

# Santa Clara County



An SAP Company



# CIF Catalog Training Guide



Santa Clara County

Please call into Conf Bridge at 1-866-312-7353, passcode: 818 442 1756

*Sign in with your email address in the chat box – the presentation and cif template will be sent out to those who provide their email information*



ARIBA®

An SAP Company

# Welcome to SCC's Catalog Summit for Suppliers

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- Ariba Project Overview
  
- Catalog Overview
  - Only contracted Suppliers are being allowed to provide catalogs
  - One Contract = One Catalog
  - One Catalog = One catalog interchange format (.cif) file
  
- Catalog Content
  - Must be based on your contract with SCC (products/services & pricing/rates)
  - Will help SCC users find and order your product or service
  - Will contain the information you want captured on our PO & Invoice
  - Provide product images to enhance the SCC buying experience

# Session Agenda

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- Welcome – Santa Clara County
- Roles/Responsibilities
- Timeline
- Creating the CIF
  - Using the CIF template
  - Required Fields
- Uploading the Catalog to the Ariba Network
  - Catalog Upload/Publish Process
  - Updating Catalog Subscriptions
  - Catalog Validation and Errors
  - Network Notifications
- Reference Materials and Support Information
- Closing Comments – Santa Clara County
- Questions

# Roles and Responsibilities

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Suppliers are responsible for:

- Catalog scope and validation
  - Owns and maintains the Catalog content
- Catalog Development
  - Ariba will provide support for creation of CIF catalogs
  - It is assumed suppliers have some computer and Excel proficiency
- Catalog updates

# Roles and Responsibilities

## **SCC will work with suppliers to determine catalog content/pricing.**

- *Note: If product/pricing has not already been agreed upon, suppliers and SCC should have this discussion as soon as possible. Product/Pricing decisions should be complete before Testing but must be concluded before a catalog can be migrated to Production.*





# Timeline

# Project Timeline

Task	Due Date	Description
1. <b>Ariba Network Account Creation or accept relationship if already on the network</b>	In Progress	<b>Your company will receive a welcome letter with instructions on how to access your account on the Ariba Network (AN).</b>
2. <b>Attend Supplier Catalog Education Summit</b>	5/20, 5/21, or 5/22	<b>The Ariba catalog team will host group training sessions via Webex or phone to review the specific tasks required to create your CIF catalog. The dates, times, and web address to participate in the sessions will be provided in a separate communication.</b>
3. <b>Supplier Builds Test Catalog</b>	5/20 – 6/12	<b>All supplier content to be created using the “CIF” Excel template which will be sent to each Supplier after the Summit. This template is specific to SCC.</b>



# Project Timeline

Task	Due Date	Description
4. <b>Supplier Publishes Test Catalog</b>	5/20 – 7/15	Supplier publishes the CIF catalog via their Test account on the Ariba Network (AN) as Private for SCC. All supplier content will be reviewed during this time. Any corrections will be requested from the supplier if necessary.
5. <b>Testing</b>	Late Spring/Early Summer	SCC will be sending test purchase orders to your company and will ask you to confirm receipt of the purchase orders. In addition, we will be requesting that you send a test invoice back to SCC using your Ariba Network Test account.
6. <b>Supplier Publishes Production Catalog</b>	7/15 – 8/31	Supplier publishes the CIF catalog via their Production account on the Ariba Network (AN), Private for SCC . All supplier content will be reviewed during this time. Any corrections will be requested from the supplier if necessary.
7. <b>Planned Go-Live</b>	Early Fall 2015	Your CIF catalog will be loaded into SCC Production eProcurement system. NOTE: Your company will be notified of the official go-live date when into SCC will start sending “Live” purchase orders using the Ariba Network. At that time, it is expected that your company will accept all purchase orders from your supplier account on the Ariba Network.

# Creating the CIF

# Using the CIF Template

CIF – Catalog Interchange Format

This section is intended to walk you through the process of creating, making additions, updates, or deletions to your online catalog.

The template is in Microsoft Excel format as shown below and can be accessed from the supplier education portal

	A	B	C	D	E	F	
1	CIF_I_V3.0						
2	LOADMODE:F						
3	CODEFORMAT: UNSPSC						
4	SUPPLIERID_DOMAIN: networkid						
5	CURRENCY:USD						
6	ITEMCOUNT: 5						
7	UNUOM: TRUE						
8	TIMESTAMP:						
9	COMMENTS:						
10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit
11	DATA						
12	AN010000001234-T	2772882	TTSIBM412CID	Phone - 4-Line System, with Headset and Caller ID	34101004.1	45.24	EA
13	AN010000001234-T	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509.4	19.99	EA
14	AN010000001234-T	2772276		Pens, Blue Ballpoint, Disposable	44121710.2	5.45	DZ
15	AN010000001234-T	2772981		Manilla Folders, Tabbed 3 Position	44122011.6	19.99	GR
16	AN010000001234-T	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615.1	4.95	EA
17	ENDOFDATA						
18							

# Using the CIF template

1

- The fields of the template are color coded as follows:
  - Gray Fields** - Not used by suppliers unless specified.
  - Purple Fields** - Required entries
  - Green Fields** - Optional entries
- Each field in the Template contains “tool tip” help - if you hover your mouse pointer over the field, a note will pop-up with information about that field.

that hold.

	A	B	C	D	
Header	1	CIF_I_V3.0			
	2	CHARSET:	UTF-8		
	3	LOADMODE:	F		
	4	CODEFORMAT:	UNSPSC_V13.5		
	5	CURRENCY:	USD		
	6	SUPPLIERID_DOMAIN:	NetworkID		
	7	ITEMCOUNT:	5		
	8	TIMESTAMP:	5/15/2005		
	9	UNUOM:	TRUE		
	10	COMMENTS:	Any comments can go here.		
Data		FIELDNAMES: Supplier			
	11	ID	Supplier Part ID	Manufacturer Part ID	Item Description
	12	DATA			
	13	AN09067477712	2772882	TTSIBM412CID	Blue Ballpoint Pen Disposable (10 Pieces)
	14	AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book
	15	AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable
	16	AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position
	17	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black

Header

Data

# Using the CIF template

2

- Enter the data in the correct fields:
- Please ensure inputted data does not exceed field size.
- Field size is indicated in the tool-tip for each field in the header row

3

Review header section of file and make note that the only fields that will need modifying are:

## **ITEMCOUNT - Required**

*Represents the total number of line items being loaded*

## **TIMESTAMP - Required**

*Used to reflect date & time of file preparation*

## **COMMENTS – Optional**

*Field is available to put any text description of file or other comments*

	A	B	C
1	CIF_I_V3.0		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC_V13.5	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	5/15/2005	
9	UNUOM:	TRUE	
10	COMMENTS:	Any comments can go here.	
	FIELDNAMES: Supplier	Manufacturer	
11	ID	Supplier Part ID	Part ID



# Using the CIF template

4

## ■ DATA / ENDOFDATA

### ■ DATA

- First line before product lines begin (line 12)

### ■ ENDOFDATA

- Last line of template
- Must always appear after last product line

11	FIELDNAMES: Supplier	
	ID	Supplier Part ID
12	DATA	
13	AN09067477712	2772882
14	AN09067477712	2772967
15	AN09067477712	2772276
16	AN09067477712	2772981
17	AN09067477712	2772985
18	ENDOFDATA	

# Populate Template

## 5 Supplier ID

**Description:** Enter your Ariba Network ID

**Data Type:** String

**Maximum Length:** 255

**Required:** Yes

*Note: SUPPLIERID\_DOMAIN field in the header section must be set to "networkid" when using the Supplier ANID.*

1. For test files, please add **-T** to the Supplier ID.  
Example: AN1000004323-T

2. To find your **ANID**, Log into the Ariba Network website, <http://supplier.ariba.com>, using your Username and Password.

