

SAP Ariba 

# PunchOut Catalog Guide for Suppliers

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- How to upload my Index File ?

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- How does a Buyer purchase from PunchOut ?

### How to use this guide:

This presentation is **interactive** and contains **process simulations**.

When you see **text like this** or **buttons surrounded this** then you it is **interactive**.

Use the **red buttons** [    ] at the top right of your screen to be sent back here

# Introduction **and** Types



# What is Punchout Catalog



A **PunchOut** catalog is a type of catalogue that gives **Buyers** access a **Supplier's web-shop** from their SAP Ariba Application.

## Punchout Level 1

When referred to a “**Level 1**”, this means the **Buyer** searches for the desired Supplier/PunchOut and then enters at the **Store Level**, i.e. they are sent to the web-shop's landing page. On entering, the **Buyer** will **search for the Items on the Supplier's web-shop**, then add all desired items to the web-shop's Basket and return back to the SAP Ariba Application with the Basket containing the selected Items to generate Purchase Requisition.



**FOURNISSEURTECH** WEB-SHOP  
Supplier: **FournisseurTech**

Buy from Supplier

## Punchout Level 2

When referred to a “**Level 2**”, this means the **Buyer** is entering at the **Aisle, Shelf or Product Level**, i.e. they are sent to a specific part of a web-shop. On entering, the Buyer will be **sent directly to the Aisle/Shelf/Product that he clicked on when browsing his SAP Ariba Application's UI**. Once he has added the desired items to the web-shop's Basket, the **Buyer** returns back to the SAP Ariba application with the Basket containing the selected Items to generate Purchase Requisition.

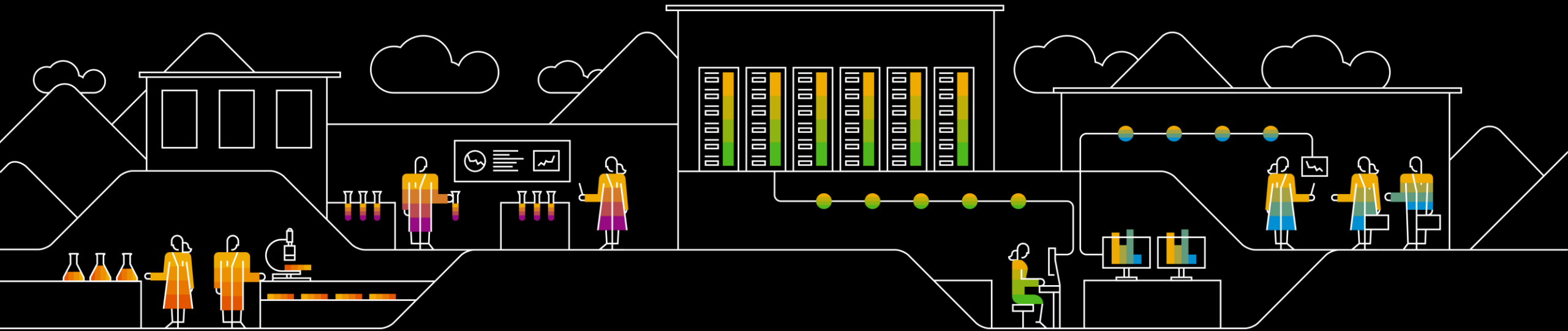


**Superbook ABC Laptop**  
Supplier: **FournisseurTech**  
Supplier Part #: laptop\_1  
Available in : 8 Day(s)

**\$499.99 USD \* / each**

Buy from Supplier

# Project Specifics



# Main Prerequisites for Punchout Suppliers



## Business and Technical Requirements on catalog content

**Business related topics** as per Items available in Your Web-shop, Price, Availability T&Cs. Should be agreed with Buyer prior to enablement process.

## Commodity Codes Required for Items:

It is compulsory to associate a commodity code for each item in your Web-shop. A list of **commodity codes** is available in the Supplier Information Portal which is accessible from every Ariba Network account.

## Web-shop Configuration:

Supplier's must configure their website in order to **accept the ANID** of Buyer.

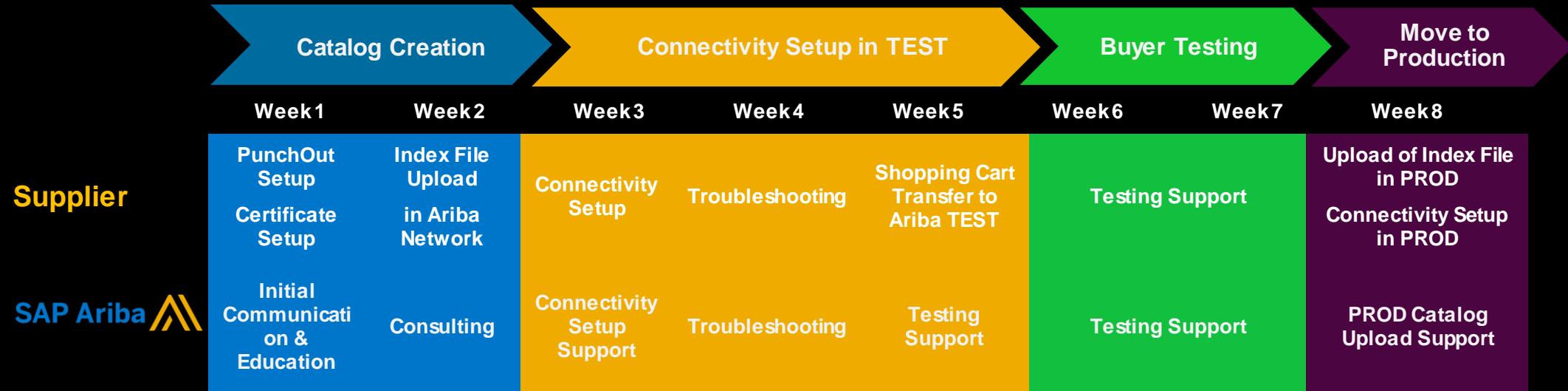
## Consult cXML Documentation:

In order to configure your website to transact and exchange Data with SAP Ariba Network and SAP Ariba Procurement Application via cXML. **cXML Solutions Guide** and the **cXML User Guide** are available in the Supplier Information Portal.

## Security

Supplier's Punchout site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)**. HTTPS protects all parties in Punchout sessions: Buyer Ariba Network, and the Punchout site.

