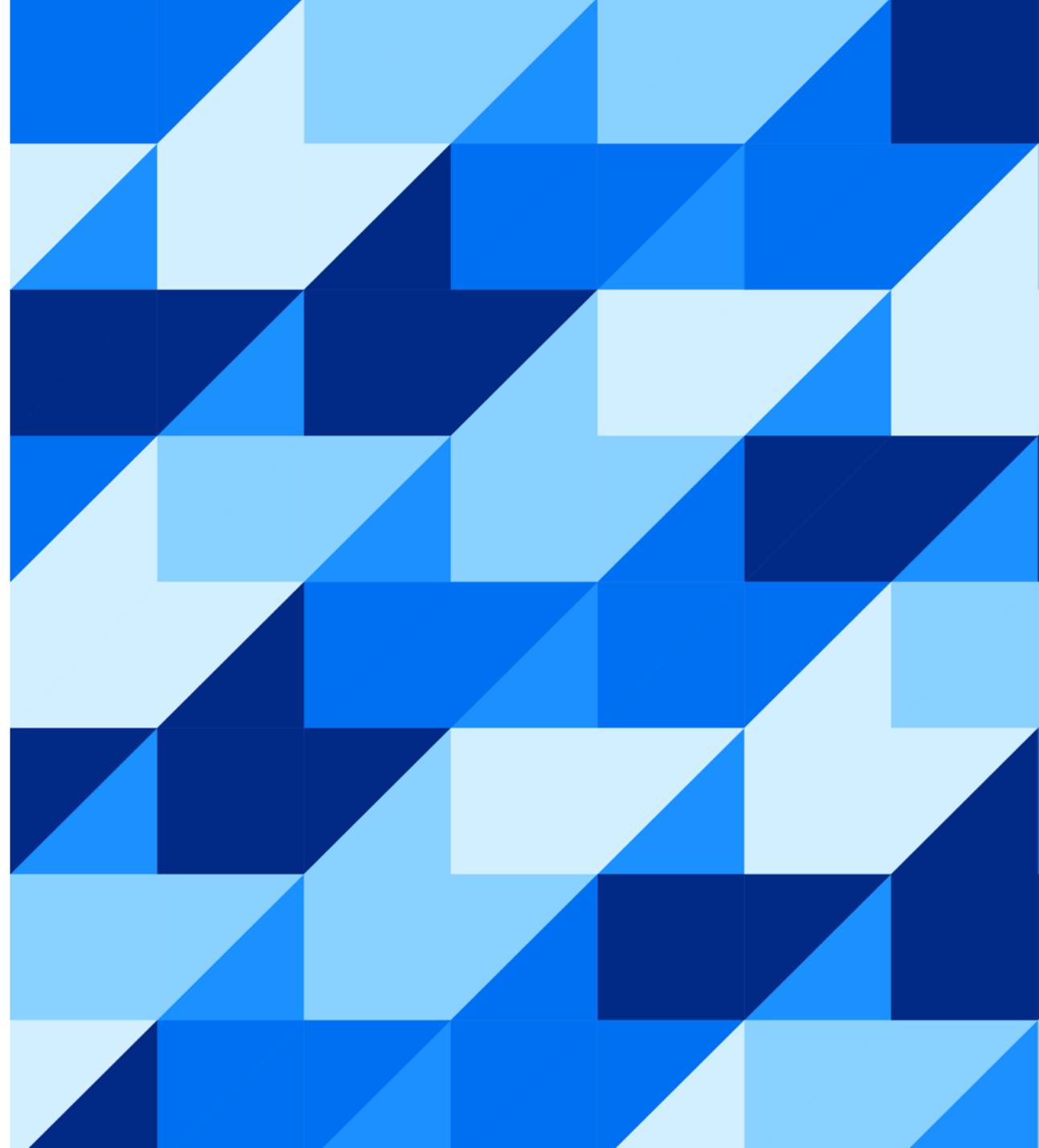




# Creating and Publishing Static Catalogs for CMS Enabled Customers

INTERNAL – SAP Buyer, Suppliers and Partners



# Agenda

## The Catalog Project Process

- [Catalog Project Flow](#)
- [The Static Catalog Interface](#)

## Static Catalog Template

- [Creating a CMS Static Catalog](#)
- Uploading and Publishing a Static Catalogs

## Additional Resources

- [Links to Additional Resources](#)

# The Catalog Upload **Process**

# Introduction



[Return To Contents](#)

- Your customer is using an SAP Ariba Procurement solution to help streamline their purchasing processes. As part of this initiative, your organization has been identified as a candidate to provide, manage, and maintain a Static catalog for them.
- At this stage, you should have setup your SAP Business Network (SBN) account and created a test account.
- For this project, there is a requirement or you have chosen to use this guide to understand and manually populate a customer specific Static catalog template. This guide will assist you to understand each field within the Static catalog file so you may populate it.

# Catalog Validation Flow

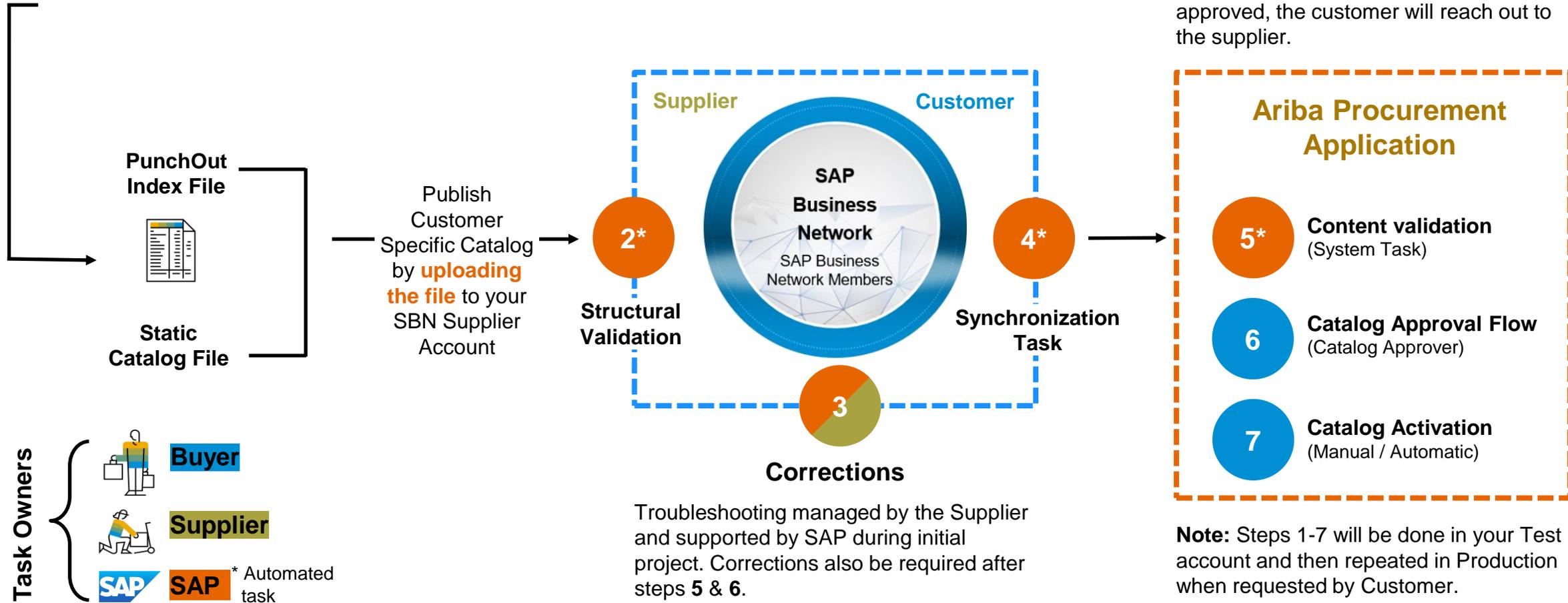
**1 Suppliers**  
Supplier populates the Level 1 Index File Template Form.

## SAP Business Network (SBN)

Structural Validation happens on the SBN. If any errors are detected, they will be displayed in the Supplier SBN account.

## Customer

Validation #2 happens in the SAP Procurement Application. If any errors are detected or the catalog is not approved, the customer will reach out to the supplier.



Troubleshooting managed by the Supplier and supported by SAP during initial project. Corrections also be required after steps 5 & 6.

