

Ariba® Network CIF Catalog Guide

March, 2021



Agenda

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

What is CIF Catalog?

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What is CIF Catalog?

- A static catalog (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Your **buyers's** users access your catalog through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
 - Rapid Deployment
 - Great Compliance Control
 - Low Setup Cost and Complexity
- **TETRA PAK's** users will be able to:
 - See
 - Compare
 - Buyyour items from SAP Ariba Procurement.

User Interface (customer Users) – Items View

- Returned search results

1400 Cargo Trousers 30/R

Supplier:

Supplier Part #: 14001800890030/R

Available in: **10 Day(s)**

Cargo Trousers Marine blue

€17.09 EUR / each

Qty:

Add to Cart

Add to Favorites

- Single item view

1400 Cargo Trousers 30/R

Supplier:

Supplier Part #: 14001800890030/R

Manufacturer:

Manufacturer Part #: 140018008900C44

Available in: **10 Day(s)**

€17.09 EUR / each

Qty:

Add to Cart

Add to Favorites

Product Description

Cargo Trousers Marine blue

Product Specifications

Price:	€17.09 EUR
Supplier:	
Supplier Part #:	14001800890030/R
Manufacturer:	
Manufacturer Part #:	140018008900C44
Available in:	10 Day(s)
Color:	Navy blue
Size:	30/R
Type:	Trousers

CIF Catalog Template

CIF Catalog Template will be provided separately

CIF_I_V3.0						
CHARSET:						
LOADMODE: F						
CODEFORMAT: UNSPSC						
CURRENCY: EUR						
SUPPLIERID_DOMAIN: NetworkID						
ITEMCOUNT: 4						
TIMESTAMP: 2016-03-16						
UNUOM: TRUE						
COMMENTS: Before filling your products data: read carefully the instructions and remove example lines 13 to 17						
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure
DATA						
AN01003730000	111111		Test Parametric Item - Nametag		10	EA
AN01003730000	222222		Test Parametric Item - NewsPaper and Periodicals		10	EA
AN01003730000	abc-1		Protective shirts	46181526	25	EA
AN01003730000	abc-2		Protective shirts	46181526	25	EA
ENDOFDATA						

Mandatory fields

Pay particular attention to the Mandatory fields below.

Your Catalog validation will fail if one of these fields is empty.

	Field length	Data type	Example
FIELDNAMES: Supplier ID	255	String	AN01003730000
Supplier Part ID	255	String	2772882
Item Description	2000	String	4-Line System Phone with Headset and Caller ID
SPSC Code	40	String	43191504
Unit Price		Decimal	45.24
Unit of Measure	32	String	EA
Short Name	50	String	4-Line Phone
Image	255	String	https://www.idg.com/2772967/tmb.gif

