

CNV-1197 Ariba catalogs

Status	In Progress	
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Purpose

The purpose of this document is to define the conversion approach for migrating static Ariba catalogs to be uploaded into to be Ariba and made available in **Guided Buying**.

In the current (as-is) state, the catalogs reside in Ariba and are available for use within the **SRM** and **E-Buy** applications.

Conversion Scope

The scope of this document covers the approach for converting active Ariba Catalogs from Legacy Source Systems Ariba into S/4HANA/Ariba Guided Buying/Ariba following the DD-FUN- 050 Master Data Standard_1197-Ariba Catalogs.

The data from legacy system includes:

1. Sap Ariba

The data from legacy system excludes:

1. Sap SRM
2. SAP ECC
3. Ebuy Portal

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
Sap Ariba Catalog Manager	• The current system contains 321 active catalogs: 228 static and 93 PunchOut. • This specification covers static and Punchout catalogs. • If Partial static catalogs identified BAU will be coordinated with suppliers for upload, with all other steps following the standard static catalog migration process.	Record volume is dependent on contract line items, with 1 to 31187 records per catalog.	Sap Ariba Catalog Manager	The number of records will remain similar to the legacy source, varying based on contract line items, with 1 to 31187 records per catalog.

Relevancy Rules:-

In Ariba we have Static Catalogs (external/Internal) and Punchout catalogs.

- 1) BAU team will identify active catalogs.
- 2) BAU team will work with Vendors to agree and convert Internal Static Catalogs to External Catalogs (managed by Vendors)
- 3) Catalogs which are converted to external catalogs those catalogs will be out of scope for migration
- 4) for remaining Static catalogs Data team will prepare data based on MDS and migrate catalogs to Ariba
- 5) To Migrate Catalogs data team to do given checks:
 - Material and Vendors should be inscope based on relevancy rules (for 2019/3007 data objects)
 - Migrate catalogs that are current and share list of expired or obsolete catalogs with Business
 - validate CIF file format and work with BAU to correct the data
 - If required attachments (Pictures) are not available then work with BAU to collect this missing pictures to be attached

Additional Information

Multi-language Requirement

In the catalog template, there is a designated field called “**Language**”. The value of this field determines the language in which the catalog content is displayed to the user. Based on the selected language, all catalog elements — such as product names, descriptions, labels, and other textual information — will be rendered in the corresponding language.

Document Management

Documents related to catalogs are managed by Versions

Legal Requirement

As on Contract / Agreements with Supplier

Special Requirements

Nil

Target Design

The technical design of the target for this [Master data Standard - 1197](#)

Catalog CIF File

Rule #	Field Label	Rule Description	Validation Method	Data Type	Length	Syensqo Requirement
						R = Required : Mandatory field. O = Optional: Not mandatory. If a value is entered it doesn't impact Business Process. C = Conditional: Not mandatory. If a value is entered it impacts Business Process or Reporting. S = System: System
Sample	Account ID	The first 3 characters are to represent the currency of bank account number. Please refer to currency codes as per ISO 4217. (https://www.iso.org/iso-4217-currency-codes.html) The fourth and fifth characters are to be sequential starting at 01 ending at 99.	Upfront Manual			R
1	Supplier ID	The supplier ID must be maintained in Ariba.	Upfront Automated	String	255	R
2	Supplier Part ID	The Supplier Part ID must be provided by the Supplier. The combination of Supplier ID, Supplier Part ID and Supplier Part Auxiliary ID must be unique.	Upfront Automated	String	255	R
3	Manufacturer Part ID	The Manufacturer Part ID must be provided by the Supplier based on Manufacturer's specification. To be provided if already available in legacy system	Upfront Automated	String	255	C
4	Item Description	Support up to 2000 bytes (upto 1000 characters). Case Sensitive.	Upfront Automated	String	1000	R
5	SPSC Code	THE SPSC code must be provided by the supplier. Also, a mapping between the SPSC code and Syensqo material group must be maintained. This field is mandatory if the same information is not provided in the Classification code column. The classification code (material group) must be loaded and active in Ariba	Upfront Automated	String	40	C
6	Unit Price	This field is mandatory if the Pricing Configuration field is not available. No value required for Punchout or Partial catalogs	Upfront manual /Default on the form	Decimal		R
7	Unit of Measure	ISO Unit of measure	Upfront Automated	String	32	R
8	Lead Time	The lead time is used to display a warning to the end user if the need by date specified by the end user is less than the current date plus the lead time. To be provided if already available in legacy system	Upfront Automated	Integer		C

9	Manufacturer Name	To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C
10	Supplier URL	This field is mandatory for Punchout Catalogs. The Punchout Set Up Request URL must be set as Supplier URL for punchout catalogs	Upfront manual /Default on the form	String	255	C
11	Manufacturer URL	Provides additional information to the user by linking manufacturer's website on the catalog details page. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C
12	Market Price	Used to calculate discount. To be provided if already available in legacy system	Upfront manual /Default on the form	Decimal		C
13	Currency	Best Practice currencies	Upfront manual /Default on the form	String	255	C
14	PunchOut Enabled	Can True or False . If its true the supplier Punchout URL needs to be downloaded as CIF file and XREF fields should be changed in the to be uploaded file.	Upfront Automated	Boolean	0	C
15	Supplier Part Auxiliary ID	The combination of Supplier ID, Supplier Part ID and Supplier Part Auxiliary ID must be unique. Must be upto up to 255 characters (case-insensitive)	Upfront Automated	String	255	C
16	Language	Java locale code for the language used in the Item Description. For the list of Java locale codes, see: http://java.sun.com/j2se/1.4.2/docs/guide/intl/locale.doc.html	Upfront Automated	String	255	C
17	Parameter Name	This field needs to be set only if Parameteric values are enabled. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C
18	Parameter Data	This field needs to set only if Parameteric values are enabled. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C
19	Expiration Date	This date must be in the future and in YYYY-MM-DD format	Upfront Automated	Date	0	C
20	Effective Date	This date must be prior to the expiration date and in YYYY-MM-DD format	Upfront Automated	Date	0	C
21	Classification Codes	THE UNSPSC code must be provided by the supplier. Also, a mapping between the SPSC code and Synesqo material group must be maintained. This field is mandatory if the same information is not provided in the SPSC Code column. The classification code (material group) must be loaded and active in Ariba	Upfront Automated	String	64	R
22	Territory Available	List of one or more ISO country or region codes. Recommended to use ISO 3166-1 and 3166-2 codes for this field.	Upfront Automated	String	255	C
23	Short Name	Provides short description of the item. If left blank, it copied first part of the Item description. To be provided if already available in legacy system	Upfront Automated	String	80	C
24	IsPartial	Can be Yes or No	Upfront Automated	Flag		C
25	IsInternalPartID	Can be Yes or No	Upfront Automated	Flag		C

26	Delete	Can True or False	Upfront Automat ed	B o l e a n		C
27	Image	Provides image of the item at the search and item details page. To be provided if already available in legacy system	Upfront manual /Default on the form	S t r i n g	2 55	C
28	Thumb nail	Provides image of the item at the search page. If left blank, the thumbnail is replaced with the image. To be provided if already available in legacy system	Upfront manual /Default on the form	S t r i n g	2 55	C
29	InKitOnly	Can True or False	Upfront Automat ed	B o l e a n		C
30	Puncho utLevel	Can be store, aisle, shelf, or product.	Upfront Automat ed	S t r i n g	31	C
31	Default Releva nce	Can be a value from 0-1000. 1000 is most relevant, and 0 is least relevant.	Upfront Automat ed	I n t e g e r		C
32	Price Unit Quantity	Price Unit Quantity	Upfront Automat ed	D e c i m a l		C
33	Price Unit	Price Unit	Upfront Automat ed	S t r i n g	2 55	R
34	Unit Conver sion	Unit Conversion	Upfront Automat ed	D e c i m a l	2 55	C
35	Price Unit Quantit y Descrip tion	Price Unit Quantity Description	Upfront Automat ed	S t r i n g	S t r i n g	C
36	Promoti on Rank	Promotion Rank	Upfront Automat ed	S t r i n g 2 55	S t r i n g 2 55	C
37	Is Preferre d Item	Is Preferred Item	Upfront Automat ed	B o l e a n		C
38	contract id	contractid	Upfront Automat ed	S t r i n g	2 55	C
39	servicei tem	serviceitem	Upfront Automat ed	S t r i n g	2 55	C
41	material number	materialnumber	Upfront Automat ed	S t r i n g	2 55	C
42	green	green	Upfront Automat ed	B o l e a n		C

