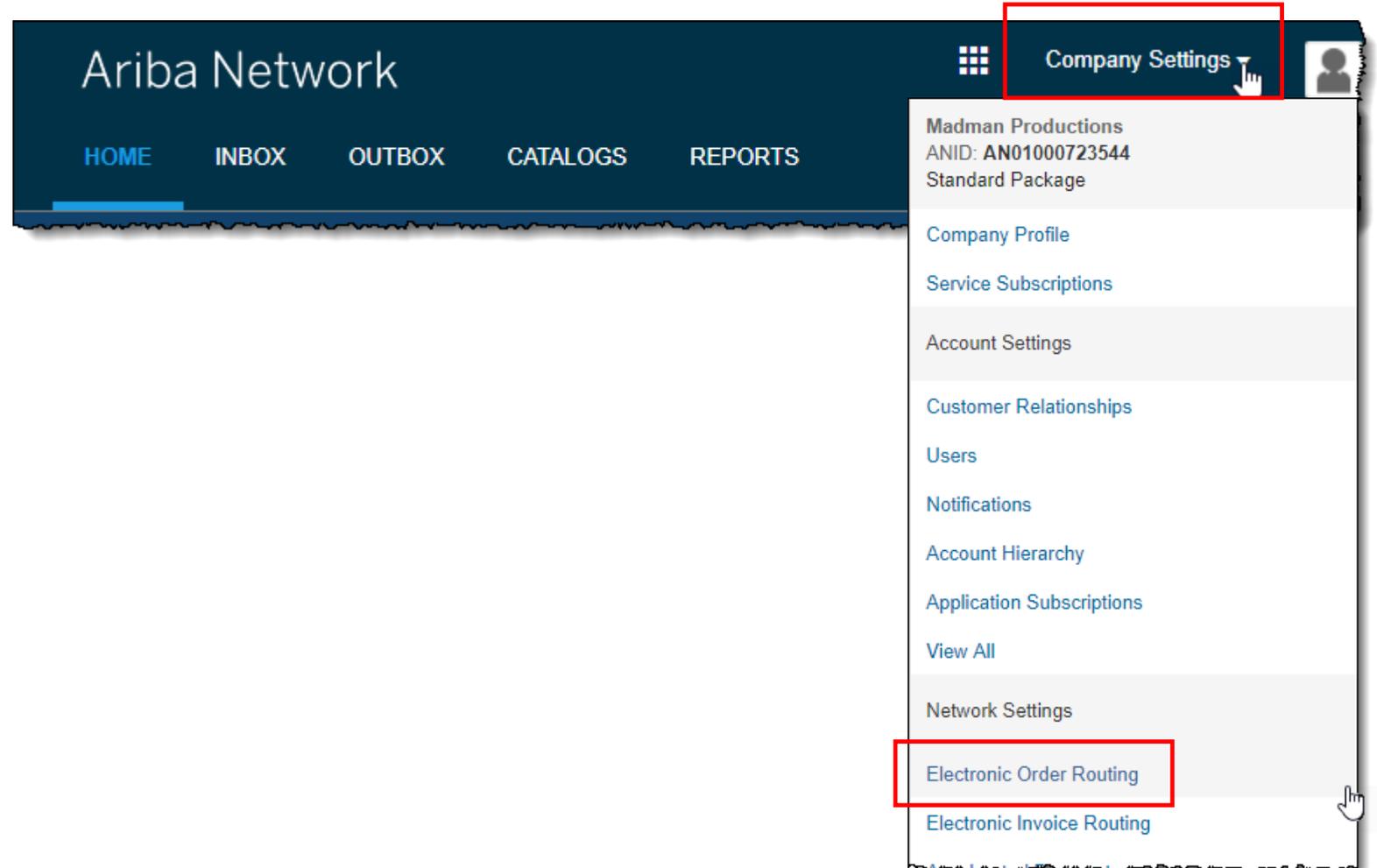
New to Ariba?
[Register Now](#) or [Learn More](#)

Important announcement

Immediate attention required! Due to SAP being non-compliant, we have decided to temporarily suspend SAP Ariba integration starting late April / early May, SAP Ariba will suspend your cXML and/or EDI integration with SAP Ariba Applications and / or the Ariba Supplier Account. If you are not sure if you are an impacted user, please contact your SAP Ariba account manager and take action as necessary. More information here.

