

Catalog upload guide for suppliers (Ariba Network)

2026

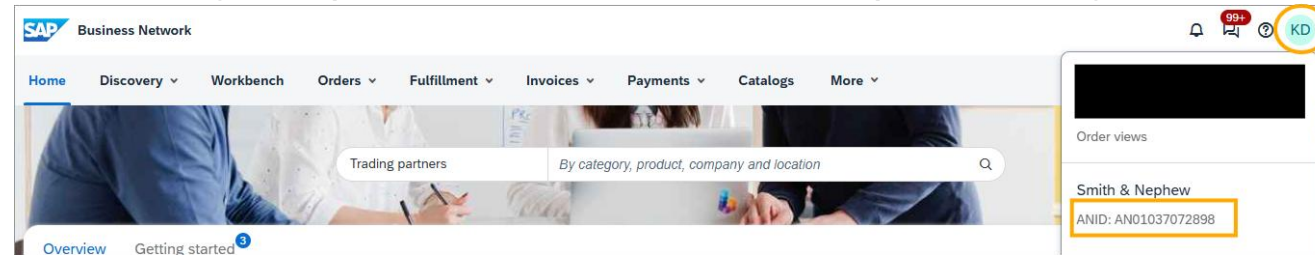
Smith+Nephew



Establishing Trading Relationship & TEST account setup **S+N**

1. If you are interested in creating a catalog for S+N through Ariba Network, a Trading Relationship Request (TRR) must first be established between your company and S+N Ariba account. In order to proceed please:

- + Share your Ariba Network ID (ANID) with our team. Your ANID can be found after logging into your account, by clicking on your initials in the right top corner. Below is an example showing S+N ANID:



- + By default your account is setup to "Automatically accept all relationship requests". If that is not the case, you need to manually approve it either by clicking the link from the e-mail notification or by going to: **Settings – Account Administration – Customer Relationships – Pending Requests**

„How to accept TRR” video guide - https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_r7o89fjy

2. Before uploading a catalog to Ariba Network Production environment you will be asked to upload it to Test. Ariba Network test environment is a safe workspace where buyers and suppliers can test electronic transactions and catalogs without affecting live production data.

- + „Create Test Account” video guide: https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_i0nae2kd

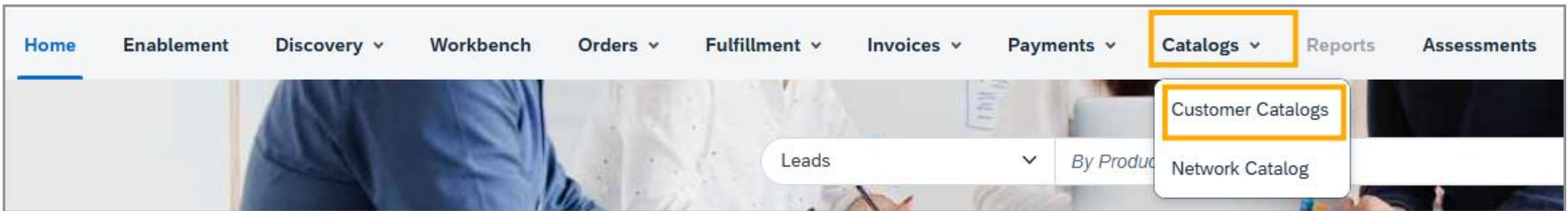
Note: for other Ariba Business Network video tutorials such as Ariba Network Account Overview, settings setup, and accessing Help Center you can visit <https://help.sap.com/docs/ariba-tutorials>

Uploading a catalog to Ariba Network (same steps for Test and Production environment)

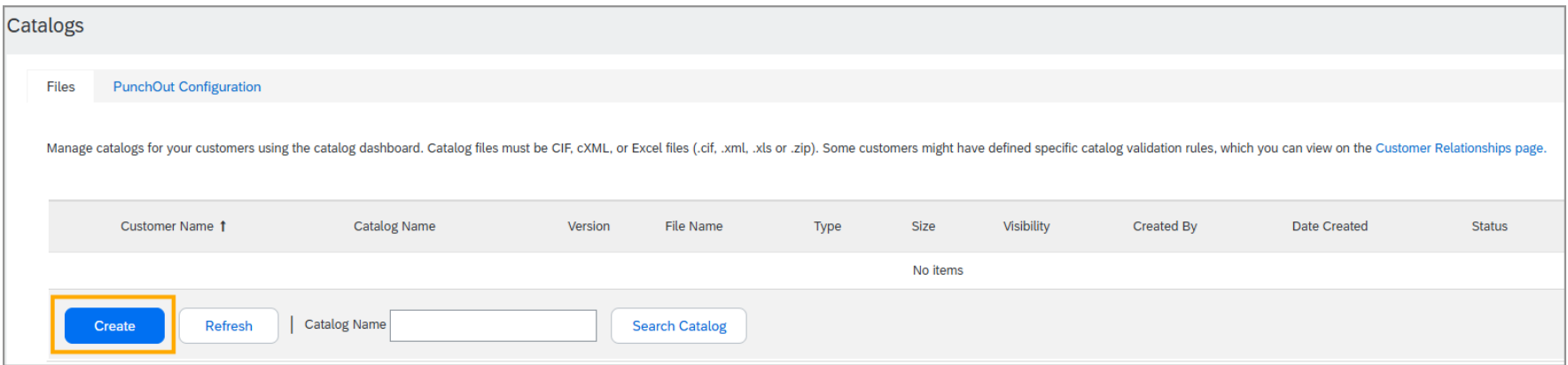


Once your test account is activated and the Trading Relationship is established, our team need to confirm that the configuration on our side is completed so you can proceed with uploading a catalog. Please note that you must be the Account Administrator or have a custom user role assigned with specific catalog permissions in order to proceed.

