SAP Ariba

Ariba Network
CIF Catalog Guide

SAP Run Simple

SIEMENS Gamesa RENEWABLE ENERGY

Agenda

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

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What is CIF Catalog?

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What is CIF Catalog?

- A static catalog (CIF) is a text file stored on Ariba Network that describes the products and services your organization offers and the prices you charge. Siemens Gamesa**'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

- Siemens Gamesa's users will be able to:
  - See;
  - Compare;
  - Buy;
    - …your items from SAP Ariba Procurement.

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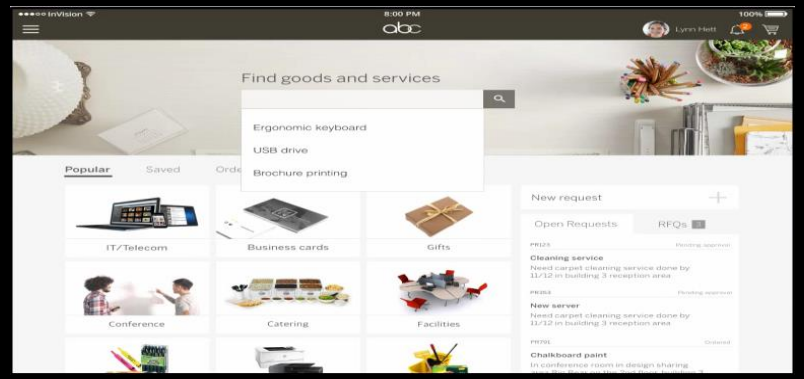
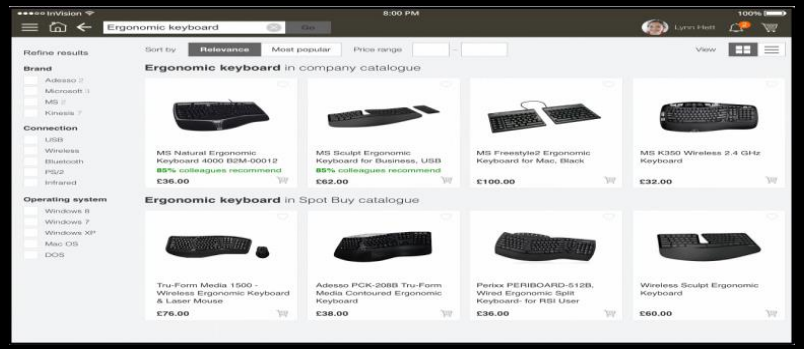
User Interface (customer users) – Items View

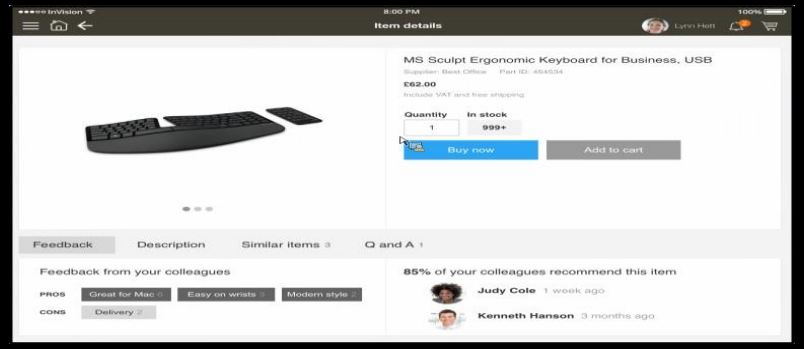
- Search for Items or browse through the different Categories



- Returned search results



- Single item view



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CIF Catalog Template

CIF Catalog Template will be provided separately

CIF_I_V3.0										
CHARSET:	UTF-8									
LOADMODE:	F									
CODEFORMAT:	UNSPSC									
CURRENCY:	GBP									
SUPPLIERID_DOMAIN:	NetworkID									
TIMESTAMP:	2013-02-19									
ITEMCOUNT:	2									
UNUOM:	TRUE									
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	Manufacturer Name	Supplier URL	Manufactu
DATA										
AN01014937807-t	1	2772882	123	10151604	1	ea	1	TEST OK MANUFAC	http://www.idg.com/2772967	http://www.manu.com/cata
AN01014937807-t	2	2772882	TEST OK, nr. 1	10151604	1	ea	1			
ENDOFDATA										

Header

Data

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CIF Catalog Enablement

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CIF Catalog Enablement

Siemens Gamesa'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 Siemens Gamesa
- Ariba Network Trading Relationship Established
- Ariba Network Test Account Created

Catalog Creation → Upload to TEST → Buyer Testing → Move to Production

	Week 1	Week 2	Week 3	Week 4	Week 5
Supplier	Creating CIF Catalog	Corrections of CIF Catalog if Needed	Catalog Upload in Ariba Network TEST Account		Catalog Upload in Ariba Network PROD Account
SAP Ariba	Initial Communication & Education	Support of Catalog Creation Troubleshooting	Troubleshooting TEST Catalog Upload Support	Testing Support	PROD Catalog Upload Support
Siemens Gamesa	Escalation Path	Escalation Path	Catalog Approval & Activation Escalation Path	Testing Execution	Catalog Approval Decision for GO LIVE

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

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Publishing a Catalog on Ariba Network

