

SAP Business Network CIF Catalog Guide



Agenda

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

What is CIF Catalog?

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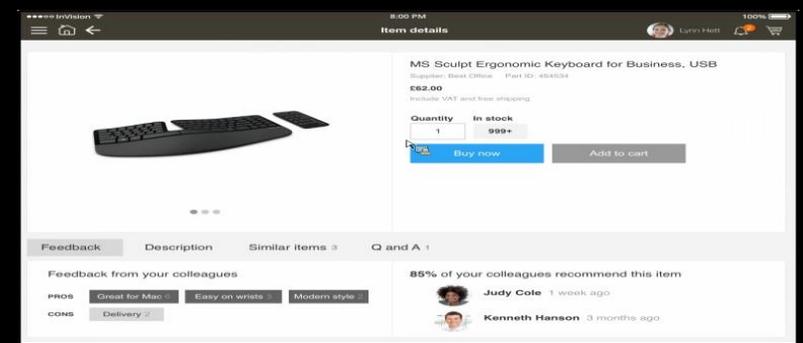
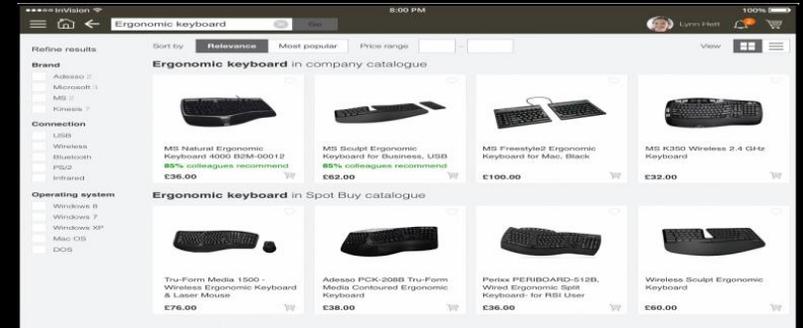
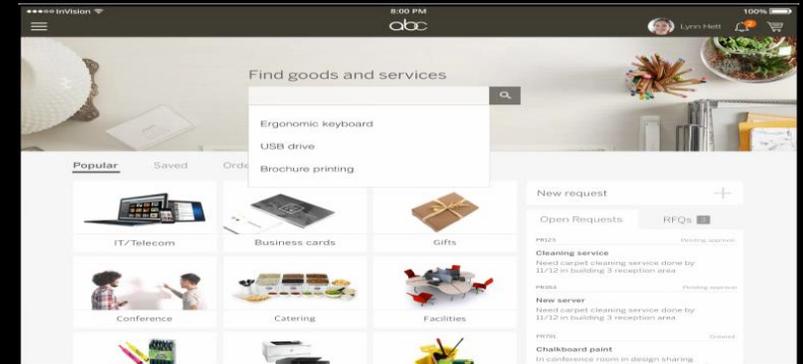


What is CIF Catalog?

- A static catalog (CIF) is a text file stored on SAP Business Network that describes the products and services your organization offers and the prices you charge. Your buyer'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
- Buyer's users will be able to:
 - See;
 - Compare;
 - Buy;
 - ...your 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



CIF Catalog Template

CIF Catalog Template will be provided separately

CIF_V3.0														
CHARSET:	UTF-8													
LOADMODE:	F													
CODEFORMAT:	UNSPSC													
CURRENCY:	EUR													
SUPPLIERID_DOMAIN:	NetworkID													
TIMESTAMP:	19/02/2013													
ITEMCOUNT:	3													
UNUOM:	FALSE													
COMMENTS:	Any comments can go here.													
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
DATA														
AN01548459897-t	laptop_1	Manufacturer_ID_1		The new SuperBook ABC Laptop PC combines finesse, lightness and elegance in a chassis with edge-to-edge screen that does not	12345678	499.99	EA	8	Tricolore	https://four	https://fabrican	20.02	SuperBook ABC	https://four
AN01548459897-t	HHD_1	Manufacturer_ID_12		Equip your computer with 2T hard drives to speed up your multimedia content, save your PCs, share files and manage your digital content with ease and speed. This 2T hard drive with a capacity of	12345678	1999.95	EA	5	Estlega	https://four	https://estlega.co.uk		HHD 2T	https://four
AN01548459897-t	service			If you need help installing your computer, you can purchase the service of an expert who will be available to you. Please put the right price according to the service required.	123456			2		https://fournisseurtech.com/price			IT Service	https://four
ENDOFDATA														

