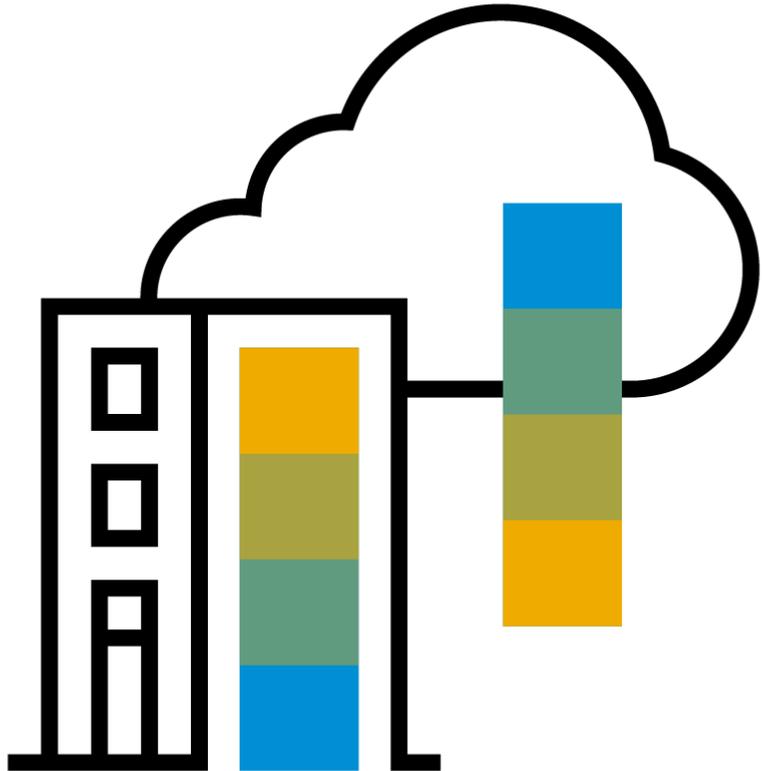


Creating and Publishing Static Catalogs for Union Pacific

INTERNAL – SAP Buyers, Suppliers and Partners

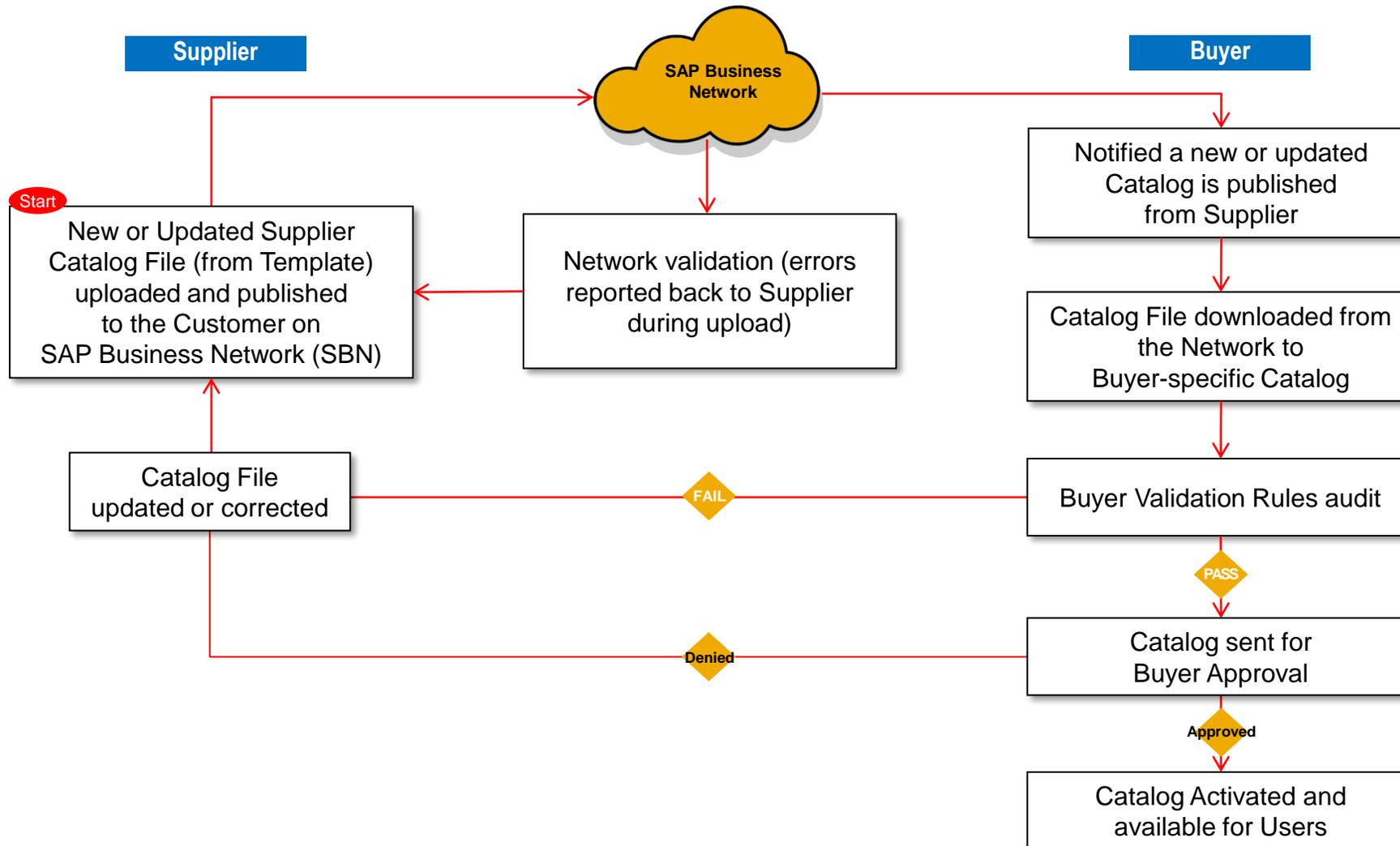


Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Appendix
 - Creating a CIF from an Excel File

The Catalog Upload **Process**

The Catalog Upload Process



The Catalog Upload Process

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

The Catalog **Template**

The Catalog Template

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

The CIF Catalog Template

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

	A	B	C
1	CIF_I_V3.0		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	12/1/2000	
9	UNUOM:	TRUE	
	COMMENTS:	Customer Name and Comments	

Header section

	FIELDNAMES:	Manufacturer	SPSC	Unit	Unit of	Lead			
11	Supplier ID	Part ID	Code	Price	Measure	Time			
12	DATA								
13	AN99999999999	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	In
14	AN99999999999	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	ID
15	AN99999999999	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	B
16	AN99999999999	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	M
17	AN99999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	S
18	ENDOFDATA								

Data section

The CIF Catalog Template

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.

