SAP Ariba

Understanding, Creating and Publishing PunchOut® Catalogs

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Agenda

What is PunchOut?

- How does it work?

Setting up your Ariba Network Account for PunchOut

- PunchOut URL and Authentication

Templates and Catalog File Creation

- Level 1 and Level 2 Catalog Files

Testing Connectivity

- Troubleshooting

Appendix

- Creating a CIF from an Excel File

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What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba catalog database, PunchOut catalogs utilize a supplier's website/store, and allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Shopping Cart where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website. In a Level 2 (L2) scenario, the User shops using the Ariba database *and* the Supplier's site.

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How does it work?

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the ***cXML Solutions Guide*** and the chapter titled “PunchOut transactions” in the ***cXML User’s Guide***.

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How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into Ariba. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba buying application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

- **PunchOut Setup Request** (POSR)—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba buying application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message** (POOM)—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba to be submitted for purchase

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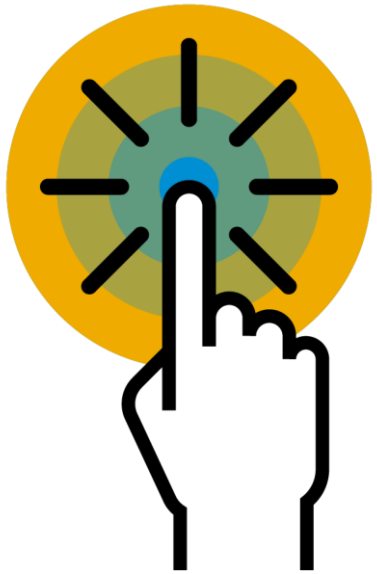
How does it work?

The steps on the next few slides shows how a simple L1 PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog**, is taken to the **Suppliers site,** where they **shop,** then **returns** the selected items back to their **Ariba Shopping Cart.**

Once the **items** are back in Ariba, then the User can **submit** the **Cart** to become a **Requisition,** and ultimately become a **Purchase Order,** which is sent off to the Supplier.



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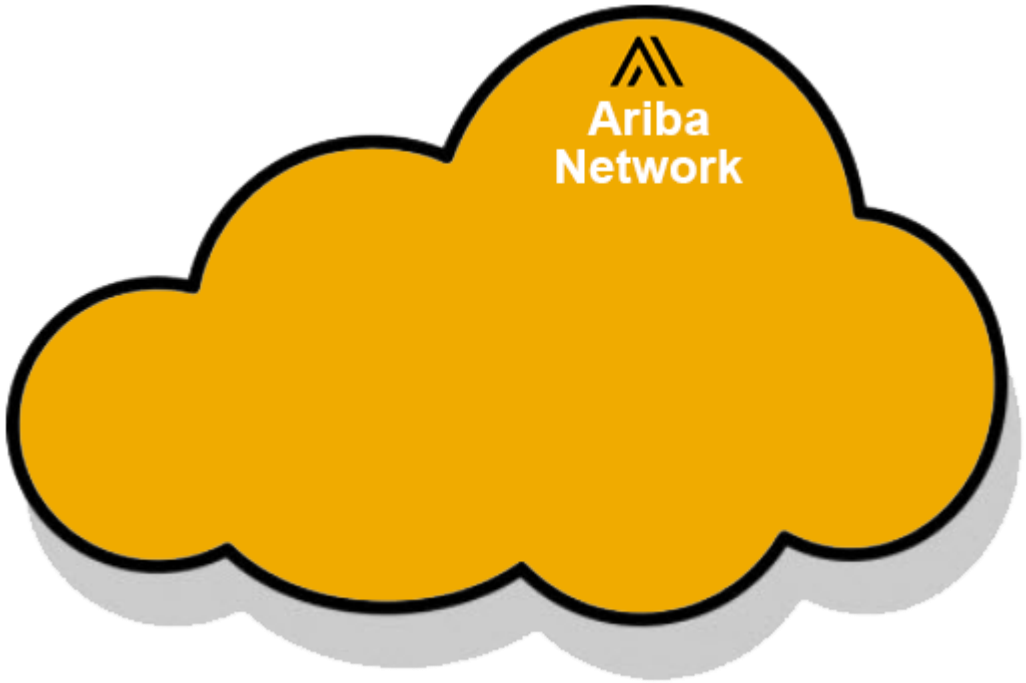
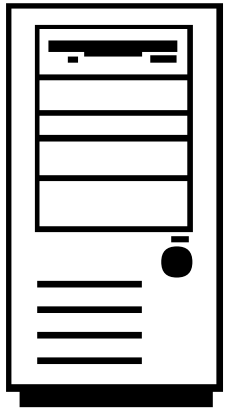
How does it work?





The User finds the Supplier’s link in the Ariba Catalog and clicks “Buy from Supplier.”

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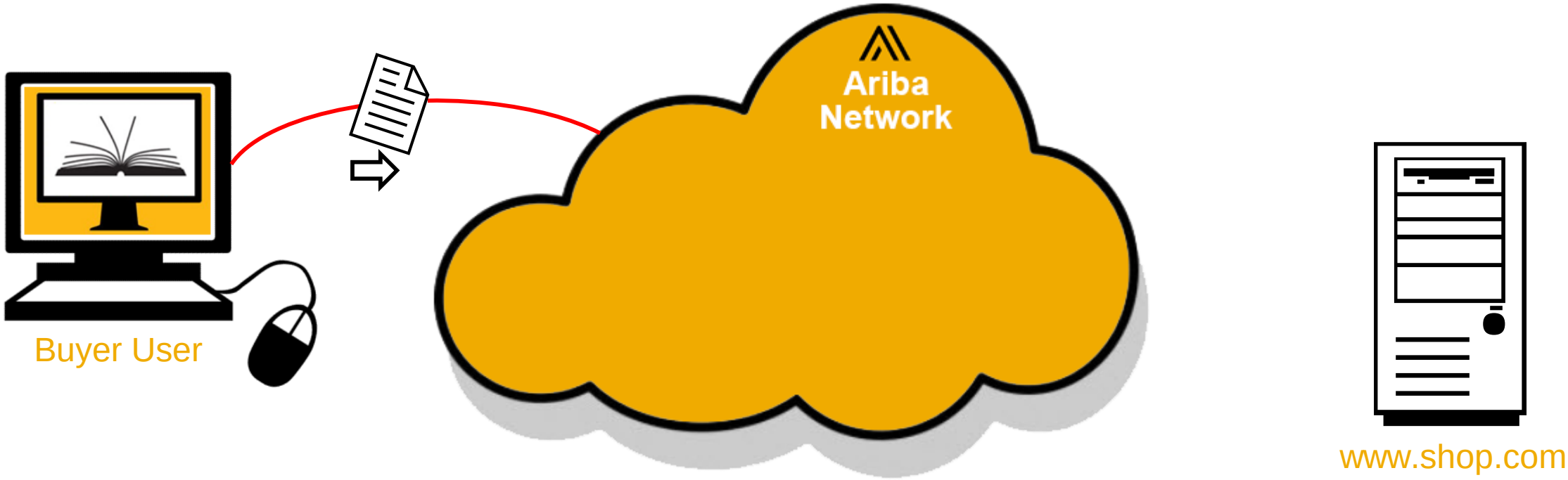
How does it work?



The **PunchOut Setup Request (POSR)** is routed from Ariba to the AN.

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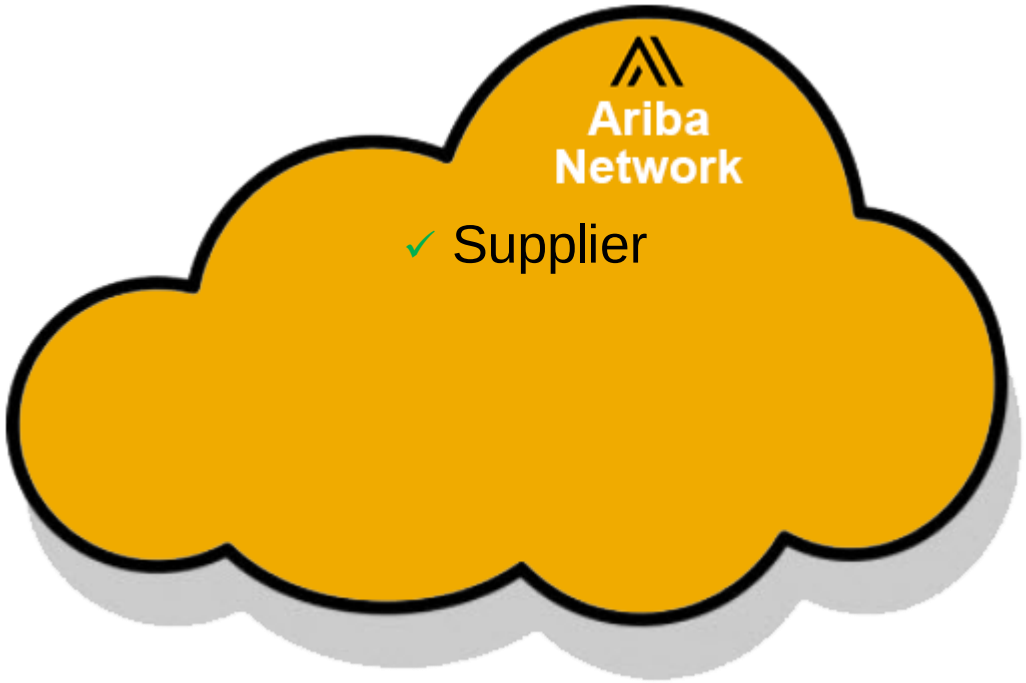
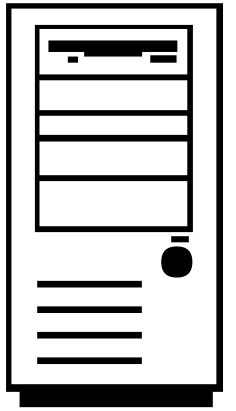
How does it work?





The AN looks up the ANID in the **<To>** element of the **POSR,** and finds the Supplier record on the Network.

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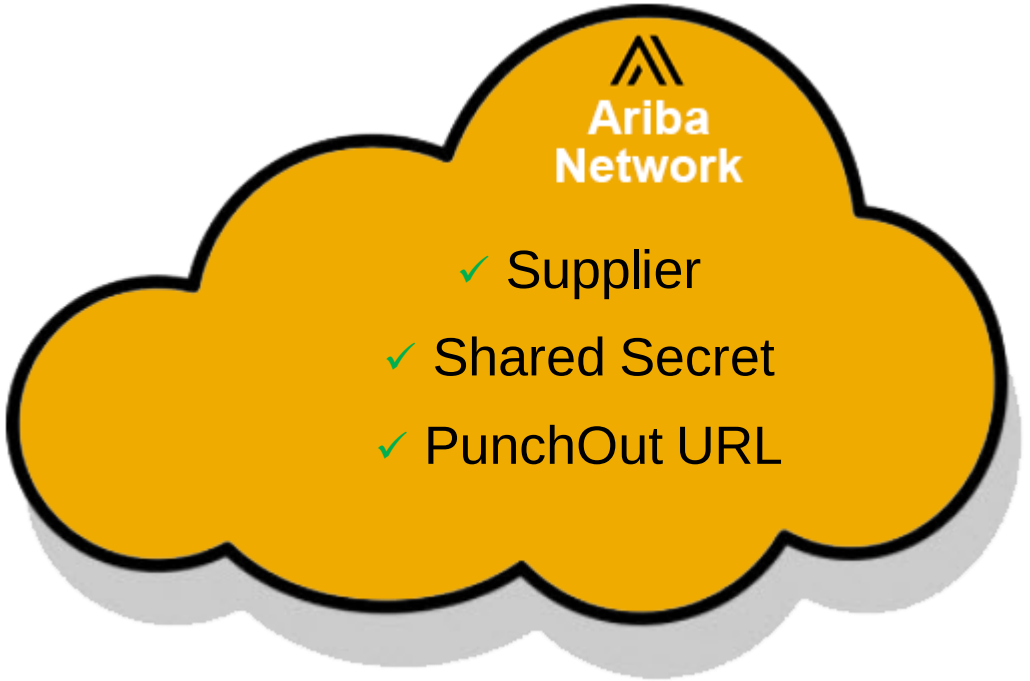
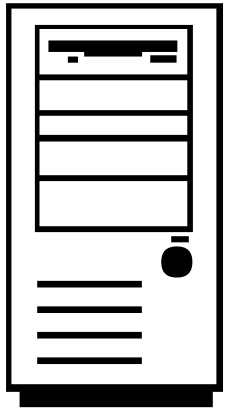
How does it work?





In the AN Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

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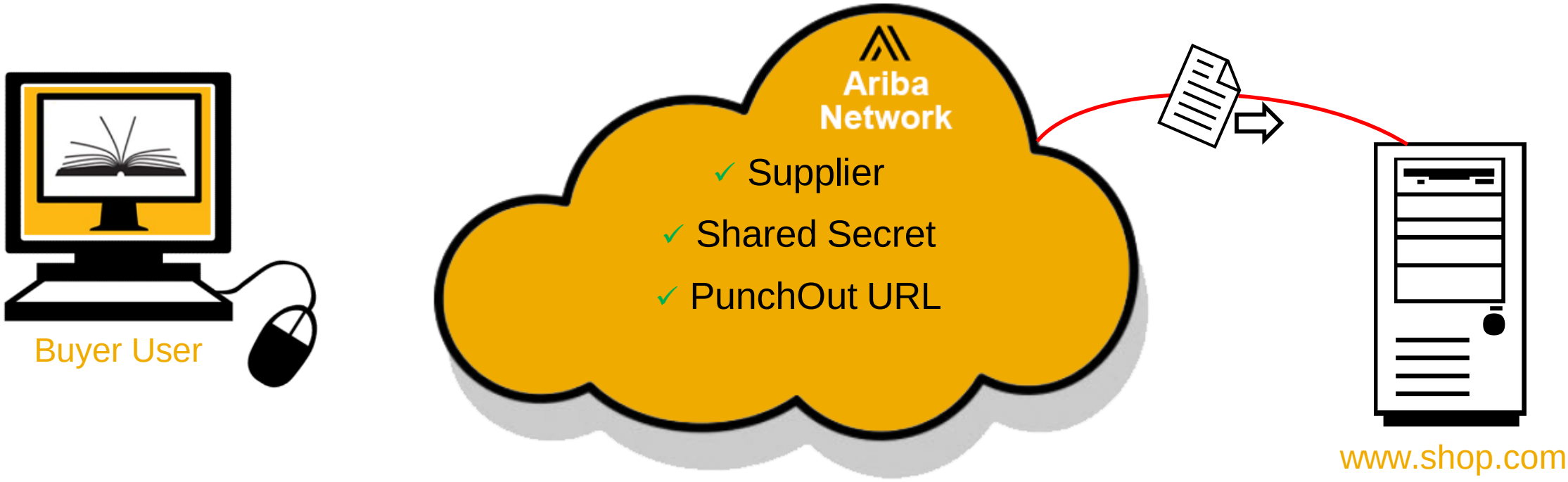
How does it work?



