Steps for Creating and
Publishing **PunchOut® Catalogs for** JR Simplot

Agenda

Setting up your Ariba Network Account for PunchOut

- PunchOut URL and Authentication

Templates and Catalog File Creation

- Level 1 and Level 2 Catalog Files

Appendix

- Creating a CIF from an Excel File

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Setting up an Ariba Network Account **for PunchOut**

Setting up an AN account for PunchOut

- Login to your **Ariba Supplier Account** (supplier.ariba.com).
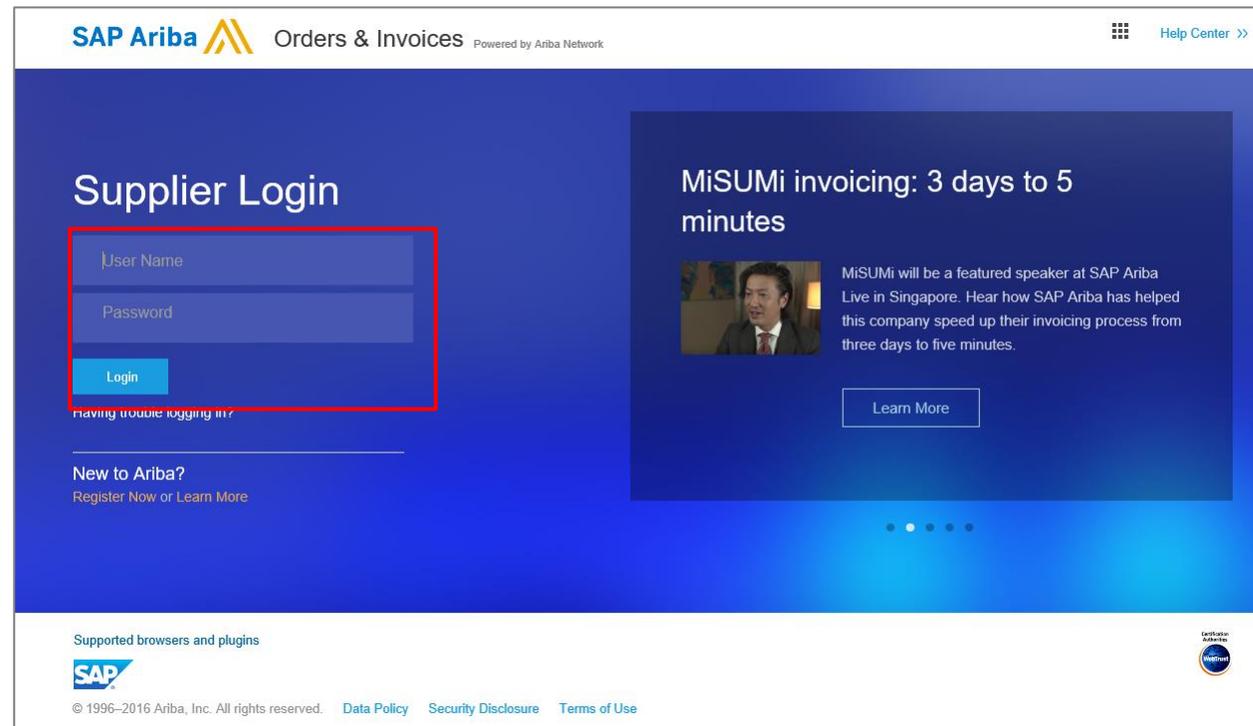
Setting up Ariba Network account for PunchOut