# Project Timelines

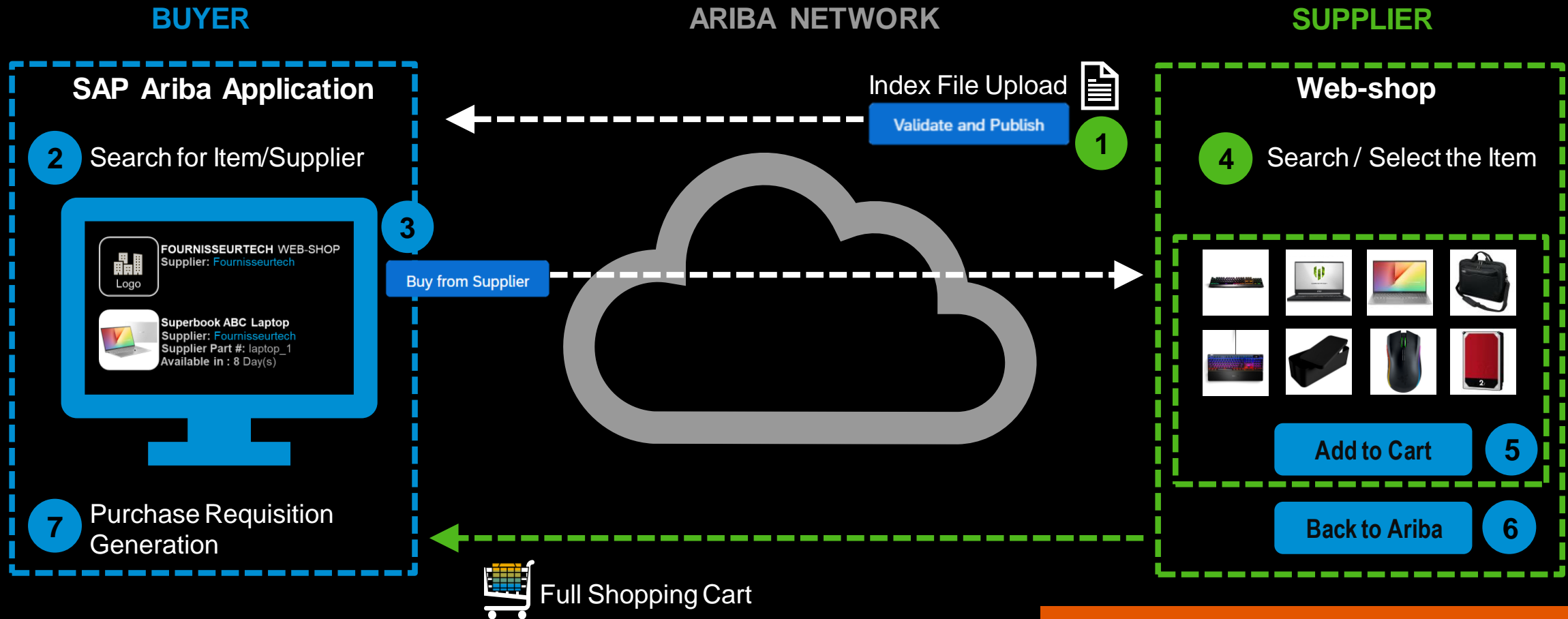


# System Architecture





# Process Architecture: Functional and Purchase Operations

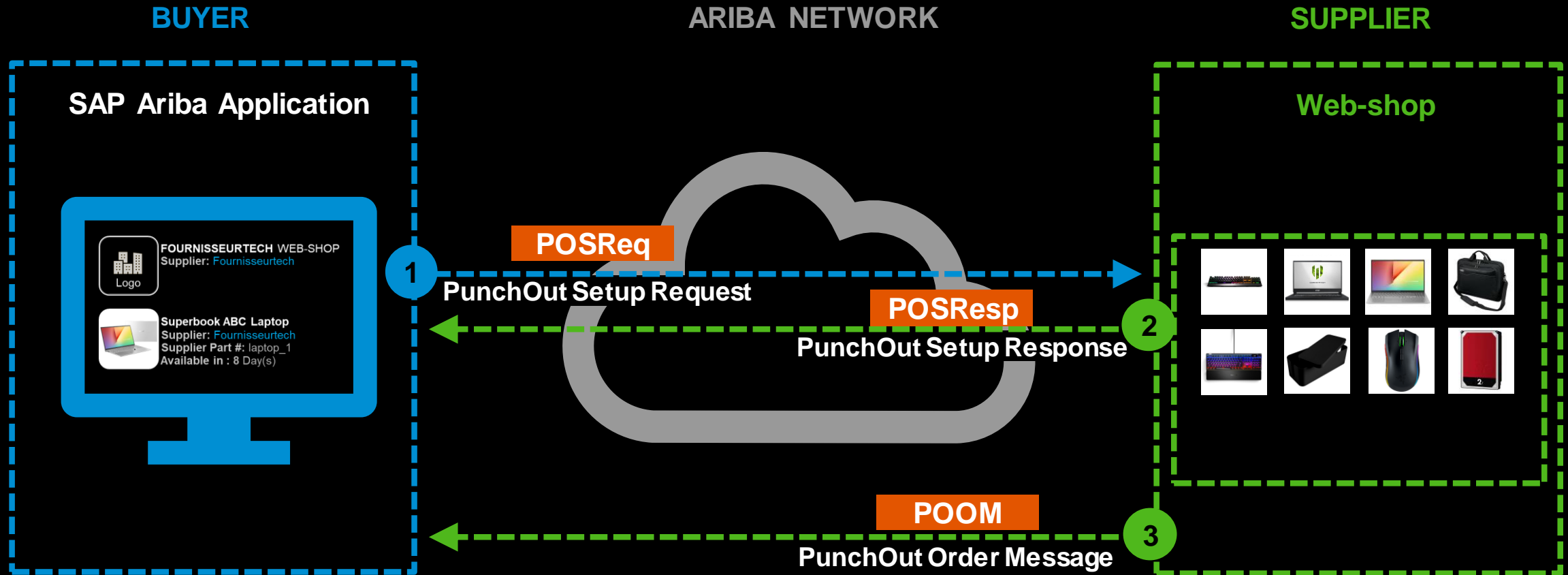


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

# cXML Message Flow

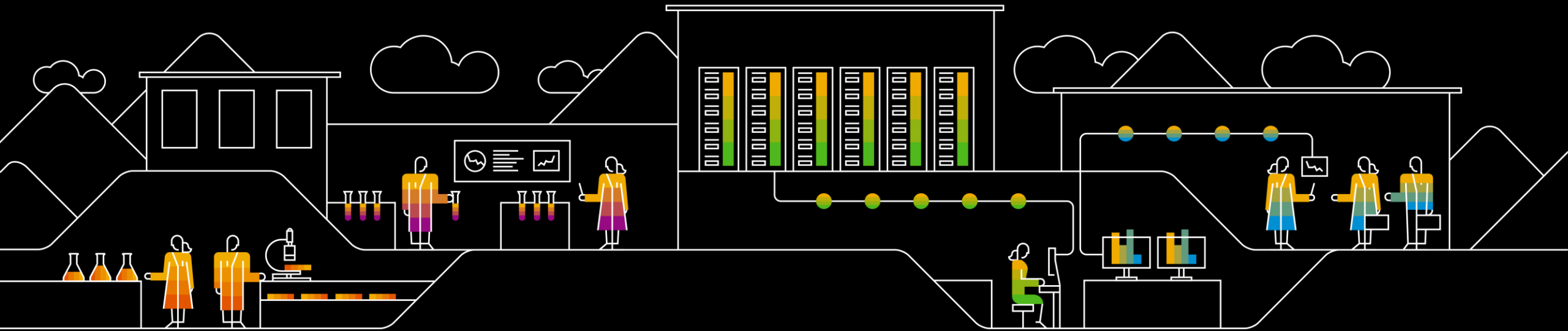


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

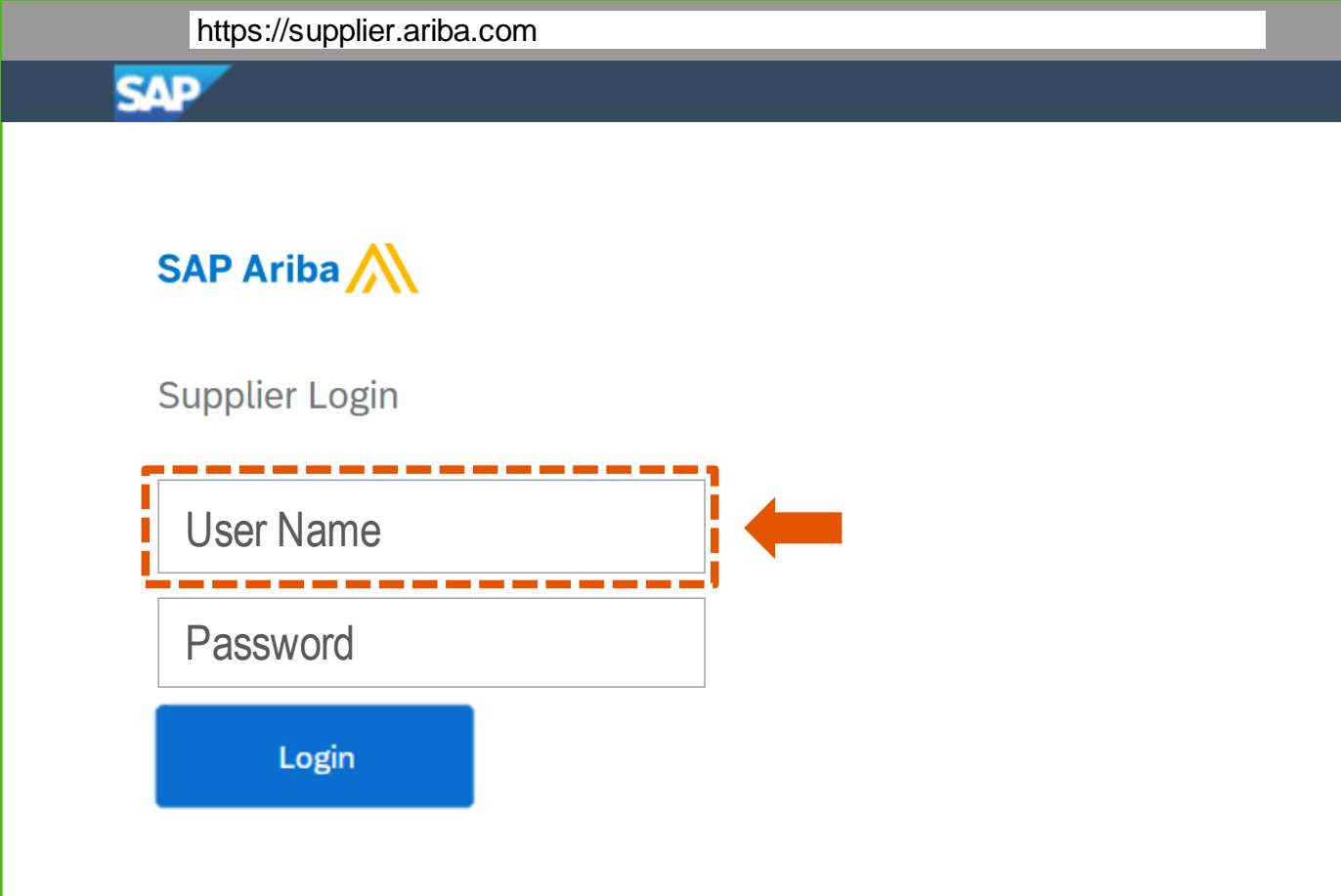
# Ariba Network account Configuration



# Ariba Supplier Portal

1

Enter your **Supplier**  
**Credentials** [press on  
the **User Name** field]



The screenshot shows the SAP Ariba Supplier Login page. The browser address bar displays `https://supplier.ariba.com`. The page header features the SAP logo. The main content area includes the SAP Ariba logo, the text "Supplier Login", and two input fields: "User Name" and "Password". The "User Name" field is highlighted with a dashed orange border, and an orange arrow points to it from the right. Below the input fields is a blue "Login" button.

# Log in

2

Click on **Login**

https://supplier.ariba.com

SAP

SAP Ariba

Supplier Login

Fournisseurtech


.....

