

Creating and Publishing Static Catalogs for **Oak Ridge National Laboratory (ORNL)**

PUBLIC

“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.



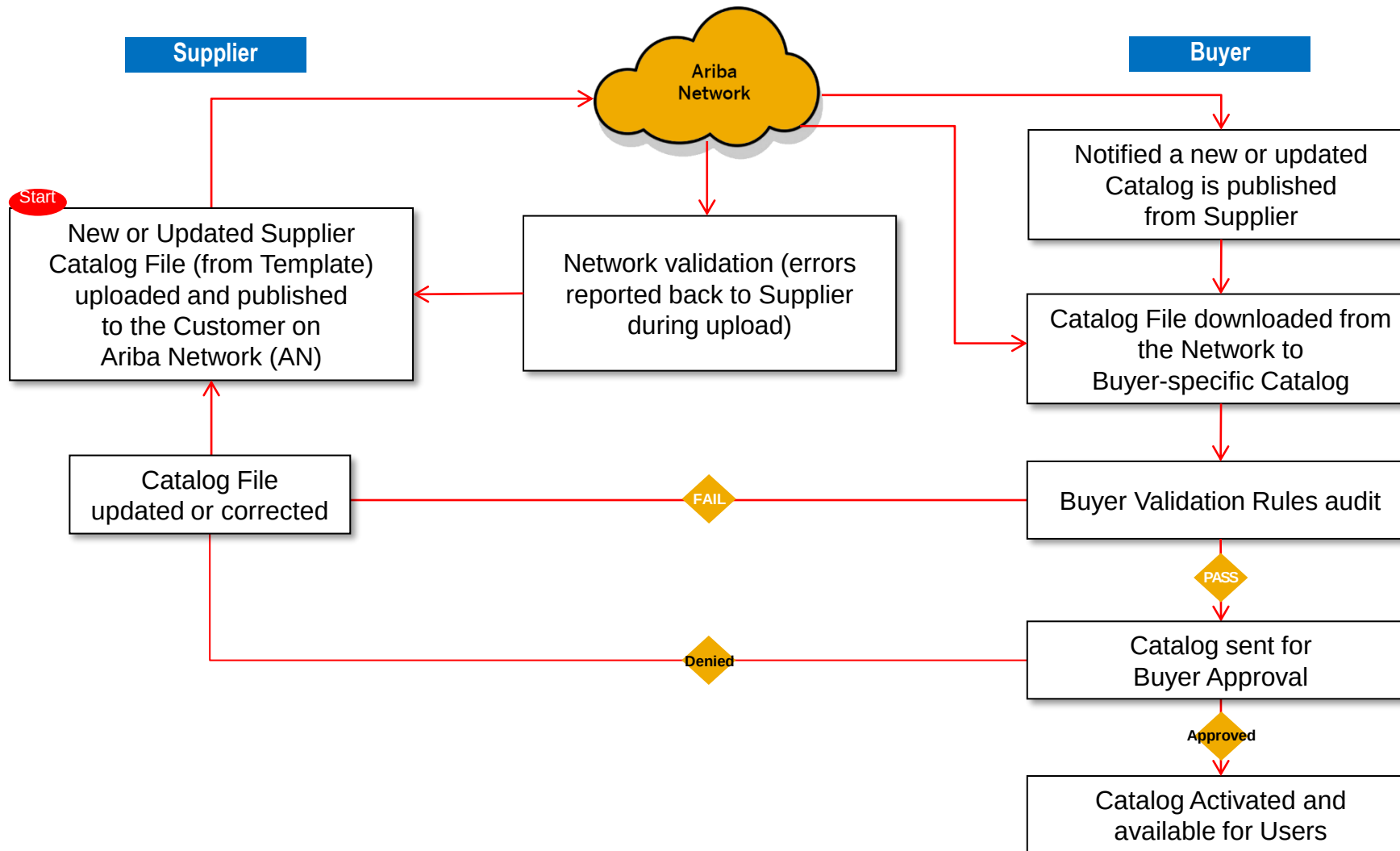
ORNL Buy

Session Agenda

- The Catalog Upload Process
- The CIF Catalog Template
- Creating a CIF Catalog
- The Catalog User Interface
- Uploading and Publishing New Catalogs
- Replacing Existing Catalogs
- Appendix
- Questions

The Catalog Upload **Process**

The Catalog Upload Process



The Catalog Upload Process

- When you upload a Catalog for your Customer, you are loading the file to Ariba Network (AN)—**not** directly to your Customer's Catalog
- Once the file is loaded to the Network, your Customer is notified that a Catalog has been loaded
- Depending on the configuration of the Customer's environment:
- The Catalog will then be validated, audited and sent for Approval
- If **Approved**, it will be Activated and available for Users
- If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again

The Catalog **Template**

The Static (CIF) Catalog Template

CIF (Catalog Interchange Format) Catalogs are the most common type of static Catalogs. For ease of CIF Catalog creation, we provide Suppliers with an Excel template. The Supplier then creates and uploads the Catalog file to Ariba Network. Below is a sample of an Excel CIF Template:

	A	B	C
1	CIF_I_V3.0		
2	CHARSET:	UTF-8	
3	LOADMODE:	F	
4	CODEFORMAT:	UNSPSC	
5	CURRENCY:	USD	
6	SUPPLIERID_DOMAIN:	NetworkID	
7	ITEMCOUNT:	5	
8	TIMESTAMP:	03/14/2014	
9	UNUOM:	TRUE	
10	COMMENTS:	Customer Name and comments	

