

Understanding, Creating and Publishing **PunchOut[®]** Catalogs

PUBLIC

Agenda

What is PunchOut?

- ✦ How does it work?

Setting up your Ariba Network Account for PunchOut

- ✦ PunchOut URL and Authentication

Templates and Catalog File Creation

- ✦ Level 1 Catalog Files

Testing Connectivity

- ✦ Troubleshooting

Appendix

- ✦ Uploading an Image

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.



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.

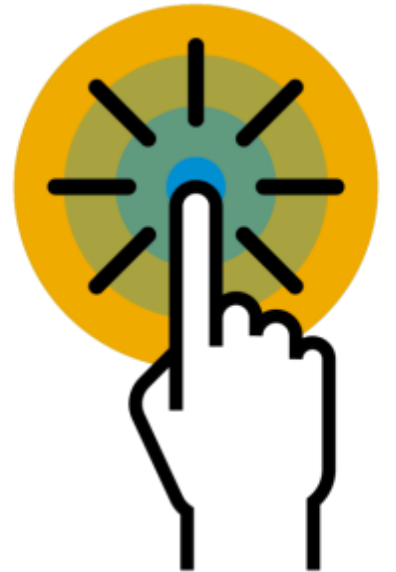
PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

- ✦ **PunchOut SetupRequest (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- ✦ **PunchOut SetupResponse**—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

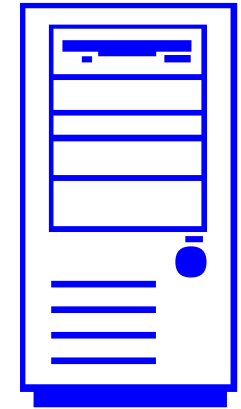
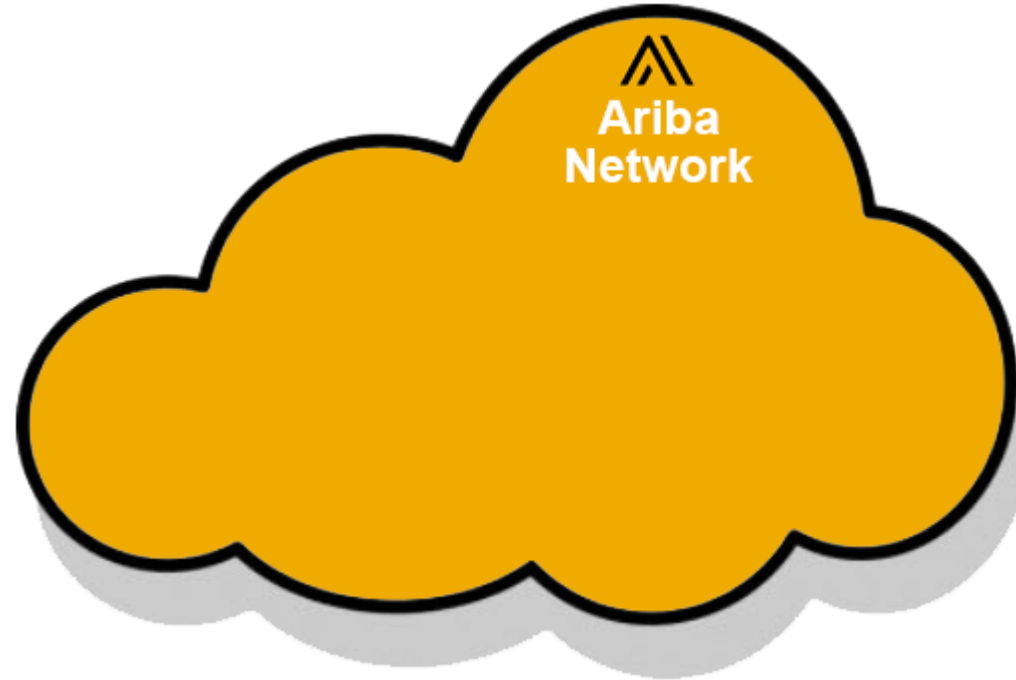
How does it work?

The 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.



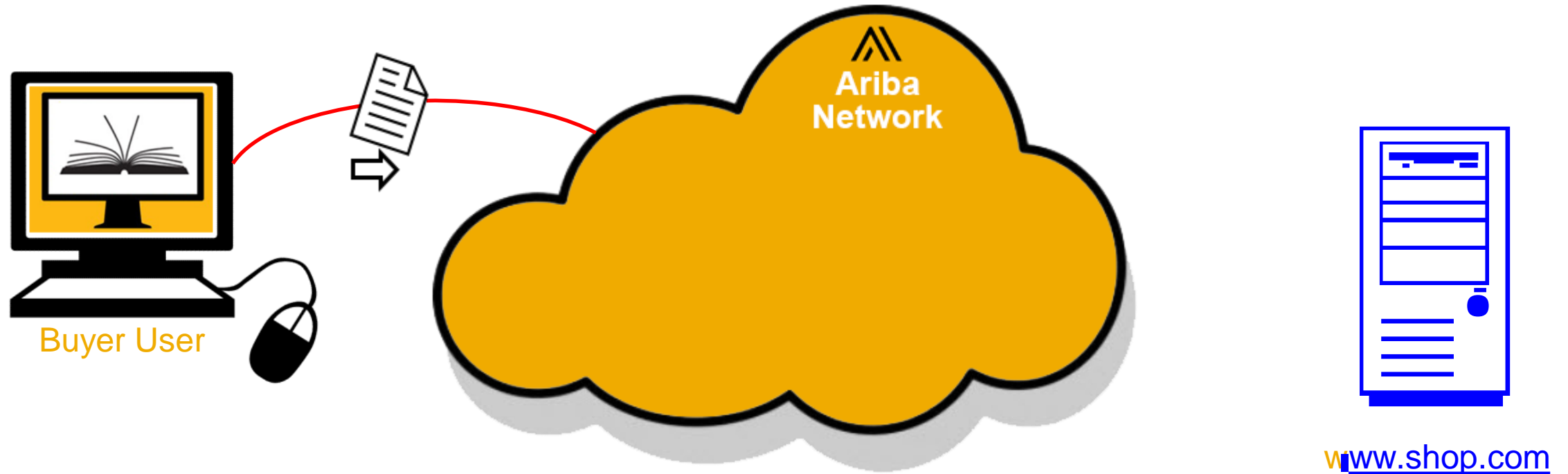
How does it work?



www.shop.com

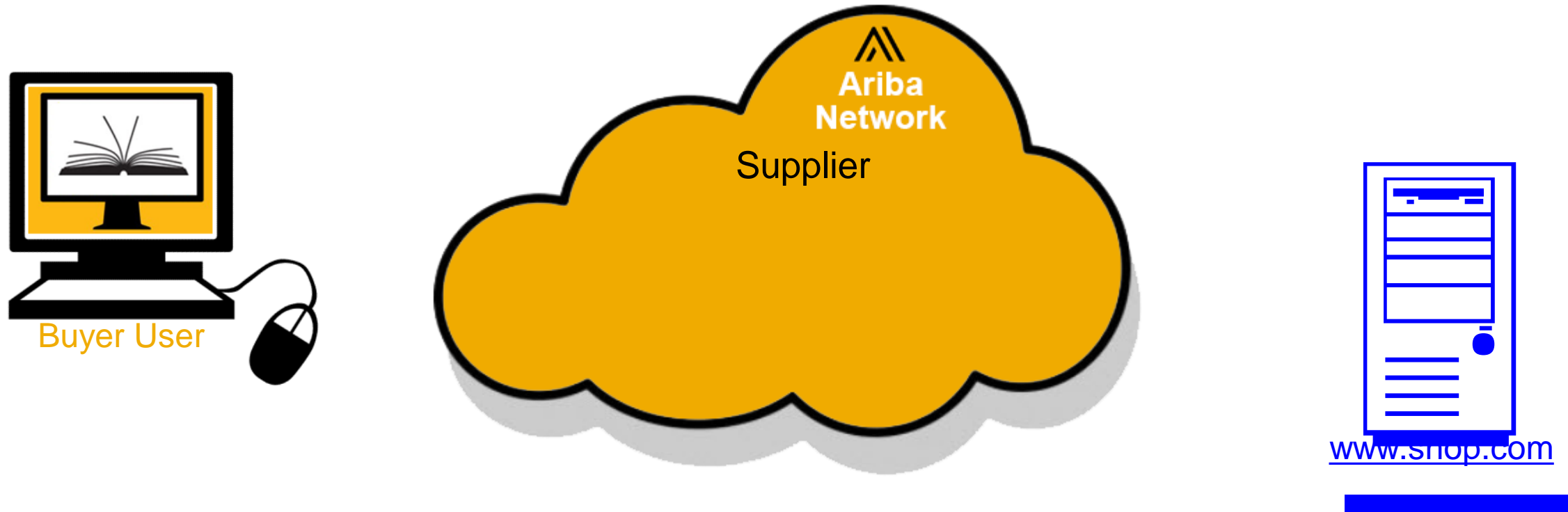
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



