

# Ariba® Network CIF Catalog Guide



**faurecia**



# Agenda

---

- What is a CIF Catalog?
- CIF Catalog Enablement
- Publishing a Catalog on Ariba Network
- Updating CIF Catalog

# What is CIF Catalog?

SAP Ariba 



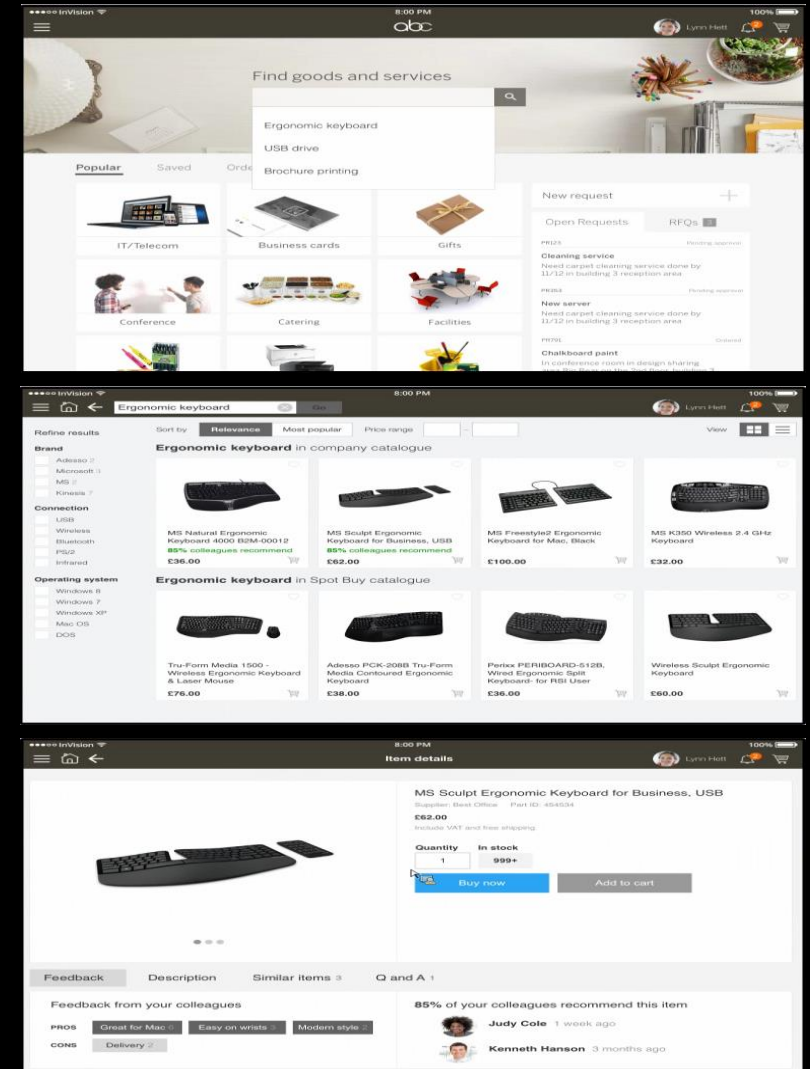
# What is CIF Catalog?

---

- A static catalog (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Your **buyers's** users access your catalog through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
  - Rapid Deployment
  - Great Compliance Control
  - Low Setup Cost and Complexity
- **Faurecia's** users will be able to:
  - See
  - Compare
  - Buyyour items from SAP Ariba Procurement.

# User Interface (customer Users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view





# CIF Catalog Template

CIF Catalog Template will be provided separately

CIF_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	3											
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	Market Price
DATA												
AN01014937807-t	2772881	2772881	TEST OK, nr. 1	22108400	10.02	EA	1	TEST OK MANUFACT 1	<a href="http://www.id">http://www.id</a>	<a href="http://www.manu.cc">http://www.manu.cc</a>	20.02	
AN01014937807-t	2772882	2772882	TEST OK, nr. 2	22108400	11	EA	1	TEST OK MANUFACT 2	<a href="http://www.id">http://www.id</a>	<a href="http://www.manu.cc">http://www.manu.cc</a>	21	
AN01014937807-t	2772883	2772883	TEST OK, nr. 3	22108401	12.99	EA	1	TEST OK MANUFACT 3	<a href="http://www.id">http://www.id</a>	<a href="http://www.manu.cc">http://www.manu.cc</a>	20.02	
ENDOFDATA												

