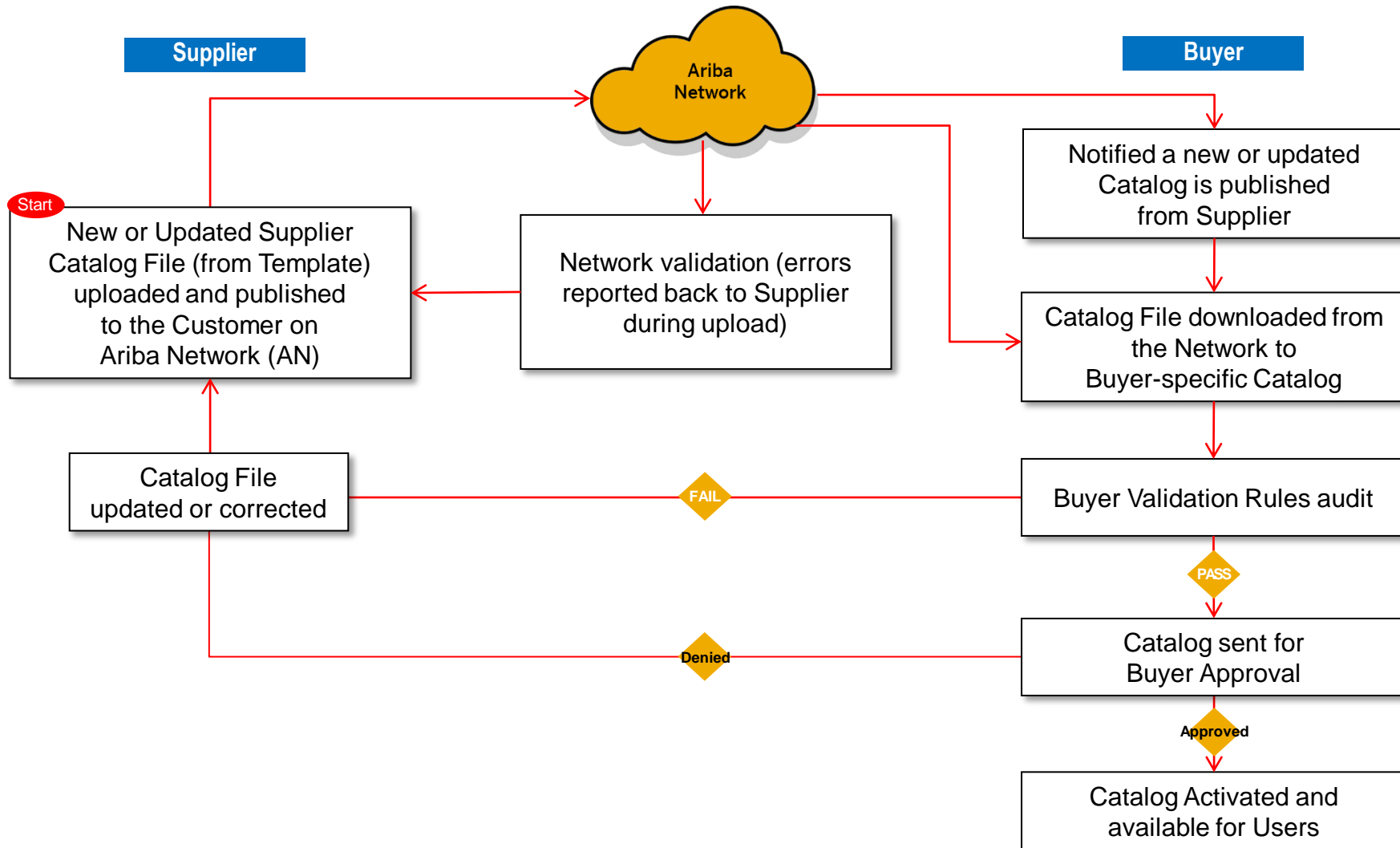# CommScope - Creating and Publishing
Static Catalogs

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

Supplier

Buyer

Ariba Network

Start

New or Updated Supplier Catalog File (from Template) uploaded and published to the Customer on Ariba Network (AN)

Network validation (errors reported back to Supplier during upload)

Notified a new or updated Catalog is published from Supplier

Catalog File downloaded from the Network to Buyer-specific Catalog

Catalog File updated or corrected

FAIL

Buyer Validation Rules audit

PASS

Denied

Catalog sent for Buyer Approval

Approved

Catalog Activated and available for Users

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

INTERNAL

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:

Header section

	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	

Data section

	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	M
11									
12	DATA								
13	AN99999999999	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	Int
14	AN99999999999	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	IDG
15	AN99999999999	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	Bi
16	AN99999999999	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	M
17	AN99999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	S
18	ENDOFDATA								

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 the customer.

