SAP Ariba

Creating and Publishing Static Catalogs for NAB
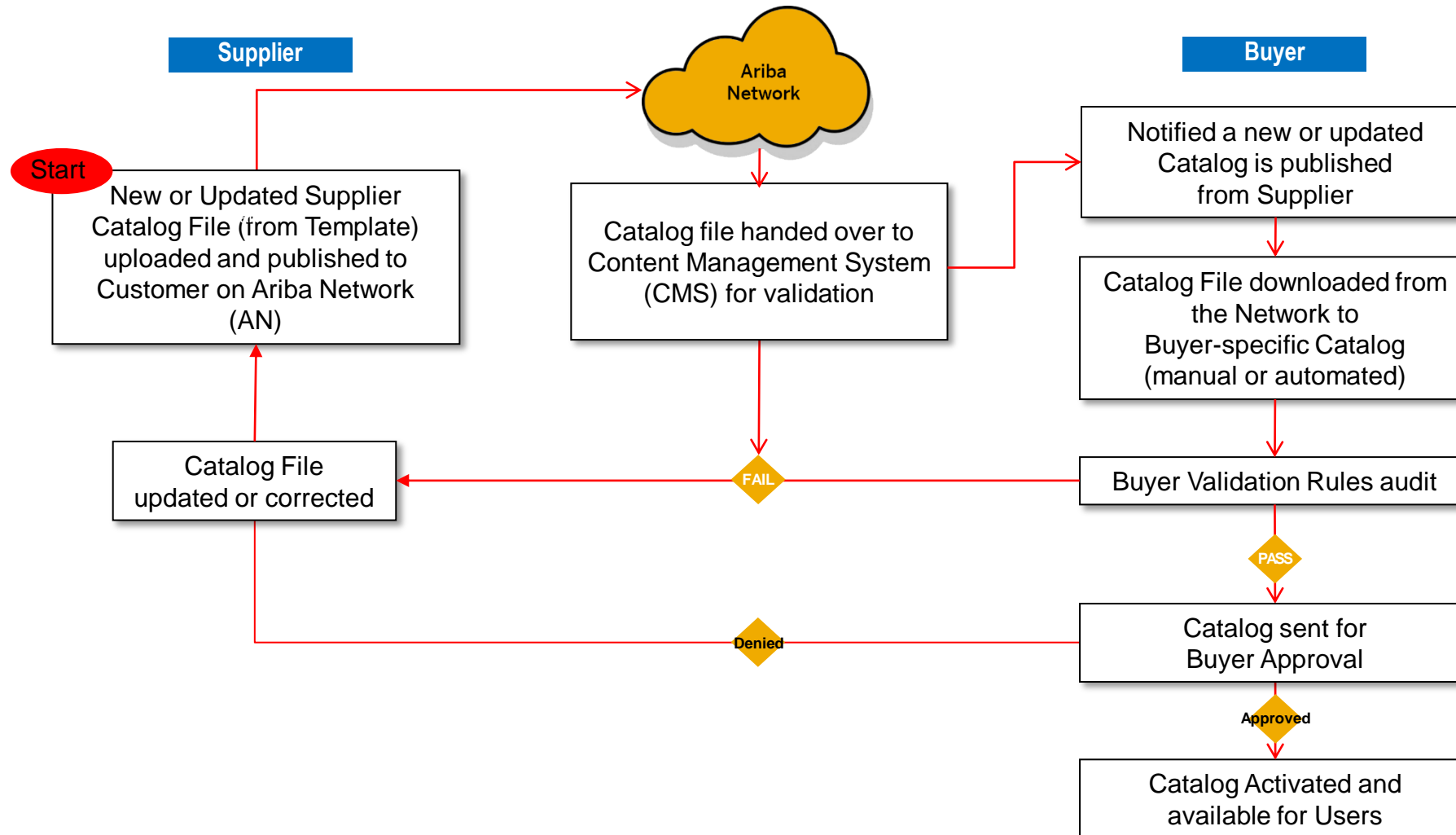
CMS Enabled Realms

