

SAP Ariba 

Excel – Lite Manual

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- From Code to Visual: Tier Breakdown

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- Catalogue Setup and Explanation
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- What it looks like in the UI
- Catalogue Setup and Explanation

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- Catalogue Setup and Explanation
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FOREWORD - 1

Goal:

This guide will endeavour to outline the basic requirements for an *Excel* field to function. Some fields have more options, but as they are neither mandatory nor essential to the functioning of the field itself, they have been left out.

Understanding the basic syntax:

1. Each Excel field contains subset of headers
2. Each subset of headers are marked by different colors based on whether it is mandatory to the field or not (i.e. if you use an optional field, you have to fill out its mandatory sub-fields as a minimum requirement in order for the fields to function properly)

Main header

| PriceConfiguration-1 | | | | | |
|----------------------|---------|--------|---------------|-------------|------------|
| StartDate | EndDate | Amount | PriceCurrency | PriceFactor | Lowerbound |

Sub-fields

Subset headers with **blue** as mandatory (i.e. minimum required fields to be filled so that it functions) and **yellow** as optional

FOREWORD - 2

Prerequisites:

As with BMEcat, CMS needs to be enabled along with all the required technical setups however this format permits a catalogue to have the BMEcat features as well as parametric data and customer custom fields (not available in the BMEcat format)


Notes:

Maximum size of Excel catalogue: 15 MB

When uploading incremental parts to a catalogue, ensure that you previous catalogue part is in status green/validated on the Ariba Network (see below example)

| Created By | Date Created | Status | Date Status Received |
|------------|--------------|-----------------------|----------------------|
| Estlega | 11 Oct 2021 | Validated by Customer | 11 Oct 2021 |

OVERVIEW OF AN EXCEL ITEM



Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:


Available in: 4 Day(s)

£100.00 GBP / each

*Pricing Information

Qty: 5

☒



Sitting Room Chair

Supplier: [Estlega](#)

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: [Estlega](#)

Supplier Part #: [Sofa](#)


Manufacturer:

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:



Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:


Available in: 4 Day(s)

£100.00 GBP / each

*Pricing Information

Qty: 5

☒



Sitting Room Chair

Supplier: [Estlega](#)

Supplier Part #: [ArmChair](#)

Available in: 4 Day(s)

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£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: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:

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 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

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart



Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

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 |

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Accessories




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£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion


Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

Price Configuration



Supplier: Estlega

Supplier Part #: Sofa




Manufacturer:

Available in: 4 Day(s)


£100.00 GBP / each

Pricing Information

Qty: 5



☒



Sitting Room Chair

Supplier: Estlega

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:

Supplier:

Supplier Part #:

Manufacturer:

Available in:

Best Price/Top Item:

Description:

Punchout Enabled:

£100.00 GBP

Estlega

Sofa

4 Day(s)

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

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

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

What the field looks like in the User Interface

£100.00 GBP / each

*Pricing Information

Pricing Details

| 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 |

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 |

| Description | Qty | Unit | Price | Amount |
|-------------------|-----|------|------------|---------------|
| Sitting Room Sofa | 13 | each | £90.00 GBP | £1,170.00 GBP |

Supplier Part #:

Sofa

Commodity Code:

Human resources services

Partitioned Commodity Code:

(no value)

Supplier:

Estlega

Contact:

Prague

Payment Terms:

Net 45, 2%/30, 3%/20

CityCodeAndCompanyCodeLookup:

No

At item's price level

At detail/description's level

At purchase requisition level

Catalogue Setup and Explanation

| PriceConfiguration-2 | | | | | |
|----------------------|---------|--------|---------------|-------------|------------|
| StartDate | EndDate | Amount | PriceCurrency | PriceFactor | Lowerbound |
| | | 90 | GBP | | 10 |

OPTIONAL FIELDS

StartDate: Start date of when this price is applicable

EndDate: End data of when this price is applicable

PriceFactor: can be used for VAT or any additional charge not part of the item's price, the effect will be visible at Requisition level.

