

# Creating and Publishing Static Catalogs

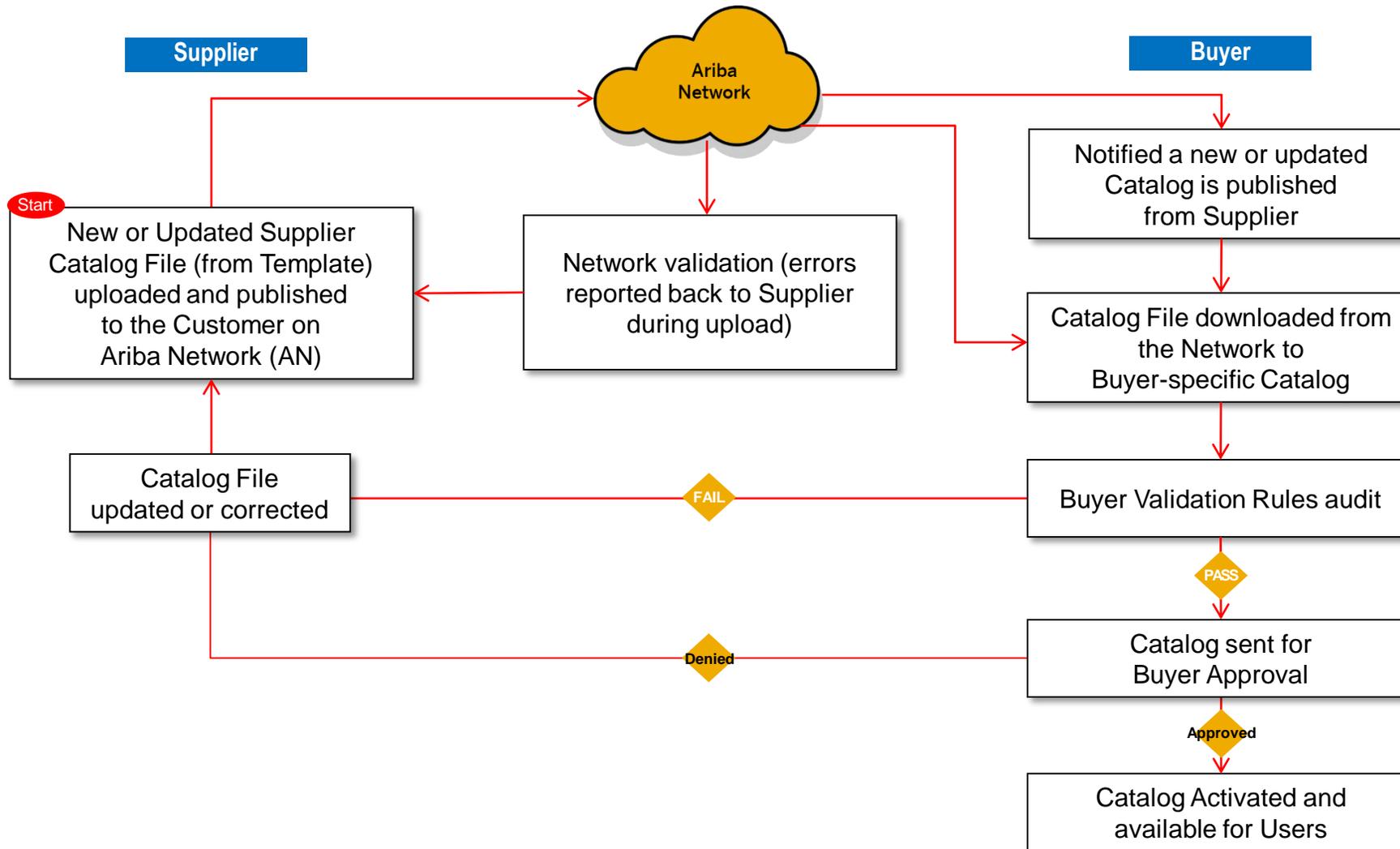
INTERNAL

# Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Appendix
- Questions

# The Catalog Upload **Process**

# The Catalog Upload Process



# The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

# The Catalog **Template**

# The CIF Catalog Template

CIF Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an Excel CIF Template:

	A	B	C	D	E	F	G	H	
1	CIF_I_V3.0								
2	CHARSET:	UTF-8							
3	LOADMODE:	F							
4	CODEFORMAT:	UNSPSC							
5	CURRENCY:	USD							
6	SUPPLIERID_DOMAIN:	NetworkID							
7	ITEMCOUNT:	5							
8	TIMESTAMP:	12/1/2099							
9	UNUOM:	TRUE							
10	COMMENTS:	CAT 124 R-1 (4/19) - Fields: BLUE: Required; GREEN: Optional but Preferred, GREY: Optional. Note: This is a generic template. Find your buyer customer-specific te							
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Man
12	DATA								
13	AN09067477712	2772882	TTSIBM412CID	Jabra Evolve 65 Headset, Stereo, Bluetooth	43191609	129.25	EA	1	Jabra
14	AN09067477712	2772967	IDG076450049X	Adobe Acrobat for Dummies, Book	44120000	21.99	EA	1	IDG Bo
15	AN09067477712	2772276	IDG076458722	Ballpoint Pens, PaperMate, Medium Point, Blue Ink, Disposable,	44120000	5.45	DZN	1	PaperM
16	AN09067477712	2772981	IDG076450052X	Mead File Folders, Tabbed 3 Position, Box of 100	44120000	19.99	GRO	1	Mead
17	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44120000	7.95	EA	1	Swingl
18	ENDOFDATA								
19									