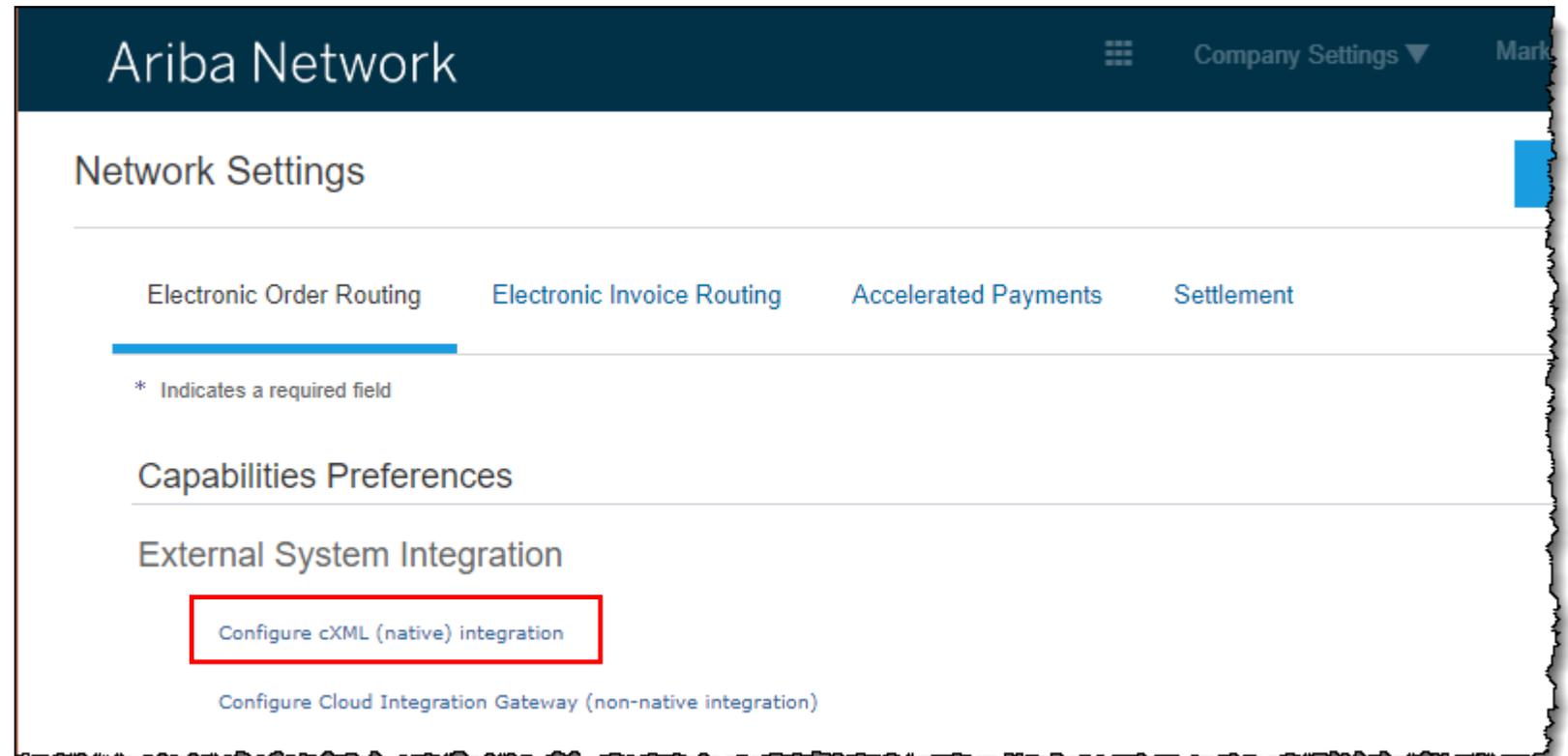
Setting up an AN account for PunchOut

- Go to **Company Settings**, and click the pulldown menu
- Scroll down to click on **Electronic Order Routing**



Setting up an AN account for PunchOut

- Under **Electronic Order Routing**, click on **Configure cXML (native) integration**



Setting up an AN account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

- First, an **Authentication Method**. Preferred is a **Shared Secret**. Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Second, enter in your complete **PunchOut Request URL**. This is location PunchOut requests will be sent to. This field is checked and its value used each time a Buyer punches out to your site

Ariba Network

Company Settings ▼ Mark Davis

cXML Setup

Save

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

Authentication Method

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

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

Shared Secret:* ⓘ

Confirm Shared Secret:*

PunchOut URL

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

PunchOut Request URL:

Templates and Catalog File Creation

PunchOut Templates

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. The addition of two fields changes a CIF file to a PunchOut Index file. The fields are:

- **PunchOut Enabled** and
- **PunchOutLevel**

Here is a sample **L1 PunchOut Template** in Excel format.

FIELDNAMES:	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Supplier Part Auxiliary ID	Short Name	Image	PunchOut Enabled	PunchOutLevel
DATA	AN09067477712	2772882	Microsoft, Cisco, Adobe, switcher, router.	43191504	1.00	EA		Supplier PunchOut Catalog	http://supplierlogo.jpg	TRUE	
ENDOFDATA											

Required field

The UNUOM key in the header specifies whether the values in this column are UNUOM or ANSI codes. for a list of codes, see the Help@Ariba site.

Not required for punchout items (set appropriate boolean value in PunchOut Enabled column).

Type: String
Length: 32

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 Metro Train Melbourne

Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 Catalog appears on the catalog interface just as a link to the Supplier's website.

The PunchOut icon tells the User that this is an external catalog, as well as the “Buy From Supplier” button.



Creating a L1 PunchOut 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 L1 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN01000258741	PurchGrp500	

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

- **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. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

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: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: 2772882

- **Manufacturer Part ID - Optional**

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L1 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pen, Sharpie, staple, tape, folder, post-it, scissors, mouse	43191504	1.00

- **Item Description - Required**

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched

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, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

- **SPSC Code – Required**

Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are

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: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00

Type of data: Decimal

Example: 1.00

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 L1 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA

Type of data: String

Maximum length: 32

Example: EA

- **Lead Time – Required**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: Epson

Creating a L1 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL – Do Not Use**
Description: For L1 PunchOut, this is not used, but the field must remain
Type of data: String
Maximum length: 255
Example: <http://www.supply.com/Catalog/product18.htm>
- **Manufacturer URL – Do Not Use**
Description: For L1 PunchOut, this is not used, but the field must remain
Type of data: String
Maximum length: 255
Example: <http://www.manu.com/Catalog/product18.htm>
- **Market Price – Do Not Use**
Description: For L1 PunchOut, this is not used, but the field must remain
Type of data: Decimal
Example: 4.32 or 1234.78

Creating a L1 PunchOut Catalog

Supplier Part Auxiliary ID	Short Name
Seattle	Sam's Sporting Goods PunchOut

- **Supplier Part Auxiliary ID - Optional**

Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL

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

- **Short Name - Required**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 50 characters

Creating a L1 PunchOut Catalog

Image	PunchOut Enabled
http://www.mylogo12354.jpg	TRUE

- **Image - Optional**

Description: URL of the Supplier's Logo (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

- **PunchOut Enabled - Required**

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean



Creating a L1 PunchOut 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

Uploading and Publishing PunchOut Catalogs

Uploading and Publishing PunchOut 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](#)

