

Create and Upload Static Catalog (Buyer Side) - Swimlane Flowchart

Step	Buyer Admin	Ariba System	Buyer Approver
Prepare Catalog File	Use Ariba CIF/Excel template and include required fields: Supplier Part ID, Description, Price, Unit, Currency, UNSPSC, etc.		
Validate Catalog File	Open and check catalog for missing fields, invalid currency, duplicate IDs. Optionally use CIF Checker for validation.		
Upload to Ariba Buyer	Go to Catalogs → Manage Catalogs → Upload Catalog. Choose Static Catalog, select supplier, upload file, click Validate.	Checks syntax, structure, and compliance. Returns any errors for correction.	
Submit for Approval	After validation passes, click Submit. Status = Pending Approval.		
Buyer Catalog Approval			Review catalog pricing, UNSPSC, and compliance. Approve or reject with feedback.
Catalog Activation		Activates approved catalog in Ariba Buyer.	Catalog becomes available for end users to requisition items.
Maintenance	Monitor expiration, update prices, and re-upload catalog periodically.		