



# **SAP Business Network for Deutsche Bahn**

## **DB Marktplatz**

**Guide for creating catalogs in Excel format**

---

**Version 4.0**

---

**24.04.2024**

---

**DB Marktplatz**

---

# DB Marktplatz

## Guide for creating catalogues in Excel format

1.	Introduction.....	4
2.	Description of the fields in the Excel catalog .....	5
	Column A: Supplier ID .....	6
	Column B: Supplier Part ID.....	6
	Column C: Item Description (incl. Product availability) .....	6
	Column D: Unit Price .....	7
	Column E: Unit of Measure .....	8
	Column F: Short Name .....	9
	Column G-F: Classification Code/Domain & Value .....	9
	Column I-K: Image-1/Thumbnail Normal Detailed .....	9
	Column L-N: Image-2/Thumbnail Normal Detailed .....	10
	Column O-P: Manufacturer Part ID/ Manufacturer Name .....	10
	Column Q-R: Supplier URL und Manufacturer URL .....	10
	Column S: Lead Time.....	11
	Column T: Market Price .....	11
	Column V: Language .....	11
	Column W: Currency .....	11
	Column AF-AG: MinimumQuantity und QuantityInterval .....	11
	Column AH-AI: Parametric Name und Parametric Data .....	12
	Column AJ-AK: Attachments-1: Source & Description .....	14
	Column AP-AV: PriceConfiguration.....	14
	column BK-BL: RelatedItems-1.....	15
	column BQ: Keywords .....	16
	column BR: DBGreen.....	16
	Column BS: EAN .....	16
	Column BT: GHS (Hazardous substances) .....	16
	Column BU: SAPMaterialNumber .....	17
	Column BV: cus_dbcode.....	17
3.	Product labeling (Summary) .....	18
	3.1 Hazardous substance labeling .....	18
	3.2 “This is green” .....	18
	3.3 Items that are hazardous and environmentally friendly at the same time .....	18



4.	Formatting and uploading the catalog .....	19
4.1	Catalog upload.....	19
4.2	Catalog update .....	20
4.3	Catalog Status Email Notifications.....	22
5	Contact .....	24

## 1. Introduction

These instructions provide an explanation of the catalog creation on the basis of the DB-specific catalog template. The template consists of two workbooks. The workbook headers should usually remain unchanged. The LOADMODE only needs to be adjusted from F (full) to I (incremental) for particularly large catalogs that cannot be loaded completely but only incrementally (relevant for particularly large catalogs with more than 100,000 items).

The catalog items are defined in the Items workbook. Each line in the workbook corresponds to a catalog item. The attributes of the respective item are defined in the columns. The first eight columns (A-H) are mandatory fields (marked in blue). Filling the associated cells with permissible values is an essential requirement for a successful catalog upload. In addition to the mandatory fields, optional and desired fields are also shown in the catalog template. In particular, the fields marked in green should be filled for an optimal display of your items.

Column colour	definition
	Technical required field from SAP Ariba
	required field from DB
	optional

For a detailed description of the cells, please check the comments in the respective columns in the attached Excel catalog template (DB Excel template).

### Comments in the Excel template

	A	B	C	D	E	
1	Supplier ID	Supplier Part ID	Item Description	Required		Sho
2				Detailed Description of the product or service.		
3	AN0040024320	000001	Beispiel-Artikel1 - Langbeschreibung - Colors - (sichtbar in der Detailsicht)	Formatting via <b>HTML</b> .		name
4	AN0040024320	222222	Beispiel-Artikel2 - Langbeschreibung - Clothing_Size (sichtbar in der Detailsicht)	Type: String		name
5	AN0040024320	22256	Beispiel-Artikel3 - Langbeschreibung - Shirt_Size - (sichtbar in der Detailsicht)	Length: 2000 bytes		name
6	AN0040024320	8822	Beispiel-Artikel4 - Langbeschreibung -Trousers_Size (sichtbar in der Detailsicht)	1000.00	C62	Testartikel - Dieser Kurzname
7	AN0040024320	7799	Beispiel-Artikel5 - Langbeschreibung - Shoes_EU (sichtbar in der Detailsicht)	0.75	C62	Testartikel - Dieser Kurzname
8	AN0040024320	100089	Beispiel-Artikel6 - Langbeschreibung -Shoes_US (sichtbar in der Detailsicht)	34.00	C62	Testartikel - Dieser Kurzname
9	AN0040024320	564789	Beispiel-Artikel7 - Langbeschreibung -Handgloves_EU (sichtbar in der Detailsicht)	56.00	C62	Testartikel - Dieser Kurzname
10	AN0040024320	963244	Beispiel-Artikel8 - Langbeschreibung - Handgloves_US (sichtbar in der Detailsicht)	4.25	C62	Testartikel - Dieser Kurzname

The attached template is filled with eight test items to illustrate how the corresponding cells are to be filled. Please remove these from the template before you start creating the catalog.