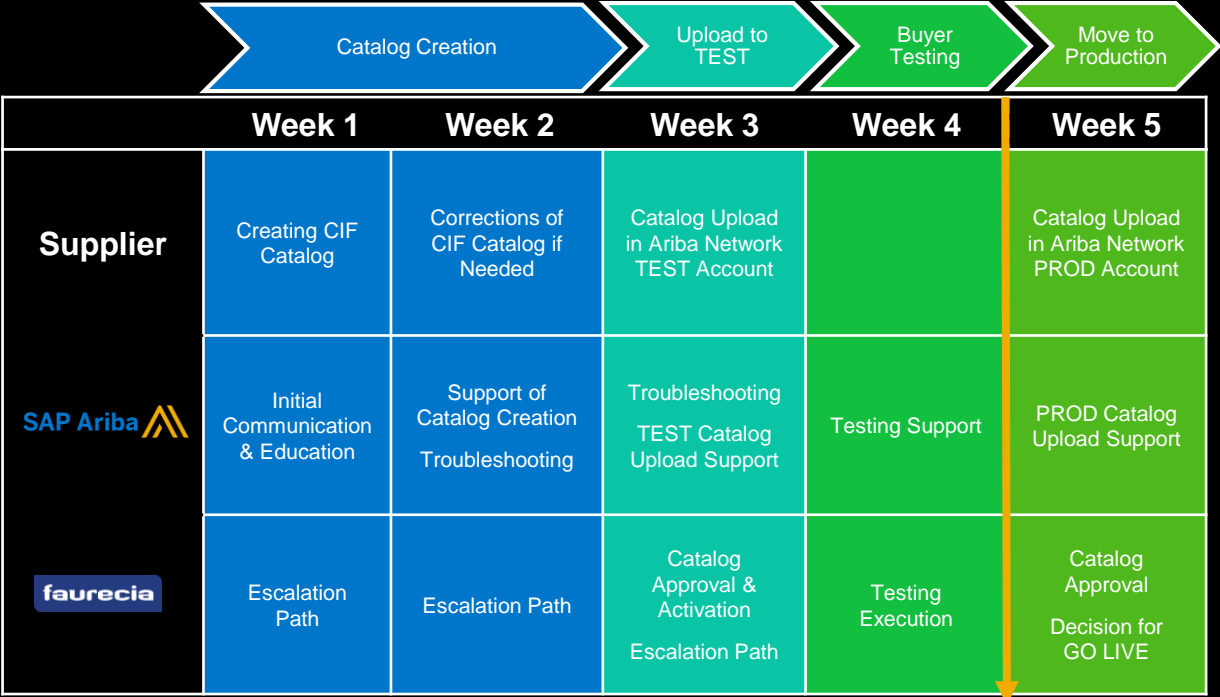
# CIF Catalog Enablement

SAP Ariba 



# CIF Catalog Enablement

- Supplier's Prerequisites to Start:**
- Catalog Content Clarified with Buyer
  - Ariba Network Trading Relationship Established
  - Ariba Network Test Account Created



Buyer Testing might be extended up to 8 weeks if transaction integration is requested by the Supplier



# Publishing a Catalog on Ariba Network

SAP Ariba 



# Ariba Network Access, Catalog Publication

## 1 Access your Ariba Network Account

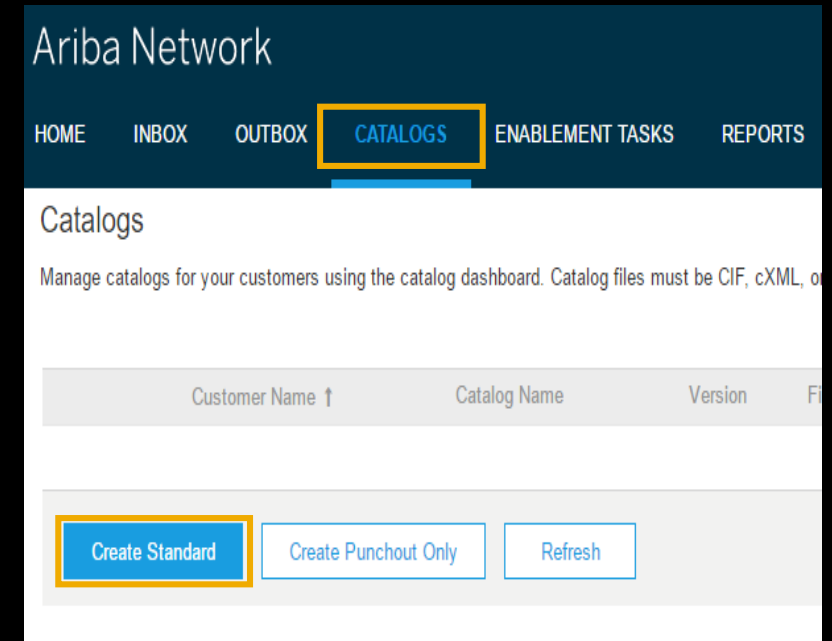
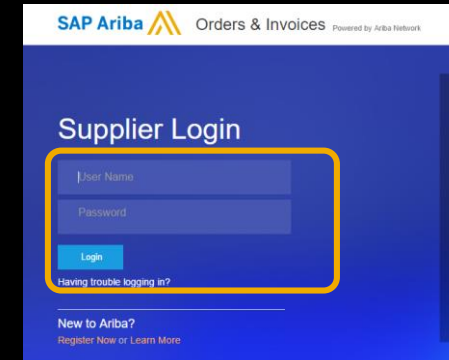
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Your catalog on Ariba Network must first be created in your **TEST** account.
- You will load your catalog on your production account only after publication and validation of the catalog in your **TEST** account.

