

*ECinteractive[®] &
is.D-Force2[®]*

Administrative Site:

eProcurement



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About eProcurement

eProcurement (electronic procurement, also called supplier exchange) is a business-to-business (computer-to-computer) process whereby companies purchase goods and services from various suppliers. This can include everything from indirect goods like light bulbs, uniforms, and office supplies, to direct goods for manufacturing products. Since it's virtually paperless, unlike placing orders by telephone, fax, or email, eProcurement provides a faster, more efficient method for purchasing goods, with the added bonus of fewer errors.

eProcurement can also be an important part of any company's overall strategy for reducing costs. Helping your customers reduce costs by offering eProcurement can, in turn, increase your revenue opportunities.

Setting up eProcurement

Using eProcurement takes some planning and setup. Before you can begin using eProcurement:

- 1 Obtain eProcurement licenses.
- 2 Set eProcurement license authentication parameters.
- 3 Specify eProcurement license settings and preferences (Optional)
- 4 Set UNSPSC codes (Optional)
- 5 Test your eProcurement settings. (Optional)

Obtaining eProcurement Licenses

The first step involves obtaining eProcurement licenses. The eProcurement license you obtain is linked to your main account. *You must have one, separate license for each eProcurement system with which you plan to communicate* (Systems Applications and Products (SAP), Ariba, Oracle, and so forth.) To obtain eProcurement licenses, contact the ECi Sales Department for assistance.

Setting eProcurement License Authentication Parameters

Once you have your licenses, you must set authentication parameters so your shoppers can access the eProcurement site. The authentication parameters include an identity (user name) and a shared secret (password). To set authentication parameters, you use an XPath and a corresponding value. When you do, the Procurement system sends ECinteractive or is.D-Force2 an XML document using the XPath properties you set.

Note: An XPath is a query language for reading data within an XML (Extensible Markup Language) document. XPaths notify the system which path to use to access the site. It helps to think of authentication parameters as a user name and password. They help the system identify and

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authenticate users when they try to open the site. Just as paths, user names, and passwords must be valid before the site can be opened, your parameters must also be valid and recognized.

As you navigate, links (breadcrumbs) appear at the top of the page. Click to return to the previously accessed page or to the eProcurement Dashboard.



- 1 On the Administrative Web page, click eProcurement Admin and choose eProcurement Management.
- 2 The eProcurement License Management dashboard opens, as shown in Figure 1. The page is divided into several sections:

License Statistics: Lets you view the total number of eProcurement licenses you have, as well as the number of licenses currently active.

Recently Viewed Licenses: Displays the licenses most recently viewed. To quickly access or edit license information, click the license's name. The eProcurement License View page automatically opens.

Sales Statistics: Lets you view the number of eProcurement orders placed this month as well as the year to date. This section helps you track your eProcurement sales volume.

eProcurement License Assignments: This section appears at the bottom of the page. It lets you perform a variety of maintenance tasks.

- To view the External Partner Log, click the View Transaction Log link. See the heading **Viewing the External Partner Log**.
- To change the eProcurement license's status, click Active () and Inactive (). At the Please Confirm prompt, click OK.

eProcurement License Assignment

Assign Licenses

ECI Advantage # 1

Supported Transaction(s):

PunchOut PurchaseOrders Invoicing

Assign



















License Statistics

Total Licenses:	11
Active Licenses:	11
Setup Licenses:	7

Figure 1: The eProcurement Management Page




Edit License Assignments

Drag a column header and drop it here to group by that column

				Site	Transaction Types	Name		
				QA Site 1	0-PunchOut; 1-PurchaseOrders	Punchout Test		
				QA Site 1	0-PunchOut; 1-PurchaseOrders	Diane's License Name Here		
				QA Site 1	0-PunchOut; 1-PurchaseOrders	{Not Setup}		



You can filter the information in this section using the License Name and Partner boxes. Click the box by which to filter and enter the limiting information. Then, click the down arrow to the right of the box and select the filter.

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- To delete an existing license, click . At the Are You Sure prompt, click OK.
- To view or change settings for a license, click . See the heading **Specifying eProcurement License Settings and Preferences (Optional)**.
- To change departmental settings, click the Dept Settings link. See **eProcurement License Department Settings** for details.
- To change partner settings, click the Partner Settings link. See **eProcurement License Partner Settings** for details.
- To view eProcurement orders, click the Orders link. See **Viewing Order Management** for details.
- To open the CCI Viewer page, click the CCI link. See **Using CCI Viewer** for details.
- To open the eProcurement Change Log page, click  beside the license to view. See the heading **Viewing the eProcurement Change Log**.

