SAP Ariba

PunchOut Catalog Guide for **Suppliers**

SAP
Run Simple

INDEX

Introduction and Types

- What is the difference between a **PunchOut Level 1** and a **PunchOut Level 2** ?

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- cXML Message Flow

Ariba Network account Configuration

- How to set up my Ariba Network account ?

Index File

- How to fill in my Index File ?
- How to upload my Index File ?

Buyer Process

- 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 it is **interactive.**

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

Introduction and Types
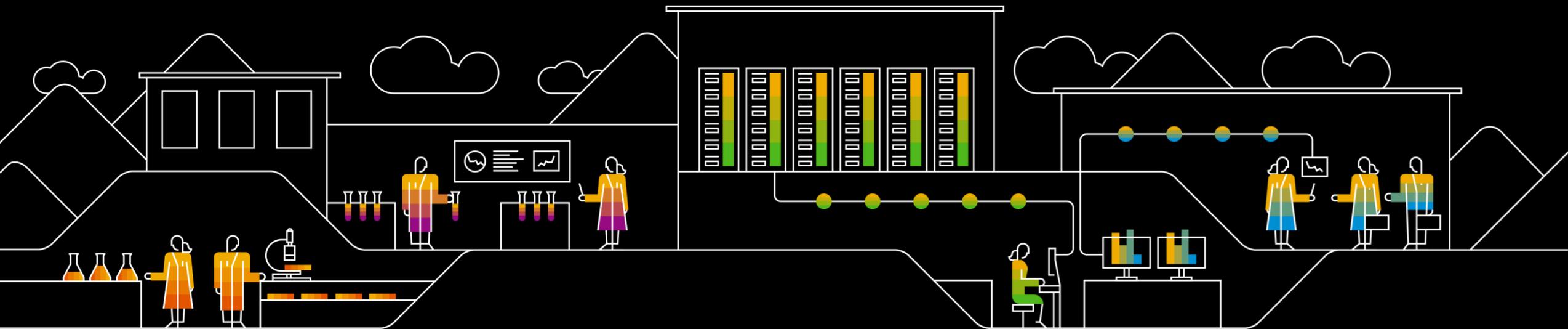
What is Punchout Catalog

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.

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.

Logo

Estlega Ltd WEB-SHOP
Supplier: Estlega Ltd

Buy from Supplier

Superbook ABC Laptop
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

$499.99 USD * / each
Buy from Supplier

Project Specifics

Main Prerequisites for Punchout Suppliers

Index
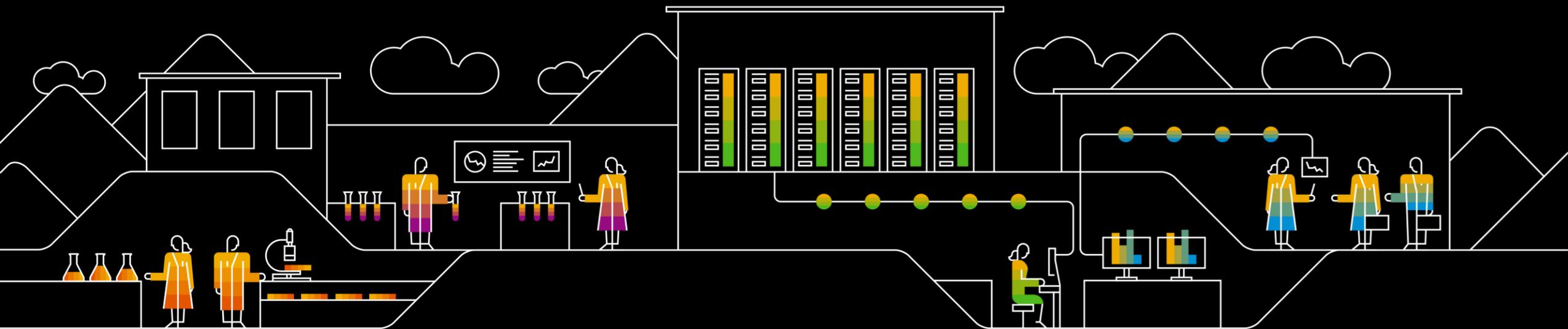
Business and Technical Requirements on catalog content

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

	Catalog Creation		Connectivity Setup in TEST			Buyer Testing		Move to Production
	Week 1	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Week 6**	**Week 7**	**Week 8**
Supplier	PunchOut Setup Certificate Setup	Index File Upload in Ariba Network	Connectivity Setup	Troubleshooting	Shopping Cart Transfer to Ariba TEST	Testing Support		Upload of Index File in PROD Connectivity Setup in PROD
SAP Ariba	Initial Communication & Education	Consulting	Connectivity Setup Support	Troubleshooting	Testing Support	Testing Support		PROD Catalog Upload Support

System Architecture

Process Architecture: Functional and Purchase Operations
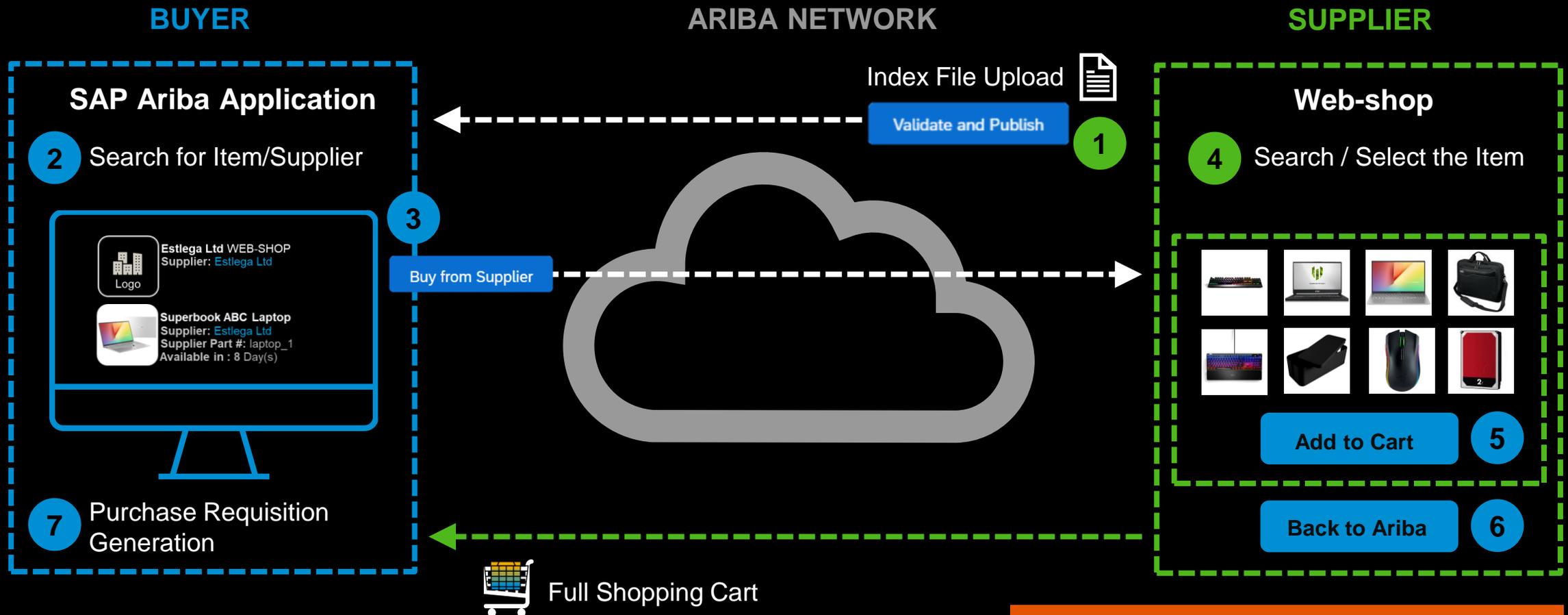
Index

BUYER   **ARIBA NETWORK**   **SUPPLIER**

SAP Ariba Application

Index File Upload

Validate and Publish **1**

2 Search for Item/Supplier

Web-shop

4 Search / Select the Item

3

Estlega Ltd WEB-SHOP
Supplier: Estlega Ltd
Logo

Superbook ABC Laptop
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

Buy from Supplier

Add to Cart **5**

7 Purchase Requisition Generation

Back to Ariba **6**

Full Shopping Cart

Click here for AN Configuration Simulation

Click here for UPLOAD Simulation

Click here for PURCHASE Simulation

cXML Message Flow
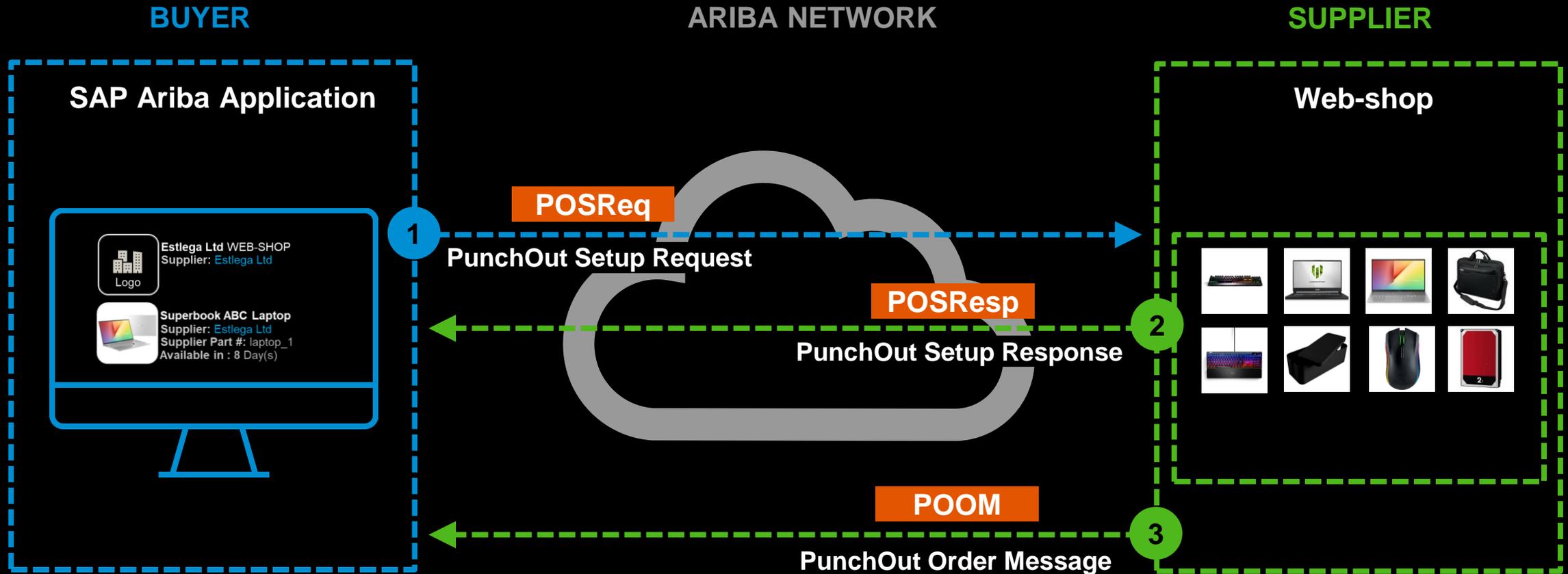
BUYER

ARIBA NETWORK

SUPPLIER

SAP Ariba Application

Web-shop

Estlega Ltd WEB-SHOP
Supplier: Estlega Ltd
Logo

Superbook ABC Laptop
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

POSReq

1 PunchOut Setup Request

POSResp

PunchOut Setup Response **2**

POOM

PunchOut Order Message **3**

Click here for AN Configuration Simulation

Click here for UPLOAD Simulation

Click here for PURCHASE Simulation

Ariba Network Account Configuration
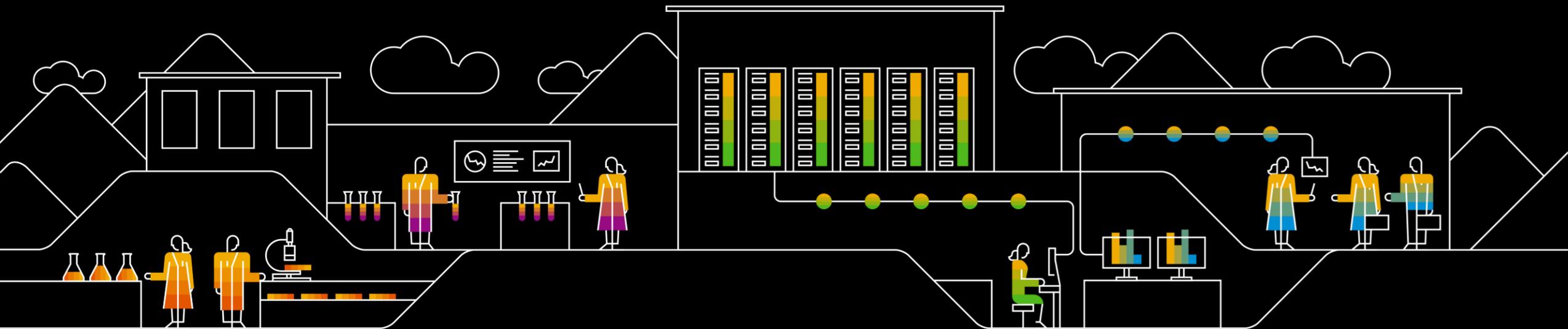
Ariba Supplier Portal

