**SAP**

# Introduction to Static Catalogs
# & Account Setup

# Agenda

## The Catalog Project
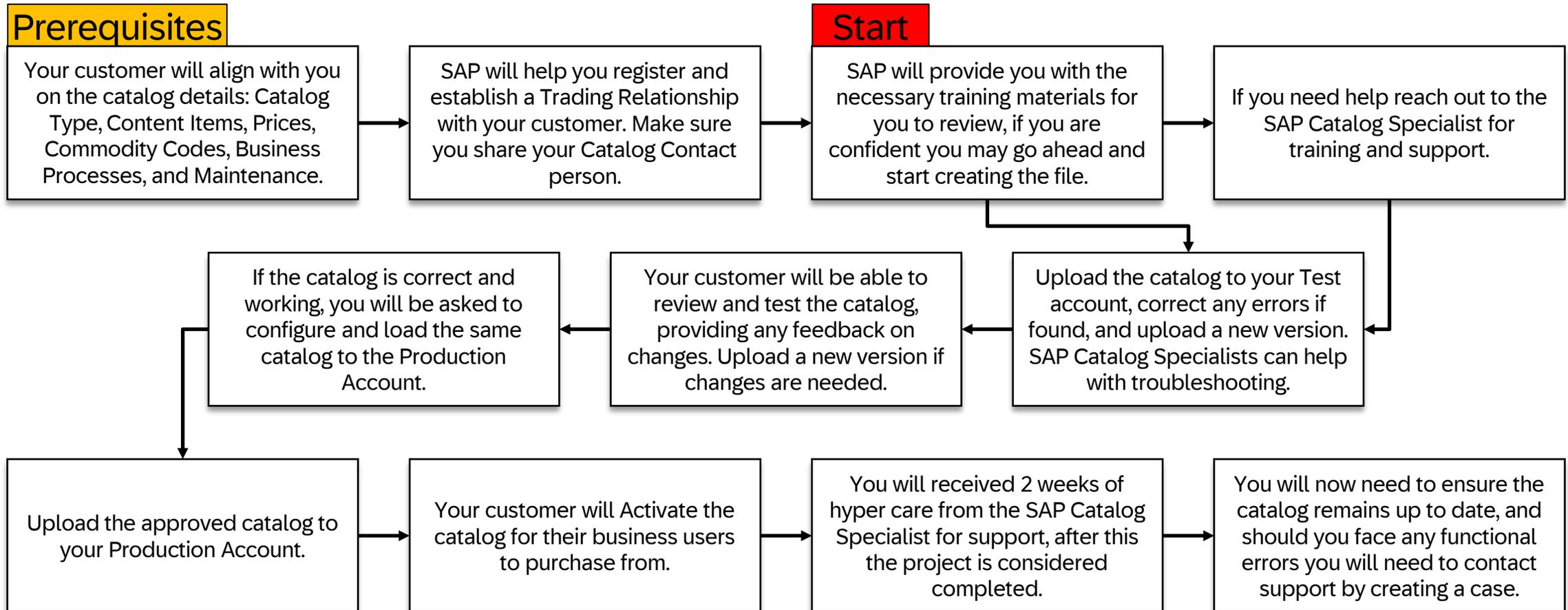
## Introduction to Static Catalogs

## Supplier Account Setup

## Additional Resources

# The Catalog Project

# What Is A Catalog Project?

- 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 catalog for them.

- The end goal is to allow your customer to efficiently purchase items from your catalog within their SAP Ariba Procurement Solution, aiming to see an increase in order accuracy and processing times, and spend compliance.

- You will be able to work with your customer and SAP teams to get support in creating, loading, and troubleshooting your catalog files in the SAP Business Network, once the catalog is loaded and live you will need to ensure it remains updated for your customer.

# Catalog Project Flow

**Prerequisites**

Your customer will align with you on the catalog details: Catalog Type, Content Items, Prices, Commodity Codes, Business Processes, and Maintenance.

→

SAP will help you register and establish a Trading Relationship with your customer. Make sure you share your Catalog Contact person.