**Note:** Steps 1-7 will be done in your Test account and then repeated in Production when requested by Customer.

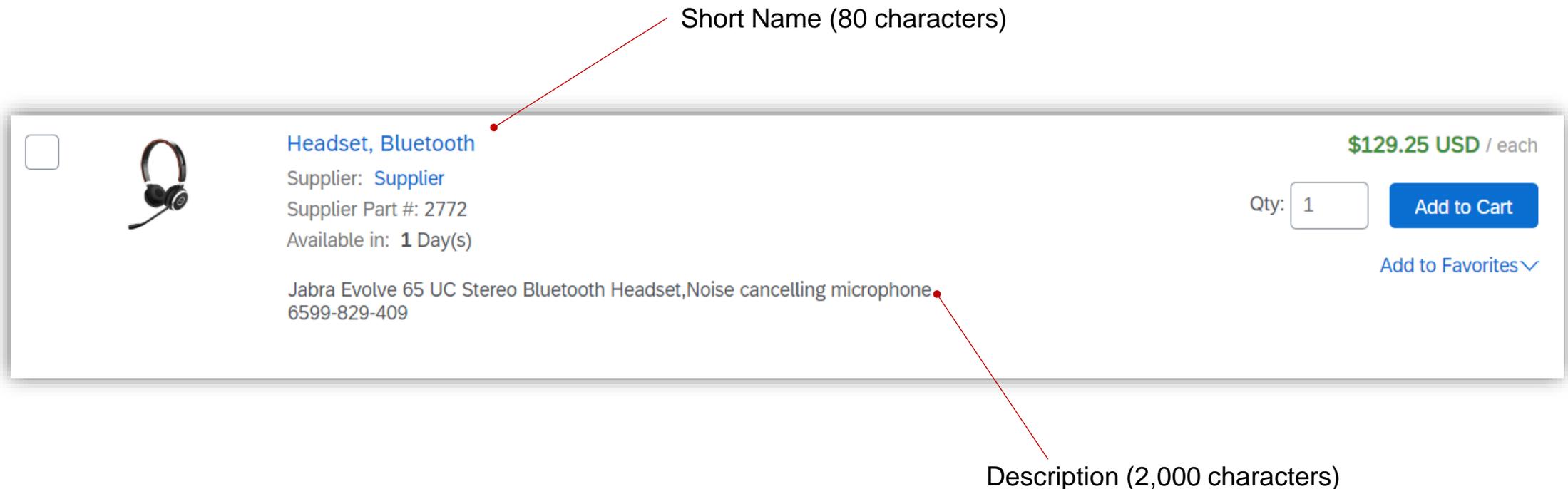
# The Catalog Upload Process



- When you upload a Catalog for your Customer, you are loading the file to Business Network (AN)—**not** directly to your Customer's Catalog Solution.
- Depending on the configuration of the Customer's environment.
- The Catalog will then be validated, audited and sent for Approval.
  - If **Rejected**, it will be returned to the Supplier for corrections, and the process starts over again.
  - If **Approved**, it will be Activated and available for Users.

# The Catalog Interface Item View

- Once the catalog has activated, user will be able to search for your product in their catalog UI. This is how a static Catalog item is displayed in the Catalog interface. Clicking on the Short Name takes you to the Details screen for this item.



Short Name (80 characters)

Headset, Bluetooth

Supplier: Supplier

Supplier Part #: 2772

Available in: 1 Day(s)

Jabra Evolve 65 UC Stereo Bluetooth Headset,Noise cancelling microphone  
6599-829-409

\$129.25 USD / each

Qty: 1

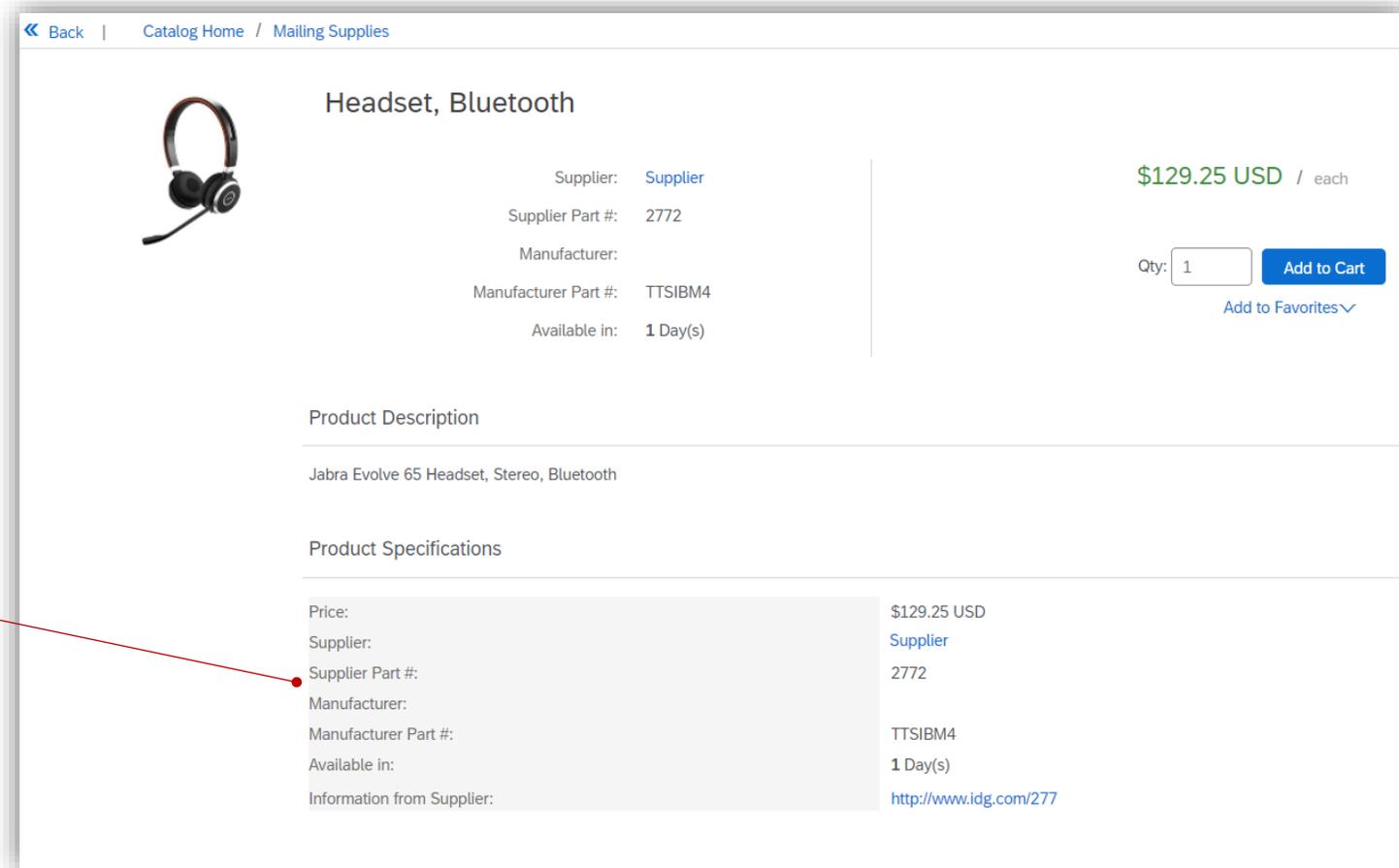
Add to Cart

Add to Favorites

Description (2,000 characters)

# The Catalog Interface Item View

- This is how a static catalog Item Detail view is displayed in the Catalog interface.



