SAP Ariba

# Walgreens Boots Alliance Catalog Supplier Summit

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SAP Run Simple

# Introductions

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# Welcome

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# Summit Agenda

- Walgreens Boots Alliance Ariba Initiative
- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Next Steps & Action Items
- Appendix
- Questions

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# Ariba Project Overview and Objectives

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# Goals and Objectives

## Leverage Standardized Processes & Procedures, Maximize Performance, Value & Growth

### Benefits to Walgreens

- Preferred pricing for the categories included in catalogs. Contracted pricing is applied proactively
- Stronger compliance- Only approved suppliers are searchable
- Optimal transparency and accountability in the purchasing process
- Provides cross-catalog search functionality among local catalogs, inventoried items and spot buy marketplace
- User-friendly system with side-by-side product comparisons to simplify search, comparing, and buying
- Minimal manual administration effort, increased productivity and throughput

### Benefits to Suppliers

- Enabling supplier catalogs from creation through onboarding is fast and easy
- Improved collaboration and communication capabilities
- Accelerate the sales cycle while reducing costs of doing business
- Optimal transparency through the process
- Reduction in manual intervention
- Step by step guidance in catalog creation and uploading from Ariba Network

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# Scope and Expectations

- **Scope:**
  - Selected suppliers to establish a vendor managed static catalog only for indirect and MRO Purchases for Walgreens Inc through the Ariba platform

- **Expectations:**
  - Participation in ongoing training/onboarding efforts
  - Register for an account on the Ariba Network
  - Define key categories to include in the catalog
  - Static catalogs managed by vendors
  - Preferred pricing for the loaded categories in the catalog

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Source | Procure | Pay

**VISION**: End-to-end integrated Source-to-Pay process which:

**Streamlines and Automates the Tactical**

**Provides Optimal Order Visibility**

**Shifts Focus to Operations**

## Key Targeted Improvements:

- **Supplier Management:**
  - Efficient on boarding & qualifying process.
  - Supplier portal access.
  - Performance and Risk monitoring.
- **Sourcing & Contracting:**
  - Standardized collaborative sourcing process.
  - Discovery
  - Integration with contract lifecycle management for all contract types *(including commercial agreements)*
- **Procurement:**
  - Self-guided, consumer-like buying experience for all categories.
  - Improved preferred supplier and policy compliance.
  - Increased spend and compliance visibility
- **Payables:**
  - Streamlined invoice processing with validation at the point of supplier submission.
  - Improved goods receipt process
  - Payment term flexibility and working capital/discount opportunities

# Timing & Expectations

**July 6 – 31:** Supplier Publishes Test Catalog

**July 6 – 31:** Walgreens Review Catalogs & Testing

**July 6 – August 24**: Integration Testing

**August 24 - 28:** Supplier Publishes Production Catalog

**September 1:** Go Live

**Questions? Email us at** eprobusinessteam@Walgreens.com

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# Creating and Publishing Static Catalogs for Walgreens

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# 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
- Depending on the configuration of the Customer's environment:
  - The uploaded file is downloaded from the Network manually, then loaded to the Customer's Catalog

    -or-
  - The system automatically downloads the file to the Customer's Catalog
- 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

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# The Catalog Template

# The Catalog Template

- Both Static and PunchOut Catalogs use Catalog Templates
- Static Catalogs are generally created offline and uploaded to the Ariba Network
- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files—these are special static files called “Index Files”.
- Creating PunchOut Index files is covered in another document, CAT 107 - *Creating PunchOut Index Files*

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# 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 |
|---|---|---|---|
| 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: | 03/14/2014 | |
| 9 | UNUOM: | TRUE | |
| 10 | COMMENTS: | Customer Name and comments | |

**Header** section

| 11 | FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID | Item Description | SPSC Code | Unit Price | Unit of Measure | Lead Time | M |
|---|---|---|---|---|---|---|---|---|---|
| 12 | DATA | | | | | | | | |
| 13 | AN09067477712 | 2772882 | TTSIBM412CID | 4-Line System Phone with Headset and Caller ID | 43191504 | 45.24 | EA | 1 | Int |
| 14 | AN09067477712 | 2772967 | IDG076450049X | Excel 97 for Dummies Quick Reference Book | 55101509 | 19.99 | EA | 1 | ID |
| 15 | AN09067477712 | 2772276 | IDG076458722 | Blue Ballpoint Pens, Disposable | 44121704 | 5.45 | DZN | 1 | Bi |
| 16 | AN09067477712 | 2772981 | IDG076450052X | Manilla Folders, Tabbed 3 Position | 44122011 | 19.99 | GRO | 1 | Me |
| 17 | AN09067477712 | 2772985 | IDG07645762 | Stapler, Swingline 405, Black | 44121615 | 4.95 | EA | 1 | Sv |
| 18 | ENDOFDATA | | | | | | | | |

**Data** section

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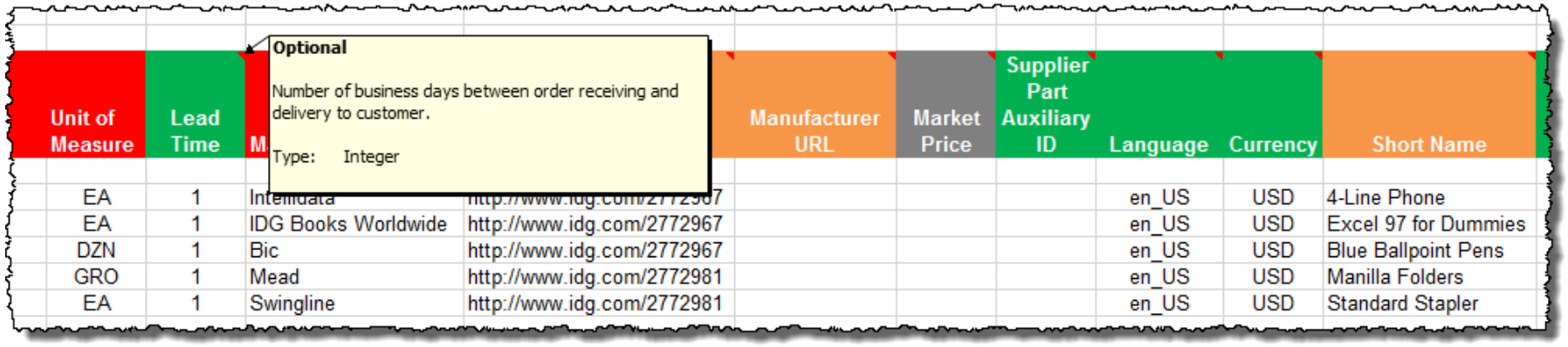
# The CIF Catalog Template

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 Walgreens.




| Unit of Measure | Lead Time | M | | Manufacturer URL | Market Price | Supplier Part Auxiliary ID | Language | Currency | Short Name |
|---|---|---|---|---|---|---|---|---|---|
| EA | 1 | Intellidata | http://www.idg.com/2772967 | | | | en_US | USD | 4-Line Phone |
| EA | 1 | IDG Books Worldwide | http://www.idg.com/2772967 | | | | en_US | USD | Excel 97 for Dummies |
| DZN | 1 | Bic | http://www.idg.com/2772967 | | | | en_US | USD | Blue Ballpoint Pens |
| GRO | 1 | Mead | http://www.idg.com/2772981 | | | | en_US | USD | Manilla Folders |
| EA | 1 | Swingline | http://www.idg.com/2772981 | | | | en_US | USD | Standard Stapler |

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

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

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# Creating a 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

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# Creating a CIF 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 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**
  ***Description:*** A Part Number that a Manufacturer uses
  ***Type of data:*** String
  ***Maximum length:*** 255
  ***Example:*** TTSIBM412CID

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# 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 ¥.

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# 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 - Preferred**
  ***Description:*** Name of the manufacturer
  ***Type of data:*** String
  ***Maximum length:*** 255
  ***Example:*** Epson

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# 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 - Preferred**
  ***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 - Preferred**
  ***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 ¥.

