



SAP Ariba 

# Catalog Images Guide

Public







# Catalog Images Guide

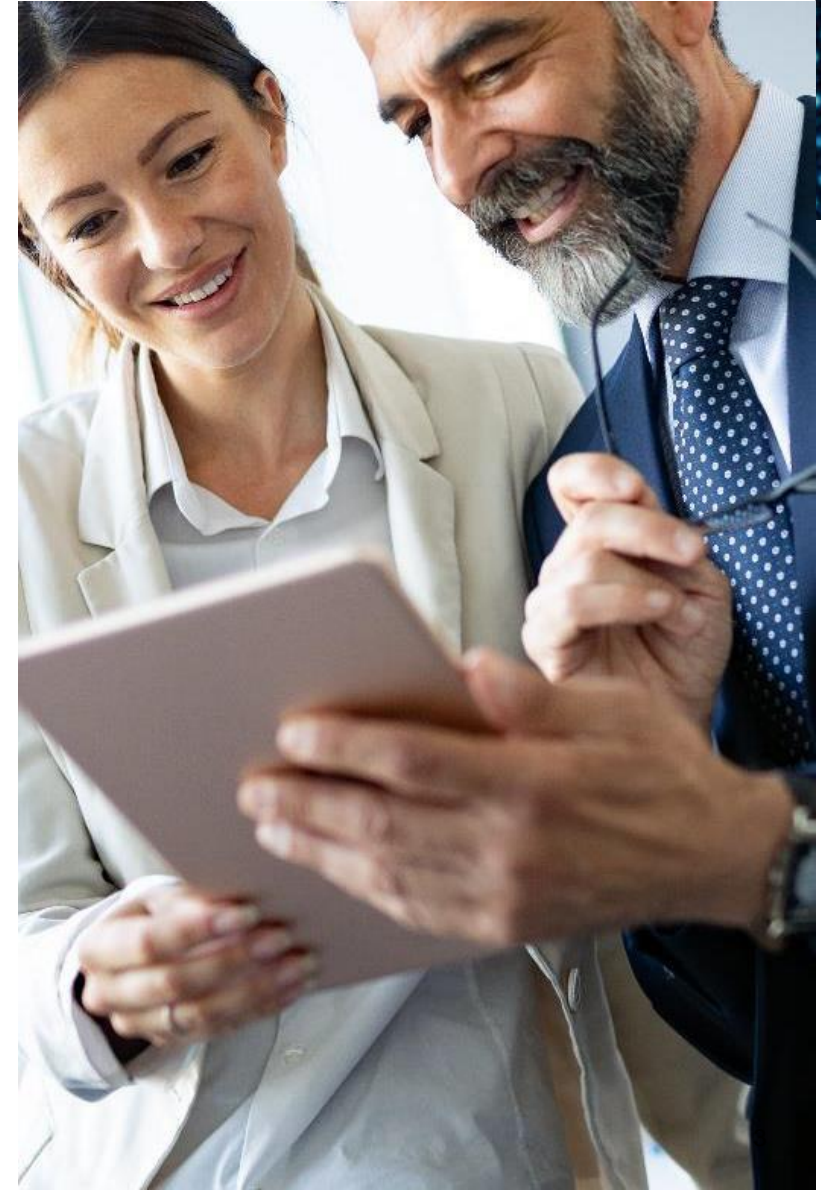
PUBLIC





# AGENDA

- 01  Introduction
- 02  About item images
- 03  How to load Item Images
- 04  Common causes of display issues



