

# Creating and Publishing Static Catalogs for **Open Text**

CMS Enabled Realms

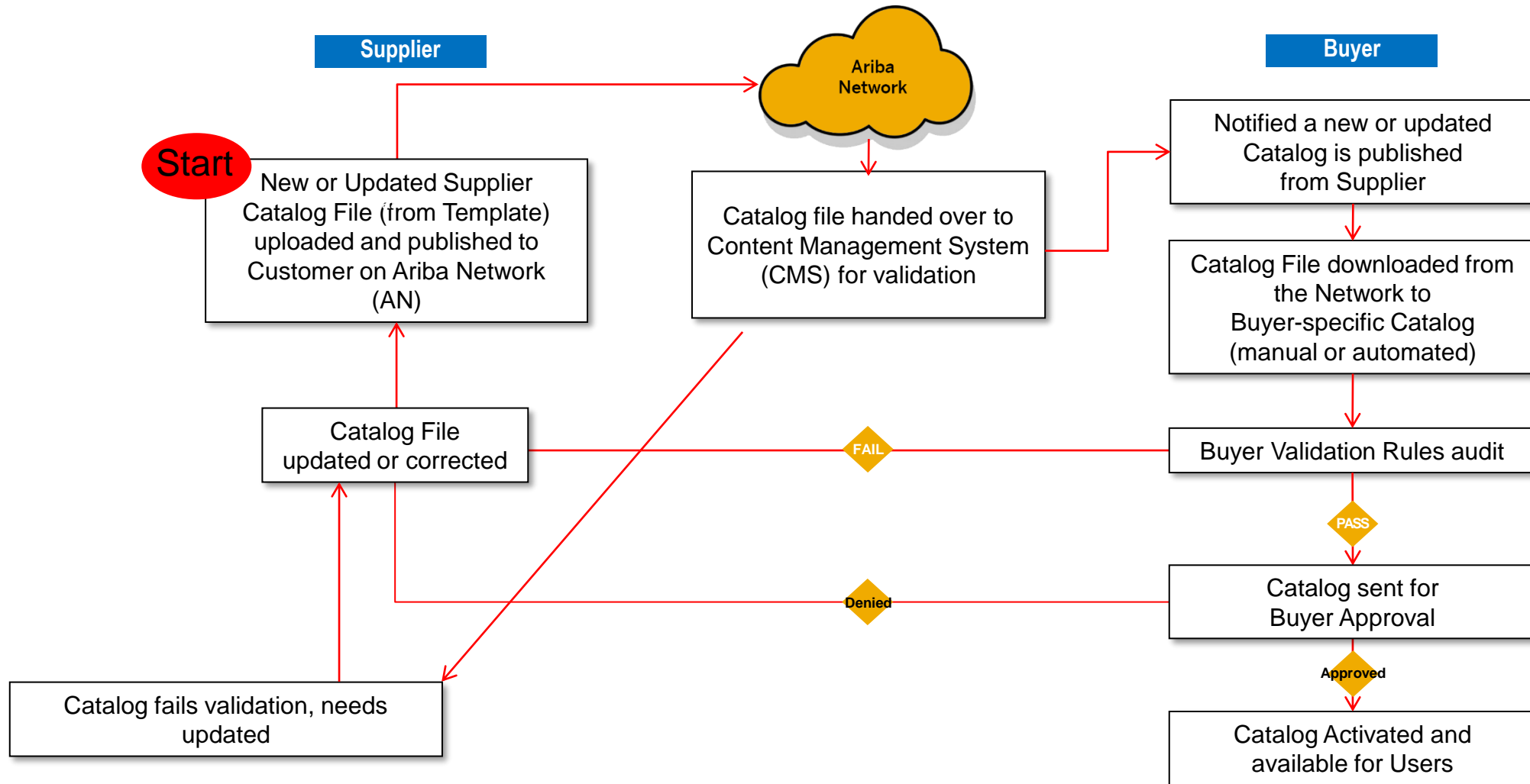
INTERNAL

# Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Questions

# The Catalog Upload **Process**

# The Catalog Upload Process



# The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

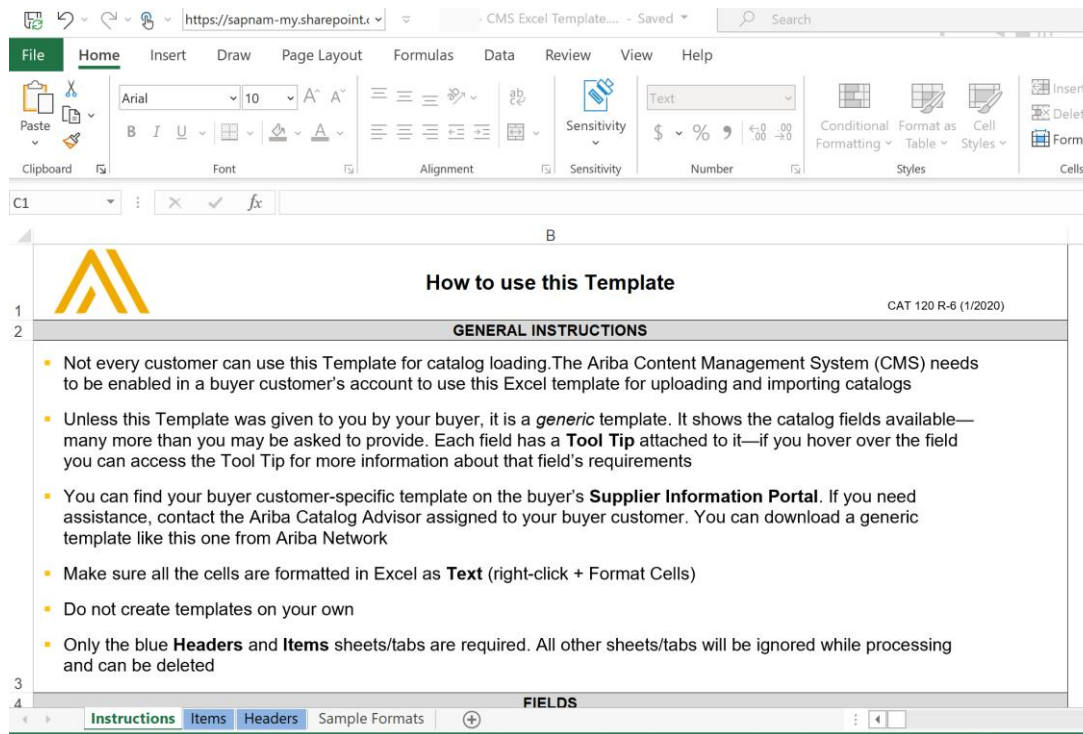
# The Catalog **Template**

# The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates
- Static Catalogs are generally created offline and uploaded to the Ariba Network
- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files—these are special static files called “Index Files”.

# The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel XLSX template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an XLSX CIF Template:



- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**
- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system. These tabs can be deleted



# The CIF Catalog Template

The CIF 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 OpenText.

	D	E	F	G	H	I	J	K	L	M	
	Unit Price	Unit of Measure	Short Name	Required					Image		Mark
									Normal	Detailed	
	45.10	EA	4-Line Phone	U	Short title for the item.				c. http://www.abc.	http://www.abc.com/277	T
	22.58	EA	Excel 97 for Dummies	U	Do not use duplicate information in Short Name and Item Description.				http://www.abc.com/2772901/img.gif		IE
	20.53	DZN	Blue Ballpoint Pens	U	Instead, use Short Name to name the product, and Item Description to describe product details.				c. http://www.abc.	http://www.abc.com/277	IE
	3.55	GRO	Manilla Folders	U					http://www.abc.com/2772903/img.gif		IDG
	4.80	EA	Standard Stapler	U					http://www.abc.com/2772904/img.gif		
Rivets, 1	10.20	EA	Round-Ring Binder	U	Type: String Length: 80 characters				http://www.abc.com/2772905/img.gif		

FIELD COLOR CODES	
	Required
	Optional, but Desired
	Optional

