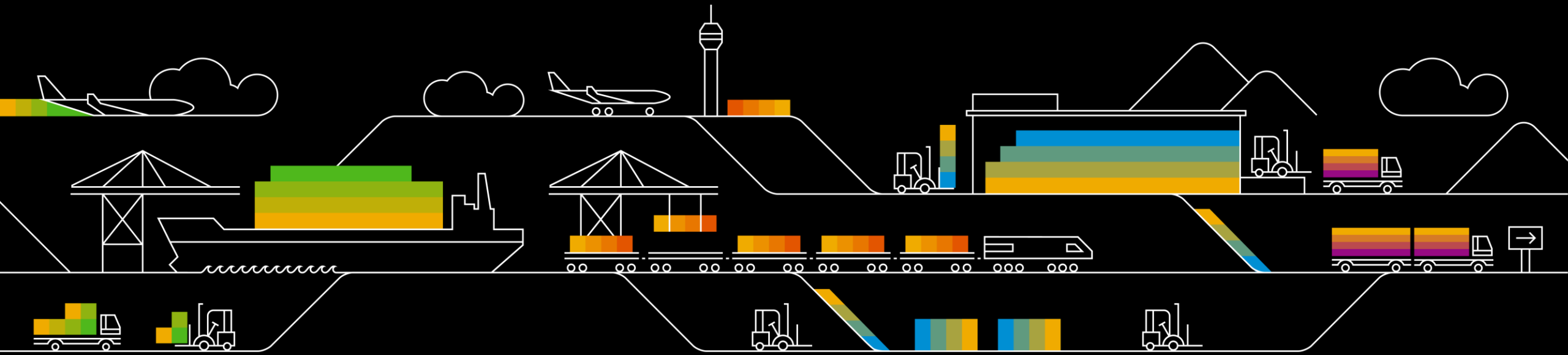




SAP Ariba 

PunchOut Catalog Guide for Suppliers

INDEX

Introduction and Types

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

Project Specifics

- Main Prerequisites for Punchout Suppliers
- Project Timeline

System Architecture

- Functional and Purchase Operations
- 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 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.

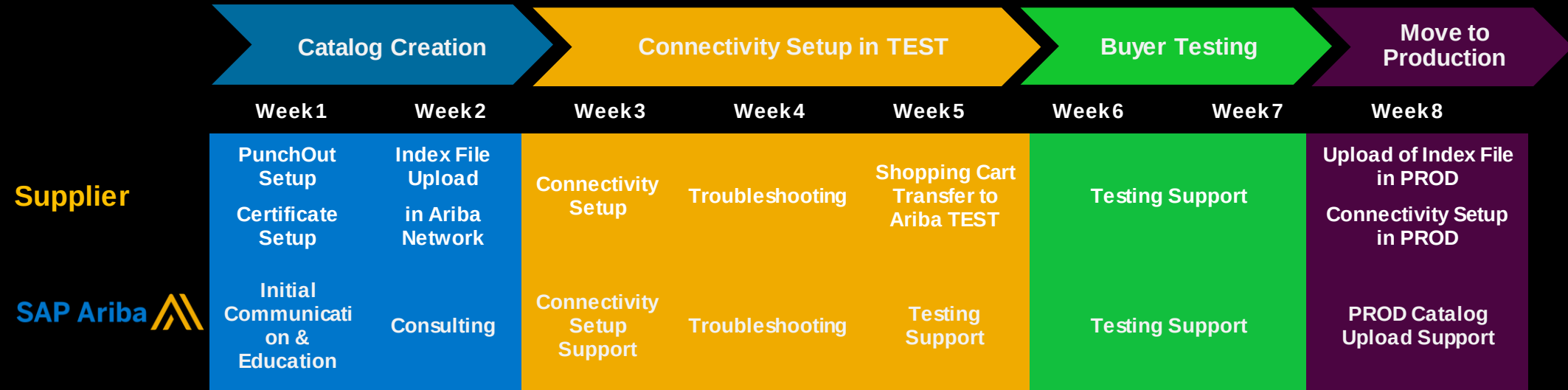
Consult cXML Documentation:

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.

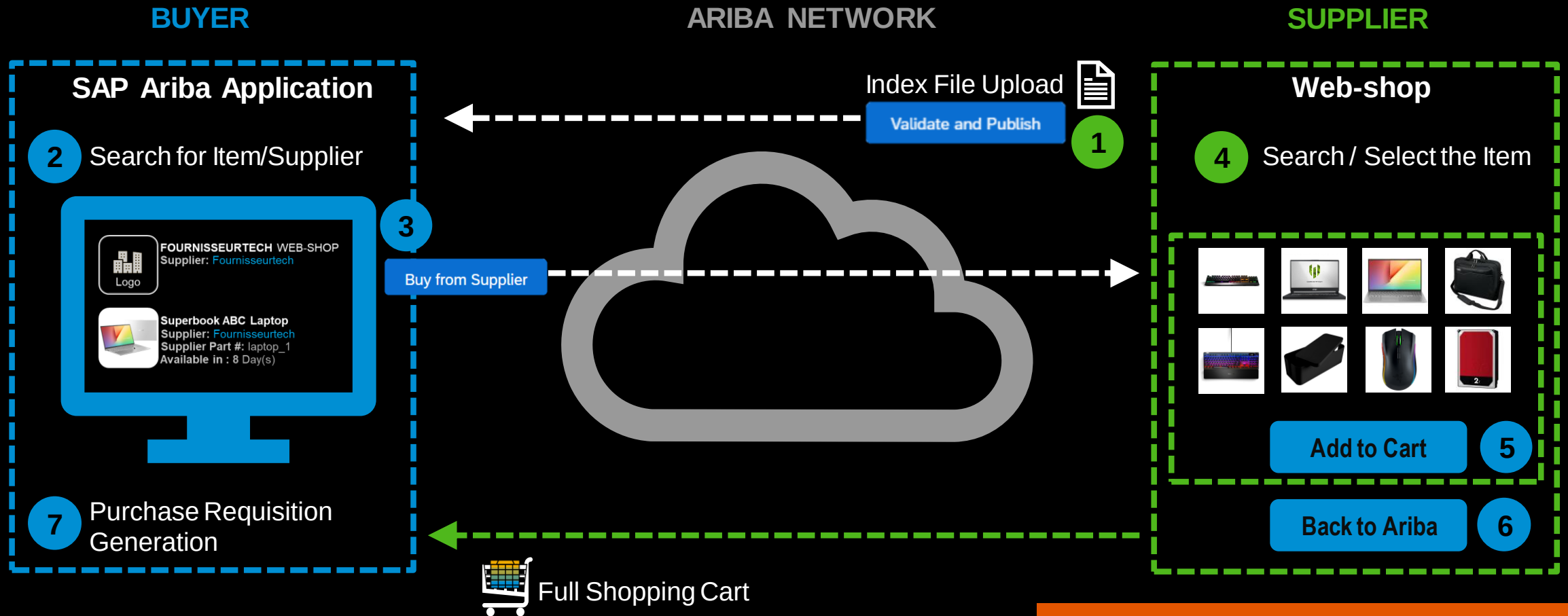
Project Timelines



System Architecture



Process Architecture: Functional and Purchase Operations

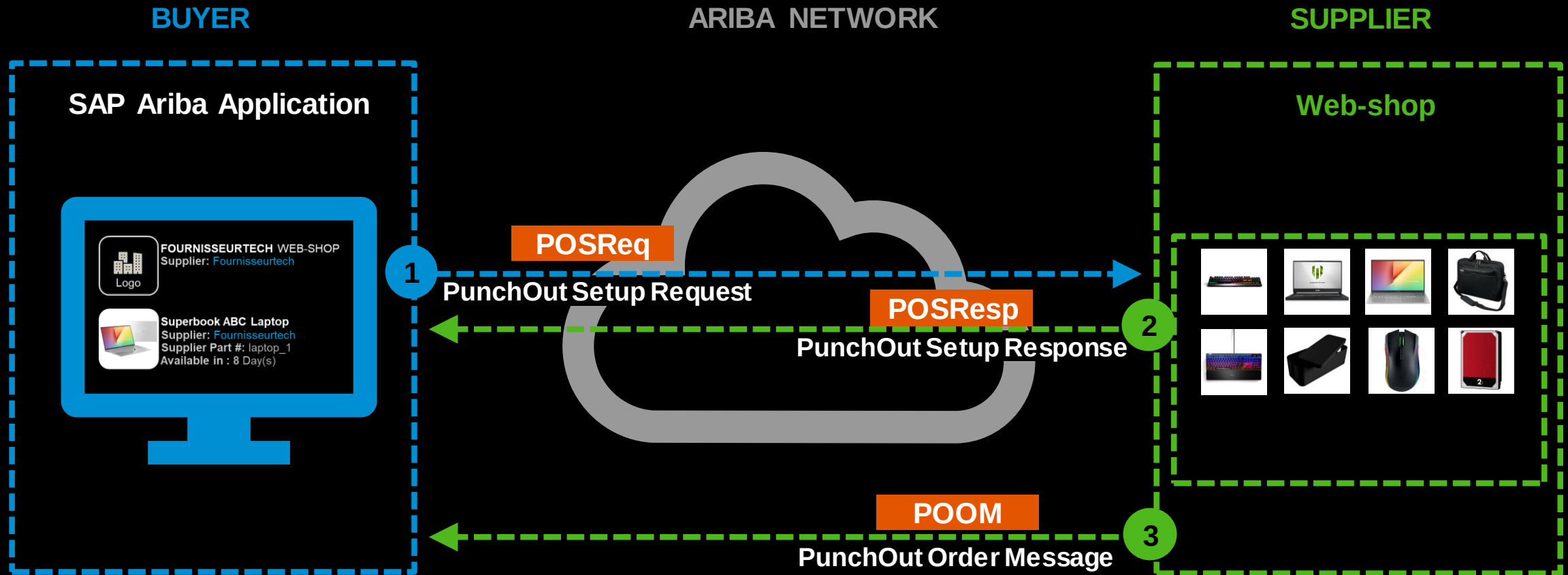


[Click here for AN Configuration Simulation](#)