→

**Start**

SAP will provide you with the necessary training materials for you to review, if you are confident you may go ahead and start creating the file.

→

If you need help reach out to the SAP Catalog Specialist for training and support.

If the catalog is correct and working, you will be asked to configure and load the same catalog to the Production Account.

←

Your customer will be able to review and test the catalog, providing any feedback on changes. Upload a new version if changes are needed.

←

Upload the catalog to your Test account, correct any errors if found, and upload a new version. SAP Catalog Specialists can help with troubleshooting.

Upload the approved catalog to your Production Account.

→

Your customer will Activate the catalog for their business users to purchase from.

→

You will received 2 weeks of hyper care from the SAP Catalog Specialist for support, after this the project is considered completed.

→

You will now need to ensure the catalog remains up to date, and should you face any functional errors you will need to contact support by creating a case.

# Introduction to Static Catalogs

# What Is A Static Catalog?

- Static catalogs are a price list of select items with all relevant details captured and maintained in a specific file format.

- The file is uploaded by the supplier to their SAP Business Network Account and pushed to their customer's SAP Ariba Procurement application. This allows your customer to browser the product lists and add their selected items to the purchase requisition, after processing the requisition becomes a purchase order which is then sent to the supplier.

- Suppliers need to ensure that they regularly maintain and update the static catalog file. This will help ensure the accuracy of the purchase orders, and maintain a streamlined process.

# How Does It Work?

The static catalogs support different templates and file formats based on your customer's SAP Ariba settings. It is best to check the customer specific template that you will be provided with for more details.

| Customer Realm / Catalog Formats | Non-CMS Enabled | CMS Enabled |
|---|:---:|:---:|
| CIF | ✔ | ✔ |
| XLS | ✔ | ✘ |
| XML | ✔ | ✔ |
| Extended CIF | ✘ | ✔ |
| XLSX | ✘ | ✔ |
| BMEcat | ✘ | ✔ |

# How Does It Work?

The template is populated capturing key product information such as; Part Number, Unit of Measure, Price, Description, Short Name, Image, and other available fields.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | CIF_I_V3.0 | | | | | | | | | |
| 2 | CHARSET: | UTF-8 | | | | | | | | |
| 3 | LOADMODE: | F | | | | | | | | |
| 4 | CODEFORMAT: | Custom | | | | | | | | |
| 5 | CURRENCY: | AUD | | | | | | | | |
| 6 | SUPPLIERID_DOMAIN: | NetworkID | | | | | | | | |
| 7 | ITEMCOUNT: | 4 | | | | | | | | |
| 8 | TIMESTAMP: | 12/1/2099 | | | | | | | | |
| 9 | UNUOM: | TRUE | | | | | | | | |
| 10 | COMMENTS: | | | | | | | | | |
| 11 | FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code | Unit Price | Unit of Me | Lead Time | Manufacturer Name | Supplier URL |
| 12 | DATA | | | | | | | | | |
| 13 | AN01999999999-T | 2772882 | TTSIBM412CID | 4-Line System Phone with Headset and ( | 43191504 | 45.24 | EA | 1 | Intellidata | http://www.idg.com/2772967 |
| 14 | AN01999999999-T | 2772882 | IDG076458722 | Blue Ballpoint Pens, Disposable | 44121704 | 5.45 | DZN | 1 | Bic | http://www.idg.com/2772967 |
| 15 | AN01999999999-T | 2772981 | IDG076450052X | Manilla Folders, Tabbed 3 Position | 44122011 | 19.99 | GRO | 1 | Mead | http://www.idg.com/2772981 |
| 16 | AN01999999999-T | 2772985 | IDG07645762 | Stapler, Swingline 405, Black | 44121615 | 4.95 | EA | 1 | Swingline | http://www.idg.com/2772981 |
| 17 | ENDOFDATA | | | | | | | | | |

The system will read this file and display the items to the end user in a friendly User Interface.

