

SAP Ariba 

# Excel – Lite Manual

# INDEX - AGENDA

## The Extent of the EXCEL Format and FOREWORD

- Outline of the guide's goal and how to understand the format
- Overview of the fields of the Excel

## Price Configuration

- What it looks like in the UI
- Catalogue Setup and Explanation
- From Code to Visual: Tier Breakdown

## Images

- What it looks like in the UI
- Catalogue Setup and Explanation
- Image Table (the outcome to various combinations)

## Quantity Interval & Minimum Quantity

- What it looks like in the UI
- Catalogue Setup and Explanation

## Related Items

- What it looks like in the UI
- Catalogue Setup and Explanation
- Warning - Limitation

## Attachments

- What it looks like
- Setup within the catalogue

# FOREWORD - 1

## Goal:

This guide will endeavour to outline the basic requirements for an *Excel* field to function. Some fields have more options, but as they are neither mandatory nor essential to the functioning of the field itself, they have been left out.

## Understanding the basic syntax:

1. Each Excel field contains subset of headers
2. Each subset of headers are marked by different colors based on whether it is mandatory to the field or not (i.e. if you use an optional field, you have to fill out its mandatory sub-fields as a minimum requirement in order for the fields to function properly)

### Main header

PriceConfiguration-1					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound

### Sub-fields

**Subset headers** with **blue** as mandatory (i.e. minimum required fields to be filled so that it functions) and **yellow** as optional

# FOREWORD - 2

## Prerequisites:

As with BMEcat, CMS needs to be enabled along with all the required technical setups however this format permits a catalogue to have the BMEcat features as well as parametric data and customer custom fields (not available in the BMEcat format)


## Notes:

Maximum size of Excel catalogue: 15 MB

When uploading incremental parts to a catalogue, ensure that you previous catalogue part is in status green/validated on the Ariba Network (see below example)

Created By	Date Created	Status	Date Status Received
Estlega	11 Oct 2021	Validated by Customer	11 Oct 2021

# OVERVIEW OF AN EXCEL ITEM



**Sitting Room Sofa**


Supplier: [Estlega](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Sofa](#)  
Available in: **4 Day(s)**

**£100.00 GBP / each**

[Pricing Information](#)

Qty:

**Mandatory Items**

☒   
**Sitting Room Chair**  
Supplier: [Estlega](#)  
Supplier Part #: [ArmChair](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled: ☐

**£50.00 GBP / each**

Qty:

[Add to Cart](#)  
[Add to Favorites](#)

**Product Description**

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

**Product Specifications**

Price: **£100.00 GBP**  
Supplier: [Estlega](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Sofa](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled: ☐

**Pricing and Quantity Terms**

**Pricing Terms**

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

**Minimum Order Quantity**

Minimum Order Quantity for this product is 5.


**Quantity Intervals**

This product should be ordered in multiples of 2.

**Reference Documents**


[History of chairs](#)  
[The Chair: its life and times](#)

**Accessories**




**Soft Cushion**  
[Estlega](#)  
**£15.00 GBP / each**

Qty:  [Add to Cart](#)




**Coloured Cushion**  
[Estlega](#)  
**£10.00 GBP / each**

Qty:  [Add to Cart](#)



**Striped Cushion**  
[Estlega](#)  
**£10.00 GBP / each**

Qty:  [Add to Cart](#)



**Sitting Room Sofa**


Supplier: [Estlega](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Sofa](#)  
Available in: **4 Day(s)**

**£100.00 GBP / each**

[Pricing Information](#)

Qty:

**Mandatory Items**

☒   
**Sitting Room Chair**  
Supplier: [Estlega](#)  
Supplier Part #: [ArmChair](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled: ☐

**£50.00 GBP / each**

Qty:

[Add to Cart](#)  
[Add to Favorites](#)

**Product Description**

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

**Product Specifications**

Price: **£100.00 GBP**  
Supplier: [Estlega](#)  
Supplier Part #: [Sofa](#)  
Manufacturer: [Sofa](#)  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled: ☐

**Pricing and Quantity Terms**

**Pricing Terms**

**Pricing and Quantity Terms**

**Pricing Terms**

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

**Minimum Order Quantity**

Minimum Order Quantity for this product is 5.