Specifying the Parameters

Setting up your eProcurement authentication parameters is mainly a one-time process. Once set, you should not have to frequently adjust your parameter settings.

- 1 Under the eProcurement License Assignments heading, click  beside the license for which to set authentication parameters.
- 2 The eProcurement License View page opens. In the XPath, Account & Preferences section, click  beside XPath Properties.
- 3 The Edit eProcurement License page opens. Use this page to set the authentication parameters.
 - 3.1 Click the down arrow in the Select XML Transaction Type box and choose the transaction type for this license.

Punchout: Choose this option to set the XPath properties for the Punchout site.

Purchase Order: Choose this option to set the XPath properties for purchase orders.

All: Select this option to set the XPath properties to work with both Punchout and purchase orders.

- 3.2 Click the down arrow in the Select XPath Property box and select Authenticate.

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Just as you access folders on a computer to open your documents and files, an XPath is simply the path by which the system knows where the data is stored.

3.3 Click the down arrow in the XPath box and select the path to use for this punchout site, purchase orders, or both. See Figure 2.

Note: If you receive the punchout or purchase order XPath information from the license partner, you can click the Load New XML button and enter the information in the Load Request XPath box.

3.4 Click the Value box and enter the value to use for this XPath or leave it blank to use the value in the XML.

3.5 When finished, click Add. The information is added to the bottom of the page.

Note: To edit an existing XPath setting, click . Enter the new XPath and Used Value in the appropriate boxes. Click Save. To delete an XPath setting, click . At the Are You Sure prompt, click OK.

4 When finished, click Save.

Setting Additional eProcurement License Parameters (Optional)

To use eProcurement, you must set authentication XPath parameters. However, there are additional XPath parameter settings you can also specify, including User Email, User Name, and Override.

Override authentication parameter settings can be used with departments. Since the eProcurement license is linked to your main account, you can use

Figure 2:
Selecting the XPath

Set Authentication Parameters for this eProcurement license.

Partner: eProcurement cXML ()

Here you will set the authentication (identity and shared secret) for this eProcurement license using property values found in the request xml. In addition you can set the property values for user name and user email that will allow your users to create favorite lists. Lastly, you can set the override property value that will allow you to override license settings (this property can also be modified under Department Settings).

Select XML Transaction Type:

Select XPath Property:

Currently viewing XPaths for the default PunchOut Request.

XPath:

Value:

<input type="checkbox"/>	<input type="text" value="cXML/Header [[Valid XPath returning 1 node with no Text value]]"/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/From [[Valid XPath returning 1 node with no Text value]]"/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/From/Credential [[Valid XPath returning 3 nodes]]"/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/From/Credential/@domain [[Valid XPath returning 3 nodes]]"/>
<input type="checkbox"/>	<input 3="" [[valid="" aribanetworkuserid\"="" nodes]]"="" returning="" type="text" value="cXML/Header/From/Credential/@domain = \" xpath=""/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/From/Credential/Identity [[Valid XPath returning 3 nodes]]"/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/From/Credential/@type [[marketplace]]"/>
<input type="checkbox"/>	<input 1="" @type='\"marketplace\"' [[valid="" and="" aribanetworkuserid\"="" no="" node="" returning="" t"="" type="text" value="cXML/Header/From/Credential/@domain = \" with="" xpath=""/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/To [[Valid XPath returning 1 node with no Text value]]"/>
<input type="checkbox"/>	<input type="text" value="cXML/Header/To/Credential [[Valid XPath returning 1 node with no Text value]]"/>

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overrides to slightly alter the authentication parameters for use with your departments. This way, you can enable departmental accounting, billing, and cost center capabilities.

While not required, user name and user email parameters let you personalize your shopper's experience. These parameters help the system identify the individuals logging in by email address and user name. When the user logs in, the system can display text, welcoming the shopper by name - Welcome Back, Mary, for example. This also allows your shoppers the ability to create favorite lists. User emails help the system identify the user to whom confirmation emails should be sent.

- 1 On the Edit eProcurement License page, click the down arrow in the Select XML Transaction Type box and choose the transaction type for this license, Punchout, Purchase Order, or All.
- 2 Click the down arrow in the Select XPath Property box and select User Email, User Name, or Override.
- 3 Click the down arrow in the XPath box and select the path to use.

