



Understanding, Creating and Publishing PunchOut® Catalogs

INTERNAL – SAP Buyers, Suppliers and Partners

Agenda

Configuring a SAP Business Network (SBN) Account for PunchOut

- Creating the *default* PunchOut Connection

Native cXML Transaction Setup

Configuring your Customer Specific PunchOut URL connection

- Creating a *customer-specific* PunchOut connection

Setting up Default Level 1 Index File Template Details

Creating and Publishing PunchOut Level 1 Catalogs Online

Templates and Catalog File Creation

- For Level 1 and Level 2 PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

- Replacing Existing Catalogs

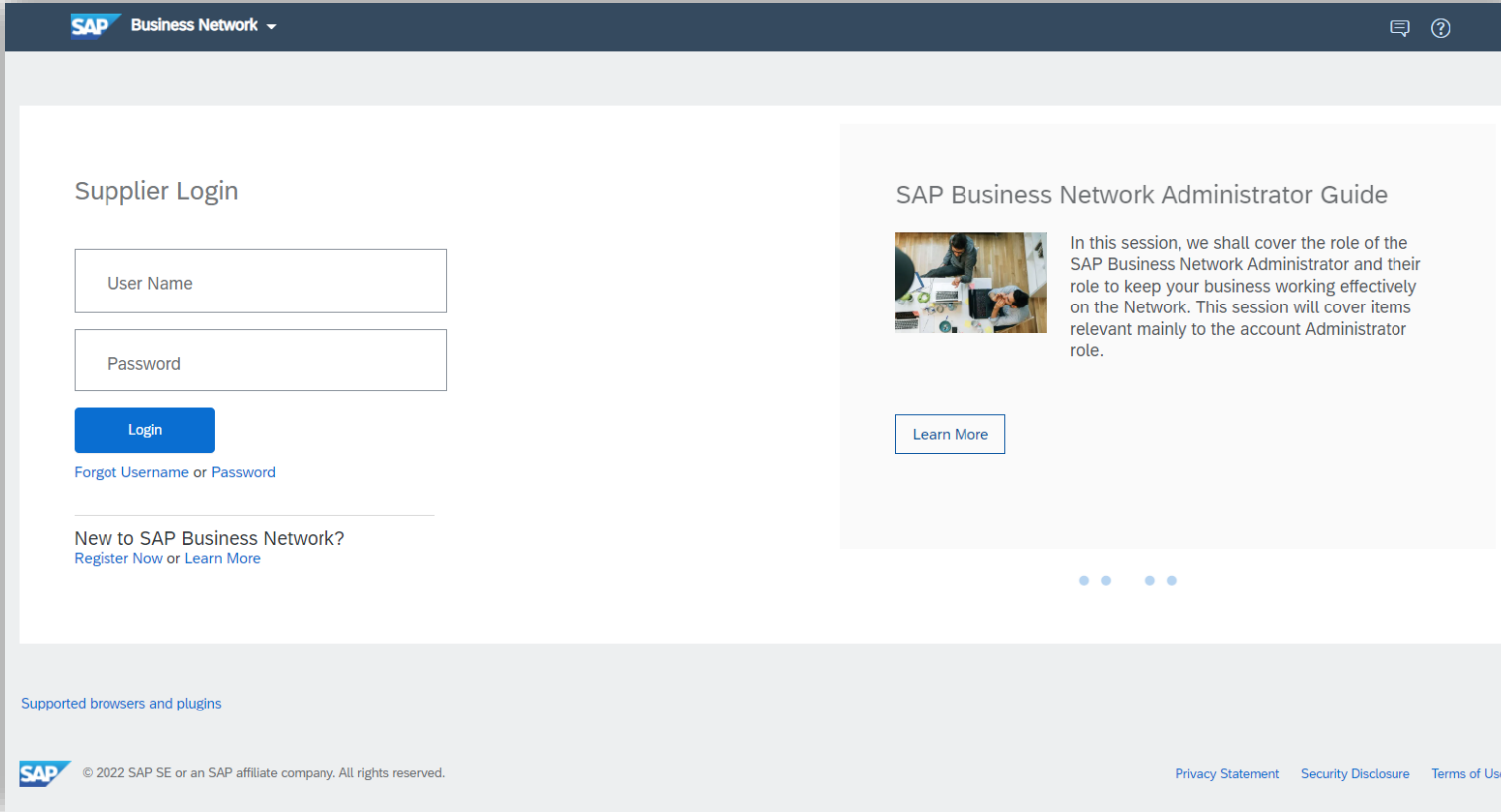
Appendix

- Creating a CIF from an Excel Catalog File

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 users with the text 'New to SAP Business Network?' and 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 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](#)

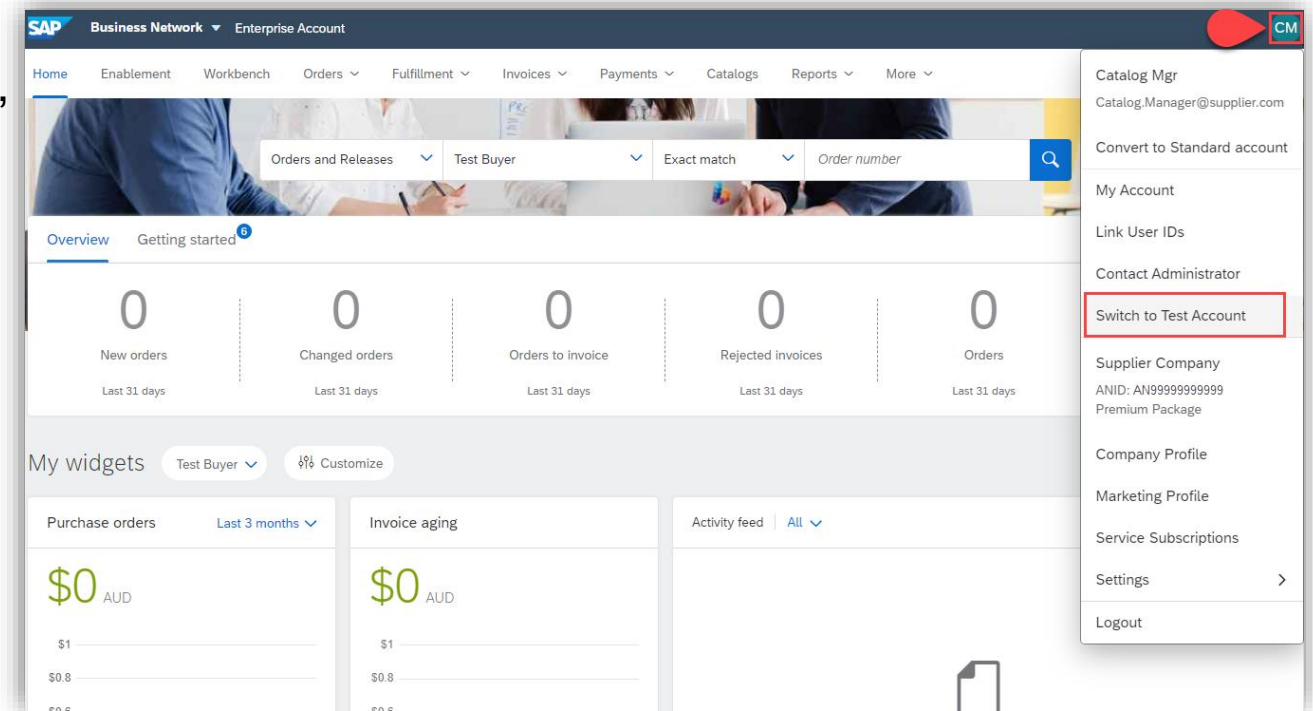
[Supported browsers and plugins](#)

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

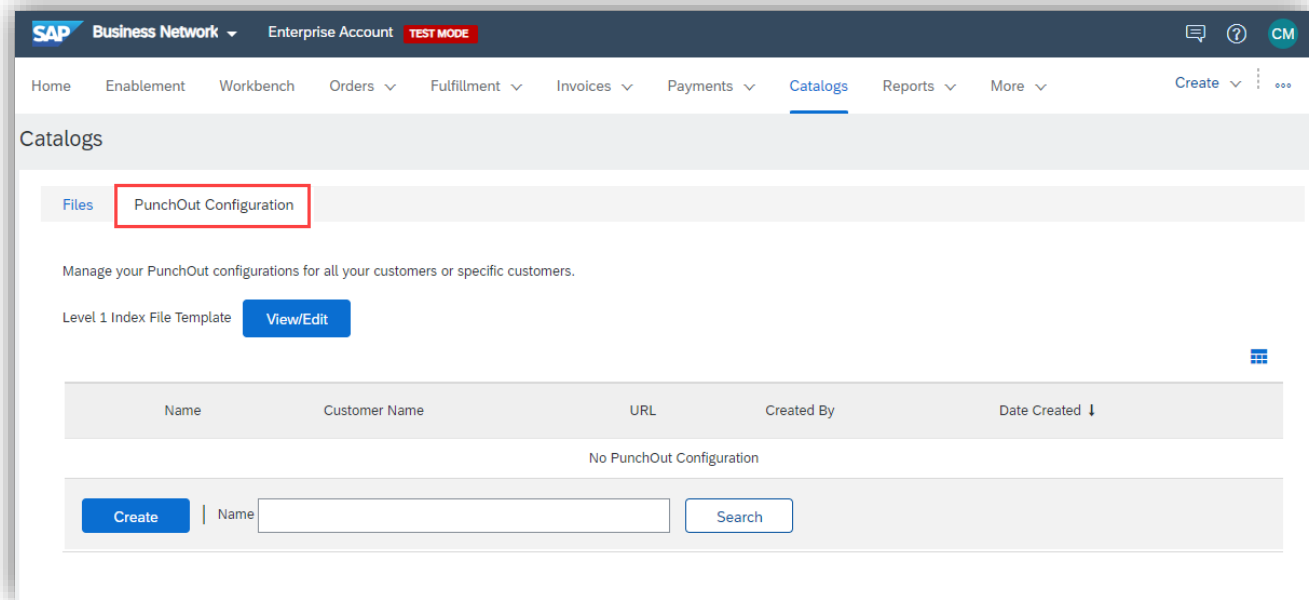
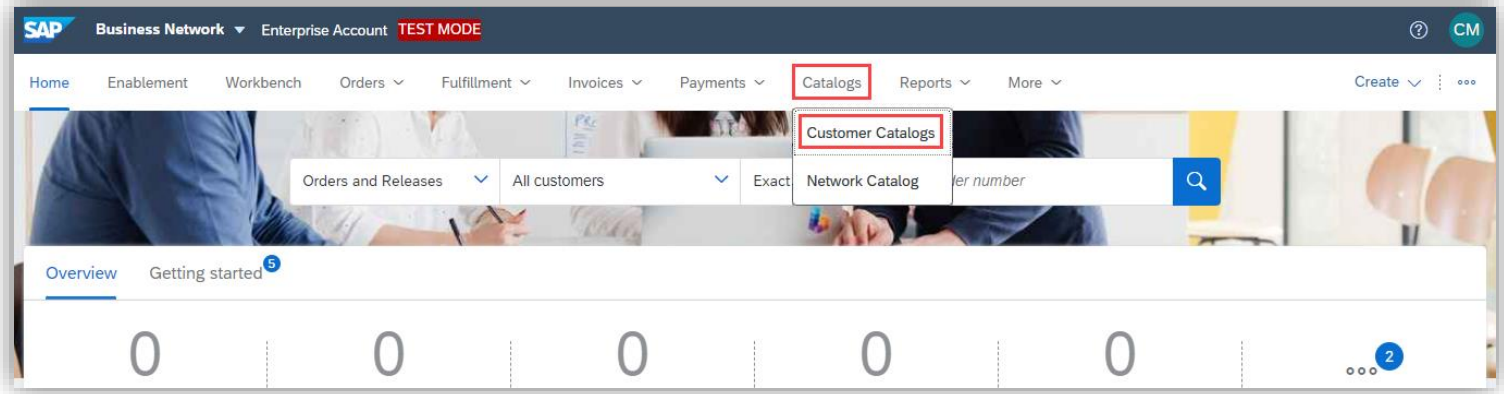
Configuring a SAP Business Network Account for PunchOut

- 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.

