



Creating and Publishing PunchOut[®] Catalogs for CMS Enabled Customers

INTERNAL – SAP Buyer, Suppliers and Partners



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The Catalog Upload **Process**

Introduction



- Your customer is using an SAP Ariba Procurement solution to help streamline their purchasing processes. As part of this initiative, your organization has been identified as a candidate to provide, manage, and maintain a PunchOut catalog for them.
- At this stage, you should have setup your SAP Business Network (SBN) account, created a test account and completed your PunchOut Configuration.
- For this project, there is a requirement or you have chosen to use this guide to understand and manually populate a customer specific PunchOut Index File, rather than using the wizard. This guide will assist you to understand each field within the Punchout Index File so you may populate it.

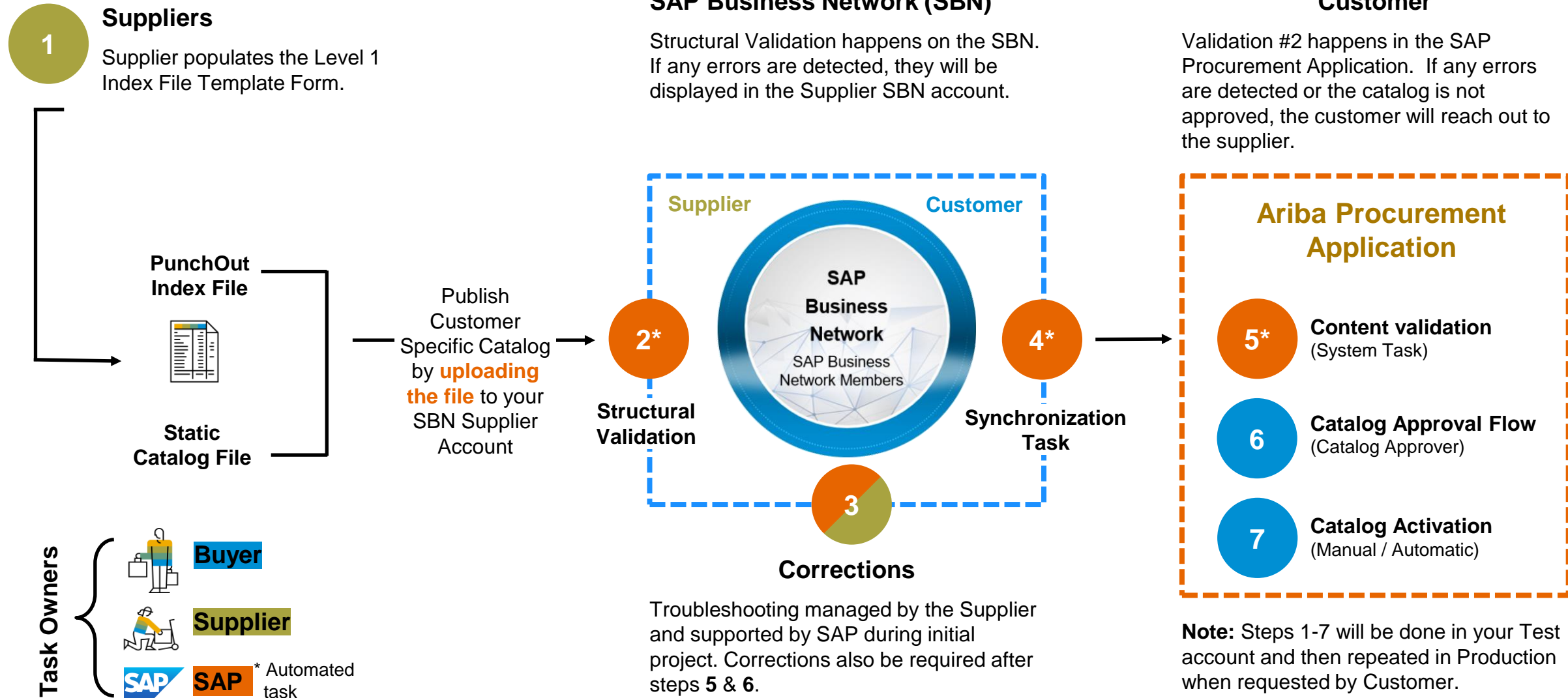
Catalog Validation Flow

SAP Business Network (SBN)

Structural Validation happens on the SBN.
If any errors are detected, they will be displayed in the Supplier SBN account.

Customer

Validation #2 happens in the SAP Procurement Application. If any errors are detected or the catalog is not approved, the customer will reach out to the supplier.



