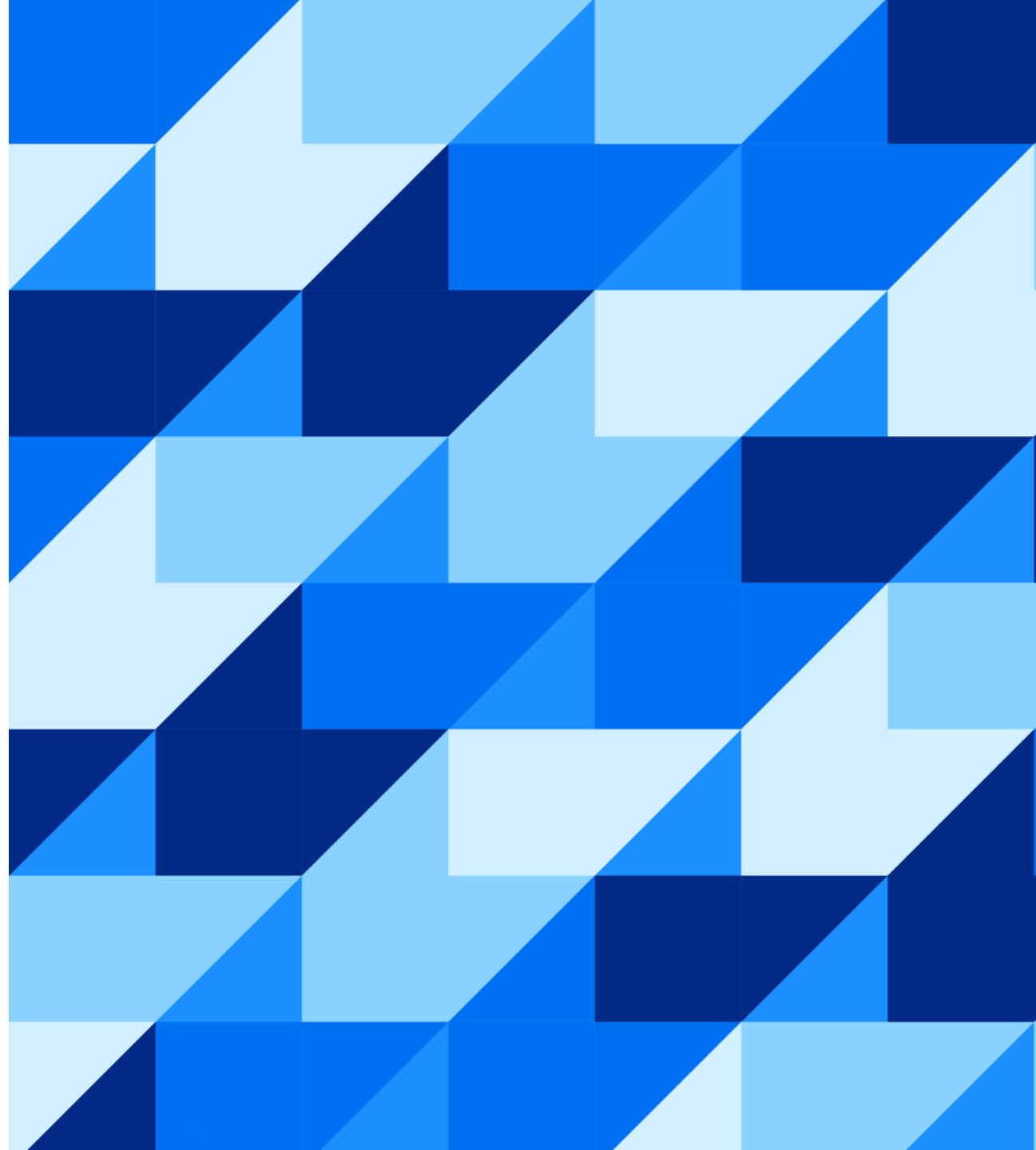




Creating and Publishing PunchOut® Catalogs

INTERNAL – SAP Buyer, Suppliers and Partners

Add partner
logo and alt text



Agenda

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Template and Catalog File Creation

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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 PunchOut catalog for them.
- At this stage, you should have setup your SAP Business Network (SBN) account, created a test account and completed your PunchOut Configuration.
- For this project, there is a requirement or you have chosen to use this guide to understand and manually populate a customer specific PunchOut Index File, rather than using the wizard. This guide will assist you to understand each field within the Punchout Index File so you may populate it.

