

Uploading and Publishing a Static Catalog on the SAP Business Network

CIF and .XLS Catalog

③ Content:

- Select your **Catalog File**, by clicking “Choose File” and clicking the catalog file saved on your computer.
 - Your Excel file must not exceed 1 Mb, however you can use zip compression.
 - If your Excel file is too large, you will need to convert it to a CIF. See the Appendix – “How to convert an Excel file to CIF”
- After you have selected your Catalog file, click the “Validate and Publish” button.

CMS (.XLSX) 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 clicking the catalog file saved on your computer.
- Load any **Image or Attachment Files** by clicking “Browse” and pointing to your file
- After you have selected your files, click the “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.