The screenshot shows a catalog item detail view for a headset. The breadcrumb navigation at the top reads '<< Back | Catalog Home / Mailing Supplies'. The item title is 'Headset, Bluetooth'. To the left is an image of a headset. To the right, the price is '\$129.25 USD / each'. Below the price is a quantity input field with '1' and an 'Add to Cart' button, and a link to 'Add to Favorites'. The 'Supplier' is listed as 'Supplier' with a link, and the 'Supplier Part #' is '2772'. The 'Manufacturer' is 'TTSIBM4' and the 'Manufacturer Part #' is 'TTSIBM4'. The 'Available in' is '1 Day(s)'. The 'Product Description' section contains the text 'Jabra Evolve 65 Headset, Stereo, Bluetooth'. The 'Product Specifications' section is a table with the following data:

Price:	\$129.25 USD
Supplier:	<a href="#">Supplier</a>
Supplier Part #:	2772
Manufacturer:	TTSIBM4
Manufacturer Part #:	TTSIBM4
Available in:	1 Day(s)
Information from Supplier:	<a href="http://www.idg.com/277">http://www.idg.com/277</a>

Additional  
Information,  
links and  
custom fields

# Static Catalog **Template**

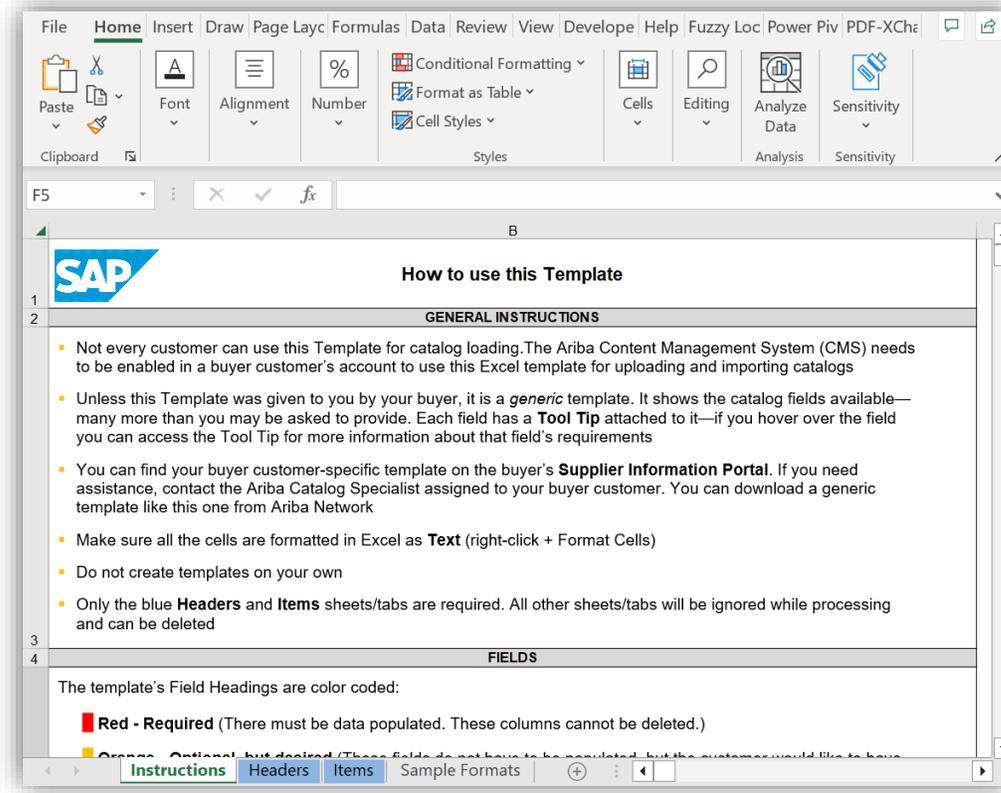
# Static Catalog Template



- Both Static and PunchOut Catalogs use Catalog Templates.
- Static Catalogs are generally created offline and uploaded to the Business Network.
- PunchOut Catalogs **can** be created offline, but there is also a Wizard on the Network to create PunchOut Catalog files. These PunchOut catalog files are called “Index Files”.
- Creating PunchOut Index files is covered in another document.

# Static Catalog Template

- For ease of CMS Static Catalog creation, we provide Suppliers with an Excel .XLSX template. The Supplier then populates and uploads the Catalog file to the Business Network. Below is a sample of an XLSX Static Template:



- The Template has 4 tabs—2 data tabs for **Header** and **Items**, and 2 tabs for **Instructions** and **Samples**
- Only the **Header** and **Items** tabs will be processed—all other tabs will be ignored by the system. These tabs can be deleted

# Static Catalog Template

The Static Catalog Template is color coded and has Tool Tips that provide information about how to treat each field.

Each template includes specific instructions, including custom fields or other requirements set by your Customer.

A	B	C	D	E	F	G	H	I	J	K	L	M	
Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Required					Lead Time	Manufacturer Part ID	
AN12345678901-T	Example Product 1	Jabra Headset with Quad E	150.28	EA	Jabra Headset	Do not use duplicate information in <b>Short Name</b> and <b>Item Description</b> . Instead, use <b>Short Name</b> to name the product, and <b>Item Description</b> to describe product details.  Type: String Length: 80 characters					Headset.jpg	1	TTSIBM500ABC
AN12345678901-T	Example Product 2	Write Right Ballpoint Pens,	22	EA	Ballpoint Pens						Headset.jpg	4	IDG07678901
AN12345678901-T	Example Product 4	A4 NoteBook with 250 page	13.55	BX	A4 NoteBook						Book.jpg	3	0764-580052Xzy
AN12345678901-T	Example Product 5	Stapler, Swingline 405, Col	13.45	EA	Office Stapler						Book.jpg	1	IDG079012345B
AN12345678901-T	Example Product 3	3" Presentation View Binde	10.20	EA	3" View Binder						Book.jpg	2	

FIELD COLOR CODES	
Red	Required
Yellow	Optional, but Desired
Green	Optional

The CIF Template and instructions are provided to Suppliers as part of this education and can also be found on the your Customer's Supplier Portal page on the AN.

# Static Catalog Template

When creating a Catalog, follow these general Template rules:

- Make sure all the cells are formatted in Excel as Text (right-click + Format Cells)
- Do not create templates on your own
- Only the blue **Headers** and **Items** sheets/tabs are required. All other sheets/tabs will be ignored while processing. These tabs can be deleted
- Populate data in the **Header** sheet/tab
- Populate data in the **Items** sheet/tab (Remove the sample data provided in the template)
- For some complex fields such as **ClassificationCode**, some of the sub-fields (e.g. **Domain**) may be required. These are indicated in **Red**, and are only required if the parent field is present.

# Static Catalog Template



## General Rules

- All fields marked “Required” must be populated
- Supplier Part Numbers must be unique per item
- Commodity Codes must be assigned to each item

## Best Practices

- Data should be submitted in “Sentence case”—using both upper and lower case letters—not in ALL CAPS or all lower case text
- Abbreviations should be kept to a minimum—if you have the space, spell it out
- Be descriptive in the **Description** field—all the words are indexed for ease of finding the items
- Use different **Short Names** not just repeating a **Description**—it makes it easier for Users, and you get an additional 80 characters to describe your item
- Always include images

# Static Template and Catalog File Creation

# Catalog Creation – Static Catalog File - The Header Tab

A	B
CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	AUD
COMMENTS:	Any comments can go here.

*Note:* The **Header** contains information that applies to the entire file. You can see that the only required fields are the **LOADMODE** and **SUPPLIERID\_DOMAIN**.

You can set **UNUOM** and **CURRENCY** at the item level in the file and they will override the values in the Header for that particular item.

- **LOADMODE** - F (Full) or I (Incremental) The tool tip explains how Incremental loads work
- **SUPPLIERID\_DOMAIN** - Specifies the Domain used. The preferred value is the Supplier's Ariba Network ID Number-"NetworkID". Other values include "DUNS", "internalsupplierid" or custom values
- **UNUOM** - If set to "TRUE", the Unit Of Measure is set to UNUOM (United Nations Unit of Measure); if set to "FALSE", the value is set to ANSI. (Ariba recommends UNUOM)
- **CURRENCY** - Specifies the currency used for the prices. The value "USD" (United States Dollar) is here by default and can be changed to a different currency
- **COMMENTS** - This field can be used for comments related to your catalog. It is a good place to enter the Supplier Name, the Customer Name and Catalog Name

# Catalog Creation – Static Catalog File - The Items Tab

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

- Fields in the Items tab can be **simple** or **compound**

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

These are samples of simple fields with a single data element at the **Header** level

These are samples of compound fields—they have data elements at the **Header** and **Detail** level

Attachments-1	
Source	Description
<a href="https://abc.com/stibo/hires/std.lang.all">https://abc.com/stibo/hires/std.lang.all</a>	Certificate of Analysis
<a href="https://abc.com/stibo/hires/std.lang.all">https://abc.com/stibo/hires/std.lang.all</a>	Certificate of Analysis

