

Creating PunchOut Index Files

PUBLIC

PunchOut Index Files

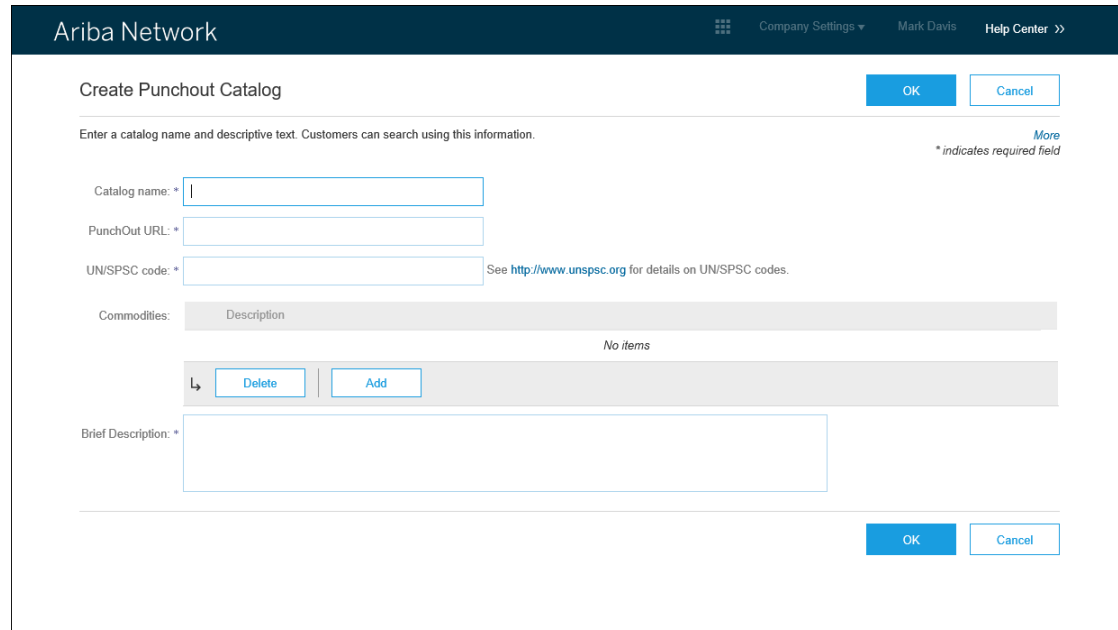
On the Ariba Network, you can create a PunchOut Index File using the Wizard.

- The Wizard will step you through the creation of the file—and it creates a basic Index file
- The Catalog UI allows Suppliers to add a logo and other features to their PunchOut files, but the Wizard does not yet have this option

This short presentation will show you how to edit your PunchOut Index files to add value to your Customers.

Creating PunchOut Index Files

- Logon to your Ariba Network Account
- Click on the Catalog tab
- Click on the **Create PunchOut Only** button
- Follow the steps outlined in the Wizard—note that there are only 4 required fields

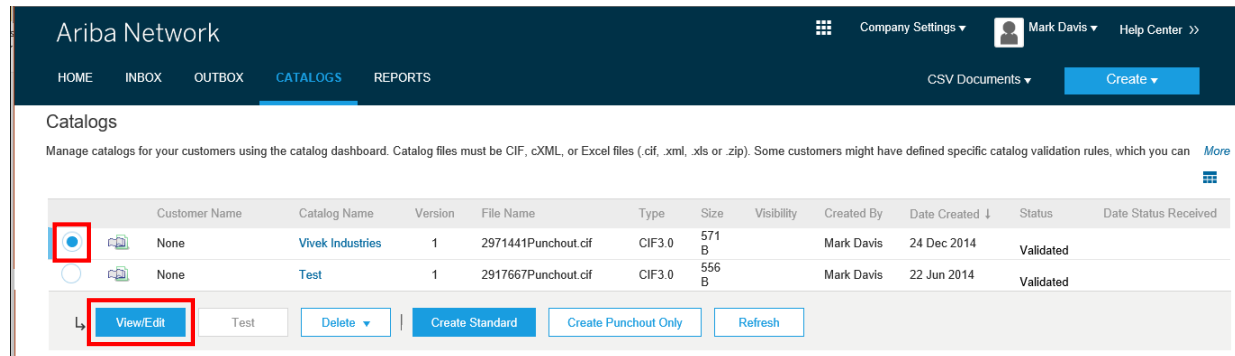


The screenshot shows the 'Create Punchout Catalog' wizard in the Ariba Network interface. The form includes the following fields and elements:

- Header:** 'Ariba Network' logo and navigation links for 'Company Settings', 'Mark Davis', and 'Help Center'.
- Title:** 'Create Punchout Catalog' with 'OK' and 'Cancel' buttons.
- Instructions:** 'Enter a catalog name and descriptive text. Customers can search using this information.' and a note '* indicates required field'.
- Required Fields:**
 - Catalog name:** A text input field with an asterisk indicating it is required.
 - PunchOut URL:** A text input field with an asterisk indicating it is required.
 - UN/SPSC code:** A text input field with an asterisk indicating it is required. A link to <http://www.unspsc.org> is provided for details.
 - Brief Description:** A larger text area with an asterisk indicating it is required.
- Commodities Section:** A table with columns for 'Description' and 'No items'. It includes 'Delete' and 'Add' buttons.
- Footer:** 'OK' and 'Cancel' buttons.

Creating PunchOut Index Files

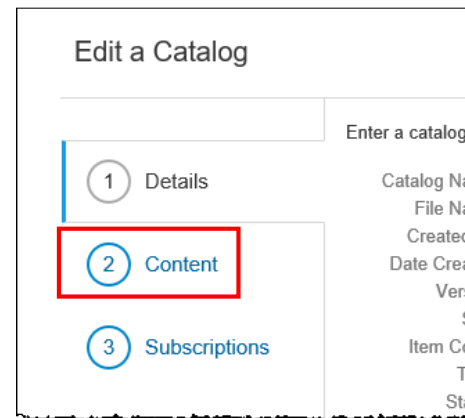
- Find your newly created Index file, select it using the radio button to the left, then click the **View/Edit** button. (You can also use an already created file, if you wish)



The screenshot shows the Ariba Network interface. At the top, there are navigation tabs: HOME, INBOX, OUTBOX, CATALOGS (selected), and REPORTS. Below the navigation, there's a 'Catalogs' section with a table of catalog entries. The table has columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. Two entries are visible: one for 'Vivek Industries' and one for 'Test'. The 'Test' entry is selected with a radio button. Below the table, there are buttons for 'View/Edit', 'Delete', 'Create Standard', 'Create Punchout Only', and 'Refresh'. The 'View/Edit' button for the 'Test' catalog is highlighted with a red box.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Vivek Industries	1	2971441Punchout.cif	CIF3.0	571 B		Mark Davis	24 Dec 2014	Validated	
None	Test	1	2917667Punchout.cif	CIF3.0	556 B		Mark Davis	22 Jun 2014	Validated	

- The **Edit a Catalog** screen will default to “Details”. Click on the “Content” link



The screenshot shows the 'Edit a Catalog' screen. On the left, there are three links: '1 Details', '2 Content' (highlighted with a red box), and '3 Subscriptions'. On the right, there are input fields for 'Enter a catalog', 'Catalog Name', 'File Name', 'Created By', 'Date Created', 'Version', 'Size', 'Item Code', 'Type', and 'Status'.

Creating PunchOut Index Files

- The **Edit a Catalog** screen will show your Index file. We are going to edit the file outside of the Network. Click the **Download Catalog File** button