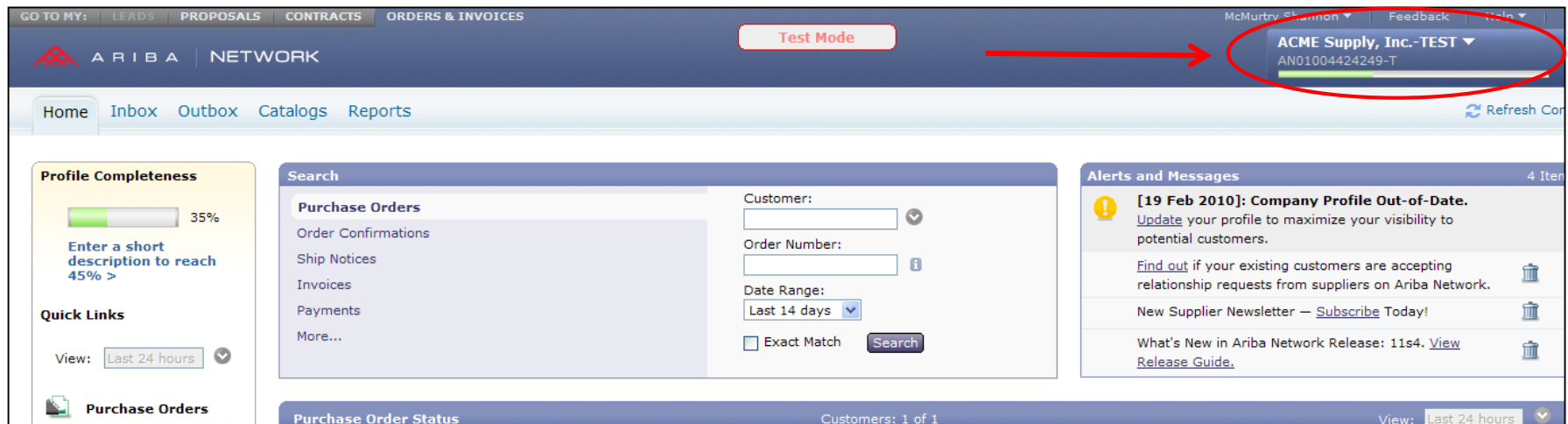
**Note:** If you have an Ariba Network account but do not know your Username/password, contact Ariba Support.

	A	B
1	CIF_I_V3.0	
2	CHARSET:	UTF-8
3	LOADMODE:	F
4	CODEFORMAT:	UNSPSC_V13.5
5	CURRENCY:	USD
6	SUPPLIERID_DOMAIN:	NetworkID
7	ITEMCOUNT:	5
8	TIMESTAMP:	5/15/2005
9	UNUOM:	TRUE
10	COMMENTS:	Any comments can go here.
	FIELDNAMES: Supplier	
11	ID	Supplier Part ID
12	DATA	
13	AN09067477712	2772882
14	AN09067477712	2772967
15	AN09067477712	2772276
16	AN09067477712	2772981
17	AN09067477712	2772985
18	ENDOFDATA	

# Locating your Ariba Network ID

You will need to know your Ariba Network ID in order to create your catalog file. To find your ANID, Log into your Ariba Network account - [supplier.ariba.com](http://supplier.ariba.com) - using your Username and Password.

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



The screenshot displays the Ariba Network interface. At the top, a navigation bar includes tabs for 'GO TO MY: LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. Below this, the 'ARIBA | NETWORK' logo is visible. A red arrow points from the 'Test Mode' button to the user profile dropdown menu in the top right corner. The dropdown menu shows the company name 'ACME Supply, Inc.-TEST' and the Ariba Network ID 'AN01004424249-T' below it. The main content area is divided into three sections: 'Profile Completeness' (showing a 35% progress bar), 'Search' (with filters for Purchase Orders, Ship Notices, Invoices, and Payments), and 'Alerts and Messages' (listing various notifications and links).

# Populate Template

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## Supplier Part ID

**Description:** Supplier's part number.

*\*It is necessary to assign unique codes to each item in the file. Never use characters ?, {, or }, in Supplier Part IDs, as they cause validation errors.*

**Data Type:** String

**Maximum length:** 255

**Required:** Yes

**Example:** 315-515

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## Manufacturer Part ID

**Description:** Manufacturer's Part number – if not available use Supplier Part ID

**Data Type:** String

**Maximum length:** 255

**Required:** Yes, *okay to use Supplier Part ID*

**Example:** FLDR-111

Supplier Part ID	Manufacturer Part ID
2772882	TTSIBM412CID
2772967	IDG076450049X
2772276	IDG076458722
2772981	2772981
2772985	2772985

# Populate Template

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## Item Description

**Description:** Description of the product or service Product name or a short description of the product. Descriptions should be organized in the following manner: proper name (the Noun) and a list of key attributes (characteristics and their values).

**Data Type:** String

**Maximum length:** 2000

**Required:** Yes

**Example:** "Printer, Laser, A4, Epson Stylus 740"

Item Description	SPSC Code
Blue Ballpoint Pen Disposable (10 Pieces)	43191504
Excel 97 for Dummies Quick Reference Book	55101509
Blue Ballpoint Pens, Disposable	44121704
Manilla Folders, Tabbed 3 Position	44122011
Stapler, Swingline 405, Black	44121615

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## SPSC Code

**Description:** *United Nations Standard Products and Services Code* - Items should be assigned a classification code within UNSPSC Code ECCMA

Version 13.5. Please use only Level 3 and Level 4 UNSPSC codes i.e.; 45678900 or 45678923. Find valid codes at:

<http://www.unspsc.org/> or [supplier.ariba.com/Help/Guides](http://supplier.ariba.com/Help/Guides)

**Data Type:** String

**Maximum Length:** 8

**Required:** Yes

**Example:** 34101004



# Populate Template

## 10 Unit Price

**Description:** Customer specific contract price for a product. Cannot include any symbols or commas (\$, ¢, etc.) Must have minimum of two digits to right of decimal place when price includes both dollars & cents (five dollars & 90 cents should be 5.90). When unit price includes dollars only, do not include decimal or zeroes (00) to right of decimal (five dollars should be 5).

