SUPPLIERS' GUIDE

UPDATING AN E-CATALOGUE

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Need support on technical issues?
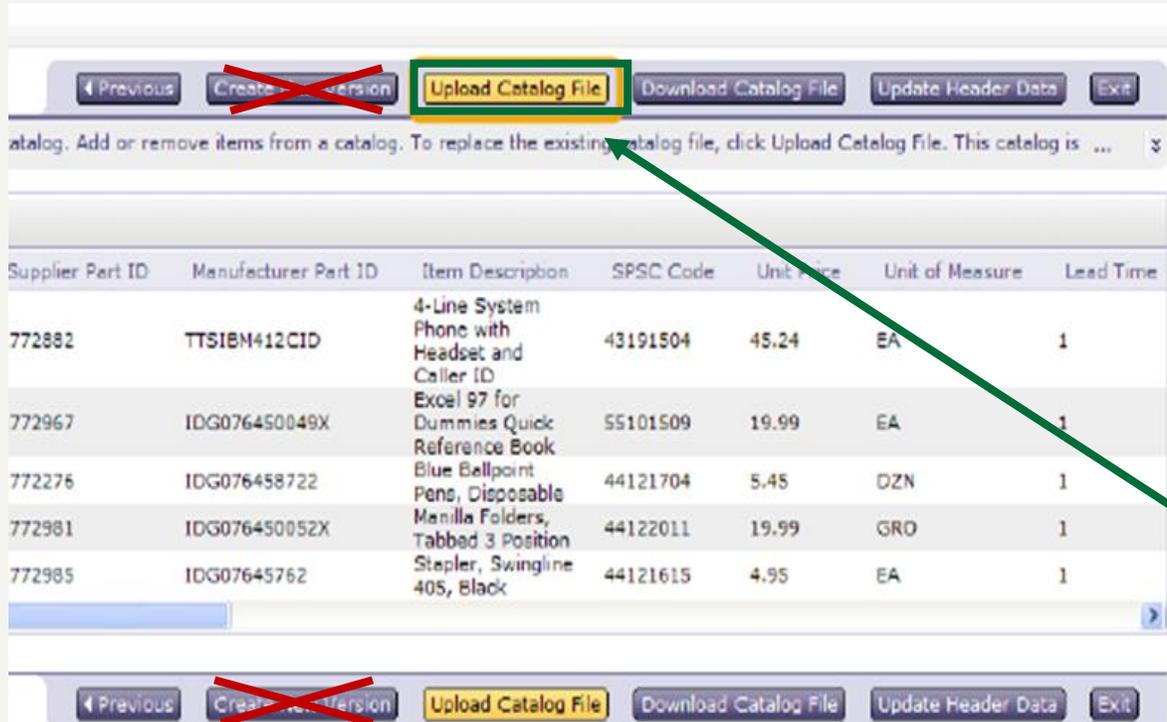
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Before going forward

! **The supplier is responsible for updating their e-Catalogues in SAP Ariba.**

! **Updating an e-Catalogue <u>does not mean creating a new catalogue</u> and replacing it to the old version.**

That is why we ask you to **click on 'Upload Catalogue File'** once you have made an updated version of your e-Catalogue.

Do not click on 'Create New Version' as this is only used to create a new e-Catalogue that is not related to the one you need to update.

1. The process of updating an e-Catalogue

1 - DOWNLOADING

Download the last version of your e-Catalogue from SAP Ariba (see slide nr 5).

See slide nr 5

2 - MODIFYING

Modify the CIF template with the updates needed (see slide nr 6).

See slide nr 7

3 - UPLOADING

Upload the modified version of the CIF template to SAP Ariba

See slide nr 8

4 - PUBLISHING

Publish the newly uploaded version of the CIF template in SAP Ariba

See slide nr 9

2. How to download the old version of an e-Catalogue?

To update your existing e-Catalogue, you must first download the CIF template of that e-Catalogue:

1 Go under '*Catalogs*'

2 Tick mark the e-Catalogue you want to update

3 Click the 'View/Edit' button

You will then find yourself in editing mode.

