



CIF CATALOG TRAINING GUIDE



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MANAGE CASH

Agenda

- **Roles/Responsibilities**
- **Creating the CIF**
 - ◆ Using the CIF template
 - ◆ Required Fields
- **Uploading the Catalog to the Ariba Network**
 - ◆ Catalog Upload/Publish Process
 - ◆ Updating Catalog Subscriptions
 - ◆ Catalog Validation and Errors
 - ◆ Network Notifications
- **Reference Materials and Support Information**
- **Timeline**
- **Questions**

Roles and Responsibilities

Suppliers are responsible for

- **Catalog scope and validation**
 - Owns and maintains the Catalog content
- **Catalog Development**
 - Ariba will provide support for creation of CIF catalogs
 - It is assumed suppliers have some computer and Excel proficiency
- **Catalog Updates**
 - Assumes suppliers will update catalogs no more than 4 times a year. Please discuss with us if you expect more frequent updates.

Roles and Responsibilities

Dollar Tree will work with suppliers to determine catalog content/pricing.

Note: If product/pricing has not already been agreed on, suppliers and Dollar Tree should have this discussion as soon as possible. Product/Pricing decisions should be complete before Testing(UAT) but must be concluded before a catalog can be migrated to Production.





CREATING THE CIF



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Using the CIF template

CIF – Catalog Interchange Format

This section is intended to walk you through the process of creating, making additions, updates, or deletions to your online catalog.

The template is in Microsoft Excel format as shown below and can be accessed from the supplier education portal.

	A	B	C	D	E	F	
1	CIF_I_V3.0						
2	LOADMODE:F						
3	CODEFORMAT: UNSPSC						
4	SUPPLIERID_DOMAIN: networkid						
5	CURRENCY:USD						
6	ITEMCOUNT: 5						
7	UNUOM: TRUE						
8	TIMESTAMP:						
9	COMMENTS:						
10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit
11	DATA						
12	AN010000001234-T	2772882	TTSIBM412CID	Phone - 4-Line System, with Headset and Caller ID	34101004.1	45.24	EA
13	AN010000001234-T	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509.4	19.99	EA
14	AN010000001234-T	2772276		Pens, Blue Ballpoint, Disposable	44121710.2	5.45	DZ
15	AN010000001234-T	2772981		Manilla Folders, Tabbed 3 Position	44122011.6	19.99	GR
16	AN010000001234-T	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615.1	4.95	EA
17	ENDOFDATA						
18							

Using the CIF template

- 1**
- ▶ The fields of the template are color coded as follows:
 - ▶ **Gray** Fields - Not used by suppliers unless specified.
 - ▶ **Blue** Fields - Required entries
 - ▶ **Green** Fields - Optional entries
 - ▶ Each field in the Template contains “tool tip” help - if you hover your mouse pointer over the field, a note will pop-up with information about that field.

	A	B	C
1	CIF_I_V3.0		
2	LOADMODE:F		
3	CODEFORMAT: UNSPSC		
4	SUPPLIERID_DOMAIN: networkid		
5	CURRENCY:USD		
6	UNUOM: TRUE		
7	ITEMCOUNT: 5		
8	TIMESTAMP:		
9	COMMENTS:		
10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID
11	DATA		
12	AN010000001234-T	2772882	TTSIBM412CID
13	AN010000001234-T	2772967	IDG076450049X
14	AN010000001234-T	2772276	
15	AN010000001234-T	2772981	
16	AN010000001234-T	2772985	IDG07645762
17	ENDOFDATA		
18			

HEADER (rows 1-10)

DATA (rows 11-17)

Using the CIF template

2

- ▶ **Enter the data in the correct fields:**
- ▶ **Please ensure inputted data does not exceed field size.**
- ▶ **Field size is indicated in the tool-tip for each field in the header row.**

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Review header section of file and make note that the only fields that will need modifying are:

ITEMCOUNT - Required.

- Represents the total number of line items being loaded.

TIMESTAMP - Optional.

- Used to reflect date & time of file preparation.

COMMENTS – Optional.

- Field is available to put any text description of file or other comments.

	A	B	C
1	CIF_I_V3.0		
2	LOADMODE:F		
3	CODEFORMAT: UNSPSC		
4	SUPPLIERID_DOMAIN: networkid		
5	CURRENCY:USD		
6	UNUOM: TRUE		
7	ITEMCOUNT: 5		
8	TIMESTAMP:		
9	COMMENTS:		
10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID
11	DATA		
12	AND10000001234-T	2772882	TTSIBM412CID
13	AND10000001234-T	2772967	IDG076450049X
14	AND10000001234-T	2772276	
15	AND10000001234-T	2772981	
16	AND10000001234-T	2772985	IDG07645762
17	ENDOFDATA		
18			

Using the CIF template

4 ▶ DATA / ENDOFDATA

▶ DATA

- ▶ First line before product lines begin (line 12)

▶ ENDOFDATA

- ▶ Last line of template
- ▶ Must always appear after last product line

10	FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID
11	DATA		
12	AN010000001234-T	2772882	TTSIBM412CID
13	AN010000001234-T	2772967	IDG076450049X
14	AN010000001234-T	2772276	
15	AN010000001234-T	2772981	
16	AN010000001234-T	2772985	IDG07645762
17	ENDOFDATA		
18			

Populate Template

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Supplier ID

Description: Enter your *Ariba Network ID*

Data Type: String

Maximum length: 255

Required: Yes

Note: *SUPPLIERID_DOMAIN* field in the header section must be set to “*networkid*” when using the Supplier ANID.

1. For test files, please add **-T** to the Supplier ID.
Example: AN1000004323-T

2. To find your **ANID**, Log into the Ariba Network website, <http://supplier.ariba.com>, using your Username and Password.

Note: If you have an Ariba Network account but do not know your Username/password, contact Ariba Support.

	A
1	CIF_I_V3.0
2	LOADMODE:F
3	CODEFORMAT: UNSPSC
4	SUPPLIERID_DOMAIN: networkid
5	CURRENCY:USD
6	ITEMCOUNT: 5
7	UNUOM: TRUE
8	TIMESTAMP:
9	COMMENTS:
10	FIELDNAMES: Supplier ID
11	DATA
12	AN010000001234-T
13	AN010000001234-T
14	AN010000001234-T
15	AN010000001234-T
16	AN010000001234-T
17	ENDOFDATA

Locating your Ariba Network ID

You will need to know your Ariba Network ID in order to create your catalog file. To find your ANID, Log into your Ariba Network account - supplier.ariba.com - using your Username and Password.

Your **ANID** is located in the upper right corner of the screen, directly below your company name.

The screenshot displays the Ariba Network user interface. At the top, there is a navigation bar with tabs for 'GO TO MY: LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. A 'Test Mode' button is visible in the center. On the right side of the navigation bar, the user's name 'McMurtry Sha...' and a 'Help' dropdown are shown. Below the navigation bar, the company name 'ACME Supply, Inc.-TEST' and the Ariba Network ID 'AN01004424249-T' are displayed. A red arrow points to the ANID. The main content area is divided into several sections: 'Profile Completeness' (35% complete), 'Quick Links' (Purchase Orders), 'Search' (Purchase Orders, Order Confirmations, Ship Notices, Invoices, Payments, More...), and 'Alerts and Messages' (Company Profile Out-of-Date, New Supplier Newsletter, What's New in Ariba Network Release). The bottom of the screen shows 'Purchase Order Status' and 'Customers: 1 of 1'.

Populate Template

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Supplier Part ID

Description: Supplier's part number. *It is necessary to assign unique codes to each item in the file. Never use characters ?, {, or }, in Supplier Part IDs, as they cause validation errors.

