



# 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



- 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.

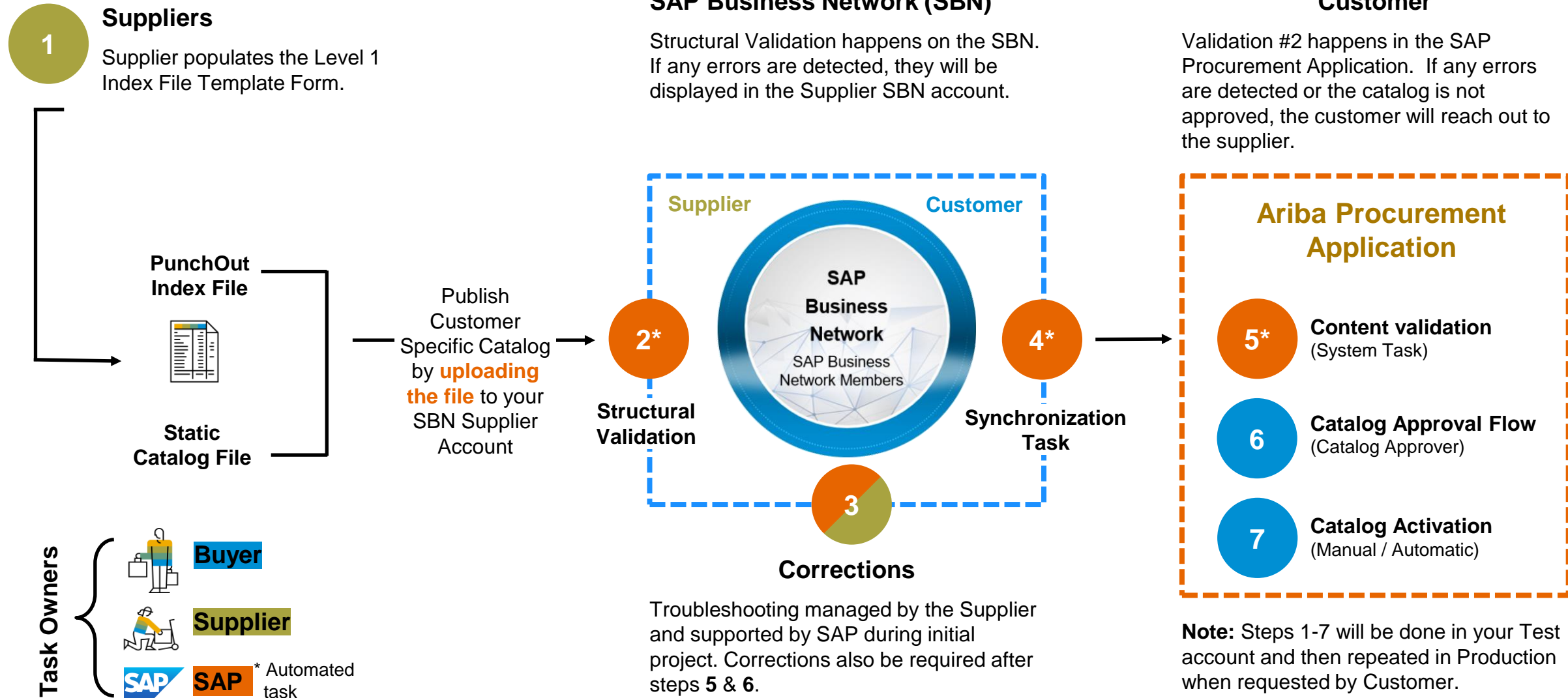
# Catalog Validation Flow

## 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.



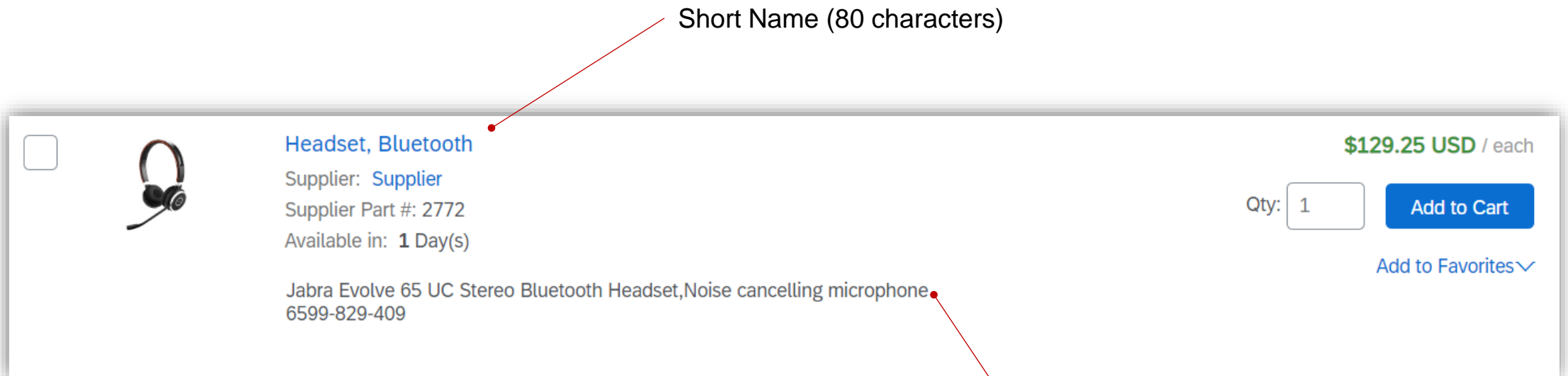
# The Catalog Upload Process



- 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

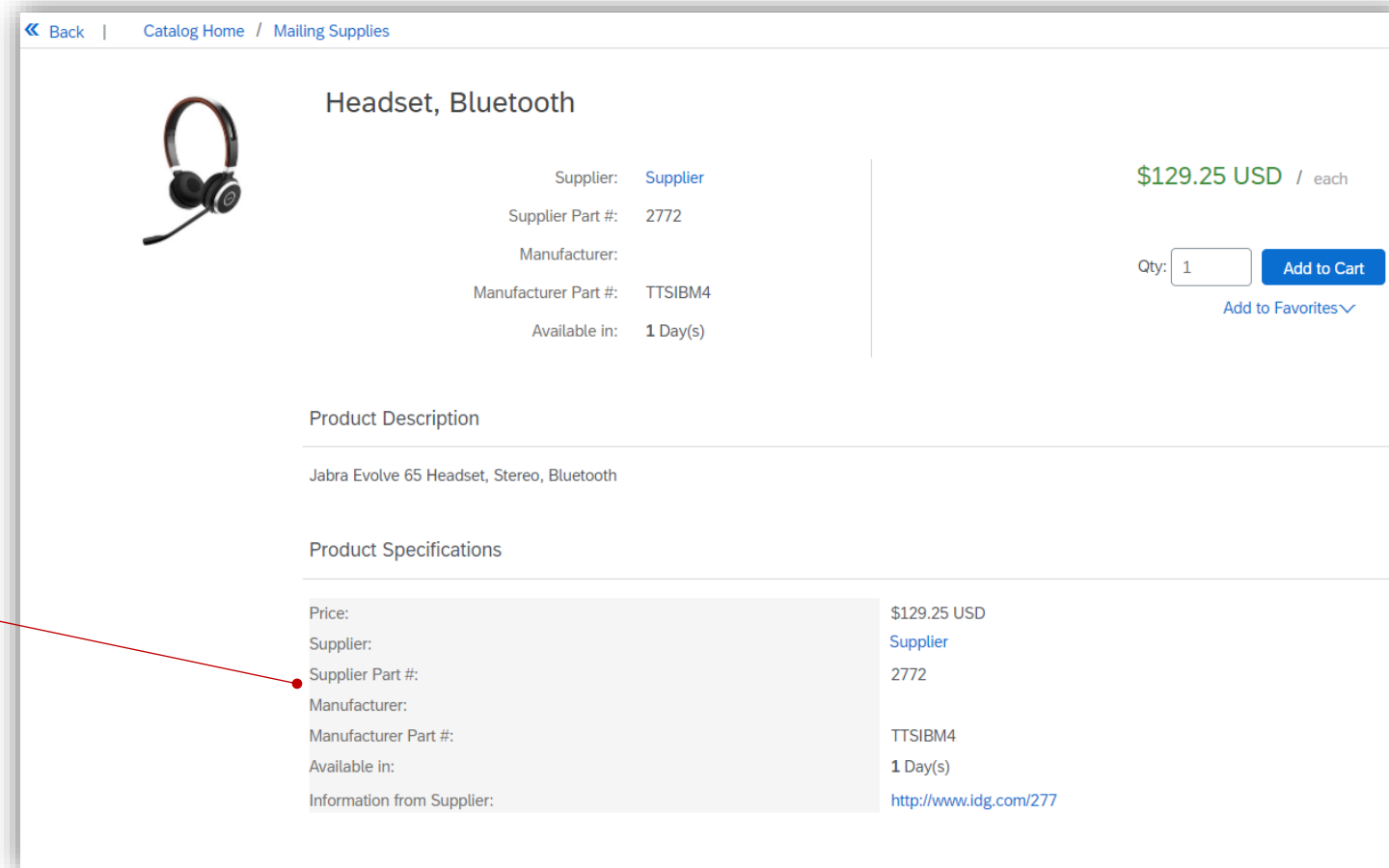
Add to Favorites

Description (2,000 characters)

# The Catalog Interface Item View

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

Additional  
Information,  
links and  
custom fields



The screenshot displays the 'Headset, Bluetooth' item detail view. It includes a product image, a breadcrumb trail ('Back | Catalog Home / Mailing Supplies'), and a summary section with the price (\$129.25 USD / each), quantity (1), and 'Add to Cart' button. Below this, the 'Product Description' section identifies the item as a 'Jabra Evolve 65 Headset, Stereo, Bluetooth'. The 'Product Specifications' section lists key details: Price (\$129.25 USD), Supplier (Supplier), Supplier Part # (2772), Manufacturer (TTSIBM4), Manufacturer Part # (TTSIBM4), and Availability (1 Day(s)). A red line points from the text 'Additional Information, links and custom fields' to the 'Supplier Part #' field in the specifications table.

