



SAP Ariba 

# Excel – Lite Manual

# INDEX - AGENDA

## The Extent of the EXCEL Format and FOREWORD

- Outline of the guide's goal and how to understand the format
- Overview of the fields of the Excel

## Price Configuration

- What it looks like in the UI
- Catalogue Setup and Explanation
- From Code to Visual: Tier Breakdown

## Images

- What it looks like in the UI
- Catalogue Setup and Explanation
- Image Table (the outcome to various combinations)

## Quantity Interval & Minimum Quantity

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

## Related Items

- What it looks like in the UI
- Catalogue Setup and Explanation
- Warning - Limitation

## Attachments

- What it looks like
- Setup within the catalogue

# 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)  
 Price: £100.00 GBP / each  
 Qty: 5

**Mandatory Items**

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

[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:

**Sitting Room Sofa**

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

**Mandatory Items**

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

[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 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  
 Price: £15.00 GBP / each  
 Qty: 1 [Add to Cart](#)

**Coloured Cushion**  
 Astley & Corbett & Sons  
 Price: £10.00 GBP / each  
 Qty: 1 [Add to Cart](#)

**Striped Cushion**  
 Astley & Corbett & Sons  
 Price: £10.00 GBP / each  
 Qty: 1 [Add to Cart](#)

**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  
 Price: £15.00 GBP / each  
 Qty: 1 [Add to Cart](#)

**Coloured Cushion**  
 Astley & Corbett & Sons  
 Price: £10.00 GBP / each  
 Qty: 1 [Add to Cart](#)

**Striped Cushion**  
 Astley & Corbett & Sons  
 Price: £10.00 GBP / each  
 Qty: 1 [Add to Cart](#)

# Price Configuration



## 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 Qty: 1 <a href="#">Add to Cart</a>	 Coloured Cushion Astley & Corbett & Sons £10.00 GBP / each Qty: 1 <a href="#">Add to Cart</a>	 Striped Cushion Astley & Corbett & Sons £10.00 GBP / each Qty: 1 <a href="#">Add to Cart</a>
---	---	--

# 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

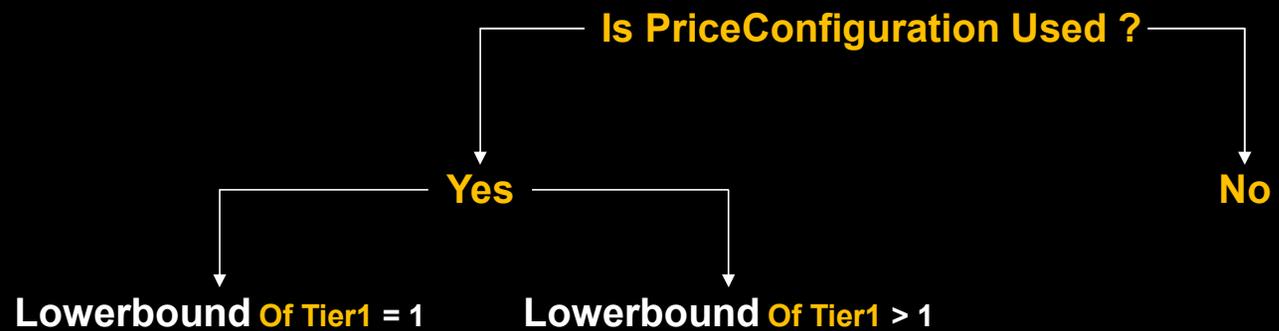
[\\*Pricing Information](#)

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



**Unit Price**

**Optional**

Will be skipped by the System

**Optional**

Will be skipped by the System

**Mandatory**

**MinimumQuantity**

**Optional**

If Not Filled Manually, Will be Filled by the System with Default Value "1"

**Mandatory**

And Should be Equal Or Greater than the LowerBound Value

**Optional**

# Images



## 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="checkbox"/>
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

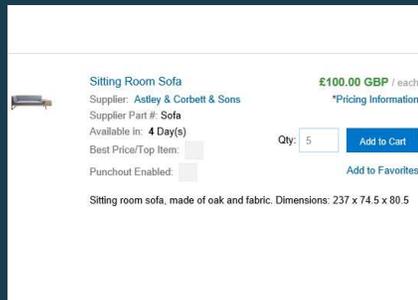
[The Chair: its life and times](#)