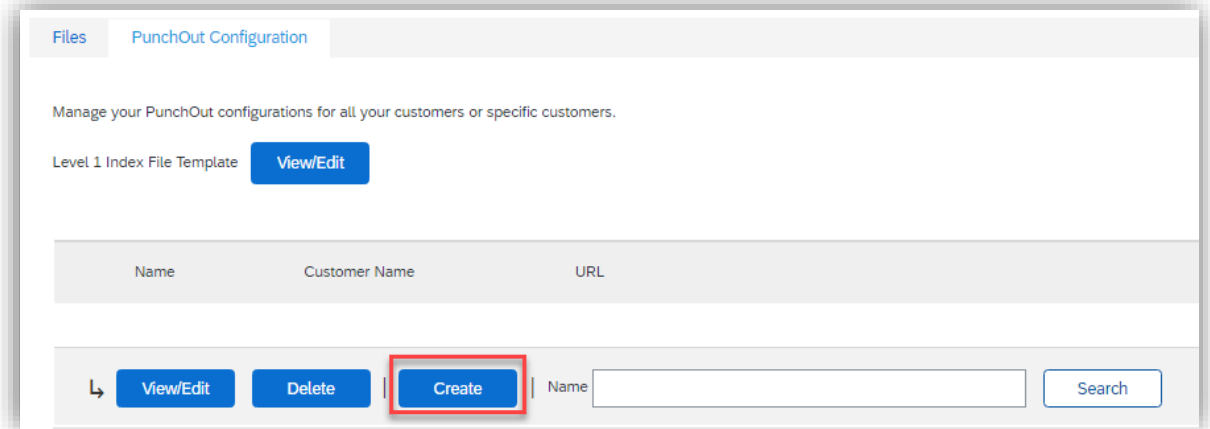


Configuring a SAP Business Network Account for PunchOut

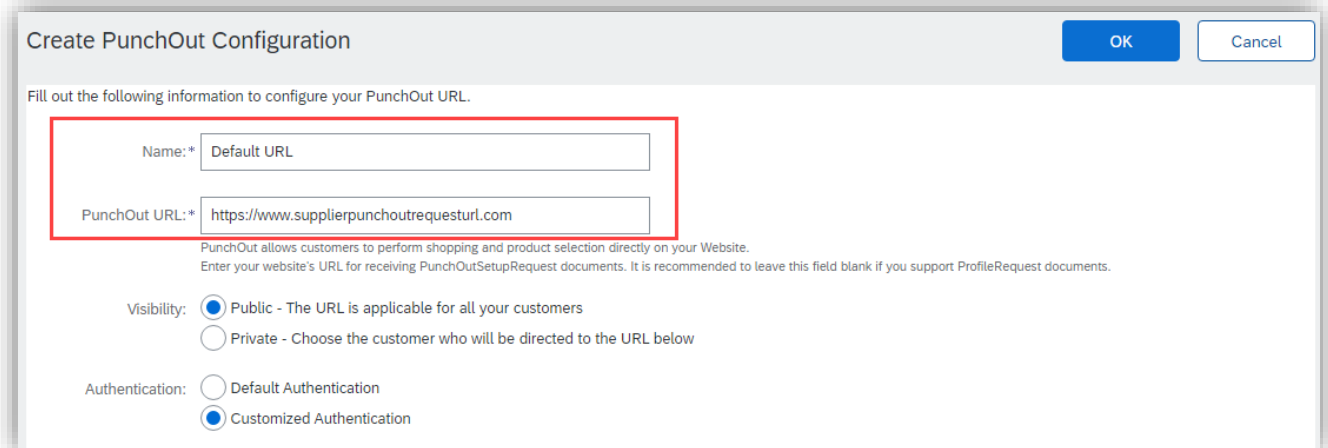
To create your default PunchOut Catalog:

- 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.

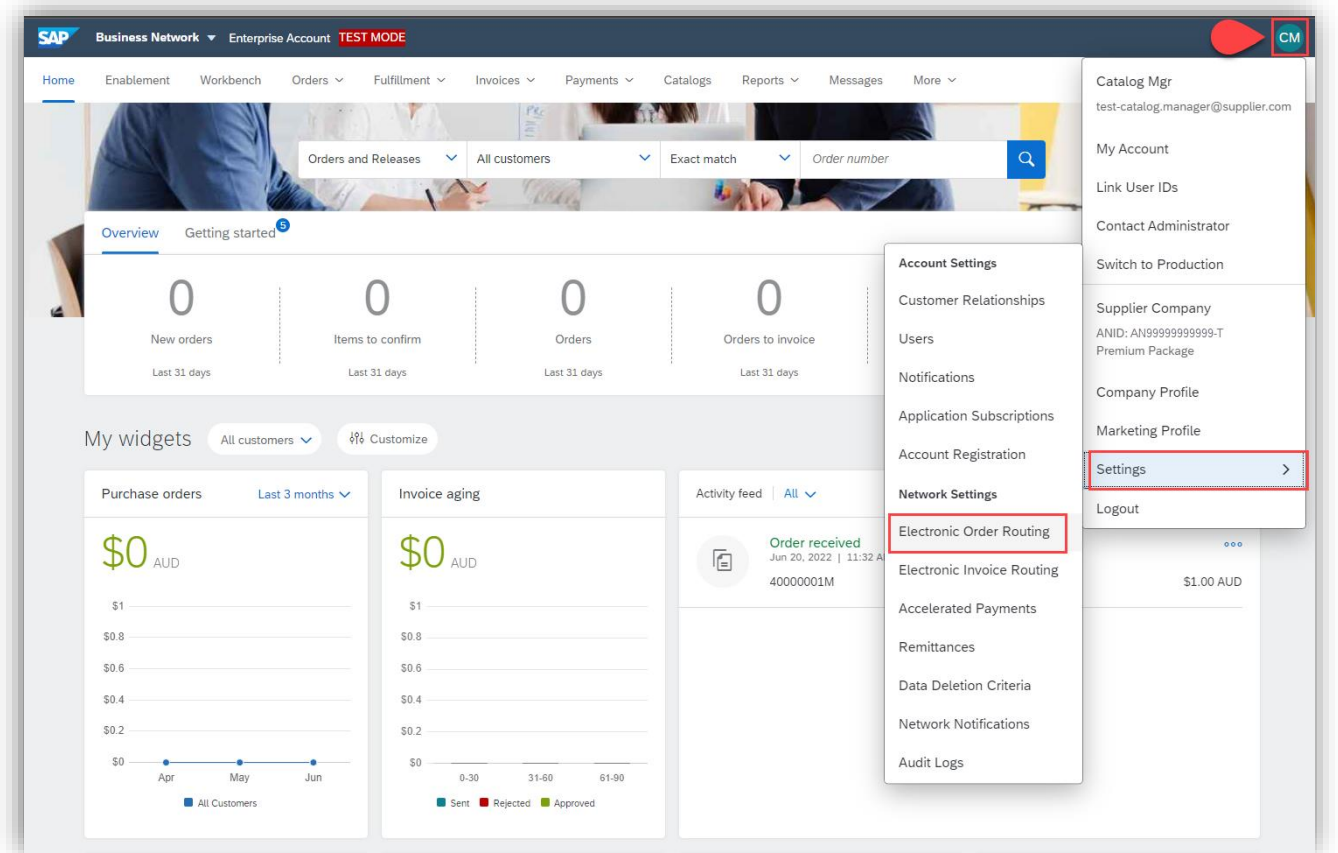
Server name indication: ☐

OK Cancel

Native cXML transaction setup

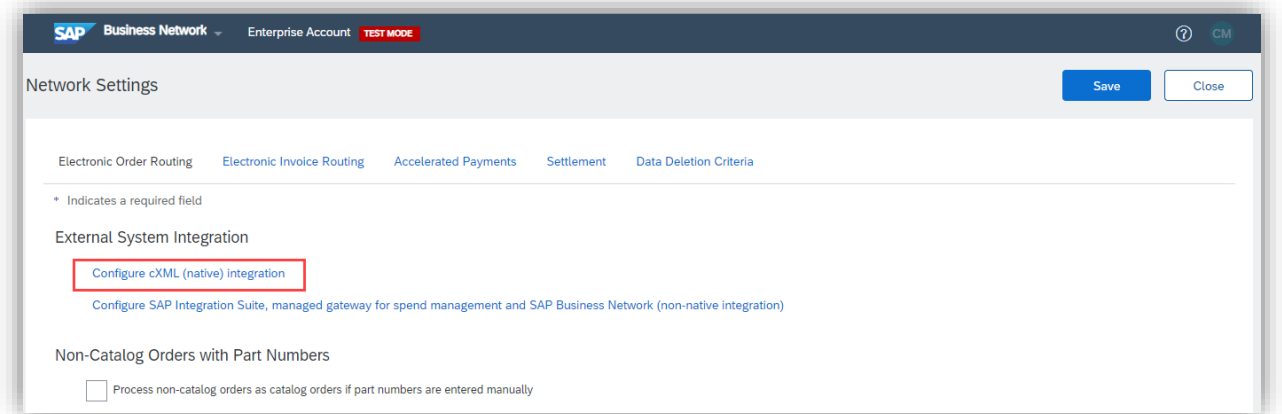
Native cXML transaction setup

- 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

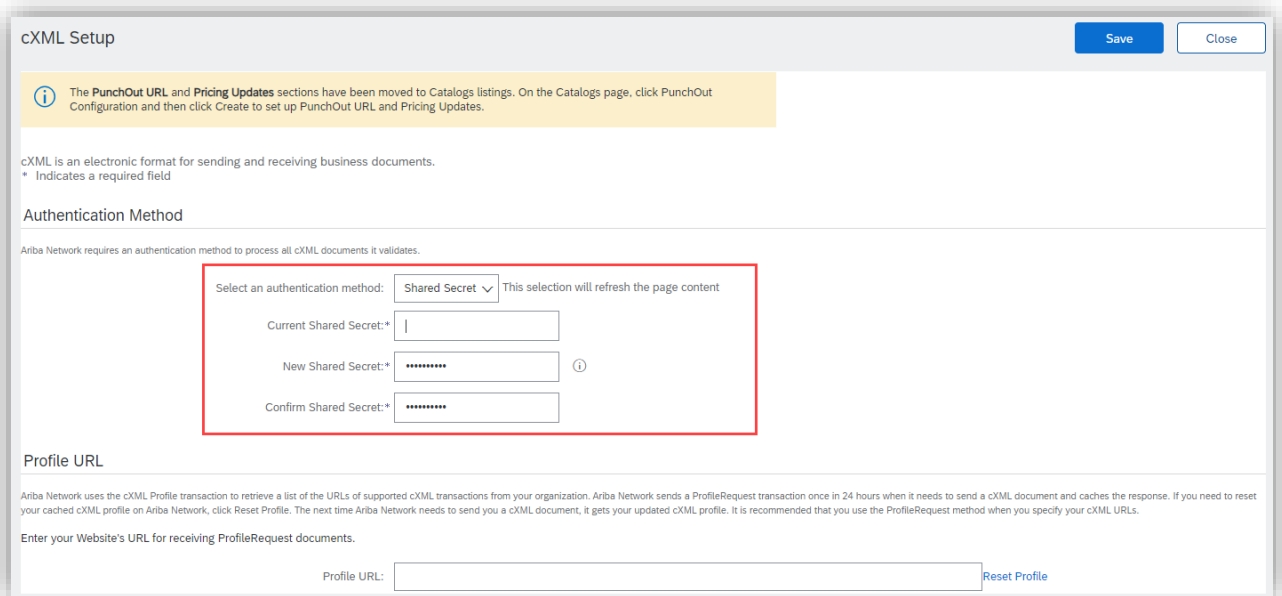


Native cXML transaction setup

- 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 top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The page title is 'Network Settings' with 'Save' and 'Close' buttons. Below the title, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field'. Under the 'External System Integration' section, the 'Configure cXML (native) Integration' link is highlighted with a red box. Below it, a link for 'Configure SAP Integration Suite' is visible. The 'Non-Catalog Orders with Part Numbers' section has a checkbox labeled 'Process non-catalog orders as catalog orders if part numbers are entered manually'.



The screenshot shows the 'cXML Setup' page. A yellow information banner at the top states: '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 this, a note explains that cXML is an electronic format for sending and receiving business documents. The 'Authentication Method' section is highlighted with a red box. It contains a dropdown menu set to 'Shared Secret' with a note 'This selection will refresh the page content'. Below the dropdown are three input fields: 'Current Shared Secret:*', 'New Shared Secret:*' (with a password strength indicator), and 'Confirm Shared Secret:*'. The 'Profile URL' section at the bottom has a text input field and a 'Reset Profile' link. A detailed note at the bottom explains the Profile Request transaction process.