Unit of Measure	Lead Time	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name
EA	1	Intendata			en_US	USD	4-Line Phone
EA	1	IDG Books Worldwide			en_US	USD	Excel 97 for Dummies
DZN	1	Bic			en_US	USD	Blue Ballpoint Pens
GRO	1	Mead			en_US	USD	Manilla Folders
EA	1	Swingline			en_US	USD	Standard Stapler

Optional
 Number of business days between order receiving and delivery to customer.
 Type: Integer

FIELD COLOR CODES

	Required
	Optional
	Optional, but preferred
	Do not use

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

Creating a CIF Catalog

Creating a CIF Catalog

General Rules

- All fields marked “Required” must be populated.
- Supplier Part Numbers must be unique per item.
- Commodity Codes must be assigned to each item.
- Ensure all catalog URLs are HTTPS: only as required by SAP.

Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text.
- Abbreviations should be kept to a minimum—if you have the space, spell it out.
- Be descriptive in the Description field—all the words are indexed for ease of finding the items.
- Use Short Names not just Descriptions—it makes it easier for Users, and you get an additional 50 characters to describe your item.
- Always include images.

The SAP 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. The SAP 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 CIF 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.

- **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 SAP 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 item 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 CIF Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN9999999999	12345	CFG 11562
AN9999999999	87690	87690-12
AN9999999999	479-56	A100-BLK

- **Supplier ID - Required**

Description: If the Header is set to “NetworkID”, then enter the Supplier’s SAP Business Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions.

Type of data: String

Maximum length: 255

Example: AN9999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN9999999999-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 CIF 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 - Required

Description: Customer-specific price

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 CIF 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 CIF 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 CIF Catalog

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

Creating a CIF Catalog

Thumbnail	Keywords
https://www.1.com/12354.jpg	IT, communication, paper, pens
https://www.1.com/34.jpg	
https://www.1.com/587.Jpg	
https://www.1.36.jpg	

- **Detail: Thumbnail – Optional**

Description: URL of an Icon-size image of the item (in https: format as required by SAP), or filename of the image (sent in the zip file)—can be different from the product’s full-size Image.

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

Type of data: String

Maximum length: 255

Recommended Size: 85 x 85 pixels

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

- **Keywords - Optional**

Description: Additional keywords to help users find items

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

Creating a CIF Catalog

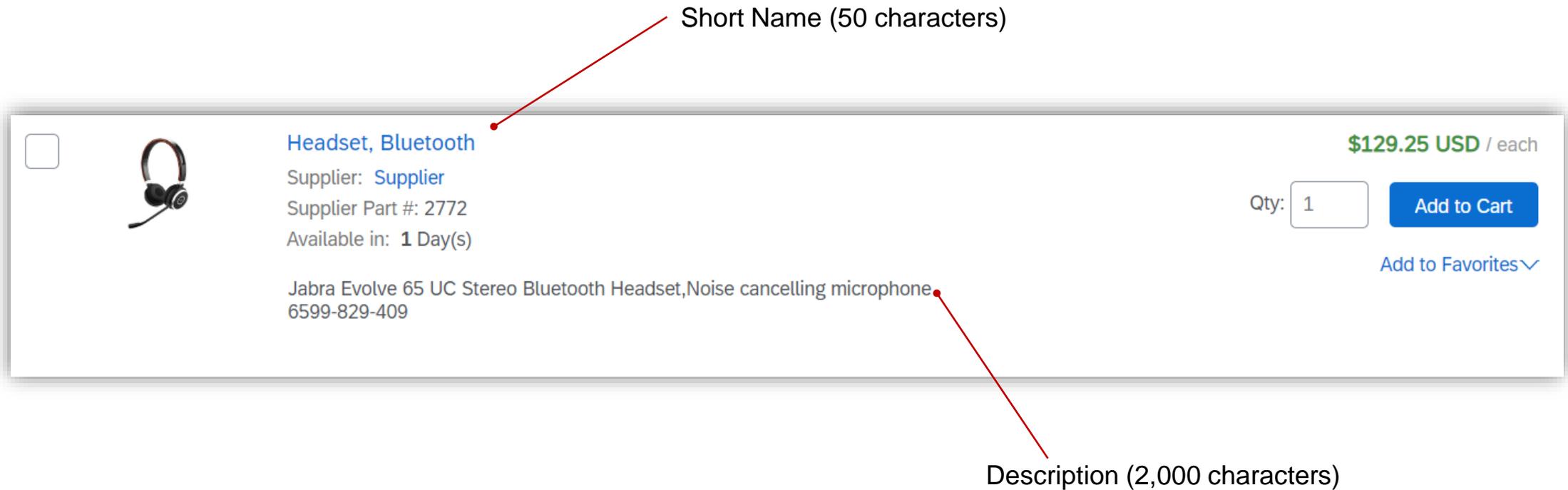
Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store.
- Using Remote Images is preferred.
 - Be sure the URL in the Template is *complete* (including 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 AN.

The Catalog **User Interface**

The Catalog Interface Item View

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



The screenshot shows a catalog item card for a headset. On the left is a small image of a headset. To its right, the short name "Headset, Bluetooth" is displayed in blue text. Below this, the supplier information "Supplier: Supplier" and "Supplier Part #: 2772" is shown, followed by the availability "Available in: 1 Day(s)". The full description "Jabra Evolve 65 UC Stereo Bluetooth Headset,Noise cancelling microphone 6599-829-409" is listed below. On the right side of the card, the price "\$129.25 USD / each" is shown in green. Below the price is a quantity input field with "1" and an "Add to Cart" button. At the bottom right, there is a link for "Add to Favorites" with a dropdown arrow. Two red lines with dots at the end point to the short name and the full description, with labels "Short Name (50 characters)" and "Description (2,000 characters)" respectively.

