



SAP Ariba 

# Ariba® Network Excel Catalog Guide

CONFIDENTIAL

# 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

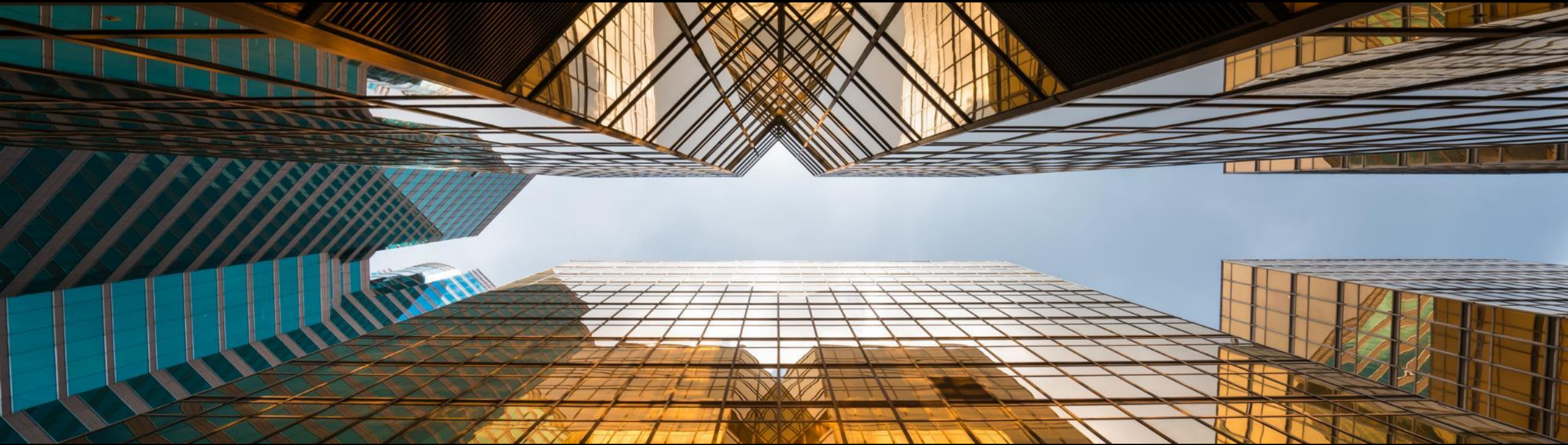
## Publishing a Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