**Data Type:** Double Integer

**Maximum Length:** NA

**Required:** Yes

**Example:** 4.32 5 6.90 .99

Unit Price	Unit of Measure
2	BX
2	EA
5.45	DZN
19.99	GRO
4.95	EA

## 11 Unit of Measure

**Description:** Designed to capture marketed units by which an item will be delivered when purchased and to which the unit price refers. Code has to be ISO compliant code. You can find a copy of the ANSI/UN codes at [supplier.ariba.com](http://supplier.ariba.com), click **Help**, Guide Tab.

**Data Type:** String

**Maximum Length:** 32

**Required:** Yes

**Example:** BX

# Populate Template

12

## Lead Time

**Description:** Number of working days estimated from the supplier's receipt of the order to the delivery of the goods or services

**Data Type:** Integer

**Maximum Length:** 40 characters

**Required:** Yes

**Example:** 3

13

## Manufacturer Name

**Description:** The name of the Original Manufacturer or company that provides the item.

**Data Type:** String

**Maximum length:** 255

**Required:** **Yes – if Supplier is Manufacturer, use Supplier Name**

**Example:** Bic

Lead Time	Manufacturer Name
1	Intellidata
1	IDG Books Worldwide
1	Bic
1	Mead
1	Swingline

# Populate Template

14

## Supplier URL

**Description:** The URL for additional information or an image of an item located on a supplier website.

**Data Type:** String

**Maximum length:** 255

**Required:** No

**Example:** <http://www.supply.com/catalog/product18.htm>,

include entire URL. Supplier and Manufacturers URL field cannot be a dynamic address, URL must be static and specific to that item, not just supplier or manufacturer's home page.

Supplier URL

Manufacturer URL

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## Manufacturer URL

**Description:** The URL for specification data (i.e. MSDS Sheet) of an item within a catalog.

**Data Type:** String

**Maximum length:** 255

**Required:** No

**Example:** <http://www.manu.com/catalog/product18.htm>, include entire URL. Supplier and Manufacturers URL field cannot be a dynamic address. URL must be static and specific to that item, not just supplier or manufacturer's home page.

<http://www.idg.com/2772967>

<http://www.idg.com/2772967>

<http://www.idg.com/2772967>

<http://www.idg.com/2772981>

<http://www.idg.com/2772981>

# Populate Template

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## Market Price

**Description:** Retail Market Price of product without discount

Pricing – ***Not used by SCC but must remain in template.***

**Data Type:** String

**Maximum Length:** 255 characters

**Required:** No

17

## Supplier Part Auxiliary ID

**Description:** Optional data entry. This is an optional field for the supplier, to be used only when the Supplier Part Id is not unique.

**Data Type:** String

**Maximum Length:** 255 characters

**Required:** No

**Example:** 123abc

Market Price	Supplier Part Auxiliary ID

# Populate Template

18

## Language

**Description:** Locale field includes the language of the catalog. This must be an ISO compliant code.

**Data Type:** String

**Maximum Length:** 255

**Required:** **Yes** *If language other than en\_US.*

*Defaults to en\_US if not filled in.*

**Example:** en\_US

Language Currency	
en_US	USD
en_US	USD
en_US	USD
en_US	USD
en_US	USD

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## Currency

**Description:** Identifies the type of currency used in the price fields for a given item. This must be an ISO compliant code. Value defaults to what is in the CURRENCY header field if no value is entered in this field.

**Data Type:** String

**Maximum Length:** 32

**Required:** **Yes, should only be USD**

**Example:** USD



# Populate Template

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## Short Name

**Description:** Optional Short description for item. This field defaults to first 40 characters of Item Description if left blank. Use Short Name to provide succinct & meaningful description of item. Use Item Description to provide expanded product details along with Short Name description.

**Data Type:** String

**Maximum Length:** 40 characters

**Required:** Yes

**Example:** Pen, Felt, Black

Short Name	sapmaterialnumber
4-Line Phone	
Excel 97 for Dummies	
Blue Ballpoint Pens	
Manilla Folders	
Standard Stapler	

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## sapmaterialnumber

**Description:** SCC designated material number

**Data Type:** Alphanumeric

**Required:** will be completed by SCC

# Populate Template

UOM (From Column R) (bottle, box, case, each)	Unit of Issue (Optional)	Conversion From Qty (Required if Unit of Issue is used)	Conversion From UOM (Required if Unit of Issue is used)	Conversion To Qty (Required if Unit of Issue is used)
BOX	EA	1	BOX	12

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## Unit of Issue

**Description:** Sub set of Unit of Measure. Enter a value in this field if you want to use an alternative unit of measure differing from the base unit of measure. For example, if the UOM is Box and the box contains 12 items the Unit of Issue is Each. If a unit of issue was entered, the next three fields are mandatory.

**Data Type:** String

**Maximum Length:** 3

**Required:** No

**Example:** 12  = 1 BOX

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## Conversion from Qty

**Description:** Enter the number that corresponds to the number of units of the base unit of measure (UOM).

**Data Type:** Numeric

**Maximum Length:** 5

**Required:** *Yes, if Unit of Issue field used*

**Example:**  EA = 1 BOX

Unit of Issue	Conversion from Qty

# Populate Template

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## Conversion from UOM

**Description:** Unit of measure in which quantities can be entered alternatively to the base unit of measure.

**Data Type:** String

**Maximum Length:** 3

**Required:** Yes, if *Unit of Issue* field used

**Example:** : 12 EA = 1 BOX

Conversion from  
UOM

Conversion to Qty

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## Conversion to Qty

**Description:** Enter the number of units of the alternative unit of measure that corresponds to the number of units of the base unit of measure.

**Data Type:** Numeric

**Maximum Length:** 5

**Required:** Yes, if *Unit of Issue* field used

**Example:** 12 EA = 1 BOX

# Populate Template

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## Image

**Description:** Use this field to provide URL of item image.

**Supported Image types:** GIF, JPG, JPEG, PNG, TIF, TIFF.

**Recommended Image size:** 300x300 pixel.

For more information, go to [supplier.ariba.com/Help](http://supplier.ariba.com/Help), Ariba Catalog Format Reference Guide, pages 42-46.

**Data Type:** String

**Maximum Length:** 255

**Required:** *No, but preferred*

**Example:** <http://www.manu.com/catalog/product18.jpg>

Image		Thumbnail	
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>		<a href="http://www.idg.com/2772967/tmb.gif">http://www.idg.com/2772967/tmb.gif</a>	
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>		<a href="http://www.idg.com/2772967/tmb.gif">http://www.idg.com/2772967/tmb.gif</a>	
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>		<a href="http://www.idg.com/2772967/tmb.gif">http://www.idg.com/2772967/tmb.gif</a>	
<a href="http://www.idg.com/2772981/img.gif">http://www.idg.com/2772981/img.gif</a>		<a href="http://www.idg.com/2772981/tmb.gif">http://www.idg.com/2772981/tmb.gif</a>	
<a href="http://www.idg.com/2772981/img.gif">http://www.idg.com/2772981/img.gif</a>		<a href="http://www.idg.com/2772981/tmb.gif">http://www.idg.com/2772981/tmb.gif</a>	

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## Thumbnail

**Description:** Use this field to provide URL of thmubnail image.

**Supported Image types:** GIF, JPG, JPEG, PNG, TIF, TIFF.

**Recommended Image size:** 300x300 pixel.

For more information, go to [supplier.ariba.com/Help](http://supplier.ariba.com/Help), Ariba Catalog Format Reference Guide, pages 42-46.