## 2. Description of the fields in the Excel catalog



Testartikel - Dieser Kurzname erscheint in den Suchergebnissen	<b>Short name (column F)</b>
From DBM Test Supplier Beispiel-Artikel1 - Langbeschreibung - Colors - (sichtbar in der Detailansicht)	<b>Item description (column C)</b>
Available in 1 day	<b>Lead time (column S)</b>
Quantity - 1 + one Minimum order quantity: 1 You must order a multiple of: 1	<b>Minimum quantity &amp; quantity interval (column AF, AG)</b>
Pricing options Quantity of 1 - 14 €1.00 EUR / one Quantity of 15 - 99 €0.90 EUR / one Quantity of 100 + €0.80 EUR / one	<b>Pricing options (column AP-AV)</b>
Color * blau blaugrün braun cyan gelb gold grün indigo lila rosa magenta navy oliv orange pink rot schwarz silber türkis violett weiß	<b>Parametric data (Column AH &amp; AI)</b>
<a href="#">Add to cart</a> <a href="#">Add to favorites</a>	

Mandatory items

	Testartikel - Dieser Kurzname erscheint in den Suchergebnissen DBM Test Supplier 0040024320 <b>€34.00 EUR /one</b>	<b>Related items (columns BK - BP)</b>
--	---	--

Specification

Supplier Part #:	000001	<b>Item details (columns B, O, P, S, BR-BV)</b>
Manufacturer:	HerstellerABC	
Manufacturer Part #:	ABC12345	
Available in:	1 Day(s)	
Green:	No	
CatalogID:	Excel Katalog	
Color:	rot, orange, gelb, grün, blau, lila, braun, magenta, cyan, oliv, navy, türkis, silber, gold, rosa, blaugrün, indigo, violett, pink, schwarz, weiß, grau	
DB Certified:	No	
ECO-friendly:	No	
SAP Material Number:	DBT.09.N041	
Contract:	C999	

Follow-up Products

	<b>Related items (columns BK - BP)</b>
--	--

Reference documents

SDB	<b>Attachments/related documents (columns AJ - AO)</b>
- 10 + one	

## Column A: Supplier ID

Required field. Please insert the Ariba Network ID (starts with AN) for each item. This is assigned when you register on the Ariba Network and can be checked in your account details (in the right corner on your Ariba account) When creating a test catalog, add "-t" to the Ariba Network ID (AN ID).

Example productive account: AN123455679

Example test account: AN123455679-t

## Column B: Supplier Part ID

Required field. Item numbers are inserted here. Please note that item numbers may not be assigned twice within a catalog.

example: DB123456.S, 999939, ABC345

## Column C: Item Description (incl. Product availability)

Required field. The item description of the item is used to clearly describe the item and precisely represents the properties that are necessary for the purchase decision. You are welcome to use the description from your webshop, if available.

In order to improve the clarity and legibility of the item description, the information should be structured in a meaningful way and laid out using HTML line breaks ("`<br>`").

Commercial and logistical information, such as prices, delivery times, minimum order quantities, etc., do not belong in the item description, but should be transmitted using the fields provided.

### Product availability:

Remember to keep the catalog up to date. If the products are not available, a catalog update should be carried out.

A direct connection to your website is possible so that the user can always make sure of the current availability of the product (before ordering).

If you show product availability on your website, for example by means of traffic lights or the exact number of items, you can link to your website from the DB Marktplatz catalog. This page should be a just an information page without the possibility of adding the product to the shopping cart.

For our users, it is very important to know whether you have the desired product in stock or not.

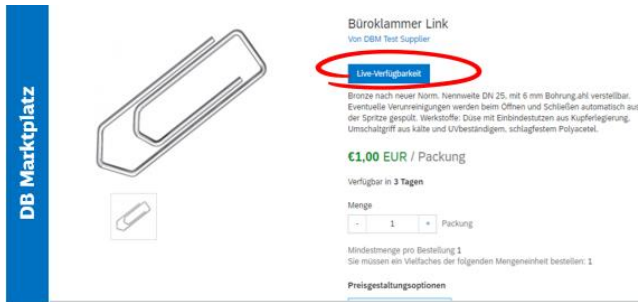
To link the product availability, place the following HTML code at the beginning of the long description:

```
<br><br><a href="https://lieferanten-website.de/beispiel/produkt-xyz"
class="btn-small btn-primary" target="_blank">Live-
Verfügbarkeit</a><br><br>Hier beginnt die ausführliche Produktbeschreibung
des Artikels
```