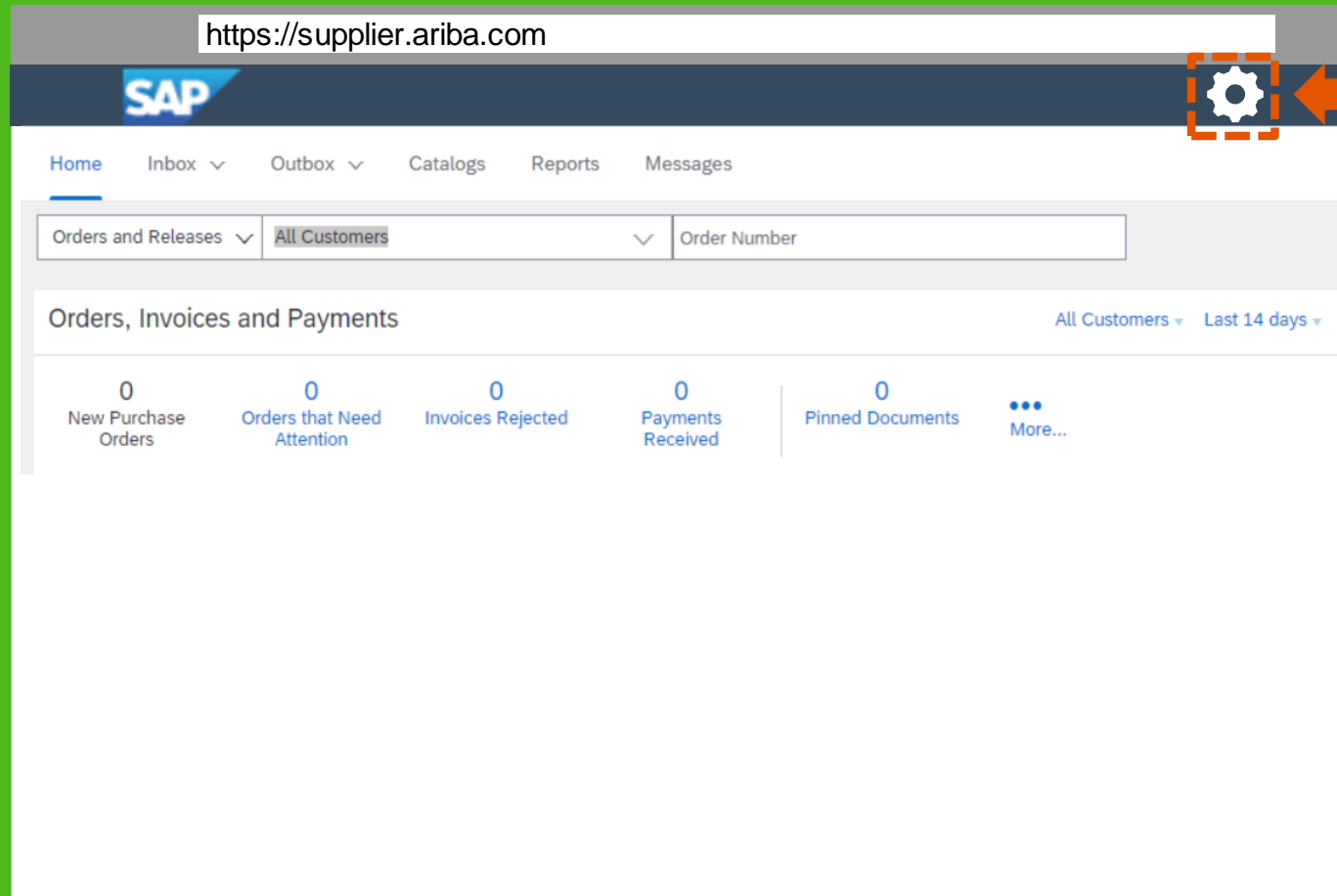
Login

Index

Refresh

# Landing AN Page

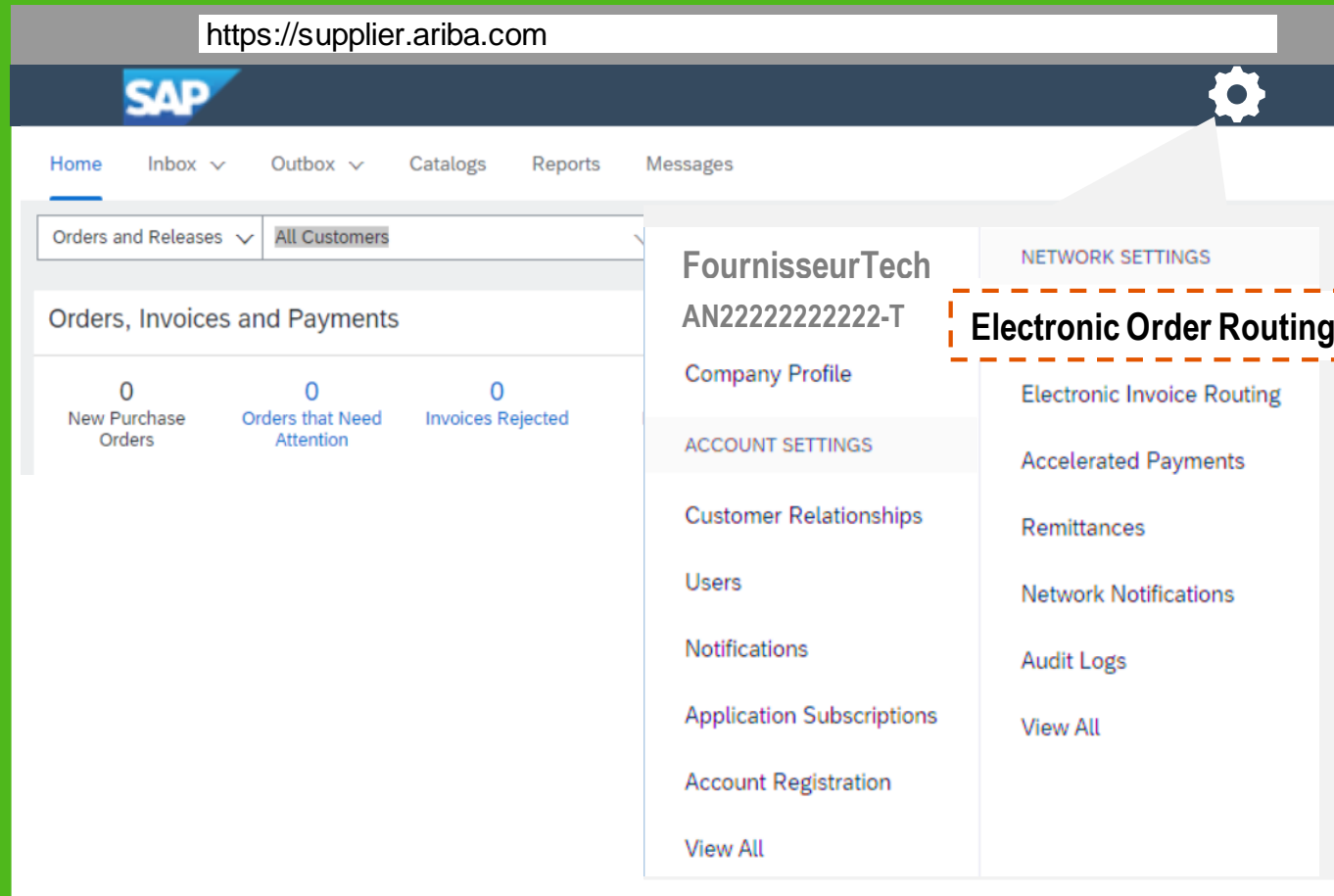
3  
On Top Left of the  
screen Click on  
**Company Setting  
Icon** 



# Settings

4

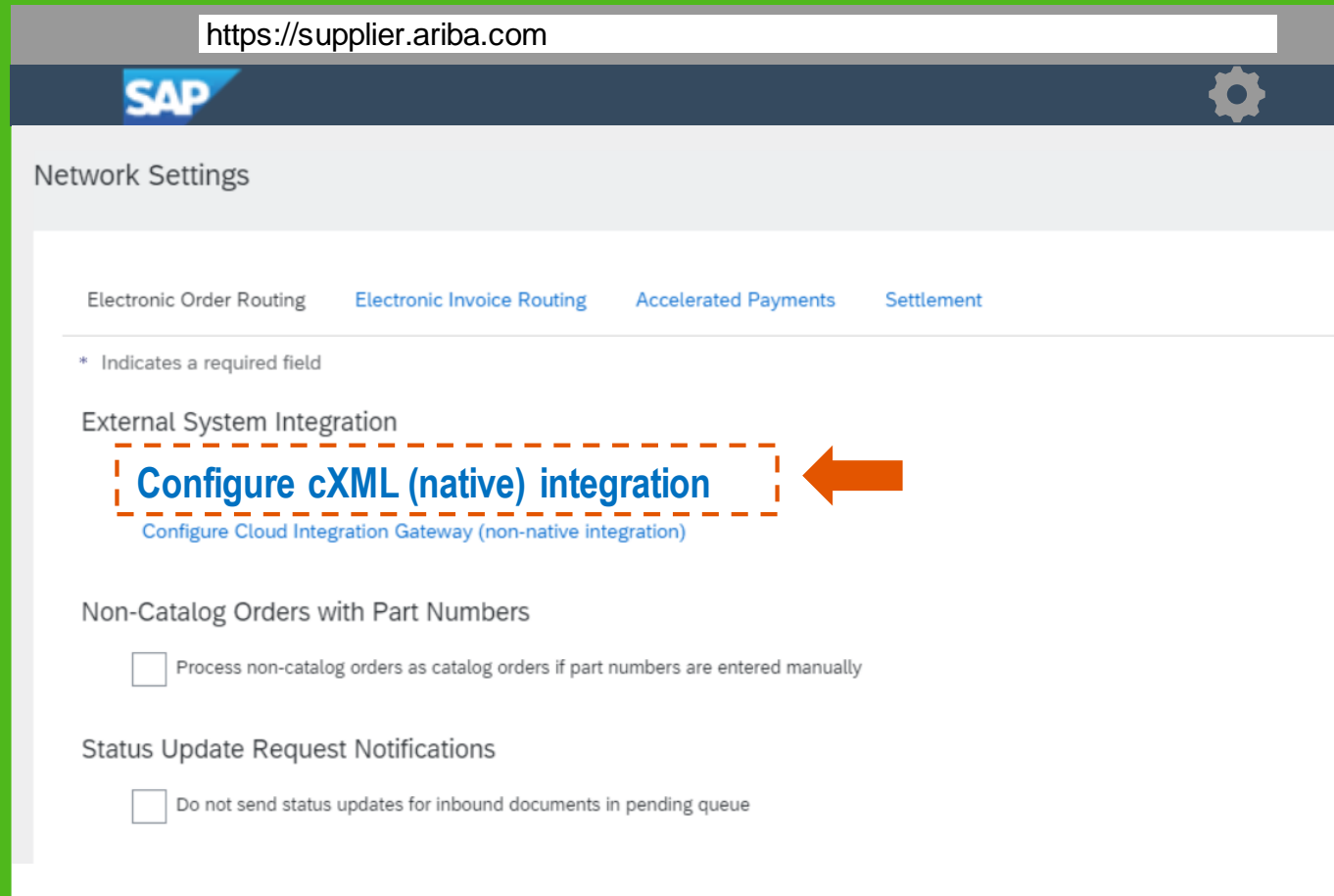
From Drop-down menu, click on **Electronic Order Routing**



# Electronic Order Routing

5

Click on **Configure cXML (native) integration**



The screenshot shows a web browser window with the URL `https://supplier.ariba.com`. The page has a SAP logo and a gear icon in the top right. The main heading is "Network Settings". Below it, there are four tabs: "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", and "Settlement". The "Electronic Order Routing" tab is selected. A note states: "\* Indicates a required field". Under the heading "External System Integration", there are two links: "Configure cXML (native) integration" and "Configure Cloud Integration Gateway (non-native integration)". The first link is highlighted with a dashed orange border and an orange arrow points to it from the right. Below this, under the heading "Non-Catalog Orders with Part Numbers", there is a checkbox labeled "Process non-catalog orders as catalog orders if part numbers are entered manually". At the bottom, under the heading "Status Update Request Notifications", there is a checkbox labeled "Do not send status updates for inbound documents in pending queue".

  
Index

  
Refresh

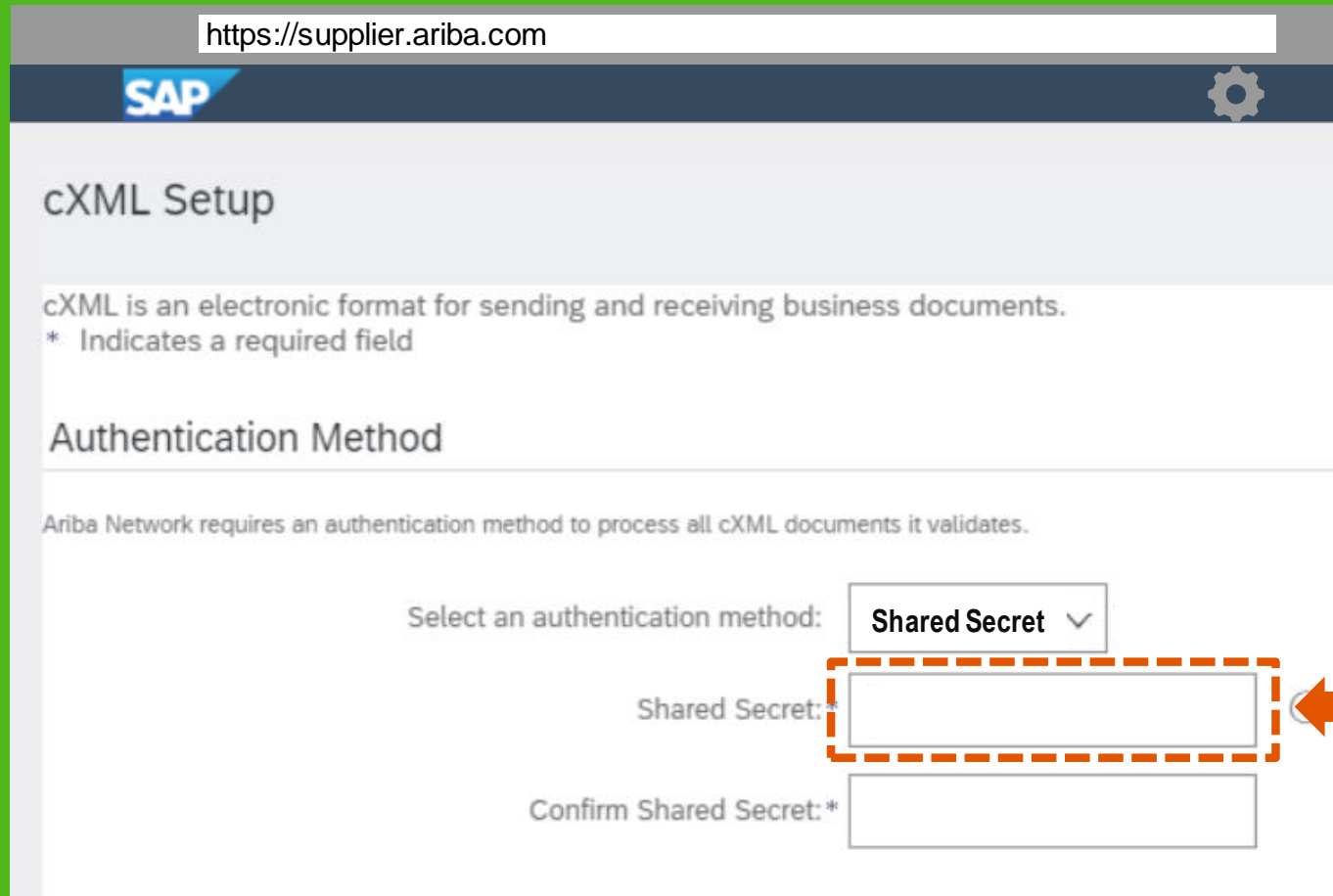


# Authentication

6

Select and Configure the Authentication Method  
(**Shared Secret** Or Certificate)

