SAP Ariba

PunchOut Catalog Guide for Suppliers

SAP Run Simple

INDEX

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- What is the difference between a **PunchOut Level 1** and a **PunchOut Level 2** ?

Project Specifics

- Main Prerequisites for Punchout Suppliers
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- cXML Message Flow

Ariba Network account Configuration

- How to set up my Ariba Network account ?

Index File

- How to fill in my Index File ?
- How to upload my Index File ?

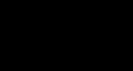
Buyer Process

- How does a Buyer purchase from PunchOut ?

How to use this guide:

This presentation is **interactive** and contains **process simulations**.

When you see **text like this** or **buttons surrounded this** then it is **interactive.**

Use the red buttons **[**  **]** at the top right of your screen to be sent back here

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Introduction and Types

What is Punchout Catalog

Index

A **PunchOut** catalog is a type of catalogue that gives **Buyers** access a **Supplier's web-shop** from their SAP Ariba Application.

Punchout Level 1

When referred to a "**Level 1**", this means the **Buyer** searches for the desired Supplier/PunchOut and then enters at the Store Level, i.e. they are sent to the web-shop's landing page. On entering, the **Buyer** will **search for the Items on the Supplier's web-shop**, then add all desired items to the web-shop's Basket and return back to the SAP Ariba Application with the Basket containing the selected Items to generate Purchase Requisition.

Logo

Estlega Ltd WEB-SHOP
Supplier: Estlega Ltd

Buy from Supplier

Punchout Level 2

When referred to a "**Level 2**", this means the **Buyer** is entering at the Aisle, Shelf or Product Level, i.e. they are sent to a specific part of a web-shop. On entering, the Buyer will be **sent directly to the Aisle/Shelf/Product that he clicked on when browsing his SAP Ariba Application's UI**. Once he has added the desired items to the web-shop's Basket, the **Buyer** returns back to the SAP Ariba application with the Basket containing the selected Items to generate Purchase Requisition.

Superbook ABC Laptop
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

$499.99 USD * / each

Buy from Supplier

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Project Specifics

Main Prerequisites for Punchout Suppliers

Index

Business and Technical Requirements on catalog content

Business related topics as per Items available in Your Web-shop, Price, Availability T&Cs. Should be agreed with Buyer prior to enablement process.

Commodity Codes Required for Items

It is compulsory to associate a commodity code for each item in your Web-shop. A list of **commodity codes** is available in the Supplier Information Portal which is accessible from every Ariba Network account.

Web-shop Configuration

Supplier's must configure their website in order to **accept the ANID** of Buyer.

Consult cXML Documentation

In order to configure your website to transact and exchange Data with SAP Ariba Network and SAP Ariba Procurement Application via cXML. **cXML Solutions Guide** and the **cXML User Guide** are available in the Supplier Information Portal.

Security

Supplier's Punchout site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure).** HTTPS protects all parties in Punchout sessions: Buyer Ariba Network, and the Punchout site.

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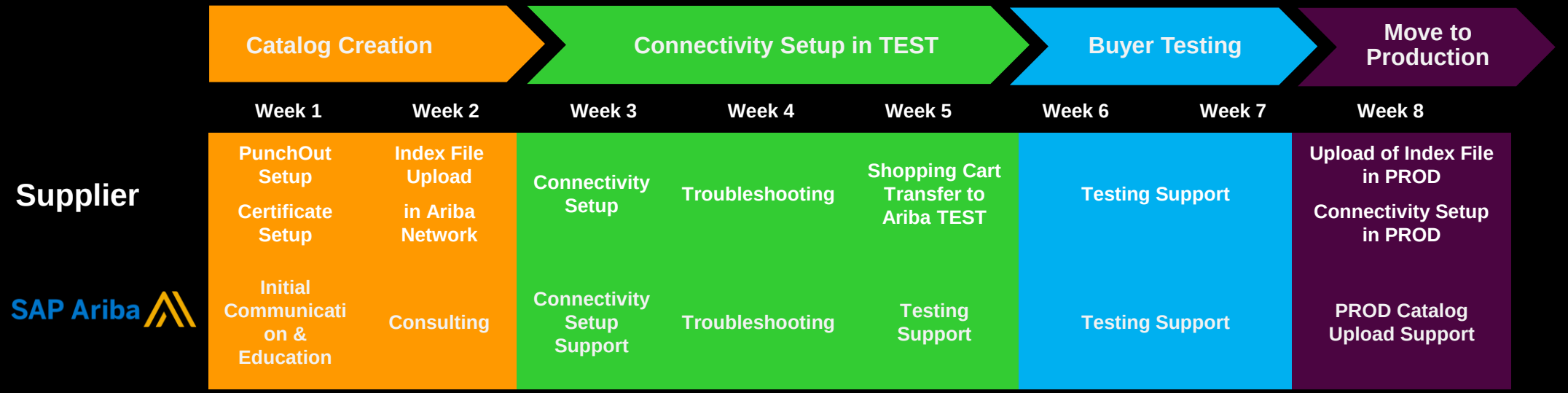
Project Timelines

Index



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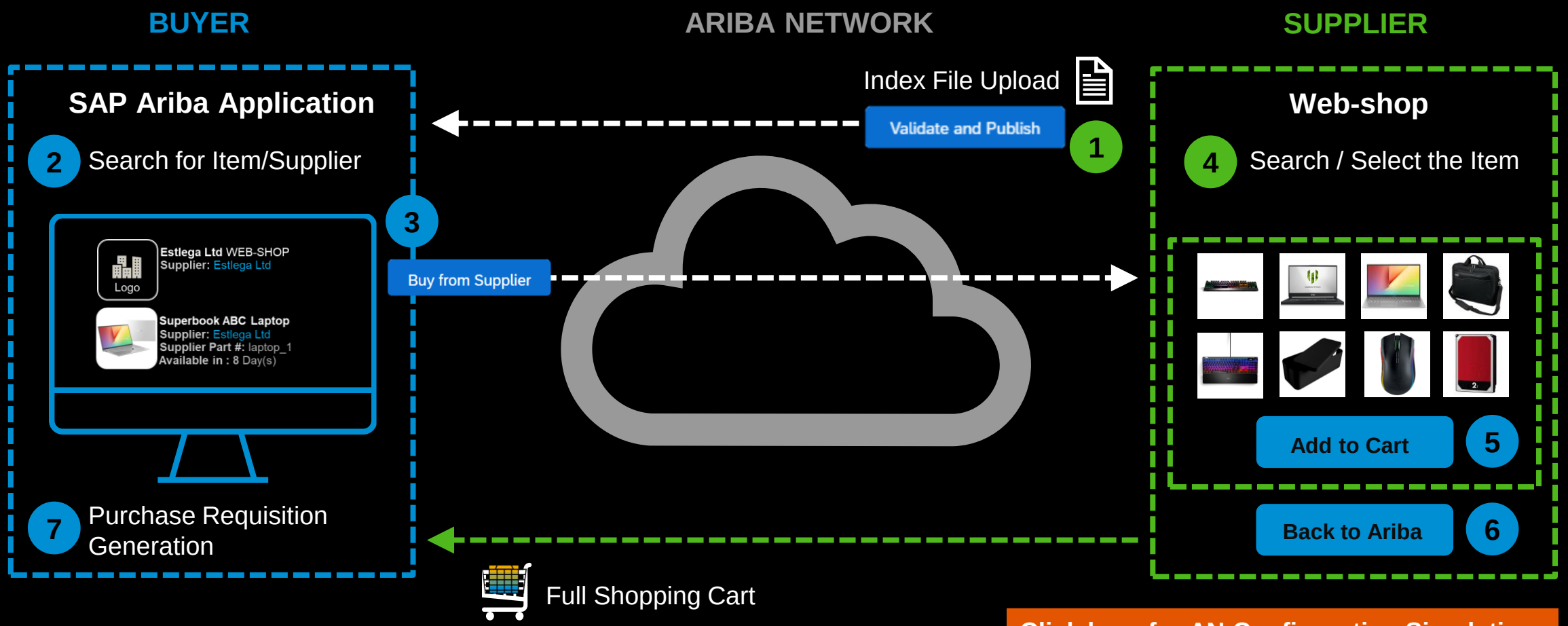
System Architecture

Process Architecture: Functional and Purchase Operations

Index



Click here for AN Configuration Simulation

Click here for UPLOAD Simulation

Click here for PURCHASE Simulation

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cXML Message Flow

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BUYER

ARIBA NETWORK

SUPPLIER

SAP Ariba Application

Estlega Ltd WEB-SHOP
Supplier: Estlega Ltd

Logo

Superbook ABC Laptop
Supplier: Estlega Ltd
Supplier Part #: laptop_1
Available in : 8 Day(s)

1

POSReq

PunchOut Setup Request

POSResp

2

PunchOut Setup Response

Web-shop

POOM

3

PunchOut Order Message

Click here for AN Configuration Simulation

Click here for UPLOAD Simulation

Click here for PURCHASE Simulation

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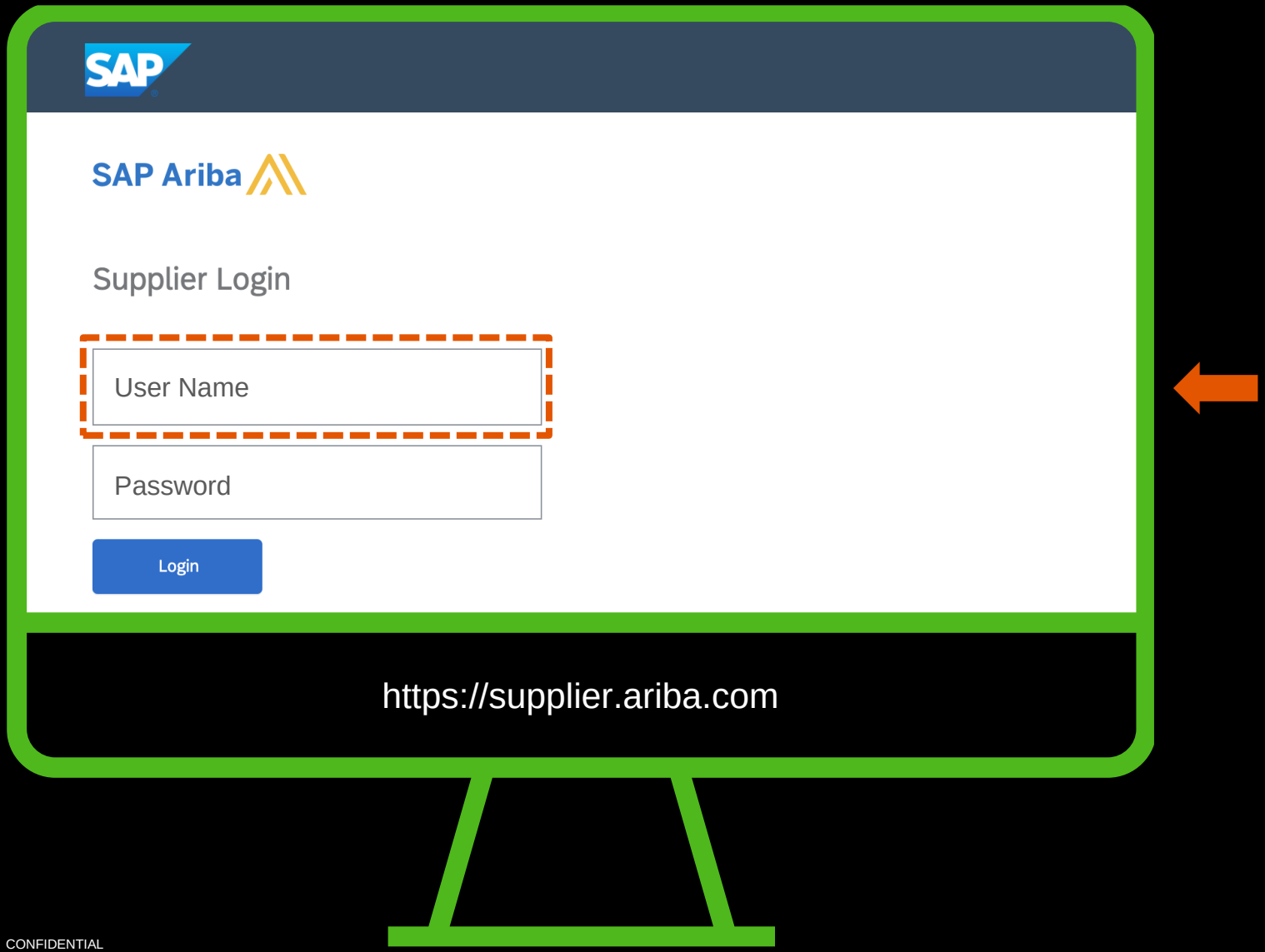
SAP Business Network Account Configuration

Ariba Supplier Portal

Index

1

Enter your **Supplier Credentials [press on the User Name field]**



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Log in

Index

Refresh

2

Click on Login

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Landing SBN Page

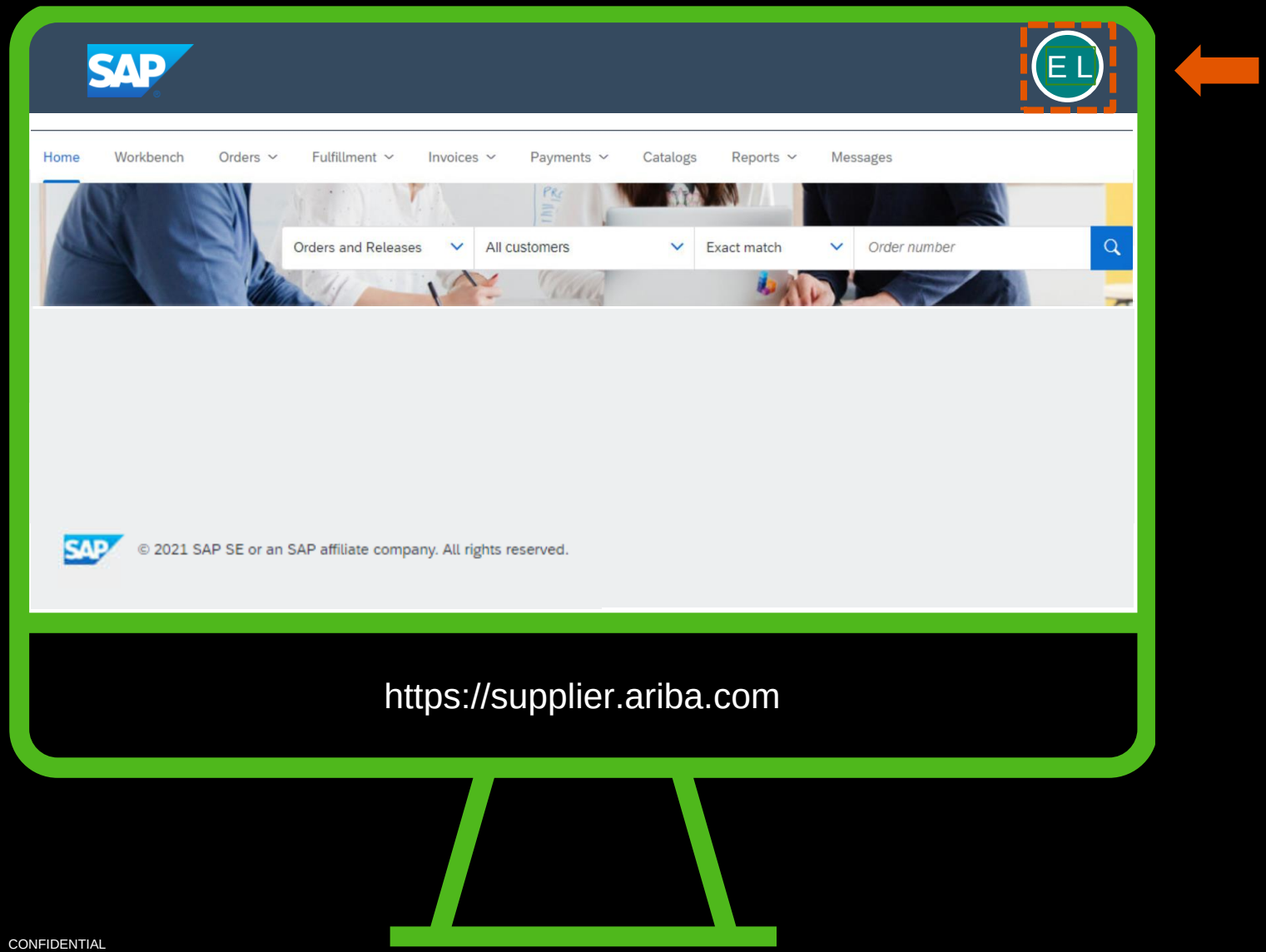
Index

Refresh

3

On Top Left of the screen Click on **Account Setting Icon**

XX



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Settings

Index

Refresh

4

From Drop-down menu, click on **Settings**

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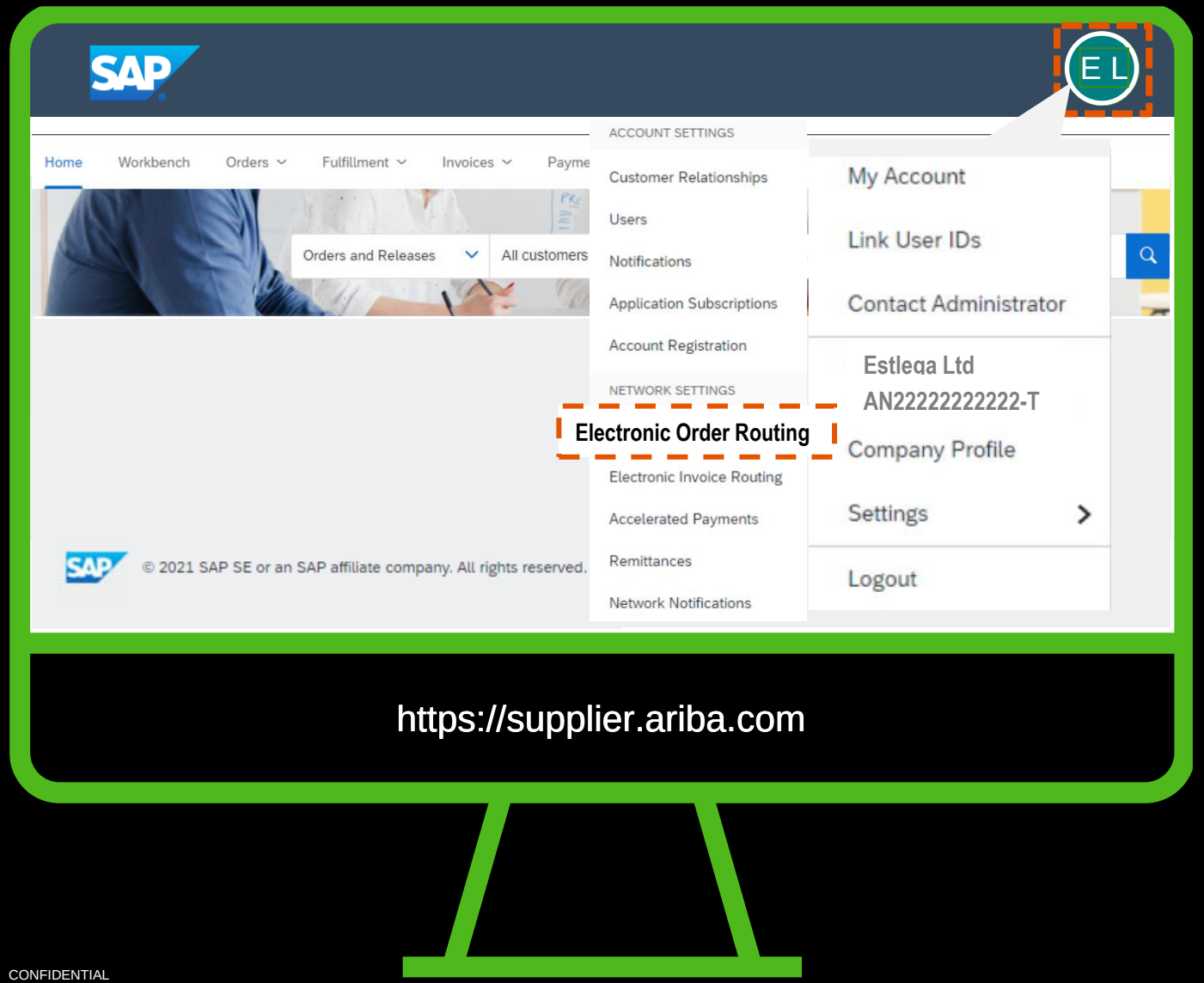
Settings

Index

Refresh

5

From Drop-side menu, click on **Settings**



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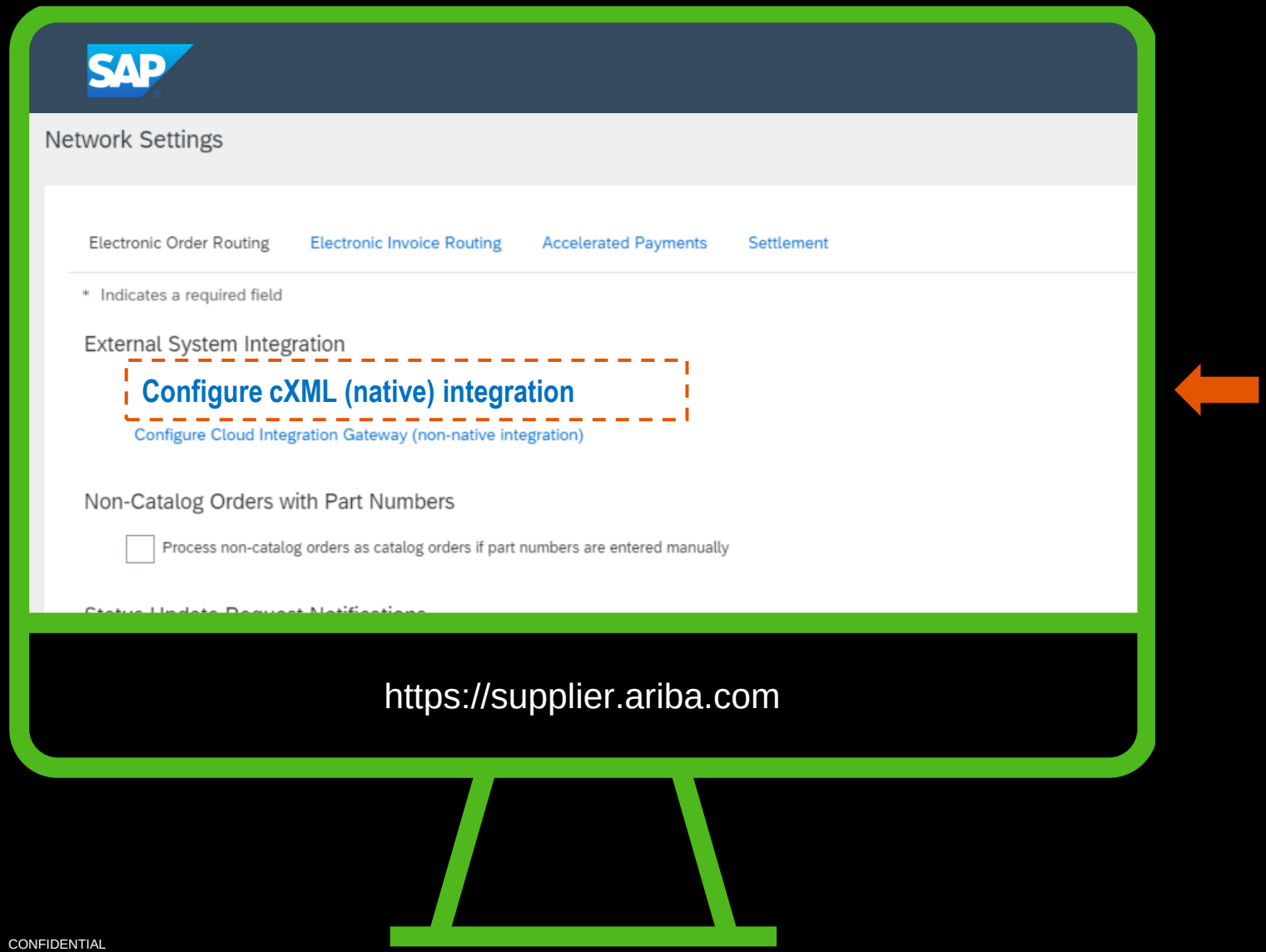
Electronic Order Routing

