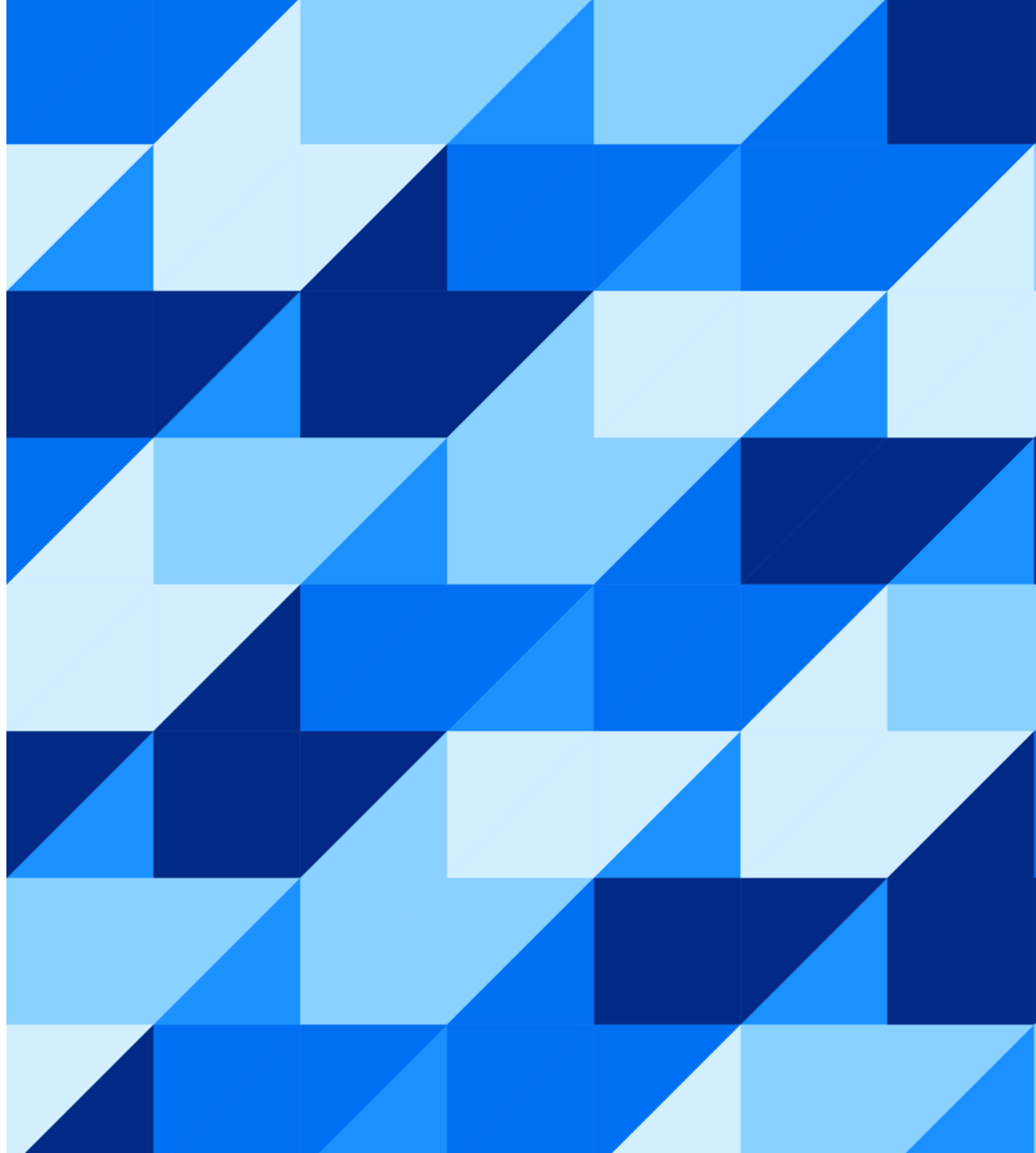




# Creating and Publishing Static Catalogs

INTERNAL – SAP Buyer, Suppliers and Partners



# Agenda

## The Catalog Project Process

- [Catalog Upload Process](#)
- [The Catalog User Interface](#)

## The CIF Catalog Template

- [Creating a CIF Catalog](#)
- [Uploading and Publishing CIF Catalogs](#)

## Additional Material

- [Links to Additional Material](#)

# The Catalog Upload **Process**

# Introduction



- Your customer is using an SAP Ariba Procurement solution to help streamline their purchasing processes. As part of this initiative, your organization has been identified as a candidate to provide, manage, and maintain a Static catalog for them.
- At this stage, you should have setup your SAP Business Network (SBN) account and created a test account.
- For this project, there is a requirement, or you have chosen to use this guide to understand and manually populate a customer specific Static catalog template. This guide will assist you to understand each field within the Static catalog file so you may populate it.

