

# Extended CIF Catalog Guide

CONFIDENTIAL



January, 2021

# Agenda

- What is a CIF Catalog?
- CIF Catalog Enablement
- Publishing a Catalog on Ariba Network
- Updating CIF Catalog

# What is an (Extended) CIF Catalog?

SAP Ariba 

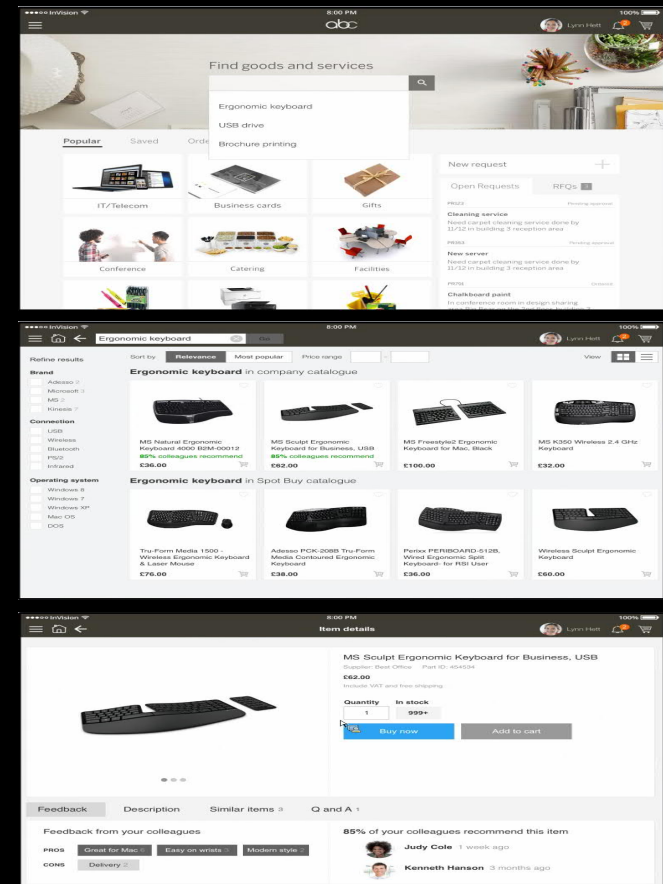


# What is CIF Catalog?

- 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 **buyers'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
- **BITZER** 's users will be able to:
  - See
  - Compare
  - Buyyour items from SAP Ariba Procurement.






# User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view if not Extended CIF is used



# User Interface (customer Users) – Items View

- Single item view Extended CIF




**Sitting Room Sofa**

Supplier: [Astley & Corbett & Sons](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Lane-Fox Factories and Co.](#)  
Available in: **4 Day(s)**

**£100.00 GBP** / each  
\*Pricing Information  
Qty:

**Mandatory Items**

☒  **Sitting Room Chair** **£50.00 GBP** / each  
Supplier: [Astley & Corbett & Sons](#)  
Supplier Part #: [ArmChair](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled: ☐

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**Product Description**

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

**Product Specifications**

Price: **£100.00 GBP**  
Supplier: [Astley & Corbett & Sons](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Lane-Fox Factories and Co.](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled: ☐

**Pricing and Quantity Terms**

Pricing Terms:

# CIF Catalog Enablement

SAP Ariba 



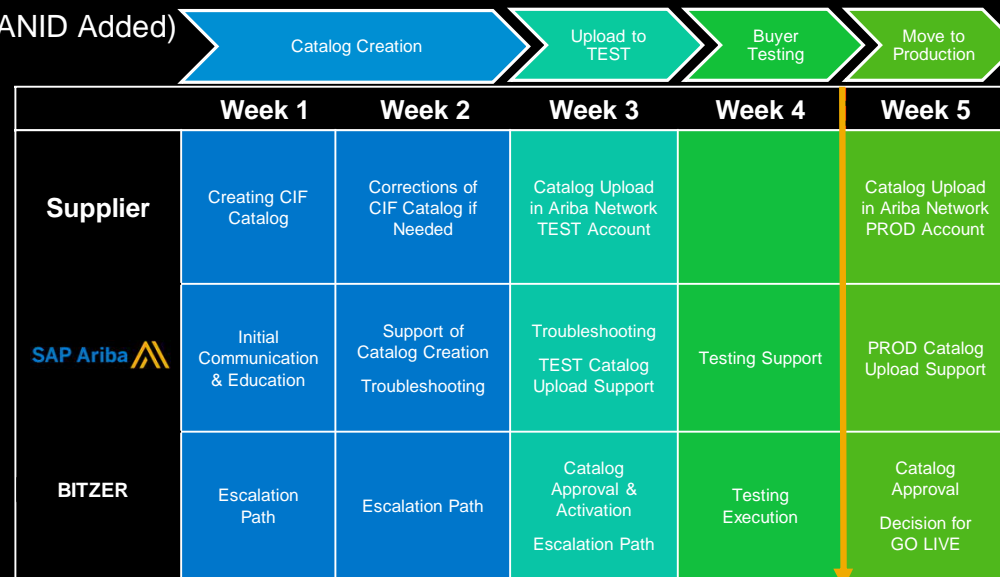
# CIF Catalog Enablement

## Buyer'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 Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



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



# Publishing a Catalog on Ariba Network

SAP Ariba 



# Ariba Network Access, Catalog Publication

## 1 Access your Ariba Network Account

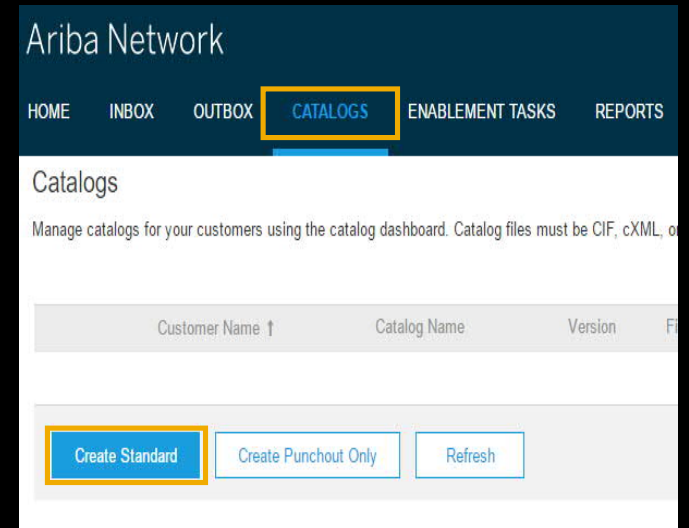
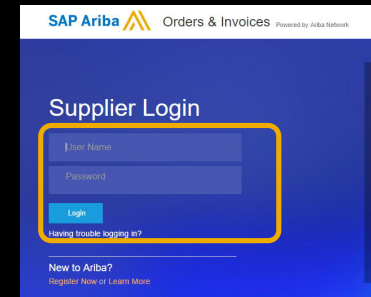
Go to: <http://supplier.ariba.com>

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. This should be based on the BITZER's naming convention

5 Click **Next**

6 Select **Private**

7 Select BITZER 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:

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

Commodities: 1

Description
No items

Delete Add

Next Exit

Create a New Catalog

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.

2 Subscriptions

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
Customers 1		
GSO Sandbox - P20	View	Pending Validation

Previous Next Exit

**Note:** If BITZER is not part of the customer list, it means that the BITZER 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

Previous Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Procházet... Soubor nevybrán.

Images and Attachments File: Procházet... Soubor nevybrán.

