



SAP Ariba 

Ariba® Network Excel Catalog Guide

April, 2019

PUBLIC



THE BEST RUN 

Agenda

What is an Excel Catalog?

- Definition, what does it allow, what **Mahle's** users will be able to do

Excel Catalog Enablement

- Mahle's Prerequisites to Start vs Suppliers's Prerequisites to Start

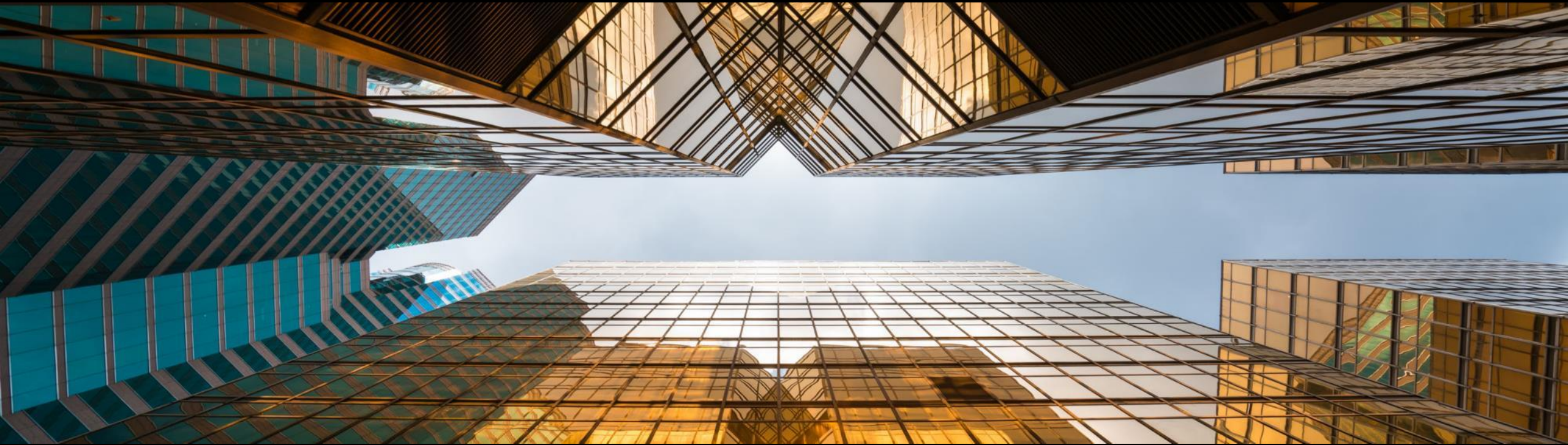
Publishing a Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

Updating an Excel Catalog on Ariba Network

- Ariba Network Access, Catalog Publication

What is an **Excel** Catalog?

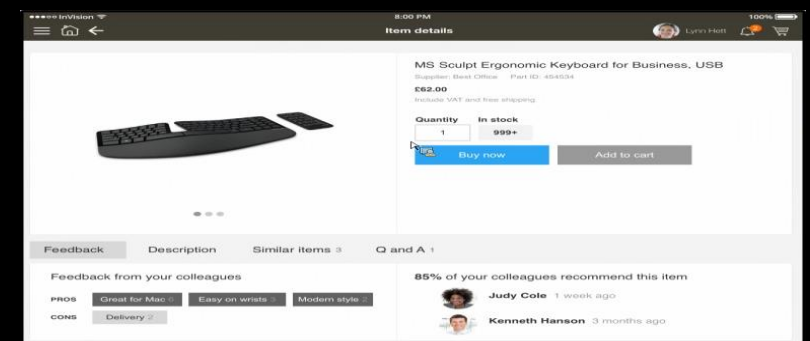
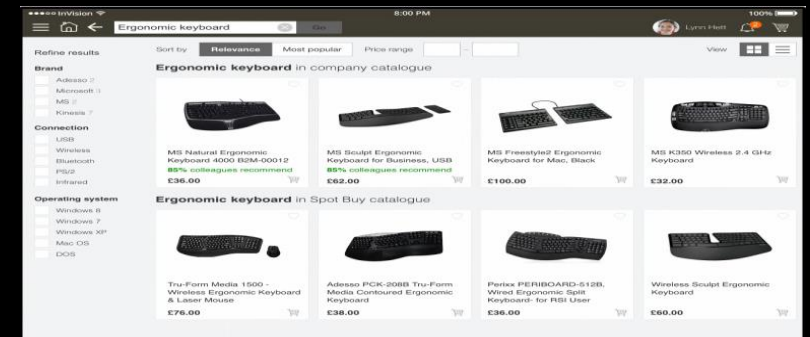
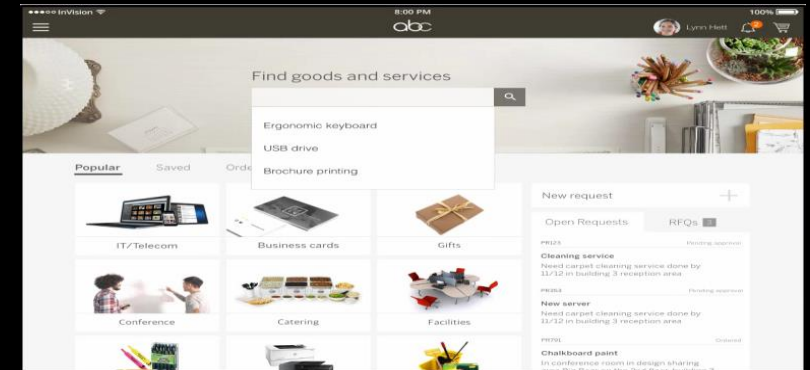


