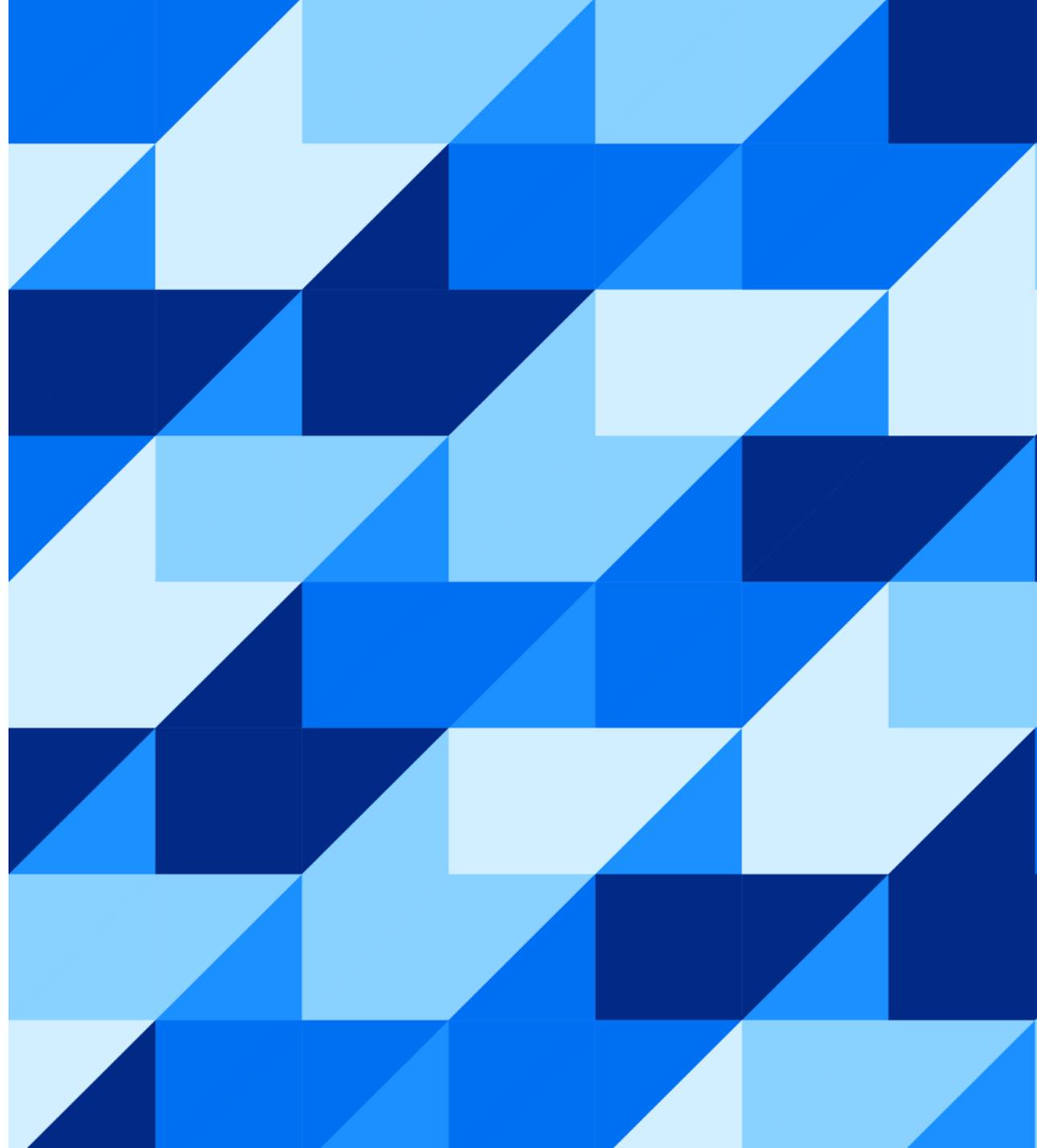




PunchOut Catalog **Wizard**

PUBLIC



Agenda

The Catalog Validation Flow

- [Catalog Validation Flow](#)

Completing the Level 1 Index File Template Form

- [Prepopulating standard Punchout details](#)

Creating and Publishing PunchOut Level 1 Catalogs Online

- [Creating a PunchOut L1 template for your account](#)

Additional Resources

- [Links to Additional Resources](#)