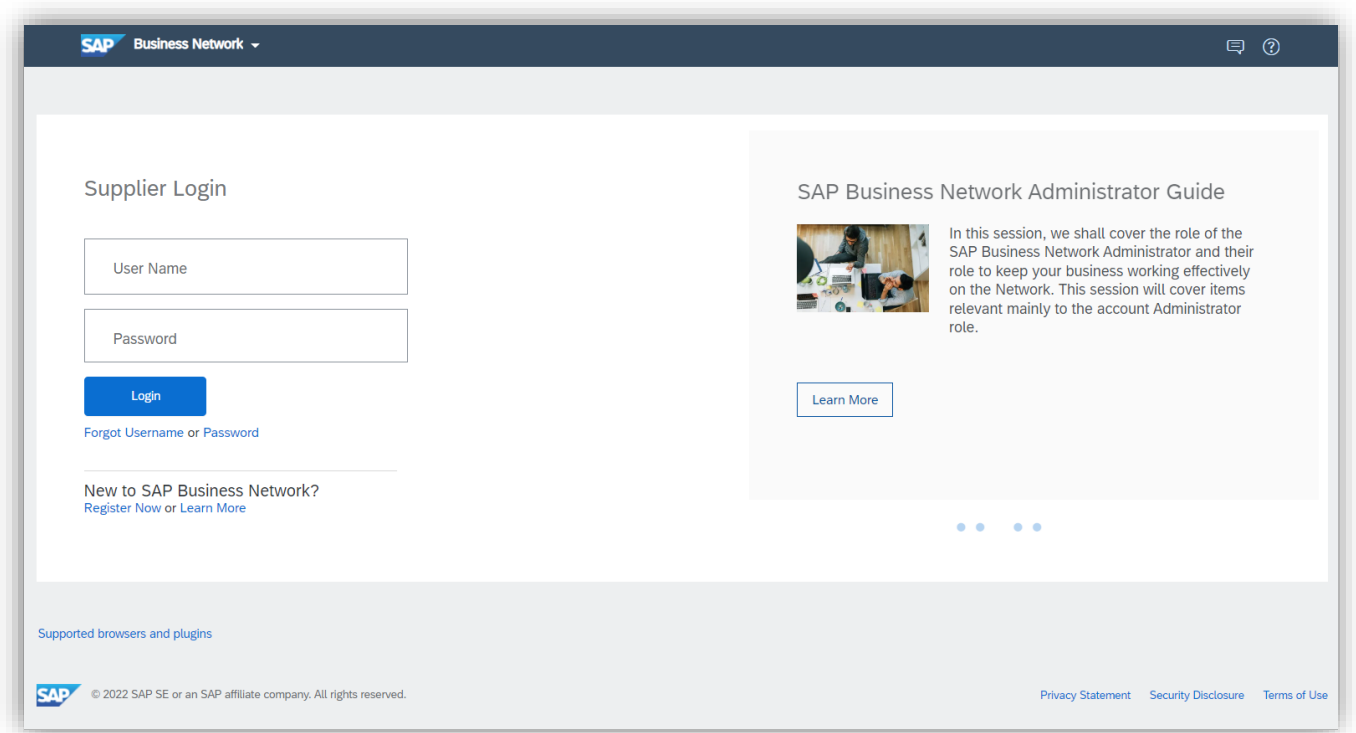
Configuring your Customer Specific PunchOut URL connection

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.

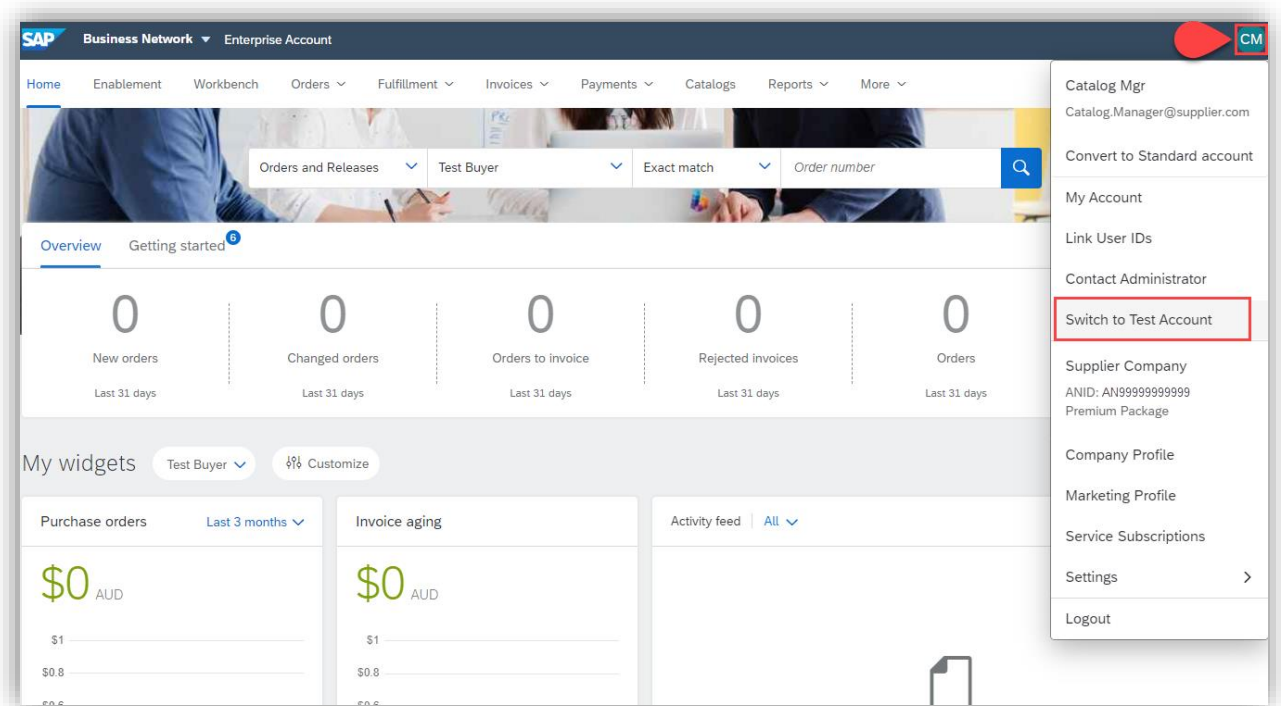
- Login to your **SAP Business Network Supplier Account**
(<https://supplier.ariba.com>)



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

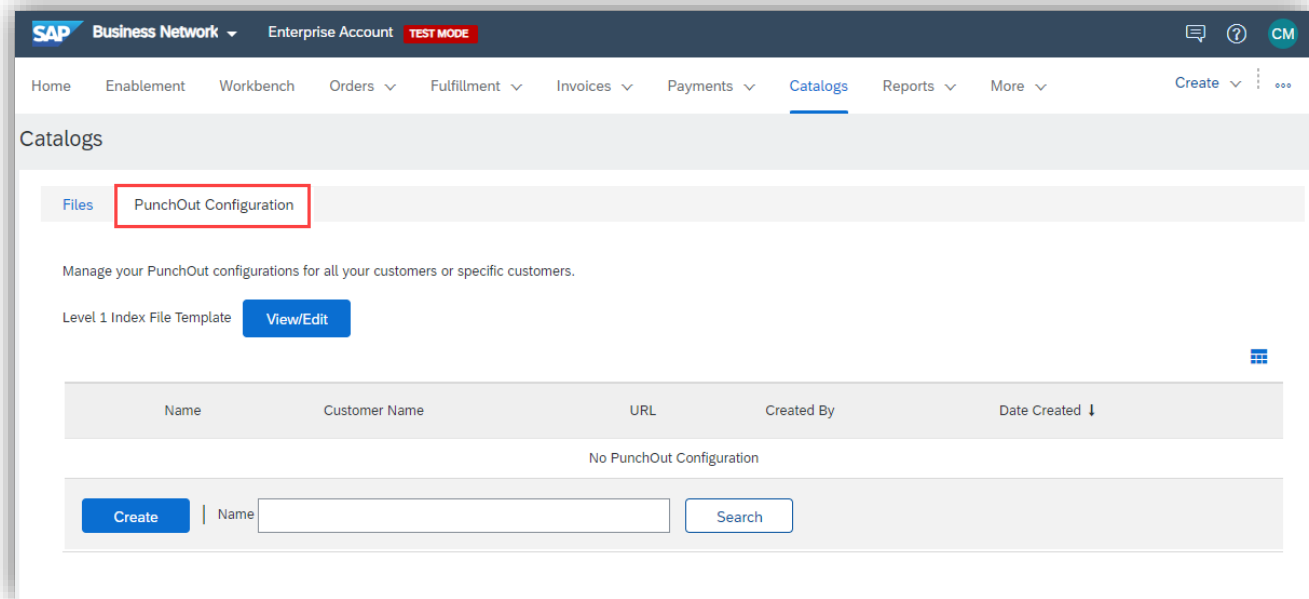
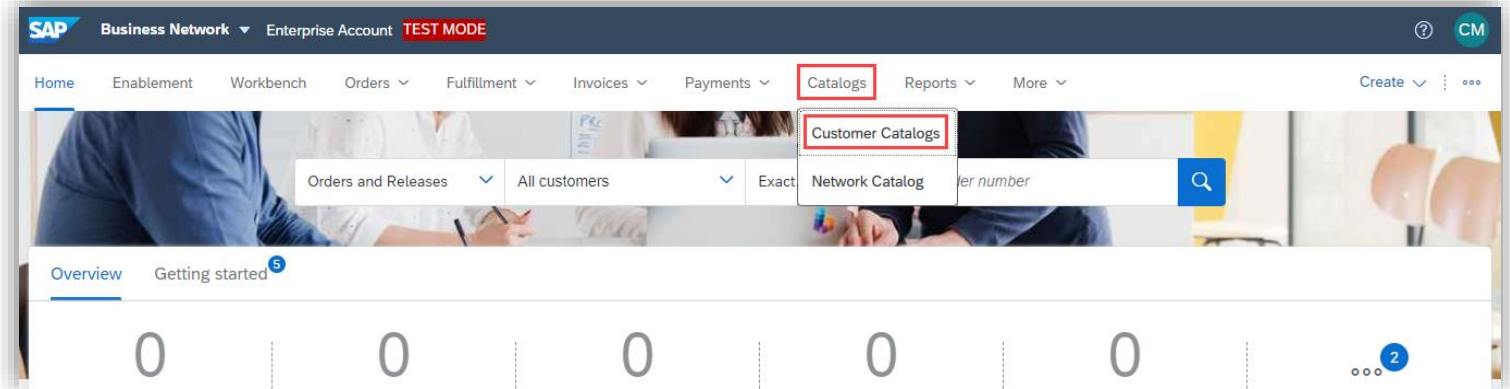
Configuring your Customer Specific PunchOut URL connection

- 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 your Customer Specific PunchOut URL connection

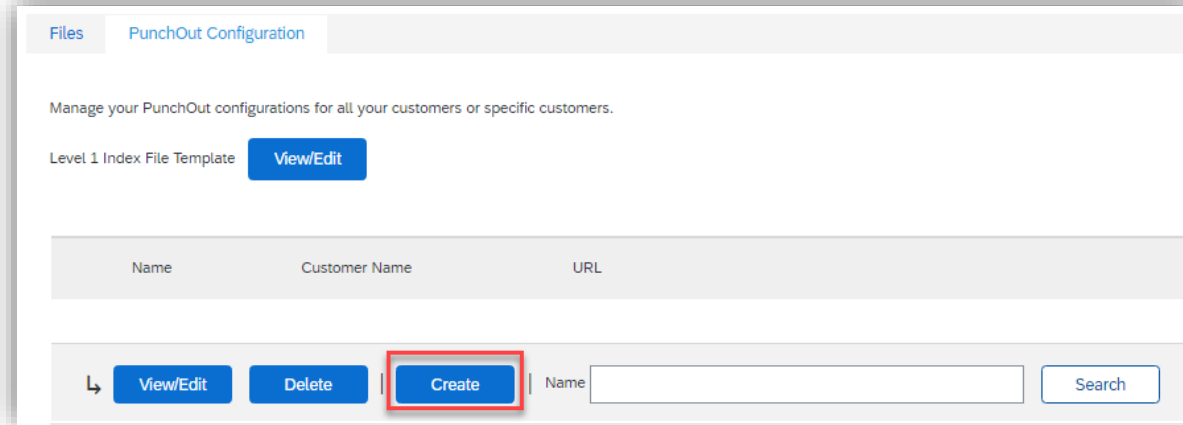
- Go to **Catalog** tab, choose **Customer Catalogs**, and click **PunchOut Configuration**.
- Please note the next steps need to be completed in your **Test** and **Production** environments.