## 2 Click on the **Catalogs** tab on your Home Dashboard

## 3 Click on the **Create Standard** button



# Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you.

This should be based on the Faurecia naming convention

5 Click **Next**

6 Select **Private**

7 Select Faurecia in your customers' list.

8 Click **Next**

The image displays two screenshots of the 'Create a New Catalog' interface in SAP.

**Top Screenshot (Step 1: Details):**

- Page Header:** Create a New Catalog. Buttons: Next, Exit.
- Left Navigation:** 1 Details, 2 Subscriptions, 3 Content.
- Main Content:**
  - Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field.
  - Catalog Name:** TEST\_OK\_1 (highlighted with a red box).
  - Created By:** Orsolya Kalina
  - Date Created:** Monday 13 Mar 2017 9:22 AM GMT+01:00
  - Description:** (Empty text area, Characters left: 1000).
  - Commodities:** (Empty table with columns Description and No items, buttons Delete and Add).
- Bottom Right:** Next (highlighted with a red box), Exit.

**Bottom Screenshot (Step 2: Subscriptions):**

- Page Header:** Create a New Catalog. Buttons: Previous, Next, Exit.
- Left Navigation:** 1 Details, 2 Subscriptions, 3 Content.
- Main Content:**
  - Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.
  - You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.
  - Visibility:** Private - Only the selected customers that have a trading relationship with you can view and receive the catalog (highlighted with a red box). Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog.
  - Customers Table:**

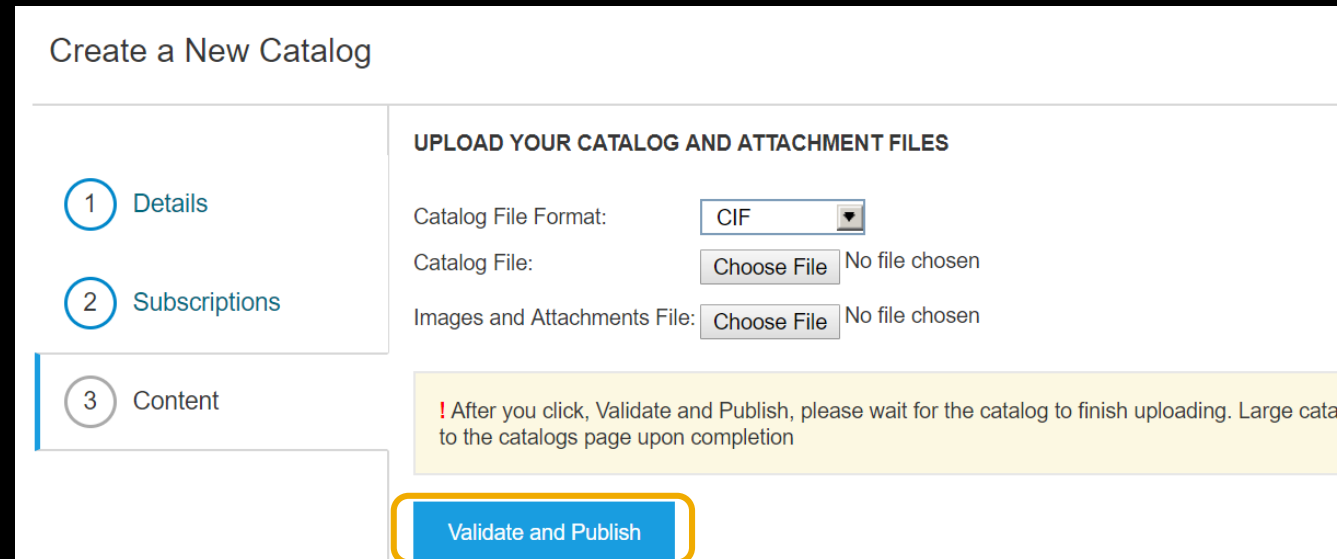
Customers	Catalog Validation Rules	Validation Status for Version 1
GSO Sandbox - P20 (highlighted with a red box)	View	Pending Validation
- Bottom Right:** Previous, Next (highlighted with a red box), Exit.