When setting User Email or User Name paths, you can also click the XPath box and enter the text EMAIL or NAME. A list of XPaths matching the term you specify are shown. This helps narrow your search. See Figure 3.

Note: If you receive the punchout or purchase order XPath information from the license partner, you can click the Load New XML button and enter the information in the Load Request XPath box.

Figure 3: Typing Email in the XPath Box

Set Authentication Parameters for this eProcurement license.

Partner: eProcurement cXML ()

Here you will set the authentication (identity and shared secret) for this eProcurement license using property values found in the request xml. In addition you can set the property values for user name and user email that will allow your users to create favorite lists. Lastly, you can set the override property value that will allow you to override license settings (this property can also be modified under Department Settings).

Select XML Transaction Type: All

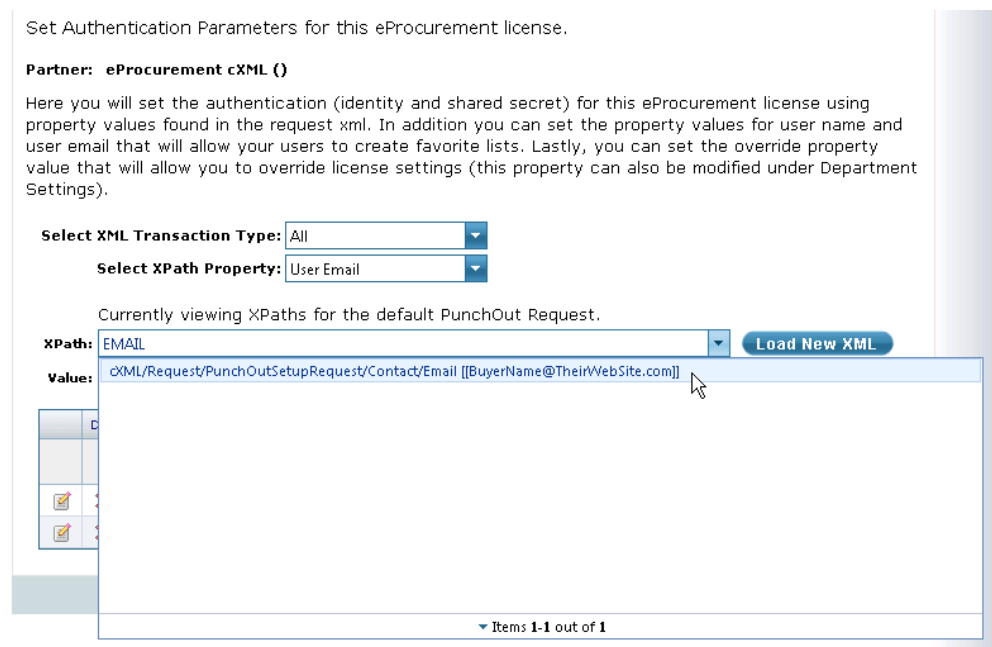
Select XPath Property: User Email

Currently viewing XPaths for the default PunchOut Request.

XPath: EMAIL Load New XML

Value: cXML/Request/PunchOutSetupRequest/Contact/Email [[BuyerName@TheirWebSite.com]]

▼ Items: 1-1 out of 1



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- 4 If setting the XPath for user emails or user names, leave the Value box blank. The XPath for user emails is used when sending confirmation emails. The XPath for user names is used for the Welcome page, Favorites Lists, Order Management, and Who Called information.

If you are setting up an XPath for an Override, click the Value box and enter the value to use for this XPath or leave it blank to use the value in the XML.

- 5 When finished, click Add. The information is added to the bottom of the page.
- 6 Click Save.

Specifying eProcurement License Settings and Preferences

The eProcurement License View page provides a user-friendly way to manage your license details. Most importantly, it also lets you specify your license preferences as well as department and partner settings for the license. See Figure 4.

- 1 Click eProcurement Admin and choose eProcurement Management.

