SAP Ariba

Catalogue Images Guide

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AGENDA

01 → **Introduction**

02 → **About item images**

03 → **How to load Item Images**

04 → **Common causes of display issues**
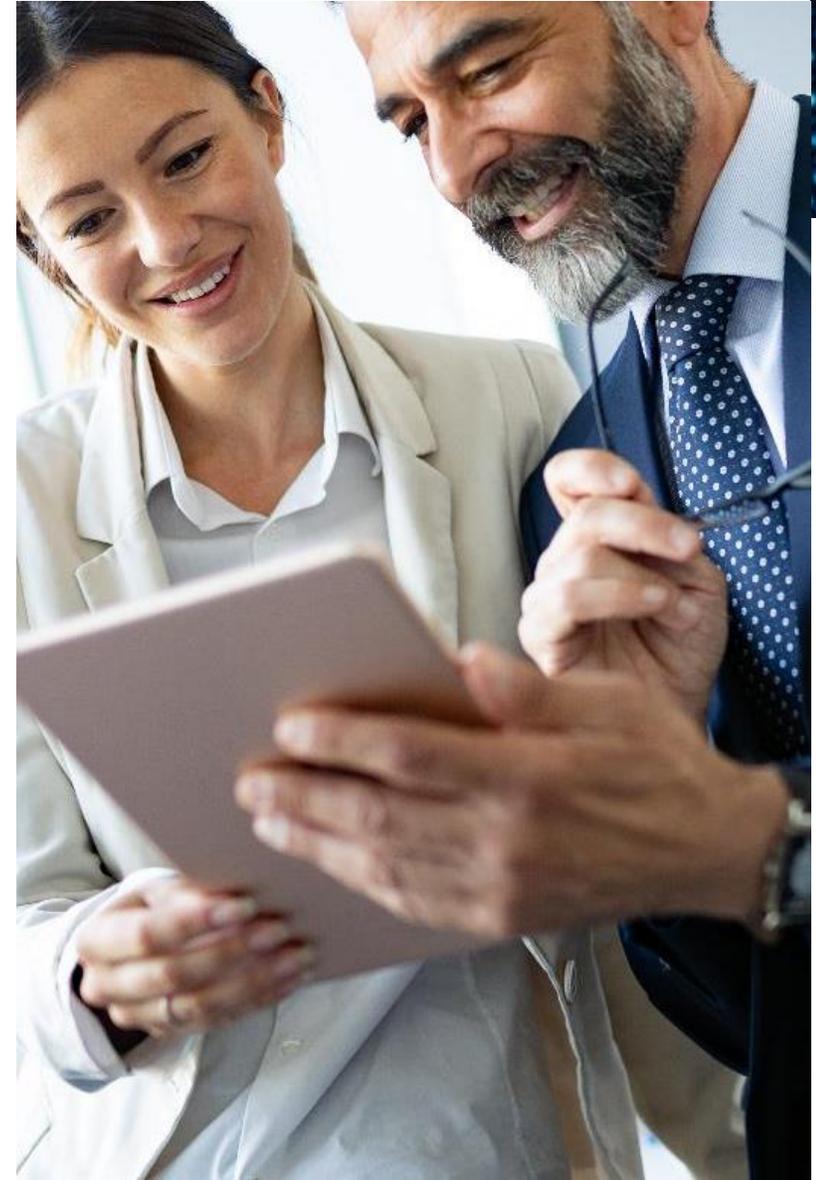
Introduction

Your customer experience can be improved by providing images in your catalogue

This guide contains training and instructions on how to link images to your catalogue items

About the Item **Image**

Associating an Image with an Item

- There are two ways to populate images in your catalogue:

  - URLs
    refer to a remote image, using a URL, specified in the catalogue file; if URLs are specified, the images are stored on a supplier's website - **recommended option**
  - Local Images
    image file names, specified in the catalogue file, refer to a local image; images are pulled from a local directory

- For each catalogue item associated with an image, URLs or filenames are specified in the fields Image and Thumbnail

- Each catalogue item can be associated with :

  - Thumbnail image
  - Only a full-size image (**recommended option**)
    (Detailed (Excel catalogue type) and Image (CIF catalogue type)
  - Both

- Images must be in JPEG/JPG, GIF, PNG, BMP or TIFF format. (regardless of catalogue type)