If you select Shared Secret, **Insert the value**

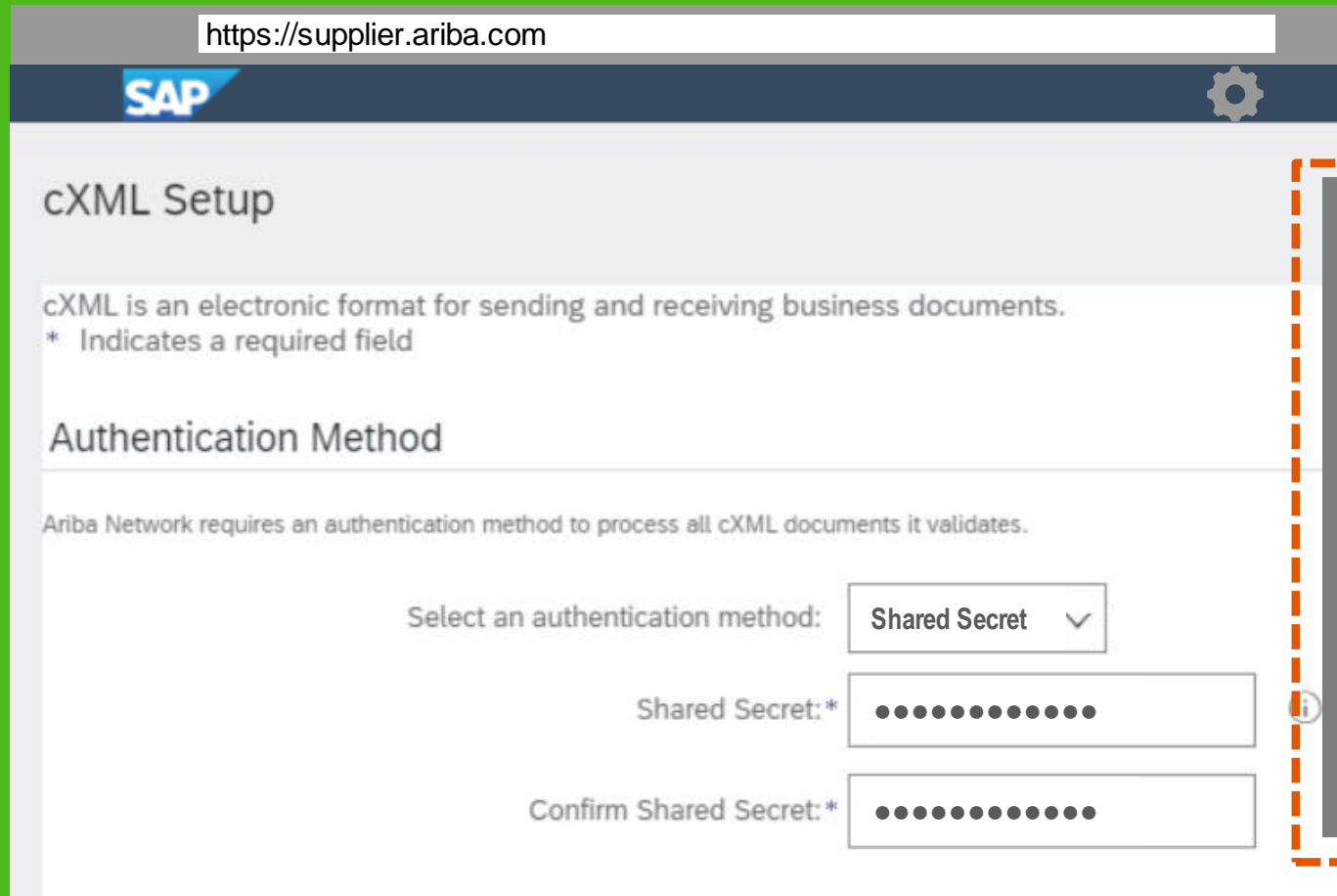


The screenshot shows the SAP cXML Setup page in a web browser. The address bar displays 'https://supplier.ariba.com'. The page has a SAP logo and a settings gear icon in the top right. The main heading is 'cXML Setup', followed by a description: 'cXML is an electronic format for sending and receiving business documents.' and a note: '\* Indicates a required field'. Below this is the 'Authentication Method' section, which states: 'Ariba Network requires an authentication method to process all cXML documents it validates.' There is a label 'Select an authentication method:' followed by a dropdown menu currently set to 'Shared Secret'. Below the dropdown are two text input fields. The first field is labeled 'Shared Secret: \*' and is highlighted with a dashed orange border, with a red arrow pointing to it from the right. The second field is labeled 'Confirm Shared Secret: \*'.

# Shared Secret

7

Now **Scroll Down**



The screenshot shows a web browser window with the URL `https://supplier.ariba.com`. The page has a SAP logo in the top left and a gear icon in the top right. The main heading is "cXML Setup". Below it, a text block states: "cXML is an electronic format for sending and receiving business documents." followed by a note: "\* Indicates a required field". The section "Authentication Method" follows, with a subtext: "Ariba Network requires an authentication method to process all cXML documents it validates." Below this, there is a label "Select an authentication method:" and a dropdown menu currently showing "Shared Secret" with a downward arrow. Underneath are two text input fields. The first is labeled "Shared Secret: \*" and the second is labeled "Confirm Shared Secret: \*". Both fields contain masked characters (dots). A dashed orange rectangle highlights the right side of the form, including the dropdown and the input fields. An orange arrow points from the right towards the dashed box. A small information icon (i in a circle) is located to the right of the first input field.



Index



Refresh

# PunchOut URL

8

Insert the  
**PunchOut URL**  
(Web-shop's URL)

https://supplier.ariba.com

SAP

### Profile URL

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

Profile URL:  [Reset Profile](#)

### PunchOut URL

PunchOut allows customers to perform shopping and product selection directly on your Website.  
Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty.

PunchOut Request URL

[Save](#)



Index

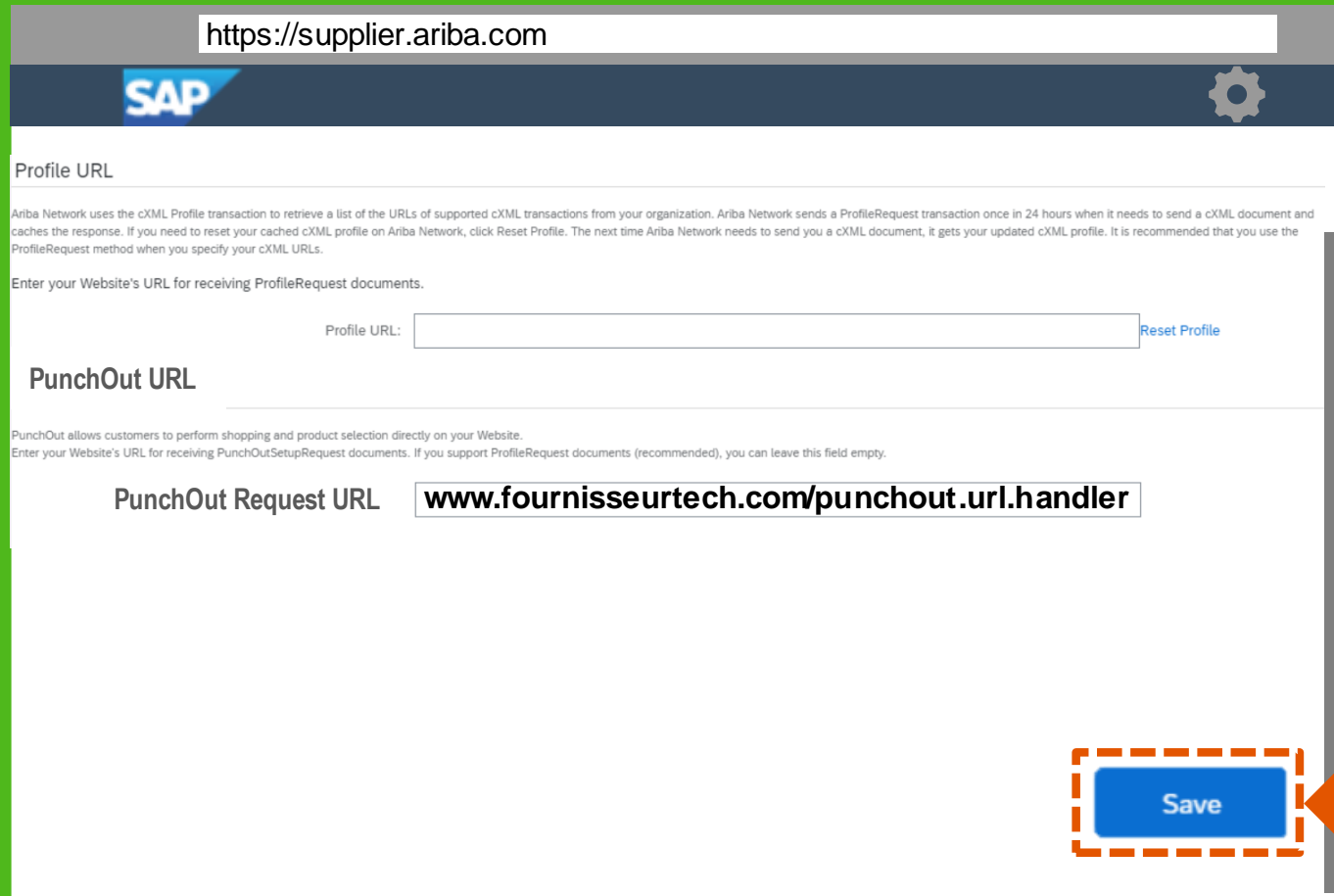


Refresh

# Save

9

Click on  
**Save**



The screenshot shows the SAP Ariba Network configuration page. At the top, the browser address bar displays `https://supplier.ariba.com`. The SAP logo and a settings gear icon are in the header. The main content area is divided into sections: 'Profile URL' with explanatory text and a 'Profile URL' input field next to a 'Reset Profile' link; 'PunchOut URL' with explanatory text; and 'PunchOut Request URL' with the value `www.fournisseurtech.com/punchout.url.handler` entered in the input field. A blue 'Save' button is located at the bottom right, highlighted with a dashed orange border and an orange arrow pointing to it from the right.