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the OpenText Supplier Portal page on the AN.

# The CIF Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)
- Do not create templates on your own
- Only the blue **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing. These tabs can be deleted
- Populate data in the **Header** sheet/tab
- Populate data in the **Items** sheet/tab (Remove the sample data provided in the template)
- For some complex fields such as **ClassificationCode**, some of the sub-fields (e.g. **Domain**) may be required. These are indicated in Blue, and are only required if the parent field is present

# Creating a CIF Catalog

# Creating a CIF Catalog

## General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

## Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the **Description** field—all the words are indexed for ease of finding the items
- Use different **Short Names** not just repeating a **Description**—it makes it easier for Users, and you get an additional 80 characters to describe your item
- Always include images

# Creating a CIF Catalog

## The Header Tab

	A	B	
1	LOADMODE:	F	
2	SUPPLIERID_DOMAIN:	NetworkID	
3	UNUOM:	TRUE	
4	CURRENCY:	USD	
5	COMMENTS:	Any comments can go here.	
6			

Instructions Headers Items Sample Formats

- **LOADMODE— Required** - F (Full) or I (Incremental) The tool tip explains how Incremental loads work
- **SUPPLIERID\_DOMAIN— Required** - Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or custom values
- **UNUOM— Optional but preferred** - 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)
- **CURRENCY— Optional but preferred** - Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a different currency
- **COMMENTS— Optional** - This field 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

*Note:* The **Header** contains information that applies to the entire file. You can see that the only required fields are the **LOADMODE** and **SUPPLIERID\_DOMAIN**.

