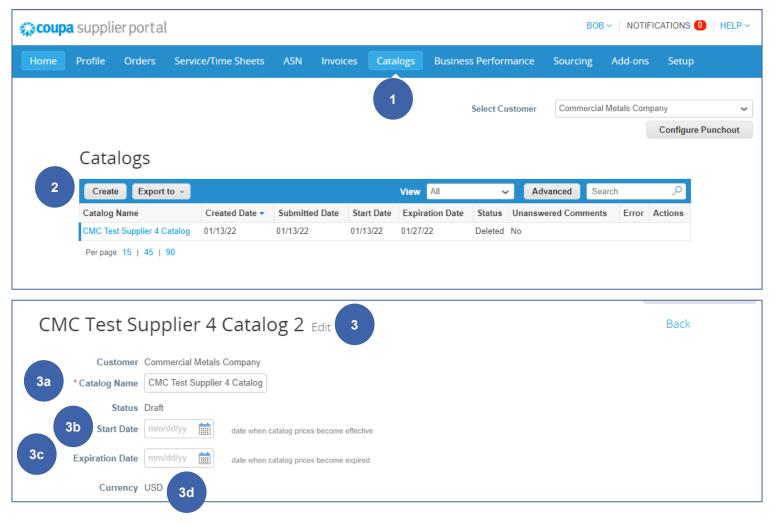


# CMC Supplier Hosted Catalog Creation Instructions

03-10-2022

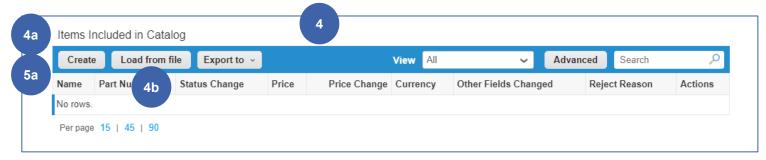


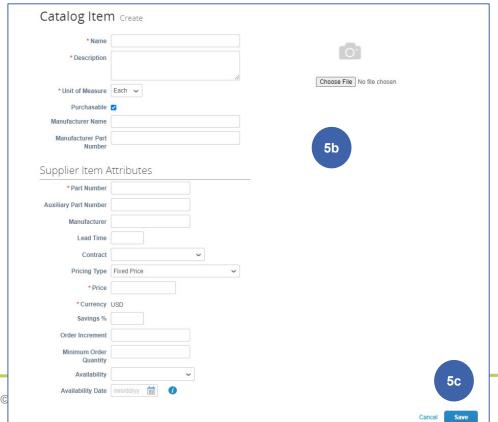


For an **Externally Hosted Catalog**, the supplier will update the Catalog content **using the below steps**, and the Catalog will be routed to CMC Content Manager for approval

- Suppliers will click on the **Catalogs** tabs after logging into the **Coupa Supplier Portal**
- They will then select the **Create** button to start the catalog creation process
- The below details will be required of them
  - a. Catalog Name: Enter a suitable catalog name (CAT-Supplier Name)
  - **b. Start Date:** Date when the catalog items become effective
  - c. Expiry Date: Date when catalog prices expire
  - d. Currency: Set the currency for the catalog







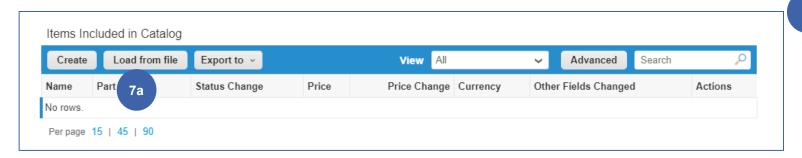
- 4 New items can be included in the catalog by:
  - a. Clicking on the Create button
  - b. Uploading items from a file
- To create new items individually, follow the below steps:
  - a. Click on the Create button
  - **b.** Fill in the required details
  - c. Select Save

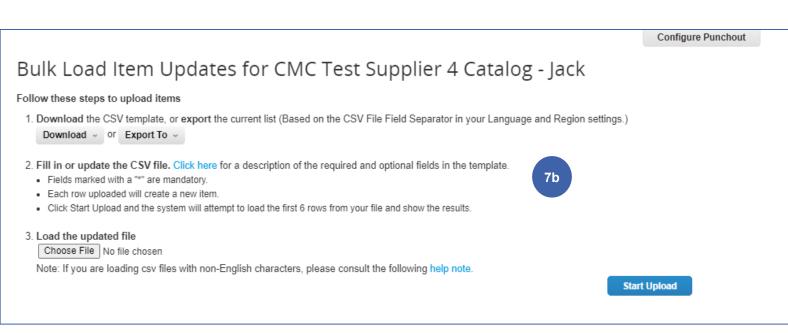




The prompt will appear once the items have been successfully updated







- To create more than one new items at once, start by clicking on the **Load From file** button before following the below steps:
  - a. Click on the Load from file button
  - **b.** To get a blank CSV file to build your new catalog, click on the download button. To add or modify items from your existing catalog, click on the Export To button

