



SAP Ariba 

# Ariba® Network CIF Catalog Guide

CUSTOMER

 Run Simple

# Agenda

What is a CIF Catalog?

CIF Catalog Enablement

Publishing a Catalog on Ariba Network

Updating CIF Catalog

# What is a CIF Catalog?



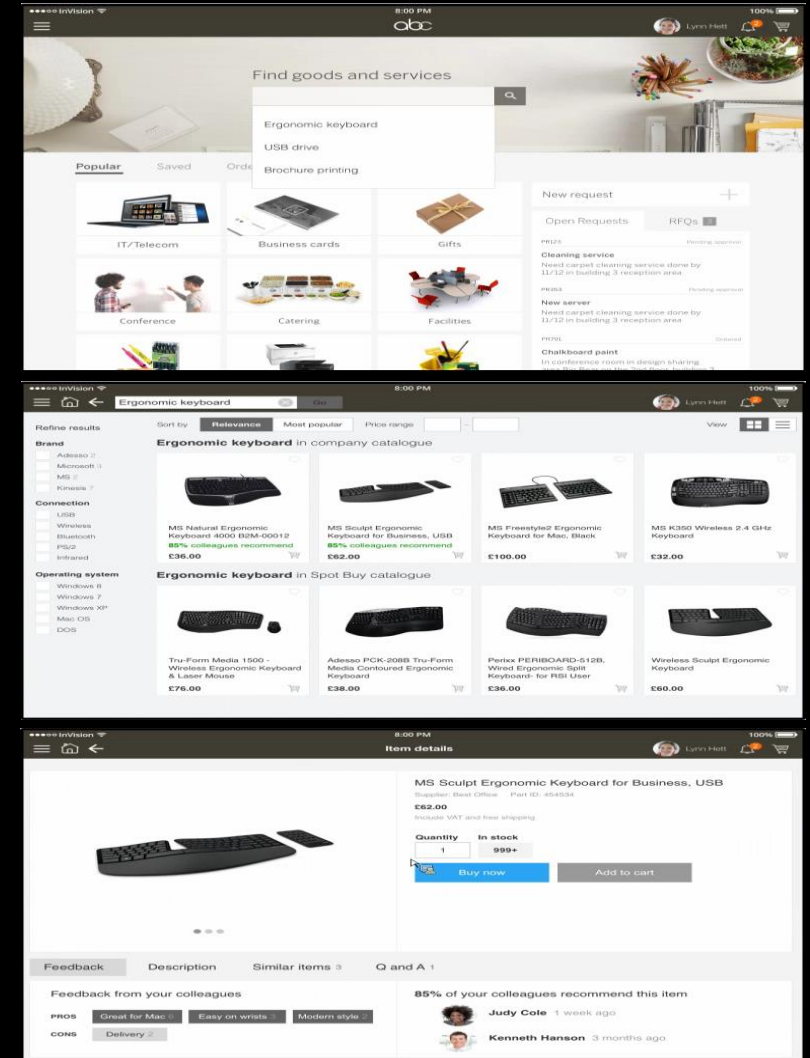
# What is a CIF Catalog?

- A static catalog (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Your **DSM's** users access your catalog through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
  - Rapid Deployment
  - Great Compliance Control
  - Low Setup Cost and Complexity
- **DSM's** users will be able to:
  - See
  - Compare
  - Buyyour items from SAP Ariba Procurement.

