



SAP Ariba 

PunchOut Catalog Guide for **Suppliers**

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- How to set up my Ariba Network account ?

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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.



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

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.

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.

Web-shop Configuration

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

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.

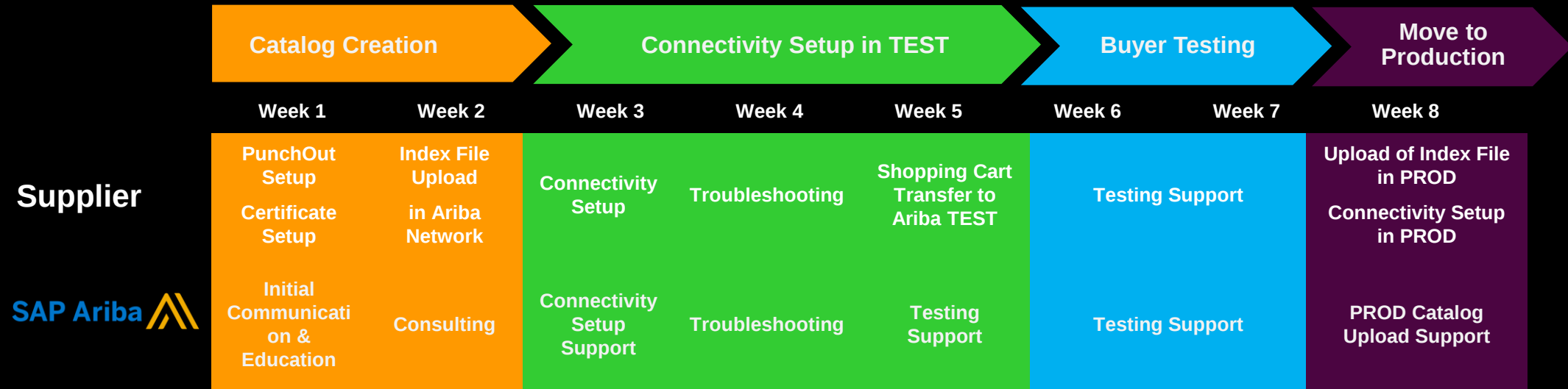
Commodity Codes Required for Items

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.

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.

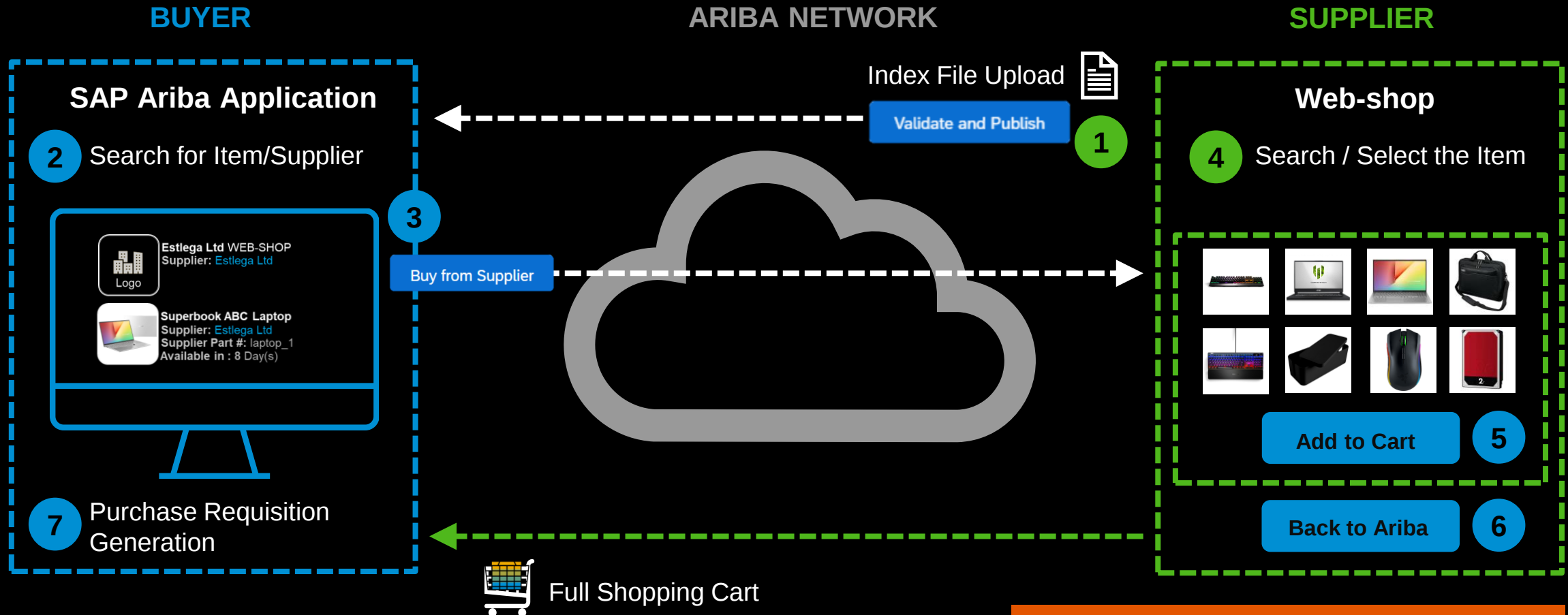
Project Timelines



System Architecture



Process Architecture: Functional and Purchase Operations

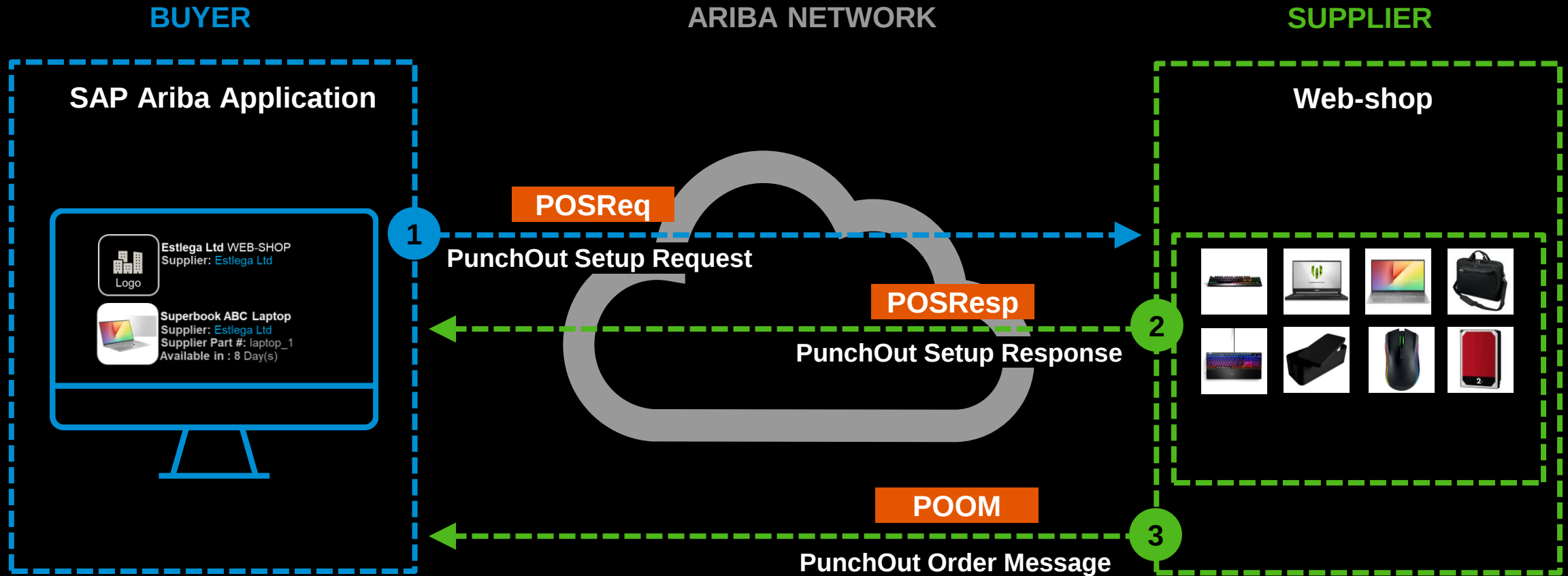


[Click here for AN Configuration Simulation](#)

[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](#)

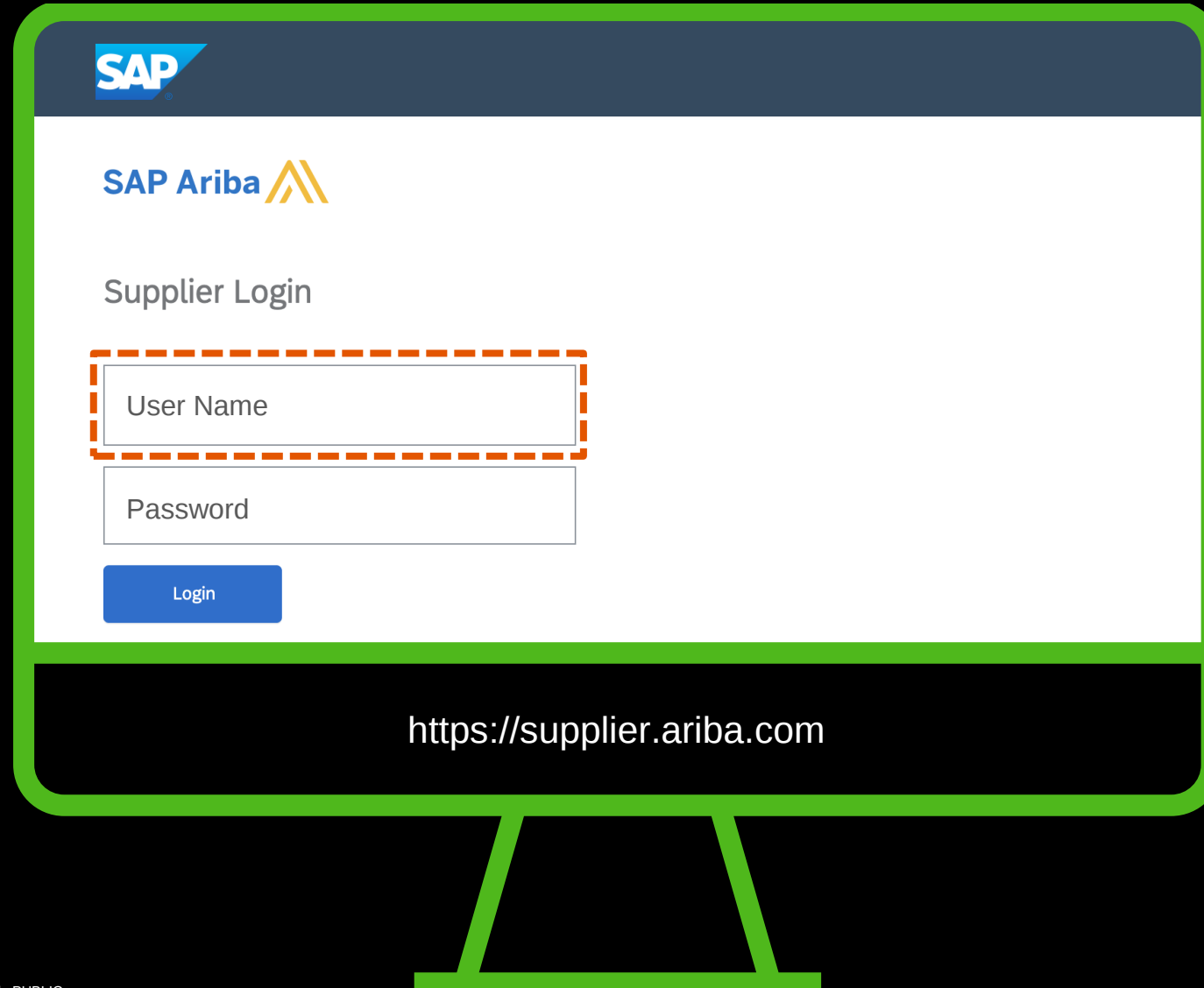
Ariba Network Account Configuration



Ariba Supplier Portal

1

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



The image shows a computer monitor displaying the SAP Ariba Supplier Login page. The page has a dark blue header with the SAP logo. Below the header, the text 'SAP Ariba' is followed by the Ariba logo. The main heading is 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. The 'User Name' field is highlighted with a dashed orange border. Below the input fields is a blue 'Login' button. The URL 'https://supplier.ariba.com' is displayed at the bottom of the monitor. An orange arrow points from the right towards the 'User Name' field.

