



SAP Ariba 

Understanding, Creating and Publishing PunchOut® Catalogs

PUBLIC

 **VEOLIA**

THE BEST RUN 

Agenda

The PunchOut Catalog Upload Process

- The Business Network and Customer Validation

What is PunchOut?

- How does it work?

Setting up your Business Network Account for PunchOut

- PunchOut URL and Authentication

Templates and Catalog File Creation

- Level 1 and Level 2 Catalog Files

Testing Connectivity

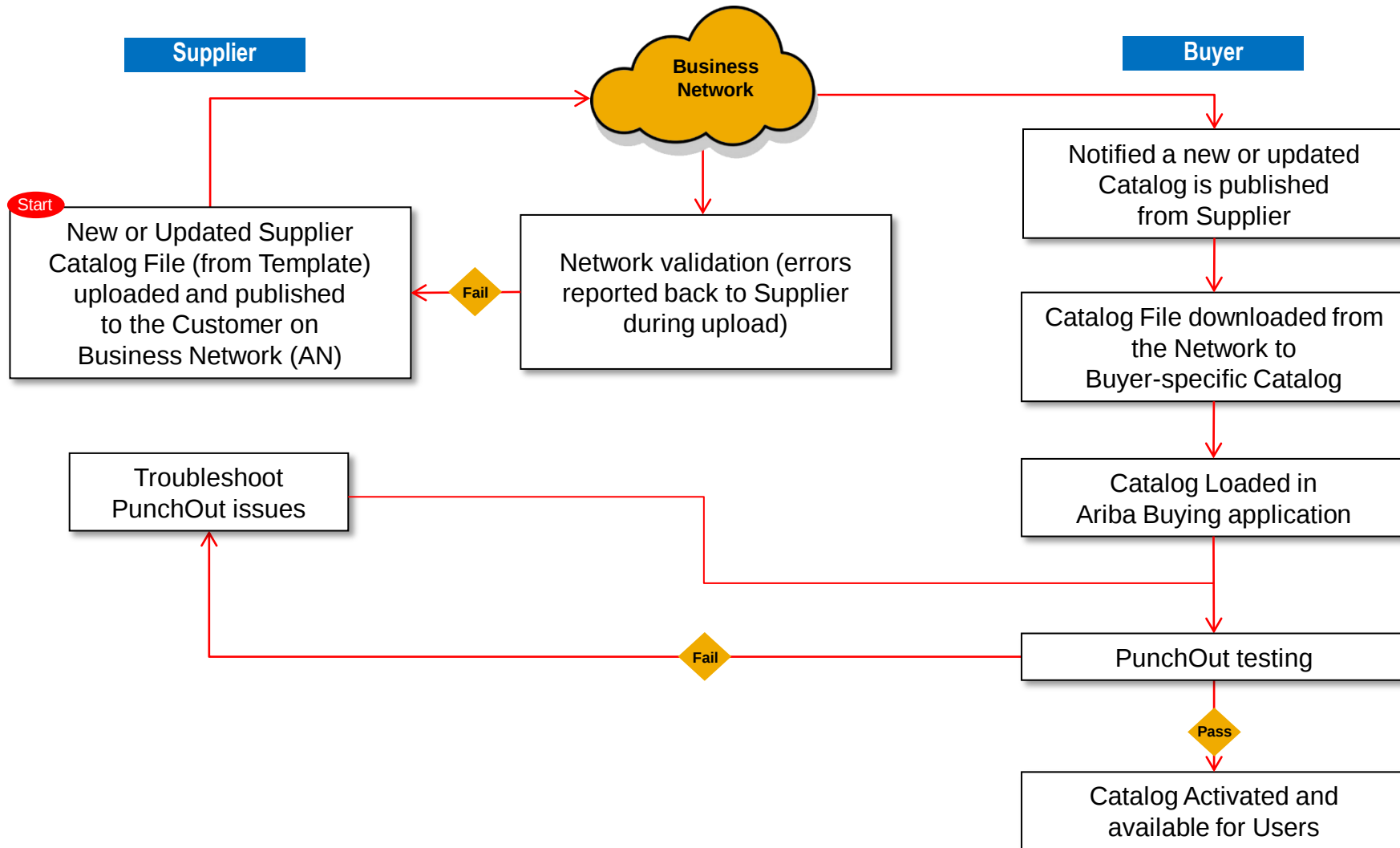
- Troubleshooting

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- Creating a CIF from an Excel File

The Catalog Upload **Process**

The PunchOut Catalog Upload Process



What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba catalog database, PunchOut catalogs utilize a supplier's website/store, and allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Shopping Cart where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website. In a Level 2 (L2) scenario, the User shops using the Ariba database *and* the Supplier's site.



How does it work?

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the **cXML Solutions Guide** and the chapter titled “PunchOut transactions” in the **cXML User’s Guide**.



How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into the Business Network. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

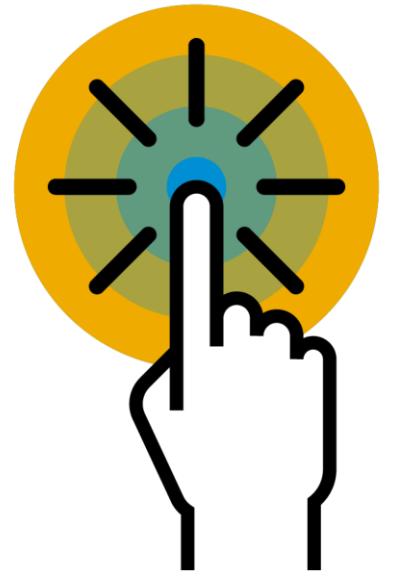
- **PunchOut Setup Request (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba buying application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message (POOM)**—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba to be submitted for purchase

How does it work?

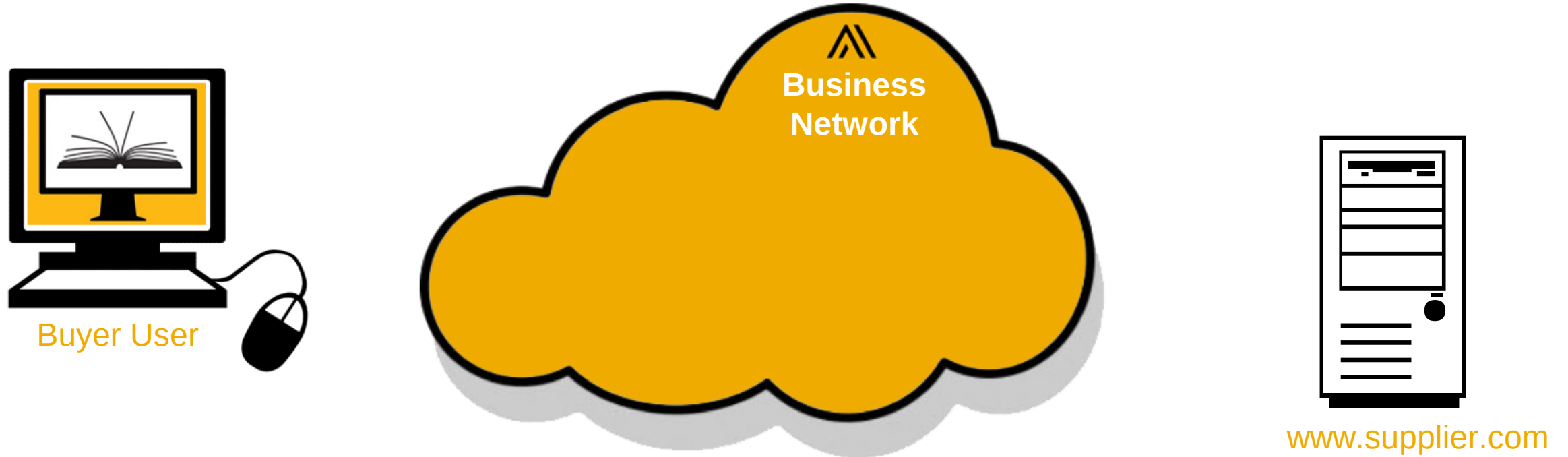
The steps on the next few slides shows how a simple **L1** PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog**, is taken to the **Suppliers site**, where they **shop**, then **returns** the selected items back to their **Ariba Shopping Cart**.

Once the **items** are back in Ariba, then the User can **submit** the **Cart** to become a **Requisition**, and ultimately become a **Purchase Order**, which is sent off to the Supplier.