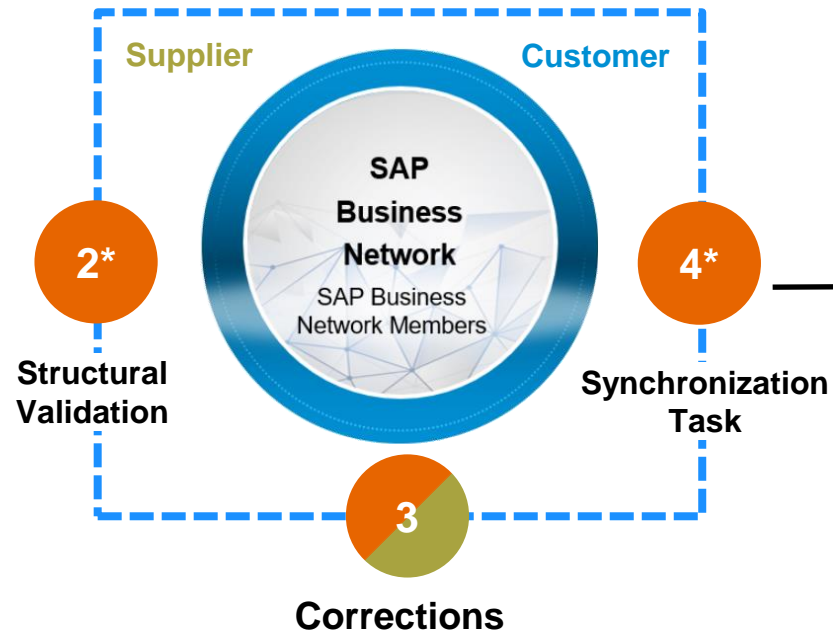
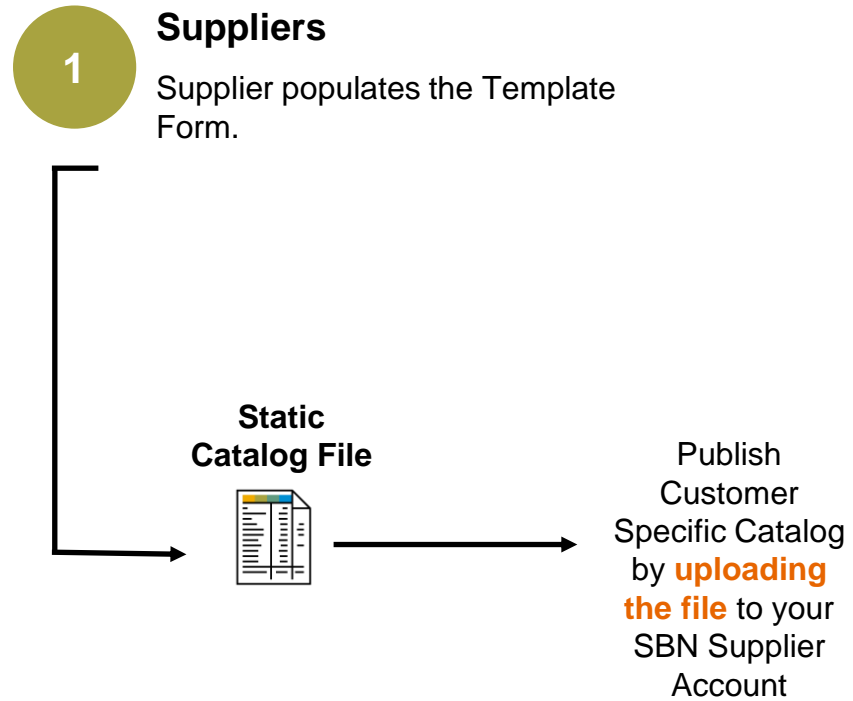
# Catalog Validation Flow

## SAP Business Network (SBN)

Structural Validation happens on the SBN.  
If any errors are detected, they will be displayed in the Supplier SBN account.

## Customer

Validation #2 happens in the Buyer's SAP Procurement Application. If any errors are detected or the catalog is not approved, the buyer will reach out to the supplier.



Troubleshooting managed by the Supplier and supported by SAP during initial project. Corrections also may be required after steps 5 & 6.

## Ariba Procurement Application

- 5\*** Content validation (System Task)
- 6** Catalog Approval Flow (Catalog Approver)
- 7** Catalog Activation (Manual / Automatic)

**Note:** Steps 1-7 will be done in your Test account and then repeated in Production when requested by Buyer.

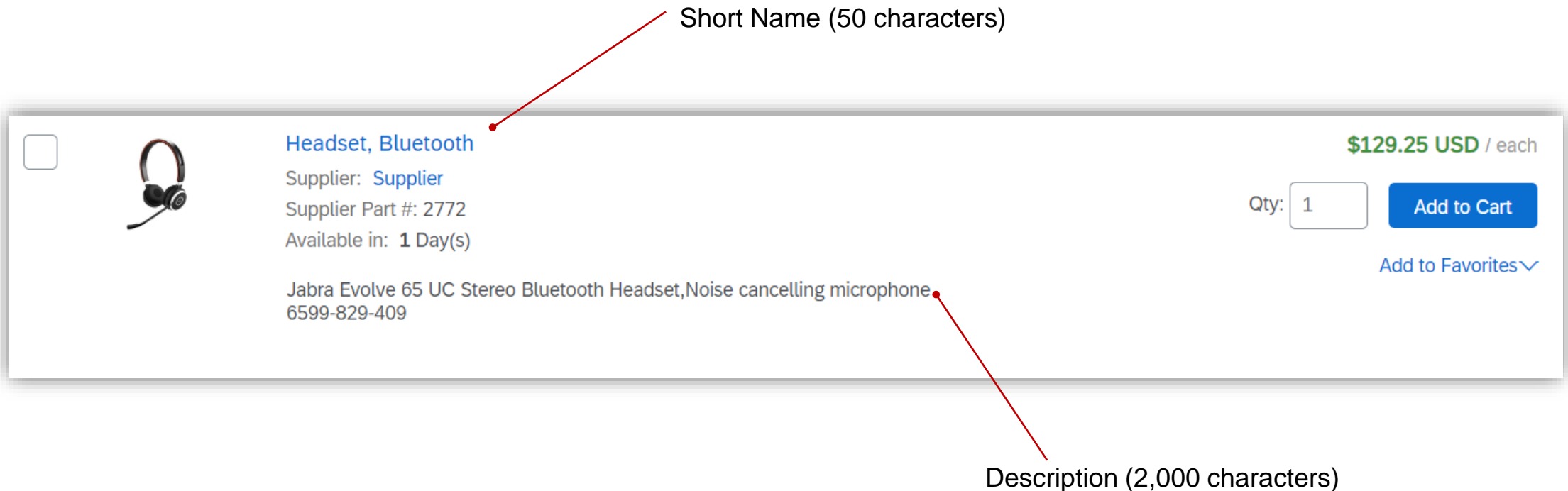


# The Catalog Upload Process

- 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 Solution.
- Depending on the configuration of the Customer's environment:
  - The Catalog will then be validated, audited and sent for Approval.
  - If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again.
  - If **Approved**, it will be Activated and available for Users.

# The Catalog Interface Item View

- Once the catalog has activated, user will be able to search for your product in their catalog UI. 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.



