



SAP Ariba 

# Excel – Lite Manual

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# FOREWORD - 1

## Goal:

This guide will endeavour to outline the basic requirements for an *Excel* field to function. Some fields have more options, but as they are neither mandatory nor essential to the functioning of the field itself, they have been left out.

## Understanding the basic syntax:

1. Each Excel field contains subset of headers
2. Each subset of headers are marked by different colors based on whether it is mandatory to the field or not (i.e. if you use an optional field, you have to fill out its mandatory sub-fields as a minimum requirement in order for the fields to function properly)

### Main header

PriceConfiguration-1					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound

### Sub-fields

**Subset headers** with **blue** as mandatory (i.e. minimum required fields to be filled so that it functions) and **yellow** as optional

# FOREWORD - 2

## Prerequisites:

As with BMEcat, CMS needs to be enabled along with all the required technical setups however this format permits a catalogue to have the BMEcat features as well as parametric data and customer custom fields (not available in the BMEcat format)


## Notes:

Maximum size of Excel catalogue: 15 MB

When uploading incremental parts to a catalogue, ensure that you previous catalogue part is in status green/validated on the Ariba Network (see below example)

Created By	Date Created	Status	Date Status Received
Estlega	11 Oct 2021	Validated by Customer	11 Oct 2021

# OVERVIEW OF AN EXCEL ITEM



Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:


Available in: 4 Day(s)

£100.00 GBP / each

\*Pricing Information

Qty: 5

☒



Sitting Room Chair

Supplier: [Estlega](#)

Supplier Part #: [ArmChair](#)

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)


Manufacturer:

Available in: 4 Day(s)

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:



Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:


Available in: 4 Day(s)

£100.00 GBP / each

\*Pricing Information

Qty: 5

☒



Sitting Room Chair

Supplier: [Estlega](#)

Supplier Part #: [ArmChair](#)

Available in: 4 Day(s)

Best Price/Top Item:

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£50.00 GBP / each

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Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:

Available in: 4 Day(s)

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals

This product should be ordered in multiples of 2.

Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Accessories

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals

This product should be ordered in multiples of 2.

Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Accessories



Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart



Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

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Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion


Estlega




£10.00 GBP / each

Qty: 1

Add to Cart

# Price Configuration





Supplier: Estlega

Supplier Part #: Sofa

Manufacturer:

Available in: 4 Day(s)


£100.00 GBP / each

Pricing Information

Qty: 5

Mandatory Items

☒



Sitting Room Chair

Supplier: Estlega

Supplier Part #: ArmChair

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: Estlega

Supplier Part #: Sofa

Manufacturer:

Available in: 4 Day(s)

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

History of chairs

The Chair: Its life and times

Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

# What the field looks like in the User Interface

£100.00 GBP / each

\*Pricing Information

Pricing Details

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

At item's price level

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

At detail/description's level

Description	Qty	Unit	Price	Amount
Sitting Room Sofa	13	each	£90.00 GBP	£1,170.00 GBP

Supplier Part #:

Sofa

Commodity Code:

Human resources services

Partitioned Commodity Code:

(no value)

Supplier:

Estlega

Contact:

Prague

Payment Terms:

Net 45, 2%/30, 3%/20

CityCodeAndCompanyCodeLookup:

No

At purchase requisition level

# Catalogue Setup and Explanation

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

## OPTIONAL FIELDS

**StartDate:** Start date of when this price is applicable

**EndDate:** End data of when this price is applicable

**PriceFactor:** can be used for VAT or any additional charge not part of the item's price, the effect will be visible at Requisition level.

