



Understanding, Creating and Publishing **PunchOut® Catalogs for** Oak Ridge National Laboratory (ORNL)

INTERNAL

“UT-Battelle-ORNL” may be referenced in this presentation. It is the term used to identify the customer: Oak Ridge National Laboratory, which is managed by UT-Battelle, LLC, for the US Department of Energy.

INTRODUCING ORNL Buy!

ORNL's SAP Ariba Implementation will be called "ORNL Buy" and will replace the current Marketplace system, previously hosted by Vinimaya.



ORNL Buy

Agenda

The Catalog Upload Process

- The SAP Business Network and Customer Validation

What is PunchOut?

- How does it work?

Configuring a SAP Business Network (SBN) Account for PunchOut

- Creating the *default* PunchOut Connection

Native cXML Transaction Setup

Configuring your Customer Specific PunchOut URL connection

- Creating a *customer-specific* PunchOut connection

Templates and Catalog File Creation

- For Level 1 and Level 2 PunchOut Catalogs

Uploading and Publishing PunchOut Catalogs

- Replacing Existing Catalogs

Testing Connectivity

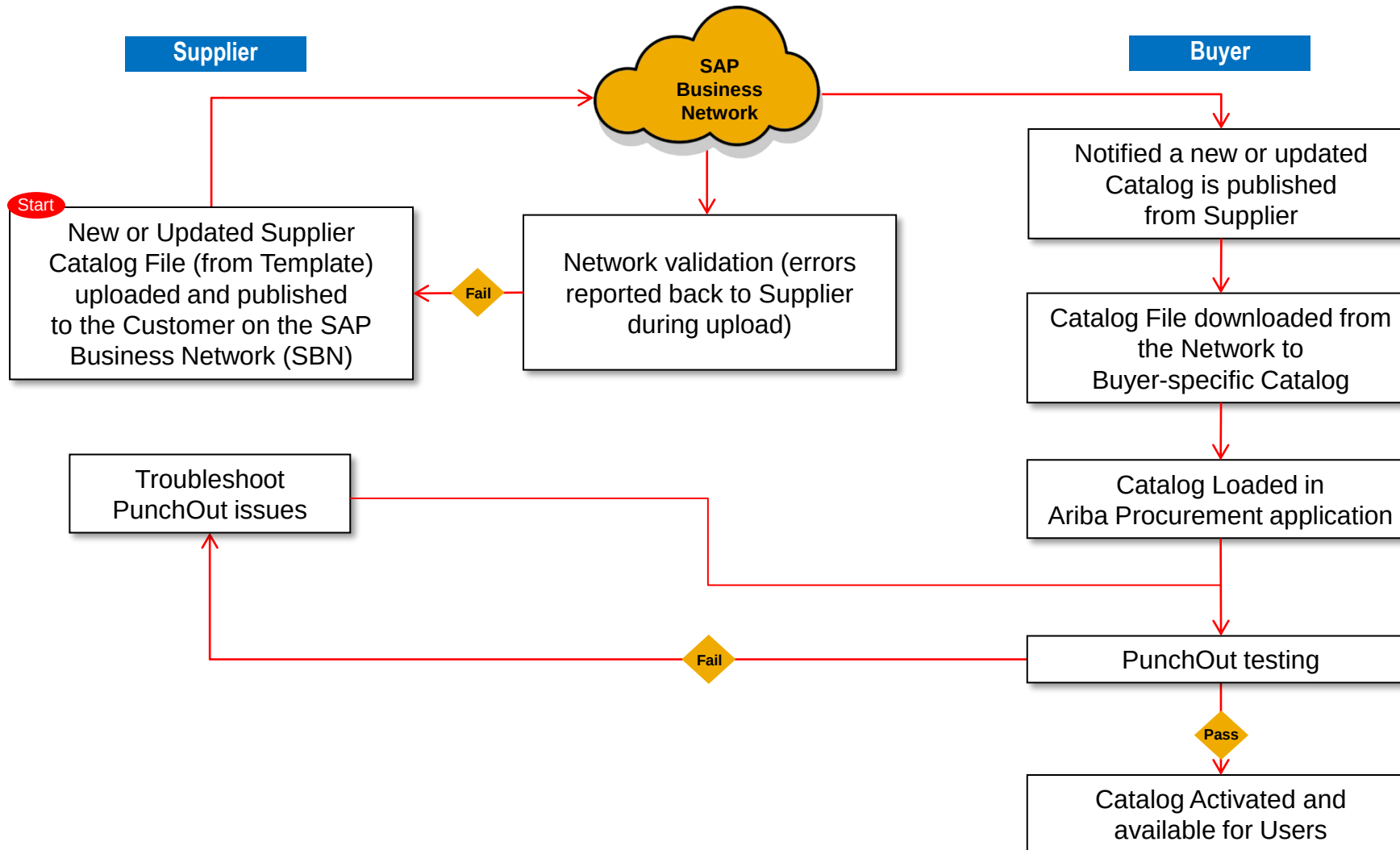
- Troubleshooting

Appendix

- Creating a CIF from an Excel Catalog File

The Catalog Upload **Process**

The PunchOut Catalog Upload Process



What is PunchOut?

What is PunchOut?

Unlike static catalogs where all the product information resides in the Ariba Procurement catalog database, PunchOut catalogs utilize a supplier's website/store. This allows the Ariba shopper to 'punch out' to the site, shop, then return their selected items to their Ariba Procurement application where they will complete the requisition process.

For Level 1 (L1) PunchOut catalogs, the User does all their shopping on the Supplier's website. In a Level 2 (L2) scenario, the User shops using the Ariba Procurement catalog database *and* the Supplier's site.



How does it work?

How does it work?

PunchOut uses the **cXML** protocol, based on XML and created by SAP Ariba.

cXML is freely available and is well documented for Suppliers.

Details for PunchOut catalog syntax, DTD listings, guides and other information is available for download at:

www.cxml.org

Catalog-specific information is available in the chapters titled “PunchOut site planning” and “PunchOut transactions” in the **cXML Solutions Guide** and the chapter titled “PunchOut transactions” in the **cXML User’s Guide**.



How does it work?

A special CIF catalog file called a **PunchOut Index file** is loaded into the SAP Business Network. This file has added fields that instruct the system to allow the catalog to connect with the Supplier's site for shopping.

PunchOut uses cXML to connect and transfer information from the Ariba Procurement application to the Supplier and back. There are 3 cXML documents used by PunchOut to accomplish this:

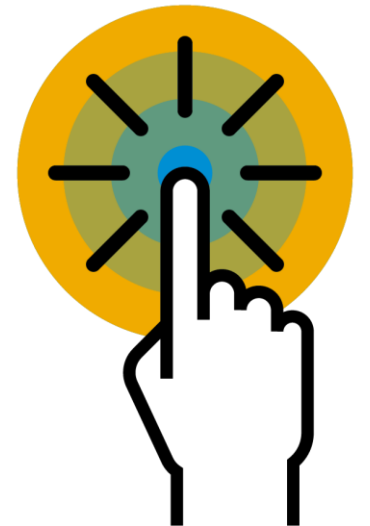
- **PunchOut Setup Request (POSR)**—The POSR identifies the buyer, and sends authentication (basically name and password) to the supplier's website to establish a connection
- **PunchOut SetupResponse**—The Response document from the Supplier tells the Ariba Procurement application what website, or items on the site to display for the Ariba buyer to shop
- **PunchOut Order Message (POOM)**—The POOM converts the Shopping Cart on the Suppliers' site, and sends the cart or items back to Ariba Procurement to be submitted for purchase

How does it work?

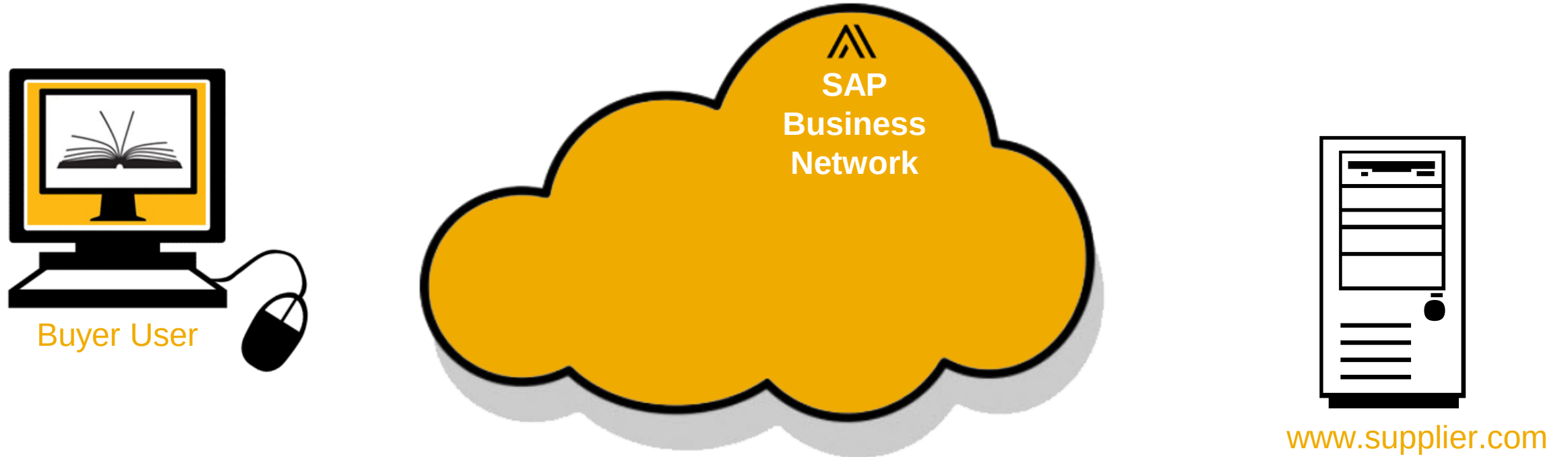
The steps on the next few slides shows how a simple **L1** PunchOut works.

The User **chooses** the Supplier's **catalog link** in the **Ariba catalog** and is taken to the **Suppliers site**, where they **shop**. The User then **returns** the selected items back to their **Ariba Procurement application**.

Once the **items** are back in Ariba Procurement, the User can **submit** the **Cart** to become a **Requisition**, and ultimately a **Purchase Order**, which is sent off to the Supplier.

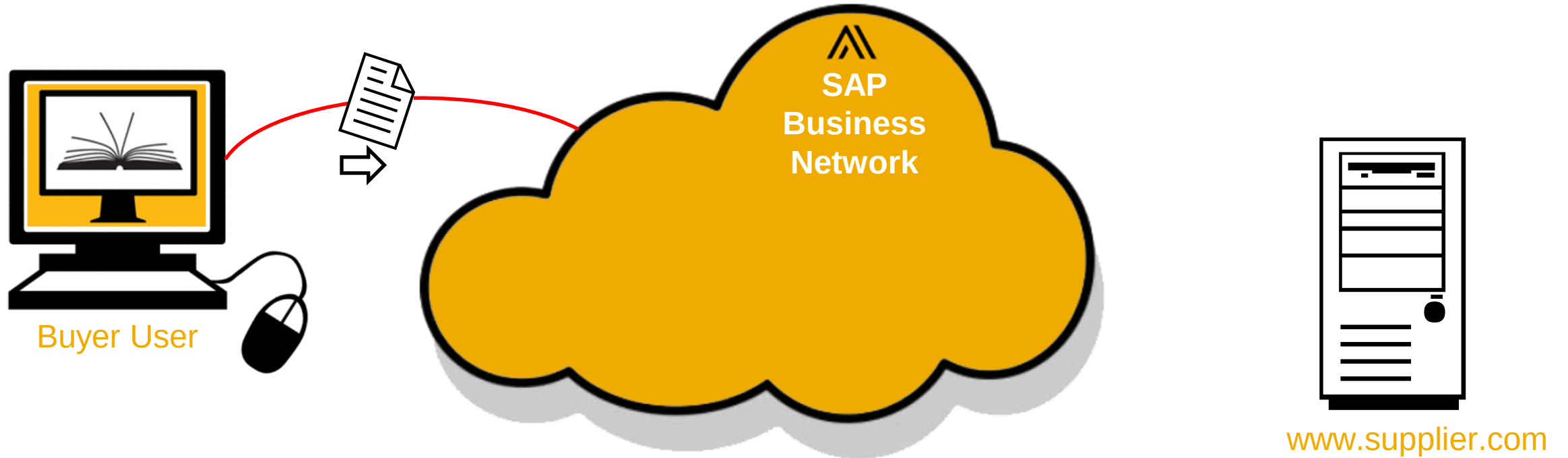


How does it work?



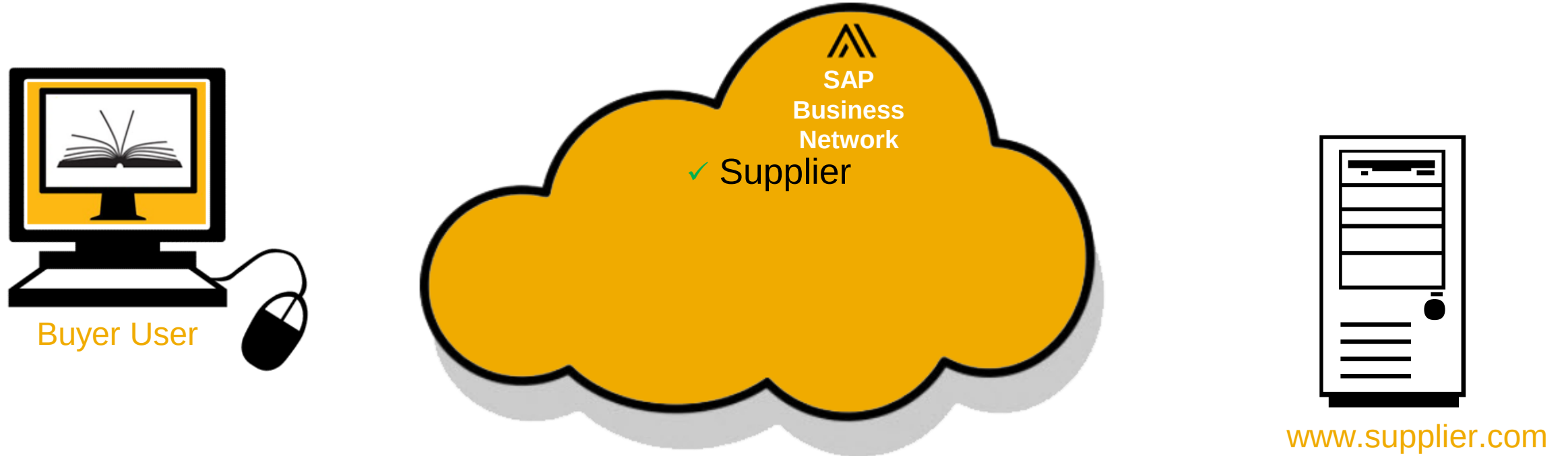
The User finds the Supplier's link in the Ariba Catalog and clicks "Buy from Supplier."

How does it work?



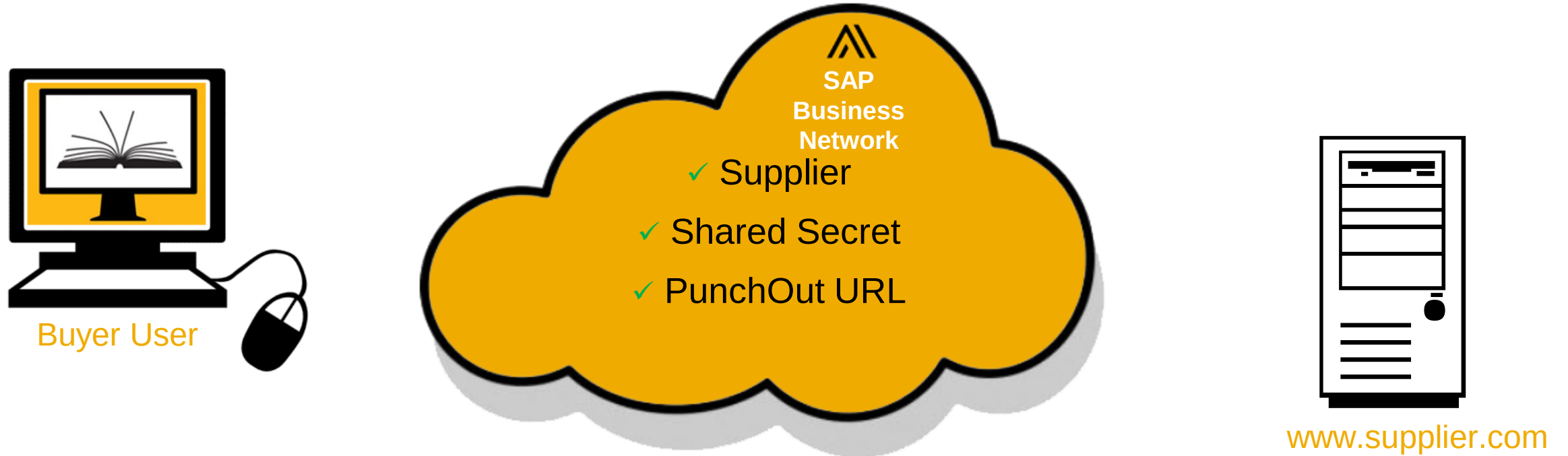
The **PunchOut Setup Request (POSR)** is routed from Ariba to the SAP Business Network.