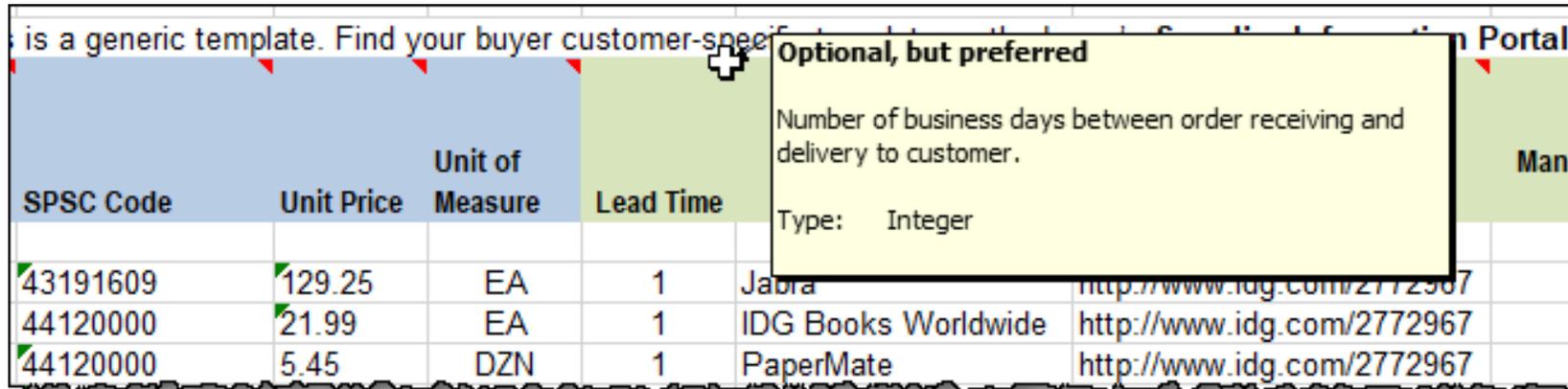
Header section

Data section

# The CIF Catalog Template

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 your Customer.



The screenshot shows a table with columns: SPSC Code, Unit Price, Unit of Measure, Lead Time, and Manufacturer. A tooltip is displayed over the Lead Time column, indicating it is 'Optional, but preferred' and provides instructions: 'Number of business days between order receiving and delivery to customer. Type: Integer'. The table contains three rows of data:

SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer
43191609	129.25	EA	1	Jabra
44120000	21.99	EA	1	IDG Books Worldwide
44120000	5.45	DZN	1	PaperMate

FIELD COLOR CODES	
Blue	Required
Green	Optional, but Preferred
Grey	Optional

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the Customer's Supplier Portal page on the AN.

# Creating a Static CIF Catalog

# Creating a CIF Catalog

## General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

## Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the Description field—all the words are indexed for ease of finding the items
- Use Short Names not just Descriptions—it makes it easier for Users, and you get an additional 80 characters to describe your item
- Always include images

# Creating a CIF Catalog

## The Header Section

	A	B
1	<b>CIF_I_V3.0</b>	
2	<b>CHARSET:</b>	UTF-8
3	<b>LOADMODE:</b>	F
4	<b>CODEFORMAT:</b>	UNSPSC_V13.5
5	<b>CURRENCY:</b>	USD
6	<b>SUPPLIERID_DOMAIN:</b>	NetworkID
7	<b>ITEMCOUNT:</b>	5
8	<b>TIMESTAMP:</b>	5/15/2005
9	<b>UNUOM:</b>	TRUE
10	<b>COMMENTS:</b>	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

# Creating a CIF Catalog

## The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN01000258741	12345	CFG 11562
AN01000258741	87690	87690-12
AN01000258741	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

**Type of data:** String

**Maximum length:** 255

**Example:** AN09067477712

**Note:** If you publish the Catalog in your test account, add a suffix -T to your ANID or DUNS number like this: AN09067477712-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

# Creating a CIF 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 - Required

**Description:** Customer-specific price

**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 ¥.

# Creating a CIF 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**

**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, but Preferred**

**Description:** Name of the manufacturer

**Type of data:** String

**Maximum length:** 255

**Example:** Epson

# Creating a CIF 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 – Optional

**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 ¥.

# Creating a CIF 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 – Optional** (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

# Creating a CIF Catalog

Short Name	Keywords
Soft Drink, Soda, Dr Pepper	
Dairy, Milk, 1% milkfat	Plastic half gallon container
Coffee, Dark Roast, Starbucks	
Soft Drink, Juice, Minute Maid	Frozen concentrate

- **Short Name – Optional, but Preferred**

**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

- **Keywords – Optional**

**Description:** Additional keywords to help users find items

**Type of data:** String

**Example:** Recyclable

**Maximum length:** 255 characters

# Creating a CIF Catalog

Image	Thumbnail	internalpartid
12354.jpg	<a href="http://www.1.com/12354.jpg">http://www.1.com/12354.jpg</a>	WRI4356
<a href="http://www.1.com/34.jpg">http://www.1.com/34.jpg</a>	<a href="http://www.1.com/34.jpg">http://www.1.com/34.jpg</a>	
587.jpg	<a href="http://www.1.com/587.Jpg">http://www.1.com/587.Jpg</a>	
<a href="http://www.1.36.jpg">http://www.1.36.jpg</a>	<a href="http://www.1.36.jpg">http://www.1.36.jpg</a>	