# Catalog Creation – Static Catalog File - The Items Tab

Supplier ID	Supplier Part ID	Unit Price	Unit of Measure
AN0001000100	2772882	145.10	EA
AN0001000100	2772967	22.58	EA
AN0001000100	2772276	20.53	EA
AN0001000100	2772981-ABC	13.55	BX

- **Simple** fields are color coded as to their requirements designation

Classification Codes-1	
Domain	Value
UNSPSC	43191504
UNSPSC	55101509
UNSPSC	44121704
UNSPSC	44122011
UNSPSC	44121615

Header

Detail

- For **Compound** fields, the designation for whether or not the field is required is at **both** the **Header** and **Detail** level of the field

Attachments-1	
Source	Description
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis

The field **Attachments-1** is optional

However, if you do use the field, then you must provide a **Source** and **Description** value

# Catalog Creation – Static Catalog File - The Items Tab



## The Items Tab

Supplier ID	Supplier Part ID	Item Description
AN0199999999	12345	Pens, Bic, Ballpoint, Blue, 1 dozen
AN0199999999	87690	Stapler, Swingline, Black
AN0199999999	479-56	Post-It, Yellow, 1"x2", pad of 100

- **Supplier ID - Required**

**Description:** If the Header is set to “NetworkID”, then enter the Supplier’s Business Network ID, otherwise the appropriate value for the Domain used—DUNS, internalsystem, etc. Ask your Catalog Advisor if you have questions

**Type of data:** String

**Maximum length:** 255

**Example:** AN09067477712

**Note:** If you publish the Catalog in your test account, add a suffix –T to your ANID or DUNS number like this: AN09067477712-T

- **Supplier Part ID - Required**

**Description:** Part Number used by the Supplier. The Part Number must be unique for each item in the Catalog.

**Type of data:** String

**Maximum length:** 255

**Example:** 2772882

- **Item Description - Required**

**Description:** Description of the product or service. Make your descriptions as clear and complete as possible (Item type, brand, model, color, etc.)

**Type of data:** String

**Maximum length:** 2000

**Example:** Printer, Laser, A4, Epson Stylus Color 740

# Catalog Creation – Static Catalog File - The Items Tab

Unit Price	Unit of Measure	Short Name	Classification Code-1	
			Domain	Value
3.48	EA	Soft Drink, Soda, Dr Pepper	UNSPSC	43191504
12.95	EA	Dairy, Milk, 1% milkfat	UNSPSC	43191504
8.76	DZN	Coffee, Dark Roast, Starbucks	UNSPSC	44122011
12.25	BX	Soft Drink, Juice, Minute Maid	UNSPSC	44122011

- **Unit Price - Required**

**Description:** Customer-specific price

**Type of data:** Decimal

**Example:** 4.32 or 1234.78

**Note:** To separate the integer from the decimal, you must use a ‘dot’ and not a comma. Also, do not use a comma to indicate ‘thousands’. Do not include any currency symbols such as \$, £ or ¥.

- **Unit of Measure - Required**

**Description:** Unit of measure related to the Unit Price. Use a United Nations UOM if the UNUOM in the Header is set to “True”

**Type of data:** String

**Maximum length:** 32

**Example:** BX

**Note:** A file containing the Units of Measure is available in your Customer’s Supplier Information Portal

- **Short Name - Required**

**Description:** Short description of the item. The Short Name is displayed first in the UI, and is in a larger type face and blue color. You can use the Short Name to describe a category or Item type, then give the specifics in the Item Description

**Type of data:** String

**Example:** Nylon Glove, Blue

**Maximum length:** 80 characters

- **Classification Code-1 – Required**

**Description:** Classification of the product or service.

- Detail: **Domain – Required**

**Description:** Use ‘UNSPSC’ if the Header specifies “UNSPSC” as the CODEFORMAT

**Type of data:** String

**Maximum length:** 40

**Example:** UNSPSC, Custom

- Detail: **Value – Required**

**Description:** The classification code that corresponds to the product or service

**Type of data:** String

**Maximum length:** 40

**Example:** 45678900 (level 3) and 45678923 (level 4)

**Note:** Ariba supports UNSPSC Version 13.5. A code list is available in your Customer’s Supplier Information Portal.

# Catalog Creation – Static Catalog File - The Items Tab

Image-1			Manufacturer Part ID
Thumbnail	Normal	Detailed	
12354.jpg	<a href="https://www.1.com/12354N.jpg">https://www.1.com/12354N.jpg</a>	https://www.1.com/12354D.jpg	CFG 11562
<a href="https://www.1.com/34.jpg">https://www.1.com/34.jpg</a>	<a href="https://www.1.com/34N.jpg">https://www.1.com/34N.jpg</a>	https://www.1.com/34D.jpg	87690-12
587.jpg		https://www.1.com/587.Jpg	A100-BLK
http://www.1.36.jpg		https://www.1.36.jpg	

- **Manufacturer Part ID – Optional**

**Description:** A Part Number that a Manufacturer uses

**Type of data:** String

**Maximum length:** 255

**Example:** TTSIBM412CID

- **Image – Optional, but desired**

**Description:** URL of the item’s image (preferred), or filename of the image (sent in a zip file)

**Supported image formats:** JPG, JPEG, GIF, PNG, BMP—(JPG preferred)

- Detail: **Thumbnail – Optional** (If **Image** is used, at least one Detail is required)

**Description:** URL of an Icon-size image of the item, or filename of the image (sent in the zip file)—can be different from the product’s full-size Image

**Type of data:** String

**Maximum length:** 255

**Recommended Size:** 85 x 85 pixels

*Note:* If the “Thumbnail” field is left blank, the file in the “Image” field will be resized and populate the Thumbnail

- Detail: **Normal - Required** (If **Image** is used, at least one Detail is required)

**Description:** URL of an image of the item, or filename of the image (sent in the zip file)

**Type of data:** String

**Maximum length:** 255

**Recommended Size:** 250 x 250 pixels

- Detail: **Detailed - Optional** (If **Image** is used, at least one Detail is required)

**Description:** URL of an image of the item, or filename of the image (sent in the zip file)

**Type of data:** String

**Maximum length:** 255

**Recommended Size:** 250 x 250 pixels

# Catalog Creation – Static Catalog File - The Items Tab



## Special Notes for Images

- In the Catalog file, you can refer to a **remote** image—using a URL—or you can refer to a **local** image.
- Using **remote** images is preferred
  - Be sure the URL in the Template is *complete* (including https://)  
*Example: https://server/directory/imagefilename.jpg*
  - Point to the image itself—not a program that serves up images
- If you use **local** images
  - Be sure the filename in the Template is *exact*—including upper and lower case characters  
*Example: FileName.jpg -or- lowercasename.jpg*
  - Place all catalog images into a zipped folder and load on the SBN

# Catalog Creation – Static Catalog File - The Items Tab

Manufacturer Name	Supplier URL	Manufacturer URL
Manufacturer 1	<a href="http://www.supplier1.com/item.html">http://www.supplier1.com/item.html</a>	http://www.manu.com
Manufacturer 2	<a href="http://www.supplierA.com/item.html">http://www.supplierA.com/item.html</a>	
Manufacturer 3	<a href="http://supplier.com/1234.html">http://supplier.com/1234.html</a>	
Manufacturer 4		

- **Manufacturer Name - Optional**

**Description:** Name of the manufacturer

**Type of data:** String

**Maximum length:** 255

**Example:** Epson

- **Supplier URL - Optional**

**Description:** A URL that links to a Supplier static page about the item (could be a MSDS, construction info, packaging info, etc.), in https: format as required by SAP.

**Type of data:** String

**Maximum length:** 255

**Example:** <https://www.supply.com/Catalog/product18.htm>

- **Manufacturer URL – Optional**

**Description:** A URL that links to a Manufacturer’s static page about the item (could be a MSDS, construction info, packaging info, etc.)

**Type of data:** String

**Maximum length:** 255

**Example:** <http://www.manu.com/Catalog/product18.htm>

# Catalog Creation – Static Catalog File - The Items Tab

Lead Time	Market Price	Supplier Part Auxiliary ID
1		1234-75
1		
3		
1		

- **Lead Time - Required**

**Description:** Number of working days for the product to be shipped from the date you receive the Purchase Order

**Type of data:** Integer

**Maximum length:** 40

**Example:** 1

- **Market Price – Do Not Use**

**Description:** List or retail price.

**Note:** Does not show on the Ariba UI—this is an informational-only field for Suppliers.

**Type of data:** Decimal

**Example:** 4.32 or 1234.78

**Note:** To separate the integer from the decimal, you must use a ‘dot’ and not a comma. Also, do not use a comma to indicate ‘thousands’. Do not include any currency symbols such as \$, £ or ¥.