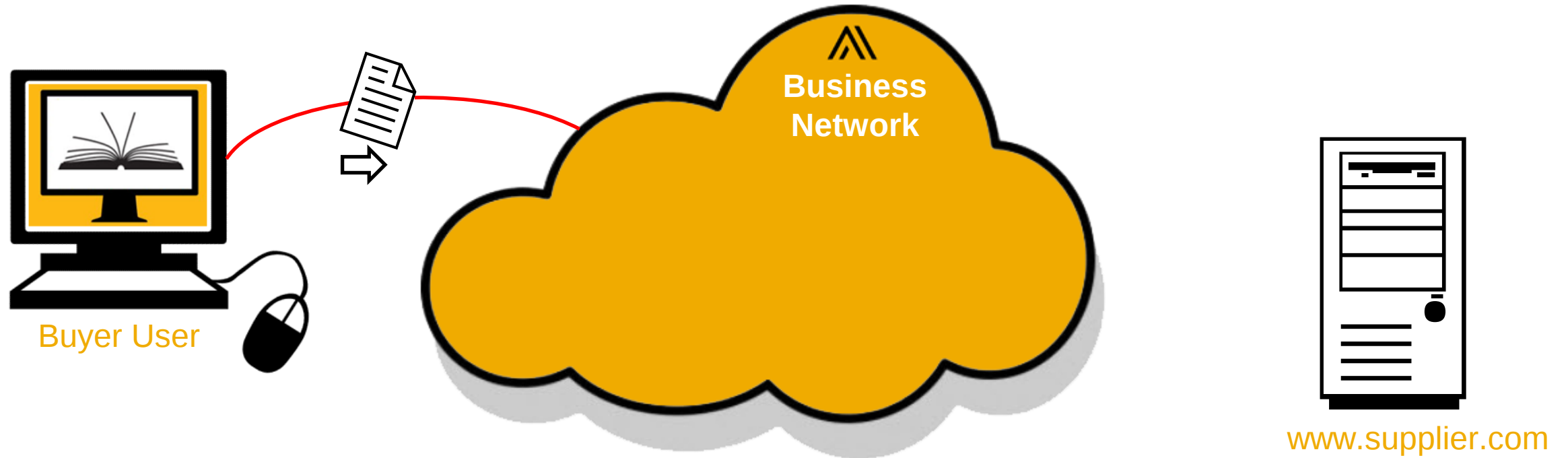


How does it work?



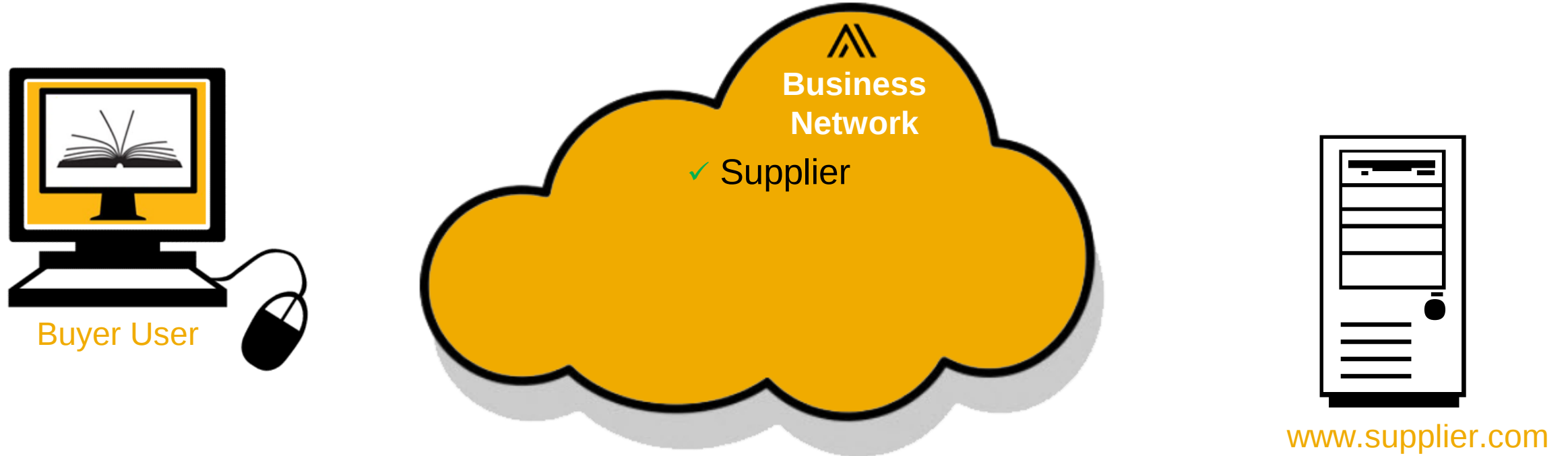
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



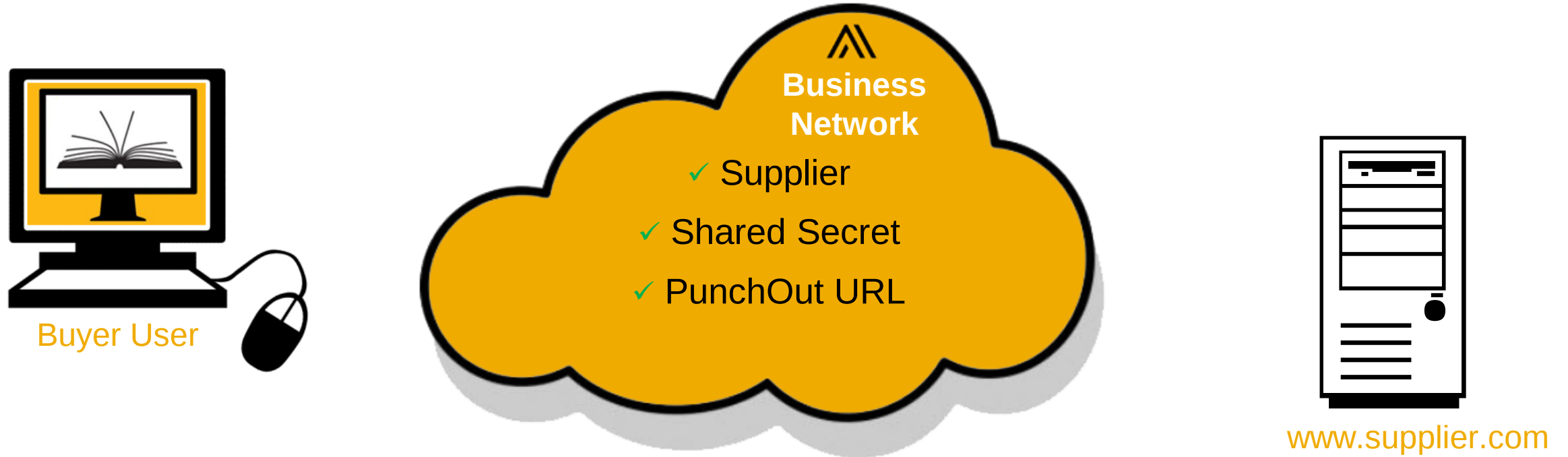
The **PunchOut Setup Request (POSR)** is routed from Ariba to the Business Network.

How does it work?



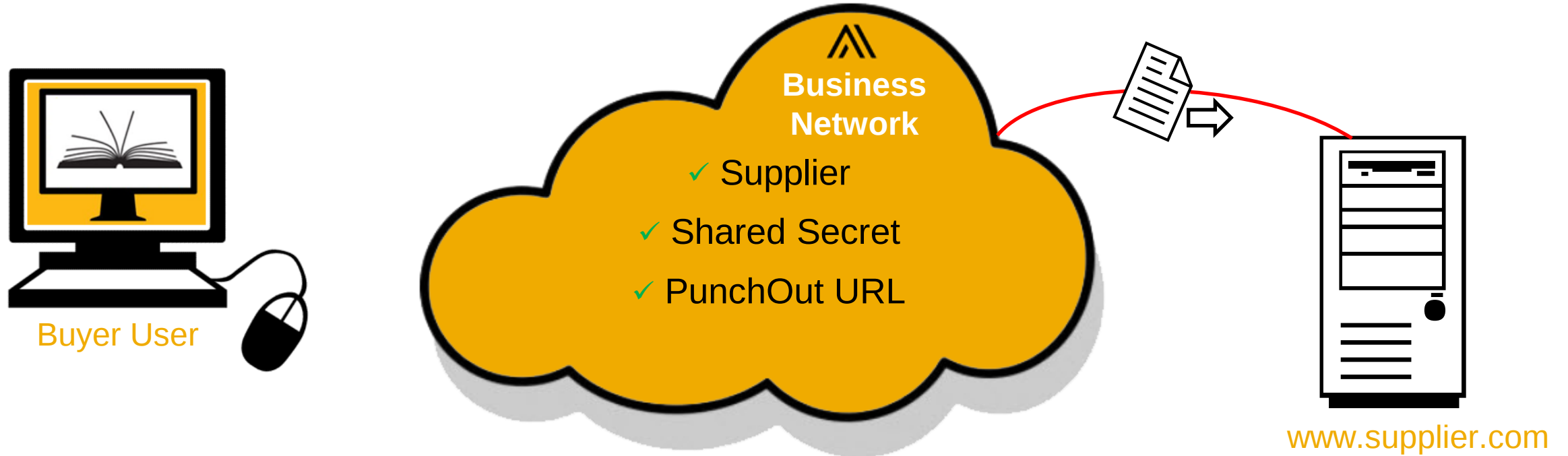
The Business Network looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record.

How does it work?



