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CIF CATALOG TRAINING GUIDE

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Agenda

- Roles/Responsibilities
- Creating the CIF
- Uploading the Catalog to the Ariba Network
- Catalog Errors
- Updating Catalog
- Support Information

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ROLES/RESPONSABILITIES

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Responsibilities

Suppliers are responsible for:

- **Catalog Development**
  - Ariba will provide support for creation of CIF catalogs
  - It is assumed suppliers have some computer and Excel proficiency
- **Catalog Validation**
  - Supplier must correct Catalog information until is fully validated by Ariba and MATERION
- **Catalog Updates**
  - Supplier must update catalog content whenever is necessary
  - MATERION must be aware of updates

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Responsibilities

MATERION will work with suppliers to determine catalog content/pricing.

If product/pricing has not already been agreed on, suppliers and MATERION 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.

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CREATING THE CIF

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Creating the CIF template

This section is intended to walk you through the process of creating your online catalog.

CIF_I_V3.0										
CHARSET:	UTF-8									
LOADMODE:	F									
CODEFORMAT:	UNSPSC_V13.5									
CURRENCY:	USD									
SUPPLIERID_DOMAIN:	NetworkID									
ITEMCOUNT:	5									
TIMESTAMP:	5/15/2005									
UNUOM:	TRUE									
COMMENTS:	Any comments can go here.									
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
DATA										
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	Intellidata	http://www.idg.com/2772967	
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	IDG Books	http://www.idg.com/2772967	
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	Bic	http://www.idg.com/2772967	
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	Mead	http://www.idg.com/2772981	
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	Swingline	http://www.idg.com/2772981	
ENDOFDATA										

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.

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Creating the CIF template

Fields of the template will be color coded as follows :

- **Blue** Fields - Required entries
- **Green** Fields - Optional entries
- **Other color** – Not used by suppliers unless specified

CIF_I_V3.0			
CHARSET:	UTF-8		
LOADMODE:	F		
CODEFORMAT:	UNSPSC_V13.5		
CURRENCY:	USD		
SUPPLIERID_DOMAIN:	NetworkID		
ITEMCOUNT:	5		
TIMESTAMP:	5/15/2005		
UNUOM:	TRUE		
COMMENTS:	Any comments can go here.		
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
DATA			
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black
ENDOFDATA			

HEADER/CABEZA

DATA

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Creating the CIF template - Header

For the header section of file this are the only fields that will need modifying:

CURRENCY - *Required.*
Represents the currency in use for the catalog. Default for American Dollars (USD). Only modify if using another currency.

ITEMCOUNT - *Required*.
Represents the total count of items being loaded in the catalog.

TIMESTAMP - *Optional.*
Used to reflect date & time of file preparation.

CIF_I_V3.0		
CHARSET:	UTF-8	
LOADMODE:	F	
CODEFORMAT:	UNSPSC_V13.5	
CURRENCY:	USD	
SUPPLIERID_DOMAIN:	NetworkID	
ITEMCOUNT:	5	
TIMESTAMP:	5/15/2005	
UNUOM:	TRUE	
COMMENTS:	Any comments can go here.	
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID
DATA		
AN0906747712	2772882	TTSIBM412CID
AN0906747712	2772967	IDG0764500495X

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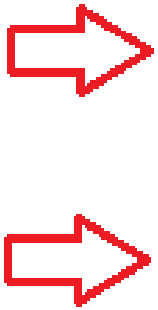
Creating the CIF template - Data

- **DATA / ENDOFDATA**
  - **DATA**
    - First line before product lines begin (line 12)
  - **ENDOFDATA**
    - Last line of template
    - Must always appear after last product line



FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
DATA			
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book
AN09067477712	2772276	IDG078458722	Blue Ballpoint Pens, Disposable
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black
ENDOFDATA			

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Creating the CIF template - Data

Supplier ID

Description: Enter your ***Ariba Network ID***
Data Type: String
Maximum length: 255
Required: ***Yes***

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.

FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure
DATA						
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA
ENDOFDATA						

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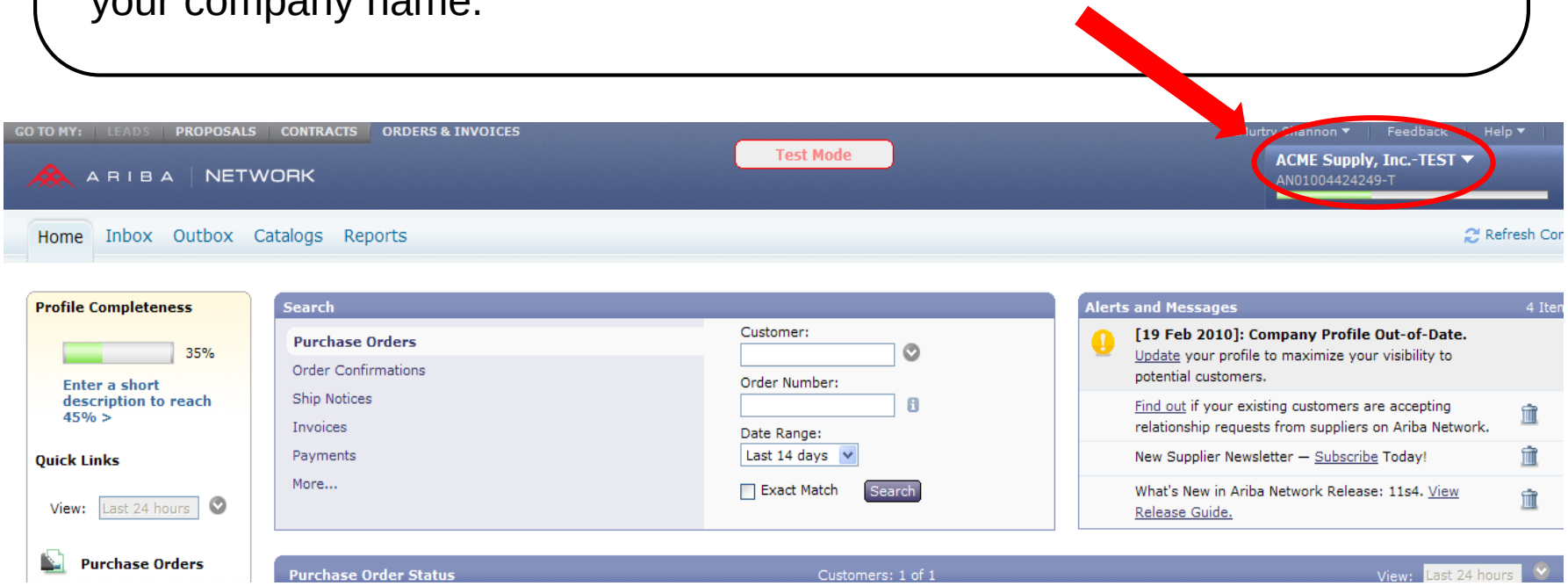
Locating your Ariba Network ID

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 - using your Username and Password.