## MANDATORY FIELDS

**Amount:** decimal price

**PriceCurrency:** currency

**Lowerbound:** quantity at which the **Amount** is applicable (next tier needs to be higher than the previous one)



# From Code to Visual: Tier Breakdown

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

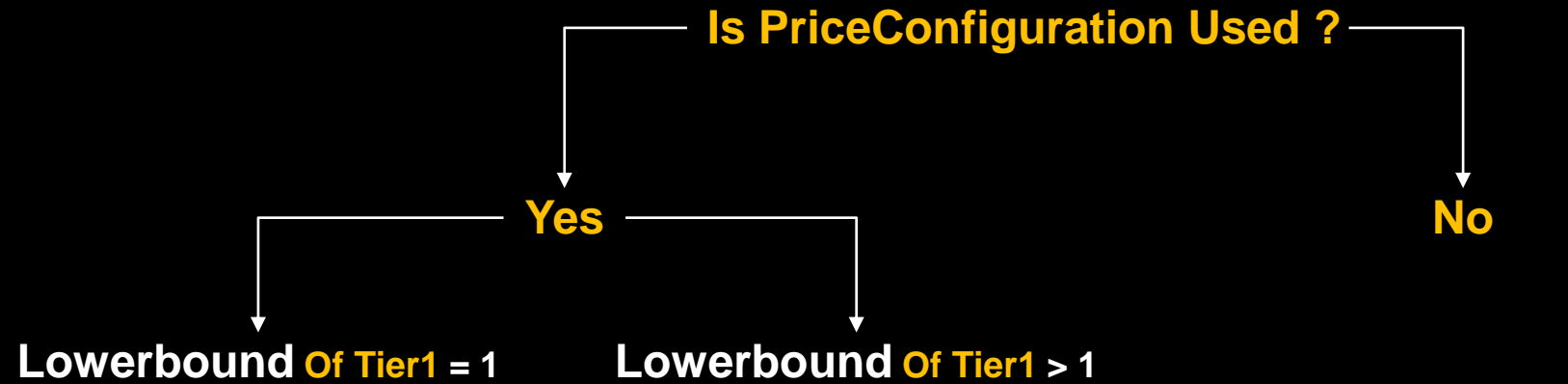
Lowerbound=10

£100.00 GBP / each	
<a href="#">*Pricing Information</a>	
Pricing Details	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Amount=90

PriceCurrency=GBP

# Lowerbound - Unit Price – MinimumQuantity Interaction



**Unit Price**

**Optional**

Will be skipped by  
the System

**Optional**

Will be skipped by  
the System

**Mandatory**

**MinimumQuantity**

**Optional**


If Not Filled  
Manually, Will be  
Filled by the System  
with Default Value  
"1"


**Mandatory**


And Should be  
Equal Or Greater  
than the  
LowerBound Value

**Optional**

# Images







/ each

formation

5

3 GBP / each

Qty: 2

Add to Cart

Add to Favorites

### Product Specifications

Price:	£100.00 GBP
Supplier:	<a href="#">Estlega</a>
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

### Pricing and Quantity Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

### Reference Documents

[History of chairs](#)

[The Chair: Its life and times](#)

### Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

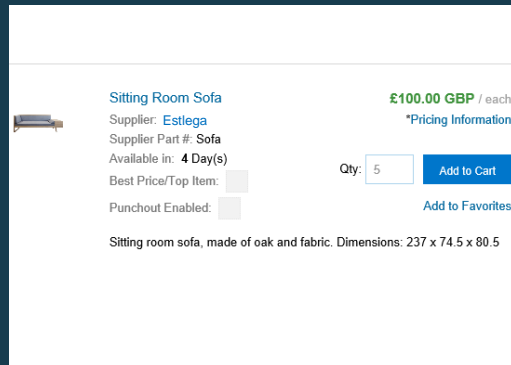
£10.00 GBP / each

Qty: 1

Add to Cart

# What the field looks like in the User Interface

## SEARCH LEVEL



## Search Thumbnail

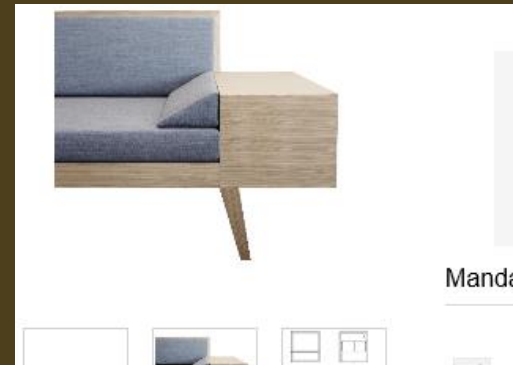
- Field: **Normal**
- Taken from the **Image\_1**

