

Ariba Catalogs

Creating PunchOut Index Files

October, 2014



On the Ariba Network, you can create a **PunchOut Index File** using the Wizard.

- The Wizard will step you through the creation of the file—and it creates a basic Index file.
- The new Catalog UI can allow Suppliers to add a logo and other features to their PunchOut files, but the Wizard does not yet have this option.

This short presentation will show you how to edit your PunchOut Index files to add value to your Customers.

Creating PunchOut Index Files

- Logon to your Ariba Network Account
- Click on the **Catalog** tab
- Click on the **Create Punchout Only** button
- Follow the steps outlined in the Wizard—note that there are only 4 required fields

The screenshot shows a web-based wizard titled "Create Punchout Catalog". At the top right are "OK" and "Cancel" buttons. Below the title is a text box with the instruction "Enter a catalog name and descriptive text. Customers can search using this information." and a dropdown arrow. A note below reads "* indicates required field".

The form contains several fields:

- * Catalog name: [text input]
- * PunchOut URL: [text input]
- * UN/SPSC code: [text input] with a link to <http://www.unspsc.org> for details on UN/SPSC codes.

Below these is a section for "Commodities". It features a table with a header "Description" and a single row containing the text "No items". To the left of the table is a minus sign icon. Below the table are "Delete" and "Add" buttons.

At the bottom is a field for "* Brief Description:" with a large text area and a vertical scrollbar. At the bottom right are "OK" and "Cancel" buttons.

Creating PunchOut Index Files

- Find your newly created Index file, select it using the radio button to the left, then click the **View/Edit** button. (You can also use an already created file, if you wish).

Catalogs											
	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input checked="" type="radio"/>	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
<input type="radio"/>	None	Test PunchOut Index File	1	2949522Punchout.cif	CIF3.0	586 B		Mark Davis	17 Oct 2014	Validated	
L View/Edit Test Delete Create Standard Create Punchout Only Refresh											

- The **Edit a Catalog** screen will default to “Details”. Click on the “Content” link.

Edit a Catalog

1 Details

2 Content

3 Subscriptions

Enter a catalog name and descriptive

Catalog Name: Test PunchOut

File Name: 2898517Punchout.cif

Created By: Mark Davis

Date Created: Friday 4 Apr 2014

Version: 1

Size: 553 B

Creating PunchOut Index Files

- The **Edit a Catalog** screen will show your Index file. We are going to edit the file outside of the Network. Click the **Download Catalog File** button.

Edit a Catalog

1 Details
2 **Content**
3 Subscriptions

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing ...

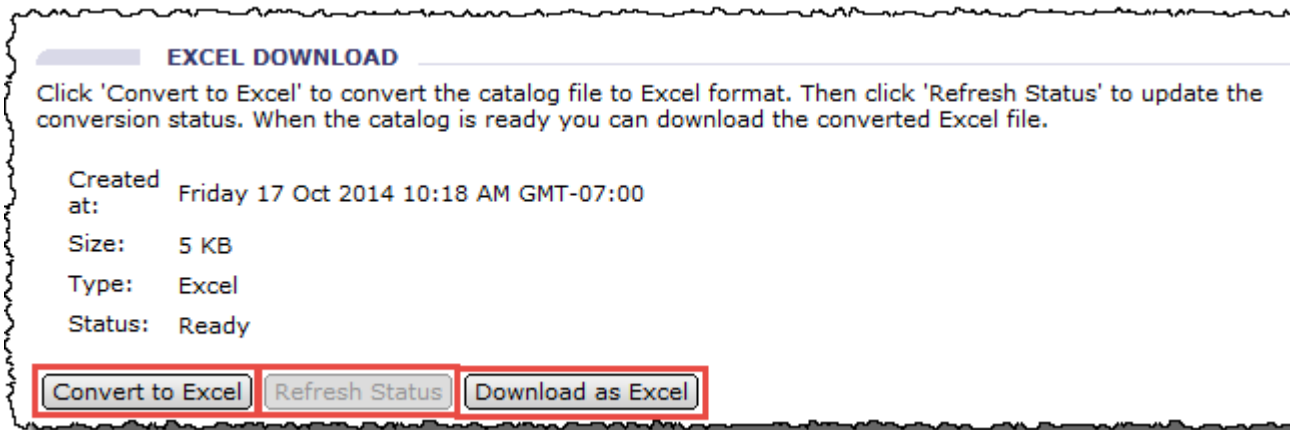
Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
1	Delete	AN01000723544-T	AAA	AAA	Test PunchOut Index File

< Add Item >

Previous Upload Catalog File **Download Catalog File** Update Header Data Exit

Download PunchOut Index Files

- For ease of editing, we are going to use Excel. Downloading to Excel is a 3-step process. Each button will change from grey to black as you follow the process.
 - Click the **Convert to Excel** button and wait for the next button to highlight.
 - Click the **Refresh Status** button and wait for the next button to highlight.
 - Click the **Download as Excel** and save the file to your computer.