If you have any questions about implementation, please contact the DB Marktplatz team ([supplierintegration@deutschebahn.com](mailto:supplierintegration@deutschebahn.com)).

example:

item view in DB Marktplatz



item view on supplier's website after punching out



### Column D: Unit Price

Required field. The unit price of the respective item must be specified here. Please note that the price must be separated by a point and not a comma.

example: 23.34, 933.34, 12.33

## Column E: Unit of Measure

Required field. Please insert the respective unit of measure (UN_UoM) here. The following units of measure are permitted: UN-UoM	Name
BE	BUNDLE
BG	BAG
BJ	BUCKET
BLL	BARREL
BO	BOTTLE
BX	BOX
C62	UNIT
CA	CAN
CR	CRATE
CS	CASE
CT	CARTON
DAY	DAYS
DR	DRUM
EA	EACH
GRM	GRAM
HLT	HECTOLITER
HUR	HOURS
KGM	KILOGRAM
KMT	KILOMETERS
KWH	KILOWATT HOUR
LS	LUMP SUM
LTR	LITER
MIN	MINUTES
MTK	SQUARE METER
MTQ	CUBIC METER
MTR	METER
PA	PACKET
PF	PALLET (LIFT)
PK	PACKAGE
PR	PAIR
RO	ROLL
SA	SACK
SET	SET
ST	SHEET
TNE	METRIC TON
TU	TUBE
WEE	WEEK
ZZ	MUTUALLY DEFINED



## Column F: Short Name

Required field. The short text of the item should be the clear, explanatory description or the name of the item. It should not contain any abbreviations that are unusual in common parlance. If there are several comparable items, it should be possible to differentiate between the items using the short text, in which the corresponding properties such as color or size (if no parameters have been stored in the catalog) are included in the short text. Please note that a maximum of 80 characters are displayed, anything longer will be automatically cut off.

example: Gore-Tex Handschuh, schwarz, Gr.: 10, Samsung LED TV, weiß, 55 Zoll, Fujitsu Monitor 21 Zoll

## Column G-F: Classification Code/Domain & Value

Required field. In column G (Domain), please add eclass in each cell (lower case letters must be respected).

Example: eclass

In the column F (Value) the product group of the corresponding item according to eclass version 8.1. codified (see [www.eclass.de](http://www.eclass.de)). The eClass of the 4th level should always be specified. If an eclass number ends in "00", this is an indication that the 4th level is not being used. In this case, please check the eclass.

If you have any questions about the eclass classification, please contact the DB Marktplatz team

example: 27370420

## Column I-K: Image-1/Thumbnail Normal Detailed

Required field from DB. Please insert the file name of the illustration in each cell. Each item should have at least one image that shows the item as precisely as possible and without accessories. Additional images can also be added, which are shown in the detailed view of the item. The following information must be observed when providing images:

- For static images that are uploaded via zip file, the recommended image size is 250 x 250 pixels, max. 90 KB. The images must be located directly in the zip folder and must not be in another subfolder.
- For dynamic images that are integrated via hyperlink (URL), the recommended image size is 500 x 500 pixels, max. 90 KB. It must be linked directly to the picture.
- For manufacturer logos in punchout catalogs, the maximum size is 400 x 400 pixels.
- The images must be in JPEG, PNG or GIF format and use the "RGB" color space.
- The image file name in the catalog must be the same as the file name in the attachment (please note upper and lower case, also with file extensions!)
- The image file name must not contain any spaces and special characters.

In order to enable a correct representation of the items images in the DB Marktplatz, it is necessary to enter three different image types (thumbnail, normal and detailed). Please enter the same images in all three fields.

example: exampleitem1.jpg, exampleitem-A.png, <https://www.lieferanten-webseite.de/bild1.jpg>

### Column L-N: Image-2/Thumbnail Normal Detailed

Optional. If you want to provide a second version of the image, it can be done here.

example: exampleitem2.jpg, exampleitem-B.png, <https://www.lieferanten-webseite.de/bild2.jpg>

You can specify other image versions, **hazardous substance** pictograms or **environmental labels** here.

The hazardous substance pictograms, “That’s green.” - the DB label and all other environmental seals are included in the “DB Marktplatz Supplier Package” and can be sent to you by the DB Marktplatz team on request.

The seals that apply to an item are to be referenced according to the product images.

