

SAP Ariba 

PunchOut Catalog Guide for **Suppliers**

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How to use this guide:

This presentation is **interactive** and contains **process simulations**.
When you see **text like this** or **buttons surrounded this** then it is **interactive**.

Use the **red buttons** [  ] at the top right of your screen to be sent back here

Introduction and Types



What is Punchout Catalog

A **PunchOut** catalog is a type of catalogue that gives **Buyers** access a **Supplier's web-shop** from their SAP Ariba Application.

Punchout Level 1

When referred to a “**Level 1**”, this means the **Buyer** searches for the desired Supplier/PunchOut and then enters at the **Store Level**, i.e. they are sent to the web-shop’s landing page. On entering, the **Buyer** will **search for the Items on the Supplier's web-shop**, then add all desired items to the web-shop’s Basket and return back to the SAP Ariba Application with the Basket containing the selected Items to generate Purchase Requisition.



Estlega Ltd WEB-SHOP
Supplier: **Estlega Ltd**

Buy from Supplier



Superbook ABC Laptop
Supplier: **Estlega Ltd**
Supplier Part #: laptop_1
Available in : 8 Day(s)

\$499.99 USD * / each

Buy from Supplier

Project Specifics



Main Prerequisites for Punchout Suppliers



Business and Technical Requirements on catalog content

Business related topics as per Items available in Your Web-shop, Price, Availability T&Cs. Should be agreed with Buyer prior to enablement process.

Web-shop Configuration

Supplier's must configure their website in order to **accept the ANID** of Buyer.

Security

Supplier's Punchout site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)**. HTTPS protects all parties in Punchout sessions: Buyer Ariba Network, and the Punchout site.

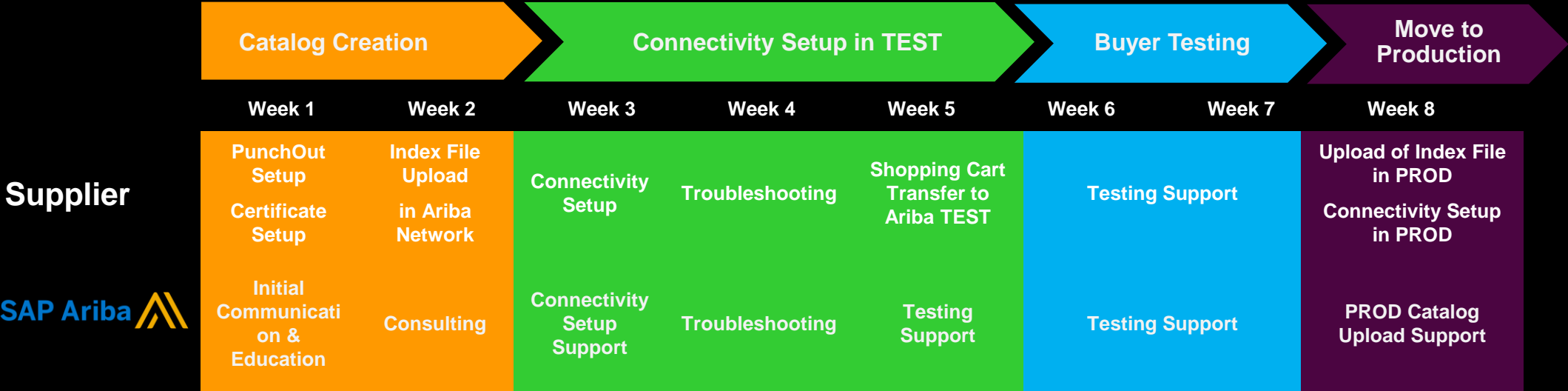
Commodity Codes Required for Items

It is compulsory to associate a commodity code for each item in your Web-shop. A list of **commodity codes** is available in the Supplier Information Portal which is accessible from every Ariba Network account.

Consult cXML Documentation

In order to configure your website to transact and exchange Data with SAP Ariba Network and SAP Ariba Procurement Application via cXML. **cXML Solutions Guide** and the **cXML User Guide** are available in the Supplier Information Portal.

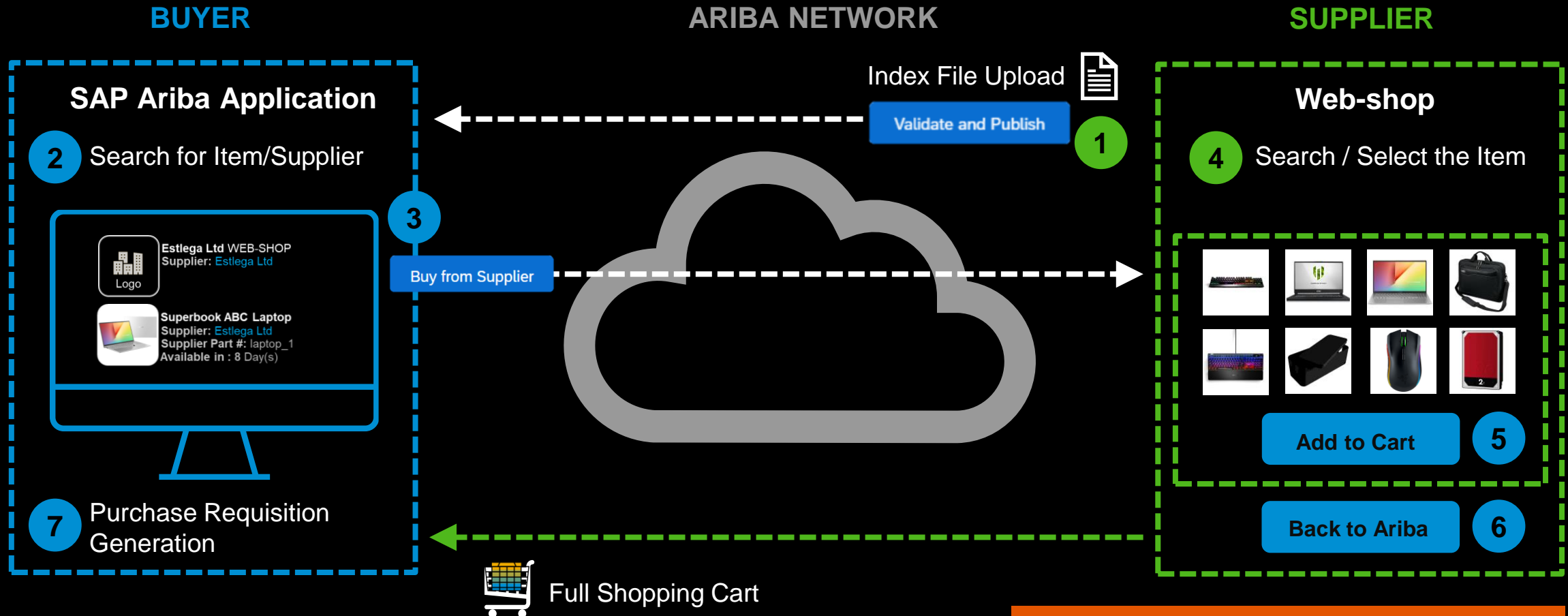
Project Timelines



System Architecture



Process Architecture: Functional and Purchase Operations

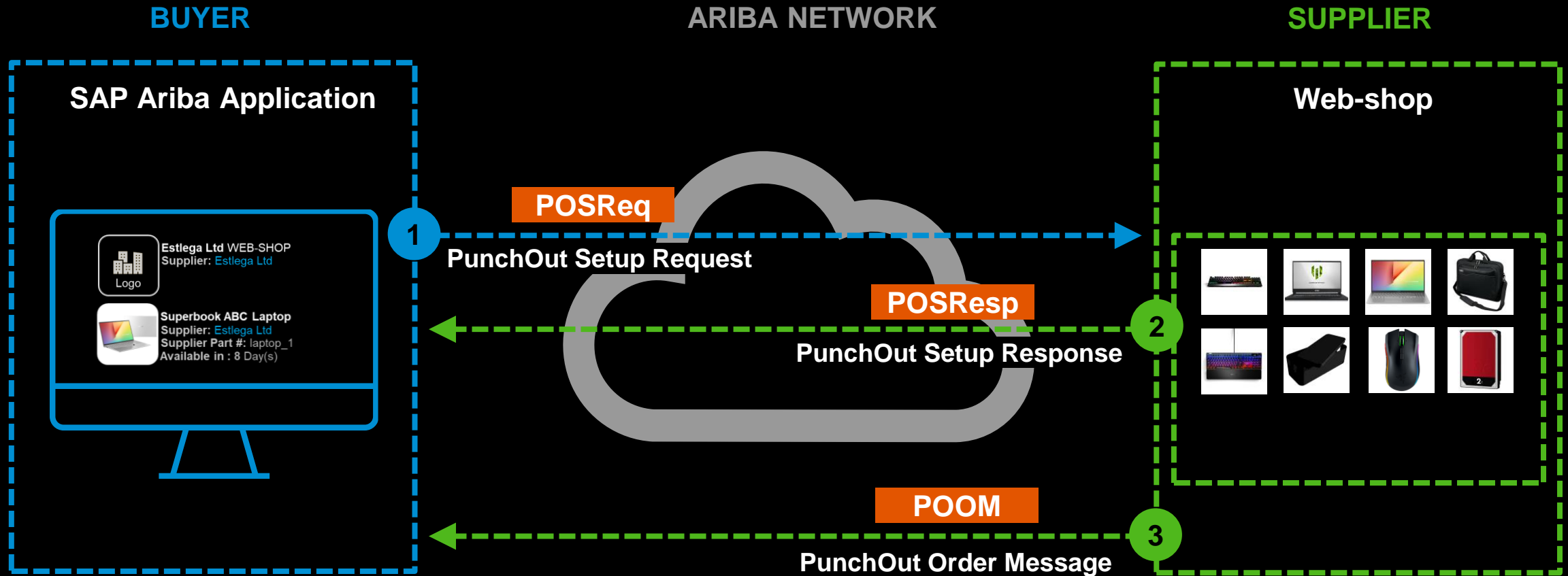


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

cXML Message Flow

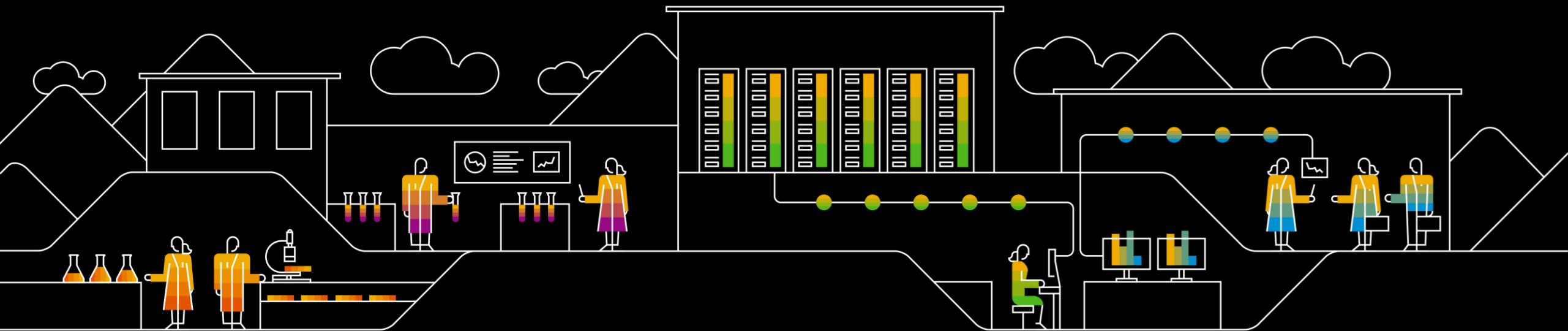


[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

[Click here for PURCHASE Simulation](#)

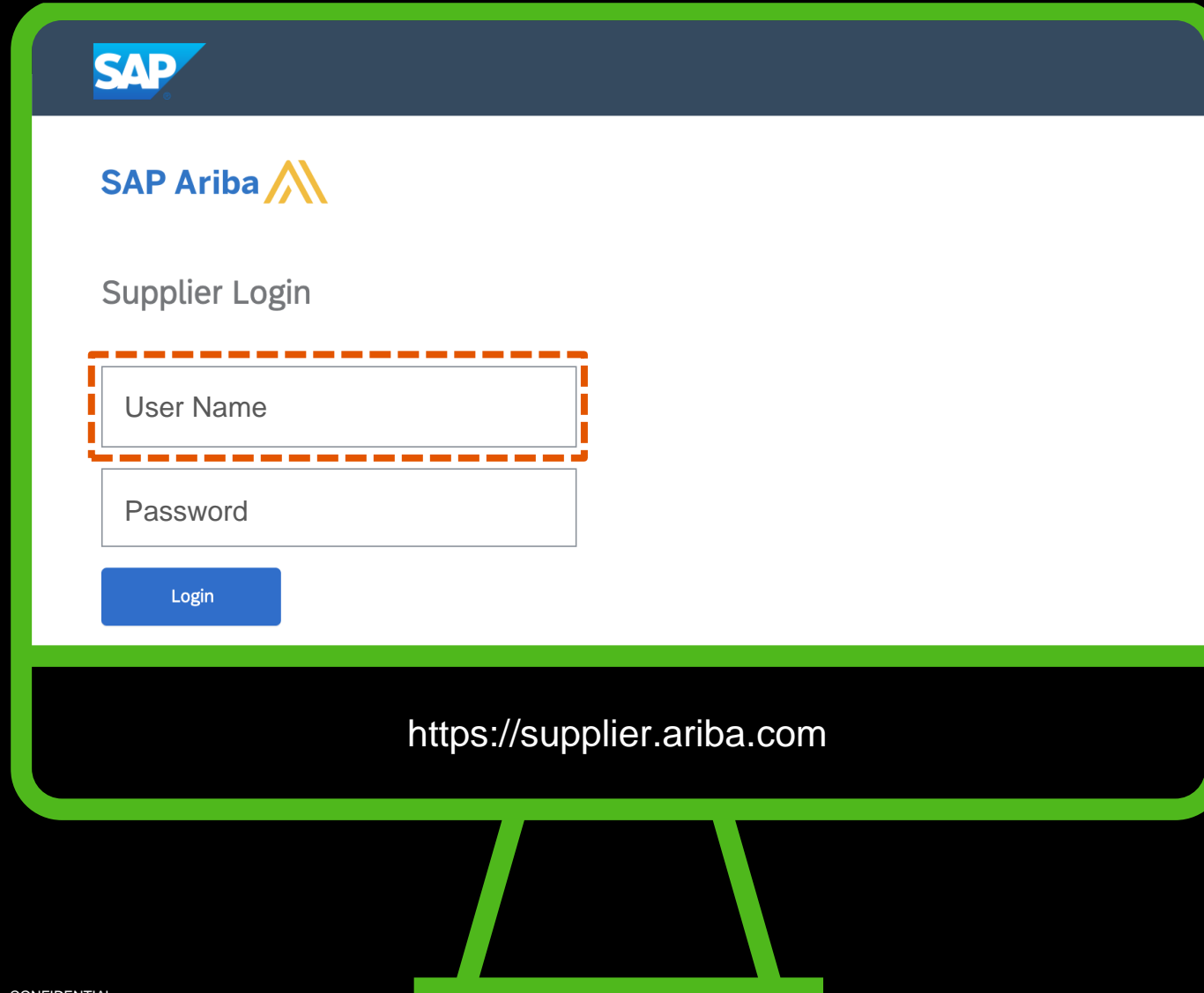
Ariba Network Account Configuration



Ariba Supplier Portal

1

Enter your **Supplier**
Credentials [press on
the **User Name** field]



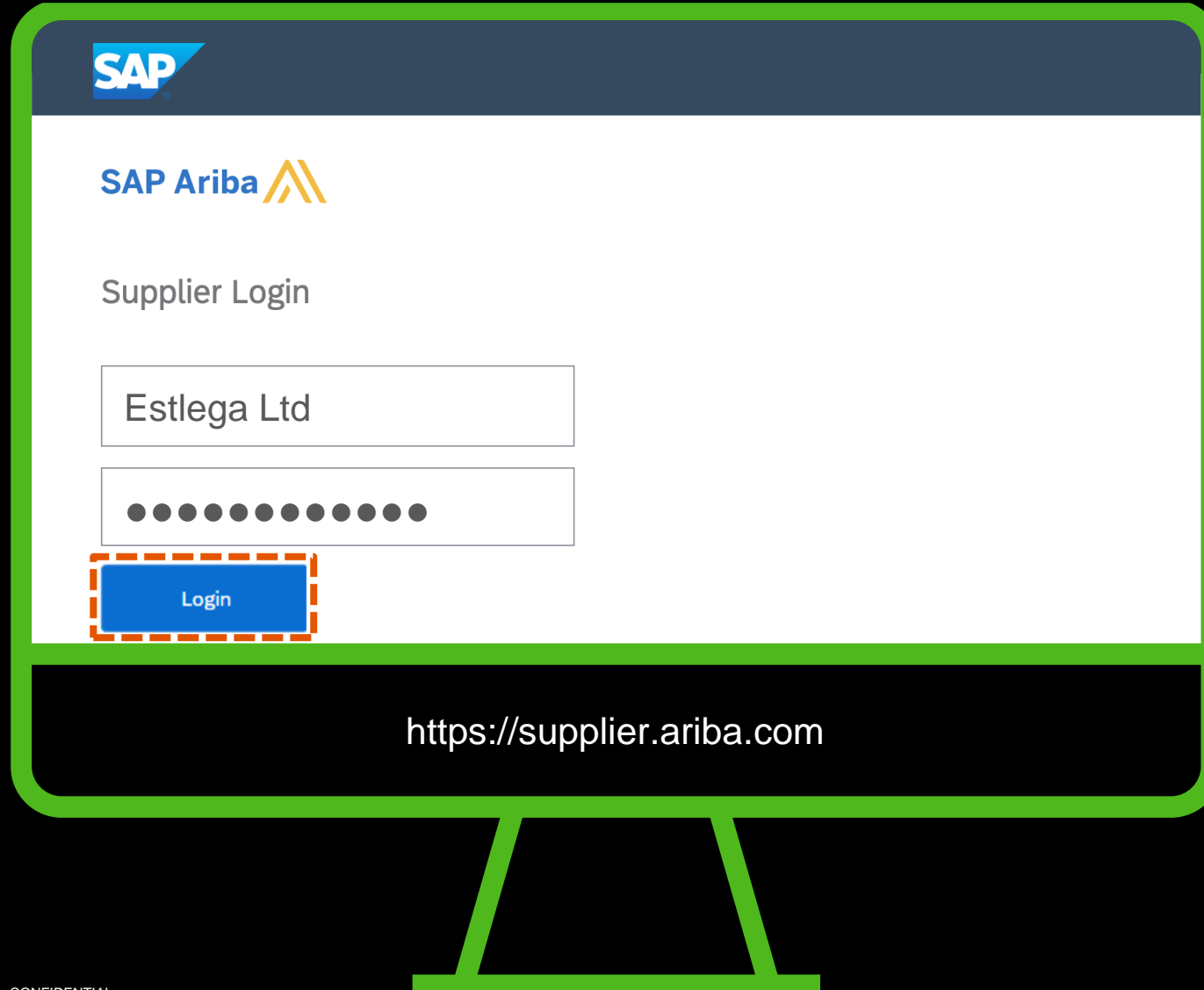
The screenshot shows the SAP Ariba Supplier Login interface. At the top is the SAP logo. Below it is the SAP Ariba logo. The title "Supplier Login" is centered. There are two input fields: "User Name" and "Password". The "User Name" field is highlighted with a dashed orange border. Below the input fields is a blue "Login" button. The URL "https://supplier.ariba.com" is displayed at the bottom of the page. An orange arrow points to the right side of the monitor frame.

Log in



2

Click on **Login**



SAP

SAP Ariba

Supplier Login

Estlega Ltd

.....

