

Ariba Network CIF Catalogue Guide



Agenda

- What is a CIF Catalogue?
- CIF Catalogue Enablement
- Publishing a Catalogue on Ariba Network
- Updating CIF Catalogue

What is CIF Catalogue?

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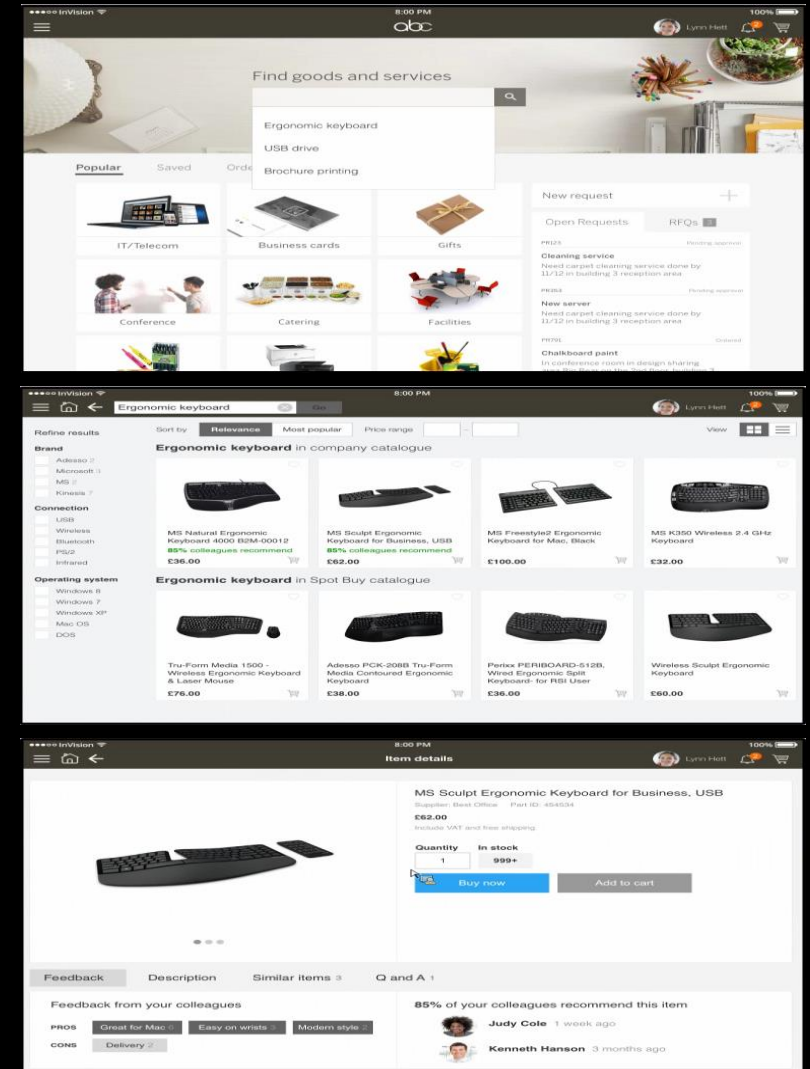


What is CIF Catalogue?

- A static Catalogue (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Action Services's users access your Catalogue through SAP Ariba Procurement to purchase your products and services offerings.
- It allows:
 - Rapid Deployment
 - Great Compliance Control
 - Low Setup Cost and Complexity
- Action Services's users will be able to:
 - See;
 - Compare;
 - Buy;
 - ...your items from SAP Ariba Procurement.

User Interface (customer users) – Items View

- Search for Items or browse through the different Categories
- Returned search results
- Single item view



ClF Catalogue Template

CIF Catalogue Template will be provided separately

[illegible]