What is an Excel Catalog?

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

User Interface (Mahle Users) – Items View

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



Excel Catalog Template

Excel Catalog Template will be provided separately

A	B	C	D	E	F	G	H	I	J	K
Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Classification Codes-2		
						Domain	Value	Domain	Value	Thumbnail
AN0001000100	2772882	Quad Electronics M500 4-Line Phone System with Headset and Caller ID	145.10	EA	4-Line Phone System	UNSPSC	43191504	Eclass 7.1	32-03-13-04	http://www.abc.com/277
AN0001000100	2772967	Excel for Dummies Quick Reference Book	22.58	EA	Excel for Dummies	UNSPSC	55101509	Eclass 7.1	32-03-11-35	
AN0001000100	2772276	Write Right Ballpoint Pens, Disposable, Blue Ink, Box of 12	20.53	EA	Ballpoint Pens	UNSPSC	44121704	Eclass 7.1	16-04-03-01	http://www.abc.com/277
AN0001000100	2772981-ABC	File Folders, 3 Position, Manilla, Box of 100	13.55	BX	Manilla Folders	UNSPSC	44122011	Eclass 7.1	20-10-05-12	
AN0001000100	2772985	Stapler, Swingline 405, Black	14.80	EA	Office Stapler	UNSPSC	44121615	Eclass 7.1	25-10-01-50	
AN0001000100	3000-992	3" Presentation View Binder, Concealed Rivets, Round-Ring , Blue	10.20	EA	3" View Binder	UNSPSC	44122003			

PriceConfiguration-1							PriceConfiguration-2						
StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound
		ARA10BSU	40.33	USD					ARA70BSU	50.33	USD		
		ARA10BSU	21.868	USD					ARA70BSU	22.868	USD		
2017-05-02	2017-08-01		50.0	USD			2017-08-02	2017-10-01		60.0	USD		
2017-05-02	2017-08-01		40.0	USD			2017-08-02	2017-10-01		50.0	USD		
		ARA10BSU	30.0	USD	0.9				ARA70BSU	30.0	USD	0.8	
			7.03	USD		1				6.03	USD		100