[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](#)

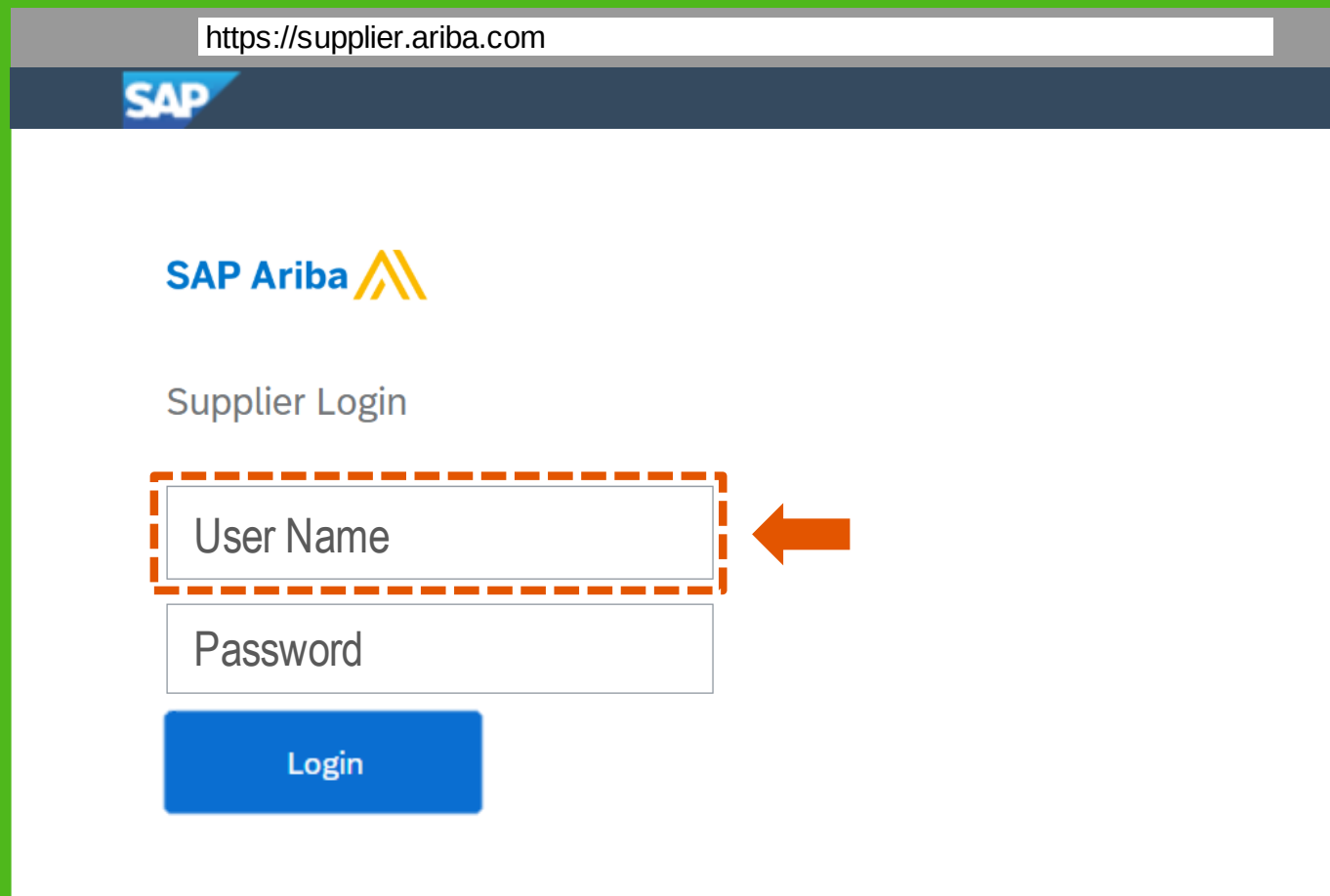
Ariba Network account Configuration



Ariba Supplier Portal

1

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



https://supplier.ariba.com

SAP Ariba

Supplier Login

User Name

Password

Login

Log in

2

Click on **Login**

https://supplier.ariba.com

SAP

SAP Ariba

Supplier Login

Fournisseurtech

.....

Login



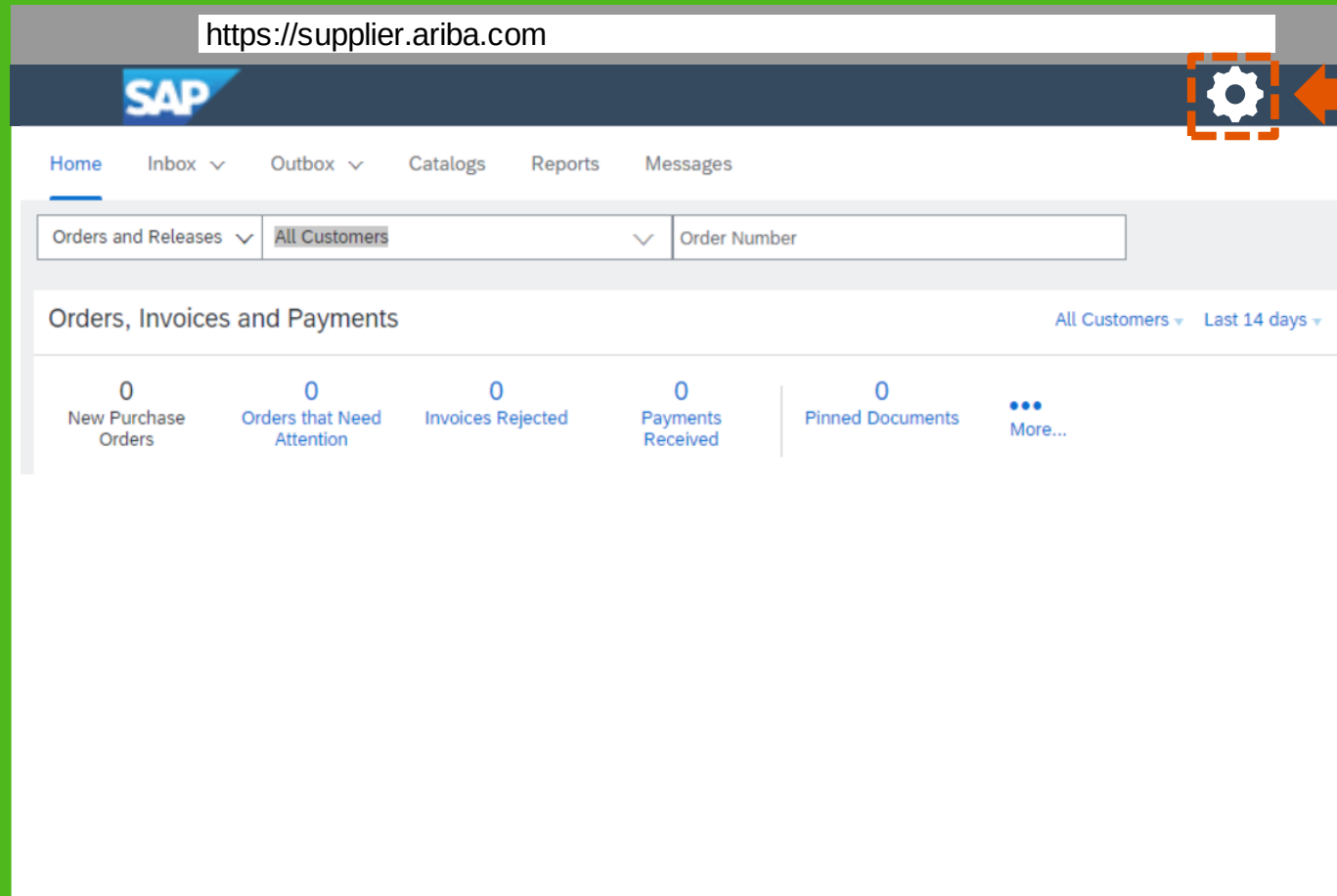
Index



Refresh

Landing AN Page

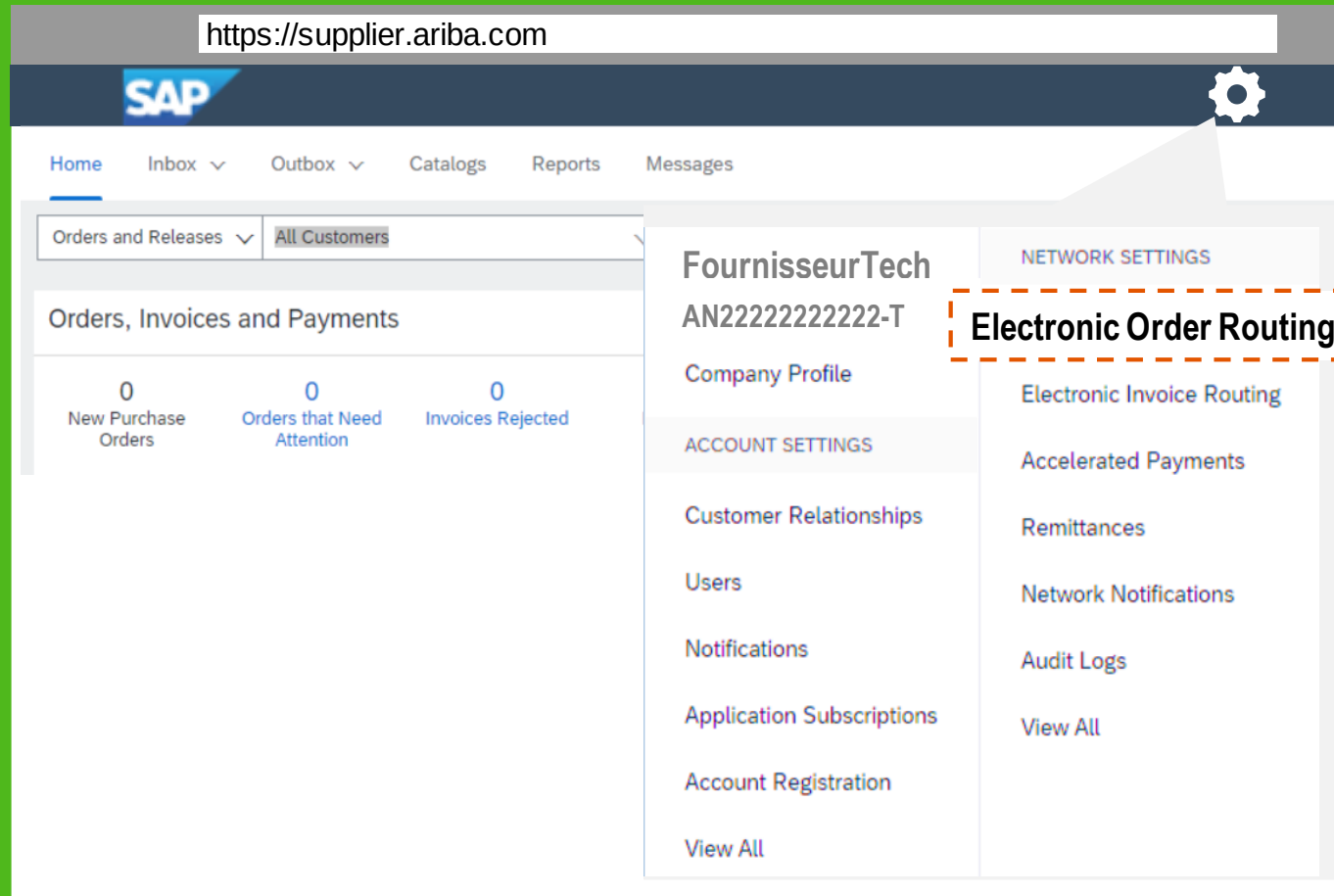
3
On Top Left of the
screen Click on
Company Setting
Icon 