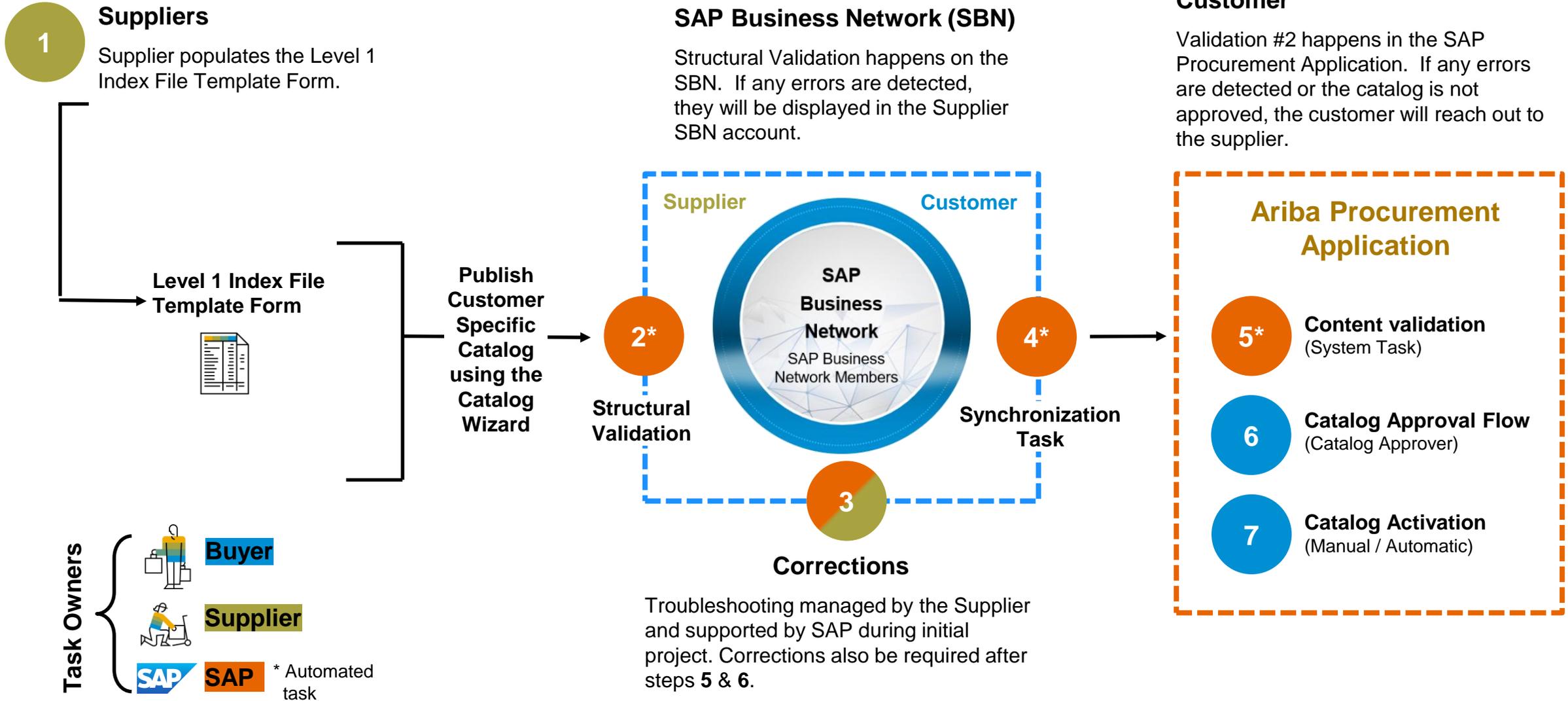
The Catalog Validation **Flow**

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 the PunchOut Level 1 Catalog Online form. This guide will assist you to understand the process to create a PunchOut Level 1 Catalog using this method.

Catalog Validation Flow



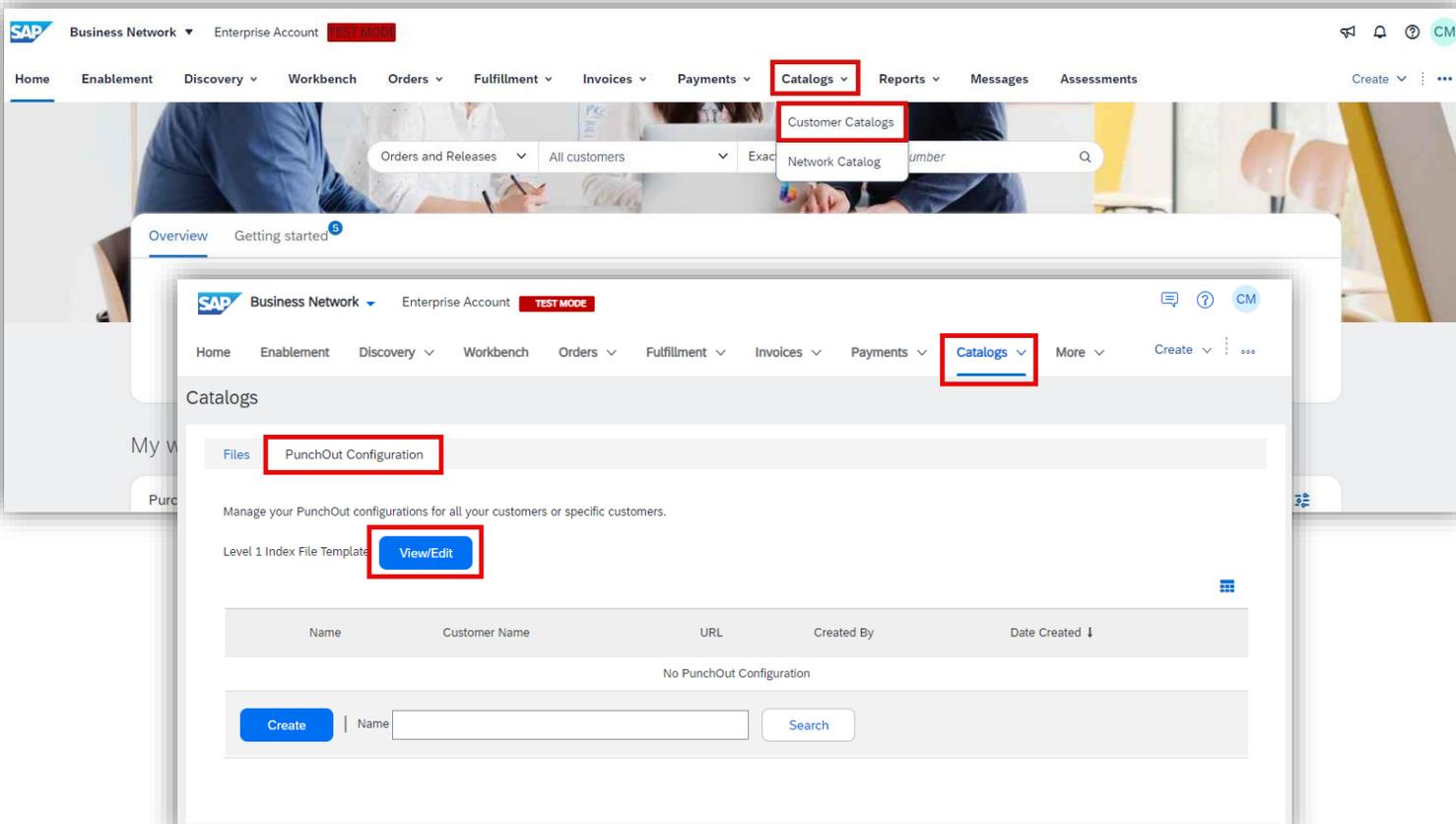
Completing the Level 1 Index File Template Form