Login

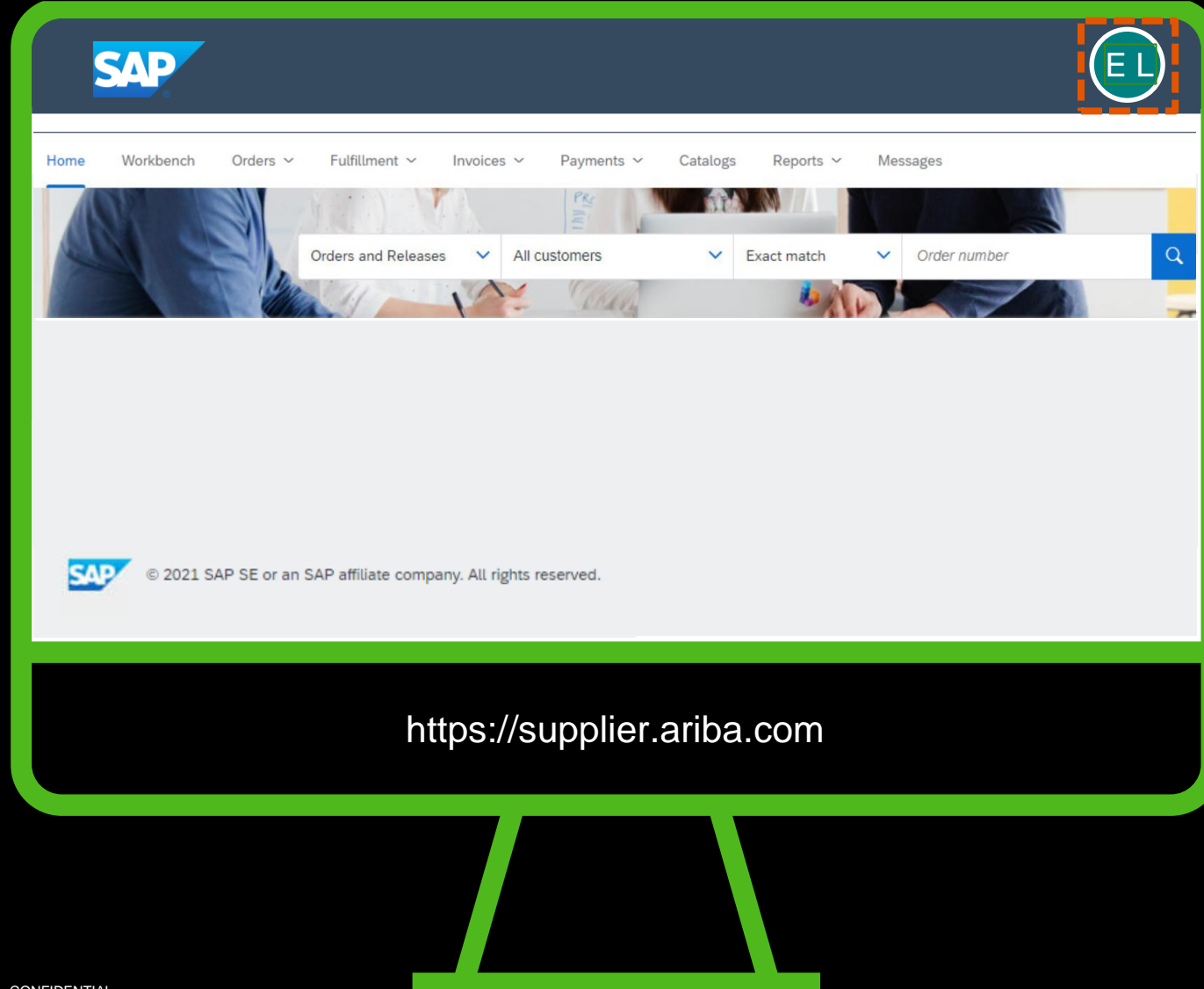
<https://supplier.ariba.com>

Landing AN Page



3

On Top Left of the
screen Click on
**Account Setting
Icon**



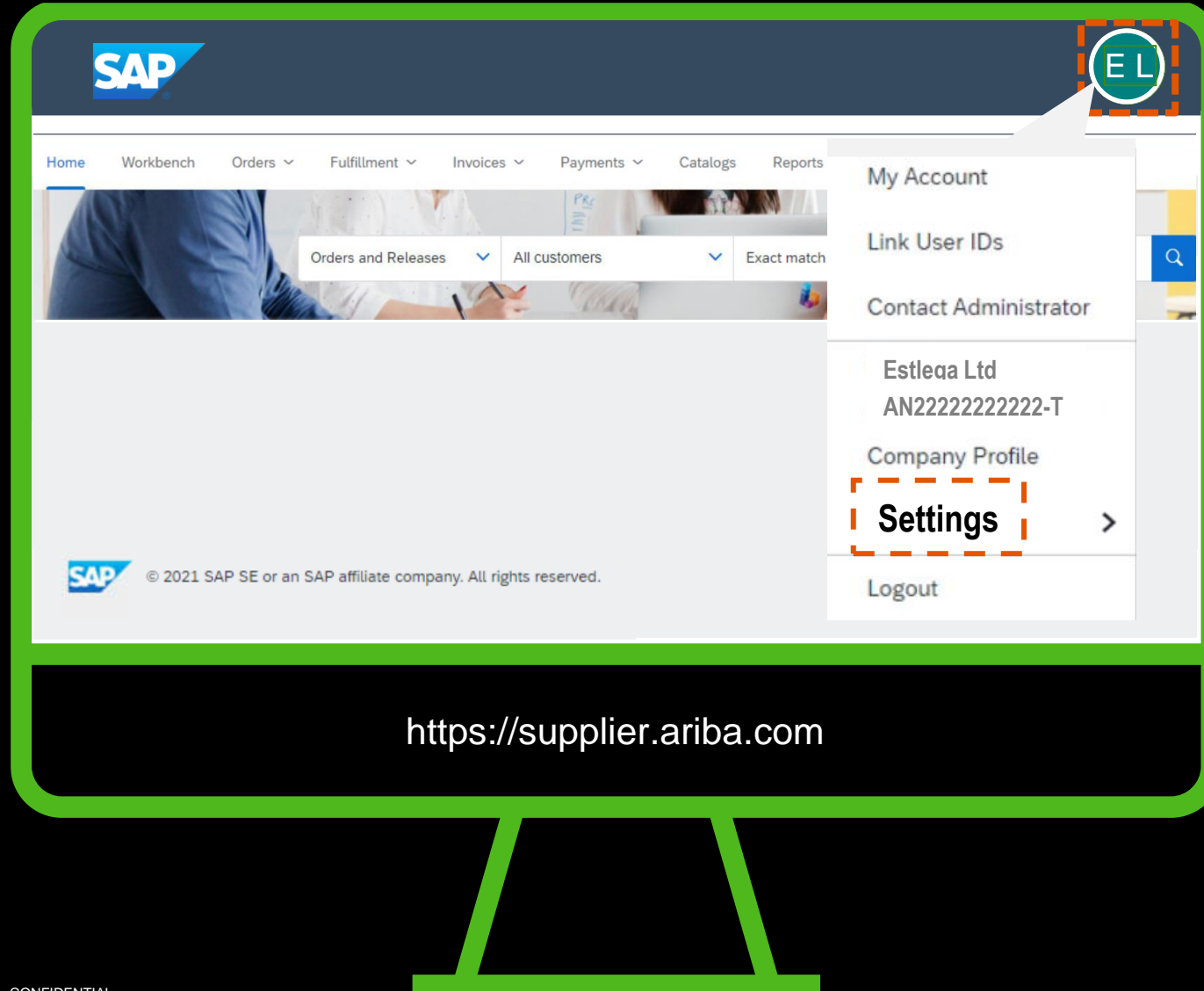
Settings



Refresh

4

From Drop-down
menu, click on
Settings



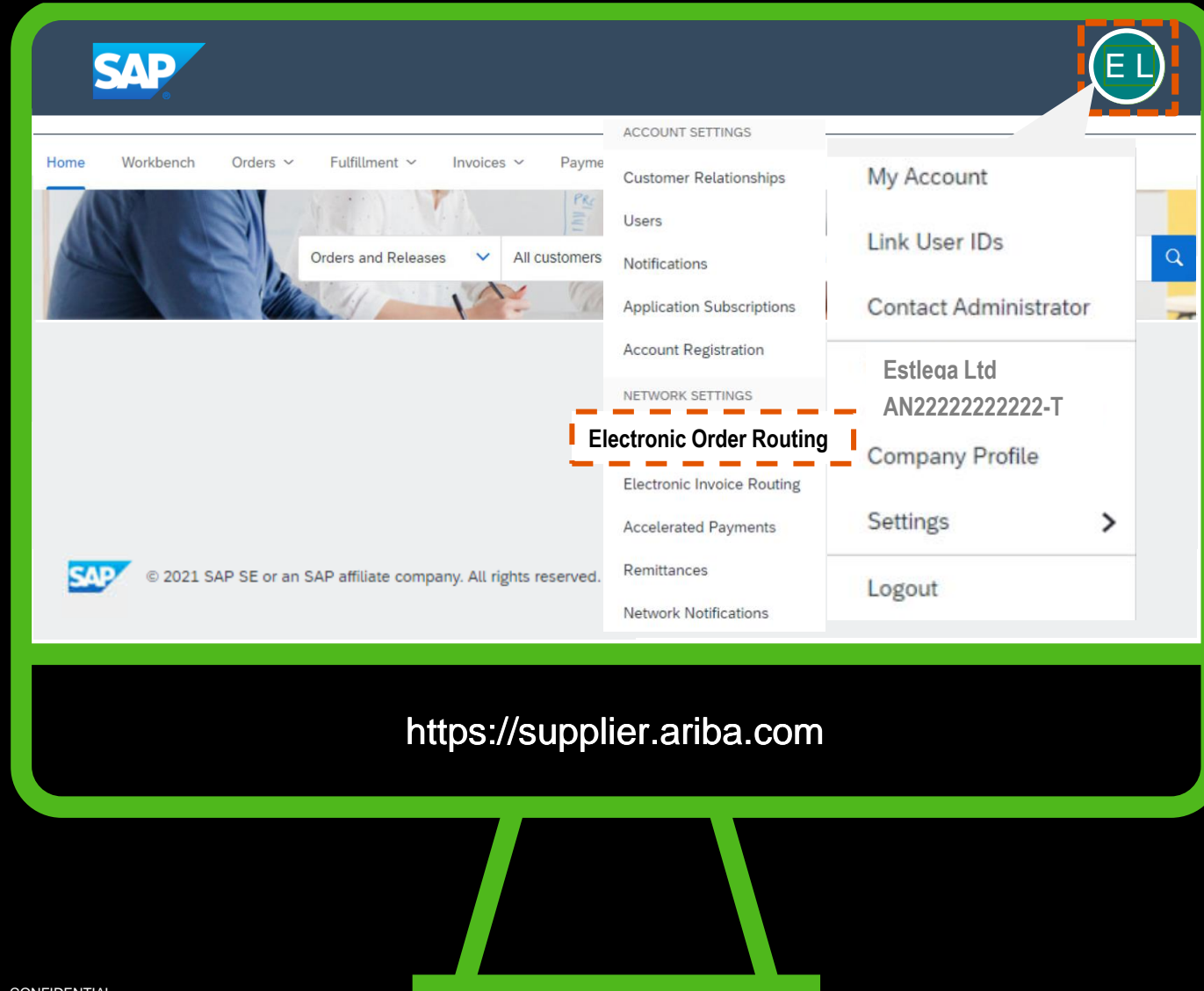
Settings



Refresh

5

From Drop-side
menu, click on
Settings



Electronic Order Routing



Index



Refresh

6

Click on **Configure cXML (native) integration**

SAP

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

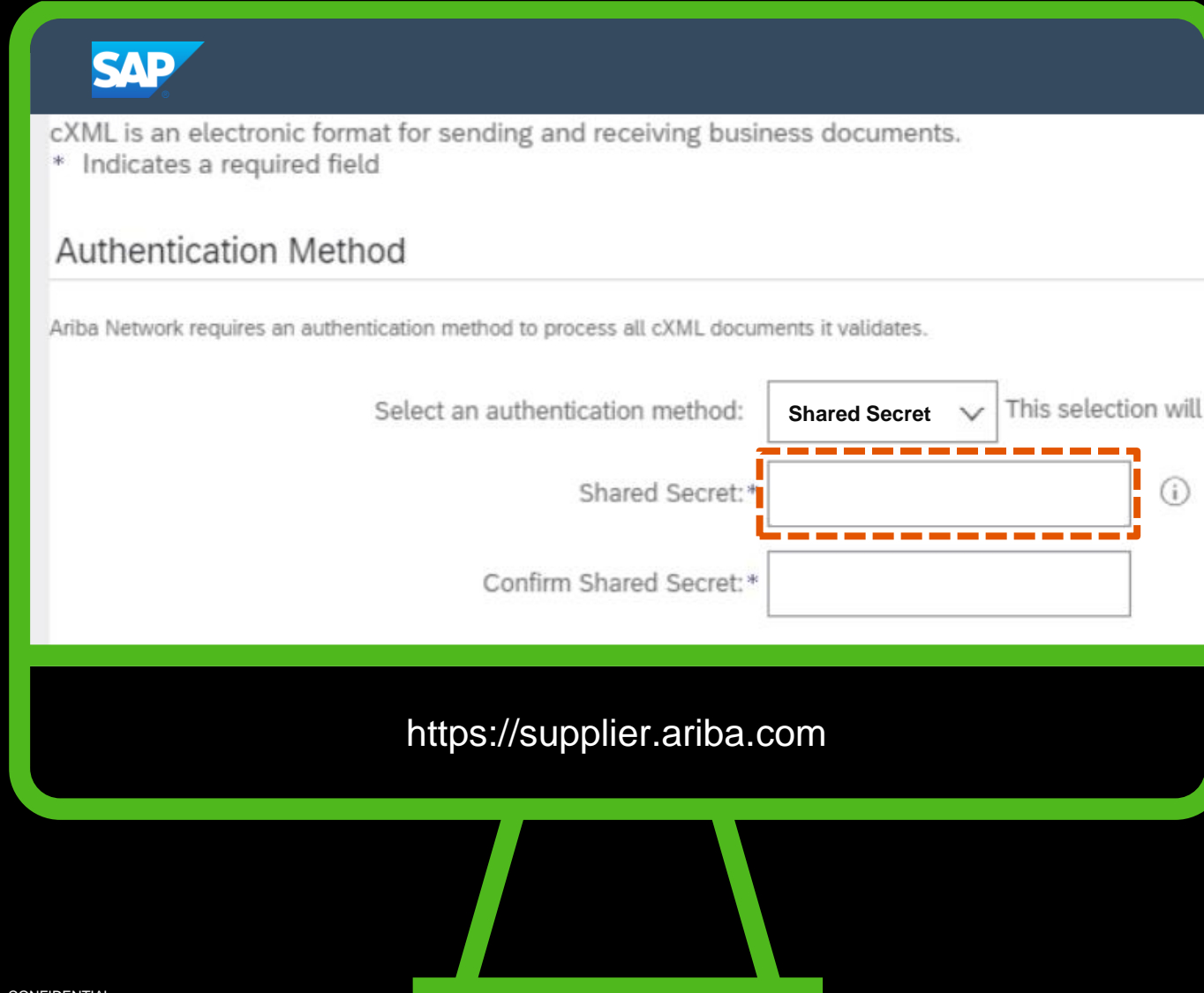
https://supplier.ariba.com

Authentication

7

Select and Configure
the Authentication
Method (**Shared Secret**
Or Certificate)

If you select Shared
Secret, **Insert the value**



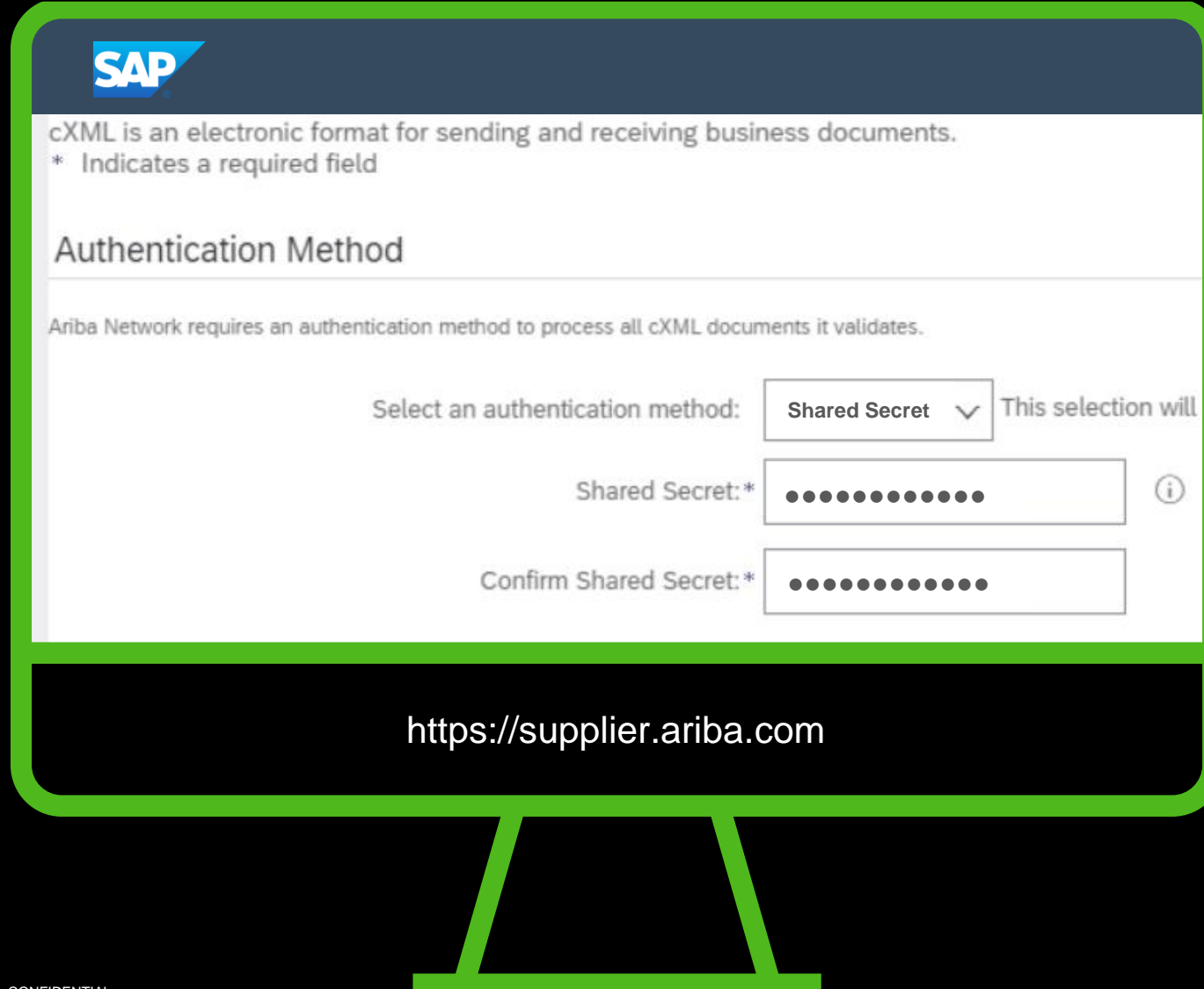
The screenshot shows the SAP Ariba Network configuration interface for authentication. At the top is the SAP logo. Below it, a text box explains that cXML is an electronic format for sending and receiving business documents, with an asterisk indicating required fields. The main section is titled 'Authentication Method'. A note states that Ariba Network requires an authentication method to process all cXML documents. The 'Select an authentication method:' dropdown menu is set to 'Shared Secret'. To the right of this dropdown is the text 'This selection will'. Below the dropdown, the 'Shared Secret: *' field is highlighted with a dashed orange border and contains an information icon (i). The 'Confirm Shared Secret: *' field is empty. At the bottom of the screen, the URL 'https://supplier.ariba.com' is displayed.



Shared Secret

8

Now **Scroll
Down**
And click on
Save



SAP

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network requires an authentication method to process all cXML documents it validates.

Select an authentication method: **Shared Secret** ▼ This selection will

Shared Secret: *

Confirm Shared Secret: *

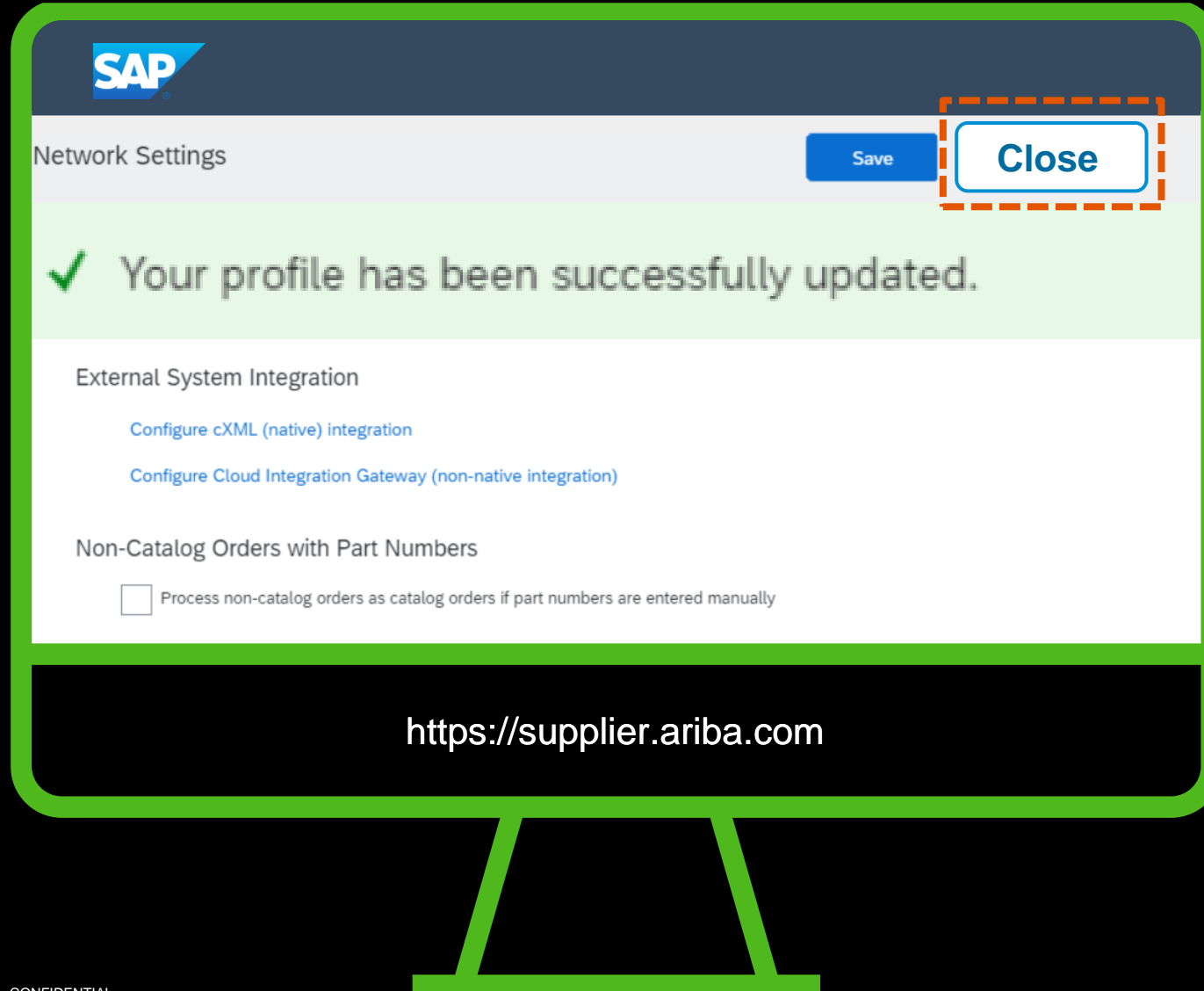
<https://supplier.ariba.com>

End of Setup



9

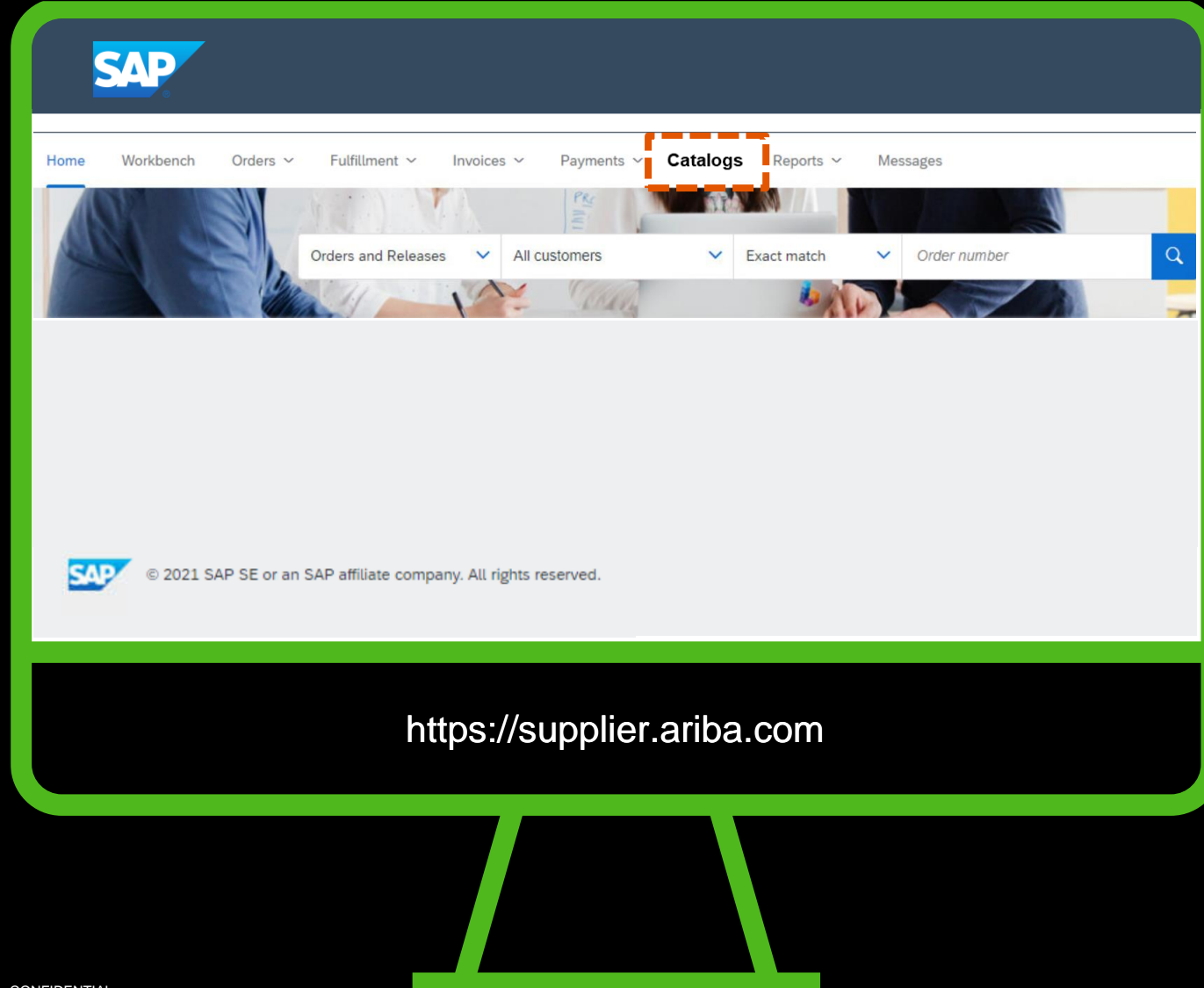
Click on **Close** and you will be sent to the page explaining how to fill in the **INDEX FILE**



