

Steps for Creating and Publishing **PunchOut®** Catalogs

PUBLIC

LUMEN®

Agenda

Setting up your Ariba Network Account for PunchOut

- PunchOut URL and Authentication

Templates and Catalog File Creation

- Level 1 and Level 2 Catalog Files

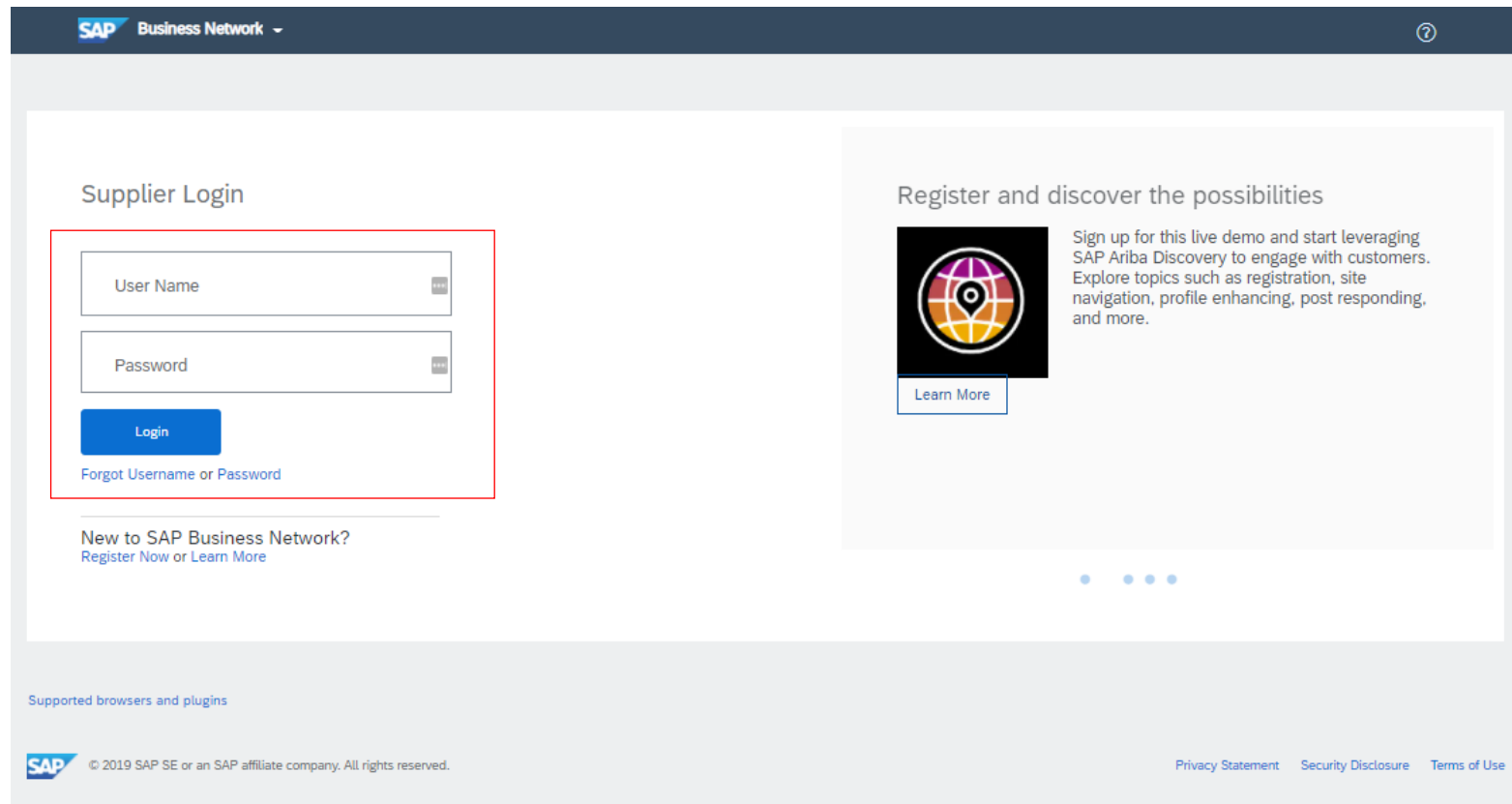
Appendix

- Creating a CIF from an Excel File

Setting up an Ariba Network Account for PunchOut

Setting up an AN account for PunchOut

- Login to your **Ariba Supplier Account** (supplier.ariba.com)



The screenshot shows the SAP Business Network Supplier Login page. The header includes the SAP logo and 'Business Network' with a dropdown arrow. A help icon is in the top right. The main content area is divided into two sections. The left section, titled 'Supplier Login', contains a red-bordered box with a 'User Name' input field, a 'Password' input field with a toggle for visibility, a blue 'Login' button, and a link for 'Forgot Username or Password'. Below this is a section for new users: 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. The right section, titled 'Register and discover the possibilities', features a circular icon with a location pin, a 'Learn More' button, and text about signing up for a live demo of SAP Ariba Discovery. At the bottom, there is a link for 'Supported browsers and plugins' and a footer with the SAP logo, copyright notice, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Register and discover the possibilities

Sign up for this live demo and start leveraging SAP Ariba Discovery to engage with customers. Explore topics such as registration, site navigation, profile enhancing, post responding, and more.

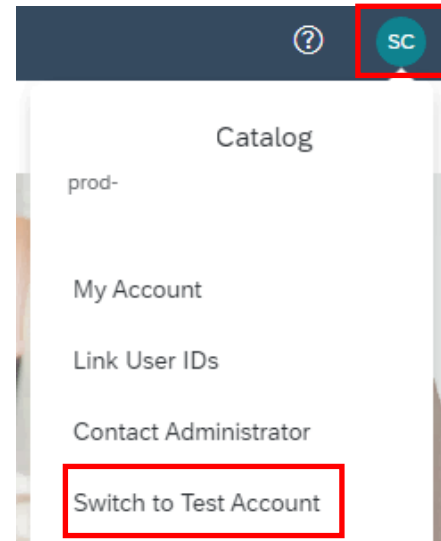
[Learn More](#)

[Supported browsers and plugins](#)

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Setting up Ariba Network account for PunchOut