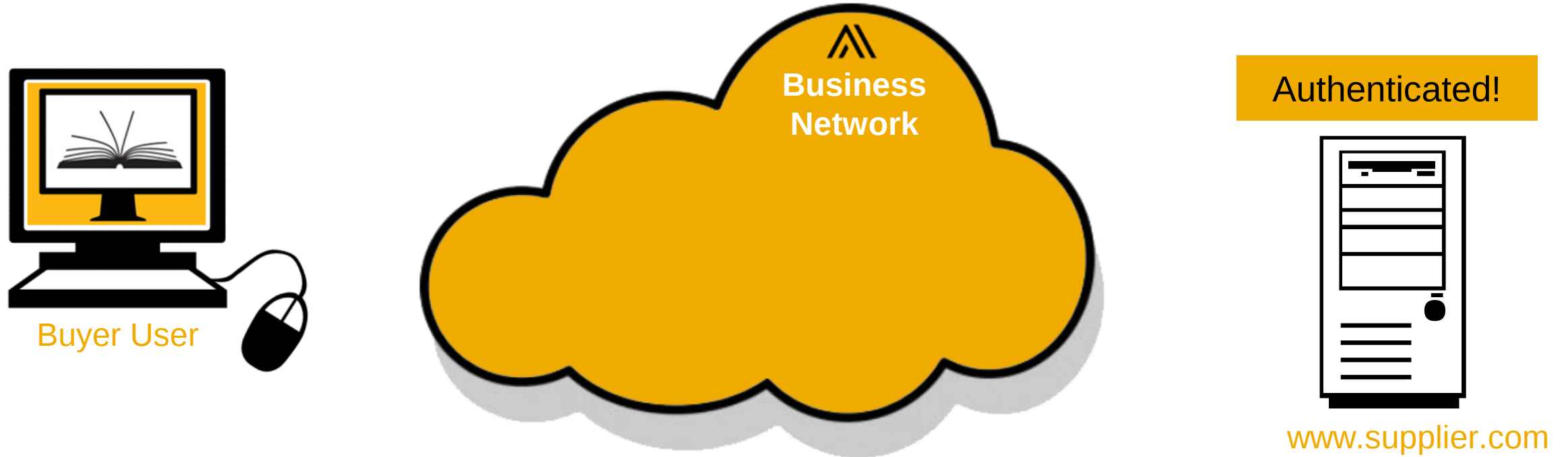
In the Business Network Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?



The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



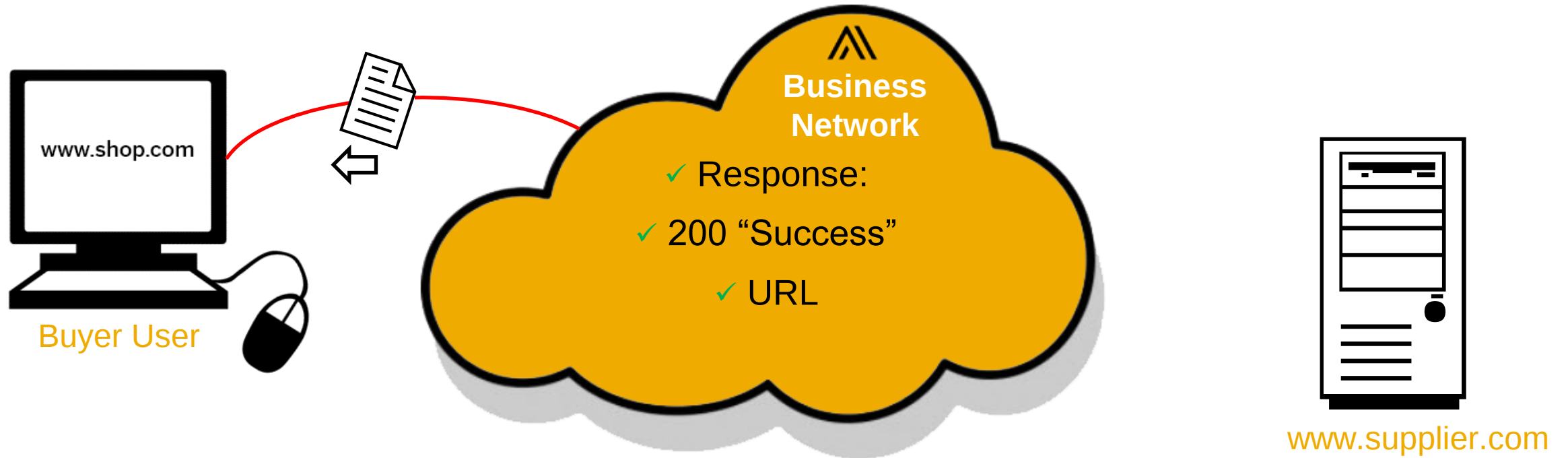
The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



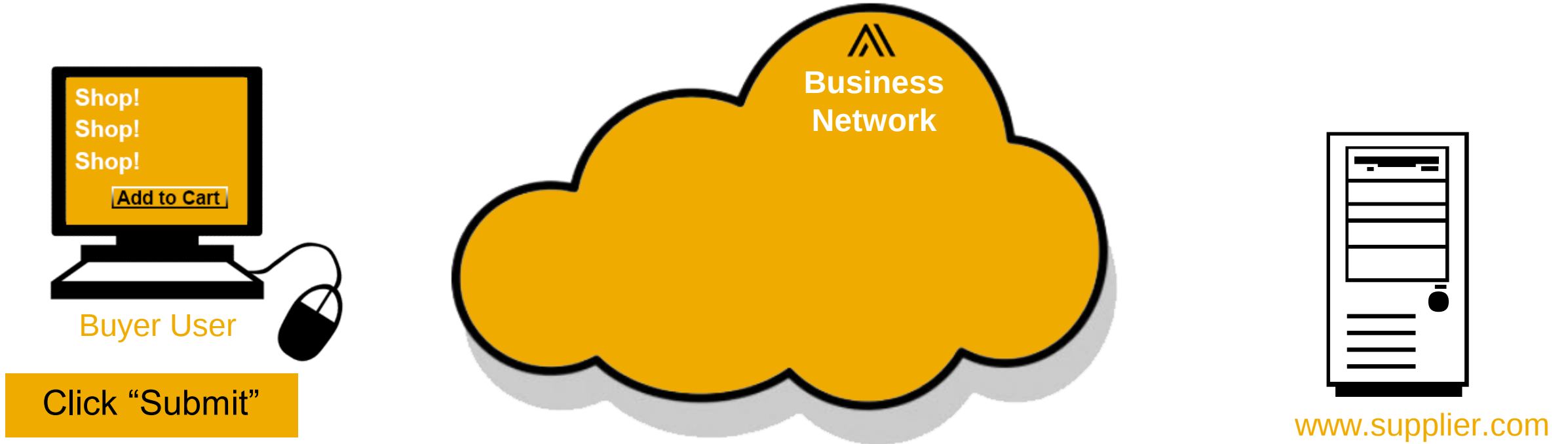
The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



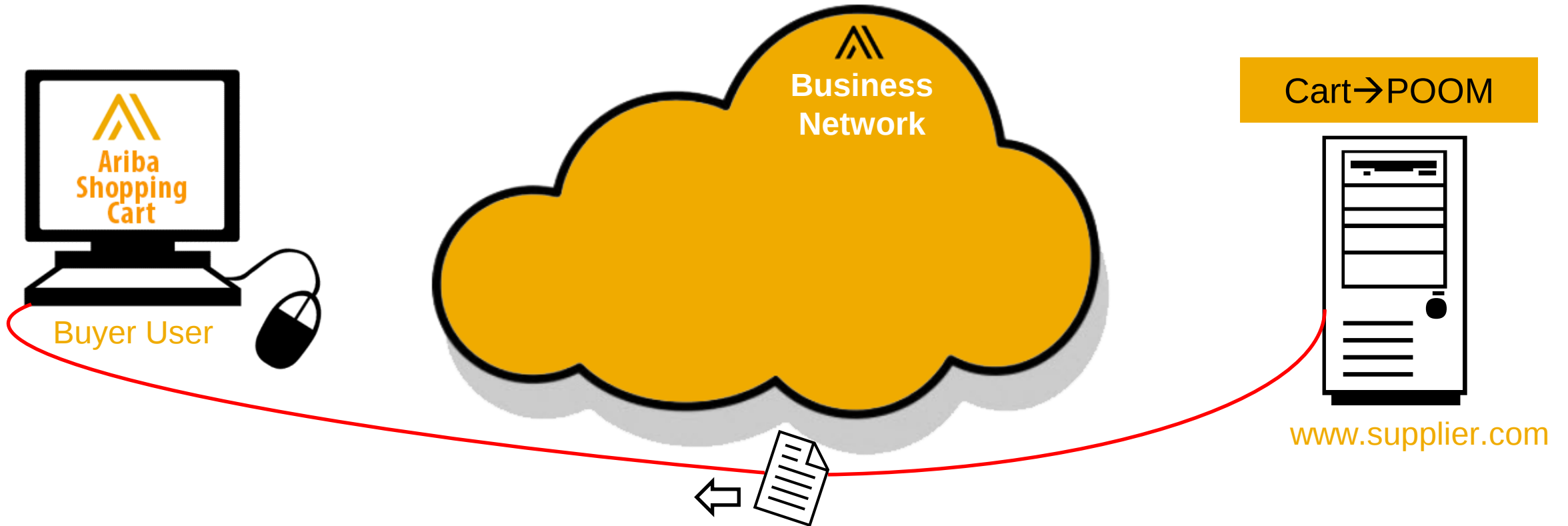
The Business Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba application to display to the User.

