

eVA Catalog Manual

Objective: To provide suppliers with the documentation and tools needed to successfully complete and submit a catalog, compliant with eVA formatting and requirements, to be loaded into the eVA eMall for use by agency buyers and/or statewide buyers.

Establish for the eVA user a guideline and understanding of the catalog creation process.

Included in this Guide:

- Section I – What is a Catalog?
- Section II – The Agencies Role
- Section III – Vendor Requirements
- Section IV – Contract Catalog Creator Tool
- Section V – Contract Catalog Spec Sheet
- Section VI – Catalog Upload Steps

Accompanying Materials:

- Catalog Creator Tool
- Catalog CIF 3.0 Specification
- AMS Trading Partner Agreement (TPA)

Section I – What is a Catalog?

There are 2 eVA catalog types – CIF catalogs and Punchout Catalogs:

- **CIF Catalog (Catalog Interchange Format):** a list of products/services and their attributes. This list is created by using the Catalog Creator Tool which will be detailed in Section IV.
- **Punchout Catalog:** a live, web-based, catalog that a supplier hosts on their site.

Key Terms:

- **Contract Catalog** – catalogs that contain only items on contract.
- **Non-Contract Catalog** – catalogs that contain items not on contract.
- **Contract/Non-Contract Index Catalog** – a catalog that is loaded into eVA that details either the contract or the type of business/product lines that a supplier wishes to provide the Commonwealth. Line items in an Index Catalog are usually zero dollar, are for informational purposes only, and will not be selected for an eVA requisition.
- **Ariba/ACSN (Ariba Commerce Services Network)** - The supporting network behind eVA which routes orders and where catalogs are loaded.
- **Uploading a Catalog** – transferring a catalog file from your computer to Ariba/ACSN with the intention of the catalog to be viewed in eVA.
- **Publishing a Catalog** – authorizing a catalog to be viewed by the Commonwealth of Virginia and other Ariba buying entities.
- **eMall** – Area of eVA where catalogs can be viewed and catalog items can be selected for order.
- **Agency specific catalogs** – catalog and catalog pricing that is restricted to selected agencies. Certain line items or the entire catalog can be set to only be seen by your agency.

- Parametric Data – key fields, or terms, entered into the catalog creator tool on a line by line basis that define the product or service of that line item and are used in eVA searches. This field is not viewable in eVA and is used only to enhance what is returned by catalog searches in eVA.
- UNSPSC Commodity Code – United Nations standard for identifying products and services. Used by Ariba/ACSN and in the creation of eVA Catalogs.
- eVA Catalog Team – group of eVA Project Team members that is responsible for assisting/loading/managing the creation and maintenance of catalogs in eVA. The Catalog Team can be contacted via email at eVA-Catalog-Manager@dgs.virginia.gov .

Section II – The Agency/Entity Role

Initial Roll-Out – The agency/entity eVA Team Lead or purchasing professional should provide the eVA Catalog Team with contract documentation/information. To fast track the effort during initial roll out the Catalog Team will offer to perform the initial contract catalog creation and insure that agency catalogs are loaded into eVA. The agency will be responsible for reviewing the catalog as compared to the contract and approving the load of the catalog into the eVA eMall.

Please note: Vendors are solely responsible for any non-contract catalogs that need to be loaded. Vendors can contact the eVA Catalog Team directly should they need assistance with a non-contract catalog.

eVA Catalog Team Recommendation – This document, along with the Contract Catalog Creator tool (unless the vendor selects to implement a Punchout Catalog), could be included in all solicitation documentation. At the time of award the vendor would be responsible for submitting an already completed eVA catalog. At that point the eVA Team Lead/purchasing professional will be responsible for sending the Catalog Team a copy of the catalog file (or notifying the catalog team of Punchout implementation), reviewing the catalog as compared to the contract, and approving the load of the catalog into the eVA eMall.

Items to consider:

- Will the catalog that is being loaded into eVA be for statewide use or for specific agencies/local entities?
- Will an index catalog suffice, or should the vendor do a full price list catalog?
- Has the vendor shown interest in creating a Punchout Catalog? If so please contact the Catalog Team at eVA-Catalog-Manager@dgs.virginia.gov .
- Please note: Punchout catalog creation, on the average, can be a time consuming endeavor. You may want to discuss with your suppliers loading a CIF catalog to cover the time period needed to complete Punchout Catalog development.
- Has the Vendor fulfilled all the requirements detailed in Section III of this guide? (Registered with eVA, Registered with Ariba,?)