Main Page

10

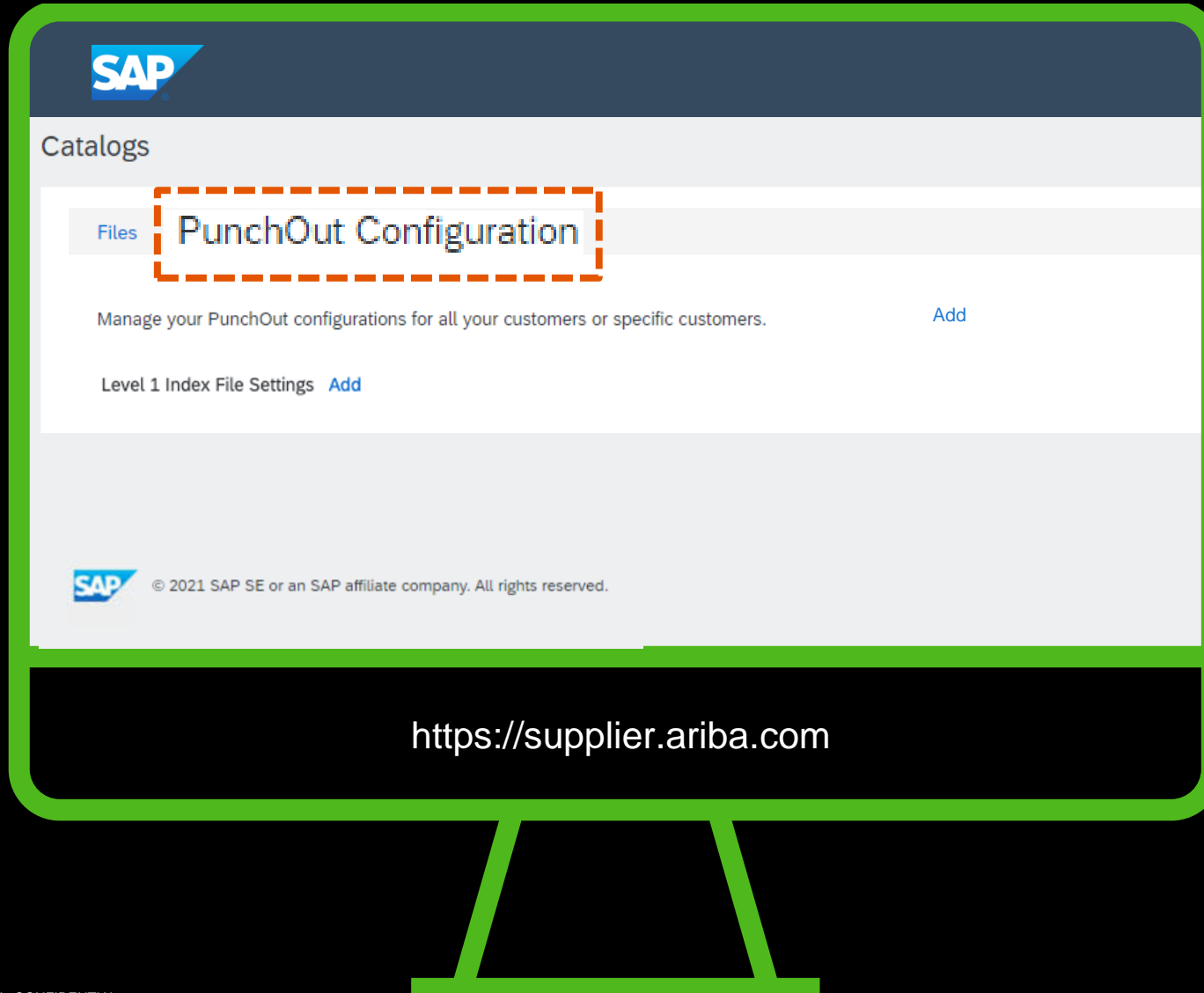
Go back to the Main
page and Click on
Catalogs Tab on
Top



Catalog Page

11

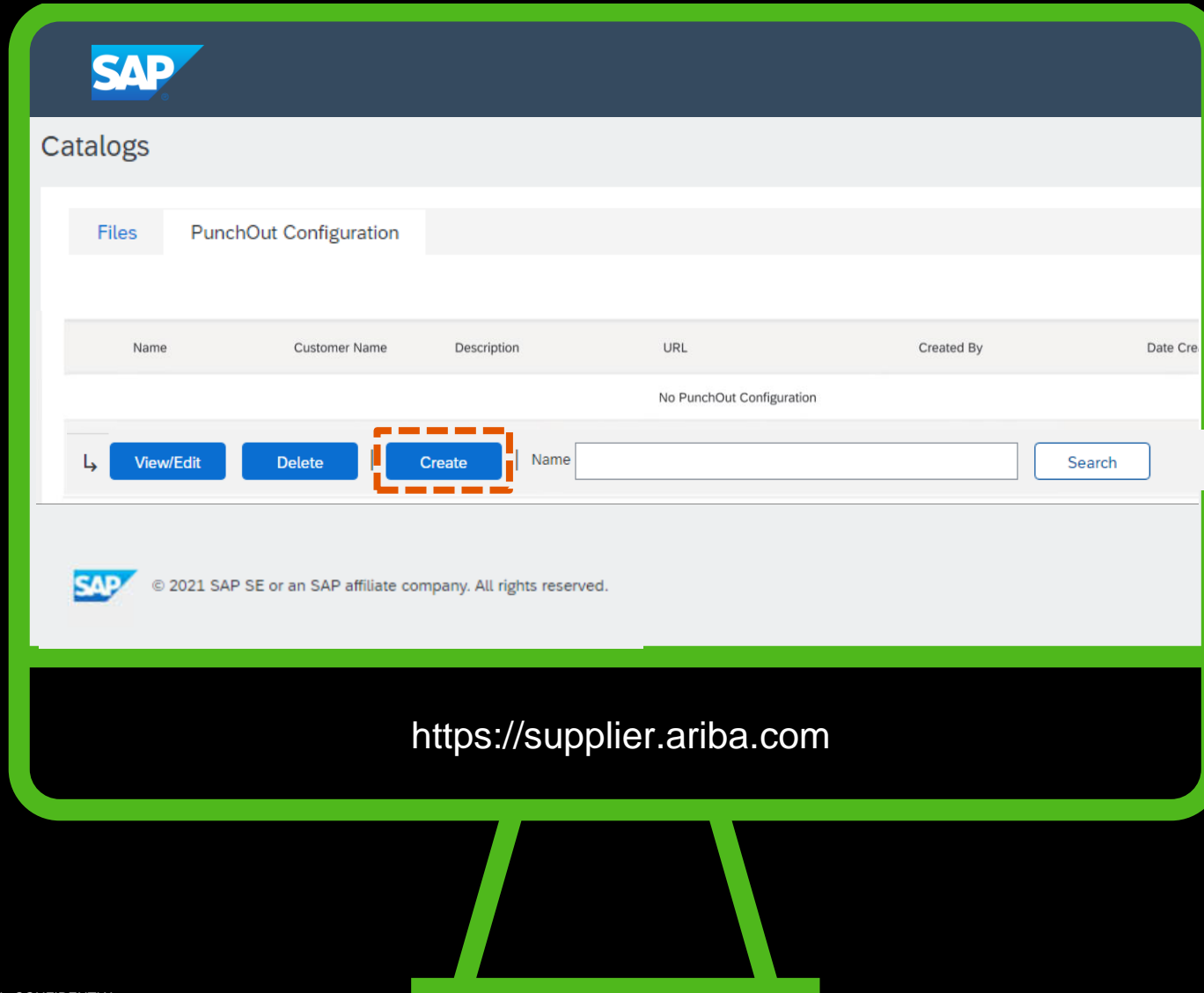
Click on **PunchOut Configuration** Tab



PunchOut Configuration

11

Click **Create** to add
a **New PunchOut
Configuration**



The screenshot shows the SAP 'Catalogs' interface for 'PunchOut Configuration'. It features a table with columns: Name, Customer Name, Description, URL, Created By, and Date Created. The table is currently empty, displaying 'No PunchOut Configuration'. Below the table are three buttons: 'View/Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a red dashed border. To the right of the buttons is a 'Name' search field and a 'Search' button. An orange arrow points from the right towards the 'Create' button. The SAP logo is in the top left corner, and the footer contains the text '© 2021 SAP SE or an SAP affiliate company. All rights reserved.' Below the screenshot, the URL 'https://supplier.ariba.com' is displayed.

Name	Customer Name	Description	URL	Created By	Date Created
No PunchOut Configuration					

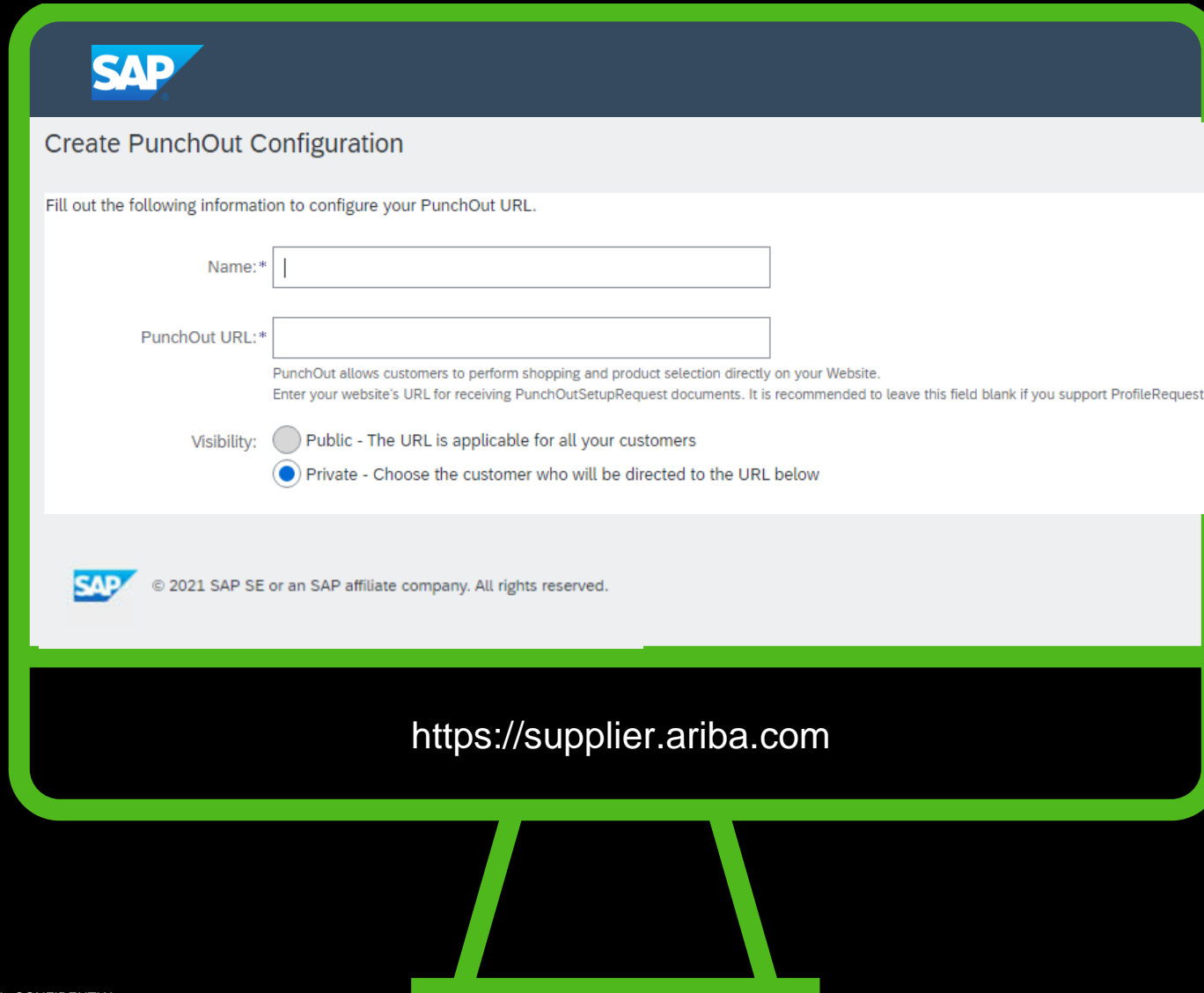
View/Edit Delete **Create** Name Search

https://supplier.ariba.com

PunchOut Configuration – Name and PunchOut URL

12

Provide a **Name**
and a **PunchOut URL** for the new
Configuration
(Web-shop's URL)



The image shows a SAP web interface for creating a PunchOut configuration. The form is titled 'Create PunchOut Configuration' and includes instructions to fill out information for configuring the PunchOut URL. It features two input fields: 'Name:*' and 'PunchOut URL:*'. Below the 'PunchOut URL:*' field, there is a note explaining that PunchOut allows customers to perform shopping and product selection directly on the website, and it is recommended to leave the field blank if supporting ProfileRequest. The 'Visibility' section has two radio buttons: 'Public - The URL is applicable for all your customers' (selected) and 'Private - Choose the customer who will be directed to the URL below'. The footer of the form includes the SAP logo and copyright information: '© 2021 SAP SE or an SAP affiliate company. All rights reserved.'.

SAP

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:*

PunchOut URL:*

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest

Visibility: ☒ Public - The URL is applicable for all your customers
☐ Private - Choose the customer who will be directed to the URL below

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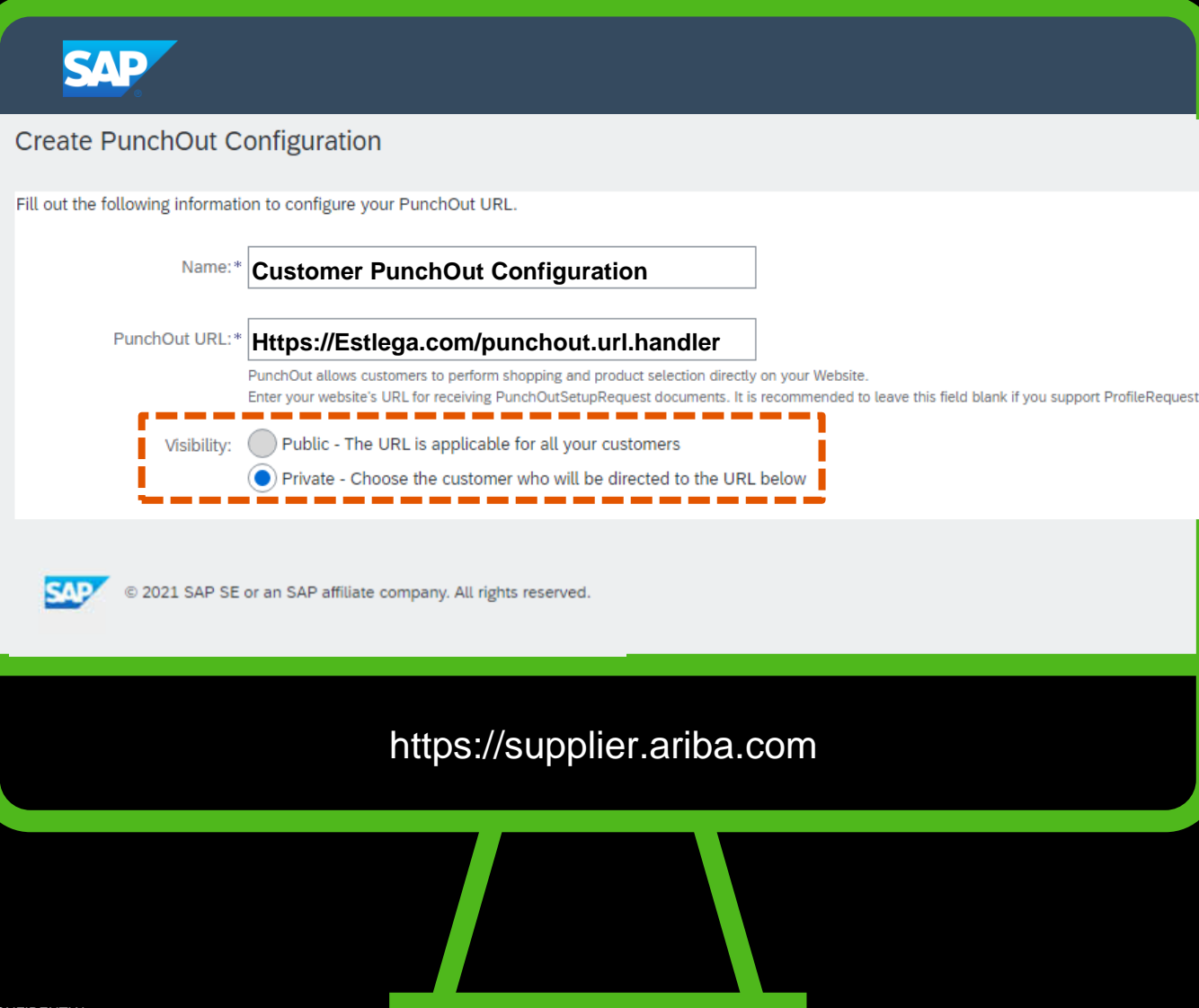
<https://supplier.ariba.com>

PunchOut Configuration - Visibility

13

Now select Visibility

The **Visibility** can be set as **Private** if the **PunchOut URL** is for a specific Customer connection, or it can be set as **Public**, if the **PunchOut URL** is default for all customers



The image shows a screenshot of the SAP 'Create PunchOut Configuration' form. The form is titled 'Create PunchOut Configuration' and includes instructions: 'Fill out the following information to configure your PunchOut URL.' The form contains two input fields: 'Name:*' with the value 'Customer PunchOut Configuration' and 'PunchOut URL:*' with the value 'Https://Estlega.com/punchout.url.handler'. Below these fields, there is a 'Visibility' section with two radio buttons: 'Public - The URL is applicable for all your customers' and 'Private - Choose the customer who will be directed to the URL below'. The 'Private' option is selected. A red dashed box highlights the 'Visibility' section. An orange arrow points to the right side of the form. At the bottom of the form, there is a footer with the SAP logo and the text '© 2021 SAP SE or an SAP affiliate company. All rights reserved.' Below the form, the URL 'https://supplier.ariba.com' is displayed.

