

L1 Punchout Catalog Training

SAP

INTERNAL – SAP and Customers only

Agenda

- PunchOut Catalog Overview
- PunchOut Configuration Requirements
- PunchOut Process Flow
- Customer Catalog Requirements
- Timeline

General PunchOut information

Why PunchOut Catalogs?

- Products with a large number of configurations such as: Many colors or sizes, or many delivery methods (overnight, 2 day, 5 day...)
- Product selection contains thousands of items
- Products where processes are based on prearranged contracts (custom pricing)
- Products require customization (name plates or business cards)
- Products whose specifications or prices change often

General PunchOut information

Tradeoffs – CIF vs. PunchOut

- Requires that all users have full Internet access
- Requires you to implement and maintain an interactive website
- Website must be available 24/7
- Internet can be slow, depending on connection type and Internet load
- PunchOut requires that the supplier has the necessary infrastructure ready for PunchOut. This includes all the necessary cXML documents, application website required for PunchOut transaction to take place

General PunchOut information

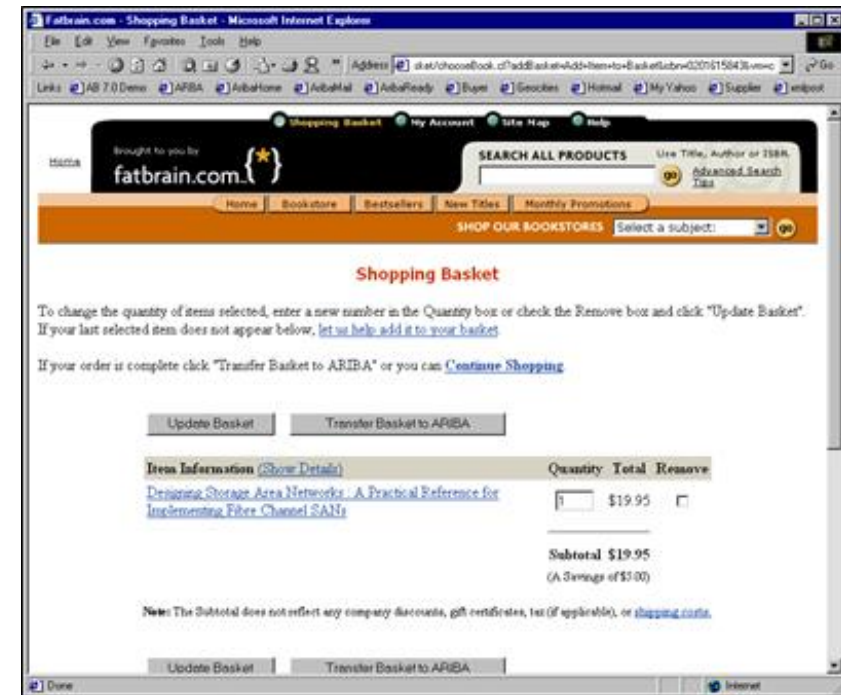
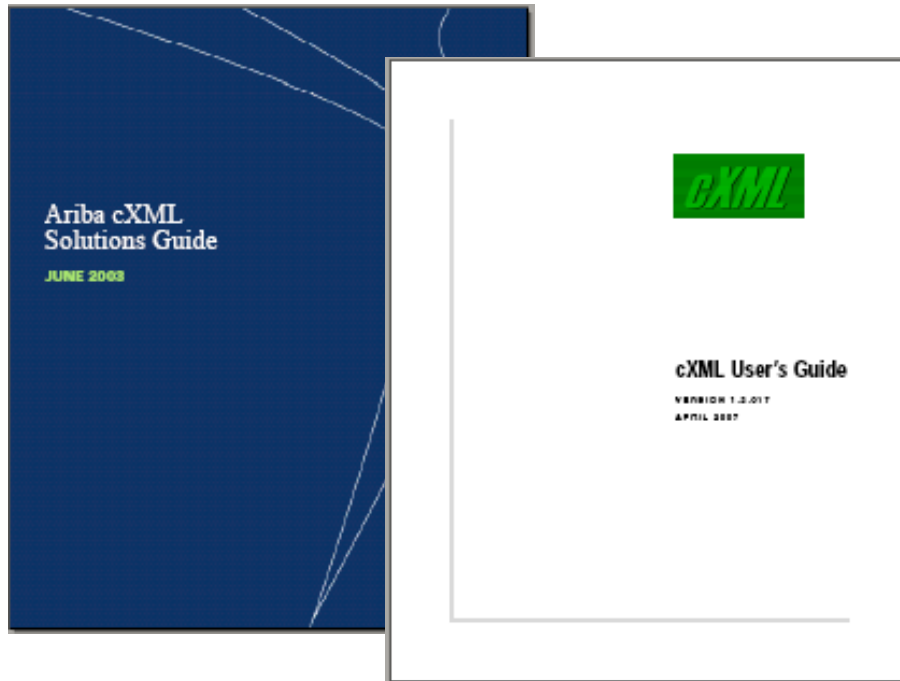
Things to Note