Section III – Vendor Requirements

- Register on-line with eVA -> <http://eva.virginia.gov/register/vendorreg.htm>. or 1-866-289-7367.
- Register on-line with Ariba -> The eVA Account works with Ariba/ACSN to route orders electronically and to host catalogs. The Ariba/ACSN is an order notification system. Call 1-866-289-7367 and a representative will assist you with creating an Ariba/ACSN Account.
- Determine if an Index Catalog will suffice, or convert a product list into a CIF format, or complete punchout development.

Assemble the following information that will be needed to create a catalog:

- Dun & Bradstreet Number – DUNS number
 - This is a free number issued by Dun & Bradstreet
 - Call toll free 888-814-1435 to obtain/verify your number
 - Indicate that you are doing business with a government entity
- Price list or Product line description if available
- UNSPSC Commodity Code definitions for the item(s) or type of service that you provide. UNSPSC Commodity Code's can be looked up at the following site: <http://learnabouteva.dgs.virginia.gov/UNSPSC.aspx>.
- Tax ID number

Section IV – Catalog Creator Tool

Introduction:

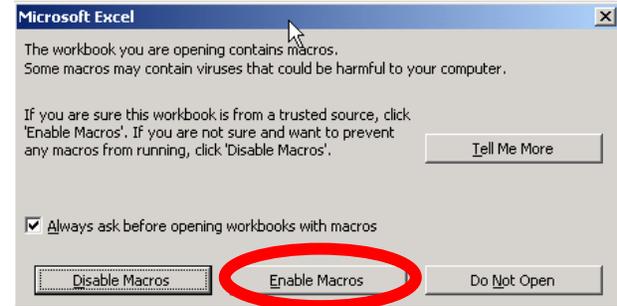
The Catalog Creator tool is designed to aid a supplier in the creation of a CIF 3.0 catalog. The tool is an excel file and uses Visual Basic components. It consists of two work sheets: Instructions sheet and Items sheet. There are tabs at the bottom of each sheet. By clicking on the tabs, a supplier can access the work sheets respectively.

The Catalog Creator tool should be included as a companion to this document. You can also download it from the Internet. If you have not received a copy of the tool please email eVA-Catalog-Manager@dgs.virginia.gov. **Before you can begin you must have the file on your hard drive or network.** Make sure you remember the directory where you saved the file.

The process for creating a CIF catalog is as follows:

Step 1; Opening the Catalog Creator file:

- Launch your Microsoft Excel.
- Click on **File** from your Excel tool bar, and select **“Open”**.
- Locate the directory where you have saved the file, select the file and click **Open**.
- Because this Excel file contains macros (programmed procedures) you will probably get a warning message that states: “Macros may contain viruses”. Click on the **Enable Macros** button. The Instruction Sheet will appear (shown below).



Step 2; Creating the Header:

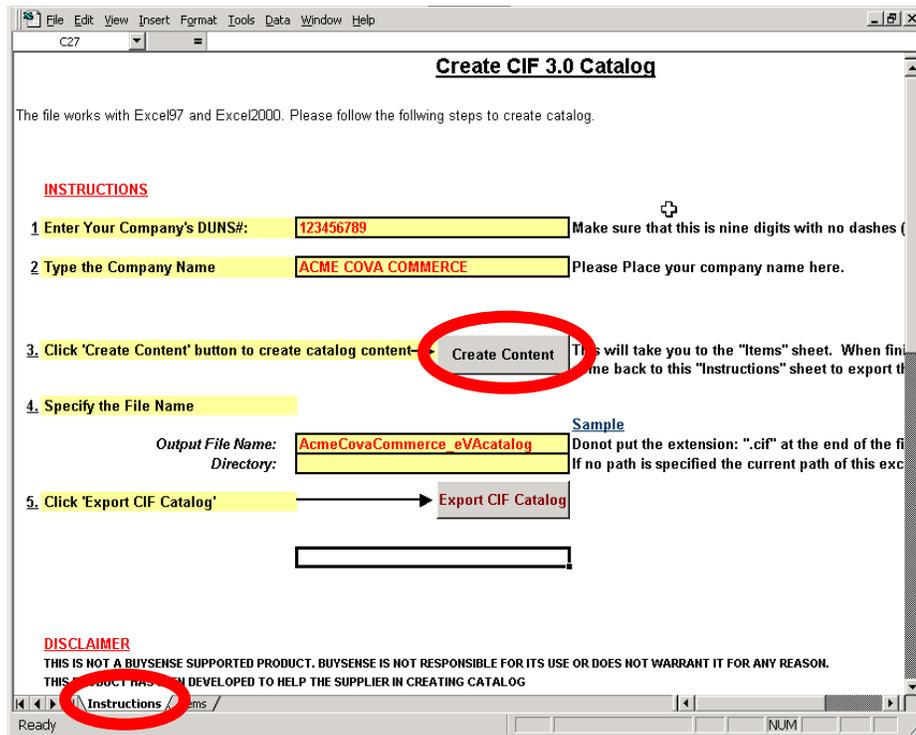
- Make sure the **Instructions** tab is highlighted on the bottom of the Excel sheet. If it is not click on it with your mouse.
- In the cell that states “Enter Your Company’s DUNS #”, type in your company’s (D&B) DUNS number.
- In the cell that states “Type the Company Name”, type in your company’s name.

Step 3; Creating the content:

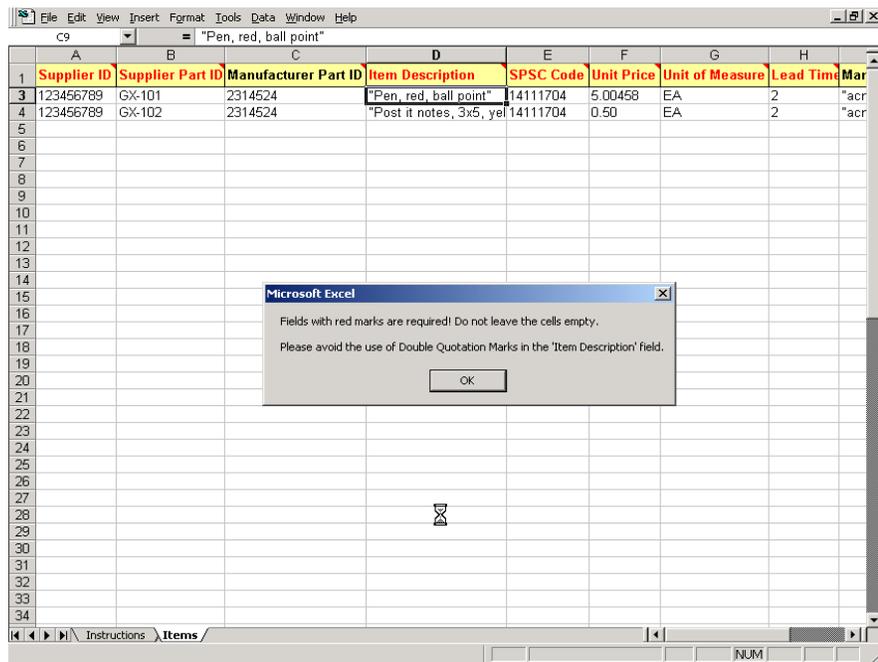
- Now click on the **Create Content** button. This will take you to the Items worksheet shown on the next page.

Step 4; Enter information in the Items worksheet:

- The page that is now displayed is where you are actually going to enter the items and their specifications. Make sure the horizontal scroll bar on the bottom right of the sheet is all the way to the left.



- Make sure to have read the Contract Catalog Spec Sheet (Section V) document before proceeding. You will also need to refer to it while you fill in the fields. Remember that each line corresponds to a different item. Each field is defined in great detail in the CIF 3.0 Specification document, which is a companion to this guide, and each field has a specific format that **must be** followed. For example dates are in the yyyy-mm-dd format.
- Click OK on the message box that states “Fields with red marks are required”.
- Enter the data for each line item. Notes: Be sure to describe your items in terms that buyers will be likely to search for. Periodically save you file so you do not lose your data.
- Once you have entered all your items along with their information, you are ready to finalize your catalog.

