SAP Ariba

Ariba® Network
Excel Catalog Guide

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Agenda

What is an Excel Catalog?

- Definition, what does it allow, what **Ericsson ’s** users will be able to do

Excel Catalog Enablement

- Ericsson’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

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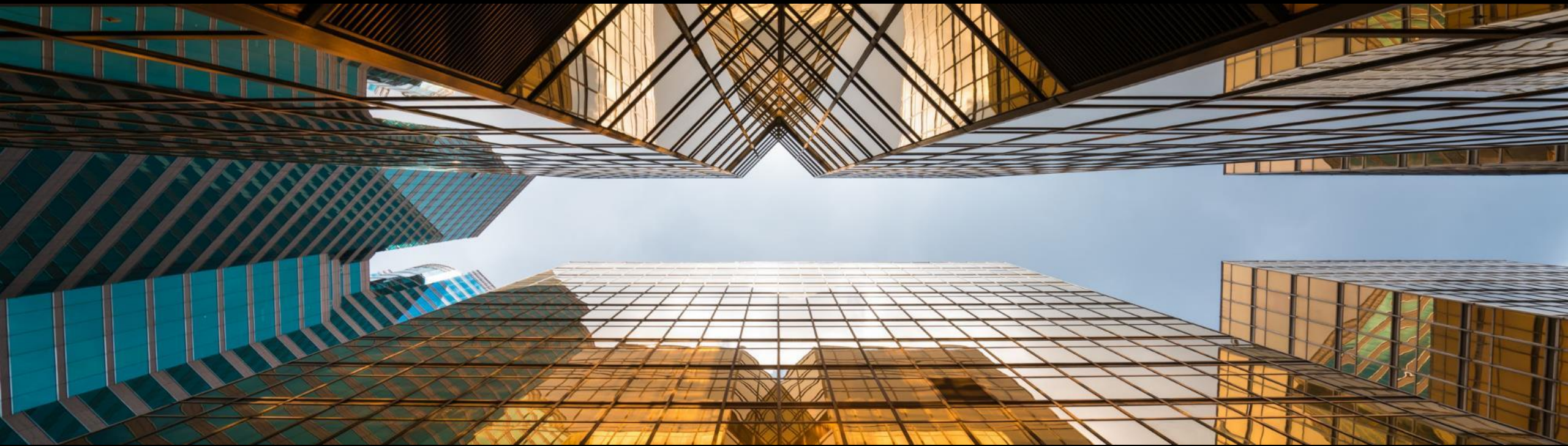
What is an Excel Catalog?



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 **Ericsson'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
- **Ericsson's** users will be able to:
  See
  Compare
  Buy

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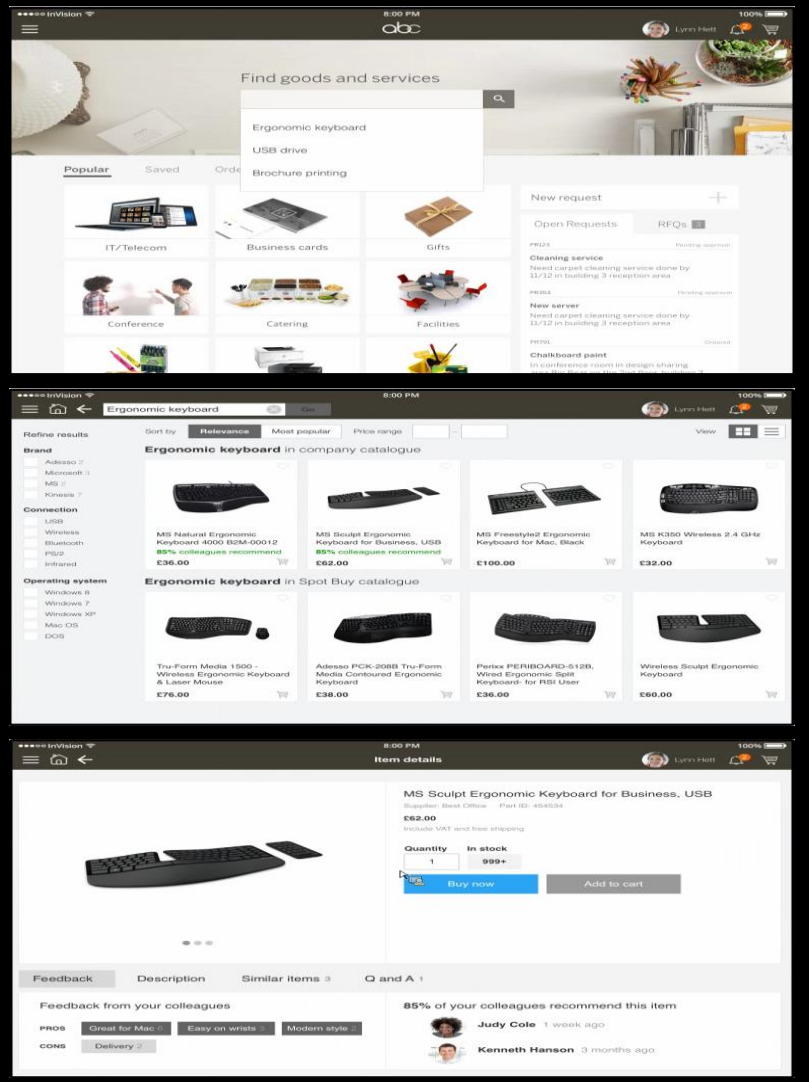
User Interface (customer Users) – Items View

