

Understanding, Creating and Publishing PunchOut® Catalogs for Deluxe

PUBLIC

Agenda

What is PunchOut?

- How does it work?

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- PunchOut URL and Authentication

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- Level 1 and Level 2 Catalog Files

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- Troubleshooting

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- Creating a CIF from an Excel File

What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba catalog database, PunchOut catalogs utilize a supplier's website/store, and allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Shopping Cart where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website. In a Level 2 (L2) scenario, the User shops using the Ariba database *and* the Supplier's site.



How does it work?

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the **cXML Solutions Guide** and the chapter titled “PunchOut transactions” in the **cXML User’s Guide**.



How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into Ariba. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

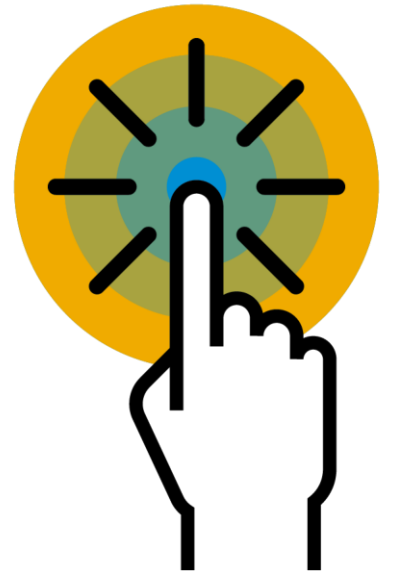
- **PunchOut Setup Request (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut Setup Response**—The Response document from the Supplier tells the Ariba buying application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message (POOM)**—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba to be submitted for purchase

How does it work?

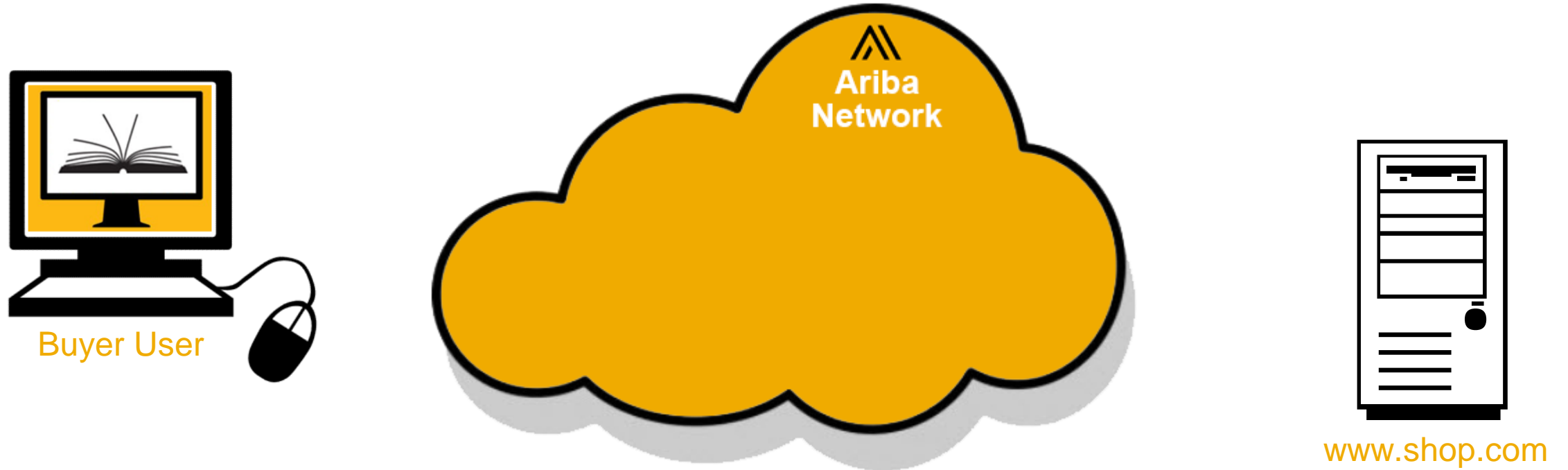
The steps on the next few slides shows how a simple L1 PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog**, is taken to the **Suppliers site**, where they **shop**, then **returns** the selected items back to their **Ariba Shopping Cart**.

Once the **items** are back in Ariba, then the User can **submit** the **Cart** to become a **Requisition**, and ultimately become a **Purchase Order**, which is sent off to the Supplier.

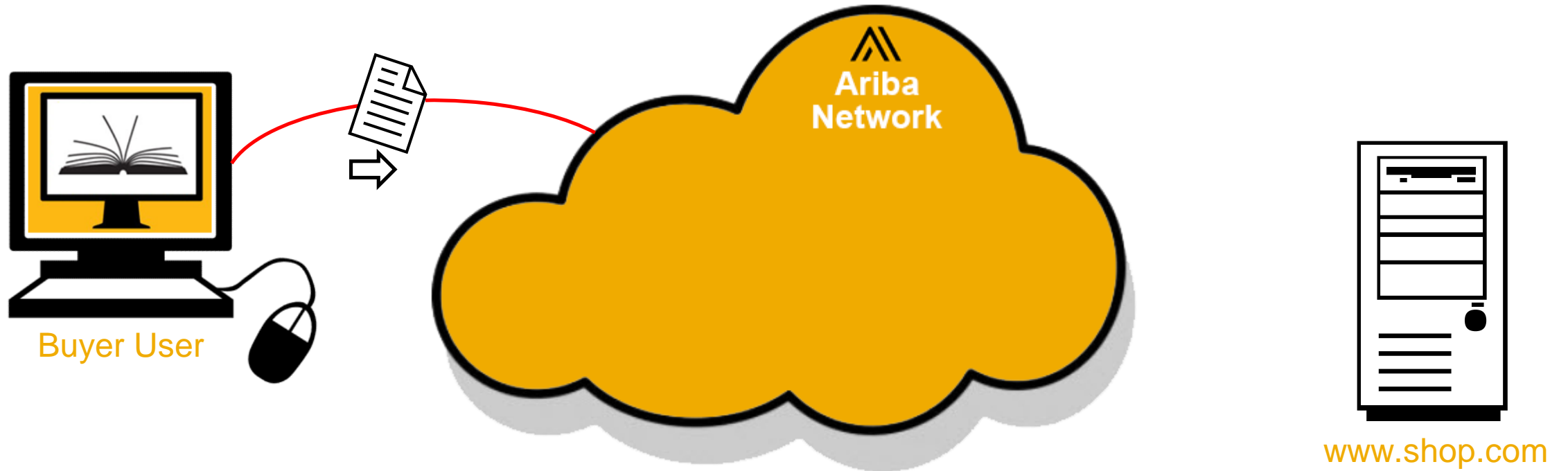


How does it work?



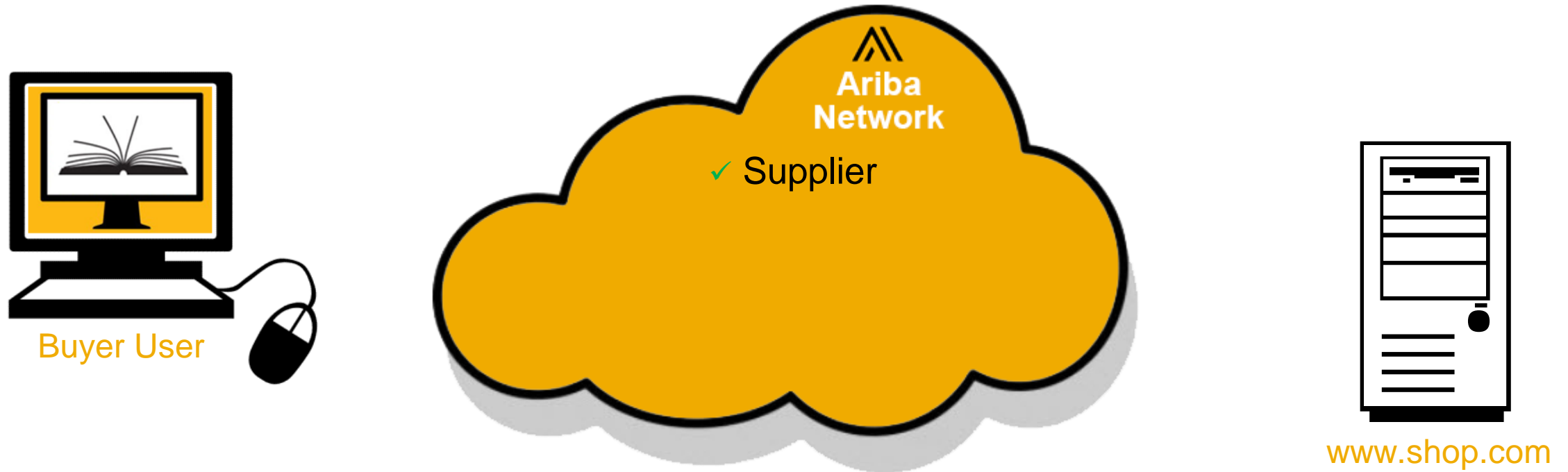
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