# Introduction



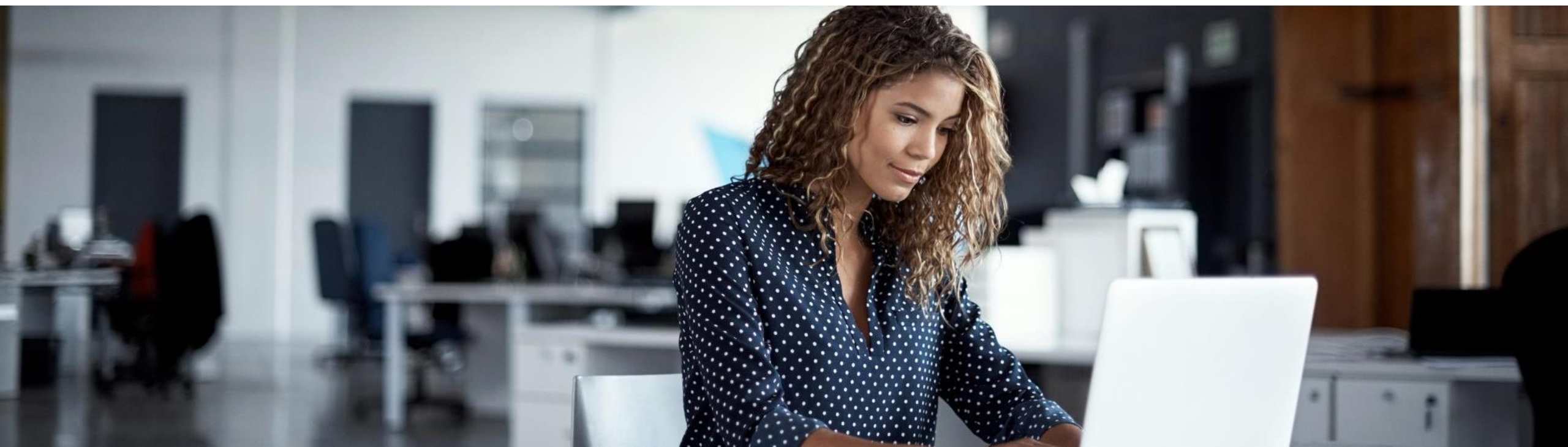
Your customer experience can be improved by providing images in your catalog



This guide contains training and instructions on how to link images to your catalog items



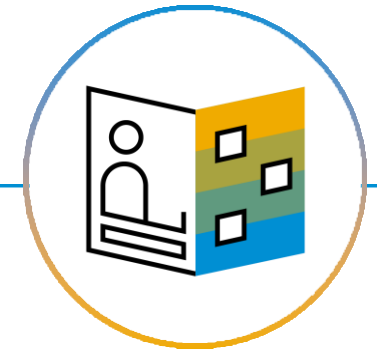
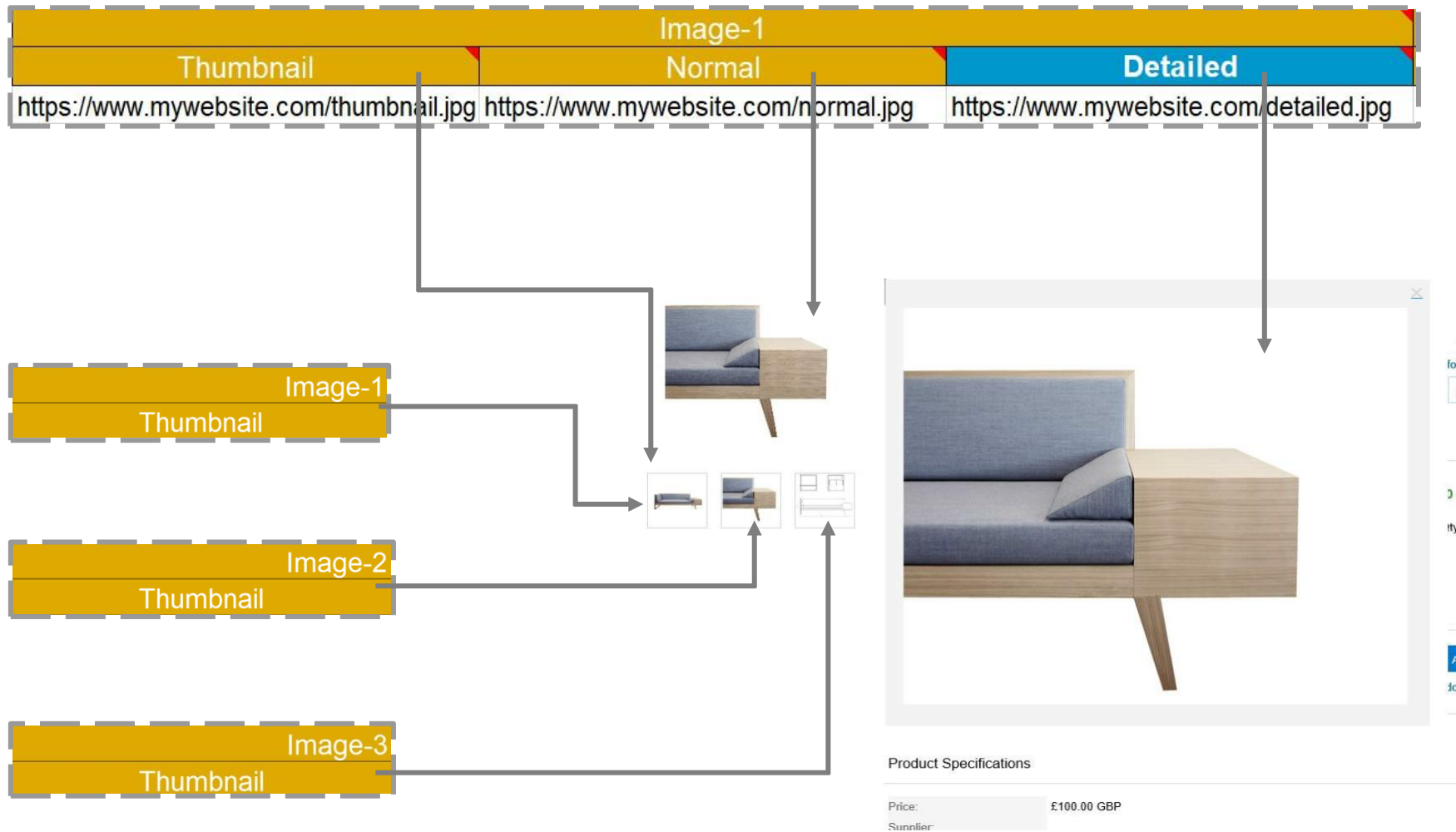
# About the Item Image