## ▪ 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

**Recommended Size:** 250 x 250 pixels

## ▪ Thumbnail – Optional but Preferred

**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

**Recommended 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

## ▪ Internal Part ID - Optional

**Description:** Buyer-defined ID for this item

**Type of data:** String

**Example:** WRI4356

**Maximum length:** 255

# Creating a CIF 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

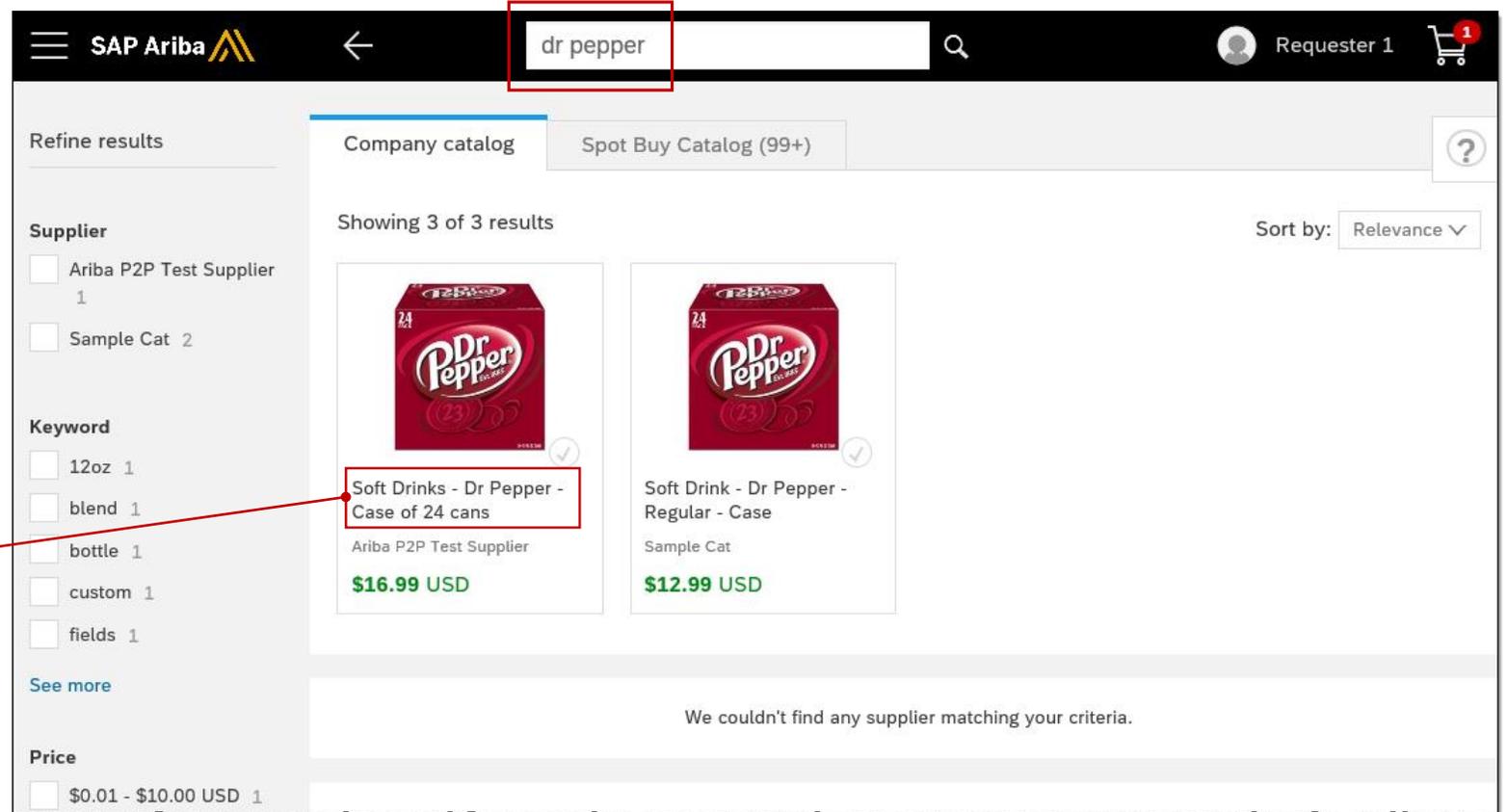
# The Catalog **User Interface**

# The Catalog Interface Item View

This is how a static Catalog item is displayed in the Guided Buying Catalog interface.

This **Summary Results** screen shows the search results for the search “dr pepper”

Clicking on the Short Name takes you to the **Item Detail** screen for this item.



# The Catalog Interface Detail View

This is the **Detail View** displayed in the Guided Buying Catalog interface.

This view shows more information, including custom field information.

Additional Information, links and custom fields

The screenshot displays the SAP Ariba Guided Buying Catalog interface. At the top, there is a navigation bar with the SAP Ariba logo, a search bar containing 'Find goods and services', and a user profile icon labeled 'Requester 1' next to a shopping cart icon with a '1' notification. The main content area features a product card for 'Soft Drinks - Dr Pepper - Case of 24 cans'. The card includes a red image of a Dr Pepper 24-pack case, a short name field (80 characters), a description field (2,000 characters), a price of '\$16.99 USD', and an availability indicator 'Available in 1 day'. Below the price is a quantity selector set to '1' with minus and plus buttons, and 'each' as the unit. Two buttons, 'Add to cart' and 'Add to favorites', are positioned at the bottom right of the product card. A 'Specification' section is located below the product card, containing a table with the following information:

Supplier Part #:	DrPepp24
Manufacturer:	Dr Pepper
Available in:	1 Day(s)

Red arrows from external text labels point to the 'Short Name (80 characters)' field, the product image, the 'Description (2,000 characters)' field, the 'Add to cart' button, and the 'Specification' section.

# **Uploading and Publishing New Catalogs**

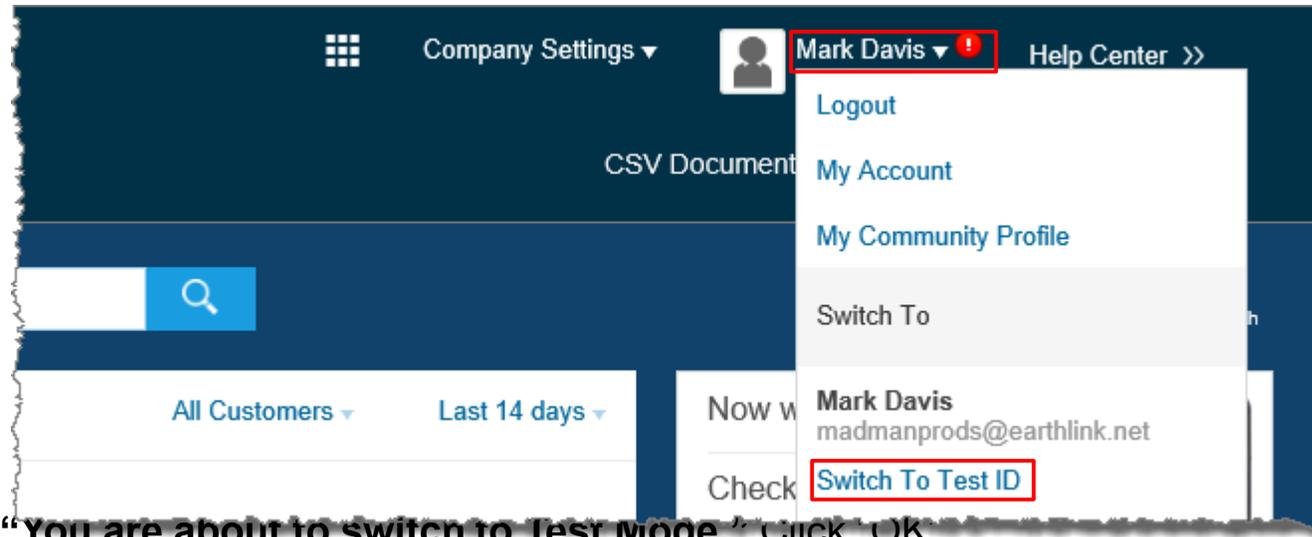
# Uploading and Publishing New Catalogs

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

The screenshot displays the SAP Ariba 'Supplier Login' interface. At the top, the header includes the SAP Ariba logo, the text 'Orders & Invoices Powered by Ariba Network', and a 'Help Center >>' link. The main content area is dark blue. On the left, the 'Supplier Login' section contains two text input fields labeled 'User Name' and 'Password', and a blue 'Login' button. A red rectangular box highlights these three elements. Below the login fields is a link for 'having trouble logging in?'. To the right, a promotional banner for 'MiSUMi invoicing: 3 days to 5 minutes' features a small video thumbnail of a man speaking and a 'Learn More' button. The footer is white and contains the text 'Supported browsers and plugins' with the SAP logo, and copyright information: '© 1996–2016 Ariba, Inc. All rights reserved. Data Policy Security Disclosure Terms of Use'.