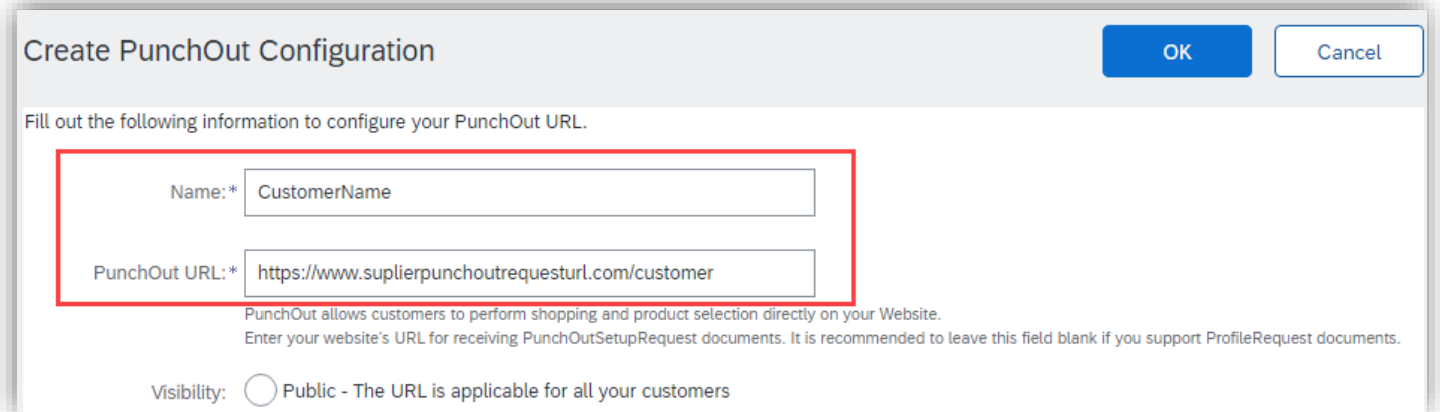
Configuring your Customer Specific PunchOut URL connection

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, a message 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 this 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), followed by 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'.

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

Fill out the following information to configure your PunchOut URL.

Name: *

PunchOut URL: *

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

Confirm Shared Secret: *

Pricing Updates:

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

Server name indication: ☐ ⓘ

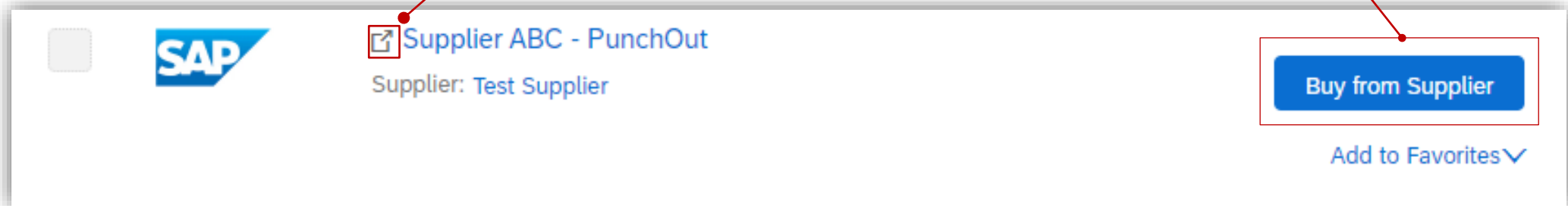
Setting up Default Level 1

Index File Template Details

Setting up Default Level 1 Index File Template Details

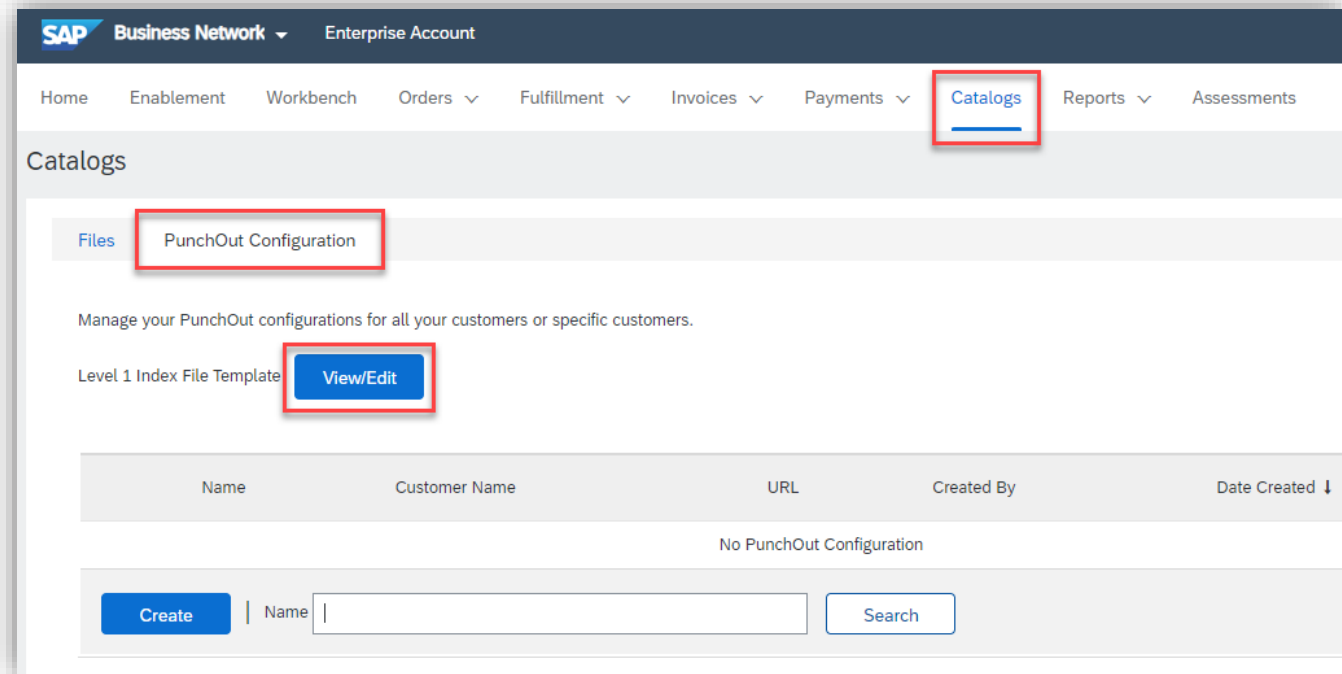
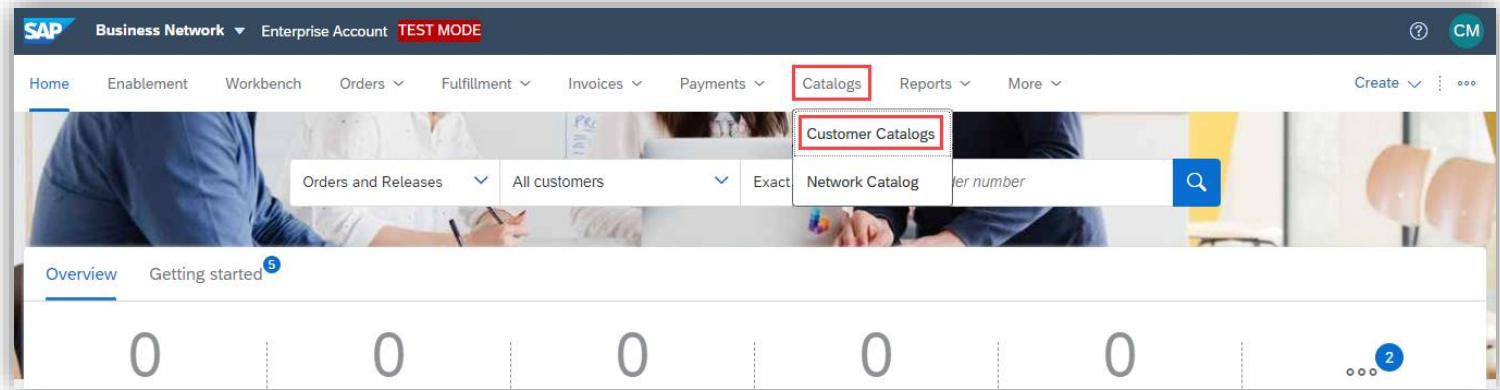
In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a Level 1 Catalog appears on the catalog interface just as a link to the Supplier's website.

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



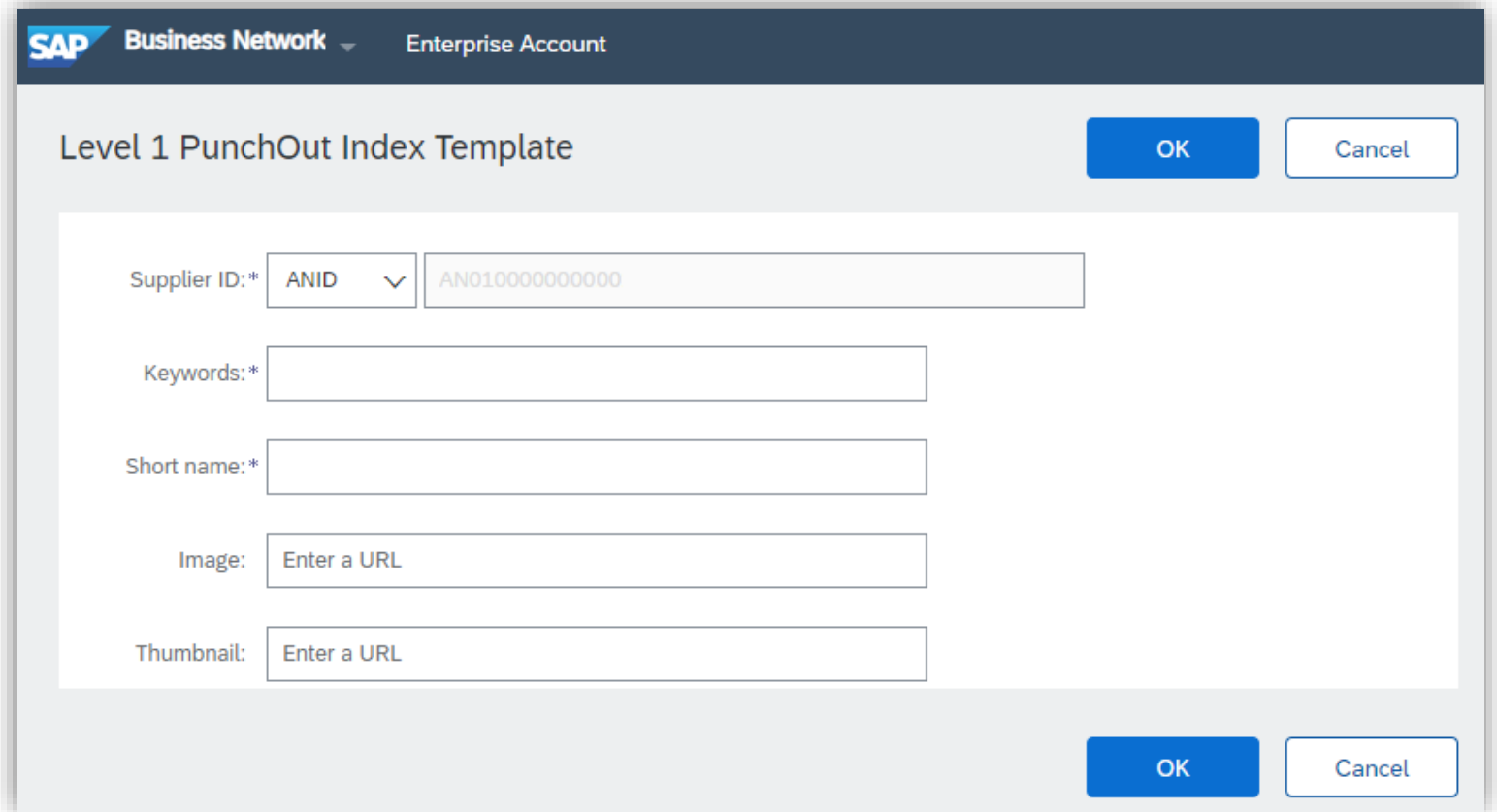
Setting up Default Level 1 Index File Template Details