- Switch to your Test Account
  - Your Network Account needs to be set up in both your Test and Production environments.
  - Find your 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.
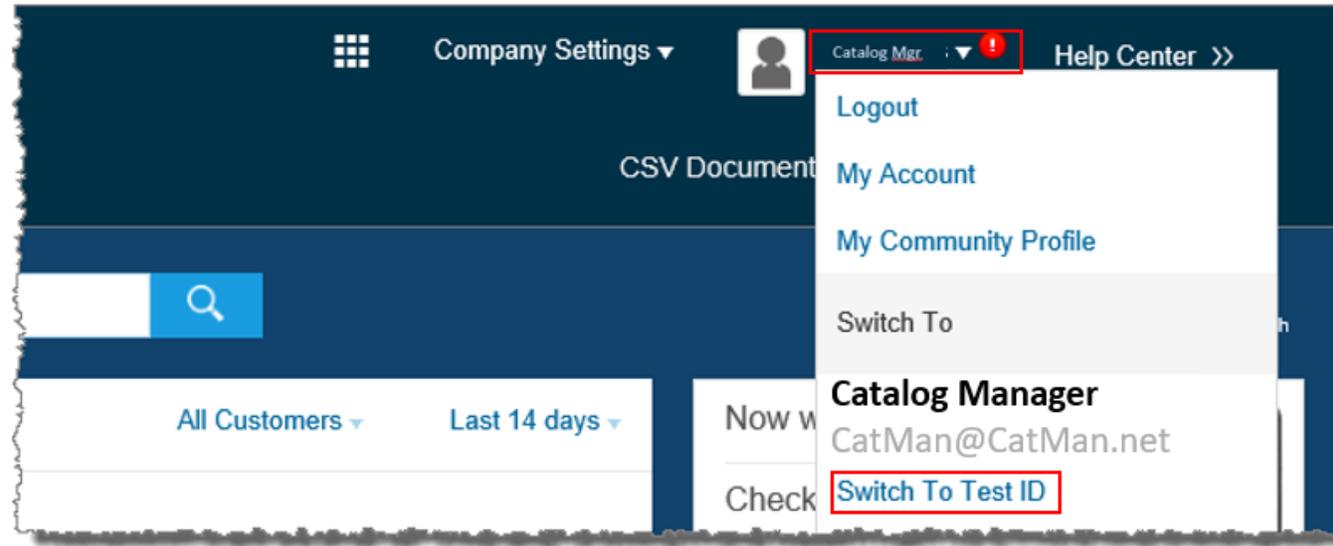
  - You will get a warning. **"You are about to switch to Test Mode."** Click "OK".

Setting up an AN account for PunchOut

- Go to **Company Settings**, and click the pulldown menu.

- Scroll down to click on **Electronic Order Routing.**

- Please note the next three steps need to be done in your Test and Production environments.