Header section

Data section

1	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Mat
2	DATA								
3	AN09999999999	2772882	TTSIBM412CID	Jabra Evolve 65 Headset, Stereo, Bluetooth	43191609	129.25	EA	1	Jabra
4	AN09999999999	2772967	IDG076450049X	Adobe Acrobat for Dummies, Book	44120000	21.99	EA	1	IDG E
5	AN09999999999	2772276	IDG076458722	Ballpoint Pens, PaperMate, Medium Point, Blue Ink, Disposable, B	44120000	5.45	DZN	1	Paper
6	AN09999999999	2772981	IDG076450052X	Mead File Folders, Tabbed 3 Position, Box of 100	44120000	19.99	GRO	1	Mead
7	AN09999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44120000	7.95	EA	1	Swing
8	ENDOFDATA								

The CIF Catalog Template

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

Each Template includes specific instructions, including custom fields or other requirements set by **ORNL**.

	Unit of Measure		Lead Time		Manufacturer Name		Supplier URL		Manufacturer URL		Market Price		Supplier Part Auxiliary ID		Language		Currency		Short Name	
11	Measure		Lead Time		Manufacturer Name		Supplier URL		Manufacturer URL		Market Price		Supplier Part Auxiliary ID		Language		Currency		Short Name	
12																				
13	EA		1		Jabra		http://www.idg.com/2772967				149.95				en_US		USD		Headset, Bluetooth	
14	EA		1		IDC										en_US		USD		Acrobat PDF for Dummies	
15	DZN		1		Pa										en_US		USD		Pens, Ballpoint	
16	GRO		1		Me										en_US		USD		File Folders, 8-1/2 x 11, Man	
17	EA		1		Sw						6.29				en_US		USD		Stapler, Standard desk	
18																				
19																				

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

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

Creating a CIF Catalog

Creating a CIF Catalog

General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the Description field—all the words are indexed for ease of finding the items
- Use Short Names not just Descriptions—it makes it easier for Users, and you get an additional 40 characters to describe your item
- Always include images

Creating a CIF 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”. Ariba solutions recognize an optional version number when defined. **Example:** UNSPSC or UNSPSC_V7.1
- **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 CIF Catalog – ORNL

The Data Section

Supplier ID	Supplier Part ID	Manufacturer Part ID
AN99999999999	12345	CFG 11562
AN99999999999	87690	87690-12
AN99999999999	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 Ariba Network ID.

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

Type of data: String

Maximum length: 255

Example: AN99999999999

Note: If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN99999999999-T

▪ Supplier Part ID - Required

Description: Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.

Type of data: String

Maximum length: 255

Example: 2772882

▪ Manufacturer Part ID – Optional, but Preferred

Description: A Part Number that a Manufacturer uses

Type of data: String

Maximum length: 255

Example: TTSIBM412CID

Creating a CIF Catalog – 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 - Required

Description: Customer-specific price

Type of data: Decimal

Example: 4.32 or 1234.78

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

Creating a CIF Catalog – 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 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: BX

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

■ Lead Time – **Required**

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

ORNL wishes to have this field as Required from all suppliers.

Type of data: Integer

Maximum length: 40

Example: 1

■ Manufacturer Name – **Optional, but Preferred**

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Example: Epson

Creating a CIF 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 CIF 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

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 CIF 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

Maximum length: 50 characters

Example: Nylon Glove, Blue

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 CIF 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

■ Detail: 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

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

Note: If the "Thumbnail" field is left blank, the file in the "Image" field will be resized and populate the Thumbnail

Creating a CIF 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 CIF Catalog – ORNL

Keywords
IT, communication
IT, book
MRP
MRP

- **Keywords – Required** (MRP catalogs must include the keyword “MRP”)

Description: Additional keywords to help users find items

Type of data: String

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

Maximum length: 255

Creating a CIF Catalog – ORNL

PunchOut Enabled	PunchOutLevel

- **PunchOut Enabled - Do Not Use in CIF Files**

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 CIF 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 CIF 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 CIF 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 CIF 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 CIF 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.

- 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, but Preferred

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.

This field is Required when Electrical Equipment is selected.

This field is Optional, but Preferred for MRP items.

Type of data: String

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

Creating a CIF Catalog

Special Notes for Images

- In the Catalog file, you can refer to a Remote Image—using a URL—or you can refer to a Local Image, and send that image to Ariba to store
- Using Remote Images is preferred
 - Be sure the URL in the Template is *complete* (including 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 AN

The Catalog **User Interface**

The Catalog Interface Item View

This is how a static Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.

Short Name (40 characters)



Nylon Glove, Blue

Supplier: [Supplier Name](#)
Supplier Part #: 34-500
Available in: 3 Day(s)

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

\$3.98 USD / pair

Qty: [Add to Cart](#)

[Add to Favorites](#)

Description (2,000 characters)

The Catalog Interface Detail View

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

Additional
Information,
links and
custom fields

[Back](#) | [Catalog Home](#) / [Miscellaneous](#) / [Defense and Law Enforcement and Security and Safety Equipment and Supplies](#) / [Personal Safety and Protection](#)


[Enlarge](#)

Nylon Glove, Blue

Supplier: [Supplier Name](#)
Supplier Part #: 34-500
Manufacturer: Manufacturer
Manufacturer Part #: 34-500
Available in: 3 Day(s)

Price: **\$3.98 USD** / pair
Qty: [Add to Cart](#)
[Add to Favorites](#)

Product Description

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

Product Specifications

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

Uploading and Publishing New Catalogs

Uploading and Publishing New Catalogs

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

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

Supplier Login

User Name

Password

Login

[having trouble logging in?](#)