1

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

SAP

SAP Ariba /\/\

Supplier Login

User Name

Password

Login

https://supplier.ariba.com
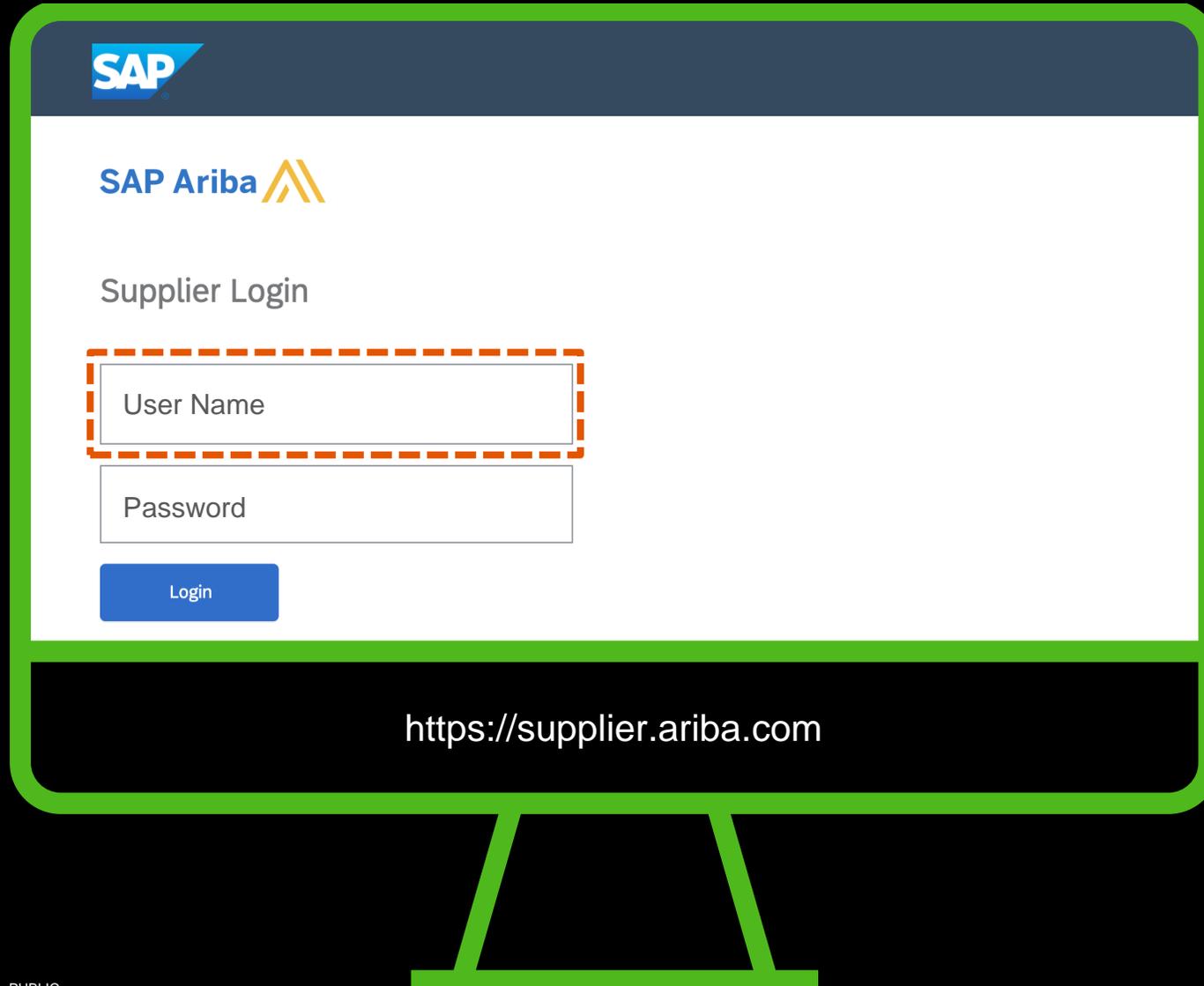
Log in

Index

Refresh

2

Click on Login

SAP

SAP Ariba

Supplier Login

Estlega Ltd

••••••••••••

Login

https://supplier.ariba.com
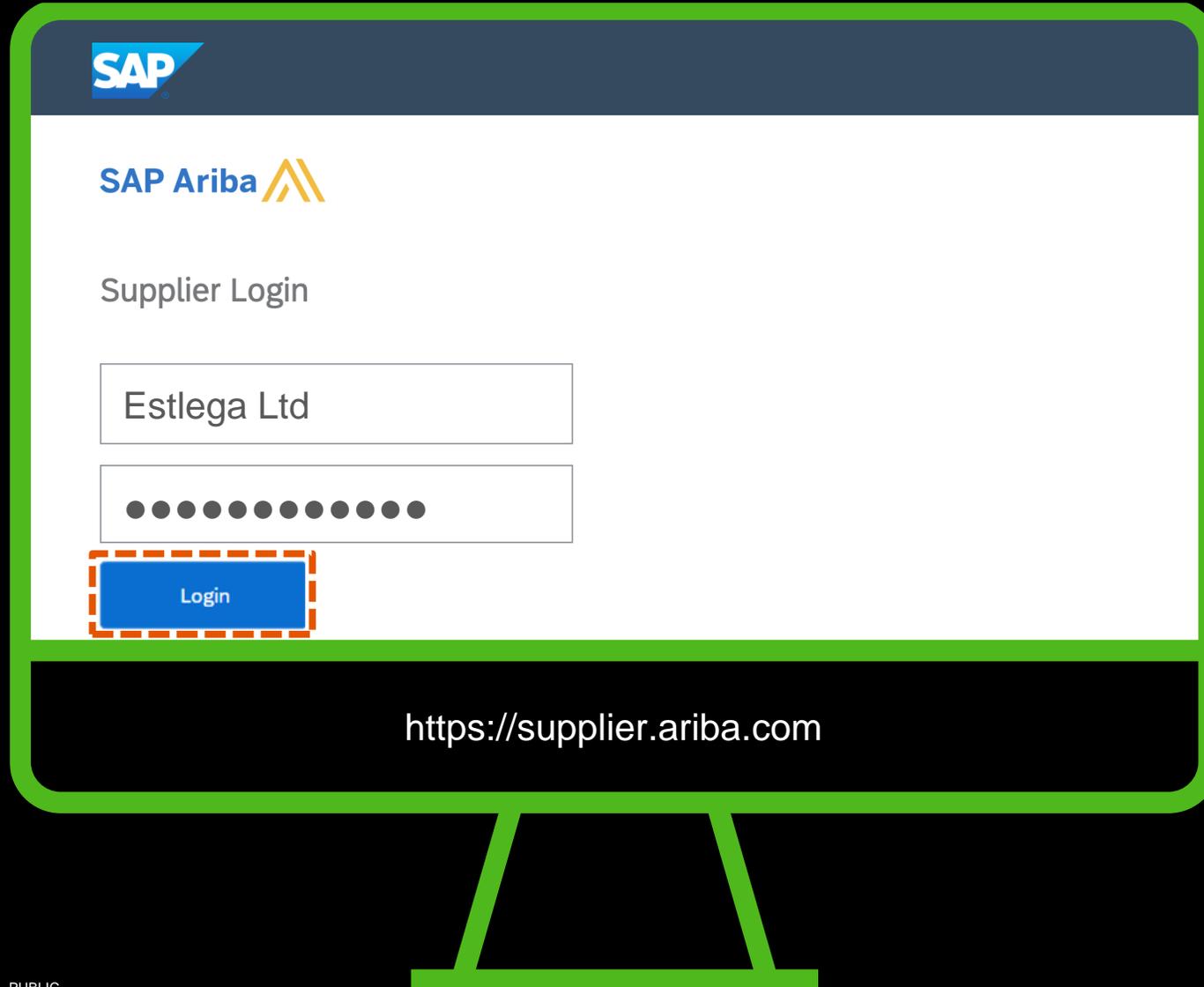
Landing AN Page