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

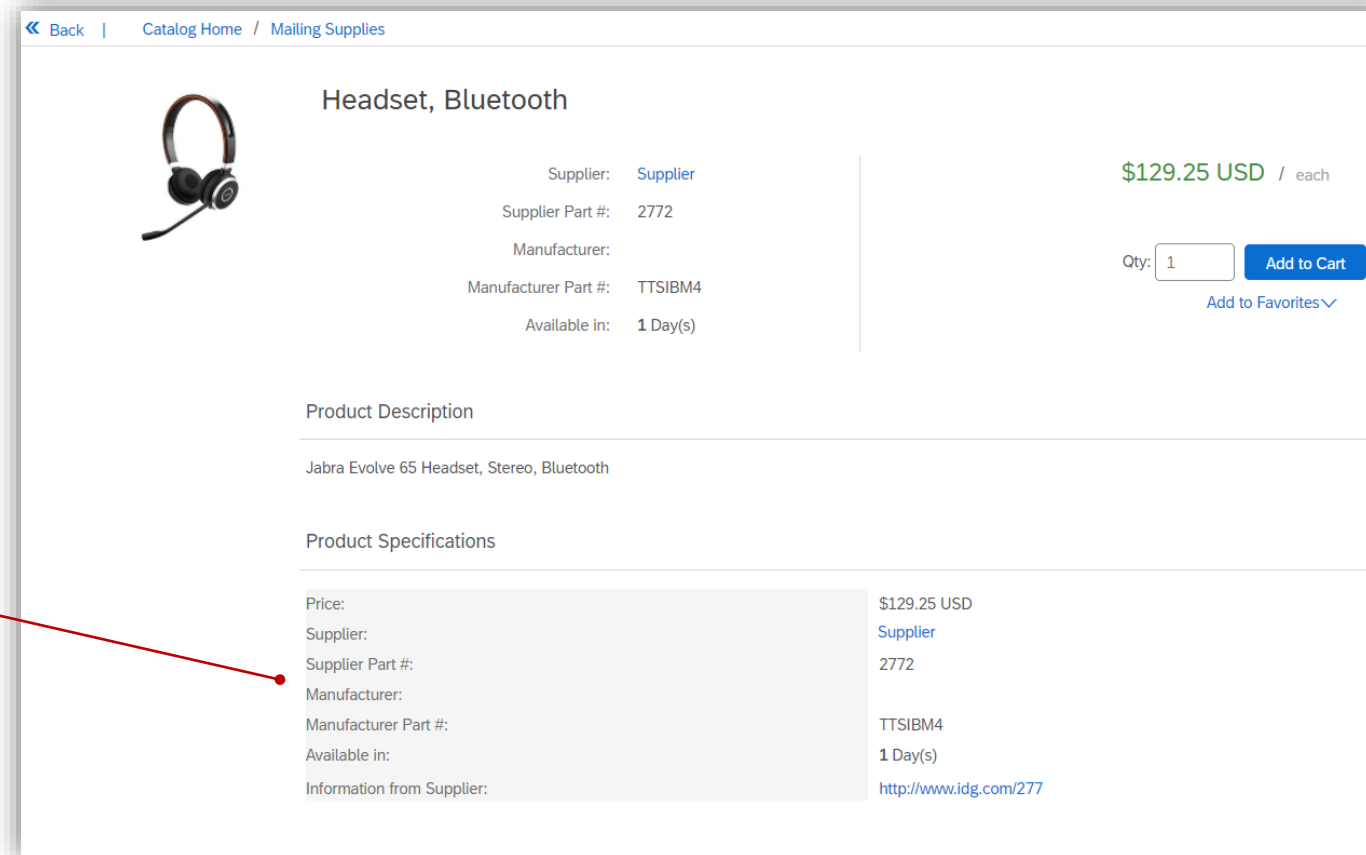
Add to Favorites

Description (2,000 characters)

# The Catalog Interface Detail View

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

Additional  
Information,  
links and  
custom fields



The screenshot displays the SAP Catalog Interface Detail View for a 'Headset, Bluetooth'. The interface includes a breadcrumb trail at the top: '<< Back | Catalog Home / Mailing Supplies'. On the left, there is an image of a headset. To the right of the image, the product title 'Headset, Bluetooth' is displayed. Below the title, a table lists key attributes: Supplier (Supplier), Supplier Part # (2772), Manufacturer (Manufacturer), Manufacturer Part # (TTSIBM4), and Available in (1 Day(s)). To the right of this table, the price is shown as '\$129.25 USD / each'. Below the price, there is a quantity input field set to '1', an 'Add to Cart' button, and a link to 'Add to Favorites'. Below the product details, there are sections for 'Product Description' (Jabra Evolve 65 Headset, Stereo, Bluetooth) and 'Product Specifications'. The 'Product Specifications' section contains a table with the following data: Price (\$129.25 USD), Supplier (Supplier), Supplier Part # (2772), Manufacturer (Manufacturer), Manufacturer Part # (TTSIBM4), Available in (1 Day(s)), and Information from Supplier (http://www.idg.com/277). A red arrow points from the text 'Additional Information, links and custom fields' to the 'Information from Supplier' field in the 'Product Specifications' table.

<< Back | Catalog Home / Mailing Supplies

Headset, Bluetooth

Supplier: [Supplier](#)

Supplier Part #: 2772

Manufacturer: [Manufacturer](#)

Manufacturer Part #: TTSIBM4

Available in: 1 Day(s)

\$129.25 USD / each

Qty:  [Add to Cart](#)

[Add to Favorites](#) ▾

Product Description

Jabra Evolve 65 Headset, Stereo, Bluetooth

Product Specifications

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

# CIF Catalog Template Example

# CIF Catalog Template Example

- **CIF Catalogs** are the most common type of static catalogs. For ease of CIF Catalog creation, we provide Suppliers with an **Excel XLS template**. The Supplier then creates and uploads the Catalog file to the **SAP Business Network**.
- Here is a sample of a **CIF Catalog Template** in Excel XLS format. All information is in one single sheet.

## Header section

	A	B
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:	11/20/2023
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.

## Data section

	FIELDNAMES:		Manufacturer		SPSC	Unit	Unit of	Lead	
11	Supplier ID	Supplier Part ID	Part ID	Item Description	Code	Price	Measure	Time	
12	DATA								
13	AN999999999999	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	In
14	AN999999999999	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	ID
15	AN999999999999	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	B
16	AN999999999999	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	M
17	AN999999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	S
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.
- In the DATA section the words “DATA” and “ENDOFDATA” are mandatory, they represent the start and end of your items list.

