



Understanding, Creating and Publishing PunchOut® Catalogs

INTERNAL – SAP Buyers, Suppliers and Partners



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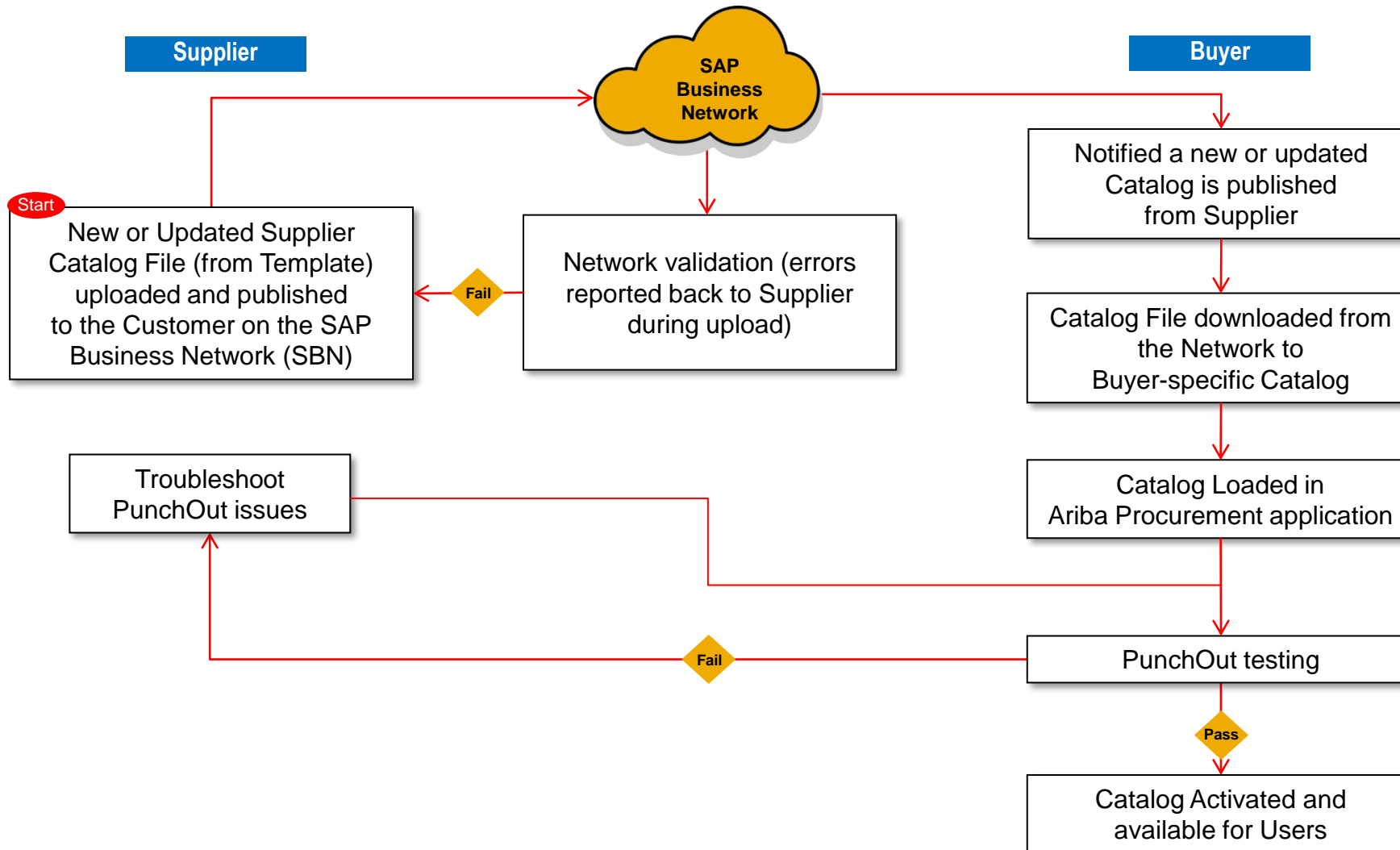
- Troubleshooting

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- Creating a CIF from an Excel Catalog File

The Catalog Upload **Process**

The PunchOut Catalog Upload Process



What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba Procurement catalog database, PunchOut catalogs utilize a supplier's website/store. This allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Procurement application where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website. In a Level 2 (L2) scenario, the User shops using the Ariba Procurement catalog database *and* the Supplier's site.



How does it work?

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by SAP Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the **cXML Solutions Guide** and the chapter titled “PunchOut transactions” in the **cXML User’s Guide**.



How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into the SAP Business Network. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba Procurement application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

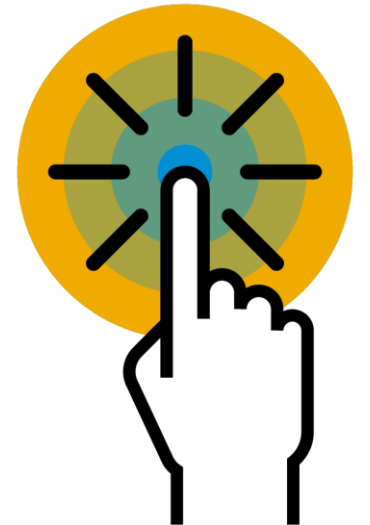
- **PunchOut Setup Request (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba Procurement application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message (POOM)**—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba Procurement to be submitted for purchase

How does it work?

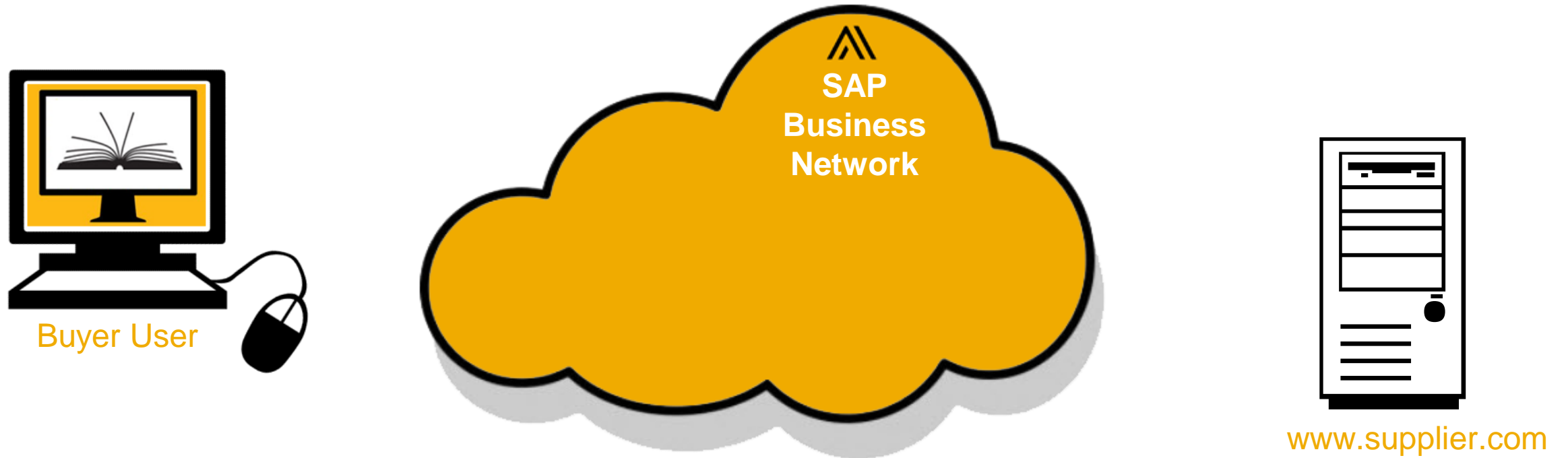
The steps on the next few slides shows how a simple **L1** PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog** and is taken to the **Suppliers site**, where they **shop**. The User then **returns** the selected items back to their **Ariba Procurement application**.

Once the **items** are back in Ariba Procurement, the User can **submit** the **Cart** to become a **Requisition**, and ultimately a **Purchase Order**, which is sent off to the Supplier.

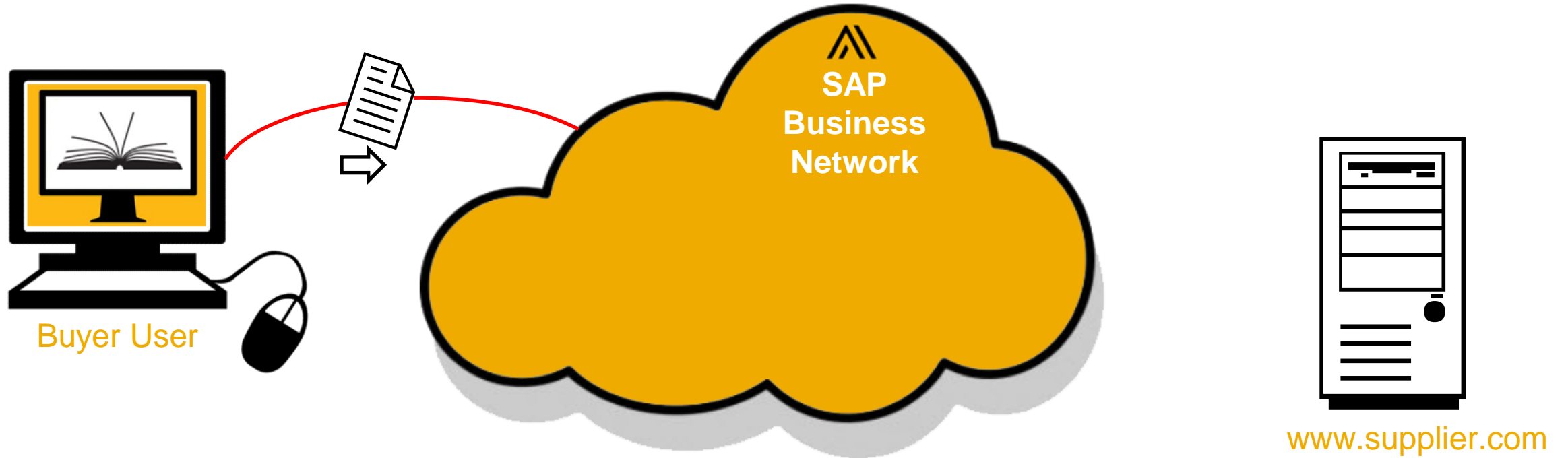


How does it work?



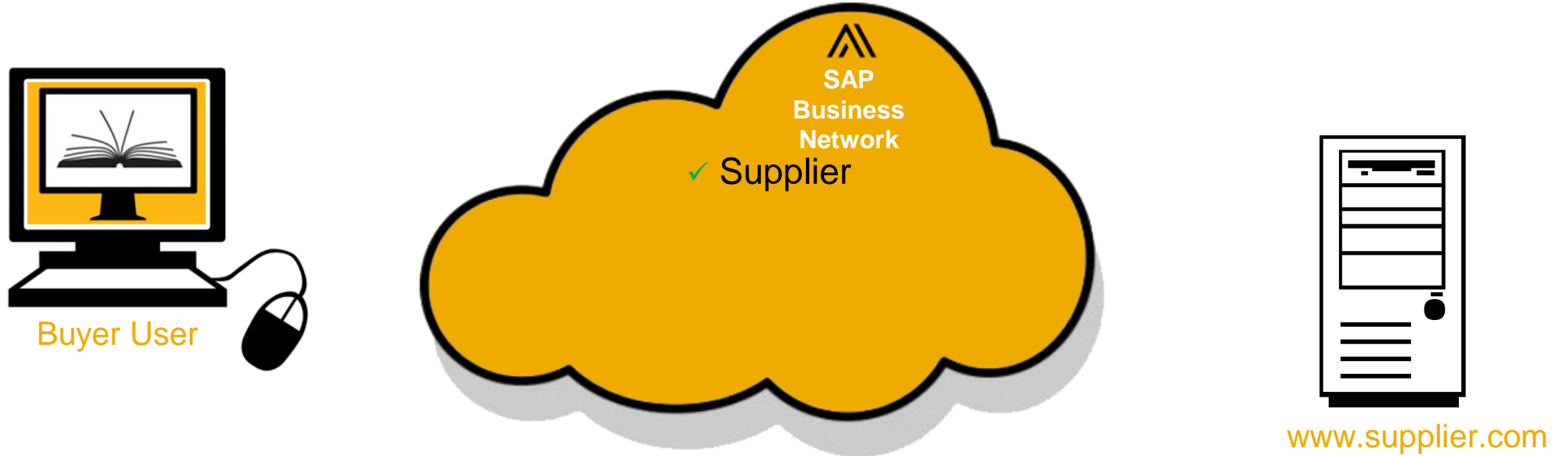
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



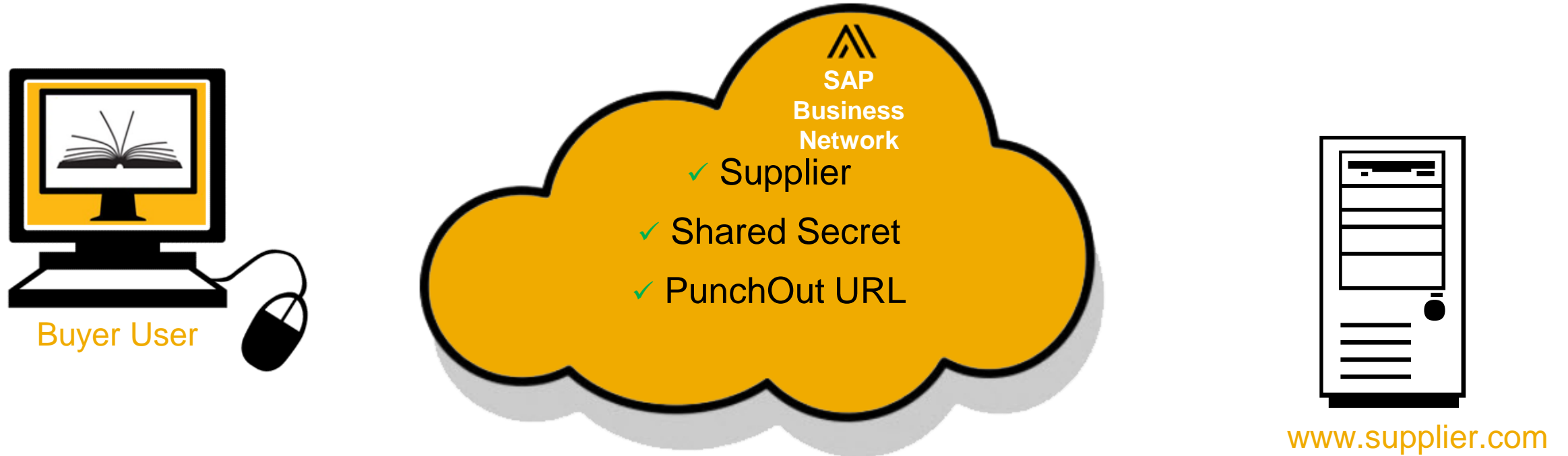
The **PunchOut Setup Request (POSR)** is routed from Ariba to the SAP Business Network.

How does it work?



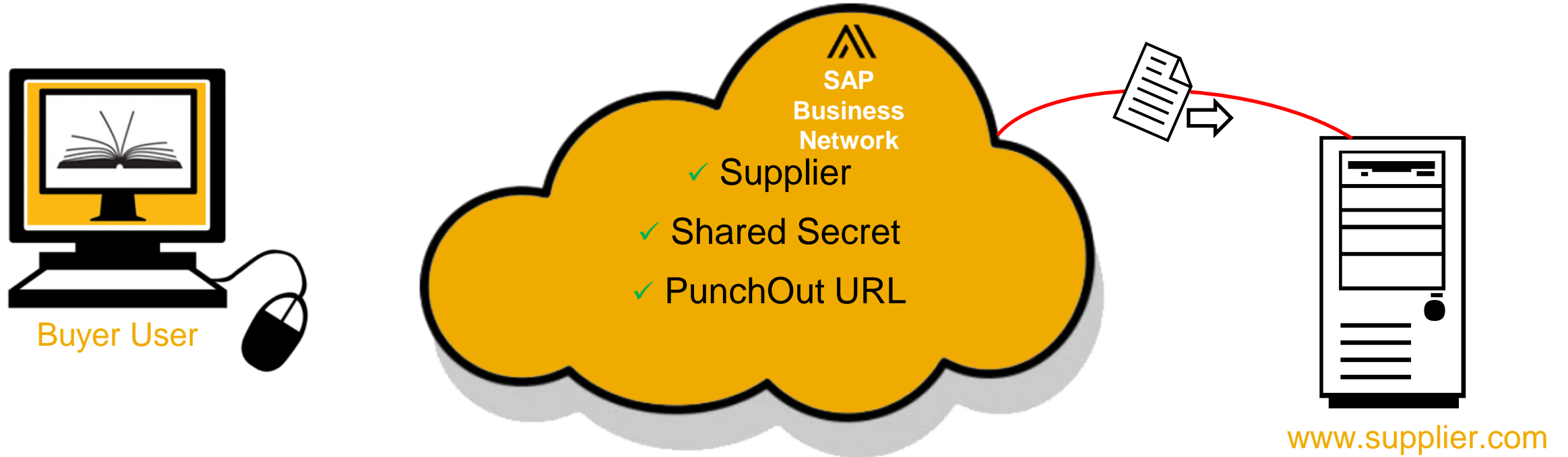
The SAP Business Network looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record.

