



SAP Ariba 

# SAP Business Network Excel Catalog Guide

PUBLIC

# Agenda

## What is an Excel Catalog?

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

## Excel Catalog Enablement

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

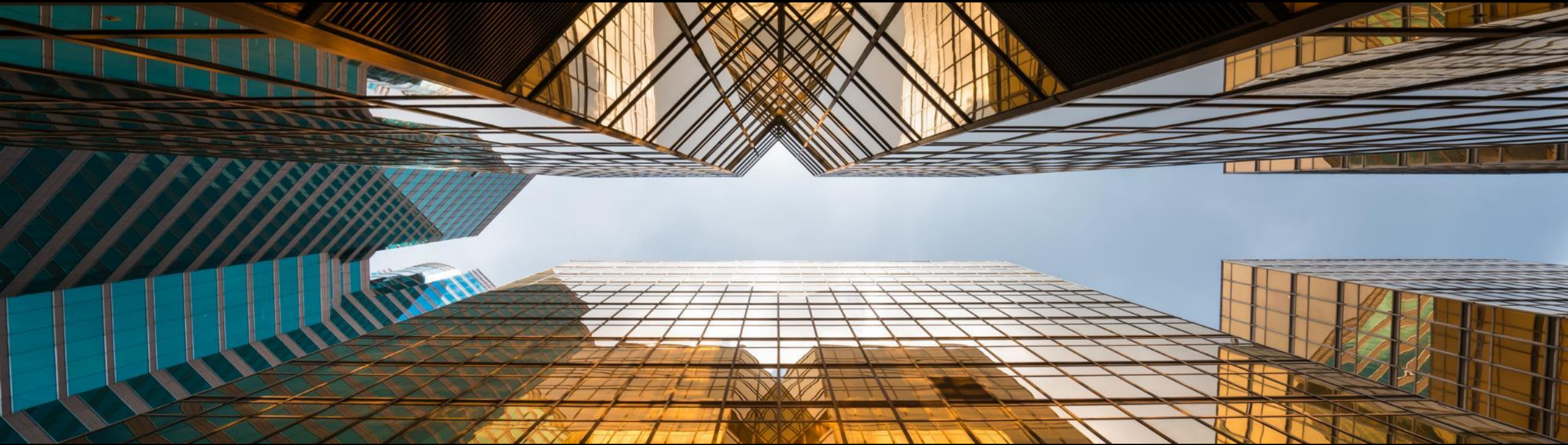
## Publishing a Catalog on SAP Business Network