43	hazardous materials	hazardousmaterials	Upfront Automated	Flag		C
44	bestprice	bestprice	Upfront Automated	Decimal		C
45	Keywords	Keywords	Upfront Automated	Decimal	255	C
46	Price configuration	Price configuration	Upfront Automated	String	255	C
47	MinimumQuantity	MinimumQuantity	Upfront Automated	Integer		C
48	QuantityInterval	QuantityInterval	Upfront Automated	Integer		C
49	Content Unit	Content Unit	Upfront Automated	String	32	C
50	Packing Quantity	Packing Quantity	Upfront Automated	Integer		C
51	Item Spec	Item Spec	Upfront Automated	String	6000	C
52	Related Items	RelatedItems	Upfront Automated	String	255	C
53	Attachments	Attachments	Upfront Automated	String	255	C
54	Auxiliary Images	AuxiliaryImages	Upfront Automated	String	255	C
55	Auxiliary Thumbnails	AuxiliaryThumbnails	Upfront Automated	String	255	C

Catalog Subscription

In dex	Technical Table-Field	Field Label	Description	Syensqo Requirement	Field Type
				R = Required : Mandatory field. O = Optional: Not mandatory. If a value is entered it doesn't impact Business Process. C = Conditional: Not mandatory. If a value is entered it impacts Business Process or Reporting. S = System: System	

S a m p l e	T012-BUKRS	Company Code	An organisational unit used in Financial Accounting representing an organisation's independent legal entity	R	
1	Select	Select	Selection for whether this is a new subscription or an update to an existing one	R	List
2	Supplier	Supplier	Specified the common supplier object against which the catalog will be created	R	Select (Text)
3	Catalog Subscription Name	Catalog Subscription Name	Specifies the catalog subscription name which can be used for activation/deactivation or catalog filtering	R	Text (255)
4	Create an empty catalog	Create an empty catalog	Specified if an empty catalog can be created if no items are added	R	Y/N
5	Skip Approval	Skip Approval	Specifies if the catalog subscription will skip approval before activation. This needs to be set as yes for supplier managed catalogs.	R	Y/N
6	Stop Before Sending to Approval	Stop Before Sending to Approval	Specifies if the catalog subscription will stay in Verified state and not be sent for Approval (if needed) automatically	R	Y/N
7	Activate Automatically	Activate Automatically	Specifies if the catalog subscription will stay in Approved state and not be Activated automatically	R	Y/N
8	Allow Multi-Supplier CIF	Allow Multi-Supplier CIF	Specifies if the same CIF file can be used to create catalog for different Suppliers. ensure	R	Y/N
9	Hide Punchout Item Prices	Hide Punchout Item Prices	Sepecifies if price is hidden for Punchout Link	R	Y/N
10	Tier	Tier	Specifies if the Tier is Platinum, Gold, Silver or None. Tier affects the order in which search results appear.	R	Radio Button
11	Relaxed Validation - Classification Code	Relaxed Validation - Classification Code	Specifies if Classification Code errors are reported	R	Y/N
12	Relaxed Validation - Supplier URL	Relaxed Validation - Supplier URL	Specifies if Supplier Punchout URL errors are reported	R	Text (255)
13	Catalog File	Catalog File	The CIF file which has been described above	R	Select (Text 255)

Data Cleansing

ID	Criticality	Error Message/Report Description	Rule	Output	Source System
1			Validate Supplier id and supplier part id combination is unique for each cif file.		Ariba Buyer
					Ariba buyer

Conversion Process

The high-level catalog process is represented by the table below:

Step	Buyer Admin/BAU	Ariba System	Buyer Approver
Extraction	data will be collected in DCT from Ariba Legacy system.		
Upload into Syniti	The extracted catalog data will be uploaded into the Syniti system		
Transformation	Data transformation will be performed in Syniti to align the catalog content with the new system's format and standards.		

Prepare Catalog File	Build Ariba CIF/Excel catalog file and include required fields: Supplier Part ID, Description, Price, Unit, Currency, etc.		
Validate Catalog File	In case of new catalogs which are not in legacy sytem Verify data validity, check for missing fields, duplicates, incorrect pricing, and classification accuracy. Use CIF Checker for validation.		
Export CIF file	Once validated, export the catalog data into the CIF file format for upload into the Ariba system.		
Upload to Ariba Buyer	Log in Catalogs Manage Upload Catalog. Select the validated catalog file and upload.	Checks syntax, structure, and completeness. Failure prompts error messages.	
Submit for Approval	Submit the uploaded catalog for approval.		Review catalog pricing, categories, and accuracy. Approve or reject as needed.
Catalog Activation		Activates approved catalog in Ariba Buyer.	
Maintenance	Monitor expiration, update prices, and refresh data as needed.		Re-approve catalog for any major changes.

Data Privacy and Sensitivity

Confidential due to Price agreements in contracts

Extraction

Extract data from a source into CIF file

All Catalogs are exported using Ariba catalog Manager Legacy

The agreed Relevancy criteria (Fields are Mandatory, Conditional, Optional) is applied to the extracted records to identify the records that are applicable for the Target loads

Extraction Run Sheet

Req #	Requirement Description	Team Responsible
EXTR-001	Extract the active catalog data from Ariba Buyer using the Catalog Manager module. Navigate to <i>Core Administration Catalog Manager Catalogs Select Supplier Click on Active Version Step 1 Export Format: CIF 3.0 All Items Good Items Export and Save CIF file.</i>	Data Team

Selection Screen

Selection Ref Screen	Parameter Name	Selection Type	Requirement	Value to be entered/set
Core Administration Catalog Manager Catalogs Select Supplier Click on Active Version	Export Options	Action / Navigation	Export catalog data for the selected supplier catalog in CIF format.	1. In Step 1 , click the Export button. 2. Select Export Format = CIF 3.0 . 3. Under All Items , click Good Items . 4. Click Export again. 5. Save the generated CIF file for this catalog.

Data Collection Template (DCT)

Target Ready Data Collection Template will be created for data with exception of some fields which require transformation as mentioned in the transformation rule.