How does it work?



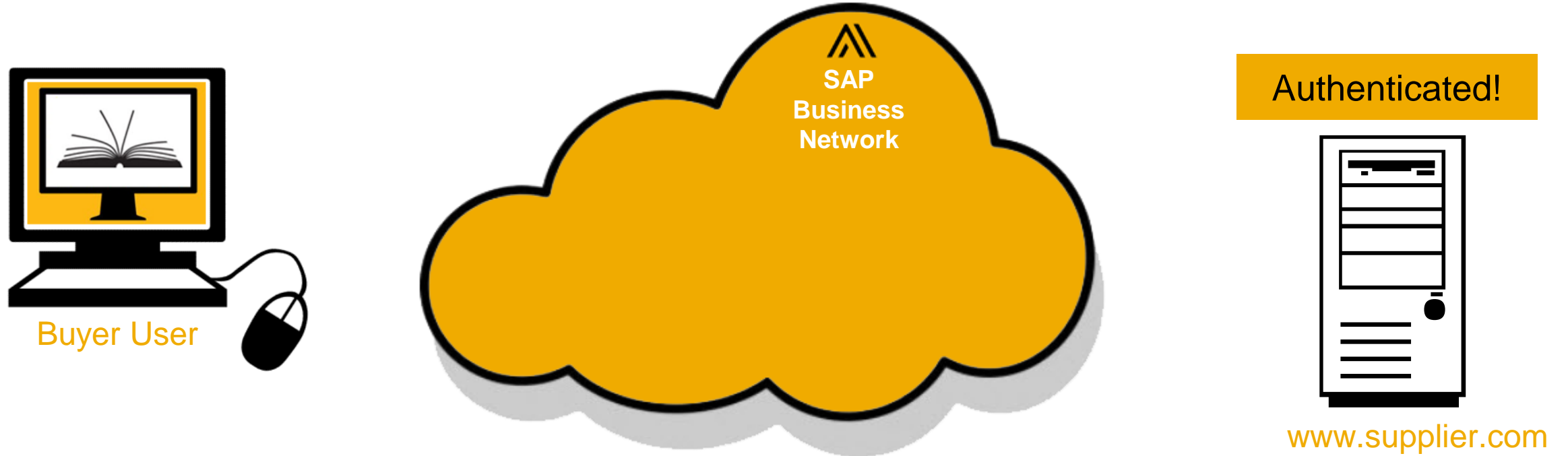
In the Business Network Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?



The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



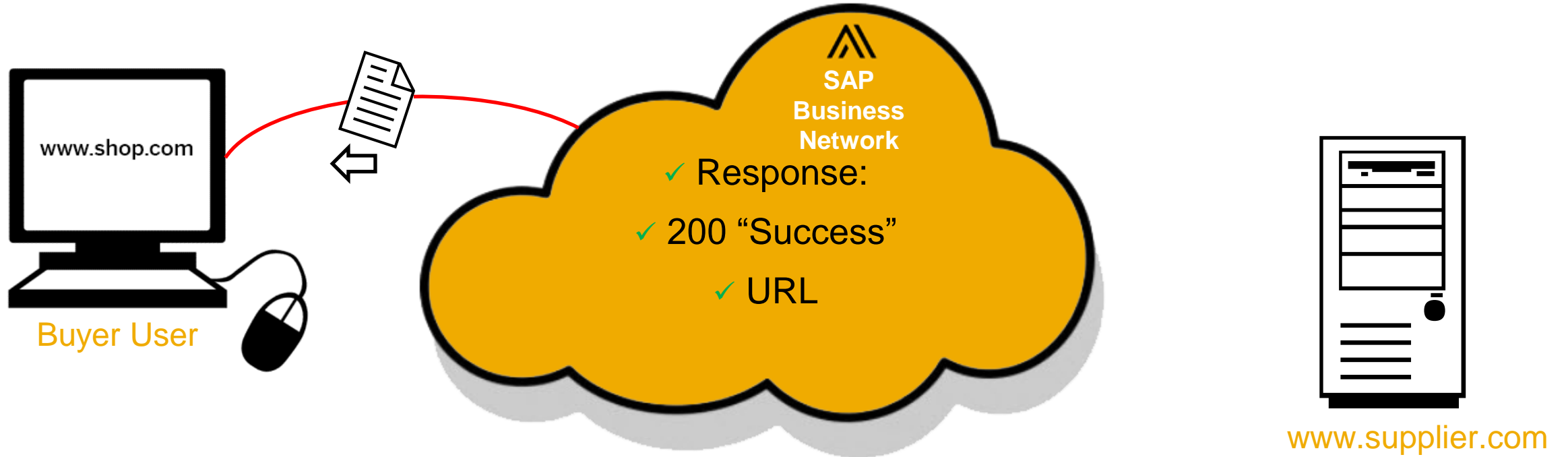
The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



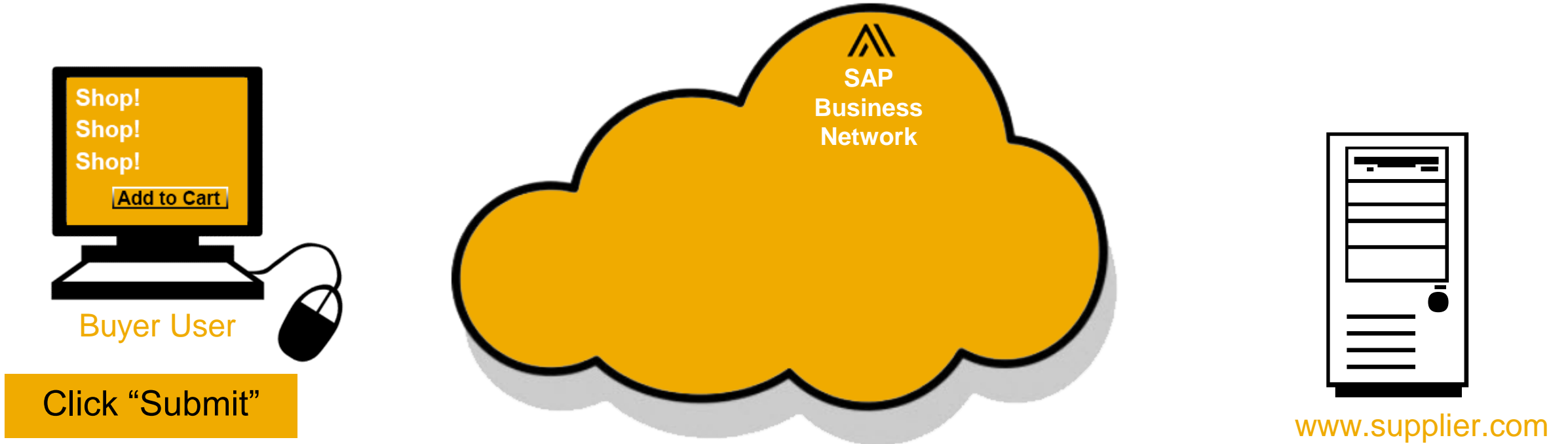
The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



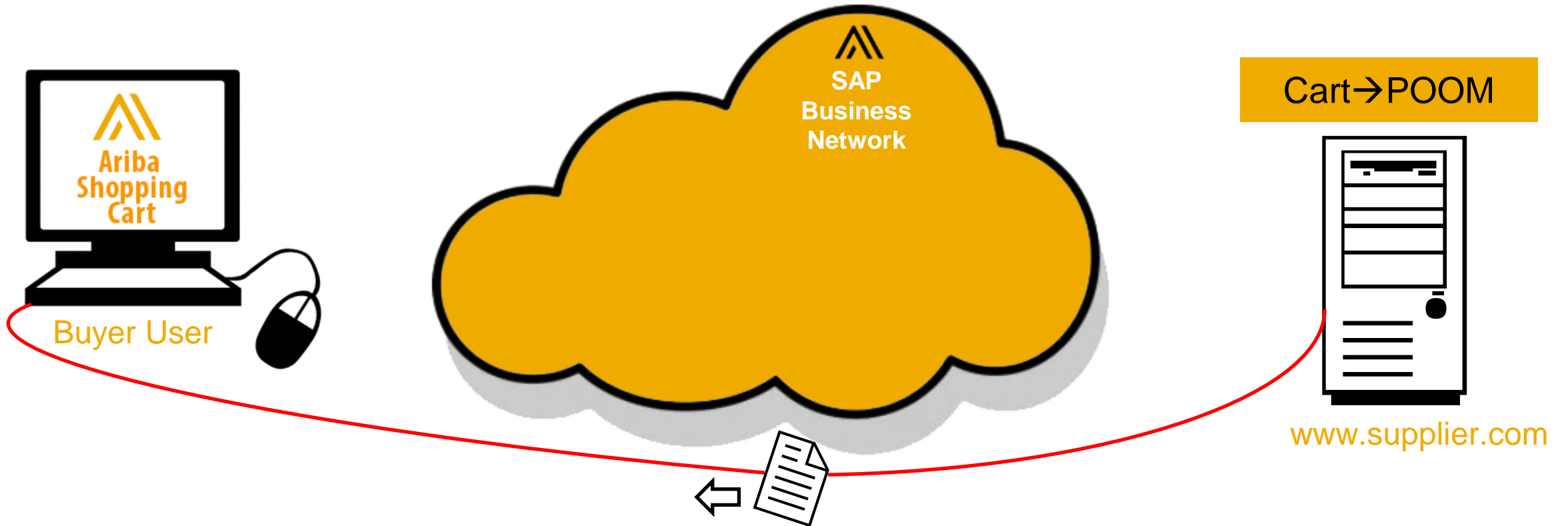
The SAP Business Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba Procurement application to display to the User.

How does it work?



The User shops the Supplier's Catalog (now in the Ariba Procurement window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba Procurement application.

How does it work?

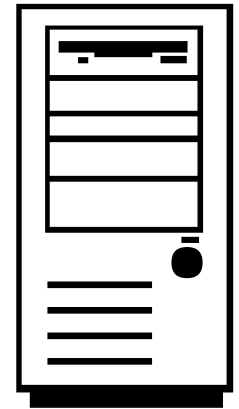
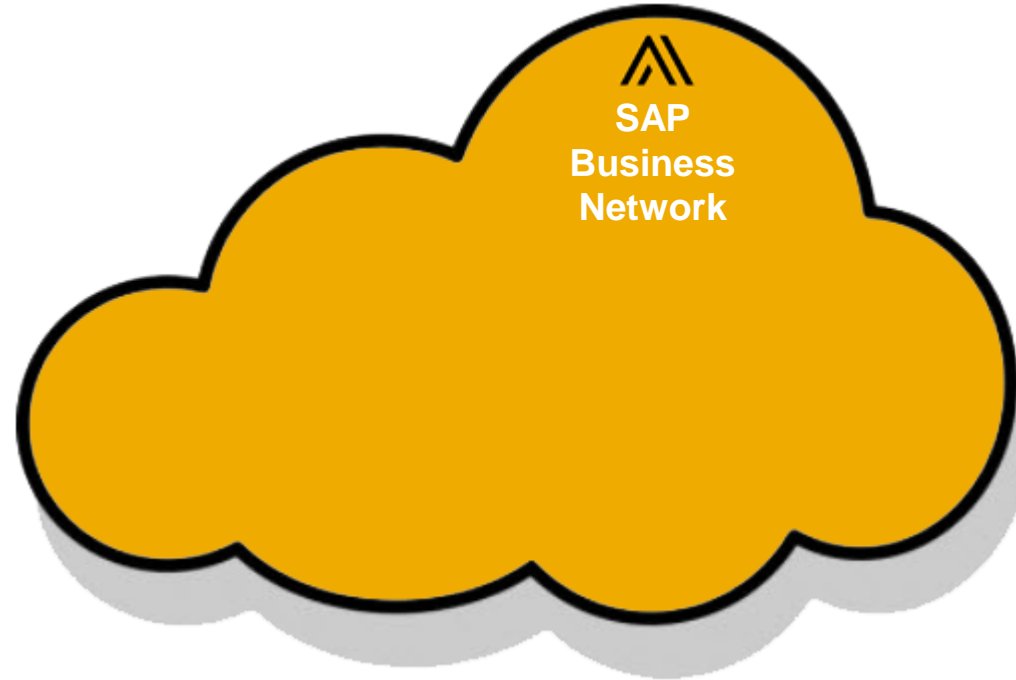


The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba Procurement application, which then adds the items from the Supplier into the User's Ariba Procurement Shopping Cart.

How does it work?



Ready to submit
Ariba Cart to
become a
Requisition
and buy!

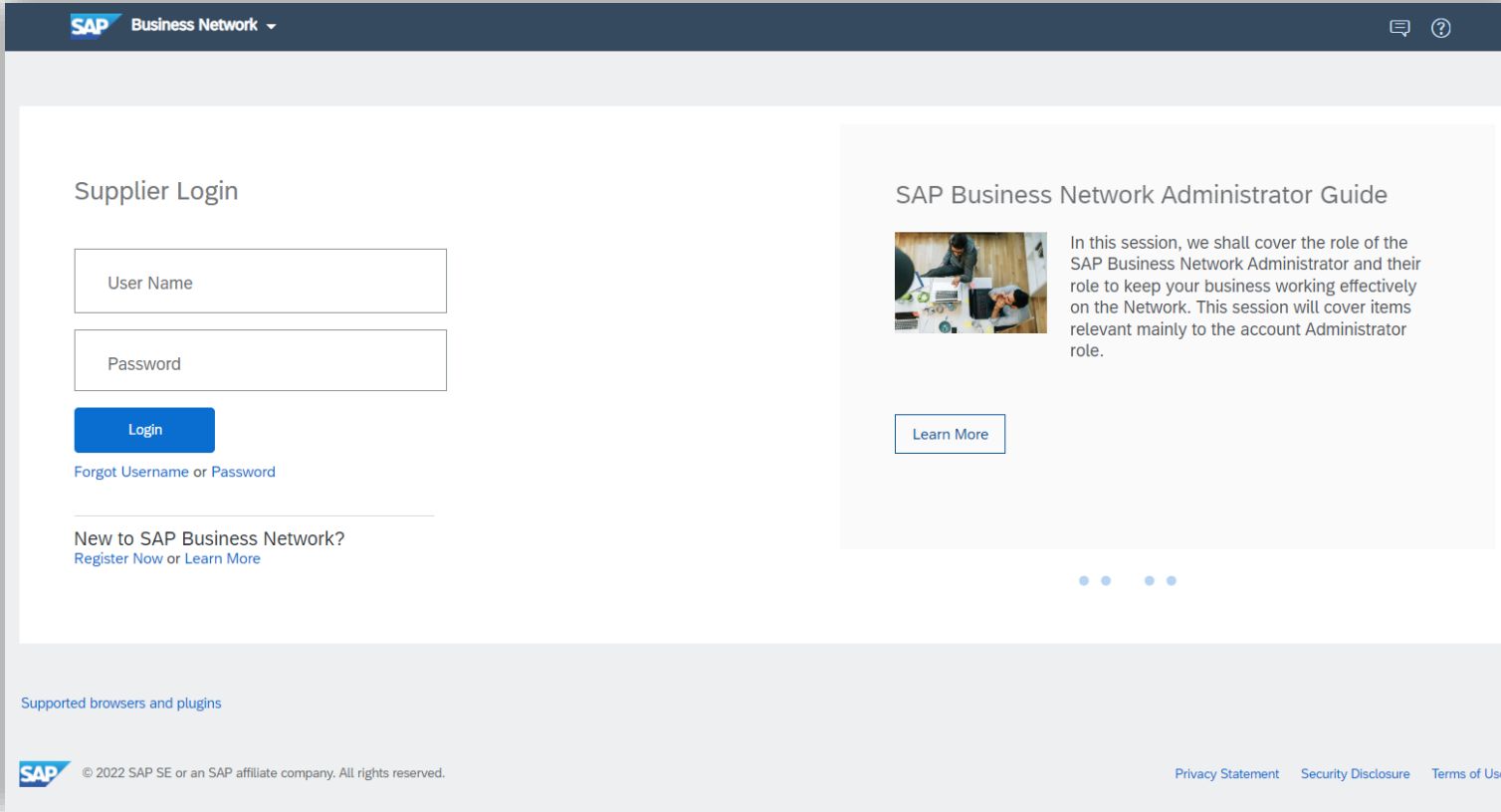


www.supplier.com

Configuring a SAP Business Network (SBN) Account for PunchOut

Configuring a SAP Business Network Account for PunchOut

- Login to your **Business Supplier Account** (<https://supplier.ariba.com>)



The screenshot shows the SAP Business Network Supplier Login page. The header includes the SAP logo and 'Business Network' with a dropdown arrow. The main content area is divided into two sections. The left section, titled 'Supplier Login', contains a 'User Name' input field, a 'Password' input field, a blue 'Login' button, and a link for 'Forgot Username or Password'. Below this is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. The right section, titled 'SAP Business Network Administrator Guide', features a small image of people working, a paragraph of text about the administrator's role, and a 'Learn More' button. At the bottom, there is a link for 'Supported browsers and plugins' and a footer with the SAP logo, copyright notice, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Business Network Administrator Guide

In this session, we shall cover the role of the SAP Business Network Administrator and their role to keep your business working effectively on the Network. This session will cover items relevant mainly to the account Administrator role.