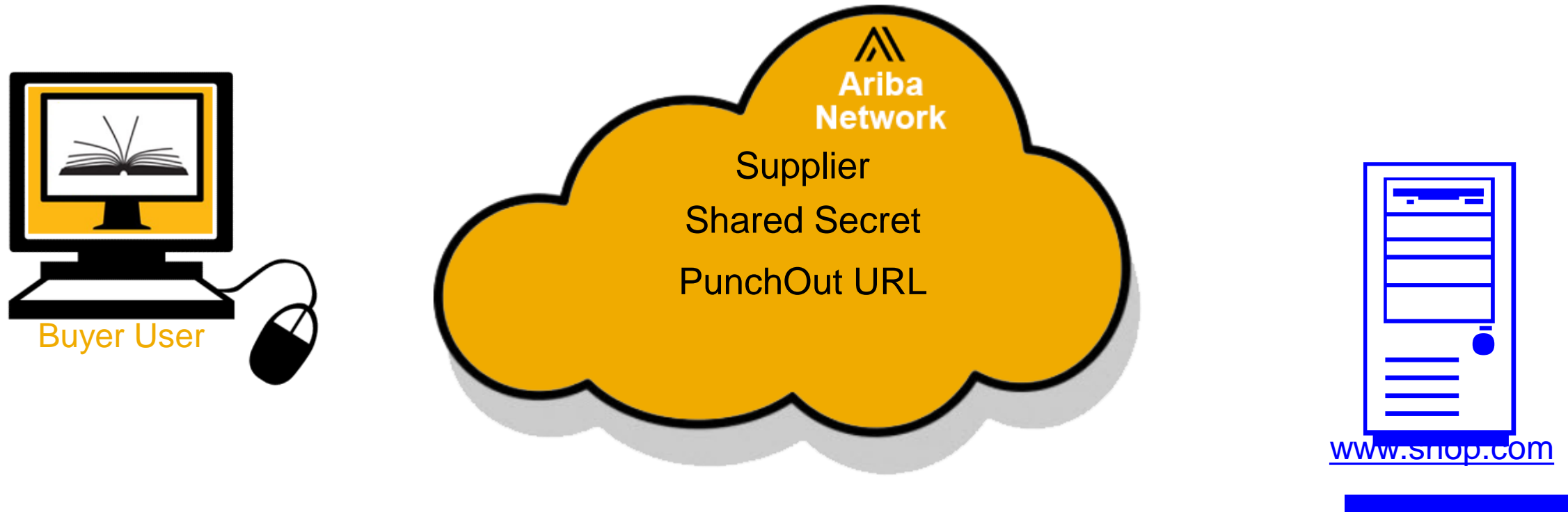
The **PunchOut Setup Request (POSR)** is routed from Ariba to the AN.

How does it work?



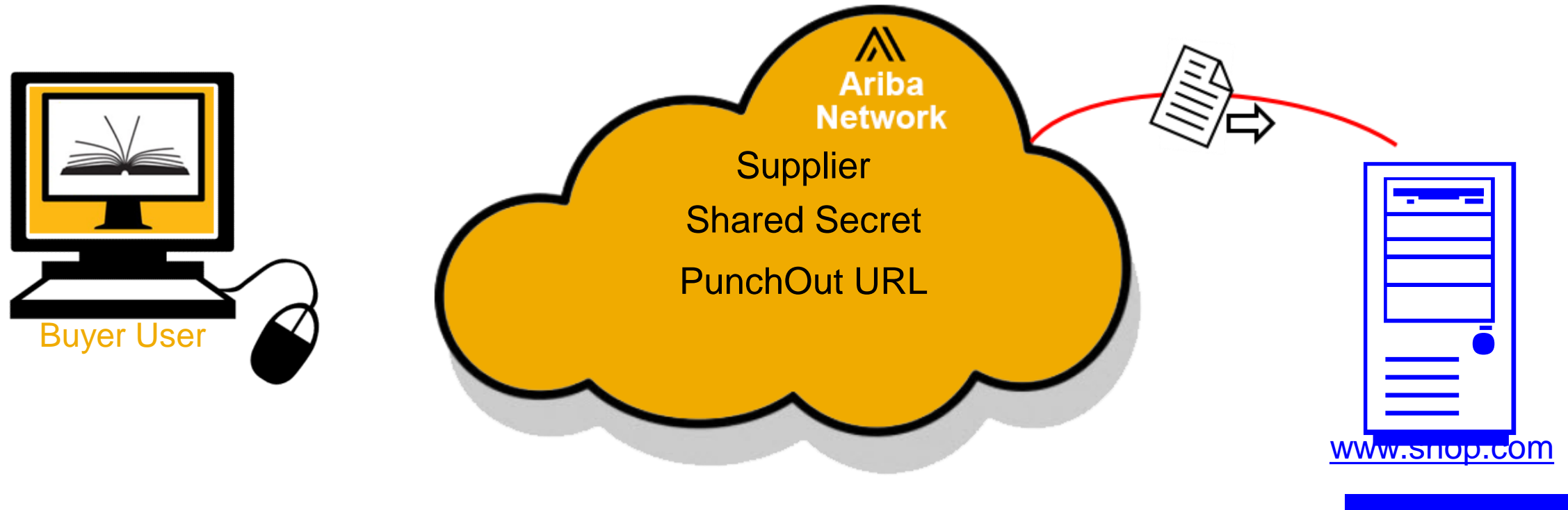
The AN looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record on the Network.

How does it work?



