

SAP Ariba 

# PunchOut Catalog Guide for **Suppliers**

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- How to upload my Index File ?

## Buyer Process

- How does a Buyer purchase from PunchOut ?

### How to use this guide:

This presentation is **interactive** and contains **process simulations**.

When you see **text like this** or **buttons surrounded this** then you it is **interactive**.

Use the **red buttons** [    ] at the top right of your screen to be sent back here

# Introduction and Types



# What is Punchout Catalog



A **PunchOut** catalog is a type of catalogue that gives **Buyers** access a **Supplier's web-shop** from their SAP Ariba Application.

## Punchout Level 1

When referred to a “**Level 1**”, this means the **Buyer** searches for the desired Supplier/PunchOut and then enters at the **Store Level**, i.e. they are sent to the web-shop’s landing page. On entering, the **Buyer** will **search for the Items on the Supplier's web-shop**, then add all desired items to the web-shop’s Basket and return back to the SAP Ariba Application with the Basket containing the selected Items to generate Purchase Requisition.



**FOURNISSEURTECH WEB-SHOP**  
Supplier: **FournisseurTech**

Buy from Supplier

## Punchout Level 2

When referred to a “**Level 2**”, this means the **Buyer** is entering at the **Aisle, Shelf or Product Level**, i.e. they are sent to a specific part of a web-shop. On entering, the Buyer will be **sent directly to the Aisle/Shelf/Product that he clicked on when browsing his SAP Ariba Application's UI**. Once he has added the desired items to the web-shop’s Basket, the **Buyer** returns back to the SAP Ariba application with the Basket containing the selected Items to generate Purchase Requisition.



**Superbook ABC Laptop**  
Supplier: **FournisseurTech**  
Supplier Part #: laptop\_1  
Available in : 8 Day(s)

**\$499.99 USD \* / each**

Buy from Supplier

# Project Specifics



# Main Prerequisites for Punchout Suppliers



## Business and Technical Requirements on catalog content

**Business related topics** as per Items available in Your Web-shop, Price, Availability T&Cs. Should be agreed with Buyer prior to enablement process.

## Web-shop Configuration

Supplier's must configure their website in order to **accept the ANID** of Buyer.

## Security

Supplier's Punchout site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)**. HTTPS protects all parties in Punchout sessions: Buyer Ariba Network, and the Punchout site.

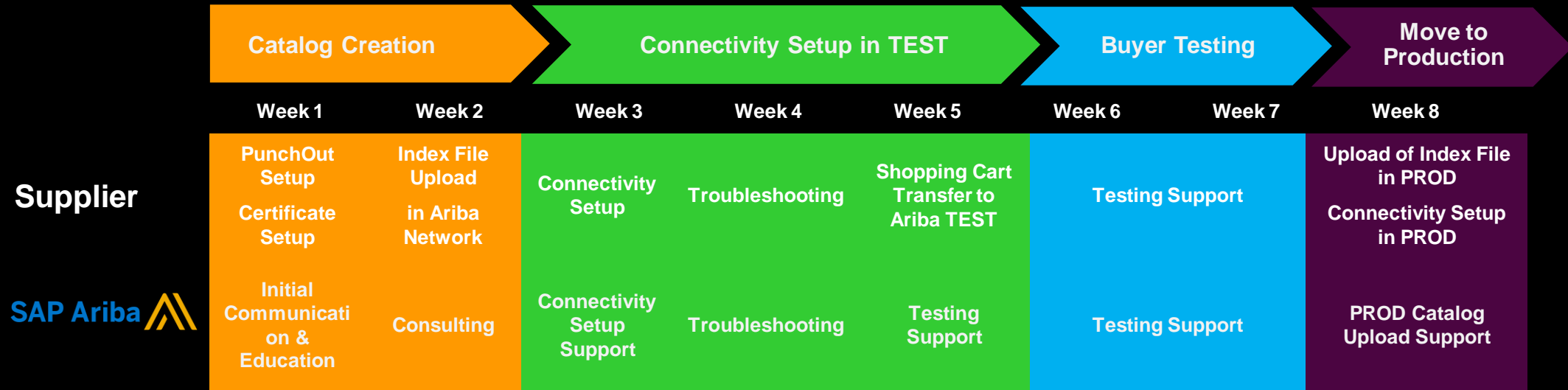
## Commodity Codes Required for Items

It is compulsory to associate a commodity code for each item in your Web-shop. A list of **commodity codes** is available in the Supplier Information Portal which is accessible from every Ariba Network account.

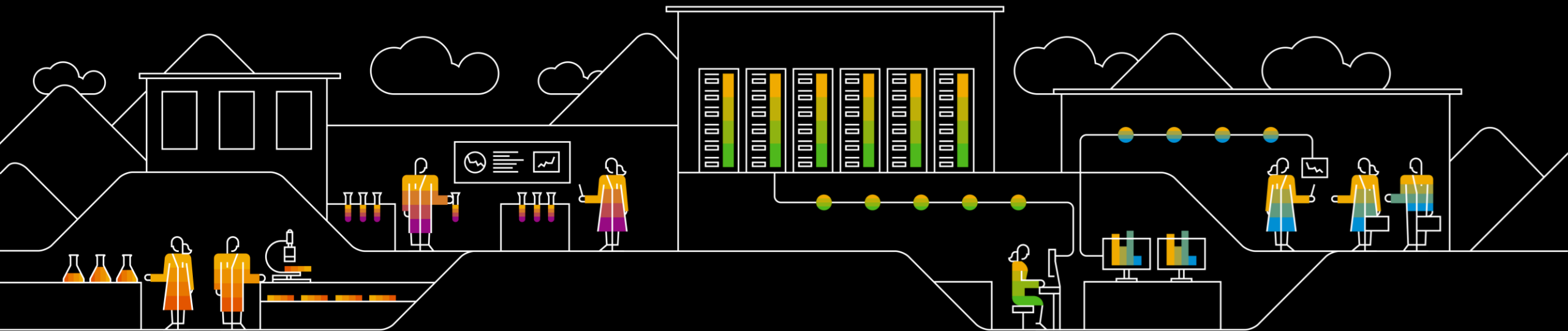
## Consult cXML Documentation

In order to configure your website to transact and exchange Data with SAP Ariba Network and SAP Ariba Procurement Application via cXML. **cXML Solutions Guide** and the **cXML User Guide** are available in the Supplier Information Portal.

