



SAP Ariba 

Excel – Lite Manual

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- Catalogue Setup and Explanation
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- What it looks like in the UI
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FOREWORD - 1

Goal:

This guide will endeavour to outline the **basic** requirements for an *Excel* field to function. Some fields have more options, but as they are neither mandatory nor essential to the functioning of the field itself, they have been left out.

Understanding the basic syntax:

1. Each Excel field contains subset of headers
2. Each subset of headers are marked by different colors based on whether it is mandatory to the field or not (i.e. if you use an optional field, you have to fill out its mandatory sub-fields as a minimum requirement in order for the fields to function properly)

Main header

PriceConfiguration-1					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound

Sub-fields

Subset headers with **blue** as mandatory (i.e. minimum required fields to be filled so that it functions) and **yellow** as optional

FOREWORD - 2

Prerequisites:

As with BMEcat, CMS needs to be enabled along with all the required technical setups however this format permits a catalogue to have the BMEcat features as well as parametric data and customer custom fields (not available in the BMEcat format)


Notes:

Maximum size of Excel catalogue: 15 MB

When uploading incremental parts to a catalogue, ensure that you previous catalogue part is in status green/validated on the Ariba Network (see below example)

Created By	Date Created	Status	Date Status Received
Wittley-Corbett	6 Feb 2018	Validated by Customer	11 Apr 2018

OVERVIEW OF AN EXCEL ITEM



Sitting Room Sofa

Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [Sofa](#)
Manufacturer: [Lane-Fox Factories and Co.](#)
Available in: **4 Day(s)**

£100.00 GBP / each
Qty:

Mandatory Items

☒ **Sitting Room Chair**
Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [ArmChair](#)
Available in: **4 Day(s)**
Best Price/Top Item: ☐
Punchout Enabled: ☐

£50.00 GBP / each
Qty:

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: **£100.00 GBP**
Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [Sofa](#)
Manufacturer: [Lane-Fox Factories and Co.](#)
Available in: **4 Day(s)**
Best Price/Top Item: ☐
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**
Punchout Enabled: ☐

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.


Quantity Intervals

This product should be ordered in multiples of 2.


Reference Documents

[History of chairs](#)
[The Chair: its life and times](#)


Accessories




Soft Cushion
[Astley & Corbett & Sons](#)
£15.00 GBP / each
Qty: **Add to Cart**



Coloured Cushion
[Astley & Corbett & Sons](#)
£10.00 GBP / each
Qty: **Add to Cart**



Striped Cushion
[Astley & Corbett & Sons](#)
£10.00 GBP / each
Qty: **Add to Cart**



Sitting Room Sofa

Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [Sofa](#)
Manufacturer: [Lane-Fox Factories and Co.](#)
Available in: **4 Day(s)**

£100.00 GBP / each
Qty:

Mandatory Items

☒ **Sitting Room Chair**
Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [ArmChair](#)
Available in: **4 Day(s)**
Best Price/Top Item: ☐
Punchout Enabled: ☐

£50.00 GBP / each
Qty:

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: **£100.00 GBP**
Supplier: [Astley & Corbett & Sons](#)
Supplier Part #: [Sofa](#)
Manufacturer: [Lane-Fox Factories and Co.](#)
Available in: **4 Day(s)**
Best Price/Top Item: ☐
Description: **Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5**
Punchout Enabled: ☐

Pricing and Quantity Terms

Pricing Terms

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

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Quantity Intervals

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Reference Documents

[History of chairs](#)
[The Chair: its life and times](#)


Accessories



Soft Cushion
[Astley & Corbett & Sons](#)
£15.00 GBP / each
Qty: **Add to Cart**




Coloured Cushion
[Astley & Corbett & Sons](#)
£10.00 GBP / each
Qty: **Add to Cart**



Striped Cushion
[Astley & Corbett & Sons](#)
£10.00 GBP / each
Qty: **Add to Cart**

Price Configuration



Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [Sofa](#)




Manufacturer: [Lane-Fox Factories and Co.](#)


Available in: **4 Day(s)**

£100.00 GBP / each

Pricing Information

Qty:



☒

Sitting Room Chair

Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [ArmChair](#)

Available in: **4 Day(s)**

Best Price/Top Item:

Punchout Enabled: ☐

£50.00 GBP / each

Qty:

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:

Supplier:

Supplier Part #:

Manufacturer:

Available in:

Best Price/Top Item:

Description:

Punchout Enabled:

£100.00 GBP

[Astley & Corbett & Sons](#)

[Sofa](#)

[Lane-Fox Factories and Co.](#)

4 Day(s)

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

☐

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Accessories




Soft Cushion

[Astley & Corbett & Sons](#)

£15.00 GBP / each

Qty:




Coloured Cushion

[Astley & Corbett & Sons](#)

£10.00 GBP / each

Qty:



Striped Cushion

[Astley & Corbett & Sons](#)

£10.00 GBP / each

Qty:

What the field looks like in the User Interface

£100.00 GBP / each

[*Pricing Information](#)

Pricing Details	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Pricing and Quantity Terms

Pricing Terms	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Description	Qty	Unit	Price	Amount
Sitting Room Sofa	13	each	£90.00 GBP	£1,170.00 GBP

Supplier Part #: Sofa

Commodity Code: [Human resources services](#)

Partitioned Commodity Code: (no value)

Supplier: [Astley & Corbett & Sons](#)

Contact: [Prague](#)

Payment Terms: [Net 45, 2%/30, 3%/20](#)

CityCodeAndCompanyCodeLookup: No

At item's price level

At detail/description's level

At purchase requisition level

Catalogue Setup and Explanation

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

OPTIONAL FIELDS

StartDate: Start date of when this price is applicable

EndDate: End data of when this price is applicable

PriceFactor: can be used for VAT or any additional charge not part of the item's price, the effect will be visible at Requisition level.

MANDATORY FIELDS

Amount: decimal price

PriceCurrency: currency

Lowerbound: quantity at which the **Amount** is applicable (next tier needs to be higher than the previous one)

From Code to Visual: Tier Breakdown

PriceConfiguration-2					
StartDate	EndDate	Amount	PriceCurrency	PriceFactor	Lowerbound
		90	GBP		10

