

Creating and Publishing Static Catalogs for Mosaic

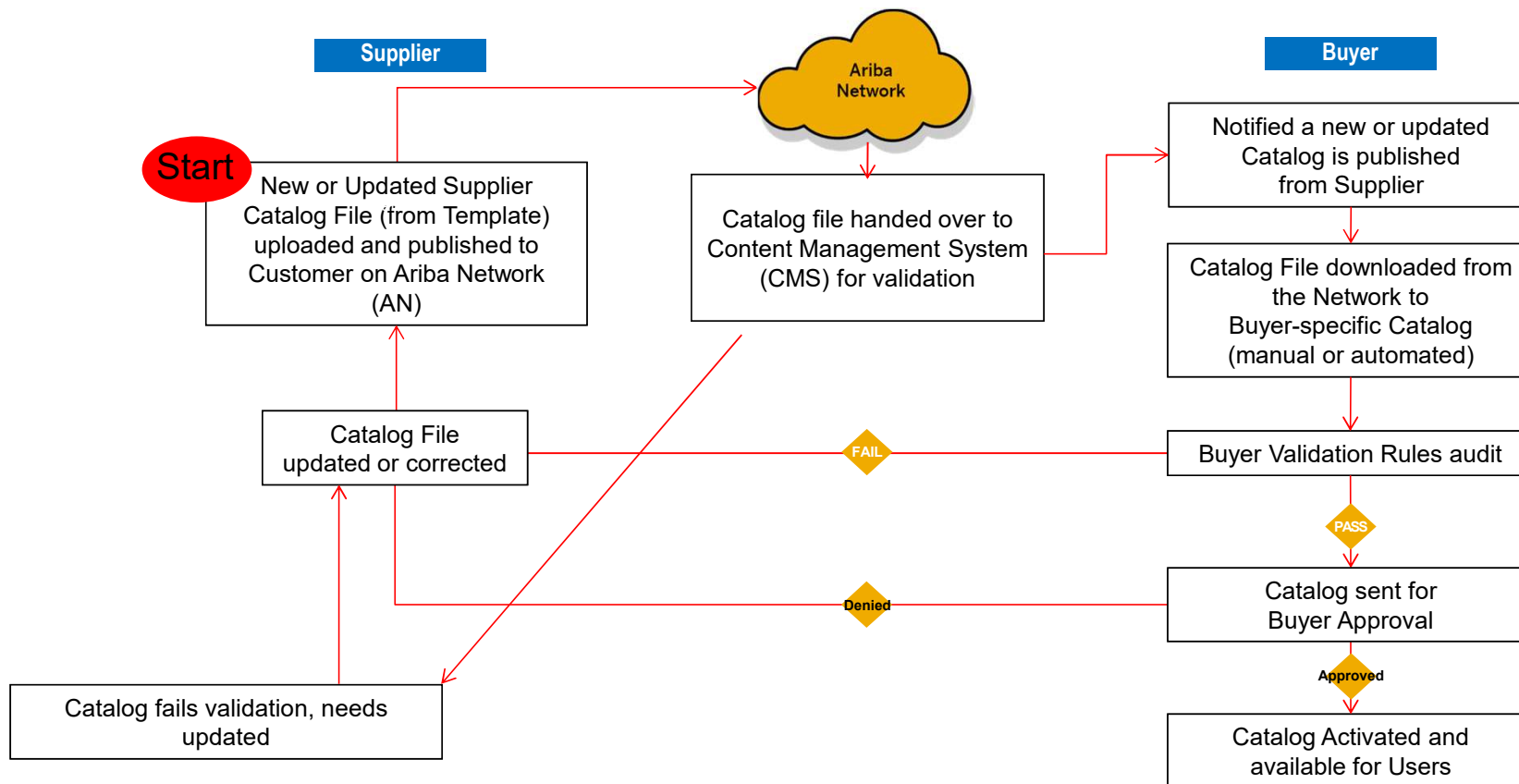
CMS Enabled Realms

Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Questions

The Catalog Upload **Process**

The Catalog Upload Process



The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

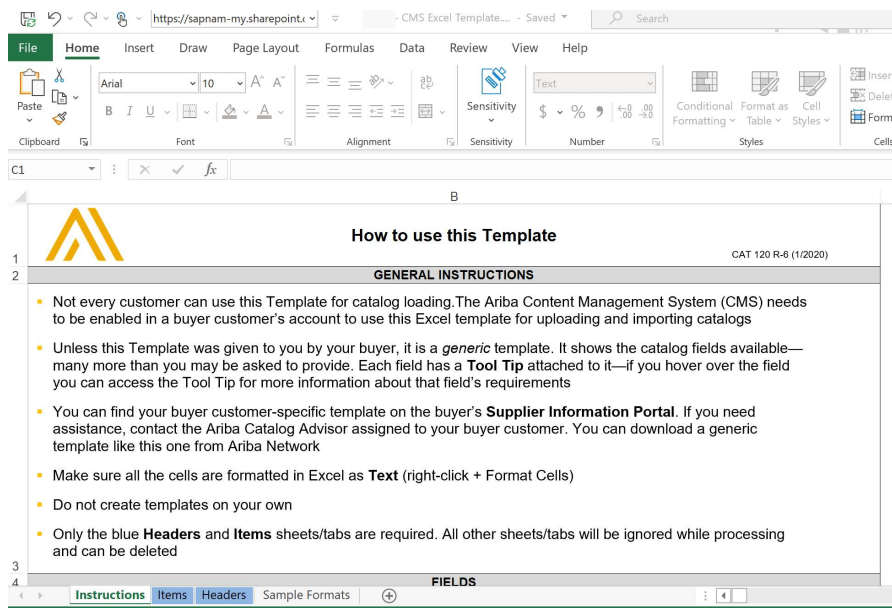
The Catalog **Template**

The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates
- Static Catalogs are generally created offline and uploaded to the Ariba Network
- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files—these are special static files called “Index Files”.

The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel XLSX template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an XLSX CIF Template:



- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**
- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system. These tabs can be deleted

The CIF Catalog Template

The CIF Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by your buyer.

| | D | E | F | G | H | I | J | K | L | M | |
|-----------|------------|-----------------|----------------------|----------|--|---|---|---|------------------------------------|------------------------|-----|
| | Unit Price | Unit of Measure | Short Name | Required | | | | | Image | | Man |
| | | | | U | | | | | Normal | Detailed | |
| | 45.10 | EA | 4-Line Phone | U | Short title for the item. Do not use duplicate information in Short Name and Item Description. Instead, use Short Name to name the product, and Item Description to describe product details. Type: String Length: 80 characters | | | | c. http://www.abc.com/277 | http://www.abc.com/277 | T |
| | 22.58 | EA | Excel 97 for Dummies | U | | | | | http://www.abc.com/2772901/img.gif | | ID |
| | 20.53 | DZN | Blue Ballpoint Pens | U | | | | | c. http://www.abc.com/277 | http://www.abc.com/277 | IL |
| | 3.55 | GRO | Manilla Folders | U | | | | | http://www.abc.com/2772903/img.gif | | IDG |
| | 4.80 | EA | Standard Stapler | U | | | | | http://www.abc.com/2772904/img.gif | | |
| Rivets, 1 | 10.20 | EA | Round-Ring Binder | U | | | | | http://www.abc.com/2772905/img.gif | | |

| FIELD COLOR CODES | |
|-------------------|-----------------------|
| | Required |
| | Optional, but Desired |
| | Optional |

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the Supplier Portal page on the AN.

