Ariba® Network
CIF Catalog Guide

March, 2021

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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
  Buy

  your 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: 1   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)

Enlarge ▾

€17.09 EUR / each

Qty: 1   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						CIF_I_V3.0	
CHARSET:							
LOADMODE: F							
CODEFORMAT: UNSPSC							
CURRENCY: EUR		**Header**					
SUPPLIERID_DOMAIN: NetworkID							
ITEMCOUNT: 4				**Data**			
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

	Catalog Creation		Upload to TEST	Buyer Testing	Move to Production
	Week 1	**Week 2**	**Week 3**	**Week 4**	**Week 5**
Supplier	Creating CIF Catalog	Corrections of CIF Catalog if Needed	Catalog Upload in Ariba Network TEST Account		Catalog Upload in Ariba Network PROD Account
SAP Ariba	Initial Communication & Education	Support of Catalog Creation Troubleshooting	Troubleshooting TEST Catalog Upload Support	Testing Support	PROD Catalog Upload Support
Tetra Pak	Escalation Path	Escalation Path	Catalog Approval & Activation Escalation Path	Testing Execution	Catalog Approval Decision for GO LIVE

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
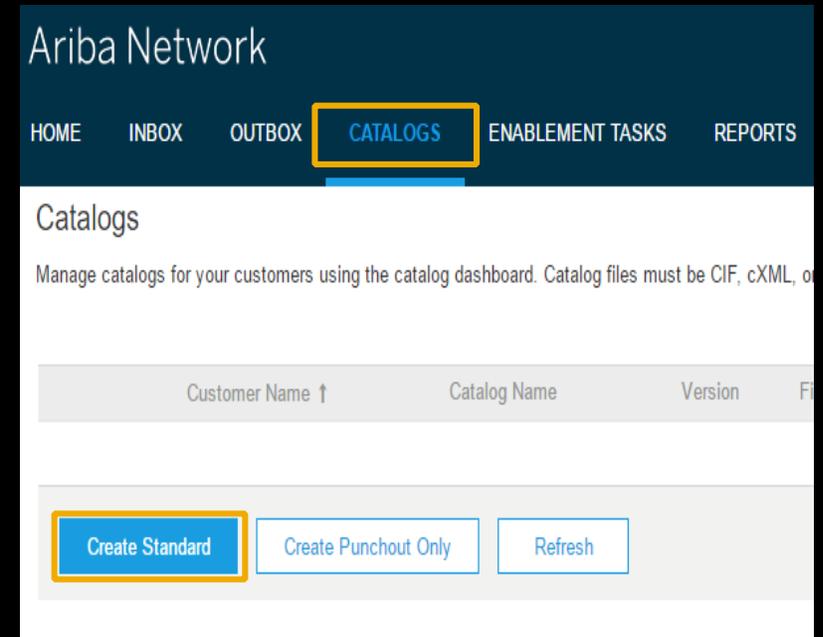
Catalog Publication