INTERNAL

THE BEST RUN SAP

Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Questions

The Catalog Upload **Process**

The Catalog Upload Process

Supplier

Buyer

Ariba Network

Start

New or Updated Supplier Catalog File (from Template) uploaded and published to Customer on Ariba Network (AN)

Catalog file handed over to Content Management System (CMS) for validation

Notified a new or updated Catalog is published from Supplier

Catalog File downloaded from the Network to Buyer-specific Catalog (manual or automated)

Catalog File updated or corrected

FAIL

Buyer Validation Rules audit

PASS

Denied

Catalog sent for Buyer Approval

Approved

Catalog Activated and available for Users

The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog

- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded

- The Catalog will then be validated, audited and sent for Approval

- If **Approved,** it will be Activated and available for Users

- If **Rejected,** it will be returned to the Supplier for corrections, and the process starts over again

The Catalog Template

The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates

- Static Catalogs are generally created offline and uploaded to the Ariba Network

- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files—these are special static files called "Index Files".

The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel XLSX template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an XLSX CIF Template:
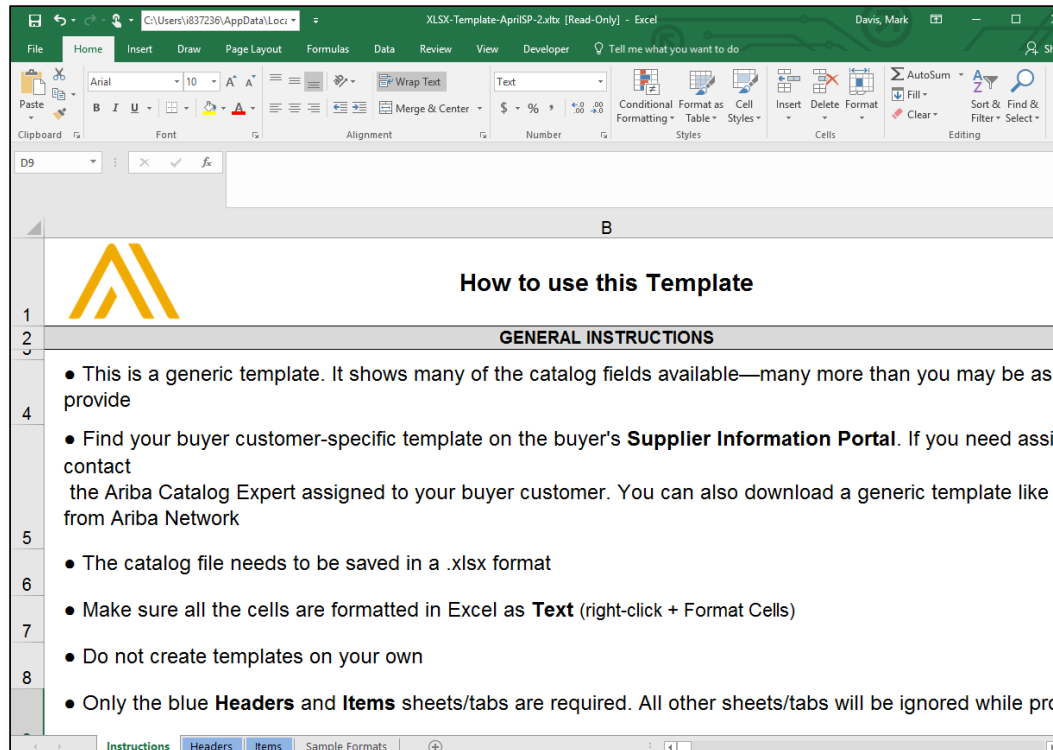
- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**

- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system. These tabs can be deleted

The CIF Catalog Template

The CIF 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 NAB.

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the NAB Supplier Portal page on the AN.

