



**SUPPLIERS' GUIDE**

# **E-CATALOGUE CIF TEMPLATE FILLOUT AND PUBLISHING**

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**Need support on technical issues?**

## SAP ARIBA SUPPORT HOTLINE

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# 1. The CIF template

The e-Catalogue CIF template distinguishes between mandatory and optional fields, highlighting **red** fields as mandatory and **green** fields as optional.

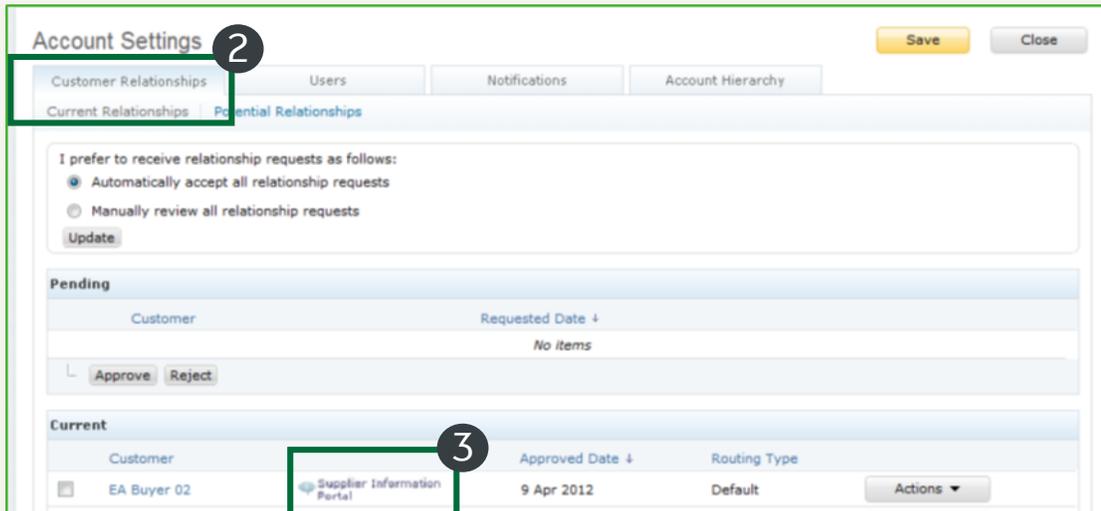
I_V3.0		Filename:		O:\1B Procurement Services\Ariba catalogues\ARLA CIF GENERATOR TEMPLATES DONE\company name_Arla_country code.cif										
CHARSET: Cp1252		GenerateCif												
LOADMODE: F														
CODEFORMAT: UNSPSC														
CURRENCY: EUR														
SUPPLIERID_DOMAIN: NetworkID														
ITEMCOUNT: 1														
FIELDNAMES: Supplier ID														
UNUOM: TRUE														
COMMENTS:														
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	Supplier Part Auxiliary ID	Language	Current
DATA	12345	678910	IDG076450049X	Excel 2013 for Dummies Quick Reference Book	55101509	19.99	EA	5	IDG Books Worldwide	http://www.idg.com/2772967			en_US	USD
ENDOFDATA														

When filling out the template:

- do not wrap text (alt+enter) in any of the fields!
- do not delete or add columns to the CIF file!
- do not delete the DATA or ENDOFDATA text!

**!** Please remember to remove added colours and other comments before uploading your CIF template. Otherwise, the template will be rejected when sent for approval.

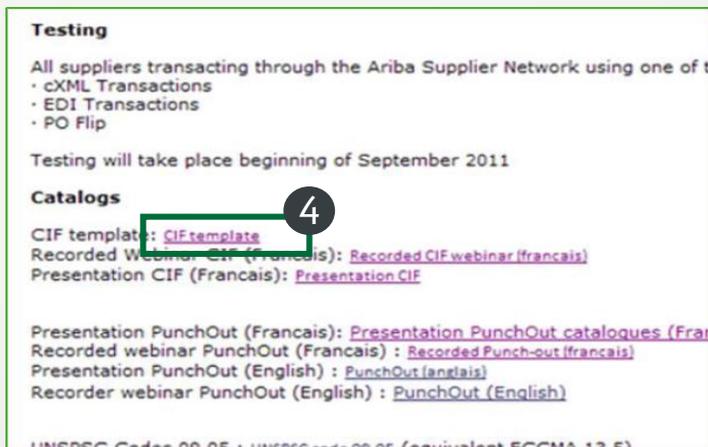
## 2. How to download the CIF template?



After logging in to your SAP Ariba account, you must enter the Supplier Information Portal.