Data Type: String

Maximum length: 255

Required: Yes

Example: "315-515"

Supplier Part ID	Manufacturer Part ID	
2772882	TTSIBM412CID	4
2772967	IDG076450049X	E
2772276		E
2772981		M
2772985	IDG07645762	S

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Manufacturer Part ID

Description: Manufacturer's Part number

Data Type: String

Maximum length: 255

Required: No

Example: FLDR-111

Populate Template

8 Item Description

Description: Description of the product or service Product name or a short description of the product. Descriptions should be organized in the following manner: proper name (the Noun) and a list of key attributes (characteristics and their values).

Data Type: String

Maximum length: 2000

Required: Yes

Example: "Printer, Laser, A4, Epson Stylus 740"

Item Description	SPSC Code
Phone - 4-Line System, with Headset and Caller ID	34101004.1
Excel 97 for Dummies Quick Reference Book	55101509.4
Pens, Blue Ballpoint, Disposable	44121710.2
Manilla Folders, Tabbed 3 Position	44122011.6
Stapler, Swingline 405, Black	44121615.1

9 SPSC Code

Description: *United Nations Standard Products and Services Code* - Items should be assigned a classification code within UNSPSC Code ECCMA Version 13.5. Please use only Level 3 and Level 4 UNSPSC codes i.e.;

45678900 or 45678923. Find valid codes at: <http://www.unspsc.org/> or supplier.ariba.com/Help/Guides

Data Type: String

Maximum Length: 40

Required: Yes

Example: 34101004

Populate Template



Unit Price

Description: Customer specific contract price for a product. Cannot include any symbols or commas (\$, ¢, etc.) Must have minimum of two digits to right of decimal place when price includes both dollars & cents (five dollars & 90 cents should be 5.90). When unit price includes dollars only, do not include decimal or zeros(00) to right of decimal (five dollars should be 5).

Data Type: Double Integer

Maximum Length: NA

Required: Yes

Example: 4.32 5 6.90 .99

Unit Price	Unit of Measure
45.24	EA
19.90	EA
5	DZN
.99	PK
4.95	EA



Unit of Measure

Description: Designed to capture marketed units by which an item will be delivered when purchased and to which the unit price refers. Code has to be ISO compliant code. You can find a copy of the ANSI/UN codes at supplier.ariba.com, click **Help**, Guide Tab.

Data Type: String

Maximum Length: 32

Required: Yes

Example: BX

Populate Template



Lead Time

Description: Number of working days estimated from the supplier's receipt of the order to the delivery of the goods or services

Data Type: Integer

Maximum Length: 40 characters

Required: No

Example: 3



Manufacturer Name

Description: The name of the Original Manufacturer or company that provides the item.

Data Type: String

Maximum length: 255

Required: No

Example: Bic

Lead Time	Manufacturer Name
1	Intellidata
3	IDG Books Worldwide
1	Bic
5	Mead
1	Swingline

Populate Template

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Supplier URL

Description: The URL* for additional information or an image of an item located on a supplier website.

Data Type: String

Maximum length: 255

Required: No

Example:

<http://www.supply.com/catalog/product18.htm>*)
Include entire URL. Supplier and Manufacturers URL field cannot be a dynamic address. URL must be static, and specific to that item, not just supplier or manufacturer's home page.

Supplier URL	Manufacturer URL
http://www.idg.com/2772967	
http://www.idg.com/2772981	
	http://www.bic.com/277BLK
	http://www.mead.com/2981
http://www.idg.com/2772986	

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Manufacturer URL

Description: The URL for specification data (i.e. MSDS Sheet) of an item within a catalog.

Data Type: String

Maximum length: 255

Required: No

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

*Include entire URL. Supplier and Manufacturers URL field cannot be a dynamic address. URL must be static, and specific to that item, not just supplier or manufacturer's home page.

Populate Template



Market Price

Description: Retail Market Price of product without discount pricing.
Optional value, it can be left BLANK.

Data Type: String

Maximum Length: 255 characters

Required: No

Market Price	Supplier Part Auxiliary ID
50.24	
22.00	24-BLK
7.00	



Supplier Part Auxiliary ID

Description: Optional data entry. This is an optional field for the supplier, to be used only when the Supplier Part Id is not unique.

Data Type: String

Maximum Length: 255 characters

Required: No

Example: 123abc

Populate Template



Language

Description: Locale field includes the language of the catalog. This must be an ISO compliant code.

Data Type: String

Maximum Length: 255

Required: *If language other than en_US.
Defaults to en_US if not filled in.*

Example: en_US

Language	Currency
en_US	USD
en_US	USD
en_US	USD
en_US	USD
en_US	USD



Currency

Description: Identifies the type of currency used in the Price fields for a given item. This must be an ISO compliant code. Value defaults to what is in the CURRENCY head field if no value is entered in this field.

Data Type: String

Maximum Length: 32

Required: *If currency other than what is defined in the header. Defaults to the currency in the header if not filled in.*

Example: USD, EUR or GBP

Populate Template

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Short Name

Description: Optional Short description for item. This field defaults to first 50 characters of Item Description if left blank. Use Short Name to provide succinct & meaningful description of item. Use Item Description to provide expanded product details along with Short Name description.

Data Type: String

Maximum Length: 50 characters

Required: No

Example: Pen, Felt, Black

Short Name	Image
4-Line Phone	http://www.manu.com/catalog/product18.jpg
Excel 97 for Dummies	http://www.manu.com/catalog/product22.jpg
Blue Ballpoint Pens	
Manilla Folders	
Standard Stapler	

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Image

Description: Use this field to provide URL of item image.

Supported Image types: GIF, JPG, JPEG, PNG, TIF, TIFF.

Recommended Image size: 300x300 pixel.

For more information, go to supplier.ariba.com/Help, Ariba Catalog Format Reference Guide, pages 42-46.

Data Type: String

Maximum Length: 255

Required: No

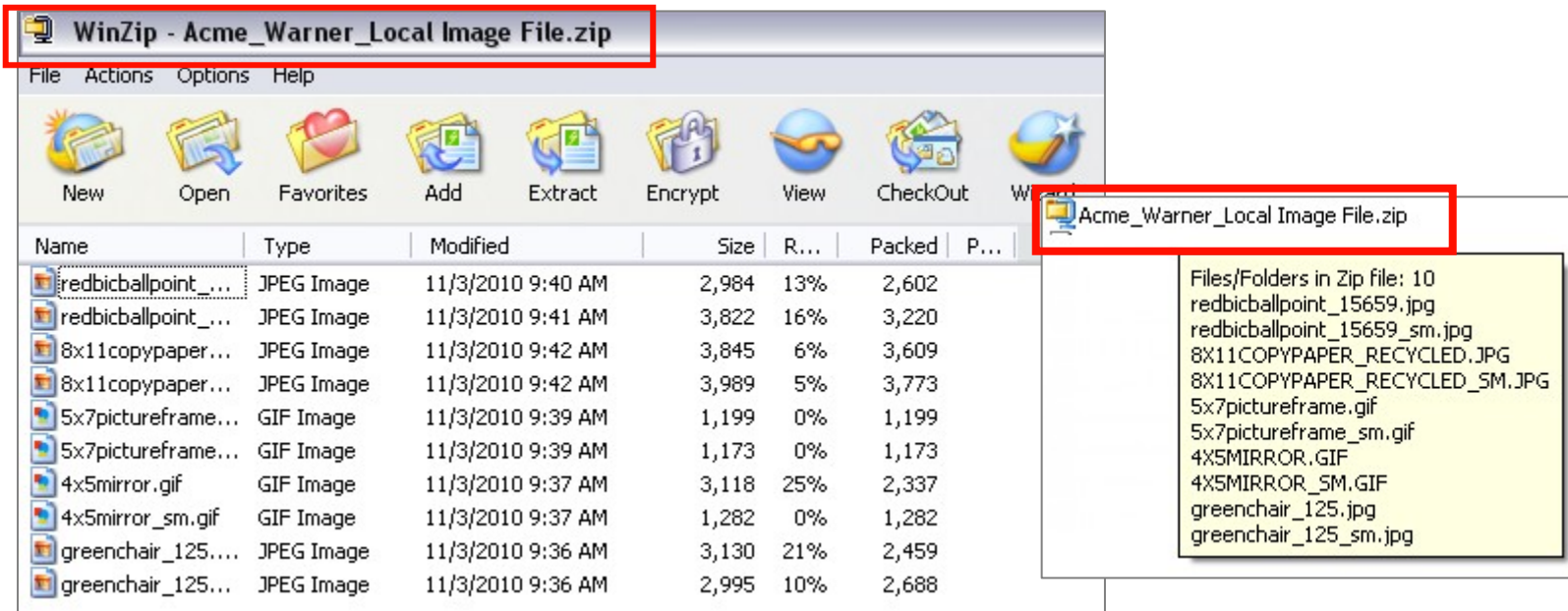
Example: <http://www.manu.com/catalog/product18.jpg>(see following screen)

