

# Creating and Publishing Line Item Catalogs

# **MFMP**



# **Agenda**

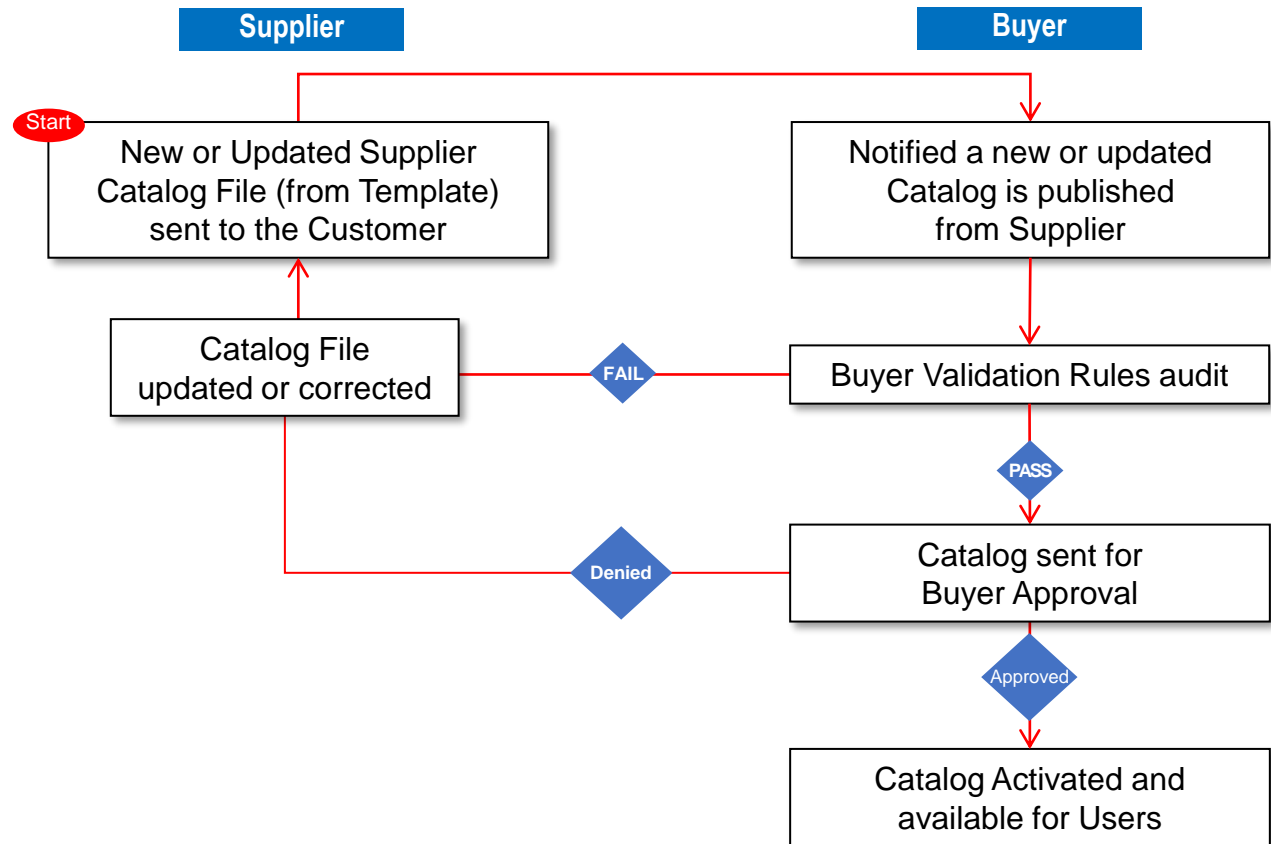
- **The Catalog Upload Process**
- **The Catalog Template**
- **Creating a Catalog**
- **The Catalog User Interface**
- **Questions**



# The Catalog Upload Process

# The Catalog Upload Process

- Once the catalog file is sent to the customer, your Customer will then begin testing.
- Depending on the configuration of the Customer's environment:
- 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 Catalog Template

Line Item Catalogs are the most common type of static Catalogs. Suppliers are provided an Excel template for ease of Line Item Catalog creation. The Supplier then creates and sends the Catalog file to the Customer. Below is a sample of a Catalog 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

	FIELDNAMES:	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	M
11	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	M
12	DATA								
13	AN999999999999	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1	Int
14	AN999999999999	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1	IDe
15	AN999999999999	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1	Bi
16	AN999999999999	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1	Me
17	AN999999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1	Sw
18	ENDOFDATA								

Data section

# The 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.

Unit of Measure	Lead Time	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name
EA	1	Intendata			en_US	USD	4-Line Phone
EA	1	IDG Books Worldwide			en_US	USD	Excel 97 for Dummies
DZN	1	Bic			en_US	USD	Blue Ballpoint Pens
GRO	1	Mead			en_US	USD	Manilla Folders
EA	1	Swingline			en_US	USD	Standard Stapler

**Optional**  
 Number of business days between order receiving and delivery to customer.  
 Type: Integer

FIELD COLOR CODES	
<span style="background-color: red; color: white; padding: 2px;"> </span>	Required
<span style="background-color: green; color: white; padding: 2px;"> </span>	Optional
<span style="background-color: orange; color: white; padding: 2px;"> </span>	Optional, but preferred
<span style="background-color: gray; color: white; padding: 2px;"> </span>	Do not use

The Catalog 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 Catalog



# Creating a 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 Catalog

## Fields that should be modified by the Supplier:

- **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.
- **ITEMCOUNT** - Specifies the number of items of the Catalog. Enter the total number of all item between the DATA and ENDOFDATA markers.
- **TIMESTAMP** - Enter the date you created your Catalog.
- **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.