- SAP Business Network Access, Catalog Publication

## Updating an Excel Catalog on SAP Business Network

- SAP Business Network Access, Catalog Publication

# What is an **Excel** Catalog?



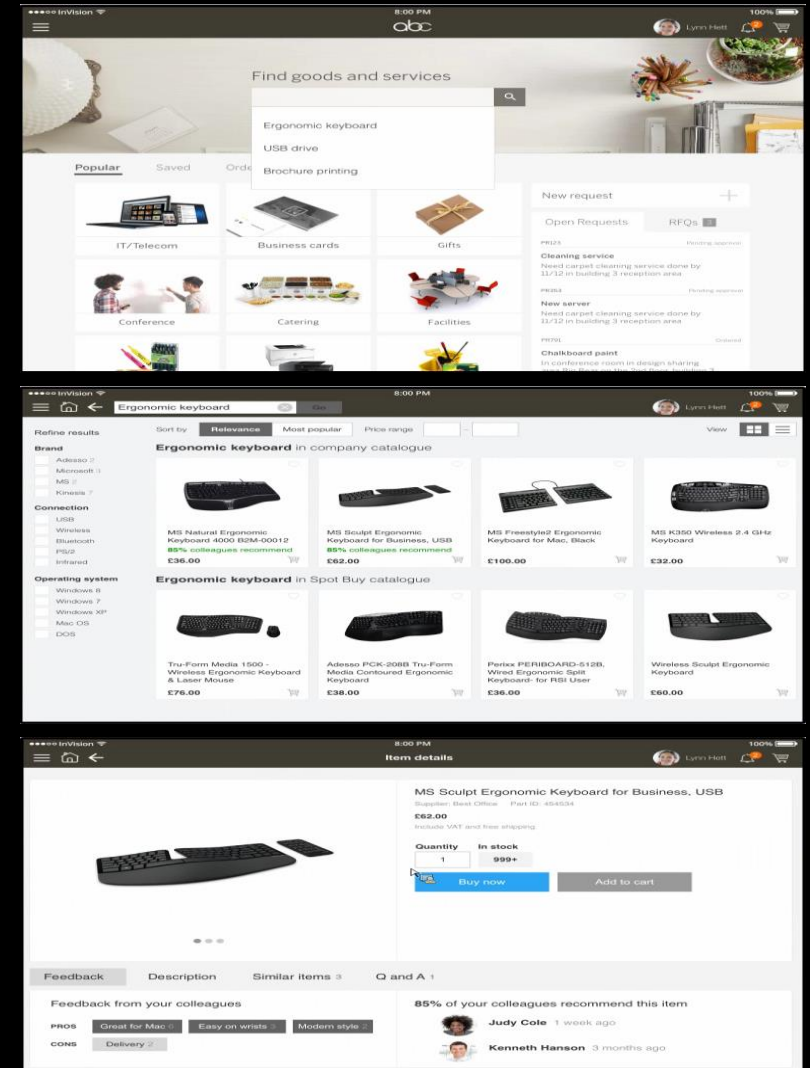


# What is an Excel Catalog?

- A static catalog (Excel) is a text file stored on SAP Business Network that describes the products and services your organization offers and the prices you charge. Your **NOVARTIS'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
- **NOVARTIS'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		

# Catalog **Features**





- Price Configuration
- Auxiliary Images
- Quantity Interval & Minimum Quantity
- Related Items
- Attachments
- Suppliers can upload images and attachments via SAP Business Network

# Price Configuration

## NOVARTIS's View

## Supplier's View

PriceConfiguration-1						PriceConfiguration-2						Start Date
Start Date	End Date	Amount	PriceCurrency	PriceFactor	Lowerbound	Start Date	End Date	Amount	PriceCurrency	PriceFactor	Lowerbound	Start Date
		100	GBP		5			90	GBP		10	



Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [Sofa](#)

Manufacturer: [Lane-Fox Factories and Co.](#)

Available in: [4 Day\(s\)](#)


£100.00 GBP / each

Pricing Information

Qty:

Mandatory Items

☒



Sitting Room Chair

Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [ArmChair](#)

Available in: [4 Day\(s\)](#)

Best Price/Top Item:

Punchout Enabled: ☐

£50.00 GBP / each

Qty:

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [Sofa](#)

Manufacturer: [Lane-Fox Factories and Co.](#)

Available in: [4 Day\(s\)](#)

Best Price/Top Item:

Description: [Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5](#)

Punchout Enabled: ☐

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

History of chairs

The Chair: Its life and times

Accessories




Soft Cushion

Astley & Corbett & Sons

£15.00 GBP / each

Qty:

Add to Cart




Coloured Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty:

Add to Cart



Striped Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty:

Add to Cart






# Auxiliary Images

## NOVARTIS's View

## Supplier's View

Image-1			Image-2			Image-3			Lead Time
Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed	
		SofaSide.jpg			SofaFull.jpg			TechnicalDrawing.jp	8
		portable_1.jpg			portable_2.jpg			portable_3.jpg	8





/ each

formation

5

3 GBP / each

ity: 2

Add to Cart

Add to Favorites

Product Specifications

Price:

£100.00 GBP

Supplier:

[Astley & Corbett & Sons](#)

Supplier Part #:

Sofa

Manufacturer:

Lane-Fox Factories and Co.

Available in:

4 Day(s)

Best Price/Top Item:

Description:

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

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Coloured Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Striped Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty: 1