! 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

CIF, BMECat and Excel Templates/Guidelines

- CIF 2.1 Catalog Example
- CIF 3.0 Catalog Example
- CIF 3.0 Services Example
- Excel Catalog Example
- BMECat Guidelines

**Note:** Ariba Network currently supports a CIF file for your customer (zipped format) up to 200 MB. You must convert your initial .xlsx file into a .cif file (see next slides).

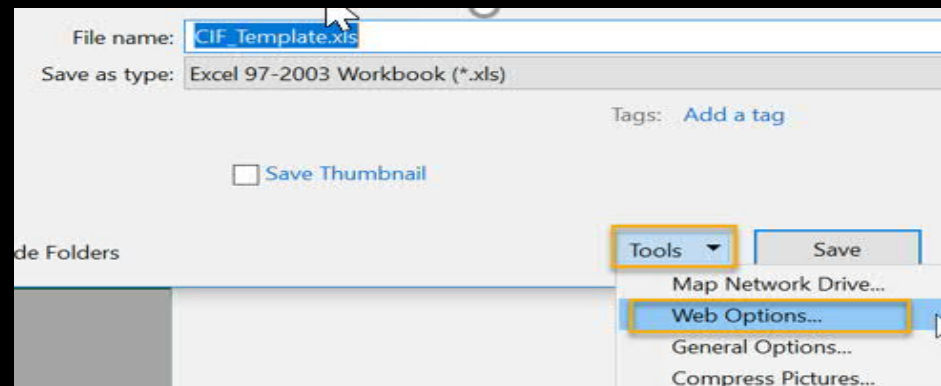
# Converting the Excel File into .csv file

You must convert your initial .xlsx file into .cif format to be able to upload your CIF Catalog on your account.

- 1 Convert the Excel file into .csv format : Open your template, select Save As option, then click on More options.

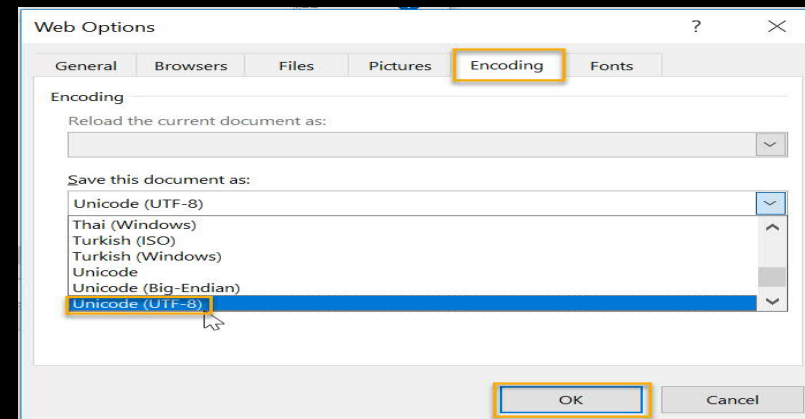


- 2 On the pop up window click on **Tools** and select **Web Options**.