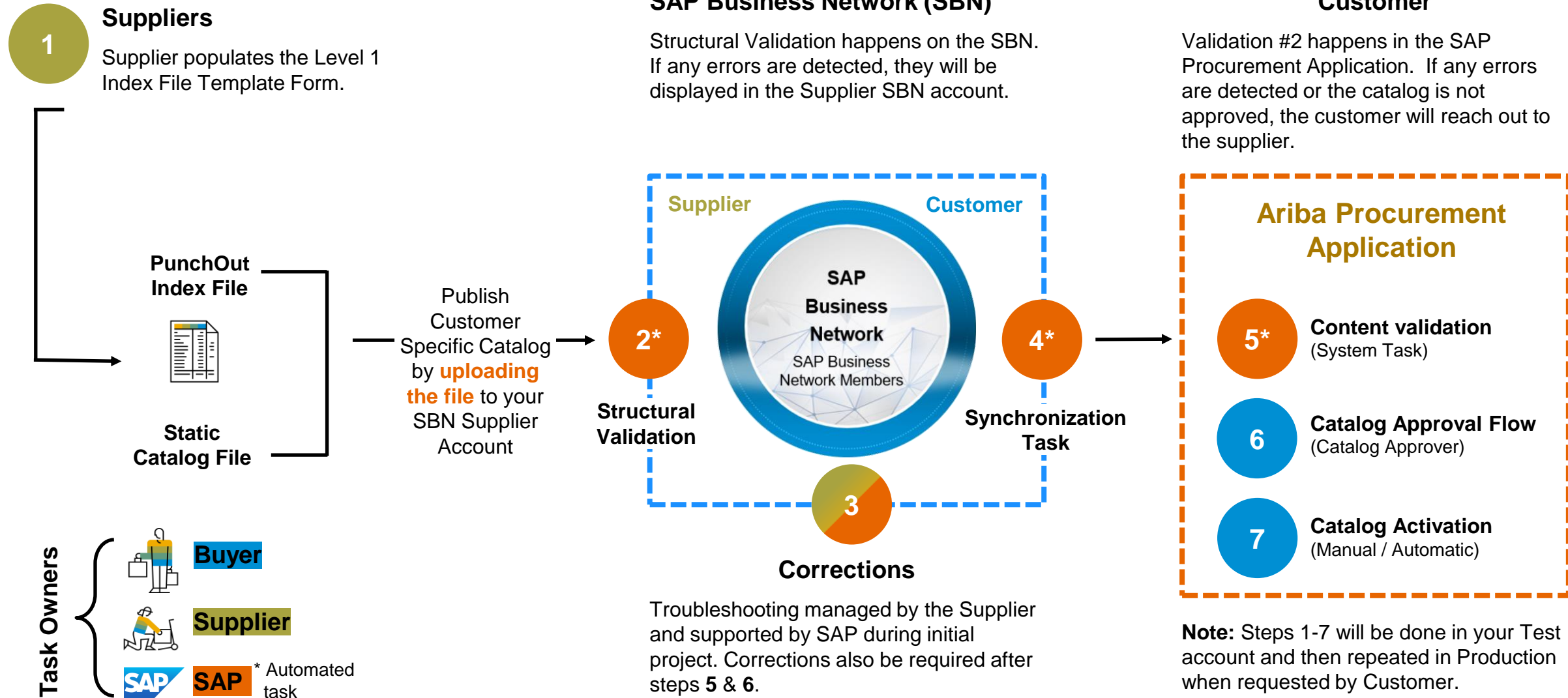
Catalog Validation Flow

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 SAP Procurement Application. If any errors are detected or the catalog is not approved, the customer will reach out to the supplier.



PunchOut Catalog Template

PunchOut Catalog Template

- **PunchOut Index File** is a Catalog Excel template with an additional field(s). Once activated, this catalog will create a **"Buy From Supplier"** button in the customer's **Procurement Application**, which is used by your customer to access the **Punchout Catalog**.
- Here is a sample **PunchOut Index File** in Excel format. For both PunchOut catalogs (L1 & L2), you will see the **"PunchOut Enabled"** field. For PunchOut L2 catalog, you will also see the **"PunchOut Level"** field.

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.

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 consider the words “DATA” and “ENDOFDATA” as mandatory that represents the start and end of your items list.

Data section

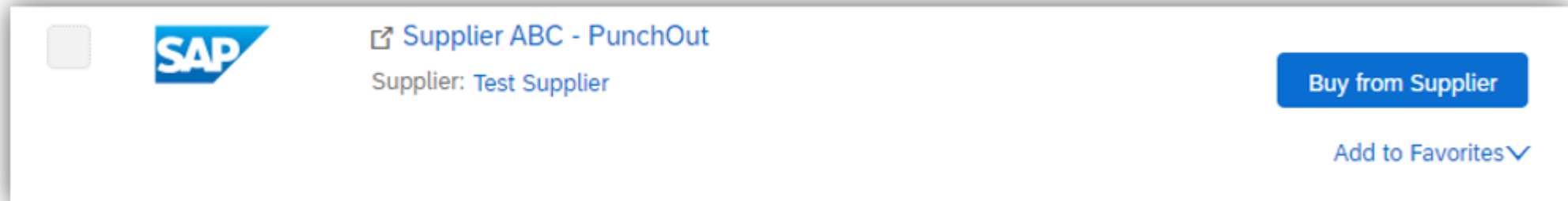
Data section

															L1	L2	
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Short Name	Image	PunchOut Enabled	PunchOutLevel	Keywords
DATA																	
AN01234567891-T	AAA		IT, communication, paper	44	1	EA							<SupplierName> PunchOut C	https://www.suppli	TRUE	Product	
ENDOFDATA																	

Level 1 Template and Catalog File Creation

What is a Level 1 PunchOut Catalog?