- 1. From homepage navigate to **Catalogs** tab in main menu and select **Customer Catalogs**



- 2. Once the **Catalogs** page appears click **Create**



3. In Create a New Catalog page, **Details** section enter **Catalog Name** and click **Next**. Please use specific naming convention as: Supplier Name_catalog type_country (example: ABC_CIF_Germany)

The screenshot shows the 'Create a New Catalog' interface. On the left is a sidebar with three steps: '1 Details' (selected), '2 Subscriptions', and '3 Content'. The main area has a header 'Create a New Catalog' with 'Next' and 'Exit' buttons. Below the header is a instruction: 'Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.' A red asterisk indicates required fields. The 'Catalog Name' field is highlighted with an orange box and contains a red asterisk. Below it are fields for 'PunchOut Level 1' (checkbox), 'Created By' (Ana D), 'Date Created' (Thursday 3 Sep 2026 12:51 PM GMT+02:00), and 'Description' (a large text area). A character count shows 'Characters left: 1000'. Below the description is a table for 'Commodities' with a header 'Description' and a 'No items' message. At the bottom of the commodities section are 'Delete' and 'Add' buttons. The 'Next' button at the bottom right of the form is also highlighted with an orange box.

Note: Please leave Commodities section blank. Instead of using standard UNSPC commodity codes S+N is using custom codes available in the link below. You will be asked to fill them in accordingly at a later step when preparing the CIF catalog upload file.

<https://smith-nephew.stylelabs.cloud/api/public/content/6d6d1c1e996442999a042ec531a1b56e?v=7a483883>

4. In Subscriptions section, select the **Visibility** type, from your Customers list below find and select Smith & Nephew, Inc., and click **Next**

Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

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

Customers

☐	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
☒	Smith & Nephew, Inc	View	Pending Validation

Previous Next Exit

Note: by clicking View under **Catalog Validation Rules** you can check S+N specific information

Catalog Validation Preferences

Done

Customer Name: Smith & Nephew, Inc - TEST

UNSPSC version: ⓘ 12.2

Disable commodity code (UNSPSC) checking: No [View Buyer Specific Validation Rules](#)

Disable Unit of Measure (UOM) checking: No [View Buyer Specific Validation Rules](#)

Ignore zero (0) price values: No [View Buyer Specific Validation Rules](#)

Your buying organization has defined specific catalog validation rules. You can [punch in](#) to the customer's site to view them.

Done

5. In Content section click **Chose File** to pick your catalog file* and click **Validate and Publish**

Create a New Catalog

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click **Help** at the top of the page.

UPLOAD YOUR CATALOG FILE

! The default UNSPSC version is 25.09, so if you want to upload a public catalog for lower version, please mention the version name in the file under CODEFORMAT section. the format should be "UNSPSC_version number".

Choose File No file chosen

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Manage content for your catalogs. Download and edit these catalog files.

Template File

[CIF 3.0 Catalog Excel Template](#)

CIF and cXML Example Files

[CIF 2.1 Catalog Example](#)
[CIF 3.0 Catalog Example](#)
[CIF 3.0 Services Example](#)
[cXML Example](#)

Notes:

1. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. The maximum size of catalogs in Excel format, either compressed with a zip utility or uncompressed, is 1MB.
2. Use a zip utility to compress any catalog file in CIF or cXML format larger than 10MB before uploading it. Zipped files must have a .ZIP file extension. 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.

Note:

Please use below CIF Converter template to prepare the catalog file for upload:

<https://smith-nephew.stylelabs.cloud/api/public/content/3a4d5ef902144dc0ba1a2b5c6ffdc5?v=88454cce>

To fill in the CIF Converter correctly please follow the CIF Converter Instructions:

<https://smith-nephew.stylelabs.cloud/api/public/content/82234553407a41a19005cec6e82b5096?v=3102c018>

6. Published catalog will initially be in “**Pending Buyer Validation**” status and will be sent to us automatically. Our team will validate, approve, and make the catalog available for use.

Catalogs

Files

PunchOut Configuration

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which you can view on the [Customer Relationships page](#).

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Smith & Nephew, Inc	test	1	TEST CIF File	CIF3.0	9 KB	Private	Ana D	3 Sep 2026	Pending Buyer Validation	

↳

View/Edit

Test

Delete ▾

Create

Refresh

Catalog Name

Search Catalog

Once fully enabled for our employees the catalog will appear in “**Activated**” status

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Smith & Nephew, Inc	test	1	TEST CIF File	CIF3.0	9 KB	Private	Ana D	3 Sep 2026	Activated	3 Sep 2026

↳

View/Edit

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Delete ▾

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Catalog Name

Search Catalog

Note: After testing successfully completed you will be asked to proceed with the same steps in Production.

In case of issues and questions regarding Smith+Nephew catalog enablement contact Enablement.Ariba@smith-nephew.com