After making the changes, click on the Choose File button and navigate to your modified CSV file, click Open, and then **Start Upload** 

CMC

#### Verify Data

The first rows of your upload have been loaded. All changes or additions are highlighted in orange.

After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes.

The CSV Field Separator is the Comma (,) character. You can change it in the Language and Region Settings.

	Row 1	Row 2
	New	New
Supplier Part Num*	458765	458766
Supplier Aux Part Num		
Name*	Widget 3	Widget 4
Description*	Test item for catalog 1	Test item for catalog 2
Price*	8.75	9
Currency*	USD	USD
UOM code*	EA	EA
active*	Yes	Yes
Item Classification Name		
Lead Time		
Manufacturer		
Minimum Order Quantity		
Order Increment		
Contract Number		
Contract Term		
Savings %		
Availability		
Availability Date		
Manufacturer Name		
Manufacturer Part Number		
Price (Tier 1)		
Price (Tier 2)		
Price (Tier 3)		
Price (Tier 4)		
Price (Tier 5)		
Price (Tier 6)		

**c.** Verify the data of the first five items uploaded and then click on **Finish Upload** 

7c Finish Upload Cancel



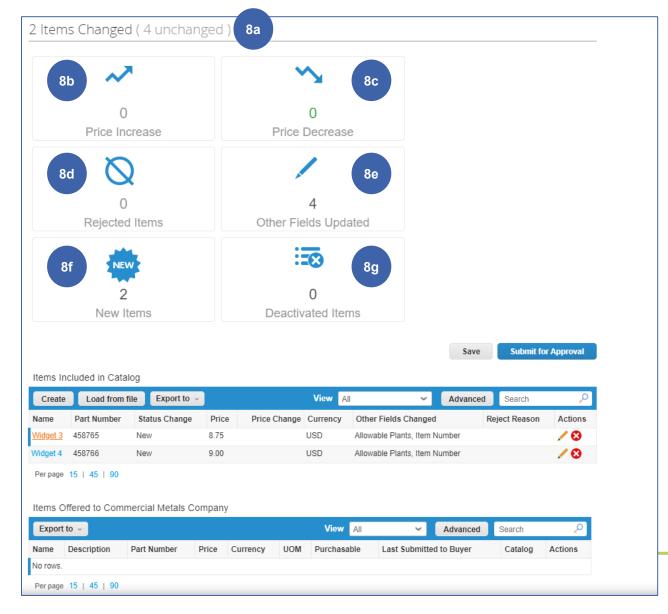
Upload completed successfully

Upload completed successfully. 2 rows processed, creating 2 new rows and updating 0 rows.

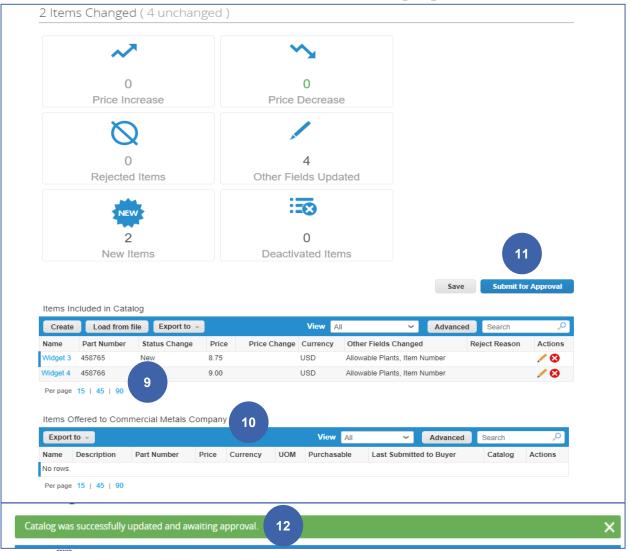
Done

d. A success message will appear once the items have been uploaded successfully





- The details of newly created items will be visible on the catalog creation page towards the bottom:
  - a. [x] Items Changed ([x] Unchanged): Total number of items that changed and did not change
  - **b. Price Increase:** Total number of items in the catalog that increased in price. New items don't appear in this count
  - **c. Price Decrease :** Total number of items in the catalog that decreased in price. New items don't appear in this count
  - **d. Rejected Items:** Total number of items that were rejected from inclusion in the catalog
  - e. Other Fields Updated: Total number of items that were modified in a way other than a change in price
  - **f. New Items:** Total number of new items included in the catalog since the last upload or creation of new items
  - **g. Deactivated Items:** Total number of items that are no longer available in the catalog or by searching within Coupa