- Once you have worked through the PunchOut Catalog project, your customer will be able to access your PunchOut catalog via the generated Catalog file.
- Your customer will be able to see your company name and logo within their system.



- Clicking on the 'Buy From Supplier' button will take them to your interactive website.

Catalog Creation – L1 PunchOut Index File - 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 Template are indicated in red: **CODEFORMAT**, **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

Catalog Creation – L1 PunchOut Index File - The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN99999999999	PurchGrp500	

FIELD COLOR CODES	
<div></div>	Required
<div></div>	Optional
<div></div>	Optional, but preferred
<div></div>	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: AN99999999999

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

■ Supplier Part ID - Required

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

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

Type of data: String

Maximum length: 255

Example: 2772882

■ Manufacturer Part ID - 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

Catalog Creation – L1 PunchOut Index File - The Data Section

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 ¥.

Catalog Creation – L1 PunchOut Index File - The Data Section

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

Catalog Creation – L1 PunchOut Index File - The Data Section

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: <http://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: <http://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

Catalog Creation – L1 PunchOut Index File - The Data Section

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

Catalog Creation – L1 PunchOut Index File - The Data Section

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

■ Image - Required

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

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

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

Catalog Creation – L1 PunchOut Index File - The Data Section



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.

Catalog Creation – L1 PunchOut Index File - The Data Section

PunchOut Enabled	cus_tagword
TRUE	
TRUE	

- **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

- **cus_tagword - Optional**

Type of data: String

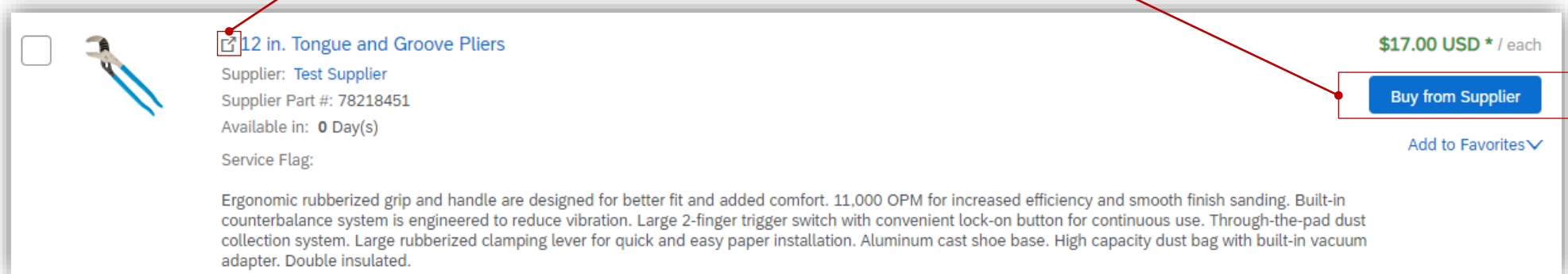
Maximum length: 255

Level 2 Template and Catalog File Creation

What Is A Level 2 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.



Catalog Creation – L2 PunchOut Index File - 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 Template are indicated in red: **CODEFORMAT**, **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

Catalog Creation – L2 PunchOut Index File - The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN99999999999	12345	CFG 11562
AN99999999999	87690	87690-12
AN99999999999	479-56	A100-BLK

■ Supplier ID - Required

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

Type of data: String

Maximum length: 255

Example: AN99999999999

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

■ Supplier Part ID - Required

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

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

Catalog Creation – L2 PunchOut Index File - The Data Section



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. 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 ¥.

Catalog Creation – L2 PunchOut Index File - The Data Section

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

Catalog Creation – L2 PunchOut Index File - The Data Section

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.)

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.)

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 ¥.

Catalog Creation – L2 PunchOut Index File - The Data Section

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

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

Catalog Creation – L2 PunchOut Index File - The Data Section

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 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