DCT Rules

Catalog CIF File

T a b l e	Field Label	Rule Description	Validation Method	D a t a T y p e	L e n g t h	Syensqo Requirement	
	Account ID	The first 3 characters are to represent the currency of bank account number. Please refer to currency codes as per ISO 4217. (https://www.iso.org/iso-4217-currency-codes.html) The fourth and fifth characters are to be sequential starting at 01 ending at 99.	Upfront Manual			R = Required : Mandatory field. O = Optional: Not mandatory. If a value is entered it doesn't impact Business Process. C = Conditional: Not mandatory. If a value is entered it impacts Business Process or Reporting. S = System: System	
	Subscription Id	Subscription Id will be primary key to connect CIF and subscription details but this field will not be used during upload time.	Upfront Automated	St r i n g	2 5 5	R	
	Supplier ID	The supplier ID must be maintained in Ariba.	Upfront Automated	St r i n g	2 5 5	R	
	Supplier Part ID	The Supplier Part ID must be provided by the Supplier. The combination of Supplier ID, Supplier Part ID and Supplier Part Auxiliary ID must be unique.	Upfront Automated	St r i n g	2 5 5	R	
	Manufact urer Part ID	The Manufacturer Part ID must be provided by the Supplier based on Manufacturer's specification. To be provided if already available in legacy system	Upfront Automated	St r i n g	2 5 5	C	
	Item Descripti on	Support up to 2000 bytes (upto 1000 characters). Case Sensitive.	Upfront Automated	St r i n g	1 0 0 0	R	
	SPSC Code	THE SPSC code must be provided by the supplier. Also, a mapping between the SPSC code and Syensqo material group must be maintained. This field is mandatory if the same information is not provided in the Classification code column. The classification code (material group) must be loaded and active in Ariba	Upfront Automated	St r i n g	40	C	
	Unit Price	This field is mandatory if the Pricing Configuration field is not available. No value required for Punchout or Partial catalogs	Upfront manual /Default on the form	D e c i m a l		R	
	Unit of Measure	ISO Unit of measure	Upfront Automated	St r i n g	32	R	
	Lead Time	The lead time is used to display a warning to the end user if the need by date specified by the end user is less than the current date plus the lead time. To be provided if already available in legacy system	Upfront Automated	I n t e g e r		C	
	Manufact urer Name	To be provided if already available in legacy system	Upfront manual /Default on the form	St r i n g	2 5 5	C	
	Supplier URL	This field is mandatory for Punchout Catalogs. The Punchout Set Up Request URL must be set as Supplier URL for punchout catalogs	Upfront manual /Default on the form	St r i n g	2 5 5	C	
	Manufact urer URL	Provides additional information to the user by linking manufacturer's website on the catalog details page. To be provided if already available in legacy system	Upfront manual /Default on the form	St r i n g	2 5 5	C	
	Market Price	Used to calculate discount. To be provided if already available in legacy system	Upfront manual /Default on the form	D e c i m a l		C	
	Currency	Best Practice currencies	Upfront manual /Default on the form	St r i n g	2 5 5	C	
	PunchOu t Enabled	Can True or False	Upfront Automated	B o o l e a n		C	
	Supplier Part Auxiliary ID	The combination of Supplier ID, Supplier Part ID and Supplier Part Auxiliary ID must be unique. Must be upto up to 255 characters (case-insensitive)	Upfront Automated	St r i n g	2 5 5	C	

Language	Java locale code for the language used in the Item Description. For the list of Java locale codes, see: http://java.sun.com/j2se/1.4.2/docs/guide/intl/locale.doc.html	Upfront Automated	String	255	C	
Parameter Name	This field needs to be set only if Parameteric values are enabled. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C	
Parameter Data	This field needs to set only if Parameteric values are enabled. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C	
Expiration Date	This date must be in the future and in YYYY-MM-DD format	Upfront Automated	Date	0	C	
Effective Date	This date must be prior to the expiration date and in YYYY-MM-DD format	Upfront Automated	Date	0	C	
Classification Codes	THE UNSPSC code must be provided by the supplier. Also, a mapping between the SPSC code and Synesgo material group must be maintained. This field is mandatory if the same information is not provided in the SPSC Code column. The classification code (material group) must be loaded and active in Ariba	Upfront Automated	String	64	R	
Territory Available	List of one or more ISO country or region codes. Recommended to use ISO 3166-1 and 3166-2 codes for this field.	Upfront Automated	String	255	C	
Short Name	Provides short description of the item. If left blank, it copied first part of the Item description. To be provided if already available in legacy system	Upfront Automated	String	80	C	
IsPartial	Can be Yes or No	Upfront Automated	Flag		C	
IsInternal PartID	Can be Yes or No	Upfront Automated	Flag		C	
Delete	Can True or False	Upfront Automated	Boolean		C	
Image	Provides image of the item at the search and item details page. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C	
Thumbnail	Provides image of the item at the search page. If left blank, the thumbnail is replaced with the image. To be provided if already available in legacy system	Upfront manual /Default on the form	String	255	C	
InKitOnly	Can True or False	Upfront Automated	Boolean		C	
Punchout Level	Can be store, aisle, shelf, or product.	Upfront Automated	String		C	
DefaultRelevance	Can be a value from 0-1000. 1000 is most relevant, and 0 is least relevant.	Upfront Automated	Integer		C	
Price Unit Quantity	Price Unit Quantity	Upfront Automated	Decimal		C	
Price Unit	Price Unit	Upfront Automated	String	255	R	
Unit Conversion	Unit Conversion	Upfront Automated	Decimal		C	
Price Unit Quantity Description	Price Unit Quantity Description	Upfront Automated	String	255	C	
Promotion Rank	Promotion Rank	Upfront Automated	String	255	C	
Is Preferred Item	Is Preferred Item	Upfront Automated	Boolean	255	C	

	contractid	contractid	Upfront Automated	String	255	C	
	serviceitem	serviceitem	Upfront Automated	String	255	C	
	materialnumber	materialnumber	Upfront Automated	String	255	C	
	green	Can be Yes or No	Upfront Automated	Boolean		C	
	hazardousmaterials	Can be Yes or No	Upfront Automated	Boolean		C	
	bestprice	bestprice	Upfront Automated	Decimal		C	
	Keywords	Keywords	Upfront Automated	String	255	C	
	Price configuration	Price configuration	Upfront Automated	String	255	C	
	Minimum Quantity	MinimumQuantity	Upfront Automated	Integer		C	
	QuantityInterval	QuantityInterval	Upfront Automated	Integer		C	
	Content Unit	Content Unit	Upfront Automated	String	32	C	
	Packing Quantity	Packing Quantity	Upfront Automated	Integer		C	
	Item Spec	Item Spec	Upfront Automated	String	6000	C	
	RelatedItems	RelatedItems	Upfront Automated	String	255	C	
	Attachments	Attachments	Upfront Automated	String	255	C	
	AuxiliaryImages	AuxiliaryImages	Upfront Automated	String	255	C	
	Auxiliary Thumbnails	AuxiliaryThumbnails	Upfront Automated	String	255	C	

Catalog Subscription

Index	Technical Table-Field	Field Label	Description	Syensqo Requirement
				R = Required : Mandatory field. O = Optional: Not mandatory. If a value is entered it doesn't impact Business Process. C = Conditional: Not mandatory. If a value is entered it impacts Business Process or Reporting. S = System: System
0	Subscription Id	Subscription Id will be primary key to connect CIF and subscription details	As Is Id will be used but During upload time system will generate automatically.	R
1	Select	Select	Selection for whether this is a new subscription or an update to an existing one	R
2	Supplier	Supplier	Specified the common supplier object against which the catalog will be created	R

3	Catalog Subscription Name	Catalog Subscription Name	Specifies the catalog subscription name which can be used for activation/deactivation or catalog filtering	R
4	Create an empty catalog	Create an empty catalog	Specified if an empty catalog can be created if no items are added	R
5	Skip Approval	Skip Approval	Specifies if the catalog subscription will skip approval before activation. This needs to be set as yes for supplier managed catalogs.	R
6	Stop Before Sending to Approval	Stop Before Sending to Approval	Specifies if the catalog subscription will stay in Verified state and not be sent for Approval (if needed) automatically	R
7	Activate Automatically	Activate Automatically	Specifies if the catalog subscription will stay in Approved state and not be Activated automatically	R
8	Allow Multi-Supplier CIF	Allow Multi-Supplier CIF	Specifies if the same CIF file can be used to create catalog for different Suppliers. ensure you split the CIF files and set all Multi-Supplier CIF to false.	R
9	Hide Punchout Item Prices	Hide Punchout Item Prices	Sepecifies if price is hidden for Punchout Link	R
10	Tier	Tier	Specifies if the Tier is Platinum, Gold, Silver or None. Tier affects the order in which search results appear.	R
11	Relaxed Validation - Classification Code	Relaxed Validation - Classification Code	Specifies if Classification Code errors are reported	R
12	Relaxed Validation - Supplier URL	Relaxed Validation - Supplier URL	Specifies if Supplier Punchout URL errors are reported	R

Extraction Dependencies

Item #	Step Description	Team Responsible
Catalog Status	Ensure that all catalogs are in the activated staus	Data Team / Interface Team
Catalog Version	Ensure latest catalog version are activated without error.	Data Team / Interface Team

Transformation

The target fields are mapped to the applicable legacy fields that will be their source. This is a **3-way activity** involving the **Business Team**, **Functional Team/Interface Team**, and **Data Team**. This activity identifies the **transformation rules** required to make the data target-ready for loading into Ariba Buyer via Syniti Migrate.