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the customer 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

Ariba Network – File Size Limits

▪ CIF Format: When using the catalog wizard, the catalog file can't exceed 95 MB or 400,000 lines.

▪ Excel Format: The maximum size of zipped Excel file that you can upload is 1 MB (uncompressed). If your Excel files exceed this size, you can convert them to CIF manually and upload the CIF files. Ariba Network uploads the file, unzips it if necessary, converts it to CIF format, and starts validation. Conversion from Excel to CIF can take several minutes depending on the catalog size. As Excel files convert, their status is Validating.

▪ cXML Format: If you use the cXML CatalogUploadRequest transaction, the zipped catalog file cannot exceed 10 MB, and the unzipped CIF file cannot exceed 95 MB (approximately 400,000 line items). To have this default size limit increased to 200 MB, contact SAP Ariba Customer Support.

INTERNAL

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

Creating a CIF 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

  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.

  NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.

  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, 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 - Required**

  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	
http://www.supplier.com		
http://www.supplier.com		
http://www.supplier.com		

- **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.), **field is Required if MSDS is set to True**
  Type of data: String
  Maximum length: 255
  Example: http://www.manu.com/Catalog/product18.htm

- **Market Price – Not Used but must remain in the template**
  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
  NOTE: If you provide more than one catalog for the same customer, make sure the items across these catalogs do not share the same Part ID + Part Auxiliary ID as this duplicates will cause erratic behavior in the application.
  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 – Currency**
  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
Soft Drink, Soda, Dr Pepper
Dairy, Milk, 1% milkfat
Coffee, Dark Roast, Starbucks
Soft Drink, Juice, Minute Maid

- **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: 50 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

Creating a CIF Catalog

Image	Thumbnail	MSDS
12354.jpg	http://www.1.com/12354.jpg	TRUE
http://www.1.com/34.jpg	http://www.1.com/34.jpg	False
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
  Recommended Size: 250 x 250 pixels

- **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
  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

- **MSDS – Optional**
  Description: Flag to indicate if the item has an MSDS Sheet. If set to True, enter a link to the MSDS sheet in the Manufacturer URL field.
  Type of data: Flag
  Example: True
  Maximum length: 25

Creating a CIF Catalog

ROHS	CountryOfOrigin	Expiration Date
	USA	United States
TRUE	USA	
FALSE	India	
	USA	

- **Image – ROHS**
- *Description:* Indicates if the line item is ROHS compliant
  Type of data: Flag
  Maximum length: 25
  Example: True or False

- **CountryOfOrigin – Optional, Only Use if Needed**
  Description: Country of Origin for product line item
  Type of data: String
  Example: United States, Canada
  Maximum length: 255

- **Expiration Date – Required**
  Description: Date that item pricing is no longer valied
  Type of data: Date
  Example: yyyy-mm-dd
  Maximum length: 25

Creating a CIF Catalog

Effective Date
2021-09-01
2021-09-01
2021-09-01
2021-09-01

- **Effective Date – <mark>Required</mark>**
- *Description:* Date the pricing is effective for the line item
  Type of data: Date
  Maximum length: 25
  Recommended Size: yyyy-mm-dd