SAP

SAP Ariba

Supplier Login

User Name

Password

Login

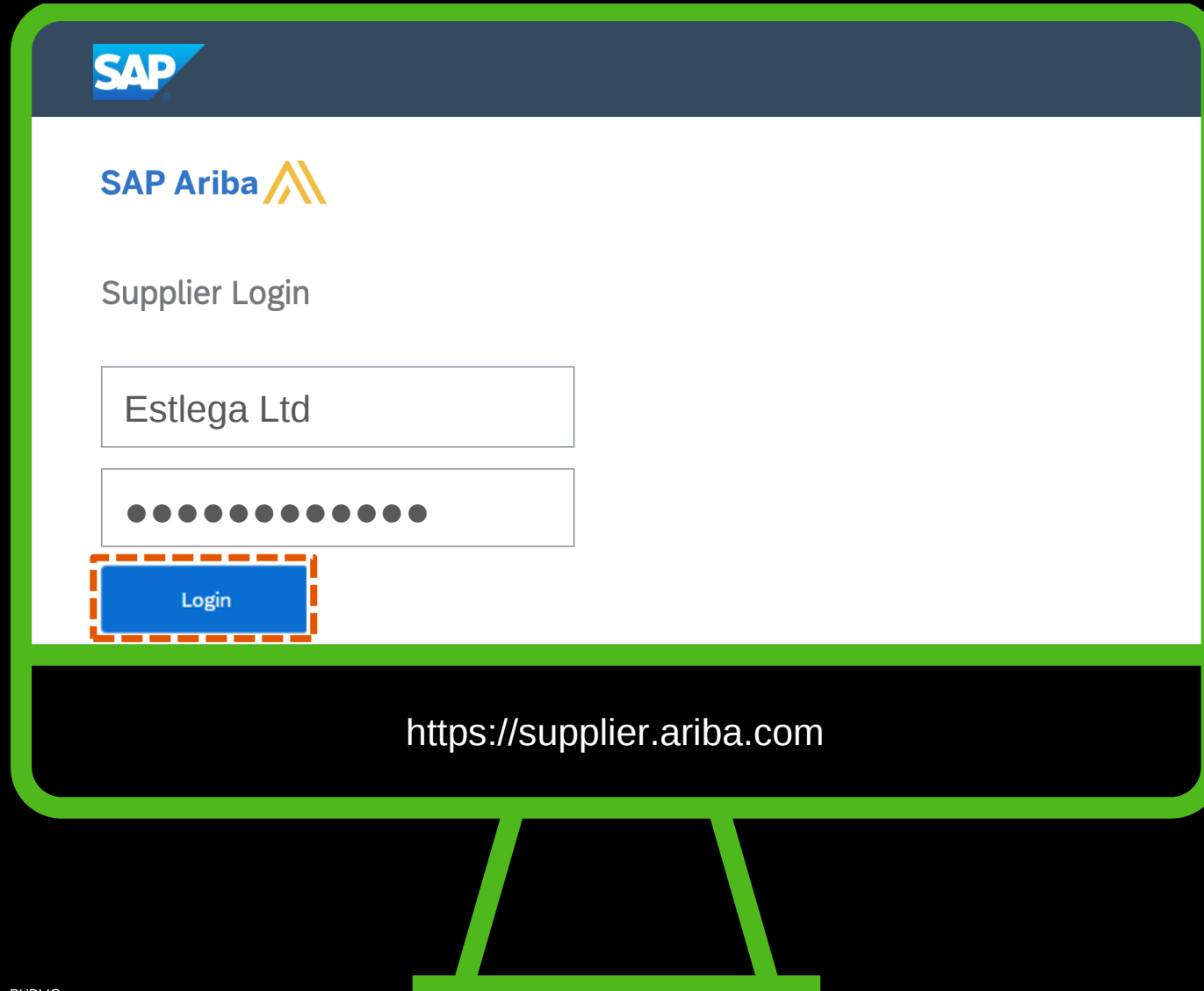
<https://supplier.ariba.com>

Log in



2

Click on **Login**



SAP

SAP Ariba

Supplier Login

Estlega Ltd

.....