Transformation Run Sheet

Item #	Step Description	Team Responsible
Supplier	Validate that all Supplier records are loaded in S/4HANA and correctly interfaced to Ariba. Ensure each Supplier is partitioned so it is visible in Ariba Buyer.	Data Team / Interface Team
Supplier – Purchasing Org Mapping	Confirm that each Supplier is mapped to the relevant Purchasing Organizations in S/4HANA and that this mapping is interfaced to Ariba.	Data Team / Interface Team
Supplier Location / Partitioned Supplier	Verify that Supplier locations are configured and partitioned. Missing partitioning will prevent end users from accessing catalogs.	Data Team / Interface Team
Commodity Code (UNSPSC mapping)	Ensure Commodity Codes exist in Ariba and are mapped to UNSPSC codes. Validate mapping to prevent catalog upload errors.	Functional Team / Data Team
Unit of Measure (UOM)	Check that all UOM values exist in Ariba. Missing UOM will cause validation failures during catalog transformation.	Interface Team / S/4HANA Integration Team

Material Groups	Material codes are not relevant for Ariba. Material Groups must be the same as the lowest level of Commodity Codes	N/A
Currency	Ensure Currency are exist in Ariba	Interface Team / S/4HANA Integration Team
Expired Items	For items which have expiration date in the past, either get new prices from the business along with the new expiry dates or exclude the expired items.	Data Team/BAU

Transformation Rules

Subscription	Rule	Source Systems	Source Table	Source Field	Source Description	Target Systems	Target Table	Target Field	Target Descriptions	Transformation Logic
Subscription Catalog Name	TR-001	Legacy System / S4HANA	Supplier Master	Supplier ID	Unique supplier identifier	Ariba Buyer	Supplier Catalog	Supplier ID	Supplier master in Ariba	XREF to map new Supplier ID and supplier id is partitioned for visibility in Ariba Buyer
Subscription Catalog Name	TR-002	Legacy Catalog	Catalog Item	Supplier Part ID	Supplier-assigned unique item ID	Ariba Buyer	Catalog	Supplier Part ID	Unique catalog item in Ariba	Copy As Is Supplier Part ID
Subscription Catalog Name	TR-003	Legacy Catalog	Catalog Item	Manufacturer Part ID	Supplier-assigned unique item id	Ariba Buyer	Catalog	Manufacturer Part ID	Unique catalog item in Ariba	Copy AS IS
Subscription Catalog Name	TR-004	Legacy Catalog	Catalog Item	Item Description	Detailed product description	Ariba Buyer	Catalog	Item Description	Description field in Ariba	Copy AS IS / Preserve case; trim spaces; limit to 2000 bytes (~1000 characters)
Subscription Catalog Name	TR-005	Legacy Catalog	Catalog Item	SPSC Code	Commodity classification	Ariba Buyer	Catalog	UNSPSC / Classification Code	Commodity mapping in Ariba	XREF UNSPSC; mandatory if Classification Code not provided;
Subscription Catalog Name	TR-006	Legacy Catalog	Catalog Item	Unit Price	Price per unit	Ariba Buyer	Catalog	Unit Price	Item unit price in Ariba	Copy AS IS / skip for PunchOut/Partial catalogs
Subscription Catalog Name	TR-007	Legacy Catalog	Catalog Item	Unit of Measure	Purchase unit	Ariba Buyer	Catalog	Unit of Measure	UOM in Ariba	XREF ISO UOM; validate existence in Ariba
Subscription Catalog Name	TR-008	Legacy Catalog	Catalog Item	Lead Time	Delivery lead time	Ariba Buyer	Catalog	Lead Time	Lead time in days in Ariba	Copy AS IS
Subscription Catalog Name	TR-009	Legacy Catalog	Catalog Item	Manufacturer Name	Item manufacturer	Ariba Buyer	Catalog	Manufacturer Name	Manufacturer name in Ariba	Copy AS IS
Subscription Catalog Name	TR-010	Legacy Catalog	Catalog Item	Supplier URL	Supplier URL	Ariba Buyer	Catalog	Supplier URL	Supplier url in ariba	Copy As IS
Subscription Catalog Name	TR-011	Legacy Catalog	Catalog Item	Manufacturer URL	Manufacturer URL	Ariba Buyer	Catalog	Manufacturer URL	Manufacturer URL in ariba	Copy As IS
Subscription Catalog Name	TR-012	Legacy Catalog	Catalog Item	Market Price	Market Price	Ariba Buyer	Catalog	Market Price	Market Price in ariba	Copy As IS
Subscription Catalog Name	TR-013	Legacy Catalog	Catalog Item	Currency	Currency	Ariba Buyer	Catalog	Currency	Currency in Ariba	Copy AS IS
Subscription Catalog Name	TR-014	Legacy Catalog	Catalog Item	PunchOut Enabled / PunchOut Level	PunchOut integration	Ariba Buyer	Catalog	PunchOut Enabled / PunchOut Level	PunchOut fields in Ariba	Copy As IS (If Punch out Enabled True Else False)
Subscription Catalog Name	TR-015	Legacy Catalog	Catalog Item	Supplier Part Auxiliary ID	Supplier Part Auxiliary ID	Ariba Buyer	Catalog	Supplier Part Auxiliary ID	Supplier Part Auxiliary ID in ariba	Copy As IS
Subscription Catalog Name	TR-016	Legacy Catalog	Catalog Item	Language	Language	Ariba Buyer	Catalog	Language	Language in Ariba	Copy As IS
Subscription Catalog Name	TR-017	Legacy Catalog	Catalog Item	Parametric Data	Parametric attributes	Ariba Buyer	Catalog	Parametric Data	Parametric attributes in Ariba	Copy As is parametric enabled if not blank otherwise
Subscription Catalog Name	TR-018	Legacy Catalog	Catalog Item	Parametric Name	Parametric attributes	Ariba Buyer	Catalog	Parametric Name	Parametric attributes in Ariba	Copy As is If Parametric Enabled if not Blank
Subscription Catalog Name	TR-019	Legacy Catalog	Catalog Item	Expiration Date	Catalog item expiration	Ariba Buyer	Catalog	Expiration Date	Expiration date in Ariba	Copy AS IS / Transform to YYYY-MM-DD; must be in future
Subscription Catalog Name	TR-020	Legacy Catalog	Catalog Item	Effective Date	Catalog item start date	Ariba Buyer	Catalog	Effective Date	Effective date in Ariba	Copy AS IS / Transform to YYYY-MM-DD; must be before Expiration Date