## ITEM LEVEL



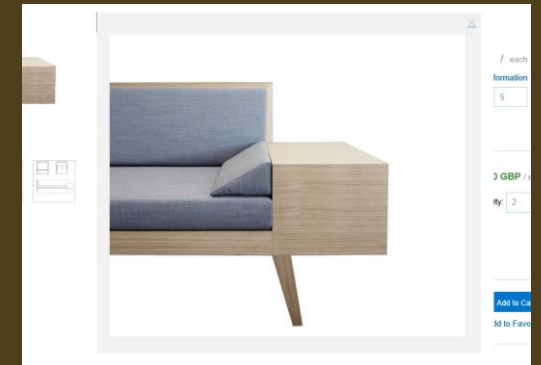
## Thumbnails

- Field: **Image-x \ Thumbnail**



## Image "Normal"

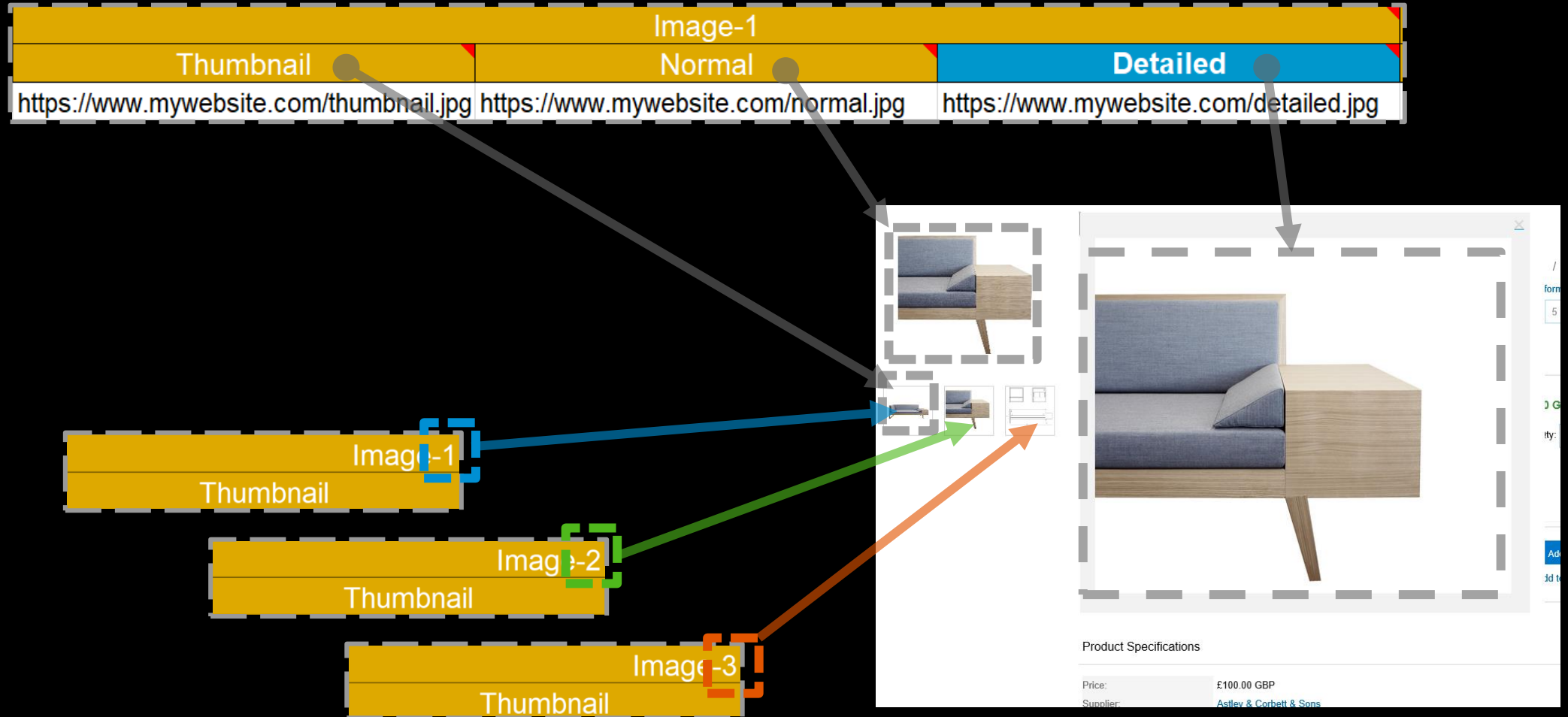
- Field: **Image-x \ Normal**



## Image "Detail"

- Field: **Image-x \ Detail**

# Catalogue Setup and Explanation



## NOTA BENE


One can add up to 7 different sets of images by copy-pasting Image-1 and updating the number (i.e. max amount is: Image-7)




# Image Table (the outcome to various combinations):

**Recommended:** if you do not need a complicated image system to your items (i.e. a different thumbnail. Image and detailed image, then we recommend you simply use the DETAIL field and it will populate the other fields (i.e. the thumbnail and image fields) by default

		Search Thumbnail	Item Thumbnail	Normal Image	Detail Image
1	Catalogue				x
	In the UI	x	x	x	x
2	Catalogue			x	
	In the UI	x	x	x	
3	Catalogue		x		
	In the UI				
4	Catalogue		x	x	
	In the UI	x	x	x	
5	Catalogue	x	x		
	In the UI	x			
6	Catalogue	x			x
	In the UI	x	x	x	x
7	Catalogue	x	x		x
	In the UI	x	x		x
8	Catalogue	x	x	x	x
	In the UI	x	x	x	x
9	Catalogue		x	x	x
	In the UI	x	x	x	x

# Quantity Interval & Minimum Quantity





Supplier: Estlega

Supplier Part #: Sofa

Manufacturer:

Available in: 4 Day(s)


£100.00 GBP / each

\*Pricing Information

Qty: 5

Mandatory Items

☒



Sitting Room Chair

Supplier: Estlega

Supplier Part #: ArmChair

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: Estlega

Supplier Part #: Sofa

Manufacturer:

Available in: 4 Day(s)