- PunchOut catalog users do not need to enter a user password to enter your site
 - They should be pre-authorized by Ariba SN
- Suspended accounts
 - PunchOut users can still access your site, create carts, order products, and create a purchase order
 - The Ariba SN will not send you the purchase order

PunchOut Process

Things to Note

PunchOut requires that the supplier has the necessary infrastructure ready for PunchOut. This includes all the necessary cXML documents, application website required for PunchOut transaction to take place.



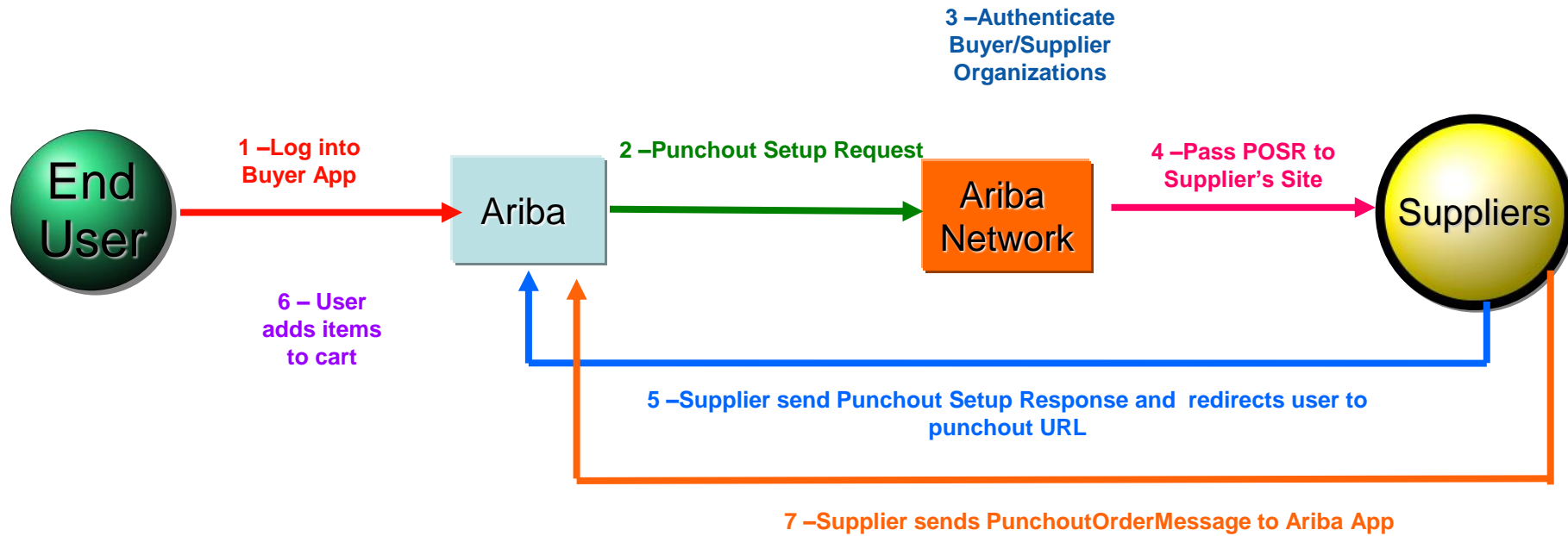
Understanding CXML

- cXML relates to XML in the same way the English language relates to the alphabet
- XML provides the building blocks for any cXML message
- cXML messages are constructed based on Document Type Definitions (DTDs)
- DTDs can act like a template to define content models with a cXML message (for example, the valid order and nesting of elements) and the data types of attributes
- For latest DTDs go to www.cXML.org

Understanding CXML

- cXML provides a simple XML-based protocol between entities engaged in Business-to-Business eCommerce transactions over the Internet
- cXML message is divided into two distinct parts
 - Header – Contains authentication information
 - Request/Response Data – Contains the specific request and information to be passed
- Response structure does not contain Header element – it is not needed because the Response always travels in the same HTTP request that the Request traveled in

PunchOut Process Flow – High Level



Getting Started

Locating Ariba Network ID: *Supplier needs to know their Ariba Network ID to create the catalog file.*

To find your ANID, Log into the Ariba Network website at supplier.ariba.com with your Username and Password.