Index

Refresh

3

On Top Left of the screen Click on **Account Setting Icon**

https://supplier.ariba.com

14
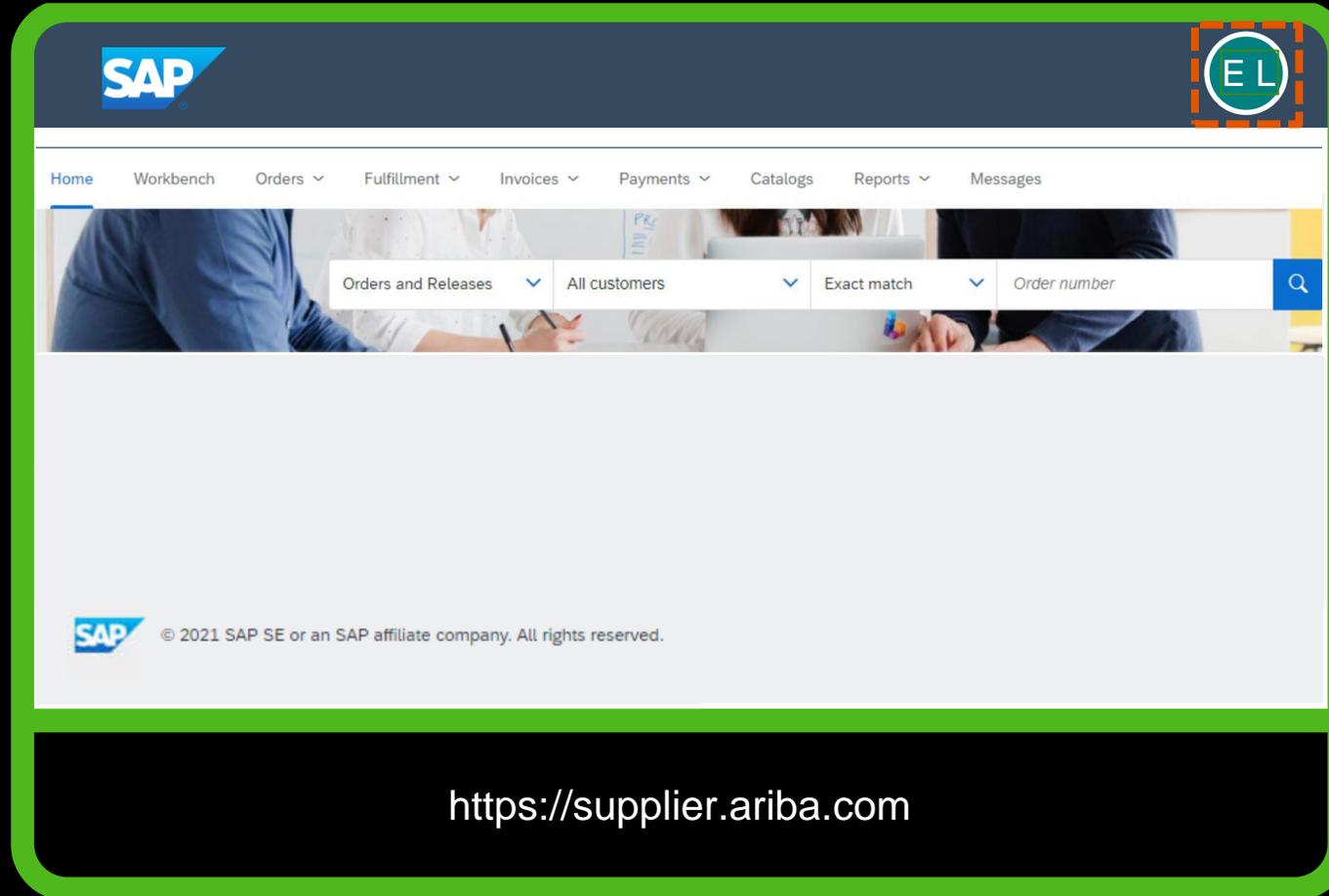
Settings

4

From Drop-down menu, click on **Settings**

https://supplier.ariba.com
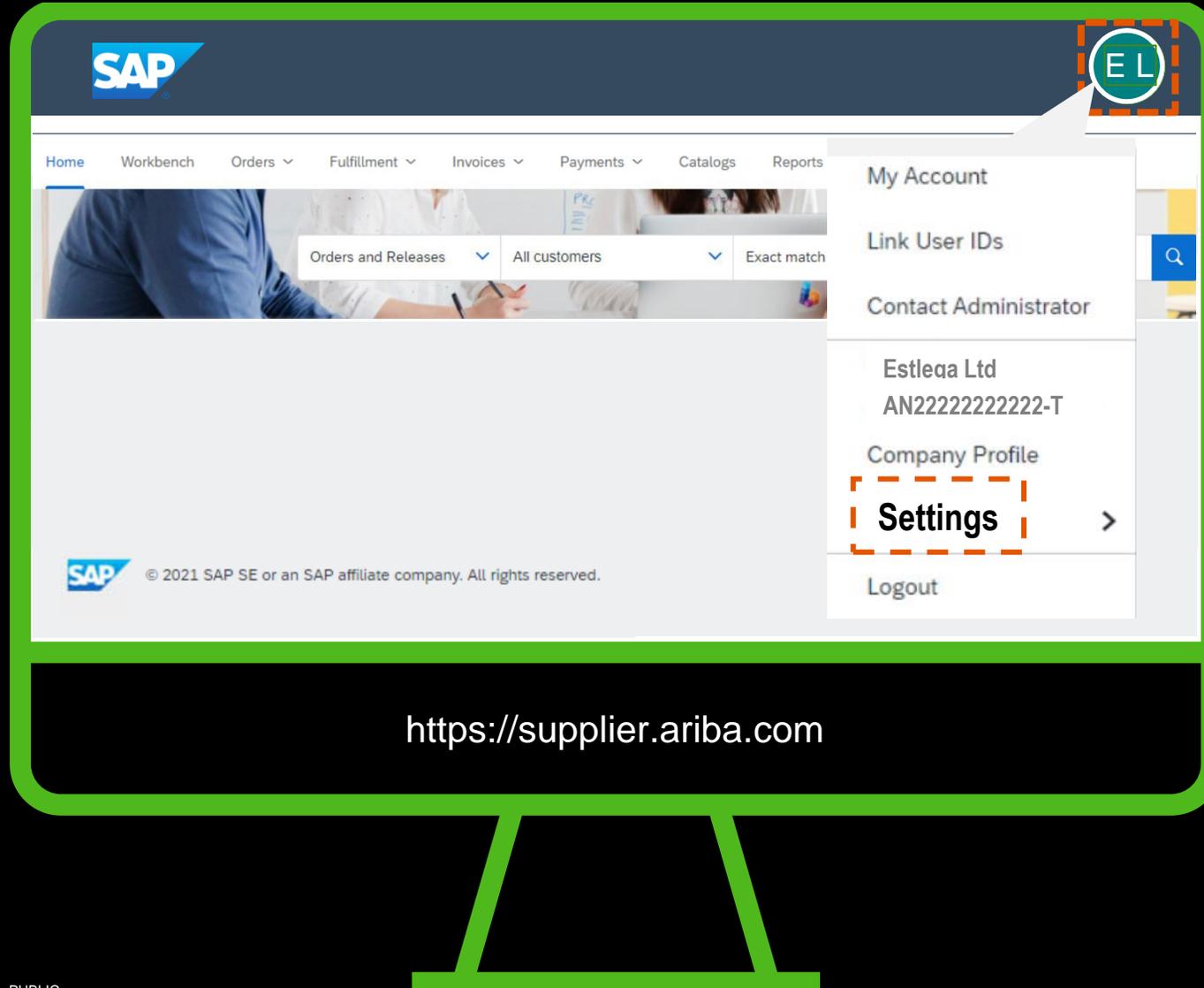
Settings

5

From Drop-side menu, click on **Settings**

https://supplier.ariba.com
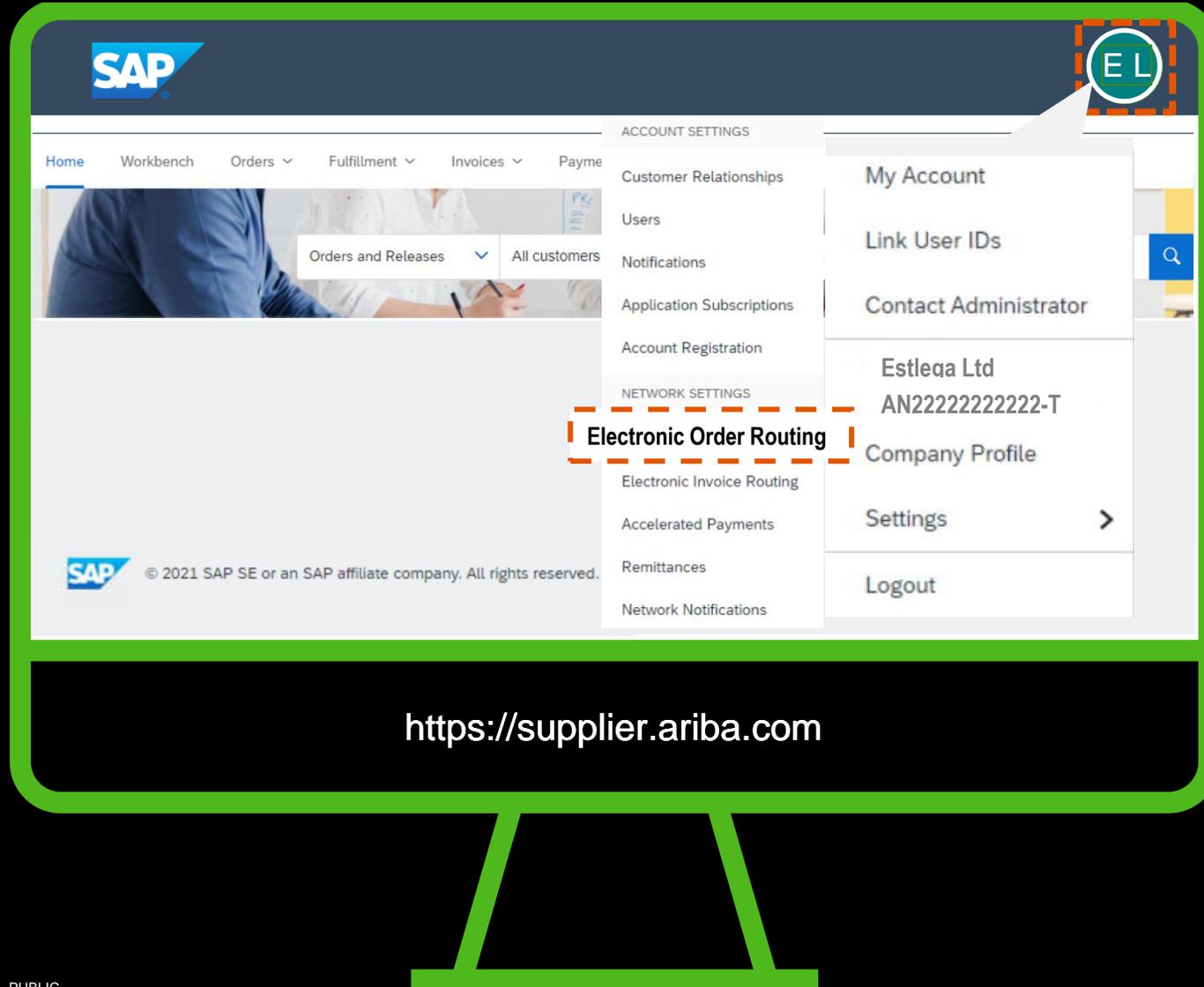
Electronic Order Routing

6

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

SAP

Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

* Indicates a required field

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

https://supplier.ariba.com

Authentication

7

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

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

SAP

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network requires an authentication method to process all cXML documents it validates.

Select an authentication method: **Shared Secret** ⌄   This selection will

Shared Secret:* [   ] ⓘ

Confirm Shared Secret:* [   ]

https://supplier.ariba.com

Shared Secret

Refresh

8

Now **Scroll Down**

SAP

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network requires an authentication method to process all cXML documents it validates.

Select an authentication method: Shared Secret This selection

Shared Secret: * ••••••••••••

Confirm Shared Secret: * ••••••••••••

https://supplier.ariba.com

PunchOut URL

9

Insert **the PunchOut URL**

(Web-shop's URL)

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 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 recommen ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

PunchOut URL   Reset P

PunchOut URL

PunchOut allows customers to perform shopping and product selection di
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

https://supplier.ariba.com

Save

10

Click on
Save

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 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 recommend ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

PunchOut URL

Reset P

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   **Https://Estlega.com/punchout.url.handler**

Save

https://supplier.ariba.com

End of Setup

11

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

SAP

Network Settings   Save   **Close**

✓ Your profile has been successfully updated.

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

https://supplier.ariba.com
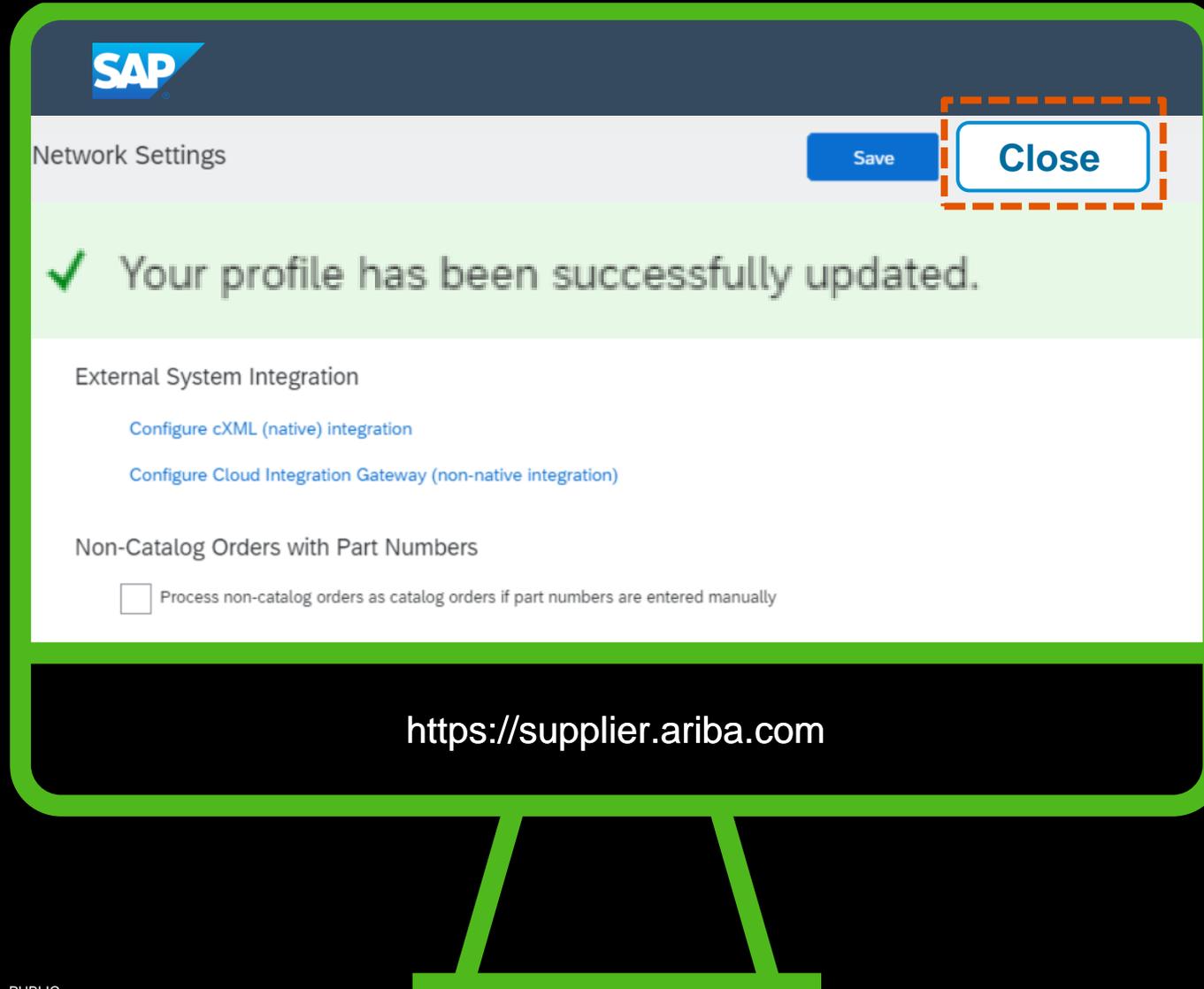
Preparing and Loading the Index File
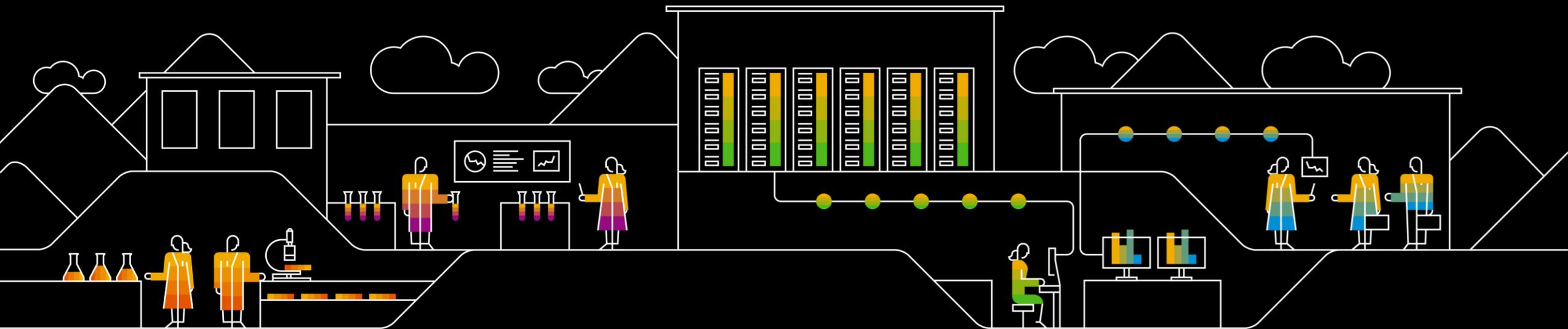
Index File : How to fill it in

Index

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**.

