

# Uploading catalogs to **Production** in 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”

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:

Characters left: 1000

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

Commodities:

Description

No items

Delete Add

Next Exit