## Updating an Excel Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

# What is an **Excel** Catalog?



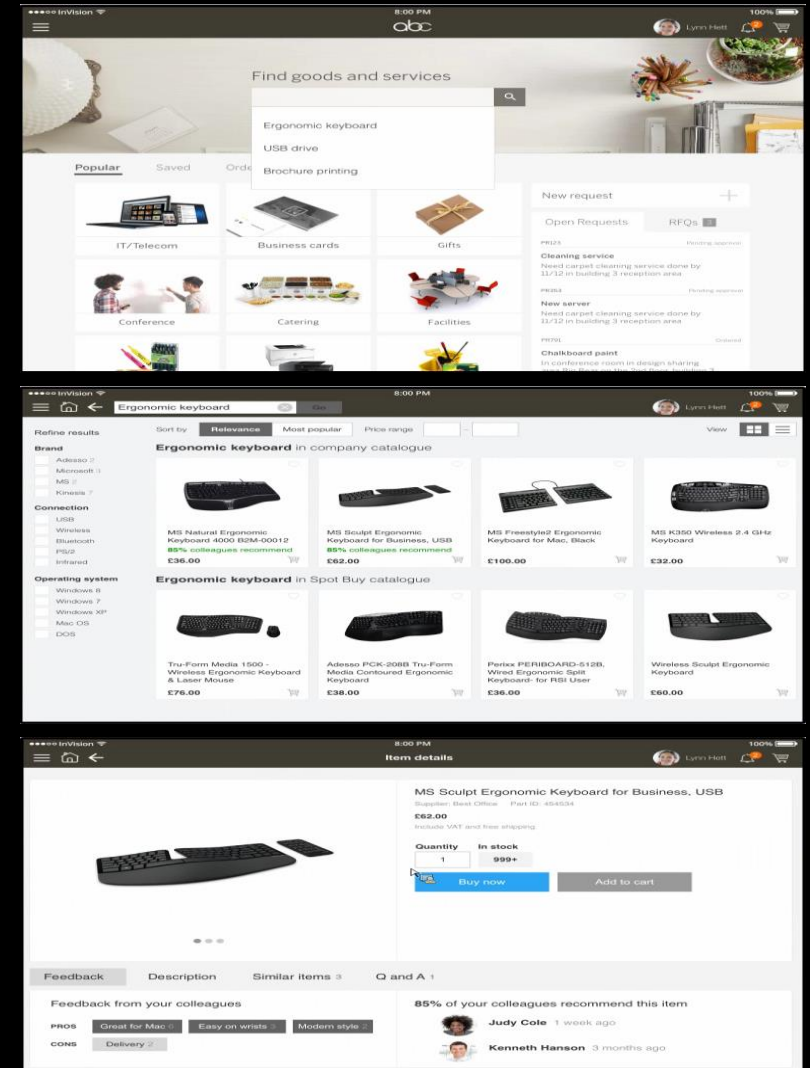


# What is an Excel Catalog?

- 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

# 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 |                        |
| 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



