



Static Catalog Template

Guide for suppliers

Catalog Enablement Team (catalogs.ariba@upm.com)
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UPM **BIOFORE-BEYOND** FOSSILS

Agenda



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- ❑ This guide is divided for sections to which you can navigate by clicking on the buttons available on the left side.
- ❑ Hyperlinks will navigate to related page of the guide or to the webpage with more details about specific subject.

Introduction



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Dear Supplier,

this guide has been created to help you to fill in the static catalog Excel template.

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Pre-requisites and requirements to begin the catalog creation



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Pre-requisites

- ✓ Registration to SAP Business Network to be completed,
- ✓ Establishing of Active Relationship (TRR) in SAP Business Network,
- ✓ Catalog type to be selected,
- ✓ Catalog content to be decided.

Requirements

- ✓ Catalog can be created only using the official template, **don't change the structure of the template on your own**,
- ✓ Uploading catalog to SAP Business Network first is mandatory,
- ✓ Some fields in the template are mapped. To be sure, the data will be accepted by the system, copy and paste the values from the tabs in the Excel template,
- ✓ All fields marked **blue** in the template are mandatory, **green** ones are optional, **grey** don't require any data,
- ✓ Catalog implementation is fully supported by Ariba Catalog Enablement Specialist.

Static Catalog Excel template – required fields

Non-mapped cells



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Supplier ID

In this field should be provided an ANID of your account, which has been connected and activated for UPM. When you'll upload the catalog to Test realm, add “-t” to the ANID.

Supplier Part ID

It's item identifier used by supplier.

Item Description

Detailed description of the product. As longer and more comprehensive the description is, the better for end user.

Unit Price

Net price of the product. Don't include the currency symbol.

| | A | B | C | D |
|---|-----------------|------------------|--|------------|
| | Supplier ID | Supplier Part ID | Item Description | Unit Price |
| 1 | | | | |
| 2 | | | | |
| 3 | AN01048459897-t | 2772882 | Quad Electronics M500 4-Line Phone System with Headset and Caller ID | 145.10 |
| 4 | AN01048459897-t | 2772967 | Excel for Dummies Quick Reference Book | 22.58 |
| 5 | AN01048459897-t | 2772276 | Write Right Ballpoint Pens, Disposable, Blue Ink, Box of 12 | 20.53 |
| 6 | AN01048459897-t | 2772981-ABC | File Folders, 3 Position, Manilla, Box of 100 | 13.55 |
| 7 | AN01048459897-t | 2772985 | Stapler, Swingline 405, Black | 14.80 |
| 8 | | | | |

Short Name

In the column F provide the name of the item. Don't duplicate Item description in the column C and short name.

| F |
|---------------------|
| Short Name |
| 4-Line Phone System |
| Excel for Dummies |
| Ballpoint Pens |
| Manilla Folders |
| Office Stapler |

Lead Time

Lead Time

In this column write estimated number of business days between receiving an order and delivery.

| R |
|-----------|
| Lead Time |
| 1 |
| 3 |
| 4 |
| 3 |
| 1 |

Static Catalog Excel template – required fields

Images



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How to add pictures to the catalog template?

There're two possibilities, how to add a photo to the template:

- URL images - you can paste the direct link to the image of the item from your webshop. The size of the photo shouldn't be bigger then 400 x 400 pixels.
- Local images – you can create a compressed (zipped) folder with images, **which names are exactly the same as provided in the column L** in the catalog. F. e. if in the cell in the column L you provided the value **item1.jpg**, the file should be named **item1.jpg**. The size shouldn't be bigger as 250 x 250 px. Send the zipped folder to the Catalog Enablement Team (catalogs.ariba@upm.com), we'll import the images after upload of the catalog.

Note: paste the same link to columns Normal and Thumbnail, a miniature image will adjust automatically

| K | L |
|---|---|
| Image-1 | |
| Thumbnail | Normal |
| http://www.abc.com/2772900/img.gif | http://www.abc.com/2772900/img.gif |
| | http://www.abc.com/2772901/img.gif |
| http://www.abc.com/2772901/img.gif | http://www.abc.com/2772901/img.gif |
| | http://www.abc.com/2772903/img.gif |
| | http://www.abc.com/2772904/img.gif |
| Thumbnail | Normal |
| URL or name of the local image of the item. This picture will be displayed in the catalog as a thumbnail. | URL or name of the local image of the item. |

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Mapped cells



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Where to find the correct values?

