

Creating and Publishing Punchout Catalogs

Agenda

MFMP



- **Setting up an Ariba Network Account for Punchout**
- **Templates and Catalog File Creation**
- **Uploading and Publishing Punchout Catalogs**

Setting up an Ariba Network (AN) Account for Punchout

Setting up an AN account for Punchout



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

The screenshot shows the SAP Ariba Supplier Login page. The header includes the SAP Ariba logo, the text 'Orders & Invoices Powered by Ariba Network', and a 'Help Center >>' link. The main content area has a blue background. On the left, the 'Supplier Login' section contains a red-bordered box with input fields for 'User Name' and 'Password', and a 'Login' button. Below these fields are links for 'Having trouble logging in?' and 'New to Ariba? Register Now or Learn More'. On the right, a promotional banner for 'MiSUMi invoicing: 3 days to 5 minutes' features a video thumbnail and a 'Learn More' button. The footer contains a 'Supported browsers and plugins' section with the SAP logo, copyright information '© 1996–2016 Ariba, Inc. All rights reserved.', and links for 'Data Policy', 'Security Disclosure', and 'Terms of Use'. A 'Certification Authority' logo is also present in the bottom right corner.

SAP Ariba Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

Learn More

Supported browsers and plugins

SAP

© 1996–2016 Ariba, Inc. All rights reserved. Data Policy Security Disclosure Terms of Use