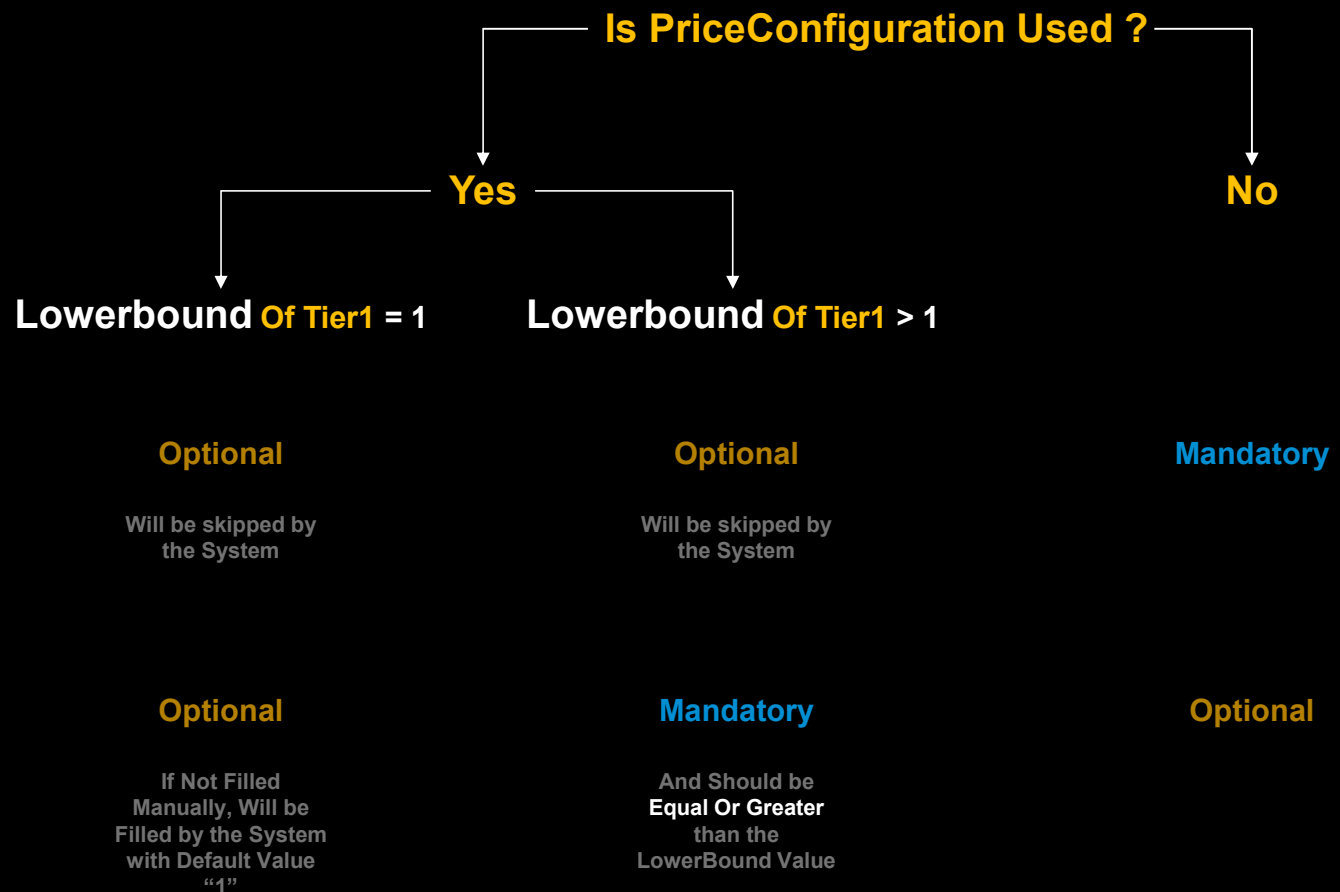
Lowerbound=10

£100.00 GBP / each	
*Pricing Information	
Pricing Details	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each



Amount=90


PriceCurrency=GBP

Lowerbound - Unit Price – MinimumQuantity Interaction



Images





/ each

formation

5

3 GBP / each

ty: 2

Add to Cart

Add to Favorites

Product Specifications

Price:

Supplier:

Supplier Part #:

Manufacturer:

Available in:

Best Price/Top Item:

Description:

Punchout Enabled:

£100.00 GBP

[Astley & Corbett & Sons](#)

Sofa

Lane-Fox Factories and Co.

4 Day(s)

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals


This product should be ordered in multiples of 2.

Reference Documents

[History of chairs](#)

[The Chair: its life and times](#)

Accessories




Soft Cushion

Astley & Corbett & Sons

£15.00 GBP / each

Qty: 1

Add to Cart




Coloured Cushion

Astley & Corbett & Sons

£10.00 GBP / each

Qty: 1

Add to Cart



Striped Cushion

Astley & Corbett & Sons

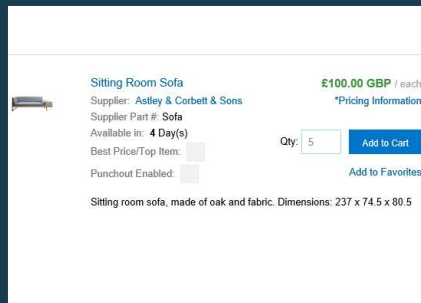
£10.00 GBP / each

Qty: 1

Add to Cart

What the field looks like in the User Interface

SEARCH LEVEL



Search Thumbnail

- Field: **Normal**
- Taken from the **Image_1**

ITEM LEVEL



Thumbnails

- Field: **Image-x \ Thumbnail**

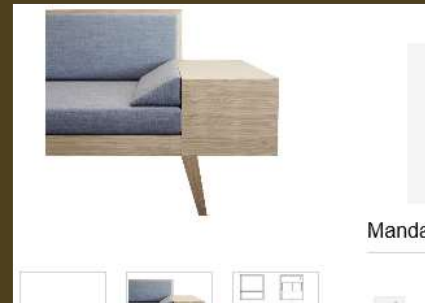


Image "Normal"