Index

Refresh

6

Click on **Configure cXML (native) integration**



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Authentication

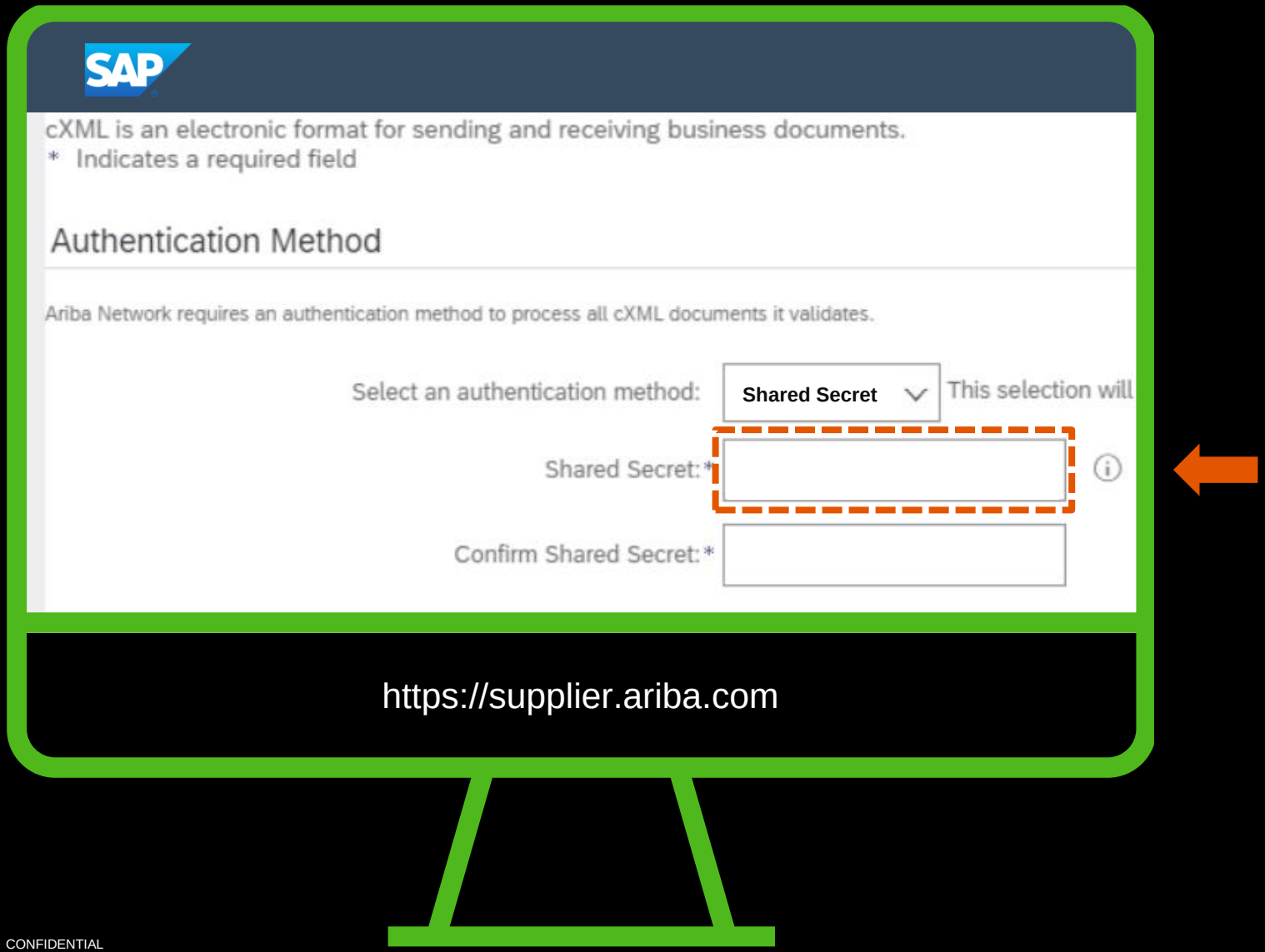
Index

Refresh

7

Select and Configure the Authentication Method (**Shared Secret Or Certificate**)

If you select Shared Secret, **Insert the value**



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Shared Secret

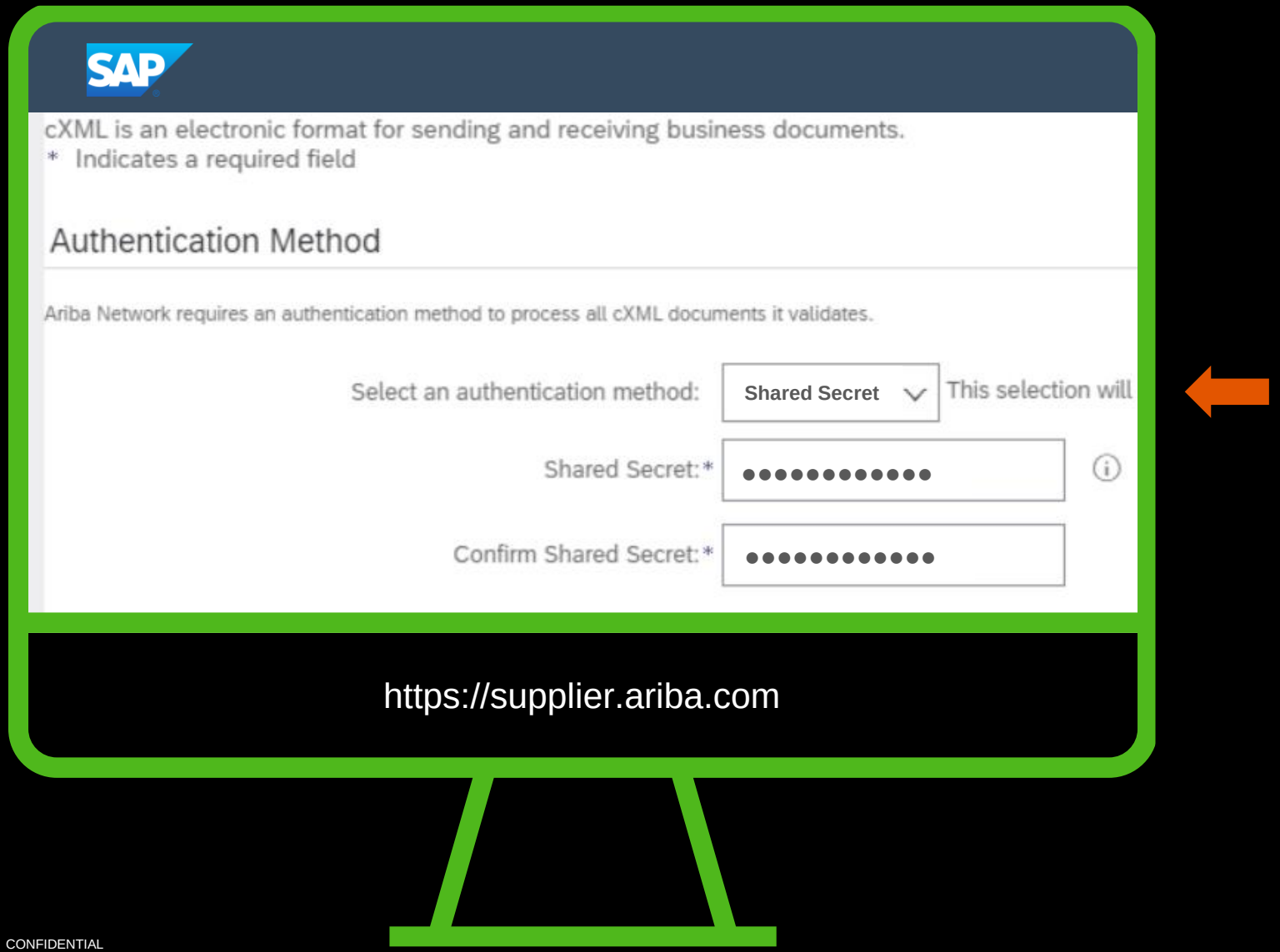
Index

Refresh

8

Now **Scroll Down**

And click on Save



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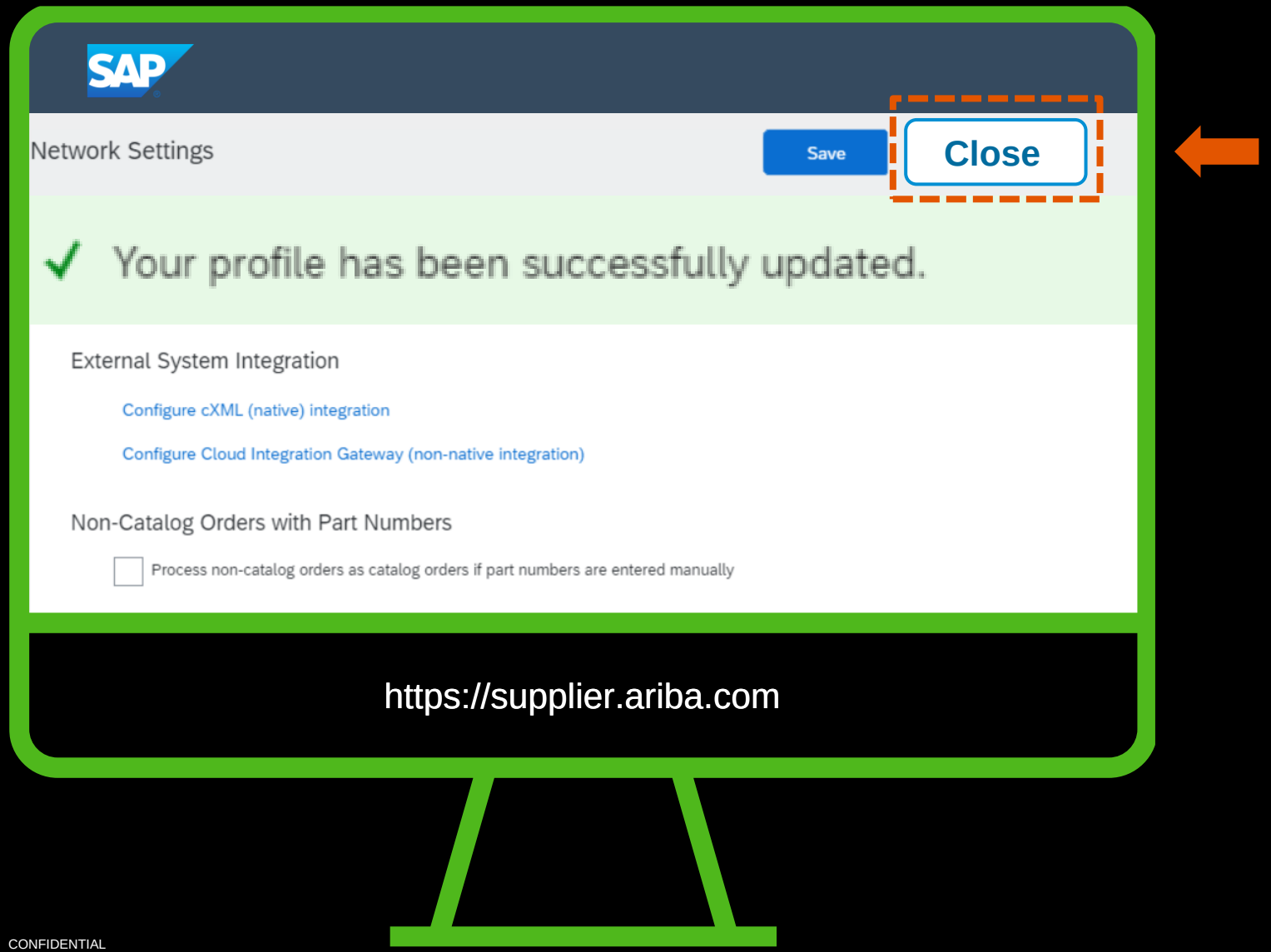
End of Setup

Index

Refresh

9

Click on **Close** and you will be sent to the page explaining how to fill in the **INDEX FILE**



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Main Page

Index

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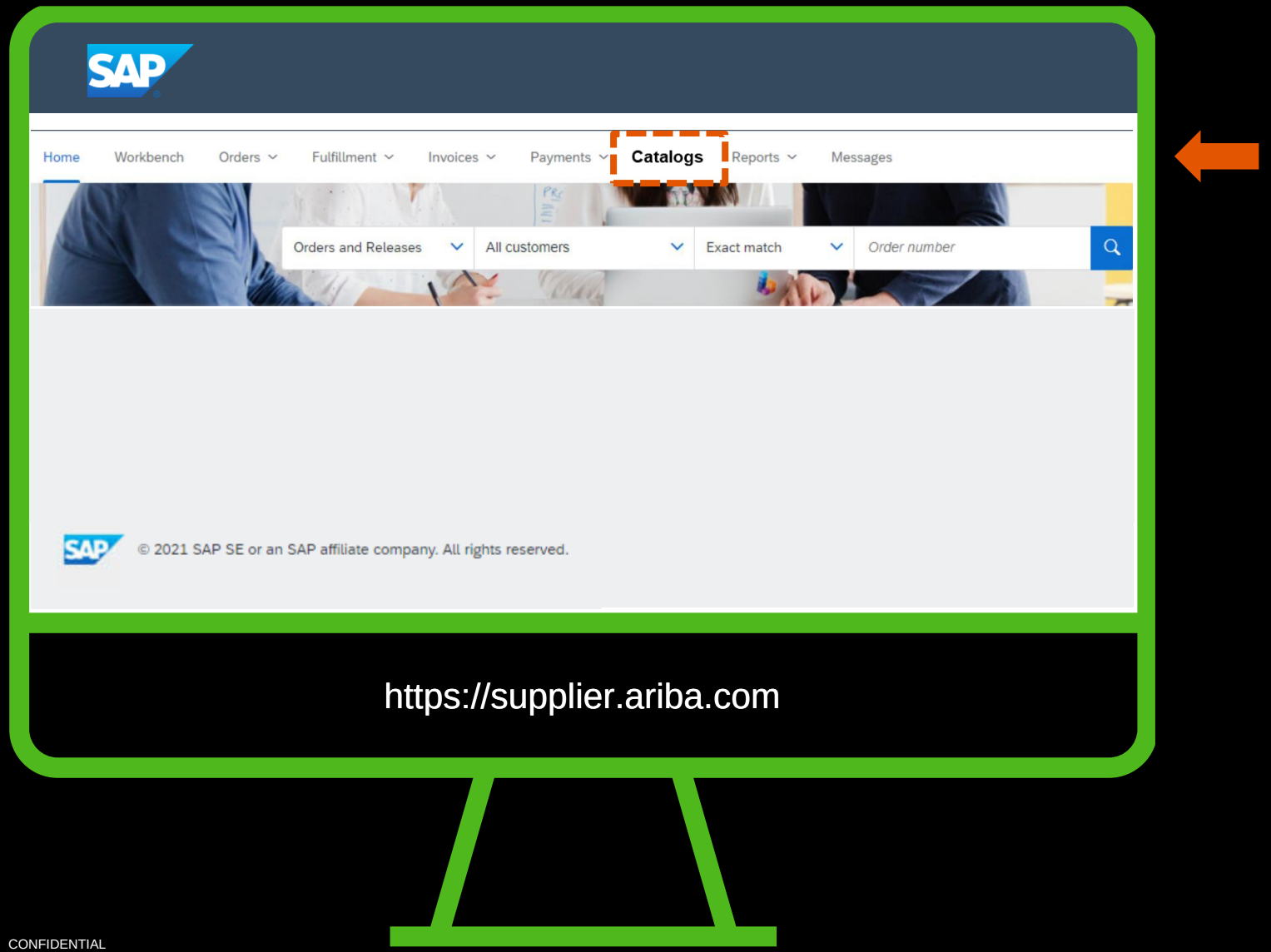
Go back to the Main page and Click on **Catalogs** Tab on Top



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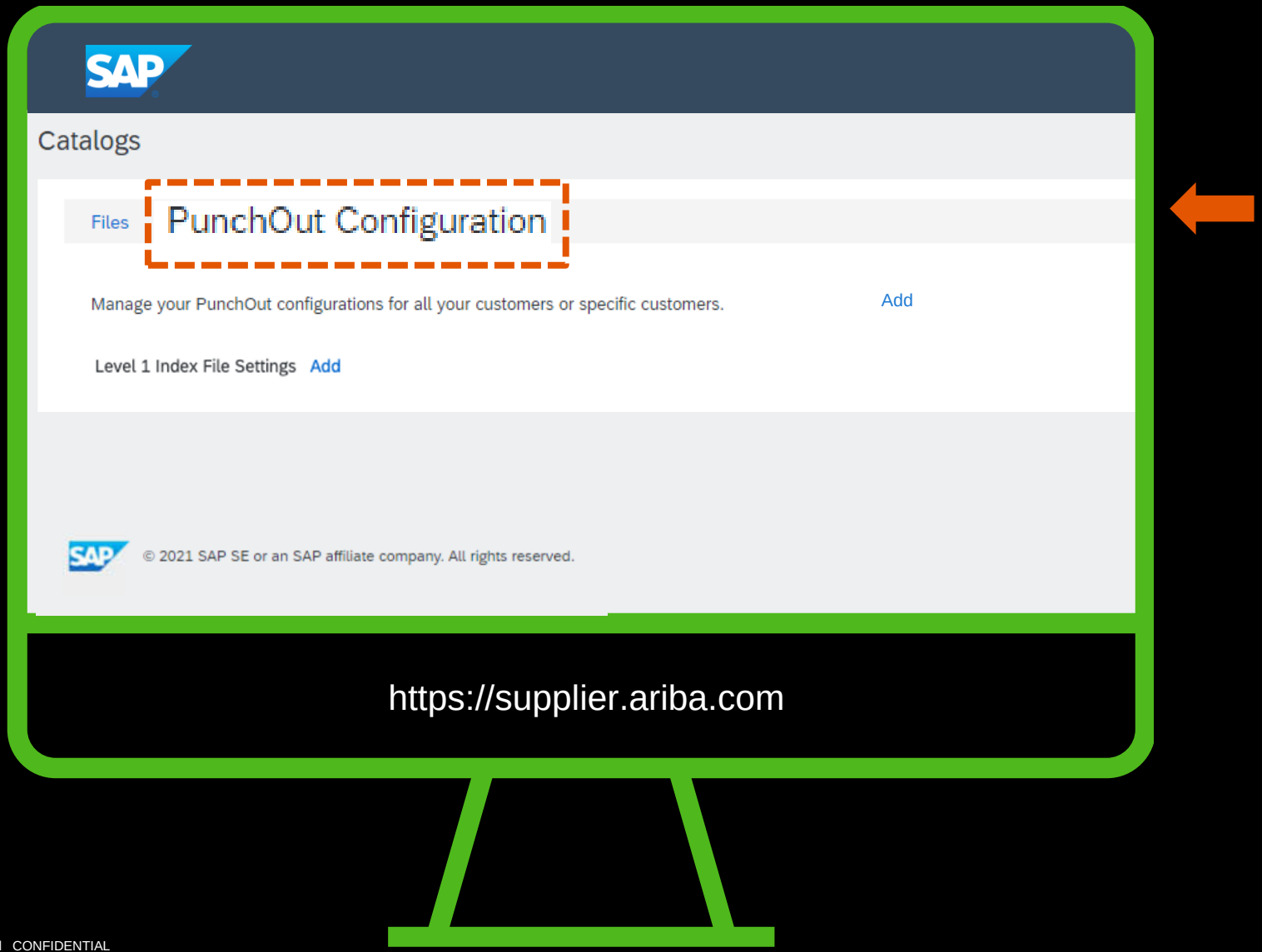
Catalog Page

Index

11

Click on **PunchOut Configuration** Tab



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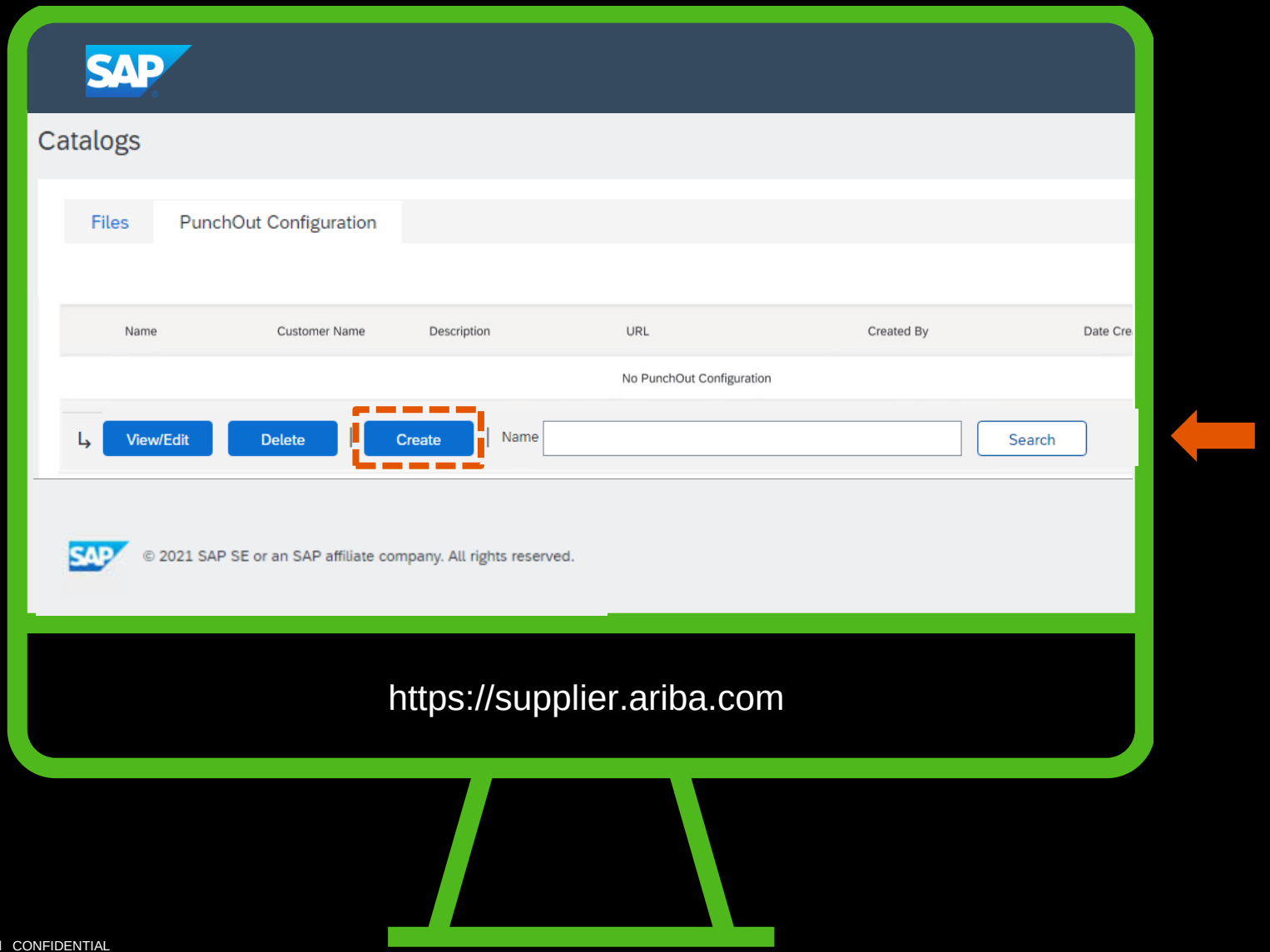
PunchOut Configuration