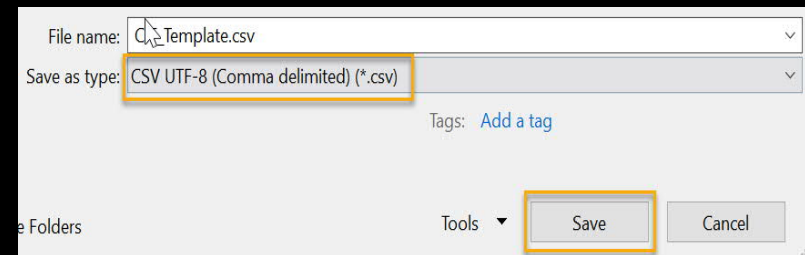


## Converting the Excel File into .csv file

3 In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**.

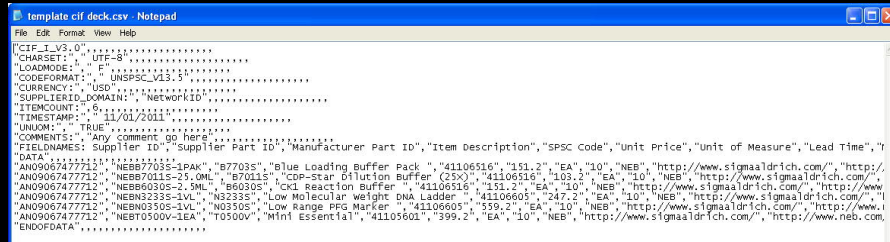


4 Save as type **.csvs file** then click Save

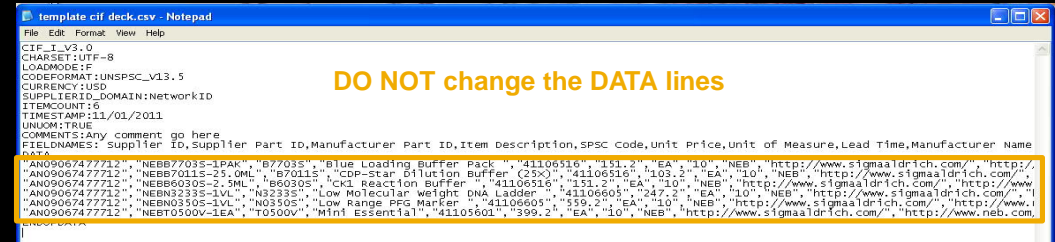


# Convert your .csv file into .cif file

- 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



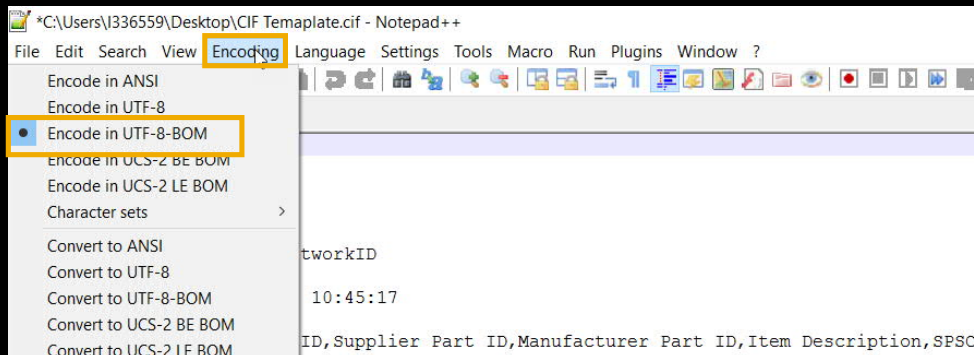
```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET: UTF-8
LOADMODE: F
CODEFORMAT: UNSPSC_V13.5
CURRENCY: USD
SUPPLIERID_DOMAIN: NetworkID
ITEMCOUNT: 6
TIMESTAMP: 11/01/2011
UNIQM: TRUE
COMMENTS: Any comment go here
FIELDNAMES: Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, SPSC Code, Unit Price, Unit of Measure, Lead Time, Y
DATA
"AN09067477712", "NEBB7035-1PAK", "B7035", "Blue Loading Buffer Pack", "41106516", "151.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://
"AN09067477712", "NEBB70115-25.0ML", "B70115", "COP-Star Dilution Buffer (25X)", "41106516", "103.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://
"AN09067477712", "NEBB60305-2.5ML", "B60305", "CK1 Reaction Buffer", "41106516", "151.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www
"AN09067477712", "NEBN3335-1VL", "N3335", "Low Molecular Weight DNA Ladder", "41106605", "247.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www
"AN09067477712", "NEBN3305-1VL", "N3305", "Low Range PFG Marker", "41106605", "559.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www
"AN09067477712", "NEBT0500V-1EA", "T0500V", "Mfnf Essential", "41105601", "399.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www.neb.com
ENDOFDATA
```



```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNIQM:TRUE
COMMENTS:Any comment go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name
DATA
"AN09067477712", "NEBB7035-1PAK", "B7035", "Blue Loading Buffer Pack", "41106516", "151.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://
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"AN09067477712", "NEBN3305-1VL", "N3305", "Low Range PFG Marker", "41106605", "559.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www
"AN09067477712", "NEBT0500V-1EA", "T0500V", "Mfnf Essential", "41105601", "399.2", "EA", "10", "NEB", "http://www.sigmaaldrich.com/", "http://www.neb.com
ENDOFDATA
```