How does it work?



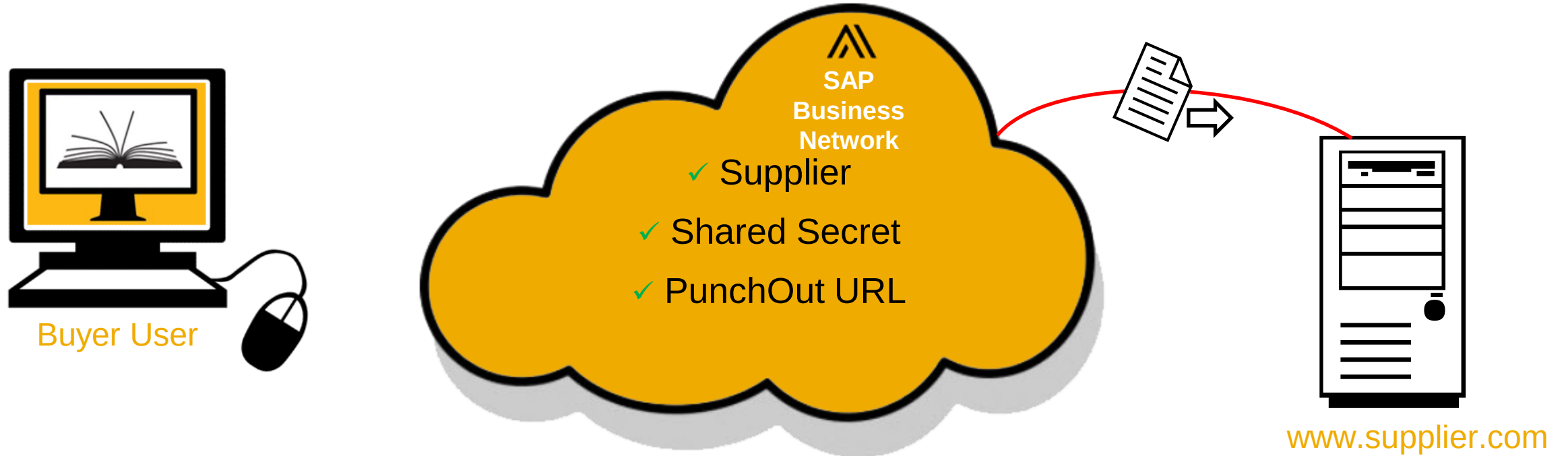
The SAP Business Network looks up the ANID in the **<To>** element of the **POSR**, and finds the Supplier record.

How does it work?



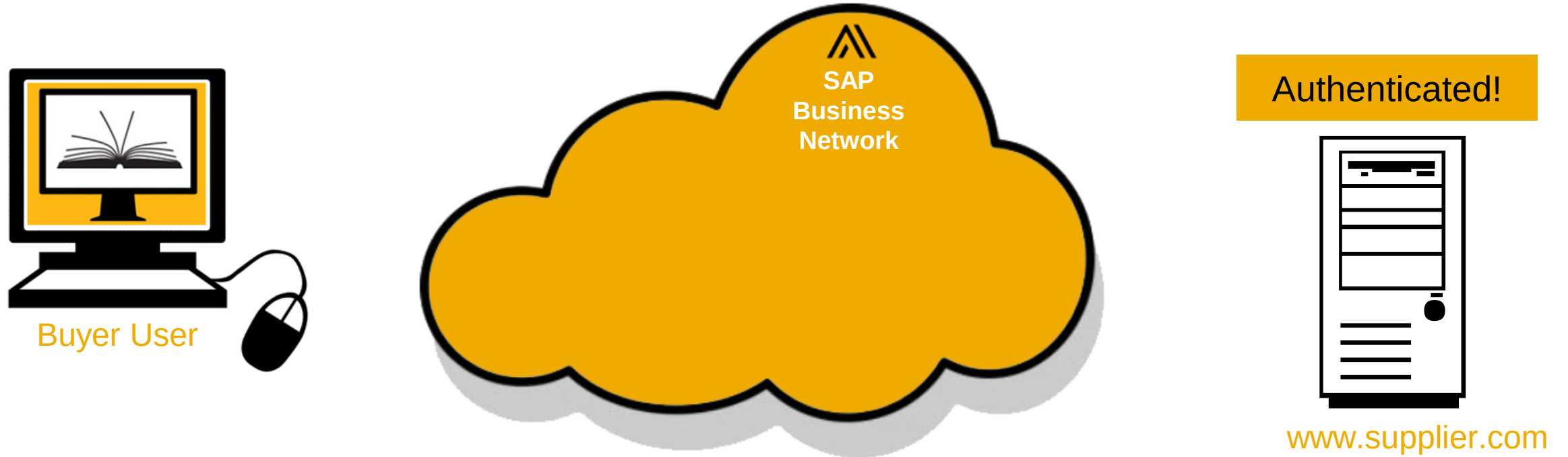
In the Business Network Supplier record, the Supplier's Shared Secret is looked up, and added to the **POSR**, then it looks up the Supplier's PunchOut URL.

How does it work?



The **POSR** is then routed and presented to the Supplier's specified PunchOut URL.

How does it work?



The Supplier authenticates the **POSR** using the **<From>** ANID (as a User Name) and their own Shared Secret (as the Password).

How does it work?



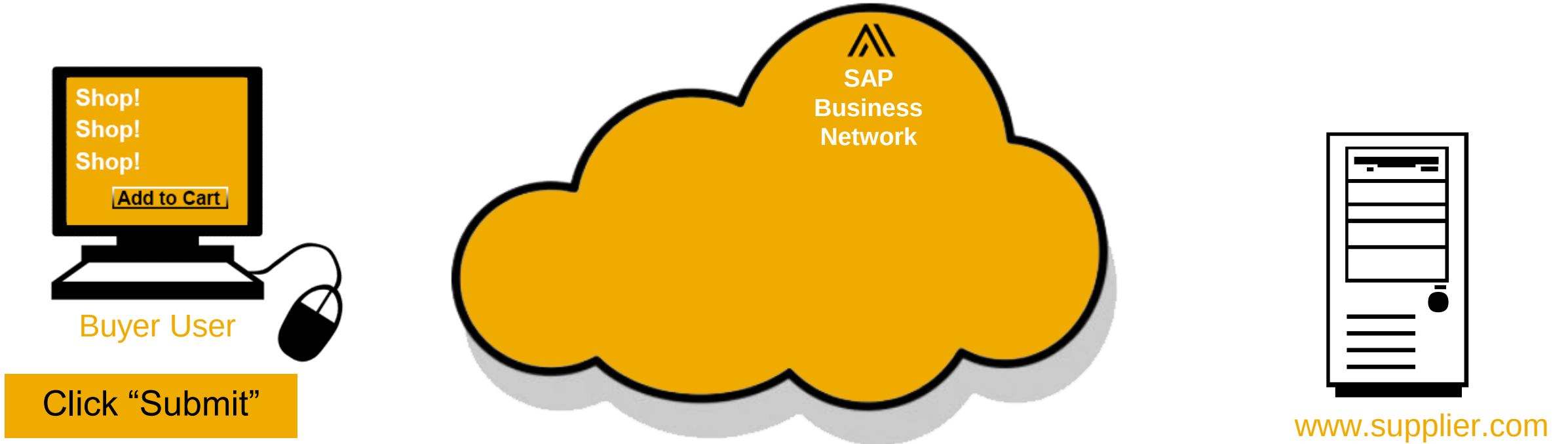
The Supplier then evaluates any other information, and sends back a **PunchOut Order Response**, with the URL of the catalog to display to the User.

How does it work?



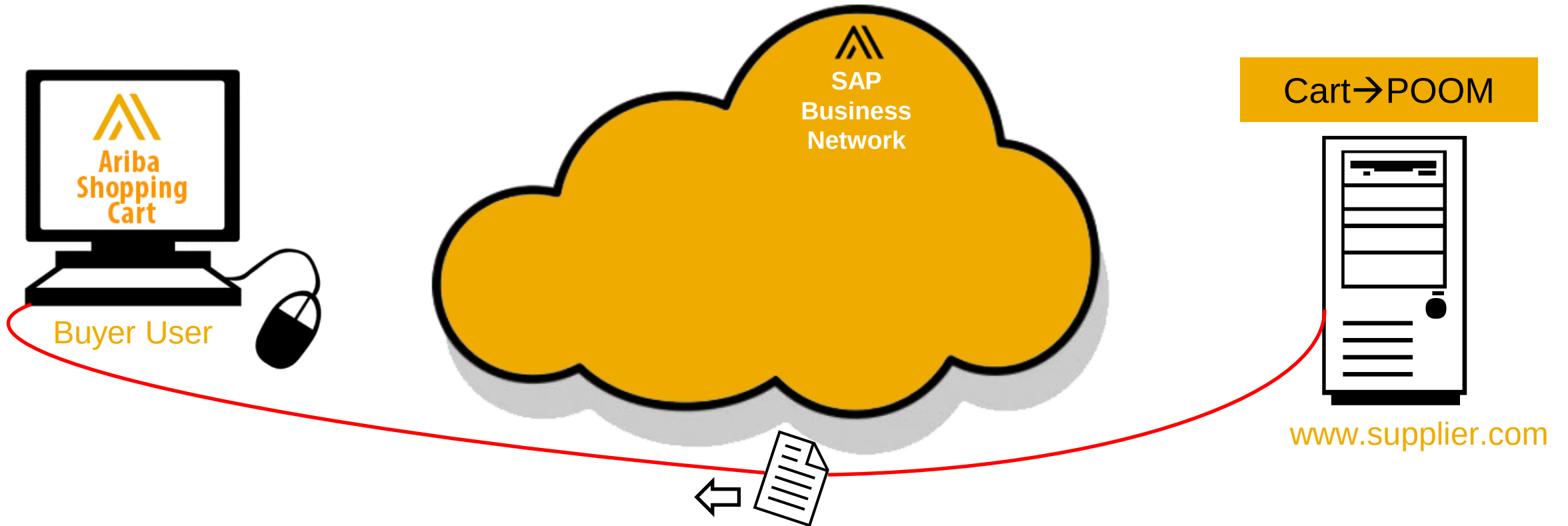
The SAP Business Network validates the **Response**, then sends the URL of the Supplier's Catalog to the Buyer's Ariba Procurement application to display to the User.

How does it work?



The User shops the Supplier's Catalog (now in the Ariba Procurement window), and adds items to the Supplier's Cart. When they are done, they submit the Cart back to Ariba Procurement application.

How does it work?

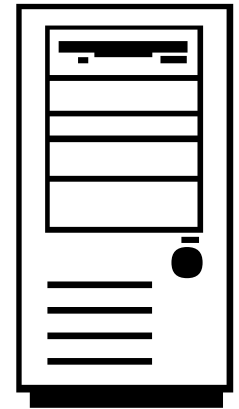
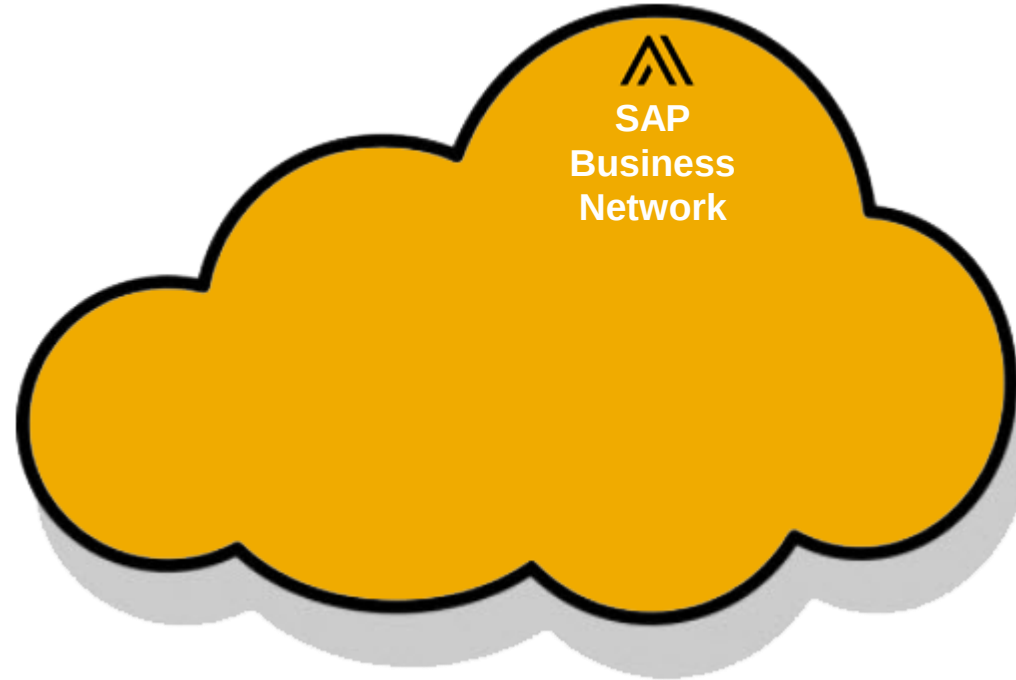


The Supplier converts their Shopping Cart to cXML, closes the connection and sends a **PunchOut Order Message (POOM)** back directly to the Ariba Procurement application, which then adds the items from the Supplier into the User's Ariba Procurement Shopping Cart.

How does it work?



Ready to submit
Ariba Cart to
become a
Requisition
and buy!

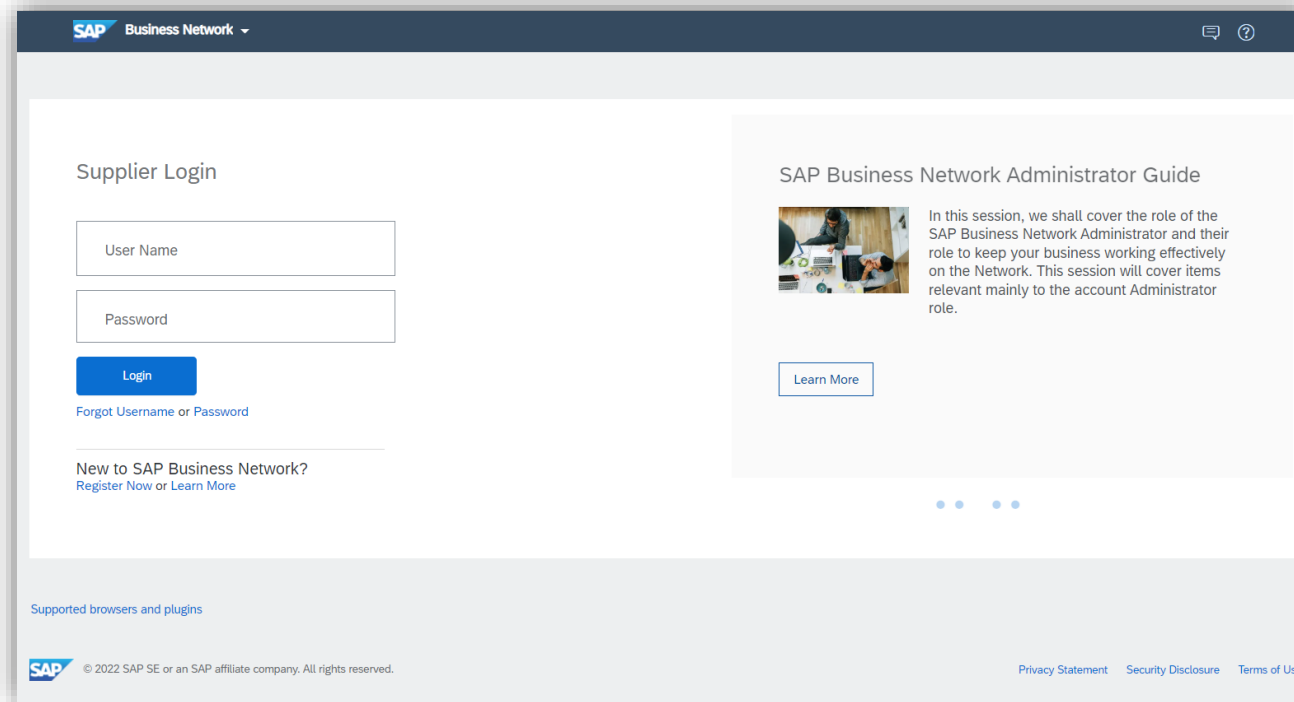


www.supplier.com

Configuring a SAP Business Network (SBN) Account for PunchOut

Configuring a SAP Business Network Account for PunchOut

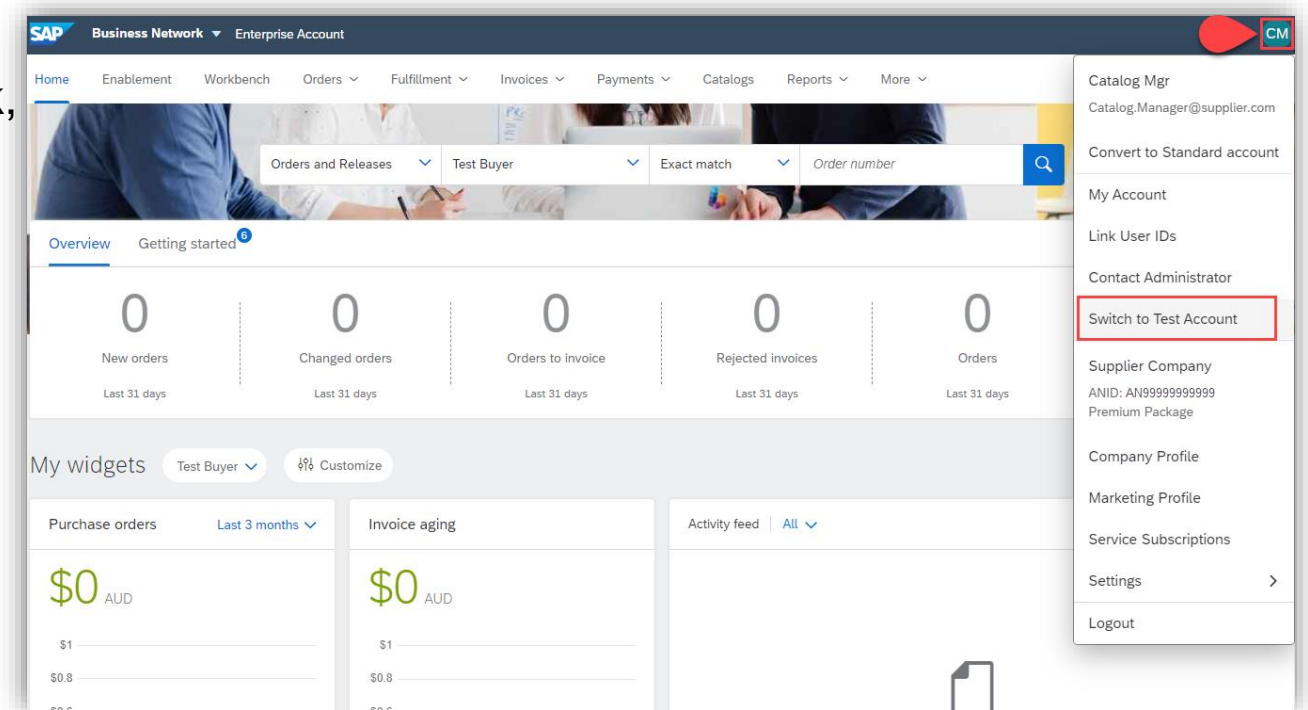
- Login to your **SAP Business Supplier Account** (<https://supplier.ariba.com>)



- Assistance from your IT Manager may be needed for the following slides.