Any number of images can be added by copying the three columns (e.g. L-N) and continuously increasing the image number:

- Image-3 / Thumbnail Normal Detailed
- Image-4 / Thumbnail Normal Detailed
- Image-5 / Thumbnail Normal Detailed
- Etc.

How images are referenced and what must be taken into account can be found in Image-1.

example: exampleitem3.jpg, exampleitem-C.png, <https://www.lieferanten-webseite.de/bild3.jpg>

I	J	K	L	M	N	O	P	Q
Image-1			Image-2			Image-3		
Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed	Thumbnail	Normal	Detailed
Diesin.jpg	Diesin.jpg	Diesin.jpg	ghs05.jpg	ghs05.jpg	ghs05.jpg	ghs07.jpg	ghs07.jpg	ghs07.jpg

### Column O-P: Manufacturer Part ID/ Manufacturer Name

Recommended if available. Manufacturer item no. can be identical with the supplier item no.

The manufacturer of the product must be specified for the manufacturer name

### Column Q-R: Supplier URL und Manufacturer URL

Recommended for more information. The URL including the interprotocol http:// or https:// must be specified. The supplier’s prices may not be displayed on the target website.

### Column S: Lead Time

Required field from DB. Please specify the delivery time in days as agreed in the framework contract. For example, if you have "1 week" delivery time, enter "7".

The delivery times should be the reality and we expressly ask for an adjustment in the catalog if you cannot comply the specified delivery time for an item.

example: 3

If an item is not available, please update the catalog immediately, but no later than the next working day.

### Column T: Market Price

Price is not displayed, field is optional for suppliers. Please indicate the framework contract prices in the "Unit Price" field.

Example: 1.22

### Column V: Language

Required field from DB.

Example: de\_DE

### Column W: Currency

Required field from DB. Please enter "EUR".

Example: EUR

### Column AF-AG: MinimumQuantity und QuantityInterval

Required field from DB. Please indicate the minimum order quantity and in which order quantity interval it can be ordered that it is more than "1 piece". For example, if the item just can be sold in packaging units, this can be defined here (see example with 25 pieces).

example:

MinimumQuantity	QuantityInterval
50	1

At least "50 pieces" can be ordered and increased as required from 50 pieces.

MinimumQuantity	QuantityInterval
25	25

At least "25 pieces" can be ordered and increased in steps of 25.

## Column AH-AI: Parametric Name und Parametric Data

Optional. It can be useful to set parameterized items, e.g. B. for trousers in different sizes of clothes or paper in different colors. There are a few things to consider when maintaining these two fields (see below).

example:

AK	AL
Parametric Name	Parametric Data
System:Parameter	{Parameter=(S,M,L,XL,2XL,3XL)}
System:Parameter	{Parameter=(S,M,L,XL,2XL)}
System:Parameter	{Parameter=(XS,S,M,L,XL,2XL,3XL)}

If parameters will be implemented, please contact the DB Marktplatz team.

### Possible approach for parametric data:

There are several ways of offering parameterized items, such as trousers in sizes S, M, L, XL, 2XL & 3XL, in a catalog in Ariba. In the following steps, we will roughly outline a path that we have already implemented with other suppliers:

#### requirement:

The price and the "Supplier Part ID" are fixed and do not change when different parameters are selected

#### Steps:

1. Please create a column "**Parameter**" and a column "**Alternative item number**" in your **backend system** if you do not already have these columns in your backend
2. Please create a mapping table together with the specific catalog item number and the columns parameters and alternative item numbers mentioned in point 1, this will be of great importance later.
3. A parameterized item in the Ariba Excel catalog contains the "**alternative item number**" in the "**Supplier Part ID**" field, the "**Parametric Name**" field is assigned "**System:Parameter**" for all parameterized items and the parameters are entered in the "Parametric data "analogous to the form" {Parameter = (S, M, L, XL, 2XL, 3XL)} "created.

### ! Allowed parameter values !

The value of the parameter that is sent to the system when ordering must not contain any of the following characters:“,”

- “.”
- “ ”
- “/”

The names of the parameters that you transmit to us will be adapted by us in accordance with the following rules:“/” wird mit einem “-” ersetzt

- “.” & “,” are replaced with a “\_”
- “ ” (spaces) are removed

The parameter values modified by us are used in an order. Using the example of a pair of trousers with the parameter “Gr. L ”means that the parameter value“ Gr\_L ”is used in the order in the DB Marktplatz and in your case in the Ariba Network.