CIF Catalogue Enablement

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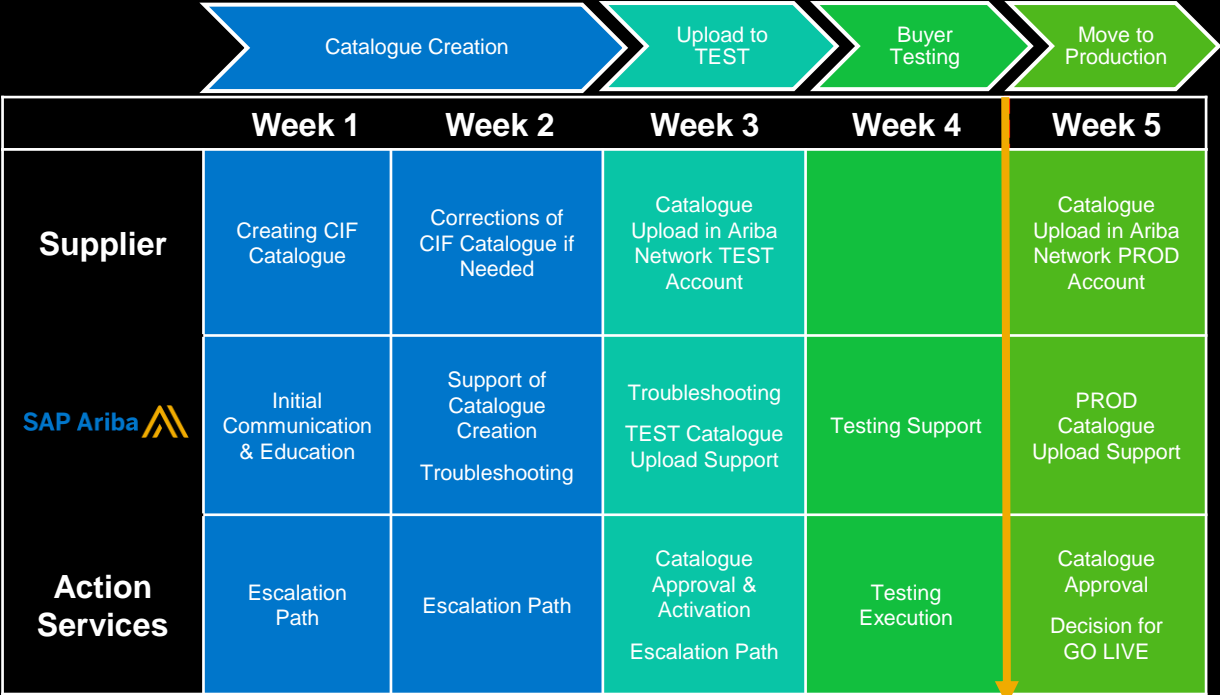
CIF Catalogue Enablement

Action Services’s Prerequisites to Start:

- Catalogue Requirements Completed
- Catalogue Approvers Identified
- Commodity Codes & UoM Loaded
- Supplier Master Data Enriched (Supplier ANID Added)
- Escalation Path Defined
- Catalogue Content Clarified with Supplier

Supplier’s Prerequisites to Start:

- Catalogue Content Clarified with Action Services
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



Buyer Testing might be extended up to 8 weeks if transAction Services integration is requested by the Supplier

Publishing a Catalogue on Ariba Network

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Ariba Network Access, Catalogue Publication

1 Access your Ariba Network Account

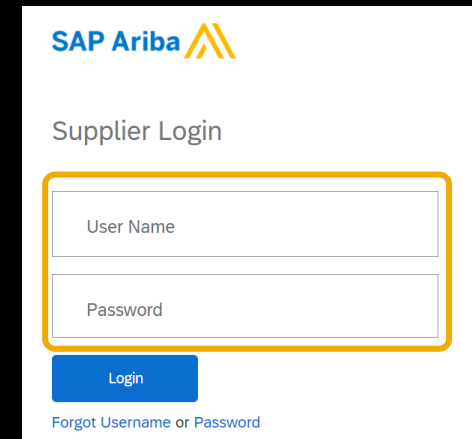
Go to: <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

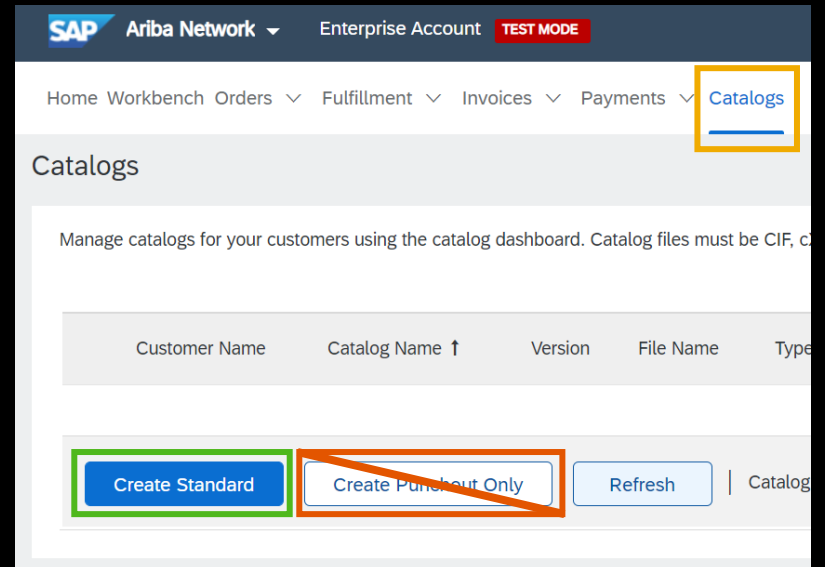
- Your Catalogue on Ariba Network must first be created in your **TEST** account.
- You will load your Catalogue on your production account only after publication and validation of the Catalogue in your **TEST** account.