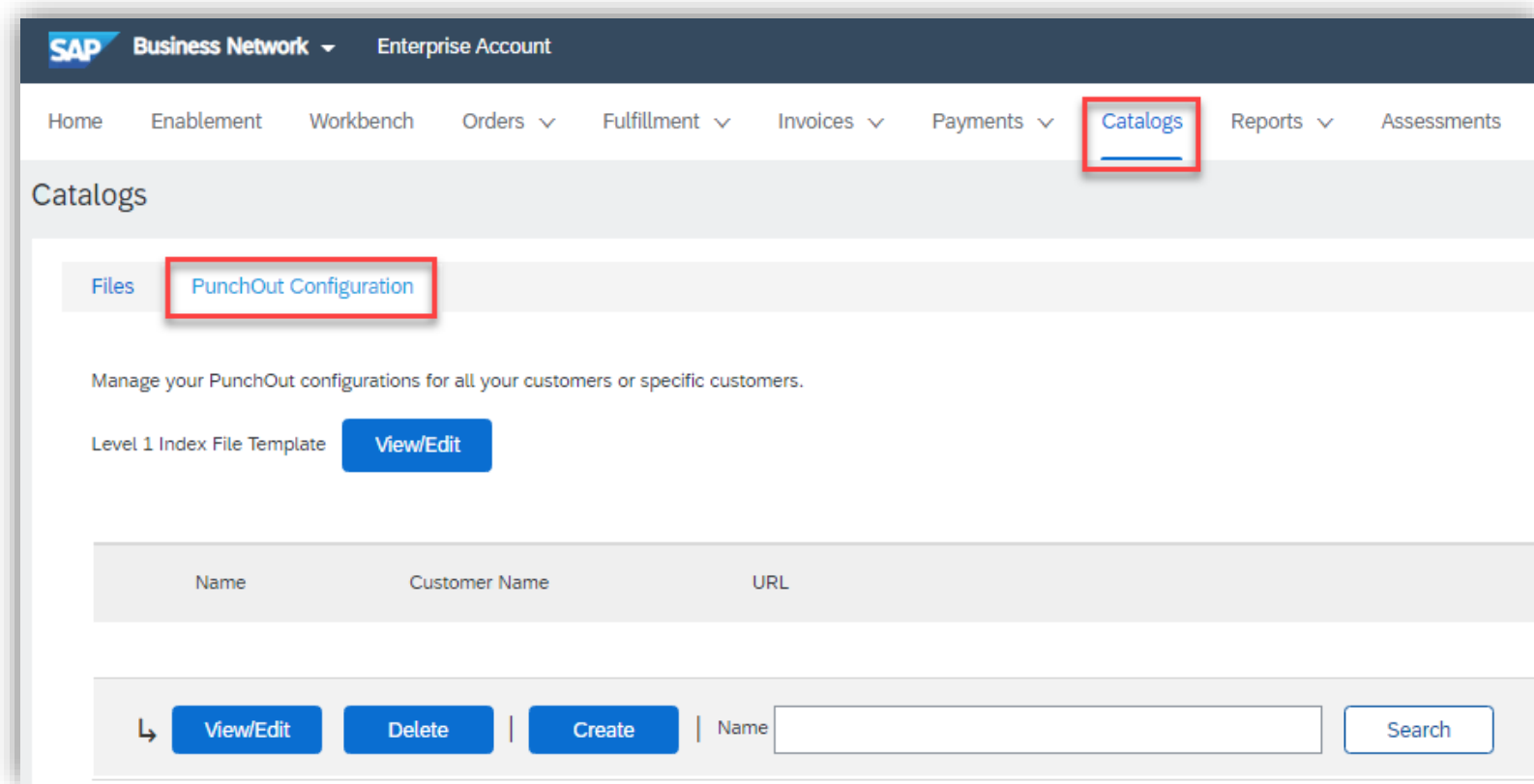
Configuring a SAP Business Network account for PunchOut

- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your initials in the upper right corner and click for the pull down menu, then click “Switch To Test Account”
 - If you don’t see a “Switch to Test Account” link, your Test account has not yet been set up. Contact your SAP Business Network Administrator
 - You will get a warning.
“You are about to switch to Test Mode.”
Click “OK”



Configuring a SAP Business Network Account for PunchOut

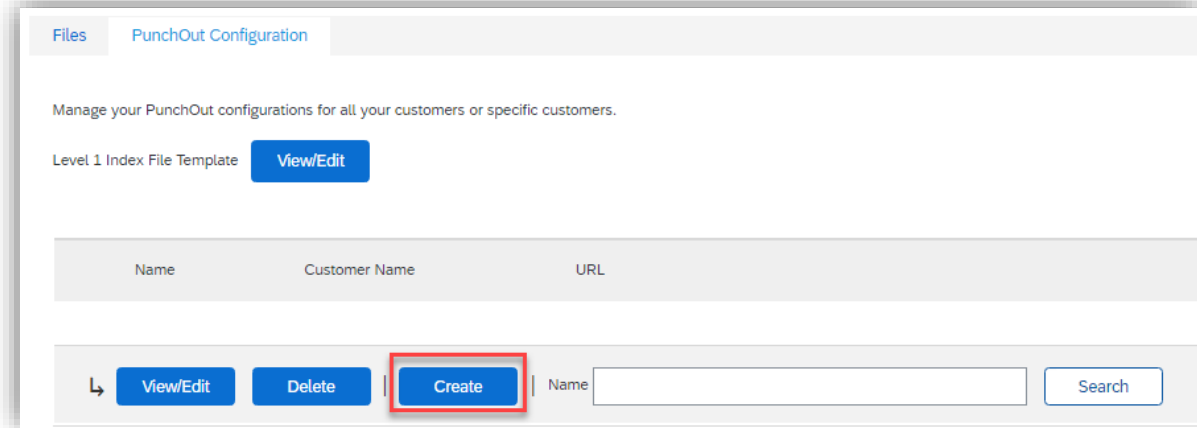
- Go to **Catalog** tab, and click **PunchOut Configuration**.
- This area allows you to create your **default** PunchOut connection as well as a **unique** connection with your customer (if applicable).
- Please note the next steps need to be completed in your **Test** and **Production** environments.



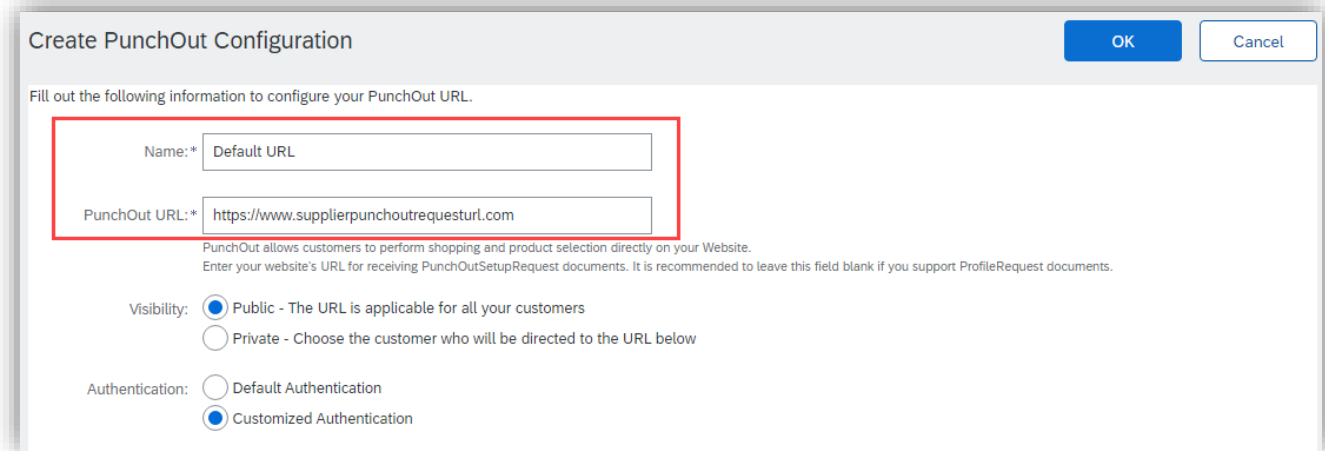
Configuring a SAP Business Network Account for PunchOut

To create your default PunchOut Catalog:

- Click on **Create**
- In the **Name** field, write “*Default URL*” as seen in the image.
- Add your company’s complete **PunchOut Request URL** within the PunchOut URL field. This is the location where PunchOut requests will be sent to. This field is checked, and its value used each time a Buyer punches out to your site when this Default URL is used.
- **Ensure all URLs are HTTPS only to ensure encrypted and secure communications.**



The screenshot shows the 'PunchOut Configuration' page. At the top, there's a 'Files' tab and a 'PunchOut Configuration' tab. Below the tabs, a message says 'Manage your PunchOut configurations for all your customers or specific customers.' Underneath, there's a 'Level 1 Index File Template' with a 'View/Edit' button. A table with columns 'Name', 'Customer Name', and 'URL' is visible. At the bottom, there are buttons for 'View/Edit', 'Delete', and 'Create' (highlighted with a red box), followed by a 'Name' input field and a 'Search' button.



The screenshot shows the 'Create PunchOut Configuration' dialog box. It has 'OK' and 'Cancel' buttons at the top right. The main text says 'Fill out the following information to configure your PunchOut URL.' Below this, there are two input fields: 'Name: *' with the value 'Default URL' and 'PunchOut URL: *' with the value 'https://www.supplierpunchoutrequesturl.com'. These two fields are highlighted with a red box. Below the input fields, there's a note: 'PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.' At the bottom, there are two sections: 'Visibility:' with radio buttons for 'Public - The URL is applicable for all your customers' (selected) and 'Private - Choose the customer who will be directed to the URL below'; and 'Authentication:' with radio buttons for 'Default Authentication' and 'Customized Authentication' (selected).

Configuring a SAP Business Network Account for PunchOut

- Select **Public visibility** as this default URL will be used to receive the PunchOutSetUpRequest. This link can be used to connect with all customers.
 - Note 1: This setting will not impact which customers can access the punchout site.
 - Note 2: To configure a customer specific punchout connection, using a specific URL link, please refer to *Configuring your Customer Specific PunchOut URL connection*.

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:* Default URL

PunchOut URL:* https://www.supplierpunchoutrequesturl.com

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.

Visibility: ☒ Public - The URL is applicable for all your customers
☐ Private - Choose the customer who will be directed to the URL below

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret

Shared Secret:*

Confirm Shared Secret:*

Pricing Updates: Select...

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Server name indication:

Configuring a SAP Business Network Account for PunchOut

- Next, select an **Authentication** option. The Preferred method is **Shared Secret**.
 - *Default Authentication:* This Account Level authentication is used for all cXML transactional documents and is maintained in another section of your Supplier account. More detail regarding this topic and setup is covered in section **Native cXML transaction setup PunchOut Index File Template**.
 - *Customized Authentication:* This shared secret is used purely for PunchOut catalog connectivity. These credentials will be sent to your PunchOut site to authenticate requests from **ALL** Buyers.
- If using the customized option, type in your Shared Secret, and confirm it.

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name:* Default URL

PunchOut URL:* https://www.supplierpunchoutrequesturl.com

PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.

Visibility: ☒ Public - The URL is applicable for all your customers
☐ Private - Choose the customer who will be directed to the URL below

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret ▼

Shared Secret:* ⓘ

Confirm Shared Secret:*

Pricing Updates: Select... ▼

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Server name indication: ☐ ⓘ

Configuring a SAP Business Network Account for PunchOut

- Uncheck if your URL is not **Server Name Indication (SNI)** enabled.
- Click OK

Create PunchOut Configuration OK Cancel

Fill out the following information to configure your PunchOut URL.

Name: *

PunchOut URL: *

PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.

Visibility: ☒ Public - The URL is applicable for all your customers
☐ Private - Choose the customer who will be directed to the URL below

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method:

Shared Secret: * ⓘ

Confirm Shared Secret: *

Pricing Updates:

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

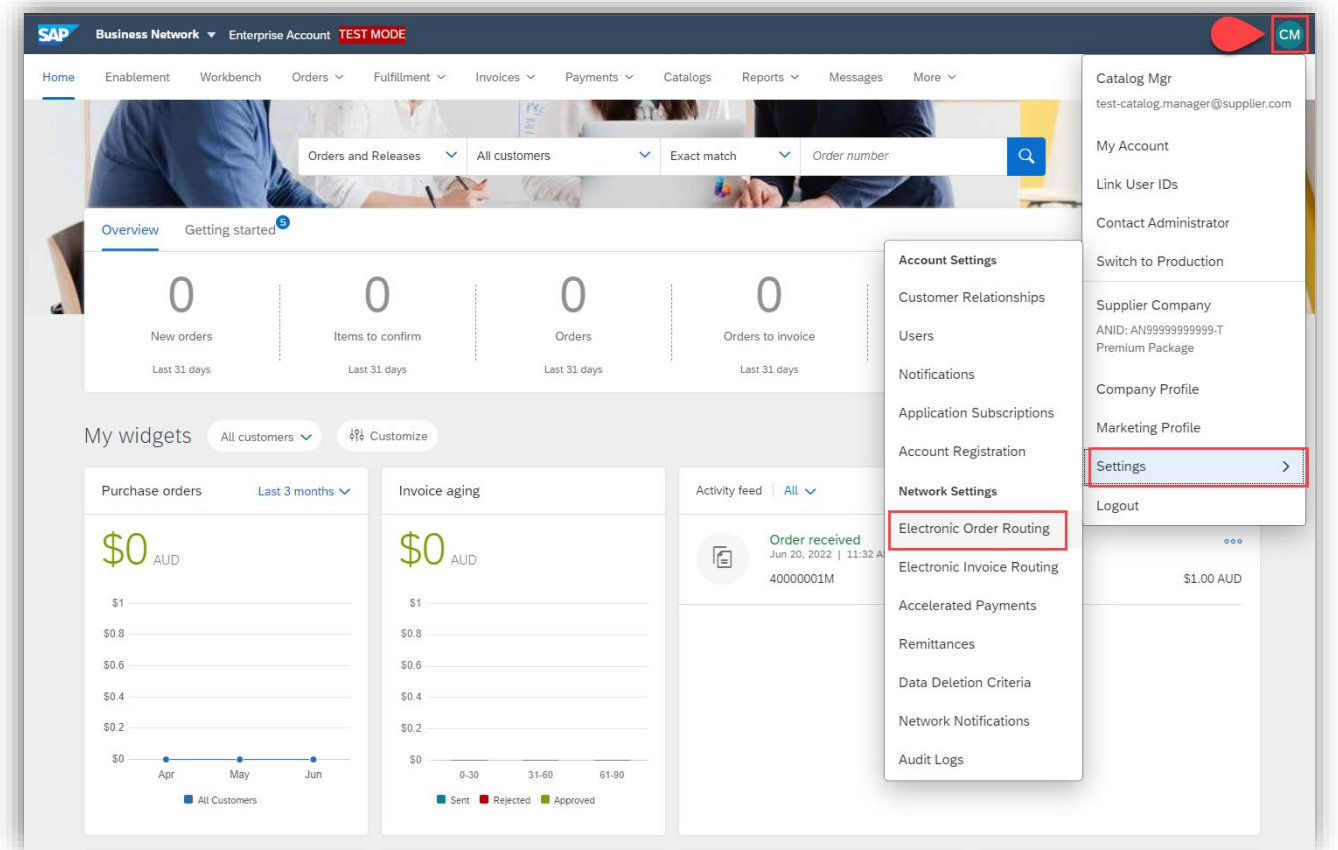
Server name indication: ☐ ⓘ

Native cXML transaction setup

PunchOut Index File Template

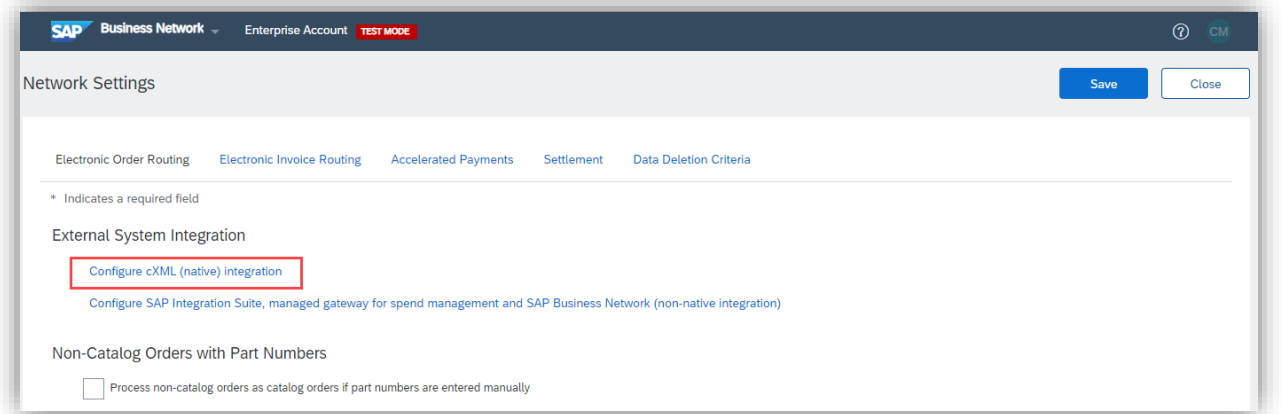
Native cXML transaction setup PunchOut Index File Template