Index

11

Click **Create** to add a New PunchOut Configuration



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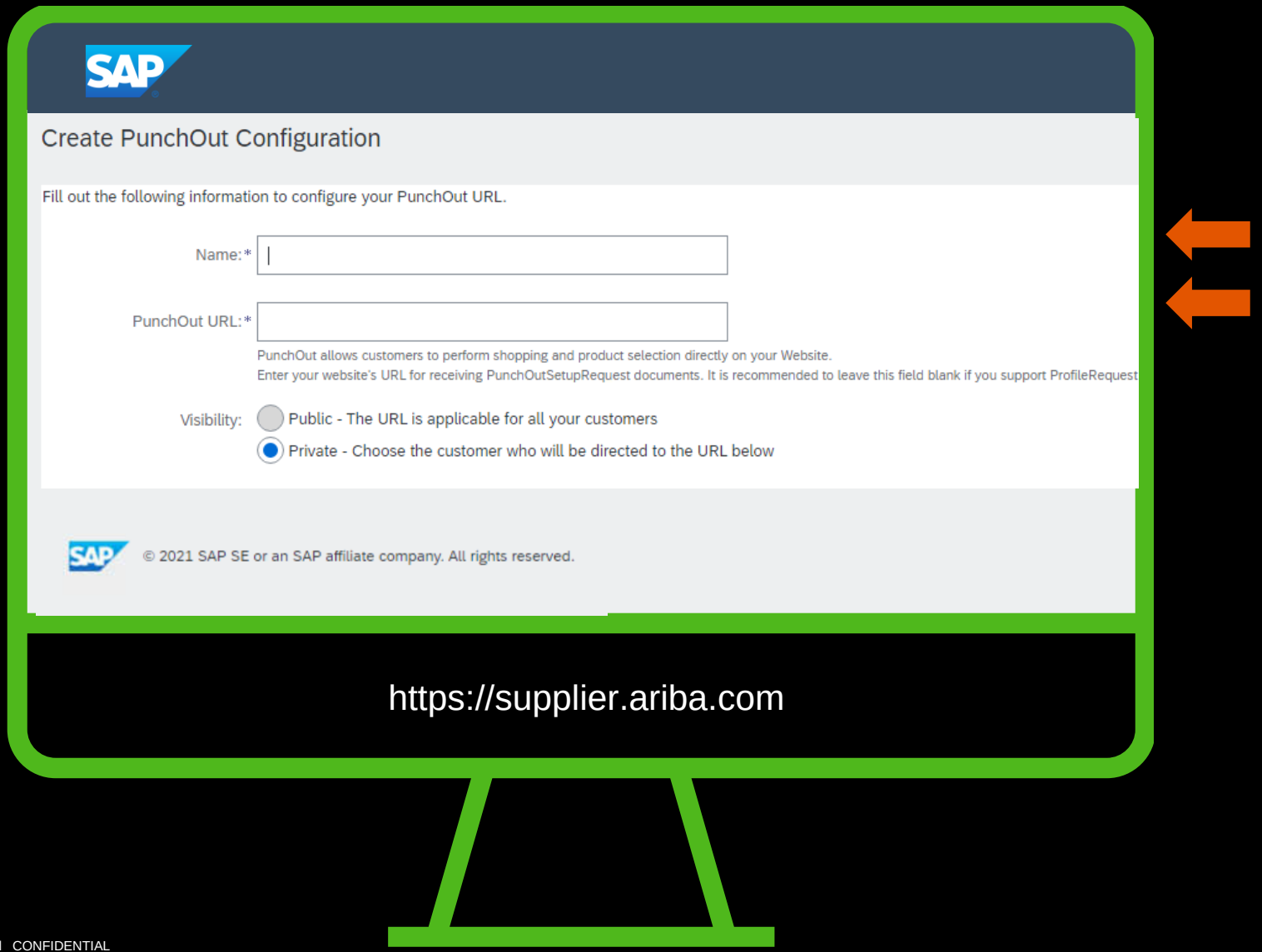
PunchOut Configuration – Name and PunchOut URL

Index

12

Provide a **Name** and a **PunchOut URL** for the new Configuration

(Web-shop's URL)



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PunchOut Configuration - Visibility

Index

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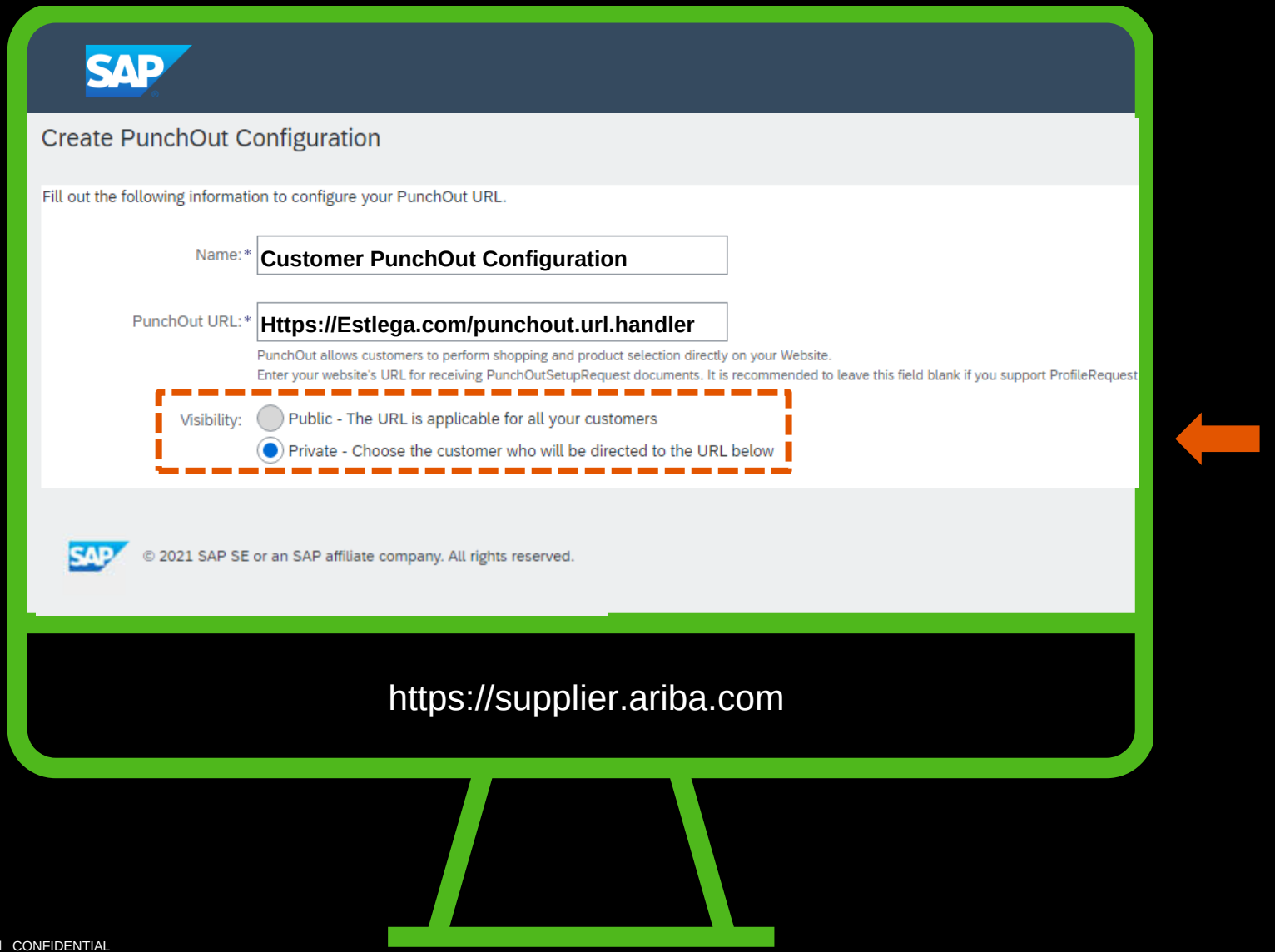
Now select **Visibility**

The **Visibility** can be set as **Private** if the **PunchOut URL** is for a specific Customer connection, or it can be set as **Public**, if the **PunchOut URL** is default for all customers



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PunchOut Configuration - Default Authentication

Index

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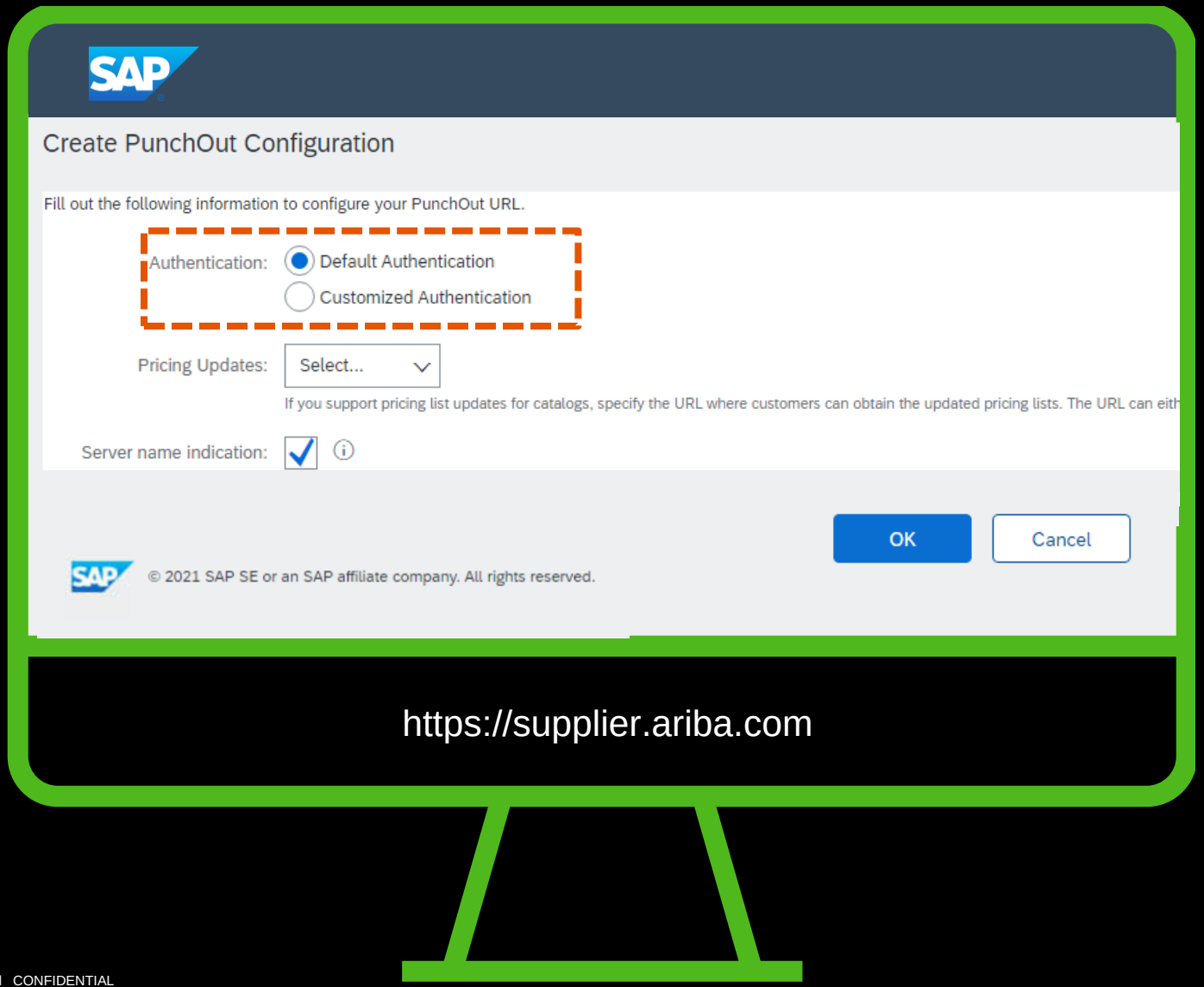
Select **Default Authentication**

Default Authentication will pick up the authentication under cXML setup shown on slides 17-20



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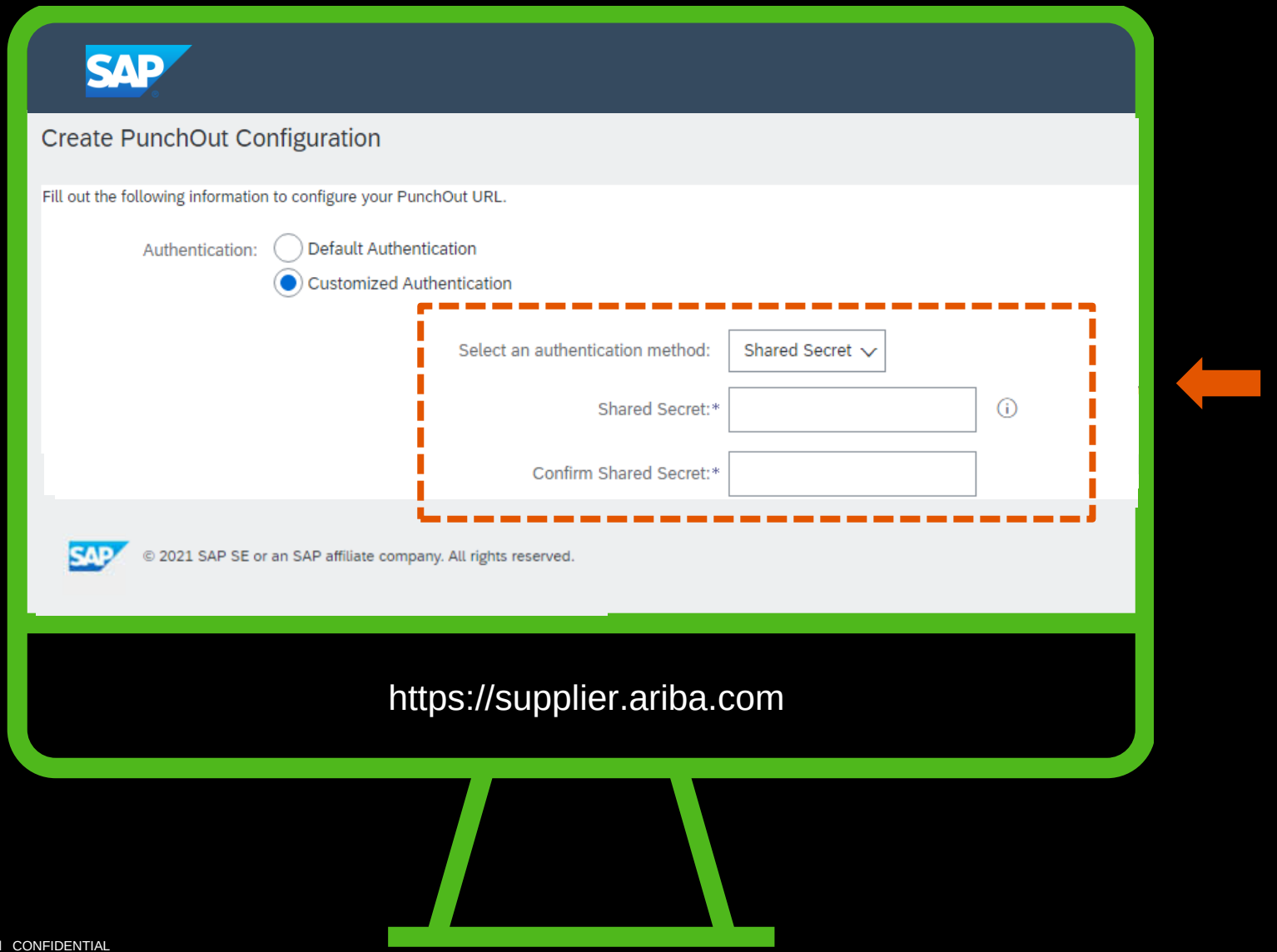
PunchOut Configuration - Customized Authentication

Index

15

Or Select **Customized Authentication** and provide a specific Authentication for this Configuration



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PunchOut Configuration – Pricing Updates

Index

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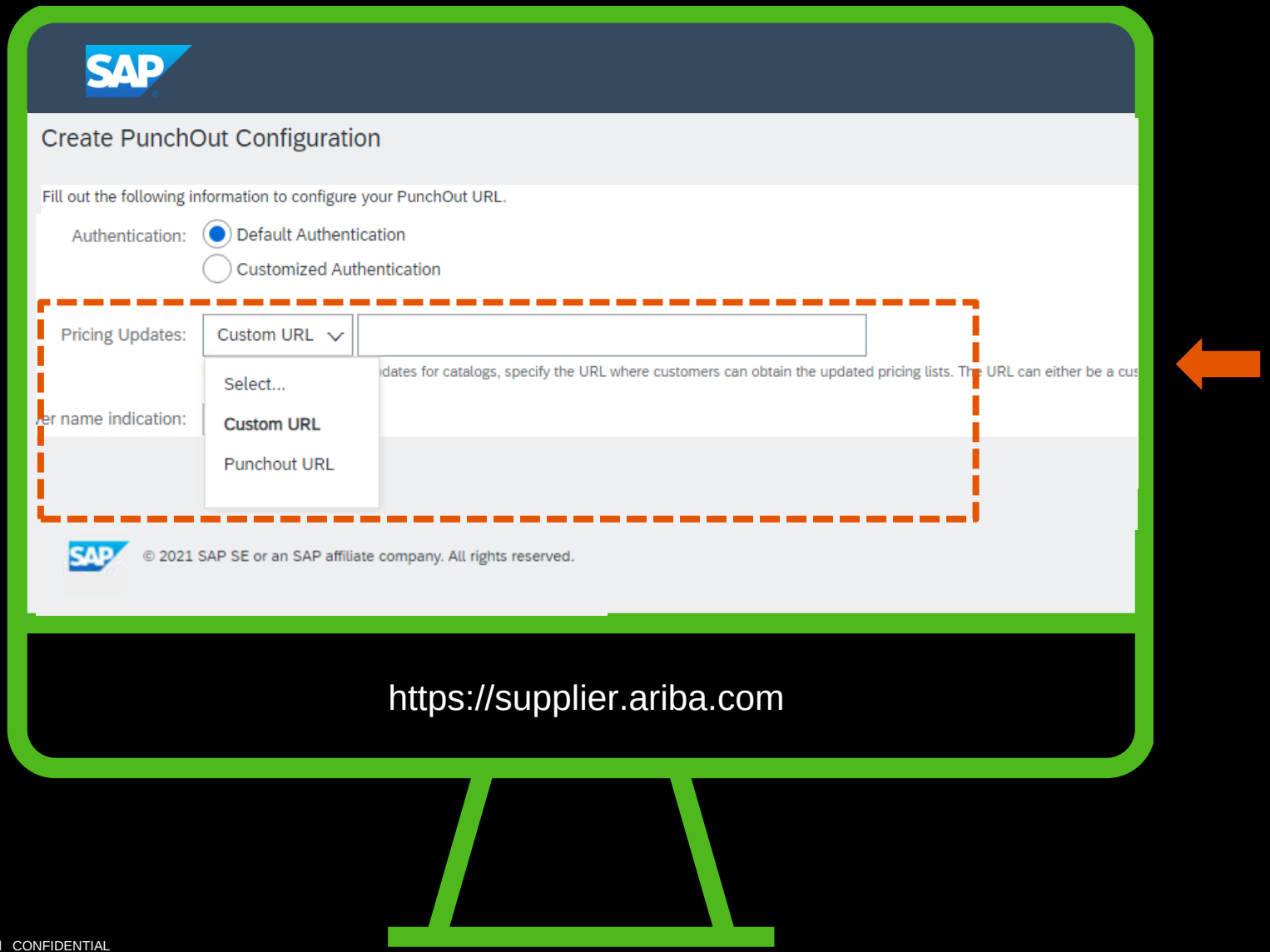
If Pricing list updates are support, a **Custom URL** or **PunchOut URL** can be specified here.



Note:

Pricing update option is related to PunchOut Level 2 catalogs

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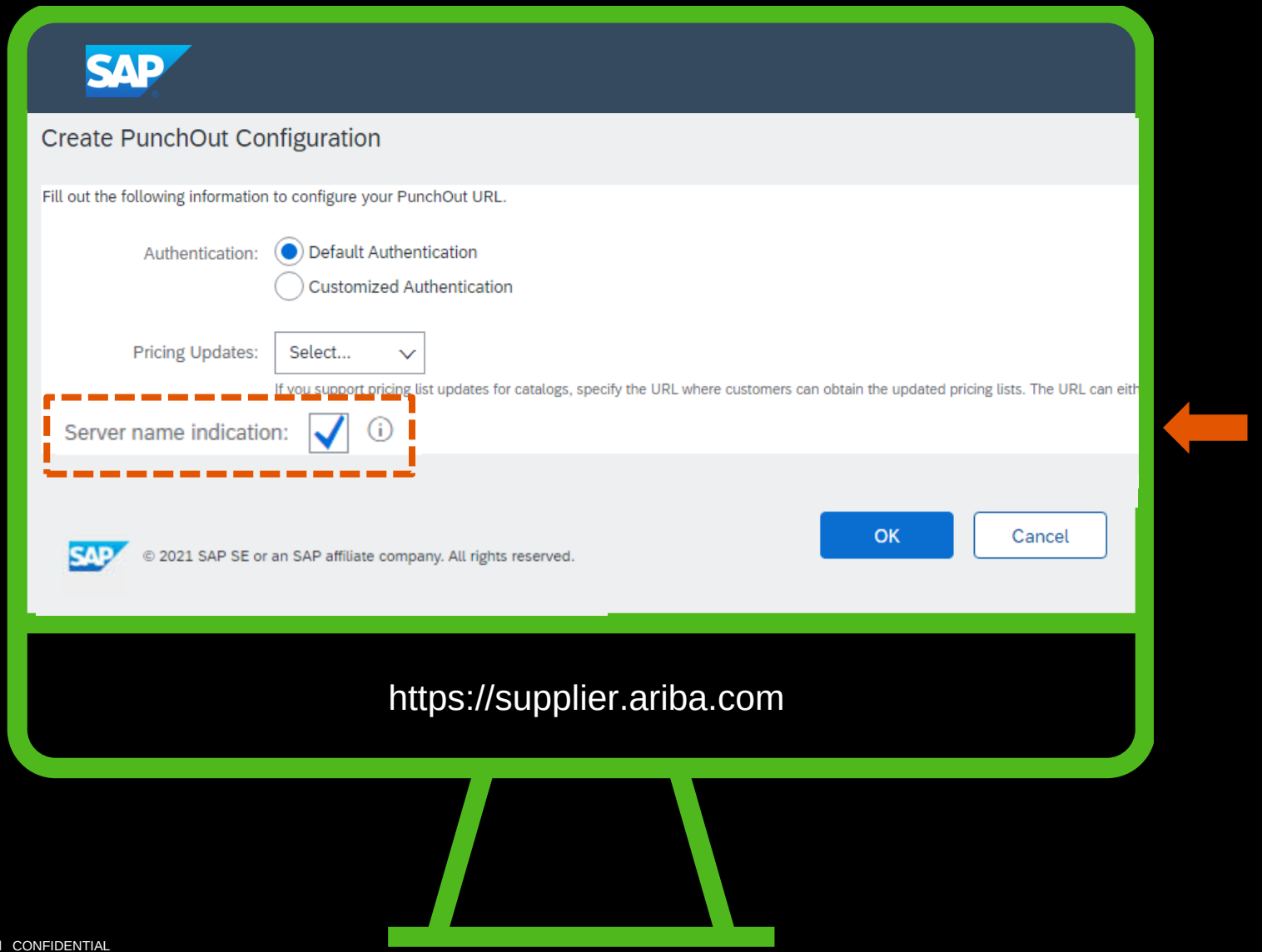
PunchOut Configuration – SNI

Index

17

The **SNI tick box is marked by default**. If your URL is **not SNI enabled**, the tick box should be **unmarked**.