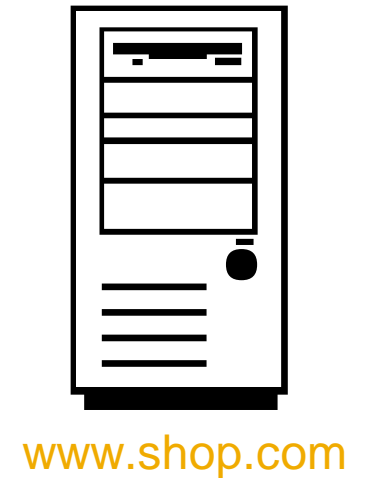
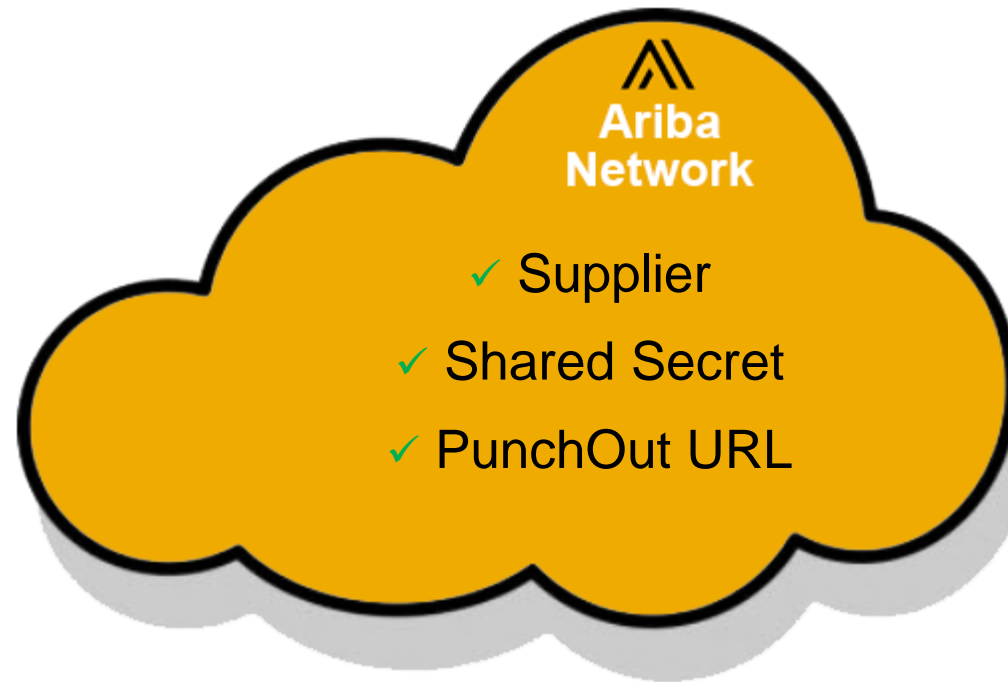
The **PunchOut Setup Request (POSR)** is routed from Ariba to the AN.

How does it work?



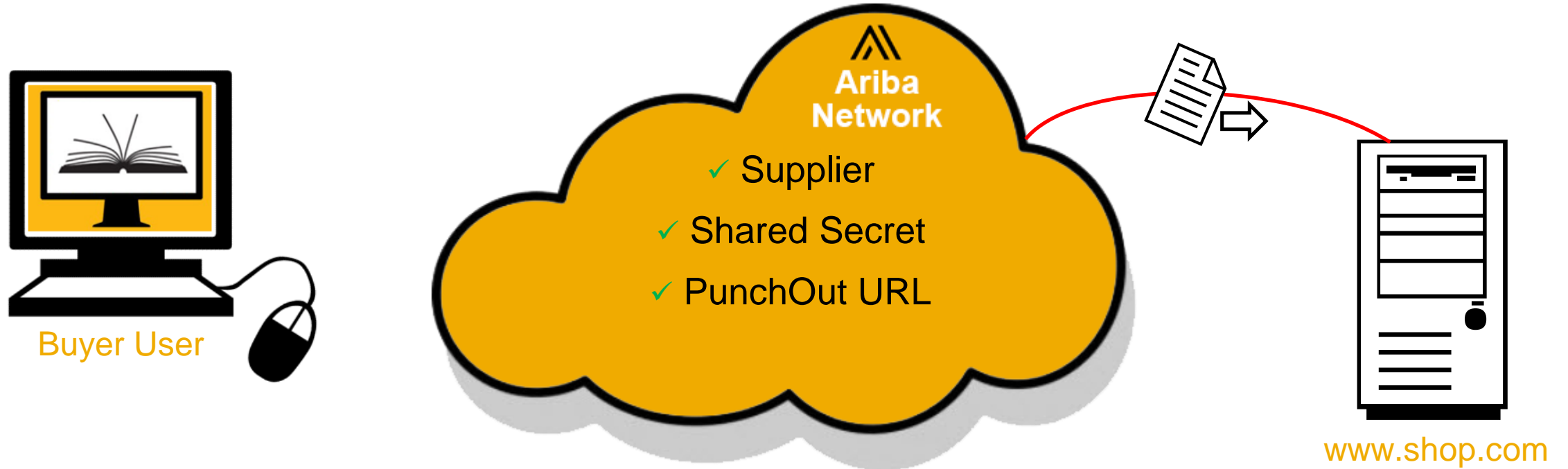
The AN looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record on the Network.

How does it work?



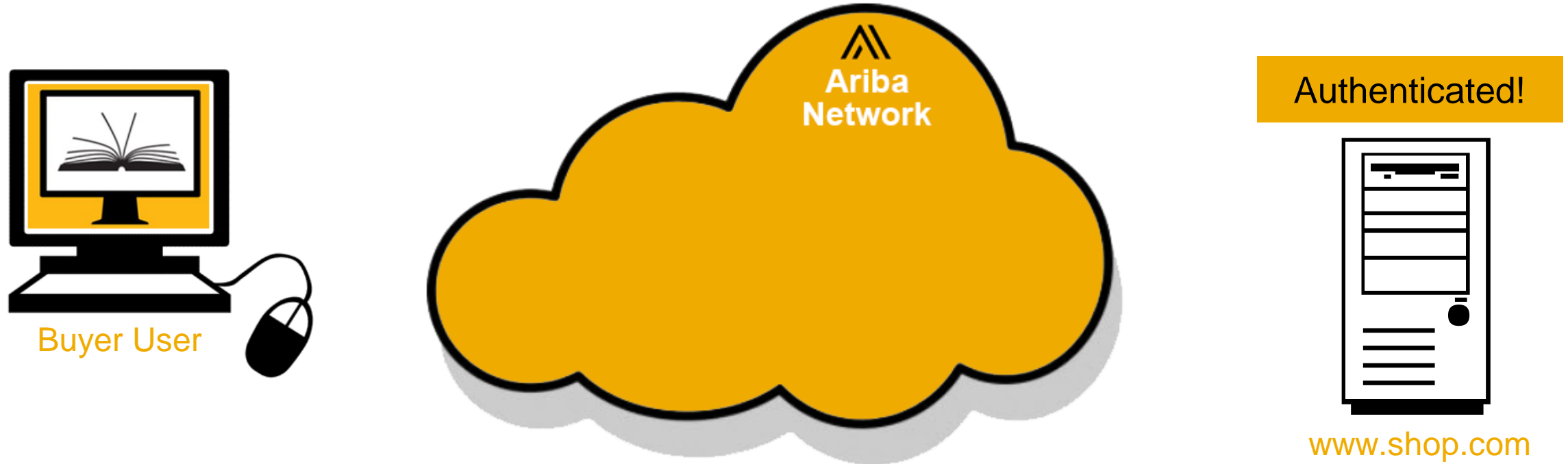
In the AN Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?