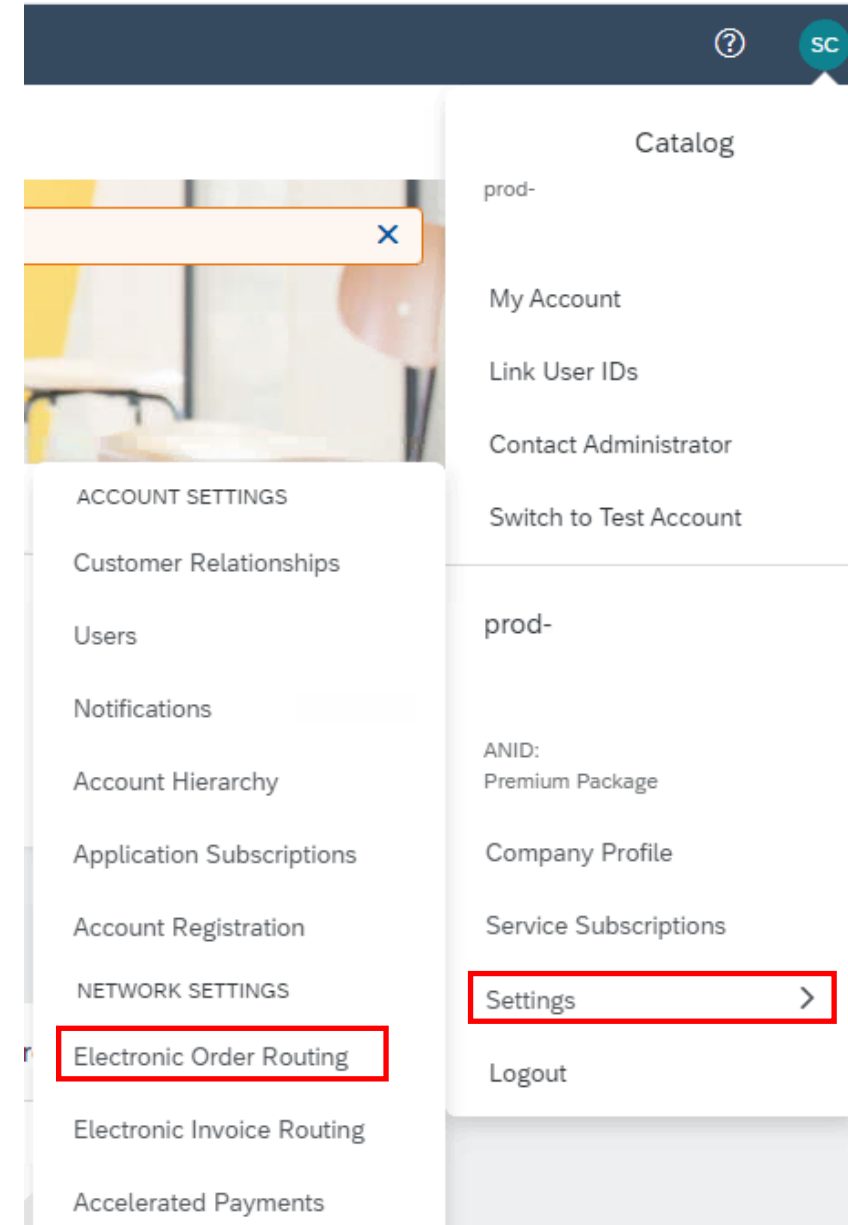
- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



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

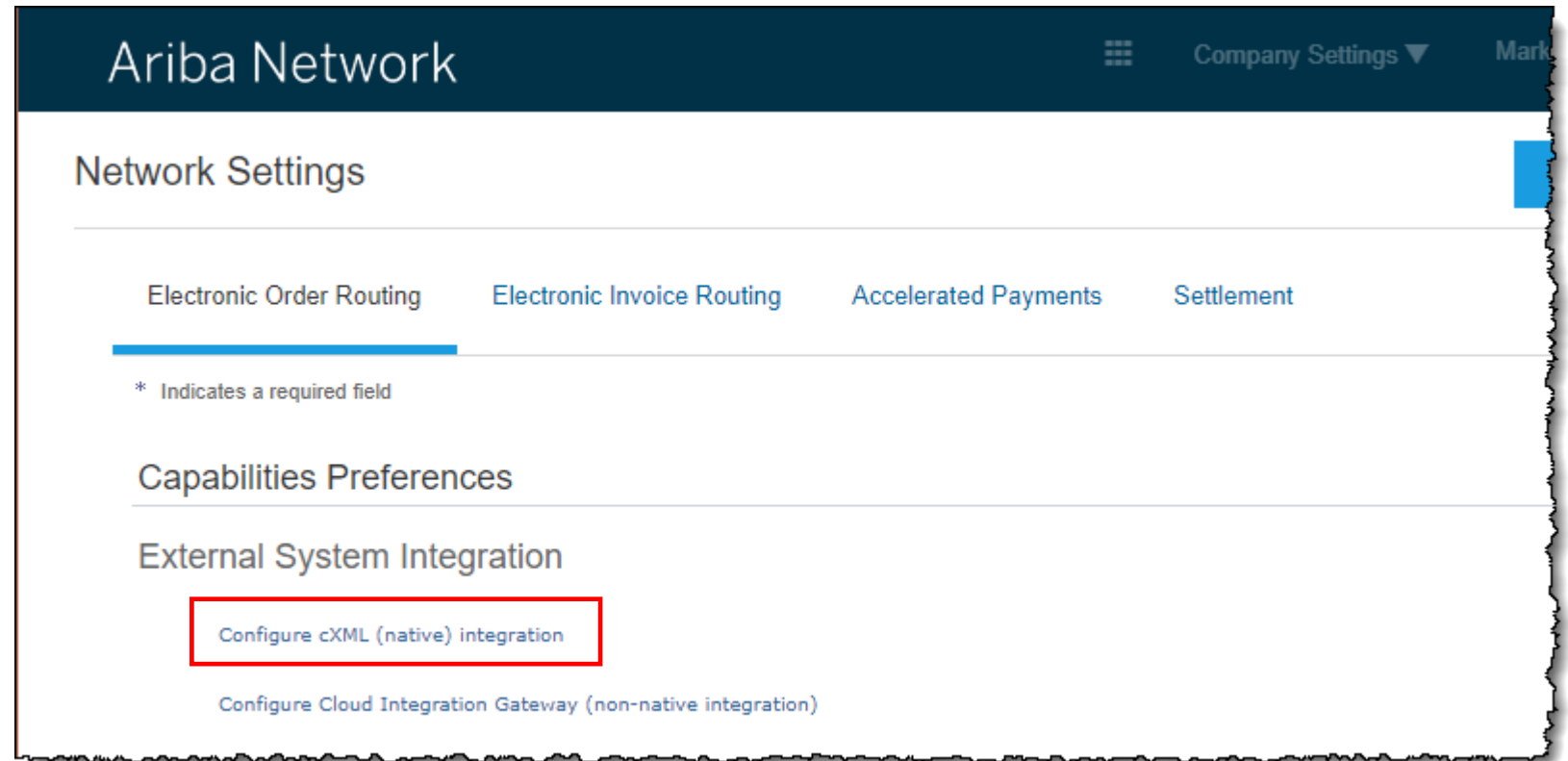
Setting up an AN account for PunchOut

- Go to **your initials**, and click the pulldown menu
- Scroll down to click on **Settings > Electronic Order Routing**
- Please note the next three steps need to be done in your Test and Production environments



