

Uploading and Publishing Catalogs – Instructions

- You are now on the **Create a New Catalog** Screen
- When uploading a Catalog on SAP Business Network, there are four steps you will follow:
 - 1. Setting Visibility & Type** – Specify whether the Catalog version is “Public” or “Private” and determine which of your Customers can access it. The Catalog Type “Static” or “PunchOut” is also selected.
(Note: For Private catalogs, please ensure the catalog type has been discussed and aligned with your Customer before continuing.)
 - 2. Choose Customer(s)** – Select which customers can view this catalog and review their catalog-specific requirements.
 - 3. Add Catalog Details** – Enter the Catalog name (this becomes the “Subscription Name” in the Buyer’s local Catalog) descriptive text, and applicable commodities.
 - 4. Upload File** - Select the Catalog file from your local drive and upload to the SAP Business Network. When submitting the catalog, the current version will become unchangeable. The Network checks the Catalog for errors, zero price values, and completes a high-level validation of UNSPSC and Units of Measure codes. Once the Network validation is complete, the catalog synchronizes to your Customer’s procurement solution and notifies your Customer of the catalog’s availability.
*(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).*