The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

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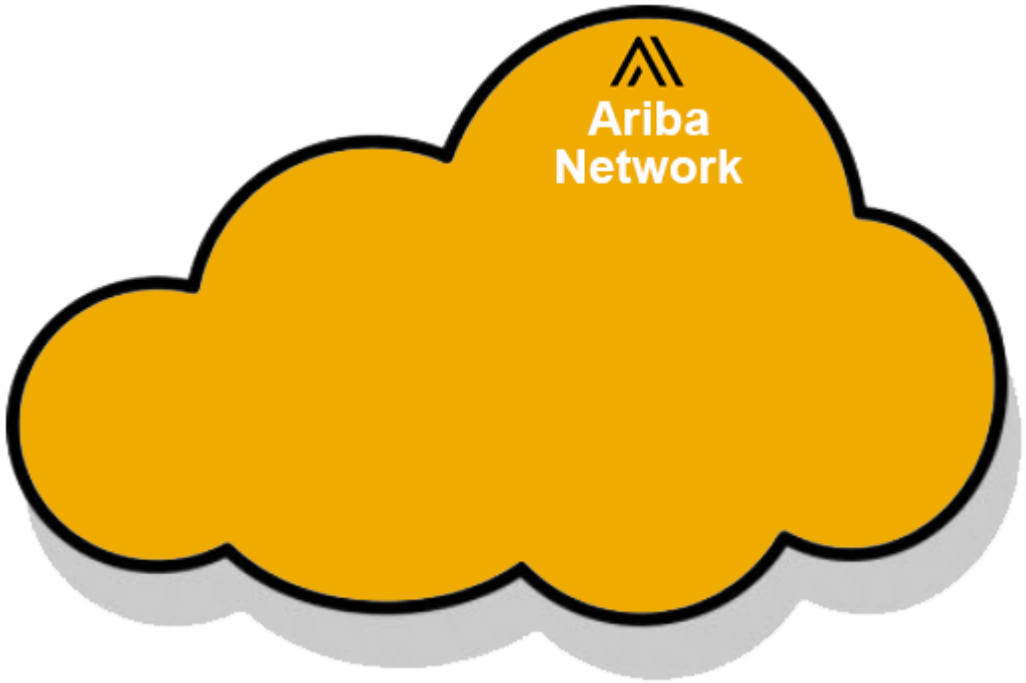
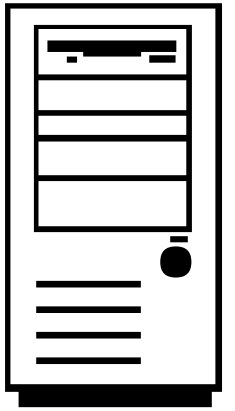
How does it work?



Authenticated!



www.shop.com

The Supplier authenticates the **POSR** using the `<From>` ANID (as a User Name) and their own Shared Secret (as the Password).

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How does it work?

The Supplier then evaluates any other information, and sends back a **PunchOut Order Response,** with the URL of the catalog to display to the User.

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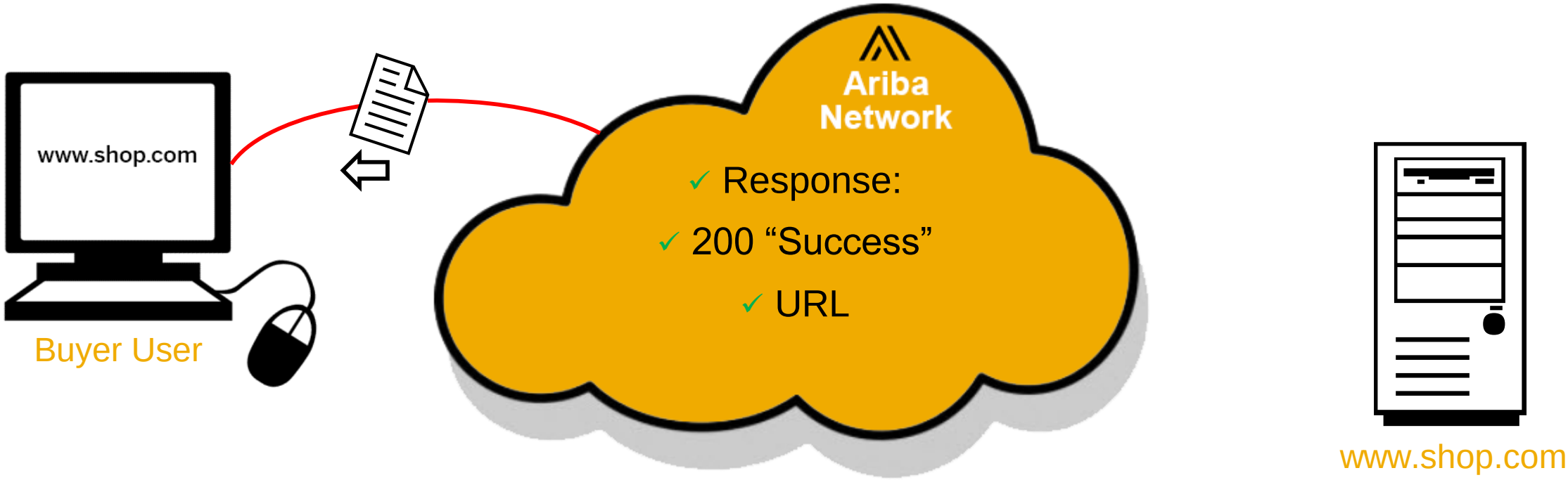
How does it work?



The Network validates the **Response**, then sends the URL of the Supplier’s Catalog to the Buyer’s Ariba application to display to the User.

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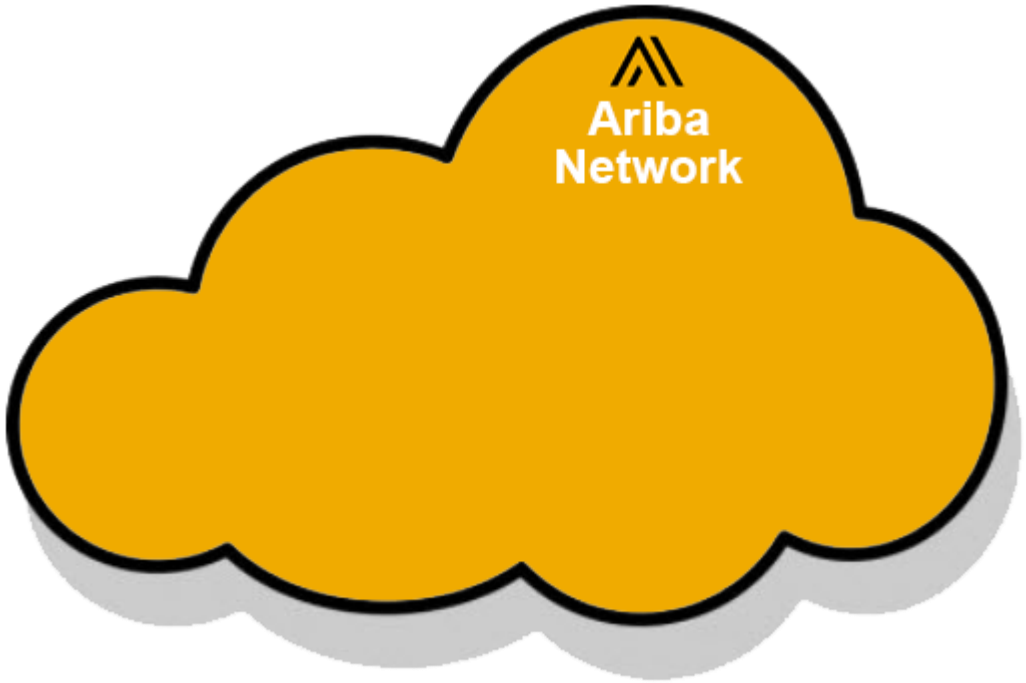
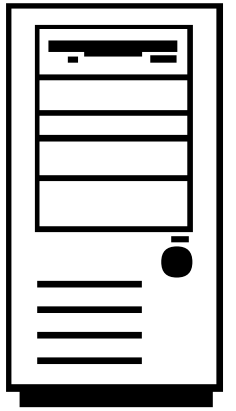
How does it work?

Buyer User

Click “Submit”





www.shop.com

The User shops the Supplier’s Catalog (now in the Ariba window), and adds items to the Supplier’s Cart. When they are done, they submit the Cart back to Ariba.

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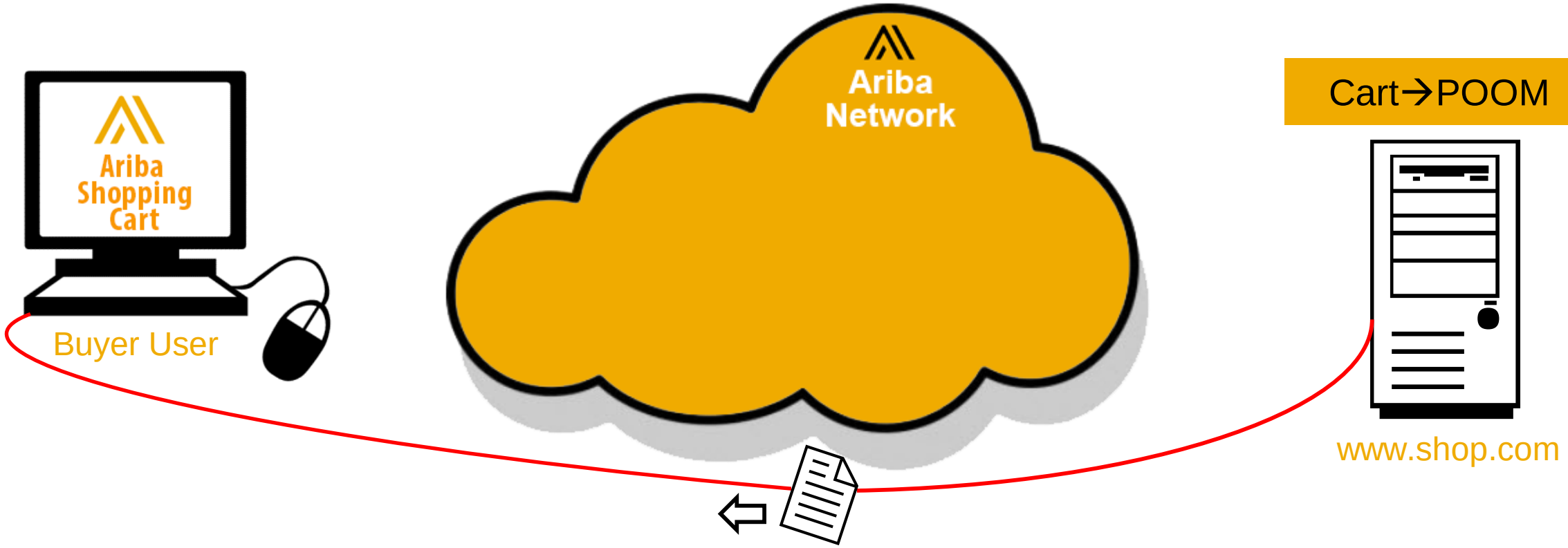
How does it work?



The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba application, which then adds the items from the Supplier into the User's Ariba Shopping Cart.

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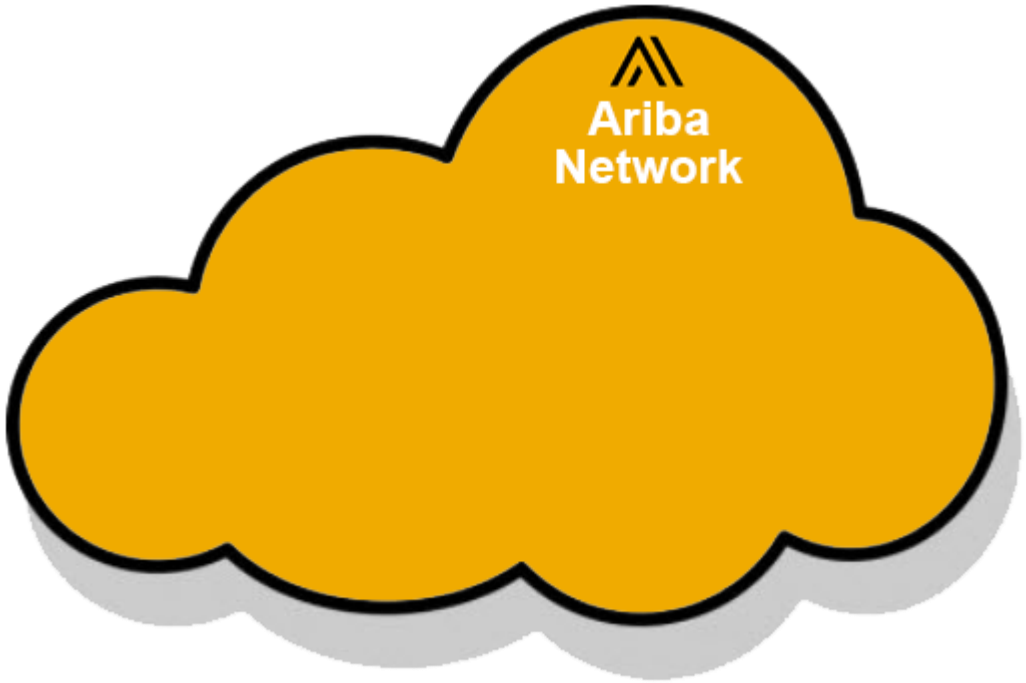
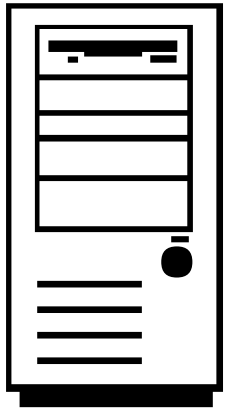
How does it work?