Setting up an AN account for PunchOut

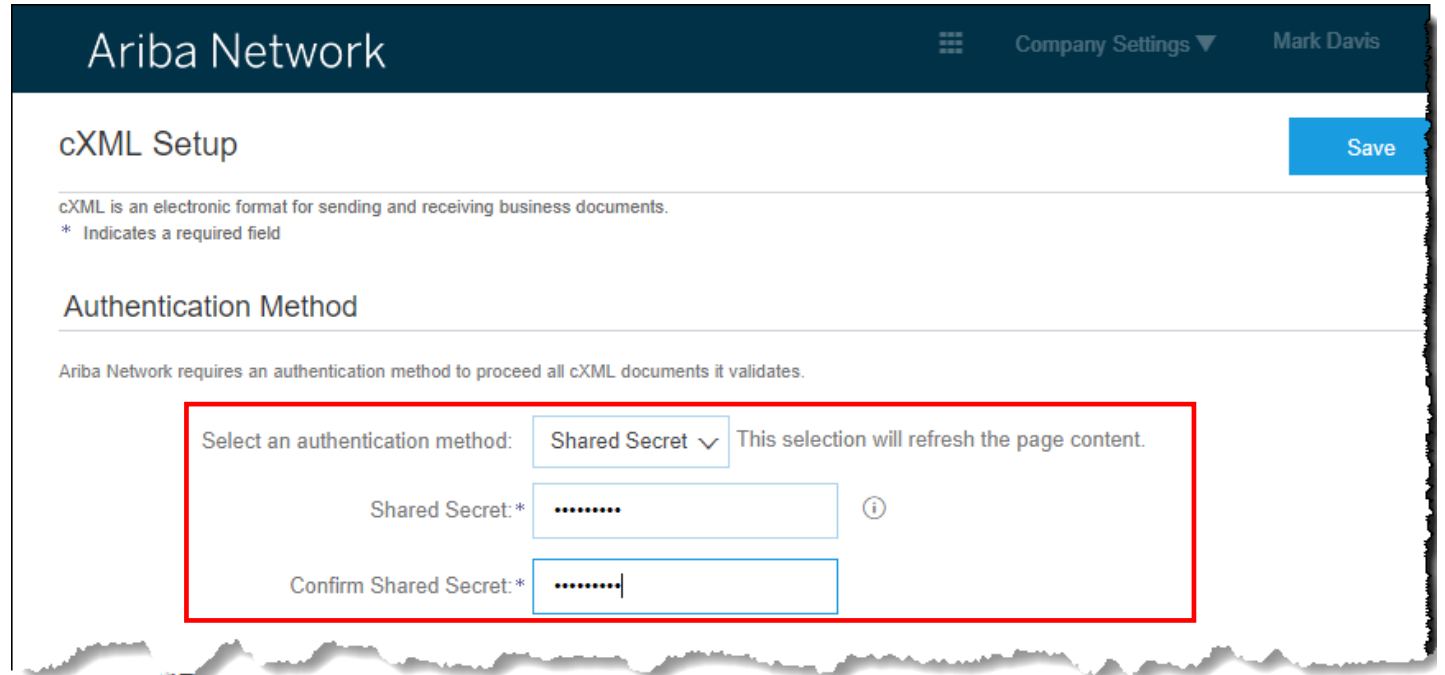
- Under **Electronic Order Routing**, click on **Configure cXML (native) integration**



Setting up Ariba Network account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

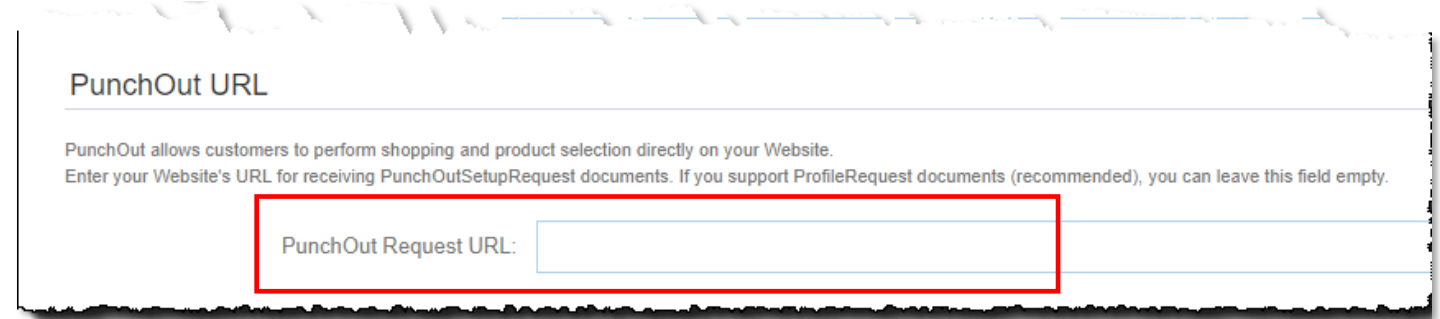
- First, an **Authentication Method**. The Preferred method is **Shared Secret**. Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts



The screenshot shows the Ariba Network user interface. At the top, there's a dark blue header with 'Ariba Network' on the left, a menu icon, 'Company Settings' with a dropdown arrow, and 'Mark Davis' on the right. Below the header, the page title is 'cXML Setup' with a 'Save' button on the right. A note states 'cXML is an electronic format for sending and receiving business documents.' and a legend indicates '*' Indicates a required field. The 'Authentication Method' section is highlighted with a red box. It contains a message: 'Ariba Network requires an authentication method to proceed all cXML documents it validates.' Below this, there's a form with three fields: 'Select an authentication method:' with a dropdown menu showing 'Shared Secret' and a note 'This selection will refresh the page content.', 'Shared Secret: *' with a text input field containing seven dots and an information icon, and 'Confirm Shared Secret: *' with a text input field containing seven dots.

Setting up Ariba Network account for PunchOut

- Second, your company's complete **PunchOut Request URL**. This is location where PunchOut requests will be sent. This field is checked, and its value used each time a Buyer punches out to your site



The screenshot shows a web form titled "PunchOut URL". Below the title, there is a descriptive paragraph: "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." Below this text is a label "PunchOut Request URL:" followed by a text input field. The input field is highlighted with a red rectangular border.

Templates and Catalog File Creation

PunchOut Templates

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. The addition of two fields changes a CIF file to a PunchOut Index file. The fields are:

- **PunchOut Enabled** and
- **PunchOutLevel**

Here is a sample **L1 PunchOut Template** in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CIF_I_V3.0																
2	CHARSET:	UTF-8															
3	LOADMODE:	F															
4	CODEFORMAT:	UNSPSC															
5	CURRENCY:	USD															
6	SUPPLIERID_DO	NetworkID															
7	TIMESTAMP:	5/15/2005															
8	UNUOM:	TRUE															
9	COMMENTS:	Level I PunchOut Template															
10	FIELDNAMES:	Supplier	Manufacturer	Item Description	SPSC	Unit	Unit of										
11	Supplier ID	Part ID	Part ID		Code	Price	Measure										
12	DATA																
13	AN0906	2772882		Microsoft, Cisco, Adobe, switcher, router.	43191504	1.00	EA										
14	ENDOFDATA																
15																	
16																	
17																	

Required field

The UNUOM key in the header specifies whether the values in this column are UNUOM or ANSI codes. for a list of codes, see the Help@Ariba site.

