

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

[Enlarge](#)

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						
Header						
Data						
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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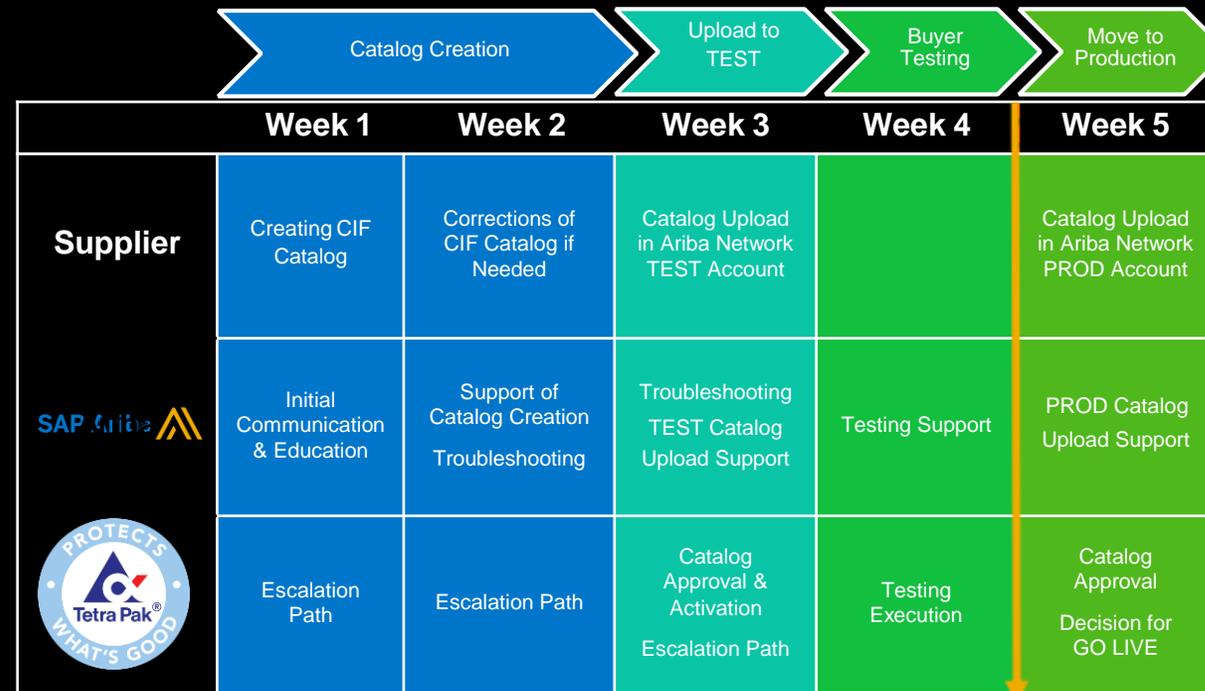
CIF Catalog Enablement

