

Uploading and Publishing Catalogs – Catalog details

3. Add Catalog 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(_)):
Example: SupplierABC_Static_EXT
- **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 Step”

The screenshot shows the 'Create a Catalog' interface in SAP Business Network. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Catalogs' dropdown is active. The main heading is 'Create a Catalog'. Below it, a progress bar shows three steps: 1. Select Visibility & Type, 2. Choose Customer(s), and 3. Add Catalog Details (currently active). The section title is '3. Add Catalog Details'. A sub-header reads: 'Enter a catalog name and descriptive text, and add relevant commodity codes to your catalog. Customers can find your catalog by searching with this information.' The form contains three fields: 'Catalog Name' with the value 'SupplierName CIF' (highlighted with a red box), 'Description' (a large text area), and 'Commodities' (a text area with a '1000 characters remaining' indicator and an 'Add' button). At the bottom right, there are 'Previous Step', 'Next Step' (highlighted with a red box), and 'Cancel' buttons. A 'Feedback' button is also visible on the right side.