Index

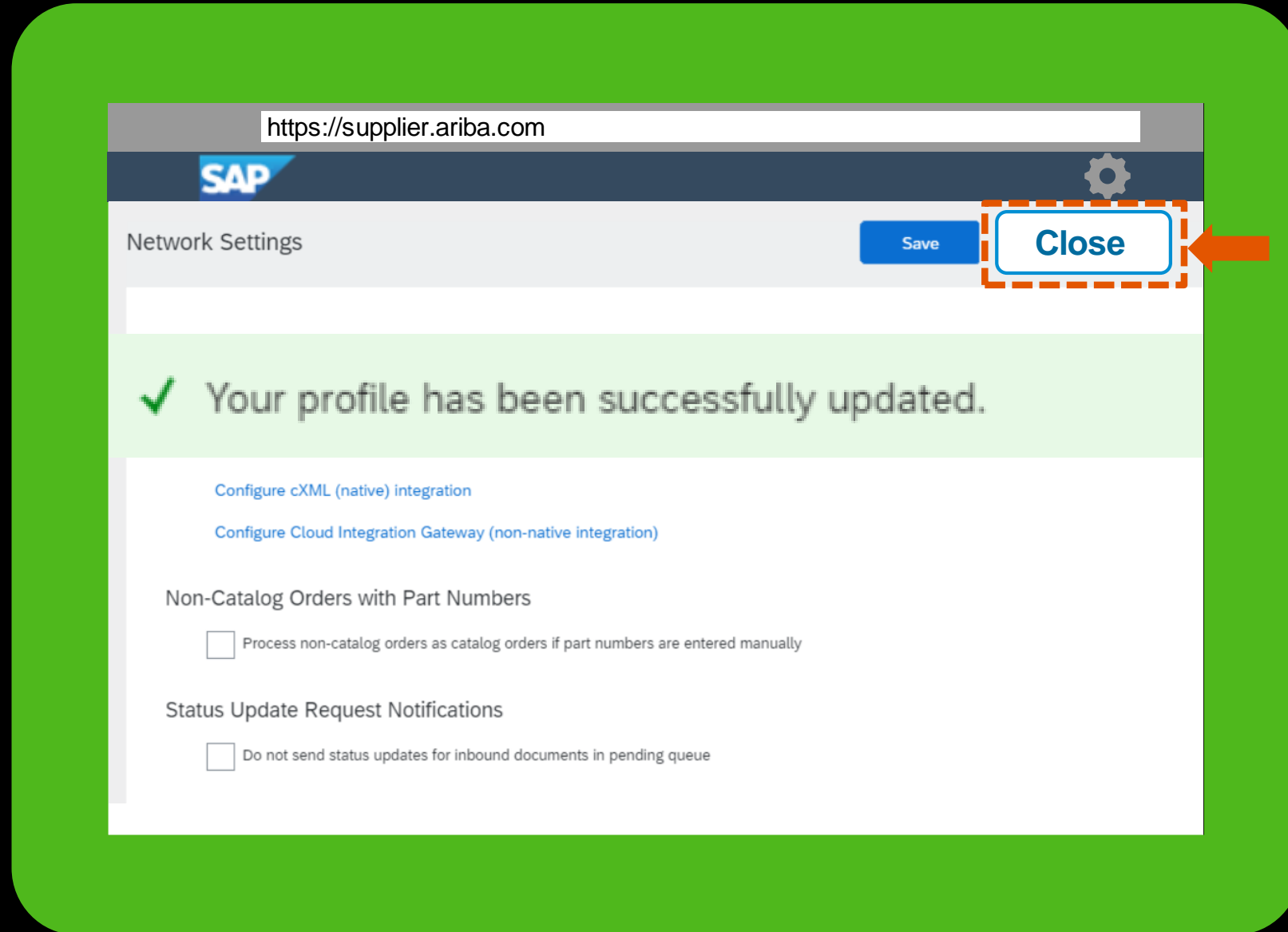


Refresh

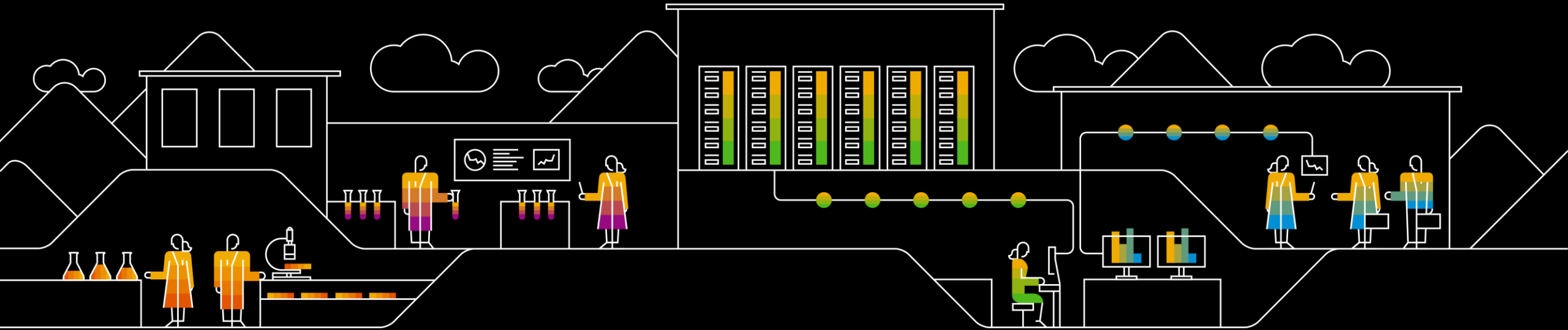
# End of Setup

10

Click on **Close** and you will be sent to the page explaining how to fill in the **INDEX FILE**



# Preparing and Loading the **Index File**



# Index File : How to fill it in



**Index File** is a template created by SAP Ariba **Catalog Enablement** team based on **Buyer's specific requirements** and **sent** to **Suppliers** to **fill in** and **upload** onto the **Ariba Network** in order to create a **link** between **supplier's web-shop** and **Buyer's SAP Ariba Application**.

Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Image-1			PunchOut Enabled	PunchoutLevel	Keywords
						Domain	Value	Thumbnail	Normal	Detailed			
AN01452228885-T	PunchOut_000	[put your keywords in this field] e.g.: Stationary, pen, rubber, ruler, stapler, [other keywords]			Example Supplier Name - Punc	UNSPSC	80		https://MyCompany.co.uk/MyLog		True	store	Stationary, pen, rubber

**Blue Fields** are Mandatory.

**Short Name Field** can be used to show the **Name of your Company** in the UI

**Item Description Field** help identify the item in a search. Separate words with a comma

**Keywords Field** another field which helps identify the item in a search. Separate words with a comma

**Image Field** can be used for your **Company Logo**

**Supplier URL Field** same as the one Indicated on account (Previous Page)

[Click here for AN Configuration Simulation](#)

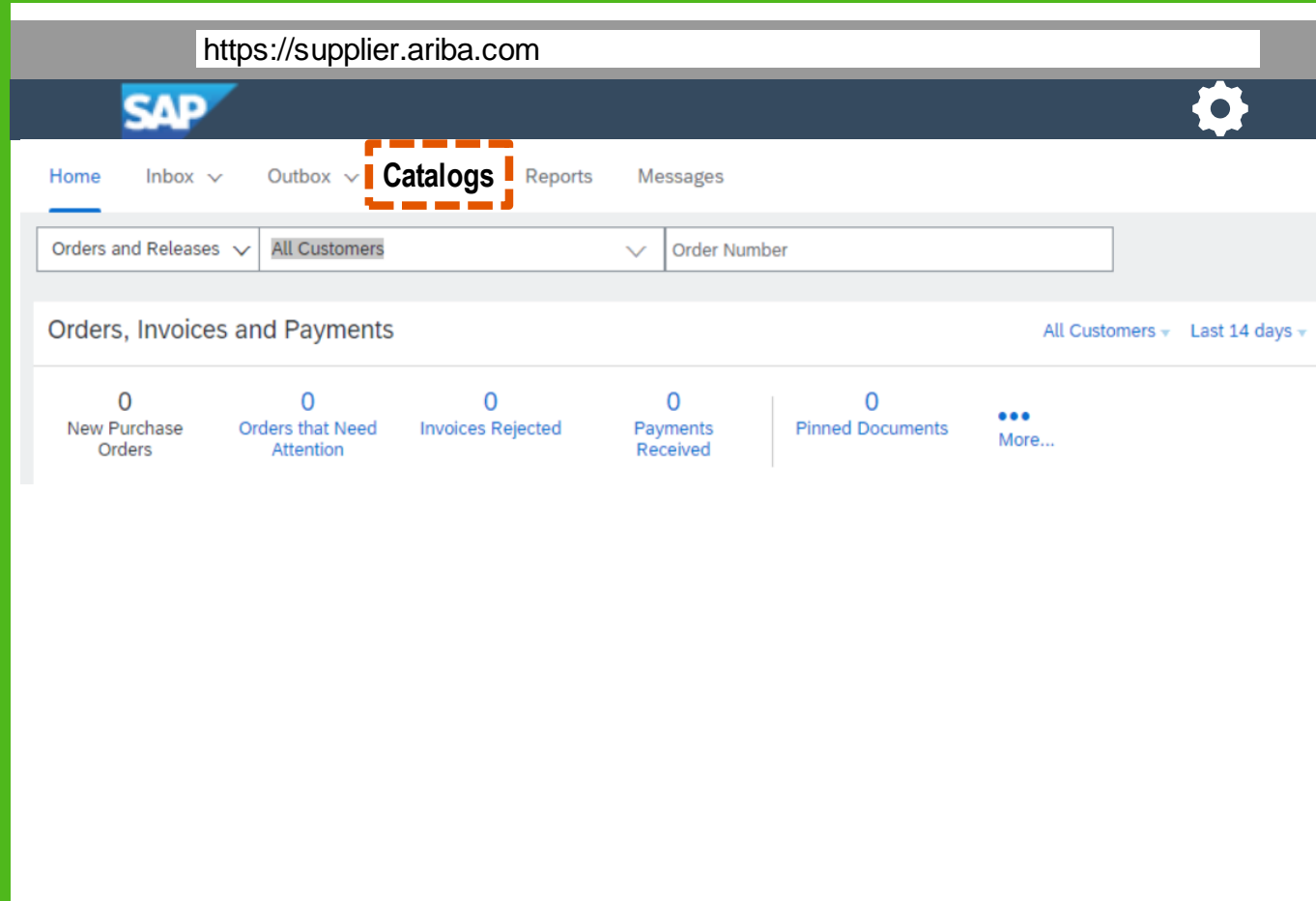
[Click here for UPLOAD Simulation](#)

# Main Page



1

Now Lets Upload  
The Index File, Click  
on **Catalogs** Tab on  
Top

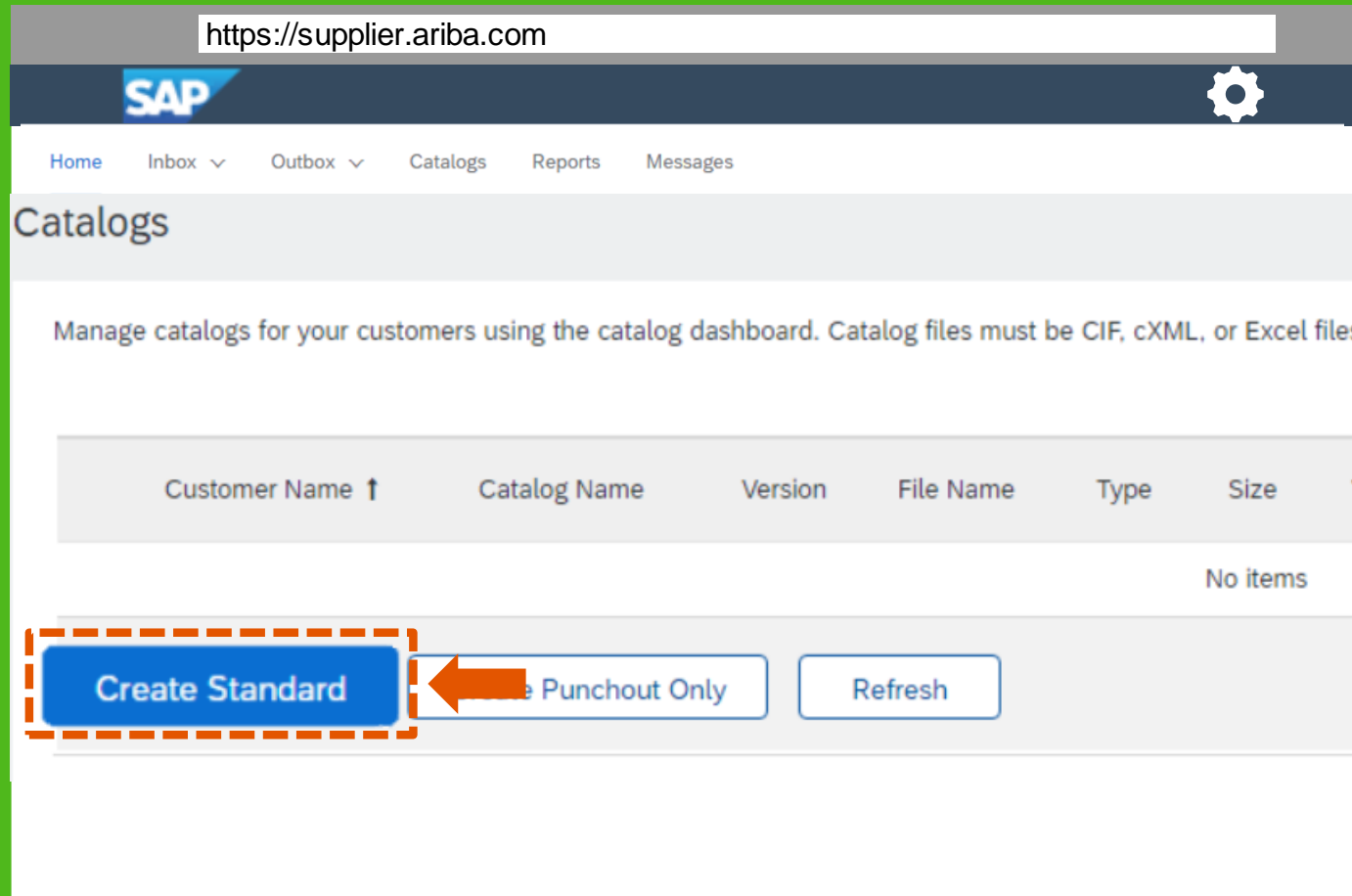




# Create Standard

2

Click On  
**Create Standard**



  
Index

  
Refresh

# Subscription

3

Insert the **Catalog Name** (Catalog Subscription)

https://supplier.ariba.com

SAP

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.

1 Details

2 Subscriptions

3 Content

Catalog Name

Created By:

Date Created: Saturday 27 Jun 2020 7:17 PM GMT+02:00

Description:

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

Commodities: ⓘ

Description

No items

↳ Delete Add



Index



Refresh

# Next

Index

Refresh

4

Click **Next**

https://supplier.ariba.com

SAP

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.