Product Specifications	
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>

# Static Catalog **Template**

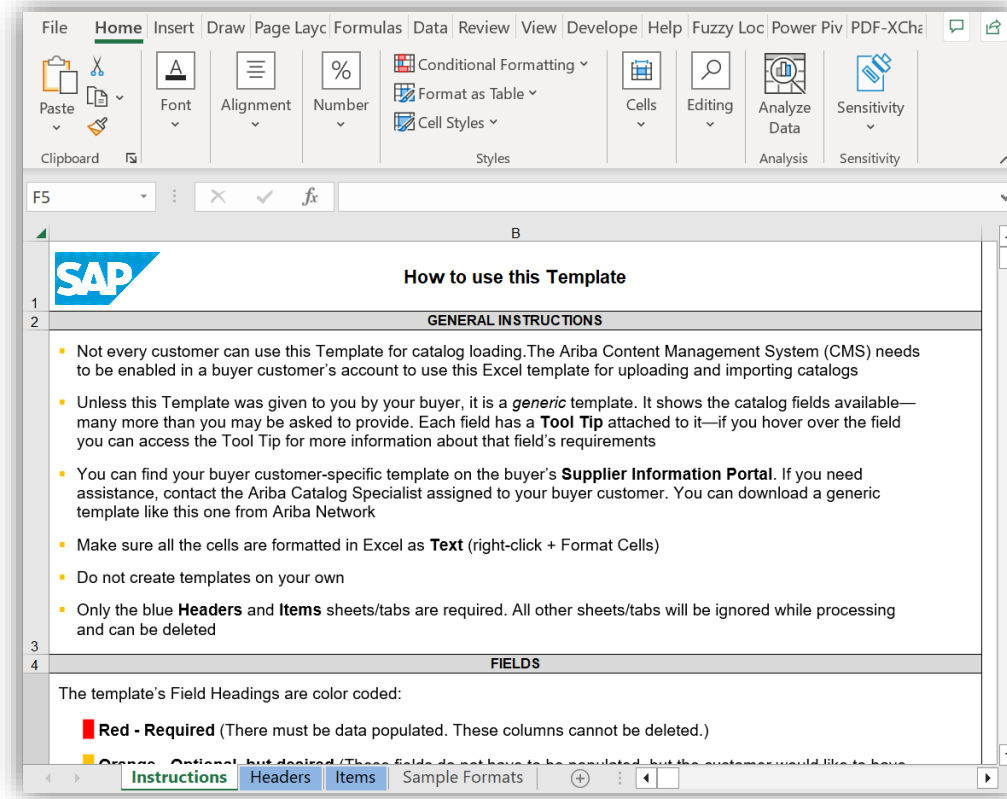
# Static Catalog Template



- 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


[Return To Content](#)

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

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

© 2024 SAP SE or an SAP affiliate company. All rights reserved. INTERNAL - SAP Buyers, Suppliers and Partners

# 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
https://abc.com/stibo/hires/std.lang.all	Certificate of Analysis
https://abc.com/stibo/hires/std.lang.all	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			Lead Time
Thumbnail	Normal	Detailed	
12354.jpg	<a href="https://www.1.com/12354N.jpg">https://www.1.com/12354N.jpg</a>	<a href="https://www.1.com/12354D.jpg">https://www.1.com/12354D.jpg</a>	4
<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>	<a href="https://www.1.com/34D.jpg">https://www.1.com/34D.jpg</a>	5
587.jpg		<a href="https://www.1.com/587.jpg">https://www.1.com/587.jpg</a>	3
<a href="http://www.1.36.jpg">http://www.1.36.jpg</a>		<a href="https://www.1.36.jpg">https://www.1.36.jpg</a>	3

## ■ Lead Time - Optional

**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

## ■ 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 - 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

### ■ 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

Supplier URL	Supplier Part Auxiliary ID	Manufacturer Part ID	Manufacturer Name
<a href="http://www.supplier1.com/item.html">http://www.supplier1.com/item.html</a>	1234-75	CFG 11562	Manufacturer 1
<a href="http://www.supplierA.com/item.html">http://www.supplierA.com/item.html</a>		87690-12	Manufacturer 2
<a href="http://supplier.com/1234.html">http://supplier.com/1234.html</a>		A100-BLK	Manufacturer 3
			Manufacturer 4

## ■ 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.)

**Type of data:** String

**Maximum length:** 255

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

## ■ 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 them

## ■ Manufacturer Part ID – Optional

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

**Type of data:** String

**Maximum length:** 255

**Example:** TTSIBM412CID

## ■ Manufacturer Name - Optional

**Description:** Name of the manufacturer

**Type of data:** String

**Maximum length:** 255

**Example:** Epson

# Catalog Creation – Static Catalog File - The Items Tab



Manufacturer URL	Language	Currency	hazardousmaterial
http://www.manu.com	en_US	USD	
	en_US	USD	
	en_US	USD	
	en_US	USD	

## ■ 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>

## ■ Language – Optional (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 – Optional (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

## ■ Hazardous Material – Optional

**Description:** Indicates that the item is designated as being or containing hazardous materials. An icon will appear under the Item Description in the UI indicating this status.

**Value:** True, False (Default) or blank

**Type of data:** Boolean

# Catalog Creation – Static Catalog File - The Items Tab

Expiration Date	Effective Date	Minimum Quantity	QuantityInterval
		1	
2019-02-01	2020-01-31	2	2
2019-03-20			2
		1	

## ■ Expiration Date– Optional

**Description:** Date that the item is no longer valid, in YYYY-MM-DD format. This date must be in the future.

**Type of data:** Data

**Date Format:** YYYY-MM-DD

## ■ Effective Date- Optional

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

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

**Type of data:** Data

**Date Format:** YYYY-MM-DD

## ■ Minimum Quantity– Optional

**Description:** Specifies the minimum quantity an item can be purchased in.

**Type of data:** Integer

**Example:** Users might need to order at least 2 of an item, therefore 2 will be placed in the column.

## ■ Quantity Interval– Optional

**Description:** Specifies the minimum quantity an item can be purchased in.

**Type of data:** Integer

**Example:** Items can have both a MinimumQuantity and a QuantityInterval users might need to order at least 2 of an item, and only be able to order it in intervals of 2: 4, 6, 8, etc.

# Catalog Creation – Static Catalog File - The Items Tab

Attachments-1		RelatedItems-1	
Source	Description	Type	Supplier Part ID
https://abc.com/stibo/hires/std.lang.au	Certificate of Analysis	followup	87690
		similar	479-56
		mandatory	12345

## ■ Attachments-1 – Optional

**Description:** Attached documents related to the catalog item to be displayed.  
Note: The link to the document(s) appear in the Item Details pages of the catalog UI.

If you use Attachments (Attachments-1, Attachments-2), the detail sub-fields Description and Source are required to be populated.

### ■ **Source** – Required

**Description:** URL or file name for the attached document. If you do not use a URL reference, then you must upload the actual file when loading the catalog file on the Network

**Type:** String

**Length:** 255

### ■ **Description**- Required

**Description:** Description or file name for the attached document.

**Sample:** Quarterly Report

**Type:** String

**Length:** 255

## ■ RelatedItems-1 – Optional

**Description:** Indicates that another catalog item is related to this main item. The RelatedItems specified must be available in the Ariba catalog.

The RelatedItems can be indicated as:

- mandatory - A required item to purchase if this item is bought
- similar - Informational to let the user know of a similar product
- sparepart - Informational to show spare parts for the main item
- accessories - Informational to show accessories for the main item
- followup - Informational to show follow-up items for the main item

If you use RelatedItems, then the detail sub-fields Type and Supplier Part ID must be populated.

