

Note: the following steps need to be completed in your **Test** and **Production** accounts.

- Login to your **SAP Business Supplier Account** (<https://supplier.ariba.com>)
- Go to **Catalogs** tab, choose **Customer Catalogs**, and click **PunchOut Configuration**.
 - If you do not have a catalog file loaded, the *PunchOut Configuration* option can be found here.
 - If you already have a catalog file loaded, the *PunchOut Configuration* option can be found here.