The CIF Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)

- Do not create templates on your own

- Only the blue **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing. These tabs can be deleted

- Populate data in the **Header** sheet/tab

- Populate data in the **Items** sheet/tab (Remove the sample data provided in the template

- For some complex fields such as **ClassificationCode,** some of the sub-fields (e.g. **Domain**) may be required. These are indicated in Blue, and are only required if the parent field is present.

Creating a CIF Catalog

Creating a CIF Catalog

General Rules

- All fields marked "Required" must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

Best Practices

- Data should be submitted in "Sentence case"—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the **Description** field—all the words are indexed for ease of finding the items
- Use different **Short Names** not just repeating a **Description**—it makes it easier for Users, and you get an additional 80 characters to describe your item
- Always include images

Creating a CIF Catalog

The Header Tab

A	B
CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	USD
COMMENTS:	Any comments can go here.

- **CHARSET — Required -** UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert

- **LOADMODE— Required -** F (Full) or I (Incremental) The tool tip explains how Incremental loads work

- **SUPPLIERID_DOMAIN— Required -** Specifies the Domain used. The preferred value is the Supplier's Ariba Network ID Number—"NetworkID". Other values include "DUNS", "internalsupplierid" or custom values

- **UNUOM— Optional but preferred -** 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)

- **CURRENCY— Optional but preferred -** Specifies the currency used for the prices. The value "USD" (United States Dollar) is here by default and can be changed to a different currency

- **COMMENTS— Optional -** This field 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

Note: The **Header** contains information that applies to the entire file. You can see that the only required fields are the **LOADMODE** and **SUPPLIERID_DOMAIN**.

You can set **UNUOM** and **CURRENCY** at the item level in the file and they will override the values in the Header for that particular item.

Creating a CIF Catalog

The Items Tab

Supplier ID	Supplier Part ID	Unit of Measure
AN01999999999	2772882	EA
AN01999999999	2772967	EA
AN01999999999	2772276	DZN

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Attachments-1	
Source	Description
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis

- Fields in the Items tab can be **simple** or **compound**

These are samples of simple fields with a single data element at the **Header** level

These are samples of compound fields—they have data elements at the **Header** and **Detail** level

Creating a CIF Catalog

Supplier ID	Supplier Part ID	Unit of Measure
AN01999999999	2772882	EA
AN01999999999	2772967	EA
AN01999999999	2772276	DZN

- **Simple** fields are color coded as to their requirements designation

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Header

Detail

- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Attachments-1	
Source	Description
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis

The field **Attachments-1** is optional

However, if you do use the field, then you must provide a **Source** and **Description** value

Creating a CIF Catalog

The Items Tab

Supplier ID	Supplier Part ID	Item Description
AN01999999999	12345	Pens, Bic, Ballpoint, Blue, 1 dozen
AN01999999999	87690	Stapler, Swingline, Black
AN01999999999	479-56	Post-It, Yellow, 1"x2", pad of 100

- **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 Advisor if you have questions

   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

- **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.)

   Type of data: String

   Maximum length: 2000

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

Creating a CIF Catalog

Unit Price	Unit of Measure	Short Name	Classification Code-1	
			Domain	Value
3.48	EA	Soft Drink, Soda, Dr Pepper	UNSPSC	43191504
12.95	EA	Dairy, Milk, 1% milkfat	UNSPSC	43191504
8.76	DZN	Coffee, Dark Roast, Starbucks	UNSPSC	44122011
12.25	BX	Soft Drink, Juice, Minute Maid	UNSPSC	44122011

- **Classification Code-1 – Required**
  Description: Classification of the product or service.
  - Detail: **Domain – Required**
    Description: Use 'UNSPSC' if the Header specifies "UNSPSC" as the CODEFORMAT
    Type of data: String
    Maximum length: 40
    Example: UNSPSC, Custom
  - Detail: **Value – Required**
    Description: The classification code that corresponds to the product or service
    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
  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 ¥.