Excel Catalog Enablement



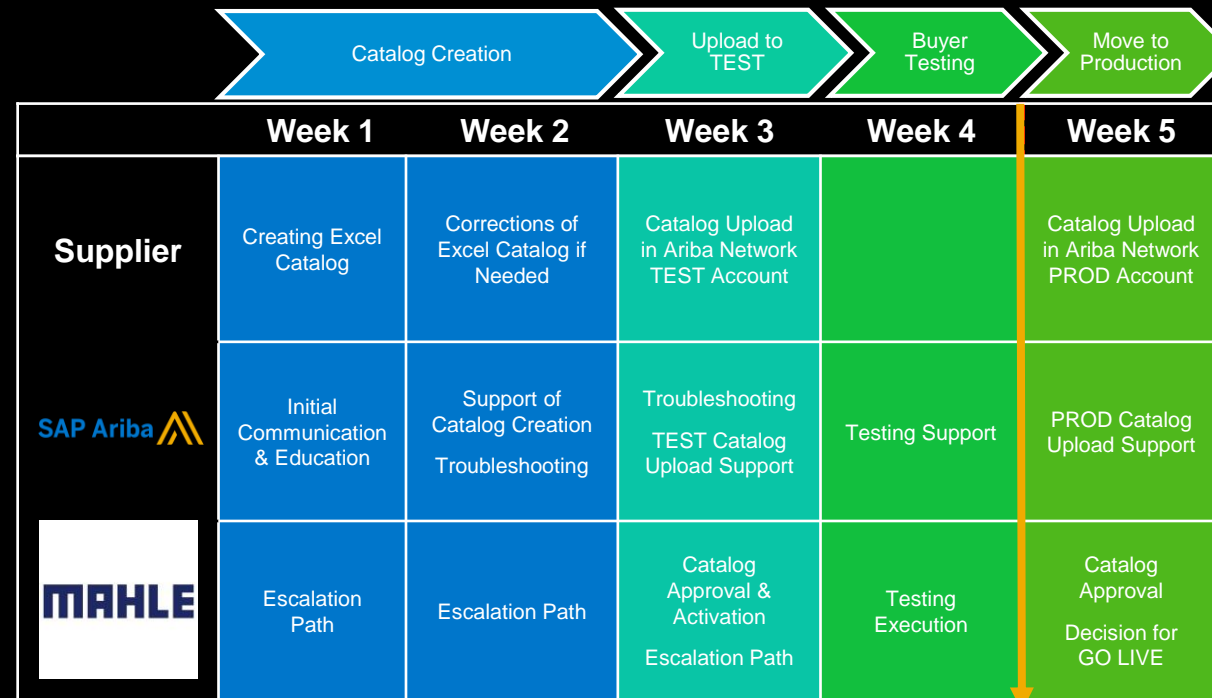
Excel Catalog Enablement

Buyer's Prerequisites to Start:

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

Supplier's Prerequisites to Start:

- Catalog Content Clarified with Buyer
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created



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

Publishing a **Catalog** on Ariba Network



Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

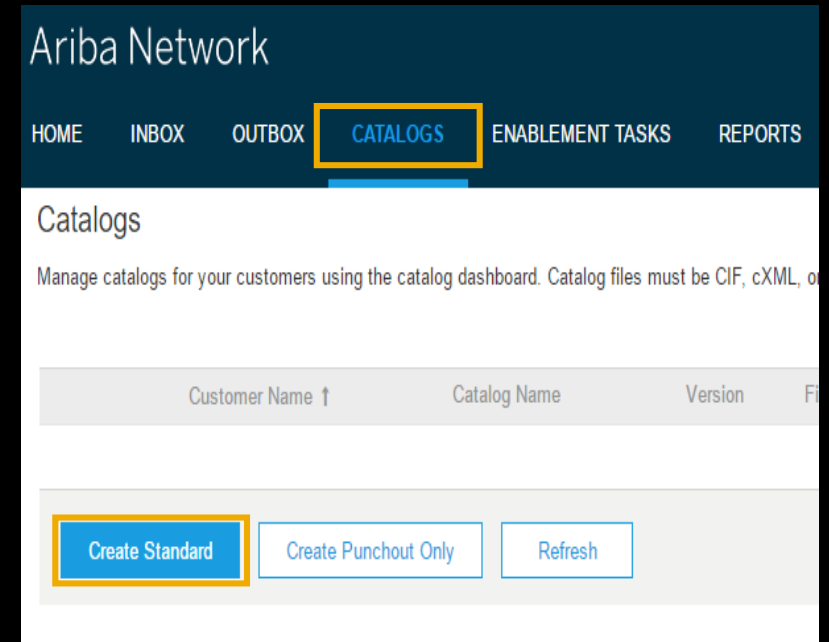
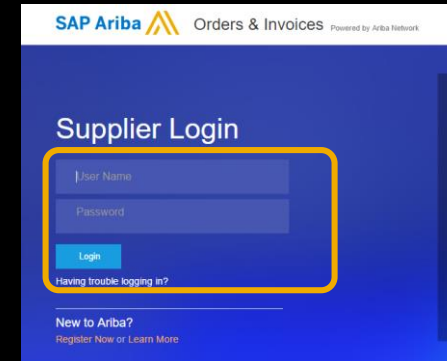
Go to: <http://supplier.ariba.com>

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

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

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

3 Click on the **Create Standard** button



Catalog Publication

4 Enter the **Catalog Name** which has been communicated to you. This should be based on the Mahle naming convention

5 Click **Next**

6 Select **Private**

7 Select Mahle in your customers list.

8 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

Catalog Name: TEST_OK_1

Created By: Orsolya Kalina
Date Created: Monday 13 Mar 2017 9:22 AM GMT+01:00

Description:

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

Commodities:

Description
No items

Delete Add

Next Exit

Create a New Catalog

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site. You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

2 Subscriptions

Visibility: Private - Only this 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
Customers 1		
<input type="checkbox"/> GSO Sandbox - P20	View	Pending Validation

Previous Next Exit

Note: If Mahle is not part of the buyer list, it means that the Mahle Trading relationship has not been accepted yet on Ariba Network. Please accept the relationship first.