# Project Timelines

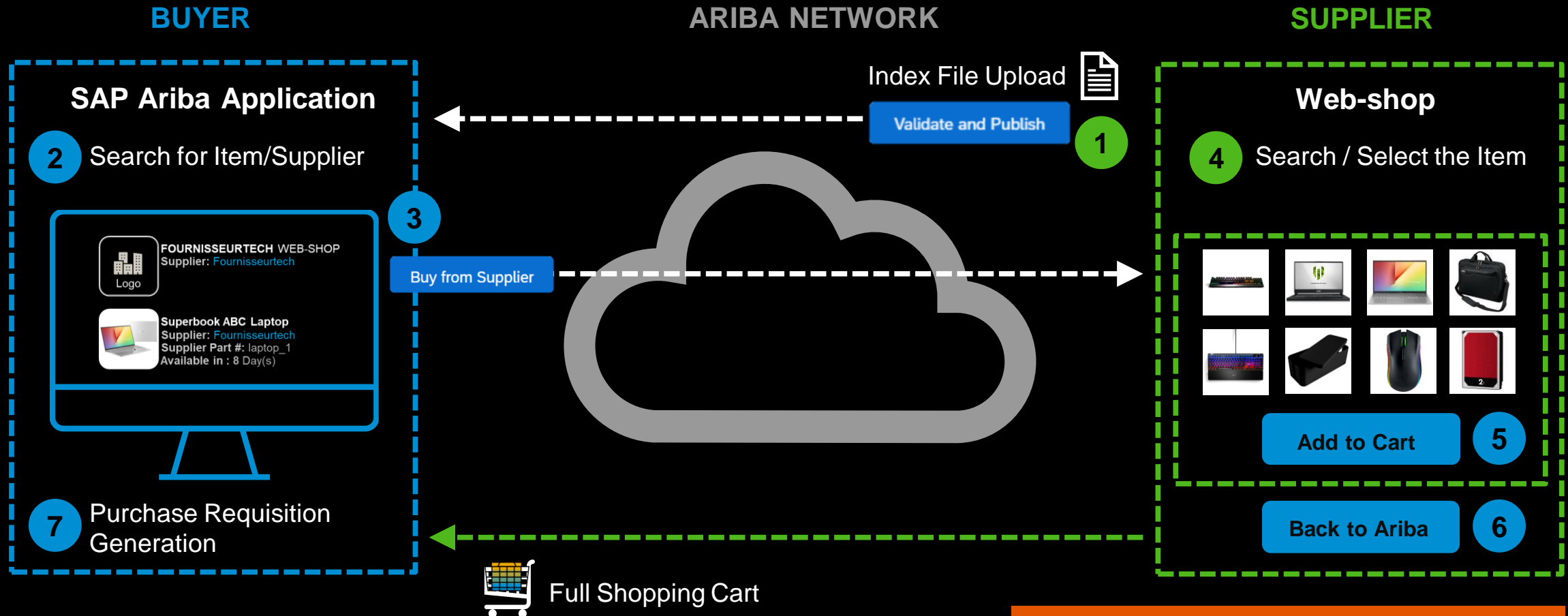


# System Architecture





# Process Architecture: Functional and Purchase Operations

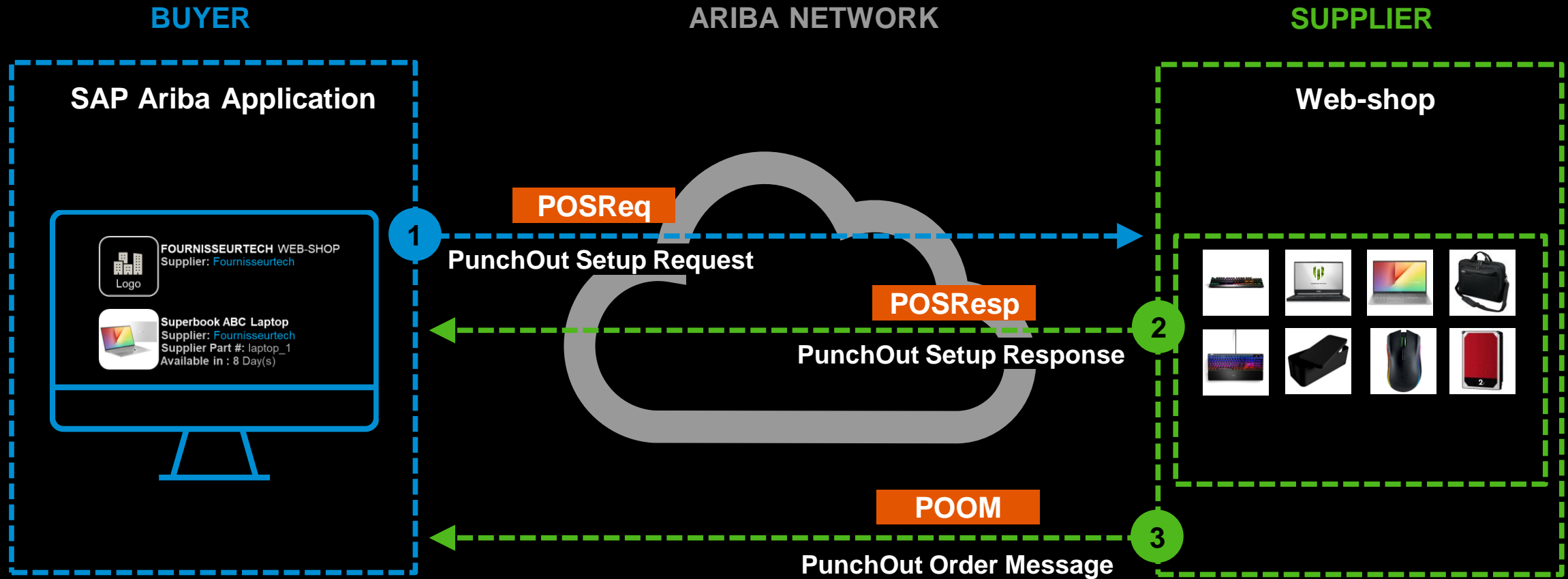


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

# cXML Message Flow

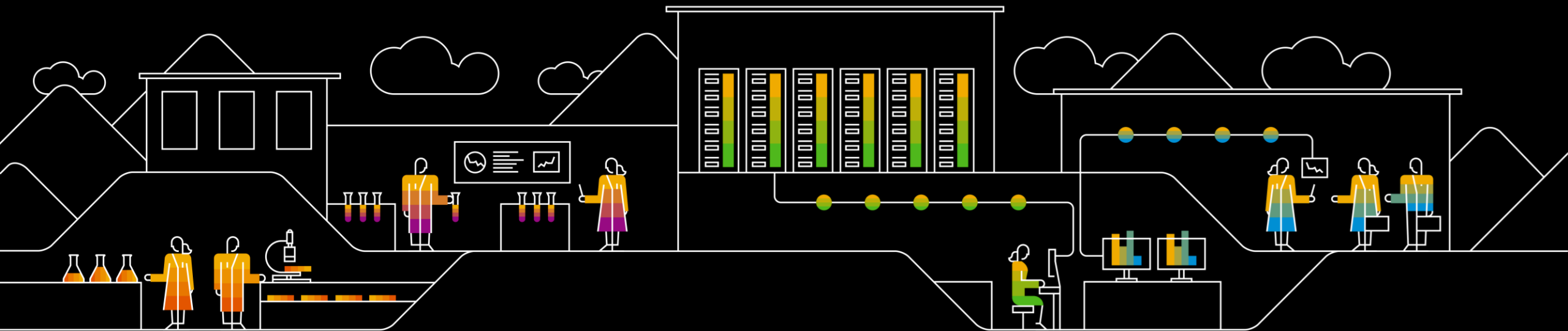


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

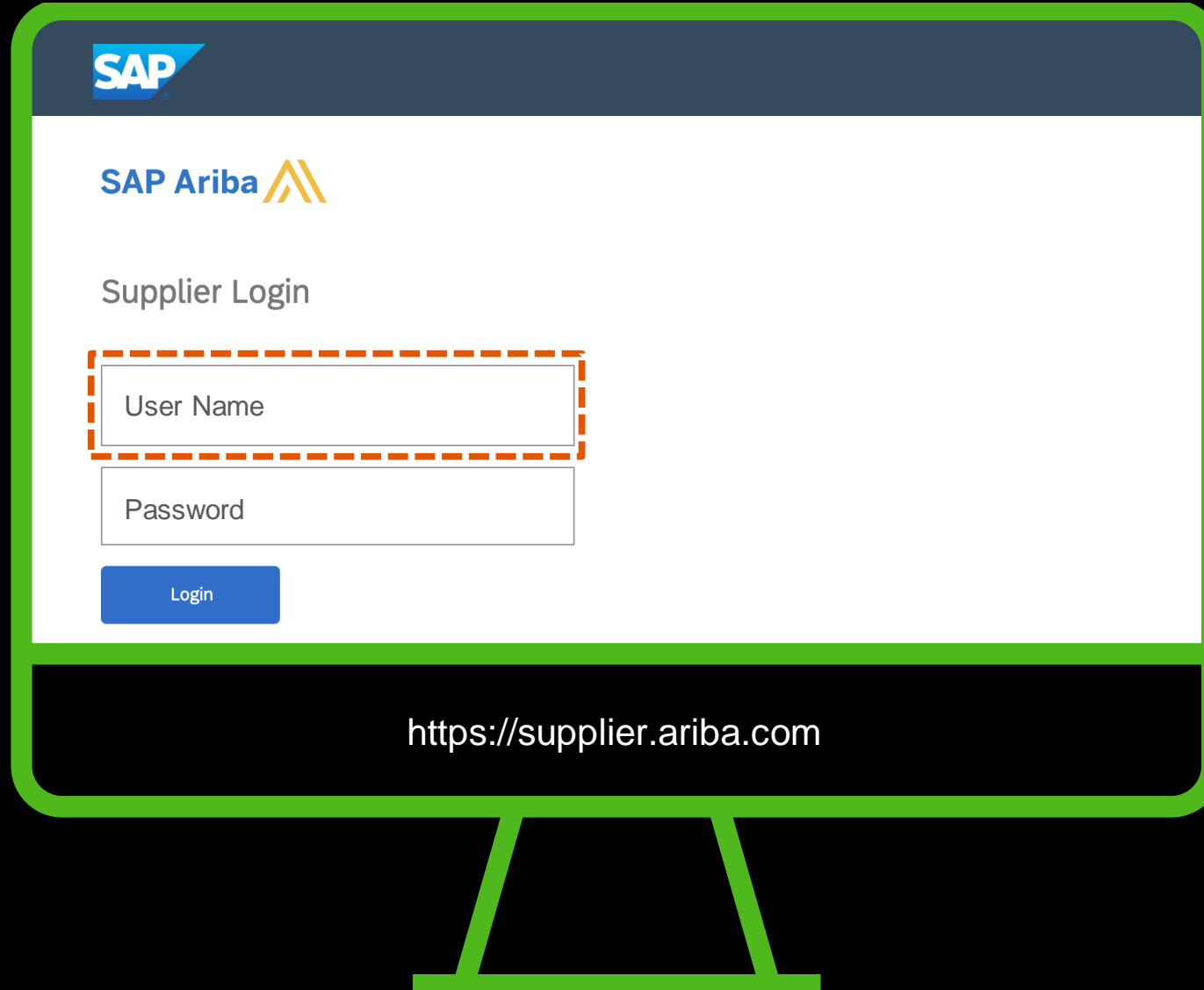
# Ariba Network Account Configuration



# Ariba Supplier Portal

1

Enter your **Supplier**  
**Credentials** [press on  
the **User Name** field]



The screenshot shows the SAP Ariba Supplier Login interface. At the top is the SAP logo. Below it is the SAP Ariba logo. The main heading is "Supplier Login". There are two input fields: "User Name" and "Password". The "User Name" field is highlighted with a dashed orange border. Below the input fields is a blue "Login" button. The URL "https://supplier.ariba.com" is displayed at the bottom of the page. An orange arrow points to the right side of the monitor frame.

SAP

SAP Ariba

Supplier Login

User Name

Password

Login

<https://supplier.ariba.com>

# Log in



2

Click on **Login**

SAP

SAP Ariba

Supplier Login

Fournisseurtech

.....