The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



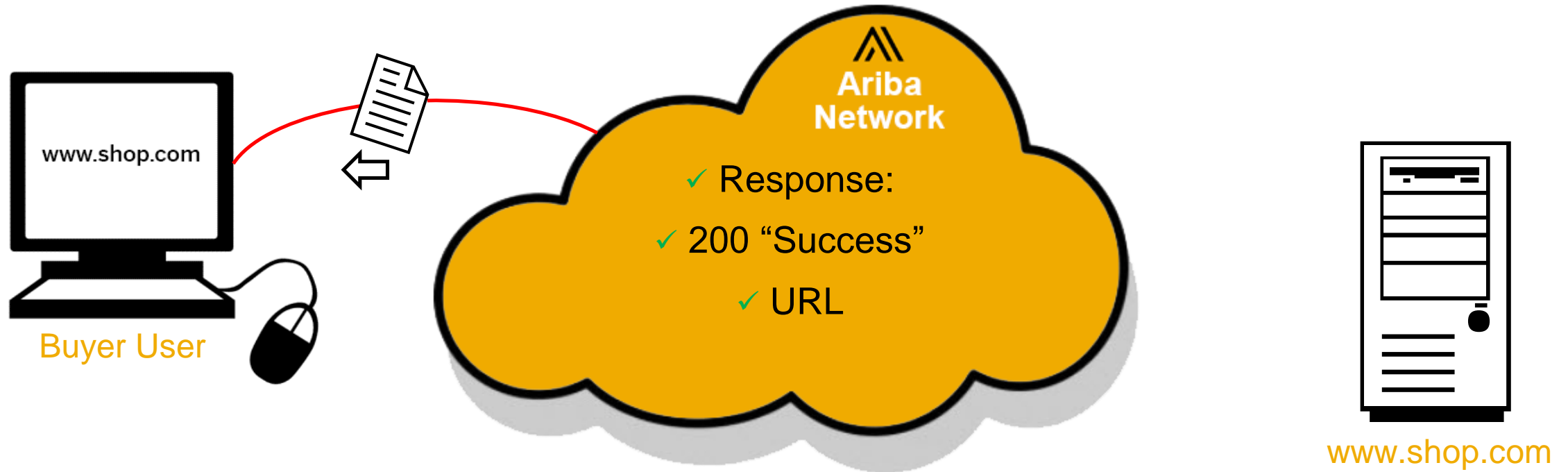
The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



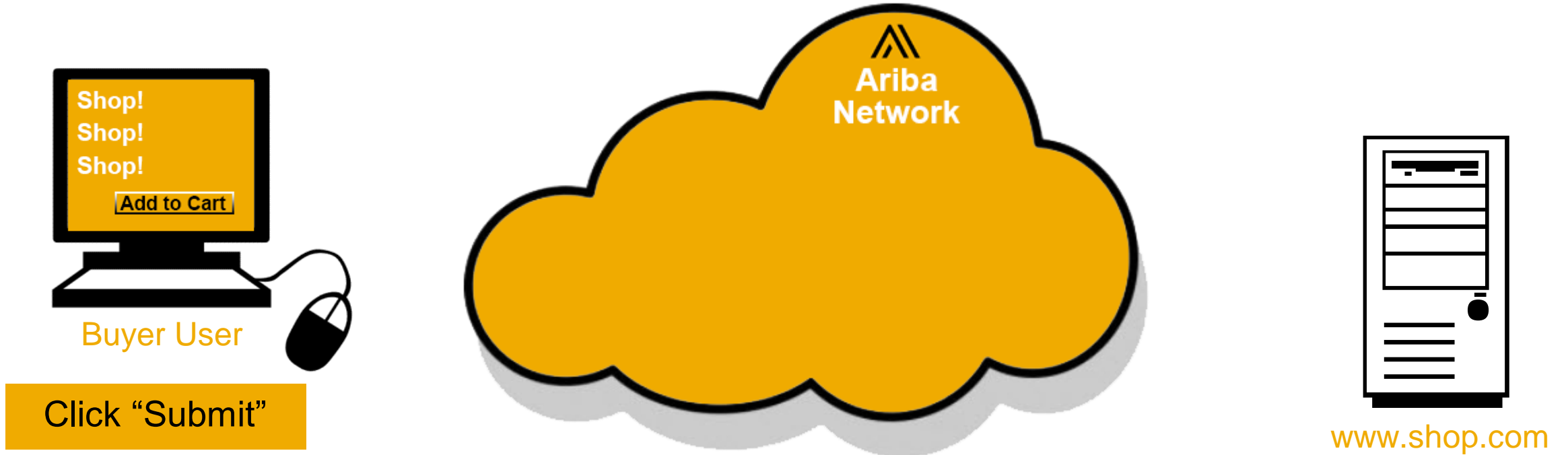
The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



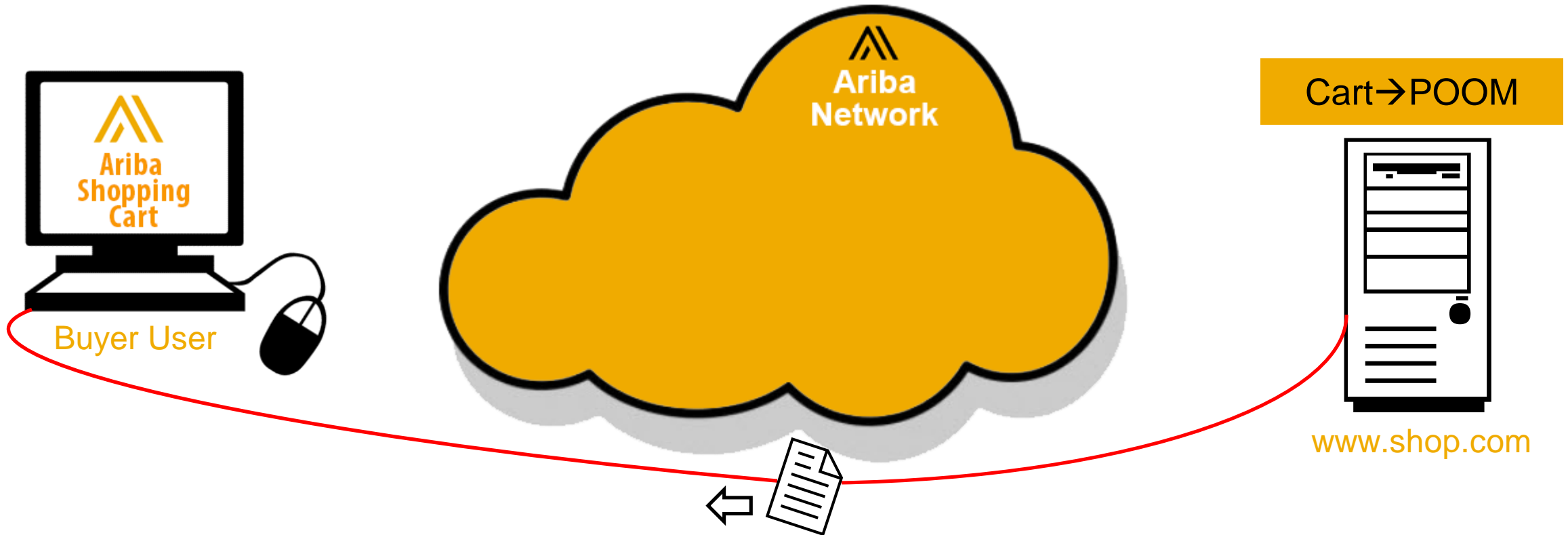
The Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba application to display to the User.

How does it work?



The User shops the Supplier's Catalog (now in the Ariba window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba.

How does it work?

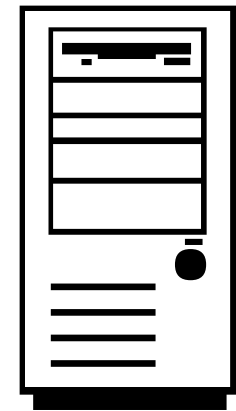
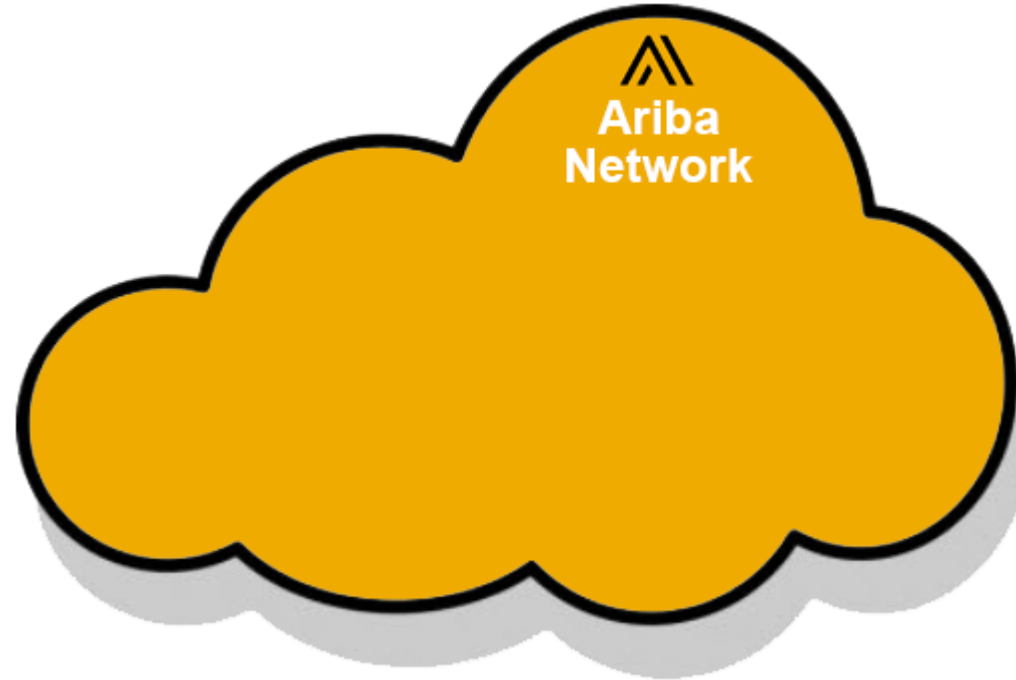


The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

How does it work?