Ariba Network

HOME   INBOX   OUTBOX   CATALOGS   REPORTS

Company Settings

Supplier Name
ANID: AN99999999999
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing
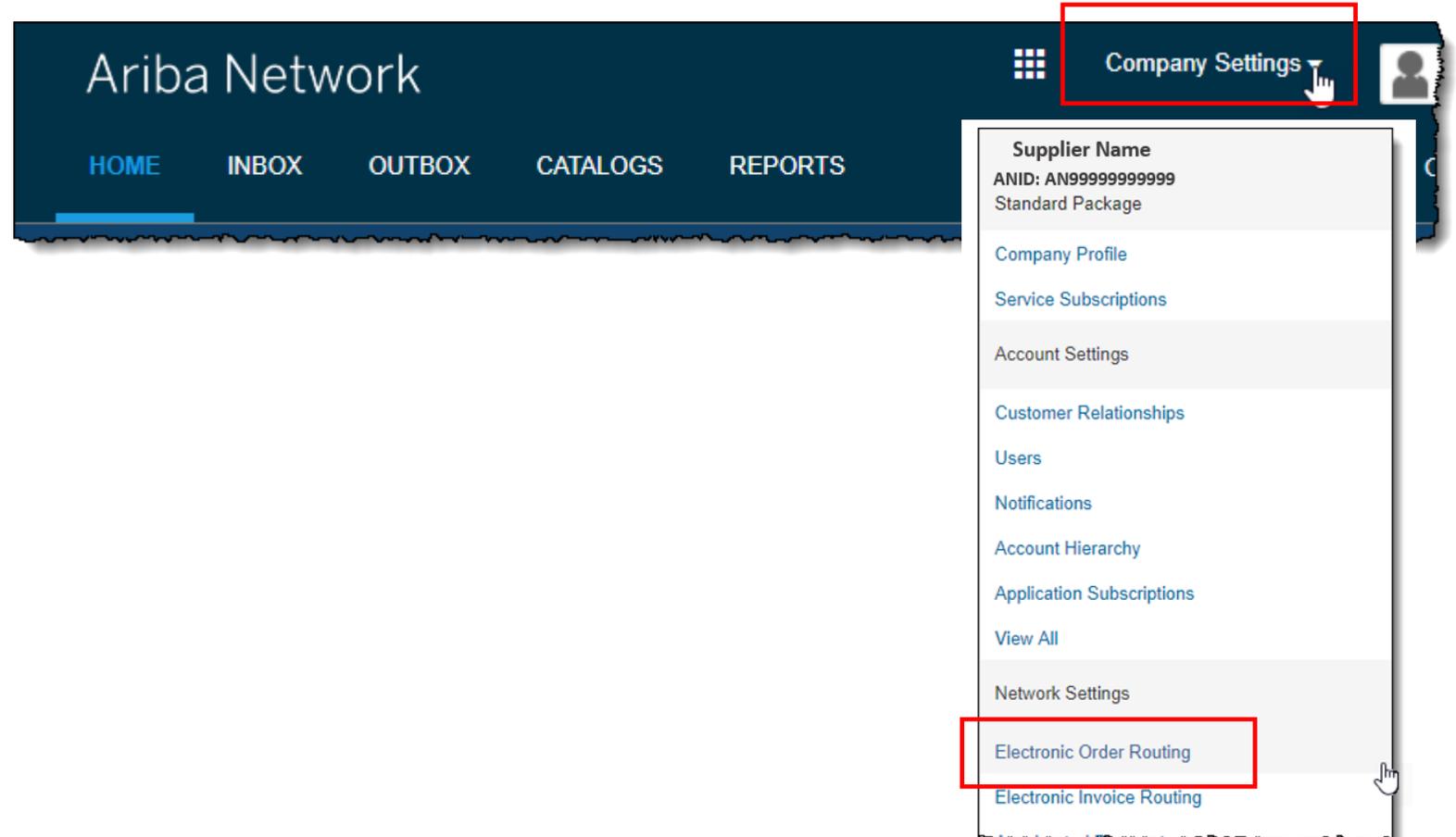
Setting up an AN account for PunchOut

- Under **Electronic Order Routing,** click on **Configure cXML (native) integration.**
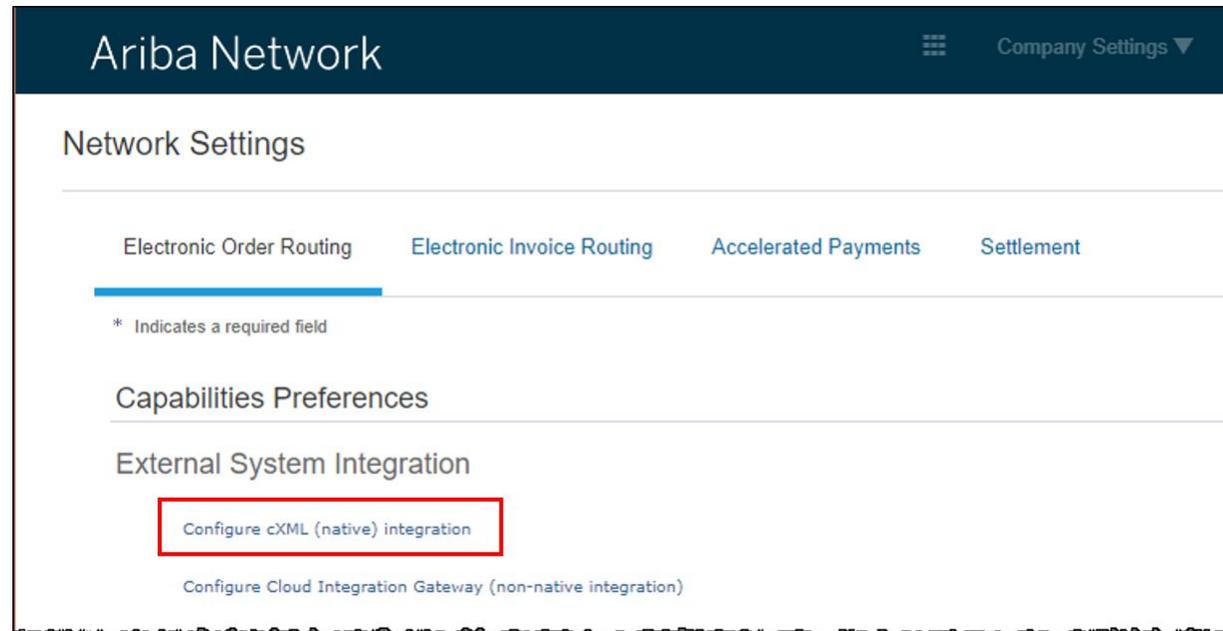
Setting up Ariba Network account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

- First, an **Authentication Method. The** Preferred method is **Shared Secret.** Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers.

- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts.
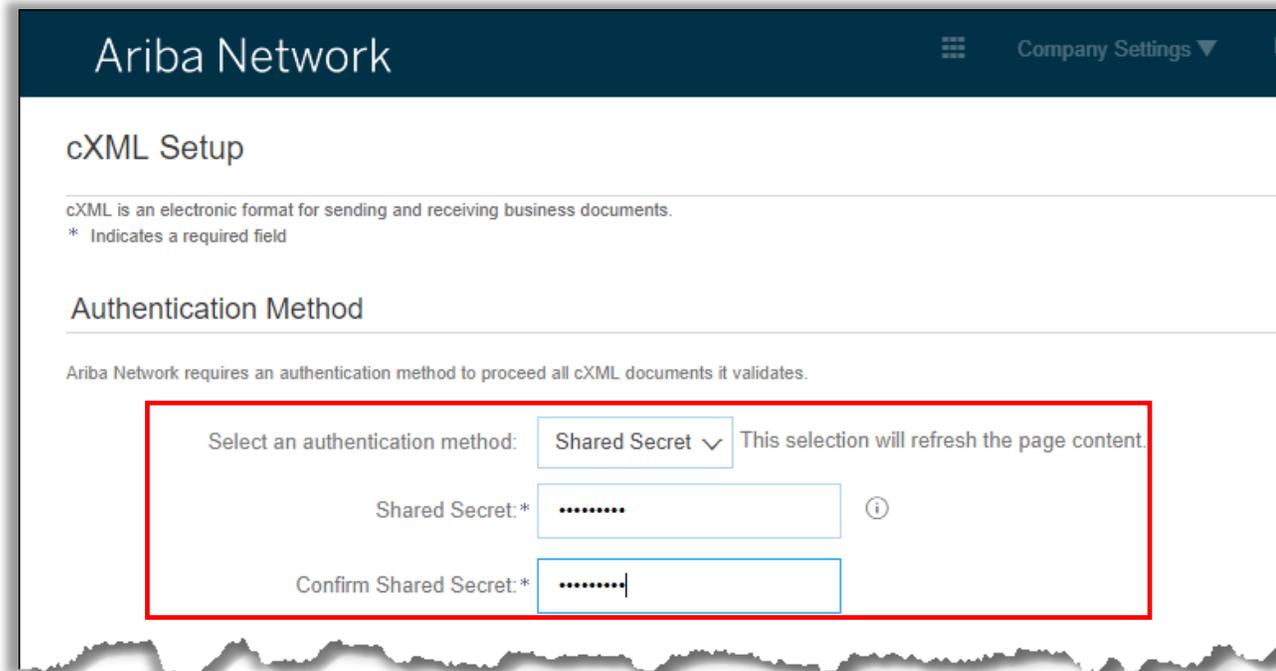
Ariba Network ⠿ Company Settings ▼

cXML Setup

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network requires an authentication method to proceed all cXML documents it validates.

Select an authentication method: Shared Secret ⌄ This selection will refresh the page content.