Subscription Catalog Name	T R-021	Legacy Catalog	Catalog Item	Classification Codes	Classification Codes	Ariba Buyer	Catalog	Classification Codes	Classification codes in Ariba	Copy AS IS
Subscription Catalog Name	T R-022	Legacy Catalog	Catalog Item	Territory Available	Territory Available	Ariba Buyer	Catalog	Territory Available	Territory Available	Copy AS IS
Subscription Catalog Name	T R-023	Legacy Catalog	Catalog Item	Short Name	Short Name	Ariba Buyer	Catalog	Short Name	Short Name	Copy AS IS
Subscription Catalog Name	T R-024	Legacy Catalog	Catalog Item	IsPartial	Catalog flags	Ariba Buyer	Catalog	Same fields in Ariba	Map flags directly	Copy As IS Yes/No or True/False
Subscription Catalog Name	T R-025	Legacy Catalog	Catalog Item	IsInternalPartID	Catalog flags	Ariba Buyer	Catalog	Same fields in Ariba	Map flags directly	Copy As IS Yes/No or True/False
Subscription Catalog Name	T R-026	Legacy Catalog	Catalog Item	Delete	Delete flag	Ariba Buyer	Catalog	Delete	Marked for deletion	Copy As IS True/False
Subscription Catalog Name	T R-027	Legacy Catalog	Catalog Item	Image	Image	Ariba Buyer	Catalog	Image	Image	Copy AS IS
Subscription Catalog Name	T R-028	Legacy Catalog	Catalog Item	Thumbnail	Thumbnail	Ariba Buyer	Catalog	Thumbnail	Thumbnail	Copy AS IS
Subscription Catalog Name	T R-029	Legacy Catalog	Catalog Item	InKitOnly	Catalog flags	Ariba Buyer	Catalog	InKitOnly	Map flags directly	Copy As IS Yes/No or True/False
Subscription Catalog Name	T R-030	Legacy Catalog	Catalog Item	PunchoutLevel	PunchoutLevel	Ariba Buyer	Catalog	PunchoutLevel	PunchoutLevel	Copy AS IS
Subscription Catalog Name	T R-031	Legacy Catalog	Catalog Item	DefaultRelevance	DefaultRelevance	Ariba Buyer	Catalog	DefaultRelevance	DefaultRelevance	Copy AS IS
Subscription Catalog Name	T R-032	Legacy Catalog	Catalog Item	Price Unit Quantity	Price Unit Quantity	Ariba Buyer	Catalog	Price Unit Quantity	Price Unit Quantity	Copy AS IS
Subscription Catalog Name	T R-033	Legacy Catalog	Catalog Item	Price Unit	Price Unit	Ariba Buyer	Catalog	Price Unit	Price Unit	Copy AS IS
Subscription Catalog Name	T R-034	Legacy Catalog	Catalog Item	Unit Conversion	Unit Conversion	Ariba Buyer	Catalog	Unit Conversion	Unit Conversion	Copy AS IS
Subscription Catalog Name	T R-035	Legacy Catalog	Catalog Item	Price Unit Quantity Description	Price Unit Quantity Description	Ariba Buyer	Catalog	Price Unit Quantity Description	Price Unit Quantity Description	Copy AS IS
Subscription Catalog Name	T R-036	Legacy Catalog	Catalog Item	Promotion Rank	Promotion Rank	Ariba Buyer	Catalog	Promotion Rank	Promotion Rank	Copy AS IS
Subscription Catalog Name	T R-037	Legacy Catalog	Catalog Item	Is Preferred Item	Is Preferred Item	Ariba Buyer	Catalog	Is Preferred Item	Is Preferred Item	Copy AS IS
Subscription Catalog Name	T R-038	Legacy Catalog	Catalog Item	contractid	contractid	Ariba Buyer	Catalog	contractid	contractid	Copy AS IS
Subscription Catalog Name	T R-039	Legacy Catalog	Catalog Item	serviceitem	serviceitem	Ariba Buyer	Catalog	serviceitem	serviceitem	Copy AS IS
Subscription Catalog Name	T R-040	Legacy Catalog	Catalog Item	contractitem	contractitem	Ariba Buyer	Catalog	contractitem	contractitem	Copy AS IS
Subscription Catalog Name	T R-041	Legacy Catalog	Catalog Item	materialnumber	materialnumber	Ariba Buyer	Catalog	materialnumber	materialnumber	Copy AS IS
Subscription Catalog Name	T R-042	Legacy Catalog	Catalog Item	Green	Green	Ariba Buyer	Catalog	Green	Map flags directly	Copy As IS Yes/No or True/False
Subscription Catalog Name	T R-043	Legacy Catalog	Catalog Item	Hazardous Materials	Hazardous Materials	Ariba Buyer	Catalog	Hazardous Materials	Map flags directly	Copy As IS Yes/No or True/False
Subscription Catalog Name	T R-044	Legacy Catalog	Catalog Item	bestprice	bestprice	Ariba Buyer	Catalog	bestprice	bestprice	Copy AS IS
Subscription Catalog Name	T R-045	Legacy Catalog	Catalog Item	Keywords	Keywords	Ariba Buyer	Catalog	Keywords	Keywords	Copy AS IS
Subscription Catalog Name	T R-046	Legacy Catalog	Catalog Item	Price configuration	Price configuration	Ariba Buyer	Catalog	Price configuration	Price configuration	Copy AS IS Its empty

Subscription Catalog Name	T R-047	Legacy Catalog	Catalog Item	MinimumQuantity	MinimumQuantity	Ariba Buyer	Catalog	MinimumQuantity	MinimumQuantity	Copy AS IS Its empty
Subscription Catalog Name	T R-048	Legacy Catalog	Catalog Item	QuantityInterval	QuantityInterval	Ariba Buyer	Catalog	QuantityInterval	QuantityInterval	Copy AS IS Its empty
Subscription Catalog Name	T R-049	Legacy Catalog	Catalog Item	Content Unit	Content Unit	Ariba Buyer	Catalog	Content Unit	Content Unit	Copy AS IS Its empty
Subscription Catalog Name	T R-050	Legacy Catalog	Catalog Item	Packing Quantity	Packing Quantity	Ariba Buyer	Catalog	Packing Quantity	Packing Quantity	Copy AS IS Its empty
Subscription Catalog Name	T R-051	Legacy Catalog	Catalog Item	Item Spec	Item Spec	Ariba Buyer	Catalog	Item Spec	Item Spec	Copy AS IS Its empty
Subscription Catalog Name	T R-052	Legacy Catalog	Catalog Item	RelatedItems	RelatedItems	Ariba Buyer	Catalog	RelatedItems	RelatedItems	Copy AS IS Its empty
Subscription Catalog Name	T R-053	Legacy Catalog	Catalog Item	Attachments	Attachments	Ariba Buyer	Catalog	Attachments	Attachments	Copy AS IS Its empty
Subscription Catalog Name	T R-054	Legacy Catalog	Catalog Item	AuxiliaryImages	AuxiliaryImages	Ariba Buyer	Catalog	AuxiliaryImages	AuxiliaryImages	Copy AS IS Its empty
Subscription Catalog Name	T R-055	Legacy Catalog	Catalog Item	AuxiliaryThumbnails	AuxiliaryThumbnails	Ariba Buyer	Catalog	AuxiliaryThumbnails	AuxiliaryThumbnails	Copy AS IS Its empty

Transformation Mapping

1. [Link to Value mapping](#)
2. [Configuration Mapping](#)

Mapping Table Name	Mapping Table Description
Supplier Master Mapping	Maps Supplier information from the legacy system (S/4HANA or legacy catalog) to Ariba Buyer. Includes Supplier ID, Supplier Partitioning, Supplier-Purchasing Org mapping, and Supplier Location. Ensures suppliers are visible and accessible in Ariba Buyer catalogs.
Commodity Code / UNSPSC Mapping	Maps legacy commodity codes to Ariba UNSPSC codes. Validates mapping to prevent catalog load errors. Supports value transformation and ensures correct classification for catalog items.
Unit of Measure Mapping	Maps legacy unit of measure codes to Ariba standard ISO UOM. Validates values to avoid catalog validation errors during upload.
PunchOut & Integration Mapping	Maps legacy PunchOut flags True
Data Mapping	Maps additional catalog data such as images, thumbnails and related items. Applies formatting rules (e.g., hash tables for Item Spec / Related Items) and ensures proper structure for Ariba.

Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible
Supplier	Ensure Supplier records exist in S/4HANA and are migrated/interfaced to Ariba Buyer. Validate that Supplier is partitioned to allow catalog visibility.	Data Team / Interface Team
Supplier – Purchasing Org Mapping	Verify that each Supplier is mapped to the relevant Purchasing Organizations and interfaced to Ariba.	Data Team / Interface Team
Supplier Location / Partitioned Supplier	Confirm Supplier locations and partitions are configured correctly; missing partitioning prevents catalog access.	Data Team / Interface Team

Commodity Code / UNSPSC Mapping	Ensure Commodity Codes exist in Ariba and are correctly mapped to UNSPSC codes. Validate that all required mappings are present to prevent validation errors.	Functional Team / Data Team
Currency	Ensure Currency exist in Ariba	Data Team / Interface Team

Unit of Measure (UOM)	Validate that all UOM values exist in Ariba. Transform legacy UOM values if needed to ISO standard.	Interface Team / Data Team
Material Codes / Material Groups	No dependency on Material codes or Material Groups in Ariba. No transformation required.	N/A
Catalog Item Fields (General)	Extract legacy catalog item data (Supplier Part ID, Item Description, Manufacturer Part ID, Short Name, Market Price, Currency, Language, etc.) and transform to target-ready Ariba format.	Data Team
Catalog Item Fields (Advanced)	Apply parametric attributes, PunchOut flags, PunchOut levels, territory availability, item specs, related items, images, thumbnails etc..	Data Team / Functional Team
Flags & Indicators	Map fields like Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity. Apply validation and defaults where required.	Data Team

Pre-Load Validation

Project Team

Completeness

Task	Action
Validate Supplier Records	Ensure all Suppliers exist in S/4HANA and are migrated/interfaced to Ariba. Verify that Supplier is partitioned for catalog visibility.
Validate Supplier – Purchasing Org Mapping	Confirm each Supplier is mapped to the correct Purchasing Organizations. Ensure mappings are loaded in Ariba before catalog upload.
Validate Supplier Locations	Verify all Supplier locations exist and are partitioned correctly. Missing locations or partitions prevent end-user access.
Validate Commodity Codes / UNSPSC Mapping	Ensure all Commodity Codes are loaded in Ariba and mapped correctly to UNSPSC codes. Identify any missing mappings to avoid catalog load validation errors.
Validate Unit of Measure (UOM)	Check that all required UOM values exist in Ariba. Map legacy UOMs to ISO standards if required.
Validate Currency	Ensure all Currency are loaded in Ariba
Validate Catalog Item Fields	Verify completeness of mandatory catalog fields: Supplier Part ID, Item Description, Manufacturer Part ID, Short Name, Market Price, Currency, Language, Effective Date, Expiration Date.
Validate Parametric / Advanced Fields	Ensure Parametric Data/Name, PunchOut flags, PunchOut Level, Territory Available, and advanced item fields are provided as required.
Validate Images	Confirm that all images, thumbnails, auxiliary images, auxiliary thumbnails are available and correctly linked.
Validate Flags & Indicators	Check completeness for Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity. Apply default values where necessary.
Validate Related Items / Item Specs	Ensure Item Specs and Related Items are populated where applicable using the correct hash table format {key1=value1; key2=value2;...}.
Target-Ready Data Validation	Verify that all extracted and transformed data meets Ariba load requirements (CIF 3.0/Excel template).

End-User Access Validation	Confirm that after all dependencies are loaded, end users can search and access all catalog items in Ariba Buyer.
Count of Subscriptions and count of CIF files	Ensure the total number of cif and subscriptions are equal to Business catalog count.

Accuracy

Task	Action
Validate Supplier Data Accuracy	Ensure Supplier IDs, Supplier Partitioning, and Supplier-Purchasing Org mappings match the source system and are correctly loaded in Ariba.
Validate Catalog Item Identifiers	Verify that Supplier Part IDs, Supplier Part Auxiliary IDs, and Manufacturer Part IDs are unique and correctly mapped.
Validate Item Descriptions	Confirm that Item Descriptions are complete, accurate, and match legacy system values. Ensure case sensitivity and character limits are maintained.
Validate Commodity Code / UNSPSC Mapping	Check that Commodity Codes are correctly mapped to UNSPSC codes in Ariba. Ensure no mismatches that could cause catalog validation errors.
Validate Unit of Measure (UOM)	Confirm that UOM values match legacy system standards and ISO codes in Ariba.
Validate Prices and Currency	Ensure Unit Prices and Market Prices are accurate. Confirm currency codes match legacy values and are correctly applied.
Validate Dates	Verify that Effective Date is prior to Expiration Date and both are in correct YYYY-MM-DD format. Ensure future Expiration Dates.
Validate Flags & Indicators	Check that fields like Delete, IsPartial(Ensure that Partial catalog items are either validated by business for correct pricing or are excluded from the load file.), IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, and Price Configuration are accurate and consistent with source data. I
Validate Parametric and PunchOut Fields	Ensure Parametric Data/Name, PunchOut Enabled, PunchOut Level, and Territory Available are accurately populated according to business rules.
Validate Images, Thumbnails	Confirm all images, auxiliary images/thumbnails are correctly linked, complete, and accessible.
Validate Related Items / Item Specs	Check that Related Items and Item Specs are accurate, formatted properly (hash table {key1=value1;...}), and consistent with source data.
Validate Overall Data Consistency	Ensure all catalog fields are internally consistent, values are correct, and dependencies (Suppliers, UOM, Commodity Codes) are satisfied.
Accuracy	Ensure the number of line items are accurate.
Validate Subscription Name	Verify each supplier has subscription name provided by BAU and this will be used during upload time
No of CIF Files & Subscriptions	Check the number of cif files, subscriptions and its Format CIF 8.0

Business

Completeness

Task	Action
Validate Supplier Information	Confirm all Supplier records exist, are correctly partitioned, and Supplier-Purchasing Org mappings are complete.

Validate Supplier Locations	Ensure all Supplier locations are created and properly partitioned for catalog access.
Validate Catalog Items	Verify all mandatory catalog fields (Supplier Part ID, Item Description, Manufacturer Part ID, Short Name, Unit Price, Unit of Measure, Lead Time, Currency, Language, Effective Date, Expiration Date) are populated.
Validate Commodity Codes / UNSPSC	Ensure all catalog items have Commodity Codes loaded and correctly mapped to UNSPSC codes in Ariba.
Validate PunchOut & Advanced Fields	Confirm that PunchOut Enabled, PunchOut Level, Territory Available, Parametric Data/Name, and other advanced fields are complete as per catalog type (Standard, PunchOut, Partial).
Validate Images	Ensure all required images, thumbnails, auxiliary images/thumbnails are linked for each catalog item.
Validate Flags & Indicators	Check that Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity are populated according to business rules.
Validate Related Items / Item Specs	Confirm that Related Items and Item Specs are complete and formatted correctly using hash table syntax {key1=value1;...}.
Pre-Load Target Data Verification	Ensure all extracted and transformed data is complete and formatted according to Ariba CIF 3.0/Excel templates and ready for Syniti Migrate load.
End-User Accessibility Check	Confirm that, once loaded, catalog items are visible and searchable by end users in Ariba Buyer.
Accuracy	Check the number of line items are accurate.
Validate Subscription Name	Verify each supplier has subscription name provided by BAU and this will be used during upload time
No of CIF Files, & Format	Check the number of cif files and its Format CIF 8.0
Count of Subscriptions and count of CIF files	Ensure the total number of cif and subscriptions are equal to Business catalog count.

Accuracy

Task	Action
Validate Supplier Accuracy	Ensure Supplier IDs, Supplier Partitioning, and Supplier-Purchasing Org mappings match legacy source data and are correctly loaded in Ariba.
Validate Supplier Location Accuracy	Confirm that Supplier locations are correctly configured and partitioned as per legacy system.
Validate Catalog Item Identifiers	Check that Supplier Part ID, Supplier Part Auxiliary ID, and Manufacturer Part ID are unique and correctly mapped.
Validate Item Descriptions	Ensure Item Descriptions match legacy values, maintain case sensitivity, and respect character limits.
Validate Commodity Code / UNSPSC Mapping	Verify that Commodity Codes are correctly mapped to UNSPSC codes and correspond to legacy material groups.
Validate Unit of Measure (UOM)	Confirm UOM values are accurate, mapped to ISO standard codes, and consistent with legacy data.
Validate Prices and Currency	Ensure Unit Price, Market Price, and Currency are accurate and consistent with legacy values.
Validate Dates	Check that Effective Date is before Expiration Date, both in YYYY-MM-DD format, and match legacy system values.
Validate Flags & Indicators	Confirm Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, and Packing Quantity are accurate and consistent.
Validate Parametric and PunchOut Fields	Ensure Parametric Data/Name, PunchOut Enabled, PunchOut Level, and Territory Available are correctly populated according to business rules.
Validate Images, Thumbnails	Confirm that all images, auxiliary images/thumbnails are accurate, linked correctly, and match legacy references.