1 Details

2 Subscriptions

3 Content

Catalog Name **Buyer\_Supplier\_CZ\_PunchOut**

Created By:

Date Created: Saturday 27 Jun 2020 7:17 PM GMT+02:00

Description:

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

Commodities: ⓘ

Description

No items

↳ Delete Add

# Customer

5

Ensure that 'Private' is selected (default) and **select My Customer** from available list of customers linked to your account

https://supplier.ariba.com

SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility

Private

Public

Customers

Customers ↑

My Customer



Index



Refresh

# Next

6

Click **Next**

https://supplier.ariba.com

SAP

Create a New Catalog

Next Exit

Visibility: ☒ Private ☐ Public

Customers

☐ Customers ↑

☒ My Customer




Index



Refresh

# Index Format

7

Click on the **Black Arrow Symbol**   
and select the Index  
File's format (in this  
case **XLSX**)

https://supplier.ariba.com

SAP


Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF 

Catalog File: Choose File No file chosen



Images and Attachments File: Choose File No file chosen

# Index Format

8

Select  
**EXCEL**

https://supplier.ariba.com



Create a New Catalog

Exit


1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format:

CIF

Catalog File:

CIFno file chosen

Images and Attachments F

no file chosen

CIF

BMECAT

EXCEL



# Index File



9

Click on **Choose File** to upload the Index File from your local PC

https://supplier.ariba.com

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: **Choose File**

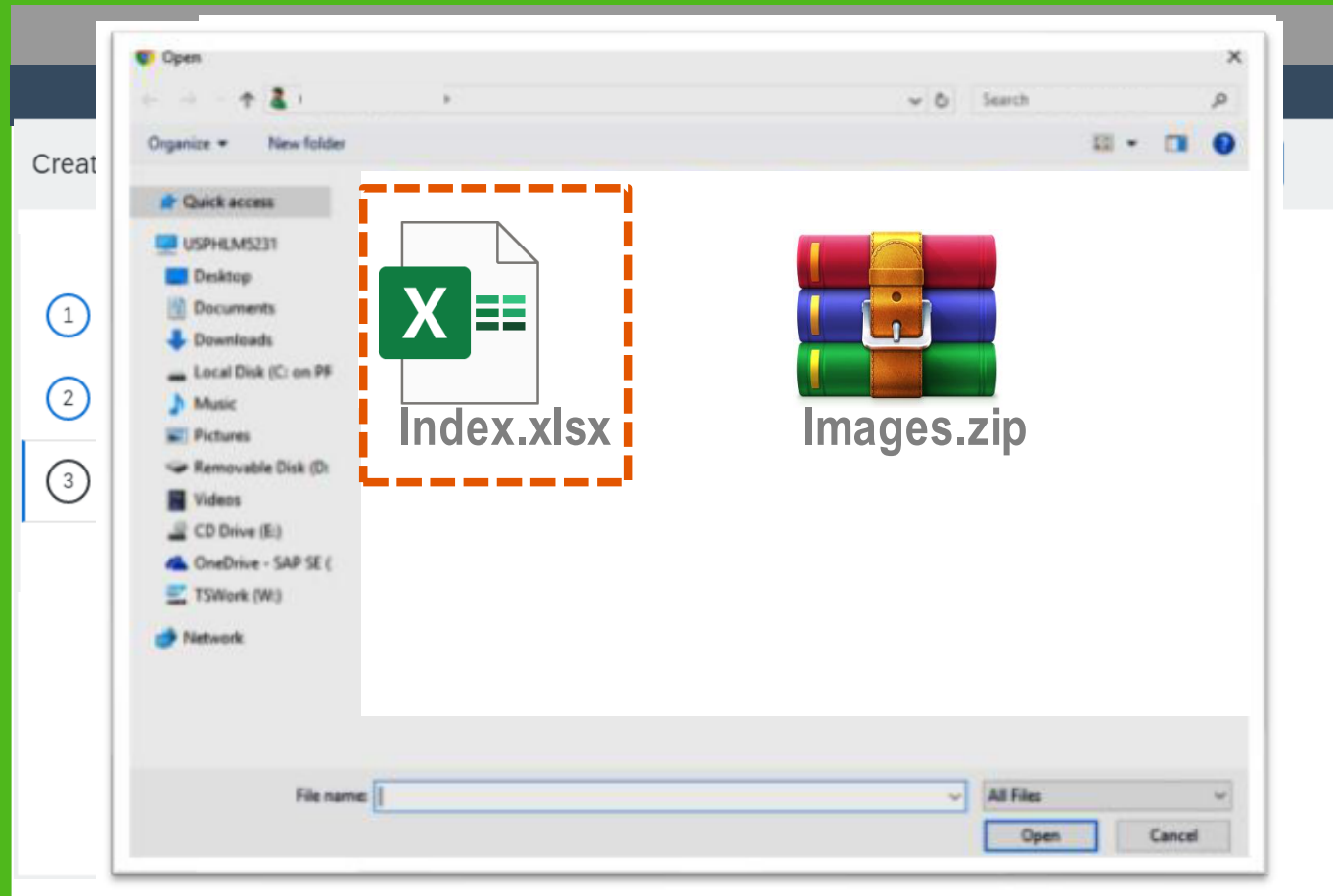
Images and Attachments File: Choose File



# Index file Select

10

Select the **Index File** from Your Local PC



Index



Refresh

# Images



Refresh

11

Click on **Choose File**  
to upload the  
images/attachment  
from your local PC

https://supplier.ariba.com

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: Choose File Index.xlsx

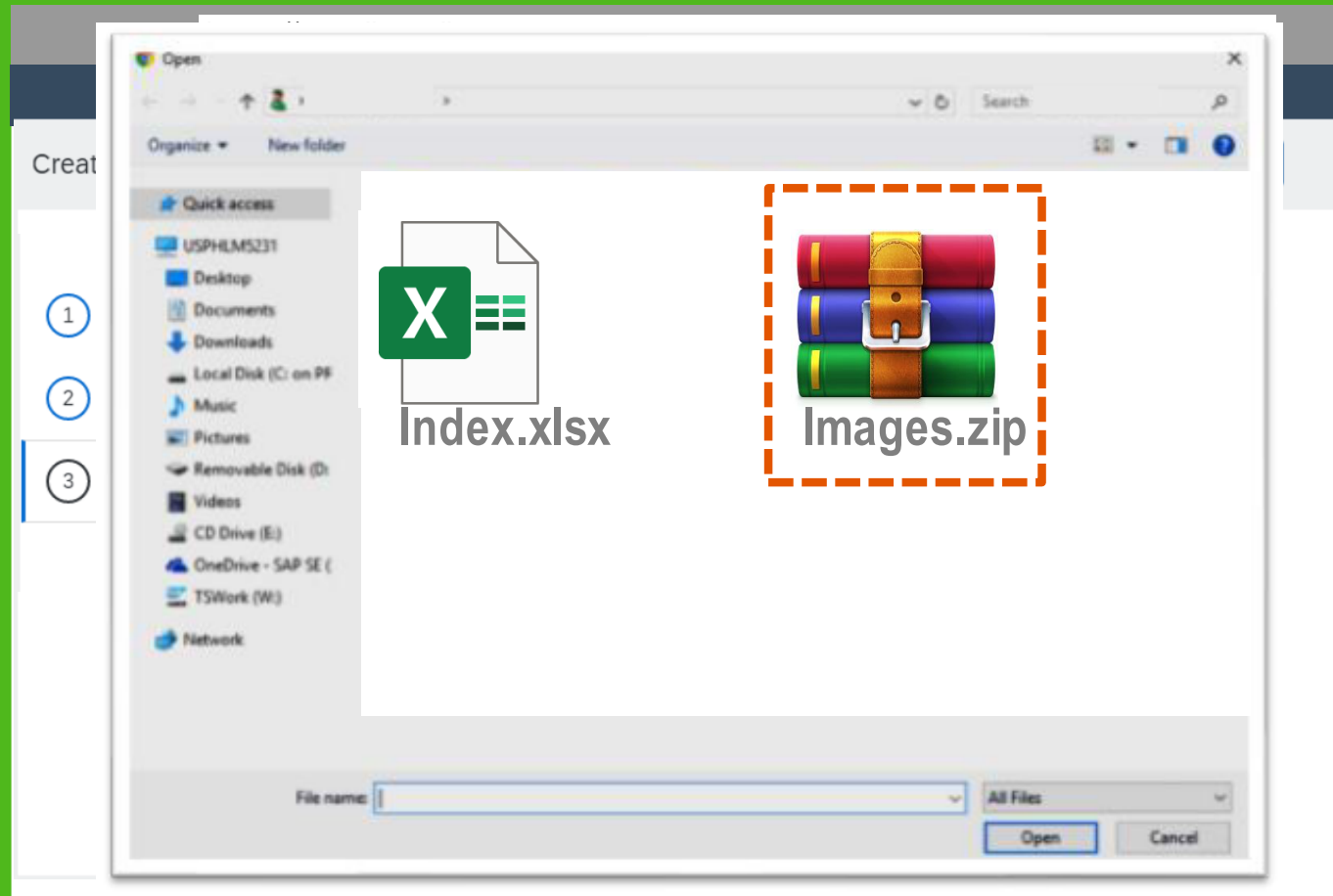
Images and Attachments File: Choose File



# Images Select

12

Select the **Images Zip File** from Your Local PC



# Validate and Publish

13

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**

https://supplier.ariba.com

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File Images.zip

**Validate and Publish**



Index



Refresh

# Annex



# POSReq PunchOut Setup Request



Architecture



Index

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.046/cXML.dtd">
```

**Document type** and version of cXML.

```
<cXML payloadID="958075346970@www.bigbuyer.com"
timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</From>
```

**FROM Credential** Identifies the Originator of the POSReq. Always shows the **Buyer's ANID**

```
<To>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</To>
<To>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</To>
```

**TO Credential** Identifies the Destination of the POSReq. Contains all **Supplier's Domain + IDs**, taken from the **Buyer's Supplier Master Data**

```
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

**SENDER credential** specifies the identity and shared secret (you will receive the **Shared Secret set up on you're an Account**).

```
<Request>
<PunchOutSetupRequest operation="create">
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<Extrinsic name="CostCenter">610</Extrinsic>
<Extrinsic name="User">jsmith</Extrinsic>
<BrowserFormPost>
<URL>http://bigbuyer.com:3377/punchout</URL>
</BrowserFormPost>
```

Data that is taken from the **Buyer's User Master Data**

```
<SupplierSetup>
<URL>https://fournisseurtech.com/PunchOutServlet</URL>
</SupplierSetup>
```

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER URL' field**

```
<ShipTo>
<Address addressID="001">
<Name xml:lang="en">BigBuyer Headquarters</Name>
<PostalAddress>
<DeliverTo>John Smith</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>
```

Data that is taken from the **Buyer's User Master Data**

```
<Contact><Name>jsmith</Name>
</Contact>
<SelectedItem>
```

```
<ItemID>
<SupplierPartID>PunchOut_000</SupplierPartID>
</ItemID>
```

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER PART ID' field**

```
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```



Return to the  
**Purchase  
Simulation**

# POSResp PunchOut Setup Response

```
<cXML payloadID="958075346970@www.bigbuyer.com" timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Response>
<Status code="200" text="success">
<PunchOutSetupResponse>
<StartPage>
<URL>https://fournisseurtech.com/PunchOutServlet/sessionid=7006</URL>
</StartPage>
</PunchOutSetupResponse>
</Response>
</cXML>
```

**Web-shop server shall send this message to Ariba server.**  
**When connectivity works this message does not appear in Ariba log files.**



Index



Architecture



Return to the  
**Purchase  
Simulation**

# POOM PunchOut Order Message

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.046/cXML.dtd">
```

**Document type** and version of cXML.

```
<cXML payloadID="958074737352&www.fournisseurtech.com"
timestamp="2020-06-09T07:23:19-07:00">
```

**Payloadid** - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</From>
<From>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</From>
```

**FROM Credential** identifies the originator of the POOM using the **Supplier's** Domain(s) and ID(s).