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



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Creating the CIF template - Data

Supplier Part ID

Description: Supplier's part number. It is necessary to assign unique codes to each item in the file. If some items have same code, please insert "Supplier Part Auxiliary ID" to identify the difference between them. Never use characters **?**, **{**, or **},** in Supplier Part IDs, as they cause validation errors.
Data Type: String
Maximum length: 255
Required: ***Yes***
Example: 315-515

Manufacturer Part ID

Description: Manufacturer's Part number
Data Type: String
Maximum length: 255
Required: ***No***
Example: FLDR-111

FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure
DATA						
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA
ENDOFDATA						

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Creating the CIF template - Data

Item Description

Description: 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

SPSC Code

Description: *United Nations Standard Products and Services Code* - Items should be assigned a classification code within http://www.unspsc.org/.
Data Type: String
Maximum Length: 40
Required: ***Yes***
Example: 44120000 (code for "office supplies")

FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure
DATA						
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA
ENDOFDATA						

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Creating the CIF template - Data

Unit Price

Description: Costumer 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 zeros (00) to right of decimal. Five dollars should be 5.
Data Type: Double Integer
Maximum Length: NA

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, click ***Help***, Guide Tab.
Data Type: String
Maximum Length: 32
Required: ***Yes***
Example: BX (box)

FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure
DATA						
AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA
AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN
AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA
ENDOFDATA						

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Unit of Measure – Most Used Codes

Value	Description
BG	BAG
BO	BOTTLE
BL	BLOCK
BX	BOX
CA	CASE
CU	CUP
CH	CONTAINER
DAY	DAYS
EA	EACH
EV	ENVELOPE
KT	KIT
LBR	POUNDS
MTR	METER
OA	PANEL
ONZ	OUNCES
OP	TWO PACK
PK	PACKAGE
ST	SHEET
TK	TANK, RECTANGULAR
TY	TANK, CYLINDRICAL

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Creating the CIF template - Data

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: ***No***
Example: 3

Manufacturer Name

Description: The name of the Original Manufacturer or company that provides the item.
Data Type: String
Maximum length: 255
Required: ***No***
Example: Bic

Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency
45.24	EA	1	Intellidata	http://www.idg.com/2772967		50.24		en_US	USD
19.99	EA	1	IDG Books	http://www.idg.com/2772967		22.00		en_US	USD
5.45	DZN	1	Bic	http://www.idg.com/2772967		7.00		en_US	USD
19.99	GRO	1	Mead	http://www.idg.com/2772981		22.00		en_US	USD
4.95	EA	1	Swingline	http://www.idg.com/2772981		6.29		en_US	USD

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Creating the CIF template - Data

Supplier URL

Description: The URL for additional information or an image of an item located on a supplier website. Include entire URL. Supplier and Manufacturers URL cannot be a dynamic, it must be static, and specific to that item, not supplier or manufacturer's home page.
Data Type: String
Maximum length: 255
Required: ***No***
Example: http://www.supply.com/catalog/product18.htm

Manufacturer URL

Description: The URL for specification data of an item within a catalog.
Data Type: String
Maximum length: 255
Required: ***No***
Example:
http://www.manu.com/catalog/product18.htm

Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency
45.24	EA	1	Intellidata	http://www.idg.com/2772967		50.24		en_US	USD
19.99	EA	1	IDG Books	http://www.idg.com/2772967		22.00		en_US	USD
5.45	DZN	1	Bic	http://www.idg.com/2772967		7.00		en_US	USD
19.99	GRO	1	Mead	http://www.idg.com/2772981		22.00		en_US	USD
4.95	EA	1	Swingline	http://www.idg.com/2772981		6.29		en_US	USD

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Creating the CIF template - Data

Market Price

Description: Retail Market Price of product without discount pricing.
Data Type: String
Maximum Length: 255 characters
Required: ***No***

Supplier Part Auxiliary ID

Description: Auxiliary product identification, used only when the Supplier Part Id is not unique.
Data Type: String
Maximum Length: 255 characters
Required: ***No***
Example: 123abc

Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency
45.24	EA	1	Intellidata	http://www.idg.com/2772967		50.24		en_US	USD
19.99	EA	1	IDG Books	http://www.idg.com/2772967		22.00		en_US	USD
5.45	DZN	1	Bic	http://www.idg.com/2772967		7.00		en_US	USD
19.99	GRO	1	Mead	http://www.idg.com/2772981		22.00		en_US	USD
4.95	EA	1	Swingline	http://www.idg.com/2772981		6.29		en_US	USD

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Creating the CIF template - Data

Language

Description: Local field includes the language of the catalog. Defaults to American English (en_US). Modify only when using another language.
This must be an ISO compliant code.
Data Type: String
Maximum Length: 255
Example: sp_ES

Currency

Description: Identifies the type of currency used in the Price field. Defaults to American Dollars (USD). This must be an ISO compliant code. Modify only when using another currency.
Data Type: String
Maximum Length: 32
Example: USD, EUR, GBP

Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency
45.24	EA	1	Intellidata	http://www.idg.com/2772967		50.24		en_US	USD
19.99	EA	1	IDG Books	http://www.idg.com/2772967		22.00		en_US	USD
5.45	DZN	1	Bic	http://www.idg.com/2772967		7.00		en_US	USD
19.99	GRO	1	Mead	http://www.idg.com/2772981		22.00		en_US	USD
4.95	EA	1	Swingline	http://www.idg.com/2772981		6.29		en_US	USD