You can set **UNUOM** and **CURRENCY** at the item level in the file and they will override the values in the Header for that particular item.

# Creating a CIF Catalog

## The Items Tab

Supplier ID	Supplier Part ID	Unit of Measure
AN0199999999	2772882	EA
AN0199999999	2772967	EA
AN0199999999	2772276	DZN

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Attachments-1	
Source	Description
<a href="https://www.supplier.com/stibo/hires.pdf">https://www.supplier.com/stibo/hires.pdf</a>	Certificate of Analysis
<a href="https://www.supplier.com/stibo/hires.pdf">https://www.supplier.com/stibo/hires.pdf</a>	Certificate of Analysis

- Fields in the Items tab can be **simple** or **compound**

These are samples of simple fields with a single data element at the **Header** level

These are samples of compound fields—they have data elements at the **Header** and **Detail** level

# Creating a CIF Catalog

Supplier ID	Supplier Part ID	Unit of Measure
AN0199999999	2772882	EA
AN0199999999	2772967	EA
AN0199999999	2772276	DZN

- **Simple** fields are color coded as to their requirements designation

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Header

Detail

- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Attachments-1	
Source	Description
<a href="https://www.supplier.com/stibo/hires.pdf">https://www.supplier.com/stibo/hires.pdf</a>	Certificate of Analysis
<a href="https://www.supplier.com/stibo/hires.pdf">https://www.supplier.com/stibo/hires.pdf</a>	Certificate of Analysis

The field **Attachments-1** is optional

However, if you do use the field, then you must provide a **Source** and **Description** value

# Creating a CIF Catalog

## The Items Tab

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN0199999999	12345	CFG 11562
AN0199999999	87690	87690-12
AN0199999999	479-56	A100-BLK

- **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 Advisor if you have questions

**Type of data:** String

**Maximum length:** 255

**Example:** AN09067477712

**Note:** If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-T

- **Supplier Part ID - Required**

**Description:** Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.

**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, but desired**

**Description:** A Part Number that a Manufacturer uses

**Type of data:** String

**Maximum length:** 255

**Example:** TTSIBM412CID



# Creating a CIF Catalog

Item Description	Unit Price	Unit of Measure
Pens, Bic, Ballpoint, Blue, 1 dozen	3.48	EA
Stapler, Swingline, Black	12.95	EA
Post-It, Yellow, 1"x2", pad of 100	8.76	DZN
Folders, Letter, Manilla, 100	12.25	BX

## ▪ Item Description - Required

**Description:** Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)

**Type of data:** String

**Maximum length:** 2000

**Example:** Printer, Laser, A4, Epson Stylus Color 740

## ▪ Unit Price - Required

**Description:** Customer-specific price

**Type of data:** Decimal

**Example:** 4.32 or 1234.78

**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 ¥.

## ▪ Unit of Measure - Required

**Description:** Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to "True"

**Type of data:** String

**Maximum length:** 32

**Example:** BX

**Note:** A file containing the Units of Measure is available in your Customer's Supplier Information Portal

# Creating a CIF Catalog

Lead Time	Manufacturer Name	Supplier URL
1	Manufacturer 1	<a href="http://www.supplier1.com/item.htm">http://www.supplier1.com/item.htm</a>
2	Manufacturer 2	<a href="http://www.supplierA.com/item.htm">http://www.supplierA.com/item.htm</a>
1	Manufacturer 3	
	Manufacturer 4	<a href="http://supplier.com/1234.htm">http://supplier.com/1234.htm</a>

- **Lead Time - Required**

*Description:* Number of working days for the product to be shipped from the date you receive the Purchase Order

*Type of data:* Integer

*Maximum length:* 40

*Example:* 1

- **Manufacturer Name - Required**

*Description:* Name of the manufacturer

*Type of data:* String

*Maximum length:* 255

*Example:* Epson

- **Supplier URL – Optional, but desired**

*Description:* A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)

*Type of data:* String

*Maximum length:* 255

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

# Creating a CIF Catalog

Manufacturer URL	Market Price
http://www.manu.com	12.95
	2296.56
	4.86
	12.86

- **Manufacturer URL – Optional, but desired**

*Description:* A URL that links to a Manufacturer’s static page about the item (could be a MSDS, construction info, packaging info, etc.)

*Type of data:* String

*Maximum length:* 255

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

- **Market Price – Optional, but desired**

*Description:* List or retail price.