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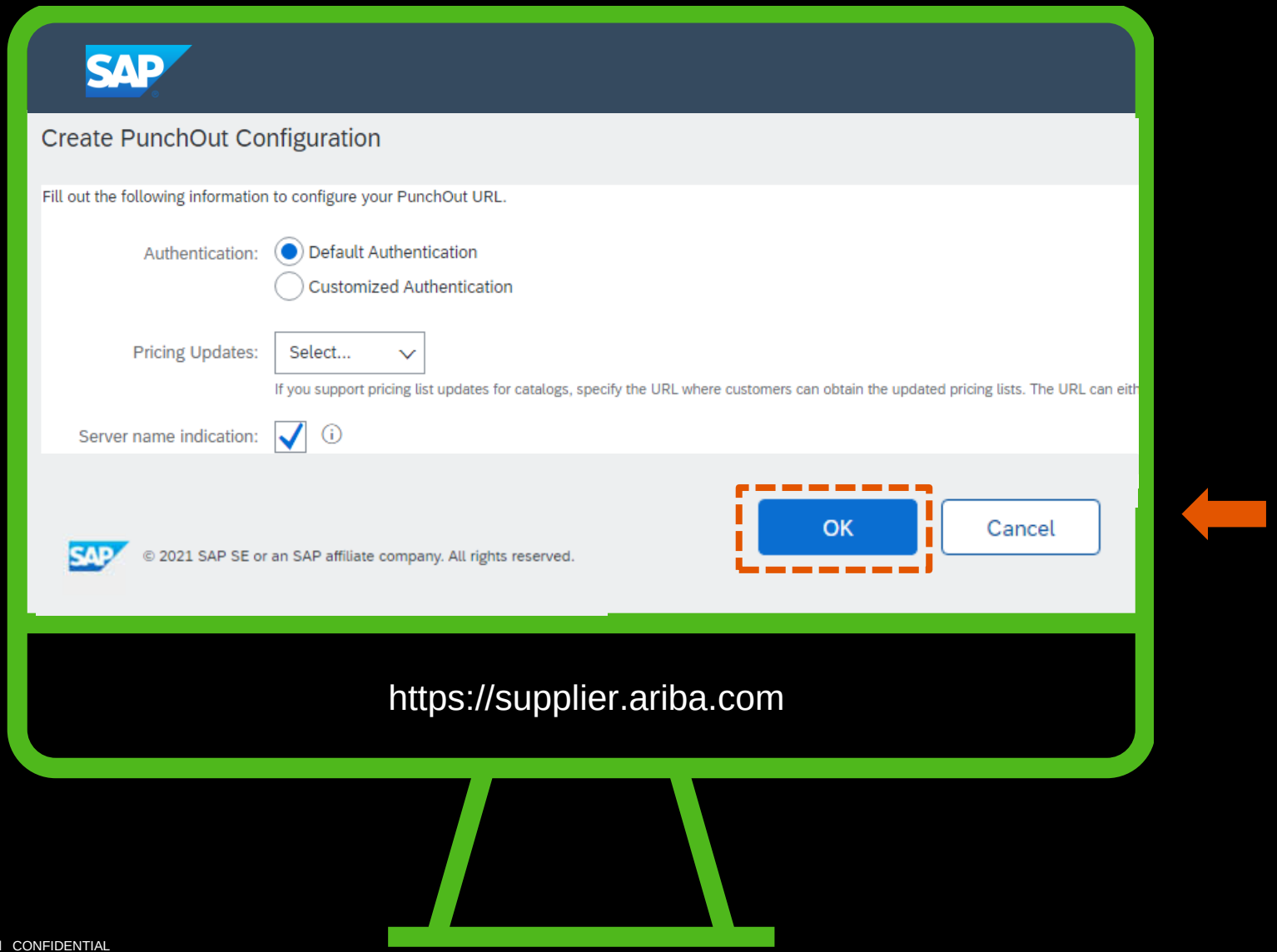
PunchOut Configuration – Finish

Index

18

Click OK

The **Visibility** can be set as **Private** if the **PunchOut URL** is for a specific Customer connection, or it can be set as **Public**, if the **PunchOut URL** is default for all customers



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Preparing and Loading the Index File

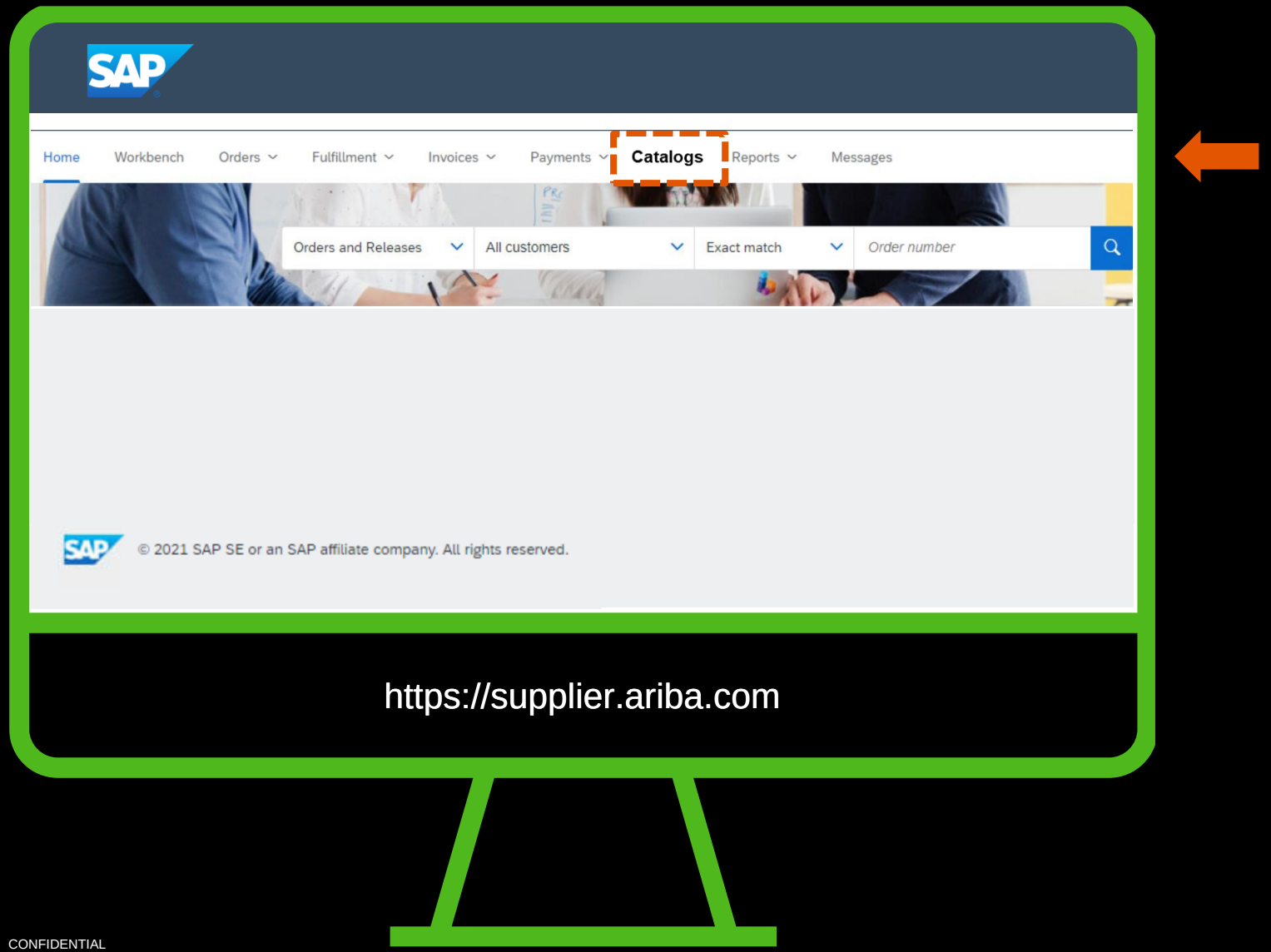
Option 1
Creation of a PunchOut Level 1 Index File Template on SAP Business Network

Main Page

Index

1

Now Lets Create The Level 1 Index File, Click on **Catalogs** Tab on Top



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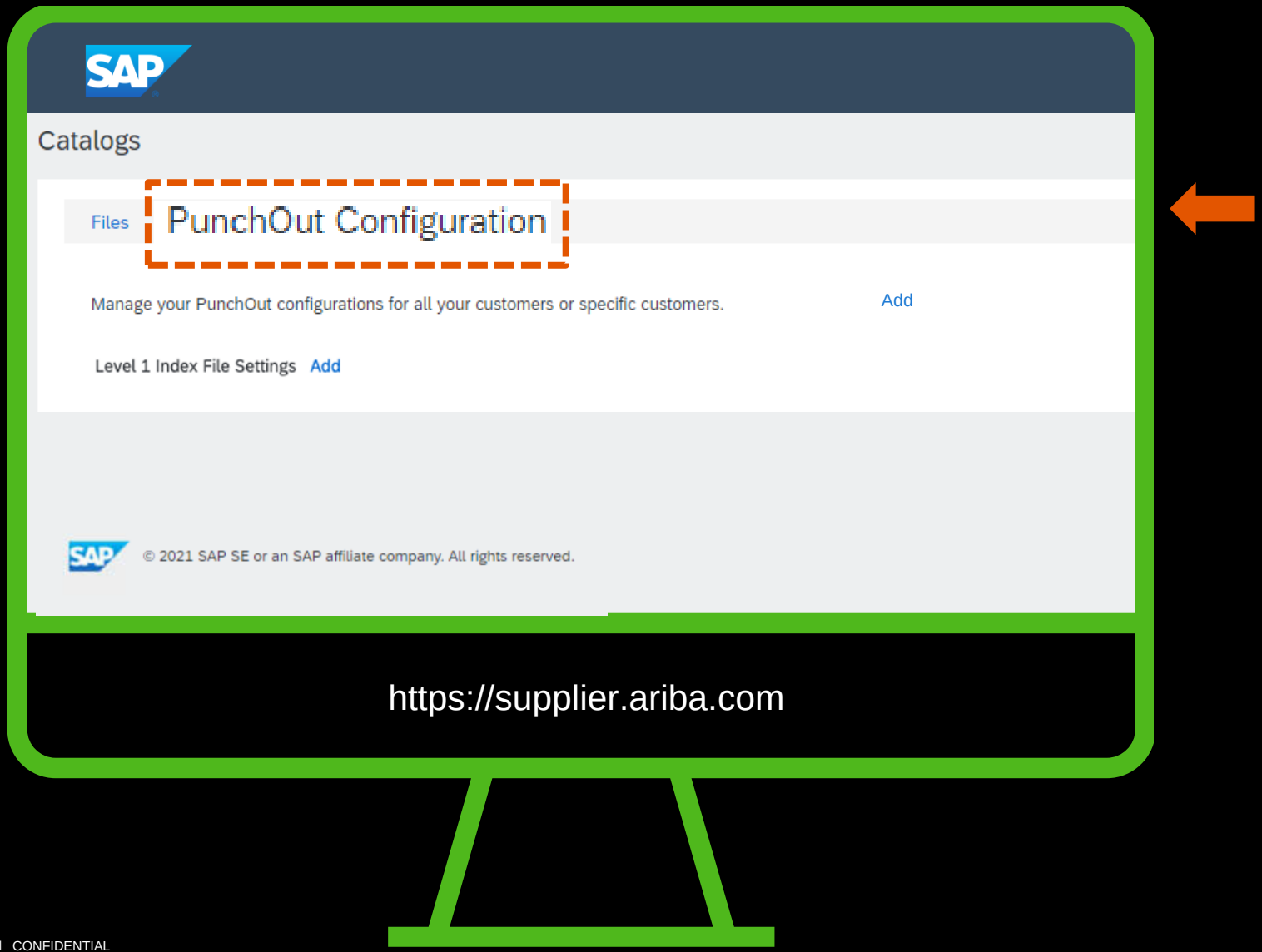
Catalog Page

Index

2

Click on **PunchOut Configuration** Tab



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PunchOut Configuration – Index File Settings

Index

3

Click on Add next to Level 1 Index File Settings

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Index File Template Setup

Index

4

Fill out the required information

(View next slide for details)

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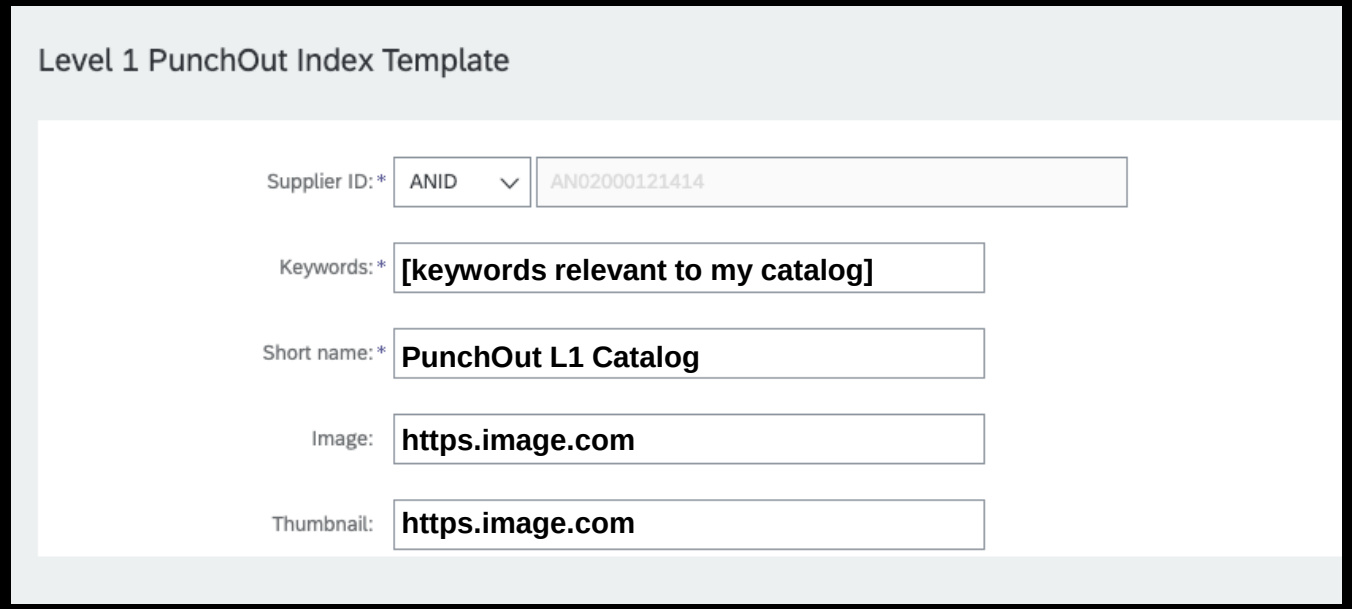
Index Template Setup Details



Supplier ID is pre-populated. Can be switched between ANID and DUNS

Key Words are Mandatory.

Short Name Field is Mandatory can be used to show the **Name of your Company** in the UI

Image Field can be used for your **Company Logo**

Thumbnail Field same as Image

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PunchOut Configuration – Index File Edit

Index

4

The Level 1 Index File Template can be later edited via button **View/Edit**

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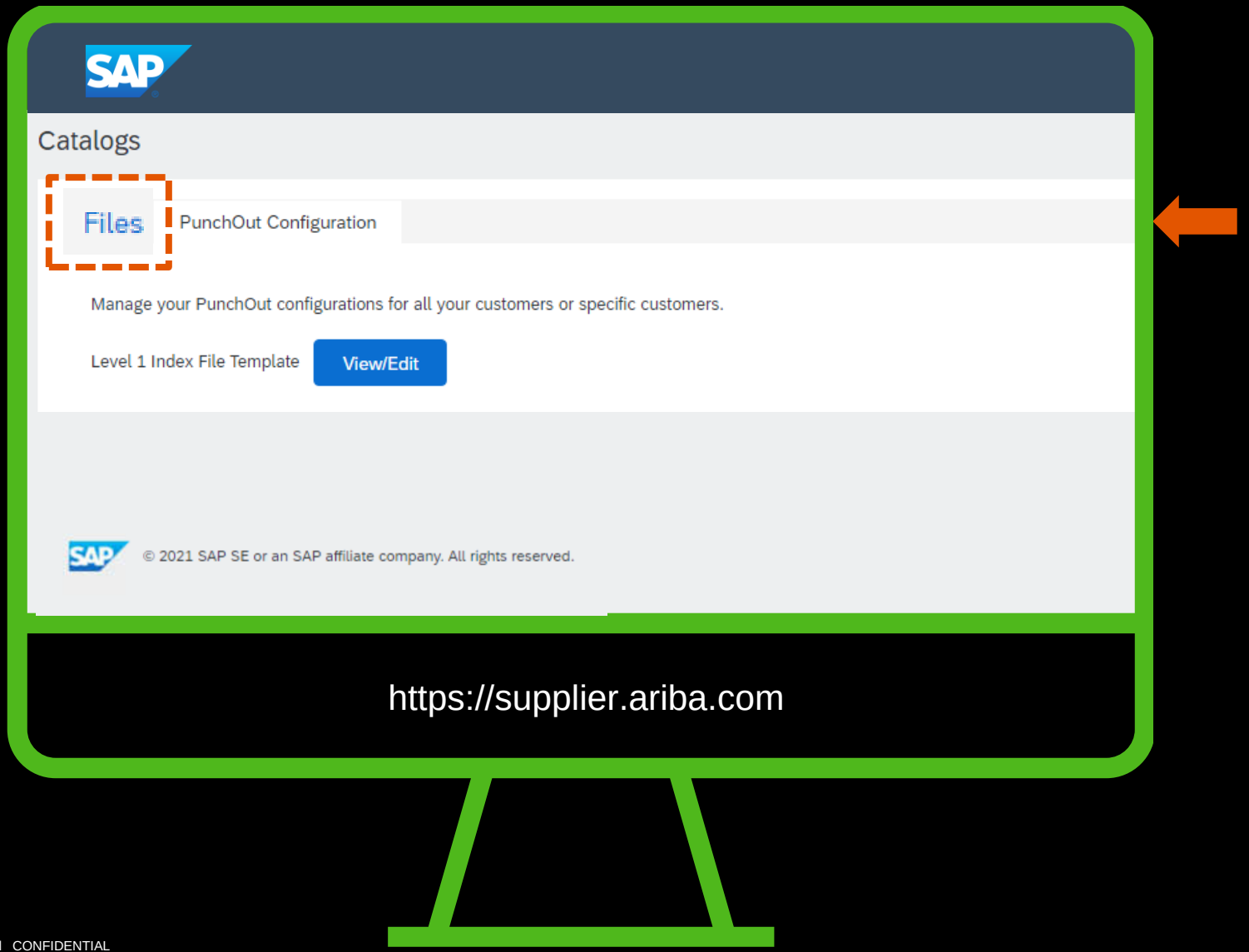
Catalog Page

Index

5

Click on the **Files** tab



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Create

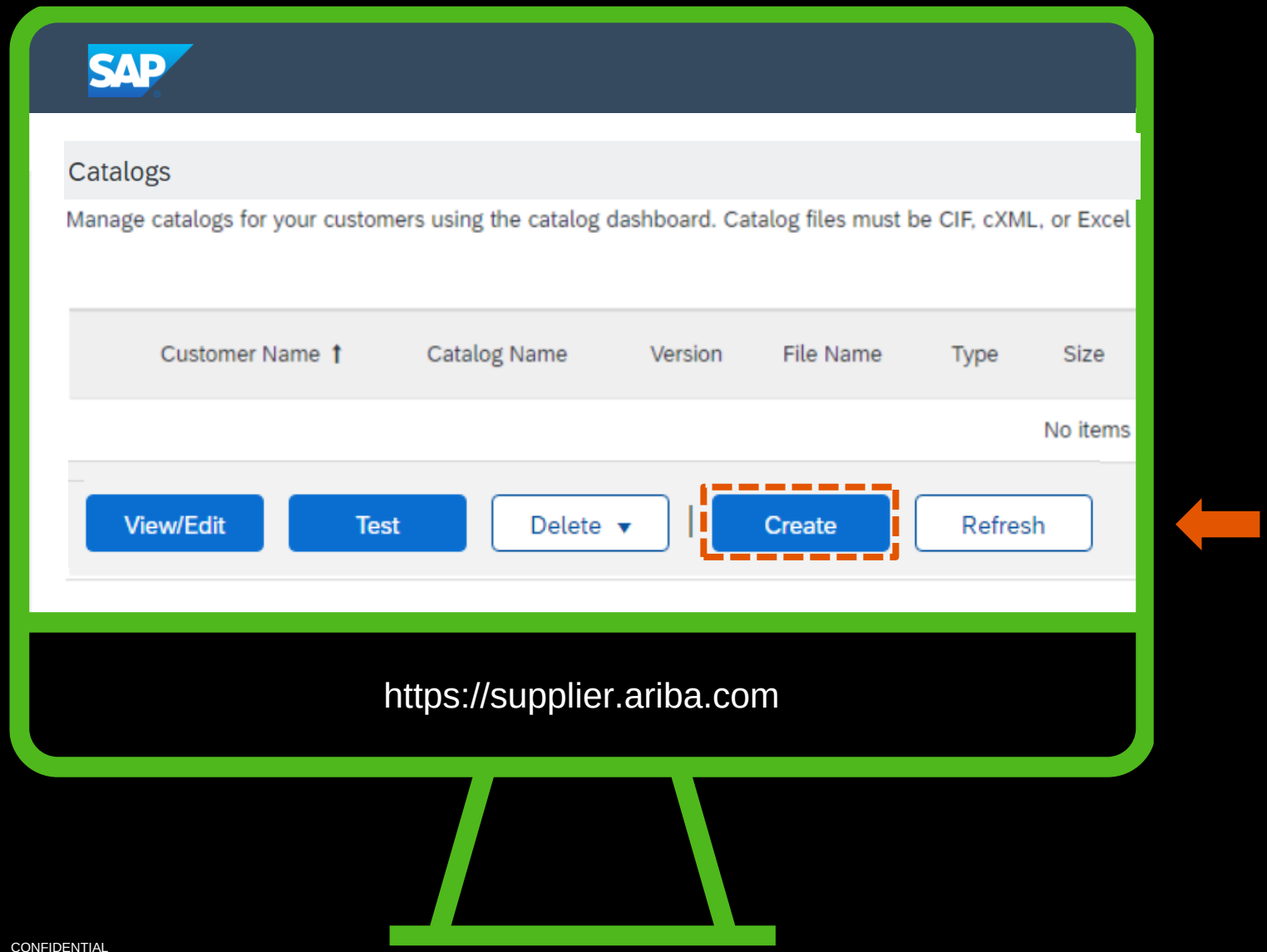
Index

Refresh

6

Click on

Create



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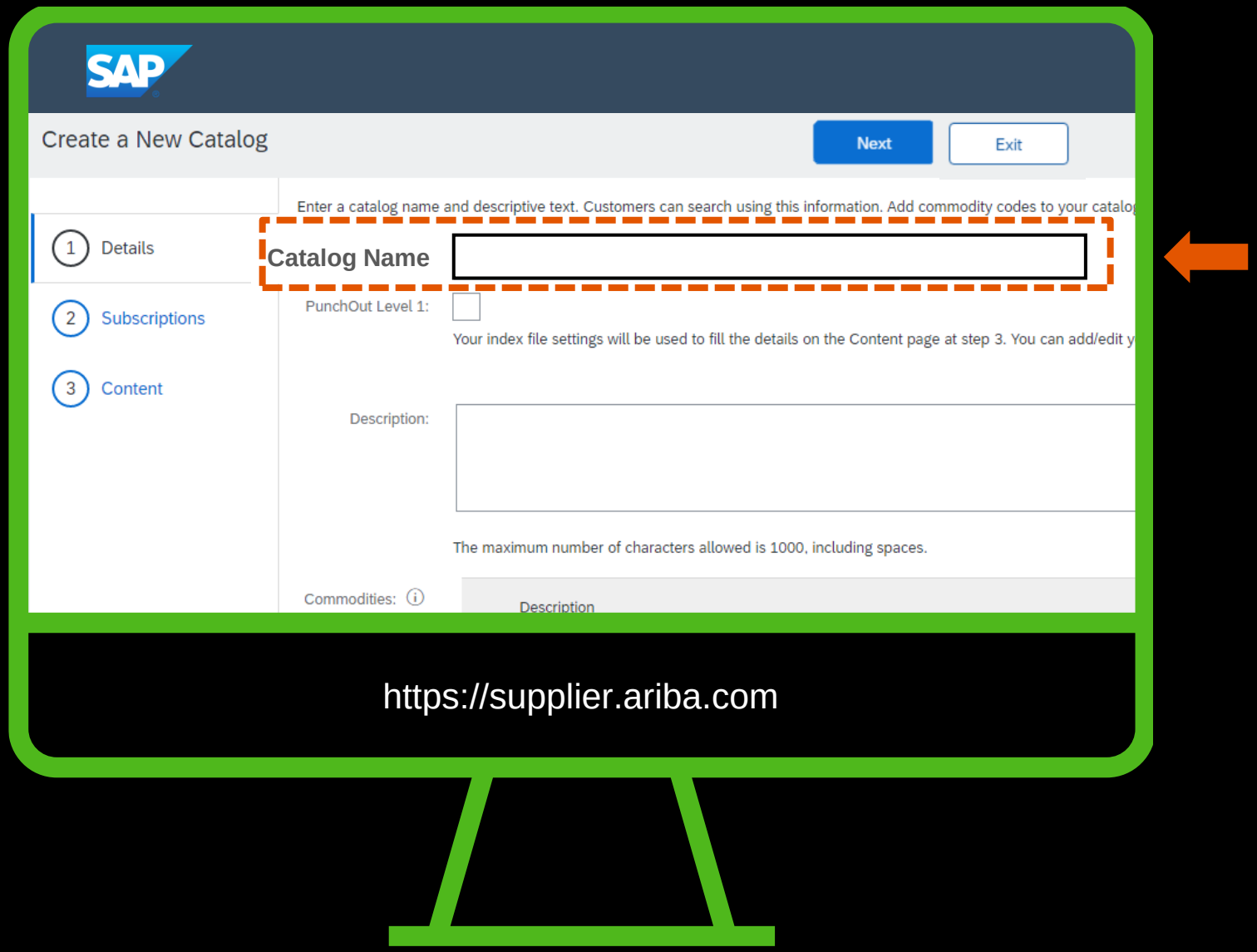
Subscription