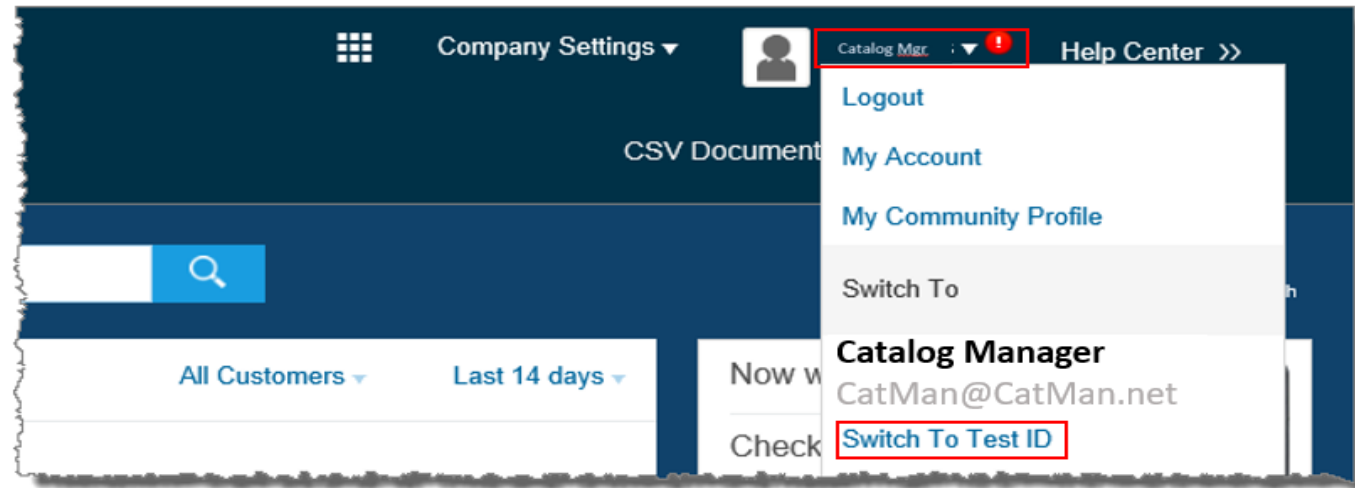
Certification Authority

Setting up an AN account for Punchout



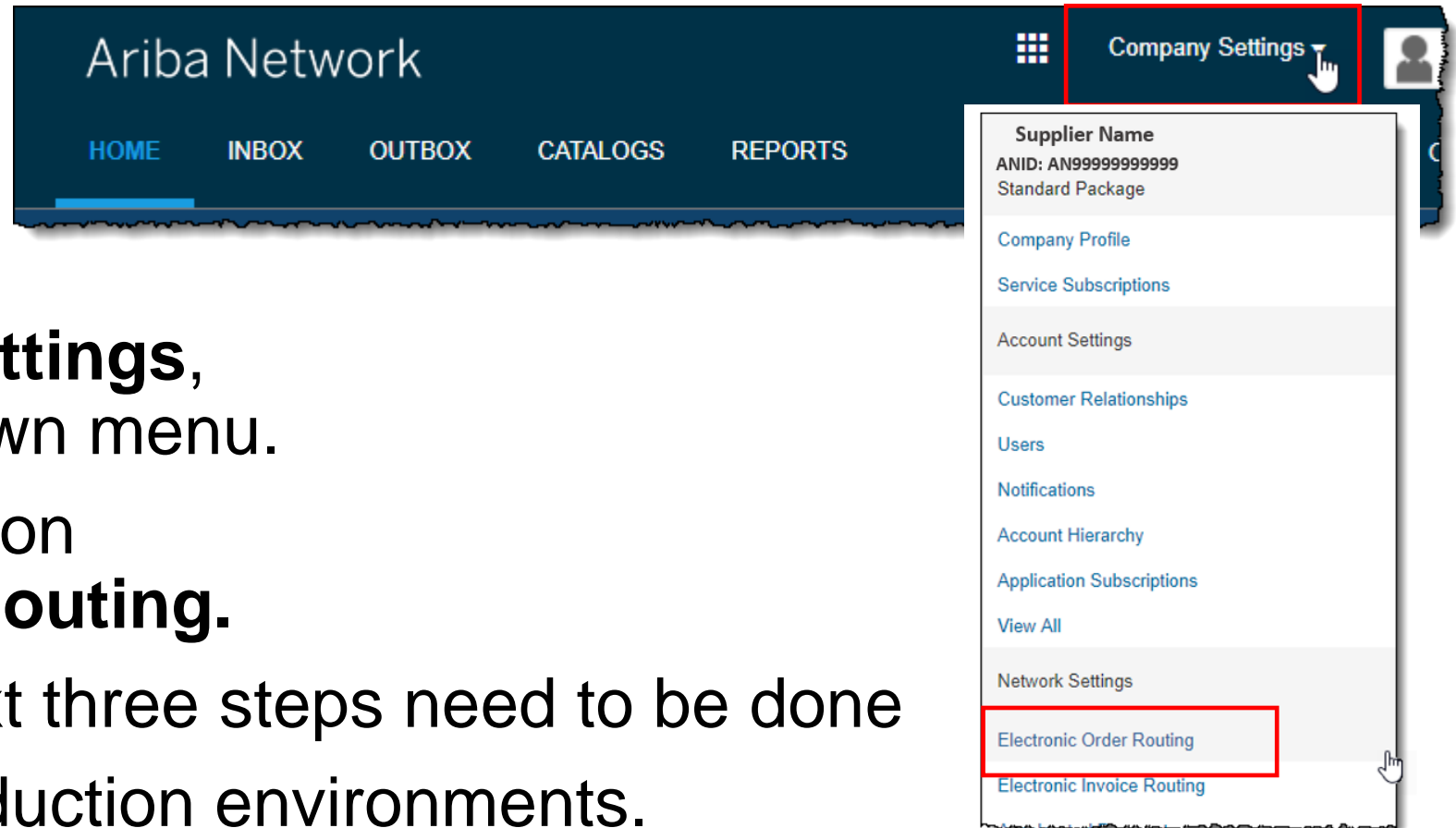
Switch to your Test Account

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



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

Setting up an AN account for Punchout



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

Setting up an AN account for Punchout



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

A screenshot of the Ariba Network configuration interface. The top header is dark blue with 'Ariba Network' in white. To the right is a 'Company Settings' dropdown menu. Below the header, the page is titled 'Network Settings'. There are four tabs: 'Electronic Order Routing' (which is selected and highlighted with a blue bar), 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Below the tabs, there is a note: '* Indicates a required field'. The main section is titled 'Capabilities Preferences'. Under this, there is a sub-section 'External System Integration'. Within this sub-section, the option 'Configure cXML (native) integration' is highlighted with a red rectangular box. Below it, there is another option: 'Configure Cloud Integration Gateway (non-native integration)'.

Setting up an AN account for Punchout



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

A screenshot of the Ariba Network 'cXML Setup' page. The page has a dark blue header with 'Ariba Network' and a 'Company Settings' dropdown. Below the header, the 'cXML Setup' section includes a description of cXML and a note that an asterisk indicates a required field. The 'Authentication Method' section states that Ariba Network requires an authentication method. A red rectangular box highlights the 'Select an authentication method' dropdown menu, which is currently set to 'Shared Secret'. Below this, there are two input fields: 'Shared Secret: *' and 'Confirm Shared Secret: *', both containing masked text (dots). An information icon (i) is located to the right of the first input field. A note next to the dropdown says 'This selection will refresh the page content'.