New to Ariba?
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MiSUMi invoicing: 3 days to 5 minutes

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

[Learn More](#)

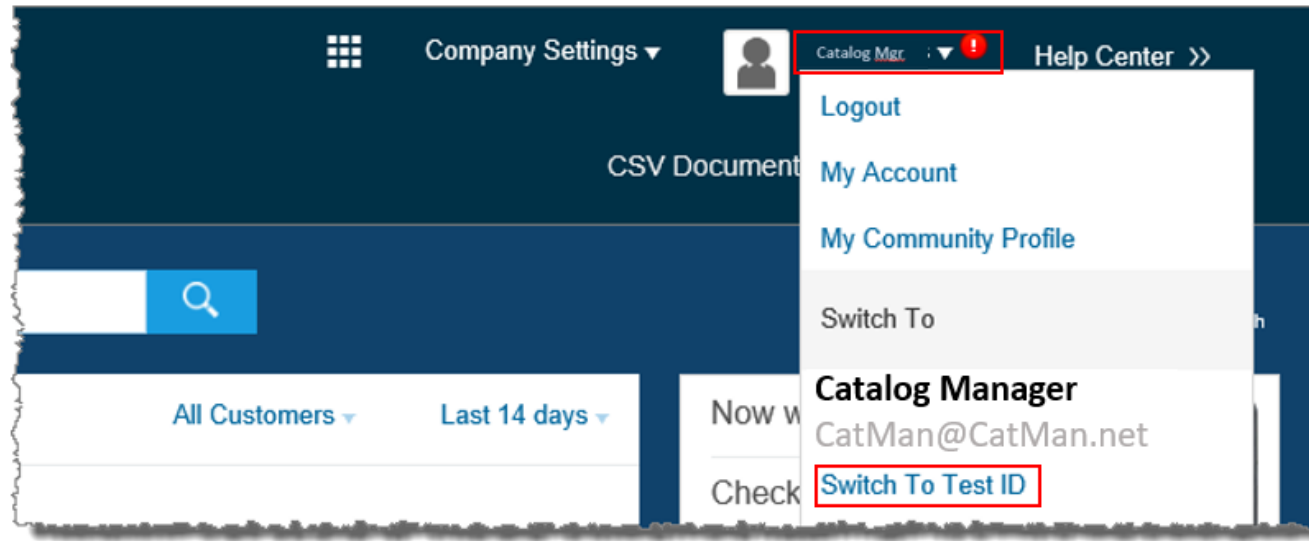
Supported browsers and plugins

SAP

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Uploading and Publishing New Catalogs

- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account. (Note: If you are instructed to load a Catalog to a Production account, just skip this step)
 - Find your name and click for the pull down menu, then click “Switch To Test ID”
 - If you don’t see a “Switch to Test ID” link, your Test account has not yet been set up. Contact your Ariba Network Administrator



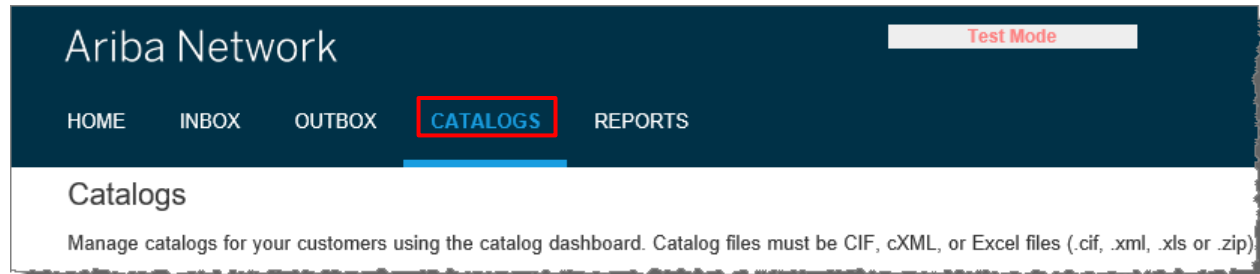
- You will get a warning. **“You are about to switch to Test Mode.”** Click “OK”

Uploading and Publishing New Catalogs

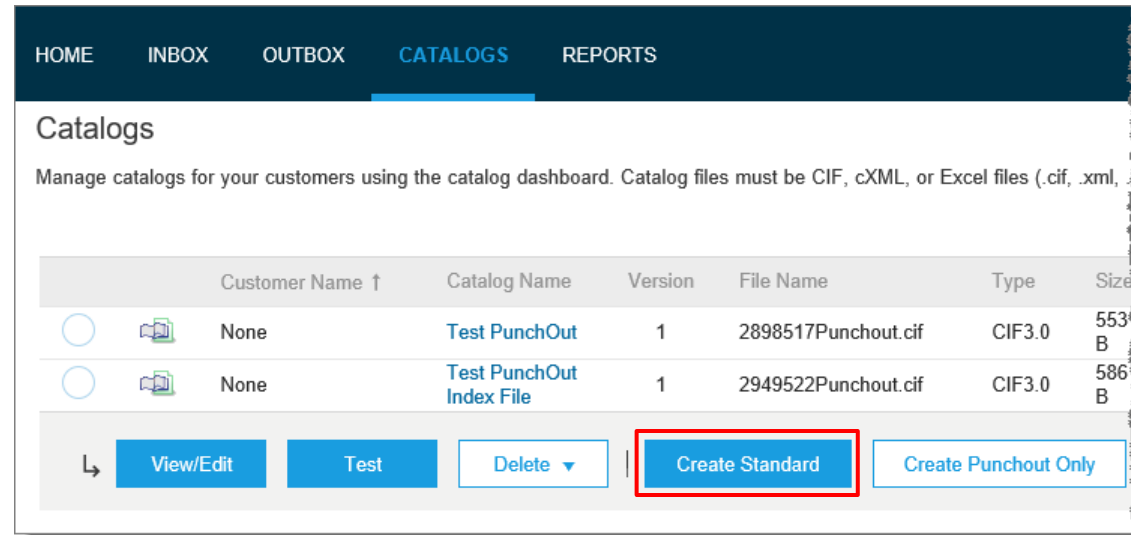
- When uploading a Catalog on Ariba Network, there are four steps you will follow:
 1. **Uploading**—Transfers the Catalog file from your local drive to Ariba Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
 2. **Setting Visibility**—Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
 3. **Validating**—The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure
*(Note: Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)*
 4. **Publishing**—Freezes the current version and notifies your Customer of the Catalog’s availability