CIF Catalog Enablement

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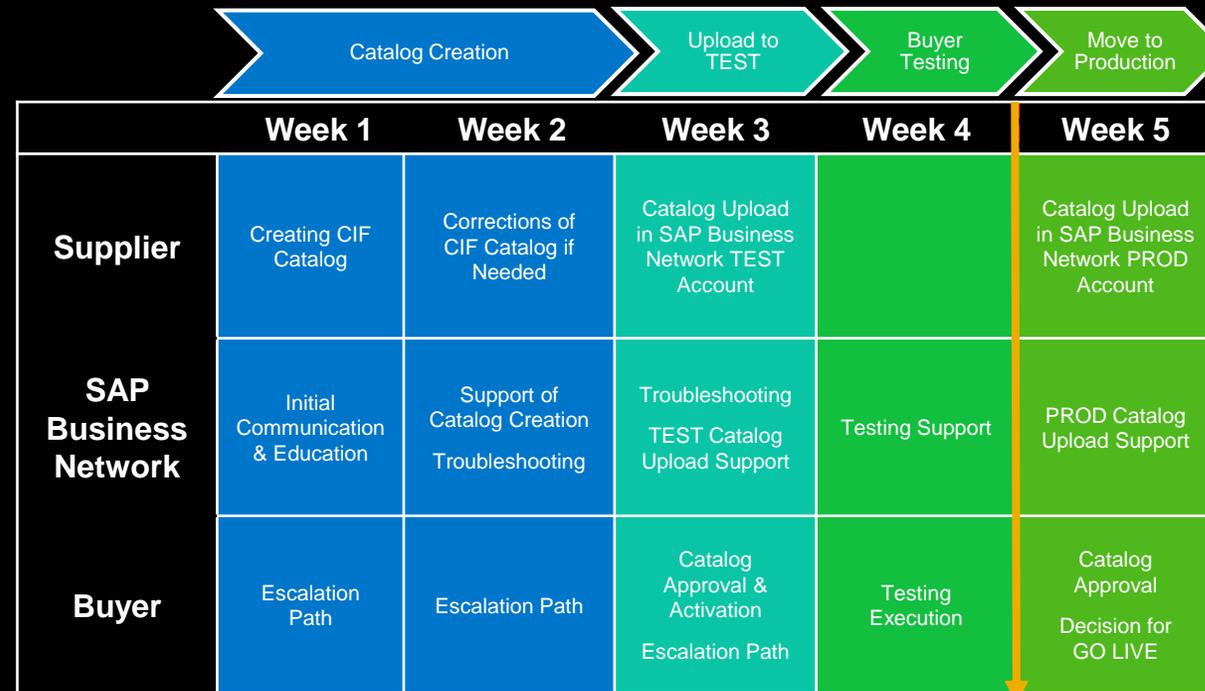
CIF Catalog Enablement

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 your 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

