

## November 2015



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# Agenda:

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- What is a PunchOut Catalog?
- Roles and Responsibilities
- PunchOut Configuration
- Required cXML Configuration from the Supplier
- Publication of your Catalog on the Ariba Network
- Ariba Network Support



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# What is a PunchOut Catalog?

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- The PunchOut Catalog is directly hosted by the supplier in their website.
- The PunchOut Catalog allows end users to go directly to the supplier's and search for items.
- The supplier is controlling and maintaining the content of their Catalog, according to their contract with Buyer.

# What is a PunchOut Catalog?

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PunchOut catalogs are interactive catalogs stored on your website that use cXML to enable two-way communication of electronic commerce details. For PunchOut catalogs, procurement applications display a hyperlink instead of product or pricing details. When users click this hyperlink, their web browser displays a page from your local website.

Depending on how you implement this page, users can browse product options, specify configurations, and select delivery methods. Procurement applications pass organization IDs to your website, and you can use them to look up previously agreed-upon prices (contract prices).

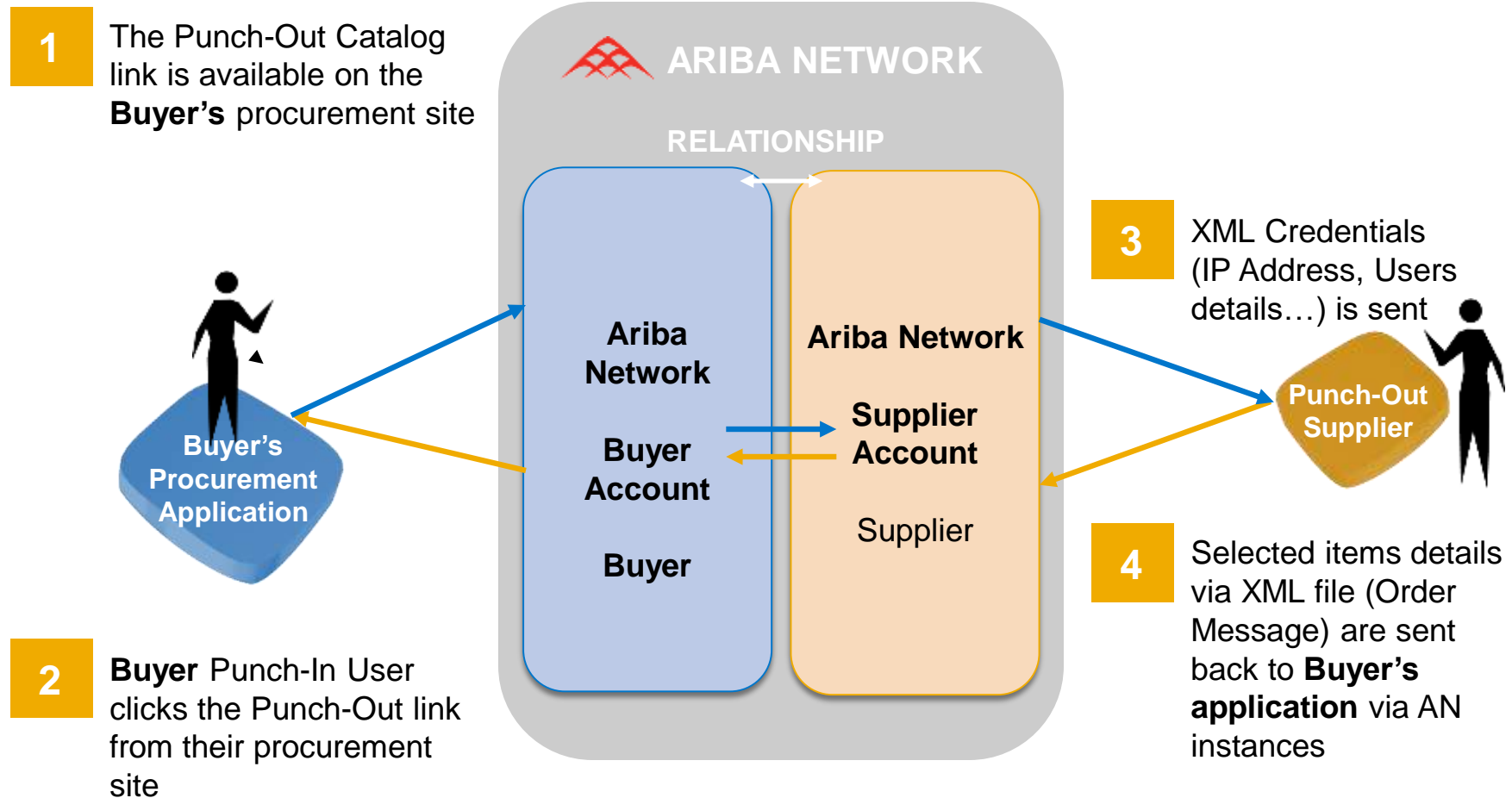
When users finish with this page, they click a button that returns the order information to Ariba Buyer. The fully configured products and their prices appear within the procurement application on users' purchase orders.