Not required for punchout items (set appropriate boolean value in PunchOut Enabled column).

Type: String

Length: 32

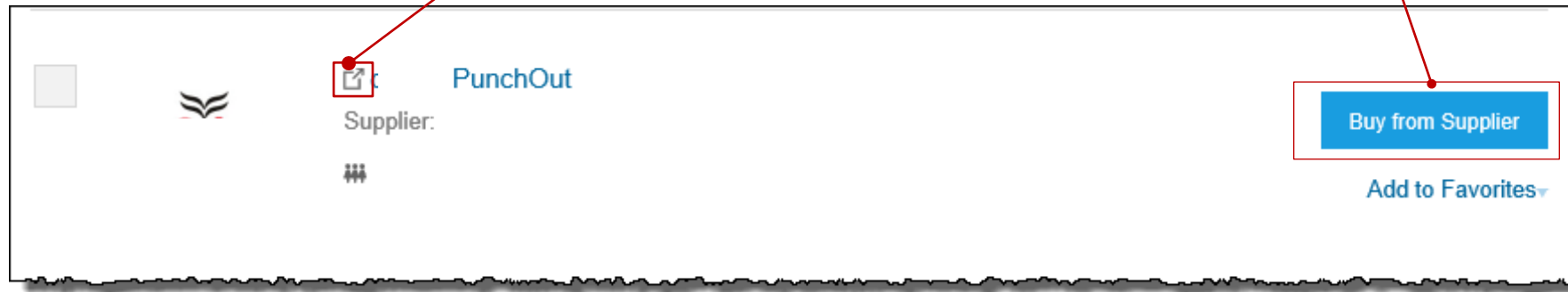
The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by CenturyLink.

Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 Catalog appears on the catalog interface just as a link to the Supplier's website.

The PunchOut icon tells the User that this is an external catalog, as well as the “Buy From Supplier” button.



Creating a L1 PunchOut Catalog

The Header Section

	A	B
1	<u>CIF_I_V3.0</u>	
2	<u>CHARSET:</u>	UTF-8
3	<u>LOADMODE:</u>	F
4	<u>CODEFORMAT:</u>	UNSPSC_V13.5
5	<u>CURRENCY:</u>	USD
6	<u>SUPPLIERID_DOMAIN:</u>	NetworkID
7	<u>ITEMCOUNT:</u>	5
8	<u>TIMESTAMP:</u>	12/15/2099
9	<u>UNUOM:</u>	TRUE
10	<u>COMMENTS:</u>	Any comments can go here.

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

- **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 Expert
- **LOADMODE**—F (Full) or I (Incremental)
- **CODEFORMAT**—Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY**—Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT**—Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP**—Enter the date you created your Catalog. Expected format for date is MM/DD/YYYY.
- **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)
- **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 L1 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN0100.....	PurchGrp500	

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

▪ Supplier ID - Required

Description: If the Header is set to “NetworkID”, then enter the Supplier’s Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN09067477712

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-T

▪ Supplier Part ID - Required

Description: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: 2772882

▪ Manufacturer Part ID – Optional

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L1 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pen, Sharpie, staple, tape, folder, post-it, scissors, mouse	43191504	1.00

■ Item Description - Required

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched

Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

Type of data: String

Maximum length: 2000

Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

■ SPSC Code – Required

Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are

Type of data: String

Maximum length: 40

Example: 45678900 (level 3) and 45678923 (level 4)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

■ Unit Price - Required

Description: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00

Type of data: Decimal

Example: 1.00

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 ¥.

Creating a L1 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA

Type of data: String

Maximum length: 32

Example: EA

- **Lead Time – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: Epson

Creating a L1 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <http://www.supply.com/Catalog/product18.htm>

- **Manufacturer URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <http://www.manu.com/Catalog/product18.htm>

- **Market Price – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Decimal

Example: 4.32 or 1234.78

Creating a L1 PunchOut Catalog

Supplier Part Auxiliary ID	Language	Currency	Short Name
1234-75	en_US	USD	Sam's Sporting Goods PunchOut
	en_US	USD	Sam's Sporting Goods PunchOut
	en_US	USD	Sam's Sporting Goods PunchOut
	en_US	USD	Sam's Sporting Goods PunchOut

- **Supplier Part Auxiliary ID - Optional**

Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL

Type of data: String

Maximum length: 255

Example: 1234 French

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

- **Language – Optional** (If blank, defaults to 'en_US')

Description: Specifies the language used to describe the item.

Type of data: String

Maximum length: 255

Example: en_US

Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Optional** (Set in Header)

Description: Specifies the currency used for the prices

Type of data: String

Maximum length: 32

Example: USD, CAD (Canadian Dollar)

Note: A listing of currency codes is in your Customer's Supplier Information Portal

- **Short Name - Required**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 50 characters

Creating a L1 PunchOut Catalog

Image	PunchOut Enabled
http://www.mylogo12354.jpg	TRUE

- **Image – Optional, but preferred**

Description: URL of the Supplier's Logo (preferred), or filename of the image (sent in a zip file). Should be URL to JPEG of company logo for L1.

Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

Type of data: String

Maximum length: 255

Reccomended Size: 250 x 250 pixels

- **PunchOut Enabled - Required**

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean

Creating a L1 PunchOut 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

Creating a L1 PunchOut Catalog

Keywords
Pens, paper, chairs, desks

- **Custom Field Name - Required**

Description: Required for L1. Additional keywords to help end users find items and PunchOut Catalog.

Type of data: String

Maximum length: 4,000


Example: Pens, paper, chairs, desks

Creating a L2 PunchOut Catalog

In **Level 2 PunchOut**, the catalog file is a combination of static catalog information (this is used to search) and it also contains the **PunchOut Enabled** and **PunchOutLevel** fields, to tell the system that this is a PunchOut catalog, and the User will be taken to the Supplier's website to add items to their cart as they shop.

L2 PunchOut items appear on the Catalog interface just as a static item does, but has the "Buy from Supplier" button instead of "Add to Cart".

The PunchOut icon tells you that this is an external catalog, as well as the "Buy From Supplier" button.

 **Convertible Tablet: ThinkPad Yoga 12**

Supplier:
Supplier Part #
Available in: **20 Day(s)**

\$1,132.24 USD * / each

[Buy from Supplier](#)

[Add to Favorites](#)





PC3-12800L - Security Chip Enabled - Intel HD Graphics 5500 - 12.5 inch FHD (1920x1080) Multitouch Display, Anti-Glare, Digitizer Pen, Black - Backlit Keyboard - Clickpad - Intel 7265 AC/B/G/N Dual Band Wireless + Bluetooth Version 4.0 - 128GB Solid State Drive, SATA3 - 8 cell Li-Polymer Battery, 47Whr - 720p HD Camera - 45W AC adapter (2 pin) - 3 Year On-site Parts and Labor Warranty - EPEAT Gold, ENERGY STAR, RoHS

Creating a L2 PunchOut Catalog

The Header Section

	A	B
1	<u>CIF_I_V3.0</u>	
2	<u>CHARSET:</u>	UTF-8
3	<u>LOADMODE:</u>	F
4	<u>CODEFORMAT:</u>	UNSPSC_V13.5
5	<u>CURRENCY:</u>	USD
6	<u>SUPPLIERID_DOMAIN:</u>	NetworkID
7	<u>ITEMCOUNT:</u>	5
8	<u>TIMESTAMP:</u>	12/15/2099
9	<u>UNUOM:</u>	TRUE
10	<u>COMMENTS:</u>	Any comments can go here.