Catalog Publication

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

Create a New Catalog Previous

1 Details
2 Subscriptions
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL
Catalog File: Choose File No file chosen
Images and Attachments File: Choose File No file chosen

! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

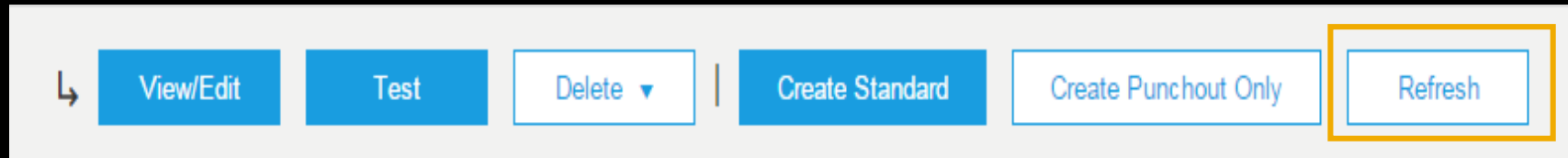
Validate and Publish
Download Templates/Guidelines

10 Click **Validate and Publish**

Note: Ariba Network supports an Excel file (zipped or unzipped format) up to 15 MB. If your file is bigger, you must upload first Full and second file as Incremental (Loadmode: I) under the same subscription name of the catalog.

Catalog Publication

- The catalog file isn't uploaded to Ariba Network but is sent to the CMS (content management system) in the Mahle's procurement site. The catalog is processed according to the content rules in the CMS.
- Once you have completed uploading your catalog(s) click the “Refresh” button on the catalog dashboard to update your catalog status.





Catalog Status Overview

Catalog subscription status	Description
Pending Buyer Validation	The catalog is uploaded successfully in SAP Ariba Buying solutions and is pending processing by the CMS.
Validation Errors Found by Customers	The catalog violates one or more content rules specified in the CMS.
Validated	The catalog is successfully uploaded in SAP Ariba Buying solutions and has passed all content rules, but isn't approved by the customer yet.
Approved	The catalog is approved by the customer.
Rejected	The catalog is rejected by the customer.
Activated	The catalog is activated and available in SAP Ariba Buying solutions.
Deactivated	A previously activated catalog version is now deactivated in SAP Ariba Buying solutions.
Deleted	The catalog is deleted by the customer.
Changed	The customer made some changes to the catalog.



Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

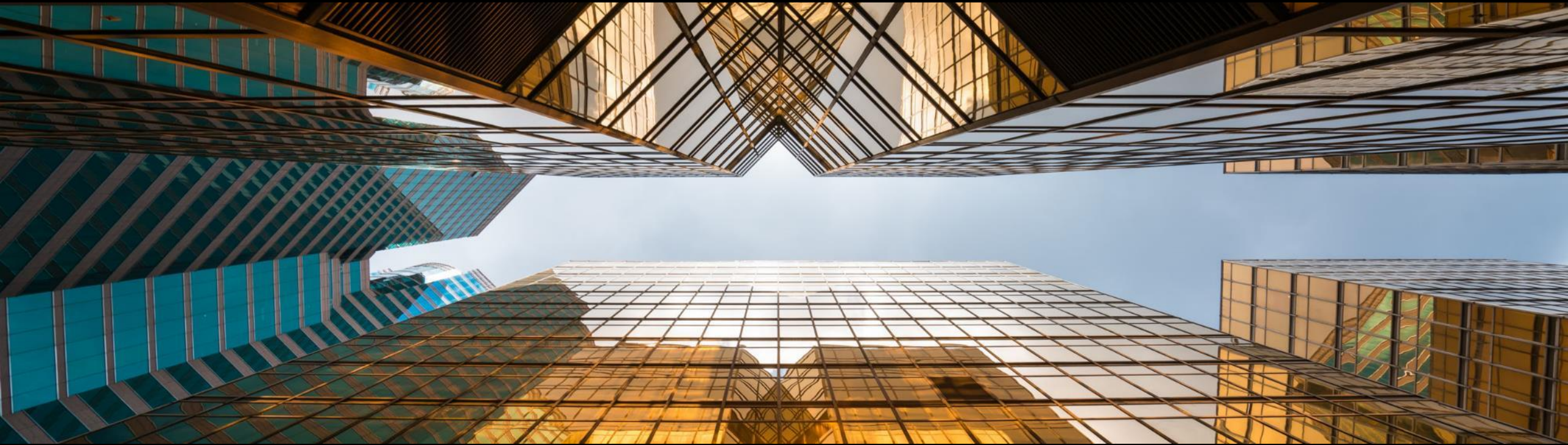
Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
 DE_THF	1	Excel	Excel	21 MB		Klaus	28 Aug 2006	 100 Errors Found by Ariba Network