CIF Catalog Enablement

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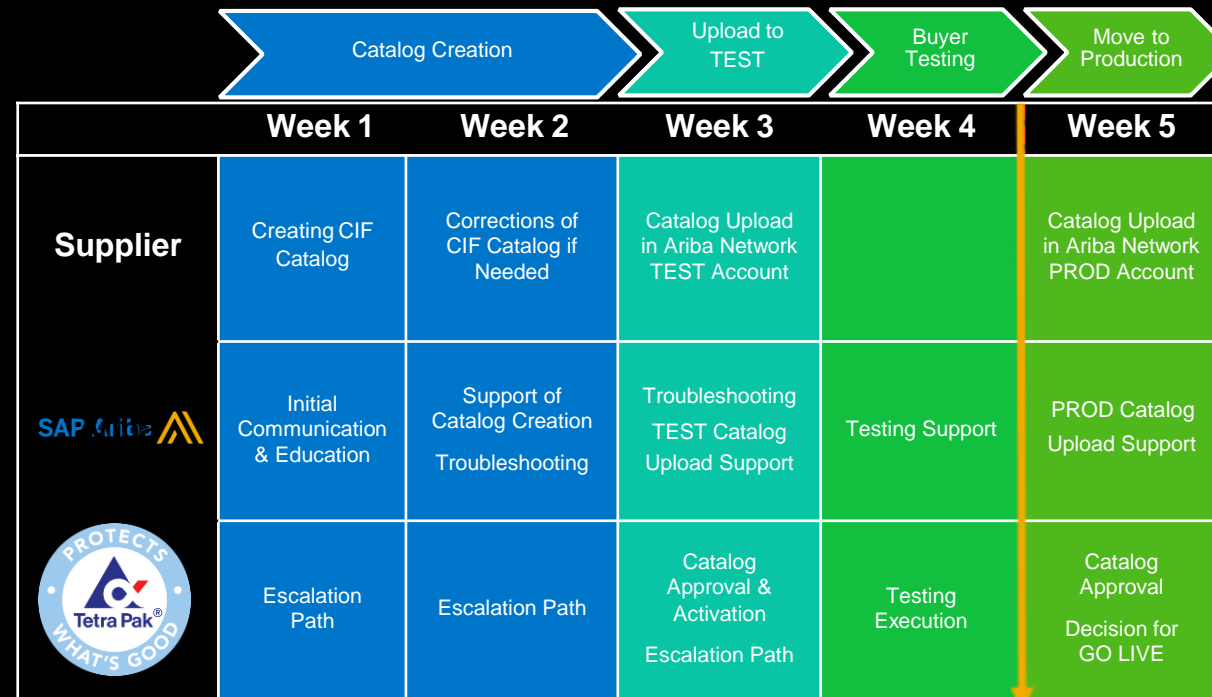
CIF Catalog Enablement

Tetra Pak's Prerequisites to Start:

- Catalog Requirements Completed
- Catalog Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched (Supplier ANID Added)
- Escalation Path Defined
- Catalog Content Clarified with Supplier

Supplier's Prerequisites to Start:

- Catalog Content Clarified with Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



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

Publishing a Catalog on Ariba Network

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Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

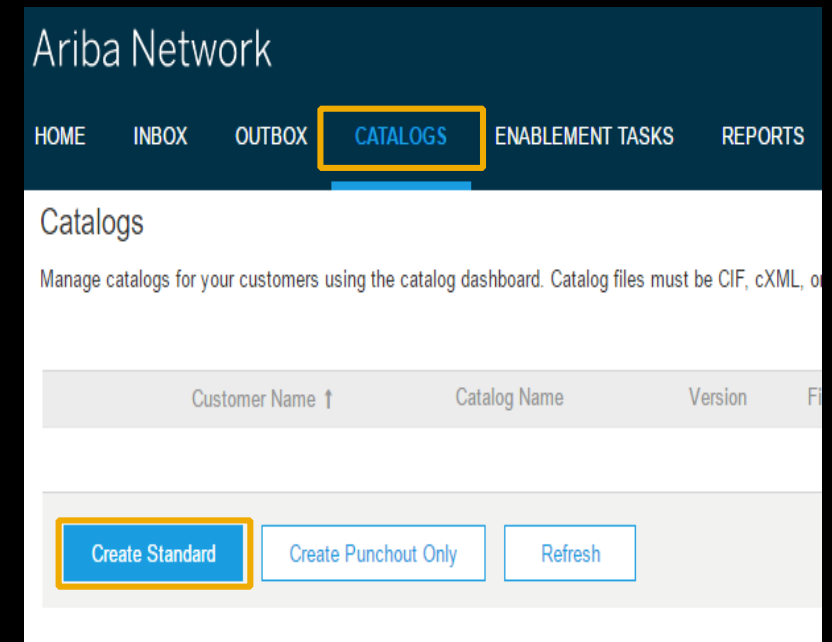
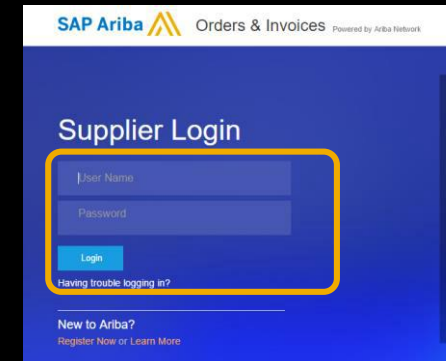
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Your catalog on Ariba Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

2 Click on the **Catalogs** tab on your Home Dashboard

3 Click on the **Create Standard** button



Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you.