Catalog Creation – L2 PunchOut Index File - The Data Section



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

Catalog Creation – L2 PunchOut Index File - The Data Section

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

Catalog Creation – L2 PunchOut Index File - The Data Section

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

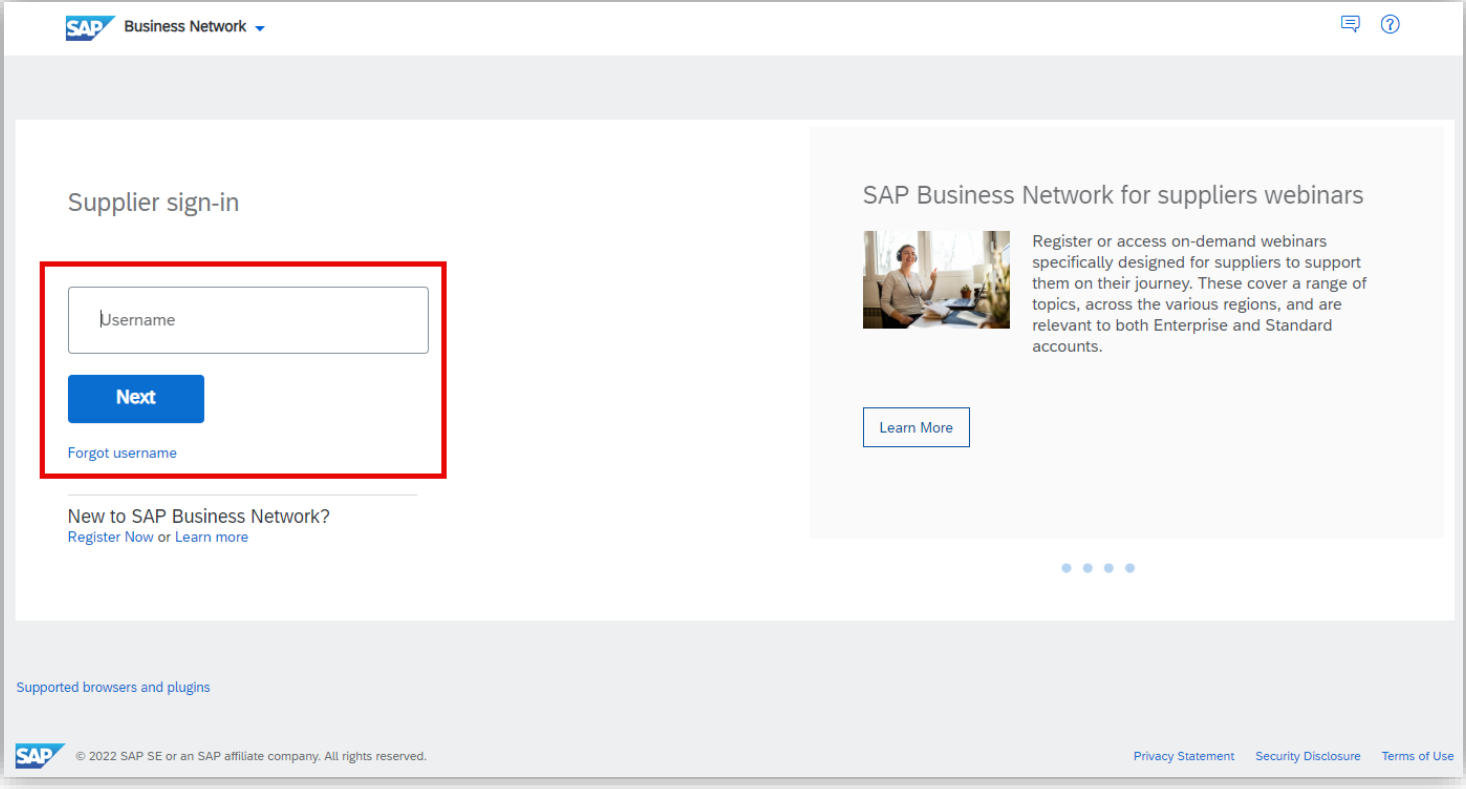
Values: Store, Aisle, Shelf, Product

Type of data: Boolean

Uploading and Publishing a PunchOut Catalog

Uploading and Publishing a PunchOut Catalog

- **Login to Business 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. The main content area is divided into two columns. The left column is titled 'Supplier sign-in' and contains a login form. The right column is titled 'SAP Business Network for suppliers webinars' and contains a promotional message with a 'Learn More' button. The login form includes a 'Username' input field, a 'Next' button, and a 'Forgot username' link. Below the login form, there is a section for 'New to SAP Business Network?' with links to 'Register Now' and 'Learn more'. At the bottom of the page, there is a footer with the SAP logo, copyright information, and links to 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Business Network

Supplier sign-in

Username

Next

[Forgot username](#)