Figure 4: The eProcurement License View Page

License Name/Partner: 031511 Diane's test/eProcurement cXML

Status: Enable Disable

[Dept Settings](#) [Partner Settings](#)

XPath Properties	
All:Authenticate	admin@acme.com
All:Authenticate	coyote

Account	
GUEST - GUEST ACCOUNT	

Preferences	
Automatically Refresh on Exit:	Yes
Use Custom Header Image:	No
Custom Header Image URL:	
Send Email for Purchase Order Event(s):	
All Errors	
Any Invalid Items	
Successfully Submitted	
Email Address(es) for Purchase Order Event(s):	dharrison@ecisolutions.com

User Group Settings	
All/Sub: Normal	
Checkout: (Custom)	
Communication: ROBBY	
Feature: (Custom)	
Marketing: Default	
Price: LIST AND CONSUMER	

Location	
GL	
Inventory	
Printer	

Catalog Groups	
Global	QA_Catalog_1
Custom	SPR TEST2 GROUP
Lock to Selected Catalogs	No



Contract/Laundry Lists	
78LL - 78LL LAUNDRY LIST	
79LL - 79LL ILL	
DW - DW CONTRACT	
J1 - J1 CONTRACT	

Selected Product/List Limits	
None	

CCI	
QA_Catalog_1 + SPR TEST2 GROUP	
Status	Active
ECP Status	Failed




Quantity On Hand	
Display	Off

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- 2 Under eProcurement License Assignments section, click  beside an eProcurement license name. Or, in the Recently Viewed Licenses section, click the license name. The eProcurement License View page opens.
 - 2.1 Click  beside License Name/Partner to change the eProcurement license name and/or partner setting for a specific license. However, the system also retains the original settings. Enter the new name over the existing name. Remember, this is the actual partner's name. Click the down arrow to choose the license partner. Click Save.
 - 2.2 Click the options in the Status section to set the existing status for this license. Click Enable to make the license active. Click Disable to make the license inactive.
 - 2.3 The XPath, Account & Preferences section lets you change the XPath settings for the license. You can also change the account and set XPath preferences.

Note: The account number assigned to the license must first be added and synched using the Account Management page.







You can specify each of the following:

- **XPath Properties:** Click . The Edit eProcurement License page opens. This page lets you choose the XML transaction type, XPath property, the XPath, and the Value. For details, see the previous heading **Setting Additional eProcurement License Parameters**.
- **Account:** Click . Choose the account to assign to this license. Click the down arrow in the Account Name box and choose the account. You can also click  Use Grid to Select Options. To filter the list, use the Account Code and Account Name boxes by which to limit. Click Save.
- **Preferences:** You can set preferences for the license, including the following:
 - Click the Automatically Refresh on Exit box to refresh the Web page after the Procurement site is closed.
 - Click the Use Custom Header box to specify that this license use a custom header. Then, click the Custom Header URL box and enter the URL address where the header resides.
 - Click the Send Email for Invalid Punchout Override box to send an email to the individual(s) listed in the Email Addresses box when an invalid punchout override occurs.

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Click the Send Email for Purchase Order Events boxes for each occurrence where the system should send an email to the individual(s) listed in the Email Address box.

Click the Email Address box and enter the address of each person to whom the email should be sent. To specify more than one, separate each email address with a semicolon.


- 2.4 The User Group Settings section includes the Alt/Sub through Price settings. To view settings, click . To edit, click  beside the information to change. When finished, click Save.
 - 2.5 The Location section lets you change or view your general ledger location, inventory location, and printer settings. Click  beside the information to change. When finished, click Save.
 - 2.6 Use the Catalog Groups section to view and change your global catalog groups. Click  beside the information to change. When finished, click Save.
 - 2.7 Use the Contract/Laundry List: This section lets you view and set up your contracts and laundry lists. Click  beside the information to change. When finished, click Save. Click the View All link to view a list of all the contracts and laundry lists you have set up.
 - 2.8 The CCI section lets you view the status of your combination catalog indexes.
 - 2.9 The Quantity On Hand section lets you make changes to your quantity on hand settings. Click  beside the information to change. When finished, click Save.
- 3 Buttons at the top of the page let you access department and partner settings. Click the Dept Settings button to view or change department information. For details, see the previous heading **eProcurement License Department Settings**. Click the Partner Settings button to specify your partner license settings. See the heading **eProcurement License Partner Settings**.

eProcurement License Department Settings

This page lets you specify the back office system department that this eProcurement license uses. Additional boxes open, depending on the option selected. See Figure 5.

- 1 From the eProcurement License View page, click the Dept Settings button.
- 2 Under Department Handling, specify the back office system department that this license uses.

One Department for this Account: Click this option to use only one department for this license. Under Settings, click the down arrow to choose the default department to use.