Local / URL Image Setup and UI display
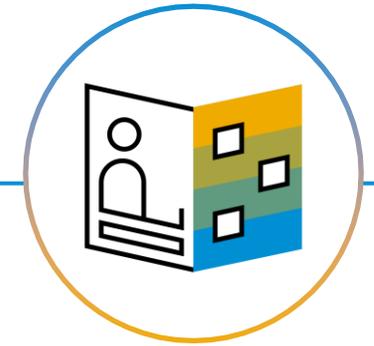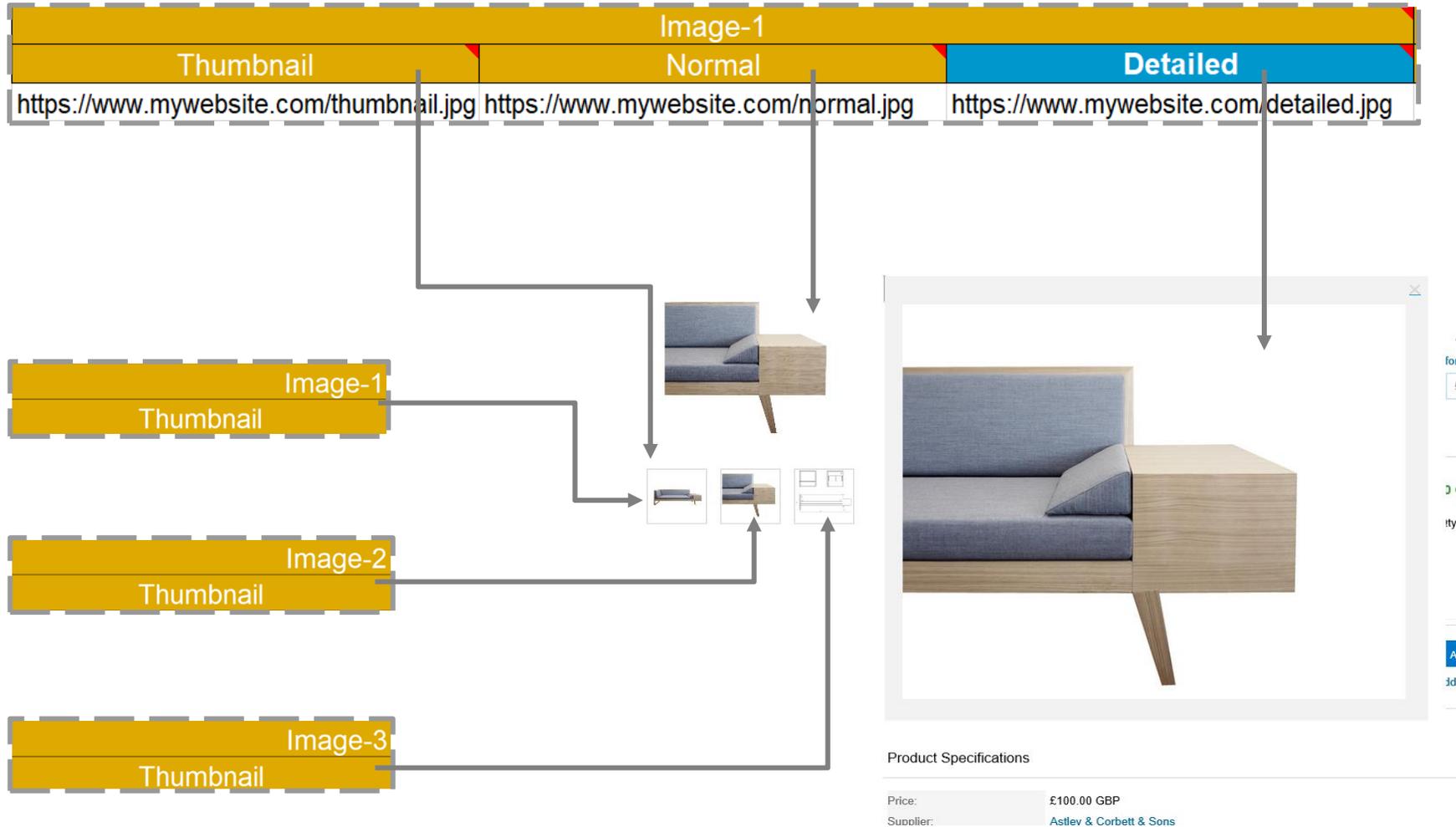
NOTA BENE

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

Full-Size & Thumbnail Images

- Thumbnail images are preview images of the items.