- Validating against **Mahle**-specific validation rules.

 DK 9002831	1	DK 9002831	Excel	619 B	Private	E-Business DE	23 Feb 2016	 1 Validation Errors Found by Customer	18 Apr 2016
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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 **Mahle**-specific catalog validation rules.

Updating an **Excel Catalog** on **Ariba Network**



Catalog Update – Step 1

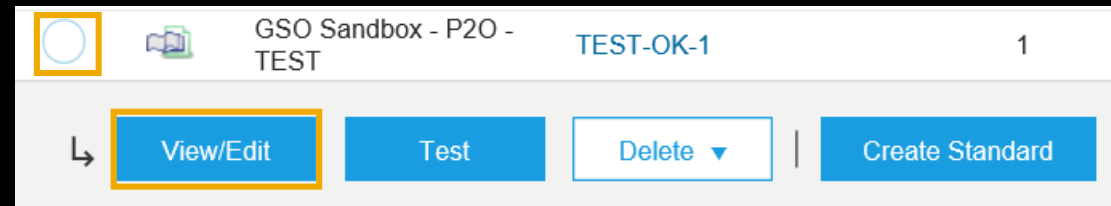
When updating a catalog, it is not necessary to create a new standard. It is important to maintain the same catalog subscription name.

1 Select your catalog

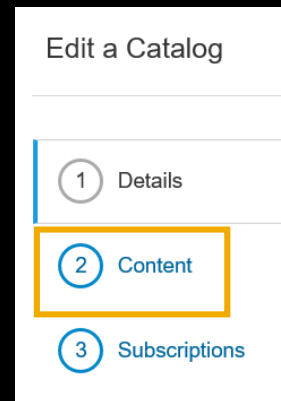
2 Click **View/Edit**

3 Click **Content**

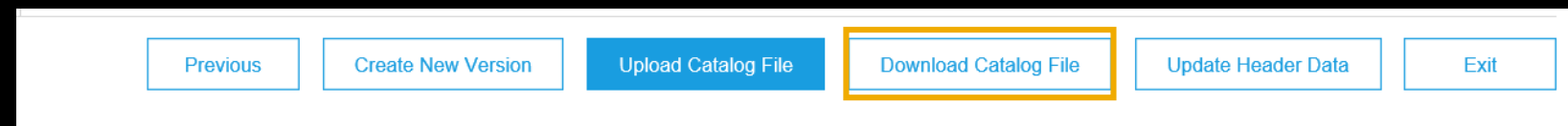
4 Click **Download Catalog File**



A screenshot of the SAP catalog header bar. The header contains the following information: a circular icon, a folder icon, the text "GSO Sandbox - P20 - TEST", the text "TEST-OK-1", and the number "1". Below the header, there are four buttons: "View/Edit" (highlighted with a yellow box), "Test", "Delete" (with a dropdown arrow), and "Create Standard".



A screenshot of the "Edit a Catalog" sidebar. It contains three menu items: "1 Details", "2 Content" (highlighted with a yellow box), and "3 Subscriptions".



A screenshot of the bottom navigation bar. It contains six buttons: "Previous", "Create New Version", "Upload Catalog File", "Download Catalog File" (highlighted with a yellow box), "Update Header Data", and "Exit".