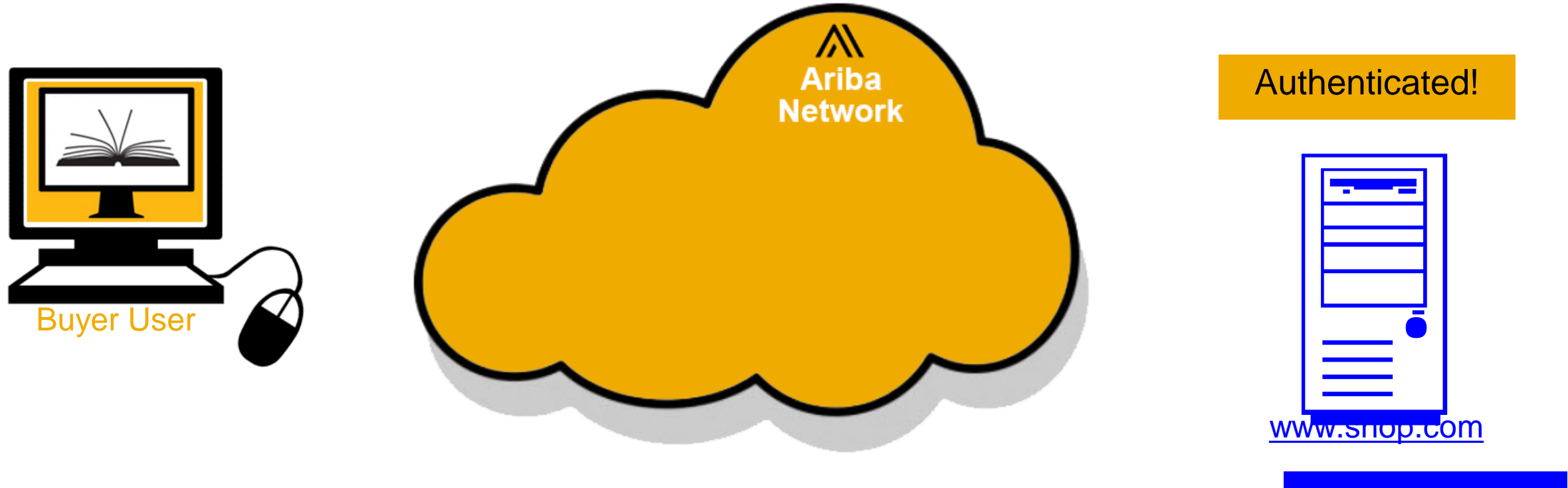
In the AN Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?



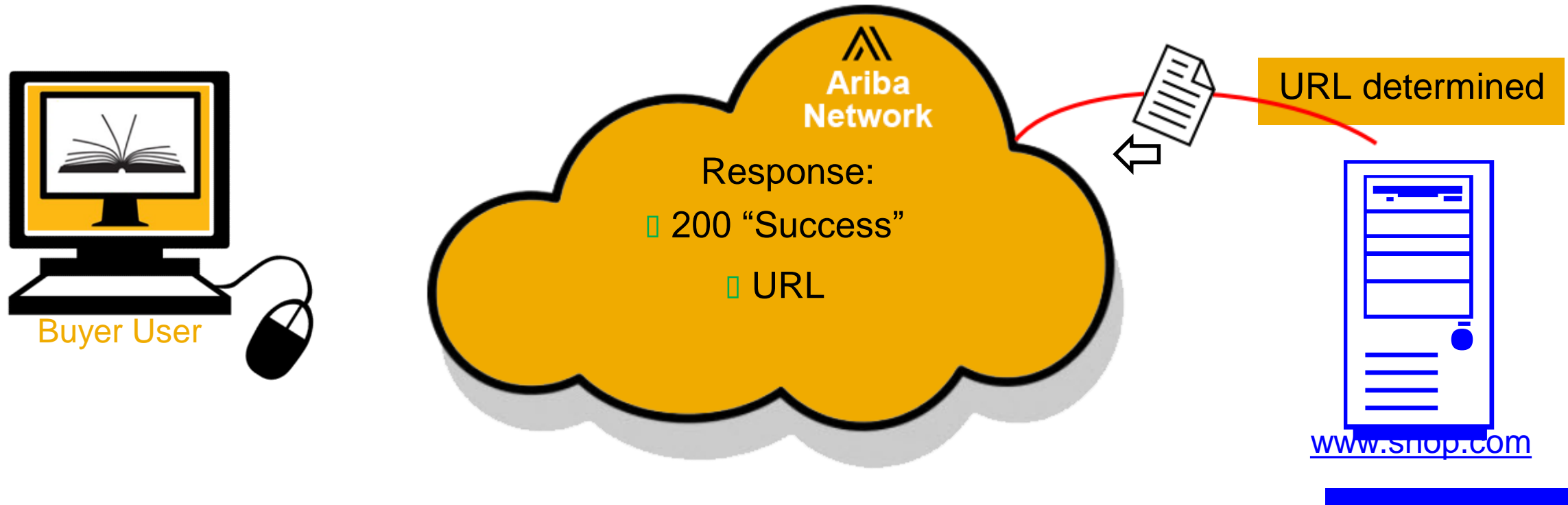
The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



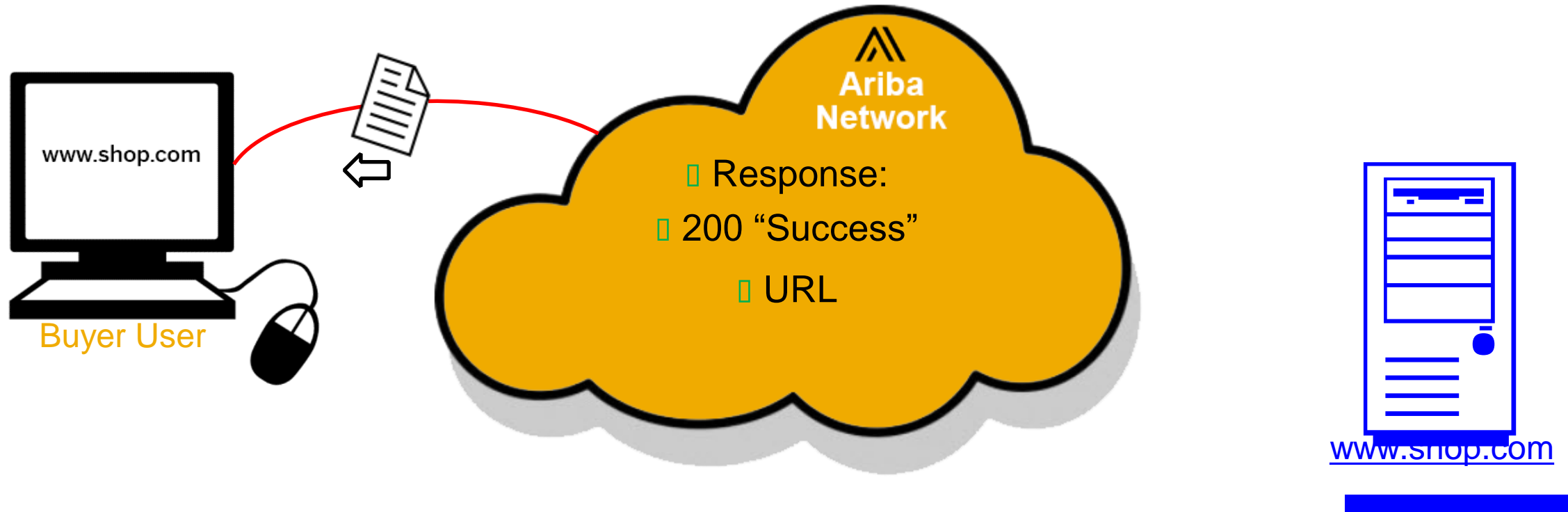
The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



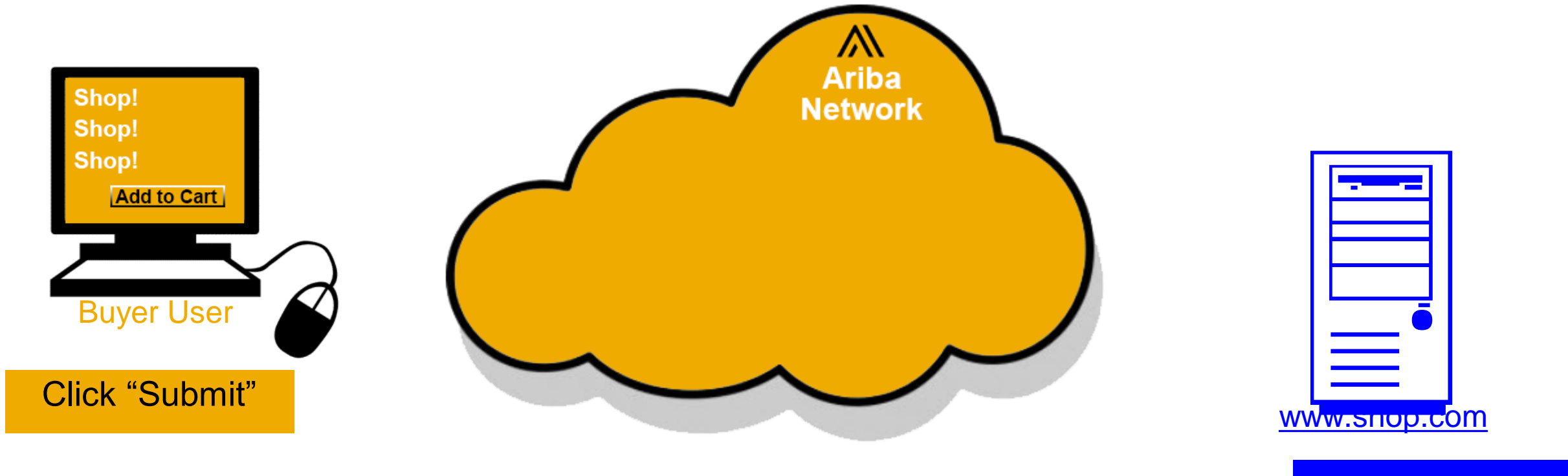
The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