2 Click on the **Catalogues** tab on your Home Dashboard

3 Click on the **Create Standard** button



The image shows the SAP Ariba Supplier Login page. It features the SAP Ariba logo at the top. Below the logo is the text "Supplier Login". There are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. A link "Forgot Username or Password" is located at the bottom left of the login area. A yellow rectangle highlights the "User Name" and "Password" input fields.



The image shows the SAP Ariba Network "Catalogs" dashboard. The top navigation bar includes "SAP Ariba Network", "Enterprise Account", and a red "TEST MODE" button. The main navigation menu has tabs for "Home", "Workbench", "Orders", "Fulfillment", "Invoices", "Payments", and "Catalogs". The "Catalogs" tab is highlighted with a yellow rectangle. Below the navigation bar, the "Catalogs" section is titled "Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, c". A table with columns "Customer Name", "Catalog Name ↑", "Version", "File Name", and "Type" is visible. At the bottom, there are three buttons: "Create Standard" (highlighted with a green rectangle), "Create Punchout Only" (highlighted with a red rectangle and a diagonal line through it), and "Refresh".

Catalogue Publication

4 Enter the **Catalogue Name** which has been communicated to you.

This needs to match Action Services's naming convention provided in the introductory email from SAP Ariba

5 Click **Next**

6 Select **Private**

7 Select Action Services in your customers' list.

8 Click **Next**

SAP Ariba Network - Enterprise Account TEST MODE

Create a New Catalog

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

1 Details

Catalog Name: CUSTOMER_SUPPLIER_GB_CIF

Created By: [blank]

Date Created: Thursday 29 Apr 2021 10:08 AM GMT+02:00

Description: [blank]

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

Commodities: 1

Description

No items

Delete Add

Next Exit

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
<input checked="" type="checkbox"/> GSO Combo Sandbox - P20 / InvPro - TEST	View	Pending Validation

Previous Next Exit

Note: If Action Services is not part of the customer list, it means that the Buyer Trading Relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

Catalogue Publication

9 Click **Choose File** and browse to the Catalogue file on your computer.

10 Click **Validate and Publish**

Create a New Catalog Previous Exit

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

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.