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# 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

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# Creating a CIF 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 CIF 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 - 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 - 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
  ***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 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

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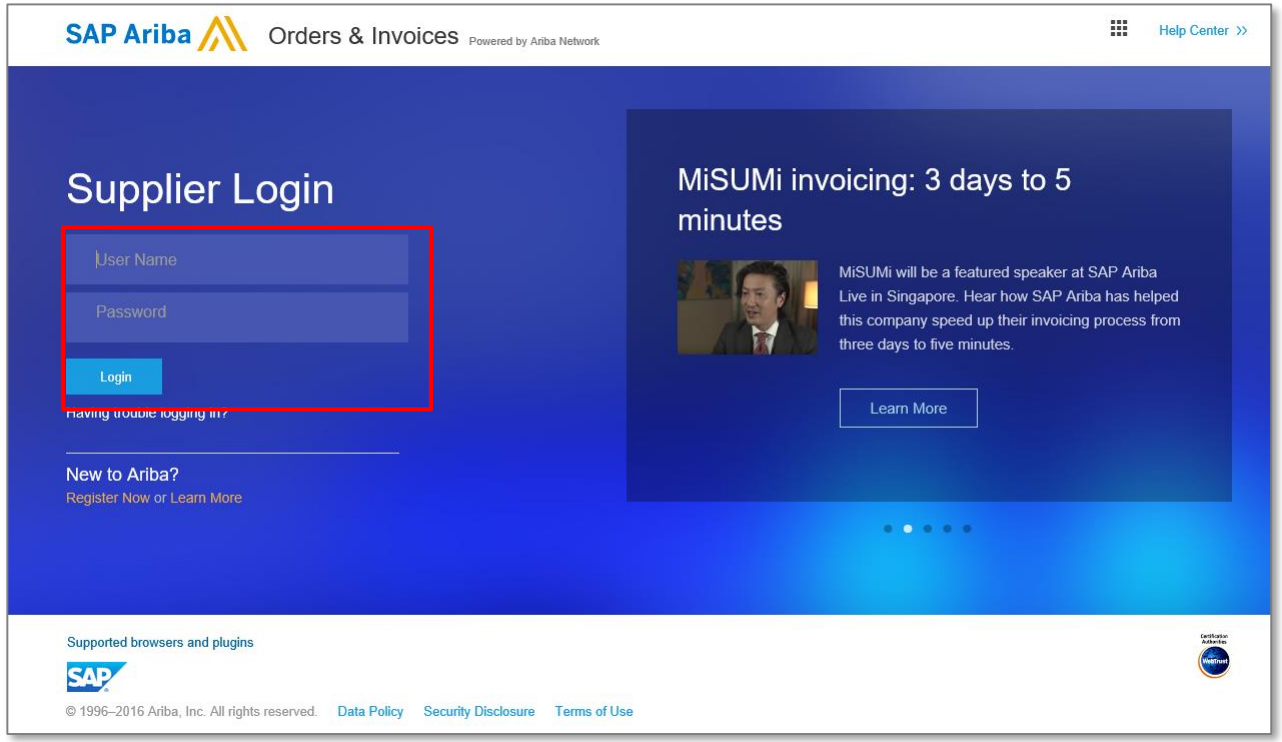
# Uploading and Publishing
## New Catalogs

# Uploading and Publishing New Catalogs

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

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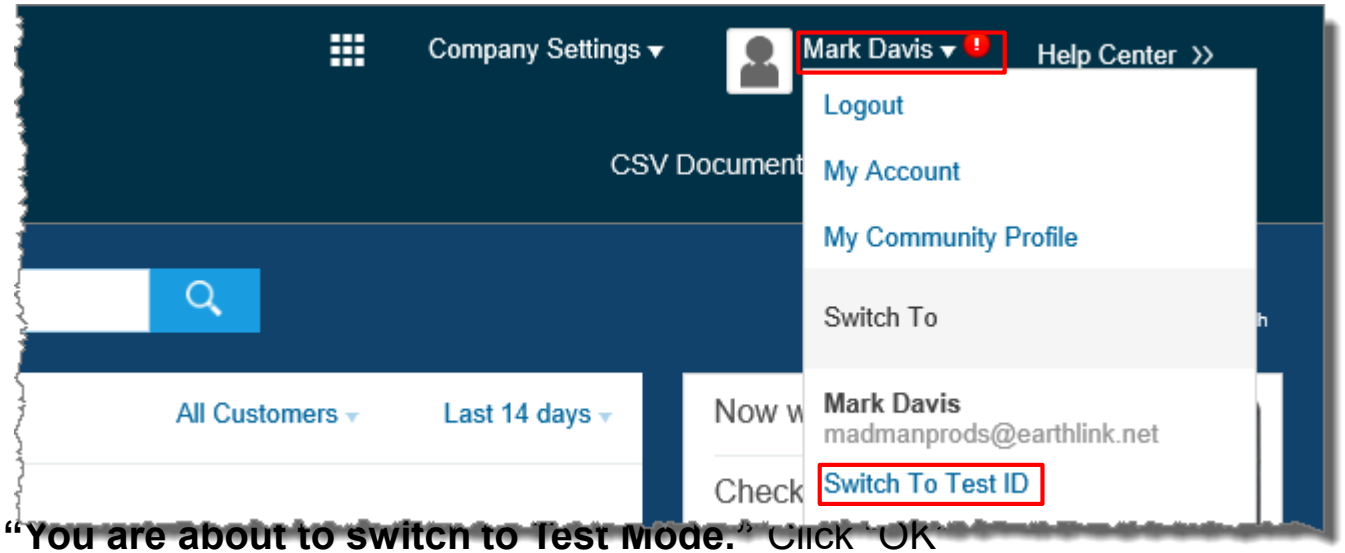
# Uploading and Publishing New Catalogs

- 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’

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# 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

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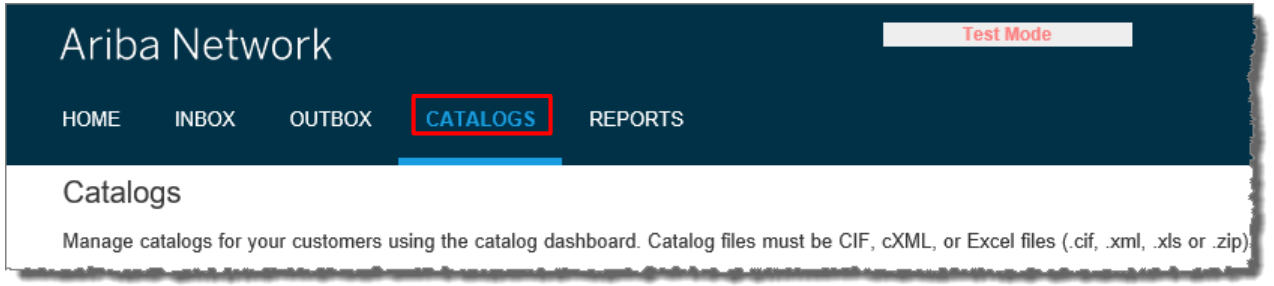
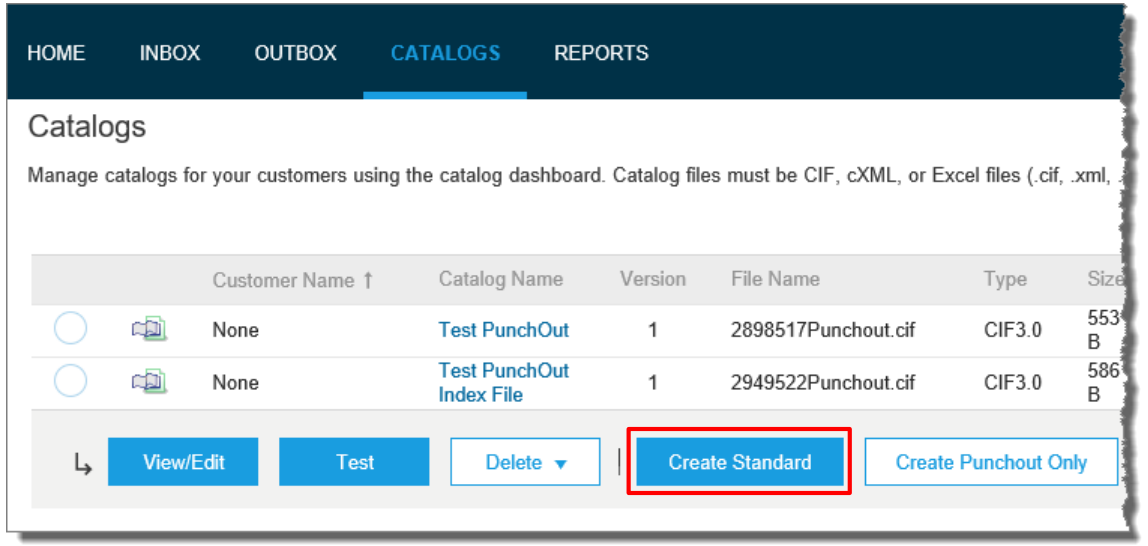
# Uploading and Publishing New Catalogs