In the obligatory mapped cells in the catalog template (columns E, G, U, V) should be pasted values from the tabs Commodity Codes, UOM, Language and Currency. Choose correct value for your item and paste it to the mapped cell.

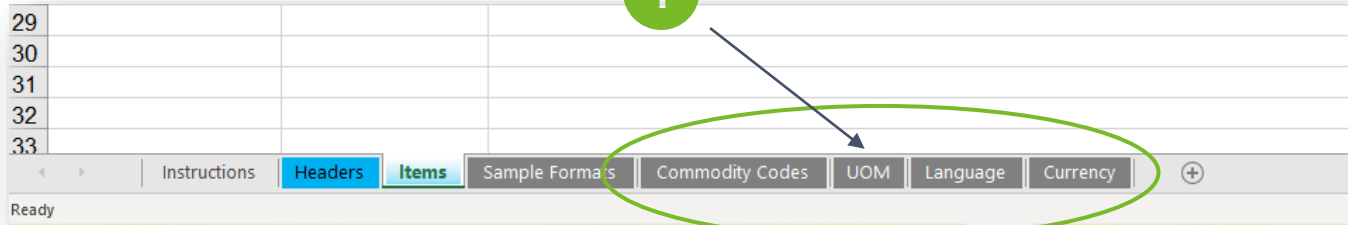
| | A | B |
|----|-----------------|------------------|
| 1 | UoM Code | Name - EN |
| 2 | ACT | Activity Unit |
| 3 | B4 | Barrel |
| 4 | BG | Bag |
| 5 | BX | BOX |
| 6 | BO | BOTTLE |
| 7 | CA | Canister |
| 8 | MTQ | Cubic Meter |
| 9 | DAY | Day |
| 10 | EA | Each |
| 11 | GV | Gigajoule |
| 12 | GRM | Gram |
| 13 | HAR | Hectare |

| E |
|------------------------|
| Unit of Measure |
| EA |
| |
| |
| |
| |
| |

1

2

3



Static Catalog Excel template – required fields

Mapped cells



INTRODUCTION

Mapped cells

Columns E, G, U and V should be filled in with values from the tabs.

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- In the column **E** provide the unit of measure for the item.
- In the column **U** paste the value, which describes the language of the description of the item.
- Columns **G** and **H** should be filled in with UNSPC classification codes. Copy and paste the value from the Commodity Codes tab.
- In the column **V** paste the currency symbol of the price.

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| E |
|-----------------|
| Unit of Measure |
| EA |
| EA |
| EA |
| BX |
| EA |

| G | H |
|------------------------|----------|
| Classification Codes-1 | |
| Domain | Value |
| UNSPSC | 43191504 |
| UNSPSC | 55101509 |
| UNSPSC | 44121704 |
| UNSPSC | 44122011 |
| UNSPSC | 44121615 |

| U |
|----------|
| Language |
| en_US |
| en_US |
| en_US |
| en_US |
| en_US |

| V |
|----------|
| Currency |
| USD |
| USD |
| USD |
| USD |
| USD |

Static Catalog Excel template – optional fields

Additional functionalities and improvements



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Detailed Image

Possibility to provide an additional detailed image of the product.

Manufacturer Part ID

Part identifier used by manufacturer.

Manufacturer Name

Name of the item's producer.

Supplier URL

Link to supplier's website giving additional information about the product.

| M | N | O | P | Q |
|---|----------------------|---------------------|---|------------------|
| Detailed | Manufacturer Part ID | Manufacturer Name | Supplier URL | Manufacturer URL |
| http://www.abc.com/2772900/img.gif | TTSIBM500CID | Intellidata | http://www.abc.com/2772900 | |
| | IDG076460049X | IDG Books Worldwide | http://www.abc.com/2772901 | |
| http://www.abc.com/2772901/img.gif | IDG076700722 | Bic | http://www.abc.com/2772902 | |
| | IDG-0764-580052X | Mead | http://www.abc.com/2772903 | |
| | IDG07900762 | Swingline | http://www.abc.com/2772904 | |

| W | X |
|-----------------|----------------|
| Expiration Date | Effective Date |
| | |
| | |
| | |

Expiration and Effective Dates

Dates, when catalog item expires and appears. The correct format of the date is YYYY-DD-MM.