**Quantity Intervals**

This product should be ordered in multiples of 2.

**Reference Documents**


[History of chairs](#)  
[The Chair: its life and times](#)

**Accessories**




**Soft Cushion**  
[Estlega](#)  
**£15.00 GBP / each**

Qty:  [Add to Cart](#)



**Coloured Cushion**  
[Estlega](#)  
**£10.00 GBP / each**


Qty:  [Add to Cart](#)



**Striped Cushion**  
[Estlega](#)  
**£10.00 GBP / each**

Qty:  [Add to Cart](#)

# Price Configuration



Supplier: Estlega

Supplier Part #: Sofa




Manufacturer:

Available in: 4 Day(s)


Pricing Information

£100.00 GBP / each

Qty: 5



☒



Sitting Room Chair

Supplier: Estlega

Supplier Part #: ArmChair

Available in: 4 Day(s)

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:

Supplier:

Supplier Part #:

Manufacturer:

Available in:

Best Price/Top Item:

Description:

Punchout Enabled:

£100.00 GBP

Estlega

Sofa

4 Day(s)

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

History of chairs

The Chair: Its life and times

Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart

# What the field looks like in the User Interface

£100.00 GBP / each

[\\*Pricing Information](#)

Pricing Details	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

At item's price level

Pricing and Quantity Terms

Pricing Terms	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

At detail/description's level

Description	Qty	Unit	Price	Amount
Sitting Room Sofa	13	each	£90.00 GBP	£1,170.00 GBP
Supplier Part #: Sofa				
Commodity Code: Human resources services				
Partitioned Commodity Code: (no value)				
Supplier: Estlega				
Contact: Prague				
Payment Terms: Net 45, 2%/30, 3%/20				
CityCodeAndCompanyCodeLookup: No				

At purchase requisition level

# Catalogue Setup and Explanation

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

## OPTIONAL FIELDS

**StartDate:** Start date of when this price is applicable

**EndDate:** End data of when this price is applicable

**PriceFactor:** can be used for VAT or any additional charge not part of the item's price, the effect will be visible at Requisition level.

## MANDATORY FIELDS

**Amount:** decimal price

**PriceCurrency:** currency

**Lowerbound:** quantity at which the **Amount** is applicable (next tier needs to be higher than the previous one)



# From Code to Visual: Tier Breakdown

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

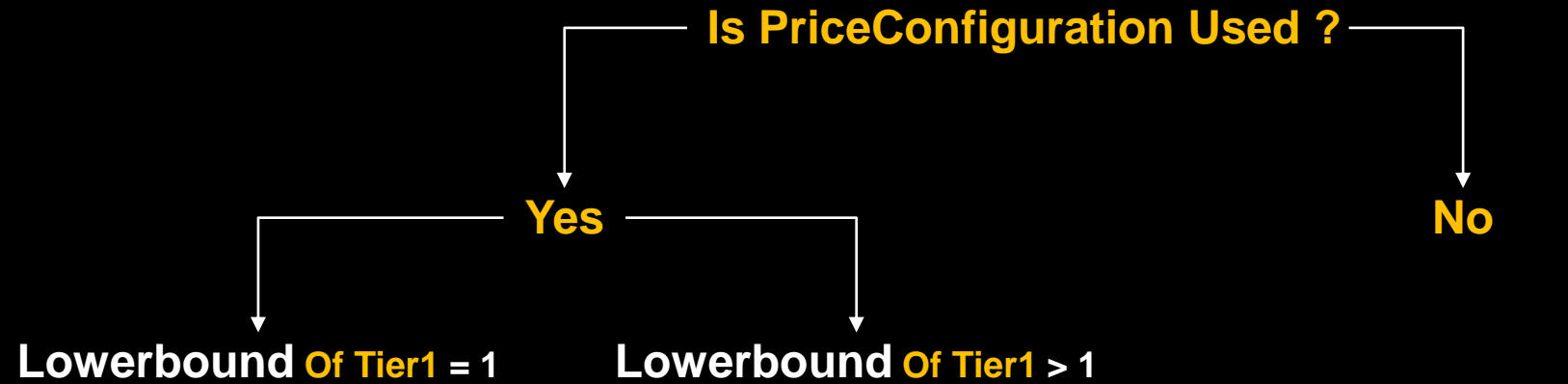
Lowerbound=10

£100.00 GBP / each	
<a href="#">*Pricing Information</a>	
Pricing Details	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Amount=90