PunchOut Catalog Template

PunchOut Catalog Template

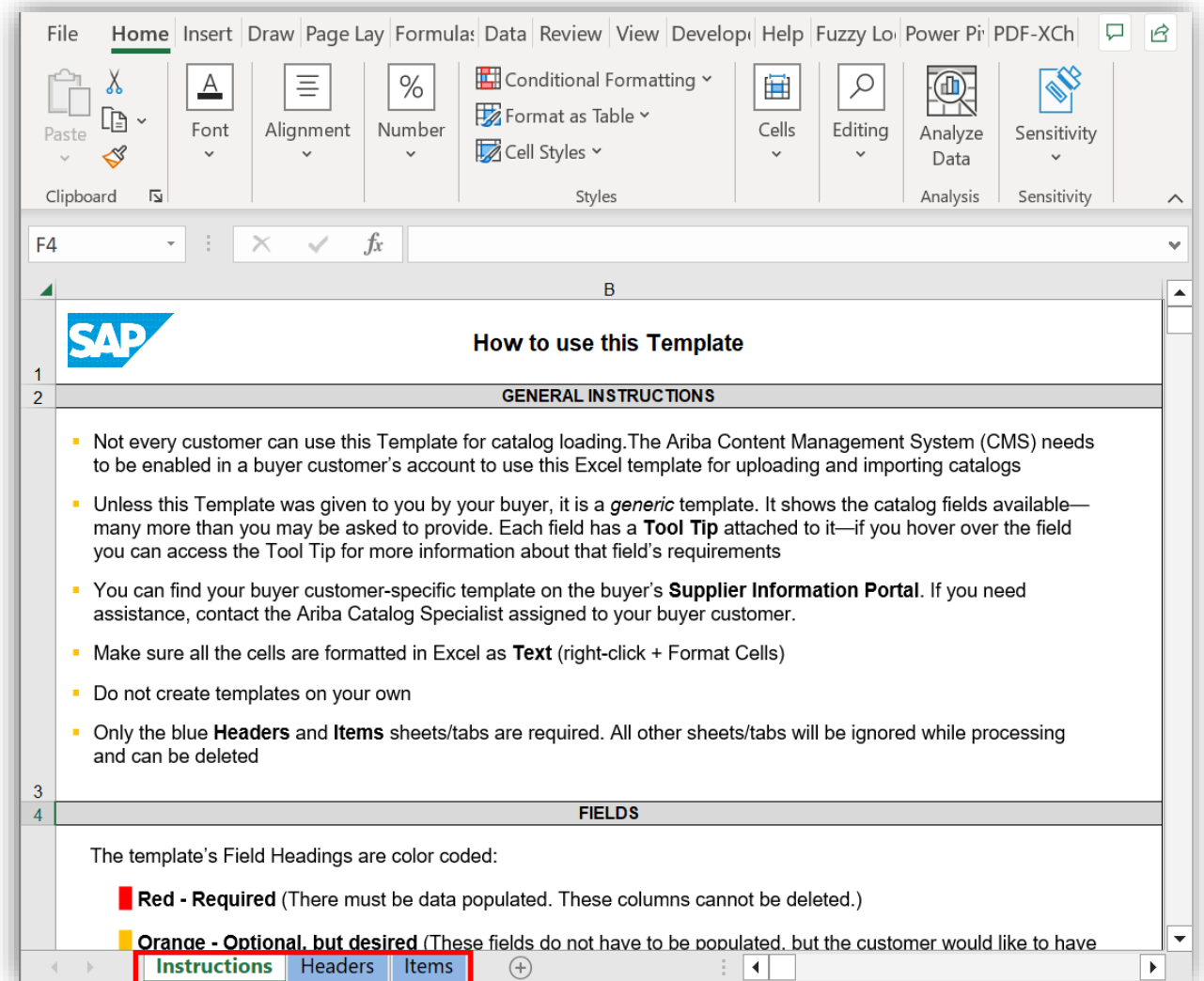
- **PunchOut Index File** is a Catalog Excel template with an additional field(s). Once activated, this catalog will create a **"Buy From Supplier"** button in the customer's **Procurement Application**, which is used by your customer to access the **Punchout Catalog**.
- Here is a sample **PunchOut Index File** in Excel format. For both PunchOut catalogs (L1 & L2), you will see the **"PunchOut Enabled"** field. For PunchOut L2 catalog, you will also see the **"PunchOut Level"** field.

																	L1	L2							
A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T					
Supplier ID		Supplier Part ID	Item Description	Required						Image-1		Lead Time	Supplier Part Auxiliary ID	Supplier URL	Manufacturer Part ID	Manufacturer Name	Manufacturer URL	PunchOut Enabled	PunchOut Level	Keywords					
				Detailed Description of the product or service.						Normal	Detailed														
1	AN12345678901-T	Product 1	Jabra Headset with Quad Electronics M50C1	Type: String Length: 2000 bytes						JabraHeadset.jpg	JabraHeadset.jpg	1							TRUE	Product					
2	AN12345678901-T	Product 2	Write Right Ballpoint Pens, Disposable, Blk														1						TRUE	Product	
3	AN12345678901-T	Product 4	A4 NoteBook with 250 pages. Each page														1						TRUE	Product	
4	AN12345678901-T	Product 5	Stapler, Swingline 405, Colours: Black, gre														1						TRUE	Product	
5	AN12345678901-T	Product 3	3" Presentation View Binder, Concealed Ri														1						TRUE	Product	
6	AN12345678901-T			10.20	EA	3" ViewJNSPSC4122003				A4Binder.jpg	A4Binder.jpg														
7																									
8																									

- The 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 your Customer.

PunchOut Catalog Template

- The Template has 3 tabs-2 data tabs for **Header** and **Items**, and 1 tab for **Instructions**.
- Only the **Header** and **Items** tabs will be processed-the other tab will be ignored by the system. This tab can be deleted.



PunchOut Catalog Template

The Items Tab

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN01000234567	AAA	1	EA

- 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

Classification Codes-1	
Domain	Value
UNSPSC	43000000

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

PunchOut Catalog Template

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN01000234567	AAA	1	EA

Classification Codes-1	
Domain	Value
UNSPSC	43000000

Header

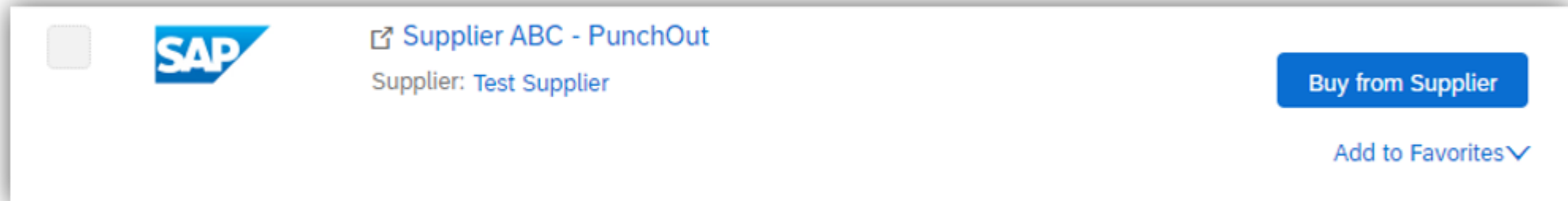
Detail

- **Simple** fields are color coded as to their requirements designation
- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Level 1 Template and Catalog File Creation

What is A Level 1 PunchOut Catalog?

