Uploading and Publishing your Catalog on the Ariba Supplier Network

Upload & Publish Instructions:

1. Log into your **Production** account at **https://supplier.ariba.com** using your username and password.
2. Click on the **Catalogs** tab and Select **Create Standard.**
3. Provide a **Name** and **Brief Description** of your catalog.
4. Since we are using Kroger specific SPSC codes, **Skip** the **Commodities** section. Click **Next.**
5. Select the **Private** catalog visibility option**.**
6. Select the checkbox next to **Kroger Co.** in the "Customers and Groups" section. Click **Next.**
7. **Browse** to locate your catalog file to upload. Click the **Validate and Publish** button.

After the Validation process is complete, the status of your catalog will change from "Validating" to one of the following statuses:

- **Errors Found:** Click on the "Errors Found" link to review errors in your catalog. Any **Errors** must be corrected before catalog can be made available to Kroger. If you are need of assistance with correcting errors, please contact us at eProCatalogs@Kroger.com .
- **Published:** Only catalogs with a "**Published**" status have been successfully submitted to Kroger via the Ariba Supplier Network**!!!**

Please email eProCatalogs@Kroger.com with questions