- This option refers to the account level **Default Authentication**. This option would be used for all cXML transactional documents across all customers.
- To access this authentication setup:
 - Click your initials
 - Select Settings
 - Click Electronic Order Routing

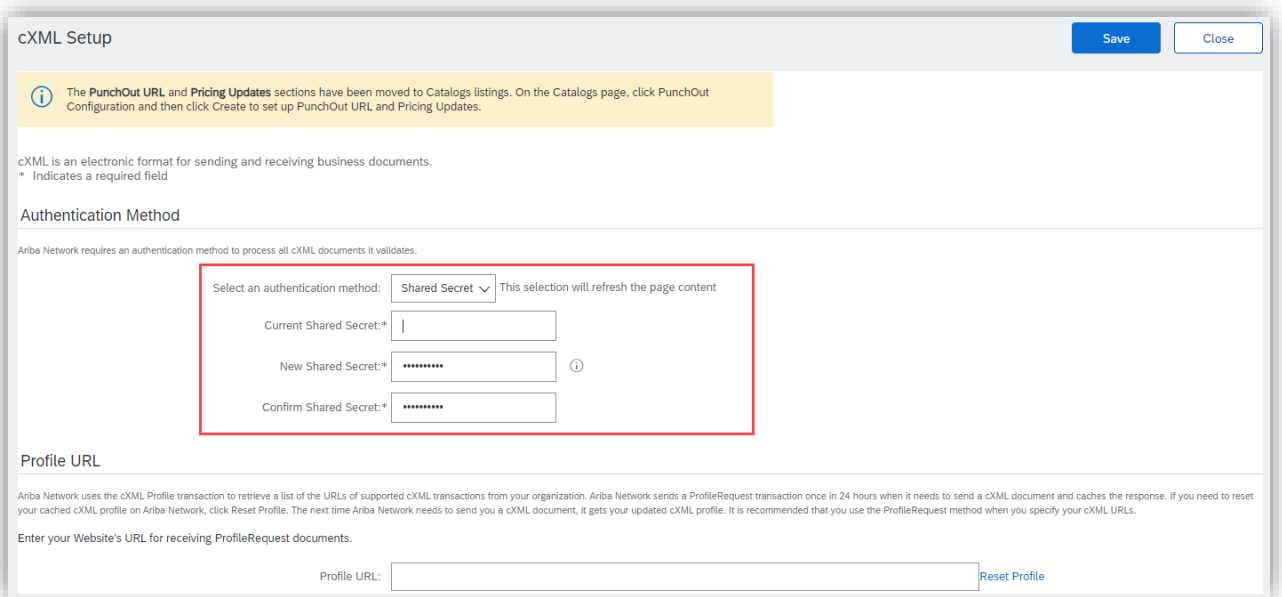


Native cXML transaction setup PunchOut Index File Template

- Click Configure cXML (native) Integration
- Select your Authentication Method. The Preferred method is Shared Secret.
- Type in your Shared Secret credentials.
 - This Shared Secret will be sent to your systems to authenticate requests.
- Click OK



The screenshot shows the 'Network Settings' page in the SAP Business Network interface. The page has a dark blue header with the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' badge. On the right are 'Save' and 'Close' buttons. Below the header, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field'. Under 'External System Integration', the 'Configure cXML (native) Integration' link is highlighted with a red box. Below it is a link for 'Configure SAP Integration Suite'. Under 'Non-Catalog Orders with Part Numbers', there is a checkbox labeled 'Process non-catalog orders as catalog orders if part numbers are entered manually'.



The screenshot shows the 'cXML Setup' page. It has a dark blue header with 'Save' and 'Close' buttons. A yellow information banner at the top states: 'The PunchOut URL and Pricing Updates sections have been moved to Catalogs listings. On the Catalogs page, click PunchOut Configuration and then click Create to set up PunchOut URL and Pricing Updates.' Below this, a note says 'cXML is an electronic format for sending and receiving business documents.' and '* Indicates a required field'. The 'Authentication Method' section has a sub-note: 'Ariba Network requires an authentication method to process all cXML documents it validates.' A red box highlights the 'Select an authentication method:' dropdown menu, which is set to 'Shared Secret'. To the right of the dropdown is the text 'This selection will refresh the page content'. Below the dropdown are three input fields: 'Current Shared Secret:*', 'New Shared Secret:*' (with a masked password), and 'Confirm Shared Secret:*' (with a masked password). An information icon is next to the 'New Shared Secret' field. The 'Profile URL' section has a sub-note: 'Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.' Below this is a text input field for 'Profile URL:' and a 'Reset Profile' link.

Configuring your Customer Specific PunchOut URL connection

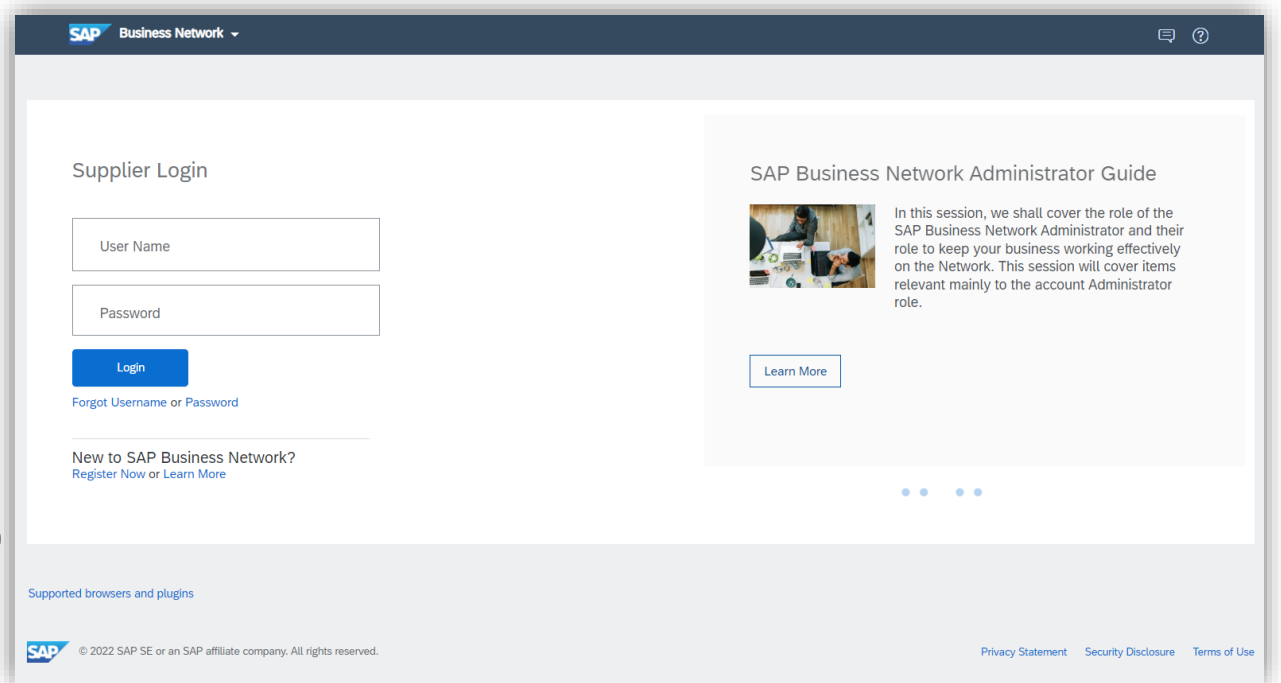
Configuring your Customer Specific PunchOut URL connection

In some cases, you may wish to use a unique PunchOut URL, that is different to your Default URL, for a specific customer.

To configure your customer specific PunchOut URL connection, please follow these steps.

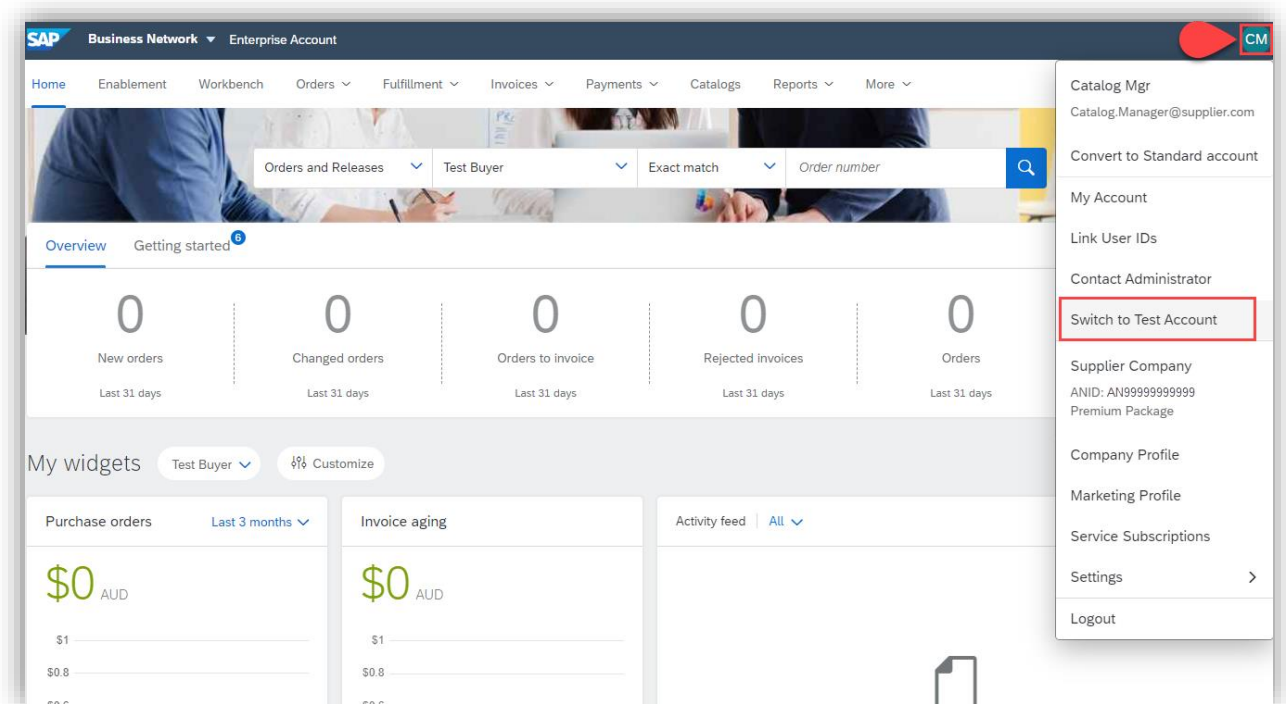
- Login to your **SAP Business Network Supplier Account** (<https://supplier.ariba.com>)

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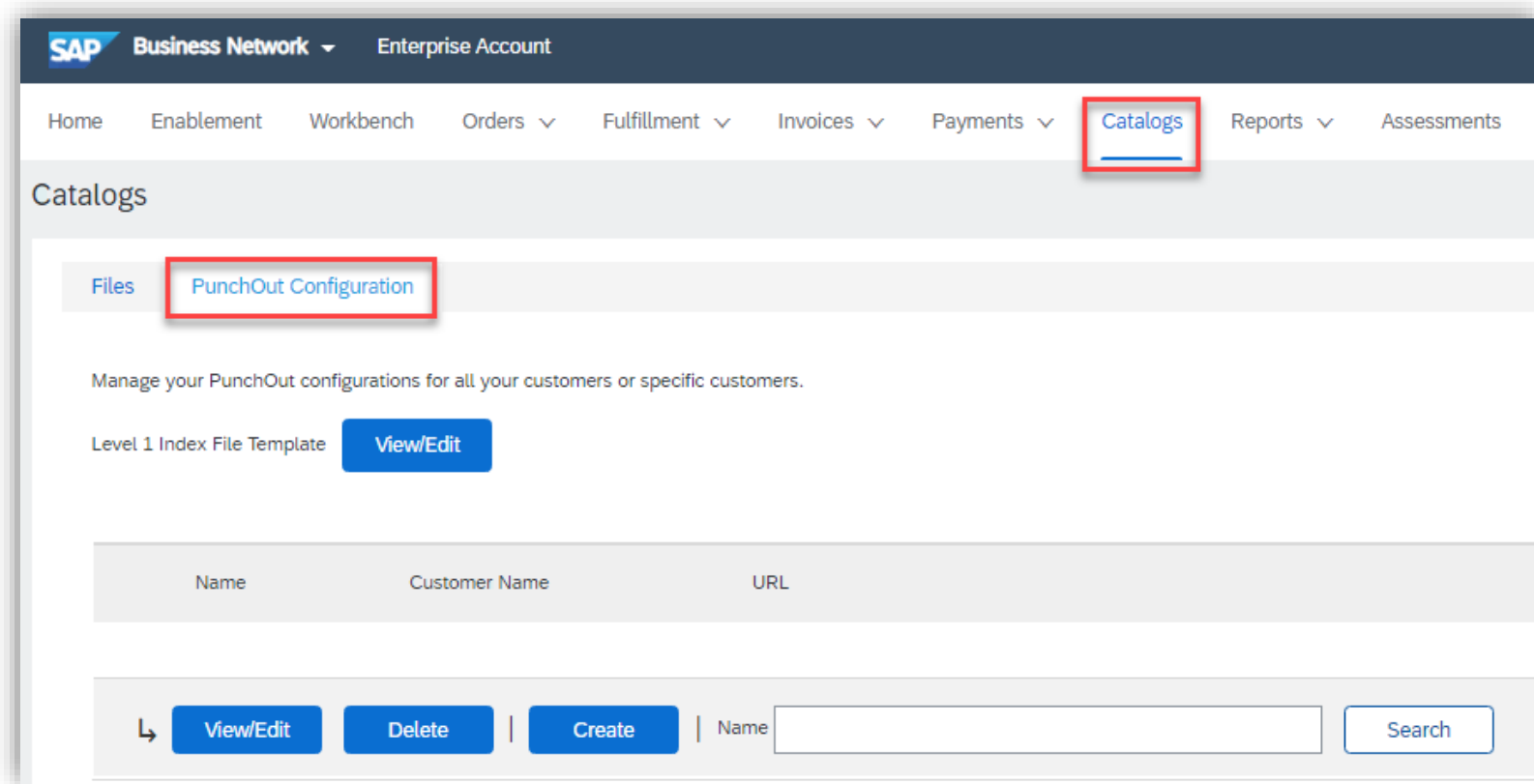
Configuring your Customer Specific PunchOut URL connection

- Switch to your Test Account
 - Your Network Account needs to be set up in both your Test and Production environments
 - Find your initials in the upper right corner and click for the pull down menu, then click “Switch To Test Account”
 - If you don’t see a “Switch to Test Account” link, your Test account has not yet been set up. Contact your SAP Business Network Administrator
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“You are about to switch to Test Mode.”
Click “OK”



Configuring your Customer Specific PunchOut URL connection

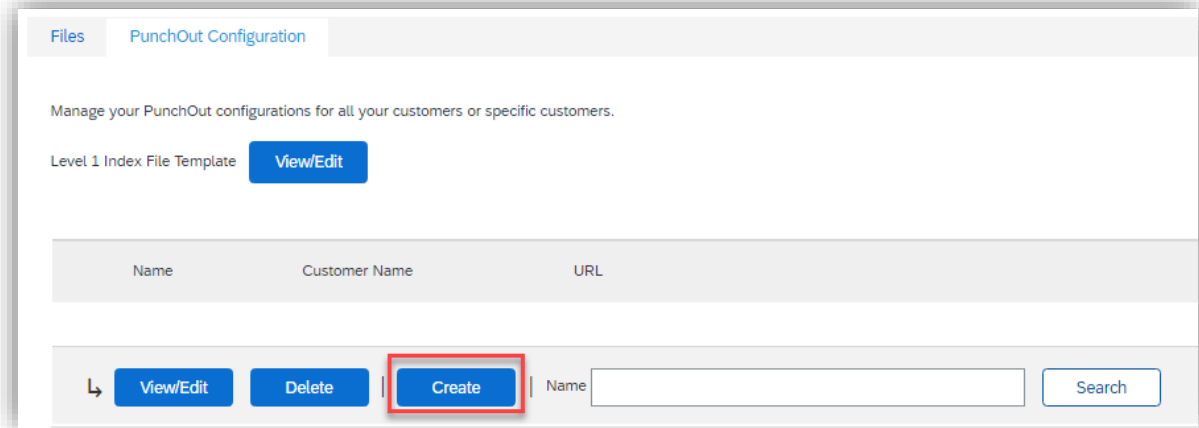
- Go to **Catalog** tab, and click **PunchOut Configuration**.
- Please note the next steps need to be completed in your **Test** and **Production** environments.