- **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

- **Short Name - Required**
  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

Creating a CIF Catalog

Image		
Thumbnail	**Normal**	**Detailed**
12354.jpg	http://www.1.com/12354N.jpg	http://www.1.com/12354D.jpg
http://www.1.com/34.jpg	http://www.1.com/34N.jpg	http://www.1.com/34D.jpg
587.jpg		http://www.1.com/587.Jpg
http://www.1.36.jpg		http://www.1.36.jpg

- **Image – Required**

  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)

  - Detail: **Thumbnail – Optional** (If **Image** is used, at least one Detail is required)
    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
    Type of data: String
    Maximum length: 255
    Recommended 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

  - Detail: **Normal - Optional** (If **Image** is used, at least one Detail is required)
    Description: URL of an image of the item, or filename of the image (sent in the zip file)
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels

  - Detail: **Detailed - Optional** (If **Image** is used, at least one Detail is required)
    Description: URL of an image of the item, or filename of the image (sent in the zip file)
    Type of data: String
    Maximum length: 255
    Recommended Size: 250 x 250 pixels

Creating a CIF 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 characters
    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 CIF Catalog

Manufacturer Part ID	Manufacturer Name	Supplier URL
CFG 11562	Manufacturer 1	http://www.supplier1.com/item.htm
87690-12	Manufacturer 2	http://www.supplierA.com/item.htm
A100-BLK	Manufacturer 3	
	Manufacturer 4	http://supplier.com/1234.htm

- **Manufacturer Part ID – Optional, but desired**
  Description: A Part Number that a Manufacturer uses
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

- **Manufacturer Name - Optional, but desired**
  Description: Name of the manufacturer
  Type of data: String
  Maximum length: 255
  Example: Epson

- **Supplier URL – Optional, but desired**
  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

Creating a CIF Catalog

Manufacturer URL	Lead Time	Market Price
http://www.manu.com	1	12.95
	2	2296.56
	1	4.86
		12.86

▪ **Manufacturer URL – Optional, but desired**

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

▪ **Lead Time - Optional, but desired**

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

▪ **Market Price – Optional**

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 CIF 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, but desired**
  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, but desired** (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, but desired** (Can be set as a default value 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 CIF Catalog

Expiration Date	Effective Date	Territory Available
		AU
2019-02-01	2020-01-31	NZ
2019-03-20		

- **Expiration Date– Optional**
  Description: Date that the item is no longer valid, in YYYY-MM-DD format. This date must be in the future.
  Type of data: Data
  Date Format: YYYY-MM-DD

- **Effective Date- Optional**
  Description: Date that the catalog item becomes valid.
  If you load an item with a date prior to today, the item will be seen immediately, regardless of the **Effective Date**.
  Type of data: Data
  Date Format: YYYY-MM-DD

- **Territory Available – Optional**
  Description: List of one or more territories the item is available in. Uses ISO 3166-1 or 3166-2 country or region codes.
  Type of data: String
  Maximum Length: 255
  Example: GB, US

Creating a CIF Catalog

Attachments-1		RelatedItems-1	
Source	Description	Type	Supplier Part ID
https://abc.com/stibo/hires/std.lang.au	Certificate of Analysis	followup	87690
		similar	479-56
		mandatory	12345

- **Attachments-1** – **Optional**

  Description: Attached documents related to the catalog item to be displayed.
  Note: The link to the document(s) appear in the Item Details pages of the catalog UI.

  If you use Attachments (Attachments-1, Attachments-2), the detail sub-fields Description and Source are required to be populated.

  - **Source** – *Required*
    Description: URL or file name for the attached document. If you do not use a URL reference, then you must upload the actual file when loading the catalog file on the Network
    Type: String
    Length: 255

  - **Description**- *Required*
    Description: Description or file name for the attached document.
    Sample: Quarterly Report
    Type: String
    Length: 255

- **RelatedItems-1** – **Optional**
  Description: Indicates that another catalog item is related to this main item.
  The RelatedItems specified must be available in the Ariba catalog.