Populate Template

Local Images

- ▶ Suppliers that cannot host images on their servers can provide a local image file.
- ▶ Save local images to a zip file and email to catalogmanagement@ariba.com.

Note: Suppliers should provide hosted images when possible because the Auto Subscription Sync function is not an option for customers when suppliers provide local Images.



The screenshot shows the WinZip interface with a zip file named "Acme_Warner_Local Image File.zip" open. The file list is as follows:

Name	Type	Modified	Size	R...	Packed	P...
redbicballpoint_...	JPEG Image	11/3/2010 9:40 AM	2,984	13%	2,602	
redbicballpoint_...	JPEG Image	11/3/2010 9:41 AM	3,822	16%	3,220	
8x11coppypaper...	JPEG Image	11/3/2010 9:42 AM	3,845	6%	3,609	
8x11coppypaper...	JPEG Image	11/3/2010 9:42 AM	3,989	5%	3,773	
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,199	0%	1,199	
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,173	0%	1,173	
4x5mirror.gif	GIF Image	11/3/2010 9:37 AM	3,118	25%	2,337	
4x5mirror_sm.gif	GIF Image	11/3/2010 9:37 AM	1,282	0%	1,282	
greenchair_125....	JPEG Image	11/3/2010 9:36 AM	3,130	21%	2,459	
greenchair_125...	JPEG Image	11/3/2010 9:36 AM	2,995	10%	2,688	

A tooltip for the selected zip file shows the following contents:

```
Files/Folders in Zip file: 10
redbicballpoint_15659.jpg
redbicballpoint_15659_sm.jpg
8X11COPYPAPER_RECYCLED.JPG
8X11COPYPAPER_RECYCLED_SM.JPG
5x7pictureframe.gif
5x7pictureframe_sm.gif
4X5MIRROR.GIF
4X5MIRROR_SM.GIF
greenchair_125.jpg
greenchair_125_sm.jpg
```

Populate Template

Local Images

The image name in the catalog file must match the image name in the zip file.

If the image name in the zip file is lower case, the image name in the catalog image field must be lower case.

Example:

greenchair_125.jpg
8X11COPYPAPER_RECYCLED.SM.JPG

Image	Thumbnail
redbicballpoint_15659.jpg	redbicballpoint_15659_sm.jpg
8X11COPYPAPER_RECYCLED.JPG	8X11COPYPAPER_RECYCLED.SM.JPG
5x7pictureframe.gif	5x7pictureframe_sm.gif
4X5MIRROR.GIF	4X5MIRROR_SM.GIF
greenchair_125.jpg	greenchair_125_sm.jpg

WinZip - Acme_Warner_Local Image File.zip

File Actions Options Help

New Open Favorites Add Extract Encrypt

Name	Type	Modified	Size	Compression	Thumbnail
redbicballpoint_...	JPEG Image	11/3/2010 9:40 AM			
redbicballpoint_...	JPEG Image	11/3/2010 9:41 AM			
8x11copypaper...	JPEG Image	11/3/2010 9:42 AM			
8x11copypaper...	JPEG Image	11/3/2010 9:42 AM	3,989	5%	3,773
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,199	0%	1,199
5x7pictureframe...	GIF Image	11/3/2010 9:39 AM	1,173	0%	1,173
4x5mirror.gif	GIF Image	11/3/2010 9:37 AM	3,118	25%	2,337
4x5mirror_sm.gif	GIF Image	11/3/2010 9:37 AM	1,282	0%	1,282
greenchair_125...	JPEG Image	11/3/2010 9:36 AM	3,130	21%	2,459
greenchair_125...	JPEG Image	11/3/2010 9:36 AM	2,995	10%	2,688

Acme_Warner_Local Image File.zip

Files/Folders in Zip file: 10

- redbicballpoint_15659.jpg
- redbicballpoint_15659_sm.jpg
- 8X11COPYPAPER_RECYCLED.JPG
- 8X11COPYPAPER_RECYCLED.SM.JPG
- 5x7pictureframe.gif
- 5x7pictureframe_sm.gif
- 4X5MIRROR.GIF
- 4X5MIRROR_SM.GIF
- greenchair_125.jpg
- greenchair_125_sm.jpg

Check that data has been provided for *all* required fields

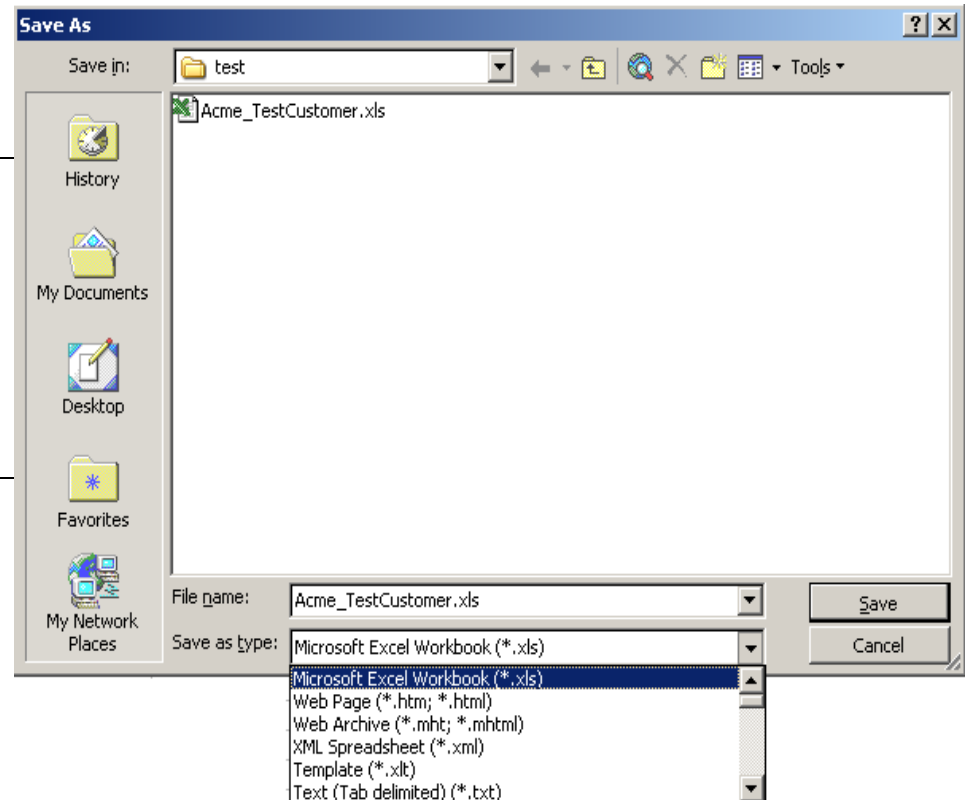
FIELD NAME	REQUIRED/OPTIONAL	DATA TYPE	MAX LENGTH
Supplier ID	Required	String	255
Supplier Part ID	Required - <i>must be unique</i>	String	255
Manufacturer Part ID	Optional	String	255
Item Description	Required	String	2000
SPSC Code	Required - <i>United Nations Standard Products and Services Code</i>	String	40
Unit Price	Required	Decimal	
Unit of Measure	Required - <i>United Nations Unit of Measure</i>	String	32
Lead Time	Optional - <i>leave blank if no lead time</i>	String	40
Manufacturer Name	Optional	String	255
Supplier URL	Optional - <i>website URL</i>	String	255
Manufacturer URL	Optional - <i>website URL</i>	String	255
Market Price	Optional	Decimal	
Supplier Part Auxiliary ID	Optional - <i>Required only if Supplier Part ID not unique</i>	String	255
Language	Optional - <i>Required if other than en_US</i>	String	255
Currency	Required - <i>Defaults to CURRENCY header field if left blank</i>	String	32
Short Name	Optional - <i>Defaults to 1st 50 characters of Item Description if left blank</i>	String	50
Image	Optional - <i>image URL - gif, jpg, jpeg, png, tif, tiff - 300x300 pixel size</i>	String	255