Login

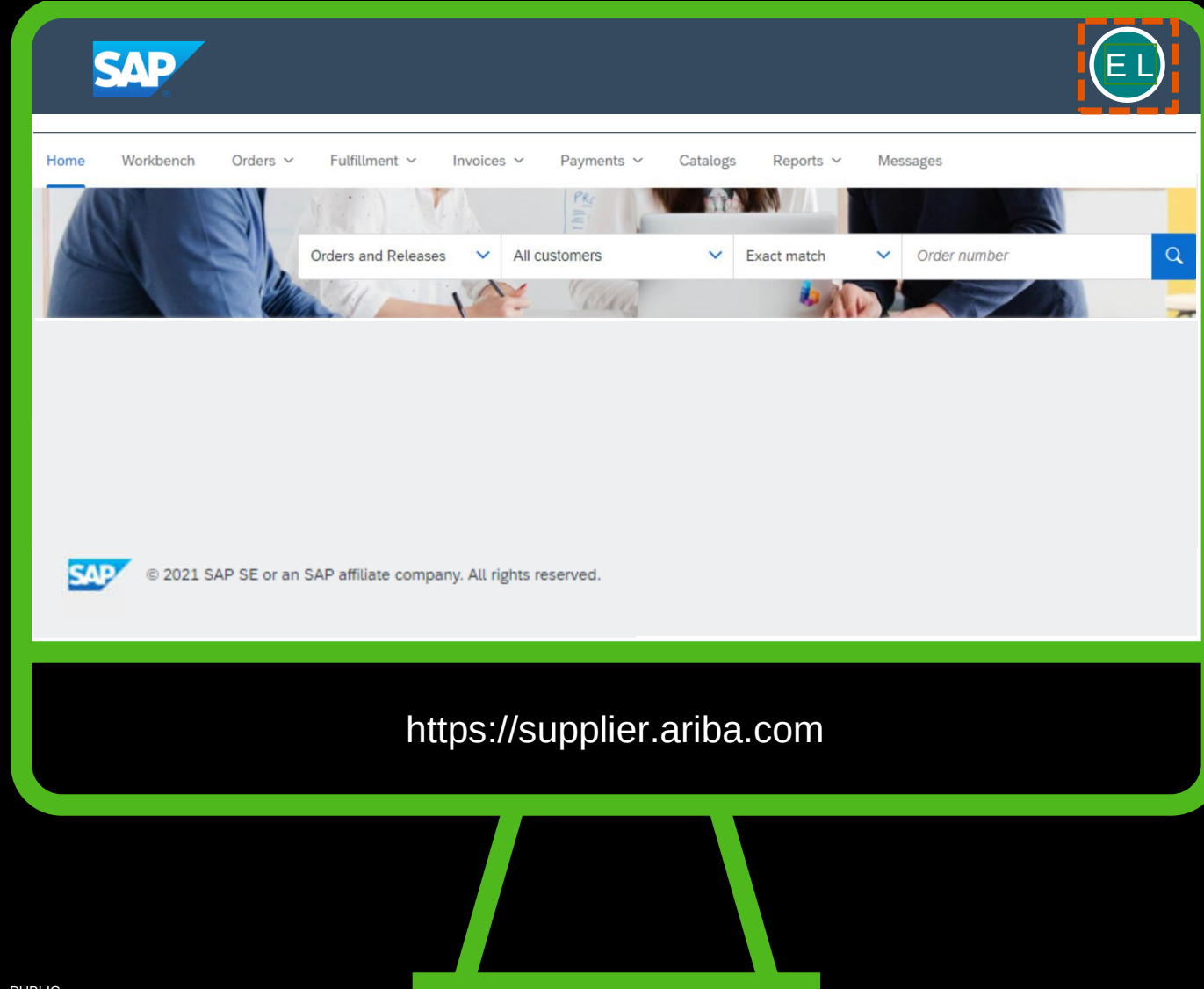
<https://supplier.ariba.com>

Landing AN Page



3

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



Settings



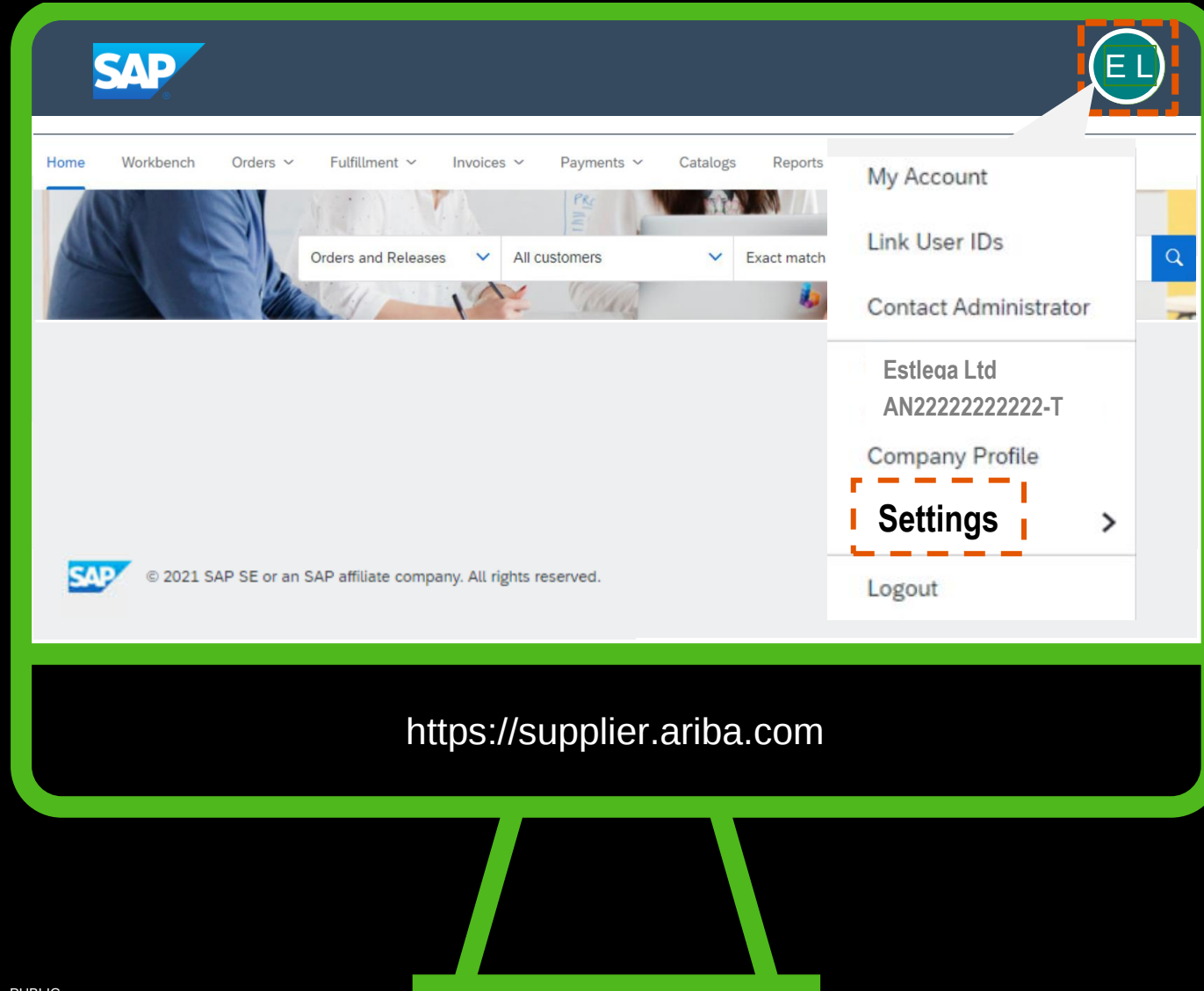
Index



Refresh

4

From Drop-down
menu, click on
Settings



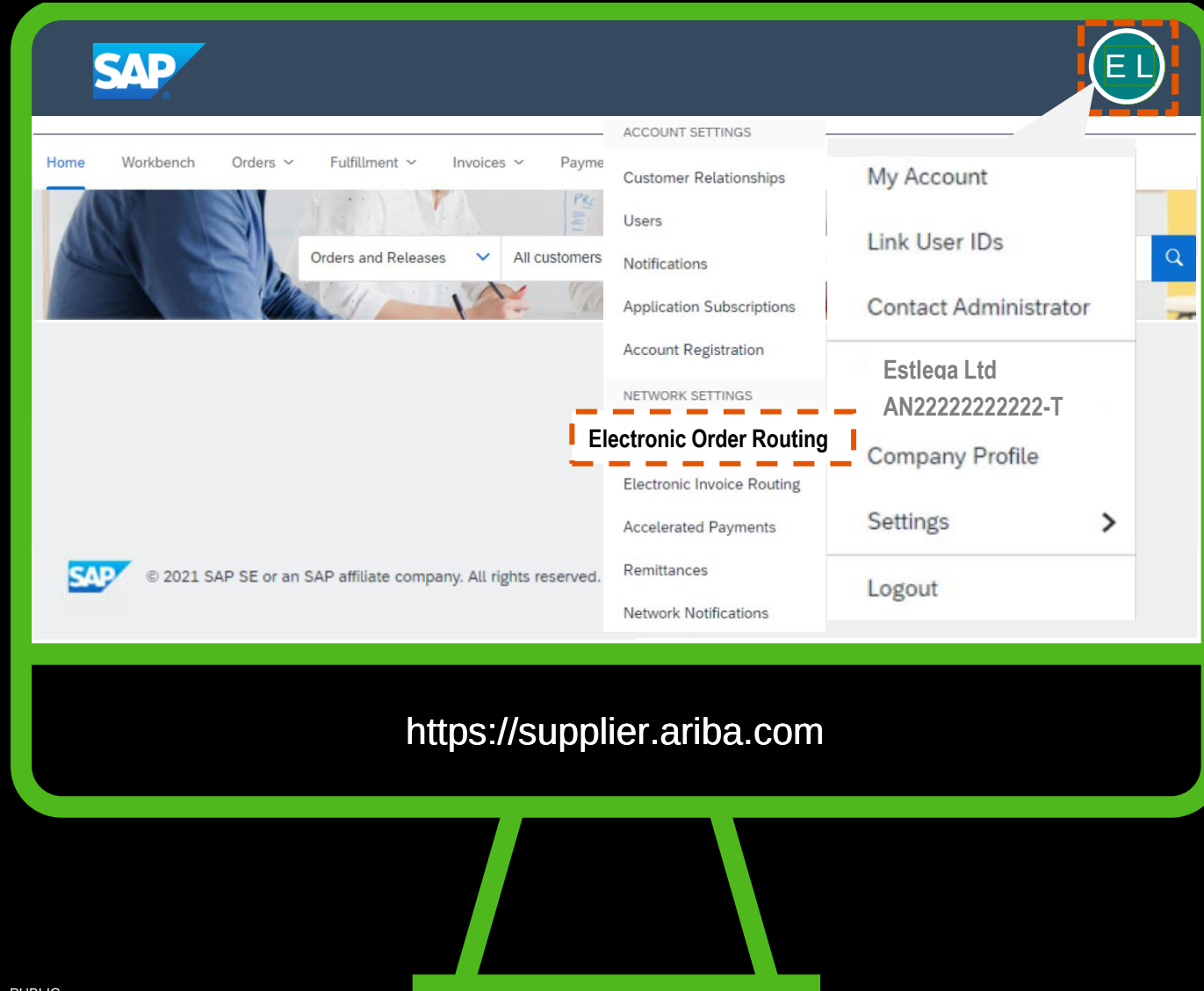
Settings



Refresh

5

From Drop-side
menu, click on
Settings



Electronic Order Routing



Index



Refresh

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

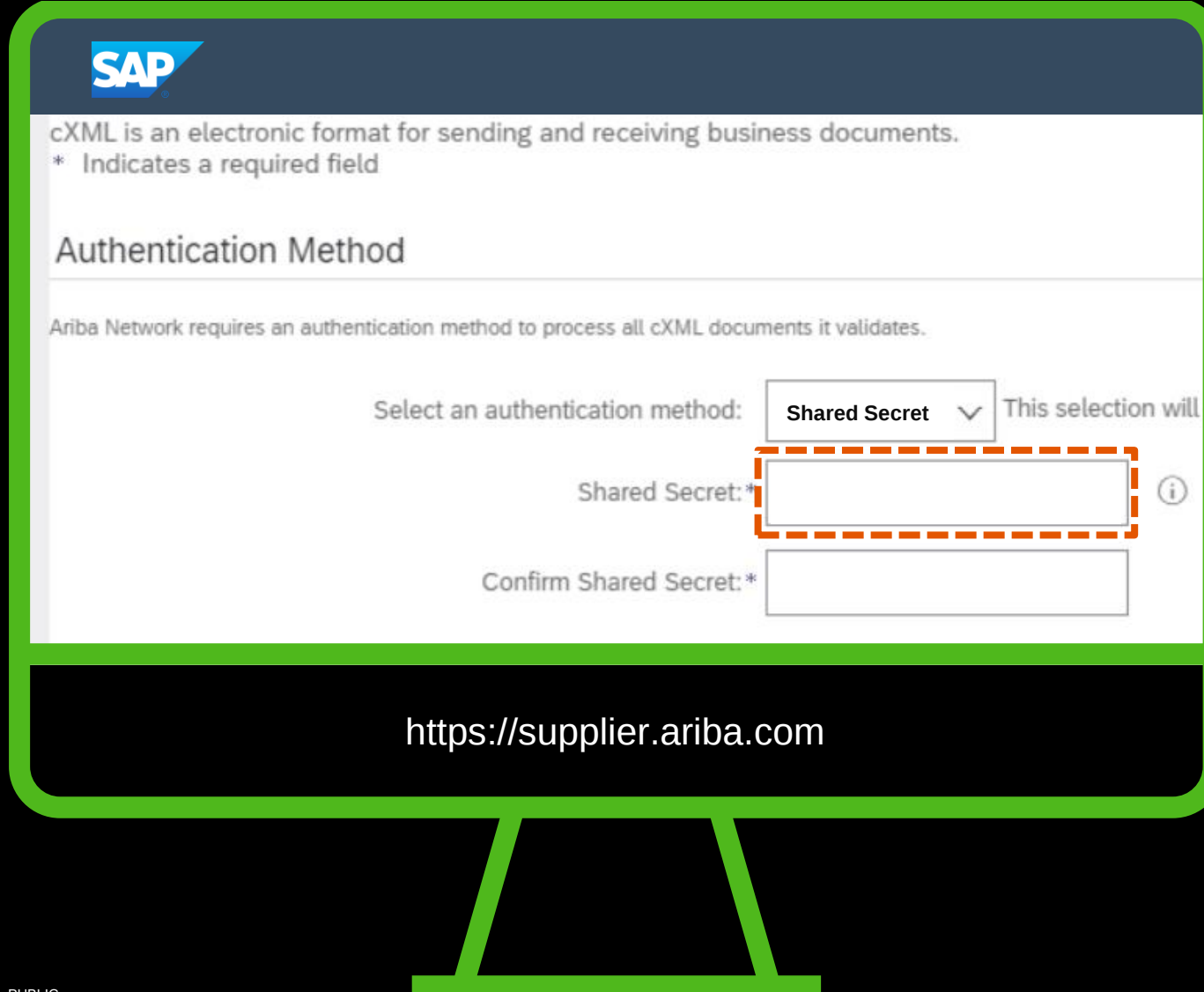
https://supplier.ariba.com

Authentication

7

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

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

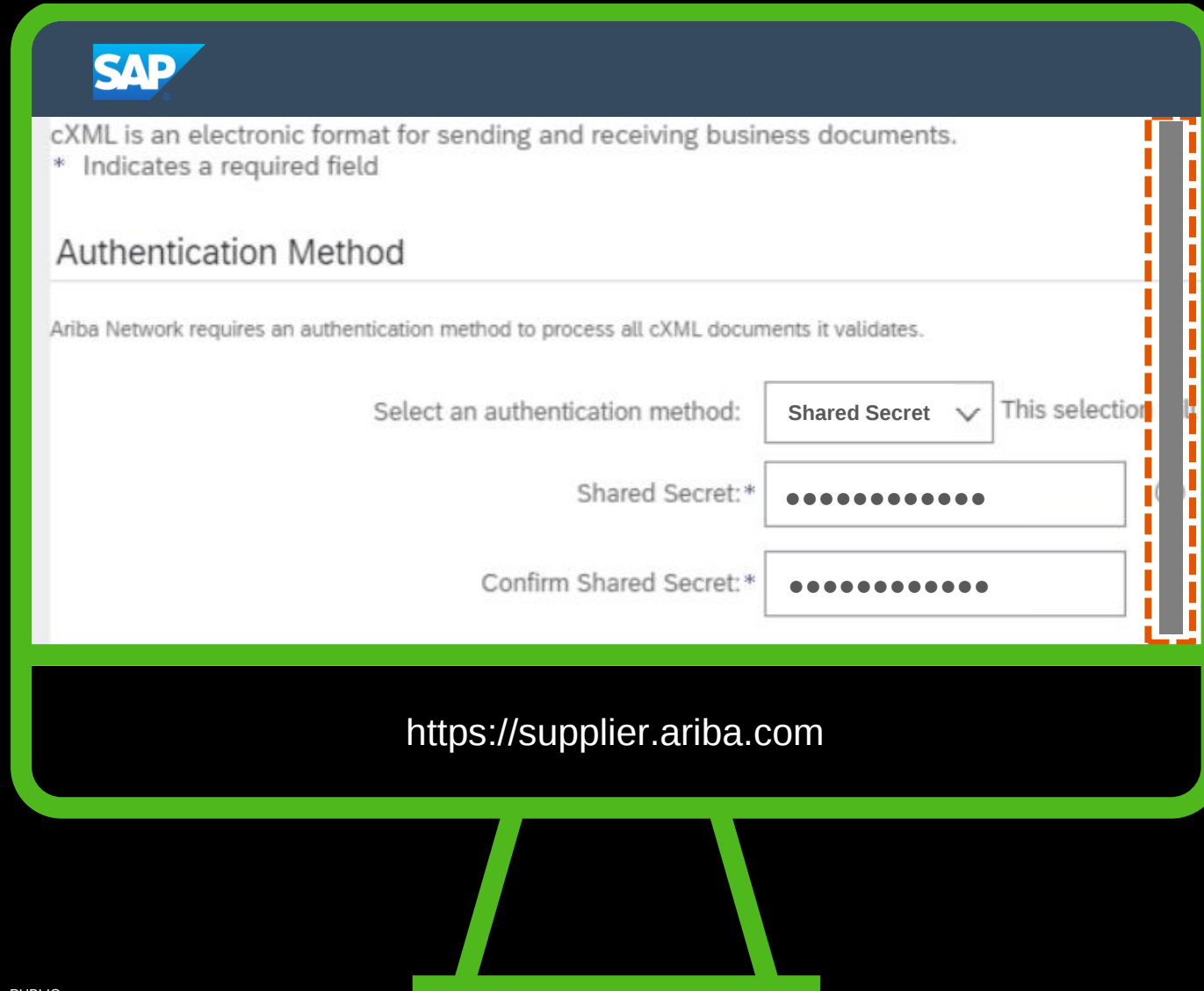


The screenshot shows the SAP Ariba Network configuration interface. At the top is the SAP logo. Below it, a text box explains that cXML is an electronic format for sending and receiving business documents, with an asterisk indicating required fields. The main section is titled 'Authentication Method'. A note states that Ariba Network requires an authentication method to process all cXML documents. The configuration options are: 'Select an authentication method:' with a dropdown menu set to 'Shared Secret', and 'This selection will'. Below this, there are two input fields: 'Shared Secret: *' and 'Confirm Shared Secret: *'. The 'Shared Secret' field is highlighted with a dashed orange border, and an orange arrow points to it from the right. An information icon (i) is located to the right of the 'Shared Secret' field. At the bottom of the screen, the URL 'https://supplier.ariba.com' is displayed.

Shared Secret

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 is permanent

Shared Secret: *

Confirm Shared Secret: *

<https://supplier.ariba.com>

PunchOut URL



Index



Refresh

9

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

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 recommended to use the 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



Index



Refresh

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 recommended to use the 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

Save

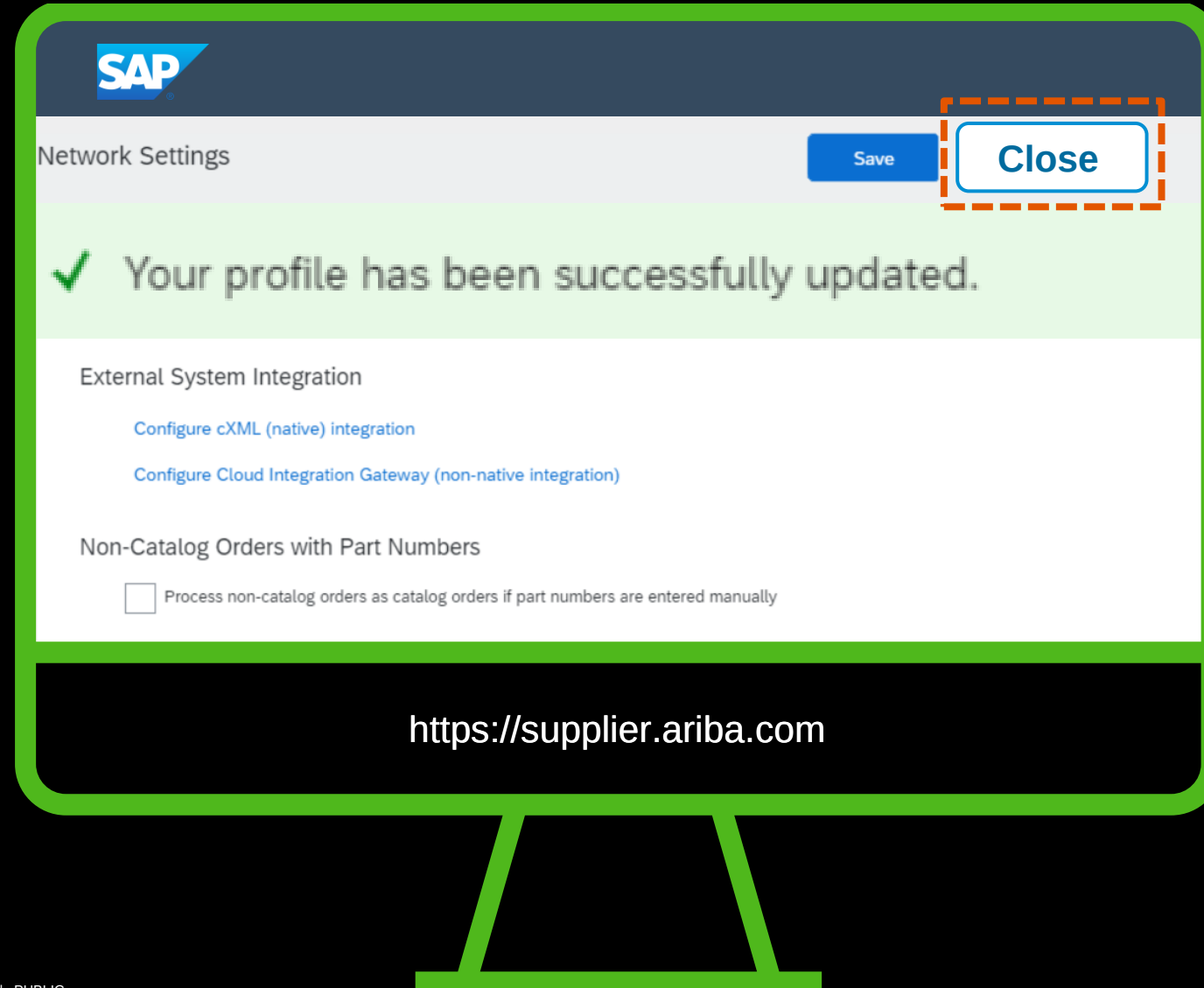
<https://supplier.ariba.com>

End of Setup



11

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



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**.

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	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer 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)

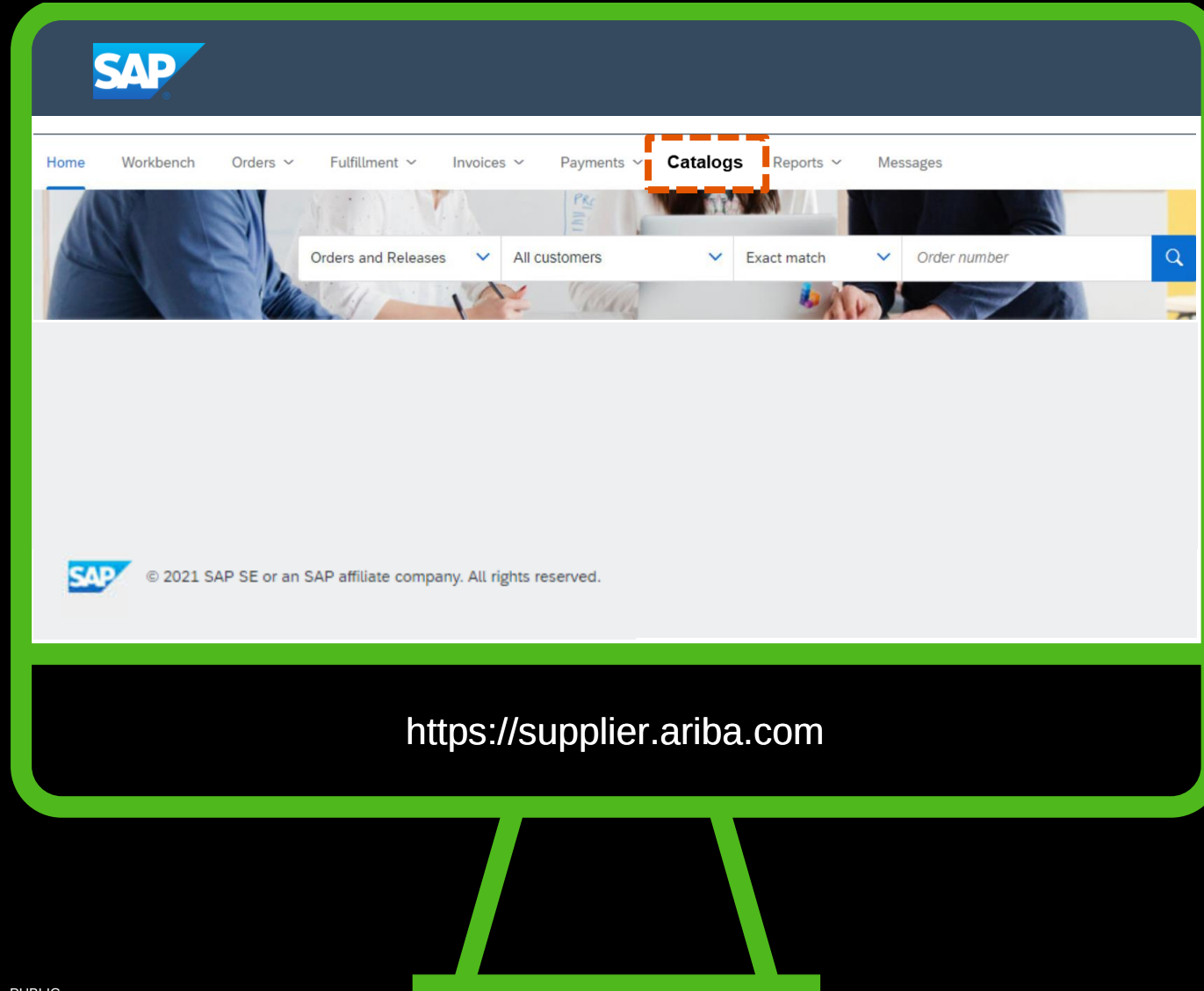
[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