- Once you have worked through the PunchOut Catalog project, your customer will be able to access your PunchOut catalog via the generated Catalog file.
- Your customer will be able to see your company name and logo within their system.



- Clicking on the 'Buy From Supplier' button will take them to your interactive website.


[Return To Content](#)

- [illegible]

- The template and instructions are provided to Suppliers and can also be found on your Customer's Supplier Portal page on the SBN.

Catalog Creation – L1 PunchOut Index File - The Header Tab

A	B
CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	AUD
COMMENTS:	Any comments can go here.

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.

- **LOADMODE** - F (Full) or I (Incremental) The tool tip explains how Incremental loads work
- **SUPPLIERID_DOMAIN** - 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** - 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** - 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** - 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

Catalog Creation – L1 PunchOut Index File - The Items Tab



Supplier ID	Supplier Part ID	Item Description
AN01000258741	12345	This catalog includes the following items Pens, Paper..

■ 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: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: 2772882

■ Item Description - Required

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier’s site. These keywords are searched and display the Supplier’s PunchOut link when matched

Type of data: String

Maximum length: 2000

Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

Note: To use a special character as a literal value, you need to “escape” it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

Catalog Creation – L1 PunchOut Index File - The Items Tab



Unit Price	Unit of Measure	Short Name	Classification Code-1	
			Domain	Value
1	EA	SupplierABC Catalog	UNSPSC	45678900

■ Unit Price - Required

Description: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00

Type of data: Decimal

Example: 1.00

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: For L1 PunchOut, this is just populated to meet the system requirement-UOM is not used. It is suggested that you use EA

Type of data: String

Maximum length: 32

Example: EA

■ Short Name - Required

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 80 characters

■ Classification Code-1 – Required

Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy-not what the actual items are. For this required field, the detail sub-fields Domain and Value are required to be populated.

■ Domain – Required

Description: Use 'UNSPSC'

Type of data: String

Maximum length: 40

Example: Custom

■ Value – Required

Description: The classification code that corresponds to your main 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.

Catalog Creation – L1 PunchOut Index File - The Items Tab

Image-1			Lead Time
Thumbnail	Normal	Detailed	
https://www.1.com/34.jpg	CustomerName/12354.jpg	CustomerName/12354.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

Recommended 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

▪ Lead Time – Do Not Use

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Integer

Maximum length: 40

▪ 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

Recommended 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

Recommended Size: 250 x 250 pixels

Catalog Creation – L1 PunchOut Index File - The Items Tab



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 your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https://) *Example:*
https://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
Example: FileName.jpg -or- lowercasename.jpg
 - Place all catalog images into a zipped folder and load on the SBN

Catalog Creation – L1 PunchOut Index File - The Items Tab

Supplier Part Auxiliary ID	Supplier URL	Manufacturer Part ID
1234-75	https://www.intelidata.com	TTSIBM412CID

- **Supplier Part Auxiliary ID – Optional**

Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL

Type of data: String

Maximum length: 255

Example: 1234-75

Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Supplier URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

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

- **Manufacturer Part ID – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain.

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Catalog Creation – L1 PunchOut Index File - The Items Tab

Manufacturer Name	Manufacturer URL	PunchOut Enabled	Keywords
Intelidata	https://www.manu.com	TRUE	

- **Manufacturer Name - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: Epson

- **Manufacturer URL – Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

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

- **PunchOut Enabled – Required**

Description: Indicates a PunchOut index catalog item. Must be set to TRUE for the system to see this as a PunchOut item

Value: True, False (Default) or blank

Type of data: Boolean

- **Keywords – Optional**

Description: Key words that help identify the item in a search. Separate words with a comma.

Type: String

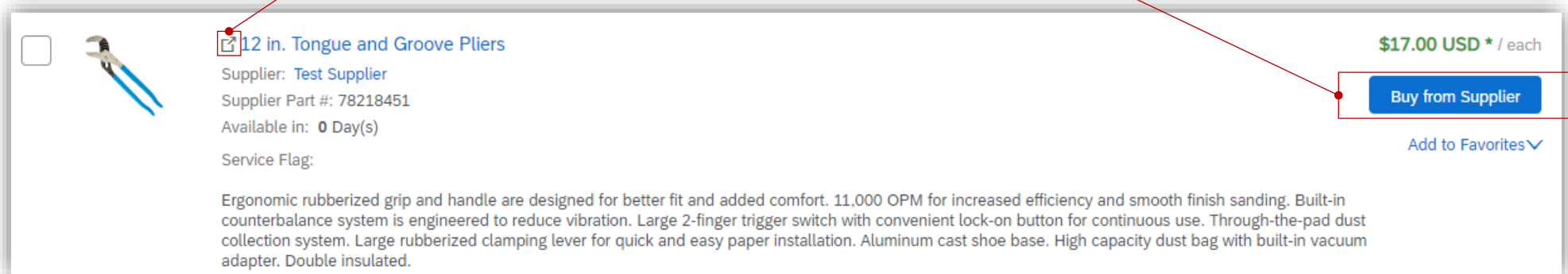
Length: 255

Level 2 Template and Catalog File Creation

What Is A Level 2 PunchOut Catalog?

- In **Level 2 PunchOut**, the catalog file is a combination of static catalog information (this is used to search) and it also contains the **PunchOut Enabled** and **PunchOut Level** fields, to tell the system that this is a PunchOut catalog, and the User will be taken to the Supplier's website to add items to their cart as they shop.
- L2 PunchOut items appear on the Catalog interface just as a static item does, but has the “Buy from Supplier” button instead of “Add to Cart”.

The PunchOut icon tells you that this is an external catalog, as well as the “Buy From Supplier” button.



Catalog Creation – L2 PunchOut Index File - The Header Tab

A	B
CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	AUD
COMMENTS:	Any comments can go here.

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.