CIF_I_V3.0															
CHARSET:	UTF-8														
LOADMODE:	F														
CODEFORMAT:	UNSPSC														
CURRENCY:	USD														
SUPPLIERID_DOMAIN:	NetworkID														
ITEMCOUNT:	9														
TIMESTAMP:	10-07-20														
UNUOM:	TRUE														
COMMENTS:															
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactur er Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufact urer URL	Market Price	Short Name	Image	Thumbnail	PunchOut Enabled
DATA															
AN01452228885-T	PunchOut_000		[put your keywords in this field] e.g.: Stationary, pen, rubber, ruler, stapler, [other keywords]	80					https://www.mywebshop.co.uk/landing-page			Supplier ABC - CZ - PunchOut L1	https://fournisseurtech.com/images/my_logo.jpg	https://fournisseurtech.com/images/my_logo_thbnl.jpg	TRUE
ENDOFDATA															

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

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

https://supplier.ariba.com
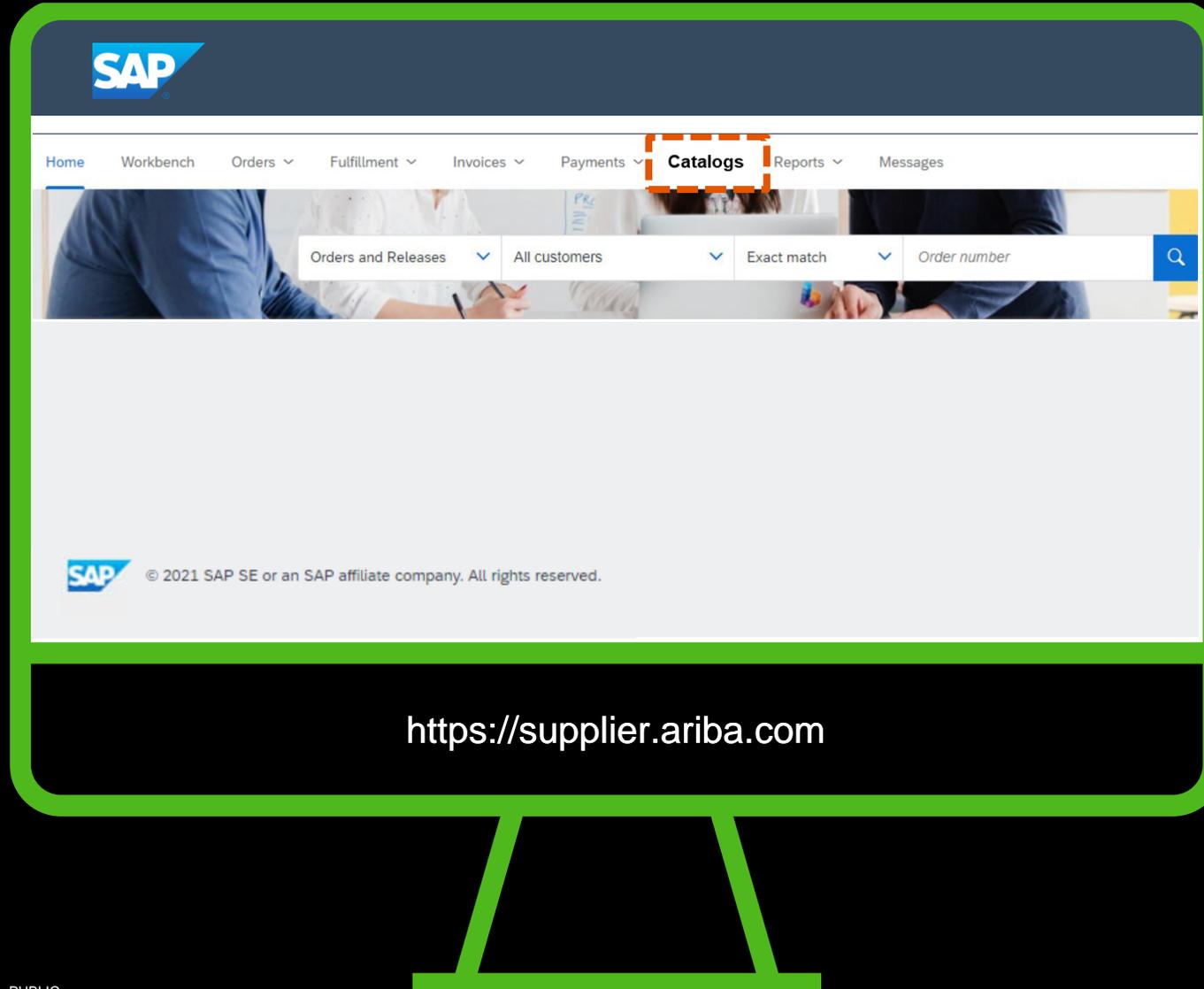
Create Standard

Refresh

2

Click On

Create Standard

SAP

Home	Workbench	Orders ⌄	Fulfillment ⌄	Invoices ⌄	Payments ⌄	Catalogs	Reports ⌄	Messages

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel

Customer Name ↑	Catalog Name	Version	File Name	Type	Size
					No items

Create Standard	Create Punchout Only	Refresh

https://supplier.ariba.com
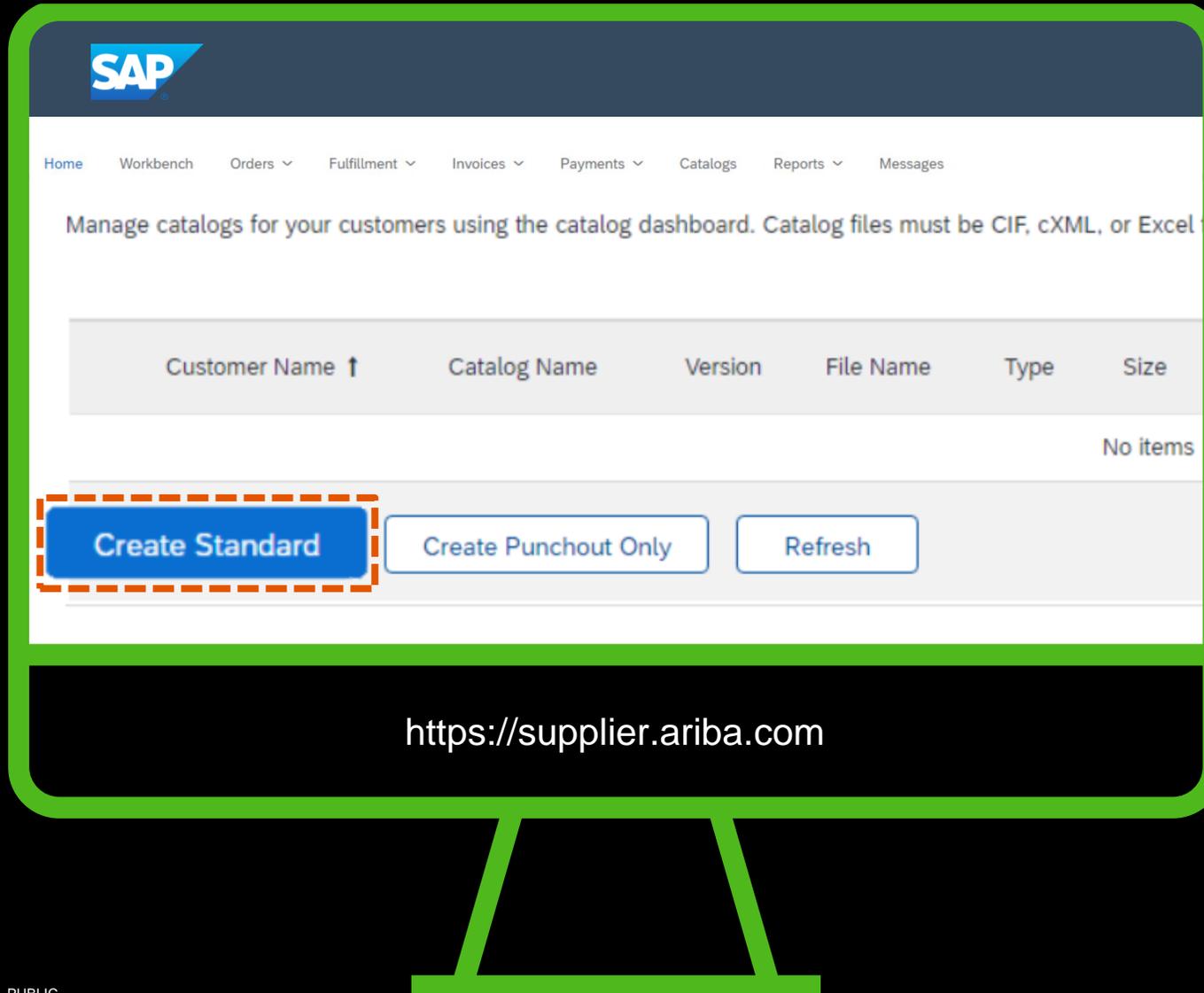
Subscription

3

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

https://supplier.ariba.com

Next

4

Click **Next**

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

Catalog Name   **Buyer_Supplier_CZ_PunchOut**

2 Subscriptions

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

Description:

3 Content

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

Commodities: ⓘ   Description

No items

https://supplier.ariba.com

Customer

5

Ensure that '**Private**' is selected (default) and **select My Customer** from available list of customers linked to your account
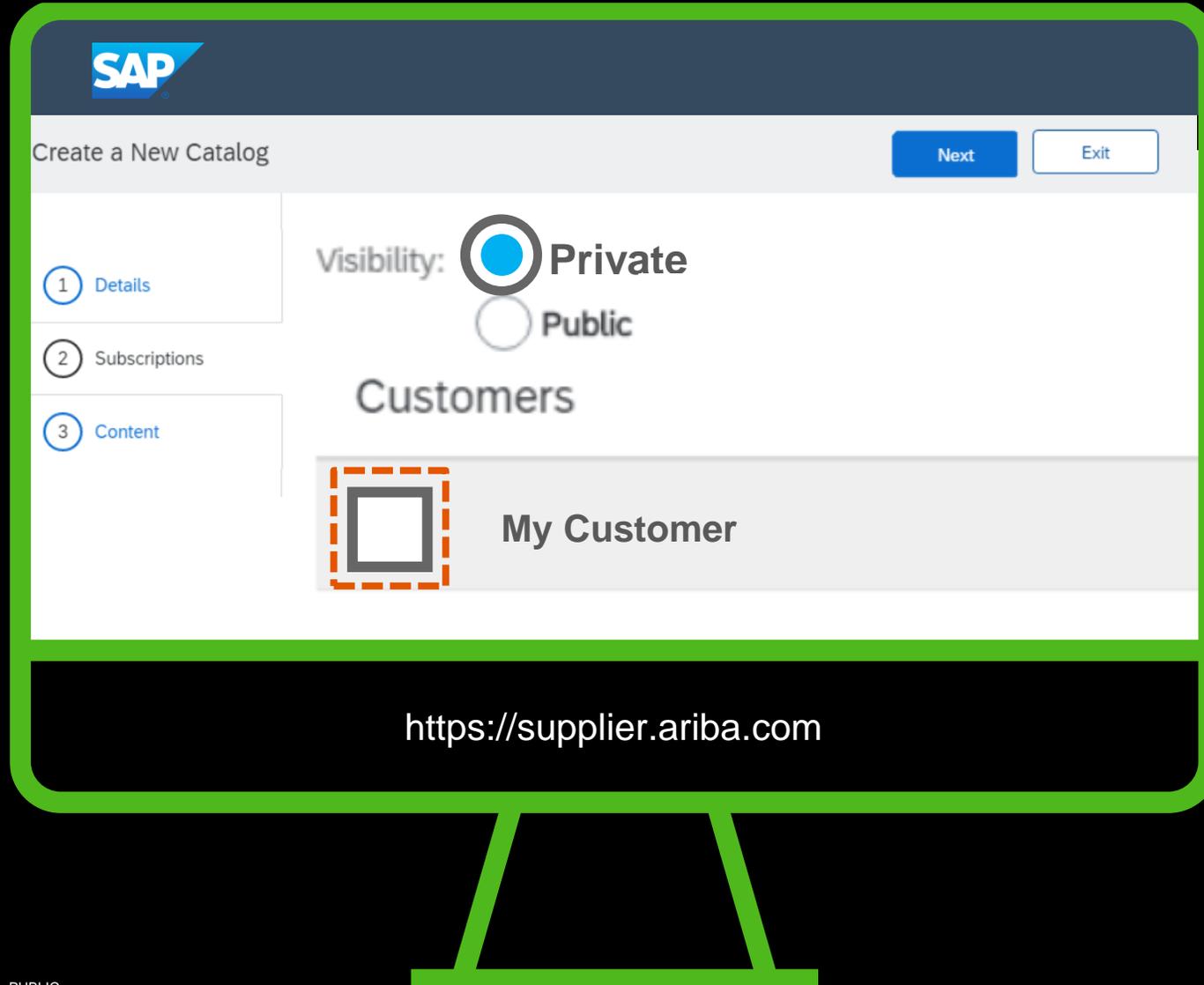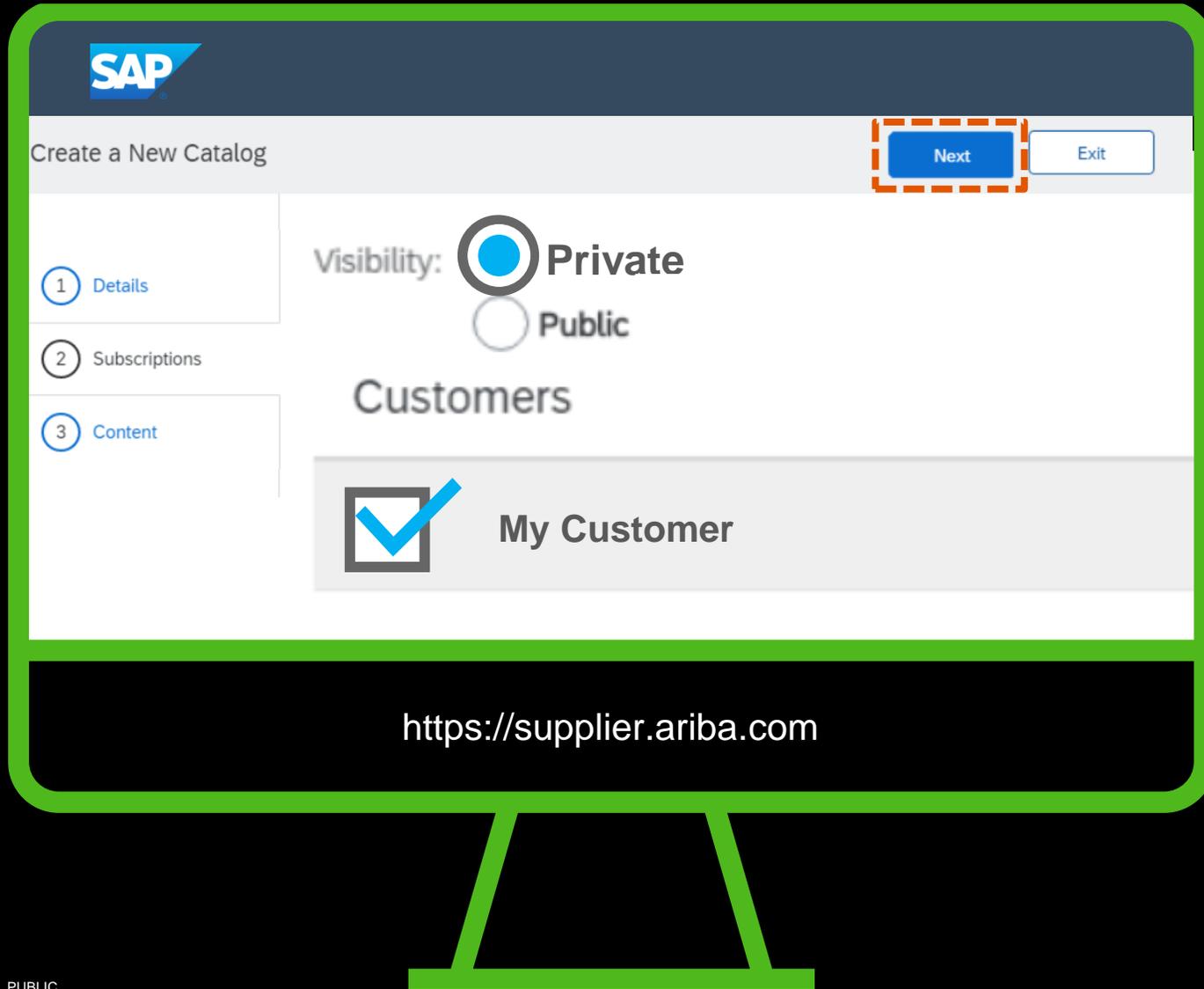
https://supplier.ariba.com

Next

6

Click **Next**

Create a New Catalog

Next | Exit

Visibility: ● **Private**
○ **Public**

Customers

☑ **My Customer**

https://supplier.ariba.com

Index Format

7

Click on the **Black Arrow Symbol**

🔽

and select the Index File's format (in this case **XLSX**)

SAP

Create a New Catalog

Exit

UPLOAD YOUR CATALOG AND ATTACHMENT FILES
catal

① Details

② Subscriptions

③ Content

Catalog File Format: CIF ⬇

Catalog File: Choose File   No file chosen

Images and Attachments File: Choose File   No file chosen

https://supplier.ariba.com

Index Format

7

Click on the **Black Arrow Symbol**

and select the Index File's format (in this case **XLSX**)

SAP

Create a New Catalog | Exit

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

1. Details
2. Subscriptions
3. Content

Catalog File Format: CIF

CIF

BMECAT

EXCEL

Catalog File:

Images and Attachments File:

https://supplier.ariba.com

Index File

8

Click on **Choose File** to upload the Index File from your local PC
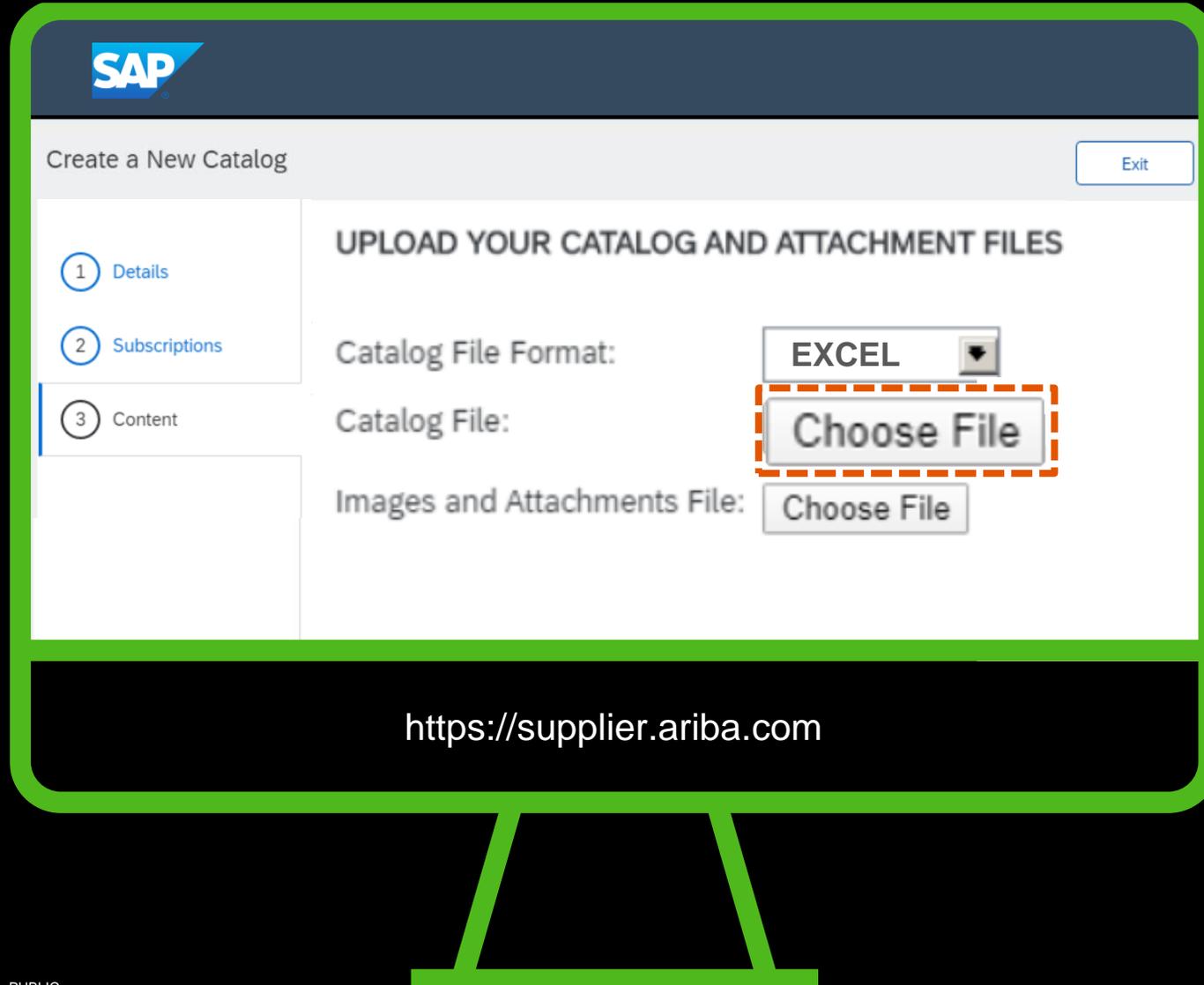
Create a New Catalog