- **Supplier Part Auxiliary ID – Optional**

**Description:** Uniquely identifies a single item. For example, items in multiple languages or available in multiple units of measure

**Type of data:** String

**Maximum length:** 255

**Example:** 1234 French

**Note:** If any items have the same reference (Supplier Part ID column), this column allows you to differentiate the

# Catalog Creation – Static Catalog File - The Items Tab

Language	Currency
en_US	USD

- **Language – Required** (If blank, defaults to ‘en\_US’)  
**Description:** Specifies the language used to describe the item.  
**Type of data:** String  
**Maximum length:** 255  
**Example:** en\_US  
**Note:** A listing of language codes is in your Customer’s Supplier Information Portal

- **Currency – Required** (Can be set as a default value in Header)  
**Description:** Specifies the currency used for the prices  
**Type of data:** String  
**Maximum length:** 32  
**Example:** USD, CAD (Canadian Dollar)  
**Note:** A listing of currency codes is in your Customer’s Supplier Information Portal

# Catalog Creation – Static Catalog File - The Items Tab

Expiration Date	Effective Date
en_US	USD

- **Expiration Date – Optional, but desired**

**Description:** Date that the catalog item expires and is removed from catalog visibility.

**Type of data:** Date

**Format:** YYYY-MM-DD

*Note: In Ariba catalogs there is no warning about items' expiring. When the date occurs, the item(s) are removed from visibility automatically.*

- **Effective Date – Optional, but desired**

**Description:** Date that the catalog item becomes valid.

**Type of data:** Date

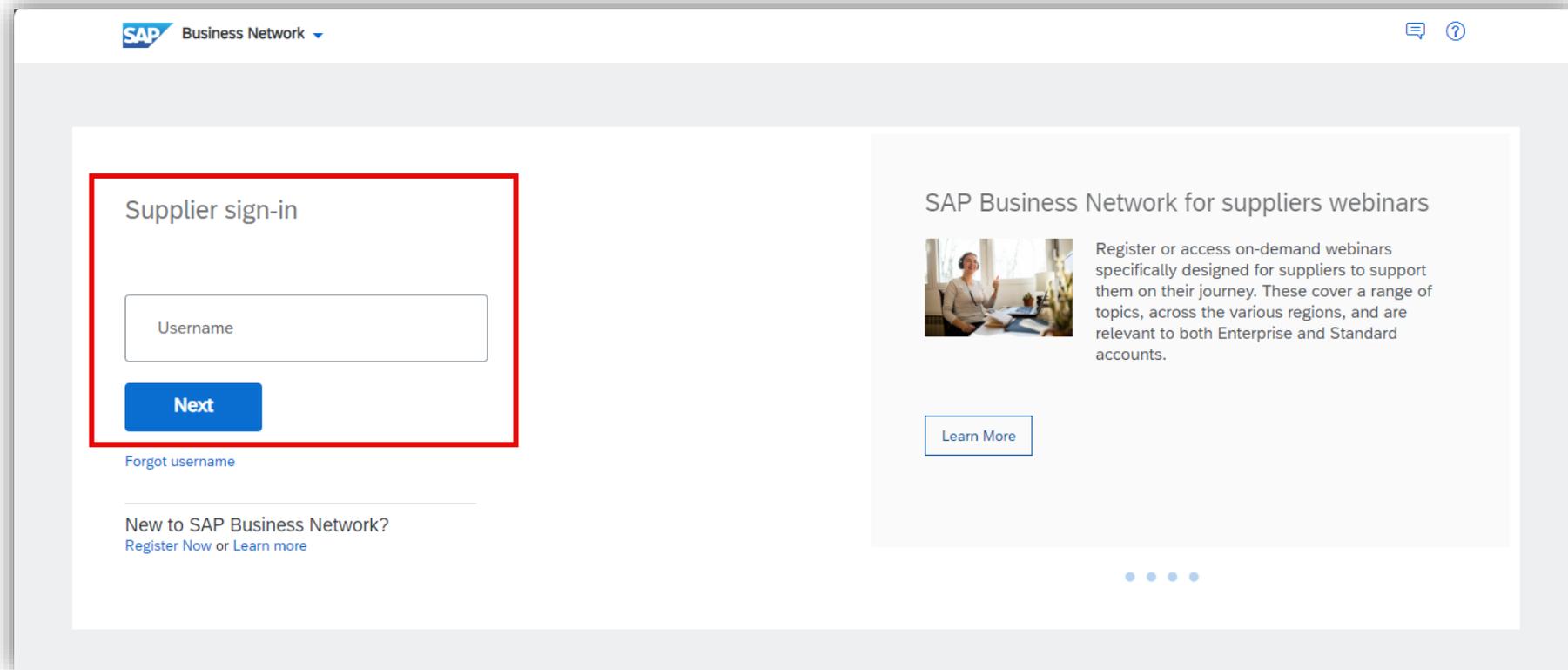
**Format:** YYYY-MM-DD

*Note: If you load an item with a date prior to today, the item will be seen immediately, regardless of the Effective Date.*