# How Do Items Look To The Customer?

- Depending on the customers' solution the items will appear slightly differently, the key thing to remember is to populate as many relevant fields as possible. Populating as many fields as possible will help your items standout. Images, clear descriptions, and short names will help your items look professional.
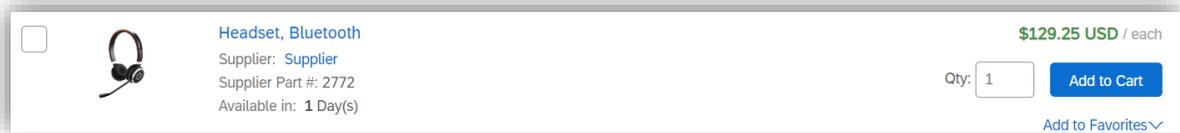


- Items will have two views; the search view (above) where items will be listed based on search results, and the detailed view (right) accessed when selecting the item.

- This example is from a customer using the classic interface, customers using Guided Buying solutions will see slightly different views.
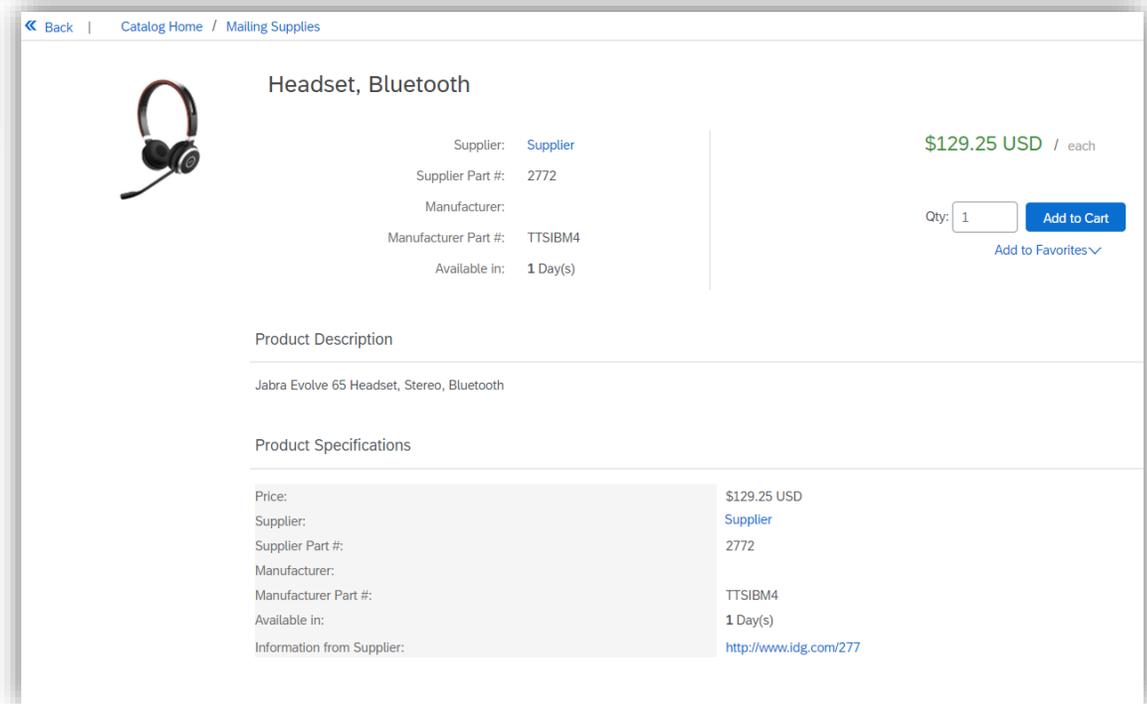
# Supplier Account Setup