# 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
- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)
- Do not create templates on your own

## Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the **Description** field—all the words are indexed for ease of finding the items
- Use different **Short Names** not just repeating a **Description**—it makes it easier for Users, and you get an additional 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 cannot exceed 95 MB or 400,000 lines.
- Excel Format : The maximum size of the zipped Excel file that you can upload is 1 MB (uncompressed). If your Excel files exceed these sizes, 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
5	CURRENCY:	USD
6	SUPPLIERID_DOMAIN:	NetworkID
7	ITEMCOUNT:	1
8	TIMESTAMP:	11/20/2023
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.

Note: The only fields that Suppliers should modify in the Header section are indicated in red: **CODEFORMAT**, **CURRENCY**, **ITEMCOUNT**, **TIMESTAMP** and **COMMENTS**. All the other fields are predefined in the Header 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 CIF 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 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:** 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 but Preferred

**Description:** A Part Number that a Manufacturer uses.

**Type of data:** String

**Maximum length:** 255

**Example:** TTSIBM412CID

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

# 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 but Preferred

**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 but Preferred

**Description:** Name of the manufacturer

**Type of data:** String

**Maximum length:** 255

**Example:** Epson

# Creating a CIF Catalog

Supplier URL	Manufacturer URL	Market Price
<a href="https://www.supplier.com">https://www.supplier.com</a>	<a href="https://www.manu.com">https://www.manu.com</a>	
<a href="https://www.supplier.com">https://www.supplier.com</a>		
<a href="https://www.supplier.com">https://www.supplier.com</a>		
<a href="https://www.supplier.com">https://www.supplier.com</a>		

## ■ 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	<a href="https://www.1.com/34.jpg">https://www.1.com/34.jpg</a>
Coffee, Dark Roast, Starbucks	587.jpg
Soft Drink, Juice, Minute Maid	<a href="https://www.1.36.jpg">https://www.1.36.jpg</a>

## ▪ Short Name – Optional but Preferred

**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

## ▪ Effective Date - Optional

**Description:** Date that the item becomes valid and becomes effective in the catalog UI. This date must be prior to the expiration date.

**Type of data:** Date

**Format:** YYYY-MM-DD

# 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 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`
  - Place all catalog images into a zipped folder and provide this to your Customer for upload.

# Creating a CIF Catalog

Effective Date	cus_tagword
2024-12-31	

- **Effective Date - Optional**

**Description:** Date that the item becomes valid and becomes effective in the catalog UI. This date must be prior to the expiration date.

