

- What is a PunchOut Catalogue?
- Roles and Responsibilities
- PunchOut Configuration
- Required cXML Configuration from the Supplier
- Publication of your catalogue on the Ariba Network
- Ariba Network Support

Catalogues are the main communication channel between you and your customers. This guide contains training and instructions on how to configure and publish your cXML PunchOut Catalogue on the Ariba Network to make it available to Customer.

What is a PunchOut Catalogue?

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What is a PunchOut Catalogue?

- The PunchOut Catalogue is directly hosted by the supplier in their website.
- The PunchOut Catalogue allows end users to go directly to the supplier's and search for items.
- The supplier is controlling and maintaining the content of their Catalogue, according to their contract and discussions with Customer.
- Customer's preference is to provide a Level 2 PunchOut if possible, followed by a Level 1 PunchOut if not possible. For more information on the difference please contact your SAP Ariba Technical Onboarding Agent.

What is a PunchOut Catalogue?

PunchOut catalogues are interactive catalogues stored on your website that use cXML to enable two-way communication of electronic commerce details. For PunchOut catalogues, procurement applications display a hyperlink instead of product or pricing details. When users click this hyperlink, their web browser displays a page from your local website.

Depending on how you implement this page, users can browse product options, specify configurations, and select delivery methods. Procurement applications pass organization IDs to your website, and you can use them to look up previously agreed-upon prices (contract prices).

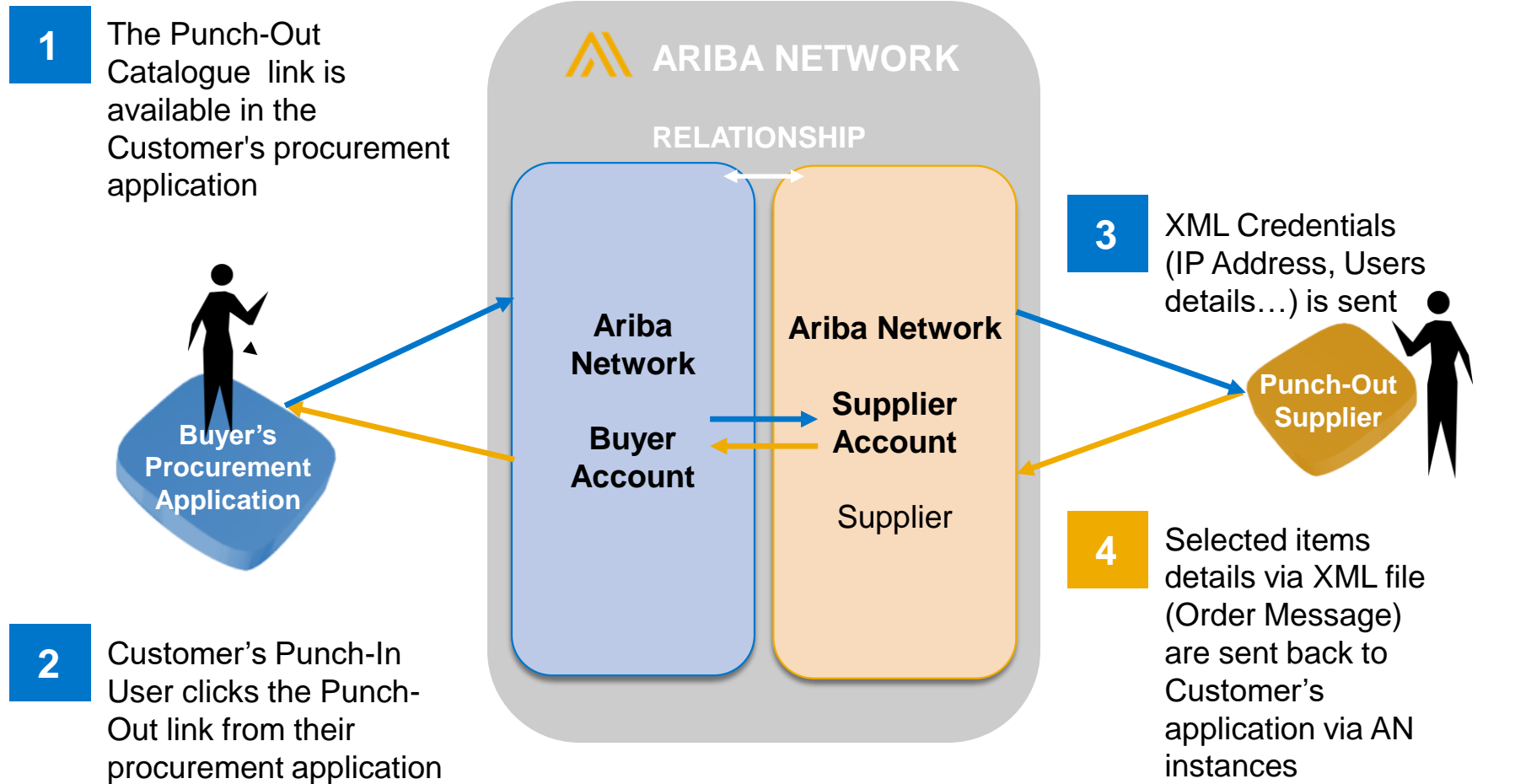
When users finish with this page, they click a button that returns the order information to Ariba Buyer. The fully configured products and their prices appear within the procurement application on users' purchase orders.

When deciding whether to use PunchOut catalogues, consider the following trade offs:

- They require all users to have full Internet access, which some companies do not allow.
- They require you to implement and maintain an interactive website, accessible 24 hours a day, seven days a week.
- The Internet can be slow, depending on connection type and Internet load.

Note: If your account is suspended, your customers can access your PunchOut catalogues, shop for products and services, and create a purchase order, however, Ariba Network does not send you the purchase order. PunchOut Catalogue users do not need to enter a user password for your site. They can be pre-authenticated by Ariba Network.

What is a PunchOut Catalogue?



Roles and Responsibilities

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Roles and Responsibilities - Overview

Task	Ariba	Customer	Supplier
Configure Punchout Website			X
Establish a Trading Relationship on the Ariba Network		X	X
Configure Supplier Ariba Network account			X
Publish the Catalogue on Ariba Network			X
Activate the Catalogue on Customer's On Demand Application	X	X	
Test Connectivity	X	X	X
Troubleshooting	X	X	X

- **Configure PunchOut website – Supplier**
 - Supplier has to configure their website before we engage with the Supplier for enablement activities, you therefore need to have your own technical team.
- **Relationship established between the Supplier and Buyer– Buyer/ Supplier**
 - Customer needs to send the relationship request and Supplier needs to accept it on the Ariba Network.
- **Configure Supplier Ariba Network account – Supplier**
 - Supplier has to configure their account with their cXML configuration and PunchOut set up.
- **Publish the Catalogue on Ariba Network- Supplier**
 - Create a Catalogue using “Create Punch Out only” button.
- **Activate the Catalogue on Buyer’s On Demand Application – Ariba Team / Buyer**
 - Ariba Team will test the Catalogue using the Catalogue Tester and upload the Catalogue on Customer’s site.
- **Test Connectivity – Ariba Team / Buyer / Supplier**
- **Troubleshooting – Ariba Team/ Buyer when needed / Supplier**
 - Ariba Team will assist Supplier to correct the potential connectivity issue(s).