The CIF Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)
- Do not create templates on your own
- Only the blue **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing. These tabs can be deleted
- Populate data in the **Header** sheet/tab
- Populate data in the **Items** sheet/tab (Remove the sample data provided in the template)
- For some complex fields such as **ClassificationCode**, some of the sub-fields (e.g. **Domain**) may be required. These are indicated in Blue, and are only required if the parent field is present

Creating a CIF Catalog

Creating a CIF Catalog

General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the **Description** field—all the words are indexed for ease of finding the items
- Use different **Short Names** not just repeating a **Description**—it makes it easier for Users, and you get an additional 80 characters to describe your item
- Always include images

Creating a CIF Catalog

The Header Tab

| | A | B | |
|--|--------------------|---------------------------|--|
| 1 | LOADMODE: | F | |
| 2 | SUPPLIERID_DOMAIN: | NetworkID | |
| 3 | UNUOM: | TRUE | |
| 4 | CURRENCY: | USD | |
| 5 | COMMENTS: | Any comments can go here. | |
| 6 | | | |
| <div> Instructions Headers Items Sample Formats </div> | | | |

- **LOADMODE— Required** - F (Full) or I (Incremental) The tool tip explains how Incremental loads work
- **SUPPLIERID_DOMAIN— Required** - Specifies the Domain used. The preferred value is the Supplier's Ariba Network ID Number—"NetworkID". Other values include "DUNS", "internalsupplierid" or custom values
- **UNUOM— Optional but preferred** - If set to "TRUE", the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to "FALSE", the value is set to ANSI. (Ariba recommends UNUOM)
- **CURRENCY— Optional but preferred** - Specifies the currency used for the prices. The value "USD" (United States Dollar) is here by default and can be changed to a different currency
- **COMMENTS— Optional** - This field can be used for comments related to your catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

Note: The **Header** contains information that applies to the entire file. You can see that the only required fields are the **LOADMODE** and **SUPPLIERID_DOMAIN**.

You can set **UNUOM** and **CURRENCY** at the item level in the file and they will override the values in the Header for that particular item.

Creating a CIF Catalog

Special Notes for Images

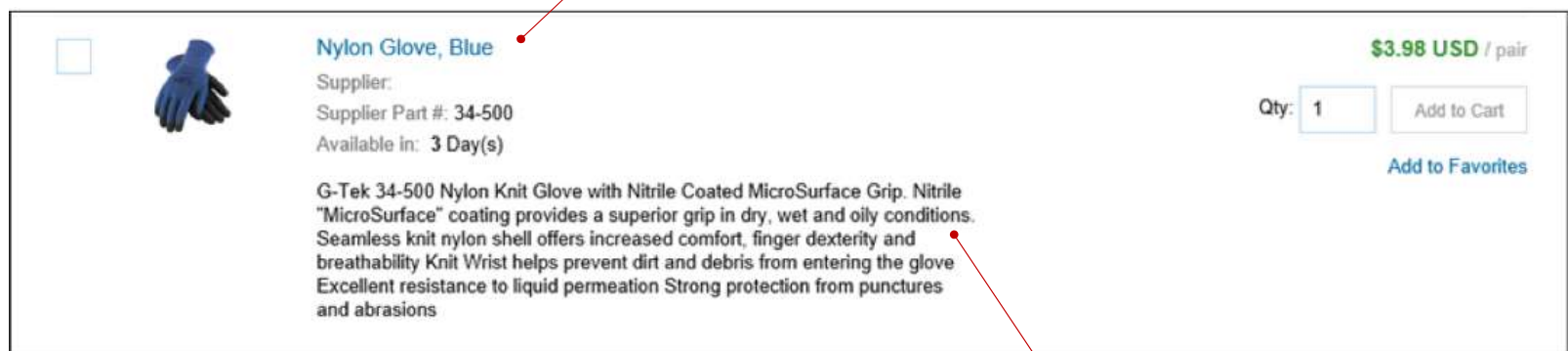
- In the Catalog file, you can refer to a **remote** image—using a URL—or you can refer to a **local** image, and send that image to Ariba to store
- Using **remote** images is preferred
 - Be sure the URL in the Template is *complete* (including http://)
Example: http://server/directory/imagefilename.jpg
 - Point to the image itself—not a program that serves up images
- If you use **local** images
 - Be sure the filename in the Template is *exact*—including upper and lower case characters
Example: FileName.jpg -or- lowercasename.jpg
 - Load images in a zip file format with the Customer Name and Supplier Name on the AN



The Catalog **User Interface**

The Catalog Interface Item View

This is how a static Catalog item is displayed in the standard Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.

