



SAP Ariba 

Ariba® Network Excel Catalog Guide

PUBLIC

THE BEST RUN 

Agenda

What is an Excel Catalog?

- Definition, what does it allow, what **Achmea** 's users will be able to do

Excel Catalog Enablement

- Achmea's Prerequisites to Start vs Supplier's Prerequisites to Start

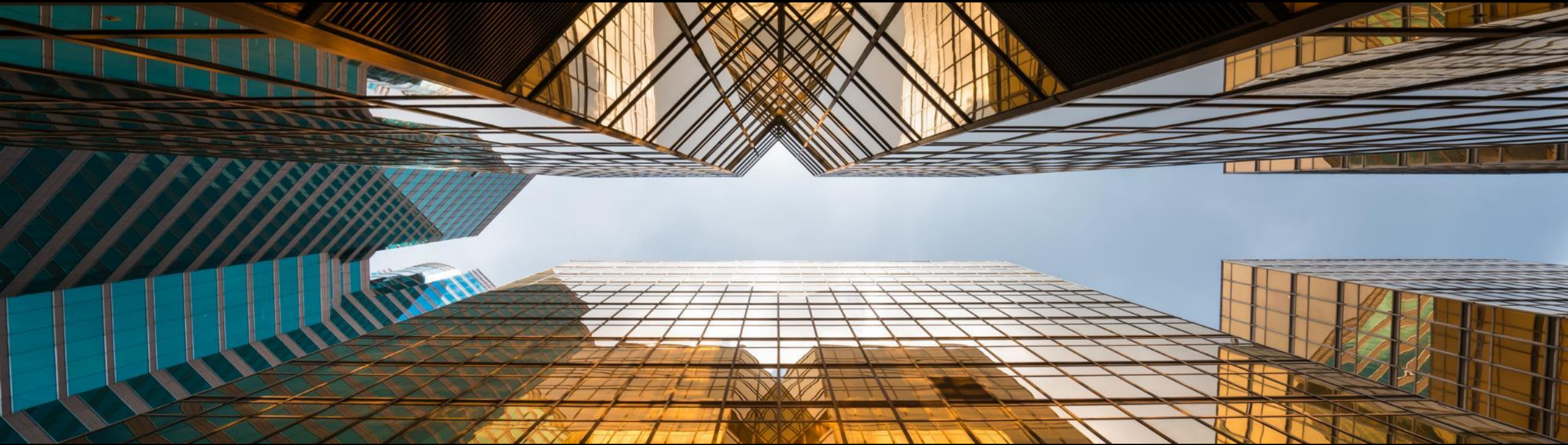
Publishing a Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

Updating an Excel Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

What is an **Excel** Catalog?

