

Creating and Publishing Static Catalogs for **Top Glove**

CMS Enabled Realms

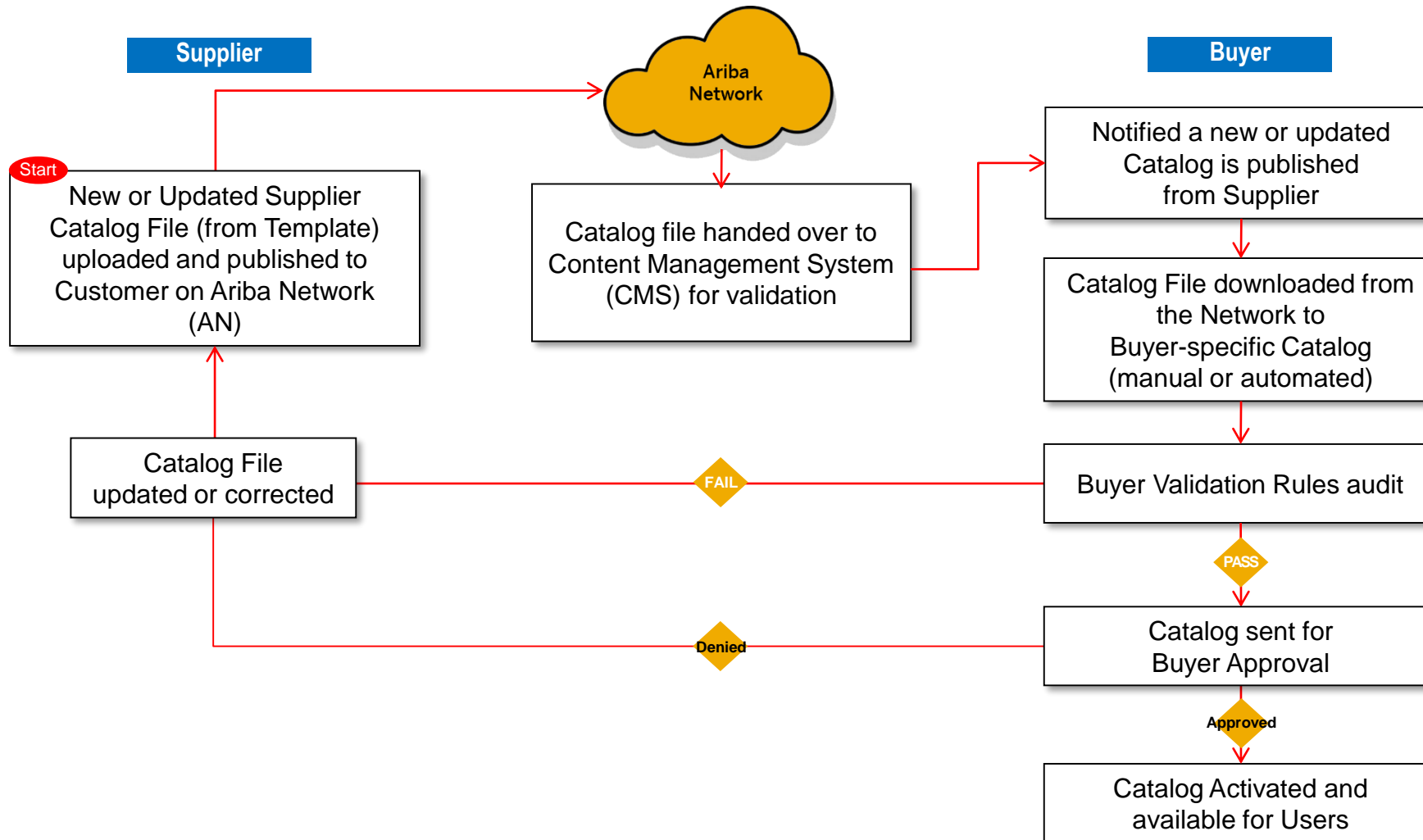
PUBLIC

Session Agenda

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

The Catalog Upload **Process**

The Catalog Upload Process



The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- Depending on the configuration of the Customer's environment:
 - The uploaded file is downloaded from the Network manually, then loaded to the Customer's Catalog
 - or-
 - The system automatically downloads the file to the Customer's Catalog
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