## Accessories

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

# 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"

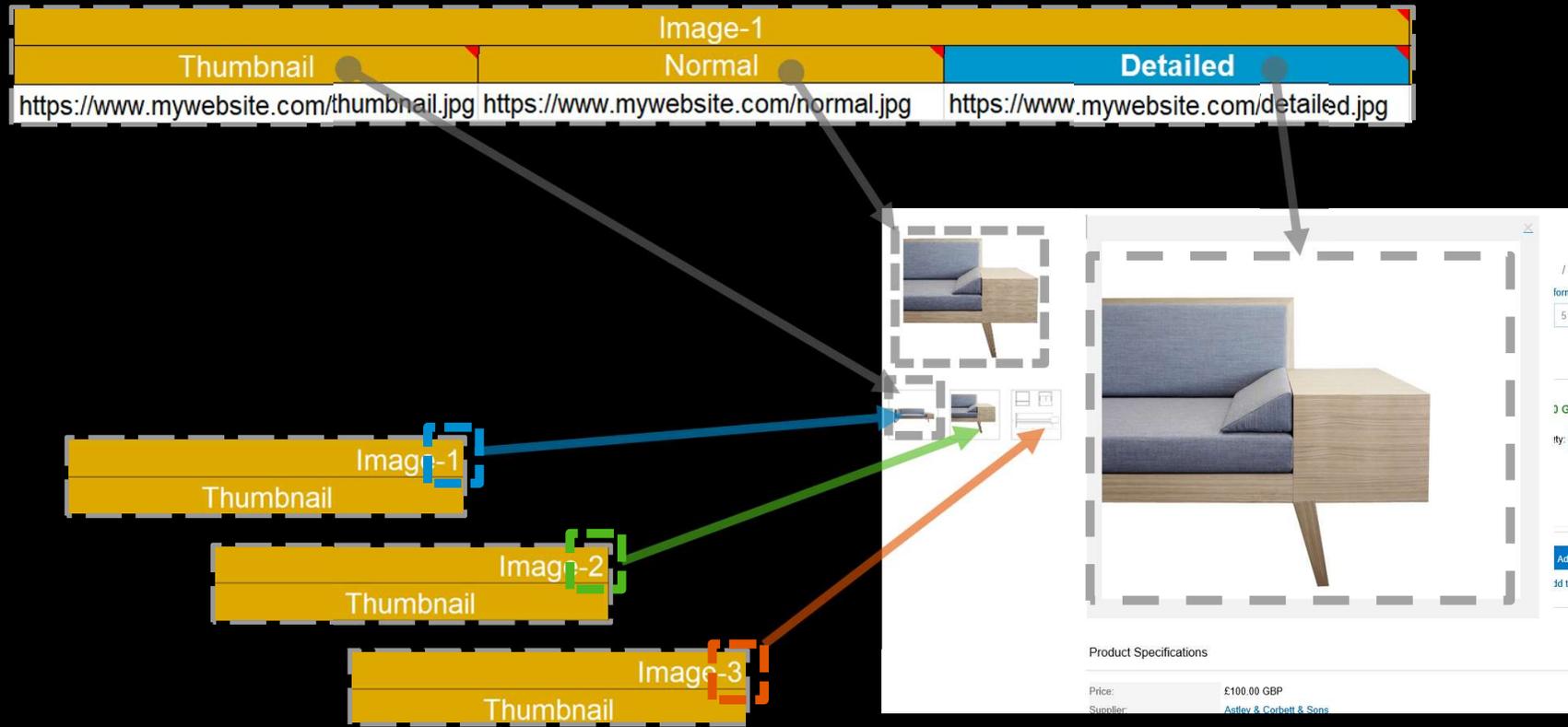
- Field: **Image-x \ Normal**



### Image "Detail"

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

# Catalogue Setup and Explanation



## NOTA BENE

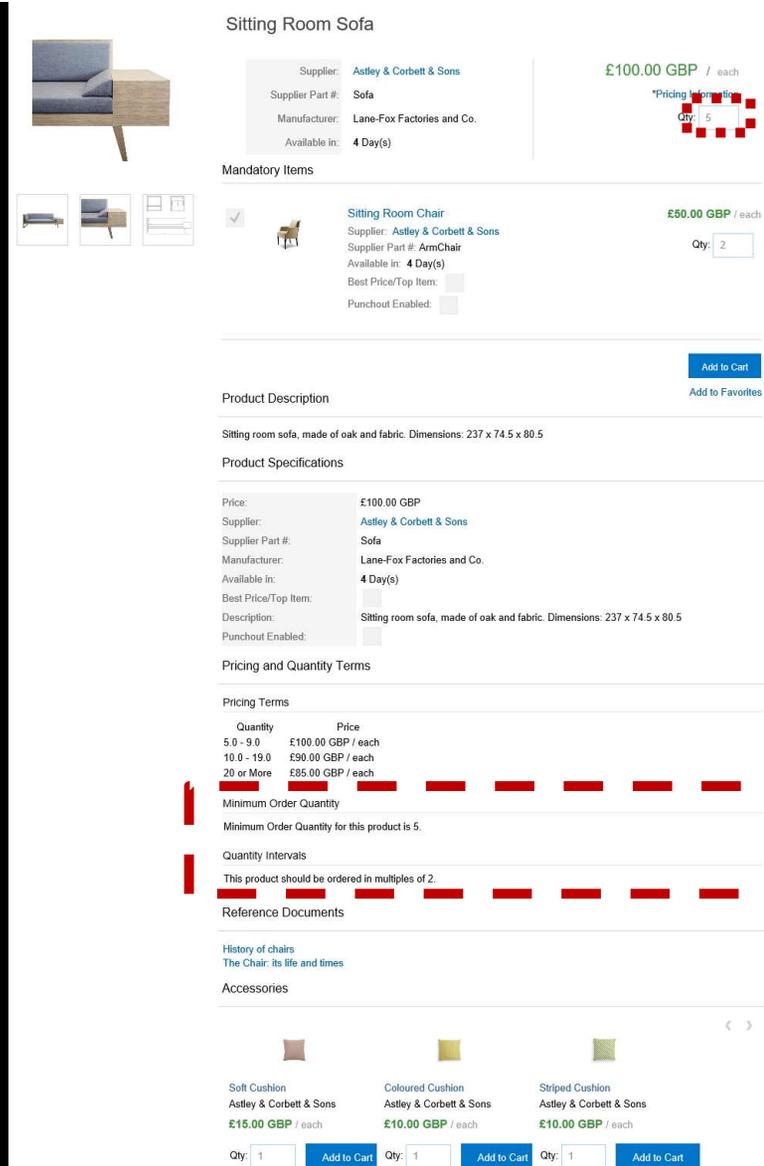
One can add up to 7 different sets of images by copy-pasting Image-1 and updating the number (i.e. max amount is: Image-7)

# 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



The image shows a product page for a 'Sitting Room Sofa'. The main product is priced at £100.00 GBP / each. A red dashed box highlights the 'Pricing Interval' and 'Minimum Quantity' section, which specifies a quantity interval of 5 and a minimum order quantity of 5. Below this, another red dashed box highlights the 'Quantity Intervals' section, which states that the product should be ordered in multiples of 2. The page also includes a 'Mandatory Items' section with a 'Sitting Room Chair' priced at £50.00 GBP / each, a 'Product Description' section, 'Product Specifications', 'Pricing and Quantity Terms', 'Reference Documents', and 'Accessories'.

**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 Interval: 5  
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**

Accessory	Price
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

£100.00 GBP / each  
\*Pricing Information  
Qty:

£100.00 GBP / each  
\*Pricing Information  
Qty:   
  
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](#)