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



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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	ttachments-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		

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Excel Catalog Enablement

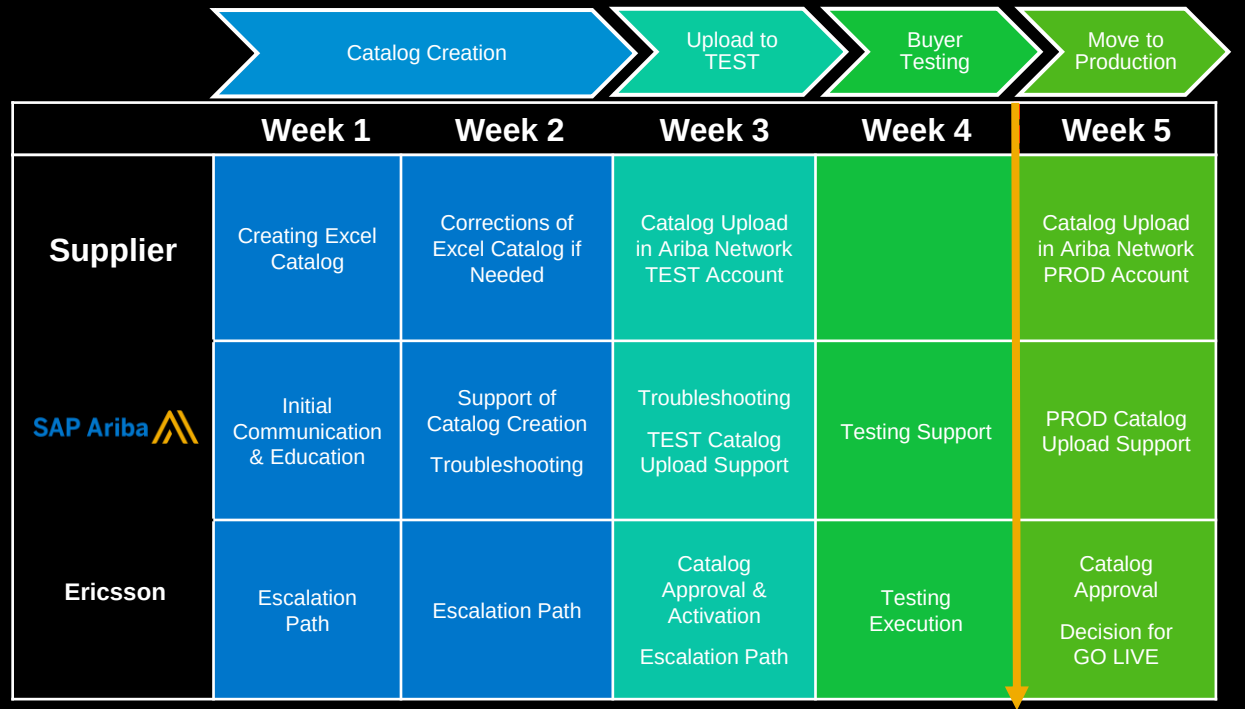
Excel Catalog Enablement

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

