

SAP CIF file creator

Guidance to create a Catalog Interchange Format (CIF) file for an Ariba Network

TABLE OF CONTENTS

1. Maintain "Input" Sheet.....	2
2. Refresh and copy text on "Output" sheet.....	3
3. Paste text into CIF file and save in UTF-8 format.....	4
4. Upload CIF file via supplier.ariba.com website.....	5

1. Maintain "Input" Sheet

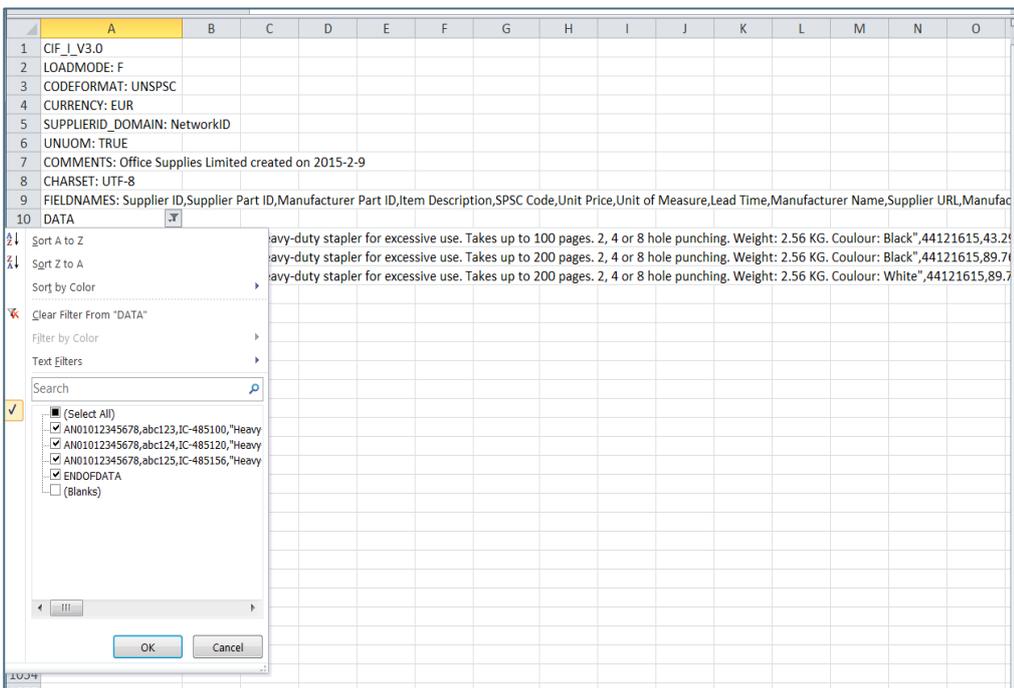
Please provide all available data on the Input Sheet in this spreadsheet file. Please also refer to the comments for the individual fields. The sheet should be as complete as possible to ensure a user-friendly appearance of the catalog in the Ariba system (in particular, the description information should be prepared carefully and images need to be provided through URLs).

	A	B	C	D	E	F	G	H	I
1	Supplier Name	Office Supplies Limited							
2	ANID	AN01012345678							
3	Catalog ID	CCC_1234_OFFICE_01							
4	Currency	EUR							
5	Language	en_US							
6									
7	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Co	Unit Pri	Unit of	Lead Ti	Manufacturer Name	Supplier URL
8	abc123	IC-485100	Heavy-duty stapler for	44121615	43.29	EA	3	ABC Products	http://datasheets.office-lim
9	abc124	IC-485120	Heavy-duty stapler for	44121615	89.76	EA	3	ABC Products	http://datasheets.office-lim
10	abc125	IC-485156	Heavy-duty stapler for	44121615	89.76	EA	3	ABC Products	http://datasheets.office-lim
11									
12									
13									
14									
15									

