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Extended **CIF Catalog Guide**

CONFIDENTIAL

SAP Run Simple

January, 2021

Agenda

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

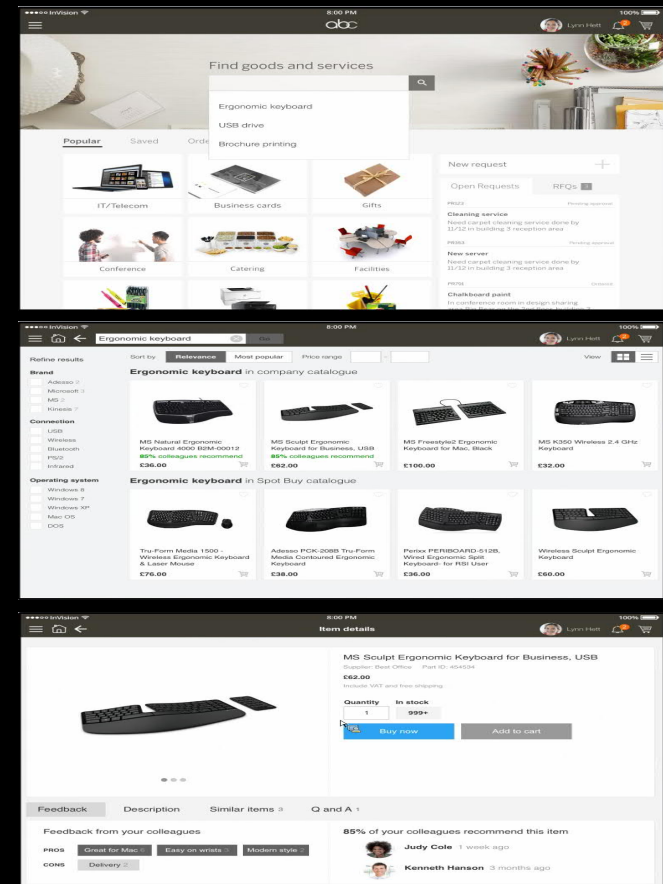# What is an (Extended) CIF Catalog?

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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
  Buy

  your 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

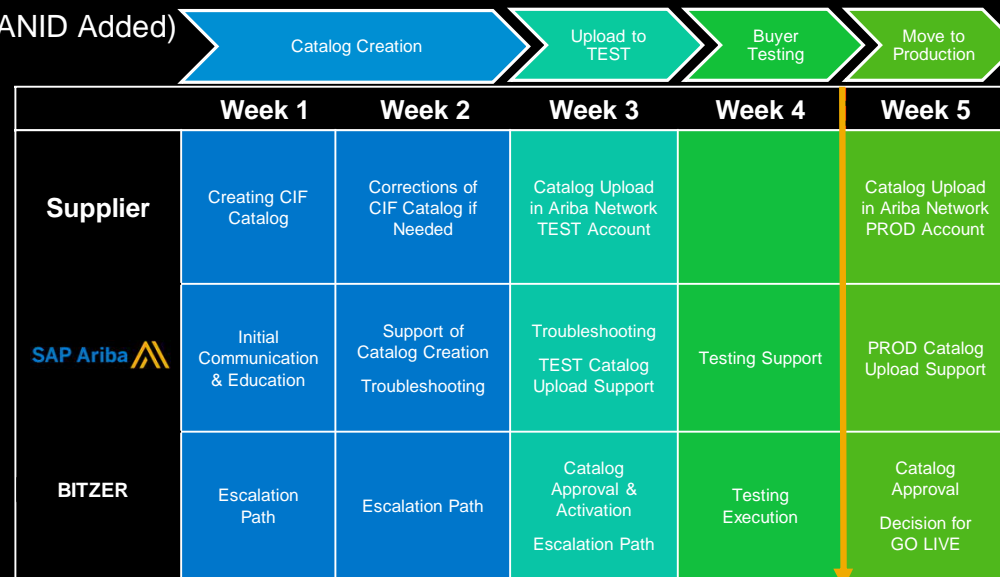- Single item view Extended CIF

CIF Catalog Enablement

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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