[Learn More](#)

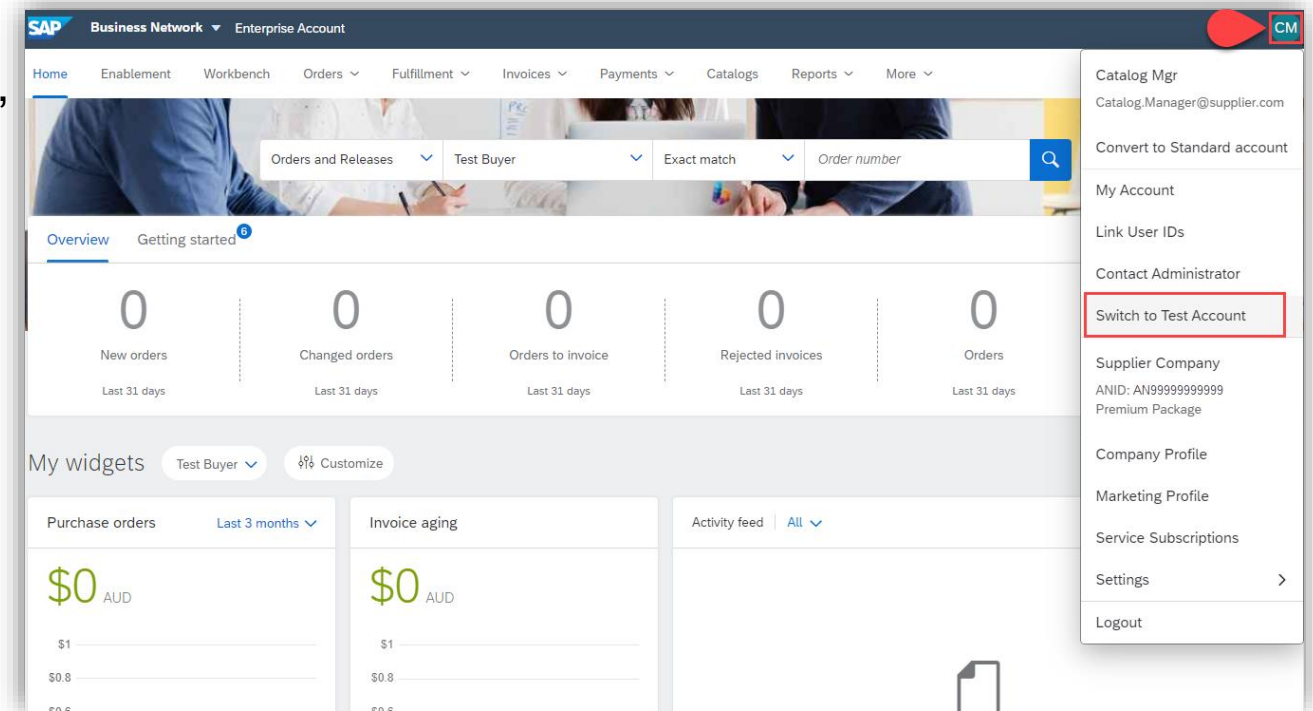
[Supported browsers and plugins](#)

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- Assistance from your IT Manager may be needed for the following slides.

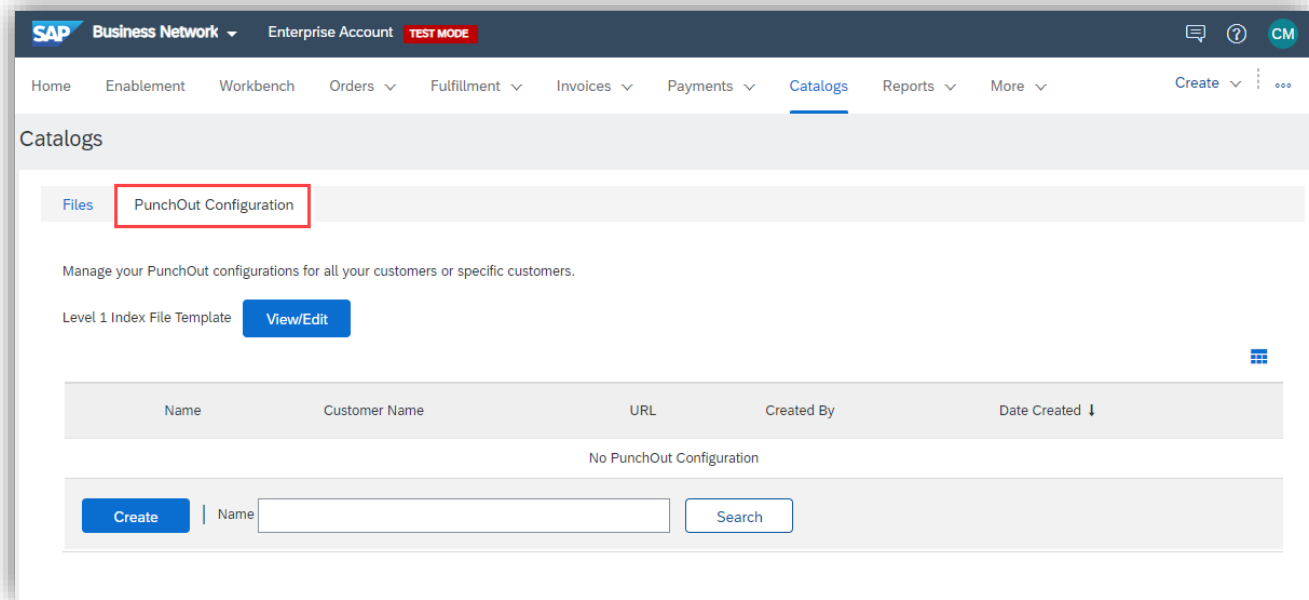
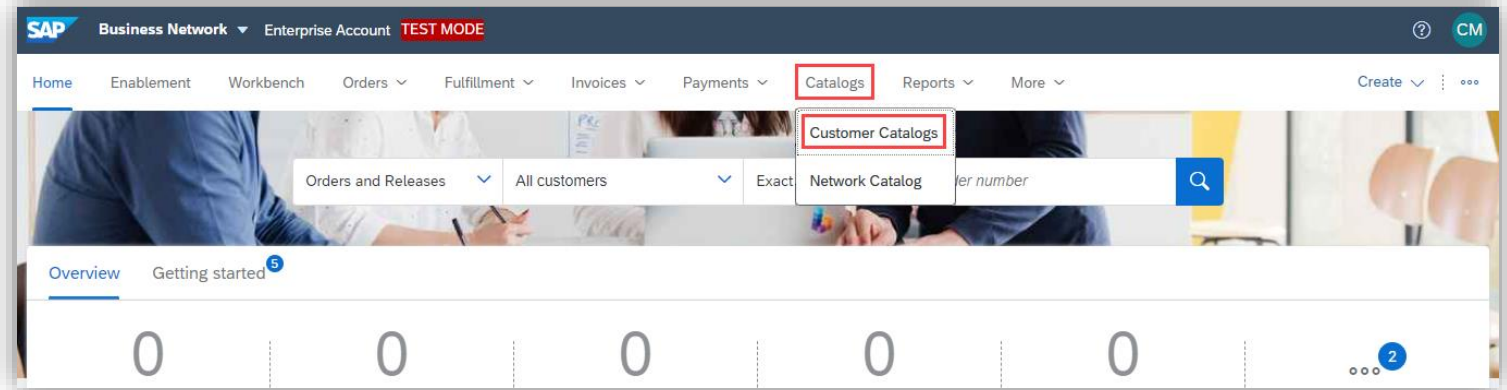
Configuring a SAP Business Network Account for PunchOut

- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your initials in the upper right corner and click for the pull down menu, then click “Switch To Test Account”
 - If you don’t see a “Switch to Test Account” link, your Test account has not yet been set up. Contact your SAP Business Network Administrator
 - You will get a warning.
“You are about to switch to Test Mode.”
Click “OK”



Configuring a SAP Business Network Account for PunchOut

- Go to **Catalog** tab, choose **Customer Catalogs**, and click **PunchOut Configuration**.
- This area allows you to create your **default** PunchOut connection as well as a **unique** connection with your customer (if applicable).
- Please note the next steps need to be completed in your **Test** and **Production** environments.

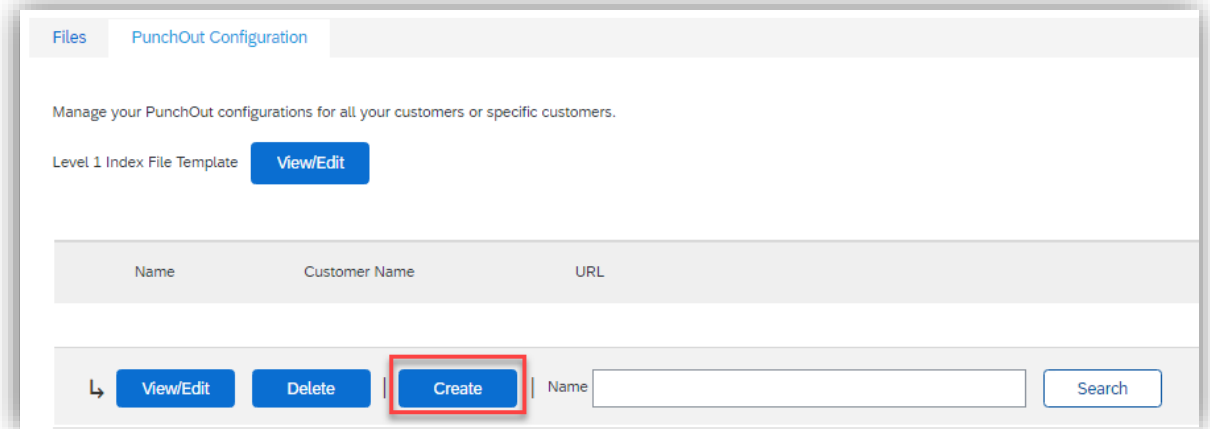


Configuring a SAP Business Network Account for PunchOut

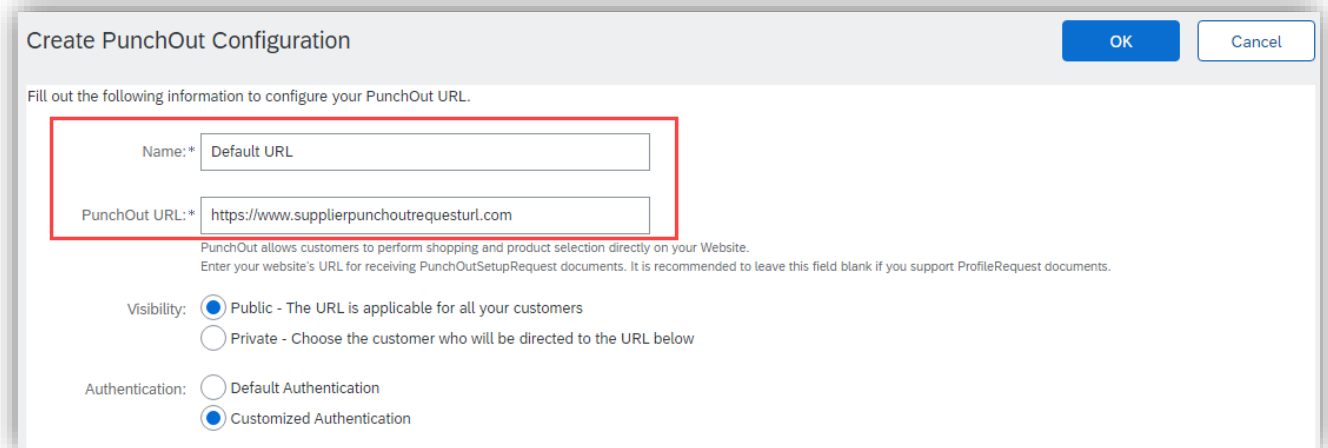
To create your default PunchOut Catalog:

- Click on **Create**
- In the **Name** field, write “*Default URL*” as seen in the image.
- Add your company’s complete **PunchOut Request URL** within the PunchOut URL field.
 - This is the **default** URL that will be used for **all** of your customers, each time they initiate a PunchOut session.

Note: Refer to the section **Configuring your Customer Specific PunchOut URL connection**, to use a unique URL.



The screenshot shows the 'PunchOut Configuration' page. At the top, there's a 'Files' tab and a 'PunchOut Configuration' tab. Below the tabs, it says 'Manage your PunchOut configurations for all your customers or specific customers.' There's a 'Level 1 Index File Template' with a 'View/Edit' button. Below that is a table with columns 'Name', 'Customer Name', and 'URL'. At the bottom, there are buttons for 'View/Edit', 'Delete', and 'Create' (highlighted with a red box). To the right of the 'Create' button is a 'Name' input field and a 'Search' button.



The screenshot shows the 'Create PunchOut Configuration' dialog box. It has 'OK' and 'Cancel' buttons at the top right. The main text says 'Fill out the following information to configure your PunchOut URL.' Below this, there are two input fields: 'Name:*' with the value 'Default URL' and 'PunchOut URL:*' with the value 'https://www.supplierpunchoutrequesturl.com'. These two fields are highlighted with a red box. Below the input fields, there's a note: '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 documents.' There are two sections: 'Visibility' with radio buttons for 'Public - The URL is applicable for all your customers' (selected) and 'Private - Choose the customer who will be directed to the URL below'; and 'Authentication' with radio buttons for 'Default Authentication' and 'Customized Authentication' (selected).

Configuring a SAP Business Network Account for PunchOut

- Select **Public visibility** as this default URL will be used to received the PunchOutSetUpRequest. This link can be used to connect with all customers.

- Note 1: This setting will not impact which customers can access the punchout site.
- Note 2: To configure a customer specific punchout connection, using a specific URL link, please refer to *Configuring your Customer Specific PunchOut URL connection..*

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:* Default URL

PunchOut URL:* https://www.supplierpunchoutrequesturl.com

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 documents.

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

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret

Shared Secret:*

Confirm Shared Secret:*

Pricing Updates: Select...

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 custom URL or the same as the PunchOut Request URL.

Server name indication: ☐

Configuring a SAP Business Network Account for PunchOut

- Next, select an **Authentication** option. The Preferred method is **Shared Secret**.
 - *Customized Authentication:* This shared secret is used purely for PunchOut catalog connectivity. These credentials will be sent to your PunchOut site to authenticate requests from **ALL** Buyers.
 - *Default Authentication:* This Account Level authentication is used for all cXML transactional documents and is maintained in another section of your Supplier account. More detail regarding this topic and setup is covered in section **Native cXML transaction setup PunchOut Index File Template**.
- If using the customized option, type in your Shared Secret, and confirm it.

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name: * Default URL

PunchOut URL: * https://www.supplierpunchoutrequesturl.com

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 documents.

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

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret ▾

Shared Secret: * ⓘ

Confirm Shared Secret: *

Pricing Updates: Select... ▾

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 custom URL or the same as the PunchOut Request URL.

Server name indication: ☐ ⓘ

Configuring a SAP Business Network Account for PunchOut

- Uncheck if your URL is not **Server Name Indication (SNI)** enabled.
- Click OK

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:* Default URL

PunchOut URL:* https://www.supplierpunchoutrequesturl.com

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 documents.

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

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret

Shared Secret:*

Confirm Shared Secret:*

Pricing Updates: Select...