Ready to submit
Ariba Cart to
become a
Requisition
and buy!

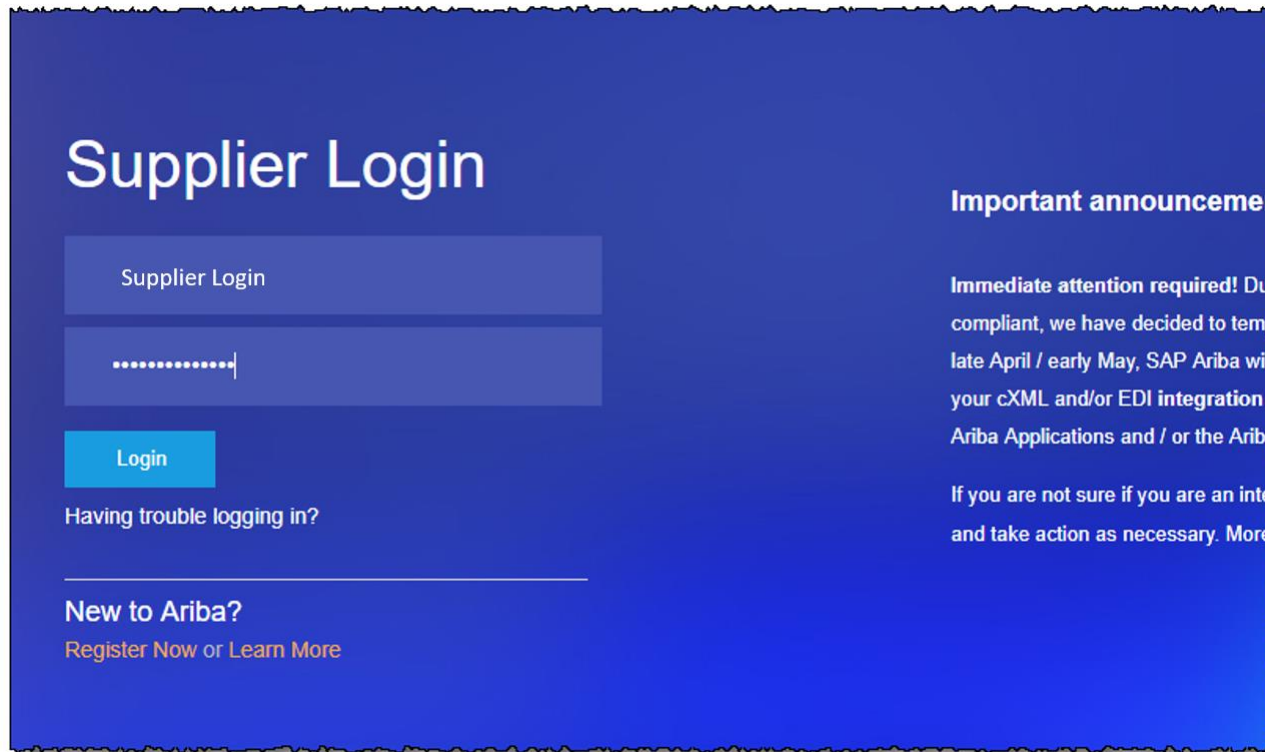


www.shop.com

Setting up an Ariba Network Account for PunchOut

Setting up an AN account for PunchOut

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

A screenshot of the Ariba Supplier Login page. The page has a dark blue background. On the left, there is a white login form with the title "Supplier Login". It contains a text input field labeled "Supplier Login", a password input field with masked characters ".....", and a blue "Login" button. Below the button is a link "Having trouble logging in?". At the bottom of the form is a section titled "New to Ariba?" with links "Register Now" and "Learn More". On the right side of the page, there is a section titled "Important announcement" with text about a system update: "Immediate attention required! Due to SAP compliance, we have decided to temporarily suspend Ariba Applications and / or the Ariba Supplier Login. Starting late April / early May, SAP Ariba will require you to update your cXML and/or EDI integration with SAP Ariba Applications and / or the Ariba Supplier Login. If you are not sure if you are an internal or external user, please contact your SAP Ariba administrator and take action as necessary. More information." data-bbox="248 318 743 840"/>

Supplier Login

Supplier Login

.....

Login

Having trouble logging in?

New to Ariba?

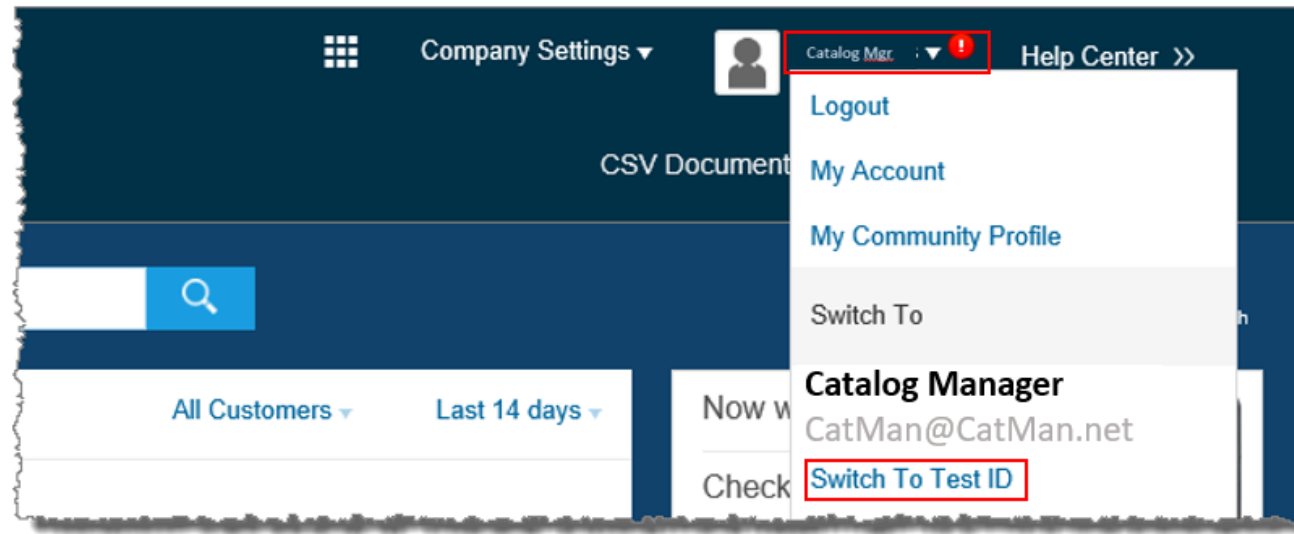
[Register Now](#) or [Learn More](#)

Important announcement

Immediate attention required! Due to SAP compliance, we have decided to temporarily suspend Ariba Applications and / or the Ariba Supplier Login. Starting late April / early May, SAP Ariba will require you to update your cXML and/or EDI integration with SAP Ariba Applications and / or the Ariba Supplier Login. If you are not sure if you are an internal or external user, please contact your SAP Ariba administrator and take action as necessary. More information.