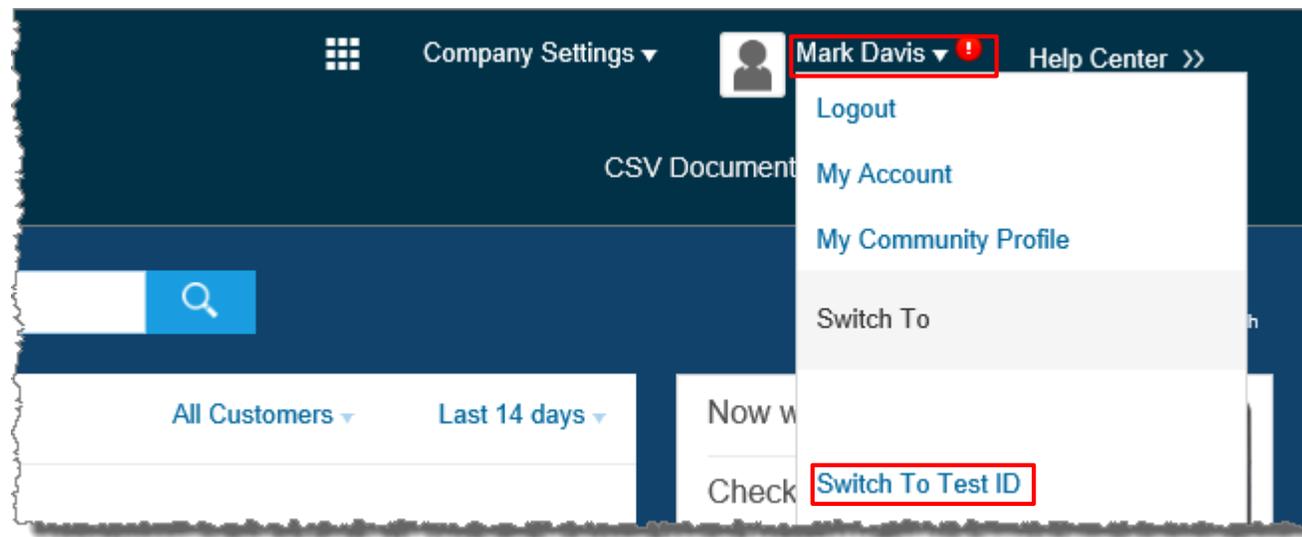
Supported browsers and plugins

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Uploading and Publishing PunchOut 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 PunchOut Catalogs

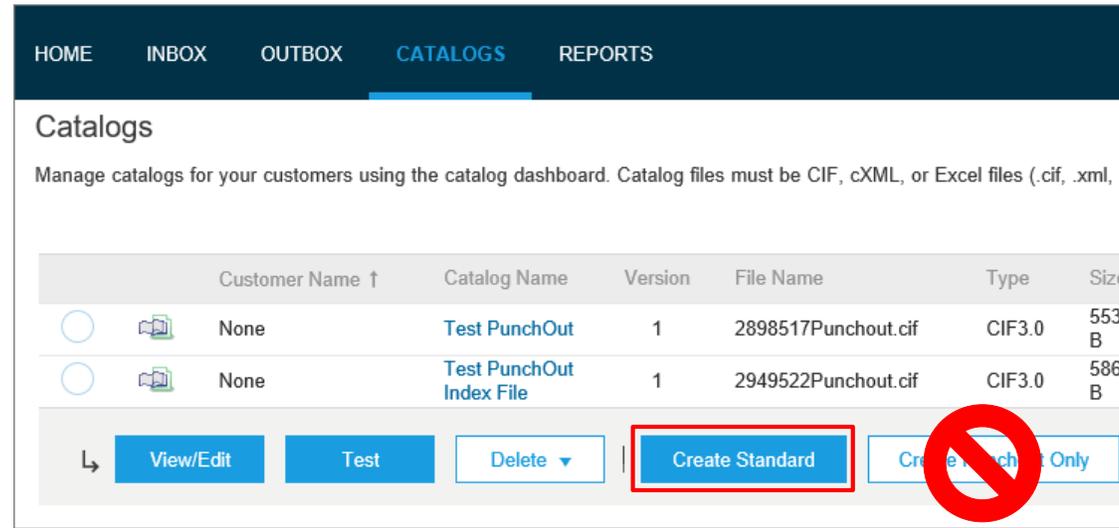
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive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

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button. Even though you are loading a PunchOut Catalog, use the “Create Standard” button



Uploading and Publishing PunchOut 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. 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 includes a 'Next' button in the top right corner. Below the title, there is a text prompt: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'. The form contains the following fields:

- 'Catalog Name: *' with an asterisk indicating it is a required field.
- 'Created By:'
- 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00'
- 'Description:' with a text area and a character count of 'Characters left: 1000'.
- A note: 'The maximum number of characters allowed is 1000, including spaces.'
- 'Commodities: ⓘ' with a table header 'Description' and a row containing 'No items'.
- 'Delete' and 'Add' buttons at the bottom of the commodities section.

At the bottom right of the form, there are 'Next' and 'Exit' buttons.

Uploading and Publishing PunchOut 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 Metro Trains Melbourne use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
 - **SupplierName_CatalogueType**
- **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”

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:

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.

Description

No items

Commodities: ①

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select Metro Trains Melbourne check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- When you complete this screen, click “Next”

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	View	Pending Validation
<input type="checkbox"/>	GSO Sandbox - P20 - TEST	View	Pending Validation
<input type="checkbox"/>	GSO Sandbox - P20 - TEST	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File Format** to “Excel” by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - See the Appendix—“How to convert an Excel file to CIF”
- Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file
- After you have selected your Catalog file, click the “Validate and Publish” button
- As your Catalog loads, the status will read “Validating”
Click the “Refresh” button at the bottom of the screen to see the status change

Create a New Catalog Previous Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Browse...

Images and Attachments File: Browse...

! 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

Validate and Publish

Uploading and Publishing PunchOut 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			4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST		1		CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
			1	_CIFtemplate.xls	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
		CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

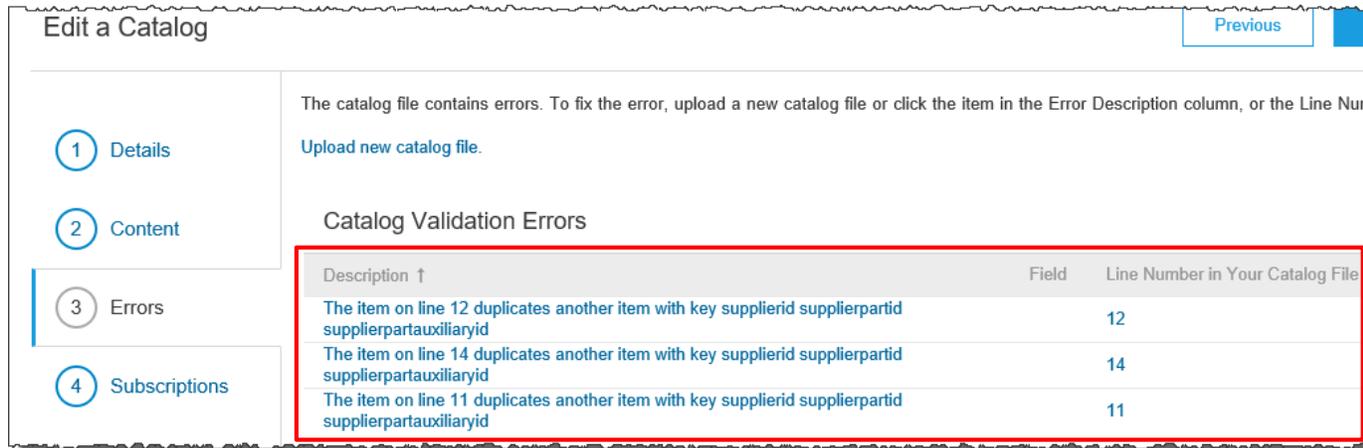
- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:

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	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B			4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST		1		CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
			1	_CIFtemplate.xls	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
		CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

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



The screenshot shows the 'Edit a Catalog' interface. On the left, there is a navigation menu with four items: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Errors' item is selected. The main content area displays a message: '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.' Below this message is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors'. This section contains a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists three errors, all related to duplicate supplier part numbers.

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 PunchOut Catalogs

- 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

Replacing Existing PunchOut Catalogs

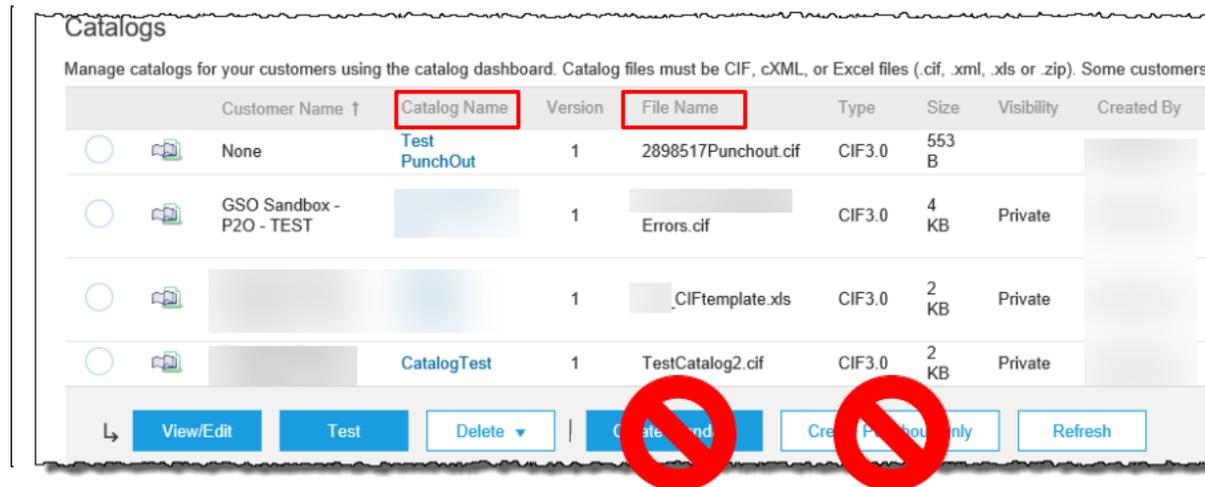
Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.



Replacing Existing PunchOut 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”—no **not** use “Create”
 - 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		
<input type="radio"/>	GSO Sandbox - P20 - TEST		1	Errors.cif	CIF3.0	4 KB	Private	
<input type="radio"/>			1	_CIFtemplate.xls	CIF3.0	2 KB	Private	
<input type="radio"/>		CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	

View/Edit Test Delete Create Create Punchout only Refresh

Replacing Existing PunchOut 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"/>			1	CIFtemplate.xls	CIF3.0	2 KB		
<input type="radio"/>		CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB		

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

- Click “View/Edit”

Replacing Existing PunchOut 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 and values:

- Catalog Name: (empty)
- File Name: _CIFtemplate.xls
- Created By: (empty)
- 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.' At the bottom, there is a 'Commodities' section with a table header 'Description' and a row containing 'No items'. Below the table are 'Delete' and 'Add' buttons. 'Next' and 'Exit' buttons are located at the top right and bottom right of the form.

- Click “Next”

Replacing Existing PunchOut Catalogs

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

The screenshot shows the 'Edit a Catalog' interface. At the top, there are buttons for 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Upload Catalog File' button is highlighted with a red box. Below the buttons, there is a navigation menu with three items: '1 Details', '2 Content', and '3 Subscriptions'. The 'Content' item is highlighted with a red box. The main area displays a table of 'Content Items' with columns: Item No., Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, and SPSC Code. The table contains four rows of data. At the bottom, there are buttons for 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Create New Version' button is crossed out with a red circle and slash, and the 'Upload Catalog File' button is highlighted with a red box.

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 PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point to your file
 - 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 Upload Catalog File

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF ▾

Catalog File: Browse...

Images and Attachments File: Browse...

! 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

Validate and Publish

[Download Templates/Guidelines](#)

- 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 PunchOut 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"/>			2	.cif	CIF3.0	2 KB	Private		5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>			1	.cif	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>		CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		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 PunchOut 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

Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a “-T” suffix (*Example: AN01236547895-T*)—in Production there is no “-T”. This means the that the PunchOut in Production is using a different “User Name”
- The Ariba Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different “Password”

Once the PunchOut Catalog Index file has been created and loaded, you’ll need to set up your website to accept PunchOut requests from Metro Train Melbourne.

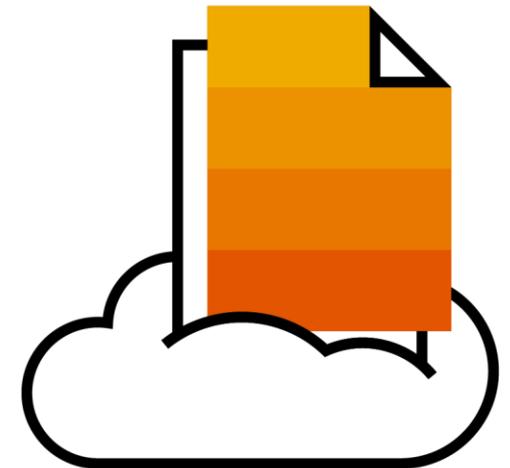
- The “User Name” will be their ANID:
 - **AN01053177433** for **Production**
 - **AN01053177433 -T** for **Test**
- The “Password” will be the Shared Secret you have set up on your AN account



Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let Metro Trains Melbourne know.