- **LOADMODE** - F (Full) or I (Incremental) The tool tip explains how Incremental loads work
- **SUPPLIERID_DOMAIN** - 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** - 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** - 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** - 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

Catalog Creation – L2 PunchOut Index File - The Items Tab



Supplier ID	Supplier Part ID	Item Description
AN0199999999	12345	Pens, Bic, Ballpoint, Blue, 1 dozen
AN0199999999	87690	Stapler, Swingline, Black
AN0199999999	479-56	Post-It, Yellow, 1"x2", pad of 100

■ Supplier ID - Required

Description: If the Header is set to “NetworkID”, then enter the Supplier’s Business 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.

Type of data: String

Maximum length: 255

Example: 2772882

■ 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

Catalog Creation – L2 PunchOut Index File - The Items Tab



Unit Price	Unit of Measure	Short Name	Classification Code-1	
			Domain	Value
3.48	EA	Soft Drink, Soda, Dr Pepper	UNSPSC	43191504
12.95	EA	Dairy, Milk, 1% milkfat	UNSPSC	43191504
8.76	DZN	Coffee, Dark Roast, Starbucks	UNSPSC	44122011
12.25	BX	Soft Drink, Juice, Minute Maid	UNSPSC	44122011

■ 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

■ 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

■ 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.

Catalog Creation – L2 PunchOut Index File - The Items Tab

Image-1			Lead Time
Thumbnail	Normal	Detailed	
12354.jpg	https://www.1.com/12354N.jpg	https://www.1.com/12354D.jpg	4
https://www.1.com/34N.jpg	https://www.1.com/34N.jpg	https://www.1.com/34D.jpg	5
587.jpg		https://www.1.com/587.jpg	3
https://www.1.36.jpg		https://www.1.36.jpg	3

■ 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

Recommended 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

■ Lead Time - Optional

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

- 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
Recommended 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
Recommended Size: 250 x 250 pixels

Catalog Creation – L2 PunchOut Index File - The Items Tab



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 your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https://) *Example:*
https://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
Example: FileName.jpg -or- lowercasename.jpg
 - Place all catalog images into a zipped folder and load on the SBN

Catalog Creation – L2 PunchOut Index File - The Items Tab

Supplier URL	Supplier Part Auxiliary ID	Manufacturer Part ID	Manufacturer Name
http://www.supplier1.com/item.html	1234-75	CFG 11562	Manufacturer 1
http://www.supplierA.com/item.html		87690-12	Manufacturer 2
http://supplier.com/1234.html		A100-BLK	Manufacturer 3
			Manufacturer 4

■ Supplier URL – Optional

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>

■ Supplier Part Auxiliary ID – Optional

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

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

■ Manufacturer Part ID – Optional

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

■ Manufacturer Name - Optional

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Catalog Creation – L2 PunchOut Index File - The Items Tab



Manufacturer URL	Language	Currency	hazardousmaterial
http://www.manu.com	en_US	USD	
	en_US	USD	
	en_US	USD	
	en_US	USD	

■ Manufacturer URL – Optional

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>

■ 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

■ Hazardous Material – Optional

Description: Indicates that the item is designated as being or containing hazardous materials. An icon will appear under the Item Description in the UI indicating this status.