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

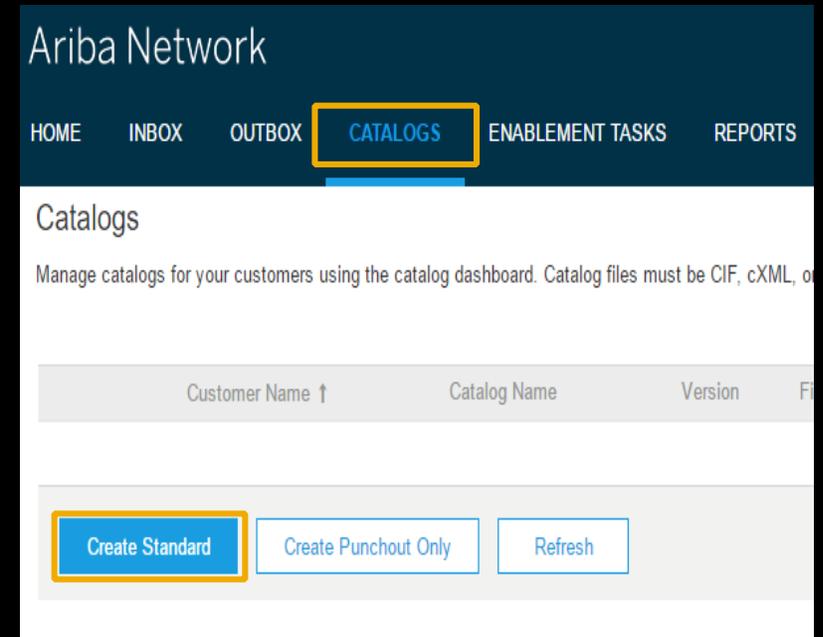
Go to: <http://supplier.ariba.com>

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**

1 Create a New Catalog

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

1 Details

Catalog Name: TEST_OK_1

Created By: [blank]

Date Created: Monday 13 Mar 2017 9:22 AM GMT+01:00

Description: [blank]

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

Commodities: [blank]

Delete Add

Next Exit

2 Create a New Catalog

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site. 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.

1 Details

2 Subscriptions

3 Content

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	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Customers 1		
<input checked="" type="checkbox"/> GSO Sandbox - P20	View	Pending Validation

Previous Next Exit

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

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.

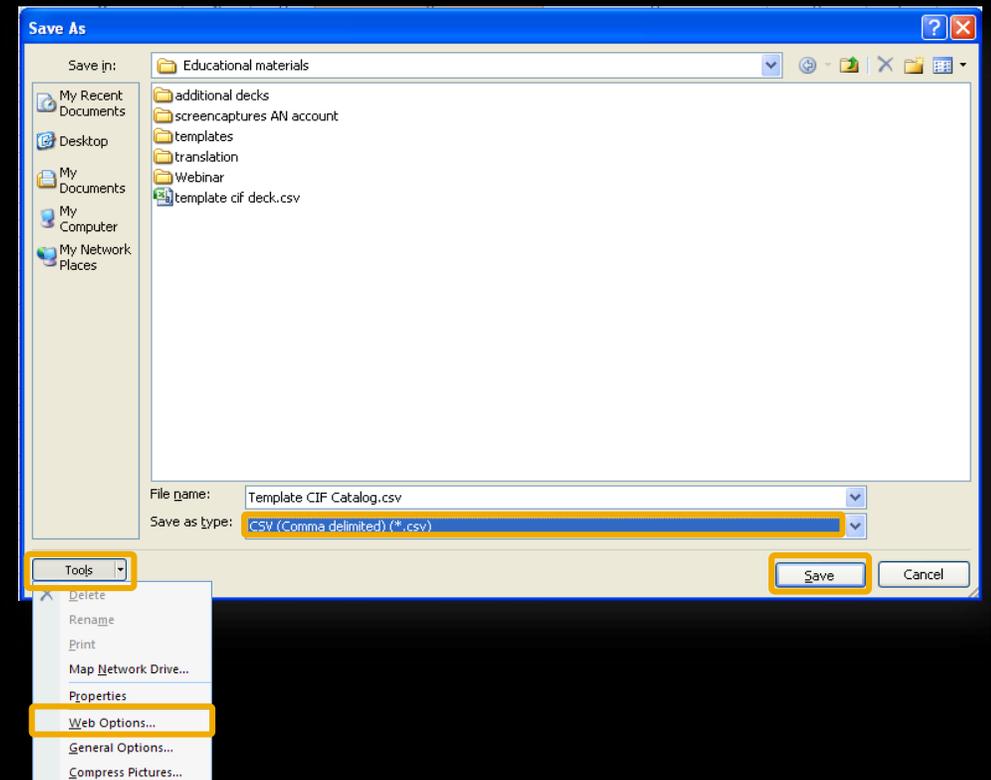
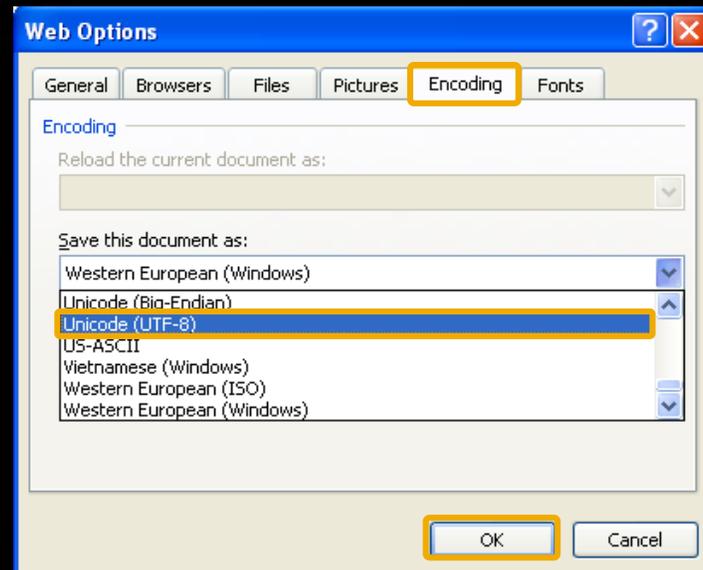
Validate and Publish