- 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](#)

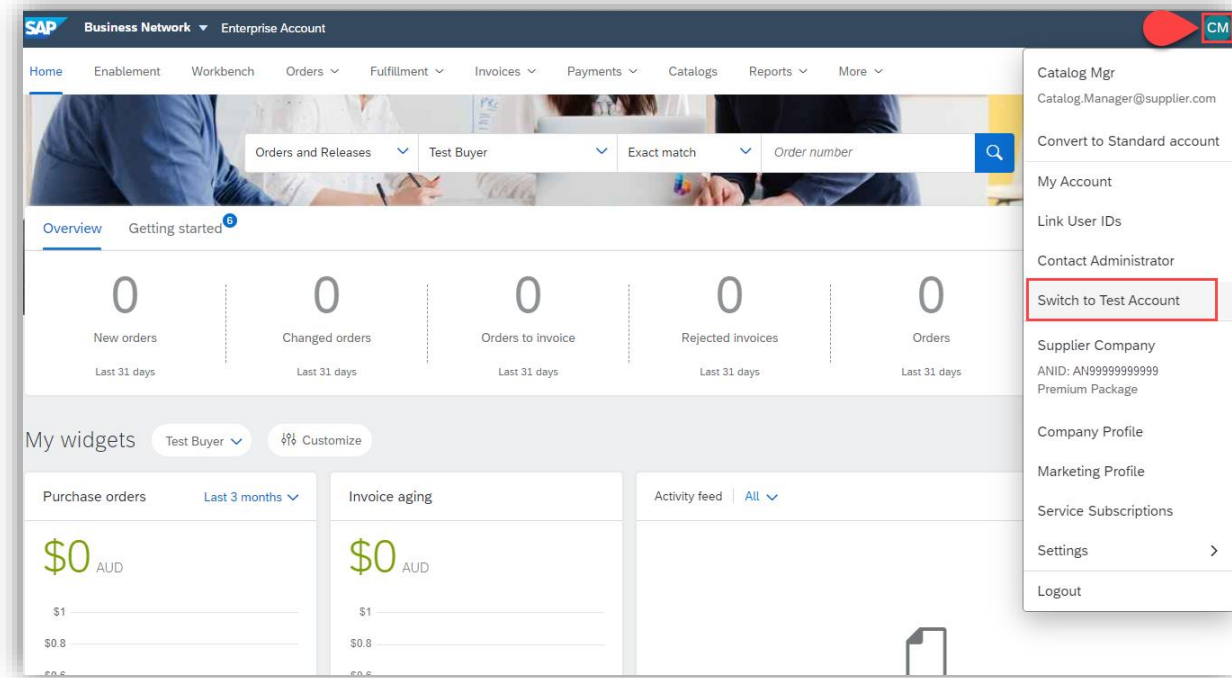
Supported browsers and plugins

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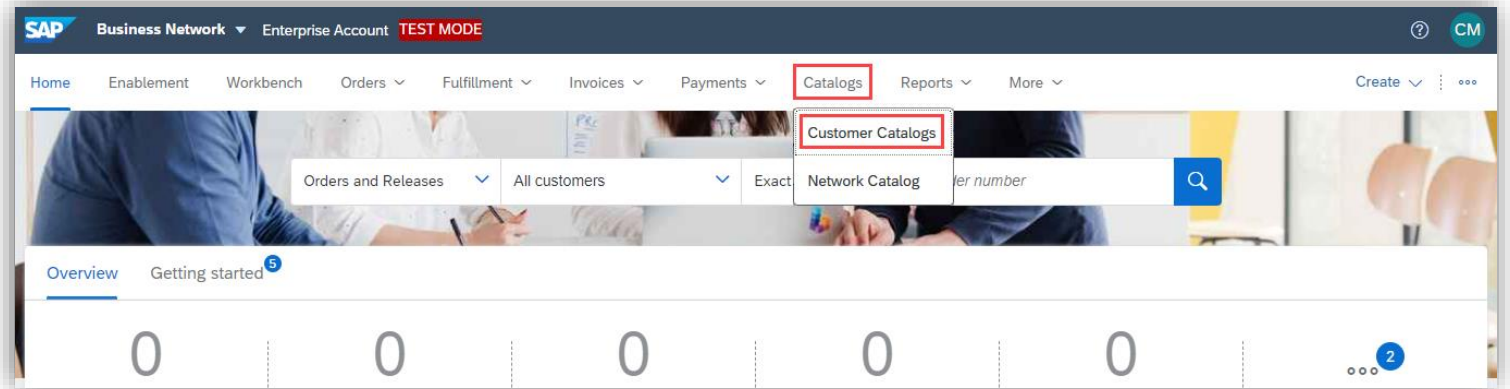
Creating and Publishing PunchOut Level 1 Catalogs Online

- 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”

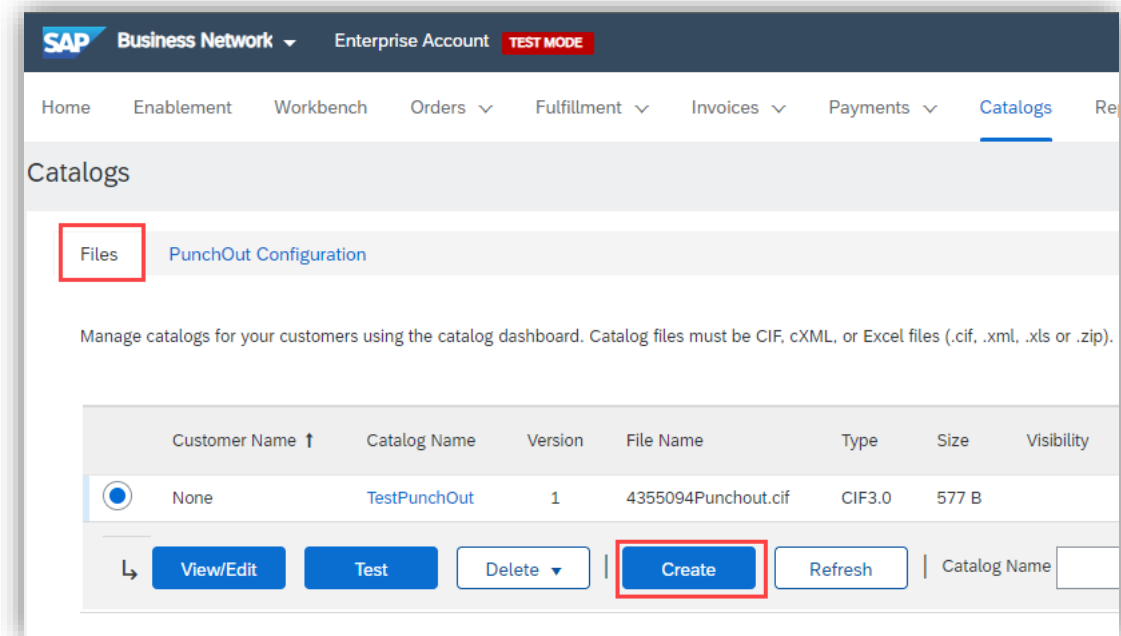


Creating and Publishing PunchOut Level 1 Catalogs Online

- 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: ☐

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_UnionPacific_Region_CatalogType, for example:
MySupplier_UnionPacific_US_Punchout (or 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

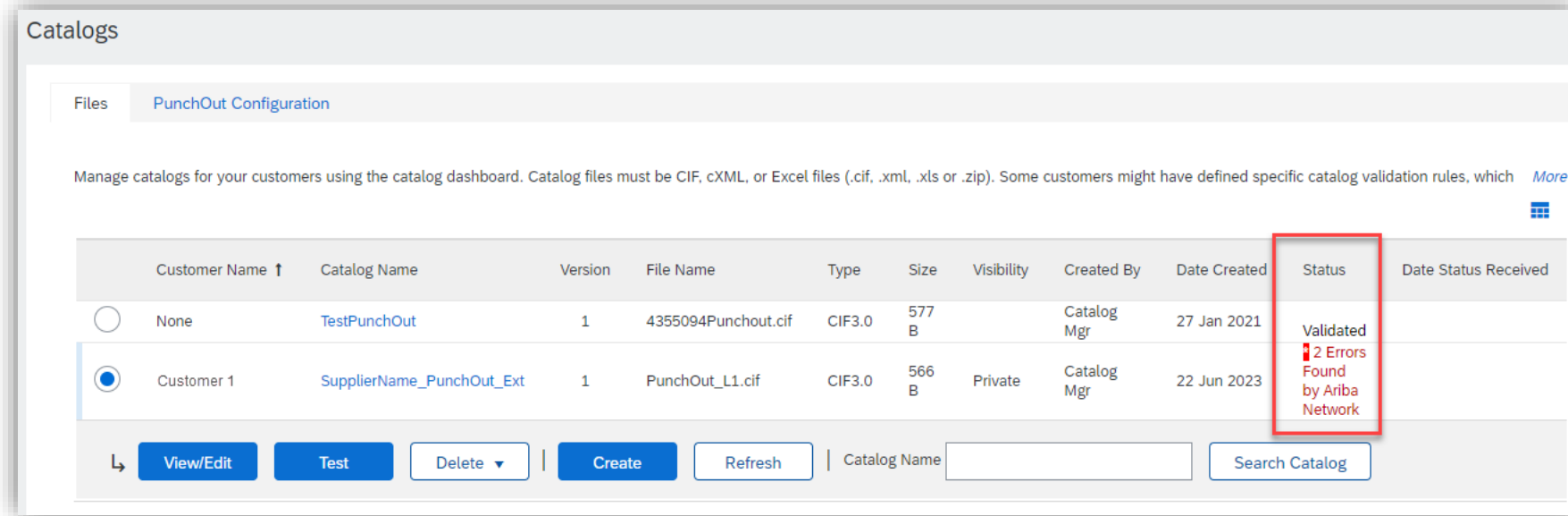
- The system will display a brief summary of the contents.
- If everything is correct click the “**Validate and Publish**” button.
- The catalog will then be validated by the system, and then published to selected customers. You will be able to see the catalog subscription under the **Catalog Files**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

The screenshot shows 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 displays a green checkmark and the text 'PunchOut enabled'. Below this, the following fields are shown: '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	Validated 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

FilesPunchOut 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](#)

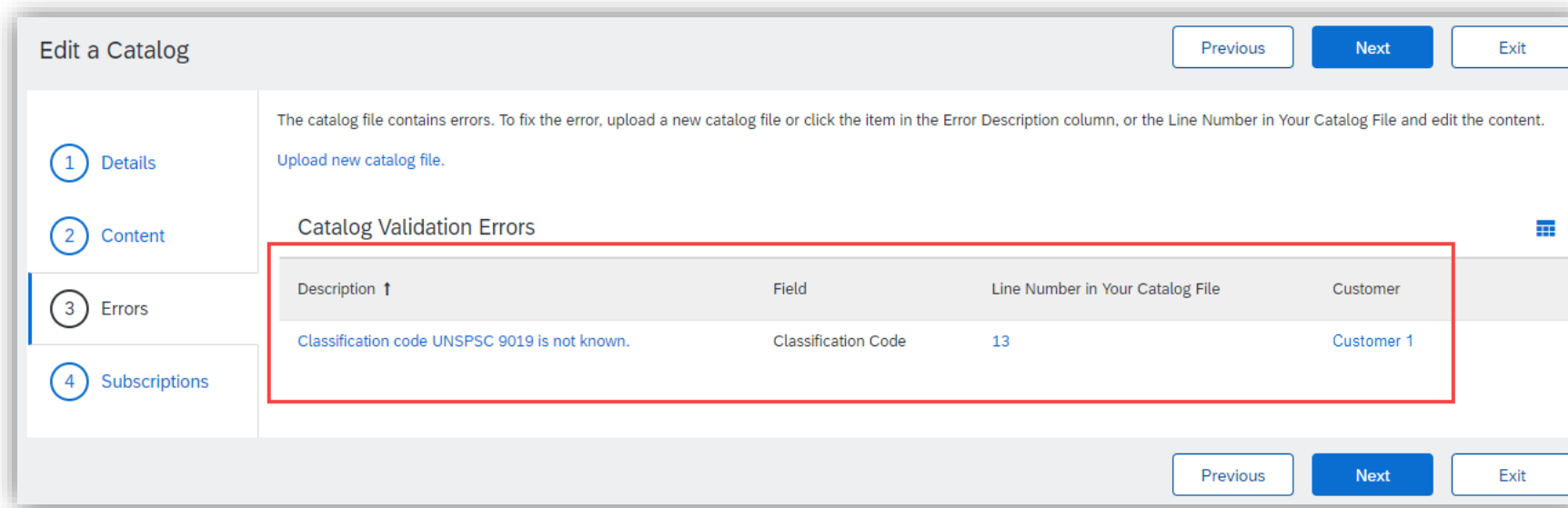
	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input type="radio"/>	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif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

↳View/EditTestDelete ▾CreateRefreshCatalog 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.