Saving the CIF File

Your Catalog Content file is now complete and ready to be saved!

Save your file using the following naming convention:

Example: *Acme_Warner_Corp.xls*





Uploading the Catalog to the Ariba Network



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Catalog Upload/Publish Process

- ▶ **Uploading** transfers the catalog file from your local drive to the Ariba Network. During the upload process, you enter the catalog name and descriptive text, and classify it so that buying organizations that are looking for products and services of a specific type can find your catalog.
- ▶ **Setting Visibility** allows you to specify whether the catalog version is public or private, which determines which buying organizations can access it.
- ▶ **Validating** checks the catalog for syntactic and semantic errors, The Ariba Network will conduct a high-level validation of UNSPSC codes, Units of Measure and check for zero price values. (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.)
- ▶ **Publishing** freezes the current version and notifies your customer of its availability.

Catalog Upload/Publish Process

- ▶ The Ariba Network provides an Excel-to-CIF converter that automatically detects Excel files and converts them to CIF text format. It can also convert CIF files back to Excel format for downloading.
- ▶ You can compress Excel files using a zip utility. Zipped files must have a .zip extension. The maximum size of Excel files that can be uploaded is one MB (uncompressed).
- ▶ To upload catalog files:
 - ◆ Log in to your Ariba Network account.
 - ◆ Click “**Catalogs**” on the upper left navigation bar.
 - ◆ Click “**Create Standard**” on the catalog dashboard to create a CIF catalog.
 - ◆ Specify standard catalog information such as name, description, and commodities.
 - ◆ Select customer(s) to publish catalog to.
 - ◆ Browse for catalog and select the .xls, .cif or .zip file.
 - ◆ Click “**Validate and Publish**”.
- ▶ The Ariba Network uploads the file, converts it to CIF format, and starts the validation. Conversion from Excel to CIF can take several minutes depending upon the catalog size. As Excel files convert, their status is “**Validating**”.

Catalog Upload/Publish Process

This section is intended to walk you through the process of logging into your Ariba Network supplier account and loading/publishing your new/updated catalog content.

1

Log into your Ariba Network account - supplier.ariba.com – using your Username and Password.

NOTE: Log into your *Test* account to upload your initial test catalog.

Ariba Supplier Network-EA Log In

Username:

Password:

Log In

Job
Re
bu
Re

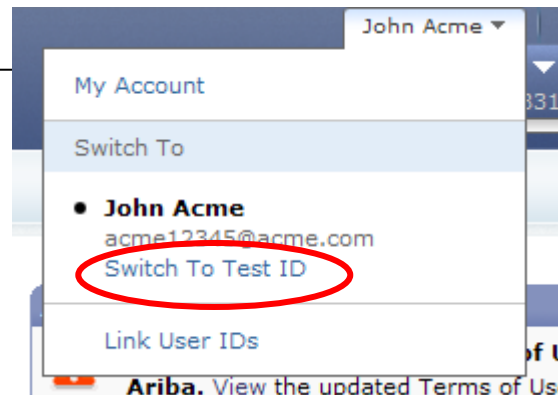
Catalog Upload/Publish Process

Accessing your Test account for the first time

After taking ownership of your production account and accept the terms and conditions, go to the upper right side corner of the screen where your name is.

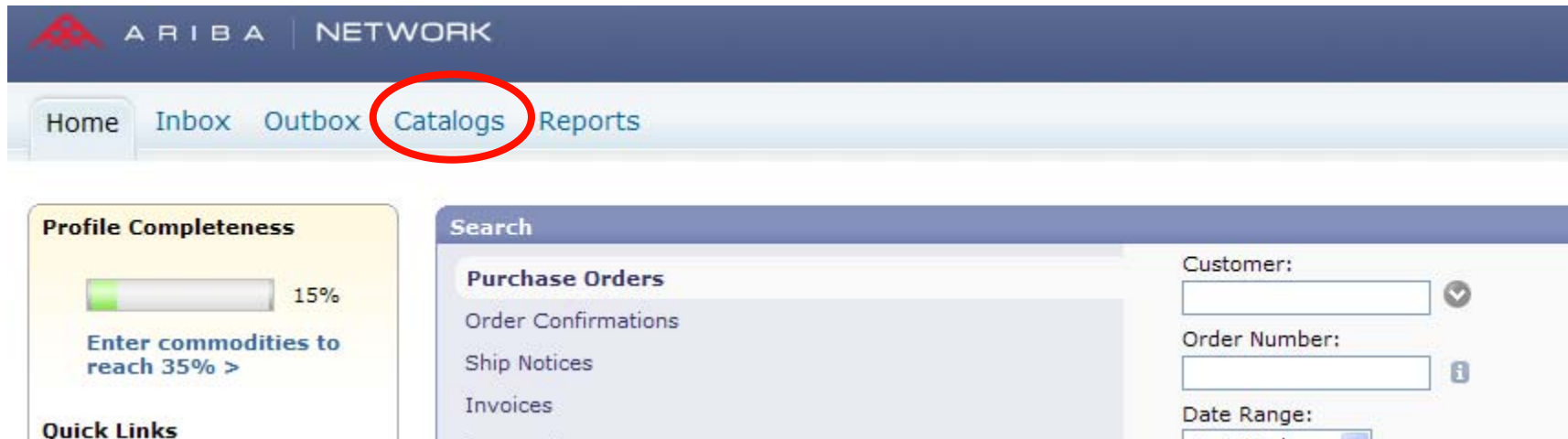


Click on your name and you will find **“Switch to Test ID”** . Click this link to gain access to your Test account.



Catalog Upload/Publish Process

2 Click the “**Catalogs**” tab on the upper left of the navigation bar.



The screenshot displays the Ariba Network user interface. At the top, the header reads "ARIBA | NETWORK". Below this is a navigation bar with tabs for "Home", "Inbox", "Outbox", "Catalogs", and "Reports". The "Catalogs" tab is circled in red. On the left side, there is a "Profile Completeness" widget showing a progress bar at 15% and a prompt to "Enter commodities to reach 35% >". Below this is a "Quick Links" section. On the right side, there is a "Search" section with a list of items: "Purchase Orders", "Order Confirmations", "Ship Notices", and "Invoices". To the right of the search list are input fields for "Customer:", "Order Number:", and "Date Range:", each with a dropdown arrow or information icon.

Catalog Upload/Publish Process

3 At the bottom of the catalog dashboard, click **“Create Standard”**

Note: You only need to **“Create Standard”** for the initial catalog subscription upload.