Settings

4

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



Index



Refresh

Electronic Order Routing

5

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

https://supplier.ariba.com

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

☐ Do not send status updates for inbound documents in pending queue

Index

Refresh

Authentication

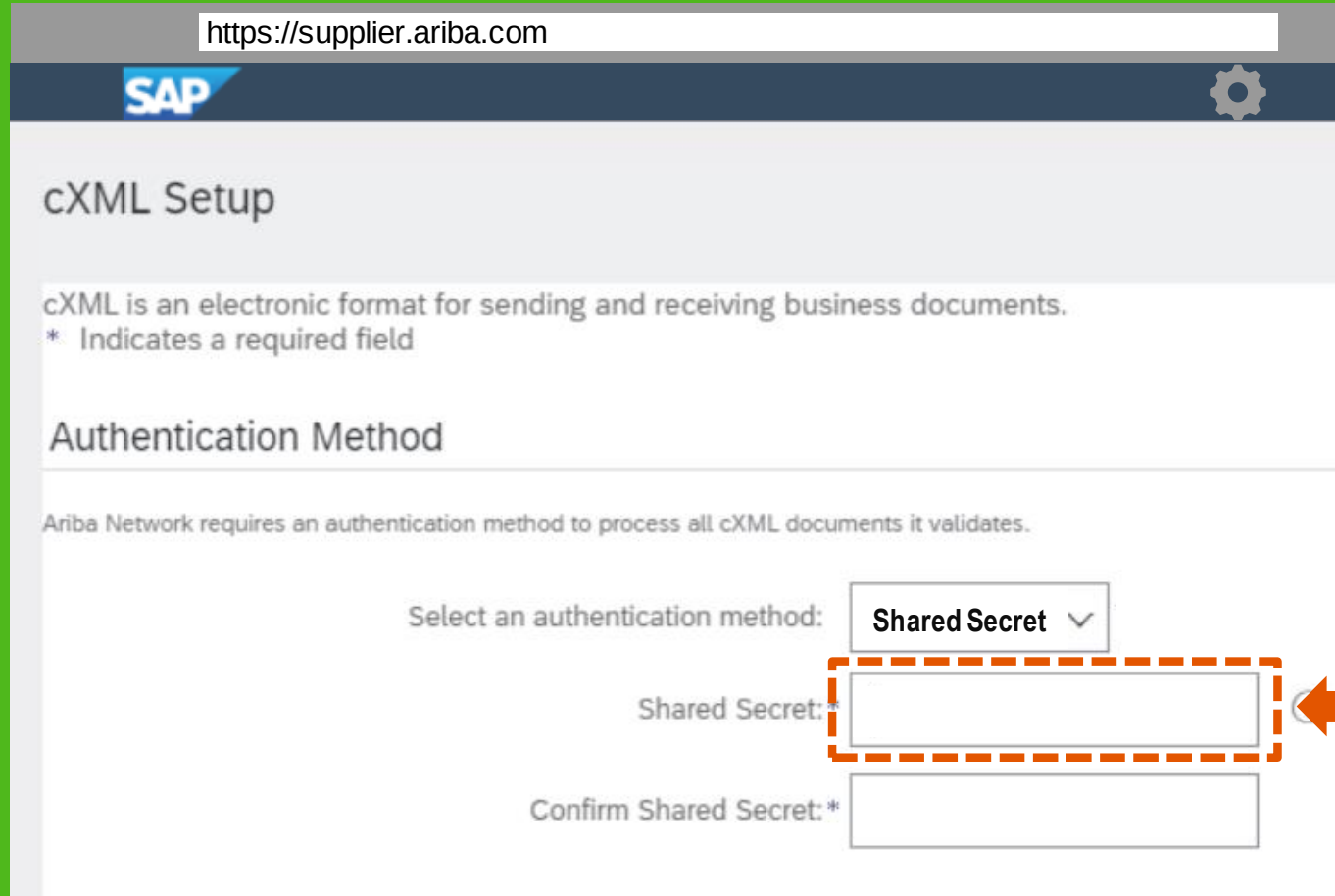
Index

Refresh

6

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

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

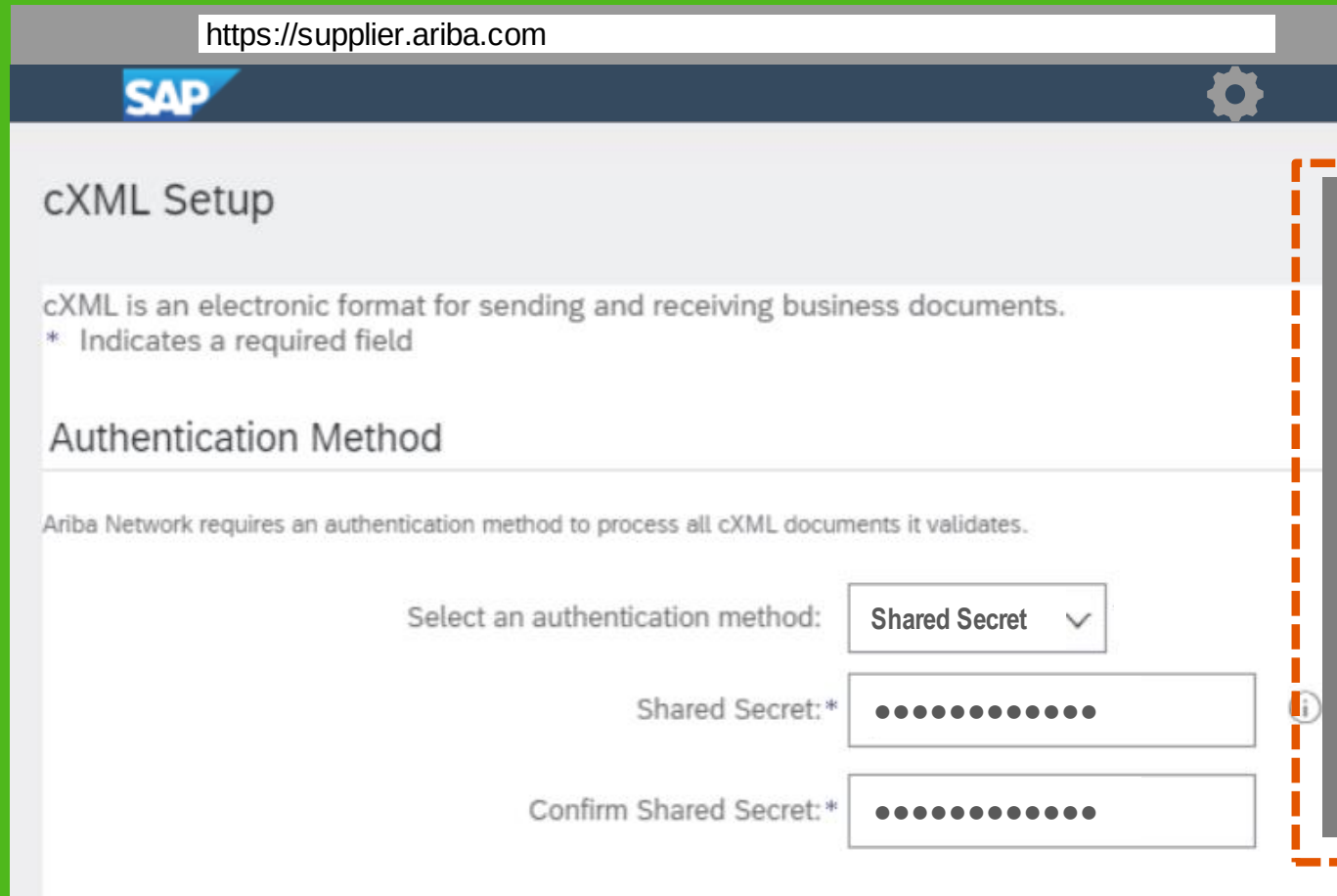


The screenshot shows the SAP cXML Setup page in a web browser. The address bar displays `https://supplier.ariba.com`. The page has a SAP logo and a settings gear icon in the header. The main content area is titled "cXML Setup" and includes a description: "cXML is an electronic format for sending and 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 dropdown menu labeled "Select an authentication method:" with "Shared Secret" selected. Below the dropdown are two input fields: "Shared Secret: *" and "Confirm Shared Secret: *". The "Shared Secret" field is highlighted with a dashed orange border, and a red arrow points to it from the right.