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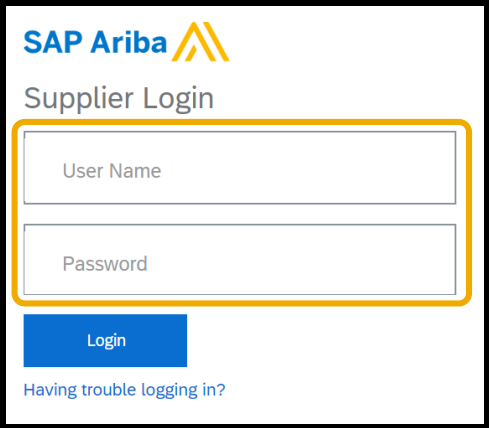
Ariba Network Access, Catalog Publication

1 Access your Ariba Network Account

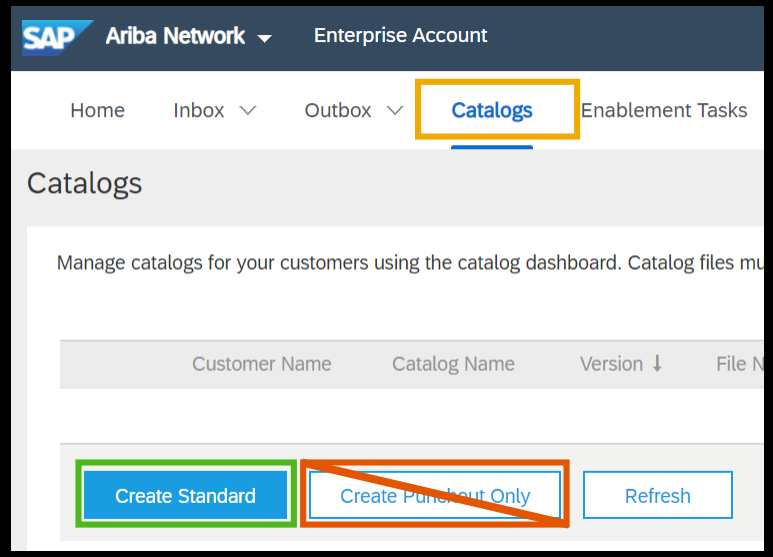
Go to: http://supplier.ariba.com
Enter your **Username** & **Password** and click **Log In** to access your Production account.

- 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



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Catalog Publication

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

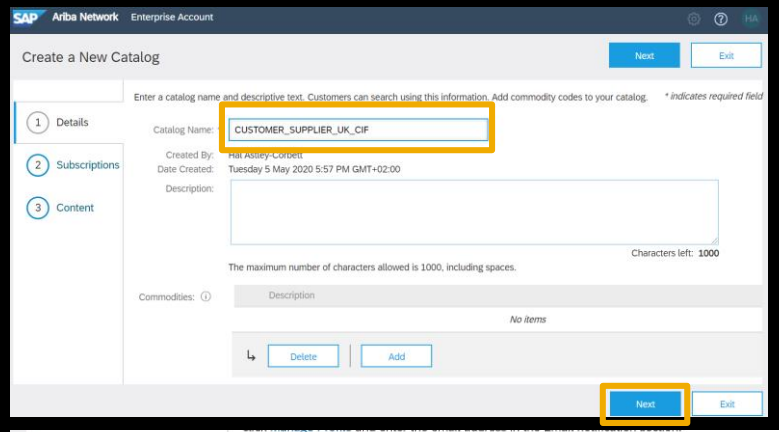
This needs to match Siemens Gamesa**'s** naming convention provided in the introductory email from SAP Ariba

5 Click **Next**

6 Select **Private**

7 Select Siemens Gamesa in your customers' list.

8 Click **Next**



Note: If Siemens Gamesa 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.

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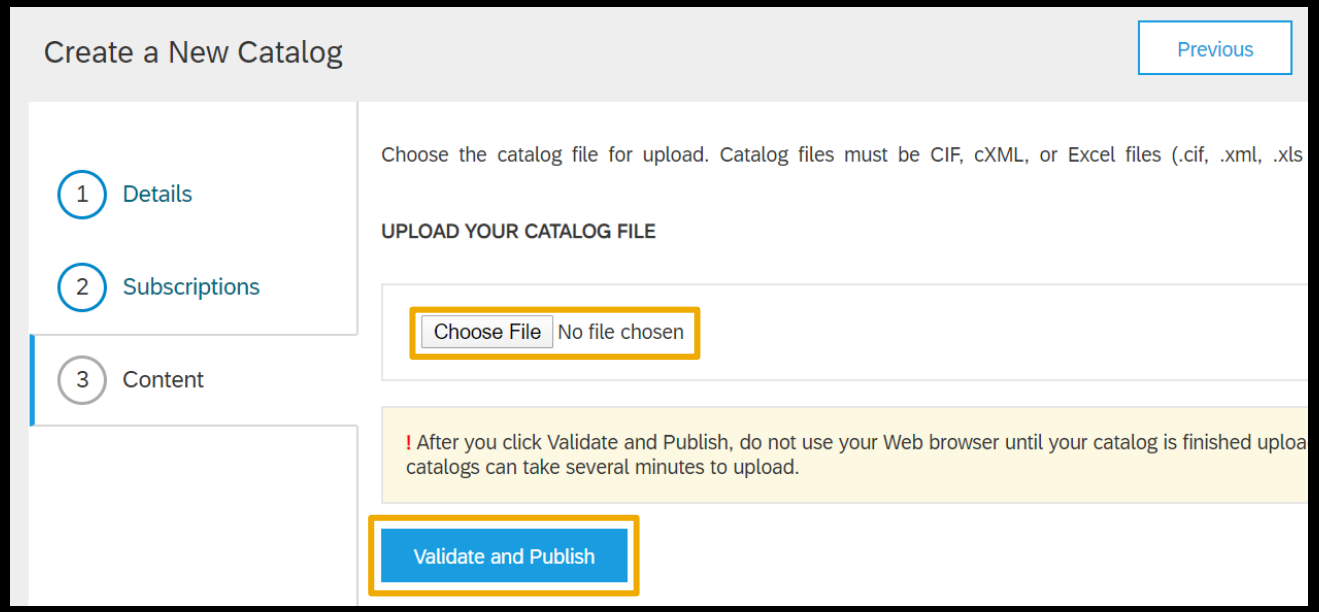
Catalog Publication

