

Uploading and Publishing a Static Catalog on the SAP Business Network

- Login to your SAP Business Network Supplier Account
 - Go to: <u>https://supplier.ariba.com</u>
 - Log in with your Username and Password
- Switch to your Test Account
 - Your Catalog should be loaded and tested in your Test Account prior to loading the catalog in Production. (Note: If you are instructed to load a Catalog to a Production account, just skip this step).
 - Find your initials in the upper right corner and click for the pull-down menu, then click "Switch To Test Account"
 - If you don't see a "Switch to Test Account" link, your
 Test account has not yet been set up. Contact your SAP
 Business Network Administrator
 - You will get a warning.
 "You are about to switch to Test Mode." Click "OK"







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Navigate to the Catalogs Tab and SAP Business Network

Enterprise Account 1 Q Q CI Catalogs v Create V Reports Messages Assessment click "Customer Catalogs" tab. Orders and Releases Network Catalog Getting started Overview $\mathbf{0}$...2 New orders Items to confirm Orders Orders to invoice Invoices More Last 31 days **貝 ⑦ CM** SAD Business Network - Enterprise Account TEST MODE Create v Catalogs ~ More 🗸 Home Fulfillment V Invoices V Payments Catalogs PunchOut Configuration Files Click "Files" tab. 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 More Customer Name Catalog Name Created B Date Created Status Date Status Received On the Catalogs screen, click the No items "Create" button. Refresh Catalog Name Search Catalog