

# Uploading and Publishing a Static Catalog - The Four Steps Outline

- 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