



Extended CIF Catalog Guide

Public

Agenda

- What is a CIF Catalog?
- CIF Catalog Enablement
- Publishing a Catalog on SAP Business Network
- Updating CIF Catalog

What is an (Extended) CIF Catalog?

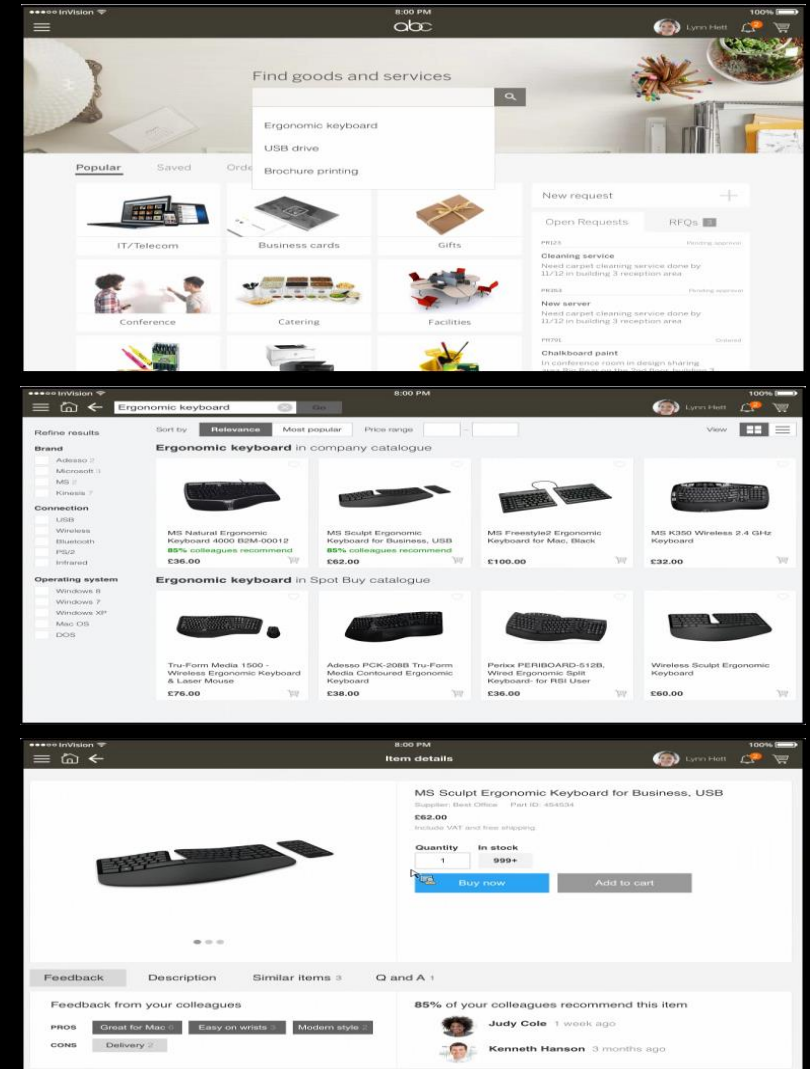
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What is CIF Catalog?

- A static catalog (CIF) is a text file stored on the SAP Business Network that describes the products and services your organization offers and the prices you charge. Your **buyers's** users access your catalog through SAP Business Network Procurement to purchase your products and services offerings.
- It allows:
 - Rapid Deployment
 - Great Compliance Control
 - Low Setup Cost and Complexity
- Your Buyer's users will be able to:
 - See
 - Compare
 - Buyyour items from SAP Business Network Procurement.


User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view if not Extended CIF is used



User Interface (customer Users) – Items View

- Single item view Extended CIF



Supplier:

Supplier Part #: Sofa




Manufacturer:


Available in: 4 Day(s)

£100.00 GBP / each

[*Pricing Information](#)

Qty:



☒  **Sitting Room Chair** £50.00 GBP / each

Supplier:

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:	<input type="text"/>
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	<input type="checkbox"/>

Pricing and Quantity Terms

[Pricing Terms](#)

