

SAP Uploading and Publishing Catalogs – Upload File

4. Upload File - CIF and .XLS Catalog

- Select “CIF” as your **File Type** format by clicking the pull down menu and selecting the option.
- Select your **Catalog File**, by clicking “Browse” and selecting your catalog file.
- If your Excel file is too large, you will need to **convert it to a CIF**. See “Creating a CIF from an Excel File” within the [Troubleshooting and Updating Catalogs](#) guide.”
- After you have selected your File type and Catalog file, click the “**Submit**” button.

The screenshot shows the 'Create a Catalog' interface in SAP Business Network. The 'Upload File' step is active. The 'File Type' dropdown is set to 'CIF'. The 'Catalog File' field has a 'Browse' button. Below the main form, there are three sections: 'Templates' (listing CIF 3.0, CIF 3.0 Services, CIF 3.1, CIF Excel, and XML), 'File Size' (warning of a 200 MB limit for CIF, XML, and 1 MB for CIF Excel), and 'Images' (warning of a 90 KB limit for image files). The 'Submit' button is highlighted in red at the bottom right.

4. Upload File - CMS (.XLSX) Catalog

- Select your **File Type** format to “Excel” by clicking the pull down menu and selecting the option
- Select your **Catalog File**, by clicking “Browse” and selecting your catalog file.
- Load any **Images or Attachment** files by clicking “Browse” and selecting your zipped folder.
- After you have selected your File type and Catalog file, click the “**Submit**” button.
- As your Catalog loads, you will be taken back to the Customer Catalogs page.

The screenshot shows the 'Create a Catalog' interface in SAP Business Network. The 'Upload File' step is active. The 'File Type' dropdown is set to 'Excel'. The 'Catalog File' field has a 'Browse' button. The 'Image File' field also has a 'Browse' button. The 'Submit' button is highlighted in red at the bottom right.