# Uploading and Publishing a Static Catalog

# Uploading and Publishing a Static Catalog

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

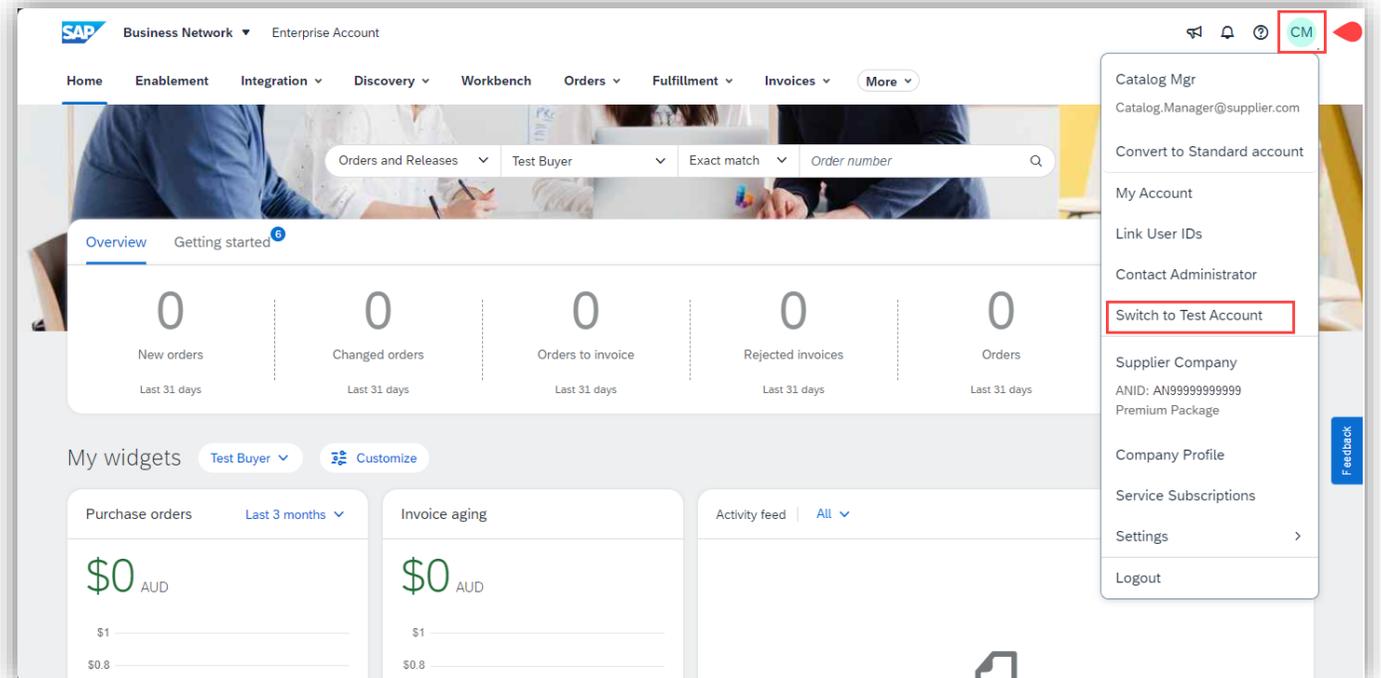


# Uploading and Publishing a Static Catalog

- 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

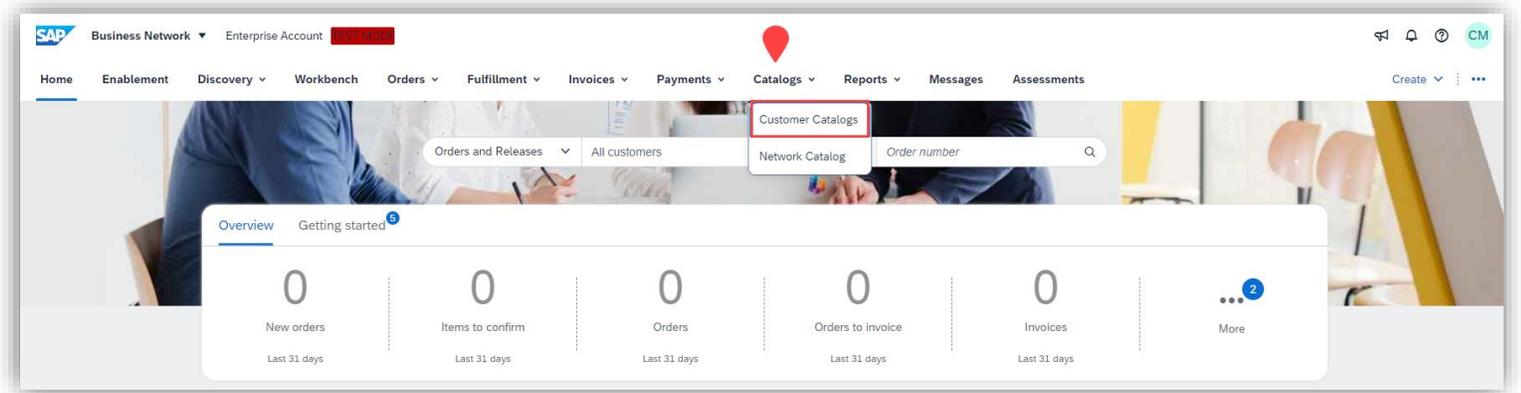
- You will get a warning.  
**“You are about to switch to Test Mode.”**  
Click “OK”



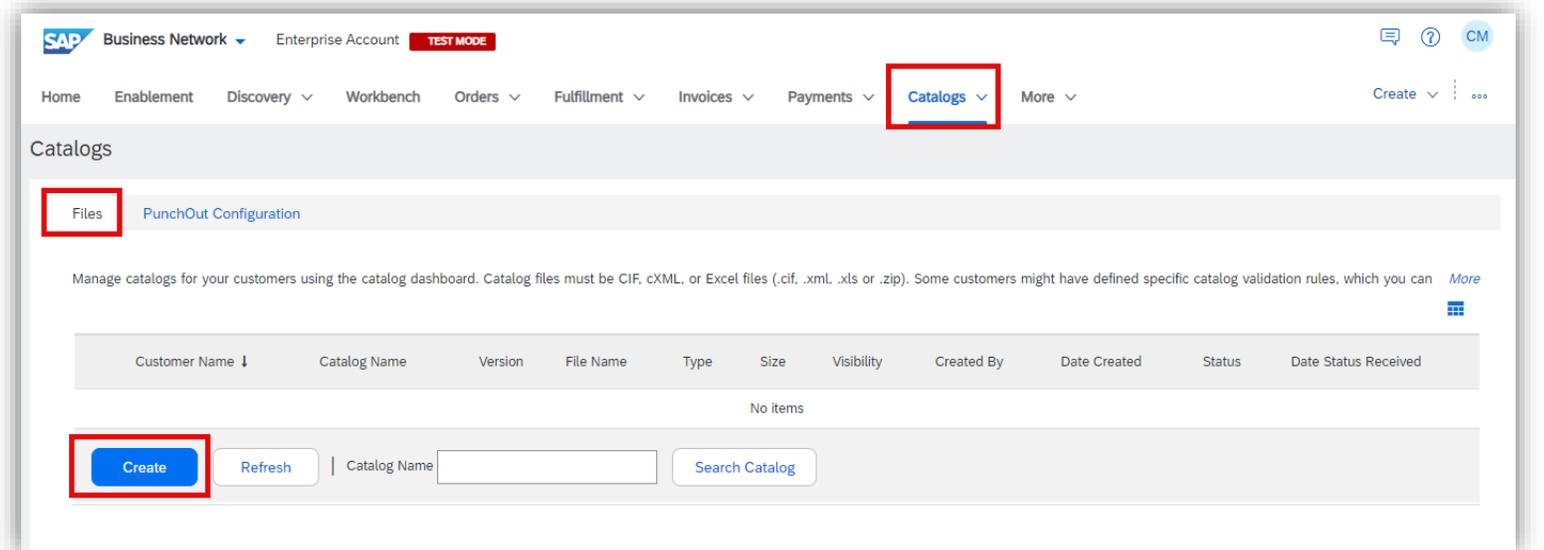
The screenshot displays the SAP Business Network user interface. At the top right, the user's initials 'CM' are visible in a red box. A pull-down menu is open, showing various account management options. The 'Switch to Test Account' option is highlighted with a red box. The main dashboard area shows a 'Getting started' notification and several key performance indicators (KPIs) for 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', and 'Orders' over the last 31 days, all showing zero. Below this, there are 'My widgets' for 'Purchase orders' and 'Invoice aging', both showing \$0 AUD. The 'Purchase orders' widget includes a 'Last 3 months' filter and a 'Customize' button. The 'Invoice aging' widget includes an 'Activity feed' and an 'All' filter. A 'Feedback' button is located on the right side of the interface.

# Uploading and Publishing a Static Catalog

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



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



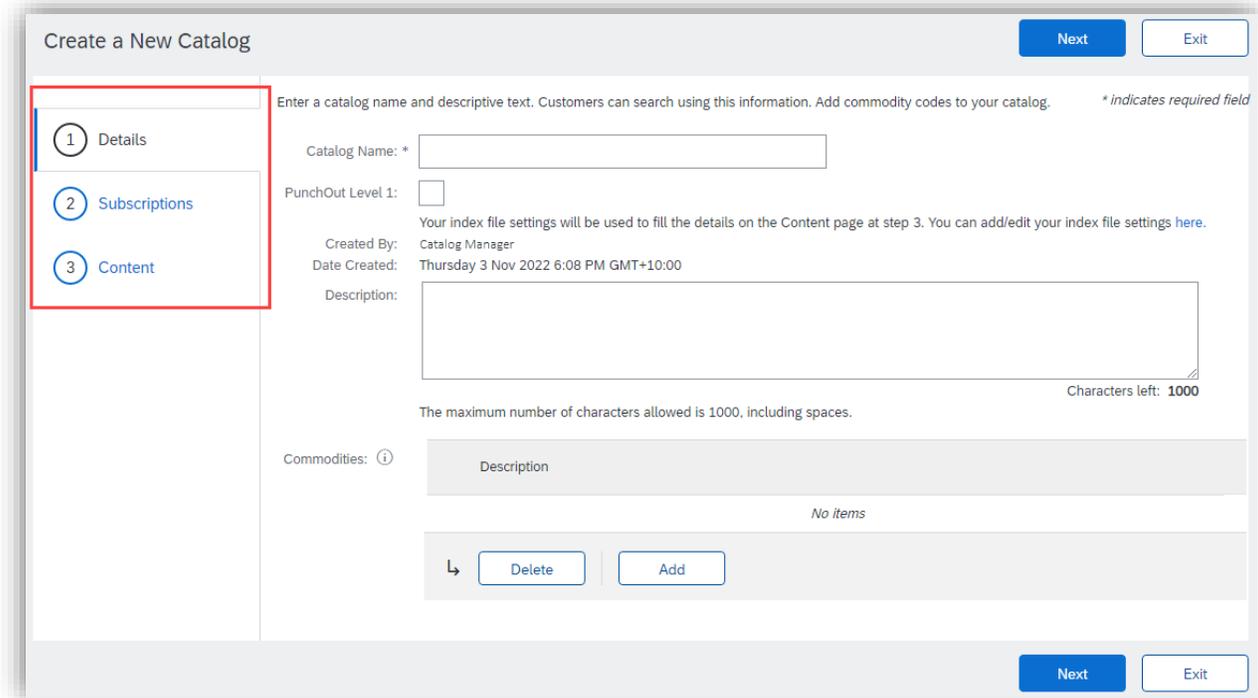
# Uploading and Publishing a Static Catalog