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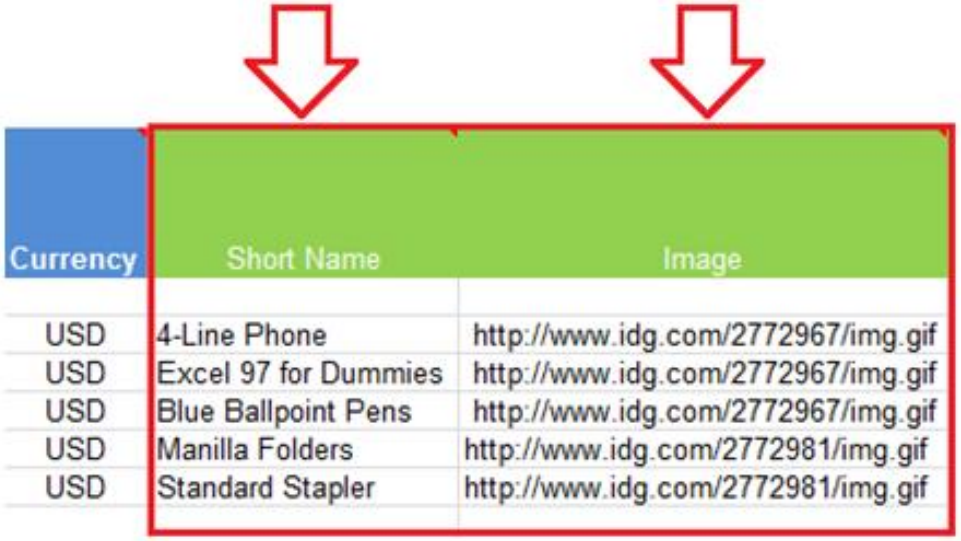
Creating the CIF template - Data

Short Name

Description: Optional Short description for item. This field defaults to first 50 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: 50 characters
Required: ***No***
Example: Black Pen

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.
Data Type: String
Maximum Length: 255
Required: ***No***
Example: http://www.manu.com/catalog/product18.jpg
(see following screen)



Currency	Short Name	Image
USD	4-Line Phone	http://www.idg.com/2772967/img.gif
USD	Excel 97 for Dummies	http://www.idg.com/2772967/img.gif
USD	Blue Ballpoint Pens	http://www.idg.com/2772967/img.gif
USD	Manilla Folders	http://www.idg.com/2772981/img.gif
USD	Standard Stapler	http://www.idg.com/2772981/img.gif

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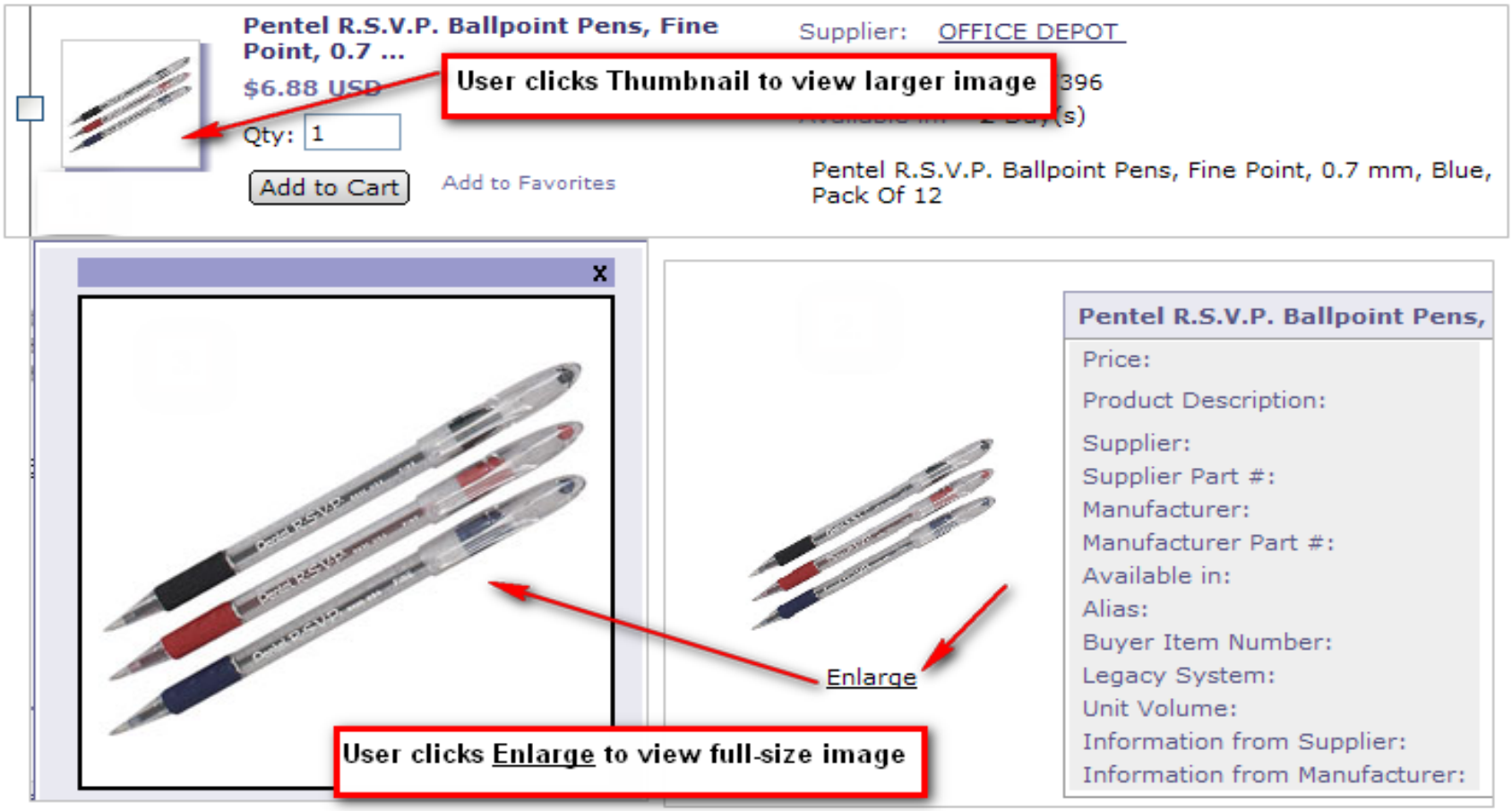
Creating the CIF template - Image

The OnDemand application will resize full-size images to a Thumbnail view if you only have a full-size image to provide.