SAP

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:* **Customer PunchOut Configuration**

PunchOut URL:* **Https://Estlega.com/punchout.url.handler**

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest

Visibility: ☐ Public - The URL is applicable for all your customers
☒ Private - Choose the customer who will be directed to the URL below

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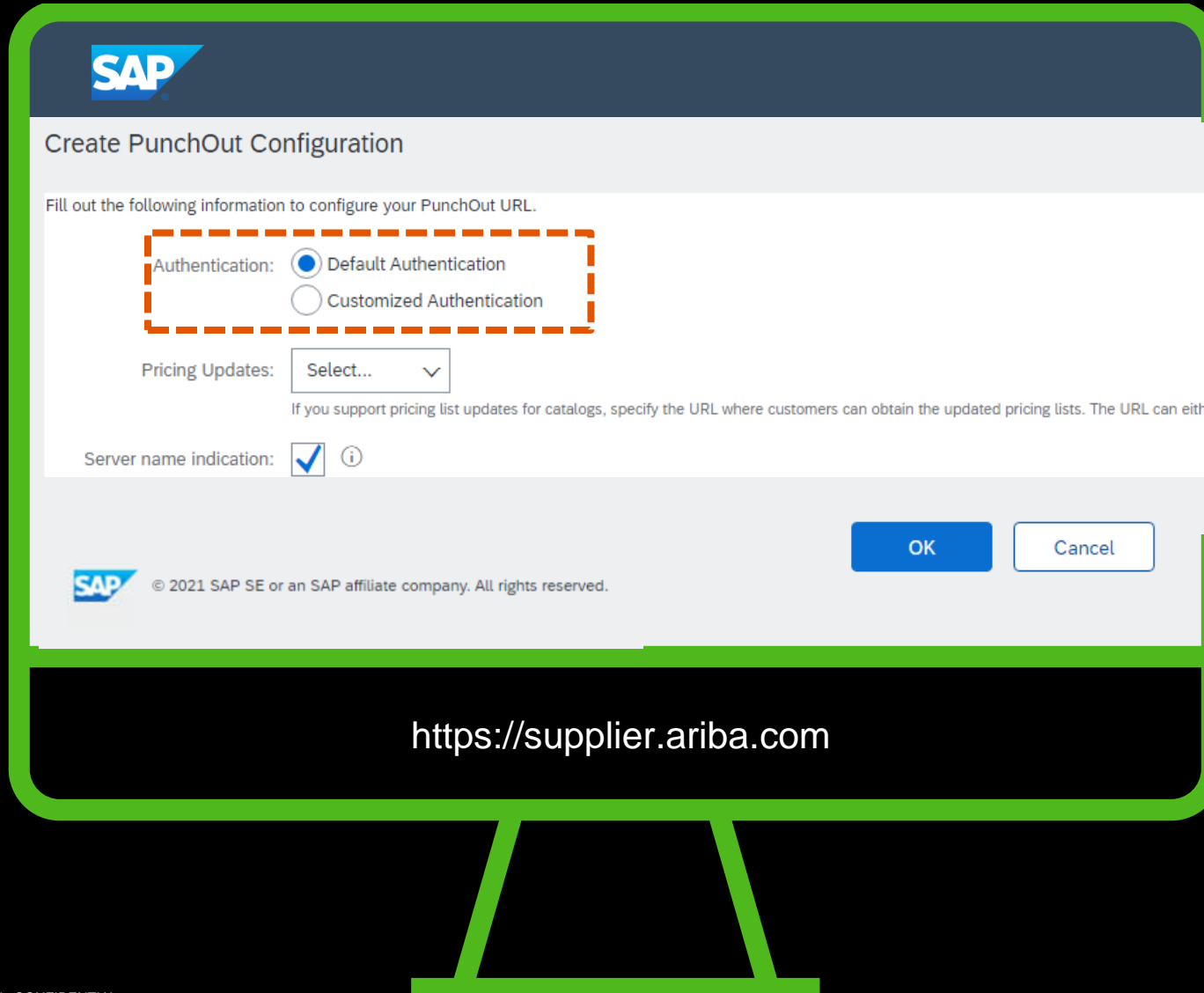
https://supplier.ariba.com

PunchOut Configuration - Default Authentication

14

Select **Default Authentication**

Default Authentication will pick up the authentication under cXML setup shown on slides 17-20



The image shows a SAP PunchOut Configuration dialog box. The title bar is dark blue with the SAP logo. The main content area is white and contains the following elements:

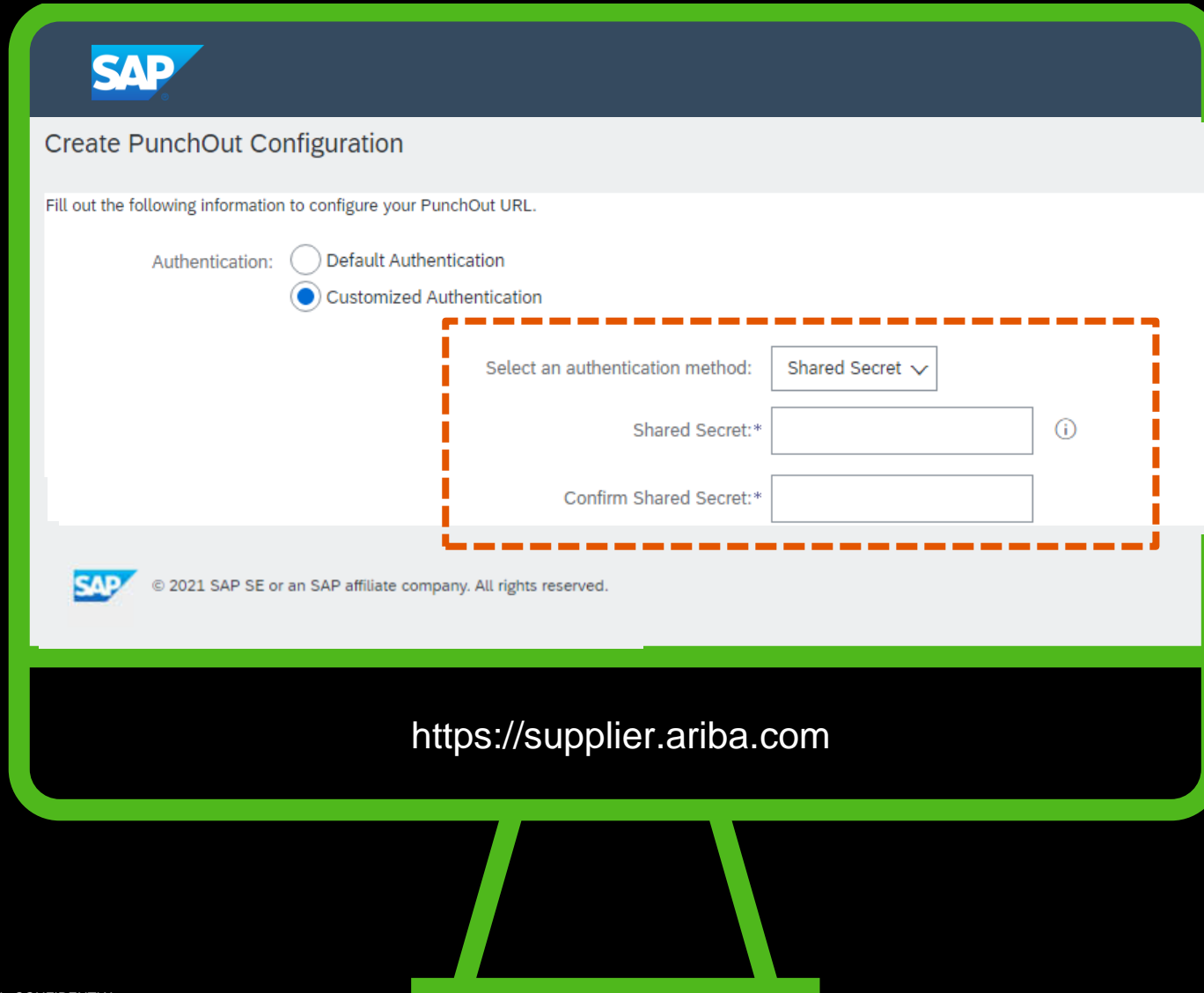
- Create PunchOut Configuration** (Section Header)
- Fill out the following information to configure your PunchOut URL.** (Instruction)
- Authentication:** Two radio buttons are present: ☒ **Default Authentication** and ☐ **Customized Authentication**. This section is highlighted with a dashed orange border.
- Pricing Updates:** A dropdown menu with the text "Select..." and a downward arrow.
- If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a file path or a URL. (Help text)
- Server name indication:** A checkbox that is checked, followed by an information icon (i).
- Buttons:** "OK" (blue) and "Cancel" (white with blue border).
- Footer:** SAP logo and copyright text: "© 2021 SAP SE or an SAP affiliate company. All rights reserved."

Below the dialog box, the URL `https://supplier.ariba.com` is displayed on a black background.

PunchOut Configuration - Customized Authentication

15

Or Select
**Customized
Authentication** and
provide a specific
Authentication for
this Configuration

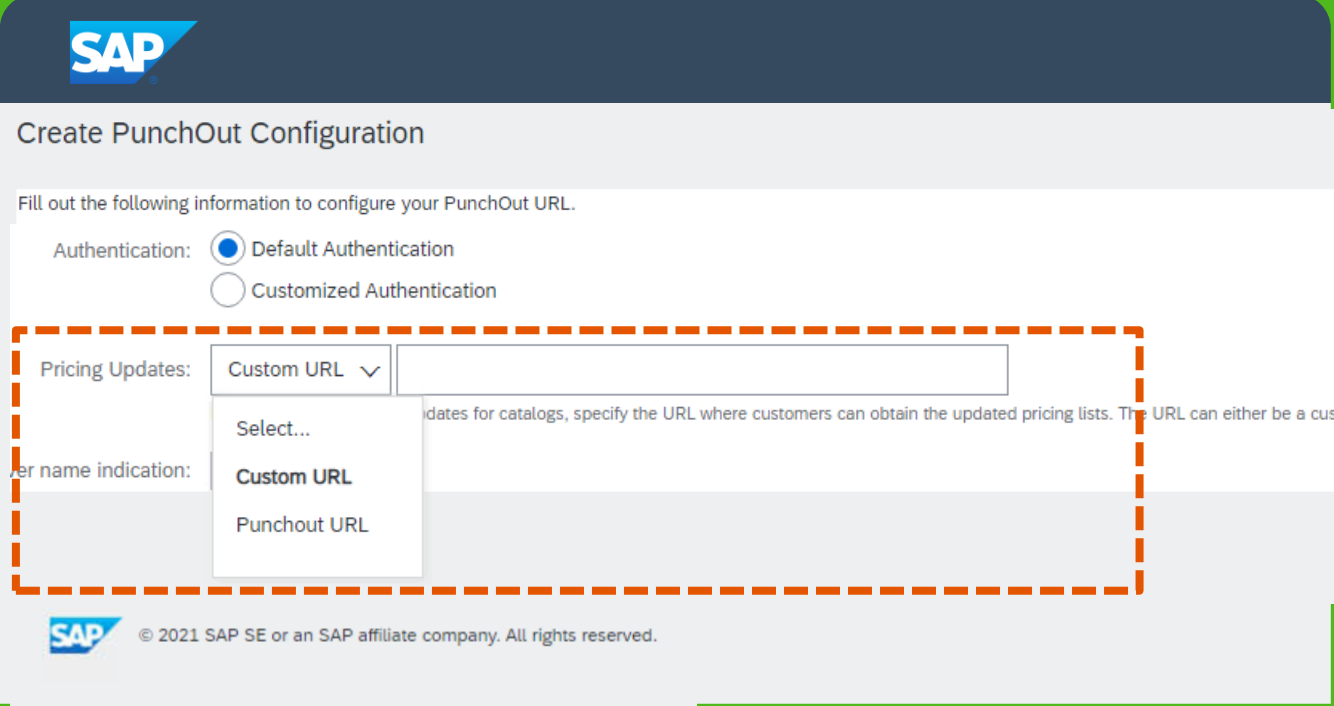


The screenshot shows the SAP 'Create PunchOut Configuration' interface. The 'Authentication' section has two radio buttons: 'Default Authentication' and 'Customized Authentication', with the latter selected. A dashed orange box highlights the 'Customized Authentication' fields: 'Select an authentication method:' (with a dropdown menu showing 'Shared Secret'), 'Shared Secret:*' (with an input field and an information icon), and 'Confirm Shared Secret:*' (with an input field). An orange arrow points from the right towards this dashed box. The SAP logo is in the top left corner, and the footer contains the text '© 2021 SAP SE or an SAP affiliate company. All rights reserved.' Below the screenshot, the URL 'https://supplier.ariba.com' is displayed.

PunchOut Configuration – Pricing Updates

16

If Pricing list updates are support, a **Custom URL** or **PunchOut URL** can be specified here.



The screenshot shows the 'Create PunchOut Configuration' form in SAP. The form has a header with the SAP logo and the title 'Create PunchOut Configuration'. Below the header, there is a section titled 'Fill out the following information to configure your PunchOut URL.' This section contains two radio buttons for 'Authentication': 'Default Authentication' (selected) and 'Customized Authentication'. Below this, there is a section for 'Pricing Updates' which is highlighted with a dashed orange border. This section includes a dropdown menu for 'Pricing Updates' with options 'Custom URL', 'Select...', 'Custom URL', and 'Punchout URL'. To the right of the dropdown, there is a text input field. Below the input field, there is a label 'Pricing update URL' and a text area for 'Pricing update URL'. At the bottom of the form, there is a footer with the SAP logo and the text '© 2021 SAP SE or an SAP affiliate company. All rights reserved.'.

https://supplier.ariba.com

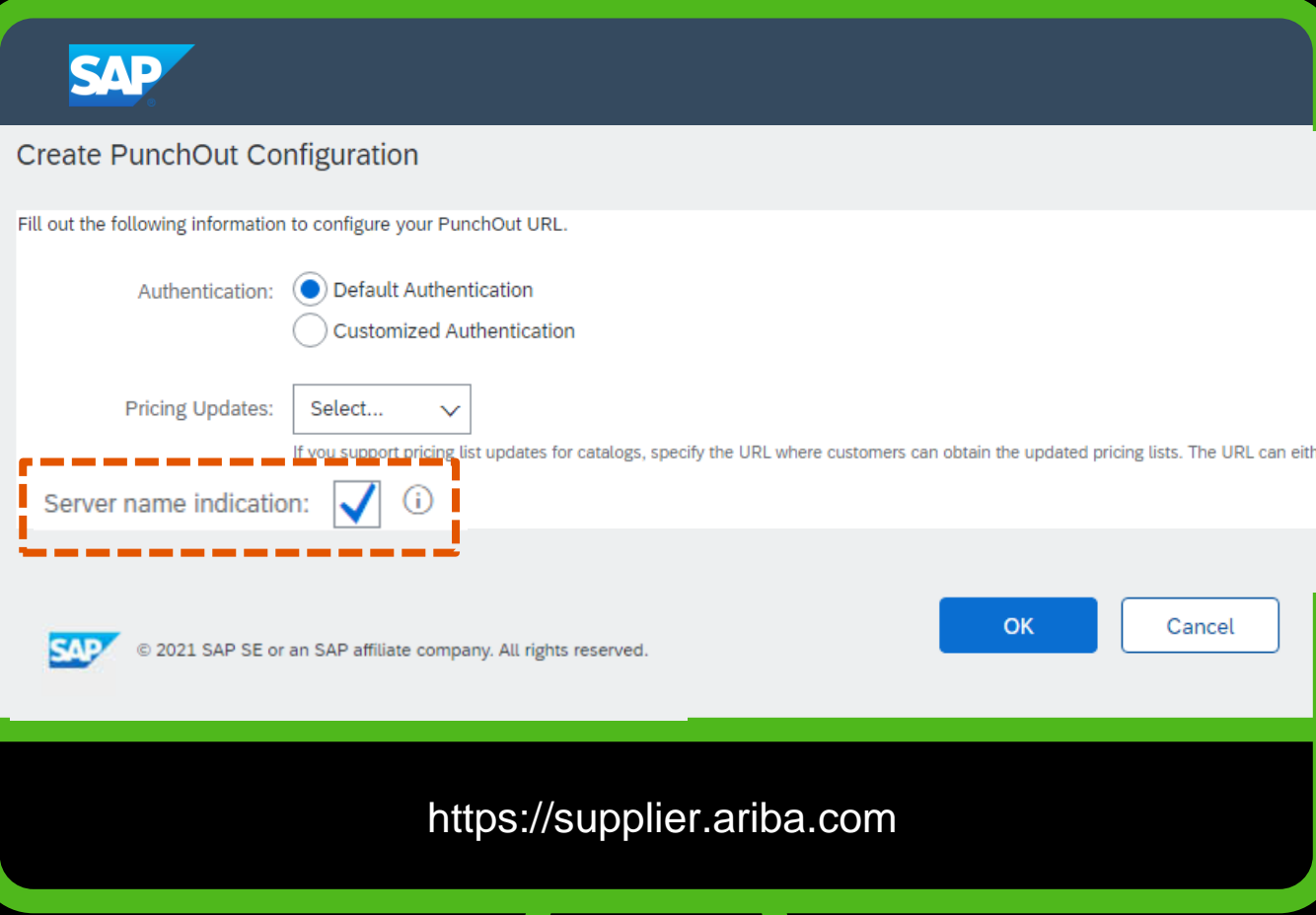
Note:

Pricing update option is related to PunchOut Level 2 catalogs

PunchOut Configuration – SNI

17

The **SNI** tick box is marked by default. If your URL is **not SNI enabled**, the tick box should be **unmarked**.



The image shows a SAP web interface for creating a PunchOut configuration. The dialog box has a title bar with the SAP logo. Below the title bar, the text "Create PunchOut Configuration" is displayed. A subtitle reads: "Fill out the following information to configure your PunchOut URL." The form contains several fields: "Authentication" with two radio buttons, "Default Authentication" (selected) and "Customized Authentication"; "Pricing Updates" with a dropdown menu showing "Select..."; and "Server name indication" with a checked checkbox and an information icon. A dashed orange box highlights the "Server name indication" checkbox. Below the form, there is a footer with the SAP logo, copyright text "© 2021 SAP SE or an SAP affiliate company. All rights reserved.", and two buttons: "OK" and "Cancel". An orange arrow points to the right side of the dialog box. Below the dialog box, the URL "https://supplier.ariba.com" is displayed.

SAP


Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Authentication: ☒ Default Authentication ☐ Customized Authentication

Pricing Updates:

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a full URL or a relative URL.

Server name indication: ☒ 

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OK Cancel

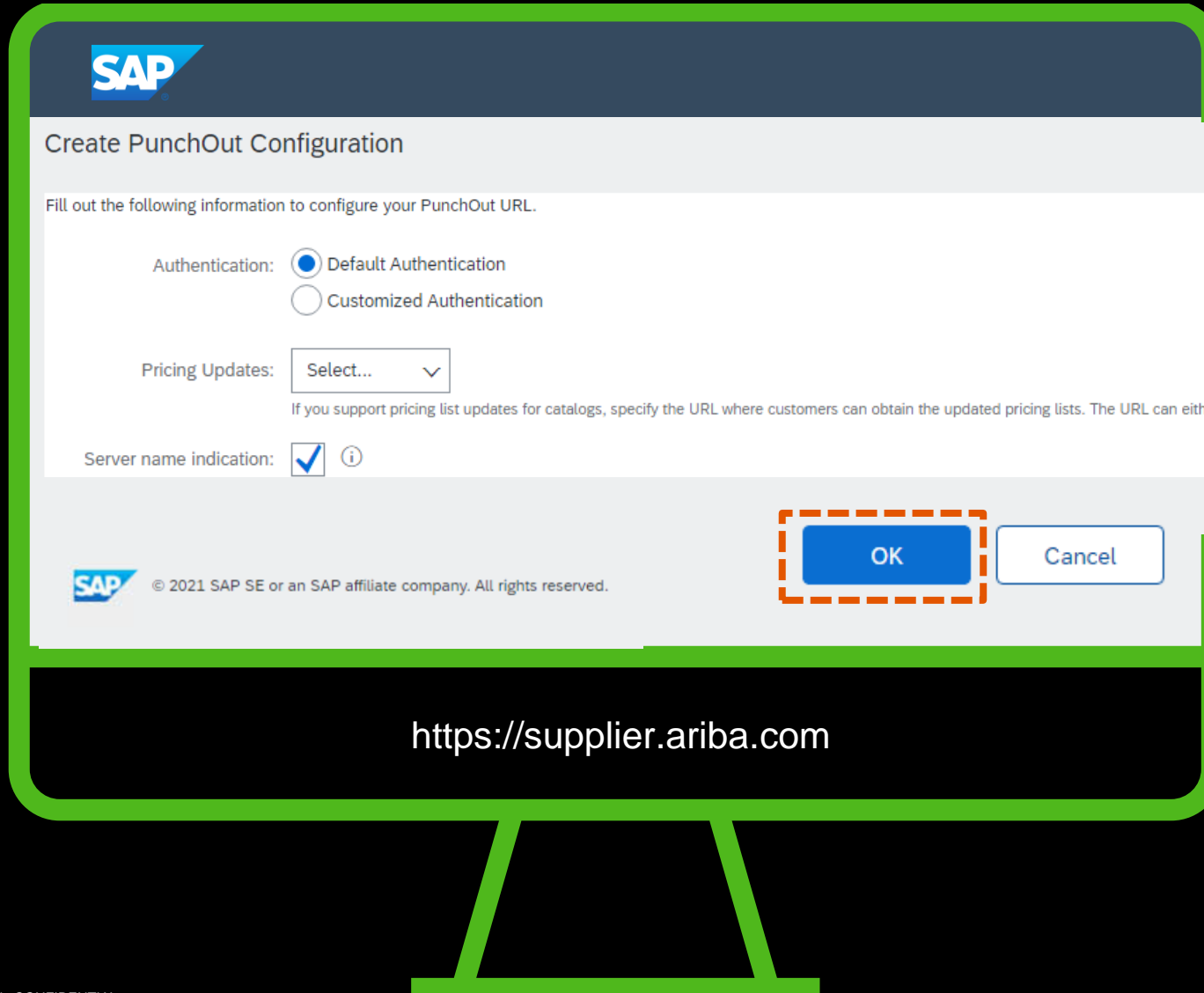
https://supplier.ariba.com

PunchOut Configuration – Finish

18

Click OK

The **Visibility** can be set as **Private** if the **PunchOut URL** is for a specific Customer connection, or it can be set as **Public**, if the **PunchOut URL** is default for all customers

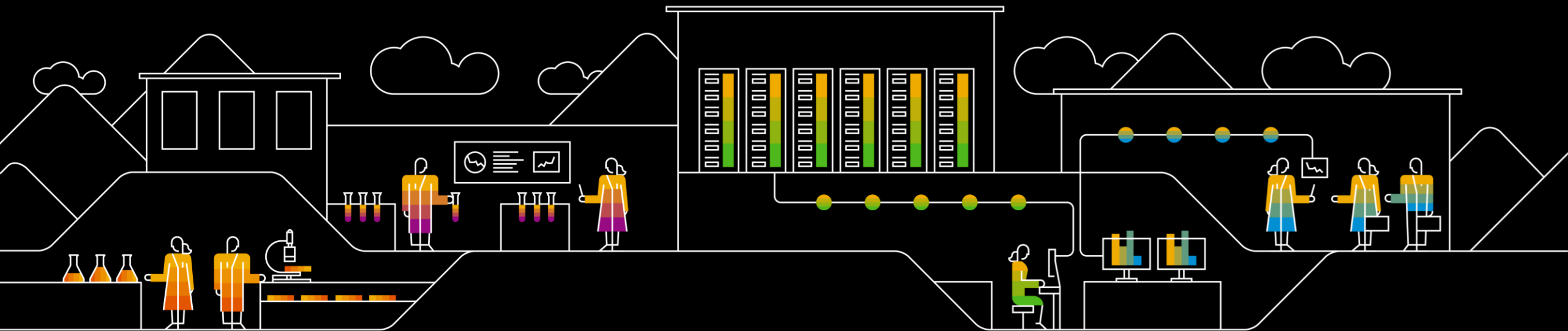


The image shows a SAP web interface for 'Create PunchOut Configuration'. The dialog box has a green border and contains the following elements:

- SAP Logo** in the top left corner.
- Create PunchOut Configuration** title.
- Instruction: 'Fill out the following information to configure your PunchOut URL.'
- Authentication:** Two radio buttons: 'Default Authentication' (selected) and 'Customized Authentication'.
- Pricing Updates:** A dropdown menu showing 'Select...'.
- Text below Pricing Updates: 'If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be...'.
- Server name indication:** A checked checkbox and an information icon.
- Footer:** SAP logo and copyright text: '© 2021 SAP SE or an SAP affiliate company. All rights reserved.'
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. The 'OK' button is highlighted with a dashed orange border.