**Type of data:** Date

**Format:** YYYY-MM-DD

- **cus\_tagword - Optional**

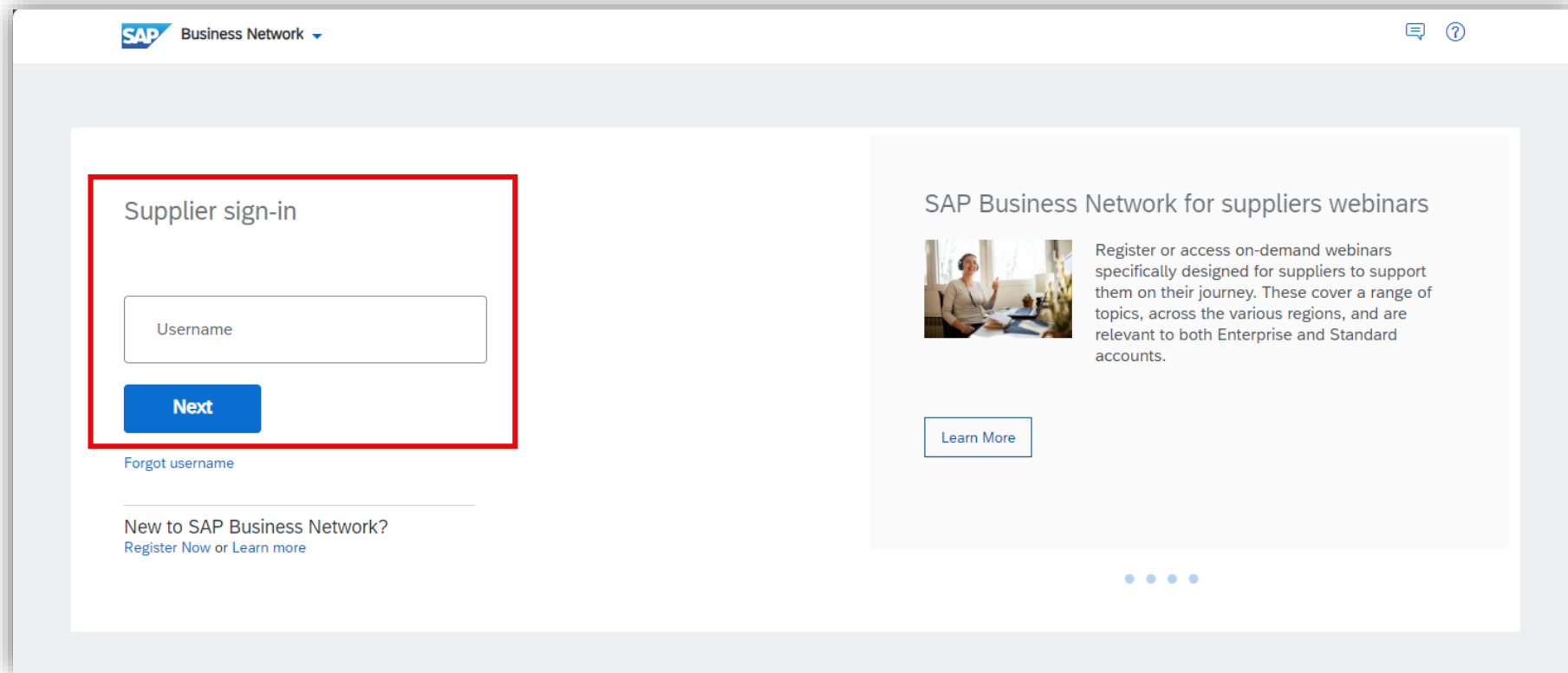
**Type of data:** String

**Maximum length:** 255

# Uploading and Publishing CIF Catalogs

# Uploading and Publishing CIF Catalogs

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

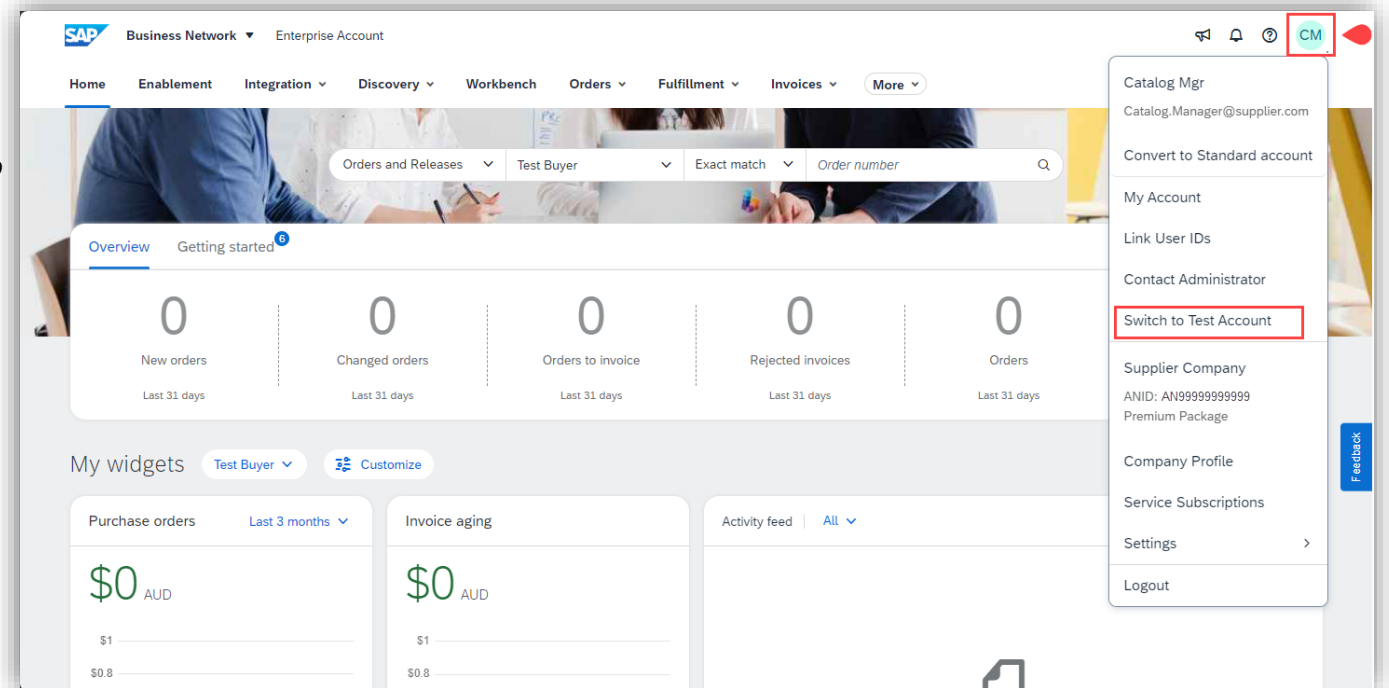


The screenshot shows the SAP Business Network Supplier sign-in page. The page has a header with the SAP logo and 'Business Network' text. On the left, there is a 'Supplier sign-in' section enclosed in a red box. This section contains a 'Username' input field and a blue 'Next' button. Below the input field is a link for 'Forgot username'. At the bottom of the sign-in section, there is a link for 'New to SAP Business Network?' with sub-links 'Register Now' and 'Learn more'. On the right side of the page, there is a section titled 'SAP Business Network for suppliers webinars' featuring a video thumbnail and a 'Learn More' button. The page also includes a chat icon and a help icon in the top right corner, and a series of four dots at the bottom right.

# Uploading and Publishing CIF Catalogs

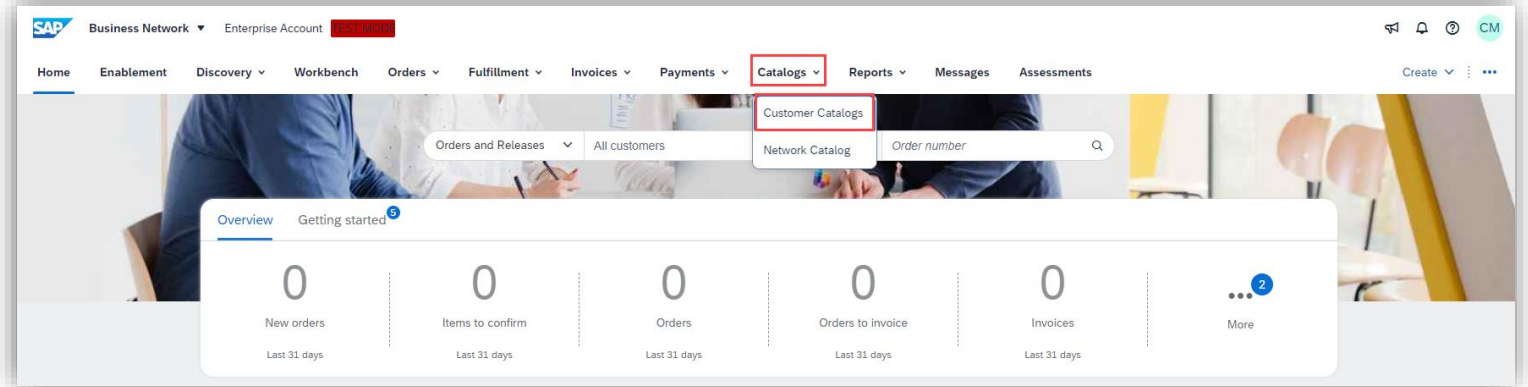
## ■ Switch to your Test Account

- 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”