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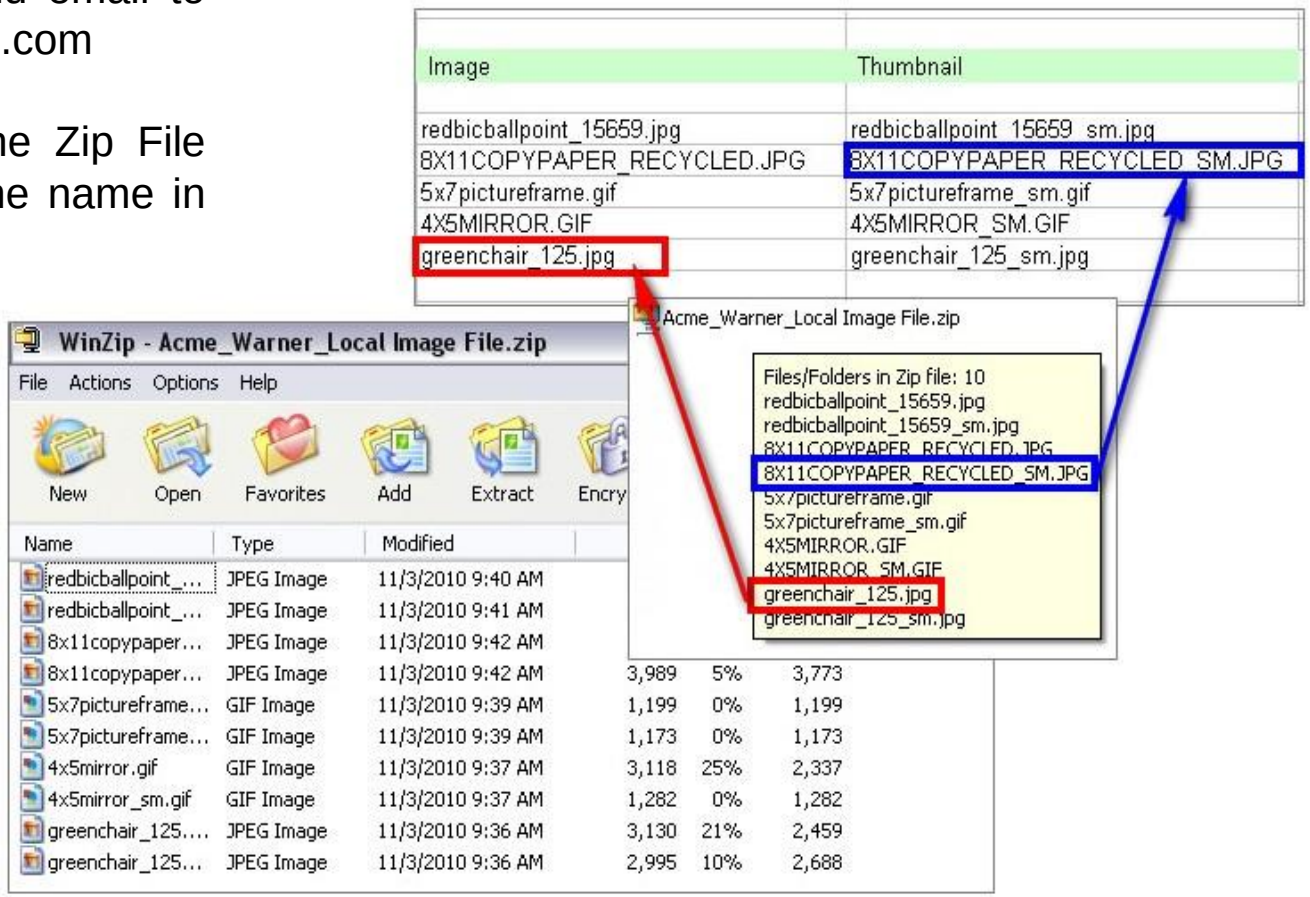
Creating the CIF template - Image

Suppliers that cannot host images on their servers can save local images to a zip file and email to said.Tovar.canvati@sap.com

The image name in the Zip File must be **identical** to the name in the image field.



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Creating the CIF template – Saving File

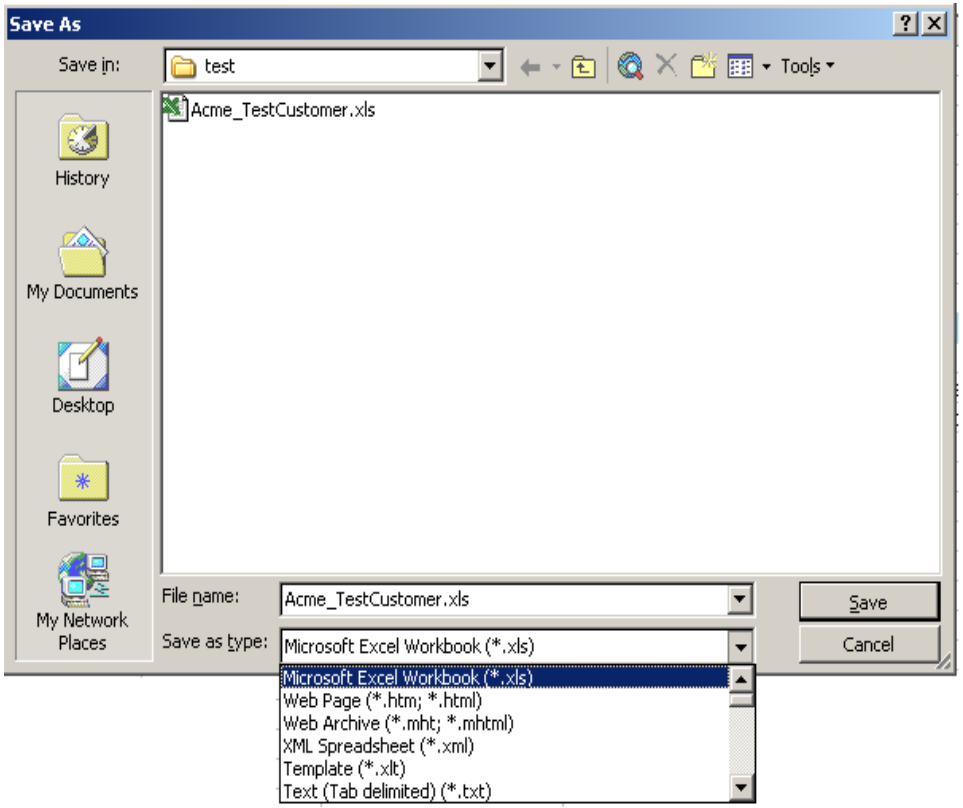
Check that data has been provided for ALL required fields

Save the CIF file in your computer.