Index

Refresh

7

Insert the **Catalog Name** (Catalog Subscription)



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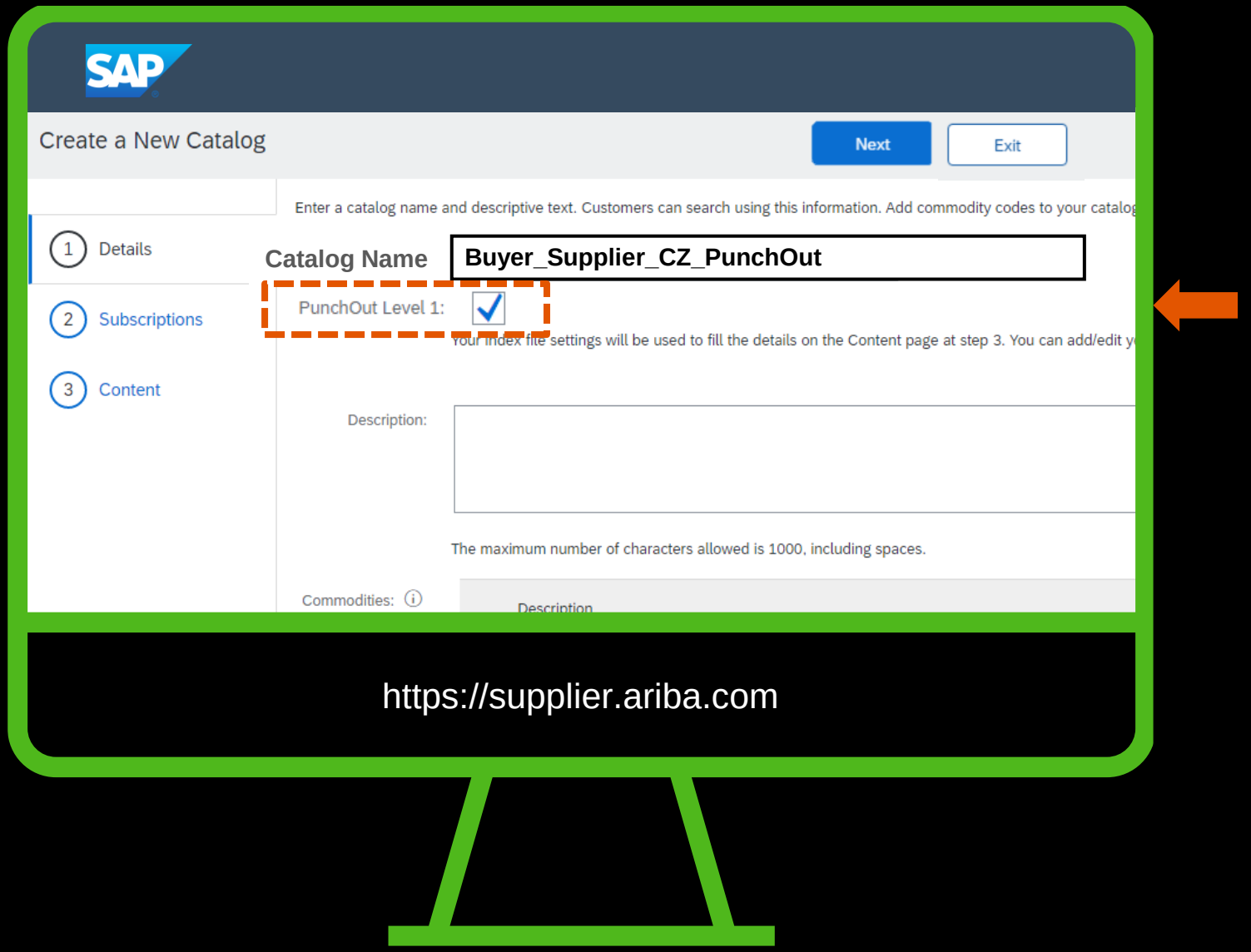
Subscription – PunchOut Level 1

Index

Refresh

8

Select the PunchOut Level 1 tick box.



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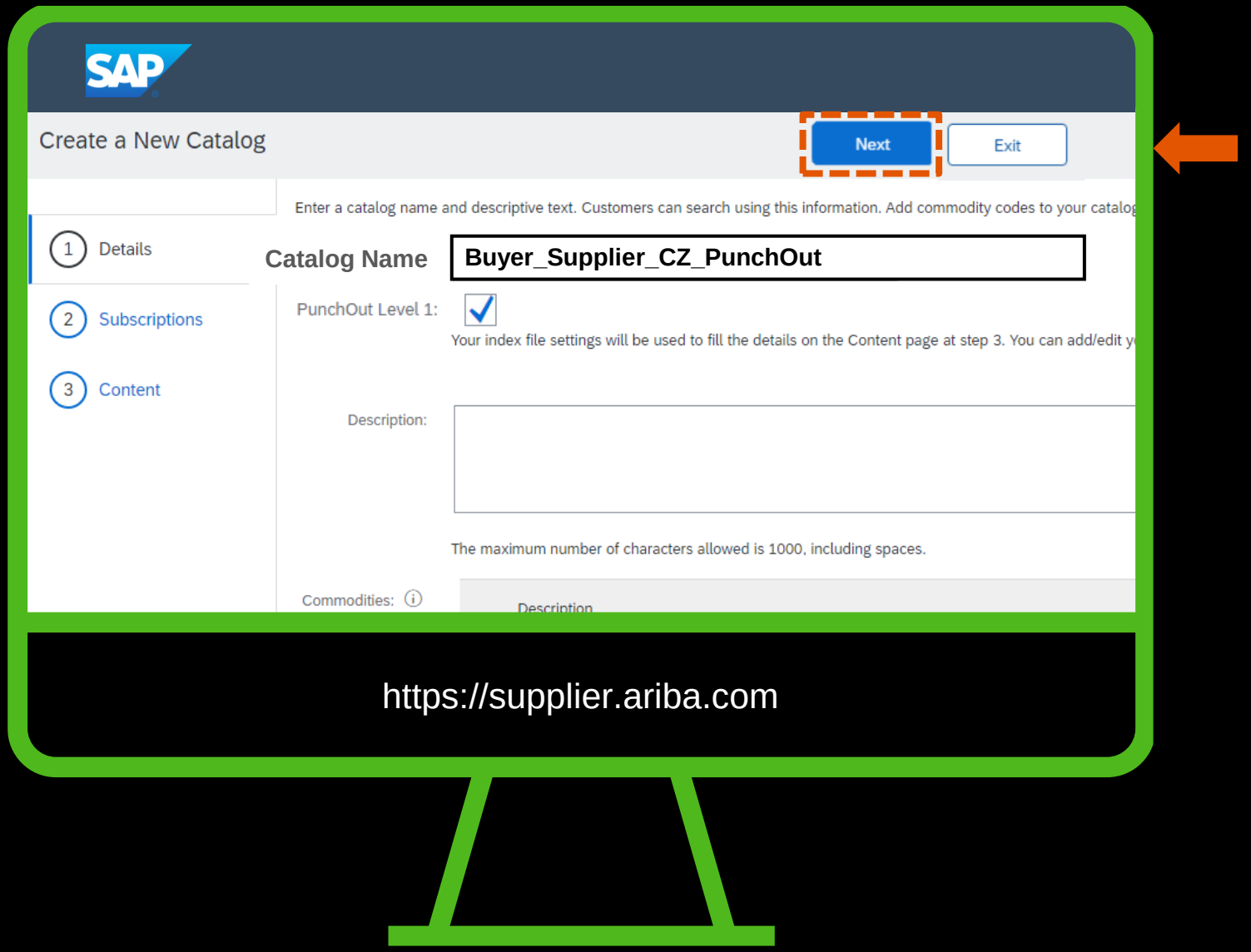
Subscription

Index

Refresh

9

Click **Next**



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Further Information

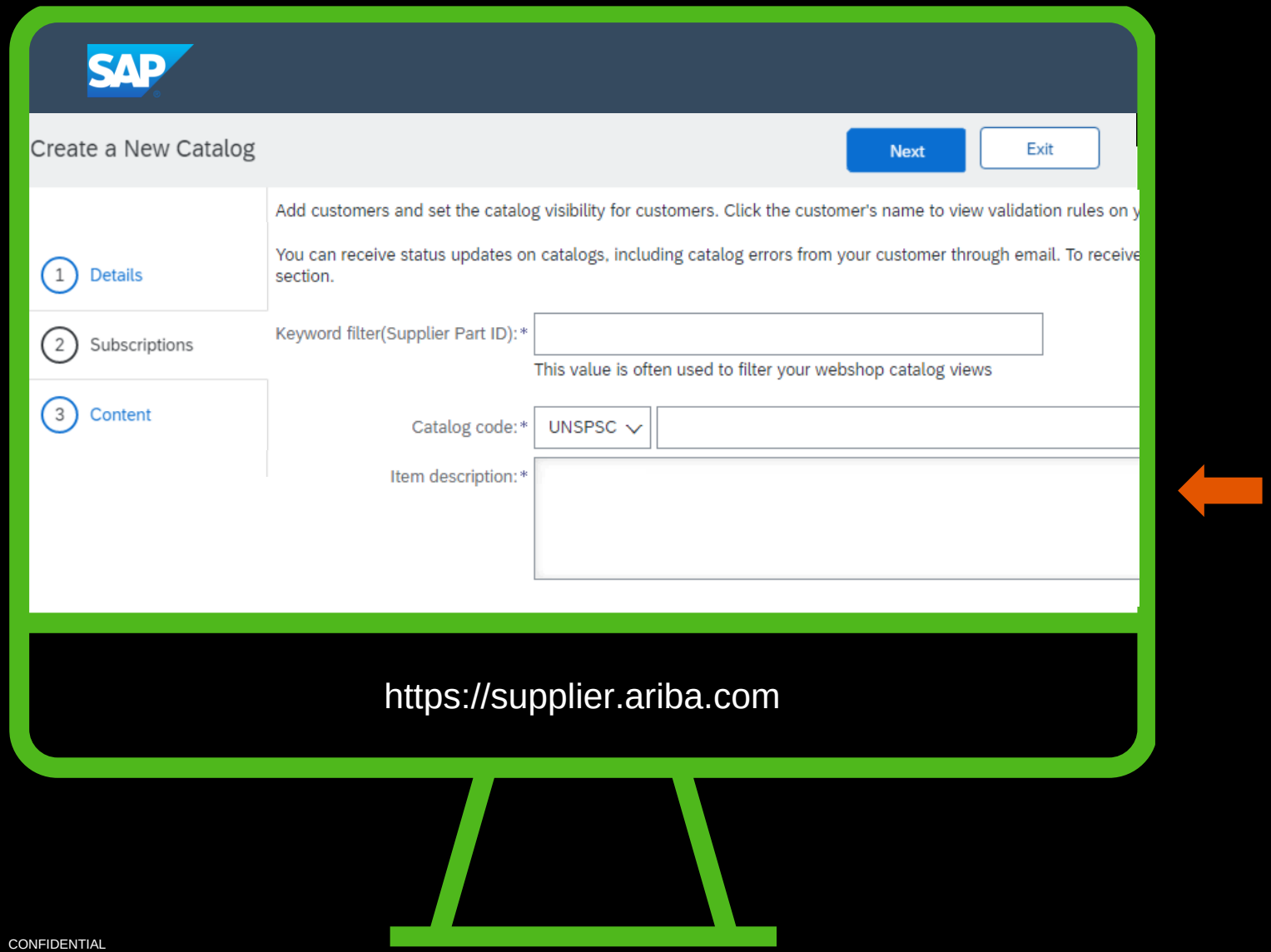
Index

Refresh

10

Provide the required information

Item Description will be pre-populated from "Keywords" field in the Index Template



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Further Information

Index

Refresh

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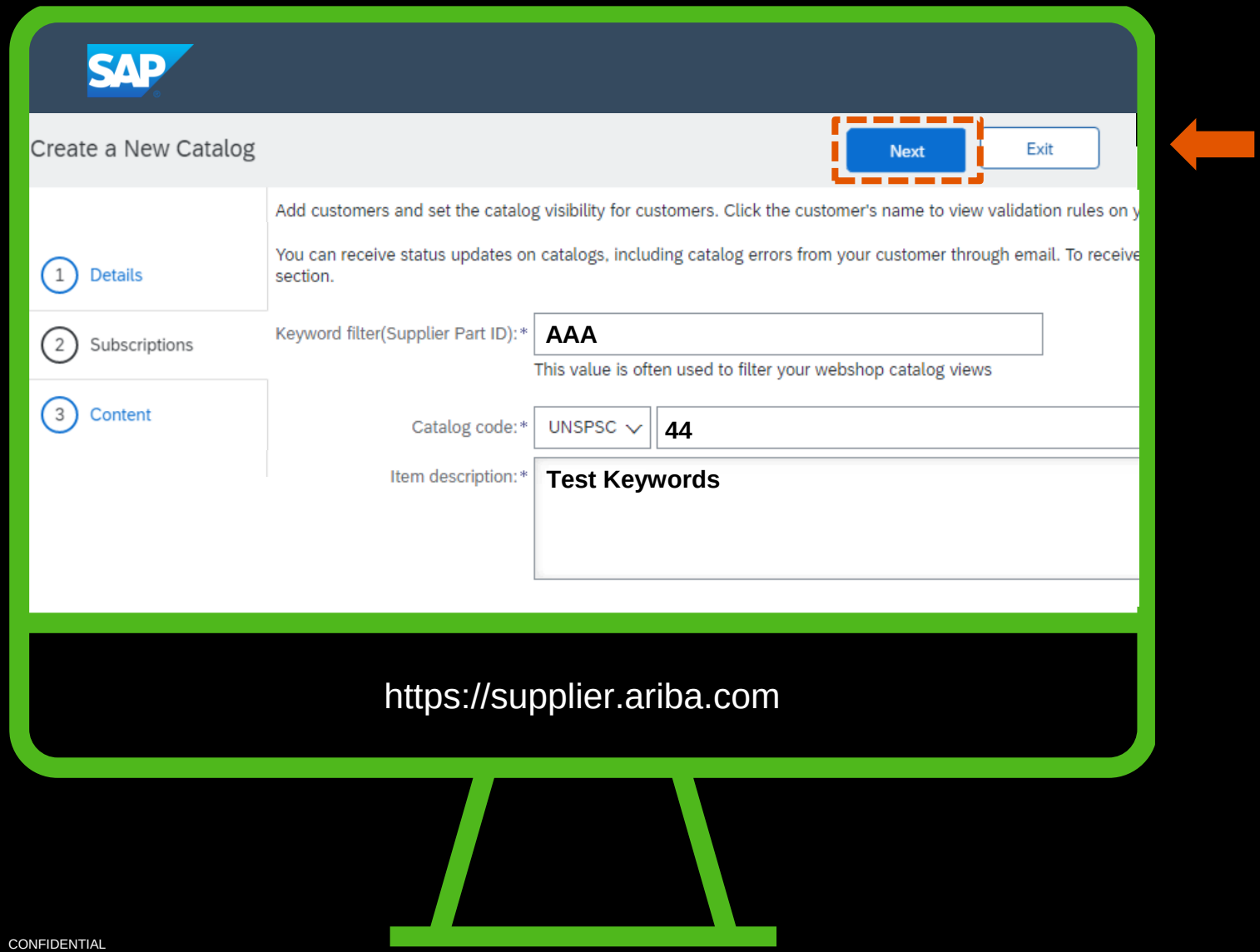
Click Next



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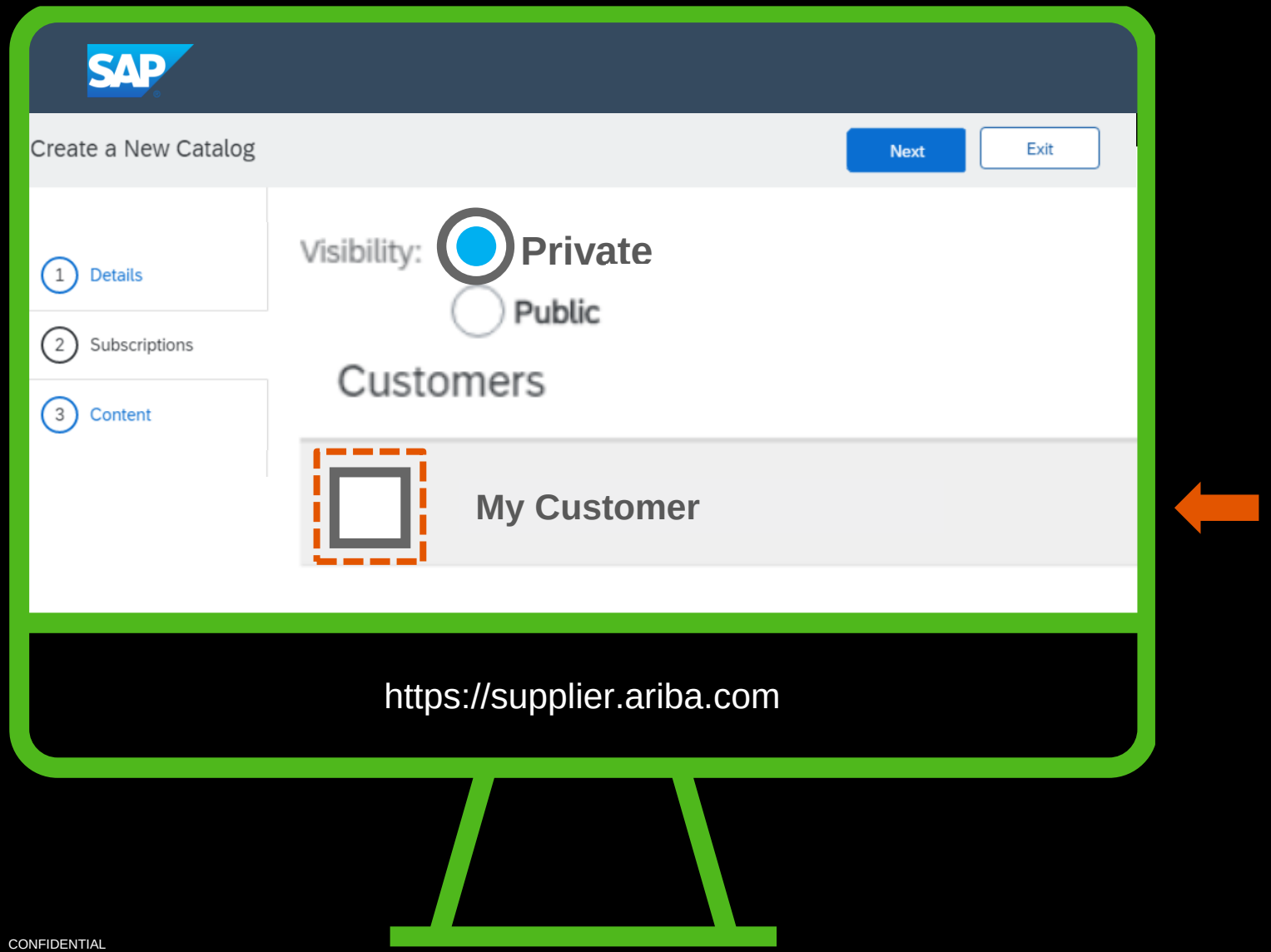
Customer

Index

Refresh

12

Ensure that '**Private**' is selected (default) and **select My Customer** from available list of customers linked to your account



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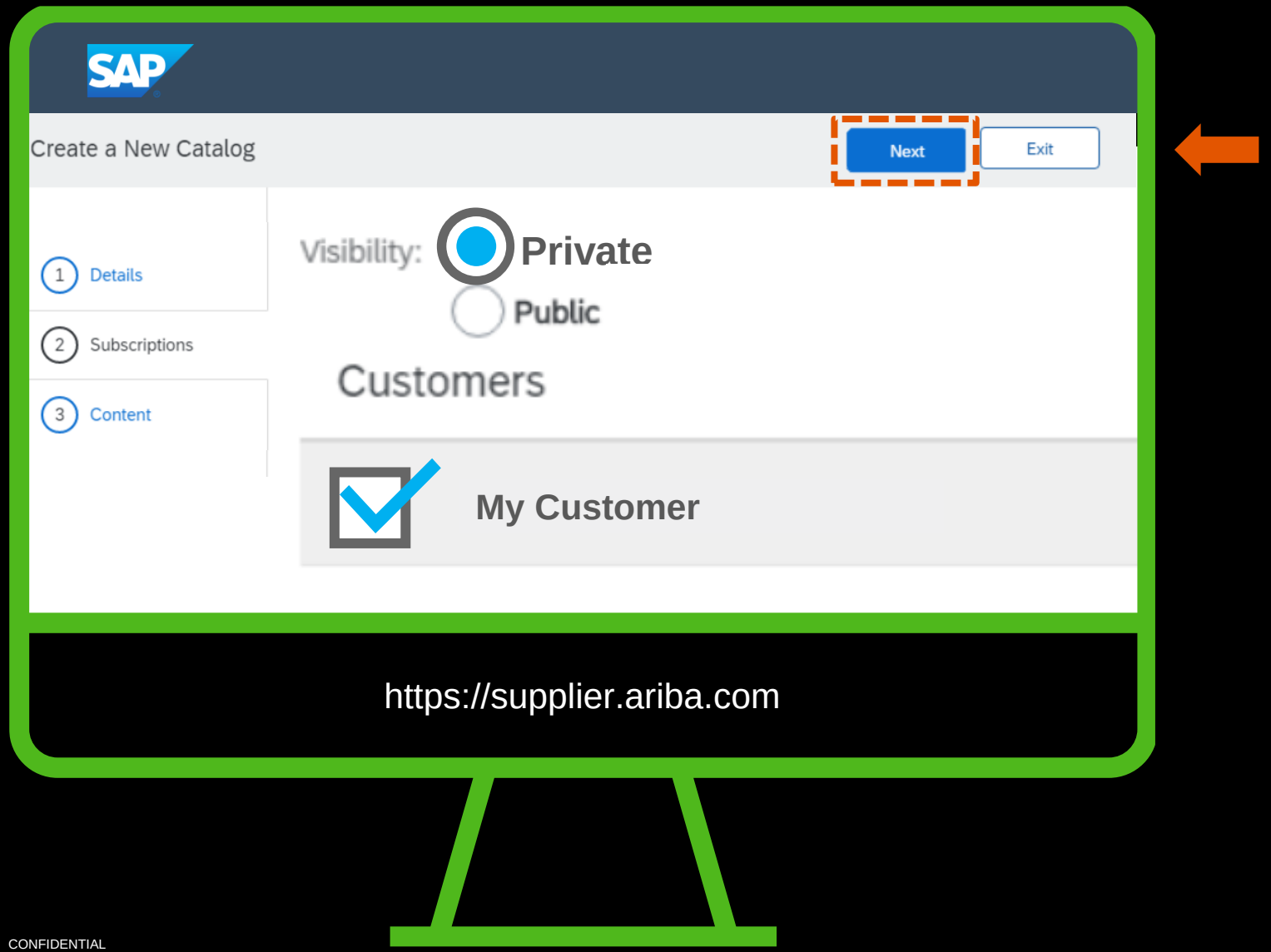
Next