***Prepopulating standard Punchout details**

Completing the Level 1 Index File Template Form

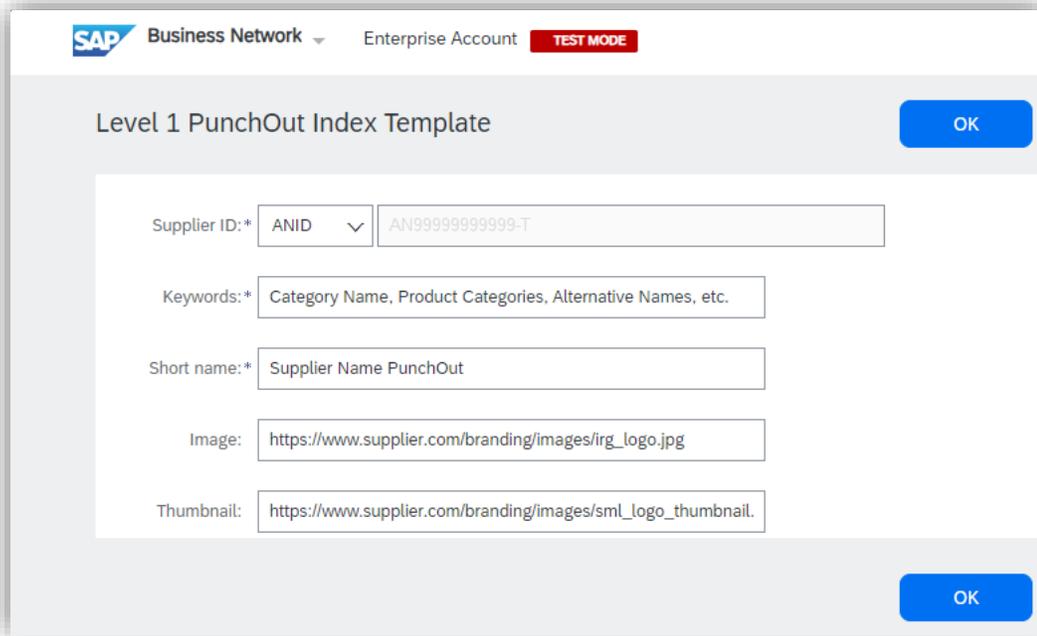
This section will describe the steps to complete the Level 1 Index File Template Form. Details such as Supplier ANID, keywords, and company logos will be entered. This default information will be applied to all future PunchOut Level 1 catalog templates when selected during publishing process.

- Go to **Catalogs** tab, choose **Customer Catalogs**, and then click the **PunchOut Configuration** tab.
- Click **View/Edit** to start populating your **default Level 1 Index File Template Form** details (required fields). Click OK.



The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Catalogs' dropdown menu is open, showing 'Customer Catalogs' and 'Network Catalog'. Below this, the 'Overview' section is visible, with 'Getting started' as a sub-tab. The main content area shows the 'Catalogs' page, where the 'PunchOut Configuration' tab is selected. A 'View/Edit' button is highlighted, and a table below it shows columns for 'Name', 'Customer Name', 'URL', 'Created By', and 'Date Created'. The table currently displays 'No PunchOut Configuration'. At the bottom, there is a 'Create' button and a search field.

Completing the Level 1 Index File Template Form



- Once populated, click the **OK** button to save your changes.

- **Supplier ID - Required**

Description: This will default to your ANID or can be changed to your DUNS, if it is maintained in your supplier profile.

Note: If you publish the Catalog in your test account, add a suffix -T to your ANID or DUNS number like this: AN999999999999-T

- **Keywords - Required**

Description: Additional keywords to help users find items, this information will also populate the Item Description field when creating a customer catalog online.

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

- **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: 50 characters

- **Image – Required**

Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI

Type of data: URL that begins with https://, as required by SAP.

Example: https://www.supplier.com/branding/images/lrg_logo.jpg

- **Thumbnail - Optional**

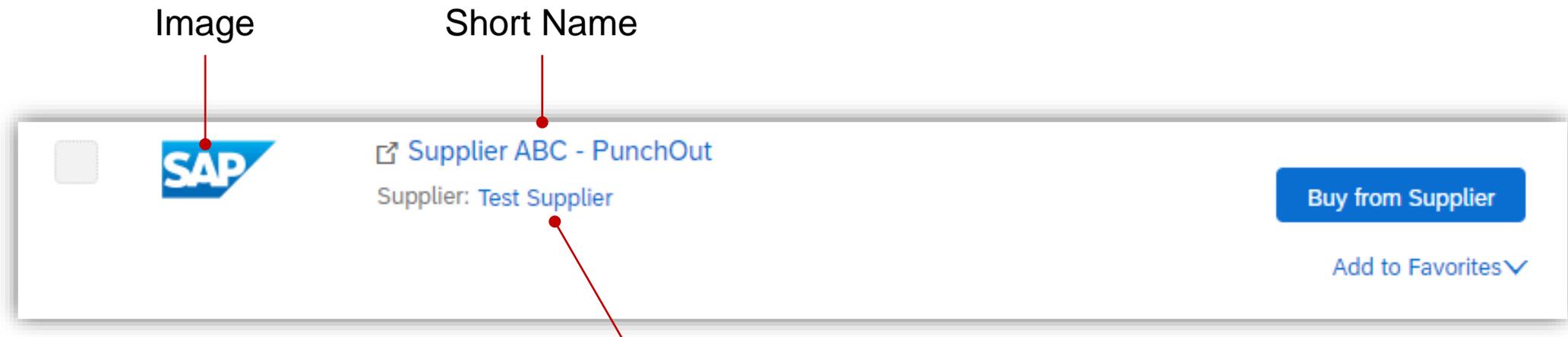
Description: In L1 PunchOut, this can be your company logo that will display to the User on the UI

Type of data: URL that begins with https://, as required by SAP

Example: https://www.supplier.com/branding/images/sml_logo_thumbnail.jpg

Completing the Level 1 Index File Template Form

The **Level 1 Index File Template Form** details will be displayed to the user as below. Once the Form is completed, you will be able to use the Catalog Wizard to generate an actual catalog for your customers.