# Accessing Your Supplier Account

- Login to your **SAP Business Supplier Account** (https://supplier.ariba.com)
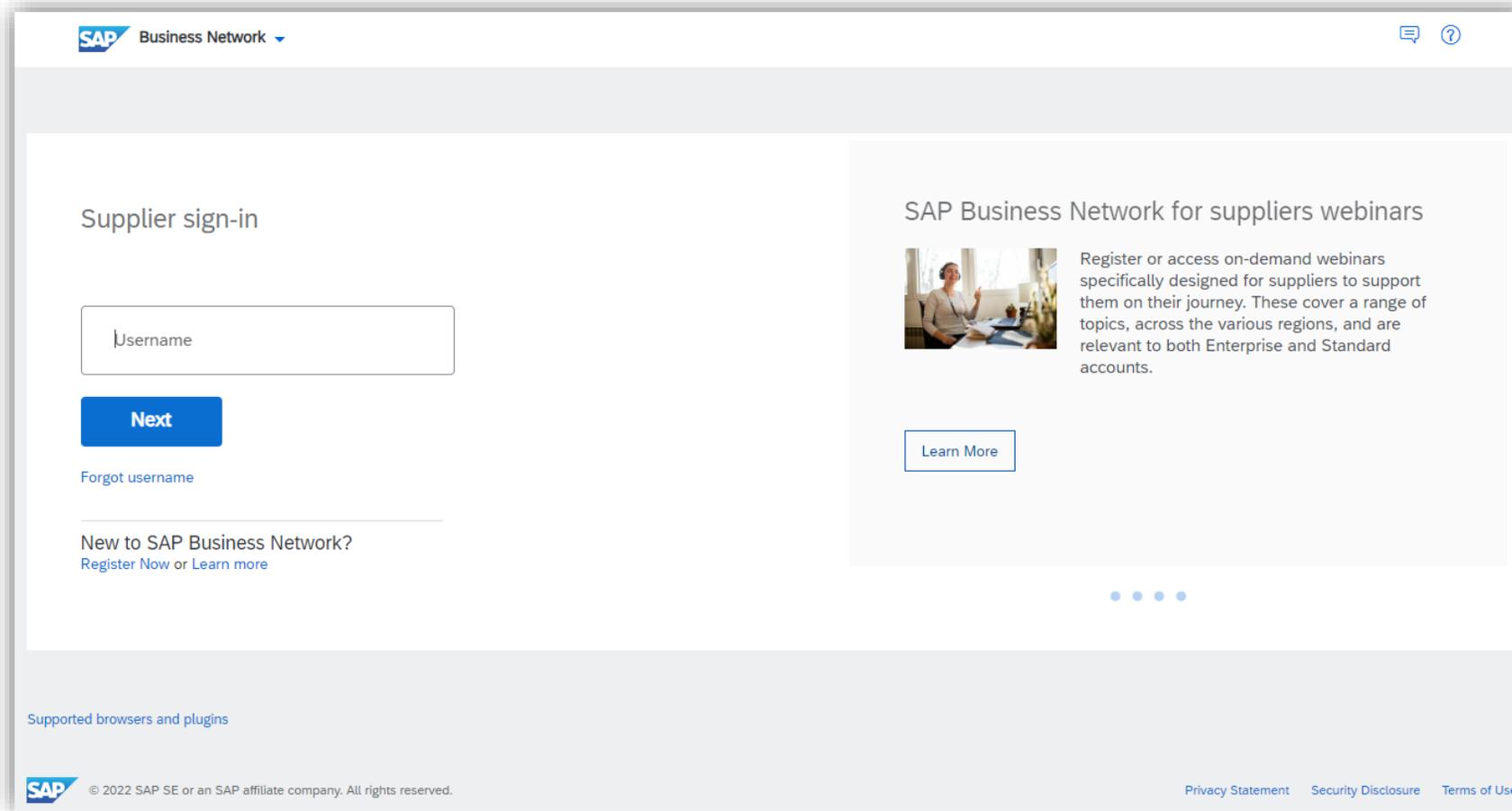
# What is A Test Account

- It is recommended to load the catalog to the Test account first. This will help ensure your catalog is error free and working when it is later loaded to the Production account.

- Every SAP Business Network account has a Production account by default. However, only the account administrator can create and manage additional test accounts.