  The RelatedItems can be indicated as:
  - mandatory - A required item to purchase if this item is bought
  - similar - Informational to let the user know of a similar product
  - sparepart - Informational to show spare parts for the main item
  - accessories - Informational to show accessories for the main item
  - followup - Informational to show follow-up items for the main item

  If you use RelatedItems, then the detail sub-fields Type and Supplier Part ID must be populated.

  - **Type** – *Required*
    Description: The type of this item in relation to the main catalog item.
    Values: mandatory, similar, sparepart, accessories or followup
    Type: String
    Length: 255

  - **Supplier Part ID** – *Required*
    Description The Supplier Part ID of this item in relation to the main catalog item.
    Note: The item must be available in the Ariba Catalog.
    Type: String
    Length: 255

Creating a CIF Catalog

PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1
2017-05-02	2017-08-01		50.0	USD		2
2017-05-02	2017-08-01		40.0	USD		1
		ARA10BSU	30.0	USD	0.9	1

- **PriceConfiguration-1– Optional**

  Description: Defines different levels of pricing for items based on different quantities, dates and **PriceKey** (user-definable).

  Note: To use **PriceConfiguration** fields, the **PriceKey** field must be agreed upon by both the Buyer and Seller. To configure a **PriceKey** to be used, the Buyer must contact SAP Ariba Customer Support to configure the field and make it available for creating price lookup keys.

  If you use a **PriceConfiguration** field, the Detail sub-field *Amount* & *Currency* is required to be populated. All other detail fields are optional.

  - **Start Date –** *Optional*
    Description: If your price configuration is determined by a specific time period, this is the Start Date.
    Type: Date
    Format: YYYY-MM-DD

  - **End Date –** *Optional*
    Description: If your price configuration is determined by a specific time period, this is the End Date.
    Type: Date
    Format: YYYY-MM-DD

  - **Price Key –** *Do Not Use*
    Description A User-defined factor that prices can be based on. Can be a location, customer type, facility type or any meaningful value to the buyer customer.
    Example: If the Price Configuration has a PriceKey defined as "ARA10BSU" then the Amount for the item is $40.33. For an item without a PriceKey, the Amount for the item is $42.25.
    Type: String

Creating a CIF Catalog

PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1
2017-05-02	2017-08-01		50.0	USD		2
2017-05-02	2017-08-01		40.0	USD		1
		ARA10BSU	30.0	USD	0.9	1

- **PriceConfiguration-1– Optional** *(continue)*

If you use a **PriceConfiguration** field, the Detail sub-field *Amount* & *Currency* is required to be populated. All other detail fields are optional.

- **Amount – *Required***

Description: *The cost of the item, based on the PriceConfiguration parameters.*
Type: *Decimal*

- **Price Currency– *Required***

Description: *The currency used for the Amount field. The currency set in this configuration overides the Currency default set in the Headers Tab.*
Type: *String*

- **Price Factor– *Optional***

Description: The Amount field is multiplied by the PriceFactor to determine the end price. This allows a variable price increase/decrease rather than a fixed end price.
Example: Amount=1.0, PriceFactor=.8 (1*.08 = .80) End price is .80 -- a 20% discount
Type: Integer
Default: 1

- **Lowerbound – *Optional***

Description: The number of items a user must buy to get a lower price.
Example: If the Price Configuration has a Lowerbound value of 20 and an Amount of $200.00, then buying quantities of 1-19 would be at a price of $222.00, however, quantities over 20 items purchased would have a price of $200.00
Type: Integer

Creating a CIF Catalog

MinimumQuantity	QuantityInterval	hazardousmaterials	Green
1			TRUE
2	2	TRUE	
	2	TRUE	
1			TRUE

- **Minimum Quantity– Optional**

  Description: Specifies the minimum quantity an item can be purchased in.
  Type of data: Integer
  Example: Users might need to order at least 2 of an item, therefore 2 will be placed in the column.