### ■ **Type** – Required

**Description:** The type of this item in relation to the main catalog item.

**Values:** mandatory, similar, sparepart, accessories or followup

**Type:** String

**Length:** 255

### ■ **Supplier Part ID** – Required

**Description:** The Supplier Part ID of this item in relation to the main catalog item.

**Note:** The item must be available in the Ariba Catalog.

**Type:** String

**Length:** 255

# Catalog Creation – Static Catalog File - The Items Tab

PriceConfiguration-1							PriceConfiguration-2						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound	StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1			ARA10BSU	20.88	USD		10
2017-05-02	2017-08-01		50.0	USD		2							
2017-05-02	2017-08-01		40.0	USD		1							
		ARA10BSU	30.0	USD	0.9	1			ARA10BSU	25.10	USD	0.9	5

## ■ PriceConfiguration-1– Optional

**Description:** Defines different levels of pricing for items based on different quantities, dates and **PriceKey** (user-definable).

**Note:** To use **PriceConfiguration** fields, the **PriceKey** field must be agreed upon by both the Buyer and Seller. To configure a **PriceKey** to be used, the Buyer must contact SAP Ariba Customer Support to configure the field and make it available for creating price lookup keys.

If you use a **PriceConfiguration** field, the Detail sub-field **Amount** & **Currency** is required to be populated. All other detail fields are optional.

## ■ Start Date – Optional

**Description:** If your price configuration is determined by a specific time period, this is the Start Date. **Type:** Date

**Format:** YYYY-MM-DD

## ■ End Date – Optional

**Description:** If your price configuration is determined by a specific time period, this is the End Date.

**Type:** Date

**Format:** YYYY-MM-DD

## ■ Price Key – Do Not Use

**Description** A User-defined factor that prices can be based on. Can be a location, customer type, facility type or any meaningful value to the buyer customer.

**Example:** If the Price Configuration has a PriceKey defined as "ARA10BSU" then the Amount for the item is \$40.33. For an item without a PriceKey, the Amount for the item is \$42.25.

**Type:** String

# Catalog Creation – Static Catalog File - The Items Tab

PriceConfiguration-1							PriceConfiguration-2						
StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound	StartDate	EndDate	PriceKey	Amount	Price Currency	Price Factor	Lower bound
		ARA10BSU	21.868	USD		1			ARA10BSU	20.88	USD		10
2017-05-02	2017-08-01		50.0	USD		2							
2017-05-02	2017-08-01		40.0	USD		1							
		ARA10BSU	30.0	USD	0.9	1			ARA10BSU	25.10	USD	0.9	5

## ■ PriceConfiguration-1– Optional *(continue)*

If you use a **PriceConfiguration** field, the Detail sub-field **Amount** & **Currency** is required to be populated. All other detail fields are optional.

### ■ Amount – Required

**Description:** The cost of the item, based on the PriceConfiguration parameters.

**Type:** Decimal

### ■ Price Currency– Required

**Description:** The currency used for the Amount field. The currency set in this configuration overrides the Currency default set in the Headers Tab.

**Type:** String

### ■ Price Factor– Optional

**Description:** The Amount field is multiplied by the PriceFactor to determine the end price. This allows a variable price increase/decrease rather than a fixed end price.

**Example:** Amount=1.0, PriceFactor=.8 ( $1 \times .08 = .80$ ) End price is .80 -- a 20% discount

**Type:** Integer

**Default:** 1

### ■ Lowerbound – Optional

**Description:** The number of items a user must buy to get a lower price.

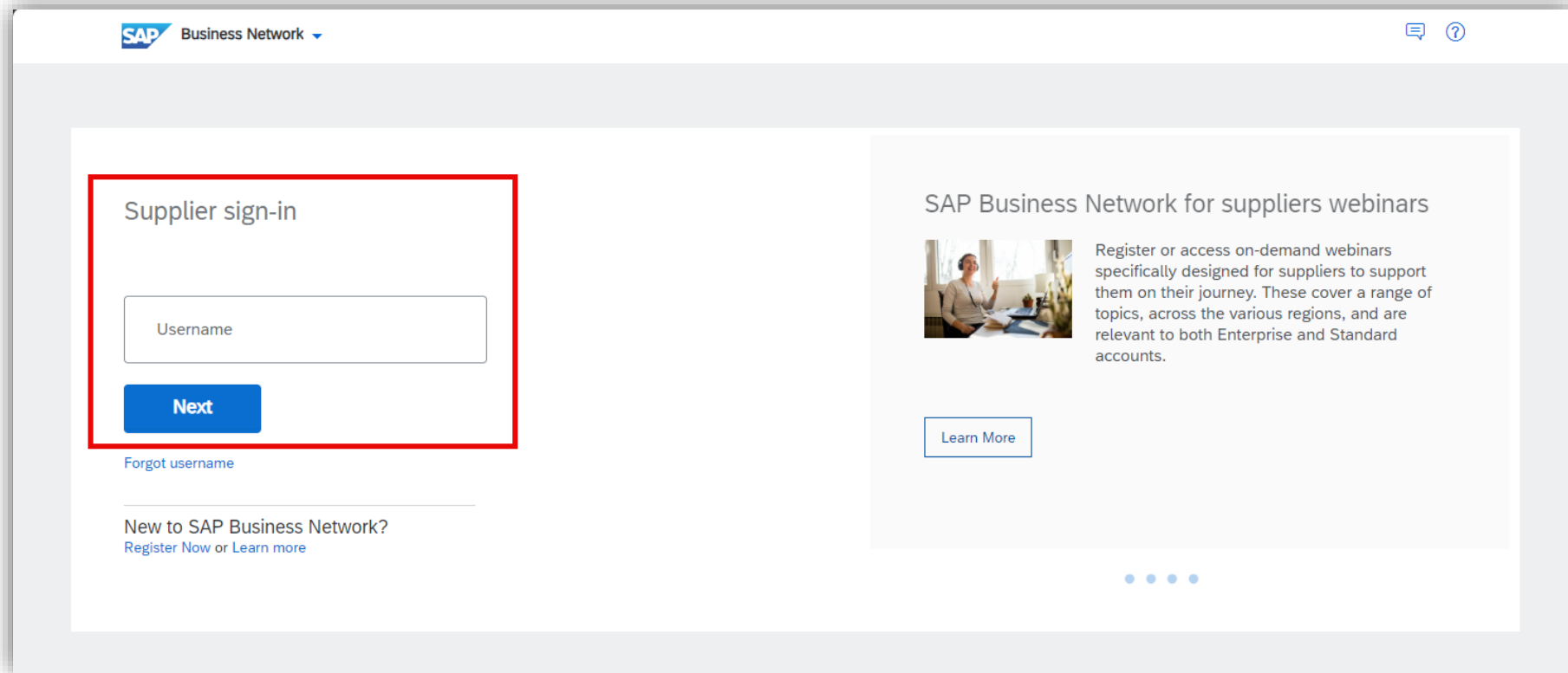
**Example:** If the Price Configuration has a Lowerbound value of 20 and an Amount of \$200.00, then buying quantities of 1-19 would be at a price of \$222.00, however, quantities over 20 items purchased would have a price of \$200.00

