

Uploading a new catalog in Ariba Network



From Ariba Network log In: Type Username and Password

The screenshot shows the Ariba Network login page. It features the Ariba Network logo on the left. The main content area has a 'Username:' field, a 'Password:' field, and a 'Log In' button. Below these fields are links for 'Forgot Username?' and 'Forgot Password?'. To the right, there is a 'Join Ariba Network!' section with a brief description and a link to 'Register as a New Supplier >>'. In the top right corner, there are links for 'Login Home' and 'Help'.

>Home > Catalogs>Create Standard

1- From the Ariba home page, click the **Catalogs** tab on the menu bar.

The screenshot shows the top navigation bar of the Ariba Network interface. It includes the Ariba Network logo, the text 'ARIBA NETWORK', and a 'Test Mode' indicator. The menu items are 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Administration', and 'Reports'. A red arrow points to the 'Catalogs' tab.

2- Click on **Create Standard**

The screenshot shows a toolbar with several buttons: 'View/Edit', 'Test', 'Delete', 'Create Standard', 'Create Punchout Only', and 'Refresh'. A red arrow points to the 'Create Standard' button.

3- For the catalog name must use **Supplier Name_ Country.** (see example screen shot)

The screenshot shows the 'Create Standard' form. The 'Catalog Name' field contains 'Supplier Name_US'. Below it, the 'Created By' field shows 'Efua Djan-Sampson' and the 'Date Created' field shows 'Wednesday 25 May 2011 4:05 PM GMT-04:00'. There is a large text area for 'Description' with a 'Characters left: 1000' indicator. A red arrow points to the 'Catalog Name' field.

4- Type Brief **Description**

5- Click on **Next**

The screenshot shows the bottom of the form with two buttons: 'Next' and 'Exit'. A red arrow points to the 'Next' button.

6- Click on **Private**

The screenshot shows the 'Visibility' options. The 'Private' option is selected, with the description: 'Only the selected customers that have a trading relationship with you can view and receive the catalog'. The 'Public' option is also visible with its description. Below this is a table of customers.

Customers	Catalog Validation Rules	Validation Status for Version 1
<input type="checkbox"/> Customers ↑		
<input type="checkbox"/> Cummins Inc.	View	Pending Validation

7- Click on **Cummins Inc.**

8- Click on **Next**

The screenshot shows the bottom of the form with two buttons: 'Next' and 'Exit'. A red arrow points to the 'Next' button.

Uploading Catalogs in ASN

- 9- To upload your Catalog file Click on **Browse**. Select the file from where it is located in your local folders.
- 10- Click on **Validate and Publish**

Upload Your Catalog File

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Manage content for your catalogs. Download and edit these catalog files.

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on

Catalogs									
Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
Cummins Inc.	Cummins	1		CIF3.0	9 KB	Private	Efua Djan-Sampson	25 May 2011	Published

It should now display that your catalog is **“Validating”** Click on different tab to **refresh**. If the update does not have any error the status will be **Published**.

Catalogs

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Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status	Date Status Received
Cummins Inc.	Cummins	1	270411.xls	CIF3.0	46 KB	Private	Efua Djan-Sampson	10 May 2011	1 Errors Found by Ariba Network.	

5. If the update has errors Click on **Errors found by Ariba Network**.

Catalog Validation Errors

Description ↑	Field	Line Number in Your Catalog File	Customer
Classification code UNSPSC CC182 is not known.	Classification Code	328	Cummins Inc.

Previous Next Exit

5. Click on **Description** or the line item that **has the error**