Shared Secret: * •••••••• ⓘ

Confirm Shared Secret: * ••••••••

Setting up Ariba Network account for PunchOut

- Second, your company's complete **PunchOut Request URL.** This is location where PunchOut requests will be sent. This field is checked, and its value used each time a Buyer punches out to your site.
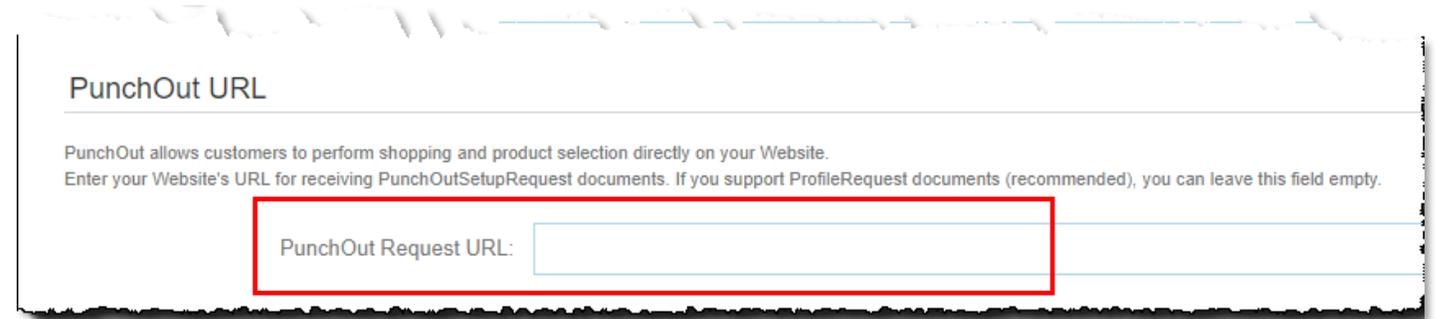
PunchOut URL

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 leave this field empty.

PunchOut Request URL: [   ]

Templates and
Catalog File Creation

PunchOut Templates

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

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

Here is a sample **L1 PunchOut Template** in Excel format.

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 JR Simplot.

Creating a L1 PunchOut Catalog

Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store.

- Using Remote Images is preferred.
  - Be sure the URL in the Template is *complete* (including http://). *Example:* http://server/directory/imagefilename.jpg
  - Point to the image itself—not a program that serves up images.

- If you use Local Images,
  - Be sure the filename in the Template is *exact*—including upper and lower case *Example:* FileName.jpg -or- lowercasename.jpg.
  - Load images in a zip file format with the Customer Name and Supplier Name on the AN.

Ariba Network – File Size Limits

- CIF Format : When using the catalog wizard, the catalog file can't exceed 95 MB or 400,000 lines.

- Excel Format : The maximum size of zipped Excel file that you can upload is 1 MB (uncompressed). If your Excel files exceed these size, you can convert them to CIF manually and upload the CIF files. Ariba 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.

Uploading and Publishing
PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

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

Uploading and Publishing PunchOut Catalogs

- Switch to your Test Account

  - Your Catalog should be loaded and tested in your Test Account. (*Note:* If you are instructed to load a Catalog to a Production account, just skip this step.)

  - Find your 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".

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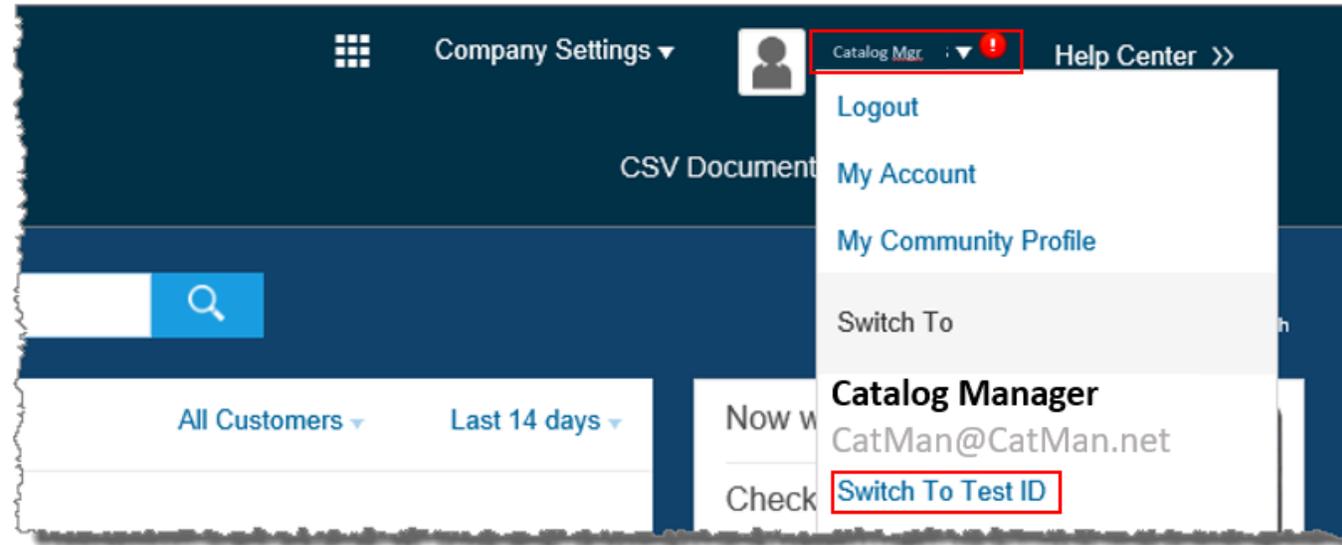
Uploading and Publishing PunchOut Catalogs