Short Name (80 characters)



  **Nylon Glove, Blue** \$3.98 USD / pair

Supplier:
Supplier Part #: 34-500
Available in: 3 Day(s)

Qty:
[Add to Favorites](#)

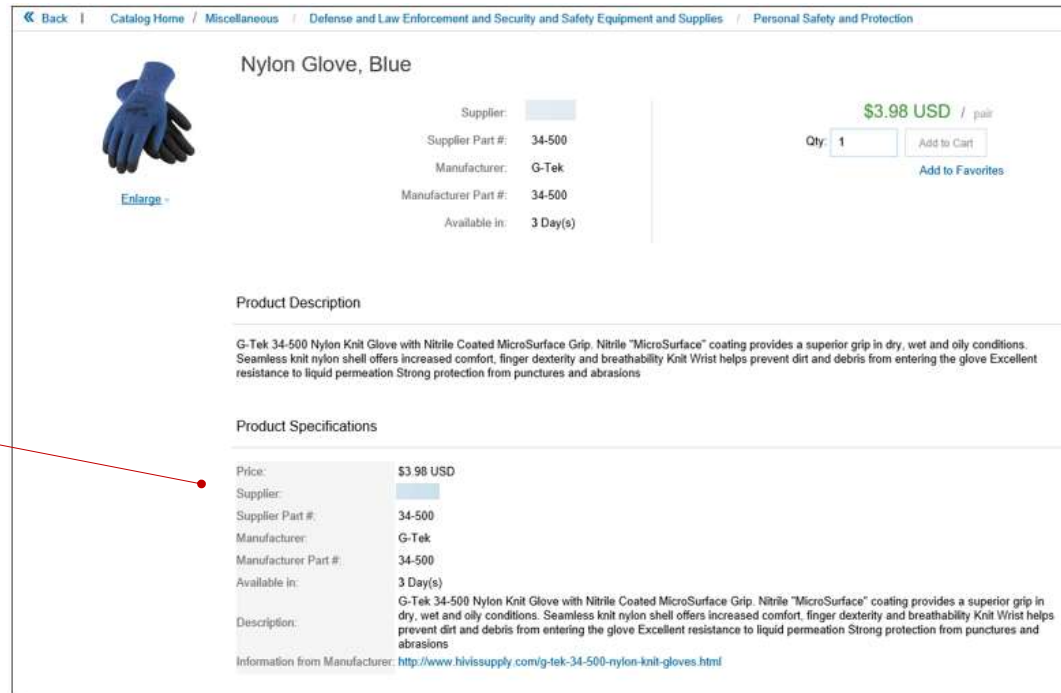
G-Tek 34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

Description (2,000 characters)

The Catalog Interface Detail View

This is how a static Catalog Item Detail view is displayed in the normal Catalog interface.