Setting up Ariba Network account for PunchOut

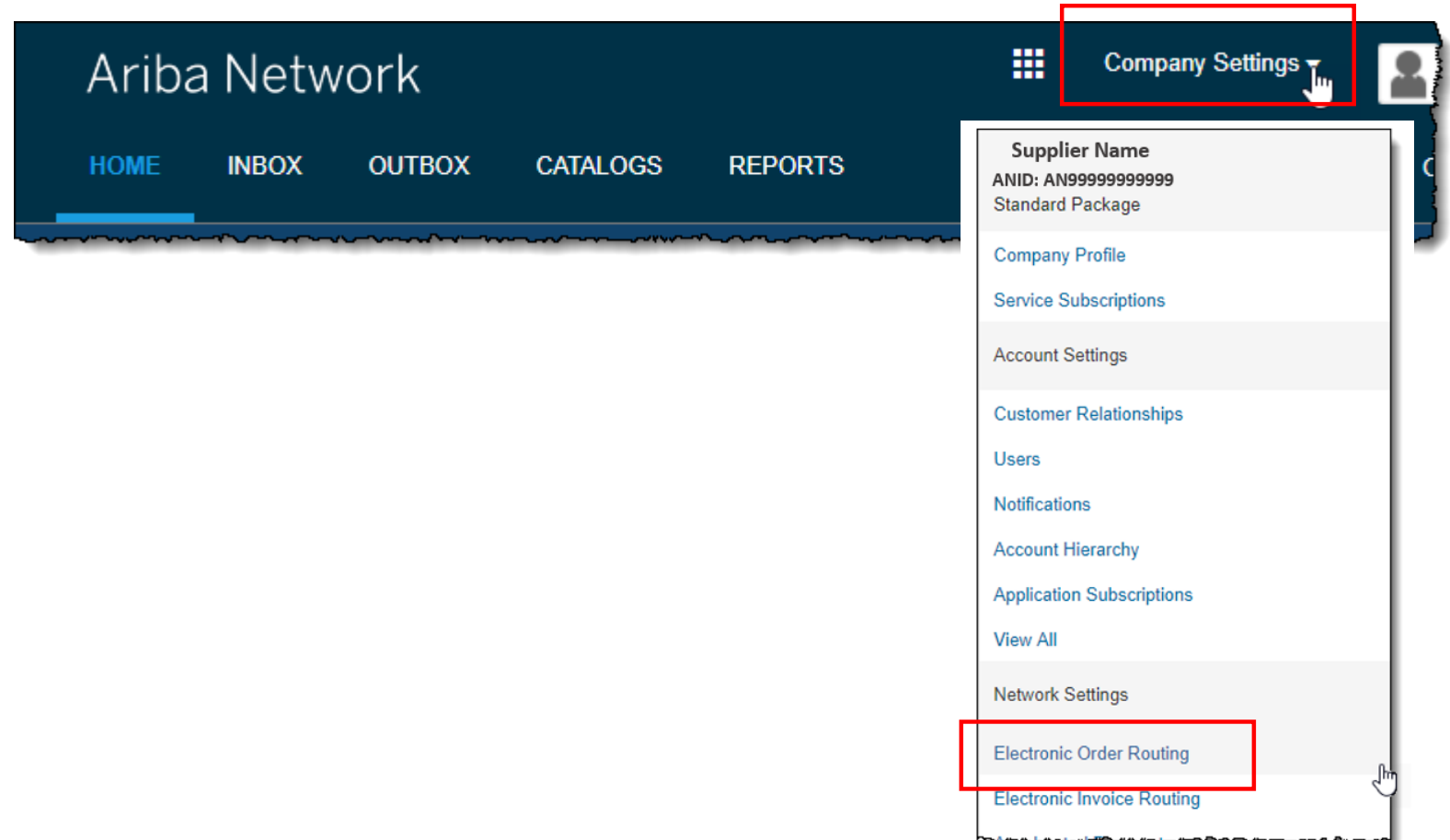
- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact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



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

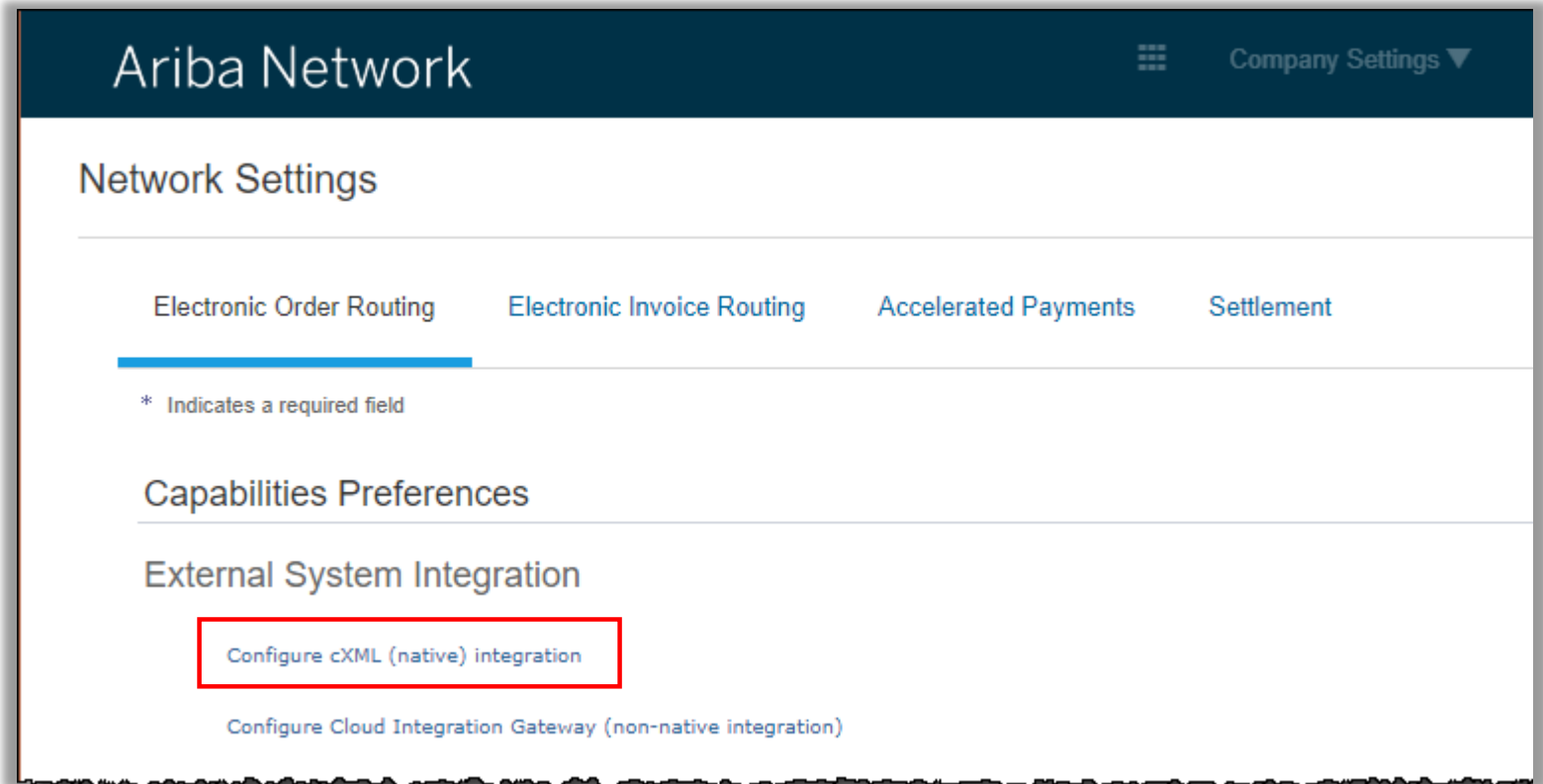
Setting up an AN account for PunchOut

- Go to **Company Settings**, and click the pulldown menu
- Scroll down to click on **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

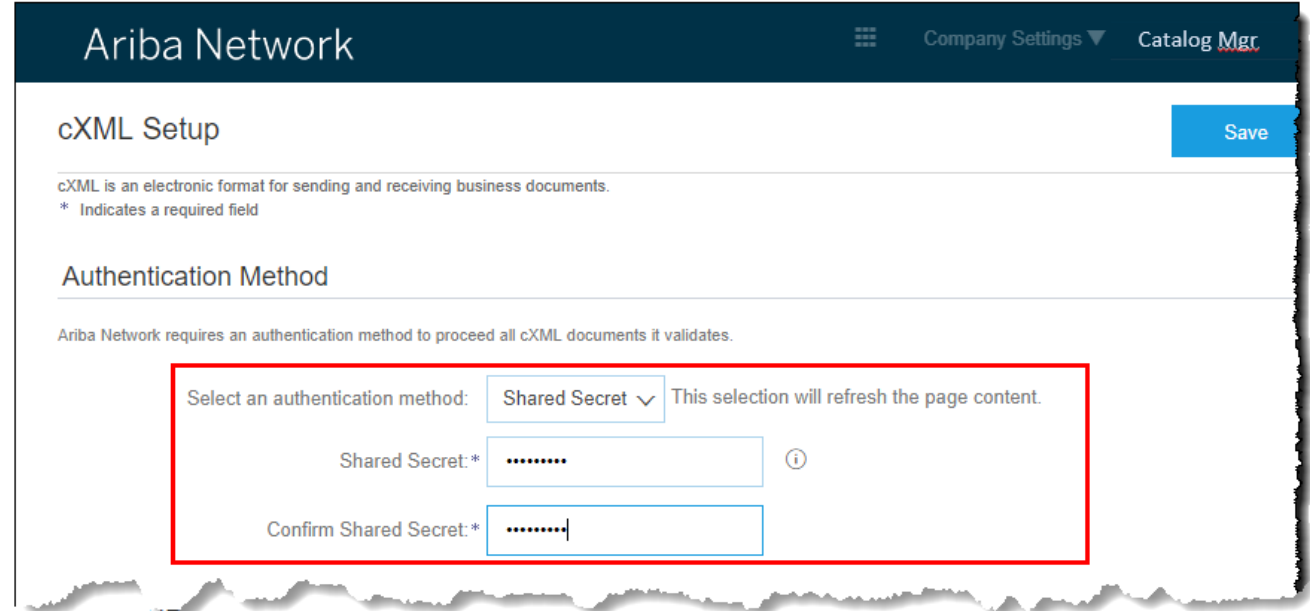
- Under **Electronic Order Routing**, click on **Configure cXML (native) integration**