4. In the "xml imports" from the Ariba Network, the mapping table created in point 2 is used to determine the unique "catalog item number" of your backend with the combination of "selected parameters" + "alternative catalog item number" is ordered.
5. The "alternative item number" and the "parameter" must be entered in the invoice so that the invoice can be assigned to the order of the item in the DB Marktplatz in our backend system.

## Column AJ-AK: Attachments-1: Source & Description

Optional, recommended from DB. File attachments are used, for example, for technical data sheets, safety data sheets or certificates and should always have a correct description that users can see in the overview of the file attachments.

Hyperlinks should be used for the following use cases:

- Direct link with the item page of the supplier or manufacturer (e.g. to provide further descriptions or availabilities)
- Videos about the item
- 3D representation of the item (e.g. on the manufacturer's website)

Static file attachments must not contain any spaces, special characters or umlauts in the file name (see images). Always enter the full file name including the file format.

Example:

AJ	AK
Attachments-1	
Source	Description
<a href="https://www.lieferanten-webseite.de/anhaenge/datenblatt1.pdf">https://www.lieferanten-webseite.de/anhaenge/datenblatt1.pdf</a>	Datenblatt
technisches-datenblatt-2.pdf	Datenblatt

## Column AP-AV: PriceConfiguration

Optional, to be filled according to the framework agreement.

Only if you enable graduated prices, enter the standard price in PriceConfiguration-1 as in "Unit Price" (column D) and the first price scale then begins at PriceConfiguration-2.

The following fields must be filled in here:

- Amount (price)
- PriceCurrency (currency)
- Lowerbound (relay)

Please do not enter a validity date (StartDate and EndDate)!

Graduated prices can be extended as required via numbering. As with images or attachments, the corresponding fields can be copied and the numbering increased in each case (see column AW-BJ PriceConfiguration-2, PriceConfiguration-3 ff.).

Example:

AP	AQ	AR	AS	AT	AU	AV
PriceConfiguration-1						
StartDate	EndDate	PriceKey	Amount	PriceCurren	PriceFactor	Lowerbound
			5.10	EUR		1

AW	AX	AY	AZ	BA	BB	BC
PriceConfiguration-2						
StartDate	EndDate	PriceKey	Amount	PriceCurren	PriceFactor	Lowerbound
			4.59	EUR		6

BD	BE	BF	BG	BH	BI	BJ
PriceConfiguration-3						
StartDate	EndDat	PriceKey	Amount	PriceCurrency	PriceFactor	Lowerbound
			4.34	EUR		10

### column BK-BL: RelatedItems-1

Optional, recommended from DB. Several items can be linked with one another via item references, for example to store accessories for an item or alternative items.

Reference items are displayed at the end of the product detail page. Linking is only possible within a catalog.

The following types of references can be used:

- accessories
- similar (alternative / similar item)
- sparepart (spare part)
- mandatory (mandatory item that must be purchased for the item)

Several item references can be extended as required via numbering. As with images or attachments, the corresponding fields can be copied and the numbering increased in each case (see column BM-BP RelatedItems-2, RelatedItems-3 ff.).

Example:

BK	BL
RelatedItems-1	
Type	Supplier Part ID
accessories	ABC345

### column BQ: Keywords

Required field from DB. Keywords are important for searching within the DB Marktplatz, so it is important that alternative search terms, synonyms or other contextual terms, etc. be deposited. They are not visible to the user.

If an item is no longer available and a successor item is added to the catalog, the previous item no. to maintain.

Enter up to ten item-relevant keywords. Separate multiple keywords with a comma.

Avoid verbs, adjectives, subjunctive words, connective words (e.g. "with", "for", "with", "and", etc.); Enter the manufacturer name and other properties that are already used in other fields in the catalog.

Example: Synonym 1, Synonym 2, Predecessor Item No. 1112

### column BR: DBGreen

Optional. Only enter "true" if it is an "this is green" item. You can find detailed information on this in Chapter 4.2 on product labeling.

Example: true

BS
DBGreen
true

### Column BS: EAN

Recommended. If EANs are available, please fill in.

Example: 4030385019348

### Column BT: GHS (Hazardous substances)

Required field for hazardous substances. Please note the capitalization (GHS) here. Enter several GHS labels separated by commas and with spaces.

Please refer to the manufacturer's instructions on the products or in the product data sheets to find out which hazardous substance symbol is present.

If items are declared as hazardous substances, safety data sheets (see attachments) and hazardous substance pictograms (see images, for example "Image-2") must also be given.

Example 1: GHS02

Example 2: GHS02, GHS07

GHS
GHS05, GHS09
GHS02, GHS07
GHS05



A solid red horizontal bar is located at the top left of the page.

**Column BU: SAPMaterialNumber**

Optional. Only to be filled after consultation with the purchasing department.