MANDATORY FIELDS

Amount: decimal price

PriceCurrency: currency

Lowerbound: quantity at which the **Amount** is applicable (next tier needs to be higher than the previous one)

From Code to Visual: Tier Breakdown

| PriceConfiguration-2 | | | | | |
|----------------------|---------|--------|---------------|-------------|------------|
| StartDate | EndDate | Amount | PriceCurrency | PriceFactor | Lowerbound |
| | | 90 | GBP | | 10 |

Lowerbound=10

£100.00 GBP / each

[*Pricing Information](#)

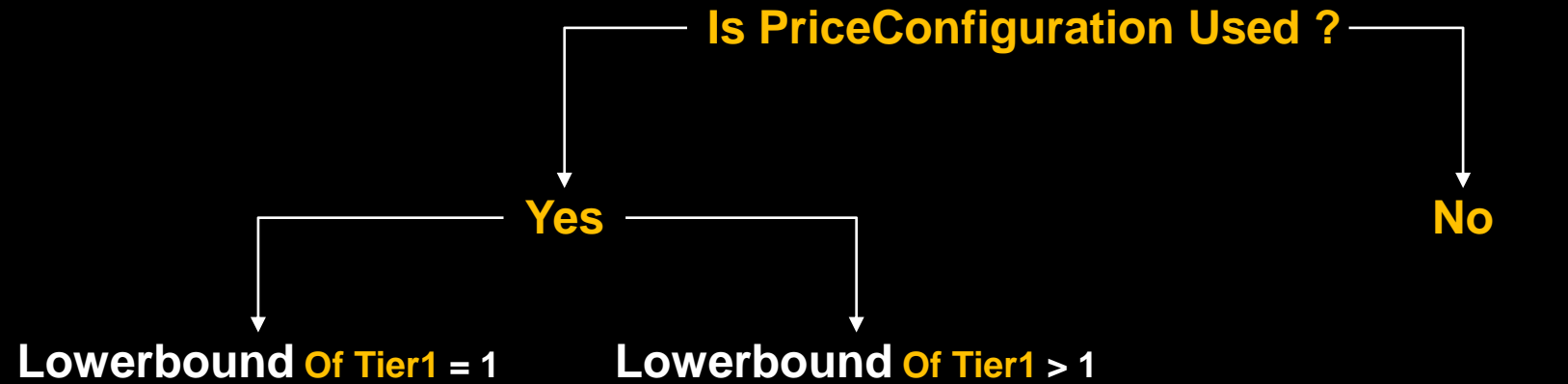
Pricing Details

| 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 |

Amount=90

PriceCurrency=GBP

Lowerbound - Unit Price – MinimumQuantity Interaction



Unit Price

Optional

Will be skipped by
the System

Optional

Will be skipped by
the System

Mandatory

MinimumQuantity

Optional


If Not Filled
Manually, Will be
Filled by the System
with Default Value
"1"


Mandatory


And Should be
Equal Or Greater
than the
LowerBound Value

Optional

Images







/ each

formation

5

3 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Specifications

| | |
|----------------------|--|
| Price: | £100.00 GBP |
| Supplier: | Estlega |
| Supplier Part #: | Sofa |
| Manufacturer: | |
| 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

| 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

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

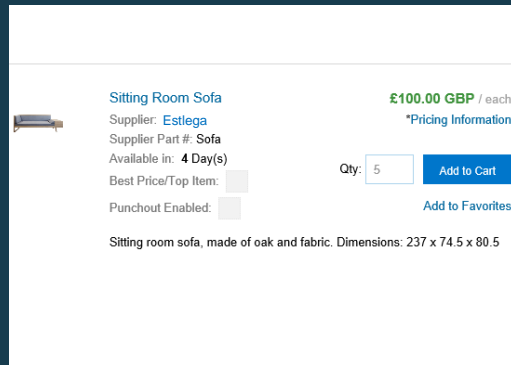
£10.00 GBP / each

Qty: 1

Add to Cart

What the field looks like in the User Interface

SEARCH LEVEL



Search Thumbnail

- Field: **Normal**
- Taken from the **Image_1**

ITEM LEVEL



Thumbnails

- Field: **Image-x \ Thumbnail**

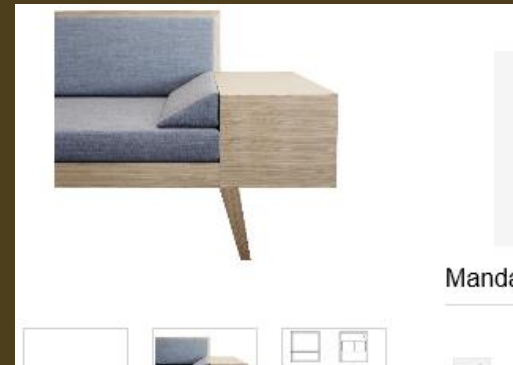


Image "Normal"