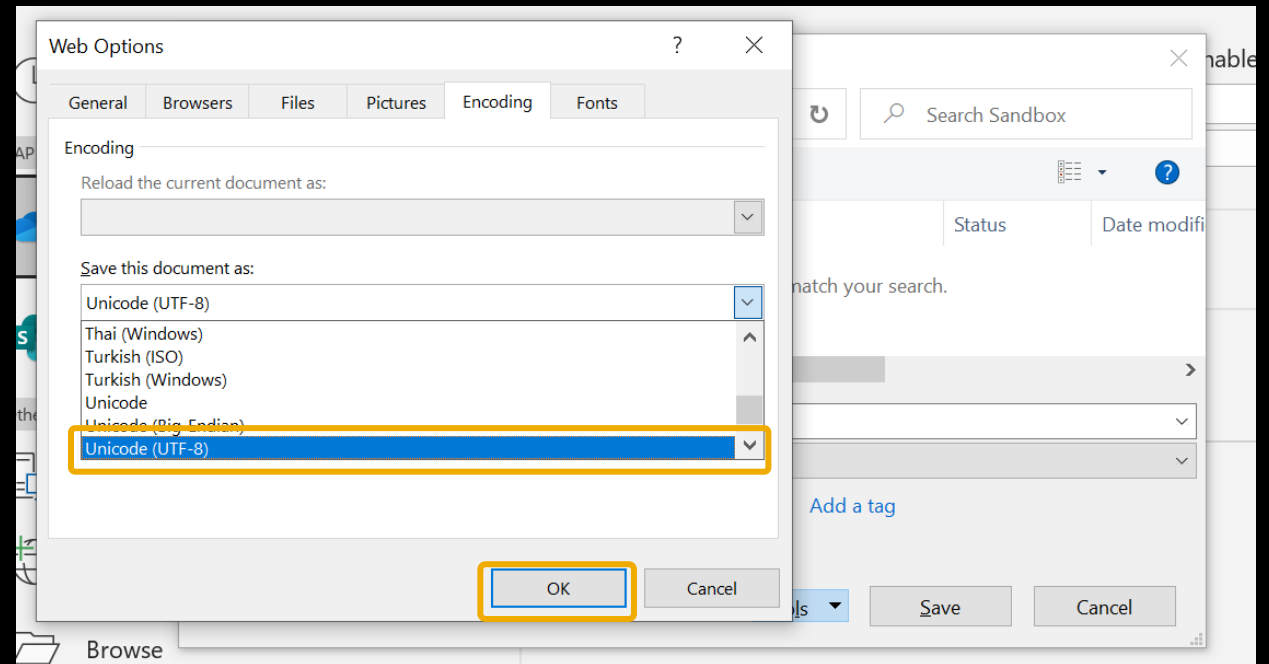
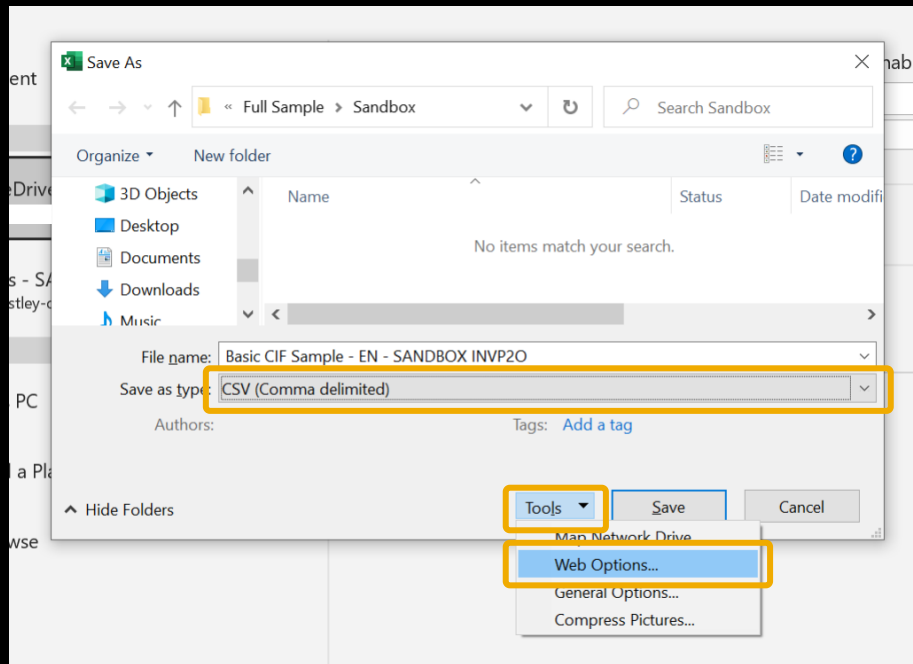
Validate and Publish

Note: Ariba Network supports an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

Converting the Excel File into .csv file

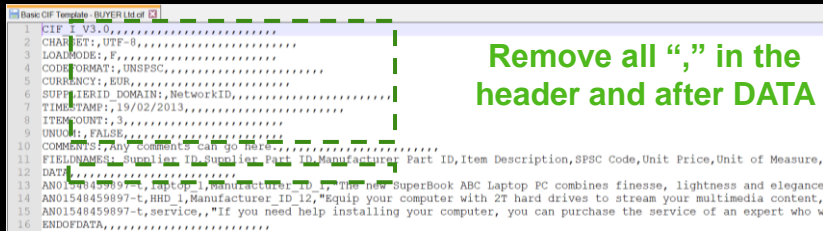
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalogue on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.