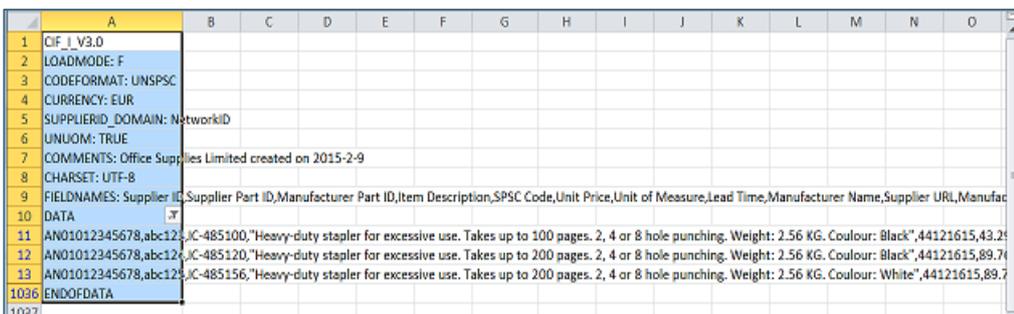
2. Refresh and copy text on "Output" sheet

After putting all input data into the "Input" sheet, navigate to the "Output" sheet. This sheet contains formulas, which are supposed to calculate valid CIF file content based on the "Input" sheet data. Since the CIF file format requires a very specific way of providing content, these formulas help to prevent many errors and thereby reduce the time and effort for preparing and uploading a CIF file significantly. The sheet includes a filter in the cell A10 ("DATA"). Please update the filter selection to include all values which are not blank. After refreshing the filter selection, the sheet should show one line of data for each line on the "Input" sheet, followed by the term "ENDOFDATA" at the bottom of the sheet.

NOTE: Please note that the spreadsheet is prepared for roughly 1000 line items. If you need more line items, copy the formula on the "Output" sheet to the required amount of lines. Please make sure the last line contains the term "ENDOFDATA".

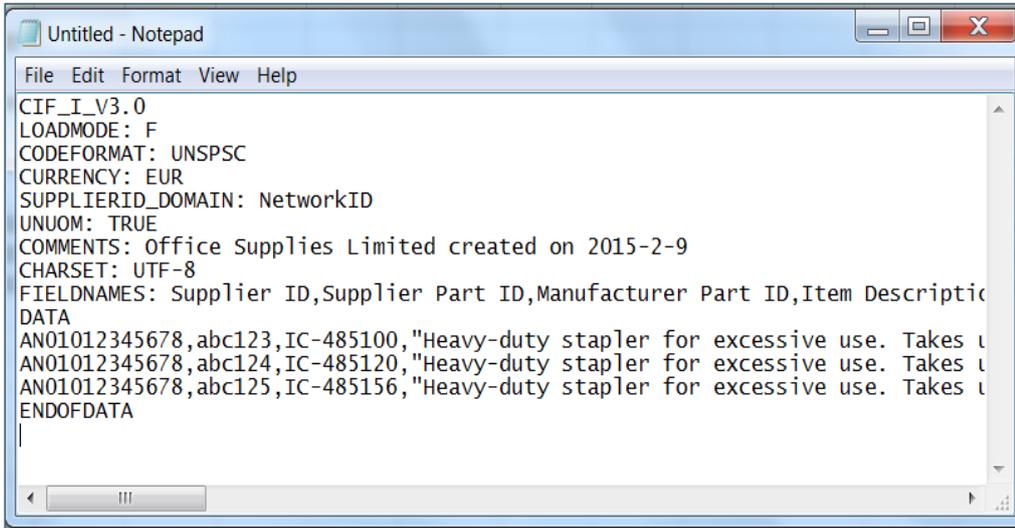


After refreshing the filter and verifying that the term "ENDOFDATA" is shown at the bottom of the screen, select all non-blank cells of column A, as can be seen on the screen-shot. Copy the selected content into the clipboard.