CIF Catalog Enablement

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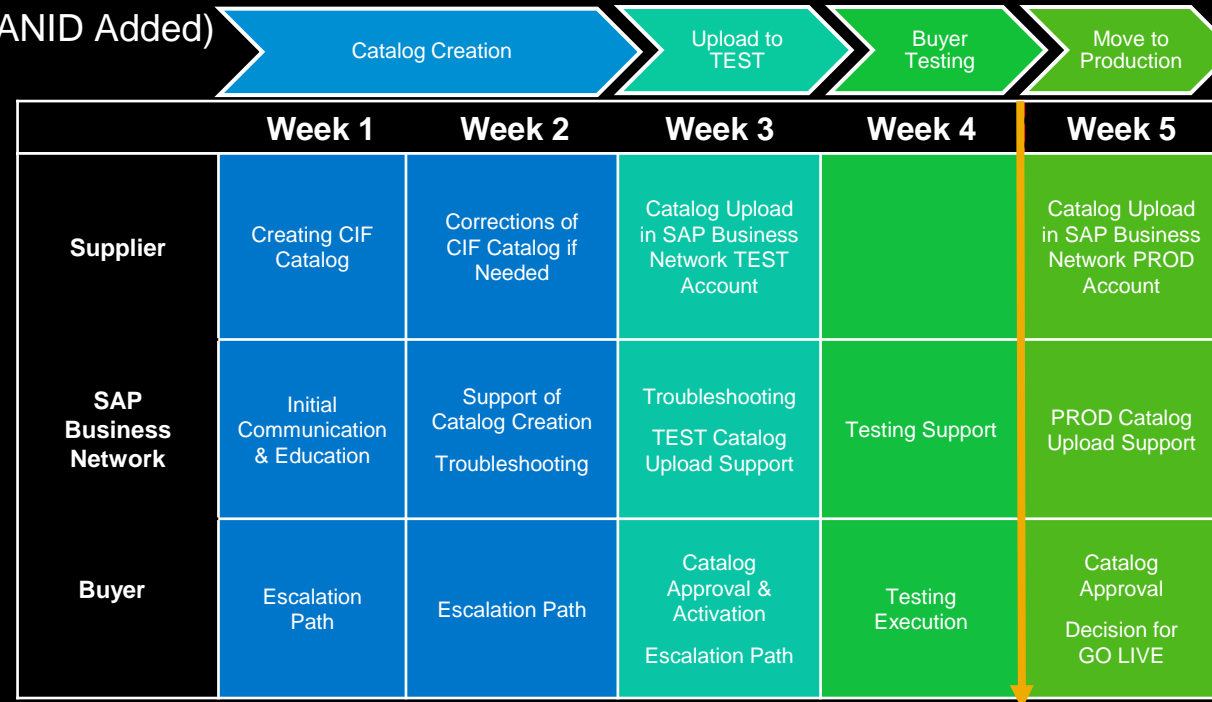
CIF Catalog Enablement

Buyer's Prerequisites to Start:

- Catalog Requirements Completed
- Catalog Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched (Supplier ANID Added)
- Escalation Path Defined
- Catalog Content Clarified with Supplier

Supplier's Prerequisites to Start:

- Catalog Content Clarified with Buyer
- SAP Business Network Trading Relationship Established
- SAP Business Network Test Account Created



Buyer Testing might be extended up to 8 weeks if transaction integration is requested by the Supplier

Publishing a Catalog on SAP Business Network

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SAP Business Network Access, Catalog Publication

1 Access your SAP Business Network Account

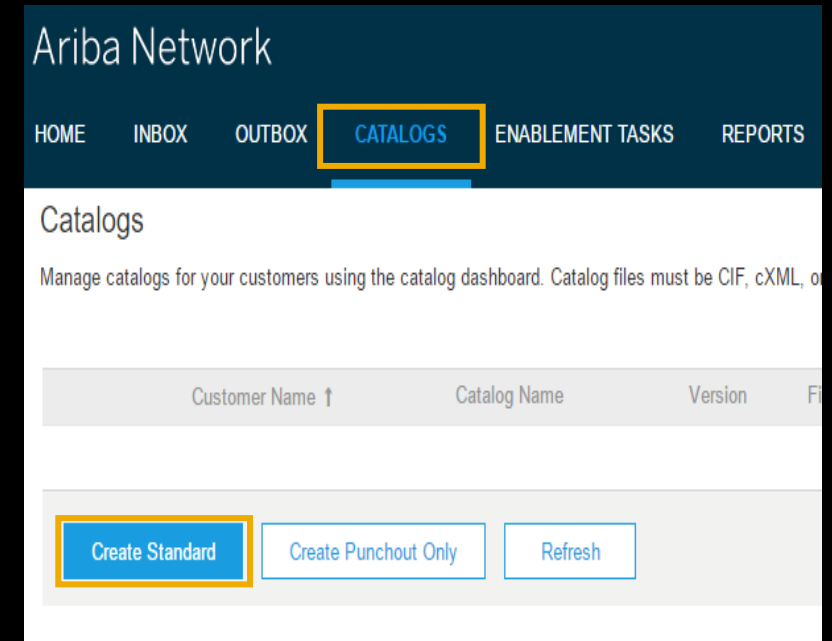
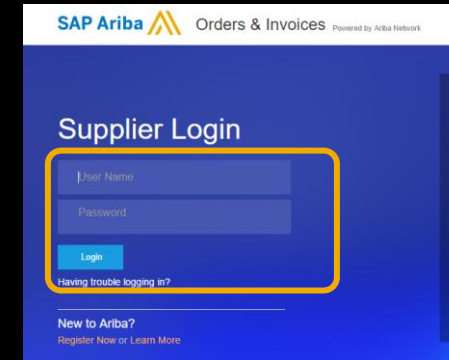
Go to: <http://supplier.ariba.com>

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

- Your catalog on the SAP Business Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

2 Click on the **Catalogs** tab on your Home Dashboard

3 Click on the **Create Standard** button



Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you. This should be based on the Buyer's naming convention

5 Click **Next**

6 Select **Private**

7 Select your Buyer in your customers' list.

8 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

Catalog Name: * TEST_OK_1

Created By: Monday 13 Mar 2017 9:22 AM GMT+01:00

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: 1

Description
No items

Delete Add

Next Exit

Create a New Catalog

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

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

Customers	Catalog Validation Rules	Validation Status for Version 1
GSO Sandbox - P20	View	Pending Validation

Previous Next Exit

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

Catalog Publication

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

10 Click **Validate and Publish**

Create a New Catalog Previous Exit

1 Details
2 Subscriptions
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Procházet... Soubor nevybrán.

Images and Attachments File: Procházet... Soubor nevybrán.