# Uploading and Publishing New 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



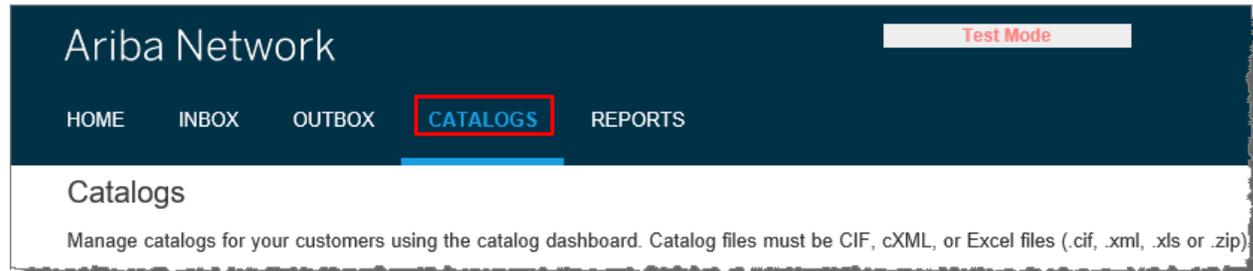
- You will get a warning. **“You are about to switch to Test mode.”** Click **OK**

# Uploading and Publishing New Catalogs

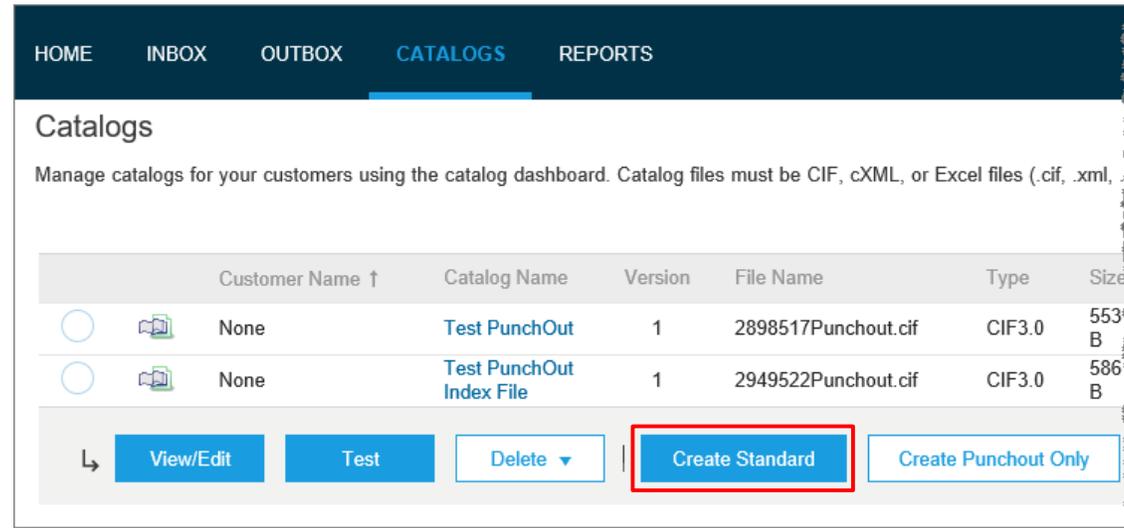
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
  - 1. Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive 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

# Uploading and Publishing New Catalogs

- Navigate to the Catalogs Tab



- On the Catalogs screen, click the “Create Standard” button



# Uploading and Publishing New 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”

Create a New Catalog

Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: \*

Created By: Mark Davis

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ

Description

No items

Delete Add

Next Exit

# Uploading and Publishing New 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 your Customer. Ask for the format to use (no special characters are allowed, you can use a dash (-) or underscore(\_)):
- **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”

Create a New Catalog

Next Exit

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details

2 Subscriptions

3 Content

Catalog Name: \*

Created By: Mark Davis

Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Description

No items

Delete Add

Next Exit

# Uploading and Publishing New 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 your Customer, check the box next to their name in 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 uploading a Catalog to them
- When you complete this screen, click “Next”

Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your [More](#)

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility:  Private - Only the selected customers that have a trading relationship with you can view and receive the catalog  
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	GSO Sandbox - P20 - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Hewlett Packard Enterprise - TEST	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	The Walt Disney Company - TEST	<a href="#">View</a>	Pending Validation

Previous Next Exit

# Uploading and Publishing New 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

Create a New Catalog Previous Exit

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the [More](#)

**UPLOAD YOUR CATALOG FILE**

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

1 Details

2 Subscriptions

3 Content

# Uploading and Publishing New 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	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
	GSO Sandbox - P20 - TEST	<a href="#">Crown Metals CIF</a>	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	3 Errors Found by Ariba Network	
	Hewlett Packard Enterprise - TEST	<a href="#">Hewlett Packard</a>	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
	The Walt Disney Company - TEST	<a href="#">CatalogTest</a>	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