Main Page

1

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

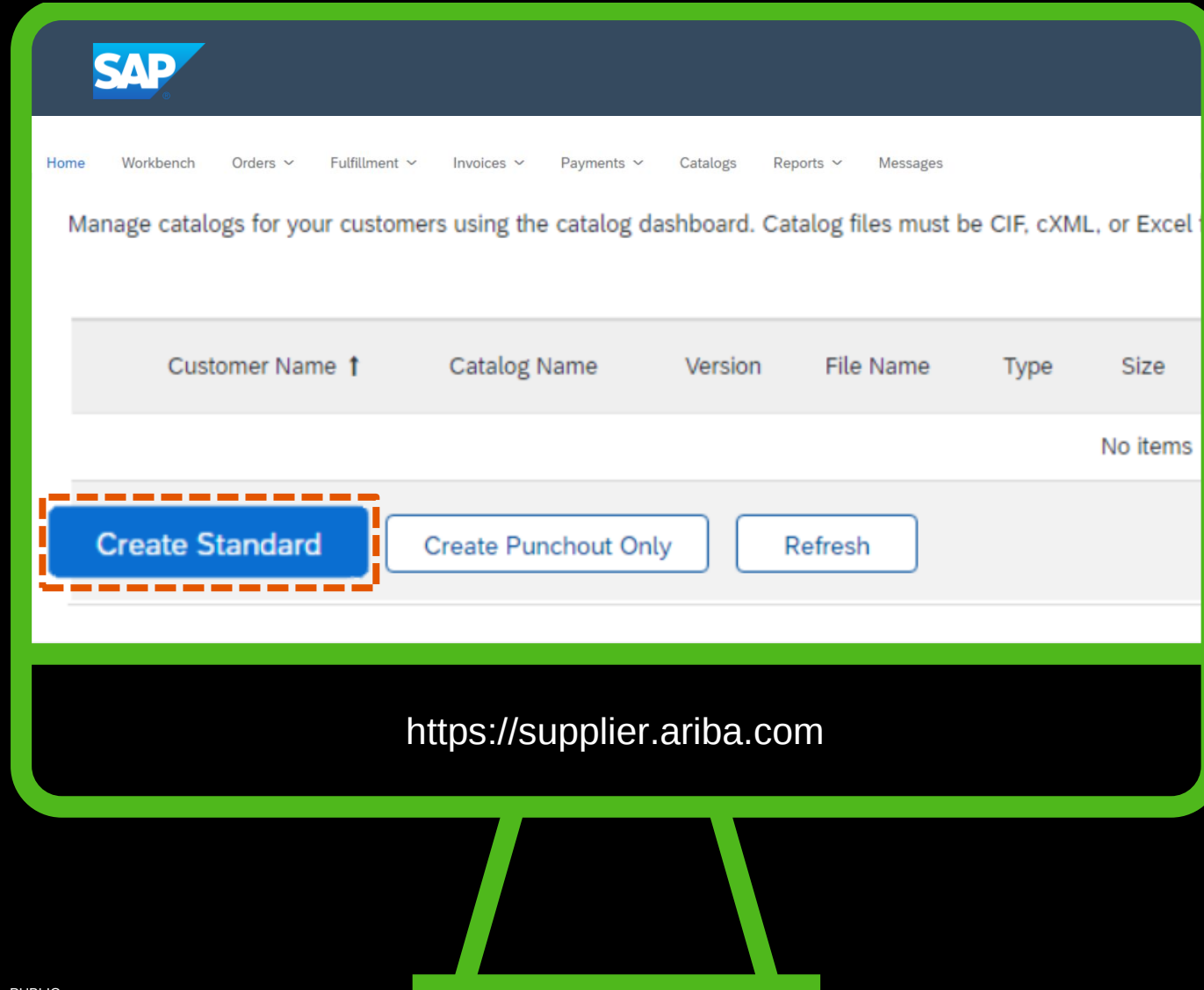


Create Standard



2

Click On
Create Standard



Subscription



Index



Refresh

3

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

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.

Catalog Name

Created By:
Date Created:
Description:

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

Commodities: ⓘ

Description
No items

<https://supplier.ariba.com>

Next



Index



Refresh

4

Click **Next**

SAP

Create a New Catalog

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:
Description:

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

Commodities: ⓘ

Description
No items

<https://supplier.ariba.com>

Customer



Index



Refresh

5

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

SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

☒ My Customer

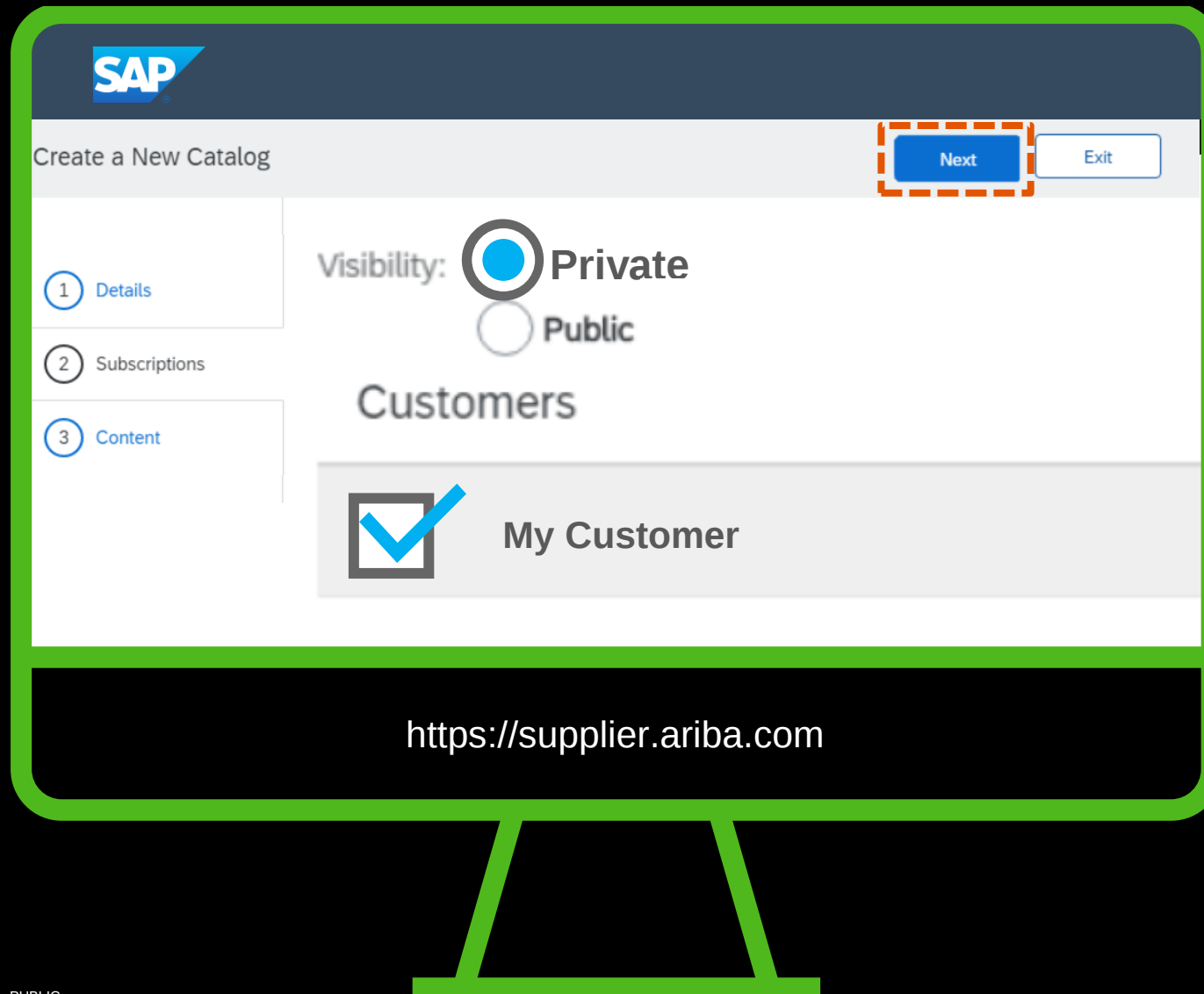
<https://supplier.ariba.com>

Next



6

Click **Next**



SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

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

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

<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

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: e chosen

Images and Attachments File: BMECAT e chosen

EXCEL

<https://supplier.ariba.com>

Index File



8

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

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

<https://supplier.ariba.com>

Index file Select



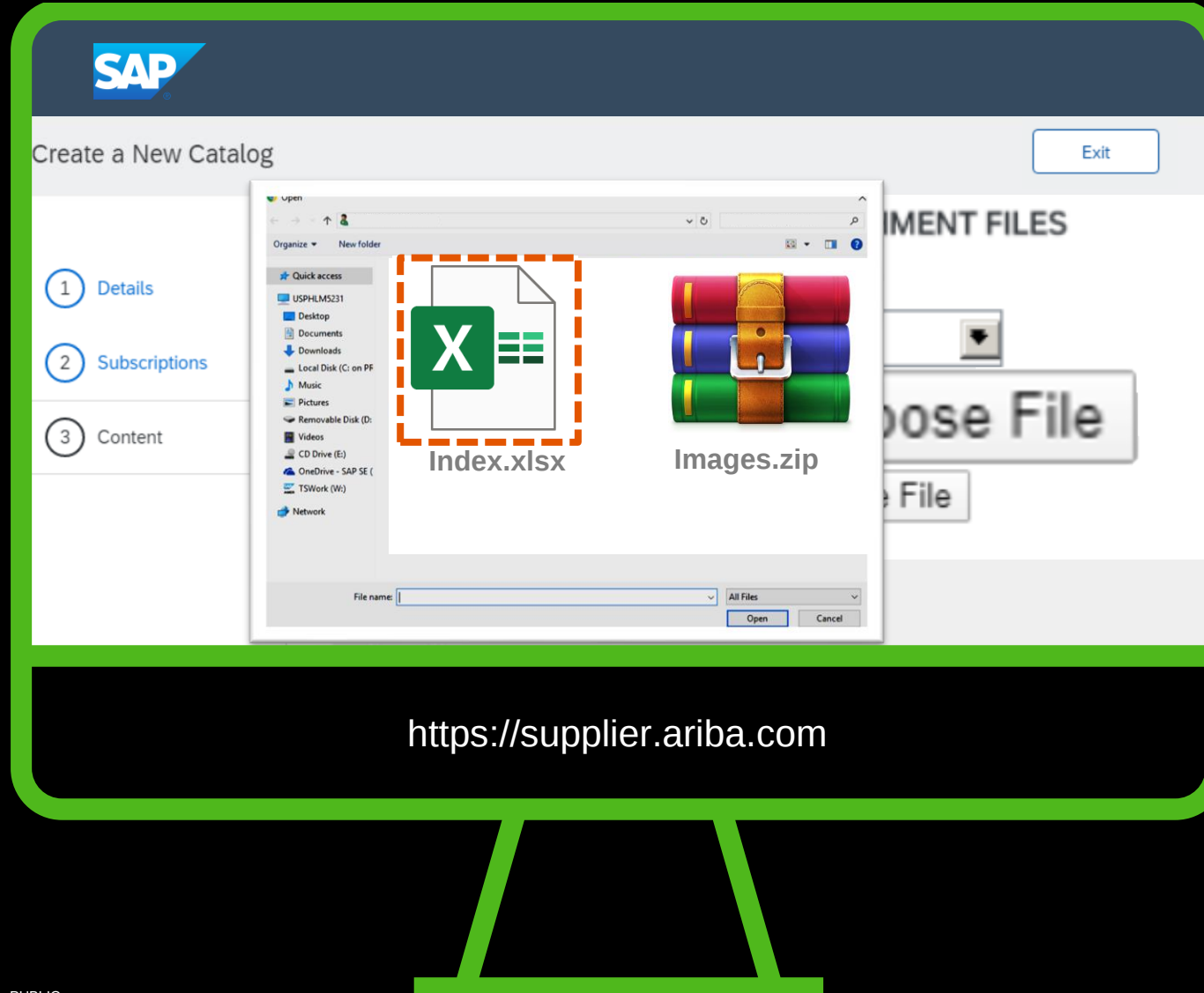
Index



Refresh

9

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



Images



Index



Refresh

10

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

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

<https://supplier.ariba.com>

Images Select



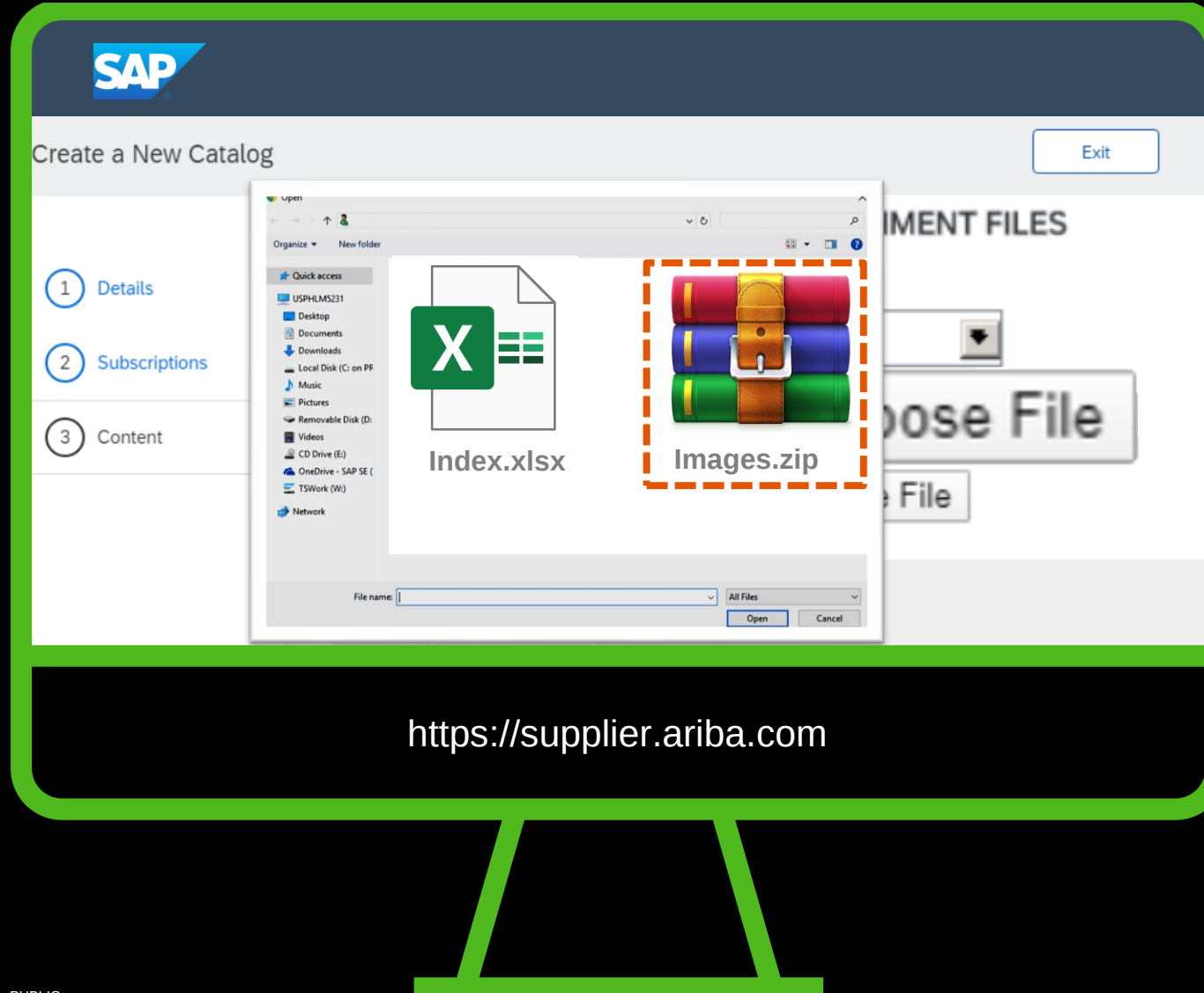
Index



Refresh

11

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



Validate and Publish



Index



Refresh

12

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

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

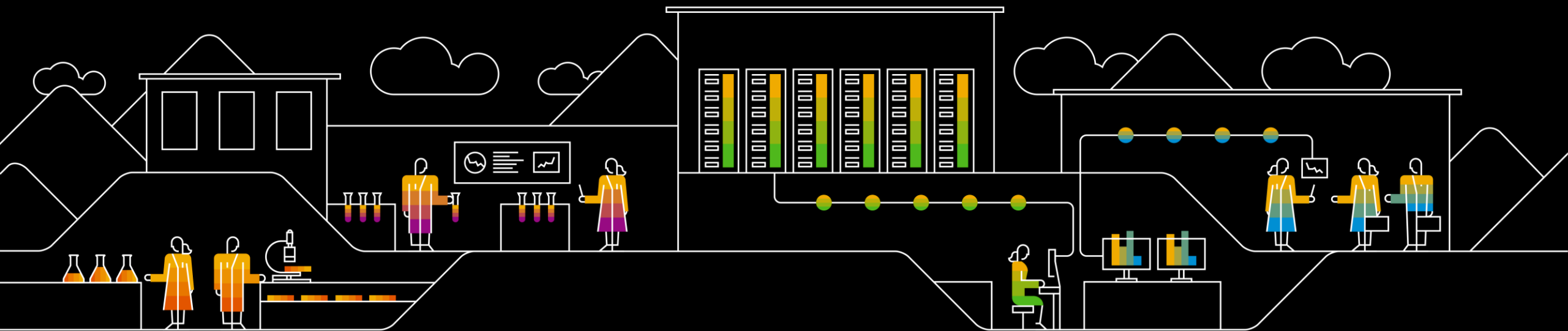
Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File Images.zip

Validate and Publish

<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>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>
<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**

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.