Supplier ID

The ANID entered will be used to identify the supplier and display the Supplier Name here.

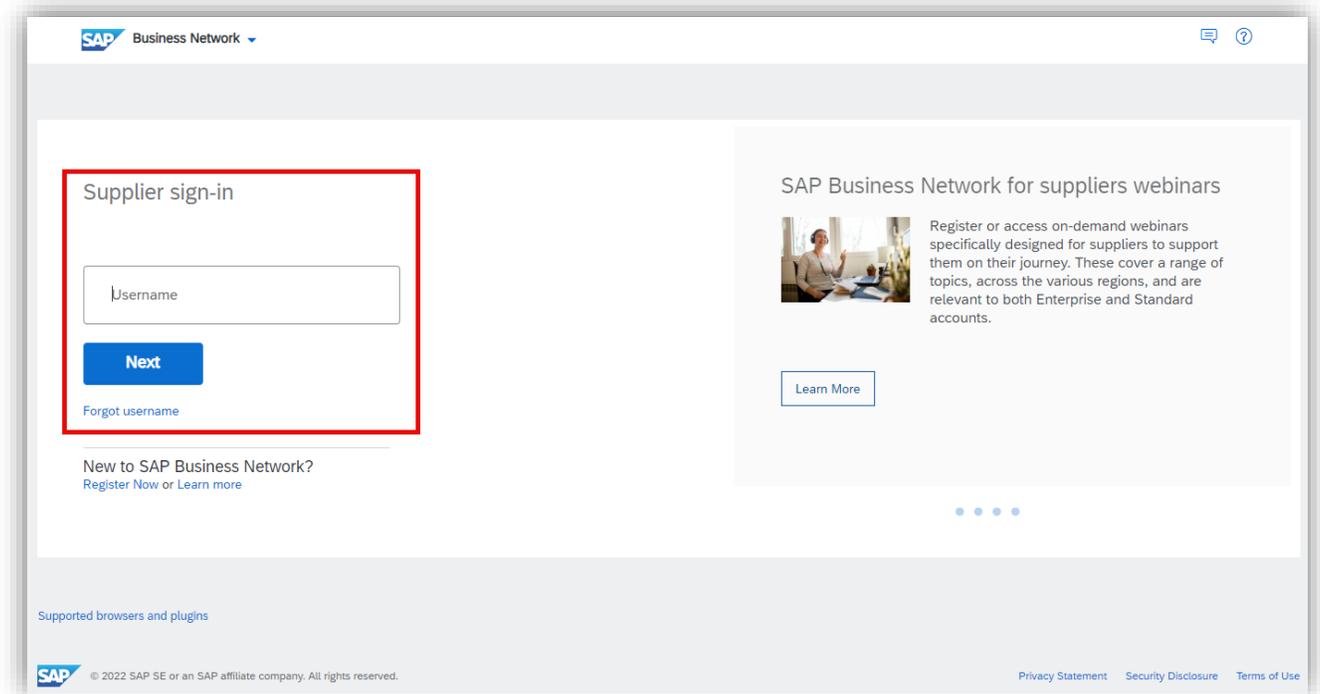
Creating and Publishing

PunchOut Level 1 Catalogs Online

Creating and Publishing PunchOut Level 1 Catalogs Online

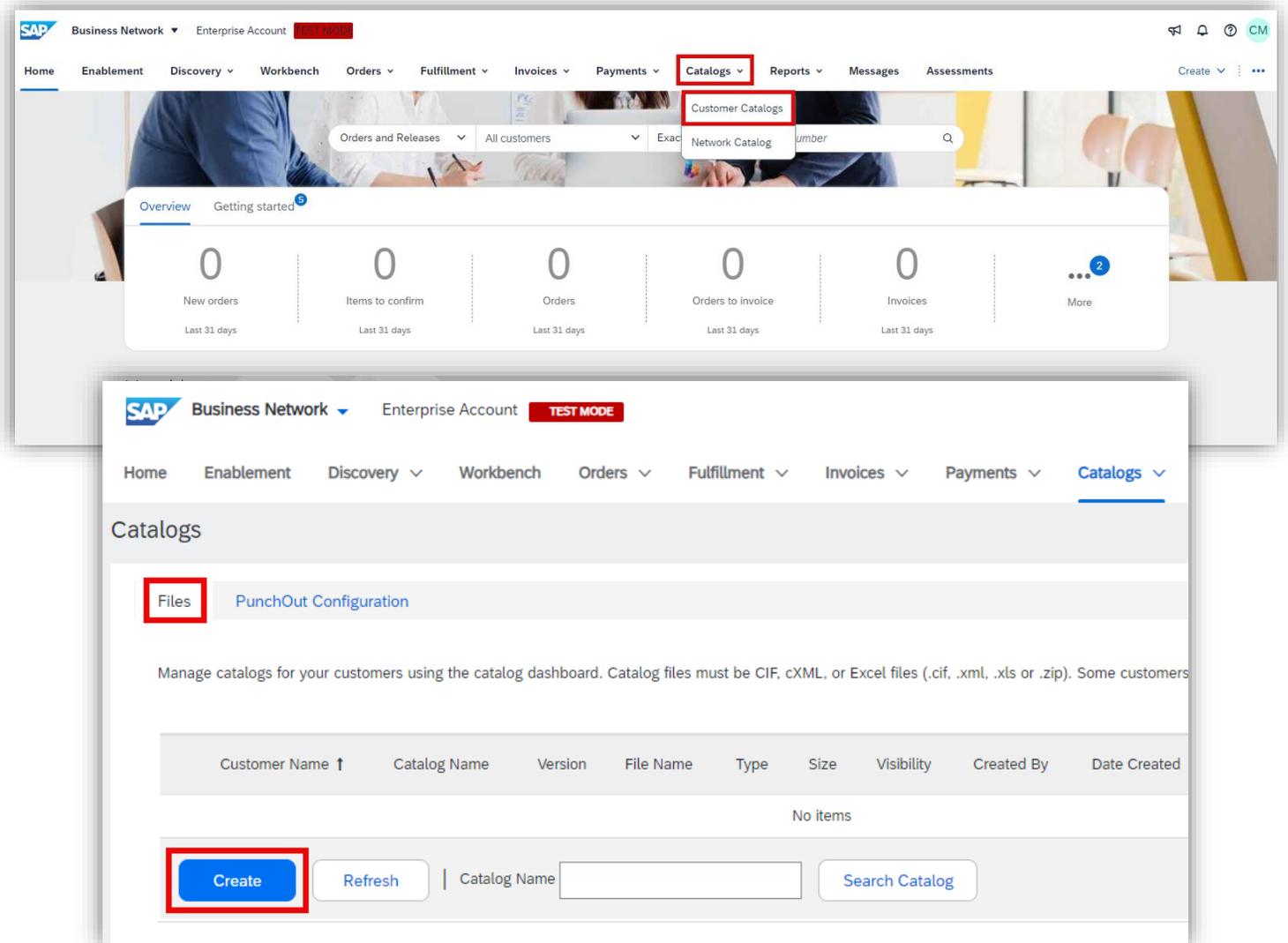
This section will describe the steps to create and publish a PunchOut Level 1 Catalog using the online wizard within your SBN Account. You will be able to utilize the default information that you entered in the Level 1 Index File Template Form as well as enter Customer specific details in order to generate and publish a catalog for your customer.