- Navigate to the Catalogs Tab




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

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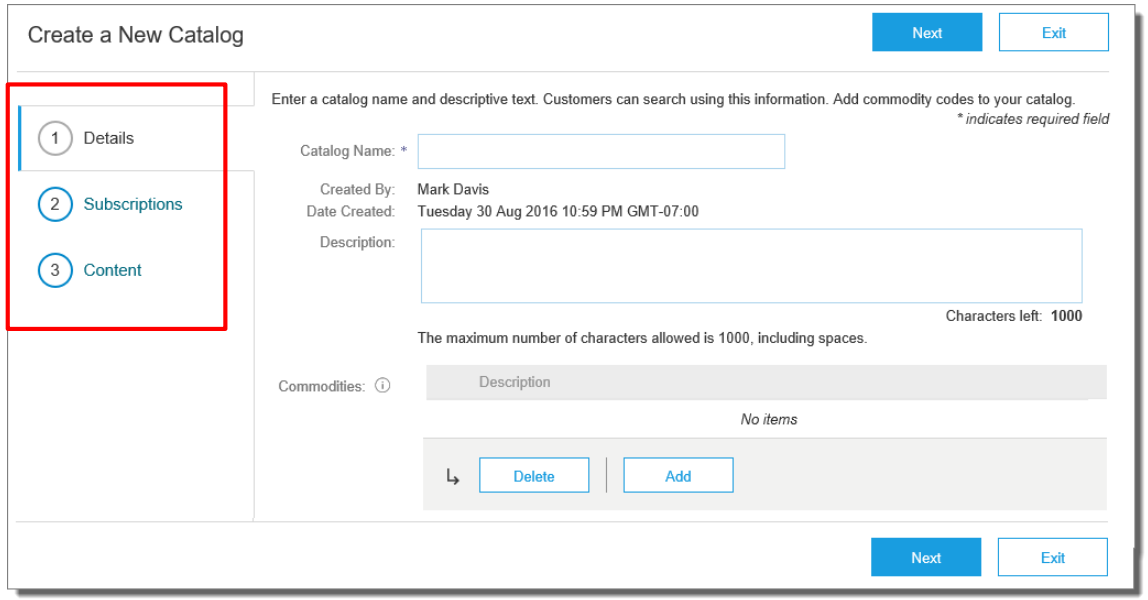
# Uploading and Publishing New Catalogs

- 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”

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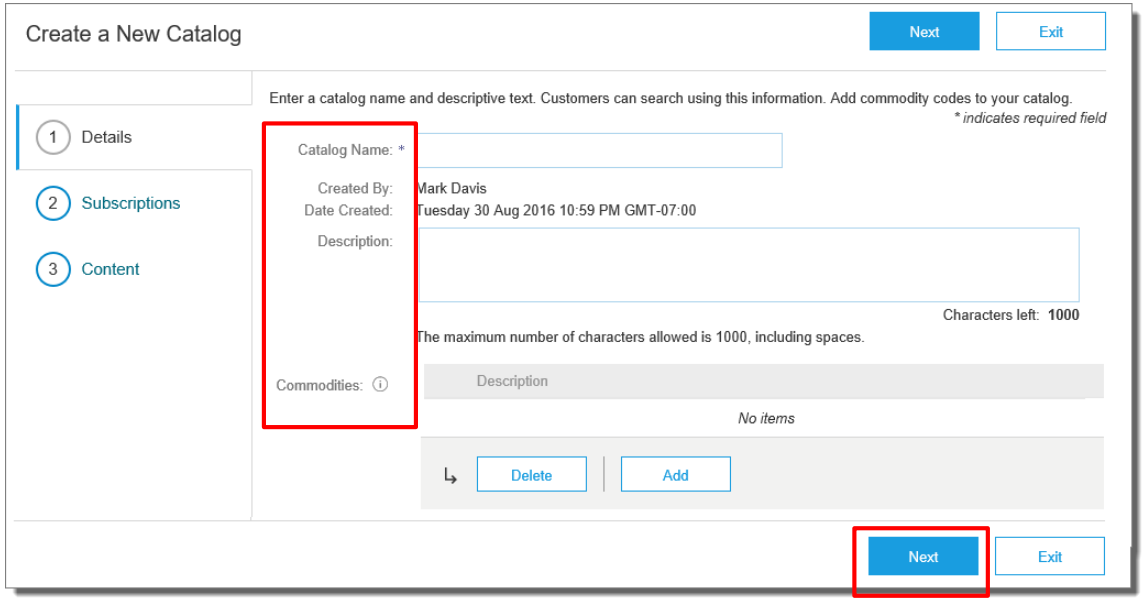
# Uploading and Publishing New Catalogs

## ① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change.** The format for this Name is set by Walgreens use this format (no special characters are allowed, you can use a dash (-) or underscore(_)):
  – **<SupplierName_Walgreens_CIF Catalog>**
- **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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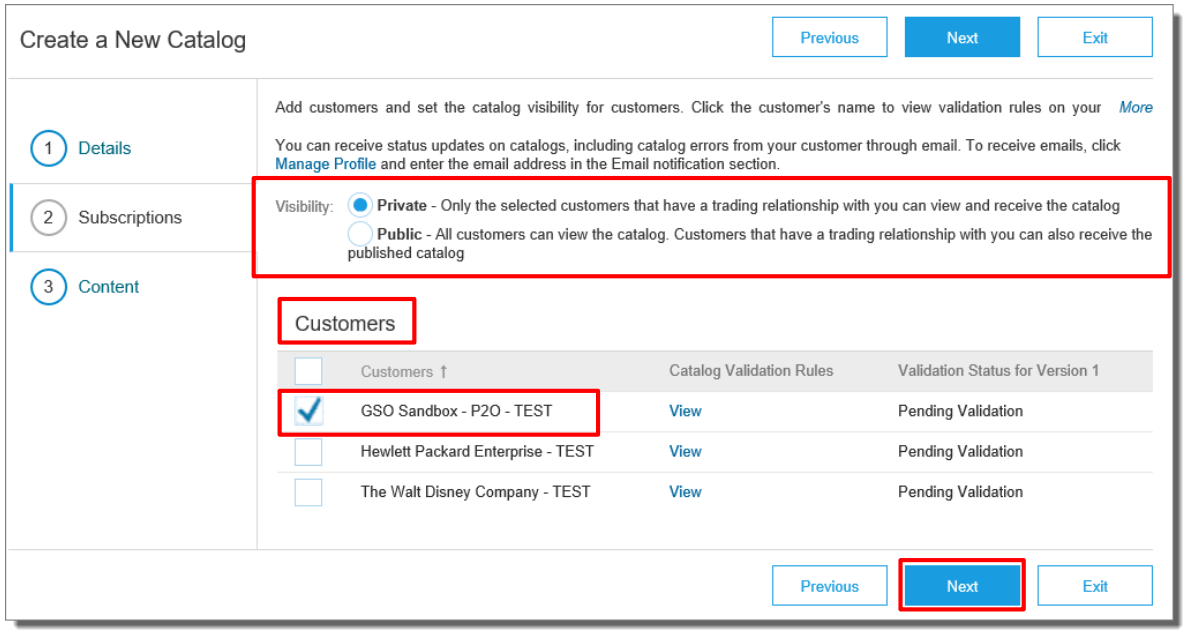
# Uploading and Publishing New Catalogs

## 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 Walgreens 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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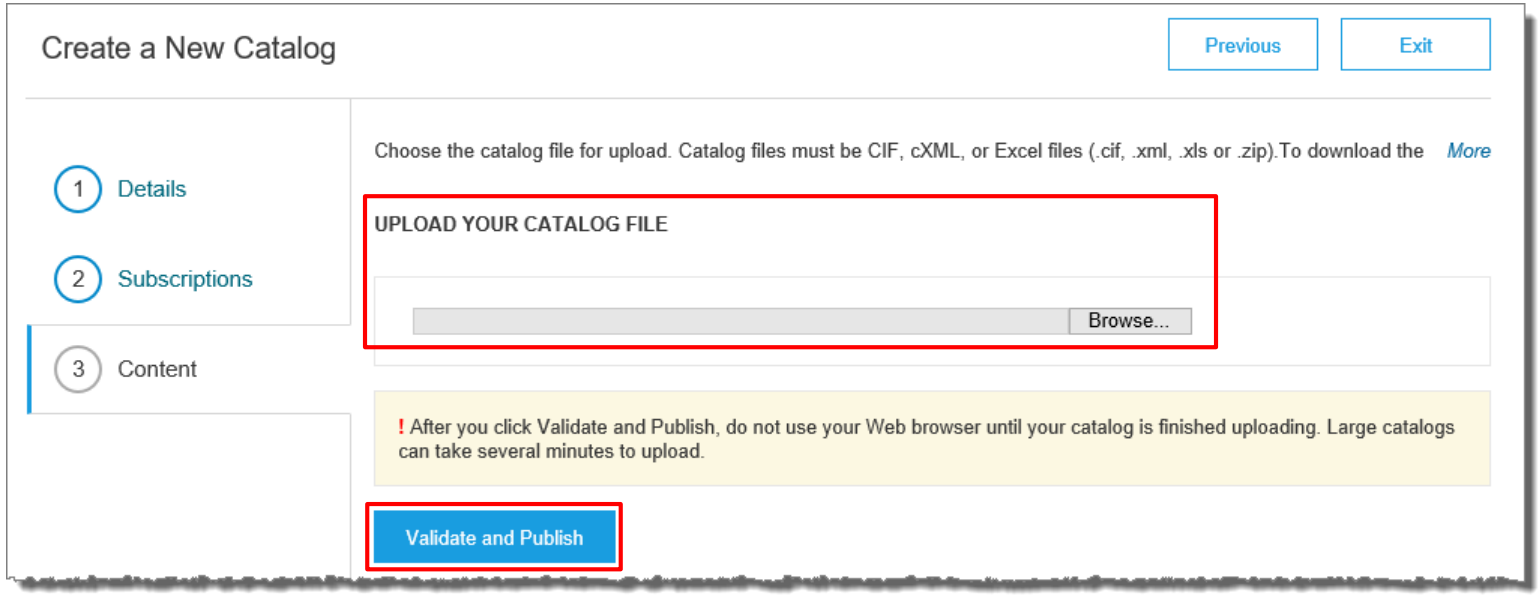
# Uploading and Publishing New Catalogs