Login

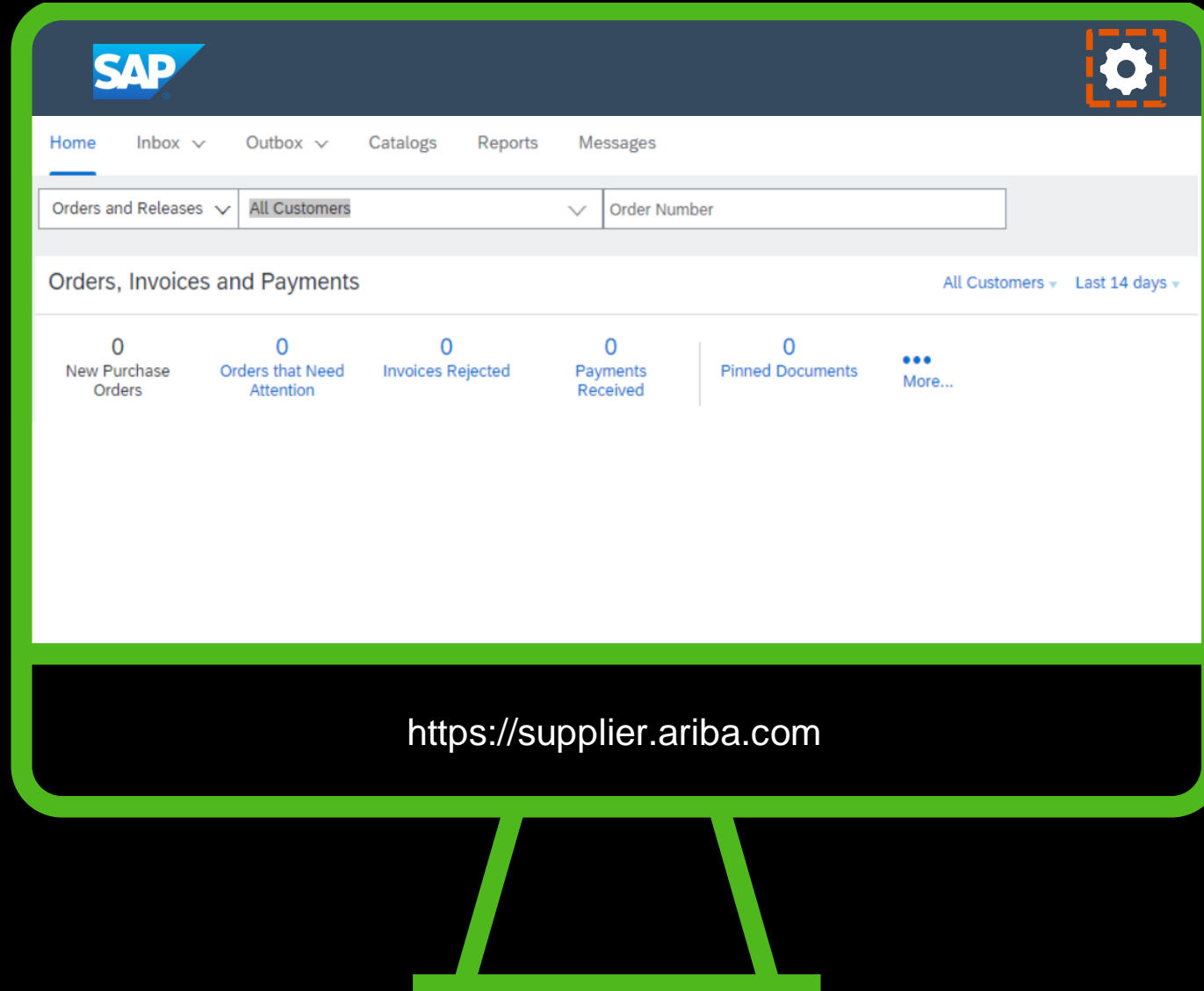
https://supplier.ariba.com

# Landing AN Page



3

On Top Left of the  
screen Click on  
**Company Setting  
Icon**



# Settings



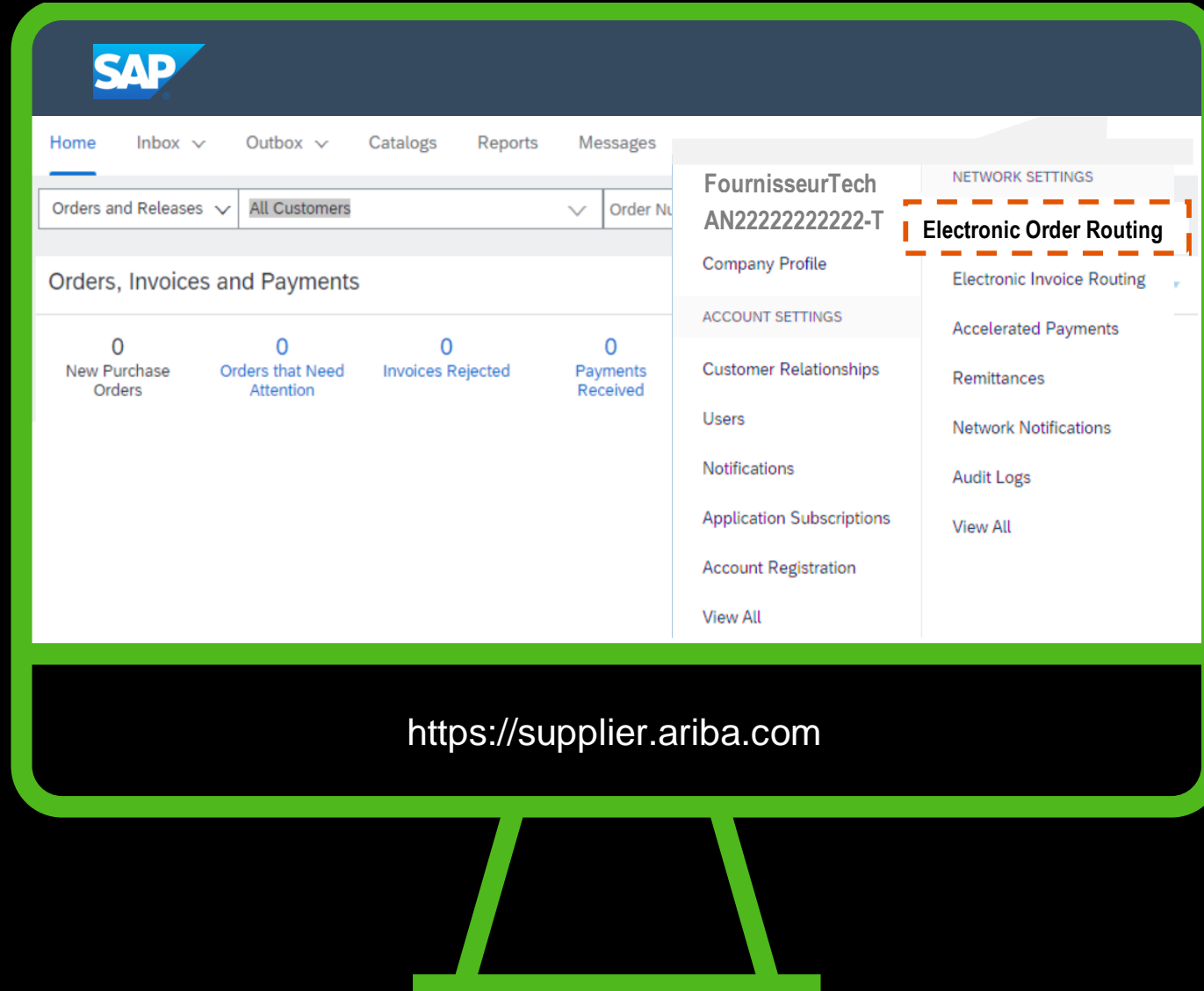
Index



Refresh

4

From Drop-down  
menu, click on  
**Electronic Order  
Routing**



# Electronic Order Routing



Index



Refresh

5

Click on **Configure cXML (native) integration**

SAP

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

https://supplier.ariba.com





# Authentication



6

Select and Configure  
the Authentication  
Method (**Shared Secret**  
Or Certificate)

If you select Shared  
Secret, **Insert the value**

**SAP**

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

### Authentication Method

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

Select an authentication method: **Shared Secret** ▼ This selection will

Shared Secret: \*  ⓘ

Confirm Shared Secret: \*

<https://supplier.ariba.com>

# Shared Secret



7

Now **Scroll  
Down**

**SAP**

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

### Authentication Method

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

Select an authentication method: Shared Secret ▾ This selection will be used for all documents.

Shared Secret: \*

Confirm Shared Secret: \*

<https://supplier.ariba.com>

# PunchOut URL



Index



Refresh

8

Insert **the**  
**PunchOut URL**  
(Web-shop's URL)

**SAP**

Profile URL

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended to use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

**PunchOut URL**  [Reset P](#)

PunchOut URL

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

**PunchOut Request URL**

[Save](#)

<https://supplier.ariba.com>

# Save



Index



Refresh

9

Click on  
**Save**

**SAP**

Profile URL

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended to use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

**PunchOut URL**  [Reset P](#)

**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**

**Save**

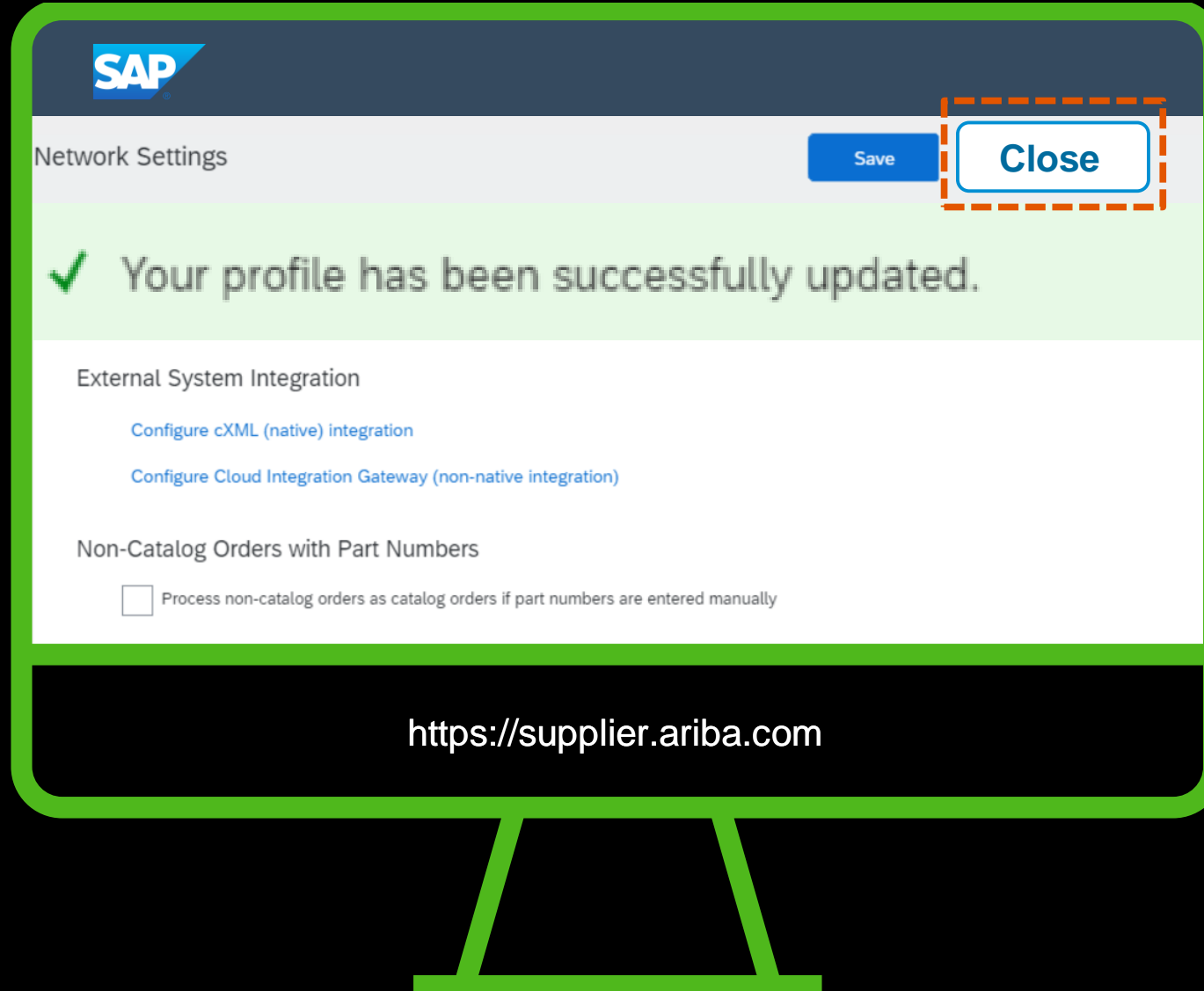
<https://supplier.ariba.com>

# End of Setup

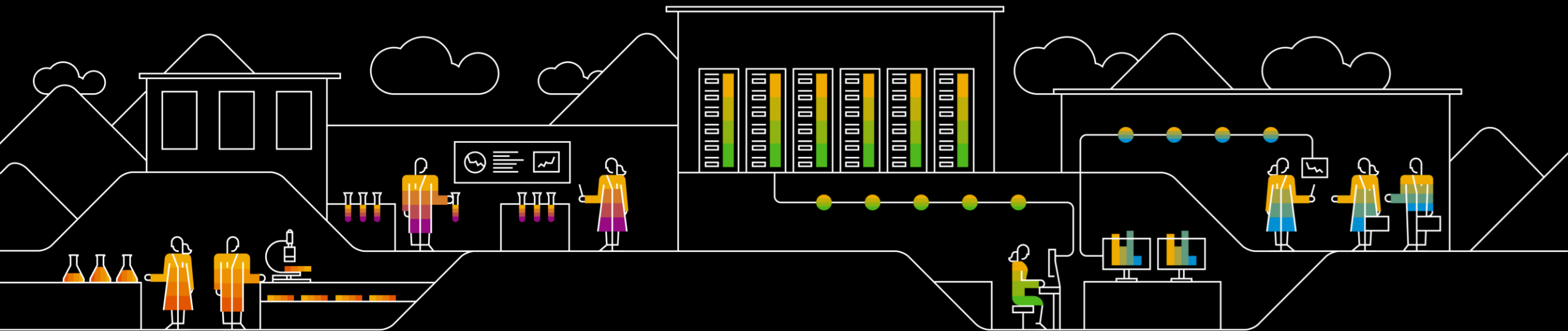


10

Click on **Close** and you will be sent to the page explaining how to fill in the **INDEX FILE**



# Preparing and Loading the **Index File**



# Index File : How to fill it in



**Index File** is a template created by SAP Ariba **Catalog Enablement team** based on **Buyer's specific requirements** and sent to **Suppliers** to fill in and upload onto the **Ariba Network** in order to create a link between **supplier's web-shop** and **Buyer's SAP Ariba Application**.

Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Image-1			PunchOut Enabled	PunchoutLevel	Keywords
						Domain	Value	Thumbnail	Normal	Detailed			
AN01452228885-T	PunchOut_000	[put your keywords in this field] e.g.: Stationary, pen, rubber, ruler, stapler, [other keywords]			Example Supplier Name - Punc	UNSPSC	80		https://MyCompany.co.uk/MyLog		True	store	Stationary, pen, rubber

**Blue Fields** are Mandatory.

**Short Name Field** can be used to show the **Name of your Company** in the UI

**Item Description Field** help identify the item in a search. Separate words with a comma

**Keywords Field** another field which helps identify the item in a search. Separate words with a comma

**Image Field** can be used for your **Company Logo**

**Supplier URL Field** same as the one Indicated on account (Previous Page)

[Click here for AN Configuration Simulation](#)

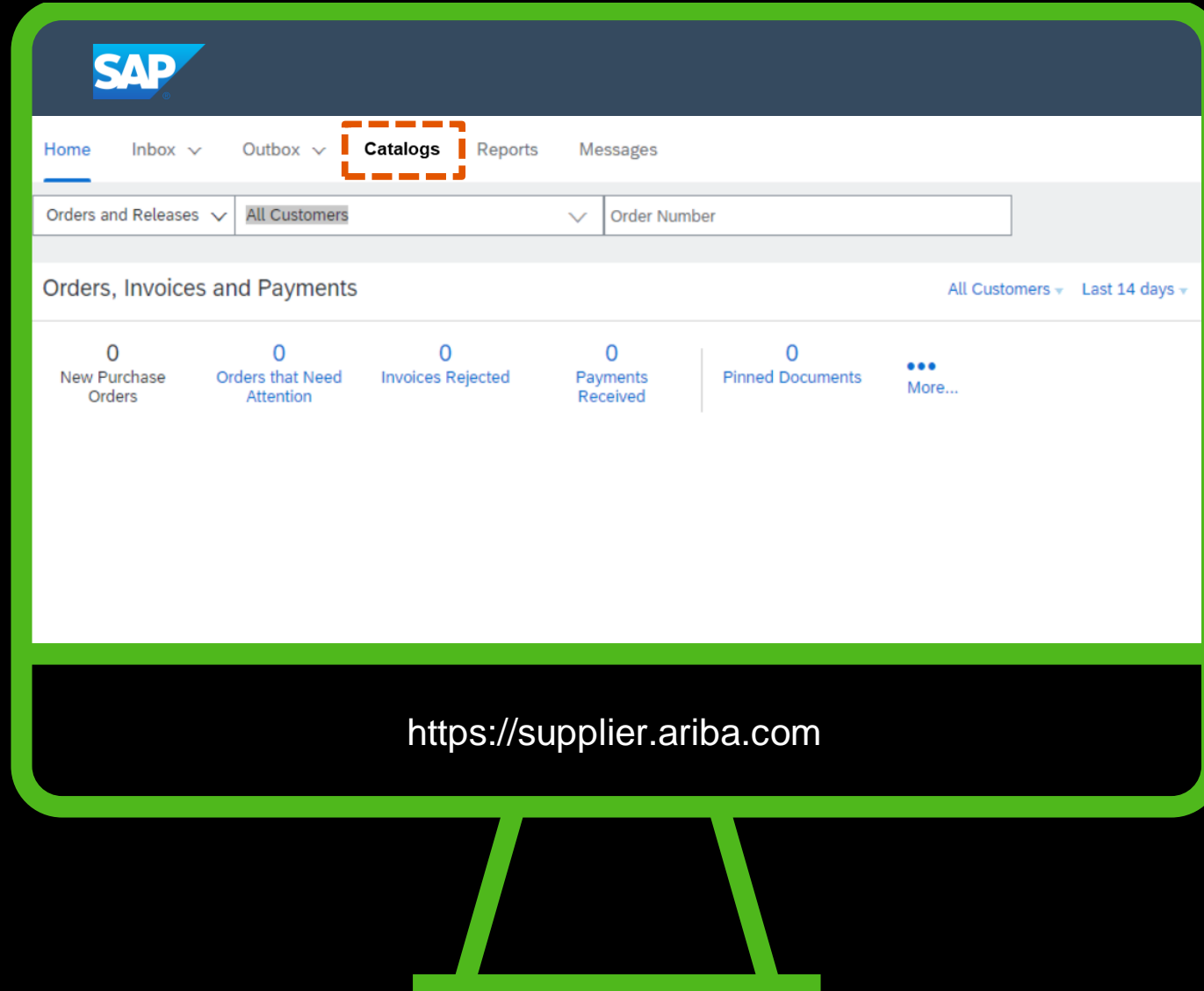
[Click here for UPLOAD Simulation](#)

# Main Page



1

Now Lets Upload  
The Index File, Click  
on **Catalogs** Tab on  
Top



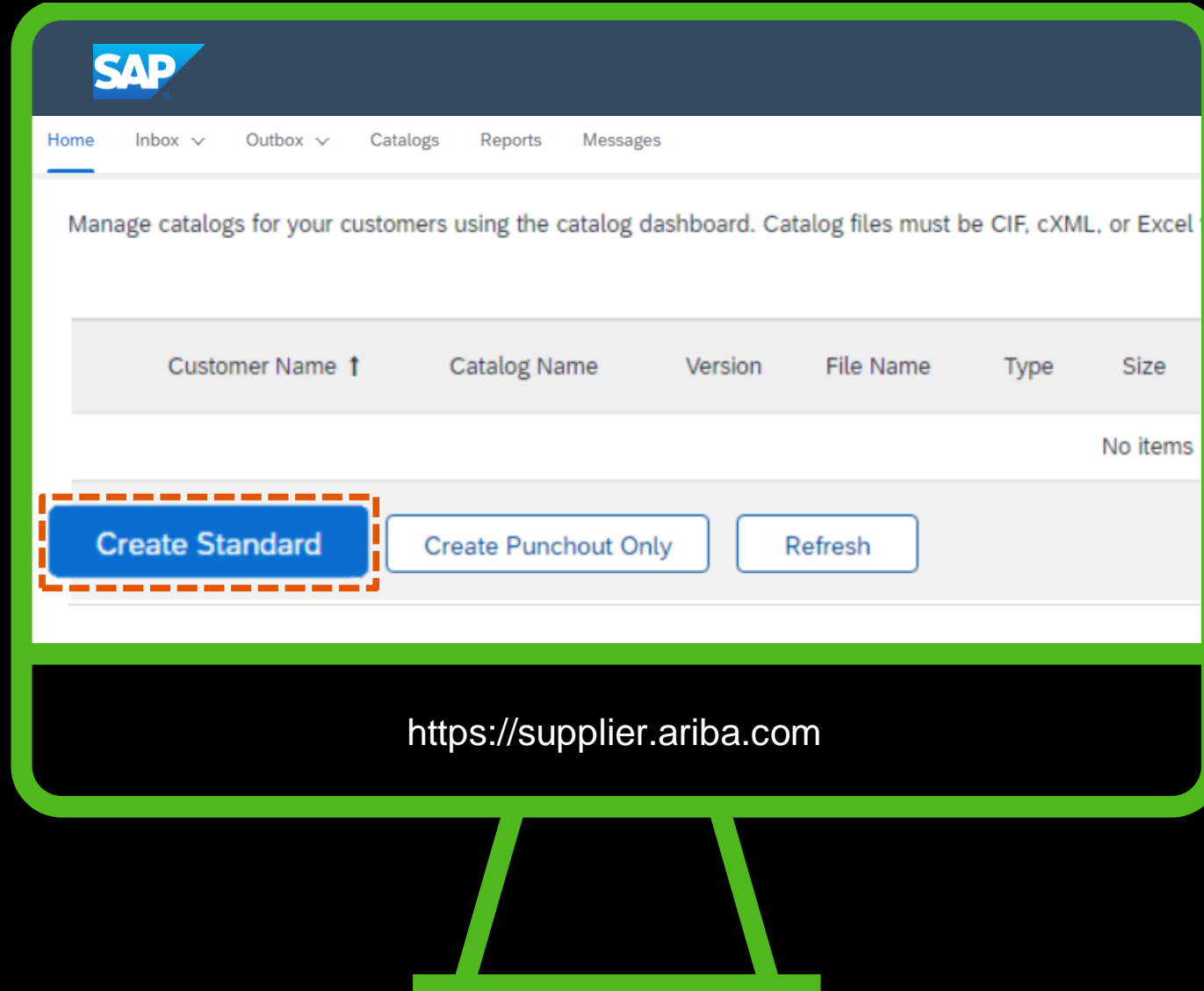


# Create Standard



2

Click On  
**Create Standard**



# Subscription



Index



Refresh

3

Insert the **Catalog Name** (Catalog Subscription)

**SAP**

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.

**Catalog Name**

Created By:

Date Created: Saturday 27 Jun 2020 7:17 PM GMT+02:00

Description:

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

Commodities:

Description

No items

<https://supplier.ariba.com>

# Next



Index



Refresh

4

Click **Next**

**SAP**

## Create a New Catalog

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

**1** Details

**2** Subscriptions

**3** Content

**Catalog Name** Buyer\_Supplier\_CZ\_PunchOut

Created By: Mahdi Ghasemi

Date Created: Saturday 27 Jun 2020 7:17 PM GMT+02:00

Description:

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

Commodities: ⓘ

Description
No items

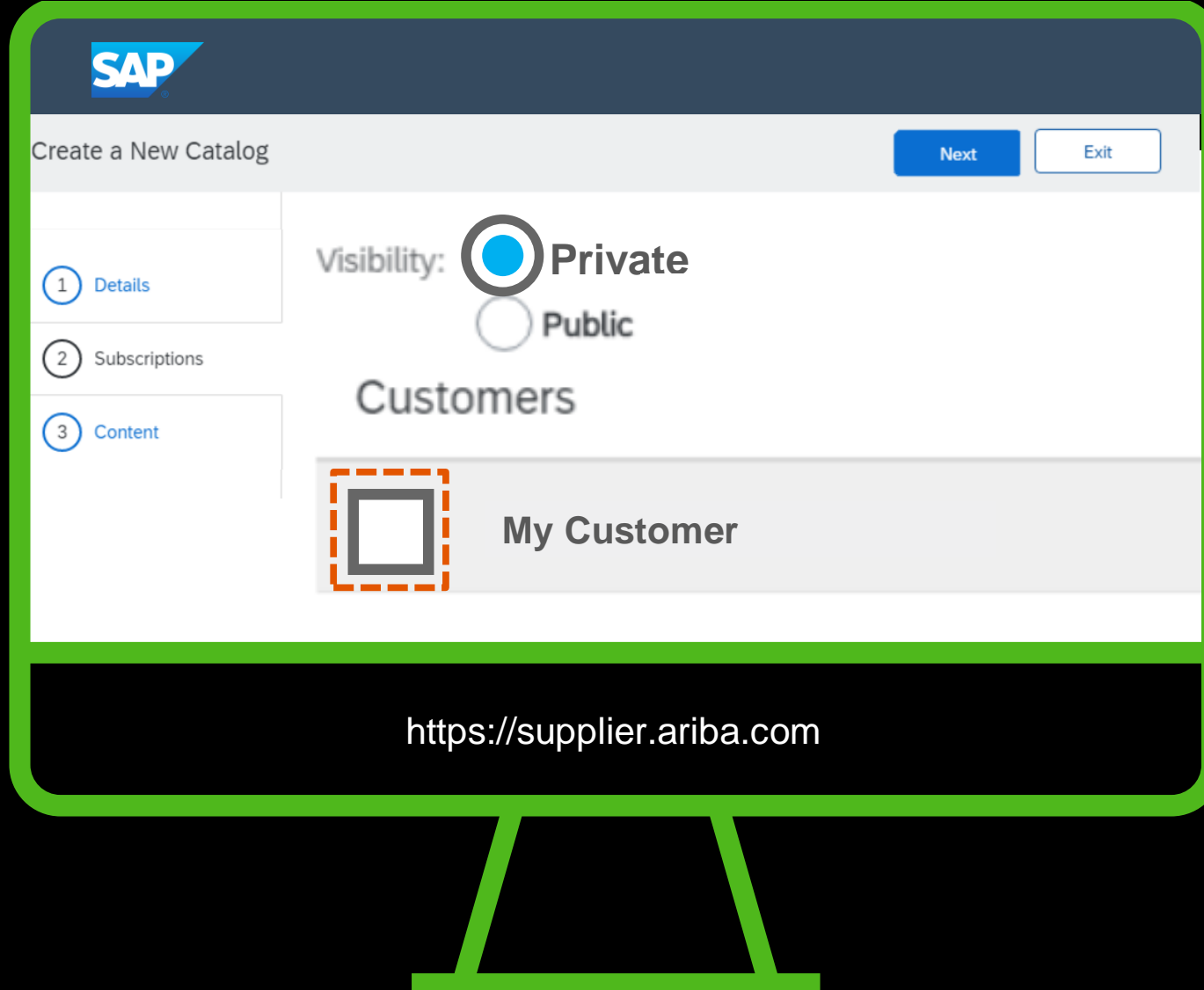
<https://supplier.riba.com>

# Customer



5

Ensure that 'Private' is selected (default) and **select My Customer** from available list of customers linked to your account



SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

☒ My Customer

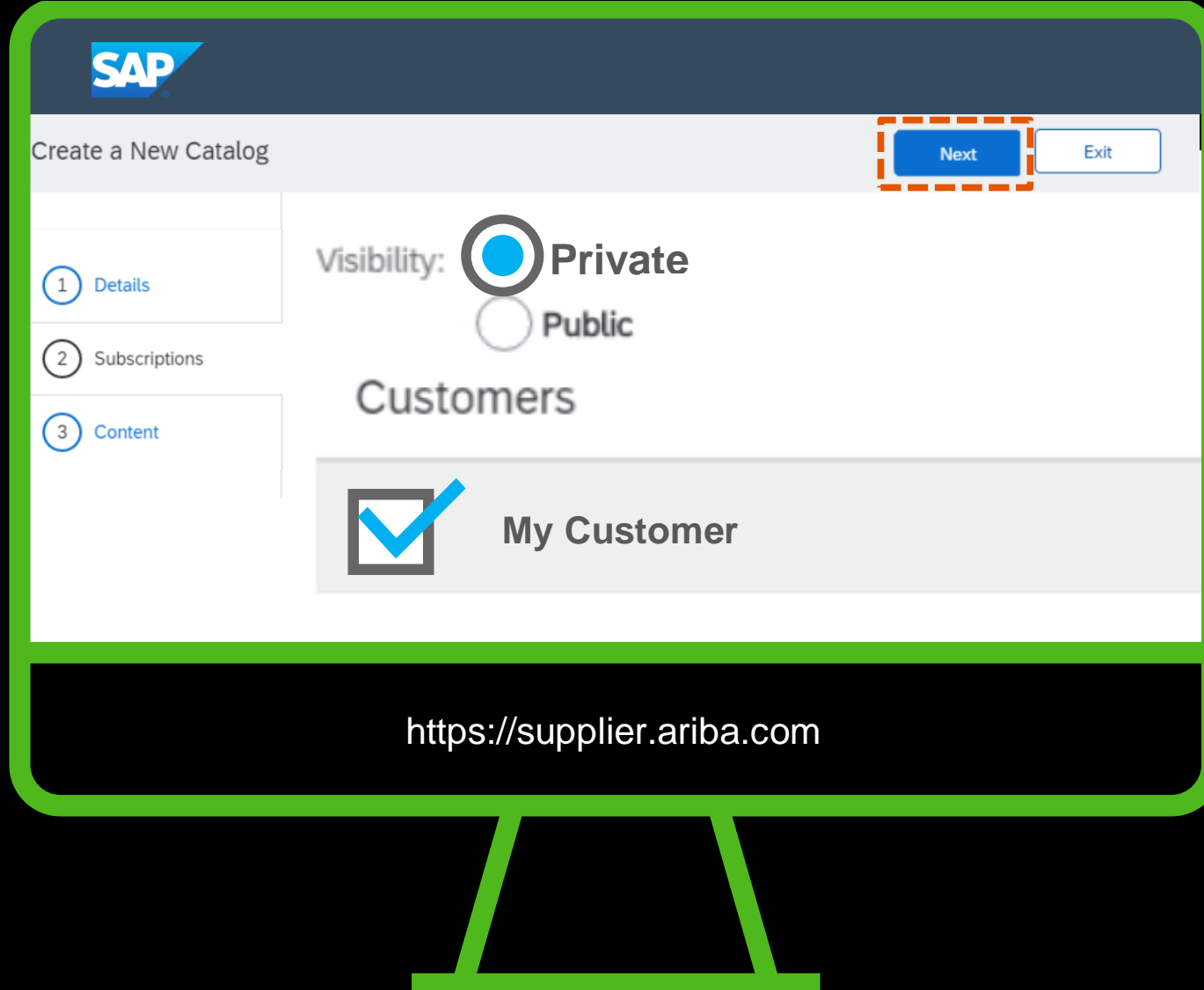
<https://supplier.ariba.com>

# Next



6

Click **Next**



SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

☒ My Customer

<https://supplier.ariba.com>

# Index Format



7

Click on the **Black Arrow Symbol**



and select the Index File's format (in this case **XLSX**)

SAP


Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES catal

Catalog File Format: CIF 

Catalog File: Choose File No file chosen

Images and Attachments File: Choose File No file chosen

<https://supplier.ariba.com>

# Index Format



7

Click on the **Black Arrow Symbol**



and select the Index File's format (in this case **XLSX**)

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: e chosen

Images and Attachments File: BMECAT e chosen

EXCEL

<https://supplier.ariba.com>

# Index File



8

Click on **Choose File** to upload the Index File from your local PC

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: **Choose File**

Images and Attachments File: Choose File

<https://supplier.ariba.com>

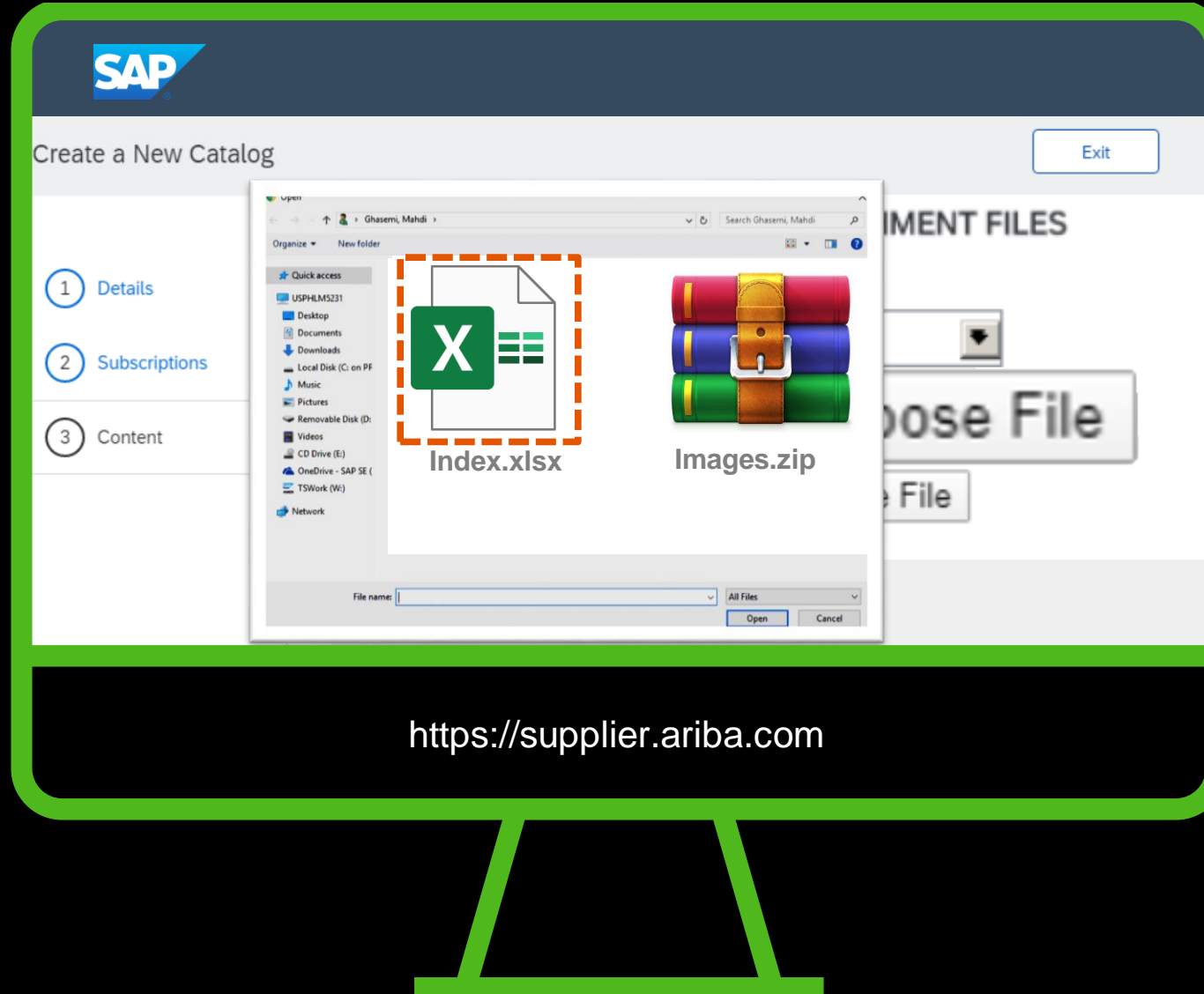


# Index file Select



9

Select the **Index File** from Your Local PC



# Images



10

Click on **Choose File**  
to upload the  
images/attachment  
from your local PC