Save your file using the following naming convention:

(Supplier's_Name_MATERION's_Name)

Example: *Acme_Warner_Corp.xls*



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UPLOADING THE CATALOG

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Catalog Upload

This section is intended to walk you through the process of loading/publishing your catalog content.

1. Log into your Ariba Network account - **supplier.ariba.com** – using your Username and Password.

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

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Catalog Upload - 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.

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Catalog Upload

2 Click the "**Catalogs"** tab on the upper left of the navigation bar.

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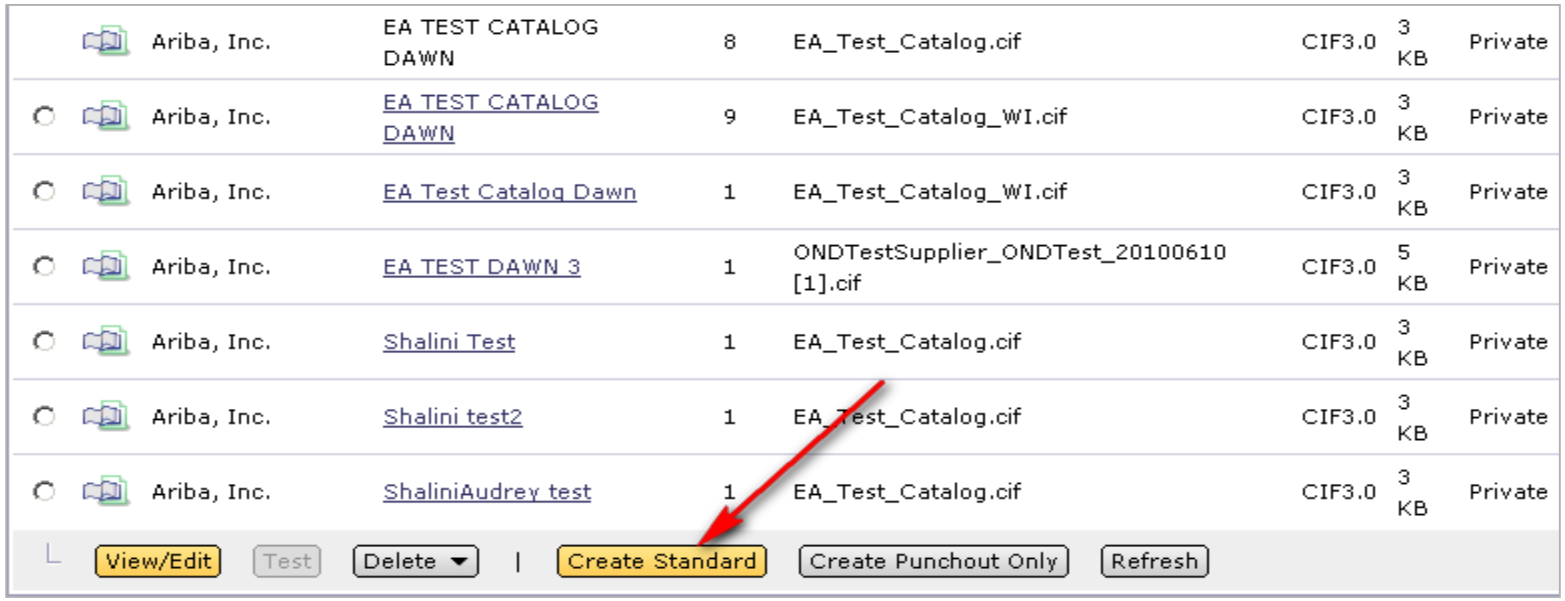
Catalog Upload

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

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



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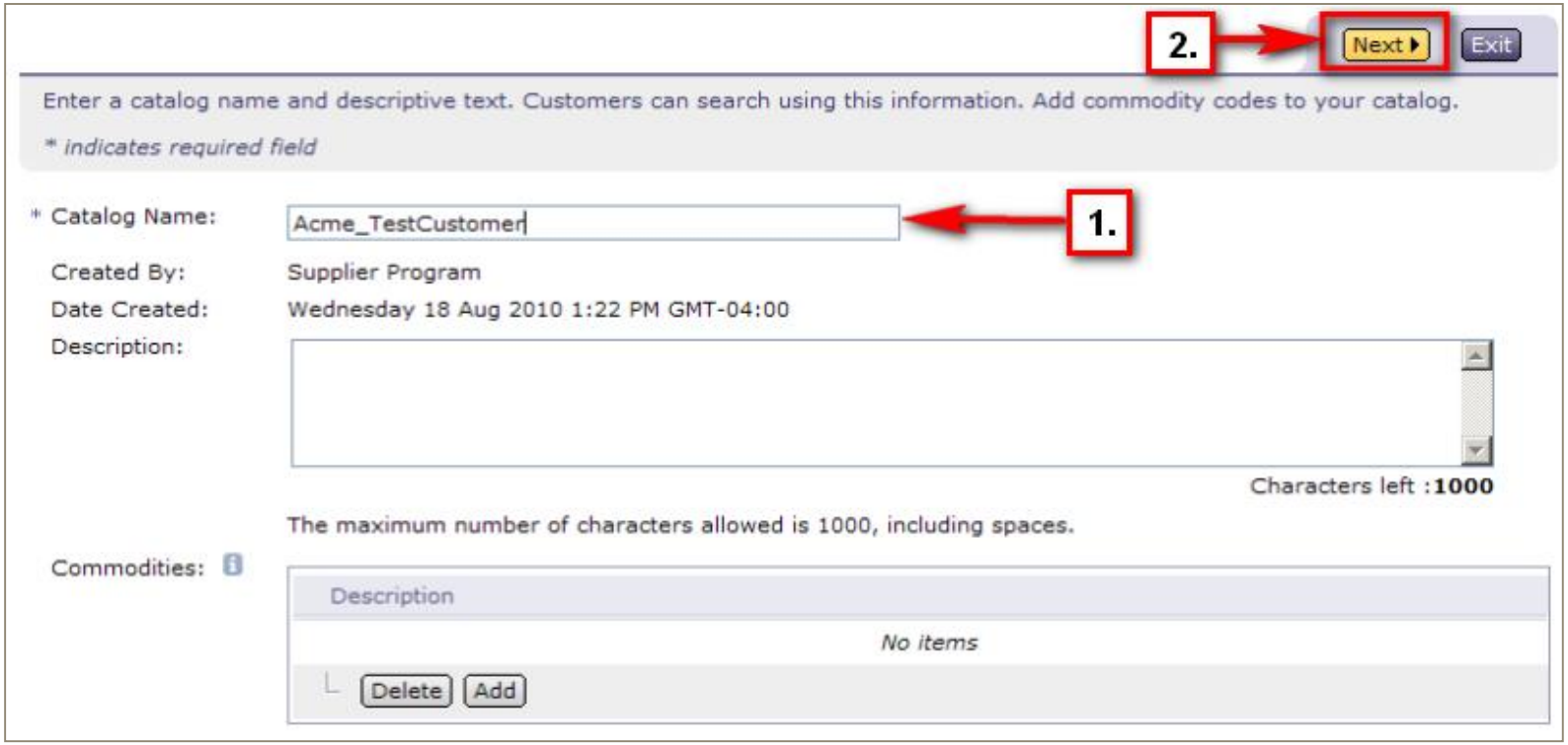
Catalog Upload