	Ariba, Inc.	EA TEST CATALOG DAWN	8	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		EA TEST CATALOG DAWN	9	EA_Test_Catalog_WI.cif	CIF3.0	3 KB	Private
<input type="radio"/>		EA Test Catalog Dawn	1	EA_Test_Catalog_WI.cif	CIF3.0	3 KB	Private
<input type="radio"/>		EA TEST DAWN 3	1	ONDTestSupplier_ONDTest_20100610 [1].cif	CIF3.0	5 KB	Private
<input type="radio"/>		Shalini Test	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		Shalini test2	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private
<input type="radio"/>		ShaliniAudrey test	1	EA_Test_Catalog.cif	CIF3.0	3 KB	Private

|

Catalog Upload/Publish Process

4 Name the catalog subscription and click “Next”.

Note: Optionally, you can add descriptive information or list the commodity codes

The screenshot shows a web form for creating a catalog. At the top right, a red box labeled '2.' points to the 'Next' button. Below the form header, a red box labeled '1.' points to the 'Catalog Name' input field, which contains the text 'Acme_TestCustomer'. The form includes fields for 'Created By' (Supplier Program), 'Date Created' (Wednesday 18 Aug 2010 1:22 PM GMT-04:00), and a large 'Description' text area. Below the description area, it states 'The maximum number of characters allowed is 1000, including spaces.' and 'Characters left :1000'. At the bottom, there is a 'Commodities' section with a table header 'Description' and the text 'No items'. Below the table are 'Delete' and 'Add' buttons.

Catalog Upload/Publish Process

5 Choose the **Visibility** settings and select the appropriate customer.

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 catalog errors 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

1.

Customers		
<input type="checkbox"/> Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Warner Inc. - TEST	View	Pending Validation

2.

◀ Previous Next ▶ Exit

Catalog Upload/Publish Process

6

Browse for the appropriate catalog subscription and select “**Validate and Publish**”. The network will check for **Syntactic** and **Semantic** network/customer-specific validation rules.

Upload Your Catalog File

D:\Data\Dawn\EA_Test_Catalog_WI.cif

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading.

2. **1.**

Catalog Upload/Publish Process

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

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
Test_10s2_CIF	1	OfficeSupplies_Test.cif		98 KB	Private	Seb Sussman	4 Oct 2010	Validating
<div style="display: flex; justify-content: space-between; align-items: center;"><div>View/Edit Test Delete ▾ Create Standard Create Punchout Only Refresh</div></div>								
EA Catalog Team Test Catalog	2	EA_Test_Catalog.cif		CIF3.0 3 KB	Private	Daryl Test this D'Angelo	1 Jul 2010	Published

Catalog Upload/Publish Process

Catalog Status



After the Ariba Network completes the upload, if there are no network validation errors, the catalog status is changed to "**Published**" and a network-generated email is sent to the customer.

CIF3.0	2 KB	Private	Supplier Program	22 Feb 2010	Published
--------	------	---------	---------------------	-------------	-----------

Catalog Upload/Publish Process

Auto Subscription Sync

If your customer is using AutoSubscriptionSync, the catalog is pulled into the customer's Ariba application to begin the customer-specific validations and the status will change to **"Pending Buyer Validation"**.

CIF3.0	98 KB	Private	Seb Sussman	4 Oct 2010	Pending Buyer Validation
--------	----------	---------	----------------	------------	--------------------------

Catalog Upload/Publish Process

- ▶ Ariba OnDemand Customers can download catalogs manually from the Ariba Network or set up AutoSubscriptionSync so that catalogs will automatically push to their OnDemand application from the network. AutoSubscriptionSync will allow the network to automatically update your customer's existing catalogs in their Ariba OnDemand application when new versions are available.
- ▶ Each time you need to update a catalog file, you must maintain the same catalog subscription name instead of creating a new subscription each time. Otherwise this will cause errors when the subscriptions are automatically pushed to your customer's OnDemand application. This is accomplished by using the “**View/Edit**” button on the Catalog Dashboard.



Updating Catalog Subscriptions



BUY



SELL



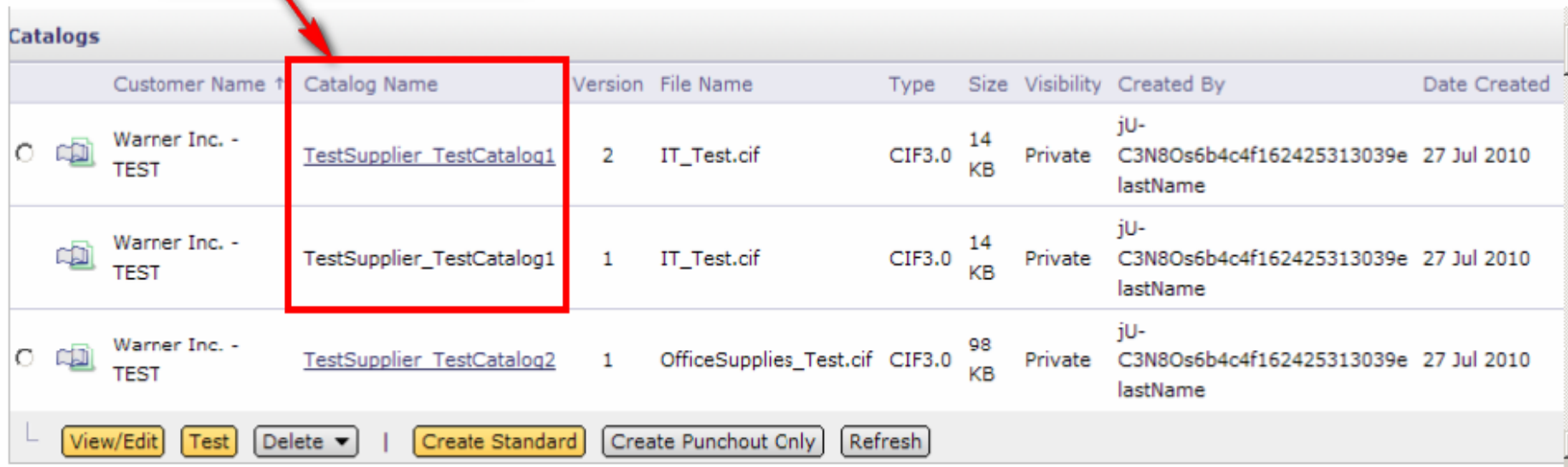
MANAGE CASH

Catalog View/Update Process

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

This section is intended to walk you through the process of updating your catalog subscription content using “View/Edit”.

Catalog Subscription Name



Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created
Warner Inc. - TEST	<u>TestSupplier_TestCatalog1</u>	2	IT_Test.cif	CIF3.0	14 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010
Warner Inc. - TEST	TestSupplier_TestCatalog1	1	IT_Test.cif	CIF3.0	14 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010
Warner Inc. - TEST	<u>TestSupplier_TestCatalog2</u>	1	OfficeSupplies_Test.cif	CIF3.0	98 KB	Private	jU-C3N8Os6b4c4f162425313039e lastName	27 Jul 2010


View/Edit Test Delete | Create Standard Create Punchout Only Refresh

Catalog View/Update Process

1

▶ After you have logged into your Ariba Network account and navigated to the Catalog dashboard:

- ◆ Choose the customer
- ◆ Select the radio button next to the catalog you want to update
- ◆ Click on the yellow **“View/Edit”** button in the bottom left-hand corner of the screen.

Catalogs										Page
Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date S	
▶ Customer Name: None (210)										
▶ Customer Name: "ACSN" <TESTING ACCOUNT> (1)										
▶ Customer Name: AMS-ICSG (1)										
▼ Customer Name: Ariba Ready Test (10)										
<input checked="" type="radio"/>  Acme_TestCustomer	1	Packaging Supples_Test.xls	CIF3.0	38 KB	Private	Supplier Program	18 Aug 2010	Published		
View/Edit Test Delete Create Standard Create Punchout Only Refresh										

1.

2.

3.