Value: True, False (Default) or blank

Type of data: Boolean

Catalog Creation – L2 PunchOut Index File - The Items Tab

PunchOut Enabled	PunchOutLevel
TRUE	Product
TRUE	Product
TRUE	Product

■ PunchOut Enabled - Required

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean

■ PunchOutLevel - Required

Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level

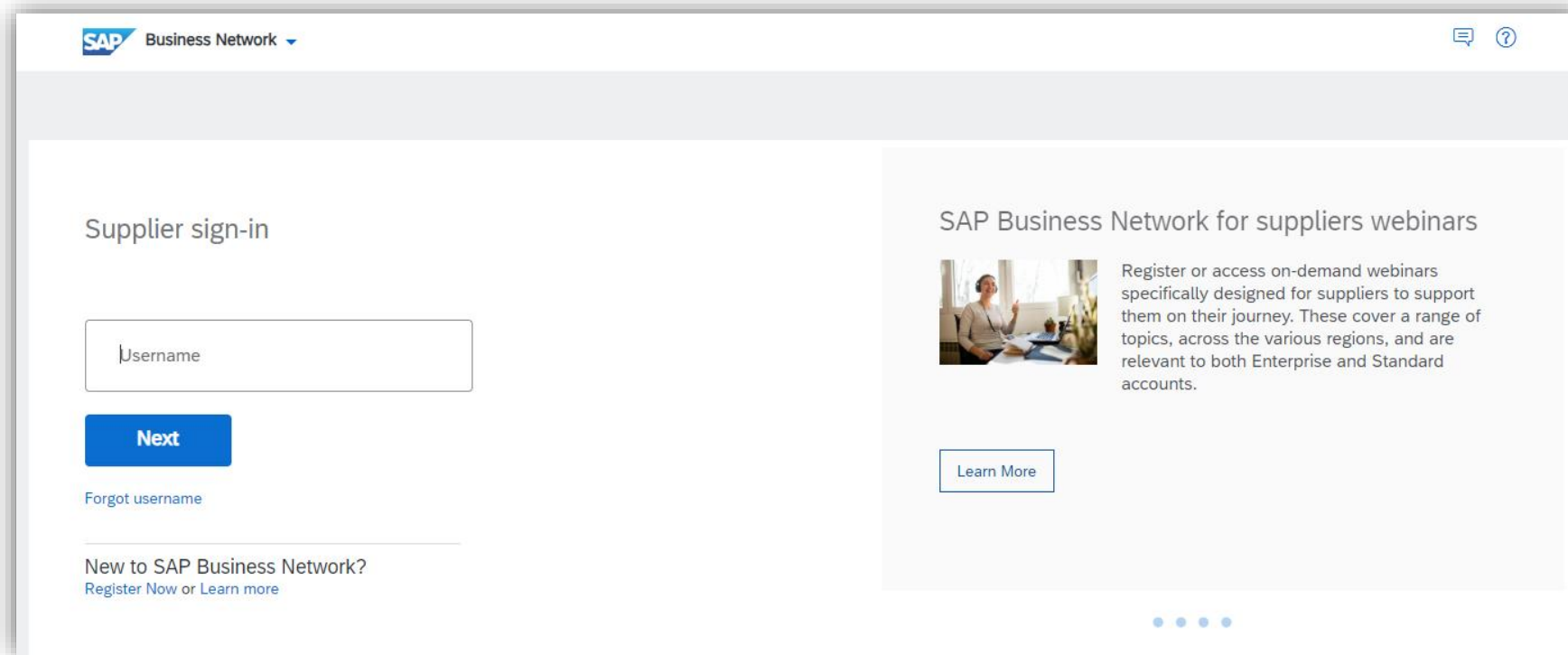
Values: Store, Aisle, Shelf, Product

Type of data: Boolean

Uploading and Publishing a PunchOut Catalog

Uploading and Publishing a PunchOut Catalog

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

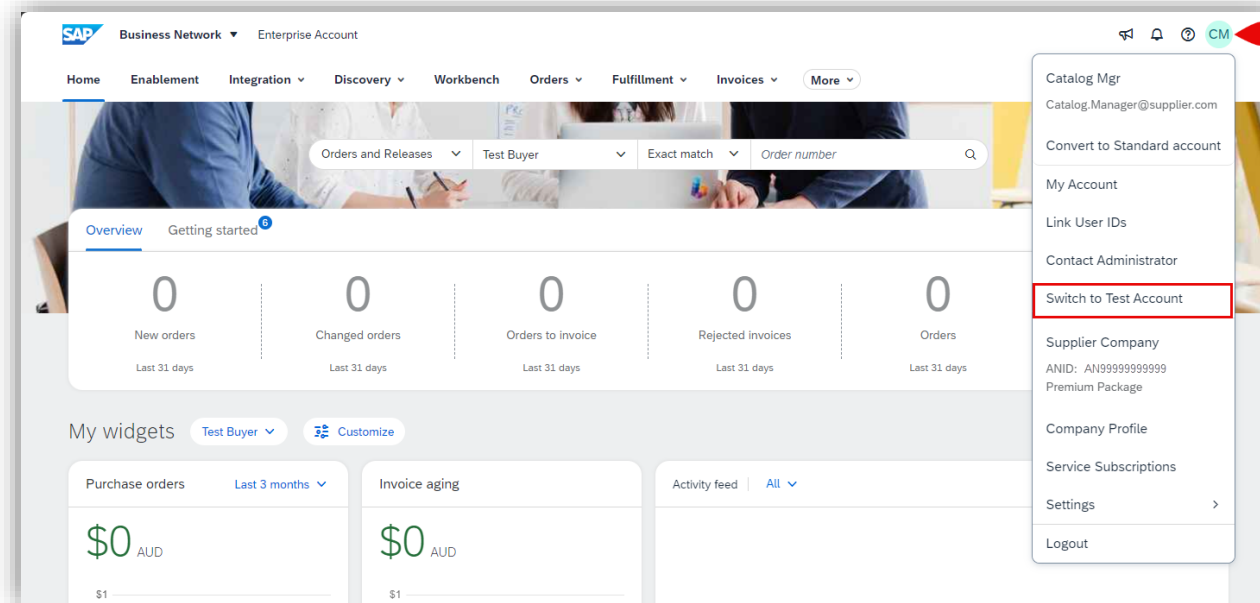


The screenshot shows the SAP Business Network Supplier sign-in page. The header includes the SAP logo and 'Business Network' with a dropdown arrow. On the right, there are icons for chat and help. The main content area is divided into two sections. The left section, titled 'Supplier sign-in', contains a text input field labeled 'Username', a blue 'Next' button, a link for 'Forgot username', and a section for new users with the text 'New to SAP Business Network?' and links for 'Register Now' and 'Learn more'. The right section, titled 'SAP Business Network for suppliers webinars', features a video thumbnail of a woman speaking, a descriptive paragraph about on-demand webinars, and a 'Learn More' button. At the bottom right, there are four small blue dots.

Uploading and Publishing a PunchOut Catalog

■ 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 Business Network Administrator



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

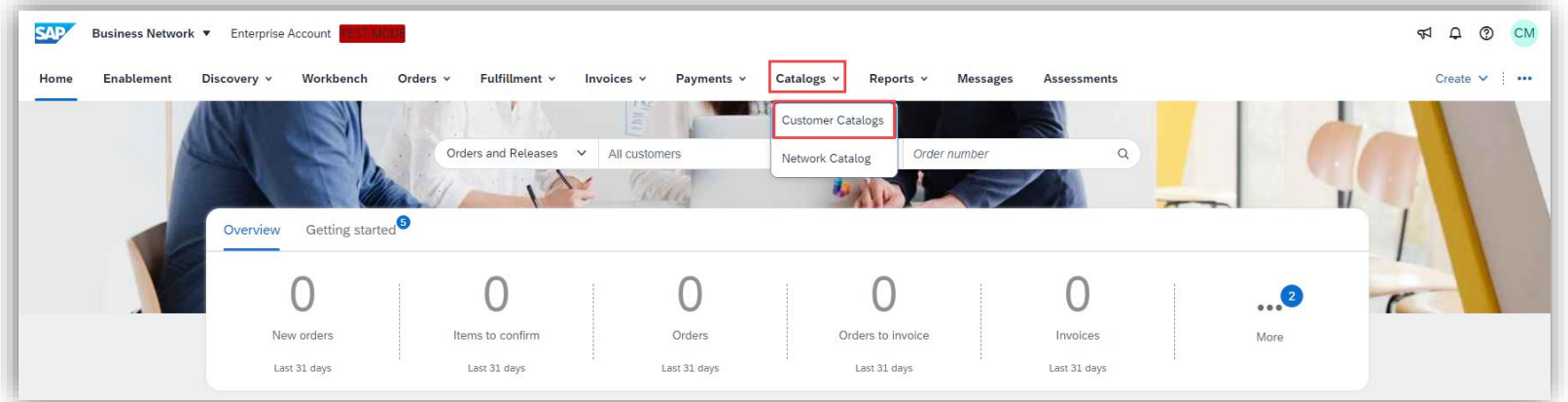
Uploading and Publishing a PunchOut Catalog