PunchOut Configuration

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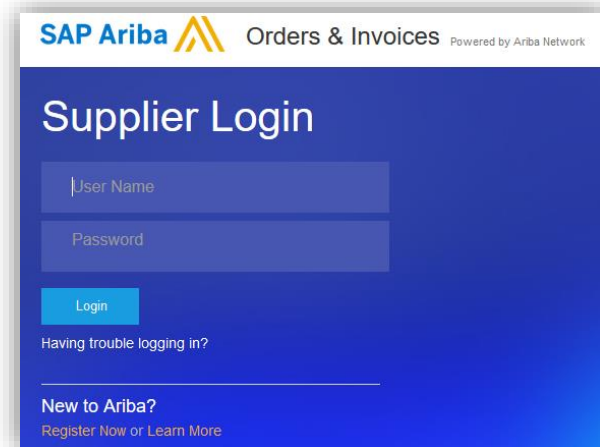


- Your Catalogue on Ariba Network **must first be created in your TEST account.**
- You will load your Catalogue on your production account only after publication and validation of the Catalogue in your TEST account.

1 Access your Ariba Network account

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

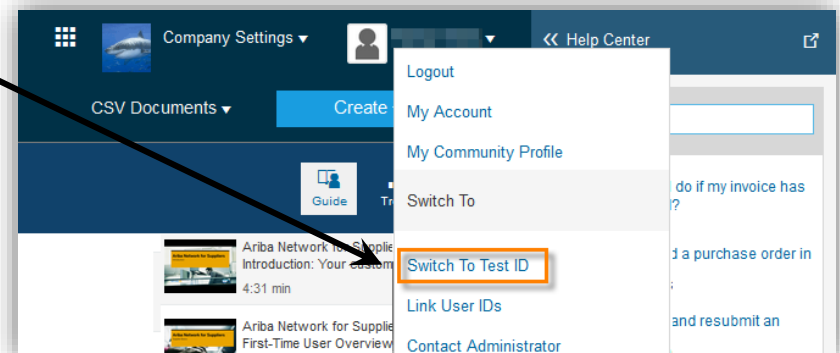
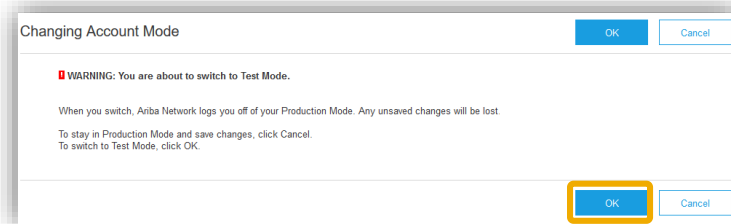
Enter your **Username & Password** and click **Log In** to access your Production account.



2 Switch to your Test Account

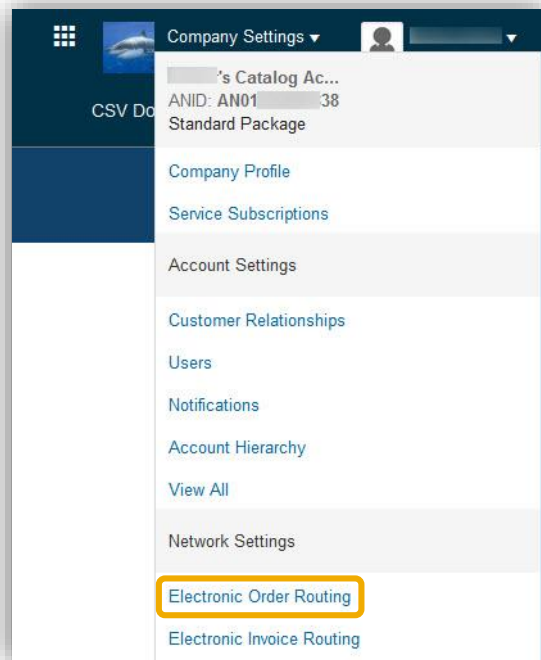
At User Navigator click Switch to Test Account.

Click OK.



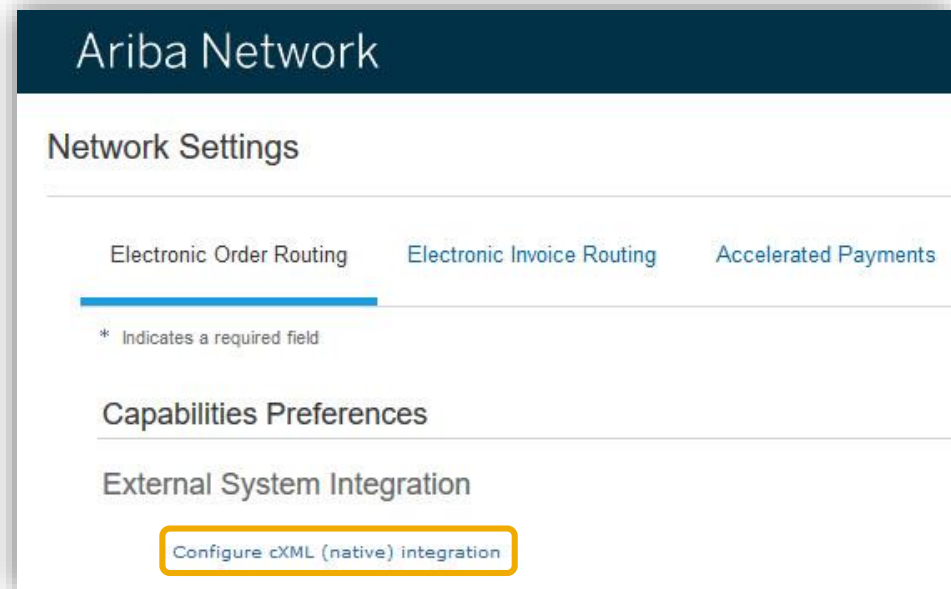
3 Access the Electronic Order Routing Setup Page

Click **Electronic Order Routing** at **Company Settings**.



4 Access the cXML Setup Page

Under cXML Setup click on **Configure cXML setup**.