This should be based on the TETRA PAK's naming convention **SUPPLIERNAME_CIF**

5 Click **Next**

6 Select **Private**

7 Select Tetra Pak in your customers' list.

8 Click **Next**

The image displays two sequential screenshots of the 'Create a New Catalog' SAP web interface.

Top Screenshot (Step 1: Details):

- Navigation:** Details (selected), Subscriptions, Content.
- Form Fields:**
 - Catalog Name:** TEST_OK_1 (highlighted with an orange box).
 - Created By:** (empty)
 - Date Created:** Monday 13 Mar 2017 9:22 AM GMT+01:00
 - Description:** (empty text area, 1000 characters left).
- Commodities:** A table with columns 'Description' and 'No items'. Buttons 'Delete' and 'Add' are at the bottom.
- Buttons:** 'Next' and 'Exit' at the top right.

Bottom Screenshot (Step 2: Subscriptions):

- Navigation:** Details, Subscriptions (selected), Content.
- Form Fields:**
 - Visibility:** Private (selected with a radio button and highlighted with an orange box). Text: 'Only the selected customers that have a trading relationship with you can view and receive the catalog'.
 - Public:** (unselected radio button). Text: 'All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog'.
- Customers Table:**

Customers	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Customers 1		
<input checked="" type="checkbox"/> GSO Sandbox - P20 (highlighted with an orange box)	View	Pending Validation
- Buttons:** 'Previous', 'Next' (highlighted with an orange box), and 'Exit' at the bottom right.

Note: If Tetra Pak is not part of the customer list, it means that the Tetra Pak Trading relationship has not been accepted yet on the Ariba Network. Please first accept the relationship.

Catalog Publication

9 Click **Choose File** and browse to the catalog file on your computer.

10 Click **Validate and Publish**

Create a New Catalog

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 Excel catalog template, click [Help](#) at the top of the page.

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.