Shared Secret

7

Now **Scroll Down**



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". 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 input fields: "Shared Secret: *" and "Confirm Shared Secret: *", both containing masked text (dots). A vertical scrollbar on the right side of the form is highlighted with a dashed orange rectangle, and an orange arrow points to it from the right, indicating the instruction to scroll down.



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

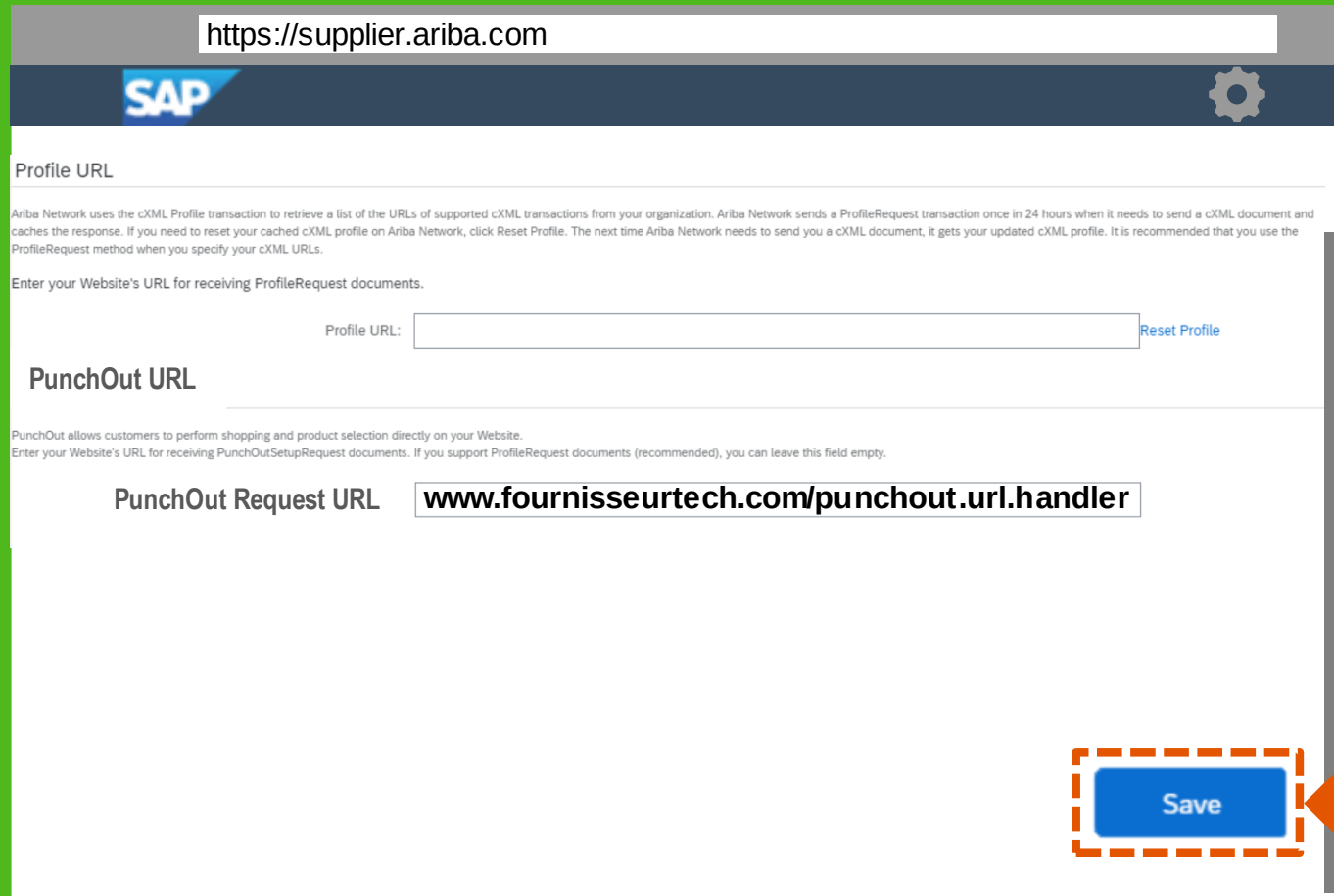


Refresh

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 page header includes the SAP logo and a settings gear icon. The main content area is divided into sections: 'Profile URL' and 'PunchOut URL'. The 'Profile URL' section contains a text input field and a 'Reset Profile' link. The 'PunchOut URL' section contains a text input field with the value `www.fournisseurtech.com/punchout.url.handler`. At the bottom right, a blue 'Save' button is highlighted with a dashed orange border and an orange arrow pointing to it from the right.

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

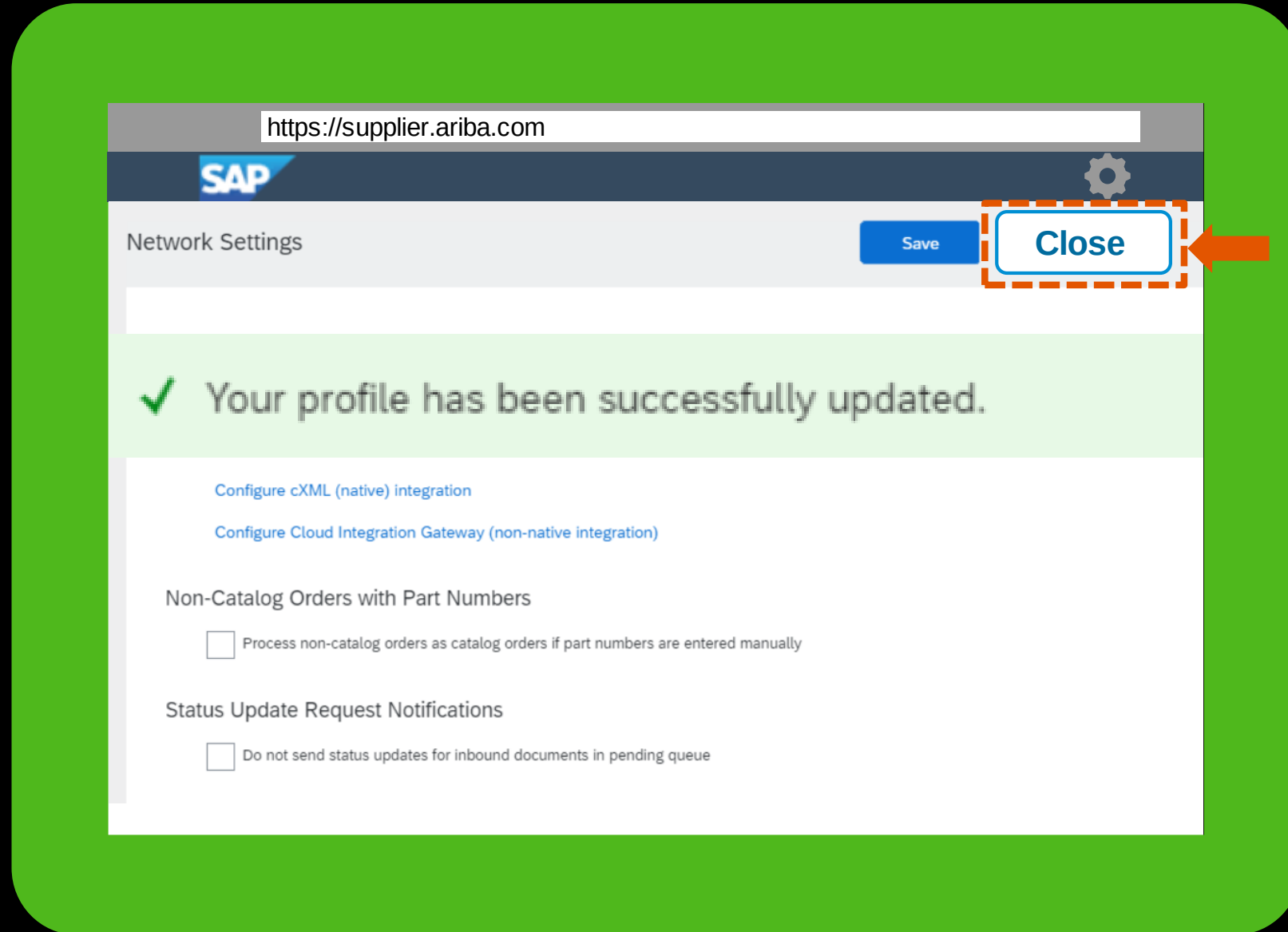


Refresh

End of Setup

10

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



Index

Refresh

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](#)