**Note:** If Faurecia is not part of the customer list, it means that the Faurecia Trading relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

# Catalog Publication

9 Click **Choose File** and browse to the catalog file on your computer.

10 Click **Validate and Publish**



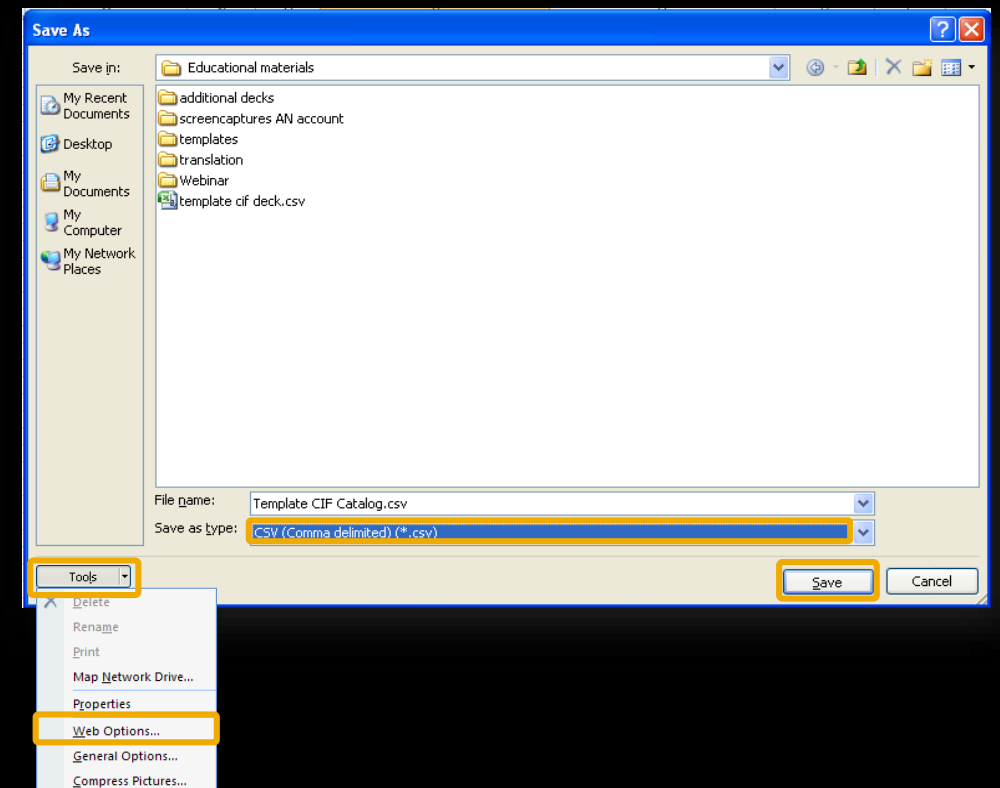
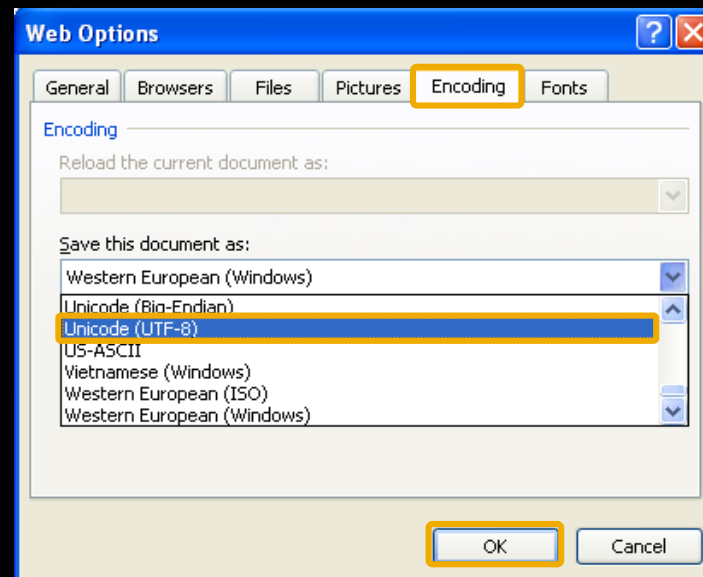
The screenshot shows a web form titled "Create a New Catalog". On the left is a sidebar with three steps: "1 Details", "2 Subscriptions", and "3 Content". The "Content" step is currently selected. The main area is titled "UPLOAD YOUR CATALOG AND ATTACHMENT FILES". It contains three fields: "Catalog File Format" with a dropdown menu set to "CIF", "Catalog File:" with a "Choose File" button and the text "No file chosen", and "Images and Attachments File:" with a "Choose File" button and the text "No file chosen". Below these fields is a yellow warning box with an exclamation mark icon and the text: "After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take some time to upload to the catalogs page upon completion". At the bottom of the form is a blue button labeled "Validate and Publish", which is highlighted with a red rectangle.