PriceCurrency=GBP

# Lowerbound - Unit Price – MinimumQuantity Interaction



**Unit Price**

**Optional**

Will be skipped by  
the System

**Optional**

Will be skipped by  
the System

**Mandatory**

**MinimumQuantity**

**Optional**


If Not Filled  
Manually, Will be  
Filled by the System  
with Default Value  
"1"


**Mandatory**


And Should be  
Equal Or Greater  
than the  
LowerBound Value

**Optional**

# Images







/ each

formation

5

3 GBP / each

Qty: 2

Add to Cart

Add to Favorites

Product Specifications

Price:

£100.00 GBP

Supplier:

Estlega

Supplier Part #:

Sofa

Manufacturer:

Available in:

4 Day(s)

Best Price/Top Item:

Description:

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

History of chairs

The Chair: Its life and times

Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Estlega

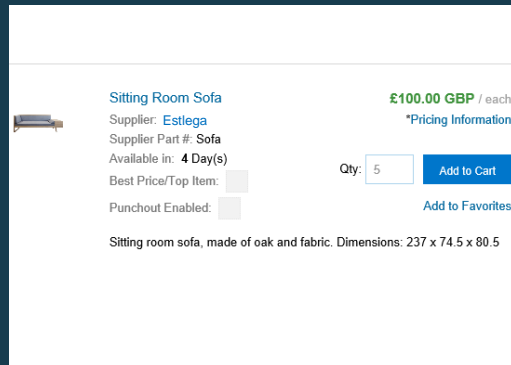
£10.00 GBP / each

Qty: 1

Add to Cart

# What the field looks like in the User Interface

## SEARCH LEVEL



## Search Thumbnail

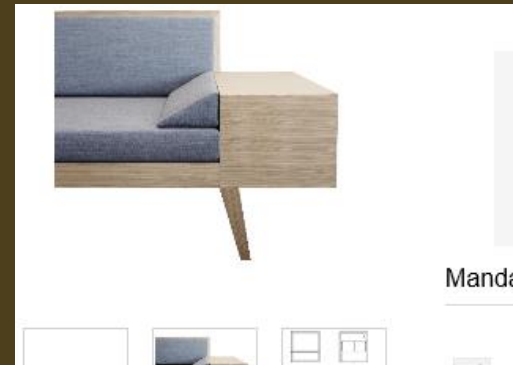
- Field: **Normal**
- Taken from the **Image\_1**