▪ 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 PunchOut Catalogs

▪ Navigate to the Catalogs Tab
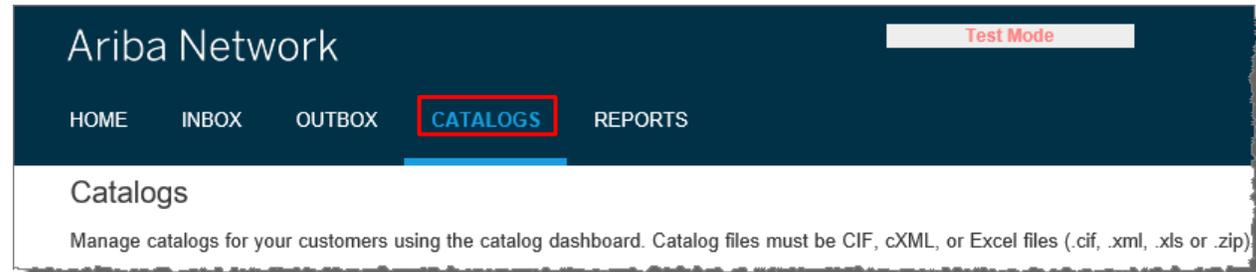
▪ On the Catalogs screen, click the "Create Standard" button. Even though you are loading a PunchOut Catalog, use the "Create Standard" button.

INTERNAL   41
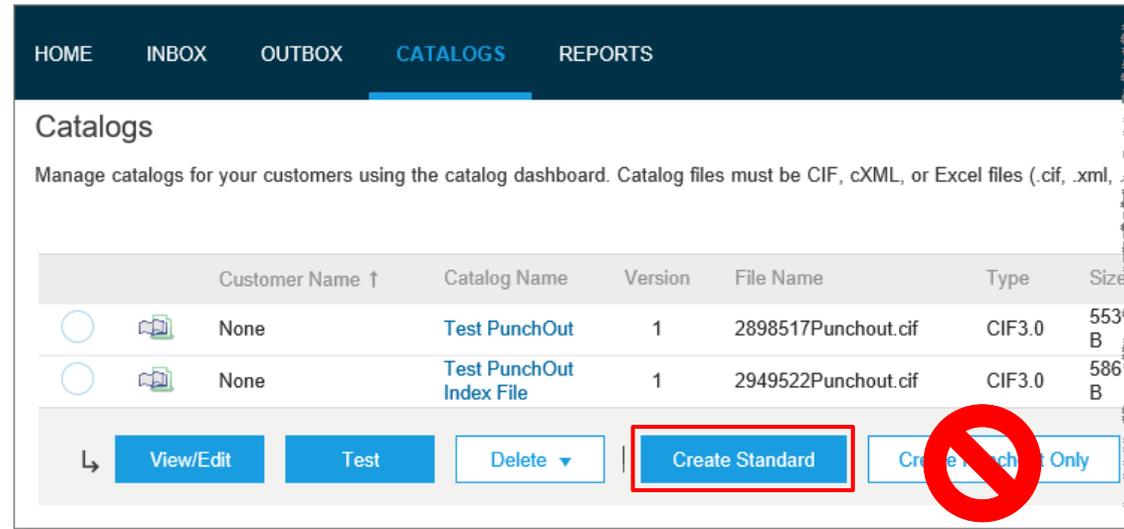
Uploading and Publishing PunchOut Catalogs

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

- Click "Next".