Uploading and Publishing New Catalogs

- Navigate to the Catalogs Tab



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



Uploading and Publishing New Catalogs

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
 - ① **Details**—General information about the Catalog
 - ② **Subscriptions**—Who you are publishing the Catalog to
 - ③ **Content**—Uploading the actual Catalog file

- Click “Next”

The screenshot shows the 'Create a New Catalog' wizard interface. On the left, a sidebar contains three steps: '1 Details' (highlighted with a red box), '2 Subscriptions', and '3 Content'. The main area is titled 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. * indicates required field'. It includes a 'Catalog Name: *' text box, 'Created By: Catalog Manager' and 'Date Created: Tuesday 30 Aug 2016 10:59 PM GMT-07:00' labels, and a 'Description:' text box with a character count of 'Characters left: 1000'. Below this, a note states 'The maximum number of characters allowed is 1000, including spaces.' A 'Commodities: ⓘ' section shows a table with one header 'Description' and one row 'No items'. At the bottom of the table are 'Delete' and 'Add' buttons. The wizard has 'Next' and 'Exit' buttons at the top right and bottom right.

Uploading and Publishing New Catalogs

① Details

- **Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by ORNL. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)): **SupplierName_ORNL_Country_CIF**
- **Description:** *(Optional)* Brief description of the content of your Catalog
- **Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”

Create a New Catalog

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

1 Details

2 Subscriptions

3 Content

Catalog Name: *

Created By: Catalog Manager

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

Description:

Characters left: 1000

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

Commodities: ①

Delete Add

Next Exit

Uploading and Publishing New Catalogs

② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select ORNL check the box next to the “Customers” list.
- If the Supplier does not appear, it means that they have not established a relationship with your company yet. This is required prior to 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 [More](#)

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: ☒ Private - Only the selected customers that have a trading relationship with you can view and receive the catalog
☐ Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers

☐	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
☒	GSO Sandbox - P2O - TEST	View	Pending Validation
☐	Supplier Name	View	Pending Validation
☐	Supplier Name	View	Pending Validation

Previous Next Exit

Uploading and Publishing New Catalogs

③ Content

- Select your **Catalog File**, by clicking “Browse” and pointing to your file
 - Your Excel file must not exceed 1 Mb, however you can use zip compression
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix—“How to convert an Excel file to CIF”
- After you have selected your Catalog file, click the “Validate and Publish” button
- As your Catalog loads, the status will read “Validating”
Click the “Refresh” button at the bottom of the screen to see the status change

Create a New Catalog

Previous Exit

1 Details

2 Subscriptions

3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the [More](#)

UPLOAD YOUR CATALOG FILE

Browse...

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

Validate and Publish

Uploading and Publishing New Catalogs

■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
 - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free
 - **Errors Found by Ariba Network**—the Network detected Catalog content that violates validation rules
 - **Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on

Catalogs

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

		Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
		None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
		Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
		Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
		Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

Uploading and Publishing New Catalogs

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

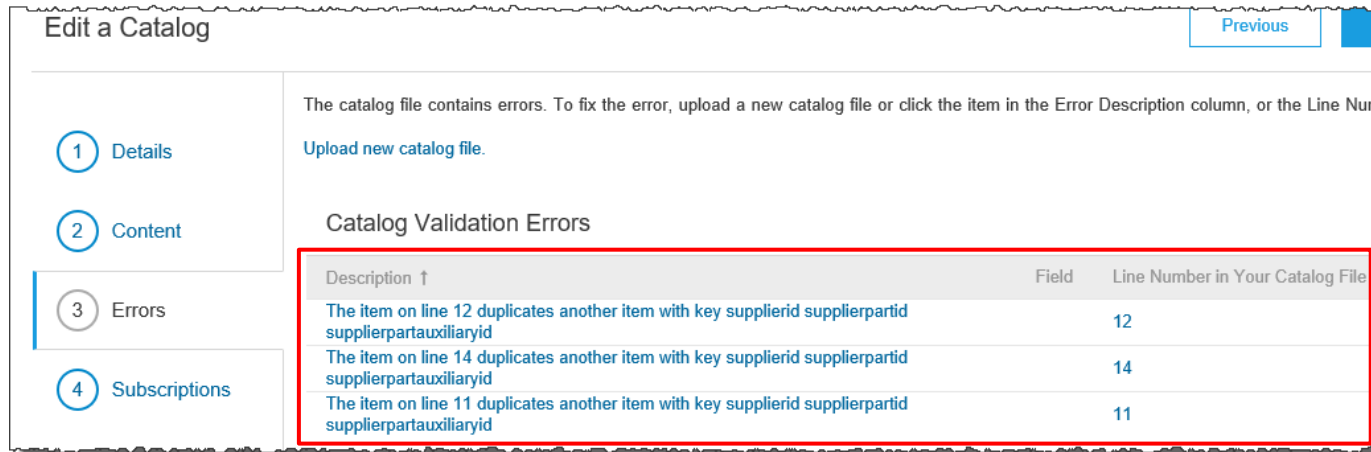
Catalogs

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

		Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
☐		None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager	Apr 2014	Validated	
☐		Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager	5 Jan 2017	3 Errors Found by Ariba Network	
☐		Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
☐		Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