- The "Image" field is for enlarged images of the product at the item-detail level

- Procurement systems displays thumbnails immediately after users search and the full-size image if users click on the thumbnail image

- If only a full-size image is provided, the procurement system scales the image to generate a thumbnail image

- If only a thumbnail image is provided, a full-size image cannot be generated from it

- If both thumbnail and full-size images are provided, the search will use both in the scale provided
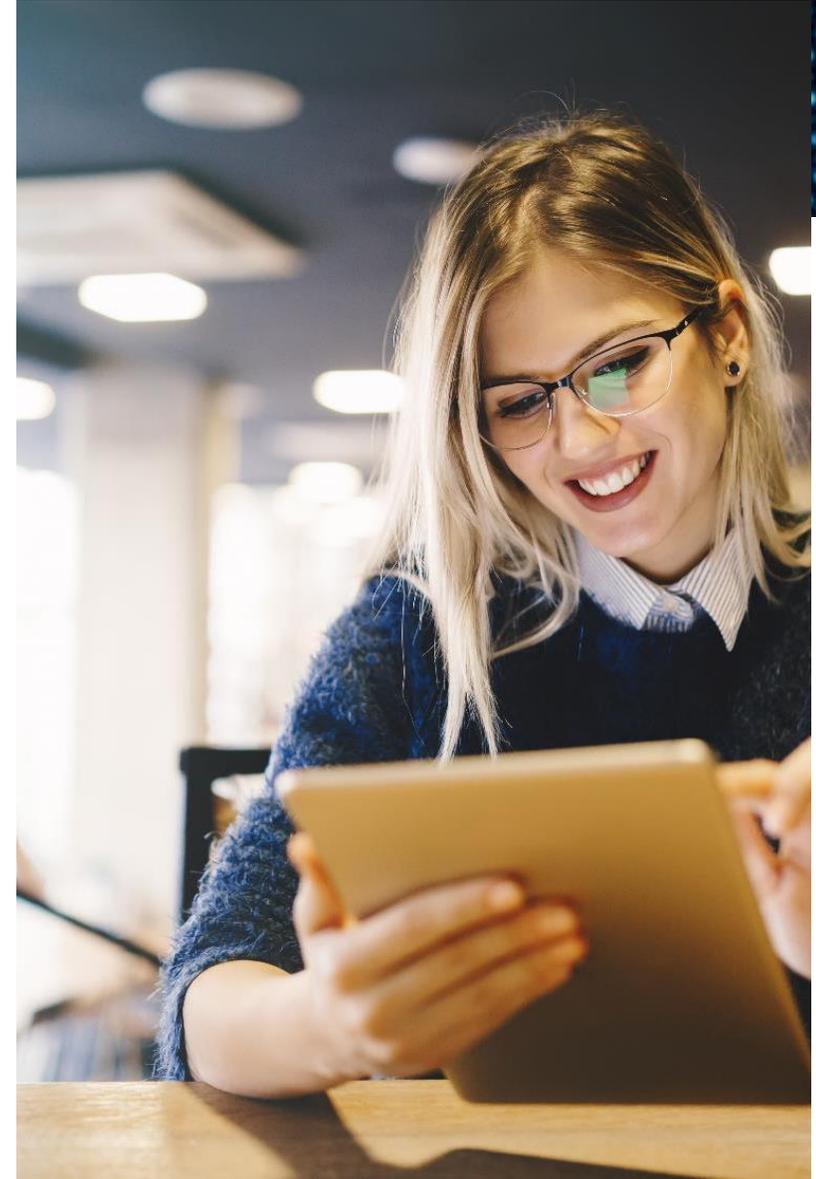
Image Format - Thumbnail

- Maximum size is 200 x 200 pixels, however thumbnail images larger than 80 x 80 pixels will be resized to fit these dimensions

- Recommended file size of less than 50Kb.