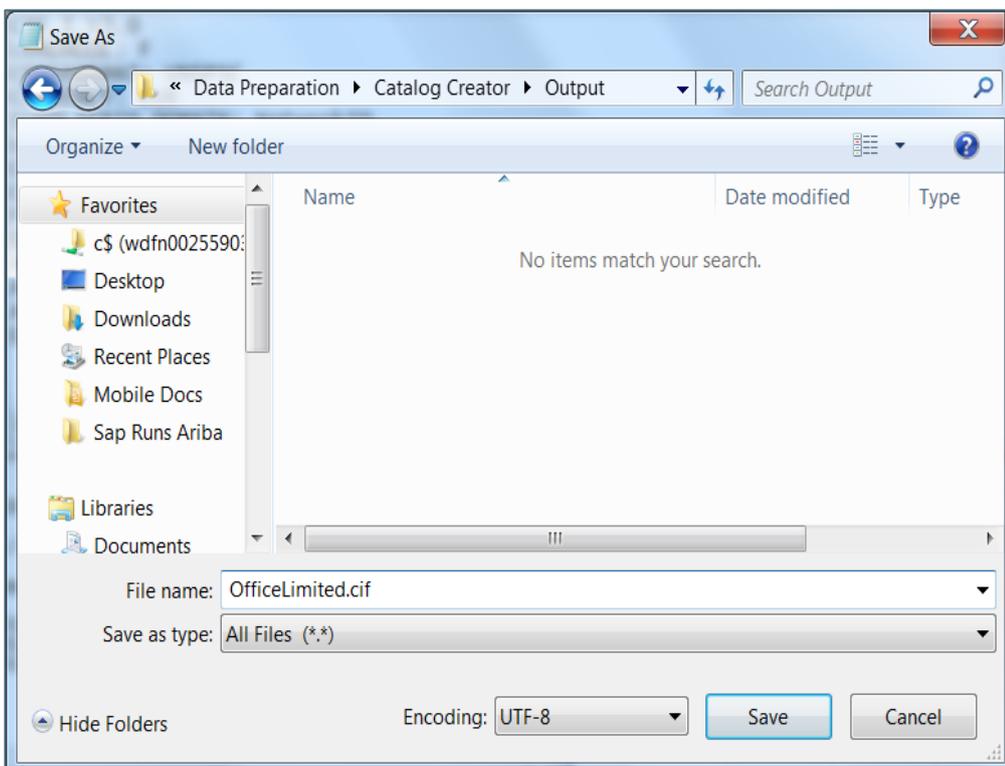
3. Paste text into CIF file and save in UTF-8 format

Open a new Text-file and paste the content into the file. Please note that this file needs to be a very basic text file (*.txt), not a formatted document.



Save the file as a CIF file in the location of your choice. Choose All types (*.*) as the file type. Make sure that the Encoding is set to UTF-8.

NOTE: If you are using Notepad++ (the screen below shows Notepad, not Notepad++), the correct encoding is "UTF-8 without BOM"