Your ANID is located in the upper right corner of the screen directly below your name.

The screenshot shows the Ariba Supplier Network interface. In the top right corner, the user's name "Supplier Program, Full Access" is displayed, and directly below it, the Ariba Network ID (ANID) is shown as "ANID: AN01000002657-T". A red circle highlights this area, and a red arrow points from the text "Your ANID is located in the upper right corner of the screen directly below your name." to the ANID. The interface also includes a "Test Mode" button, a navigation bar with links like Home, Inbox, Outbox, Catalogs, Administration, and Reports, and a "Quick Links" sidebar on the left. The main content area displays search filters for Purchase Orders and two tables: "Purchase Order Status" and "Invoice Status".

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Ariba Ready Test	0	0	0	0	0	0	0
Ariba Supplier ...	0	0	0	0	0	0	0
Ariba Support T...	0	0	0	0	0	0	0

Customer	Sent	Approved	Paid	Rejected	Failed
Ariba Ready Test	0	0	0	0	0
Ariba Supplier ...	0	0	0	0	0
Ariba Support T...	0	0	0	0	0

Configure PunchOut URL

cXML Setup

cXML is an electronic format for sending and receiving business documents.

** indicates required field*

Authentication Method

Ariba SN authenticates cXML documents sent by your organization

Select an authentication method: This selection will refresh the page content

Shared Secret

This shared secret (password) will be used between your organization and Ariba Supplier Network to authenticate cXML transactions.

* Current Shared Secret:

* New Shared Secret: 

* Confirm Shared Secret:

Profile URL

Ariba SN uses the Profile transaction to retrieve your Website's list of supported cXML transactions. This method is the recommended way to when it has a cXML document to send to you, but not more than once per day.

Enter your Website's URL for receiving ProfileRequest documents.

To clear your cXML profile cached on Ariba SN, click Reset Profile. This signals Ariba SN to retrieve your updated cXML URLs the next time it

Profile URL:

PunchOutSetupRequest

PunchOut allows customers to perform shopping and product selection directly on your Website.

Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can

PunchOutSetupRequest URL:

PunchOut Index File Structure

Example of typical PunchOut Index file Please use the one Provided and not use the wizard.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CIF 1 V3.0												
2	LOADMODE:	F											
3	CODEFORMAT:	UNSPSC_V12.2											
4	CURRENCY:	USD											
5	SUPPLIERID_DOMAIN:	NETWORKID											
6	CHARSET:	UTF-8											
7	COMMENTS:	This is a CIF 3.0 file with punch out item generated by Ariba.com											
8	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
9	TIMESTAMP:	2014-10-17 09:53:04	America/Los_Angeles										
10	ITEMCOUNT:	1											
11	DATA												
12	AN01000723544-T	AAA	AAA	Test PunchOut Index File	43000000	1	EA	1	MMM-C	http://madmanprods.com/ariba			true
13	ENDOFDATA												

- Supplier Part ID: System populates with “AAA”, **required field**, value can be changed
- Manufacturer Part ID: System populates with “AAA” not a required field, can be deleted
- Description: Put in Catalog Name Such as ACME US PunchOut, **required field**
- SPSC Code: Put in a general UNSPSC code , **required field**,

PunchOut Index File Structure

- **Unit Price, Unit of Measure, and Lead Time:** 1, EA and Lead time Blank
- **Manufacturer Name:** System populates with”, not required, can be deleted
- **Manufacturer URL and Market Price:** Fields not populated, but MUST remain in the file
- **Supplier URL:** System populates from URL entered in the Wizard, **can be deleted**. The URL that the PunchOut uses is not this value – it uses the URL set in your Ariba Network account
- **PunchOut Enabled:** System populates with “True”, this is **required** in PunchOut Index file