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

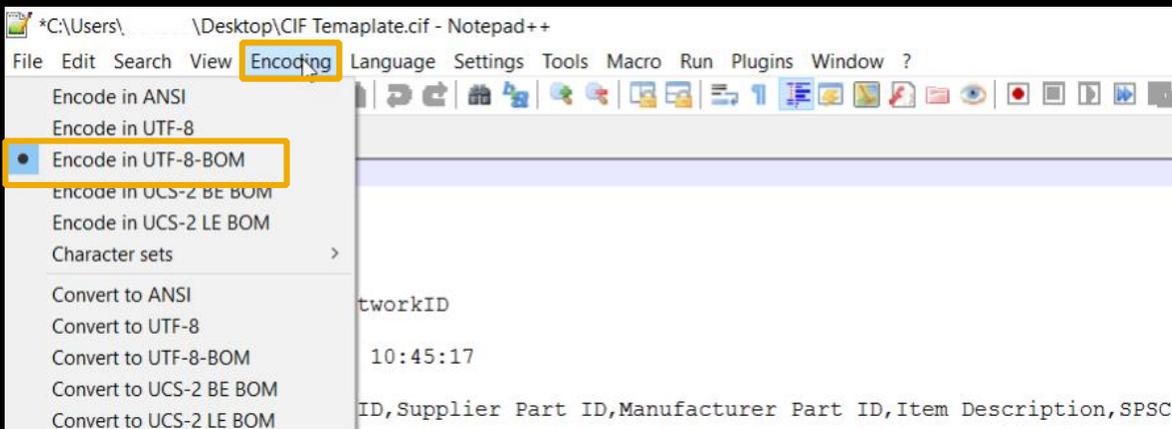
- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then rename the file with the extension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

```
template cif deck.csv - Notepad
File Edit Format View Help
[CFI_I_V3.0]
[CHARSET:" UTF-8]
[LOADMODE:" F]
[CODEFORMAT:" UNSPSC_V13.5]
[CURRENCY:" USD]
[SUPPLIERID_DOMAIN:" NETWORKID]
[ITEMCOUNT:" 6]
[TIMESTAMP:" 11/01/2011]
[UNIQM:" 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,"]
[DATA]
"AN09067477712","NEBB7703S-1PAK","B7703S","Blue Loading Buffer Pack","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBB7011S-25.OML","B7011S","CDP-Star Dilution Buffer (25X)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBN3233S-1VL","N3233S","Low Molecular Weight DNA Ladder","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBN0350S-1VL","N0350S","Low Range PFG Marker","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","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
[CFI_I_V3.0]
[CHARSET:UTF-8]
[LOADMODE:F]
[CODEFORMAT:UNSPSC_V13.5]