CIF_1_V3.0												
CHARSET:		UTF-8										
LOADMODE:		F										
CODEFORMAT:		UNSPSC										
CURRENCY:		USD										
SUPPLIERID_DOMAIN:		NetworkID										
ITEMCOUNT:		1										
TIMESTAMP:		12/1/2099										
UNUOM:		TRUE										
COMMENTS:												
FIELDNAMES: Supplier ID Supplier Part ID Manufacturer Part ID Item Description												
DATA												
ENDOFDATA												
AN0199999999 2772882 Acme Supplier PunchOut Catalog												

Required

The UNUOM key in the header specifies whether the values in this column are UNUOM or ANSI codes. For a list of codes, see the [Help@Anba](#) site.

Not required for PunchOut items (set appropriate boolean value in PunchOut Enabled column).

Type: String
Length: 32

Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Short Name	Image	Keywords	PunchOut Enabled
1 EA							Acme Supplier PunchOut Catal	https://images2.imgbox.com/a1/9d/KBLsnTDK_o.jpg	communication, paper, pe	TRUE

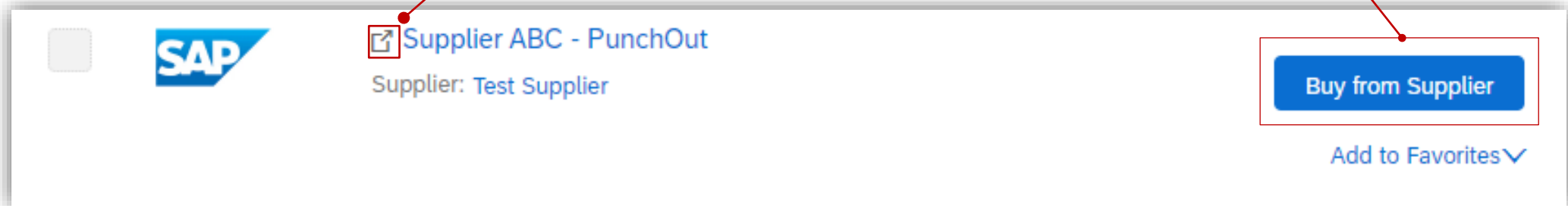
The Template is color coded and has Tool Tips that provide information about how to treat each field.

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

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.



Creating a L1 PunchOut Catalog

The Header Section

	A	B
1	<u>CIF_I_V3.0</u>	
2	<u>CHARSET:</u>	UTF-8
3	<u>LOADMODE:</u>	F
4	<u>CODEFORMAT:</u>	UNSPSC_V13.5
5	<u>CURRENCY:</u>	USD
6	<u>SUPPLIERID_DOMAIN:</u>	NetworkID
7	<u>ITEMCOUNT:</u>	5
8	<u>TIMESTAMP:</u>	5/15/2005
9	<u>UNUOM:</u>	TRUE
10	<u>COMMENTS:</u>	Any comments can go here.

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY**, **ITEMCOUNT**, **TIMESTAMP** and **COMMENTS**. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

- **CIF_I_V3.0**—Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET**—UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE**—F (Full) or I (Incremental)
- **CODEFORMAT**—Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY**—Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Business Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT**—Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP**—Enter the date you created your Catalog.
- **UNUOM**—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)
- **COMMENTS**—This field is optional, but 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

Creating a L1 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	PurchGrp500	

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

▪ 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: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-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 - **Optional**

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	SPSC Code	Unit Price
Pen, Sharpie, staple, tape, folder, post-it, scissors, mouse	4412	1.00

■ 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

■ SPSC Code - 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.

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

■ 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 ¥.

Creating a L1 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **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

- **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

- **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

Creating a L1 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price

- **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>

- **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>

- **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	Short Name
Seattle	SupplierABC PunchOut

- **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

- **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

Creating a L1 PunchOut Catalog

Image	Keywords	PunchOut Enabled
https://www.mylogo12354.jpg	IT, communication, paper, pens	TRUE

- **Image - Required**

Description: URL of the item's image (preferred and in https: format as required by SAP), or filename of the image (sent in a zip file)

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

Type of data: String

Maximum length: 255

Recommended Size: 250 x 250 pixels

- **Keywords - Required**

Description: Additional keywords to help users find items

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

- **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

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

Template and Catalog File Creation for a Level 2 PunchOut Catalog

PunchOut L2 Template

A **PunchOut L2 Template** is a special **CIF Template** that creates a **PunchOut Index file**. The addition of two fields changes a CIF file to a PunchOut Index file. The fields are:

- **PunchOut Enabled** and
- **PunchOutLevel**

Here is a sample **L2 PunchOut Template** in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	CIF_I_V3.0																			
2	CHARSET:	UTF-8																		
3	LOADMODE:	F																		
4	CODEFORMAT:	UNSPSC																		
5	CURRENCY:	AUD																		
6	SUPPLIERID DOMAIN:	NetworkID																		
7	ITEMCOUNT:	5																		
8	TIMESTAMP:	12/1/2099																		
9	UNUOM:	TRUE																		
10	COMMENTS:	You may add comments here																		
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	<div>Required</div> <div>Detailed Description of the product or service.</div> <div>Type: String</div> <div>Length: 2000</div>	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name	Image	Thumbnail	PunchOut Enabled	PunchoutLevel		
12	DATA																			
13	AN98765432100-T	2772882	TTSIBM412CID	Jabra Evolve 65 Headset, Stereo, Bluetooth		1	Jabra	http://www.idg.com/2772967				en US	AUD	Headset, Bluetooth	https://images2.in	https://images2.in	TRUE	Product		
14	AN98765432100-T	2772967	IDG076450049X	Adobe Acrobat for Dummies, Book		1	IDG Books Wor	http://www.idg.com/2772967				en US	AUD	Acrobat PDF for Dummies	https://images2.in	https://images2.in	TRUE	Product		
15	AN98765432100-T	2772276	IDG076458722	Ballpoint Pens, PaperMate, Medium Point, Blue Ink,		1	PaperMate	http://www.idg.com/2772967				en US	AUD	Pens, Ballpoint	Image/Logo.jpg		TRUE	Product		
16	AN98765432100-T	2772981	IDG076450052X	Mead File Folders, Tabbed 3 Position, Box of 100	1	Mead	http://www.idg.com/2772981				en US	AUD	File Folders, 8-1/2 x 11, Manila			TRUE	Product			
17	AN98765432100-T	2772985	IDG07645762	Stapler, Swingline 405, Black	44120000	7.95	EA	1	Swingline	http://www.idg.com/2772981			en US	AUD	Stapler, Standard desk					
18	ENDOFDATA																			

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

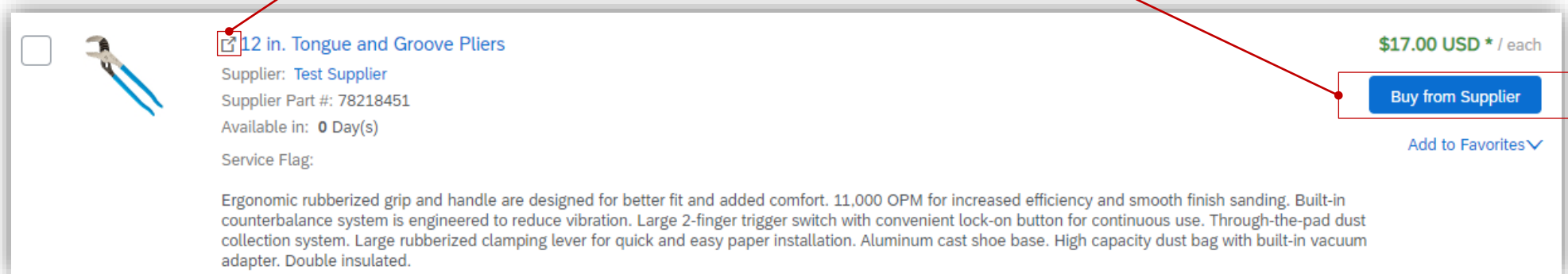
Each Template includes specific instructions, including custom fields or other requirements set by your Customer.

Creating a L2 PunchOut Catalog

In **Level 2 PunchOut**, the catalog file is a combination of static catalog information (this is used to search) and it also contains the **PunchOut Enabled** and **PunchOut Level** fields, to tell the system that this is a PunchOut catalog, and the User will be taken to the Supplier's website to add items to their cart as they shop.

L2 PunchOut items appear on the Catalog interface just as a static item does, but has the “Buy from Supplier” button instead of “Add to Cart”.

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



Creating a L2 PunchOut Catalog

The Header Section

	A	B
1	CIF_I_V3.0	
2	CHARSET:	UTF-8
3	LOADMODE:	F
4	CODEFORMAT:	UNSPSC_V13.5
5	CURRENCY:	USD
6	SUPPLIERID_DOMAIN:	NetworkID
7	ITEMCOUNT:	5
8	TIMESTAMP:	5/15/2005
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY**, **ITEMCOUNT**, **TIMESTAMP** and **COMMENTS**. All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

- **CIF_I_V3.0**—Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET**—UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE**—F (Full) or I (Incremental)
- **CODEFORMAT**—Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY**—Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Business Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT**—Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP**—Enter the date you created your Catalog.
- **UNUOM**—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)
- **COMMENTS**—This field is optional, but 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

Business Network – File Size Limits

- CIF Format : When using the catalog wizard, the catalog file can't exceed 95 MB or 400,000 lines.
- Excel Format : The maximum size of zipped Excel file that you can upload is 1 MB (uncompressed). If your Excel files exceed these size, you can convert them to CIF manually and upload the CIF files. Business Network uploads the file, unzips it if necessary, converts it to CIF format, and starts validation. Conversion from Excel to CIF can take several minutes depending on the catalog size. As Excel files convert, their status is Validating.
- cXML Format: If you use the cXML CatalogUploadRequest transaction, the zipped catalog file cannot exceed 10 MB, and the unzipped CIF file cannot exceed 95 MB (approximately 400,000 line items). To have this default size limit increased to 200 MB, contact SAP Ariba Customer Support.

Creating a L2 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	12345	CFG 11562
AN999999999999	87690	87690-12
AN999999999999	479-56	A100-BLK

▪ 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: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN999999999999-T

▪ Supplier Part ID - **Required**

Description: Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.

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 - **Optional**

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a L2 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pens, Bic, Ballpoint, Blue, 1 dozen	43191504	3.48
Stapler, Swingline, Black	55010125	18.72
Post-It, Yellow, 1"x2", pad of 100	15874236	6.49
Folders, Letter, Manilla, 100	89745125	12.98

■ Item Description - Required

Description: Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)

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, A4, Epson Stylus Color 740

■ SPSC Code - Required

Description: Classification of the product or service. Use a UNSPSC code if the Header specifies “UNSPSC” as the CODEFORMAT

Type of data: String

Maximum length: 40

Example: 45678900 (level 3) and 45678923 (level 4)

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

■ Unit Price - Optional

Description: Customer-specific price. For L2 PunchOuts the price can be left blank if the Buyer agrees

Type of data: Decimal

Example: 4.32 or 1234.78

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 ¥.

Creating a L2 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA	1	Intelidata
EA	1	IDG Book
DZN	3	Bic
EA	1	Swingline

- **Unit of Measure - Required**

Description: Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to “True”

Type of data: String

Maximum length: 32

Example: BX

Note: A file containing the Units of Measure is available in your Customer’s Supplier Information Portal

- **Lead Time - Optional**

Description: Number of working days for the product to be shipped from the date you receive the Purchase Order

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Optional**

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Creating a L2 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price
https://www.supplier.com	https://www.manu.com	12.95
https://www.supplier.com		2296.56
https://www.supplier.com		4.86
https://www.supplier.com		12.86

▪ Supplier URL - **Optional**

Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.), in https: format as required by SAP.

