

# Account Administration Set Up

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How to **Create a Static Catalog** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

*“In order to facilitate streamlined procurement, I will need to create detailed product catalogues”*

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<b>Version Number</b>	1.0
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[Click here for further context on the Account Administration Set Process](#)

# Create a Static Catalog (1/5)

## Prepare for Catalog Creation:

1. Go to the [Rio Tinto - Supplier Portals – SAP Business Network site](#) and scroll down to the SAP Business Network Supplier Support section.
2. Under the Catalog & Integration Material section, click the dropdown arrow next to the **Static Catalog Template**
3. Select the download icon to download the template
4. This will now appear as in your Downloads; and on completion can be opened by selecting “Open file” or accessing this through your Downloads folder.



**Note:** Static catalogs can be used for service only vendors. Contact [RioTintoeCommerce@riotinto.com](mailto:RioTintoeCommerce@riotinto.com) to notify for testing.

RioTinto

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## SAP Business Network Supplier Support

Our aim is to offer top-tier support for our suppliers engaging with Rio Tinto on the SAP Business Network. Below are our comprehensive training material designed to assist with the core functions of SBN.

### Supplier playbook

Supplier Playbook

RioTinto

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### Catalog & integration material

Catalog Unit of Measure Listings	▼
PunchOut Catalog Template	▼
Static Catalog Guide	▼
Static Catalog Template	▼

Download all Add all to basket

£ LSE 53.44

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About Products Operati

### Catalog & integration material

Catalog Unit of Measure Listings	▼
PunchOut Catalog Template	▼
Static Catalog Guide	▼
Static Catalog Template	▼

Static Catalog Template XLSX | 51K

Download all Add all to basket

Downloads

rt-static-catalog-template.xlsx

Open file

# Create a Static Catalog (2/5)

## Prepare for Catalog Creation:

- Ensure that all fields are present, and the formats outlined for numbers and text are followed. SAP Business Network validates the syntax and semantics of catalog files
- Click **Sample Formats** to access examples of populated fields



**Note:** The template's Field Headings are colour coded:

**Red:** This data is required and must be populated

**Orange:** These data fields are optional, however it is preferred

**Green:** These data fields are optional

**Note:** Slide the *bar* to discover more fields

Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1 Domain	Value	Lead Time	Thumbnail	Image Normal	Image Detailed	Vendor
AN00000001	ABC001	Quad Electronics M500 4-Line Phone Business Cards. Qty 200 per box	10.5	EA	4-Line Phone System	UNSPSC	43000000	5	<a href="https://www.abc.com/PhoneTN.jpg">https://www.abc.com/PhoneTN.jpg</a>	<a href="https://www.abc.com/Phone.jpg">https://www.abc.com/Phone.jpg</a>	<a href="https://www.abc.com/Phone.jpg">https://www.abc.com/Phone.jpg</a>	
AN00000001	ABC003	Business Cards. Qty 200 per box	30	BX	Business Cards 200 qty	UNSPSC	43000000	8	Foldername/ImageNameTN.jpg	Foldername/ImageName.jpg	Foldername/ImageName.jpg	

**This sheet contains sample entries for some complex compound fields**

**This Sample Formats Sheet/Tab is optional and can be deleted.** (Data in this sheet will be ignored during upload)

**Using the Image field:**

Image			Image-1			Image-2		
Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed
<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>	<a href="http://www.idg.com/2772967/img.gif">http://www.idg.com/2772967/img.gif</a>

You can specify multiple Detail sub-fields and their purpose explicitly (**Normal, Thumbnail, Detailed**)

- You can add additional **Image** fields as needed. The naming and format above can be used if more than one Image set is to be used
- The order will default to the order in the column header (Image, Image-1, Image-2)

**Using the PriceConfiguration field:**

StartDate	EndDate	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound
		ARA10BSU	40.33	USD		
		ARA10BSU	21.87	USD		
2017-05-02	2017-08-01		50.0	USD		
2017-05-02	2017-08-01		40.0	USD		
		ARA10BSU	30.0	USD	0.9	
			7.03	USD		1

- If a **PriceConfiguration** field is used, then the **Amount** and **PriceCurrency** Detail sub-fields need to be specified
- If more than one **PriceConfiguration** set needs to be used, then it can be added with the structure shown above in **PriceConfiguration-2** and **PriceConfiguration-3**
- A **PriceKey** is a flexible, user-definable field whose value can be used to condition the price. It can be any field (Catalog field or otherwise). This field must be agreed upon by the Buyer and Supplier
- To configure a **PriceKey** to be used, the Buyer must contact SAP Aniba Customer Support to configure the field and make it available for creating price lookup keys
- For additional information on **PriceConfiguration**, please refer to Document CM-1048 - *Support for Determining Catalog Item Prices Dynamically* within your Help Center