How does it work?



The User shops the Supplier's Catalog (now in the Ariba window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba.

How does it work?



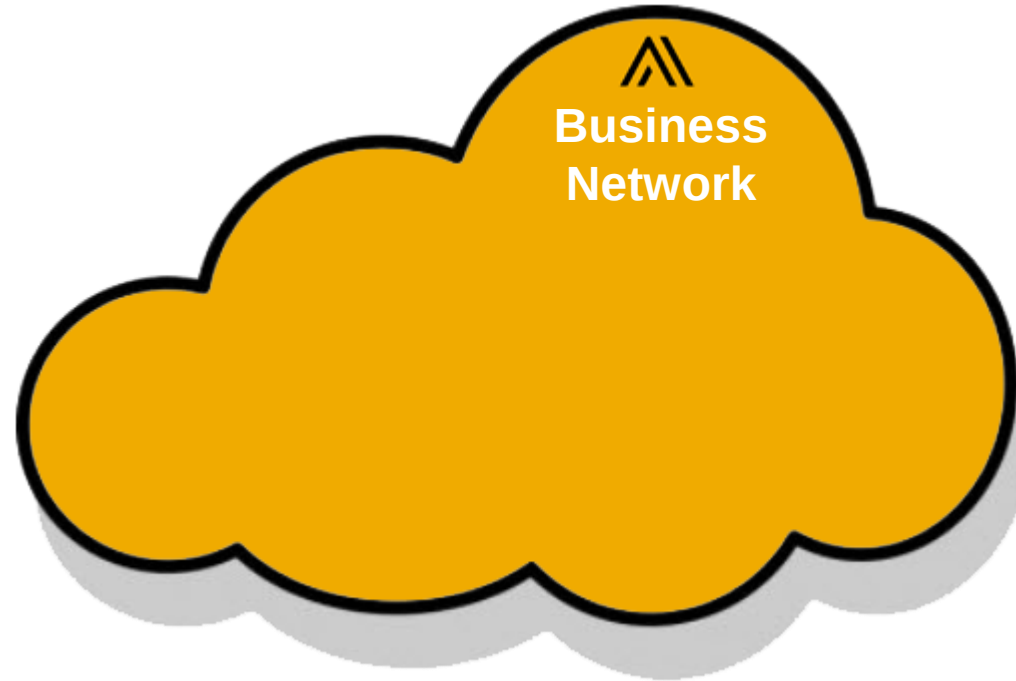
The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

How does it work?

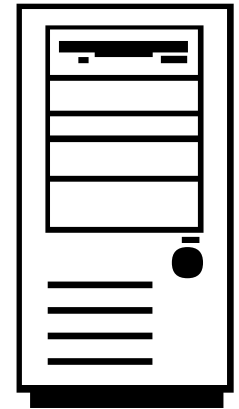


Buyer User

Ready to submit
Ariba Cart to
become a
Requisition
and buy!



Business
Network

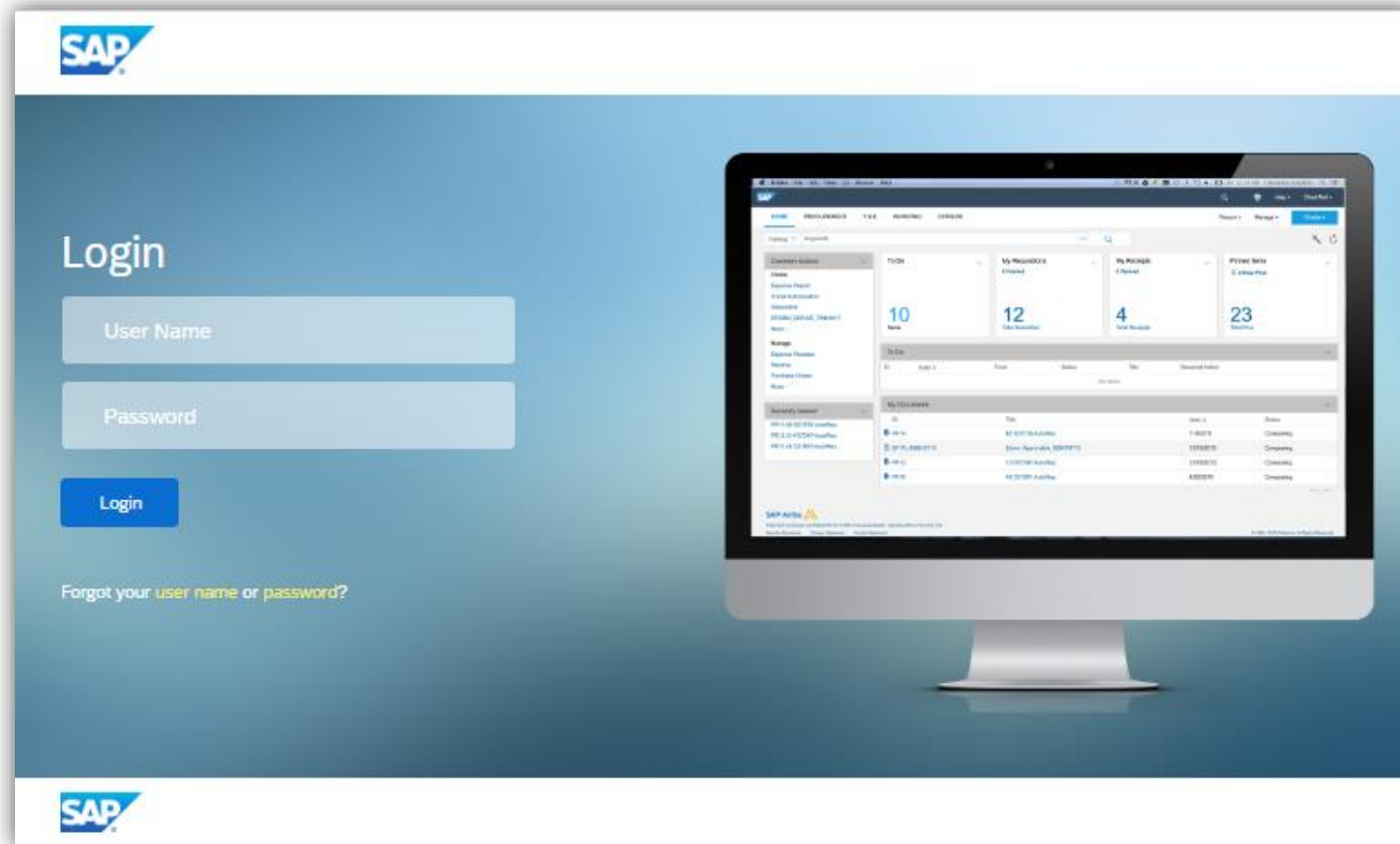


www.supplier.com

Setting up an Business Network Account for PunchOut

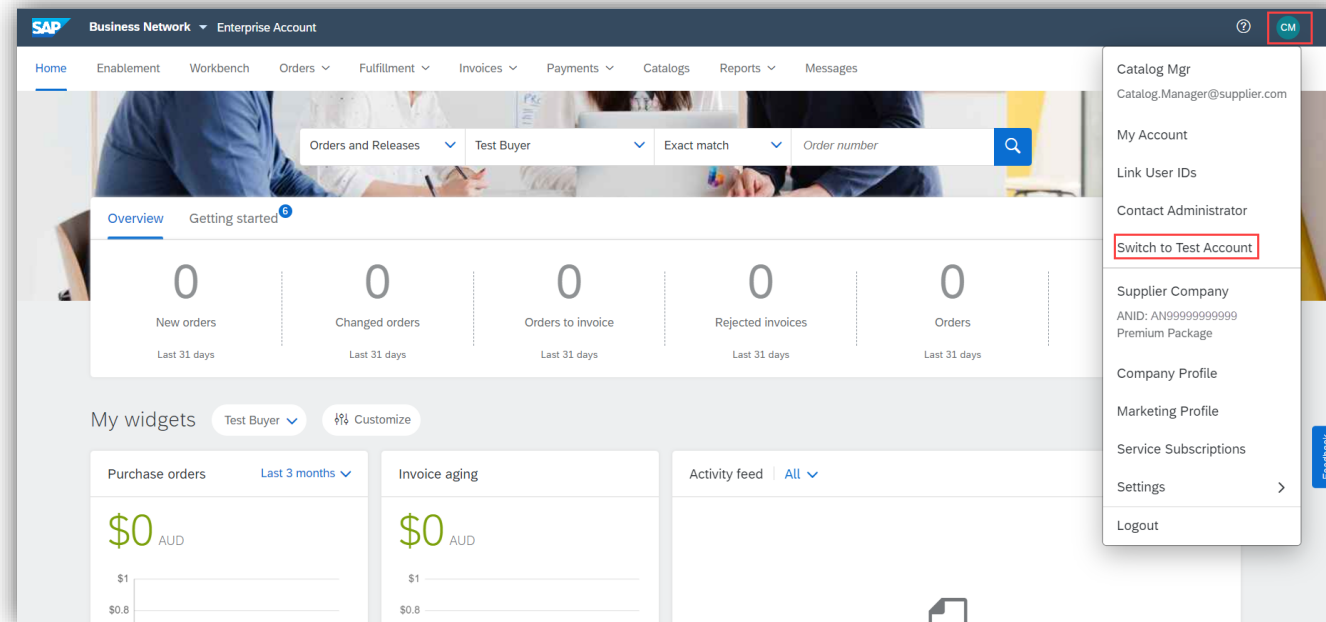
Setting up a Business Network account for PunchOut