- When uploading a Catalog on Business Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to Business 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

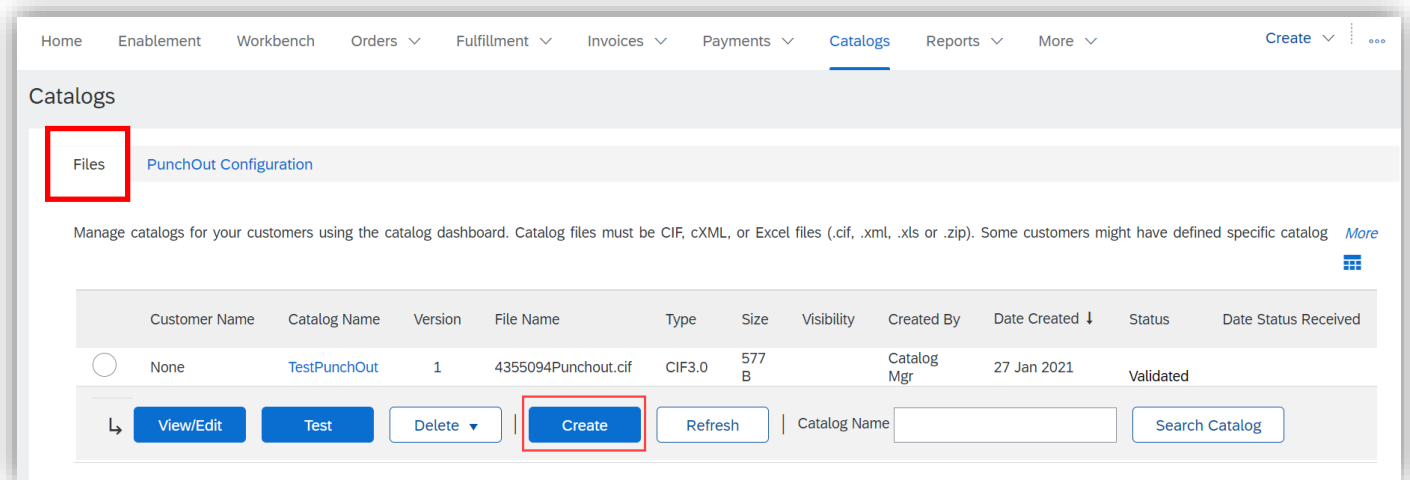
Uploading and Publishing a PunchOut Catalog

- Navigate to the Catalogs Tab and click “Customer Catalogs” tab.



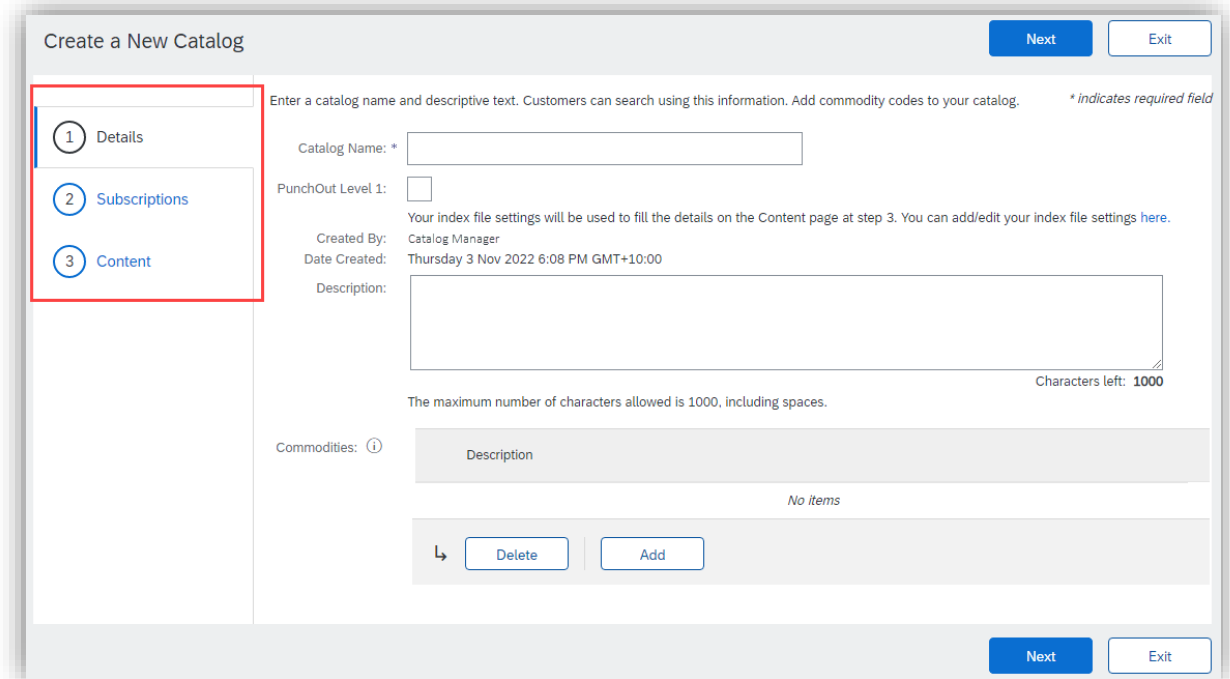
- Click “Files” tab.