Uploading and Publishing New Catalogs

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



- In this case, the Network is telling us that the **Supplier Part Number** is not unique on lines 11, 12 and 14
- To correct any issues, go back to the original Excel Catalog file, make the corrections, then update the Catalog file, and upload the new version to replace the existing Catalog

Uploading and Publishing New Catalogs

■ Customer Approval

- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
- Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
- If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
 - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
 - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users

Replacing Existing Catalogs

Replacing Existing Catalogs

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

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

Catalogs

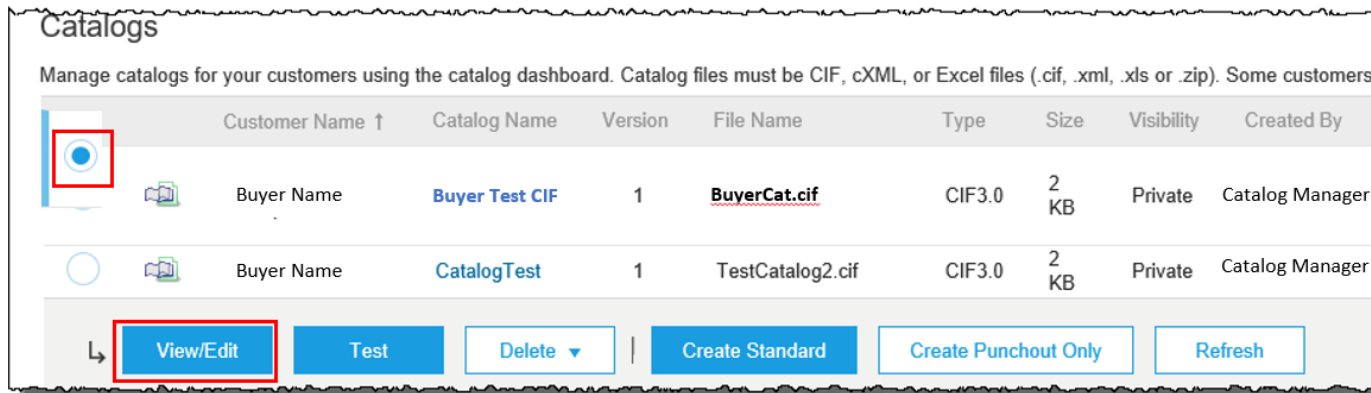
Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By
	None	Test PunchOut	1	2898517Punchout.cif	CIF3.0	553 B		Catalog Manager
	Buyer Name	Buyer Test CIF	1	99089.cif	CIF3.0	4 KB	Private	Catalog Manager
	Buyer Name	Buyer Test CIF	1	BuyerCat.cif	CIF3.0	2 KB	Private	Catalog Manager
	Buyer Name	Buyer Test CIF	1	Catalog.cif	CIF3.0	2 KB	Private	Catalog Manager

⌵ View/Edit Test Delete ▾ Create and Upload Create Punchout Only Refresh

Replacing Existing Catalogs

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



- Click “View/Edit”

Replacing Existing Catalogs

- You are now taken to the Edit a Catalog Screen
- You see the same 3 steps as a New Catalog
 - 1. Details**—Most of the fields are pre-populated with the existing information, but you can add a new Description for the updated Catalog

Edit a Catalog

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

1 Details
2 Content
3 Subscriptions

Catalog Name: Cif Catalog
File Name: BuyerCat.cif
Created By: Catalog Manager
Date Created: Tuesday 30 Jun 2015 7:53 AM GMT-07:00
Version: 1
Size: 2 KB
Item Count: 5
Type: CIF3.0
Status: Published

Description: Updated Catalog with new pricing - January 2017

Characters left: 953

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

Commodities: ①

Description
No items

Delete Add

Next Exit

- Click “Next”

Replacing Existing Catalogs

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

1 Details

2 Content

3 Subscriptions

Edit a Catalog

Previous Create New Version 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. This catalog [More](#)