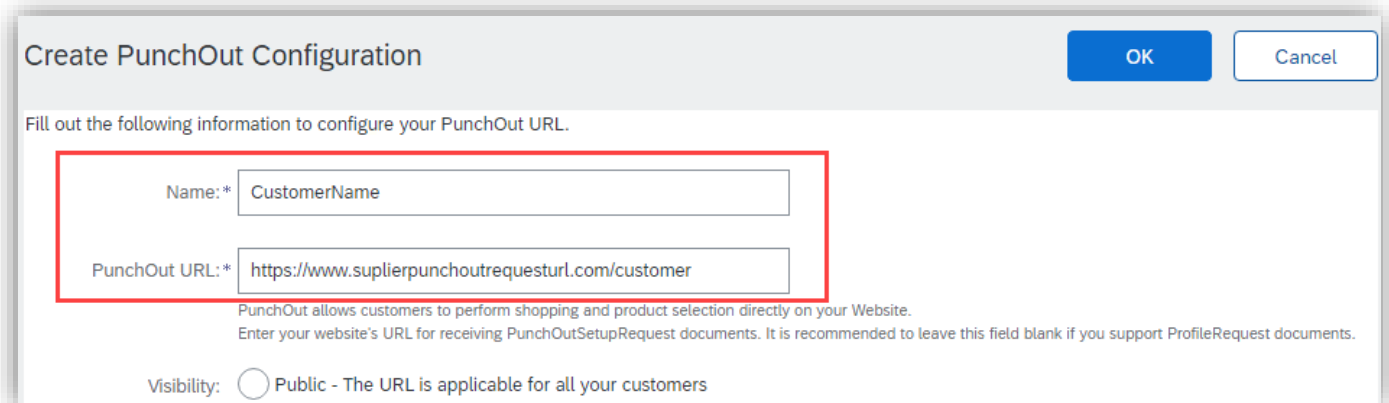
Configuring your Customer Specific PunchOut URL connection

To create your customer specific PunchOut Catalog connection:

- Click on **Create**
- In the **Name** field, write your customer's company name.
- Add your company's complete unique **PunchOut Request URL** within the PunchOut URL field. This is the location where your customer's specific PunchOut requests will be sent to. This field is checked, and its value used each time your customer punches out to your site.
- **Ensure all URLs are HTTPS only to ensure encrypted and secure communications.**



The screenshot shows the 'PunchOut Configuration' page. At the top, there's a 'Files' tab and a 'PunchOut Configuration' tab. Below the tabs, a message says 'Manage your PunchOut configurations for all your customers or specific customers.' There's a 'Level 1 Index File Template' with a 'View/Edit' button. Below this is a table with columns 'Name', 'Customer Name', and 'URL'. At the bottom, there are buttons for 'View/Edit', 'Delete', and 'Create' (which is highlighted with a red box). To the right of the 'Create' button is a 'Name' input field and a 'Search' button.



The screenshot shows the 'Create PunchOut Configuration' dialog box. It has 'OK' and 'Cancel' buttons at the top right. The main text says 'Fill out the following information to configure your PunchOut URL.' Below this, there are two input fields: 'Name: *' with the value 'CustomerName' and 'PunchOut URL: *' with the value 'https://www.supplierpunchoutrequesturl.com/customer'. These two fields are highlighted with a red box. Below the input fields, there's a note: 'PunchOut allows customers to perform shopping and product selection directly on your Website. Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.' At the bottom, there's a 'Visibility' section with a radio button selected for 'Public - The URL is applicable for all your customers'.

Configuring your Customer Specific PunchOut URL connection

- Select **Private** visibility as this URL is applicable to only your specific customer.
 - Note: A table will appear and show all existing customer relationships.
- Next, select **Customized Authentication** option. The Preferred method is **Shared Secret**. This Shared Secret will be sent to you to authenticate requests from your Buyers. Type in your Shared Secret, and confirm it.

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name: * CustomerName

PunchOut URL: * https://www.supplierpunchoutrequesturl.com/customer

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.

Visibility: ☐ Public - The URL is applicable for all your customers
☒ Private - Choose the customer who will be directed to the URL below

Page 1

Customers ↑

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method: Shared Secret

Shared Secret: *

Confirm Shared Secret: *

Pricing Updates: Select...

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Server name indication: ☒

Configuring your Customer Specific PunchOut URL connection

- Uncheck if your URL is not **Server Name Indication (SNI)** enabled.
- Click OK

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name: *

PunchOut URL: *

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your website's URL for receiving PunchOutSetupRequest documents. It is recommended to leave this field blank if you support ProfileRequest documents.

Visibility: ☐ Public - The URL is applicable for all your customers
☒ Private - Choose the customer who will be directed to the URL below

Page 1 ▾ >>

☐ Customers ↑

Authentication: ☐ Default Authentication
☒ Customized Authentication

Select an authentication method:

Shared Secret: * ⓘ

Confirm Shared Secret: *

Pricing Updates:

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Server name indication: ☐ ⓘ

Template and Catalog File Creation for a Level 1 PunchOut Catalog

PunchOut L1 Template

A **PunchOut Template** is a special **CIF Template** that creates a **PunchOut Index file**. There is an additional field which changes a CIF file to a PunchOut Index file called **PunchOut Enabled**.

Here is a sample **L1 PunchOut Template** in Excel format.

[illegible]

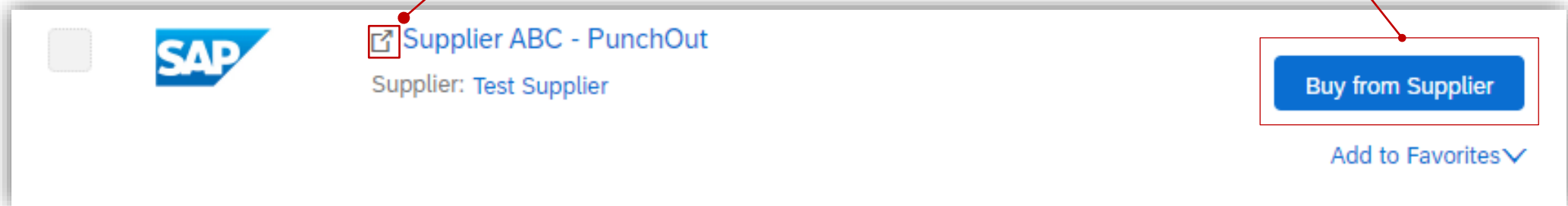
The Template is color coded and has Tool Tips that provide information about how to treat each field.

Each Template includes specific instructions, including custom fields or other requirements set by your Customer.

Templates and Catalog Creation – L1 PunchOut

In **Level 1 PunchOut**, the catalog file is a simple, one line Index file. This is because a L1 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 L1 PunchOut Catalog - ORNL

The 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	

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 different currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Business Network ID Number—“NetworkID”.
 - NetworkID is **REQUIRED** for all suppliers, per **ORNL**.
- **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)
 - **ORNL** is using UNUOM. Field must be set to TRUE.
- **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 L1 PunchOut Catalog - ORNL

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN9999999999	AAA	AAA

FIELD COLOR CODES	
	Required
	Optional, but Preferred
	Optional
	Do not use
	CUSTOM Field/Optional or Optional, but Preferred

Supplier ID - Required

Description: If the Header is set to "NetworkID", then enter the Supplier's Business Network ID.

• NetworkID is **REQUIRED** for all suppliers, per ORNL.

For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN9999999999

Note: If you publish the Catalog in your test account, add a suffix -T to your ANID or DUNS number like this: AN9999999999-T

Supplier Part ID - Required

Description: In L1 PunchOut this can be any value. It is required to be populated. You could set a keyword for your PunchOut system 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 duplicates will cause erratic behavior in the application.

Type of data: String

Maximum length: 255

Example: 2772882

Manufacturer Part ID – Optional, but Preferred

Description: In L1 PunchOut this can be any value. It is not required to be populated, but the field must remain.

This field is Optional, but Preferred to be included on the supplier's website.

Type of data: String

Maximum length: 255

Example: AAA

Creating a L1 PunchOut Catalog - ORNL

Item Description	SPSC Code	Unit Price
<SupplierName> PunchOut Catalog	4412	1.00

- **Item Description - Required**

Description: In L1 PunchOut, use the Supplier Catalog name that contains the name of the supplier.

Type of data: String

Maximum length: 2000

Example: Supplier XYZ PunchOut Catalog

- **SPSC Code - Required**

Description: Classification of the main product or service you sell. It is recommended to use a high level (Level 1 or 2) commodity code that best represents the overall category of products/services sold to your customer. For L1 PunchOut, this commodity code 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

Example: 440000 (level 1) and 44120000 (level 2)

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

ORNL REQUIRES that UNSPSC codes be mapped using their preferred list which can be found in their 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 L1 PunchOut Catalog - ORNL

Unit of Measure	Lead Time	Manufacturer Name
EA		

- **Unit of Measure - Required**

Description: For L1 PunchOut, this must be populated to meet the system requirement—UOM is not used. It is suggested that you use EA.

ORNL REQUIRES that UNSPSC codes be mapped using their preferred list which can be found in their Supplier Information Portal.

Type of data: String - Case Sensitive - Must be Uppercase

Maximum length: 32

Example: EA

- **Lead Time – Required - Value Not Used in L1 Files – SEE SUPPLIER TEMPLATE**

Description: Number of business days between order receiving and delivery to customer.

ORNL wishes to have this field as Required from all suppliers. The buyer is requesting to have this value sent back to them in the Purchase Order Message document (POOM).

Type of data: Integer

Maximum length: 40

Example: 1

- **Manufacturer Name - Do Not Use in L1 Files**

Description: For L1 PunchOut, this is not used, but the field must remain.

This field is Optional to be included on the supplier's website.

Type of data: String

Maximum length: 255

Example: Epson

Creating a L1 PunchOut Catalog - ORNL

Supplier URL	Manufacturer URL	Market Price

- **Supplier URL - Do Not Use in L1 Files**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: String

Maximum length: 255

- **Manufacturer URL - Do Not Use in L1 Files**

Description: For L1 PunchOut, this is not used, but the field must remain

This field is Optional to be included on the supplier's website.

Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

Type of data: String

Maximum length: 255

- **Market Price - Do Not Use in L1 Files**

Description: For L1 PunchOut, this is not used, but the field must remain

Type of data: Decimal

Example: 4.32 or 1234.78

Creating a L1 PunchOut Catalog - ORNL

Supplier Part Auxiliary ID	Language	Currency

- **Supplier Part Auxiliary ID - Optional**
Description: In L1 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 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 – Do Not Use in L1 Files** (If blank, defaults to 'en_US')
Description: For L1 PunchOut, this is not used, but the field must remain.
Type of data: String
Maximum length: 128
Example: en_US
Note: A listing of language codes is in your Customer's Supplier Information Portal
- **Currency – Do Not Use in L1 Files** (Set in Header)
Description: For L1 PunchOut, this is not used, but the field must remain
Type of data: String
Maximum length: Up to 5 - Use ISO 4217 Codes (case-insensitive)
Example: USD, CAD (Canadian Dollar)
Note: A listing of currency codes is in your Customer's Supplier Information Portal

Creating a L1 PunchOut Catalog - ORNL

Short Name
<Supplier Name> PunchOut Catalog

- **Short Name - Required**

Description: In L1 PunchOut, this is what will actually display to the User on the UI

This field is Required by ORNL to be included on the supplier's website.

Type of data: String

Example: <SupplierName> PunchOut Catalog

Maximum length: 50 characters

Creating a L1 PunchOut Catalog - ORNL

Image	Thumbnail
https://www.logoimages.com/Your_Company_Logo_URL	

▪ Image – Required/Company Logo

Description: A remote image using a URL is preferred. URL address must be complete (including https://) and point directly to the image itself.

- Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

A local image can be used. The local image file name in the Image field of the template must be exact (including upper and lower case). The image file should be loaded by the customer in a ZIP file format with the Customer Name and Supplier Name.

Type of data: String

Maximum length: 255

Supported image format: .jpg

Remote Image Size Maximum: 500 x 500 pixels

Local Image Size Maximum: 250 x 250 pixels

▪ Thumbnail – Do Not Use in L1 Files

Description: For L1 PunchOut, this is not used.

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

- Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

Type of data: String

Maximum length: 255

Recommended Size: 85 x 85 pixels

Creating a L1 PunchOut Catalog - ORNL

Effective Date	Expiration Date

- **Effective Date – Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Date that the catalog item becomes valid and visible.

Type of data: Date

Format: YYYY-MM-DD

Note: If you load an item with a date prior to today, the item will be seen immediately, regardless of the Effective Date.

- **Expiration Date - Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Date that the catalog item expires and is removed from catalog visibility.

Type of data: Date

Format: YYYY-MM-DD

Note: In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically.

Creating a L1 PunchOut Catalog - ORNL

Keywords
IT, communication, paper, pens

- **Keywords - Required**

Description: Keywords to help users find your PunchOut L1 website for ordering.

Type of data: String

Maximum length: 2000

Example: Pens, Pencils, Paper, Copier

Creating a L1 PunchOut Catalog – ORNL

PunchOut Enabled	PunchOutLevel
TRUE	

- **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

Input: TRUE or FALSE

Example: True

- **PunchOutLevel - Do Not Use in L1 Files**

Description: For L1 PunchOut, this is not used. Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level.

Type of data: String

Values: Store, Aisle, Shelf, Product

Example: Product

Note: This field is used only by SAP Ariba Buying and Invoicing. L2 PunchOut is not available in Ariba Catalogs or Ariba Procurement Content.

Creating a L1 PunchOut Catalog – ORNL

Green	hazardousmaterials

- **Green - Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Set to yes to indicate that this item is classified as a green item.

Type of data: Flag

Input: Yes

- **hazardousmaterials – Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Set to yes to indicate that this item is classified as a hazardous material/controlled substance.

Type of data: Flag

Input: Yes

Creating a L1 PunchOut Catalog – ORNL

IsPreferredItem	IsInternalPartId

- **IsPreferredItem – Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Set to yes to indicate that this item is from a preferred supplier.

Type of data: Flag

Format/Input: Yes

- **IsInternalPartId - Do Not Use in L1 Files**

Description: For L1 PunchOut, this field is not used.

This field is Optional to be included on the supplier's website.

Part identifier used by the Buyer. Set to yes to indicate that the catalog item is a non-standard item.

Type of data: Flag

Format/Input: Yes

Creating a L1 PunchOut Catalog – ORNL

DefaultRelevance
1

- **DefaultRelevance** – **Required for PunchOut Level 1** DO NOT CHANGE THIS DEFAULT FIELD. THIS VALUE MUST REMAIN IN THE FILE.

Description: Partially determines the relevance ranking the procurement application uses to display catalog items in a search.

Type of data: Integer

Default Value: 1

Length: 1

Creating a L1 PunchOut Catalog – ORNL

Price Unit Quantity	Price Unit

Unit Conversion	Pricing Description

▪ Price Unit Quantity – Do Not Use in L1 Files

Description: For L1 PunchOut, this field is not used. **This field is Optional to be included on the supplier's website.**

The quantity corresponding to the unit price of the item specified by the supplier. The unit price is based on the price unit quantity of the item. This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: Decimal

▪ Price Unit - Do Not Use in L1 Files

Description: For L1 PunchOut, this field is not used. **This field is Optional to be included on the supplier's website.**

The unit of measure for the unit price. This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: String

▪ Unit Conversion – Do Not Use in L1 Files

Description: For L1 PunchOut, this field is not used. **This field is Optional to be included on the supplier's website.**

Ratio used to convert the ordered unit to the price unit. The unit price is based on the price unit quantity and the price unit. Ariba uses the unit conversion to calculate the subtotal of an item using the following formula: $\text{Subtotal} = \text{Quantity} * (\text{Unit Conversion} / \text{Price Unit Quantity}) * \text{Unit Price}$

This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: Decimal

▪ Pricing Description - Do Not Use in L1 Files

Description: For L1 PunchOut, this field is not used. **This field is Optional to be included on the supplier's website.**

Any information for advanced pricing details. You can use this field to store additional information on the unit conversion calculation.