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



Creating and Publishing PunchOut Level 1 Catalogs Online

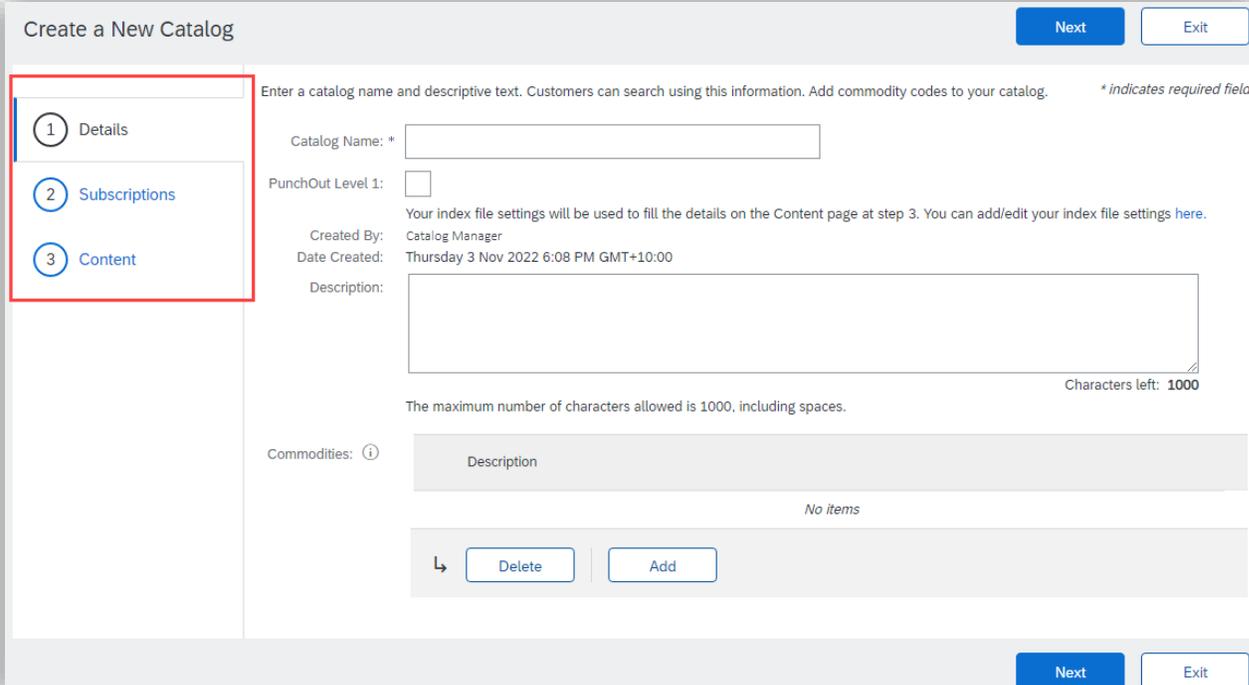
- Log into or switch to your Test Account.
 - For more information, please refer to "Supplier Account Setup" section of the [Introduction to PunchOut Catalogs and Account Setup Guide](#).
- Navigate to the Catalogs Tab and click "Customer Catalogs" tab.
- Click "Files" tab.
- On the Catalogs screen, click the "Create" button.



The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Catalogs' dropdown menu is open, showing 'Customer Catalogs' and 'Network Catalog'. Below the navigation bar, there is a dashboard with five cards: 'New orders', 'Items to confirm', 'Orders', 'Orders to invoice', and 'Invoices', each showing a count of 0 for the last 31 days. A 'More' button is visible on the right. The 'Files' tab is selected, showing 'PunchOut Configuration'. Below this, there is a table with columns: 'Customer Name', 'Catalog Name', 'Version', 'File Name', 'Type', 'Size', 'Visibility', 'Created By', and 'Date Created'. The table is currently empty, displaying 'No items'. At the bottom, there is a 'Create' button, a 'Refresh' button, a 'Catalog Name' input field, and a 'Search Catalog' button.