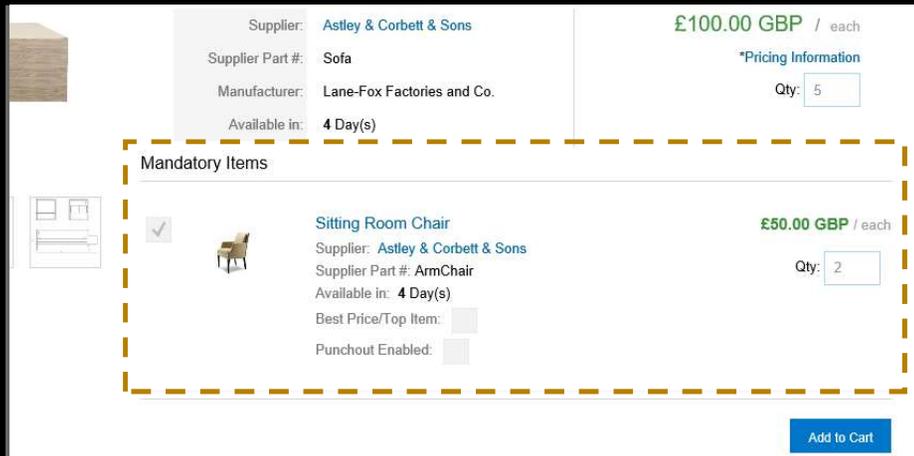
### Accessories

 **Soft Cushion**  
Astley & Corbett & Sons  
£15.00 GBP / each  
Qty: 1 [Add to Cart](#)

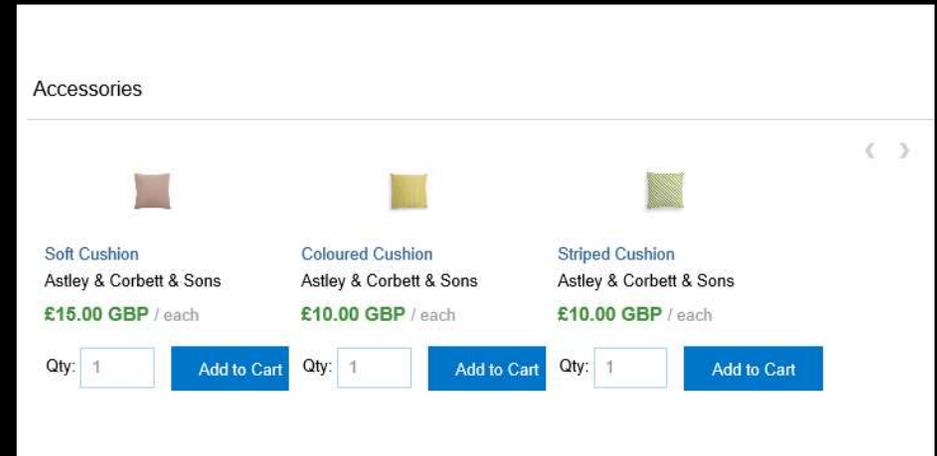
 **Coloured Cushion**  
Astley & Corbett & Sons  
£10.00 GBP / each  
Qty: 1 [Add to Cart](#)

 **Striped Cushion**  
Astley & Corbett & Sons  
£10.00 GBP / each  
Qty: 1 [Add to Cart](#)

# What the field looks like in the User Interface



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



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				
<input type="text" value="8"/>	* each	<input type="text" value="£100.00"/>	GBP	£800.00 GBP

Quantity must be specified in intervals of 2

<input type="text" value="1"/>	* each	<input type="text" value="£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

 [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](#)

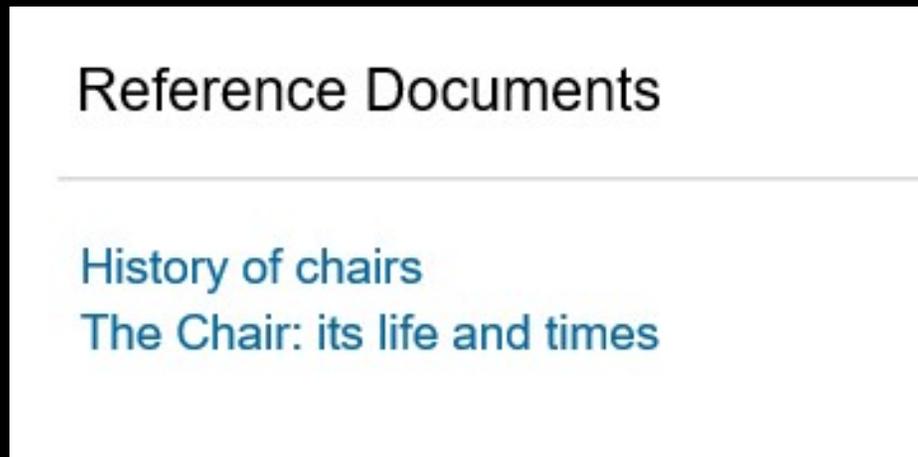
[Accessories](#)

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

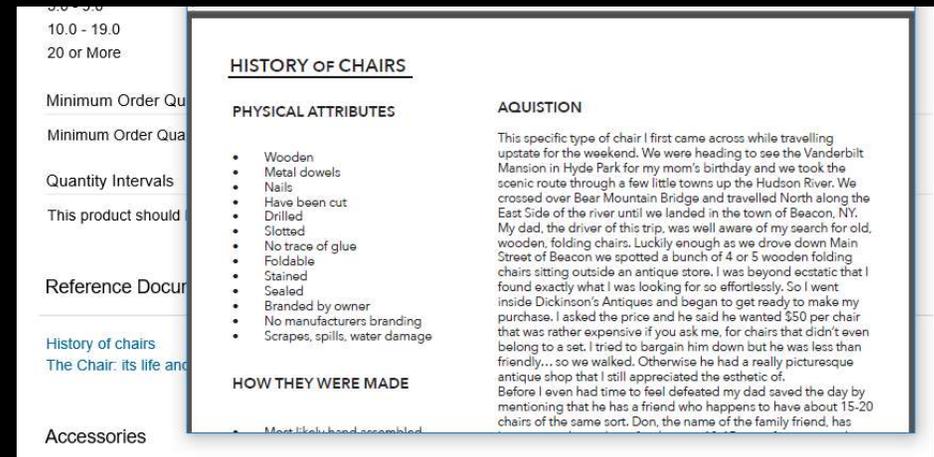
 [Coloured Cushion](#)  
Astley & Corbett & Sons  
**£10.00 GBP** / each  
Qty:  [Add to Cart](#)

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

# What the field looks like in the User Interface



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
<a href="https://abc.com/my_certificate.jpg">https://abc.com/my_certificate.jpg</a>	Certificate of Analysis	<a href="https://abc.com/my_video.wav">https://abc.com/my_video.wav</a>	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)