**Data Type:** String

**Maximum Length:** 255

**Required:** *No*

**Example:** <http://www.manu.com/catalog/product18.jpg>

# Populate Template

- Suppliers that cannot host images on their servers can provide a local image file.
- Save local images to a zip file and email to [catalogmanagement@ariba.com](mailto:catalogmanagement@ariba.com).

**Note:** Suppliers should provide hosted images when possible because the Auto Subscription Sync function is not an option for customers when suppliers provide local Images.

WinZip - Acme\_Warner\_Local Image File.zip

File Actions Options Help

New Open Favorites Add Extract Encrypt View CheckOut Wizard

Name	Type	Modified	Size	R...	Packed	P...
redbicballpoint_...	JPEG Image	11/3/2010 9:40 AM	2,984	13%	2,602	
redbicballpoint_...	JPEG Image	11/3/2010 9:41 AM	3,822	16%	3,220	
8x11copypaper...	JPEG Image	11/3/2010 9:42 AM	3,845	6%	3,609	
8x11copypaper...	JPEG Image	11/3/2010 9:42 AM	3,989	5%	3,773	
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,199	0%	1,199	
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,173	0%	1,173	
4x5mirror.gif	GIF Image	11/3/2010 9:37 AM	3,118	25%	2,337	
4x5mirror_sm.gif	GIF Image	11/3/2010 9:37 AM	1,282	0%	1,282	
greenchair_125...	JPEG Image	11/3/2010 9:36 AM	3,130	21%	2,459	
greenchair_125...	JPEG Image	11/3/2010 9:36 AM	2,995	10%	2,688	

Acme\_Warner\_Local Image File.zip

Files/Folders in Zip file: 10  
redbicballpoint\_15659.jpg  
redbicballpoint\_15659\_sm.jpg  
8X11COPYPAPER\_RECYCLED.JPG  
8X11COPYPAPER\_RECYCLED\_SM.JPG  
5x7pictureframe.gif  
5x7pictureframe\_sm.gif  
4X5MIRROR.GIF  
4X5MIRROR\_SM.GIF  
greenchair\_125.jpg  
greenchair\_125\_sm.jpg



# Populate Template

The image name in the catalog file must match the image name in the zip file.

If the image name in the zip file is lower case, the image name in the catalog image field must be lower case.

## Example:

TCCS\_AC\_Diet\_Coke.GIF  
TCCS AC Sprite Zero\_sm.GIF

Image	Thumbnail
TCCS_AC_Diet_Coke.GIF	
TCCS_AC_Coke_Zerp.GIF	
TCCS_AC_Coca-Cola_Classic.GIF	
TCCS AC Sprite.GIF	
TCCS AC Sprite Zero.GIF	TCCS AC Sprite Zero_sm.GIF
TCCS AC Seagrams Tonic.GIF	
TCCS AC Seagrams Sparkling Seltzer Water.GIF	
TCCS AC Seagrams Gingerale.GIF	
AC_Vitamin_Water_XXX.gif	
AC_Powerade_20_oz_Mountain_Blast.GIF	

Name	Size	Packed	Type
..			File folder
TCCS_AC_Diet_Coke.GIF	11,352	11,165	GIF image
TCCS_AC_Coke_Zero.GIF	10,355	10,126	GIF image
TCCS_AC_Coca-Cola_Classic.GIF	10,296	10,166	GIF image
TCCS AC Sprite.GIF	9,325	9,230	GIF image
TCCS AC Sprite Zero_sm.GIF	10,560	10,409	GIF image
TCCS AC Seagrams Tonic.GIF	12,377	12,114	GIF image
TCCS AC Seagrams Sparkling Seltzer Water.GIF	12,089	11,880	GIF image
TCCS AC Seagrams Gingerale.GIF	11,893	11,626	GIF image
AC_Vitamin_Water_XXX.gif	7,895	7,769	GIF image
AC_Powerade_20_oz_Mountain_Blast.GIF	7,478	7,336	GIF image
AC_Powerade_20_oz_Fruit_Punch.GIF	7,482	7,366	GIF image

# Populate Template

## 28 Taxcode

**Description:** Tax code used by SCC

**Data Type:** String – I1 (for taxable) or I0 (for non-taxable)

**Maximum Length:** 2

**Required:** Yes

taxcode

# CIF Catalog Field Requirements

Field Name	Required/Optional	Data Type	Maximum Length
Supplier ID	Required	String	255
Supplier Part ID	Required	String	255
Manufacturer Part ID	Required	String	255
Item Description	Required	String	2000
SPSC Code	Required	String	8
Unit Price	Required	Decimal	
Unit of Measure	Required	String	32
Lead Time	Required	Integer	40
Manufacturer Name	Required	String	255
Supplier URL	Optional	String	255
Manufacturer URL	Optional	String	255

# CIF Catalog Field Requirements

Field Name	Required/Optional	Data Type	Maximum Length
Supplier Part Auxiliary ID	Optional	String	255
Language	Required	String	255
Currency	Required	String	255
Short Name	Required	String	40
Sapmaterialnumber	Required – will be completed by SCC		
Unit of Issue	Optional	String	3
Conversion from QTY	Required if Unit of Issue used	Numeric	5
Conversion from UOM	Required if Unit of Issue used	String	3
Conversion to QTY	Required if Unit of Issue used	Numeric	5
Image	Optional	String	255
Thumbnail	Optional	String	255
taxcode	Required	Alphanumeric	2

# Saving the CIF Catalog Template

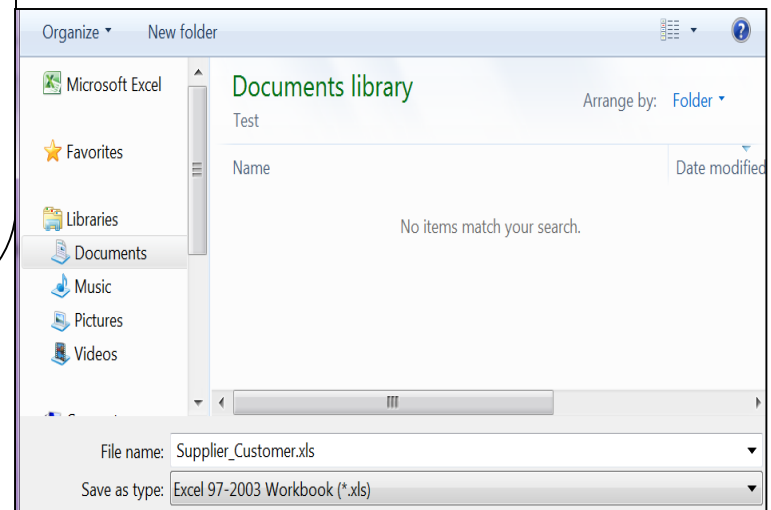
**Your Catalog Content file is now complete and ready to be saved!**

Save your file using the following naming convention:

***SupplierName\_Customer\_CatalogType.xls***

**Example:**

***AcmeCo\_SCC\_Cif.xls* or  
*AcmeCo\_SCC\_Punchout.xls***



# Uploading Catalog to the Ariba Network

# Catalog Upload/Publish Process

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- **Uploading** transfers the catalog file from your local drive to the Ariba Network. During the upload process, enter the catalog name, descriptive text, and classify it so that buying organizations that are looking for products and services of a specific type can find your catalog.
- **Setting Visibility** allows you to specify whether the catalog version is public or private, which determines which buying organizations can access it.
- **Validating** checks the catalog for syntactic and semantic errors. The Ariba Network will conduct a high-level validation of UNSPSC codes, Units of Measure and check for zero price values. (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).
- **Publishing** freezes the current version and notifies your customer of its availability.