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

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

- **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 Expert
- **LOADMODE**—F (Full) or I (Incremental)
- **CODEFORMAT**—Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY**—Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT**—Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP**—Enter the date you created your Catalog. Expected format for date is MM/DD/YYYY.
- **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)
- **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 L2 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN0100025	12345	CFG 11562
AN0100025	87690	87690-12
AN0100025	479-56	A100-BLK

- **Supplier ID - Required**

Description: If the Header is set to “NetworkID”, then enter the Supplier’s Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN09067477712

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-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

- **Manufacturer Part ID – Optional, but preferred**

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L2 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pens, Bic, Ballpoint, Blue, 1 dozen	43191504	3.48
Stapler, Swingline, Black	55010125	18.72
Post-It, Yellow, 1"x2", pad of 100	15874236	6.49
Folders, Letter, Manilla, 100	89745125	12.98

■ 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.)

Note: To use a special character as a literal value, you need to “escape” it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

Type of data: String

Maximum length: 2000

Example: Printer, Laser, A4, Epson Stylus Color 740

■ SPSC Code – Required

Description: Classification of the product or service. Use a UNSPSC code if the Header specifies “UNSPSC” as the CODEFORMAT

Type of data: String

Maximum length: 40

Example: 45678900 (level 3) and 45678923 (level 4)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

■ Unit Price - Required

Description: Customer-specific price. For L2 PunchOuts the price can be left blank if the Buyer agrees

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 ¥.

Creating a L2 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA	1	Intelidata
EA	1	IDG Book
DZN	3	Bic
EA	1	Swingline

- **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”

Type of data: String

Maximum length: 32

Example: BX

Note: A file containing the Units of Measure is available in your Customer’s Supplier Information Portal

- **Lead Time – Optional, but preferred**

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

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name – Optional, but preferred**

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Creating a L2 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price
http://www.supplier.com	http://www	12.95
http://www.supplier.com		2296.56
http://www.supplier.com		4.86
http://www.supplier.com		12.86

- **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

- **Market Price – Do Not Use, Do Not Delete**

Description: List or retail price.

Note: Does not show on the Ariba UI—this is an informational-only field for Suppliers

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 ¥.

Creating a L2 PunchOut Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75	en_US	USD
	en_US	USD
	en_US	USD
	en_US	USD

- **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

Example: 1234 French

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

- **Language – Optional** (If blank, defaults to 'en_US')

Description: Specifies the language used to describe the item.

Type of data: String

Maximum length: 255

Example: en_US

Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Optional** (Set in Header)

Description: Specifies the currency used for the prices

Type of data: String

Maximum length: 32

Example: USD, CAD (Canadian Dollar)

Note: A listing of currency codes is in your Customer's Supplier Information Portal

Creating a L2 PunchOut Catalog

Short Name
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **Short Name - Optional**

Description: Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. 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

Note: If the “Short Name” field is left blank, the first 80 characters of the Item Description column will automatically fill the “Short Name” field

Creating a L2 PunchOut Catalog

matnr
CenturyLink Material Number
CenturyLink Material Number
CenturyLink Material Number
CenturyLink Material Number

- **Material Number- Optional, but preferred – Only use if CenturyLink provides this value**
Description: CenturyLink's Material Number for your catalog item(s). **Only fill this out if CenturyLink has provided you with the Material Number for your catalog items.**
Type of data: String
Example: 1234567

Creating a L2 PunchOut Catalog

Image	Thumbnail
12354.jpg	http://www.1.com/12354.jpg
http://www.1.com/34.jpg	http://www.1.com/34.jpg
587.jpg	http://www.1.com/587.Jpg
http://www.1.36.jpg	http://www.1.36.jpg

- **Image – Optional, but preferred**

Description: URL of the item's image (preferred), or filename of the image (sent in a zip file)

Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

Type of data: String

Maximum length: 255

Reccomended Size: 250 x 250 pixels

- **Detail: Thumbnail - Optional**

Description: URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product's full-size Image

Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

Type of data: String

Maximum length: 255

Reccomended Size: 85 x 85 pixels

Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

Creating a L2 PunchOut 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

Creating a L2 PunchOut Catalog

PunchOut Enabled	PunchOutLevel
TRUE	Product

- **PunchOut Enabled - Required**

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean

- **PunchOutLevel - Required**

Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level

Values: Store, Aisle, Shelf, Product

Type of data: Boolean

Uploading and Publishing PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

- Login to Ariba Network
 - Go to: <http://supplier.ariba.com>
 - Log in with your Username and Password

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Register and discover the possibilities

Sign up for this live demo and start leveraging SAP Ariba Discovery to engage with customers. Explore topics such as registration, site navigation, profile enhancing, post responding, and more.

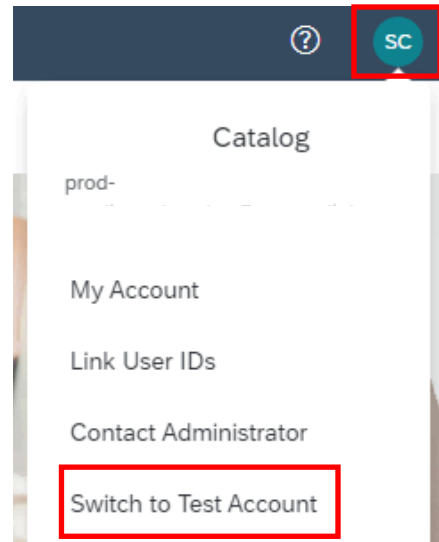
[Learn More](#)

Supported browsers and plugins

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Uploading and Publishing PunchOut 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 initials 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



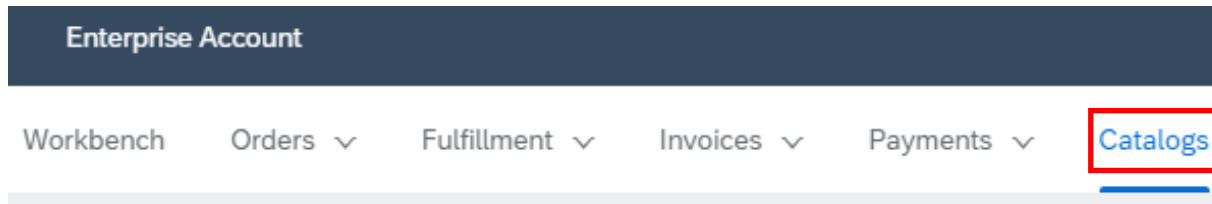
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing PunchOut 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 PunchOut Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button. Even though you are loading a PunchOut Catalog, use the “Create Standard” button