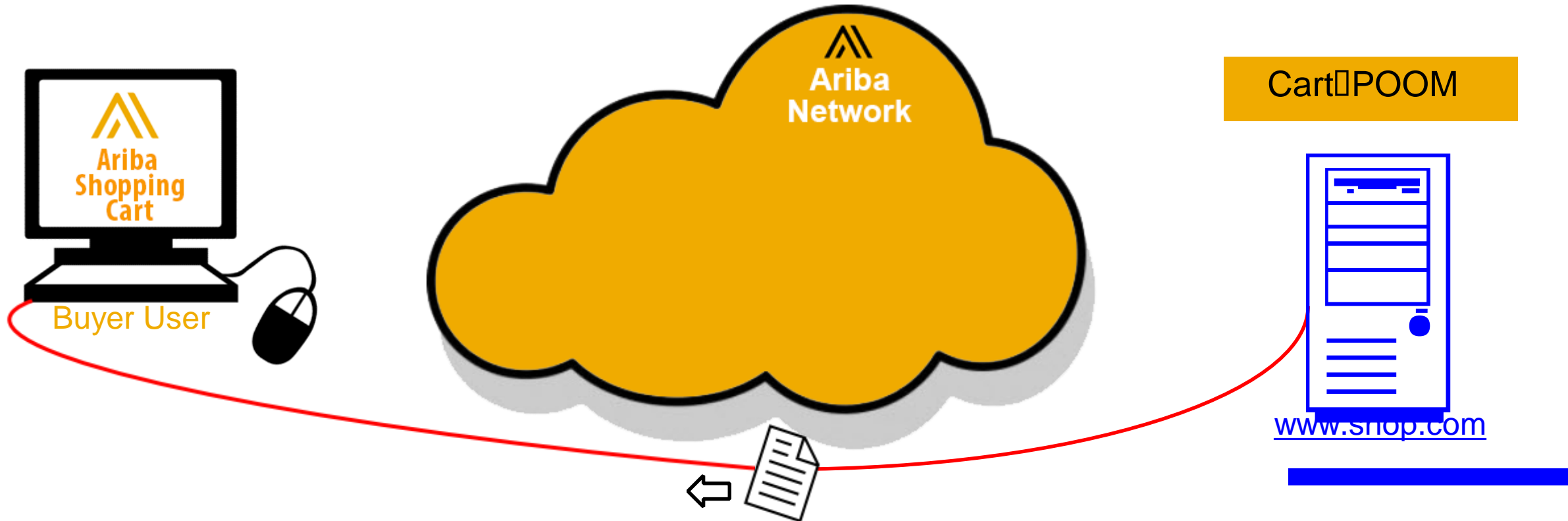
The Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba application to display to the User.

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?

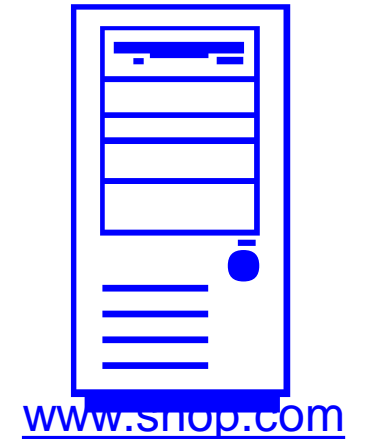
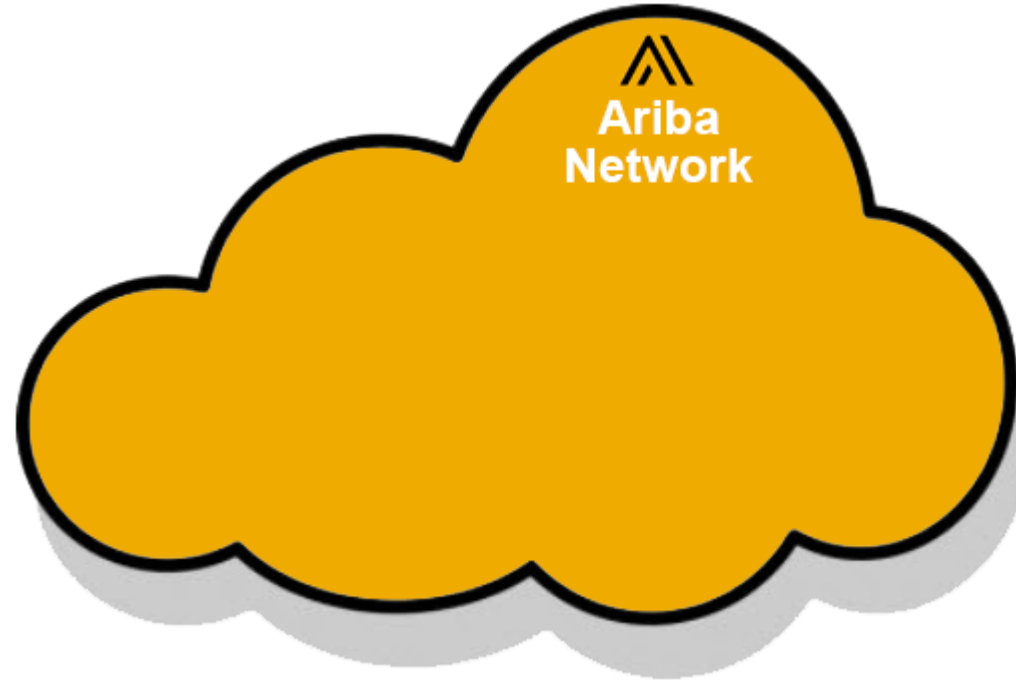


The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

How does it work?