Buyer User

Ready to submit Ariba Cart to become a Requisition and buy!





www.shop.com

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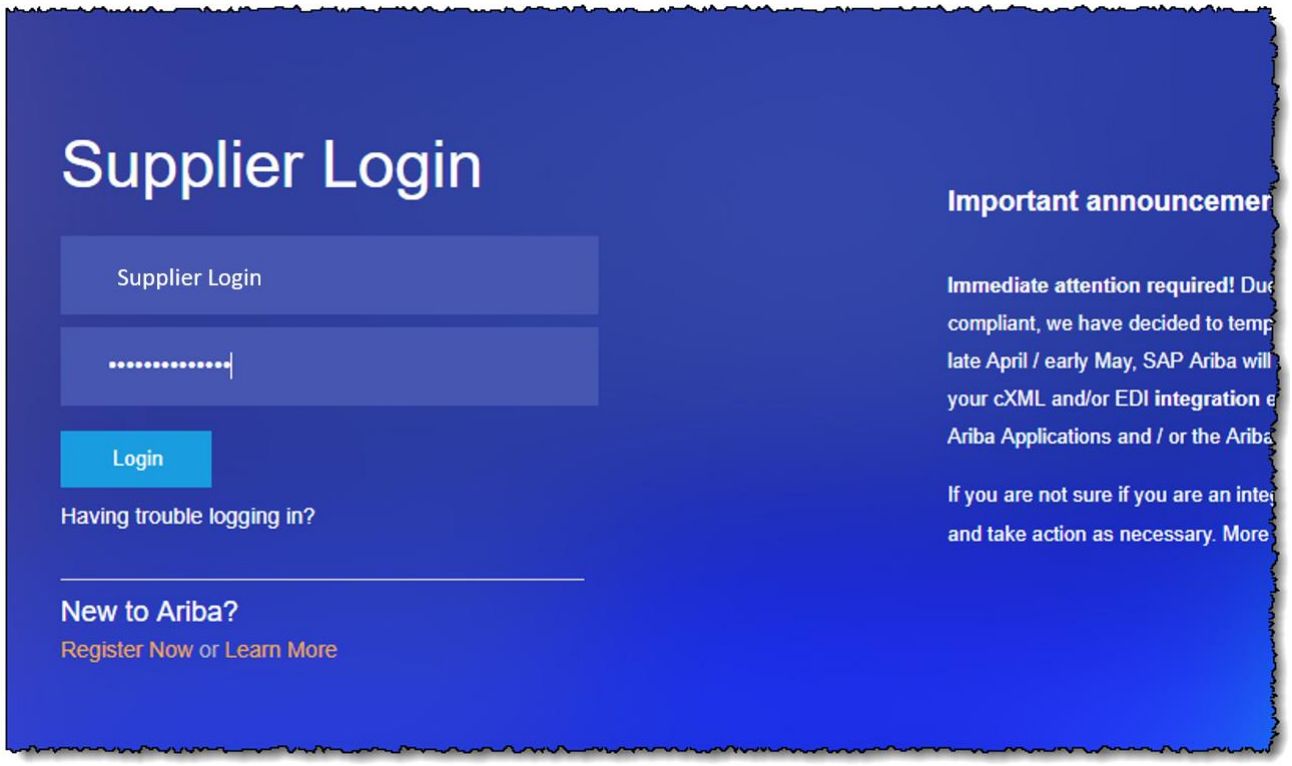
Setting up an Ariba Network Account for PunchOut

Setting up an AN account for PunchOut

- Login to your **Ariba Supplier Account** (supplier.ariba.com)



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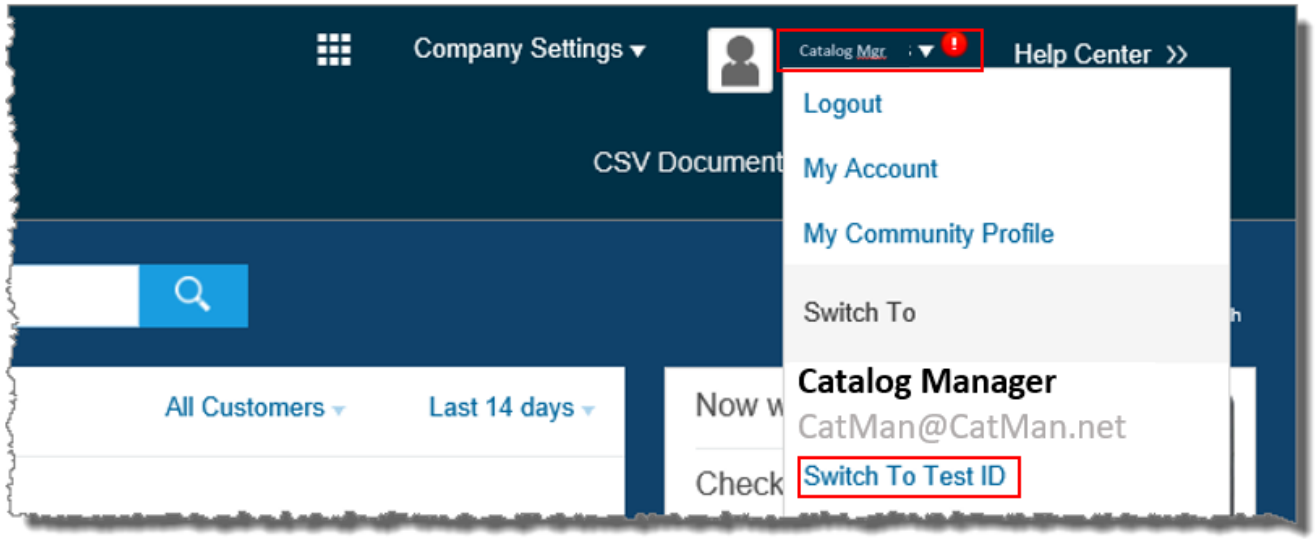
Setting up Ariba Network account for PunchOut

- Switch to your Test Account
  - Your Network Account needs to be set up in both your Test and Production environments
  - Find your name and click for the pull down menu, then click “Switch To Test ID”
  - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



  - You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

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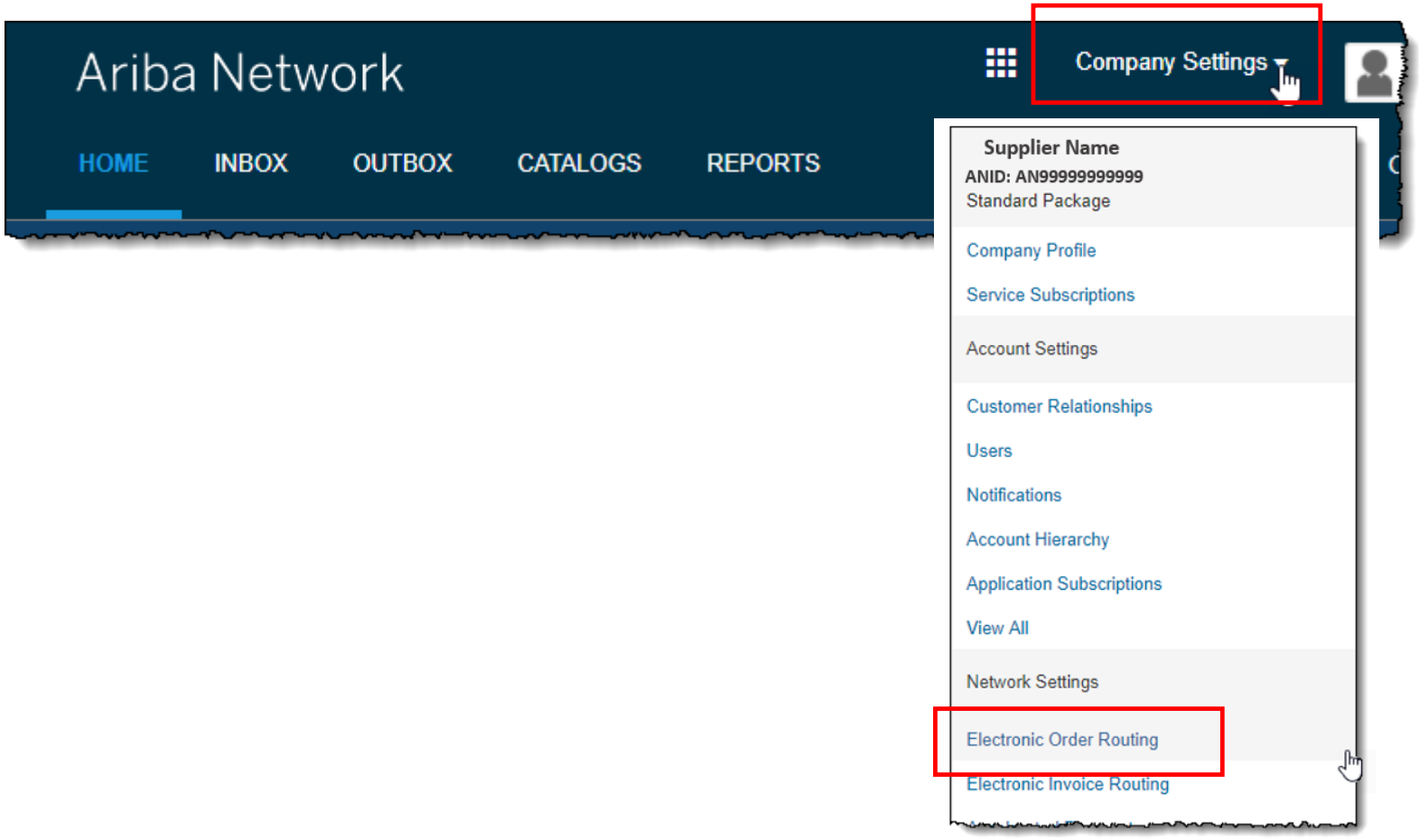
Setting up an AN account for PunchOut

- Go to **Company Settings**, and click the pulldown menu
- Scroll down to click on **Electronic Order Routing**
- Please note the next three steps need to be done in your Test and Production environments



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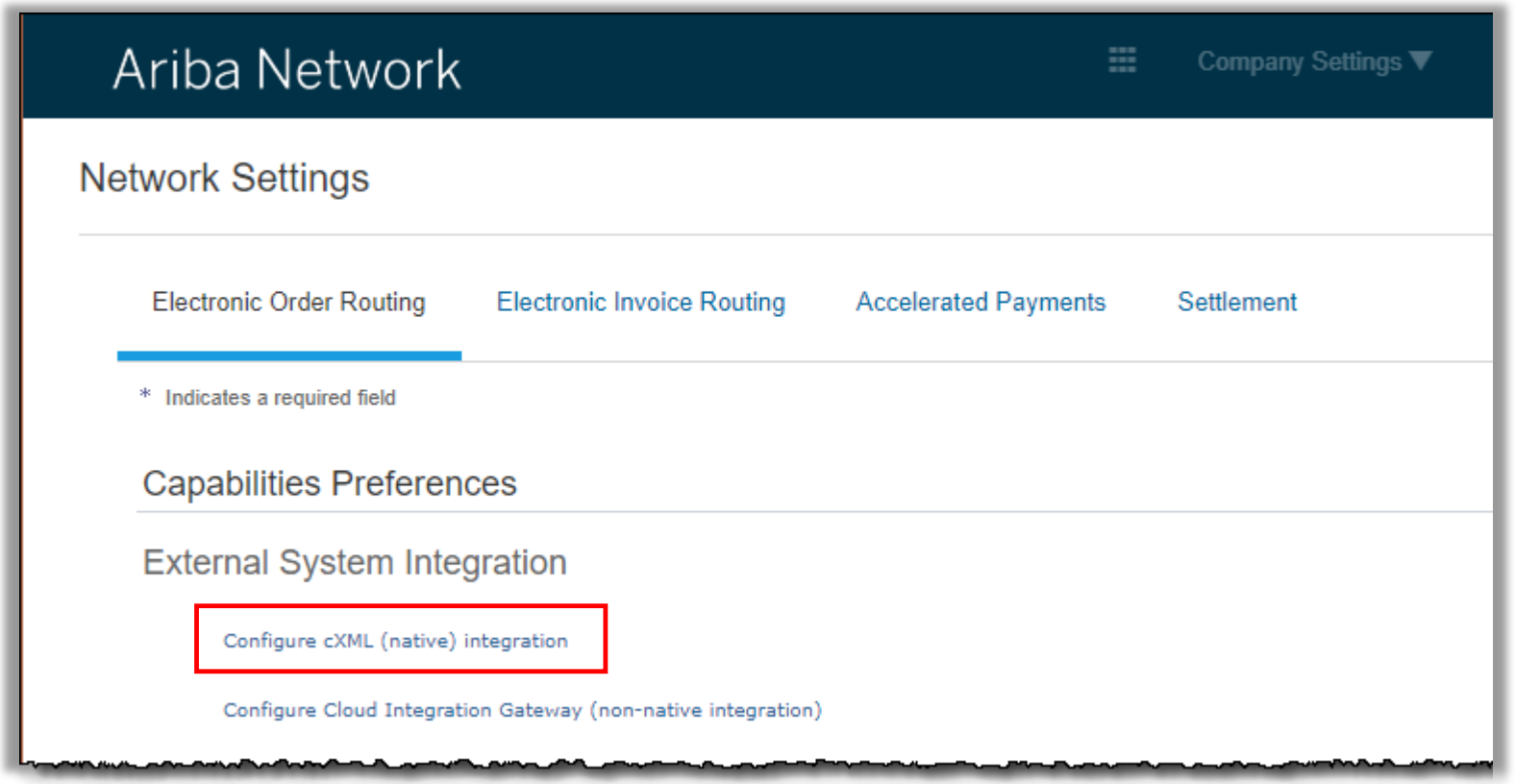
Setting up an AN account for PunchOut

- Under **Electronic Order Routing,** click on **Configure cXML (native) integration**



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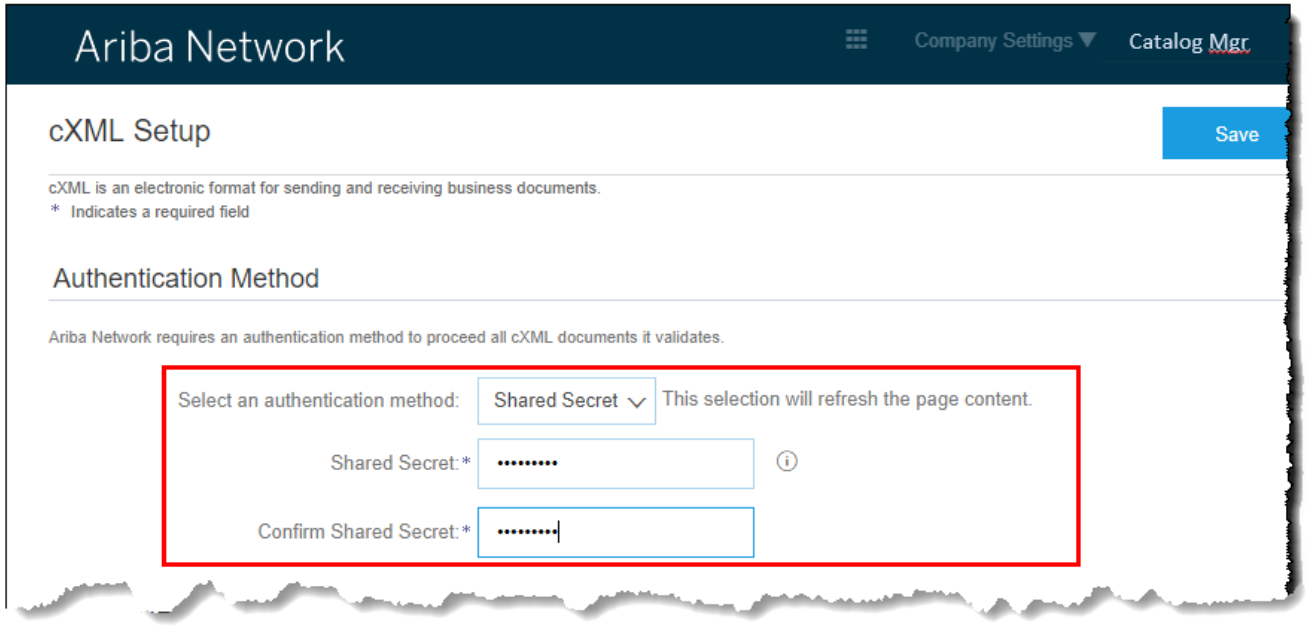
Setting up Ariba Network account for PunchOut

Two things need to be set up for you to provide PunchOut catalogs.