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

10 Click **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).

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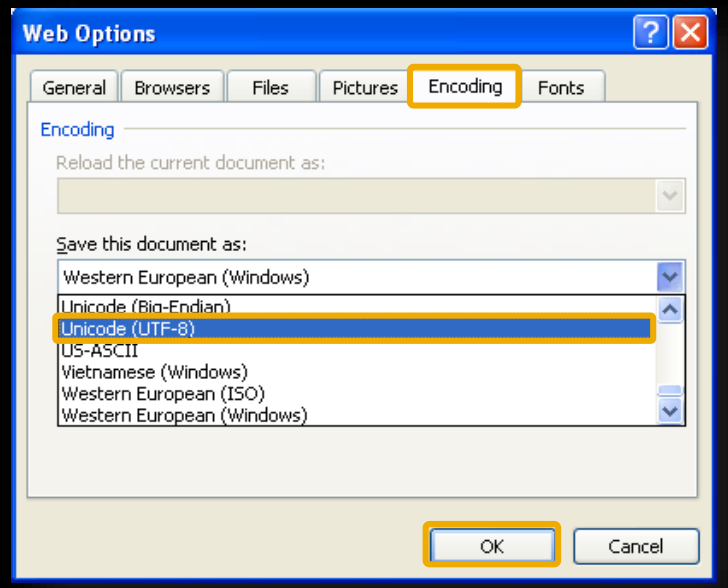
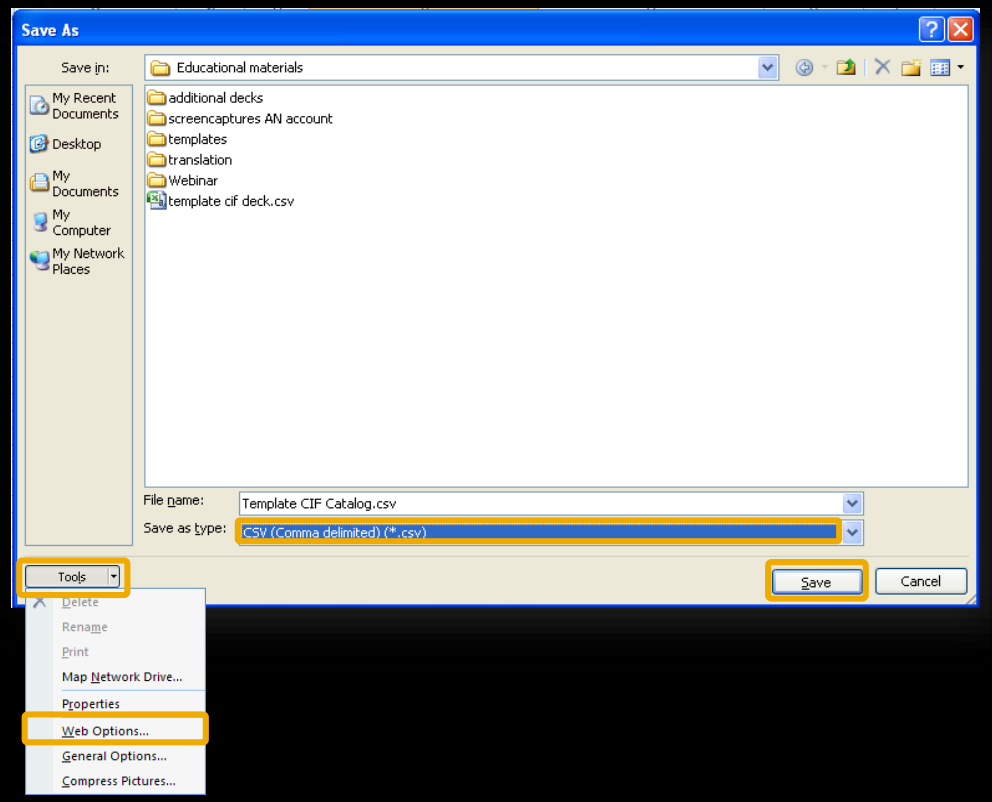
Converting the Excel File into .csv file

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





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Convert your .csv file into .cif file