Manufacturer URL

Link to manufacturer's website.

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Price Configuration functionality



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How does price configuration work?

Price configuration functionality allows to set-up price change in the chosen period and gives possibility to vary the price relative to the amount of the purchased products.

| AH | AI | AJ | AK | AL | AM |
|----------------------|------------|--------|---------------|-------------|------------|
| PriceConfiguration-1 | | | | | |
| StartDate | EndDate | Amount | PriceCurrency | PriceFactor | Lowerbound |
| | | 40.33 | USD | | 1 |
| | | 21.868 | USD | | 1 |
| 2019-01-01 | 2019-12-31 | 50.0 | USD | | 1 |
| 2019-12-01 | 2019-12-31 | 40.0 | USD | | 1 |
| | | 30.0 | USD | 0.9 | 1 |

Start Date and End Date

Time period, when new price configuration begins and ends.

Amount and Price Currency

The cost of the item and ISO currency code. You can copy and paste the code from the tab Currency.

Lowerbound

The number of items a user must buy to get a lower price.

Static Catalog Excel template – optional fields

Related items functionality



INTRODUCTION

In the static catalog there's a possibility to add information about items related to the main item provided in this line. There're three sections (columns AZ to BH), where you can set-up related items functionality.

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| AZ | BA | BB |
|----------------|------------------|----------------------------|
| RelatedItems-1 | | |
| Type | Supplier Part ID | Supplier Part Auxiliary ID |
| mandatory | 2772967 | |
| similar | | |
| sparepart | | |
| followup | 2772975 | |
| accessories | | |

Type
In this column you can provide one of available mapped values – **mandatory**, **similar**, **sparepart**, **followup** or **accessories**.

Supplier Part ID/Auxiliary Part ID
Part ID/Auxiliary Part ID of the product related to the main catalog item.

- Mandatory – purchaser will see an information, there's a mandatory item he must buy additionally.
- Followup – there's newer version of the item available.
- Similar - there's similar item available.
- Sparepart – to this item the purchaser can buy a spare part.
- Accessories – there's a possibility to buy an accessory to the main product.

Note: all related items must be present in catalog

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| BQ |
|-----------------|
| MinimumQuantity |
| 2 |
| 5 |

Minimum Quantity

Minimum quantity of a product end user can purchase.

| BY | BZ |
|--------------------|-------|
| hazardousmaterials | green |
| True | |

Hazardous Materials and Green

Information about dangerous or nature-friendly materials.

| AB | AC |
|---|-------------------------|
| Attachments-1 | |
| Source | Description |
| https://abc.com/stibo/hires/std.lang.all/7 | Certificate of Analysis |
| https://abc.com/stibo/hires/std.lang.all/7 | Certificate of Analysis |

Attachments

Links to additional documents related to the item and description of the attachment.

Support



INTRODUCTION



UPM Catalog Enablement Team
Email: Catalogs.Ariba@upm.com

BEFORE CATALOG
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SAP Business Network Registration and Configuration Support
Email: Join.Ariba@upm.com

MANDATORY FIELDS –
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Supplier Enablement Business Process Support
Email: Join.Ariba@upm.com

MANDATORY FIELDS –
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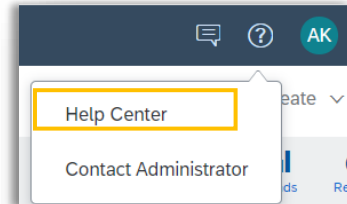
UPM Information Portal:
<https://www.upm.com/about-us/for-suppliers/join-upm-on-the-sap-business-network/>

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SAP Support Global Customer Support is available on your account under the question mark as Help Center

SUPPORT



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