- Login to your Business Network **Supplier Account** (supplier.ariba.com)



Setting up Business Network account for PunchOut

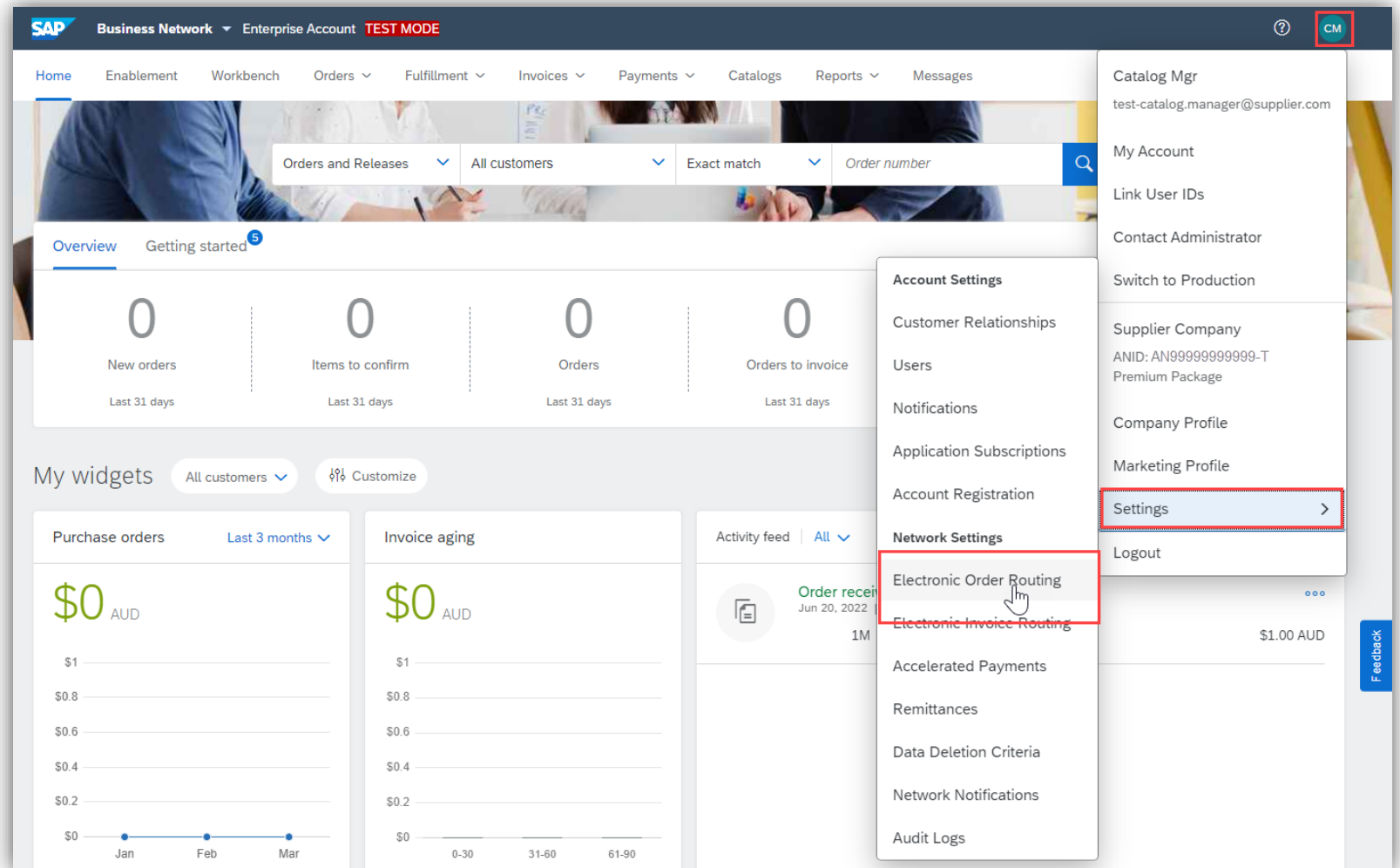
- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Business Network Administrator



- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

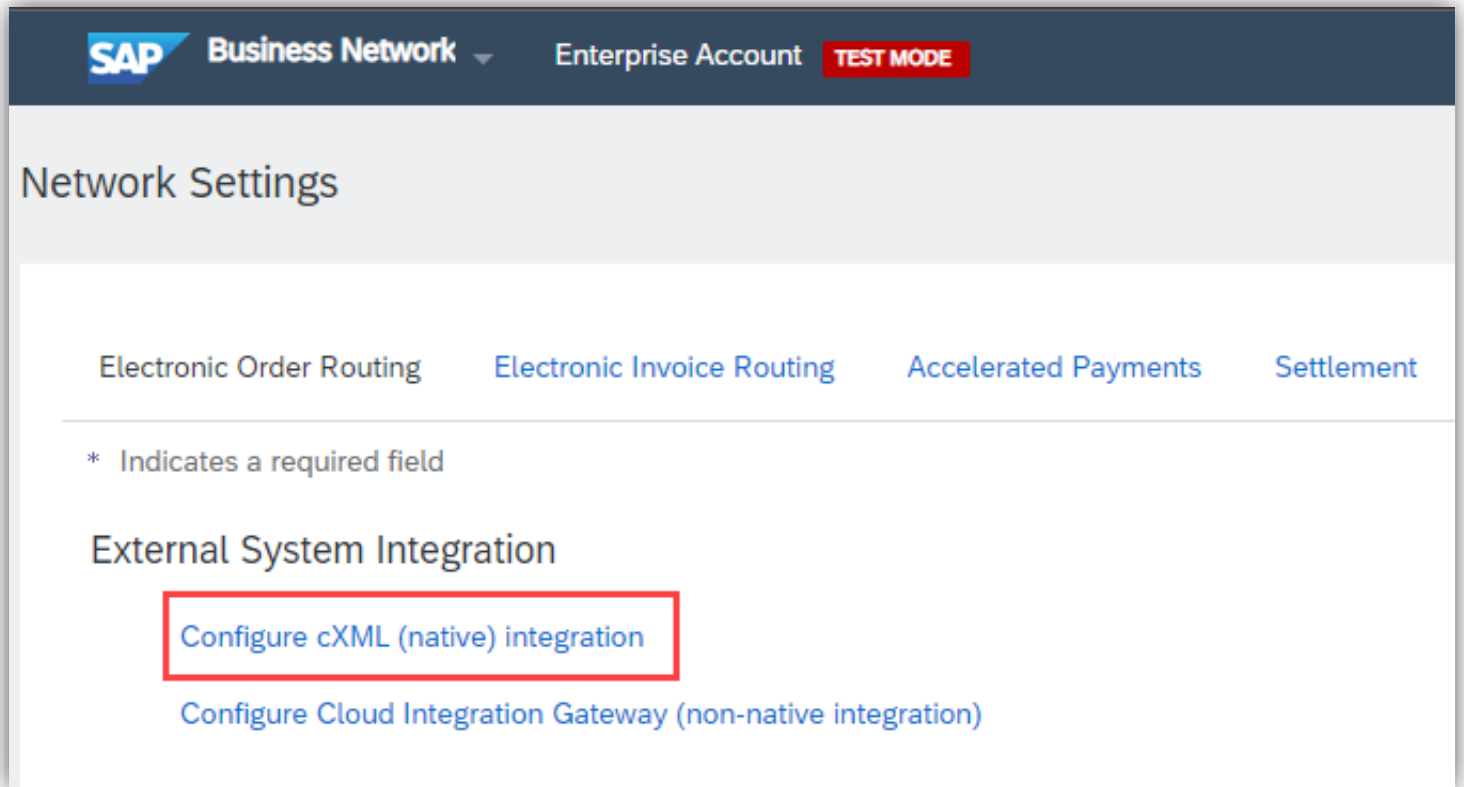
Setting up an AN account for PunchOut

- Go to **Company Settings**, and click the pulldown menu
- Scroll down to click on **Electronic Order Routing**
- Please note the next three steps need to be done in your Test and Production environments



Setting up an AN account for PunchOut

- Under **Electronic Order Routing**, click on **Configure cXML (native) integration**



Setting up Business Network account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

- First, an **Authentication Method**. The Preferred method is **Shared Secret**. Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts
- Second, your company's complete **PunchOut Request URL**. This is location where PunchOut requests will be sent. This field is checked, and its value used each time a Buyer punches out to your site.

