

Uploading and Publishing Catalogs – Choose your Customer

2. Choose Customer

- Locate your Customer by selecting the “**Non-CMS Customers**” or “**CMS Customers**” toggle.
 - Note: If using the search bar, results are filtered by the toggle selected.
- To select your Customer, check the box next to their name in the “Customers” list.
 - Your Customer’s catalog validation preferences and requirements will be shown once selected.
 - You may also request to see your Customer’s specific Validation Rules.
 - If your Customer does not appear, it means that they have not established a relationship with your company yet. This is required prior to uploading a Catalog to them.
- When you complete this screen, click “Next Step”.

The screenshots illustrate the 'Create a Catalog' process in SAP Business Network. The top screenshot shows the 'Choose Customer(s)' step, where users can toggle between 'Non-CMS Customers (1)' and 'CMS Customers (1)'. A search bar is available to filter results. Below the toggle, a table lists customers with columns for 'Customer', 'Customer BNOID', and 'Country/Region'. The bottom screenshot shows the 'Catalog Validation Preferences' section, which displays details for the selected customer (Customer ABC) and provides options to request validation rules.

Top Screenshot: Choose Customer(s)

Choose which customers can see this catalog. When you select a customer, their catalog requirements will be shown to aid catalog formatting.

Non-CMS Customers (1) CMS Customers (1)

Search customer name, BNOID

Customer	Customer BNOID	Country/Region
☒ Customer ABC	BNO-000000000000008-T	Australia

Bottom Screenshot: Catalog Validation Preferences

Click Request to View to see validation rules on the customer's site.

Customer	UNSPSC Version	Disable commodity code (UNSPSC) checking	Disable Unit of Measure (UOM) checking	Ignore zero (0) price values	Validation Rules
Customer ABC	12.2	Yes	Yes	No	Request to View

Previous Step **Next Step** Cancel