- First, an **Authentication Method. The** Preferred method is **Shared Secret.** Type in your Shared Secret, and confirm it. This Shared Secret will be sent to you to authenticate requests from your Buyers
- Please be aware that the Shared Secret cannot be the same in both your Test and Production Accounts



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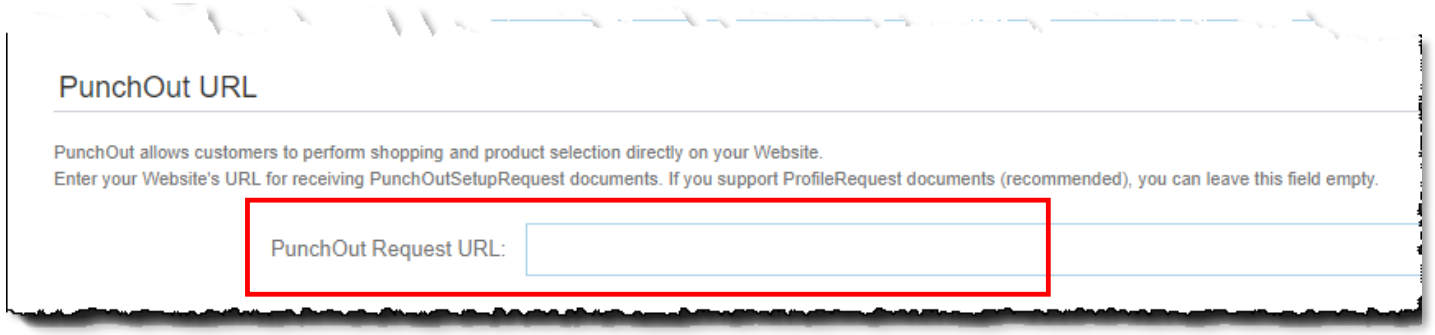
Setting up Ariba Network account for PunchOut

- Second, your company's complete **PunchOut Request URL.** This is location where PunchOut requests will be sent. This field is checked, and its value used each time a Buyer punches out to your site



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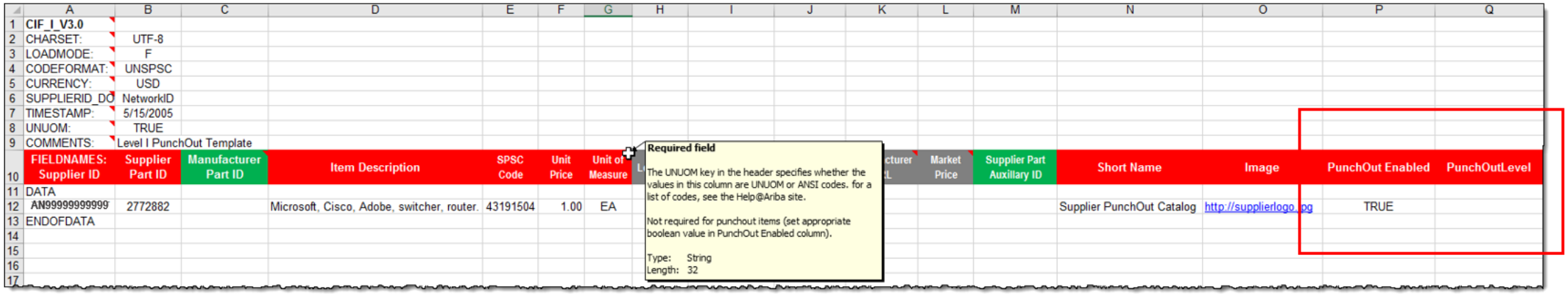
Templates and
Catalog File Creation

PunchOut Templates

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. The addition of two fields changes a CIF file to a PunchOut Index file. The fields are:

- **PunchOut Enabled** and
- **PunchOutLevel**

Here is a sample **L1 PunchOut Template** in Excel format.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CIF_I_V3.0																
2	CHARSET:	UTF-8															
3	LOADMODE:	F															
4	CODEFORMAT:	UNSPSC															
5	CURRENCY:	USD															
6	SUPPLIERID_DO	NetworkID															
7	TIMESTAMP:	5/15/2005															
8	UNUOM:	TRUE															
9	COMMENTS:	Level I PunchOut Template															
10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure					Market Price	Supplier Part Auxiliary ID	Short Name	Image	PunchOut Enabled	PunchOutLevel
11	DATA																
12	AN99999999999	2772882		Microsoft, Cisco, Adobe, switcher, router.	43191504	1.00	EA							Supplier PunchOut Catalog	http://supplierlogo.jpg	TRUE	
13	ENDOFDATA																
14																	
15																	
16																	
17																	

Required field

The UNUOM key in the header specifies whether the values in this column are UNUOM or ANSI codes. for a list of codes, see the Help@Ariba site.

Not required for punchout items (set appropriate boolean value in PunchOut Enabled column).

Type: String
Length: 32

The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by Entegris.

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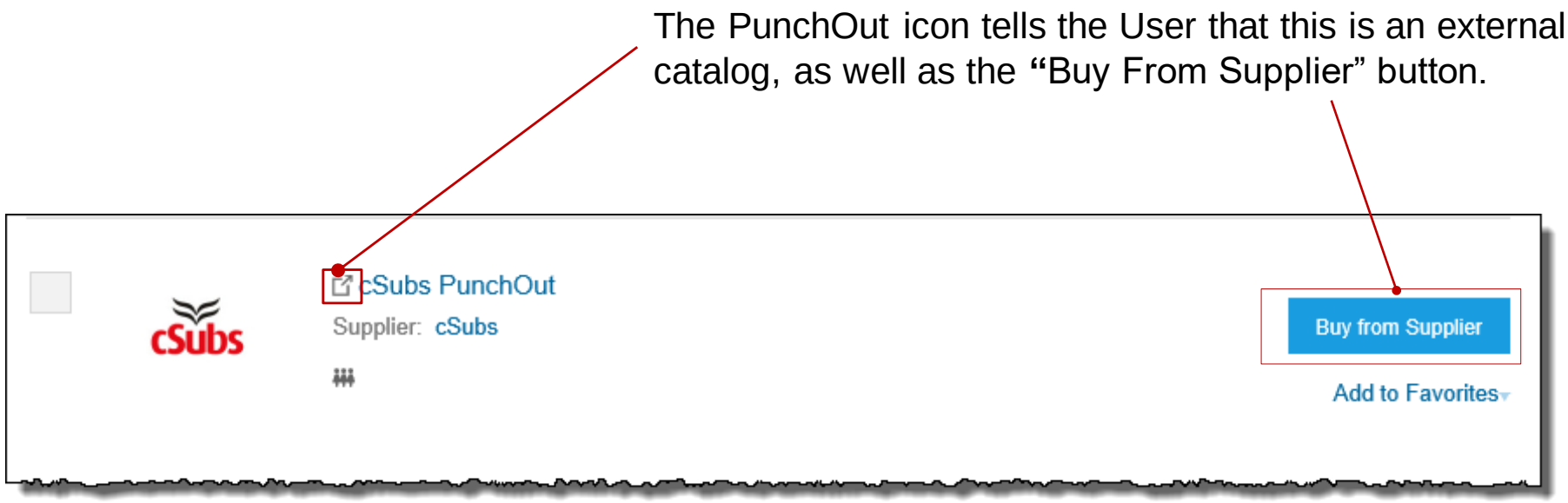
Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 Catalog appears on the catalog interface just as a link to the Supplier's website.



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Creating a L1 PunchOut Catalog

The Header Section

	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.

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY, ITEMCOUNT, TIMESTAMP** and **COMMENTS.** All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

- **CIF_I_V3.0—**Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET—**UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE—**F (Full) or I (Incremental)
- **CODEFORMAT—**Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY—**Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN—**Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT—**Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP—**Enter the date you created your Catalog.
- **UNUOM—**If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS—**This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

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Creating a L1 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN99999999999	PurchGrp500	

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

- **Supplier ID - Required**
  Description: If the Header is set to "NetworkID", then enter the Supplier's Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication
  Type of data: String
  Maximum length: 255
  Example: AN99999999999
  Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN99999999999-T

- **Supplier Part ID - Required**
  Description: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for the Supplier to evaluate here if you wish
  Type of data: String
  Maximum length: 255
  Example: 2772882

- **Manufacturer Part ID – Optional**
  Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

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Creating a L1 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pen, Sharpie, staple, tape, folder, post-it, scissors, mouse	43191504	1.00

- **Item Description - Required**
  Description: In L1 PunchOut, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's PunchOut link when matched
  Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")
  Type of data: String
  Maximum length: 2000
  Example: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

- **SPSC Code – Required**
  Description: Classification of the main product or service you sell. For L1 PunchOut, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are
  Type of data: String
  Maximum length: 40
  Example: 45678900 (level 3) and 45678923 (level 4)
  Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal

- **Unit Price - Required**
  Description: In Level 1 PunchOut, the price is not used, but must be populated. It is suggested that you set the value to 1.00
  Type of data: Decimal
  Example: 1.00
  Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as $, £ or ¥.

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Creating a L1 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**
  Description: For L1 PunchOut, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA
  Type of data: String
  Maximum length: 32
  Example: EA
- **Lead Time – Do Not Use**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: Integer
  Maximum length: 40
  Example: 1
- **Manufacturer Name - Do Not Use**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: Epson

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Creating a L1 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL – Do Not Use**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: http://www.supply.com/Catalog/product18.htm
- **Manufacturer URL – Do Not Use**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: String
  Maximum length: 255
  Example: http://www.manu.com/Catalog/product18.htm
- **Market Price – Do Not Use**
  Description: For L1 PunchOut, this is not used, but the field must remain
  Type of data: Decimal
  Example: 4.32 or 1234.78

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Creating a L1 PunchOut Catalog

Supplier Part Auxiliary ID	Short Name
Seattle	Acme Sporting Goods PunchOut

- **Supplier Part Auxiliary ID - Optional**
  Description: In L1 PunchOut, this can be used to convey a value for the Supplier to process, and send back the appropriate catalog URL
  Type of data: String
  Maximum length: 255
  Example: 1234 French
  Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them
- **Short Name - Required**
  Description: In L1 PunchOut, this is what will actually display to the User on the UI
  Type of data: String
  Example: <SupplierName> PunchOut
  Maximum length: 50 characters

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Creating a L1 PunchOut Catalog

Image	PunchOut Enabled
http://www.mylogo12354.jpg	TRUE

- **Image - Required**
  Description: URL of the Supplier's Logo (preferred), or filename of the image (sent in a zip file)
  Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)
  Type of data: String
  Maximum length: 255
  Reccomended Size: 250 x 250 pixels

- **PunchOut Enabled - Required**
  Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item
  Type of data: Boolean

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Creating a L1 PunchOut Catalog

Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store
- Using Remote Images is preferred
  - Be sure the URL in the Template is *complete* (including http://) *Example:* http://server/directory/imagefilename.jpg
  - Point to the image itself—not a program that serves up images
- If you use Local Images
  - Be sure the filename in the Template is *exact*—including upper and lower case *Example:* FileName.jpg -or- lowercasename.jpg
  - Load images in a zip file format with the Customer Name and Supplier Name on the AN

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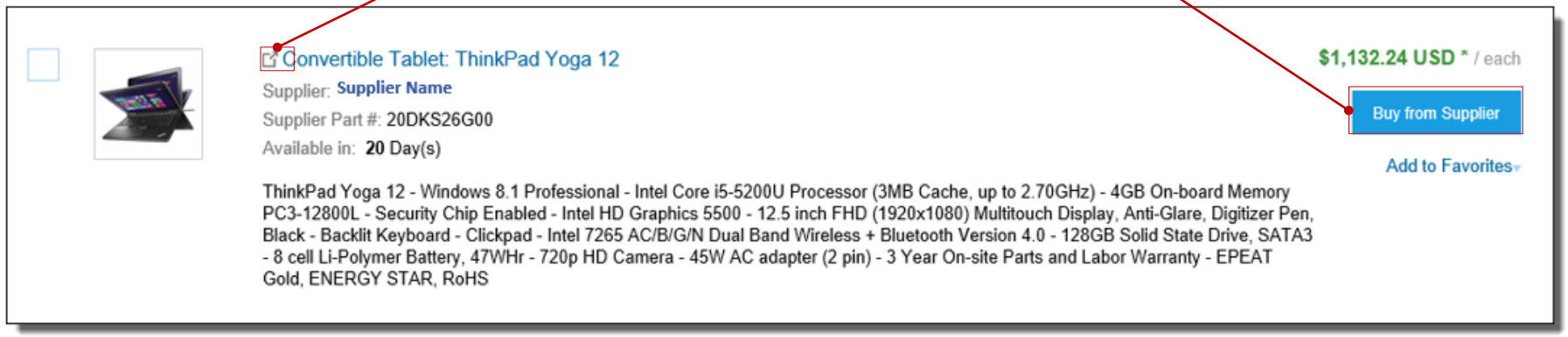
Creating a L2 PunchOut Catalog

In **Level 2 PunchOut**, the catalog file is a combination of static catalog information (this is used to search) and it also contains the **PunchOut Enabled** and **PunchOutLevel** fields, to tell the system that this is a PunchOut catalog, and the User will be taken to the Supplier's website to add items to their cart as they shop.