SAP Business Network Enterprise Account **TEST MODE**

cXML Setup

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 will refresh the page content

Current Shared Secret: *

New Shared Secret: * ⓘ

Confirm Shared Secret: *

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 a cXML document to your organization. To update 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 that you use the ProfileRequest method when you need to update your cXML profile.

Enter your Website's URL for receiving ProfileRequest documents.

Profile 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:

Template and Catalog File Creation

PunchOut L1 Template

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. There is an addition field which changes a CIF file to a PunchOut Index file called **PunchOut Enabled**

Here is a sample **L1 PunchOut Template** in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CIF_I_V3.0																
2	CHARSET:	UTF-8															
3	LOADMODE:	F															
4	CODEFORMAT:	UNSPSC															
5	CURRENCY:	USD															
6	SUPPLIERID_DOMAIN:	NetworkID															
7	ITEMCOUNT:	1															
8	TIMESTAMP:	12/1/2099															
9	UNUOM:	TRUE															
10	COMMENTS:																
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	Required Detailed Description of the product or service. Type: String Length: 2000	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Short Name	Image	PunchOut Enabled	Keywords	
12	DATA																
13	AN01999999999-T	2772882		router, computer, mouse, notepad			EA						<SupplierName> PunchOut Catalog	logo.jpg	TRUE	IT, communication, paper, pens	
14	ENDOFDATA																
15																	

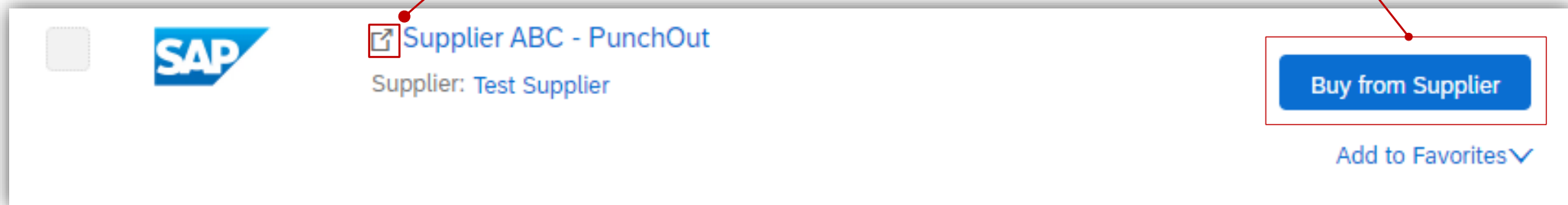
The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by your Customer.

Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 Catalog appears on the catalog interface just as a link to the Supplier's website.

The PunchOut icon tells the User that this is an external catalog, as well as the “Buy From Supplier” button.



Creating a L1 PunchOut Catalog

The Header Section

	A	B
1	<u>CIF_I_V3.0</u>	
2	<u>CHARSET:</u>	UTF-8
3	<u>LOADMODE:</u>	F
4	<u>CODEFORMAT:</u>	UNSPSC_V13.5
5	<u>CURRENCY:</u>	USD
6	<u>SUPPLIERID_DOMAIN:</u>	NetworkID
7	<u>ITEMCOUNT:</u>	5
8	<u>TIMESTAMP:</u>	5/15/2005
9	<u>UNUOM:</u>	TRUE
10	<u>COMMENTS:</u>	Any comments can go here.

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY**, **ITEMCOUNT**, **TIMESTAMP** and **COMMENTS**. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

- **CIF_I_V3.0**—Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET**—UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE**—F (Full) or I (Incremental)
- **CODEFORMAT**—Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY**—Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT**—Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP**—Enter the date you created your Catalog.
- **UNUOM**—If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS**—This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

Creating a L1 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	PurchGrp500	

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

Supplier ID - Required

Description: If the Header is set to “NetworkID”, then enter the Supplier’s Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-T

Supplier Part ID - Required

Description: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish

NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 2772882

Manufacturer Part ID - Optional

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L1 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pen, Sharpie, staple, tape, folder, post-it, scissors, mouse	43191504	1.00

■ Item Description - Required

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched

Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes (")

Type of data: String

Maximum length: 2000

Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

■ SPSC Code – Required

Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are

Type of data: String

Maximum length: 40

Example: 45678900 (level 3) and 45678923 (level 4)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

■ Unit Price - Required

Description: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00

Type of data: Decimal

Example: 1.00

Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as \$, £ or ¥.

Creating a L1 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA

Type of data: String

Maximum length: 32

Example: EA

- **Lead Time – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: Epson

Creating a L1 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <http://www.supply.com/Catalog/product18.htm>

- **Manufacturer URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <http://www.manu.com/Catalog/product18.htm>

- **Market Price – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Decimal

Example: 4.32 or 1234.78

Creating a L1 PunchOut Catalog

Supplier Part Auxiliary ID	Short Name
Seattle	SupplierABC PunchOut

- **Supplier Part Auxiliary ID - Optional**

Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL

NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 1234 French

Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Short Name - Required**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 80 characters

Creating a L1 PunchOut Catalog

Image	Keywords	PunchOut Enabled
http://www.mylogo12354.jpg	IT, communication, paper, pens	TRUE

- **Image - Required**

Description: URL of the Supplier's Logo (preferred), or filename of the image (sent in a zip file)

Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

Type of data: String

Maximum length: 255

Recommended Size: 250 x 250 pixels

- **Keywords - Optional**

Description: Additional keywords to help users find items

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

- **PunchOut Enabled - Required**

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean

Creating a L1 PunchOut Catalog

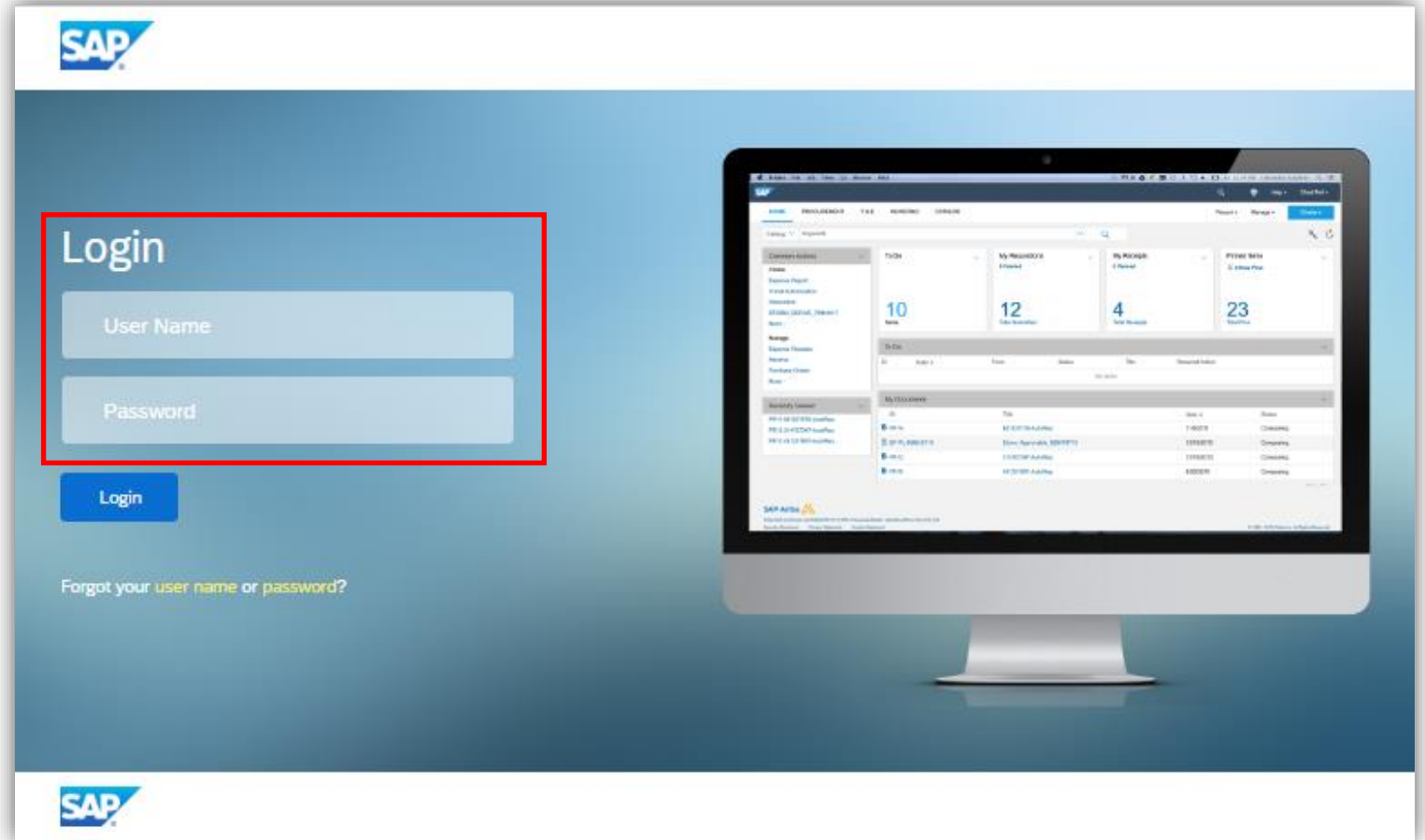
Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https://) *Example:*
http://server/directory/imagefilename.jpg
 - Point to the image itself—not a program that serves up images
- If you use Local Images
 - Be sure the filename in the Template is *exact*—including upper and lower case
Example: FileName.jpg -or- lowercasename.jpg
 - Load images in a zip file format with the Customer Name and Supplier Name on the AN