INTERNAL

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

INTERNAL

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.
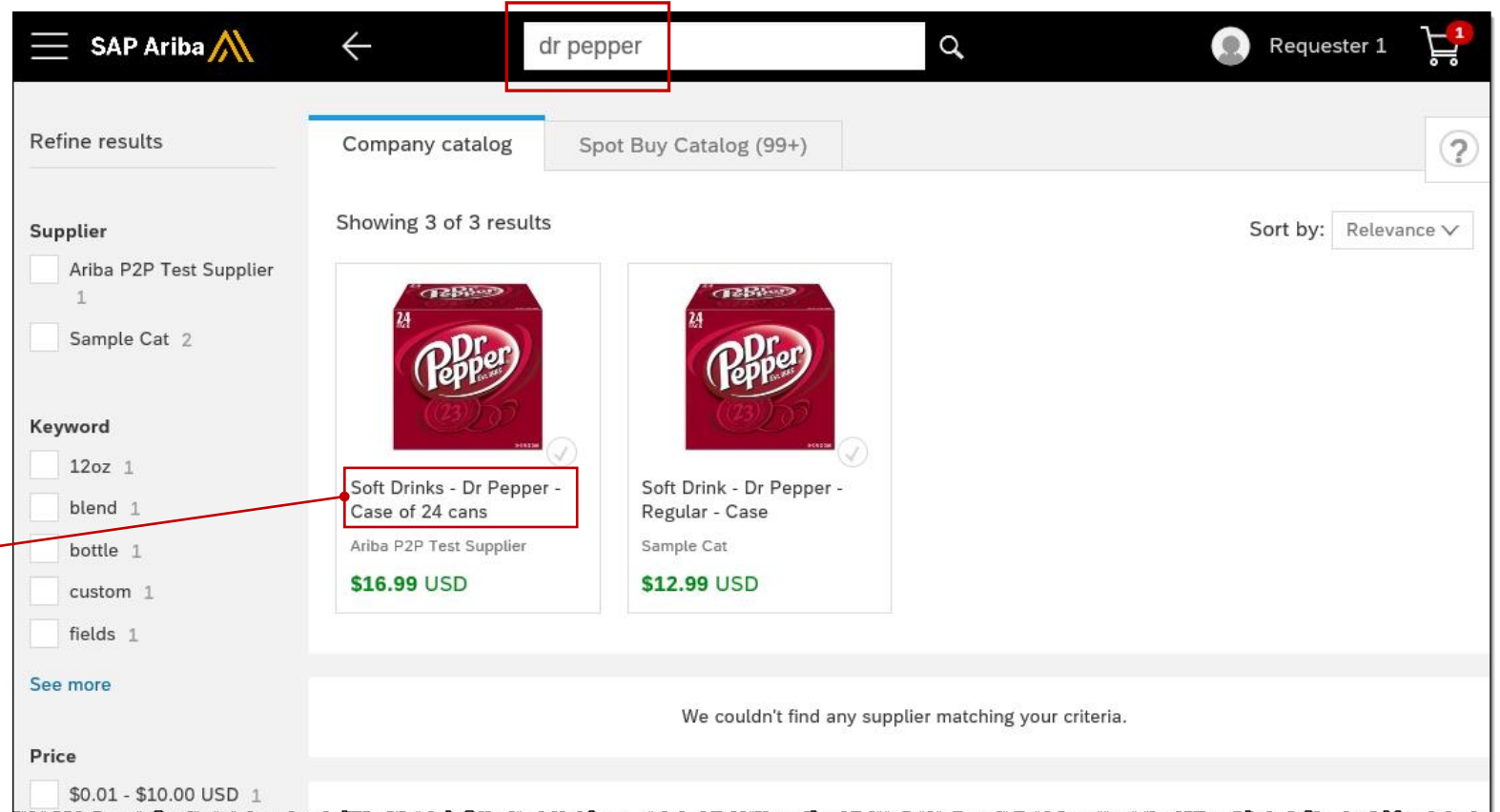
The Catalog Interface Detail View

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

This view shows more information, including custom field information.