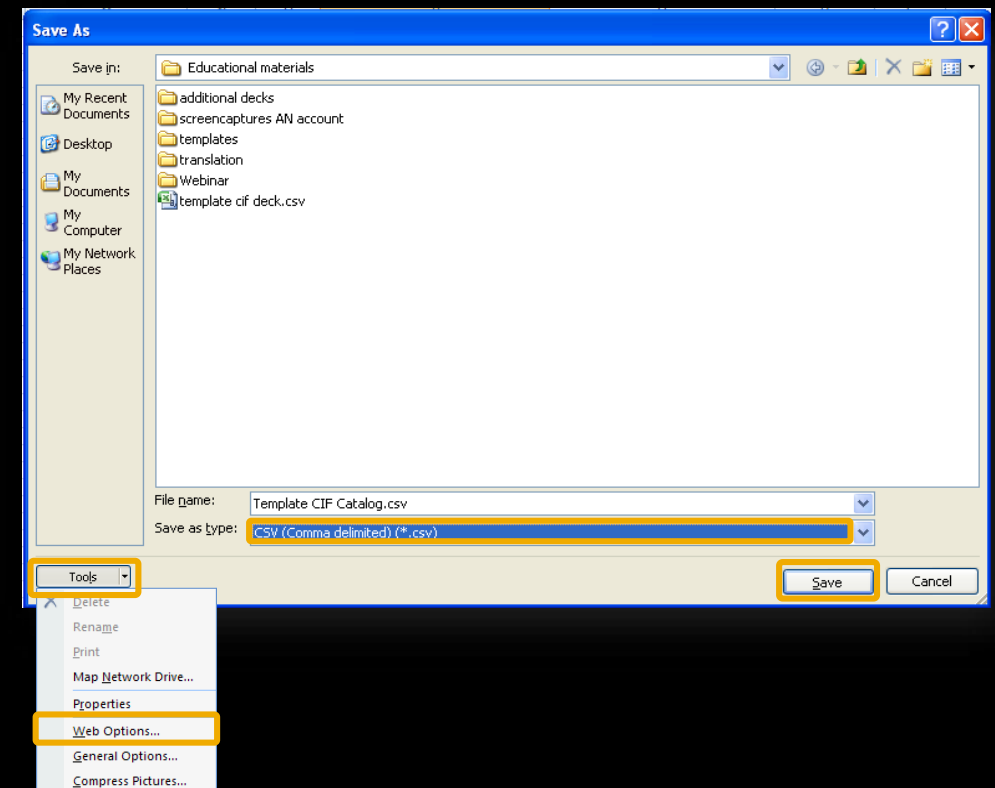
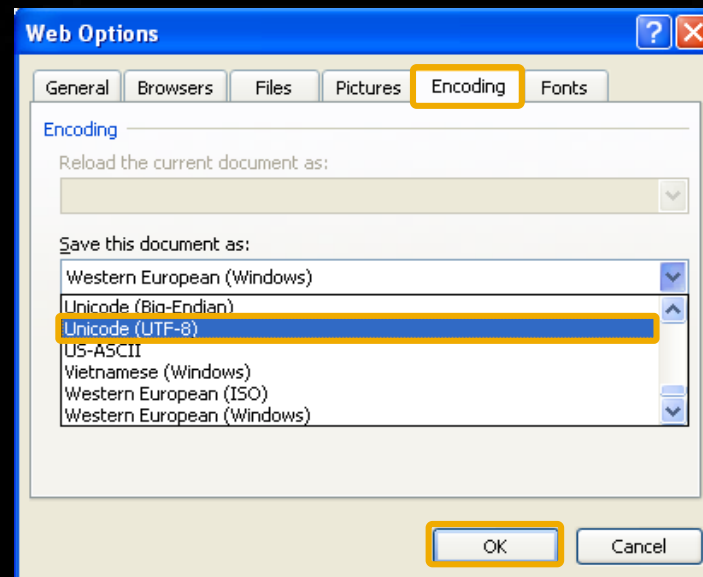
Validate and Publish

Note: Ariba Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

Converting the Excel File into .csv file

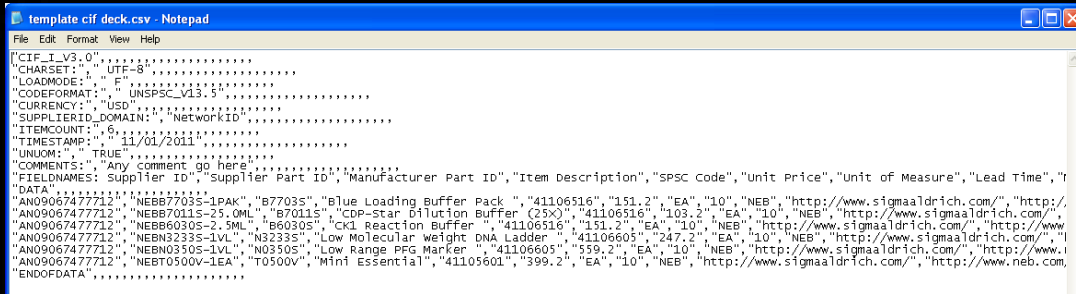
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.