Index

Refresh

13

Click **Next**



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Index Format

Index

Refresh

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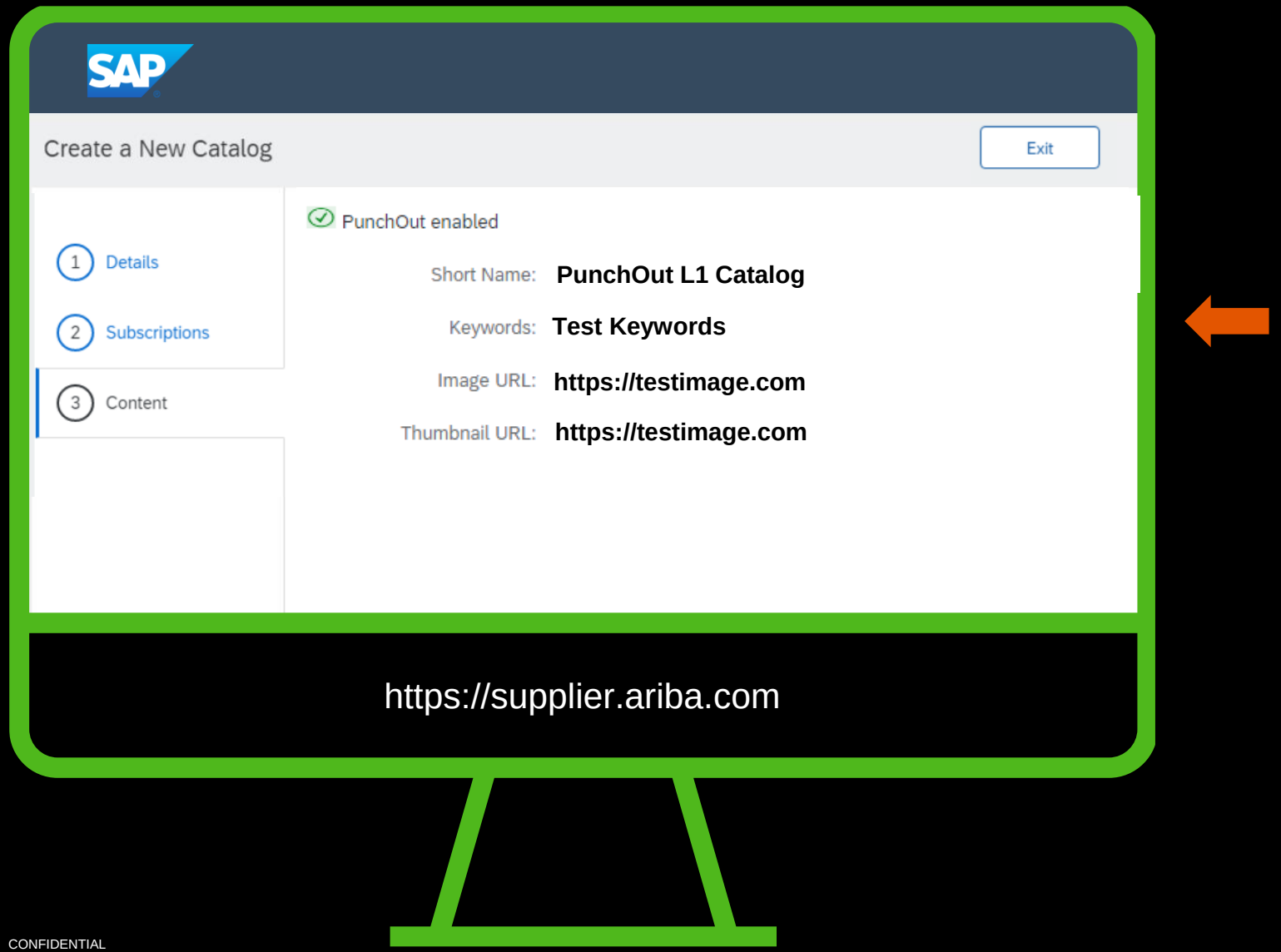
The information from the Level 1 Index File Template will be displayed here



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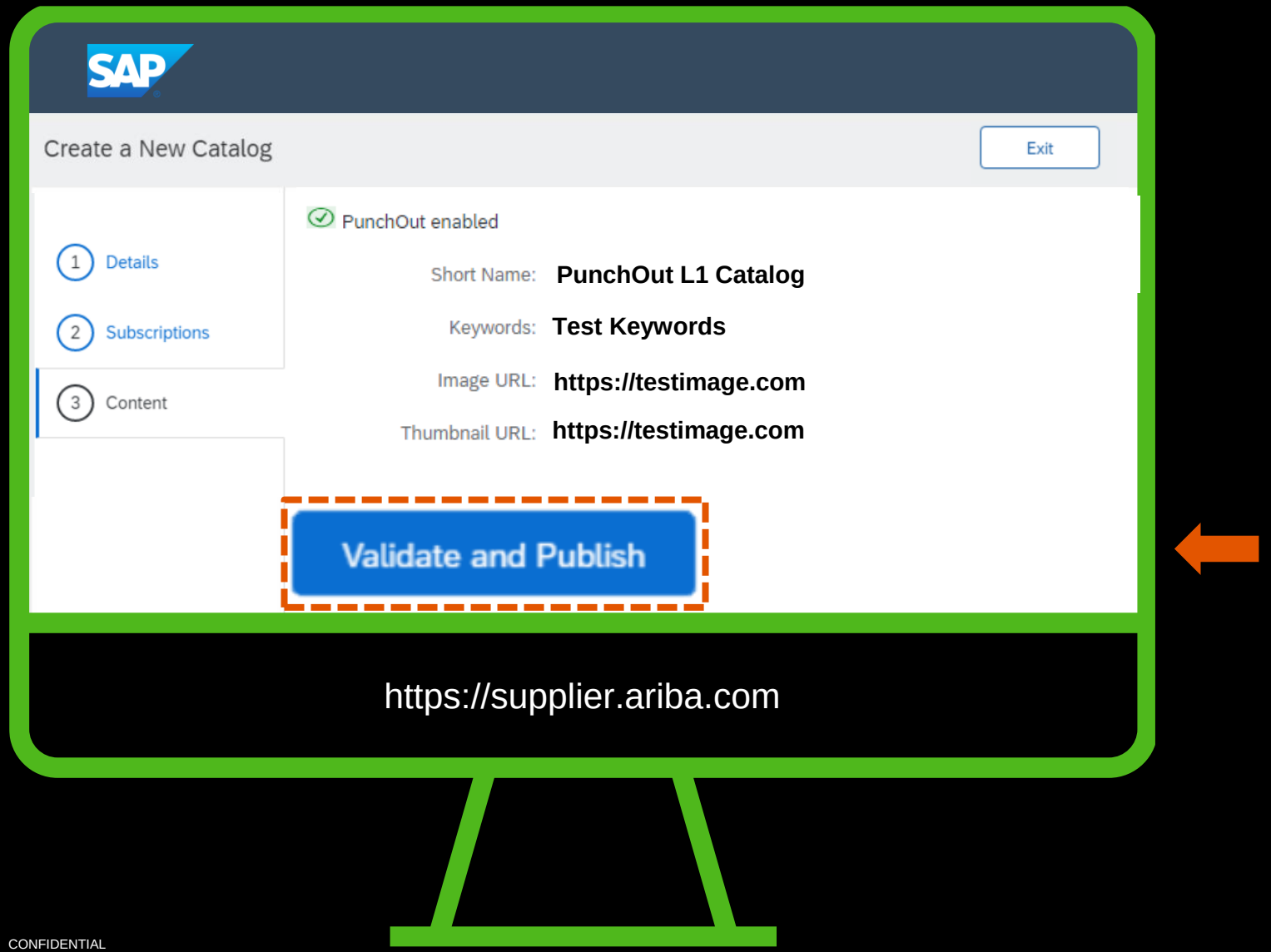
Index Format

Index

Refresh

15

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**



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Option 2
Upload of a Static Index File

Index File : How to fill it in

Index

Index File is a template created by SAP Ariba **Catalog Enablement team** based on **Buyer's specific requirements** and **sent** to **Suppliers** to **fill in** and **upload** onto the **Ariba Network** in order to create a **link** between **supplier's web-shop** and **Buyer's SAP Ariba Application**.

CIF_I_V3.0															
CHARSET:	UTF-8														
LOADMODE:	F														
CODEFORMAT:	UNSPSC														
CURRENCY:	USD														
SUPPLIERID_DOMAIN:	NetworkID														
ITEMCOUNT:	9														
TIMESTAMP:	10-07-20														
UNUOM:	TRUE														
COMMENTS:															
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Short Name	Image	Thumbnail	PunchOut Enabled
DATA															
AN01452228885-T	PunchOut_000		[put your keywords in this field] e.g.: Stationary, pen, rubber, ruler, stapler, [other keywords]	80					https://www.mywebshop.co.uk/landing-page			Supplier ABC - CZ - PunchOut L1	https://fournisseurtech.com/images/my_logo.jpg	https://fournisseurtech.com/images/my_logo_thbnl.jpg	TRUE
ENDOFDATA															

Blue Fields are Mandatory.

Short Name Field can be used to show the **Name of your Company** in the UI

Item Description Field help identify the item in a search. Separate words with a comma

Image Field can be used for your **Company Logo**

Supplier URL Field same as the one Indicated on account (Previous Page)

Click here for AN Configuration Simulation

Click here for UPLOAD Simulation

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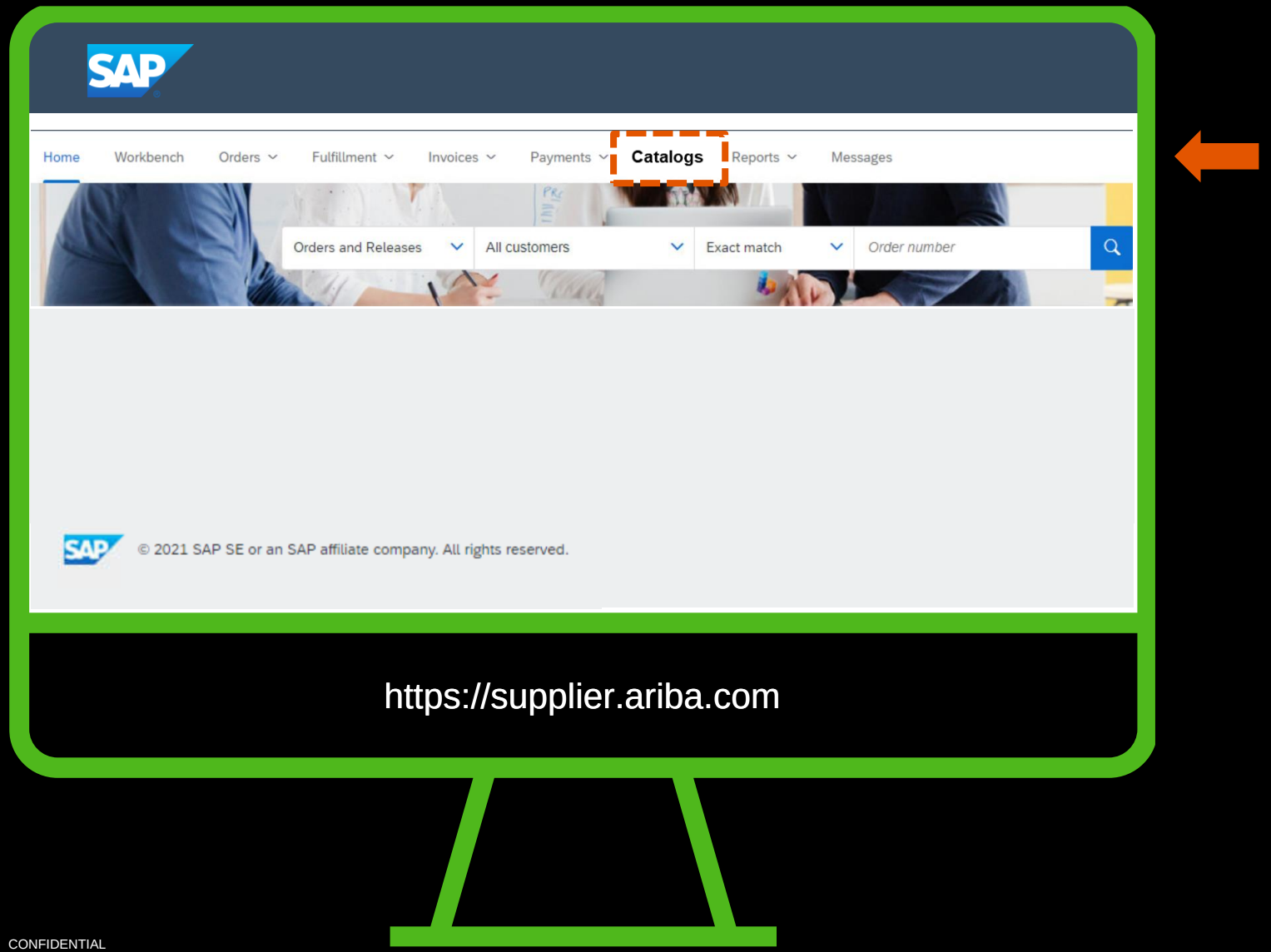
Main Page

Index

1

Now Lets Upload The Index File, Click on **Catalogs** Tab on Top



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Create

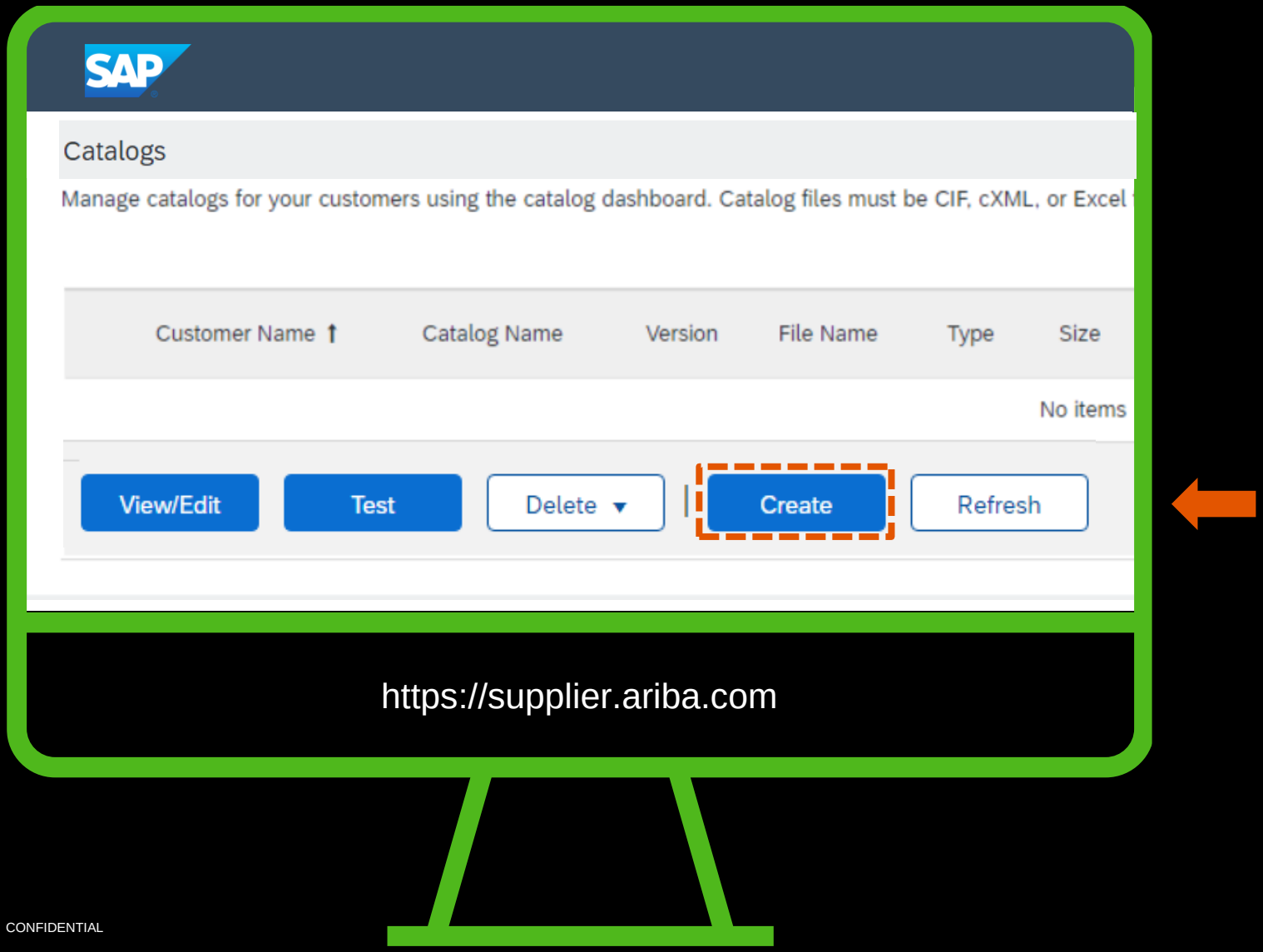
Index

Refresh

2

Click On

Create



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Subscription

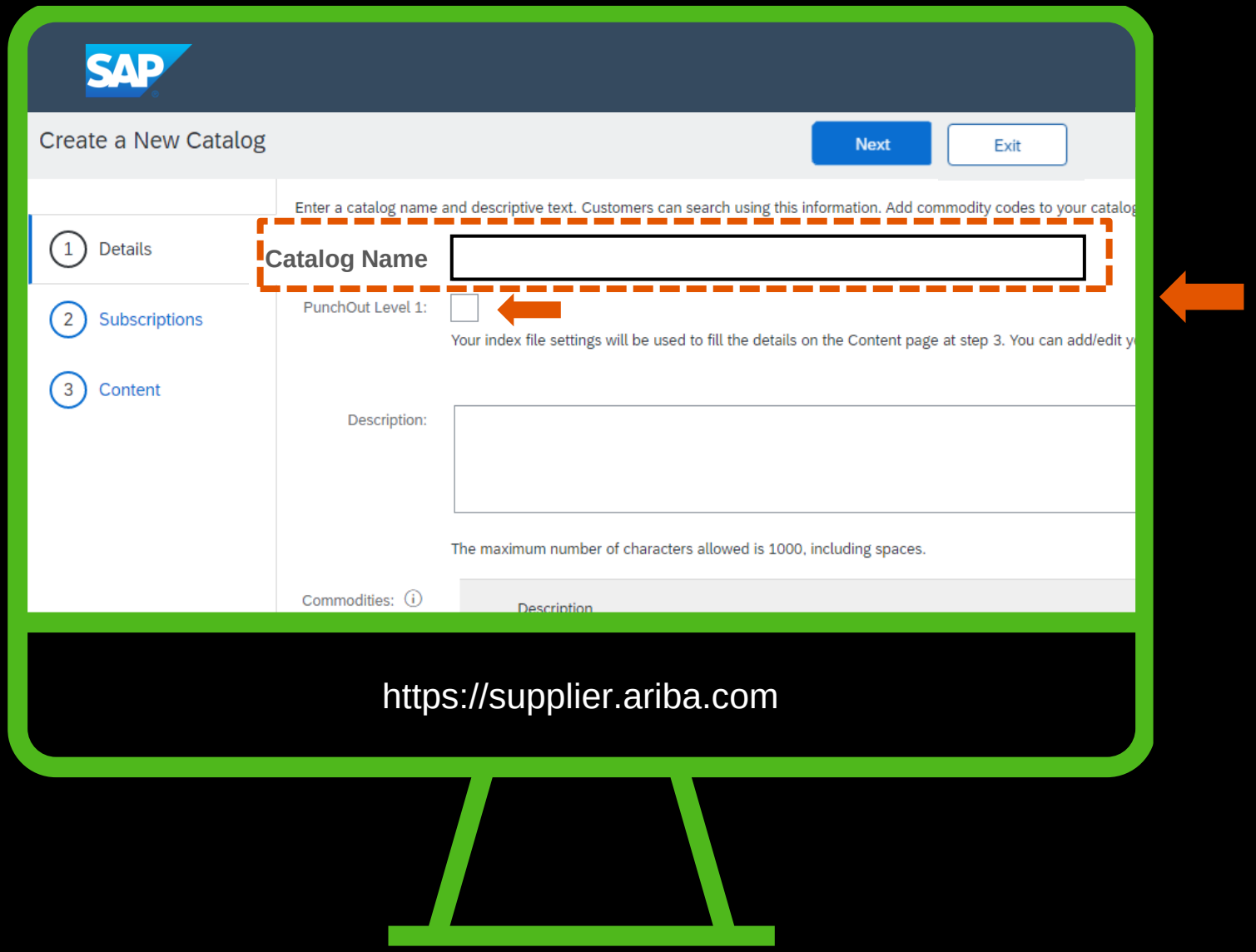
Index

Refresh

3

Insert the **Catalog Name** (Catalog Subscription)

Do not select PunchOut Level 1: tickbox.



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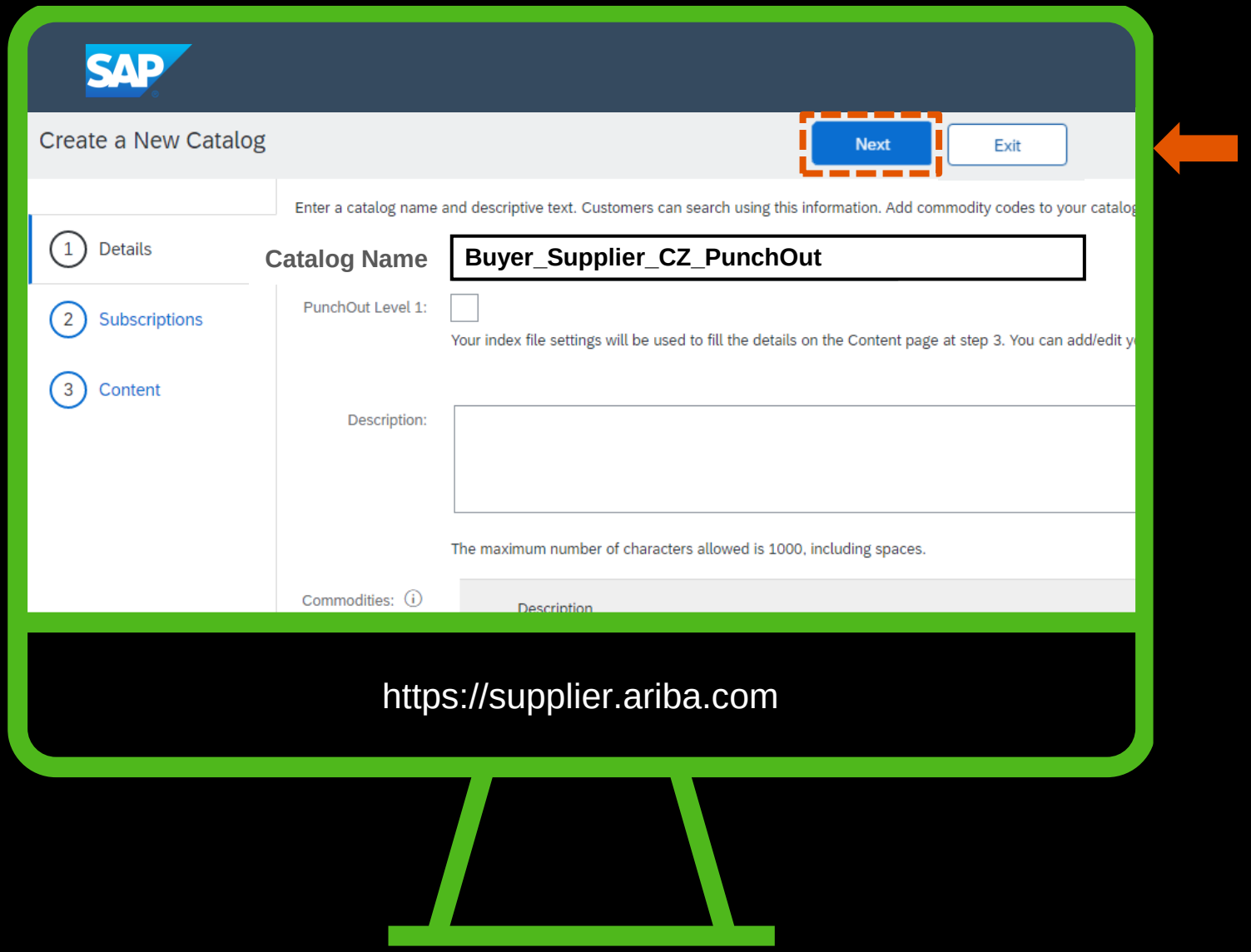
Next