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**

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.
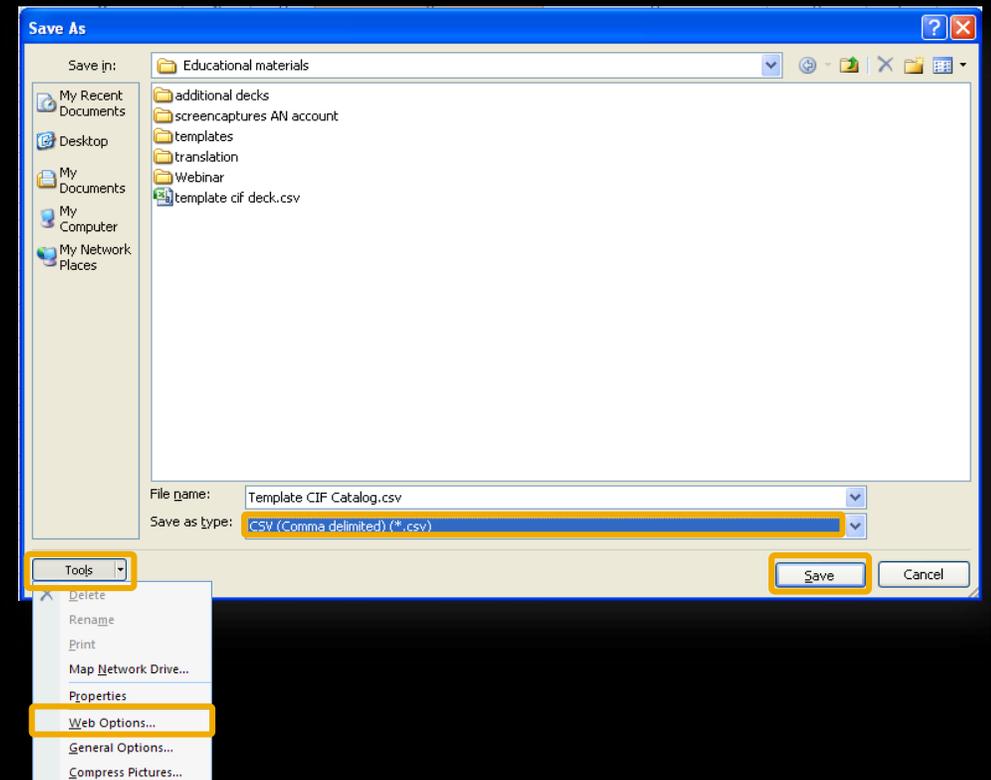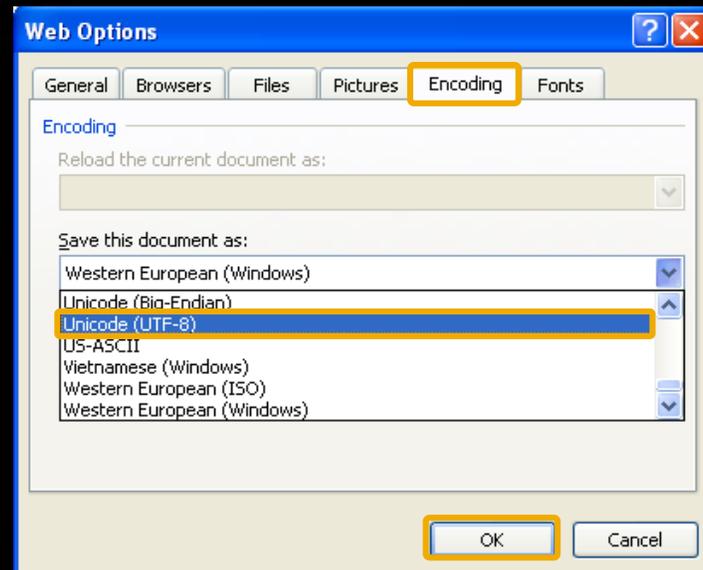
Convert your .csv file into .cif file

- 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**


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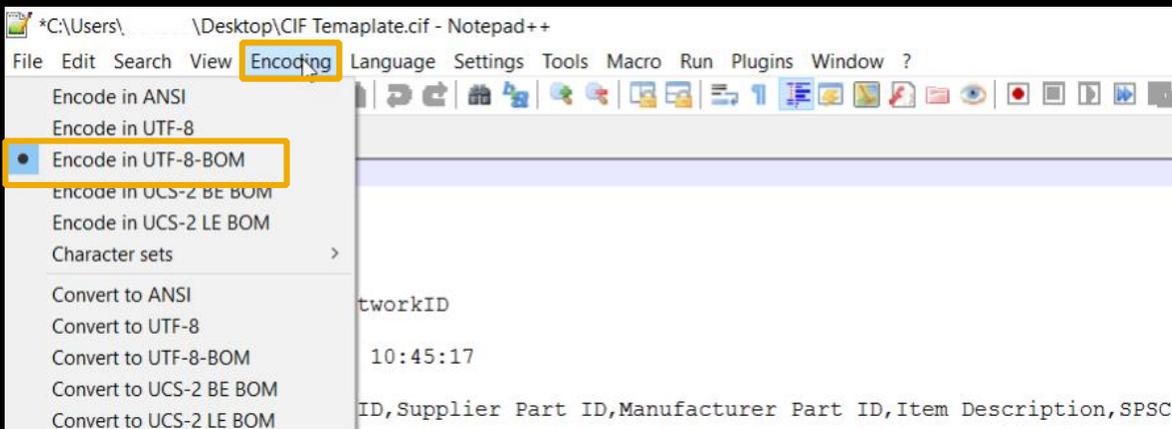
Catalog Publication