Additional
Information,
links and
custom fields



Uploading and Publishing New Catalogs

Uploading and Publishing New Catalogs

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

SAP Ariba Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

Learn More

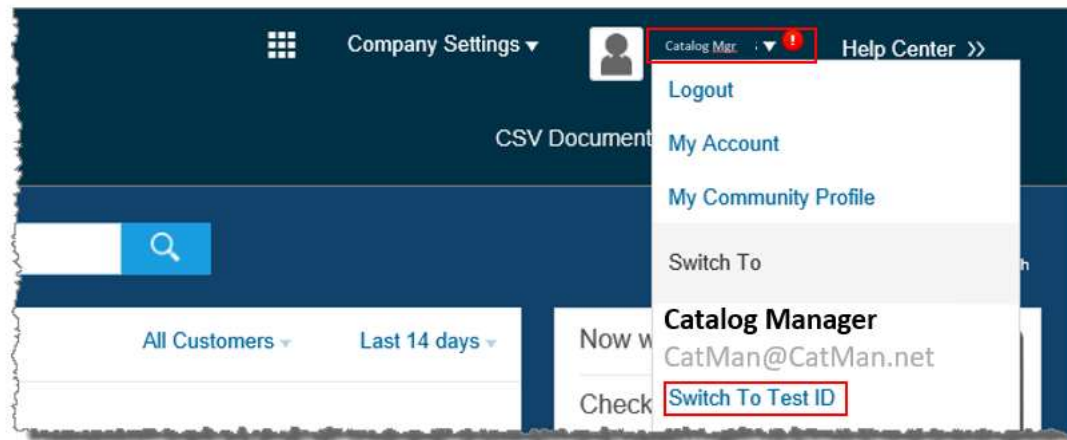
Supported browsers and plugins

SAP

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Uploading and Publishing New Catalogs

- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account. (*Note:* If you are instructed to load a Catalog to a Production account, just skip this step)
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



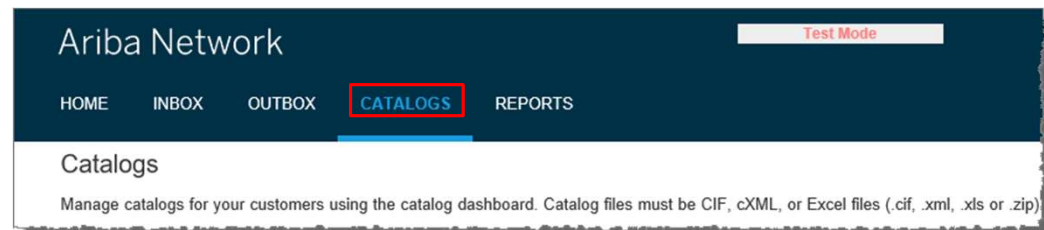
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing New Catalogs

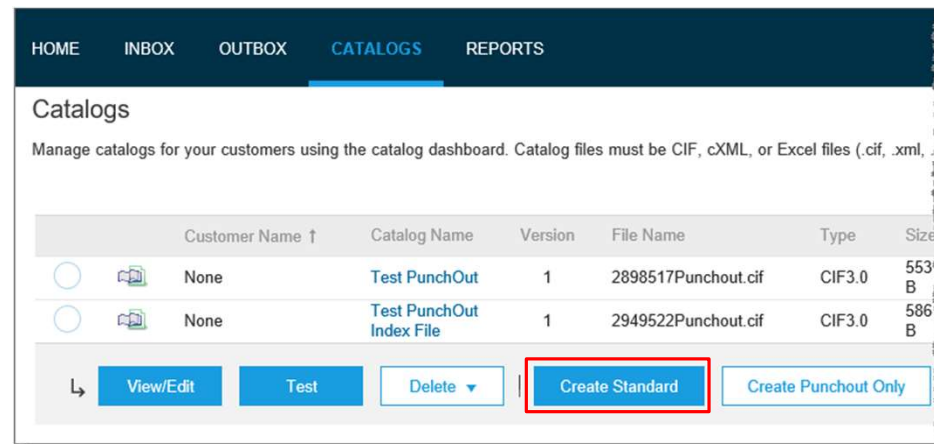
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
 2. **Setting Visibility**—Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
 3. **Validating**—The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure
(Note: Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)
 4. **Publishing**—Freezes the current version and notifies your Customer of the Catalog’s availability

Uploading and Publishing New Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button



Uploading and Publishing New Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
 - ① **Details**—General information about the Catalog
 - ② **Subscriptions**—Who you are publishing the Catalog to
 - ③ **Content**—Uploading the actual Catalog file

- Click “Next”

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: *

Created By: Catalog Manager

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

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

Commodities: ①

Description

No items

Delete Add

Next Exit

Uploading and Publishing New Catalogs

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. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):

Vendor Name_Country Acronym_PunchOut_Mosaic

- **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”