Catalog Creation → Upload to TEST → Buyer Testing → Move to Production

	Week 1	Week 2	Week 3	Week 4	Week 5
Supplier	Creating CIF Catalog	Corrections of CIF Catalog if Needed	Catalog Upload in Ariba Network TEST Account		Catalog Upload in Ariba Network PROD Account
SAP Ariba	Initial Communication & Education	Support of Catalog Creation Troubleshooting	Troubleshooting TEST Catalog Upload Support	Testing Support	PROD Catalog Upload Support
BITZER	Escalation Path	Escalation Path	Catalog Approval & Activation Escalation Path	Testing Execution	Catalog Approval Decision for GO LIVE

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

Publishing a Catalog on Ariba Network

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Ariba Network Access, Catalog Publication

1　**Access your Ariba Network Account**
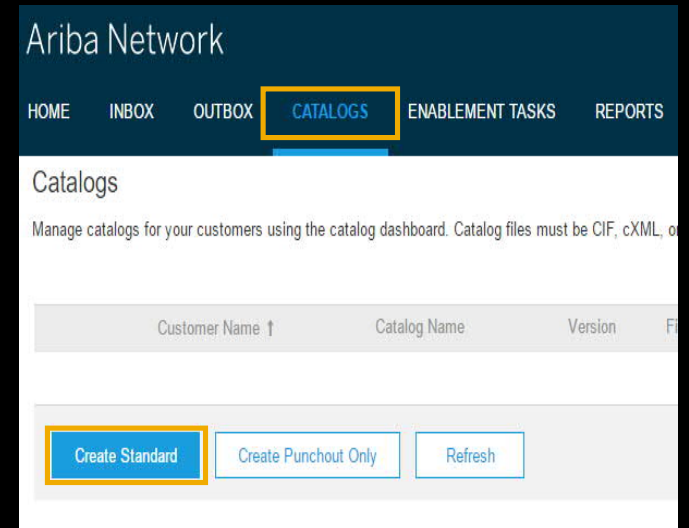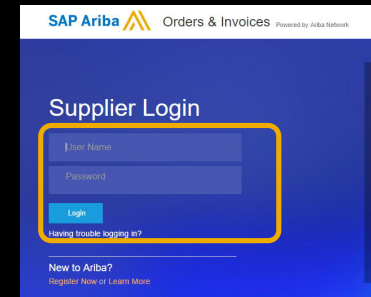
Go to: http://supplier.ariba.com
Enter your **Username** & **Password** and
click **Log In** to access your Production
account.

• 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**

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**

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).
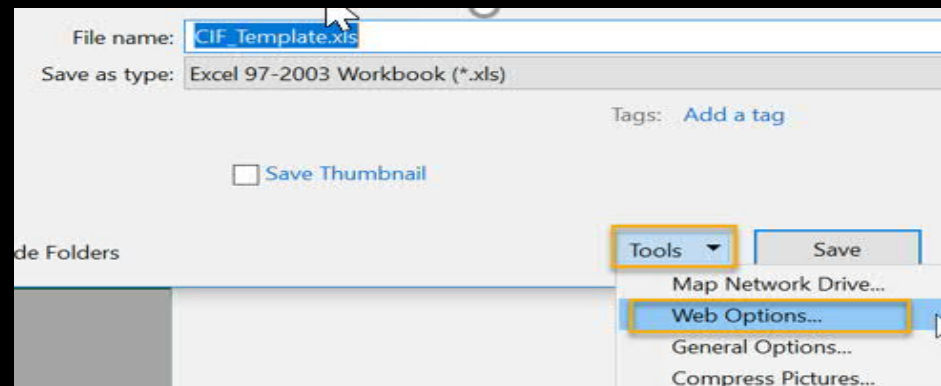
Converting the Excel File into .csv file

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.
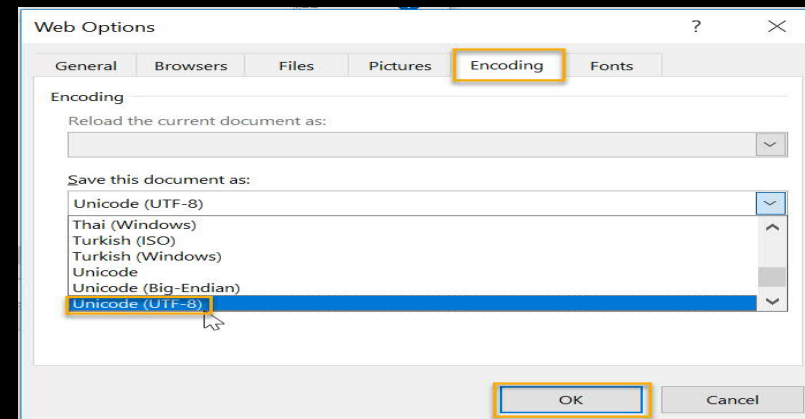