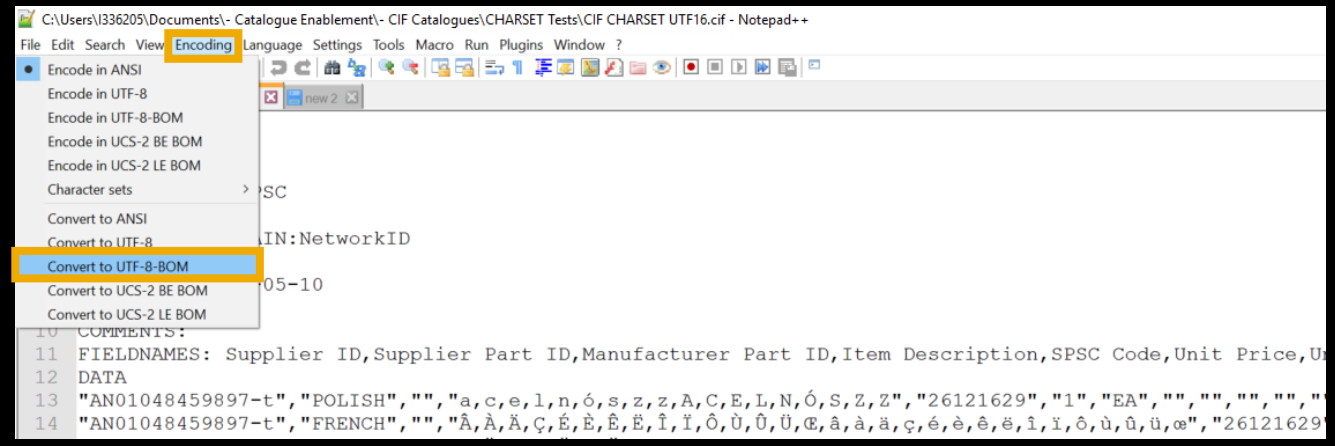
- Once your template is a CSV file, open it with Notepad and delete all the commas and quotation marks from the header, before and after DATA/END OF DATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension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

```
CIF_I_V3.0",,,,,,,,,,,,,,,,,,,,
CHARSET:," UTF-8",,,,,,,,,,,,,,,,,,,,
LOADMODE:," F",,,,,,,,,,,,,,,,,,,,
CODEFORMAT:," UNSPSC_V13.5",,,,,,,,,,,,,,,,,,,,
CURRENCY:","USD",,,,,,,,,,,,,,,,,,,,
SUPPLIERID_DOMAIN:","NetworkID",,,,,,,,,,,,,,,,,,,,
ITEMCOUNT:",6,,,,,,,,,,,,,,,,,,,,
TIMESTAMP:," 11/01/2011",,,,,,,,,,,,,,,,,,,,
UNUOM:"," TRUE",,,,,,,,,,,,,,,,,,,,
COMMENTS:","Any comment go here",,,,,,,,,,,,,,,,,,,,
FIELDNAMES: Supplier ID","Supplier Part ID","Manufacturer Part ID","Item Description","SPSC Code","Unit Price","Unit of Measure","Lead Time","M
DATA",,,,,,,,,,,,,,,,,,,,
AN09067477712","NEBB7703S-1PAK","B7703S","Blue Loading Buffer Pack ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http:/
AN09067477712","NEBB7011S-25.0ML","B7011S","CDP-Star Dilution Buffer (25x)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/",
AN09067477712","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www
AN09067477712","NEBN3233S-1vL","N3233S","Low Molecular Weight DNA Ladder ","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","
AN09067477712","NEBN0350S-1vL","N0350S","Low Range PFG Marker ","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.
AN09067477712","NEBT0500V-1EA","T0500V","Mini Essential","41105601","399.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.neb.com,
ENDOFDATA,,,,,,,,,,,,,,,,,,,,
```

```
CIF_I_V3.0
CHARSET:UTF-8
LOADMODE:F
CODEFORMAT:UNSPSC_V13.5
CURRENCY:USD
SUPPLIERID_DOMAIN:NetworkID
ITEMCOUNT:6
TIMESTAMP:11/01/2011
UNUOM:TRUE
COMMENTS:Any comment go here
FIELDNAMES: Supplier ID,Supplier Part ID,Manufacturer Part ID,Item Description,SPSC Code,Unit Price,Unit of Measure,Lead Time,Manufacturer Name
DATA
"AN09067477712","NEBB7703S-1PAK","B7703S","Blue Loading Buffer Pack ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http:/
"AN09067477712","NEBB7011S-25.0ML","B7011S","CDP-Star Dilution Buffer (25x)","41106516","103.2","EA","10","NEB","http://www.sigmaaldrich.com/".
"AN09067477712","NEBB6030S-2.5ML","B6030S","CK1 Reaction Buffer ","41106516","151.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www
"AN09067477712","NEBN3233S-1vL","N3233S","Low Molecular Weight DNA Ladder ","41106605","247.2","EA","10","NEB","http://www.sigmaaldrich.com/","
"AN09067477712","NEBN0350S-1vL","N0350S","Low Range PFG Marker ","41106605","559.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.
"AN09067477712","NEBT0500V-1EA","T0500V","Mini Essential","41105601","399.2","EA","10","NEB","http://www.sigmaaldrich.com/","http://www.neb.com
ENDOFDATA
```

DO NOT change the DATA lines

- For special characters (for example ö, ü, etc.) you have to save your file as UTF-8-BOM



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

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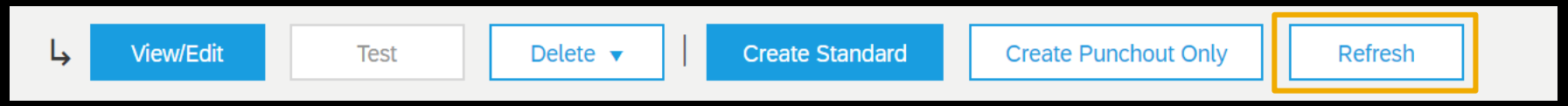
Catalog Publication

- After the entire catalog has been uploaded:
  - Ariba Network begins the catalog validation
  - It can take several minutes to validate large catalogs
  - Ariba Network stores new catalogs in a queue and validates them one by one
- You can upload other catalogs while 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.



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Catalog Validation - Status

- After 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 Siemens Gamesa.