# Catalog Upload/Publish Process

- The Ariba Network provides an Excel-to-CIF converter that automatically detects Excel files and converts them to CIF text format. It can also convert CIF files back to Excel format for downloading.
- You can compress Excel files using a zip utility. Zipped files must have a .zip extension. The maximum size of Excel files that can be uploaded is one MB (uncompressed).
- To upload catalog files:
  - Log in to your Ariba Network account.
  - Click “**Catalogs**” on the upper left navigation bar.
  - Click “**Create Standard**” on the catalog dashboard to create a CIF catalog.
  - Specify standard catalog information such as name, description, and commodities.
  - Select customer(s) to publish catalog to.
  - Browse for catalog and select the .xls, .cif or .zip file.
  - Click “**Validate and Publish**”.
- The Ariba Network uploads the file, converts it to CIF format, and starts the validation. Conversion from Excel to CIF can take several minutes depending upon the catalog size. As Excel files convert, their status is “**Validating**”.

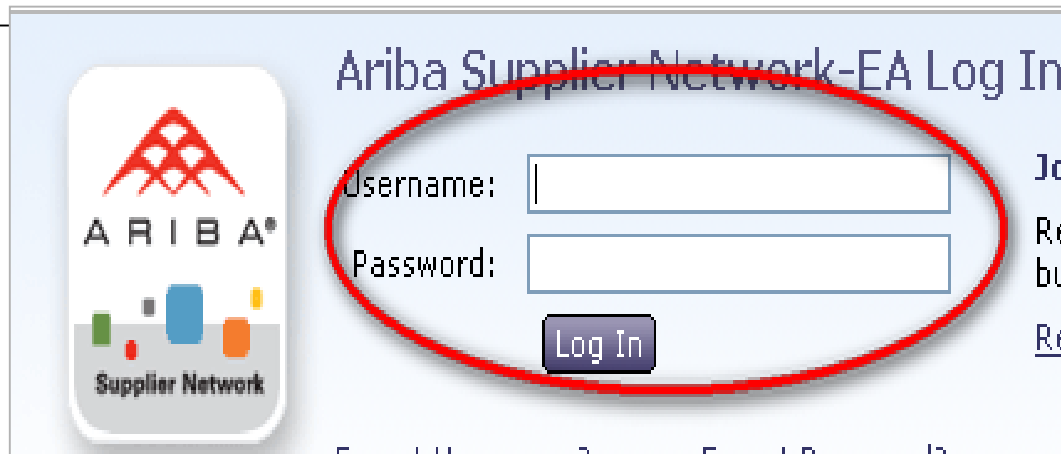
# Catalog Upload/Publish Process

This section is intended to walk you through the process of logging into your Ariba Network supplier account and loading/publishing your new/updated catalog content.

1

Log into your Ariba Network account - [supplier.ariba.com](http://supplier.ariba.com) – using your Username and Password.

**NOTE:** Log into your **Test** account to upload your initial test catalog.



The image shows the Ariba Supplier Network-EA Log In page. On the left is the Ariba Supplier Network logo. The main area contains the title 'Ariba Supplier Network-EA Log In' and a login form. The form has two input fields: 'Username:' and 'Password:'. A red oval highlights these two fields and the 'Log In' button below them. To the right of the password field, there are links for 'Forgot Username?' and 'Forgot Password?'. Below the login form, there are links for 'Join', 'Rebuild', and 'Rebuild'.

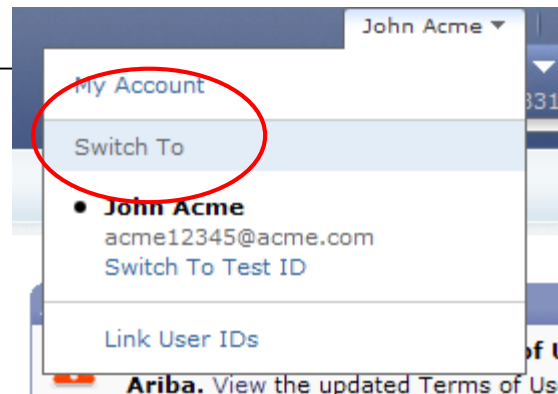
# Catalog Upload/Publish Process

## Accessing your Test account for the first time

After taking ownership of your production account and accept the terms and conditions, go to the upper right side corner of the screen where your name is.



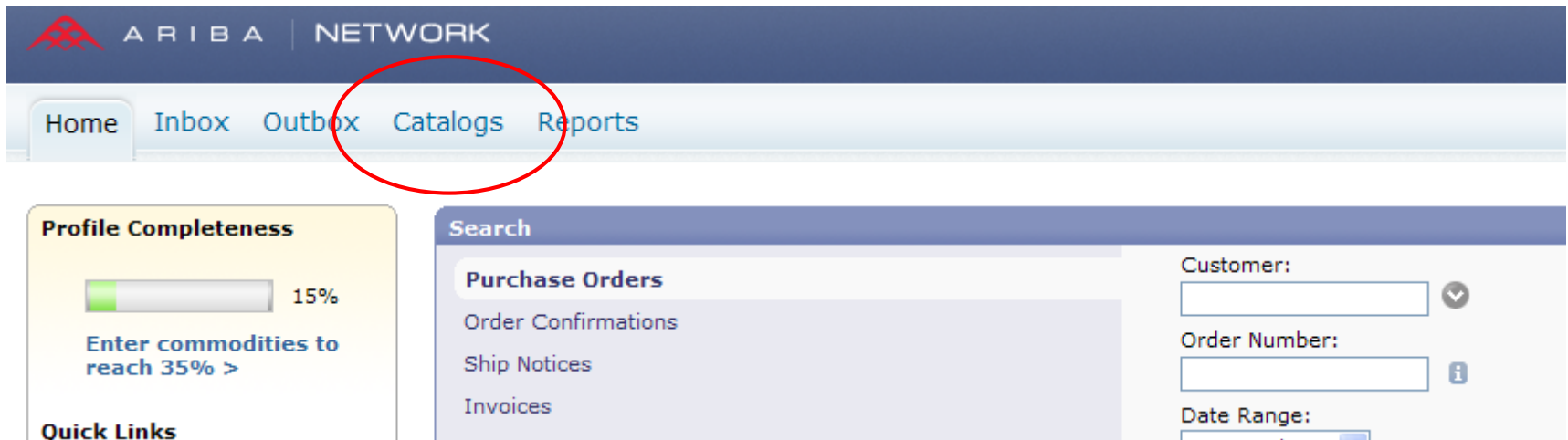
Click on your name and you will find “**Switch to Test ID**” . Click this link to gain access to your Test account.