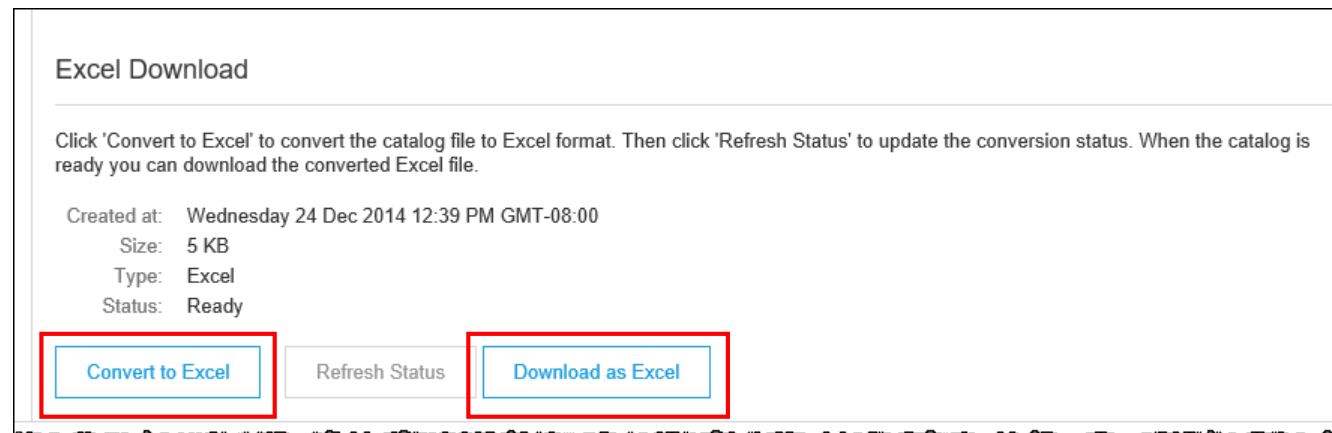
The screenshot shows the 'Edit a Catalog' interface. At the top, there are navigation buttons: 'Previous', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Download Catalog File' button is highlighted with a red box. Below the navigation bar, there is a sidebar with three menu items: '1 Details', '2 Content', and '3 Subscriptions'. The main content area displays a table of 'Content Items' with the following data:

Item No.	Action	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description
1	Delete	AN01000723544	AAA	AAA	Test file for Vivek

Below the table, there is an 'Add Item' button. At the bottom of the screen, there are navigation buttons: 'Previous', 'Upload Catalog File', 'Download Catalog File', 'Update Header Data', and 'Exit'. The 'Download Catalog File' button is highlighted with a red box.

Download PunchOut Index Files

- For ease of editing, we are going to use Excel. Downloading to Excel is a 3-step process. Each button will change from grey to blue as you follow the process
 1. Click the **Convert to Excel** button and wait for the next button to highlight
 2. Click the **Refresh Status** button and wait for the next button to highlight
 3. Click the **Download as Excel** button, and save the file to your computer



- Click the **Exit** button and sign out from the Network

PunchOut Index File Structure

A typical PunchOut Index file created with the Wizard looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	CIF 1 V3.0													
2	LOADMODE:	F												
3	CODEFORMAT:	UNSPSC_V12.2												
4	CURRENCY:	USD												
5	SUPPLIERID_DOMAIN:	NETWORKID												
6	CHARSET:	UTF-8												
7	COMMENTS:	This is a CIF 3.0 file with punch out item generated by Ariba.com												
8	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	PunchOut Enabled
9	TIMESTAMP:	2014-10-17 09:53:04 America/Los_Angeles												
10	ITEMCOUNT:	1												
11	DATA													
12	AN01000723544-T	AAA	AAA	Test PunchOut Index File	43000000	1	EA	1	MMM-C	http://madmanprods.com/ariba				true
13	ENDOFDATA													

- **Supplier Part ID:** The system populates this with “AAA”, You may change this if you want a different value passed. (Required field)
- **Manufacturer Part ID:** The system populates this with “AAA” (This can be deleted, as it is not a required field)
- **Item Description:** Populated with the Catalog Name that you entered in the Wizard. This will be discussed later. (Required field)
- **SPSC Code:** Populated with the UNSPSC Code that you entered in the Wizard (Required field)

PunchOut Index File Structure

- **Unit Price, Unit of Measure** and **Lead Time**—The system populates these fields—leave the values populated
- **Manufacturer Name**—The system populates this with “MMM-C” (This can be deleted, as it is not a required field)
- **Manufacturer URL** and **Market Price**—Leave these fields blank, but they must stay in the file
- **Supplier URL**—Populated with the URL Code that you entered in the Wizard (This can be deleted, as it is not a required field). *Note: The URL that the PunchOut uses is not this value—it uses the URL set in your Ariba Network account!*
- **PunchOut Enabled**—The system populates this with “True” (This must be not be altered—it is required for a PunchOut Index file)