5 Configure your Shared Secret

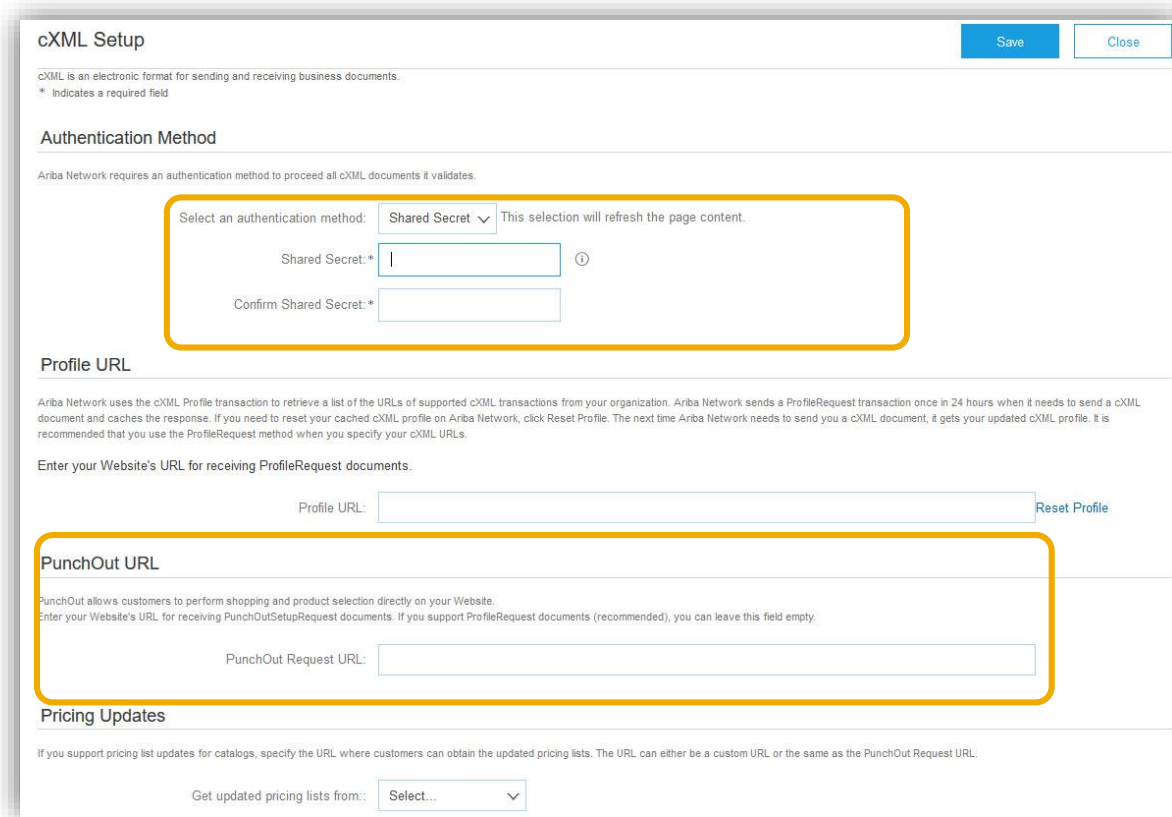
You need to enter a **Shared Secret** to authenticate your cXML documents.

6 Configure your PunchOut URL

You need to enter your **PunchOut URL**.

You should have a **secured link** in order to create your PunchOut (beginning with: **https://...**).

Click **OK**.



cXML Setup Save Close

cXML is an electronic format for sending and receiving business documents.
* Indicates a required field

Authentication Method

Ariba Network requires an authentication method to proceed all cXML documents it validates.

Select an authentication method: Shared Secret This selection will refresh the page content.

Shared Secret:* ⓘ

Confirm Shared Secret:*

Profile URL

Ariba Network uses the cXML Profile transaction to retrieve a list of the URLs of supported cXML transactions from your organization. Ariba Network sends a ProfileRequest transaction once in 24 hours when it needs to send a cXML document and caches the response. If you need to reset your cached cXML profile on Ariba Network, click Reset Profile. The next time Ariba Network needs to send you a cXML document, it gets your updated cXML profile. It is recommended that you use the ProfileRequest method when you specify your cXML URLs.

Enter your Website's URL for receiving ProfileRequest documents.

Profile URL: Reset Profile

PunchOut URL

PunchOut allows customers to perform shopping and product selection directly on your Website.
Enter your Website's URL for receiving PunchOutSetupRequest documents. If you support ProfileRequest documents (recommended), you can leave this field empty.

PunchOut Request URL:

Pricing Updates

If you support pricing list updates for catalogs, specify the URL where customers can obtain the updated pricing lists. The URL can either be a custom URL or the same as the PunchOut Request URL.

Get updated pricing lists from: Select...

cXML Configuration

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- **Commodity Codes Required for Catalogue Items:**
 - It is compulsory to associate a commodity code for each item in your Catalogue. A list of commodity codes is available in your Supplier Information Portal which is accessible from your Ariba Network account
- **Configure Website to Accept the Buyer's ANID:**
 - You must configure your website in order to accept the ANID of Customer. Please make sure during the PunchOutSetupRequest configuration to add the ending -T to Customer's ANID when you will create your Catalogue in your TEST account. Customer might also request different accesses for its users, therefore make sure you configure your website using the UserIDs.
- **Consult cXML Documentation:**
 - In order to help you to configure your website to transact via cXML data with the Ariba Network, you should acknowledge the cXML requirements from Customer. You can find the Customer cXML Design Specification Guide and also refer to the Ariba cXML Solutions Guide and the cXML User Guide which are two guides available in your Supplier Information Portal.

cXML is an open language defined by public Document Type Definitions (DTDs). These DTDs define cXML so that it is extremely flexible, which encourages its wide adoption.

- Supplier's PunchOut site must communicate through **HTTPS (Hyper Text Transfer Protocol Secure)** - for more information, see "HTTPS Connections" in Ariba cXML Solution Guide
- HTTPS protects all parties in PunchOut sessions: your customer, Ariba Network, and your PunchOut site.
- Supplier needs to document the transaction process flow into and out of your PunchOut site and identify which messages need to be coded.

Ariba has documentation available to assist in defining the process. The technical developer should read the following guides, available on Ariba – login to your Ariba account > select Help in top right corner > *Help Center* > *Learning Center* > *For Administrator*.

- **Ariba cXML Solution Guide** <http://supplier.ariba.com> (section Resources, cXML-Documentation)

An example of the Header in the PunchOutSetupRequest:

```
<?xml version="1.0"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML payloadID="958075346970@www.bigbuyer.com " timestamp="2005-06-14T12:57:09-07:00">
<Header>
<From>
<Credential domain="NetworkID">
<Identity>AN01009398768-T</Identity> Customer's ANID
</Credential>
</From>
<To>
<Credential domain="DUNS">
<Identity>1234567-T</Identity>
<Credential domain="NetworkID">
<Identity>AN0100000002334-T</Identity> Supplier's ANID
</Credential>
</Credential>
</To>
<Sender>
<Credential domain="AribaNetworkUserId">
<Identity>sysadmin@ariba.com</Identity>
<SharedSecret>xxxxxxxxx</SharedSecret>
</Credential>
<UserAgent>Ariba Buyer 8.2</UserAgent>
</Sender>
</Header>
```

Additional information and examples can be found in the cXML Solution Guide, accessed via the Ariba Help Centre.