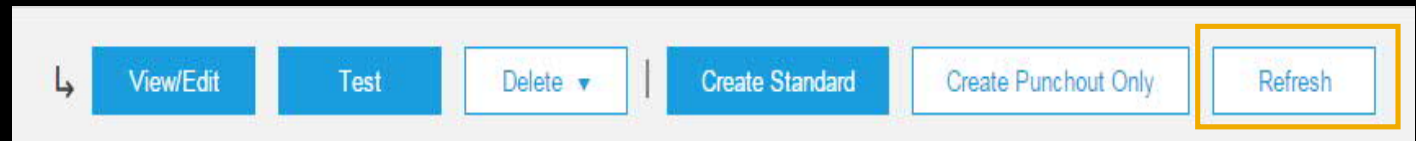
DO NOT change the DATA lines

- 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 BITZER.

CIF3.0	2 KB	Private	Supplier Program	22 Feb 2010	Published
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- As BITZER is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the BITZER - specific validations and the status will change to **Pending Buyer Validation**.

CIF3.0	98 KB	Private	Seb Sussman	4 Oct 2010	Pending Buyer Validation
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# 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

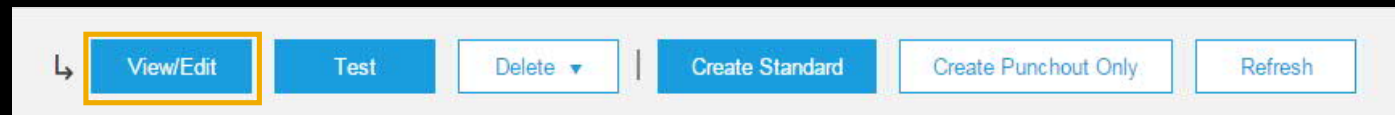
- Validating against **BITZER** -specific validation rules.

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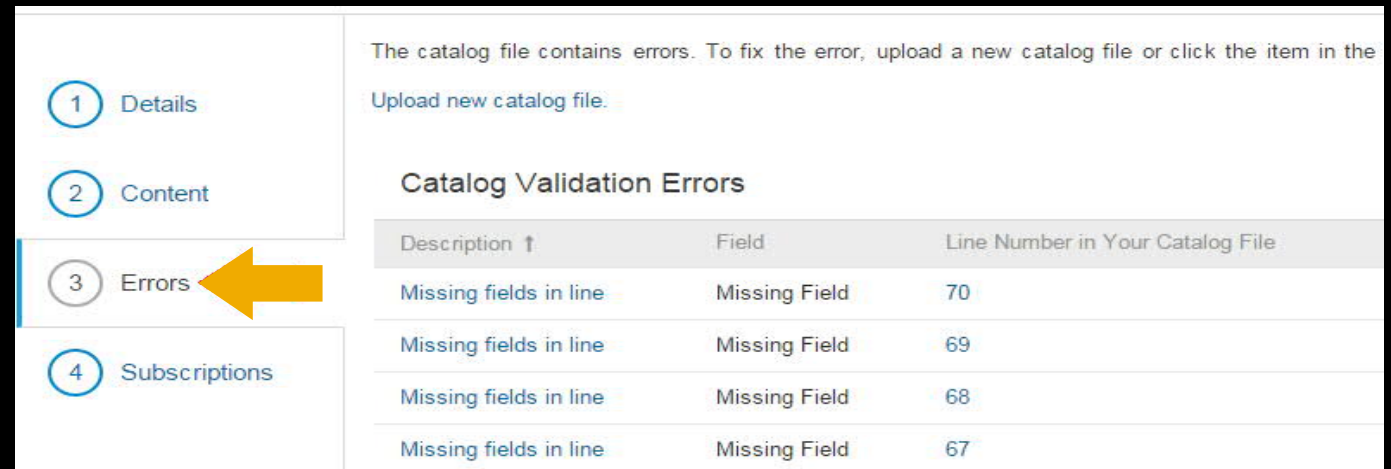
**Note:** Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **BITZER** -specific catalog validation rules.