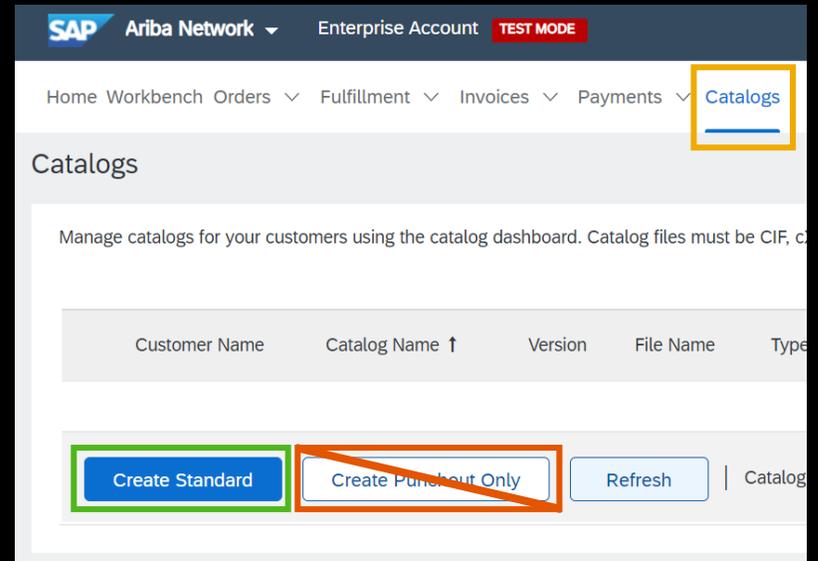
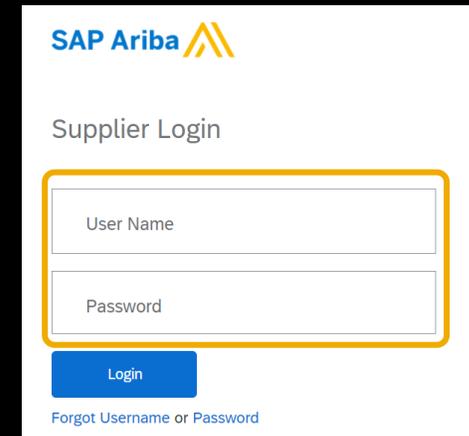
Go to: <http://supplier.ariba.com>

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

- Your catalog on 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 needs to match your buyer's naming convention provided in the introductory email from SAP Business Network

5 Click **Next**

6 Select **Private**

7 Select your buyer in your customers' list.

8 Click **Next**

SAP Arriba Network - Enterprise Account TEST MODE

Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

Catalog Name: CUSTOMER_SUPPLIER_GB_CIF

Created By: JONN

Date Created: Thursday 29 Apr 2021 10:08 AM GMT+02:00

Description:

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

Commodities: 0

Description

No items

Delete Add

Next Exit

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
<input checked="" type="checkbox"/> GSO Combo Sandbox - P2O / InvPro - TEST	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 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

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or [More](#))

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

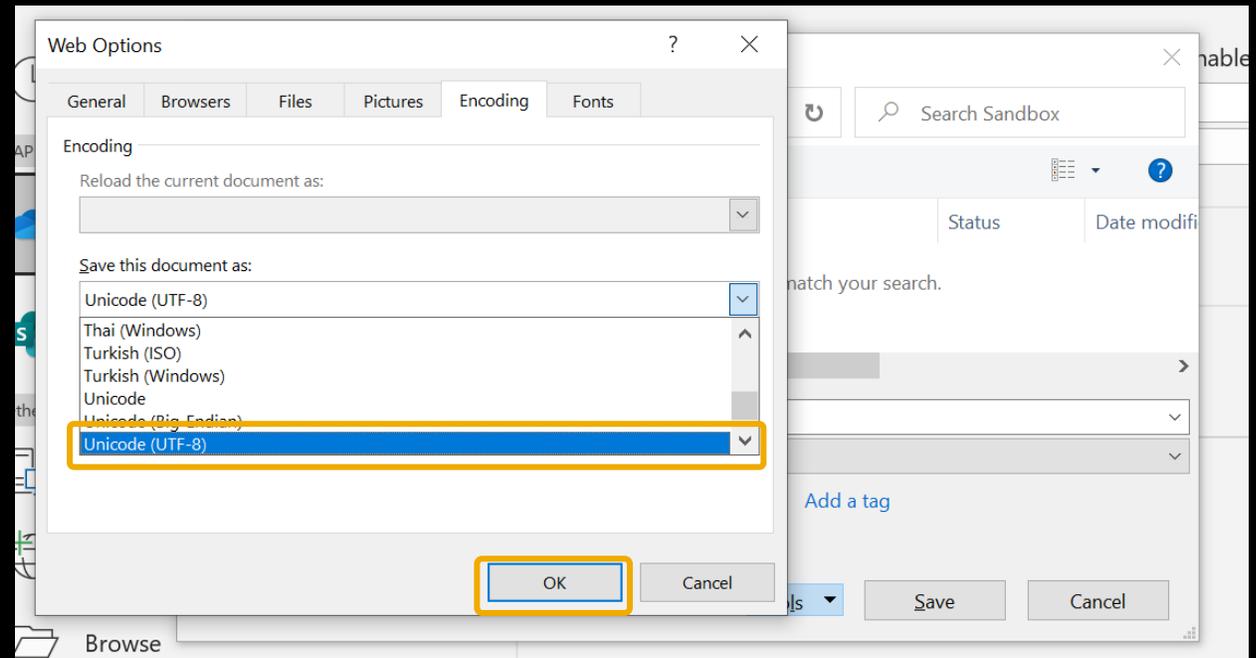
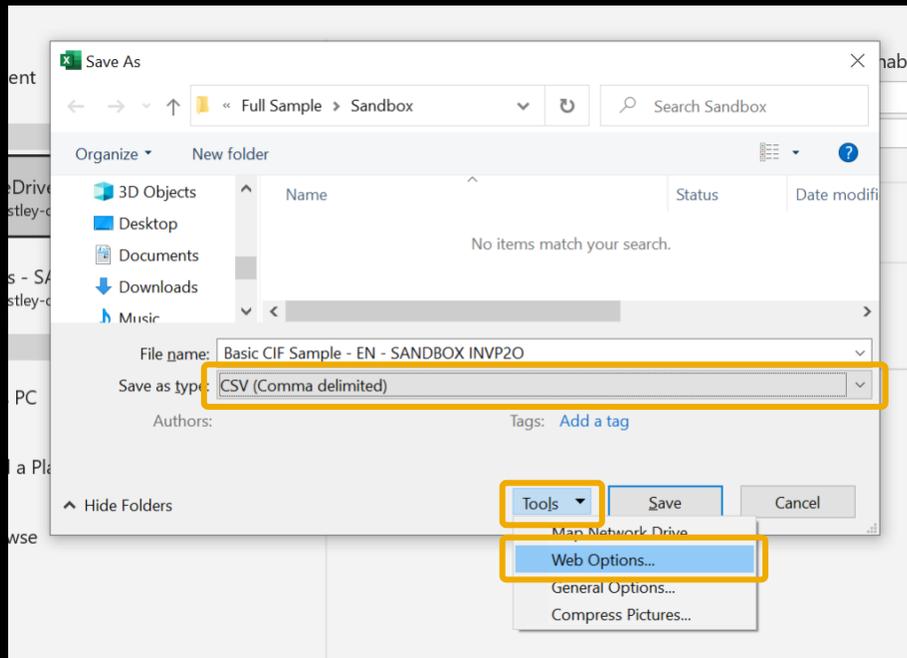
Validate and Publish