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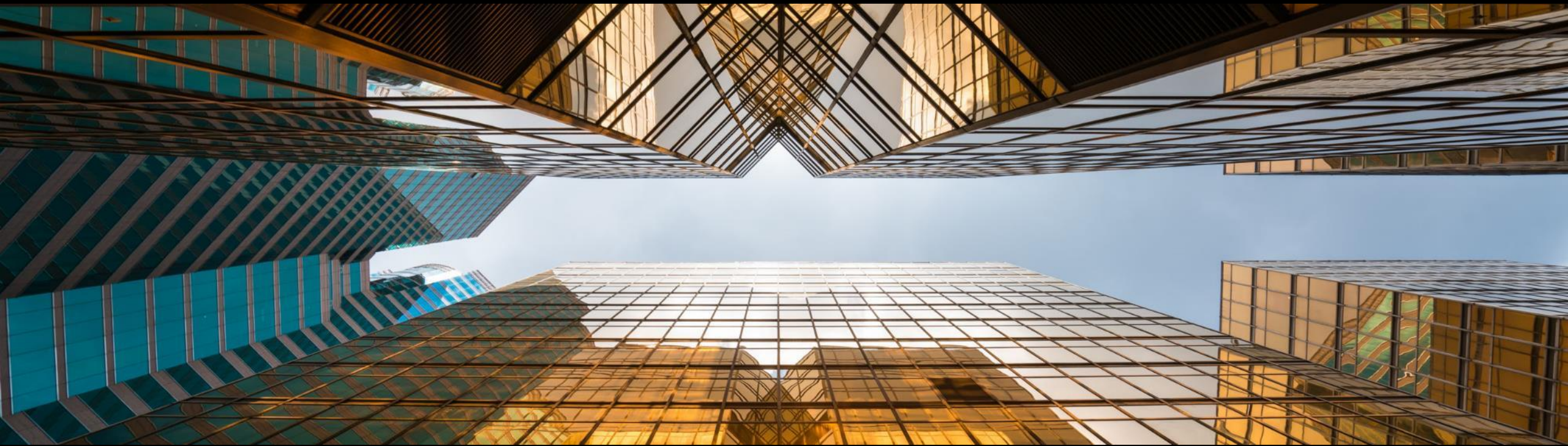
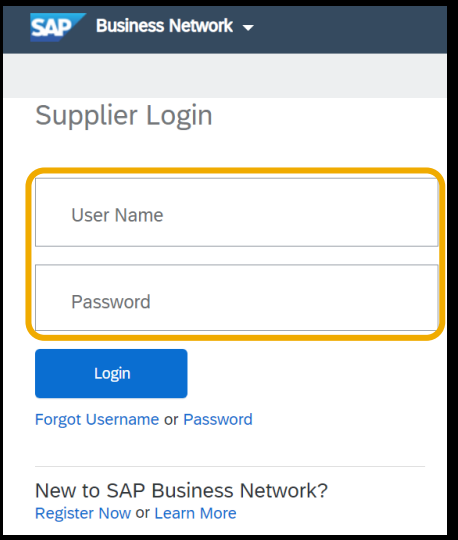
Publishing a Catalog on Ariba Network



Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

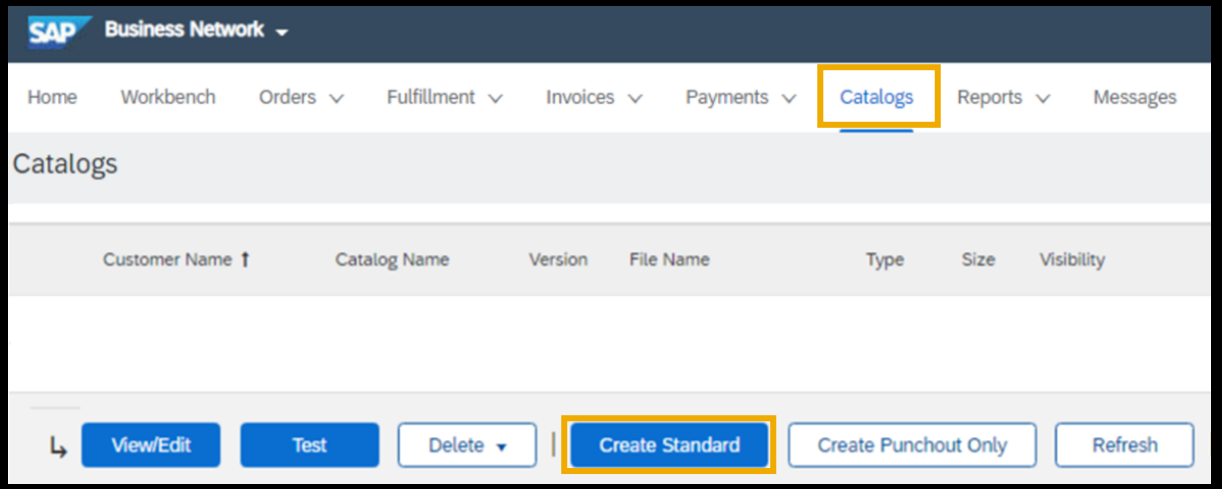
Go to: http://supplier.ariba.com
Enter your **Username** & **Password** and click **Log In** to access your Production account.