## 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

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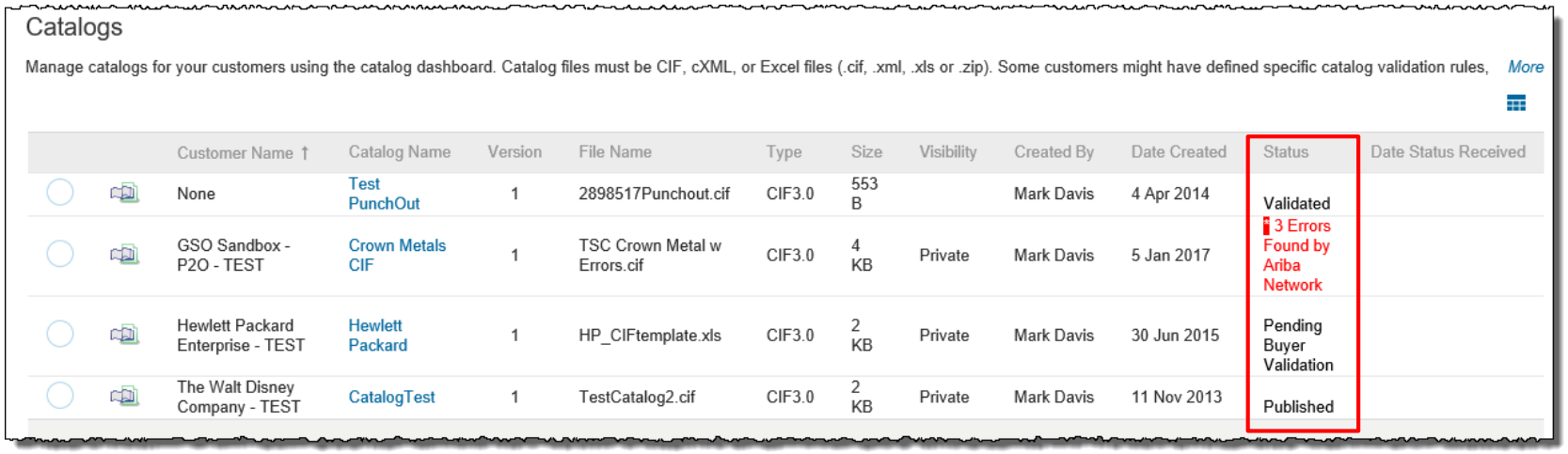
# Uploading and Publishing New Catalogs

- 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 | Test PunchOut | 1 | 2898517Punchout.cif | CIF3.0 | 553 B | | Mark Davis | 4 Apr 2014 | Validated | |
| GSO Sandbox - P2O - TEST | Crown Metals CIF | 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 | Hewlett Packard | 1 | HP_CIFtemplate.xls | CIF3.0 | 2 KB | Private | Mark Davis | 30 Jun 2015 | Pending Buyer Validation | |
| The Walt Disney Company - TEST | CatalogTest | 1 | TestCatalog2.cif | CIF3.0 | 2 KB | Private | Mark Davis | 11 Nov 2013 | Published | |

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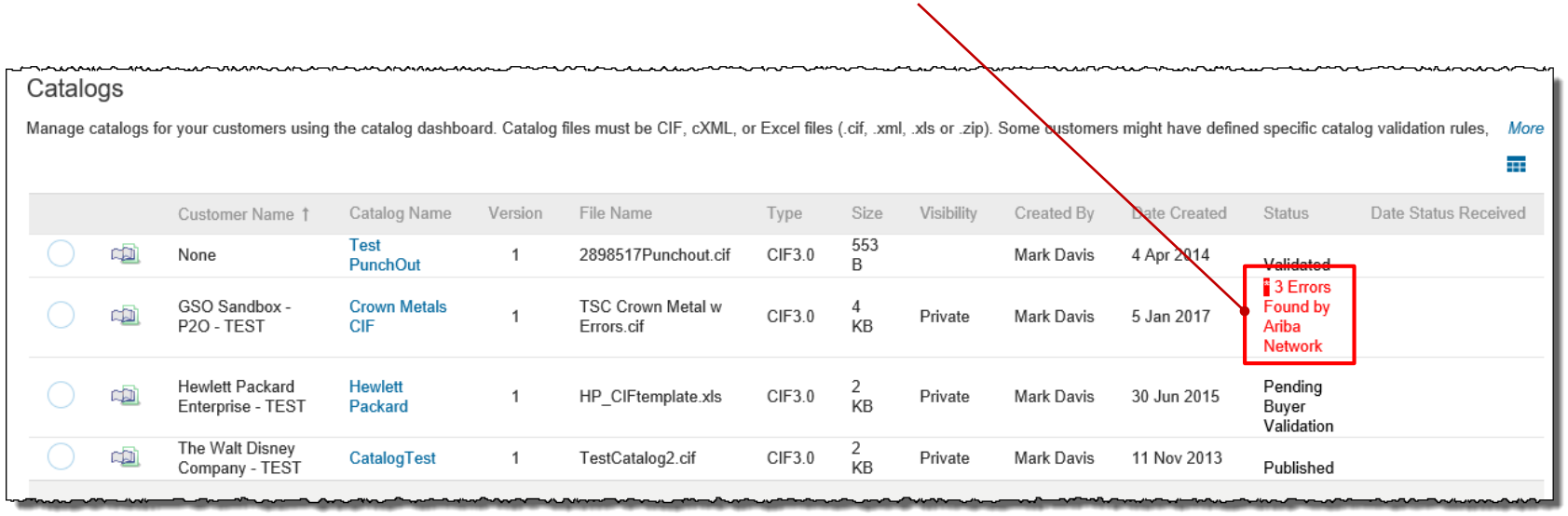
# Uploading and Publishing New Catalogs

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

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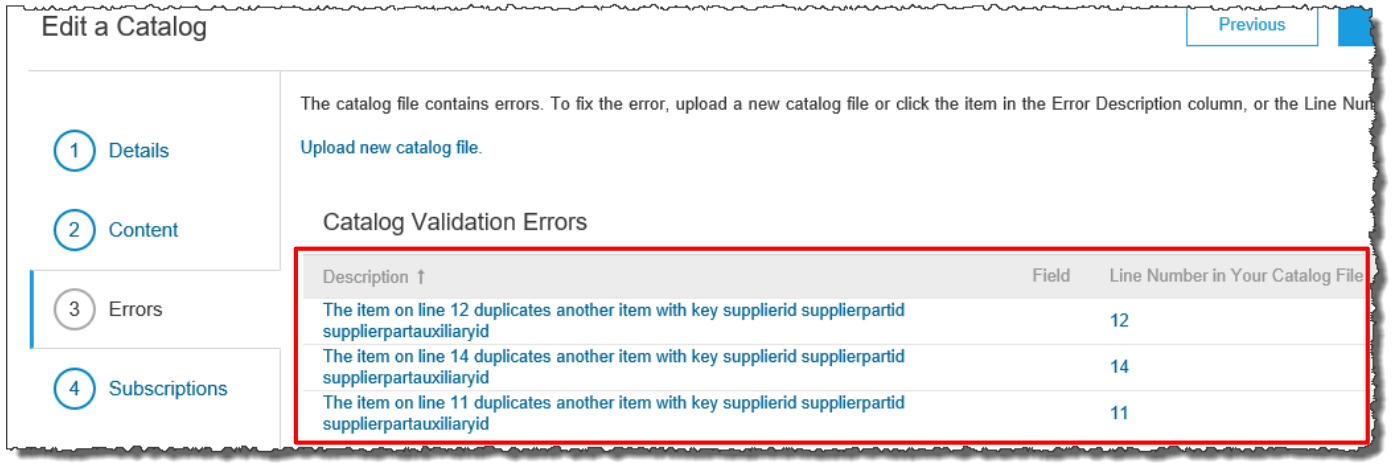
# Uploading and Publishing New Catalogs

