

# Supplier Guide for CIF Catalog Creation

Updated 10/10/2016



# Header Information

- Only modify the following fields:
  - **Currency** – Currency should match the currency indicated within the file
  - **Itemcount** – Represents the total number of line items being loaded
  - **Timestamp** – Used to reflect date & time of file preparation
  - **SUPPLIERID\_DOMAIN** – Should either be NETWORK\_ID or DUNS #
  - **Comments** – You may add a summary of your catalog if you'd like

<b>CIF_I_V3.0</b>	
CHARSET:	UTF-8
LOADMODE:	F
CODEFORMAT:	UNSPSC
CURRENCY:	USD
SUPPLIERID_DOMAIN:	NETWORK_ID
ITEMCOUNT:	5
TIMESTAMP:	11/8/2012
UNUOM:	TRUE
COMMENTS:	

# Required Fields

## ■ Supplier ID

- Description: Your Ariba Network ID (ANID)
- Data Type: String
- Maximum Length: 250 characters

## ■ Supplier Part ID

- Description: A unique identifier for the product/service. This should also be the same number reflected in your invoice, to assist with timely matching and payment.
- Never use the following characters: Asterisk \* or Question sign ? or bracket ) or } as these will cause validation errors with the catalog file when loading.
- Maximum Length: 25 characters

FIELDNAMES: Supplier ID	
ID	Supplier Part ID
DATA	
AN01001030000	RS494506
AN01001030000	SR494382
AN01001030000	M12101
AN01001030000	H12172
AN01001030000	Q12272
ENDOFDATA	



# Required Fields

## ■ Item Description

- Product name and description, detailed enough for anyone to understand what is being ordered
- Each description should include the name of the item, type of item, and item specifics such as material, size, use, model, dimensions, color, brand or shape.
- DO NOT use all caps, jargon, symbols, abbreviations, or special characters
- Each description must be unique within the catalog
- If the Cummins Part Number is needed, please add this at the end of the description
- Data Type: String
- Maximum Length: 2000 characters

Item Description
TAPE-ADHESIVE BLACK 50 MM WIDE X 25 MTR. ROLL DUCT SEALING R.S. 494-506
TAPE-INSULATION PVC BLACK 19 MM WIDE X 33 MTRS.LG. R.S. 494-382
PIPE FITTING BUSH REDUCING HEXAGON M/F 1/4"- 1/8" BSP GALVANISED CRANE 140 OR G.F.241 PIPELINE REF: M12101
PIPE FITTING NIPPLE HEXAGON EQUAL 1/2" BSP GALVANISED CRANE 144 OR G.F.280 PIPELINE REF: M12172
PIPE FITTING PLUG SOLID 1/4" BSP GALVANISED CRANE 148 OR G.F.291S PIPELINE REF: M12272



# Required Fields

- SPSC Code

- Also known as UNSPSC code. Universal Standard Products and Services Classification. This number is used to categories your items in our Ariba Buyer System. If you need help with this Column the Sourcing Manager at Cummins can help you.

- Unit Price

- The Cummins specific contract price for a product. Price is limited to 3 decimal places to the right and 11 places to the left of the decimal by SAP EBP. Cannot include any symbols or commas (\$, ¢, etc.)
- Data Type: Double Integer

SPSC Code	Unit Price
31201502	3.500
31201502	0.700
27121704	1.620
27121704	1.490
27121704	0.750

# Required Fields

## ■ Unit of Measure

- Designed to capture the marketed units by which an item will be delivered when purchased. This must be the ISO compliant code. Cummins uses UN/CEFACT UOM's, which can be obtained at: [supplier.cummins.com](http://supplier.cummins.com) > Standards & Processes > Supplier Catalogs - Indirect
- Data Type: Integer
- Maximum Length: 40 character

## ■ Lead Time

- Number of days estimated for delivery. Calendar days from the supplier's receipt of the order to the delivery of the goods or services to the buyer. If you do not have established lead times for your products, use 10.
- Data Type: Integer
- Maximum Length: 40 characters

Unit of Measure	Lead Time
EA	5
EA	5
EA	5
EA	5
EA	5

# Required Fields

- Language

- Should match the language of the item descriptions. If item descriptions are translated in more than one language (e.g., Chinese and English), language indicated should be the primary language of the buyers (most likely the local language). Language should be in all capital letters.

- Currency

- Should represent the currency the buyer and supplier will be transacting in. Currency does not necessarily have to match the local currency. Currency should be in all capital letters.

Language		Currency	
EN_US	USD		
EN_US	USD		
EN_US	USD		
EN_US	USD		
EN_US	USD		

# Required Fields

- Territory Available

- This is a required field in order to ensure that catalog is loaded for the correct region.
- Below is a list of Territory Available codes:

Code	Country
AU	Australia
BE	Belgium
BR	Brazil
CN	China
CO	Colombia

Code	Country
DE	Germany
FR	France
GA	Ghana
IN	India
JP	Japan
KR	Korea

Code	Country
MX	Mexico
ZA	South Africa
SG	Singapore
TR	Turkey
UK	United Kingdom
US	United States





# Optional Fields

- **Manufacturer Part ID**
- **Manufacturer Name**
  - The name of the Original Equipment Manufacturer or your company that provides the item
  - Data Type: String
  - Maximum length: 80 characters
- **Supplier URL**
  - The Cummins system can display product images if you provide a URL for them. We cannot store image files within our system. Provide the static and direct URL for the item within this field.
  - Data Type: String
  - Maximum Length: 240 characters
- **Manufacturer URL**



# Optional Fields

- Market Price
- Supplier Part Auxiliary ID
- Short Name
- Expiration Date
  - Although not generally required, some regions may require it. Be aware that the items will not be visible to the users after the expiration date. To prevent this, be sure to update the expiration date before it occurs.
- Effective Date
  - Although not generally required, some regions may require it. Date should reflect the date the price was effective, and therefore should only change if the price has changed.
- Parametric Data
- Parametric Name



# Loading File in ASN

- Save your file using the .xls extension and load it in the Ariba Supplier Network
- If you have a large file, you can convert it to a CIF before loading to allow for more data (see quick reference guide titled “Converting a file to CIF format”)
- When loading the catalog file, you must use the standardized catalog subscription name each time (this does not apply to the .xls file name)
  - Standard name is Your Company Name\_2 letter country code
    - You may add \_punchout or \_maximo to the end of the name if that applies
  - Examples: ABC Supplier\_US, XZY Company\_ZA, 123 Inc\_UK

For help, contact [aribacataloghelp@cummins.com](mailto:aribacataloghelp@cummins.com)