- Ensure you have access to a Test account, or contact your account administrator for support.
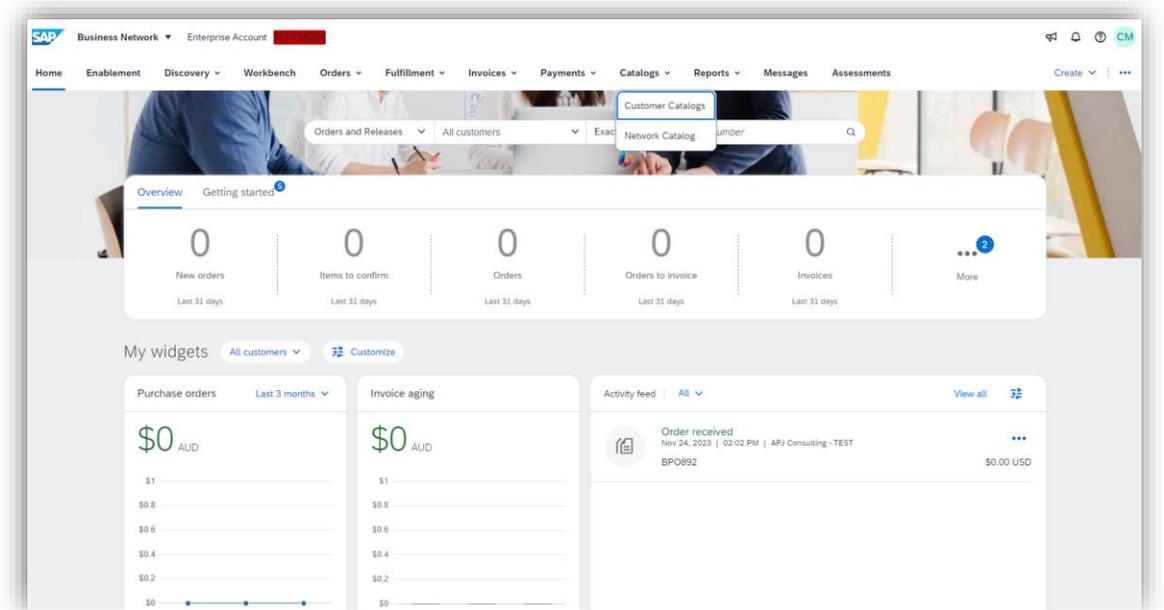


Test accounts are recognizable by the TEST MODE icon in the main banner.

**TEST MODE**

# Creating A Test Account

Creating Test Account Instructions

1) Click on your name/initials in the top right.

2) Click "Switch to Test ID"

3) Click "OK" to acknowledge the action.

4) It will then ask you to setup a username and password which is only for the test account.

   **Note**: the default username will simply add "test-" to the existing username.

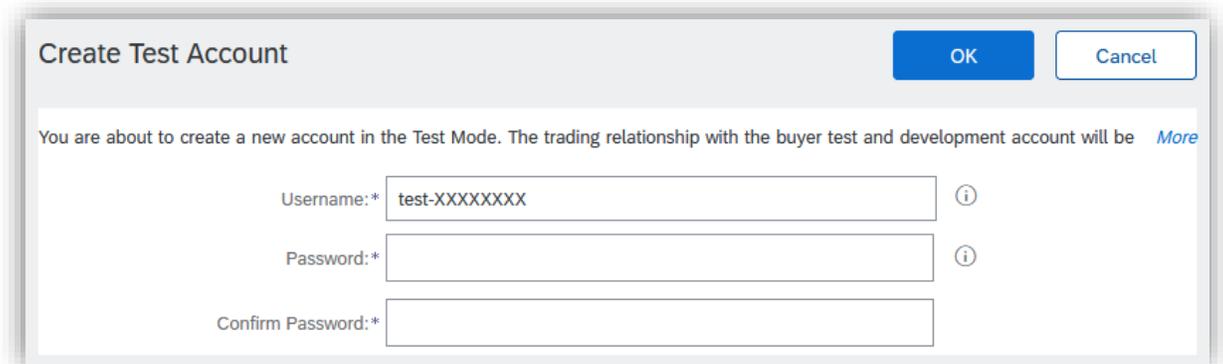5) Once this is done you will be logged into the test account and can upload the catalog file.

# Switching To The Test Account

Once you have setup you will be able to switch between your Production and Test account.

Your Catalog should be loaded and tested in your Test Account first, and later to Production.
***Note:*** If you are instructed to load a Catalog to a Production account, you will not need to switch to Test.