# What is a CIF Catalog?

User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view

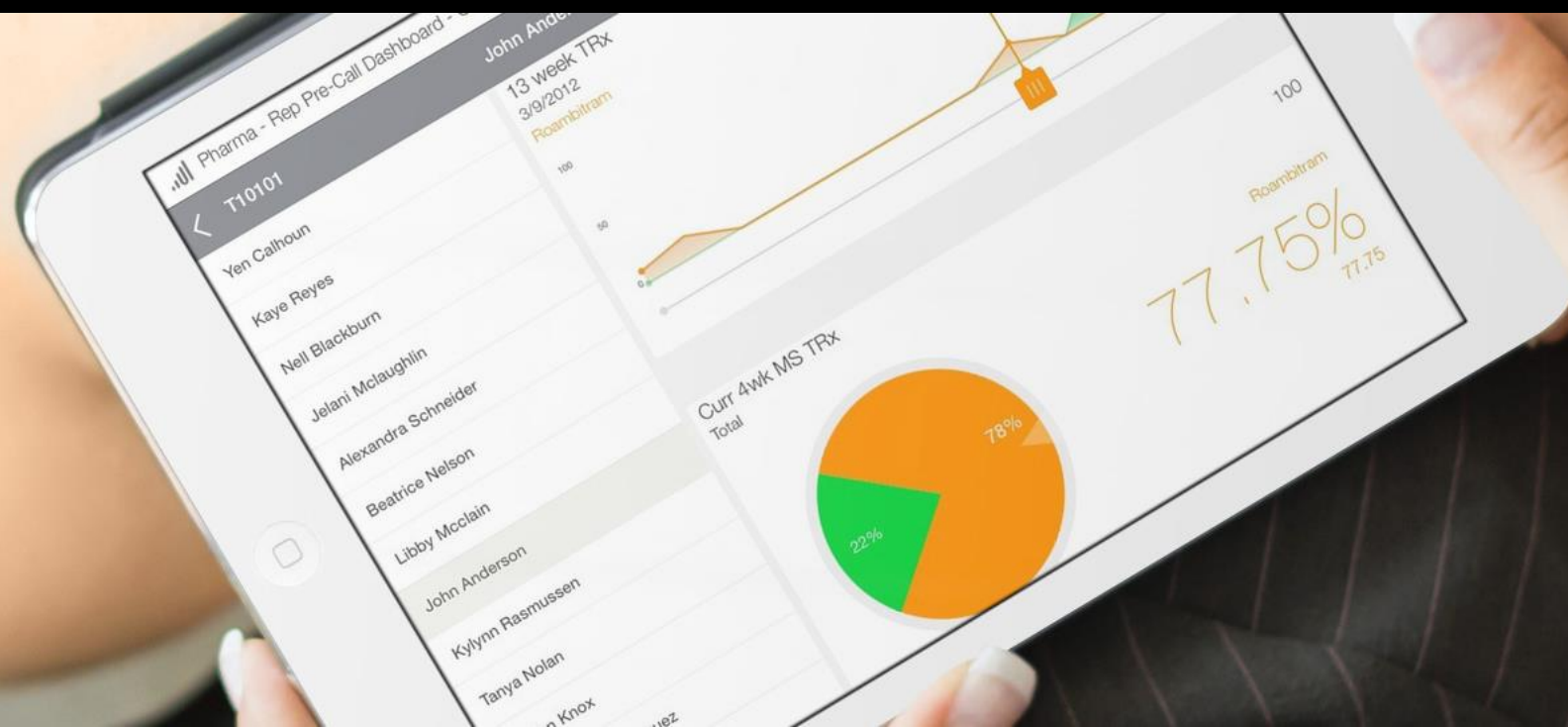


# What is a CIF Catalog?

## CIF Catalog Template

|    | A                       | B                | C                    | D                       | E         | F          | G               | H           | I         |
|----|-------------------------|------------------|----------------------|-------------------------|-----------|------------|-----------------|-------------|-----------|
| 1  | CIF_I_V3.0              |                  |                      |                         |           |            |                 |             |           |
| 2  | CHARSET:                | UTF-8            |                      |                         |           |            |                 |             |           |
| 3  | LOADMODE:               | F                |                      |                         |           |            |                 |             |           |
| 4  | CODEFORMAT:             | CUSTOM           |                      |                         |           |            |                 |             |           |
| 5  | CURRENCY:               | GBP              |                      |                         |           |            |                 |             |           |
| 6  | SUPPLIERID_DOMAIN:      | NetworkID        |                      |                         |           |            |                 |             |           |
| 7  | ITEMCOUNT:              | 1                |                      |                         |           |            |                 |             |           |
| 8  | TIMESTAMP:              |                  |                      |                         |           |            |                 |             |           |