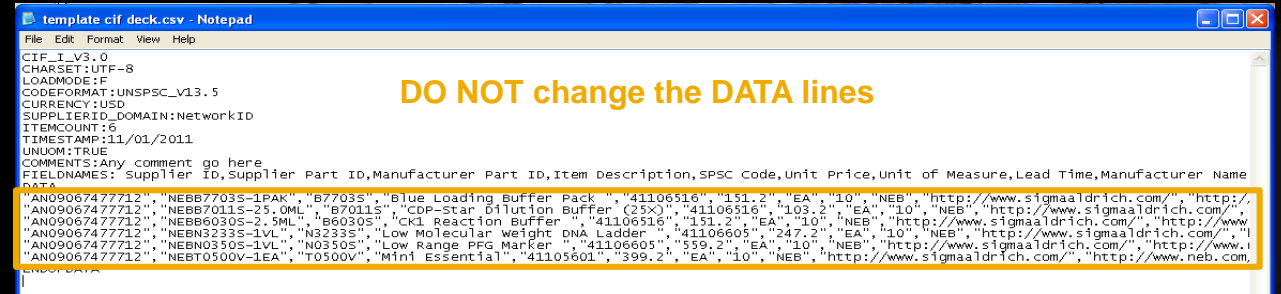


Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif



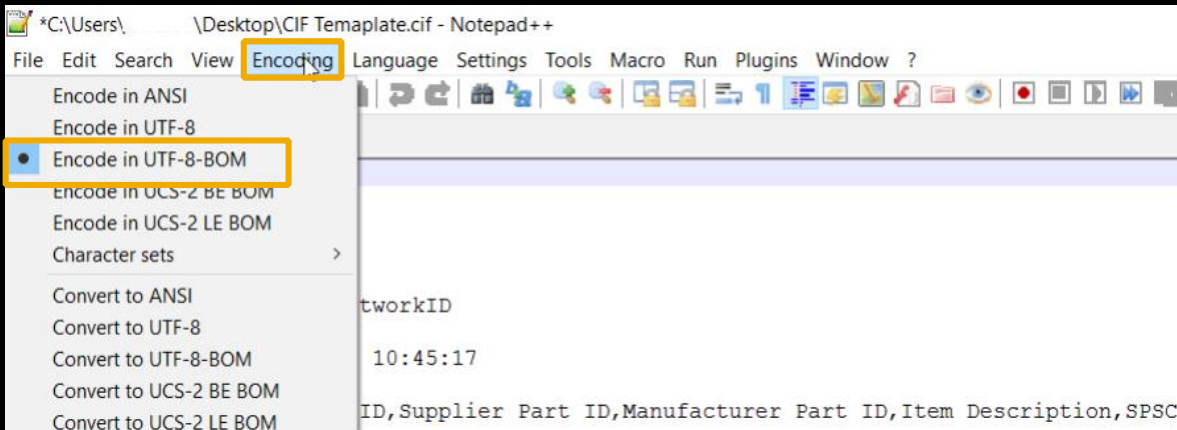
```
template cif deck.csv - Notepad
File Edit Format View Help
[\"CIF_I_V3.0\",.....]
[\"CHARSET:\", \" UTF-8\",.....]
[\"LOADMODE:\", \" F\",.....]
[\"CODEFORMAT:\", \" UNSPSC_V13.5\",.....]
[\"CURRENCY:\", \" USD\",.....]
[\"SUPPLIERID_DOMAIN:\", \" NETWORKID\",.....]
[\"ITEMCOUNT:\", \" 6\",.....]
[\"TIMESTAMP:\", \" 11/01/2011\",.....]
[\"UNUM:\", \" TRUE\",.....]
[\"COMMENTS:\", \" Any comment go here\",.....]
[\"FIELDNAMES: Supplier ID\", \" Supplier Part ID\", \" Manufacturer Part ID\", \" Item Description\", \" SPSC Code\", \" Unit Price\", \" Unit of Measure\", \" Lead Time\", \" Manufacturer Name\",.....]
[\"DATA\",.....]
[\"AN09067477712\", \" NEBB7703S-1PAK\", \" B7703S\", \" Blue Loading Buffer Pack \", \" 41106516\", \" 151.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBB7011S-25.OML\", \" B7011S\", \" CDP-Star Dilution Buffer (25X)\", \" 41106516\", \" 103.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBB6030S-2.5ML\", \" B6030S\", \" CK1 Reaction Buffer \", \" 41106516\", \" 151.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBN3233S-1VL\", \" N3233S\", \" Low Molecular Weight DNA Ladder \", \" 41106605\", \" 247.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBN0350S-1VL\", \" N0350S\", \" Low Range PFG Marker \", \" 41106605\", \" 559.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBT0500V-1EA\", \" T0500V\", \" Mini Essential\", \" 41105601\", \" 399.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.neb.com\",.....]
[\"ENDOFDATA\",.....]
```



```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNUM:TRUE
COMMENTS:Any comment go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name
DATA
[\"AN09067477712\", \" NEBB7703S-1PAK\", \" B7703S\", \" Blue Loading Buffer Pack \", \" 41106516\", \" 151.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBB7011S-25.OML\", \" B7011S\", \" CDP-Star Dilution Buffer (25X)\", \" 41106516\", \" 103.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBB6030S-2.5ML\", \" B6030S\", \" CK1 Reaction Buffer \", \" 41106516\", \" 151.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBN3233S-1VL\", \" N3233S\", \" Low Molecular Weight DNA Ladder \", \" 41106605\", \" 247.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBN0350S-1VL\", \" N0350S\", \" Low Range PFG Marker \", \" 41106605\", \" 559.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \" NEBT0500V-1EA\", \" T0500V\", \" Mini Essential\", \" 41105601\", \" 399.2\", \" EA\", \" 10\", \" NEB\", \" http://www.sigmaaldrich.com/\", \" http://www.neb.com\",.....]
ENDOFDATA
```