! 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

CIF, BMECat and Excel Templates/Guidelines

[CIF 2.1 Catalog Example](#)
[CIF 3.0 Catalog Example](#)
[CIF 3.0 Services Example](#)
[Excel Catalog Example](#)
[BMECat Guidelines](#)

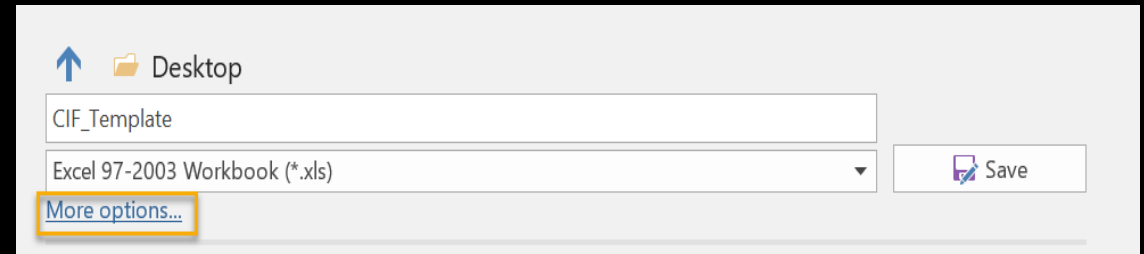
Note: The SAP Business Network currently supports a CIF file for your customer (zipped format) up to 200 MB. You must convert your initial .xlsx file into a .cif file (see next slides).

Converting the Excel File into .csv file

You must convert your initial .xlsx file into .cif format to be able to upload your CIF Catalog on your account.

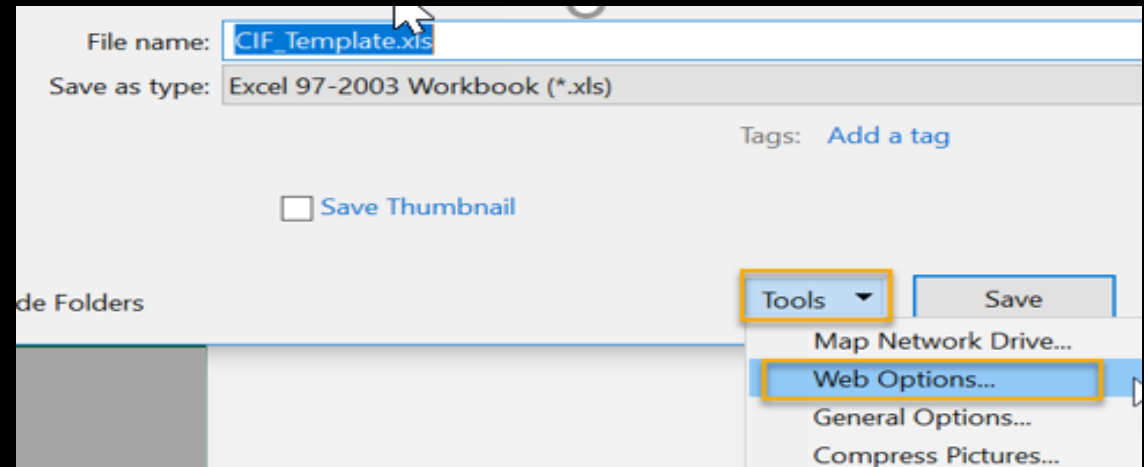
1

Convert the Excel file into .csv format : Open your template, select Save As option, then click on More options.



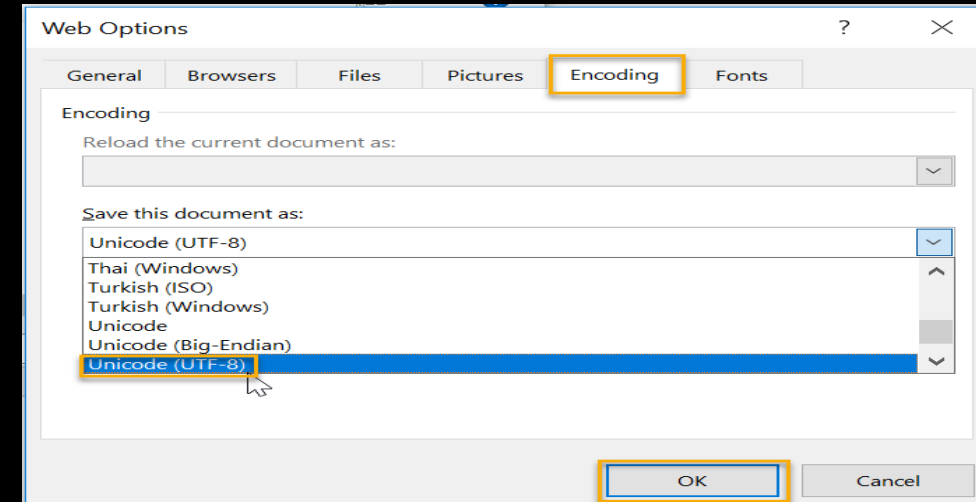
2

On the pop up window click on **Tools** and select **Web Options**.

