

Account Administration Set Up

How to Create a PunchOut Catalog in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

In order to facilitate streamlined procurement, I will need to create a detailed product catalog”

Version Number

1.0

[Click here for further context on the Account Administration Set Process](#)

Create a PunchOut Catalog (1/2)

1. From the SAP Business Network Home Page navigate to and click your *supplier initials*
2. Click **Settings**
3. Under **Network Settings**, click **Electronic Order Routing**
4. Click **Configure cXML (native) integration**
5. Enter a **Shared Secret** to authenticate your cXML documents
6. Click **Save**
7. Click **Close**

The screenshot shows the SAP Business Network interface. At the top, the user is logged in as Mia Del Popolo (Mia_au_test@riotinto.com). The main dashboard displays various metrics: 28 New orders, 100 Orders, 11 Rejected invoices, and \$0.0 AUD Remittances. A search bar and navigation menu are visible. A red box labeled '1' highlights the user's profile icon. A dropdown menu is open, showing 'Settings' highlighted with a red box labeled '2'. The 'Network Settings' section is expanded, with 'Electronic Order Routing' highlighted with a red box labeled '3'. Below this, the 'Configure cXML (native) integration' option is highlighted with a red box labeled '4'. The 'cXML Setup' section is shown, with a 'Save' button highlighted with a red box labeled '6'. The 'Authentication Method' section is expanded, showing 'Shared Secret' selected. The 'Current Shared Secret' field is highlighted with a red box labeled '5'. The 'Confirm Shared Secret' field is also visible. The 'Network Settings' section is shown again at the bottom, with 'Save' and 'Close' buttons highlighted with red boxes labeled '6'.

Create a PunchOut Catalog (2/2)

8. Click **Catalogs** from the toolbar located at the top of the screen
9. Click **PunchOut Configuration**
10. Click **Create**
11. Enter the **Catalog Name**
12. Enter the **PunchOut URL**
13. Select your preferred **Visibility** setting by clicking on the relevant *radio button*
14. Select your preferred **Authentication** setting by clicking on the relevant radio button
15. Select your preferred **Pricing Updates** setting by clicking on the *drop-down menu* and selecting the relevant option
16. Click **Ok** to be returned to the SBN Home Page



Note: Your catalog on the SBN Network must first be created in your Test Account. You will load your catalog on your production account only after publication and validation of the catalog in your Test Account. Contact RioTintoCommerce@riotinto.com to notify for testing.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments **Catalogs** More

Catalogs

Files **PunchOut Configuration**

Manage your PunchOut configurations for all your customers or specific customers.

Level 1 Index File Template **Add**

Name	Customer Name	URL	Created By	Date Created
No PunchOut Configuration				

Create Name | Search

Create PunchOut Configuration

Fill out the following information to configure your PunchOut URL.

Name: * PUNCHOUT-AUS-Test Supplier

PunchOut URL: * https://PUNCHOUT-AUS-Test Supplier.com

Visibility: Public - The URL is applicable for all your customers
 Private - Choose the customer who will be directed to the URL below

Authentication: Default Authentication
 Customized Authentication

Pricing Updates: Select...
Select...
Custom URL
Punchout URL

OK Cancel

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.