Note: SAP Business Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

Converting the Excel File into .csv file

If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.



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

```
1 CIF I V3.0,
2 CHARSET: UTF-8,
3 LOADMODE: F,
4 CODEFORMAT: UNSPSC,
5 CURRENCY: EUR,
6 SUPPLIERID_DOMAIN: NetworkID,
7 TIMESTAMP: 19/02/2013,
8 ITEMCOUNT: 3,
9 UNUOM: FALSE,
10 COMMENTS: Any comments can go here,
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,
12 DATA
13 AN01548459897-t,laptop_1,Manufacturer ID 1,"The new SuperBook ABC Laptop PC combines finesse, lightness and elegance
14 AN01548459897-t,HDD_1,Manufacturer ID_12,"Equip your computer with 2T hard drives to stream your multimedia content,
15 AN01548459897-t,service,"If you need help installing your computer, you can purchase the service of an expert who will be ava
16 ENDOFDATA
```

Remove all “,” in the header and after DATA

```
CIF I V3.0
CHARSET: UTF-8
LOADMODE: F
CODEFORMAT: UNSPSC
CURRENCY: EUR
SUPPLIERID_DOMAIN: NetworkID
TIMESTAMP: 19/02/2013
ITEMCOUNT: 3
UNUOM: FALSE
COMMENTS: Any comments can go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,
AN01548459897-t,laptop_1,Manufacturer ID 1,"The new SuperBook ABC Laptop PC combines finesse, lightness and elegance in a chas
AN01548459897-t,HDD_1,Manufacturer ID_12,"Equip your computer with 2T hard drives to stream your multimedia content, save your
AN01548459897-t,service,"If you need help installing your computer, you can purchase the service of an expert who will be ava
```

Ensure that the “,” are still present in the FIELDNAME line and in the CONTENT

- For special/non-english characters (for example ö, ü, etc.) you have to save your file as UTF-8-BOM. We recommend this be done systematically.

