



SUPPLIERS' GUIDE

**E-CATALOGUE CIF TEMPLATE
FIELD DESCRIPTIONS**

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Need support on technical issues?

SAP ARIBA SUPPORT HOTLINE

| | |
|-----------------------|------------------|
| Denmark | +45 4331 4903 |
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| United Kingdom | 0800 358 3556 |

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Mail address:

saparibaemea_catalogmaintenance@sap.com

Descriptions for field names in Arla Foods CIF template

| FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID |
|-------------------------|------------------|----------------------|
| DATA | | |
| 12345 | 678910 | IDG076450049X |
| ENDOFDATA | | |



Supplier ID Mandatory

What is needed? Supplier's Ariba Network ID (ANid for short).

Maximum length: 255 characters

Example: AN09067477712



Supplier Part ID Mandatory

What is needed? A unique material number that identifies the specific item.

Maximum length: 255 characters

Example: 678910



Manufacturer Part ID

What is needed? The manufacturer's unique material number.

Maximum length: 255 characters

Example: IDG076450049X

Descriptions for field names in Arla Foods CIF template

| Item Description | SPSC Code |
|---|-----------|
| Excel 2013 for Dummies Quick Reference Book | 55101509 |



Item Description

Mandatory

What is needed? Describe the product or service as detailed as possible (model, type, color, etc.) – this column will appear on the purchase order in the catalogue.

! Make sure that a buyer is able to recognize what is being ordered based on this description alone.

Maximum length: 2000 characters

Example: “Printer, Laser, A4, Epson Stylus Color 740”



SPSC Code

Mandatory

What is needed? This code specifies a standard global classification for the item.

! Please find the most suitable code for each item, so that Arla can easily identify the goods or services purchased.

Codes can be found from here: www.unspsc.org

Maximum length: 40 characters

Example: 47121701 (Trash bags)

Descriptions for field names in Arla Foods CIF template

| Unit Price | Unit of Measure | Lead Time |
|------------|-----------------|-----------|
| 19,99 | EA | 5 |
| | | |

F

Unit Price Mandatory

What is needed? The exact price for the product or service. If you include decimals, use a dot and NOT a comma.

! Do not include a currency symbol.
Maximum length: 10 decimals

Example: 19.99

G

Unit of Measure Mandatory

What is needed? The stated Unit of Measure should match with the Unit Price. As a rule, the invoice should be in the same Unit of Measure in order to help prevent time consuming discrepancies.

Maximum length: 32 characters

Example: EA

H

Lead Time Mandatory

What is needed? The number of business days between receiving the purchase order and delivering to Arla.

Maximum length: 10 decimals

Example: 5

Descriptions for field names in Arla Foods CIF template

| Manufacturer Name | Supplier URL | Manufacturer URL |
|---------------------|---|------------------|
| IDG Books Worldwide | http://www.idg.com/2772967 | |
| | | |



Manufacturer Name

What is needed? Name of the manufacturer of the product or service.

Maximum length: 255 characters

Example: IDG Books Worldwide



Supplier URL

What is needed? A link to the detailed product description on your website (if there is one).

Maximum length: 255 characters

Example: <http://www.supply.com/catalog/product18.html>



Manufacturer URL

What is needed? A link to the detailed product description on the manufacturer website (if exists).

Maximum length: 255 characters

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

Descriptions for field names in Arla Foods CIF template

| Market Price | Supplier Part Auxiliary ID | Language |
|--------------|----------------------------|----------|
| | DK | en_US |
| | | |



Market Price

What is needed? List price or suggested retail price per unit. Do not include a currency symbol.
Maximum length: 255 characters.

Example: 350



Language

What is needed? Indicate the language of the item description. A file containing the language codes is available from the Help button of your account.
Maximum length: 255 characters

Example: en_US



Supplier Part Auxiliary ID

Mandatory if item with the same number exists in more than one catalogue

What is needed? If any items have the same Supplier Part ID, this column allows you to differentiate them. Otherwise these items will be considered as duplicates as this ID should be unique per line.