## ITEM LEVEL



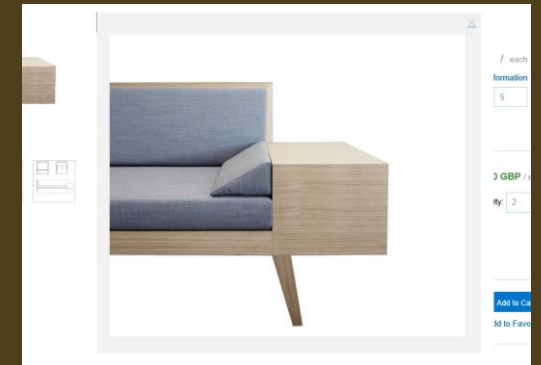
## Thumbnails

- Field: **Image-x \ Thumbnail**



## Image "Normal"

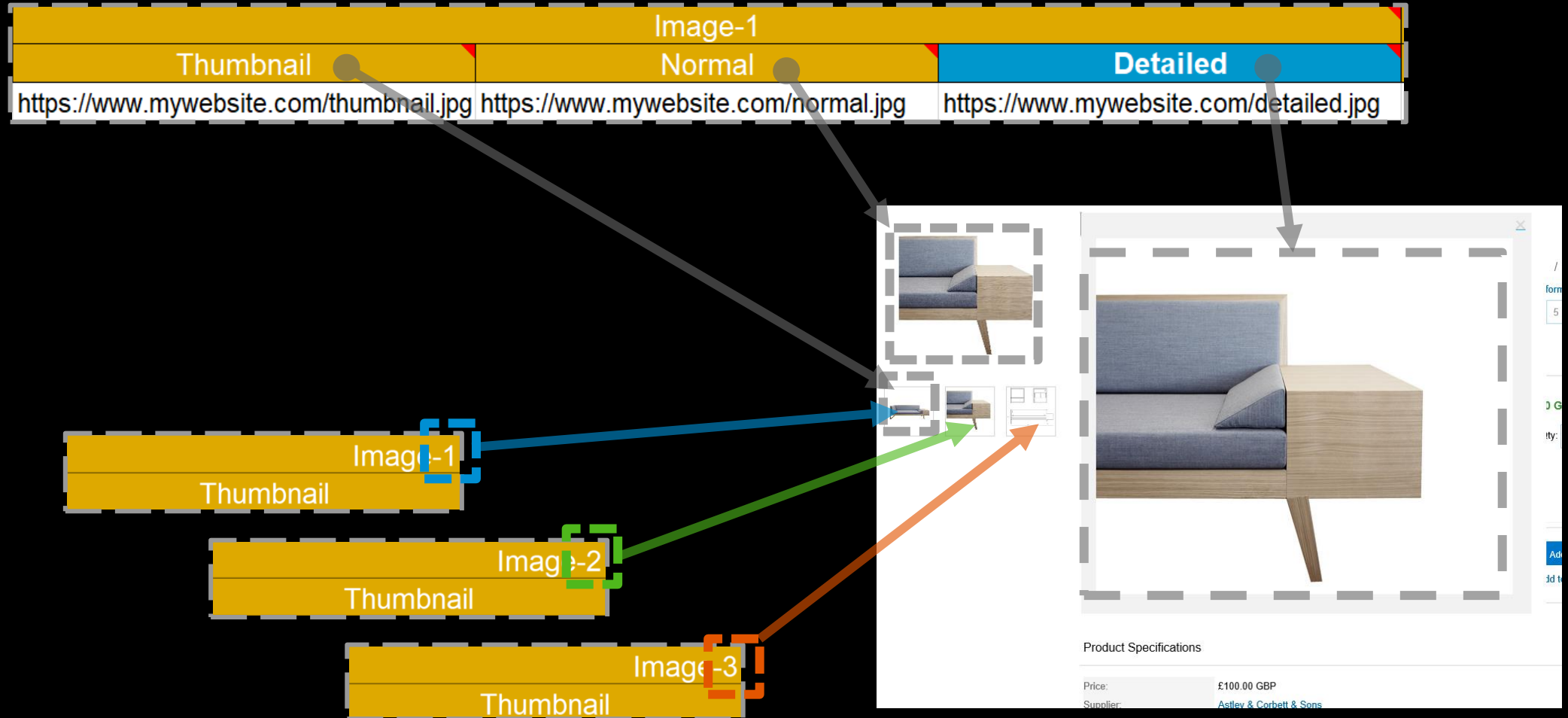
- Field: **Image-x \ Normal**



## Image "Detail"

- Field: **Image-x \ Detail**

# Catalogue Setup and Explanation



## NOTA BENE


One can add up to 7 different sets of images by copy-pasting Image-1 and updating the number (i.e. max amount is: Image-7)




# Image Table (the outcome to various combinations):

**Recommended:** if you do not need a complicated image system to your items (i.e. a different thumbnail. Image and detailed image, then we recommend you simply use the DETAIL field and it will populate the other fields (i.e. the thumbnail and image fields) by default