Setting up an AN account for Punchout



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

The screenshot shows a web form for configuring a PunchOut account. The form has a title "PunchOut URL" and a description: "PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty." Below the description is a text input field labeled "PunchOut Request URL:". The input field is highlighted with a red rectangular border.

Templates and Catalog File Creation

Punchout Templates

A **Punchout Template** is a special **CIF Template** that creates a **Punchout Index file**. The addition of the **Punchout Enabled** field changes a CIF file to a Punchout Index file.

Here is a sample **Punchout Template** in Excel format.

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

Required field

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

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

Type: String

Length: 32

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

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

Punchout Templates

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

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



Creating a Punchout Catalog

The Header Section

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

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 items 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.

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 Punchout Catalog



The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
72459364	PurchGrp500	

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

- **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: In Punchout this is a required field that may be any value. You could set a keyword for the Supplier to evaluate here if you wish.

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 duplication will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 2772882

- **Manufacturer Part ID - Optional**

Description: In Punchout this not required and may be any value, but the field must remain. You could set a keyword for the Supplier to evaluate here if you wish.

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a Punchout Catalog



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

- **Item Description - Required**

Description: In Punchout, use keywords from product categories and services available on the Supplier's site. These keywords are searched and display the Supplier's Punchout link when matched.

Note: To use a special character as a literal value, you need to "escape" it by putting a backslash (\) in front of it. For example, \" lets a double quote be seen as a quote instead of a delimiter for an entry. To escape a quote (") within a quoted field, use two quotes (").

Type of data: String

Maximum length: 2000

Examples: Printer, Laser, Inkjet, laptop, tablet, mouse, HP, Apple, Microsoft, Software

- **SPSC Code - Required**

Description: Classification of the main product or service you sell. For Punchout, this will only determine where the Supplier link appears in the catalog hierarchy—not what the actual items are.

Type of data: String

Maximum length: 40

Examples: 45678900 (level 3) and 45678923 (level 4)

Note: Ariba supports UNSPSC Version 13.5. A code list is available in your Customer's Supplier Information Portal.

- **Unit Price - Required**

Description: In Level 1 Punchout, the price is not used, but must be populated. It is suggested that you set the value to 1.00.

Type of data: Decimal

Example: 1.00

Note: To separate the integer from the decimal, you must use a 'dot' and not a comma. Also, do not use a comma to indicate 'thousands'. Do not include any currency symbols such as \$, £ or ¥.

Creating a Punchout Catalog



Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For Punchout, this is just populated to meet the system requirement—UOM is not used. It is suggested that you use EA.

Type of data: String

Maximum length: 32

Example: EA

- **Lead Time – Do Not Use**

Description: For Punchout, this is not used, but the field must remain.

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Do Not Use**

Description: For Punchout, this is not used, but the field must remain.

Type of data: String

Maximum length: 255

Example: Epson

Creating a Punchout Catalog

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL – Do Not Use**

Description: For Punchout, this is not used, but the field must remain.

Type of data: String

Maximum length: 255

Example: <http://www.supply.com/Catalog/product18.htm>

- **Manufacturer URL – Do Not Use**

Description: For Punchout, this is not used, but the field must remain.

Type of data: String

Maximum length: 255

Example: <http://www.manu.com/Catalog/product18.htm>

- **Market Price – Do Not Use**

Description: For Punchout, this is not used, but the field must remain.

Type of data: Decimal

Example: 4.32 or 1234.78

Creating a Punchout Catalog



Supplier Part Auxiliary ID	Short Name
Seattle	Supplier Name Punchout

- **Supplier Part Auxiliary ID - Optional**

Description: In Punchout, this can be used to convey a value for the Supplier to process and send back the appropriate catalog URL.

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.

- **Short Name - Required**

Description: In Punchout, this is what will actually display to the User on the UI.

Type of data: String

Example: <SupplierName> Punchout

Maximum length: 50 characters

Creating a Punchout Catalog



Image	Keywords	Punchout Enabled
http://www.mylogo12354.jpg	IT, communication, paper, pens	TRUE

- **Image - Required**

Description: URL of the Supplier's Logo (preferred), or filename of the image (sent in a zip file).

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

Type of data: String

Maximum length: 255

Recommended Size: 250 x 250 pixels

- **Keywords - Required**

Description: Additional keywords to help users find items.

Type of data: String

Maximum length: 255

Example: Pens, Pencils, Paper, Copier

- **Punchout Enabled - Required**

Description: Tells the system that this file is a Punchout Index file. Must be set to TRUE for the system to see this as a Punchout item.