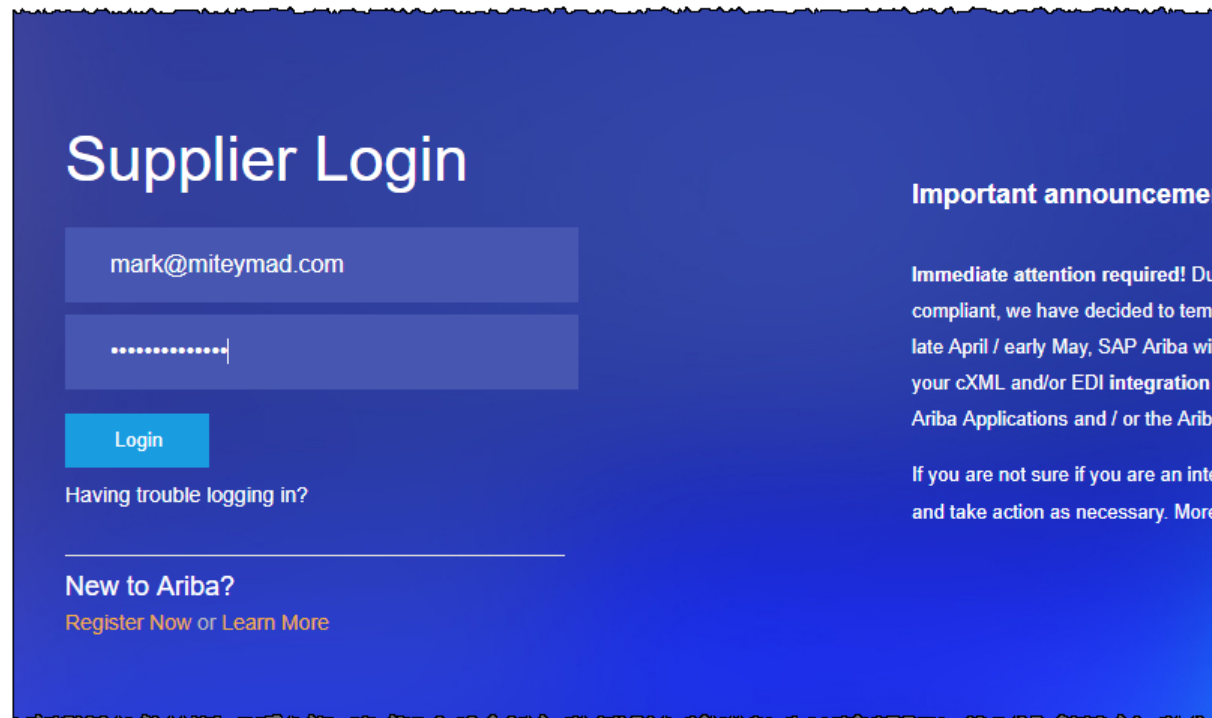
Ready to submit
Ariba Cart to
become a
Requisition
and buy!



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, the text "Supplier Login" is displayed in white. Below it, there are two input fields: the first contains the email address "mark@miteymad.com" and the second contains a masked password ".....". A blue "Login" button is positioned below the password field. Underneath the button, the text "Having trouble logging in?" is visible. At the bottom left, there is a section titled "New to Ariba?" with links for "Register Now" and "Learn More". On the right side of the page, there is an "Important announcement" section with text regarding SAP Ariba compliance and integration changes, and a link for "More".

Supplier Login

mark@miteymad.com

.....

Login

Having trouble logging in?

New to Ariba?

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

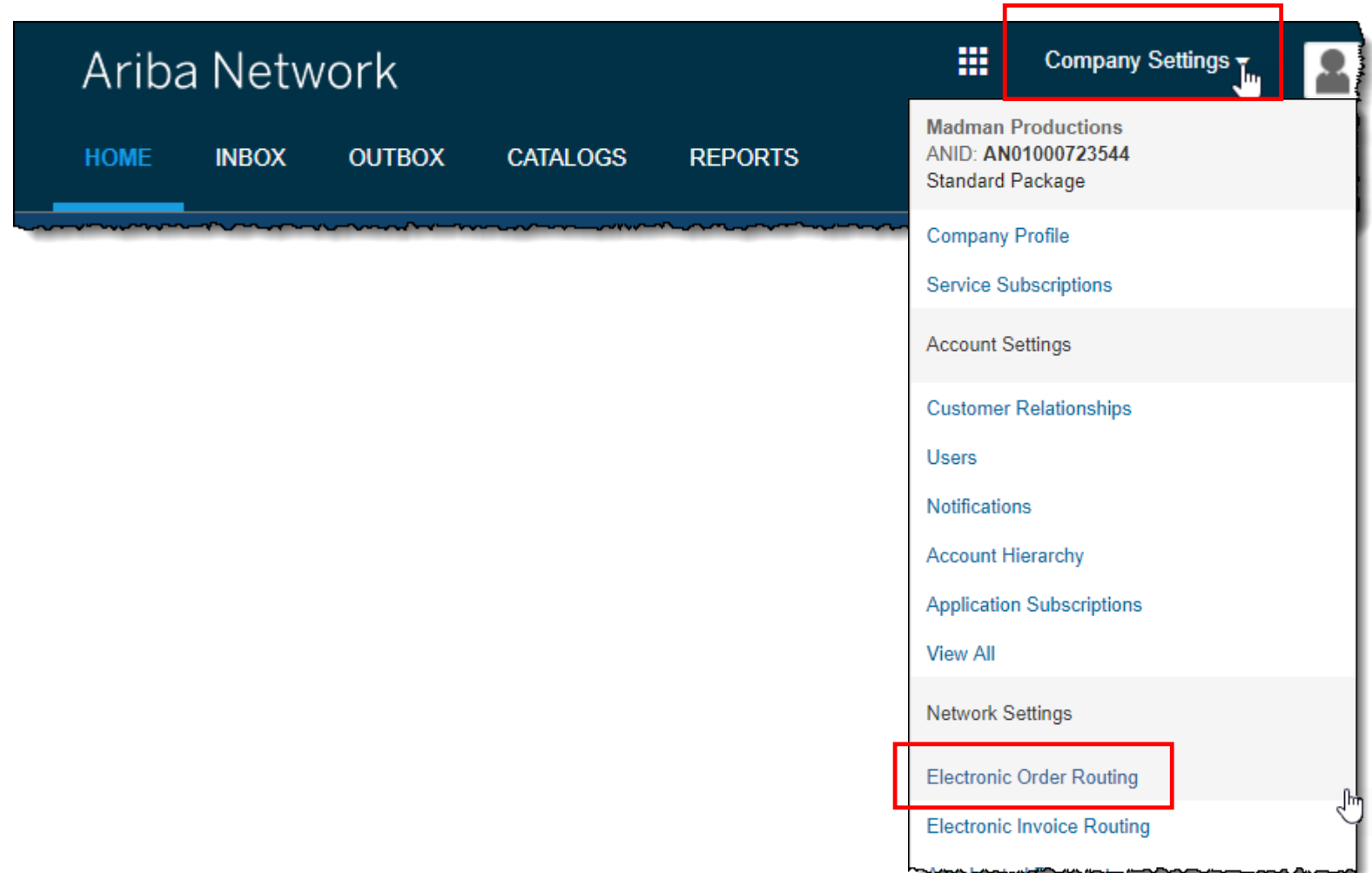
Important announcement

Immediate attention required! Due to SAP Ariba being compliant, we have decided to temporarily suspend your cXML and/or EDI integration with SAP Ariba Applications and / or the Ariba Network.

If you are not sure if you are an integrator, please contact your SAP Ariba account manager and take action as necessary. More