**Note:** Ariba Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

# Converting the Excel File into .csv file

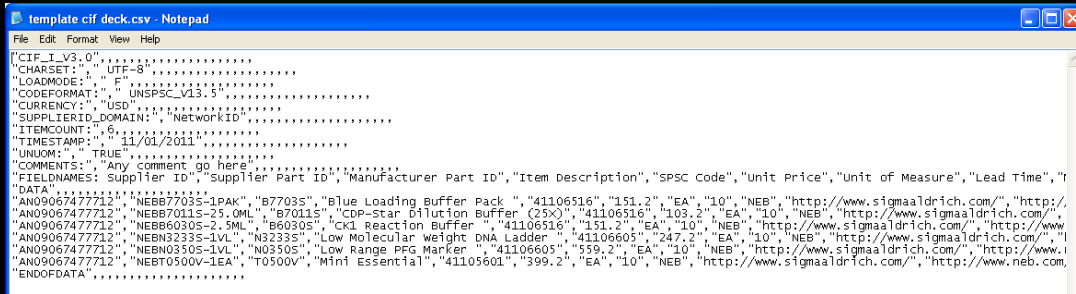
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.

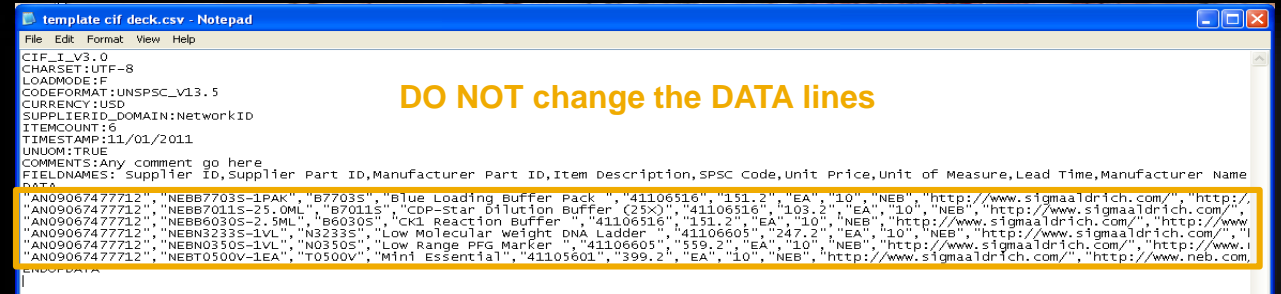


# Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif

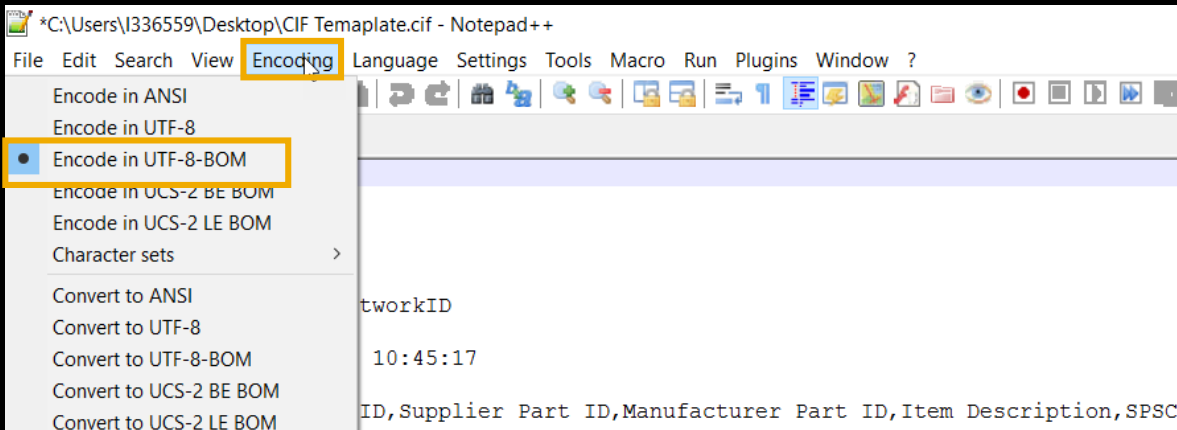


```
template cif deck.csv - Notepad
File Edit Format View Help
[\"CIF_I_V3.0\",
\"CHARSET:\", \"UTF-8\",
\"LOADMODE:\", \"F\",
\"CODEFORMAT:\", \"UNSPSC_V13.5\",
\"CURRENCY:\", \"USD\",
\"SUPPLIERID_DOMAIN:\", \"NETWORKID\",
\"ITEMCOUNT:\", \"6\",
\"TIMESTAMP:\", \"11/01/2011\",
\"UNUM:\", \"TRUE\",
\"COMMENTS:\", \"Any comment go here\",
\"FIELDNAMES: Supplier ID\", \"Supplier Part ID\", \"Manufacturer Part ID\", \"Item Description\", \"SPSC Code\", \"Unit Price\", \"Unit of Measure\", \"Lead Time\", \"
DATA:
\"AN09067477712\", \"NEBB7703S-1PAK\", \"B7703S\", \"Blue Loading Buffer Pack \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://
\"AN09067477712\", \"NEBB7011S-25.OML\", \"B7011S\", \"CDP-Star Dilution Buffer (25X)\", \"41106516\", \"103.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://
\"AN09067477712\", \"NEBB6030S-2.5ML\", \"B6030S\", \"CK1 Reaction Buffer \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www
\"AN09067477712\", \"NEBN3233S-1VL\", \"N3233S\", \"Low Molecular Weight DNA Ladder \", \"41106605\", \"247.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"
\"AN09067477712\", \"NEBN0350S-1VL\", \"N0350S\", \"Low Range PFG Marker \", \"41106605\", \"559.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.i
\"AN09067477712\", \"NEBT0500V-1EA\", \"T0500V\", \"Mini Essential\", \"41105601\", \"399.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.neb.com
\"ENDOFDATA\",
]
```



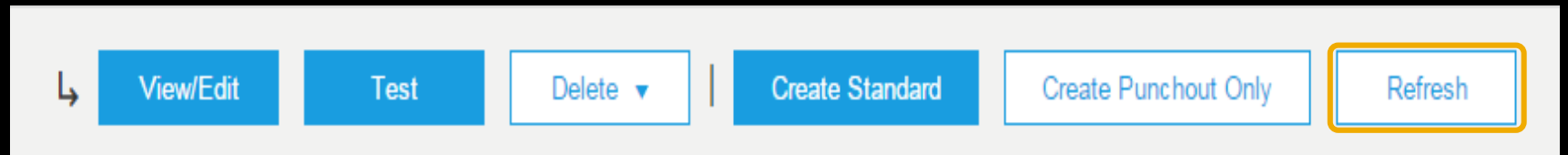