# Associating an Image with an Item

- There are two ways to populate images in your catalog:
  - URLs  
refer to a remote image, using a URL, specified in the catalog file; if URLs are specified, the images are stored on a supplier's website - **recommended option**
  - Local Images  
image file names, specified in the catalog file, refer to a local image; images are pulled from a local directory
- For each catalog item associated with an image, URLs or filenames are specified in the fields Image and Thumbnail
- Each catalog item can be associated with :
  - Thumbnail image
  - Only a full-size image (**recommended option**)  
(Detailed (Excel catalog type) and Image (CIF catalog type))
  - Both
- Images must be in JPEG/JPG, GIF, PNG, BMP or TIFF format. (regardless of catalog type)

# Local / URL Image Setup and UI display



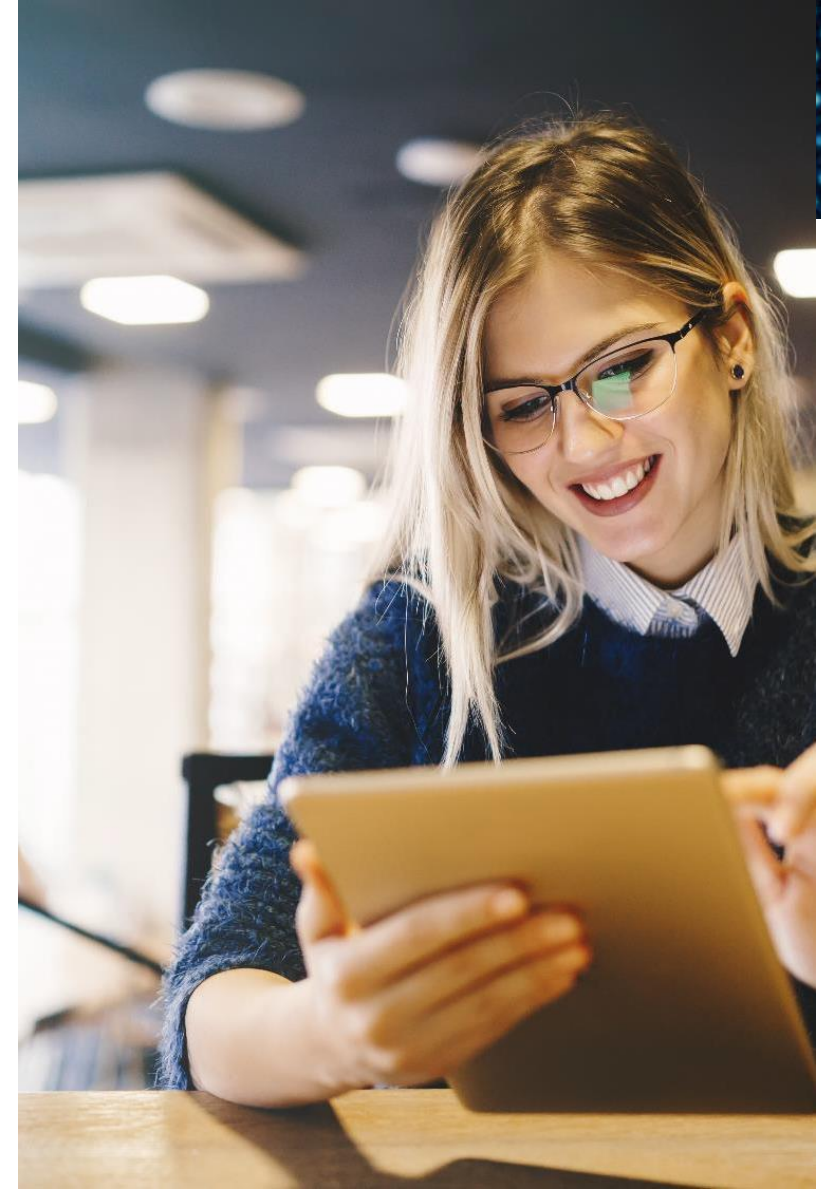
## NOTA BENE

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)



# Full-Size & Thumbnail Images

- Thumbnail images are preview images of the items.
- The “Image” field is for enlarged images of the product at the item-detail level
- Procurement systems displays thumbnails immediately after users search and the full-size image if users click on the thumbnail image
- If only a full-size image is provided, the procurement system scales the image to generate a thumbnail image