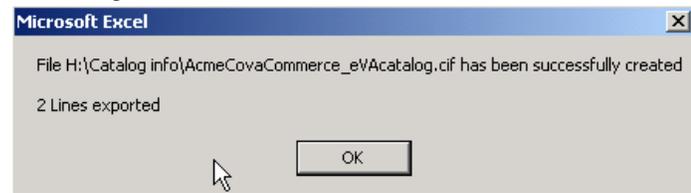


Step 5; Saving your Catalog:

- Click on the **Instructions** tab located at the bottom of the sheet. This will bring you back to the Instructions work sheet. In the cell that contains “**Output File name**” you must **enter the name of your catalog**, while omitting the .cif extension and save. For example, if your company’s name is Acme COVA Commerce and you’re submitting a catalog for eVA you will type AcmeCovaCommerce_eVAcatalog

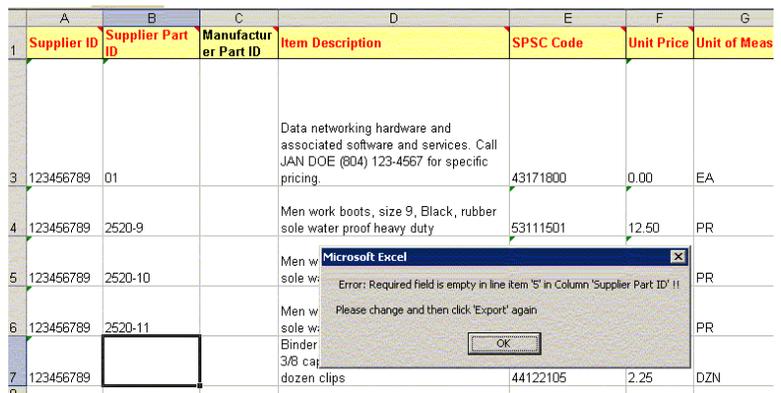
Step 6; Export CIF Catalog:

- You can enter the directory where you want your CIF catalog to be stored, but it is recommended to leave this blank because the CIF catalog will be stored in the directory where you last saved the excel file.
- Click on the **Export CIF Catalog** to save the catalog in the directory. If there are no errors, a message box will appear and verify the contents have been successfully exported and the CIF catalog is created. You can now proceed to uploading and publishing it in Ariba.



Step 7; Correcting Errors:

- If there is an error, an error statement will be generated and you will be able to view the cell where the error is located. Make the required corrections and then click on **Export CIF Catalog**. Continue this process until the CIF file is successfully created.



Step 8; Load, validate and publish your CIF file.

- You are now ready to load, validate and publish your catalog. Please refer to the Section VI – Catalog Upload Steps for step-by-step instructions.

CATALOG INFORMATION WEB LINKS

Available via the eVA Home Page

Go to www.eva.virginia.gov – Select the Vendor Tab; Select How to Create Catalogs under the Create Catalogs section.

Section V – Contract Catalog Spec Sheet

Please find below a brief look at the fields in the Catalog Creator Tool. For a more in depth explanation, review the Catalog CIF 3.0 Specifications document that accompanies this guide.

CATALOG SPEC SHEET

S= Keyword (Simple) search field in eMall

A= Advance search field in eMall

Column	Field Name	Type of Field	Max Size
A	SUPPLIER ID - DUNS (Format- NO DASHES)	Mandatory	9
B	SUPPLIER PART ID	S/A Mandatory	25
C	MANUFACTURER PART ID	A	25
D	ITEM DESCRIPTION (What the product services is, Size, Color, specific details about the product/ service) - in that order	S/A Mandatory	255
E	SPSC CODE (UNSPSC CODE) verify Code	A Mandatory	8
F	UNIT PRICE (Format- 0.00) 10 digits before the decimal and 5 after. Unit Price shall include shipping charges unless otherwise noted in catalog line item Description. *NOTE: Contract vendors should coordinate with the Contract Officer for guidance.	A Mandatory	20
G	UNIT OF MEASURE verify code (Format-ALL CAPS)	Mandatory	40
H	LEAD TIME- Delivery time (NUMERIC ONLY)	Mandatory	40
I	MANUFACTURER NAME	A	80
J	SUPPLIER URL if not provided then use http://www.dgs.state.va.us/nowebiste/index.asp	Mandatory	255
K	MANUFACTURER URL - DO NOT USE		
L	MARKET PRICE (Format- 0.00)	Mandatory	20
M	EFFECTIVE DATE (Format-YYYY-MM-DD)	Mandatory	10