Short Name (80 characters)

Description (2,000 characters)

Additional Information, links and custom fields

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

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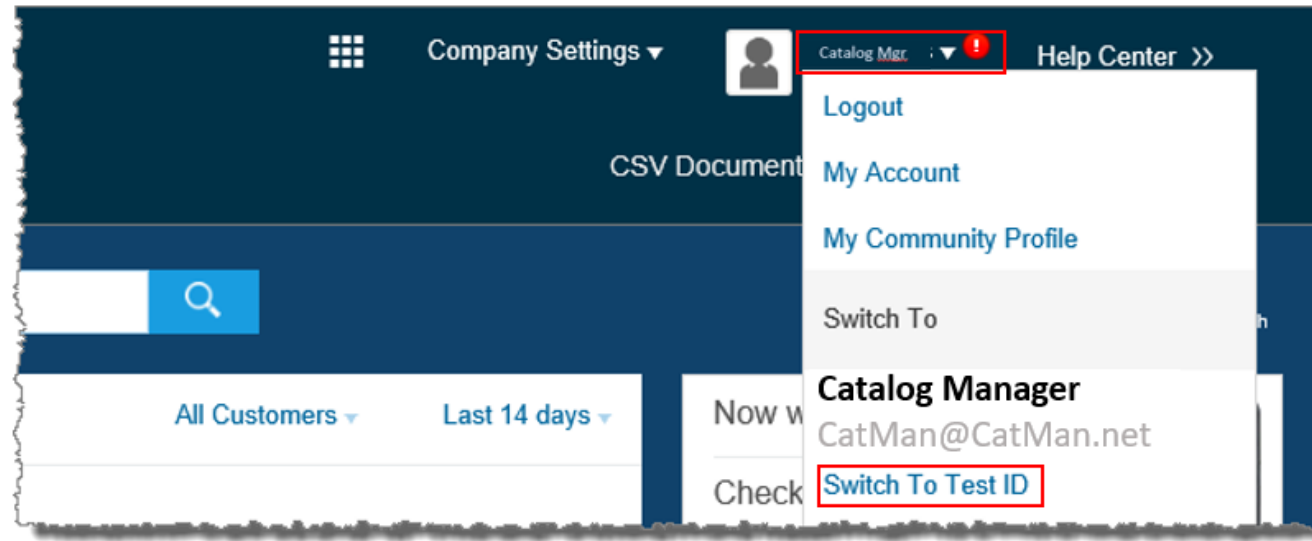
  - You will get a warning. **"You are about to switch to Test Mode."** Click "OK"

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
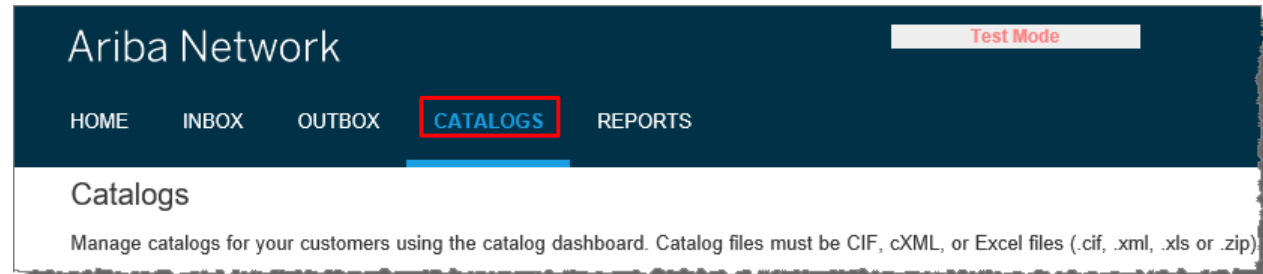
- On the Catalogs screen, click the "Create Standard" button
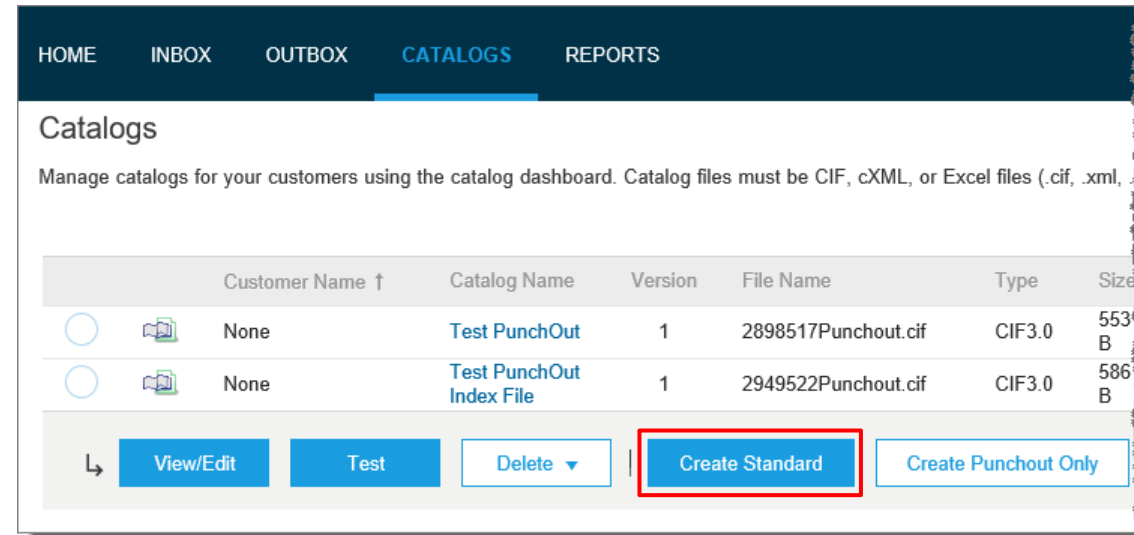
Uploading and Publishing New Catalogs