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

1 Details
2 Subscriptions
3 Content

Catalog Name: *
Created By: Catalog Manager
Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00
Description:
Characters left: 1000
The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ

Description
No items

Delete Add

Next Exit

Uploading and Publishing New Catalogs

② Subscriptions

- You determine which Customers will subscribe to your Catalog
- Set the Visibility to **Private**. You can select a single customer.
- To select your Buyer check the box next to the **Customers** column.
- If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them
- Your customer may have established some validation rules that your catalog must pass. To view these rules, click **View** in the **Catalog Validation Rule** column. You will be taken to the company's catalog and will be able to see the validation rules

Create a New Catalog

Previous 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 your [More](#)

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.

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

| Customers ↑ | Catalog Validation Rules | Validation Status for Version 1 |
|--|--------------------------|---------------------------------|
| <input checked="" type="checkbox"/> GSO Sandbox - P20 - TEST | View | Pending Validation |
| <input type="checkbox"/> Supplier Name | View | Pending Validation |
| <input type="checkbox"/> Supplier Name | View | Pending Validation |

Previous Next Exit

Uploading and Publishing New Catalogs

② Subscriptions - continued

- Here we see the Validation rules that your customer has in place for catalogs
- For this customer, there are three rules that must be followed: Image, Short Name and Manufacturer Part ID fields are required
- To view more information about the rule, you can click on the **Action**, pull down, then click **View**
- When you are finished viewing the customer's rules, click the **Done** button

Catalog Validation Preferences Done

Content Rules Enter search text.

3 All 3 Validation 0 Enrichment 0 Cleansing

| Name | Type | Category | Last Modified | |
|-------------------------------------|------------|----------|--------------------------|----------|
| NAMERCat Image is required | Validation | Error | 26 February 2018 6:26... | Action ▾ |
| Manufacturer Part ID is a requir... | Validation | Error | 16 October 2017 8:38 AM | Action ▾ |
| Short name is required | Validation | Error | 07 February 2018 11:3... | Action ▾ |

Done

Uploading and Publishing New Catalogs

③ Content

- Select your **Catalog File Format** to “Excel” by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking “Browse” and pointing to your file
- Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file
- After you have selected your Catalog file, click the “Validate and Publish” button

Create a New Catalog

Previous Exit

1 Details

2 Subscriptions

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF

Catalog File: Browse...

Images and Attachments File: Browse...

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

Validate and Publish

- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

Uploading and Publishing New Catalogs

■ Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published, Activated or Pending Buyer Validation**—your Catalog is error-free
 - **Validation Errors Found by Customer**—The Customer’s Validation rules have run and there is a problem
 - **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 | | | | | | | | | | | |
|---|--|-----------------|----------------|---------|---------------------|--------|-------|------------|-----------------|--------------|---------------------------------|
| 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, More | | | | | | | | | | | |
| | | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status |
| | | None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager | Apr 2014 | Validated |
| | | Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager | 5 Jan 2017 | 3 Errors Found by Ariba Network |
| | | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation |
| | | Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published |

Uploading and Publishing New Catalogs

■ Catalog Validation - continued

- To see the error detail, click on the **Errors Found** hyperlink:

Catalogs

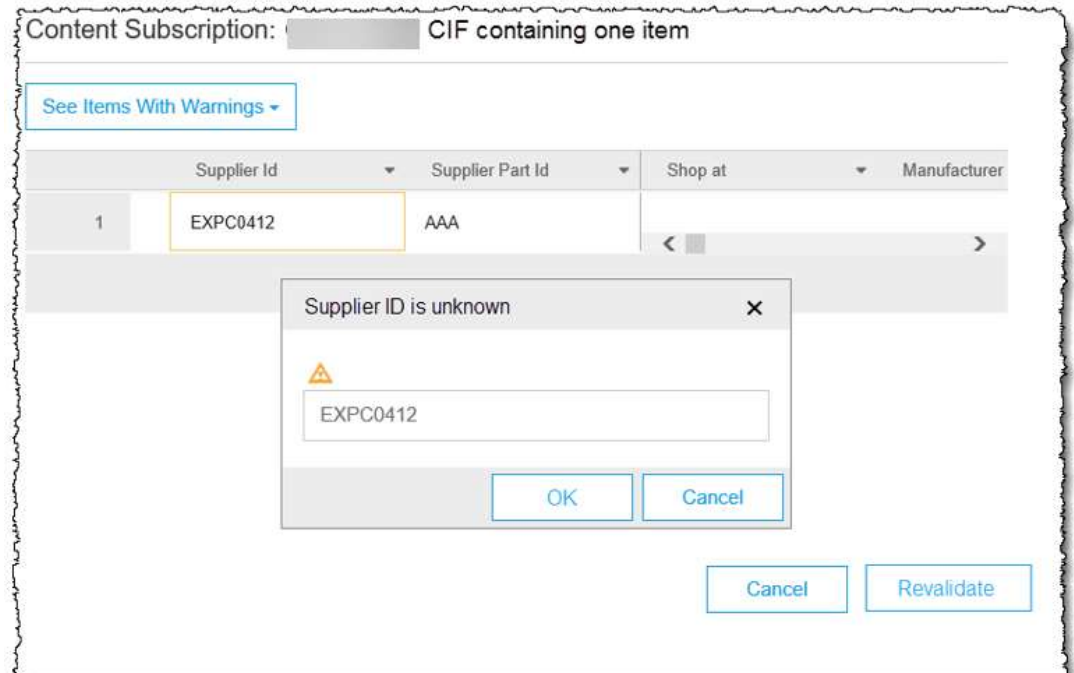
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, [More](#)

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status | Date Status Received |
|--|-----------------|--------------------------------|---------|------------------------------|--------|-------|------------|-----------------|--------------|--|----------------------|
| | None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager | Apr 2014 | Validated | |
| | Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager | 5 Jan 2017 | 3 Errors Found by Ariba Network | |
| | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation | |
| | Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published | |

Uploading and Publishing New Catalogs

■ Viewing Validation Errors

- You will be taken to the company's catalog and will be able to see the validation rules that failed
- In this case, the customer is telling us that the **Supplier ID** is unknown, and the catalog is failing
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and reupload the new version to replace the existing Catalog



Uploading and Publishing New Catalogs

■ Customer Catalog Approval

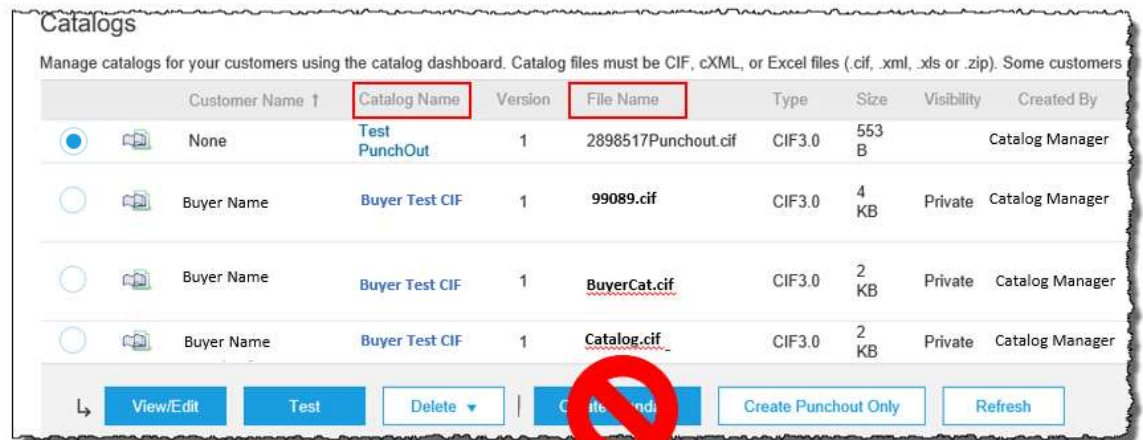
- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **Published**, **Activated**, **Validated by Customer** or **Pending Buyer Validation**—*note that these are all valid statuses*
- If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users