4 Choose '*Content*' from the left-side menu

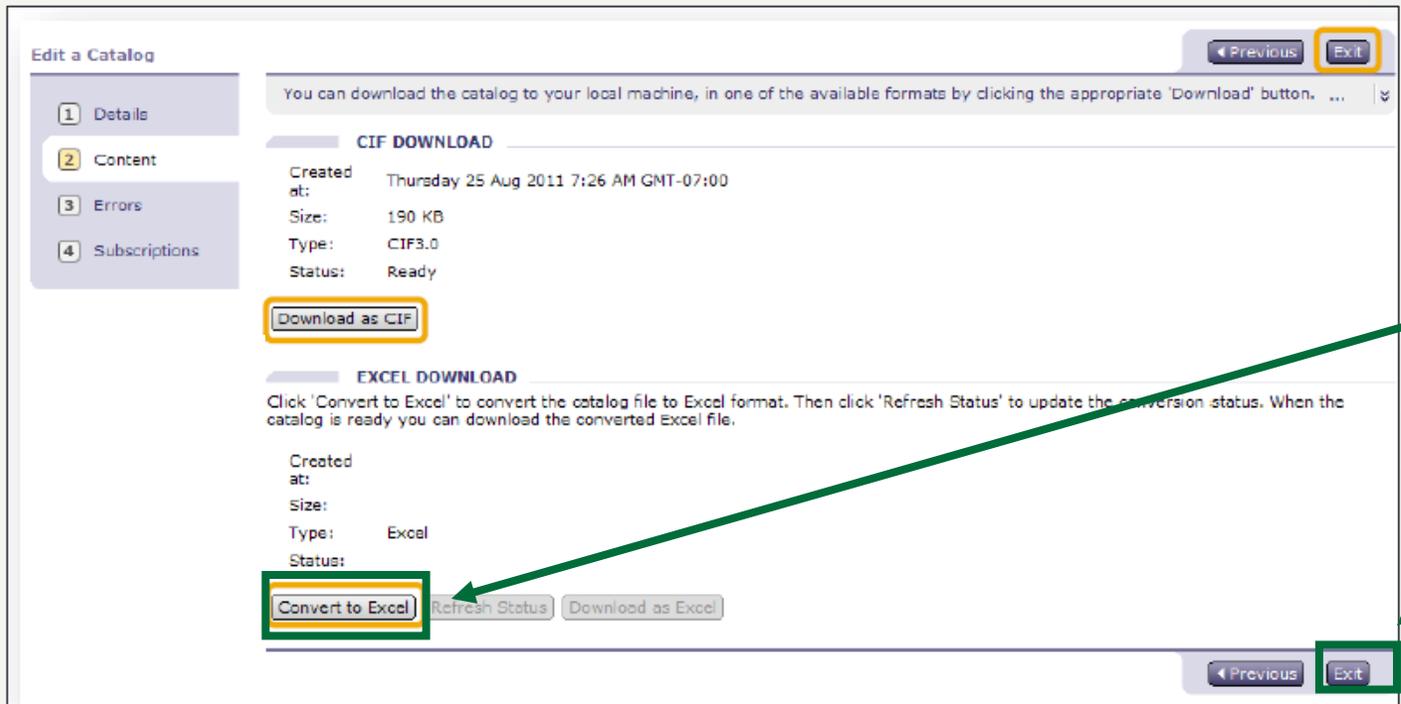**5** Click on the 'Download Catalog File' button

See the next slide.

2. How to download the old version of an e-Catalogue?

You are now asked to choose whether to download the e-Catalogue as a CIF file or to **convert it into an Excel file**.

You need it in an Excel file, so you

1. Click on the 'Convert to Excel' button
2. Follow the directions for converting it into an Excel file
3. Save the Excel file on your computer
4. When finished, click 'Exit'

3. How to update the CIF template?

After having downloaded the old e-Catalogue and converted the CIF file into an Excel file, you are now able to update the CIF template:

1. Open the Excel file version of the template that you saved on your computer
2. Make the changes that are needed to update the e-Catalogue
3. When finished with changes, click on the 'GenerateCIF' button

! You must name the updated version identically to the previous one. Otherwise, the system will not update the e-Catalogue but create an additional e-Catalogue.