Editing PunchOut Index Files

Open the downloaded file in Excel and enable editing. We are going to add 2 fields, and edit 1 existing field in the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CIF I V3.0												
2	LOADMODE:	F											
3	CODEFORMAT:	UNSPSC_V12.2											
4	CURRENCY:	USD											
5	SUPPLIERID_DOMAIN:	NETWORKID											
6	CHARSET:	UTF-8											
7	COMMENTS:	This is a CIF 3.0 file with punch out item generated by Ariba.com											
8	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	PunchOut Enabled
9	TIMESTAMP:	2014-10-17 09:53:04 America/Los_Angeles											
10	ITEMCOUNT:	1											
11	DATA												
12	AN01000723544-T	AAA	AAA	Test PunchOut Index File	43000000	1	EA	1	MMM-C	http://madmanprods.com/ariba			true
13	ENDOFDATA												

- After the column called **PunchOut Enabled**, add a column called **Keywords**
- After your new column named **Keywords**, add a column called **Image**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CIF I V3.0												
2	LOADMODE:	F											
3	CODEFORMAT:	UNSPSC_V12.2											
4	CURRENCY:	USD											
5	SUPPLIERID_DOMAIN:	NETWORKID											
6	CHARSET:	UTF-8											
7	COMMENTS:	This is a CIF 3.0 file with punch out item generated by Ariba.com											
8	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	PunchOut Enabled
9	TIMESTAMP:	2014-10-17 09:53:04 America/Los_Angeles											
10	ITEMCOUNT:	1											
11	DATA												
12	AN01000723544-T	AAA	AAA	Test PunchOut Index File	43000000	1	EA	1	MMM-C	http://madmanprods.com/ariba			true
13	ENDOFDATA												

Editing PunchOut Index Files

- **Description**—Enter the Catalog Name. This will appear on your Customer’s Catalog interface. A standard name for the Catalog might be your company name + the word “PunchOut”—to help Users find the link. For Example: “Sue’s Sewing PunchOut”
- **Image**—This field is where you can add your company’s logo
 - The display size for an image should be approximately 100 x 100 pixels
 - The maximum file size for an image file is 90 Kb
 - If you have a URL that references a logo, that is preferred— however, If you use a URL, be sure to enter the entire URL—including http://). For example: <http://mycomp/images/logo.jpg>
 - If you don’t have a URL to reference, you can enter a filename. You must enter the filename exactly—including caps and lower case letters. For example: my_logo_file.jpg
 - *If you enter a file name, when you load your final Index file on the Network, you must e-Mail the file to catalogmanagement@ariba.com and reference the Customer you are creating your catalog for*

Editing PunchOut Index Files

- **Keywords**—This field allows you to help your Customer’s Users find your Catalog, by returning your PunchOut Catalog in their keyword search results
 - The **Keywords** field has 256 characters available. You can enter words alone, or separate them with commas (it might make it easier for you to maintain). For example, a computer supply company might populate the **Keywords** field with: “computer, printer, toner, cable, monitor, software, Microsoft, Adobe, Hewlett Packard, memory, peripherals, drive, CD-ROM, Blu Ray”

Editing and Uploading PunchOut Index Files

Your new edited Index file might look something like this:

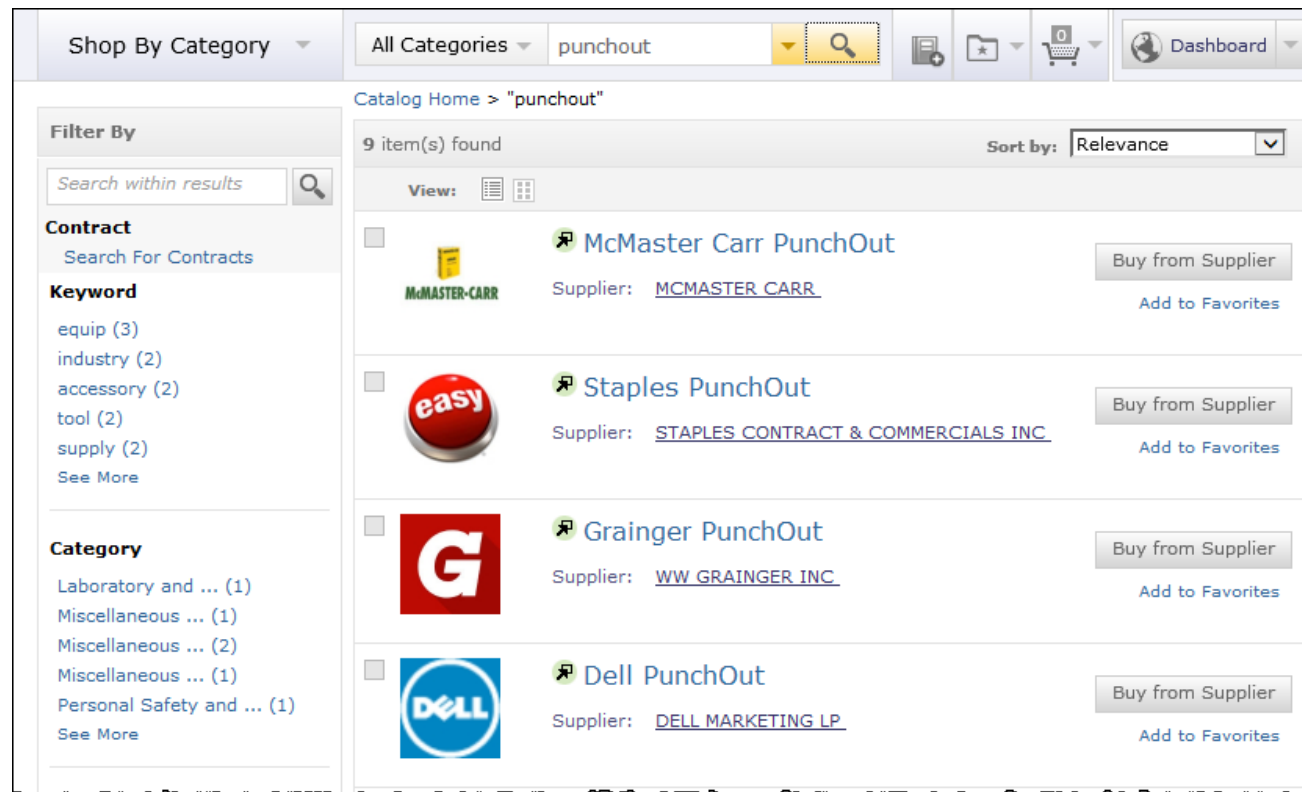
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
CIF_I_V3.0														
CHARSET:	UTF-8													
LOADMODE:	F													
CODEFORMAT:	UNSPSC													
CURRENCY:	USD													
SUPPLIERID_DOMAIN:	NetworkID													
TIMESTAMP:	5/15/2005													
UNJOM:	TRUE													
COMMENTS:	Level I PunchOut Template													
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	PunchOut Enabled	Keywords	Image
DATA														
AN09067477712	AAA		Supplier Name PunchOut Catalog	43191504	1.00	EA						TRUE	Microsoft, Cisco, Adobe, switcher, router. Mouse	http://www.idg.com/2772967/tmb.gif
ENDOFDATA														

The final steps are:





- Save the new Index file as an Excel .xls file
- Logon to your Ariba Network account
- Upload the Index file
- Publish your to your Customer

PunchOut Index Files—Display on Catalog UI

When your PunchOut Index file is published to your Customer's Ariba Catalog, it will display like this—showing the Description and your Image on the User Interface.



The screenshot shows a web interface for an Ariba Catalog search. At the top, there is a navigation bar with 'Shop By Category', 'All Categories', and a search box containing 'punchout'. Below the navigation bar, the page title is 'Catalog Home > "punchout"'. The search results show '9 item(s) found' and are sorted by 'Relevance'. The results are displayed in a list view with columns for a checkbox, an image, a title, a supplier name, and two buttons: 'Buy from Supplier' and 'Add to Favorites'. The items listed are:

-  **McMaster Carr PunchOut**
Supplier: [MCMASTER CARR](#)
-  **Staples PunchOut**
Supplier: [STAPLES CONTRACT & COMMERCIALS INC.](#)
-  **Grainger PunchOut**
Supplier: [WW GRAINGER INC.](#)
-  **Dell PunchOut**
Supplier: [DELL MARKETING LP.](#)

On the left side of the interface, there is a 'Filter By' section with a search box and three filter categories: 'Contract', 'Keyword', and 'Category'. The 'Keyword' section lists filters like 'equip (3)', 'industry (2)', 'accessory (2)', 'tool (2)', and 'supply (2)'. The 'Category' section lists filters like 'Laboratory and ... (1)', 'Miscellaneous ... (1)', 'Miscellaneous ... (2)', 'Miscellaneous ... (1)', and 'Personal Safety and ... (1)'. Each filter category has a 'See More' link.

Thank you.

Contact information:

AskAribaCatalogs@sap.com