Below the dialog box, the URL `https://supplier.ariba.com` is displayed on a black background.

Preparing and Loading the **Index File**



Option 1

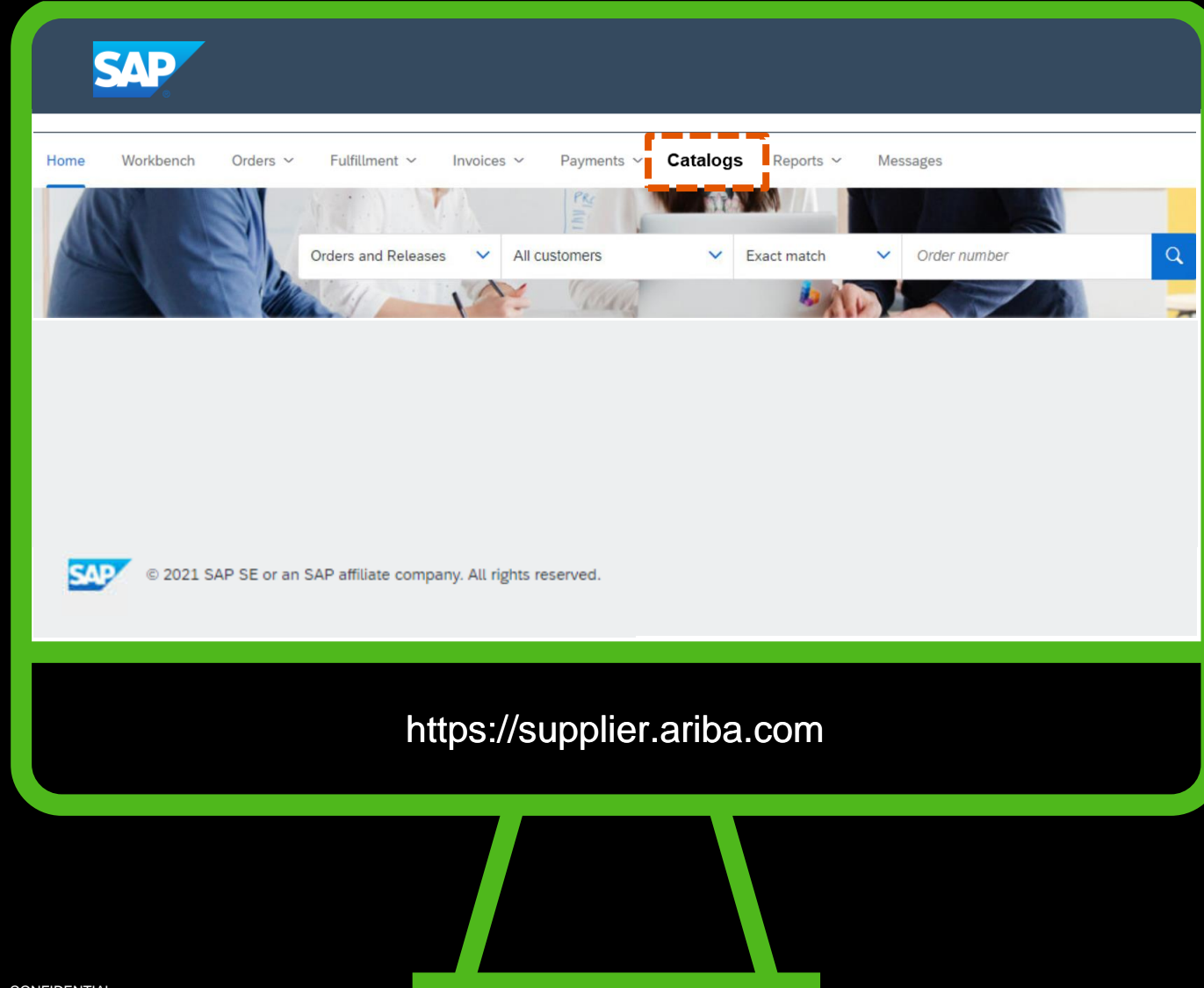
Creation of a **PunchOut Level 1 Index File Template** on SAP Business Network



Main Page

1

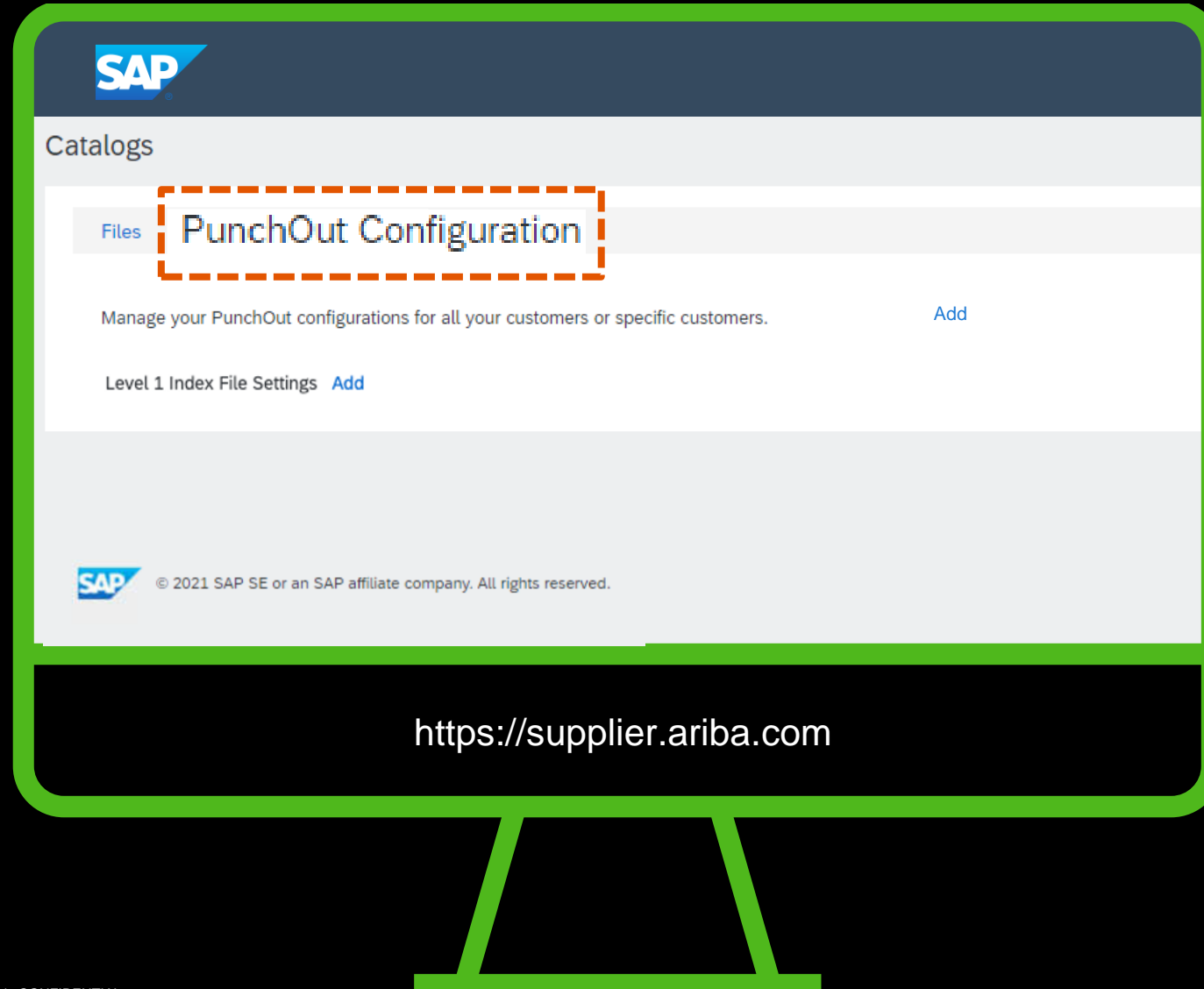
Now Lets Create
The Level 1 Index
File, Click on
Catalogs Tab on
Top



Catalog Page

2

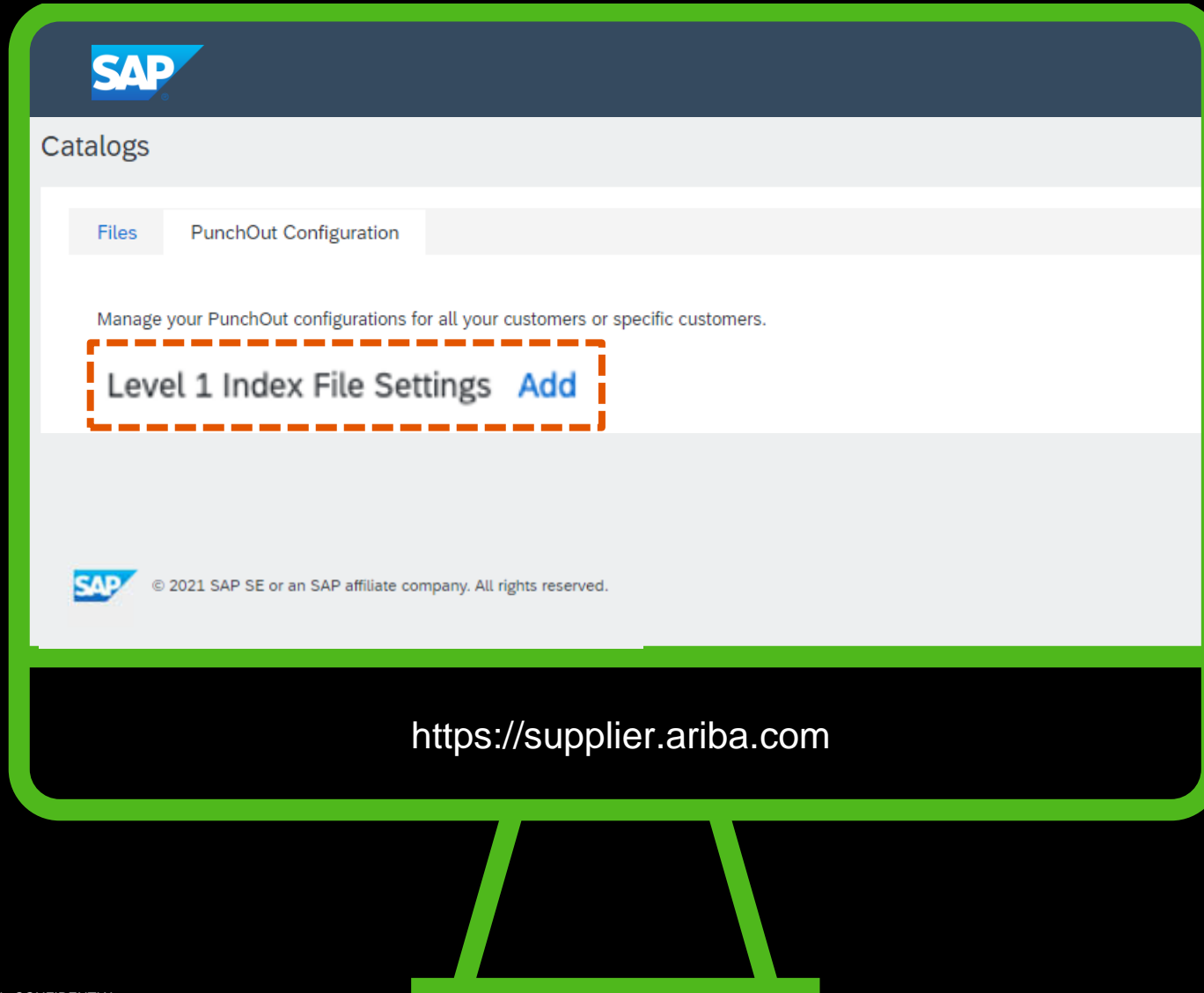
Click on **PunchOut Configuration** Tab



PunchOut Configuration – Index File Settings

3

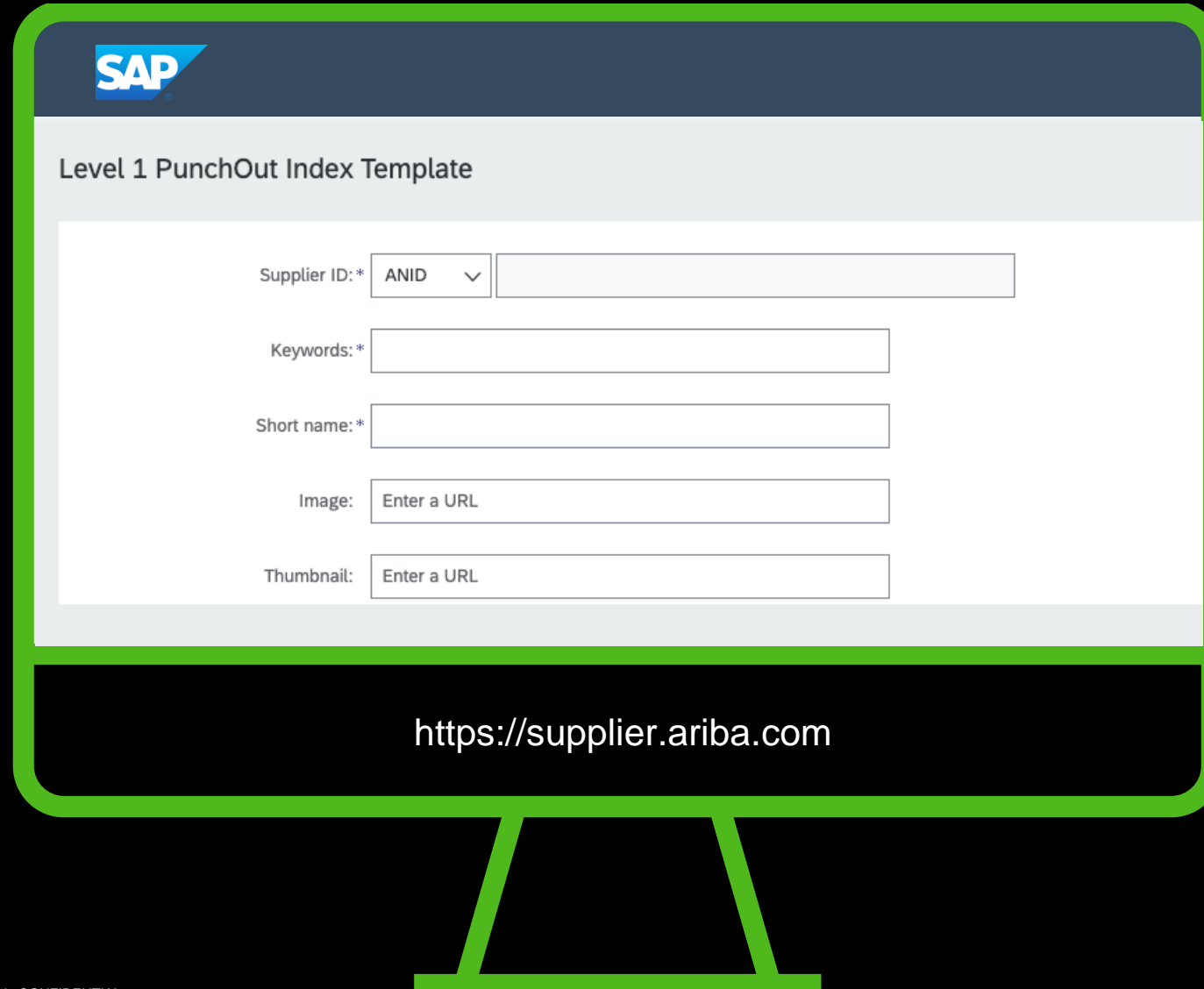
Click on **Add** next to
Level 1 Index File
Settings



Index File Template Setup

4

Fill out the required
information
(View next slide for
details)



The image shows a computer monitor displaying the SAP Level 1 PunchOut Index Template. The form is titled "Level 1 PunchOut Index Template" and features the SAP logo in the top left corner. The form fields are as follows:

- Supplier ID: * ANID (dropdown menu) []
- Keywords: * []
- Short name: * []
- Image: Enter a URL []
- Thumbnail: Enter a URL []

Below the form, the URL <https://supplier.ariba.com> is displayed. An orange arrow points to the right side of the monitor frame.

Index Template Setup Details

Level 1 PunchOut Index Template

Supplier ID:*	ANID ▾	AN02000121414
Keywords:*	[keywords relevant to my catalog]	
Short name:*	PunchOut L1 Catalog	
Image:	https.image.com	
Thumbnail:	https.image.com	

Supplier ID is pre-populated. Can be switched between ANID and DUNS

Key Words are Mandatory.

Short Name Field is Mandatory can be used to show the **Name of your Company** in the UI

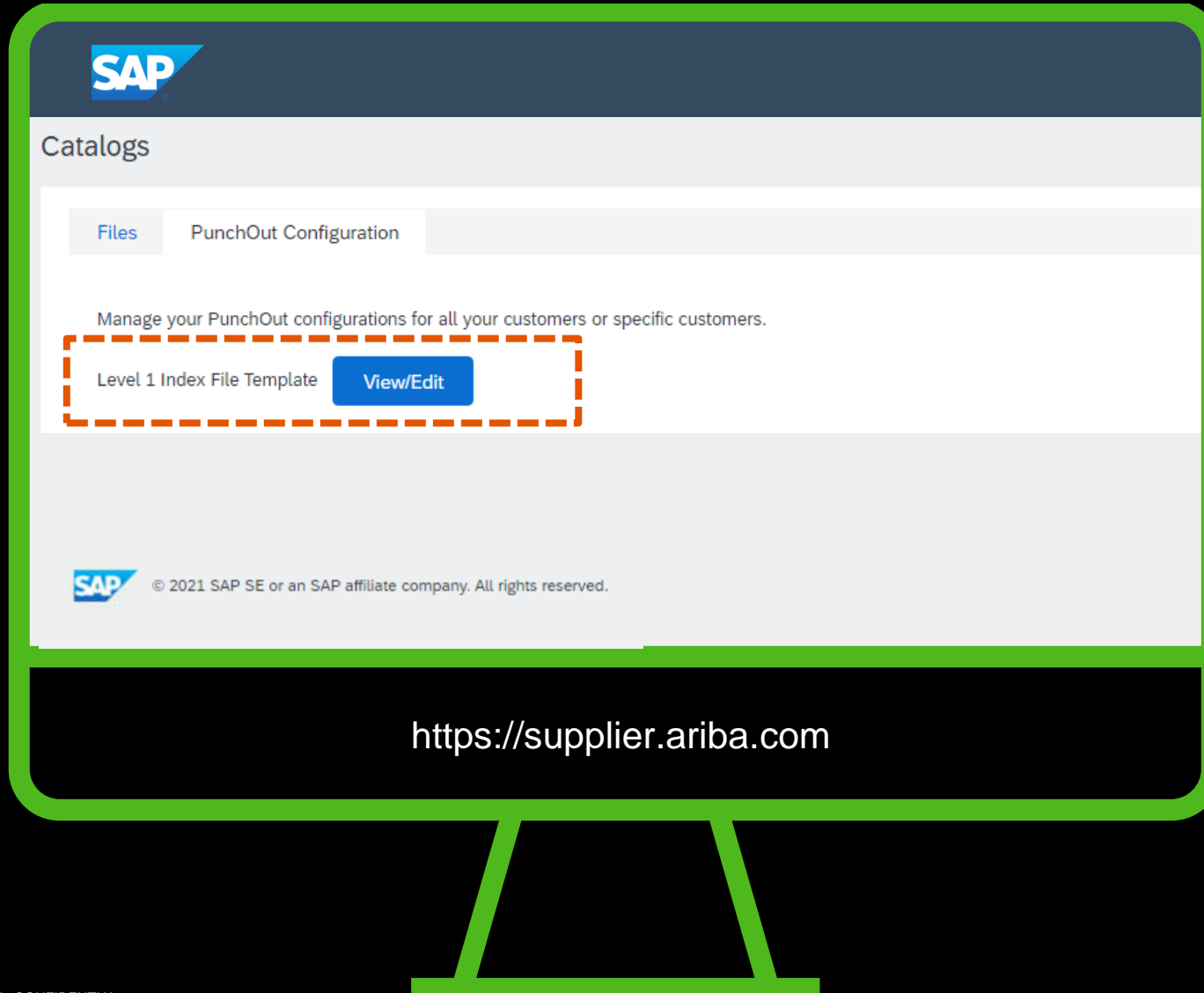
Image Field can be used for your **Company Logo**

Thumbnail Field same as Image

PunchOut Configuration – Index File Edit

4

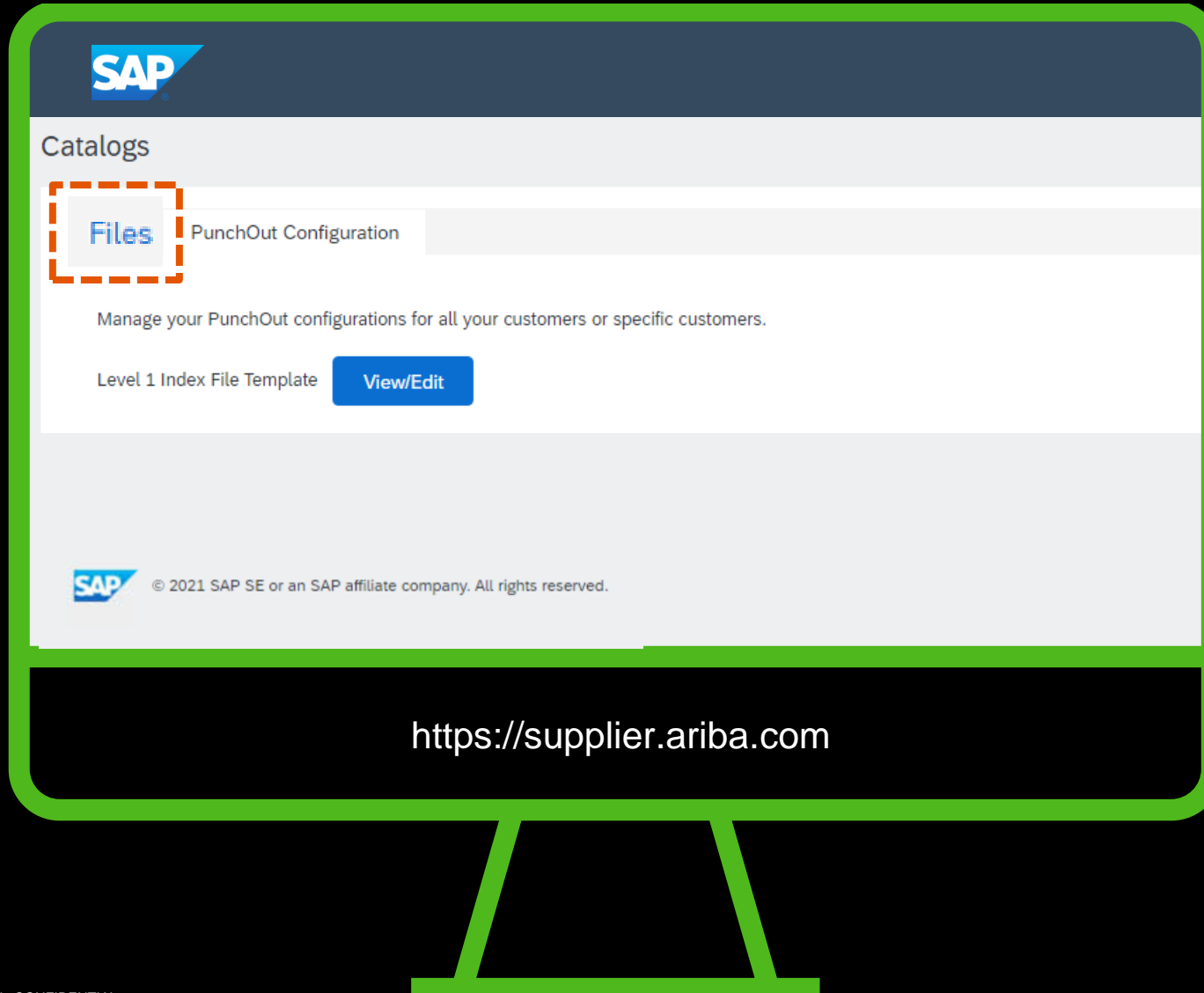
The Level 1 Index File Template can be later edited via button **View/Edit**