		Search Thumbnail	Item Thumbnail	Normal Image	Detail Image
1	Catalogue				x
	In the UI	x	x	x	x
2	Catalogue			x	
	In the UI	x	x	x	
3	Catalogue		x		
	In the UI				
4	Catalogue		x	x	
	In the UI	x	x	x	
5	Catalogue	x	x		
	In the UI	x			
6	Catalogue	x			x
	In the UI	x	x	x	x
7	Catalogue	x	x		x
	In the UI	x	x		x
8	Catalogue	x	x	x	x
	In the UI	x	x	x	x
9	Catalogue		x	x	x
	In the UI	x	x	x	x

# Quantity Interval & Minimum Quantity





Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:

Available in: **4 Day(s)**


£100.00 GBP / each

\*Pricing Information

Qty:

Mandatory Items

☒



Sitting Room Chair

Supplier: [Estlega](#)

Supplier Part #: [ArmChair](#)

Available in: **4 Day(s)**

Best Price/Top Item:

Punchout Enabled:

£50.00 GBP / each

Qty:

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP

Supplier: [Estlega](#)

Supplier Part #: [Sofa](#)

Manufacturer:

Available in: **4 Day(s)**

Best Price/Top Item:

Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

[History of chairs](#)

[The Chair: Its life and times](#)

Accessories




Soft Cushion

Estlega

£15.00 GBP / each

Qty:

Add to Cart




Coloured Cushion

Estlega

£10.00 GBP / each

Qty:

Add to Cart



Striped Cushion

Estlega

£10.00 GBP / each

Qty:

Add to Cart

# What the field looks like in the User Interface

£100.00 GBP / each

\*Pricing Information

Qty:

£100.00 GBP / each

\*Pricing Information

Qty:

- 5
- 7
- 9
- 11

£100.00 GBP / each

\*Pricing Information

Qty:

Minimum Quantity

Interval Quantity

If the minimum quantity or interval is not respected, the 'Qty' field will be red (the purchase requisition will fail if you try to purchase cart)



# Catalogue Setup and Explanation

Packing Quantity	MinimumQuantity
2	5

**Field type:** integer (number without decimal point)

# Related Items



## Sitting Room Sofa

Supplier: [Estlega](#)  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**

**£100.00 GBP** / each

[\\*Pricing Information](#)

Qty:

### Mandatory Items



#### Sitting Room Chair

Supplier: [Estlega](#)  
Supplier Part #: **ArmChair**  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Punchout Enabled:

**£50.00 GBP** / each

Qty:

[Add to Cart](#)

[Add to Favorites](#)

### Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

### Product Specifications

Price: **£100.00 GBP**  
Supplier: [Estlega](#)  
Supplier Part #: **Sofa**  
Manufacturer:  
Available in: **4 Day(s)**  
Best Price/Top Item:   
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**  
Punchout Enabled:

### Pricing and Quantity Terms

#### Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

#### Minimum Order Quantity

Minimum Order Quantity for this product is 5.

#### Quantity Intervals

This product should be ordered in multiples of 2.

### Reference Documents

[History of chairs](#)  
[The Chair: its life and times](#)

### Accessories



Soft Cushion  
Estlega  
**£15.00 GBP** / each

Qty:

[Add to Cart](#)



Coloured Cushion  
Estlega  
**£10.00 GBP** / each

Qty:

[Add to Cart](#)



Striped Cushion  
Estlega  
**£10.00 GBP** / each


Qty:

[Add to Cart](#)

# What the field looks like in the User Interface

Supplier: [Estlega](#) £100.00 GBP / each  
Supplier Part #: Sofa \*Pricing Information  
Manufacturer:  
Available in: 4 Day(s) Qty: 5




**Mandatory Items**

Item	Price	Qty
<input checked="" type="checkbox"/>  <b>Sitting Room Chair</b> Supplier: <a href="#">Estlega</a> Supplier Part #: ArmChair Available in: 4 Day(s) Best Price/Top Item: <input type="checkbox"/> Punchout Enabled: <input type="checkbox"/>	£50.00 GBP / each	2

[Add to Cart](#)

Mandatory Items are found right underneath the select item, on top of the 'Add to Cart' button (they are added automatically)