When deciding whether to use PunchOut catalogs, consider the following trade offs:

- They require all users to have full Internet access, which some companies do not allow.
- They require you to implement and maintain an interactive website, accessible 24 hours a day, seven days a week.
- The Internet can be slow, depending on connection type and Internet load.

**Note:** If your account is suspended, your customers can access your PunchOut catalogs, shop for products and services, and create a purchase order, however, Ariba Network does not send you the purchase order. PunchOut catalog users do not need to enter a user password for your site. They can be pre-authenticated by Ariba Network.

# What is a PunchOut Catalog?





# Roles and Responsibilities



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## Roles and Responsibilities - Overview

Task	Ariba	Customer	Supplier
Configure Punchout Website			X
Establish a Trading Relationship on the Ariba Network		X	X
Configure Supplier Ariba Network account			X
Publish the catalog on Ariba Network			X
Activate the Catalog on Customer's On Demand Application	X	X	
Test Connectivity	X	X	X
Troubleshooting	X	X	X

# Roles and Responsibilities - Details

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- **Configure PunchOut website – Supplier**
  - Supplier has to configure their website before we engage with the Supplier for enablement activities, you therefore need to have your own technical team.
- **Relationship established between the Supplier and Customer – Customer/ Supplier**
  - Customer needs to send the relationship request and Supplier needs to accept it on the Ariba Network.
- **Configure Supplier Ariba Network account – Supplier**
  - Supplier has to configure their account with their cXML configuration and PunchOut set up.
- **Publish the catalog on Ariba Network- Supplier**
  - Create a catalog using “Create Punch Out only” button.
- **Activate the Catalog on Customer’s On Demand Application – Ariba Team / Customer**
  - Ariba Team will test the catalog using the Catalog Tester and upload the Catalog on Customer’s site.
- **Test Connectivity – Ariba Team / Customer / Supplier**
- **Troubleshooting – Ariba Team/ Customer when needed / Supplier**
  - Ariba Team will assist Supplier to correct the potential connectivity issue(s).



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# PunchOut Configuration

## 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.

Ariba Login

Admin Username:

Admin Password:

Username:

Log In

Forgot Username  
Forgot Password

Join Ariba Network-Early Access!  
Register your company on Ariba Network-Early Access, the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.  
Register as a New Supplier - EA >>>

## 2 Switch to your Test Account

At User Navigator click Switch to Test Account.

Click OK.