Short Name (50 characters)

Headset, Bluetooth

Supplier: Supplier

Supplier Part #: 2772

Available in: 1 Day(s)

Jabra Evolve 65 UC Stereo Bluetooth Headset,Noise cancelling microphone
6599-829-409

\$129.25 USD / each

Qty: 1

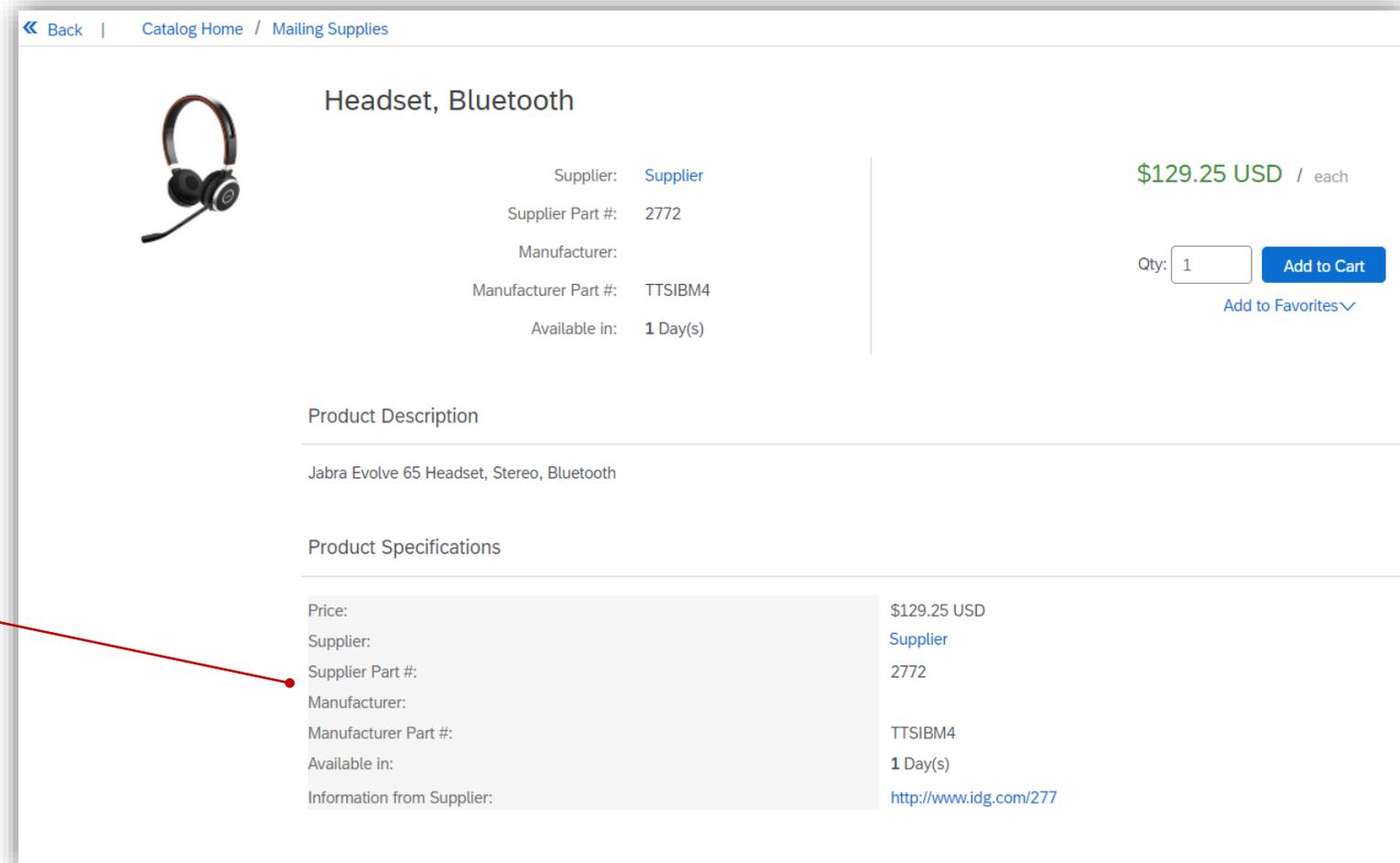
Add to Cart

Add to Favorites

Description (2,000 characters)

The Catalog Interface Detail View

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



The screenshot shows a web interface for a catalog item. At the top, there is a breadcrumb trail: < Back | Catalog Home / Mailing Supplies. The main content area features a product image of a headset on the left. To its right, the title 'Headset, Bluetooth' is displayed. Below the title, a list of attributes is shown: Supplier: Supplier, Supplier Part #: 2772, Manufacturer: (blank), Manufacturer Part #: TTSIBM4, and Available in: 1 Day(s). On the right side of this section, the price is listed as \$129.25 USD / each. Below the price, there is a quantity input field with the value '1', an 'Add to Cart' button, and a link for 'Add to Favorites'. The 'Product Description' section follows, containing the text 'Jabra Evolve 65 Headset, Stereo, Bluetooth'. The 'Product Specifications' section is a table with the following data:

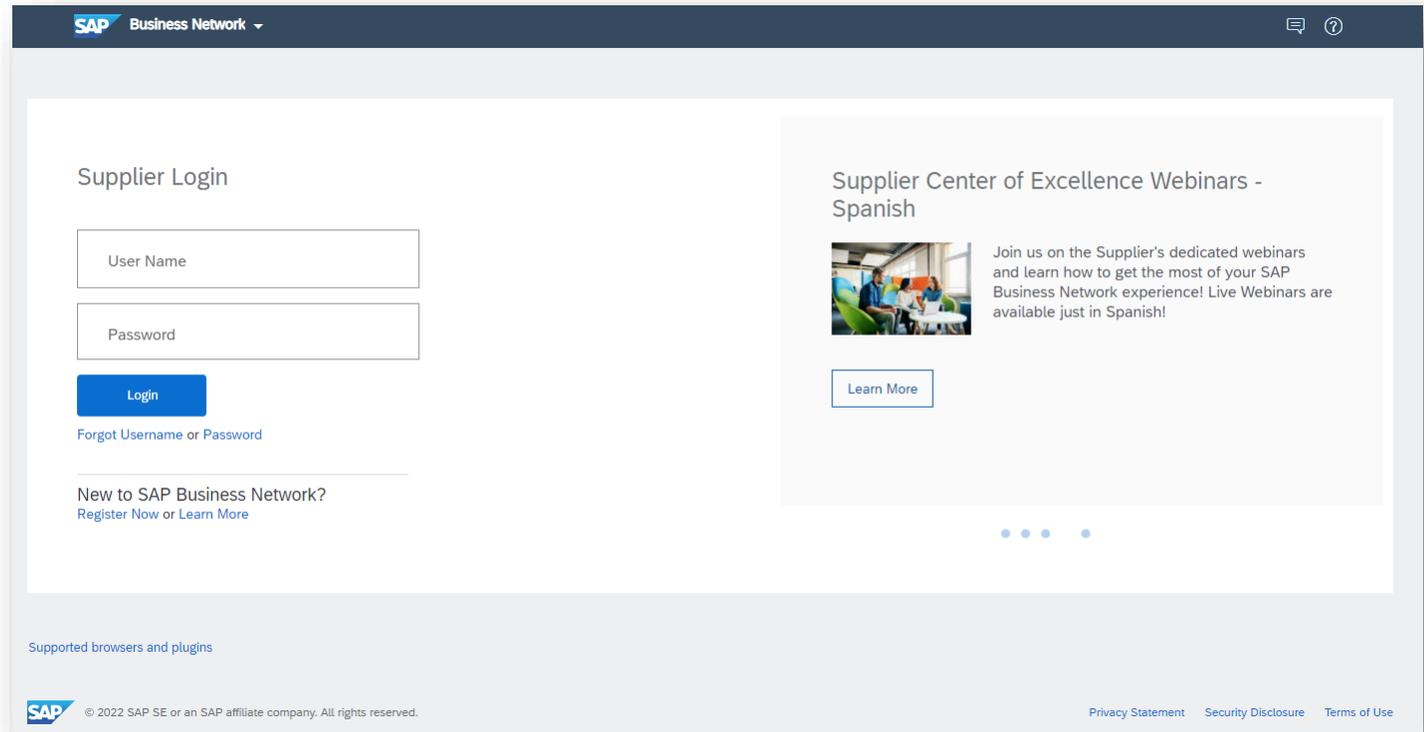
Price:	\$129.25 USD
Supplier:	Supplier
Supplier Part #:	2772
Manufacturer:	
Manufacturer Part #:	TTSIBM4
Available in:	1 Day(s)
Information from Supplier:	http://www.idg.com/277

Additional
Information,
links and
custom fields

Uploading and Publishing New Catalogs

Uploading and Publishing New Catalogs

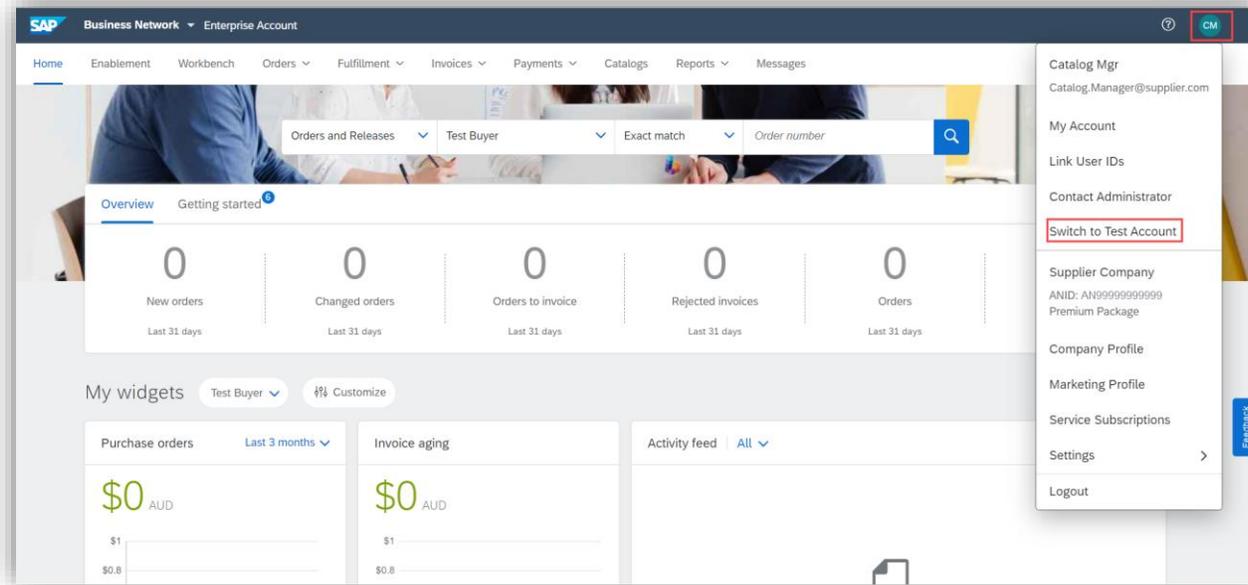
- Login to SAP Business Network
 - Go to: <https://supplier.ariba.com>
 - Log in with your Username and Password



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 columns. The left column is titled 'Supplier Login' and contains a 'User Name' input field, a 'Password' input field, a blue 'Login' button, a link for 'Forgot Username or Password', and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. The right column is titled 'Supplier Center of Excellence Webinars - Spanish' and features a small image of people in a meeting, a text block inviting users to join webinars, and a 'Learn More' button. The footer contains the text 'Supported browsers and plugins', the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Uploading and Publishing New Catalogs

- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account. (*Note: If you are instructed to load a Catalog to a Production account, just skip this step*)
 - Find your name and click for the pull down menu, then click “Switch To Test 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