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

History of chairs

The Chair: Its life and times

Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

# What the field looks like in the User Interface

£100.00 GBP / each

\*Pricing Information

Qty:

Minimum Quantity

£100.00 GBP / each

\*Pricing Information

Qty:

- 5
- 7
- 9
- 11

Interval Quantity

£100.00 GBP / each

\*Pricing Information

Qty:

If the minimum quantity or interval is not respected, the 'Qty' field will be red (the purchase requisition will fail if you try to purchase cart)



# Catalogue Setup and Explanation

Packing Quantity	MinimumQuantity
2	5

**Field type:** integer (number without decimal point)

# Related Items



## Sitting Room Sofa

Supplier: [Estlega](#)  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**

**£100.00 GBP** / each

[\\*Pricing Information](#)

Qty:

### Mandatory Items



#### Sitting Room Chair

Supplier: [Estlega](#)  
Supplier Part #: **ArmChair**  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled:

**£50.00 GBP** / each

Qty:

[Add to Cart](#)

[Add to Favorites](#)

### Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

### Product Specifications

Price: **£100.00 GBP**  
Supplier: [Estlega](#)  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled:

### Pricing and Quantity Terms

#### Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

#### Minimum Order Quantity

Minimum Order Quantity for this product is 5.

#### Quantity Intervals

This product should be ordered in multiples of 2.