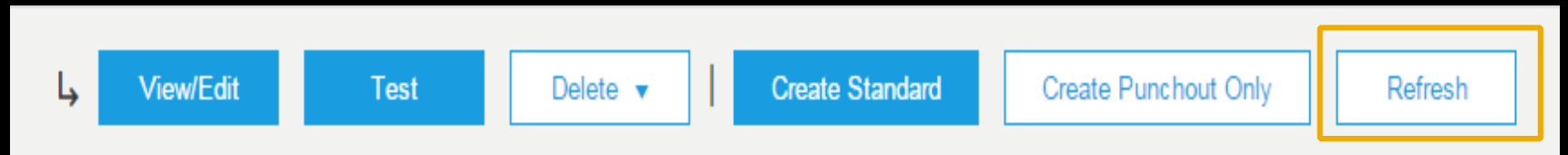
DO NOT change the DATA lines

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



Catalog Publication

- After the entire catalog has been uploaded:
 - Ariba Network begins the catalog validation
 - It can take several minutes to validate large catalogs
 - Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while Ariba Network is validating.
- Once you have completed uploading your catalog(s):
 - DO NOT** log out
 - Click the “**Refresh**” button on the catalog dashboard to update your catalog status.



Catalog Validation - Status

- After Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to **Published** and a network-generated email is sent to TETRA PAK.
- As TETRA PAK is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the TETRA PAK's specific validation and the status will change to **Pending Buyer Validation**.



CIF3.0	2 KB	Private	Supplier Program	22 Feb 2010	Published
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CIF3.0	98 KB	Private		4 Oct 2010	Pending Buyer Validation
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Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

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

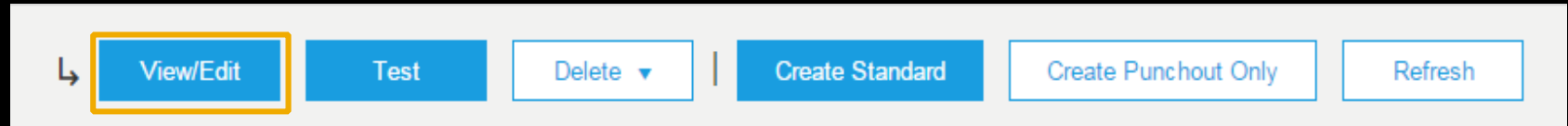
- Validating against TETRA PAK's specific validation rules.