Catalog Page

5

Click on the **Files**
tab

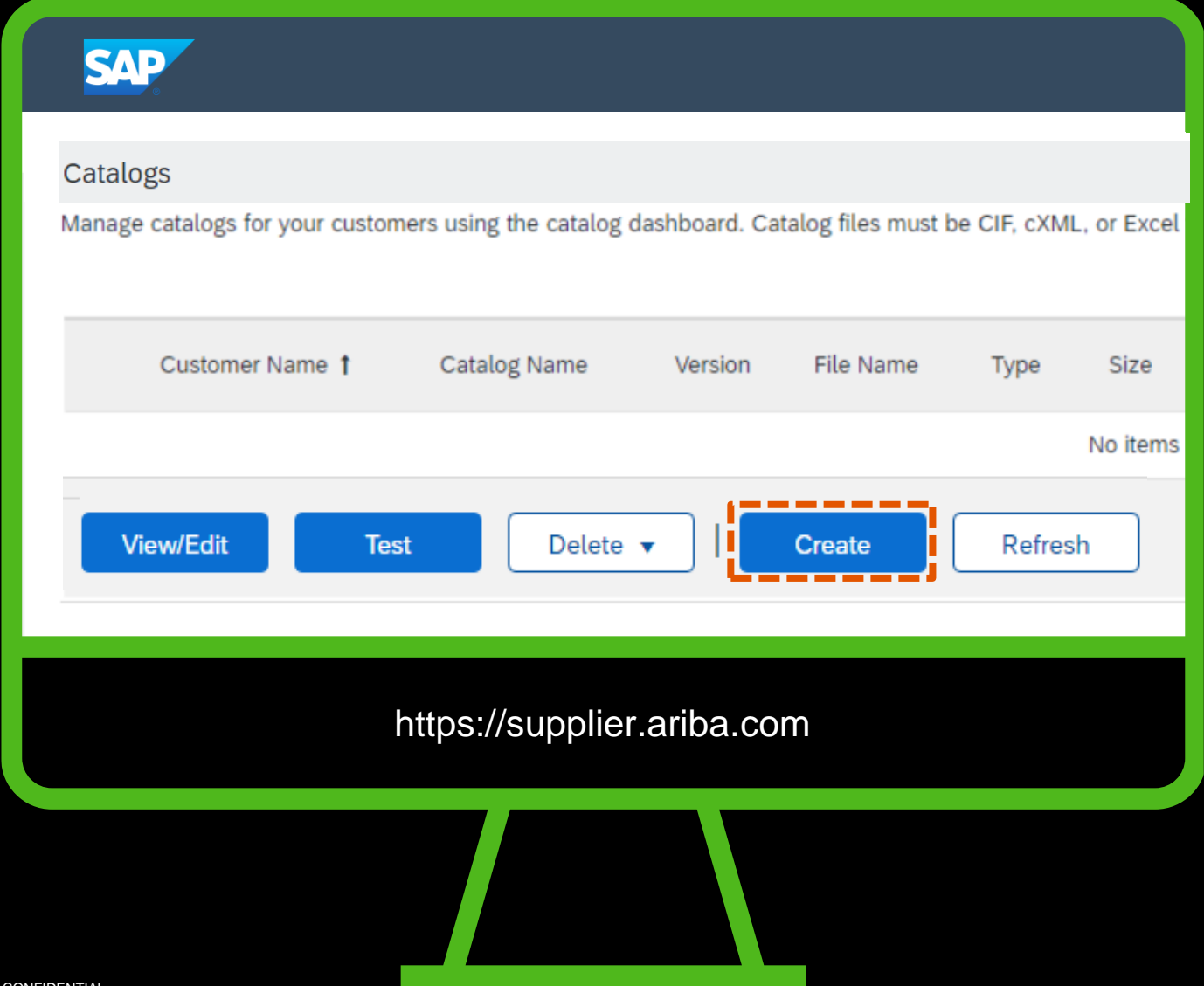


Create



6

Click on
Create



Subscription



Index



Refresh

7

Insert the **Catalog Name** (Catalog Subscription)

SAP

Create a New Catalog Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

2 Subscriptions

3 Content

Catalog Name

PunchOut Level 1: ☐

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit y

Description:

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

Commodities: ⓘ

Commodities	Description
-------------	-------------

<https://supplier.ariba.com>

Subscription – PunchOut Level 1



Refresh

8

Select the
PunchOut Level 1
tick box.

SAP

Create a New Catalog Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

2 Subscriptions

3 Content

Catalog Name

PunchOut Level 1: ☒

Description:

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

Commodities: ⓘ

https://supplier.ariba.com

Subscription



Index



Refresh

9

Click **Next**

SAP

Create a New Catalog

Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

2 Subscriptions

3 Content

Catalog Name Buyer_Supplier_CZ_PunchOut

PunchOut Level 1: ☒

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit y

Description:

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

Commodities: ⓘ

Description

<https://supplier.ariba.com>

Further Information



Index



Refresh

10

Provide the required information

Item Description will be pre-populated from "Keywords" field in the Index Template

SAP

Create a New Catalog Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on y

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive section.

Keyword filter(Supplier Part ID):*

This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

Item description:*

<https://supplier.ariba.com>

Further Information



Refresh

11

Click **Next**

SAP

Create a New Catalog

Next **Exit**

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on y

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive section.

1 Details

2 Subscriptions

3 Content

Keyword filter(Supplier Part ID):* **AAA**

This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC **44**

Item description:* **Test Keywords**

<https://supplier.ariba.com>

Customer



Index



Refresh

12

Ensure that 'Private' is selected (default) and **select My Customer** from available list of customers linked to your account

SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

My Customer

<https://supplier.ariba.com>

Next



13

Click **Next**

SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

☒ My Customer

<https://supplier.ariba.com>

Index Format



14

The information from
the **Level 1 Index File
Template** will be
displayed here

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

✓ PunchOut enabled

Short Name: **PunchOut L1 Catalog**

Keywords: **Test Keywords**

Image URL: **https://testimage.com**

Thumbnail URL: **https://testimage.com**

https://supplier.ariba.com

Index Format



15

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**

SAP

Create a New Catalog Exit

✓ PunchOut enabled

1 Details

2 Subscriptions

3 Content

Short Name: **PunchOut L1 Catalog**

Keywords: **Test Keywords**

Image URL: **https://testimage.com**

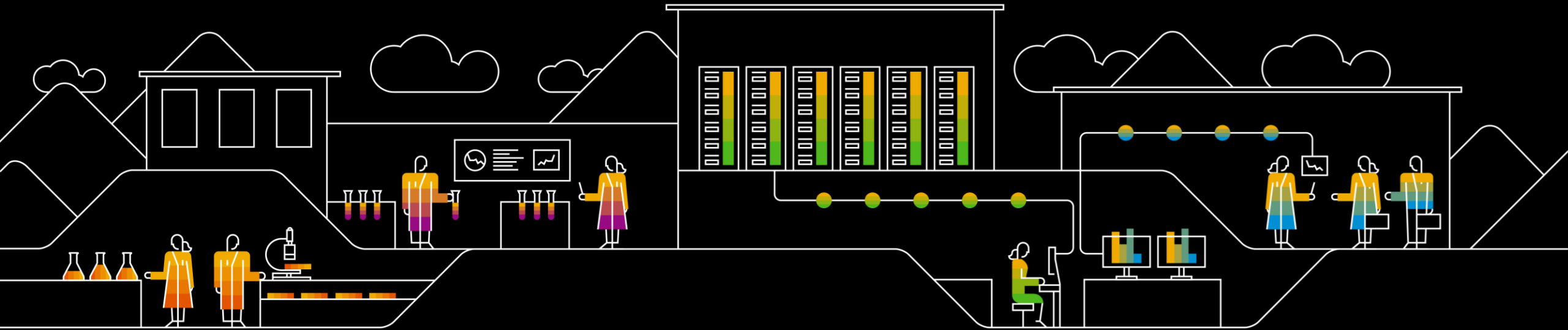
Thumbnail URL: **https://testimage.com**

Validate and Publish

<https://supplier.ariba.com>

Option 2

Manual upload of a **Static Index File**



Index File : How to fill it in



Index File is a template created by SAP Ariba **Catalog Enablement team** based on **Buyer's specific requirements** and sent to **Suppliers** to fill in and upload onto the **Ariba Network** in order to create a link between **supplier's web-shop** and **Buyer's SAP Ariba Application**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Supplier URL	PunchOut Enabled	PunchoutLevel	Image-1			Keywords
						Domain	Value				Thumbnail	Normal	Detailed	
AN01452228885-1	PunchOut_000	[put your keywords in this field] e.g.: Stationary, pen, rubber, ruler, stapler, [other keywords]			Example Supplier Name - PunchOut	UNSPSC	80	https://www.mywebshop.co.uk/portal_landing_page	True	store		https://MyCompany.co.uk/MyLogo_Im		Stationary, pen, rubber, ruler, stapler, [other keywords]

Blue Fields are Mandatory

Short Name Field is used to show the **Name of your Company** in the UI

Item Description Field help identify the item in a search. Separate words with a comma

Image Fields is used to show your **Company Logo**. We recommend using the *Detailed* subfield only

Supplier URL Field same as the one Indicated at account – it will be send in the PunchOut SetupRequest

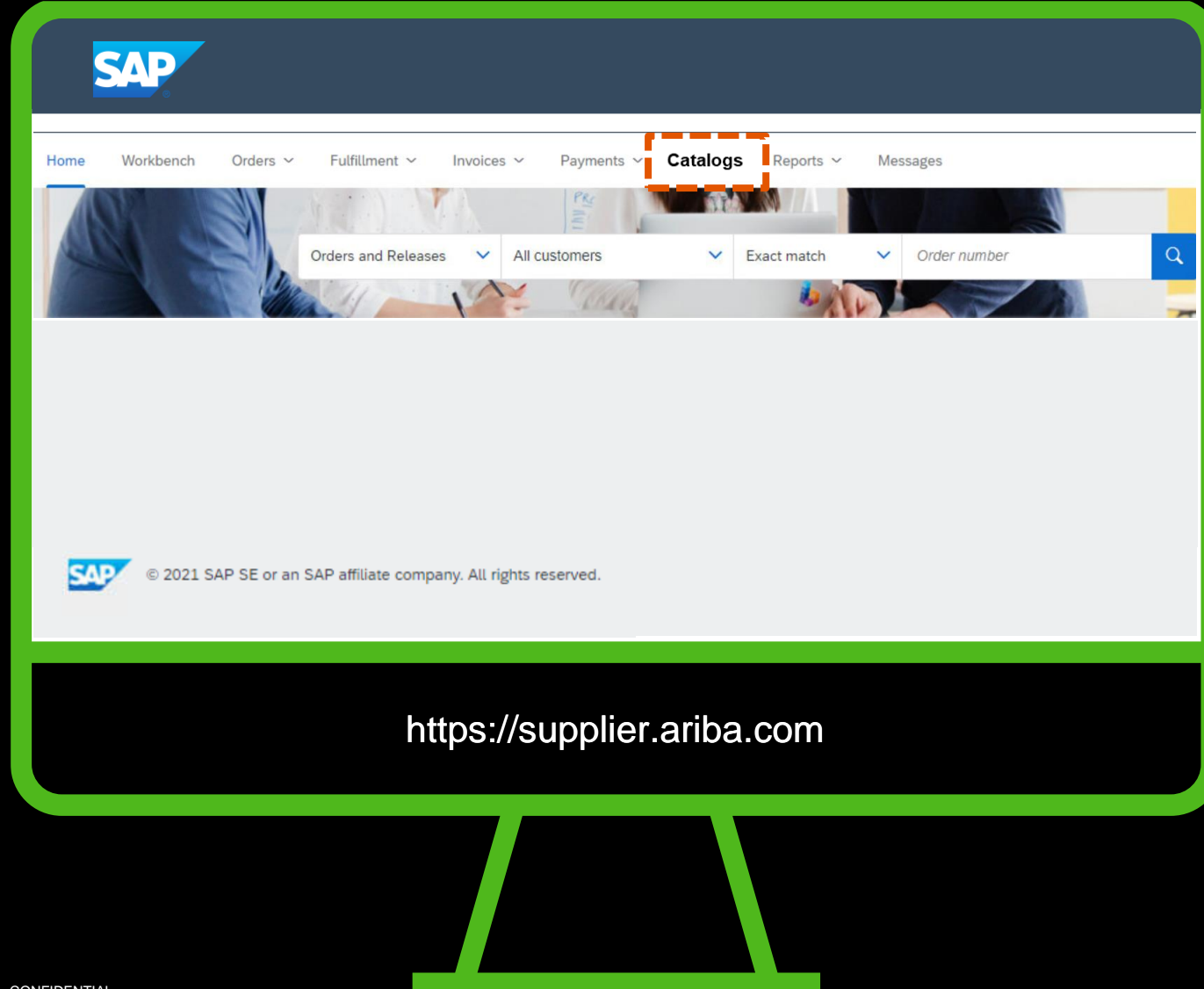
[Click here for AN Configuration Simulation](#)

[Click here for UPLOAD Simulation](#)

Main Page

1

Now Lets Upload
The Index File, Click
on **Catalogs Tab** on
Top



Create




Index



Refresh

2

Click On
Create



Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel

Customer Name ↑	Catalog Name	Version	File Name	Type	Size
No items					

View/Edit

Test

Delete ▼

Create

Refresh

<https://supplier.ariba.com>



Subscription



Index



Refresh

3

Insert the **Catalog Name** (Catalog Subscription)

Do not select PunchOut Level 1: tickbox.

SAP

Create a New Catalog Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

1 Details

2 Subscriptions

3 Content

Catalog Name

PunchOut Level 1: ☐

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit y

Description:

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

Commodities: ⓘ

Description

<https://supplier.ariba.com>

Next



Index



Refresh

4

Click **Next**

SAP

Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

Next **Exit**

1 Details

2 Subscriptions

3 Content

Catalog Name Buyer_Supplier_CZ_PunchOut

Created By:

Date Created:

Description:

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

Commodities: ⓘ

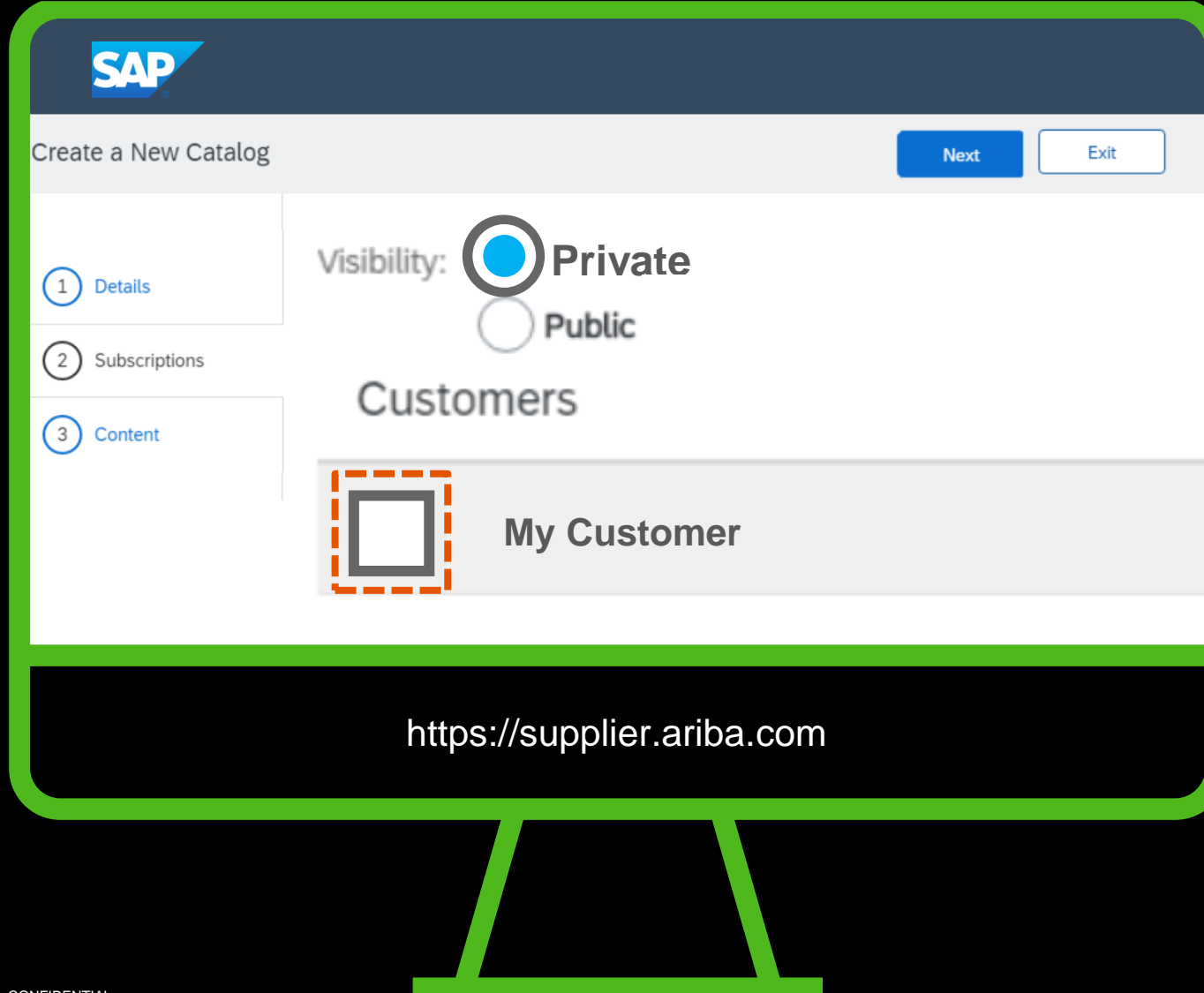
Description
No items

<https://supplier.ariba.com>

Customer

5

Ensure that 'Private' is selected (default) and **select My Customer** from available list of customers linked to your account



SAP

Create a New Catalog Next Exit


1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

 My Customer

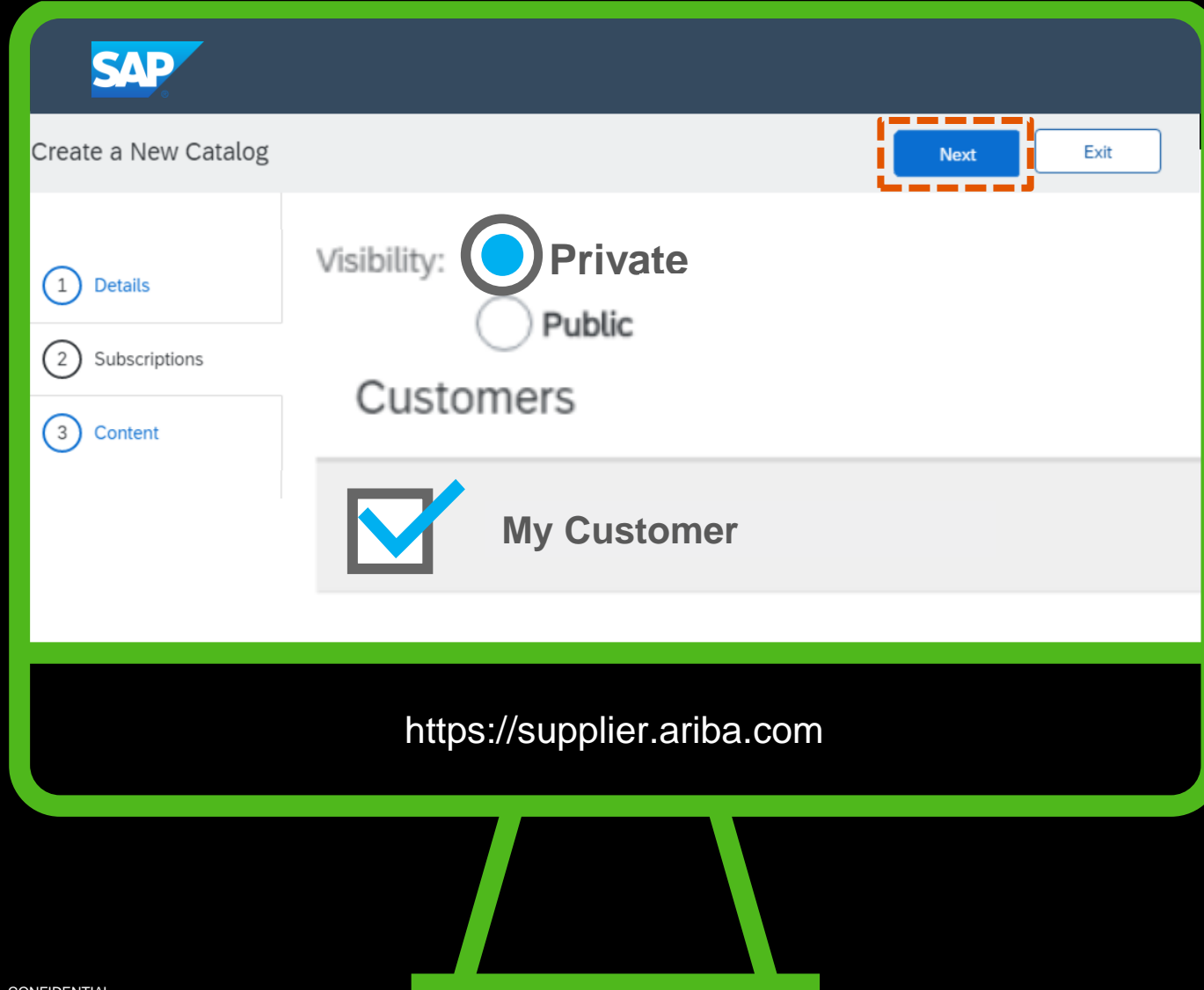
<https://supplier.ariba.com>

Next



6

Click **Next**



SAP

Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

Visibility: ☒ Private ☐ Public

Customers

☒ My Customer

<https://supplier.ariba.com>

Index Format



7

Click on the **Black Arrow Symbol**



and select the Index File's format (in this case **XLSX**)