- 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 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

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# Timing & Next Steps

# Timing

- **Next Steps & Action Items:**
  - Supplier accepts Trading Relationship Request (TRR) from Walgreens (immediately)
  - Week of July 6 – 31 Create and Publish catalog to Walgreens Test
  - Week of July 6 – 31 Walgreens validates catalog content & test connectivity to PunchOut sites
  - Week of July 6 – August 24 Walgreens & Supplier perform PO testing
  - Week of July 6 – August 24 Walgreens & Supplier perform Integration testing (if in scope)
  - Week of August 24 – 28 Prep activities for Go-Live
  - Week of August 24 – 28 Supplier Publishes catalog to Walgreens Production
  - **September 1: Go-Live!**

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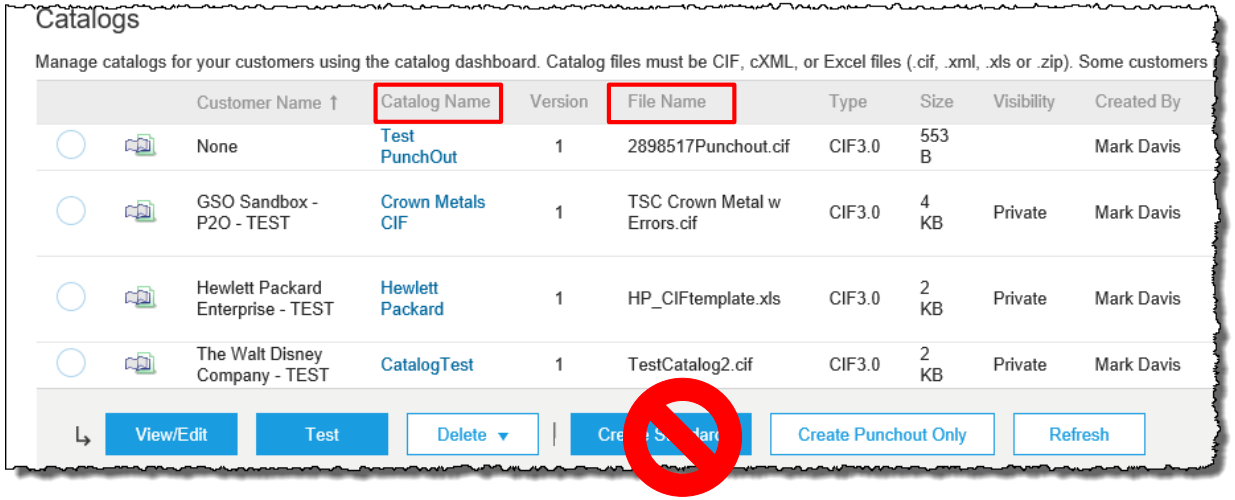
# Appendix

# 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:

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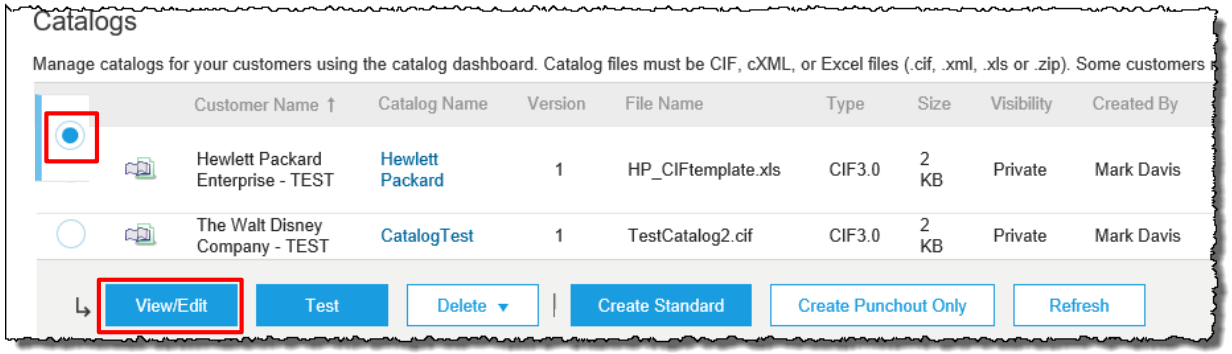
# Replacing Existing Catalogs

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




- Click “View/Edit”

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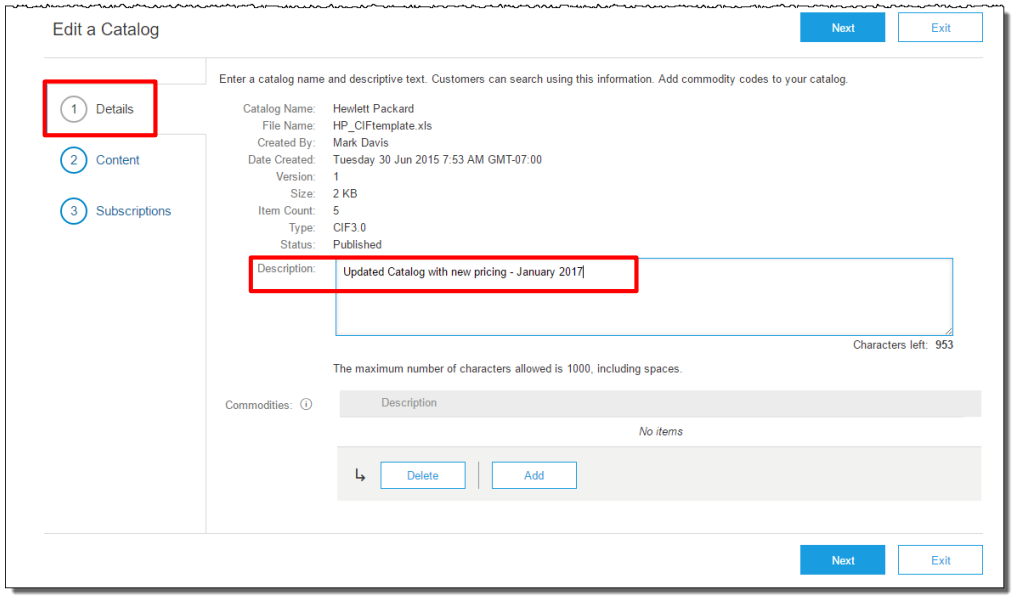
# Replacing Existing Catalogs

- 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




- Click “Next”

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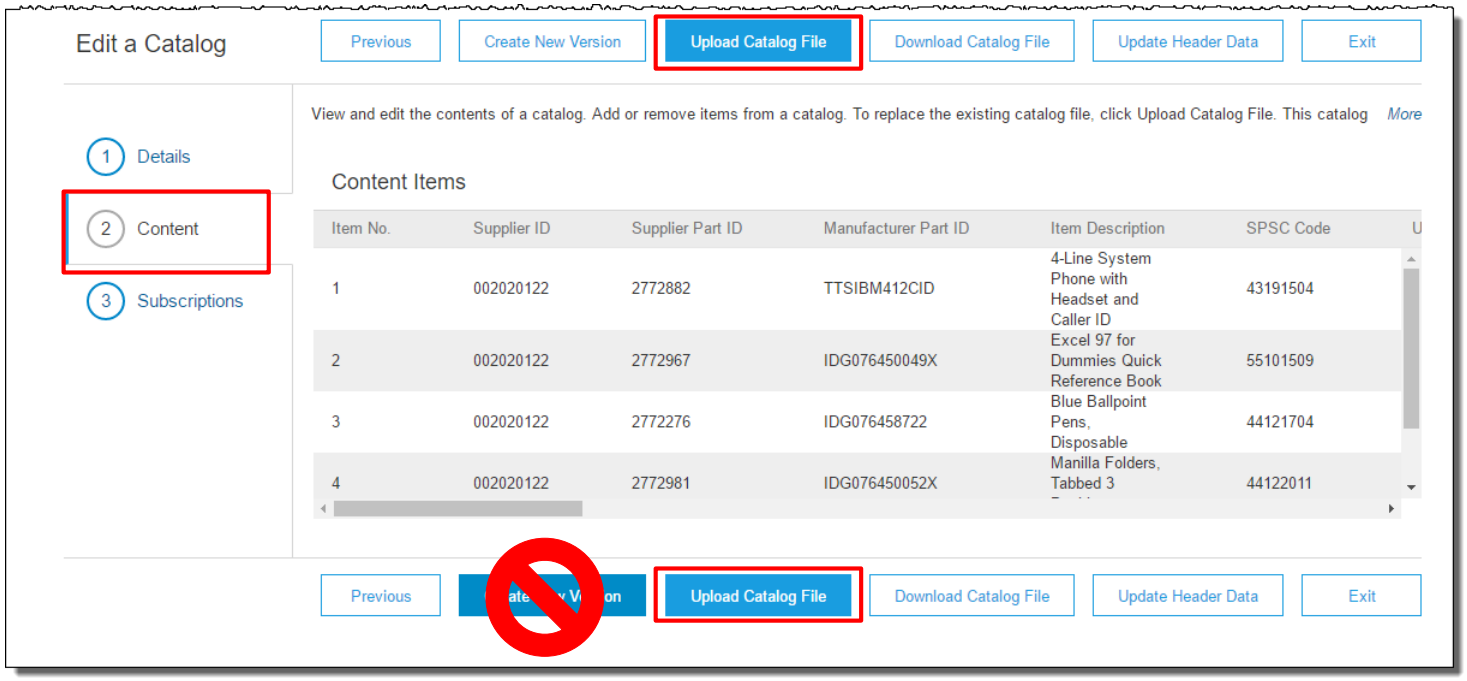
# Replacing Existing Catalogs