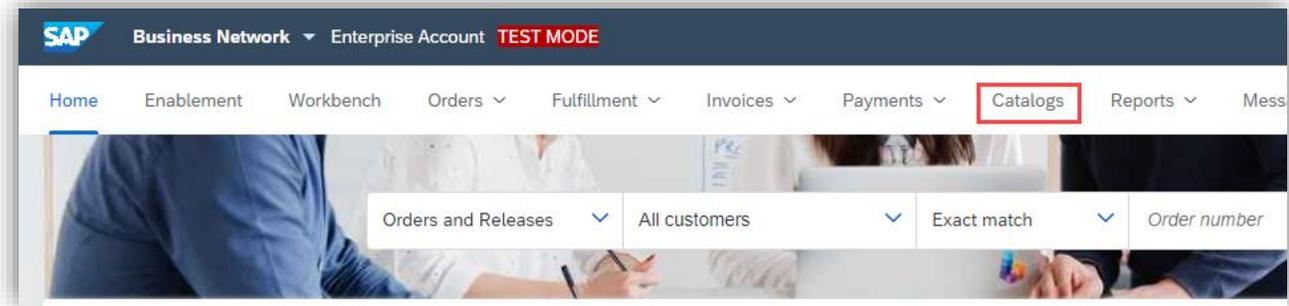
- You will get a warning. **“You are about to switch to Test Mode.”** Click **“OK”**

Uploading and Publishing New Catalogs

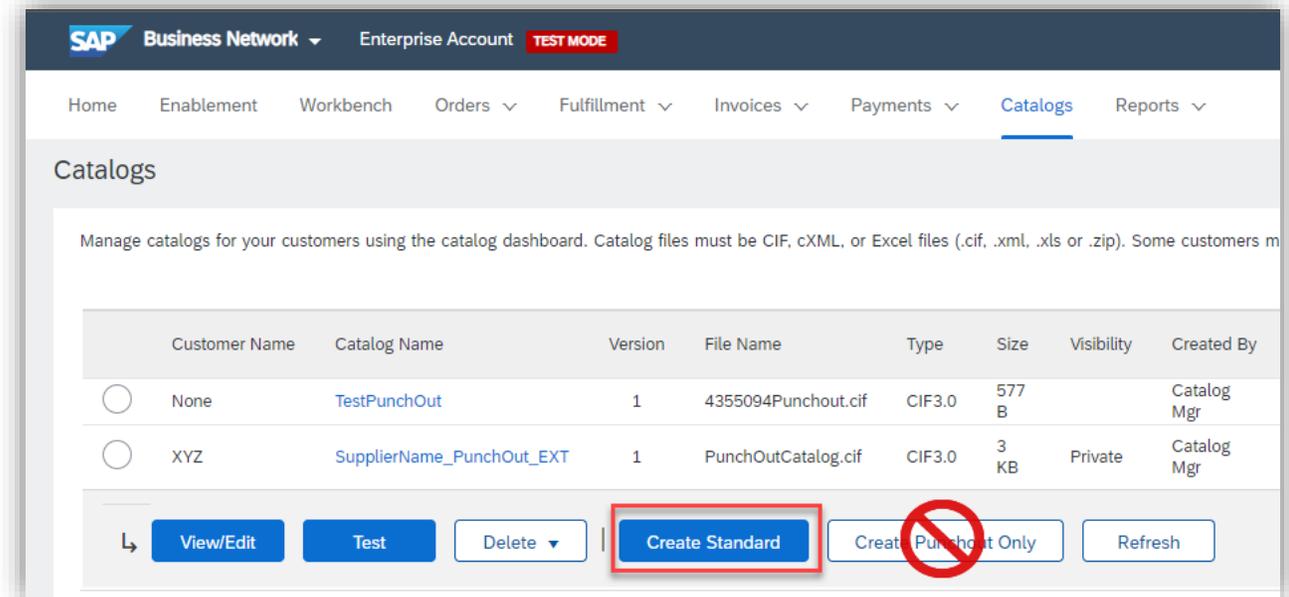
- When uploading a Catalog on SAP Business Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to SAP Business Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) 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 New Catalogs

- Navigate to the Catalogs Tab



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



Uploading and Publishing New Catalogs

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

Create a New Catalog

Next Exit

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

1 Details

2 Subscriptions

3 Content

Catalog Name: *

Created By: Catalog Mgr
Date Created: Tuesday 11 Apr 2023 11:40 AM 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 New Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your Customer. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):

**SupplierName_UnionPacific_Region_CatalogType, for example:
MySupplier_UnionPacific_US_CIF**

- **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: * SupplierABC_Static_EXT

Created By: Catalog Mgr
Date Created: Tuesday 11 Apr 2023 11:40 AM GMT+10:00

Description:

Characters left: 1000

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

Description

No items

Delete Add

Next Exit

Uploading and Publishing New 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 Supplier does not appear, it means that they have not established a relationship with your company 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