- If only a thumbnail image is provided, a full-size image cannot be generated from it
- If both thumbnail and full-size images are provided, the search will use both in the scale provided





# Image Format - Thumbnail

- Maximum size is 200 x 200 pixels, however thumbnail images larger than 80 x 80 pixels will be resized to fit these dimensions
- Recommended file size of less than 50Kb.
- Images that do not have an equal length and width may be distorted in the display
- Image file name cannot contain special characters in it (system will fail)
- Thumbnail image only is not sufficient, always provide with a corresponding full-size image
- Image file name in the catalog template must be identical with the name of the local image file (including upper and lower case)



# Image Format – Full-size Image

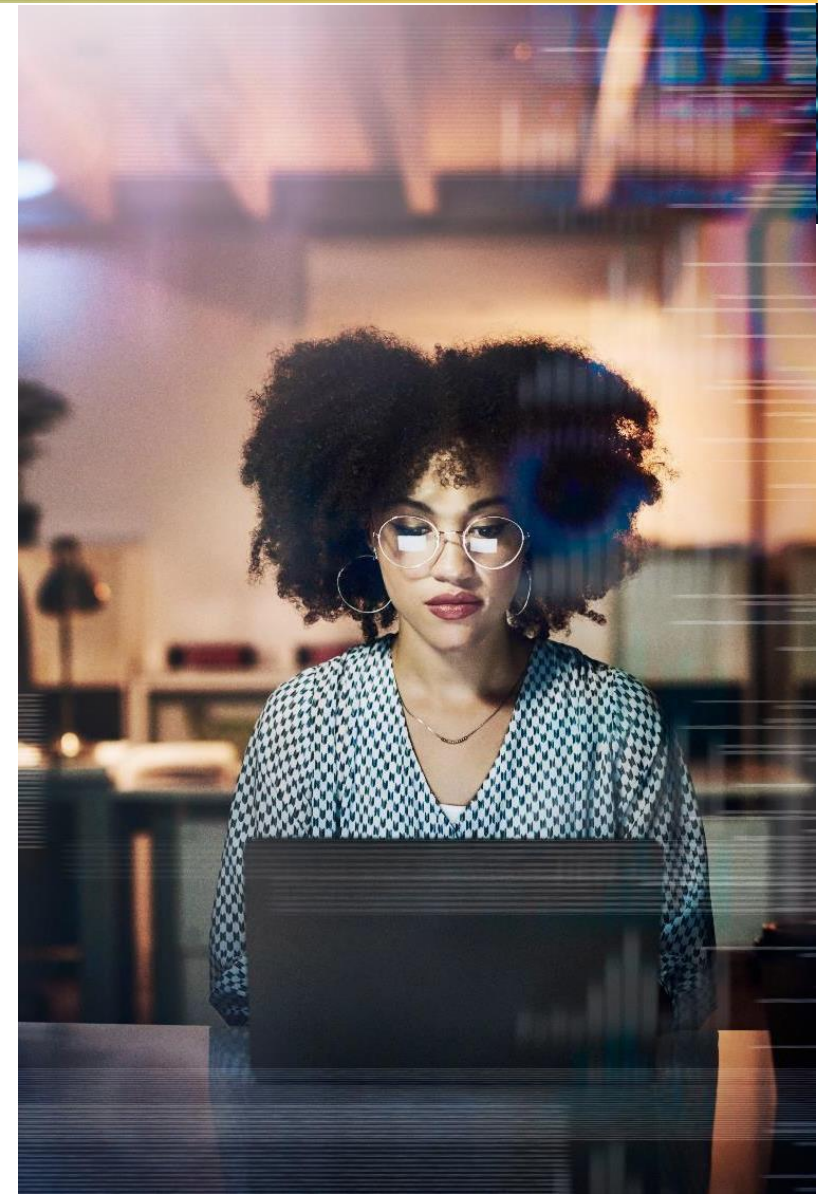
- Maximum size is 500 x 500 pixels, however this limitation is set by default and can be lowered or increased depending on your customer's setup. If you are seeking a particular size, please align further with them
- Recommended file size of less than 90 KB
- Image file name cannot contain special characters in it (upload will fail)
- Image file name in the catalog template must be identical with the name of the local image file (including upper and lower case)