Add to Cart

Qty: 1

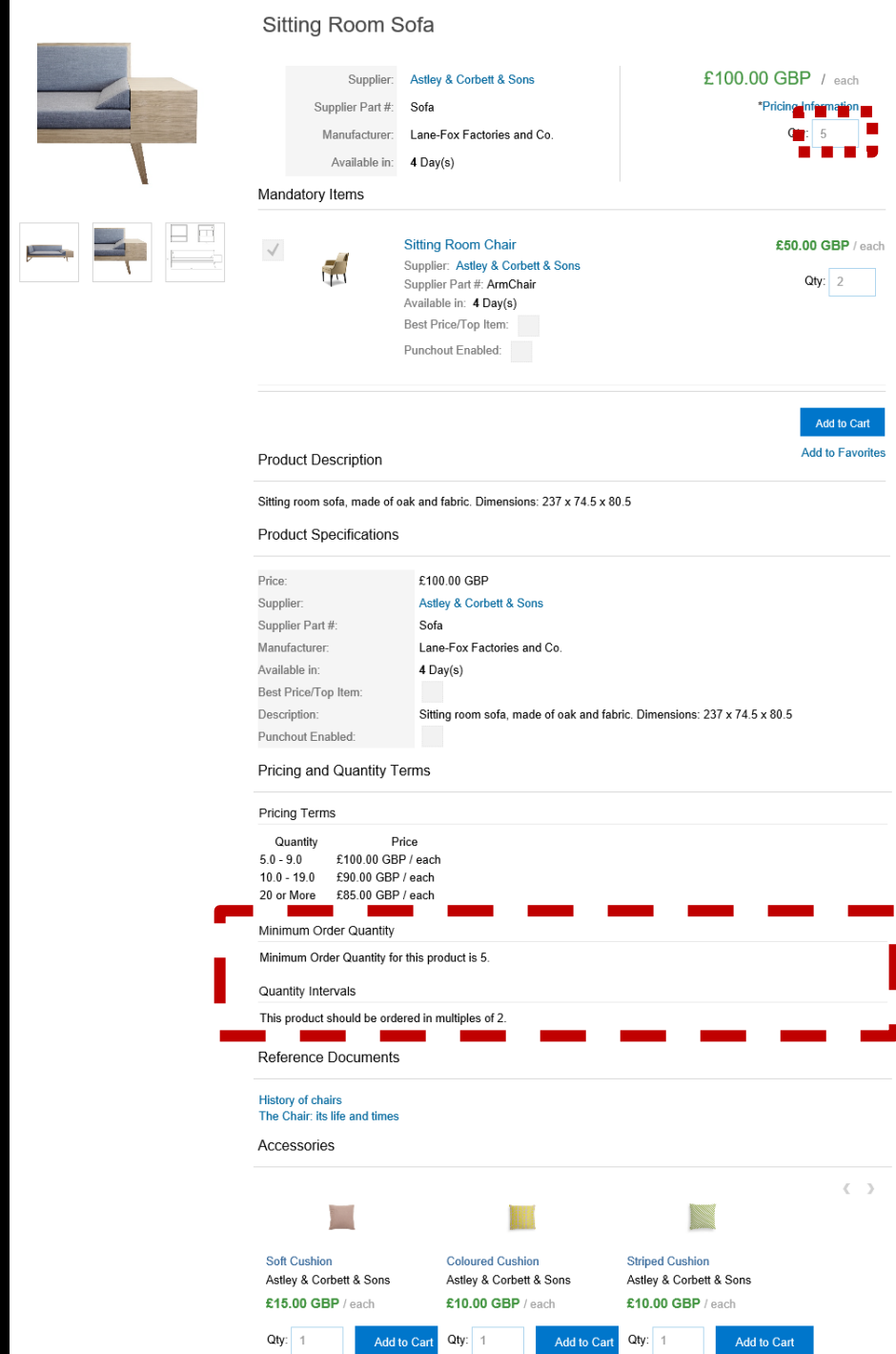
Add to Cart

Qty: 1

Add to Cart

## NOVARTIS's View

MinimumQuantity	QuantityInterval	Effective Date
5	2	2023-01-01






# Related Items

## NOVARTIS's View

## Supplier's View

AB	AC	AD	AE	AF	AG	AH	AI
Part Auxiliary ID	RelatedItems-1			RelatedItems-2			
	Type	Supplier Part ID	Supplier Part Auxiliary	Type	Supplier Part ID	Supplier Part Auxiliary	Type
	mandatory	ArmChair		accessories	SoftCushion		followup



Supplier: Astley & Corbett & Sons

Supplier Part #: Sofa

Manufacturer: Lane-Fox Factories and Co.

Available in: 4 Day(s)

£100.00 GBP / each

\*Pricing Information

Qty: 5

Mandatory Items

☒

Sitting Room Chair

Supplier: Astley & Corbett & Sons

Supplier Part #: ArmChair

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: Astley & Corbett & Sons

Supplier Part #: Sofa

Manufacturer: Lane-Fox Factories and Co.