- **Quantity Interval– Optional**

  Description: Specifies the quantity an item can be purchased in. Can be used with MinimumQuantity.
  Type of data: Integer
  Example: Items can have both a MinimumQuantity and a QuantityInterval users might need to order at least 2 of an item, and only be able to order it in intervals of 2: 4, 6, 8, etc.

- **Hazardous Materials – Optional**

  Description: This indicates to your customer if the product is hazardous or not.
  Type of data: Boolean
  Note: Use 'TRUE' for products that can be considered hazardous

- **Green – Optional**

  Description: This indicates to your customer if the product is green and environmentally friendly.
  Type of data: Boolean
  Note: Use 'TRUE' for products that can be considered green.
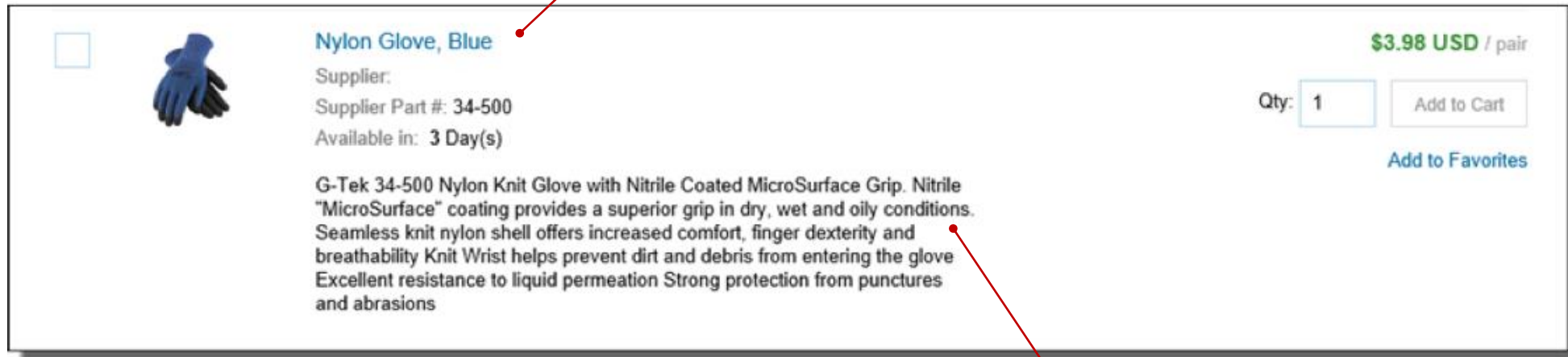
The Catalog User Interface

The Catalog Interface Item View

This is how a static Catalog item is displayed in the standard Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.

Short Name (80 characters)

Nylon Glove, Blue
Supplier:
Supplier Part #: **34-500**
Available in: **3 Day(s)**

G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

$3.98 USD / pair

Qty: 1   Add to Cart

Add to Favorites

Description (2,000 characters)

The Catalog Interface Detail View

This is a how a static Catalog Item Detail view is displayed in the normal Catalog interface.