POOM PunchOut Order Message

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxm1.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>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.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>
```



Architecture



Index

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.



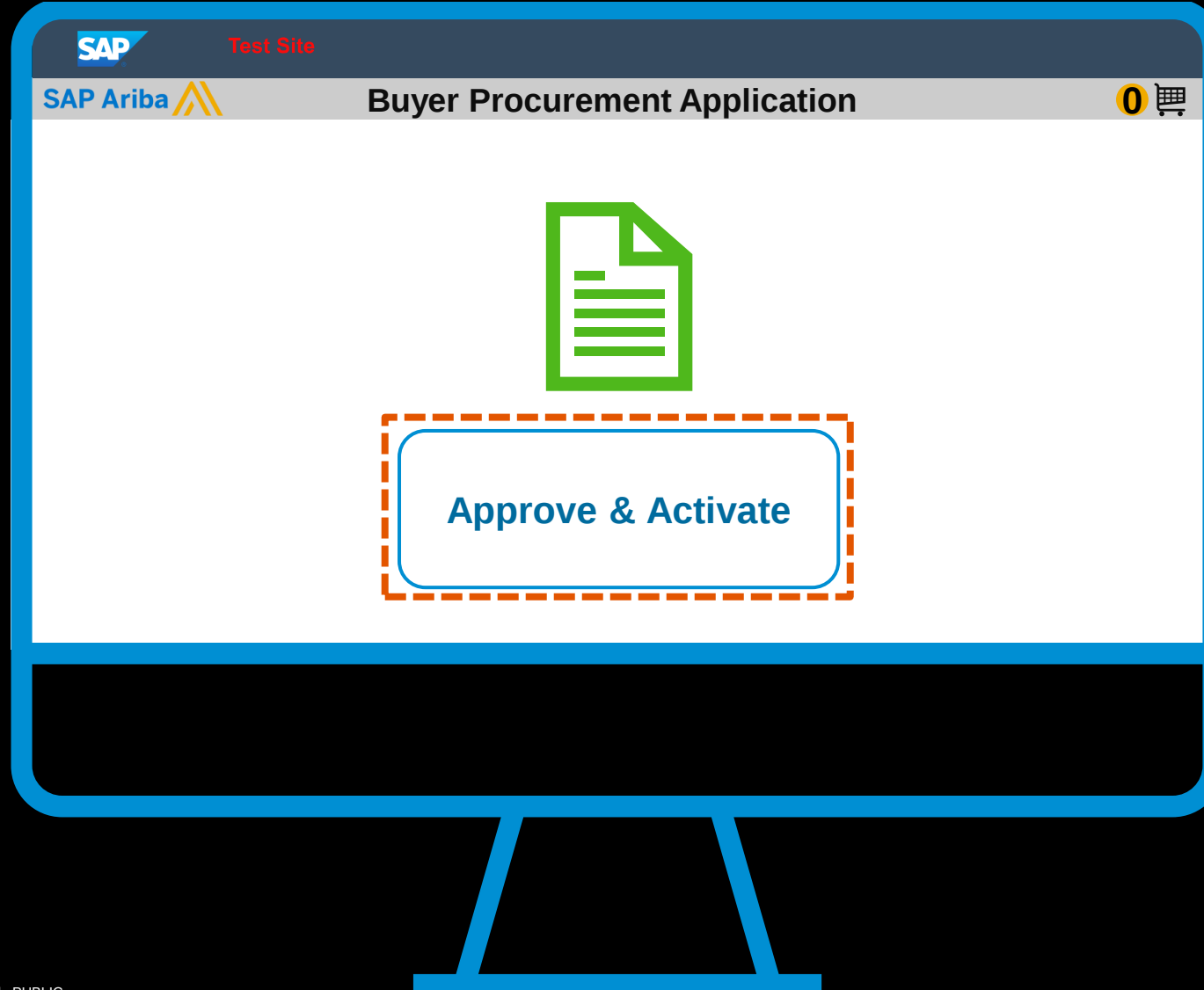
Return to the
**Purchase
Simulation**

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



(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**

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

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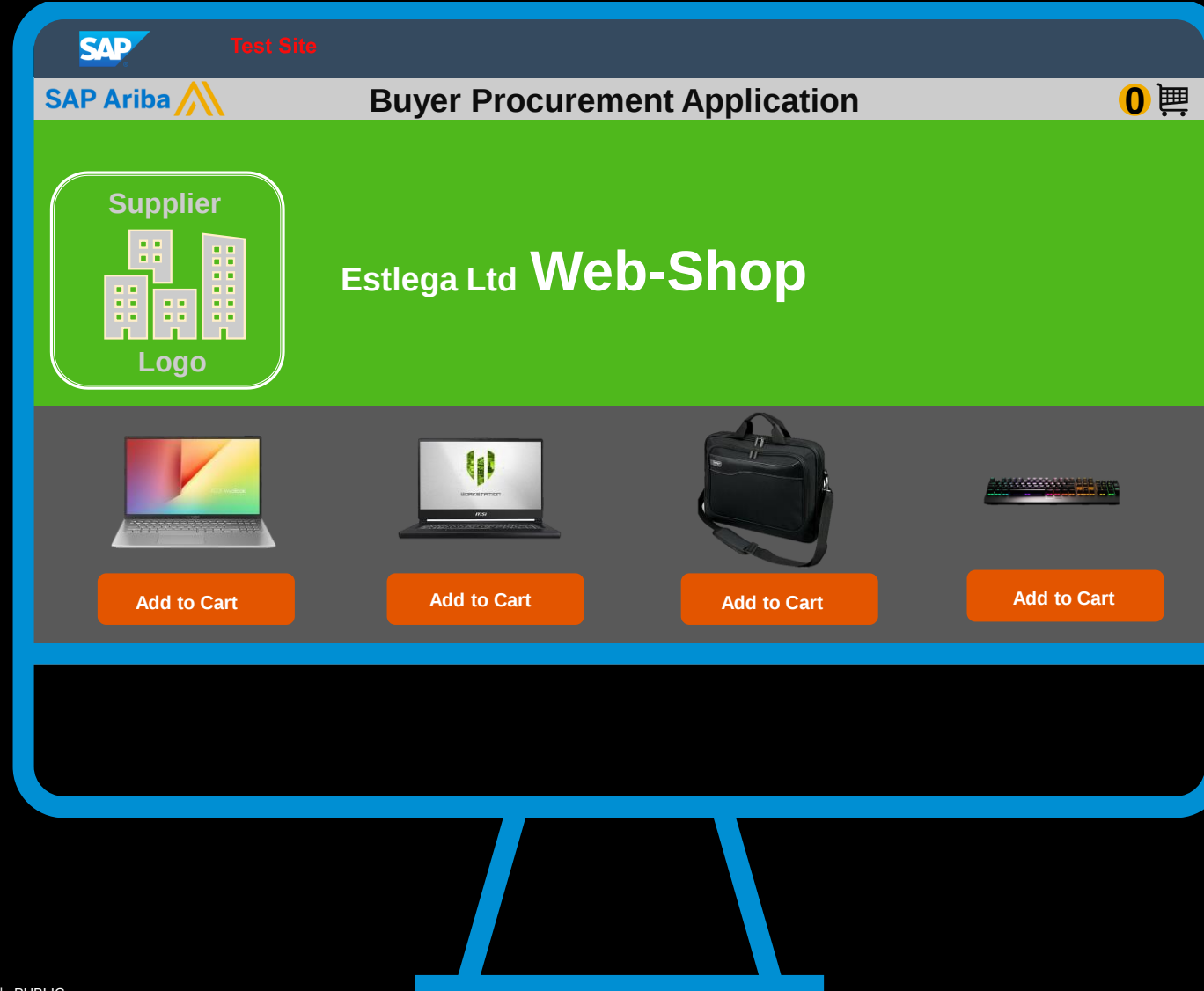
43

WEBSHOP L1 - Store Level

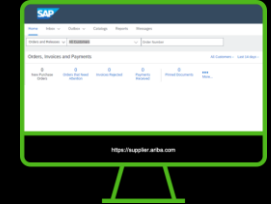
You selected the PunchOut Level 1 (store level). The landing page of **the Supplier's web-shop** is now displayed in **the Buyer's UI**

