



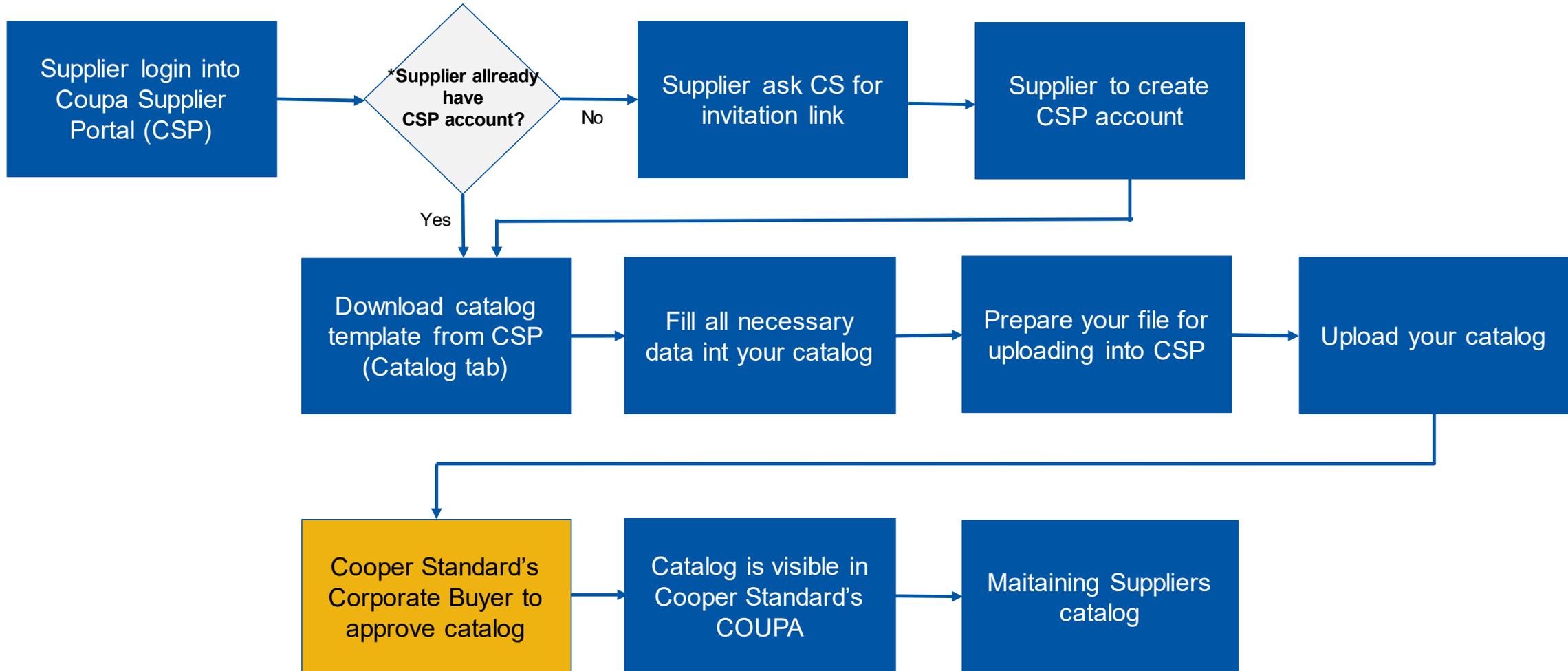
SUPPLIER HOSTED CATALOG GUIDANCE

Overview

- Hosted catalogs simplify the work of our suppliers and employees of Cooper Standard.
- Hosted catalogs allow Cooper Standard employees to order goods and services on pre-negotiated terms and prices.
- This document was created to show suppliers how to create a catalog in the Coupa Supplier Portal.
- This document will explain how to maintain the catalog by the Supplier.

Supplier Hosted Catalog Process

	Cooper Standard
	Supplier



CREATION OF CATALOG IN CSP

1. Please login into COUPA Supplier Portal (CSP)*:

<https://supplier.coupahost.com/>

The screenshot shows the COUPA Supplier Portal interface. At the top, there is a blue header with the COUPA logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" on the left and "Log In" on the right. The "Log In" section is highlighted with a red border. The "Register" section includes a "Register" button and a "Forgot Your Password?" link. The "Log In" section includes "Email Address" and "Password" input fields, a "Log In" button, and a "Forgot Your Password?" link.

coupa supplier portal

Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

* Email

Register

Log In

Welcome back! Login or click here for [help](#).