Catalog View/Update Process

2

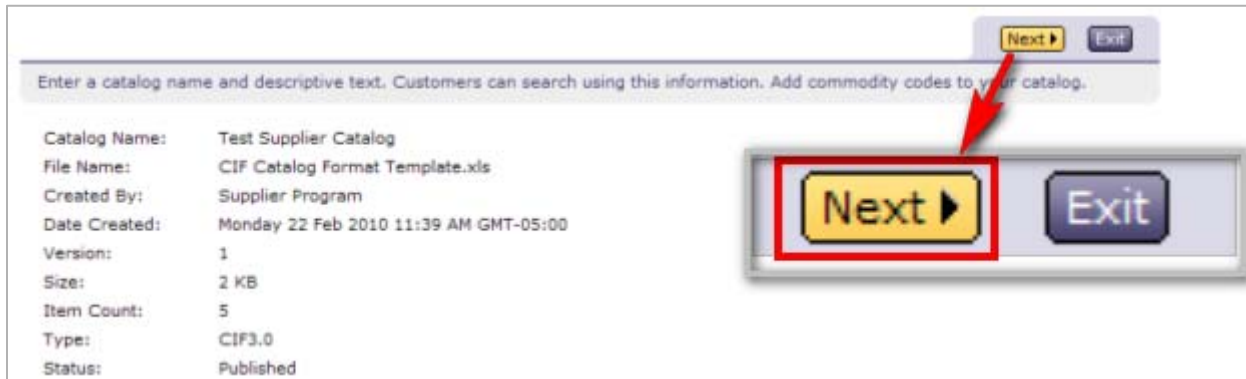
Proceed by clicking “Next”.

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

Catalog Name:	Test Supplier Catalog
File Name:	CIF Catalog Format Template.xls
Created By:	Supplier Program
Date Created:	Monday 22 Feb 2010 11:39 AM GMT-05:00
Version:	1
Size:	2 KB
Item Count:	5
Type:	CIF3.0
Status:	Published

Next ▶ Exit

Next ▶ Exit



Catalog View/Update Process

3

Click **“Upload Catalog File”**.

◀ 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 ...

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit
1	AN010000001234	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	34101004	45.24	EA
2	AN010000001234	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA
3	AN010000001234	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	441217104	5.45	DZN
4	AN010000001234	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO
5	AN010000001234	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA

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

Catalog View/Update Process

4

Browse for the appropriate catalog update, and click “**Validate and Publish**” when finished.

Upload Your Catalog File

D:\Data\Dawn\EA_Test_Catalog_WI.cif

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading.

2. **1.**

- ▶ Don't forget to click the “**Refresh**” button to update the catalog status when you are returned to the Catalog Dashboard.
- ▶ If you modify and reload an existing catalog that passed validation in the past, it may no longer pass validation because of one of the following reasons:
 - The semantic qualification checking was less sophisticated
 - Your customer may have added stricter catalog validation rules since you last validated the catalog.



Catalog Validation and Errors



BUY



SELL



MANAGE CASH

Catalog Validation

A validation rule is a set of constraints applied to a catalog or catalog item.

- ▶ Can specify at the network level, certain high-level rules for validation of the catalog.
 - ◆ **UNSPSC checking**
 - Is supplier UNSPSC version compatible with customer's version?
 - ◆ **Unit of Measure checking**
 - Is supplier using UNUOM's?
 - ◆ **Acceptance of zero price items**
 - If the supplier has zero price items in the catalog, will they be accepted by the customer?
- ▶ Can specify whether the value for a catalog field is mandatory or optional.
- ▶ Global validation rules are rules that are applicable to all suppliers.
 - ◆ Stricter UNSPSC and UOM validations
- ▶ Supplier-specific validation rules are rules that are applicable only to a particular supplier; supplier-specific rules take precedence over Global validation rules.

Catalog Subscription Status

AN Validation

Catalog Status	Definition
Validating	Catalog is in the process of being validated against the Ariba Network high-level syntactic and semantic validations.
Published	The catalog has been published to customers manually loading catalogs. The Ariba Network sends an email notification to your customer informing them your company has published a catalog.
# Errors Found by Ariba Network	The catalog failed during Ariba Network high-level validation. The AN checks the catalog for syntactic and semantic errors. The network will also conduct a high-level validation of UNSPSC and Units of Measure codes, and checks for zero price values. These errors must be corrected first before the catalog can begin customer-specific validation rules. To view details of the error, click the " # Validation Errors Found by Ariba Network " link for this catalog on the catalog dashboard and view details of the error message within your Ariba Network account.
Bad File Format	The catalog has encountered catastrophic errors. The errors must be fixed before the network can perform the high-level validations.

Catalog Subscription Status

Auto Subscription Sync

Catalog Status	Definition
# Validation Errors Found by Customer	The catalog failed during validation of customer-specific rules in Ariba OnDemand. During validation, Ariba OnDemand validates the catalog against customer-specific validation rules. The catalog did not meet the customer's catalog rules and validation failed. To view details of the error, click the " # Validation Errors Found by Customer " link for this catalog on the catalog dashboard and view details of the error message by punching in to Ariba OnDemand.
Pending Buyer Validation	The catalog is uploaded successfully in Ariba OnDemand and is pending validation.
Validated by Customer	The catalog is successfully uploaded in Ariba OnDemand, passing validation, but not yet approved by the customer.
Approved	The catalog has been approved by the customer during the approval process.
Rejected	The catalog has been denied by the customer during the approval process.
Activated	The catalog is activated and available to users in Ariba OnDemand.
Deactivated	A catalog version activated earlier is now deactivated. Catalogs can change statuses from Activated to Deactivated states and back.
Deleted	The catalog has been deleted by the customer in Ariba OnDemand.
Changed	The customer made some changes to the catalog.

Catalog Validation

Validation Errors

Errors can either occur when validating against the high-level Ariba Network rules,

Type	Size	Visibility	Created By	Date Created ↓	Status
CIF3.0	5 KB	Private	Seb Sussman	4 Oct 2010	 3 Errors Found by Ariba Network

or when validating against customer-specific validation rules.

CIF3.0	3 KB	Private	Seb Sussman	1 Sep 2010	 122 Validation Errors Found by Customer
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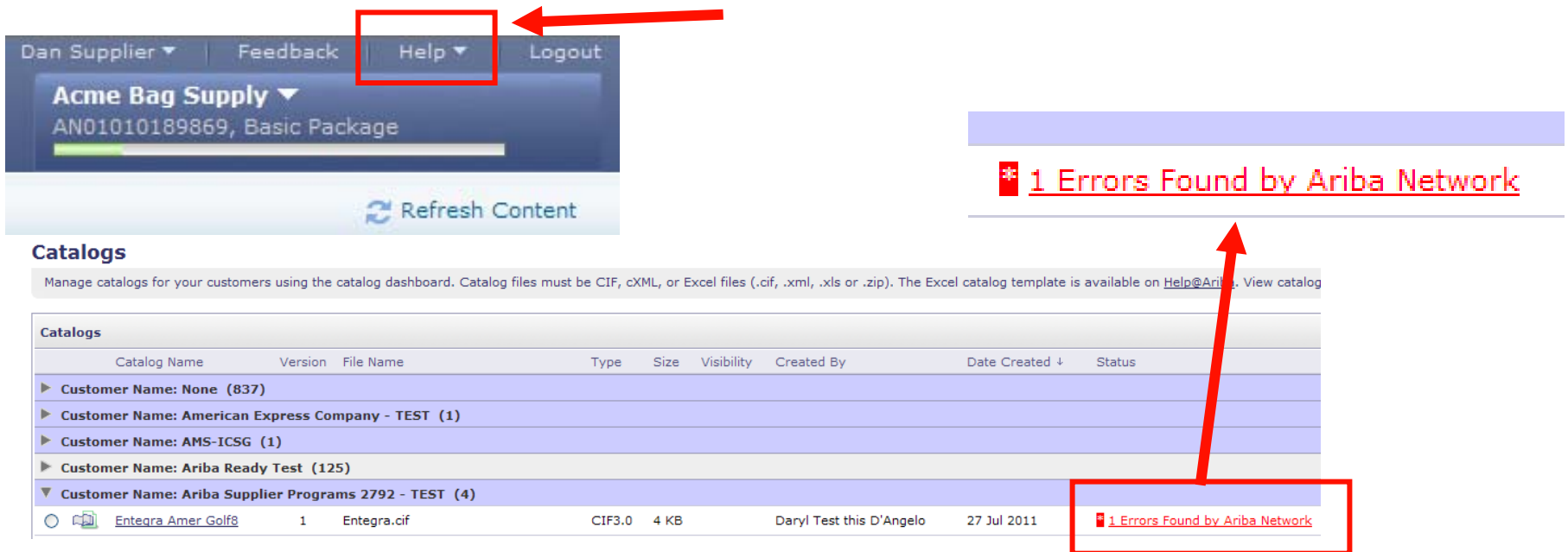
(Note: even if a catalog passes the high-level Ariba Network validation rules, you could still receive a notification within 24 hours informing you the catalog has failed the customer-specific catalog validation rules.)