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

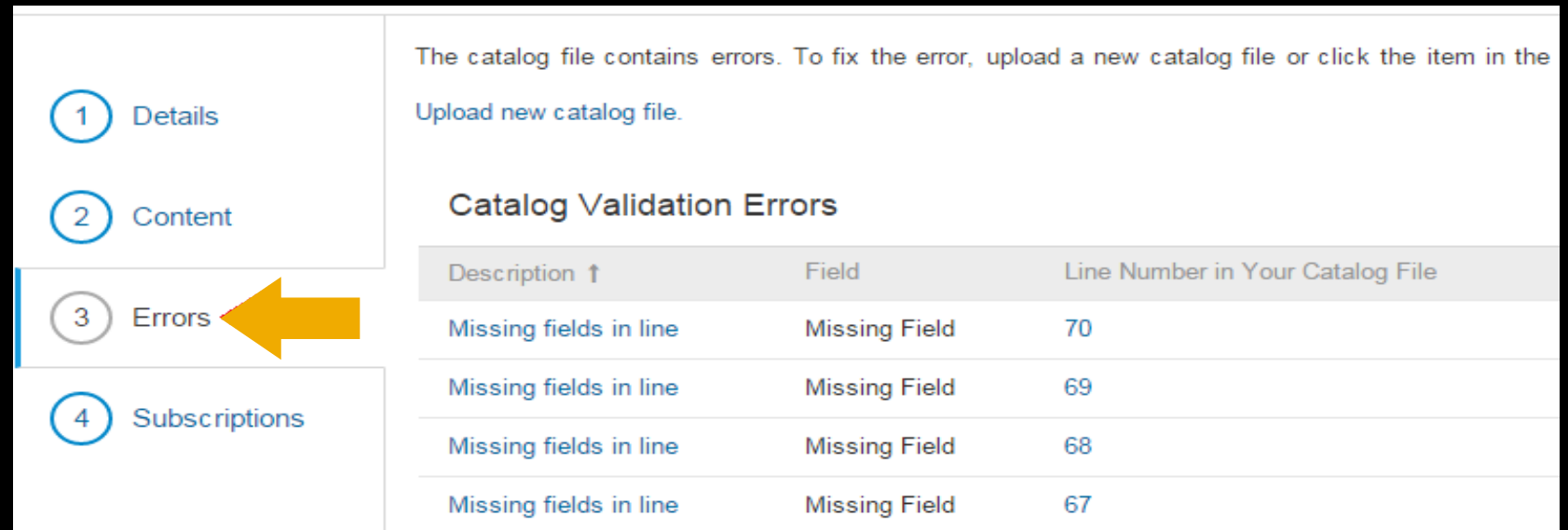
Note: Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the TETRA PAK's specific catalog validation rules.

How to Correct Errors Found by Ariba Network

- Click the “**View/Edit**” button on the dashboard



- On tab 3 “**Errors**” review the error details

A screenshot of the 'Errors' tab in the Ariba Network interface. On the left, there is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (selected and highlighted with a blue bar and a yellow arrow), 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 Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists four errors, all of which are 'Missing fields in line' with the field 'Missing Field' and line numbers 70, 69, 68, and 67 respectively.

Description ↑	Field	Line Number in Your Catalog File
Missing fields in line	Missing Field	70
Missing fields in line	Missing Field	69
Missing fields in line	Missing Field	68
Missing fields in line	Missing Field	67

Updating CIF Catalog

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Catalog Update – Step 1

When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

- 1 Select your catalog
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Download Catalog File**

GSO Sandbox - P2O - TEST

TEST-OK-1

1

↳

View/Edit

Test

Delete ▾

Create Standard

Edit a Catalog

1 Details

2 Content

3 Subscriptions

Previous

Create New Version

Upload Catalog File

Download Catalog File

Update Header Data

Exit

Catalog Update – Step 2

1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.

2 Click **Convert to Excel** and wait for the next button to highlight

3 Click **Refresh Status** and wait for the next button to highlight

4 Click **Download as Excel** and save the file to your computer

5 Click **Exit**

CIF Download

Created at:	Monday 6 Feb 2017 2:24 PM GMT+01:00
Size:	2 KB
Type:	CIF3.0
Status:	Ready

Download as CIF

Excel Download

Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to update the conversion status. When the catalog is ready you can download the converted Excel file.