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



Uploading and Publishing a PunchOut Catalog

- 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



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

Catalog Name: *

PunchOut Level 1: ☐

Created By: Catalog Manager

Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

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 a PunchOut Catalog

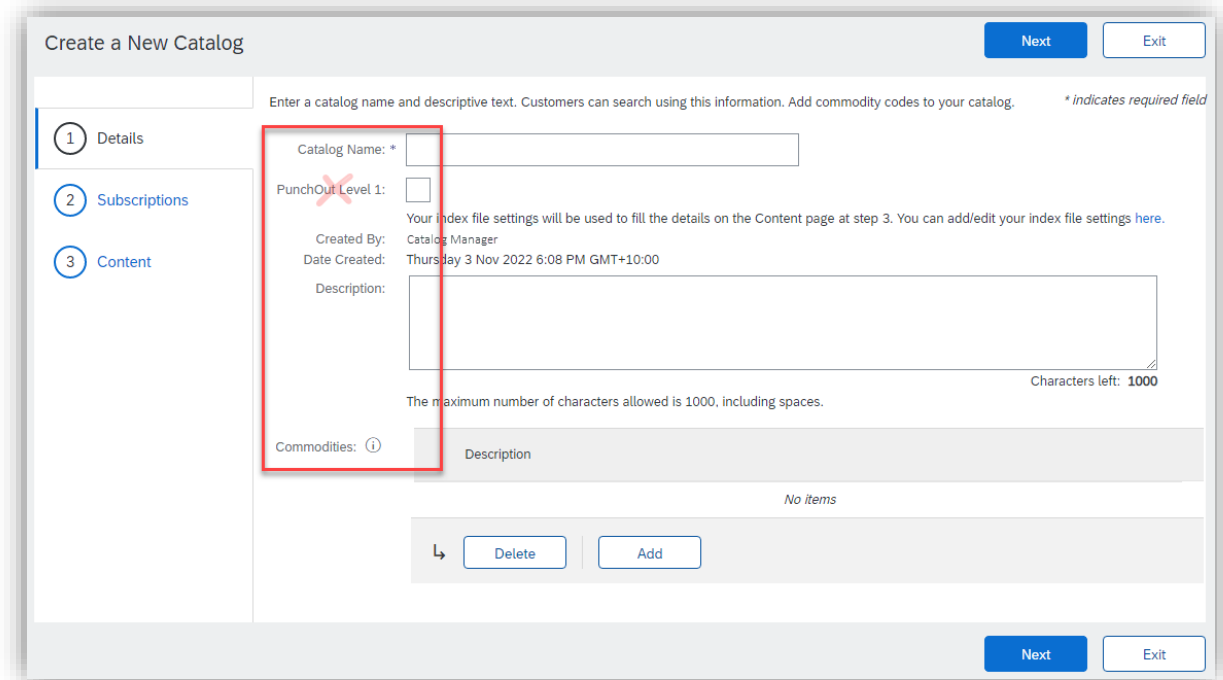
① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your Customer. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):

SupplierName_CatalogType

- **Example: ACME_PunchOutL1**

- **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
- **Do not select PunchOut Level 1**
- 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: *

PunchOut Level 1: ☒

Created By: Catalog Manager
Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit your index file settings [here](#).

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

Commodities: ⓘ

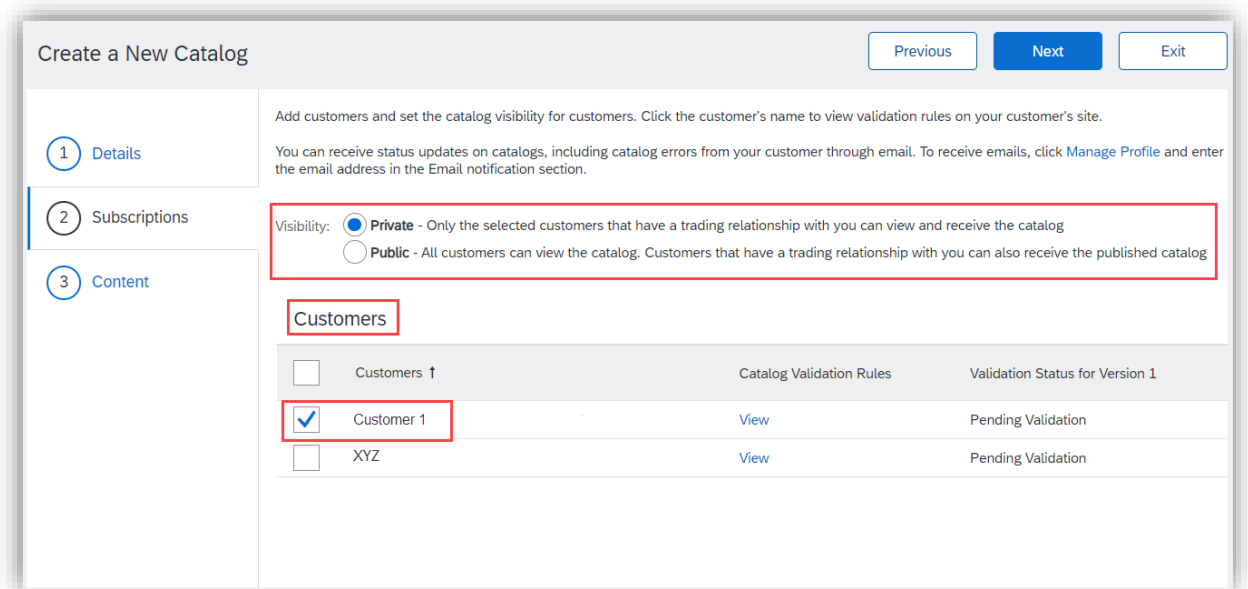
Delete Add

Next Exit

Uploading and Publishing a PunchOut Catalog

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”.
You can select a single customer.
- To select your Customer, check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- When you complete this screen, click “Next”



Create a New Catalog

Previous Next Exit

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.