- 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.
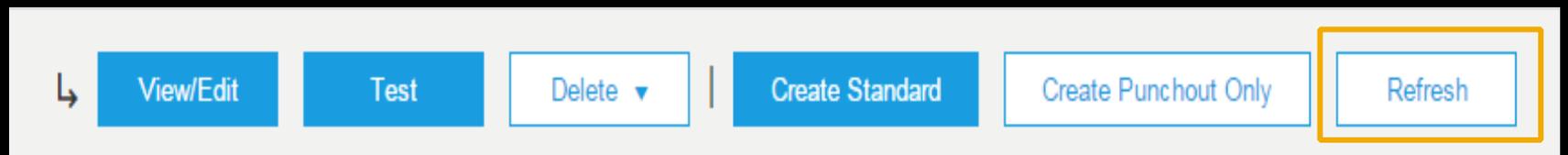
Catalog Validation - Status

- 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 |

| CIF3.0 | 98 KB | Private | | 4 Oct 2010 | Pending Buyer Validation |

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
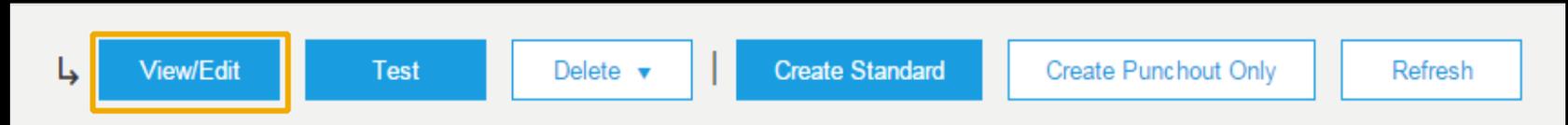
- On tab 3 "**Errors**" review the error details

Updating CIF Catalog

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**
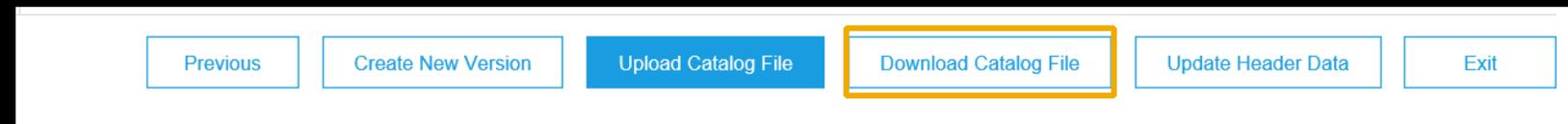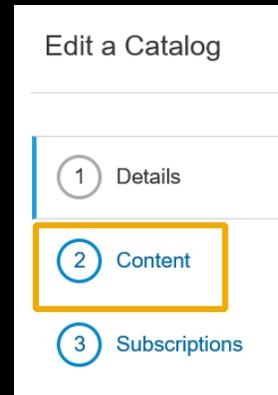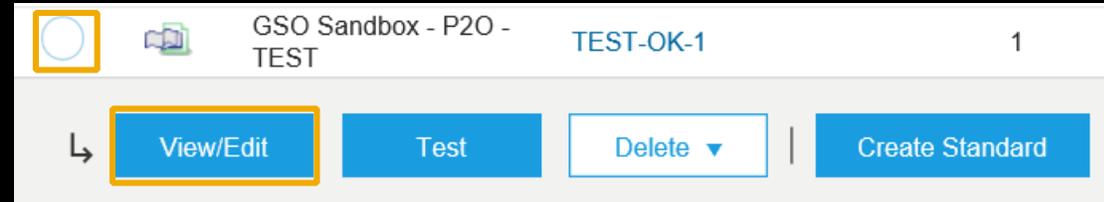
Catalog Update – Step 2

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**
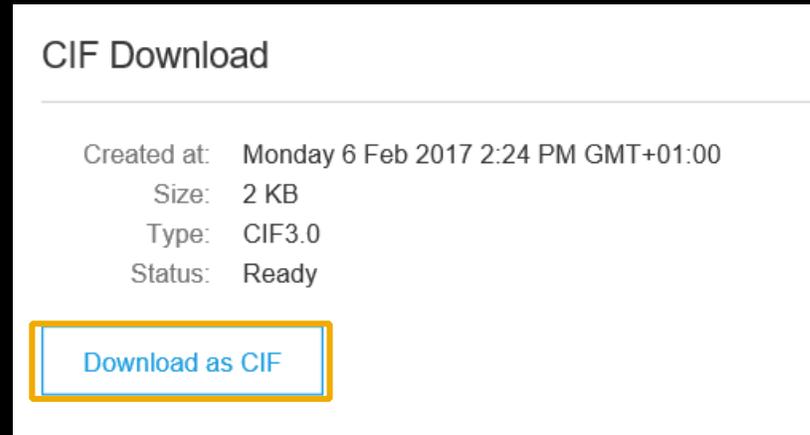
CIF Download