- Images that do not have an equal length and width may be distorted in the display

- Image file name cannot contain special characters in it (system will fail)

- Thumbnail image only is not sufficient, always provide with a corresponding full-size image

- Image file name in the catalogue template must be identical with the name of the local image file (including upper and lower case)

Image Format – Full-size Image

- Maximum size is 500 x 500 pixels, however this limitation is set by default and can be lowered or increased depending on your customer's setup. If you are seeking a particular size, please align further with them

- Recommended file size of less than 90 KB

- Image file name cannot contain special characters in it (upload will fail)

- Image file name in the catalogue template must be identical with the name of the local image file (including upper and lower case)
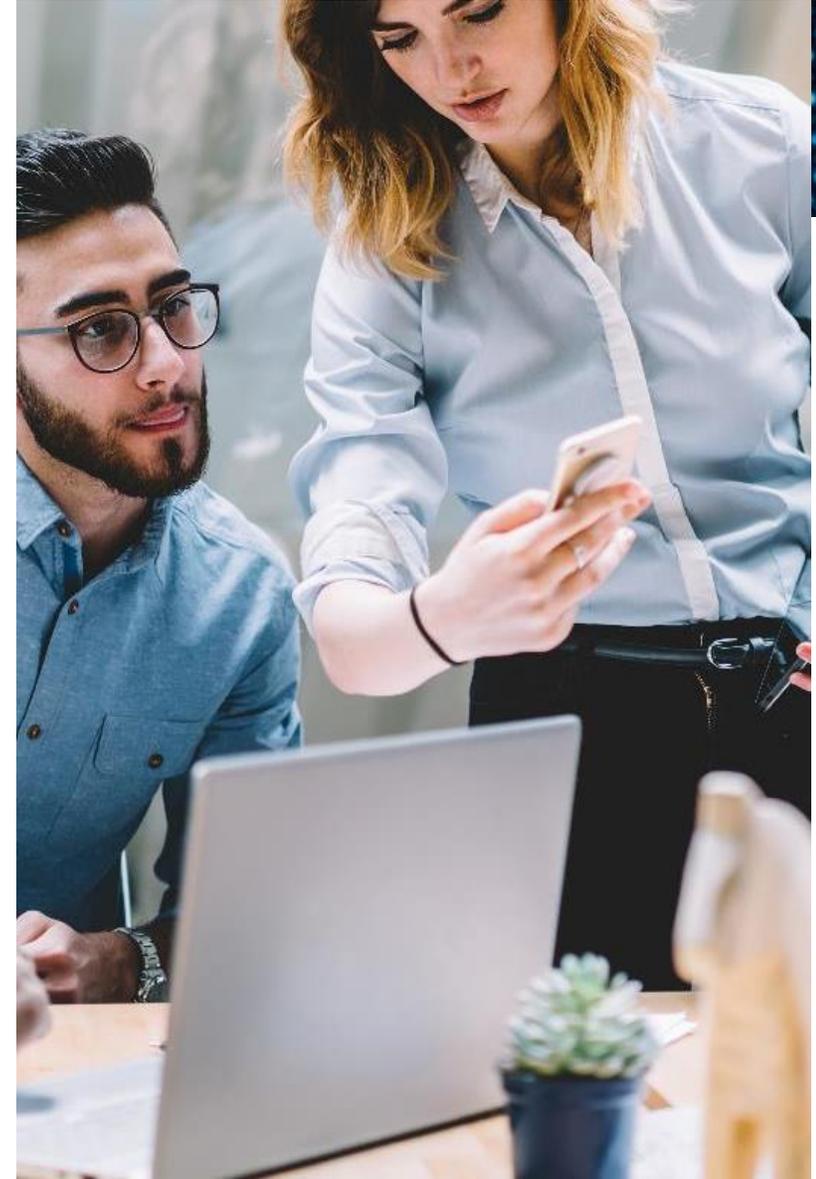
Image Format – URL

- The Size limitation follow the same logic as the static images

- The needed protocol is ' https:// ' and not to use commas in your link

- Always include the extension in the image name (e.g.: https://myonlineimages.co.uk/image1.jpg)

- If you provide URLs, you must store your images on a publicly-accessible website so that procurement applications can retrieve them and cache them locally

- Your image website must be available at all times

- The URL can contain a query or automated script (for example: https://www.lawnsRUs.com/scripts/search.asp?find=lawnmower.jpg), as long as a single image is retrieved, not other information such as text or HTML