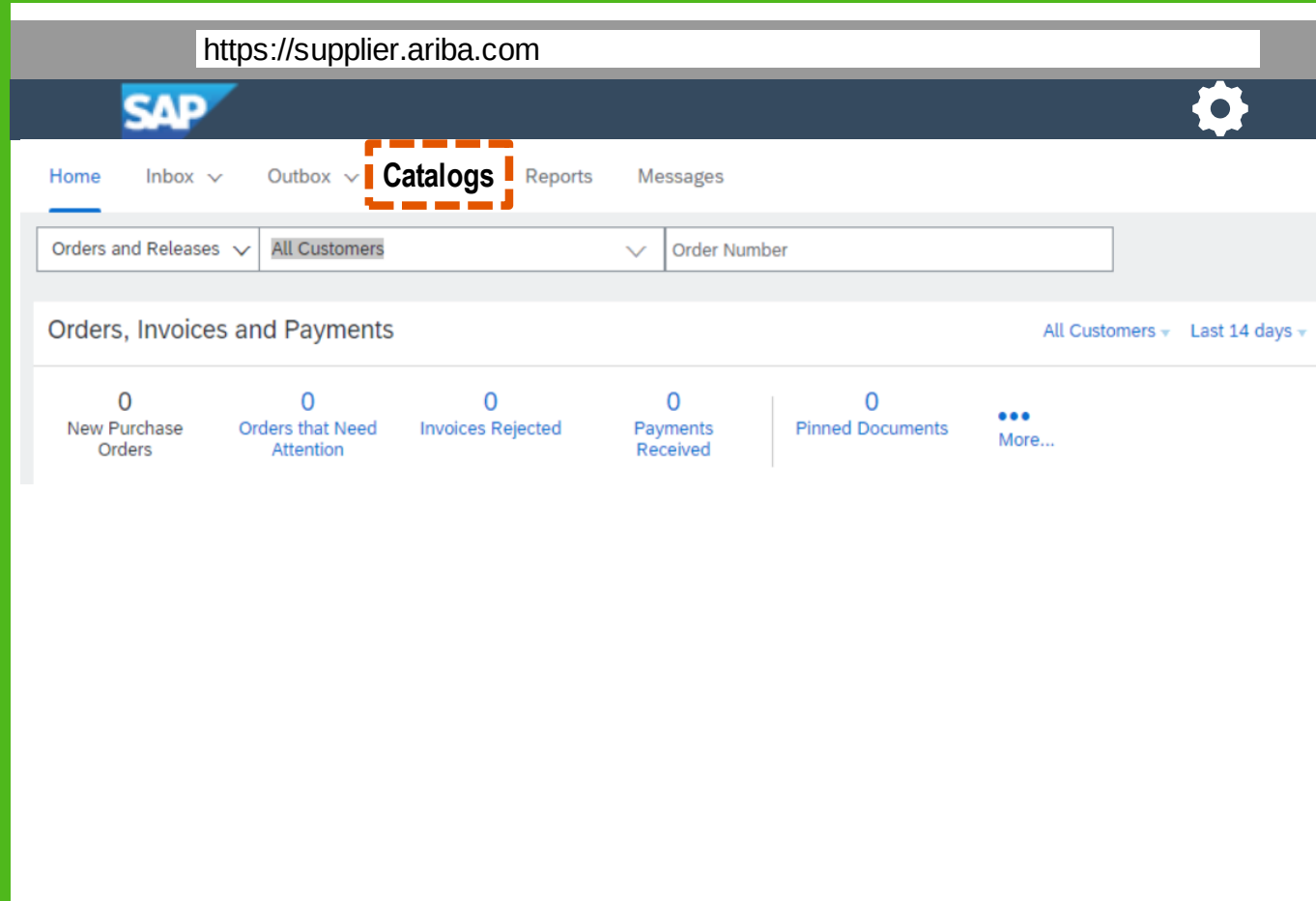
[Click here for UPLOAD Simulation](#)

Main Page



1

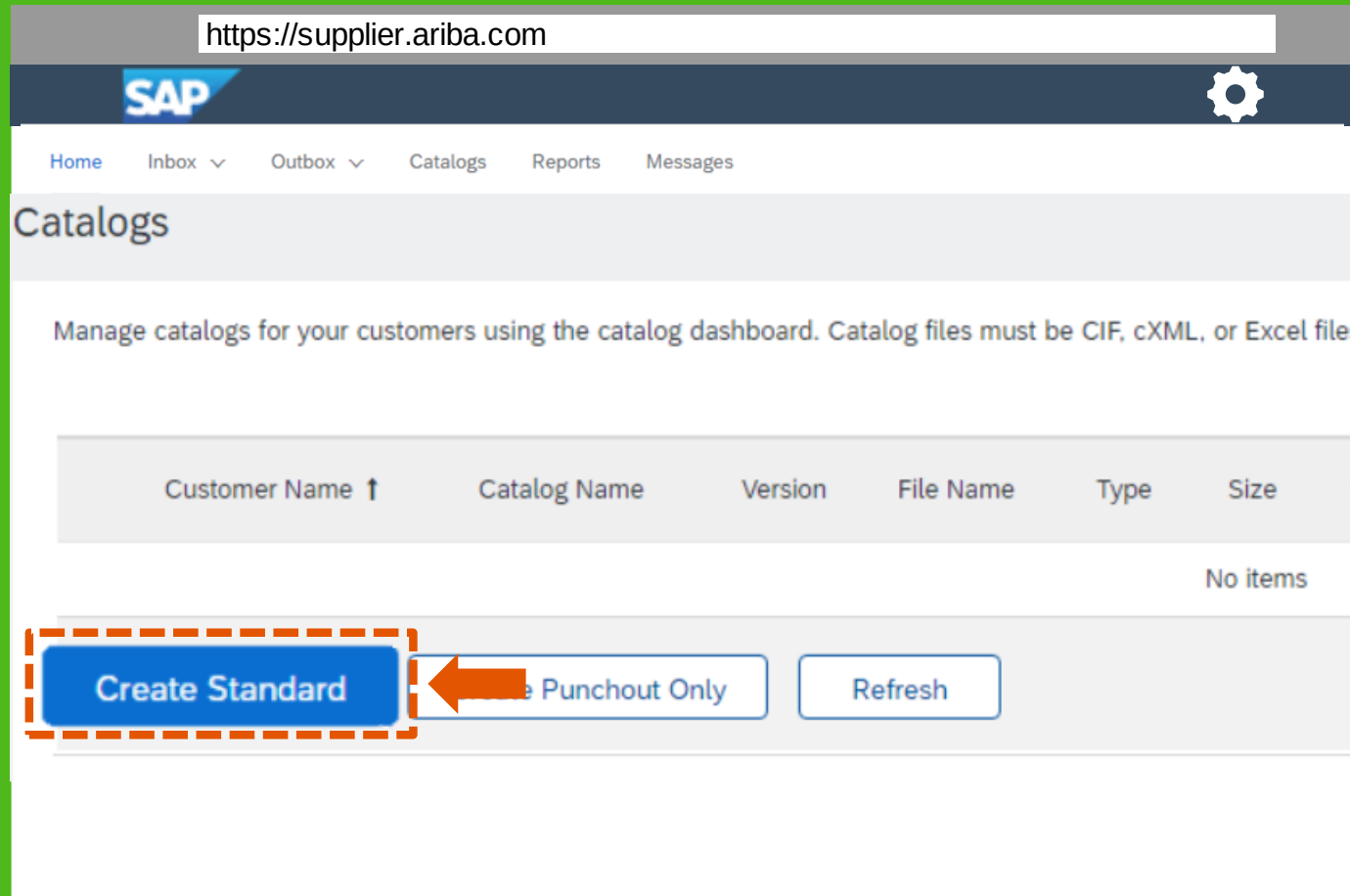
Now Lets Upload
The Index File, Click
on **Catalogs** Tab on
Top



Create Standard

2

Click On
Create Standard




Index


Refresh

Subscription

Index

Refresh

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

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

Index

Refresh

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

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:

o file chosen

Images and Attachments F

o file chosen

CIF

BMECAT

EXCEL

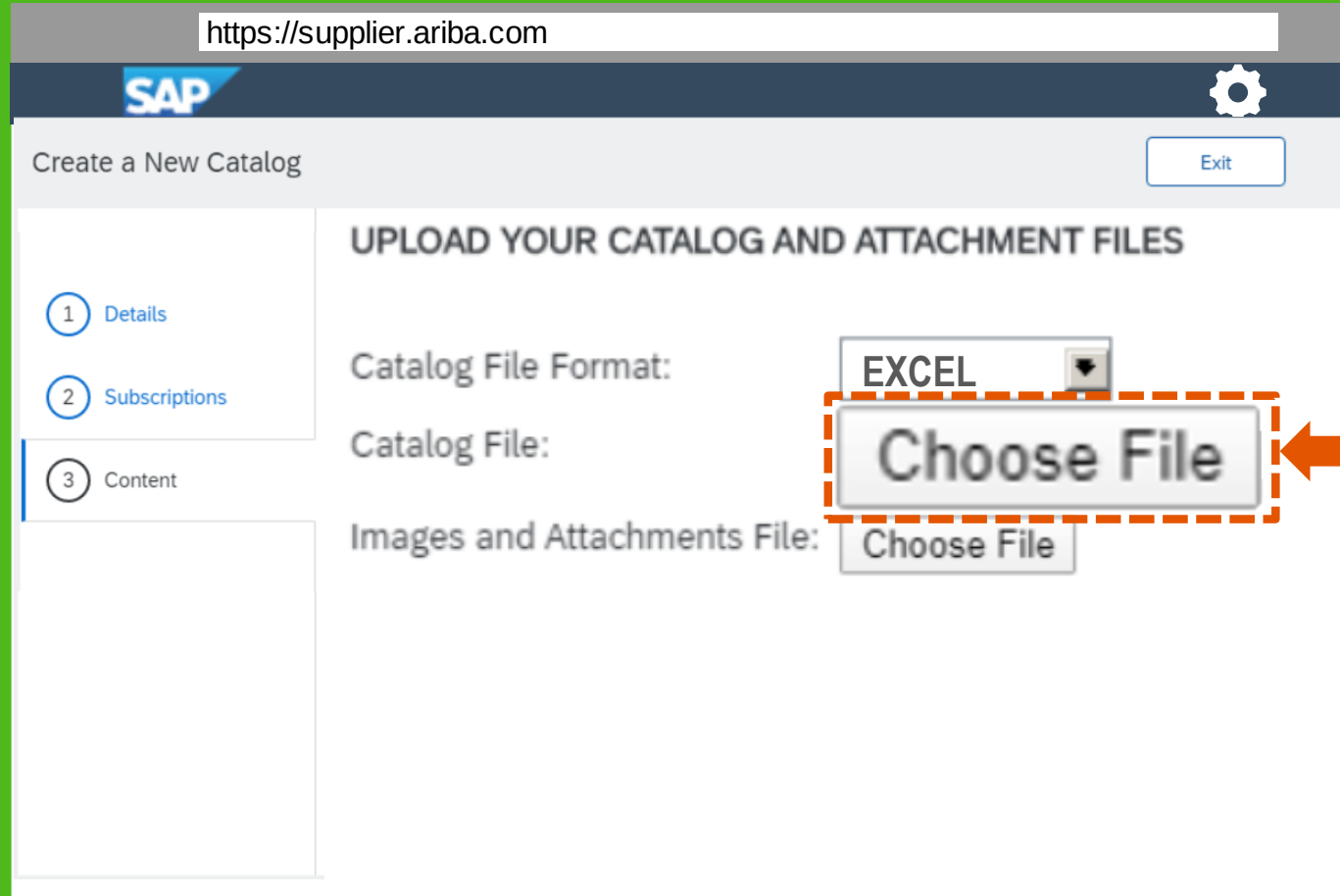


Index File



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

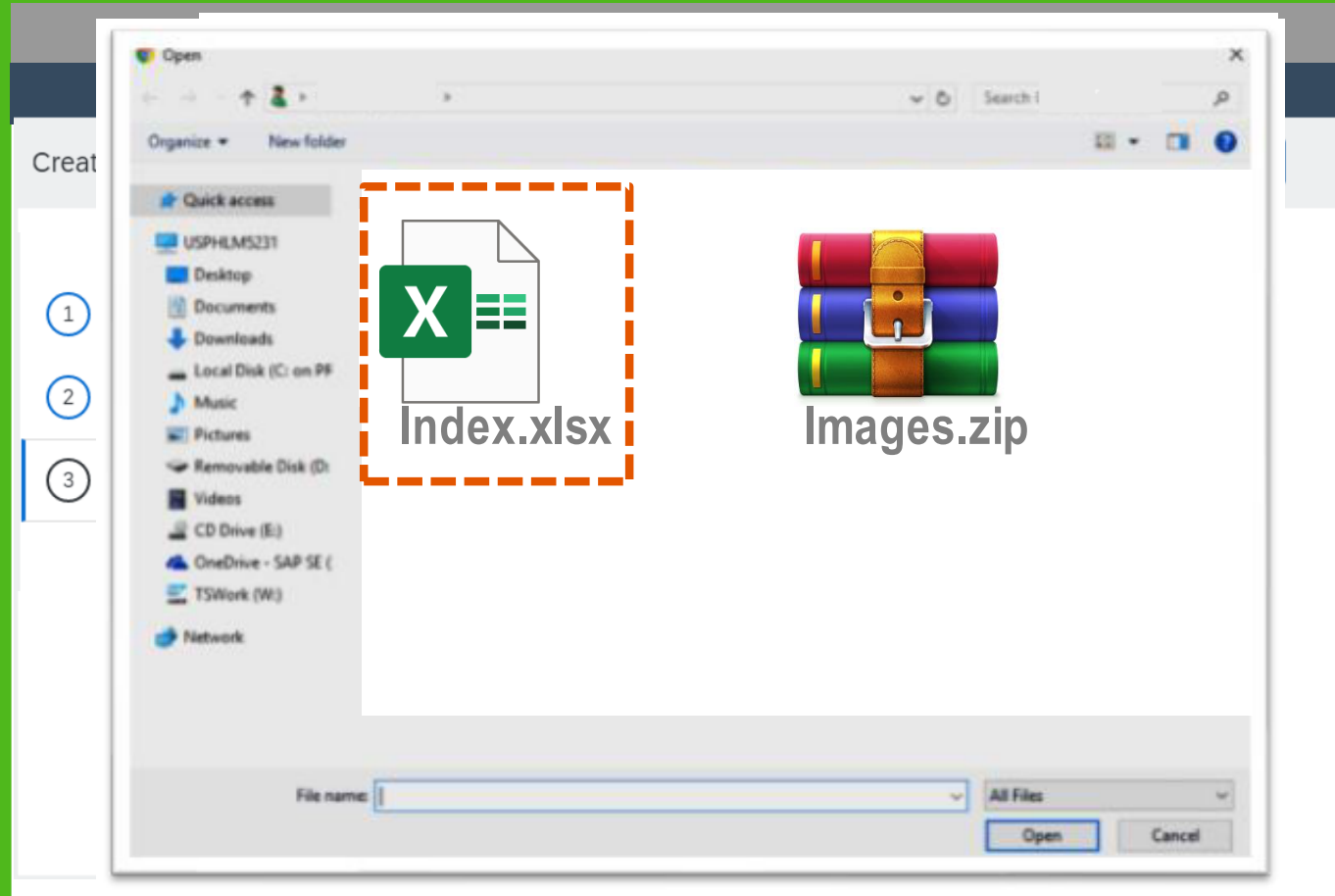
Catalog File: **Choose File**

Images and Attachments File: Choose File

Index file Select

10

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



Index



Refresh

Images



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

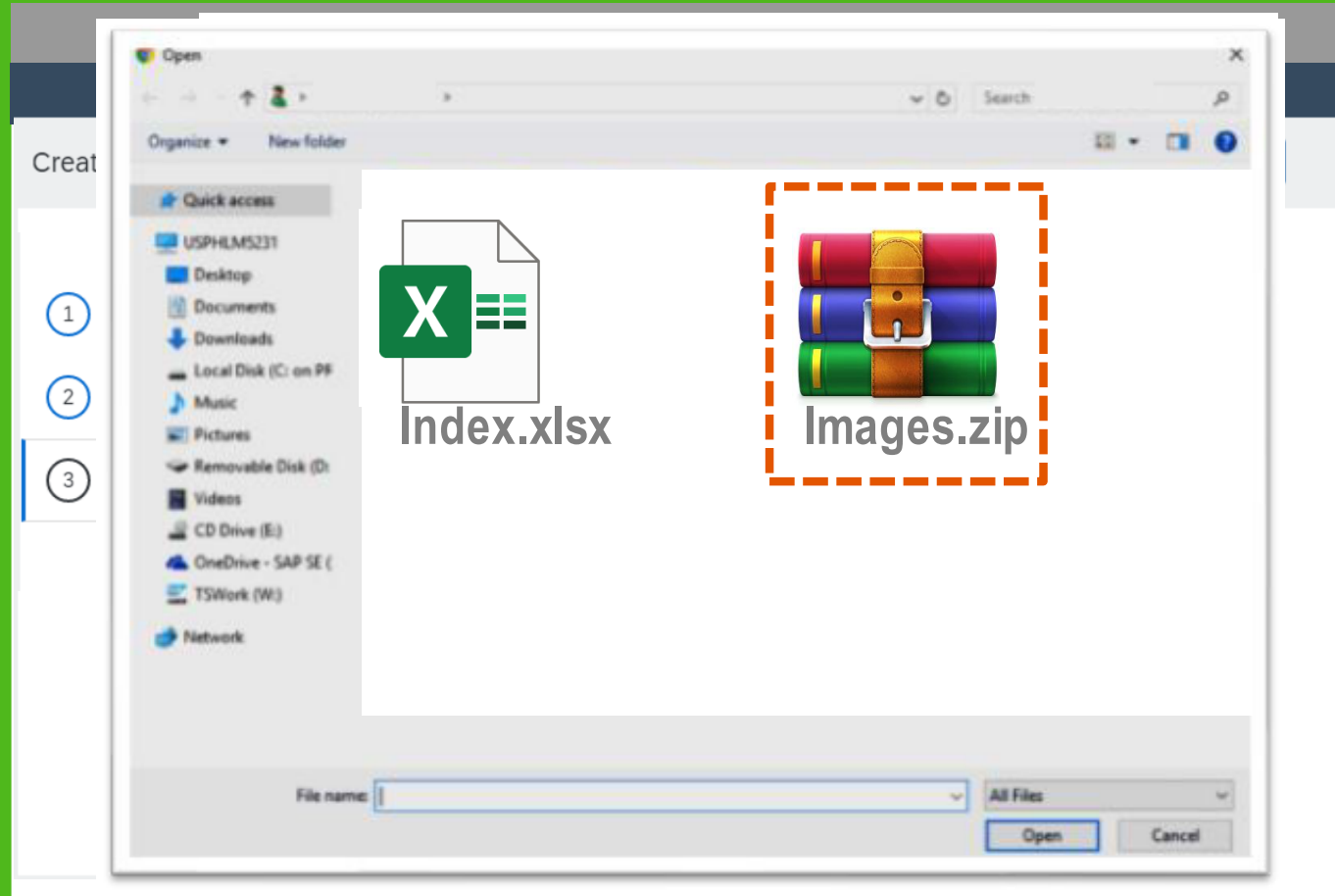
Images and Attachments File: Choose File



Images Select

12

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



Index



Refresh

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

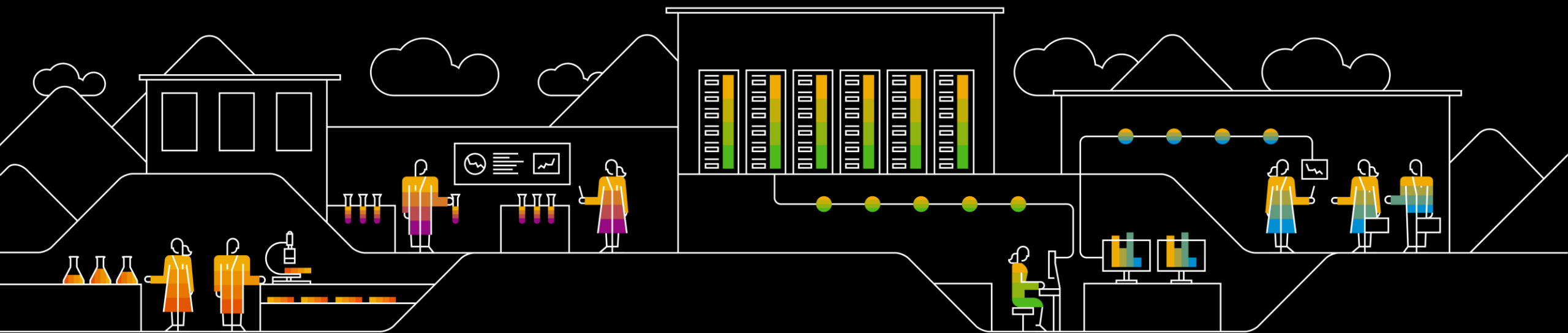
Images and Attachments File: Choose File Images.zip