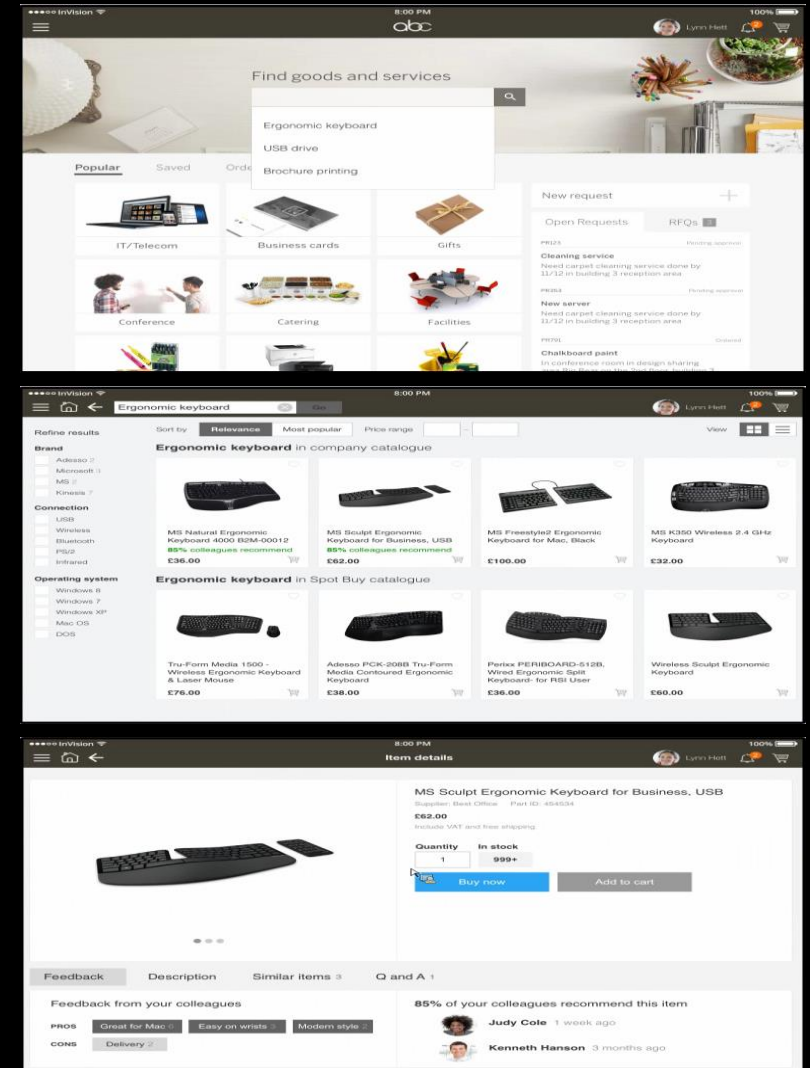


What is an Excel Catalog?

- A static catalog (Excel) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Your **Achmea's** users access your catalog through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
 - Rapid Deployment
 - Great Compliance Control
 - Low Setup Cost and Complexity
- **Achmea's** users will be able to:
 - See
 - Compare
 - Buy

User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view



Excel Catalog Template

Excel Catalog Template will be provided separately

	A	B	C	D	E	F	G	H	I	J	K
1	Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Classification Codes-2		
2							Domain	Value	Domain	Value	Thumbnail
3	AN0001000100	2772882	Quad Electronics M500 4-Line Phone System with Headset and Caller ID	145.10	EA	4-Line Phone System	UNSPSC	43191504	Eclass 7.1	32-03-13-04	http://www.abc.com/277
4	AN0001000100	2772967	Excel for Dummies Quick Reference Book	22.58	EA	Excel for Dummies	UNSPSC	55101509	Eclass 7.1	32-03-11-35	
5	AN0001000100	2772276	Write Right Ballpoint Pens, Disposable, Blue Ink, Box of 12	20.53	EA	Ballpoint Pens	UNSPSC	44121704	Eclass 7.1	16-04-03-01	http://www.abc.com/277
6	AN0001000100	2772981-ABC	File Folders, 3 Position, Manilla, Box of 100	13.55	BX	Manilla Folders	UNSPSC	44122011	Eclass 7.1	20-10-05-12	
7	AN0001000100	2772985	Stapler, Swingline 405, Black	14.80	EA	Office Stapler	UNSPSC	44121615	Eclass 7.1	25-10-01-50	
8	AN0001000100	3000-992	3" Presentation View Binder, Concealed Rivets, Round-Ring , Blue	10.20	EA	3" View Binder	UNSPSC	44122003			

	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
1	Attachments-3	PriceConfiguration-1				PriceConfiguration-2									
2	Description	StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate
3				40.33	USD		1			100	GBP		10		
4				21.868	USD		1			22.868	USD		50		
5		2017-05-02	2017-08-01	50.0	USD		1	2017-08-02	2017-10-01	60.0	USD		50	2017-10-02	2018-12-02
6		2017-05-02	2017-08-01	40.0	USD		1	2017-08-02	2017-10-01	50.0	USD		50	2017-10-02	2018-12-02
7				30.0	USD	0.9	1			30.0	USD	0.8	50		
8				7.03	USD		1			6.03	USD		50		