# Uploading and Publishing New Catalogs

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

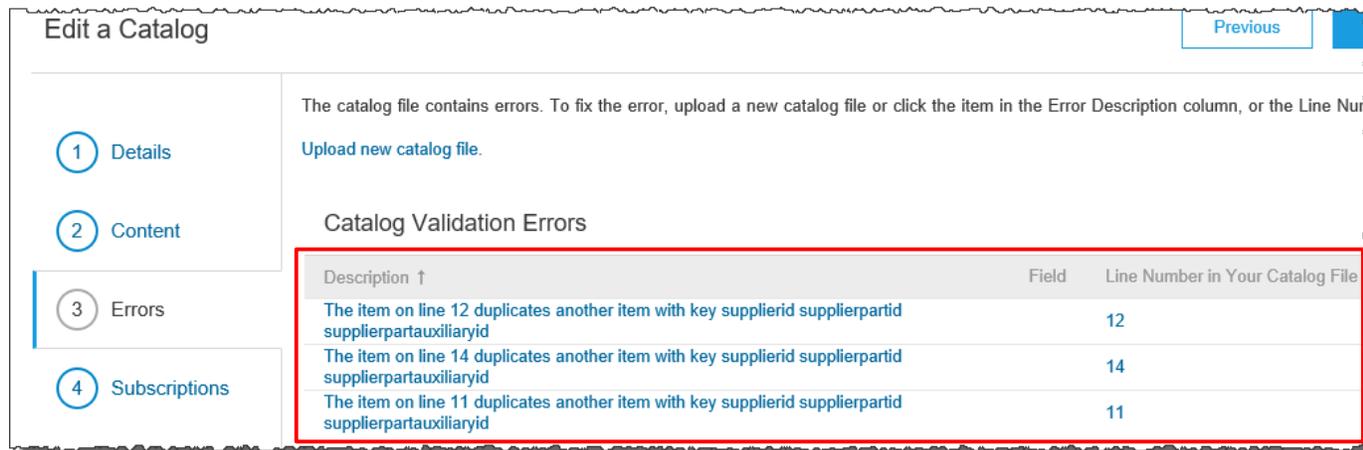
Catalogs

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	<a href="#">Test PunchOut</a>	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis	4 Apr 2014	Validated	
	GSO Sandbox - P2O - TEST	<a href="#">Crown Metals CIF</a>	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis	5 Jan 2017	<b>3 Errors Found by Ariba Network</b>	
	Hewlett Packard Enterprise - TEST	<a href="#">Hewlett Packard</a>	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
	The Walt Disney Company - TEST	<a href="#">CatalogTest</a>	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

# Uploading and Publishing New Catalogs

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



The screenshot shows the 'Edit a Catalog' interface. On the left, there is a navigation menu with four items: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Errors' item is selected. The main content area displays a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in the Error Description column, or the Line Number in the Error Description column.' Below this message is a link 'Upload new catalog file.' and a section titled 'Catalog Validation Errors'. This section contains a table with three columns: 'Description ↑', 'Field', and 'Line Number in Your Catalog File'. The table lists three errors, all related to duplicate 'supplierpartid' values.

Description ↑	Field	Line Number in Your Catalog File
The item on line 12 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		12
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14
The item on line 11 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		11

- 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

# Uploading and Publishing New Catalogs

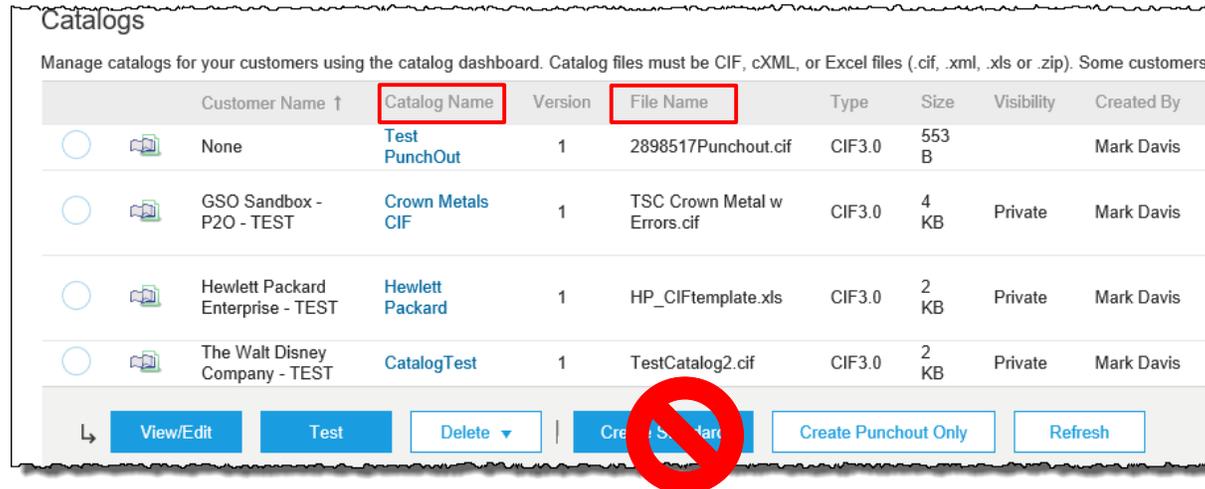
- Customer Approval
  - When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all 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

# Replacing Existing Catalogs

# Replacing Existing 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”
  - 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:



Catalogs

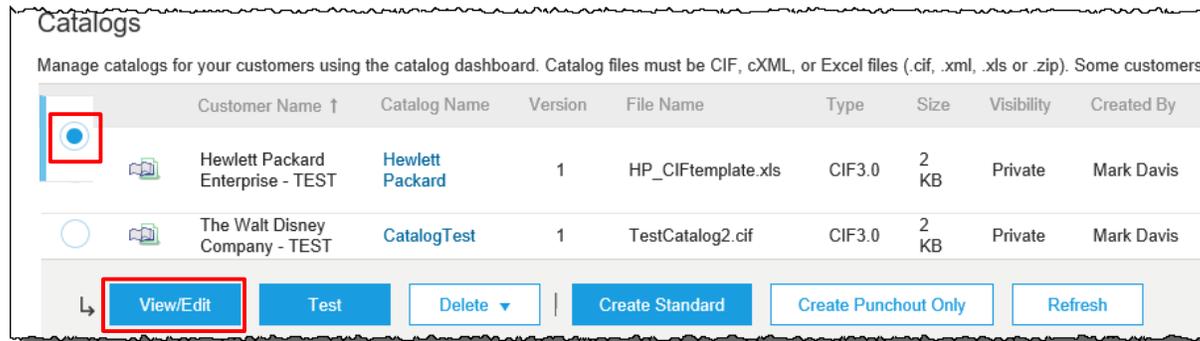
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Mark Davis
	GSO Sandbox - P20 - TEST	Crown Metals CIF	1	TSC Crown Metal w Errors.cif	CIF3.0	4 KB	Private	Mark Davis
	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis
	The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis

View/Edit Test Delete Create New Catalog Create Punchout Only Refresh

# Replacing Existing Catalogs

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



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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
<input checked="" type="radio"/>	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	HP_CIFtemplate.xls	CIF3.0	2 KB	Private	Mark Davis
<input type="radio"/>	The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis

↳ [View/Edit](#) [Test](#) [Delete ▾](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- Click “View/Edit”

# Replacing Existing 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

The screenshot shows the 'Edit a Catalog' interface. On the left, a navigation pane has three steps: '1 Details' (highlighted with a red box), '2 Content', and '3 Subscriptions'. The main area contains a form with the following fields:

- Catalog Name:** Hewlett Packard
- File Name:** HP\_CIFtemplate.xls
- Created By:** Mark Davis
- Date Created:** Tuesday 30 Jun 2015 7:53 AM GMT-07:00
- Version:** 1
- Size:** 2 KB
- Item Count:** 5
- Type:** CIF3.0
- Status:** Published
- Description:** Updated Catalog with new pricing - January 2017 (highlighted with a red box)

Below the description field, it indicates 'Characters left: 953' and 'The maximum number of characters allowed is 1000, including spaces.' At the bottom, there is a 'Commodities' section with a search icon, a 'Description' input field, and 'No items' listed. There are 'Delete' and 'Add' buttons in this section. 'Next' and 'Exit' buttons are located at the top right and bottom right of the form.