- Metro Train Melbourne will test the PunchOut from their Ariba catalog
- If there are any connectivity issues, or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity
- Once the connectivity is established and your site is accessible, Metro Trains Melbourne will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Shopping Cart
- Once the Test environment is working, then Production will be tested
- When Production testing is successful, the go live date and preparation will start



Testing Connectivity

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN01000002792-t</Identity>
    <Credential domain="DUNS">
      <Identity>12345678-t</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="DUNS">
      <Identity>84658742-t</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="AribaNetworkUserId">
      <Identity>sysadmin@ariba.com</Identity>
      <SharedSecret><##REMOVED##></SharedSecret>
    </Credential>
    <UserAgent>Ariba Buyer 8.2</UserAgent>
  </Sender>
</Header>
<Request>
  <PunchOutSetupRequest operation="create">
    <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
    <Extrinsic name="CostCenter">610</Extrinsic>
    <Extrinsic name="User">jpicard</Extrinsic>
    <BrowserFormPost>
```

Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple <From> credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain
- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive
- **Using <Sender> identity, rather than <From> credentials.** Use only the <SharedSecret> from the <Sender> section. Use the identity in the <From> section for your User Name

Testing Connectivity

```
<ShipTo>
  <Address addressID="001">
    <Name xml:lang="en">BigBuyer Headquarters</Name>
    <PostalAddress>
      <DeliverTo>Jean Picard</DeliverTo>
      <Street>1565 Pine, MS A.2</Street>
      <City>New York</City>
      <State>NY</State>
      <PostalCode>01043</PostalCode>
      <Country isoCountryCode="US">United
States</Country>
    </PostalAddress>
  </Address>
</ShipTo>
<Contact>
  <Name>jpicard</Name>
</Contact>
<SelectedItem>
  <ItemID>
    <SupplierPartID>54543</SupplierPartID>
    <SupplierPartAuxiliaryID>54543
  </SupplierPartAuxiliaryID>
  </ItemID>
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR

Testing Connectivity

```
<?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">
  <Response>
    <Status code="200" text="success"/>
    <PunchOutSetupResponse>
      <StartPage>
        <URL>https://punchout.workchairs.com/Servlet/
        </URL>
      </StartPage>
    </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value
- **Status Code present, but no Text.** Responses must include the **Status code** indicator **and** the **text** element
- **Incorrect <Start Page> URL.** This is the URL that the Ariba application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User

Testing Connectivity

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
    <PunchOutOrderMessageHeader
      operationAllowed="create">
    <Total>
      <Money currency="USD">100.23</Money>
    </Total>
  </PunchOutOrderMessageHeader>
  <ItemIn quantity="1">
    <ItemID>
      <SupplierPartID>1234</SupplierPartID>
      <SupplierPartAuxiliaryID>supplier cookie to
        describe configuration options on this item
      </SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
        <Money currency="USD">10.23</Money>
      </UnitPrice>
      <Description xml:lang="en">Learn ASP in a Week!
      </Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="SPSC">12345
      </Classification>
      <ManufacturerPartID>234556</ManufacturerPartID>
      <ManufacturerName>O'Reilly</ManufacturerName>
      <Extrinsic name="MaterialNum">12356</Extrinsic>
    </ItemDetail>
  </ItemIn>
</PunchOutOrderMessage>
```

This is a common **PunchOut Order Message (POOM)**. Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct **<Classification domain>** is specified
- **Optional Elements in the wrong position/order.** Make sure that elements are in the correct order, or the POOM with fail. (this is typical, where **<ManufacturerPartID>** and **<ManufacturerName>** are reversed)

Testing Connectivity

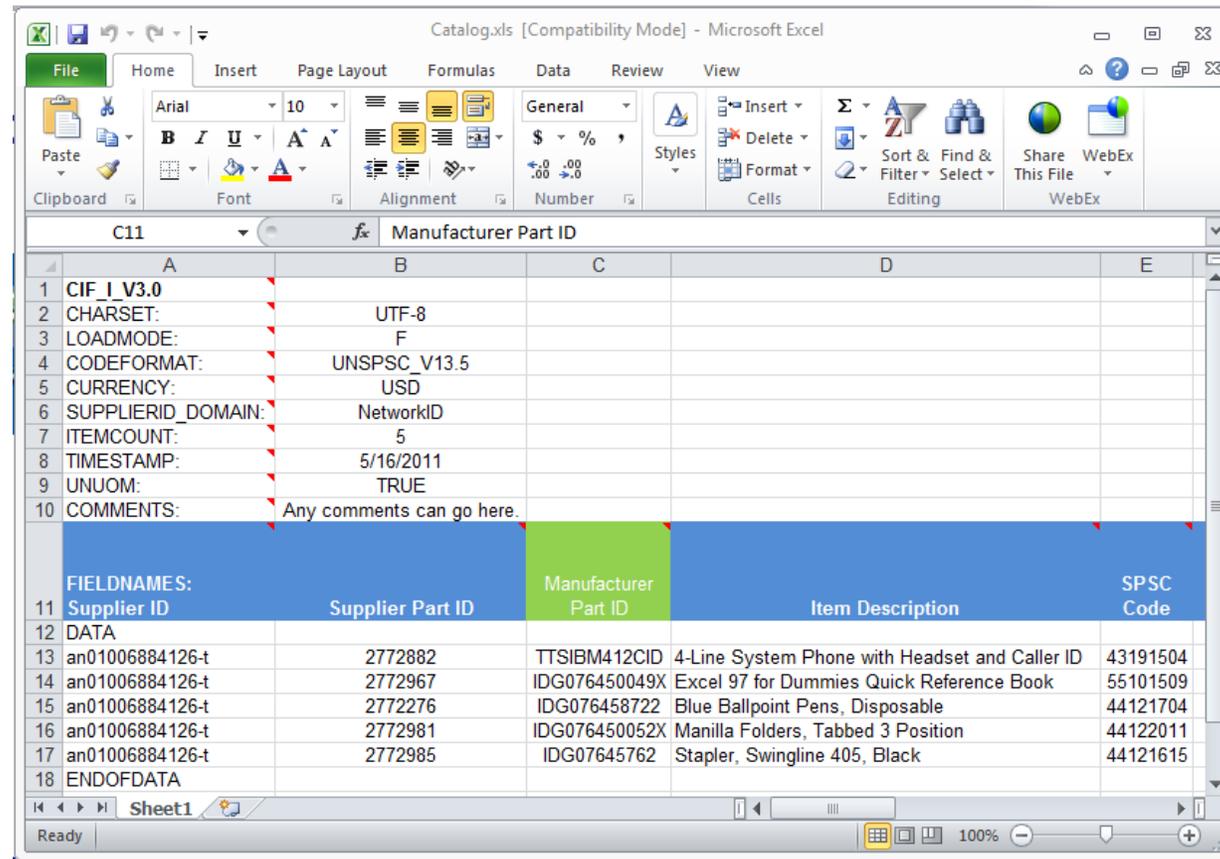
Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them
- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service
- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's AN account
- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba application
- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data