Type of data: String

Maximum length: 255

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

▪ Manufacturer URL - **Optional**

Description: A URL that links to a Manufacturer's static page about the item (could be a MSDS, construction info, packaging info, etc.), in https: format as required by SAP.

Type of data: String

Maximum length: 255

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

▪ Market Price - **Do Not Use**

Description: List or retail price.

Note: Does not show on the Ariba UI—this is an informational-only field for Suppliers

Type of data: Decimal

Example: 4.32 or 1234.78

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 ¥.

Creating a L2 PunchOut Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75	en_US	USD
	en_US	USD
	en_US	USD
	en_US	USD

- **Supplier Part Auxiliary ID - Optional**

Description: Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure

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

- **Language - Optional** (If blank, defaults to 'en_US')

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 - Optional** (Set in Header)

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 L2 PunchOut Catalog

Short Name	Image
Soft Drink, Soda, Dr Pepper	12354.jpg
Dairy, Milk, 1% milkfat	https://www.1.com/34.jpg
Coffee, Dark Roast, Starbucks	587.Jpg
Soft Drink, Juice, Minute Maid	https://www.1.36.jpg

▪ Short Name – Optional

Description: Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description.

Type of data: String

Example: Nylon Glove, Blue

Maximum length: 50 characters

Note: If the “Short Name” field is left blank, the first 50 characters of the Item Description column will automatically fill the “Short Name” field.

▪ Image - Optional but Preferred

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)

Type of data: String

Maximum length: 255

Recommended Size: 250 x 250 pixels

Creating a L2 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 L2 PunchOut Catalog

PunchOut Enabled	PunchOutLevel
TRUE	Product

- **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

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](#)

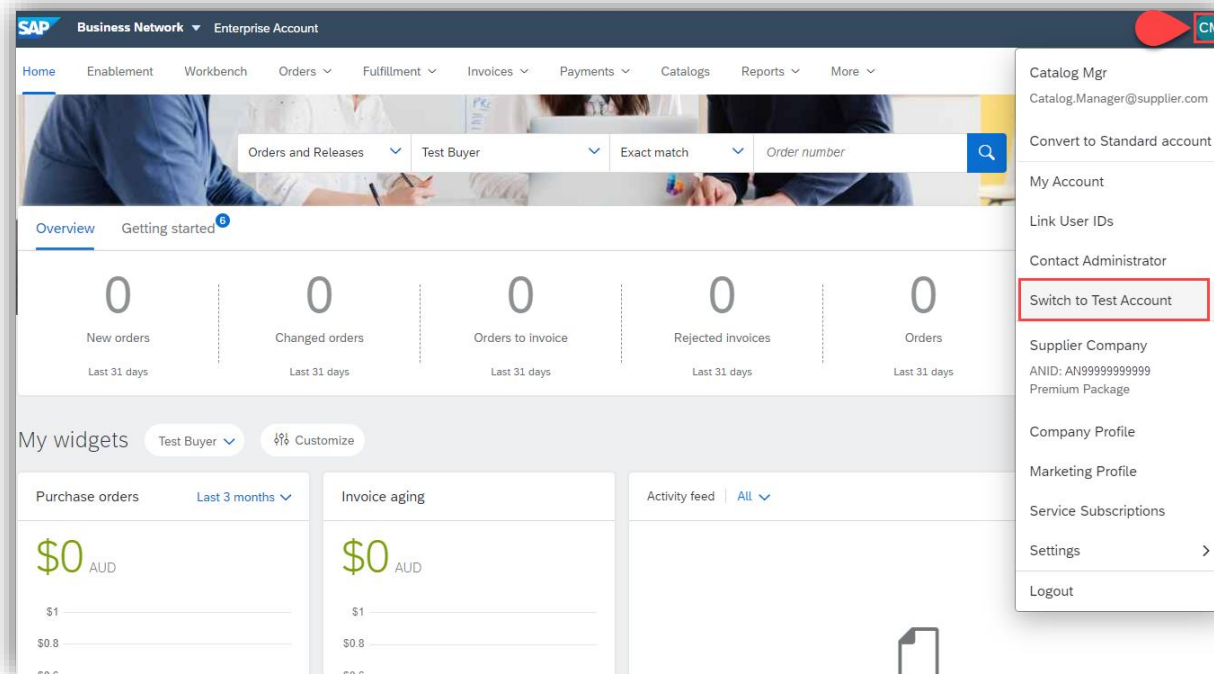
Supported browsers and plugins

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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.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments **Catalogs** Re

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).

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

↳ 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_UnionPacific_Region_CatalogType, for example: MySupplier_UnionPacific_US_Punchout (or L2)**

- **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

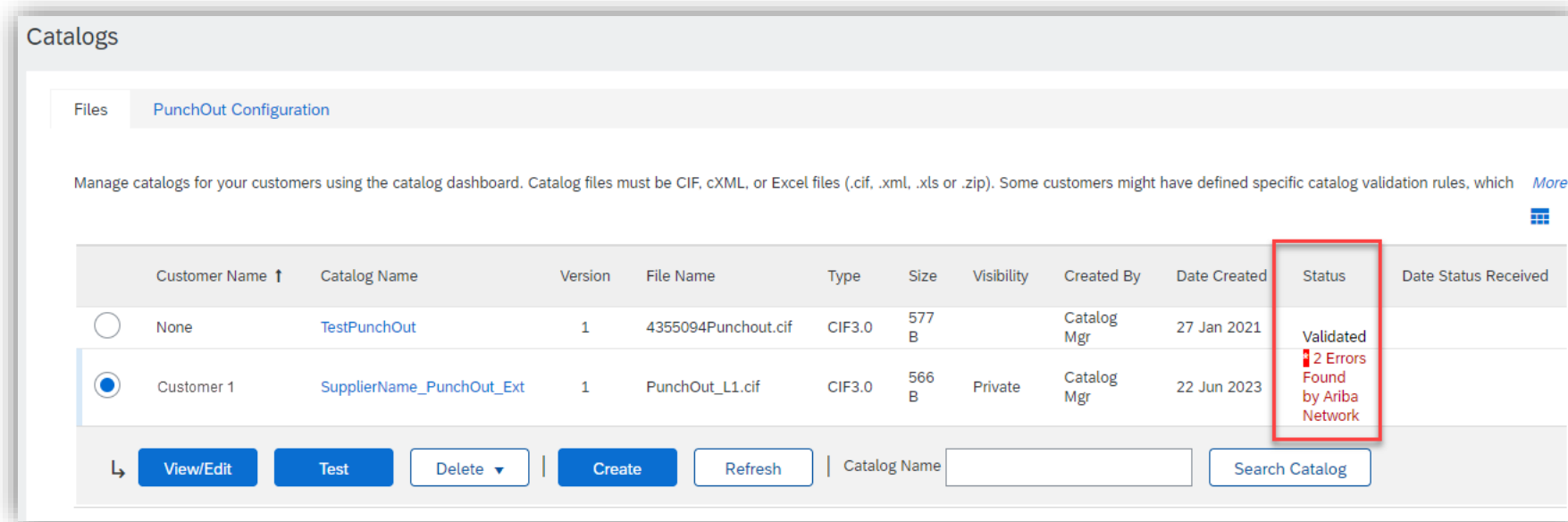
- Select your **Catalog File**, by clicking “Choose File” and navigating to where your file is saved.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression.
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file 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' and navigation buttons 'Previous' and 'Exit'. Below the header, a text prompt says: '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 contains a 'Choose File' button and the text 'No file chosen'. Below this, a yellow warning box states: '! 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](#)

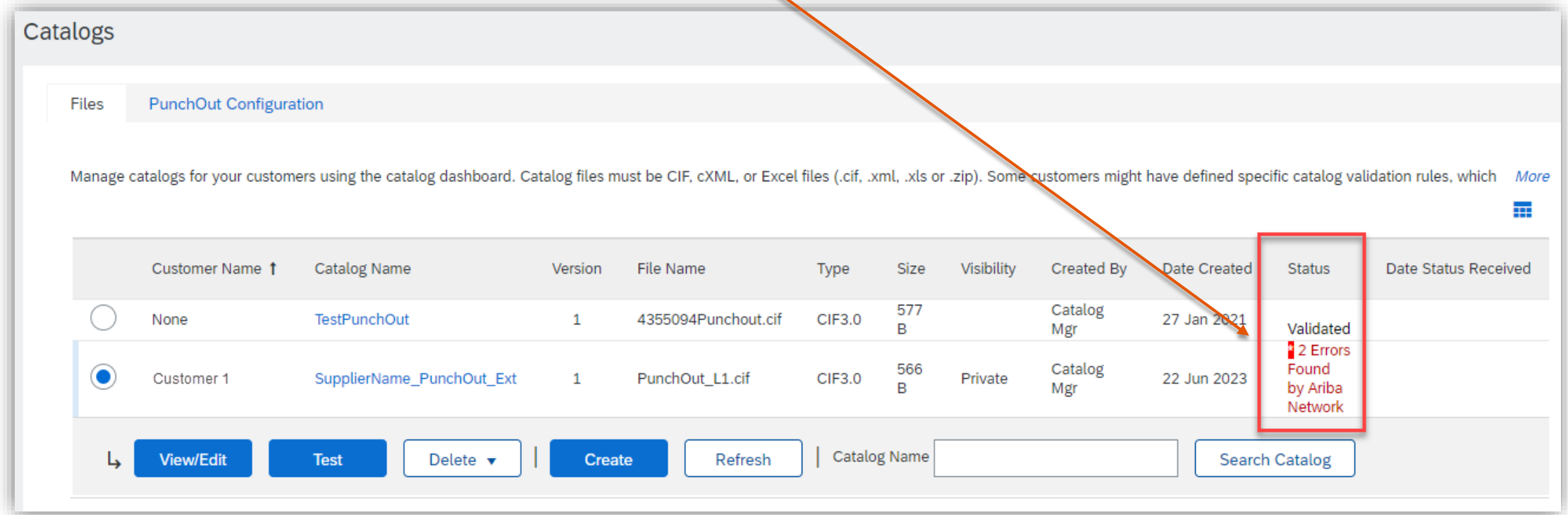
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	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 shows an error about a duplicate item on line 14. The second row shows a 'Missing required field' error for 'Supplier Part ID' 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.

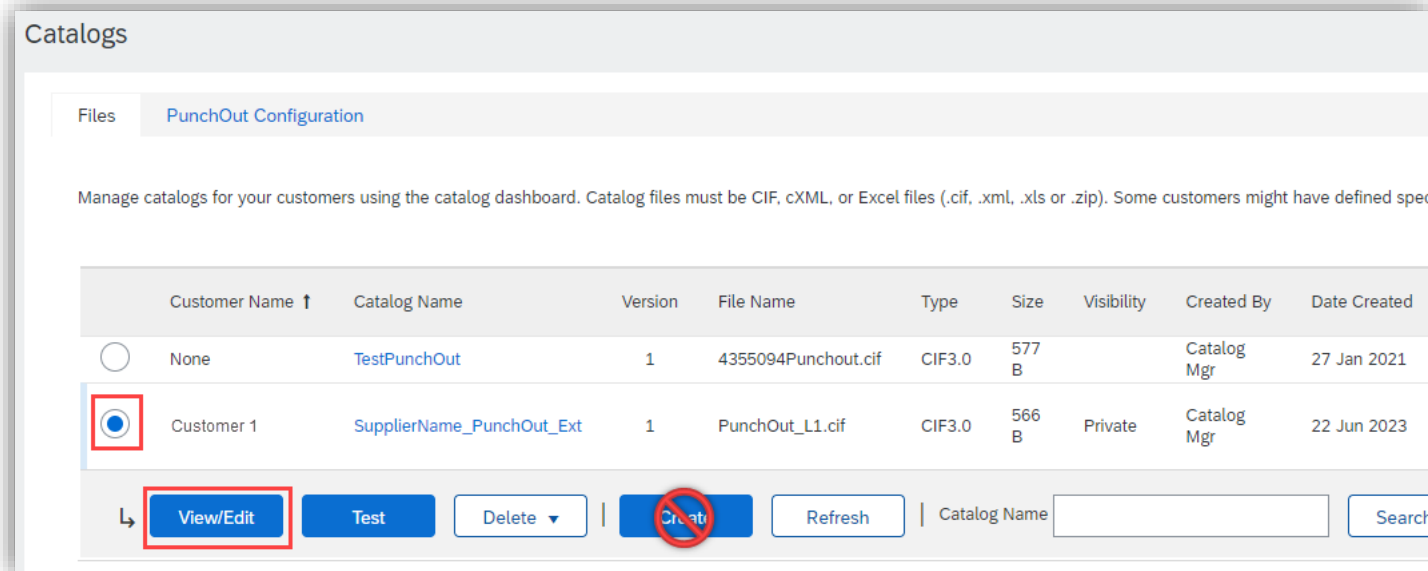
For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.