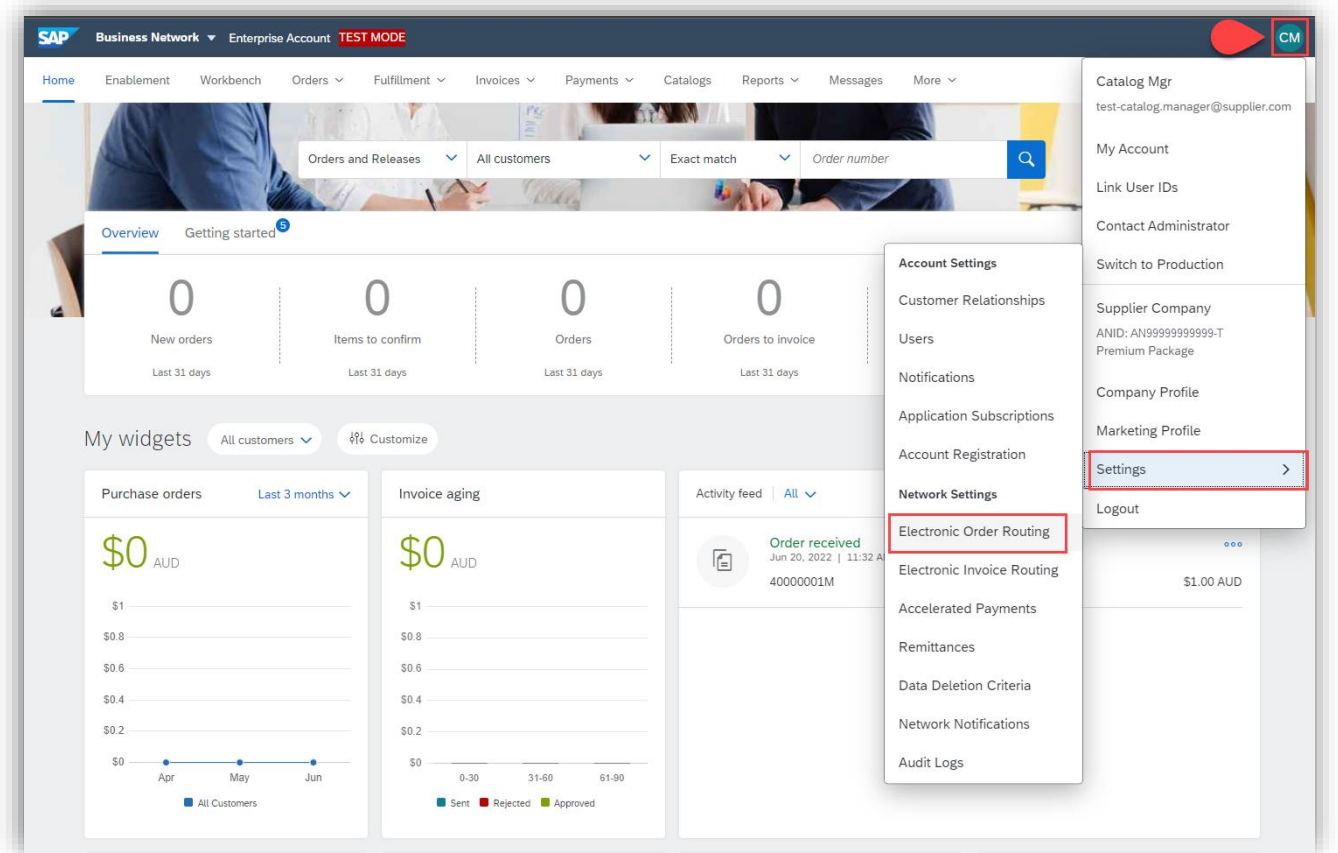
If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Server name indication: ☐

Native cXML transaction setup

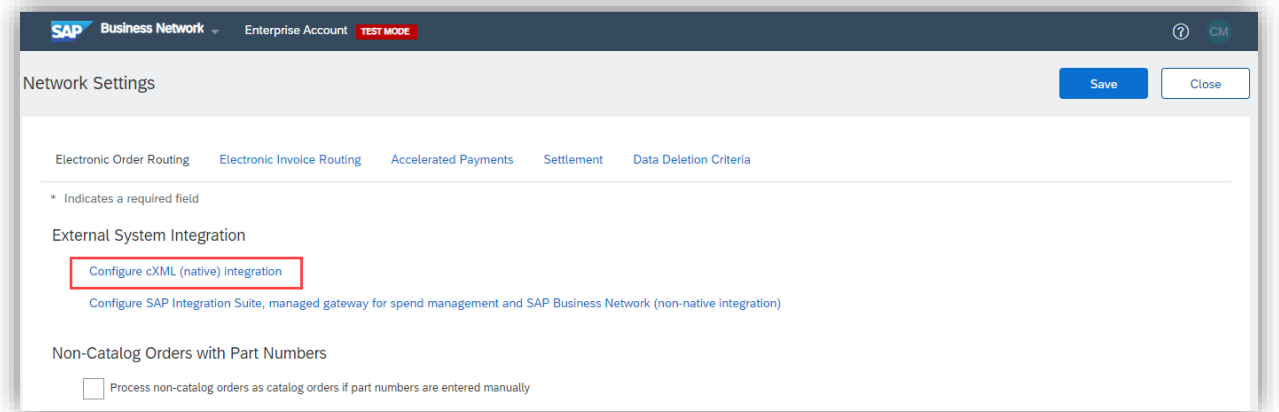
Native cXML transaction setup

- This option refers to the account level **Default Authentication**. This option would be used for all cXML transactional documents across all customers.
- To access this authentication setup:
 - Click your initials
 - Select Settings
 - Click Electronic Order Routing

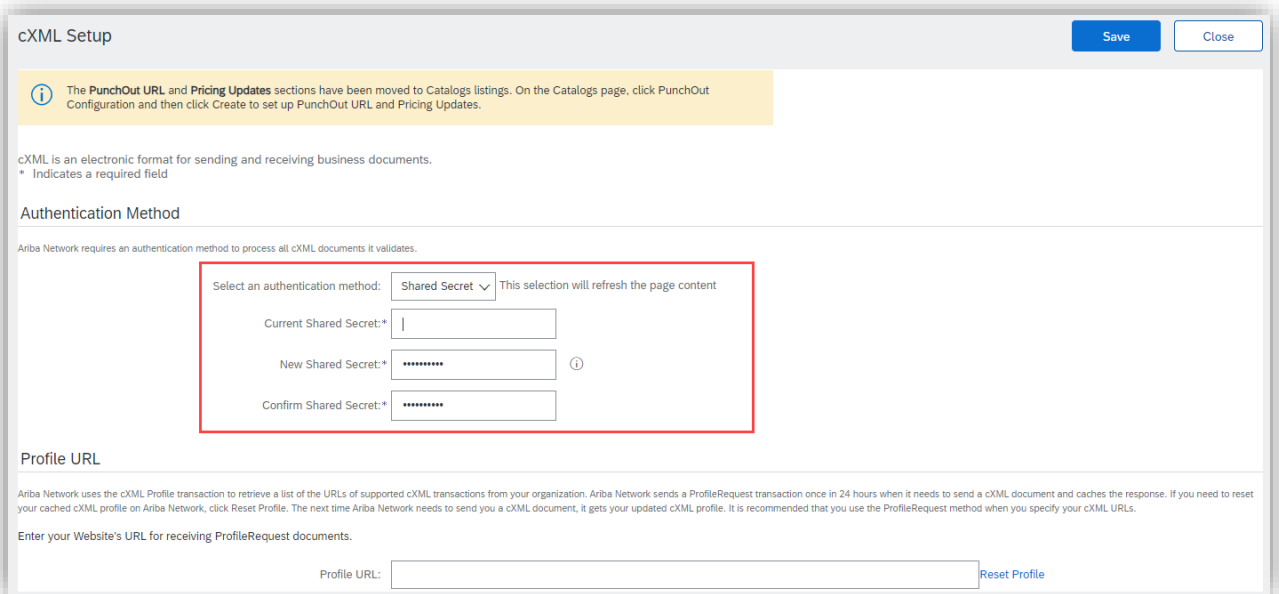


Native cXML transaction setup

- Click Configure cXML (native) Integration
- Select your Authentication Method. The Preferred method is Shared Secret.
- Type in your Shared Secret credentials.
 - This Shared Secret will be sent to your systems to authenticate requests.
- Click OK



The screenshot shows the 'Network Settings' page in the SAP Business Network interface. The page has a dark blue header with the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' badge. On the right, there are 'Save' and 'Close' buttons. Below the header, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. The 'Electronic Invoice Routing' tab is selected. Under the 'External System Integration' section, the 'Configure cXML (native) Integration' link is highlighted with a red rectangle. Below it, there is a link for 'Configure SAP Integration Suite, managed gateway for spend management and SAP Business Network (non-native integration)'. In the 'Non-Catalog Orders with Part Numbers' section, there is a checkbox labeled 'Process non-catalog orders as catalog orders if part numbers are entered manually'.



The screenshot shows the 'cXML Setup' page in the SAP Business Network interface. The page has a dark blue header with the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' badge. On the right, there are 'Save' and 'Close' buttons. Below the header, there is a yellow information banner stating: 'The PunchOut URL and Pricing Updates sections have been moved to Catalogs listings. On the Catalogs page, click PunchOut Configuration and then click Create to set up PunchOut URL and Pricing Updates.' Below the banner, there is a section for 'Authentication Method'. It states: 'Ariba Network requires an authentication method to process all cXML documents it validates.' Below this, there is a form with three fields: 'Current Shared Secret:*', 'New Shared Secret:*', and 'Confirm Shared Secret:*'. The 'New Shared Secret' field is highlighted with a red rectangle. To the right of the 'New Shared Secret' field, there is a dropdown menu for 'Select an authentication method:' with 'Shared Secret' selected. Below the 'New Shared Secret' field, there is a 'Profile URL' section. It states: 'Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.' Below this, there is a text input field for 'Profile URL:' and a 'Reset Profile' button.

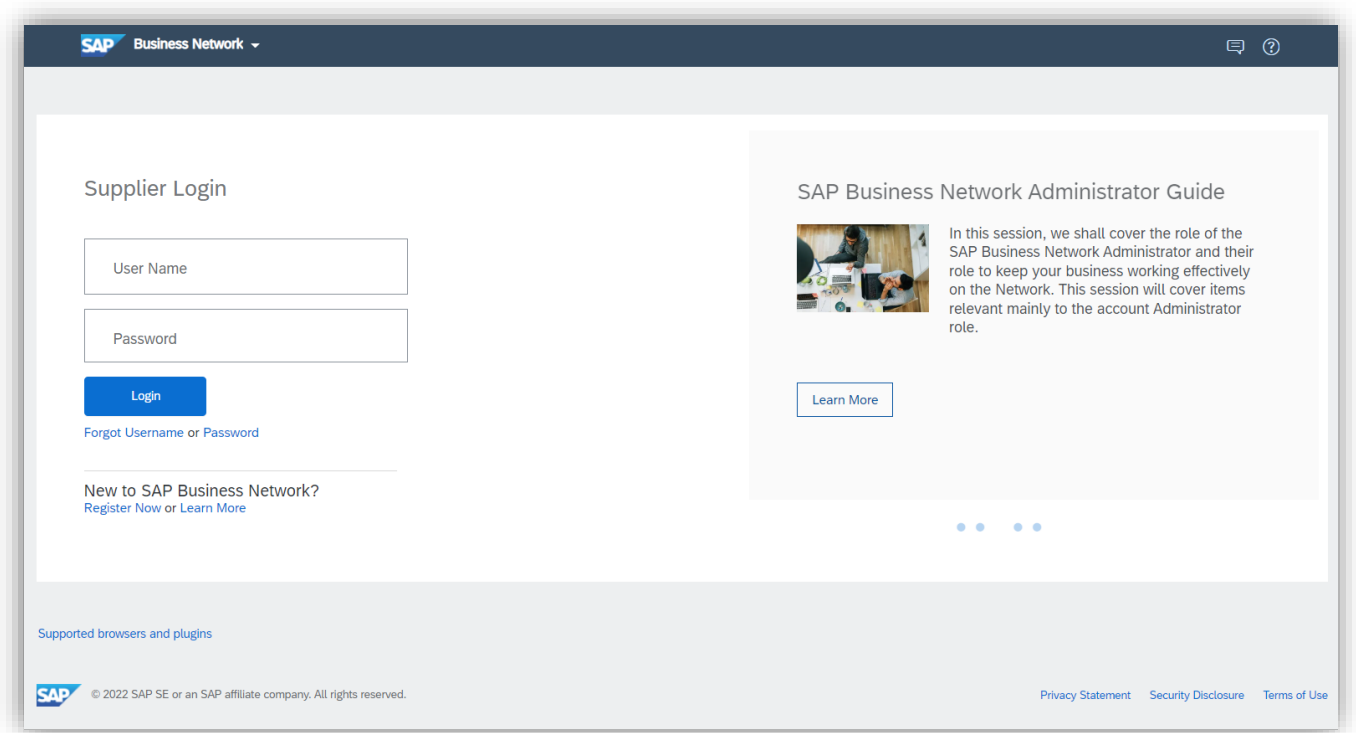
Configuring your Customer Specific PunchOut URL connection

Configuring your Customer Specific PunchOut URL connection

In some cases, you may wish to use a unique PunchOut URL, that is different to your Default URL, for a specific customer.

To configure your customer specific PunchOut URL connection, please follow these steps.

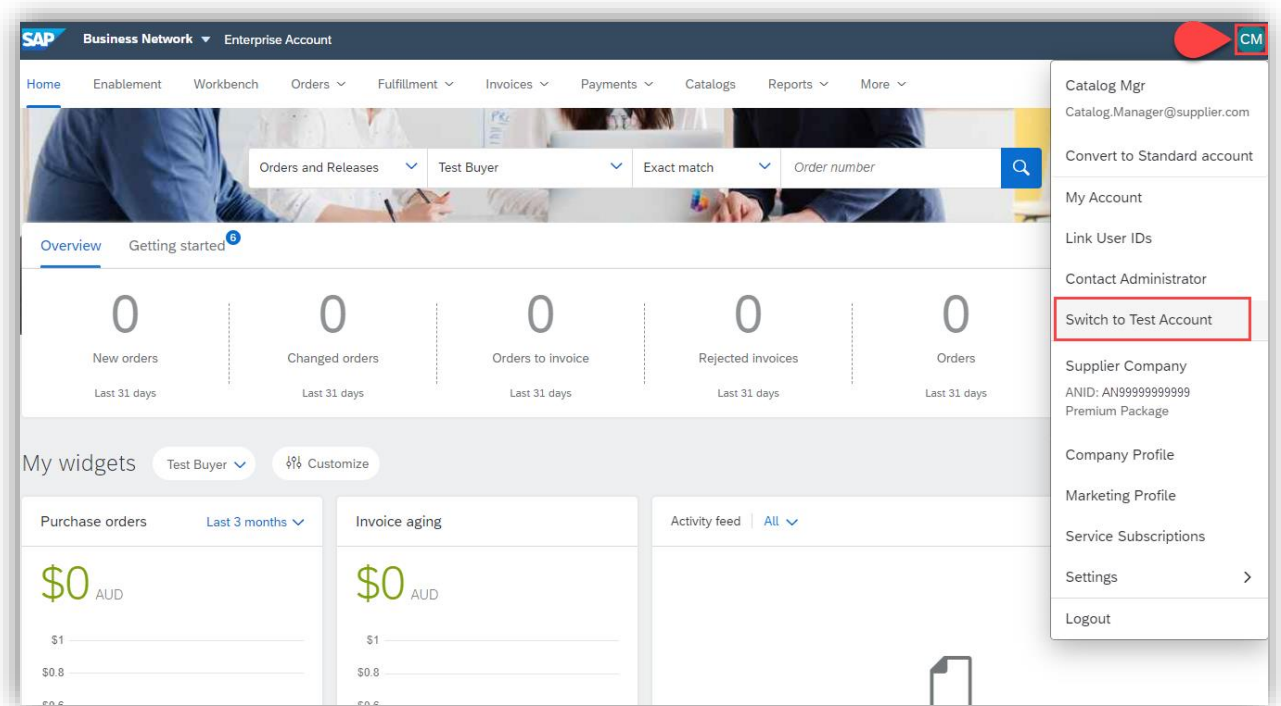
- Login to your **SAP Business Network Supplier Account**
(<https://supplier.ariba.com>)