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



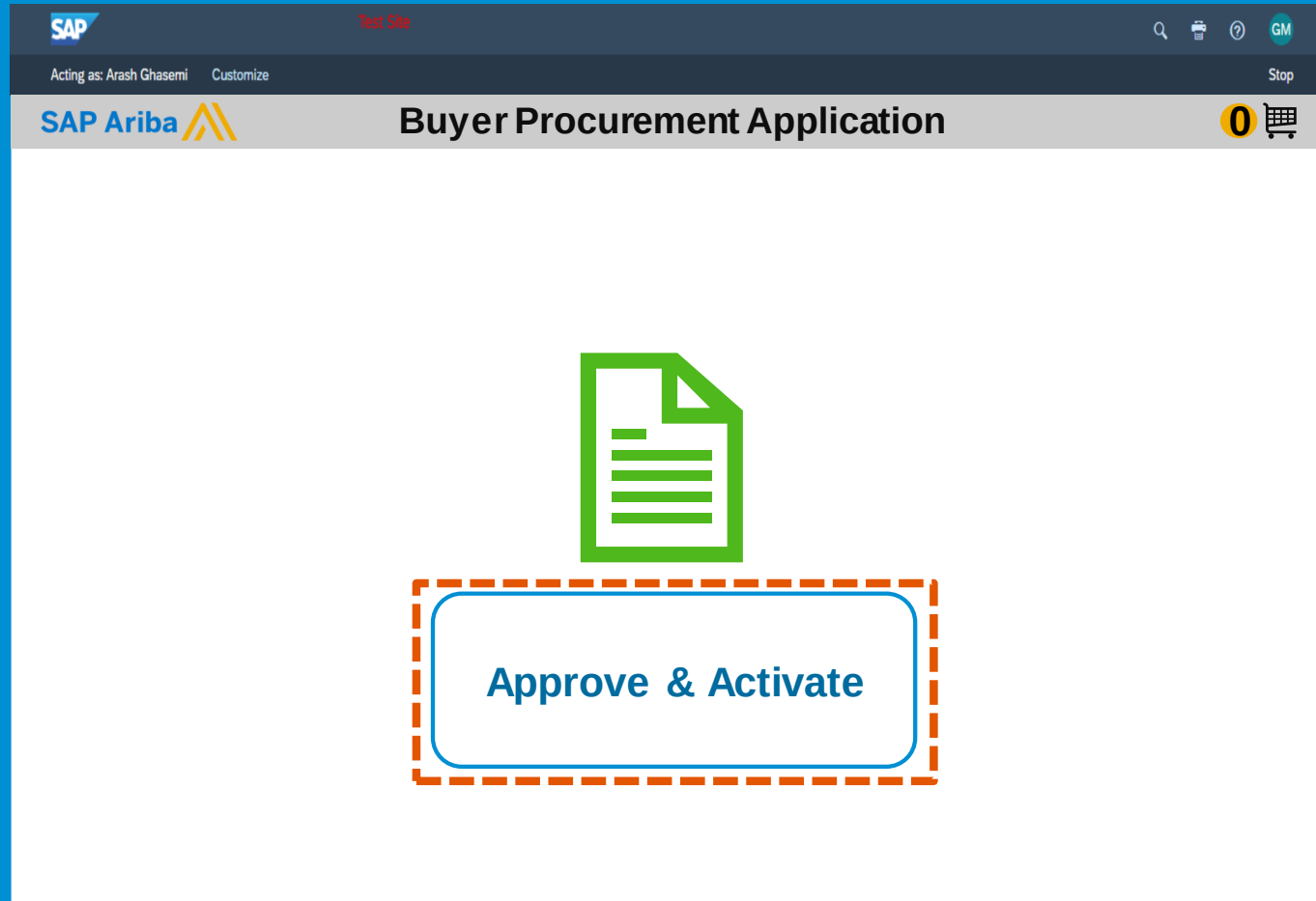
Return to the
**Purchase
Simulation**

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



Index

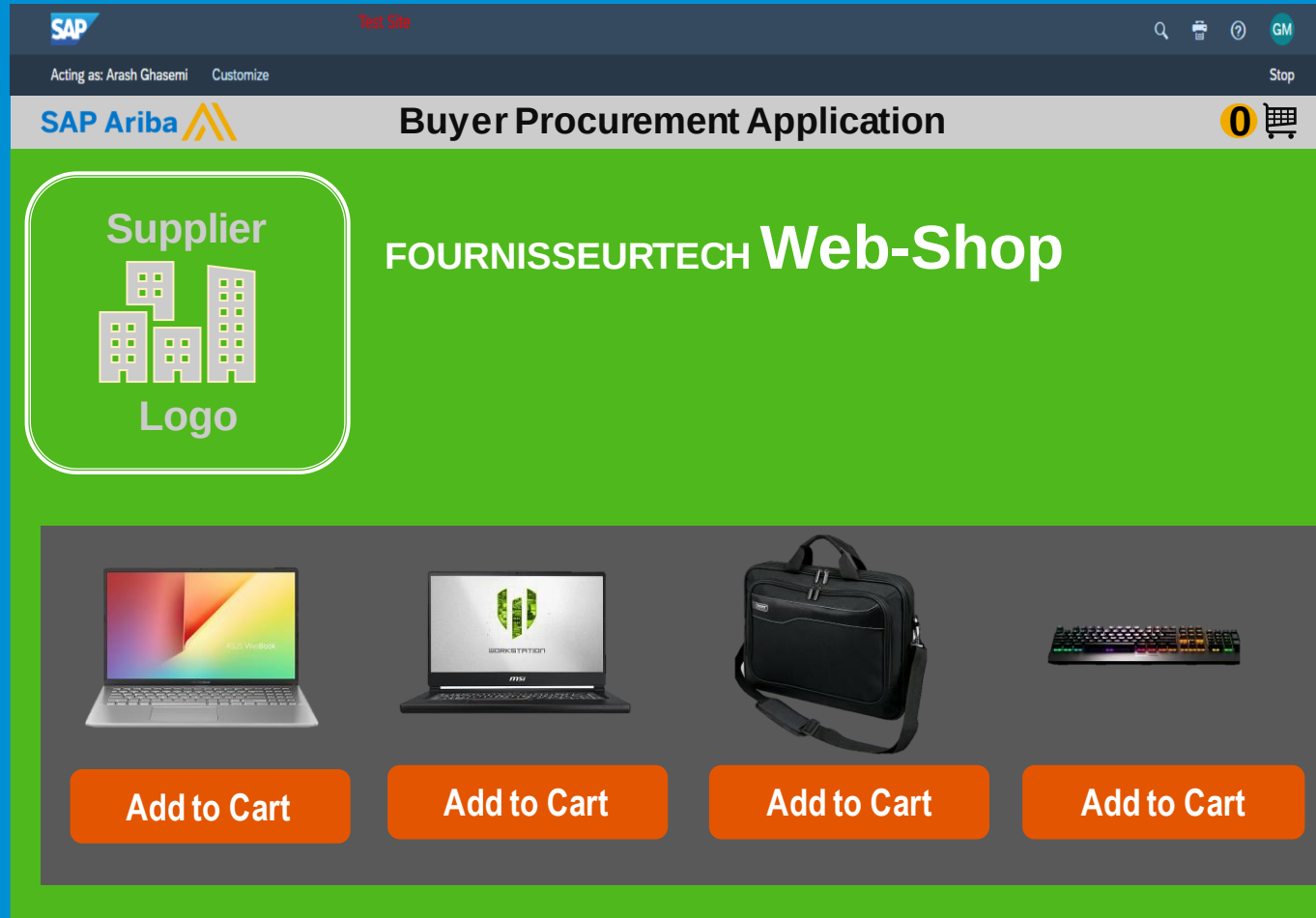
Restart

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



Restart



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 displays the SAP Ariba Buyer Procurement Application interface. At the top, it shows the SAP logo, 'Test Site', and user information 'Acting as: Arash Ghasemi'. The main header reads 'SAP Ariba Buyer Procurement Application'. The central content area is titled 'FOURNISSEURTECH Web-Shop' and features a 'Supplier Logo' icon. Below the logo, product details for an ASUS VivoBook 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. An 'Add to Cart' button is prominently displayed. The background of the product section shows several ASUS VivoBook laptops.

Index

Restart

POReq.