# Catalog Upload/Publish Process

2

Click the “**Catalogs**” tab on the upper left of the navigation bar.



# Catalog Upload/Publish Process

**3** At the bottom of the catalog dashboard, click **“Create Standard”**

**Note:** You only need to **“Create Standard”** for the initial catalog subscription upload.

	Ariba, Inc.	EA TEST CATALOG DAWN	8	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		<a href="#">EA TEST CATALOG DAWN</a>	9	EA_Test_Catalog_WI.cif	CIF3.0	3 KB	Private
<input type="radio"/>		<a href="#">EA Test Catalog Dawn</a>	1	EA_Test_Catalog_WI.cif	CIF3.0	3 KB	Private
<input type="radio"/>		<a href="#">EA TEST DAWN 3</a>	1	ONDTestSupplier_ONDTest_20100610 [1].cif	CIF3.0	5 KB	Private
<input type="radio"/>		<a href="#">Shalini Test</a>	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		<a href="#">Shalini test2</a>	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		<a href="#">ShaliniAudrey test</a>	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<div><div>L</div><div><div>View/Edit</div><div>Test</div><div>Delete ▾</div><div> </div><div>Create Standard</div><div>Create Punchout Only</div><div>Refresh</div></div></div>							

# Catalog Upload/Publish Process

- 4** **Name** the catalog subscription (use the same naming convention used when saving the cif file, i.e. AcmeCo\_SCC\_cif) and click **Next**.

**Note:** Optionally, you can add descriptive information or list the commodity codes

2. → Next ▶ Exit

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

\* Catalog Name:  1.

Created By: Supplier Program  
Date Created: Wednesday 18 Aug 2010 1:22 PM GMT-04:00  
Description:

Characters left :1000

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

Commodities: ⓘ

Description
No items

⌵ Delete Add


# Catalog Upload/Publish Process

- 5 Choose the **Visibility** settings and select the appropriate customer.


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 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

1. 

Customers		
<input type="checkbox"/> Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Warner Inc. - TEST	<a href="#">View</a>	Pending Validation

2. 

◀ Previous   Next ▶   Exit



# Catalog Upload/Publish Process

6

**Browse** for the appropriate catalog subscription and select “**Validate and Publish**”. The network will check for **Syntactic** and **Semantic** network/customer-specific validation rules.

**Upload Your Catalog File**

D:\Data\Dawn\EA\_Test\_Catalog\_WI.cif

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading.

**2.** **1.**

# Catalog Upload/Publish Process

- 7 After the entire catalog has been uploaded, the Ariba Network begins catalog validation. It can take several minutes to validate large catalogs. The Ariba Network stores new catalogs in a queue and validates them one by one. You can upload other catalogs while the Ariba Network is validating.
- Once you have completed uploading your catalog(s), do not log out. Click the “**Refresh**” button on the catalog dashboard to update your catalog status.

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
<a href="#">Test 10s2_CIF</a>	1	OfficeSupplies_Test.cif		98 KB	Private	Seb Sussman	4 Oct 2010	Validating
<div><a href="#">View/Edit</a> <a href="#">Test</a> <a href="#">Delete</a>   <a href="#">Create Standard</a> <a href="#">Create Punchout Only</a> <a href="#">Refresh</a></div>								

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
<a href="#">Test 10s2_CIF</a>	1	OfficeSupplies_Test.cif	CIF3.0	98 KB	Private	Seb Sussman	4 Oct 2010	Pending Buyer Validation

# Catalog Upload/Publish Process

## Catalog Status

8

After the Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to "**Published**" and a network-generated email is sent to the customer.

CIF3.0	2 KB	Private	Supplier Program	22 Feb 2010	Published
--------	------	---------	---------------------	-------------	-----------

# Catalog Upload/Publish Process

- Ariba OnDemand Customers can download catalogs manually from the Ariba Network or set up AutoSubscriptionSync so that catalogs will automatically push to their OnDemand application from the network. AutoSubscriptionSync will allow the network to automatically update your customer's existing catalogs in their Ariba OnDemand application when new versions are available.
- Each time you need to update a catalog file, you must maintain the same catalog subscription name instead of creating a new subscription each time. Otherwise this will cause errors when the subscriptions are automatically pushed to your customer's OnDemand application. This is accomplished by using the “**View/Edit**” button on the Catalog Dashboard.




# Updating Catalog Subscriptions

# Catalog View/Update Process

**When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.**

This section is intended to walk you through the process of updating your catalog subscription content using “View/Edit”.

Catalog Subscription Name

Catalogs									
	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created
	Warner Inc. - TEST	<u>TestSupplier_TestCatalog1</u>	2	IT_Test.cif	CIF3.0	14 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010
	Warner Inc. - TEST	TestSupplier_TestCatalog1	1	IT_Test.cif	CIF3.0	14 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010
	Warner Inc. - TEST	<u>TestSupplier_TestCatalog2</u>	1	OfficeSupplies_Test.cif	CIF3.0	98 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010
L <span>View/Edit</span> <span>Test</span> <span>Delete ▼</span>   <span>Create Standard</span> <span>Create Punchout Only</span> <span>Refresh</span>									

# Catalog View/Update Process

1

After you have logged into your Ariba Network account and navigated to the Catalog dashboard:

- Choose the customer
- Select the radio button next to the catalog you want to update
- Click on the yellow “**View/Edit**” button in the bottom left-hand corner of the screen.

The screenshot shows the 'Catalogs' dashboard in the Ariba Network. It features a table with columns: Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date S. The table lists several catalogs under different customer names. The 'Customer Name: Ariba Ready Test (10)' section is expanded, showing a catalog named 'Acme\_TestCustomer' with version 1, file 'Packaging Supples\_Test.xls', type 'CIF3.0', size '38 KB', visibility 'Private', created by 'Supplier Program', and date '18 Aug 2010'. The status is 'Published'. Below the table, there are several buttons: 'View/Edit' (yellow), 'Test', 'Delete' (with a dropdown arrow), 'Create Standard', 'Create Punchout Only', and 'Refresh'. Three red callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the 'Customer Name: Ariba Ready Test (10)' section. Callout 2 points to the 'View/Edit' button. Callout 3 points to the 'Test' button.

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date S
Customer Name: None (210)									
Customer Name: "ACSN" <TESTING ACCOUNT> (1)									
Customer Name: AMS-ICSG (1)									
Customer Name: Ariba Ready Test (10)									
Acme_TestCustomer	1	Packaging Supples_Test.xls	CIF3.0	38 KB	Private	Supplier Program	18 Aug 2010	Published	

Buttons: View/Edit, Test, Delete, Create Standard, Create Punchout Only, Refresh



# Catalog View/Updated Process

2

Proceed by clicking **Next**.

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

Catalog Name:	Test Supplier Catalog
File Name:	CIF Catalog Format Template.xls
Created By:	Supplier Program
Date Created:	Monday 22 Feb 2010 11:39 AM GMT-05:00
Version:	1
Size:	2 KB
Item Count:	5
Type:	CIF3.0
Status:	Published

Next ► Exit

Next ► Exit

# Catalog View/Update Process



Click **“Upload Catalog File”**.