Available in: 4 Day(s)

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

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£10.00 GBP / each

Striped Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty: 1

Add to Cart

Qty: 1

Add to Cart

Qty: 1





Add to Cart

# Attachments

## NOVARTIS's View

## Supplier's View

BC	D	BE	B	B	BH
Lowerbound	Source	Description	Source	Description	Manufacturer Part ID
	ChairsHistory.pdf	History of chairs	TheChair.pdf	The Chair: its life and	Manufacturer_ID_1
					Manufacturer_ID_3



Supplier: Astley & Corbett & Sons

Supplier Part #: Sofa

Manufacturer: Lane-Fox Factories and Co.

Available in: 4 Day(s)


£100.00 GBP / each

\*Pricing Information

Qty:

Mandatory Items

☒



Sitting Room Chair

Supplier: Astley & Corbett & Sons

Supplier Part #: ArmChair

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty:

Add to Cart

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Supplier Part #: Sofa

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Pricing and Quantity Terms

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£10.00 GBP / each

Qty:

Add to Cart



Striped Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty:

Add to Cart

# Excel Catalog Enablement





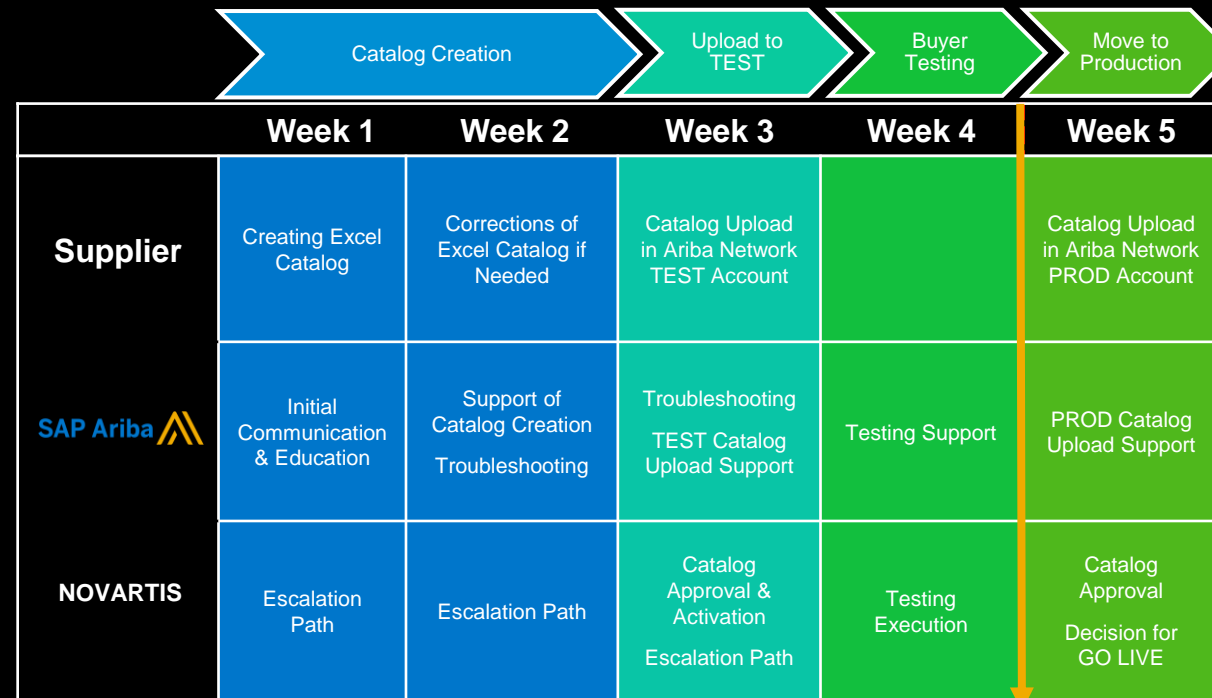
# Excel Catalog Enablement

## 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
- SAP Business Network Trading Relationship Established
- SAP Business 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 SAP Business Network