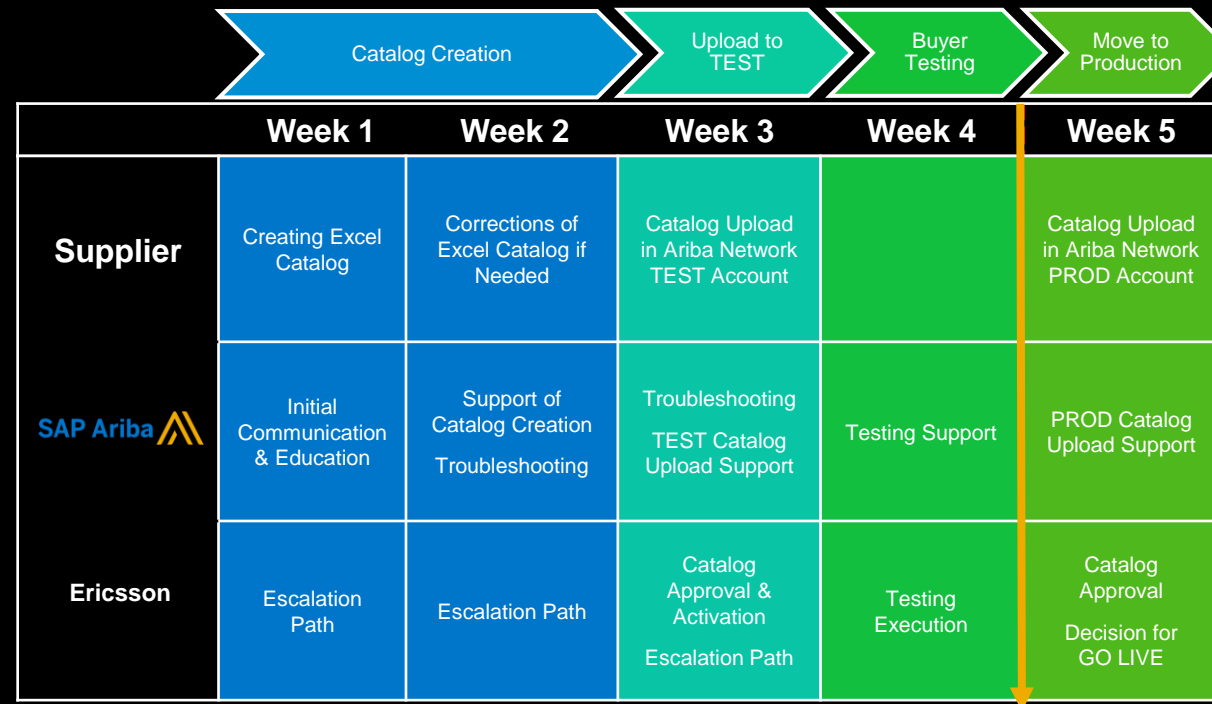
# Excel Catalog Enablement

## 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:

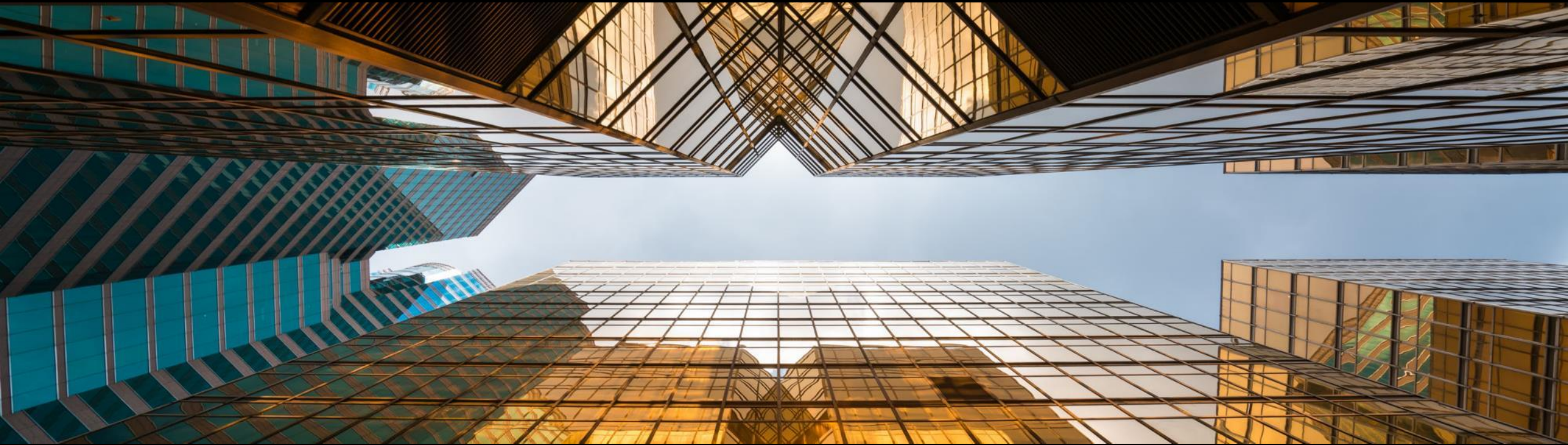
- Catalog Content Clarified with Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