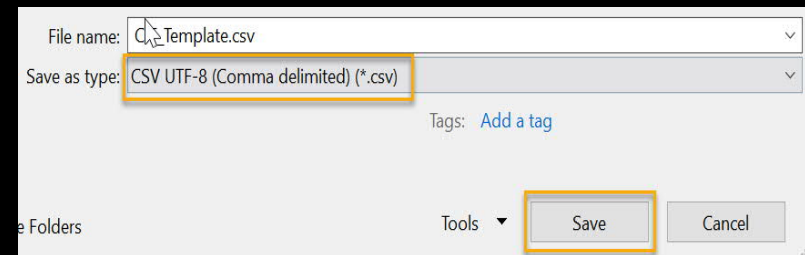**2** On the pop up window click on **Tools** and select **Web Options**.

Converting the Excel File into .csv file

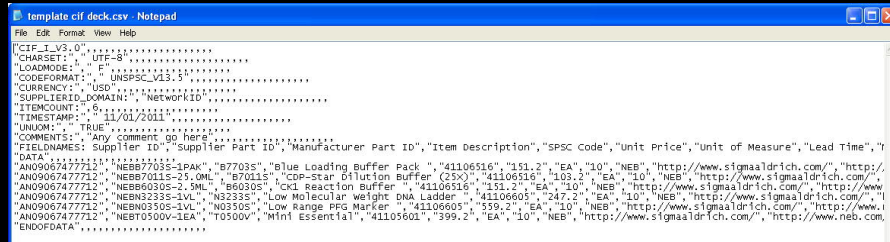**3** In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**.

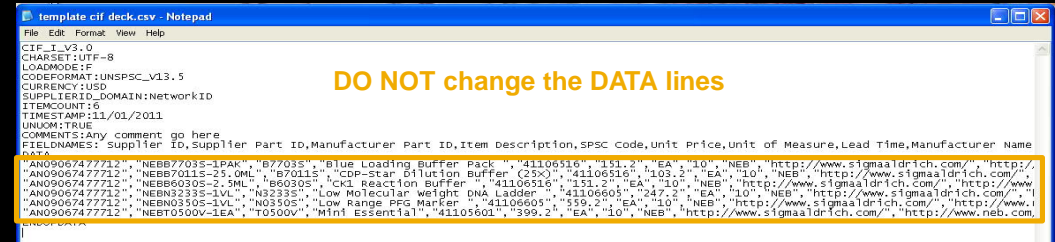**4** Save as type **.cvs file** then click Save

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**


DO NOT change the DATA lines

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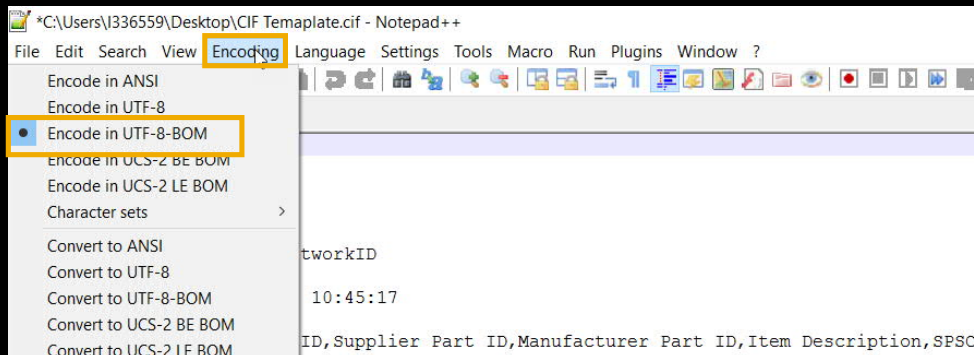
Catalog Publication