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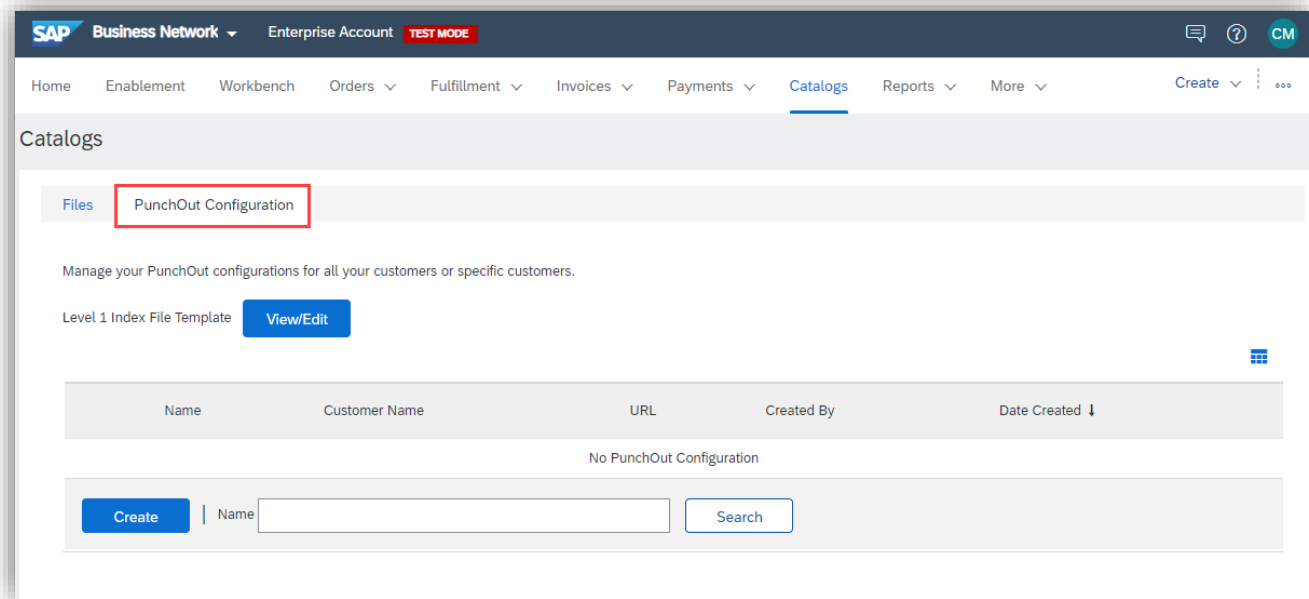
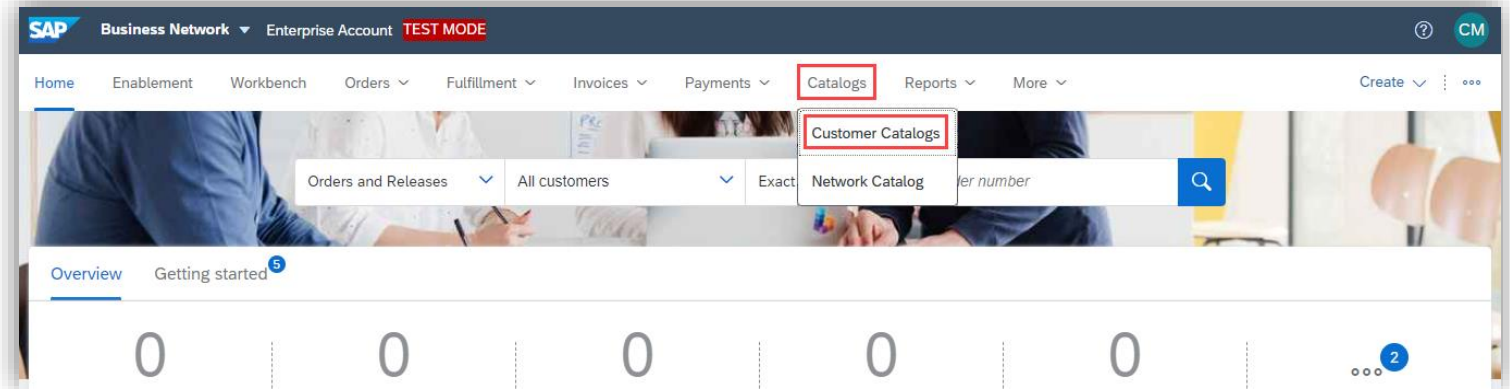
Configuring your Customer Specific PunchOut URL connection

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



Configuring your Customer Specific PunchOut URL connection

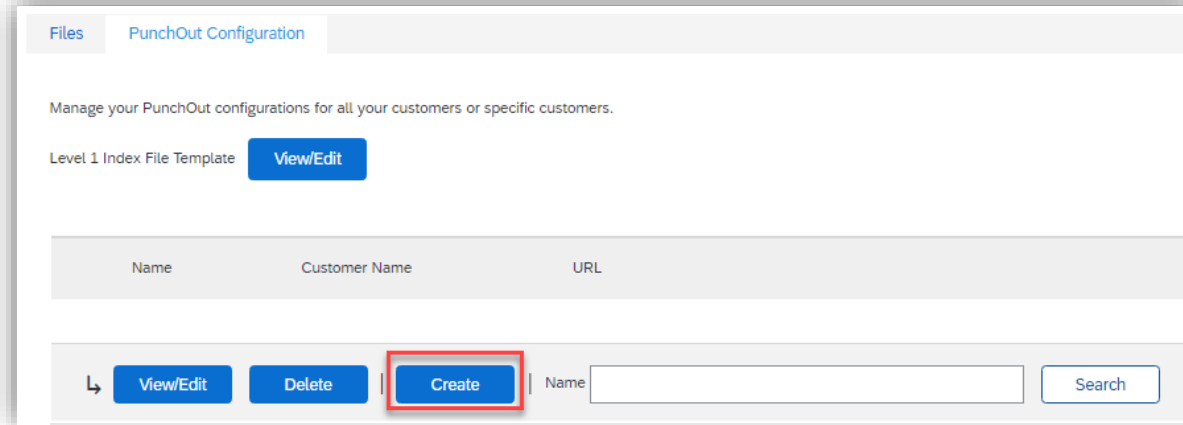
- Go to **Catalog** tab, choose **Customer Catalogs**, and click **PunchOut Configuration**.
- Please note the next steps need to be completed in your **Test** and **Production** environments.



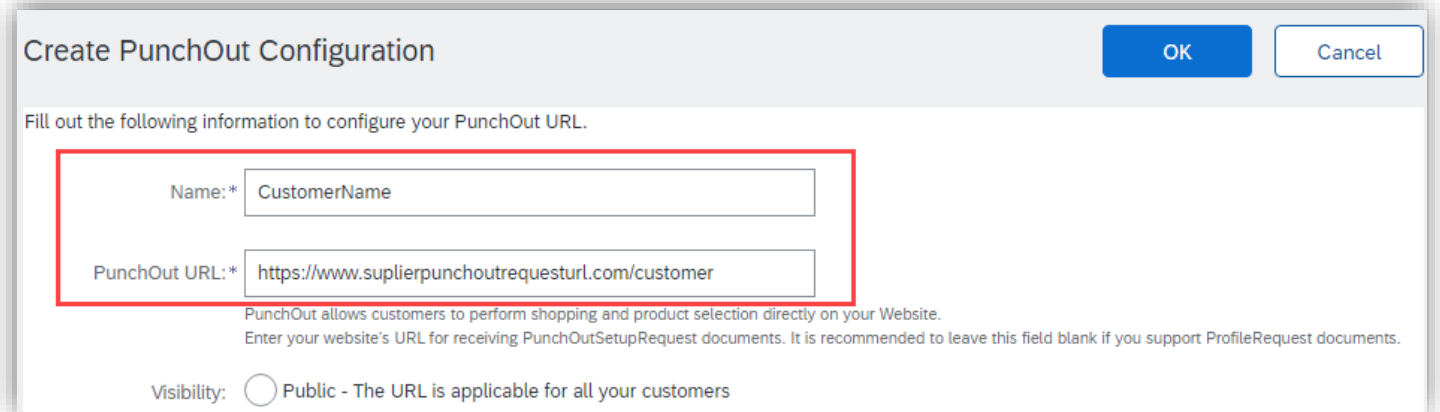
Configuring your Customer Specific PunchOut URL connection

To create your customer specific PunchOut Catalog connection:

- Click on **Create**
- In the **Name** field, write your customer's company name.
- Add your company's complete unique **PunchOut Request URL** within the PunchOut URL field. This is the location where your customer's specific PunchOut requests will be sent to. This field is checked, and its value used each time your customer punches out to your site.



The screenshot shows the 'PunchOut Configuration' interface. At the top, there's a 'Files' tab and a 'PunchOut Configuration' tab. Below the tabs, there's a description: 'Manage your PunchOut configurations for all your customers or specific customers.' Underneath, there's a 'Level 1 Index File Template' with a 'View/Edit' button. A table with three columns: 'Name', 'Customer Name', and 'URL' is visible. At the bottom, there are buttons for 'View/Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a red box. To the right of the 'Create' button is a 'Name' input field and a 'Search' button.



The screenshot shows the 'Create PunchOut Configuration' dialog box. It has 'OK' and 'Cancel' buttons at the top right. The main text says: 'Fill out the following information to configure your PunchOut URL.' Below this, there are two input fields: 'Name: *' with the value 'CustomerName' and 'PunchOut URL: *' with the value 'https://www.supplierpunchoutrequesturl.com/customer'. Both fields are highlighted with a red box. At the bottom, there's a 'Visibility' section with a radio button selected for 'Public - The URL is applicable for all your customers'. Below the radio button, there's a note: '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 documents.'

Configuring your Customer Specific PunchOut URL connection

- Select **Private** visibility as this URL is applicable to only your specific customer.
 - Note: A table will appear and show all existing customer relationships.
- Next, select **Customized Authentication** option. The Preferred method is **Shared Secret**. This Shared Secret will be sent to you to authenticate requests from your Buyers. Type in your Shared Secret, and confirm it.

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name: * CustomerName

PunchOut URL: * https://www.supplierpunchoutrequesturl.com/customer

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 documents.

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

Page 1

Customers ↑

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret

Shared Secret: *

Confirm Shared Secret: *

Pricing Updates: Select...

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 custom URL or the same as the PunchOut Request URL.

Server name indication: ☒

Configuring your Customer Specific PunchOut URL connection

- Uncheck if your URL is not **Server Name Indication (SNI)** enabled.
- Click OK

Create PunchOut Configuration

OKCancel

Fill out the following information to configure your PunchOut URL.

Name:*CustomerName

PunchOut URL:*https://www.suplierpunchoutrequesturl.com/customer

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 documents.

Visibility:

Public - The URL is applicable for all your customers

☒ Private - Choose the customer who will be directed to the URL below

Page1»

Customers ↑

Authentication:

Default Authentication

☒ Customized Authentication

Select an authentication method:Shared Secret

Shared Secret:*

Confirm Shared Secret:*

Pricing Updates:Select...

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 custom URL or the same as the PunchOut Request URL.

Server name indication:

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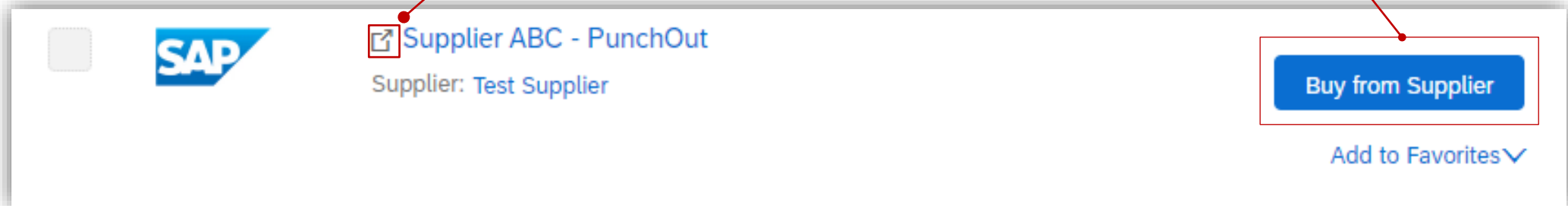
Setting up Default Level 1

Index File Template Details

Setting up Default Level 1 Index File Template Details

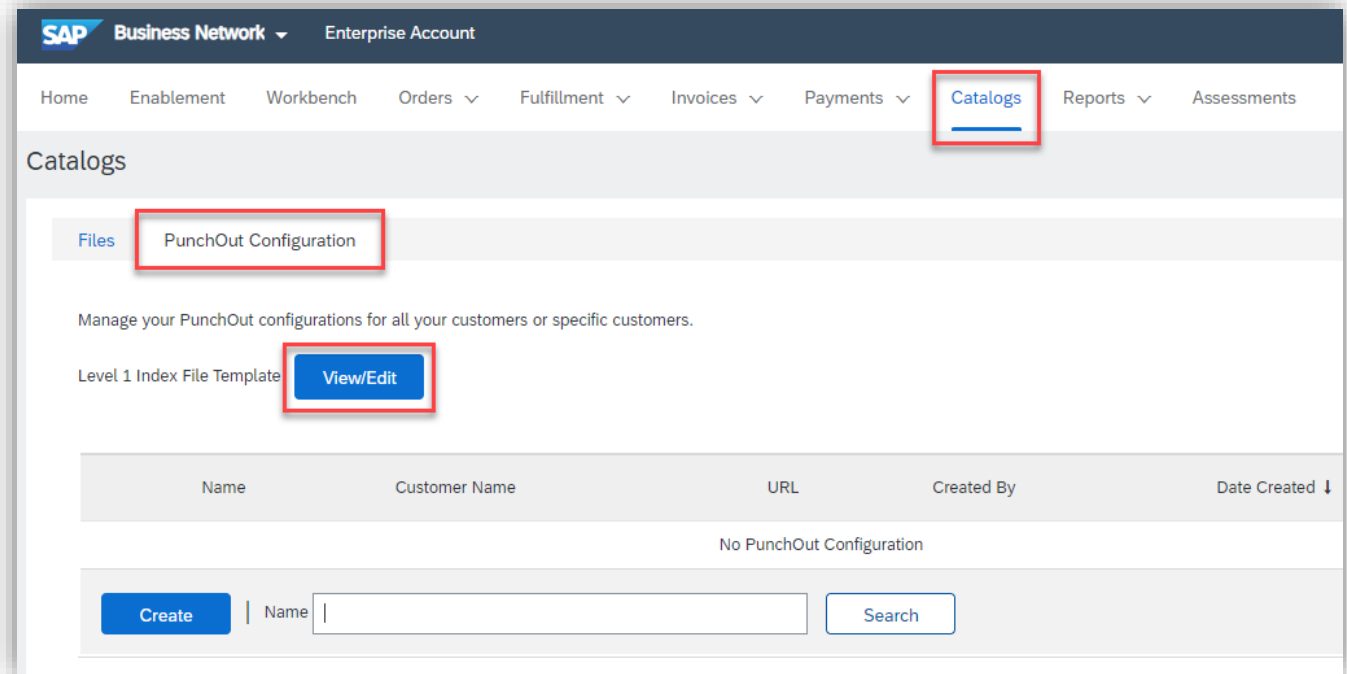
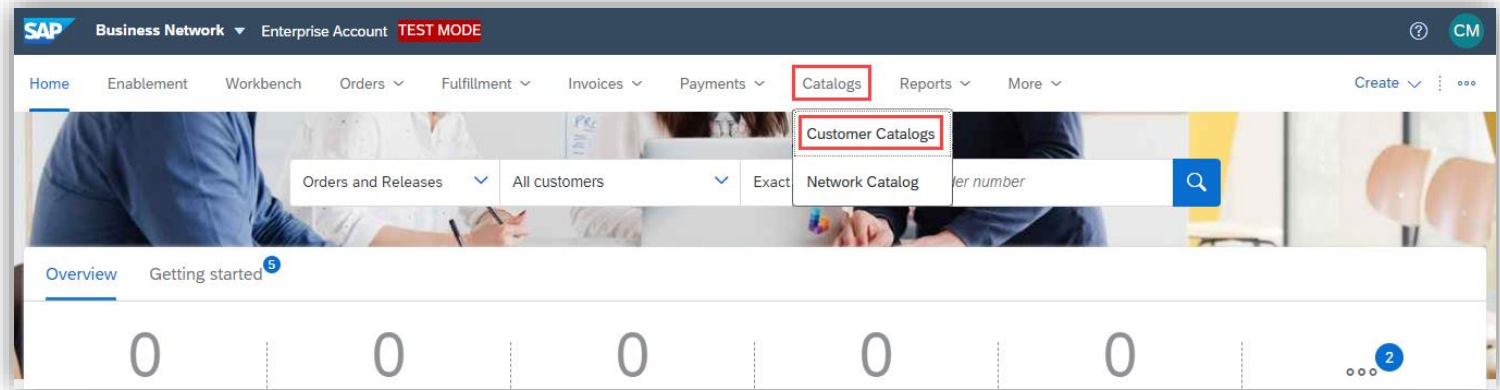
In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a Level 1 Catalog appears on the catalog interface just as a link to the Supplier's website.

The PunchOut icon tells the User that this is an external catalog, as well as the “Buy From Supplier” button.