# Image Format – URL

- The Size limitation follow the same logic as the static images
- The needed protocol is ' https://' and not to use commas in your link
- Always include the extension in the image name (e.g.: <https://myonlineimages.co.uk/image1.jpg>)
- If you provide URLs, you must store your images on a publicly-accessible website so that procurement applications can retrieve them and cache them locally
- Your image website must be available at all times
- The URL can contain a query or automated script (for example: <https://www.lawnsRUs.com/scripts/search.asp?find=lawnmower.jpg>), as long as a single image is retrieved, not other information such as text or HTML
- The URL must point to the specific product image (not to a product page or program serving up images)





# How to load Item Images



# URL Images

- List the image URL in the image and/or thumbnail field of the catalog file (starting with “https://”)

EXCEL catalog template

| Image-1   |        |   | Image-2   |        |   |
|-----------|--------|---|-----------|--------|---|
| Thumbnail | Normal | Detailed  | Thumbnail | Normal | Detailed  |
|           |        | <a href="https://myonlineimages.co.uk/image1.jpg">https://myonlineimages.co.uk/image1.jpg</a> |           |        | <a href="https://myonlineimages.co.uk/leftside_image1.jpg">https://myonlineimages.co.uk/leftside_image1.jpg</a>   |
|           |        | <a href="https://myonlineimages.co.uk/image2.jpg">https://myonlineimages.co.uk/image2.jpg</a> |           |        | <a href="https://myonlineimages.co.uk/leftside_image2.jpg">https://myonlineimages.co.uk/leftside_image2.jpg</a>   |
|           |        | <a href="https://myonlineimages.co.uk/image3.jpg">https://myonlineimages.co.uk/image3.jpg</a> |           |        | <a href="https://myonlineimages.co.uk/rightside_image3.jpg">https://myonlineimages.co.uk/rightside_image3.jpg</a> |

CIF catalog template

| Image   | Thumbnail   |
|---|---|
| <a href="https://myonlineimages.co.uk/image1.jpg">https://myonlineimages.co.uk/image1.jpg</a> | <a href="https://myonlineimages.co.uk/image1_thmbnl.jpg">https://myonlineimages.co.uk/image1_thmbnl.jpg</a> |
| <a href="https://myonlineimages.co.uk/image2.jpg">https://myonlineimages.co.uk/image2.jpg</a> | <a href="https://myonlineimages.co.uk/image2_thmbnl.jpg">https://myonlineimages.co.uk/image2_thmbnl.jpg</a> |
| <a href="https://myonlineimages.co.uk/image3.jpg">https://myonlineimages.co.uk/image3.jpg</a> | <a href="https://myonlineimages.co.uk/image3_thmbnl.jpg">https://myonlineimages.co.uk/image3_thmbnl.jpg</a> |