SAP


Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF 

Catalog File: Choose File No file chosen

Images and Attachments File: Choose File No file chosen

<https://supplier.ariba.com>

Index Format



7

Click on the **Black Arrow Symbol**



and select the Index File's format (in this case **XLSX**)

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: e chosen

Images and Attachments File: BMECAT e chosen

EXCEL

<https://supplier.ariba.com>

Index File



Refresh

8

Click on **Choose File** to upload the Index File from your local PC

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: **Choose File**

Images and Attachments File: Choose File

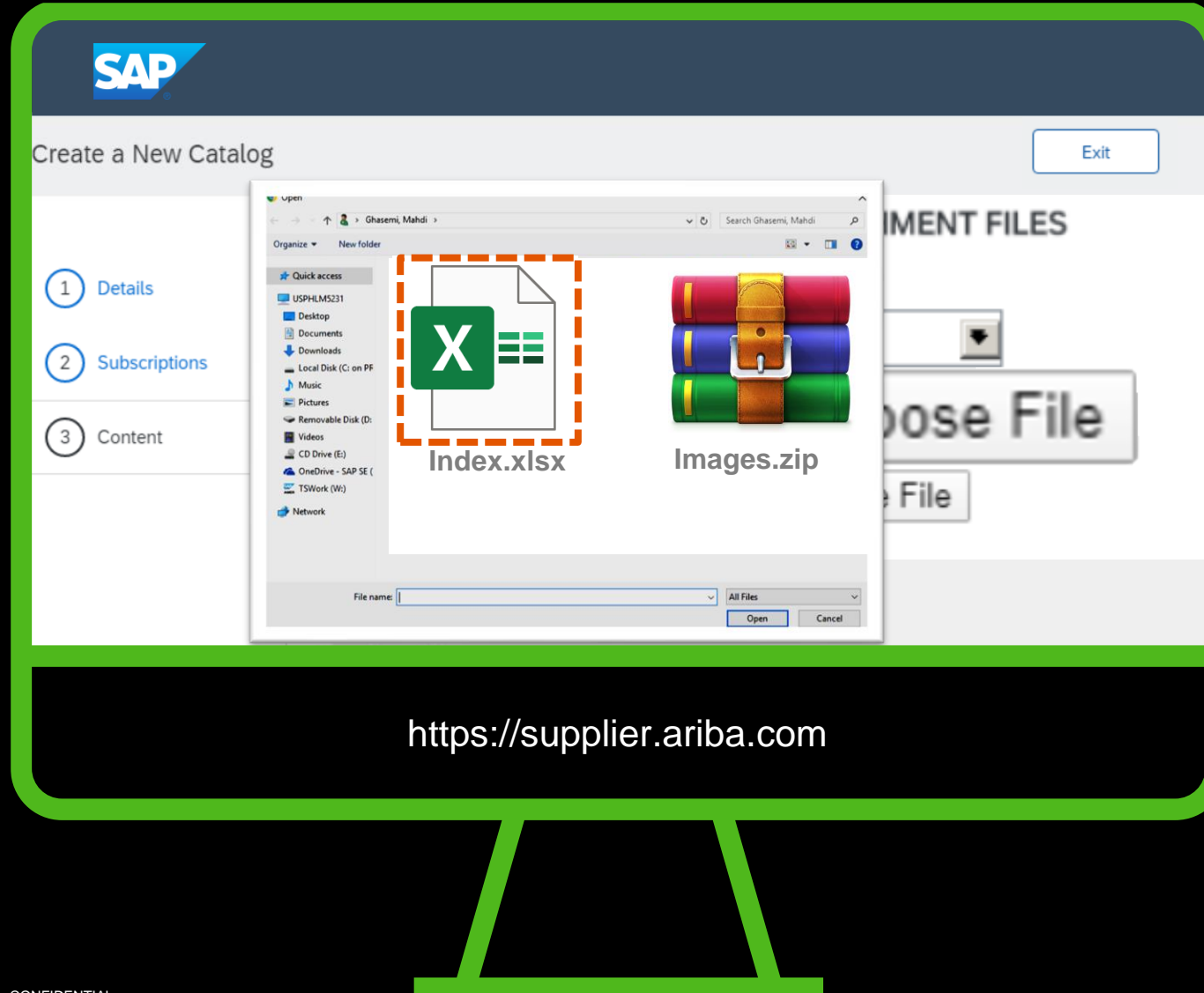
<https://supplier.ariba.com>

Index file Select



9

Select the **Index File** from Your Local PC



Images



Index



Refresh

10

Click on **Choose File**
to upload the
images/attachment
from your local PC

SAP

Create a New Catalog Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File sen

<https://supplier.ariba.com>

Images Select



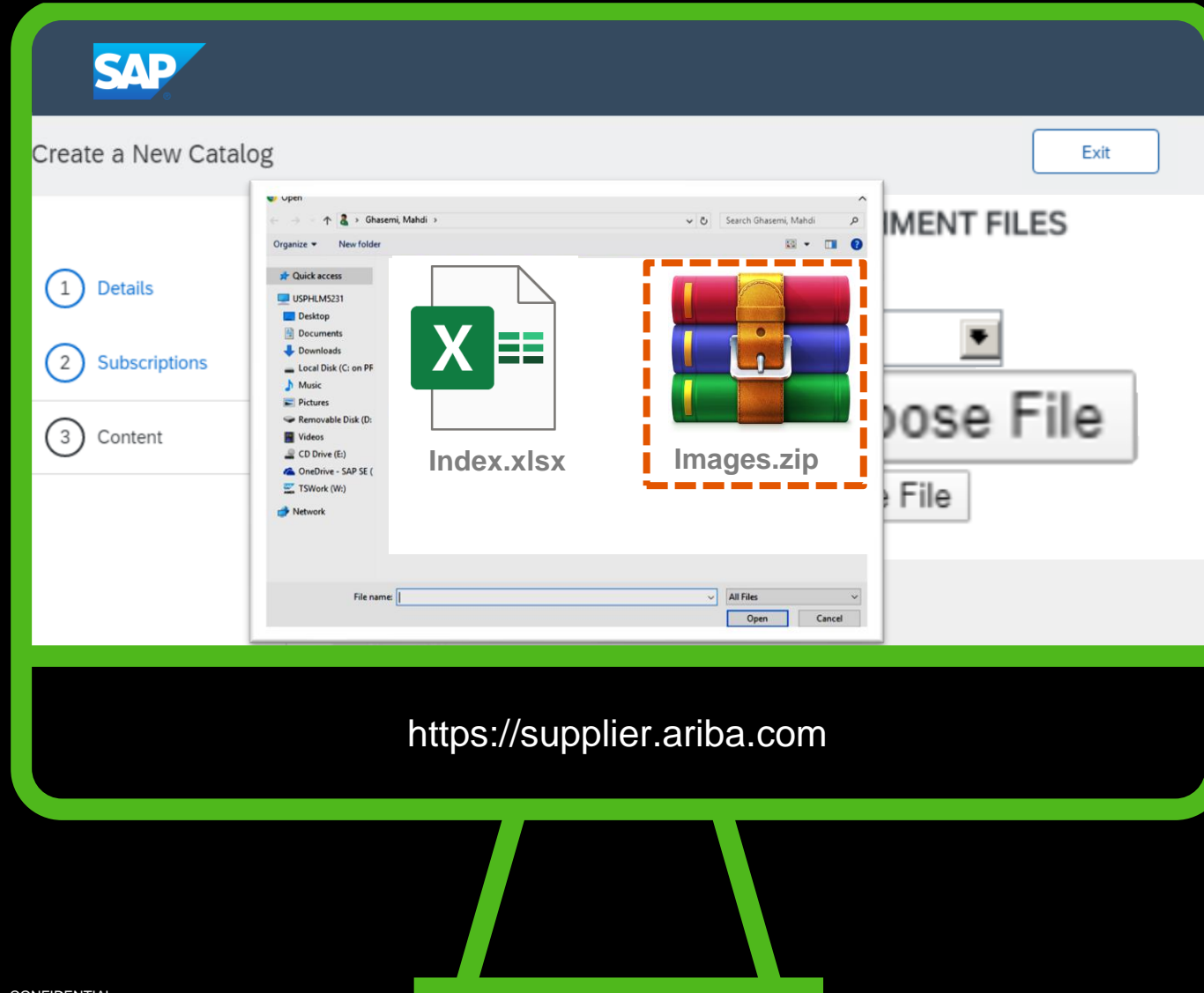
Index



Refresh

11

Select the **Images Zip File** from Your Local PC



Validate and Publish



Index



Refresh

12

Click on **Validate and Publish** and you will be sent to the **PURCHASING DEMO**

SAP

Create a New Catalog Exit

1 Details
2 Subscriptions
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

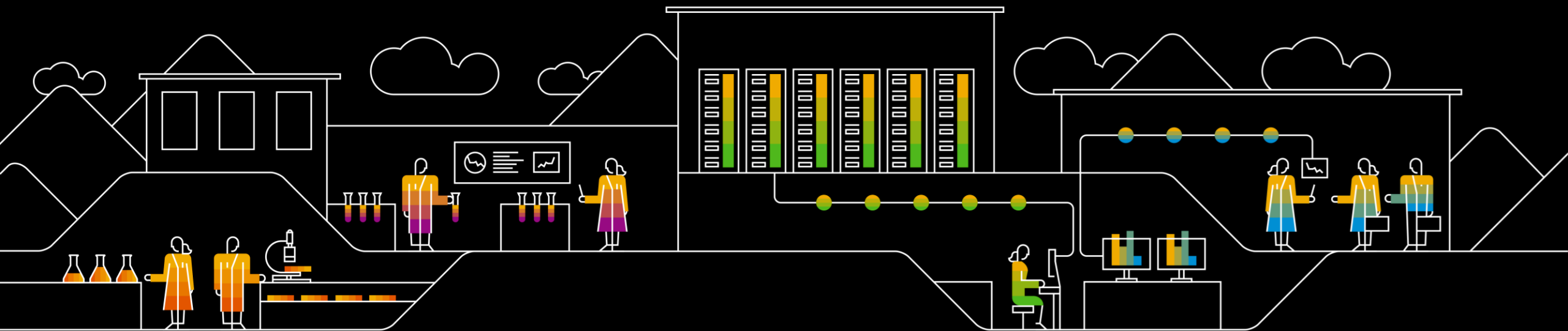
Catalog File: Choose File Index.xlsx

Images and Attachments File: Choose File Images.zip

Validate and Publish

<https://supplier.ariba.com>

Annex



POSReq PunchOut Setup Request



```
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.048/cXML.dtd">
```

Document type and version of cXML.

```
<cXML payloadID="958075346970@www.bigbuyer.com"
timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</From>
```

FROM Credential Identifies the Originator of the POSReq. Always shows the **Buyer's ANID**

```
<To>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</To>
<To>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</To>
```

TO Credential Identifies the Destination of the POSReq. Contains all **Supplier's Domain + IDs**, taken from the **Buyer's Supplier Master Data**

```
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

SENDER credential specifies the identity and shared secret (you will receive the **Shared Secret set up on you're an Account**).

```
<Request>
<PunchOutSetupRequest operation="create">
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<Extrinsic name="CostCenter">610</Extrinsic>
<Extrinsic name="User">jsmith</Extrinsic>
<BrowserFormPost>
<URL>http://bigbuyer.com:3377/punchout</URL>
</BrowserFormPost>
<SupplierSetup>
<URL>https://Estlega Ltd.com/PunchOutServlet</URL>
</SupplierSetup>
<ShipTo>
<Address addressID="001">
<Name xml:lang="en">BigBuyer Headquarters</Name>
<PostalAddress>
<DeliverTo>John Smith</DeliverTo>
<Street>1565 Pine, MS A.2</Street>
<City>New York</City>
<State>NY</State>
<PostalCode>01043</PostalCode>
<Country isoCountryCode="US">United States</Country>
</PostalAddress>
</Address>
</ShipTo>
<Contact><Name>jsmith</Name>
</Contact>
<SelectedItem>
<ItemID>
<SupplierPartID>PunchOut_000</SupplierPartID>
</ItemID>
</SelectedItem>
</PunchOutSetupRequest>
</Request>
</cXML>
```

Data that is taken from the **Buyer's User Master Data**

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER URL' field**

Data that is taken from the **Buyer's User Master Data**

The Supplier URL, taken from the **Supplier's Index File's 'SUPPLIER PART ID' field**

POSResp PunchOut Setup Response

```
<cXML payloadID="958075346970@www.bigbuyer.com" timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Response>
<Status code="200" text="success">
<PunchOutSetupResponse>
<StartPage>
<URL>https://Estlega Ltd.com/PunchOutServlet/sessionid=7006</URL>
</StartPage>
</PunchOutSetupResponse>
</Response>
</cXML>
```

Web-shop server shall send this message to Ariba server.

When connectivity works this message does not appear in Ariba log files.

POOM PunchOut Order Message

```
<!DOCTYPE cXML SYSTEM
"http://xml.cxm1.org/schemas/cXML/1.2.048/cXML.dtd">
```

Document type and version of cXML.

```
<cXML payloadID="958074737352&www.Estlega Ltd.com"
timestamp="2020-06-09T07:23:19-07:00">
```

Payloadid - is an identifier of the sent document.

```
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN2222222222</Identity>
</Credential>
</From>
<From>
<Credential domain="buyersystemid">
<Identity>22222222</Identity>
</Credential>
</From>
```

FROM Credential identifies the originator of the POOM using the **Supplier's** Domain(s) and ID(s).

```
<To>
<Credential domain="NetworkID">
<Identity>AN1111111111</Identity>
</Credential>
</To>
```

TO Credential identifies the destination of the POOM using the **Buyer's** Domain and ID.

```
<Sender>
<Credential domain="www.Estlega Ltd.com">
<Identity>PunchoutResponse</Identity>
<SharedSecret>abracadabra</SharedSecret>
</Credential>
<UserAgent>Our PunchOut Site V4.2</UserAgent>
</Sender>
</Header>
```

SENDER Credential specifies the identity and shared secret of the Supplier.