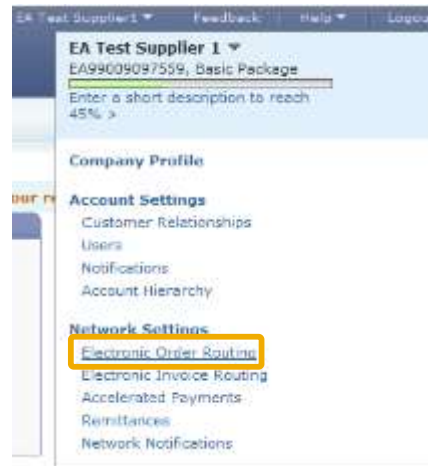


# PunchOut Configuration

3

## Access the Electronic Order Routing page

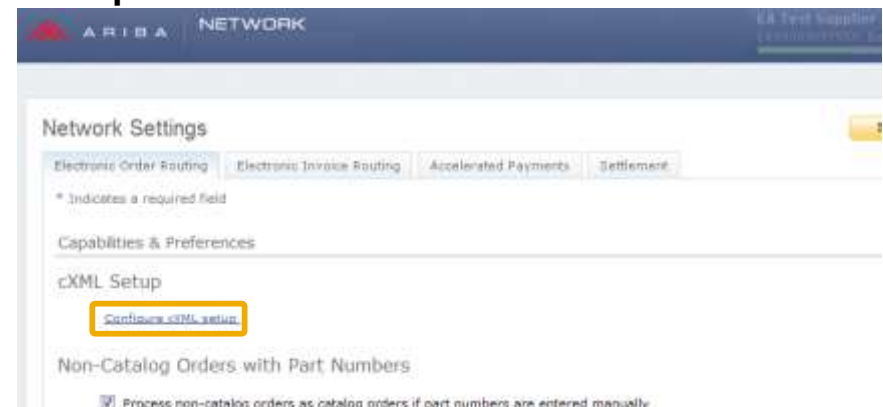
Click **Electronic Order Routing** at **Administration Navigator**.



4

## Access the cXML Setup Page

Under cXML Setup click on **Configure cXML setup**.



# PunchOut Configuration

## 5 Configure your Shared Secret

You need to enter a **Shared Secret** to authenticate your cXML documents.

## 6 Configure your PunchOut URL

You need to enter your **PunchOut URL**.  
You should have a **secured link** in order to create your PunchOut (beginning with: **https://...**).

Click **OK**.

The screenshot shows the 'cXML Setup' configuration page. It includes sections for Authentication Method, Profile URL, Punchout Url, and Pricing Updates. The 'Shared Secret' and 'Confirm Shared Secret' fields under Authentication Method are highlighted with an orange box. The 'PunchOutSetupRequest URL' field under Punchout Url is also highlighted with an orange box. The 'Save' button is highlighted with an orange box. The 'Reset Profile' button is visible under the Profile URL section.

**cXML Setup** Save Close

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

**Authentication Method**

Ariba Network-Early Access requires an authentication method to process all cXML documents it validates.

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

Shared Secret: \*  ⓘ

Confirm Shared Secret: \*

**Profile URL**

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

Profile Uri:  Reset Profile

**Punchout Url**

PunchOut allows customers to perform shopping and product selection directly on your Website.  
Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty.

PunchOutSetupRequest URL:

**Pricing Updates**

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOutRequest URL.

Select type of PriceAvailabilityURL:



# cXML Configuration

# cXML configuration

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- **Commodity Codes Required for Catalog Items:**

- It is compulsory to associate a commodity code for each item in your catalog. A list of commodity codes is available in your Supplier Information Portal which is accessible from your Ariba Network account.

- **Configure Website to Accept Customer's ANID:**

- You must configure your website in order to accept the ANID of Buyer. Please make sure during the PunchOutSetupRequest configuration to add the ending -T to Buyer's ANID when you will create your catalog in your TEST account. Buyer might also request different accesses for its users, therefore make sure you configure your website using the UserIDs.

- **Consult cXML Documentation:**

- In order to help you to configure your website to transact via cXML data with the Ariba Network, you should acknowledge the cXML requirements from Buyer. You can find the Buyer cXML Design Specification Guide and also refer to the Ariba cXML Solutions Guide and the cXML User Guide which are two guides available in your Supplier Information Portal.

# Security via cXML

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cXML is an open language defined by public Document Type Definitions (DTDs). These DTDs define cXML so that it is extremely flexible, which encourages its wide adoption.

- Supplier's PunchOut site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)** - for more information, see "HTTPS Connections" in Ariba cXML Solution Guide
- HTTPS protects all parties in PunchOut sessions: your customer, Ariba Network, and your PunchOut site.
- Supplier needs to document the transaction process flow into and out of your PunchOut site and identify which messages need to be coded.

Ariba has documentation available to assist in defining the process. The technical developer should read the following guides, available on Ariba – login to your Ariba account > select Help in top right corner > *Help Center* > *Learning Center* > *For Administrator*.

- **Ariba cXML Solution Guide** <http://supplier.ariba.com> (section Resources, cXML-Documentation)

# cXML configuration - cont.

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## An example of the Header in the PunchOutsetup request

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML payloadID="958075346970@www.bigbuyer.com " timestamp="2005-06-14T12:57:09-07:00">
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN01005538793-T</Identity> Customer's ANID
</Credential>
</From>
<To>
<Credential domain="DUNS">
<Identity>1234567-T</Identity>
</Credential>
<Credential domain="NetworkID">
<Identity>AN0100000011111-T</Identity> Supplier's ANID
</Credential>
</To>
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>xxxxxxxxxx</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```



# Publication of a Catalog Index on the Ariba Network



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# Publication of Catalog on the Ariba Network

- 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.