* Email Address

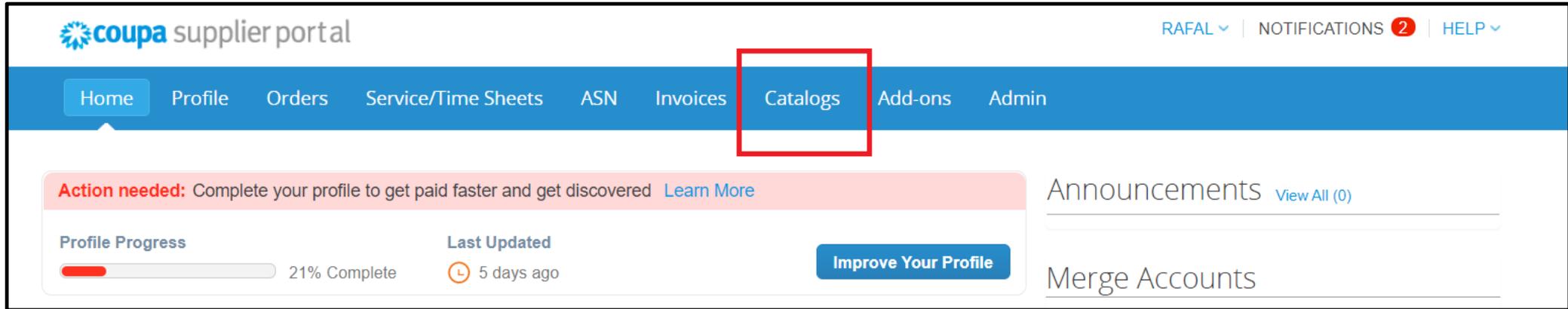
* Password

Log In

[Forgot Your Password?](#)

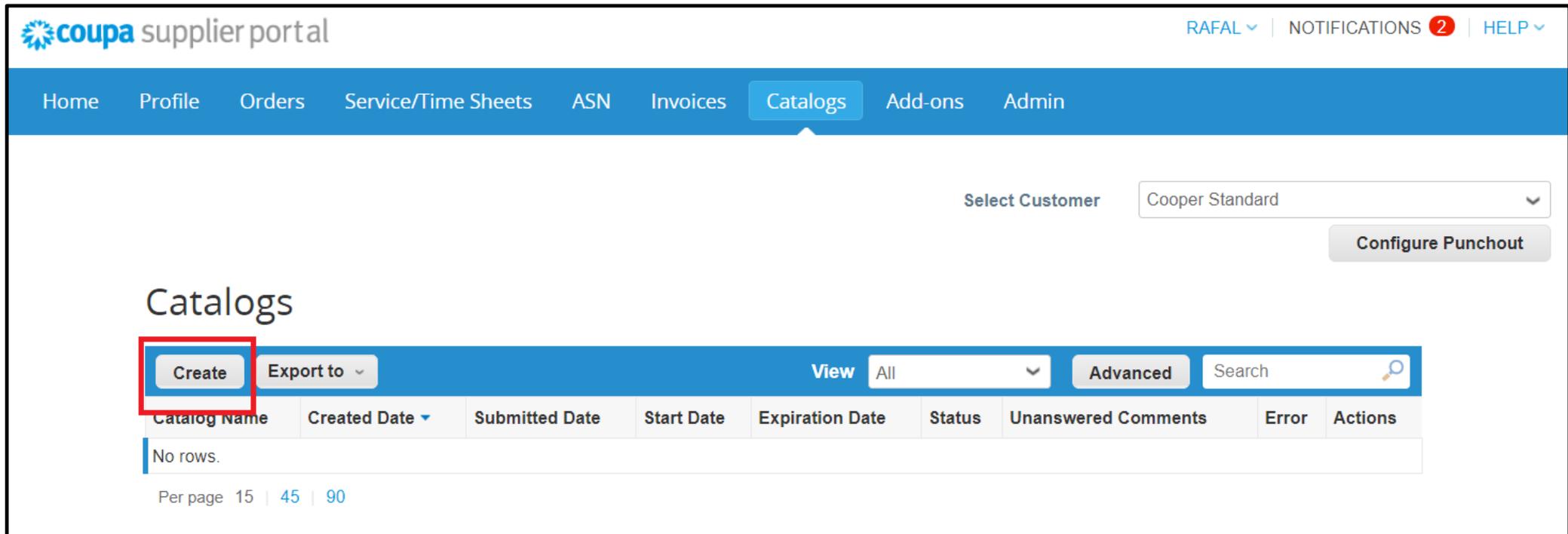
* If you don't have CSP account yet – please ask coupasupplierhelpdesk@cooperstandard.com for invitation link.