*Note:* Does not show on the Ariba UI—this is an informational-only field for Suppliers

*Type of data:* Decimal

*Example:* 4.32 or 1234.78

*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 CIF Catalog

Classification Code-1		Classification Code-2	
Domain	Value	Domain	Value
UNSPSC	43191504		
UNSPSC	43191504		
UNSPSC	44122011		
UNSPSC	44122011		

## ▪ Classification Code-1 – Required

**Description:** Classification of the product or service.

### ▪ Detail: Domain – Required

**Description:** Use 'UNSPSC' if the Header specifies "UNSPSC" as the CODEFORMAT

**Type of data:** String

**Maximum length:** 40

**Example:** UNSPSC, Custom

### ▪ Detail: Value – Required

**Description:** The classification code that corresponds to the product or service

**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.

## ▪ Classification Code -2 – Optional

**Description:** *Secondary* classification of the product or service.

▪ Detail: **Domain – Required** (details same as above)

▪ Detail: **Value – Required** (details same as above)

# Creating a CIF Catalog

Short Name
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **Short Name - Required**

**Description:** Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description

**Type of data:** String

**Example:** Nylon Glove, Blue

**Maximum length:** 80 characters

# Creating a CIF Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75	en_US	USD
	en_US	USD
	en_US	USD
	en_US	USD

## ▪ Supplier Part Auxiliary ID – Optional

**Description:** Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure

**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

## ▪ Language – Optional (If blank, defaults to 'en\_US')

**Description:** Specifies the language used to describe the item.

**Type of data:** String

**Maximum length:** 255

**Example:** en\_US

**Note:** A listing of language codes is in your Customer's Supplier Information Portal

## ▪ Currency – Optional (Can be set as a default value in Header)

**Description:** Specifies the currency used for the prices

**Type of data:** String

**Maximum length:** 32

**Example:** USD, CAD (Canadian Dollar)

**Note:** A listing of currency codes is in your Customer's Supplier Information Portal

# Creating a CIF Catalog

Image		
Thumbnail	Normal	Detailed
12354.jpg	http://www.1.com/12354N.jpg	http://www.1.com/12354D.jpg
http://www.1.com/34.jpg	http://www.1.com/34N.jpg	http://www.1.com/34D.jpg
587.jpg		http://www.1.com/587.Jpg
http://www.1.36.jpg		http://www.1.36.jpg

## ▪ Image – Optional, but desired

**Description:** URL of the item’s image (preferred), or filename of the image (sent in a zip file)

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

### ▪ Detail: **Thumbnail – Optional** (If **Image** is used, at least one Detail is required)

**Description:** URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product’s full-size Image

**Type of data:** String

**Maximum length:** 255

**Reccomended Size:** 85 x 85 pixels

*Note:* If the “Thumbnail” field is left blank, the file in the “Image” field will be resized and populate the Thumbnail

### ▪ Detail: **Normal - Optional** (If **Image** is used, at least one Detail is required)

**Description:** URL of an image of the item, or filename of the image (sent in the zip file)

**Type of data:** String

**Maximum length:** 255

**Reccomended Size:** 250 x 250 pixels

### ▪ Detail: **Detailed - Optional** (If **Image** is used, at least one Detail is required)

**Description:** URL of an image of the item, or filename of the image (sent in the zip file)

**Type of data:** String

**Maximum length:** 255

**Reccomended Size:** 250 x 250 pixels

# Creating a CIF Catalog

## Special Notes for Images

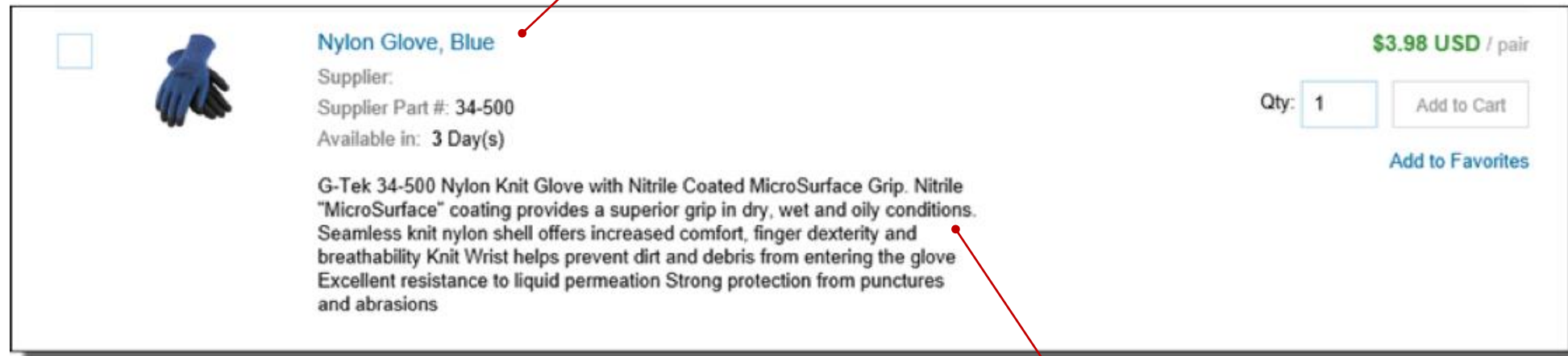
- In the Catalog file, you can refer to a **remote** image—using a URL—or you can refer to a **local** image, and send that image to Ariba to store
- Using **remote** images is preferred
  - Be sure the URL in the Template is *complete* (including http://)  
*Example:* http://server/directory/imagefilename.jpg
  - 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 characters  
*Example:* FileName.jpg -or- lowercasename.jpg
  - Load images in a zip file format with the Customer Name and Supplier Name on the AN