Type of data: Boolean

Creating a Punchout Catalog



Special Notes for Images

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



Uploading and Publishing Punchout Catalogs

Uploading and Publishing



Login to Ariba Network

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

The screenshot shows the SAP Ariba Supplier Login page. 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 divided into two sections. On the left, the 'Supplier Login' section features a red-bordered box containing a 'User Name' input field, a 'Password' input field, and a 'Login' button. Below this box is a link for 'Having trouble logging in?'. On the right, a promotional banner for 'MiSUMi invoicing: 3 days to 5 minutes' features a video thumbnail of a man speaking and a 'Learn More' button. The footer contains the text 'Supported browsers and plugins', the SAP logo, copyright information '© 1996–2016 Ariba, Inc. All rights reserved.', and links to 'Data Policy', 'Security Disclosure', and 'Terms of Use'. A small 'Certification Authority' logo is also present in the bottom right corner.

SAP Ariba Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

MiSUMi invoicing: 3 days to 5 minutes

MiSUMi will be a featured speaker at SAP Ariba Live in Singapore. Hear how SAP Ariba has helped this company speed up their invoicing process from three days to five minutes.

Learn More

Supported browsers and plugins

SAP

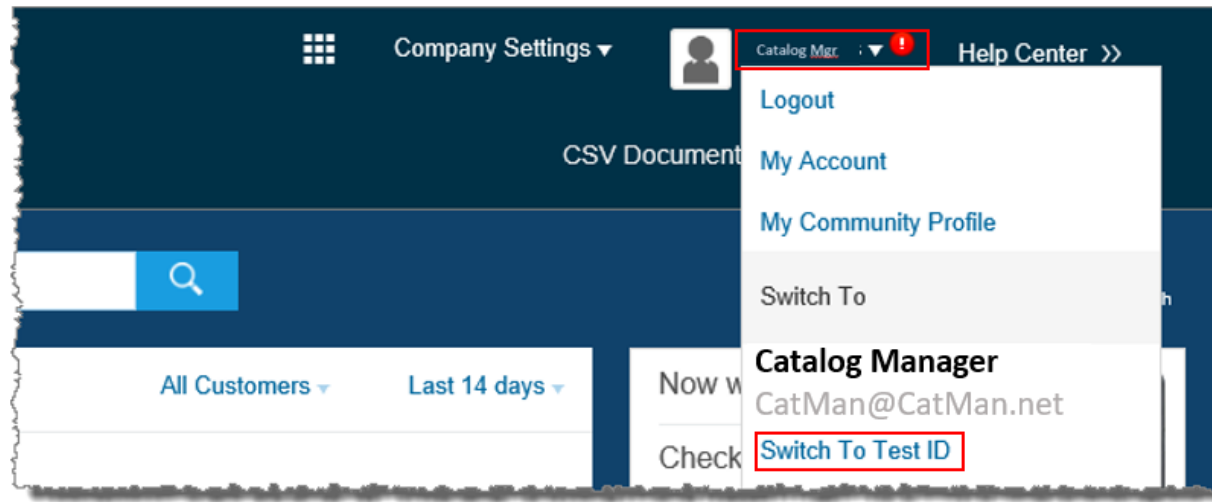
© 1996–2016 Ariba, Inc. All rights reserved. Data Policy Security Disclosure Terms of Use

Certification Authority

Uploading and Publishing

Switch to your Test Account

- Your Catalog should be loaded and tested in your Test Account. (*Skip this step if you are instructed to load a Catalog to a Production account.*)
- 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.



- Click “OK” when you see the warning **“You are about to switch to Test Mode.”**

Uploading and Publishing

When uploading a Catalog on Ariba Network, there are four steps you will follow:

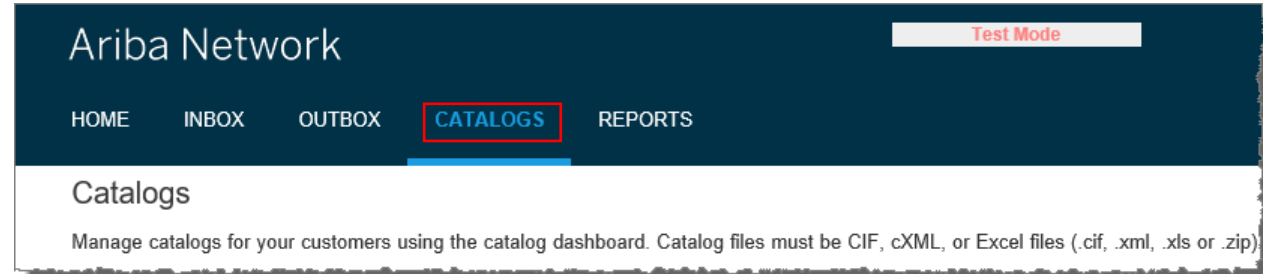
1. **Uploading** - Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific 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 stricter than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items.)