2. Please click on Catalogs:



The screenshot shows the Coupa Supplier Portal interface. At the top left is the logo "coupa supplier portal". On the right, there are user options: "RAFAL", "NOTIFICATIONS 2", and "HELP". A blue navigation bar contains the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, **Catalogs** (highlighted with a red box), Add-ons, and Admin. Below the navigation bar, there is a red notification banner: "Action needed: Complete your profile to get paid faster and get discovered [Learn More](#)". Underneath is a "Profile Progress" section showing a progress bar at "21% Complete" and "Last Updated 5 days ago" with a clock icon. A blue button labeled "Improve Your Profile" is positioned to the right. On the right side of the page, there are sections for "Announcements View All (0)" and "Merge Accounts".

3. Please click on Create:



The screenshot shows the "Catalogs" page in the Coupa Supplier Portal. The navigation bar is the same as in the previous screenshot, but "Catalogs" is now the active page. On the right side, there is a "Select Customer" dropdown menu set to "Cooper Standard" and a "Configure Punchout" button. The main heading is "Catalogs". Below the heading is a toolbar with a "Create" button (highlighted with a red box), an "Export to" dropdown, a "View" dropdown set to "All", an "Advanced" button, and a search field. Below the toolbar is a table with the following columns: Catalog Name, Created Date, Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. The table content is empty, showing "No rows." At the bottom, there is a pagination control: "Per page 15 | 45 | 90".

4. Fill fields below:

TEST Catalog [Edit](#)

Customer Cooper Standard

* **Catalog Name**

Status Draft

Start Date  date when catalog prices become effective

Expiration Date  date when catalog prices become expired

Currency 

Customer: Cooper Standard – filled automatically

Catalog Name – mandatory field

Status Draft – filled automatically, will be changed after confirmation

Start Date – optional field

Expiration Date - optional field

Currency – mandatory field

5. Load from file:

Items Included in Catalog

Create Load from file Export to  View  Advanced Search 

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page 15 | 45 | 90

6. Click Download -> CSV for Excel

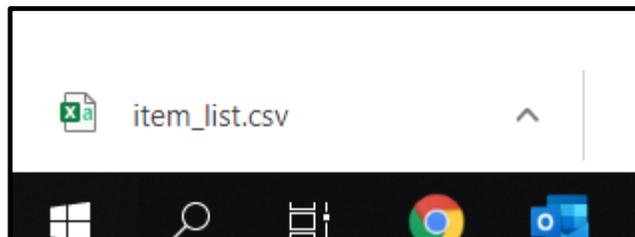
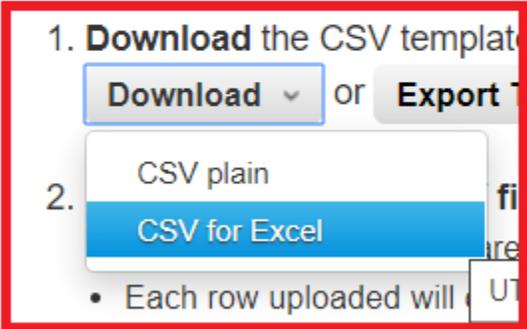
Bulk Load Item Updates for TEST Catalog

Follow these steps to upload items

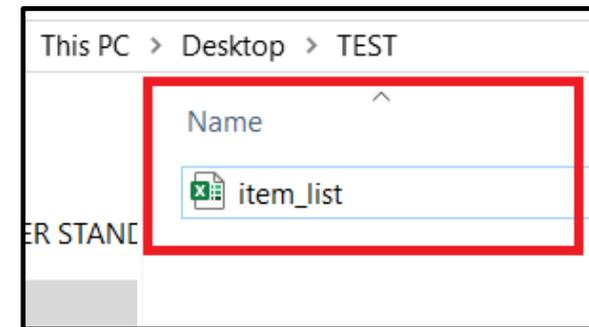
1. **Download** the CSV template, or **export** the current list.
2. **Download** the CSV template, or **export** the current list.

file. [Click here](#) for a description of the required and optional fields in the template.