```
<To>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</To>
```

**TO Credential** identifies the destination of the POOM using the **Buyer's** Domain and ID.

```
<Sender>
<Credential domain="www.fournisseurtech.com">
<Identity>PunchoutResponse</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Our PunchOut Site V4.2</UserAgent>
</Sender>
</Header>
```

**SENDER Credential** specifies the identity and shared secret of the Supplier.

```
<Message>
<PunchOutOrderMessage>
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<PunchOutOrderMessageHeader operationAllowed="edit">
<Total>
<Money currency="USD">999.98</Money>
</Total>
</PunchOutOrderMessageHeader>
<ItemIn quantity="2">
<ItemID>
<SupplierPartID>laptop_1</SupplierPartID>
<SupplierPartAuxiliaryID>white</SupplierPartAuxiliaryID>
</ItemID>
<ItemDetail>
<UnitPrice>
<Money currency="USD">499.99</Money>
</UnitPrice>
<Description xml:lang="en">SuperBook ABC Laptop</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">43211503</Classification>
<ManufacturerPartID>Manufacturer_ID_1</ManufacturerPartID>
<ManufacturerName>Tricolore</ManufacturerName>
<LeadTime>8</LeadTime>
<Extrinsic name="cust1_contract_number">88845611</Extrinsic>
<Extrinsic name="cust2_contract_item_number">55565</Extrinsic>
<Extrinsic name="cust3_automatic_po">TRUE</Extrinsic>
</ItemDetail>
</ItemIn>
</PunchOutOrderMessage>
</Message>
</cXML>
```

**POOM** contains and transfers the Information of the Items added to the Cart in the Web-shop to **SAP Ariba Application**.

Some Projects might require **Customised Extrinsic** by your **Buyer**, In this case the Extrinsic will Appear in this Section of the POOM.



Index



Architecture



Return to the  
**Purchase  
Simulation**

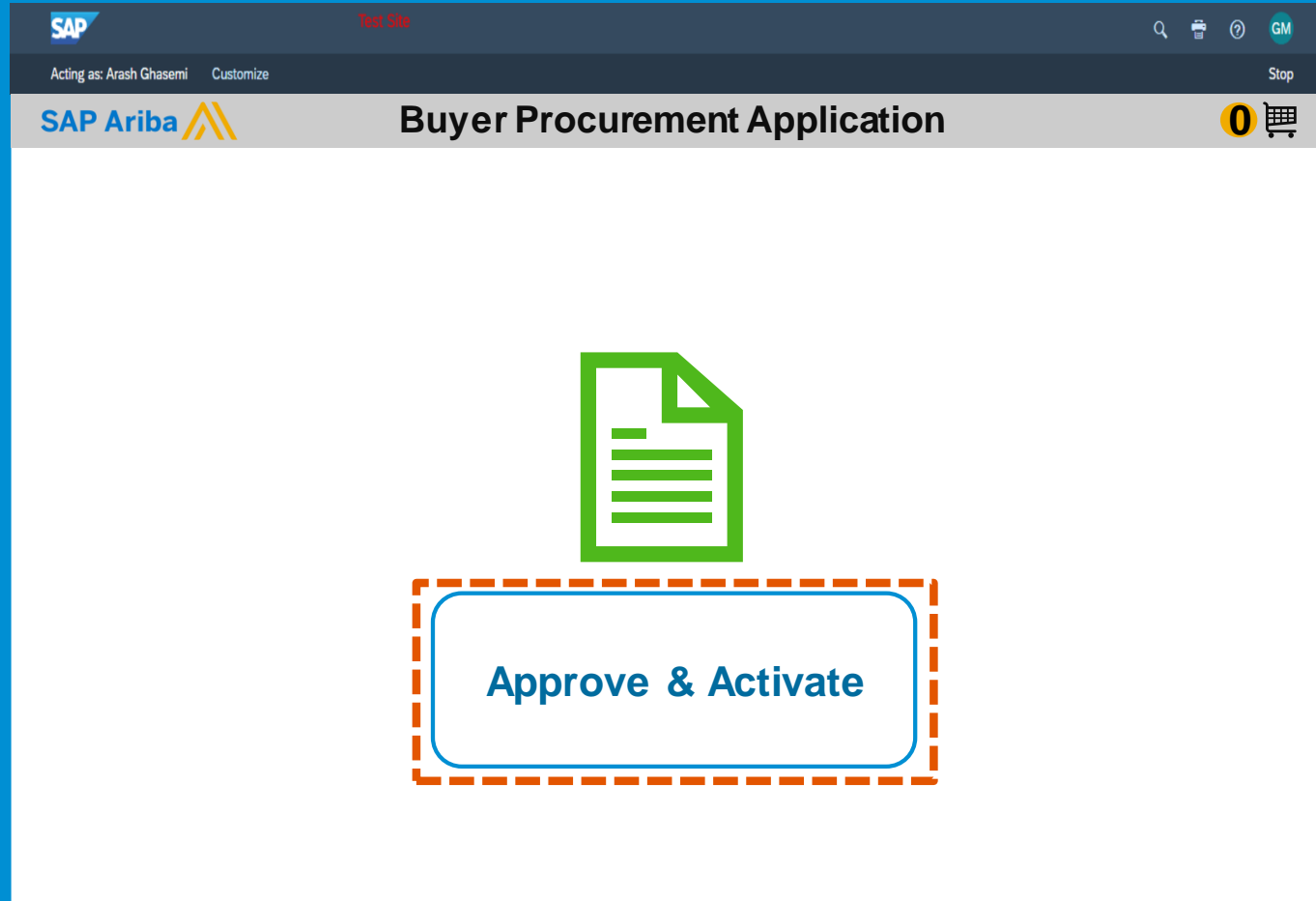


# Purchasing Simulation

Here, you can see how a **Buyer's** user purchases from your PunchOut via the Ariba Application.

1

Click on **Approve and Activate** the Index File



Index

Architecture



**Index File  
Uploaded by  
Supplier**

(you can see how to do the upload by click on **Agenda** (top-left) and clicking the **Index File Upload** section)

# Buyer's UI - Search

Now the Index File  
content is visible in  
**Buyer's UI** and a  
notification sent to the  
**Supplier**

2

Click on **Buy  
from Supplier**

SAP Ariba Buyer Procurement Application

Supplier's WEB-SHOP (level 1)  
Supplier: FournisseurTech  
Buy from Supplier