```
template cif deck.csv - Notepad
File Edit Format View Help
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNUM:TRUE
COMMENTS:Any comment go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name
DATA:
\"AN09067477712\", \"NEBB7703S-1PAK\", \"B7703S\", \"Blue Loading Buffer Pack \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://
\"AN09067477712\", \"NEBB7011S-25.OML\", \"B7011S\", \"CDP-Star Dilution Buffer (25X)\", \"41106516\", \"103.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://
\"AN09067477712\", \"NEBB6030S-2.5ML\", \"B6030S\", \"CK1 Reaction Buffer \", \"41106516\", \"151.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www
\"AN09067477712\", \"NEBN3233S-1VL\", \"N3233S\", \"Low Molecular Weight DNA Ladder \", \"41106605\", \"247.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"
\"AN09067477712\", \"NEBN0350S-1VL\", \"N0350S\", \"Low Range PFG Marker \", \"41106605\", \"559.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.i
\"AN09067477712\", \"NEBT0500V-1EA\", \"T0500V\", \"Mini Essential\", \"41105601\", \"399.2\", \"EA\", \"10\", \"NEB\", \"http://www.sigmaaldrich.com/\", \"http://www.neb.com
\"ENDOFDATA\",
]
```

- For special characters (for example ö,ü etc.) you have to save your file as UTF-8-BOM



# Catalog Publication

- After the entire catalog has been uploaded:
  - Ariba Network begins the catalog validation
  - It can take several minutes to validate large catalogs
  - Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while 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 Validation - Status

- After 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 Faurecia
- As Faurecia is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the Faurecia -specific validations and the status will change to **Pending Buyer Validation**.