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

Previous Next Exit

Uploading and Publishing New Catalogs

③ Content

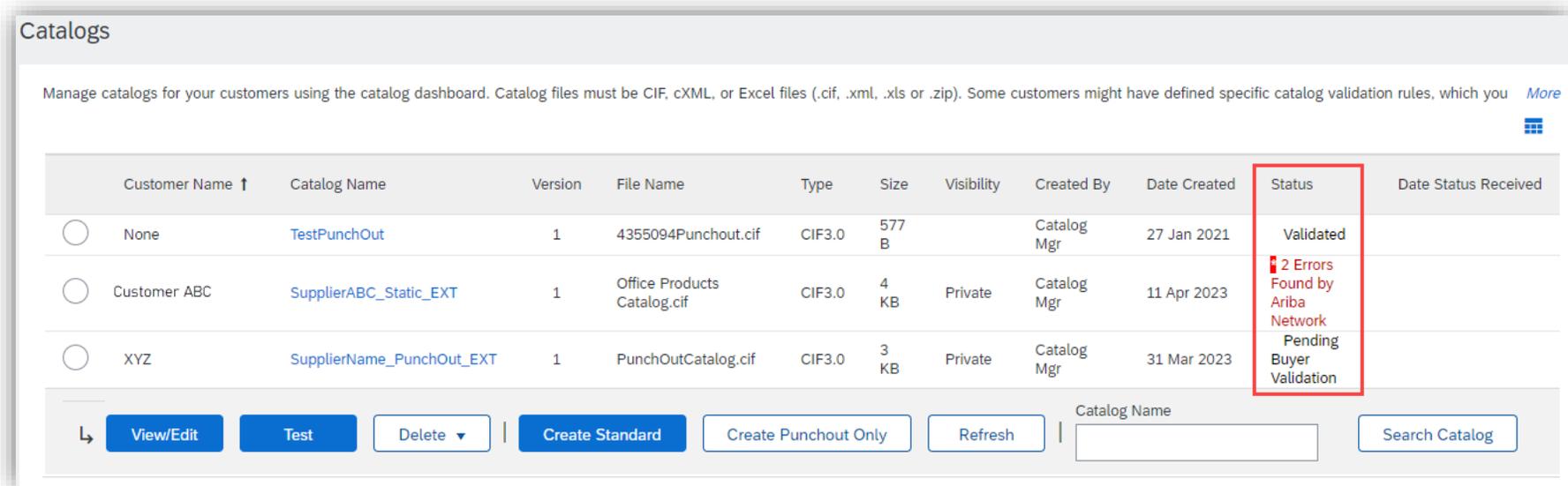
- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have 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' interface. On the left, a navigation pane shows three steps: '1 Details', '2 Subscriptions', and '3 Content', with '3 Content' being the active step. The main content area has a title 'Create a New Catalog' and two buttons: 'Previous' and 'Exit'. Below the title, 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 [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 blue 'Validate and Publish' button is highlighted with a red box.

Uploading and Publishing New 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

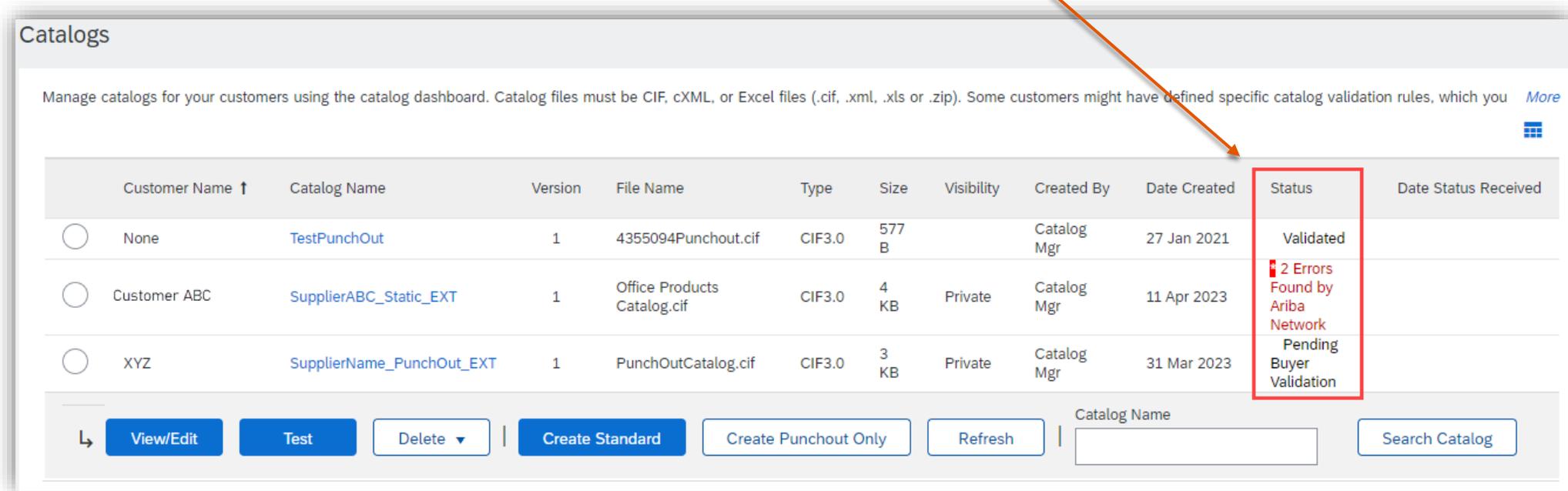
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which you [More](#)

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
○ None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
○ Customer ABC	SupplierABC_Static_EXT	1	Office Products Catalog.cif	CIF3.0	4 KB	Private	Catalog Mgr	11 Apr 2023	2 Errors Found by Ariba Network	
○ XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	

View/Edit Test Delete | Create Standard Create Punchout Only Refresh | Catalog Name Search Catalog

Uploading and Publishing New Catalogs

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



Catalogs

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View/Edit Test Delete ▼ Create Standard Create Punchout Only Refresh

Catalog Name Search Catalog

Uploading and Publishing New Catalogs

- Viewing Validation Errors
 - The network displays Description, Field and Line Number for each error

Edit a Catalog

Previous Next Exit

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.

Upload new catalog file.

Catalog Validation Errors

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
The item on line 15 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		15	Customer ABC

Previous Next Exit

- In this case, the network is telling us that the **Supplier Part ID / Supplier Part Auxiliary ID** combo is not unique on lines 14 and 15
- 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 New 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 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** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different:

Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated
<input type="radio"/>	Customer ABC	SupplierABC_Static_EXT	1	Office Products Catalog.cif	CIF3.0	4 KB	Private	Catalog Mgr	11 Apr 2023	2 Errors Found by Ariba Network
<input type="radio"/>	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation

↳ View/Edit Test Delete | Create Standard Create Punchout Only Refresh | Catalog Name

Replacing Existing Catalogs

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

Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
<input type="radio"/>	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated
<input checked="" type="radio"/>	Customer ABC	SupplierABC_Static_EXT	1	Office Products Catalog.cif	CIF3.0	4 KB	Private	Catalog Mgr	11 Apr 2023	2 Errors Found by Ariba Network
<input type="radio"/>	XYZ	SupplierName_PunchOut_EXT	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation

View/Edit Test Delete Create Standard Create Punchout Only Refresh

Catalog Name

- Click “View/Edit”

Replacing Existing 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

1 Details

2 Content

3 Errors

4 Subscriptions

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

Catalog Name: SupplierABC_Static_EXT
File Name: Office Products Catalog.cif
Created By: Catalog Mgr
Date Created: Tuesday 11 Apr 2023 12:49 PM GMT+10:00
Version: 1
Size: 4 KB
Item Count: 10
Type: CIF3.0
Status: Errors Found
Errors: 2

Description: Updated Catalog with new pricing - April 2023

Characters left: 955

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

Commodities: ⓘ

Description
No items

↳ Delete Add

Next Exit

- Click “Next”

Replacing Existing Catalogs

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

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.