# SAP Business Network Access, Catalog Publication

## 1 Access your SAP Business Network Account

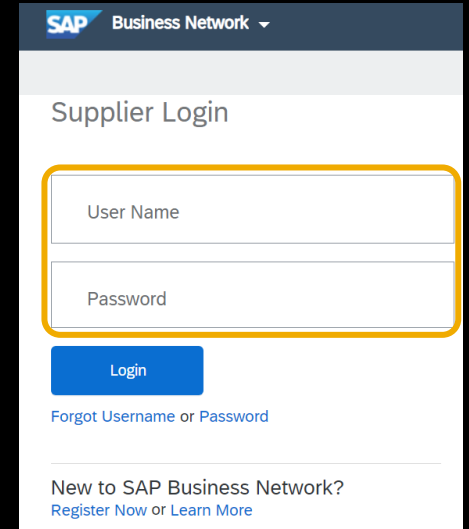
Go to: <http://supplier.ariba.com>

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

- Your catalog on SAP Business 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

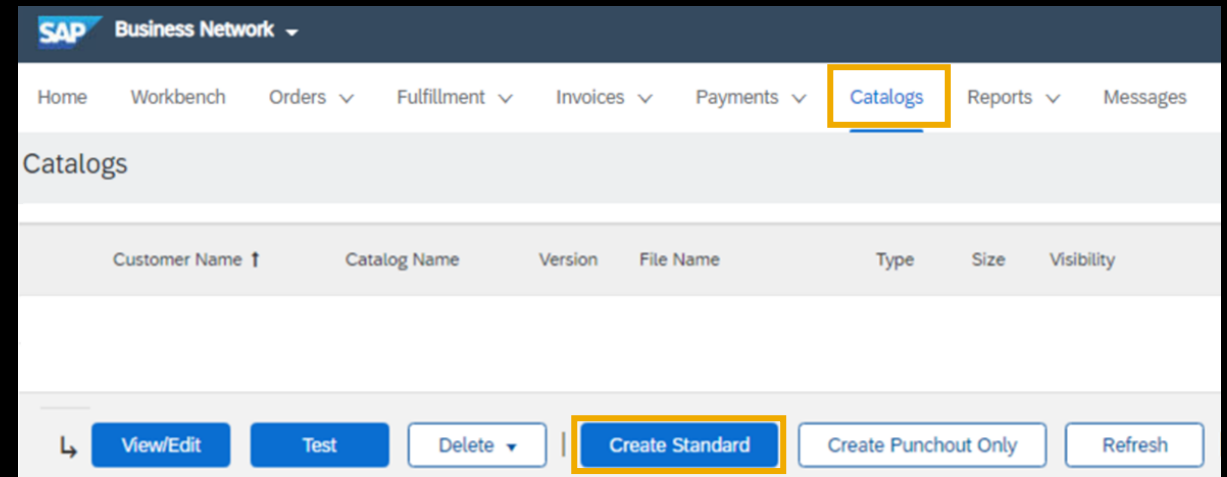
User Name

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 NOVARTIS naming convention

5 Click **Next**

6 Select **Private**

7 Select NOVARTIS in your customers' list.

8 Click **Next**

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

**Top Screenshot (Step 1: Details):**

- Section: **Create a New Catalog**
- Instruction: Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.
- Field: **Catalog Name:** TEST\_OK\_1 (highlighted with a red box)
- Fields: **Created By:**, **Date Created:**, **Description:** (empty text area)
- Text: The maximum number of characters allowed is 1000, including spaces. Characters left: 1000
- Section: **Commodities:** (empty table with 'Delete' and 'Add' buttons)
- Buttons: **Next** (highlighted with a red box), **Exit**

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

- Section: **Create a New Catalog**
- Instruction: 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.
- Field: **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.
- Section: **Customers**
- Table:

Customers	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Customers 1		
<input checked="" type="checkbox"/> GSO Sandbox - P20 (highlighted with a red box)	<a href="#">View</a>	Pending Validation

- Buttons: **Previous**, **Next** (highlighted with a red box), **Exit**

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

# Catalog Publication

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

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](#)

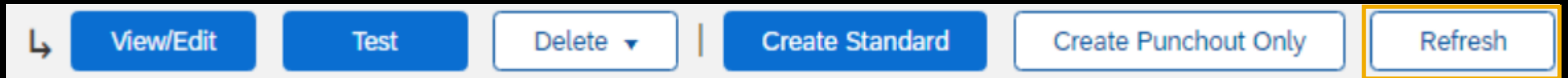
10 Click **Validate and Publish**

**Note:** SAP Business 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:
  - SAP Business Network begins the catalog validation
  - It can take several minutes to validate large catalogs
  - SAP Business Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while SAP Business 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 SAP Business 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 NOVARTIS
- As NOVARTIS is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the NOVARTIS-specific validations and the status will change to **Pending Buyer Validation**.