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Uploading and Publishing PunchOut Catalogs

① Details

- **Catalog Name:** This becomes the "Subscription Name" for this Catalog that **will not change.** The format for this Name is set by JR Simplot. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
  – **Supplier Name_Region_Catalog Type → Acme_US_L1**

- **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".

Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network.

- Set the Visibility to "Private". You can select a single customer.

- To select JR Simplot 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 up-loading a Catalog to them.

- When you complete this screen, click "Next".

Uploading and Publishing PunchOut 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

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).To download the   *More*

1 Details

2 Subscriptions

3 Content

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 PunchOut Catalogs

- Network Catalog Validation
  - After the Network completes validation, it changes the Catalog status from "Validating" to one of the following statuses:
    - **Validated, Published or Pending Buyer Validation—**your Catalog is error-free.
    - **Errors Found by 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 PunchOut Catalogs

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

Uploading and Publishing PunchOut Catalogs

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

- 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 PunchOut Catalogs

- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **"Published", "Validated by Customer" or "Pending Buyer Validation"**—*note that these are **all** valid statuses.*
  - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you.
  - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail.
    - Corrections should be made to the original Excel file. Then the corrected Catalog file needs to be uploaded to the Network.
    - Each Catalog must pass both the Network validation and the Customer audit before it can be loaded into the Customer's buying application and be available for their Users.

INTERNAL

Appendix

Appendix - Creating a CIF from an Excel File

- Open your Excel Catalog file

Appendix - Creating a CIF from an Excel File

▪ Save it as a ".csv" file. To see the choices, click on the drop down menu.
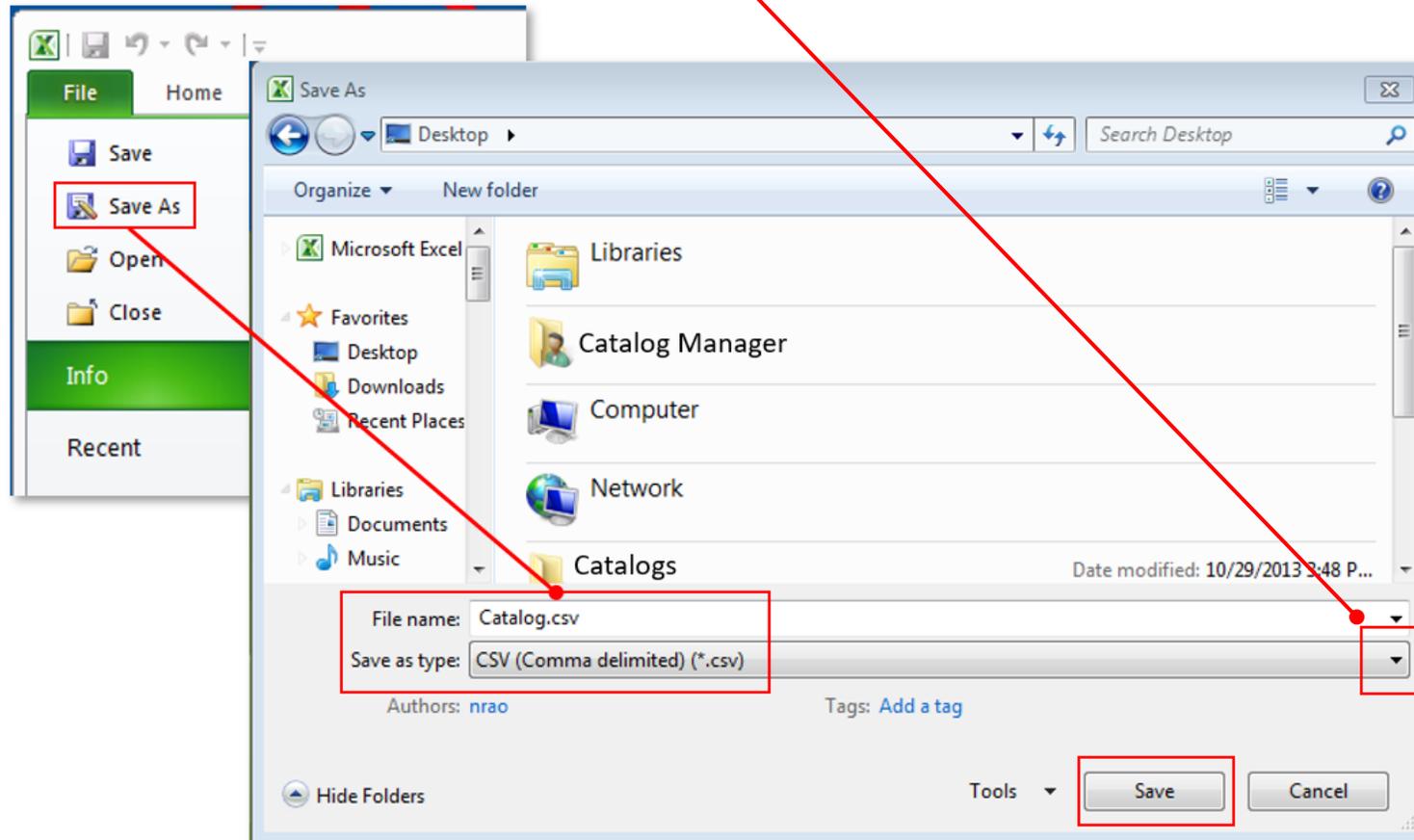
Appendix - Creating a CIF from an Excel File