Type of data: String

Creating a L1 PunchOut Catalog – ORNL

cus_SafetyDataSheetURL	ElectricalEquipment	NRTLListed

- **cus_SafetyDataSheetURL – CUSTOM FIELD/Do Not Use in L1 Files**

Description: Web address of the supplier's safety data sheet.

This field is Optional, but Preferred to be included on the supplier's website. Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

Type of data: String

Length: 255

- **ElectricalEquipment – CUSTOM FIELD/Do Not Use in L1 Files**

Description: Set to TRUE to indicate that this item is classified as an electrical equipment item.

This field is Optional, but Preferred from Electrical suppliers. The supplier will need to send this information back in the PunchOut Order Message document.

Type of data: Boolean/Flag

Input: TRUE or FALSE (Blank = False)

- **NRTLListed – CUSTOM FIELD/Do Not Use in L1 Files**

Description: Set to Yes to indicate that this electrical item is NRTL Listed. Set to No to indicate that this electrical item is not NRTL Listed.

This field is Optional, but Preferred from Electrical suppliers. The field is Required when Electrical Equipment is selected. The supplier will need to send this information back in the PunchOut Order Message document.

Type of data: String

Input: Yes or No – Case Sensitive – Must be exact

Creating a L1 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 your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https://) *Example:*
https://server/directory/imagefilename.jpg
 - Point to the image itself—not a program that serves up images
 - Ensure all URLs are HTTPS only to ensure encrypted and secure communications.
- 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 SBN Account

Template and Catalog File Creation for a Level 2 PunchOut Catalog

PunchOut L2 Template

A **PunchOut L2 Template** is a special **CIF Template** that creates a **PunchOut Index file**. The addition of two fields changes a CIF file to a PunchOut Index file. The fields are:

- **PunchOut Enabled** and
- **PunchOutLevel**

Here is a sample **L2 PunchOut Template** in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	CIF_I_V3.0																			
2	CHARSET:	UTF-8																		
3	LOADMODE:	F																		
4	CODEFORMAT:	UNSPSC																		
5	CURRENCY:	AUD																		
6	SUPPLIERID DOMAIN:	NetworkID																		
7	ITEMCOUNT:	5																		
8	TIMESTAMP:	12/1/2099																		
9	UNUOM:	TRUE																		
10	COMMENTS:	You may add comments here																		
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	Required	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language	Currency	Short Name	Image	Thumbnail	PunchOut Enabled	PunchOutLevel		
12	DATA				Detailed Description of the product or service.															
13	AN98765432100-T	2772882	TTSIBM412CID	Jabra Evolve 65 Headset, Stereo, Bluetooth	Type: String	1	Jabra	http://www.idg.com/2772967				en US	AUD	Headset, Bluetooth	https://images2.in	https://images2.in	TRUE	Product		
14	AN98765432100-T	2772967	IDG076450049X	Adobe Acrobat for Dummies, Book	Length: 2000	1	IDG Books Wor	http://www.idg.com/2772967				en US	AUD	Acrobat PDF for Dummies	https://images2.in	https://images2.in	TRUE	Product		
15	AN98765432100-T	2772276	IDG076458722	Ballpoint Pens, PaperMate, Medium Point, Blue Ink,		1	PaperMate	http://www.idg.com/2772967				en US	AUD	Pens, Ballpoint	Image/Logo.jpg		TRUE	Product		
16	AN98765432100-T	2772981	IDG076450052X	Mead File Folders, Tabbed 3 Position, Box of 100		1	Mead	http://www.idg.com/2772981				en US	AUD	File Folders, 8-1/2 x 11, Manila			TRUE	Product		
17	AN98765432100-T	2772985	IDG07645762	Stapler, Swingline 405, Black		1	Swingline	http://www.idg.com/2772981				en US	AUD	Stapler, Standard desk						
18	ENDOFDATA																			

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

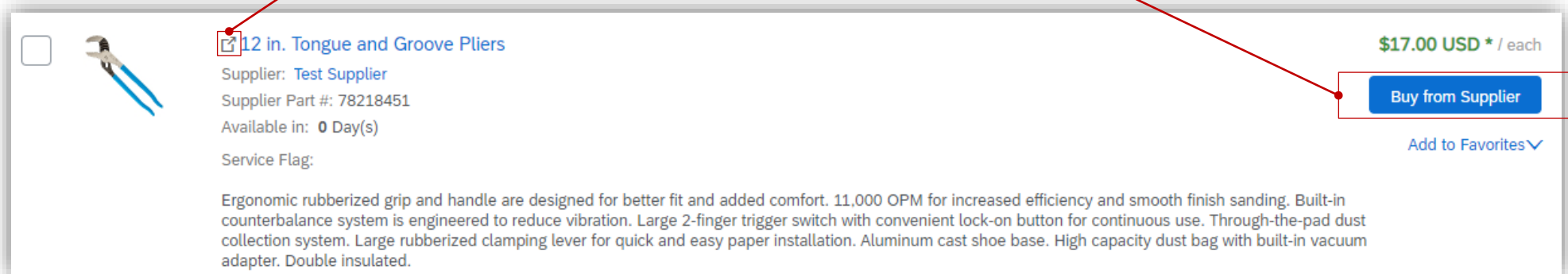
Each Template includes specific instructions, including custom fields or other requirements set by your Customer.

Creating a L2 PunchOut Catalog

In **Level 2 PunchOut**, the catalog file is a combination of static catalog information (this is used to search) and it also contains the **PunchOut Enabled** and **PunchOut Level** fields, to tell the system that this is a PunchOut catalog, and the User will be taken to the Supplier's website to add items to their cart as they shop.

L2 PunchOut items appear on the Catalog interface just as a static item does, but has the “Buy from Supplier” button instead of “Add to Cart”.

The PunchOut icon tells you that this is an external catalog, as well as the “Buy From Supplier” button.



Creating a L2 PunchOut Catalog - ORNL

The 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	

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 different currency
- **SUPPLIERID_DOMAIN**—Specifies the Domain used. The preferred value is the Supplier’s Business Network ID Number—“NetworkID”.
 - NetworkID is **REQUIRED** for all suppliers, per **ORNL**.
- **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)
 - **ORNL** is using UNUOM. Field must be set to TRUE.
- **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 L2 PunchOut Catalog - ORNL

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN999999999999	12345	CFG 11562
AN999999999999	87690	87690-12
AN999999999999	479-56	A100-BLK

FIELD COLOR CODES	
	Required
	Optional, but Preferred
	Optional
	Do not use
	CUSTOM Field/Optional or Optional, but Preferred

▪ Supplier ID - Required

Description: If the Header is set to "NetworkID", then enter the Supplier's SAP Business Network ID.

- NetworkID is **REQUIRED** for all suppliers, per ORNL.

For PunchOut, be sure the Supplier can accept the Domain and value in their system for authentication

Type of data: String

Maximum length: 255

Example: AN999999999999

Note: If you publish the Catalog in your test account, add a suffix -T to your ANID or DUNS number like this: AN999999999999-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 L2 PunchOut Catalog - ORNL

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.

ORNL REQUIRES that UNSPSC codes be mapped using their preferred list which can be found in their Supplier Information Portal.

■ Unit Price – Optional, but Preferred

Description: Customer-specific price.

Customer-specific price. For L2 PunchOuts the price can be left blank only under special circumstances with approval from the ORNL.

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 L2 PunchOut Catalog - ORNL

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"

ORNL REQUIRES that UoM codes be mapped using their preferred list which can be found in their Supplier Information Portal.

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 - Required

Description: Number of business days between order receiving and delivery to customer.

ORNL wishes to have this field as Required from all suppliers. The buyer is requesting to have this value sent back to them in the Purchase Order Message document (POOM).

Type of data: Integer

Maximum length: 40

Example: 1

▪ Manufacturer Name – Optional

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Creating a L2 PunchOut Catalog - ORNL

Supplier URL	Manufacturer URL	Market Price
https://www.supplier.com	https://www.manu.com	12.95
https://www.supplier.com		2296.56
https://www.supplier.com		4.86
https://www.supplier.com		12.86

▪ Supplier URL – Optional, but Preferred

Description: A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.)

- Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

Type of data: String

Maximum length: 255

Example: https://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.)

- Ensure all URLs are HTTPS only to ensure encrypted and secure communications.

Type of data: String

Maximum length: 255

Example: https://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 L2 PunchOut Catalog - ORNL

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: 128

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: Up to 5 - Use ISO 4217 Codes (case-insensitive)

Example: USD, CAD (Canadian Dollar)

Note: A listing of currency codes is in your Customer's Supplier Information Portal

Creating a L2 PunchOut Catalog - ORNL

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: 50 characters

Note: If the “Short Name” field is left blank, the first 50 characters of the Item Description column will automatically fill the “Short Name” field.

Creating a L2 PunchOut Catalog - ORNL

Image	Thumbnail
12354.Jpg	https://www.1.com/12354.jpg
https://www.1.com/34.jpg	https://www.1.com/34.jpg
587.jpg	https://www.1.com/587.Jpg
https://www.1.36.jpg	https://www.1.36.jpg

▪ Image – Optional, but Preferred

Description: A remote image using a URL is preferred. URL address must be complete (including https://) and point directly to the image itself.

- **Ensure all URLs are HTTPS only to ensure encrypted and secure communications.**

A local image can be used. The local image file name in the Image field of the template must be exact (including upper and lower case). The image file should be loaded by the customer in a ZIP file format with the Customer Name and Supplier Name.

Type of data: String

Maximum length: 255

Supported image format: .jpg

Remote Image Size Maximum: 500 x 500 pixels

Local Image Size Maximum: 250 x 250 pixels

▪ Thumbnail - Optional, but Preferred

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

- **Ensure all URLs are HTTPS only to ensure encrypted and secure communications.**

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

Creating a L2 PunchOut Catalog - ORNL

Effective Date	Expiration Date
2018-01-06	2018-12-31
	2018-01-08
2018-01-06	

- **Effective Date – Optional**

Description: Date that the catalog item becomes valid and visible.

Type of data: Date

Format: YYYY-MM-DD

Note: If you load an item with a date prior to today, the item will be seen immediately, regardless of the Effective Date.

- **Expiration Date - Optional**

Description: Date that the catalog item expires and is removed from catalog visibility.

Type of data: Date

Format: YYYY-MM-DD

Note: In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically.

Creating a L2 PunchOut Catalog - ORNL

Keywords
IT, communication
IT, book

- **Keywords – Optional**

Description: Additional keywords to help users find items

Type of data: String

Example: IT, communication, pen, paper, electric, cleaning supplies

Maximum length: 2000

Creating a L2 PunchOut Catalog - ORNL

PunchOut Enabled	PunchOutLevel
TRUE	Product

- **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

Input: TRUE or FALSE

Example: True

- **PunchOutLevel - Required**

Description: Tells the system that this item is a L2 PunchOut item that will take the User to the Supplier's site at the **Store** Level (like a L1), the **Aisle** level (a category, that requires then to further refine the search on the Supplier's site), the **Shelf** level (a refined category that results in only a few items that will all be displayed in the PunchOut) or the **Product** level (this takes the User to the exact item on the Supplier's site that they searched for in Ariba). **Product** is the most common level

Type of data: String

Values: Store, Aisle, Shelf, Product

Example: Shelf

Defined Level: Product

Creating a L2 PunchOut Catalog – ORNL

Green	hazardousmaterials
Yes	
	Yes

- **Green - Optional**

Description: Set to yes to indicate that this item is classified as a green item.

Type of data: Flag

Input: Yes

- **hazardousmaterials – Optional**

Description: Set to yes to indicate that this item is classified as a hazardous material/controlled substance.

Type of data: Flag

Input: Yes

Creating a L2 PunchOut Catalog – ORNL

IsPreferredItem	IsInternalPartId
Yes	
	Yes

- **IsPreferredItem – Optional**

Description: Set to yes to indicate that this item is from a preferred supplier.

Type of data: Flag

Format/Input: Yes

- **IsInternalPartId - Optional**

Description: Part identifier used by the Buyer. Set to yes to indicate that the catalog item is a non-standard item.

Type of data: Flag

Format/Input: Yes

Creating a L2 PunchOut Catalog – ORNL

Price Unit Quantity	Price Unit
1	Box

Unit Conversion	Pricing Description
0.2	Price quoted for one box

- **Price Unit Quantity – Optional**

Description: The quantity corresponding to the unit price of the item specified by the supplier. The unit price is based on the price unit quantity of the item. This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: Decimal

- **Price Unit - Optional**

Description: The unit of measure for the unit price. This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: String

- **Unit Conversion – Optional**

Description: Ratio used to convert the ordered unit to the price unit. The unit price is based on the price unit quantity and the price unit. Ariba uses the unit conversion to calculate the subtotal of an item using the following formula:

$$\text{Subtotal} = \text{Quantity} * (\text{Unit Conversion} / \text{Price Unit Quantity}) * \text{Unit Price}$$

This is a mandatory field if you want to specify the catalog item with advanced pricing details.

Type of data: Decimal

- **Pricing Description - Optional**

Description: Any information for advanced pricing details. You can use this field to store additional information on the unit conversion calculation.

Type of data: String

Creating a L2 PunchOut Catalog – ORNL

cus_SafetyDataSheetURL	ElectricalEquipment	NRTLListed
https://12345@url.com		
	True	True

- **cus_SafetyDataSheetURL** – **CUSTOM FIELD**/Optional, but Preferred (does not apply to MRP items)

Description: Web address of the supplier's safety data sheet.

**This field is Optional, but Preferred to be included on the supplier's website.
Ensure all URLs are HTTPS only to ensure encrypted and secure communications.**

Type of data: String

Length: 255

- **ElectricalEquipment** – **CUSTOM FIELD**/Optional, but Preferred

Description: Set to TRUE to indicate that this item is classified as an electrical equipment item.

**This field is Optional, but Preferred from Electrical suppliers.
This field is Optional, but Preferred for MRP items.**

Type of data: Boolean/Flag

Input: TRUE or FALSE (Blank = False)

- **NRTLListed** – **CUSTOM FIELD**/Optional (Optional, but preferred for MRP items)
Required when Electrical Equipment is selected.

Description: Set to Yes to indicate that this electrical item is NRTL Listed. Set to No to indicate that this electrical item is not NRTL Listed

This field is Optional, but Preferred from Electrical suppliers but Required when Electrical Equipment is selected.

Type of data: String

Input: Yes or No – Case Sensitive – Must be exact

Creating a L2 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 your Customer to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including https://) *Example:*
https://server/directory/imagefilename.jpg
 - Point to the image itself—not a program that serves up images
 - Ensure all URLs are HTTPS only to ensure encrypted and secure communications.
- 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 SBN Account

Uploading and Publishing PunchOut Catalogs

Business 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 these size, you can convert them to CIF manually and upload the CIF files. Business 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.

Uploading and Publishing PunchOut Catalogs

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

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

SAP Business Network Administrator Guide

In this session, we shall cover the role of the SAP Business Network Administrator and their role to keep your business working effectively on the Network. This session will cover items relevant mainly to the account Administrator role.

[Learn More](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

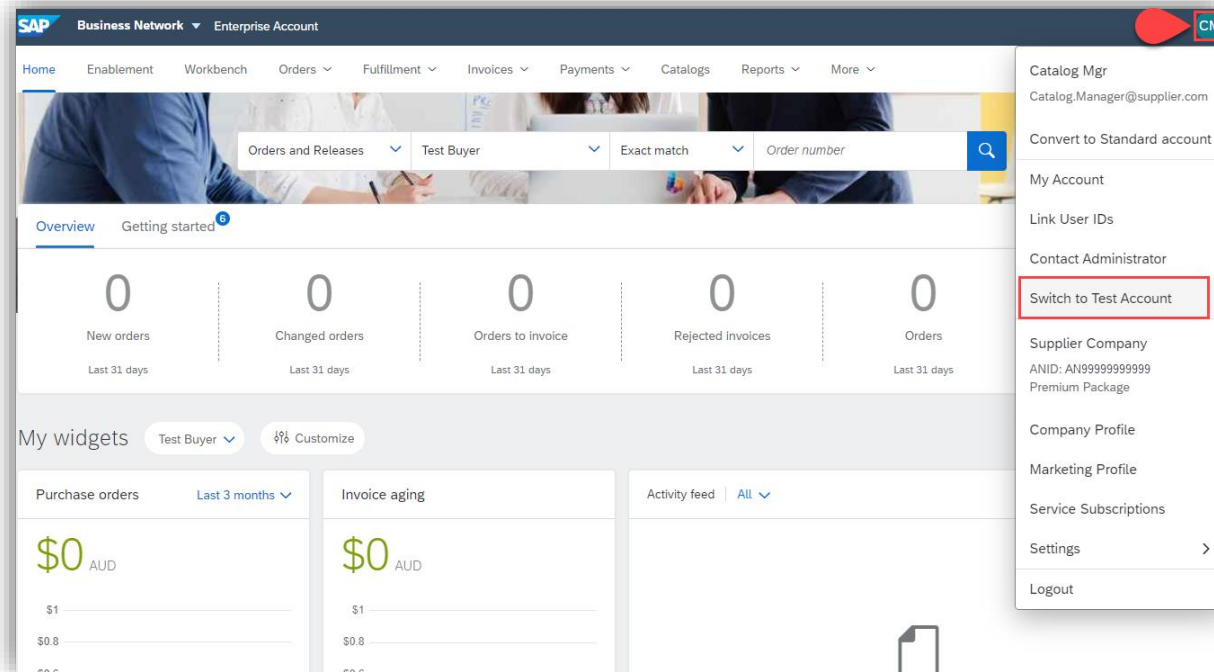
[Supported browsers and plugins](#)

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Uploading and Publishing PunchOut 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 initials in the upper right corner and click for the pull down menu, then click “Switch To Test Account”
 - If you don’t see a “Switch to Test Account” link, your Test account has not yet been set up. Contact your SAP Business Network Administrator



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

Uploading and Publishing PunchOut Catalogs

- When uploading a Catalog on SAP Business Network, there are four steps you will follow:
 - 1. Uploading**—Transfers the Catalog file from your local drive to the SAP Business 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 PunchOut Catalogs

- Navigate to the Catalogs Tab and click “Files” tab.