**Type:** Integer

# 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



The screenshot shows the SAP Business Network Supplier sign-in page. The page has a header with the SAP logo and 'Business Network' text. The main content area is divided into two sections. The left section, titled 'Supplier sign-in', is highlighted with a red border and contains a 'Username' input field, a blue 'Next' button, a 'Forgot username' link, and a section for new users with the text 'New to SAP Business Network?' and links for 'Register Now' and 'Learn more'. The right section, titled 'SAP Business Network for suppliers webinars', features a video thumbnail of a woman speaking, a description of webinars, and a 'Learn More' button. At the bottom of the right section are four blue dots.

SAP Business Network

Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

SAP Business Network for suppliers webinars

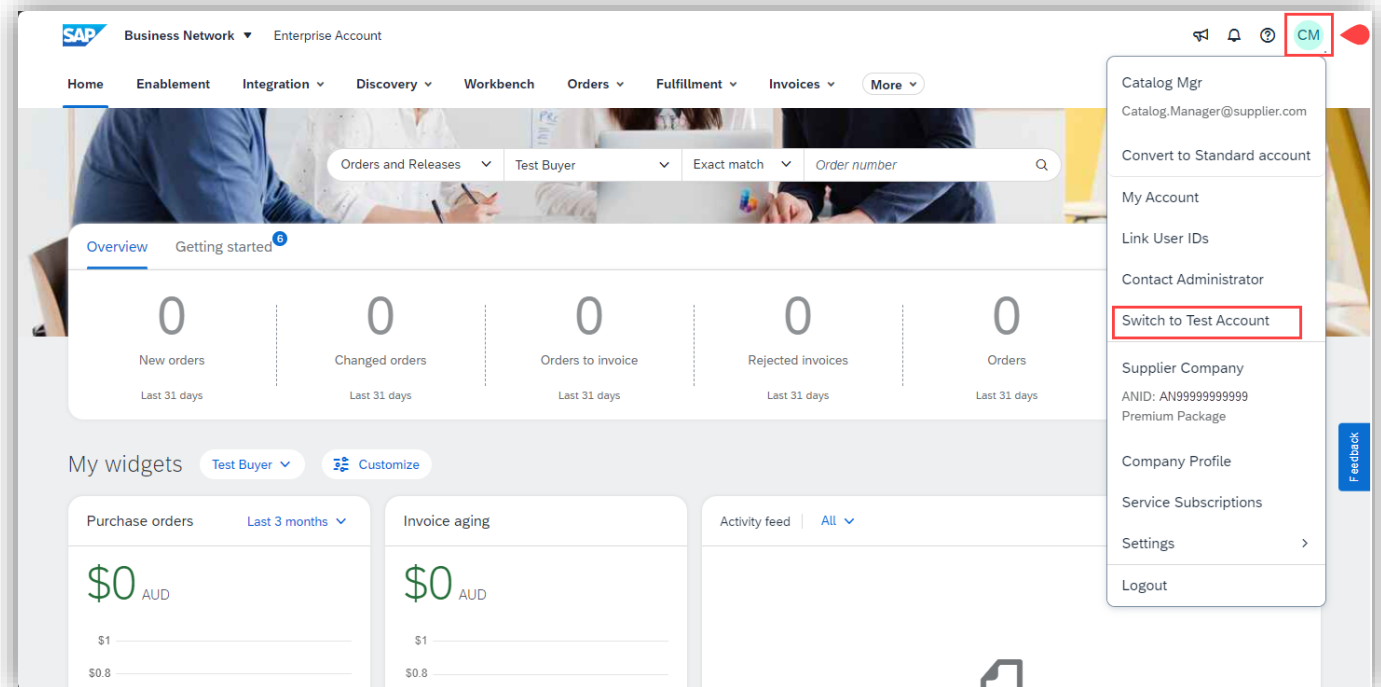
Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

# Uploading and Publishing a Static Catalog

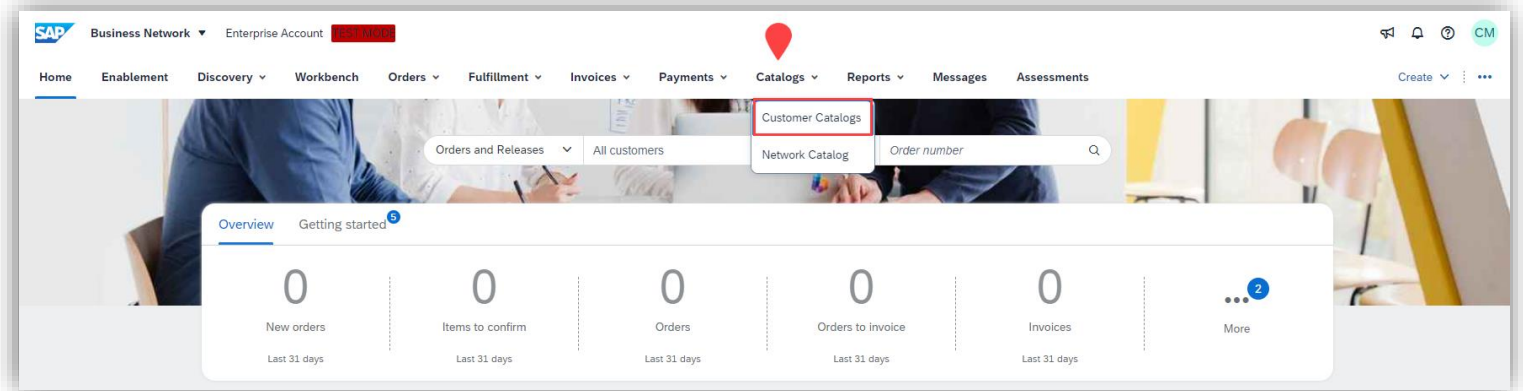
## ■ Switch to your Test Account

- 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”