- 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



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Catalog Publication

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

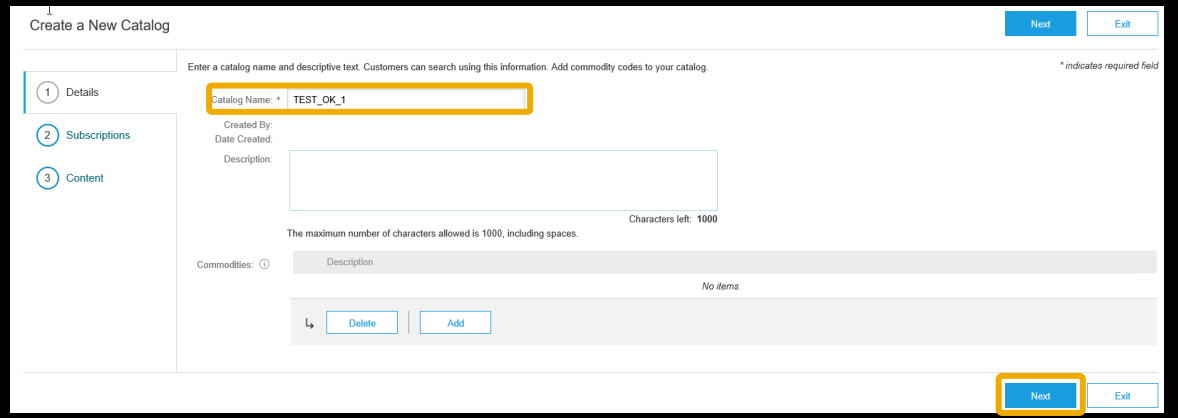
This should be based on the Ericsson naming convention