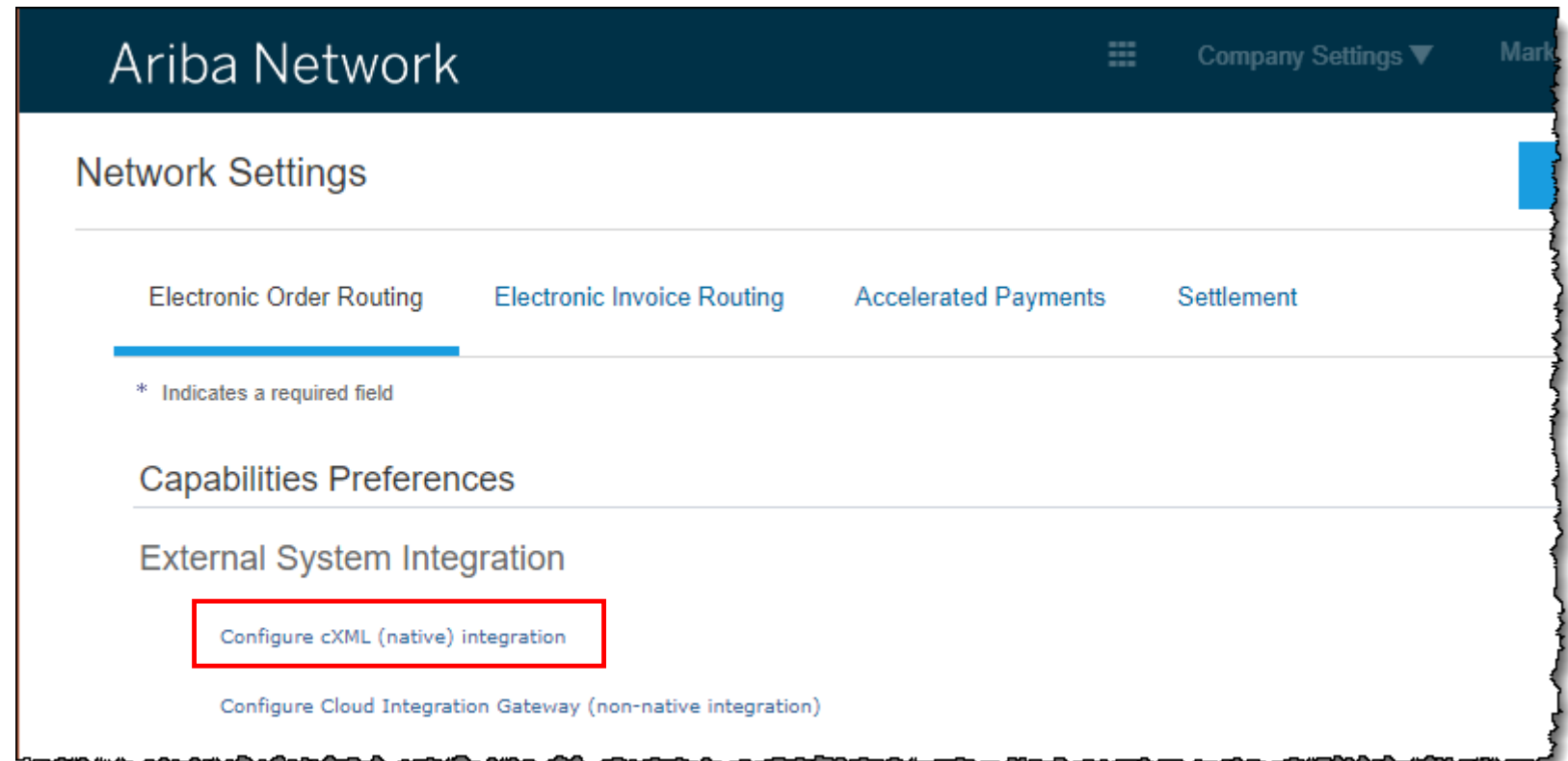
Setting up an AN account for PunchOut

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



Setting up an AN account for PunchOut

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



Setting up an AN account for PunchOut

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

- First, an **Authentication Method**. Preferred is a **Shared Secret**. Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Second, enter in your complete **PunchOut Request URL**. This is location PunchOut requests will be sent to. This field is checked and its value used each time a Buyer punches out to your site

The screenshot shows the Ariba Network cXML Setup page. The top navigation bar includes the Ariba Network logo, a hamburger menu icon, 'Company Settings' with a dropdown arrow, and the user name 'Mark Davis'. The main section is titled 'cXML Setup' with a 'Save' button in the top right corner. Below the title, there is a description: 'cXML is an electronic format for sending and receiving business documents.' and a note: '* Indicates a required field'. 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 text (dots). The 'PunchOut URL' section is also highlighted with a red box. It contains a text input field labeled 'PunchOut Request URL:'. The page has a torn paper effect at the bottom.

Templates and Catalog File Creation

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.

Catalog Creation – L1 PunchOut Index File

The Header Tab

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

- ❑ **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**— **Required** - 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**— **Required** - 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.

Catalog Creation – L1 PunchOut Index File

The Items Tab

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

Attachments-1	
Source	Description
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	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

Catalog Creation – L1 PunchOut Index File

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

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

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

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://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	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

Catalog Creation – L1 PunchOut Index File - The Items Tab

Supplier ID	Supplier Part ID	Item Description
AN01000258741	12345	Pens, Bic, Ballpoint, Blue, 1 dozen

□ 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

□ 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

□ 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

Catalog Creation – L1 PunchOut Index File - The Items Tab

Unit Price	Unit of Measure	Short Name
3.48	EA	Dr Pepper Soda

□ 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

□ 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 ¥.

□ 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

Catalog Creation – L1 PunchOut Index File - The Items Tab

Classification Code-1		Lead Time
Domain	Value	
UNSPSC	43191504	1

□ Lead Time - Optional

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

Type of data: Integer

Maximum length: 40

Example: 1

□ Classification Code-1 – Required

Description: Classification of the product or service.

For this required field, the detail sub-fields Domain and Value are required to be populated.

□□ Domain – Required

Description: Use 'UNSPSC' if the Header specifies "UNSPSC" as the CODEFORMAT

Type of data: String

Maximum length: 40

Example: UNSPSC, Custom

□□ 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.

Catalog Creation – L1 PunchOut Index File - The Items Tab

Thumbnail	Image
Image/Logosm.jpg	https://www.supplierabc.com_hatimage

Thumbnail – 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

Type of data: String

Maximum length: 255

Recommended Size: 85 x 85 pixels

Image – Preferred

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



Catalog Creation – L1 PunchOut Index File - The Items Tab

Supplier Part Auxiliary ID	Supplier URL	Manufacturer Part ID
1234-75	https://www.intelidata.com	CFG 11562

□ Supplier URL – Optional

Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)

Type of data: String

Maximum length: 255

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

□ 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

□ Manufacturer Part ID – Optional

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Catalog Creation – L1 PunchOut Index File - The Items Tab

Manufacturer Name	Manufacturer URL	Language
Intelidata	https://www.manu.com	en_US

□ Manufacturer Name - Optional

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

□ Manufacturer URL – Optional

Description: A URL that links to a Manufacturer's static page about the item (could be a MSDS, construction info, packaging info, etc.)

Type of data: String

Maximum length: 255

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

□ 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

Catalog Creation – L1 PunchOut Index File - The Items Tab

Currency	PunchOut Enabled	Keywords
AUD	TRUE	

□ PunchOut Enabled – Required

Description: Indicates a PunchOut index catalog item.

Value: True, False (Default) or blank

Type of data: Boolean

□ Currency – Optional (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

□ Keywords – Optional

Description: Key words that help identify the item in a search. Separate words with a comma.

Type: String

Length: 255

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 https://) *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

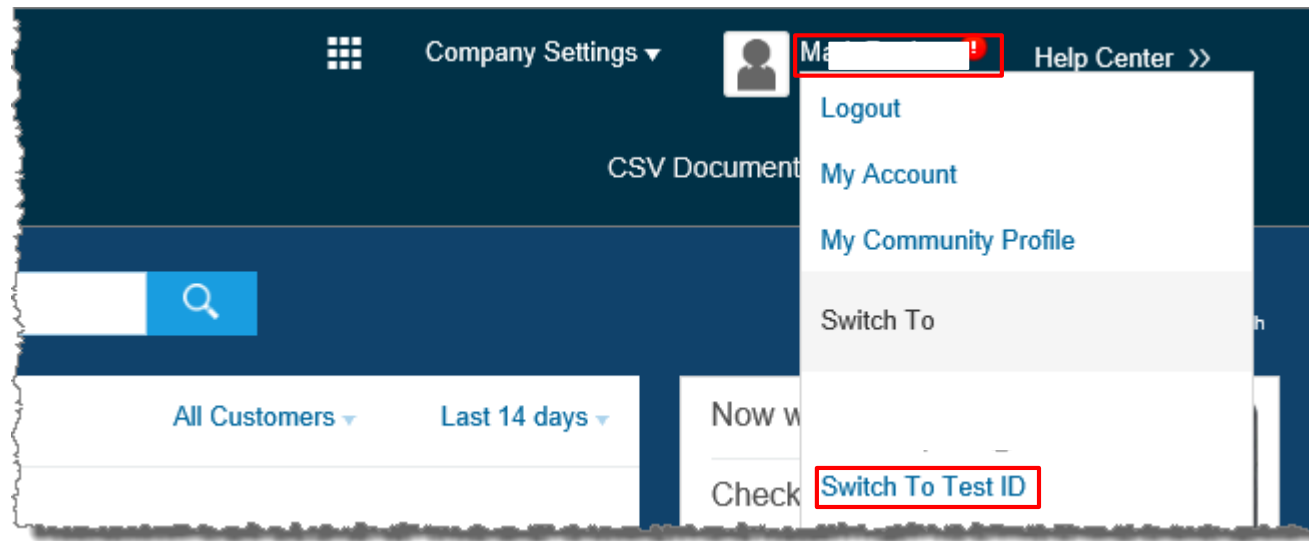
SAP

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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”