### Reference Documents

[History of chairs](#)  
[The Chair: its life and times](#)

### Accessories




Soft Cushion  
Estlega  
**£15.00 GBP** / each

# What the field looks like in the User Interface

Supplier: [Estlega](#) £100.00 GBP / each  
Supplier Part #: Sofa \*Pricing Information  
Manufacturer: Qty: 5  
Available in: 4 Day(s)

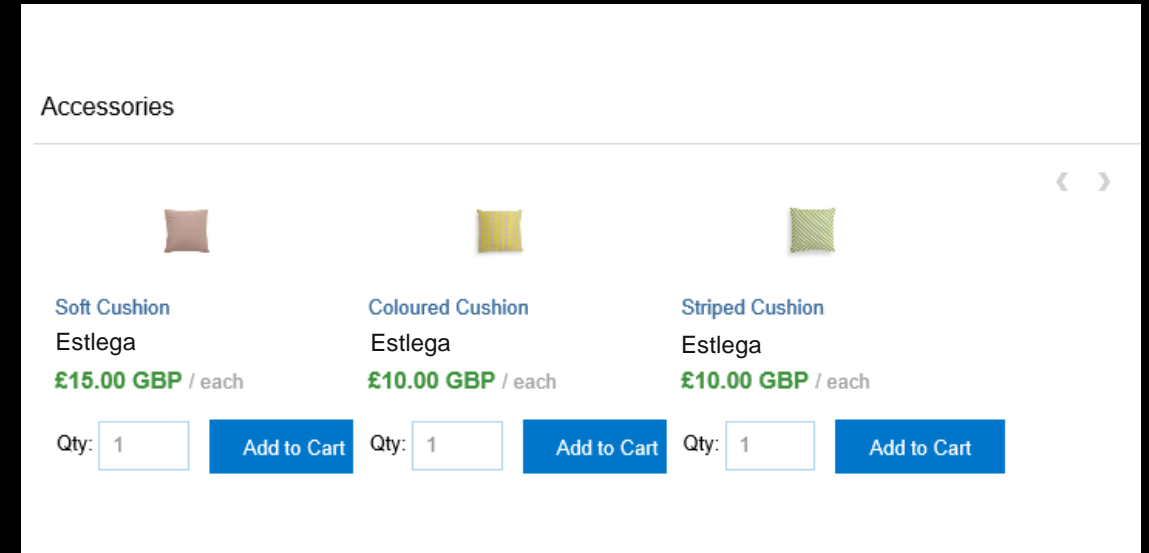


**Mandatory Items**

Item	Price	Qty
<input checked="" type="checkbox"/>  <b>Sitting Room Chair</b> Supplier: <a href="#">Estlega</a> Supplier Part #: ArmChair Available in: 4 Day(s) Best Price/Top Item: <input type="checkbox"/> Punchout Enabled: <input type="checkbox"/>	£50.00 GBP / each	Qty: 2

[Add to Cart](#)

Mandatory Items are found right underneath the select item, on top of the 'Add to Cart' button (they are added automatically)

**Accessories**

Item	Price	Qty	Action
 <b>Soft Cushion</b> Estlega £15.00 GBP / each	£15.00 GBP / each	Qty: 1	<a href="#">Add to Cart</a>
 <b>Coloured Cushion</b> Estlega £10.00 GBP / each	£10.00 GBP / each	Qty: 1	<a href="#">Add to Cart</a>
 <b>Striped Cushion</b> Estlega £10.00 GBP / each	£10.00 GBP / each	Qty: 1	<a href="#">Add to Cart</a>

Related (non mandatory) Items are found at the bottom of the page

# Catalogue Setup and Explanation

RelatedItems-1		RelatedItems-2	
Type	Supplier Part ID	Type	Supplier Part ID
accessories	2772967	mandatory	27721000

**Types:** These are the options available which will create reels at the bottom of the item's page

- Mandatory (forces purchase)
- similar
- sparepart
- accessories
- followup

**Supplier Part ID:** refers to another item within the same catalogue.

## NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)

# WARNING - LIMITATIONS

Related items do not show if they have intervals and can have their minimum limit ignored, however when at the purchase requisition level, it will fail if these are not adhered to.