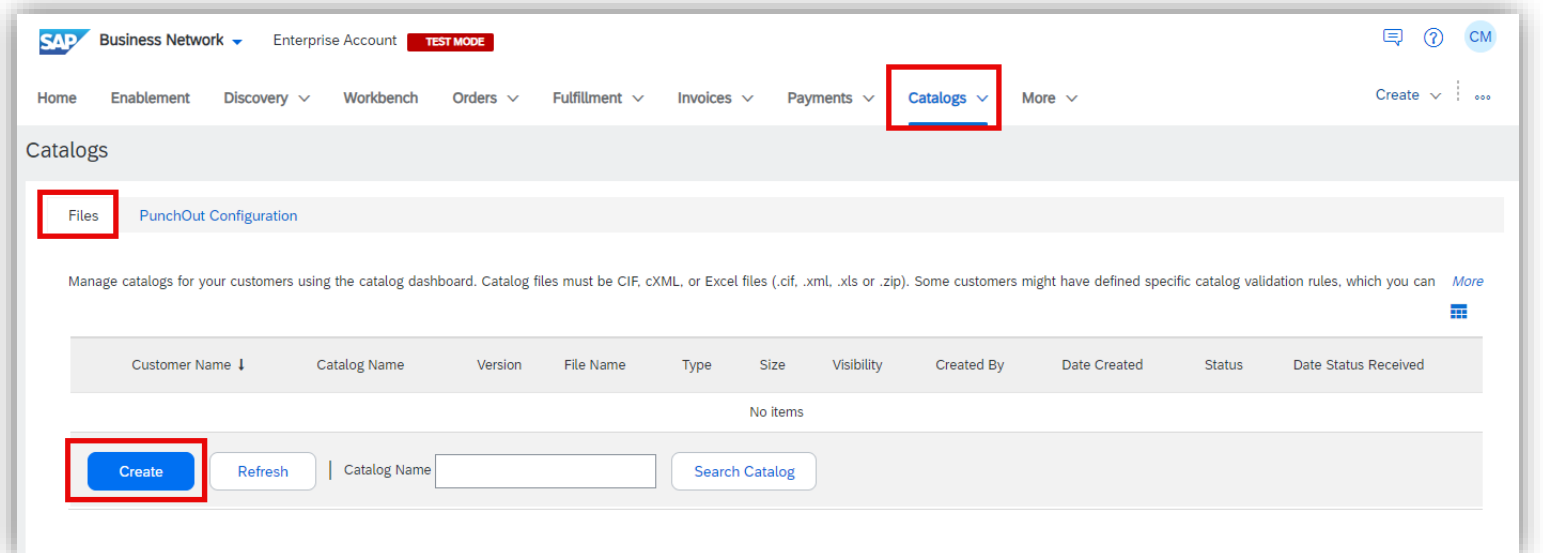


# Uploading and Publishing a Static Catalog

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



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



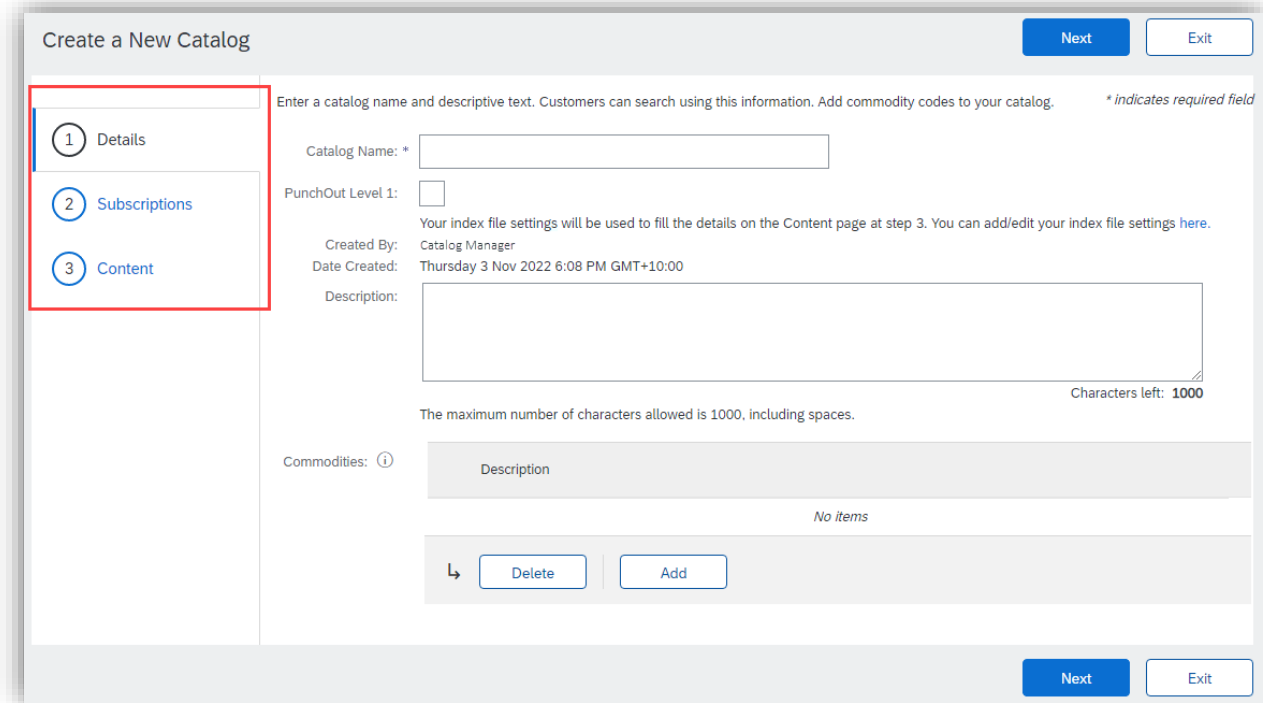
# Uploading and Publishing a Static Catalog