- 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.
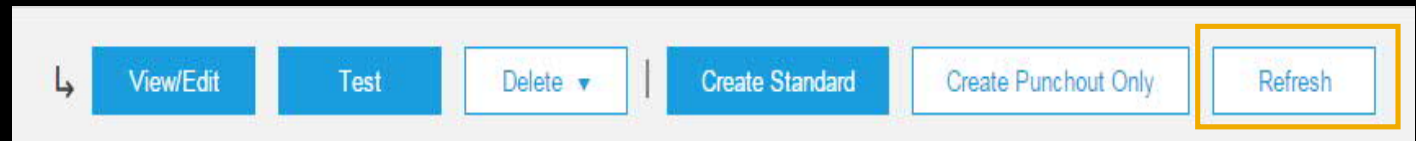
Catalog Validation - Status

- 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 |

- 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 |

Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

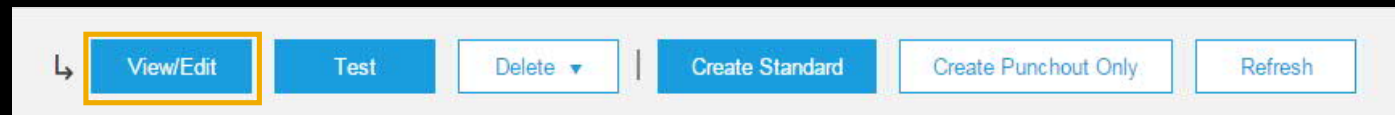|		Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
○	📖	DE_THF	1	CIF	CIF3.0	21 MB		Klaus	28 Aug 2006	100 Errors Found by Ariba Network

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

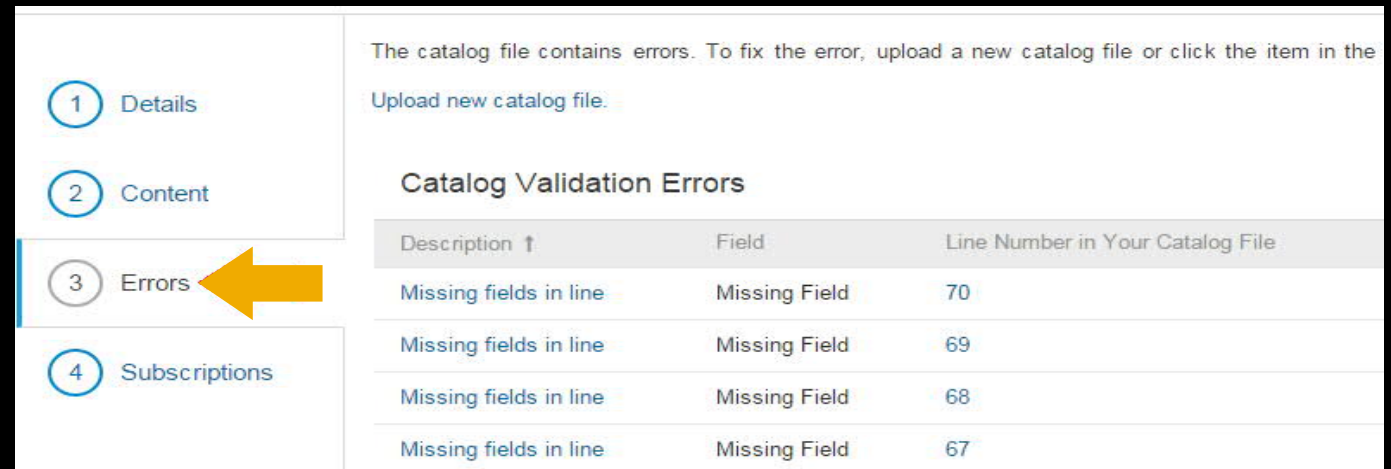|		DK 9002831	1	DK 9002831	CIF3.0	619 B	Private	E-Business DE	23 Feb 2016	1 Validation Errors Found by Customer	18 Apr 2016

