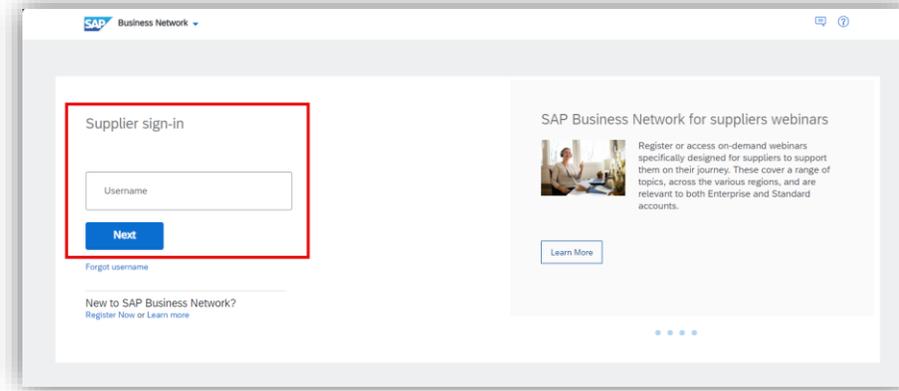


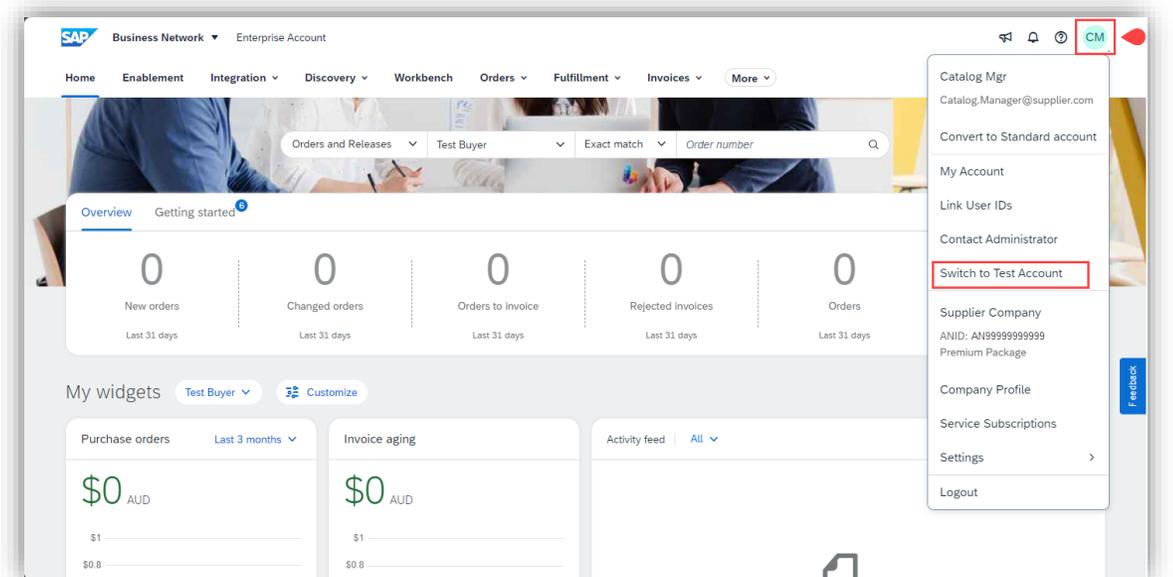
Uploading and Publishing a Static Catalog on the SAP Business Network

- Login to your SAP Business Network Supplier Account
 - Go to: <https://supplier.ariba.com>
 - Log in with your Username and Password