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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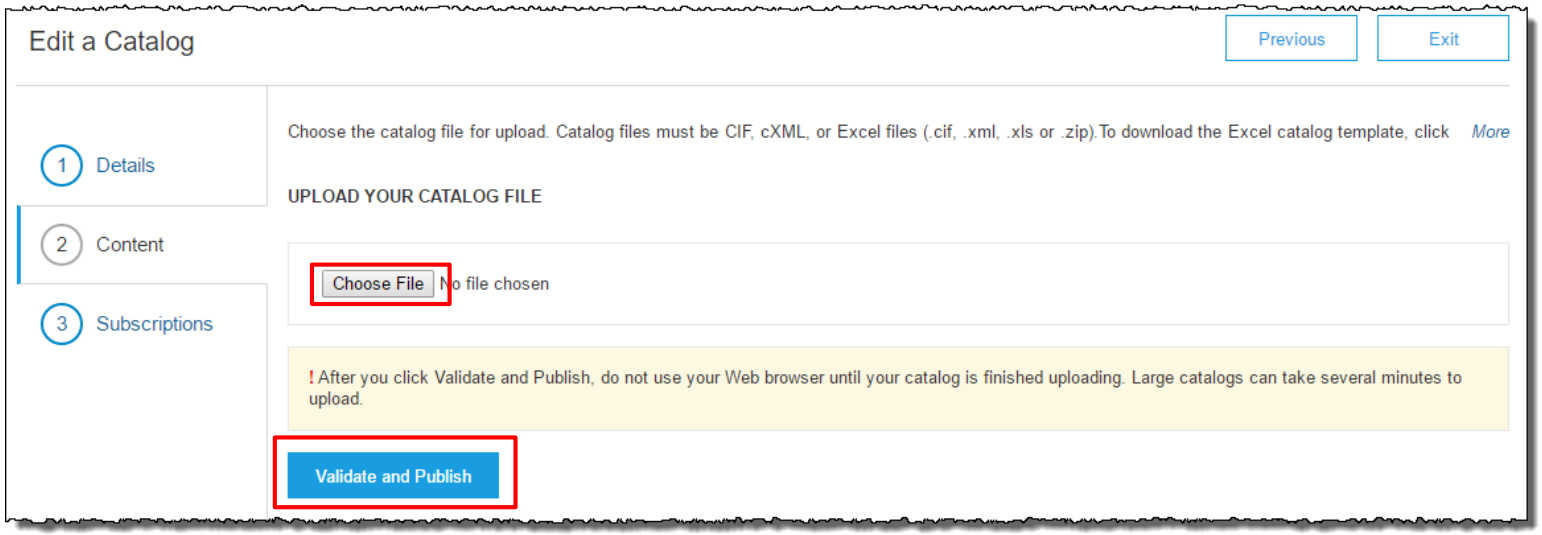
# Replacing Existing Catalogs

- 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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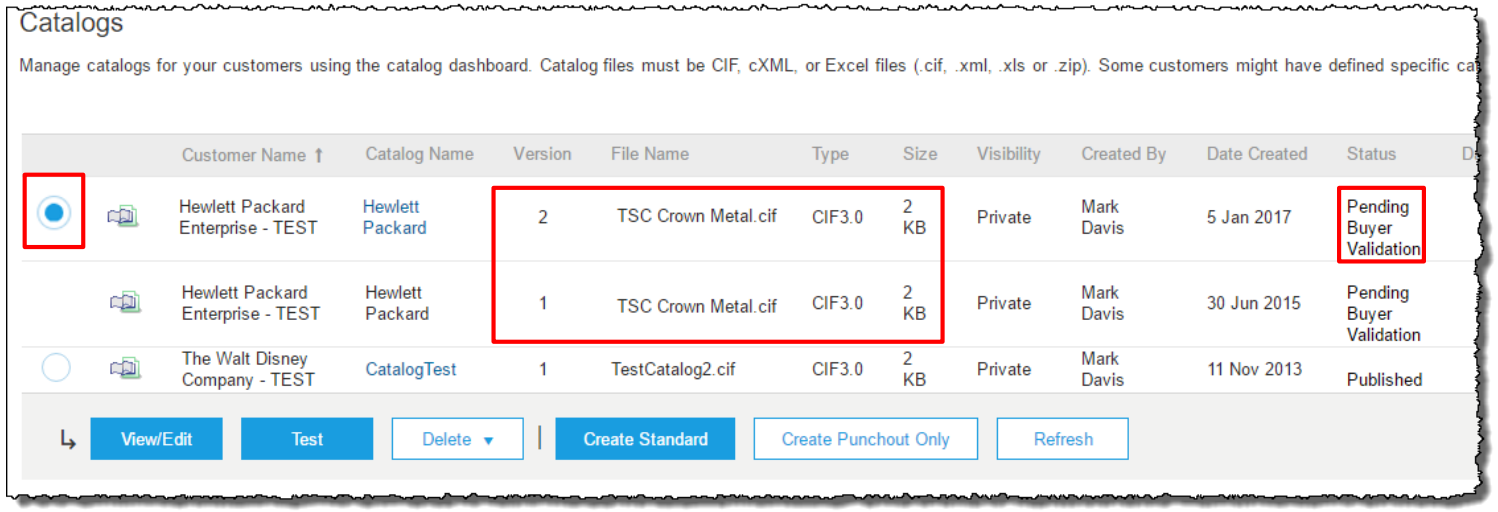
# Replacing Existing Catalogs

- 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 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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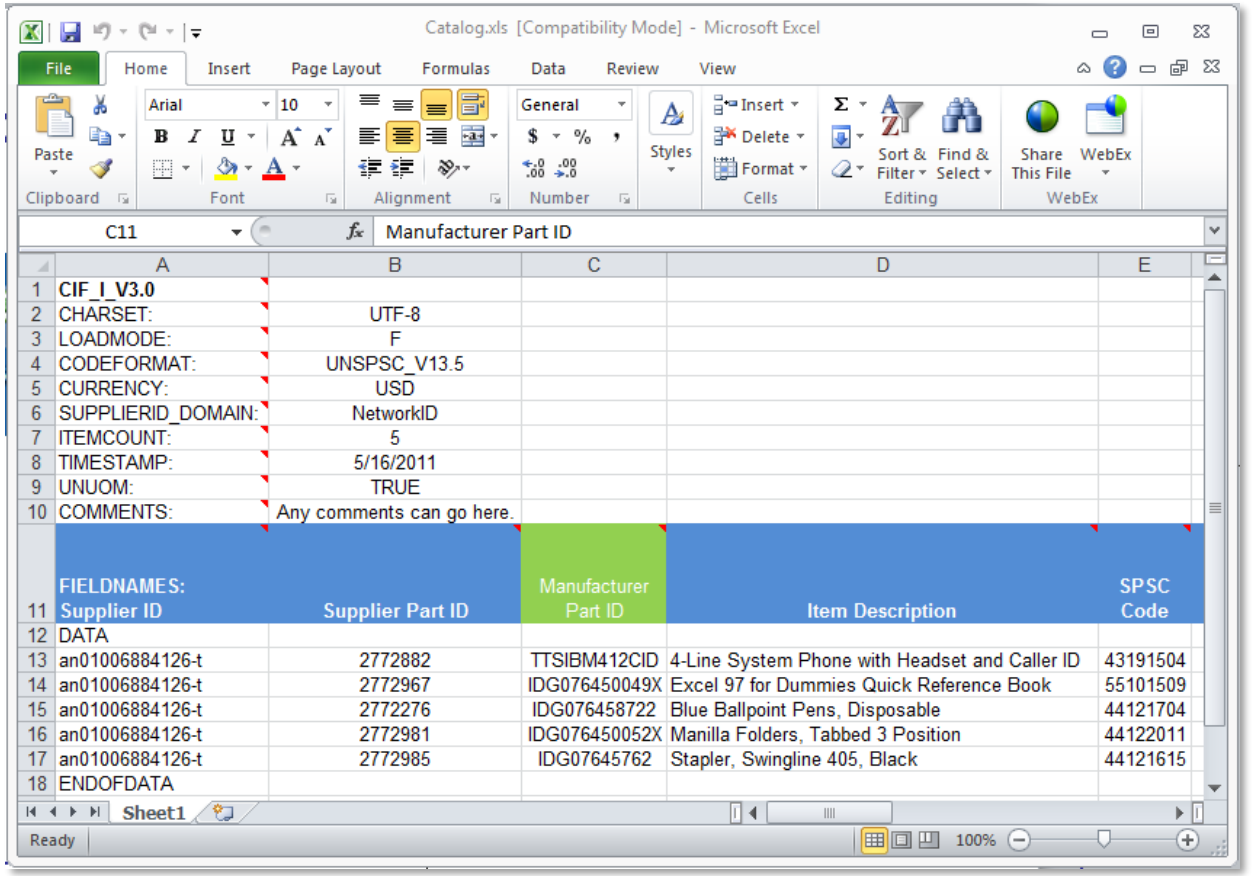
# Creating a CIF from an Excel File