Exit

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

1 Details

2 Subscriptions

3 Content

Catalog File Format: **EXCEL**

Catalog File: Choose File

Images and Attachments File: Choose File

https://supplier.ariba.com

Index file Select

Index

Refresh

9

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

https://supplier.ariba.com
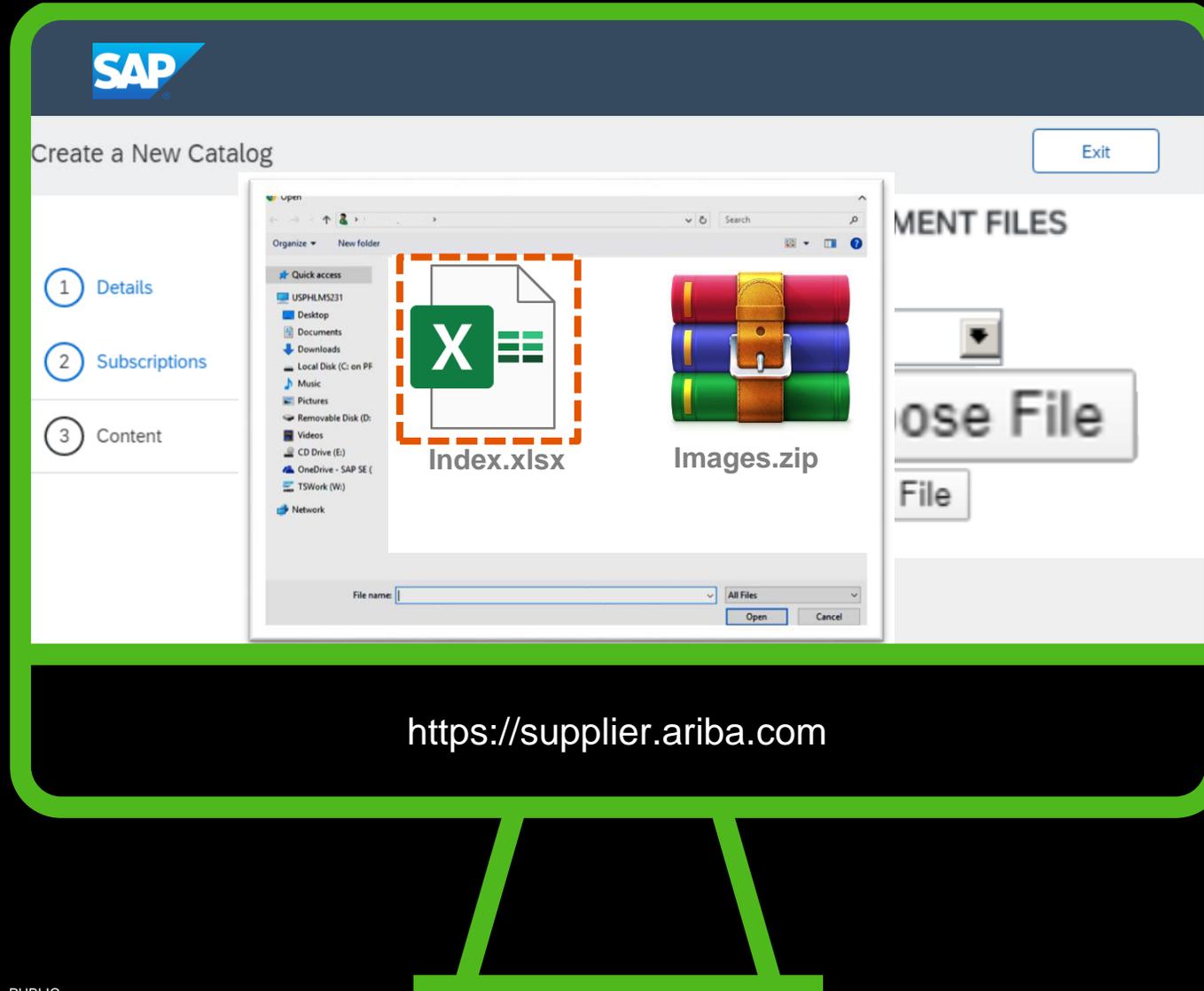
Images

10

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

SAP

Create a New Catalog   Exit

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

1 Details

2 Subscriptions

3 Content

Catalog File Format: EXCEL ▼

Catalog File: Choose File   Index.xlsx

Images and Attachments File: **Choose File**   sen

https://supplier.ariba.com
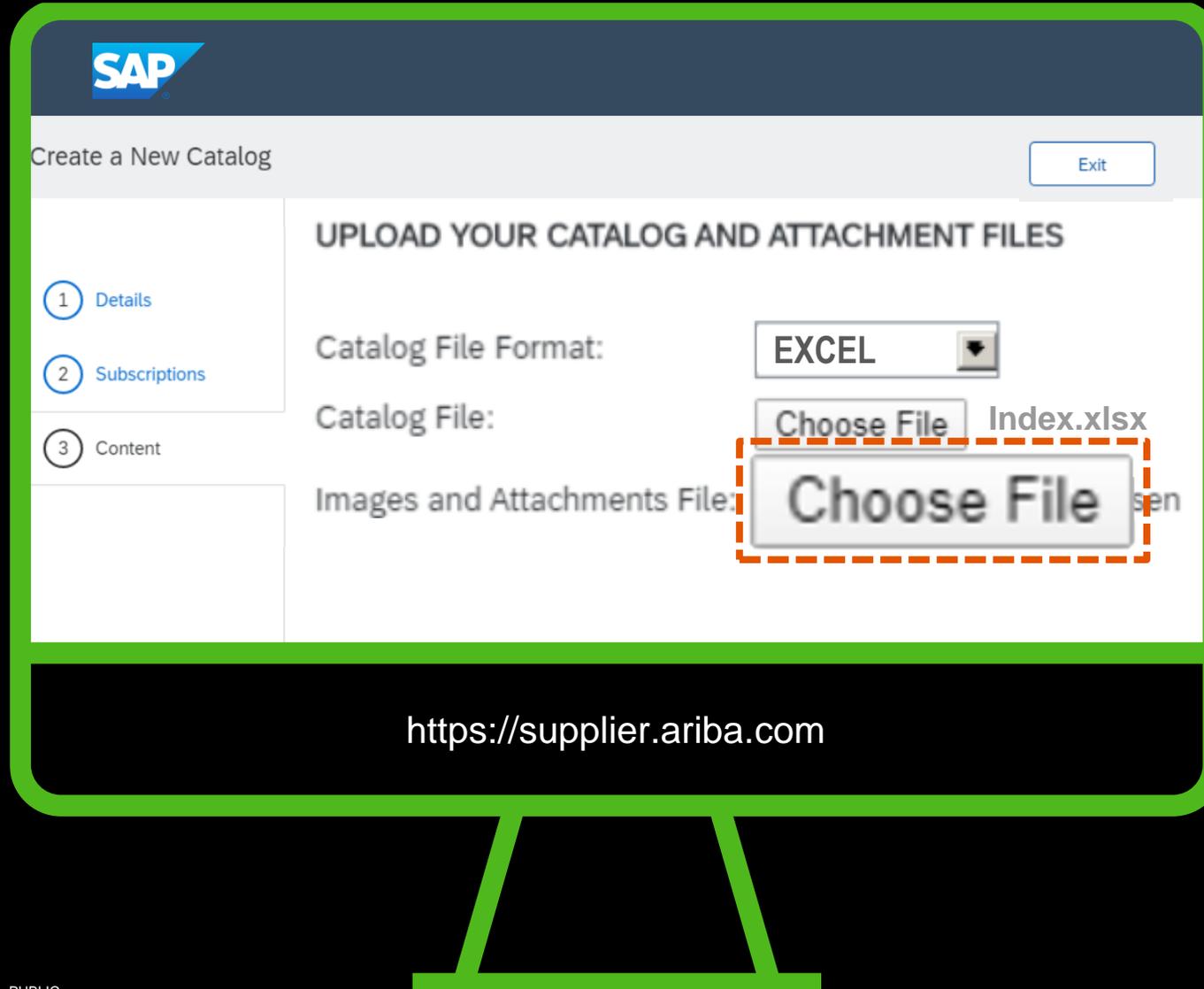
Images Select

11

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

https://supplier.ariba.com
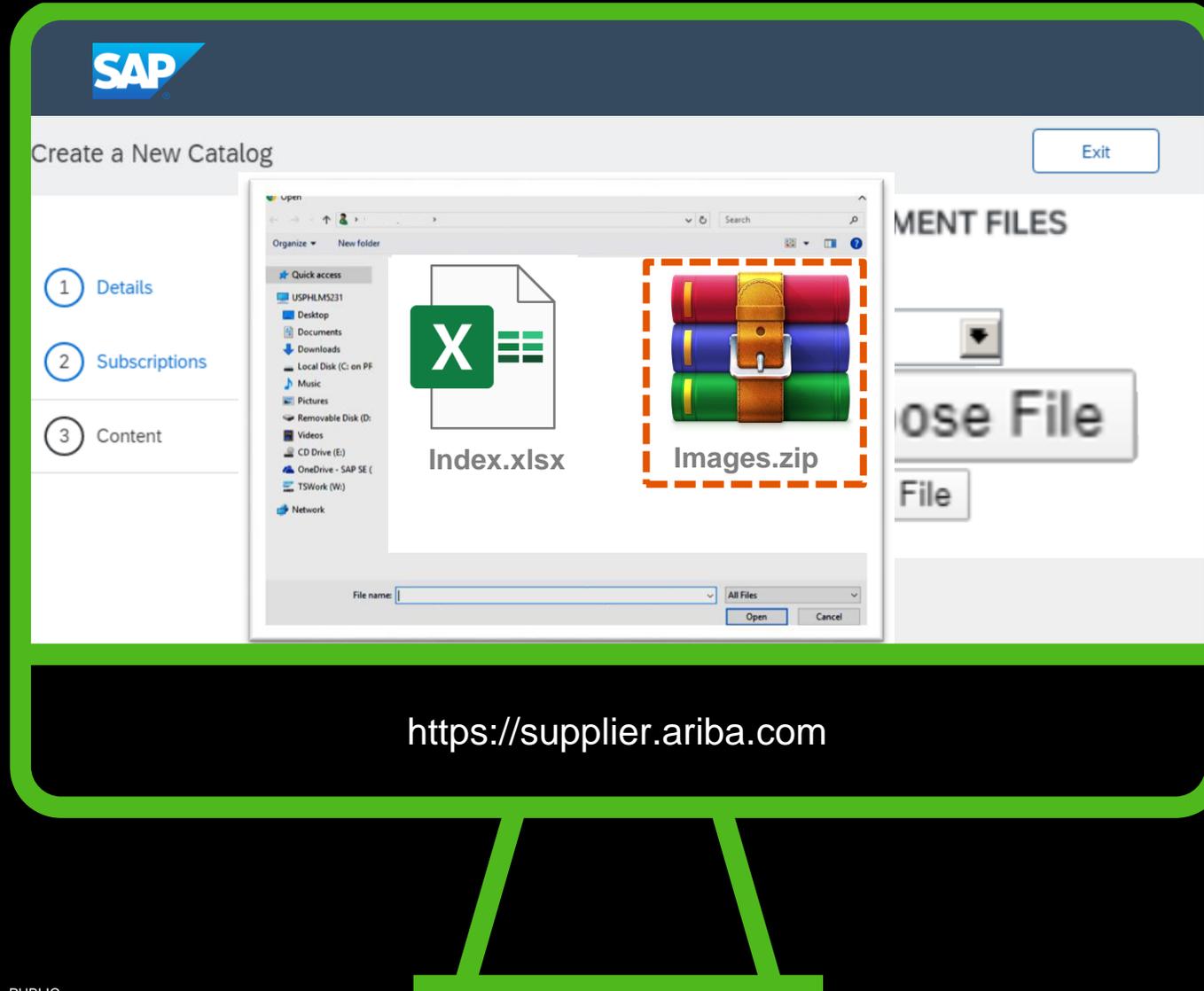
Validate and Publish

12

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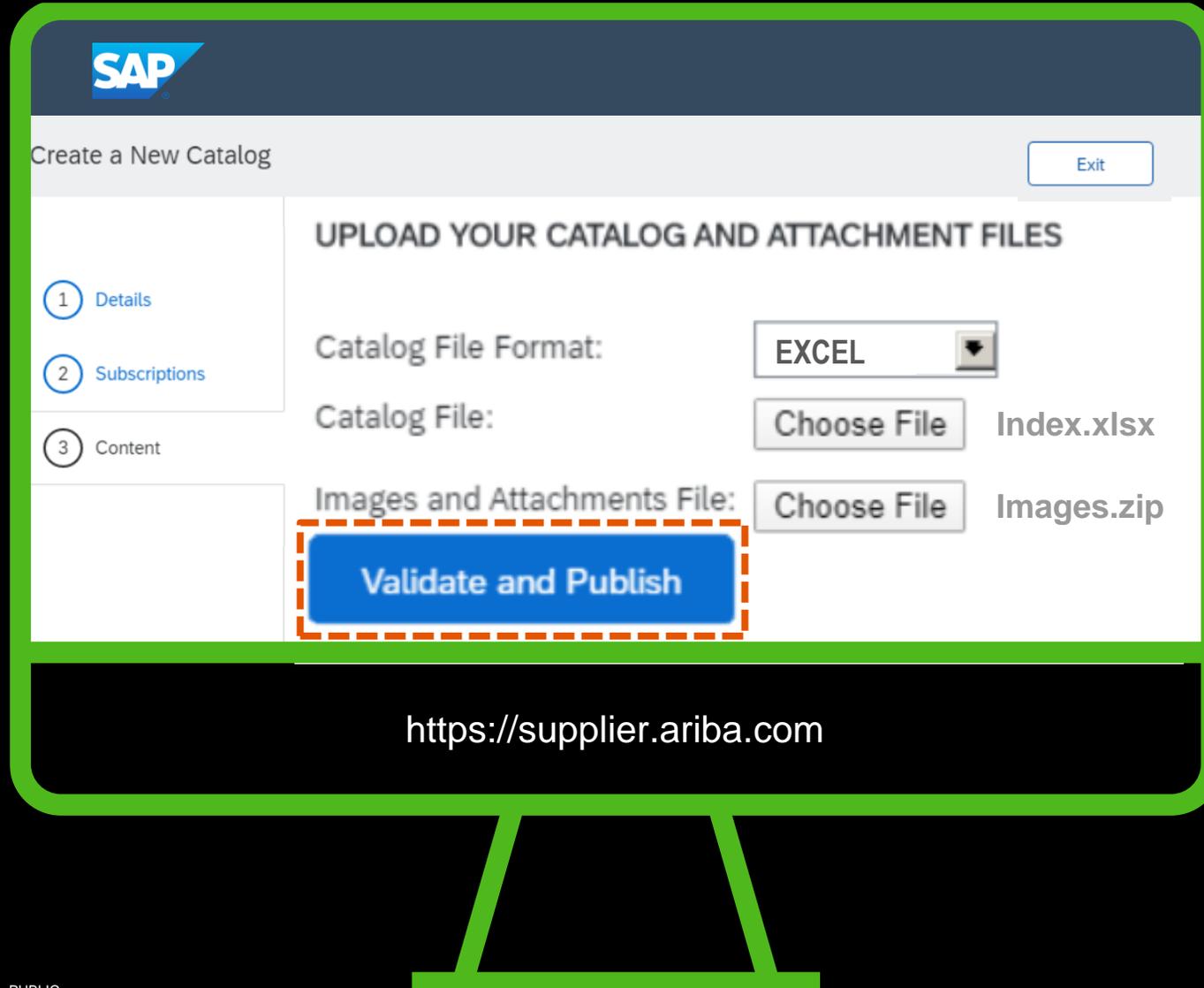
SAP