- The URL must point to the specific product image (not to a product page or program serving up images)
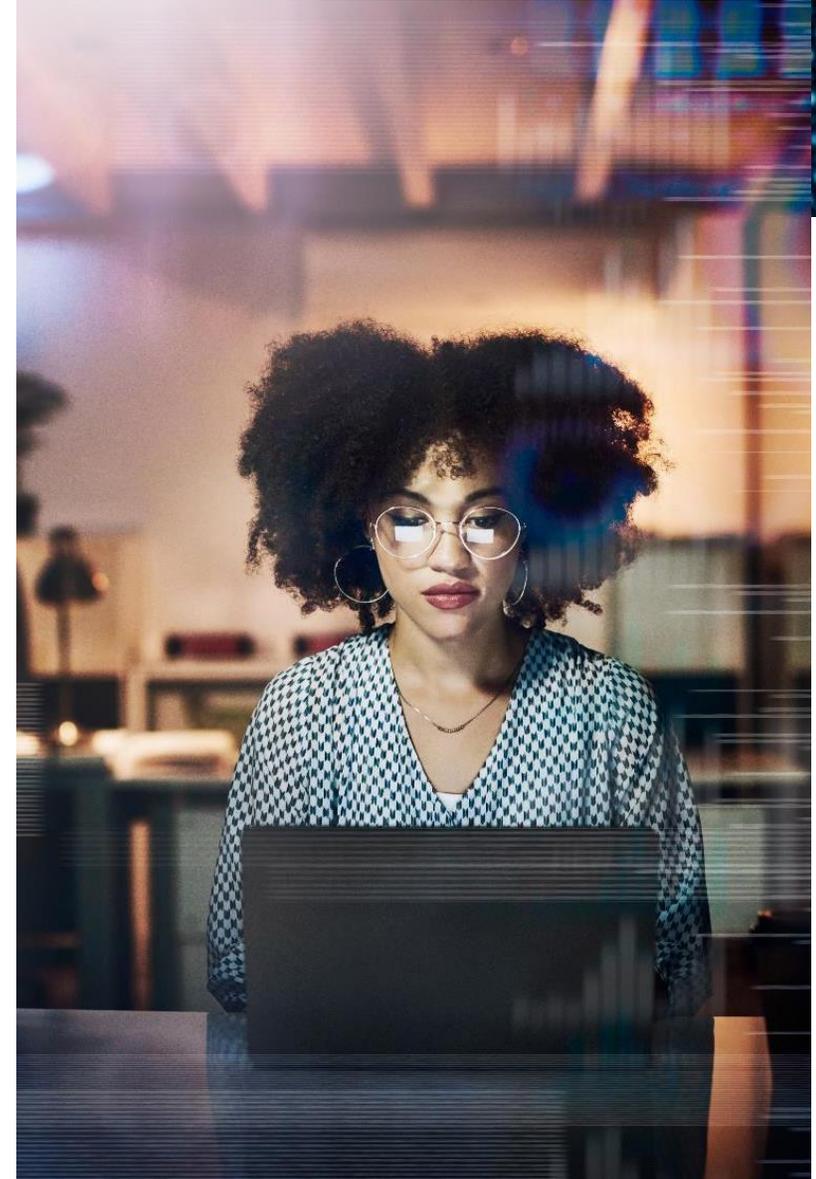
How to **load** Item **Images**

URL Images

- List the image URL in the image and/or thumbnail field of the catalogue file (starting with "https://")

EXCEL catalogue template

Image-1			Image-2		
Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed
		https://myonlineimages.co.uk/image1.jpg			https://myonlineimages.co.uk/leftside_image1.jpg
		https://myonlineimages.co.uk/image2.jpg			https://myonlineimages.co.uk/leftside_image2.jpg
		https://myonlineimages.co.uk/image3.jpg			https://myonlineimages.co.uk/rightside_image3.jpg

CIF catalogue template

Image	Thumbnail
https://myonlineimages.co.uk/image1.jpg	https://myonlineimages.co.uk/image1_thmbnl.jpg
https://myonlineimages.co.uk/image2.jpg	https://myonlineimages.co.uk/image2_thmbnl.jpg
https://myonlineimages.co.uk/image3.jpg	https://myonlineimages.co.uk/image3_thmbnl.jpg