BMEcat catalog file structure

```
<MIME_INFO>
  <MIME>
    <MIME_TYPE>image/jpg</MIME_TYPE>
    <MIME_SOURCE>https://myonlineimages.co.uk/image1.jpg</MIME_SOURCE>
    <MIME_DESCR>Frontansicht</MIME_DESCR>
    <MIME_PURPOSE>detail</MIME_PURPOSE>
    <MIME_ORDER>1</MIME_ORDER>
  </MIME>
</MIME_INFO>
```

- Upload and publish the catalog file on your SAP Business Network account

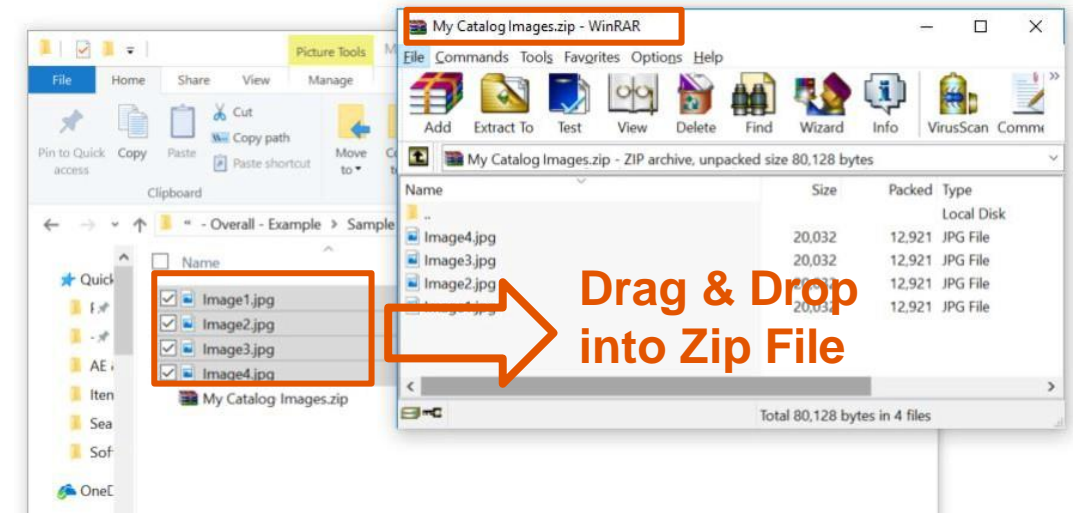


# Local Images

- Put all the images files in a folder and zip it

- ex. images zipped without folder

| Image-1   |        |            |
|-----------|--------|------------|
| Thumbnail | Normal | Detailed   |
|           |        | Image1.jpg |
|           |        | Image2.jpg |
|           |        | Image3.jpg |
|           |        | Image4.jpg |

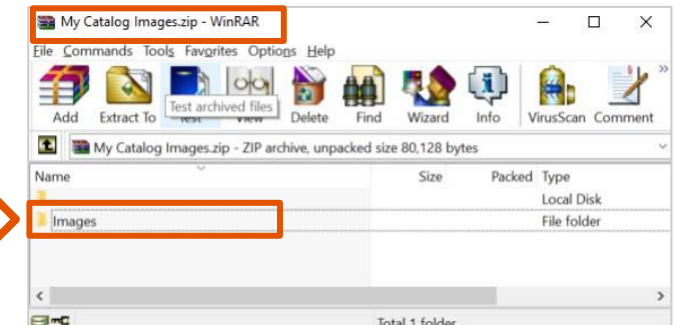


Drag & Drop  
into Zip File

- List the images' filenames in the catalog's '*Image*' and/or '*Thumbnail*'. If you have a folder in your zip file, this needs to be mentioned as well. The filename and image name must match exactly.

- ex. images zipped in folder named "Images"

| Image-1   |        |                   |
|-----------|--------|-------------------|
| Thumbnail | Normal | Detailed          |
|           |        | Images\Image1.jpg |
|           |        | Images\Image2.jpg |
|           |        | Images\Image3.jpg |
|           |        | Images\Image4.jpg |





# How to upload image zip file

- For **CMS buyers** upload local image zip file in SAP Business Network.

SAP Business Network Enterprise Account TEST MODE

## Create a New Catalog

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: Choose File Excel Templ...s Guide.xlsx

Images and Attachments File: Choose File My Catalog Images.zip

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalog

Validate and Publish

- For **non-CMS buyers** e-mail the zip file containing image files to your customer. He/she will upload it to your catalog in buyer's SAP Ariba procurement system.