[CURRENCY:USD]
[SUPPLIERID_DOMAIN:NETWORKID]
[ITEMCOUNT:6]
[TIMESTAMP:11/01/2011]
[UNIQM: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/","NEBB7011S-25.OML","B7011S","CDP-Star Dilution Buffer (25X)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBN3233S-1VL","N3233S","Low Molecular Weight DNA Ladder","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","NEBN0350S-1VL","N0350S","Low Range PFG Marker","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.sigmaaldrich.com/","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

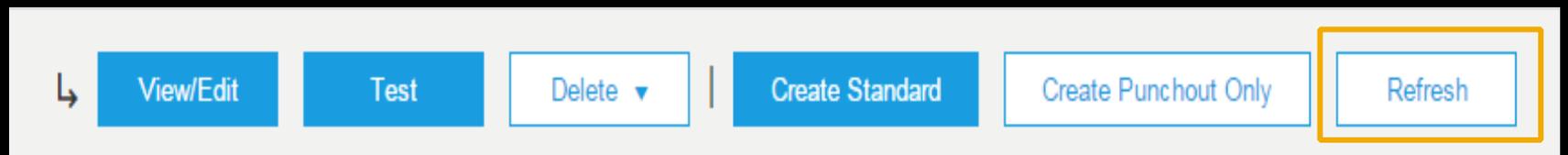


Catalog Publication

- 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

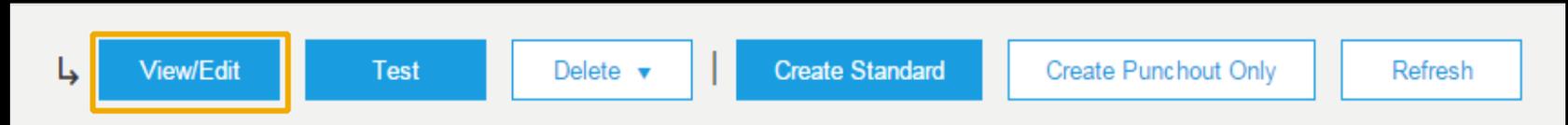
- Validating against TETRA PAK's specific validation rules.

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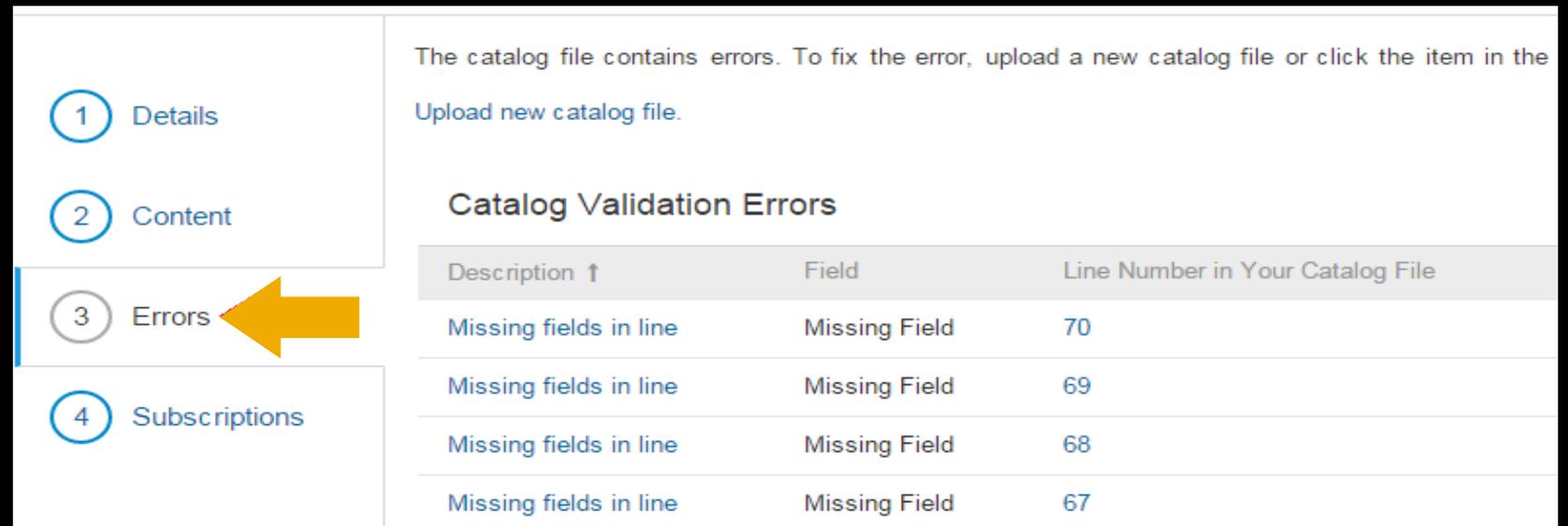
Note: Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the TETRA PAK's specific catalog validation rules.

How to Correct Errors Found by Ariba Network

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



- On tab 3 “Errors” review the error details