Catalog Validation

Validation Errors

6 To review network validation errors, click on the “**...Errors Found by Ariba Network**” message. You will be provided with an error description, field, and line number associated with the errors.

Click **Help** to display the context-sensitive help screens that will assist you in correcting errors **Please note: Help files are ENGLISH language only.**



The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with 'Dan Supplier', 'Feedback', 'Help', and 'Logout'. Below this is a header for 'Acme Bag Supply' with a dropdown arrow and the identifier 'AN01010189869, Basic Package'. A 'Refresh Content' button is visible. On the right side, a purple banner displays a red error icon and the text '1 Errors Found by Ariba Network'. Below this is a 'Catalogs' section with a table listing various catalogs. The table has columns for Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, and Status. The last row in the table is highlighted in blue and contains a red error icon and the text '1 Errors Found by Ariba Network'. Red arrows point from the 'Help' menu and the error message in the table to the error message in the banner.

Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
▶ Customer Name: None (837)								
▶ Customer Name: American Express Company - TEST (1)								
▶ Customer Name: AMS-ICSG (1)								
▶ Customer Name: Ariba Ready Test (125)								
▼ Customer Name: Ariba Supplier Programs 2792 - TEST (4)								
Entegra Amer Golf8	1	Entegra.cif	CIF3.0	4 KB		Daryl Test this D'Angelo	27 Jul 2011	1 Errors Found by Ariba Network

Catalog Validation

Validation Errors

7

If your catalog has passed network validations, a status of “**Pending Buyer Validation**” will appear.

CIF3.0	98 KB	Private	Seb Sussman	4 Oct 2010	Pending Buyer Validation
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Within 24 hours, if customer-specific validation errors are discovered, the catalog status will change to “**...Validation Errors found by Customer**”. This means you will need to review error results and correct them before the catalog can be loaded/activated in the customer’s Ariba application.

CIF3.0	3 KB	Private	Seb Sussman	1 Sep 2010	122 Validation Errors Found by Customer
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Catalog Validation

Ariba Network Notifications



Ariba Supplier Network
Connecting buyers and suppliers for
successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

WHAT THIS MEANS

→ **SSP SVCQA realm9 Has Received Catalog GSO_ORR_Demo**

Catalog Name: GSO_ORR_Demo
Version: 2
Description:
Catalog Status: Received, Pending Validation

WHAT YOU NEED TO DO

You do not have to take any immediate action now, as your customer is validating the catalog. Ariba SN will send you a notification when Ariba receives a status update from your customer.

If you have any questions, contact your customer directly.

Thank you for using Ariba SN.

Sincerely,

The Ariba Supplier Network Team

Catalog Validation

Ariba Network Notifications



Ariba Supplier Network
Connecting buyers and suppliers for successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

WHAT THIS MEANS

→ **Your Catalog Has Failed the Validation with SSP SVCQA realm9**

Catalog Name: GSO_ORR_Demo
Version: 1
Description:
Catalog Status: Errors Found by Customer : SSP SVCQA realm9

WHAT YOU NEED TO DO

The above catalog failed the validation on the customer's system because some catalog items did not match the validation rules specified by SSP SVCQA realm9. To know more, please log into Ariba SN and review the error message for this catalog. Click the "Errors Found by Customer" link for this catalog on the catalog dashboard and view details of the error message by punching into your customer's system.

If you have any questions, contact your customer directly.

Thank you for using Ariba SN.

Sincerely,

The Ariba Supplier Network Team

Catalog Validation

Ariba Network Notifications



Ariba Supplier Network

Connecting buyers and suppliers for successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

WHAT THIS MEANS

→ **SSP SVCQA realm9 Has Validated Catalog GSO_ORR_Demo**

Catalog Name: GSO_ORR_Demo

Version: 2

Description:

Catalog Status: Validated by Customer

WHAT YOU NEED TO DO

You do not have to take any immediate action now. Ariba SN will send you a notification when your customer approves and activates the catalog. After you receive the notification, you can configure your order system to handle the purchase orders using this new catalog.

If you have any questions, contact your customer directly.

Thank you for using Ariba SN.

Sincerely,

The Ariba Supplier Network Team

Catalog Validation

Ariba Network Notifications



Ariba Supplier Network
Connecting buyers and suppliers for
successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

WHAT THIS MEANS

→ **SSP SVCQA realm9 Has Approved Catalog GSO_ORR_Demo**

Catalog Name: GSO_ORR_Demo
Version: 2
Description:
Catalog Status: Approved

WHAT YOU NEED TO DO

You do not have to take any immediate action now. Ariba SN will send you a notification when your customer activates the catalog. After you receive the notification, you can view the catalog and configure your order system to handle the purchase orders using this new catalog.

If you have any questions, contact your customer directly.


Thank you for using Ariba SN.

Sincerely,

The Ariba Supplier Network Team

Catalog Validation

Ariba Network Notifications



Ariba Supplier Network
Connecting buyers and suppliers for
successful business collaboration

Dear BigBox Retail,

This notification contains important information about your Ariba Supplier Network account (ANID: AN11000000125).

WHAT THIS MEANS

→ **SSP SVCQA realm9 Has Activated Catalog GSO_ORR_Demo**

Catalog Name: GSO_ORR_Demo
Version: 2
Description:
Catalog Status: Activated

WHAT YOU NEED TO DO

Great News! Your customer has activated the catalog in their system. You can now configure your order system to handle the purchase orders using this new catalog.

If you have any questions, contact your customer directly.

Thank you for using Ariba SN.

Sincerely,

The Ariba Supplier Network Team

Catalog Validation

Ariba Network Notifications



Ariba® Network

Connecting buyers and suppliers for
successful business collaboration

Dear OND Prod ASN Supplier,

This notification contains important information about your Ariba Network-EA account (ANID: EA99000778852).

WHAT THIS MEANS

→ Ariba, Inc. Has Rejected Catalog EA CATALOG TEST DAWN 2

Catalog Name: EA CATALOG TEST DAWN 2

Version: 4

Description:

Catalog Status: Rejected

WHAT YOU NEED TO DO

Your customer has rejected the catalog you uploaded on Ariba Network. To know more information, contact your customer directly.

If you have any questions, contact your customer directly.

Thank you for using Ariba Network.