- Field: **Image-x \ Normal**

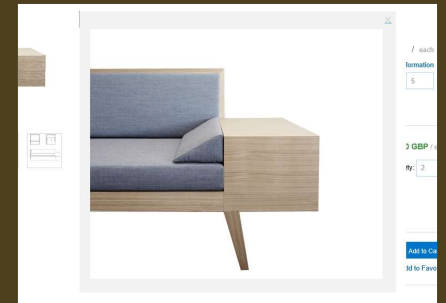
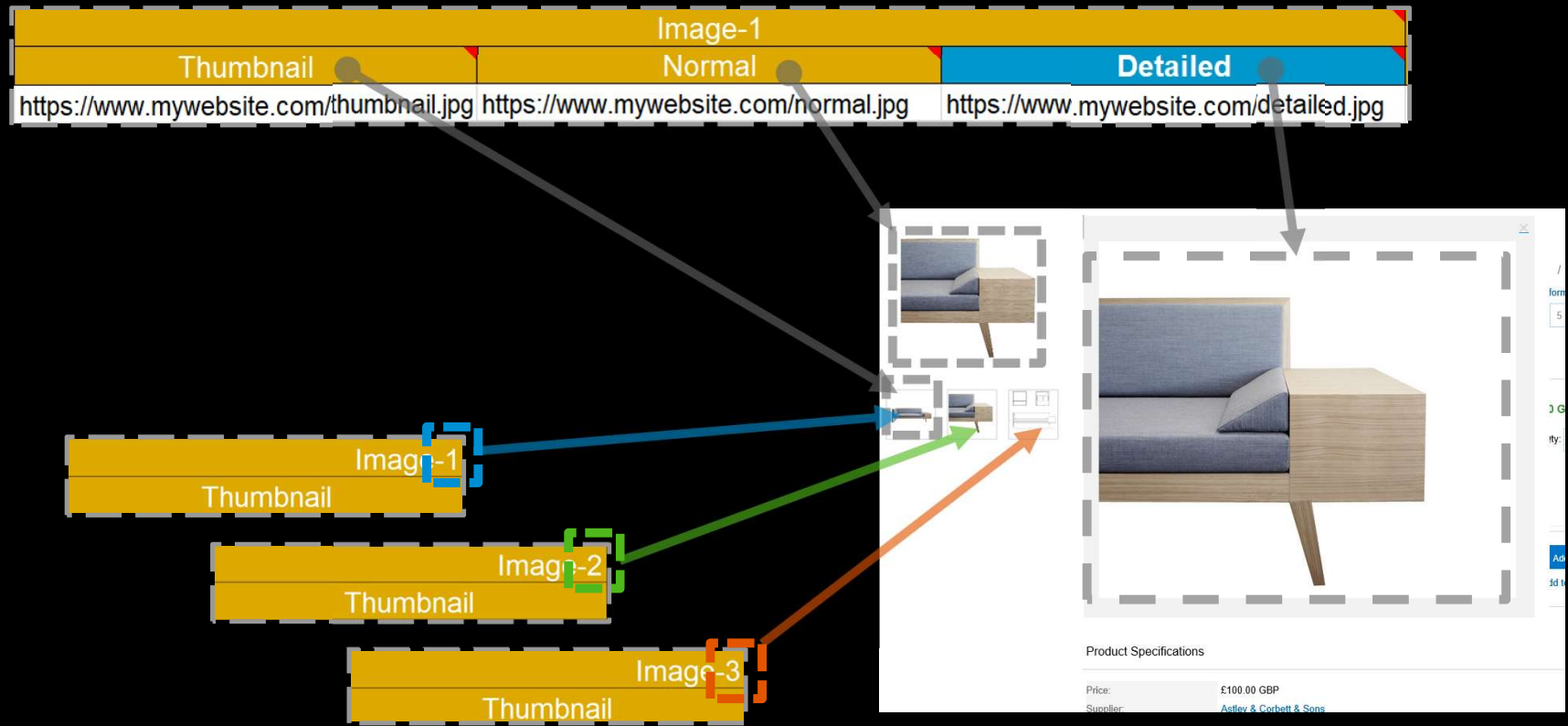