- 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

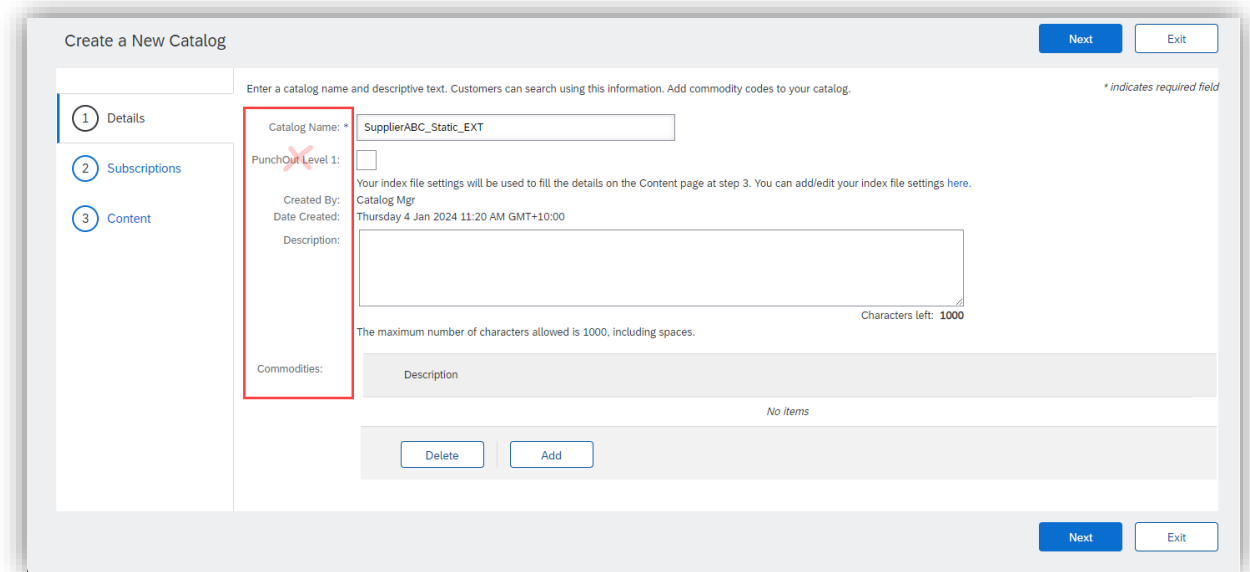
Delete Add

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: ACME\_CIF**
- **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