- You will get a system warning about saving it as a .csv. Click "Yes" to continue.
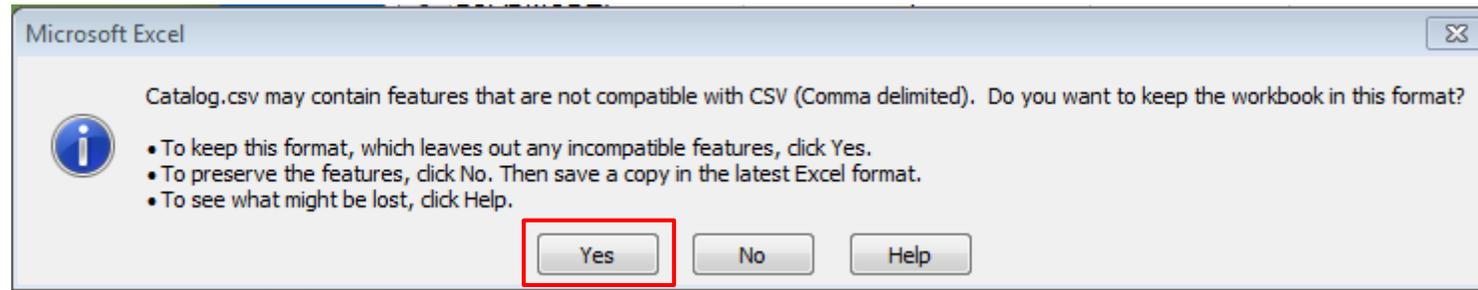
- Rename your saved file, by changing the extension to ".cif".

- The system will warn you about changing the extension. Click "Yes" to continue.
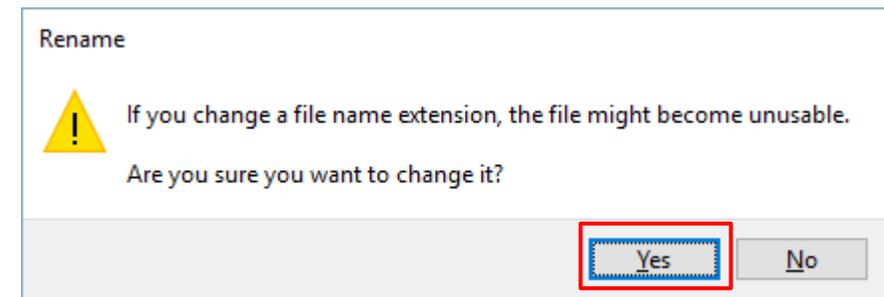
Appendix - Creating a CIF from an Excel File

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

Appendix - Creating a CIF from an Excel File

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

Appendix - Creating a CIF from an Excel File

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

- Be careful if you use the "Replace" function—you don't want to replace any of the commas in the actual Catalog data.
- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded.

Thank you.

Contact information:

AskAribaCatalog@sap.com