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: 'TestPunchOut' for 'None' and 'SupplierName_PunchOut_Ext' for 'Customer 1'. The 'SupplierName_PunchOut_Ext' catalog is selected with a radio button. Below the table, the 'View/Edit' button is highlighted with a red box.

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

2 Content

3 Errors

4 Subscriptions

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)

1 Details

2 Content

3 Errors

4 Subscriptions

Edit a Catalog

Previous Upload Catalog File Download Catalog File Update Header Data Exit

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 and highlighted with a blue bar), '3 Errors', and '4 Subscriptions'. The main content area has a header 'Edit a Catalog' and two buttons: 'Previous' and 'Exit'. 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, there is a box containing a 'Choose File' button and the text 'No file chosen'. Below this, there is a yellow warning box with an exclamation mark icon and 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 content area, there is a blue button labeled 'Validate and Publish'. Red rectangular boxes are drawn around the 'Choose File' button and the '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.

Appendix

Creating a ClF from an Excel Catalog File

Creating a CIF from an Excel File

- Open your Excel Catalog file.

Level 1 Punchout Catalog Index File.xls - Compatibility Mode • Last Modified: 20m ago

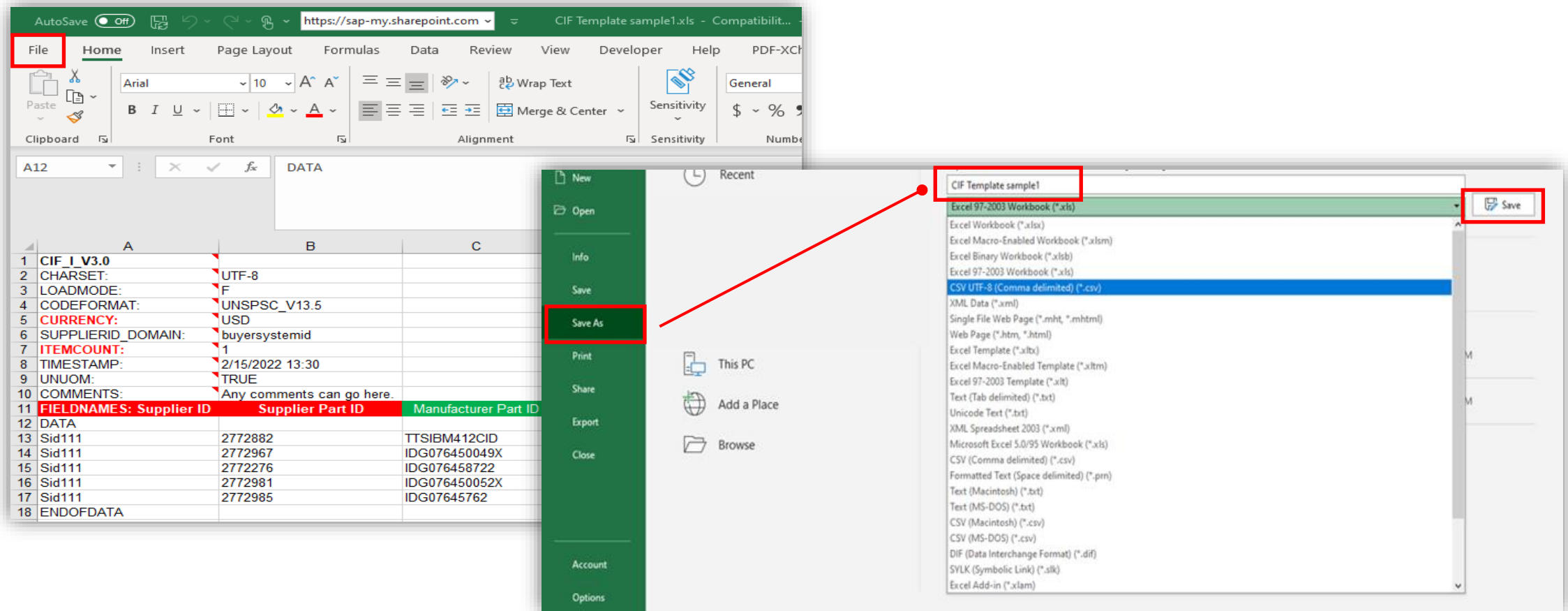
File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Alignment Sensitivity Number Styles Cells

	A	B	C	D	E
1	CIF_I_V3.0				
2	CHARSET:	UTF-8			
3	LOADMODE:	F			
4	CODEFORMAT:	UNSPSC			
5	CURRENCY:	USD			
6	SUPPLIERID_DOMAIN:	NetworkID			
7	ITEMCOUNT:	1			
8	TIMESTAMP:	12/1/2099			
9	UNUOM:	TRUE			
10	COMMENTS:				
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
12	DATA				
13	AN01999999999	2772882		Acme Supplier PunchOut Catalog	43191609
14	ENDOFDATA				
15					
16					
17					

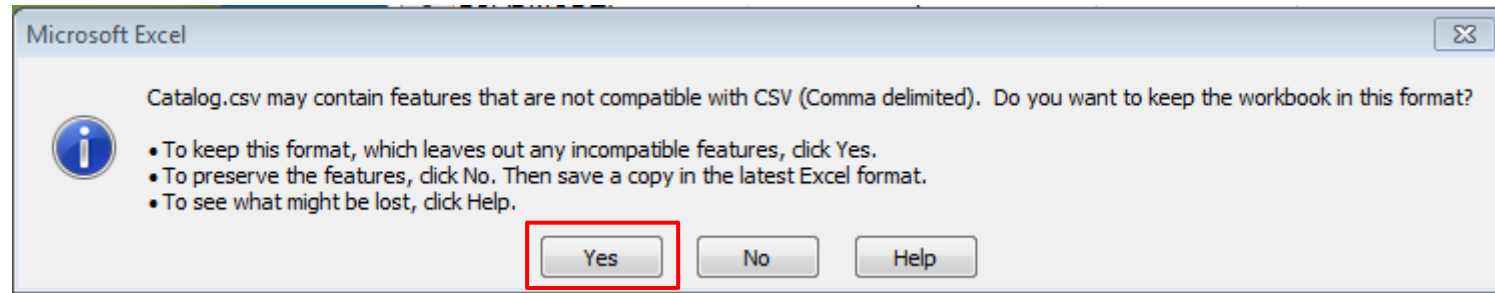
Creating a CIF from an Excel File

- Click on the drop down menu and save it as a “.csv” file.



Creating a CIF from an Excel File

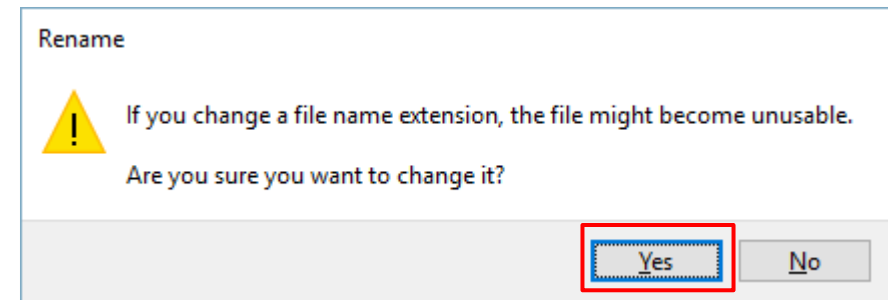
- You will get a system warning about saving it as a .csv—click “Yes” to continue.



- Rename your saved file, by changing the extension to “.cif”.

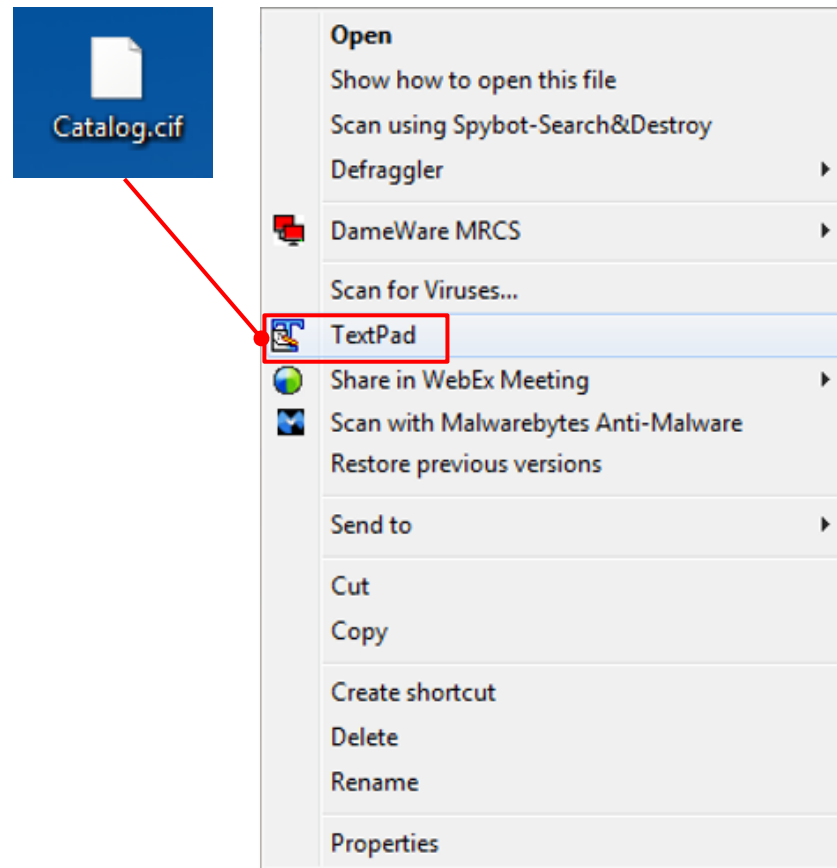


- The system will warn you about changing the extension. Click “Yes” to continue.



Creating a CIF from an Excel File

- Open your CIF Catalog file with Notepad, or your favorite text editor.



Creating a CIF from an Excel File

- Notice that the file has new, added commas in the Header, and after the DATA and ENDOFDATA markers.

```
1  CIF_I_V3 0,
2  CHARSET: UTF-8,
3  LOADMODE: F,
4  CODEFORMAT: UNSPSC_V13.5,
5  CURRENCY: USD,
6  SUPPLIERID_DOMAIN: buyersystemid,
7  ITEMCOUNT: 5,
8  TIMESTAMP: 2/15/2022 13:30,
9  UNUOM: TRUE,
10 COMMENTS: Any comments can go here.
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,
13 Sid111,2772882,TTSIDM412CID,4 Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,
19
20
21
22
```

Creating a CIF from an Excel File

- Remove these extra commas after the Header values and the DATA and ENDOFDATA markers. Be sure to remove any commas in *front* of the data in the Header as well.

```

1 CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2 CHARSET:,,UTF-8,,,,,,,,,,,,,,,,,,,,,,,,,
3 LOADMODE:,,F,,,,,,,,,,,,,,,,,,,,,,,,,,,,
4 CODEFORMAT:,,UNSPSC_V13.5,,,,,,,,,,,,,,,,
5 CURRENCY:,,USD,,,,,,,,,,,,,,,,,,,,,,,,,,
6 SUPPLIERID DOMAIN:,,buyersystemid,,,,,,,,
7 ITEMCOUNT:,,5,,,,,,,,,,,,,,,,,,,,,,,,,,
8 TIMESTAMP:,,2/15/2022 13:30,,,,,,,,,,,,,
9 UNUOM:,,TRUE,,,,,,,,,,,,,,,,,,,,,,,,,,,,
10 COMMENTS:,,Any comments can go here,,,,,,,,
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
19
20
21
22

```

- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data.

Creating a CIF from an Excel File

- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded.
- Your completed file should look like this.

```
1  CIF_I_V3.0
2  CHARSET:UTF-8
3  LOADMODE:F
4  CODEFORMAT:UNSPSC_V13.5
5  CURRENCY:USD
6  SUPPLIERID_DOMAIN:buyersystemid
7  ITEMCOUNT:5
8  TIMESTAMP:2/15/2022 13:30
9  UNUOM:TRUE
10 COMMENTS:Any comments can go here.
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA
19
```