**SAP**

Create a New Catalog Exit

**1** Details  
**2** Subscriptions  
**3** Content

**UPLOAD YOUR CATALOG AND ATTACHMENT FILES**

Catalog File Format: EXCEL

Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File sen

<https://supplier.ariba.com>

# Images Select



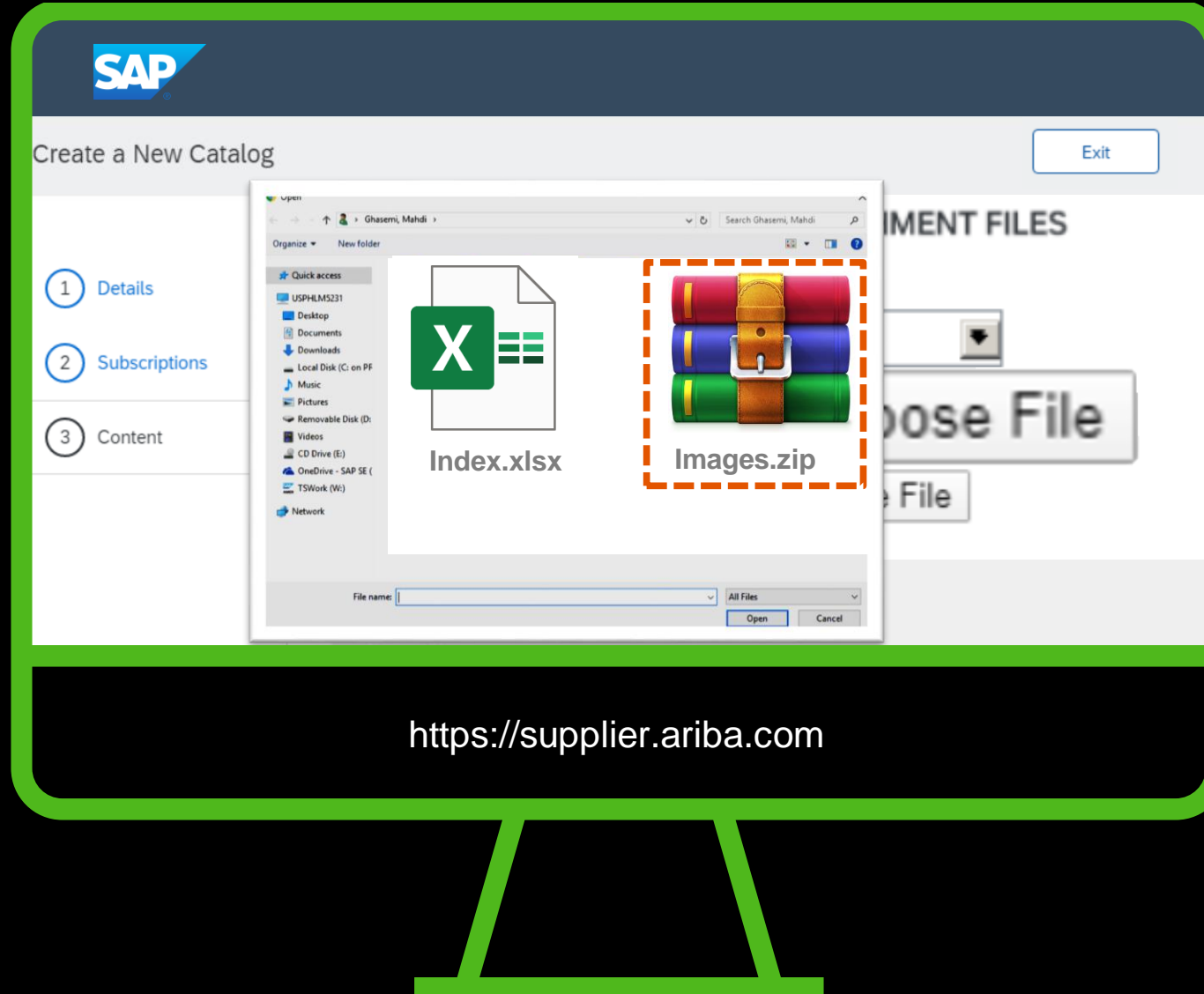
Index



Refresh

11

Select the **Images Zip File** from Your Local PC



# Validate and Publish



12

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**

**SAP**

Create a New Catalog Exit

**UPLOAD YOUR CATALOG AND ATTACHMENT FILES**

1 Details  
2 Subscriptions  
3 Content

Catalog File Format: EXCEL

Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File Images.zip

**Validate and Publish**

<https://supplier.ariba.com>

# Annex



# POSReq PunchOut Setup Request



Architecture



Index

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.046/cXML.dtd">
```

**Document type** and version of cXML.

```
<cXML payloadID="958075346970@www.bigbuyer.com"
timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</From>
```

**FROM Credential** Identifies the Originator of the POSReq. Always shows the **Buyer's ANID**

```
<To>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</To>
<To>
<Credential domain="buyersystemid">
<Identity>2222222</Identity>
</Credential>
</To>
```

**TO Credential** Identifies the Destination of the POSReq. Contains all **Supplier's Domain + IDs**, taken from the **Buyer's Supplier Master Data**

```
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

**SENDER credential** specifies the identity and shared secret (you will receive the **Shared Secret set up on you're an Account**).

```
<Request>
<PunchOutSetupRequest operation="create">
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<Extrinsic name="CostCenter">610</Extrinsic>
<Extrinsic name="User">jsmith</Extrinsic>
<BrowserFormPost>
<URL>http://bigbuyer.com:3377/punchout</URL>
</BrowserFormPost>
```

Data that is taken from the **Buyer's User Master Data**

```
<SupplierSetup>
<URL>https://fournisseurtech.com/PunchOutServlet</URL>
</SupplierSetup>
```

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER URL' field**

```
<ShipTo>
<Address addressID="001">
<Name xml:lang="en">BigBuyer Headquarters</Name>
<PostalAddress>
<DeliverTo>John Smith</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>
```

Data that is taken from the **Buyer's User Master Data**

```
<Contact><Name>jsmith</Name>
</Contact>
<SelectedItem>
```

```
<ItemID>
<SupplierPartID>PunchOut_000</SupplierPartID>
</ItemID>
```

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER PART ID' field**

```
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```



Return to the  
**Purchase  
Simulation**

# POSResp PunchOut Setup Response

```
<cXML payloadID="958075346970@www.bigbuyer.com" timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Response>
<Status code="200" text="success">
<PunchOutSetupResponse>
<StartPage>
<URL>https://fournisseurtech.com/PunchOutServlet/sessionid=7006</URL>
</StartPage>
</PunchOutSetupResponse>
</Response>
</cXML>
```

**Web-shop server shall send this message to Ariba server.**  
**When connectivity works this message does not appear in Ariba log files.**



Return to the  
Purchase  
Simulation

# POOM PunchOut Order Message

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxm1.org/schemas/cXML/1.2.046/cXML.dtd">
```

**Document type** and version of cXML.

```
<cXML payloadID="958074737352&www.fournisseurtech.com"
timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</From>
<From>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</From>
```

**FROM Credential** identifies the originator of the POOM using the **Supplier's** Domain(s) and ID(s).

```
<To>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</To>
```

**TO Credential** identifies the destination of the POOM using the **Buyer's** Domain and ID.

```
<Sender>
<Credential domain="www.fournisseurtech.com">
<Identity>PunchoutResponse</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Our PunchOut Site V4.2</UserAgent>
</Sender>
</Header>
```

**SENDER Credential** specifies the identity and shared secret of the Supplier.

```
<Message>
<PunchOutOrderMessage>
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<PunchOutOrderMessageHeader operationAllowed="edit">
<Total>
<Money currency="USD">999.98</Money>
</Total>
</PunchOutOrderMessageHeader>
<ItemIn quantity="2">
<ItemID>
<SupplierPartID>laptop_1</SupplierPartID>
<SupplierPartAuxiliaryID>white</SupplierPartAuxiliaryID>
</ItemID>
<ItemDetail>
<UnitPrice>
<Money currency="USD">499.99</Money>
</UnitPrice>
<Description xml:lang="en">SuperBook ABC Laptop</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">43211503</Classification>
<ManufacturerPartID>Manufacturer_ID_1</ManufacturerPartID>
<ManufacturerName>Tricolore</ManufacturerName>
<LeadTime>8</LeadTime>
<Extrinsic name="cust1_contract_number">88845611</Extrinsic>
<Extrinsic name="cust2_contract_item_number">55565</Extrinsic>
<Extrinsic name="cust3_automatic_po">TRUE</Extrinsic>
</ItemDetail>
</ItemIn>
</PunchOutOrderMessage>
</Message>
</cXML>
```

**POOM** contains and transfers the Information of the Items added to the Cart in the Web-shop to **SAP Ariba Application**.

Some Projects might require **Customized Extrinsic** by your **Buyer**, In this case the Extrinsic will Appear in this Section of the POOM.

 Return to the Purchase Simulation

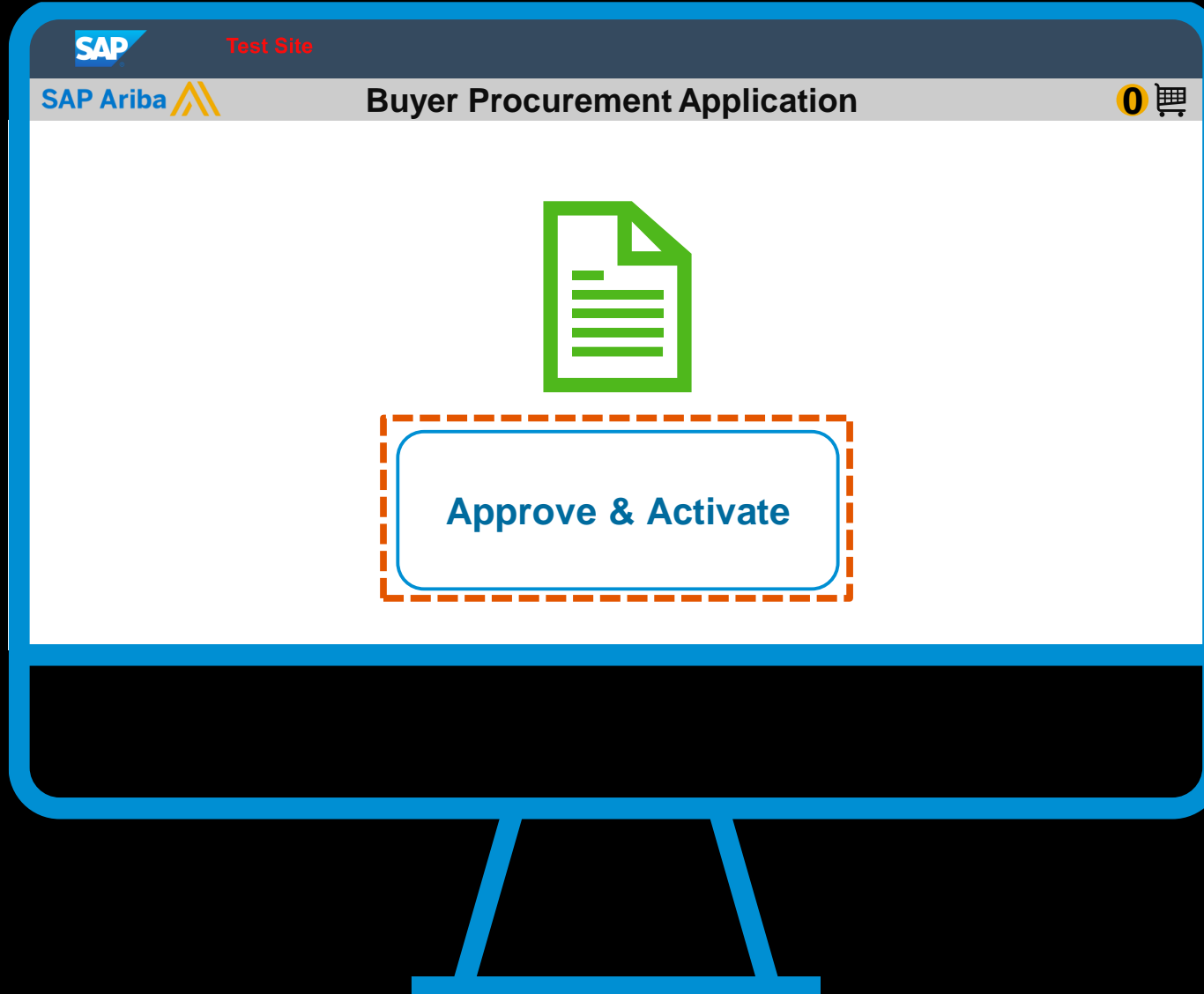


# Purchasing Simulation

Here, you can see how a **Buyer's** user purchases from your PunchOut via the Ariba Application.