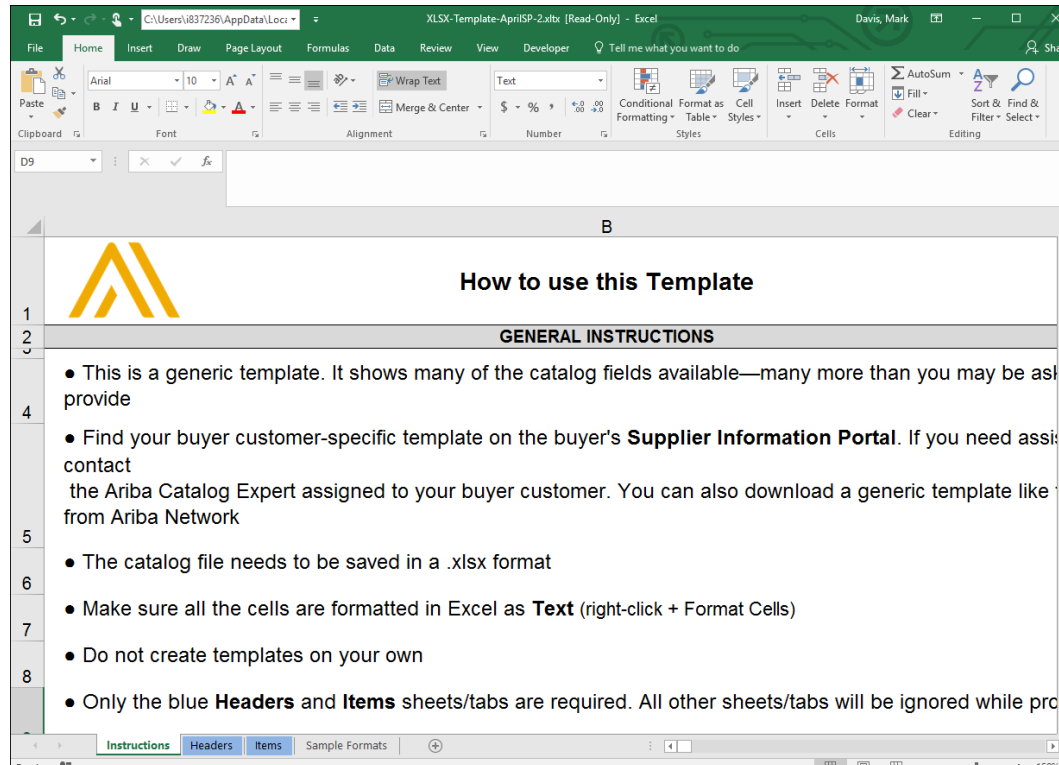
The Catalog Template

The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates
- Static Catalogs are generally created offline and uploaded to the Ariba Network
- PunchOut Catalogs **can** be created offline, these are special static files called “Index Files”.

The CIF Catalog Template

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



- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**
- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system

The CIF Catalog Template

The CIF 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 Top Glove.