Excel Catalog Enablement



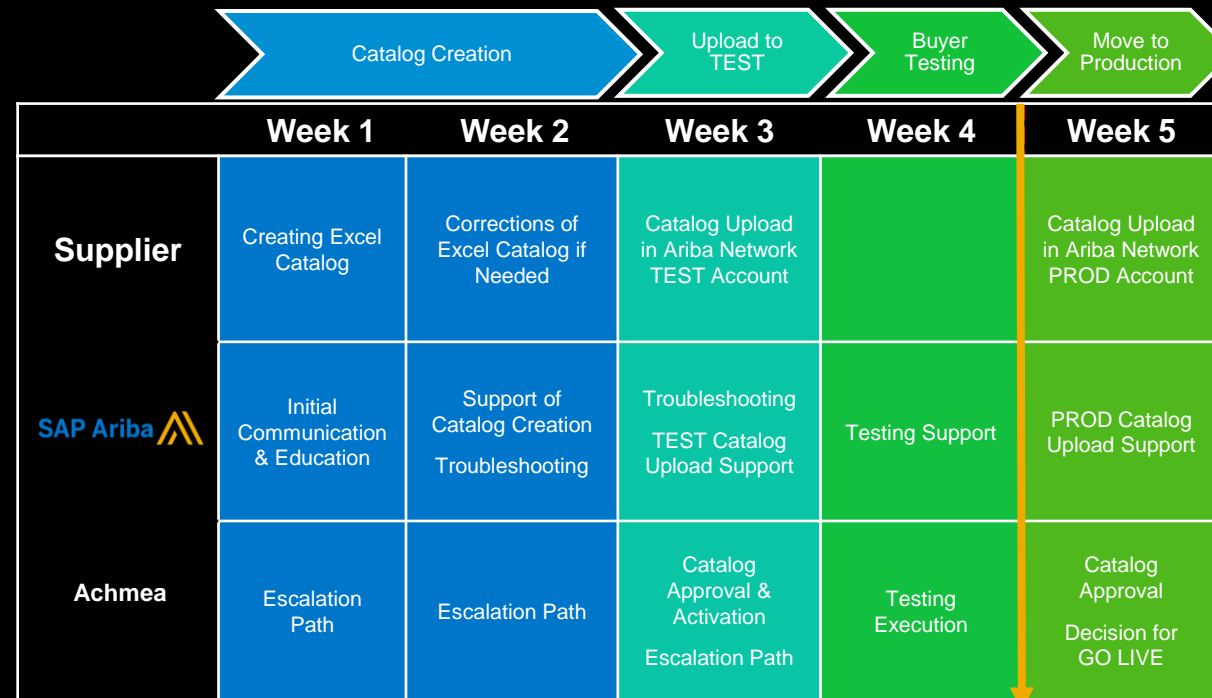
Excel Catalog Enablement

Buyer's Prerequisites to Start:

- Catalog Requirements Completed
- Catalog Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched (Supplier ANID Added)
- Escalation Path Defined
- Catalog Content Clarified with Supplier

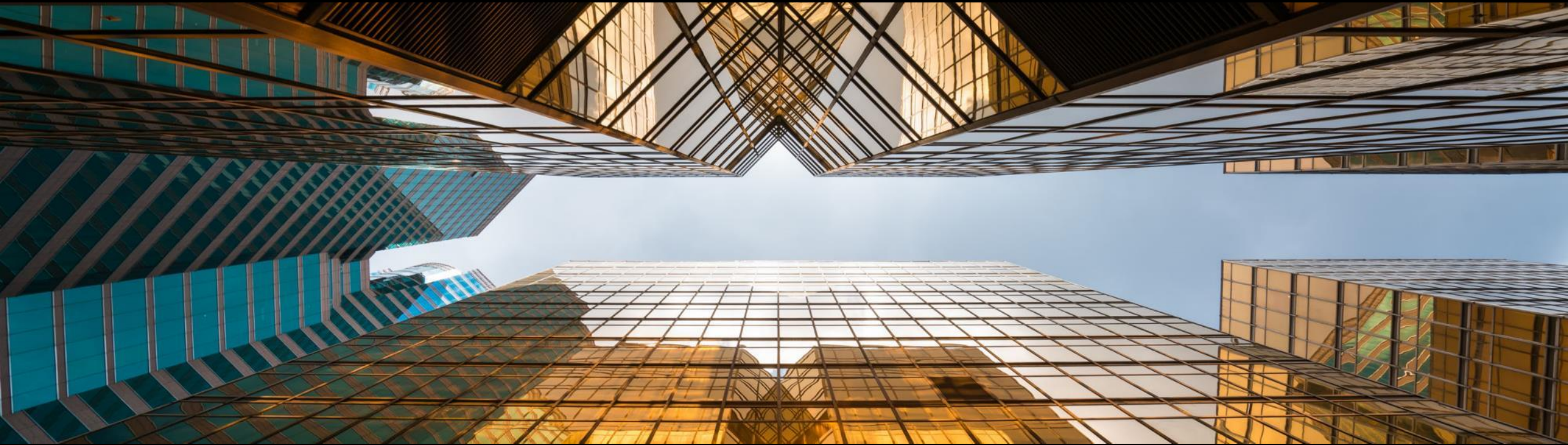
Supplier's Prerequisites to Start:

- Catalog Content Clarified with Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



Buyer Testing might be extended up to 8 weeks if transaction integration is requested by the Supplier

Publishing a **Catalog** on Ariba Network



Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

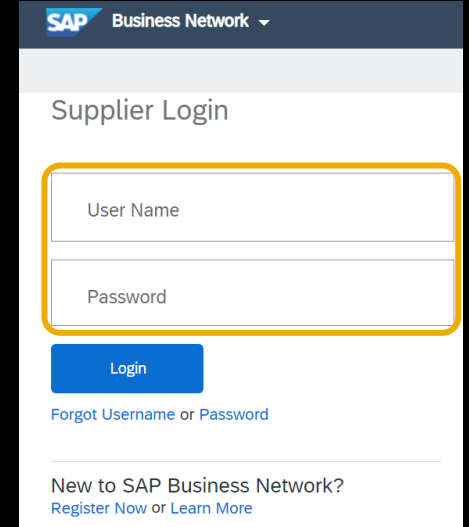
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Your catalog on Ariba Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

2 Click on the **Catalogs** tab on your Home Dashboard

3 Click on the **Create Standard** button



SAP Business Network

Supplier Login

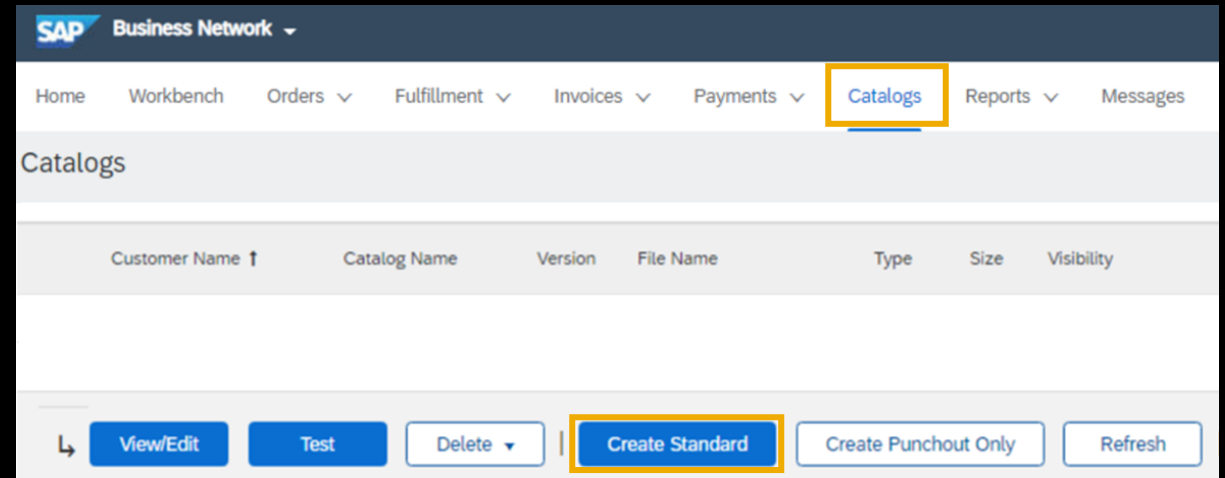
User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)



SAP Business Network

Home Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Catalogs

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility
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View/Edit Test Delete Create Standard Create Punchout Only Refresh

Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you.