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

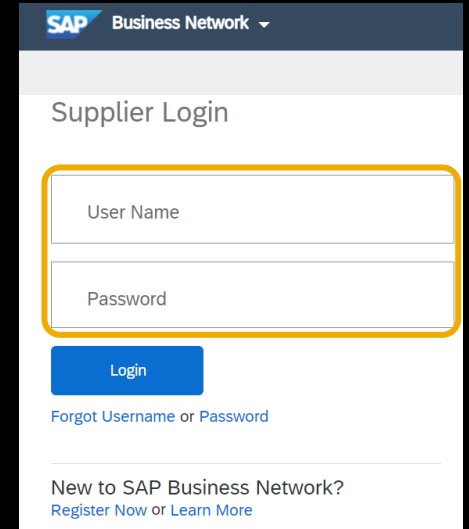
Go to: <http://supplier.ariba.com>

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

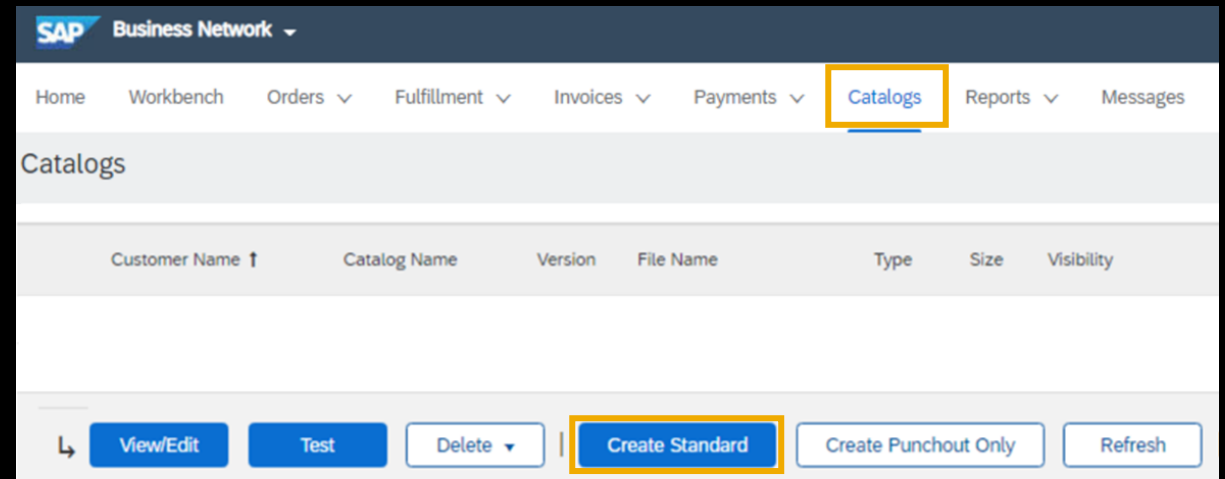
User Name

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 |
|-----------------|--------------|---------|-----------|------|------|------------|
|-----------------|--------------|---------|-----------|------|------|------------|

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 Ericsson naming convention

5 Click **Next**

6 Select **Private**

7 Select Ericsson 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):**

- 1** Details (selected)
- 2 Subscriptions
- 3 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:

Created By:  
Date Created:  
Description:

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

Commodities:  Description:

No items

**Bottom Screenshot (Step 2: Subscriptions):**

- 1 Details
- 2 Subscriptions** (selected)
- 3 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  
☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

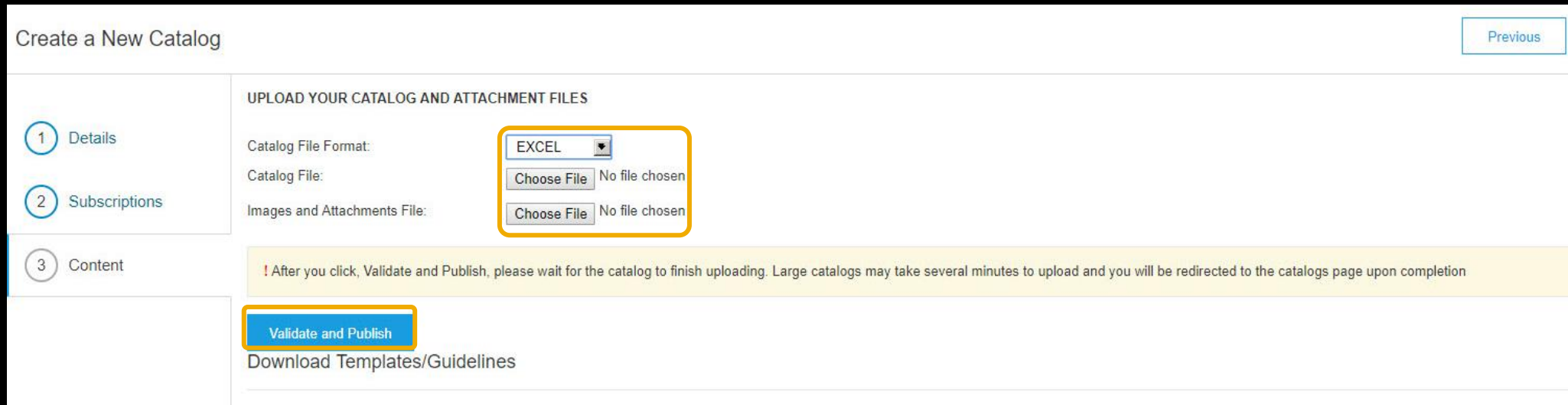
Customers

| Customers   | Catalog Validation Rules | Validation Status for Version 1 |
|---|--------------------------|---------------------------------|
| <input type="checkbox"/> Customers 1                  |                          |                                 |
| <input checked="" type="checkbox"/> GSO Sandbox - P20 | <a href="#">View</a>     | Pending Validation              |

**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.

# 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, a sidebar contains three steps: '1 Details', '2 Subscriptions', and '3 Content'. The '3 Content' step is highlighted with a blue border. The main area is titled 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES'. It contains two file upload sections: 'Catalog File Format:' with a dropdown menu set to 'EXCEL', and 'Catalog File:' with a 'Choose File' button and 'No file chosen' text. Below these, there is another 'Choose File' button and 'No file chosen' text. A yellow warning banner states: '! 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, there is a blue 'Validate and Publish' button and a link to 'Download Templates/Guidelines'. A 'Previous' button is located in the top right corner.