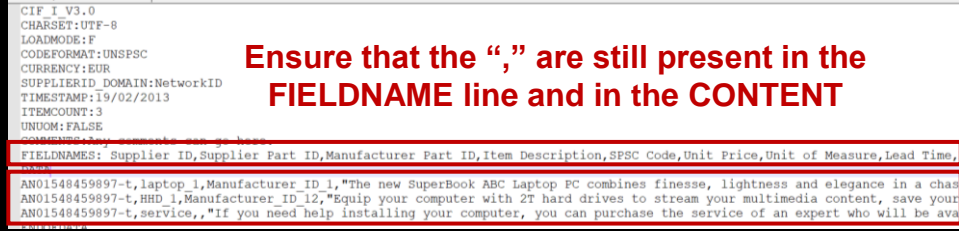


Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif

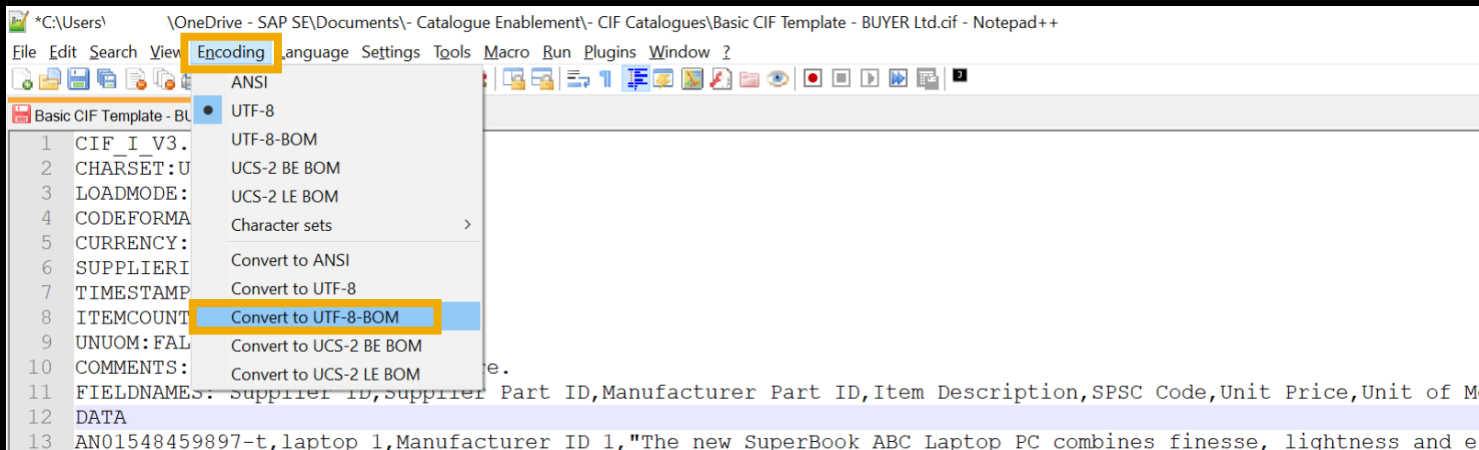


```
1 CIF I V3.0,
2 CHARSET:UTF-8,
3 LOADMODE:F,
4 CODEFORMAT:UNSPSC,
5 CURRENCY:EUR,
6 SUPPLIERID_DOMAIN:NetworkID,
7 TIMESTAMP:19/02/2013,
8 ITEMCOUNT:3,
9 UNUOM:FALSE,
10 COMMENTS:Any comments can go here,
11 FIELDNAMES:Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,
12 DATA
13 AN01548459897-t,laptop 1,Manufacturer ID 1,"The new SuperBook ABC Laptop PC combines finesse, lightness and elegance
14 AN01548459897-t, HDD 1,Manufacturer ID 12,"Equip your computer with 2T hard drives to stream your multimedia content,
15 AN01548459897-t,service,"If you need help installing your computer, you can purchase the service of an expert who w
16 ENDOFDATA,
```



```
CIF I V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC
CURRENCY:EUR
SUPPLIERID_DOMAIN:NetworkID
TIMESTAMP:19/02/2013
ITEMCOUNT:3
UNUOM:FALSE
COMMENTS:Any comments can go here
FIELDNAMES:Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,
AN01548459897-t,laptop 1,Manufacturer ID 1,"The new SuperBook ABC Laptop PC combines finesse, lightness and elegance in a cha
AN01548459897-t, HDD 1,Manufacturer ID 12,"Equip your computer with 2T hard drives to stream your multimedia content, save your
AN01548459897-t,service,"If you need help installing your computer, you can purchase the service of an expert who will be ava
```

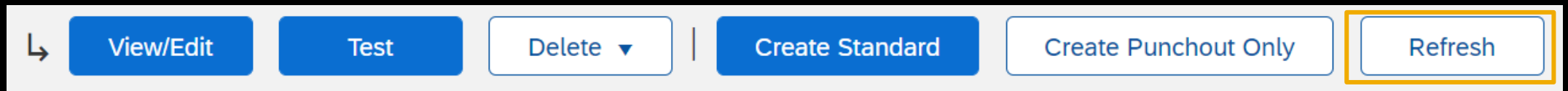
- For special/non-english characters (for example ö, ü, etc.) you have to save your file as UTF-8-BOM. We recommend this be done systematically.