Publication of a Catalogue on the Ariba Network

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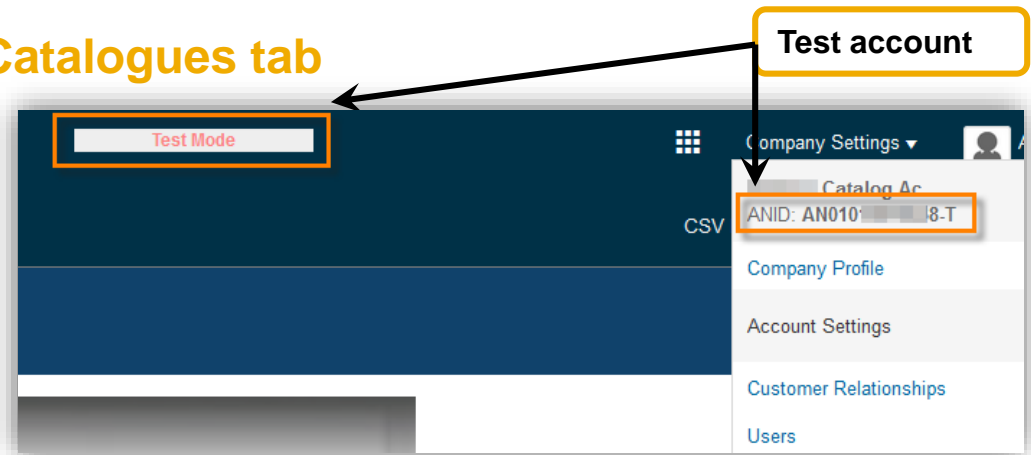


Publication of Catalogue on the Ariba Network

1 Log into Test and go to the Catalogues tab

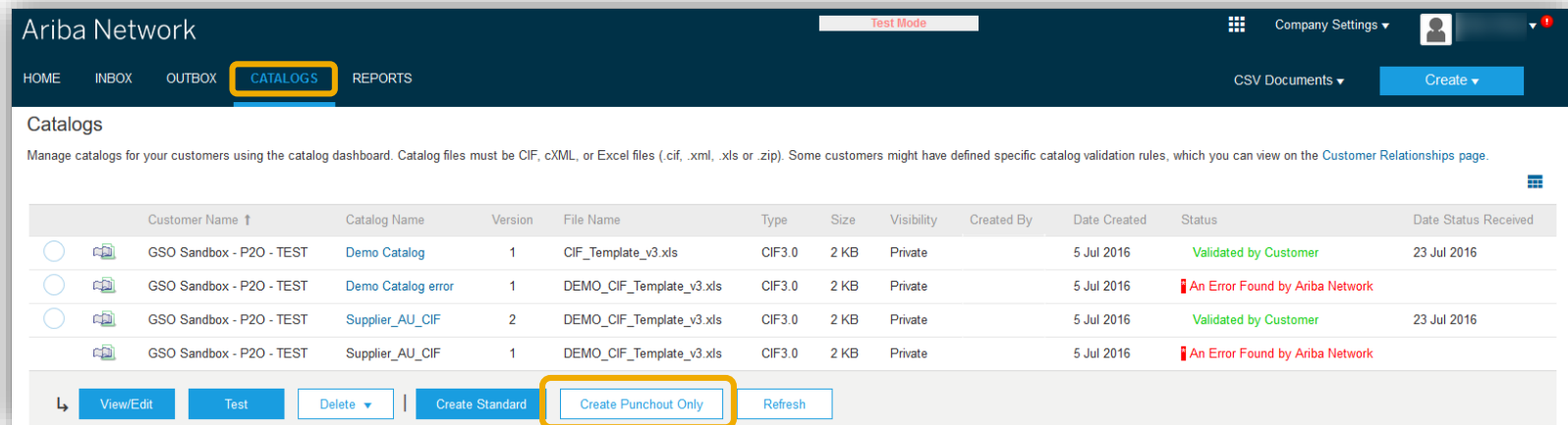
Be sure you are in your Ariba Network Supplier Test account and click the **Catalogues** tab on your Home Dashboard.

The Catalogues page is displayed.



2 Create your Catalogue

Click on the button **Create PunchOut Only** button.



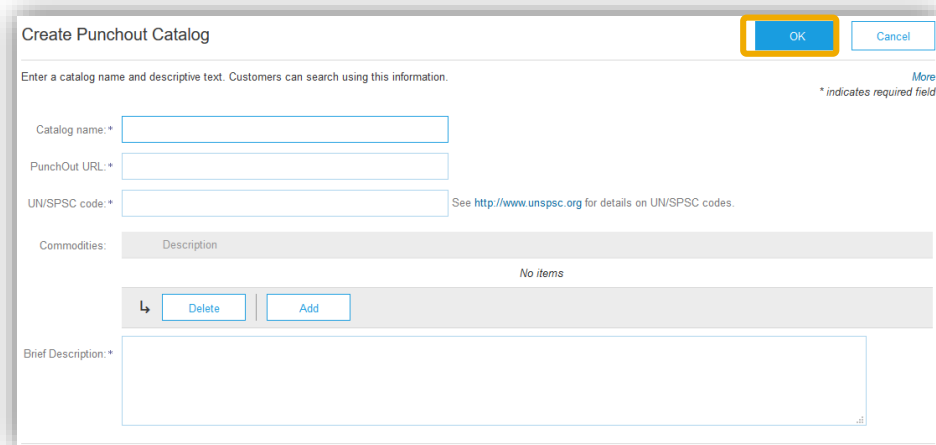
3 Catalogue Information

Enter information about your PunchOut Catalogue.

The Catalogue Administrator of the Buying organization can identify your Catalogue from each of these fields on the Ariba Network:

- **Catalogue Name:** **Customer use the following naming structure “SupplierName_Region” unless told otherwise.**
- **PunchOut URL:** Enter the prefix https://
- **UN/SPSC code:** The UNSPSC code corresponding to the items’ family/group of your Catalogue. Your customer will request to add a specific UNSPSC/ECLASS/Custom code. If not, you will have to choose the most representative code as only one value is accepted.
- **Brief Description:** Description of the Catalogue content. Searchable field by a customer. The key word from this field can be used by customer to search for the catalog’s link.
- Click **OK**.

Note: The UNSPSC codes used in catalogues support version 13.5. However, it can translate any earlier version to 13.5 and vice versa.



The screenshot shows the 'Create Punchout Catalog' form. At the top right, there are 'OK' and 'Cancel' buttons. Below the title, there is a instruction: 'Enter a catalog name and descriptive text. Customers can search using this information.' followed by a 'More' link and a note '* indicates required field'. The form contains the following fields:

- Catalog name: * (text input)
- PunchOut URL: * (text input)
- UN/SPSC code: * (text input) with a link: 'See <http://www.unspsc.org> for details on UN/SPSC codes.'
- Commodities: A table with a header 'Description' and a row containing 'No items'. Below the table are 'Delete' and 'Add' buttons.
- Brief Description: * (text area)

4 Create your Catalogue

After this step the Catalogue is validated, but not published yet.