- 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"

INTERNAL

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(_)): **SupplierName_CommScope_Region_CIF, for example: MySupplier_CommScope_US_CIF**

- **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

Catalog Name: *

2. Subscriptions

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

3. Content

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

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 up-loading a Catalog to them

- When you complete this screen, click "Next"

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*

① Details

② Subscriptions

③ Content

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

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		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	

Uploading and Publishing New Catalogs

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

Uploading and Publishing New Catalogs

- ## Viewing Validation Errors
  - The Network displays Description, Field and Line Number for each error
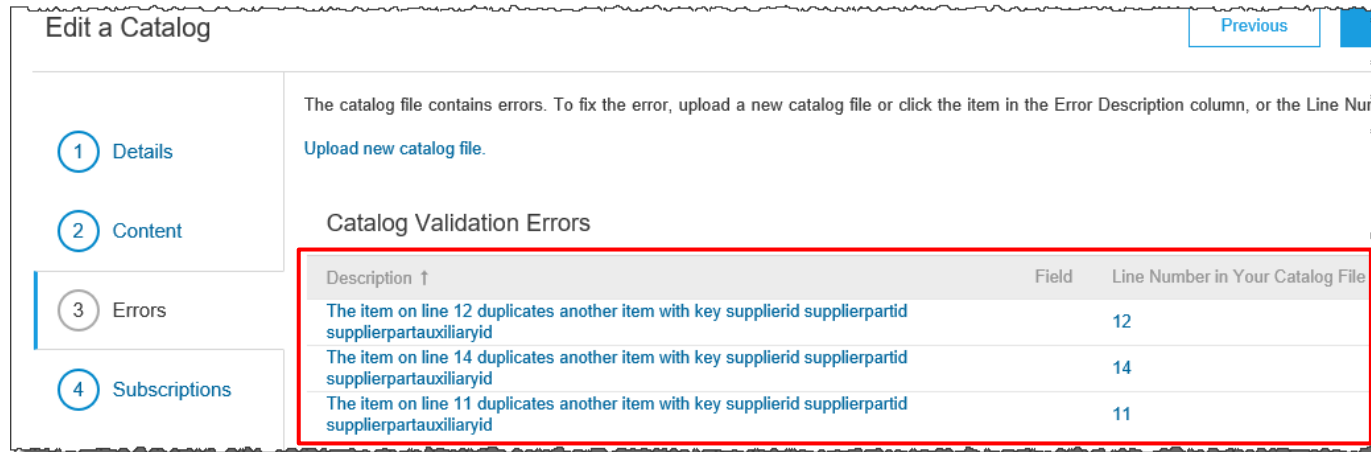
- In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