# The Catalog **User Interface**

# The Catalog Interface Item View

This is how a static Catalog item is displayed in the standard Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.



The screenshot shows a catalog item card for 'Nylon Glove, Blue'. On the left, there is a small square icon and a larger image of a blue glove. To the right of the image, the text reads: 'Nylon Glove, Blue' (highlighted with a red arrow), 'Supplier:', 'Supplier Part #: 34-500', and 'Available in: 3 Day(s)'. Below this is a detailed description: 'G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions' (highlighted with a red arrow). On the right side of the card, the price is '\$3.98 USD / pair', the quantity is '1' in a text box, and there are buttons for 'Add to Cart' and 'Add to Favorites'.

Short Name (80 characters)

Description (2,000 characters)

# The Catalog Interface Detail View

This is a how a static Catalog Item Detail view is displayed in the normal Catalog interface.


The screenshot displays a catalog item detail page for a 'Nylon Glove, Blue'. The breadcrumb navigation at the top reads: 'Back | Catalog Home / Miscellaneous / Defense and Law Enforcement and Security and Safety Equipment and Supplies / Personal Safety and Protection'. The product image shows a pair of blue gloves with an 'Enlarge' link below it. The title 'Nylon Glove, Blue' is positioned above the product details. The price is listed as '\$3.98 USD / pair'. The quantity is set to '1', with 'Add to Cart' and 'Add to Favorites' buttons. The product details include: Supplier (blue box), Supplier Part #: 34-500, Manufacturer: G-Tek, Manufacturer Part #: 34-500, and Available in: 3 Day(s). The 'Product Description' section contains a detailed paragraph about the glove's features. The 'Product Specifications' section lists the same details as above. A red arrow points from the text 'Additional Information, links and custom fields' to the 'Product Specifications' section.

Additional Information, links and custom fields

# **Uploading and Publishing New Catalogs**

# Uploading and Publishing New Catalogs

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

SAP Ariba  Orders & Invoices Powered by Ariba Network Help Center >>

## Supplier Login

User Name

Password

Login

[having trouble logging in?](#)



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### MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

[Learn More](#)