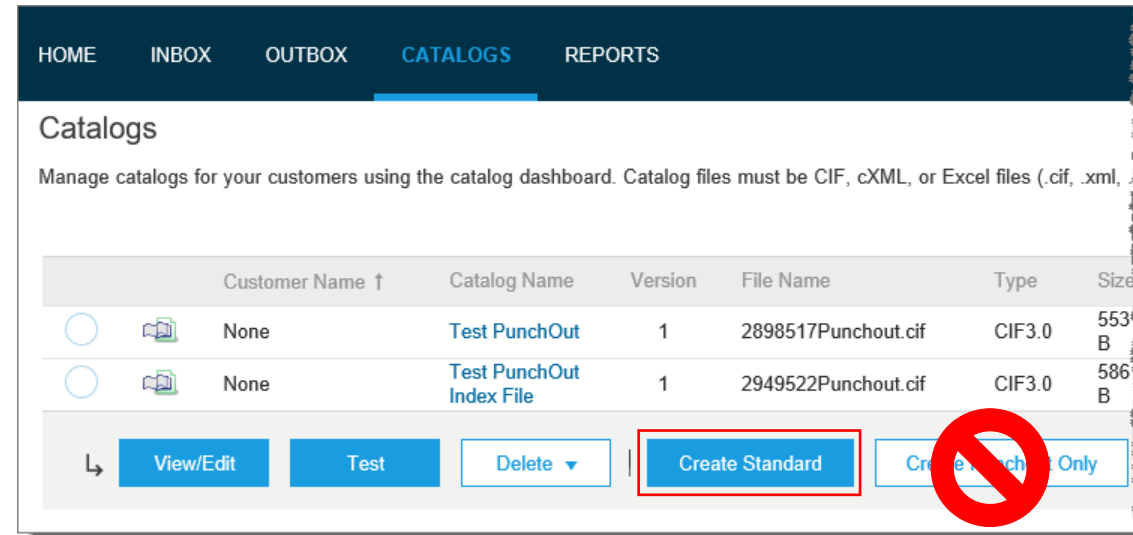
4. **Publishing** - Freezes the current version and notifies your Customer of the Catalog’s availability.

Uploading and Publishing

- Navigate to the Catalogs Tab

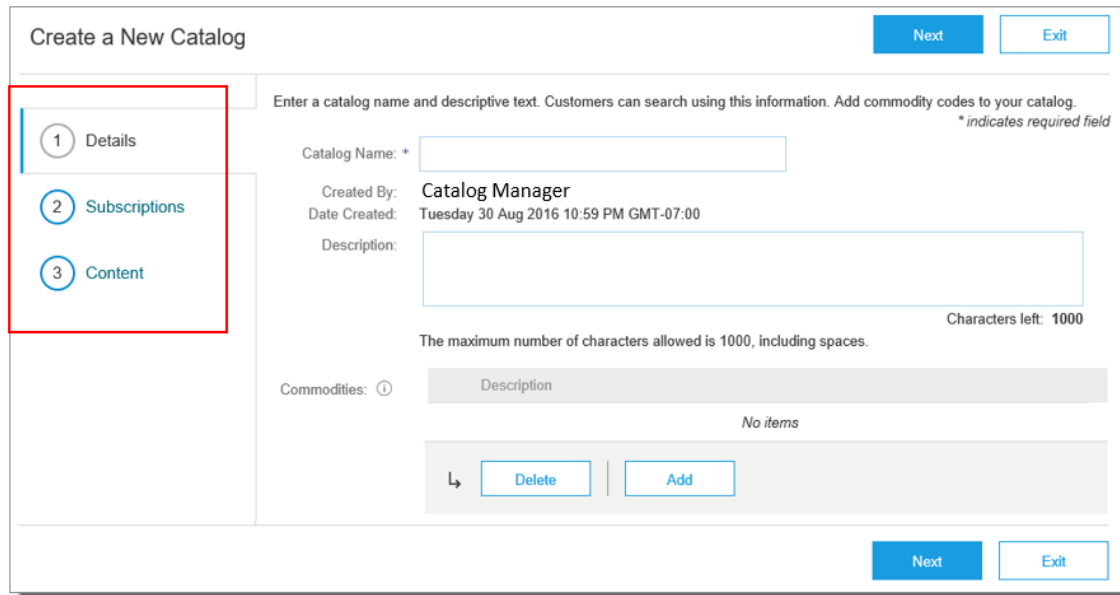


- On the Catalogs screen, click the “Create Standard” button. Even though you are loading a Punchout Catalog, use the “Create Standard” button.