- As Siemens Gamesa is using AutoSubscriptionSync, the catalog is pulled into the SAP Ariba Procurement to begin the Siemens Gamesa-specific validations and the status will change to **Pending Buyer Validation**.

ame	Type	Size	Visibility	Created By	Date Created	Status
ng ple.cif	CIF3.0	920 B	Private	Hal Astley-Corbett	5 May 2020	Published

	CIF3.0	920 B	Private	Hal Astley-Corbett	5 May 2020	Pending Buyer Validation

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Catalog Validation/Errors

Errors can occur when:

- Validating against the high-level Ariba Network rules.

CUSTOMER_SUPPLIER_UK_CIF	2	working example - Copy.cif	CIF3.0	21 KB	Private	Hal Astley-Corbett	6 May 2020	An Error 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_UK_CIF	2	working example - Copy.cif	CIF3.0	21 KB	Private	Hal Astley-Corbett	6 May 2020	1 Validation Errors Found by Customer

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 buyer-specific catalog validation rules.

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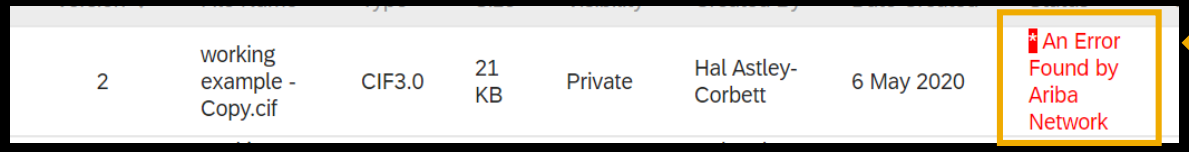
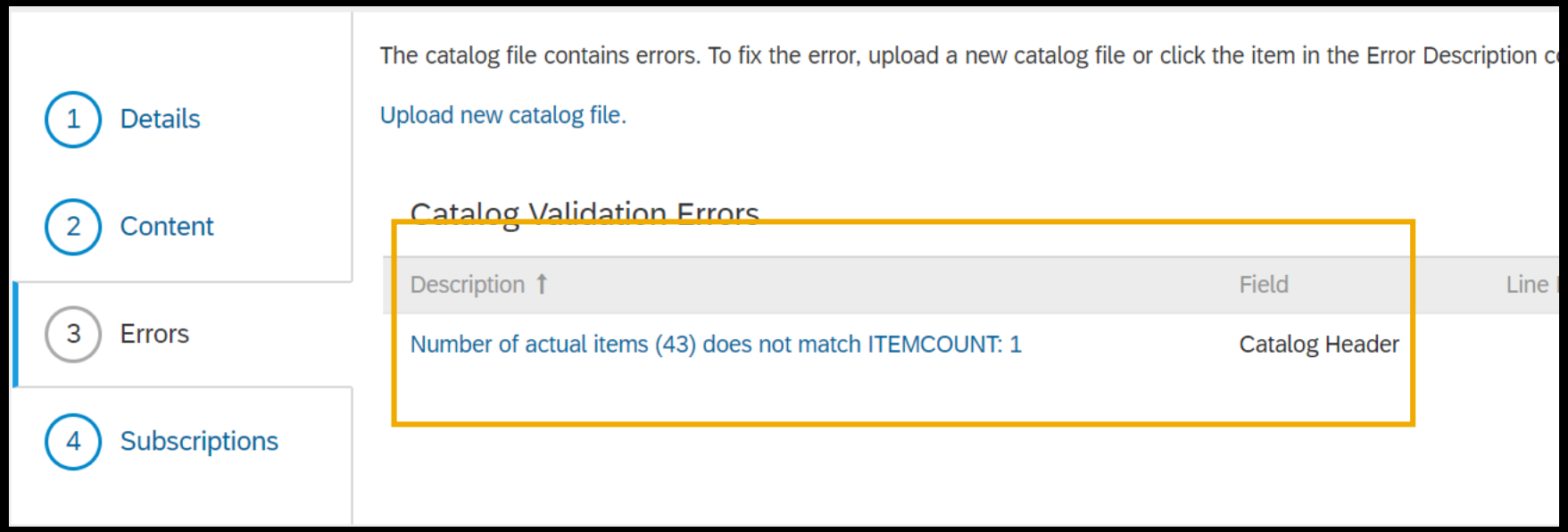
How to Correct Errors Found by Ariba Network

- Click on the red **Error** message



Click here

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



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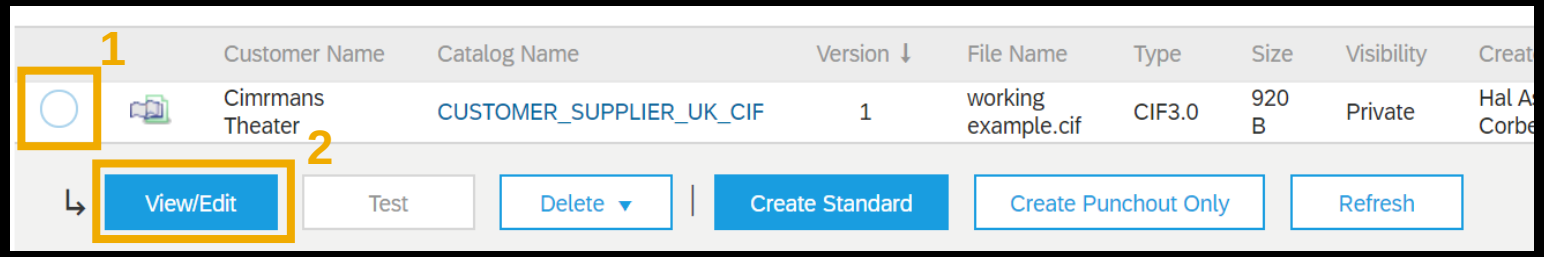
Updating CIF Catalog

