



SUPPLIERS' GUIDE

UPDATING AN E-CATALOGUE

Content

NB! Before going forward

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



Need support on technical issues?

SAP ARIBA SUPPORT HOTLINE

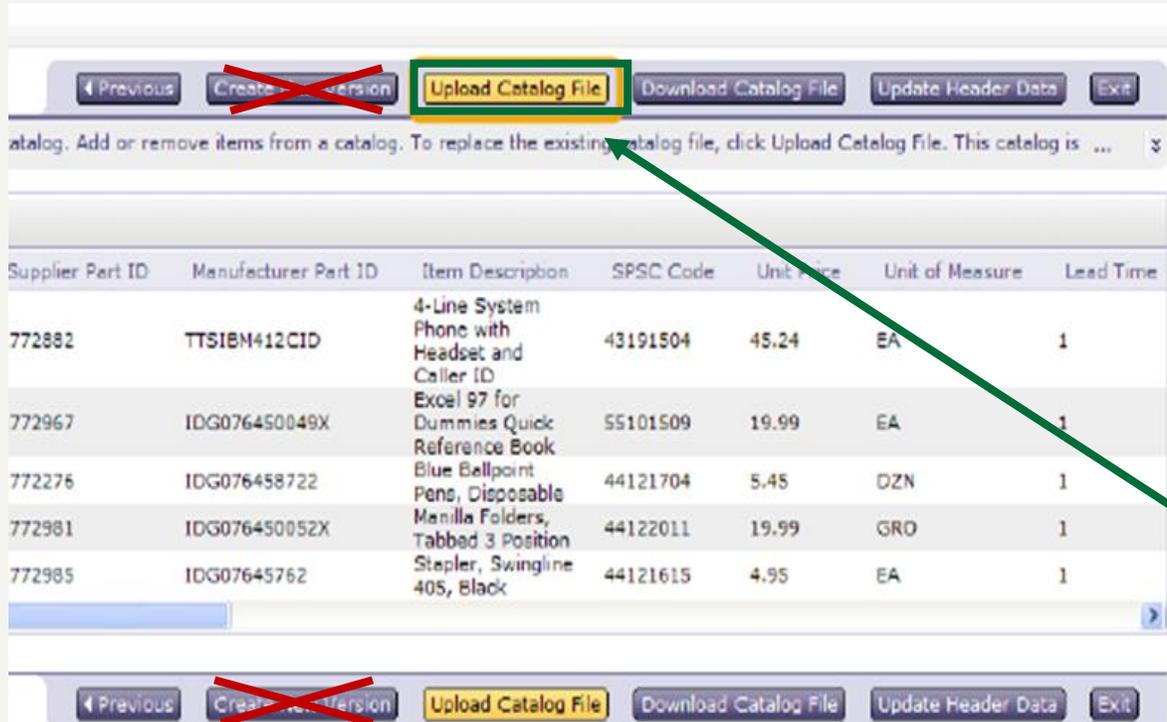
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Germany	0800 101 1989
United Kingdom	0800 358 3556

All other countries +45 4331 4903

Mail address:

saparibaemea_catalogmaintenance@sap.com

Before going forward



atalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog is ...

Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time
772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1
772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1
772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1
772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1
772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1

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

! Updating an e-Catalogue does not mean creating a new catalogue 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?

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Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test Cat	2	CIFCostUneed.xls	CIF3.0	704 B	Public	Marlene Cost	12 Aug 2011	Published	
None	Test Cat	1	CIFCostUneed.xls	CIF3.0	957 B	Public	Marlene Cost	12 Aug 2011	4 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test_3	1	template_3.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	4 Errors Found by Ariba Network	

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.