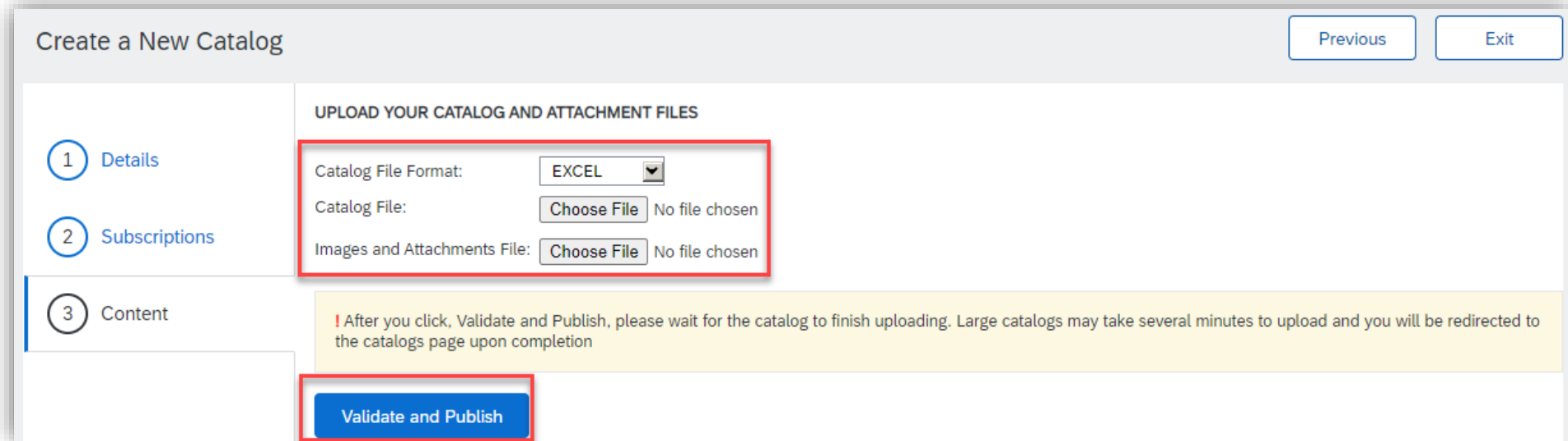
Customers

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Customer 1	View	Pending Validation
<input type="checkbox"/>	XYZ	View	Pending Validation

Uploading and Publishing a PunchOut Catalog

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

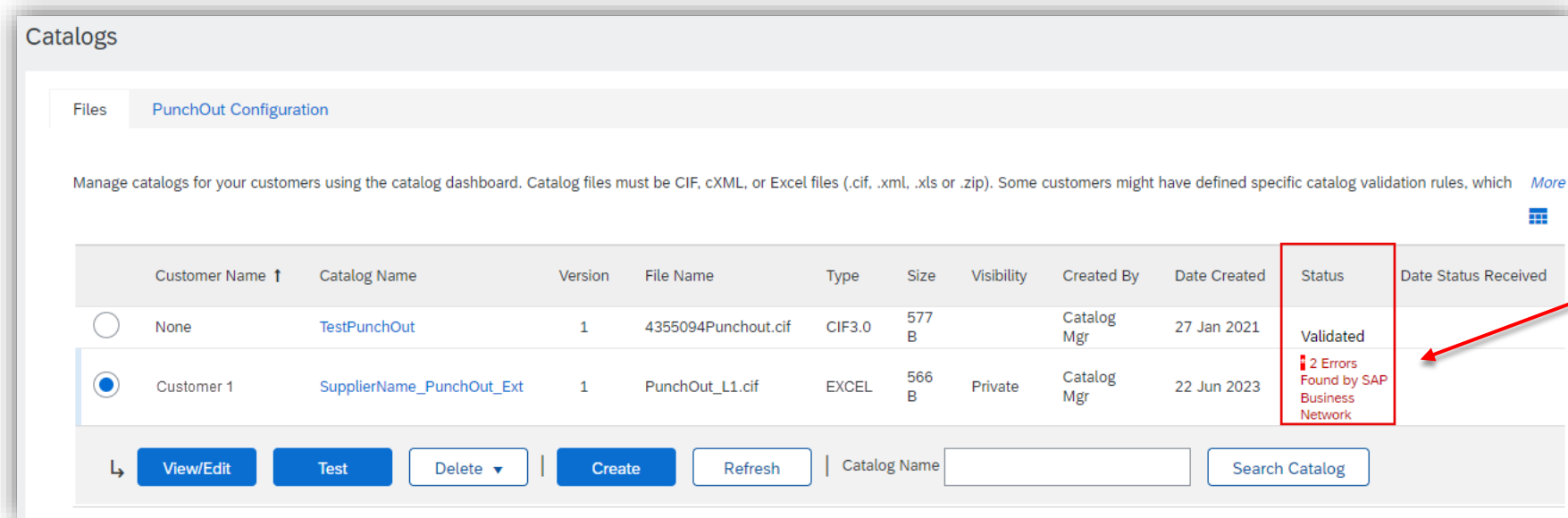


- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

Uploading and Publishing a PunchOut Catalog

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free
 - **Errors Found by Business Network**—the Network detected Catalog content that violates validation rules
 - **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

Files [PunchOut Configuration](#)

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, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	EXCEL	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by SAP Business Network	

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create](#) [Refresh](#) | Catalog Name [Search Catalog](#)

To see the error detail, click on the “[Errors Found](#)” hyperlink.

Uploading and Publishing a PunchOut Catalog



■ Customer 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”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are **all** valid statuses.*
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you.
 - 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 Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users.
-
- For more support on troubleshooting errors, please click [here](#).

Additional Resources

Additional Resources

Continue your PunchOut Catalog creation journey, and move to the next phase if needed.

The PunchOut Catalog Documents			
Introduction to PunchOut Catalogs & Account Setup	The PunchOut Wizard	Customer Specific Templates (Currently viewing this document)	Troubleshooting and Updating Catalogs
Details the Punchout fundamentals and account configuration	Details the Catalog validation flow and using an online template and wizard to create your PunchOut Index file.	Details the process of manually creating and uploading the PunchOut Index file. To view this document, please go to the Customer specific Supplier Information Portal or contact your Customer directly.	Details the Catalog upload and update process and the XLS to CIF conversion. This document also illustrates different troubleshooting scenarios and resolutions.

Thank you.