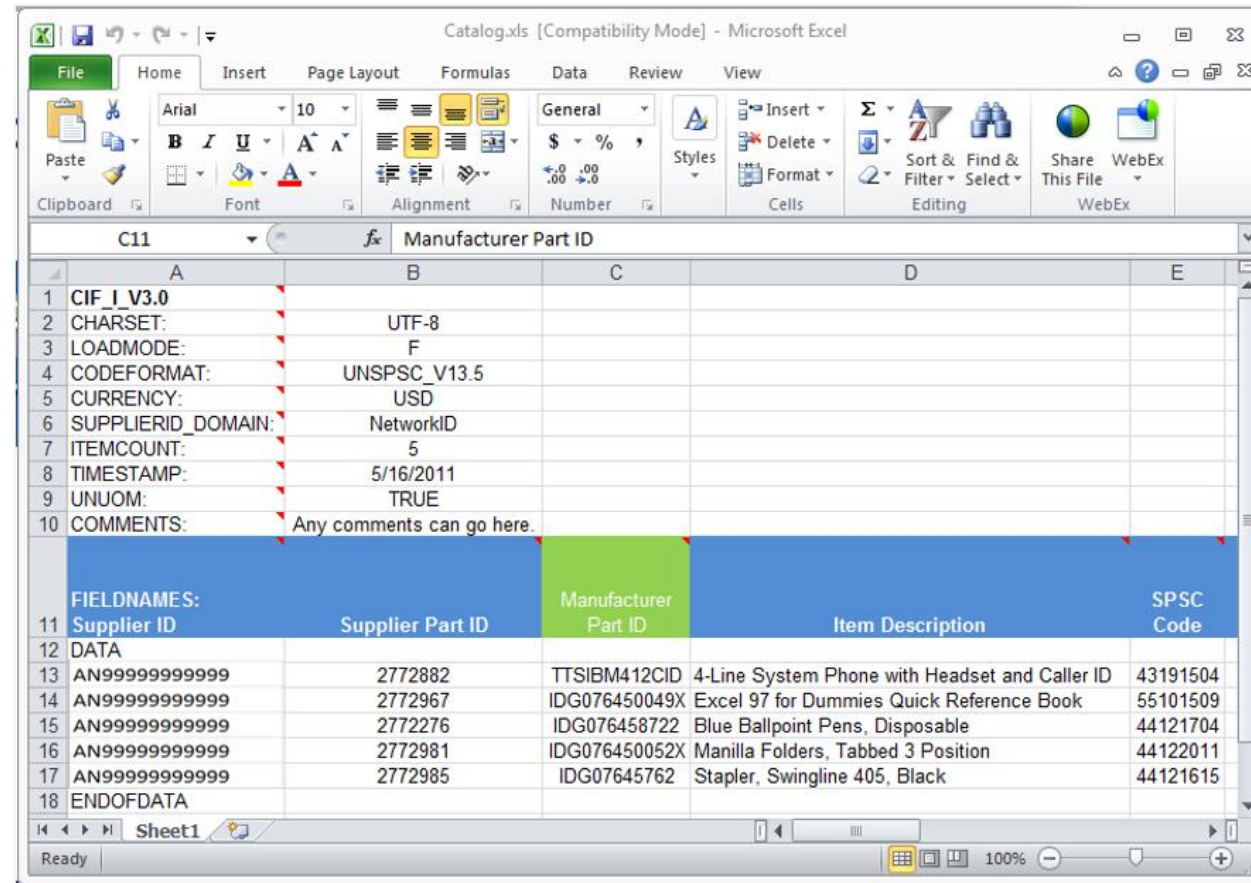INTERNAL

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

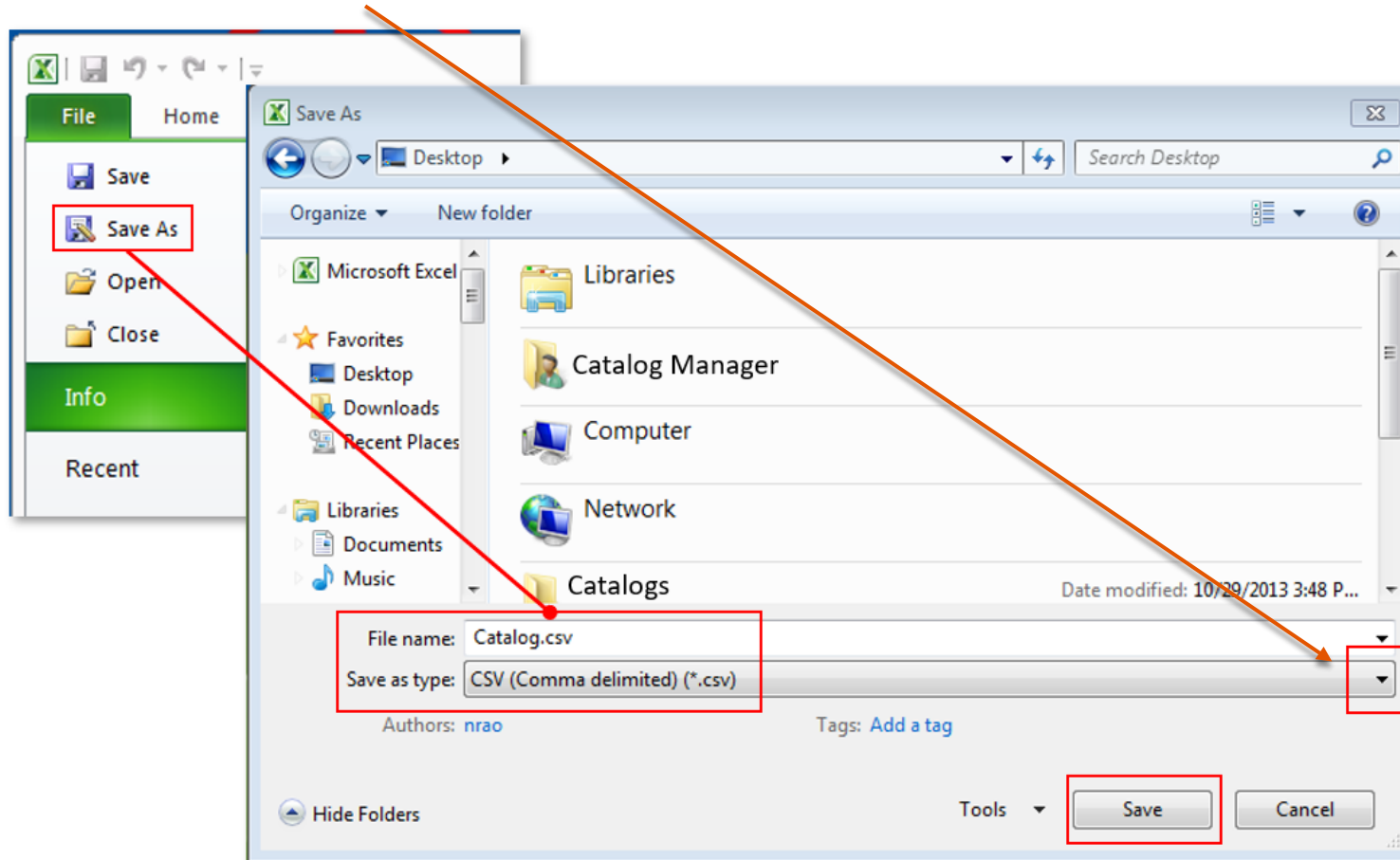# Replacing Existing Catalogs

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:

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"

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"

INTERNAL

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