## 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.



## 2 Switch to your Test Account

At User Navigator click Switch to Test Account.

Click OK.



# Publication of Catalog on the Ariba Network

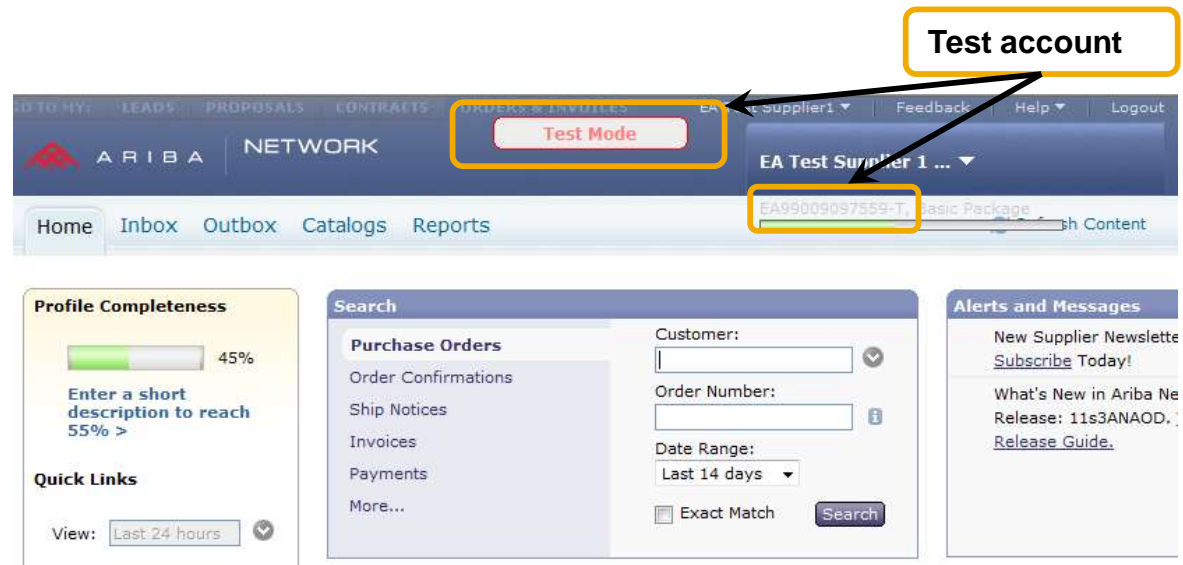
## 3 Catalogs tab

Be sure you are in your Ariba Network Supplier Test account and click the **Catalogs** tab on your Home Dashboard.

The Catalogs page is displayed.

## 4 Create your Catalog

Click on the button **Create PunchOut Only**.



# Publication of Catalog on the Ariba Network

## 5 Catalog Information

Enter information about your PunchOut Catalog.

The Catalog Administrator of the Buying organization can identify your catalog from each of these fields on the Ariba Network:

- **Catalog Name:** **PUNCHOUT**“-“**2characterCountrycode**“-“**SupplierName** (ex:PUNCHOUT-UK-TestSupplier)
- **PunchOut URL:** Enter the prefix https://
- **UN/SPSC code:** Please select one code from the file we provided (in the column B).
- **Brief Description:** Description of the catalog content. Searchable field by a customer. The key word from this field can be used by customer to search for the catalog's link.

Click **OK**.

Create Punchout Catalog

Enter a catalog name and descriptive text. Customers can search using this information.

\* indicates required field

Catalog name:

PunchOut URL:

UN/SPSC code:  See <http://www.unspsc.org> for details on UN/SPSC codes.

Commodities:

Description:

No items

Delete Add









Brief Description:

OK Cancel

# Publication of Catalog on the Ariba Network

## 6 Publish your Catalog

After this step the catalog is validated, but not published yet. Click on the Catalog Name link.