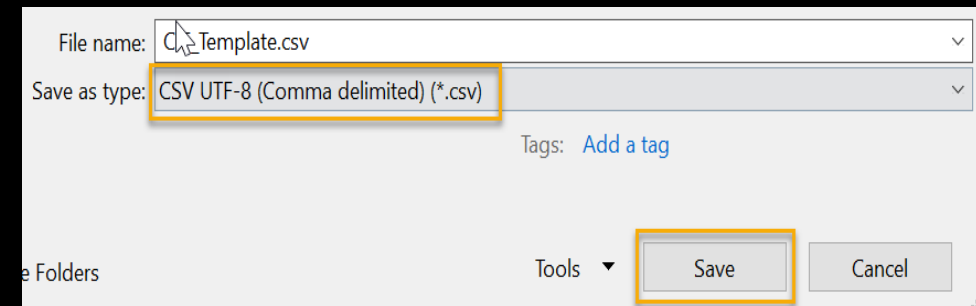


Converting the Excel File into .csv file

3 In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**.

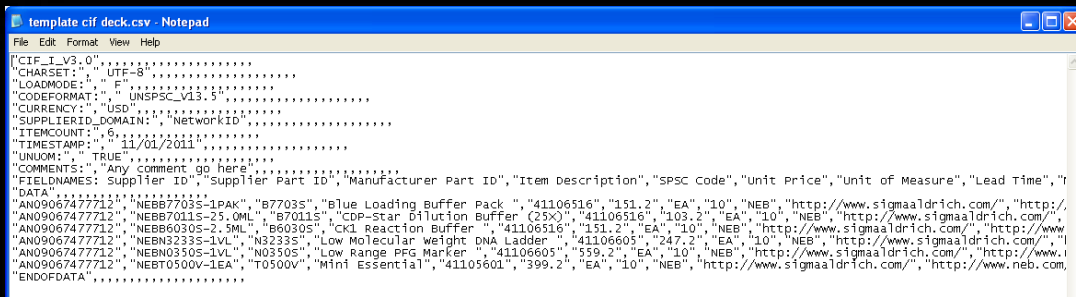


4 Save as type **.csvs file** then click Save

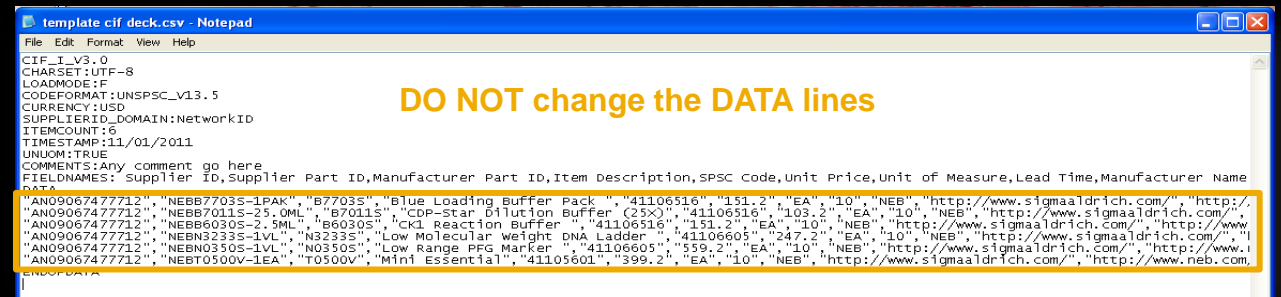


Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif



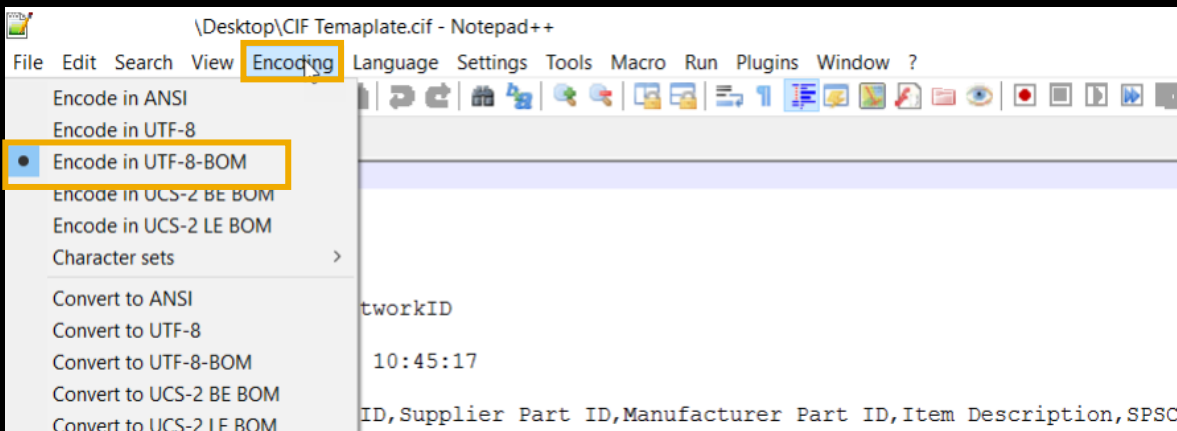
```
template cif deck.csv - Notepad
File Edit Format View Help
[\"CIF_I_V3.0\",.....]
[\"CHARSET:\",\" UTF-8\",.....]
[\"LOADMODE:\",\" F\",.....]
[\"CODEFORMAT:\",\" UNSPSC_V13.5\",.....]
[\"CURRENCY:\",\" USD\",.....]
[\"SUPPLIERID_DOMAIN:\",\" NETWORKID\",.....]
[\"ITEMCOUNT:\",\" 6\",.....]
[\"TIMESTAMP:\",\" 11/01/2011\",.....]
[\"UNUM:\",\" TRUE\",.....]
[\"COMMENTS:\",\" Any comment go here\",.....]
[\"FIELDNAMES:\",\" Supplier ID\", \"Supplier Part ID\", \"Manufacturer Part ID\", \"Item Description\", \"SPSC Code\", \"Unit Price\", \"Unit of Measure\", \"Lead Time\", \"Manufacturer Name\",.....]
[\"DATA\",.....]
[\"AN09067477712\", \"NEBB7703S-1PAK\", \"B7703S\", \"Blue Loading Buffer Pack \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBB7011S-25.OML\", \"B7011S\", \"CDP-Star Dilution Buffer (25X)\", \"41106516\", \"103.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBB6030S-2.5ML\", \"B6030S\", \"CK1 Reaction Buffer \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBN3233S-1VL\", \"N3233S\", \"Low Molecular Weight DNA Ladder \", \"41106605\", \"247.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBN0350S-1VL\", \"N0350S\", \"Low Range PFG Marker \", \"41106605\", \"559.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBT0500V-1EA\", \"T0500V\", \"Mini Essential\", \"41105601\", \"399.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.neb.com\",.....]
[\"ENDOFDATA\",.....]
```



```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNUM:TRUE
COMMENTS:Any comment go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name
DATA