| 9  | UNUOM:                  | TRUE             |                      |                         |           |            |                 |             |           |
| 10 | COMMENTS:               |                  |                      |                         |           |            |                 |             |           |
| 11 | FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description        | SPSC Code | Unit Price | Unit of Measure | Short Name  | Lead Time |
| 12 | DATA                    |                  |                      |                         |           |            |                 |             |           |
| 13 | an01048459897-t         | Example 1        |                      | Test item 1 Description | 80111801  | 10         | EA              | Test item 1 | 4         |
| 14 | an01048459897-t         | Example 2        |                      | Test item 2 Description | 80111801  | 5          | EA              | Test item 2 | 4         |
| 15 | an01048459897-t         | Example 3        |                      | Test item 3 Description | 80111801  | 5          | EA              | Test item 3 | 4         |
| 16 | ENDOFDATA               |                  |                      |                         |           |            |                 |             |           |
| 17 |                         |                  |                      |                         |           |            |                 |             |           |

# CIF Catalog Enablement





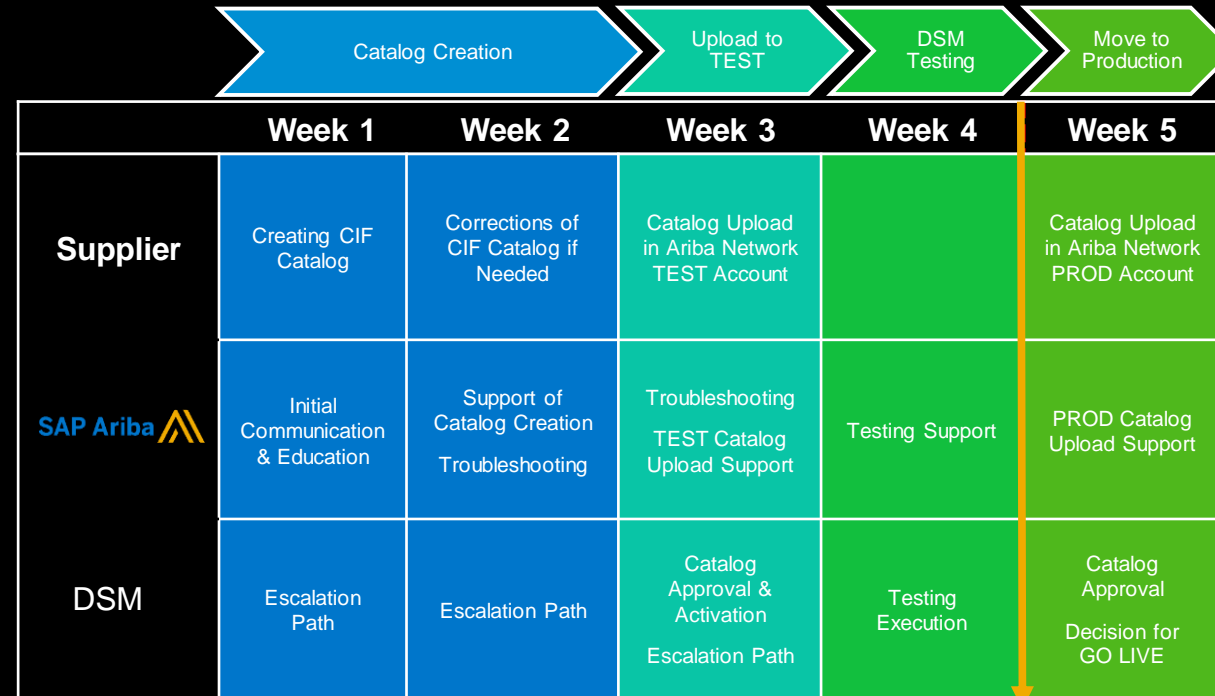
# CIF Catalog Enablement

## DSM's Prerequisites to Start:

- Catalog Requirements Completed
- Catalog Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched  
(Supplier ANID Added)
- Escalation Path Defined
- Catalog Content Clarified with Supplier