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

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'Catalogs'. The 'Catalogs' tab is selected. Below the navigation bar, the 'Files' sub-tab is selected. The main content area displays a table of catalog entries. The first entry, 'TestPunchOut', is selected. Below the table, there are buttons for 'View/Edit', 'Test', 'Delete', 'Create', and 'Refresh'. The 'Create' button is highlighted with a red box.

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility
None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B	

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

Buttons: View/Edit, Test, Delete, Create, Refresh

Uploading and Publishing PunchOut 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

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*

Catalog Name: *

PunchOut Level 1: ☐

Created By: Catalog Manager

Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Characters left: 1000

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

Commodities: ⓘ

Description
No items

↳ Delete Add

Next Exit

Uploading and Publishing PunchOut 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. Use the following format:
SupplierName_ORNL_Country_CatalogType (L1/L2)
- **Example:** **SupplierName_ORNL_US_L1**
- **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
- **Do not select PunchOut Level 1 unless requested by your SAP Ariba Catalog Specialist.**
- 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: *

PunchOut Level 1: ☒

Created By: Catalog Manager

Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

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

Commodities: ①

Delete Add

Next Exit

Uploading and Publishing PunchOut 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 Customer does not appear, it means that your company has not established a relationship with your Customer yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click “Next”

Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

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 Page 1

Customers	Catalog Validation Rules	Validation Status for Version 1
☐ Customers ↑		
☒ Customer 1	View	Pending Validation
☐ Customer 2	View	Pending Validation

Previous Next Exit

Uploading and Publishing PunchOut Catalogs

③ Content

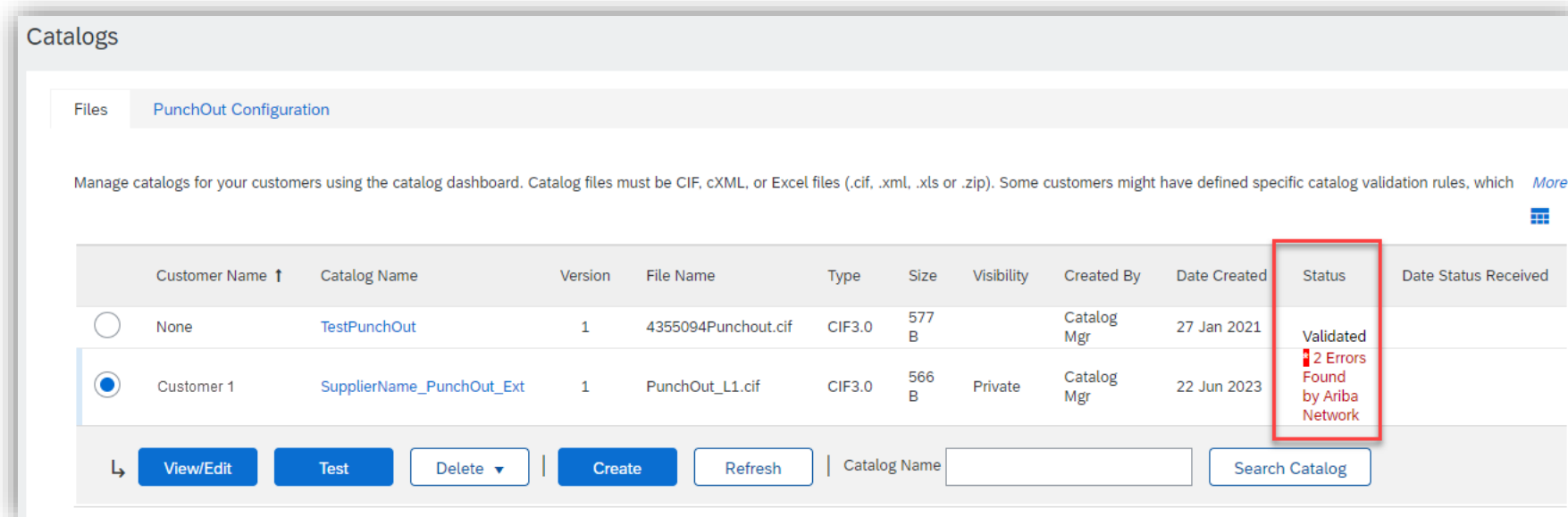
- Select your **Catalog File**, by clicking “Choose File” and navigating to where your file is saved.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression.
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file 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.

The screenshot displays the 'Create a New Catalog' web interface. On the left, a sidebar contains three steps: '1 Details', '2 Subscriptions', and '3 Content', with '3 Content' being the active step. The main area has a header 'Create a New Catalog' with 'Previous' and 'Exit' buttons. Below the header, instructions state: 'Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, [More](#)'. A red box highlights the 'UPLOAD YOUR CATALOG FILE' section, which includes a 'Choose File' button and the text 'No file chosen'. 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, a red box highlights the 'Validate and Publish' button.

Uploading and Publishing PunchOut 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 SAP Business 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

Files [PunchOut Configuration](#)

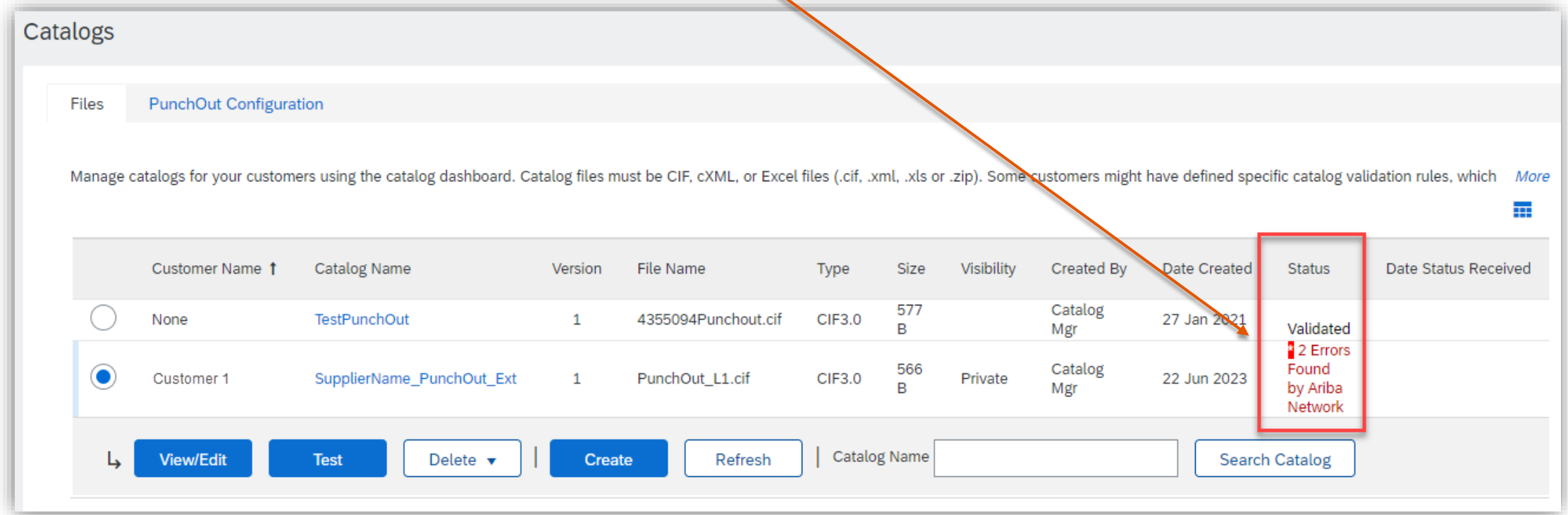
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
☐	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☒	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create](#) [Refresh](#) | Catalog Name [Search Catalog](#)

Uploading and Publishing PunchOut Catalogs

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



Catalogs

Files [PunchOut Configuration](#)

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, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
☐	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☒	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

↳ [View/Edit](#) [Test](#) [Delete ▼](#) | [Create](#) [Refresh](#) | Catalog Name [Search Catalog](#)

Uploading and Publishing PunchOut Catalogs

■ Viewing Validation Errors

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

The screenshot shows the 'Edit a Catalog' interface. On the left is a sidebar with four tabs: '1 Details', '2 Content', '3 Errors' (which is selected), and '4 Subscriptions'. The main area has a header 'Edit a Catalog' with 'Previous', 'Next' (highlighted in blue), and 'Exit' buttons. Below the header, a message states: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edit the content.' A link 'Upload new catalog file.' is provided. The section is titled 'Catalog Validation Errors' with a grid icon. A table with a red border lists the errors:

Description ↑	Field	Line Number in Your Catalog File	Customer
The item on line 14 duplicates another item with key supplierid supplierpartid supplierpartauxiliaryid		14	Customer ABC
Missing required field	Supplier Part ID	12	Customer ABC

At the bottom of the main area are 'Previous', 'Next' (highlighted in blue), and 'Exit' buttons.

- In this case, the Network is telling us that the **Supplier Part ID / Supplier Part Auxiliary ID** combination is not unique on line 14 and line 12 is missing a **Supplier Part ID**.
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing PunchOut 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 PunchOut Catalogs

Due to the nature of L1 PunchOut Index files, it is rare that you would need to update them. Only a change to the logo, the Description to appear on the UI or additional keywords would require an update to a L1 Catalog.

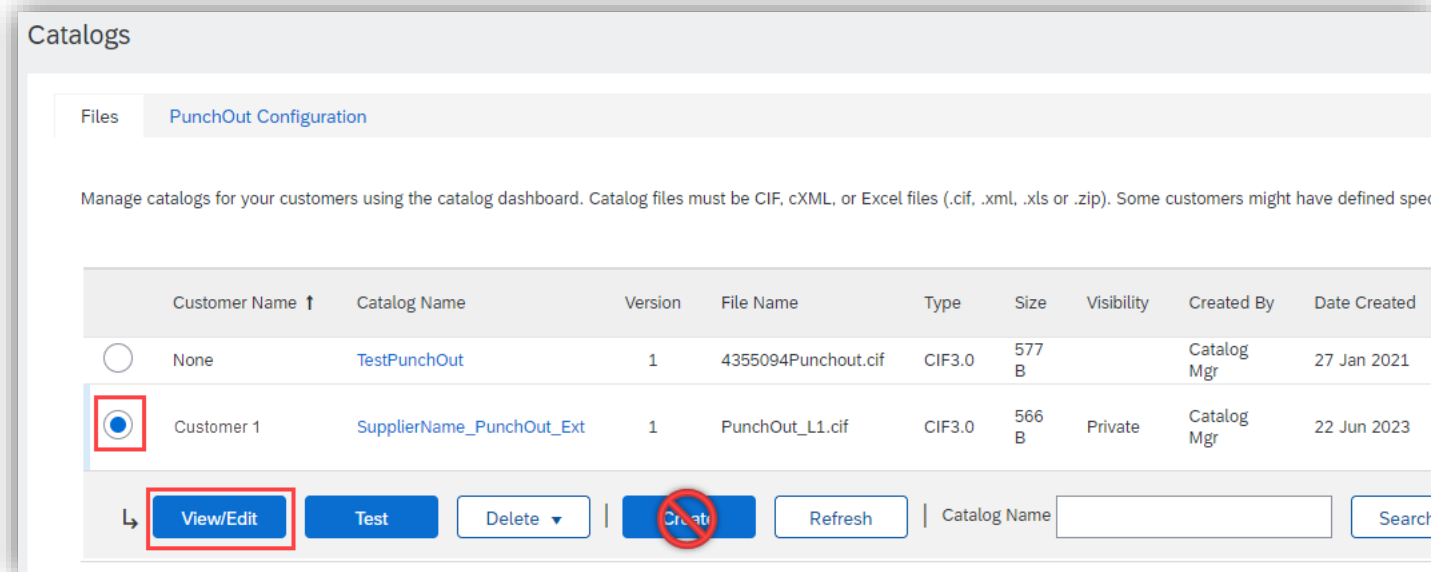
For L2, updating will occur much like a static catalog. Since the Index file is used for searching the items in the Supplier's catalog, before punching the User out to their website, it is important that the data in the L2 Index files be kept current.



Replacing Existing PunchOut Catalogs

To replace an existing Catalog, the steps are almost the same as uploading a new Catalog for the Customer.

- Log into your SAP Business Network account
- Navigate to **Catalogs**
- Update the Catalog—using “View/Edit”
 - When *replacing* an existing Catalog, do **not** use the “Create” button—it is important to keep the **same** Catalog Name. The file name **can** be different:



Replacing Existing PunchOut Catalogs

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

The screenshot shows the 'Catalogs' dashboard in SAP. It features a table with columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, and Date Created. Two catalogs are listed: 'TestPunchOut' for 'None' and 'SupplierName_PunchOut_Ext' for 'Customer 1'. The 'View/Edit' button for the 'Customer 1' catalog is highlighted with a red box. Below the table, there are buttons for 'View/Edit', 'Test', 'Delete', 'Create', and 'Refresh', along with a search bar.

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created
☐ None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021
☒ Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023

Buttons: View/Edit, Test, Delete, Create, Refresh

Search: Catalog Name [] Search

- Click “View/Edit”

Replacing Existing PunchOut 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

Edit a Catalog

Next Exit

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

1 Details

2 Content

3 Errors

4 Subscriptions

Catalog Name: SupplierABC_PunchOut_EXT
File Name: DEMO_PunchOut.cif
Created By: Catalog Mgr
Date Created: Wednesday 5 Apr 2023 10:44 AM GMT+10:00
Version: 1
Size: 758 B
Item Count: 3
Type: CIF3.0
Status: Errors Found
Errors: 2

Description: Updated Catalog with new pricing - March 2023

Characters left: 1000

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

Commodities: ⓘ

Description

No items

Delete Add

Next Exit

- Click “Next”

Replacing Existing PunchOut Catalogs

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

1 Details

2 **Content**

3 Errors

4 Subscriptions

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File.

Content Items

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price
1	Delete	AN01234567891-T	AAA	AAA	SupplierABC Punchout Catalog 2	12	1
2	Delete	AN01234567891-T	AAA1	AAA	SupplierABC Punchout Catalog 2	12	1
3	Delete	AN01234567891-T	AAA2	AAA	SupplierABC Punchout Catalog 2	12	1

Add Item

Previous **Upload Catalog File** Download Catalog File Update Header Data Exit

- Click the **Upload Catalog File** button. This will replace the existing Catalog File with our updated Catalog

Replacing Existing PunchOut Catalogs

- Select your Catalog file, by clicking the **Choose File** button and navigating to where your file is saved.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click “Validate and Publish”

Edit a Catalog Previous Exit

1 Details

2 Content

3 Errors

4 Subscriptions

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click **Help** at the top of the page.

UPLOAD YOUR CATALOG FILE

Choose File No file chosen

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

Validate and Publish

- As your Catalog loads, you will be returned to the Catalog Home screen and the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change. Be sure to wait for the validation to finish

Replacing Existing PunchOut Catalogs

- When your Catalog passes the Network upload validation, the Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—note that these are **all** valid statuses. The upload is complete.

Catalogs

Files [PunchOut Configuration](#)

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, which [More](#)

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
☐	None	TestPunchOut	1	4355094Punchout.cif	CIF3.0	577 B		Catalog Mgr	27 Jan 2021	Validated	
☒	Customer 1	SupplierName_PunchOut_Ext	2	PunchOut_CatalogL1.cif	CIF3.0	582 B	Private	Catalog Mgr	22 Jun 2023	Pending Buyer Validation	
	Customer 1	SupplierName_PunchOut_Ext	1	PunchOut_L1.cif	CIF3.0	566 B	Private	Catalog Mgr	22 Jun 2023	2 Errors Found by Ariba Network	

↳ [View/Edit](#) [Test](#) [Delete](#) | [Create](#) [Refresh](#) | Catalog Name [Search Catalog](#)

- Notice that the Catalog Name stayed the same, but the new File Name we loaded is reflected on the Network.
- The Network does Catalog version control for you. See that our replacement Catalog is now Version 2, and is active. Note that the radio button has moved up to our new active version.

Replacing Existing PunchOut 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.

Testing Connectivity

Testing Connectivity

All PunchOut catalogs **must** be tested in both the **Test** and **Production** environments.

Success in the **Test** environment does not mean that the catalog will connect properly in **Production**.

- Supplier ANIDs in a Test environment contain a “-T” suffix (*Example: AN999999999999-T*)—in Production there is no “-T”. This means the that the PunchOut in Production is using a different “User Name”.
- The Network does not allow the same Shared Secret to be set for both Test and Production—this means the PunchOut in Production is using a different “Password”.