Index

Refresh

4

Click **Next**



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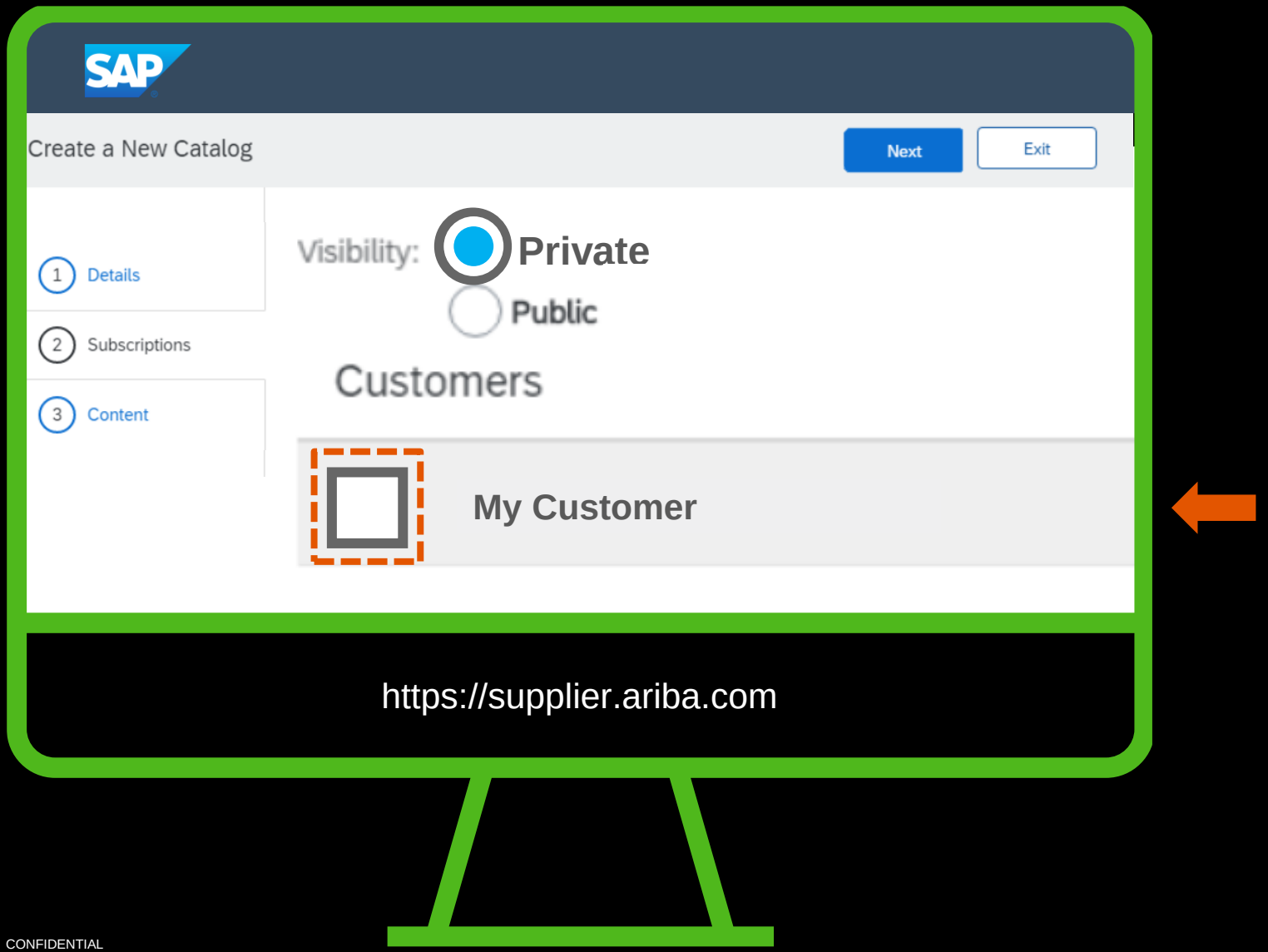
Customer

Index

Refresh

5

Ensure that '**Private**' is selected (default) and **select My Customer** from available list of customers linked to your account



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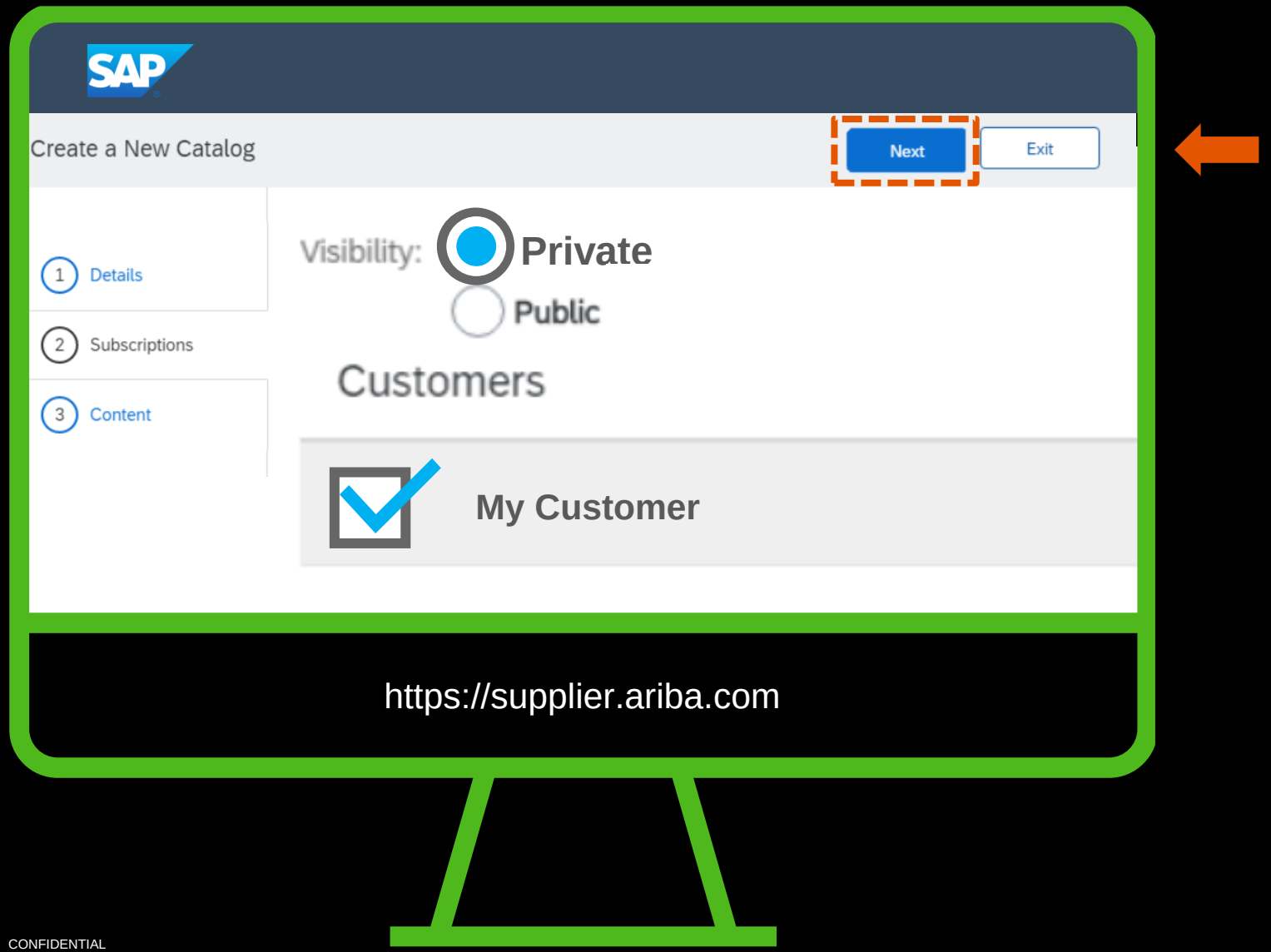
Next

Index

Refresh

6

Click **Next**



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Index Format

Index

Refresh

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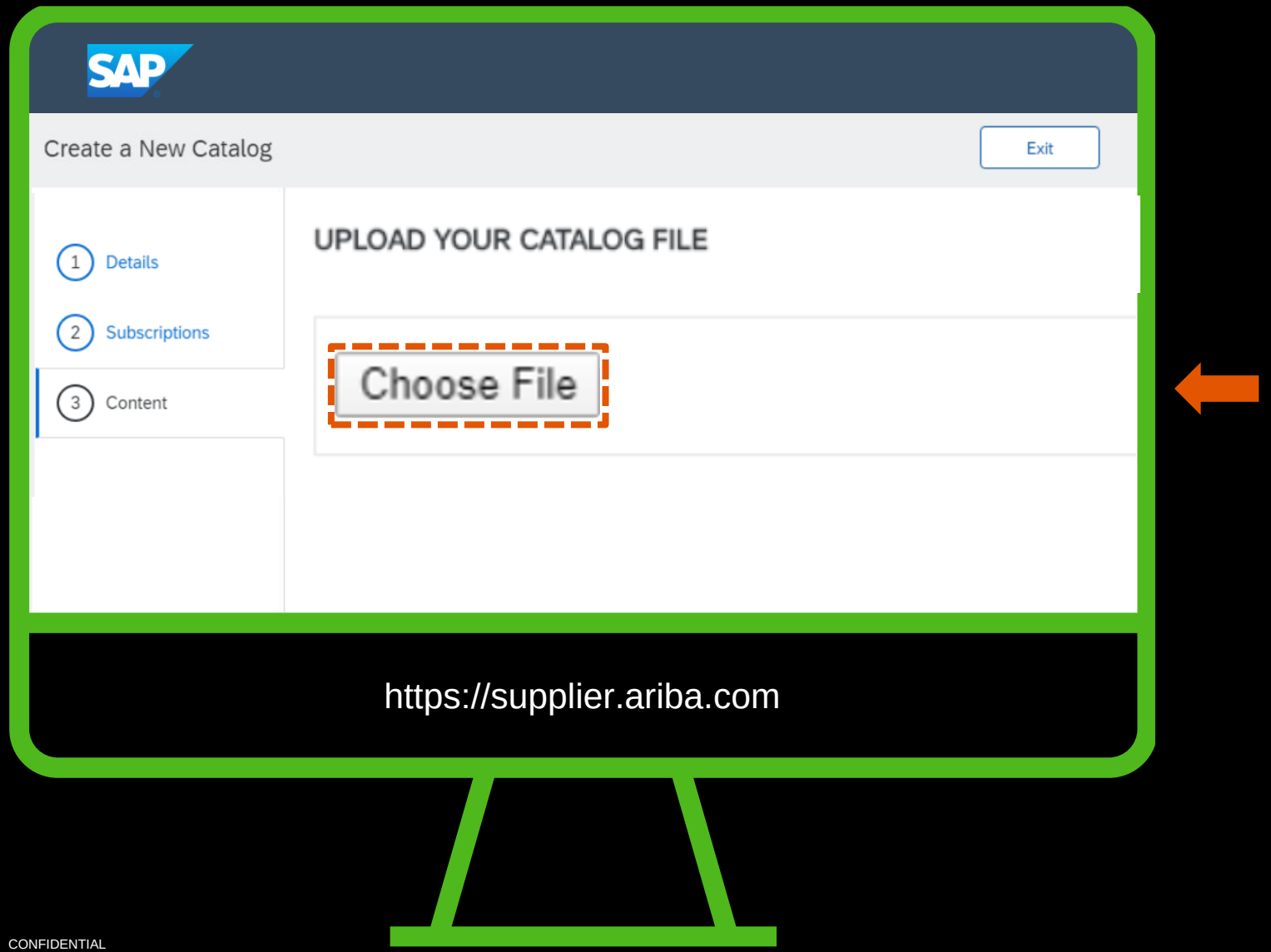
Click on **Choose File** to upload the Index File from your local PC



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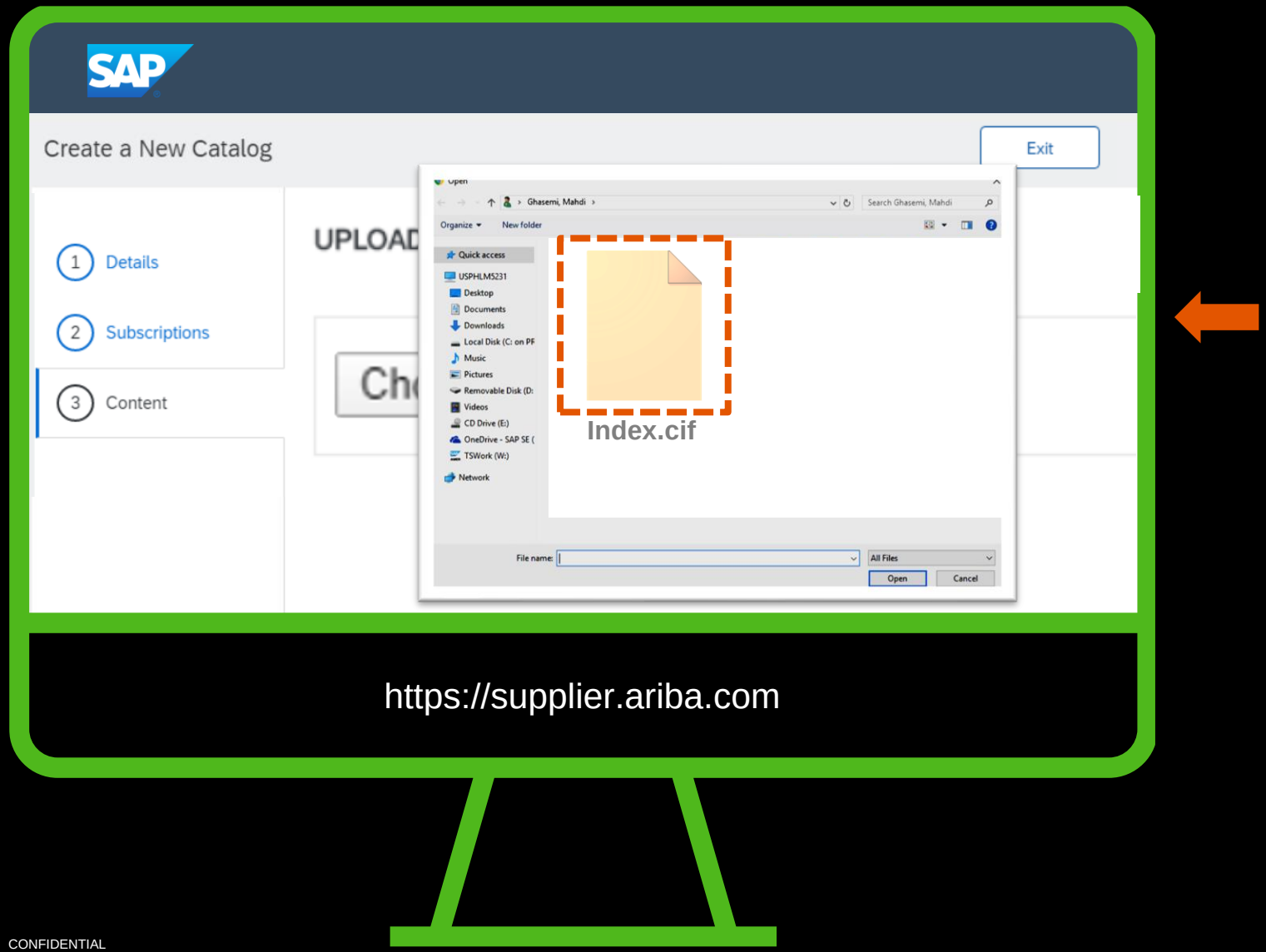
Index Format

Index

Refresh

8

Select the **Index File** from Your Local PC



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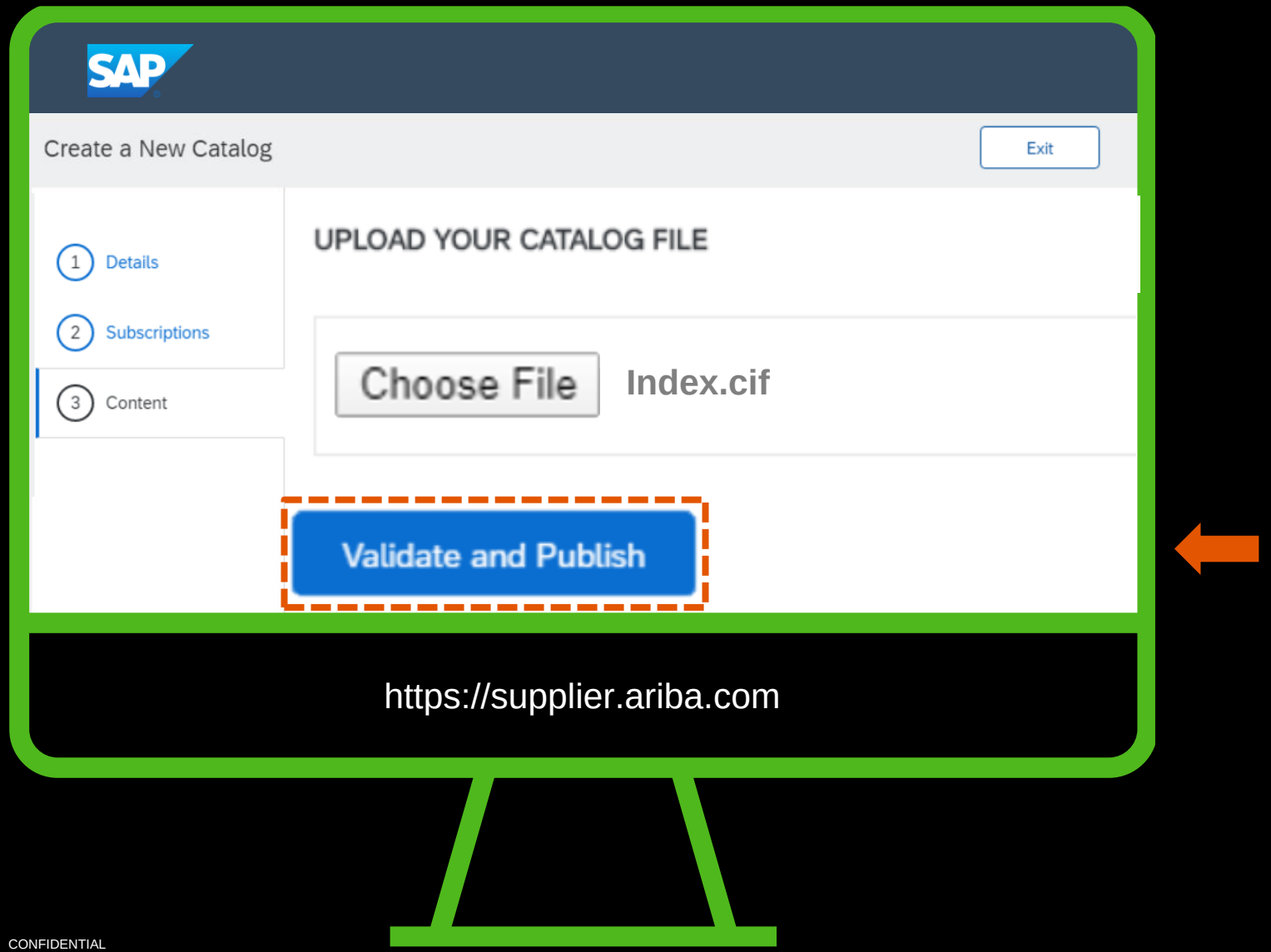
Index Format

Index

Refresh

9

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**



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Annex

POSReq PunchOut Setup Request

Architecture Index

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.048/cXML.dtd">
```

Document type and version of cXML.

```
<cXML payloadID="958075346970@www.bigbuyer.com"
timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN11111111111</Identity>
</Credential>
</From>
```

FROM Credential Identifies the Originator of the POSReq. Always shows the **Buyer's** ANID

```
<To>
<Credential domain="NetworkID">
<Identity>AN22222222222</Identity>
</Credential>
</To>
<To>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</To>
```

TO Credential Identifies the Destination of the POSReq. Contains all **Supplier's Domain + IDs**, taken from the **Buyer's Supplier Master Data**

```
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

SENDER credential specifies the identity and shared secret (you will receive the **Shared Secret set up on you're an Account**).

```
<Request>
<PunchOutSetupRequest operation="create">
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<Extrinsic name="CostCenter">610</Extrinsic>
<Extrinsic name="User">jsmith</Extrinsic>
<BrowserFormPost>
<URL>http://bigbuyer.com:3377/punchout</URL>
</BrowserFormPost>
<SupplierSetup>
<URL>https://Estlega Ltd.com/PunchOutServlet</URL>
</SupplierSetup>
<ShipTo>
<Address addressID="001">
<Name xml:lang="en">BigBuyer Headquarters</Name>
<PostalAddress>
<DeliverTo>John Smith</DeliverTo>
<Street>1565 Pine, 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>jsmith</Name>
</Contact>
<SelectedItem>
<ItemID>
<SupplierPartID>PunchOut_000</SupplierPartID>
</ItemID>
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```

Data that is taken from the **Buyer's User Master Data**

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER URL' field**

Data that is taken from the **Buyer's User Master Data**

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER PART ID' field**

Return to the **Purchase Simulation**

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POSResp PunchOut Setup Response


```
<cXML payloadID="958075346970@www.bigbuyer.com" timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Response>
<Status code="200" text="success">
<PunchOutSetupResponse>
<StartPage>
<URL>https://Estlega Ltd.com/PunchOutServlet/sessionid=7006</URL>
</StartPage>
</PunchOutSetupResponse>
</Response>
</cXML>
```

Web-shop server shall send this message to Ariba server.
When connectivity works this message does not appear in Ariba log files.

Return to the **Purchase Simulation**

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POOM PunchOut Order Message


```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.048/cXML.dtd">
```

Document type and version of cXML.

```
<cXML payloadID="958074737352&www.Estlega Ltd.com"
timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN22222222222</Identity>
</Credential>
</From>
<From>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</From>
```

FROM Credential identifies the originator of the POOM using the **Supplier's** Domain(s) and ID(s).

```
<To>
<Credential domain="NetworkID">
<Identity>AN11111111111</Identity>
</Credential>
</To>
```

TO Credential identifies the destination of the POOM using the **Buyer's** Domain and ID.

```
<Sender>
<Credential domain="www.Estlega Ltd.com">
<Identity>PunchoutResponse</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Our PunchOut Site V4.2</UserAgent>
</Sender>
</Header>
```

SENDER Credential specifies the identity and shared secret of the Supplier.