- Open your Excel Catalog file




| | 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. | | | |
| 11 | FIELDNAMES: 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 | | | | |



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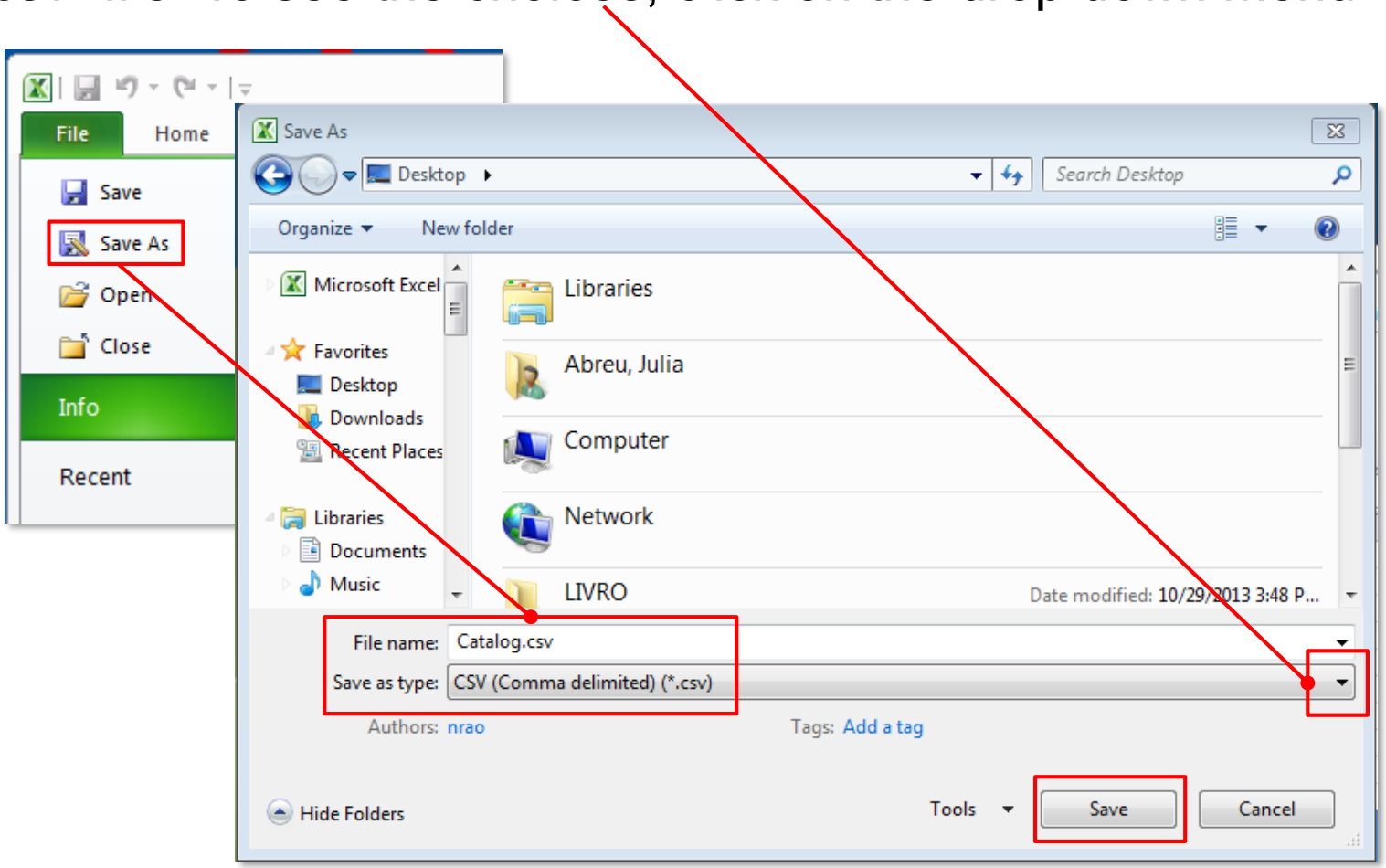
# Creating a CIF from an Excel File

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

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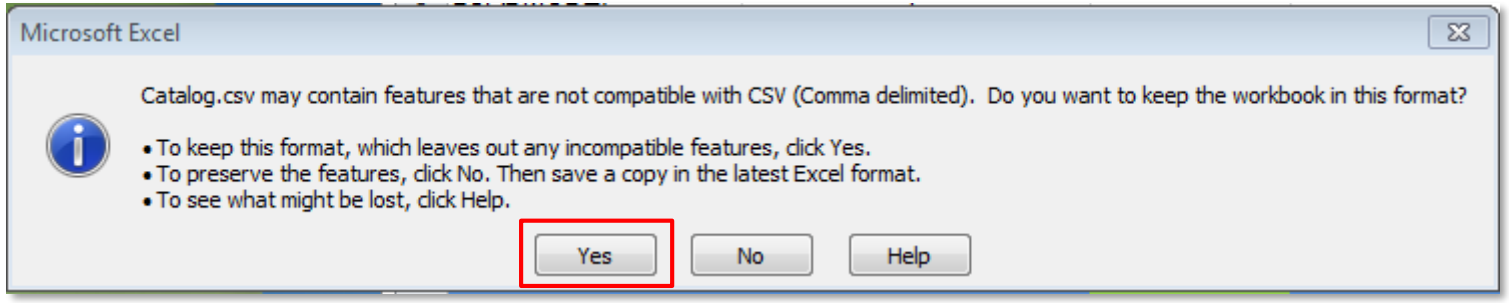
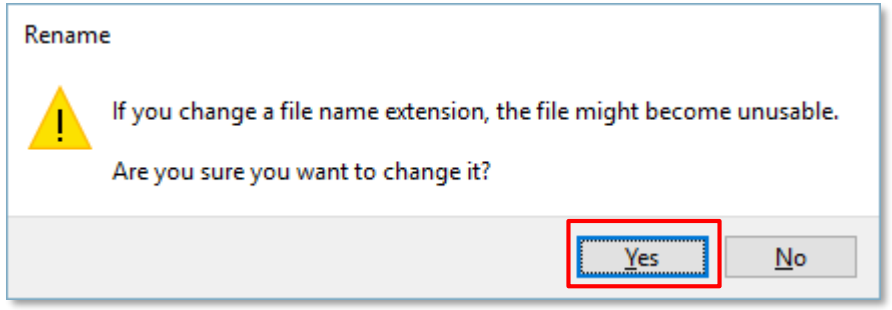
# Creating a CIF from an Excel File