Once the PunchOut Catalog Index file has been created and loaded, you’ll need to set up your website to accept PunchOut requests from your **ORNL**.

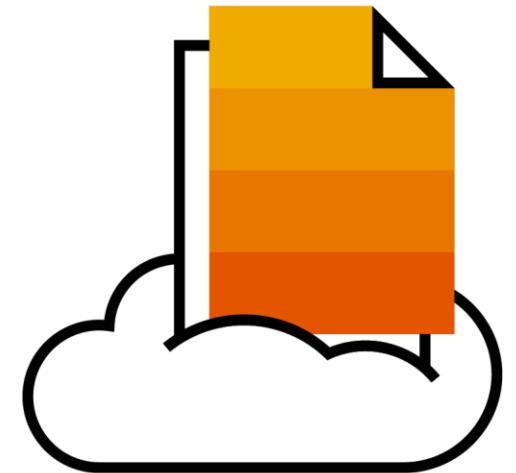
- The “User Name” will be their ANID:
 - **AN01594548150** for **Production**
 - **AN01594548150-T** for **Test**
- The “Password” will be the Shared Secret you have set up on your AN account.



Testing Connectivity

For both Test and Production environments, the process is the same. When your site is ready to receive PunchOut requests, let your Customer know.

- Your Customer will test the PunchOut from their Ariba Catalog application.
- If there are any connectivity issues or errors that are indicated on the UI, the information will be shared with you, including any logs that help to troubleshoot the connectivity.
- Once the connectivity is established and your site is accessible, your Customer will audit the site for agreed-upon content, usability and the ability to successfully return a Shopping Cart or item back to the Ariba Procurement solution.
- Once the Test environment is working, then Production will be tested.
- When Production testing is successful, the go live date and preparation will start.



Testing Connectivity

```
<Header>
  <From>
    <Credential domain="NetworkID">
      <Identity>AN999999999999-t</Identity>
    <Credential domain="DUNS">
      <Identity>12345678-t</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="DUNS">
      <Identity>84658742-t</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="AribaNetworkUserId">
      <Identity>sysadmin@ariba.com</Identity>
      <SharedSecret><##REMOVED##></SharedSecret>
    </Credential>
    <UserAgent>Ariba Buyer 8.2</UserAgent>
  </Sender>
</Header>
<Request>
  <PunchOutSetupRequest operation="create">
    <BuyerCookie>1J3YVWU9QWMTB</BuyerCookie>
```

Common Troubleshooting Issues

This is a common **PunchOut Setup Request (POSR)**. Some issues that come up are:

- **Multiple <From> credentials.** Your documents may contain multiple domains. This is not something that is under Ariba's control. It is suggested that you use the Buyer's ANID—the "NetworkID" domain.
- **Identity uses lower/upper-case characters.** This is not something that is under Ariba's control. Your processing of PunchOut documents should be case-insensitive.
- **Using <Sender> identity, rather than <From> credentials.** Use only the <SharedSecret> from the <Sender> section. Use the identity in the <From> section for your User Name.

Testing Connectivity

- **Missing User Name, Ship-to address, email.** Not all Buyers will provide this information. Your PunchOut should not depend on it being present in the POSR.

```
<ShipTo>
  <Address addressID="001">
    <Name xml:lang="en">BigBuyer Headquarters</Name>
    <PostalAddress>
      <DeliverTo>Catalog Manager</DeliverTo>
      <Street>123 Main, MS A.2</Street>
      <City>New York</City>
      <State>NY</State>
      <PostalCode>01043</PostalCode>
      <Country isoCountryCode="US">United
States</Country>
    </PostalAddress>
  </Address>
</ShipTo>
<Contact>
  <Name>catmanager</Name>
</Contact>
<SelectedItem>
  <ItemID>
    <SupplierPartID>54543</SupplierPartID>
    <SupplierPartAuxiliaryID>54543
  </SupplierPartAuxiliaryID>
```

Testing Connectivity

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM
"http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML
  payloadID=958075346970@www.bigbuyer.com
  timestamp="2005-06-14T12:57:09-07:00">
  <Response>
    <Status code="200" text="success"/>
    <PunchOutSetupResponse>
      <StartPage>
        <URL>https://punchout.workchairs.com/Servlet/
      </URL>
      </StartPage>
    </PunchOutSetupResponse>
  </Response>
</cXML>
```

This is a common **PunchOut Setup Response**. Some issues that come up are:

- **Missing Doctype.** Responses must contain the standard Doctype value.
- **Status Code present, but no Text.** Responses must include the **Status code** indicator **and** the **text** element.
- **Incorrect <Start Page> URL.** This is the URL that the Ariba Procurement application will present to the User. It should reflect the correct Buyer, and if there are any special views, the correct view for the User.

Testing Connectivity

```
<Message>
  <PunchOutOrderMessage>
    <BuyerCookie>34234234ADFSDF234234</BuyerCookie>
    <PunchOutOrderMessageHeader
      operationAllowed="create">
    <Total>
      <Money currency="USD">100.23</Money>
    </Total>
  </PunchOutOrderMessageHeader>
  <ItemIn quantity="1">
    <ItemID>
      <SupplierPartID>1234</SupplierPartID>
      <SupplierPartAuxiliaryID>supplier cookie to
        describe configuration options on this item
      </SupplierPartAuxiliaryID>
    </ItemID>
    <ItemDetail>
      <UnitPrice>
        <Money currency="USD">10.23</Money>
      </UnitPrice>
      <Description xml:lang="en">Learn ASP in a Week!
      </Description>
      <UnitOfMeasure>EA</UnitOfMeasure>
      <Classification domain="SPSC">12345
      </Classification>
      <ManufacturerPartID>234556</ManufacturerPartID>
```

This is a common **PunchOut Order Message (POOM)**. Some issues that come up are:

- **Missing Classification.** Each item must have a classification. Be sure the correct **<Classification domain>** is specified.
- Optional Elements in the wrong position/order. Make sure that elements are in the correct order, or the POOM with fail. (This is typical, where **<ManufacturerPartID>** and **<ManufacturerName>** are reversed.)

Testing Connectivity

Other Common issues:

- **Supplier site not set up.** The Buyer tries to PunchOut to a site that has not been configured to accept PunchOuts from them.
- **Supplier site not available.** The Buyer tries to PunchOut to a site that is not active. Typical that the Response sends back a code in the 400 series. Sometimes happens when a Test site is being used for multiple things, and has been taken out of service.
- **Wrong ANID.** The ANID where the POSR is being sent is different than the one set up in the Supplier's SBN account.
- **Master Data problems.** The Buyer has not included the ANID on the Supplier record in their Ariba Procurement application.
- **PunchOut connects, but site asks for User login.** The Supplier site has not been configured to authenticate any user from the Buyer—it is dependent on receiving specific User data.

Appendix

Creating a CIF from an Excel Catalog File

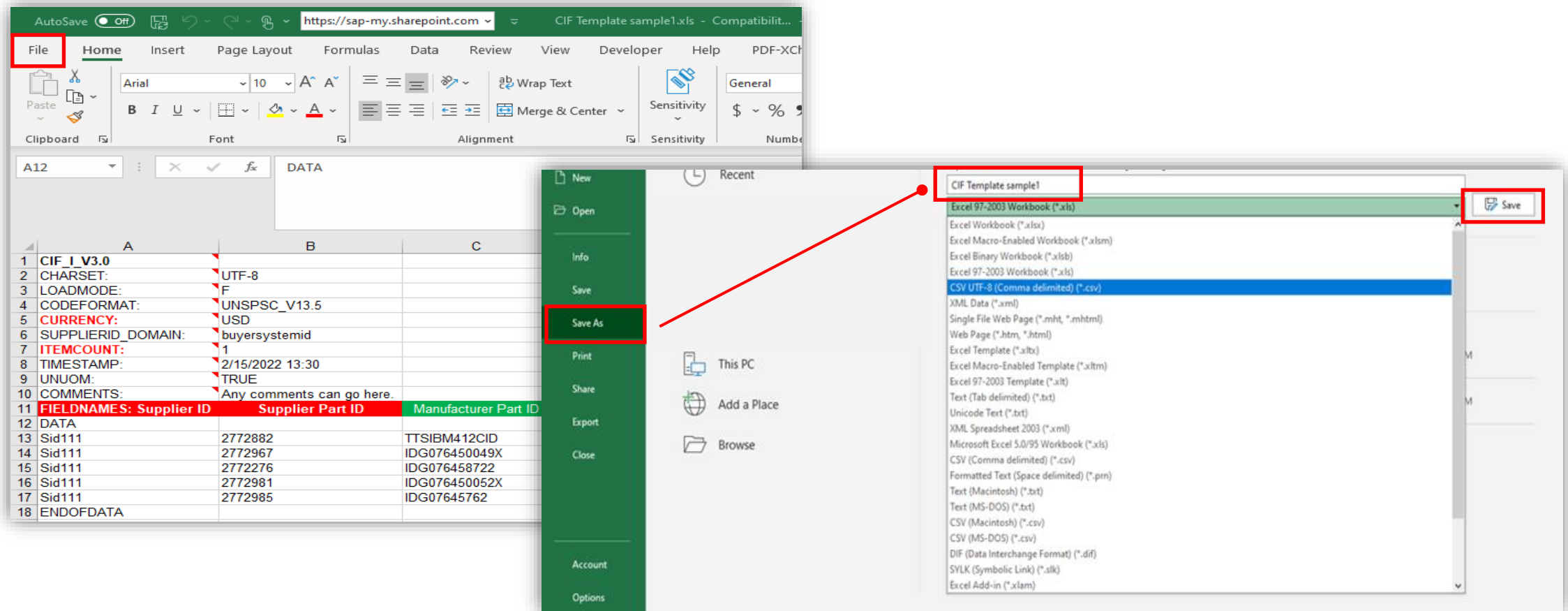
Creating a CIF from an Excel File

- 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			
5	CURRENCY:	USD			
6	SUPPLIERID_DOMAIN:	NetworkID			
7	ITEMCOUNT:	1			
8	TIMESTAMP:	12/1/2099			
9	UNUOM:	TRUE			
10	COMMENTS:				
11	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
12	DATA				
13	AN01999999999	2772882		Acme Supplier PunchOut Catalog	43191609
14	ENDOFOFDATA				
15					
16					

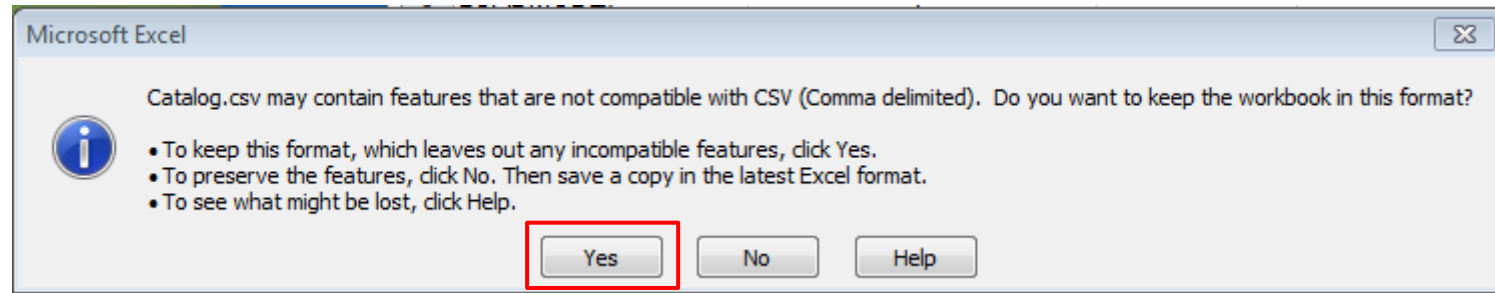
Creating a CIF from an Excel File

- Click on the drop down menu and save it as a “.csv” file.



Creating a CIF from an Excel File

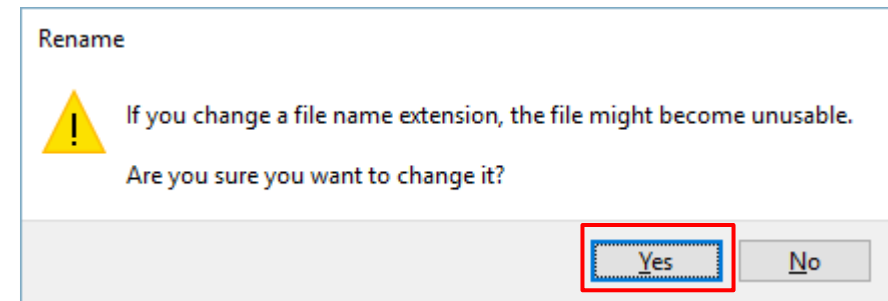
- You will get a system warning about saving it as a .csv—click “Yes” to continue.



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

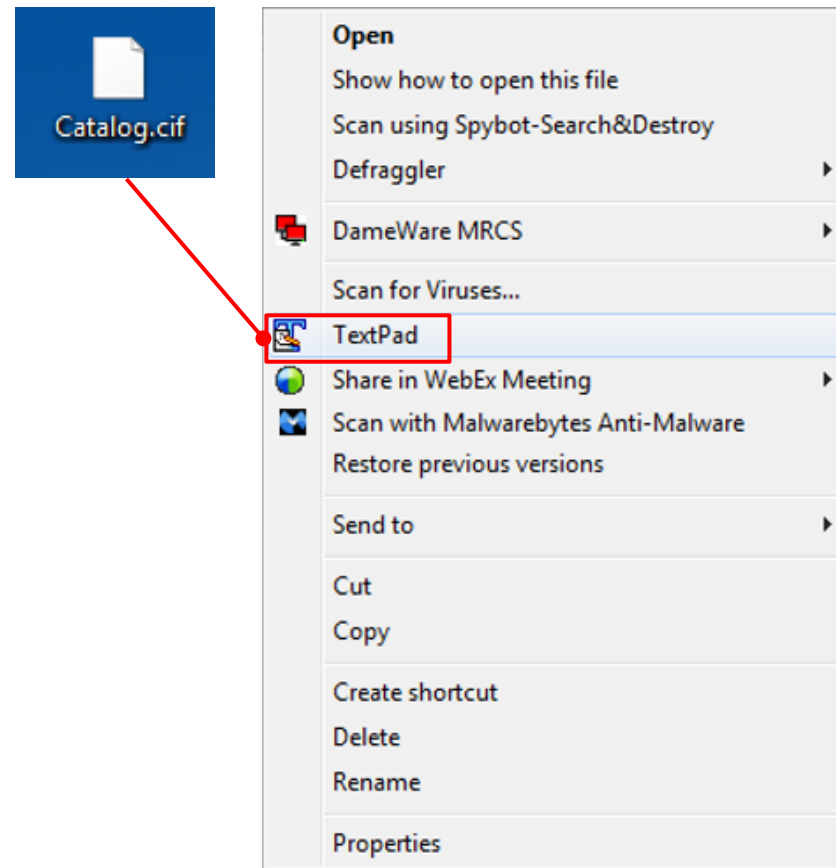


- The system will warn you about changing the extension. Click “Yes” to continue.



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.

```
1  CIF_I_V3 0,
2  CHARSET: UTF-8,
3  LOADMODE: F,
4  CODEFORMAT: UNSPSC_V13.5,
5  CURRENCY: USD,
6  SUPPLIERID_DOMAIN: buyersystemid,
7  ITEMCOUNT: 5,
8  TIMESTAMP: 2/15/2022 13:30,
9  UNUOM: TRUE,
10 COMMENTS: Any comments can go here.
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,
13 Sid111,2772882,TTSIDM412CID,4 Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,
19
20
21
22
```

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.

```

1 CIF_I_V3.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2 CHARSET:,,UTF-8,,,,,,,,,,,,,,,,,,,,,
3 LOADMODE:,,F,,,,,,,,,,,,,,,,,,,,,,,,,
4 CODEFORMAT:,,UNSPSC_V13.5,,,,,,,,,,,,,
5 CURRENCY:,,USD,,,,,,,,,,,,,,,,,,,,,
6 SUPPLIERID DOMAIN:,,buyersystemid,,,,,,,,,
7 ITEMCOUNT:,,5,,,,,,,,,,,,,,,,,,,,,
8 TIMESTAMP:,,2/15/2022 13:30,,,,,,,,,,,,,
9 UNUOM:,,TRUE,,,,,,,,,,,,,,,,,,,,,
10 COMMENTS:,,Any comments can go here,,,,,,,,,
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA,,,,,,,,,,,,,,,,,,,,,
19
20
21
22

```

- 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.

```
1  CIF_I_V3.0
2  CHARSET:UTF-8
3  LOADMODE:F
4  CODEFORMAT:UNSPSC_V13.5
5  CURRENCY:USD
6  SUPPLIERID_DOMAIN:buyersystemid
7  ITEMCOUNT:5
8  TIMESTAMP:2/15/2022 13:30
9  UNUOM:TRUE
10 COMMENTS:Any comments can go here.
11 FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,
12 DATA
13 Sid111,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA,10,Inte
14 Sid111,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55010125,19.99,EA,1,IDG Books
15 Sid111,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",15874236,5.45,BX,12,Bic,http://www.idg
16 Sid111,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",89745125,19.99,EA,3,Mead,http://ww
17 Sid111,2772985,IDG07645762,"Stapler, Swingline 405, Black",89745125,4.95,EA,2,Swingline,http://www.i
18 ENDOFDATA
19
```

Thank you.