- Click “Next”

# Replacing Existing Catalogs

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

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 catalog file, click Upload Catalog File. This catalog [More](#)

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
1	002020122	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
2	002020122	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
3	002020122	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
4	002020122	2772981	IDG076450052X	Manilla Folders, Tabbed 3	44122011

- 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

# Replacing Existing 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”

Edit a Catalog Previous Exit

1 Details

2 Content

3 Subscriptions

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click [More](#)

UPLOAD YOUR CATALOG FILE

**Choose File** No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

**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

# Replacing Existing 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

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 ca

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
<input checked="" type="radio"/>	Hewlett Packard Enterprise - TEST	Hewlett Packard	2	TSC Crown Metal.cif	CIF3.0	2 KB	Private	Mark Davis	5 Jan 2017	Pending Buyer Validation	
<input type="radio"/>	Hewlett Packard Enterprise - TEST	Hewlett Packard	1	TSC Crown Metal.cif	CIF3.0	2 KB	Private	Mark Davis	30 Jun 2015	Pending Buyer Validation	
<input type="radio"/>	The Walt Disney Company - TEST	CatalogTest	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Mark Davis	11 Nov 2013	Published	

↳ View/Edit Test Delete | Create Standard Create Punchout Only Refresh

- 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

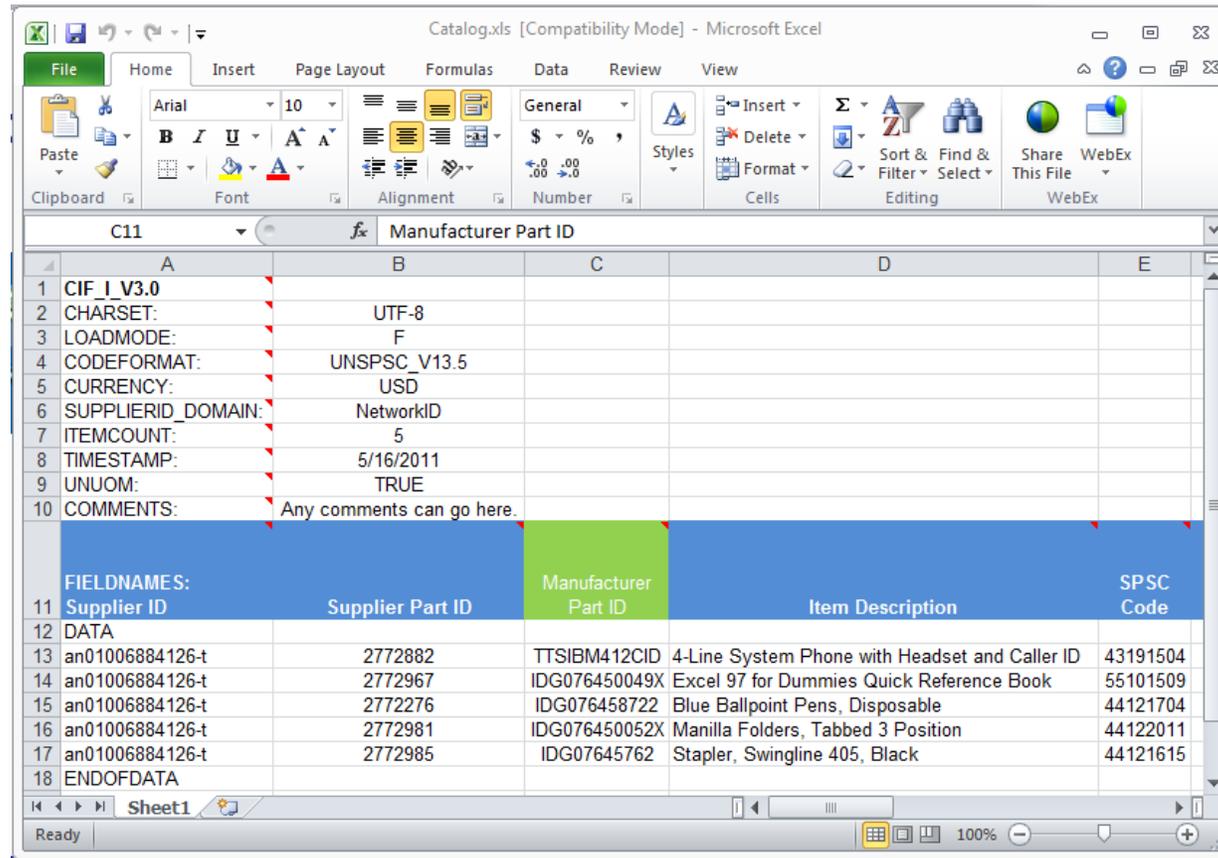
# Replacing Existing Catalogs

- 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

# Appendix

# Creating a CIF from an Excel File

- Open your Excel Catalog file

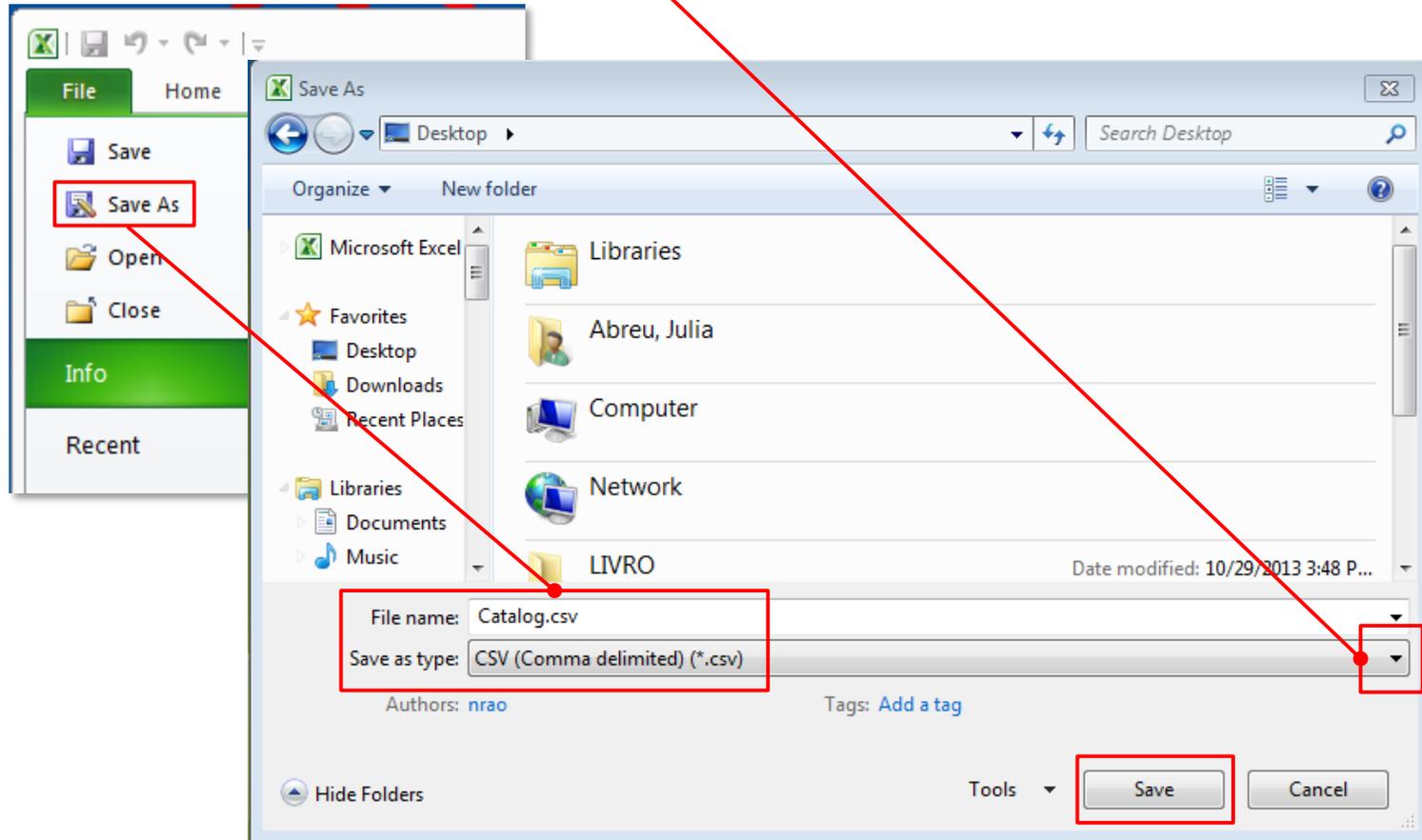


The screenshot shows a Microsoft Excel window titled 'Catalog.xls [Compatibility Mode] - Microsoft Excel'. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The active cell is C11, containing the formula '=Manufacturer Part ID'. The spreadsheet contains the following data:

	A	B	C	D	E
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:	5/16/2011			
9	UNUOM:	TRUE			
10	COMMENTS:	Any comments can go here.			
	FIELDNAMES:				
11	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
12	DATA				
13	an01006884126-t	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
14	an01006884126-t	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
15	an01006884126-t	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
16	an01006884126-t	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011
17	an01006884126-t	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615
18	ENDOFDATA				

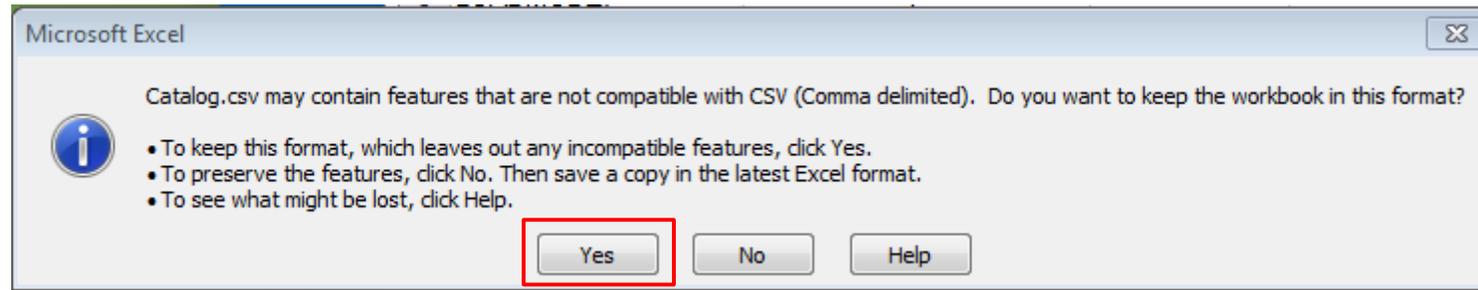
# Creating a CIF from an Excel File

- Save it as a “.csv” file. To see the choices, click on the drop down menu



# Creating a CIF from an Excel File

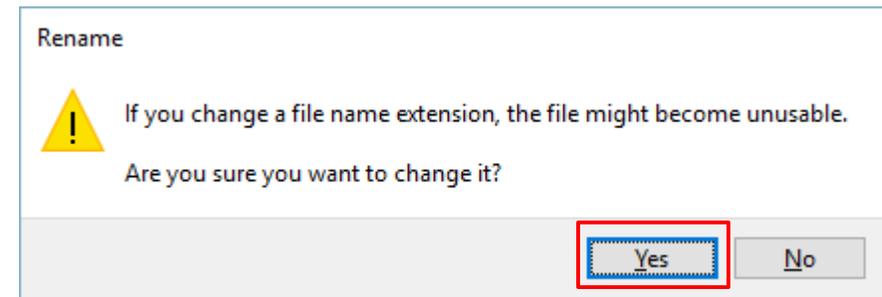
- You will get a system warning about saving it as a .csv—click “Yes” to continue



- Rename your saved file, by changing the extension to “.cif”