4. How to upload the new version of an e-Catalogue?

To upload the new version of your e-Catalogue, log in to Ariba again.

1 Choose the 'Catalogs' section in the top menu bar

2 Tick mark the e-Catalogue you want to update

3 Click the 'View/Edit' button
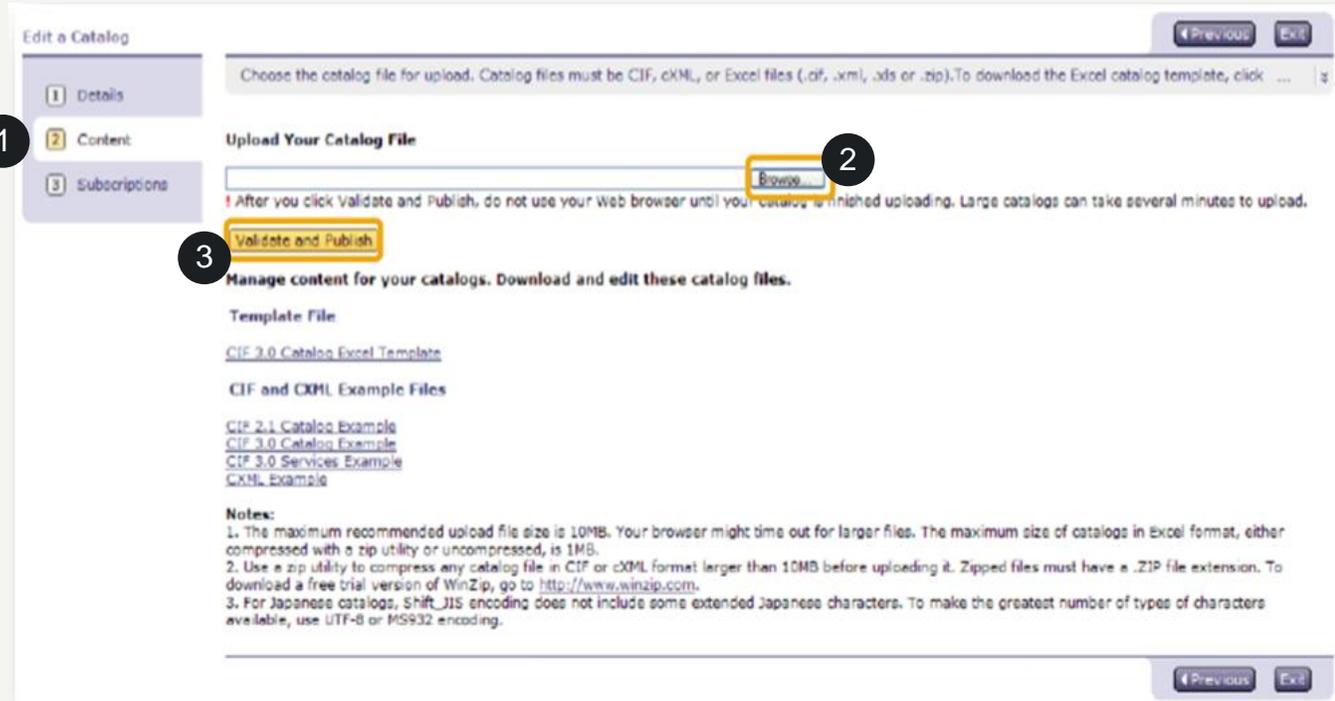
You will then find yourself in editing mode.

4 Choose '*Content*' from the left-side menu

5 Click on 'Upload Catalog File' and choose the newly generated CIF file that you just saved on your computer

See the next slide.

5. How to publish the updated version of the e-Catalogue?

As the final step, you need to publish the updated version of your e-Catalogue.

1 Make sure you are under the '*Content*' section in the left-hand menu

2 Once you are in the right place, click on the 'Browse' button and select the newest version of the CIF file for the e-Catalogue you needed to update

3 Once the appropriate file is found and attached, click on the 'Validate and Publish' button

! **If you see two (or more) versions of the same e-Catalogue on the list, then you have updated the e-Catalogue correctly.**

Thank you for participating!

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