SAP Ariba /\\

Creating
PunchOut Index Files

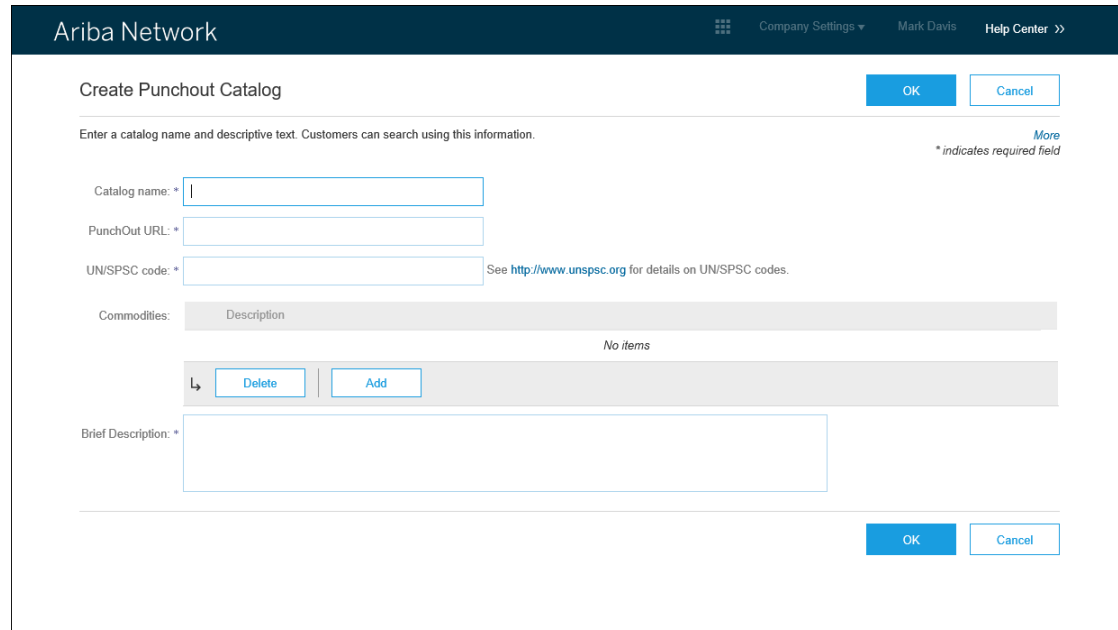**SAP** **Run Simple**

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
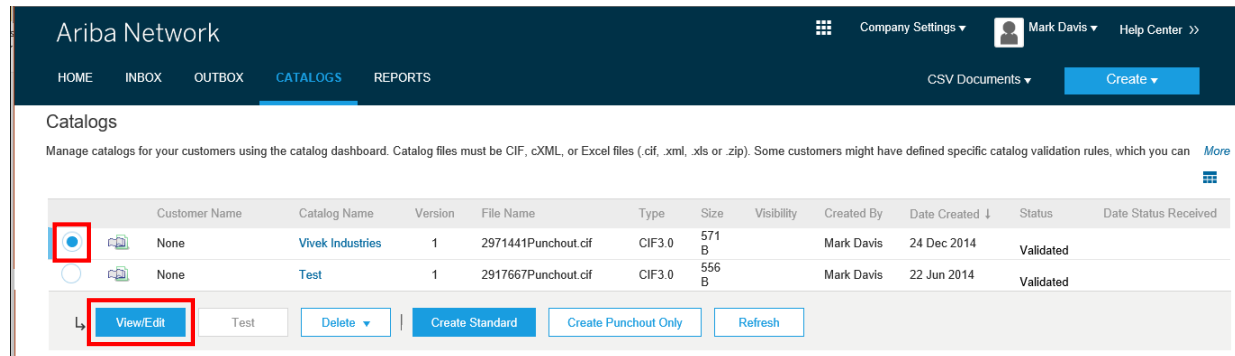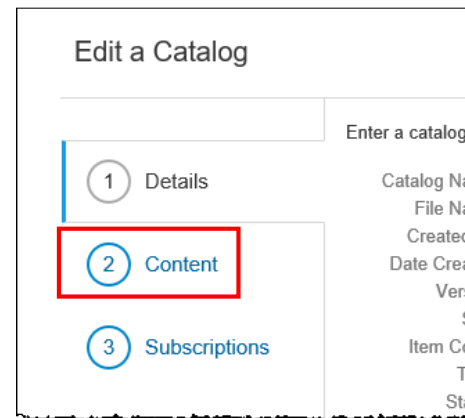
Creating PunchOut Index Files

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

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

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

  Excel Download

  Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to update the conversion status. When the catalog is ready you can download the converted Excel file.