The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Upload new catalog file.

Catalog Validation Errors

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

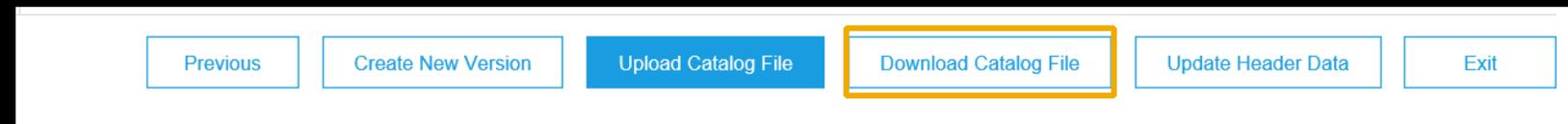
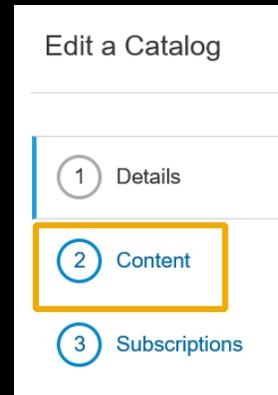
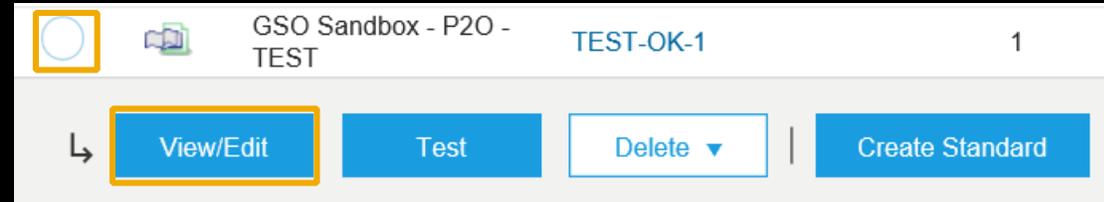
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

4 Click **Download Catalog File**



Catalog Update – Step 2

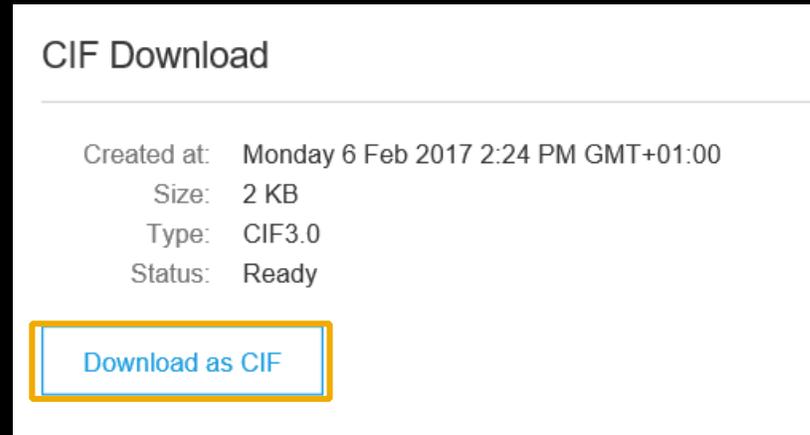
1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.

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**

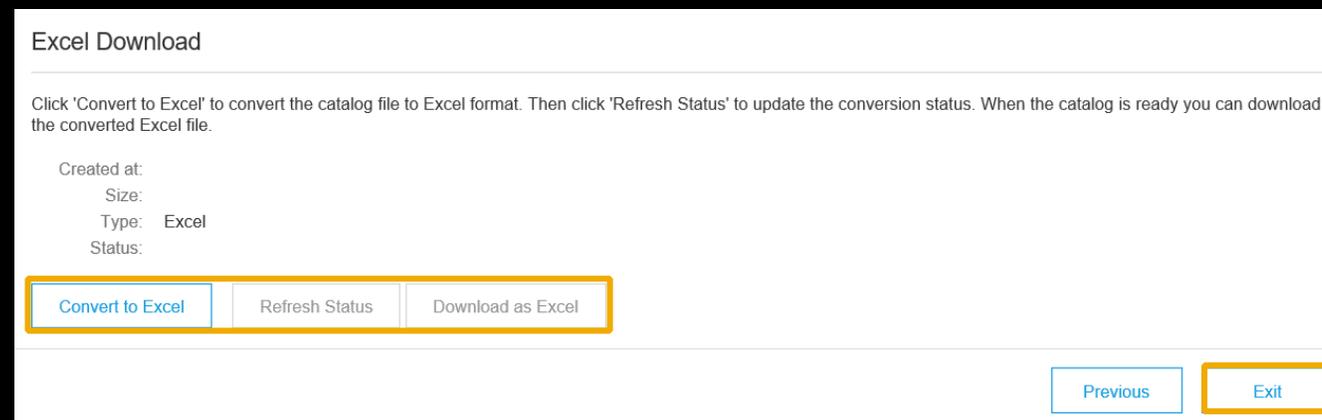


CIF Download

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

Download as CIF

This screenshot shows a web interface for downloading a CIF file. The title is "CIF Download". Below the title, there is a section with metadata: "Created at: Monday 6 Feb 2017 2:24 PM GMT+01:00", "Size: 2 KB", "Type: CIF3.0", and "Status: Ready". At the bottom of this section, there is a button labeled "Download as CIF" which is highlighted with a yellow border.



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