- 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

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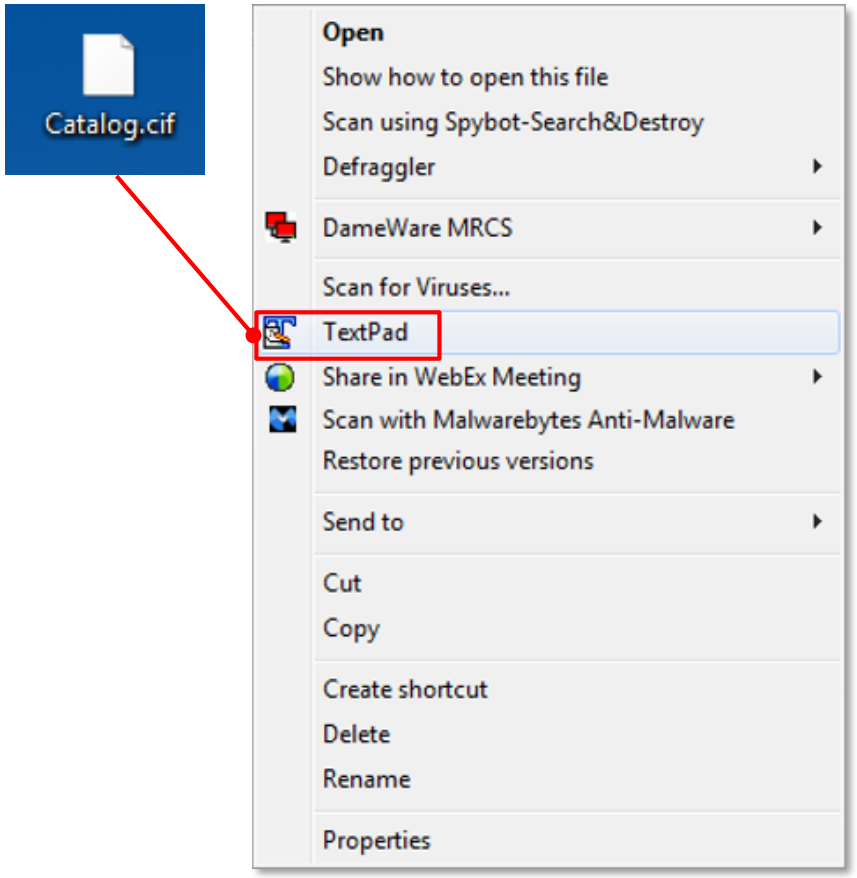
# Creating a CIF from an Excel File

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

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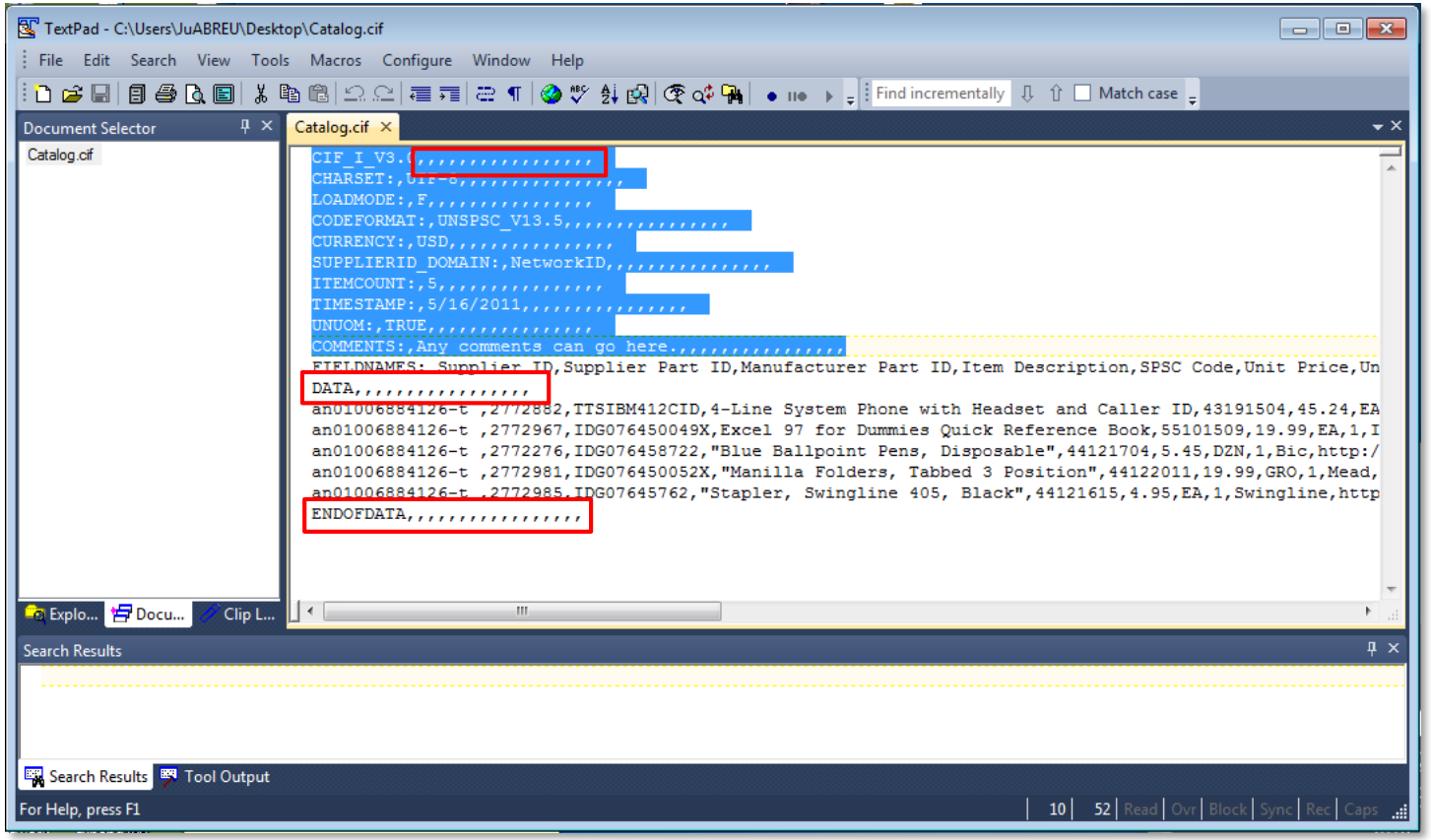
# Creating a CIF from an Excel File

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

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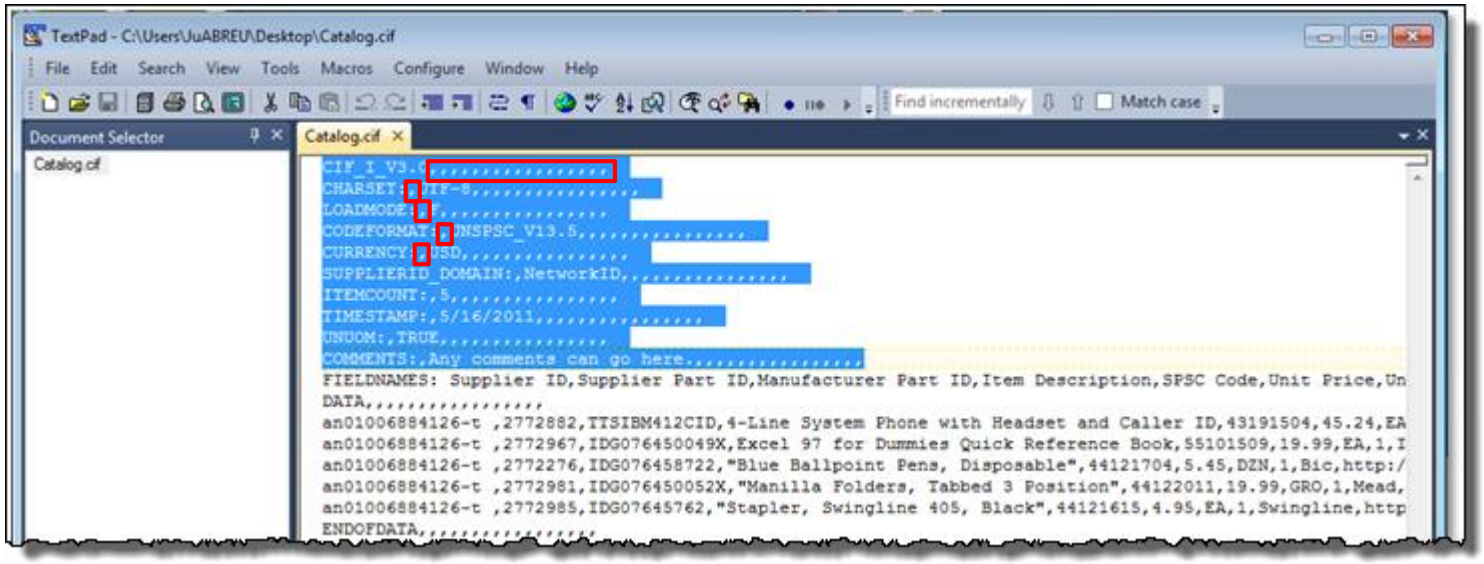
# Creating a CIF from an Excel File

- 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




- Be careful if you use the “Replace” function—you don’t want to replace any of the commas in the actual Catalog data
- Once the commas are deleted, save the CIF Catalog file. It is now ready to be loaded

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SAP Ariba

# Thank you.

Run Simple