Use a Value Found in the Request as the Department: Click this option to use the value of the override XPath as the department code for this license. The XPaths to be used to find the department code for the request appear at the bottom of the page. If this section defaults to None or to edit an existing XPath, click . For details, see the previous heading **Setting Additional eProcurement License Parameters (Optional)**.

Use a Value Found in the Request to Override Default Account Settings: Click this option to use the XPath setting to retrieve overrides stored with this license. The XPaths used to find the department code for the request appear at the bottom of the page. If this section defaults

Figure 5:
Specifying
Deptment
Settings for the
eProcurement
License

Department Handling

Use one Department for this Account.
 Use a value found in the Request as the Department.
 Use a value found in the Request to override default account settings.

Settings

Select the default department for this eProcurement license.


- Blank Department ▼

XPaths that will be used to find the override value per request.

PunchOut- cXML/Request/PunchOutSetupRequest/Extrinsic[@name = "randomKey"]
 PurchaseOrders- cXML/Request/PunchOutSetupRequest/Extrinsic[@name = "randomKey"]

eProcurement License Overrides


➕ Add New Override 📄 Import From File 📄 Export To Csv

	Value	Account	Department			
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼			
✖	department code	10178-TINA'S TIRE SHOP	-TINA'S TIRE SHOP		CCI	Log


Cancel Save

to None or to edit an existing XPath, click . For details, see the previous heading **Setting Additional eProcurement License Parameters (Optional)**.

- 3 At the bottom of the page, the eProcurement License Overrides section lets you add a new override and change its settings, and import or export information. For more details, see the heading **eProcurement License Overrides**.
- 4 When finished, click Save.

To delete an override, click . At the Are You Sure prompt, click OK.

eProcurement License Overrides





- 1 When you select the Use a Value Found in the Request to Override Default Account Settings option on eProcurement License Department Settings page, the eProcurement License Overrides section appears at the bottom of the page. This section lets you add a new override, change an existing one, import or export information, and delete an override.
- 2 To add a new override:
 - 2.1 Click the Add New Override option.
 - 2.2 Click the Value box and enter the value for this override.
 - 2.3 Click the down arrow and choose the default department for this override, if any.
 - 2.4 Click Insert. The new override is added to the list.
 - 2.5 To specify additional settings for this override, click .
 - 2.6 The Procurement wizard opens, as shown in Figure 6. The Value through Contract tabs let you specify override settings for this specific license only.

Using the Procurement wizard, you can override the account, department, location settings, catalogs, and contract /laundry lists.

Figure 6: The Procurement Wizard

Select Contract/Laundry Lists for this eProcurement Override.

Contract/Laundry Lists

Assigned	List Name	Display Name	List Type
<input type="checkbox"/> 	AB 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/>	AB	AB	Contract

Select Product/List Limits

None: All products will be available to this customer.
 Restrict: This customer is restricted from selected lists in the backend.
 Lock: This customer can only order from selected lists on the following basis:

Include Catalogs 

Cancel Previous Finish

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The Value box displays the value name you set. Click Next.


- 2.7 Click the down arrow in the Account Name box and select the customer to assign this license. You can also click the Use Grid to Select Options link to select the customer by setting limits. When finished, click Next.
 - 2.9 Click the down arrow in the Department box to select a department for this eProcurement override. Click Next.
 - 2.10 The Location page opens. The Location through Contract pages let you specify eProcurement override settings just as you would when setting up a customer's account. Click each option to assign. When finished on each page, click Next. For more details, see the Add Customers topic in your Administrative online documentation.
 - 2.11 When you complete the settings, the eProcurement License page re-opens.
- 3 If you receive a list of codes, you can easily import them. To do so, click  Import From File. A Import wizard opens, shown in Figure 7.

Figure 7:
Selecting Files
to Import

Select files to import.

For the best performance, please limit the import list to 1,000 items.

You may add procurement override information by importing a file containing the information, entering the information by hand or both. Each item should be placed on its own line in five columns where column:

- 1 = Override value (the value to find in the incoming request),
- 2 = Backend account code,
- 3 = Backend department code,
- 4 = Global catalog group name (exactly as found in Admin), and
- 5 = Custom catalog group name (exactly as found in Admin)

Each column is separated by the delimiter you select in the "Delimiters" box.

This same format applies to items imported in a file as well as items manually entered into the text box below.

Field Delimiter

Comma Space Tab Pipe

Import Items from File

My file has a header row




Manually Enter Items

You may also enter items manually by entering each item on a separate line using the delimiter selected above to separate each field.