[\"AN09067477712\", \"NEBB7703S-1PAK\", \"B7703S\", \"Blue Loading Buffer Pack \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBB7011S-25.OML\", \"B7011S\", \"CDP-Star Dilution Buffer (25X)\", \"41106516\", \"103.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBB6030S-2.5ML\", \"B6030S\", \"CK1 Reaction Buffer \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBN3233S-1VL\", \"N3233S\", \"Low Molecular Weight DNA Ladder \", \"41106605\", \"247.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBN0350S-1VL\", \"N0350S\", \"Low Range PFG Marker \", \"41106605\", \"559.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.sigmaaldrich.com/\",.....]
[\"AN09067477712\", \"NEBT0500V-1EA\", \"T0500V\", \"Mini Essential\", \"41105601\", \"399.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.neb.com\",.....]
[\"ENDOFDATA\",.....]
```

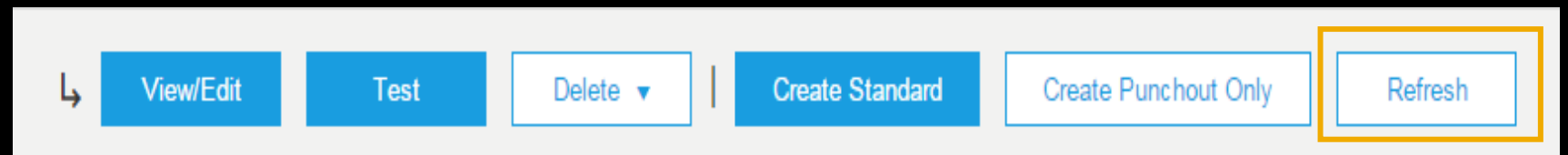
DO NOT change the DATA lines

- For special characters (for example ö,ü etc.) you have to save your file as UTF-8-BOM



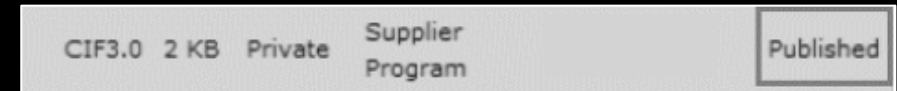
Catalog Publication

- After the entire catalog has been uploaded:
 - The SAP Business Network begins the catalog validation
 - It can take several minutes to validate large catalogs
 - The SAP Business Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while the SAP Business Network is validating.
- Once you have completed uploading your catalog(s):
 - DO NOT** log out
 - Click the “**Refresh**” button on the catalog dashboard to update your catalog status.



Catalog Validation - Status

- After the SAP Business Network completes the upload, if there are no network validation errors, the catalog status is changed to **Published** and a network-generated email is sent to the Buyer.




- As your Buyer is using AutoSubscriptionSync, the catalog is pulled into the SAP Business Network Procurement to begin the Buyer-specific validations and the status will change to **Pending Buyer Validation**.




Catalog Validation/Errors

Errors can occur when:

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

Catalog Name		Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
	DE_THF	1	CIF	CIF3.0	21 MB		Klaus	28 Aug 2006	 100 Errors Found by Ariba Network

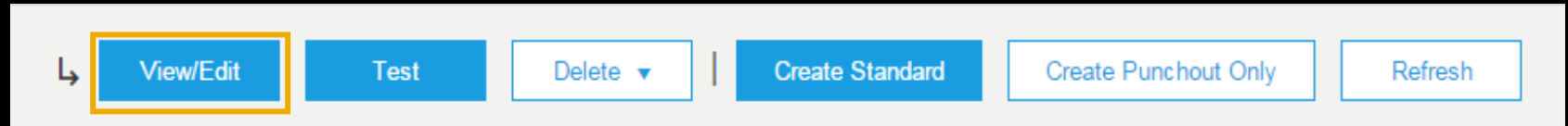
- Validating against Buyer-specific validation rules.

