

Updating an existing catalog in Ariba Network after subscription has been created



From Ariba Network log In: Type Username and Password

Ariba Network Log In

Username:

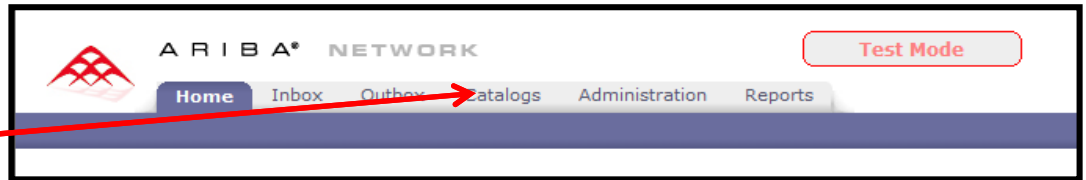
Password:

[Forgot Username?](#) [Forgot Password?](#)

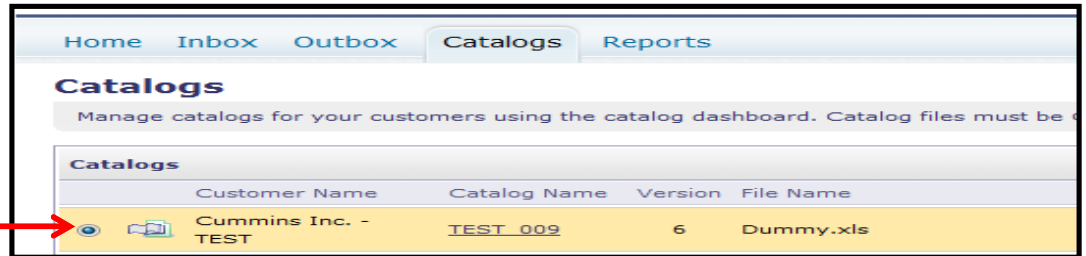
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Register your company on Ariba Network , the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.
[Register as a New Supplier](#) >>

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1- From the Ariba home page, click the **Catalogs** tab on the menu bar.



2- Under **Catalogs** Select the same subscription already created



3- Click **View/Edit**

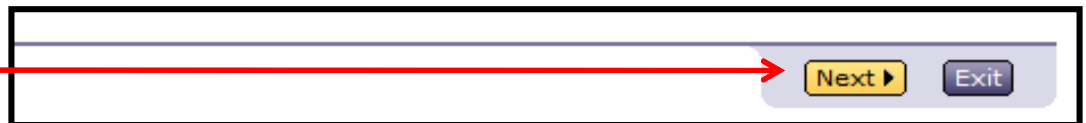


4- Type Brief **Description**

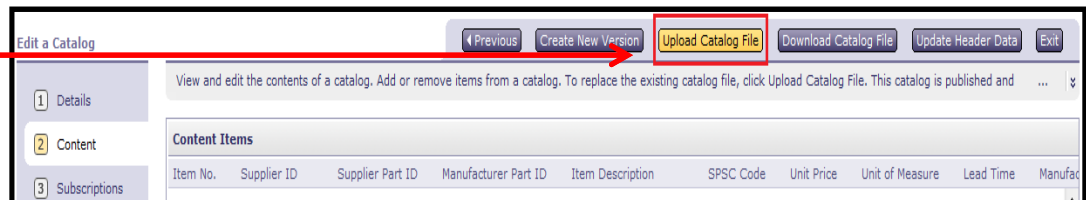
Description:

Enter a brief description or leave it without any description.
NOTE: The maximum number of characters allowed is 1000, including spaces

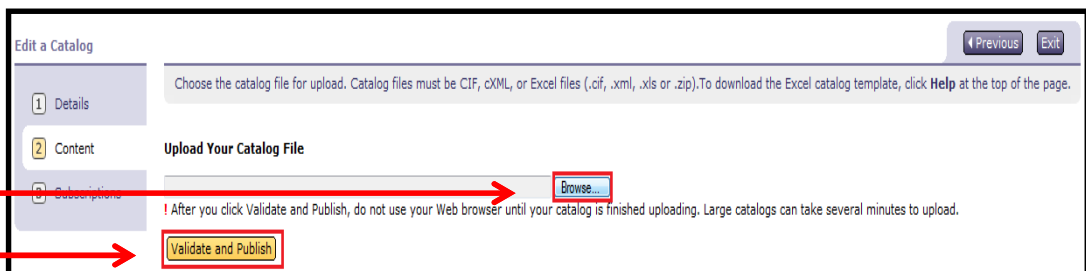
5- Click on **Next**



6- Click on **Upload Catalog File**



7- To upload the new file Click on **Browse** when the file is selected Click on **Validate and publish**.



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8- The update is currently **Validating**. Click on any tab other than **Catalogs**, then Click back in **Catalogs** to see if the update has been **Published** or has any **errors**

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Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have de

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created ↓	Status
Cummins Inc. - TEST	TEST_009	8	Dummy.xls	687 KB	Private			5 Aug 2014	Validating

9- The update is going to be visible to us only if the status is **Published**

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