To find the Supplier Information Portal:

- 1 Log in and find the 'Account Settings'.
- 2 When in Account Settings, choose the 'Customer Relationship' from the top menu.
- 3 Click on 'Supplier Information Portal' under the 'Current' section.
- 4 Having entered the Supplier Information Portal, click on the link for the CIF template under the 'Catalogs' section.
- 5 Save the Excel file on your computer as a local file for modifications.



### 3. How to fill out the CIF template?

Filename: O:\1B Procurement Services\P Arba catalogues\ARLA CIF GENERATOR TEMPLATES DONE\company name\_Arla\_country code.cif

GenerateCif

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	Supplier Part Auxiliary ID	Language	Current
DATA	12345	678910	IDG076450049X	Excel 2013 for Dummies Quick Reference Book	55101509	19.99	EA	5	IDG Books Worldwide	http://www.idg.com/2772967			en US	USC
ENDOFDATA														

As a supplier, you need to fill out all mandatory fields for each item you want displayed in the e-Catalogue.

- 1 Every time you want to add an item, you need to add a new row.
- 2 Fill out all **mandatory** fields for this specific item.
- 3 Fill out **optional** fields, if this data is available for you.
- 4 When you have entered all data into the template, click on the '**GenerateCIF**' button.
- 5 Save the modified CIF template on your computer.

**!** If you need further explanation for the fields in the CIF template, find the field description guide from the Guide Portal on our website.

# 4. How to upload the CIF template for e-Catalogue creation?



The screenshot shows the 'Create Standard' form. The 'Catalog Name' field is highlighted with a green box and contains the text 'Supplier\_ARLA\_CountryCode'. The 'Description' field is empty. Below the 'Description' field, there is a note: 'The maximum number of characters allowed is 1000, including spaces.' At the bottom, there is a 'Commodities' section with a 'Description' table and 'Delete' and 'Add' buttons.

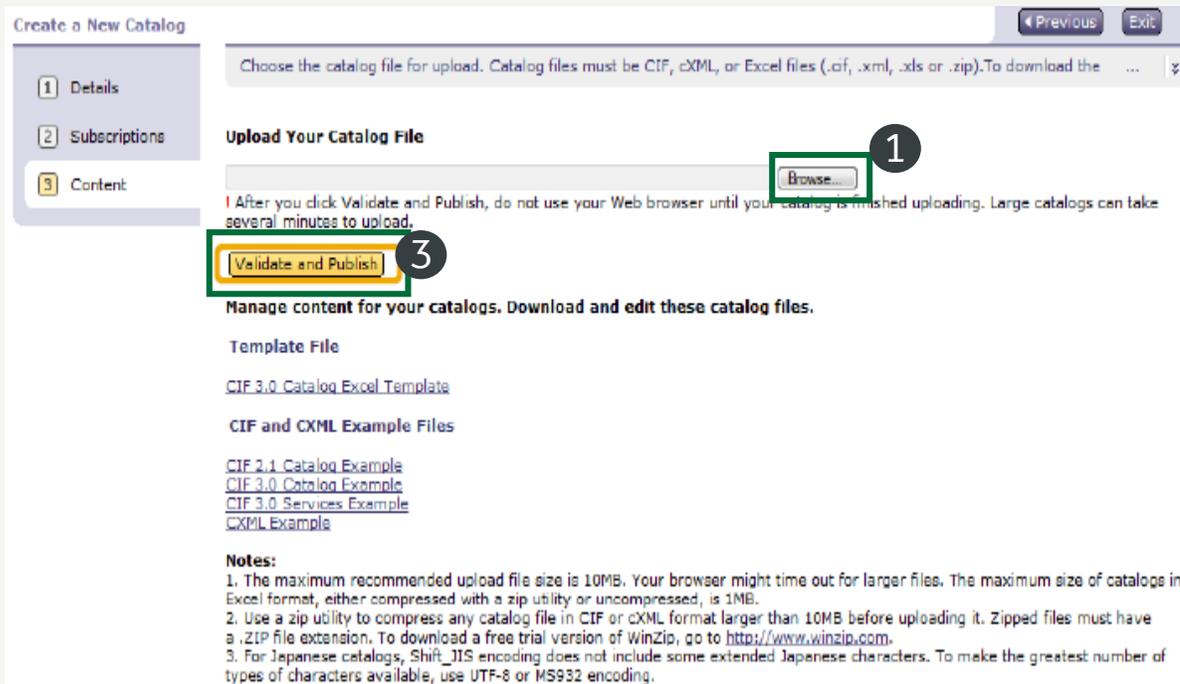
- 1 First, log in to your Ariba account.
- 2 Once you are logged in, choose 'Catalogs' from the top menu.
- 3 Now, you should have the opportunity to click on a 'Create Standard' button.
- 4 Next, fill out some standard information about the e-Catalogue you are about to create.