# Create a Static Catalog (3/5)

## Creating and Publishing the Catalog:

- From the SBN Home Page navigate to and click the **Catalogs** drop-down, then, click **Customer Catalogs**
- Click **Create** to access the SAP Business Network Catalog Wizard
- Enter the Catalog **Name**. This becomes the "Subscription Name" for this Catalog that will not change. The format for this name is set by Rio Tinto.
- Enter a **Description** of the content of your Catalog
- Click **Next**



### Canada and US Format:

PurchaseOrg\_CompanyCode(s)\_Region\_Language\_EXT\_Vendor#\_VendorName | Example:  
RT42\_2601\_QC\_FR\_EXT\_100XXXXX\_SupplierABC

### Australia Format:

PurchaseOrg\_CompanyCode(s)\_Region\_EXT\_Vendor#\_VendorName | Example:  
2030\_2030\_AU\_EXT\_100XXXXX\_SupplierABC

**8** Catalogs

Customer Catalogs

Network Catalog

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test123	1	4460362Punchout.cif	CIF3.0	597 B		Ashwani Dhar	24 Apr 2021	Validated	
Rio Tinto - TEST	1001_1000_NT_EXT_100XXXXX_Bullivants	1	1001_1000_NT_EXT_10038743_Bullivants.xlsx	EXCEL	5 MB	Private	Danny Goyeneche	31 Jul 2020	Activated	31 Jul 2020

**9** Create

**10** Catalog Name: \* 2030\_2030\_AU\_EXT\_100XXXXX\_SupplierABC

**11** Description: Static Catalog for Test Supplier

**12** Next

# Create a Static Catalog (4/5)

## Creating and Publishing the Catalog:

13. Select your preferred **Visibility** setting by clicking on the relevant *radio button*
14. Select the relevant customer *checkbox* under **Customers**, which you would like the catalog to be visible to
15. If required to view the **Catalog Validation Rules**, click **View**
16. Review the **Content Rules**, click **Done**
17. Click **Next**



**Note:** If the customer is not listed, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them

SAP Business Network Enterprise Account

Create a New Catalog

13 Visibility:  **Private** - Only the selected customers that have a trading relationship with you can view and receive the catalog  
 **Public** - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

14 Customers

15 View

17 Next

SAP Business Network Enterprise Account

Catalog Validation Preferences

16 Content Rules

Done

Enter search text.

3 All 0 Cleansing 3 Validation 0 Enrichment

State	Name	Type	Execution Order	Category	Last Modified	Action
<input checked="" type="checkbox"/>	Short Name character limit	Validation	1	Error	06 August 2020 1:10 PM	Action
<input checked="" type="checkbox"/>	VendorID	Validation	2	Error	11 August 2020 6:51 PM	Action
<input checked="" type="checkbox"/>	Lead Time	Validation	3	Error	06 August 2020 1:10 PM	Action

# Create a Static Catalog (5/5)

## Creating and Publishing the Catalog:

18. Refer to **CIF, BMECat and Excel Templates/ Guidelines** for detailed information on content templates. Supported file types are: CIF, XML, XLSX and ZIP
19. Click on the **Catalog File Format** drop-down and select the relevant file format
20. Click **Choose File**
21. A pop-up window will appear in the top right-hand corner of your browser, locate and choose the *file* you wish to attach, then, click **Open**
22. Click **Validate and Publish**
23. The screen will indicate that the catalog is **Pending Buyer Validation**



**Note:** Refer to the **Notes** section for specific file/ attachment requirements

The screenshot shows the 'Create a New Catalog' page in SAP Business Network. The 'Catalog File Format' is set to 'EXCEL'. A file named 'test.xlsx' is selected in the 'Choose File' dialog. The 'Validate and Publish' button is highlighted. A 'Notes' section provides upload guidelines. An 'Open' file dialog is shown in the top right corner, displaying the selected file 'test.xlsx'.

18. **CIF, BMECat and Excel Templates/Guidelines**

19. **EXCEL**

20. **Choose File test.xlsx**

21. **Open**

22. **Validate and Publish**

**Notes:**

1. The recommended maximum upload file size is 200MB.
2. The Attachments and Images file must be compressed and uploaded in a .ZIP format. To download a free trial version of WinZip go to <https://www.winzip.com>.
3. For Japanese catalogs, Shift\_JIS encoding does not include some extended Japanese characters. To make the greatest number of types of characters available, use UTF-8 or MS932 encoding.

The screenshot shows the 'Catalogs' page in SAP Business Network. A table lists the created catalogs. The status of the 'Test' catalog is 'Pending Buyer Validation'.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test123	1	4460362Punchout.cif	CIF3.0	597 B		Ashwani Dhar	24 Apr 2020	Pending Buyer Validation	
Rio Tinto - TEST	1001_1000_NT_EXT_10038743_Bullivants	1	1001_1000_NT_EXT_10038743_Bullivants.xlsx	EXCEL	5 MB	Private	Danny Goyeneche	31 Jul 2020	Activated	31 Jul 2020

# Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.