Appendix

Appendix - Creating a CIF from an Excel File

- Open your Excel Catalog file

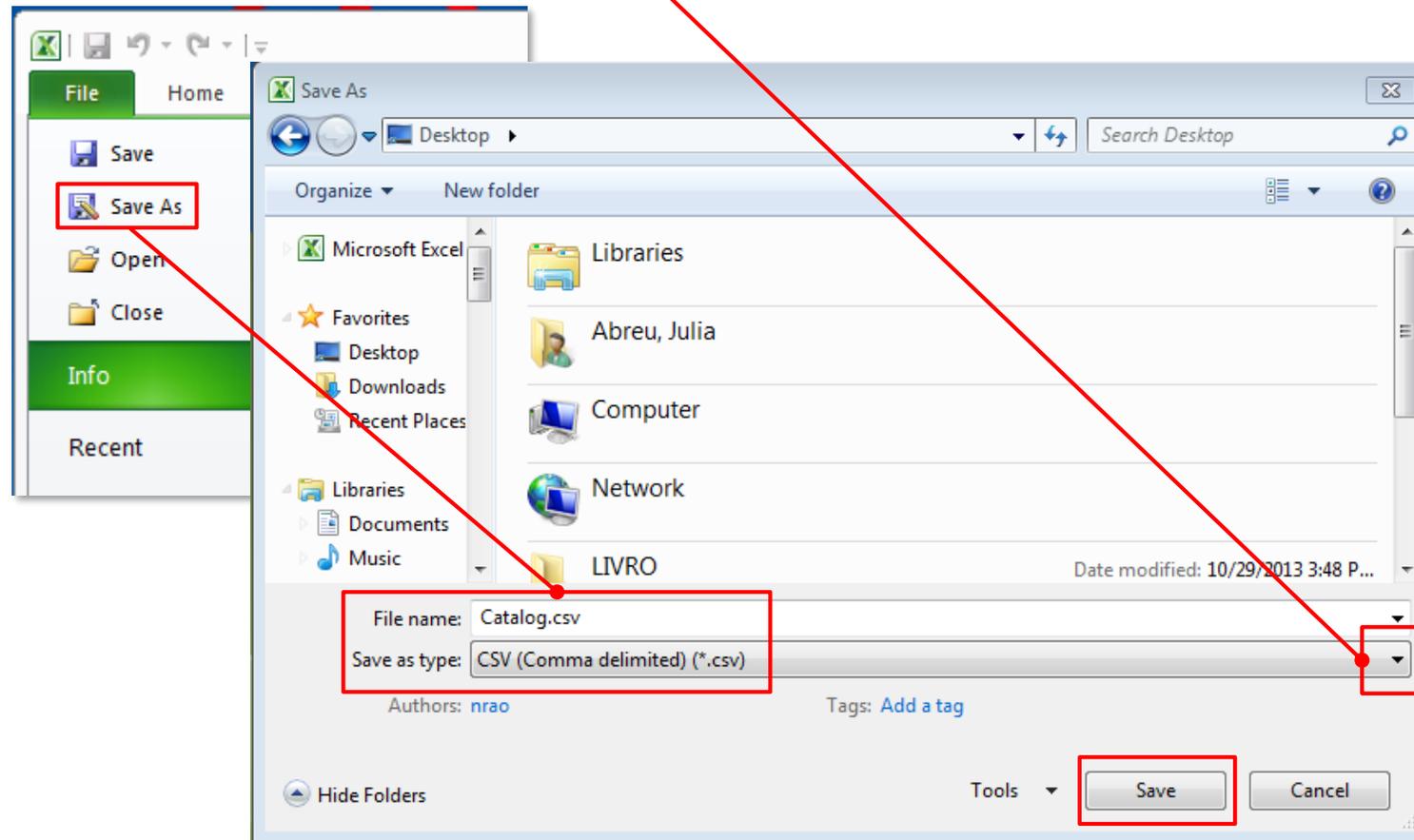


The screenshot shows a Microsoft Excel window titled 'Catalog.xls [Compatibility Mode] - Microsoft Excel'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The active cell is C11, containing the formula '=Manufacturer Part ID'. The spreadsheet contains the following 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.			
	FIELDNAMES:				
11	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				

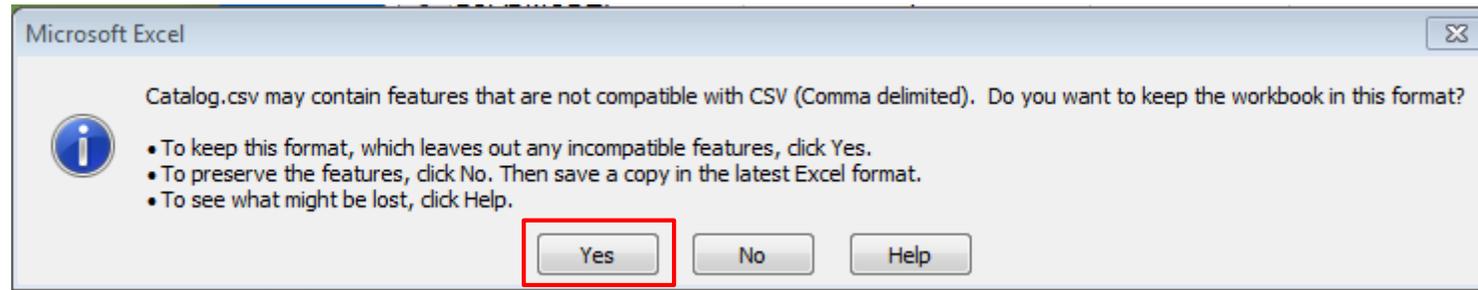
Appendix - Creating a CIF from an Excel File