- When uploading a Catalog on SAP Business Network, there are four steps you will follow:
  - 1. Uploading**—Transfers the Catalog file from your local drive to the SAP Business Network. During the upload process, you enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and classify it so that buying organizations that are looking for specific products and services can find your Catalog
  - 2. Setting Visibility**—Allows you to specify whether the Catalog version is “Public” or “Private” and determines which of your Customers can access it
  - 3. Validating**—The Network checks the Catalog for errors, checks for zero price values and does a high-level validation of UNSPSC codes and Units of Measure  
  
(Note: Customer-specific validation rules for UNSPSC and UOM codes, and zero price values can be more detailed and much more strict than the high-level Network validations, therefore your Catalog may **pass** the Network validations but **fail** the Customer-specific validations for these same items)
  - 4. Publishing**—Freezes the current version and notifies your Customer of the Catalog’s availability

# Uploading and Publishing a Static Catalog

- You are now on the **Create a New Catalog** Screen
- To create the Catalog, there is a 3-step Wizard:
  - ① **Details**—General information about the Catalog
  - ② **Subscriptions**—Who you are publishing the Catalog to
  - ③ **Content**—Uploading the actual Catalog file



Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

Catalog Name: \*

PunchOut Level 1:

Your index file settings will be used to fill the details on the Content page at step 3. You can add/edit your index file settings [here](#).

Created By: Catalog Manager  
Date Created: Thursday 3 Nov 2022 6:08 PM GMT+10:00

Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ

Description

No items

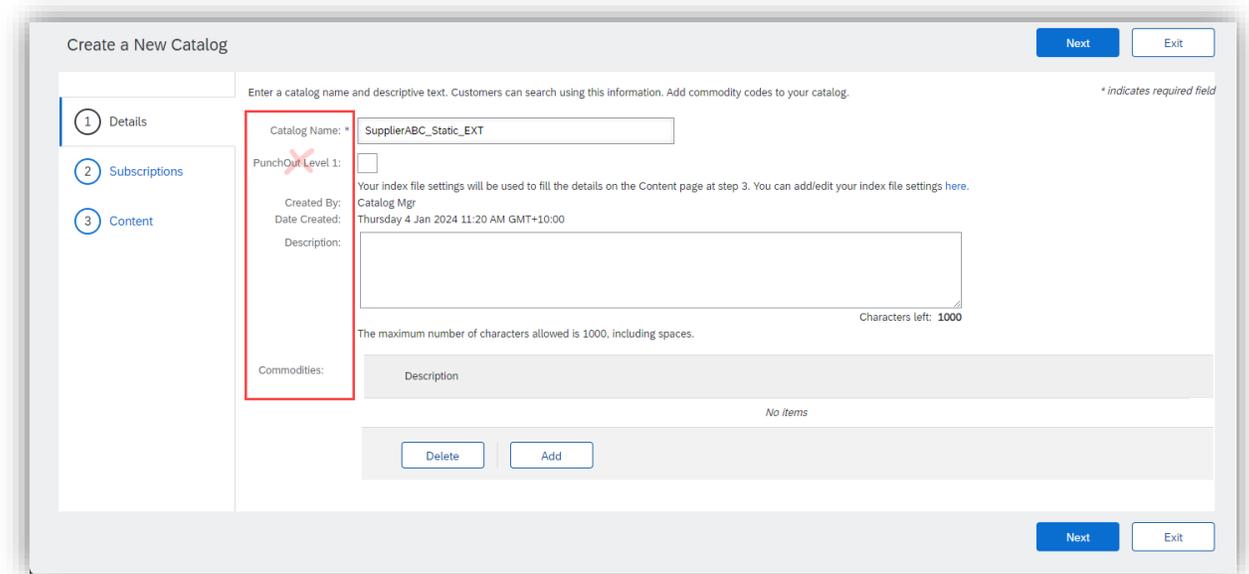
Delete Add

Next Exit

# Uploading and Publishing a Static Catalog

## 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(\_)): **SupplierName\_CatalogType**
- **Example: SupplierAB\_Static**
- **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”



Create a New Catalog

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog. \* indicates required field

1 Details  
2 Subscriptions  
3 Content

Catalog Name: \* SupplierABC\_Static\_EXT

PunchOut Level 1:

Created By: Catalog Mgr  
Date Created: Thursday 4 Jan 2024 11:20 AM GMT+10:00

Description:

The maximum number of characters allowed is 1000, including spaces. Characters left: 1000

Commodities:

Description

No Items

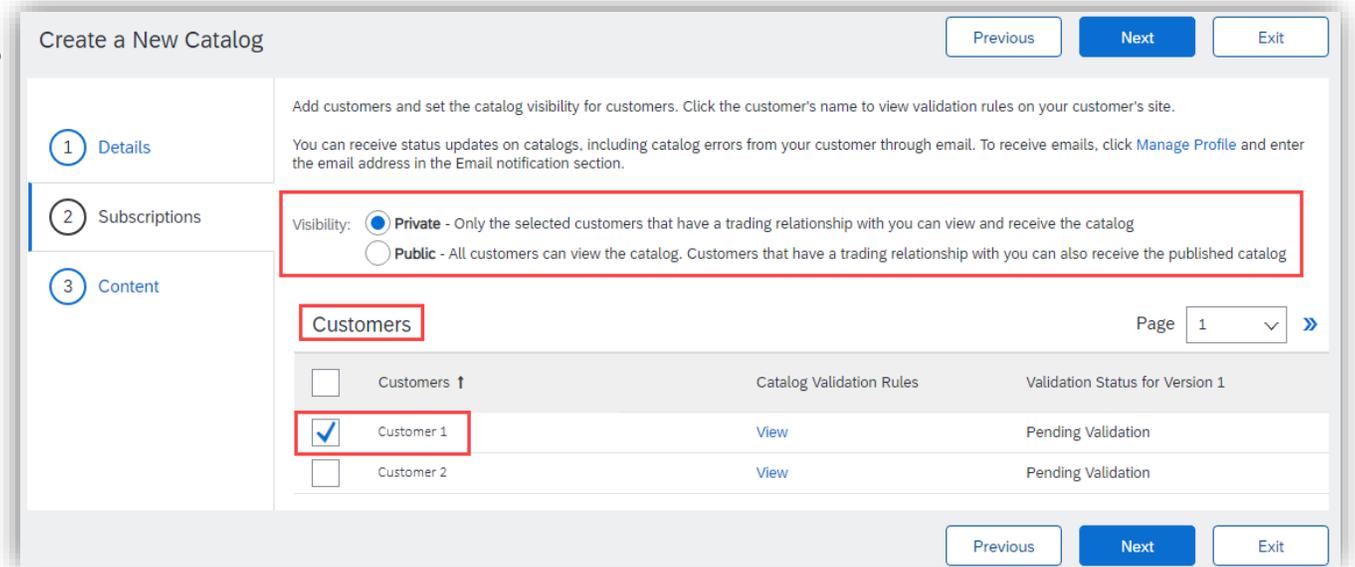
Delete Add

Next Exit

# Uploading and Publishing a Static Catalog

## ② Subscriptions

- You determine which Customers subscribe to your Catalog—specific Customer(s) or to all Customers on the Network
- Set the Visibility to “Private”. You can select a single customer.
- To select your Customer, check the box next to their name in the “Customers” list.
- If the Customer does not appear, it means that your company has not established a relationship with your Customer yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click “Next”



Create a New Catalog

Previous Next Exit

1 Details

2 Subscriptions

3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility:  Private - Only the selected customers that have a trading relationship with you can view and receive the catalog  
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers Page 1