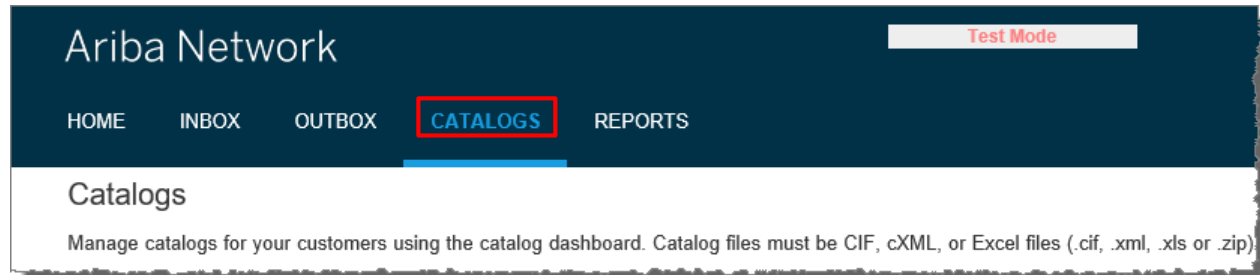
Uploading and Publishing PunchOut Catalogs

□□ When uploading a Catalog on Ariba Network, there are four steps you will follow:

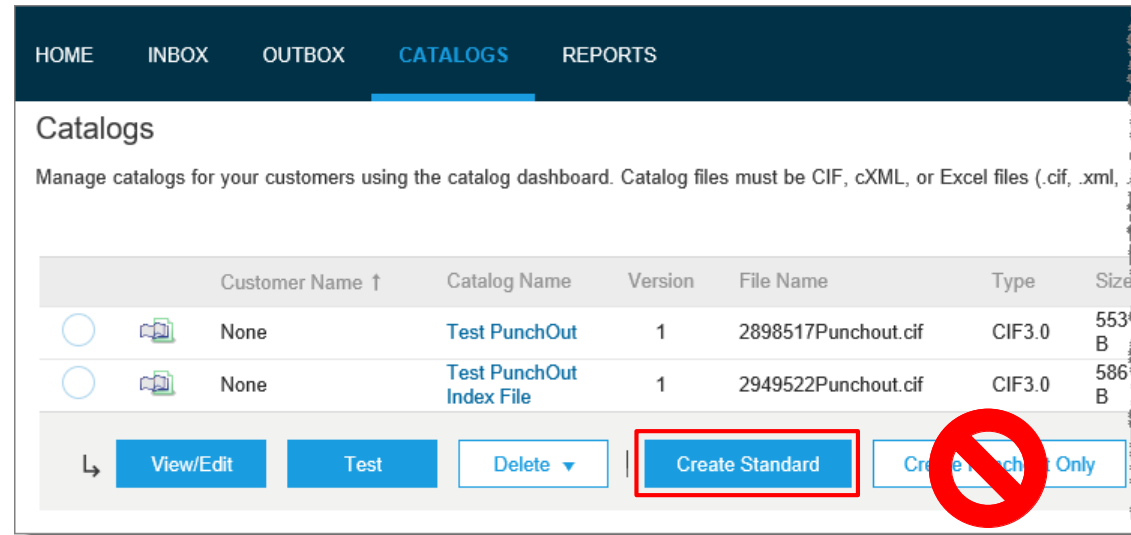
1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products 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

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

Catalog Name: *

Created By:

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

Description:

Characters left: 1000

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

Commodities: ⓘ

Description

No items

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

① Details

- ❏ **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by DuluxGroup.

Please use this format **SupplierName_Region** (no special characters are allowed, you can use a dash (-) or underscore(_)).

Example 1: SupplierABC_AUS

Example 2: SupplierABC_QLD

- ❏ **Description:** *(Optional)* Brief description of the content of your Catalog
- ❏ **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- ❏ When you complete this screen, click “Next”

Create a New Catalog

Next Exit

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

1 Details

2 Subscriptions

3 Content

Catalog Name: *

Created By:

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

Description:

Characters left: 1000

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

Commodities: ①

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- ❑ You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- ❑ Set the Visibility to “Private”. You can select a single customer.
- ❑ To select DuluxGroup 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 - P20 - TEST	View	Pending Validation
<input type="checkbox"/>	Enterprise - TEST	View	Pending Validation
<input type="checkbox"/>	Company - TEST	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File 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 Files** 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

The screenshot shows a web form titled "Create a New Catalog". On the left is a sidebar with three steps: "1 Details", "2 Subscriptions", and "3 Content", with "3 Content" being the active step. The main area is titled "UPLOAD YOUR CATALOG AND ATTACHMENT FILES". It contains a "Catalog File Format" dropdown menu set to "CIF", a "Catalog File" input field with a "Browse..." button, and an "Images and Attachments File" input field with a "Browse..." button. These three elements are enclosed in a red rectangular box. Below this is a yellow warning box with text: "! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion". At the bottom of the form is a blue "Validate and Publish" button, which is also enclosed in a red rectangular box. In the top right corner of the form are "Previous" and "Exit" buttons.

Uploading and Publishing PunchOut Catalogs

Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - Validated, Published or Pending Buyer Validation**—your Catalog is error-free
 - Errors Found by Ariba Network**—the Network detected Catalog content that violates validation rules
 - Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B			4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST	CIF	1	Errors.cif	CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
	Enterprise - TEST		1		CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

▢▢ Correcting Validation Errors

▢ To see the error detail, click on the “Errors Found” hyperlink:

Catalogs

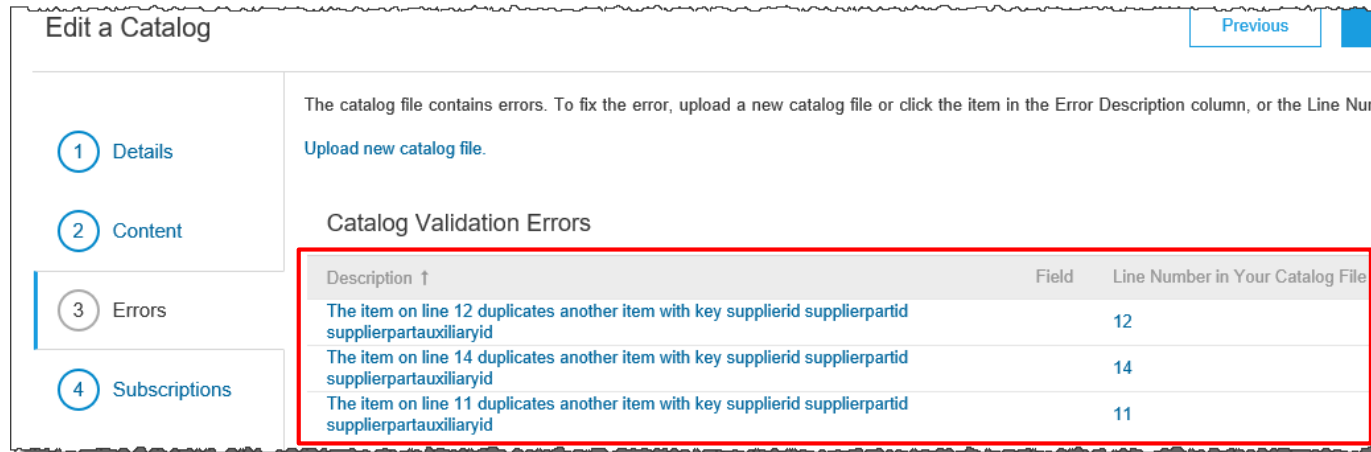
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B			4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST	CIF	1	Errors.cif	CIF3.0	4 KB	Private		5 Jan 2017	3 Errors Found by Ariba Network	
	Enterprise - TEST		1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		11 Nov 2013	Published	

Uploading and Publishing PunchOut Catalogs

▢▢ 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 displays a message: '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.' Below this is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors'. This section contains a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table 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.