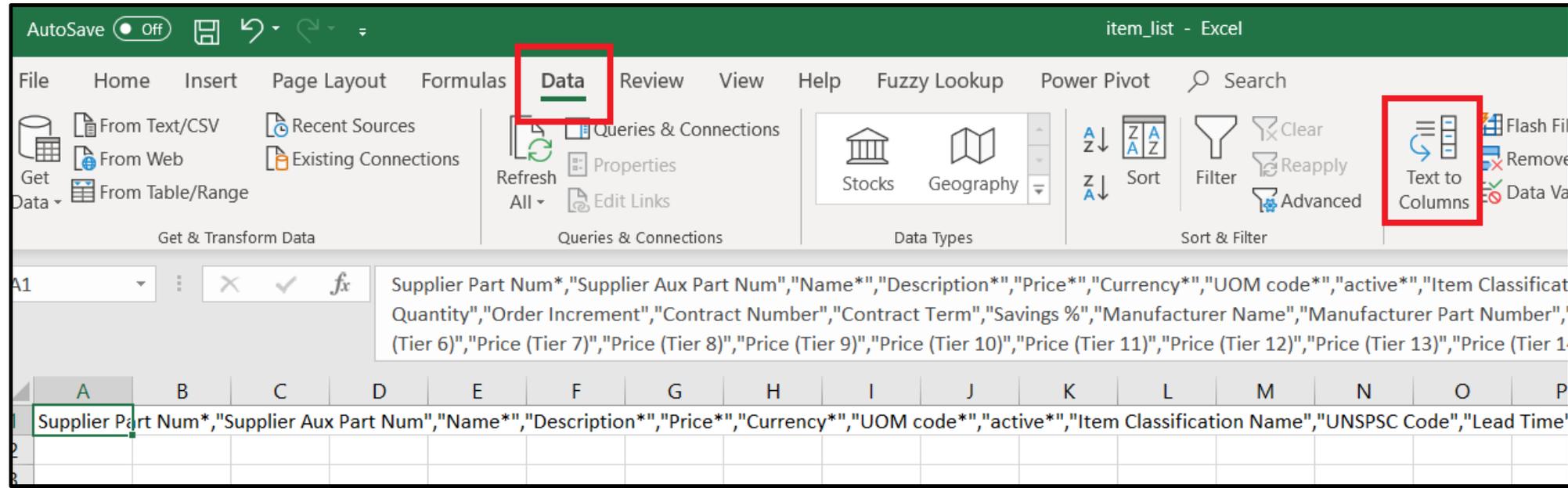
- Each row uploaded will be UTF-8 CSV File including Byte Order Mark (BOM) Comma-Separated per your locale
- Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.