Editing PunchOut Index File

- **Image:** This is where you can add your Company Logo.
 - The display size for an image should be approximately 100x100 pixels
 - The maximum file size for an image file is 90 kb
 - URL reference to a logo is preferred, ensure that the entire URL is referenced (this includes http://. For example: `http://mycomp/images/logo.jpg`).
 - If you do not have a URL reference you can enter a file name in this field – please note, you must also send the image file to catalogmanagement@arib.com, reference the Customer that the catalog is for
 - If using an image file, it must be entered exactly in the index file as it is saved as, this includes spacing and caps or lower case letters, For Example:
`My_logo_file.jpg`

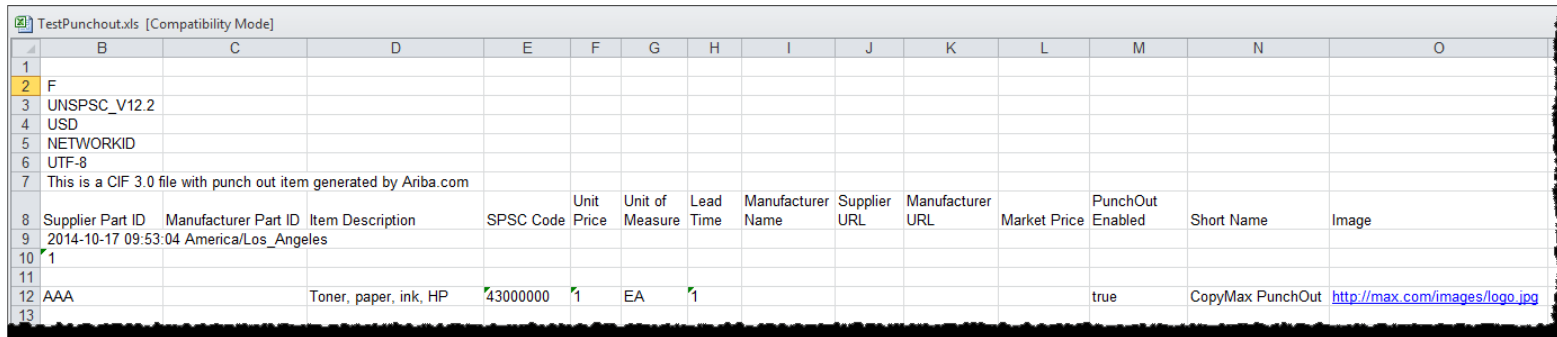
Editing PunchOut Index File

By updating the Keyword field, this will allow the Customer's Users to find your catalog through keyword searches.

- **Description-** Name of the catalog the shoppers will see-
such as ACME US PunchOut.
- **Keywords Field-** Enter keywords alone or with commas (preferred and may make it easier for you to maintain). Example data for a Computer Supply company may be: “computer, printer, toner, cable, monitor, software, Microsoft, Adobe, Hewlett Packard, memory, peripherals, drive, CD-Rom, Blu Ray”

Editing and Uploading PunchOut Index File

Updated Index file might look like following:



	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2	F													
3	UNSPSC_V12.2													
4	USD													
5	NETWORKID													
6	UTF-8													
7	This is a CIF 3.0 file with punch out item generated by Ariba.com													
8	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	PunchOut Enabled	Short Name	Image
9	2014-10-17 09:53:04 America/Los_Angeles													
10	1													
11														
12	AAA		Toner, paper, ink, HP	43000000	1	EA	1					true	CopyMax PunchOut	http://max.com/images/logo.jpg
13														

Final Steps: See Next slides for the Corresponding Screen Shots

- Save the new Index file as an Excel .xls file
- Logon to your Ariba Network Account
- Go to Catalogs- Select the Catalog- and choose edit- Upload the index file
- Publish Private for your Customer

Uploading and Publishing New Catalogs

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

SAP Ariba Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name

Password

Login

[having trouble logging in?](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

[Learn More](#)