Important: you need to ensure that the fields are separated by commas (,) and not by semi-colons (;)

Catalogue Publication

- After the entire Catalogue has been uploaded:
Ariba Network begins the Catalogue validation
It can take several minutes to validate large Catalogues
Ariba Network stores new Catalogues in a queue and validates them one by one
- You can upload other Catalogues while Ariba Network is validating.
- Once you have completed uploading your Catalogue(s):
DO NOT log out
Click the “**Refresh**” button on the Catalogue dashboard to update your Catalogue status.



Catalogue Validation - Status

- After Ariba Network completes the upload, if there are no network validation errors, the Catalogue status is changed to **Published** and a network-generated email is sent to Action Services.
- As Action Services is using AutoSubscriptionSync, the Catalogue is pulled into the SAP Ariba Procurement to begin the Action Services-specific validations and the status will change to **Pending Buyer Validation**.

File Name	Type	Size	Visibility	Created By	Date Created	Status
Basic CIF Sample - EN - SANDBOX INVP2O.cif	CIF	8 KB	Private		29 Apr 2021	Published

File Name	Type	Size	Visibility	Created By	Date Created	Status
Basic CIF Sample - EN - SANDBOX INVP2O.cif	CIF	8 KB	Private		29 Apr 2021	Pending Buyer Validation

Catalogue Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20 - with errors.cif	CIF3.0	8 KB	Private		29 Apr 2021	10 Errors Found by Ariba Network

- Validating against the **buyer**-specific validation rules.

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20 - with errors.cif	CIF3.0	8 KB	Private		29 Apr 2021	2 Validation Errors Found by Customer

Note: Even if a Catalogue passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the Catalogue has failed the buyer-specific Catalogue validation rules.

How to Correct Errors Found by Ariba Network

- Click on the red **Error** message

Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVPO20 - with errors.cif	CIF3.0	8 KB	Private		29 Apr 202	10 Errors Found by Ariba Network

Click here

- One is sent directly to the “**Errors**” tab where one can review the error details

1 Details

2 Content

3 Errors

4 Subscriptions

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 M

Upload [new catalog file](#).

Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File	Customer
Classification code UNSPSC ghjghj is not known.	Classification Code	13	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	17	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	16	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	18	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	14	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	22	GSO Sandbox - P2O - TEST
Classification code UNSPSC ghjghj is not known.	Classification Code	15	GSO Sandbox - P2O - TEST

Description of what is causing the error

In which field the error was found

Number of the line-item

Updating CIF Catalogue

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Catalogue Update – Step 1

When updating a Catalogue, it is not necessary to create a new standard. It is important to maintain the same Catalogue subscription name.

- 1 Select your Catalogue
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Download Catalogue File**

Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created
<div>1</div> <div><input checked="" type="radio"/> GSO Combo Sandbox - P2O / InvPro - TEST</div>	CUSTOMER_SUPPLIER_GB_CIF	1	Basic CIF Sample - EN - SANDBOX INVP2O.cif	CIF	8 KB	Private		29 Apr 2021
<div>2</div> <div><div>→</div><div>View/Edit</div><div>Test</div><div>Delete ▼</div><div>Create Standard</div><div>Create Punchout Only</div><div>Refresh</div><div>Catalog Name</div><div></div></div>								

Catalogue Update – Step 2

1 Click **Download as CIF**, for ease of editing, you can convert the file to Excel and download it. Each button will change from grey to black as you follow the process.

2 Click **Convert to Excel** and wait for the next button to highlight

3 Click **Refresh Status** and wait for the next button to highlight

4 Click **Download as Excel** and save the file to your computer

5 Click **Exit**

CIF Download

Created at: Thursday 29 Apr 2021 9:51 AM GMT+02:00
Size: 8 KB
Type: CIF3.0
Status: Ready

Download as CIF

Excel Download

Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to refresh the converted Excel file.