**Column BV: cus\_dbcode**

Optional. Only to be filled after consultation with the purchasing department.

### 3. Product labeling (Summary)

This chapter gives you an overview of how product identifications are maintained in the catalog. You can find detailed descriptions of the individual fields in Chapter 2.

#### 3.1 Hazardous substance labeling

For the labeling of hazardous substances, please maintain the following fields:

- Image-2: GHS pictograms
- Attachment-1: Safety data sheets
- GHS: GHS marking

#### 3.2 “This is green”

For the labeling of environmentally friendly products, please maintain the following fields:

Image-2: „this is green” label

- Attachment-1: Product data sheets

Environmentally friendly items are those items that are recommended by DB AG Purchasing due to their particularly sustainable features or properties.

Only those items are marked as environmentally friendly that carry the established environmental label:

- Blue Angel
- Nordic Swan
- EU Ecolabel
- TCO
- Organic label
- FSC
- PEFC

#### 3.3 Items that are hazardous and environmentally friendly at the same time

If an item is labeled as a hazardous substance and also has one or more of the environmental seals, this item should

- continue to be listed as a hazardous substance,
- continue to be labeled as "environmentally friendly" and
- contain the environmental labels (image files, product sheets).

However, the DB label "This is green." (The image file) may NOT be used on this item.

In this case, please note the order of the image files:

1. Item images
2. ghs pictograms
3. Environmental seal ("Blauer Engel", "Nordic Swan", "EU Ecolabel", "TCO", "Bio-Label", "FSC" or "PEFC")

## 4. Formatting and uploading the catalog

Before uploading the catalog over the SAP Business Network, it has to be guaranteed that

- all cells in both workbooks (headers & items) are formatted to text.
- The "Instructions" and "Sample Formats" worksheets are removed.

### 4.1 Catalog upload

For the upload log in to the [SAP Business Network](#) and navigate to the menu item "Catalogs". If you are uploading a catalog for the first time, create a new catalog subscription:

Customer Name ↑	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
<input type="radio"/> Deutsche Bahn AG - TEST	C140000999	2	C140000999-DB.xml	BMECAT	31 KB	Private	Nora Philipp	19 Apr 2023	Validated by Customer	19 Apr 2023
<input type="radio"/> Deutsche Bahn AG - TEST	C140000999	1	C140000999-DB.xml	BMECAT	31 KB	Private	Nora Philipp	19 Apr 2023	Pending Buyer Validation	
<input type="radio"/> Deutsche Bahn AG - TEST	C140000123	3	Catalog_C140000123_DB.xlsx	EXCEL	77 KB	Private		18 Apr 2023	Activated	18 Apr 2023
<input type="radio"/> Deutsche Bahn AG - TEST	Test SA Catalog	2	ExcelTemplate-2020-03-25_TEST SA Supplier.xlsx	EXCEL	38 KB	Private	Agata Pinske	12 Apr 2021	Deactivated	18 Apr 2023
<input type="radio"/> Deutsche Bahn AG - TEST	Test SA Catalog	1	emptyExcelTemplate-2020-03-25_TEST SA Supplier.xlsx	EXCEL	41 KB	Private	Agata Pinske	9 Apr 2021	Deactivated	12 Apr 2021

When uploading via the SAP Business Network for the first time, enter the catalog name in the first step "Details" (starting with "C"). You will receive this from the DB Marktplatz team.

In the next step "Subscriptions" you set the visibility to "Private" and check the box for the customer Deutsche Bahn AG.

**Subscriptions**

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 ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/> Customers ↑		
<input checked="" type="checkbox"/> Deutsche Bahn AG - TEST	View	Pending Validation

In the last step, upload the Excel catalog file including the attachments (if you have created a separate image file and do not use URLs for the attachments). Please make sure that you select EXCEL for the catalog file format, otherwise the upload will fail.

## 4.2 Catalog update

When updating the catalog, you will overwrite the corresponding catalog version. To do this, select the corresponding catalog and click the "View/Edit" button (the catalog name remains the same).