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
1	Delete	AN01234567891-T	1001550	BIC4	BIC® 4 COLOUR™ FLUO BALL PEN	44121704
2	Delete	AN01234567891-T	1001550	JBF	J.Burrows Full Strip Plastic Stapler Black	44121615
3	Delete	AN01234567891-T	1001550	JB001	J.Burrows Metal Half Strip Stapler	44121615
4	Delete	AN01234567891-T	1001553	CRAY01	Crayola Crayons 120 Per Pack	44121709
5	Delete	AN01234567891-T	1001554	A4NB	Spirax A4 Notebook 120 Pages 5 Pack	14111511

- We want to “Upload a Catalog File”—this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

Replacing Existing Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point to your file
 - 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, there is a navigation menu with four steps: 1 Details, 2 Content (selected), 3 Errors, and 4 Subscriptions. The main content area is titled 'Edit a Catalog' and contains the following elements:

- Buttons for 'Previous' and 'Exit' in the top right corner.
- Text: '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.'
- Section header: 'UPLOAD YOUR CATALOG FILE'
- A file upload area with a 'Choose File' button and the text 'No file chosen'. This area is highlighted with a red box.
- A yellow warning banner: '! 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.'
- A blue 'Validate and Publish' button at the bottom, also highlighted with a red box.

- 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 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

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input checked="" type="radio"/>	Customer ABC	2	Office Products Catalog.cif	CIF3.0	4 KB	Private	Catalog Mgr	11 Apr 2023	Pending Buyer Validation	
<input type="radio"/>	Customer ABC	1	Office Products Catalog.cif	CIF3.0	4 KB	Private	Catalog Mgr	11 Apr 2023	2 Errors Found by Ariba Network	
<input type="radio"/>	XYZ	1	PunchOutCatalog.cif	CIF3.0	3 KB	Private	Catalog Mgr	31 Mar 2023	Pending Buyer Validation	

- 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 Catalogs

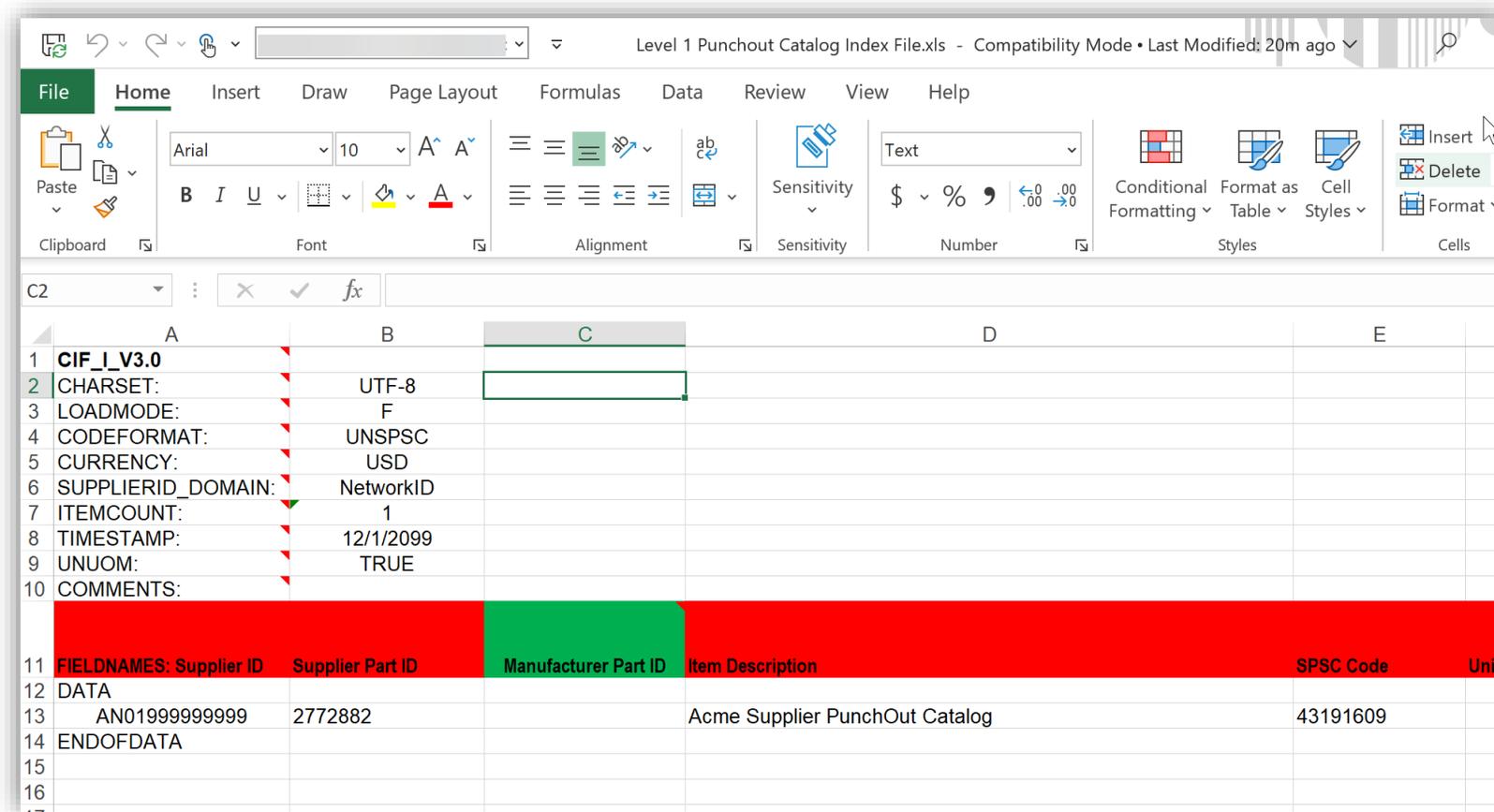
- Customer Approval
 - When your Catalog passes the network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
 - Each Customer may have specific validation rules—and these rules may be more strict than the standard network rules. This means that your Catalog 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 CIF from **an Excel File**

Creating a CIF from an Excel File

- Open your Excel Catalog file.