4 **Name** the catalog subscription and click "**Next**".

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



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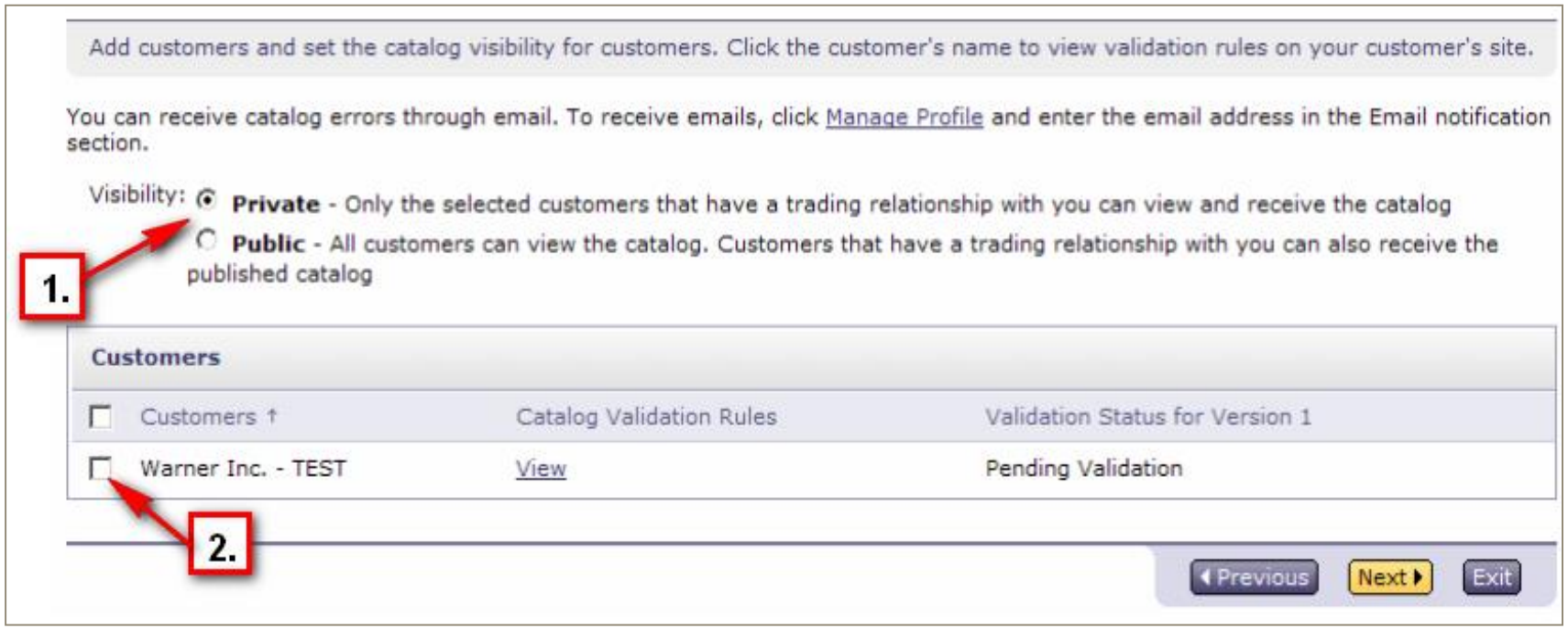
Catalog Upload

5 The **Visibility** settings should always be “Private” since this Catalog is for an specific MATERION.

Select the MATERION for whom the Catalog was created for.



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Catalog Upload

6 **Browse** for the appropriate catalog subscription and select "**Validate and Publish"**. The network will check for **Syntactic** and **Semantic** network/MATERION-specific validation rules.

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Catalog Upload

7 After the entire catalog has been uploaded, the Ariba Network begins catalog validation. It can take several minutes to validate large catalogs.

Do not log out. Wait a few minutes and click the "**Refresh**" button on the catalog dashboard to update your catalog status.

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Catalog Upload

8 After the Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to "**Published**".

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Catalog Upload

9 A network-generated email is sent to the Costumer.

Subject: FW: Notification From Ariba Supplier Network - AAriba Headquarters - Test4 Modified Catalog Test_10s2_AN49

Dear Acme Inc. - TEST,

This notification contains important information about your testAriba Supplier Network account (ANID: AN01001234567-T).

AAriba Headquarters - Test4 has updated a catalog on Ariba Supplier Network.