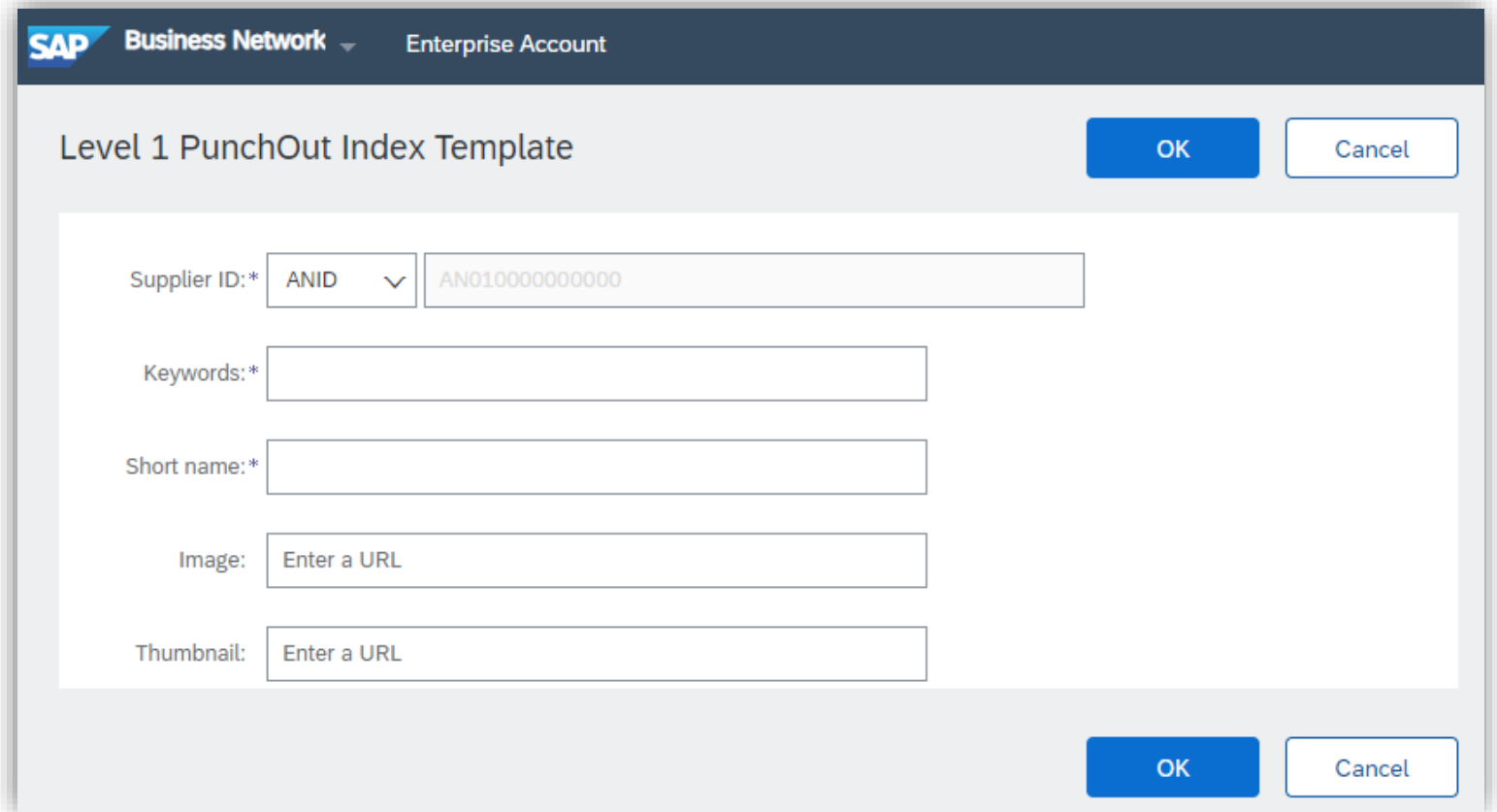
Setting up Default Level 1 Index File Template Details

- Enter default PunchOut details by specifying standard information and company logos to be applied to all future PunchOut Level 1 catalog templates.
- Go to **Catalogs** tab, choose **Customer Catalogs**, and then click the **PunchOut Configuration** tab.
- Click **View/Edit** to start populating your **default Level 1 Index File Template** details.



Setting up Default Level 1 Index File Template Details

- This is where **default** information can be specified.
- This information will be visible to any customers when you use the **PunchOut Level 1 Template**.
- Information about each field is captured on the next page.
- Once populated you can click the **OK** button to save your changes.



The screenshot shows the 'Level 1 PunchOut Index Template' form within the SAP Business Network interface. The header bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. The form title 'Level 1 PunchOut Index Template' is displayed at the top right, accompanied by 'OK' and 'Cancel' buttons. The form contains several input fields: 'Supplier ID:*' with a dropdown menu set to 'ANID' and a text field containing 'AN010000000000'; 'Keywords:*' with an empty text field; 'Short name:*' with an empty text field; 'Image:' with a text field containing 'Enter a URL'; and 'Thumbnail:' with a text field containing 'Enter a URL'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Setting up Default Level 1 Index File Template Details

SAP Business Network Enterprise Account

Level 1 PunchOut Index Template OK

Supplier ID: * ANID AN01000000106

Keywords: * Category Name, Product Categories, Alternative Names, etc.

Short name: * Supplier Name PunchOut

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

Thumbnail: https://www.supplier.com/branding/images/sml_logo_thumbnail. OK

- **Supplier ID - Required**

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

Note: If you publish the Catalog in your test account, add a suffix -T to your ANID or DUNS number like this: AN99999999999-T

- **Keywords - Required**

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

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

- **Short Name - Required**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 50 characters

- **Image – Optional but Preferred**

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

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

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

- **Thumbnail - Optional**

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

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

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

Creating and Publishing **PunchOut Level 1 Catalogs Online**

*Within your SAP Business Network Account, not using the Excel file.

Creating and Publishing PunchOut Level 1 Catalogs Online

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

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Business Network Administrator Guide

In this session, we shall cover the role of the SAP Business Network Administrator and their role to keep your business working effectively on the Network. This session will cover items relevant mainly to the account Administrator role.

[Learn More](#)

Supported browsers and plugins

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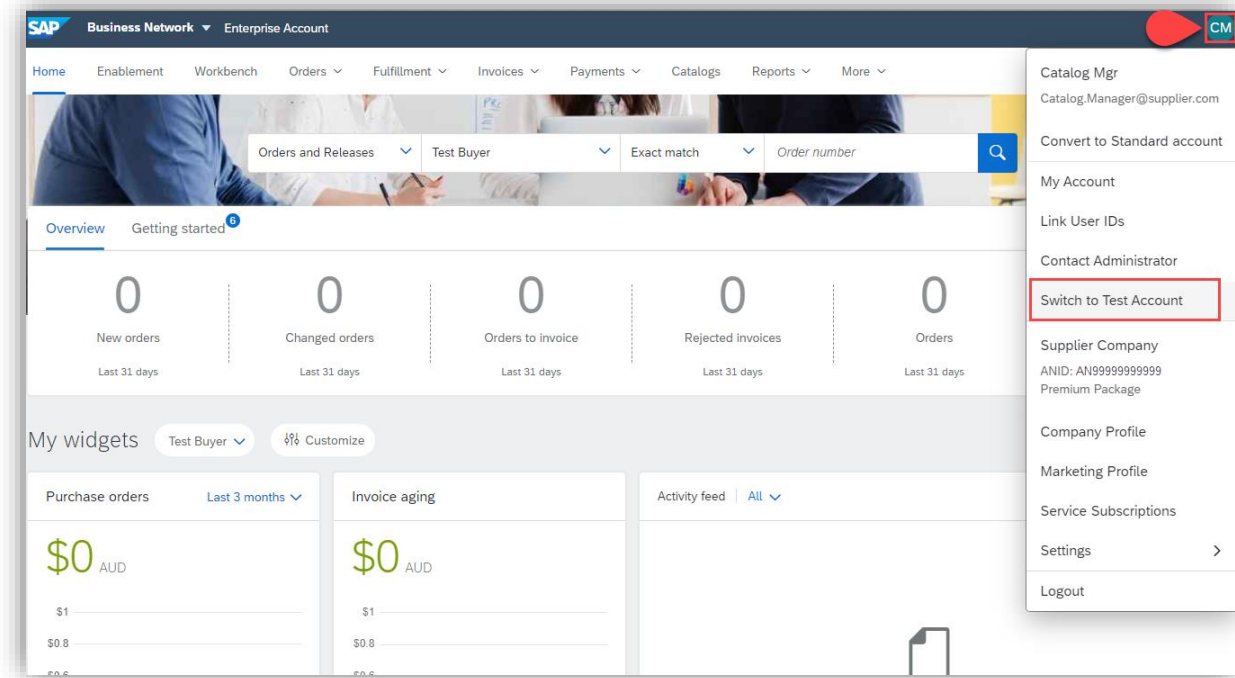
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Creating and Publishing PunchOut Level 1 Catalogs Online

- Switch to your Test Account

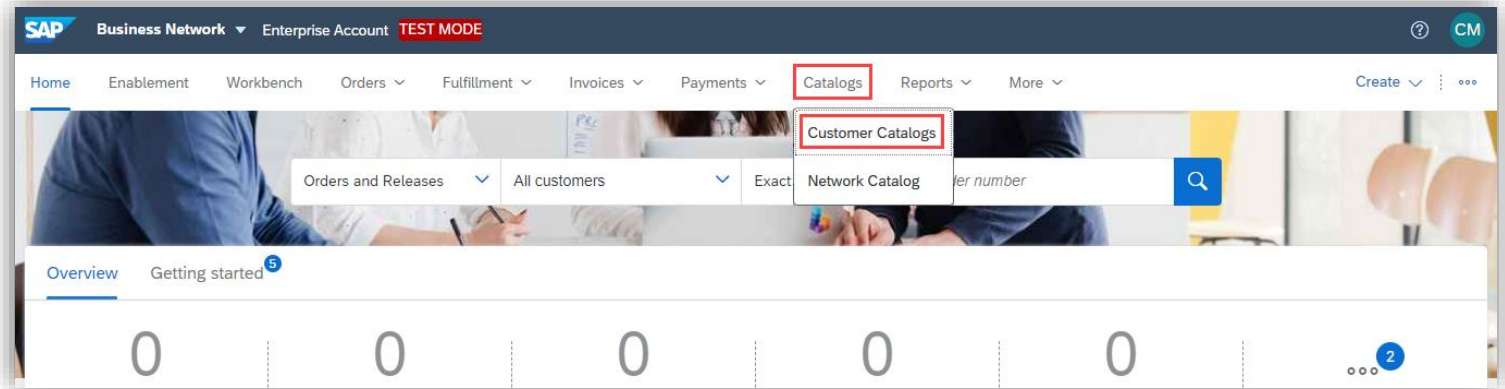
- Your Catalog should be loaded and tested in your Test Account prior to loading the catalog in Production. (Note: If you are instructed to load a Catalog to a Production account, just skip this step)
- Find your initials in the upper right corner and click for the pull-down menu, then click “Switch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

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

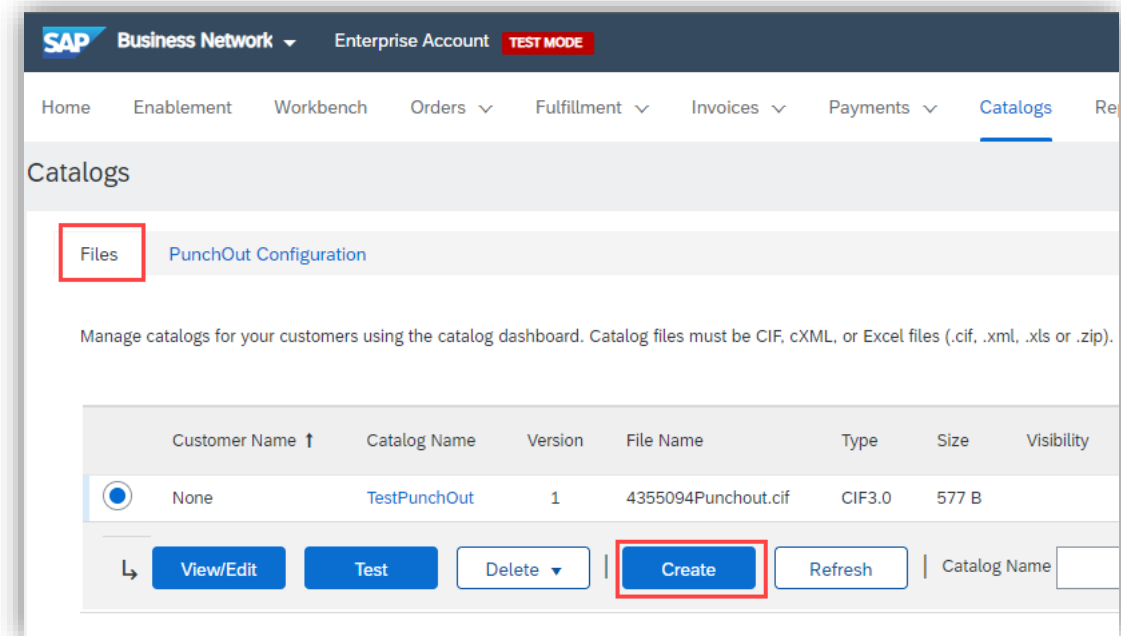


Creating and Publishing PunchOut Level 1 Catalogs Online

- Navigate to the Catalogs Tab and click “Customer Catalogs” tab.



- Click “Files” tab.
- On the Catalogs screen, click the “Create” button.



Creating and Publishing PunchOut Level 1 Catalogs Online

- When creating a Catalog within your SAP Business Network account, there are four steps you will follow:
 1. **Populate**—During this step, you enter specific information related to your catalog, such as 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

Creating and Publishing PunchOut Level 1 Catalogs Online

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

Create a New Catalog

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

Catalog Name: *

PunchOut Level 1: ☐

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit your index file settings [here](#).

Created By: Catalog Manager
Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

Delete Add

Next Exit

Creating and Publishing PunchOut Level 1 Catalogs Online

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your customer. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
SupplierName_Country_Level
 - **Example:** **ACME_US_L1**
- **PunchOut Level 1:** Check this box to apply the default template details.
- **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: * SupplierName_PunchOut_EXT

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 your index file settings [here](#).

Created By: Catalog Mgr

Date Created: Thursday 22 Jun 2023 3:11 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

Delete Add

Creating and Publishing PunchOut Level 1 Catalogs Online

② Subscriptions

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

- **Supplier Part ID - Required**

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

Note: If you provide more than one catalog for the same customer, please see the Appendix – Template and Catalog File Creation section.

Maximum length: 255

- **Catalog Code - Required**

Description: Classification of the main product or service you sell. It is recommended to use a high level commodity code that best represents the overall category of products/services sold to your customer. This will determine where your Supplier link appears in the catalog hierarchy—not what the actual items are.

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

- **Item Description - Required**

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched.

Along with the prepopulated keywords, you will have an additional 745 characters to add additional information about the content you provide.

Maximum length: 1000

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 customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Keyword filter(Supplier Part ID):*

This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

Item description:*

Characters left: 1000

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

Visibility: ☒ Private - Only the selected customers that have a trading relationship with you can view and receive the catalog

☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

Page 1

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

Creating and Publishing PunchOut Level 1 Catalogs Online

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select your Customer, click the radio button next to their name in the "Customers" list.
- If the Customer does not appear, it means that your company has not established a relationship with your Customer yet. This is required prior to publishing a Catalog to them.
- When you complete this screen, click “Next”.

Create a New Catalog

Previous Next Exit

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

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Keyword filter(Supplier Part ID):*

This value is often used to filter your webshop catalog views

Catalog code:* UNSPSC

Item description:*

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

Visibility: ☒ Private - Only the selected customers that have a trading relationship with you can view and receive the catalog
☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog.