This screenshot shows a web interface for downloading an Excel file. The title is "Excel Download". Below the title, there is a paragraph of instructions: "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." Below this, there is a section with metadata: "Created at:", "Size:", "Type: Excel", and "Status:". At the bottom of this section, there are three buttons: "Convert to Excel", "Refresh Status", and "Download as Excel". The "Convert to Excel" button is highlighted with a yellow border. At the bottom right of the interface, there are two buttons: "Previous" and "Exit", with the "Exit" button highlighted with a yellow border.

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

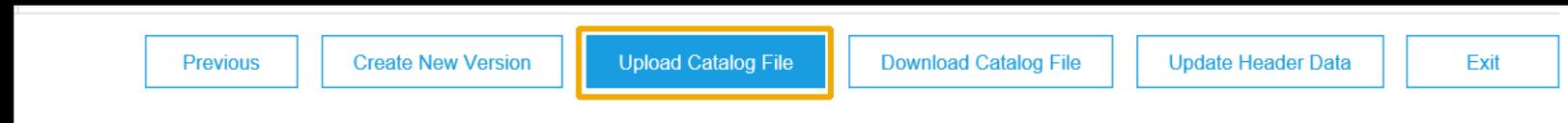
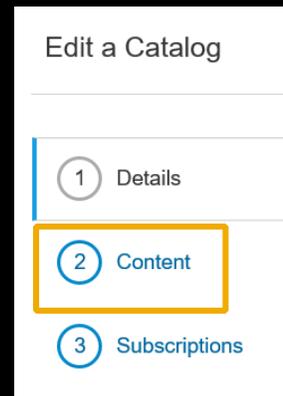
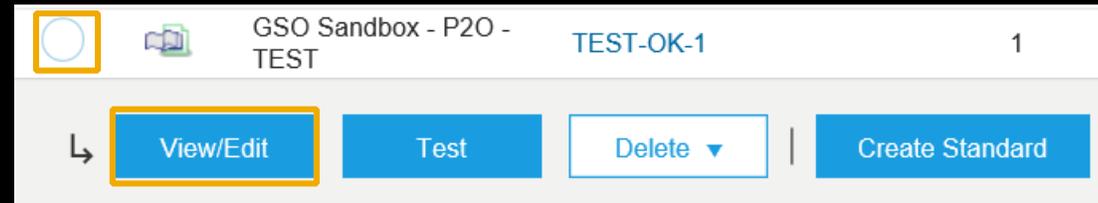
Once your new catalog version is ready, log in your Ariba Network account.

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

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

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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