Excel	2 KB	Private	Estlega	11 Oct 2021	Published
-------	------	---------	---------	-------------	-----------

Excel	98 KB	Private	Estlega	11 Oct 2021	Pending Buyer Validation
-------	-------	---------	---------	-------------	--------------------------

# Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level SAP Business Network rules.

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

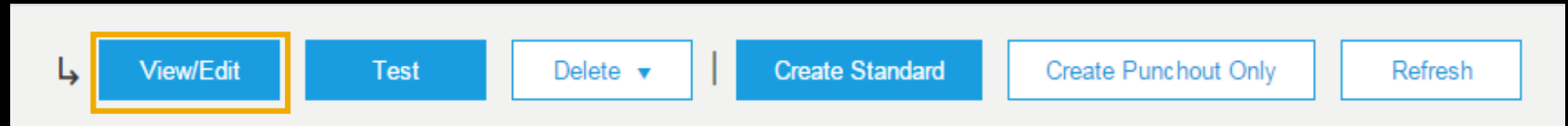
- Validating against **NOVARTIS**-specific validation rules.

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

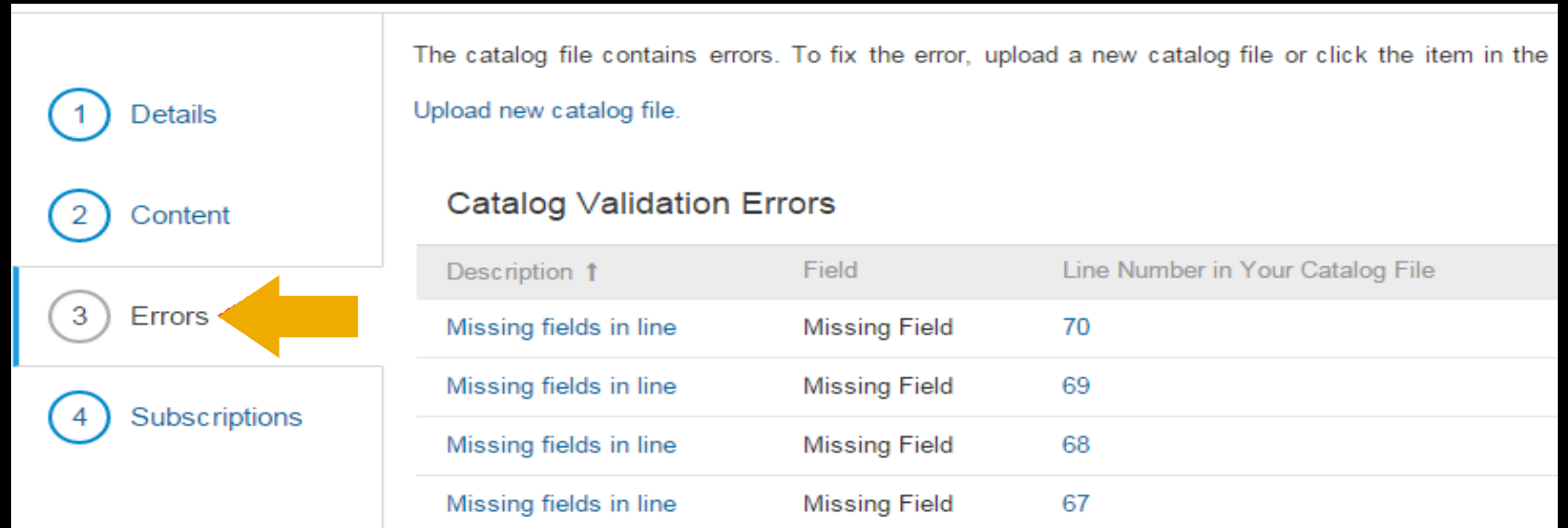
**Note:** Even if a catalog passes the high-level SAP Business Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **NOVARTIS** -specific catalog validation rules.