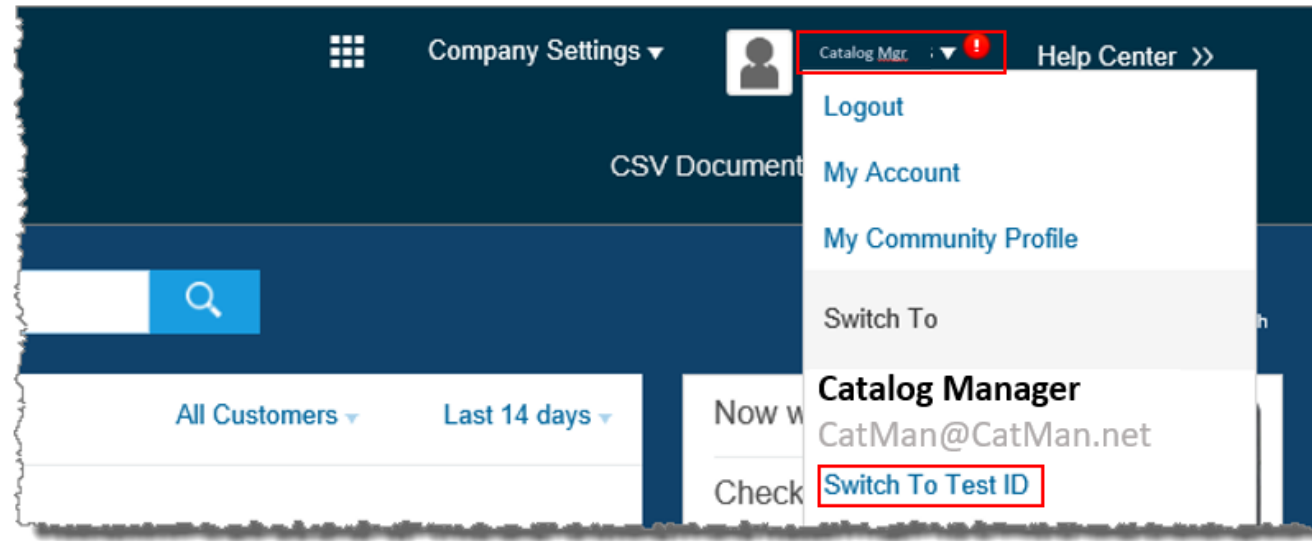
Supported browsers and plugins

SAP

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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 ID”.
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator.



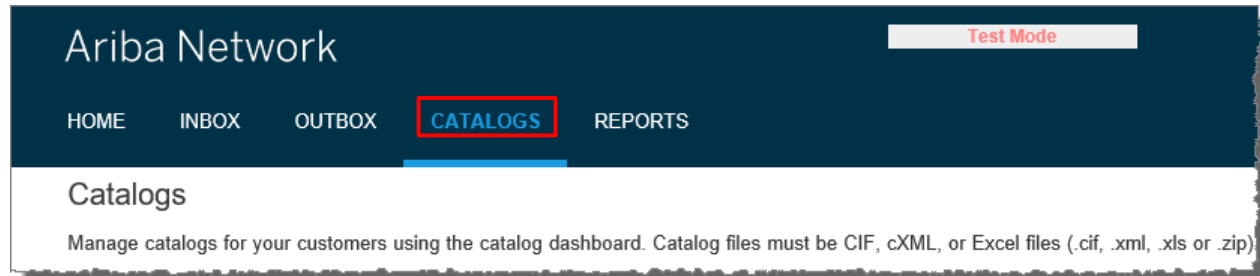
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”.

Uploading and Publishing New Catalogs

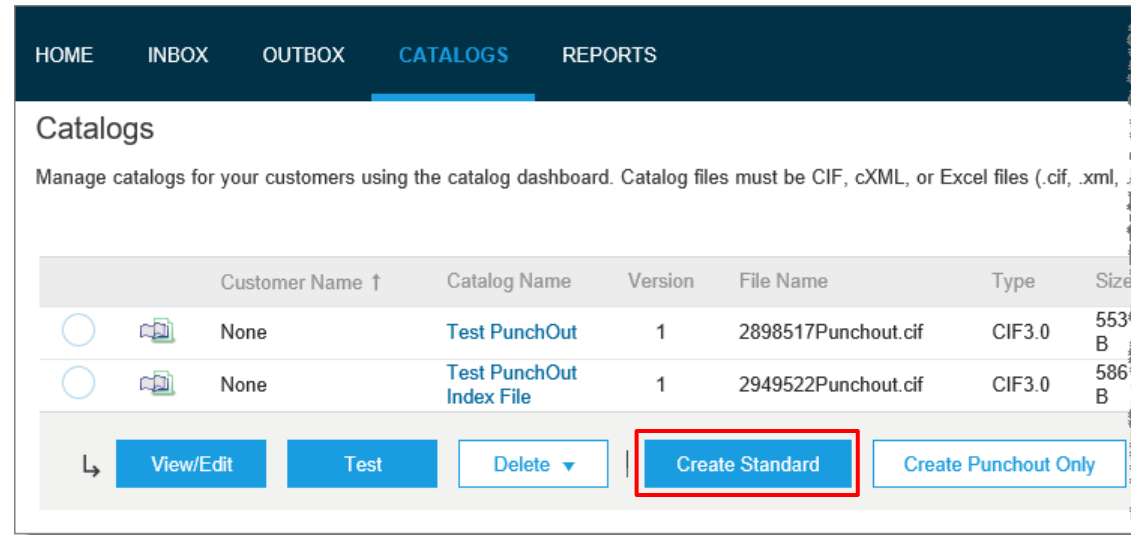
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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 process:
 - ① **Details**—General information about the Catalog
 - ② **Subscriptions**—Who you are publishing the Catalog to
 - ③ **Content**—Uploading the actual Catalog file