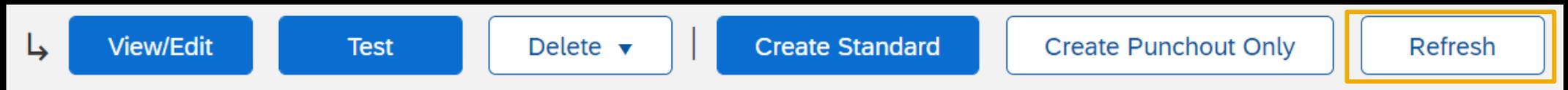
```
*C:\Users\... \OneDrive - SAP SE\Documents\ Catalogue Enablement\ CIF Catalogues\Basic CIF Template - BUYER Ltd.cif - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
ANSI
Basic CIF Template - BU UTF-8
1 CIF I V3.0
2 CHARSET: UTF-8-BOM
3 LOADMODE: F
4 CODEFORMAT: UNSPSC
5 CURRENCY: EUR
6 SUPPLIERID_DOMAIN: NetworkID
7 TIMESTAMP: 19/02/2013
8 ITEMCOUNT: 3
9 UNUOM: FALSE
10 COMMENTS: Any comments can go here
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,
12 DATA
13 AN01548459897-t,laptop_1,Manufacturer ID 1,"The new SuperBook ABC Laptop PC combines finesse, lightness and elegance in a chas
14 AN01548459897-t,HDD_1,Manufacturer ID_12,"Equip your computer with 2T hard drives to stream your multimedia content, save your
15 AN01548459897-t,service,"If you need help installing your computer, you can purchase the service of an expert who will be ava
16 ENDOFDATA
```

Important: you need to ensure that the fields are separated by commas (,) and not by semi-colons (;)

Catalog Publication

- After the entire catalog has been uploaded:
 - SAP Business Network begins the catalog validation
 - It can take several minutes to validate large catalogs
 - SAP Business Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while SAP Business Network is validating.

- Once you have completed uploading your catalog(s):
 - DO NOT** log out
 - Click the “**Refresh**” button on the catalog dashboard to update your catalog status.



Catalog Validation - Status

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

File Name	Type	Size	Visibility	Created By	Date Created	Status
Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF	8 KB	Private	John	29 Apr 2021	Published

File Name	Type	Size	Visibility	Created By	Date Created	Status
Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF	8 KB	Private	John	29 Apr 2021	Pending Buyer Validation

Catalog Validation/Errors

Errors can occur when:

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

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20 - with errors.cif	CIF3.0	8 KB	Private	John	29 Apr 2021	10 Errors Found by Ariba Network

- Validating against the **buyer**-specific validation rules.

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20 - with errors.cif	CIF3.0	8 KB	Private	John	29 Apr 2021	2 Validation Errors Found by Customer

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 on the red **Error** message

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20 - with errors.cif	CIF3.0	8 KB	Private	John	29 Apr 202	10 Errors Found by Ariba Network

← Click here

- One is sent directly to the “**Errors**” tab where one can review the error details

The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and M

Upload new catalog file.

Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File	Customer
Classification code UNSPSC ghjghj is not known.	Classification Code	13	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	17	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	16	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	18	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	14	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	22	GSO Sandbox - P20 - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	15	GSO Sandbox - P20 - TEST

Description of what is causing the error

In which field the error was found

Number of the line-item

Updating CIF Catalog

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Catalog Update – Step 1

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

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

4 Click **Download Catalog File**

Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created
GSO Combo Sandbox - P2O / InvPro - TEST	CUSTOMER_SUPPLIER_GB_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF	8 KB	Private	John	29 Apr 2021

→ **View/Edit** Test Delete | Create Standard Create Punchout Only Refresh | Catalog Name

Edit a Catalog

Previous Create New Version **Upload Catalog File** **Download Catalog File**

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Up

1 Details

2 Content

3 Subscriptions

Content Items

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Desc
				The new SuperBook Laptop PC combines