You will see that there is no Customer assigned and the status is Validated. To publish this catalogue for your customer Customer, click on the Catalogue Name.



Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
	None	Test PunchOut	1	3258558Punchout.cif	CIF3.0	574 B			21 Sep 2016	Validated
	GSO Sandbox - P2O - TEST	Demo Catalog	1	CIF_Template_v3.xls	CIF3.0	2 KB	Private		5 Jul 2016	Validated by Customer
	GSO Sandbox - P2O - TEST	Demo Catalog error	1	DEMO_CIF_Template_v3.xls	CIF3.0	2 KB	Private		5 Jul 2016	An Error Found by Ariba Network

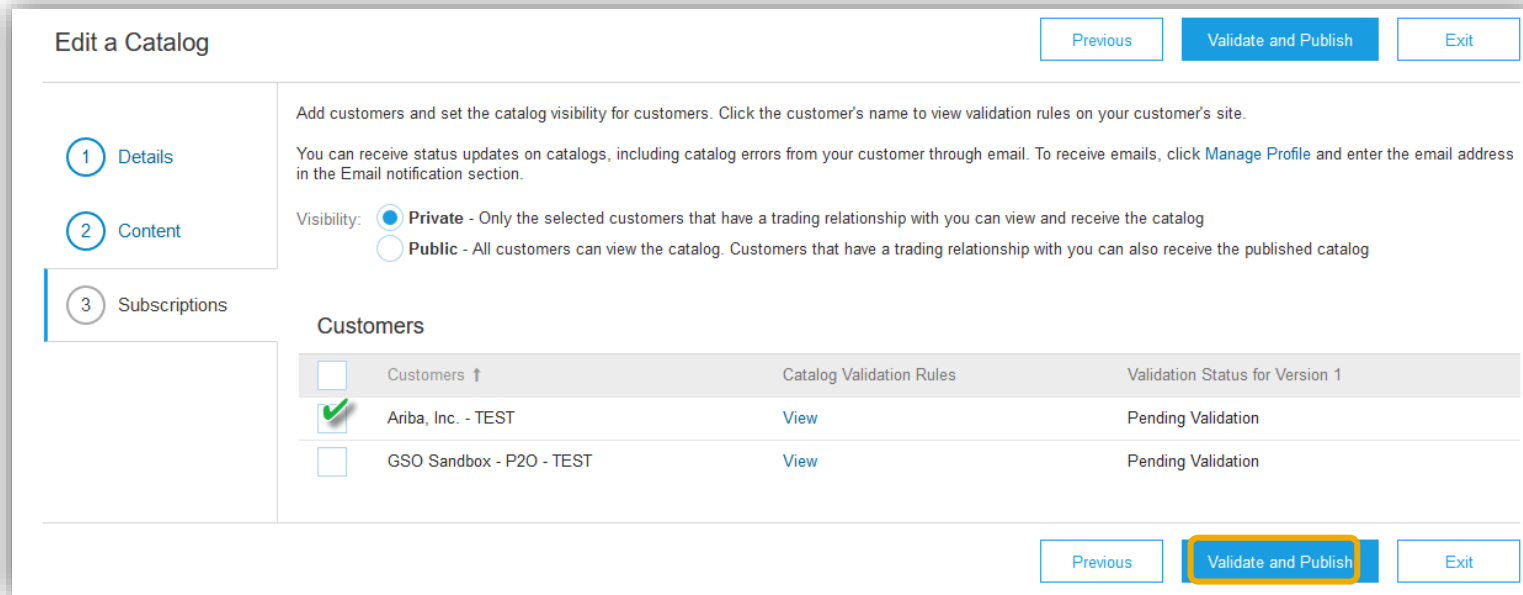
View/Edit Test Delete Create Standard Create Punchout Only Refresh

5 Catalogue Subscriptions

Click on option 3 – Subscriptions.
Select **Private** and select Customer in your customers' list.

Note: If Customer is not part of the customer list, it means that the customer relationship has not been accepted yet on the Ariba Network.

Click on **Validate and Publish**.



Edit a Catalog Previous Validate and Publish Exit

1 Details

2 Content

3 Subscriptions

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.

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

<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Ariba, Inc. - TEST	View	Pending Validation
<input type="checkbox"/>	GSO Sandbox - P20 - TEST	View	Pending Validation

Previous Validate and Publish Exit



6 Catalogue Subscriptions

If there are no errors in the Catalogue fields, the Catalogue link will be validated by customer and published.

If there are errors related to the fields the Catalogue file should be re-uploaded.

Catalogs

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

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
 Ariba, Inc. - TEST	Test PunchOut	1	3258558Punchout.cif	CIF3.0	574 B	Private		21 Sep 2016	Pending Buyer Validation	

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

PunchOut Catalogue Statuses

Catalogue Status	Definition
Validating	Catalogue is in the process of being validated against the Ariba Network high-level syntactic and semantic validations.
Published	The Catalogue has been published to customers application manually loading catalogues. The Ariba Network sends an email notification to your customer informing them your company has published a Catalogue.
# Errors Found by Ariba Network	The Catalogue failed during Ariba Network high-level validation. The Ariba Network checks the Catalogue 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 Catalogue can begin customer-specific validation rules. To view details of the error, click the “# Validation Errors Found by Ariba Network” link for this Catalogue on the Catalogue dashboard and view details of the error message within your Ariba Network account.
# Validation Errors Found by Customer	The Catalogue failed during validation of customer-specific rules in the Ariba Buyer Procurement application. During validation, the Ariba Buyer Procurement application validates the Catalogue against customer-specific validation rules. The Catalogue did not meet the customer’s Catalogue rules and validation failed. To view details of the error, click the “# Validation Errors Found by Customer” link for this Catalogue on the Catalogue dashboard and view details of the error message by punching in to the Ariba Buyer Procurement application.
Pending Buyer Validation	The Catalogue is uploaded successfully in the Ariba Buyer Procurement application and is pending validation.
Validated by Customer	The Catalogue is successfully uploaded in the Ariba Buyer Procurement application, passing validation, but not yet approved by the customer.
Approved	The Catalogue has been approved by the customer during the approval process.
Rejected	The Catalogue has been denied by the customer during the approval process.
Activated	The Catalogue is activated and available to users in the Ariba Buyer Procurement application.
Deactivated	A Catalogue version activated earlier is now deactivated. Catalogues can change statuses from Activated to Deactivated states and back.
Deleted	The Catalogue has been deleted by the customer in the Ariba Buyer Procurement application.
Changed	The customer made some changes to the Catalogue

