

Creating and Publishing PunchOut Catalogs

- Login to the **SAP Business Network** Supplier account
 - Go to: <https://supplier.ariba.com>
 - Log in with your Username and Password
- **Switch to your Test Account**
 - Your Catalog should be loaded and tested in your Test Account.
(Note: If you are instructed to load a Catalog to a Production account, just skip this step).
 - Find your initials in the upper right corner and click for the pull-down menu, then click “Switch Account” and “Switch to Test Mode”.
 - If you don’t see a “Switch Account” link, your Test account has not yet been set up. Contact your SAP Business Network Account Administrator.
 - You will get a warning:
“You are about to switch to Test Mode.”
Click “OK”