Supplier web-shop receives and sends back cXML Messages

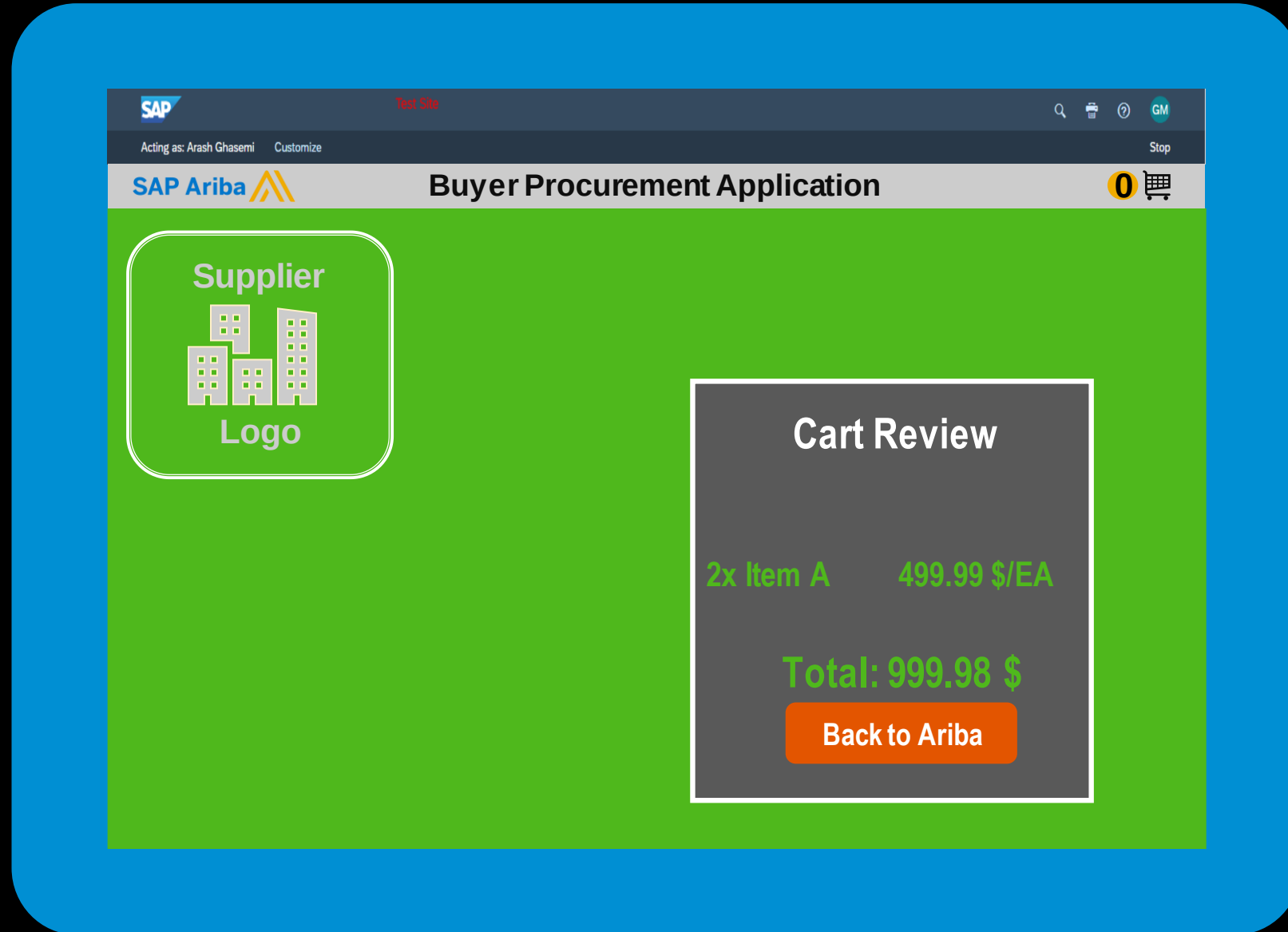
POResp.

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**



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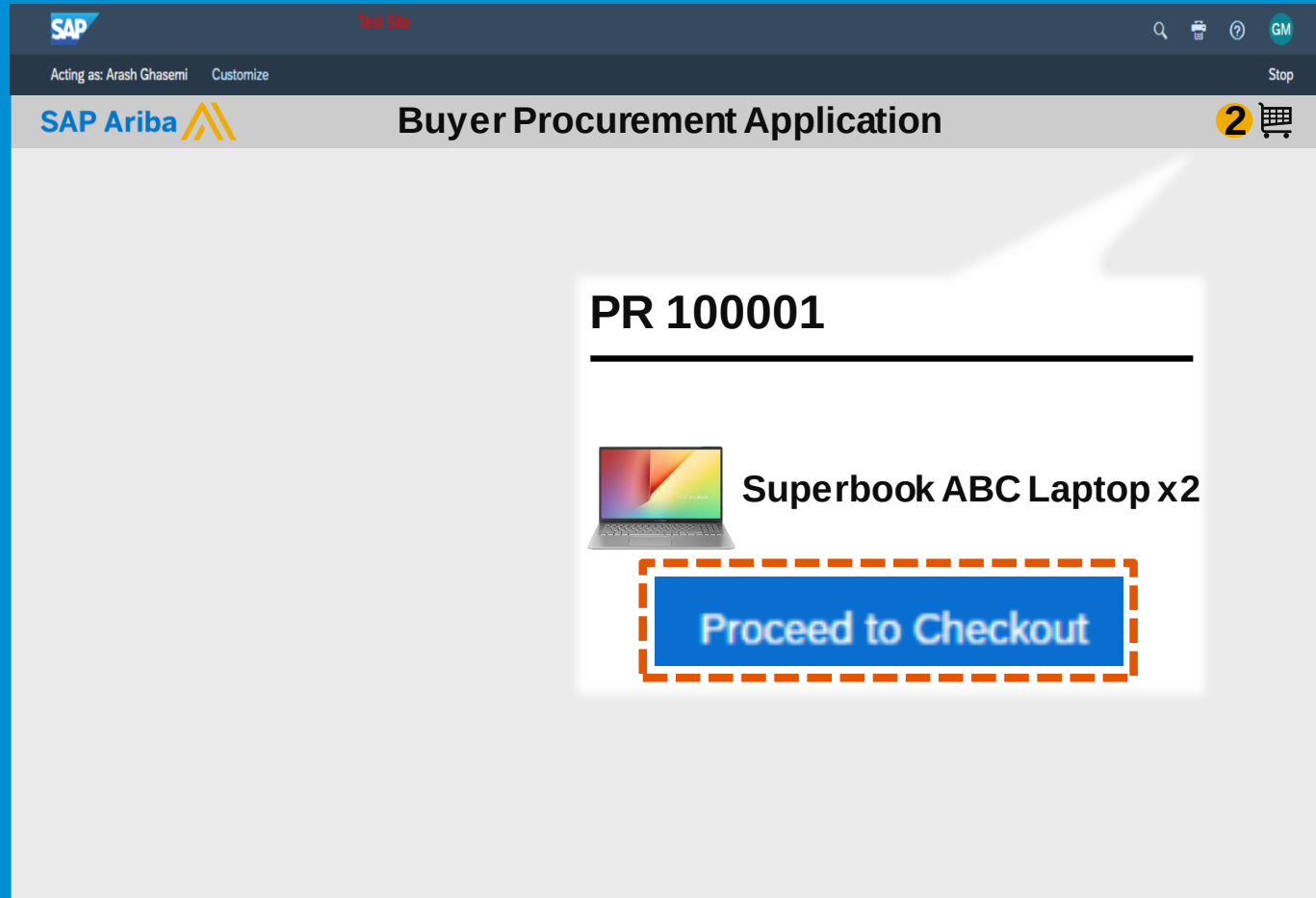
Restart

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**



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Restart



Supplier web-shop
sends back a cXML
Message

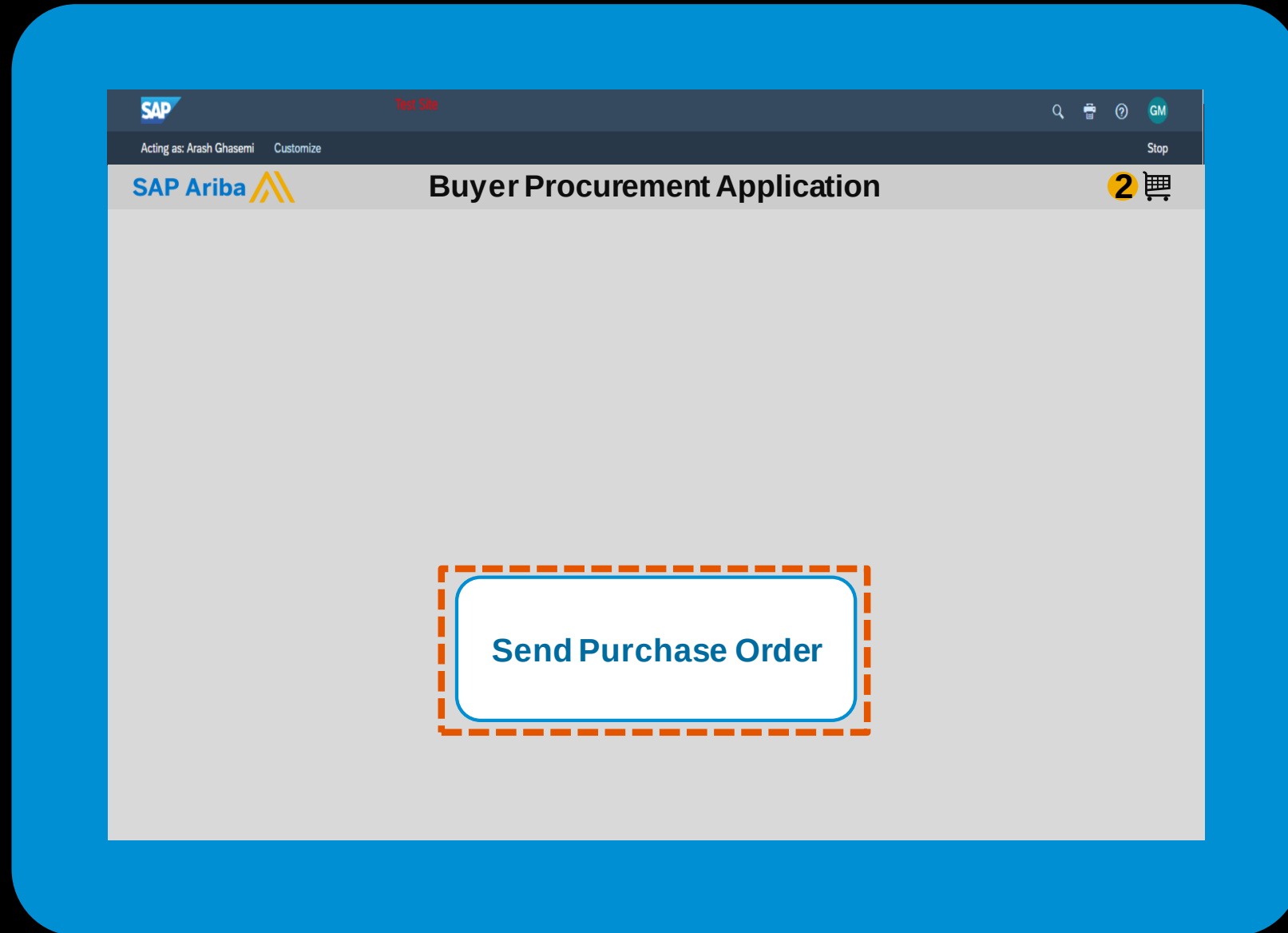
← POOM

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!



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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