- Click “Next”.

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 Manager

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

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. Ask for the format to use (no special characters are allowed, you can use a dash (-) or underscore(_)): **Typically Your Company Name_Country_L1_customer name**
- **Example- ACME_US_L1_Customer**

- **Description:** (Optional) Brief description of the content of your Catalog- **Do not Populate**
- **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 Populate**
- 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: *

Created By: Catalog Manager
Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00
Description:

Commodities: ①

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 [More](#)

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"/>	GSO Sandbox - P2O - TEST	View	Pending Validation
<input type="checkbox"/>	Supplier Name	View	Pending Validation
<input type="checkbox"/>	Supplier Name	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.

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 [More](#)

UPLOAD YOUR CATALOG FILE

Browse...

! 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 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 Ariba 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, [More](#)

		Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
		None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
		Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
		Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
		Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

Uploading and Publishing New Catalogs

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

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, [More](#)

		Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/>		None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
<input type="radio"/>		Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
<input type="radio"/>		Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>		Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

Uploading and Publishing New Catalogs

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

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (which is selected), and '4 Subscriptions'. The main area has a 'Previous' button in the top right. Below the button, a message states: '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.' Below this is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors'. This section contains a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists three errors, all related to duplicate 'supplierpartid' values.

Description ↑	Field	Line Number in Your Catalog File
The item on line 12 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		12
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14
The item on line 11 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		11

- In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14.
- To correct any issues, go back to the original Excel Catalog file and 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.

Uploading the PunchOut Index File

- Select Customer to publish the catalog

Create a New Catalog [Previous] [Next] [Exit]

1 Details
2 Subscriptions
3 Content

Add customers and set the catalog visibility for customers.

You can receive catalog errors 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 and Customer Groups

<input type="checkbox"/> Customers and Groups	Type	Number in Group	Validation Status for Version 1
<input type="checkbox"/> Demo Buyer	Customer		To Validate
<input type="checkbox"/> rash_devbuy_01	Customer		To Validate
<input type="checkbox"/> abuyer1_9@ariba.com C1-9	Customer		To Validate
<input type="checkbox"/> Tracker Buyer	Customer		To Validate
<input type="checkbox"/> devbx11	Customer		To Validate
<input type="checkbox"/> devbx12	Customer		To Validate
<input type="checkbox"/> BX Group	Group	3	To Validate

[Previous] [Next] [Exit]

- Browse for the catalog and select “Validate and Publish”

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, click [Help](#) at the top of the page.

Upload Your Catalog File

[Browse]

1 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]

Manage content for your catalogs. Download and edit these catalog files.

Template File
[CIF 3.0 Catalog Excel Template](#)

CIF and cXML Example Files
[CIF 2.1.1 Catalog Example](#)
[CIF 3.0 Catalog Example](#)
[CIF 3.0 Services Example](#)
[cXML Example](#)

Notes:

1. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. The maximum size of catalogs in Excel format, either compressed with a zip utility or uncompressed, is 1MB.
2. Use a zip utility to compress any catalog file in CIF or cXML format larger than 10MB before uploading it. Zipped files must have a .ZIP file extension. To download a free trial version of WinZip, go to <http://www.winzip.com>.
3. To estimate how long it will take to upload your file, go to [Calculator Website](#) and enter the file size and the speed of your internet connection.
4. Some browsers have limitations that cause the Upload button to freeze. In this case, try using a shorter description in step 1 and specifying fewer commodities in step 2.
5. For Japanese catalogs, Shift_JIS encoding does not include some extended Japanese characters. To make the greatest number of types of characters available, use UTF-8 or MS932 encoding.