Create a New Catalog   Exit

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

1 Details

2 Subscriptions   Catalog File Format: EXCEL ▼

3 Content   Catalog File: Choose File   **Index.xlsx**

   Images and Attachments File: Choose File   **Images.zip**

                     Validate and Publish

https://supplier.ariba.com

Annex
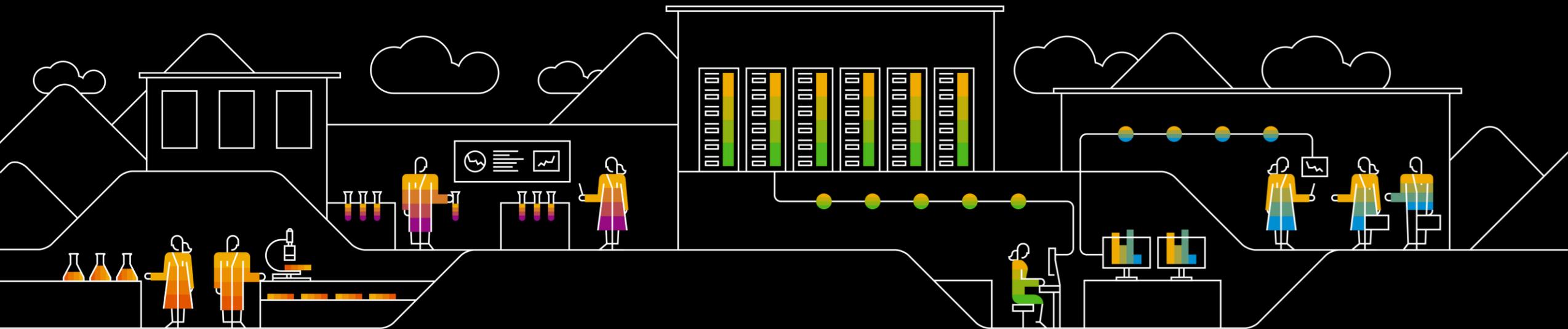
POSReq PunchOut Setup Request
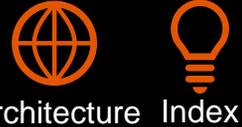
```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.048/cXML.dtd">
```

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>AN11111111111</Identity>
</Credential>
</From>
```

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

```
<To>
<Credential domain="NetworkID">
<Identity>AN22222222222</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>
<SupplierSetup>
<URL>https://Estlega Ltd.com/PunchOutServlet</URL>
</SupplierSetup>
<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>
<Contact><Name>jsmith</Name>
</Contact>
<SelectedItem>
<ItemID>
<SupplierPartID>PunchOut_000</SupplierPartID>
</ItemID>
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```

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

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

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

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

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://Estlega Ltd.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.**

Return to the
**Purchase
Simulation**

POOM PunchOut Order Message

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.048/cXML.dtd">
```

Document type and version of cXML.

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

Payloadid - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN22222222222</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>AN11111111111</Identity>
</Credential>
</To>
```