Uploading and Publishing PunchOut Catalogs

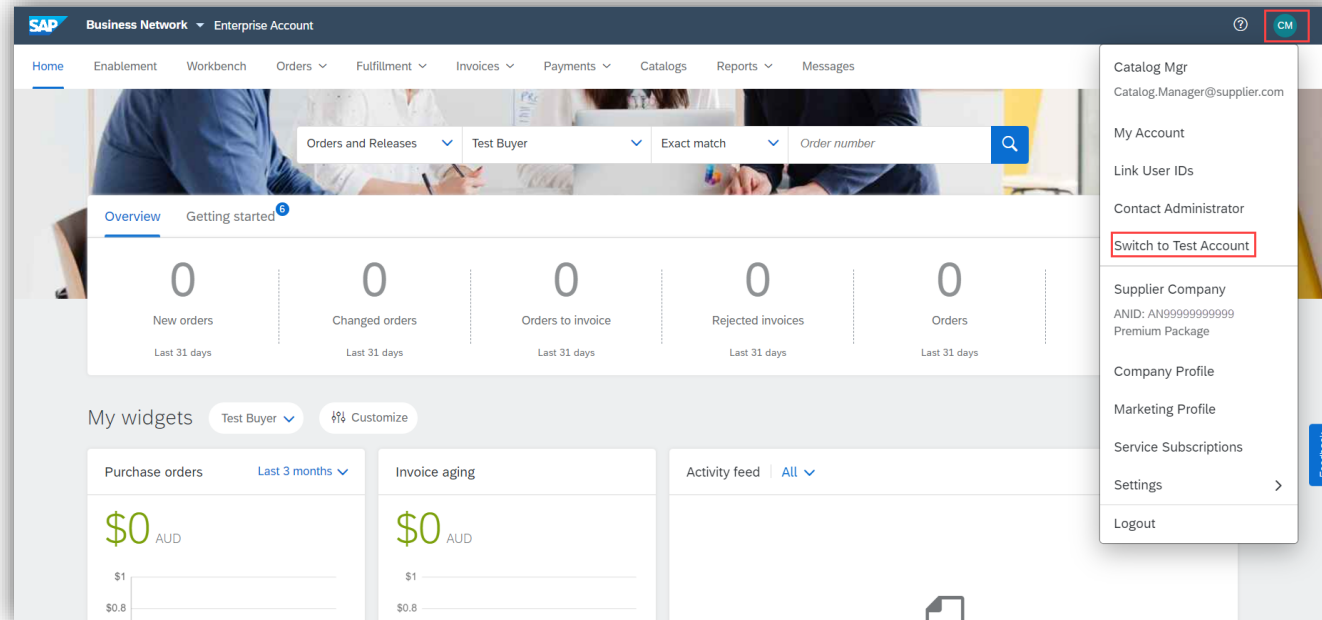
Uploading and Publishing PunchOut Catalogs

- Login to Business Network
 - Go to: <http://supplier.ariba.com>
 - Log in with your Username and Password



Uploading and Publishing PunchOut Catalogs

- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account. (Note: If you are instructed to load a Catalog to a Production account, just skip this step)
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Business Network Administrator



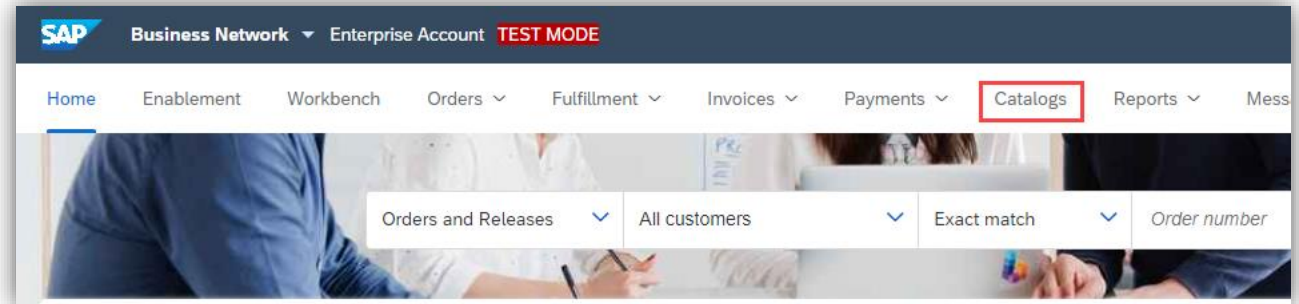
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing PunchOut Catalogs

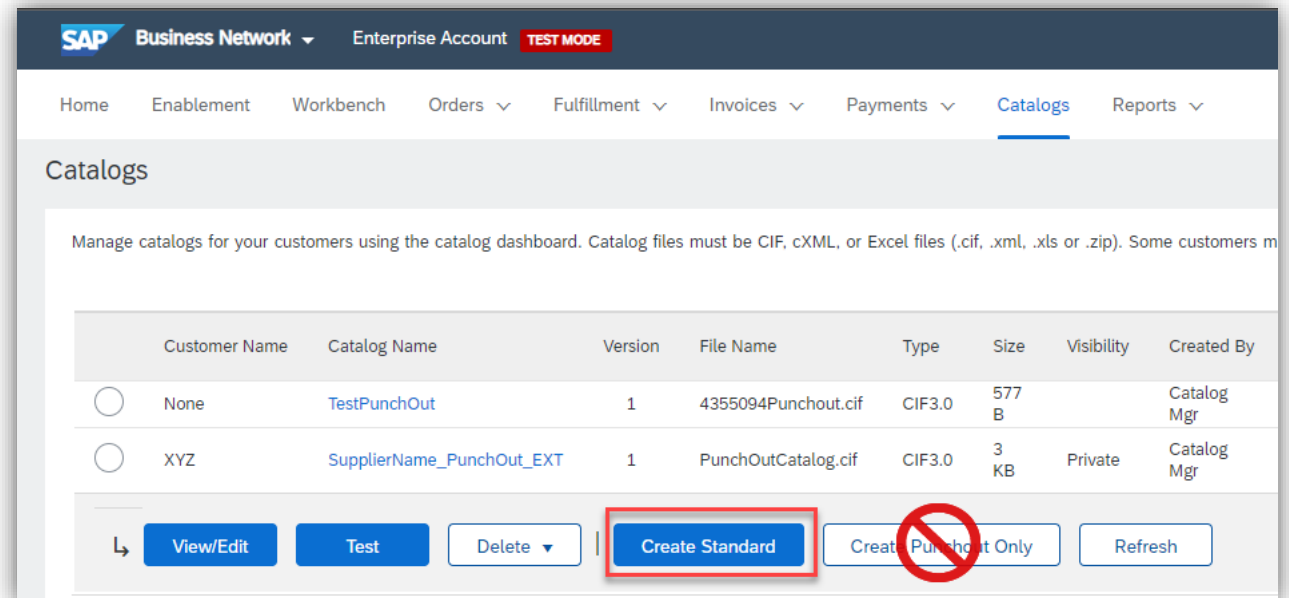
- When uploading a Catalog on Business Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to Business Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
 - 2. Setting Visibility**—Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
 - 3. Validating**—The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure
(Note: Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)
 - 4. Publishing**—Freezes the current version and notifies your Customer of the Catalog’s availability

Uploading and Publishing PunchOut Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button. Even though you are loading a PunchOut Catalog, use the “Create Standard” button



Uploading and Publishing PunchOut Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
 - ① **Details**—General information about the Catalog
 - ② **Subscriptions**—Who you are publishing the Catalog to
 - ③ **Content**—Uploading the actual Catalog file

The screenshot shows the 'Create a New Catalog' wizard interface. On the left, a sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Subscriptions', and '3 Content'. The main area is titled 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'. It includes a 'Catalog Name: *' text input field, 'Created By: Catalog Mgr' and 'Date Created: Friday 31 Mar 2023 1:12 PM GMT+10:00' labels, and a large 'Description:' text area with a 'Characters left: 1000' indicator. Below the description is a note: 'The maximum number of characters allowed is 1000, including spaces.' At the bottom, there is a 'Commodities: ⓘ' section with a table header 'Description' and a 'No items' message. Below the table are 'Delete' and 'Add' buttons. The 'Next' and 'Exit' buttons are located at the top right and bottom right of the form.