## Supplier's Prerequisites to Start:

- Catalog Content Clarified with DSM
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



DSM Testing might be extended up to 8 weeks if transaction integration is requested by the Supplier



# Publishing a Catalog on Ariba Network



# Ariba Network Access, Catalog Publication

## 1 Access your Ariba Network Account

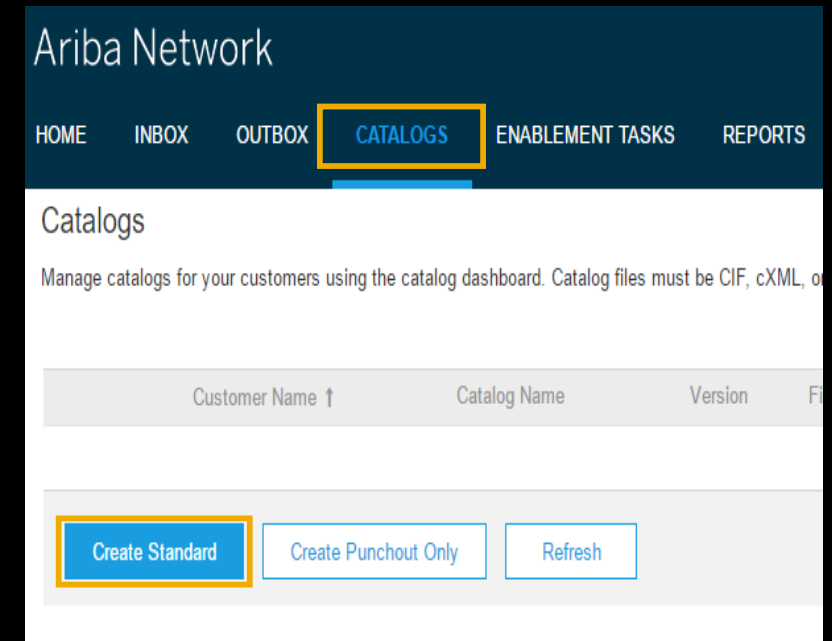
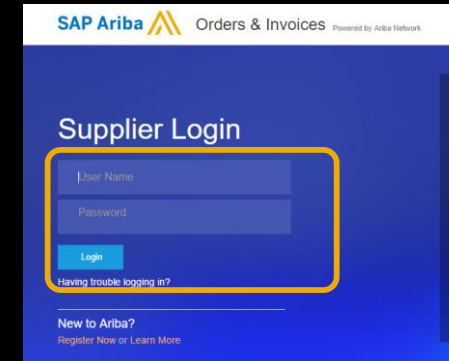
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Your catalog on Ariba Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

## 2 Click on the **Catalogs** tab on your Home Dashboard

## 3 Click on the **Create Standard** button



# Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you.

5 Click **Next**

6 Select **Private**

7 Select **DSM** in your customers' list.

8 Click **Next**

Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details

Catalog Name: \* TEST\_OK\_1

Created By: Orsolya Kalina

Date Created: Monday 13 Mar 2017 9:22 AM GMT+01:00

Description:

Characters left: 1000

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

Commodities: ①

Description

No items

Delete Add

Next Exit

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 customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: ☒ Private - Only the selected customers that have a trading relationship with you can view and receive the catalog

☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

| Customers                                  | Catalog Validation Rules | Validation Status for Version 1 |
|--|--------------------------|---------------------------------|
| <input type="checkbox"/> Customers 1       |                          |                                 |
| <input type="checkbox"/> GSO Sandbox - P20 | <a href="#">View</a>     | Pending Validation              |

Previous Next Exit

**Note:** If DSM is not part of the customer list, it means that the DSM Trading Relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

# Catalog Publication

9 Click **Choose File** and browse to the catalog file on your computer.

10 Click **Validate and Publish**

Create a New Catalog

1 Details

2 Subscriptions

3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click [Help](#) at the top of the page.