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

```
<Sender>
<Credential domain="www.Estlega Ltd.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 **Customized Extrinsic** by your **Buyer**, In this case the Extrinsic will Appear in this Section of the POOM.

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

SAP   Test Site

SAP Ariba   **Buyer Procurement Application**   **0** 🛒

Approve & Activate
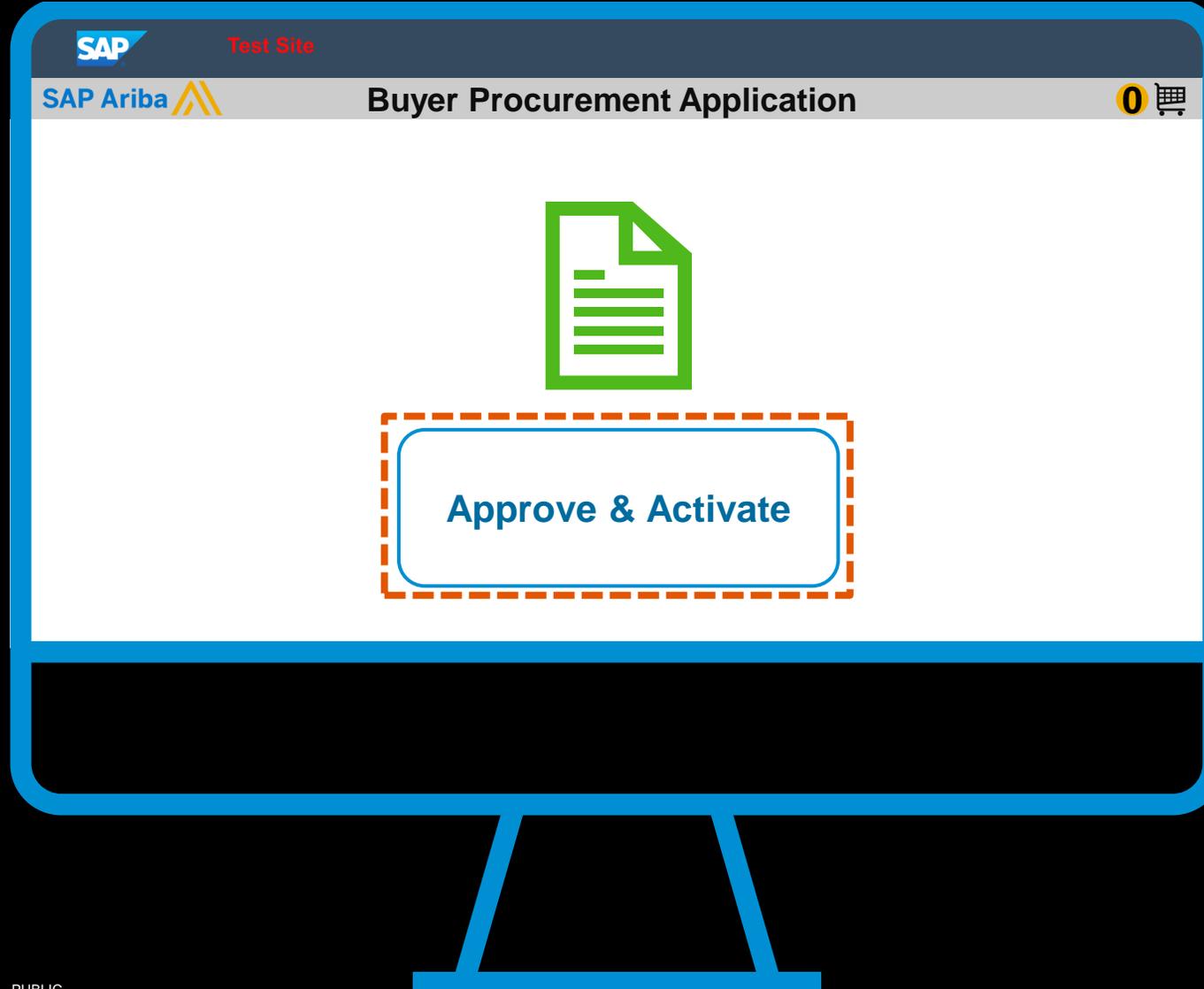
**Index File Uploaded by Supplier**

(you can see how to do the upload by click on **Index** (top-right) 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**

Index

Refresh

SAP **Test Site**

SAP Ariba **Buyer Procurement Application** **0** 🛒

Supplier Logo

Supplier's WEB-SHOP (level 1)
Supplier: Estlega Ltd

Buy from Supplier

Superbook ABC Laptop (level 2)
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

$499.99 USD * / each

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**

Index

Refresh

SAP   Test Site

SAP Ariba   **Buyer Procurement Application**   0 🛒

Supplier Logo

Estlega Ltd **Web-Shop**

| Add to Cart | Add to Cart | Add to Cart | Add to Cart |
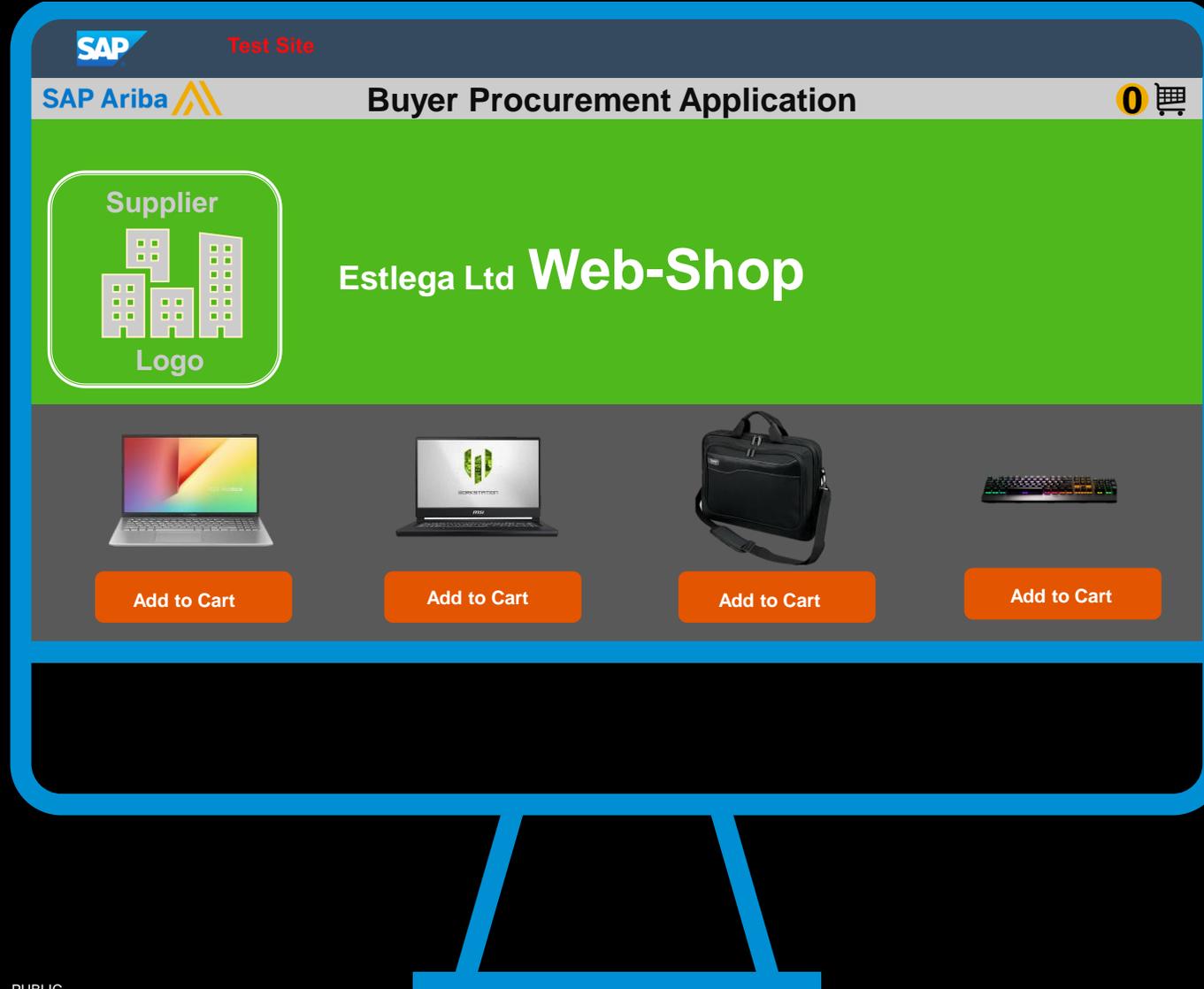
- - - ▶ **POReq.**

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 <u>directly</u> to the item on **the Supplier's web-shop**

3

Click on **Add to Cart**

Supplier web-shop receives and sends back cXML Messages

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**

Index

Refresh

SAP

Test Site

SAP Ariba

Buyer Procurement Application   0 🛒

Supplier
Logo

Cart Review

**2x Item A   499.99 $/EA**

Total: 999.98 $

Back to Ariba
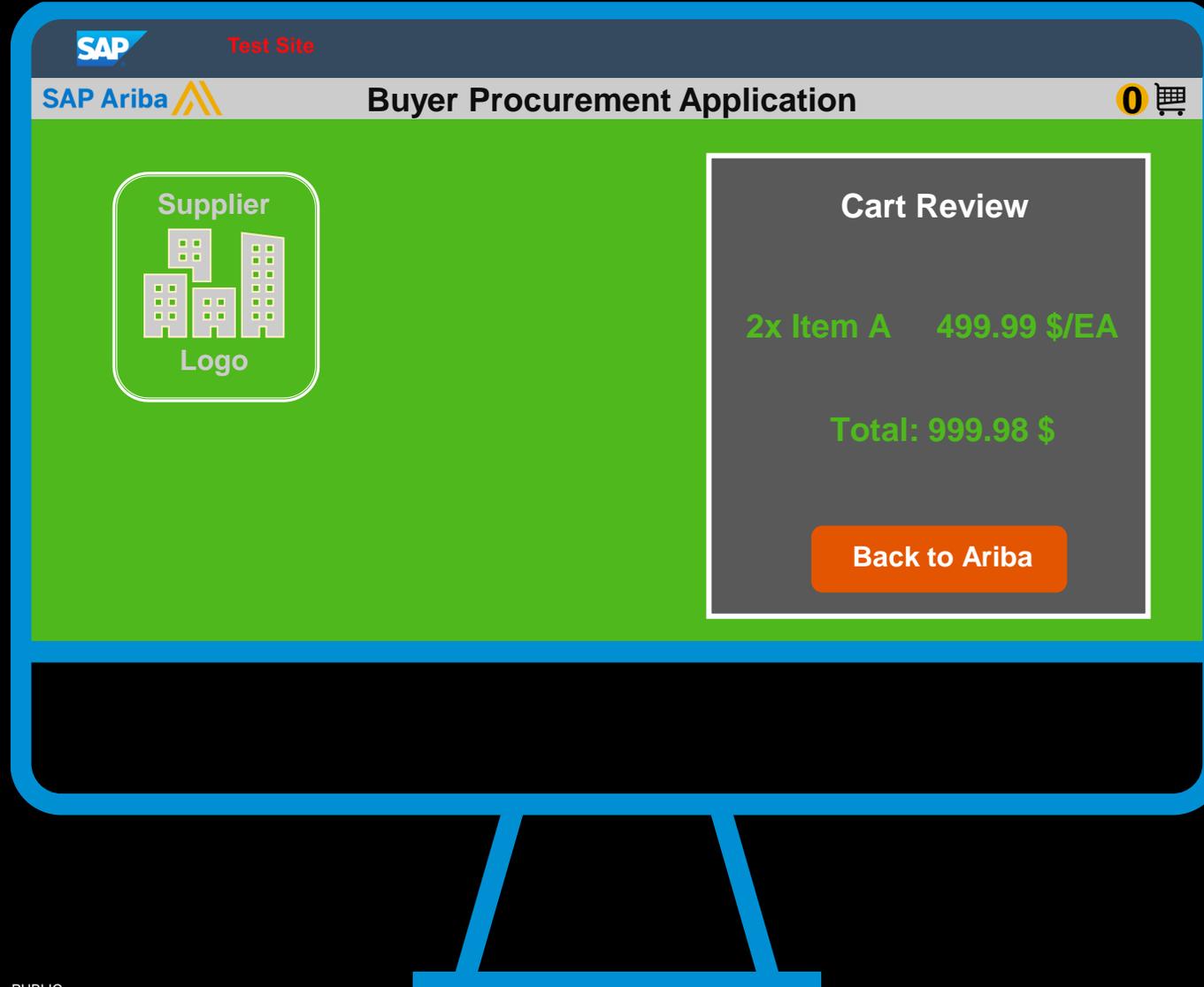
Checkout

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**

SAP   Test Site

SAP Ariba   **Buyer Procurement Application**   ② 🛒

PR 100001

Superbook ABC Laptop x2

Proceed to Checkout
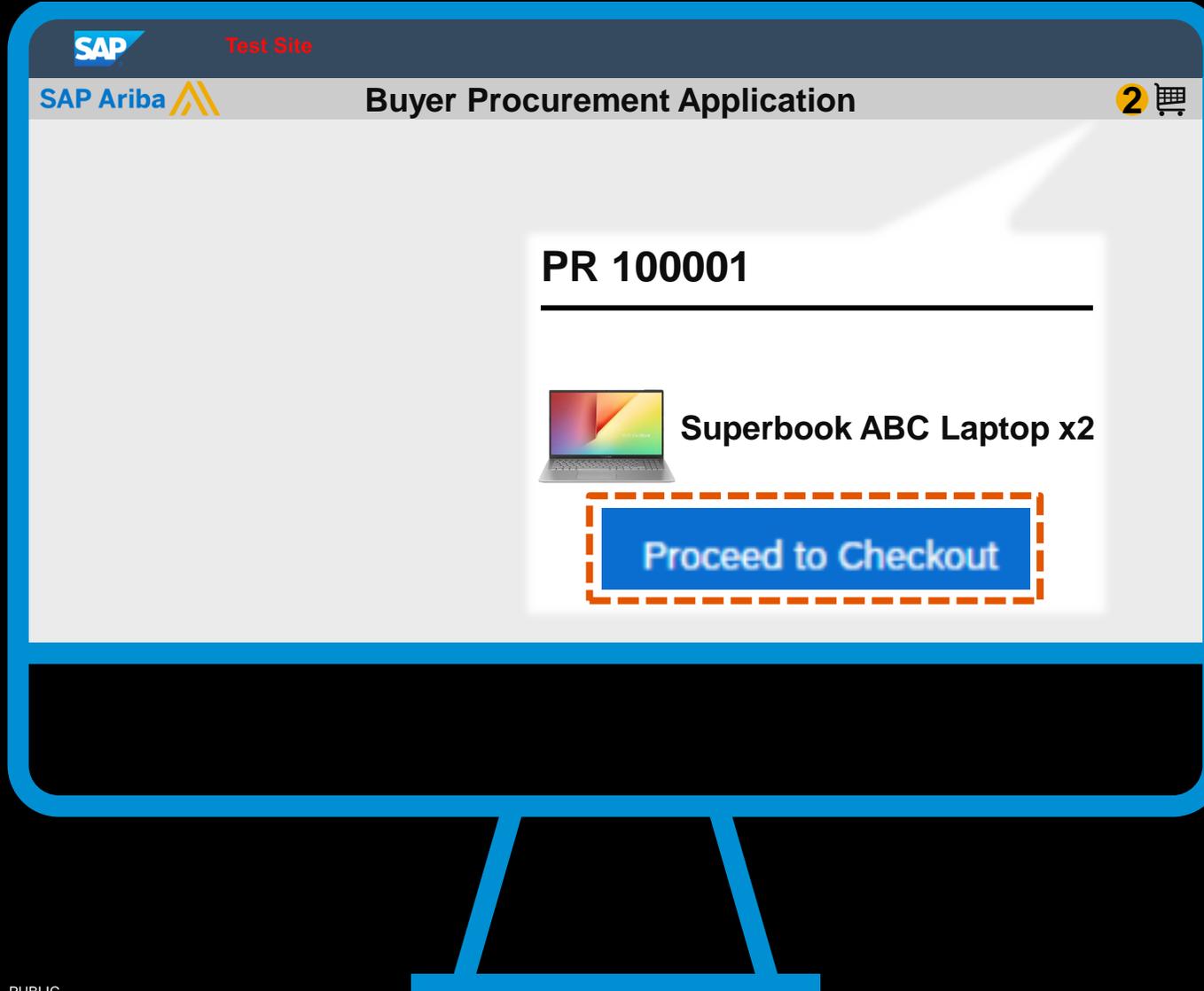
Index

Refresh

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**

SAP   Test Site

SAP Ariba   **Buyer Procurement Application**   0 🛒

Send Purchase Order
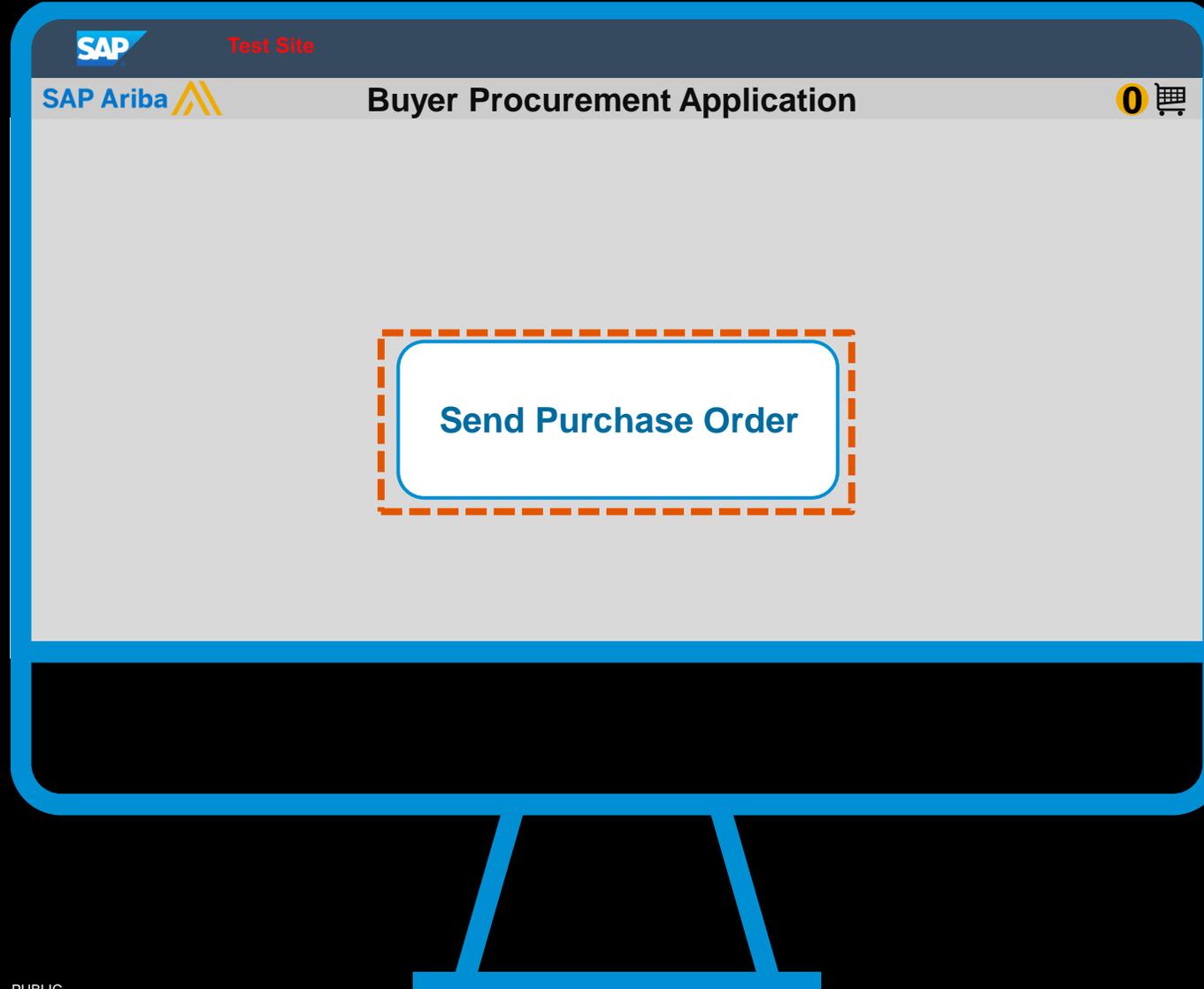
Index

Refresh

Demo Complete!

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