Image "Detail"

- Field: **Image-x \ Detail**

Catalogue Setup and Explanation



NOTA BENE





One can add up to 7 different sets of images by copy-pasting Image-1 and updating the number (i.e. max amount is: Image-7)

Image Table (the outcome to various combinations):

Recommended: if you do not need a complicated image system to your items (i.e. a different thumbnail. Image and detailed image, then we recommend you simply use the DETAIL field and it will populate the other fields (i.e. the thumbnail and image fields) by default

		Search Thumbnail	Item Thumbnail	Normal Image	Detail Image
1	Catalogue				x
	In the UI	x	x	x	x
2	Catalogue			x	
	In the UI	x	x	x	
3	Catalogue		x		
	In the UI				
4	Catalogue		x	x	
	In the UI	x	x	x	
5	Catalogue	x	x		
	In the UI	x			
6	Catalogue	x			x
	In the UI	x	x	x	x
7	Catalogue	x	x		x
	In the UI	x	x		x
8	Catalogue	x	x	x	x
	In the UI	x	x	x	x
9	Catalogue		x	x	x
	In the UI	x	x	x	x

Quantity Interval & Minimum Quantity



Sitting Room Sofa

Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [Sofa](#)

Manufacturer: [Lane-Fox Factories and Co.](#)


Available in: **4 Day(s)**

£100.00 GBP / each

*Pricing Terms: **5**

Qty:

☒



Sitting Room Chair

Supplier: [Astley & Corbett & Sons](#)

Supplier Part #: [ArmChair](#)

Available in: **4 Day(s)**

Best Price/Top Item:

Punchout Enabled: ☐

£50.00 GBP / each

Qty:

[Add to Cart](#)

[Add to Favorites](#)

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:	£100.00 GBP
Supplier:	Astley & Corbett & Sons
Supplier Part #:	Sofa
Manufacturer:	Lane-Fox Factories and Co.
Available in:	4 Day(s)
Best Price/Top Item:	<input type="text"/>
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	<input type="checkbox"/>

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is **5**.


Quantity Intervals

This product should be ordered in multiples of **2**.

Reference Documents

[History of chairs](#)
[The Chair: its life and times](#)

Accessories




Soft Cushion

[Astley & Corbett & Sons](#)

£15.00 GBP / each

Qty: [Add to Cart](#)




Coloured Cushion

[Astley & Corbett & Sons](#)

£10.00 GBP / each

Qty: [Add to Cart](#)



Striped Cushion

[Astley & Corbett & Sons](#)

£10.00 GBP / each

Qty: [Add to Cart](#)

What the field looks like in the User Interface

£100.00 GBP / each

*Pricing Information

Qty:

£100.00 GBP / each

*Pricing Information

Qty:

- 5
- 7
- 9
- 11

£100.00 GBP / each

*Pricing Information

Qty:

Minimum Quantity

Interval Quantity

If the minimum quantity or interval is not respected, the 'Qty' field will be red (the purchase requisition will fail if you try to purchase cart)

Catalogue Setup and Explanation

Packing Quantity	MinimumQuantity
2	5

Field type: integer (number without decimal point)

Related Items



Sitting Room Sofa

Supplier: Astley & Corbett & Sons
Supplier Part #: Sofa
Manufacturer: Lane-Fox Factories and Co.
Available in: 4 Day(s)

£100.00 GBP / each
*Pricing Information
Qty: 5

Mandatory Items

☒  **Sitting Room Chair** £50.00 GBP / each
Supplier: Astley & Corbett & Sons
Supplier Part #: ArmChair
Available in: 4 Day(s)
Best Price/Top Item:
Punchout Enabled:

Add to Cart
Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price: £100.00 GBP
Supplier: Astley & Corbett & Sons
Supplier Part #: Sofa
Manufacturer: Lane-Fox Factories and Co.
Available in: 4 Day(s)
Best Price/Top Item:
Description: Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:

Pricing and Quantity Terms

Pricing Terms	
Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each
Minimum Order Quantity	
Minimum Order Quantity for this product is 5.	
Quantity Intervals	
This product should be ordered in multiples of 2.	