**Accessories**

Item	Price	Qty
 <b>Soft Cushion</b> Estlega £15.00 GBP / each	£15.00 GBP / each	1
 <b>Coloured Cushion</b> Estlega £10.00 GBP / each	£10.00 GBP / each	1
 <b>Striped Cushion</b> Estlega £10.00 GBP / each	£10.00 GBP / each	1

[Add to Cart](#) [Add to Cart](#) [Add to Cart](#)

Related (non mandatory) Items are found at the bottom of the page

# Catalogue Setup and Explanation

RelatedItems-1		RelatedItems-2	
Type	Supplier Part ID	Type	Supplier Part ID
accessories	2772967	mandatory	27721000

**Types:** These are the options available which will create reels at the bottom of the item's page

- Mandatory (forces purchase)
- similar
- sparepart
- accessories
- followup

**Supplier Part ID:** refers to another item within the same catalogue.

## NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)

# WARNING - LIMITATIONS

Related items do not show if they have intervals and can have their minimum limit ignored, however when at the purchase requisition level, it will fail if these are not adhered to.

Qty				
8	* each	£100.00	GBP	£800.00 GBP

Quantity must be specified in intervals of 2

1	* each	£50.00	GBP	£50.00 GBP
---	--------	--------	-----	------------

Quantity specified is less than the required minimum order quantity of 2

# Attachments



## Sitting Room Sofa


Supplier:	Estlega
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)

£100.00 GBP / each

\*Pricing Information

Qty:

### Mandatory Items

<input checked="" type="checkbox"/>		<b>Sitting Room Chair</b> Supplier: Estlega Supplier Part #: ArmChair Available in: 4 Day(s) Best Price/Top Item: <input type="text"/> Punchout Enabled: <input type="text"/>	£50.00 GBP / each	Qty: <input type="text" value="2"/>
-------------------------------------	---	--	-------------------	-------------------------------------

Add to Cart

Add to Favorites

### Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

### Product Specifications

Price:	£100.00 GBP
Supplier:	
Supplier Part #:	Sofa
Manufacturer:	
Available in:	4 Day(s)
Best Price/Top Item:	<input type="text"/>
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	<input type="text"/>

### Pricing and Quantity Terms

#### Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

#### Minimum Order Quantity

Minimum Order Quantity for this product is 5.

#### Quantity Intervals

This product should be ordered in multiples of 2.

### Reference Documents

[History of chairs](#)  
[The Chair: Its life and times](#)

### Accessories

Soft Cushion

Estlega

£15.00 GBP / each

Qty:

Add to Cart

Coloured Cushion

Estlega

£10.00 GBP / each

Qty:

Add to Cart

Striped Cushion

Estlega

£10.00 GBP / each

Qty:

Add to Cart

# What the field looks like in the User Interface

## Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Attachment Section with a list of available attachments

The screenshot shows a user interface with a sidebar on the left containing a list of reference documents: 'History of chairs', 'The Chair: its life and times', and 'Accessories'. The main content area on the right displays the details for the selected document, 'History of chairs'. This details view is divided into two columns. The left column contains two sections: 'PHYSICAL ATTRIBUTES' with a bulleted list of characteristics (Wooden, Metal dowels, Nails, Have been cut, Drilled, Slotted, No trace of glue, Foldable, Stained, Sealed, Branded by owner, No manufacturers branding, Scrapes, spills, water damage) and 'HOW THEY WERE MADE' with a single bullet point 'Most likely hand assembled'. The right column contains a section titled 'AQUISITION' (sic) which provides a narrative paragraph about the discovery of the chairs in Beacon, NY, mentioning a search for old wooden folding chairs and a purchase from Dickinson's Antiques.

Clicking on one of these links will open the attachment in a new window

# Catalogue Setup and Explanation

Attachments-1		Attachments-2	
Source	Description	Source	Description
<a href="https://abc.com/my_certificate.jpg">https://abc.com/my_certificate.jpg</a>	Certificate of Analysis	<a href="https://abc.com/my_video.wav">https://abc.com/my_video.wav</a>	Show and tell presentation

**Source:** URL linking to the image (can be a static, but this is not recommended)

**Description:** the name of the document within the item

## NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)