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

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

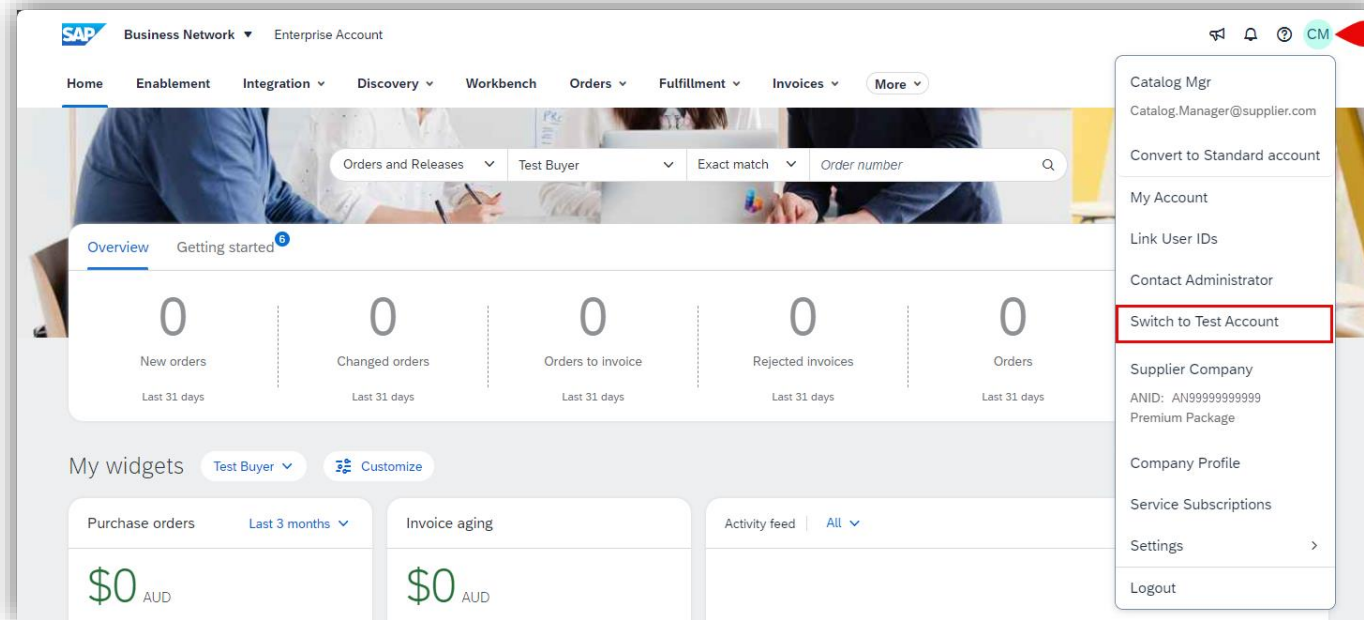
Supported browsers and plugins

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Uploading and Publishing a PunchOut Catalog

■ Switch to your Test Account

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



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

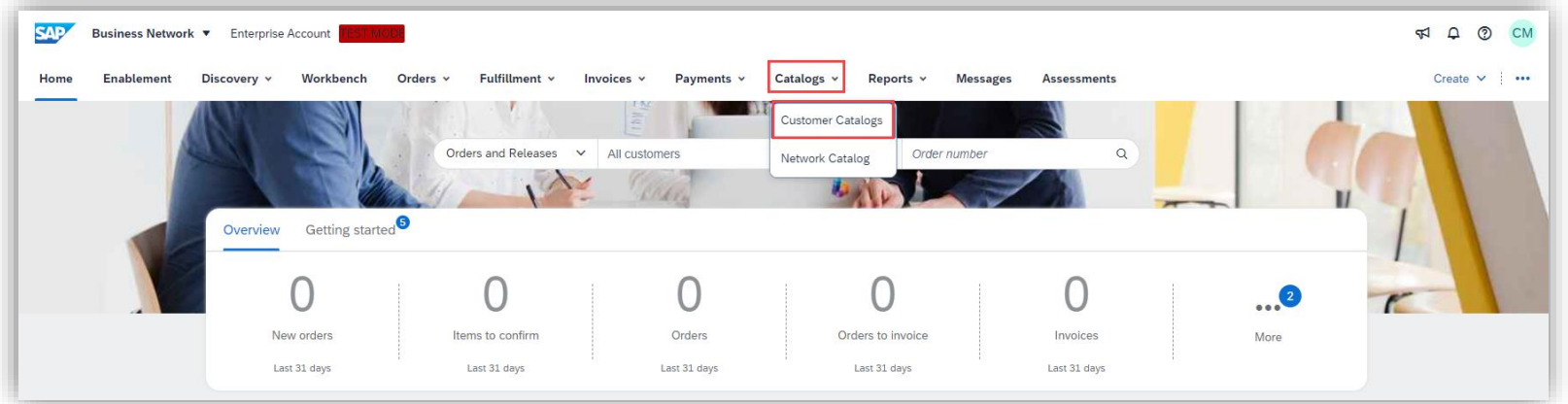
Uploading and Publishing a PunchOut Catalog



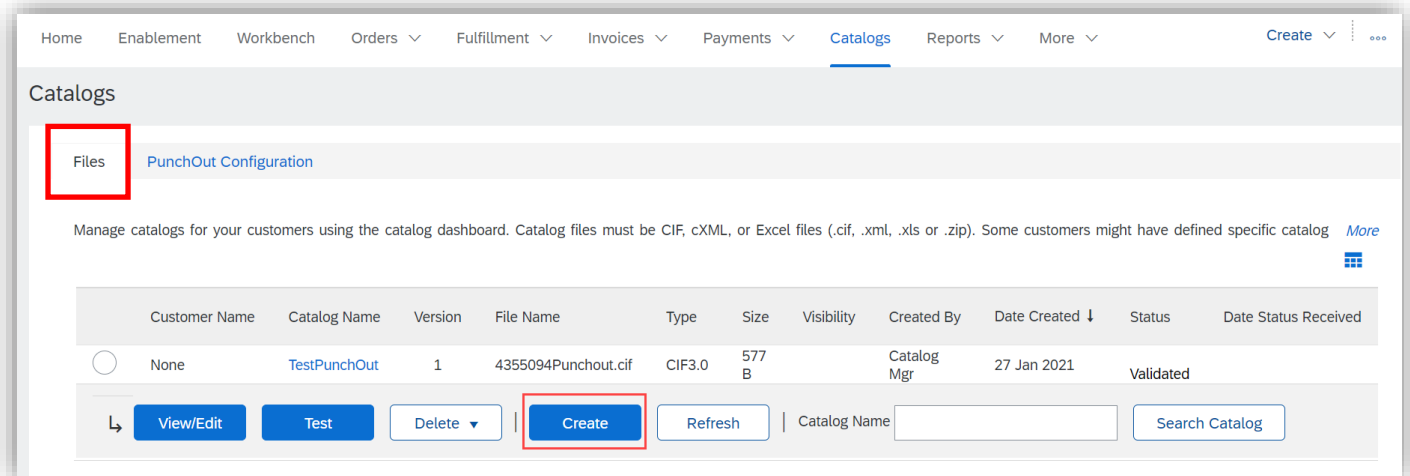
- When uploading a Catalog on Business Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to Business Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive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