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

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



# Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

Catalog Name		Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
	DE_THF	1	CIF	CIF3.0	21 MB		Klaus	28 Aug 2006	 100 Errors Found by Ariba Network

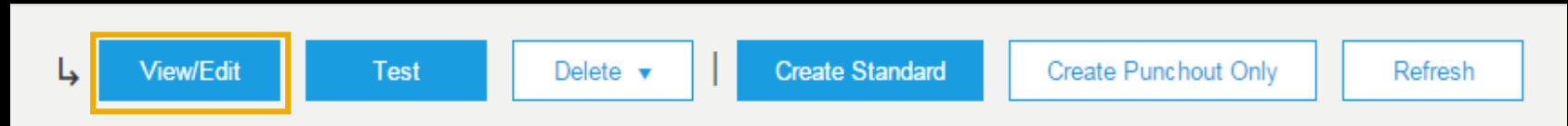
- Validating against **Faurecia**-specific validation rules.

	DK 9002831	1	DK 9002831	CIF3.0	619 B	Private	E-Business DE	23 Feb 2016	 1 Validation Errors Found by Customer	18 Apr 2016
---	------------	---	------------	--------	-------	---------	---------------	-------------	---	-------------

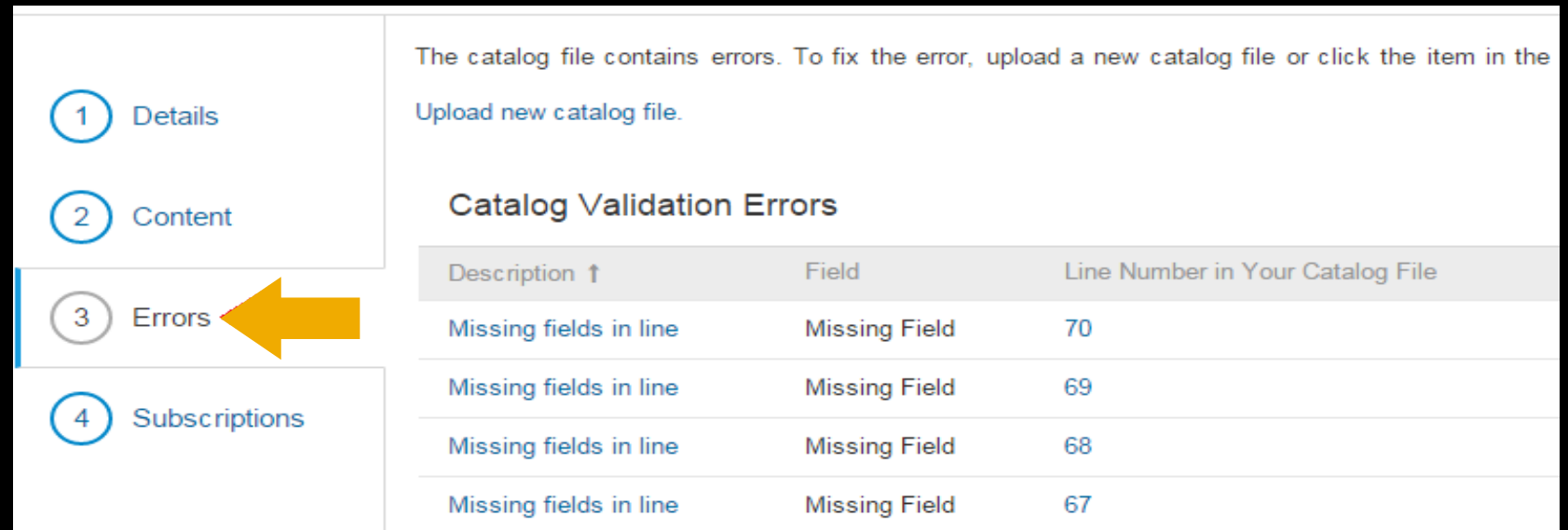
**Note:** Even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the **Faurecia**-specific catalog validation rules.

# How to Correct Errors Found by Ariba Network

- Click the “**View/Edit**” button on the dashboard



- On tab 3 “**Errors**” review the error details

A screenshot of the 'Errors' tab in the Ariba Network interface. On the left, there is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (selected and highlighted with a yellow arrow), and '4 Subscriptions'. The main content area shows a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Upload new catalog file.' Below this is a section titled 'Catalog Validation Errors' containing a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists four errors, all of which are 'Missing fields in line' with the field 'Missing Field' and line numbers 70, 69, 68, and 67 respectively.