L2 PunchOut items appear on the Catalog interface just as a static item does, but has the "Buy from Supplier" button instead of "Add to Cart".

The PunchOut icon tells you that this is an external catalog, as well as the "Buy From Supplier" button.



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Creating a L2 PunchOut Catalog

The Header Section

	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.

Note: The only fields that Suppliers should modify in the Template are indicated in red: **CURRENCY, ITEMCOUNT, TIMESTAMP** and **COMMENTS.** All the other fields are predefined in the Template for the Customer and should not be modified, unless instructed by a Catalog Expert.

FIELD COLOR CODES	
	Required
	Optional
	Optional, but preferred
	Do not use

- **CIF_I_V3.0—**Specifies the Catalog format (CIF 3.0). Do not change this value
- **CHARSET—**UTF-8 Specifies the data coding type. Do not change this value, unless instructed by your Catalog Expert
- **LOADMODE—**F (Full) or I (Incremental)
- **CODEFORMAT—**Specifies the commodity coding (UNSPSC: United Nations Standard Products and Services Code) in the field “SPSC Code”
- **CURRENCY—**Specifies the currency used for the prices. The value “USD” (United States Dollar) is here by default and can be changed to a difference currency
- **SUPPLIERID_DOMAIN—**Specifies the Domain used. The preferred value is the Supplier’s Ariba Network ID Number—“NetworkID”. Other values include “DUNS”, “internalsupplierid” or other custom values
- **ITEMCOUNT—**Specifies the number of items of the Catalog. Enter the total number of all items between the DATA and ENDOFDATA markers
- **TIMESTAMP—**Enter the date you created your Catalog.
- **UNUOM—**If set to “TRUE”, the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to “FALSE”, the value is set to ANSI. (Ariba recommends UNUOM)
- **COMMENTS—**This field is optional, but can be used for comments related to your Catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

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Creating a L2 PunchOut Catalog

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN99999999999	12345	CFG 11562
AN99999999999	87690	87690-12
AN99999999999	479-56	A100-BLK

- **Supplier ID - Required**
  Description: If the Header is set to "NetworkID", then enter the Supplier's Ariba Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Expert if you have questions. For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

  Type of data: String
  Maximum length: 255
  Example: AN99999999999
  Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN99999999999-T

- **Supplier Part ID - Required**
  Description: Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.
  Type of data: String
  Maximum length: 255
  Example: 2772882

- **Manufacturer Part ID – Optional but Preferred**
  Description: A Part Number that a Manufacturer uses
  Type of data: String
  Maximum length: 255
  Example: TTSIBM412CID

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Creating a L2 PunchOut Catalog

Item Description	SPSC Code	Unit Price
Pens, Bic, Ballpoint, Blue, 1 dozen	43191504	3.48
Stapler, Swingline, Black	55010125	18.72
Post-It, Yellow, 1”x2”, pad of 100	15874236	6.49
Folders, Letter, Manilla, 100	89745125	12.98

- **Item Description - Required**
  Description: Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)
  Note: To use a special character as a literal value, you need to “escape” it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes ("")
  Type of data: String
  Maximum length: 2000
  Example: Printer, Laser, A4, Epson Stylus Color 740

- **SPSC Code – Required**
  Description: Classification of the product or service. Use a UNSPSC code if the Header specifies “UNSPSC” as the CODEFORMAT
  Type of data: String
  Maximum length: 40
  Example: 45678900 (level 3) and 45678923 (level 4)
  Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer’s Supplier Information Portal

- **Unit Price - Optional**
  Description: Customer-specific price. For L2 PunchOuts the price can be left blank if the Buyer agrees
  Type of data: Decimal
  Example: 4.32 or 1234.78
  Note: To separate the integer from the decimal, you must use a ‘dot’ and not a comma. Also, do not use a comma to indicate ‘thousands’. Do not include any currency symbols such as $, £ or ¥.

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Creating a L2 PunchOut Catalog

Unit of Measure	Lead Time	Manufacturer Name
EA	1	Intelidata
EA	1	IDG Book
DZN	3	Bic
EA	1	Swingline

- **Unit of Measure - Required**
  Description: Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to "True"
  Type of data: String
  Maximum length: 32
  Example: BX
  Note: A file containing the Units of Measure is available in your Customer's Supplier Information Portal
- **Lead Time – Optional but Preferred**
  Description: Number of working days for the product to be shipped from the date you receive the Purchase Order
  Type of data: Integer
  Maximum length: 40
  Example: 1
- **Manufacturer Name - Optional**
  Description: Name of the manufacturer
  Type of data: String
  Maximum length: 255
  Example: Epson

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Creating a L2 PunchOut Catalog

Supplier URL	Manufacturer URL	Market Price
http://www.supplier.com	http://www.manu.com	12.95
http://www.supplier.com		2296.56
http://www.supplier.com		4.86
http://www.supplier.com		12.86

- **Supplier URL - Optional**
  Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)
  Type of data: String
  Maximum length: 255
  Example: http://www.supply.com/Catalog/product18.htm
- **Manufacturer URL - Optional**
  Description: A URL that links to a Manufacturer's static page about the item (could be a MSDS, construction info, packaging info, etc.)
  Type of data: String
  Maximum length: 255
  Example: http://www.manu.com/Catalog/product18.htm
- **Market Price – Not Used**
  Description: List or retail price.
  Note: Does not show on the Ariba UI—this is an informational-only field for Suppliers
  Type of data: Decimal
  Example: 4.32 or 1234.78
  Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as $, £ or ¥.

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Creating a L2 PunchOut Catalog

Supplier Part Auxiliary ID	Language	Currency
1234-75	en_US	USD
	en_US	USD
	en_US	USD
	en_US	USD

- **Supplier Part Auxiliary ID - Optional**
  Description: Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure
  Type of data: String
  Maximum length: 255
  Example: 1234 French
  Note: If any items have the same reference (Supplier Part ID column), this column allows you to differentiate them

- **Language – Optional** (If blank, defaults to 'en_US')
  Description: Specifies the language used to describe the item.
  Type of data: String
  Maximum length: 255
  Example: en_US
  Note: A listing of language codes is in your Customer's Supplier Information Portal

- **Currency – Required** (Set in Header)
  Description: Specifies the currency used for the prices
  Type of data: String
  Maximum length: 32
  Example: USD, CAD (Canadian Dollar)
  Note: A listing of currency codes is in your Customer's Supplier Information Portal

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Creating a L2 PunchOut Catalog

Short Name
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **Short Name - Required**
  Description: Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description
  Type of data: String
  Example: Nylon Glove, Blue
  Maximum length: 80 characters
  Note: If the “Short Name” field is left blank, the first 80 characters of the Item Description column will automatically fill the “Short Name” field

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Creating a L2 PunchOut Catalog

Image	Thumbnail
12354.jpg	http://www.1.com/12354.jpg
http://www.1.com/34.jpg	http://www.1.com/34.jpg
587.jpg	http://www.1.com/587.Jpg
http://www.1.36.jpg	http://www.1.36.jpg

- **Image – Optional but Preferred**
  Description: URL of the item's image (preferred), or filename of the image (sent in a zip file)
  Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)
  Type of data: String
  Maximum length: 255
  Reccomended Size: 250 x 250 pixels

- **Detail: Thumbnail - Optional**
  Description: URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product's full-size Image
  Supported image formats: JPG, JPEG, GIF, PNG, BMP—(JPG preferred)
  Type of data: String
  Maximum length: 255
  Reccomended Size: 85 x 85 pixels
  Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

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Creating a L2 PunchOut Catalog

Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store
- Using Remote Images is preferred
  - Be sure the URL in the Template is *complete* (including http://) *Example:* http://server/directory/imagefilename.jpg
  - Point to the image itself—not a program that serves up images
- If you use Local Images
  - Be sure the filename in the Template is *exact*—including upper and lower case *Example:* FileName.jpg -or- lowercasename.jpg
  - Load images in a zip file format with the Customer Name and Supplier Name on the AN

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Creating a L2 PunchOut Catalog

PunchOut Enabled	PunchOutLevel
TRUE	Product

- **PunchOut Enabled - Required**
  Description: Tells the system that this file is a PunchOut Index file. Must be set to TRUE for the system to see this as a PunchOut item
  Type of data: Boolean
- **PunchOutLevel - Required**
  Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level
  Values: Store, Aisle, Shelf, Product
  Type of data: Boolean

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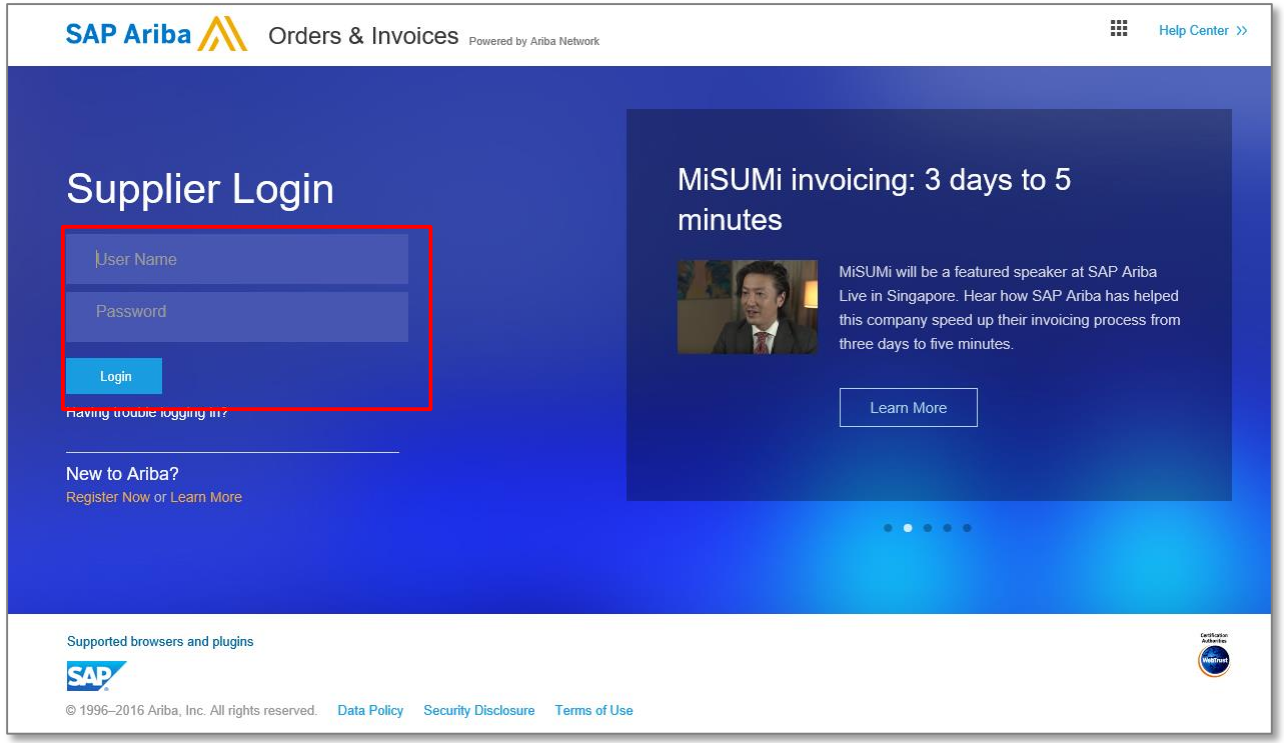
Uploading and Publishing
PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

- Login to Ariba Network
  - Go to: http://supplier.ariba.com
  - Log in with your Username and Password



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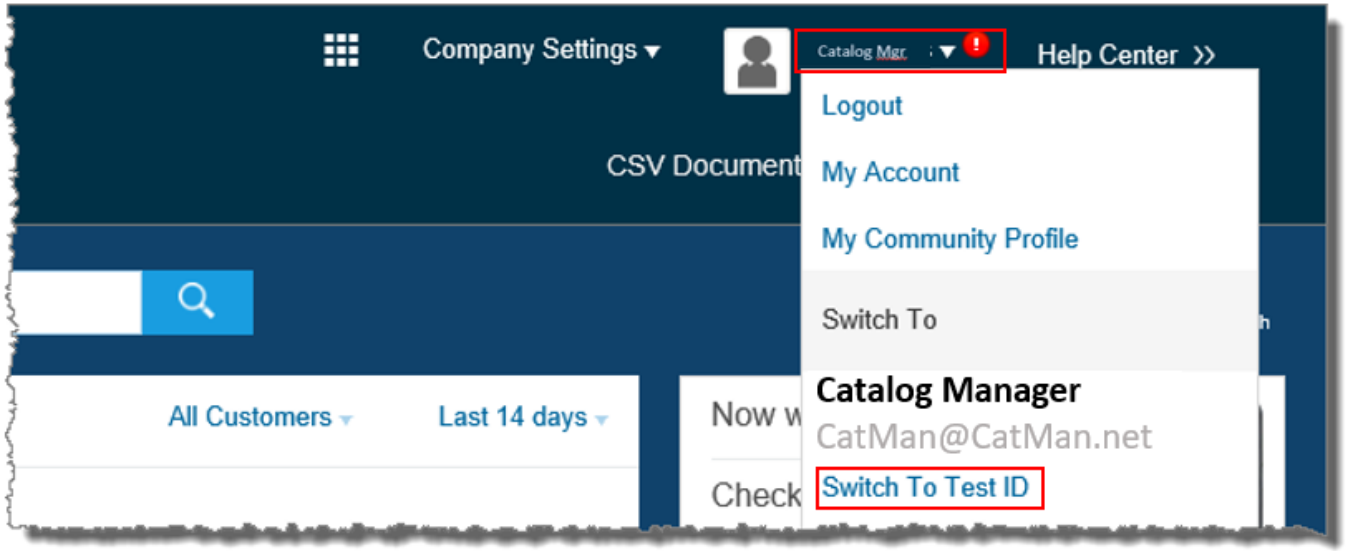
Uploading and Publishing PunchOut Catalogs

- Switch to your Test Account
  - Your Catalog should be loaded and tested in your Test Account. (*Note:* If you are instructed to load a Catalog to a Production account, just skip this step)
  - Find your name and click for the pull down menu, then click “Switch To Test ID”
  - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



  - You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

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Uploading and Publishing PunchOut Catalogs

- When uploading a Catalog on Ariba Network, there are four steps you will follow:
  1. **Uploading—**Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
  2. **Setting Visibility—**Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
  3. **Validating—**The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure

     (*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)
  4. **Publishing—**Freezes the current version and notifies your Customer of the Catalog’s availability