Created at:	
Size:	
Type:	Excel
Status:	

Convert to Excel

Refresh Status

Download as Excel

Previous

Exit

Catalog Update – Step 3

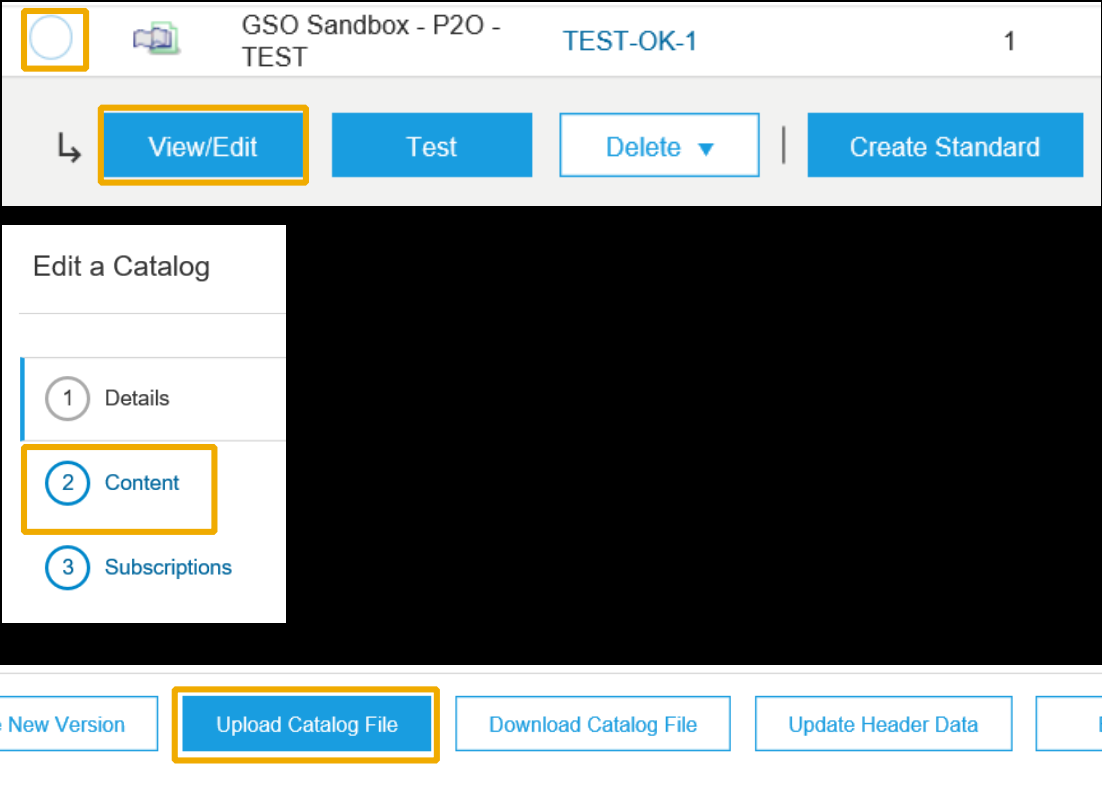
Open the downloaded file in Excel and enable editing and make necessary changes.

CIF_I_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	1											
UNUOM:	TRUE											
COMMENTS:	Any comments can go here											
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri	
DATA												
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02	
ENDOFDATA												

Catalog Update – Step 4

Once your new catalog version is ready, log in your Ariba Network account.

- 1 Select your catalog
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Upload Catalog File**



Catalog Update – Step 5

1 Click **Choose File** and browse to the catalog file on your computer.

2 Click **Validate and Publish**

Create a New Catalog





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 [Help](#) at the top of the page.


UPLOAD YOUR CATALOG FILE

! 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.

Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking:
Delete > All versions or only delete the latest version by selecting the catalog and clicking
Delete > Latest Version Only

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0

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

Thank you

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