Description ↑	Field	Line Number in Your Catalog File
Missing fields in line	Missing Field	70
Missing fields in line	Missing Field	69
Missing fields in line	Missing Field	68
Missing fields in line	Missing Field	67

# Updating CIF Catalog

SAP Ariba 



# Catalog Update – Step 1

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

- 1 Select your catalog
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Download Catalog File**

GSO Sandbox - P2O - TEST

TEST-OK-1

1

↳

View/Edit

Test

Delete ▼

Create Standard

Edit a Catalog

1 Details

2 Content

3 Subscriptions

Previous

Create New Version

Upload Catalog File

Download Catalog File

Update Header Data

Exit

# Catalog Update – Step 2

- 1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.
- 2 Click **Convert to Excel** and wait for the next button to highlight
- 3 Click **Refresh Status** and wait for the next button to highlight
- 4 Click **Download as Excel** and save the file to your computer
- 5 Click **Exit**

CIF Download

Created at:

Monday 6 Feb 2017 2:24 PM GMT+01:00

Size:

2 KB

Type:

CIF3.0

Status:

Ready

Download as CIF

Excel Download

Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to update the conversion status. When the catalog is ready you can download the converted Excel file.

Created at:

Size:

Type:

Excel

Status:

Convert to Excel

Refresh Status

Download as Excel

Previous

Exit

# Catalog Update – Step 3

Open the downloaded file in Excel and enable editing and make necessary changes.

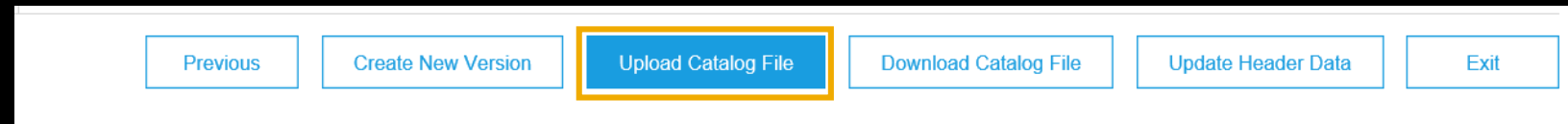
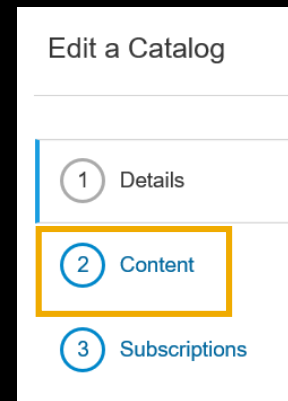
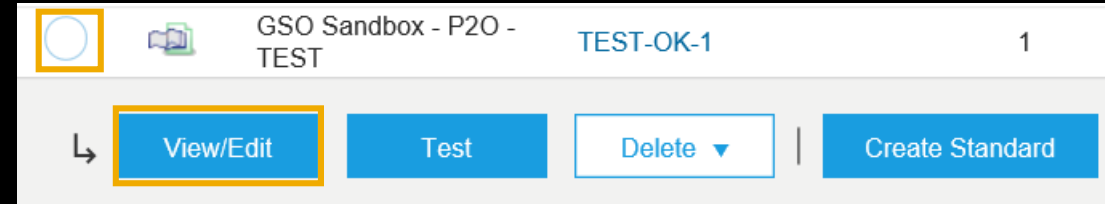
CIF_I_V3.0												
CHARSET:	UTF-8											
LOADMODE:	F											
CODEFORMAT:	UNSPSC											
CURRENCY:	EUR											
SUPPLIERID_DOMAIN:	NetworkID											
TIMESTAMP:	19-02-13											
ITEMCOUNT:	1											
UNUOM:	TRUE											
COMMENTS:	Any comments can go here											
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri	
DATA												
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02	
ENDOFDATA												



# Catalog Update – Step 4

Once your new catalog version is ready, log in your Ariba Network account.

- 1 Select your catalog
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Upload Catalog File**



# Catalog Update – Step 5

1 Click **Choose File** and browse to the catalog file on your computer.

2 Click **Validate and Publish**

Create a New Catalog

1 Details

2 Subscriptions

3 Content

**UPLOAD YOUR CATALOG AND ATTACHMENT FILES**

Catalog File Format:





Catalog File:  No file chosen

Images and Attachments File:  No file chosen

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take some time to upload. You will be redirected to the catalogs page upon completion

# Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a catalog has several versions, you can delete all of them by clicking:  
Delete > All versions or only delete the latest version by selecting the catalog and clicking  
Delete > Latest Version Only

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0
<div><div>↳</div><div>View/Edit</div><div>Test</div><div>Delete ▾</div><div>Create Standard</div><div>Create Punchout Only</div><div>Refresh</div></div>						

# Thank you

SAP Ariba 

**Contact information:**

[orsolya.kalina@sap.com](mailto:orsolya.kalina@sap.com)