Validate Related Items / Item Specs	Ensure Related Items and Item Specs are accurate, properly formatted in hash table syntax {key1=value1;...}, and consistent with legacy data.
Validate Overall Data Consistency	Ensure all catalog fields are internally consistent, dependencies (Supplier, UOM, Commodity Codes) are satisfied, and data aligns with business rules.
Accuracy	Check the number of line items are accurate.
Validate Subscription Name	Naming convention should be as specified in the MDS. Verify each supplier has subscription name provided by BAU and this will be used during upload time
Count of Subscriptions and count of CIF files	Ensure the total number of cif and subscriptions are equal to Business catalog count.

Load

Login to Ariba and please follow the steps below for Load Process

Load Run Sheet

Item #	Step Description	Team Responsible
Catalog File Upload	In Ariba Buyer, navigate to Catalogs Manage Catalogs Upload Catalog. Select the relevant Supplier and Active Catalog Version.	Functional Team / Data Team
Export Legacy Data	If applicable, export legacy catalog items in CIF 3.0 or Excel format from legacy system for transformation.	Data Team
Select Catalog Type	Choose Static Catalog during upload.	Functional Team
Upload Catalog File	Upload the prepared CIF or Excel file. Click Validate to check syntax, structure, and compliance.	Data Team / Functional Team
Correct Validation Errors	If the system reports errors, correct missing or invalid fields, formatting, or mapping issues.	Data Team
Submit Catalog for Approval	Once validation passes, click Submit. Status changes to Pending Approval, triggering Ariba Buyer approval workflow.	Functional Team
Buyer Catalog Approval	In Catalog Administration Pending Catalogs, review pricing, commodity codes, compliance, and all catalog fields. Approve or reject.	Buyer / Functional Team
Catalog Activation	Upon approval, the catalog becomes Active. Buyers (end users) can now search and requisition items via Ariba Catalog Search.	Functional Team
Post-Load Verification	Confirm that all catalog items are visible to end users, including Partitioned Suppliers, Supplier Locations, and mapped UNSPSC codes.	Functional Team / Business Team
Load Logging and Tracking	Record load status, errors, and approvals in migration tracker or Syniti Migrate logs.	Data Team / Functional Team
Post-Load Data Validation	Perform pre-defined checks to ensure completeness, accuracy, and consistency of the loaded catalog. Confirm that images, flags, and all fields are correct.	Business Team / Functional Team / Data Team
Version Control & Maintenance	Maintain catalog versioning (Catalog Name + Date). Plan updates or re-uploads as needed for price changes, new items, or corrections.	Functional Team / Data Team

Load Phase and Dependencies

Configuration

Best practise configuration link is below <https://help.sap.com/docs/buying-invoicing/catalog-format-reference/topics-about-cif-catalogs?locale=en-US&version=LATEST>

Item #	Configuration Item
Supplier Setup	Supplier ID, Supplier Partitioning, Supplier Location, Supplier-Purchasing Org Mapping

Catalog Type Selection	Static Catalog, PunchOut Catalog, Partial Catalog
Catalog File Format	CIF 3.0, Excel Template

Catalog Version	Active Catalog Version, Catalog Name + Date (for version control)
Catalog Validation	Supplier Part ID, Supplier Part Auxiliary ID, Manufacturer Part ID, Item Description, Unit Price, Unit of Measure, Lead Time, Manufacturer Name, Supplier URL, Manufacturer URL, Market Price, Short Name, Currency, Language, Expiration Date, Effective Date
Advanced / Parametric Fields	Parametric Data, Parametric Name, PunchOut Enabled, PunchOut Level, Currency, Units of Measure, Commodity code-UNSPC Codes/Material Group, End User Access Profiles, Supplier Locations, Plants, Purchasing Orgs/Supplier.
Images & Attachments	Image, Thumbnail, Auxiliary Images, Auxiliary Thumbnails, Attachments
Flags & Indicators	Delete, IsPartial, IsInternalPartID, IsCollection, Default Relevance, InKitOnly, Green, Hazardous Materials, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity
Related Items / Item Specs	Related Items, Item Spec (hash table format)

Conversion Objects

The First 3 objects must be loaded from fourth objects follow the load process.

Object #	Preceding Object Conversion Approach
Supplier Master	None Migrate Supplier records from legacy system (S/4HANA). Ensure Supplier IDs exist, partitioned, and mapped to Purchasing Orgs before catalogs.
Commodity Codes / UNSPSC Mapping	Supplier Master Load and map Commodity Codes to UNSPSC. Must exist before catalog items to avoid validation errors.
Unit of Measure (UOM)	Supplier Master Validate and map UOM values to ISO standards. Required before catalog item load.
Incoterms	Supplier Master Load Incoterms
Currency	Supplier Master Load currency or integrated from ECC.

Error Handling

Error Type	Error Description	Action Taken
Missing Supplier	Supplier does not exist in S/4HANA or Ariba before catalog load	Validate Supplier in source system; create or partition Supplier; reload catalog after correction
Missing Supplier-P Org Mapping	Supplier not mapped to Purchasing Organization	Update mapping in S/4HANA/Ariba interface; retry catalog upload
Missing Commodity Code / UNSPSC	Catalog item has no Commodity Code or UNSPSC mapping	Map Commodity Code to UNSPSC; reload affected catalog items

Missing UOM	Unit of Measure not present in Ariba	Map legacy UOM to ISO standard in Ariba; retry upload
Duplicate Supplier Part ID / Auxiliary ID	Combination of Supplier ID + Supplier Part ID + Auxiliary ID not unique	Correct duplicates in source or transformation layer; re-validate catalog file
Invalid Catalog Field Format	Date, currency, numeric or character fields not in expected format	Apply transformation rules (YYYY-MM-DD for dates, ISO currency, ISO UOM); re-validate file
Missing Mandatory Fields	Mandatory fields (Item Description, Unit Price, SPSC Code, etc.) not populated	Fill missing values in source or transformed file; re-run validation
PunchOut Configuration Error	PunchOut URL missing or PunchOut Level incorrect	Update PunchOut setup; validate connectivity; re-upload catalog

Image / Attachment Missing or Broken	Image URLs or attachments not accessible or missing	Correct links or upload missing files; re-validate catalog
Load Validation Failure	Catalog fails Ariba validation (syntax, compliance, dependencies)	Review error messages; correct issues in transformation or source data; re-validate and submit

Post-Load Validation

Project Team

Completeness

Task	Action
Verify Catalog Activation	Confirm that all uploaded catalogs are Active in Ariba Buyer and accessible to end users.
Validate Supplier Partitioning	Check that all Suppliers are properly partitioned and Supplier-Purchasing Org mappings are in place to ensure visibility.
Validate Supplier Locations	Ensure all Supplier locations are correctly configured and displayed in the catalog.
Validate Mandatory Catalog Fields	Confirm that all mandatory fields (Supplier Part ID, Item Description, Unit Price, Unit of Measure, Lead Time, Manufacturer Name, Short Name, Market Price, Currency, Language, Effective Date, Expiration Date) are present for all catalog items.
Validate Commodity Codes / UNSPSC Mapping	Ensure all catalog items have valid Commodity Codes mapped to UNSPSC. No missing codes should exist.
Validate PunchOut & Advanced Fields	Confirm that PunchOut Enabled, PunchOut Level, Territory Available, and Parametric Data/Name are correctly populated for applicable items.
Validate Images	Ensure all images, thumbnails, auxiliary images/thumbnails are available and correctly linked for each item.
Validate Flags & Indicators	Confirm that Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, and Packing Quantity fields are populated correctly.
Validate Related Items / Item Specs	Check that Related Items and Item Specs are present and formatted correctly using hash table syntax {key1=value1;...}.
End-User Accessibility Check	Confirm that end users can search, view, and requisition catalog items as expected in Ariba Buyer.
Validate Overall Data Completeness	Verify that no catalog item is missing critical information and that all dependencies (Suppliers, UOM, Commodity Codes, UNSPSC, Partitioning) are satisfied.
Validate Supplier Subscription	Ensure Supplier subscription are created for each catalog
Count of Subscriptions and count of CIF files	Ensure the total number of cif and subscriptions are equal to Business catalog count.