BMEcat catalogue file structure

```
<MIME_INFO>
  <MIME>
    <MIME_TYPE>image/jpg</MIME_TYPE>
    <MIME_SOURCE>https://myonlineimages.co.uk/image1.jpg</MIME_SOURCE>
    <MIME_DESCR>Frontansicht</MIME_DESCR>
    <MIME_PURPOSE>detail</MIME_PURPOSE>
    <MIME_ORDER>1</MIME_ORDER>
  </MIME>
</MIME_INFO>
```

- Upload and publish the catalogue file on your Ariba Network account

Local Images

- Put all the images files in a folder and zip it

  - ex. images zipped
    without folder

Drag & Drop into Zip File
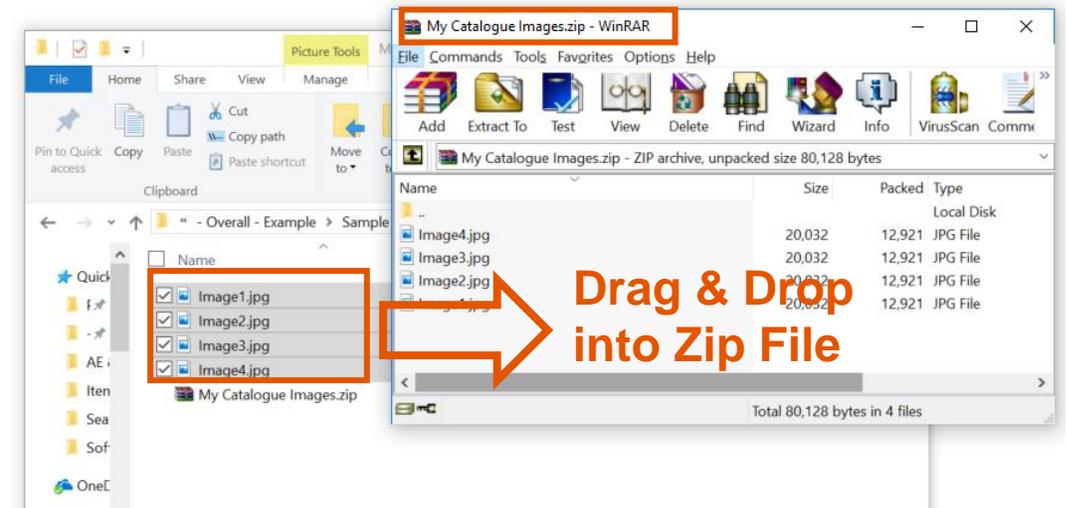
- List the images' filenames in the catalogue's '*Image*' and/or '*Thumbnail'*. If you have a folder in your zip file, this needs to be mentioned as well. The filename and image name must match exactly.

  - ex. images zipped
    in folder named "Images"
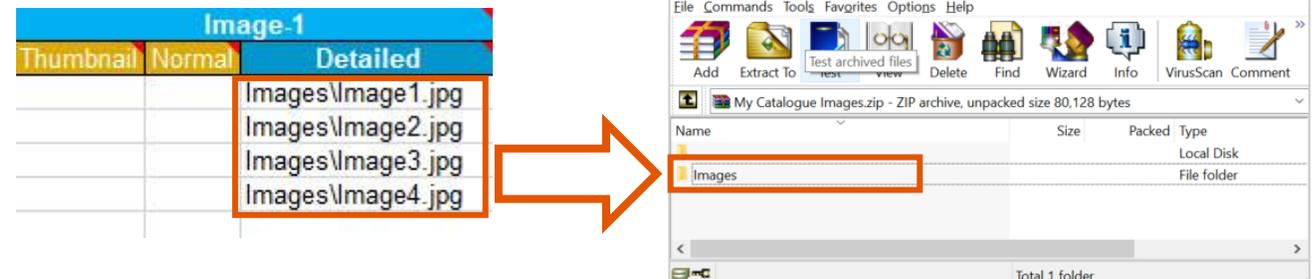
How to upload image zip file

- For **CMS buyers** upload local image zip file in Ariba Network.

- For **non-CMS buyers** e-mail the zip file containing image files to your customer. He/she will upload it to your catalogue in buyer's SAP Ariba procurement system.