UPLOAD YOUR CATALOG FILE

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

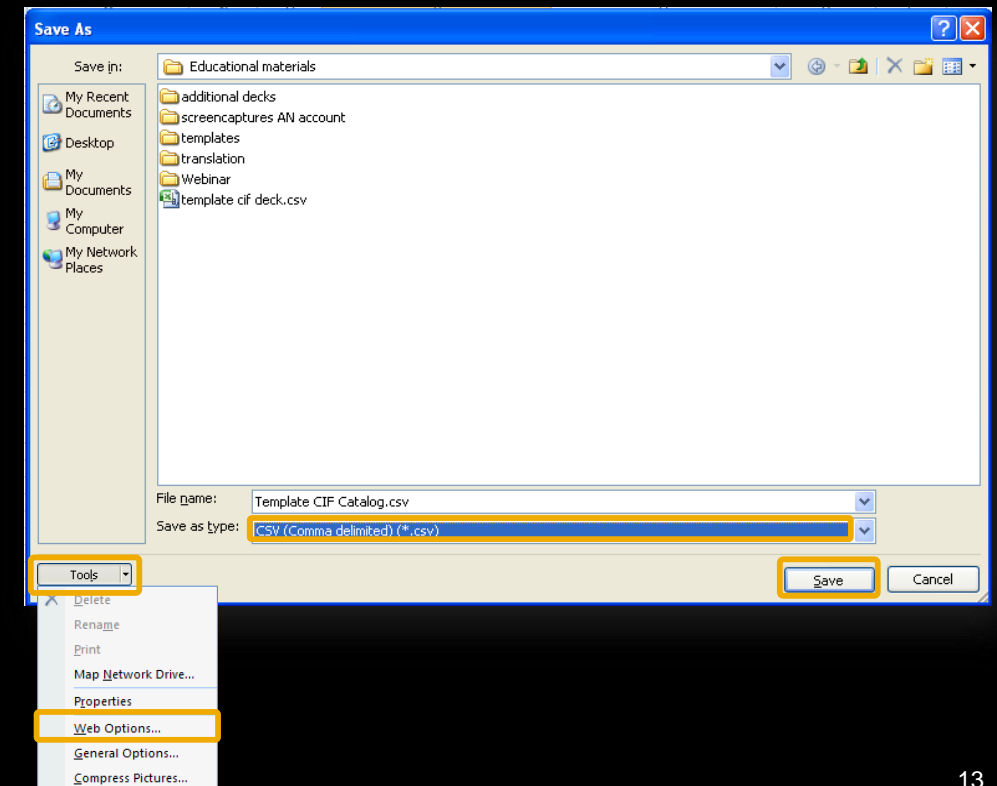
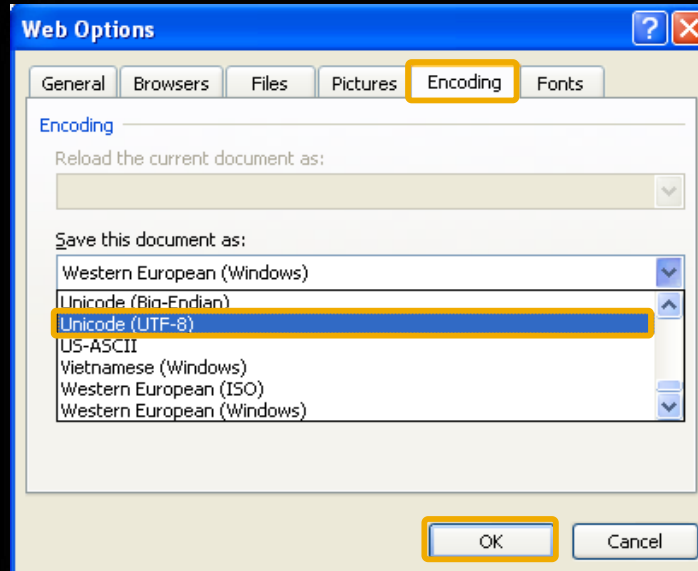
Validate and Publish