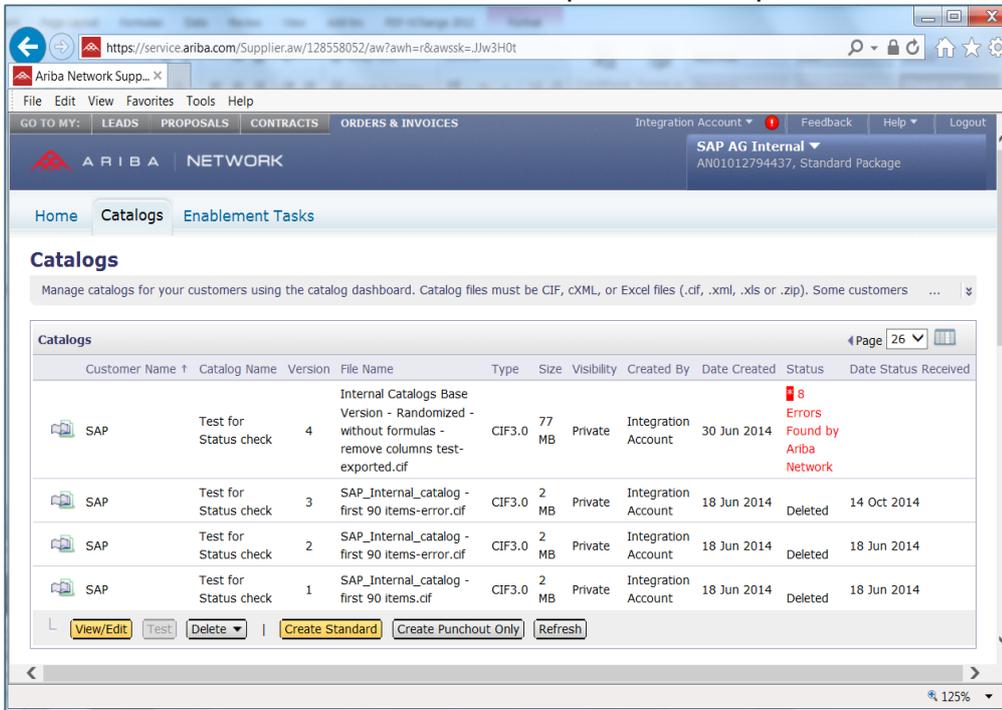


4. Upload CIF file via supplier.ariba.com website

Open a browser window and navigate to <http://supplier.ariba.com>
Log-on with your supplier account with a user who is authorized to upload catalog files.
The catalog can only be uploaded after the Trading Relationship on the Ariba Network has already been accepted (SAP's ANID is AN01011241927).

NOTE: Please refer to Ariba documentation and contact persons for more details on the steps described below.

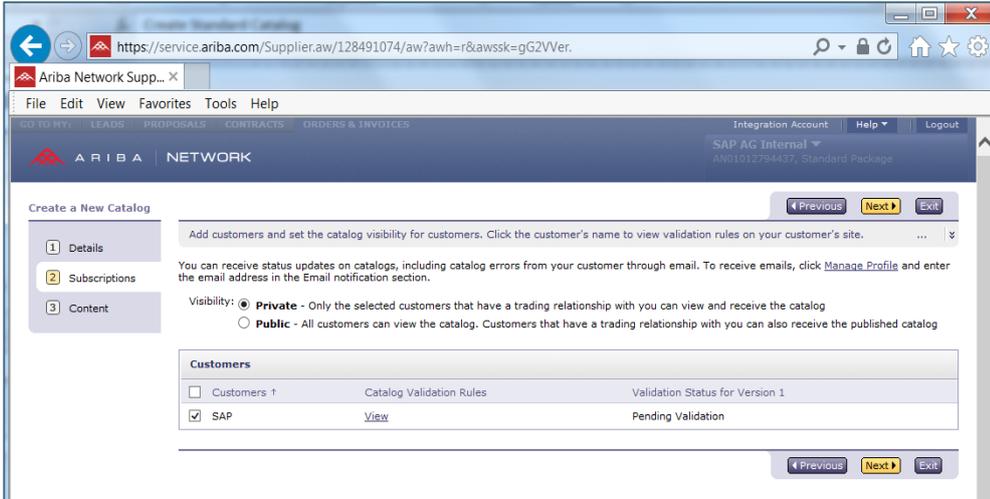
On the Ariba Supplier Site (supplier.ariba.com), navigate to the Catalogs section and click "Create Standard". Enter a Name and optional description, then click "Next".