Common Causes of Display Issues

Local / Static Images

- The filename does not end with a valid image extension

- The filename and the image file do not match **<u>exactly</u>**

- The filename contains special characters (such as ä or ü), which are not allowed.

- The folder name is not added in the image and/or thumbnail field (see point 2 on page 13)

- The image ZIP file is larger than the accepted size (Nota Bene: Maximum allowed size is 200 MB. If the zip file is larger, image files should be divided into several folders, each of them not exceeding 200 MB)

- The image ZIP file has not been uploaded

- We highly recommend for multivendor CIF catalogue files to use URL images, not local ones
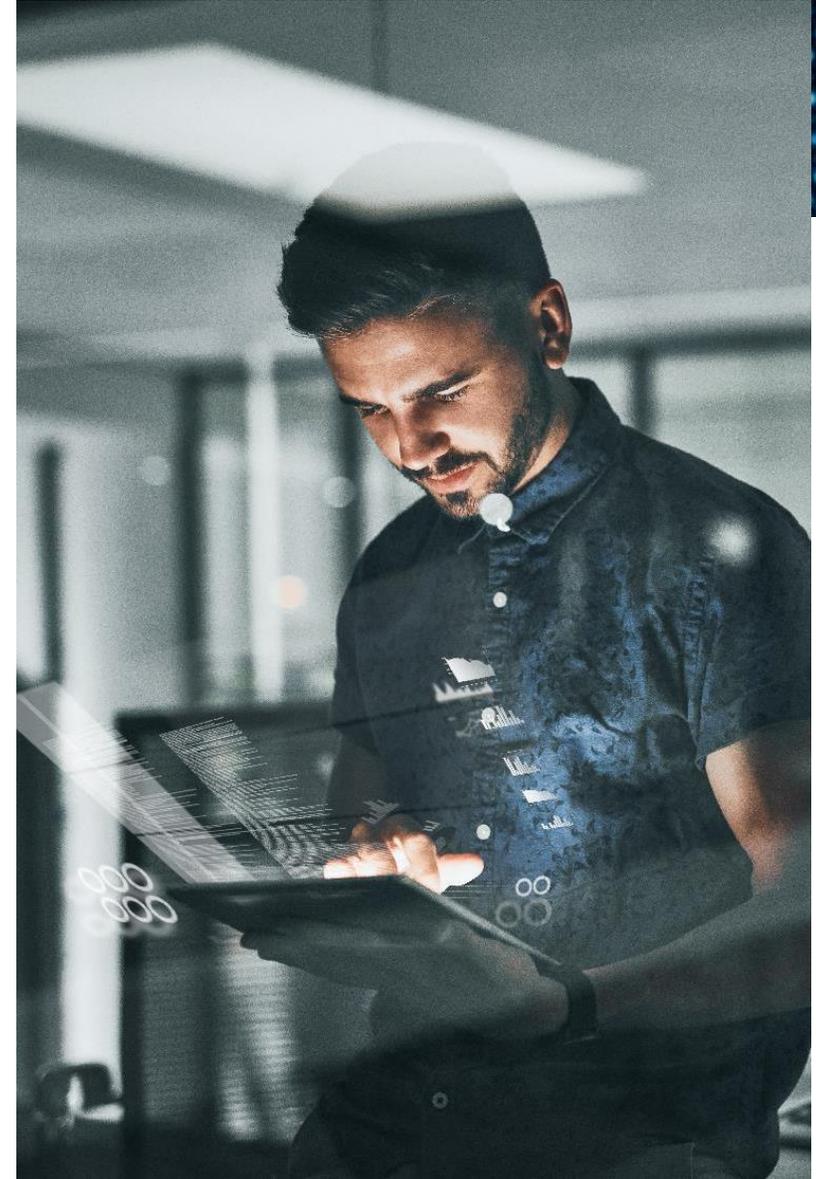
URL Images

- The URL does not end with a valid image extension
- The URL contains spaces or commas, which are not valid characters
- The certificate for the domain hosting the image is not trusted by SAP Ariba
- The URL redirects to an image on the internet; the provided URL is sending to a webpage or gallery
- The URL points to an image that is larger than the allowed image size set by SAP Ariba
- URL images are not served over a HTTPS connection
- Your image website is not available all the time or the URL does not lead to a single image but other information such as text or HTML is retrieved.