```
<Message>
<PunchOutOrderMessage>
<BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
<PunchOutOrderMessageHeader operationAllowed="edit">
<Total>
<Money currency="USD">999.98</Money>
</Total>
</PunchOutOrderMessageHeader>
<ItemIn quantity="2">
<ItemID>
<SupplierPartID>laptop_1</SupplierPartID>
<SupplierPartAuxiliaryID>white</SupplierPartAuxiliaryID>
</ItemID>
<ItemDetail>
<UnitPrice>
<Money currency="USD">499.99</Money>
</UnitPrice>
<Description xml:lang="en">SuperBook ABC Laptop</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">43211503 </Classification>
<ManufacturerPartID>Manufacturer_ID_1</ManufacturerPartID>
<ManufacturerName>Tricolore</ManufacturerName>
<LeadTime>8</LeadTime>
<Extrinsic name="cust1_contract_number">88845611</Extrinsic>
<Extrinsic name="cust2_contract_item_number">55565</Extrinsic>
<Extrinsic name="cust3_automatic_po">TRUE</Extrinsic>
</ItemDetail>
</ItemIn>
</PunchOutOrderMessage>
</Message>
</cXML>
```

POOM contains and transfers the Information of the Items added to the Cart in the Web-shop to **SAP Ariba Application**.

Some Projects might require **Customized Extrinsic** by your **Buyer**, In this case the Extrinsic will Appear in this Section of the POOM.



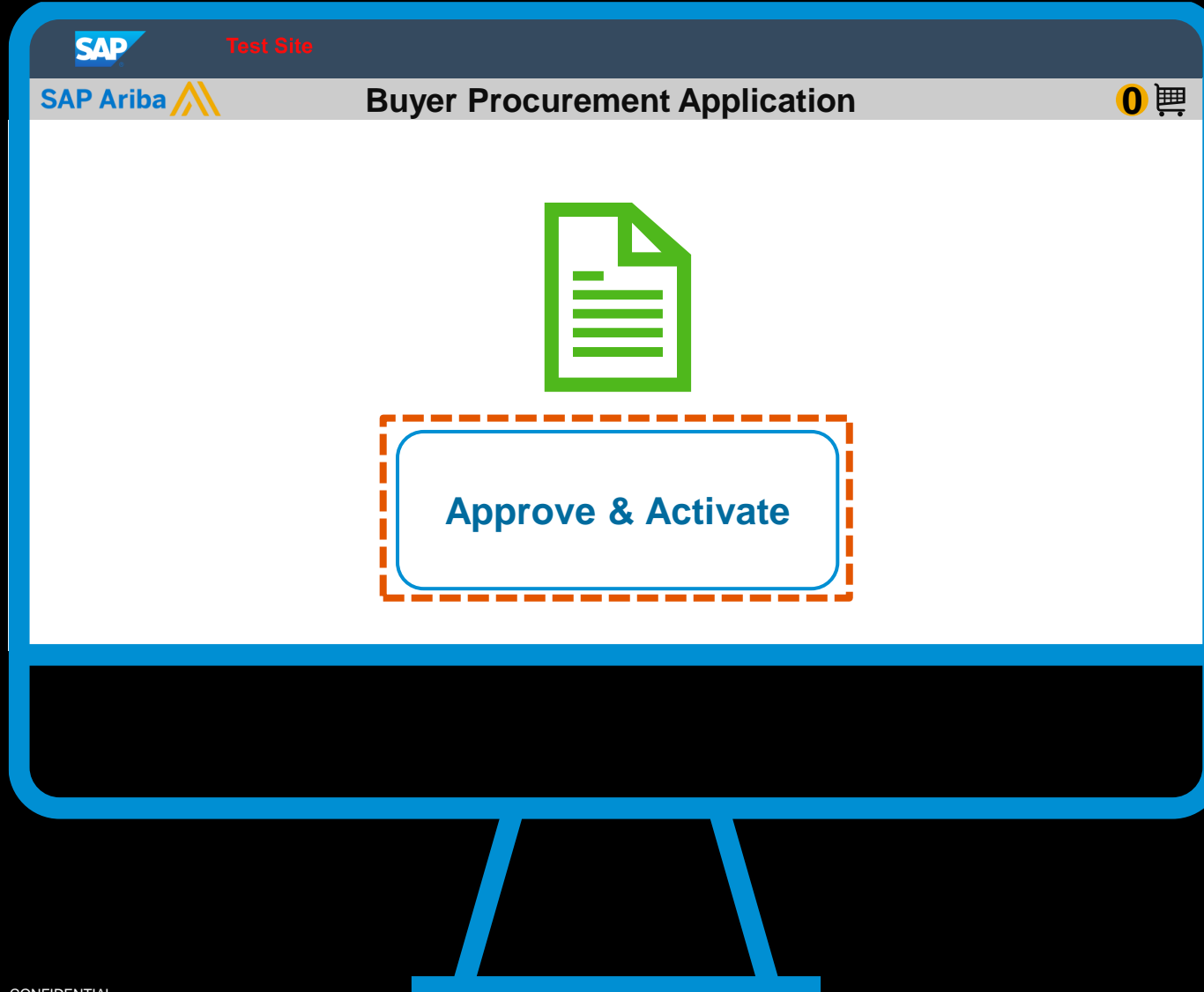
Return to the
**Purchase
Simulation**

Purchasing Simulation

Here, you can see how a **Buyer's** user purchases from your PunchOut via the Ariba Application.

1

Click on **Approve and Activate** the Index File



Index File Uploaded by
Supplier

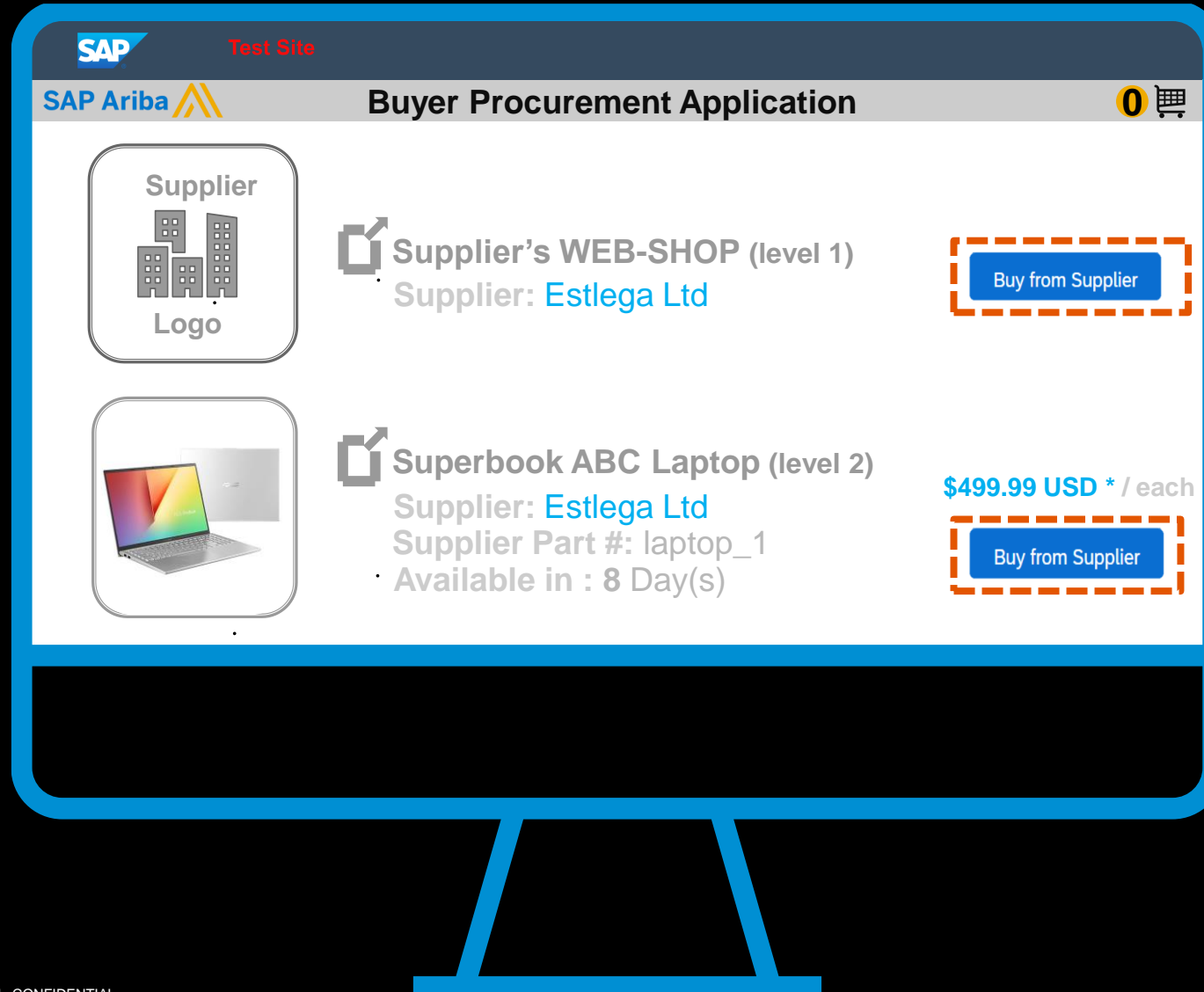
(you can see how to do the upload by click on **Index** (top-right) and clicking the **Index File Upload** section)

Buyer's UI - Search

Now the Index File content is visible in **Buyer's UI** and a notification sent to the **Supplier**

2

Click on **Buy from Supplier**



Notification sent to Supplier stating the index file is Active

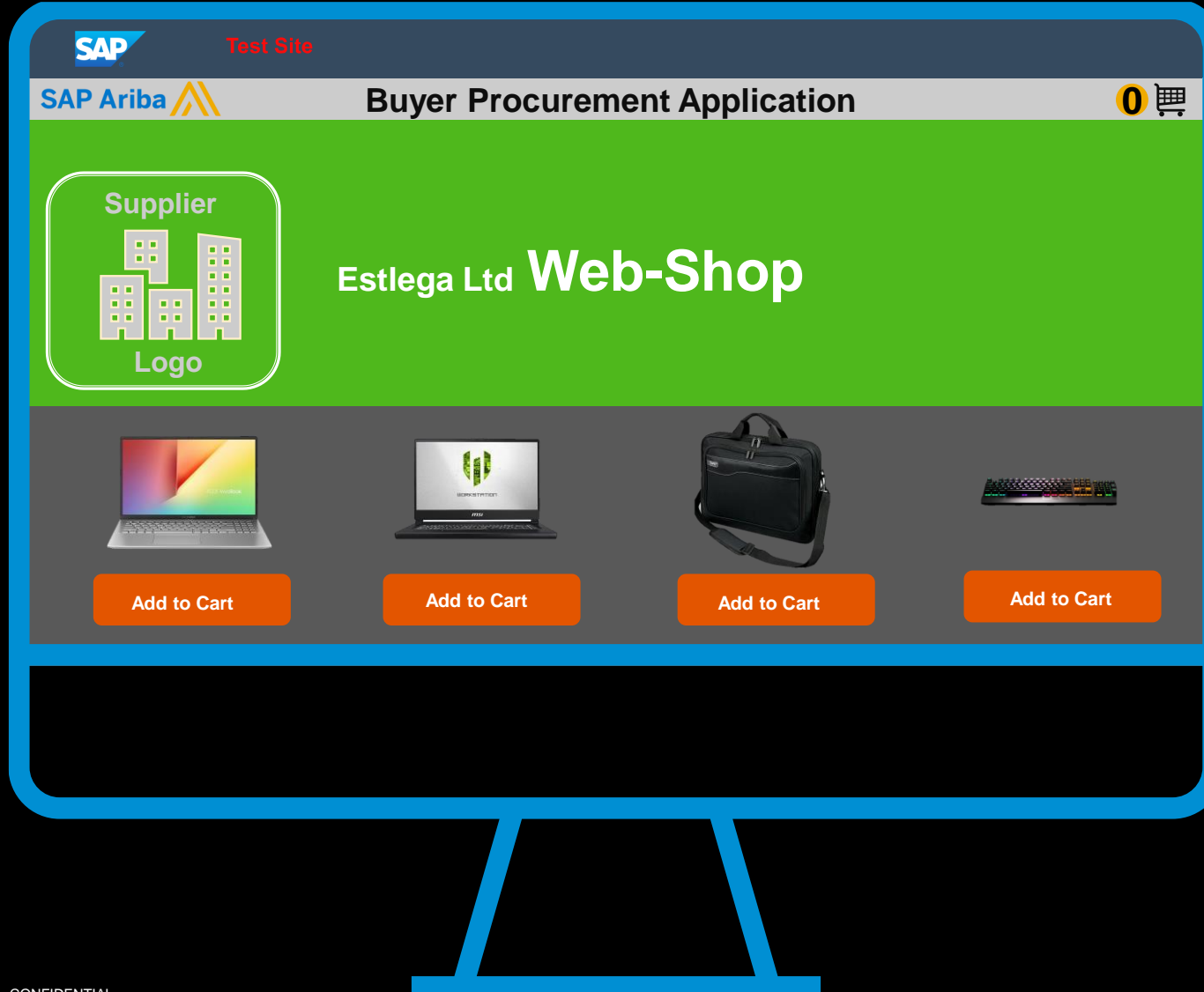


WEBSHOP L1 - Store Level

You selected the PunchOut Level 1 (store level). The landing page of **the Supplier's web-shop** is now displayed in **the Buyer's UI**

3

Click on **Add to Cart**

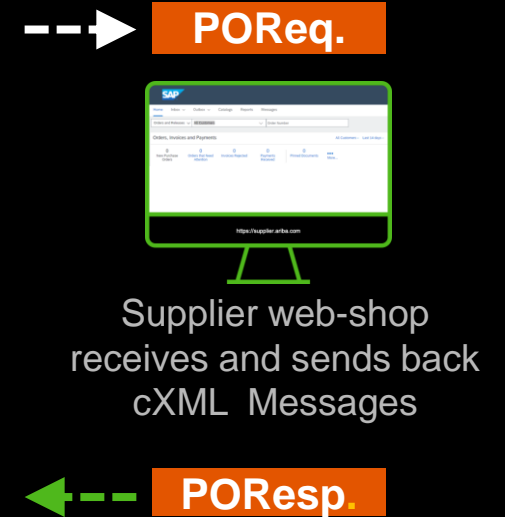
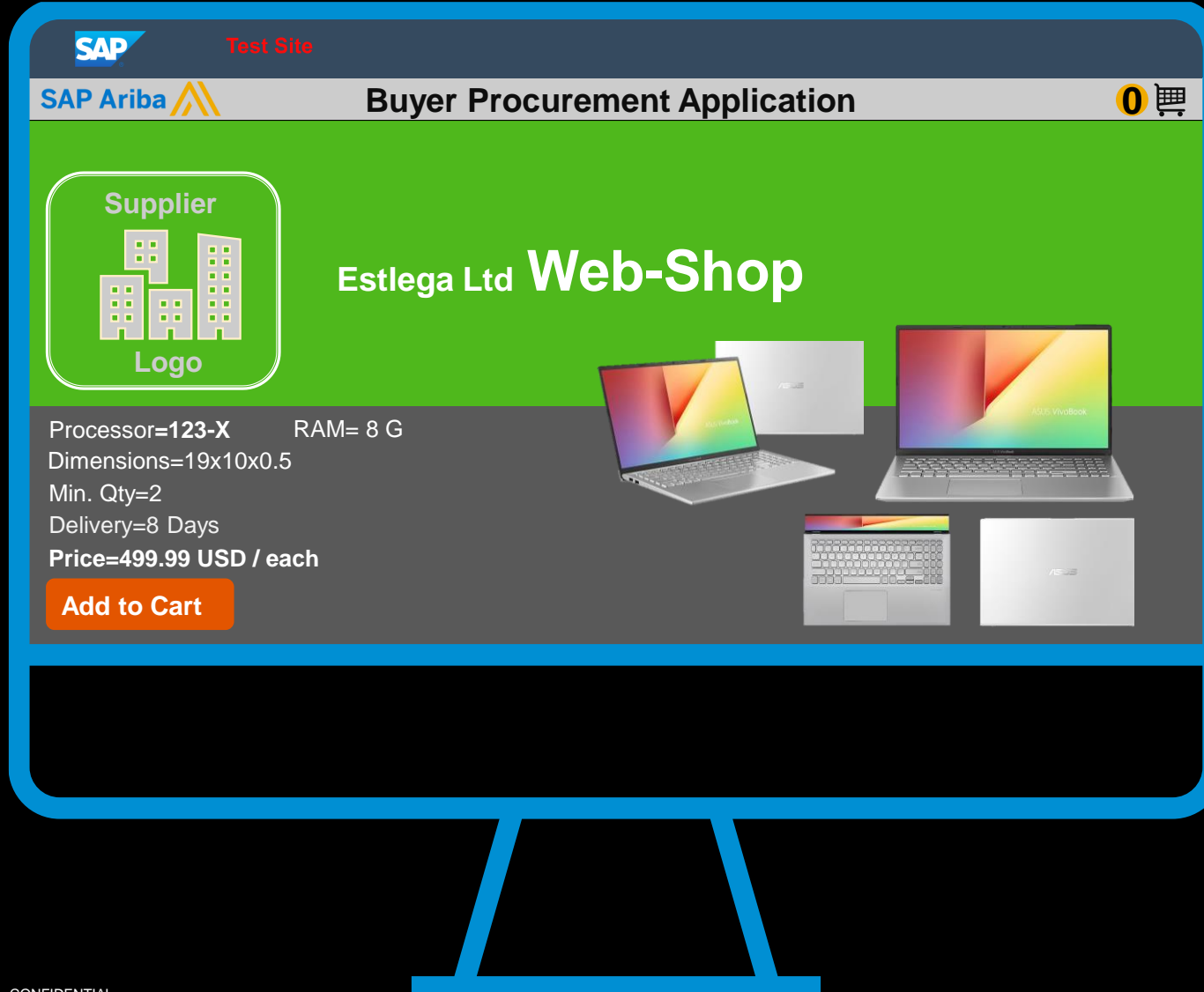


WEBSHOP L2 - Product Level

You selected the PunchOut Level 2 (product level). The **Buyer** is sent directly to the item on **the Supplier's web-shop**

3

Click on **Add to Cart**

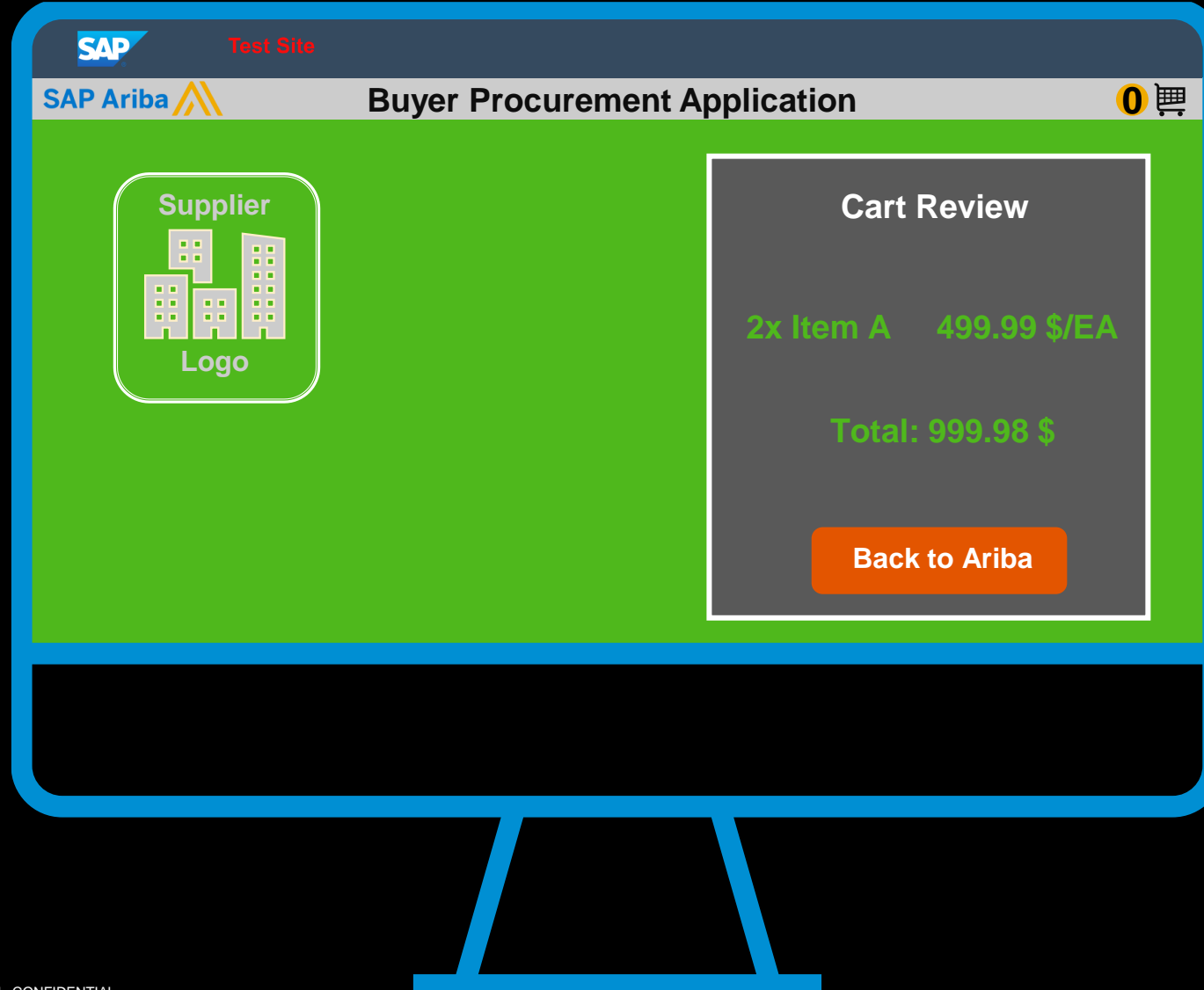


Webshop Basket

You can now review your **Basket** on the **Supplier's Webshop** and send the Basket back to the **Buyer's Ariba Procurement Application**

4

Click on **Back to Ariba**

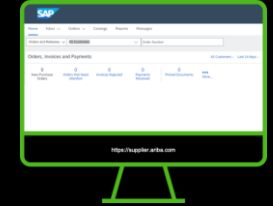
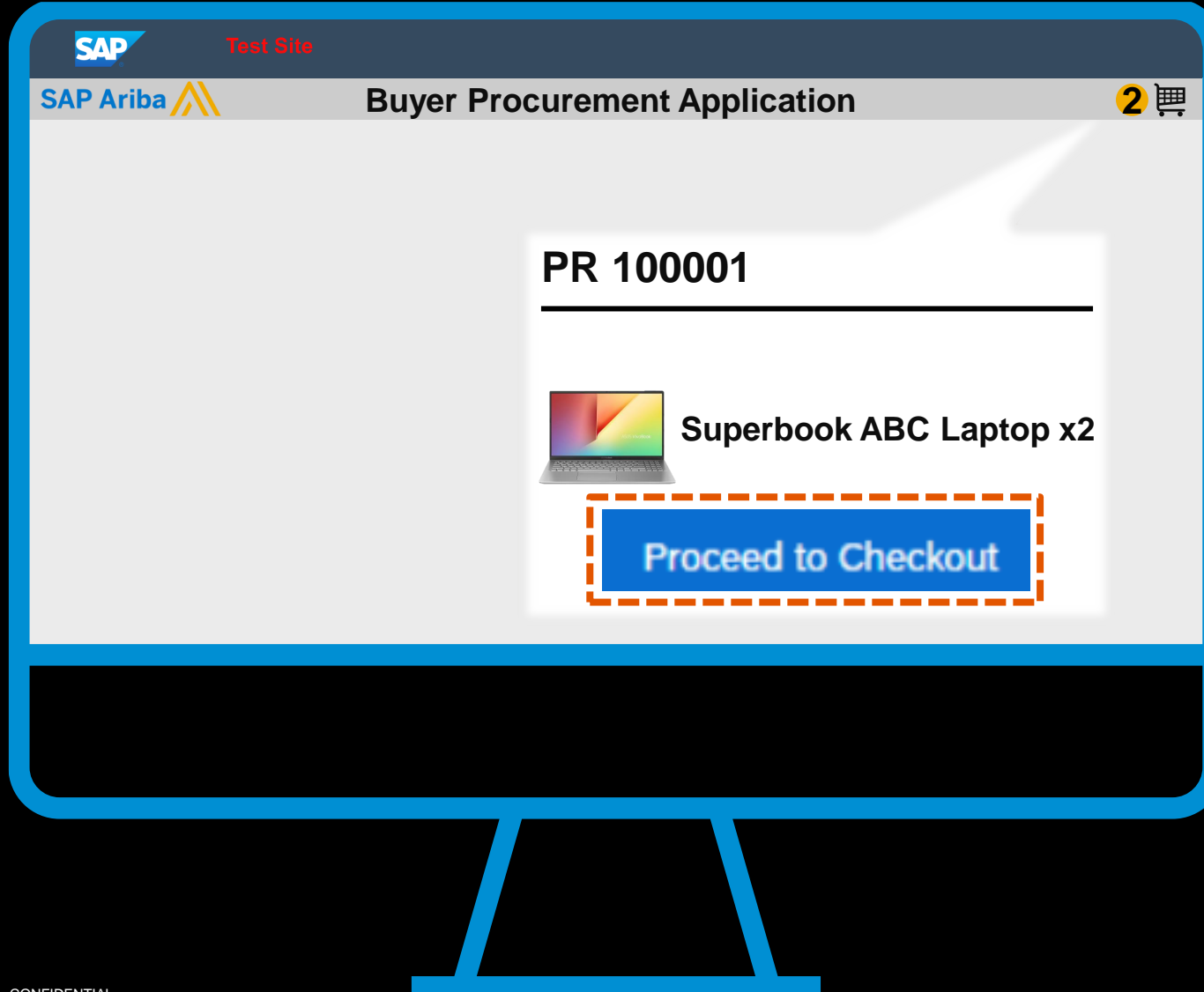


Checkout

We can now see the items we selected in the **Basket** of the **Buyer's Ariba Procurement Application**. Let's proceed to the Checkout

5

Click on **Proceed to Checkout**



Supplier web-shop sends back a cXML Message



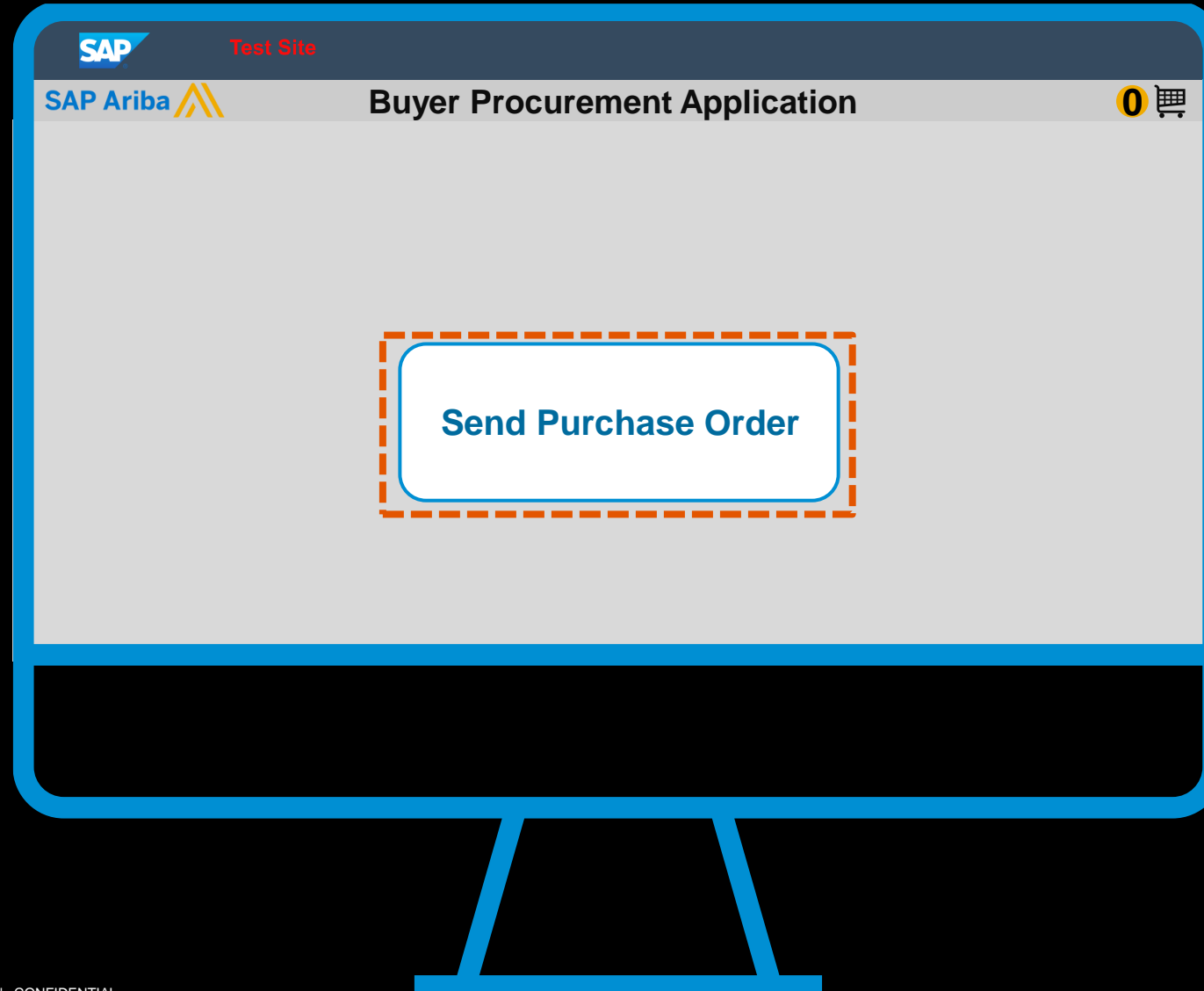
POOM

Purchase Order

Now, all that the **Buyer** needs to do is send out the Purchase Order

6

Click on **Send Purchase Order**



Index



Refresh

Demo Complete!

Now that you have completed the **PURCHASING DEMO**, select one of the following options:

- 1 Restart Purchasing Demo
- 2 Start Index File Upload Demo
- 3 Review the cXML Message Flow

RUN SIMPLE