Content Items

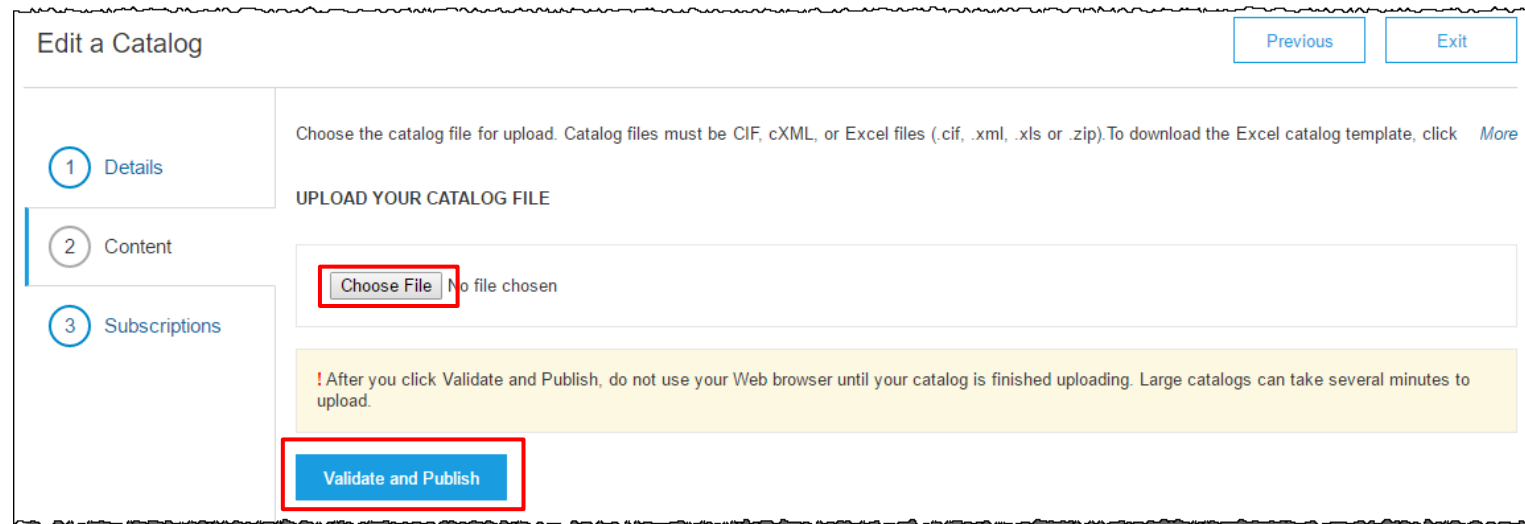
Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	U
1	002020122	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	
2	002020122	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	
3	002020122	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	
4	002020122	2772981	IDG076450052X	Manilla Folders, Tabbed 3	44122011	

Previous Create New Version Upload Catalog File Download Catalog File Update Header Data Exit

- We don't want to "Create a New Version"—that button will take us back to the beginning as if we are uploading a brand new Catalog
- We want to "Upload a Catalog File"—this will replace the existing Catalog File with our updated Catalog. Click the **Upload Catalog File** button

Replacing Existing Catalogs

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



The screenshot shows the 'Edit a Catalog' interface. On the left, there is a sidebar with three tabs: '1 Details', '2 Content', and '3 Subscriptions'. The 'Details' tab is selected. The main area has a title 'Edit a Catalog' and two buttons: 'Previous' and 'Exit'. Below the title, there is a text instruction: '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 [More](#)'. Below this is a section titled 'UPLOAD YOUR CATALOG FILE' containing a file upload area with a 'Choose File' button (highlighted with a red box) and the text 'No file chosen'. Below the upload area is a yellow warning box with 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 of the main area is a blue button labeled 'Validate and Publish' (highlighted with a red box).

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

Replacing Existing Catalogs

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

Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	D
☒	Buyer Name	Buyer Test CIF	2	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	5 Jan 2017	Pending Buyer Validation	
☐	Buyer Name	Buyer Test CIF	1	<u>BuyerCat.cif</u>	CIF3.0	2 KB	Private	Catalog Manager	30 Jun 2015	Pending Buyer Validation	
☐	Buyer Name	Buyer Test CIF	1	TestCatalog2.cif	CIF3.0	2 KB	Private	Catalog Manager	11 Nov 2013	Published	

↳ [View/Edit](#) [Test](#) [Delete ▼](#) | [Create Standard](#) [Create Punchout Only](#) [Refresh](#)

- 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 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