	DK 9002831	1	DK 9002831	CIF3.0	619 B	Private	E-Business DE	23 Feb 2016	 1 Validation Errors Found by Customer	18 Apr 2016
---	------------	---	------------	--------	-------	---------	---------------	-------------	---	-------------

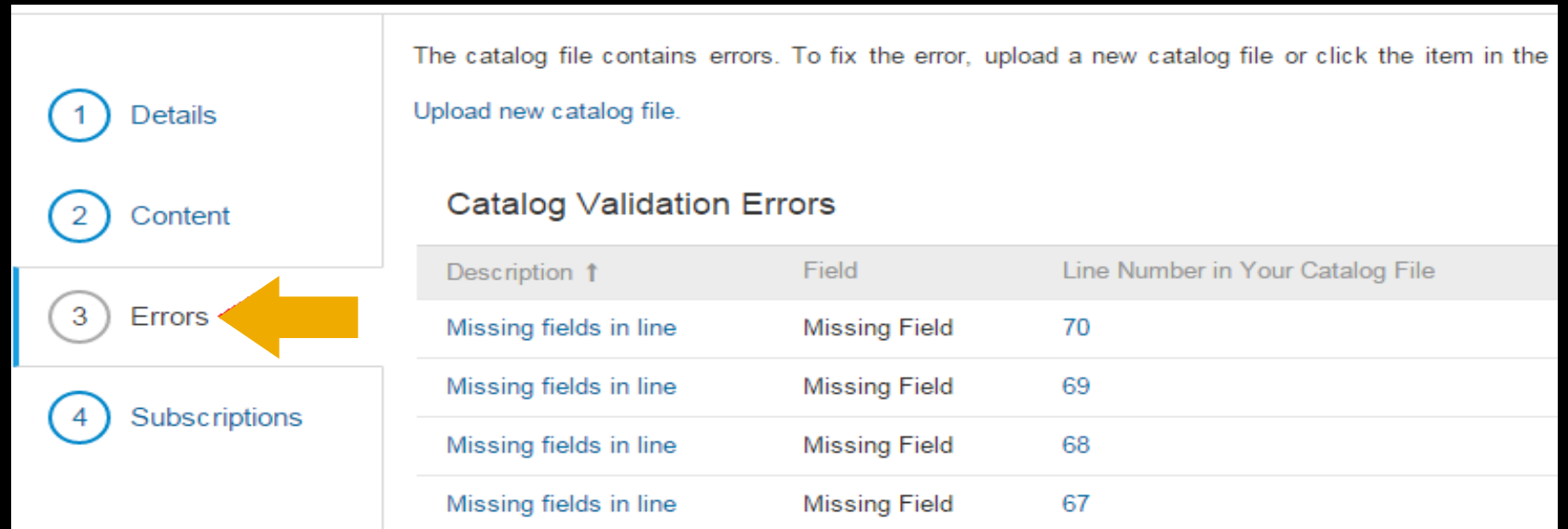
Note: Even if a catalog passes the high-level SAP Business Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the Buyer-specific catalog validation rules.

How to Correct Errors Found by SAP Business Network

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



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

A screenshot of the SAP Business Network interface. On the left is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (selected and highlighted with a blue bar and a yellow arrow), and '4 Subscriptions'. The main area shows a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists four errors, all of which are 'Missing fields in line' with the field 'Missing Field' and line numbers 70, 69, 68, and 67 respectively.

Description ↑	Field	Line Number in Your Catalog File
Missing fields in line	Missing Field	70
Missing fields in line	Missing Field	69
Missing fields in line	Missing Field	68
Missing fields in line	Missing Field	67