Catalog Name: Test_10s2_AN49

Description:

Please log in to your Ariba Supplier Network account to view or download the catalog file.

If you have any questions regarding this catalog, please contact AAriba Headquarters - Test4 directly.

Sincerely,

Ariba Supplier Network
http://www.ariba.com

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CATALOG ERROR

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Catalog Error

Status	Definition
Rejected	The catalog has been denied by the MATERION during the approval process.
Errors Found by Ariba Network	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 before the catalog can begin MATERION-specific validation rules. To view details of the error, click the "**# Validation Errors Found by Ariba Network**" link for this catalog on the catalog dashboard and view details of the error message within your Ariba Network account.
Bad File Format	The catalog has encountered catastrophic errors. The errors must be fixed before the network can perform the high-level validations.
Validation Errors Found by MATERION	The catalog failed during validation of MATERION-specific rules in Ariba OnDemand. To view details of the error, click the "**# Validation Errors Found by MATERION**" link for this catalog on the catalog dashboard and view details of the error message by punching in to Ariba OnDemand.

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Catalog Error

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	3 Errors Found by Ariba Network

Or when validating against MATERION-specific validation rules.

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

(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 MATERION-specific catalog validation rules.)

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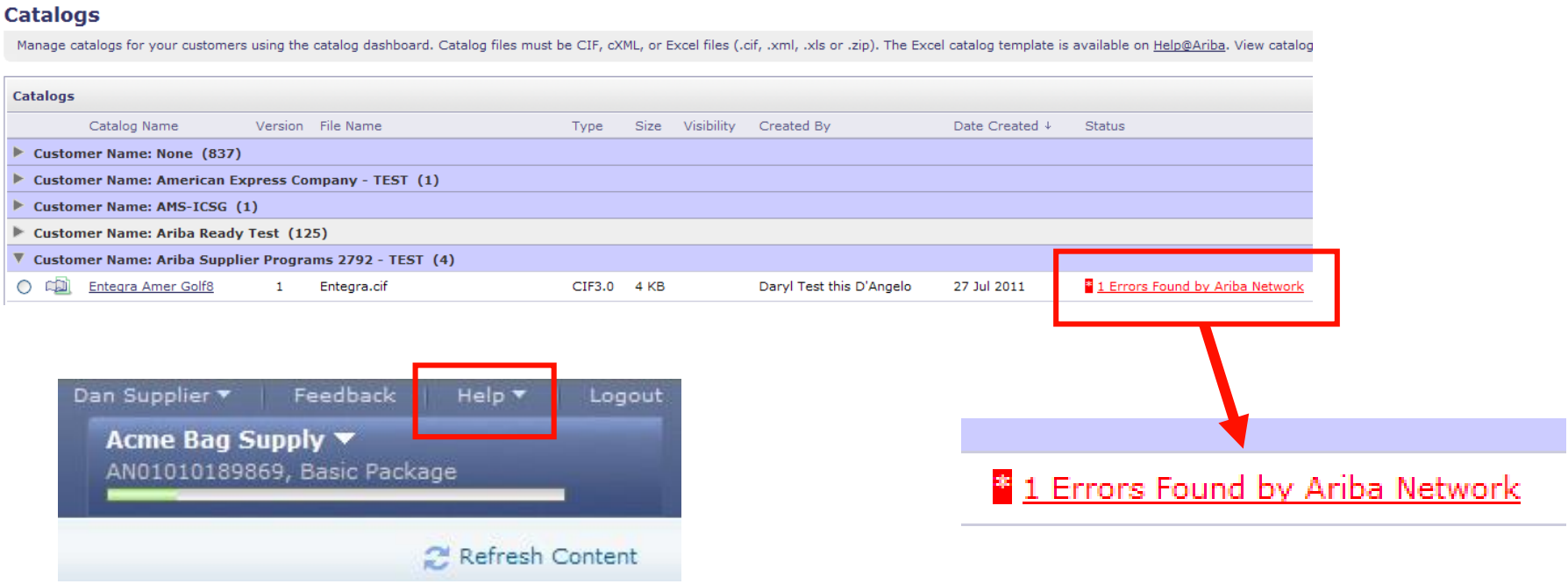
Catalog Error

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**.



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UPDATING THE CATALOG

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Updating the Catalog

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

1

Whenever you are UPDATING an existent Catalog, **DO NOT** use the option “Create Standard”. And it’s important to keep the same name for the Catalog.

Log into your account in the **supplier.ariba.com** and select “Catalog” tab on the upper left of the navigation bar.

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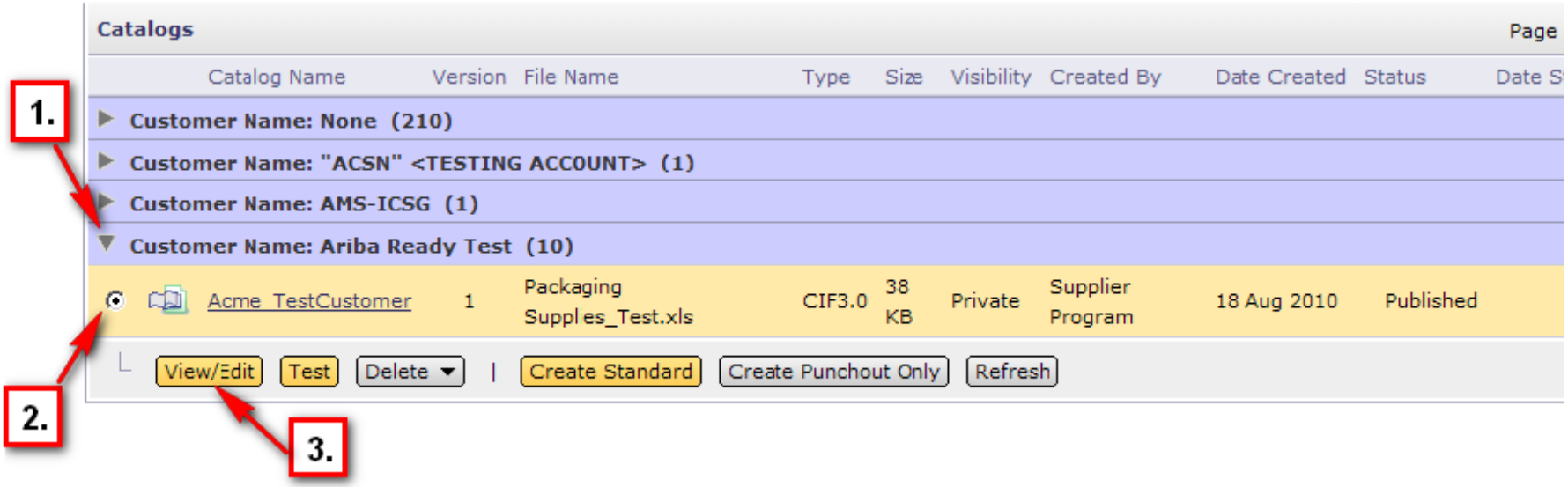
Updating the Catalog