Created at:
Size:
Type: Excel
Status:

Convert to Excel Refresh Status Download as Excel

Catalogue Update – Step 3

Open the downloaded file in Excel and enable editing and make necessary changes.

	A	B	C	D	E	F	G	H	I
5	CURRENCY:	USD							
6	SUPPLIERID_DOMAIN:	NetworkID							
7	TIMESTAMP:	41324.563							
8	ITEMCOUNT:	11							
9	UNUOM:	FALSE							
10	COMMENTS:	full sample CIF for the Sandbox InvP2O							
11	FIELDNAMES: Supplier ID	Supplier Part	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time	Manufacturer
12	DATA								
13	an01048459897-t	laptop_1	Manufacturer_ID_1	The new SuperBook ABC Laptop PC combines finesse, lightness and e	4321	499.99	EA	8	Tricolore
14	an01048459897-t	laptop_1	Manufacturer_ID_2	Le nouveau PC Portable SuperBook ABC conjugue finesse, légèreté et	4321	450	EA	8	Tricolore
15	an01048459897-t	mouse_1	Manufacturer_ID_5	The new generation of MusMouse mice has arrived! MusMouse strik	4321	25	EA	5	Tricolore
16	ENDOFDATA								

Catalogue Update – Step 4

Once your new Catalogue version is ready, log in your Ariba Network account.

- 1 Select your Catalogue
- 2 Click **View/Edit**
- 3 Click **Content**
- 4 Click **Upload Catalogue File**

	Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created By	Date Created
1	GSO Combo Sandbox - P2O / InvPro - TEST	CUSTOMER_SUPPLIER_GB_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF	8 KB	Private		29 Apr 2021
									Catalog Name

Catalogue Update – Step 5

1 Click **Choose File** and browse to the Catalogue file on your computer.

2 Click **Validate and Publish**

The screenshot displays the 'Edit a Catalog' web interface. On the left, a sidebar contains three tabs: 'Details', 'Content', and 'Subscriptions'. The 'Content' tab is selected and highlighted with a blue border and a blue circle containing the number '1'. The main area of the interface is titled 'Edit a Catalog' and contains the following elements:

- A text instruction: 'Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).To
- A section header: 'UPLOAD YOUR CATALOG FILE'
- A file upload area with a button labeled 'Choose File' and the text 'No file chosen'. The 'Choose File' button is highlighted with a blue border and a blue circle containing the number '2'.
- A yellow warning banner with a red exclamation mark icon and the text: '! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploadi
- A blue button labeled 'Validate and Publish'.
- A footer text: 'Manage content for your catalogs. Download and edit these catalog files.'

Catalogue Update – Latest Version Only

- The latest version is the only one available for modifications.
- To access previous versions, you must delete the more recent versions first.
- When a Catalogue has several versions, you can delete all of them by clicking: Delete > All versions or only delete the latest version by selecting the Catalogue and clicking Delete > Latest Version Only

The screenshot shows the SAP Ariba Network interface. At the top, there's a header with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below this is a navigation bar with links to Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs (selected), and Reports. The main section is titled 'Catalogs' and contains a sub-header: 'Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customer...'. Below this is a table with columns: Customer Name, Catalog Name ↑, Version, File Name, Type, Size, Visibility, and Created. The table has two rows. The first row is highlighted with a blue selection box and a yellow '1' next to it. The second row is also highlighted with a blue selection box. Below the table is a toolbar with buttons: View/Edit, Test, Delete (with a dropdown arrow), Create Standard, Create Punchout Only, and Refresh. The 'Delete' dropdown menu is open, showing two options: 'Latest Version Only' (highlighted with a yellow box and a yellow '2' next to it) and 'All Versions'.

Customer Name	Catalog Name ↑	Version	File Name	Type	Size	Visibility	Created
GSO Sandbox - P2O - TEST	CUSTOMER_SUPPLIER_FR_CIF	2	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF3.0	8 KB	Private	
GSO Sandbox - P2O - TEST	CUSTOMER_SUPPLIER_FR_CIF	1	Basic CIF Sample - EN - SANDBOX INVP20.cif	CIF3.0	8 KB	Private	

Buttons: View/Edit, Test, Delete (dropdown), Create Standard, Create Punchout Only, Refresh

Delete dropdown options: Latest Version Only, All Versions

Thank you

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