

Uploading and Publishing a Static Catalog on the SAP Business Network

① Details

- Catalog Name:** This becomes the “Subscription Name” for this Catalog that **will not change**. The format for this Name is set by your Customer. Use this format (no special characters are allowed, you can use a dash (-) or underscore(_)): **<Note: Customer may add a specific naming convention>**
- Example:** SupplierABC_Static_EXT
- Do not select PunchOut Level 1**
- Description:** *(Optional)* Brief description of the content of your Catalog
- Commodities:** *(Optional)* The UNSPSC code(s) that corresponds to the items family/ group of your Catalog. Use the “Add” button to find the code
- When you complete this screen, click “Next”

The screenshot shows the 'Create a New Catalog' interface. On the left, a navigation pane highlights the 'Details' step. The main form area contains the following fields and controls:

- Catalog Name:** A text input field containing 'SupplierABC_Static_EXT'.
- PunchOut Level 1:** A checkbox that is unchecked and has a red 'X' over it, indicating it should not be selected.
- Created By:** Catalog Mgr
- Date Created:** Thursday 4 Jan 2024 11:20 AM GMT+10:00
- Description:** A large text area for entering a brief description of the catalog content.
- Commodities:** A table with a 'Description' column. Below the table, it says 'No items'. There are 'Delete' and 'Add' buttons for managing commodity codes.

At the top right and bottom right of the form, there are 'Next' and 'Exit' buttons. A note at the top right states '* indicates required field'.