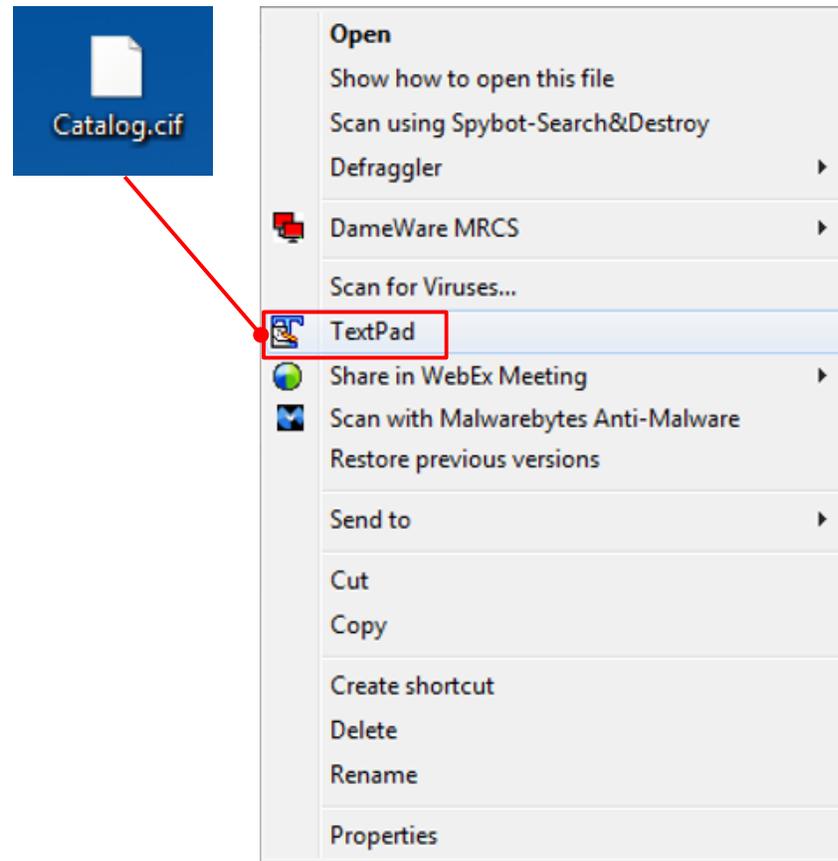


- The system will warn you about changing the extension. Click “Yes” to continue



# Creating a CIF from an Excel File

- Open your CIF Catalog file with Notepad, or your favorite text editor



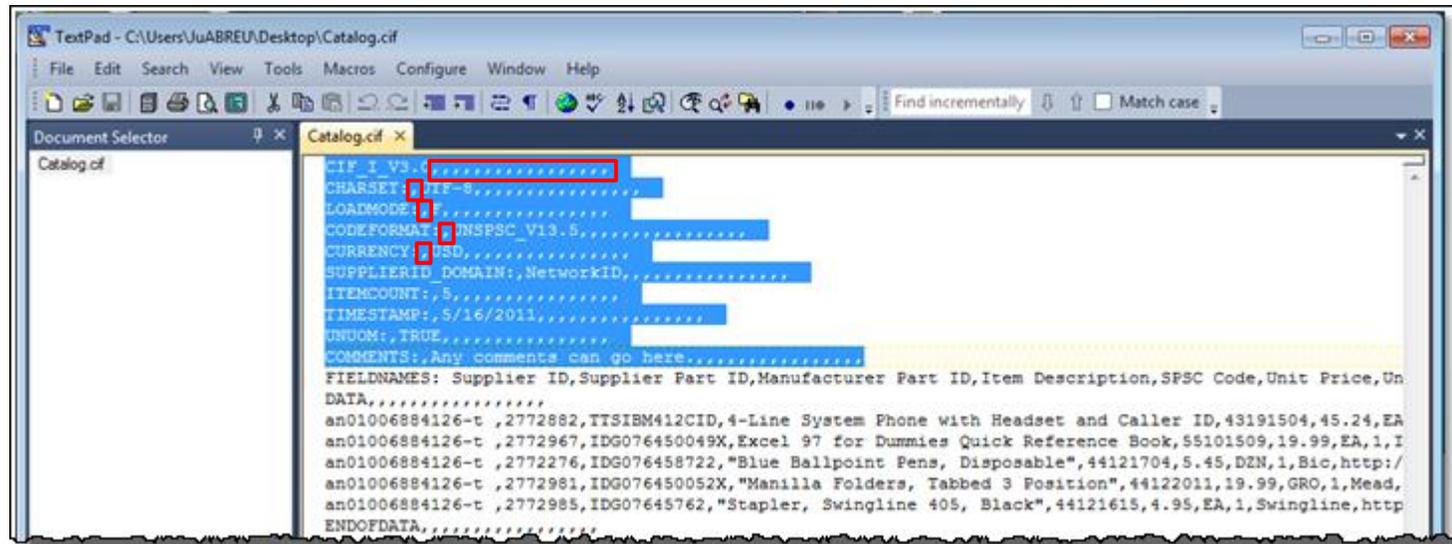
# Creating a CIF from an Excel File

- Notice that the file has new, added commas in the Header, and after the DATA and ENDOFDATA markers

```
CIF_I_V3.0,
CHARSET: UTF-8,
LOADMODE: F,
CODEFORMAT: UNSPSC_V13.5,
CURRENCY: USD,
SUPPLIERID_DOMAIN: NetworkID,
ITEMCOUNT: 5,
TIMESTAMP: 5/16/2011,
UNUOM: TRUE,
COMMENTS: Any comments can go here.
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un
DATA,
an01006884126-t ,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01006884126-t ,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01006884126-t ,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
an01006884126-t ,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01006884126-t ,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA,
```

# Creating a CIF from an Excel File

- Remove these extra commas after the Header values and the DATA and ENDOFDATA markers. Be sure to remove any commas in *front* of the data in the Header as well



```
TextPad - C:\Users\UuABREU\Desktop\Catalog.cif
File Edit Search View Tools Macros Configure Window Help
Find incrementally Match case
Document Selector Catalog.cif
Catalog.cif
CIF 1 V3. *****
CHARSET: CP-8, *****
LOADMODE: F, *****
CODEFORMAT: UNSPSC_V13.5, *****
CURRENCY: USD, *****
SUPPLIERID_DOMAIN: NetworkID, *****
ITEMCOUNT: 5, *****
TIMESTAMP: 5/16/2011, *****
UNUOM: TRUE, *****
COMMENTS: Any comments can go here, *****
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SFSC Code,Unit Price,Un
DATA, *****
an01006884126-t ,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01006884126-t ,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01006884126-t ,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
an01006884126-t ,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01006884126-t ,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA, *****
```

- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data

# Creating a CIF from an Excel File

- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded
- Your completed file should look like this

```
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:5
TIMESTAMP:5/16/2011
UNUOM:TRUE
COMMENTS:Customer Name and comments
FIELDNAMES:Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un
DATA
an01014264004-t,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
an01014264004-t,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
an01014264004-t,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http://
an01014264004-t,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
an01014264004-t,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
ENDOFDATA
```

# Thank you.

Contact information:

[AskAribaCatalogs@sap.com](mailto:AskAribaCatalogs@sap.com)