Updating CIF Catalog

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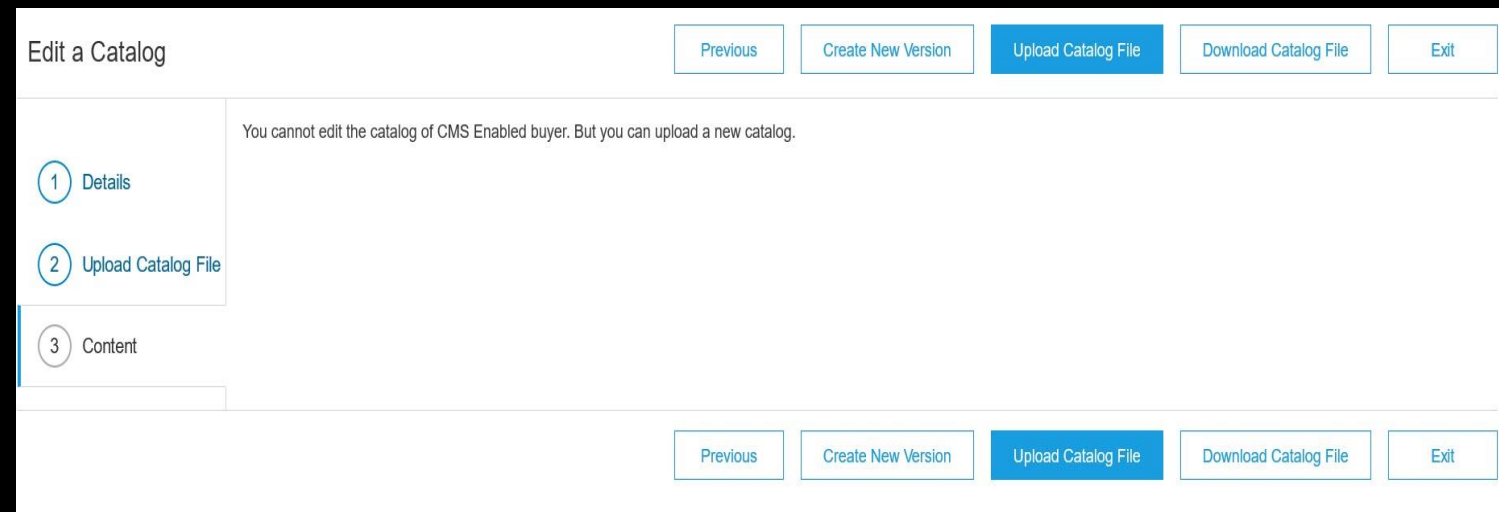
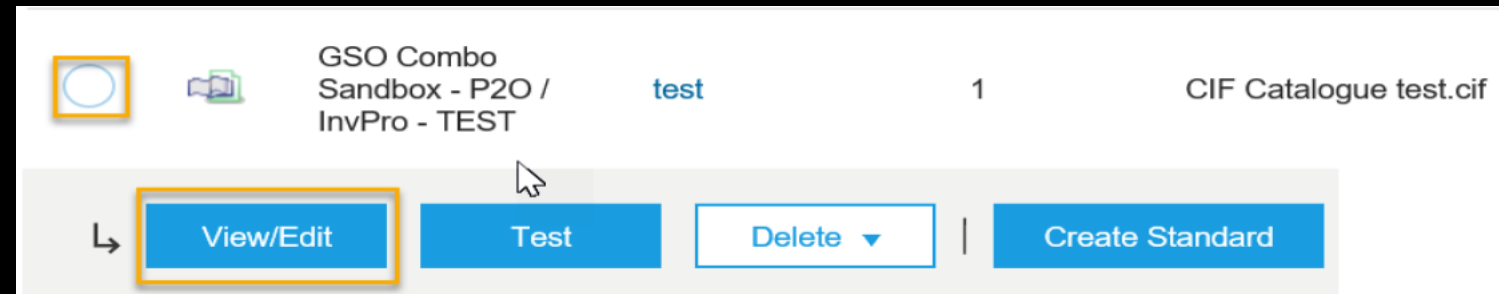
Catalog Update – Step 1

When updating a catalog you will get a message in content “You cannot edit the catalog of CMS Enabled buyer”.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**



Catalog Update – Step 2

Download catalog file

1 Click **Download Catalog File**

2 Click **Download**

The screenshot shows the 'Edit a Catalog' interface. On the left, there is a sidebar with three tabs: '1 Details', '2 Upload Catalog File', and '3 Content'. The '3 Content' tab is selected and highlighted with an orange box. The main area displays a message: 'You cannot edit the catalog of CMS Enabled buyer. But you can upload a new catalog.' At the top right, there are buttons: 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', and 'Exit'. The 'Download Catalog File' button is highlighted with an orange box. At the bottom right, there are buttons: 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', and 'Exit'. The 'Download Catalog File' button is also highlighted with an orange box.

The screenshot shows the 'Edit a Catalog' interface. On the left, there is a sidebar with three tabs: '1 Details', '2 Upload Catalog File', and '3 Content'. The '3 Content' tab is selected and highlighted with an orange box. The main area displays a message: 'You can download the catalog to your local machine, in one of the following ways:'. Below this message, there is a 'Download' section with the following details: 'Created at: Friday 4 May 2018 9:08 AM GMT+02:00', 'Size: 4 KB', 'Type: CIF', and 'Status: Ready'. At the bottom right, there is a 'Download' button highlighted with an orange box.

Catalog Update – Step 3

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

CIF_I_V3.0											
CHARSET:	UTF-8										
LOADMODE:	F										
CODEFORMAT:	UNSPSC										
CURRENCY:	EUR										
SUPPLIERID_DOMAIN:	NetworkID										
TIMESTAMP:	19-02-13										
ITEMCOUNT:	1										
UNUOM:	TRUE										
COMMENTS:	Any comments can go here										
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri
DATA											
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02
ENDOFDATA											

Once your new catalog version is ready, log in your SAP Business Network account.