Additional Information, links and custom fields

Uploading and Publishing
New Catalogs

Uploading and Publishing New Catalogs

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

Uploading and Publishing New 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 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
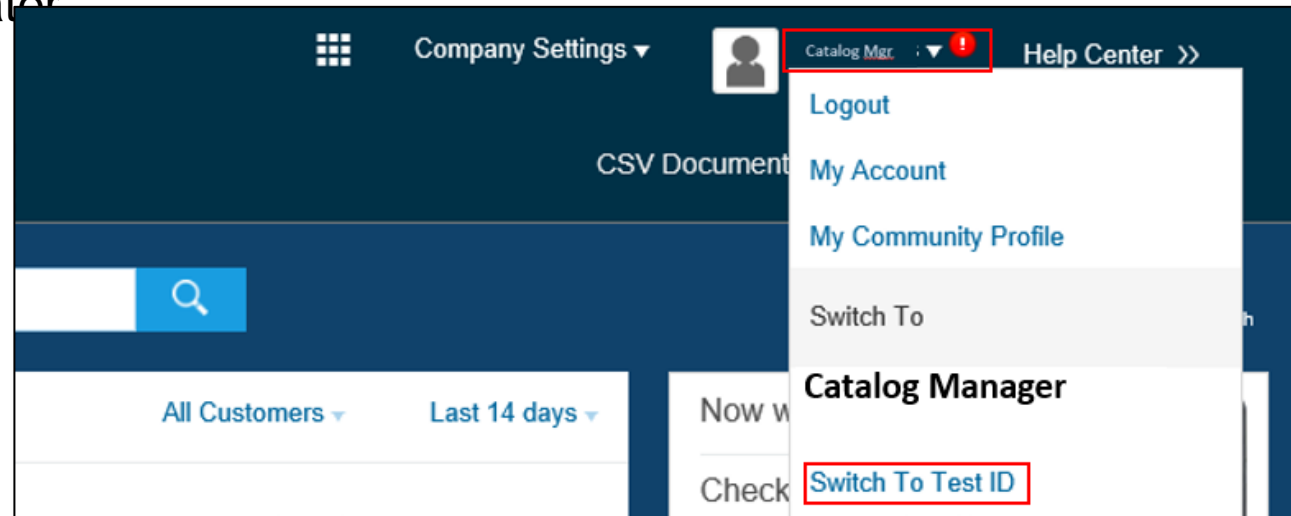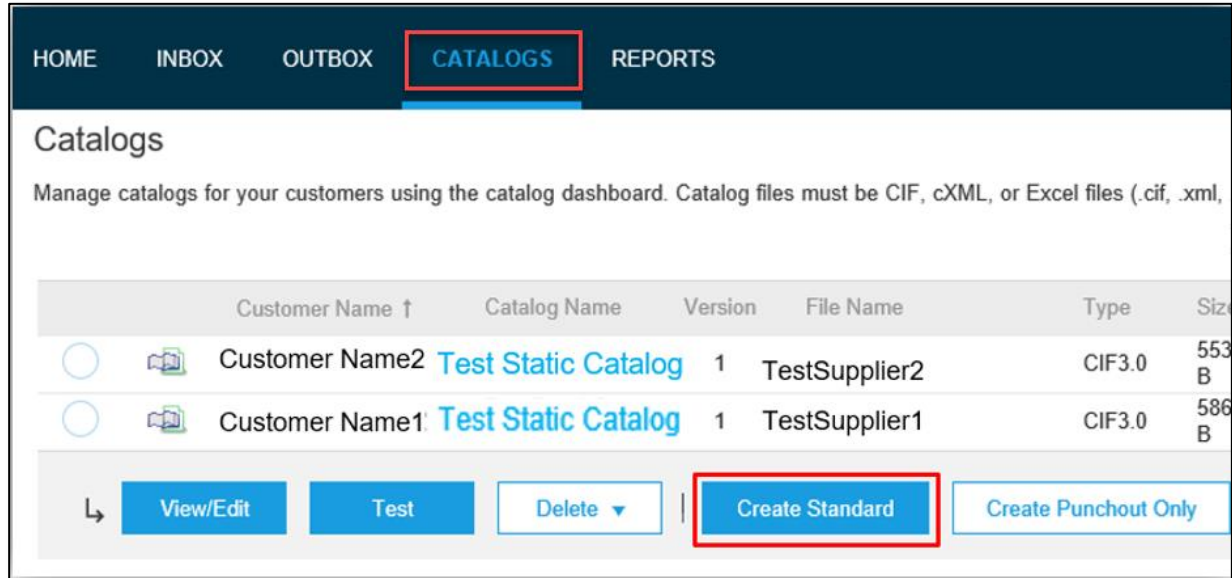
  - You will get a warning. **"You are about to switch to Test Mode."** Click "OK"