N	EXPIRATION DATE (Format- YYYY-MM-DD) must be 1 day after contract expiration.		Mandatory	10
O	PARAMETRIC DATA (Format-Keywords=contract# Keyword1 Keyword2 Keyword3 vendor name)- only use spaces as a separator	S/A	Mandatory	255
P	PARAMETRIC NAME (Format-Keywords)		Mandatory	26
Q	PUNCH OUT ENABLED (BLANK)			5
R	TERRITORY AVAILABLE DO NOT USE Leave Blank			
S	SUPPLIER PART AUXILIARY ID			255
T	CONTRACT NUMBER	A	Mandatory	255
U	SMALL BUSINESS (TRUE/FALSE)	A	Mandatory	5
Column	Field Name		Type of Field	Max Size
V	WOMAN OWNED BUSINESS (TRUE/FALSE)	A	Mandatory	5
W	MINORITY BUSINESS (TRUE/FALSE)	A	Mandatory	5
X	CONTRACT TYPE (1-Mandatory Source, 2-Mandatory Contract, 5-Optional, 77-Agency Contract, 99)	A	Mandatory	255
Y	RECYCLED PRODUCT (TRUE/FALSE)	A	Mandatory	5
Z	HAZARDOUS PRODUCT (See Hazardous Classification Codes)	A		255
AA	PAYMENT TERM (Format-NET 30)		Mandatory	255
AB	MINIMUM ORDER			255
AC	MAXIMUM ORDER			255
AD	P-CARD (Format- Visa; Master Card; AMEX)	A		255
AE	SERVICE AREAS (Format-ALL or Zone#)	A		255
AF	SUPPLIER TIN/FIN # (Format-NO DASHES)		Mandatory	255
<p>S= Keyword (Simple) search field in eMall A= Advance search field in eMall</p>				

* **Note:** In eVA, Buyers will perform searches in the eMall that query the catalog file for the following fields: Supplier Part ID, Item Description, and Parametric Data. Enter parametric data as follows: In the Parametric Name field enter 'KEYWORDS'. In the Parametric Data field you will now list any keywords that pertain to your product or service and will help your product or service be returned during a search. The Parametric Data entry would be 'Keywords= Desk Oak Wood Office Furniture'.

UNSPSC Commodity Codes can be looked up at the following site:
<http://learnabouteva.dgs.virginia.gov/UNSPSC.aspx>

Section VI – Catalog Upload Steps

The steps of the catalog upload process consist of the following:

Uploading Your Catalog to Ariba

1. Open your web browser and go to the following address:
<http://supplier.ariba.com>
2. **Enter** your login ID (probably your email address) and your password (which you set during the ARIBA registration). If you cannot remember your Ariba/ACSN login/password combination please contact the AMS Hotline at 1-866-289-7367.
3. Click on “**Catalog**” at the left of the screen.



4. Click on “**Upload and validate a new catalog**”
 - a. You will be prompted to enter a catalog name. Please use the following naming conventions:
Contract catalog: companyname_contract#_eVAcatalog
Example: Acme_40500_eVAcatalog
Non-contract catalog: companyname_eVAcatalog
Example: Acme_eVAcatalog
Agency Specific catalog: companyname_agency#_contract#_eVAcatalog
Example: Acme_A194_40500_eVAcatalog
 - b. Enter a brief description about the catalog contents and click “**Next**”.
Example: ‘Desk’s, shelves, and other office furniture’
5. **THE “Add Commodity” SECTION IS NOT A REQUIRED STEP. PLEASE CLICK ‘Next’ IF YOU WISH TO SKIP THIS SECTION.**

Add Commodity section. Should you choose to fill out this section, select the

commodities that are located within your catalog using the 8 digits UNSPSC code: select the first two digits in the **Segment field**; the second two digits in the **Family field**; the third two digits in the **Class field**; and the fourth two digits in the **Commodity field**. Click **“ADD”**. Repeat this step for other UNSPSC codes. Otherwise click **“Next”** to continue.

6. Select the file to upload by clicking on the **“Browse”** button. Locate the CIF file created earlier (Same filename in Step 4 above) and **select it**.