If you upload a catalogue for more than one country and there is a same catalogue item number in catalogues please put the abbreviation for the catalogue country

Maximum length: 255 characters
Example: DK or 15385DK

Descriptions for field names in Arla Foods CIF template

| Currency | Short Name | Classification Codes |
|----------|------------------------|----------------------|
| USD | Excel 2013 for Dummies | |
| | | |

P

Currency Mandatory

What is needed? The currency for the price must be indicated in ISO currency code.

! Please note that this value overrides CURRENCY KEY in the header.

Maximum length: 32 characters

Example: USD

Q

Short Name Mandatory

What is needed? Use this field to name the product.

! Do not copy and paste text from the Item Description field. For the buyer, this field will display a headline for each material in the search result.

This text will not be visible on the purchase order.

Maximum length: 50 characters

Example: Excel 2013 for Dummies

R

Classification Codes

What is needed? Keep this empty!

Descriptions for field names in Arla Foods CIF template

| Parametric Name | Parametric Data |
|---------------------|---|
| Footwear | {Size=(EU35,EU36,EU37,EU38,EU39,EU40,EU41,EU42,EU43,EU44,EU45,EU46,EU47,EU48,EU49,EU50;EU35-37,EU38-39,EU40-41;EU42-43,EU44-45,EU46-47,EU48-49,EU49-50,EU48-50);Color=(White,Black,Blue,Green,Red;Yellow,Orange;Brown,Pink;Purple,None);} |
| Clothing | {Size=(XS,S,M,L,XL,2XL,3XL);Color=(White,Black,Blue,Green,Red,Yellow,Orange;Brown,Pink;Purple);} |
| AdditionalSelection | {Size=(One Size,XS,S,M,L,XL,2XL,3XL); Color=(None,White,Black;Blue,Green,Red,Yellow,Orange,Brown,Pink,Purple);} |



Parametric Name

What is needed? If the e-Catalogue contains products that are exactly the same except for colour and/or size, this column allows you to indicate such. Open the drop down menu and select either *Footwear*, *Clothing* or *AdditionalSelection*, depending on the product.

Maximum length: 26 characters

Example: *A shoe in different sizes and colours*



Parametric Data

Mandatory if Parametric Name is filled out

What is needed? Specifications for different colours and/or sizes.

! Choose only the data that you are able to deliver for the specific product.

Maximum length: 26 characters

Example: "{Size=(S,M,L); Color=(White,Blue,Black,Green,Yellow);}"

Descriptions for field names in Arla Foods CIF template

| PunchOut Enabled | PunchoutLevel | Image |
|------------------|---------------|---|
| FALSE | | http://bit.ly/1ydACYI |



PunchOut Enabled

Mandatory if the e-Catalogue is to be set up as a PunchOut

What is needed? Indicate if the e-Catalogue should be set up as a PunchOut (webshop). It is by default set to be FALSE, meaning that the e-Catalogue will NOT be set up as a PunchOut.

Maximum length: 26 characters

Values: TRUE, true, t, 0 and FALSE, false, f, 1



PunchOut Level

What is needed? **Keep this empty!**



Image

Mandatory

What is needed? A URL link to a picture showing the specific product. It can only display the product and no other products or images on the page.

If you choose to upload local images, the file name must be completely identical as the name in this field.

! If you do not have a picture of the product, please insert a URL to your company logo.

Maximum size: 500x500 pixels and 90 KB

Supported formats: .JPG, .JPEG, .PNG, .BMP

Descriptions for field names in Arla Foods CIF template

| Thumbnail | Expiration Date |
|---|-----------------|
| | |
| http://bit.ly/1ydACYI | |
| | |



Expiration Date

What is needed? Due date for products becoming invalid in YYYY-MM-DD format. After this date, the e-Catalogue will no longer be visible to Arla.

! Please inform your contact in Procurement if this column is filled out. In other cases, keep this field blank to indicate that the e-Catalogue is effective until a newer version is approved or the e-Catalogue is deactivated.