**!** The e-Catalogue must be named based on the standard '**Suppliername\_ARLA\_CountryCode**' where CountryCode represents the country where the e-catalogue will be active

Under 'Description', you are expected to briefly describe the content of your e-Catalogue.

- 5 When finished, click 'Next' and continue with publishing the catalogue.

# 5. How to upload and publish the CIF template for e-Catalogue creation?



Having filled out the standard information about your forthcoming e-Catalogue, you are now expected to attach the CIF template that the e-Catalogue will be based on.

- 1 Click on 'Browse' to find the CIF template you have downloaded, modified and saved to your computer.
- 2 Be sure to find the most recent version of the CIF template and attach it as your e-Catalogue file.
- 3 When the attachment has been uploaded, click on 'Validate and Publish'.

**!** The validation process can take several minutes depending on the size of the updated CIF file.

It is possible to upload other e-Catalogues while SAP Ariba is validating the previous ones.

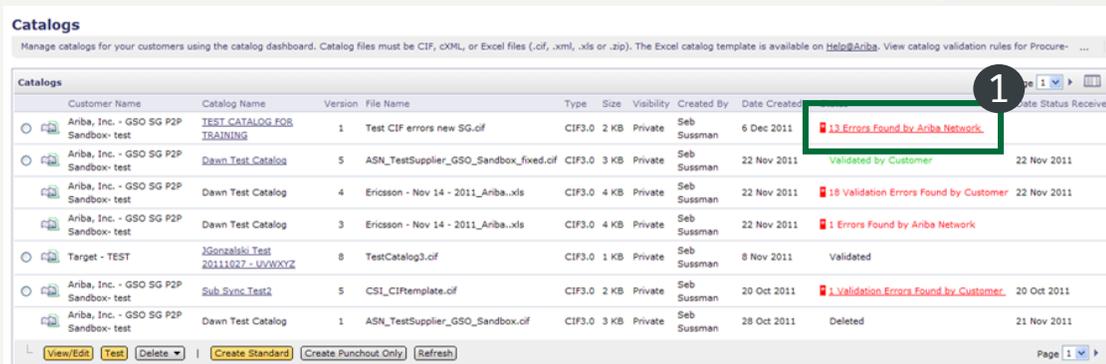
# 6. How to correct errors in your e-Catalogue?

**!** The e-Catalogue cannot be validated if any errors have been detected by either SAP Ariba or by Arla Foods.

The field 'Status' shows if any errors have been detected, which are then highlighted in red.

To review and correct the errors for publishing:

- 1 Click on the red link to see details about the error.
- 2 Download the most recent version of the CIF template (see Slide nr 4).
- 3 Go to the CIF template saved in your computer correct the error(s) and save the file once again for uploading.
- 4 Without creating a new version, change the current CIF template with the new, corrected one.



Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Received
Aniba, Inc. - GSO SG P2P Sandbox- test	TEST_CATALOG_FOB TRAINING	1	Test CIF errors new SG.cif	CIF3.0	2 KB	Private	Seb Sussman	6 Dec 2011	13 Errors Found by Ariba Network	
Aniba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	5	ASN_TestSupplier_GSO_Sandbox_fixed.cif	CIF3.0	3 KB	Private	Seb Sussman	22 Nov 2011	Validated by Customer	22 Nov 2011
Aniba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	4	Ericsson - Nov 14 - 2011_Ariba.xls	CIF3.0	4 KB	Private	Seb Sussman	22 Nov 2011	18 Validation Errors Found by Customer	22 Nov 2011
Aniba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	3	Ericsson - Nov 14 - 2011_Ariba.xls	CIF3.0	4 KB	Private	Seb Sussman	22 Nov 2011	1 Errors Found by Ariba Network	
Target - TEST	JGonzaleski Test 20111027 - MVWXYZ	8	TestCatalog3.cif	CIF3.0	1 KB	Private	Seb Sussman	8 Nov 2011	Validated	
Aniba, Inc. - GSO SG P2P Sandbox- test	Sub_Sync_Test2	5	CSI_CIFTemplate.cif	CIF3.0	2 KB	Private	Seb Sussman	20 Oct 2011	1 Validation Errors Found by Customer	20 Oct 2011
Aniba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	1	ASN_TestSupplier_GSO_Sandbox.cif	CIF3.0	3 KB	Private	Seb Sussman	28 Oct 2011	Deleted	21 Nov 2011

**!** Find our 'How to update an e-Catalogue?' guide from our Guide Portal at [www.arla.com/procurement/supplier-information/guide-portal](http://www.arla.com/procurement/supplier-information/guide-portal)

Go back to the start

# Thank you for participating!

See more information about Procurement in Arla at [www.arla.com/procurement](http://www.arla.com/procurement).