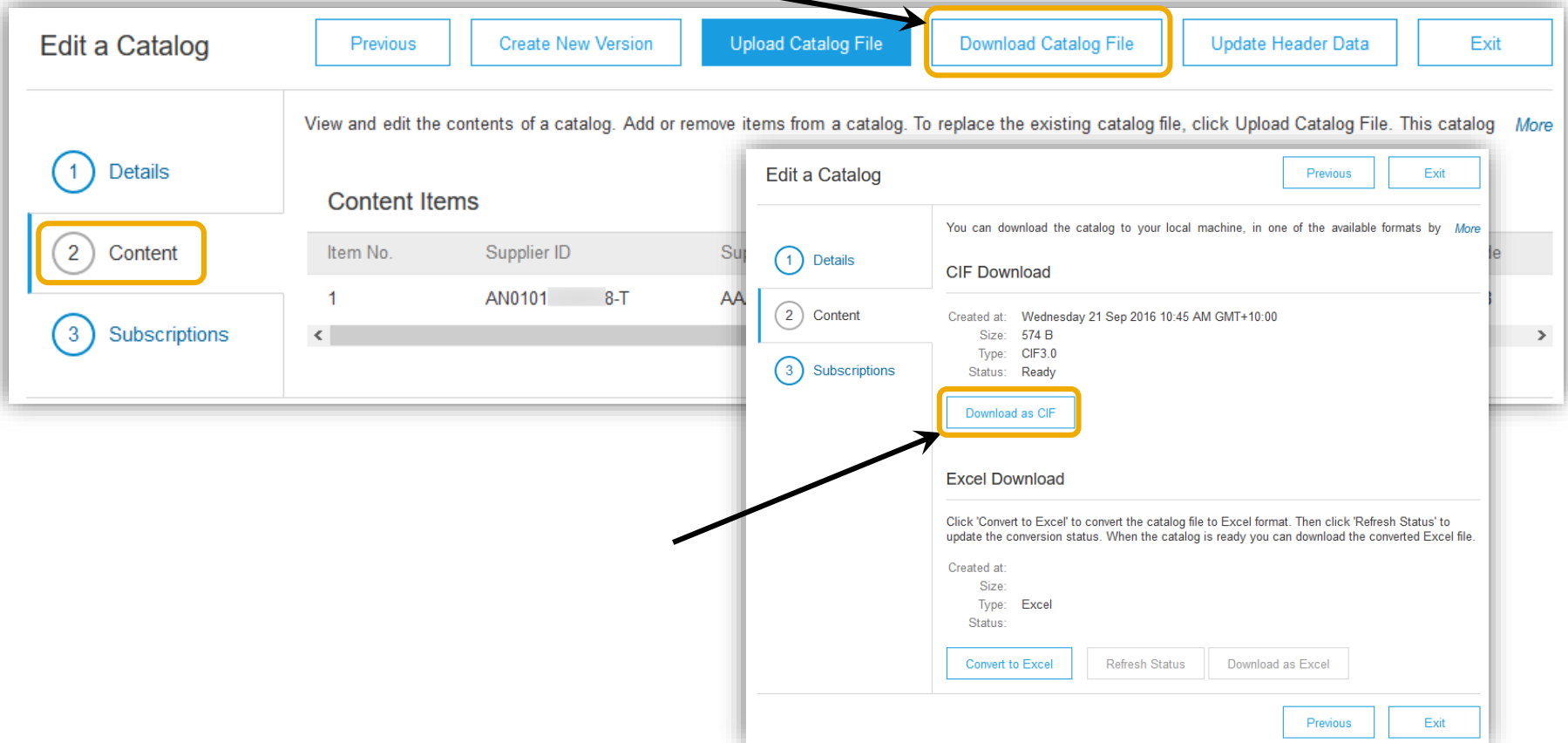
Adding an image

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Download the .cif file

- After the catalogue is selected please download the Catalogue index file into CIF format. Select option 2 Content on the left.



The screenshot shows the 'Edit a Catalog' interface. At the top, there are several buttons: 'Previous', 'Create New Version', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Download Catalog File' button is highlighted with a yellow box and an arrow. On the left sidebar, there are three menu items: '1 Details', '2 Content', and '3 Subscriptions'. The '2 Content' item is highlighted with a yellow box and an arrow. The main content area shows a table of 'Content Items' with columns for 'Item No.', 'Supplier ID', and 'Sup'. The first row contains the values '1', 'AN0101', and '8-T'. Below the table, there is a modal window titled 'Edit a Catalog' with a 'Previous' and 'Exit' button. The modal window has three menu items: '1 Details', '2 Content', and '3 Subscriptions'. The '2 Content' item is highlighted with a yellow box and an arrow. The modal window displays the following information:

You can download the catalog to your local machine, in one of the available formats by [More](#)

CIF Download

Created at: Wednesday 21 Sep 2016 10:45 AM GMT+10:00
Size: 574 B
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 update the conversion status. When the catalog is ready you can download the converted Excel file.

Created at:
Size:
Type: Excel
Status:

Convert to Excel Refresh Status Download as Excel

Previous Exit

Adding an Image or Logo to your PunchOut Catalogue

It is a **preferred** requirement to add an image or company logo to the catalogue.

You will need to download the CIF catalogue file so that it can be modified and uploaded. You can add a field name “Image” and place the URL of your image in the associated position within the SKU, (it is recommended to added it to the end).