C	D	E	F	G	H	I	J	K	L	M	N
Item Description	Unit Price	Unit of Measure	Short Name	Required					Detailed	Manufacturer Part ID	Manufacture
Quad Electronics M500 4-Line Phone System w	145.10	EA	4-Line Phone System	U	Do not use duplicate information in Short Name and Item Description . Instead, use Short Name to name the product, and Item Description to describe product details. Type: String Length: 50 characters				www.abc.com	TTSIBM500CID	Intellidata
Excel for Dummies Quick Reference Book	22.58	EA	Excel for Dummies	U					01/img.gif	IDG076460049X	IDG Books Wo
Write Right Ballpoint Pens, Disposable, Blue Ink,	20.53	EA	Ballpoint Pens	U					www.abc.com	IDG076700722	Bic
File Folders, 3 Position, Manilla, Box of 100	13.55	BX	Manilla Folders	U					03/img.gif	IDG-0764-580052X	Mead
Stapler, Swingline 405, Black	14.80	EA	Office Stapler	U					04/img.gif	IDG07900762	Swingline
3" Presentation View Binder, Concealed Rivets,	10.20	EA	3" View Binder	U					05/img.gif	E016	BigCo

FIELD COLOR CODES

Required

Preferred

Optional

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the Top Glove Supplier Portal page on the AN.

The CIF Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)
- Do not create templates on your own
- Only the **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing
- Remove the sample data provided in the template
- Populate data in the **Header** sheet/tab
- Populate data in the **Items** sheet/tab
- For some complex fields such as **PriceConfiguration** some of the sub-fields (e.g **Amount**) may be required. These are indicated in Red, and are only required if the parent field is present

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 must be assigned to each item

Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the Description field—all the words are indexed for ease of finding the items
- Use different Short Names not just repeating a Description—it makes it easier for Users, and you get an additional 50 characters to describe your item
- Always include images

Creating a CIF Catalog

For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to the Ariba Network. The Template includes specific instructions

Header Section

CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	MYR
COMMENTS:	Any comments can go here.

Legends (Font Color)

Required Fields
Optional Fields
Preferred Fields

Item Section

Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1	
						Domain	Value
AN01447712945-T	MA123	Quad Electronics M500	145.10	EA	4-Line Phone System	Custom	10010200
AN01447712945-T	BW2345	Excel for Dummies Reference Book	22.58	EA	Excel for Dummies	Custom	10010500

Creating a CIF Catalog

The Header Tab

CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	MYR
COMMENTS:	Any comments can go here.

Note: The only fields that Suppliers should modify in the template are indicated in red: **CURRENCY, Comments**. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog advisor.

- **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 advisor
- **LOADMODE**—F (Full)
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”, Do not change this value, unless instructed by your Catalog advisor
- **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)
- **CURRENCY**—Specifies the currency used for the prices. The default value is MYR, you may use TWD, HKD, USD as per actual needs
- **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 Items Tab

Supplier ID	Supplier Part ID	Item Description
AN01447712945-T	2772882	Quad Electronics M500 4-Line Phone System
AN01447712945-T	2345890	Excel for Dummies Quick Reference Book

- **Supplier ID - Required**

Description: If the Header is set to “NetworkID” for testing site, then enter the Supplier’s Ariba Network ID-T

Type of data: String

Maximum length: 255

Example: AN01447712945-T

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN01447712945-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

- **Item Description - Required**

Description: Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)

Type of data: String

Maximum length: 2000

Example: Quad Electronics M500 4-Line Phone System

Creating a CIF Catalog - The Items Tab

Unit Price	Unit of Measure	Short Name
145.10	EA	4-Line Phone System
22.58	EA	Excel for Dummies

- **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 ¥.

- **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", please use UOM specified by customer

Type of data: String

Maximum length: 32

Example: BX

- **Short Name – Preferred**

Description: Short description of the item. The Short Name is displayed first in the UI. 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: 80 characters

Creating a CIF Catalog - The Items Tab

Classification Codes-1		Image		
Domain	Value	Thumbnail	Normal	Detailed
Custom	10010200	http://www.abc.com/	http://www.abc.com/2	http://www.abc.com/277
Custom	10010500	10.png	11.png	13.png

▪ Classification Code – Required

Description: Classification code of the product or service. Customer uses Custom code, Damian remains “Custom”, please check the appropriate codes in the provided Commodity code checking list.