Catalog Update – Step 2

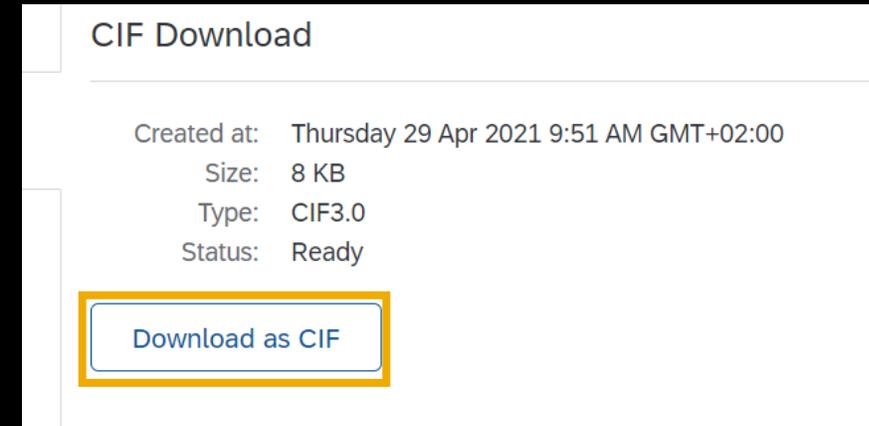
1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.

2 Click **Convert to Excel** and wait for the next button to highlight

3 Click **Refresh Status** and wait for the next button to highlight

4 Click **Download as Excel** and save the file to your computer

5 Click **Exit**

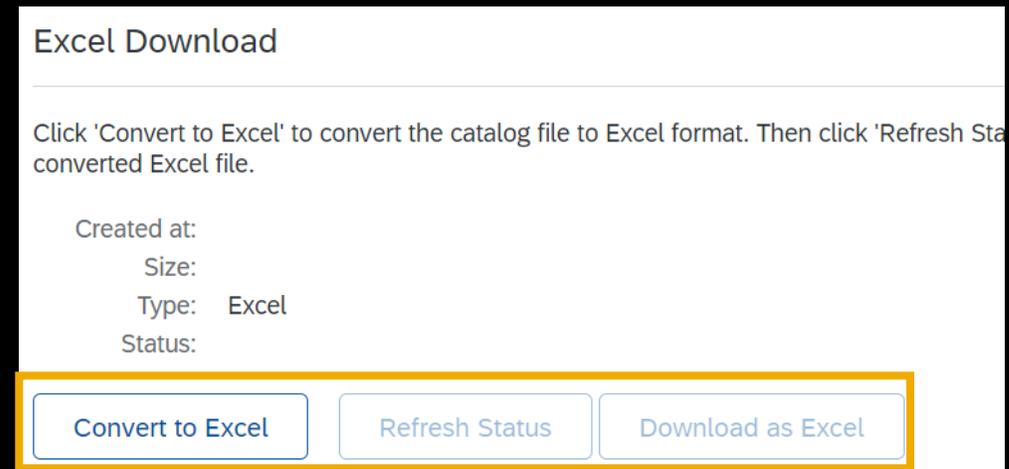


CIF Download

Created at: Thursday 29 Apr 2021 9:51 AM GMT+02:00
Size: 8 KB
Type: CIF3.0
Status: Ready

Download as CIF

This screenshot shows a panel titled 'CIF Download'. It contains metadata for a file: 'Created at: Thursday 29 Apr 2021 9:51 AM GMT+02:00', 'Size: 8 KB', 'Type: CIF3.0', and 'Status: Ready'. Below the metadata is a button labeled 'Download as CIF', which is highlighted with a yellow border.



Excel Download

Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to refresh the converted Excel file.

Created at:
Size:
Type: Excel
Status:

Convert to Excel Refresh Status Download as Excel

This screenshot shows a panel titled 'Excel Download'. It contains instructions: 'Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to refresh the converted Excel file.' Below the instructions are labels for 'Created at:', 'Size:', 'Type: Excel', and 'Status:'. At the bottom, there are three buttons: 'Convert to Excel', 'Refresh Status', and 'Download as Excel', all of which are highlighted with a yellow border.