Appendix

Creating a CIF from an Excel File

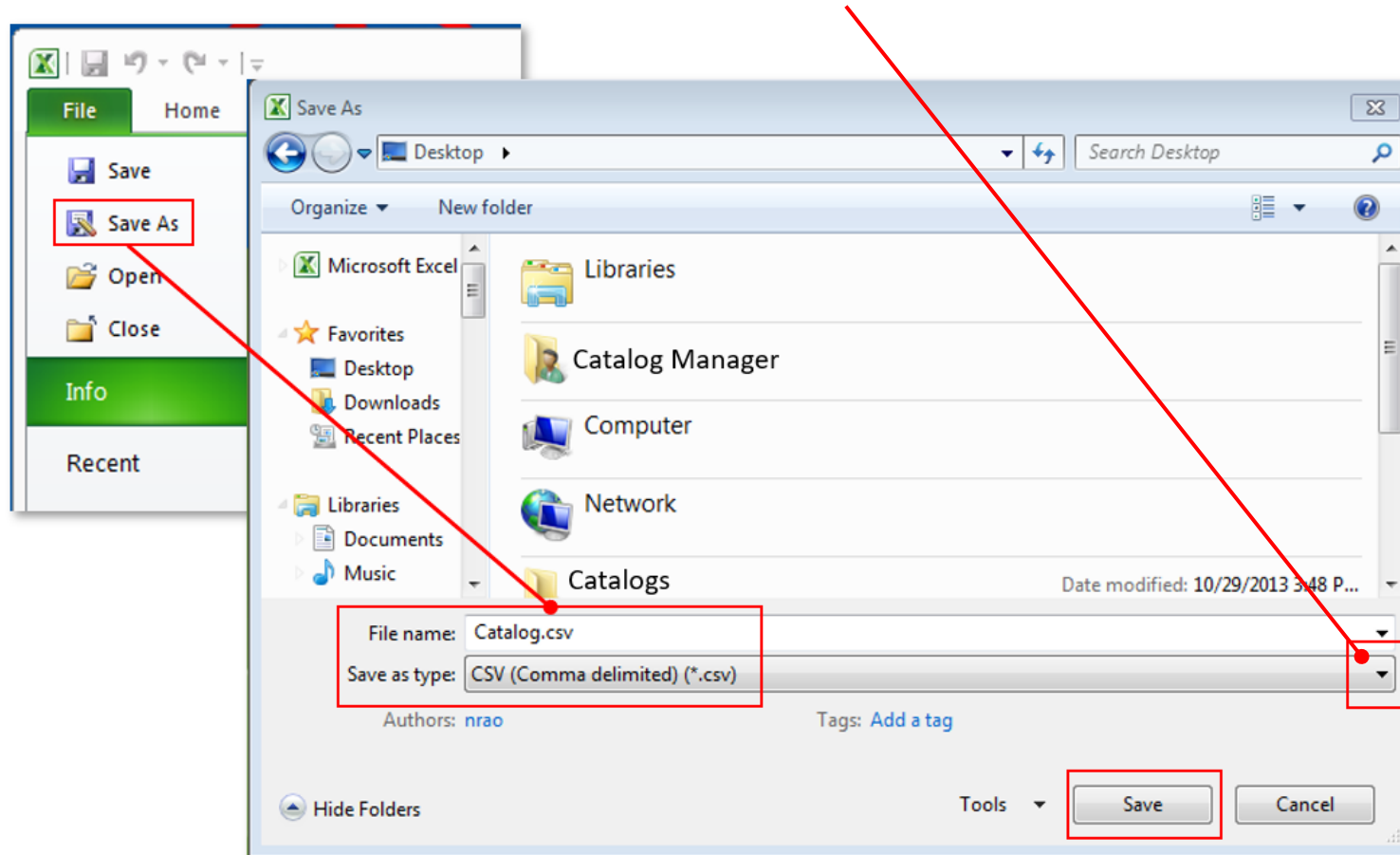
- Open your Excel Catalog file

Catalog.xls [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E
1	CIF_I_V3.0				
2	CHARSET:	UTF-8			
3	LOADMODE:	F			
4	CODEFORMAT:	UNSPSC_V13.5			
5	CURRENCY:	USD			
6	SUPPLIERID_DOMAIN:	NetworkID			
7	ITEMCOUNT:	5			
8	TIMESTAMP:	5/16/2011			
9	UNUOM:	TRUE			
10	COMMENTS:	Any comments can go here.			
11	FIELDNAMES:				
	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
12	DATA				
13	AN999999999999	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504
14	AN999999999999	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509
15	AN999999999999	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704
16	AN999999999999	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011
17	AN999999999999	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615
18	ENDOFDATA				

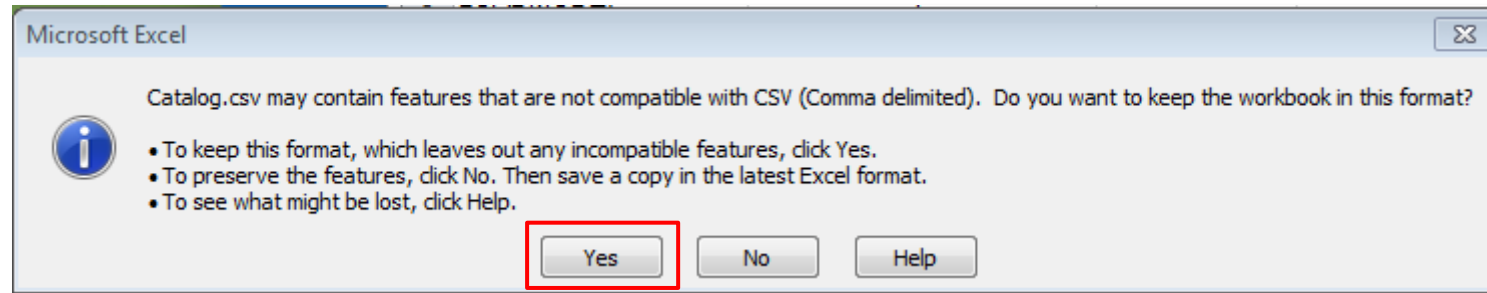
Creating a CIF from an Excel File

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



Creating a CIF from an Excel File

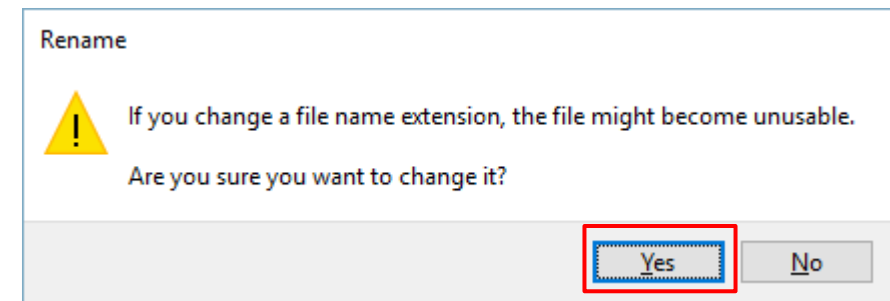
- You will get a system warning about saving it as a .csv—click “Yes” to continue