- Field: **Image-x \ Normal**

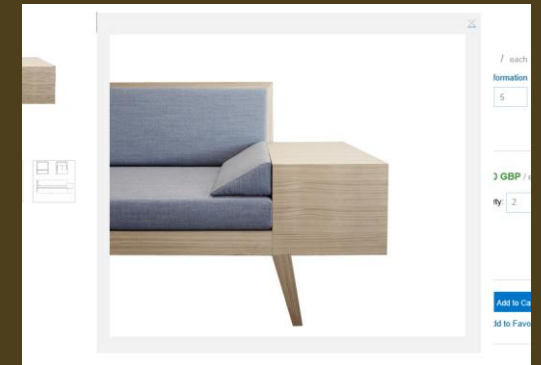
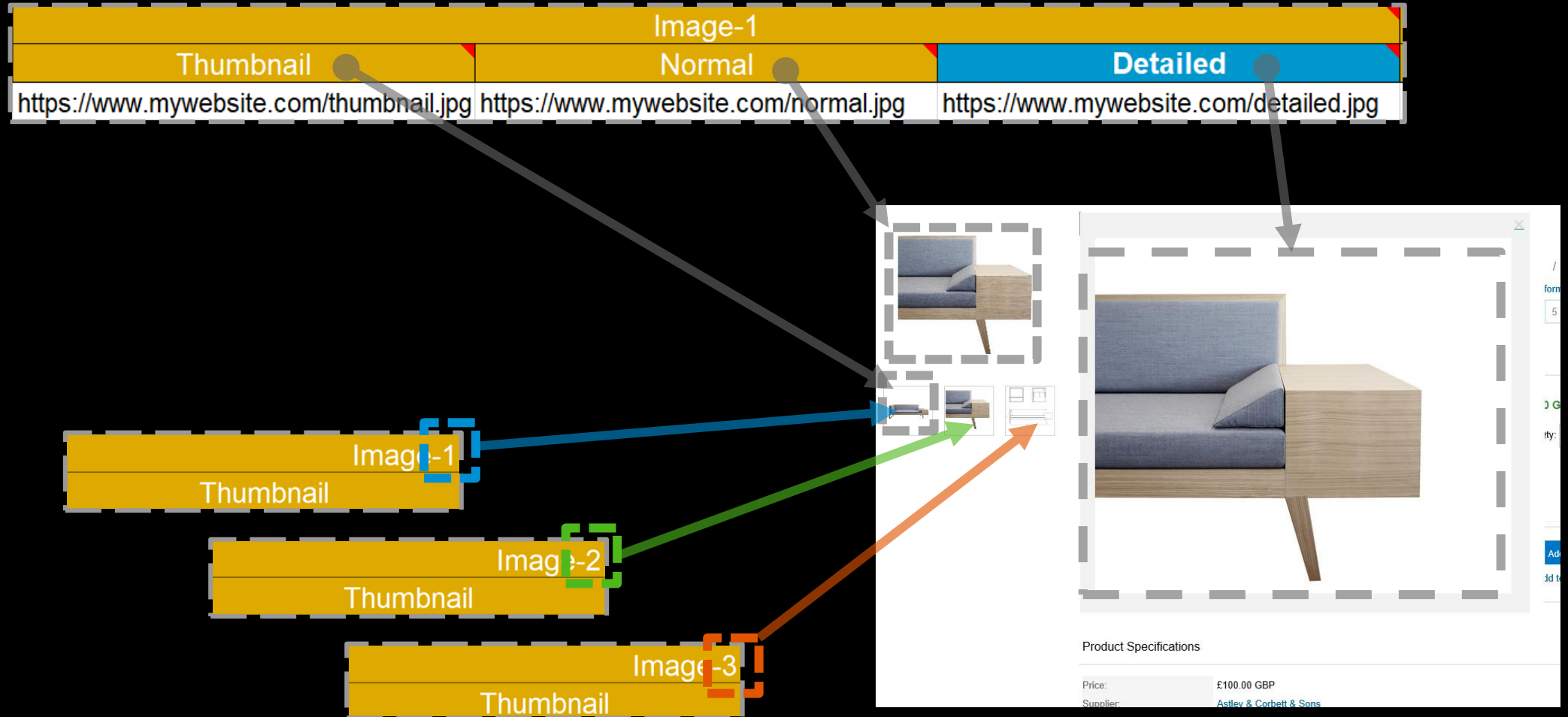


Image "Detail"

- Field: **Image-x \ Detail**

Catalogue Setup and Explanation



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)