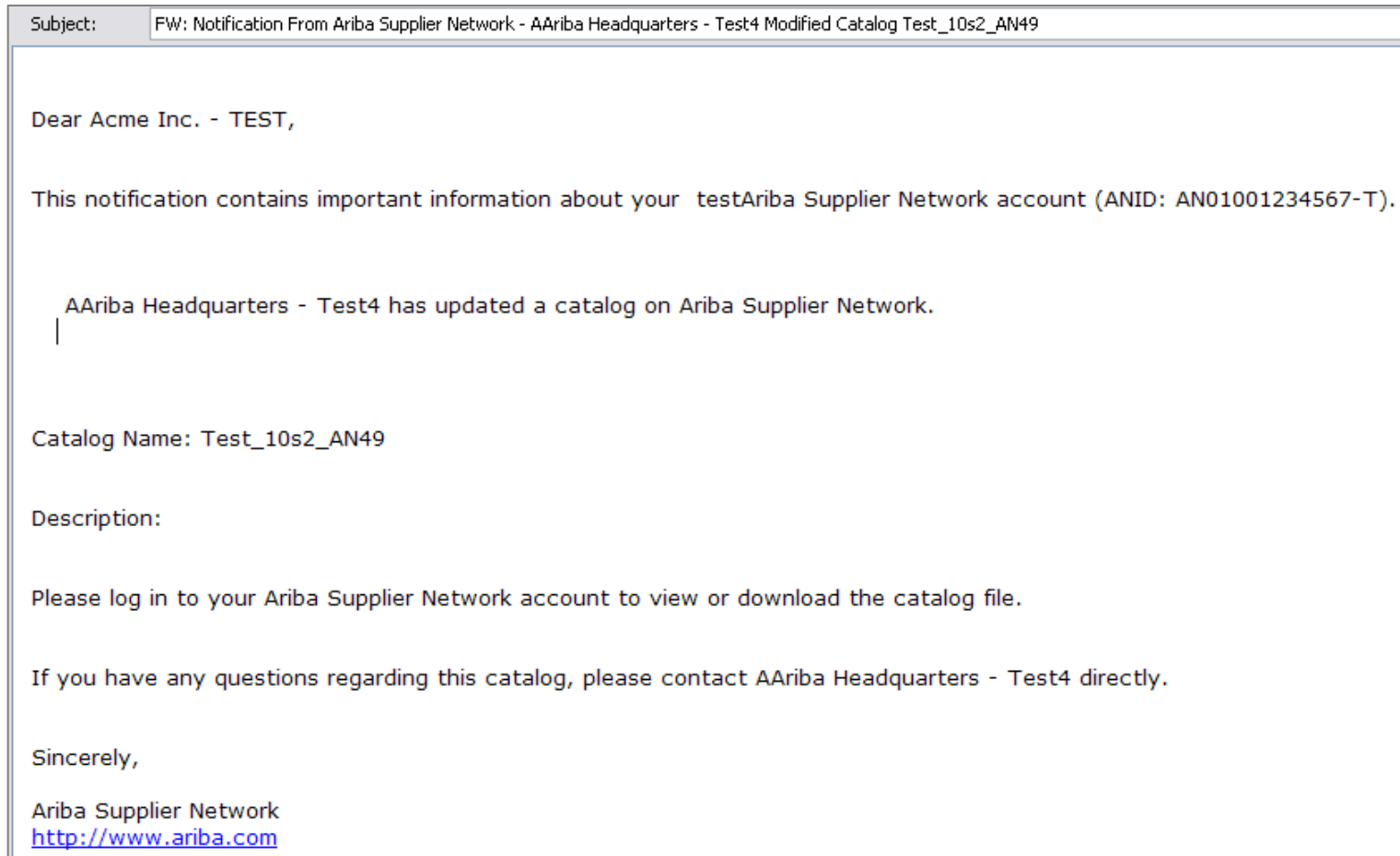
Sincerely,

The Ariba Network-EA Team

Catalog Validation

Ariba Network Published Catalog Notification

Customers will receive an email notification from the Ariba Network like the example below.





Additional Resources



BUY



SELL



MANAGE CASH

Additional Resources

▶ Ariba Supplier Network Documentation & Training

- ◆ Go to <http://supplier.ariba.com>
- ◆ Log in to your Ariba Network account
- ◆ Click *Help > Using > Catalogs*
 - *Catalog Administration Guide for Suppliers*
 - *Catalog Format Reference*
 - *Example Catalogs*
 - *Catalog Standards*

The screenshot shows the Ariba Supplier Network Help page. The top navigation bar includes 'HELP @ A R I B A', 'Using', 'Administration', and 'Support'. A search bar is located below the navigation. The main content area is organized into sections: 'Tracking Temporary Labor Items', 'Tutorials', 'Invoices, Payments and Remittances', 'Cash Flow Opportunities', and 'Catalogs'. The 'Catalogs' section is highlighted with a red box and contains the following links: 'Catalog Administration Guide for Suppliers', 'Catalog Format Reference', 'Example Catalogs', and 'Catalog Standards'. A red arrow points to the 'Help' dropdown menu in the user interface below the main screenshot.

The screenshot shows the Ariba Supplier Network user interface. The top navigation bar includes 'Dan Supplier', 'Feedback', 'Help', and 'Logout'. The 'Help' dropdown menu is highlighted with a red box, and a red arrow points to it. Below the navigation bar, the user's profile is displayed: 'Acme Bag Supply' with a dropdown arrow, and 'AN01010189869, Basic Package'. A 'Refresh Content' button is located at the bottom of the user interface.

Additional Resources

▶ Supplier Education Portal

- ◆ This is located on the Ariba Network site, suppliers must log in.
- ◆ Download the following documents:
 - Catalog training guide
 - CIF template

The screenshot shows the Ariba Network Administration interface. The 'Customer Relationships' section is active, displaying options for 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is a table with columns for 'Customer' and 'Requested Date'. The table is currently empty, showing 'No items'. There are 'Approve' and 'Reject' buttons. Below the table is another section for 'Current' relationships with columns for 'Customer' and 'Approved Date'. A row is visible with a checkbox, a redacted customer name, and the text 'Supplier Information Portal' circled in red, with an 'Approved Date' of '11 Jul 2011'. There is a 'Reject' button below this row.

Introduction and Overview

The [Acme Project Notification Letter](#) describes the project and the reasons Acme has decided to start this effort.

As detailed in the above Notification Letter, Acme is utilizing the Ariba Procurement Management software and the Ariba Network (AN) to electronically transact business with its suppliers. Purchase orders, invoices, shipping information and invoices will be submitted electronically for suppliers and commodities in scope.

Acme's In?

Acme's In? includes electronic purchase ordering, order confirmations, advanced shipment notifications, electronic invoicing, and catalogs on the Ariba Network.

Acme's Out?

Acme's Out? includes electronic purchase ordering, mailing invoices.

Next Steps

1. Review the Acme Procurement Project Notification Letter (see link above).

Additional Resources

As part of the Ariba project, Acme has changed the catalog content loading processes to a fully electronic, internet based process utilizing tools from Ariba, Inc. This change will require your company to provide catalog content to Acme through the Ariba Network. The following [Catalog Training Guide](#) details the steps for providing catalog content to Acme. Click on the link to review the [Acme CIF Template](#).

Supplier Support

Supplier Membership Program

[PLEASE click here](#) to get the tools, answers, and information you need to understand the Supplier Membership Program (SMP) packaging and pricing.

Supplier Education Materials

Ariba University

Access recorded tutorials about the Ariba Network. [Ariba University](#)

Acme Presentations

The following presentations have been specifically designed for Acme supplier enablement training.

Account Configuration Guide

Click on the link to review the supplier registration and account configuration steps for your Ariba Network account.

Acme Invoicing

Click on the link to review Acme's invoicing requirements and process.

Learn how to Handle Collaboration Requests

Please review [this document](#) to learn how to receive and work with collaboration requests.

Learn how to Handle Invoices against Contracts

Please review [this document](#) to learn how to directly invoice against contract with Acme.

Additional Resources

▶ Ariba Catalog Management

- ◆ Email catalogmanagement@ariba.com for any catalog-related issues.

Thank You