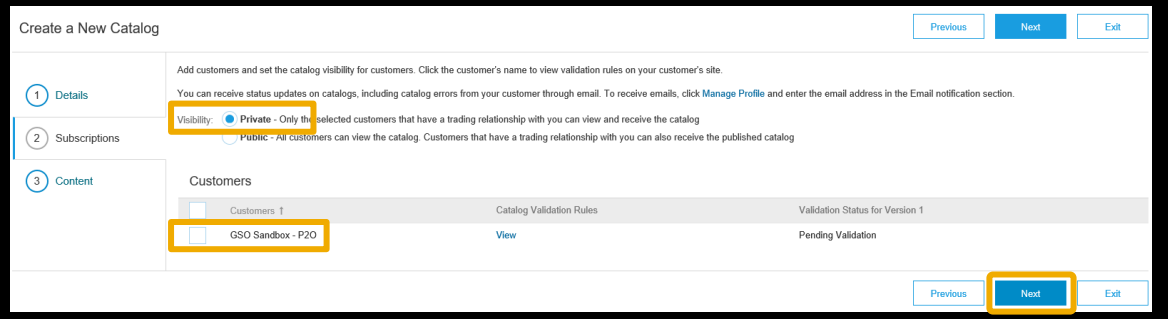
5 Click **Next**

6 Select **Private**

7 Select Ericsson in your customers' list.

8 Click **Next**





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

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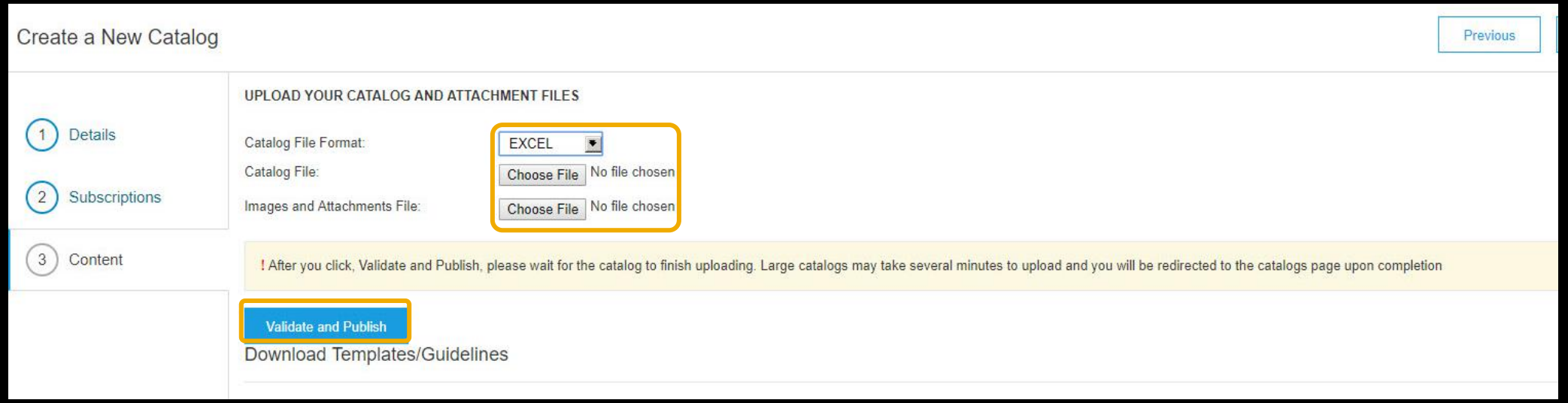
Catalog Publication

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



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.

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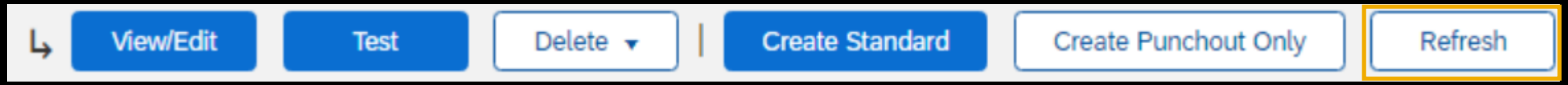
Catalog Publication

- 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.



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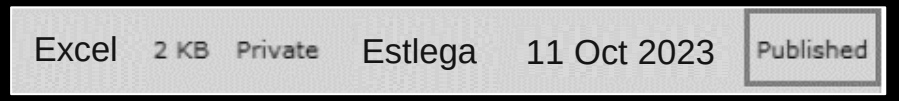
Catalog Validation - Status

- 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 Ericsson



- As Ericsson is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the Ericsson-specific validations and the status will change to **Pending Buyer Validation**.

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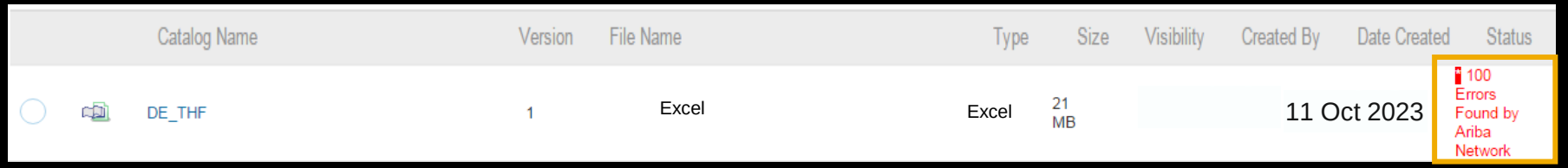
Catalog Validation/Errors

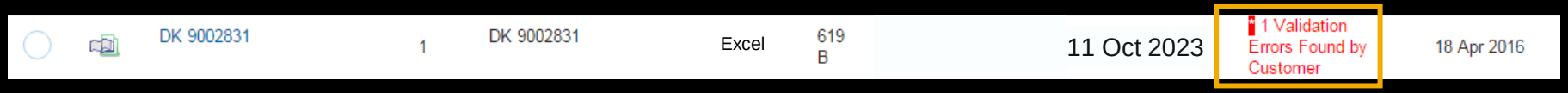
Errors can occur when:

- 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 2023	100 Errors Found by Ariba Network

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



DK 9002831	1	DK 9002831	Excel	619 B			11 Oct 2023	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 **Ericsson** -specific catalog validation rules.