Uploading and Publishing PunchOut 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”

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.
** indicates required field*

1 Details

2 Subscriptions

3 Content

Catalog Name: *

Created By:

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

↳ Delete Add

Next Exit

Uploading and Publishing PunchOut 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 CenturyLink use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
– **<SupplierName_PunchOut_Catalog_CTL>**
- **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”

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. * indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: *

Created By:

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

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

Commodities: ①

Description

No items

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select CenturyLink check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- When you complete this screen, click “Next”

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"/>	Sandbox - P20 - TEST	View	Pending Validation
<input type="checkbox"/>	- TEST	View	Pending Validation
<input type="checkbox"/>	Company - TEST	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- 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

Create a New Catalog

Previous Exit

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 [More](#)

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

Uploading and Publishing PunchOut Catalogs

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free
 - **Errors Found by Ariba Network**—the Network detected Catalog content that violates validation rules
 - **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			4 Apr 2014	Validated	
	P2O - TEST	CIF	1	Errors.cif	CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
	Enterprise - TEST		1	te.xls	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:

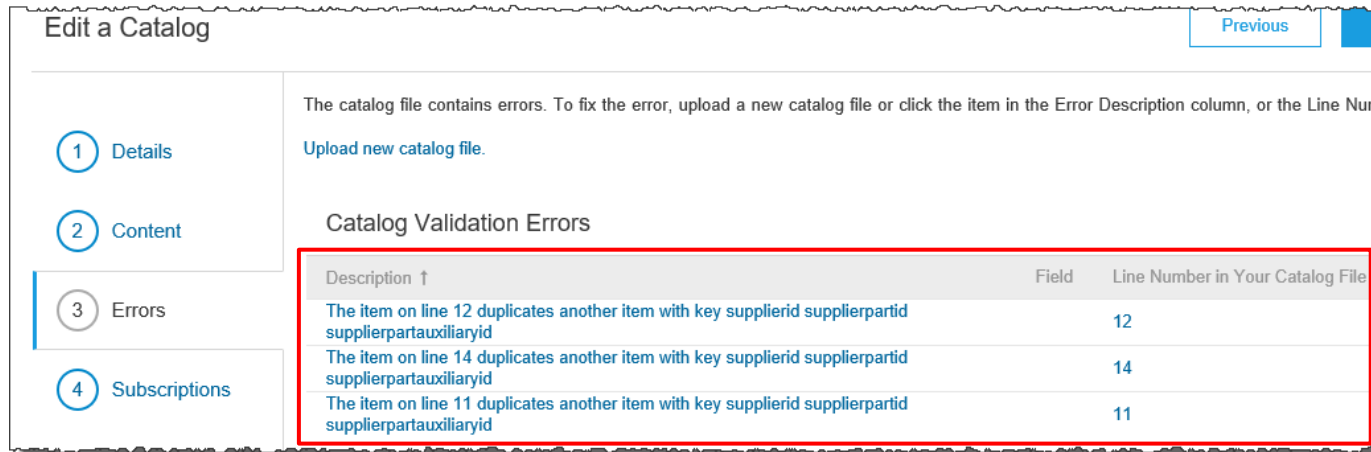
Catalogs

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			4 Apr 2014	Validated	
	P2O - TEST	CIF	1	Errors.cif	CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
	Enterprise - TEST	Packard	1		xls	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

- Viewing Validation Errors
 - The Network displays Description, Field and Line Number for each error



- 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 PunchOut Catalogs

- Customer 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”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - 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 Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

Appendix

Appendix - Creating a CIF from an Excel File

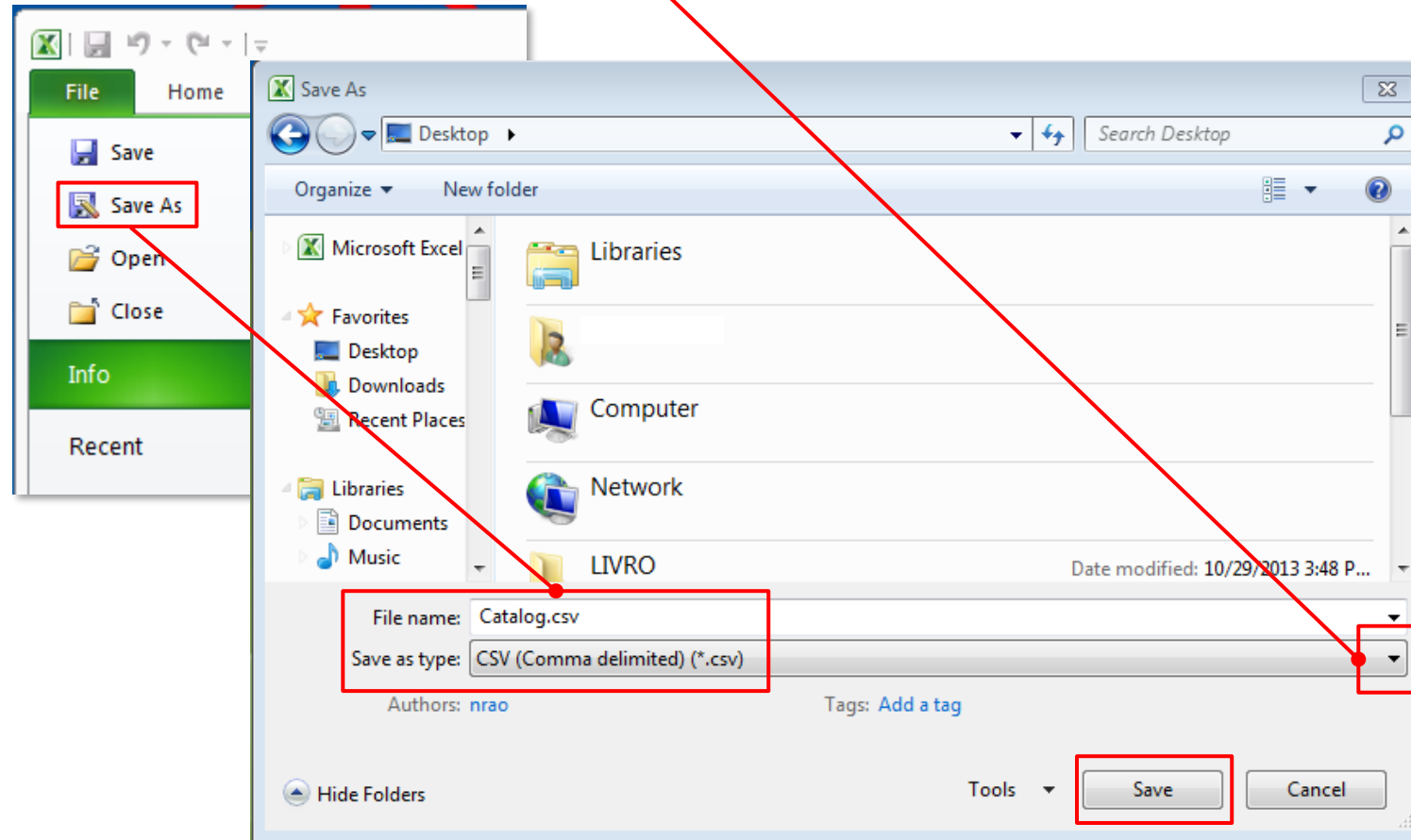
- Open your Excel Catalog file

Catalog.xls [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E
1	CIF_I_V3.0				
2	CHARSET:	UTF-8			
3	LOADMODE:	F			
4	CODEFORMAT:	UNSPSC_V13.5			
5	CURRENCY:	USD			
6	SUPPLIERID_DOMAIN:	NetworkID			
7	ITEMCOUNT:	5			
8	TIMESTAMP:	5/16/2011			
9	UNUOM:	TRUE			
10	COMMENTS:	Any comments can go here.			
11	FIELDNAMES:	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
12	DATA				
13	an010068 -t	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
14	an010068 -t	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
15	an010068 -t	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
16	an010068 -t	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011
17	an010068 -t	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615
18	ENDOFDATA				