Creating and Publishing PunchOut Level 1 Catalogs Online

- You are now on the **Create a New Catalog** screen
- To create the Catalog, there is a 3-step Wizard:
 - **Details** – General information about the Catalog
 - **Subscriptions** – Who you are publishing the Catalog to
 - **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

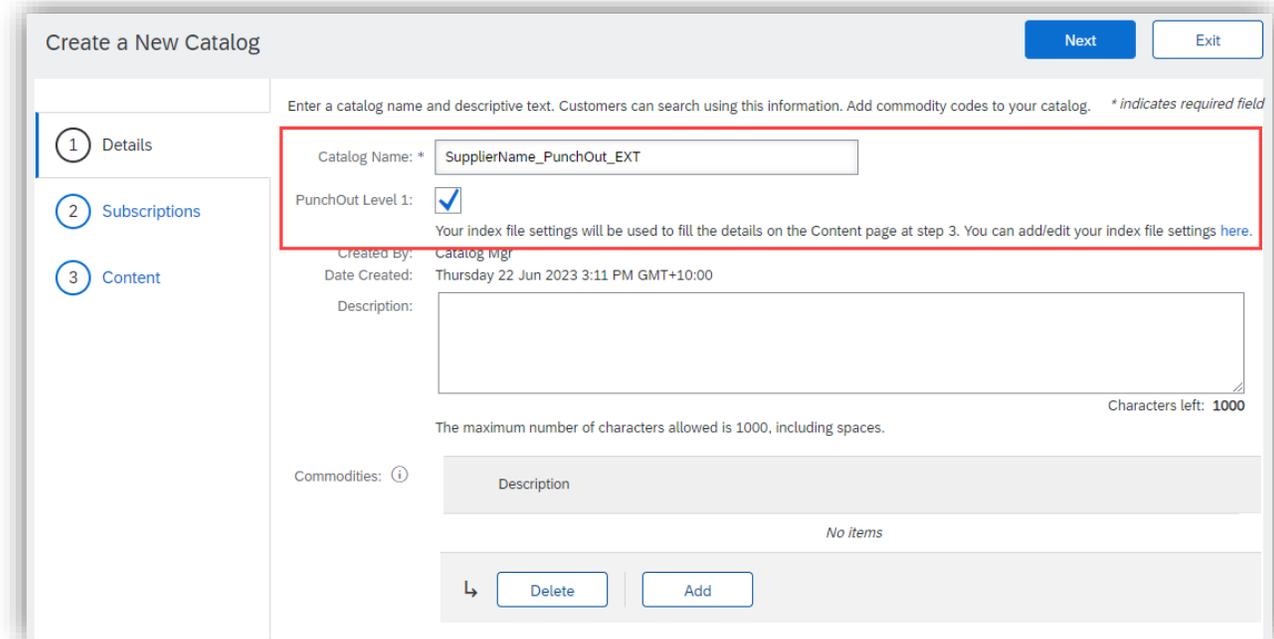
Next Exit

Creating and Publishing PunchOut Level 1 Catalogs Online



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. No special characters are allowed but you can use a dash (-) or underscore(_). Please reach out to your customer for the appropriate Subscription Name to use.
- **PunchOut Level 1:** Check this box to apply the default template information; if left unchecked, you will need to create the customer specific Level 1 Index file offline before loading the file.
- **Description:** (Optional) Brief description of the content of your Catalog
- **Commodities:** (Optional) The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “**Next**”

A screenshot of a web form titled "Create a New Catalog". The form has a sidebar on the left with three steps: "1 Details" (selected), "2 Subscriptions", and "3 Content". The main area contains a text input field for "Catalog Name" with the value "SupplierName_PunchOut_EXT", a checkbox for "PunchOut Level 1" which is checked, and a text area for "Description". Below the description area is a "Commodities" section with a "Delete" button and an "Add" button. The form also includes "Created By" (Catalog Mgr) and "Date Created" (Thursday 22 Jun 2023 3:11 PM GMT+10:00). A "Next" button is in the top right corner, and an "Exit" button is in the top right corner. A red box highlights the "Catalog Name" and "PunchOut Level 1" fields.

Creating and Publishing PunchOut Level 1 Catalogs Online

② Subscriptions

- Populate the fields which will be used to help generate the catalog index file.

- Supplier Part ID – Required**

Description: This can be a default value such as AAA, or a customer specific value if your PunchOut solution validates on additional information.

Maximum length: 255

- Catalog Code – Required**

Description: Classification of the main product or service you sell, it is recommended to use a high level commodity code. This will determine where your Supplier link appears in the catalog hierarchy—not what the actual items are.

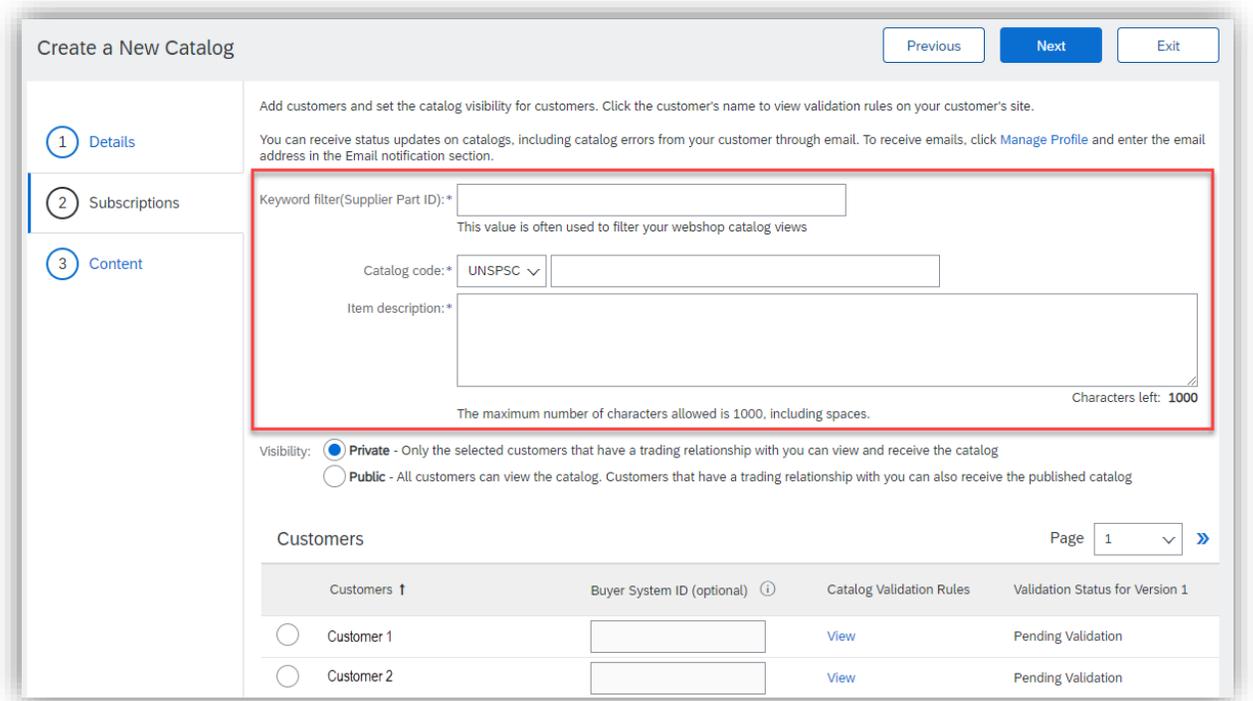
Note: The domain can be changed to; UNSPSC, ECLASS, and Custom. Consult with your customer specific materials for their accepted commodity codes