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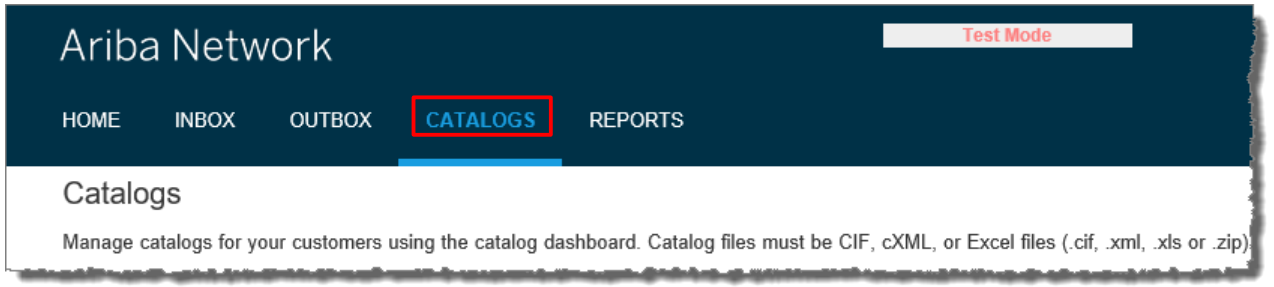
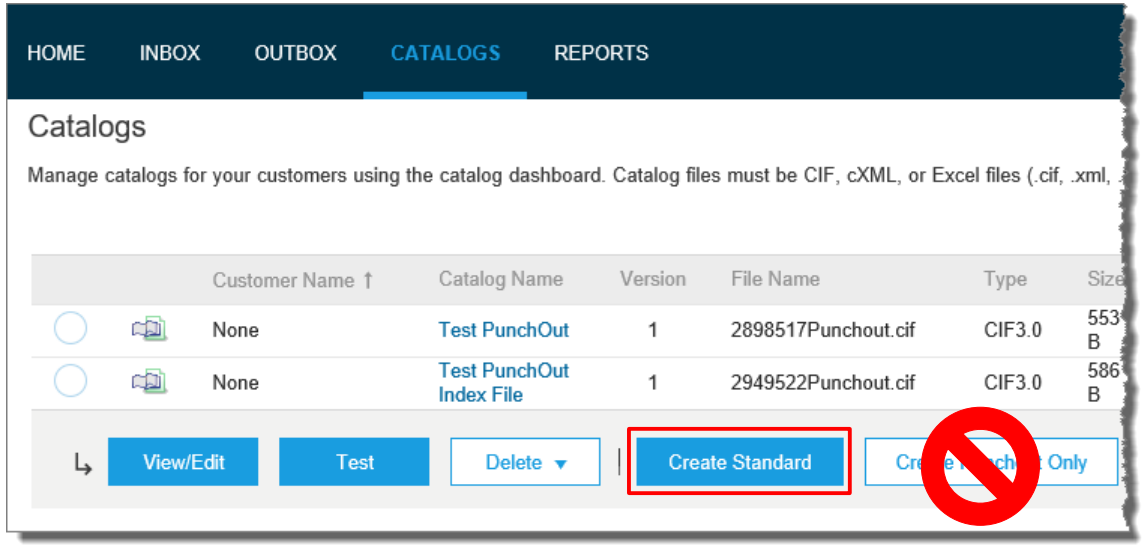
Uploading and Publishing PunchOut Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button. Even though you are loading a PunchOut Catalog, use the “Create Standard” button



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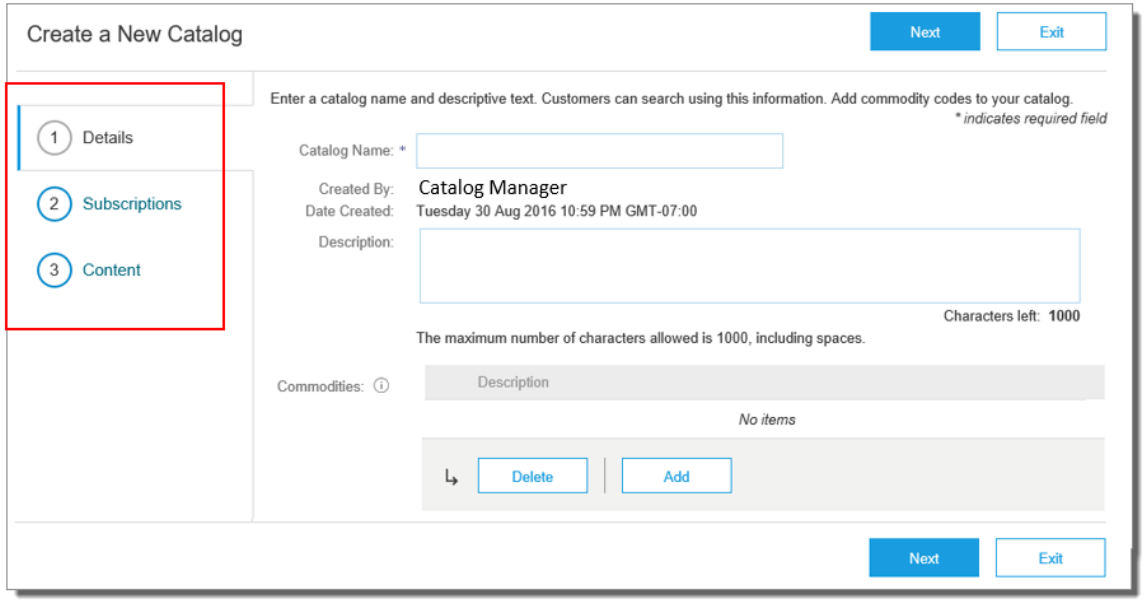
Uploading and Publishing PunchOut Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
  ① **Details—**General information about the Catalog
  ② **Subscriptions—**Who you are publishing the Catalog to
  ③ **Content—**Uploading the actual Catalog file

- Click “Next”



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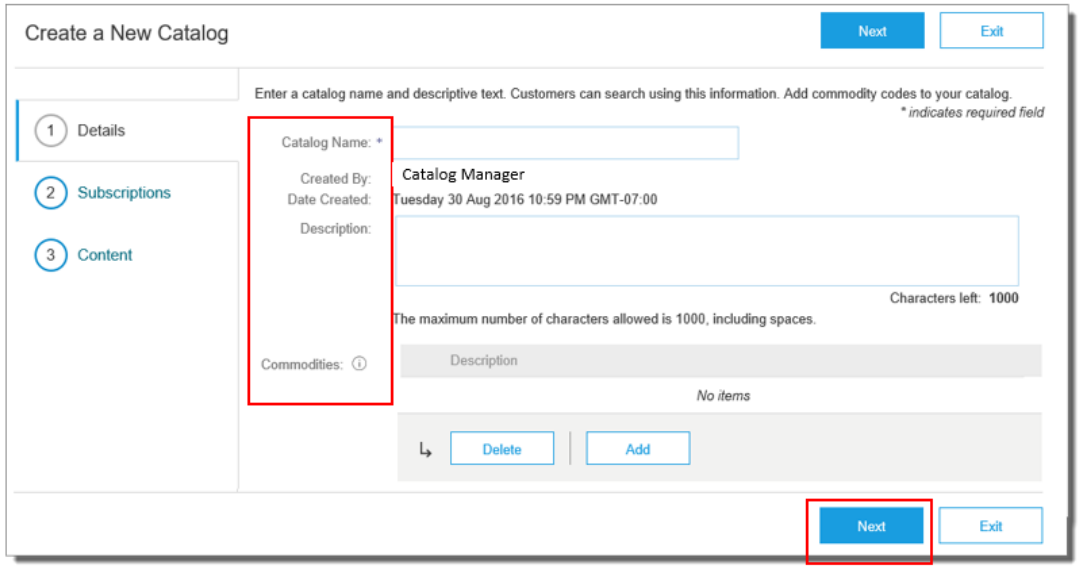
Uploading and Publishing PunchOut Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change.** The format for this Name is set by Entegris use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
  – **Entegris_Supplier Name_NAMER_PunchOut (L1 or L2)**
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”



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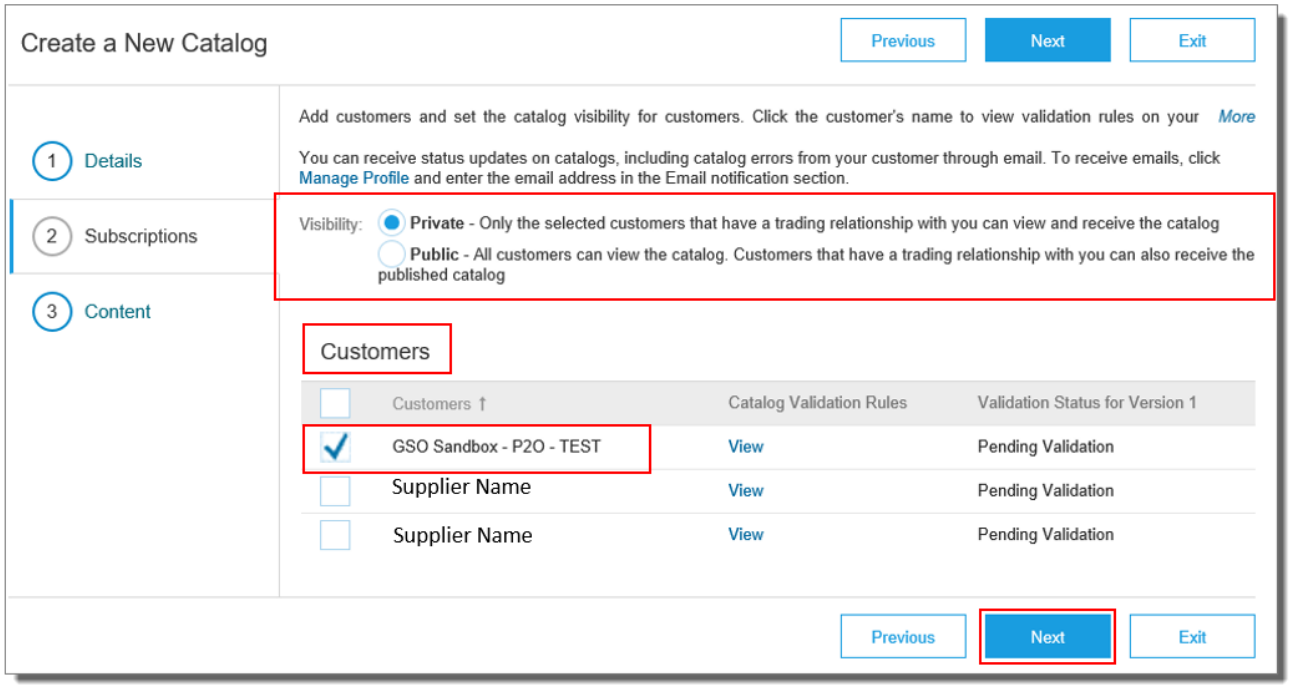
Uploading and Publishing PunchOut Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select Entegris, check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to up-loading a Catalog to them
- When you complete this screen, click “Next”



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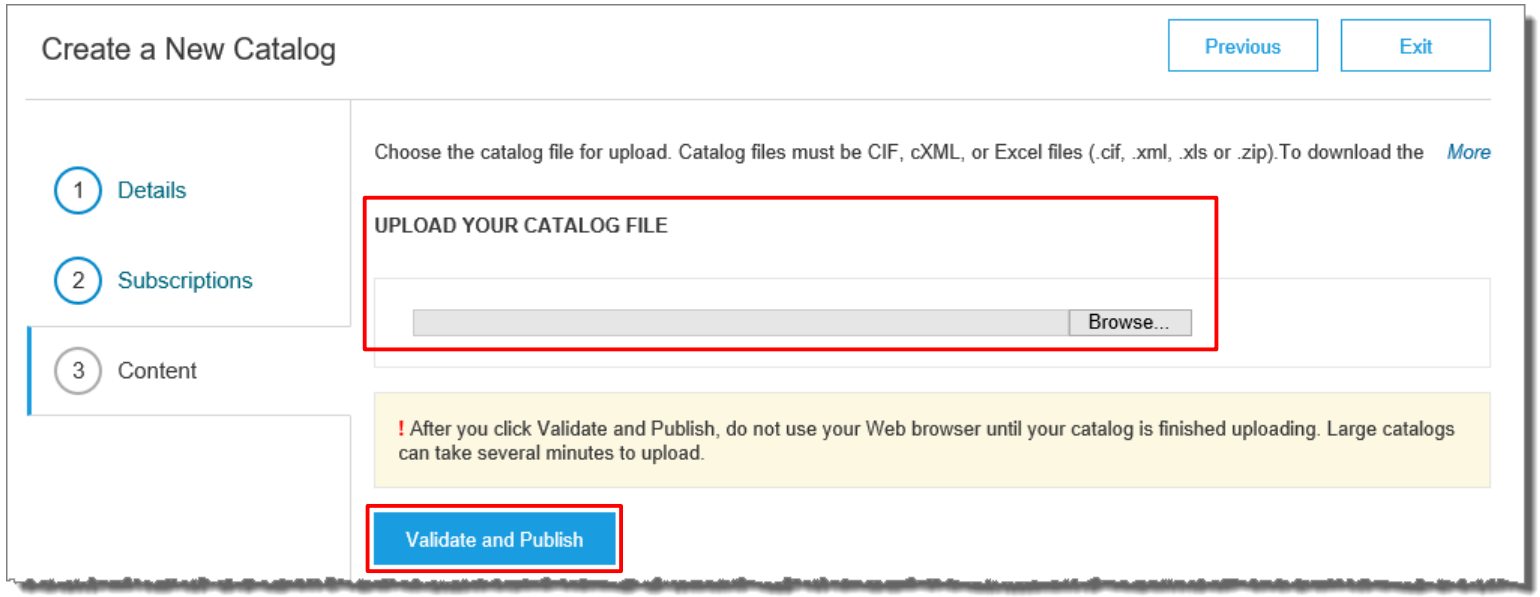
Uploading and Publishing PunchOut Catalogs

③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
  - Your Excel file must not exceed 1 Mb, however you can use zip compression
  - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click the “Validate and Publish” button
- As your Catalog loads, the status will read “Validating” Click the “Refresh” button at the bottom of the screen to see the status change