# How to Correct Errors Found by SAP Business Network

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

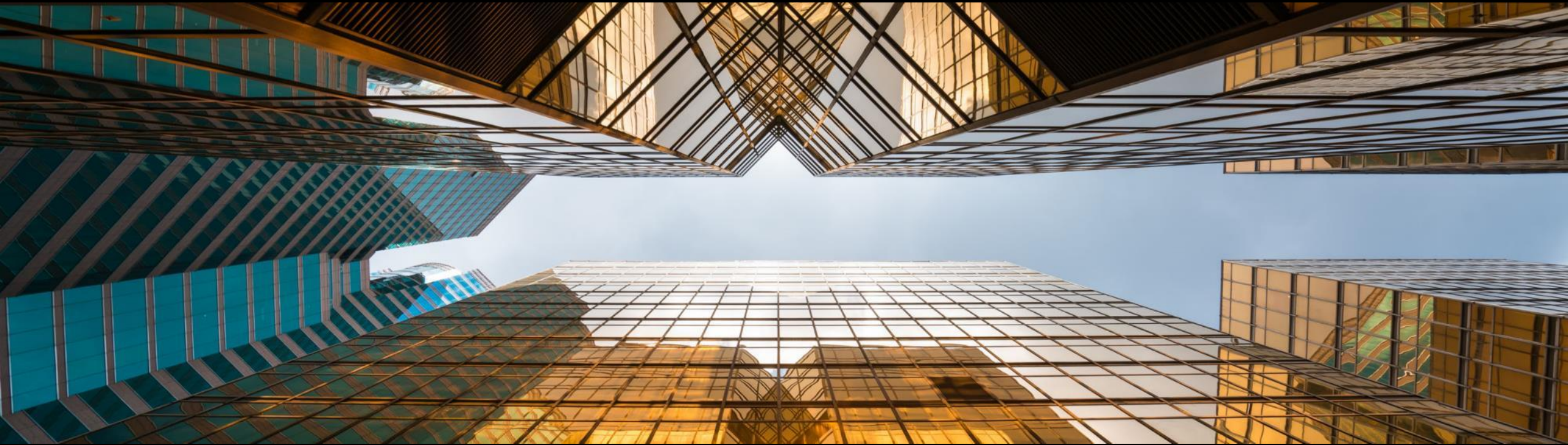


- On tab 3 “**Errors**” review the error details

A screenshot of the 'Errors' tab in the SAP Business Network interface. On the left, there is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (selected and highlighted with a blue bar and a yellow arrow), and '4 Subscriptions'. The main content area shows 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 **SAP Business Network**





# Catalog Update – Step 1

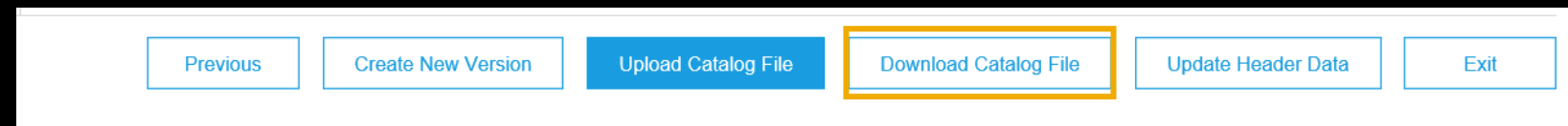
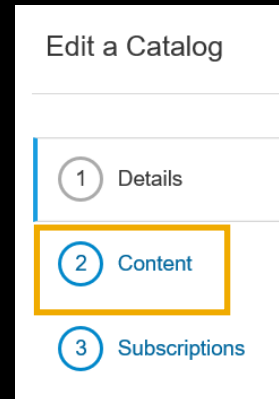
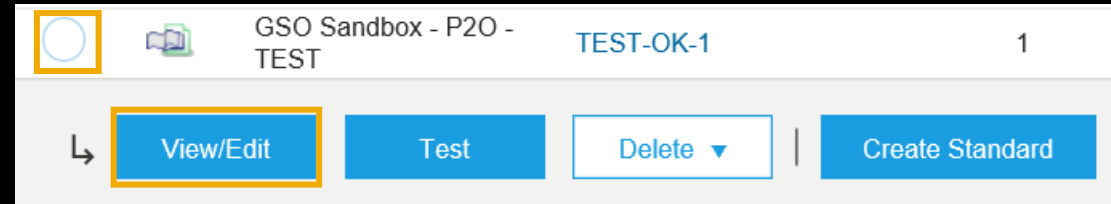
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