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

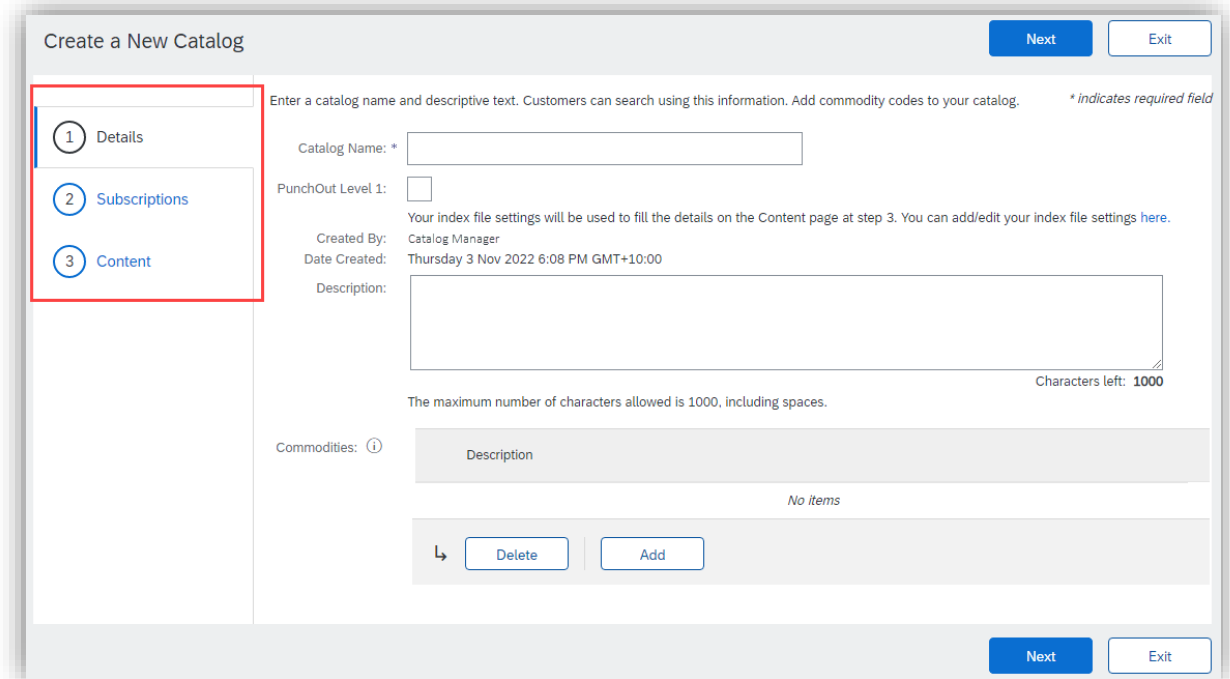


- Click “Files” tab.
- On the Catalogs screen, click the “Create” button.



Uploading and Publishing a PunchOut Catalog

- 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:

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

Commodities: ⓘ

Description
No Items

Delete Add

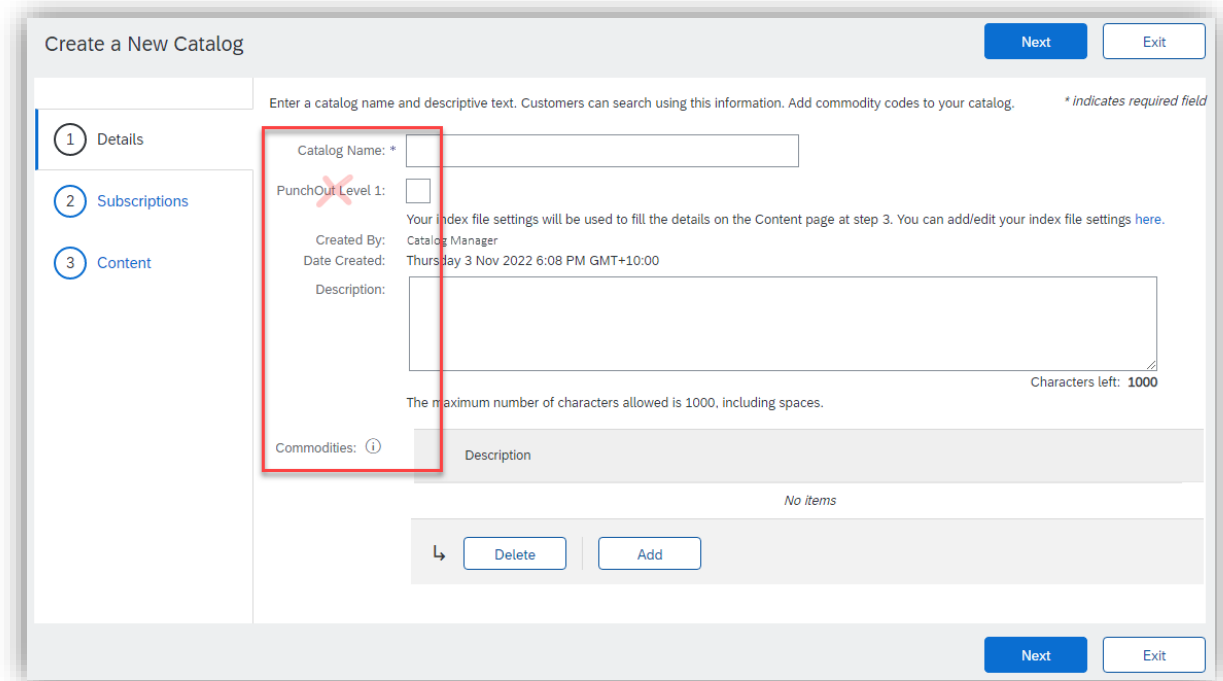
Uploading and Publishing a PunchOut Catalog

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_L1_IDEXX_12-31-22

- **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**
- 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: ☒

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: ⓘ

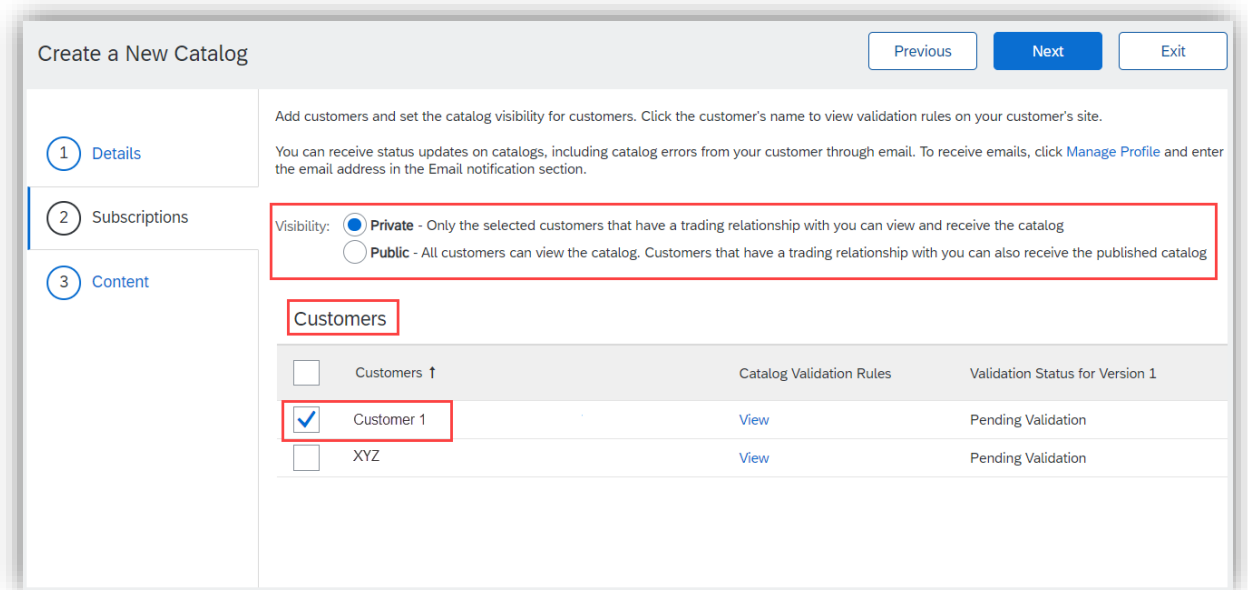
Delete Add

Next Exit

Uploading and Publishing a PunchOut Catalog

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 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

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.