**Note:** Ariba Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

# Converting the Excel File into .csv file

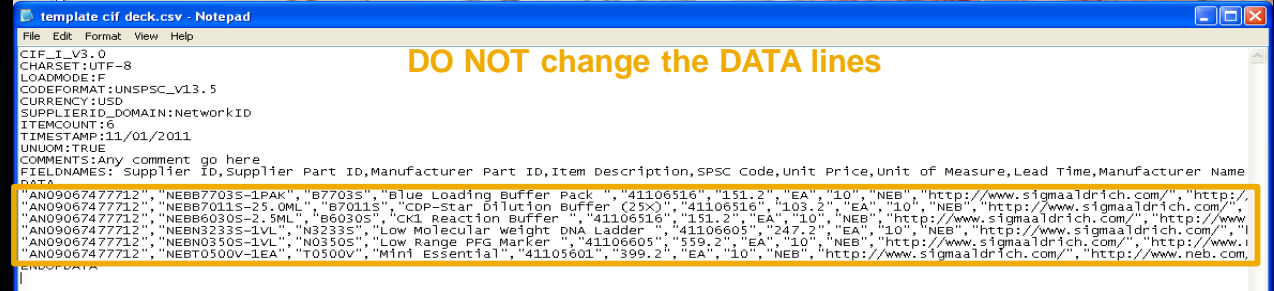
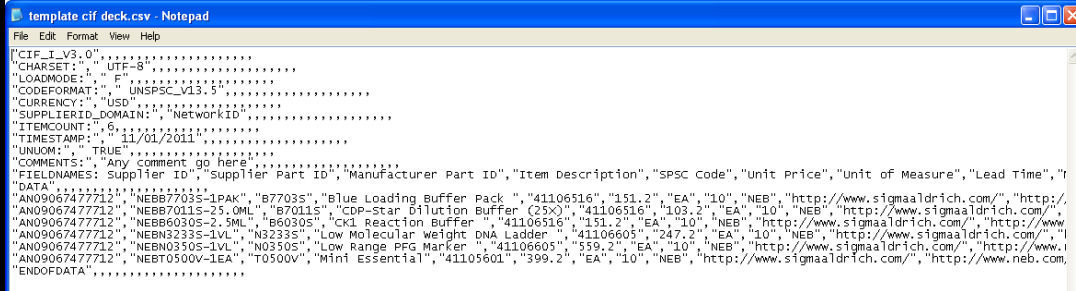
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.