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

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

INTERNAL   45

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

INTERNAL

Appendix

Creating a CIF from an Excel File

- Open your Excel Catalog file

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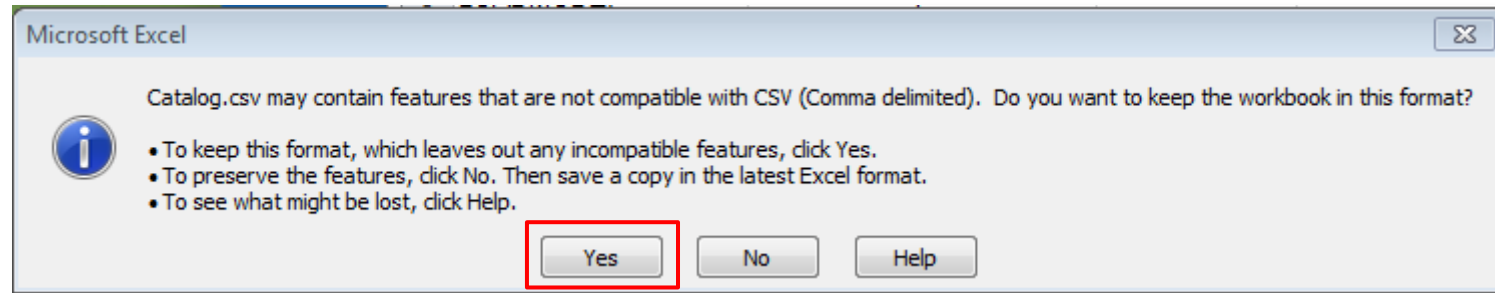
- Rename your saved file, by changing the extension to ".cif"