Uploading and Publishing New 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 New Catalogs

- Navigate to the Catalogs Tab

- On the Catalogs screen, click the "Create Standard" button

Uploading and Publishing New 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"

Uploading and Publishing New 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 NAB use this format (no special characters are allowed, you can use a dash (-) or underscore(_)): **SupplierName_CatalogType_Region   e.g. SupplierABC_CIF_AU**

- **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

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: Catalog Manager
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 New Catalogs

② **Subscriptions**

- You determine which Customers will subscribe to your Catalog

- Set the Visibility to **Private**. You can select a single customer.

- To select NAB check the box next to the **Customers** column.

- If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them

- Your customer may have established some validation rules that your catalog must pass. To view these rules, click **View** in the **Catalog Validation Rule** column. You will be taken to the company's catalog and will be able to see the validation rules

Uploading and Publishing New Catalogs

② **Subscriptions** - continued

- Here we see the Validation rules that your customer has in place for catalogs
- For this customer, there are three rules that must be followed: Image, Short Name and Manufacturer Part ID fields are required
- To view more information about the rule, you can click on the **Action**, pull down, then click **View**
- When you are finished viewing the customer's rules, click the **Done** button

Catalog Validation Preferences
| | | Done |

Content Rules

Enter search text.

3 All	**3** Validation	**0** Enrichment	**0** Cleansing

Name	Type	Category	Last Modified	
NAMERCat Image is required	Validation	Error	26 February 2018 6:26...	Action ▾
Manufacturer Part ID is a requir...	Validation	Error	16 October 2017 8:38 AM	Action ▾
Short name is required	Validation	Error	07 February 2018 11:3...	Action ▾

Done

Uploading and Publishing New Catalogs

③ Content

- Select your **Catalog File Format** to "**Excel**" by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking "Browse" and pointing to your file
- Load any **Image or Attachment Flies** by clicking "Browse" and pointing to your file
- 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

Uploading and Publishing New Catalogs

- ## Catalog Validation
  - After the Network completes validation, it changes the Catalog status from "Validating" to one of the following statuses:
    - **Validated, Published, Activated or Pending Buyer Validation—**your Catalog is error-free
    - **Validation Errors Found by Customer**—The Customer's Validation rules have run and there is a problem
    - **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

Uploading and Publishing New Catalogs

- **Catalog Validation - continued**
  - To see the error detail, click on the Errors Found hyperlink:

Uploading and Publishing New Catalogs

- **Viewing Validation Errors**
  - You will be taken to the company's catalog and will be able to see the validation rules that failed

- In this case, the customer is telling us that the **Supplier ID** is unknown, and the catalog is failing

- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and reupload the new version to replace the existing Catalog

Uploading and Publishing New 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

Replacing Existing Catalogs

Replacing Existing Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Ariba Network account

- Navigate to the **Catalogs** tab

- Find the existing Catalog you wish to replace with a new version

- Click on the radio button to select the existing Catalog

- Click the **View/Edit** button, or click on the **Catalog Name** hyperlink

  - When *replacing* an existing Catalog, do **not** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different

Replacing Existing Catalogs

- You are now taken to the **Edit a Catalog** Screen
- You see 3 steps here also
  - ① **Details**—Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog

- Click the **Next** button

Replacing Existing Catalogs

② **Upload Catalog File—**The Network will display the Upload screen to upload the new version
- Select your **Catalog File Format** to "Excel" by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking "Browse" and pointing to your file
- Load any **Image or Attachment Flies** by clicking "Browse" and pointing to your file

③ **Content—**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

Replacing Existing Catalogs

- When your Catalog passes the upload validation, the Network may show any of these statuses: **Published, Activated, Validated by Customer** or **Pending Buyer Validation"**—*note that these are* **all** *valid statuses*. The upload is complete

- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network

- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version

Replacing Existing Catalogs

- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
  - 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

Thank you.