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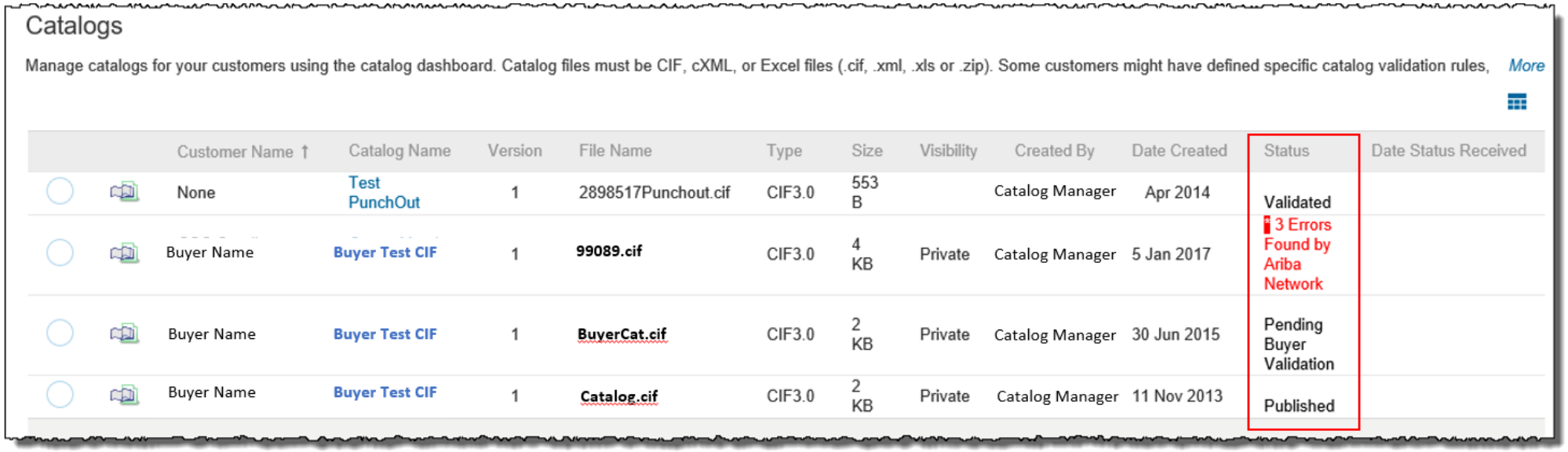
Uploading and Publishing PunchOut Catalogs

- Network Catalog Validation
  - After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
    - **Validated, Published or Pending Buyer Validation—**your Catalog is error-free
    - **Errors Found by Ariba Network—**the Network detected Catalog content that violates validation rules
    - **Bad Format—**your Catalog failed the file validation check. Audit the file for problems in format
  - A Catalog with an error status means you need to review the error results and correct them before going on



Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, More

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

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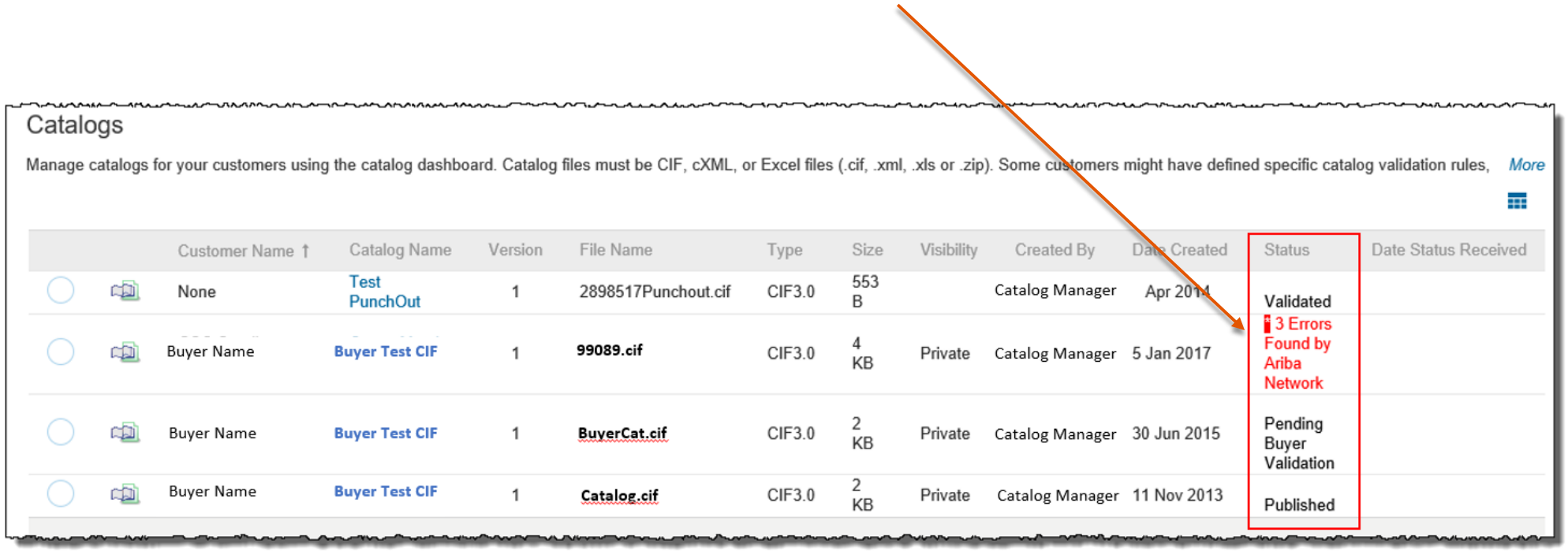
Uploading and Publishing PunchOut Catalogs

- Correcting Validation Errors
  - To see the error detail, click on the "Errors Found" hyperlink:



Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, More

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

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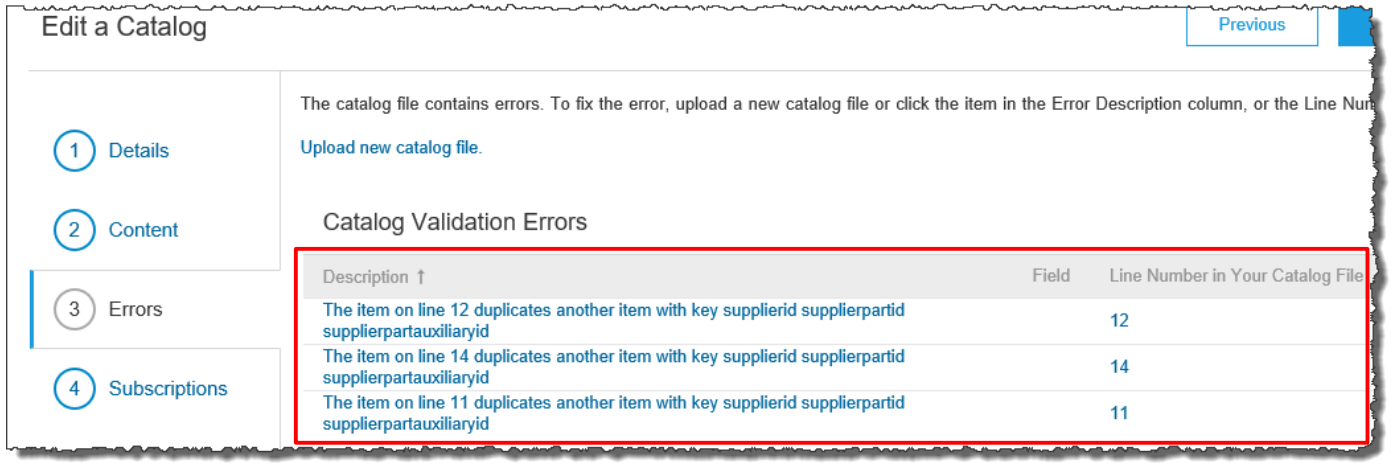
Uploading and Publishing PunchOut Catalogs

- Viewing Validation Errors
  - The Network displays Description, Field and Line Number for each error



  - In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
  - To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

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Uploading and Publishing PunchOut Catalogs

- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”, “Validated by Customer” or “Pending Buyer Validation”**—*note that these are* **all** *valid statuses*
  - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
  - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
    - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
    - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

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Replacing Existing Catalogs

Replacing Existing PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.

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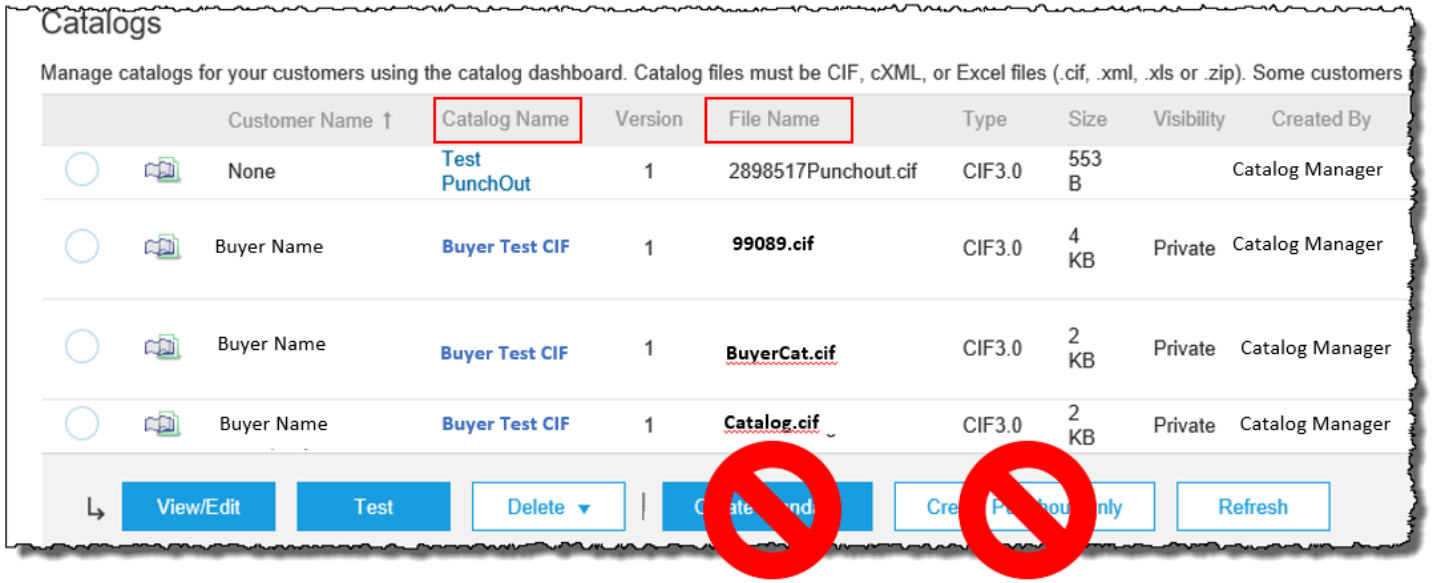
Replacing Existing PunchOut Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your Ariba Network account
- Navigate to **Catalogs**
- Update the Catalog—using “View/Edit”—no **not** use “Create”
  - When *replacing* an existing Catalog, do **not** Create a new Catalog—it is important to keep the **same** Catalog Name. The file name **can** be different:



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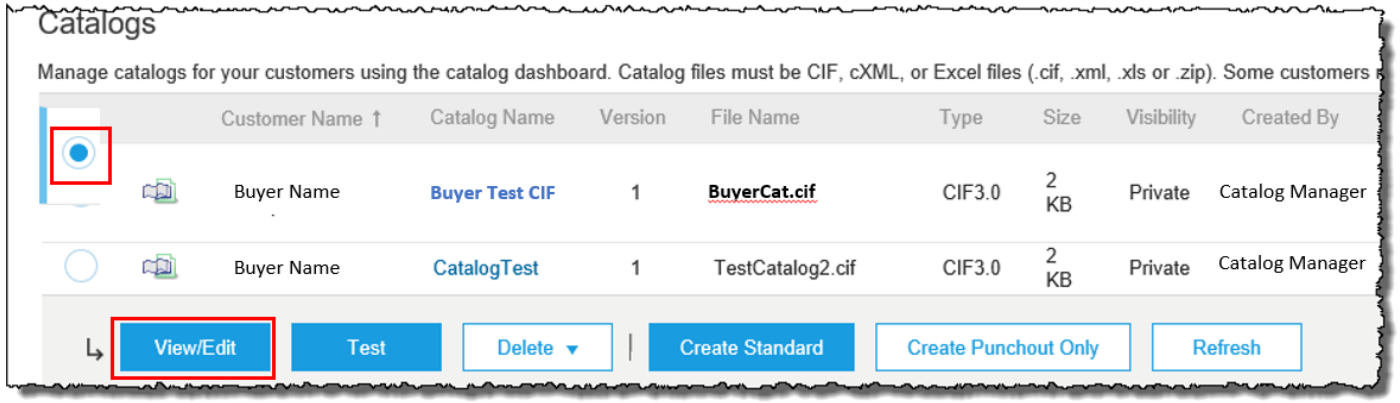
Replacing Existing PunchOut Catalogs

- Find the existing Catalog you wish to replace with a new version
  - Click on the radio button to select the existing Catalog



- Click “View/Edit”

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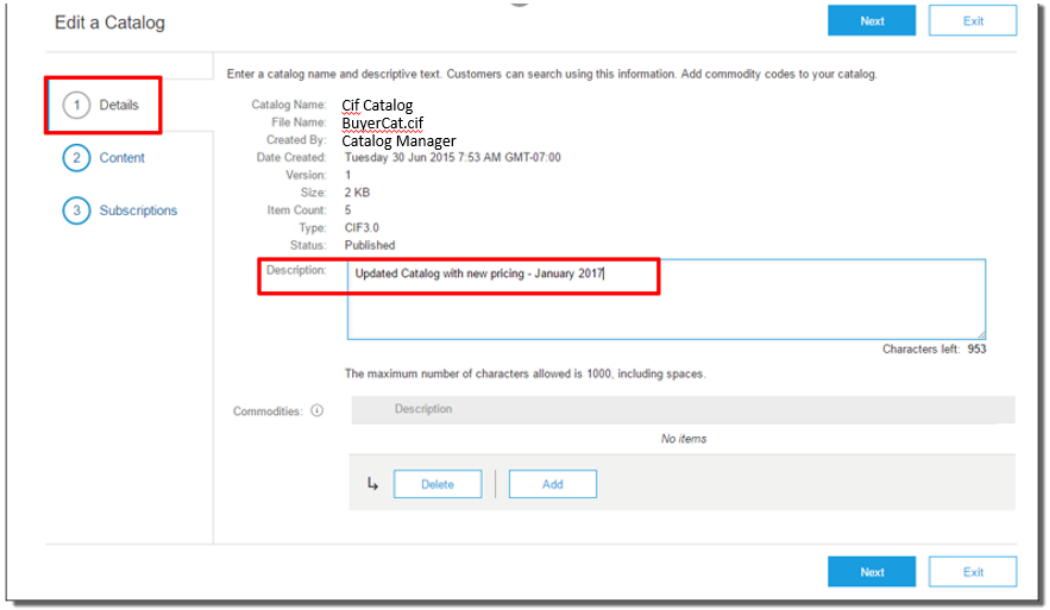
Replacing Existing PunchOut Catalogs