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

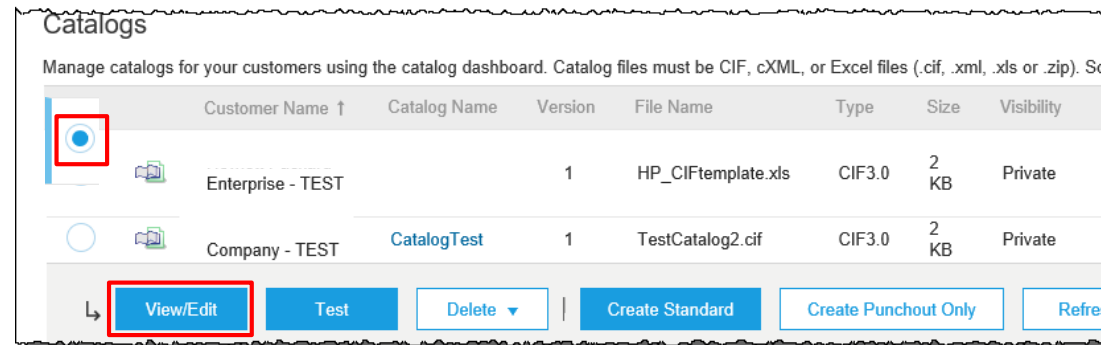
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B	
	GSO Sandbox - P2O - TEST	CIF	1	Errors.cif	CIF3.0	4 KB	Private
	Enterprise - TEST		1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private
	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private

View/Edit Test Delete Create Cancel Create Punchout only Refr

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



- 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

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

1 Details

2 Content

3 Subscriptions

Catalog Name: HP_CIFtemplate.xls

File Name: HP_CIFtemplate.xls

Created By: Tuesday 30 Jun 2015 7:53 AM GMT-07:00

Date Created: 1

Version: 2 KB

Size: 5

Item Count: CIF3.0

Type: Published

Status: 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)

1 Details

2 Content

3 Subscriptions

Edit a Catalog

Previous Create New Version Upload Catalog File Download Catalog File Update Header Data Exit

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog [More](#)

Content Items

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	U
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	

Previous Create New Version Upload Catalog File Download Catalog File Update Header Data Exit

- ❏ 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
 - 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 Upload Catalog File

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Browse...

Images and Attachments File: Browse...

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

Validate and Publish

Download Templates/Guidelines

- 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 ca

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	Enterprise - TEST		2	TSC Crown Metal.cif	CIF3.0	2 KB	Private		5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	Enterprise - TEST		1	TSC Crown Metal.cif	CIF3.0	2 KB	Private		30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private		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: AN01236547895-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 DuluxGroup.

- ❑ The “User Name” will be their ANID:
 - **AN01051704514** for **Production**
 - **AN01051704514 -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 DuluxGroup know.

- DuluxGroup 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, DuluxGroup 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

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

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN01000002792-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>
    <Extrinsic name="CostCenter">610</Extrinsic>
    <Extrinsic name="User">jpicard</Extrinsic>
  </PunchOutSetupRequest>
</Request>
<BrowserFormPost>
```

Testing Connectivity

❏ **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

```
<ShipTo>
  <Address addressID="001">
    <Name xml:lang="en">BigBuyer Headquarters</Name>
    <PostalAddress>
      <DeliverTo>Jean Picard</DeliverTo>
      <Street>1565 Pine, 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>jpicard</Name>
</Contact>
<SelectedItem>
  <ItemID>
    <SupplierPartID>54543</SupplierPartID>
    <SupplierPartAuxiliaryID>54543
  </SupplierPartAuxiliaryID>
  </ItemID>
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```


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>
      <ManufacturerName>O'Reilly</ManufacturerName>
      <Extrinsic name="MaterialNum">12356</Extrinsic>
    </ItemDetail>
  </ItemIn>
</PunchOutOrderMessage>
```

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 will 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

Appendix

Uploading Catalogue Images

Loading Images via a URL

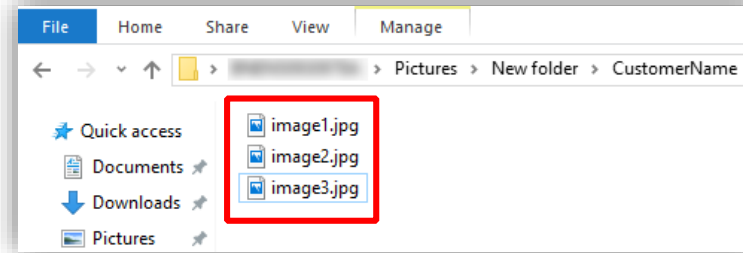
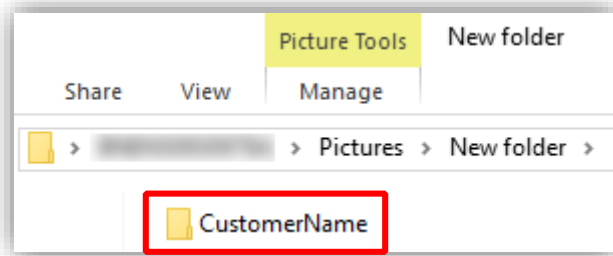
- List the image URL in the image and/or thumbnail field of the Catalogue file

Thumbnail	Image
Image/Logosm.jpg	https://www.supplierabc.com_hatimage

- Upload and publish the Catalogue file via Ariba Network portal.
- URL images are downloaded during the catalogue upload, the URL should always be present in every new version. Ariba Procurement applications periodically refresh images by fetching them again. Your image website must be available all the time. By default, Ariba Procurement Solution and Ariba Procure-to-Pay refresh images after 30 days.

Loading Images via a Zip Folder

- Put all the images files in a folder and zip it



- List the images filenames in the image and/or thumbnail field of the Catalogue file. Filenames must contain the folder name. Filename and image name must match exactly

Thumbnail	Image
Image/Logosm.jpg	https://www.supplierabc.com_hatimage

- Upload and publish the Catalogue file via AN portal
- Email zip file containing image files to Ariba for the first Catalogue publication to your Catalogue Expert and Customer.

Uploading Images

- Uploading an image is the responsibility of the Supplier.
- To upload images, this can be completed during the catalogue upload process explained on page 46.

The screenshot shows a web form titled "Create a New Catalog". On the left is a sidebar with three steps: "1 Details", "2 Subscriptions", and "3 Content". The "Content" step is currently selected. In the main area, under the heading "UPLOAD YOUR CATALOG AND ATTACHMENT FILES", there are two rows of input fields. The first row has "Catalog File Format:" with a dropdown menu set to "CIF" and "Catalog File:" with a "Browse..." button. The second row has "Images and Attachments File:" with a "Browse..." button; this entire row is enclosed in a red rectangular box. Below these fields is a yellow warning box with an exclamation mark icon and the text: "! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion". At the bottom of the form is a blue button labeled "Validate and Publish", which is also enclosed in a red rectangular box. In the top right corner of the form, there are two buttons: "Previous" and "Exit".

Thank you.