Reference Documents

History of chairs
The Chair: its life and times


Accessories

		
Soft Cushion Astley & Corbett & Sons £15.00 GBP / each	Coloured Cushion Astley & Corbett & Sons £10.00 GBP / each	Striped Cushion Astley & Corbett & Sons £10.00 GBP / each
Qty: 1 Add to Cart	Qty: 1 Add to Cart	Qty: 1 Add to Cart

What the field looks like in the User Interface

Supplier: **Astley & Corbett & Sons** £100.00 GBP / each
Supplier Part #: **Sofa** *Pricing Information
Manufacturer: **Lane-Fox Factories and Co.** Qty: 5
Available in: **4 Day(s)**


Mandatory Items


☒  **Sitting Room Chair** £50.00 GBP / each
Supplier: **Astley & Corbett & Sons**
Supplier Part #: **ArmChair** Qty: 2
Available in: **4 Day(s)**
Best Price/Top Item: ☐
Punchout Enabled: ☐


Add to Cart

Mandatory Items are found right underneath the select item, on top of the 'Add to Cart' button (they are added automatically)

Accessories

 **Soft Cushion**
Astley & Corbett & Sons
£15.00 GBP / each
Qty: 1 **Add to Cart**

 **Coloured Cushion**
Astley & Corbett & Sons
£10.00 GBP / each
Qty: 1 **Add to Cart**

 **Striped Cushion**
Astley & Corbett & Sons
£10.00 GBP / each
Qty: 1 **Add to Cart**

Related (non mandatory) Items are found at the bottom of the page

Catalogue Setup and Explanation

RelatedItems-1		RelatedItems-2	
Type	Supplier Part ID	Type	Supplier Part ID
accessories	2772967	mandatory	27721000

Types: These are the options available which will create reels at the bottom of the item's page

- Mandatory (forces purchase)
- similar
- sparepart
- accessories
- followup

Supplier Part ID: refers to another item within the same catalogue.

NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)

WARNING - LIMITATIONS

Related items do not show if they have intervals and can have their minimum limit ignored, however when at the purchase requisition level, it will fail if these are not adhered to.

Qty				
8	*	each	£100.00	GBP
				£800.00 GBP

Quantity must be specified in intervals of 2

1	*	each	£50.00	GBP
				£50.00 GBP

Quantity specified is less than the required minimum order quantity of 2

Attachments



Sitting Room Sofa

Supplier:	Astley & Corbett & Sons
Supplier Part #:	Sofa
Manufacturer:	Lane-Fox Factories and Co.
Available in:	4 Day(s)

£100.00 GBP / each

*Pricing Information

Qty:

Mandatory Items

<input checked="" type="checkbox"/>		Sitting Room Chair	£50.00 GBP / each
Supplier: Astley & Corbett & Sons			
Supplier Part #: ArmChair			
Available in: 4 Day(s)			Qty: <input type="text" value="2"/>
Best Price/Top Item:			
Punchout Enabled:			

Add to Cart

Add to Favorites

Product Description

Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5

Product Specifications

Price:	£100.00 GBP
Supplier:	Astley & Corbett & Sons
Supplier Part #:	Sofa
Manufacturer:	Lane-Fox Factories and Co.
Available in:	4 Day(s)
Best Price/Top Item:	
Description:	Sitting room sofa, made of oak and fabric. Dimensions: 237 x 74.5 x 80.5
Punchout Enabled:	

Pricing and Quantity Terms

Pricing Terms

Quantity	Price
5.0 - 9.0	£100.00 GBP / each
10.0 - 19.0	£90.00 GBP / each
20 or More	£85.00 GBP / each

Minimum Order Quantity

Minimum Order Quantity for this product is 5.