Catalog Update – Step 3

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

	A	B	C	D	E	F	G	H	I
5	CURRENCY:	USD							
6	SUPPLIERID_DOMAIN:	NetworkID							
7	TIMESTAMP:	41324.563							
8	ITEMCOUNT:	11							
9	UNUOM:	FALSE							
10	COMMENTS:	full sample CIF for the Sandbox InvP20							
11	FIELDNAMES: Supplier ID	Supplier Part	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer
12	DATA								
13	an01048459897-t	laptop_1	Manufacturer_ID_1	The new SuperBook ABC Laptop PC combines finesse, lightness and e	4321	499.99	EA	8	Tricolore
14	an01048459897-t	laptop_1	Manufacturer_ID_2	Le nouveau PC Portable SuperBook ABC conjugue finesse, légèreté et	4321	450	EA	8	Tricolore
15	an01048459897-t	mouse_1	Manufacturer_ID_5	The new generation of MusMouse mice has arrived! MusMouse strik	4321	25	EA	5	Tricolore
16	ENDOFDATA								

Catalog Update – Step 4

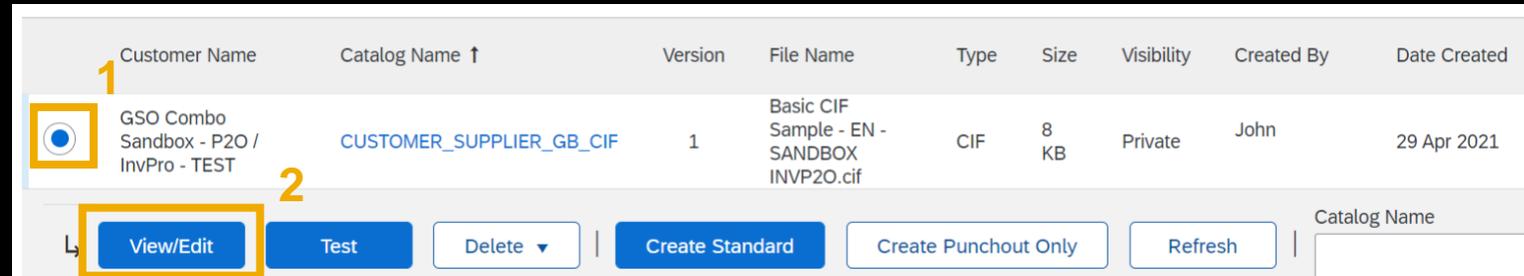
Once your new catalog version is ready, log in your SAP Business Network account.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