Maximum length: 10 characters



Thumbnail

What is needed? A URL link to an icon of the product. Should only be used if you want to show a different image to in the list of search results.

If left empty, an icon will be automatically created based on the image column.

Maximum size: 80x80 pixels

Descriptions for field names in Arla Foods CIF template

| Effective Date | IsPartial | IsInternalPartId | Delete |
|----------------|-----------|------------------|--------|
| | | | |
| | | | FALSE |
| | | | |

Z

Effective Date

What is needed? Date of when the item becomes valid in YYYY-MM-DD format.

! The date must be prior to the expiration date. Usually this field is kept empty for the e-Catalogue to become effective as soon as it is approved.

Maximum length: 10 characters

AA

IsPartial

What is needed? *Keep this empty!*

AB

IsInternalPartID

What is needed? *Keep this empty!*

AC

Delete

What is needed? *Keep this empty!*
It is by default set to be FALSE.

Descriptions for field names in Arla Foods CIF template

| InKitOnly | SupplierProductInfoURL | OneUnitConsistsOf |
|-----------|---|-------------------|
| | http://www.ariba.com/solutions/buy/procurement-solutions | |

AD

InKitOnly

Mandatory if the e-Catalogue contains kits

What is needed? Set to TRUE if item is to be bought in kits only. The kit functionality is used to bundle items that must be ordered together and cannot be ordered separately.

! If you have kits in your e-Catalogue, your contact person in Arla must be informed in order to activate this functionality.

Maximum length: 255 characters

Example: *Buying liquid in a bottle which has its own SupplierPartID and Unit Price, but neither the bottle or the liquid can be ordered separately – only in a kit.*

AE

SupplierProductInfoURL

What is needed? An option to add an additional link to the material that gives more detailed product information. Must be an URL.

Maximum length: 255 characters

AF

OneUnitConsistsOf

What is needed? Specifies the content of the Unit of Measure. It is recommended to add the ItemDescription for easy reference to buyer.

Example: *If unit of measure is set to be "box", then you can specify for example that "one box contains 6 units".*

Descriptions for field names in Arla Foods CIF template

| LotSize | MinOrderQuantity |
|---------|------------------|
| | |
| | |
| | |



LotSize

What is needed? Enter number of units that needs to be ordered in specific increments.

! LotSize is linked to the value of Unit of Measure, NOT OneUnitConsistsOf.

Example: If you set LotSize to “5”, only lots of 5 can be ordered. It means that the buyer can only then order 5, 10, 15, etc. units at a time.



MinOrderQuantity

What is needed? Minimum quantity that can be ordered.

! MinOrderQuantity is linked to LotSize. Therefore, MinOrderQuantity must be equal to the LotSize or follow the same increment.

Maximum length: 255 characters

Example: If LotSize is set to 5, MinOrderQuantity cannot be set to 6, but only 5, 10, 15 etc.

Descriptions for field names in Arla Foods CIF template

| MaxOrderQuantity | EANCode |
|------------------|---------------|
| | 9876543210123 |
| | |



MaxOrderQuantity

What is needed? Maximum quantity that can be ordered. Please note that MaxOrderQuantity is linked to LotSize. Therefore, MaxOrderQuantity must be equal to the LotSize or follow the same increment

Example: If LotSize is set to 5, MaxOrderQuantity could be 20, 25 or 30, but not 26, 27 or 28.



EANCode

Fill in, if possible

What is needed? Unique identifier for the material – often expressed as a barcode.

Maximum length: 13 characters

Example: 9876543210123

Descriptions for field names in Arla Foods CIF template

| IntrastatUnit | IntrastatWeight | IntrastatCode |
|---------------|-----------------|---------------|
| | | |
| | | |
| | | |



IntrastatUnit

What is needed? **Keep this empty!**



IntrastatWeight

What is needed? **Keep this empty!**



IntrastatCode

What is needed? **Keep this empty!**

Go back to the start

Thank you for participating!

See more information about Procurement in Arla at www.arla.com/procurement.