Replacing Existing Catalogs

Replacing Existing Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Ariba Network account
- Navigate to the **Catalogs** tab
- Find the existing Catalog you wish to replace with a new version
- Click on the radio button to select the existing Catalog
- Click the **View/Edit** button, or click on the **Catalog Name** hyperlink
 - When *replacing* an existing Catalog, do **not** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different



| 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 | | | | | | | | |
|--|-----------------|----------------|---------|---------------------|--------|-------|------------|-----------------|
| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By |
| <input checked="" type="radio"/> | None | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Catalog Manager |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | 99089.cif | CIF3.0 | 4 KB | Private | Catalog Manager |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | Catalog.cif | CIF3.0 | 2 KB | Private | Catalog Manager |
| <div> View/Edit Test Delete Create New Create Punchout Only Refresh</div> | | | | | | | | |

Replacing Existing Catalogs

- You are now taken to the **Edit a Catalog** Screen
- You see 3 steps here also
 - ① **Details**—Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog

The screenshot shows the 'Edit a Catalog' interface. On the left, a sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area displays catalog information: 'Catalog Name: Cif Catalog', 'File Name: BuyerCat.cif', 'Created By: Catalog Manager', 'Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00', 'Version: 1', 'Size: 2 KB', 'Item Count: 5', 'Type: CIF3.0', and 'Status: Published'. Below this, the 'Description' field is highlighted with a red box and contains the text 'Updated Catalog with new pricing - January 2017'. A character count 'Characters left: 953' is shown. At the bottom, there is a 'Commodities' section with a table header 'Description' and a 'No items' message. 'Delete' and 'Add' buttons are present. 'Next' and 'Exit' buttons are located at the top right and bottom right of the screen.

- Click the **Next** button

Replacing Existing Catalogs

- ② **Upload Catalog File**—The Network will display the Upload screen to upload the new version
- Select your **Catalog File Format** to “Excel” by clicking the pull down menu and selecting the option
 - Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file

Edit a Catalog Previous Exit

1 Details

2 Upload Catalog File

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: CIF ▾

Catalog File: Browse...

Images and Attachments File: Browse...

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

Validate and Publish

[Download Templates/Guidelines](#)

- ③ **Content**—After you have selected your Catalog file, click the **Validate and Publish** button
- As your Catalog loads, the status will read “Validating”. Click the **Refresh** button at the bottom of the screen to see the status change

Replacing Existing Catalogs

- When your Catalog passes the upload validation, the Network may show any of these statuses: **Published, Activated, Validated by Customer or Pending Buyer Validation**—note that these are all valid statuses. The upload is complete

Catalogs
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 catalogs.

| | Customer Name ↑ | Catalog Name | Version | File Name | Type | Size | Visibility | Created By | Date Created | Status | |
|----------------------------------|-----------------|----------------|---------|------------------|--------|------|------------|-----------------|--------------|--------------------------|--|
| <input checked="" type="radio"/> | Buyer Name | Buyer Test CIF | 2 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 5 Jan 2017 | Pending Buyer Validation | |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | BuyerCat.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 30 Jun 2015 | Pending Buyer Validation | |
| <input type="radio"/> | Buyer Name | Buyer Test CIF | 1 | TestCatalog2.cif | CIF3.0 | 2 KB | Private | Catalog Manager | 11 Nov 2013 | Published | |

[View/Edit](#)
[Test](#)
[Delete ▼](#)
[Create Standard](#)
[Create Punchout Only](#)
[Refresh](#)

- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network
- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version

Uploading and Publishing New Catalogs

■ Customer Catalog Approval

- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog
- If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the validation and Customer audit before it can be loaded into the Customer's buying application and be available for their Users

Thank you.

Contact information:

AskAribaCatalog@sap.com



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