Setting up Ariba Network account for PunchOut

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

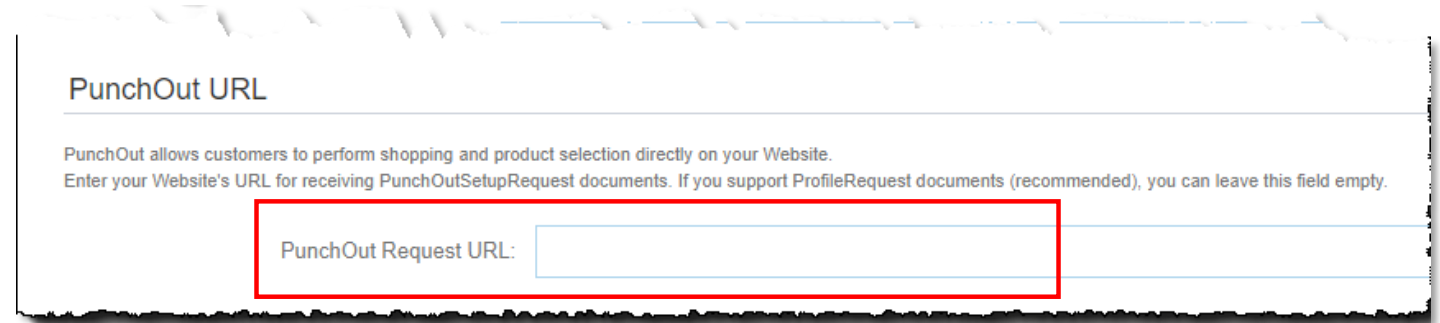
- First, an **Authentication Method**. The Preferred method is **Shared Secret**. Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts



The screenshot shows the 'Ariba Network' interface with the 'cXML Setup' page. The 'Authentication Method' section is highlighted with a red box. It contains a dropdown menu set to 'Shared Secret' with a note 'This selection will refresh the page content.' Below this are two text input fields: 'Shared Secret: *' and 'Confirm Shared Secret: *', both containing masked characters (dots). A blue 'Save' button is visible in the top right corner of the form area.

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 text input field labeled "PunchOut Request URL:". 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	R	S	T
1	CIF_I_V3.0																			
2	CHARSET:	UTF-8																		
3	LOADMODE:	F																		
4	CODEFORMAT:	UNSPSC																		
5	CURRENCY:	USD																		
6	SUPPLIERID_DOM	NetworkID																		
7	ITEMCOUNT:	5																		
8	TIMESTAMP:	12/1/2099																		
9	UNUOM:	TRUE																		
10	COMMENTS:	PunchOut Level 1 Template - Fields: BLUE: Required; GREEN: Optional but Preferred; GREY: Optional.																		
	FIELDNAMES:																			
11	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name	Image	Thumbnail	PunchOut Enabled	PunchOutLevel
12	DATA																			
13	AN09999999999	AAA		Supplier Name, Keywords	4412000	1.00	EA			https://bpunchout.com/invoke/catalogcXML/receive11						Name of Catalog	http://www.logoimages.com/Your_Company_Logo_URL		TRUE	K
14	ENDOFDATA																			

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 **Deluxe**.

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	C
1	CIF_I_V3.0		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	03/14/2014	
9	UNUOM:	TRUE	
10	COMMENTS:	Customer Name and comments	

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, but Preferred
	Optional
	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”. Ariba solutions recognize an optional version number when defined. **Example:** UNSPSC or UNSPSC_V7.1
- **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.
- **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)
 - **DELUXE** is using ANSI. Field must be set to FALSE.
- **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 – Deluxe

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	AAA	

- **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: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-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 recognizable to the Buyer if you wish.

Type of data: String

Maximum length: 255

Example: Office Supplies

- **Manufacturer Part ID – Do Not Use**

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain.

Type of data: String

Maximum length: 255

Example: Office Supplies

Creating a L1 PunchOut Catalog – Deluxe

Item Description	SPSC Code	Unit Price
Catalog Name	44120000	1.00

- **Item Description - Required**

Description: In L1 PunchOut, use the Supplier Catalog name that contains the name of the supplier.

Type of data: String

Maximum length: 2000

Example: Supplier XYZ PunchOut Catalog

- **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. Therefore, we suggest you use the highest level so the catalog will appear at the top of search results.

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 – Deluxe

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For L1 PunchOut, this must be 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 – Optional, but Preferred in the POOM**

- **Buyer would like this field sent back to them in the POOM.**

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 – Deluxe

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 – Deluxe

Supplier Part Auxiliary ID	Language	Currency

- **Supplier Part Auxiliary ID - Do Not Use**

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

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 – Do Not Use** (If blank, defaults to 'en_US')

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

Type of data: String

Maximum length: 128

Example: en_US

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

- **Currency – Do Not Use** (Set in Header)

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

Type of data: String

Maximum length: Up to 5 - Use ISO 4217 Codes (case-insensitive)

Example: USD, CAD (Canadian Dollar)

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

Creating a L1 PunchOut Catalog – Deluxe

Short Name

- **Short Name – Do Not Use**

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

Type of data: String

Maximum length: 40 characters

Creating a L1 PunchOut Catalog – Deluxe

Image	Thumbnail
http://www.logoimages.com/Your_Company_Logo_URL	

- **Image – Optional, but Preferred**

Description: For PunchOut L1, the Supplier can provide the URL of their Company Logo.

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

Type of data: String

Maximum length: 255

Recommended Size: 250 x 250 pixels

- **Thumbnail – Do Not Use**

Description: For L1 PunchOut, this is not used.

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

Type of data: String

Maximum length: 255

Recommended Size: 85 x 85 pixels

Creating a L1 PunchOut Catalog – Deluxe

PunchOut Enabled	PunchOutLevel
TRUE	

- **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

Input: TRUE or FALSE

Example: True

- **PunchOutLevel - Do Not Use**

Description: For L1 PunchOut, this is not used. 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.

Type of data: String

Values: Store, Aisle, Shelf, Product

Type of data: shelf

Note: This field is used only by SAP Ariba Buying and Invoicing. L2 PunchOut is not available in Ariba Catalogs or Ariba Procurement Content.

Creating a L1 PunchOut Catalog – Deluxe

Keywords
Pen, Paper, Electrical, Cleaning Supplies

- **Keywords – Required**

Description: Additional keywords to help users find items

Type of data: String

Maximum length: 255 characters

Example: Pen, Paper, Electrical, Cleaning Supplies

Creating a L1 PunchOut Catalog

Special Notes for Images

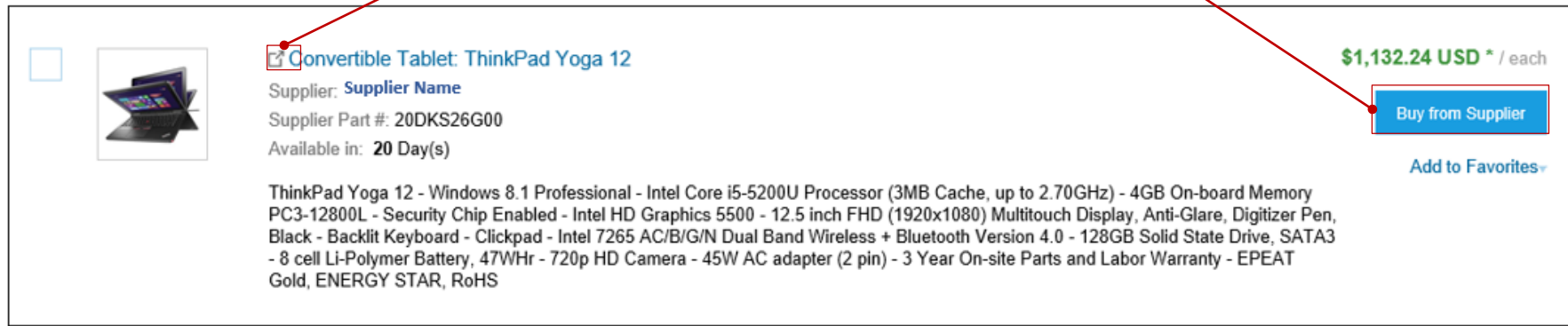
- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including http://) *Example:*
http://server/directory/imagefilename.jpg
 - Point 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 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 Name](#)