- Click the **Exit** button and sign out from the Network.

PunchOut Index File Structure

A typical PunchOut Index file created with the Wizard looks like this:

TestPunchout.xls [Compatibility Mode]

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

- **Supplier Part ID:** The system populates this with “AAA”, You may change this if you want a different value passed. (This is a required field)
- **Manufacturer Part ID:** The system populates this with “AAA” (This can be deleted, as it is not a required field)
- **Description:** This is populated with the Catalog Name that you entered in the Wizard. This will be discussed later. (This is a required field)
- **SPSC Code:** This is populated with the UNSPSC Code that you entered in the Wizard (This is a required field)

PunchOut Index File Structure

- **Unit Price, Unit of Measure and Lead Time:** The system populates these fields—leave the values populated.
- **Manufacturer Name:** The system populates this with “MMM-C” (This can be deleted, as it is not a required field).
- **Manufacturer URL and Market Price:** Leave these fields blank, but they must stay in the file.
- **Supplier URL:** This is populated with the URL Code that you entered in the Wizard (This can be deleted, as it is not a required field). **The URL that the PunchOut uses is not this value—it uses the URL set in your Ariba Network account!**
- **PunchOut Enabled:** The system populates this with “True” (This must be not be altered—it is required for a PunchOut Index file).

Editing PunchOut Index Files

Open the downloaded file in Excel and enable editing. We are going to add 2 fields, and edit 1 existing field in the file.

TestPunchout.xls [Compatibility Mode]													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CIF 1 V3.0												
2	LOADMODE:	F											
3	CODEFORMAT:	UNSPSC_V12.2											
4	CURRENCY:	USD											
5	SUPPLIERID_DOMAIN:	NETWORKID											
6	CHARSET:	UTF-8											
7	COMMENTS:	This is a CIF 3.0 file with punch out item generated by Ariba.com											
8	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	PunchOut Enabled
9	TIMESTAMP:	2014-10-17 09:53:04 America/Los_Angeles											
10	ITEMCOUNT:	1											
11	DATA												
12	AN01000723544-T	AAA	AAA	Test PunchOut Index File	43000000	1	EA	1	MMM-C	http://madmanprods.com/ariba			true
13	ENDOFDATA												

- After the column called PunchOut Enabled, add a column called **Short Name**.
- After your new column named Short Name, add a column called **Image**.

Editing PunchOut Index Files

- **Short Name:** Enter the Catalog Name. This will appear on your Customer's Catalog interface. A standard name for the Catalog might be your company name + the word "PunchOut"—to help Users find the link. For Example: **"Sue's Sewing PunchOut"**.
- **Image:** This field is where you can add your company's logo.
 - The display size for an image should be approximately 100 x 100 pixels.
 - The maximum file size for an image file is 90 Kb.
 - If you have a URL that references a logo, that is preferred— however, If you use a URL, be sure to enter the entire URL—including http://). For example:
<http://mycomp/images/logo.jpg>.
 - If you don't have a URL to reference, you can enter a filename. You must enter the filename exactly—including caps and lower case letters. For example: *my_logo_file.jpg*. *If you enter a file name, when you load your final Index file on the Network, you must e-Mail the file to catalogmanagement@ariba.com and reference the Customer you are creating your catalog for.*

The **Description** field allows you to help your Customer's Users find your Catalog, by returning your PunchOut Catalog in their keyword search results.

- When you populate the **Short Name** field, the **Description** field does not appear on the Catalog—this allows us to fill it with keywords that are searched, but do not appear.
- The **Description** field has 2,000 characters available. You can enter in words alone, or separate them with commas (it might make it easier for you to maintain). For example, a computer supply company might populate the **Description** field with: “computer, printer, toner, cable, monitor, software, Microsoft, Adobe, Hewlett Packard, memory, peripherals, drive, CD-ROM, Blu Ray.”