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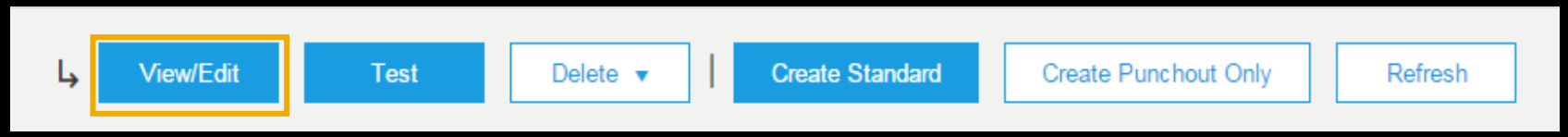
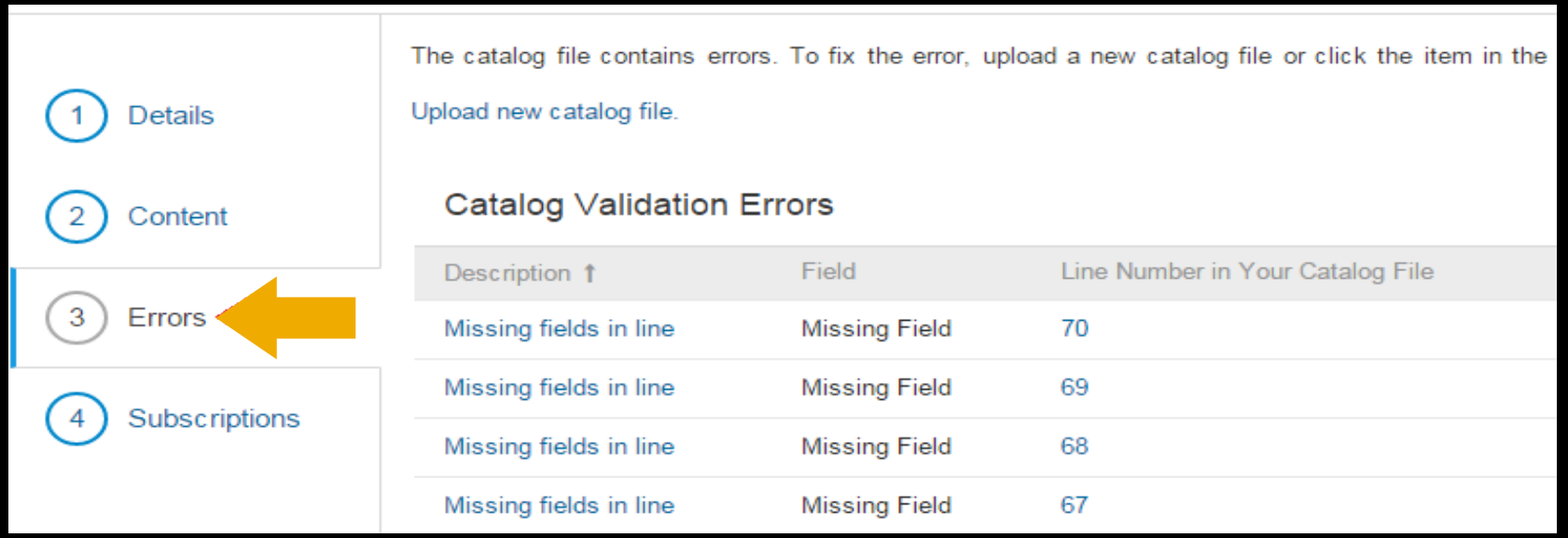
How to Correct Errors Found by Ariba Network