[Previous] [Exit]

Customer Activity

- Once Catalog has been come into customer realm it is verified for Name, Description, Image and approved if it meets the expectations.
- Once this is done they will be able to test connectivity to the PunchOut
- Once they select buy from Supplier- the PunchOut process starts.

PunchOutSetupRequest cXML

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.013/cXML.dtd">
<cXML payloadID="1169843956483.736253027@mdsuawoox" timestamp="2007-01-26T15:39:16-05:00" xml:lang="en">
  <Header>
    <!-- class: ariba.encoder.xml.AXComponent -->

    <From>
      <Credential domain="NetworkId">
        <Identity>AN01000658809-T</Identity>
      </Credential>

    </From>
    <To>
      <Credential domain="buyersystemid">
        <Identity>nat1013</Identity>
      </Credential>
      <Credential domain="networkid">
        <Identity>an01000622030-t</Identity>
      </Credential>

    </To>
    <Sender>
      <Credential domain="NetworkId">
        <Identity>AN01000658809-T</Identity>
        <SharedSecret>firstam123</SharedSecret>
      </Credential>
      <UserAgent>Buyer-0.2</UserAgent>
    </Sender>
    </Header>
    <Request>
      <PunchOutSetupRequest operation="create">
        <BuyerCookie>9VLRNJSN8C2</BuyerCookie>
        <Extrinsic name="UserEmail">devnull@devmail.ariba.com</Extrinsic>
        <Extrinsic name="PartitionNumber">3</Extrinsic>
        <Extrinsic name="UniqueName">aribasystem</Extrinsic>
        <BrowserFormPost>

        <URL>https://firstamericandev.aribaasp.com/Buyer/punchout?client=HTML.F6kzvTRg2trkKchbvwY6q292QgcnsL58fgwxwpXC1xh0z7
        S</URL>

        </BrowserFormPost>
        <SupplierSetup>
          <URL>https://www.grandflow.com/catalog_fat_ariba/process/pro_punch_request.asp</URL>
        </SupplierSetup>
        <ShipTo>
          <Address addressID="W00062">
            <Name xml:lang="en">W00062</Name>
            <PostalAddress>
              <DeliverTo>Ariba System</DeliverTo>
              <Street>First Advantage Corp. Attn: Receiving 12395 First American Way</Street>
              <City>Poway</City>
              <State>CA</State>
              <PostalCode>92064</PostalCode>
              <Country isoCountryCode="US">United States</Country>
            </PostalAddress>
          </Address>
        </ShipTo>
        <SelectedItem>
          <ItemID>
            <SupplierPartID>AAA</SupplierPartID>
            <SupplierPartAuxiliaryID></SupplierPartAuxiliaryID>
          </ItemID>
        </SelectedItem>
      </PunchOutSetupRequest>
    </Request>
  </cXML>
```

PunchOutSetupRequest cXML document is sent from the Customer's application to the suppliers cXML website via the Ariba Network and Credentials are authenticated

Ariba Authentication

The Ariba Network:

- Verifies the Buyer's ID (from the Shared Secret) with the Buyer's ecommerce account
- Identifies the requested supplier (To)
- Looks up the Supplier's Shared Secret from the Supplier's account and inserts I into the Sender element
- Finds the URL of the Supplier's PunchOut website in the Supplier's account and send the PunchOutSetupRequest
- Sends the cXML document to the Supplier's website where it is received and authenticated

PunchOutSetupResponse

- The Supplier's cXML website/application will process the PunchOutSetupRequest and return a PunchOutSeupResponse with contains the URL for the shopping website called the StartPage URL back to the Buyer application (via the Ariba Network) and redirects the Buyer User to the StartPage URL

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE cXML SYSTEM "http://xml.cXML.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML payloadID="456789@xml.bce.ca"
  xml:lang="en-US" timestamp="2000-03-12T18:40:15-08:00">
  <Response>
    <Status code="200" text="OK"/>
    <ProviderSetupResponse>
      <StartPage>
        <URL>http://xml.bce.ca/config?23423SDFSDF23</URL>
      </StartPage>
    </ProviderSetupResponse>
  </Response>
</cXML>
```