Editing and Uploading PunchOut Index Files

Your new edited Index file might look something like this:

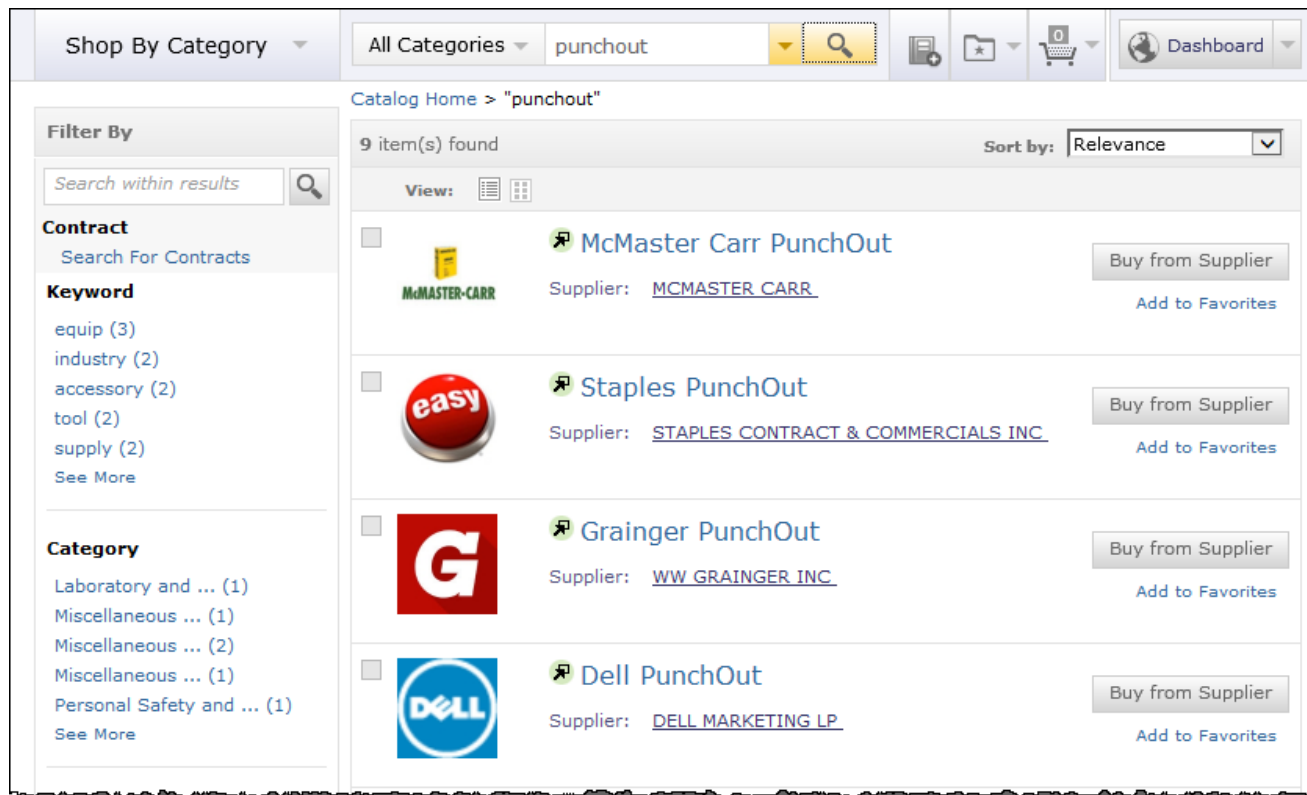
TestPunchout.xls [Compatibility Mode]														
	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1														
2	F													
3	UNSPSC_V12.2													
4	USD													
5	NETWORKID													
6	UTF-8													
7	This is a CIF 3.0 file with punch out item generated by Ariba.com													
8	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	PunchOut Enabled	Short Name	Image
9	2014-10-17 09:53:04 America/Los_Angeles													
10	1													
11														
12	AAA		Toner, paper, ink, HP	43000000	1	EA	1					true	CopyMax PunchOut	http://max.com/images/logo.jpg
13														

The final steps are:

- Save the new Index file as an Excel .xls file
- Logon to your Ariba Network account
- Upload the Index file
- Publish your to your Customer

PunchOut Index Files—Display on Catalog UI

When your PunchOut Index file is published to your Customer's Ariba Catalog, it will display like this—showing the **Short Name** and your **Image** on the User Interface.



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