Catalogs											
	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	None	<a href="#">Test PunchOut</a>	1	1883991Punchout.cif	CIF3.0	658 KB		Seb Sussman	27 Oct 2011	Validated	
	Ariba, Inc.	<a href="#">dummy1</a>	1	test1234.xls	CIF3.0	401 KB	Private	Seb Sussman	19 Oct 2011	3 Errors Found by Ariba Network	
	Ariba, Inc. GSO Sandbox_PS	<a href="#">dummy1</a>	1	test1234.xls	CIF3.0	401 KB	Private	Seb Sussman	19 Oct 2011	3 Errors Found by Ariba Network	
	GSO EIPP (Generic)	<a href="#">dummy1</a>	1	test1234.xls	CIF3.0	401 KB	Private	Seb Sussman	19 Oct 2011	3 Errors Found by Ariba Network	
	Ariba, Inc.	<a href="#">QMD Test for Approval</a>	1	Catalog - UPS Import Test #2.cif	CIF3.0	1 KB	Private	Seb Sussman	26 Jul 2011	Activated	26 Jul 2011
	Ariba, Inc.	<a href="#">test_1</a>	1	CIF30template(1).xls	CIF3.0	2 KB	Private	Seb Sussman	7 Apr 2011	Validated by Customer	9 May 2011
	Ariba, Inc.	<a href="#">Catalog Test</a>	3	CIF30template_TXT.cif	CIF3.0	2 KB	Private	Seb Sussman	2 Feb 2011	Activated	7 Feb 2011
	Ariba, Inc. GSO					2		Seb			

# Validating and Publishing the Catalog

## 7 Catalog Subscriptions

Click on option 3 – Subscriptions.

Select **Private** and select Buyer in your customers' list.

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

Click on **Validate and Publish**.

**Edit a Catalog**

Subscriptions

Validity: **Private** - Only the selected customers that have a trading relationship with you can view and receive the catalog.

Customers and Customer Groups

Customers and Groups *	Catalog Validation Rules	Type	Number in Group	Validation Status for Person 1
<input checked="" type="checkbox"/> Ariba, Inc.	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> Ariba, Inc. SSO Sandbox SAP	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> Ariba, Inc. SSO Sandbox_MS	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> AribaSPDemiLicense	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> CCP Global	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> SSO EIPP(Senior)	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> SSO EIPP(SAR)	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> SSO Integrated	\$\$\$	Customer		Pending validation
<input checked="" type="checkbox"/> Test Dummy		Group	3	Pending validation

**Validate and Publish**










If there are no errors in the catalog fields, the catalog link will be validated by customer and published.

If there are errors related to the fields the catalog file should be re-uploaded.

# Validating and Publishing the Catalog

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Your catalog has been successfully created.

Catalogs											
Page 1											
	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	Ariba, Inc. - TEST	Test PunchOut	1	1883993Punchout.cif	CIF3.0	658 B	Private	Seb Sussman	27 Oct 2011	Pending Buyer Validation	
	Ariba, Inc. - GSO SG P2P Sandbox- test	Sub Sync Test2	5	CSI_CIFtemplate.cif	CIF3.0	2 KB	Private	Seb Sussman	20 Oct 2011	1 Validation Errors Found by Customer	20 Oct 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	Sub Sync Test2	4	CSI_CIFtemplate.cif	CIF3.0	2 KB	Private	Seb Sussman	20 Oct 2011	Validated	
	Target - TEST	JGonzaleski 20111019 Test 2	1	TestCatalog2.cif	CIF3.0	34 KB	Private	Seb Sussman	19 Oct 2011	Activated	19 Oct 2011
	Target - TEST	JGonzaleski 20111019 Test 1	1	TestCatalog1.cif	CIF3.0	37 KB	Private	Seb Sussman	19 Oct 2011	Activated	19 Oct 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	Sub Sync Test2	3	CSI_CIFtemplate.cif	CIF3.0	2 KB	Private	Seb Sussman	21 Aug 2011	Validated by Customer	21 Aug 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	QND Test for Approval #2	1	Catalog - UPS Import Test.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jul 2011	Validated by Customer	26 Jul 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	QND Test for Approval	1	Catalog - UPS Import Test.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jul 2011	Validated by Customer	26 Jul 2011
	Kaiser Foundation Hospitals - TEST	Test Catalog for APC - JG20110714	5	DemoCIFCatalog.xls	CIF3.0	891 B	Private	Seb Sussman	14 Jul 2011	Published	