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



Appendix - Creating a CIF from an Excel File

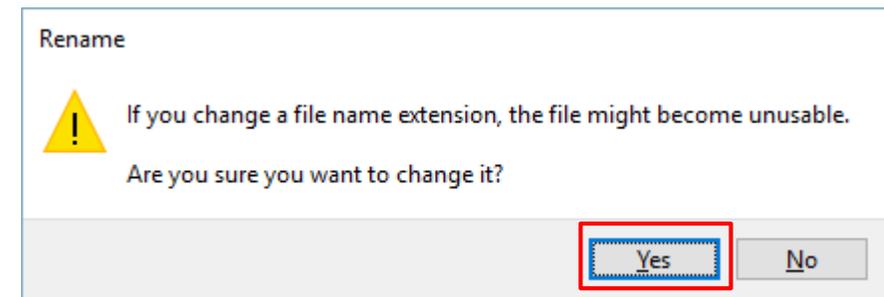
- You will get a system warning about saving it as a .csv—click “Yes” to continue



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

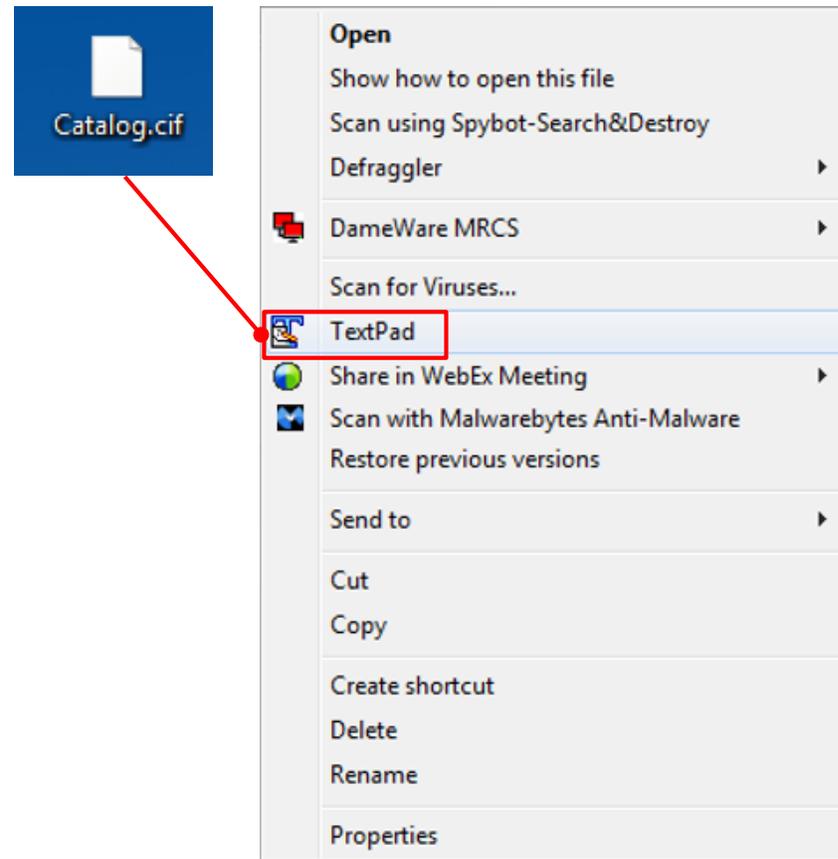


- The system will warn you about changing the extension. Click “Yes” to continue



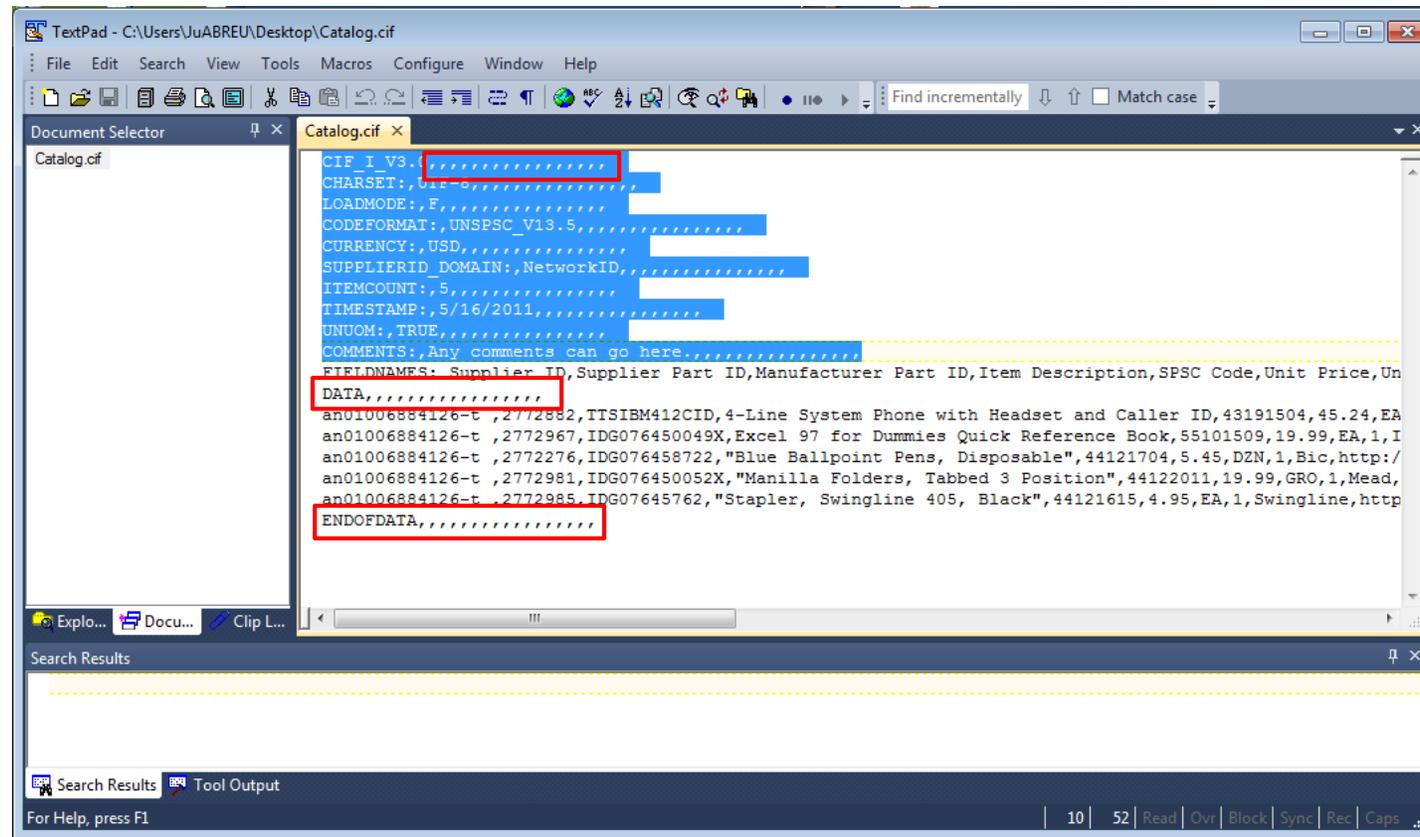
Appendix - Creating a CIF from an Excel File