1) Find your initials in the upper right corner and click for the pull down menu

2) Click "**Switch To Test Account**"
   If you don't see a "Switch to Test Account" Contact your SAP Business Network Administrator, or log into the known Test Account

3) You will get the warning;
   *"You are about to switch to Test Mode."*

4) Click "**OK**"
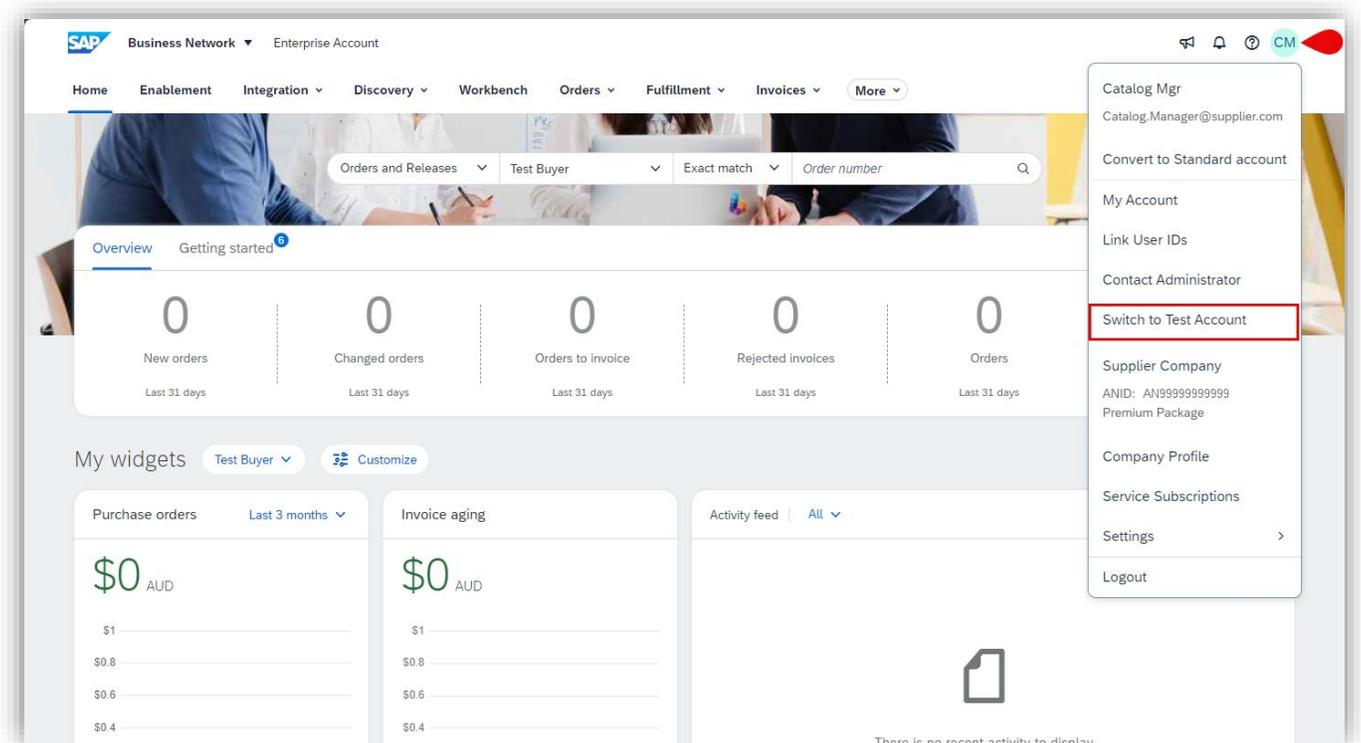
# Additional Resources

# Additional Resources

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

| The Static Catalog Documents | | |
|---|---|---|
| **Introduction to Static Catalogs & Account Setup** (Currently viewing this document) | **Customer Specific Templates** | **Troubleshooting and Updating Catalogs** |
| Details the Static Catalog fundamentals and account configuration. | Details the process of manually creating and uploading the Static Catalog file.<br><br>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.

THE BEST RUN **SAP**