# How to Correct Errors Found by Ariba Network

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



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



The screenshot shows the 'Errors' tab selected in a sidebar menu. 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 Upload new catalog file.' Below this is a table titled 'Catalog Validation Errors'.

Description ↑	Field	Line Number in Your Catalog File
<a href="#">Missing fields in line</a>	Missing Field	70
<a href="#">Missing fields in line</a>	Missing Field	69
<a href="#">Missing fields in line</a>	Missing Field	68
<a href="#">Missing fields in line</a>	Missing Field	67

# Updating CIF Catalog

SAP Ariba 



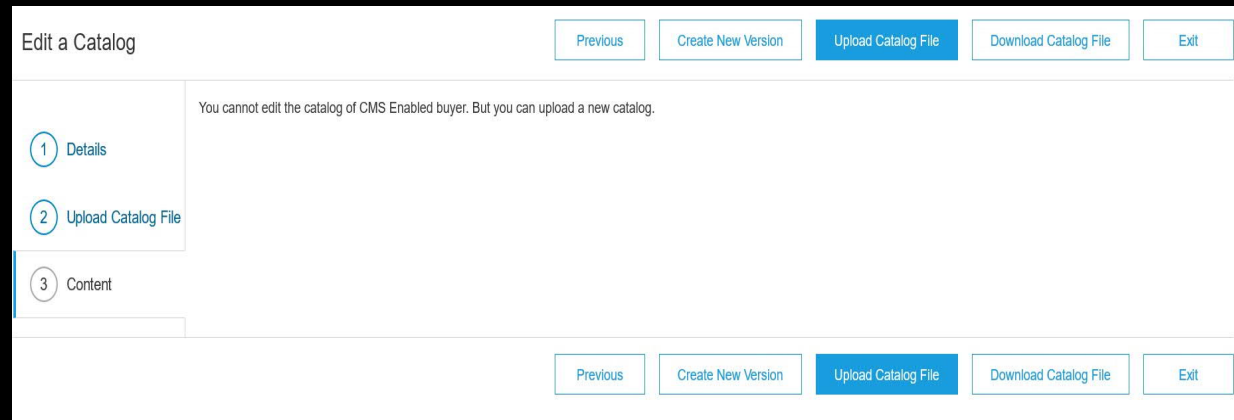
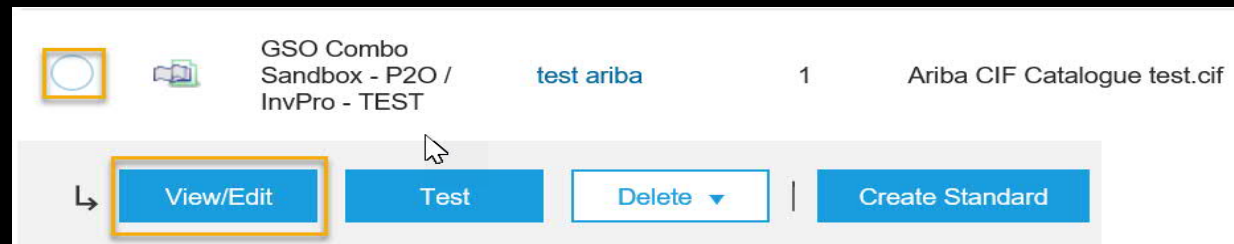
# Catalog Update – Step 1