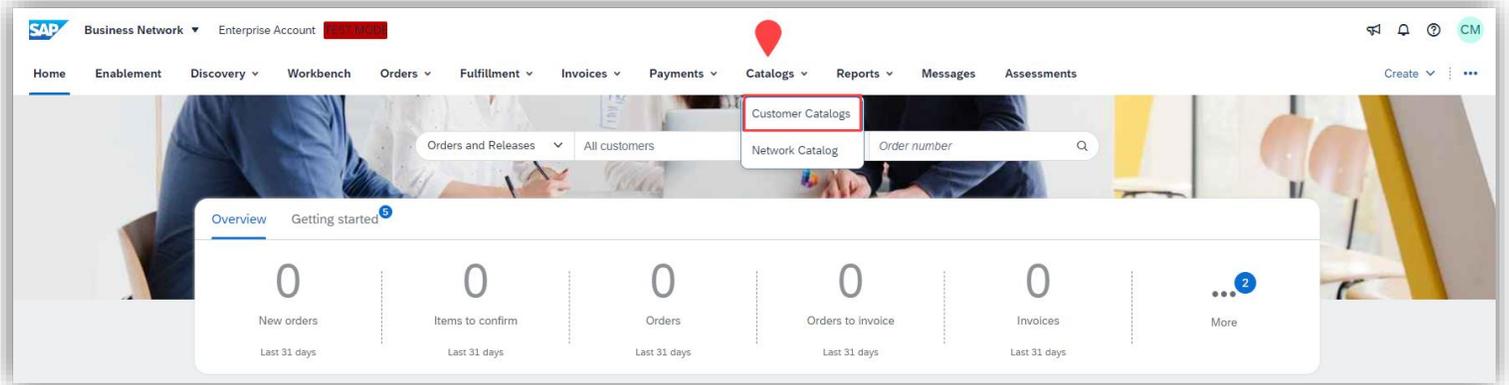
- Switch to your Test Account

- 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”

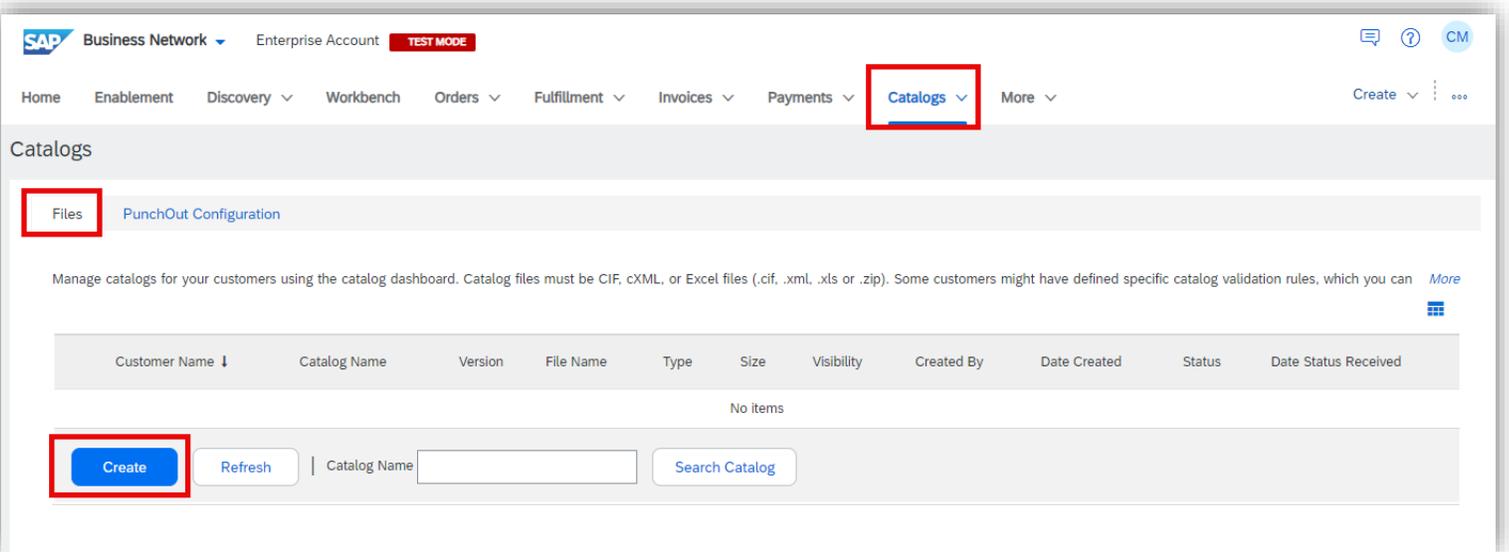


Uploading and Publishing a Static Catalog on the SAP Business Network

- Navigate to the Catalogs Tab and click “Customer Catalogs” tab.



- Click “Files” tab.



- On the Catalogs screen, click the “Create” button.