◀ Previous   Create New Version   **Upload Catalog File**   Download Catalog File   Update Header Data   Exit

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload ... ▼

Content Items							
Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit
1	AN010000001234	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	34101004	45.24	EA
2	AN010000001234	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
3	AN010000001234	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	441217104	5.45	DZN
4	AN010000001234	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
5	AN010000001234	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA

◀ ▶

◀ Previous   Create New Version   **Upload Catalog File**   Download Catalog File   Update Header Data   Exit

# Catalog View/Update Process

4

**Browse** for the appropriate catalog update, and click “**Validate and Publish**” when finished.

## Upload Your Catalog File

D:\Data\Dawn\EA\_Test\_Catalog\_WI.cif

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading.

Validate and Publish

2.

1.

- Don't forget to click the “**Refresh**” button to update the catalog status when you are returned to the Catalog Dashboard.
- If you modify and reload an existing catalog that passed validation in the past, it may no longer pass validation because of one of the following reasons:
  - The semantic qualification checking was less sophisticated
  - Your customer may have added stricter catalog validation rules since you last validated the catalog.

# Catalog Validation and Errors

# Catalog Validation

**A validation rule is a set of constraints applied to a catalog or catalog item.**

- At the network level they can specify certain high-level rules for validation of the catalog:
  - UNSPSC checking
    - Is supplier UNSPSC version compatible with customer's version?
  - Unit of Measure checking
    - Is supplier using UNUOM's?
  - Acceptance of zero price items
    - If the supplier has zero price items in the catalog, will they be accepted by the customer?
- Can specify whether the value for a catalog field is mandatory or optional.
- Global validation rules are rules that are applicable to all suppliers.
- Supplier-specific validation rules are rules that are applicable only to a particular supplier; supplier-specific rules take precedence over Global validation rules.

# Catalog Validation

## AN Validation

Catalog Status	Definition
<b>Validating</b>	Catalog is in the process of being validated against the Ariba Network high-level syntactic and semantic validations.
<b>Published</b>	The catalog has been published to customers manually loading catalogs. The Ariba Network sends an email notification to your customer informing them your company has published a catalog.
<b># Errors Found by Ariba Network</b>	The catalog failed during Ariba Network high-level validation. The AN checks the catalog for syntactic and semantic errors. The network will also conduct a high-level validation of UNSPSC and Units of Measure codes, and checks for zero price values. These errors must be corrected first before the catalog can begin customer-specific validation rules. To view details of the error, click the " <b># Validation Errors Found by Ariba Network</b> " link for this catalog on the catalog dashboard and view details of the error message within your Ariba Network account.
<b>Bad File Format</b>	The catalog has encountered catastrophic errors. The errors must be fixed before the network can perform the high-level validations.

# Catalog Validation

## Validation Errors

Errors can either occur when validating against the high-level Ariba Network rules,

Type	Size	Visibility	Created By	Date Created ↓	Status
CIF3.0	5 KB	Private	Seb Sussman	4 Oct 2010	 <a href="#">3 Errors Found by Ariba Network</a>

or when validating against customer-specific validation rules.

CIF3.0	3 KB	Private	Seb Sussman	1 Sep 2010	 <a href="#">122 Validation Errors Found by Customer</a>
--------	------	---------	-------------	------------	---

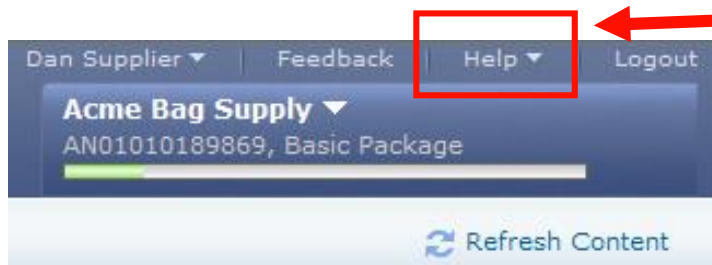
(Note: even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the customer-specific catalog validation rules.)

# Catalog Validation

## Validation Errors - Ariba

- 5** To review network validation errors, click on the “...Errors Found by Ariba Network” message. You will be provided with an error description, field, and line number associated with the errors.



Click **Help** to display the context-sensitive help screens that will assist you in correcting errors **Please note: Help files are ENGLISH language only.**



**\* 1 Errors Found by Ariba Network**

### Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on [Help@Ariba](#). View catalog

Catalogs								
Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
▶ Customer Name: None (837)								
▶ Customer Name: American Express Company - TEST (1)								
▶ Customer Name: AMS-ICSG (1)								
▶ Customer Name: Ariba Ready Test (125)								
▼ Customer Name: Ariba Supplier Programs 2792 - TEST (4)								
  Entegra Amer Golf8	1	Entegra.cif	CIF3.0	4 KB		Daryl Test this D'Angelo	27 Jul 2011	<b>* 1 Errors Found by Ariba Network</b>



# Catalog Validation

## Validation Errors - Customer

6

If your catalog has passed network validations, a status of “**Pending Buyer Validation**” will appear.

CIF3.0	98 KB	Private	Seb Sussman	4 Oct 2010	Pending Buyer Validation
--------	----------	---------	----------------	------------	--------------------------

Within 24 hours, if customer-specific validation errors are discovered, the catalog status will change to “**...Validation Errors found by Customer**”. This means you will need to review error results and correct them before the catalog can be loaded/activated in the customer’s Ariba application.

CIF3.0	3 KB	Private	Seb Sussman	1 Sep 2010	122 Validation Errors Found by Customer
--------	---------	---------	----------------	------------	---

# Catalog Validation

## Ariba Network Notifications - Example



Ariba Supplier Network  
Connecting buyers and suppliers for  
successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

**WHAT THIS MEANS**

→ **SSP SVCQA realm9 Has Received Catalog GSO\_ORR\_Demo**

Catalog Name: GSO\_ORR\_Demo  
Version: 2  
Description:  
Catalog Status: Received, Pending Validation

**WHAT YOU NEED TO DO**

You do not have to take any immediate action now, as your customer is validating the catalog. Ariba SN will send you a notification when Ariba receives a status update from your customer.

If you have any questions, contact your customer directly.

Thank you for using Ariba SN.