Customers

Page 1

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

Creating and Publishing PunchOut Level 1 Catalogs Online

③ Content

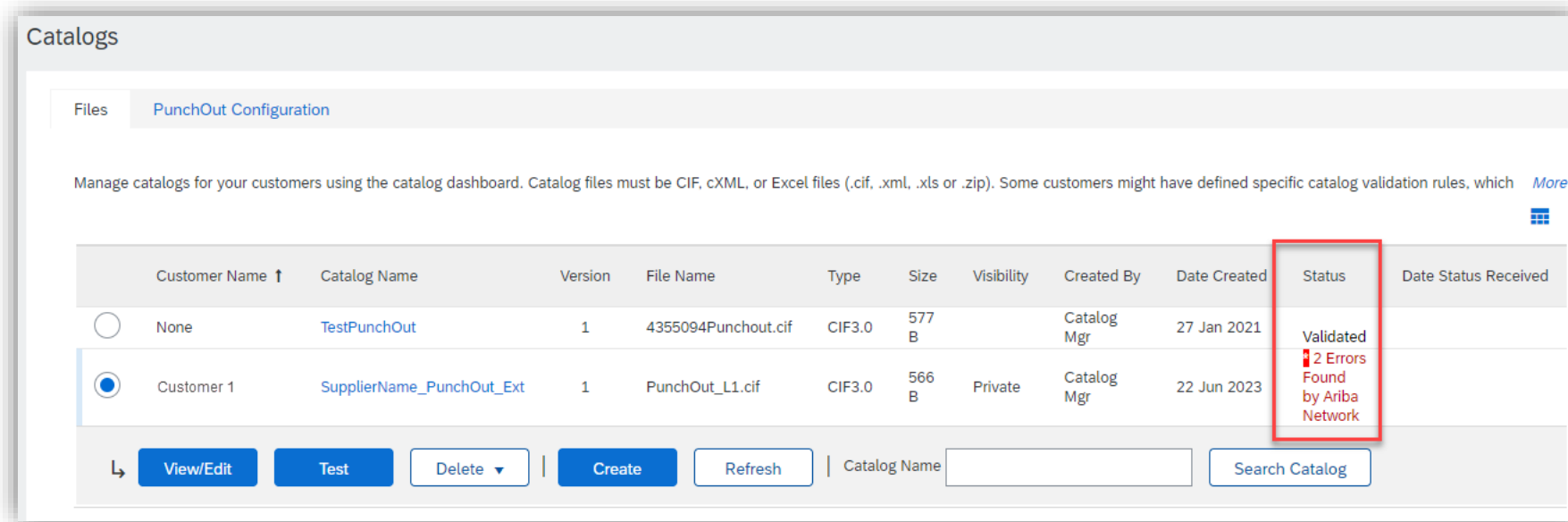
- The system will display a brief summary of the contents.
- If everything is correct click the “**Validate and Publish**” button.
- The catalog will then be validated by the system, and then published to selected customers. You will be able to see the catalog subscription under the **Catalog Files**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

The screenshot displays the 'Create a New Catalog' SAP interface. On the left, a sidebar contains three steps: '1 Details', '2 Subscriptions', and '3 Content', with '3 Content' being the active step. The main area shows a green checkmark and the text 'PunchOut enabled'. Below this, the following fields are displayed: 'Short Name: Supplier Name PunchOut', 'Keywords: Category Name, Product Categories, Alternative Names, etc.', 'Image URL: https://www.supplier.com/branding/images/lrg_logo.jpg', and 'Thumbnail URL: https://www.supplier.com/branding/images/sml_logo_thumbnail.jpg'. A yellow warning box at the bottom states: '! After you click, Validate and Publish, the created catalog will be displayed on the catalog files listing page.' A blue button labeled 'Validate and Publish' is located at the bottom center. In the top right corner, there are 'Previous' and 'Exit' buttons.

Creating and Publishing PunchOut Level 1 Catalogs Online

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free.
 - **Errors Found by SAP Business Network**—the Network detected Catalog content that violates validation rules.
 - **Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format.
- A Catalog with an error status means you need to review the error results and correct them before going on.



Catalogs

Files [PunchOut Configuration](#)

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

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

Creating and Publishing PunchOut Level 1 Catalogs Online

- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:

Catalogs

Files [PunchOut Configuration](#)

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

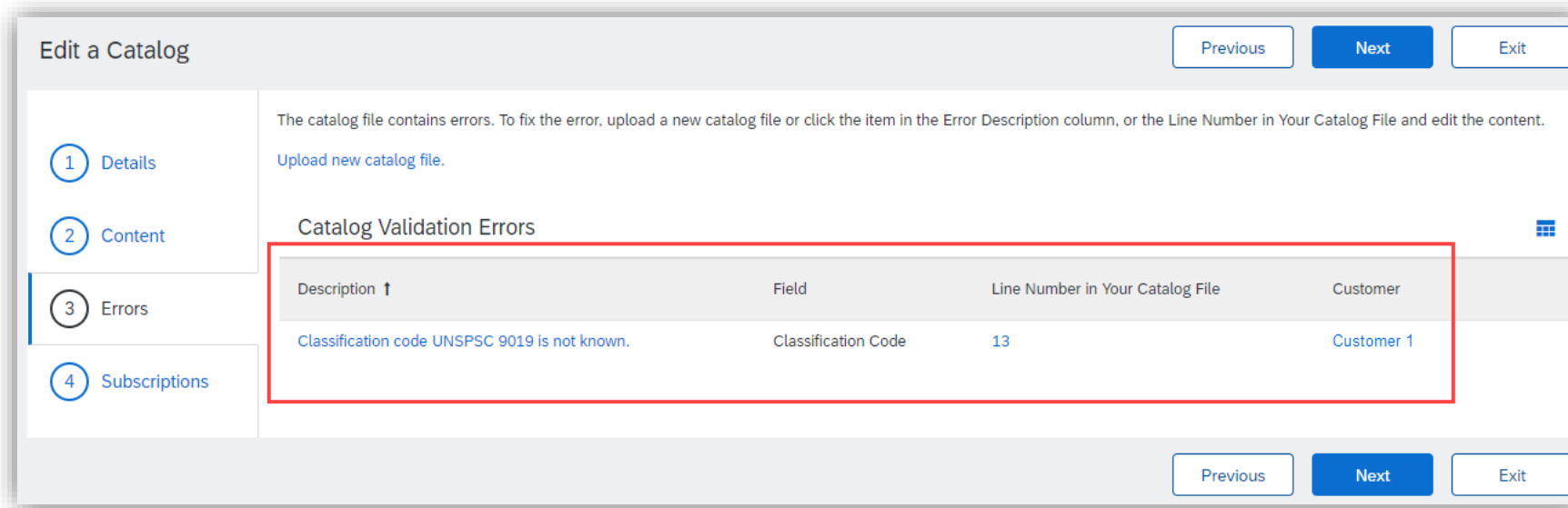
	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	658 B	Private	Catalog Mgr	9 Aug 2023	1 Validation Errors Found by Customer	9 Aug 2023

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

Creating and Publishing PunchOut Level 1 Catalogs Online

- **Viewing Validation Errors**

- The Network displays Description, Field and Line Number for each error



- In this case, the Network is telling us that the **Commodity Code** is not found.
- To correct any issues that didn't pop up during the process described in slides 51-54, a new version of the catalog will need to be created either online or through a catalog template.

Creating and Publishing PunchOut Level 1 Catalogs Online

- Customer 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”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users.

Template and Catalog File Creation for a Level 1 PunchOut Catalog

PunchOut L1 Template

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. There is an addition field which changes a CIF file to a PunchOut Index file called **PunchOut Enabled**.

Here is a sample **L1 PunchOut Template** in Excel format.

	D	E	F	G	H	I	J	K	L	M	
	Unit Price	Unit of Measure	Short Name	Required					Image		Mark
									Normal	Detailed	
	45.10	EA	4-Line Phone	U	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.	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.	http://www.abc.com/277	ID
	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 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 Customer.

PunchOut L1 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

PunchOut L1 Template

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><div></div><div></div><div>Instructions</div><div>Headers</div><div>Items</div><div>Sample Formats</div></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.

PunchOut L1 Template

The Items Tab

Supplier ID	Supplier Part ID	Unit of Measure
AN0199999999	2772882	EA
AN0199999999	2772967	EA
AN0199999999	2772276	DZN

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Attachments-1	
Source	Description
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis

- Fields in the Items tab can be **simple** or **compound**

These are samples of simple fields with a single data element at the **Header** level

These are samples of compound fields—they have data elements at the **Header** and **Detail** level

PunchOut L1 Template

Supplier ID	Supplier Part ID	Unit of Measure
AN01999999999	2772882	EA
AN01999999999	2772967	EA
AN01999999999	2772276	DZN

- **Simple** fields are color coded as to their requirements designation

Classification Codes-1		Classification Codes-2	
Domain	Value	Domain	Value
UNSPSC	43191504	Eclass 7.1	32-03-13-04
UNSPSC	55101509	Eclass 7.1	32-01-11-35
UNSPSC	44121704	Eclass 7.1	16-04-03-01

Header

Detail

- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Attachments-1	
Source	Description
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis
https://www.supplier.com/stibo/hires.pdf	Certificate of Analysis

The field **Attachments-1** is optional
However, if you do use the field, then you must provide a **Source** and **Description** value

Creating a L1 PunchOut Catalog

The Items Tab

Supplier ID	Supplier Part ID
AN01999999999	AAA

- **Supplier ID - Required**

Description: If the Header is set to “NetworkID”, then enter the Supplier’s Business Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN99999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN99999999999-T

- **Supplier Part ID - Required**

Description: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for your PunchOut system to evaluate here if you wish

NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 2772882

- **Manufacturer Part ID – Do not use**

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L1 PunchOut Catalog

Item Description	Unit Price	Unit of Measure
Supplier's Name PunchOut Catalog	1	EA

- **Item Description - Required**

Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched

Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")

Type of data: String

Maximum length: 2000

Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

- **Unit Price - Required**

Description: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00

Type of data: Decimal

Example: 1.00

Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as \$, £ or ¥.

- **Unit of Measure - Required**

Description: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA

Type of data: String

Maximum length: 32

Example: EA

Creating a L1 PunchOut Catalog

Short Name
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **Short Name - Optional**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

Type of data: String

Example: <SupplierName> PunchOut

Maximum length: 50 characters

Creating a L1 PunchOut Catalog

Classification Code-1		Classification Code-2	
Domain	Value	Domain	Value
UNSPSC	43191504		
UNSPSC	43191504		
UNSPSC	44122011		
UNSPSC	44122011		

■ Classification Code-1 - Required

Description: Classification of the main product or service you sell. It is recommended to use a high level (Level 1 or 2) commodity code that best represents the overall category of products/services sold to your customer. For L1 PunchOut, this commodity code will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are.

UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

■ Detail: Domain – Required

Description: Use 'UNSPSC' if the Header specifies "UNSPSC" as the CODEFORMAT

Type of data: String

Maximum length: 40

Example: UNSPSC, Custom

■ Detail: Value – Required

Description: The classification code that corresponds to the product or service

Type of data: String

Maximum length: 40

Example: 440000 (level 1) and 44120000 (level 2)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal.

■ Classification Code -2 – Do not use

Description: *Secondary* classification of the product or service.

■ Detail: **Domain – Required** (details same as above)

■ Detail: **Value – Required** (details same as above)

Creating a L1 PunchOut Catalog

Image		
Thumbnail	Normal	Detailed
12354.jpg	http://www.1.com/12354N.jpg	http://www.1.com/12354D.jpg
http://www.1.com/34.jpg	http://www.1.com/34N.jpg	http://www.1.com/34D.jpg
587.jpg		http://www.1.com/587.Jpg
http://www.1.36.jpg		http://www.1.36.jpg

- **Image – Optional, but desired**

Description: URL of the item's image (preferred), or filename of the image (sent in a zip file)

Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

- Detail: **Thumbnail – Optional** (If **Image** is used, at least one Detail is required)

Description: URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product's full-size Image

Type of data: String

Maximum length: 255

Reccomended Size: 85 x 85 pixels

Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

- Detail: **Normal - Optional** (If **Image** is used, at least one Detail is required)

Description: URL of an image of the item, or filename of the image (sent in the zip file)

Type of data: String

Maximum length: 255

Reccomended Size: 250 x 250 pixels

- Detail: **Detailed - Optional** (If **Image** is used, at least one Detail is required)

Description: URL of an image of the item, or filename of the image (sent in the zip file)

Type of data: String

Maximum length: 255

Reccomended Size: 250 x 250 pixels

Creating a L1 PunchOut 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 your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https:// as required by SAP)
Example: https://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
Example: FileName.jpg -or- lowercasename.jpg
 - Load images in a zip file format with the Customer Name and Supplier Name on the SBN Account

Creating a L1 PunchOut Catalog

Manufacturer Part ID	Manufacturer Name	Supplier URL

- **Manufacturer Part ID – Do not use**

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

- **Manufacturer Name - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: Epson

- **Supplier URL - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <https://www.supply.com/Catalog/product18.htm>

Creating a L1 PunchOut Catalog

Manufacturer URL	Lead Time	Market Price

- **Manufacturer URL - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

Example: <https://www.manu.com/Catalog/product18.htm>

- **Lead Time - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Integer

Maximum length: 40

Example: 1

- **Market Price - Do Not Use**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Decimal

Example: 4.32 or 1234.78

Creating a L1 PunchOut Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75		

- **Supplier Part Auxiliary ID - Optional**

Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL

NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 1234 French

Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

Type of data: Boolean

- **Language – Do not use**

Description: Specifies the language used to describe the item.

Type of data: String

Maximum length: 255

Example: en_US

Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Do not use**

Description: Specifies the currency used for the prices

Type of data: String

Maximum length: 32

Example: USD, CAD (Canadian Dollar)

Note: A listing of currency codes is in your Customer's Supplier Information Portal

Creating a L1 PunchOut Catalog

PunchOut Enabled	PunchOutLevel	Keywords
true	store	IT, communication, paper, pens

- **PunchOut Enabled - Required**

Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item

Type of data: Boolean

- **PunchOutLevel - Required**

Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level

Values: Store, Aisle, Shelf, Product

Type of data: Boolean

- **Keywords – Optional, but desired**

Description: Additional keywords to help users find items

Type of data: String

Maximum length: 255

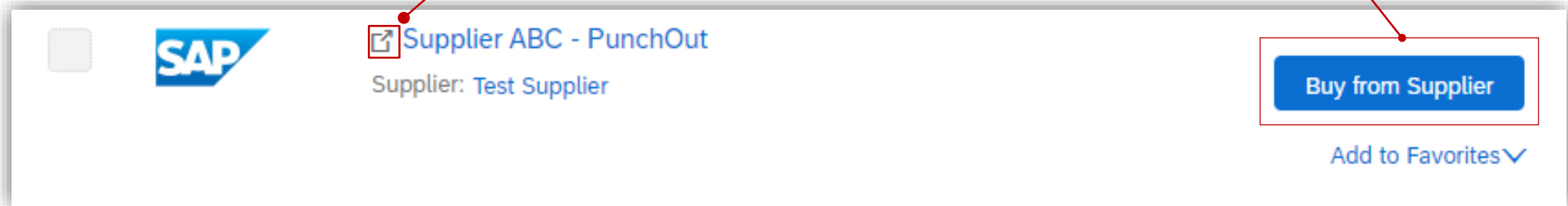
Example: Pens, Pencils, Paper, Copier

The Catalog **User Interface**

Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 Catalog appears on the catalog interface just as a link to the Supplier's website.

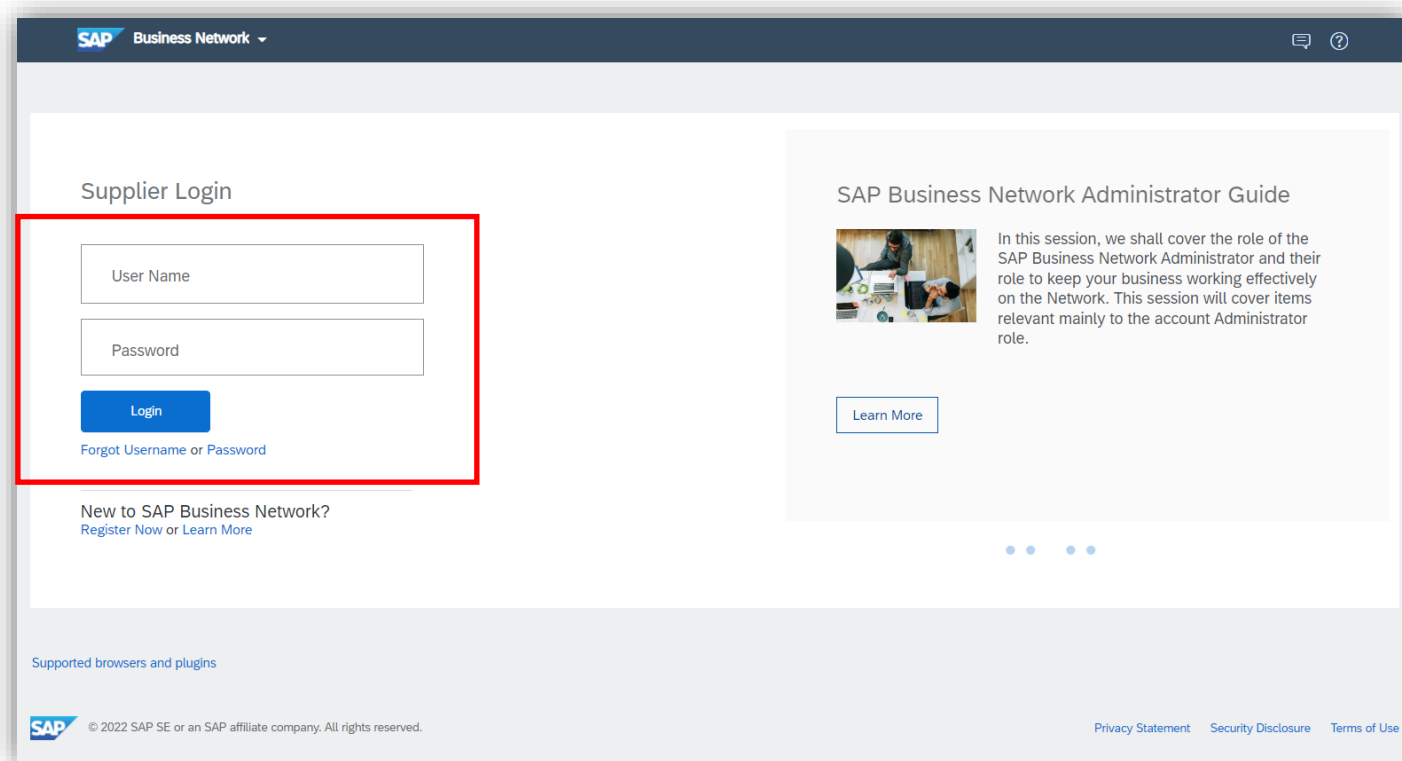
The PunchOut icon tells the User that this is an external catalog, as well as the “Buy From Supplier” button.