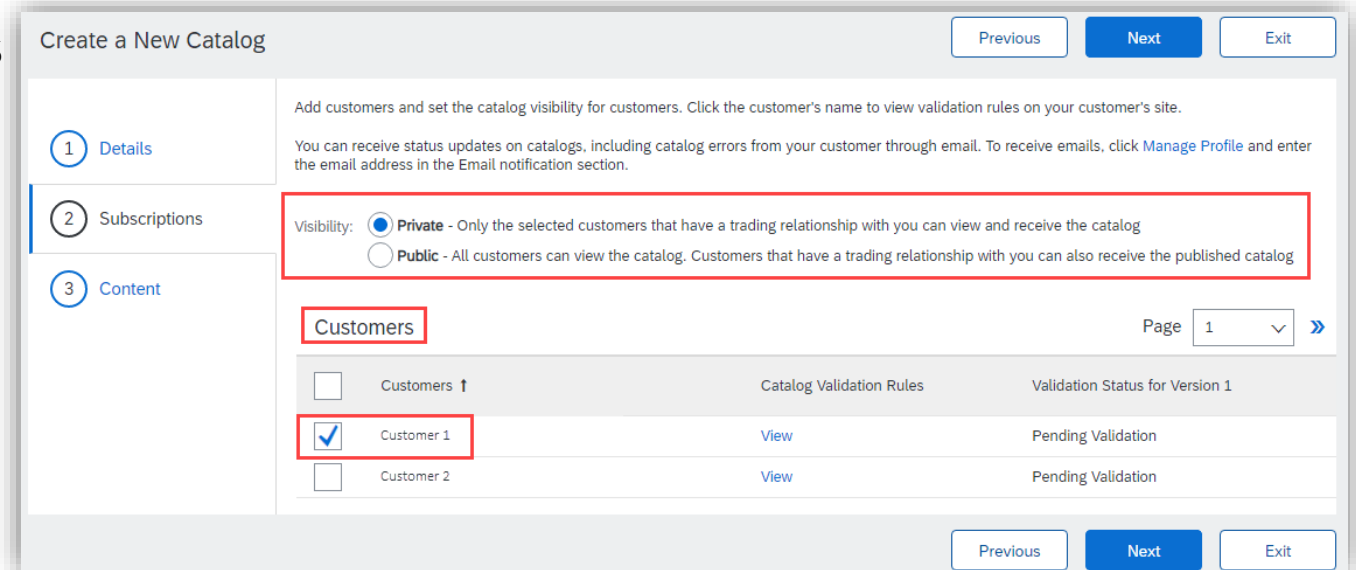
Delete Add

Next Exit

# 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 »

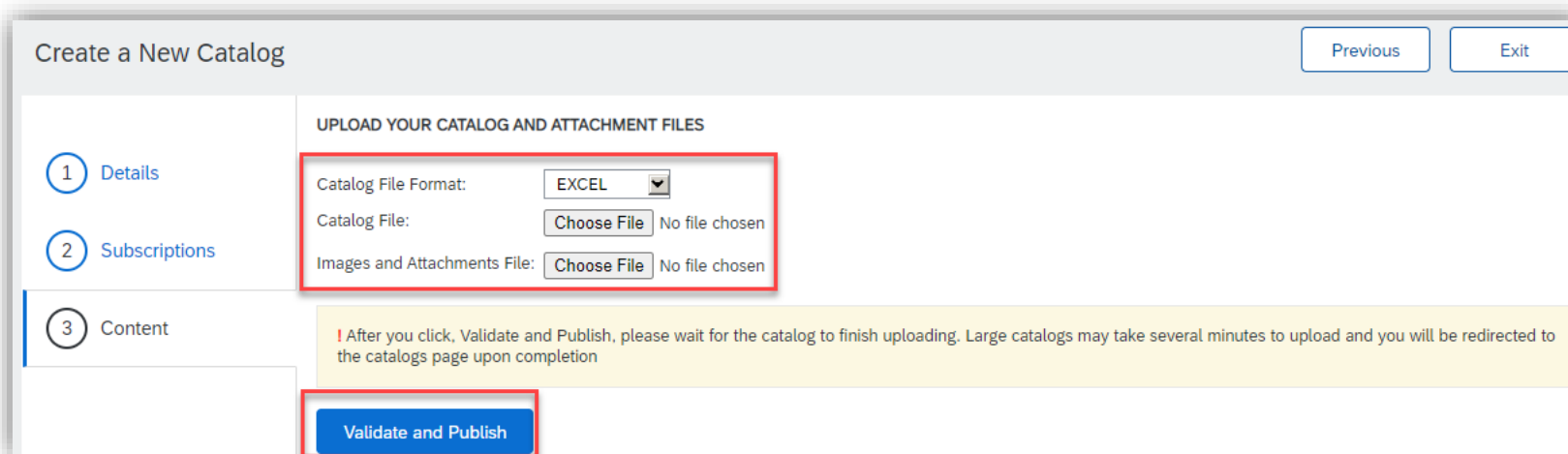
<input type="checkbox"/>	Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/>	Customer 1	<a href="#">View</a>	Pending Validation
<input type="checkbox"/>	Customer 2	<a href="#">View</a>	Pending Validation

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

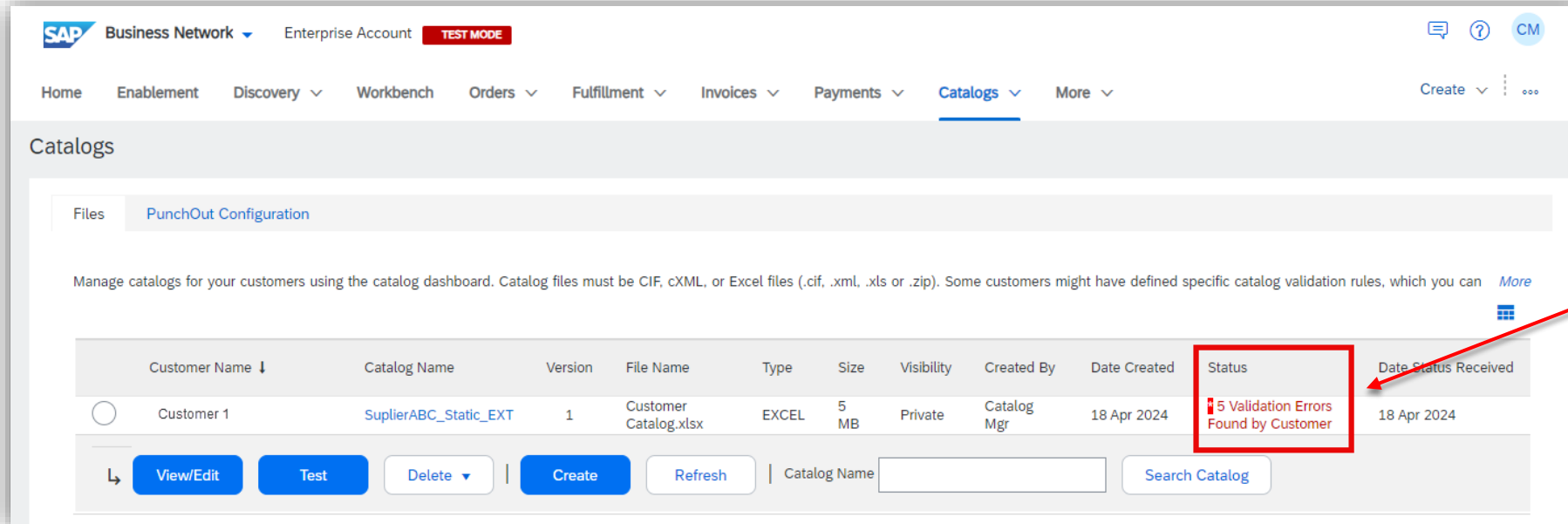


- As your Catalog loads, the status will read “Validating”. Click the “Refresh” button at the bottom of the screen to see the status change

# 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. Below the navigation bar, there's a 'Catalogs' header and a 'Files' tab with 'PunchOut Configuration'. A message states: 'Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which you can [More](#)'. Below this is a table with columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The table has one row for 'Customer 1' with catalog name 'SupplierABC\_Static\_EXT', version '1', file name 'Customer Catalog.xlsx', type 'EXCEL', size '5 MB', visibility 'Private', created by 'Catalog Mgr', date created '18 Apr 2024', status '5 Validation Errors Found by Customer', and date status received '18 Apr 2024'. The 'Status' cell is highlighted with a red box. Below the table are buttons for 'View/Edit', 'Test', 'Delete', 'Create', and 'Refresh', along with a 'Catalog Name' search field and a 'Search Catalog' button.

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.

The Static Catalog Documents		
<a href="#">Introduction to Static Catalogs &amp; Account Setup</a>	<b>Customer Specific Templates</b> (Currently viewing this document)	<a href="#">Troubleshooting and Updating Catalogs</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