```
<Message>
<PunchOutOrderMessage>
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<PunchOutOrderMessageHeader operationAllowed="edit">
<Total>
<Money currency="USD">999.98</Money>
</Total>
</PunchOutOrderMessageHeader>
<ItemIn quantity="2">
<ItemID>
<SupplierPartID>laptop_1</SupplierPartID>
<SupplierPartAuxiliaryID>white</SupplierPartAuxiliaryID>
</ItemID>
<ItemDetail>
<UnitPrice>
<Money currency="USD">499.99</Money>
</UnitPrice>
<Description xml:lang="en">SuperBook ABC Laptop</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">43211503 </Classification>
<ManufacturerPartID>Manufacturer_ID_1</ManufacturerPartID>
<ManufacturerName>Tricolore</ManufacturerName>
<LeadTime>8</LeadTime>

<Extrinsic name="cust1_contract_number">88845611</Extrinsic>
<Extrinsic name="cust2_contract_item_number">55565</Extrinsic>
<Extrinsic name="cust3_automatic_po">TRUE</Extrinsic>

</ItemDetail>
</ItemIn>
</PunchOutOrderMessage>
</Message>
</cXML>
```

POOM contains and transfers the Information of the Items added to the Cart in the Web-shop to **SAP Ariba Application.**

Some Projects might require **Customized Extrinsic** by your **Buyer**, In this case the Extrinsic will Appear in this Section of the POOM.

Return to the **Purchase Simulation**

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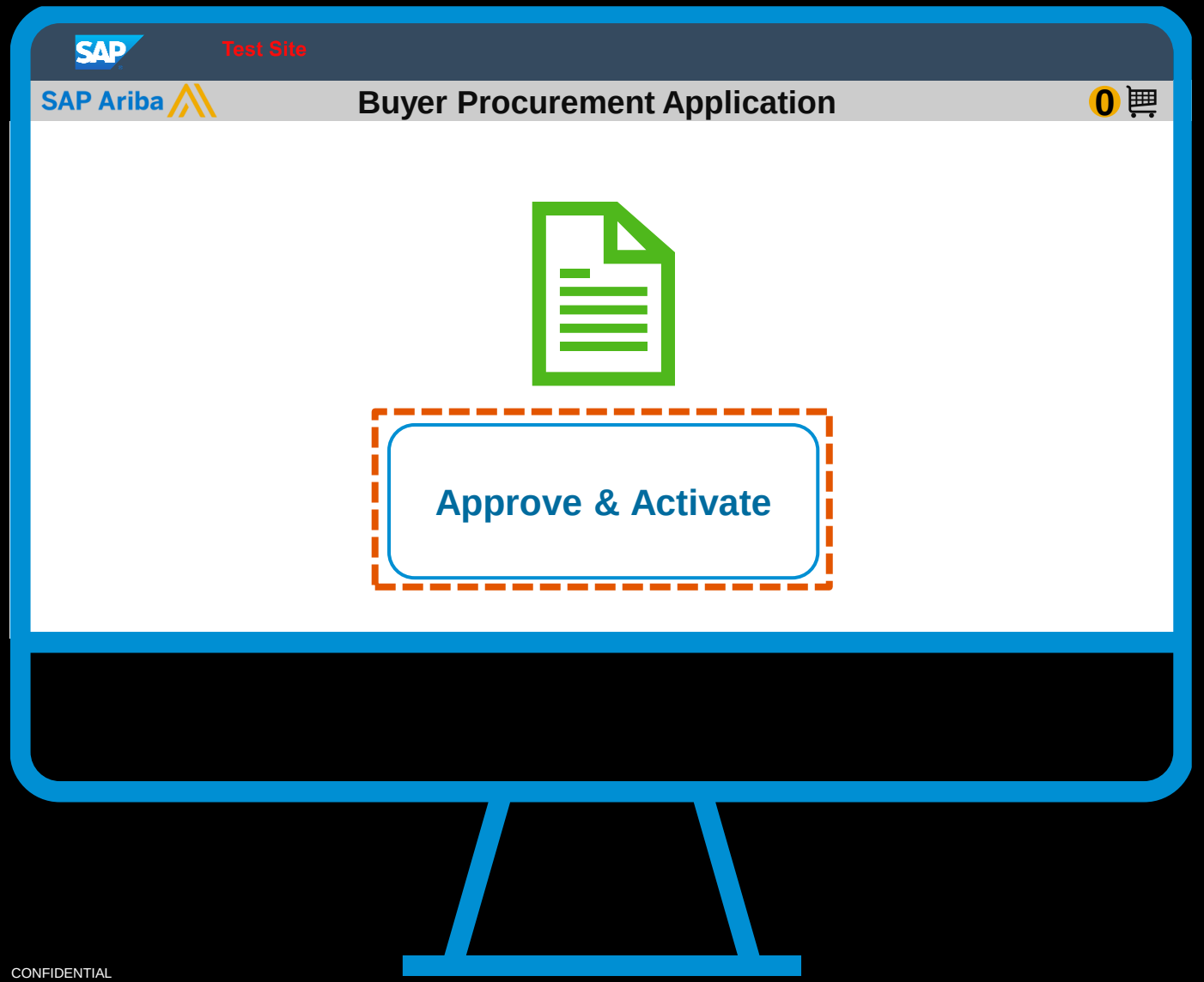
Purchasing Simulation

Architecture Index

Here, you can see how a **Buyer's** user purchases from your PunchOut via the Ariba Application.

1

Click on **Approve and Activate** the Index File



Index File Uploaded by Supplier

(you can see how to do the upload by click on **Index** (top-right) and clicking the **Index File Upload** section)

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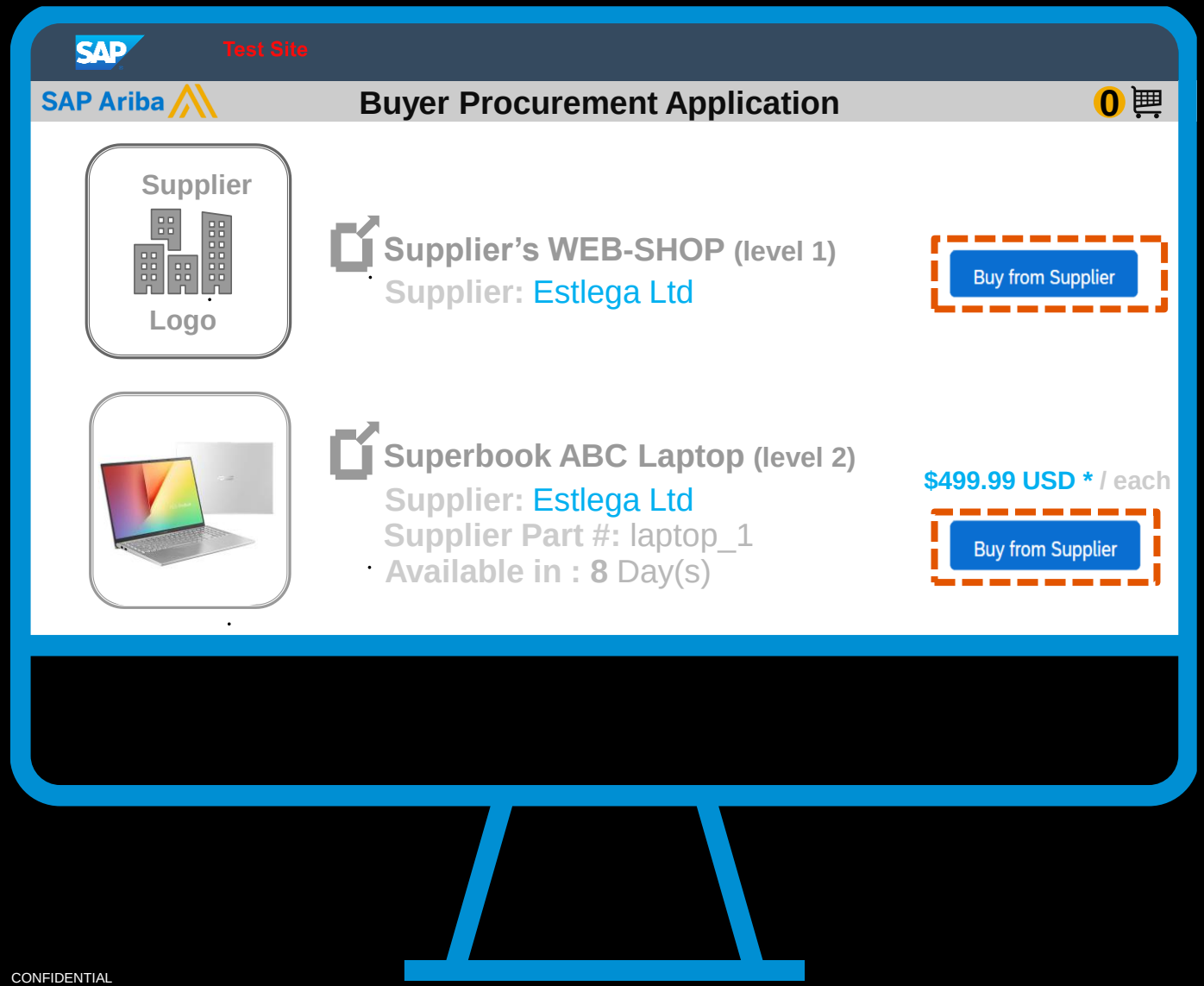
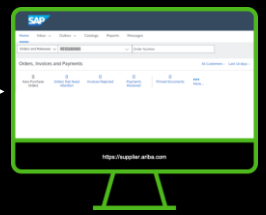
Buyer’s UI - Search

Now the Index File content is visible in **Buyer’s UI** and a notification sent to the **Supplier**

Index

Refresh





Notification sent to Supplier stating the index file is Active

2

Click on **Buy from Supplier**

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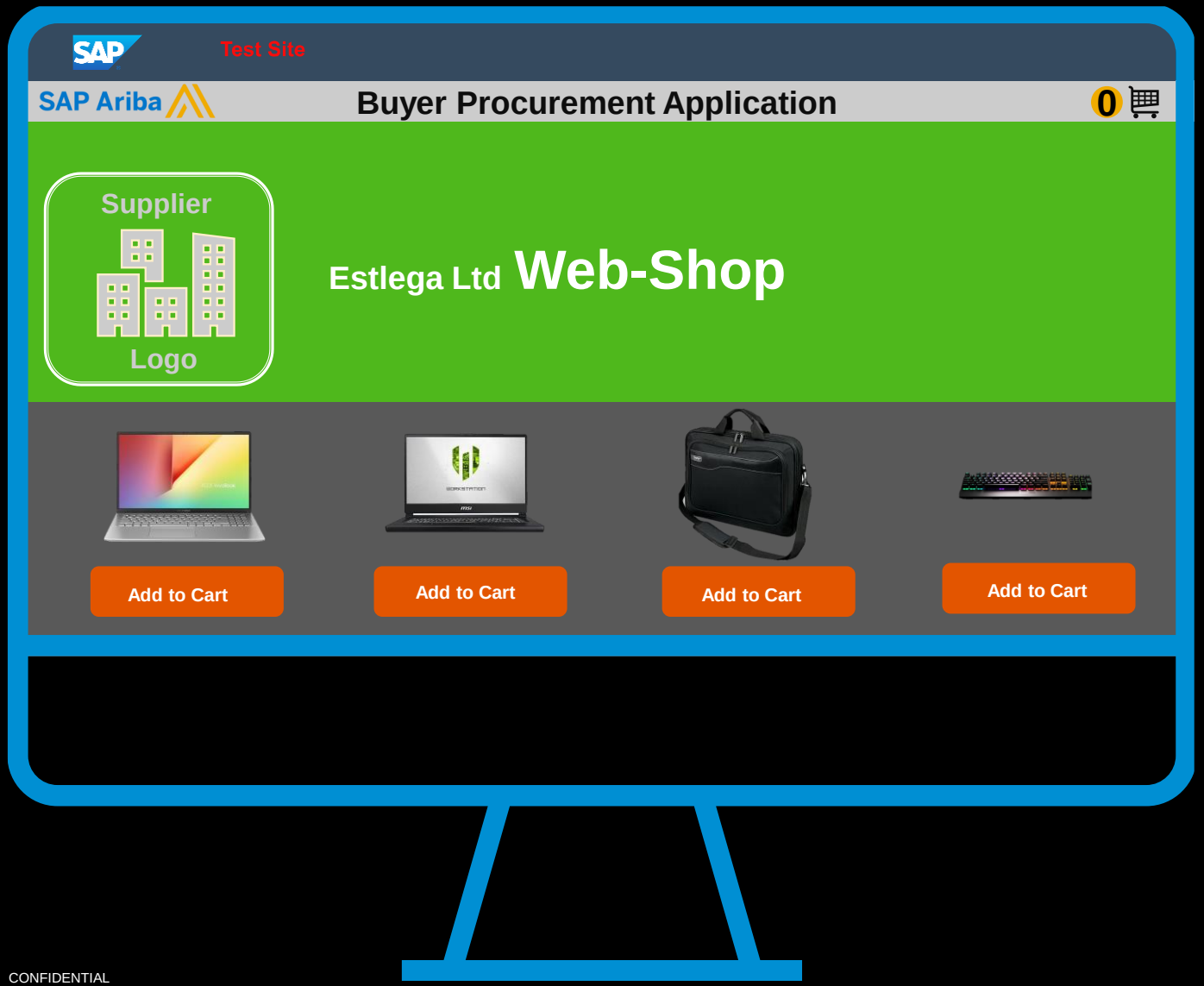
WEBSHOP L1 - Store Level

You selected the PunchOut Level 1 (store level). The landing page of **the Supplier's web-shop** is now displayed in **the Buyer's UI**

3

Click on **Add to Cart**



POReq.

Supplier web-shop receives and sends back cXML Messages

POResp.

Index

Refresh

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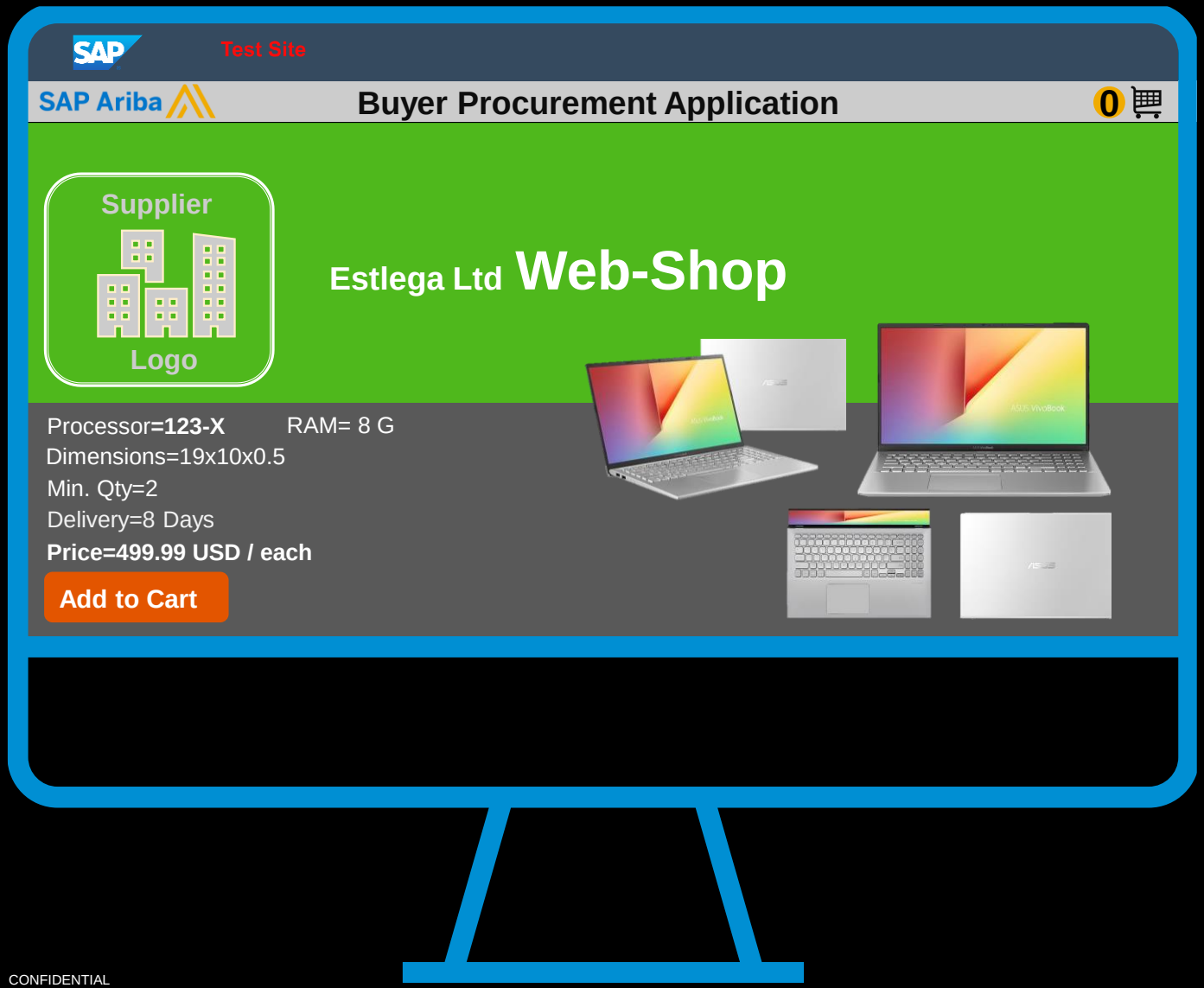
WEBSHOP L2 - Product Level

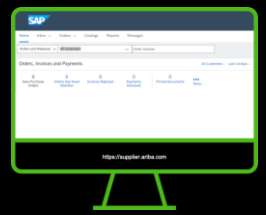
You selected the PunchOut Level 2 (product level). The **Buyer** is sent directly to the item on **the Supplier's web-shop**

3

Click on **Add to Cart**



POReq.



Supplier web-shop receives and sends back cXML Messages

POResp.

Index

Refresh

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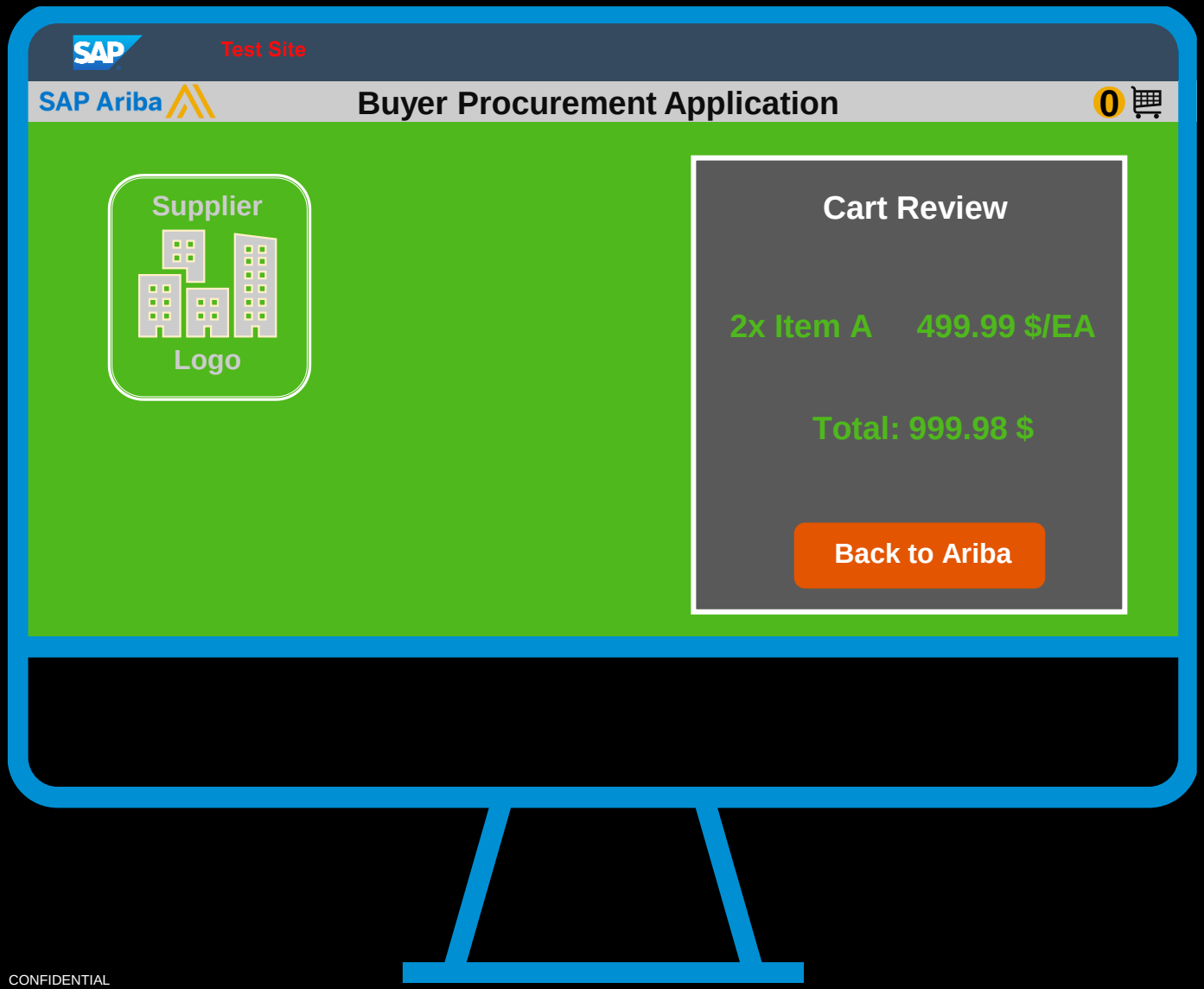
Webshop Basket

You can now review your **Basket** on the **Supplier's Webshop** and send the Basket back to the **Buyer's Ariba Procurement Application**

4

Click on **Back to Ariba**



Index

Refresh

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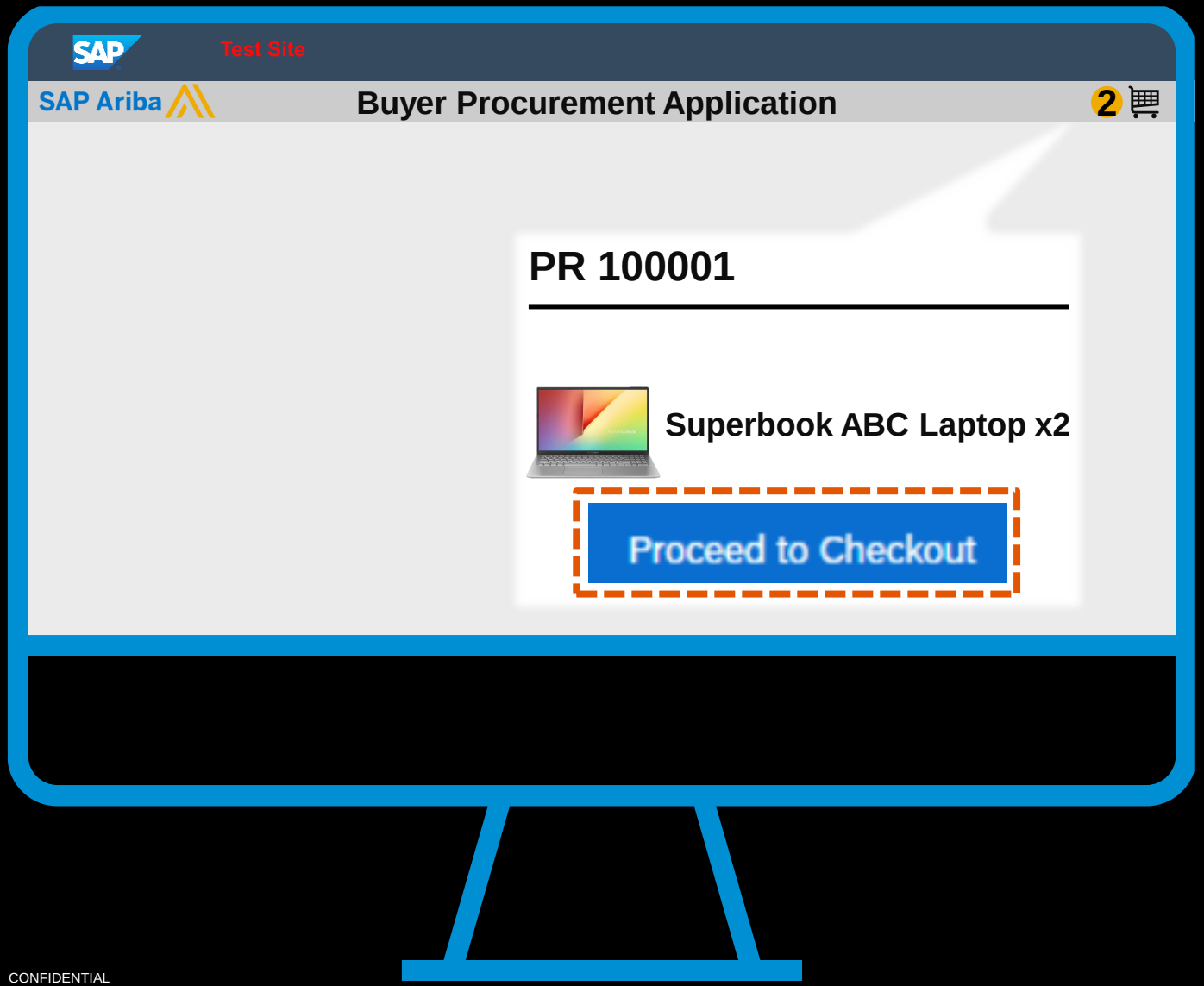
Checkout

We can now see the items we selected in the **Basket** of the **Buyer's Ariba Procurement Application**. Let's proceed to the Checkout

5

Click on **Proceed to Checkout**



Supplier web-shop sends back a cXML Message

POOM

Index

Refresh

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Purchase Order

Now, all that the **Buyer** needs to do is send out the Purchase Order

6

Click on **Send Purchase Order**

Index

Refresh

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Demo Complete!

Now that you have completed the **PURCHASING DEMO**, select one of the following options:

1. **Restart Purchasing Demo**
2. **Start Index File Upload Demo**
3. **Review the cXML Message Flow**

RUN SIMPLE

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