Type of data: String

Maximum length: 40

▪ Image – Optional

Description: URL of the item’s image or name of the image in the zip file

Supported image formats: Image direct URL

Local images :JPG, JPEG, GIF, PNG, BMP

Maximum length: 255

Recommended Size: 250 x 250 pixels

Notes:The names of your image files must be same as the names you added in the images column of the CIF Template (capital letters included) and with extension

Example: <http://www.abc.com/2772900/img.gif> (URL image)

11.png (local images)

Creating a CIF Catalog - The Items Tab

Manufacturer Part ID	Manufacturer Name	Supplier URL	Manufacturer URL
TTSIBM500CID	Intellidata	http://www.abc.com/2772900	http://www.abc.com/277
IDG076460049X	IDG Books Worldwide		

- **Manufacturer Part ID – Optional**

Description: A Part Number a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

- **Manufacturer Name - Optional**

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

- **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>

Creating a CIF Catalog - The Items Tab

Lead Time	Supplier Part Auxiliary ID	Language	Currency
1	2122	en_US	MYR
3	100	en_US	MYR

- **Lead Time – Preferred**

Description: Number of working days for the product to be shipped from the date you receive PO

Type of data: Integer

Maximum length: 40

Example: 1

- **Supplier Part Auxiliary ID - Optional**

Description: Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure

Type of data: String

Maximum length: 255

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

- **Language – Optional**

Description: Specifies the language used to describe the article in the item description.

Type of data: String

Maximum length: 255

Example: en_US

- **Currency – Preferred**

Description: Specifies the currency used for the prices

Type of data: String

Maximum length: 32

Example: MYR

Creating a CIF Catalog - The Items Tab

Expiration Date	Effective Date

- **Expiration Date – Optional**

Description: Date that the item is no longer valid, in YYYY-MM-DD

Format. This date must be in the future.

Type of Data: Data

Date Format: YYYY-MM-DD

- **Effective Date- Optional**

Description: Date that the catalog item becomes valid.

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

Type of data: Data

Date Format: YYYY-MM-DD

Creating a CIF Catalog - The Items Tab

PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound
			222	MYR		1
			222	MYR		1

▪ PriceConfiguration-1– Optional

Description: Defines different levels of pricing for items based on different quantities, dates and PriceKey (user-definable).

Note: To use PriceConfiguration fields, the PriceKey field must be agreed upon by both the Buyer and Seller. To configure a PriceKey to be used, the Buyer must contact SAP Ariba Customer Support to configure the field and make it available for creating price lookup keys.

If you use a PriceConfiguration field, the Detail sub-field Amount & Currency is required to be populated. All other detail fields are optional.

▪ Start Date – Optional

Description: If your price configuration is determined by a specific time period, this is the Start Date.

Type: Date

Format: YYYY-MM-DD

▪ End Date – Optional

Description: If your price configuration is determined by a specific time period, this is the End Date.

Type: Date

Format: YYYY-MM-DD

▪ Price Key – Do Not Use

Creating a CIF Catalog - The Items Tab

MinimumQuantity	Price Unit Quantity	Price Unit
4	2	BX
2		

- **Minimum Quantity– Optional**

Description: Specifies the minimum quantity an item can be purchased in.

Type of data: Integer

Example: Users might need to order at least 2 of an item, need to input 2

- **Price Unit Quantity – Optional**

Description: The quantity corresponding to the Unit Price of the item specified by the supplier. The Unit Price is based on the Price Unit Quantity of the item.

Type of data: String

Example: The price of milk is \$5 for 2 boxes. Here “2” in “2 boxes” is the price unit quantity.

- **Price Unit – Optional**

Description: The quantity corresponding to the Unit Price of the item specified by the supplier. The Unit Price is based on the Price Unit Quantity of the item.

Type of data: String

Example: The unit of measure for the unit price e.g \$5 for 2 Boxes, BX is the price unit

Creating a CIF Catalog - The Items Tab

Unit Conversion	Price Unit Quantity Description
0.2	Price quoted for 2 box.