Creating a CIF from an Excel File

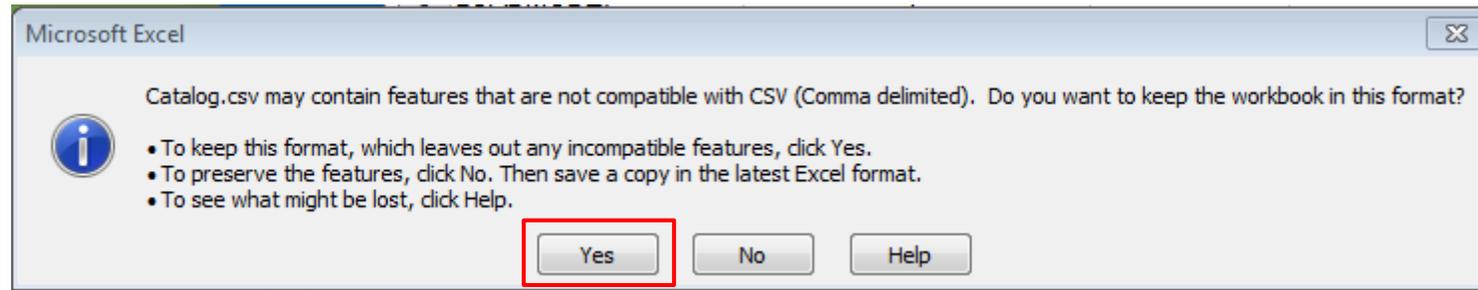
- Click on the drop down menu and save it as a “.csv” file.

The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save As' option is highlighted in the menu. The 'Save As' dialog box is open, showing the file name 'CIF Template sample1' and the file type 'CSV UTF-8 (Comma delimited) (*.csv)' selected. The spreadsheet data is visible in the background.

FIELDNAME S:	Supplier ID	Supplier Part ID	Manufacturer Part ID
DATA			
Sid111	2772882		TTSIBM412CID
Sid111	2772967		IDG076450049X
Sid111	2772276		IDG076458722
Sid111	2772981		IDG076450052X
Sid111	2772985		IDG07645762
ENDOFDATA			

Creating a CIF from an Excel File

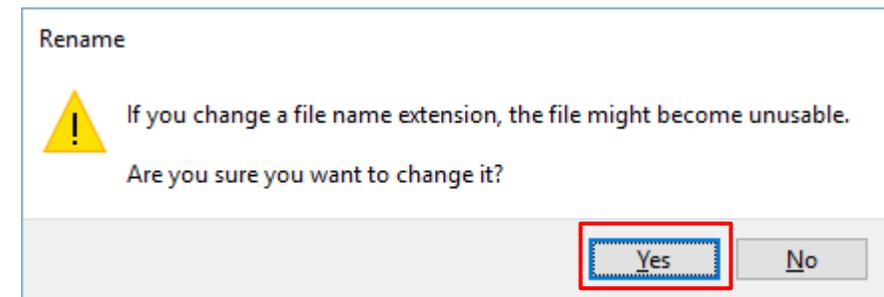
- You will get a system warning about saving it as a .csv—click “Yes” to continue.



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

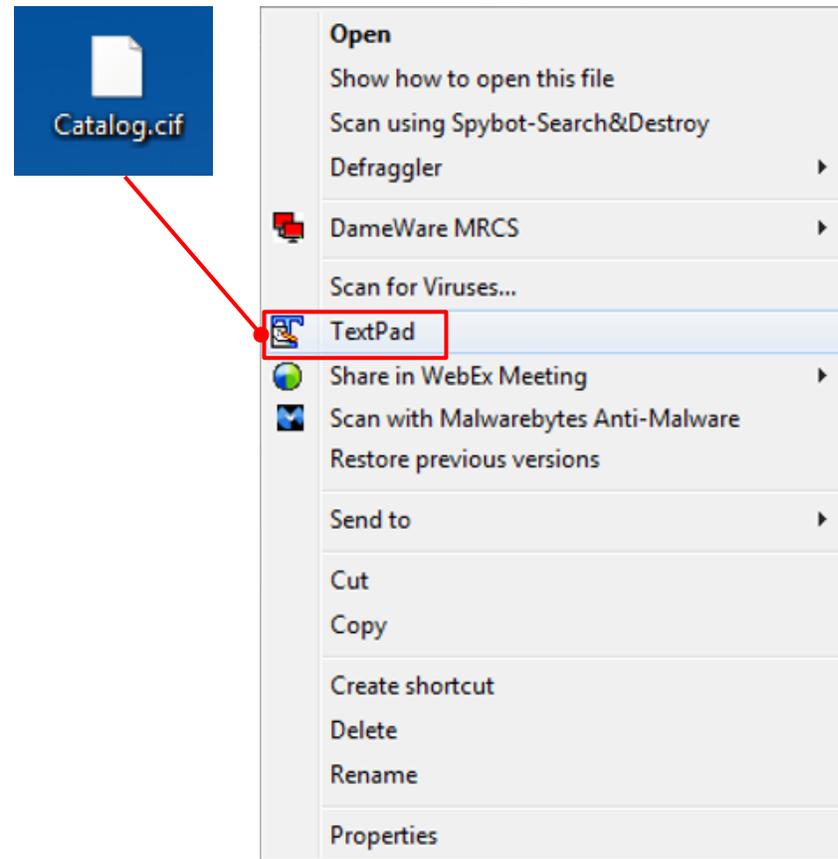


- The system will warn you about changing the extension. Click “Yes” to continue.



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

- 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
```