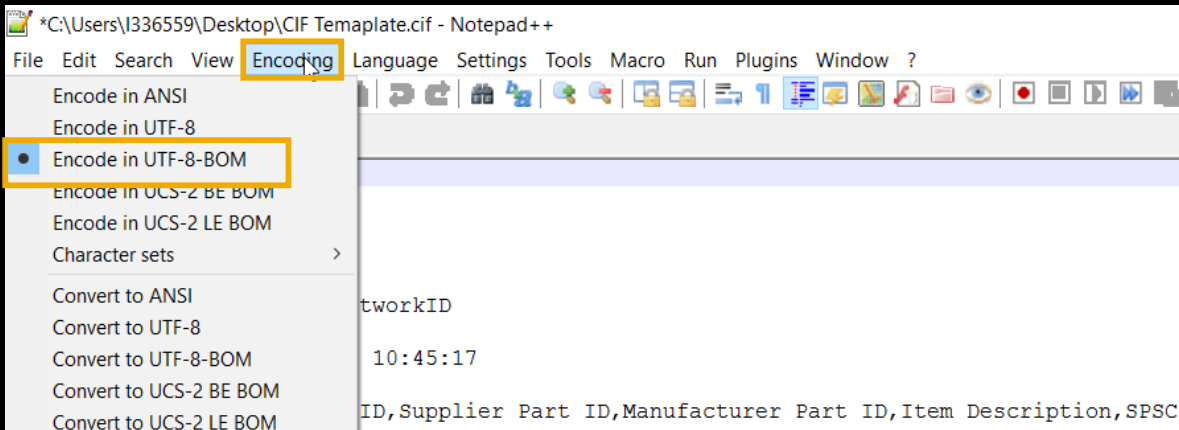


# Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then rename the file with the extension .cif (instead of .csv): Ex. Template cif deck.cif

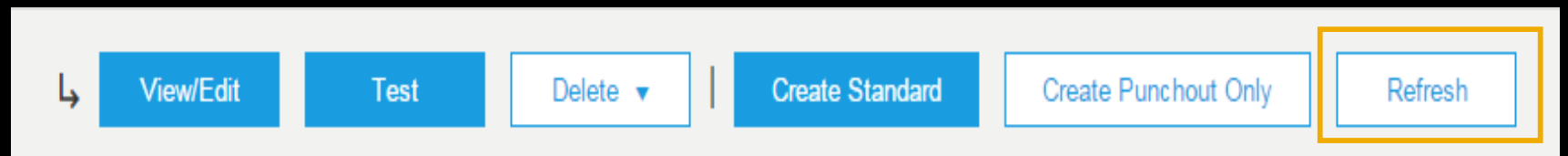


- For special characters (for example ö,ü etc.) you have to save your file as UTF-8-BOM



# Catalog Publication

- After the entire catalog has been uploaded:
  - Ariba Network begins the catalog validation
  - It can take several minutes to validate large catalogs
  - Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while Ariba Network is validating.
- Once you have completed uploading your catalog(s):
  - DO NOT** log out
  - Click the “**Refresh**” button on the catalog dashboard to update your catalog status.





# Catalog Validation - Status

- After Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to **Published** and a network-generated email is sent to the DSM.
- As DSM is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the DSM-specific validations and the status will change to **Pending DSM Validation**.



|        |      |         |                     |             |           |
|--------|------|---------|---------------------|-------------|-----------|
| CIF3.0 | 2 KB | Private | Supplier<br>Program | 22 Feb 2010 | Published |
|--------|------|---------|---------------------|-------------|-----------|

|        |          |         |                |            |                          |
|--------|----------|---------|----------------|------------|--------------------------|
| CIF3.0 | 98<br>KB | Private | Seb<br>Sussman | 4 Oct 2010 | Pending Buyer Validation |
|--------|----------|---------|----------------|------------|--------------------------|



# Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

| Catalog Name  |        | Version | File Name | Type   | Size  | Visibility | Created By | Date Created | Status  |
|---|--------|---------|-----------|--------|-------|------------|------------|--------------|---|
|  | DE_THF | 1       | CIF       | CIF3.0 | 21 MB |            | Klaus      | 28 Aug 2006  |  100 Errors Found by Ariba Network |

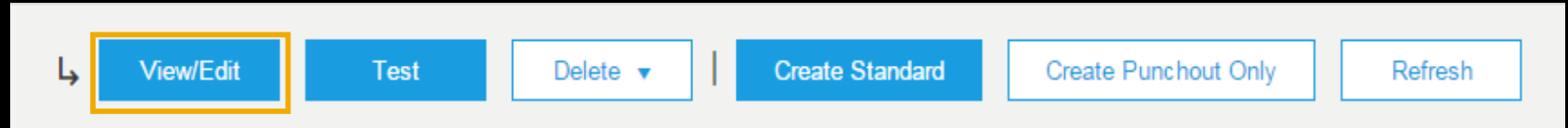
- Validating against **DSM**-specific validation rules.