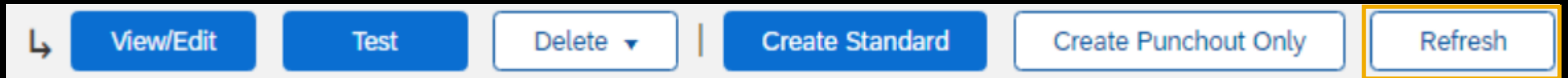
10 Click **Validate and Publish**

**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 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**.



|       |      |         |         |             |           |
|-------|------|---------|---------|-------------|-----------|
| Excel | 2 KB | Private | Estlega | 11 Oct 2023 | Published |
|-------|------|---------|---------|-------------|-----------|

|       |       |         |         |             |                          |
|-------|-------|---------|---------|-------------|--------------------------|
| Excel | 98 KB | Private | Estlega | 11 Oct 2023 | Pending Buyer Validation |
|-------|-------|---------|---------|-------------|--------------------------|



# 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 |

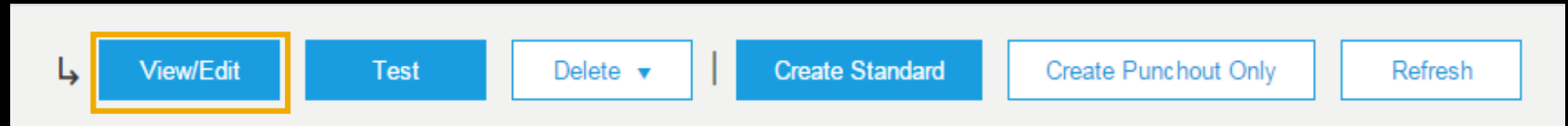
- Validating against **Ericsson**-specific validation rules.

|   |            |   |            |       |       |  |  |             |   |             |
|---|------------|---|------------|-------|-------|--|--|-------------|---|-------------|
|  | DK 9002831 | 1 | DK 9002831 | Excel | 619 B |  |  | 11 Oct 2023 |  1 Validation Errors Found by Customer | 18 Apr 2016 |
|---|------------|---|------------|-------|-------|--|--|-------------|---|-------------|

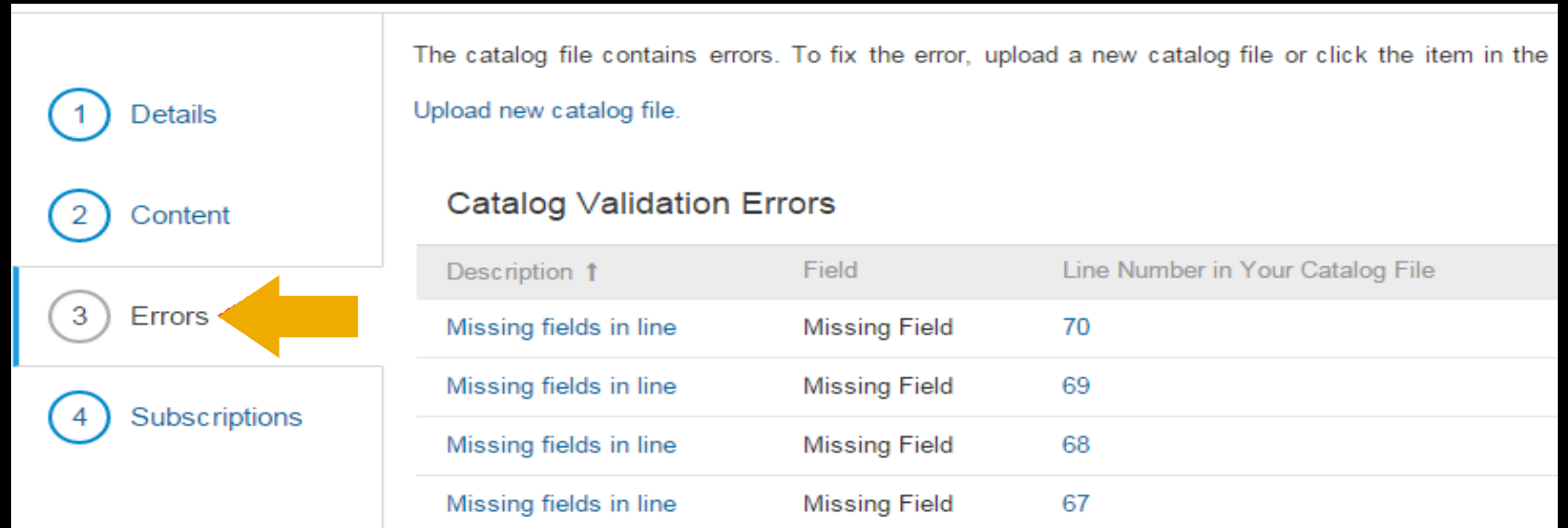
**Note:** Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **Ericsson** -specific catalog validation rules.