- 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

Note: This field may contain keywords populated from the PunchOut Index Template Form. You are able to edit this field as needed.

Maximum length: 1000



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.

Keyword filter(Supplier Part ID):*
This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

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

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

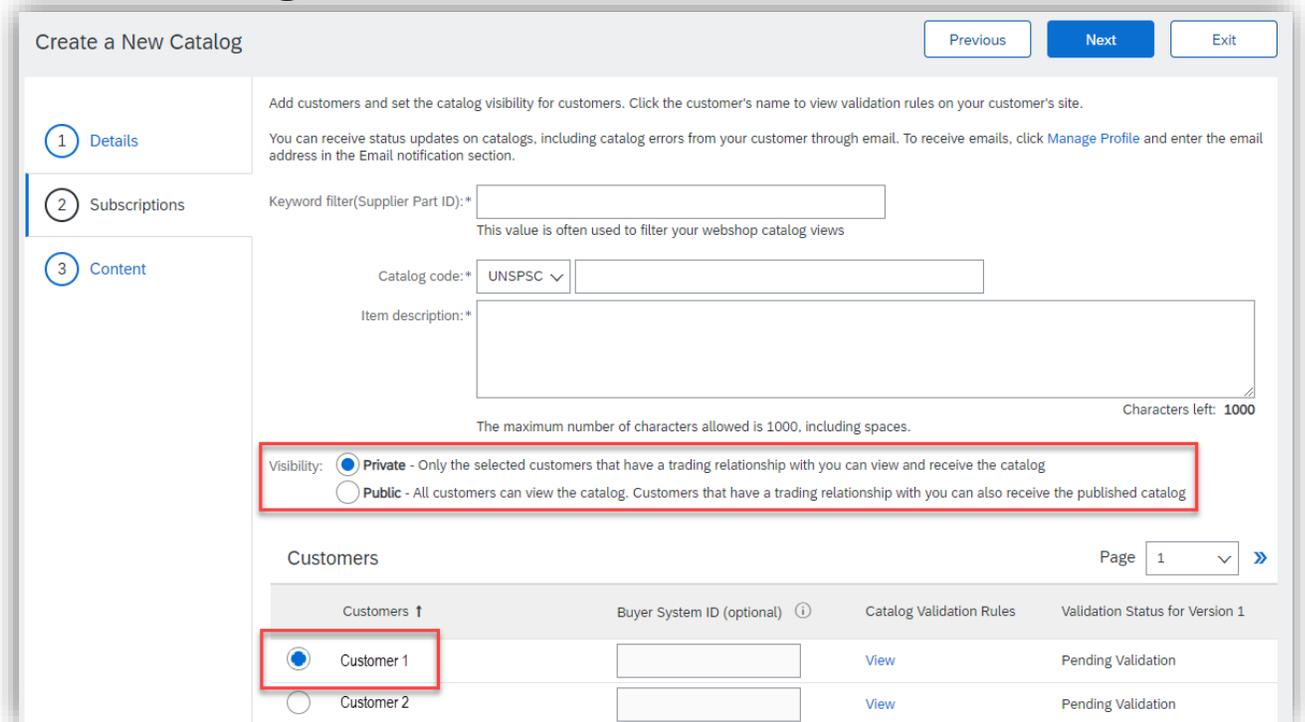
Customers Page 1

Customers	Buyer System ID (optional)	Catalog Validation Rules	Validation Status for Version 1
<input type="radio"/> Customer 1	<input type="text"/>	View	Pending Validation
<input type="radio"/> Customer 2	<input type="text"/>	View	Pending Validation

Creating and Publishing PunchOut Level 1 Catalogs Online

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”; this allows you to select a single customer.
- To select your Customer, click the button next to the **Customer’s** name in the list.
 - If the Customer does not appear, it means that your company has not established a relationship with your Customer 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.

Keyword filter(Supplier Part ID):*
This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