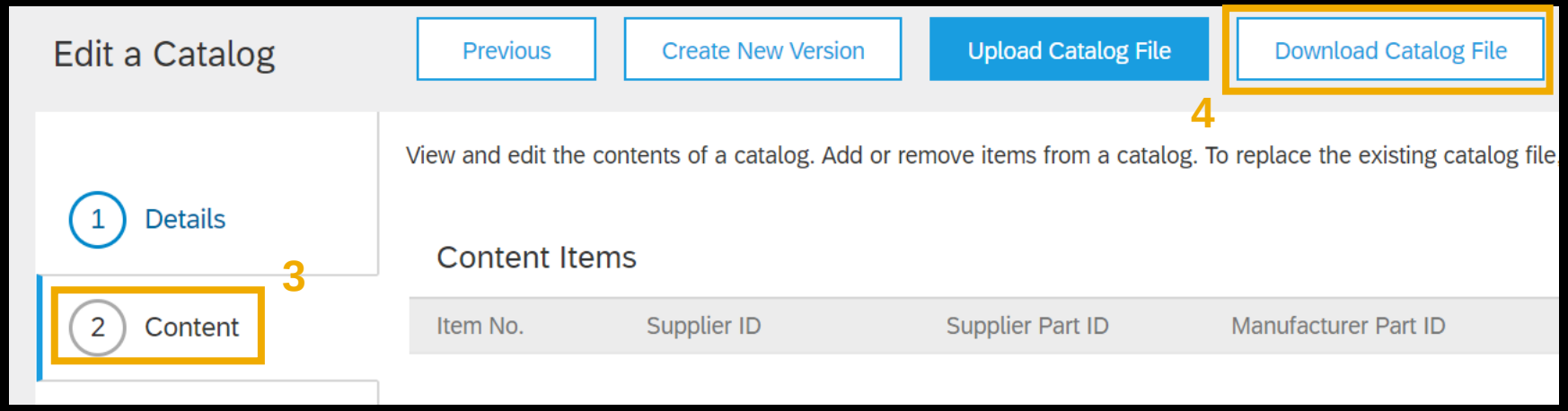
SAP Ariba

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**





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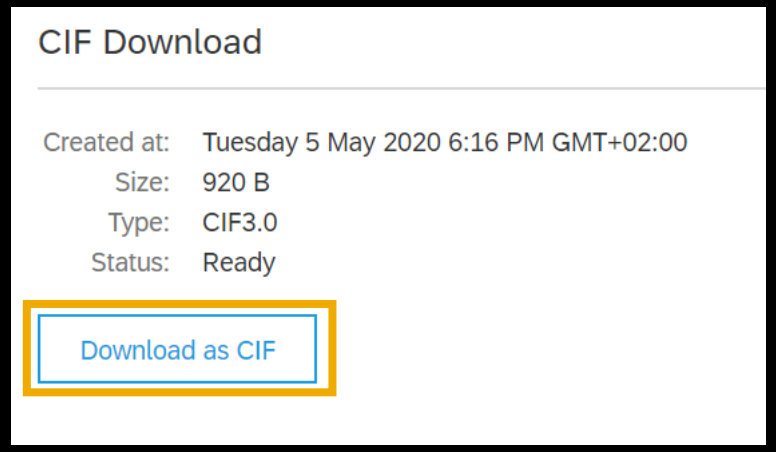
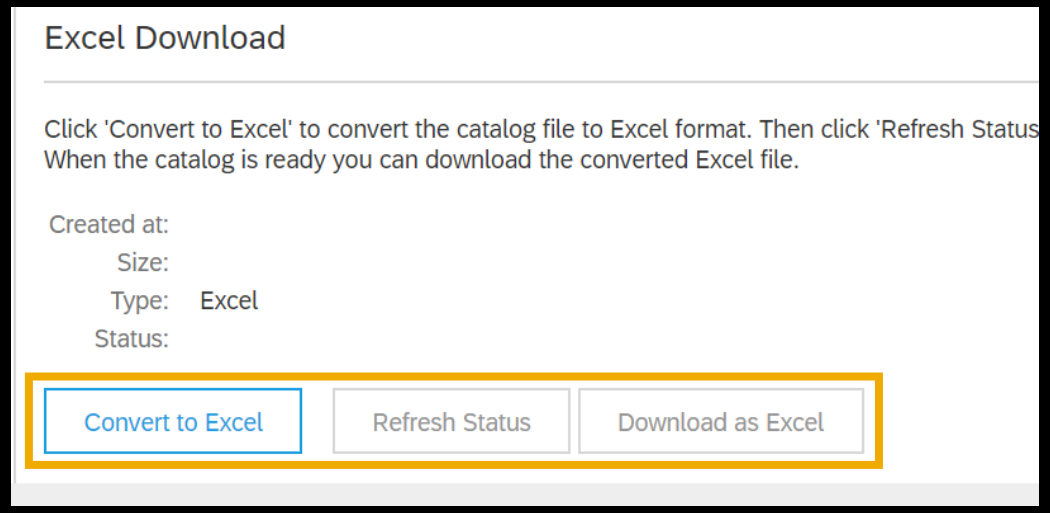
Catalog Update – Step 2

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**





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Catalog Update – Step 3

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

CIF_I_V3.0											
CHARSET:	UTF-8										
LOADMODE:	F										
CODEFORMAT:	UNSPSC										
CURRENCY:	EUR										
SUPPLIERID_DOMAIN:	NetworkID										
TIMESTAMP:	19-02-13										
ITEMCOUNT:	1										
UNUOM:	TRUE										
COMMENTS:	Any comments can go here										
FIELDNAMES: Supplier ID	Supplier Part ID	Manufactu	Item Desc	SPSC Coc	Unit Price	Unit of Me	Lead Time	Manufactu	Supplier U	Manufactu	Market Pri
DATA											
AN01051850277-t	2772882	2772882	TEST OK,	22108400	10.02	EA	1	TEST OK I	http://www	http://www	20.02
ENDOFDATA											