# How to Correct Errors Found by Ariba Network

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



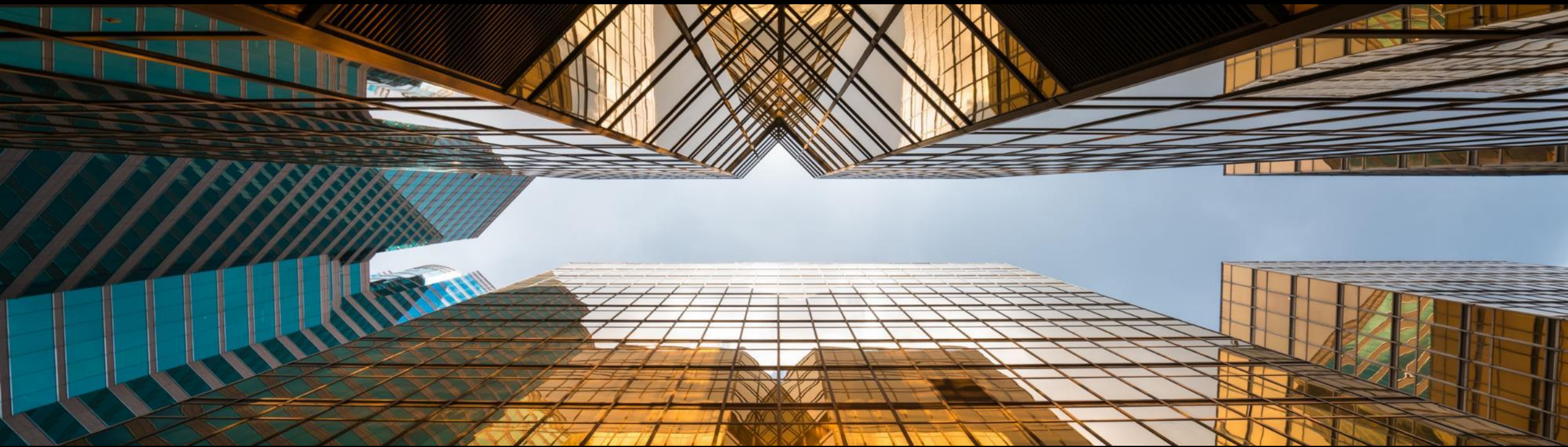
- On tab 3 “**Errors**” review the error details

A screenshot of the 'Errors' tab in the Ariba Network interface. On the left, there is a sidebar with four tabs: 'Details', 'Content', 'Errors' (selected and highlighted with a blue bar and a yellow arrow), and 'Subscriptions'. The main 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 section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists four errors, all of which are 'Missing fields in line' with the field 'Missing Field' and line numbers 70, 69, 68, and 67 respectively.