|   |            |   |            |        |       |         |               |             |   |             |
|---|------------|---|------------|--------|-------|---------|---------------|-------------|---|-------------|
|  | DK 9002831 | 1 | DK 9002831 | CIF3.0 | 619 B | Private | E-Business DE | 23 Feb 2016 |  1 Validation Errors Found by Customer | 18 Apr 2016 |
|---|------------|---|------------|--------|-------|---------|---------------|-------------|---|-------------|

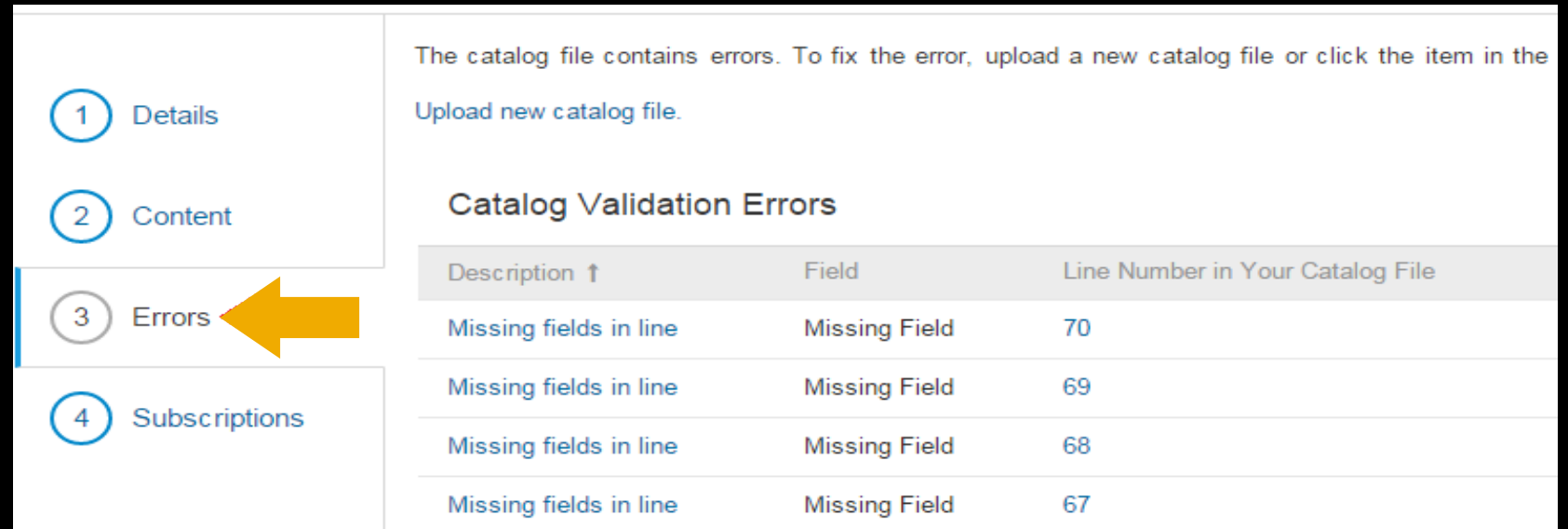
**Note:** Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **DSM**-specific catalog validation rules.

# How to Correct Errors Found by Ariba Network

- Click the “**View/Edit**” button on the dashboard



- On tab 3 “**Errors**” review the error details

A screenshot of the 'Errors' tab in the Ariba Network interface. On the left, there is a sidebar with four tabs: 'Details', 'Content', 'Errors' (selected and highlighted with a blue bar and a yellow arrow), 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 Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists four errors, all of which are 'Missing fields in line' with the field 'Missing Field' and line numbers 70, 69, 68, and 67 respectively.

| Description ↑          | Field         | Line Number in Your Catalog File |
|------------------------|---------------|----------------------------------|
| Missing fields in line | Missing Field | 70                               |
| Missing fields in line | Missing Field | 69                               |
| Missing fields in line | Missing Field | 68                               |
| Missing fields in line | Missing Field | 67                               |

# Thank you.

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