Uploading and Publishing

- 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



Create a New Catalog

Next Exit

1 Details

2 Subscriptions

3 Content

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

Catalog Name: *

Created By: Catalog Manager

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: ①

Description
No items

Delete Add

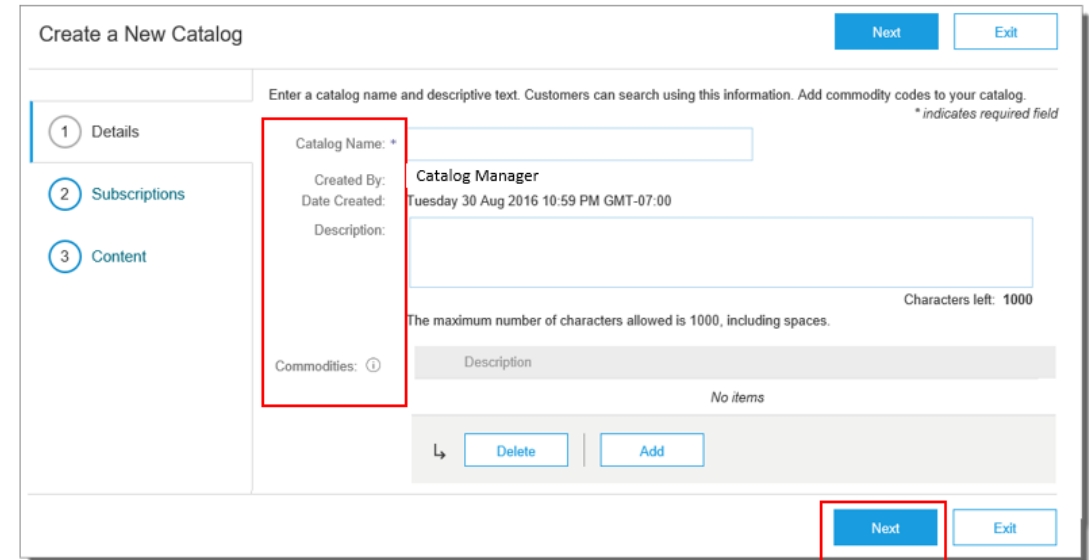
Next Exit

- After completing all steps, click “Next”.

Uploading and Publishing

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by the customer. Use this format (no special characters are allowed, You can use a dash (-) or underscore(_):
 - **<Florida_StateContractNumber_VendorName>**
- **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

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: Catalog Manager

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: ①

Description

No items

Delete Add

Next Exit

Uploading and Publishing

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 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”.

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 - P2O - TEST	View	Pending Validation
<input type="checkbox"/>	Supplier Name	View	Pending Validation
<input type="checkbox"/>	Supplier Name	View	Pending Validation

Previous

Next

Exit

Uploading and Publishing



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.

A screenshot of a web application titled "Create a New Catalog". The interface includes a sidebar on the left with three steps: "1 Details", "2 Subscriptions", and "3 Content", with "3 Content" being the active step. The main content area has a header with "Previous" and "Exit" buttons. Below this, a text instruction states: "Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the [More](#)". A red rectangular box highlights the "UPLOAD YOUR CATALOG FILE" section, which contains a file selection bar and a "Browse..." button. Below this, a yellow warning box contains the text: "! 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." At the bottom, another red rectangular box highlights the "Validate and Publish" button.





Uploading and Publishing

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

Correcting Validation Errors

- Click on the “Errors Found” hyperlink to see the details of any error.

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

Viewing Validation Errors

- The Network displays Description, Field and Line Number for each error.

Edit a Catalog Previous

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.

[Upload new catalog file.](#)

Catalog Validation Errors

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 and make the corrections. Then update the Catalog file and upload the new version to replace the existing Catalog.

Uploading and Publishing

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.

Thank you.

Contact information:

FLContentEnablement@MyFloridaMarketPlace.com