- The system will warn you about changing the extension. Click "Yes" to continue
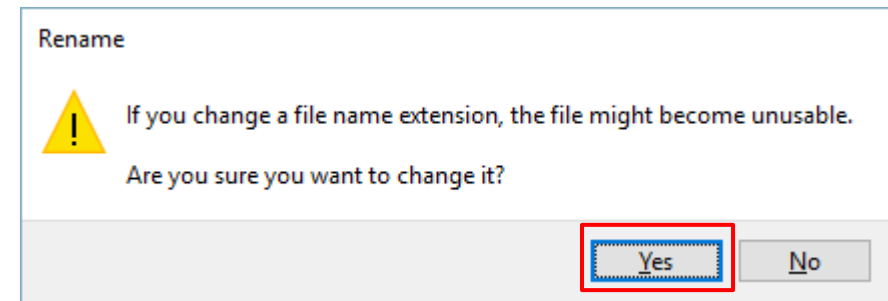
Creating a CIF from an Excel File

▪ Open your CIF Catalog file with Notepad, or your favorite text editor
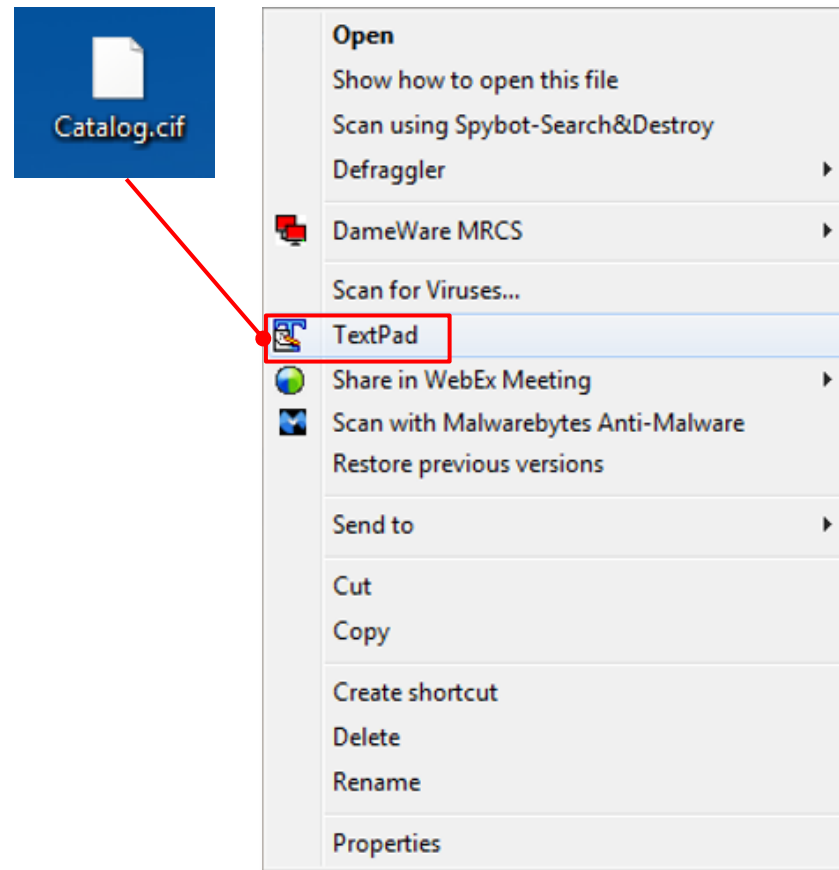
Creating a CIF from an Excel File

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

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

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

Thank you.