# PunchOut Catalog Statuses

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 application 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 Ariba Network 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 “# 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.
<b># Validation Errors Found by Customer</b>	The catalog failed during validation of customer-specific rules in the Ariba Buyer Procurement application. During validation, the Ariba Buyer Procurement application validates the catalog against customer-specific validation rules. The catalog did not meet the customer’s catalog rules and validation failed. To view details of the error, click the “# Validation Errors Found by Customer” link for this catalog on the catalog dashboard and view details of the error message by punching in to the Ariba Buyer Procurement application.
<b>Pending Buyer Validation</b>	The catalog is uploaded successfully in the Ariba Buyer Procurement application and is pending validation.
<b>Validated by Customer</b>	The catalog is successfully uploaded in the Ariba Buyer Procurement application, passing validation, but not yet approved by the customer.
<b>Approved</b>	The catalog has been approved by the customer during the approval process.
<b>Rejected</b>	The catalog has been denied by the customer during the approval process.
<b>Activated</b>	The catalog is activated and available to users in the Ariba Buyer Procurement application.
<b>Deactivated</b>	A catalog version activated earlier is now deactivated. Catalogs can change statuses from Activated to Deactivated states and back.
<b>Deleted</b>	The catalog has been deleted by the customer in the Ariba Buyer Procurement application.
<b>Changed</b>	The customer made some changes to the catalog

# Publication of Catalog on the Ariba Network

## Next Steps

- After publication of your catalog, you have the possibility to test the connectivity to your site.
- Please note that this functionality is available only on your Test account.

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Select your catalog and click on the **Test** button.

On the next page, click on **Shop** to launch the connection attempt.



	Ariba, Inc. - GSO SG P2P Sandbox- test	<a href="#">MULTI suppl</a>	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Validated by Customer	24 Mar 2011
	Ariba, Inc. GSO Sandbox SAP - TEST	<a href="#">MULTI suppl</a>	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Activated	27 Jan 2011
	Ariba, Inc. GSO Sandbox_PS - TEST	<a href="#">MULTI suppl</a>	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Pending Buyer Validation	
	Ariba, Inc. - GSO SG P2P Sandbox- test	<a href="#">Test Punch out</a>	1	1667445Punchout.cif	CIF3.0	568 B	Private	Seb Sussman	20 Dec 2010	1 Validation Errors Found by Customer	19 Oct 2011
	Ariba, Inc. - TEST	<a href="#">Test Punch out</a>	1	1667445Punchout.cif	CIF3.0	568 B	Private	Seb Sussman	20 Dec 2010	Pending Buyer Validation	

[View/Edit](#) **Test** [Delete](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#) Page 1



Test Catalog

[Shop](#) [Full](#)

**Credential Setting**

Use Credential Set: [Default Credential](#) [Custom Set](#) [Create Set](#)

**Simulated Product**

Select the Product to Simulate:

- ☐ Ariba Buyer 7.0
- ☐ Ariba Buyer 8.0
- ☐ Ariba Buyer 8.1
- ☐ Ariba Buyer 8.2.x
- ☒ Ariba Procure-to-Pay

[Shop](#) [Full](#)

# Publication of Catalog on the Ariba Network

## Next Steps

- If you can connect to your catalog, the connectivity has been established successfully.
- If you cannot access your catalog, an error message will be displayed, giving you the root cause of the connectivity issue.



**Note:** In case you need assistance to better understand this error message, please contact the Ariba Catalog Team to help you in the troubleshooting process.



# Ariba Network Support



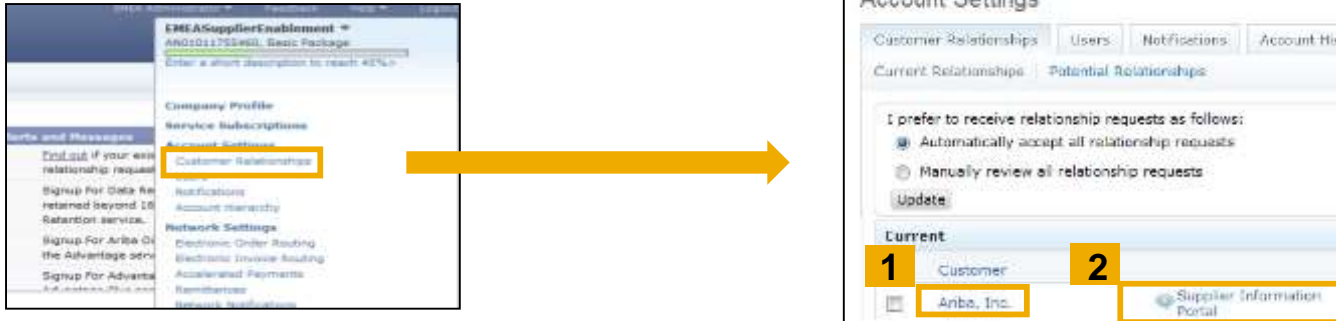
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# Training and resources

## Buyer Supplier Information Portal

Buyer specific information is available in one place. Select the name of your company in the top right corner and then click the **Customer Relationships** link.