Image Table (the outcome to various combinations):

Recommended: if you do not need a complicated image system to your items (i.e. a different thumbnail. Image and detailed image, then we recommend you simply use the DETAIL field and it will populate the other fields (i.e. the thumbnail and image fields) by default

| | | Search Thumbnail | Item Thumbnail | Normal Image | Detail Image |
|---|-----------|------------------|----------------|--------------|--------------|
| 1 | Catalogue | | | | x |
| | In the UI | x | x | x | x |
| 2 | Catalogue | | | x | |
| | In the UI | x | x | x | |
| 3 | Catalogue | | x | | |
| | In the UI | | | | |
| 4 | Catalogue | | x | x | |
| | In the UI | x | x | x | |
| 5 | Catalogue | x | x | | |
| | In the UI | x | | | |
| 6 | Catalogue | x | | | x |
| | In the UI | x | x | x | x |
| 7 | Catalogue | x | x | | x |
| | In the UI | x | x | | x |
| 8 | Catalogue | x | x | x | x |
| | In the UI | x | x | x | x |
| 9 | Catalogue | | x | x | x |
| | In the UI | x | x | x | x |

Quantity Interval & Minimum Quantity





Supplier: Estlega

Supplier Part #: Sofa

Manufacturer:

Available in: 4 Day(s)


£100.00 GBP / each

*Pricing Information

Qty: 5

Mandatory Items

☒



Sitting Room Chair

Supplier: Estlega

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: Estlega

Supplier Part #: Sofa

Manufacturer:

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

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

What the field looks like in the User Interface

£100.00 GBP / each

*Pricing Information

Qty:

£100.00 GBP / each

*Pricing Information

Qty:

- 5
- 7
- 9
- 11

£100.00 GBP / each

*Pricing Information

Qty:

Minimum Quantity

Interval Quantity

If the minimum quantity or interval is not respected, the 'Qty' field will be red (the purchase requisition will fail if you try to purchase cart)

Catalogue Setup and Explanation

| Packing Quantity | MinimumQuantity |
|------------------|-----------------|
| 2 | 5 |

Field type: integer (number without decimal point)

Related Items



Supplier: [Estlega](#)

Supplier Part #: **Sofa**

Manufacturer:


Available in: **4 Day(s)**

£100.00 GBP / each

*Pricing Information

Qty:

☒



Sitting Room Chair

Supplier: [Estlega](#)

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: | Estlega |
| Supplier Part #: | Sofa |
| Manufacturer: | |
| Available in: | 4 Day(s) |
| Best Price/Top Item: | <input type="text"/> |
| Description: | Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5 |
| Punchout Enabled: | <input type="text"/> |

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

Estlega

£15.00 GBP / each

Qty:

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty:

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each


Qty:

Add to Cart

What the field looks like in the User Interface

Supplier: [Estlega](#) £100.00 GBP / each
Supplier Part #: Sofa *Pricing Information
Manufacturer: Qty: 5
Available in: 4 Day(s)




Mandatory Items

| Item | Price | Qty |
|--|-------------------|--------|
| <input checked="" type="checkbox"/>  Sitting Room Chair Supplier: Estlega Supplier Part #: ArmChair Available in: 4 Day(s) Best Price/Top Item: <input type="checkbox"/> Punchout Enabled: <input type="checkbox"/> | £50.00 GBP / each | Qty: 2 |

[Add to Cart](#)

Mandatory Items are found right underneath the select item, on top of the 'Add to Cart' button (they are added automatically)

Accessories

| Item | Price | Qty |
|---|-------------------|--------|
|  Soft Cushion Estlega £15.00 GBP / each | £15.00 GBP / each | Qty: 1 |
|  Coloured Cushion Estlega £10.00 GBP / each | £10.00 GBP / each | Qty: 1 |
|  Striped Cushion Estlega £10.00 GBP / each | £10.00 GBP / each | Qty: 1 |

[Add to Cart](#) [Add to Cart](#) [Add to Cart](#)

Related (non mandatory) Items are found at the bottom of the page

Catalogue Setup and Explanation

| RelatedItems-1 | | RelatedItems-2 | |
|----------------|------------------|----------------|------------------|
| Type | Supplier Part ID | Type | Supplier Part ID |
| accessories | 2772967 | mandatory | 27721000 |

Types: These are the options available which will create reels at the bottom of the item's page

- Mandatory (forces purchase)
- similar
- sparepart
- accessories
- followup

Supplier Part ID: refers to another item within the same catalogue.

NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)

WARNING - LIMITATIONS

Related items do not show if they have intervals and can have their minimum limit ignored, however when at the purchase requisition level, it will fail if these are not adhered to.

| Qty | | | | |
|-----|--------|---------|-----|-------------|
| 8 | * each | £100.00 | GBP | £800.00 GBP |

Quantity must be specified in intervals of 2

| | | | | |
|---|--------|--------|-----|------------|
| 1 | * each | £50.00 | GBP | £50.00 GBP |
|---|--------|--------|-----|------------|

Quantity specified is less than the required minimum order quantity of 2

Attachments




Sitting Room Sofa

Supplier: [Estlega](#)
Supplier Part #: **Sofa**
Manufacturer:
Available in: **4 Day(s)**

£100.00 GBP / each
***Pricing Information**
Qty:

Mandatory Items

☒  **Sitting Room Chair** **£50.00 GBP** / each
Supplier: [Estlega](#)
Supplier Part #: **ArmChair**
Available in: **4 Day(s)**
Best Price/Top Item:
Punchout Enabled:

[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:
Supplier Part #: **Sofa**
Manufacturer:
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
Estlega
£15.00 GBP / each
Qty: [Add to Cart](#)



Coloured Cushion
Estlega
£10.00 GBP / each
Qty: [Add to Cart](#)



Striped Cushion
Estlega
£10.00 GBP / each
Qty: [Add to Cart](#)

What the field looks like in the User Interface

Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Attachment Section with a list of available attachments

The screenshot shows a user interface with a sidebar on the left containing a list of reference documents: 'History of chairs', 'The Chair: its life and times', and 'Accessories'. The main content area on the right displays the details for the selected document, 'History of chairs'. This details view is divided into two columns. The left column contains two sections: 'PHYSICAL ATTRIBUTES' with a bulleted list of characteristics (Wooden, Metal dowels, Nails, Have been cut, Drilled, Slotted, No trace of glue, Foldable, Stained, Sealed, Branded by owner, No manufacturers branding, Scrapes, spills, water damage) and 'HOW THEY WERE MADE' with a single bullet point 'Most likely hand assembled'. The right column contains a section titled 'AQUISITION' (sic) with a paragraph describing the author's personal experience finding the chairs in Beacon, NY.

HISTORY OF CHAIRS

PHYSICAL ATTRIBUTES

- Wooden
- Metal dowels
- Nails
- Have been cut
- Drilled
- Slotted
- No trace of glue
- Foldable
- Stained
- Sealed
- Branded by owner
- No manufacturers branding
- Scrapes, spills, water damage

HOW THEY WERE MADE

- Most likely hand assembled

AQUISITION

This specific type of chair I first came across while travelling upstate for the weekend. We were heading to see the Vanderbilt Mansion in Hyde Park for my mom's birthday and we took the scenic route through a few little towns up the Hudson River. We crossed over Bear Mountain Bridge and travelled North along the East Side of the river until we landed in the town of Beacon, NY. My dad, the driver of this trip, was well aware of my search for old, wooden, folding chairs. Luckily enough as we drove down Main Street of Beacon we spotted a bunch of 4 or 5 wooden folding chairs sitting outside an antique store. I was beyond ecstatic that I found exactly what I was looking for so effortlessly. So I went inside Dickinson's Antiques and began to get ready to make my purchase. I asked the price and he said he wanted \$50 per chair that was rather expensive if you ask me, for chairs that didn't even belong to a set. I tried to bargain him down but he was less than friendly... so we walked. Otherwise he had a really picturesque antique shop that I still appreciated the esthetic of. Before I even had time to feel defeated my dad saved the day by mentioning that he has a friend who happens to have about 15-20 chairs of the same sort. Don, the name of the family friend, has

Clicking on one of these links will open the attachment in a new window

Catalogue Setup and Explanation

| Attachments-1 | | Attachments-2 | |
|---|-------------------------|---|----------------------------|
| Source | Description | Source | Description |
| https://abc.com/my_certificate.jpg | Certificate of Analysis | https://abc.com/my_video.wav | Show and tell presentation |

Source: URL linking to the image (can be a static, but this is not recommended)

Description: the name of the document within the item

NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)

RUN SIMPLE

Contact information:

Mahdi Ghasemi

SAP Ariba, EMEA Catalog Enablement
Prague, Czech Republic

Mahdi.ghasemi@sap.com