2. Select the MATERION to whom the Catalog was created for

3. Select the Catalog that will be updated (in case you have more then one catalog for same MATERION)

4. Click in “View/Edit”



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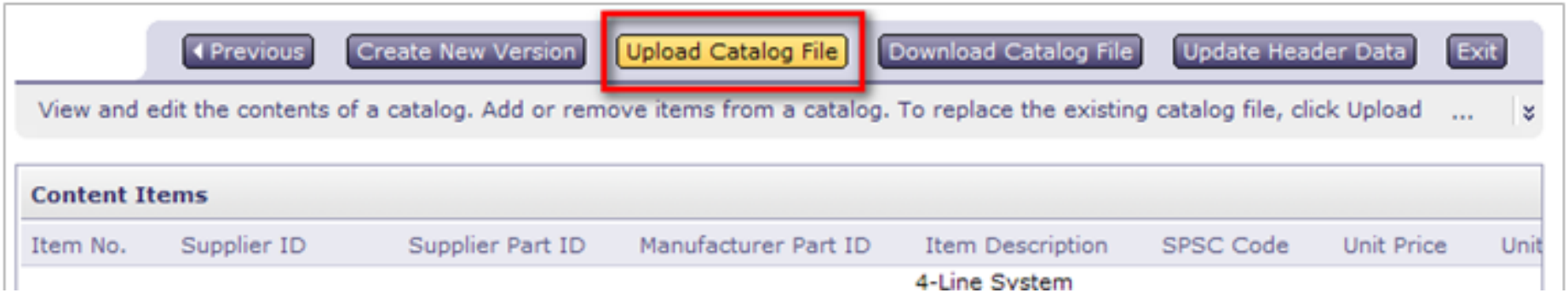
Updating the Catalog

5 Click “Next”

6 Click “Upload Catalog File”



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Updating the Catalog

7 **Browse** for the appropriate catalog update, and click "**Validate and Publish**" when finished.

8 Don't forget to click the "**Refresh"** button to update the catalog status when you are returned to the Catalog Dashboard.

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

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SUPPORT INFORMATION

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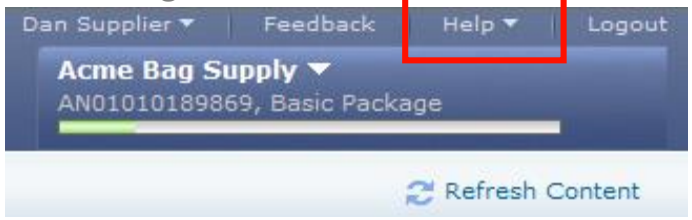
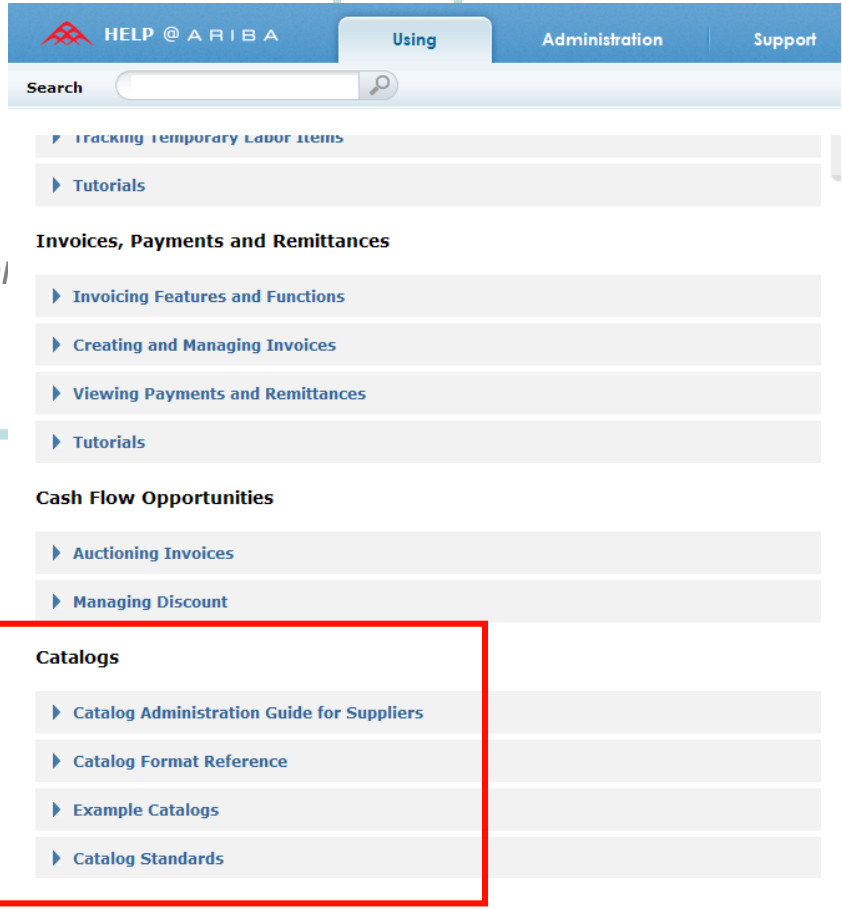
Support Information

- **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 Supplier*
    - *Catalog Format Reference*
    - *Example Catalogs*
    - *Catalog Standards*





- **Ariba Catalog contact:**
  - Said Tovar
  - 412-222-6338
  - Said.Tovar.Canavati@sap.com

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Questions?

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Thank You

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