When updating a catalog you will get a message in content “You cannot edit the catalog of CMS Enabled buyer”.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

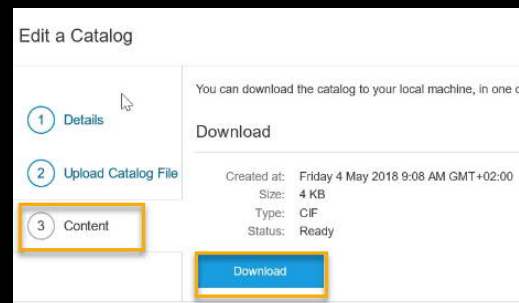
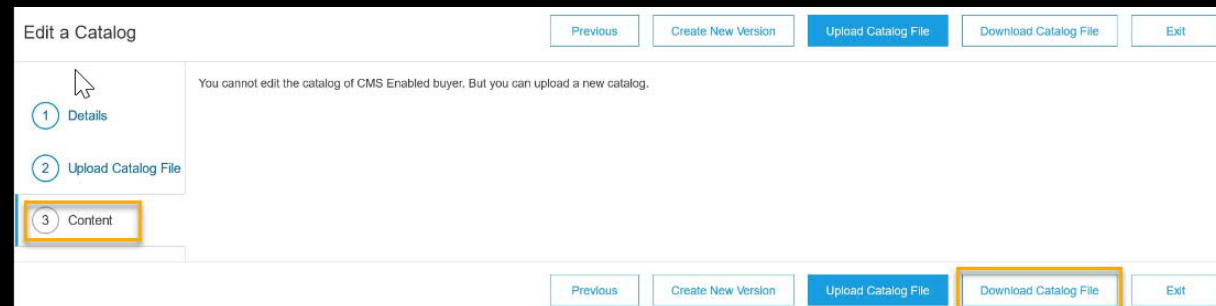


# Catalog Update – Step 2

## Download catalog file

1 Click **Download Catalog File**

2 Click **Download**



## Catalog Update – Step 3

Open the downloaded file in Excel and enable editing and make necessary changes.

CIF_I_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	1											
UNUOM:	TRUE											
COMMENTS:	Any comments can go here											
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri	
DATA												
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02	
ENDOFDATA												

Once your new catalog version is ready, log in your Ariba Network account.

## Catalog Update – Step 4

1 Select your catalog and click **View/Edit**

2 Click **Upload Catalog File**

3 Choose **Catalog File Format**

4 Choose **Catalog File**

5 Choose **Images and Attachments File (optional)**





6 Click **Validate and Publish**


The screenshot displays the 'Edit a Catalog' interface in SAP Ariba. At the top, a header bar shows the catalog name 'GSO Combo Sandbox - P20 / InvPro - TEST', the user 'test ariba', and the file 'Ariba CIF Catalogue test.cif'. Below this, a row of buttons includes 'View/Edit' (highlighted with an orange box), 'Test', 'Delete', and 'Create Standard'. The main content area is titled 'Edit a Catalog' and features a sidebar with three steps: '1 Details', '2 Upload Catalog File' (highlighted with an orange box), and '3 Content'. The 'Upload Catalog File' step contains a section titled 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES' with three fields: 'Catalog File Format' (set to 'CIF'), 'Catalog File' (with a 'Procházet...' button), and 'Images and Attachments File' (also with a 'Procházet...' button). A yellow warning banner below these fields states: '! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion'. At the bottom of the main area, a 'Validate and Publish' button is highlighted with an orange box, and a link for 'Download Templates/Guidelines' is visible.



## Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking:  
Delete > All versions or only delete the latest version by selecting the catalog and clicking  
Delete > Latest Version Only

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0

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