## 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.

## Predefined fields that 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”
- **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.
- **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).

# Creating a Catalog



## The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
72459364	12345	CFG 11562
72459364	87690	87690-12
72459364	479-56	A100-BLK

- **Supplier ID - Required**

**Description:** Supplier ID as specified by the SUPPLIERID\_DOMAIN field in the header. This field will be input by the Customer. Ask your Catalog Expert if you have questions.

**Type of data:** String

**Maximum length:** 255

**Example:** 72459364

- **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**

**Description:** A Part Number that a Manufacturer uses.

**Type of data:** String

**Maximum length:** 255

**Example:** TTSIBM412CID

# Creating a 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 Catalog



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

- **Unit of Measure - Required**

**Description:** Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to "True".

**Type of data:** String

**Maximum length:** 32

**Example:** BX

**Note:** A file containing the Units of Measure is available in your Customer's Supplier Information Portal.

- **Lead Time – Optional, but preferred**

**Description:** Number of working days for the product to be shipped from the date you receive the Purchase Order

**Type of data:** Integer

**Maximum length:** 40

**Example:** 1

- **Manufacturer Name – Optional, but preferred**

**Description:** Name of the manufacturer

**Type of data:** String

**Maximum length:** 255

**Example:** Epson

# Creating a 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 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 these 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 - 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 Catalog



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

- **Short Name - Optional**

**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 Catalog

cid	rcy	green
120-200-12-1	Y	Yes

- **cid- Optional, but preferred**  
*Description:* This is the Contract ID Number this catalog is to be used for.  
*Example:* 120-200-12-1  
*Note:* Use the following format: ### - ### - ## - #
- **rcy- Optional, but preferred**  
*Description:* Indicates if the product contains recycled content.  
*Example:* Y  
*Note:* Mark Y ONLY if you are aware of the recycled content in the product.
- **green- Optional, but preferred**  
*Description:* Use Yes to mark an item as a green item.  
*Example:* Yes

# Creating a Catalog

Parametric Name	Parametric Data	IsPartial
apparel	{color=(green,black);genericsize=(sm,md,lg);}	Yes

- Parametric Name- Optional, required if using Parametric Data**  
*Description:* Specifies the Type Definition Name for the type of data you supplied in the Parametric Data field.  
*Type of data:* String  
*Maximum length:* 128  
*Example:* apparel
- Parametric Data- Optional, used if restricting Parametric Data**  
*Description:* Controls display of parametric data defined in a Type Definition.  
*Type of data:* String  
*Maximum length:* 255  
*Example:* {color=(green,black);genericsize=(sm,md,lg);}
- IsPartial- Optional, required if using Partial Items**  
*Description:* Indicates that the item can be partially specified when added to the Shopping Cart. This allows User input.  
*Example:* Yes

# Creating a Catalog



Image	Thumbnail
12354.jpg	<a href="http://www.1.com/12354.jpg">http://www.1.com/12354.jpg</a>
<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

- **Detail: Thumbnail - Optional**

**Description:** URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product’s full-size Image.

**Supported image formats:** JPG, JPEG, GIF, PNG, BMP—(JPG preferred).

**Type of data:** String

**Maximum length:** 255

**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.



# Creating a 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 the Customer 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 Line Item Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.

Short Name (80 characters)



**Nylon Glove, Blue**

Supplier: [Supplier Name](#)

Supplier Part #: 34-500

Available in: 3 Day(s)

34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

\$3.98 USD / pair

Qty:  [Add to Cart](#)


[Add to Favorites](#)

Description (2,000 characters)

# The Catalog Interface Detail View

This is a how a Line Item Catalog Item Detail view is displayed in the Catalog interface.

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[Enlarge](#)

**Nylon Glove, Blue**

Supplier: [Supplier Name](#)

Supplier Part #: 34-500

Manufacturer: Manufacturer

Manufacturer Part #: 34-500

Available in: 3 Day(s)

**\$3.98 USD** / pair

Qty:  [Add to Cart](#)

[Add to Favorites](#)

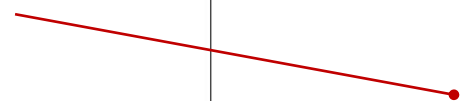
**Product Description**

34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions

**Product Specifications**

Price:	\$3.98 USD
Supplier:	<a href="#">Supplier Name</a>
Supplier Part #:	34-500
Manufacturer:	Manufacturer
Manufacturer Part #:	34-500
Available in:	3 Day(s)
Description:	34-500 Nylon Knit Glove with Nitrile Coated MicroSurface Grip. Nitrile "MicroSurface" coating provides a superior grip in dry, wet and oily conditions. Seamless knit nylon shell offers increased comfort, finger dexterity and breathability Knit Wrist helps prevent dirt and debris from entering the glove Excellent resistance to liquid permeation Strong protection from punctures and abrasions
Information from Manufacturer:	<a href="http://www.NylonGloves.com">http://www.NylonGloves.com</a>

Additional Information, links and custom fields



# Thank you.

**Contact information:**

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