Qty				
8	*	each	£100.00	GBP
				£800.00 GBP

Quantity specified is less than the required minimum order quantity of 2				
1	*	each	£50.00	GBP
				£50.00 GBP

# Attachments




## Sitting Room Sofa

Supplier: [Estlega](#)  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**

**£100.00 GBP** / each  
**\*Pricing Information**  
Qty:

### Mandatory Items

☒  **Sitting Room Chair** **£50.00 GBP** / each  
Supplier: [Estlega](#)  
Supplier Part #: **ArmChair**  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled:

[Add to Cart](#)

[Add to Favorites](#)

### Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

### Product Specifications

Price: **£100.00 GBP**  
Supplier:  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled:

### Pricing and Quantity Terms

#### Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

#### Minimum Order Quantity

Minimum Order Quantity for this product is 5.


#### Quantity Intervals

This product should be ordered in multiples of 2.


### Reference Documents

[History of chairs](#)  
[The Chair: Its life and times](#)


### Accessories



Soft Cushion  
**Estlega**  
**£15.00 GBP** / each  
Qty:  [Add to Cart](#)



Coloured Cushion  
**Estlega**  
**£10.00 GBP** / each  
Qty:  [Add to Cart](#)



Striped Cushion  
**Estlega**  
**£10.00 GBP** / each  
Qty:  [Add to Cart](#)

# What the field looks like in the User Interface

## Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Attachment Section with a list of available attachments

The screenshot shows a user interface with a sidebar on the left containing a list of reference documents: 'History of chairs', 'The Chair: its life and times', and 'Accessories'. The main content area on the right displays the details for the selected document, 'History of chairs'. This details view is divided into two columns. The left column contains two sections: 'PHYSICAL ATTRIBUTES' with a bulleted list of characteristics (Wooden, Metal dowels, Nails, Have been cut, Drilled, Slotted, No trace of glue, Foldable, Stained, Sealed, Branded by owner, No manufacturers branding, Scrapes, spills, water damage) and 'HOW THEY WERE MADE' with a single bullet point 'Most likely hand assembled'. The right column contains a section titled 'AQUISITION' (sic) which contains a paragraph of text describing the author's personal experience finding the chairs in Beacon, NY.

**HISTORY OF CHAIRS**

**PHYSICAL ATTRIBUTES**

- Wooden
- Metal dowels
- Nails
- Have been cut
- Drilled
- Slotted
- No trace of glue
- Foldable
- Stained
- Sealed
- Branded by owner
- No manufacturers branding
- Scrapes, spills, water damage

**HOW THEY WERE MADE**

- Most likely hand assembled

**AQUISITION**

This specific type of chair I first came across while travelling upstate for the weekend. We were heading to see the Vanderbilt Mansion in Hyde Park for my mom's birthday and we took the scenic route through a few little towns up the Hudson River. We crossed over Bear Mountain Bridge and travelled North along the East Side of the river until we landed in the town of Beacon, NY. My dad, the driver of this trip, was well aware of my search for old, wooden, folding chairs. Luckily enough as we drove down Main Street of Beacon we spotted a bunch of 4 or 5 wooden folding chairs sitting outside an antique store. I was beyond ecstatic that I found exactly what I was looking for so effortlessly. So I went inside Dickinson's Antiques and began to get ready to make my purchase. I asked the price and he said he wanted \$50 per chair that was rather expensive if you ask me, for chairs that didn't even belong to a set. I tried to bargain him down but he was less than friendly... so we walked. Otherwise he had a really picturesque antique shop that I still appreciated the esthetic of. Before I even had time to feel defeated my dad saved the day by mentioning that he has a friend who happens to have about 15-20 chairs of the same sort. Don, the name of the family friend, has

Clicking on one of these links will open the attachment in a new window

# Catalogue Setup and Explanation

Attachments-1		Attachments-2	
Source	Description	Source	Description
https://abc.com/my_certificate.jpg	Certificate of Analysis	https://abc.com/my_video.wav	Show and tell presentation

**Source:** URL linking to the image (can be a static, but this is not recommended)

**Description:** the name of the document within the item

## NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)



# RUN SIMPLE