1

Click on **Approve and Activate** the Index File



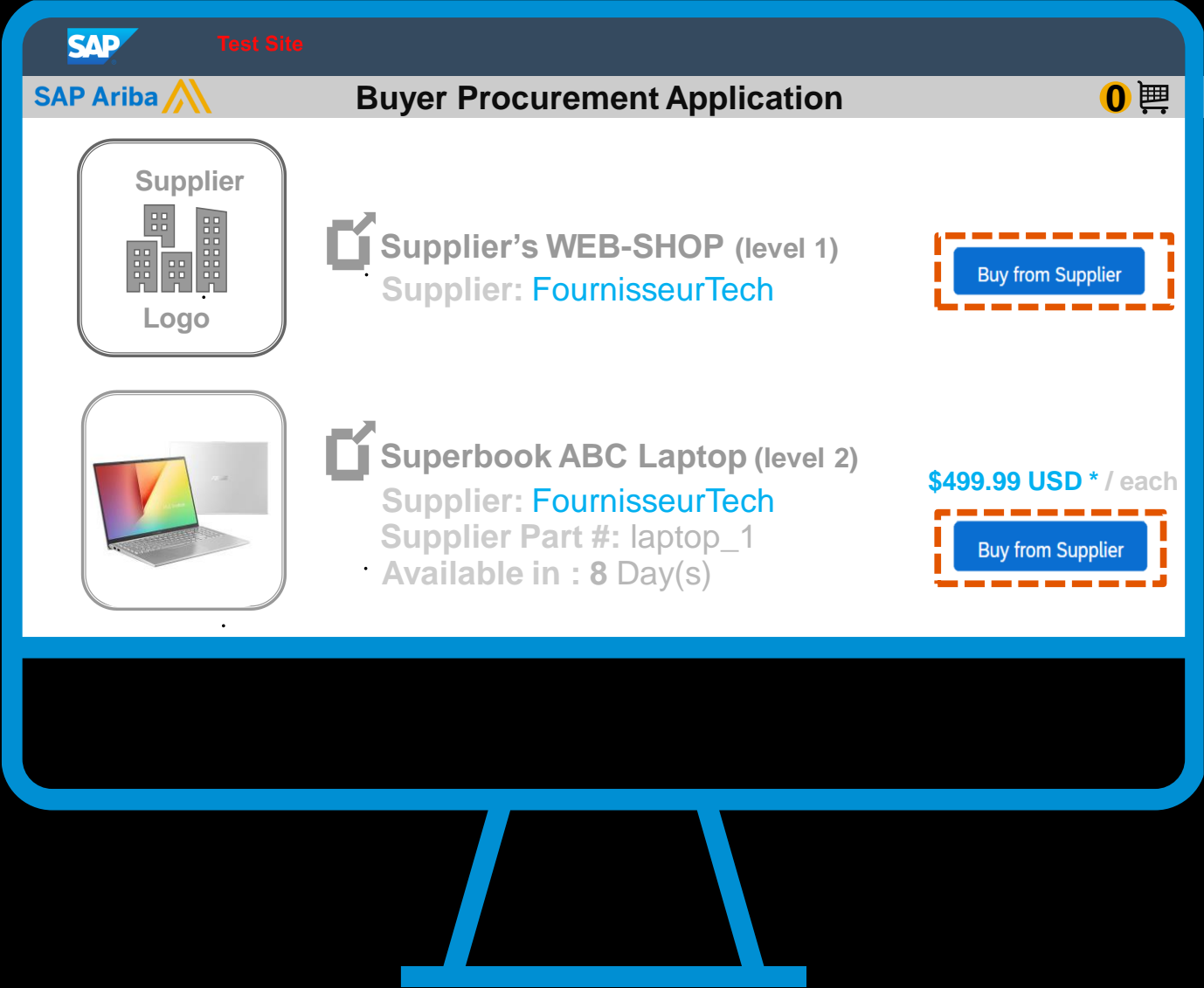
(you can see how to do the upload by click on **Agenda** (top-left) and clicking the **Index File Upload** section)

# Buyer's UI - Search

Now the Index File content is visible in **Buyer's UI** and a notification sent to the **Supplier**

2

Click on **Buy from Supplier**



Notification sent to Supplier stating the index file is Active

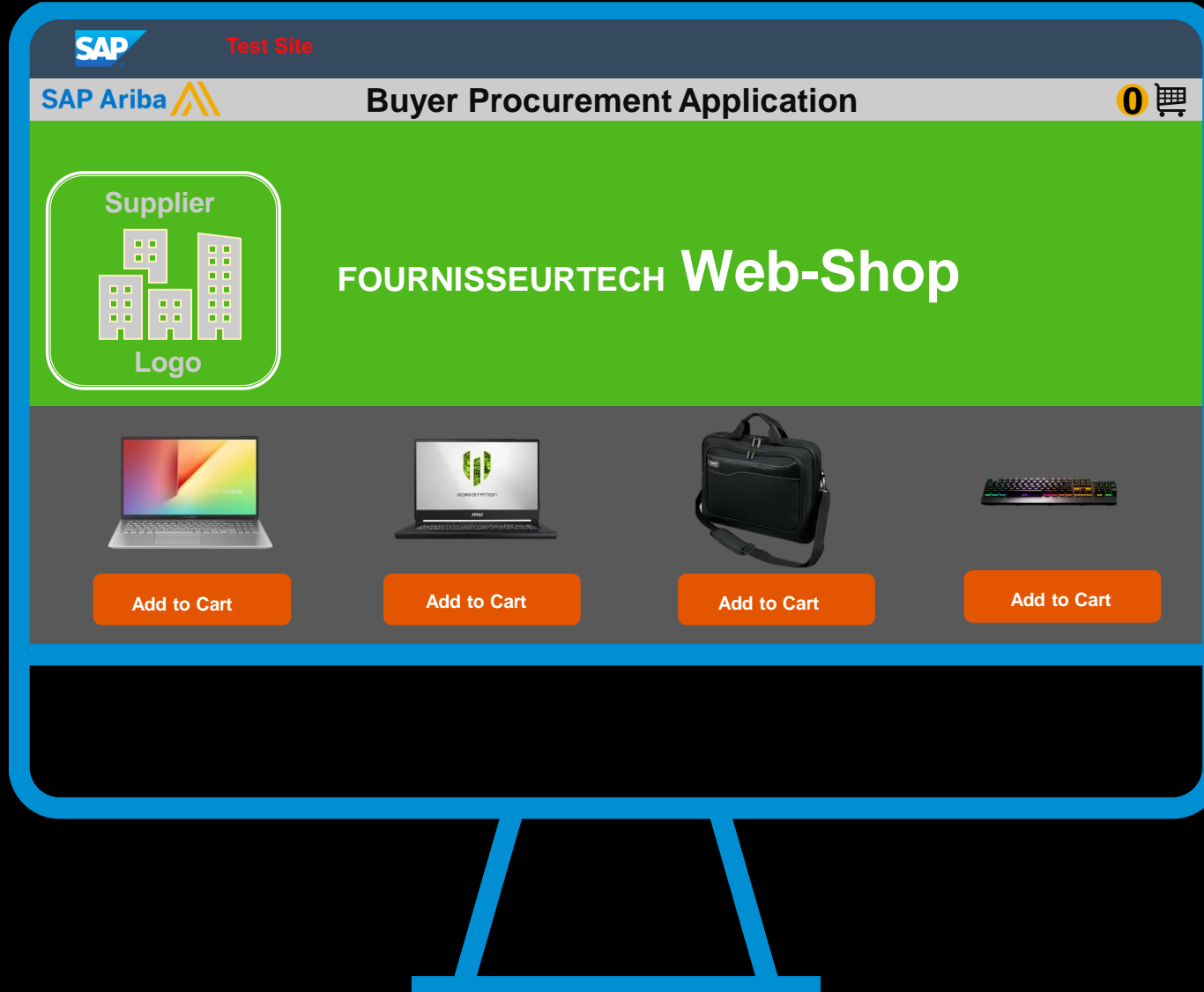


# WEBSHOP L1 - Store Level

You selected the PunchOut Level 1 (store level). The landing page of **the Supplier's web-shop** is now displayed in **the Buyer's UI**

3

Click on **Add to Cart**

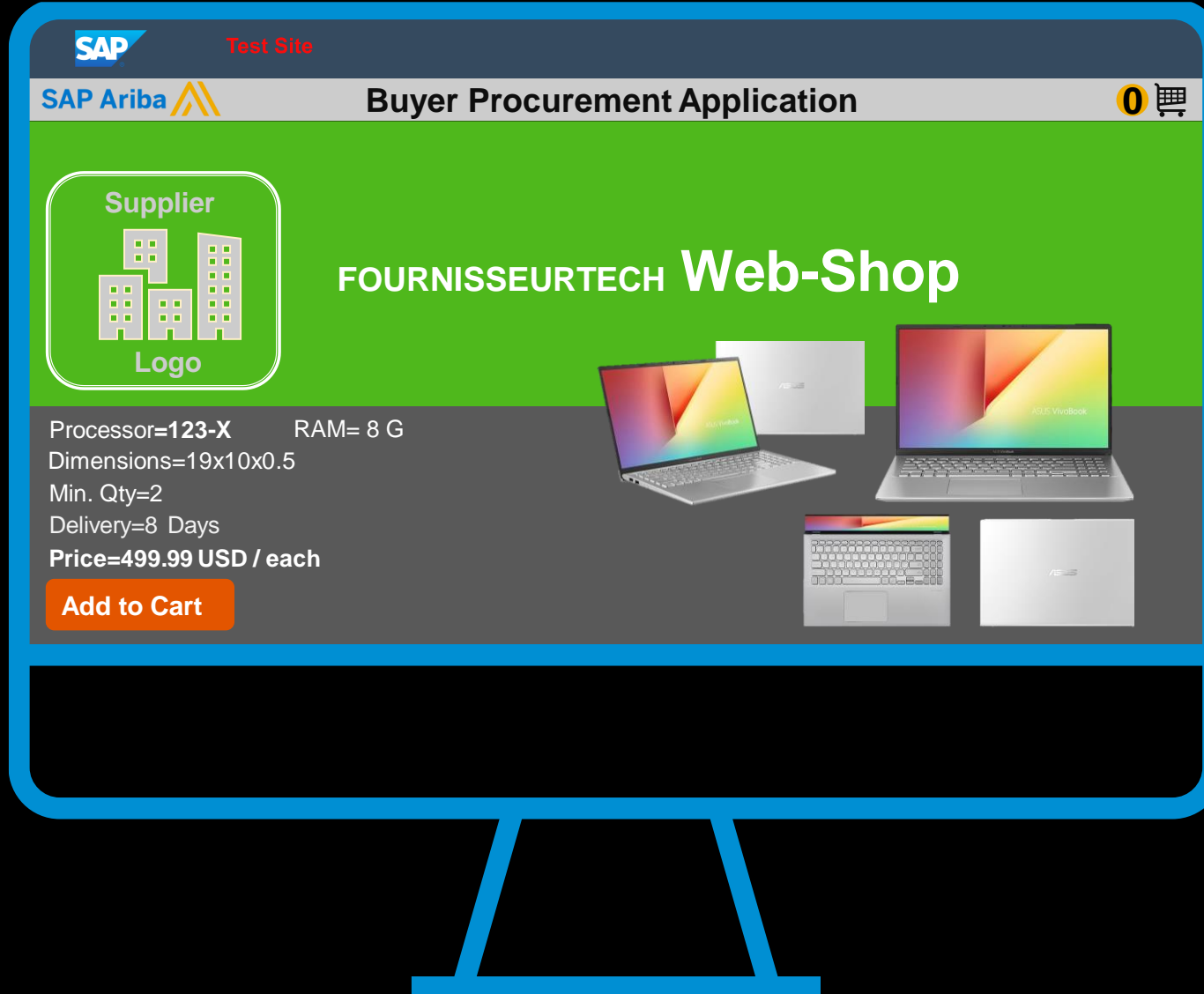


# WEBSHOP L2 - Product Level

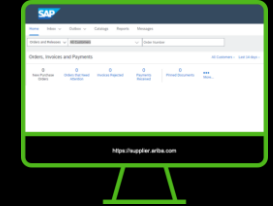
You selected the PunchOut Level 2 (product level). The **Buyer** is sent directly to the item on **the Supplier's web-shop**