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

Download as CIF
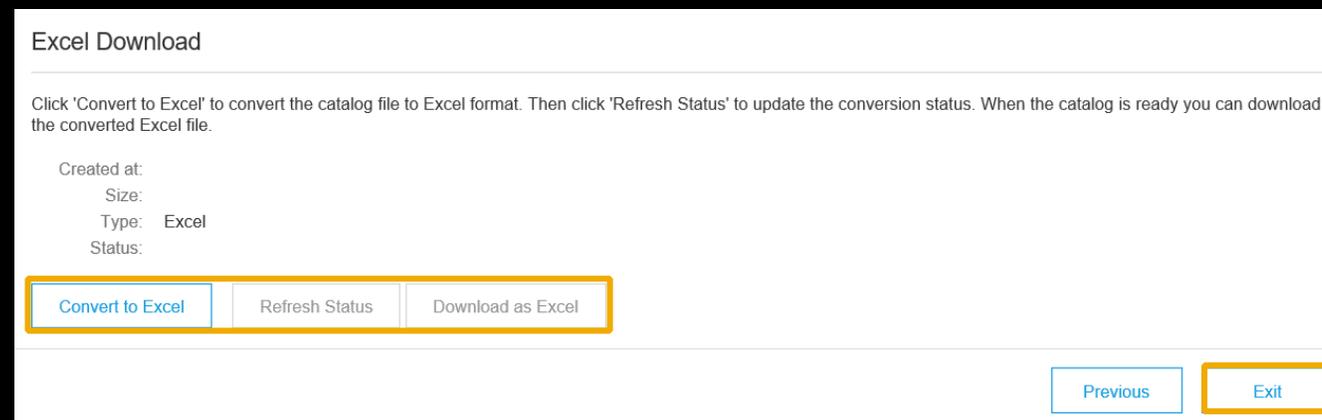
Excel Download

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 Cod	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**
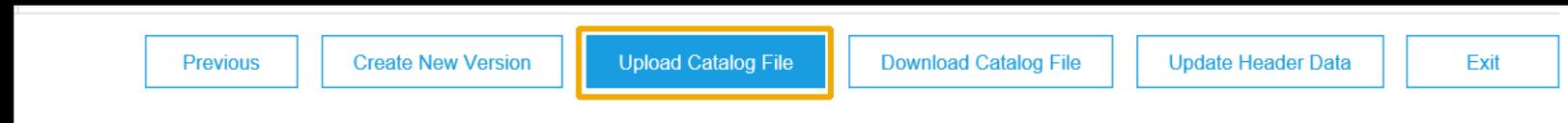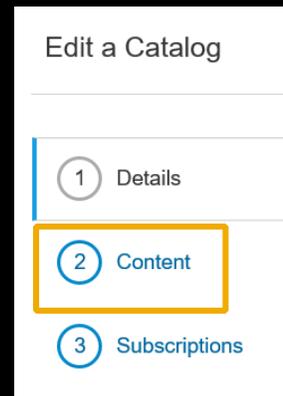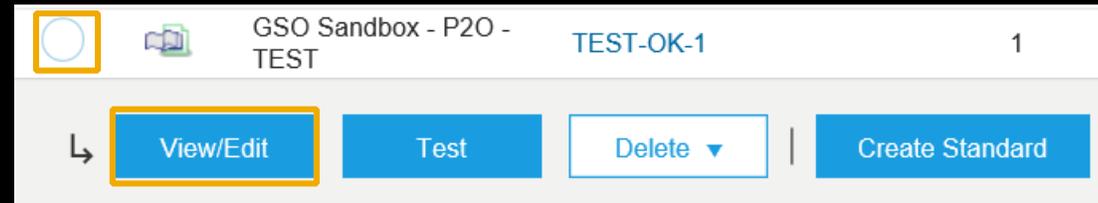
Catalog Update – Step 5

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

2   Click **Validate and Publish**

Create a New Catalog

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]

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

Thank you

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