- The below details will be visible on the catalog creation page regarding any **Status Change** of newly created items:
  - **a. New:** The item is new and has not been offered to this customer before. If the item is already listed in Items offered to CMC, make sure the part number is correct since this is the unique identifier
  - **b. Updated:** The item has been updated and something has changed
  - **c. Deactivated :** The item is no longer available for purchase
- Items Offered to CMC this table lists all the items that have been accepted and published and are available in CMC's Coupa environment
- Click on **Submit for Approval** to route the updated catalog for CMC review
- A green success message will appear on screen once the catalog has been successfully submitted



### Fields within the Catalog Template

Supplier to provide if available

Required for Suppliers to provide

III	is will help you	u fill out the fields in the item bulk loader.	
Item Type	Optional	A valid item type for Service Items	
Supplier Part Num	Required	Supplier Part Number	
Supplier Aux Part Num	Optional	Supplier Auxiliary Part Number	
Name	Required	Item Short Name	
Description	Required	Full Item Description	
Price	Required	Item price for supplier	
Currency	Required	Item price currency. Must exist and be active in Coupa.	
UOM code	Required	A valid UOM code that has already been configured in Cou	
active	Required	Existing supplier items will be destroyed if set to No	
Item Classification Name	Optional	Item Classification Name that has already been configured Coupa	
UNSPSC Code	Optional	United Nations Standard Products and Services Code	
Lead Time	Optional	Items Lead Time in Days	
Manufacturer	Optional	Manufacturer name	
Contract Number	Optional	Contract Number. Must exist in coupa	
Contract Term	Optional	The Contract Term by which the pricing tier is decided. Creat beforehand in Coupa	
Savings %	Optional	Savings %	
Price (Tier 1)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 2)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 3)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 4)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 5)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 6)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 7)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 8)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	
Price (Tier 9)	Optional	Price at different contract spend tiers. Typically goes down more items are purchased	

Price (Tier 10)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 11)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 12)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 13)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 14)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 15)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 16)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 17)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 18)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 19)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 20)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Image Url	Optional	A valid and publically accessible URL where a product image can be downloaded from
Link 0 Title	Optional	If adding URL Links, This is the Title of the Link
Link 0 URL	Optional	If adding URL Links, This is the URL of the Link
Link 1 Title	Optional	If adding URL Links, This is the Title of the Link
Link 1 URL	Optional	If adding URL Links, This is the URL of the Link
Link 2 Title	Optional	If adding URL Links, This is the Title of the Link
Link 2 URL	Optional	If adding URL Links, This is the URL of the Link
Link 3 Title	Optional	If adding URL Links, This is the Title of the Link
	0-4:	If adding URL Links, This is the URL of the Link
Link 3 URL	Optional	if duding one links, This is the one of the link
Link 3 URL Link 4 Title	Optional	If adding URL Links, This is the Title of the Link
	•	- '
Link 4 Title	Optional	If adding URL Links, This is the Title of the Link
Link 4 Title Link 4 URL	Optional Optional	If adding URL Links, This is the Title of the Link If adding URL Links, This is the URL of the Link

## Fields within the Catalog Template



Image 1 Url	Optional	If adding images, This is a valid and publically accessible URL an image
Image 2 Url	Optional	If adding images, This is a valid and publically accessible URL an image
Image 3 Url	Optional	If adding images, This is a valid and publically accessible URL an image
Image 4 Url	Optional	If adding images, This is a valid and publically accessible URL an image
Image 5 Url	Optional	If adding images, This is a valid and publically accessible URL an image
Use Pack Weight	Optional	Has the item calculate with the Pack Weight instead of item weight
Pack Quantity	Optional	Quanitity of items in a pack
Pack Weight	Optional	The weight of one pack
Pack Weight UOM	Optional	The UOM for a Pack
Net Weight	Optional	The weight of one item
Net Weight UOM	Optional	The UOM for one Item
Receive Catch Weight	Optional	Forces the item to be received as catch weight
Item Number	Optional	Item Identification Number