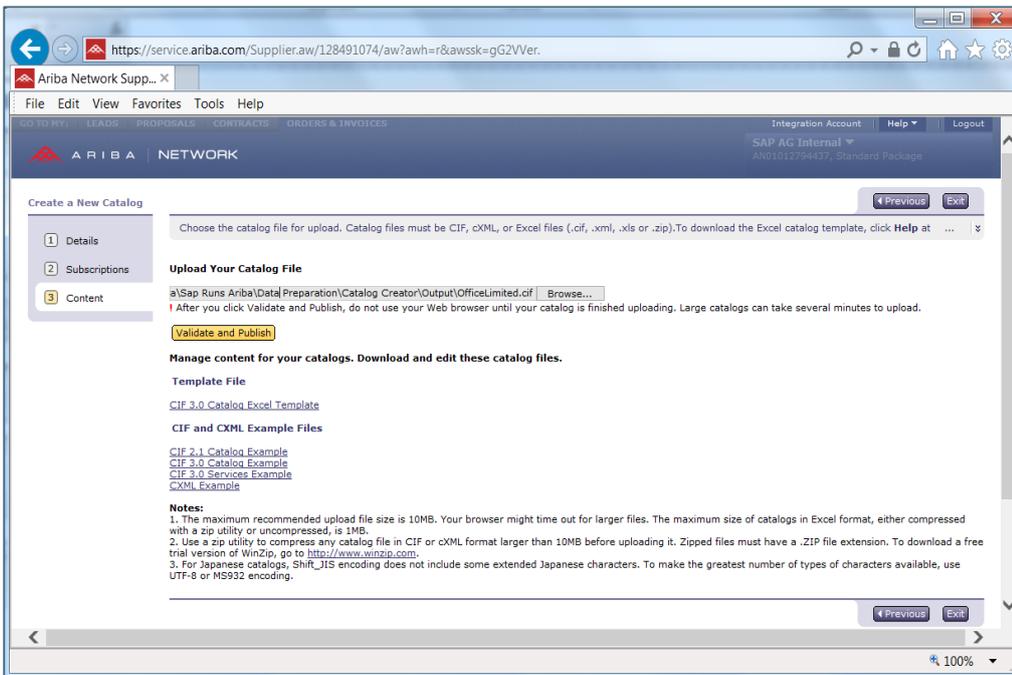
The screenshot shows the Ariba Supplier Site interface. The browser address bar displays <https://service.ariba.com/Supplier.aw/128558052/aw?awh=r&awssk=JJw3H0t>. The page header includes navigation tabs for LEADS, PROPOSALS, CONTRACTS, and ORDERS & INVOICES. The main content area is titled "Catalogs" and contains a table of catalog entries. The table has columns for Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The first row shows a catalog with 8 errors. Below the table are buttons for View/Edit, Test, Delete, Create Standard, Create Punchout Only, and Refresh.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
SAP	Test for Status check	4	Internal Catalogs Base Version - Randomized - without formulas - remove columns test-exported.cif	CIF3.0	77 MB	Private	Integration Account	30 Jun 2014	8 Errors Found by Ariba Network	
SAP	Test for Status check	3	SAP_Internal_catalog - first 90 items-error.cif	CIF3.0	2 MB	Private	Integration Account	18 Jun 2014	Deleted	14 Oct 2014
SAP	Test for Status check	2	SAP_Internal_catalog - first 90 items-error.cif	CIF3.0	2 MB	Private	Integration Account	18 Jun 2014	Deleted	18 Jun 2014
SAP	Test for Status check	1	SAP_Internal_catalog - first 90 items.cif	CIF3.0	2 MB	Private	Integration Account	18 Jun 2014	Deleted	18 Jun 2014

Keep "Private" selected, and activate the check-box next to "SAP", then click "Next".



Click on "Browse" and choose the CIF file that was just created. Click "Validate and Publish" to upload the CIF file.



Once upload is completed, please verify that the status screen shows "Published". If the upload status shows errors, please review the errors and re-run the upload after resolving the issue.

SAP will validate and review the published catalog once it has been received. You will be notified by SAP in case further changes are required.

ARIBA NETWORK										
<input checked="" type="radio"/>	SAP	Office Supplies	1	OfficeLimited.cif	CIF3.0	2 KB	Private	Integration Account	9 Feb 2015	Published
<input type="radio"/>	SAP	Subscription for various tests	3	Reproduction of quot issue at beginning of text .cif	CIF3.0	1 KB	Private	Integration Account	13 Jun 2014	1 Errors Found by Arriba Network