- **Unit Convention – Optional**

Description: Ratio used to convert the ordered unit to the price unit. The unit price is based on the price unit quantity and the price unit.

Type of data: Decimal

- **Price Unit Quantity Description – Optional**

Description: Any information for advanced pricing details. Use this field to store additional information on the unit conversion calculation.

Type of data: String

Example: Price quoted for 2 box.

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


The Catalog **User Interface**

The Catalog Interface Item View

This is how a static Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.

Short Name (80 characters)

☐



Nylon Glove, Blue

Supplier: [LanSoft](#)

Supplier Part #: 34-500

Available in: 3 Day(s)

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

\$3.98 USD / pair

Qty: [Add to Cart](#)

[Add to Favorites](#)


Description (2,000 characters)

The Catalog Interface Detail View

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

Additional
Information,
links and
custom fields

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


[Enlarge](#)

Nylon Glove, Blue

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

Qty: [Add to Cart](#)
[Add to Favorites](#)

\$3.98 USD / pair

Product Description

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

Product Specifications

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

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

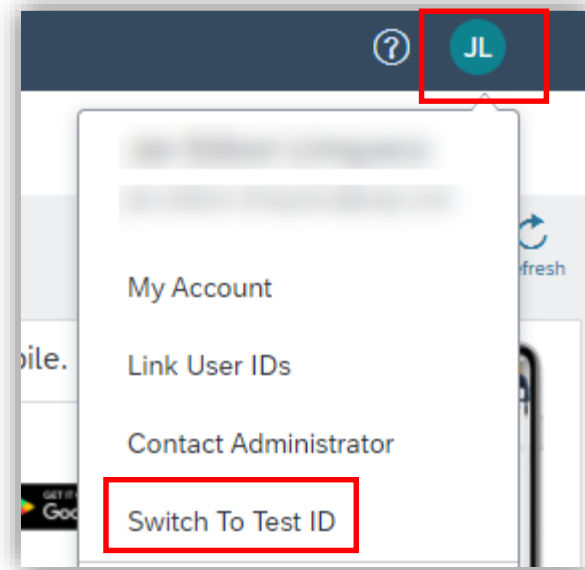
Supported browsers and plugins

SAP

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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



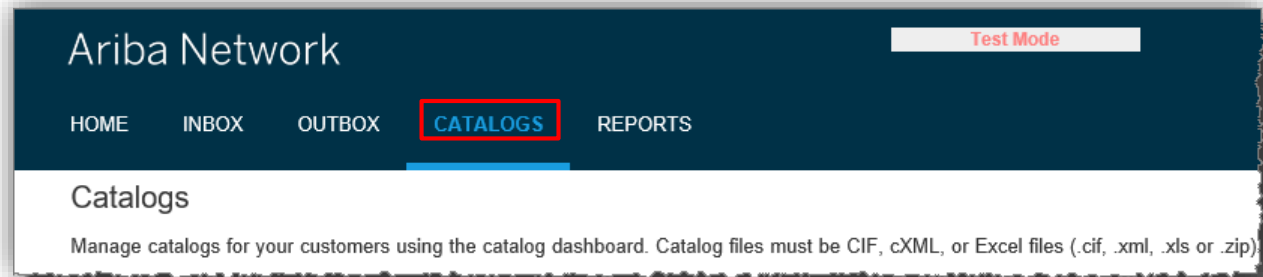
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing New Catalogs