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



Appendix - Creating a CIF from an Excel File

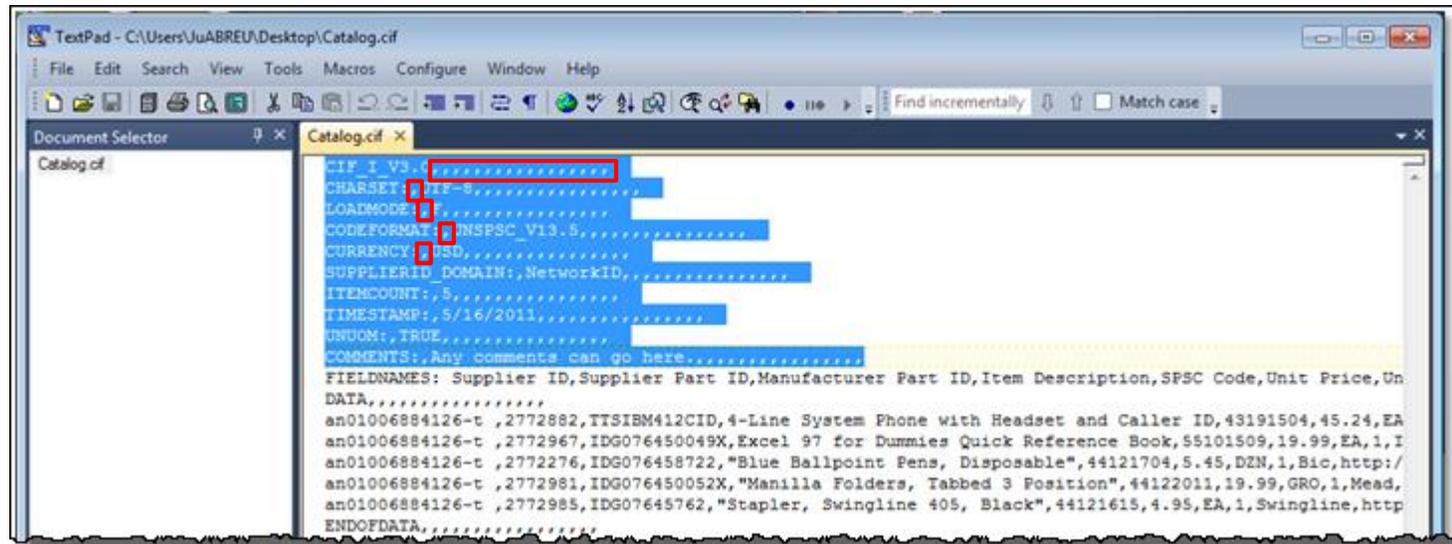
- Notice that the file has new, added commas in the Header, and after the DATA and ENDOFDATA markers



```
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.
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,
```

Appendix - 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 1 V3.....
CHARSET: CP-8.....
LOADMODE: F.....
CODEFORMAT: NSPSC_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,SFSC 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 Catalogue **Images**

Loading Images via a URL

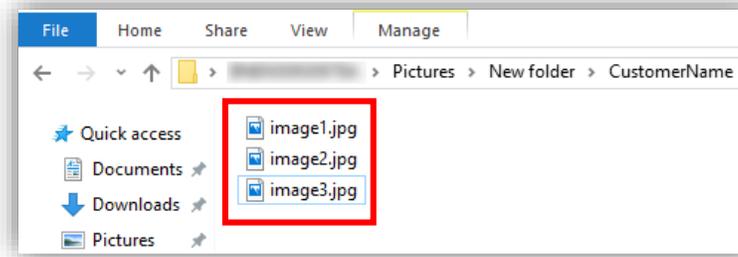
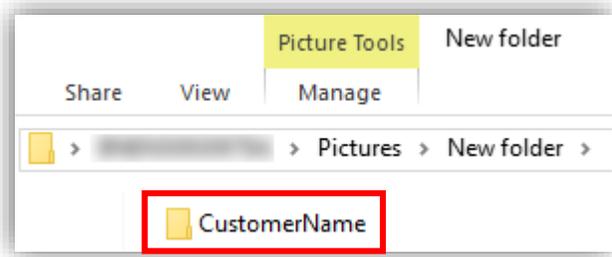
- List the image URL in the image and/or thumbnail field of the Catalogue file

Image	PunchOut Enabled
http://www.mylogo12354.jpg	TRUE

- 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.

Loading Images via a Zip Folder

- 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	PunchOut Enabled
CustomerName/image1.jpg	TRUE

- 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 and Customer.

Uploading Images

- Uploading an image is the responsibility of the Supplier.
- To upload images, this can be completed during the catalogue upload process explained on page 44.

Create a New Catalog Previous Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Browse...

Images and Attachments File: Browse...

! 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

Validate and Publish

Thank you.