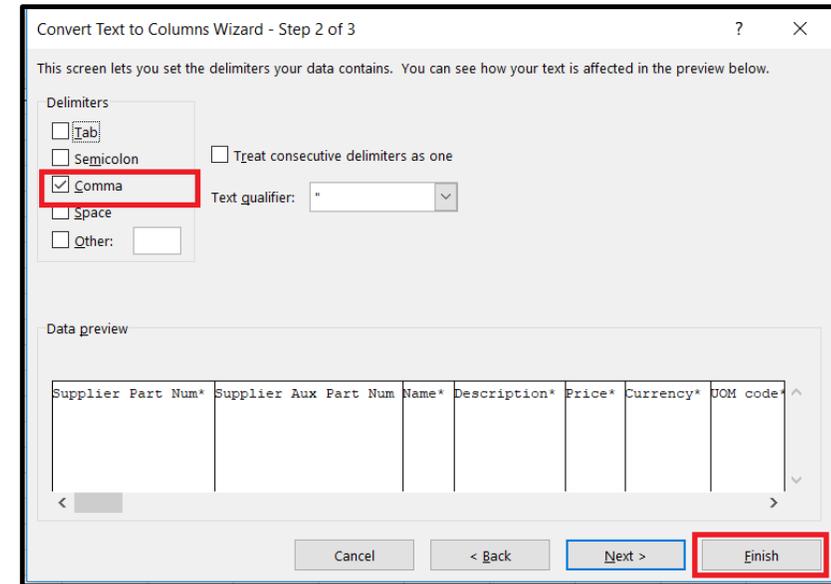
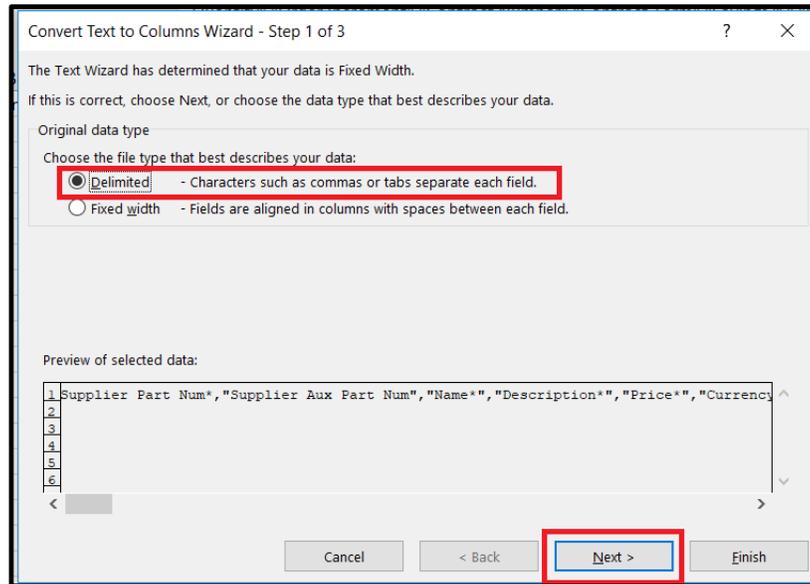
Open file:



7. Data -> Text to Columns



8. Delimited -> Next -> unmark Tab -> mark Comma -> Finish



AutoSave Off

item_list - Excel

File Home Insert Page Layout Formulas **Data** Review View Help Fuzzy Lookup Power Pivot Search

Get Data From Text/CSV Recent Sources
 From Web Existing Connections
 From Table/Range

Refresh All Queries & Connections
 Properties
 Edit Links

Stocks Geography

Sort

Filter Clear
 Reapply
 Advanced

Text to Columns Flash Fill
 Remove Duplicates
 Data Validation

Get & Transform Data Queries & Connections Data Types Sort & Filter

F10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Supplier Part Num	Supplier Aux Part Num	Name*	Description	Price*	Currency*	UOM code	active*	Item Class	UNSPSC Code	Lead Time	Manufacture	Minimum Stock	Order Increment
2														

9. Now please fill **mandatory** fields with your data:

- I. Supplier Part Num (column A)
- II. Name (column C)
- III. Description (column D)
- IV. Price (column E)
- V. Currency* (column F)
- VI. UOM code* (column G)
- VII. active (column H)
- VIII. UNSPSC Code (column J)
- IX. Supplier Item English Name (column BP)

Fields description – Part 1

This will help you fill out the fields in the item bulk loader.

Supplier Part Num	Required	Supplier Part Numer
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 Coupa
active	Required	Existing supplier items will be destroyed if set to No
Item Classification Name	Optional	Item Classification Name that has already been configured in Coupa
UNSPSC Code	Optional	United Nations Standard Products and Services Code
Lead Time	Optional	Items Lead Time in Days
Manufacturer	Optional	Manufacturer name
Minimum Order Quantity	Optional	Supplier Minimum Order Quantity
Order Increment	Optional	Supplier Order Increment
Contract Number	Optional	Contract Number. Must exist in coupa
Contract Term	Optional	The Contract Term by which the pricing tier is decided. Created beforehand in Coupa
Savings %	Optional	Savings %
Manufacturer Name	Optional	Manufacturer name for unique identification of item with manufacturer part number
Manufacturer Part Number	Optional	Manufacturer part number for unique identification of item with manufacturer name
Price (Tier 1)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 2)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 3)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 4)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased

Fields description – Part 2

Link 5 Title	Optional	If adding URL Links, This is the Title of the Link
Link 5 URL	Optional	If adding URL Links, This is the URL of the Link
Image 0 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 1 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 2 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 3 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 4 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 5 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Use Pack Weight	Optional	Has the item calculate with the Pack Weight instead of item weight
Pack Quantity	Optional	Quantity 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