Uploading and Publishing PunchOut Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your Customer. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
 - **SupplierName_PunchOut_EXT**
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”

Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: * SupplierName_PunchOut_EXT

Created By: Catalog Mgr

Date Created: Friday 31 Mar 2023 1:12 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description

No items

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select your Customer, check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- When you complete this screen, click “Next”

Create a New Catalog

Previous Next Exit

1 Details
2 Subscriptions
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
☐	XYZ	View	Pending Validation
☒	Customer ABC	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click the “Validate and Publish” button
- As your Catalog loads, the status will read “Validating”
Click the “Refresh” button at the bottom of the screen to see the status change

Create a New Catalog

Previous Exit

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click [More](#)

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Uploading and Publishing PunchOut Catalogs

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free
 - **Errors Found by Business Network**—the Network detected Catalog content that violates validation rules
 - **Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↑	Status	Date Status Received
☐	None	TestPunchOut	1	Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☐	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	
☐	Customer ABC	SupplierABC_PunchOut_EXT	1	PunchOut.cif	CIF3.0	758 B	Private	Catalog Mgr	5 Apr 2023	2 Errors Found by Ariba Network	

↳ [View/Edit](#) [Test](#) [Delete ▾](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#) | [Search Catalog](#)

Uploading and Publishing PunchOut Catalogs

- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↑	Status	Date Status Received
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☐	Customer ABC	SupplierABC_PunchOut_EXT	1	PunchOut.cif	CIF3.0	758 B	Private	Catalog Mgr	5 Apr 2023	 2 Errors Found by Ariba Network	

→ [View/Edit](#) [Test](#) [Delete ▾](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#) | [Search Catalog](#)

Uploading and Publishing PunchOut Catalogs

- Viewing Validation Errors
 - The Network displays Description, Field and Line Number for each error

Edit a Catalog

PreviousNextExit

1Details

2Content

3Errors

4Subscriptions

The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.

Upload new catalog file.

Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File	Customer
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14	Customer ABC
Missing required field	Supplier Part ID	12	Customer ABC

PreviousNextExit

- In this case, the Network is telling us that the **Supplier Part Number** is not unique on line 14 and line 12 is missing a Supplier Part Number.
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing PunchOut Catalogs

- Customer Approval
 - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

Replacing Existing Catalogs

Replacing Existing PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.



Replacing Existing PunchOut Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Business Network account
- Navigate to **Catalogs**
- Update the Catalog—using “View/Edit”—no **not** use “Create”
 - When *replacing* an existing Catalog, do **not** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different:

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↑	Status	Date Status Received
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☐	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	
☐	Customer ABC	SupplierABC_PunchOut_EXT	1	PunchOut.cif	CIF3.0	758 B	Private	Catalog Mgr	5 Apr 2023	2 Errors Found by Ariba Network	

View/Edit Test Delete Create Standard Create Punchout Only Refresh

Catalog Name Search Catalog

Replacing Existing PunchOut Catalogs

- Find the existing Catalog you wish to replace with a new version
 - Click on the radio button to select the existing Catalog

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↑	Status	Date Status Received
☐	None	TestPunchOut	1	Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☐	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	
☒	Customer ABC	SupplierABC_PunchOut_EXT	1	PunchOut.cif	CIF3.0	758 B	Private	Catalog Mgr	5 Apr 2023	2 Errors Found by Ariba Network	

→

View/Edit

Test

Delete ▾

|

Create Standard

Create Punchout Only

Refresh

|

Catalog Name

Search Catalog

- Click “View/Edit”

Replacing Existing PunchOut Catalogs

- You are now taken to the Edit a Catalog Screen
- You see the same 3 steps as a New Catalog
 1. **Details**—Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog

Edit a Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

2 Content

3 Errors

4 Subscriptions

Catalog Name: SupplierABC_PunchOut_EXT
File Name: DEMO_PunchOut.cif
Created By: Catalog Mgr
Date Created: Wednesday 5 Apr 2023 10:44 AM GMT+10:00
Version: 1
Size: 758 B
Item Count: 3
Type: CIF3.0
Status: Errors Found
Errors: 2

Description: Updated Catalog with new pricing - March 2023

Characters left: 1000

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

Commodities: ⓘ

Description
No items

Delete Add

Next Exit

- Click “Next”

Replacing Existing PunchOut Catalogs

2. **Content**—The Network will display the current Catalog (if it is under 4Mb)

1 Details

2 **Content**

3 Errors

4 Subscriptions

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File.

Content Items

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price
1	Delete	AN01234567891-T	AAA	AAA	SupplierABC Punchout Catalog 2	12	1
2	Delete	AN01234567891-T	AAA1	AAA	SupplierABC Punchout Catalog 2	12	1
3	Delete	AN01234567891-T	AAA2	AAA	SupplierABC Punchout Catalog 2	12	1

Add Item

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

- Click the **Upload Catalog File** button. This will replace the existing Catalog File with our updated Catalog

Replacing Existing PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”

Edit a Catalog Previous Exit

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click **Help** at the top of the page.

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing PunchOut Catalogs

- When your Catalog passes the Network upload validation, the Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—note that these are **all** valid statuses. The upload is complete

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
☐	None	TestPunchOut	1	Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☒	Customer ABC	SupplierABC_PunchOut_EXT	2	Catalog_file.cif	CIF3.0	598 B	Private	Catalog Mgr	5 Apr 2023	Pending Buyer Validation	
	Customer ABC	SupplierABC_PunchOut_EXT	1	PunchOut.cif	CIF3.0	758 B	Private	Catalog Mgr	5 Apr 2023	2 Errors Found by Ariba Network	
☐	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	

View/Edit Test Delete | Create Standard Create Punchout Only Refresh

Catalog Name Search Catalog

- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network
- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version

Replacing Existing PunchOut Catalogs

- Customer Approval
 - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer's buying application and be available for their Users

Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a “-T” suffix (*Example: AN999999999999-T*)—in Production there is no “-T”. This means the that the PunchOut in Production is using a different “User Name”
- The Business Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different “Password”

Once the PunchOut Catalog Index file has been created and loaded, you’ll need to set up your website to accept PunchOut requests from your Customer.

- The “User Name” will be their ANID:
 - AN11121507397 for **Production**
 - AN11121507397-T for **Test**
- The “Password” will be the Shared Secret you have set up on your AN account



Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let your Customer know.

- Your Customer will test the PunchOut from their Business catalog
- If there are any connectivity issues, or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity
- Once the connectivity is established and your site is accessible, your Customer will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Shopping Cart
- Once the Test environment is working, then Production will be tested
- When Production testing is successful, the go live date and preparation will start



Testing Connectivity

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN999999999999-t</Identity>
    <Credential domain="DUNS">
      <Identity>12345678-t</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="DUNS">
      <Identity>84658742-t</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="AribaNetworkUserId">
      <Identity>sysadmin@ariba.com</Identity>
      <SharedSecret><##REMOVED##></SharedSecret>
    </Credential>
    <UserAgent>Ariba Buyer 8.2</UserAgent>
  </Sender>
</Header>
<Request>
  <PunchOutSetupRequest operation="create">
    <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
```

Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple <From> credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain
- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive
- **Using <Sender> identity, rather than <From> credentials.** Use only the <SharedSecret> from the <Sender> section. Use the identity in the <From> section for your User Name

Testing Connectivity

```
<ShipTo>
  <Address addressID="001">
    <Name xml:lang="en">BigBuyer Headquarters</Name>
    <PostalAddress>
      <DeliverTo>Catalog Manager</DeliverTo>
      <Street>123 Main, 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>catmanager</Name>
</Contact>
<SelectedItem>
  <ItemID>
    <SupplierPartID>54543</SupplierPartID>
    <SupplierPartAuxiliaryID>54543
  </SupplierPartAuxiliaryID>
```

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR

Testing Connectivity

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML
  payloadID=958075346970@www.bigbuyer.com
  timestamp="2005-06-14T12:57:09-07:00">
  <Response>
    <Status code="200" text="success"/>
    <PunchOutSetupResponse>
      <StartPage>
        <URL>https://punchout.workchairs.com/Servlet/
      </URL>
      </StartPage>
    </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value
- **Status Code present, but no Text.** Responses must include the **Status code** indicator **and** the **text** element
- **Incorrect <Start Page> URL.** This is the URL that the Ariba application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User

Testing Connectivity

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
    <PunchOutOrderMessageHeader
      operationAllowed="create">
    <Total>
      <Money currency="USD">100.23</Money>
    </Total>
  </PunchOutOrderMessageHeader>
  <ItemIn quantity="1">
    <ItemID>
      <SupplierPartID>1234</SupplierPartID>
      <SupplierPartAuxiliaryID>supplier cookie to
        describe configuration options on this item
      </SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
        <Money currency="USD">10.23</Money>
      </UnitPrice>
      <Description xml:lang="en">Learn ASP in a Week!
      </Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="SPSC">12345
      </Classification>
      <ManufacturerPartID>234556</ManufacturerPartID>
```

This is a common **PunchOut Order Message (POOM)**. Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct **<Classification domain>** is specified
- Optional Elements in the wrong position/order. Make sure that elements are in the correct order, or the POOM with fail. (this is typical, where **<ManufacturerPartID>** and **<ManufacturerName>** are reversed)

Testing Connectivity

Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them
- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service
- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's AN account
- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba application
- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data

Thank you.