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Deutsche Bahn AG - TEST	C140000999	2	C140000999-DB.xml	BMECAT	31 KB	Private	Nora Philipp	19 Apr 2023	Validated by Customer	19 Apr 2023
Deutsche Bahn AG - TEST	C140000999	1	C140000999-DB.xml	BMECAT	31 KB	Private	Nora Philipp	19 Apr 2023	Pending Buyer Validation	
Deutsche Bahn AG - TEST	C140000123	3	Catalog_C140000123_DB.xlsx	EXCEL	77 KB	Private	Nora Philipp	18 Apr 2023	Activated	18 Apr 2023
Deutsche Bahn AG - TEST	C140000123	2	ExcelTemplate-2020-03-25_TEST SA Supplier.xlsx	EXCEL	38 KB	Private	Agata Pirske	12 Apr 2021	Deactivated	18 Apr 2023
Deutsche Bahn AG - TEST	C140000123	1	emptyExcelTemplate-2020-03-25_TEST SA Supplier.xlsx	EXCEL	41 KB	Private	Agata Pirske	9 Apr 2021	Deactivated	12 Apr 2021

At the first step "Details" no editing is necessary and you click on "Next".

**SAP Business Network** - Standard Account

1 Details

2 Upload Catalog File

3 Content

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

Catalog Name: Test SA Catalog  
 File Name: Catalog\_C140000123\_DB.xlsx  
 Created By: Nora Philipp  
 Date Created: Tuesday 18 Apr 2023 5:16 PM GMT+02:00  
 Version: 3  
 Size: 77 KB  
 Item Count:  
 Type: EXCEL  
 Status: Published

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities:

No items

Delete Add

Next Exit

In the next step "Upload Catalog File" you upload the Excel catalog file including the attachments (if you have created a separate image file and do not use URLs for the attachments):

**SAP Business Network** - Standard Account

1 Details

2 Upload Catalog File

3 Content

UPLOAD YOUR CATALOG AND ATTACHMENT FILES

Catalog File Format: EXCEL

Catalog File:  Catalog\_...00123.xlsx

Images and Attachments File:  C140000...hments.zip

After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion.

Validate and Publish

[Download Templates/Guidelines](#)

CIF, BMECat and Excel Templates/Guidelines

CIF 2.1 Catalog Example  
 CIF 3.0 Catalog Example  
 CIF 3.0 Services Example  
 Excel Catalog Example  
 BMECat Guidelines

Notes:

- The recommended maximum upload file size is 200MB.
- 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>.
- 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.

Previous Exit

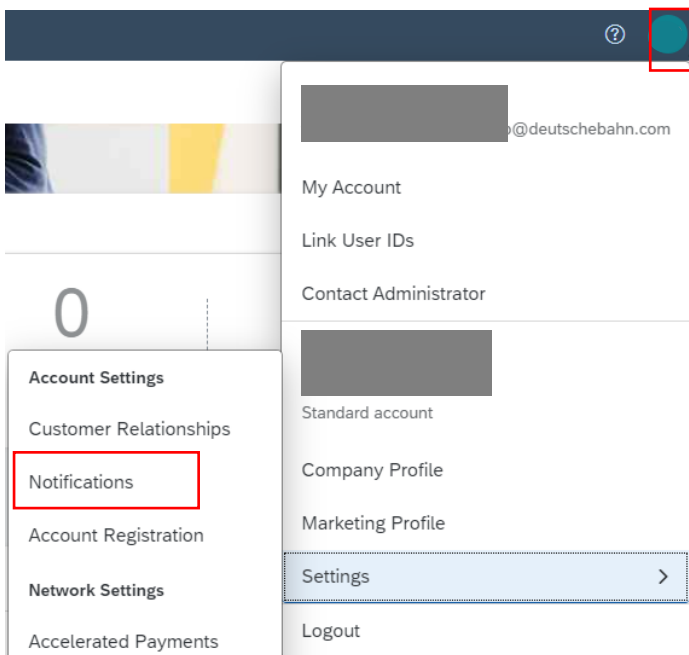
After you press the button "Validate and Publish", the page loads for a moment. After a successful systemic catalog check, you will be automatically redirected to the catalog overview:

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Deutsche Bahn AG - TEST	C140000999	2	C140000999-DB.xml	BMECAT	31 KB	Private	Nora Philipp	19 Apr 2023	Validated by Customer	19 Apr 2023
Deutsche Bahn AG - TEST	C140000123	4	Catalog_C140000123.xlsx	EXCEL	62 KB	Private	Nora Philipp	16 Aug 2023	Pending Buyer Validation	
Deutsche Bahn AG - TEST	C140000123	3	Catalog_C140000123_DB.xlsx	EXCEL	77 KB	Private	Nora Philipp	18 Apr 2023	Activated	18 Apr 2023

You can also learn how to upload your catalog to the SAP Business Network in the following SAP video: <https://support.ariba.com/item/view/187006>

### 4.3 Catalog Status Email Notifications

If you upload a catalog and want to be informed when the catalog status changes, set this up in the SAP Business Network. To do this, click on your name initials at the top right in the SAP Business Network → Settings → Notifications.