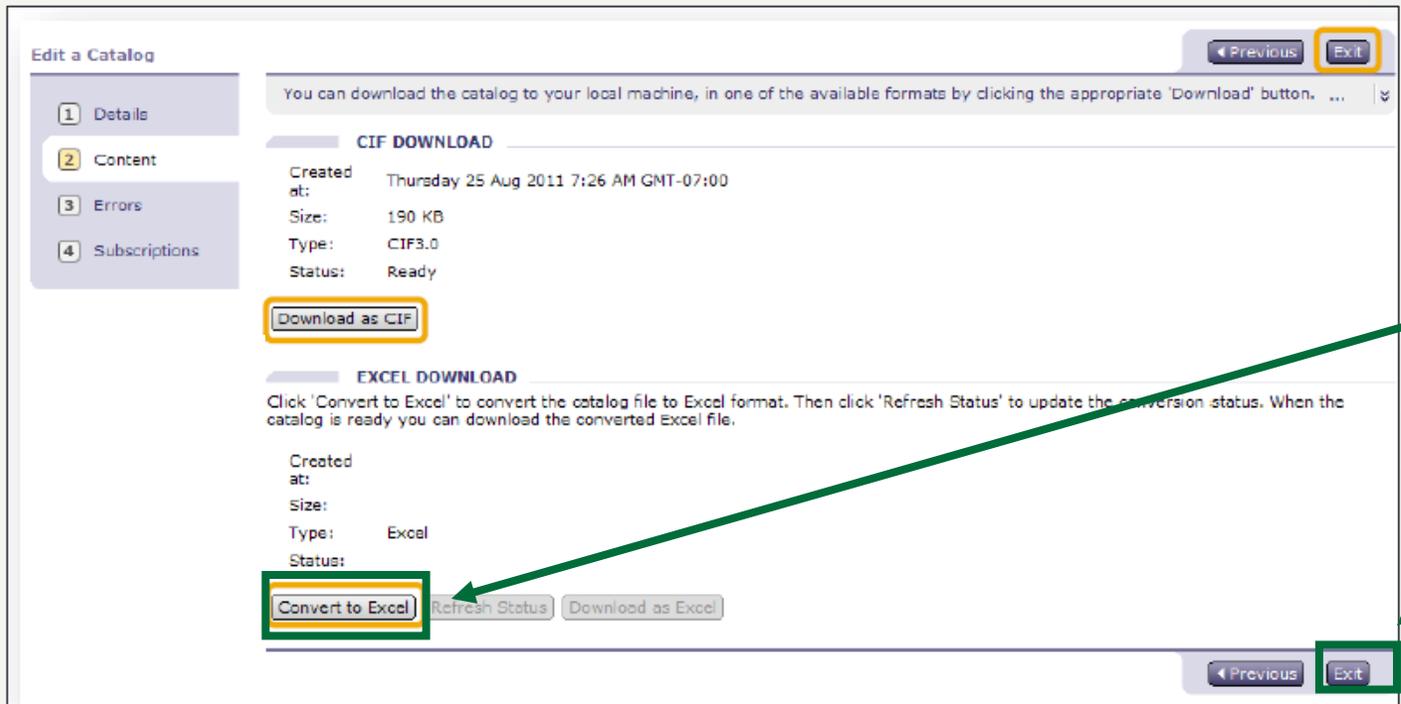
4

5

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog is ...

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time
1	AN09067477712	2772082	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1
2	AN09067477712	2772957	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1
3	AN09067477712	2772276	IDG076458722	Blue Ballpoint Pen, Disposable	44121704	5.45	DZN	1
4	AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1
5	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1

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?

A	B	C	D
CIF_I_V3.0			Filename:
CHARSET: Cp1252			
LOADMODE: F			
CODEFORMAT: UNSPSC			
CURRENCY: EUR			
SUPPLIERID_DOMAIN: SAP			
ITEMCOUNT: 1			
TIMESTAMP: 2014-06-17 15:00:00			
UNUOM: TRUE			
COMMENTS:			
FIELDNAMES: Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Desc
DATA			
12345	678910	IDG076450049X	Excel 2013 for Dummies C
ENDOFDATA			

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?

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Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test Cat	2	CIFCostUneed.xls	CIF3.0	704 B	Public	Marlene Cost	12 Aug 2011	Published	
None	Test Cat	1	CIFCostUneed.xls	CIF3.0	957 B	Public	Marlene Cost	12 Aug 2011	4 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test_3	1	template_3.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	4 Errors Found by Ariba Network	

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.

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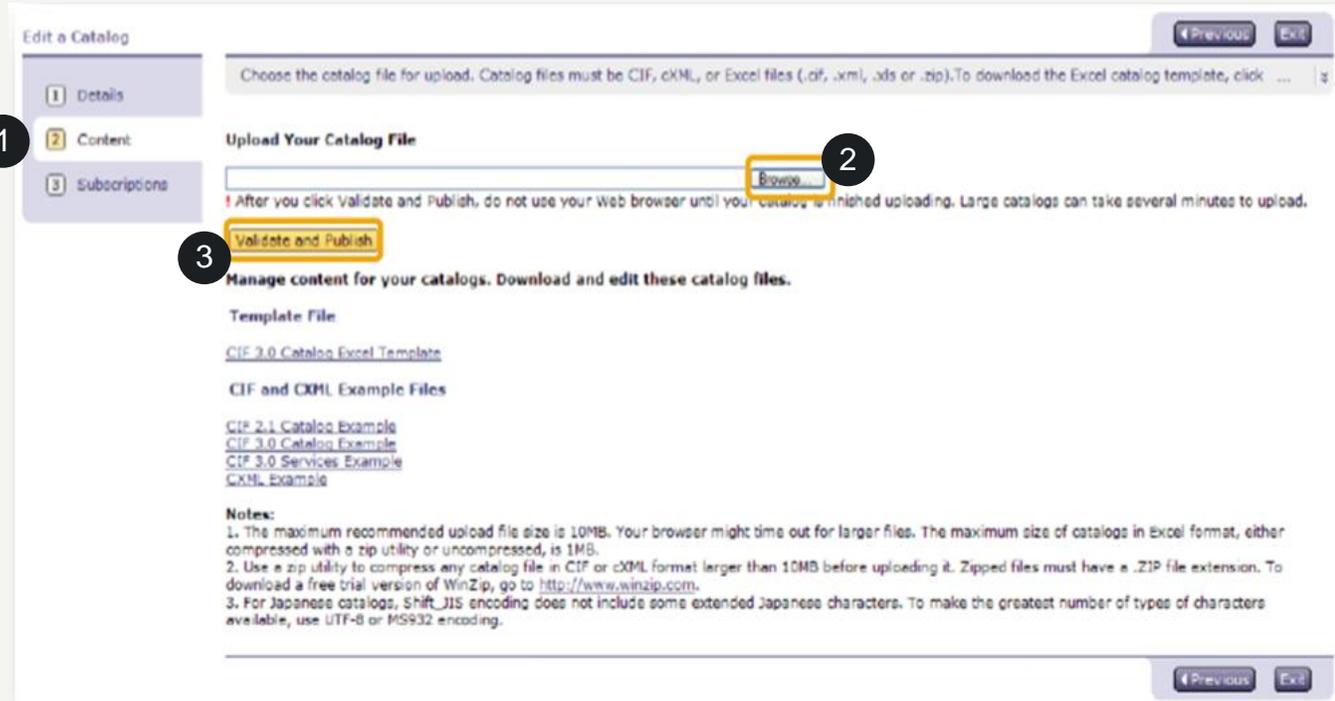
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5	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1

- 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.

Go back to the start

Thank you for participating!

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