This should be based on the Achmea naming convention

5 Click **Next**

6 Select **Private**

7 Select Achmea in your customers' list.

8 Click **Next**

The image displays two screenshots of the 'Create a New Catalog' interface in SAP.

Top Screenshot (Step 1: Details):

- Page Header:** Create a New Catalog. Buttons: Next, Exit.
- Left Navigation:** 1 Details, 2 Subscriptions, 3 Content.
- Main Content:**
 - Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field.
 - Catalog Name:** TEST_OK_1 (highlighted with a yellow box).
 - Description:** (Empty text area, Characters left: 1000).
 - Commodities:** Table with columns Description and No items. Buttons: Delete, Add.
- Bottom Right:** Next, Exit buttons.

Bottom Screenshot (Step 2: Subscriptions):

- Page Header:** Create a New Catalog. Buttons: Previous, Next, Exit.
- Left Navigation:** 1 Details, 2 Subscriptions, 3 Content.
- Main Content:**
 - Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.
 - You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.
 - Visibility:** Private - Only the selected customers that have a trading relationship with you can view and receive the catalog (highlighted with a yellow box). Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog.
 - Customers:** Table with columns Customers, Catalog Validation Rules, and Validation Status for Version 1.
 - Customers: 1
 - GSO Sandbox - P20 (highlighted with a yellow box)
 - Catalog Validation Rules: View
 - Validation Status for Version 1: Pending Validation
- Bottom Right:** Previous, Next, Exit buttons.

Note: If Achmea is not part of the customer list, it means that the Achmea Trading relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

Catalog Publication

9 Click **Choose File** and browse to the catalog file on your computer.

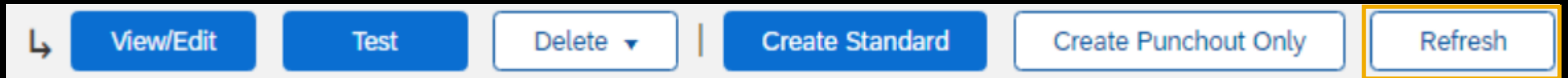
The screenshot shows the 'Create a New Catalog' interface. On the left is a sidebar with three steps: '1 Details', '2 Subscriptions', and '3 Content'. The 'Details' step is active. The main area is titled 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES'. It contains two rows of upload fields. The first row is for the 'Catalog File Format', which has a dropdown menu set to 'EXCEL' and a 'Choose File' button. The second row is for the 'Catalog File', which has a 'Choose File' button and the text 'No file chosen'. Below these fields is a yellow warning banner with an exclamation mark icon and the text: 'After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion'. At the bottom of the main area is a blue 'Validate and Publish' button, which is highlighted with an orange rectangle. Below the button is a link that says 'Download Templates/Guidelines'. In the top right corner of the form, there is a 'Previous' button.

10 Click **Validate and Publish**

Note: Ariba Network supports an Excel file (zipped or unzipped format) up to 15 MB. If your file is bigger, you must upload it as Incremental under the same subscription name of the catalog.

Catalog Publication

- After the entire catalog has been uploaded:
 - Ariba Network begins the catalog validation
 - It can take several minutes to validate large catalogs
 - Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while Ariba Network is validating.
- Once you have completed uploading your catalog(s):
 - DO NOT** log out
 - Click the “**Refresh**” button on the catalog dashboard to update your catalog status.



Catalog Validation - Status

- After Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to **Published** and a network-generated email is sent to the Achmea
- As Achmea is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the Achmea-specific validations and the status will change to **Pending Buyer Validation**.



Excel	2 KB	Private	Estlega	11 Oct 2021	Published
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Excel	98 KB	Private	Estlega	11 Oct 2021	Pending Buyer Validation
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Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

Catalog Name		Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
	DE_THF	1	Excel	Excel	21 MB			11 Oct 2021	 100 Errors Found by Ariba Network

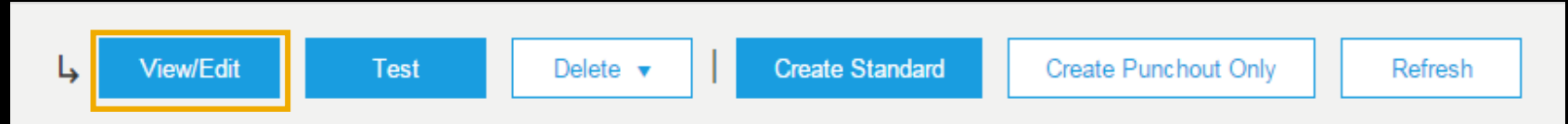
- Validating against **Achmea**-specific validation rules.