Supplier Part #: 20DKS26G00

Available in: 20 Day(s)

ThinkPad Yoga 12 - Windows 8.1 Professional - Intel Core i5-5200U Processor (3MB Cache, up to 2.70GHz) - 4GB On-board Memory 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

\$1,132.24 USD * / each

[Buy from Supplier](#)

[Add to Favorites](#)

Creating a L2 PunchOut Catalog

The Header Section

	A	B	C
1	CIF_I_V3.0		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	03/14/2014	
9	UNUOM:	TRUE	
10	COMMENTS:	Customer Name and comments	

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, but Preferred
Optional
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”. Ariba solutions recognize an optional version number when defined. **Example:** UNSPSC or UNSPSC_V7.1
- **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.
- **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)
 - **DELUXE** is using ANSI. Field must be set to FALSE.
- **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 – Deluxe

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	12345	CFG 11562
AN999999999999	87690	87690-12
AN999999999999	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: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-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 – Deluxe

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

■ 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 – Optional

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 – Deluxe

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 – Required in the PunchOut Index/Static File**

- **Optional, but Preferred in the POOM**

- **Buyer would like this field sent back to them in the POOM.**

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 – Deluxe

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

▪ Supplier URL – Optional, but Preferred

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, but Preferred

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 – 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 L2 PunchOut Catalog – Deluxe

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: Up to 5 - Use ISO 4217 Codes (case-insensitive)

Example: USD, CAD (Canadian Dollar)

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

Creating a L2 PunchOut Catalog – Deluxe

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

- **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: 40 characters Note: Use 30 characters or less to avoid formatting issues.

Note: If the “Short Name” field is left blank, the first 40 characters of the Item Description column will automatically fill the “Short Name” field

Creating a L2 PunchOut Catalog – Deluxe

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

■ Thumbnail - Optional, but Preferred

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 – Deluxe

Effective Date	Expiration Date
2018-01-06	2018-31-12
	2018-01-08
2018-01-06	

▪ Effective Date – Optional

Description: Date that the catalog item becomes valid and visible.

Type of data: Date

Format: YYYY-MM-DD

Note: If you load an item with a date prior to today, the item will be seen immediately, regardless of the Effective Date.

▪ Expiration Date - Optional

Description: Date that the catalog item expires and is removed from catalog visibility.

Type of data: Date

Format: YYYY-MM-DD

Note: In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically.

Creating a L2 PunchOut Catalog – Deluxe

Keywords

- **Keywords – Optional**

Description: Only used in PunchOut Level 1 catalogs. Additional keywords to help users find items

Type of data: String

Example: IT, communication, pen, paper, electric, cleaning supplies

Maximum length: 255

Creating a L2 PunchOut Catalog – Deluxe

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

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

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 Ariba Orders & Invoices Powered by Ariba Network

Help Center >>

Supplier Login

User Name

Password

Login

having trouble logging in?

New to Ariba?
Register Now or Learn More

MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

Learn More

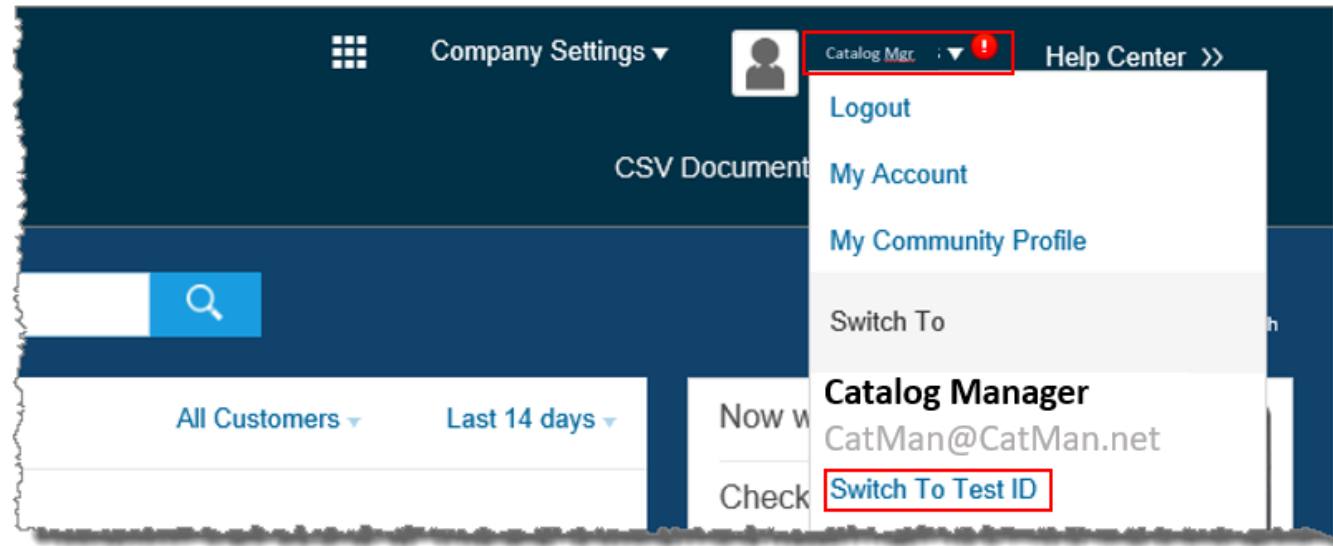
Supported browsers and plugins

SAP

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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 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



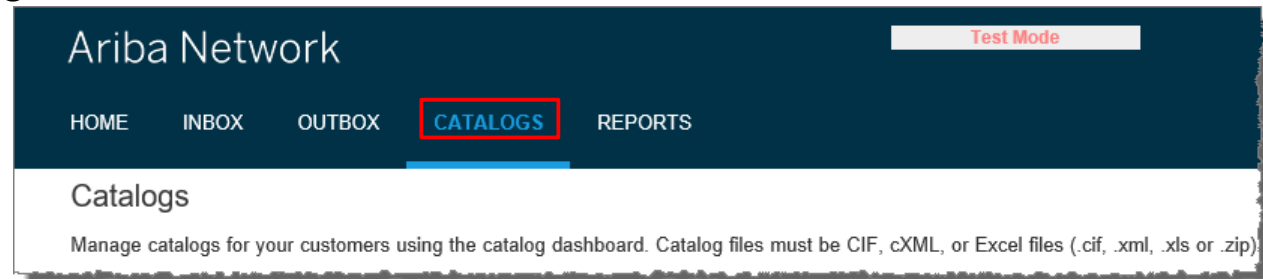
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing PunchOut Catalogs

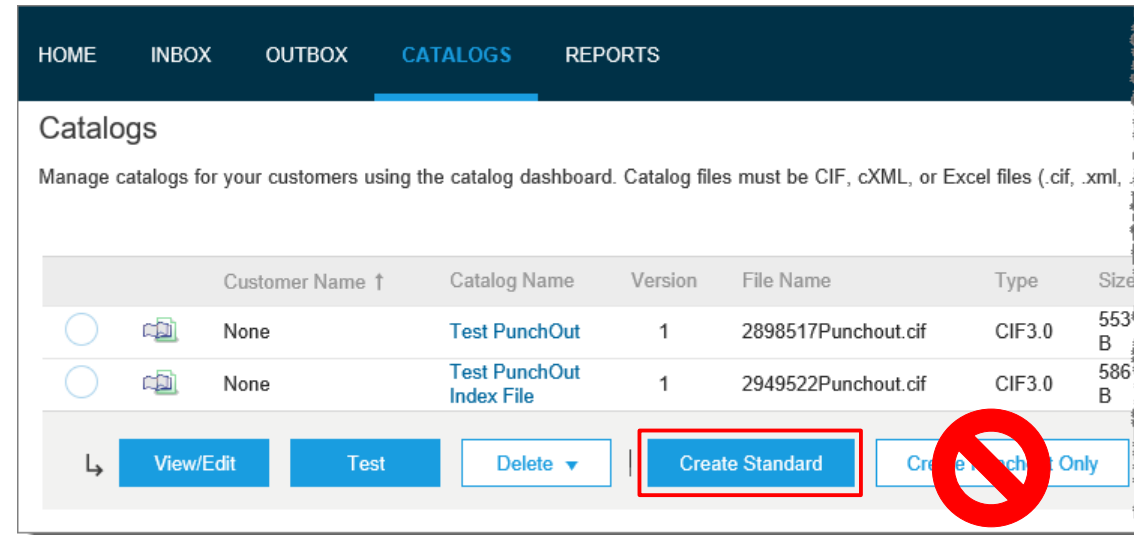
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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: 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 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 Deluxe use this format (no special characters are allowed, you can use a dash (-) or underscore(_)): **SupplierName_Deluxe_Country_CatalogType (CIF/L1/L2)**
- **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”

The screenshot shows the 'Create a New Catalog' interface. On the left, a sidebar lists three steps: 1 Details (selected), 2 Subscriptions, and 3 Content. The main area is titled 'Create a New Catalog' and contains the following fields:

- Catalog Name:** A required field (marked with an asterisk) containing the text 'Catalog Manager'.
- Created By:** A field containing 'Catalog Manager'.
- Date Created:** A field containing 'Tuesday 30 Aug 2016 10:59 PM GMT-07:00'.
- Description:** A large text area for the catalog description.
- Commodities:** A field with a circular icon containing the number 1, indicating a list of commodities.