- You are now taken to the Edit a Catalog Screen
- You see the same 3 steps as a New Catalog
  1. **Details**—Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog



- Click “Next”

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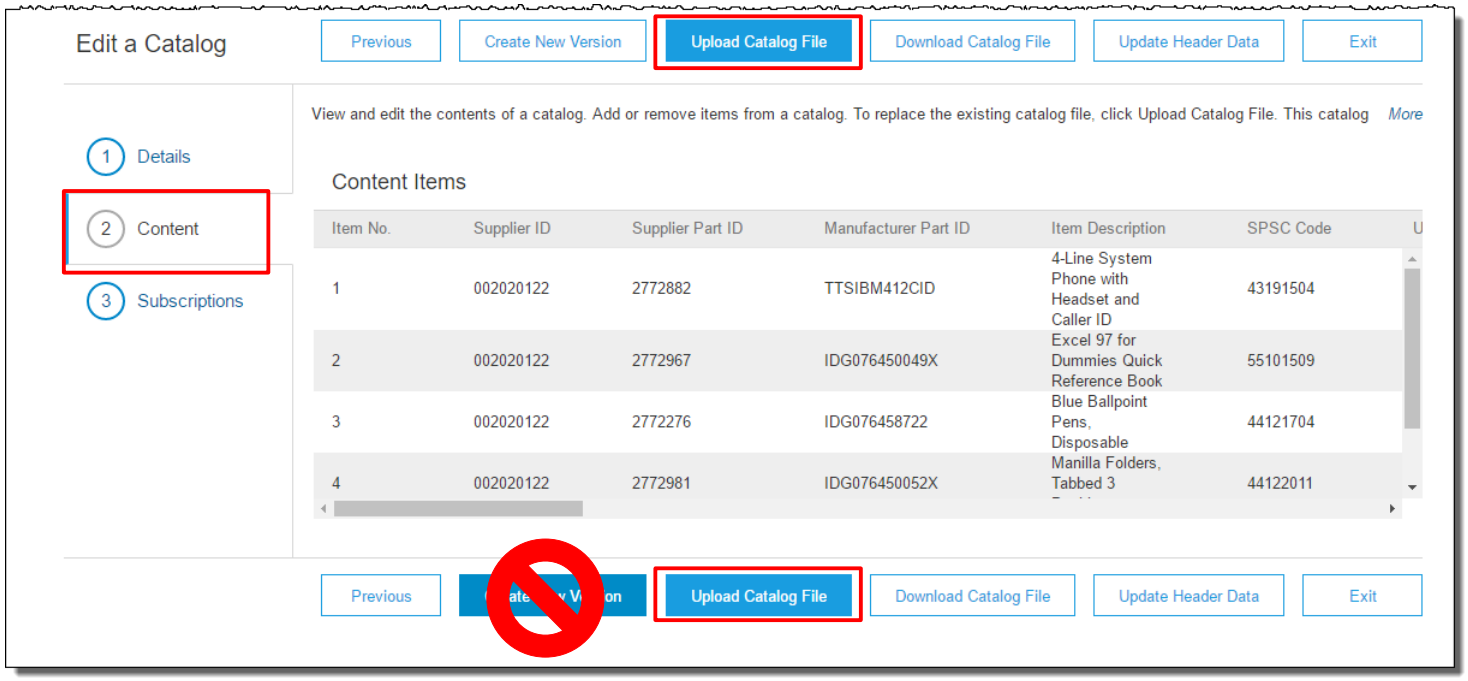
Replacing Existing PunchOut Catalogs

2. **Content—**The Network will display the current Catalog (if it is under 4Mb)



- We don't want to "Create a New Version"—that button will take us back to the beginning as if we are uploading a brand new Catalog
- We want to "Upload a Catalog File"—this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

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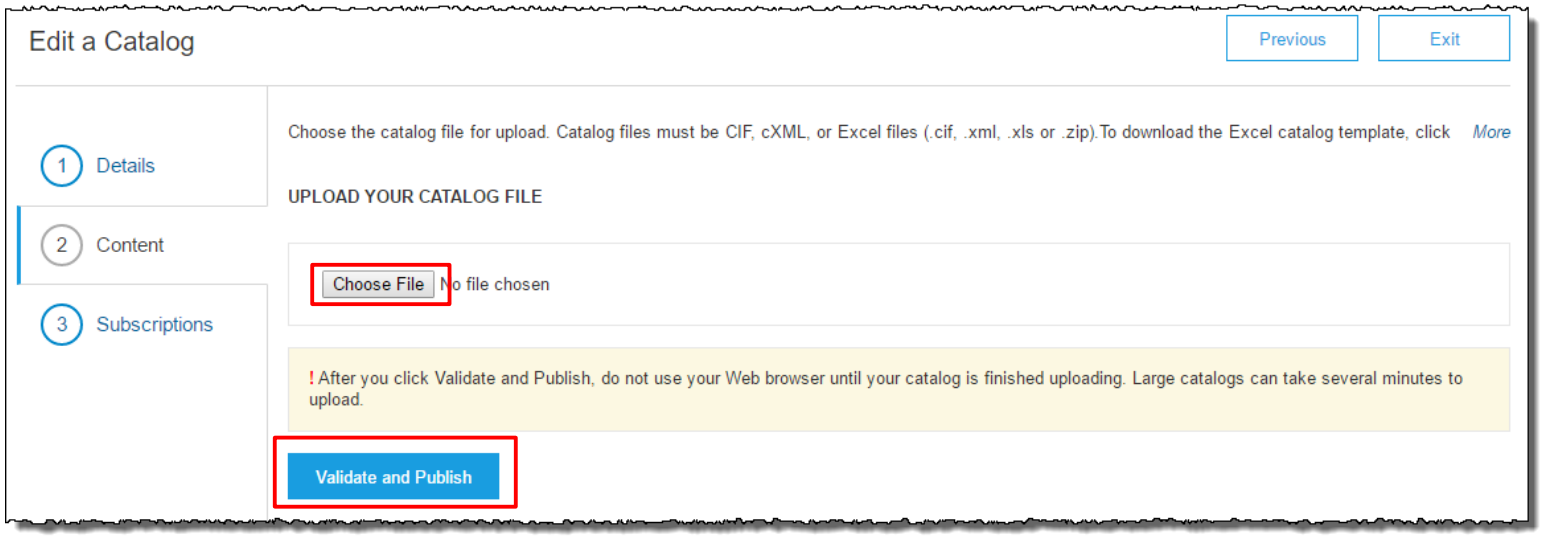
Replacing Existing PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button, then “Browse” and point to your file
  - Your Excel file must not exceed 1 Mb, however you can use zip compression
  - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”



- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

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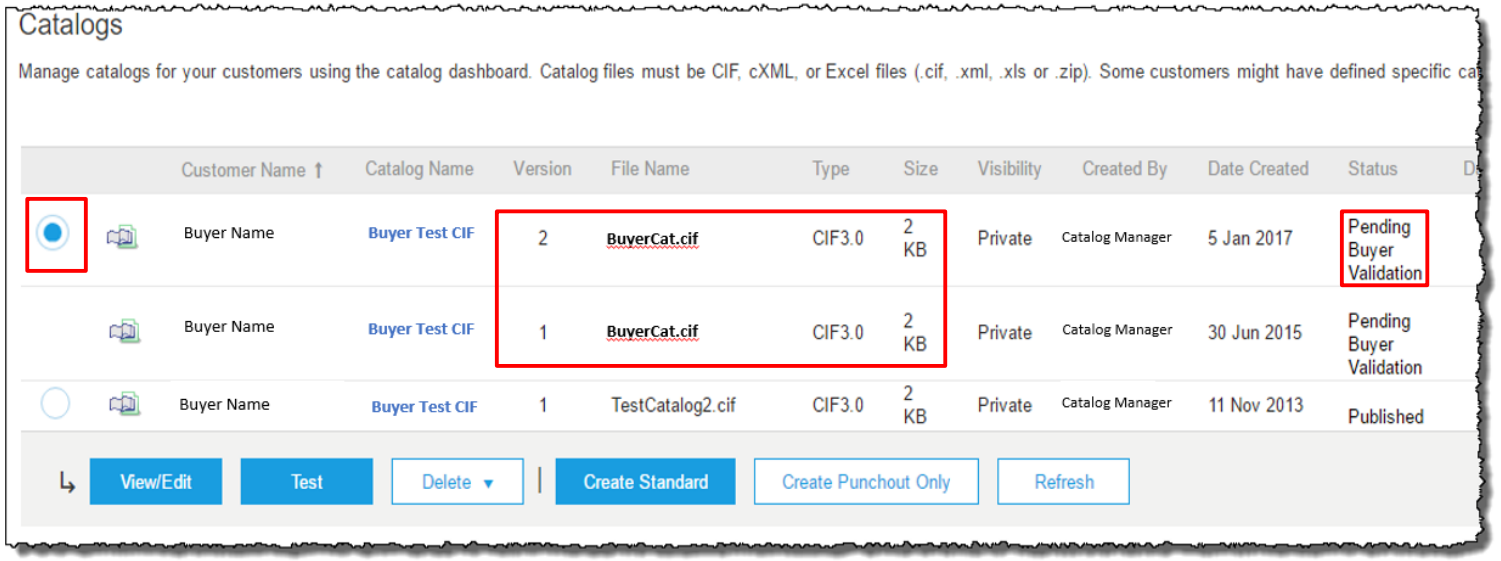
Replacing Existing PunchOut Catalogs

- When your Catalog passes the Network upload validation, the Network may show any of these statuses: **“Published”, “Validated by Customer” or “Pending Buyer Validation”—***note that these are* **all** *valid statuses*. The upload is complete



- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network
- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version

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Replacing Existing PunchOut Catalogs

- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog.
  - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
  - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
    - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
    - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer's buying application and be available for their Users

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Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a "–T" suffix (*Example:* AN99999999999-T)—in Production there is no "-T". This means the that the PunchOut in Production is using a different "User Name"
- The Ariba Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different "Password"

Once the PunchOut Catalog Index file has been created and loaded, you'll need to set up your website to accept PunchOut requests from Entegris.

- The "User Name" will be their ANID:
  - AN99999999999 for **Production**
  - AN99999999999-T for **Test**
- The "Password" will be the Shared Secret you have set up on your AN account

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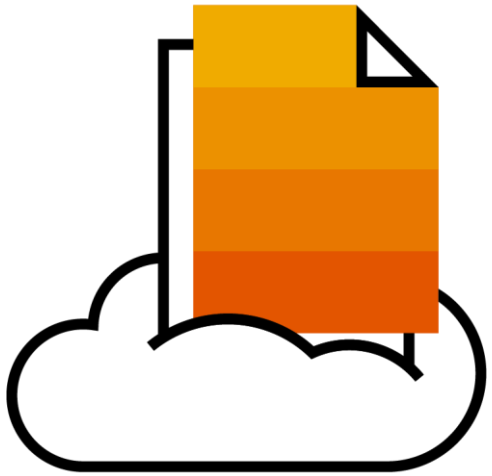
Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let Entegris know.

- Entegris will test the PunchOut from their Ariba catalog
- If there are any connectivity issues, or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity
- Once the connectivity is established and your site is accessible, Entegris will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Shopping Cart
- Once the Test environment is working, then Production will be tested
- When Production testing is successful, the go live date and preparation will start



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Testing Connectivity

```
<Header>
    <From>
      <Credential domain="NetworkID">
         <Identity>AN99999999999-t</Identity>
      <Credential domain="DUNS">
         <Identity>12345678-t</Identity>
      </Credential>
    </From>
    <To>
      <Credential domain="DUNS">
         <Identity>84658742-t</Identity>
      </Credential>
    </To>
    <Sender>
      <Credential domain="AribaNetworkUserId">
      <Identity>sysadmin@ariba.com/Identity>
      <SharedSecret><##REMOVED##></SharedSecret>
      </Credential>
      <UserAgent>Ariba Buyer 8.2</UserAgent>
    </Sender>
  </Header>
  <Request>
    <PunchOutSetupRequest operation="create">
      <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
```

Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple `<From>` credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain
- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive
- **Using `<Sender>` identity, rather than `<From>` credentials.** Use only the **`<SharedSecret>`** from the **`<Sender>`** section. Use the identity in the **`<From>`** section for your User Name

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Testing Connectivity

```
      <ShipTo>
        <Address addressID="001">
        <Name xml:lang="en">BigBuyer Headquarters</Name>
          <PostalAddress>
           <DeliverTo>Catalog Manager</DeliverTo>
           <Street>123 Main, MS A.2</Street>
           <City>New York</City>
           <State>NY</State>
           <PostalCode>01043</PostalCode>
           <Country isoCountryCode="US">United
States</Country>
          </PostalAddress>
        </Address>
      </ShipTo>
      <Contact>
        <Name>catmanager</Name>
      </Contact>
        <SelectedItem>
        <ItemID>
          <SupplierPartID>54543</SupplierPartID>
          <SupplierPartAuxiliaryID>54543
          </SupplierPartAuxiliaryID>
```

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR

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Testing Connectivity

```
<?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">
  <Response>
     <Status code="200" text="success"/>
     <PunchOutSetupResponse>
        <StartPage>
           <URL>https://punchout.workchairs.com/Servlet/
           </URL>
        </StartPage>
     </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value
- **Status Code present, but no Text.** Responses must include the `Status code` indicator **and** the `text` element
- **Incorrect `<Start Page>` URL.** This is the URL that the Ariba application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User

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Testing Connectivity

```
<Message>
   <PunchOutOrderMessage>
     <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
<PunchOutOrderMessageHeader
          operationAllowed="create">
     <Total>
          <Money currency="USD">100.23</Money>
       </Total>
     </PunchOutOrderMessageHeader>
     <ItemIn quantity="1">
       <ItemID>
          <SupplierPartID>1234</SupplierPartID>
          <SupplierPartAuxiliaryID>supplier cookie to
          describe configuration options on this item
          </SupplierPartAuxiliaryID>
       </ItemID>
       <ItemDetail>
          <UnitPrice>
           <Money currency="USD">10.23</Money>
          </UnitPrice>
          <Description xml:lang="en">Learn ASP in a Week!
          </Description>
          <UnitOfMeasure>EA</UnitOfMeasure>
          <Classification domain="SPSC">12345
          </Classification>
          <ManufacturerPartID>234556</ManufacturerPartID>
```

This is a common **PunchOut Order Message (POOM).** Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct **`<Classification domain>`** is specified
- Optional Elements in the wrong position/order. Make sure that elements are in the correct order, or the POOM with fail. (this is typical, where **`<ManufacturerPartID>`** and **`<ManufacturerName>`** are reversed)

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Testing Connectivity

Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them
- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service
- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's AN account
- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba application
- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data

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Thank you.

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