	DK 9002831	1	DK 9002831	Excel	619 B			11 Oct 2021	 1 Validation Errors Found by Customer	18 Apr 2016
---	------------	---	------------	-------	-------	--	--	-------------	---	-------------

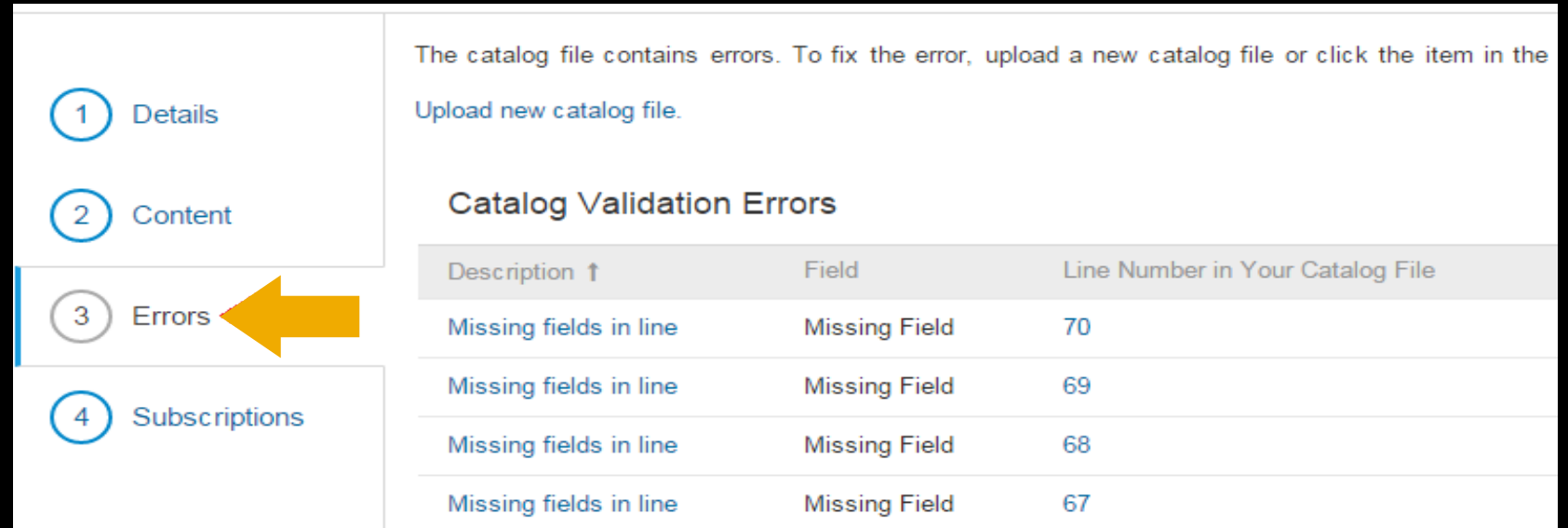
Note: Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **Achmea** -specific catalog validation rules.