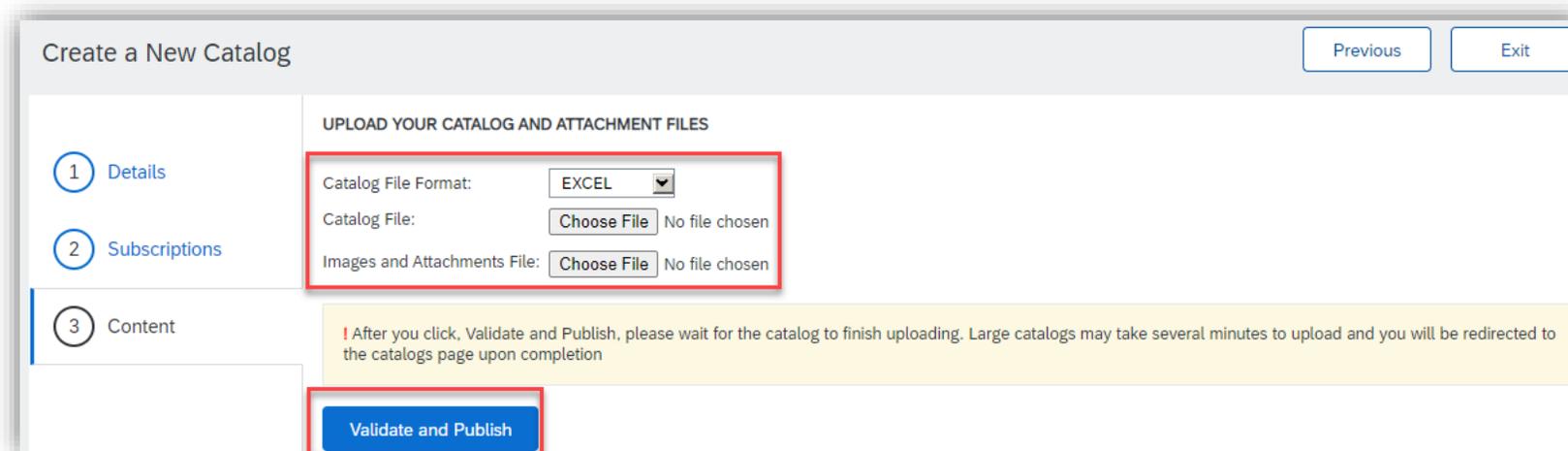
<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Customer 1	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Customer 2	<a href="#">View</a>	Pending Validation

Previous Next Exit

# Uploading and Publishing a Static Catalog

## ③ Content

- Select your **Catalog File Format** to “**Excel**” by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking “Browse” and pointing to your file
- Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file
- After you have selected your Catalog file, click the “Validate and Publish” button



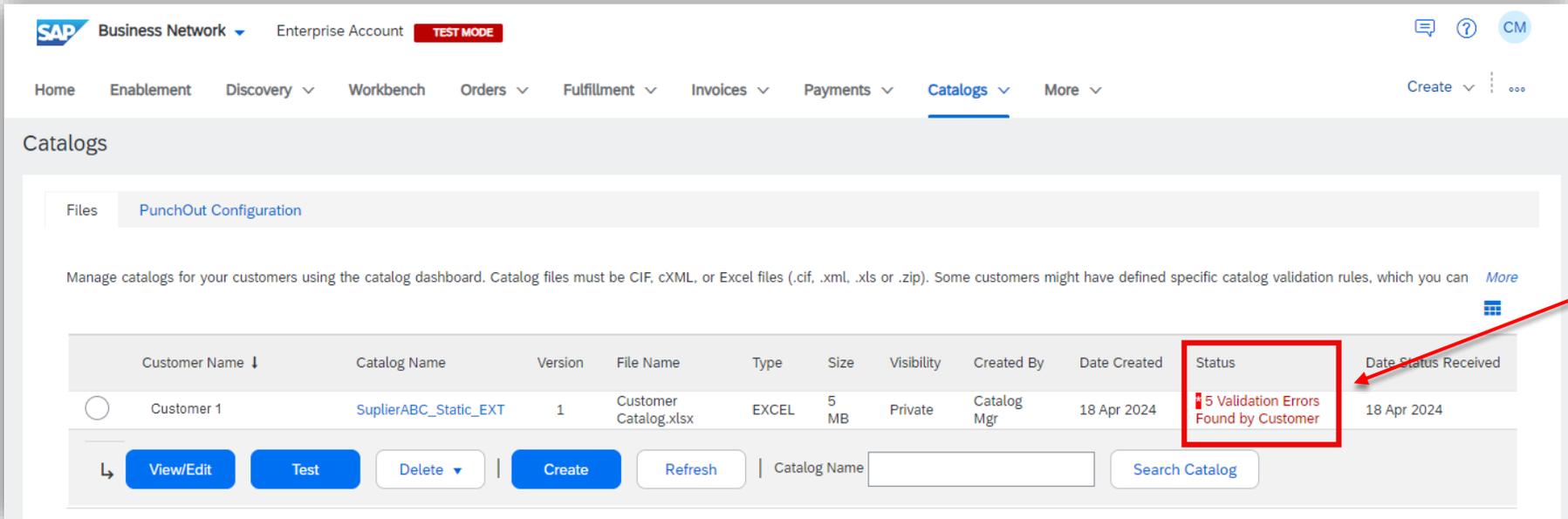
The screenshot shows the 'Create a New Catalog' interface. On the left, there is a navigation menu with three steps: 1 Details, 2 Subscriptions, and 3 Content (which is currently selected). The main area is titled 'UPLOAD YOUR CATALOG AND ATTACHMENT FILES'. It contains three fields: 'Catalog File Format' with a dropdown menu set to 'EXCEL', 'Catalog File' with a 'Choose File' button and 'No file chosen' text, and 'Images and Attachments File' with a 'Choose File' button and 'No file chosen' text. Below these fields is a yellow warning box with an exclamation mark icon and the text: 'After you click, Validate and Publish, please wait for the catalog to finish uploading. Large catalogs may take several minutes to upload and you will be redirected to the catalogs page upon completion'. At the bottom of the form, there is a blue 'Validate and Publish' button.

- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

# Uploading and Publishing a Static Catalog

## ■ Network Catalog Validation

- After the Network completes validation, it changes the Catalog status from “Validating” to one of the following statuses:
  - **Validated, Published or Pending Buyer Validation**—your Catalog is error-free.
  - **Errors Found by SAP Business Network**—the Network detected Catalog content that violates validation rules.
  - **Bad Format**—your Catalog failed the file validation check. Audit the file for problems in format
- A Catalog with an error status means you need to review the error results and correct them before going on



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Catalogs' section is active, displaying a table of catalogs. A red box highlights the 'Status' column for a catalog named 'SupplierABC\_Static\_EXT', which shows '5 Validation Errors Found by Customer'. A red arrow points from this status to the text on the right.

Customer Name ↓	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Customer 1	SupplierABC_Static_EXT	1	Customer Catalog.xlsx	EXCEL	5 MB	Private	Catalog Mgr	18 Apr 2024	5 Validation Errors Found by Customer	18 Apr 2024

To see the error detail, click on the “[Errors Found](#)” hyperlink.

# Uploading and Publishing a Static Catalog



## ■ Customer Approval

- When your Catalog passes the Network upload validation, your Customer is then notified to audit, validate and approve your Catalog. The Network may show any of these statuses: **“Published”**, **“Validated by Customer”** or **“Pending Buyer Validation”**—*note that these are all valid statuses*
  - Each Customer may have specific validation rules—and these rules may be more strict than the standard Network rules. This means that your Catalog could pass the Network validation, but fail the Customer-specific rules and be returned to you
  - If your Customer finds anything in your Catalog file that requires your attention, you will be notified by e-Mail
    - Corrections should be made to the original Excel file, then the corrected Catalog file needs to be uploaded to the Network
    - Each Catalog must pass both the Network validation, and the Customer audit before it can be loaded into the Customer’s buying application and be available for their Users.
- 
- For more support on troubleshooting errors, please click [here](#).

# Additional Resources

# Additional Resources

Continue your Static Catalog creation journey, and move to the next phase if needed.

<b>The Static Catalog Documents</b>		
<a href="#"><u>Introduction to Static Catalogs &amp; Account Setup</u></a>	<b>Customer Specific Templates</b> (Currently viewing this document)	<a href="#"><u>Troubleshooting and Updating Catalogs</u></a>
Details the Static Catalog fundamentals and account configuration.	Details the process of manually creating and uploading the Static Catalog file.  To view this document, please go to the Customer specific Supplier Information Portal or contact your Customer directly.	Details the Catalog upload and update process and the XLS to CIF conversion. This document also illustrates different troubleshooting scenarios and resolutions.

# Thank you

