

# Uploading a new catalog in Ariba Network

Ariba Cloud

From Ariba Network <u>SAP Business Network Supplier (ariba.com)</u> log In: Type Username and Password

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Supplier sign-in	Have you visited our supplier community? Our community is angular in main supplier
Province the fit	Have you visited our sumplier community?

### Home > Catalogs>Create Standard

1. From the Ariba home page, click the **Catalog**s tab on the menu bar.



2. Click on create

Manage catalogs for your customers using t	he catalog dashboard. Catalog	g files must be CIF, cXML,	or Excel files (.cif, .xml	, .xls or .zip).	Some customer
Customer Name †	Catalog Name	Version	File Name	Туре	Size
					No it
Create Refresh	Catalog Name		Search Catalog		

- 3. Fur the catalog name must use **Supplier Name\_Country** (see screen shot)
- 4. Type a brief **Description**

Business Network	Enterprise Account TEST MODE
Create a New Catalog	
Details Subscriptions G Content	Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.      Catalog Name: *   Supplier Name_US     PunchOut Level 1:
	Characters left: 1000 The maximum number of characters allowed is 1000, including spaces.



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5. Click Next



- 6. Click on private
- 7. Select customer Atmus Filtration Technologies

Create a New Catalog			Pre					
1 Details	Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site. You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click Manage Profile and enter the email address in the Email notification section.							
2 Subscriptions	Visibility: Private - Only the selected customers that have a trace Public - All customers can view the catalog. Customers	ding relationship with you can view and receive the catalog						
3 Content	Customers							
Customers 1 Catalog Validation Rules Validation Status for Ve								
	Atmus Filtration Technologies	View	Pending Validation					

#### 8. Click Next



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

Create a New Catalog	
1 Details	Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).To download the Excel catalog template, click Help at the top of the page. UPLOAD YOUR CATALOG FILE
2 Subscriptions 3 Content	Choose File Jo file chosen
	I 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.
	Validate and Publish



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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**.

	Customer Name 1	Catalog Name	Version	File Name	Туре	Size	Visibility	Created By	Date Created	Status
$\bigcirc$	Atmus Filtration Technologies	Supplier Name_US	1	CIF Catalog template.xls		174 KB	Private	krystal perez	21 Feb 2024	Validating

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

Cus	stomer Name 🏌	Catalog Name	Version	File Name	Туре	Size	Visibility	Created By	Date Created	Status
Atm	nus Filtration Technologies	Supplier Name_MX	1	Test Catalog.xls	CIF3.0	288 KB	Private	krystal perez	21 Feb 2024	An Error Found by SAP Business Network

Click on **description** of the error

Edit a Catalog		
1 Details	The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your Catalog File and edi Upload new catalog file. Catalog Validation Errors	: the content.
2 Content 3 Errors	Description 1	Field
4 Subscriptions	UnsupportedEncodingException: UnsupportedEncodingException thrown: encoding (UTF-8 UTF-8) is invalid.	Catalog Header

For assistance contact Atmus Supplier Enablement Team: Filtration.Supplier.Enablement@atmus.com

**Atmus Filtration Technologies Inc.**