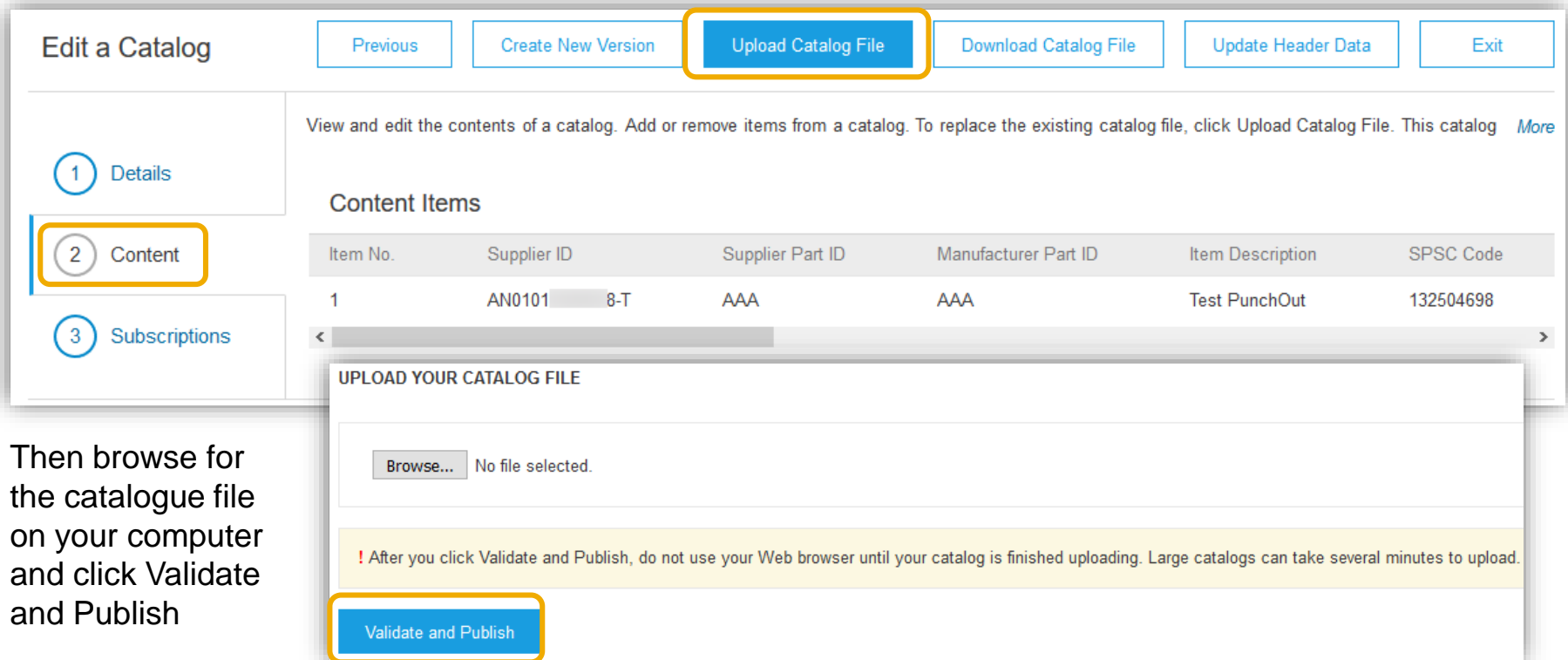
```
CIF_I_V3.0
LOADMODE: F
CODEFORMAT: UNSPSC_V12.2
CURRENCY: USD
SUPPLIERID_DOMAIN: DUNS
CHARSET: UTF-8
COMMENTS: This is a CIF 3.0 file with punch out item generated by Ariba.com
FIELDNAMES: Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, SPSC Code, Unit Price, Unit of Measure, Lead Time, Manufacturer Name, Supplier URL, Manufacturer URL, Market Price, PunchOut Enabled, Image
TIMESTAMP: 2015-12-03 03:50:02 America/Los_Angeles
ITEMCOUNT: 1
DATA
-t,aaa,aaa," a.",31170000,1,ea,1,mmm-c,https://PUNCHOUTSITE.URL.biz/cxml/,,,true,Http://IMAGE.URL.com/LOGO.jpg
ENDOFDATA
```

You will save this file, and upload it as a new version.

URL images must be no larger than 300 x 300 pixels.

Upload a new version

Do not create a new catalogue, it is best to create a new version of an existing catalogue.



The screenshot shows the 'Edit a Catalog' interface. The top navigation bar includes buttons for 'Previous', 'Create New Version', 'Upload Catalog File' (highlighted with a yellow box), 'Download Catalog File', 'Update Header Data', and 'Exit'. The left sidebar has three tabs: '1 Details', '2 Content' (highlighted with a yellow box), and '3 Subscriptions'. The main content area displays a table of 'Content Items' with the following data:

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code
1	AN0101	8-T	AAA	Test PunchOut	132504698

Below the table is a modal dialog titled 'UPLOAD YOUR CATALOG FILE'. It contains a 'Browse...' button and the text 'No file selected.'. A yellow warning banner states: '! 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.' The 'Validate and Publish' button at the bottom of the modal is highlighted with a yellow box.

Then browse for the catalogue file on your computer and click Validate and Publish

Testing the PunchOut

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Publication of Catalogue on the Ariba Network

Next Steps

- After publication of your Catalogue, you have the possibility to test the connectivity to your site.
- Please note that this functionality is available only on your Test account.

Select your Catalogue and click on the **Test** button.

On the next page, click on **Shop** to launch the connection attempt.

Catalogs

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

	Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status
<input type="radio"/>	None	Test PunchOut	1	3258558Punchout.cif	CIF3.0	574 B			21 Sep 2016	Validated
<input type="radio"/>	GSO Sandbox - P20 - TEST	Demo Catalog	1	CIF_Template_v3.xls	CIF3.0	2 KB	Private		5 Jul 2016	Validated by Customer
<input type="radio"/>	GSO Sandbox - P20 - TEST	Demo Catalog error	1	DEMO_CIF_Template_v3.xls	CIF3.0	2 KB	Private		5 Jul 2016	An Error Found by Ariba Network

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

Test Catalog

[Shop](#) [Exit](#)

1 Shop

2 Submit Cart

3 View Order

Credential Setting

Use Credential Set: [Customize Set](#)

Simulated Product

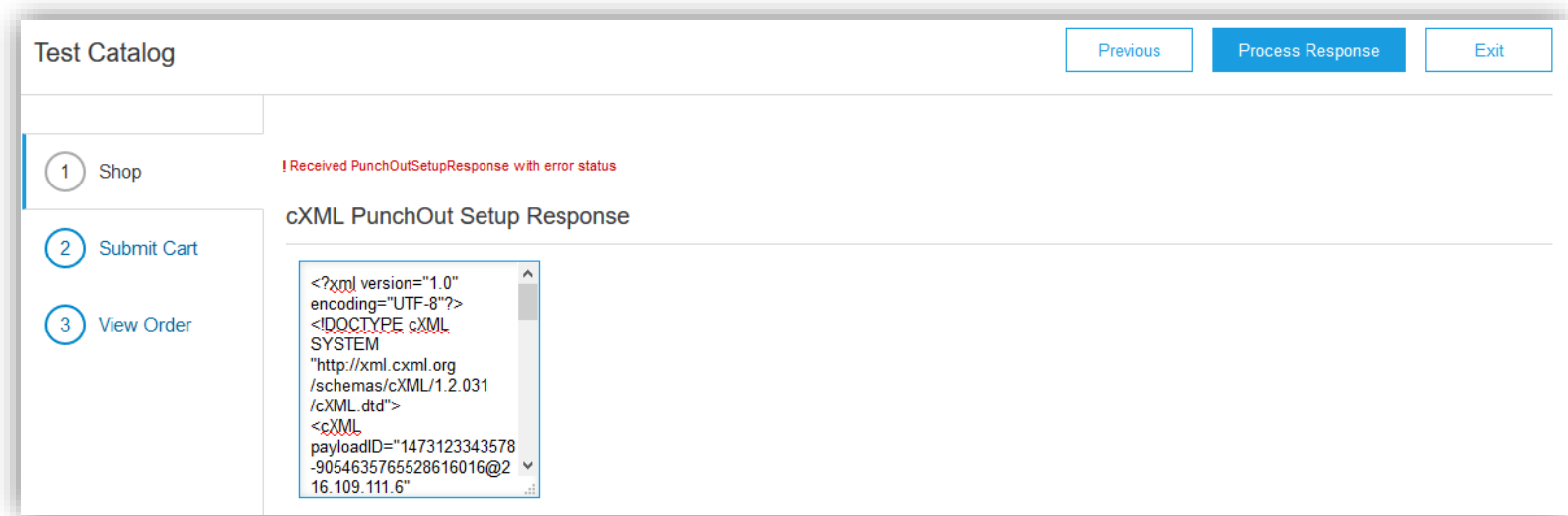
Select the Product to Simulate:

- Ariba Buyer 7.0
- Ariba Buyer 8.0
- Ariba Buyer 8.1
- Ariba Buyer 8.2.x
- Ariba Procure-to-Pay

Publication of Catalogue on the Ariba Network

Next Steps

- If you can connect to your Catalogue, the connectivity has been established successfully.
- If you cannot access your Catalogue, an error message will be displayed, giving you the root cause of the connectivity issue.