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



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



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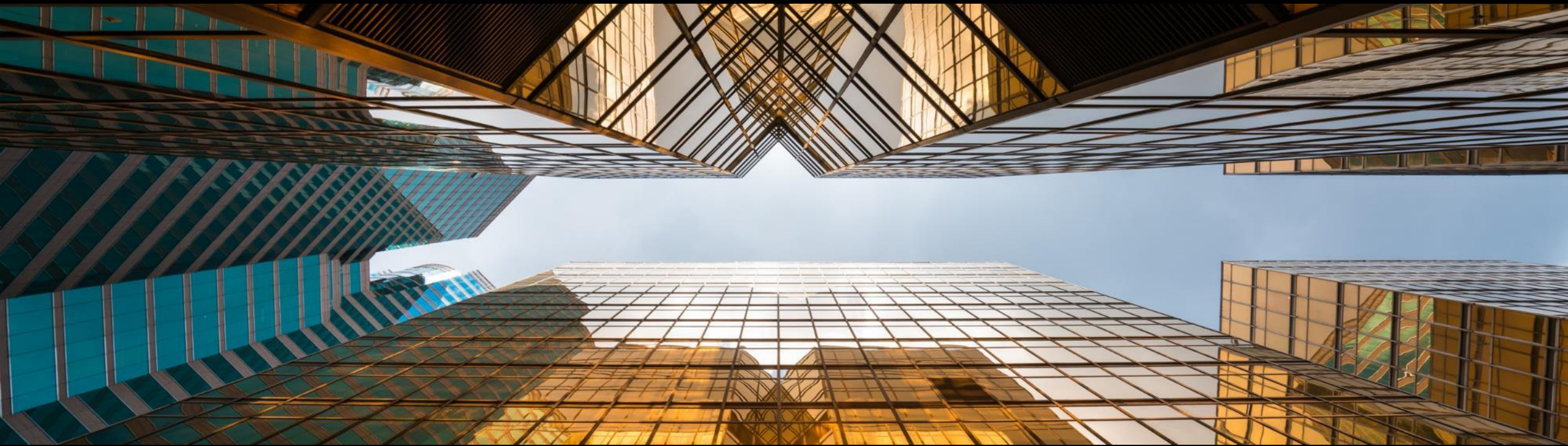
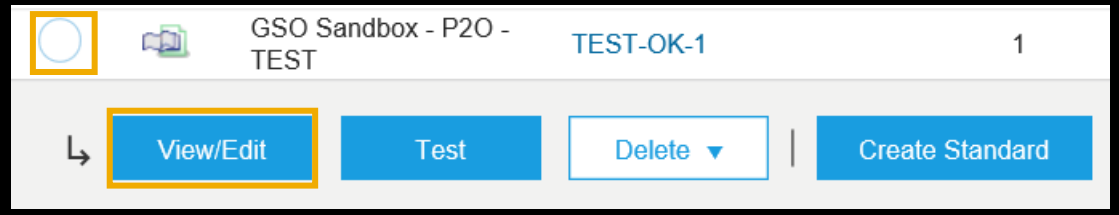
Updating an Excel Catalog on Ariba Network

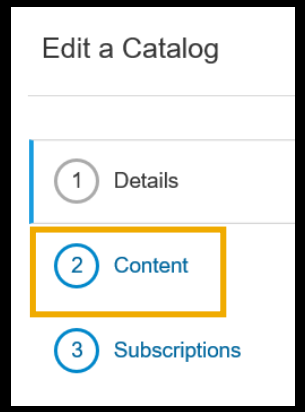


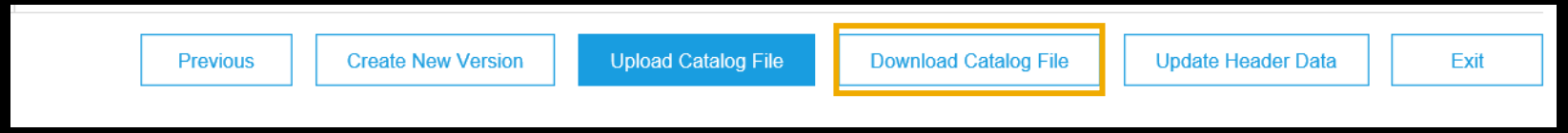
Catalog Update – Step 1

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**







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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
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	ttachments-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		

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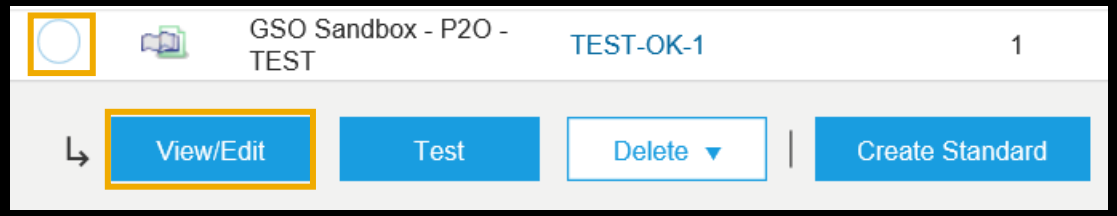
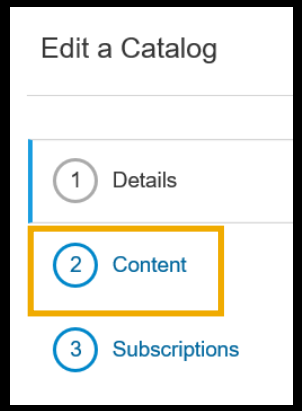
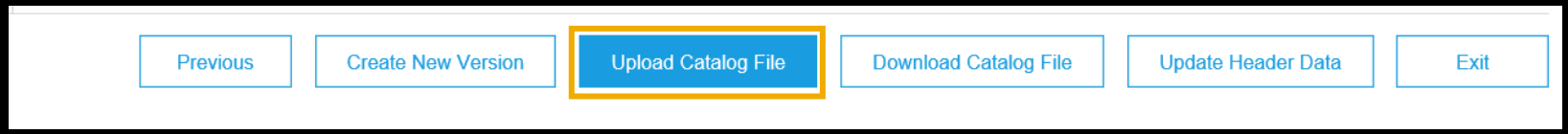
Catalog Update – Step 4