4 Click **Upload Catalog File**

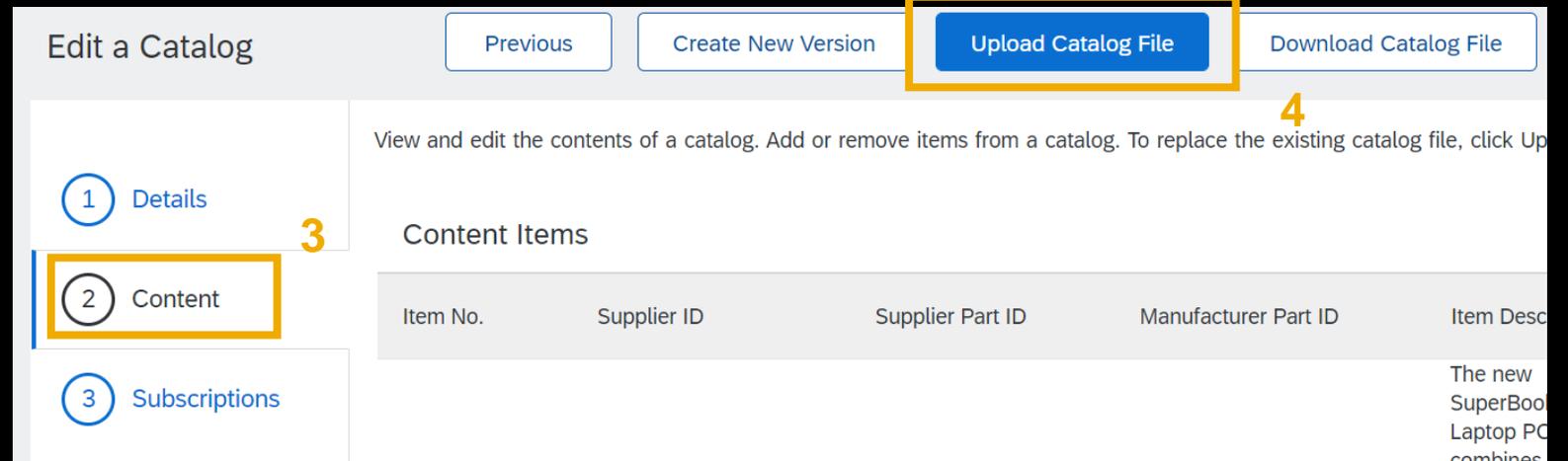


A screenshot of the SAP Business Network catalog list. The table has columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, and Date Created. A row is highlighted with a blue circle around the 'View/Edit' button. The 'View/Edit' button is highlighted with a yellow box and labeled '2'. The 'GSO Combo Sandbox - P2O / InvPro - TEST' catalog is highlighted with a yellow box and labeled '1'. The 'Basic CIF Sample - EN - SANDBOX INVP20.cif' file is highlighted with a yellow box and labeled '3'. The 'Delete' button is highlighted with a yellow box and labeled '4'. The 'Create Standard' button is highlighted with a yellow box and labeled '5'. The 'Create Punchout Only' button is highlighted with a yellow box and labeled '6'. The 'Refresh' button is highlighted with a yellow box and labeled '7'. The 'Catalog Name' input field is highlighted with a yellow box and labeled '8'.

Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created
GSO Combo Sandbox - P2O / InvPro - TEST	CUSTOMER_SUPPLIER_GB_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF	8 KB	Private	John	29 Apr 2021

Buttons: View/Edit, Test, Delete, Create Standard, Create Punchout Only, Refresh

Input: Catalog Name



A screenshot of the 'Edit a Catalog' page. The page has a navigation bar with buttons: Previous, Create New Version, Upload Catalog File, and Download Catalog File. The 'Upload Catalog File' button is highlighted with a yellow box and labeled '4'. The 'Content' tab is highlighted with a yellow box and labeled '3'. The 'Content Items' table has columns: Item No., Supplier ID, Supplier Part ID, Manufacturer Part ID, and Item Description. The 'Upload Catalog File' button is highlighted with a yellow box and labeled '4'. The 'Content' tab is highlighted with a yellow box and labeled '3'. The 'Details' tab is highlighted with a yellow box and labeled '1'. The 'Subscriptions' tab is highlighted with a yellow box and labeled '2'. The 'Content Items' table is highlighted with a yellow box and labeled '5'. The 'Item Description' column is highlighted with a yellow box and labeled '6'.

Buttons: Previous, Create New Version, Upload Catalog File, Download Catalog File

Tabs: Details, Content, Subscriptions

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
				The new SuperBook Laptop PC combines

Catalog Update – Step 5

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

2 Click **Validate and Publish**

The screenshot shows the 'Edit a Catalog' interface. On the left, there is a navigation menu with three tabs: '1 Details', '2 Content', and '3 Subscriptions'. The '2 Content' tab is selected and highlighted with a yellow box, and a yellow '1' is placed to its right. The main content area has a heading 'Edit a Catalog' and a sub-heading 'UPLOAD YOUR CATALOG FILE'. Below this, there is a text input field with a 'Choose File' button and the text 'No file chosen'. The 'Choose File' button is highlighted with a yellow box, and a yellow '2' is placed above it. Below the input field, there is a yellow warning banner with an exclamation mark icon and the text: '! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading'. At the bottom of the main content area, there is a blue button labeled 'Validate and Publish'. Below the button, there is a text line: 'Manage content for your catalogs. Download and edit these catalog files.'

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

The screenshot shows the SAP Ariba Network interface. At the top, there's a navigation bar with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below that, a breadcrumb trail includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The main heading is 'Catalogs'. A descriptive text says: 'Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customer...'.

Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created
GSO Sandbox - P20 - TEST	CUSTOMER_SUPPLIER_FR_CIF	2	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF3.0	8 KB	Private	
GSO Sandbox - P20 - TEST	CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF3.0	8 KB	Private	

At the bottom, there are several buttons: 'View/Edit', 'Test', 'Delete', 'Create Standard', 'Create Punchout Only', and 'Refresh'. The 'Delete' button has a dropdown menu open, showing two options: 'Latest Version Only' and 'All Versions'. A yellow box highlights the 'Delete' button and its dropdown, with a '2' next to it. Another yellow box highlights the first row of the table, with a '1' next to it.

Thank you

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