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

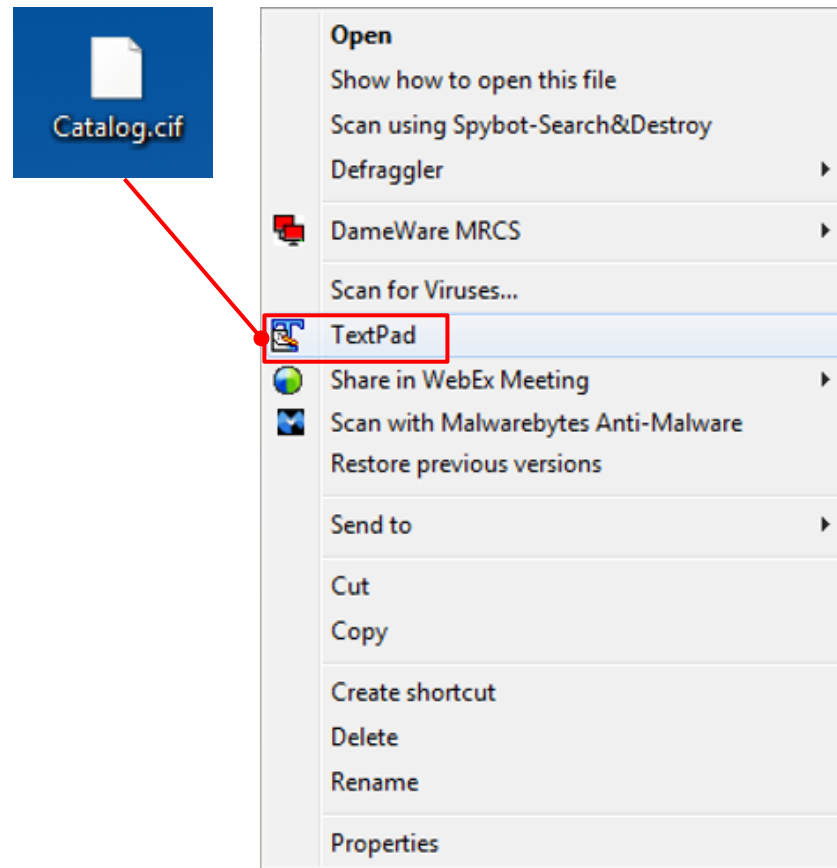


- The system will warn you about changing the extension. Click “Yes” to continue



Creating a CIF from an Excel File

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



Creating a CIF from an Excel File

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

The screenshot displays a Windows XP desktop environment. The primary application is TextPad, which has opened a file named "Catalog.cif". The file's content is as follows:

```
CIF_I_V3.0 .....
CHARSET:,UTF-8.....
LOADMODE:,F,.....
CODEFORMAT:,UNSPSC_V13.5,.....
CURRENCY:,USD,.....
SUPPLIERID_DOMAIN:,NetworkID,.....
ITEMCOUNT:,5,.....
TIMESTAMP:,5/16/2011,.....
UNUOM:,TRUE,.....
COMMENTS:,Any comments can go here,.....
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un
DATA,.....
AN999999999999 ,2772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA
AN999999999999 ,2772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I
AN999999999999 ,2772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/
AN999999999999 ,2772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,
AN999999999999 ,2772985,IDG07645762,"Stapler, Swingline 405, Black",44121615,4.95,EA,1,Swingline,http
INDOFDATA,.....
```

Red rectangular boxes are drawn around several key sections of the file:

- `CIF_I_V3.0`
- `CHARSET:,UTF-8`
- `ITEMCOUNT:,5`
- `COMMENTS:,Any comments can go here`
- `FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un`
- `DATA,`
- `INDOFDATA,`

A Document Selector pane on the left side of the TextPad window shows the file hierarchy.

At the bottom of the screen, there are two tabs: "Search Results" and "Tool Output". The status bar at the very bottom indicates "For Help, press F1" and shows page navigation controls (10 | 52) along with keyboard shortcuts (Read | Ovr | Block | Sync | Rec | Caps).

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

The screenshot shows a Windows XP desktop environment. A single application window titled "TextPad - C:\Users\CATMAN\Desktop\Catalog.cif" is open. The window's menu bar includes File, Edit, Search, View, Tools, Macros, Configure, Window, and Help. Below the menu is a toolbar with various icons for file operations and editing. The left pane of the window displays the "Document Selector" with the file "Catalog.cif" listed. The right pane shows the contents of the file, which is a CIF (Chemical Information File) format. The text is as follows:

```
CIF_I_V3.0 .....  
CHARSET: UTF-8, .....  
LOADMODE: F, .....  
CODEFORMAT: UNSPSC_V13.5, .....  
CURRENCY: USD, .....  
SUPPLIERID_DOMAIN: NetworkID, .....  
ITEMCOUNT: 5, .....  
TIMESTAMP: 5/16/2011, .....  
UNUOM: TRUE, .....  
COMMENTS: Any comments can go here, .....  
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Un  
DATA, .....  
AN9999999999          ?772882,TTSIBM412CID,4-Line System Phone with Headset and Caller ID,43191504,45.24,EA  
AN9999999999          ?772967,IDG076450049X,Excel 97 for Dummies Quick Reference Book,55101509,19.99,EA,1,I  
AN9999999999          ?772276,IDG076458722,"Blue Ballpoint Pens, Disposable",44121704,5.45,DZN,1,Bic,http:/  
AN9999999999          ?772981,IDG076450052X,"Manilla Folders, Tabbed 3 Position",44122011,19.99,GRO,1,Mead,  
AN9999999999          ?772985,IDG07645762,"Stapler, Swingline 40S, Black",44121615,4.95,EA,1,Swingline,http  
ENDOFDATA, .....
```

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

Thank you.

Contact information:

AskAribaCatalogs@sap.com