In the Catalog Subscriptions section, check Catalog and enter an e-mail address to which the notifications should be sent.

Catalog Subscriptions

Type	Send notifications when...	To email addresses (one required)
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Ariba Procurement solution users can send status updates to suppliers.</small>	<input type="text" value="max.mustermann@supplier.com"/>

The following e-mail notifications from the SAP Business Network are sent regarding the respective status of the catalog update

*Deutsche Bahn AG **Has Received** Catalog C140000123 - Notification from Ariba Network*

→ The catalog was uploaded to the SAP Business Network.

*Deutsche Bahn AG **Has Validated** Catalog C140000123 - Notification from Ariba Network*

→ The catalog was successfully transferred to Deutsche Bahn via SAP Business Network.

*Deutsche Bahn AG **Has Approved** Catalog C140000123 - Notification from Ariba Network*

→ The catalog was successfully approved by DB Procurement department.

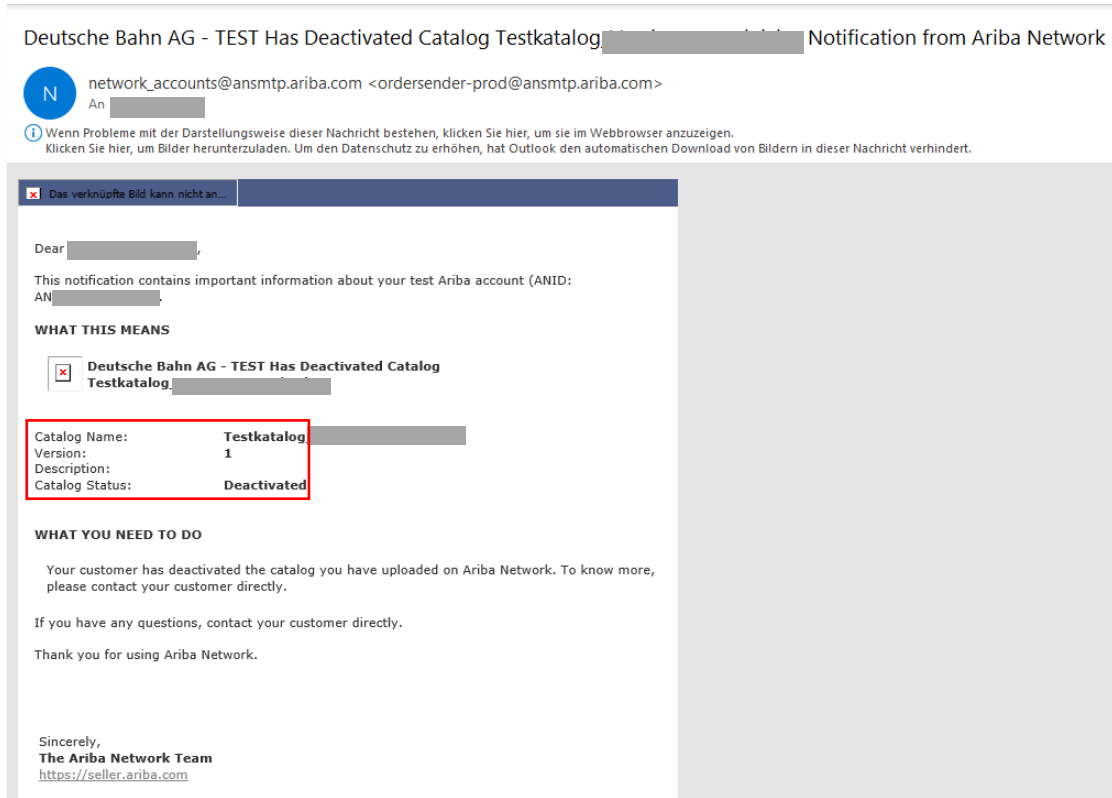
*Deutsche Bahn AG **Has Activated** Catalog C140000123 - Notification from Ariba Network*

→ After the catalog has been approved by DB Procurement department, it is activated. The activation process can take several hours.

*Deutsche Bahn AG **Has Deactivated** Catalog C140000123 - Notification from Ariba Network*

→ The catalog has been deactivated by Deutsche Bahn. Please note that always with the new catalog update, once the new version has been approved and activated, the previous catalog version will be deactivated.

The following is an example email notification for a deactivated catalog version. In each email you will see again the catalog name (C14.....), the version of the catalog and the current status:



## 5 Contact

If you have any questions about the creation of a catalog in Excel format, please contact [supplierintegration@deutschebahn.com](mailto:supplierintegration@deutschebahn.com)