**1** Select the buyer name to view **transactional rules**:

- Customer Invoice Rules determine what you can enter when you create invoices

**2** Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Buyer:

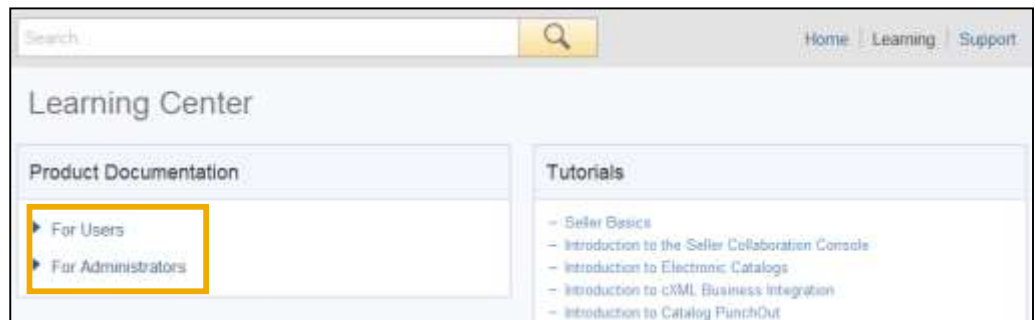
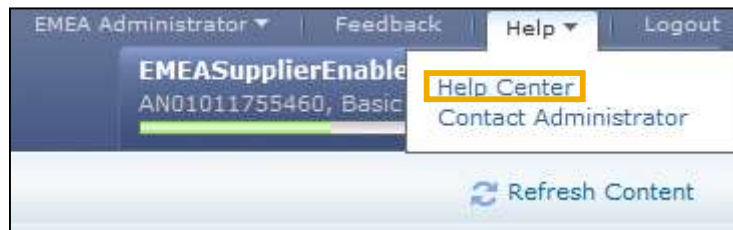
- Account Configuration Guide
- Buyer Purchase Order Confirmation and Ship Notice Guide
- Buyer Invoice Guide
- Supplier Membership Program / Supplier Registration Guide

# Training and resources

## Ariba Network standard documentation and useful links

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

Click on the **Help** link in the upper right hand corner of the page to access **Help Center**. In **Learning** center there is **Product Documentation** available for Users or Administrators.



### Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>

Detailed information and latest notifications about product issues and planned downtime—if any—during a given day

# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact [BuyerEnablement@ariba.com](mailto:BuyerEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Buyer Business Process Support**

Please contact the Buyer Supplier Enablement team for business-related questions.

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## Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

Region	Contact Number
North/South America	412 222 6153
USA Toll Free	1 866 218 2155
Europe, Middle East and Africa	+44 20 7187 4144
UK Toll free	0800 358 3556
Germany Toll free	0800 101 1989
France Toll free	0800 945 115
The Netherlands Toll free	0800 0200 582
Asia Pacific	+65 6311 4745

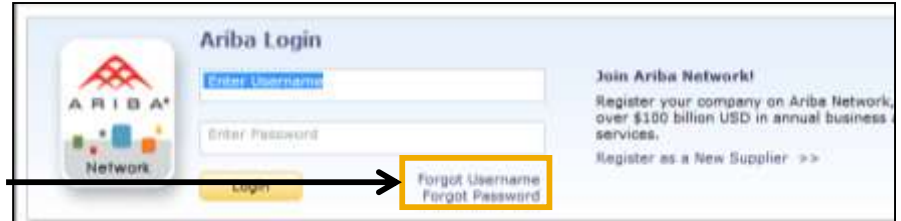
Other toll free numbers can be found at: <https://service.ariba.com> > click on Help > Help Center > support Center > Get Help by phone (select desired country in the drop down menu).

# Supplier support post Go-Live

## Help Center

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

If you forgot your username or password click on the link **Forgot Username** or **Forgot Password**.



To access our Help Center, log into your account or go to <http://supplier.ariba.com>.

Click the **Help** link in top right corner. Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our webform. Select Problem Type. Note Buyer in the **Issue Description**.