Note: In case you need assistance to better understand this error message, please contact your Ariba Catalogue Enablement expert.

Ariba Network Support

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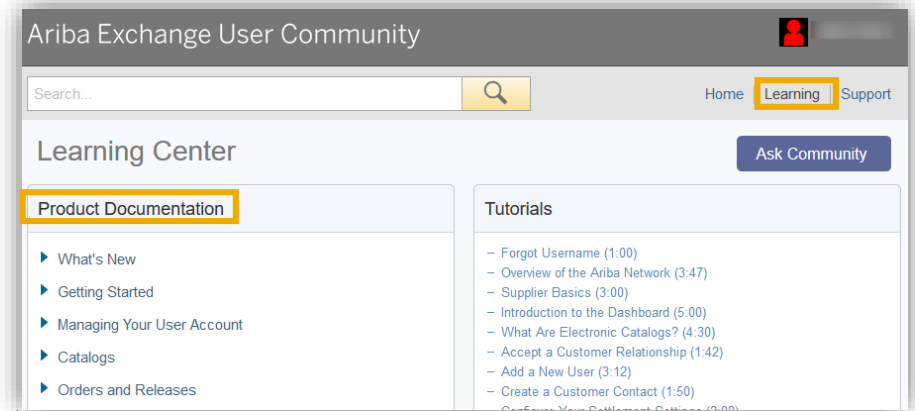
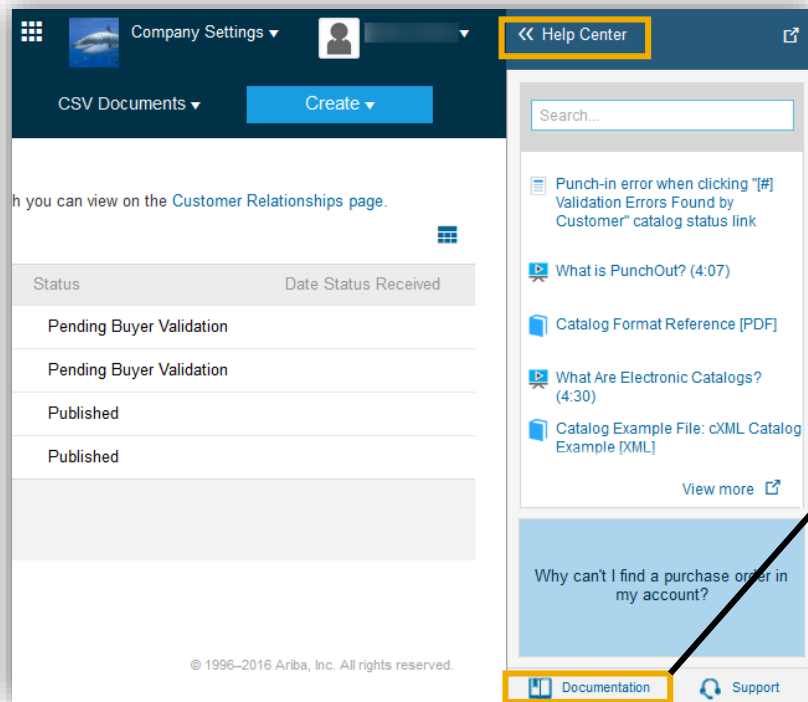


Training and resources

Ariba Network standard documentation and useful links

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

Click on the **Help** link in the upper right hand corner of the page to access **Help Center**. In **Learning** center there is **Product Documentation** available for Users or Administrators.



Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
Detailed information and latest notifications about product issues and planned downtime—if any—during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
Information about downtime, new releases and new features

Supplier support post Go-Live Help Center

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

If you forgot your username or password click on the link Having trouble logging in and follow the steps.

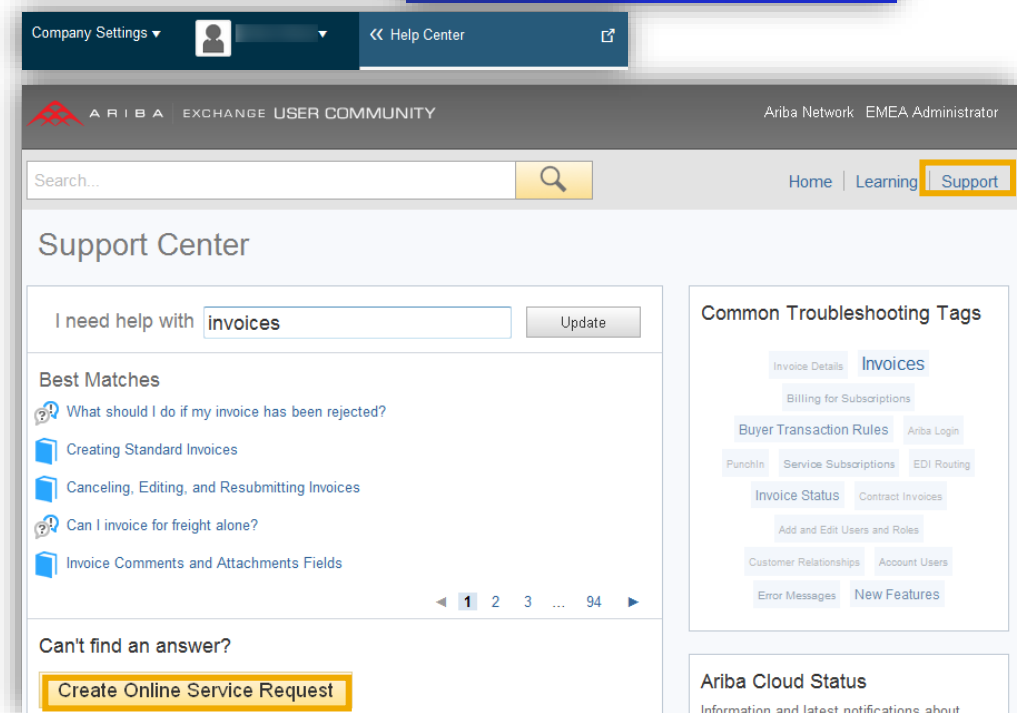
To access our Help Center, log into your account or go to:

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

Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our webform. Select Problem Type. Note Customer in the **Issue Description**.



Thank you.

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