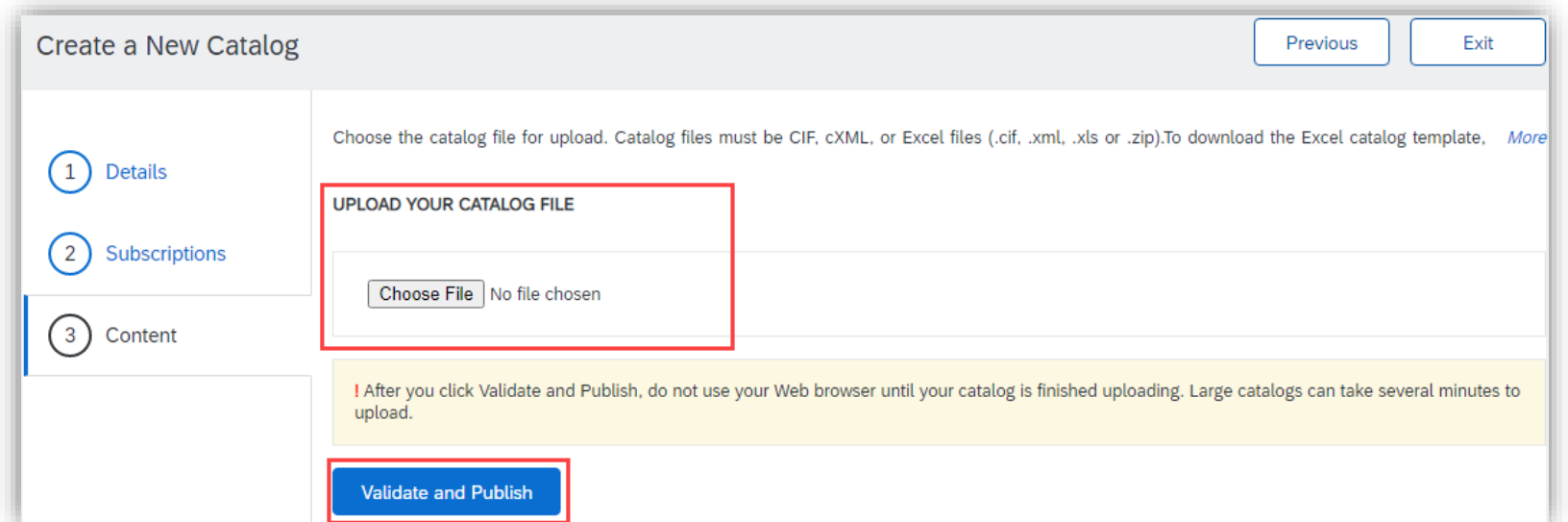
Customers

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

Uploading and Publishing a PunchOut Catalog

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

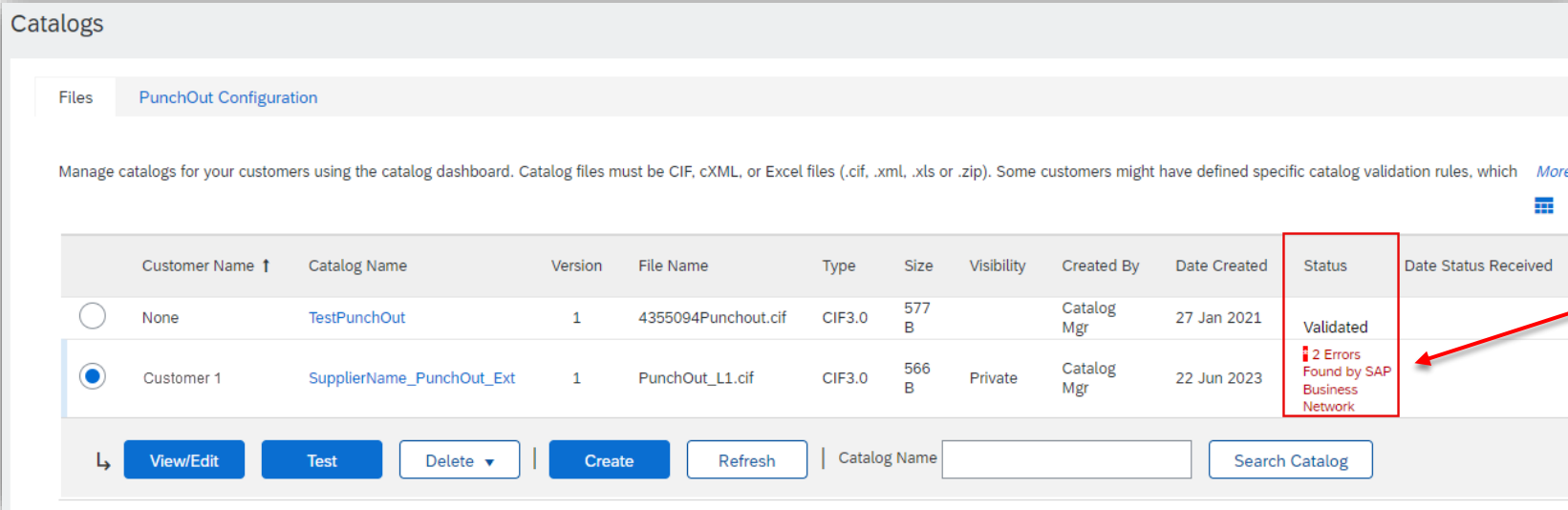
! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Uploading and Publishing a PunchOut Catalog

■ 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 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 SAP Business Network	

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

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

Uploading and Publishing a PunchOut Catalog



■ 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. Additional instructions
 - 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 PunchOut Catalog creation journey, and move to the next phase if needed.

The PunchOut Catalog Documents			
Introduction to PunchOut Catalogs & Account Setup	The PunchOut Wizard	Customer Specific Templates (Currently viewing this document)	Troubleshooting and Updating Catalogs
Details the Punchout fundamentals and account configuration	Details the Catalog validation flow and using an online template and wizard to create your PunchOut Index file.	Details the process of manually creating and uploading the PunchOut Index 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.

Thank you.