PunchOut Shopping Cart

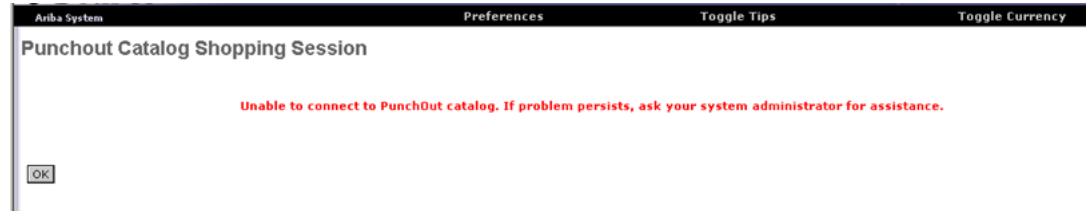
- The Customer User will complete their shopping on the Supplier's PunchOut website and when complete click on "Check Out" button
- PunchOutOrderMessage cXML document is sent back to the Customer application with the details of the shopping cart (item, qty, price, UNSPSC, Unit of Measure, etc) – see next slide
- Returned information from PunchOutOrderMessage is populated into a requisition that the User will submit
- After required approvals on the Customer side, the requisition generates a Purchase Order which is transmitted to the Supplier via the Ariba Network

PunchOutOrderMessage

```
<?xml version="1.0" encoding="UTF-8"?><!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.1.010/cXML_payloadID="642662037037037327889@PNYMCART04" timestamp="2007-05-08T15:25:26-05:00">
<Header>
  <From>
    <Credential domain="BarnesandNoble.com">
      <Identity>info@barnesandnoble.com</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="NetworkID">
      <Identity>AN01000005532</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="BarnesandNoble.com">
      <Identity>info@barnesandnoble.com</Identity>
      <SharedSecret>--DELETED--</SharedSecret>
    </Credential>
    <UserAgent>IIS cXML v1.1</UserAgent>
  </Sender>
</Header>
<Message>
  <PunchoutOrderMessage>
    <BuyerCookie>YF83I2YY5V4T</BuyerCookie>
    <PunchoutOrderMessageHeader operationAllowed="edit">
      <Total>
        <Money currency="USD">52.24</Money>
      </Total>
      <Shipping>
        <Money currency="USD">0</Money>
        <Description xml:lang="en">Standard Ground</Description>
      </Shipping>
      <Tax>
        <Money currency="USD">0</Money>
        <Description xml:lang="en">Sales Tax</Description>
      </Tax>
    </PunchoutOrderMessageHeader>
    <ItemIn quantity="1"><ItemID>
      <SupplierPartID>9780201634662</SupplierPartID>
      <SupplierPartAuxiliaryID>BK</SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
        <Money currency="USD">52.24</Money>
      </UnitPrice>
      <Description xml:lang="en">Firewalls and Internet Security: Repelling the wily Hacker</Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="UNSPSC">55101509</Classification>
      <ManufacturerPartID>by William R. Cheswick, Steven M. Bellovin, Aviel D. Rubin</ManufacturerPartID>
      <ManufacturerName>Addison-Wesley</ManufacturerName>
    </ItemDetail>
  </ItemIn>
</PunchoutOrderMessage>
</Message>
</cXML>
```

Common PunchOut Errors

- Supplier site may be down
 - Contact the Supplier and confirm the system is available and expecting the Customer credentials



- Invalid To Credentials during PunchOut
 - Confirm the <To> section of the PunchOutSetupRequest for the credentials used – DUNS # or Ariba Network ID may be invalid or missing
- Cannot send cXML request from a Test Buyer account to a Production Supplier account or vice versa
 - Supplier data configured in the test instance must contain the test version of the id's (-t)

Common PunchOut Errors

- Common response when returning shopping cart back to Ariba – usually indicates a mismatch in the PunchOutOrderMessage <BuyerCookie> field from the one that was sent in the PunchOutSetupRequest



PunchOutSetuprequest

```
<Request>
  <PunchOutSetupRequest operation="create">
    <BuyerCookie>GCF96LQLA0GK</BuyerCookie>
    <Extrinsic
name="UserEmail">devnull@devmail.ariba.com</Extrinsic>
    <Extrinsic name="UniqueName">aribasystem</Extrinsic>
    <Extrinsic name="CostCenter">4210</Extrinsic>
    <BrowserFormPost>
```

PunchOutOrderMessage

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>GCF96LQLA0GK</BuyerCookie>
    <PunchOutOrderMessageHeader
operationAllowed="edit">
    <Total>
    <Money currency="USD">32.68</Money>
```

Thank you.