Duplicate Value Handling


Ignore Overwrite Merge

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- 3.1 Click the Field Delimiter section and indicated how the information should be separated, Comma or Space, for example.
- 3.2 You can import using one or more files of the same delimited format or you can manually mass enter the information.
 - To use a delimited file, click the My File Has a Header Row check box to exclude column headers from being imported as a separate record. Then, click the Import Items From File check box. Click Select and scroll to the location on your hard drive where the file is stored. Select it and click Open. To add another file, click Add. Continue to add as many files as needed.
 - To manually enter information, click the Manually Enter Items box. Enter each line.
- 3.3 In the Duplicate Value Handling, indicate whether to ignore duplicates, overwrite duplicates, or merge duplicate entries.
- 3.4 Click Next. The information opens. To sort, click the column headers. To limit, enter the information in the box and choose the filter. Click  to delete a line from the list.
- 3.5 An optional step lets you validate against your back office system.
 - To proceed without validating, click Next. Go to **Step 3.6**.
 - To validate items, click Validate. When complete, click the down arrow in the Backend Valid box and click No to view all invalid lines. Click  to delete a line. When finished, click Next.
- 3.6 At the Your Items Have Been Successfully Imported message, click Finish.
- 4 To export the information to a CSV file, click  Export to CSV.
- 4.7 When prompted, click Open to open the file immediately, or Save to save the file to the hard drive.
- 4.8 When finished viewing, close the file.

eProcurement License Partner Settings

You can view your eProcurement license partner settings and view details concerning a specific override. You can also change information shown in the Value box.

- 1 From the eProcurement License View page, click the Partner Settings button. The eProcurement Partner for License page opens. See Figure 8.
- 2 To view details concerning a specific override, click .
- 3 Click the Value box and make the necessary changes.
- 4 When finished, click Update.

Viewing the External Partner Log

This page automatically open when you click the View Transaction Log link on the eProcurement Management page. When accessed this way, you can view only eProcurement partner log detail. If you access the External Partner Log page by clicking the Site Info Training Toolbar or Admin Site menu option on the left side of the page, the External Partner Log is not limited to only eProcurement detail. For more information concerning Order Management, see your Administrative online documentation.

Figure 8:
eProcurement
Partner for
License page

Key	Value
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> CartResponsePost	true
CartResponsePost Value: <input type="text" value="true"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	
<input checked="" type="checkbox"/> CartResponseType	text/html
<input checked="" type="checkbox"/> CartToPunchOutXSL	Click Edit to see data.
<input checked="" type="checkbox"/> DefaultPunchOutRequestXML	Click Edit to see data.
<input checked="" type="checkbox"/> DefaultPurchaseOrderRequestXML	Click Edit to see data.
<input checked="" type="checkbox"/> DefaultUNSPSCCode	44000000
<input checked="" type="checkbox"/> POResponseXsl	Click Edit to see data.
<input checked="" type="checkbox"/> POtoOrderXsl	Click Edit to see data.
<input checked="" type="checkbox"/> ProcessOrdersOffline	true
<input checked="" type="checkbox"/> PunchOutToCartXSL	Click Edit to see data.
<input checked="" type="checkbox"/> UomConversionString	EA=EA


Viewing eProcurement Orders


You can specify to view and limit to only your eProcurement orders. When you access Order Management from within eProcurement, you can set additional limits. Open eProcurement Order Management from the main eProcurement page and set the appropriate limits. Then, click the new Limit check box, shown in Figure 9.

Using CCI Viewer

This page lets you view eProcurement information. From the eProcurement Management page, click the CCI link in the eProcurement License Assignments section. The CCI Viewer automatically opens. For more information, see your Administrative online documentation.

Viewing the eProcurement Change Log

This page automatically open when you click  corresponding to the license to view on the eProcurement Management page. It lets you view eProcurement change information.

- 1 After you click  beside the license to view, the eProcurement Change Log page opens.
- 2 Five columns of information display. Each column heading can be clicked to re-sort the data. For example, click the By column heading to re-sort by user name from ascending to descending order.
- 3 Since this page can become cluttered with information, you can set limits using each of the following columns.

Logged Action: Displays the type of action performed to the eProcurement license, create or update, for example.



Figure 9:
**Limiting to
eProcurement
Purchase Orders**

Order Management

View all submitted orders here. You can also resubmit any orders that failed or had errors when they were submitted.