Below the description field, there is a note: 'The maximum number of characters allowed is 1000, including spaces.' and a counter: 'Characters left: 1000'. At the bottom of the form, there are 'Delete' and 'Add' buttons. The 'Next' button at the bottom right of the form is highlighted with a red box.

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 Deluxe, 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"/>	GSO Sandbox - P2O - TEST	View	Pending Validation
<input type="checkbox"/>	Supplier Name	View	Pending Validation
<input type="checkbox"/>	Supplier Name	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		Catalog Manager	Apr 2014	Validated	
	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	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		Catalog Manager	Apr 2014	Validated	
		Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
		Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
		Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

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

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (which is selected), and '4 Subscriptions'. The main area has a header 'Edit a Catalog' and a 'Previous' button. Below the header, a message states: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number. Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table. The table has three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. It lists three errors, all related to duplicate 'supplierpartid' values.

Description ↑	Field	Line Number in Your Catalog File
The item on line 12 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		12
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14
The item on line 11 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		11

- 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

Replacing Existing Catalogs

Replacing Existing PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.



Replacing Existing PunchOut 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 **Catalogs**
- Update the Catalog—using “View/Edit”—no **not** use “Create”
 - 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:

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager
	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager
	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager
	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager

View/Edit Test Delete Create and Create Punchout only Refresh

Replacing Existing PunchOut Catalogs

- Find the existing Catalog you wish to replace with a new version
 - Click on the radio button to select the existing Catalog

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
<input checked="" type="radio"/>	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager
<input type="radio"/>	Buyer Name	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Catalog Manager

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

- Click “View/Edit”

Replacing Existing PunchOut Catalogs

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

Edit a Catalog

Next Exit

1 Details

2 Content

3 Subscriptions

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

Catalog Name: Cif Catalog
File Name: BuyerCat.cif
Created By: Catalog Manager
Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00
Version: 1
Size: 2 KB
Item Count: 5
Type: CIF3.0
Status: Published

Description: Updated Catalog with new pricing - January 2017

Characters left: 953

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

Commodities: ①

Description
No items

Delete Add

Next Exit

- Click “Next”

Replacing Existing PunchOut Catalogs

2. Content—The Network will display the current Catalog (if it is under 4Mb)

The screenshot shows the 'Edit a Catalog' interface. At the top, there are buttons: 'Previous', 'Create New Version', 'Upload Catalog File' (highlighted with a red box), 'Download Catalog File', 'Update Header Data', and 'Exit'. On the left, there is a sidebar with three tabs: '1 Details', '2 Content' (highlighted with a red box), and '3 Subscriptions'. The main area displays 'Content Items' with a table containing 4 items. At the bottom, there are buttons: 'Previous', 'Create New Version' (with a red prohibition sign over it), 'Upload Catalog File' (highlighted with a red box), 'Download Catalog File', 'Update Header Data', and 'Exit'.

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
1	002020122	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
2	002020122	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
3	002020122	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
4	002020122	2772981	IDG076450052X	Manilla Folders, Tabbed 3	44122011

- We don't want to "Create a New Version"—that button will take us back to the beginning as if we are uploading a brand new Catalog
- We want to "Upload a Catalog File"—this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

Replacing Existing PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point 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 “Validate and Publish”

Edit a Catalog Previous Exit

1 Details

2 Content

3 Subscriptions

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click [More](#)

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

! 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

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing PunchOut Catalogs

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

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 cat

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	Buyer Name	Buyer Test CIF	2	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

View/Edit Test Delete Create Standard Create Punchout Only Refresh

- 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 PunchOut 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

Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a “-T” suffix (*Example: AN999999999999-T*)—in Production there is no “-T”. This means the that the PunchOut in Production is using a different “User Name”
- The Ariba Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different “Password”

Once the PunchOut Catalog Index file has been created and loaded, you’ll need to set up your website to accept PunchOut requests from **Deluxe**.

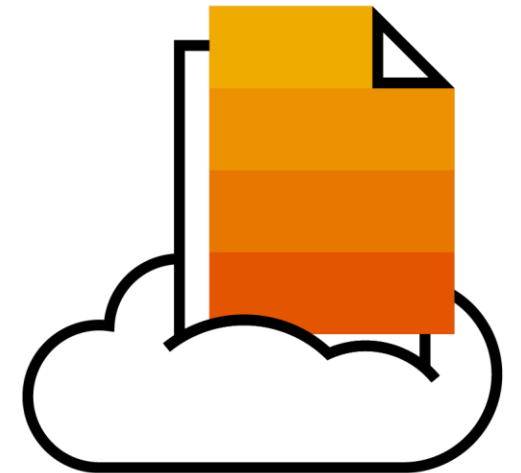
- The “User Name” will be their ANID:
 - **AN01472135734** for **Production**
 - **AN01472135734 -T** for **Test**
- The “Password” will be the Shared Secret you have set up on your AN account



Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let Deluxe know.

- Deluxe will test the PunchOut from their Ariba catalog
- If there are any connectivity issues, or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity
- Once the connectivity is established and your site is accessible, Deluxe will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Shopping Cart
- Once the Test environment is working, then Production will be tested
- When Production testing is successful, the go live date and preparation will start



Testing Connectivity

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN999999999999-t</Identity>
    <Credential domain="DUNS">
      <Identity>12345678-t</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="DUNS">
      <Identity>84658742-t</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="AribaNetworkUserId">
      <Identity>sysadmin@ariba.com</Identity>
      <SharedSecret><##REMOVED##></SharedSecret>
    </Credential>
    <UserAgent>Ariba Buyer 8.2</UserAgent>
  </Sender>
</Header>
<Request>
  <PunchOutSetupRequest operation="create">
    <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
```

Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple <From> credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain
- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive
- **Using <Sender> identity, rather than <From> credentials.** Use only the <SharedSecret> from the <Sender> section. Use the identity in the <From> section for your User Name

Testing Connectivity

```
<ShipTo>
  <Address addressID="001">
    <Name xml:lang="en">BigBuyer Headquarters</Name>
    <PostalAddress>
      <DeliverTo>Catalog Manager</DeliverTo>
      <Street>123 Main, MS A.2</Street>
      <City>New York</City>
      <State>NY</State>
      <PostalCode>01043</PostalCode>
      <Country isoCountryCode="US">United
States</Country>
    </PostalAddress>
  </Address>
</ShipTo>
<Contact>
  <Name>catmanager</Name>
</Contact>
<SelectedItem>
  <ItemID>
    <SupplierPartID>54543</SupplierPartID>
    <SupplierPartAuxiliaryID>54543
  </SupplierPartAuxiliaryID>
```

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR

Testing Connectivity

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML
  payloadID=958075346970@www.bigbuyer.com
  timestamp="2005-06-14T12:57:09-07:00">
  <Response>
    <Status code="200" text="success"/>
    <PunchOutSetupResponse>
      <StartPage>
        <URL>https://punchout.workchairs.com/Servlet/
      </URL>
      </StartPage>
    </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value
- **Status Code present, but no Text.** Responses must include the **Status code** indicator **and** the **text** element
- **Incorrect <Start Page> URL.** This is the URL that the Ariba application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User

Testing Connectivity

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
    <PunchOutOrderMessageHeader
      operationAllowed="create">
    <Total>
      <Money currency="USD">100.23</Money>
    </Total>
  </PunchOutOrderMessageHeader>
  <ItemIn quantity="1">
    <ItemID>
      <SupplierPartID>1234</SupplierPartID>
      <SupplierPartAuxiliaryID>supplier cookie to
        describe configuration options on this item
      </SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
        <Money currency="USD">10.23</Money>
      </UnitPrice>
      <Description xml:lang="en">Learn ASP in a Week!
      </Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="SPSC">12345
      </Classification>
      <ManufacturerPartID>234556</ManufacturerPartID>
```

This is a common **PunchOut Order Message (POOM)**. Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct **<Classification domain>** is specified
- Optional Elements in the wrong position/order. Make sure that elements are in the correct order, or the POOM with fail. (this is typical, where **<ManufacturerPartID>** and **<ManufacturerName>** are reversed)

Testing Connectivity

Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them
- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service
- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's AN account
- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba application
- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data

Thank you.

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