How to Correct Errors Found by Ariba Network

- Click the “**View/Edit**” button on the dashboard



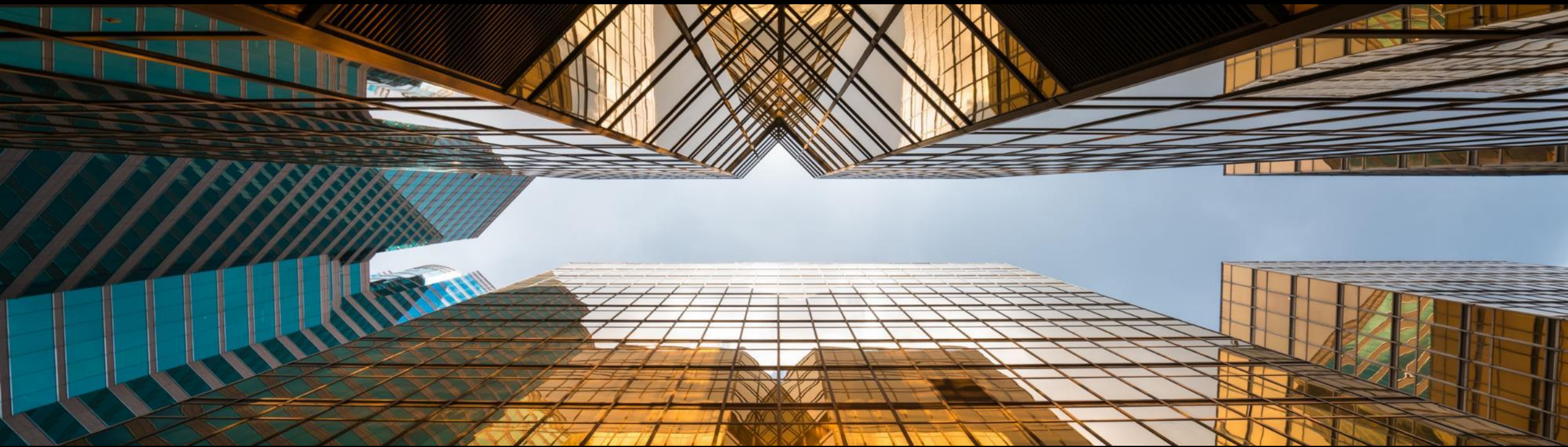
- On tab 3 “**Errors**” review the error details



The screenshot shows the 'Errors' tab selected in a sidebar. The sidebar has four tabs: '1 Details', '2 Content', '3 Errors' (selected), and '4 Subscriptions'. A yellow arrow points to the 'Errors' tab. The main content area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Upload new catalog file.' Below this is a table titled 'Catalog Validation Errors'.

Description ↑	Field	Line Number in Your Catalog File
Missing fields in line	Missing Field	70
Missing fields in line	Missing Field	69
Missing fields in line	Missing Field	68
Missing fields in line	Missing Field	67

Updating an **Excel Catalog** on **Ariba Network**



Catalog Update – Step 1

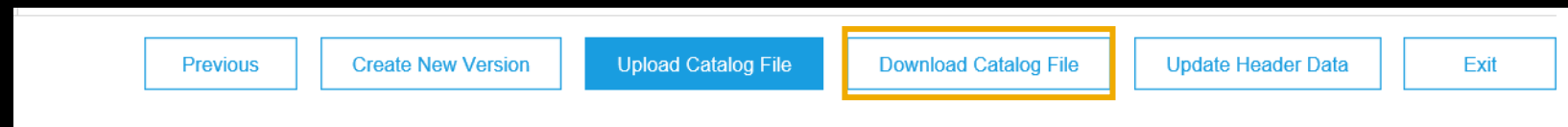
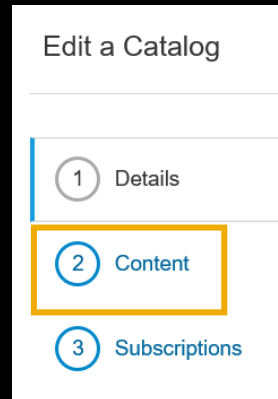
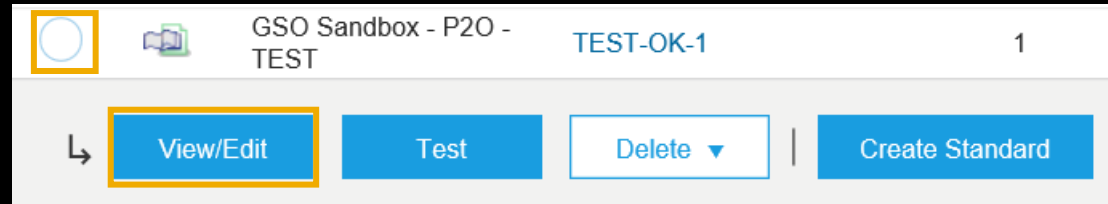
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

4 Click **Download Catalog File**



Catalog Update – Step 3

Open the downloaded file in Excel and enable editing and make necessary changes.