Catalog 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	J	K
Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1		Classification Codes-2		
						Domain	Value	Domain	Value	Thumbnail
AN0001000100	2772882	Quad Electronics M500 4-Line Phone System with Headset and Caller ID	145.10	EA	4-Line Phone System	UNSPSC	43191504	Eclass 7.1	32-03-13-04	http://www.abc.com/277
AN0001000100	2772967	Excel for Dummies Quick Reference Book	22.58	EA	Excel for Dummies	UNSPSC	55101509	Eclass 7.1	32-03-11-35	
AN0001000100	2772276	Write Right Ballpoint Pens, Disposable, Blue Ink, Box of 12	20.53	EA	Ballpoint Pens	UNSPSC	44121704	Eclass 7.1	16-04-03-01	http://www.abc.com/277
AN0001000100	2772981-ABC	File Folders, 3 Position, Manilla, Box of 100	13.55	BX	Manilla Folders	UNSPSC	44122011	Eclass 7.1	20-10-05-12	
AN0001000100	2772985	Stapler, Swingline 405, Black	14.80	EA	Office Stapler	UNSPSC	44121615	Eclass 7.1	25-10-01-50	
AN0001000100	3000-992	3" Presentation View Binder, Concealed Rivets, Round-Ring , Blue	10.20	EA	3" View Binder	UNSPSC	44122003			

PriceConfiguration-1							PriceConfiguration-2						
StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound	StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound
		ARA10BSU	40.33	USD					ARA70BSU	50.33	USD		
		ARA10BSU	21.868	USD					ARA70BSU	22.868	USD		
2017-05-02	2017-08-01		50.0	USD			2017-08-02	2017-10-01		60.0	USD		
2017-05-02	2017-08-01		40.0	USD			2017-08-02	2017-10-01		50.0	USD		
		ARA10BSU	30.0	USD	0.9				ARA70BSU	30.0	USD	0.8	
			7.03	USD		1				6.03	USD		100

Catalog Update – Step 4

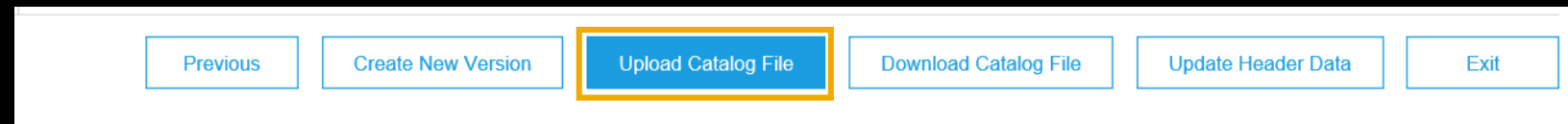
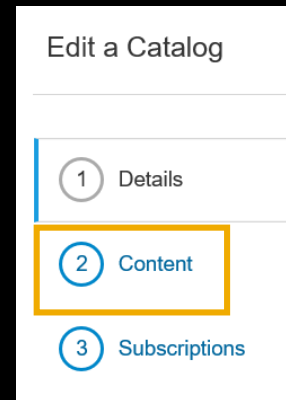
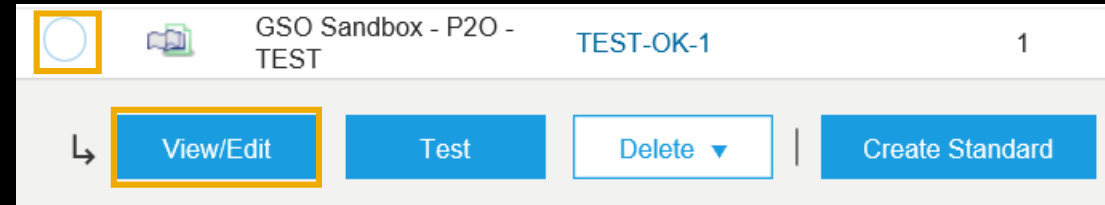
Once your new catalog version is ready, log in your Ariba Network account.

1 Select your catalog

2 Click **View/Edit**

3 Click **Content**

4 Click **Upload Catalog File**



Catalog Update – Step 5

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

2 Click **Validate and Publish**

Create a New Catalog Previous

1 Details
2 Subscriptions
3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File: Choose File No file chosen

Images and Attachments File: Choose File No file chosen





! After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion

Validate and Publish

[Download Templates/Guidelines](#)

Catalog Update – Latest Version Only

- The latest version is the only one available for modifications.
- When a catalog has several versions, you should not ever remove/delete any version.

<input checked="" type="radio"/>		GSO Sandbox - P20 - TEST	TEST	3	my new catalogue - March 3rd.cif	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	2	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST	1	CIF Catalog Template.xls	CIF3.0
<input type="radio"/>		GSO Sandbox - P20 - TEST	TEST-OK-1	1	TEST ORSI 2.cif	CIF3.0

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

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