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

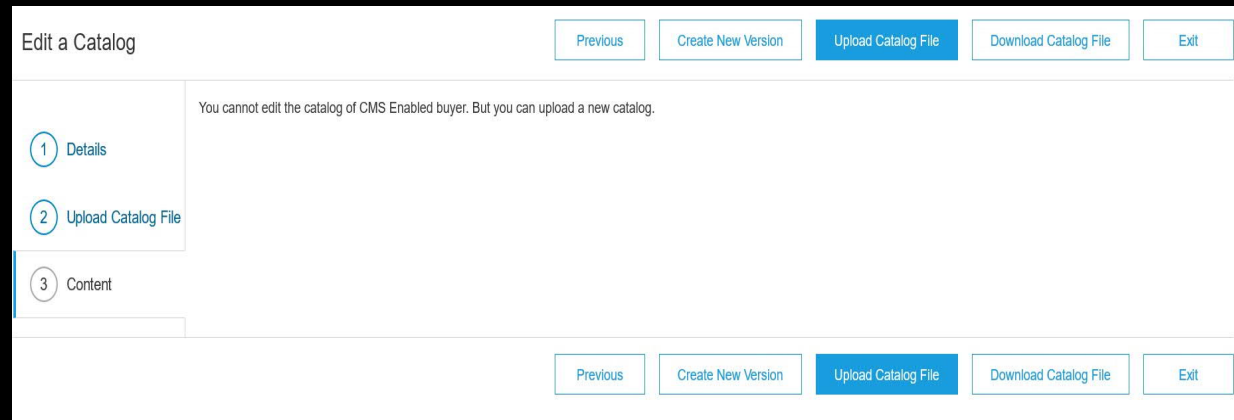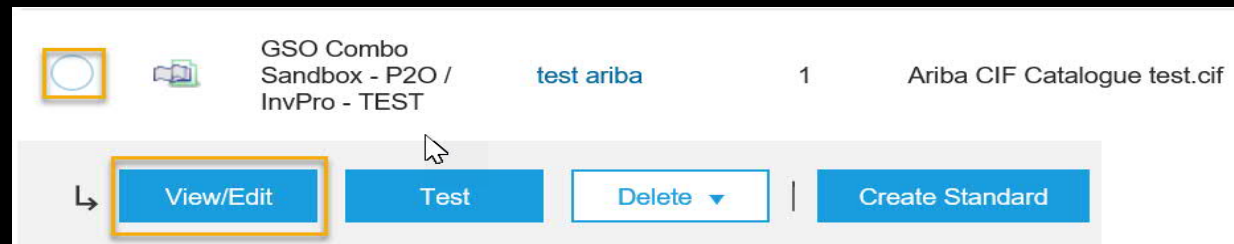- On tab 3 "**Errors**" review the error details

Updating CIF Catalog

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Catalog Update – Step 1

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

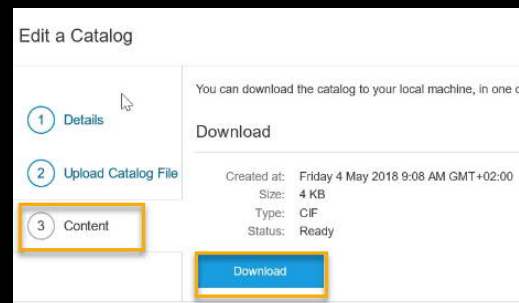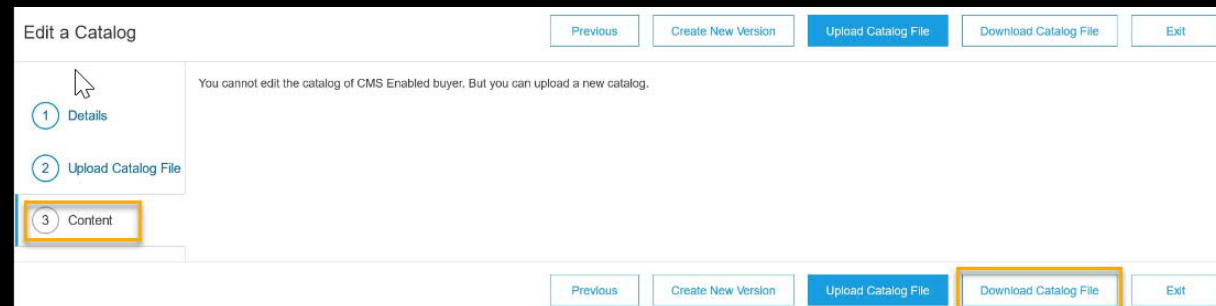| **1**	Select your catalog
2	Click **View/Edit**
3	Click **Content**

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**

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