Catalog Update – Step 4

1

Select your catalog and click **View/Edit**

2

Click **Upload Catalog File**

3

Choose **Catalog File Format**

4

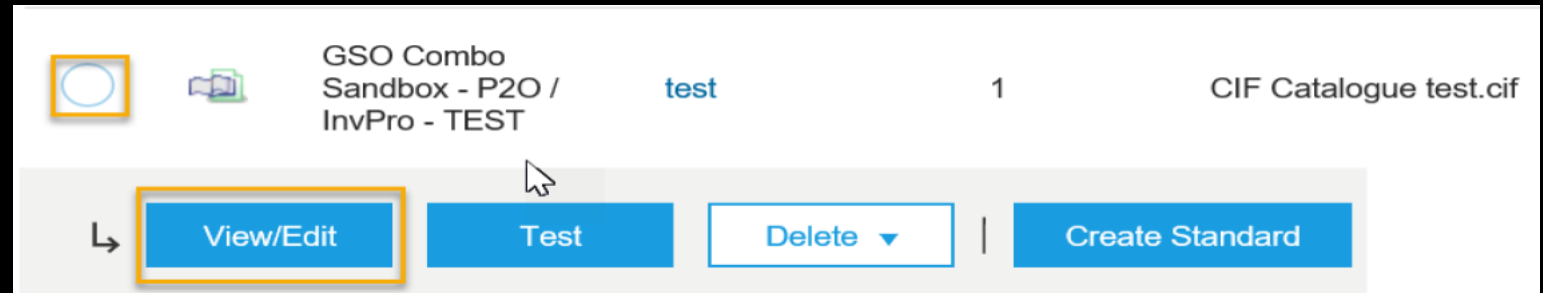
Choose **Catalog File**

5

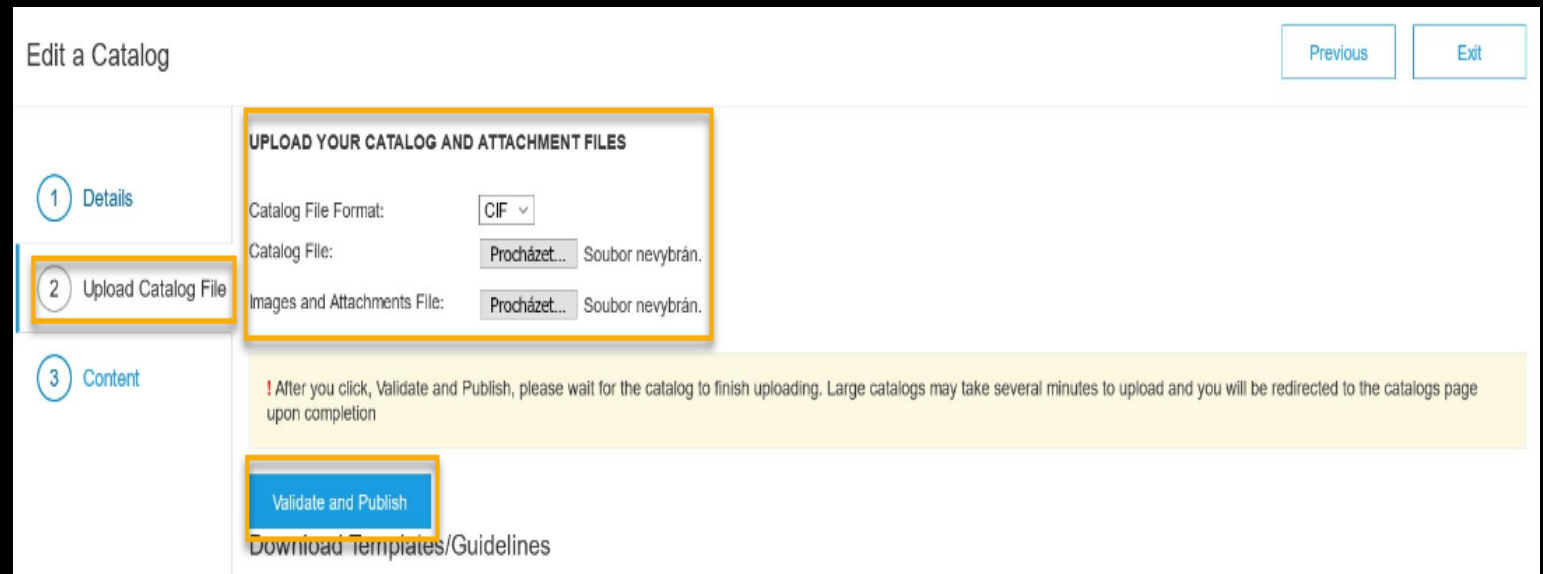
Choose **Images and Attachments File (optional)**

6

Click **Validate and Publish**







The screenshot shows the top navigation bar of the SAP Catalog Management interface. The breadcrumb trail is 'GSO Combo' > 'Sandbox - P2O / InvPro - TEST'. The current catalog is 'CIF Catalogue test.cif'. The 'View/Edit' button is highlighted with a red box. Other buttons visible are 'Test', 'Delete', and 'Create Standard'.




The screenshot shows the 'Edit a Catalog' form. The left sidebar has three tabs: 'Details', 'Upload Catalog File' (highlighted with a red box), and 'Content'. The 'Upload Catalog File' tab contains the 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES' section, which is also highlighted with a red box. This section includes a 'Catalog File Format' dropdown set to 'CIF', and two file upload fields: 'Catalog File' and 'Images and Attachments File', both with 'Procházet...' buttons and 'Soubor nevybrán.' status. A yellow warning message states: '! 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'. The 'Validate and Publish' button is highlighted with a red box. At the bottom, there is a link for 'Download Templates/Guidelines'.

Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking:
Delete > All versions or only delete the latest version by selecting the catalog and clicking
Delete > Latest Version Only

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0

 [View/Edit](#) [Test](#) [Delete ▼](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

Thank you.