Uploading and Publishing PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

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



SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Business Network Administrator Guide

In this session, we shall cover the role of the SAP Business Network Administrator and their role to keep your business working effectively on the Network. This session will cover items relevant mainly to the account Administrator role.

[Learn More](#)

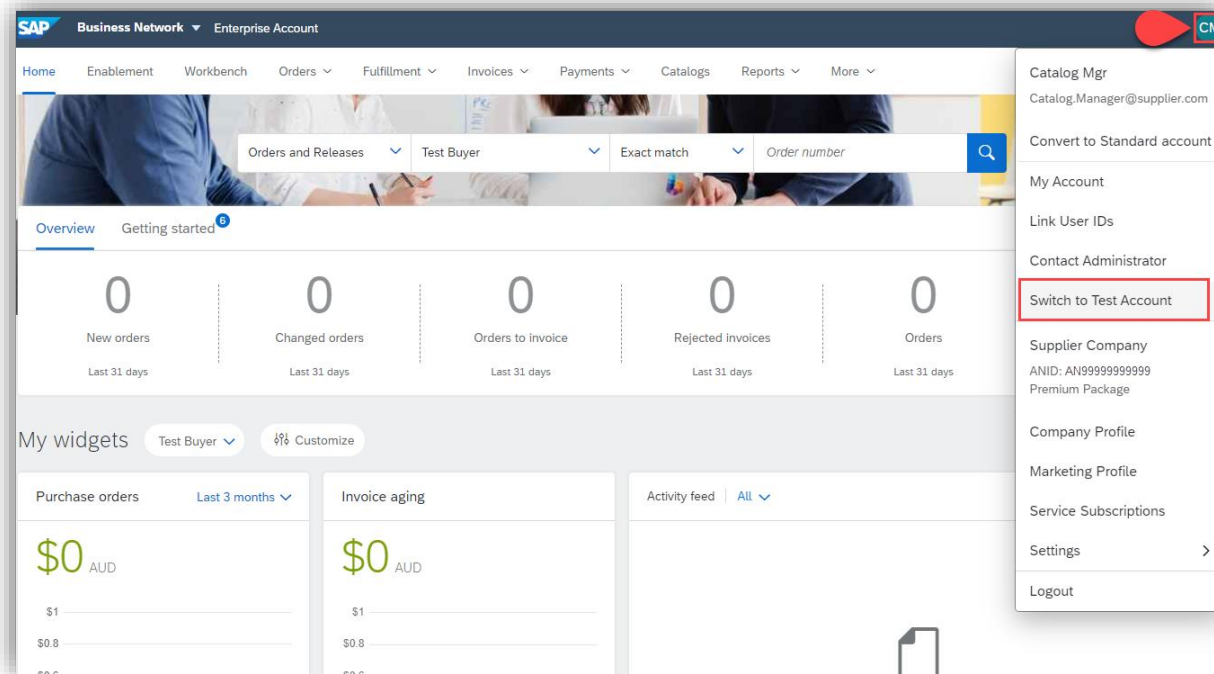
Supported browsers and plugins

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Uploading and Publishing PunchOut 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 initials in the upper right corner and click for the pull down menu, then click “Switch To Test Account”
 - If you don’t see a “Switch to Test Account” link, your Test account has not yet been set up. Contact your SAP Business Network Administrator



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

Uploading and Publishing PunchOut Catalogs

- When uploading a Catalog on SAP Business Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to the SAP Business 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 PunchOut Catalogs

- Navigate to the Catalogs Tab and click “Files” tab.

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

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'Catalogs' (highlighted with a red box). Below the navigation bar, the 'Catalogs' section is displayed. A sub-tab 'Files' is highlighted with a red box. The main content area shows a table of catalog entries. The first entry is selected, indicated by a blue circle. The table columns are: Customer Name, Catalog Name, Version, File Name, Type, Size, and Visibility. The entry details are: Customer Name: None, Catalog Name: TestPunchOut, Version: 1, File Name: 4355094Punchout.cif, Type: CIF3.0, Size: 577 B. Below the table, there is a row of action buttons: View/Edit, Test, Delete, Create (highlighted with a red box), and Refresh. A 'Catalog Name' input field is also present.

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility
<input checked="" type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).

View/Edit Test Delete Create Refresh | Catalog Name

Uploading and Publishing PunchOut 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

Create a New Catalog

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

Catalog Name: *

PunchOut Level 1: ☐

Created By: Catalog Manager

Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

↳ Delete Add

Next Exit

Uploading and Publishing PunchOut 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(_)):

SupplierName_Country_Level

- **Example:** **ACME_US_L1**
- **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
- **Do not select PunchOut Level 1 unless requested by your SAP Ariba Catalog Specialist.**
- 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: *

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 your index file settings [here](#).

Created By: Catalog Manager
Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: 0

Delete Add

Next Exit

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select your Customer, check the box next to their name in the “Customers” list.
- If the Customer does not appear, it means that your company has not established a relationship with your Customer yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click “Next”

Create a New Catalog

Previous Next Exit

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 customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: ☒ Private - Only the selected customers that have a trading relationship with you can view and receive the catalog
☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers Page 1

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Customer 1	View	Pending Validation
<input type="checkbox"/>	Customer 2	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File**, by clicking “Choose File” and navigating to where your file is saved.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression.
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- 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.

The screenshot displays the 'Create a New Catalog' web interface. On the left, a sidebar contains three steps: '1 Details', '2 Subscriptions', and '3 Content', with '3 Content' being the active step. The main area has a header 'Create a New Catalog' with 'Previous' and 'Exit' buttons. Below the header, instructions state: 'Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, [More](#)'. A red box highlights the 'UPLOAD YOUR CATALOG FILE' section, which includes a 'Choose File' button and the text 'No file chosen'. Below this, a yellow warning box contains the text: '! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.' At the bottom, a red box highlights the 'Validate and Publish' button.

Uploading and Publishing PunchOut Catalogs

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free.
 - **Errors Found by SAP Business Network**—the Network detected Catalog content that violates validation rules.
 - **Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on

Catalogs

Files [PunchOut Configuration](#)

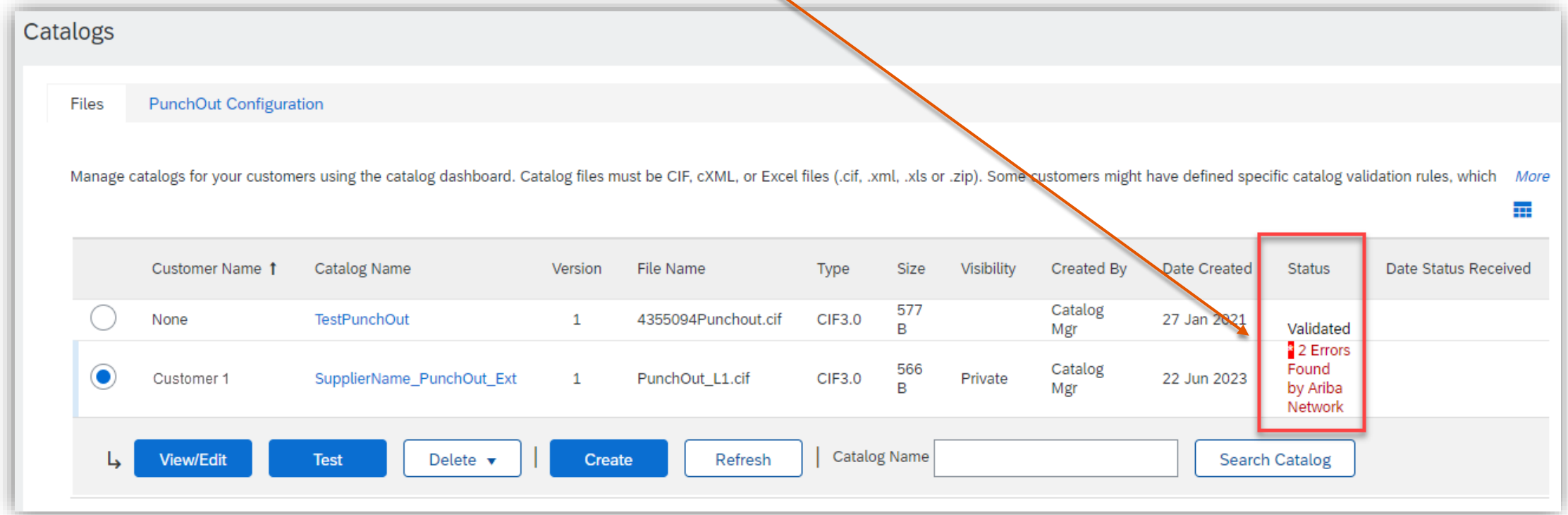
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

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

Uploading and Publishing PunchOut Catalogs

- Correcting Validation Errors
 - To see the error detail, click on the “Errors Found” hyperlink:



Catalogs

Files [PunchOut Configuration](#)

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

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

Uploading and Publishing PunchOut Catalogs

■ Viewing Validation Errors

- The Network displays Description, Field and Line Number for each error

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with four tabs: 'Details', 'Content', 'Errors' (which is selected and highlighted with a blue bar), and 'Subscriptions'. The main area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' Below this is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors' with a grid icon. A table is shown with a red border around its data rows. The table has four columns: 'Description ↑', 'Field', 'Line Number in Your Catalog File', and 'Customer'. The first row describes a duplicate item on line 14. The second row describes a missing required field on line 12.

Description ↑	Field	Line Number in Your Catalog File	Customer
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14	Customer ABC
Missing required field	Supplier Part ID	12	Customer ABC

- In this case, the Network is telling us that the **Supplier Part ID / Supplier Part Auxiliary ID** combination is not unique on line 14 and line 12 is missing a **Supplier Part ID**.
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing PunchOut Catalogs

- Customer 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”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified 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 Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

Replacing Existing Catalogs

Replacing Existing PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

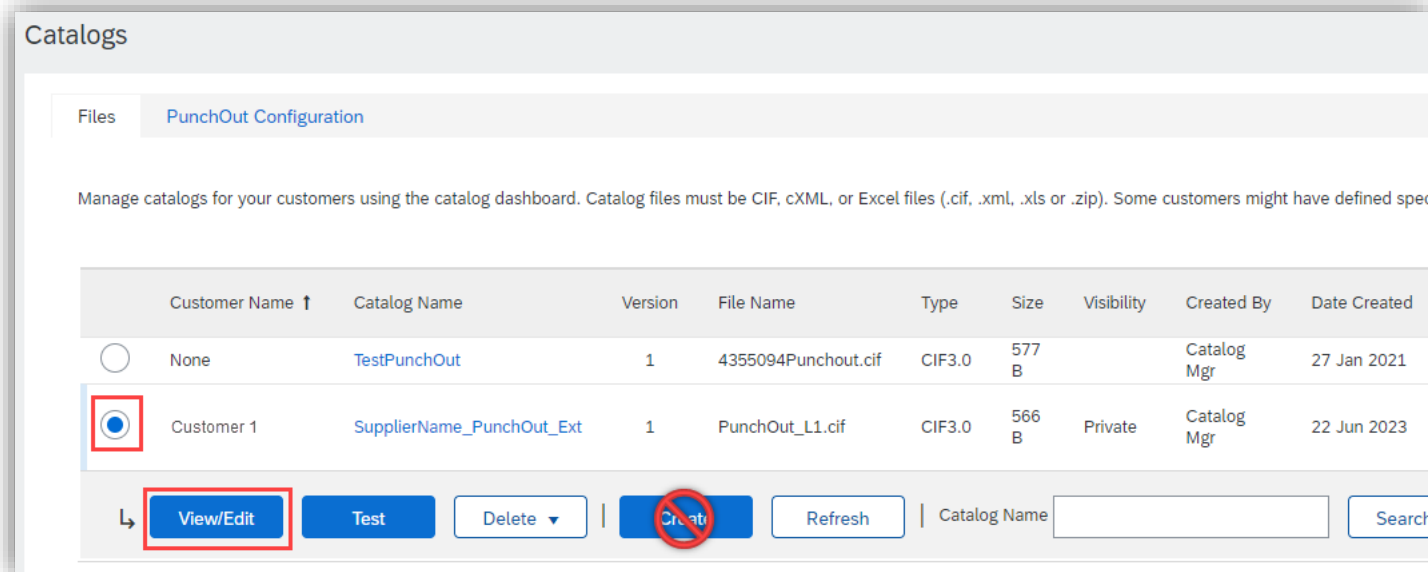
For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.



Replacing Existing PunchOut Catalogs

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

- Log into your SAP Business Network account
- Navigate to **Catalogs**
- Update the Catalog—using “View/Edit”
 - When *replacing* an existing Catalog, do **not** use the “Create” button—it is important to keep the **same** Catalog Name. The file name **can** be different:



Replacing Existing PunchOut Catalogs

- Find the existing Catalog you wish to replace with a new version
 - Click on the radio button to select the existing Catalog

The screenshot shows the 'Catalogs' dashboard in SAP. It features a table with columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, and Date Created. Two catalogs are listed: 'None' (TestPunchOut) and 'Customer 1' (SupplierName_PunchOut_Ext). The 'Customer 1' catalog is selected with a radio button. Below the table, there are buttons for 'View/Edit', 'Test', 'Delete', 'Create', and 'Refresh'. The 'View/Edit' button is highlighted with a red box. A search bar is also present at the bottom right.

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created
<input type="radio"/> None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021
<input checked="" type="radio"/> Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023

Buttons: View/Edit, Test, Delete, Create, Refresh

Search bar: Catalog Name [] Search

- Click “View/Edit”

Replacing Existing PunchOut Catalogs

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

Edit a Catalog

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

1 Details

Catalog Name: SupplierABC_PunchOut_EXT
File Name: DEMO_PunchOut.cif
Created By: Catalog Mgr
Date Created: Wednesday 5 Apr 2023 10:44 AM GMT+10:00
Version: 1
Size: 758 B
Item Count: 3
Type: CIF3.0
Status: Errors Found
Errors: 2

Description: Updated Catalog with new pricing - March 2023

Characters left: 1000

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

Commodities: ⓘ

Description

No items

Delete Add

Next Exit

- Click “Next”

Replacing Existing PunchOut Catalogs

2. Content—The Network will display the current Catalog (if it is under 4Mb)

Edit a Catalog

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

1 Details
2 Content
3 Errors
4 Subscriptions

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File.

Content Items

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price
1	Delete	AN01234567891-T	AAA	AAA	SupplierABC Punchout Catalog 2	12	1
2	Delete	AN01234567891-T	AAA1	AAA	SupplierABC Punchout Catalog 2	12	1
3	Delete	AN01234567891-T	AAA2	AAA	SupplierABC Punchout Catalog 2	12	1

Add Item

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

- Click the **Upload Catalog File** button. This will replace the existing Catalog File with our updated Catalog

Replacing Existing PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button and navigating to where your file is saved.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with four tabs: '1 Details', '2 Content' (which is selected), '3 Errors', and '4 Subscriptions'. The main area has a header 'Edit a Catalog' with 'Previous' and 'Exit' buttons. Below the header, there is a text instruction: 'Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click **Help** at the top of the page.' This is followed by the section 'UPLOAD YOUR CATALOG FILE'. Inside this section, a red box highlights a 'Choose File' button and the text 'No file chosen'. Below this, a yellow warning box contains the text: '! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.' At the bottom of the main area, another red box highlights a blue 'Validate and Publish' button.

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing PunchOut Catalogs

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

Catalogs

Files [PunchOut Configuration](#)

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	2	PunchOut_CatalogL1.cif	CIF3.0	582 B	Private	Catalog Mgr	22 Jun 2023	Pending Buyer Validation	
	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

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

- 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.

Replacing Existing PunchOut Catalogs

- Customer Approval
 - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you.
 - If your Customer finds anything in your Catalog file that requires your attention, you will be notified 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 Network validation, and the Customer audit before it can be loaded into the Customer's buying application and be available for their Users.