Accuracy

Task	Action
Validate Supplier Accuracy	Verify that Supplier IDs, Supplier Partitioning, and Supplier-Purchasing Org mappings match legacy source data and are correctly loaded in Ariba.
Validate Supplier Location Accuracy	Confirm that all Supplier locations are correctly configured and partitioned as per legacy system.
Validate Catalog Item Identifiers	Check that Supplier Part ID, Supplier Part Auxiliary ID, and Manufacturer Part ID are unique, correctly mapped, and match source system values.

Validate Item Descriptions	Ensure Item Descriptions are accurate, maintain case sensitivity, character limits, and align with legacy data.
Validate Commodity Code / UNSPSC Mapping	Confirm that all Commodity Codes are correctly mapped to UNSPSC and match legacy material group information.
Validate Unit of Measure (UOM)	Verify that all UOM values are accurate, conform to ISO standards, and are consistent with source data.
Validate Prices and Currency	Ensure Unit Price, Market Price, and Currency are accurate, properly transformed, and aligned with legacy values.
Validate Dates	Confirm that Effective Date is before Expiration Date, dates are in YYYY-MM-DD format, and match source system values.
Validate Flags & Indicators	Check Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity for accuracy and consistency.
Validate Parametric and PunchOut Fields	Ensure Parametric Data/Name, PunchOut Enabled, PunchOut Level, and Territory Available are accurate and match transformation rules.
Validate Images, Thumbnails	Confirm all images, auxiliary images/thumbnails are correctly linked, accessible, and consistent with source data.
Validate Related Items / Item Specs	Verify Related Items and Item Specs are accurate, correctly formatted in hash table {key1=value1;...}, and aligned with source information.
Validate Supplier Subscription	Ensure Supplier subscription are created for each catalog
Count of Subscriptions and count of catalogs	Ensure the total number of cif and subscriptions are equal to Business catalog count.

Business

Completeness

Task	Action
Validate Supplier Records	Ensure all Suppliers exist, are correctly partitioned, and mapped to Purchasing Organizations before catalog migration.
Validate Supplier Locations	Confirm that all Supplier locations are created and correctly partitioned to ensure visibility in Ariba Buyer.
Validate Catalog Item Mandatory Fields	Verify all required catalog fields are populated: Supplier Part ID, Supplier Part Auxiliary ID, Manufacturer Part ID, Item Description, Short Name, Unit Price, Unit of Measure, Lead Time, Manufacturer Name, Market Price, Currency, Language, Effective Date, Expiration Date.
Validate Commodity Codes / UNSPSC Mapping	Ensure each catalog item has a valid Commodity Code mapped to UNSPSC. Confirm no missing or incorrect codes.
Validate PunchOut and Advanced Fields	Confirm PunchOut Enabled, PunchOut Level, Territory Available, Parametric Data/Name fields are populated where applicable.
Validate Images	Check that all images, thumbnails, auxiliary images/thumbnails are provided and linked correctly.
Validate Flags & Indicators	Ensure Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, and Packing Quantity fields are populated appropriately.
Validate Related Items / Item Specs	Ensure Related Items and Item Specs are provided and formatted correctly using the hash table syntax {key1=value1;...} where applicable.
Pre-Load Data Verification	Confirm all extracted and transformed data meets Ariba load requirements (CIF 3.0/Excel template) and is ready for Syniti Migrate load.
End-User Accessibility Check	Verify that, once loaded, catalog items will be visible, searchable, and requisitionable by end users in Ariba Buyer.
Validate Supplier Subscription	Ensure Supplier subscription are created for each catalog

Accuracy

Task	Action
Validate Supplier Accuracy	Ensure Supplier IDs, partitioning, and Supplier-Purchasing Org mappings match legacy source data and are correctly loaded in Ariba.
Validate Supplier Location Accuracy	Confirm all Supplier locations are accurately configured and partitioned according to legacy data.
Validate Catalog Item Identifiers	Check that Supplier Part ID, Supplier Part Auxiliary ID, and Manufacturer Part ID are unique, correctly mapped, and consistent with source system values.
Validate Item Descriptions	Verify that Item Descriptions are accurate, maintain case sensitivity, respect character limits, and match legacy system values.
Validate Commodity Code / UNSPSC Mapping	Confirm Commodity Codes are correctly mapped to UNSPSC and consistent with legacy material groups.
Validate Unit of Measure (UOM)	Ensure UOM values are accurate, ISO-compliant, and consistent with source data.
Validate Prices and Currency	Confirm Unit Price, Market Price, and Currency are correct, properly transformed, and aligned with legacy values.
Validate Dates	Ensure Effective Date is prior to Expiration Date, dates are in YYYY-MM-DD format, and match source values.
Validate Flags & Indicators	Check Delete, IsPartial, IsInternalPartID, IsCollection, InKitOnly, Green, Hazardous Materials, Default Relevance, Price Configuration, Minimum Quantity, Quantity Interval, Content Unit, Packing Quantity for correctness and consistency.
Validate Parametric and PunchOut Fields	Verify that Parametric Data/Name, PunchOut Enabled, PunchOut Level, and Territory Available are correctly populated according to business rules.
Validate Images, Thumbnails	Confirm all images, auxiliary images/thumbnails are correct, linked properly, and consistent with source data.
Validate Related Items / Item Specs	Check that Related Items and Item Specs are accurate, correctly formatted using hash table {key1=value1;...}, and consistent with legacy information.
Validate Overall Data Consistency	Ensure all catalog fields are internally consistent, dependencies (Supplier, UOM, Commodity Codes, UNSPSC) are satisfied, and data aligns with business rules.
Validate Supplier Subscription	Ensure Supplier subscription are created for each catalog

Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- is in scope based on data design and any exception requested by business.

See also

Change log

Version	Published	Changed By	Comment
CURRENT (v. 132)	Apr 30, 2026 11:30	SLOAN-ext, Anthony	
v. 131	Apr 30, 2026 11:27	SLOAN-ext, Anthony	
v. 130	Apr 17, 2026 10:49	SLOAN-ext, Anthony	
v. 129	Apr 17, 2026 10:49	SLOAN-ext, Anthony	
v. 128	Apr 17, 2026 09:50	SLOAN-ext, Anthony	
v. 127	Apr 17, 2026 09:47	SLOAN-ext, Anthony	

v. 126	Apr 17, 2026 09:40	SLOAN-ext, Anthony
v. 125	Mar 25, 2026 17:48	MADHOK-ext, Jasleen
v. 124	Mar 25, 2026 17:44	MADHOK-ext, Jasleen
v. 123	Mar 24, 2026 15:24	MADHOK-ext, Jasleen

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Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

From Jan 22, 2026 to Apr 30, 2026	Actor	Type	Activity	Version
Approved	MADHOK-ext, Jasleen , SLOAN-ext, Anthony and THAGARAJ-ext, Samuel	Edit	multiple updates from  MADHOK-ext, Jasleen ,  SL OAN-ext, Anthony and  THAGARAJ-ext, Samuel	
	 WILLIAMS-ext, Julie	State	changed state to Approved at 3:21 pm	v110
Lead Approval	 WILLIAMS-ext, Julie	State	gave <i>POD Lead Review</i> approval at 3:21 pm	
	 JAIN-ext, Gaurav	State	changed expiry date to '29 Jan, 2026 03:19 pm' at 3:19 pm	
		State	changed state to Lead Approval at 3:19 pm	v110
	Tech Review	 JAIN-ext, Gaurav	State	gave <i>Syniti Team Review</i> approval at 3:19 pm
		State	changed expiry date to '27 Jan, 2026 03:18 pm' at 3:18 pm	
		State	changed state to Tech Review at 3:18 pm	v110
		Approved		