Superbook ABC Laptop (level 2) \$499.99 USD \* / each  
Supplier: FournisseurTech  
Supplier Part #: laptop\_1  
Available in : 8 Day(s)  
Buy from Supplier



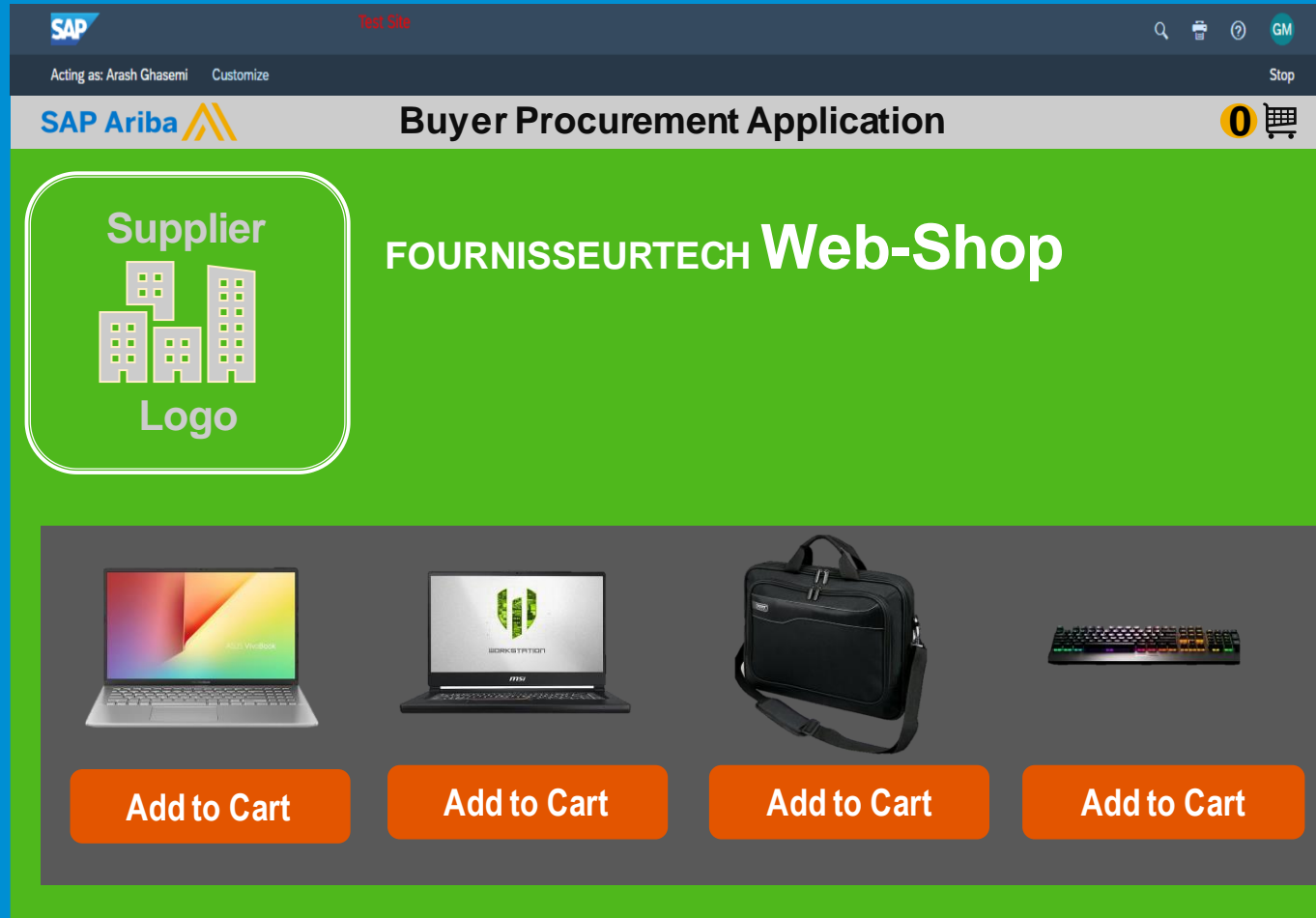
Notification  
sent to  
Supplier  
stating the  
index file is  
Active

# WEBSHOP L1 Store Level

You selected the PunchOut Level 1 (store level). The landing page of **the Supplier's web-shop** is now displayed in **the Buyer's UI**

3

Click on **Add to Cart**



POReq.



Supplier web-shop  
receives and sends  
back cXML  
Messages

POResp.

# WEBSHOP L2 Product Level

You selected the PunchOut Level 2 (product level). The **Buyer** is sent directly to the item on **the Supplier's web-shop**

3

Click on **Add to Cart**

The screenshot shows the SAP Ariba Buyer Procurement Application interface. At the top, it says 'SAP Ariba' and 'Buyer Procurement Application'. Below this, there's a green banner with 'FOURNISSEURTECH Web-Shop'. On the left, there's a 'Supplier Logo' placeholder. The main content area displays two ASUS VivoBook laptops. To the left of the laptops, the following specifications are listed: Color=Grey, Processor=123-X, RAM= 8 G, Dimensions=19x10x0.5, Min. Qty=2, Delivery=8 Days, and Price=499.99 USD / each. Below these specifications is an orange 'Add to Cart' button.

Index

Restart

POReq.



Supplier web-shop receives and sends back cXML Messages

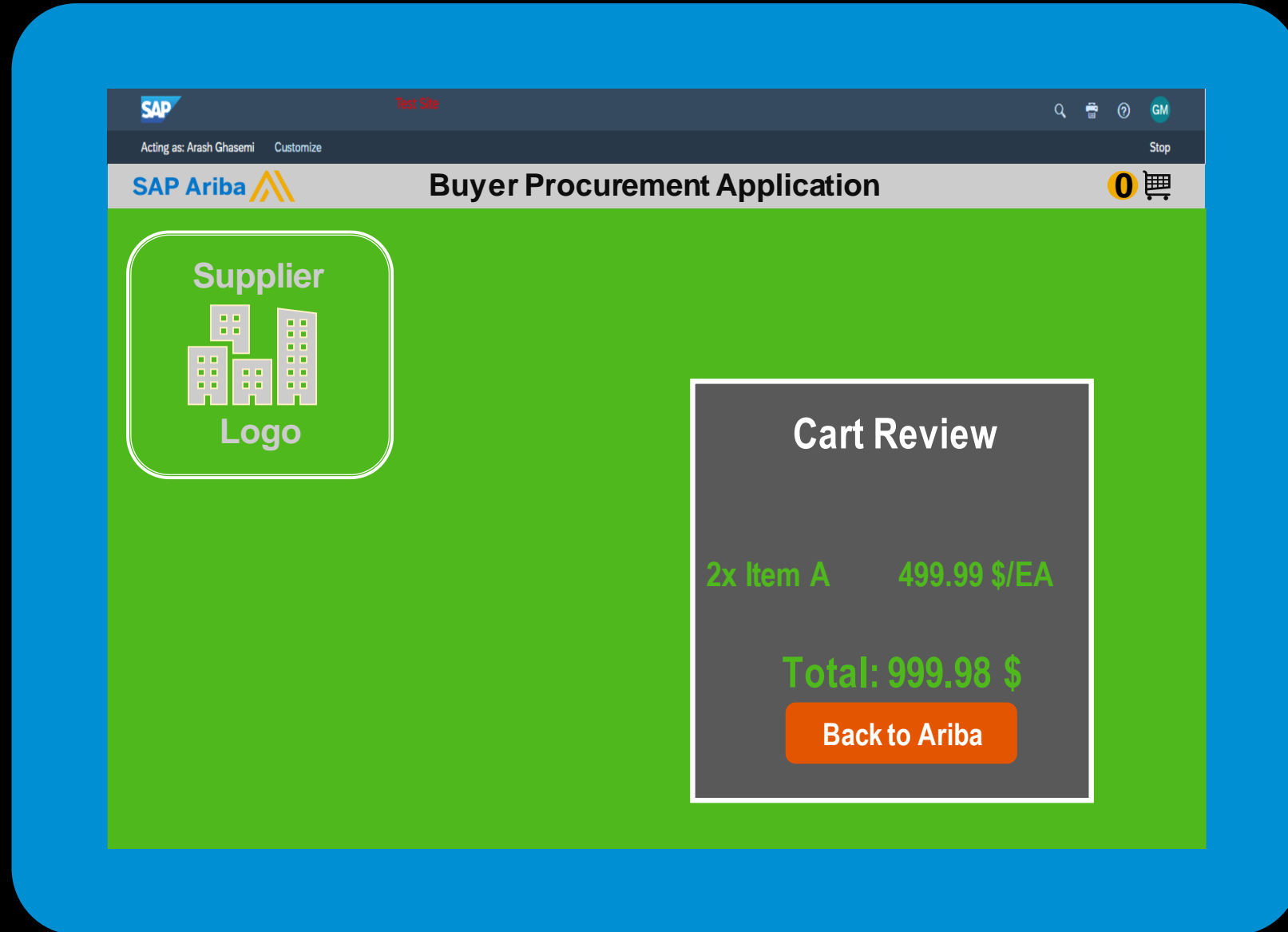
POResp.

# Webshop Basket

You can now review  
your **Basket** on the  
**Supplier's Webshop**  
and send the Basket  
back to the **Buyer's  
Ariba Procurement  
Application**

4

Click on **Back  
to Ariba**

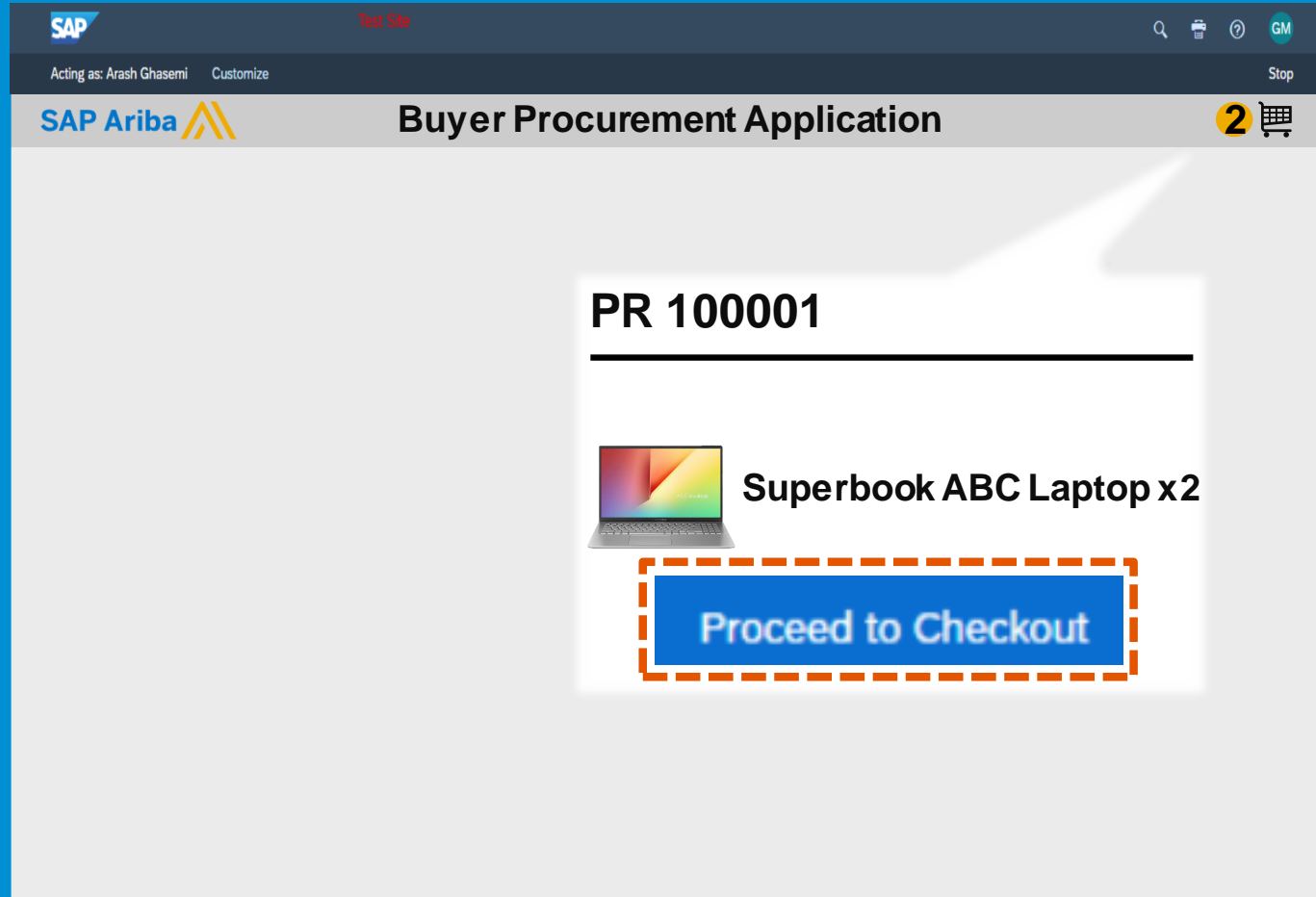


# Checkout

We can now see the items we selected in the **Basket** of the **Buyer's Ariba Procurement Application**. Let's proceed to the Checkout

5

Click on  
**Proceed to  
Checkout**



Index

Restart



Supplier web-shop  
sends back a cXML  
Message

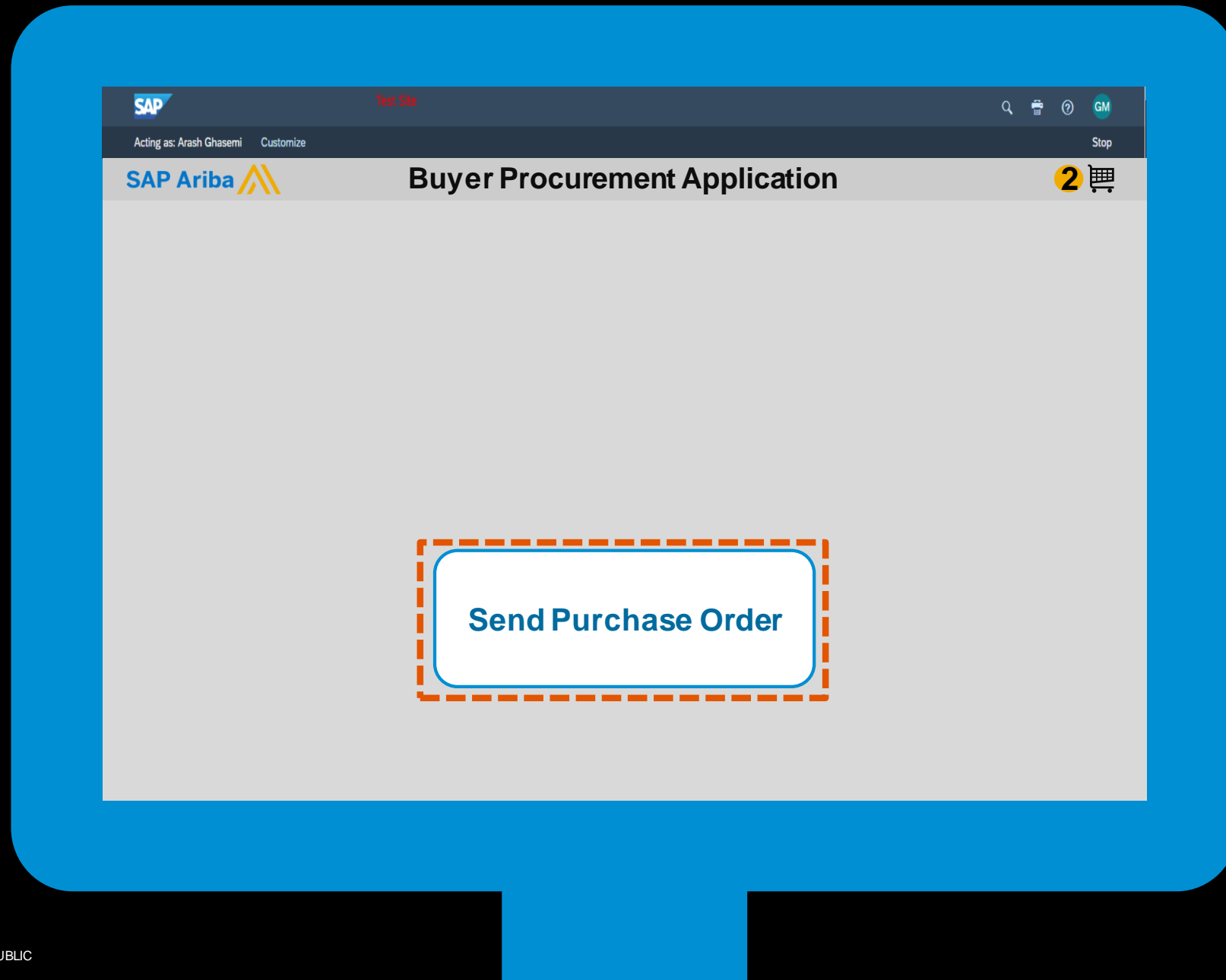
← POOM

# Purchase Order

Now, all that the **Buyer** needs to do is send out the Purchase Order

6

Click on **Send Purchase Order**



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Restart

# Demo Complete!



Index



Architecture

Now that you have completed the **PURCHASING DEMO**,  
select one of the following options:

- 1 Restart Purchasing Demo
- 2 Start Index File Upload Demo
- 3 Review the cXML Message Flow

**RUN SIMPLE**