Quantity Intervals

This product should be ordered in multiples of 2.

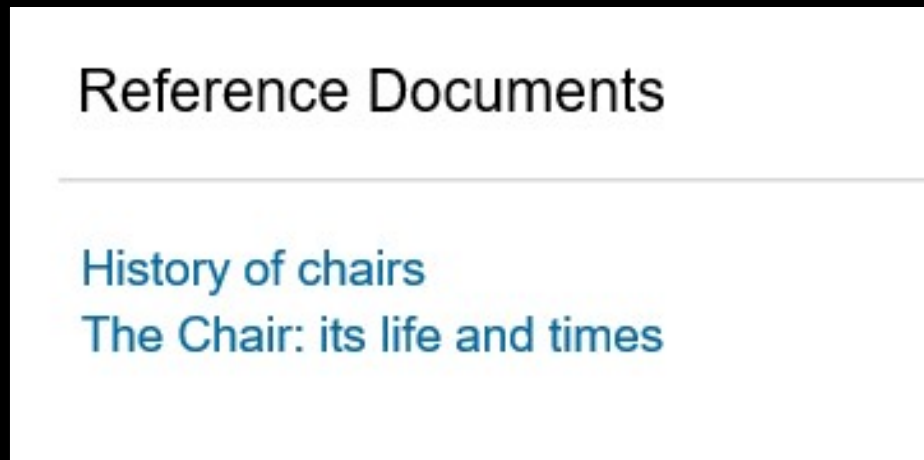
Reference Documents

[History of chairs](#)
[The Chair: its life and times](#)

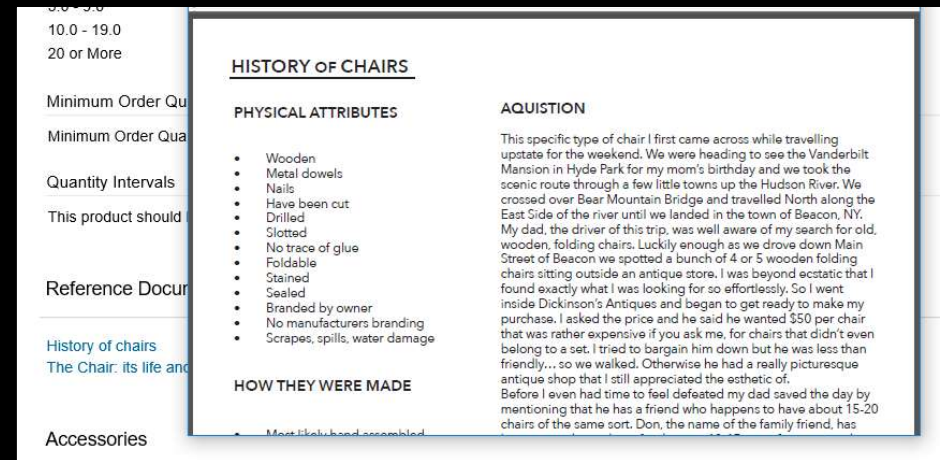
Accessories

		
Soft Cushion Astley & Corbett & Sons £15.00 GBP / each	Coloured Cushion Astley & Corbett & Sons £10.00 GBP / each	Striped Cushion Astley & Corbett & Sons £10.00 GBP / each
Qty: <input type="text" value="1"/> Add to Cart	Qty: <input type="text" value="1"/> Add to Cart	Qty: <input type="text" value="1"/> Add to Cart

What the field looks like in the User Interface



Attachment Section with a list of available attachments



Clicking on one of these links will open the attachment in a new window

Catalogue Setup and Explanation

Attachments-1		Attachments-2	
Source	Description	Source	Description
https://abc.com/my_certificate.jpg	Certificate of Analysis	https://abc.com/my_video.wav	Show and tell presentation

Source: URL linking to the image (can be a static, but this is not recommended)

Description: the name of the document within the item

NOTA BENE

As with the images, one can add up to 7 different sets of images by copy-pasting RelatedItems-1 and updating the number (i.e. max amount is: RelatedItems-7)