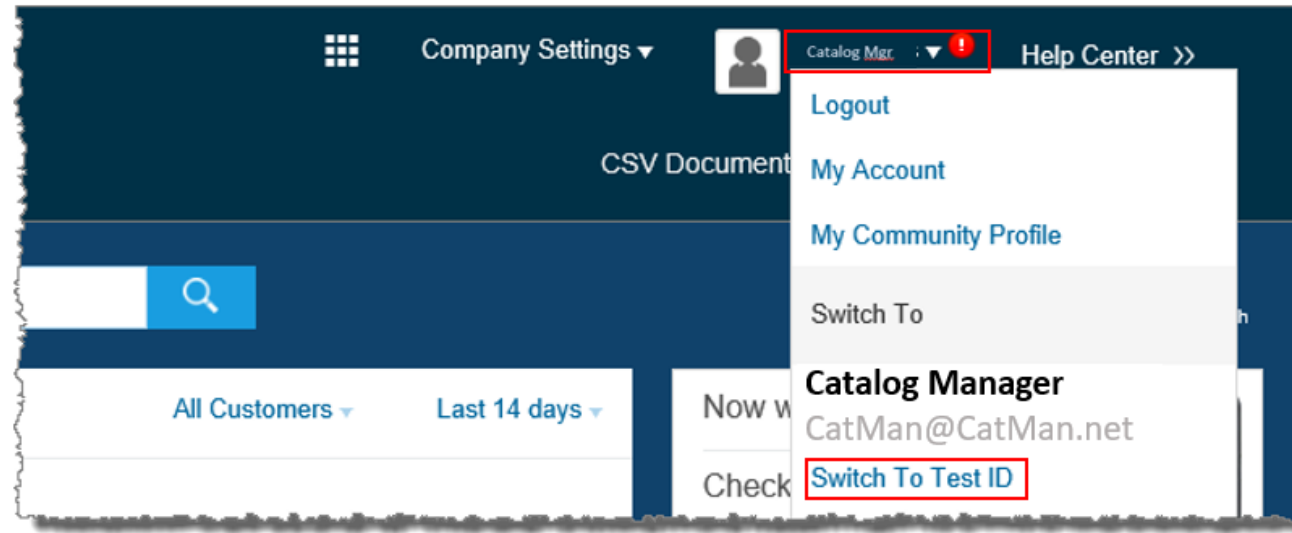
Supported browsers and plugins

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# Uploading and Publishing New 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 Ariba Network Administrator



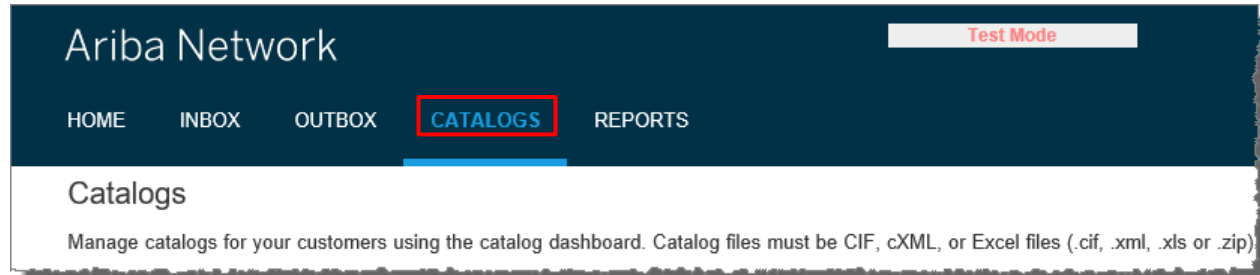
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

# Uploading and Publishing New Catalogs

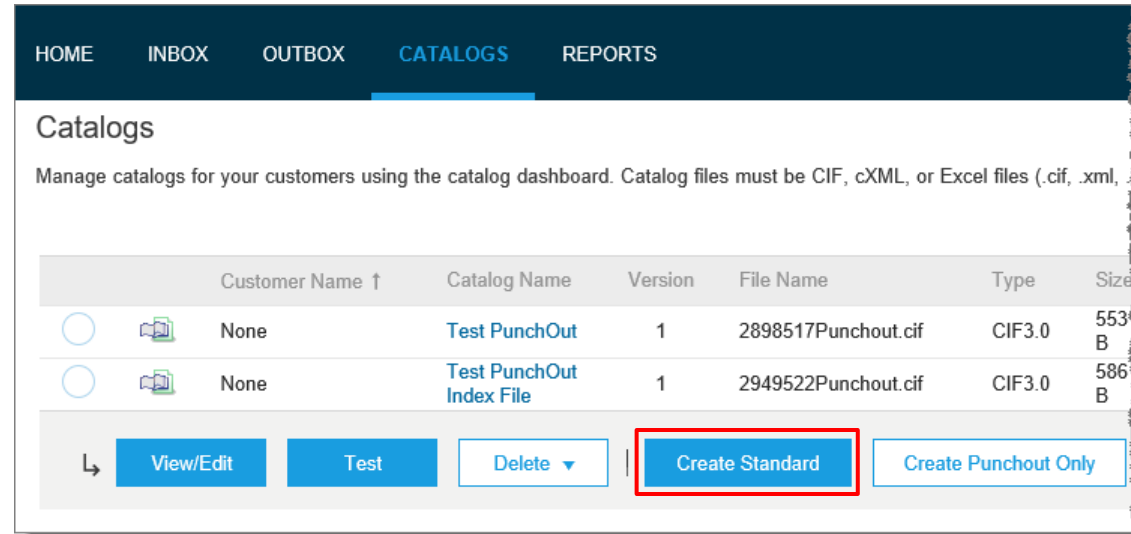
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
  - 1. Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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 New Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button





# Uploading and Publishing New 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

- Click “Next”

The screenshot shows the 'Create a New Catalog' wizard. On the left, a vertical navigation pane contains three steps: '1 Details', '2 Subscriptions', and '3 Content'. The '1 Details' step is highlighted with a red rectangular box. The main content area is titled 'Create a New Catalog' and includes a 'Next' button in the top right corner. Below the title, there is a text prompt: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field'. The form contains the following fields:

- Catalog Name:** A text input field with an asterisk indicating it is required.
- Created By:** A text field containing the value 'Catalog Manager'.
- Date Created:** A text field containing the value 'Tuesday 30 Aug 2016 10:59 PM GMT-07:00'.
- Description:** A large text area for entering the catalog description. A character count 'Characters left: 1000' is shown at the bottom right of this field.