Catalogs

Upload a new catalog

3

Select the desired catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, go to **Catalog Resources > Tools > Catalog creation tools**.

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

7. Click **Open** and the file path ending with the filename should appear in the box on the web page.
8. Select **Upload** and you will be returned to the list of **Catalogs Currently Loaded**.
9. The Status column, just to the right of your uploaded catalog file on the Catalogs screen, should be set to **“Validated”**. If you receive any errors or the status does not read **“Validated”**, please call the AMS Hotline at 1-866-289-7367 for help.

Catalogs

<u>Catalog Name</u>	<u>File Name</u>	<u>Type</u>	<u>Status</u>	<u>Created By</u>	<u>Size</u>	<u>Date</u> ↓	<u>Actions</u>
test_eVACatalog	RefronInc_7405901-40_eVACatalog.cif	CIF3.0	Validated	albertf@1stopcamera.com	4819	9 Mar 2004	Edit ; Test

[Upload and validate a new catalog](#) Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, go to **Catalog Resources > Tools > Catalog creation tools**.

[Create links to PunchOut Catalogs](#) Create a catalog for a PunchOut-enabled Website.

[Switch to test account](#) Use your test account to test catalogs, PunchOut, and purchase order routing. (You must be an account administrator and your organization must be fully enabled.)

[Catalog Resources](#) Tools and standards to help you create catalogs. This includes a link to the Excel template.

Publishing Your Catalog

Now your catalog is located on the ARIBA/ACSN server, but you have not yet given the Commonwealth of Virginia the right to look at the catalog.

1. Click on the **Catalog Name**. You will see a new page with your catalog details.
2. Click on the **"Publish"** link and then the **"Publish"** button.
3. On the next screen In Step 1, click on **"Private"**.
4. In Step 2, select **The Commonwealth of Virginia** as Your Buyer by checking the appropriate box under **Send Notification**.

Catalog : test_eVACatalog

Details Header Contents Publish Errors Download

You can update this catalog, publish it to your buyers, or delete it from Ariba Supplier Network.

Catalog name: test_eVACatalog
 File name: RefrontInc_7405901-40_eVACatalog.cif
 Created by: Albert Fouerti
 Created at: Tuesday 9 Mar 2004 12:19 PM GMT-05:00
 Size: 4819
 Item Count: 10
 Type: CIF3.0
 Status: Validated
 Errors: 0
 Commodities: Unspecified
 Description: Example

Update

Publish Publish your catalog.
 Delete Latest Version Discards current catalog content and reverts to the earlier catalog content.
 Delete All Versions Discards all versions of the catalog.
 Update Content Replaces the catalog content with a new file.
 Download Download the catalog file.

Catalog : test_eVACatalog

Details Header Contents Publish Errors Download

Use this page to set catalog visibility and to manage catalog subscriptions for buyers. To automatically receive catalog errors via email, be sure to provide the correct email address on the [Configuration Page](#).

Status: Published - Private Published At: Tuesday 9 Mar 2004 12:28 PM GMT-05:00

1 Select catalog visibility. Select 'Private' to restrict your catalog to specific buying organizations.
 Private - only buyers you notify can see this catalog.
 Public - all buyers can see this catalog.

2 Select buyers for which to create subscriptions to this catalog. Notifications will automatically be sent. Deselecting a box deletes an existing subscription.

Your Buyers
 Commonwealth of Virginia eVA Electronic Ordering

Send Notification

Submit

5. Click **Submit**.
6. Click on the Catalog tab and where it previously read "validated" it should now show "published".

Catalogs

Page 1 .. 4 >>>

Catalog Name	File Name	Type	Status	Created By	Size	Date ↓	Actions
Optimos VA-020808-OPTM_eVACatalog	Optimos_VA-020808-OPTM_eVACatalog.cif	CIF3.0	Published	eva-catalog-manager@dgs.state.va.us	13278	29 Aug 2003	Edit ; Test

For contract catalogs: once the catalog has been approved by the Commonwealth, it will be available for buyers to view.

For non-contract catalogs: the catalog upload process is complete and the catalog will be available to buyers on the next business day.

Question? Comment. Concern. Please contact the Catalog Team at eva-catalog-manager@dgs.virginia.gov or call 1-866-289-7367.