  Created at: Wednesday 24 Dec 2014 12:39 PM GMT-08:00
  Size: 5 KB
  Type: Excel
  Status: Ready

  | Convert to Excel | Refresh Status | Download as Excel |
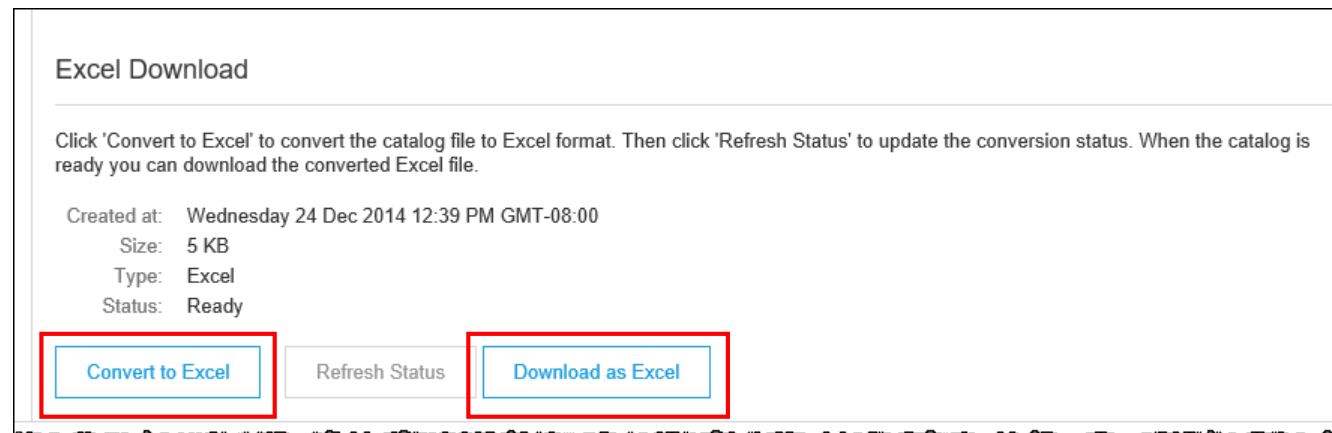
- Click the **Exit** button and sign out from the Network

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 | 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.

- After the column called **PunchOut Enabled**, add a column called **Keywords**

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

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

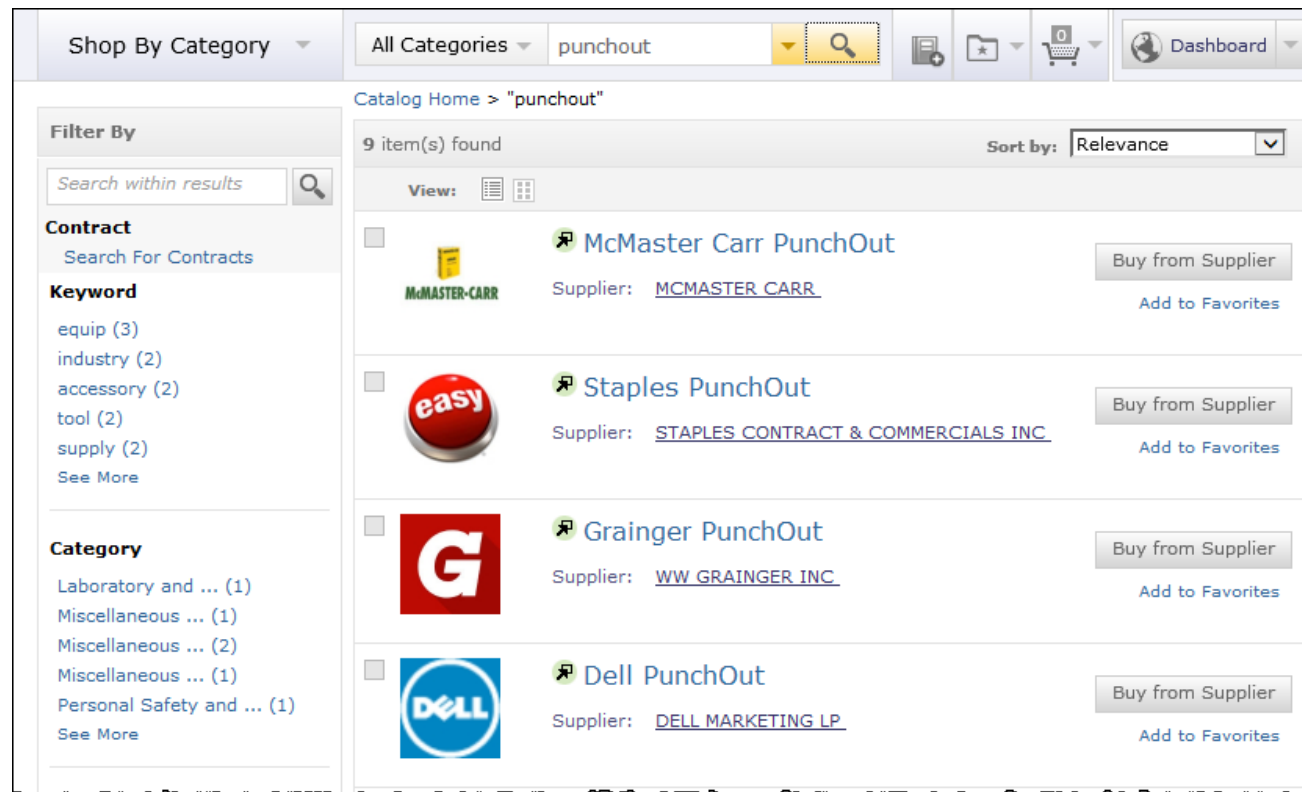Your new edited Index file might look something like this:

	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													
	UNUOM:	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.

Thank you.

Contact information:

AskAribaCatalogs@sap.com