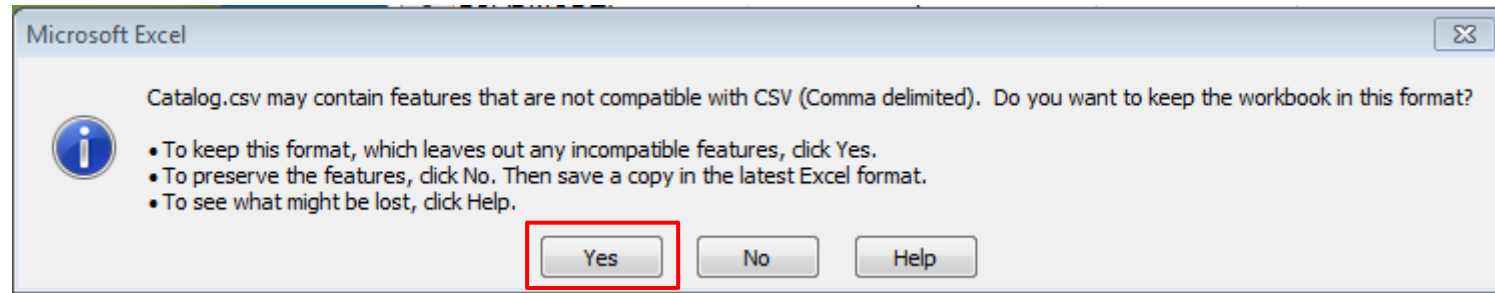
Appendix - Creating a CIF from an Excel File

- Save it as a “.csv” file. To see the choices, click on the drop down menu



Appendix - Creating a CIF from an Excel File

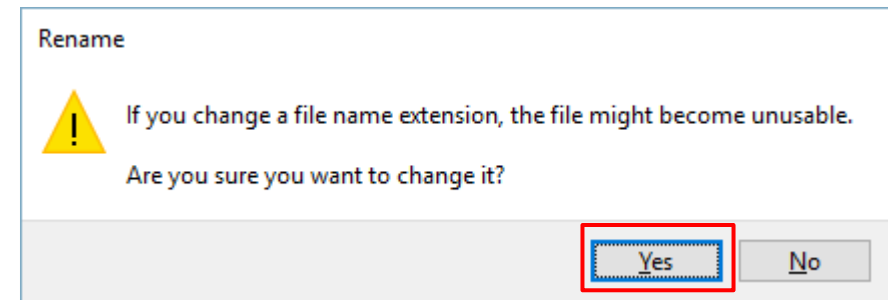
- You will get a system warning about saving it as a .csv—click “Yes” to continue



- Rename your saved file, by changing the extension to “.cif”