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

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

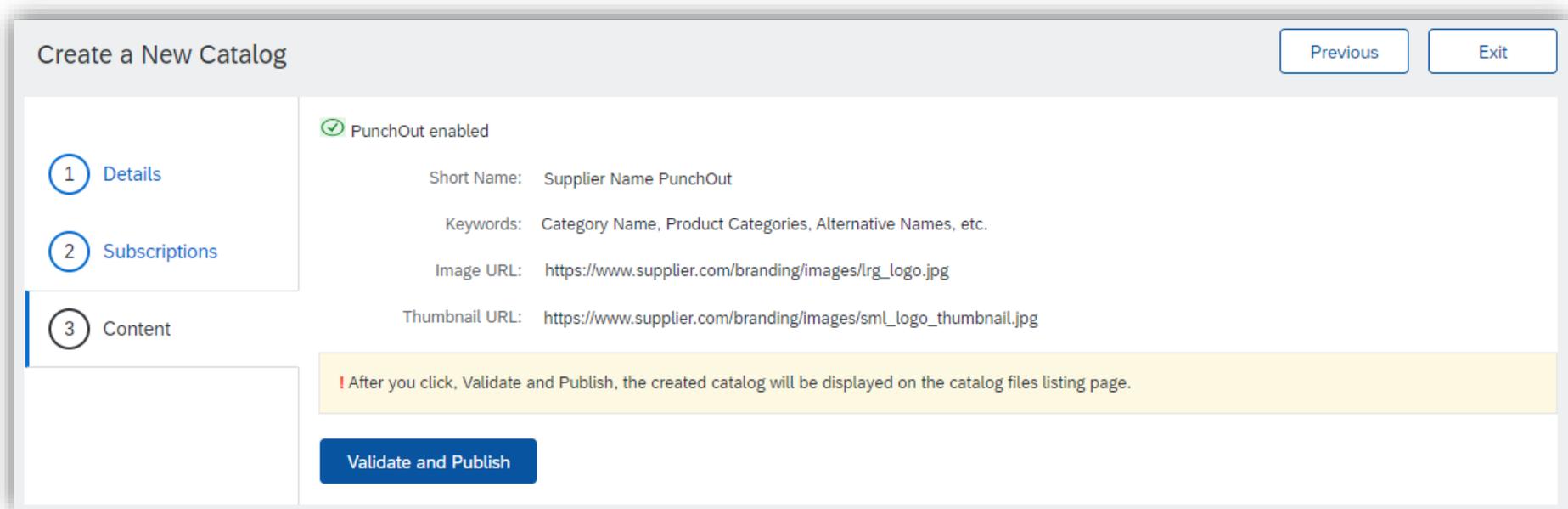
Customers Page 1

Customers ↑	Buyer System ID (optional) ⓘ	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="radio"/> Customer 1	<input type="text"/>	View	Pending Validation
<input type="radio"/> Customer 2	<input type="text"/>	View	Pending Validation

Creating and Publishing PunchOut Level 1 Catalogs Online

③ Content

- The system will display a brief summary of the contents.
- If everything is correct, click the “**Validate and Publish**” button.
- The catalog will be validated by the system and then published to selected customers. You will be able to see the catalog subscription under the **Catalog Files** tab.



The screenshot shows the 'Create a New Catalog' interface. On the left, a sidebar contains three tabs: '1 Details', '2 Subscriptions', and '3 Content', with 'Content' selected. The main area displays a green checkmark and the text 'PunchOut enabled'. Below this, the following fields are visible:

- Short Name: Supplier Name PunchOut
- Keywords: Category Name, Product Categories, Alternative Names, etc.
- Image URL: https://www.supplier.com/branding/images/lrg_logo.jpg
- Thumbnail URL: https://www.supplier.com/branding/images/sml_logo_thumbnail.jpg

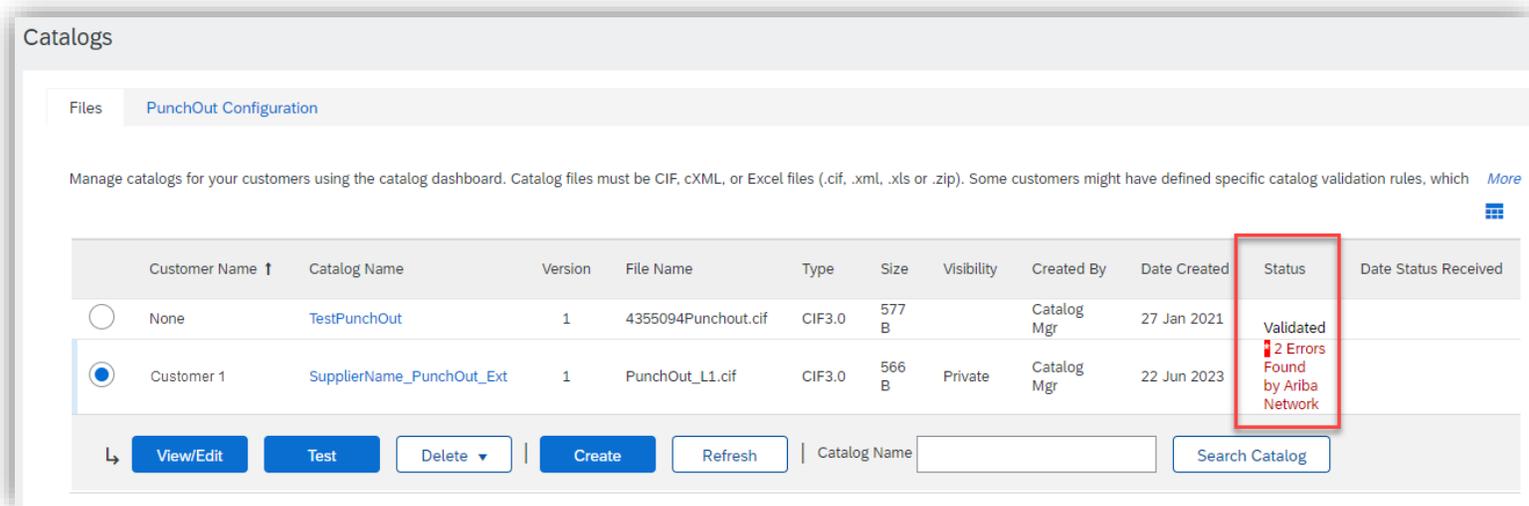
A yellow warning box contains the text: '! After you click, Validate and Publish, the created catalog will be displayed on the catalog files listing page.'

At the bottom of the form is a blue button labeled 'Validate and Publish'. In the top right corner of the form, there are two buttons: 'Previous' and 'Exit'.

Creating and Publishing PunchOut Level 1 Catalogs Online

■ 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
○ None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
● Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

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

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

Creating and Publishing PunchOut Level 1 Catalogs Online



- Customer Approval
 - When your Catalog passes the Network validation, your Customer is then notified to validate, approve and activate 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.
 - Corrections would need to be made offline by exporting the catalog, making the appropriate changes and manually loading the catalog as a new version. Additional instructions can be found [here](#).
 - Each Catalog must pass both the Network validation, and the Customer validation before it can be activated in 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

<u>Introduction to PunchOut Catalogs & Account Setup</u>	The PunchOut Wizard <small>(Currently viewing this document)</small>	Customer Specific Templates	<u>Troubleshooting and Updating Catalogs</u>
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.