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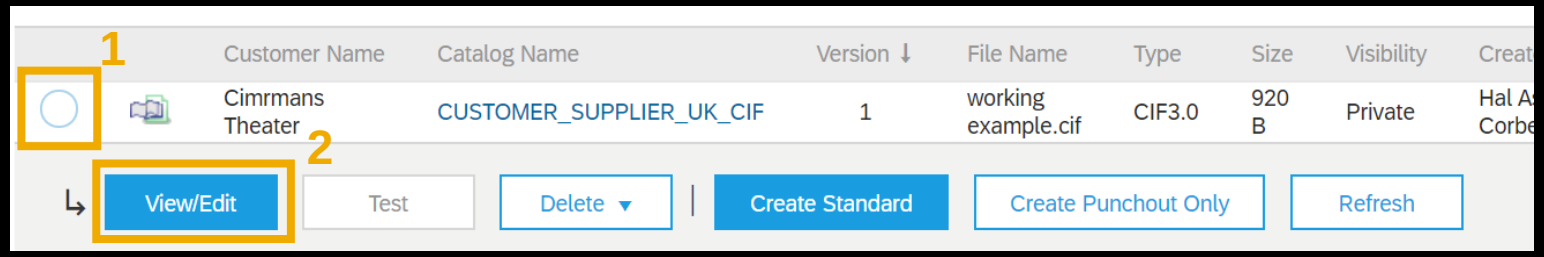
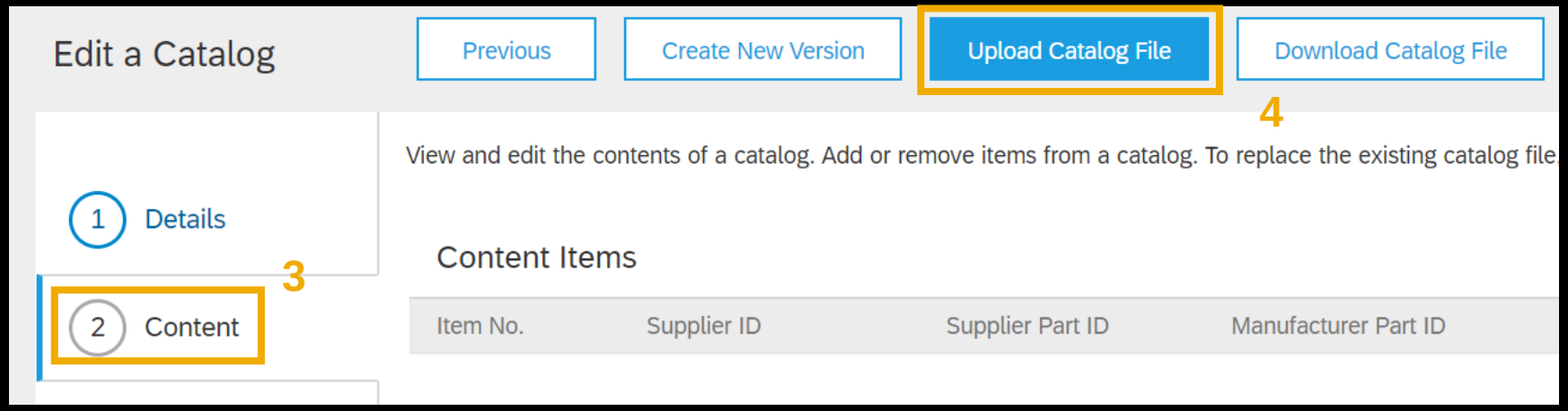
Catalog Update – Step 4