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**







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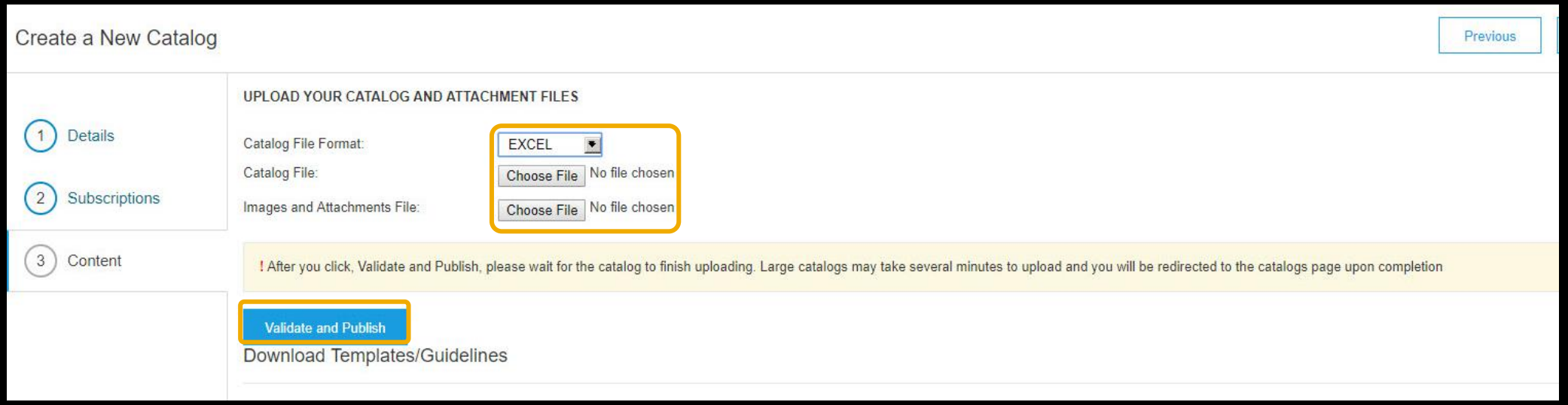
Catalog Update – Step 5

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

2 Click **Validate and Publish**



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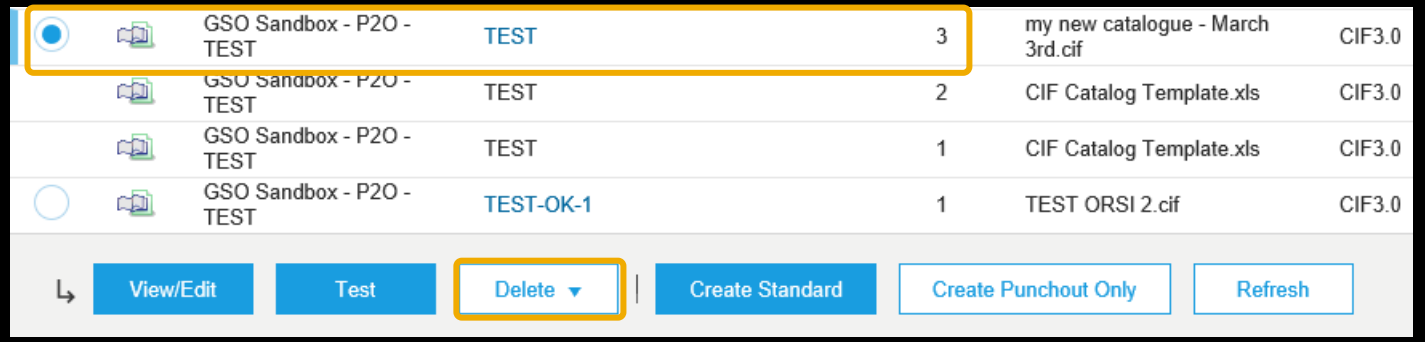
Catalog Update – Latest Version Only

- 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



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