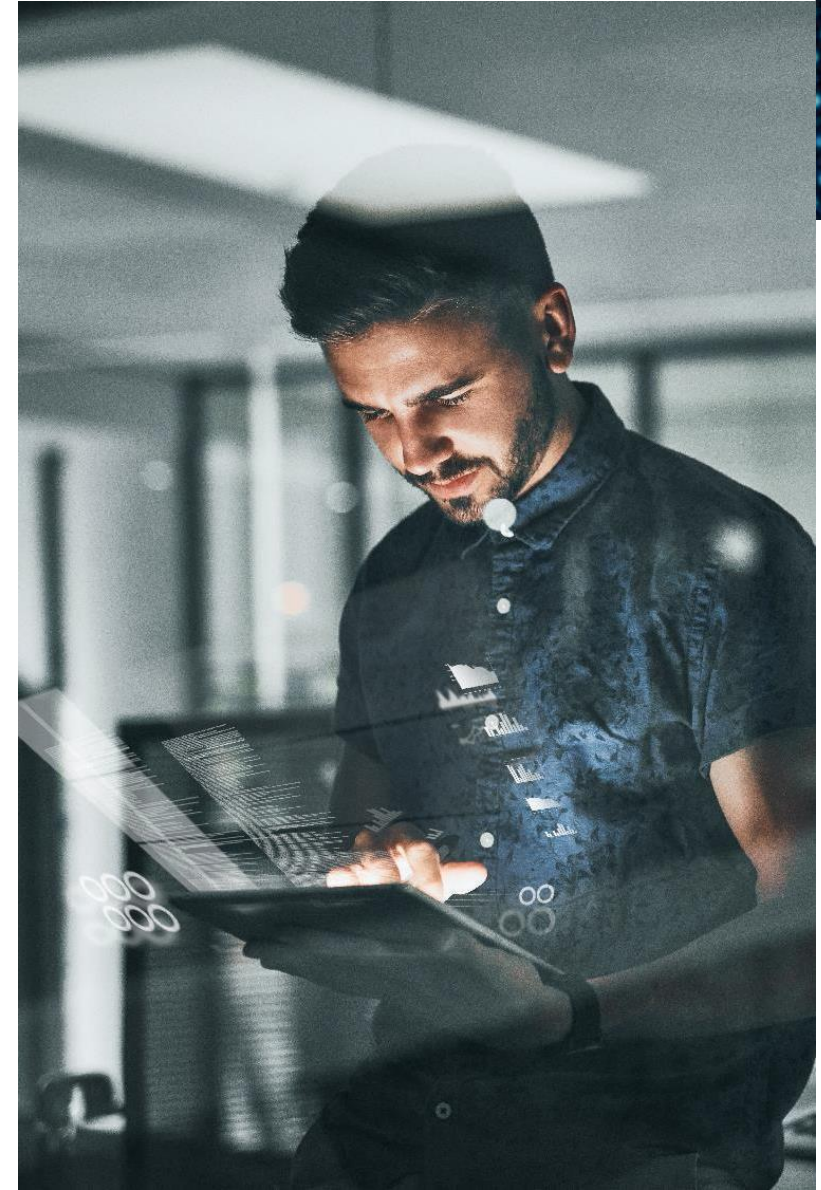
# Common Causes of Display Issues





# Local / Static Images

- The filename does not end with a valid image extension
- The filename and the image file do not match **exactly**
- The filename contains special characters (such as ä or ü), which are not allowed.
- The folder name is not added in the image and/or thumbnail field (see point 2 on page 13)
- The image ZIP file is larger than the accepted size (Nota Bene: Maximum allowed size is 200 MB. If the zip file is larger, image files should be divided into several folders, each of them not exceeding 200 MB)
- The image ZIP file has not been uploaded
- We highly recommend for multi-vendor CIF catalog files to use URL images, not local ones





# URL Images

- The URL does not end with a valid image extension
- The URL contains spaces or commas, which are not valid characters
- The certificate for the domain hosting the image is not trusted by SAP Business Network
- The URL redirects to an image on the internet; the provided URL is sending to a webpage or gallery
- The URL points to an image that is larger than the allowed image size set by SAP Business Network
- URL images are not served over a HTTPS connection
- Your image website is not available all the time or the URL does not lead to a single image but other information such as text or HTML is retrieved.