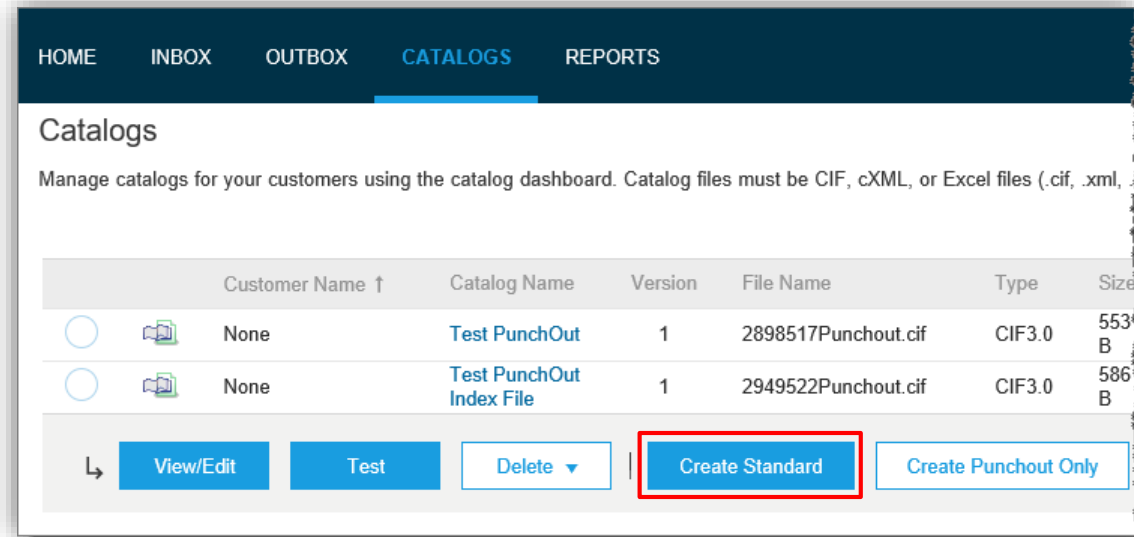
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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 sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Subscriptions', and '3 Content'. The main area is titled 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'. It includes a 'Catalog Name: *' text box, 'Created By: Mark Davis' and 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00' labels, and a 'Description:' text box with a 'Characters left: 1000' indicator. Below the description box, it states 'The maximum number of characters allowed is 1000, including spaces.' A 'Commodities: ①' section shows a table with a header 'Description' and a row with 'No items'. At the bottom of the commodities section are 'Delete' and 'Add' buttons. The 'Next' and 'Exit' buttons are located at the top right and bottom right of the form.

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 Top Glove.

Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):

▫ **Supplier Name_Buyer Name_Country_Company_Plant**

- **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' form. On the left, a sidebar contains three steps: '1 Details' (highlighted with a blue circle), '2 Subscriptions', and '3 Content'. The main form area has a title bar with 'Create a New Catalog' and 'Next'/'Exit' buttons. Below the title bar, instructions state: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'. The form fields include: 'Catalog Name: *' (a text input field), 'Created By: Mark Davis', 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00', and 'Description: ' (a large text area). Below the description area, it says 'Characters left: 1000' and 'The maximum number of characters allowed is 1000, including spaces.' There is a 'Commodities: ①' section with a 'Description' header and a 'No items' message. At the bottom of this section are 'Delete' and 'Add' buttons. The 'Next' button at the bottom right of the form is highlighted with a red rectangle.

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 Top Glove 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

<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"/>	Supplier Name	View	Pending Validation
<input type="checkbox"/>	Supplier Name	View	Pending Validation

Previous Next Exit

Uploading and Publishing New Catalogs

② Subscriptions - continued

- Here we see the Validation rules that your customer has in place for catalogs
- For this customer, there are three rules that must be followed: Image, Short Name and Manufacturer Part ID fields are required
- To view more information about the rule, you can click on the **Action**, pull down, then click **View**
- When you are finished viewing the customer's rules, click the **Done** button

Catalog Validation Preferences

Done

Content Rules

Enter search text.