Sincerely,

**The Ariba Supplier Network Team**

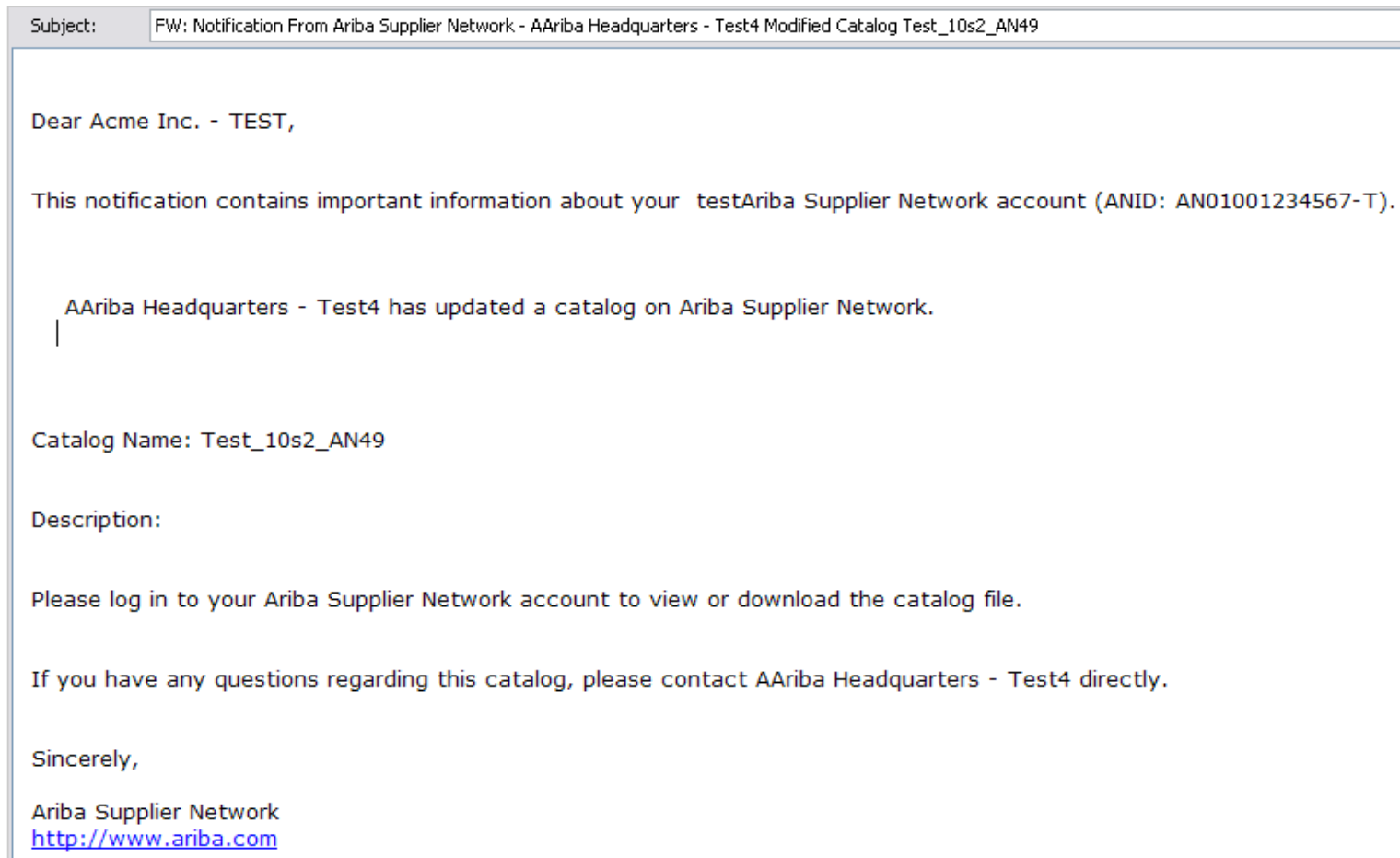
### Catalog Status email Notifications:

- Catalog Received, Pending Validation
- Errors found by Customer
- Validated by Customer
- Approved
- Activated
- Rejected

# Catalog Validation

## Ariba Network Published Catalog Notification

Customers will receive an email notification from the Ariba Network like the example below.

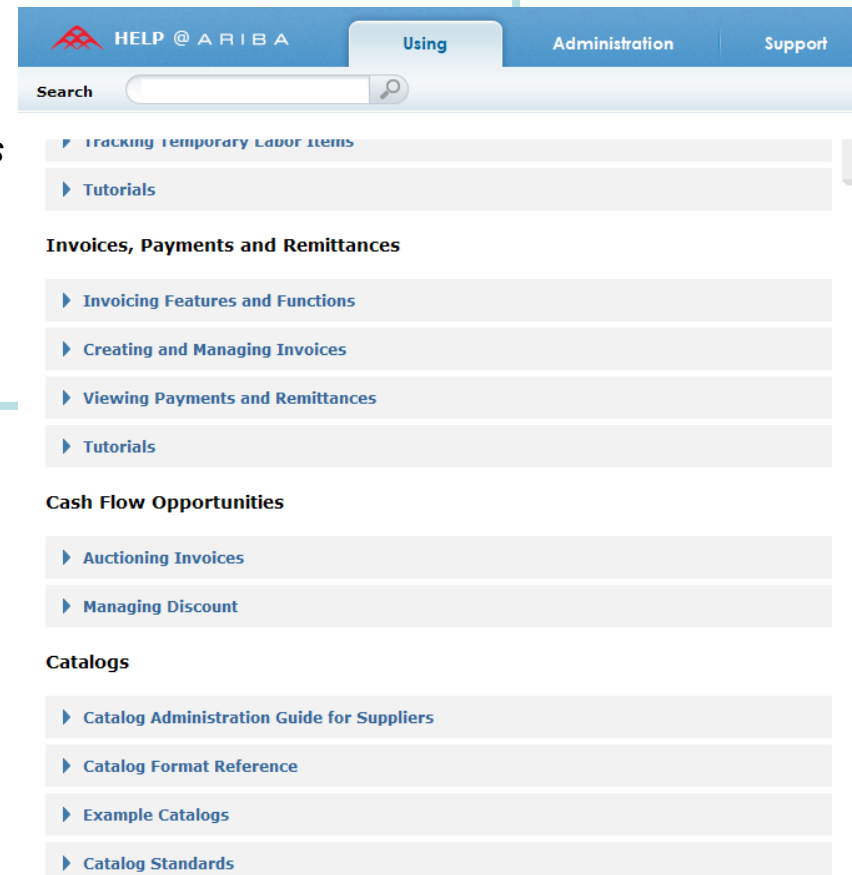
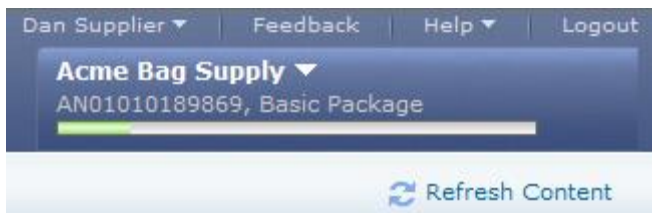


# Additional Resources

# Additional Resources

- Ariba Supplier Network Documentation & Training

- Go to <http://supplier.ariba.com>
- Log in to your Ariba Network account
- Click **Help > Using > Catalogs**
  - *Catalog Administration Guide for Suppliers*
  - *Catalog Format Reference*
  - *Example Catalogs*
  - *Catalog Standards*



# Additional Resources

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- Ariba Catalog Management
  - Email [catalogmanagement@ariba.com](mailto:catalogmanagement@ariba.com) for any catalog-related issues.

# Questions?

Sue Quick  
Office: 610-661-9352  
Susan.Quick@sap.com  
[AskAribaCatalog@ariba.com](mailto:AskAribaCatalog@ariba.com)