Below the description field, a note states: 'The maximum number of characters allowed is 1000, including spaces.' At the bottom of the form, there is a 'Commodities' section with a table header 'Description' and a 'No items' message. Below the table are 'Delete' and 'Add' buttons. A 'Next' button is also present at the bottom right of the form area.

# Uploading and Publishing New 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 OpenText use this format (no special characters are allowed, you can use a dash (-) or underscore(\_)):
  - **SupplierName\_OT\_Region\_CatalogType for example: MySupplier\_OT\_US\_CIF or MySupplier\_OT\_US\_PunchOut\_L1**
- **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: \*

Created By: Catalog Manager

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

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 New Catalogs

## ② Subscriptions

- You determine which Customers will subscribe to your Catalog
- Set the Visibility to **Private**. You can select a single customer.
- To select OpenText check the box next to the **Customers** column.
- If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- Your customer may have established some validation rules that your catalog must pass. To view these rules, click **View** in the **Catalog Validation Rule** column. You will be taken to the company's catalog and will be able to see the validation rules

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 [More](#)

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

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	GSO Sandbox - P20 - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Supplier Name	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Supplier Name	<a href="#">View</a>	Pending Validation

Previous Next Exit

# Uploading and Publishing New Catalogs

## ② Subscriptions - continued

- Here we see the Validation rules that your customer has in place for catalogs
- For this customer, there are three rules that must be followed: Image, Short Name and Manufacturer Part ID fields are required
- To view more information about the rule, you can click on the **Action**, pull down, then click **View**
- When you are finished viewing the customer's rules, click the **Done** button

Catalog Validation Preferences Done

Content Rules

3 All    3 Validation    0 Enrichment    0 Cleansing

Name	Type	Category	Last Modified	Action
NAMERCat Image is required	Validation	Error	26 February 2018 6:26...	Action ▾
Manufacturer Part ID is a requir...	Validation	Error	16 October 2017 8:38 AM	Action ▾
Short name is required	Validation	Error	07 February 2018 11:3...	Action ▾

Done

# Uploading and Publishing New Catalogs

## ③ Content

- Select your **Catalog File Format** to “Excel” by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking “Browse” and pointing to your file
- Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file
- After you have selected your Catalog file, click the “Validate and Publish” button

Create a New Catalog Previous Exit

1 Details  
2 Subscriptions  
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF   
Catalog File:    
Images and Attachments File:

! 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

- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

# Uploading and Publishing New Catalogs

## ■ Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
  - **Validated, Published, Activated or Pending Buyer Validation**—your Catalog is error-free
  - **Validation Errors Found by Customer**—The Customer’s Validation rules have run and there is a problem
  - **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, [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	None	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	<a href="#">BuyerCat.cif</a>	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	<a href="#">Catalog.cif</a>	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

# Uploading and Publishing New Catalogs

- **Catalog Validation - continued**
  - 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, [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	None	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	<a href="#">99089.cif</a>	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	<b>3 Errors Found by Ariba Network</b>	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	<a href="#">BuyerCat.cif</a>	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
	Buyer Name	<a href="#">Buyer Test CIF</a>	1	<a href="#">Catalog.cif</a>	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

# Uploading and Publishing New Catalogs

## ■ Viewing Validation Errors

- You will be taken to the company's catalog and will be able to see the validation rules that failed
- In this case, the customer is telling us that the **Supplier ID** is unknown, and the catalog is failing
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and reupload the new version to replace the existing Catalog

The screenshot shows a web interface for a catalog. At the top, it says "Content Subscription: [redacted] CIF containing one item". Below this is a button "See Items With Warnings" with a dropdown arrow. Underneath is a table with columns: "Supplier Id", "Supplier Part Id", "Shop at", and "Manufacturer". The first row has the value "1" in the first column, "EXPC0412" in the "Supplier Id" column (which is highlighted with a yellow border), and "AAA" in the "Supplier Part Id" column. Below the table, a modal dialog box is open with the title "Supplier ID is unknown" and a close button (X). The dialog contains a warning icon (a yellow triangle with an exclamation mark) and a text input field containing "EXPC0412". At the bottom of the dialog are "OK" and "Cancel" buttons. At the bottom right of the main interface, there are "Cancel" and "Revalidate" buttons.