3

Click on **Add to Cart**



---> **POReq.**



Supplier web-shop receives and sends back cXML Messages

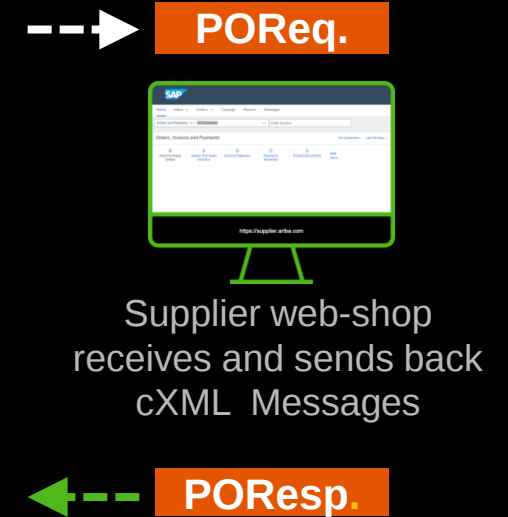
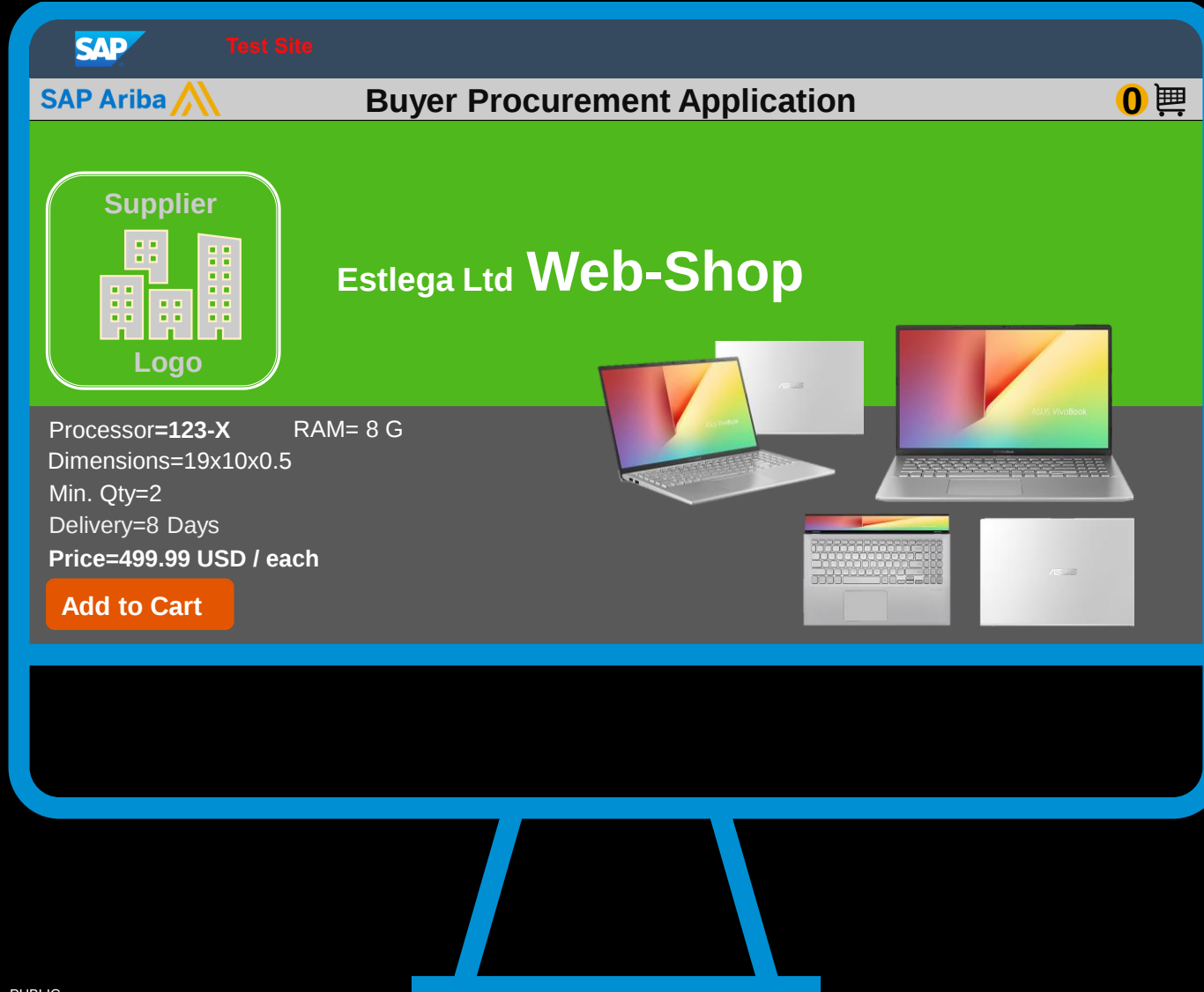
←-- **POResp.**

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**

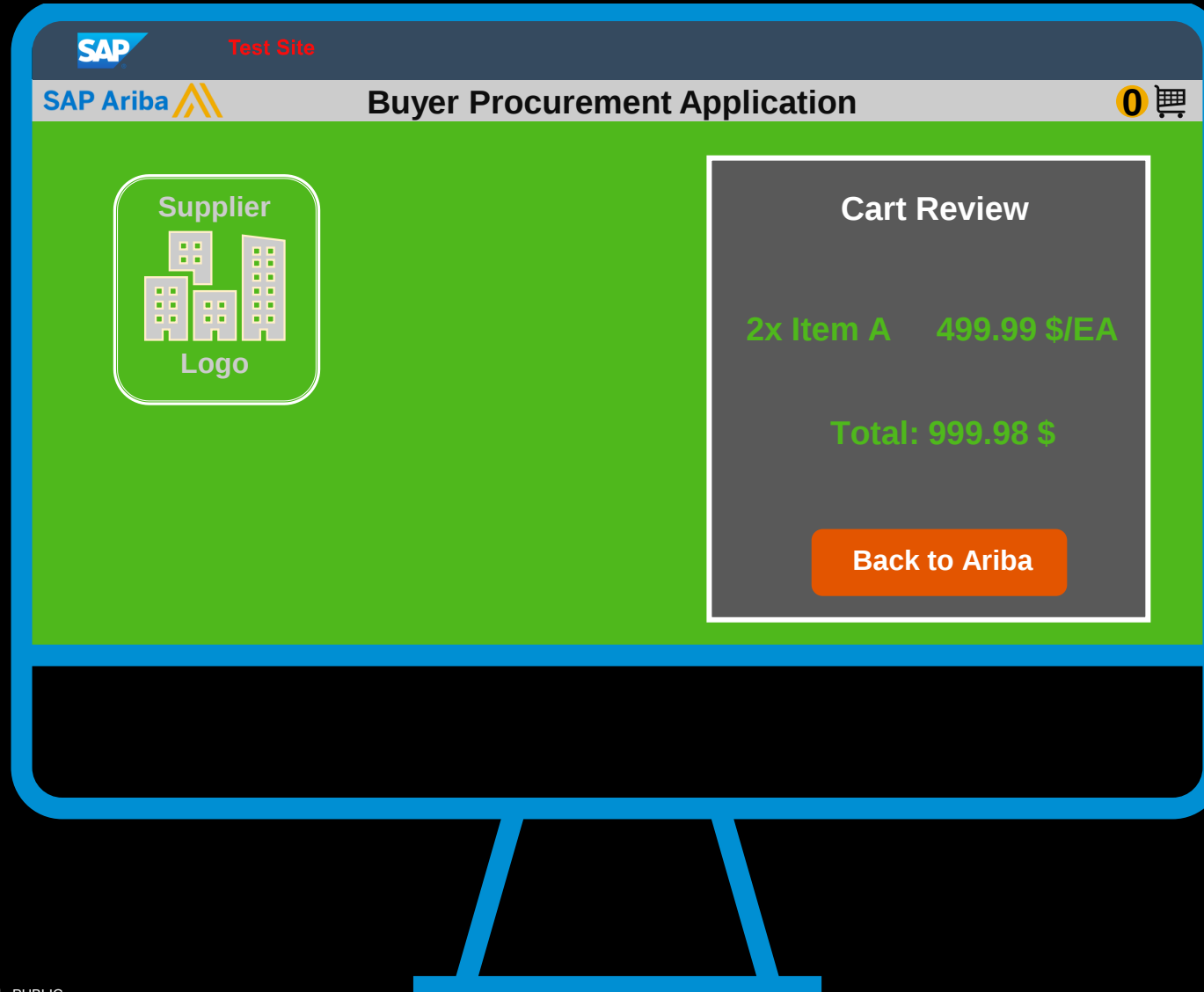


Webshop Basket

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**

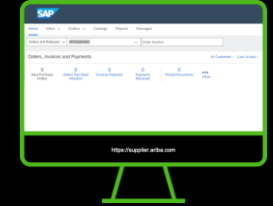
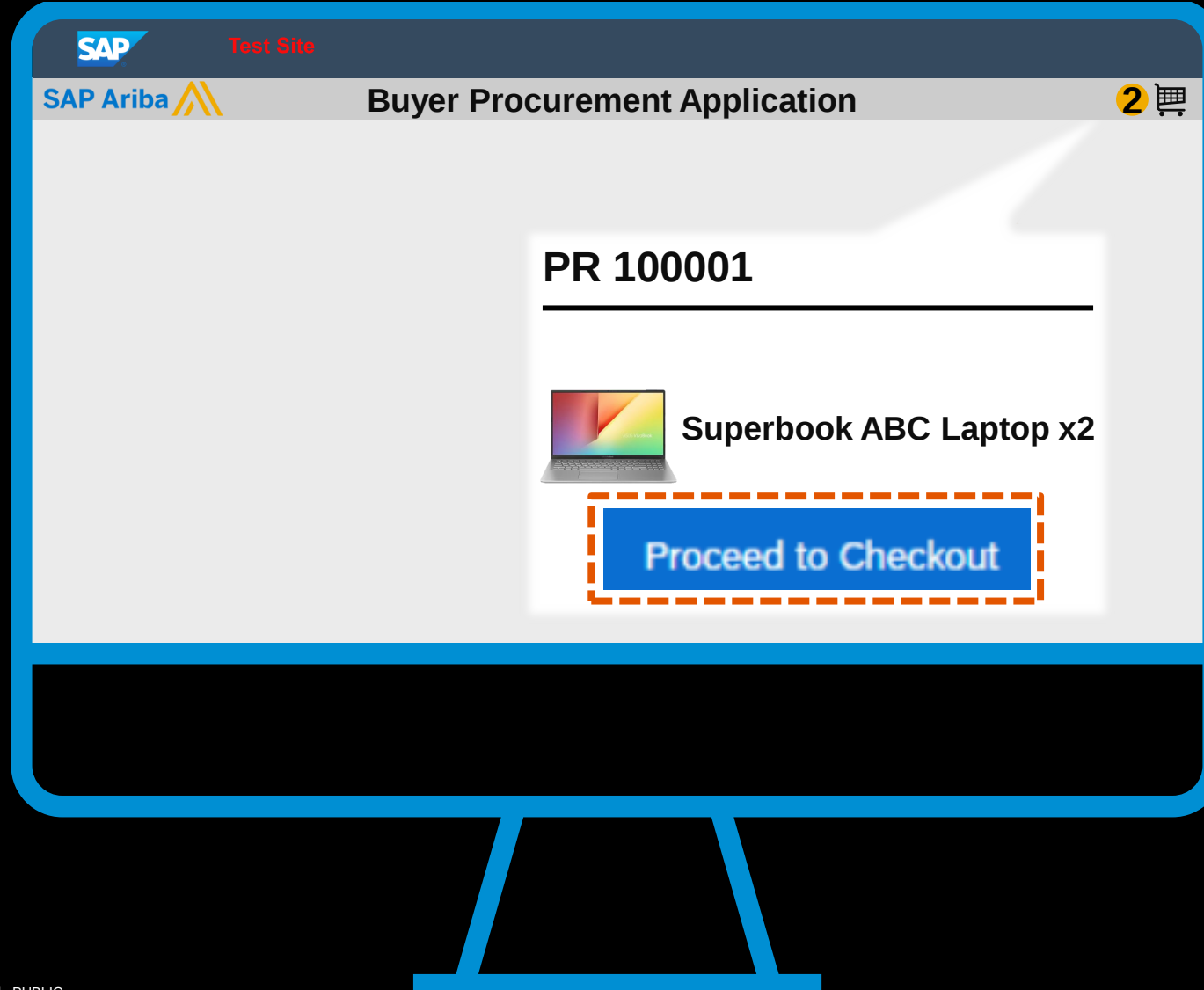


Checkout

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**



Supplier web-shop sends back a cXML Message



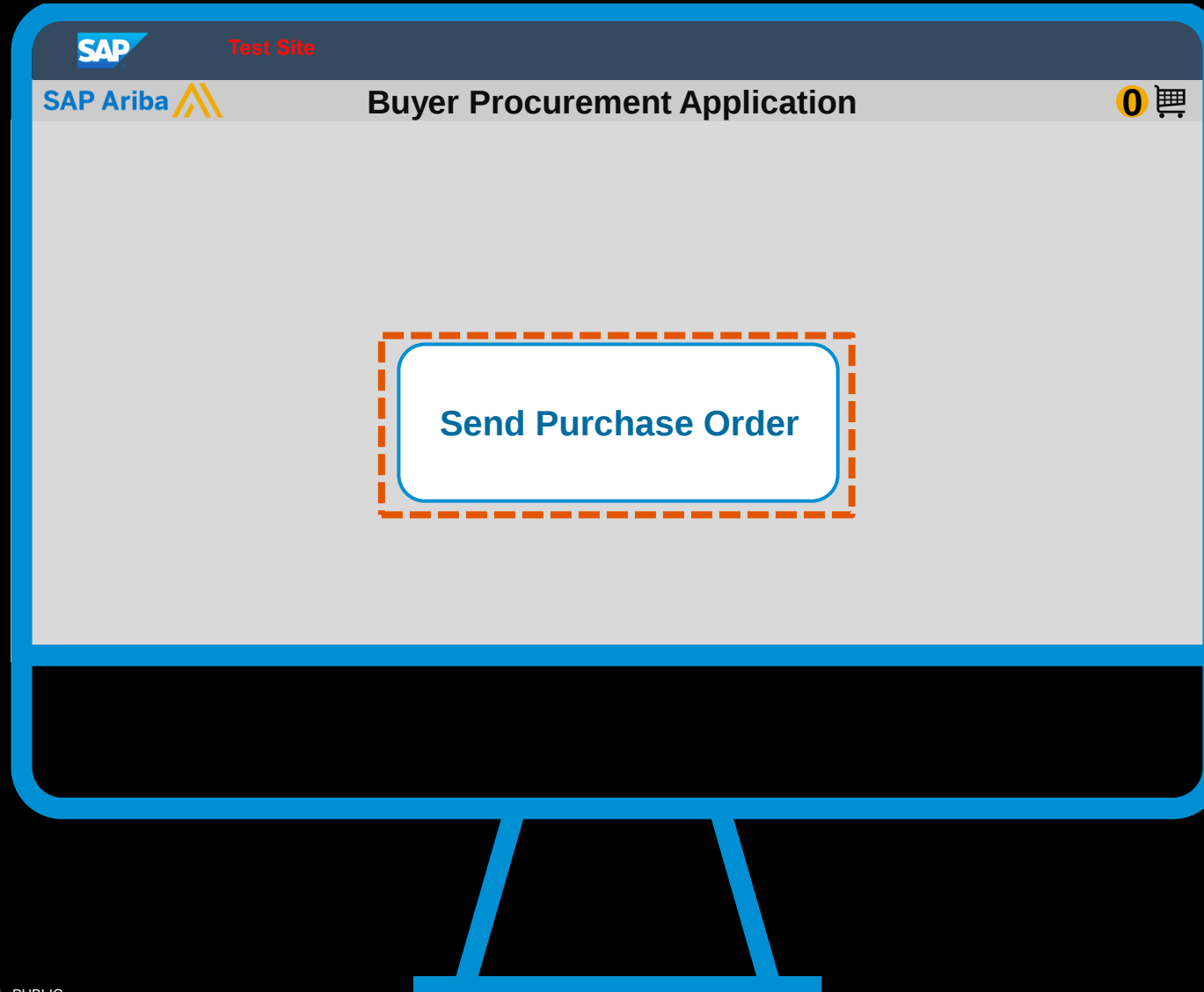
POOM

Purchase Order

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

6

Click on **Send Purchase Order**



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