| 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

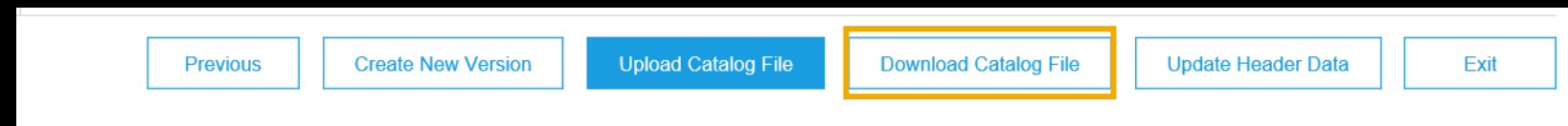
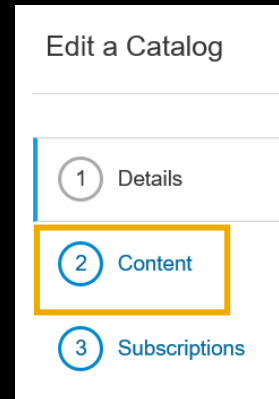
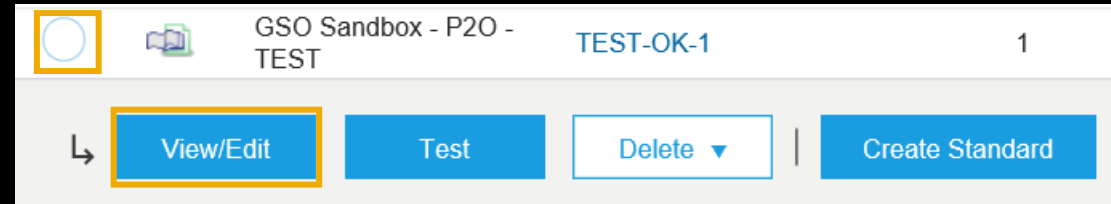
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

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.

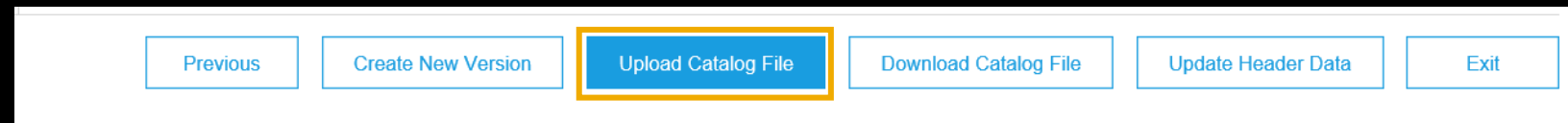
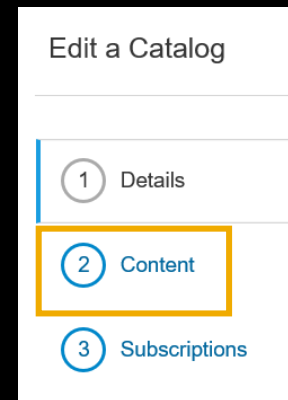
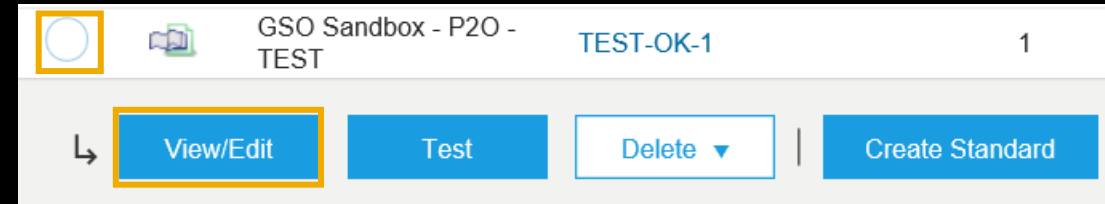
|   | A            | B                | C  | D          | E               | F                   | G                      | H        | I                      | J           | K   |
|---|--------------|------------------|--|------------|-----------------|---------------------|------------------------|----------|------------------------|-------------|---|
| 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   |
| 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 | <a href="http://www.abc.com/277">http://www.abc.com/277</a> |
| 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 | <a href="http://www.abc.com/277">http://www.abc.com/277</a> |
| 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         |            |            |

# 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 |

 [View/Edit](#) [Test](#) [Delete ▼](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)