3 All 3 Validation 0 Enrichment 0 Cleansing

Name	Type	Category	Last Modified	
NAMERCat Image is required	Validation	Error	26 February 2018 6:26...	Action ▾
Manufacturer Part ID is a requir...	Validation	Error	16 October 2017 8:38 AM	Action ▾
Short name is required	Validation	Error	07 February 2018 11:3...	Action ▾

Done

Uploading and Publishing New 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
- 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

The screenshot shows the 'Create a New Catalog' interface, specifically the 'Content' step (Step 3 of 3). The left sidebar shows 'Details', 'Subscriptions', and 'Content', with 'Content' being the active step. The main area is titled 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES'. It contains a form with the following fields: 'Catalog File Format' (a dropdown menu set to 'Excel'), 'Catalog File' (a text input field with a 'Browse...' button), and 'Images and Attachments File' (a text input field with a 'Browse...' button). These three fields are enclosed in a red rectangular box. Below the form is a yellow warning box with 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 form is a blue button labeled 'Validate and Publish', which is also enclosed in a red rectangular box. In the top right corner of the form, 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	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	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	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	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 is a sidebar with four tabs: 'Details', 'Content', 'Errors' (which is selected and highlighted with a blue bar), and 'Subscriptions'. The main 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. Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table. The table has three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. Three error entries are listed, all indicating duplicate 'supplierpartid' values. The table is highlighted with a red border.

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

- In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing New Catalogs

■ 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 the **Catalogs** tab
- Find the existing Catalog you wish to replace with a new version
- Click on the radio button to select the existing Catalog
- Click the **View/Edit** button, or click on the **Catalog Name** hyperlink
 - 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 checked="" type="radio"/>	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager

View/Edit Test Delete Create Punchout Only Refresh

Replacing Existing Catalogs

- You are now taken to the **Edit a Catalog** Screen
- You see 3 steps here also
 - 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 displays the 'Edit a Catalog' interface. On the left, a sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Upload Catalog File', and '3 Content'. The main area shows pre-populated catalog information: 'Sample Price Config' as the name, 'Template.xlsx' as the file name, and 'Published' as the status. A large text area for the 'Description' is highlighted with a red box, with a 'Characters left: 1000' indicator at the bottom right. Below the description area, a table for 'Commodities' is shown with a single header 'Description' and no data rows. At the bottom, there are 'Delete' and 'Add' buttons.

1 Details

2 Upload Catalog File

3 Content

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

Catalog Name: Sample Price Config
File Name: Template.xlsx
Created By:
Date Created: Tuesday 21 Apr 2020 3:42 PM GMT+08:00
Version: 4
Size: 5 MB
Item Count:
Type: EXCEL
Status: Published

Description:
Characters left: 1000

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

Commodities: ⓘ

Description
No items

↳ Delete Add

- Click the **Next** button

Replacing Existing Catalogs

- ② **Upload Catalog File**—The Network will display the Upload screen to upload the new version
- 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
 - 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

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with three steps: 1. Details, 2. Upload Catalog File (which is highlighted with a blue bar), and 3. Content. The main area is titled 'Edit a Catalog' and contains a section 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES'. This section has three rows: 'Catalog File Format:' with a dropdown menu set to 'EXCEL', 'Catalog File:' with a 'Choose File' button and 'No file chosen' text, and 'Images and Attachments File:' with a 'Choose File' button and 'No file chosen' text. A red rectangle highlights these three rows. Below this is a yellow warning box with an exclamation mark icon and 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.' Below the warning box is a blue button labeled 'Validate and Publish', which is also highlighted with a red rectangle. At the bottom of the main area is a link that says 'Download Templates/Guidelines'.

- ③ **Content**—The previous uploaded catalog, can be downloaded here.

Replacing Existing Catalogs

- When your Catalog passes the upload validation, the Network may show any of these statuses: **Published**, **Activated**, **Validated by Customer** or **Pending Buyer Validation**—note that these are all valid statuses. The upload is complete

Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	Buyer Name	Buyer Test CIF	2	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Catalog Manager	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

Thank you.