# Uploading and Publishing New Catalogs

## ■ Customer Catalog 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**, **Activated**, **Validated by Customer** or **Pending Buyer Validation**—*note that these are all valid statuses*
- 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 validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users

# Replacing Existing Catalogs

# Replacing Existing Catalogs

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

- Log into your Ariba Network account
- Navigate to the **Catalogs** tab
- Find the existing Catalog you wish to replace with a new version
- Click on the radio button to select the existing Catalog
- Click the **View/Edit** button, or click on the **Catalog Name** hyperlink
  - 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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
<input checked="" type="radio"/>	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager

View/Edit Test Delete Create New Create Punchout Only Refresh

# Replacing Existing Catalogs

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

The screenshot shows the 'Edit a Catalog' interface. On the left, a navigation pane has three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area displays catalog metadata: Catalog Name: Cif Catalog, File Name: BuyerCat.cif, Created By: Catalog Manager, Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00, Version: 1, Size: 2 KB, Item Count: 5, Type: CIF3.0, Status: Published. The 'Description' field (highlighted with a red box) contains 'Updated Catalog with new pricing - January 2017' and shows 'Characters left: 953'. Below this is a 'Commodities' section with a table header 'Description' and 'No items' listed. At the bottom right, the 'Next' button is highlighted with a blue box.

- Click the **Next** button

# Replacing Existing Catalogs

- ② **Upload Catalog File**—The Network will display the Upload screen to upload the new version
- Select your **Catalog File Format** to “Excel” by clicking the pull down menu and selecting the option
  - Select your **Catalog File**, by clicking “Browse” and pointing to your file
  - Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file

Edit a Catalog Previous Exit

1 Details

2 Upload Catalog File

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File:  Browse...

Images and Attachments File:  Browse...

! 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

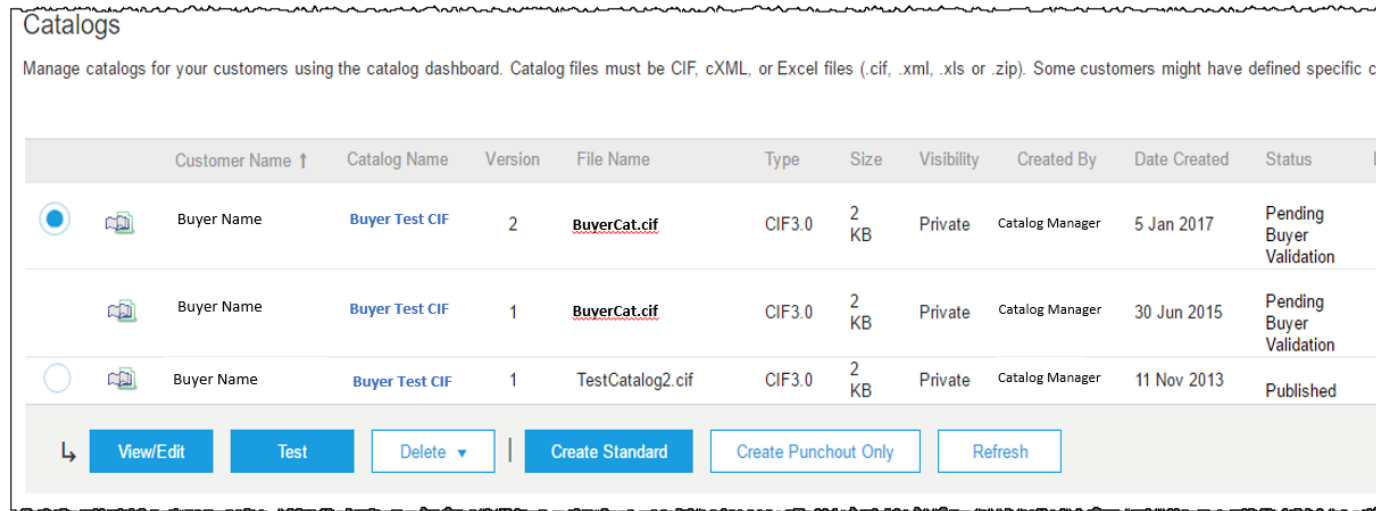
Validate and Publish

[Download Templates/Guidelines](#)

- ③ **Content**—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

# Replacing Existing Catalogs

- When your Catalog passes the upload validation, the Network may show any of these statuses: **Published, Activated, 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 ca

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	Buyer Name	Buyer Test CIF	2	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	Buyer Name	Buyer Test CIF	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

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

- 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

# Uploading and Publishing New Catalogs

## ■ **Customer Catalog Approval**

- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog
- 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 validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users

# Thank you.



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