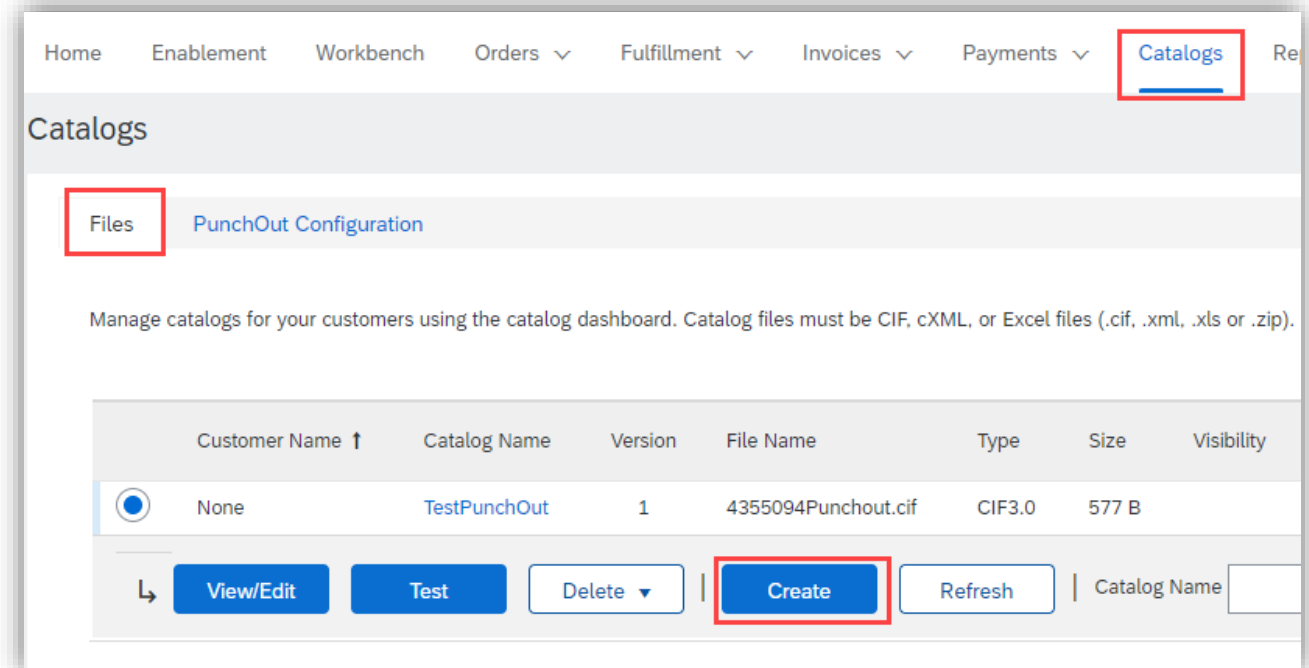


# Uploading and Publishing CIF Catalogs

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



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

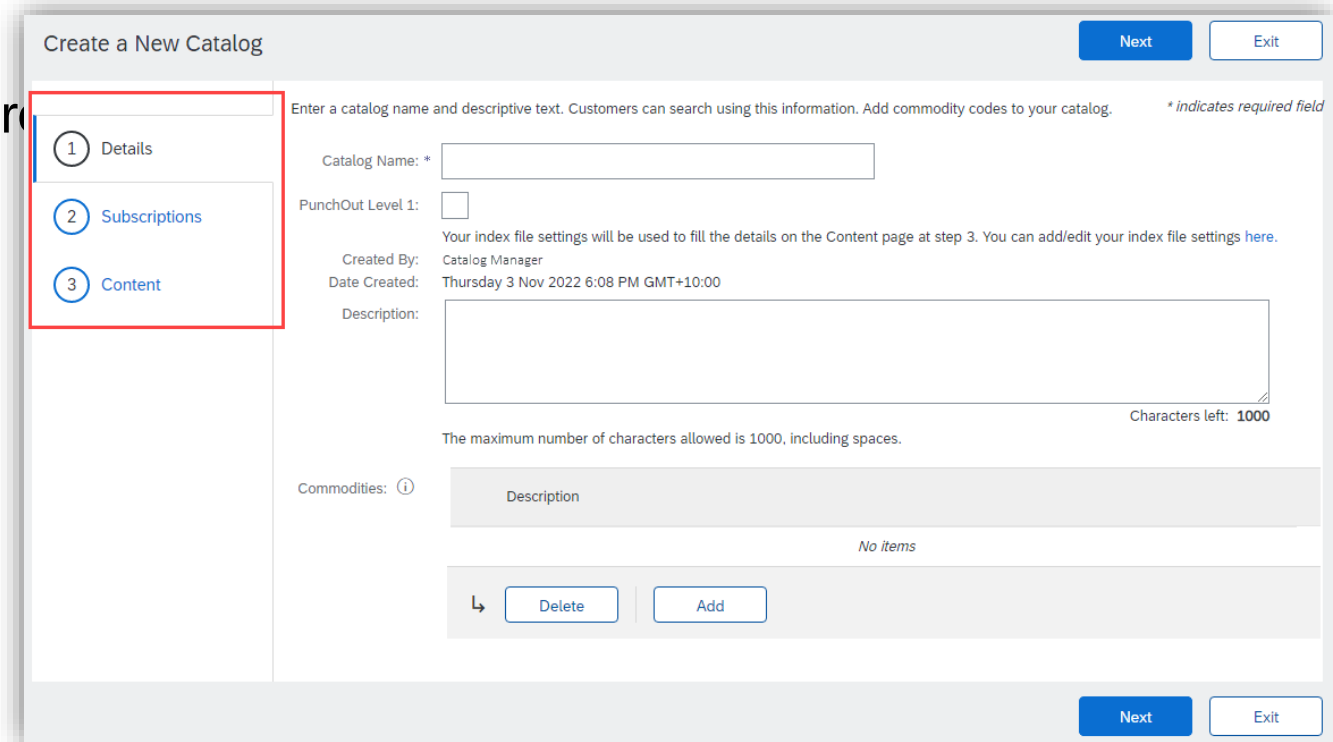


# Uploading and Publishing CIF Catalogs

- 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 CIF 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