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**





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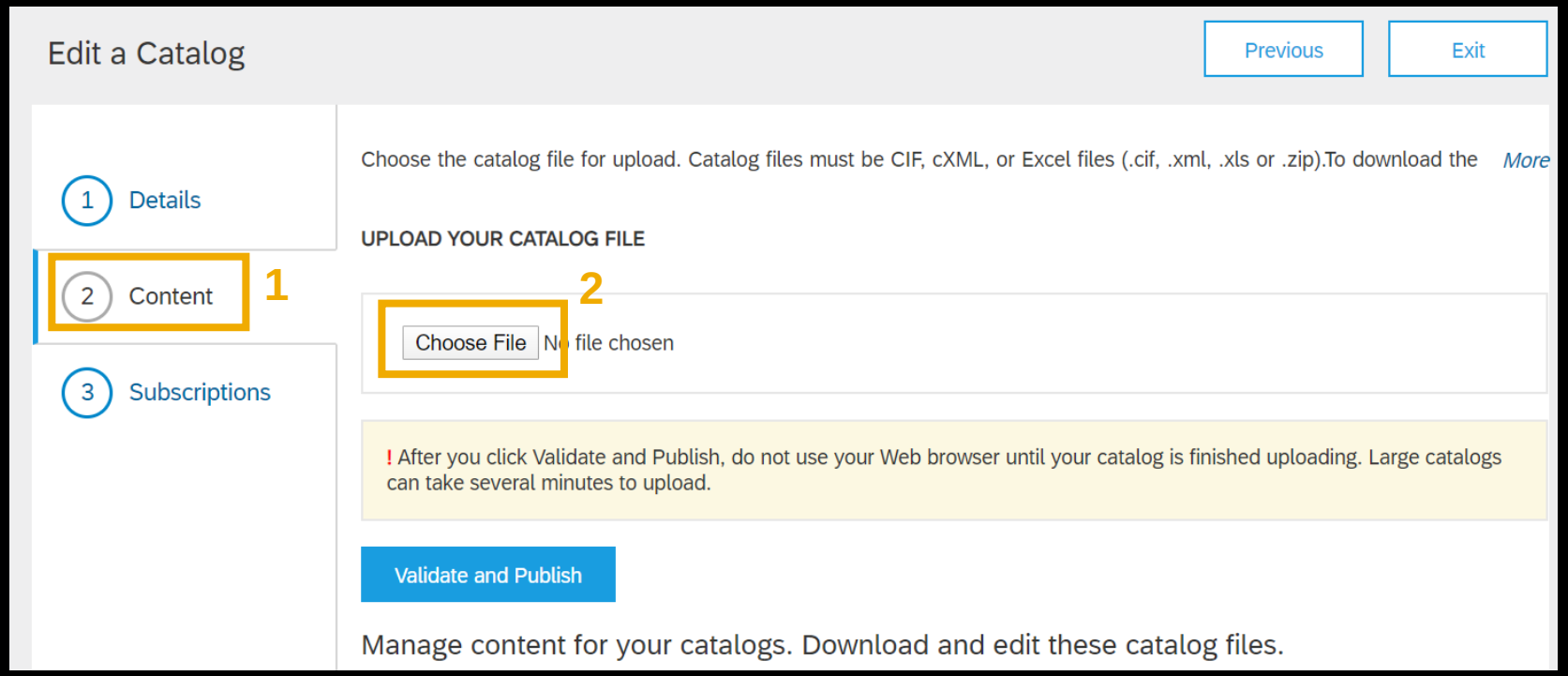
Catalog Update – Step 5

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

2 Click **Validate and Publish**



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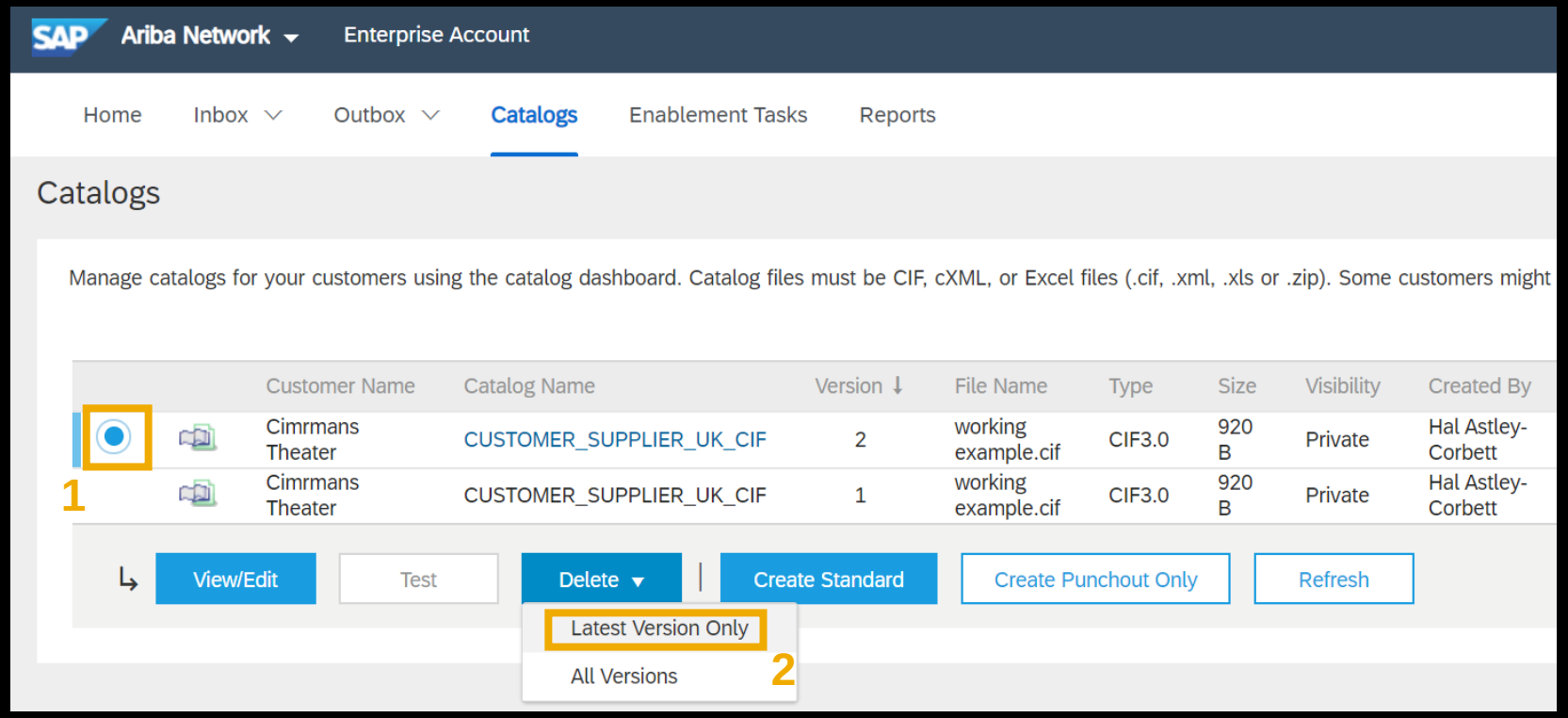
Catalog Update – Latest Version Only

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



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