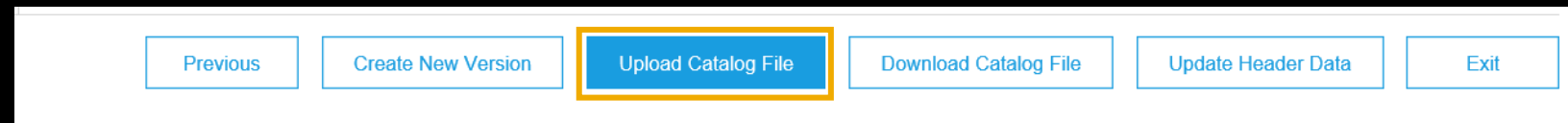
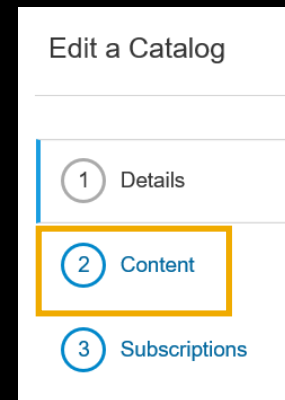
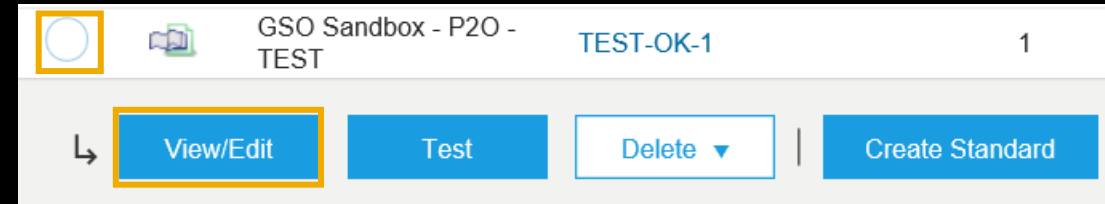
	A	B	C	D	E	F	G	H	I	J	K
1	Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Classification Codes-2		
2							Domain	Value	Domain	Value	Thumbnail
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4	AN0001000100	2772967	Excel for Dummies Quick Reference Book	22.58	EA	Excel for Dummies	UNSPSC	55101509	Eclass 7.1	32-03-11-35	
5	AN0001000100	2772276	Write Right Ballpoint Pens, Disposable, Blue Ink, Box of 12	20.53	EA	Ballpoint Pens	UNSPSC	44121704	Eclass 7.1	16-04-03-01	http://www.abc.com/277
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	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
1	Attachments-3	PriceConfiguration-1						PriceConfiguration-2							
2	Description	StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate
3				40.33	USD		1			100	GBP		10		
4				21.868	USD		1			22.868	USD		50		
5		2017-05-02	2017-08-01	50.0	USD		1	2017-08-02	2017-10-01	60.0	USD		50	2017-10-02	2018-12-02
6		2017-05-02	2017-08-01	40.0	USD		1	2017-08-02	2017-10-01	50.0	USD		50	2017-10-02	2018-12-02
7				30.0	USD	0.9	1			30.0	USD	0.8	50		
8				7.03	USD		1			6.03	USD		50		

Catalog Update – Step 4

Once your new catalog version is ready, log in your Ariba Network account.

- 1 Select your catalog
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Upload Catalog File**



Catalog Update – Step 5

1 Click **Choose File** and browse to the catalog file on your computer.

2 Click **Validate and Publish**

Create a New Catalog [Previous](#)

1 Details
2 Subscriptions
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: [Choose File](#) No file chosen

Images and Attachments File: [Choose File](#) No file chosen





! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

[Validate and Publish](#)

[Download Templates/Guidelines](#)

Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking:
Delete > All versions or only delete the latest version by selecting the catalog and clicking
Delete > Latest Version Only

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0
<div><div>↳</div><div>View/Edit</div><div>Test</div><div>Delete ▼</div><div>Create Standard</div><div>Create Punchout Only</div><div>Refresh</div></div>						