Search for Orders You Want to View

Indicate the submitted orders you want to view by specifying a date range, an order number or an account number.

Status Date Range:  

Order Number:

Account: *You must select one account!*

Limit to Procurement Purchase Orders Only

Logged Object: Displays the section of the eProcurement license changed, authentication or license setting, for example.

Comments: Displays the name of the eProcurement license or other information that has been updated.

Modified: Displays the date and time the information was updated.

By: Displays the user name of the individual who changed the information.

- 4 Click the box by which to limit and enter the information. Then, click the down arrow to the right of the box and select the limit.

UNSPSC Mapping (Optional)

This page lets you map categories in your custom catalogs to the United Nations Standard Products and Services Code® (UNSPSC). UNSPSC offers an open, multi-sector standard for efficient, accurate classification of products and services. Using this cost-free service, you can search the code on their Web site to locate commodity codes that you can use for your company.











- 1 On the Administrative Web page, click eProcurement Admin and choose UNSPSC Mapping. The Map Categories page opens, as shown in Figure 10.
- 2 Click the down arrow and select a catalog to map.
- 3 Click the Include Custom Items for Mapping box to include any custom items you may have set up to be mapped, along with wholesaler items.
- 4 When the list opens, click  beside the catalog description for which to enter a UNSPSC code.
- 5 Click the UNSPSC box and enter the code.

Figure 10:
Mapping
Categories in
Custom
Catalogs


Map categories in custom catalogs to UNSPSC codes

new catalog list 

Include custom items for mapping

	Category Description	UNSPSC
	AAC11148K	No UNSPSC Code
	ABAPMFESTN	No UNSPSC Code
	ABF9013	No UNSPSC Code
 	ABF9032	<input type="text" value="ABF"/>
	ABF9655200	No UNSPSC Code
	ABF9656200	No UNSPSC Code
	ABF9659400	No UNSPSC Code

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- 6 After the code has been entered, click .
- 7 Continue entering UNSPSC codes for the categories to be mapped. See **Step 2** through **Step 6**.
- 8 When finished, click Save.

Testing Your eProcurement Settings


You can easily test your eProcurement settings from within the Administrative Web site. See Figure 11. Doing so lets you identify issues and problems with your settings.

- 1 On the Administrative Web page, click eProcurement Admin and choose eProcurement Tester. The page opens, as shown in Figure 10.
- 2 Click the down arrow in the License box and choose the eProcurement license to test.

Figure 11: The eProcurement Tester Page

eProcurement Tester

License:

Punchout Test (RoutingId: a41cc898-4c05-4ff1-978f-fe621056eeb0) 

XML Request:

Punchout PO

```
<cXML payloadID="1233444-200@ariba.acme.com" xml:lang="en-US" timestamp="1999-03-12T18:39:09-08:00" version="1.2.021">
  <Header>
    <From>
      <Credential domain="AribaNetworkUserId">
        <Identity>admin@acme.com</Identity>
      </Credential>
      <Credential domain="AribaNetworkUserId">
        <Identity>admin@acme.com</Identity>
      </Credential>
      <Credential domain="AribaNetworkUserId"
type="marketplace">
        <Identity>bigadmin@marketplace.org</Identity>
      </Credential>
    </From>
  </Header>
</cXML>
```

Ignore DTD Errors? (Ariba 8.2.x)

Custom Url:

XPath:

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- 3 The XML request information for the license you selected appears in the XML Request box. This is the XML the system uses to test the settings.

Select the license type by choosing the Punchout or PO option. You can also manually enter or paste a different XML request to test in the XML Request box.

- 4 Once you have the XML request information selected, you can:
 - Click the Send to URL button to post the XML request to your eProcurement license.
 - Click the Load Request button to find all valid XPath values for the XML request shown.
 - Click the Custom URL box to post the XML request to the custom address you specified. Click Send to Custom URL.

Note: If you are testing an Ariba license, you can click the Ignore DTD Errors box to ignore any DTD errors that could occur during the testing phase.

- 5 Information appears in the Response box.

Note: If you are testing a punchout XML request and the request succeeded, a link appears below the Response box. Click this link to view the punchout site using the license.

- 6 To test an XPath, enter the path in the XPath box and click the Test button. The return information is shown in the Response box.
- 7 After you view Response information, click Get Log to review routing detail for the license. This information lists the actual requests and responses.