1 Select your catalog

2 Click **View/Edit**

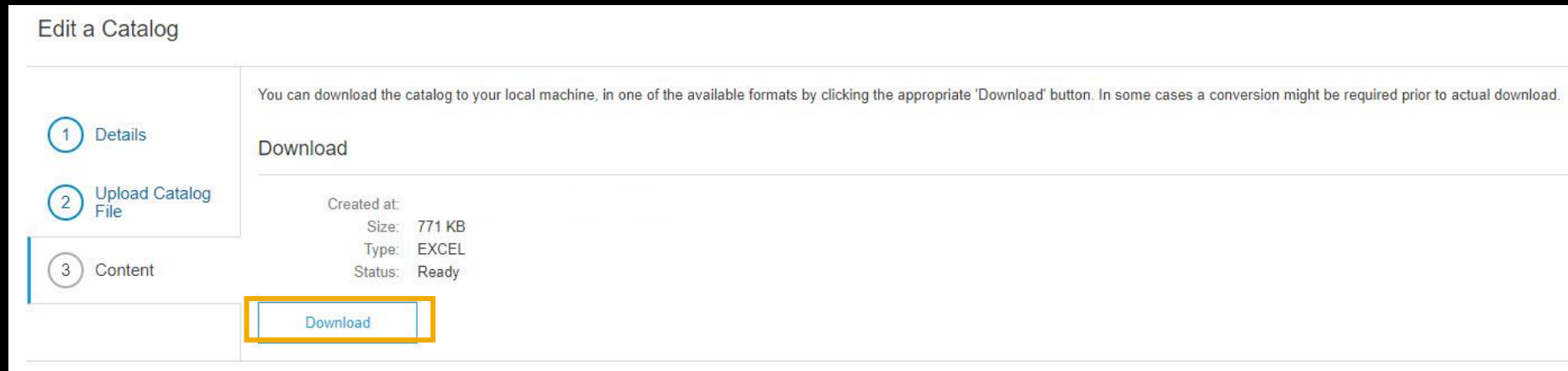
3 Click **Content**

4 Click **Download Catalog File**



# Catalog Update – Step 2

- 1 Click **Download**, for ease of editing, you can download it as Excel.
- 2 Click **Download as Excel** and save the file to your computer
- 3 Click **Exit**



# Catalog Update – Step 3

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

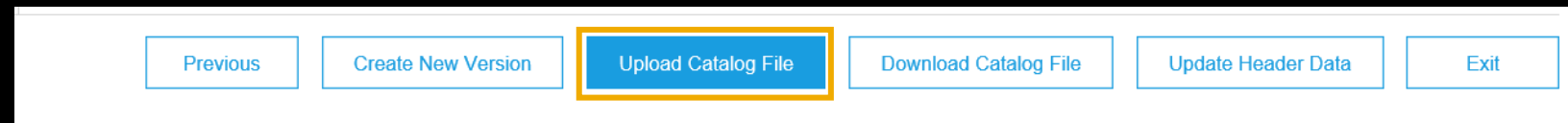
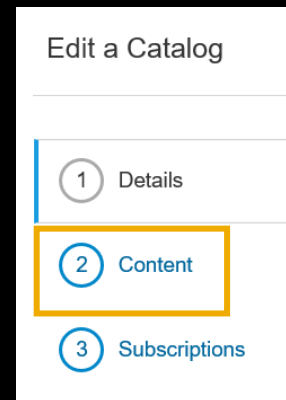
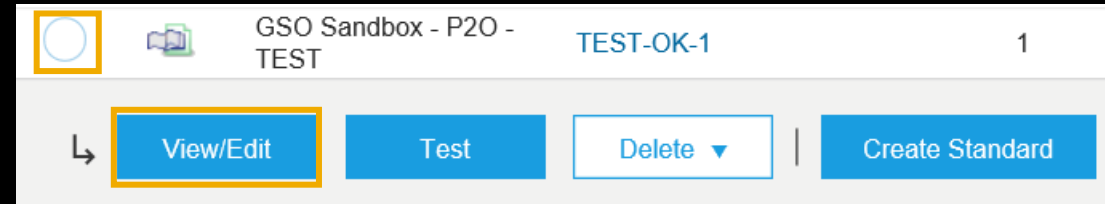
	A	B	C	D	E	F	G	H	I	J	K
1	Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Classification Codes-2		
2							Domain	Value	Domain	Value	Thumbnail
3	AN0001000100	2772882	Quad Electronics M500 4-Line Phone System with Headset and Caller ID	145.10	EA	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 SAP Business 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](#)


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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.
- **Never delete any version without prior agreement with your customer!**
- 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](#)