3

Click on **Add to Cart**



**POReq.**



Supplier web-shop  
receives and sends back  
cXML Messages



**POResp.**



Index



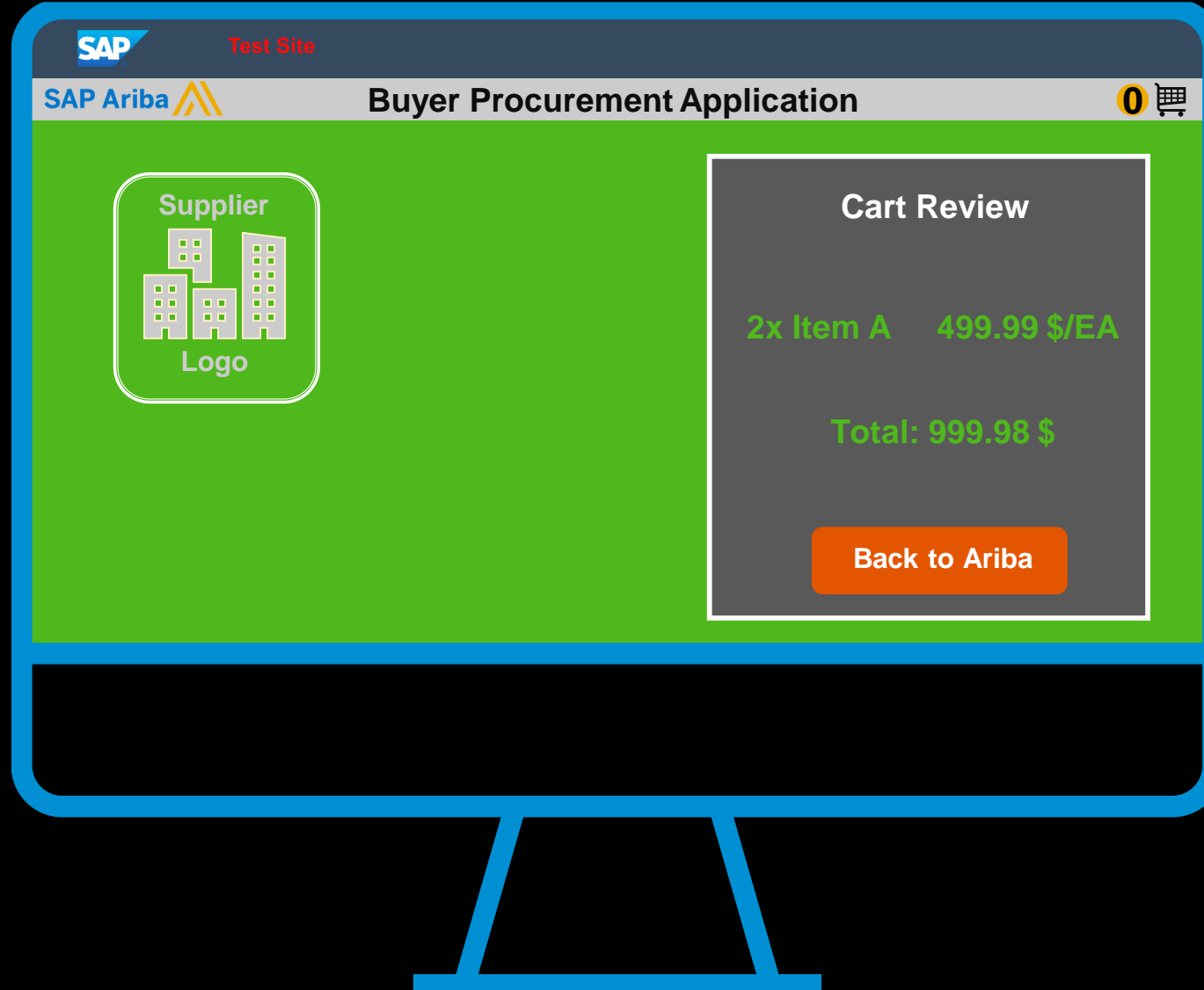
Refresh

# Webshop Basket

You can now review your **Basket** on the **Supplier's Webshop** and send the Basket back to the **Buyer's Ariba Procurement Application**

4

Click on **Back to Ariba**

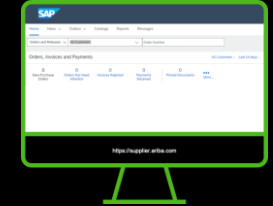
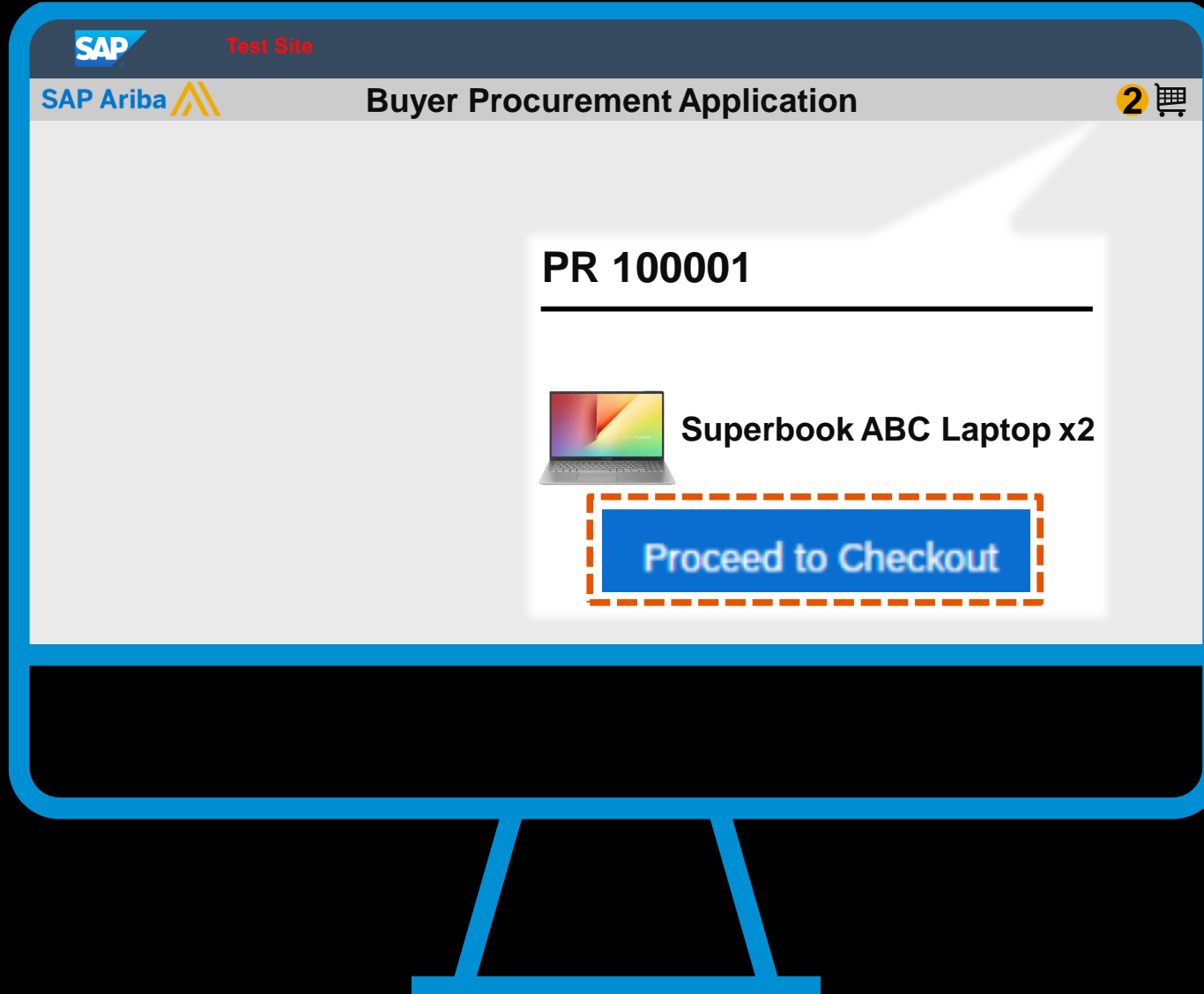


# Checkout

We can now see the items we selected in the **Basket** of the **Buyer's Ariba Procurement Application**. Let's proceed to the Checkout

5

Click on **Proceed to Checkout**



Supplier web-shop sends back a cXML Message



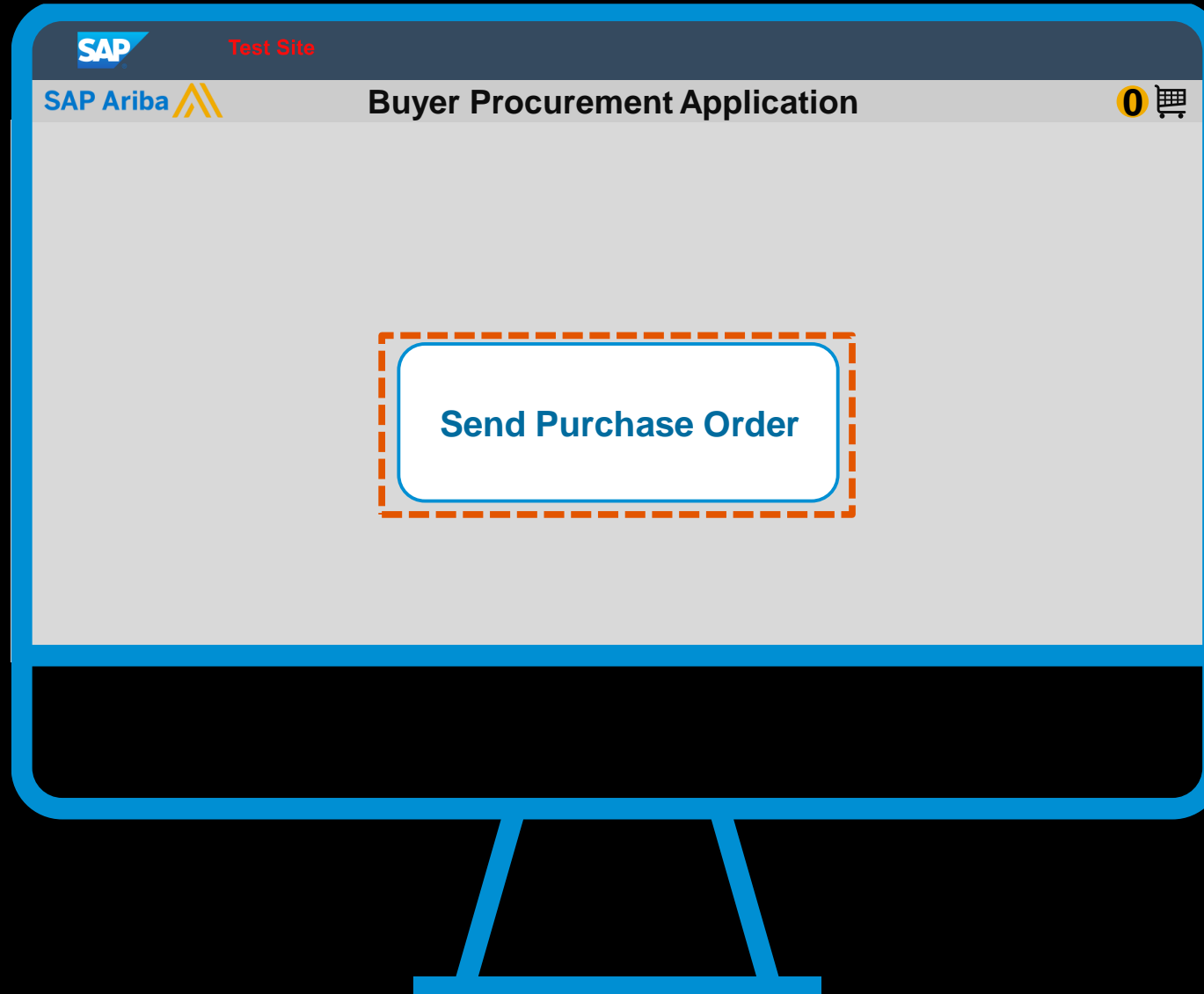
POOM

# Purchase Order

Now, all that the **Buyer** needs to do is send out the Purchase Order

6

Click on **Send Purchase Order**



# Demo Complete!

Now that you have completed the **PURCHASING DEMO**, select one of the following options:

- 1 Restart Purchasing Demo
- 2 Start Index File Upload Demo
- 3 Review the cXML Message Flow

**RUN SIMPLE**