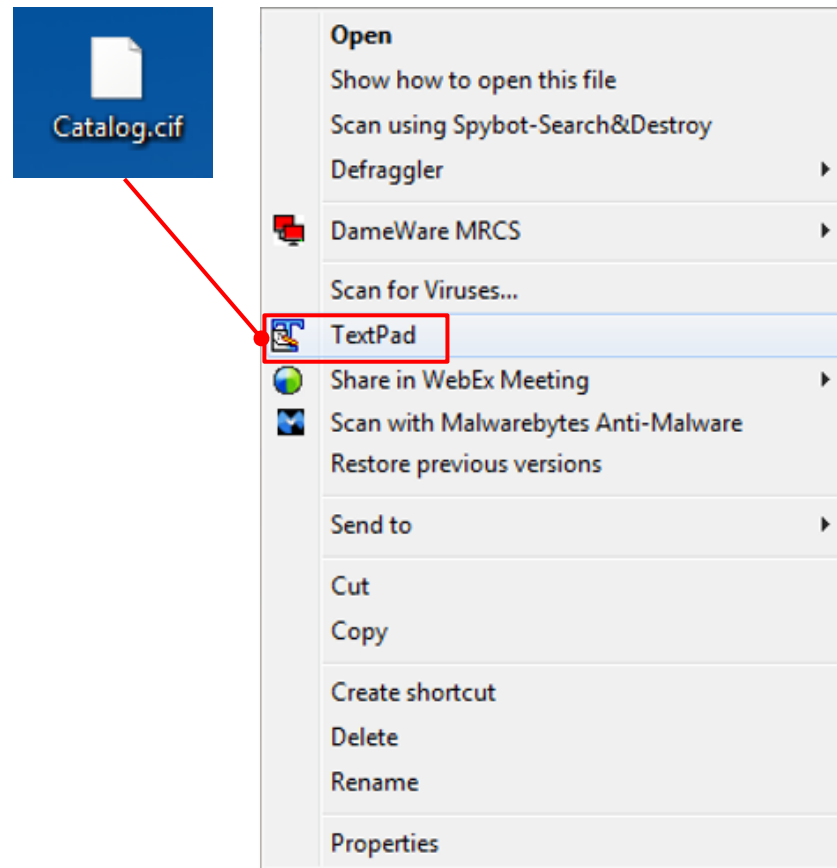


- The system will warn you about changing the extension. Click “Yes” to continue



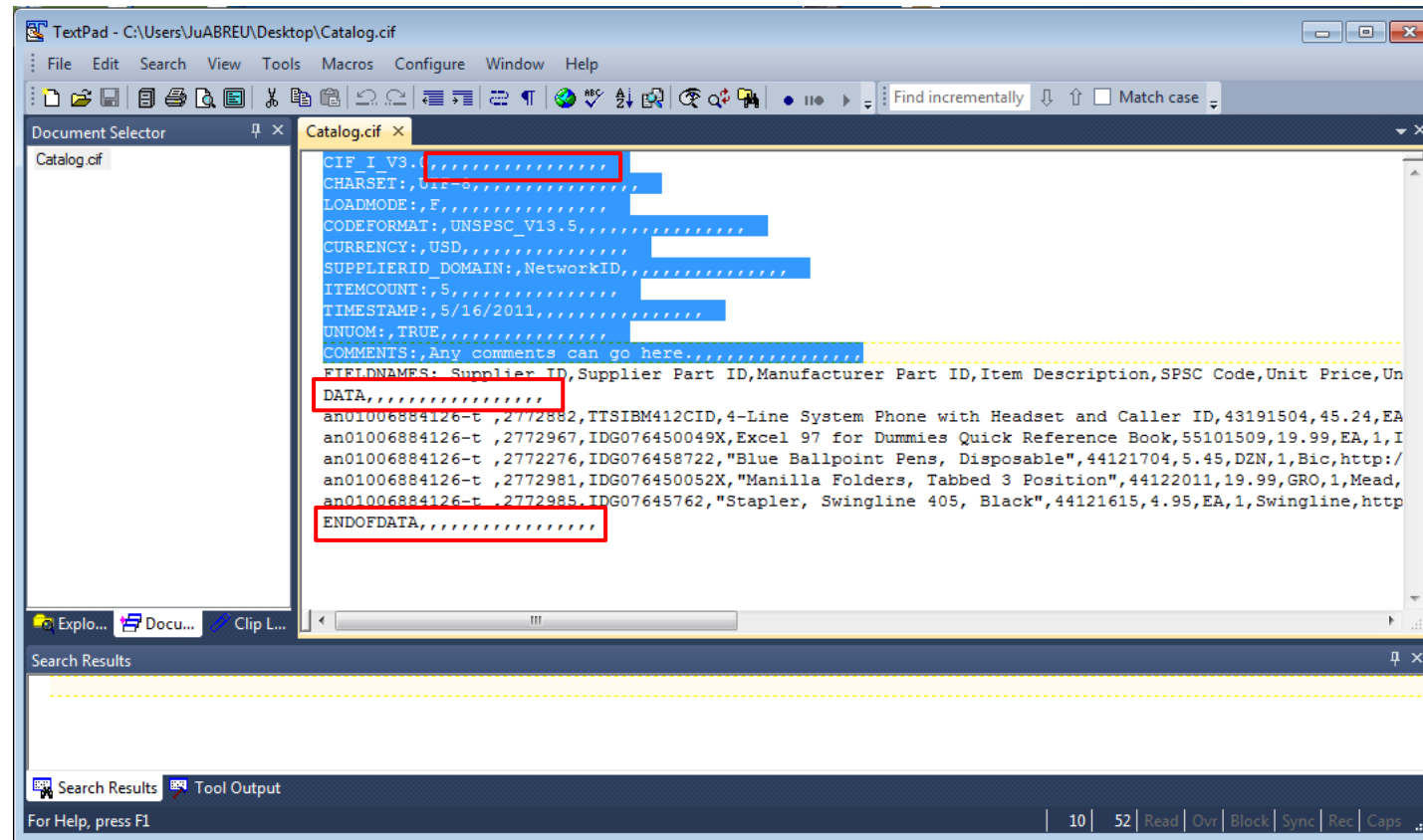
Appendix - Creating a CIF from an Excel File

- Open your CIF Catalog file with Notepad, or your favorite text editor



Appendix - Creating a CIF from an Excel File

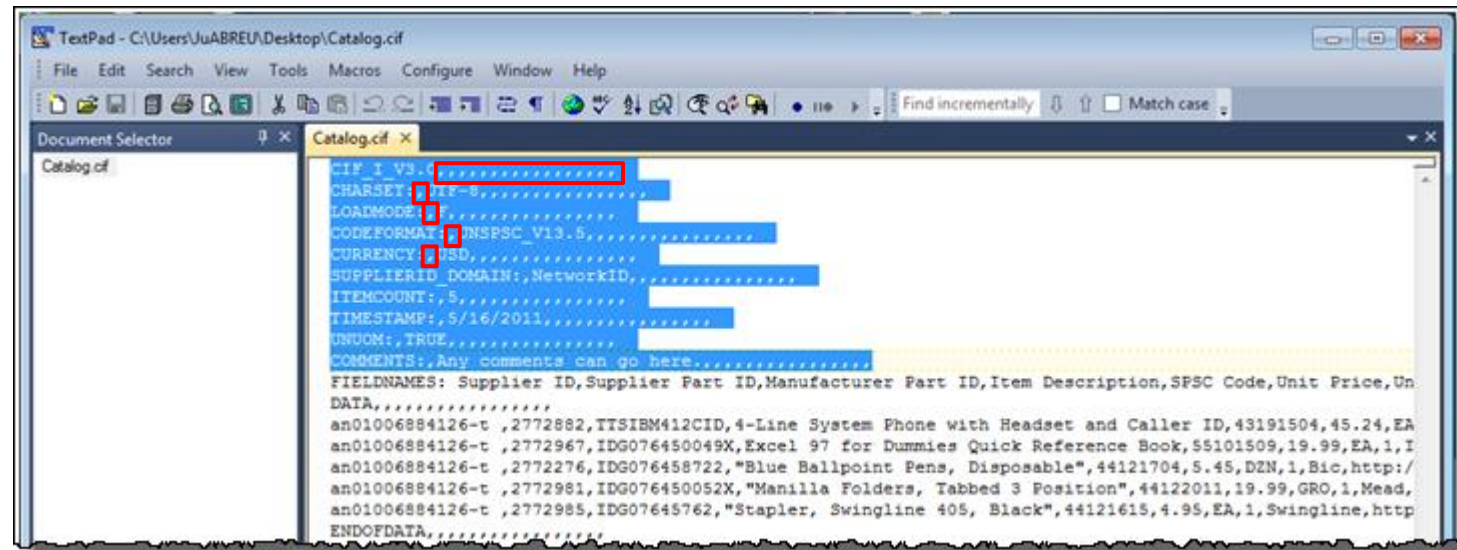
- Notice that the file has new, added commas in the Header, and after the DATA and ENDOFDATA markers



```
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.S
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:5
TIMESTAMP:5/16/2011
UNUOM:TRUE
COMMENTS:Any comments can go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure
DATA
an01006884126-t,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01006884126-t,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01006884126-t,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
an01006884126-t,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01006884126-t,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA
```

Appendix - Creating a CIF from an Excel File

- Remove these extra commas after the Header values and the DATA and ENDOFDATA markers. Be sure to remove any commas in *front* of the data in the Header as well



```
TextPad - C:\Users\UuABREU\Desktop\Catalog.cif
File Edit Search View Tools Macros Configure Window Help
Find incrementally Match case

Catalog.cif
Catalog.cif

CIF 1 V3.....
CHARSET ,CIF-8.....
LOADMODE F.....
CODEFORMAT UNSPSC_V13.5.....
CURRENCY USD.....
SUPPLIERID_DOMAIN:NetworkID.....
ITEMCOUNT:5.....
TIMESTAMP:5/16/2011.....
UNUOM:TRUE.....
COMMENTS:Any comments can go here.....
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un
DATA.....
an01006884126-t ,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01006884126-t ,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01006884126-t ,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
an01006884126-t ,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01006884126-t ,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA.....
```

- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data
- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded

Thank you.

AskAribaCatalog@sap.com

Follow us



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