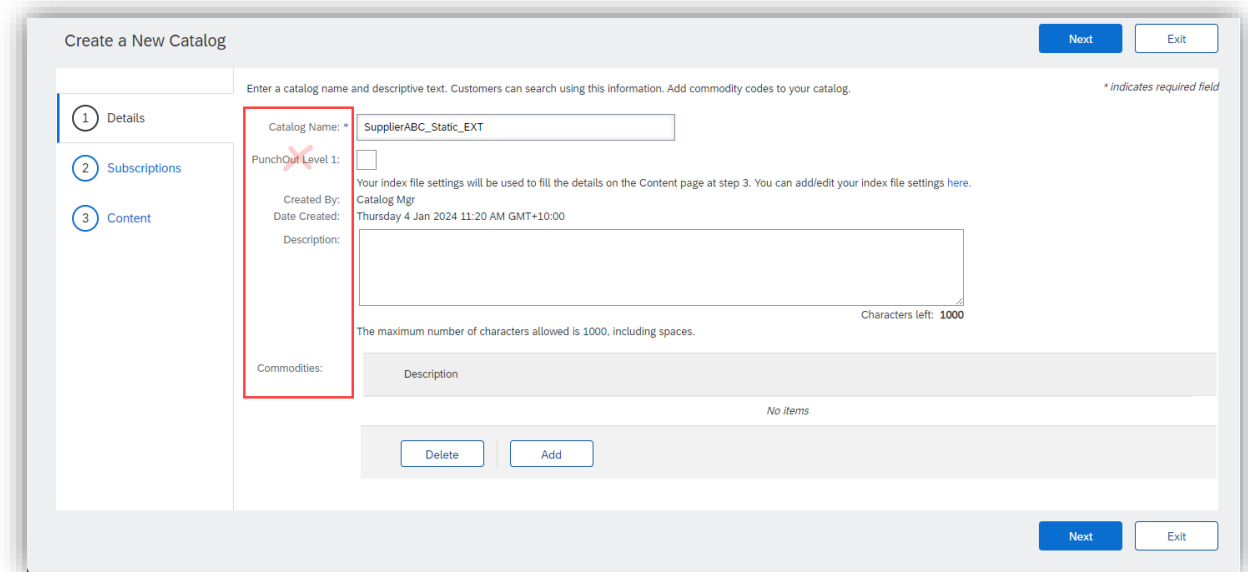
↳ Delete Add

Next Exit

# Uploading and Publishing CIF 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(\_)): **Supplier Name\_Country\_Catalog Type\_IDEXX\_Expiration Date**
  - **Example: Acme\_US\_CIF\_IDEXX\_12-31-22**
  - **Do not select PunchOut Level 1**
  - **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

PunchOut Level 1: ☐

Created By: Catalog Mgr

Date Created: Thursday 4 Jan 2024 11:20 AM GMT+10:00

Description:

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

Commodities:

Description	Add
No items	

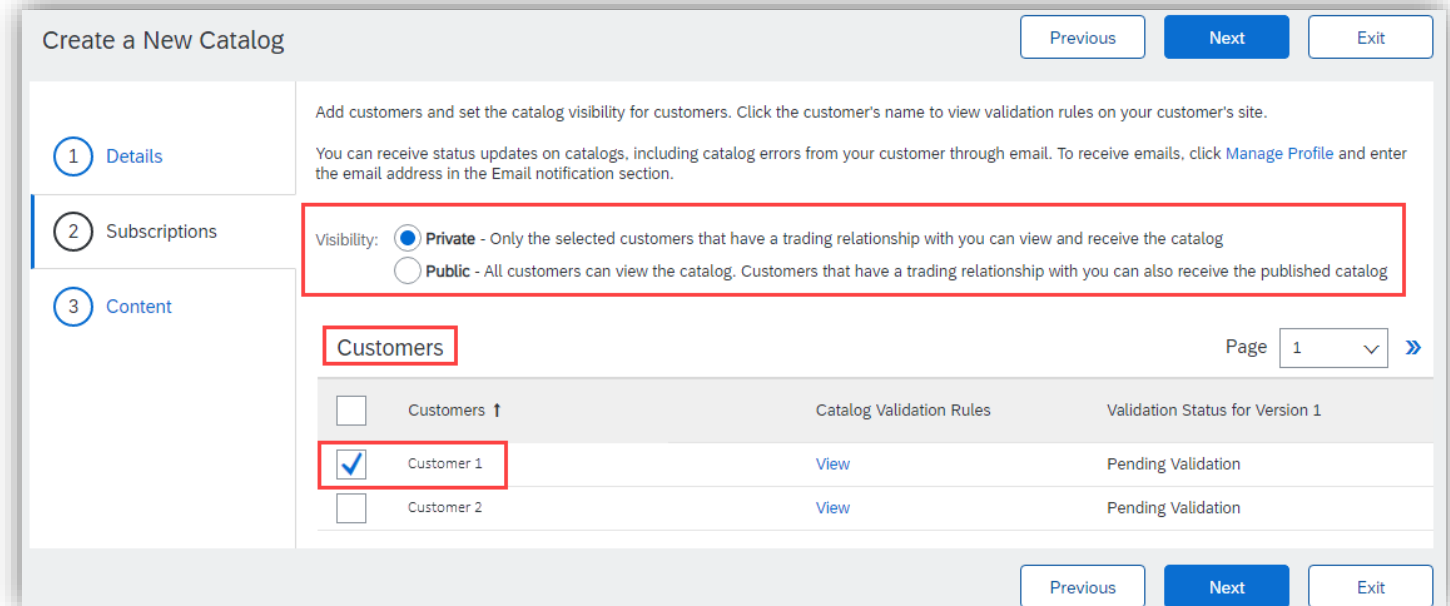
Delete Add

Next Exit

# Uploading and Publishing CIF 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 »

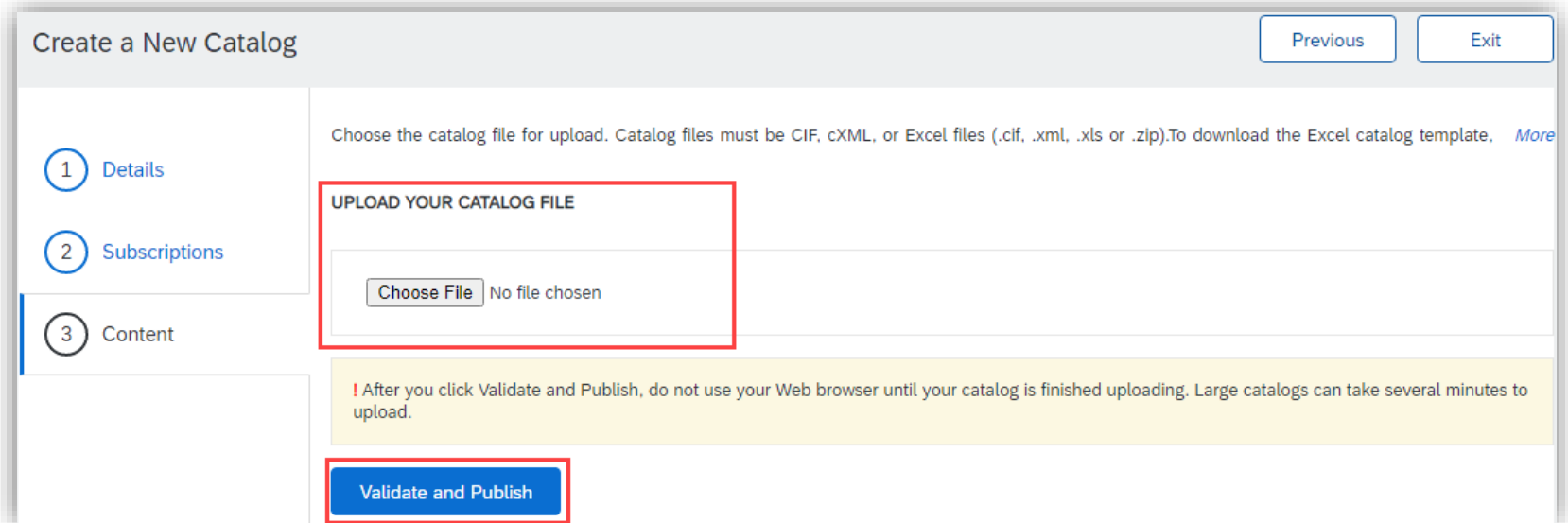
<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Customer 1	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Customer 2	<a href="#">View</a>	Pending Validation

Previous Next Exit

# Uploading and Publishing CIF 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.



Create a New Catalog Previous Exit

1 Details

2 Subscriptions

3 Content

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](#)

**UPLOAD YOUR CATALOG FILE**

Choose File No file chosen

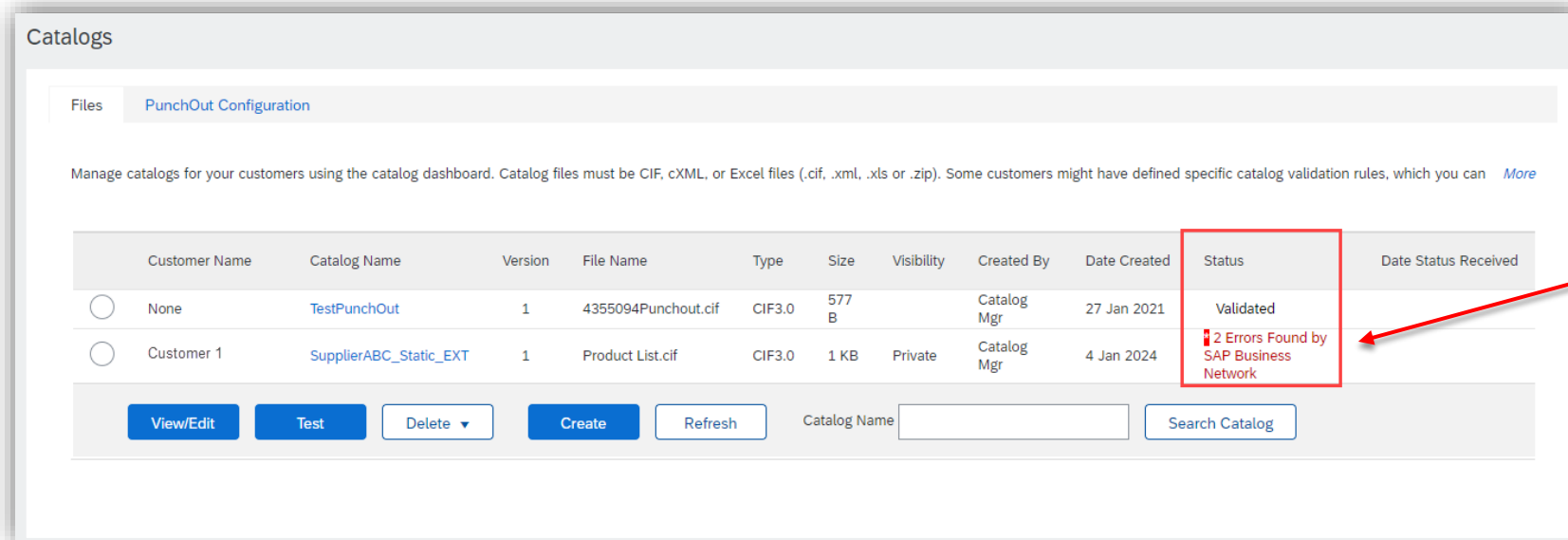
! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

# Uploading and Publishing CIF 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 you can [More](#)

	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>	None	<a href="#">TestPunchOut</a>	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
<input type="radio"/>	Customer 1	<a href="#">SupplierABC_Static_EXT</a>	1	Product List.cif	CIF3.0	1 KB	Private	Catalog Mgr	4 Jan 2024	2 Errors Found by SAP Business Network	

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

To see the error detail, click on the “[Errors Found](#)” hyperlink.

# Uploading and Publishing CIF 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

- For more support on troubleshooting errors, please click [here](#).

# **Additional Resources**

# Additional Resources

Continue your Static Catalog creation journey, and move to the next phase if needed.

The Static Catalog Documents		
<a href="#"><u>Introduction to Static Catalogs &amp; Account Setup</u></a>	<b>Customer Specific Templates</b> (Currently viewing this document)	<a href="#"><u>Troubleshooting and Updating Catalogs</u></a>
Details the Static Catalog fundamentals and account configuration.	Details the process of manually creating and uploading the Static Catalog file.  To view this document, please go to the Customer specific Supplier Information Portal or contact your Customer directly.	Details the Catalog upload and update process and the XLS to CIF conversion. This document also illustrates different troubleshooting scenarios and resolutions.