Currencies available in COUPA with codes:

Code	Name	Enabled
BRL	Brazil, Brazil Real	TRUE
CAD	Canada, Dollars	TRUE
CHF	Switzerland, Francs	TRUE
CNY	China, Yuan Renminbi	TRUE
CZK	Czech Republic, Koruny	TRUE
EUR	Euro Member Countries, Euro	TRUE
GBP	United Kingdom, Pounds	TRUE
INR	India, Rupees	TRUE
JPY	Japan, Yen	TRUE
KRW	Korea (South), Won	TRUE
MXN	Mexico, Pesos	TRUE
PLN	Poland, Zlotych	TRUE
RON	Romania, New Lei	TRUE
RSD	Serbia, Dinars	TRUE
SEK	Sweden, Kronor	TRUE
SGD	Singapore, Dollars	TRUE
USD	United States of America, Dollars	TRUE

Please remember to use only currencies from the list.

Unit of Measures available in COUPA with codes:

Code	Name	Precision	Active
EA	Each	3	TRUE
BX	Box	0	TRUE
DZ	Dozen	0	TRUE
CS	Case_1	3	TRUE
PK	Pack	0	TRUE
HR	Hour	3	TRUE
CT	Carton	0	TRUE
KT	Kit	0	TRUE
PD	Pad	0	TRUE
PR	Pair	0	TRUE
RM	Ream	0	TRUE
AY	ASSEMBLY	0	TRUE
BC	BUCKET	0	TRUE
BD	Bundle	3	TRUE
BG	Bag	0	TRUE
BL	BLOCK	3	TRUE
BO	Bottle	0	TRUE

EP	Eleven Pack	0	TRUE
FT	Feet	3	TRUE
GA	Gallon	3	TRUE
GR	GRAM	3	TRUE
GS	Gross	3	TRUE
HU	Hundred Pack	3	TRUE
IN	INCH	3	TRUE
KG	KILOGRAM	3	TRUE
LB	Pound	3	TRUE
LF	LINEAR FOOT	3	TRUE
LT	LITER	3	TRUE
LY	LINEAR YARD	3	TRUE
MT	METRIC LONG TON	3	TRUE
MTR	Meter	3	TRUE
OP	2-Pack	0	TRUE
P3	3-Pack	0	TRUE
P4	4-Pack	0	TRUE

P5	5-Pack	0	TRUE
P6	6-Pack	0	TRUE
P8	8-Pack	0	TRUE
PA	PAIL	0	TRUE
PC	Piece	0	TRUE
PL	Pallet	0	TRUE
PT	PINT	3	TRUE
RE	REEL	3	TRUE
RL	Roll	3	TRUE
SF	SQUARE FOOT	3	TRUE
SH	Sheet	0	TRUE
ST	Set	0	TRUE
SV	SKID	3	TRUE
TB	Tube	0	TRUE
TH	Thousand	3	TRUE
TP	10-Pack	0	TRUE
UN	UNIT	0	TRUE
YD	YARD	3	TRUE
MON	Months	0	TRUE

Please remember to use only UoM from the list.

BT	BELT	0	TRUE
CA	Case	0	TRUE
CH	CONTAINER	0	TRUE
CM	CENTIMETER	3	TRUE
CX	COIL	3	TRUE

Catalog with data:

AutoSave Off item_list - Excel

File Home Insert Page Layout Formulas **Data** Review View Help Fuzzy Lookup Power Pivot Search

Get Data: From Text/CSV, From Web, From Table/Range, Recent Sources, Existing Connections

Queries & Connections: Refresh, Properties, Edit Links

Data Types: Stocks, Geography

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate, Relationships, Manage Data Model

BW17

	A	C	D	E	F	G	H	J	AN	BP	BU
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	UNSPSC Code	Image Url	Supplier Item English Name	
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	31411904	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1	
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	31411905	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2	
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	27112838	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3	
5	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	44101601	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4	
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	23240000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5	
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	24101635	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6	
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	27111701	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7	
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	27131512	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8	
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	31161500	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9	
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	31410000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10	
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	31411700	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11	
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	12161802	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12	
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	12161807	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13	
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	12161809	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14	
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	14111510	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15	

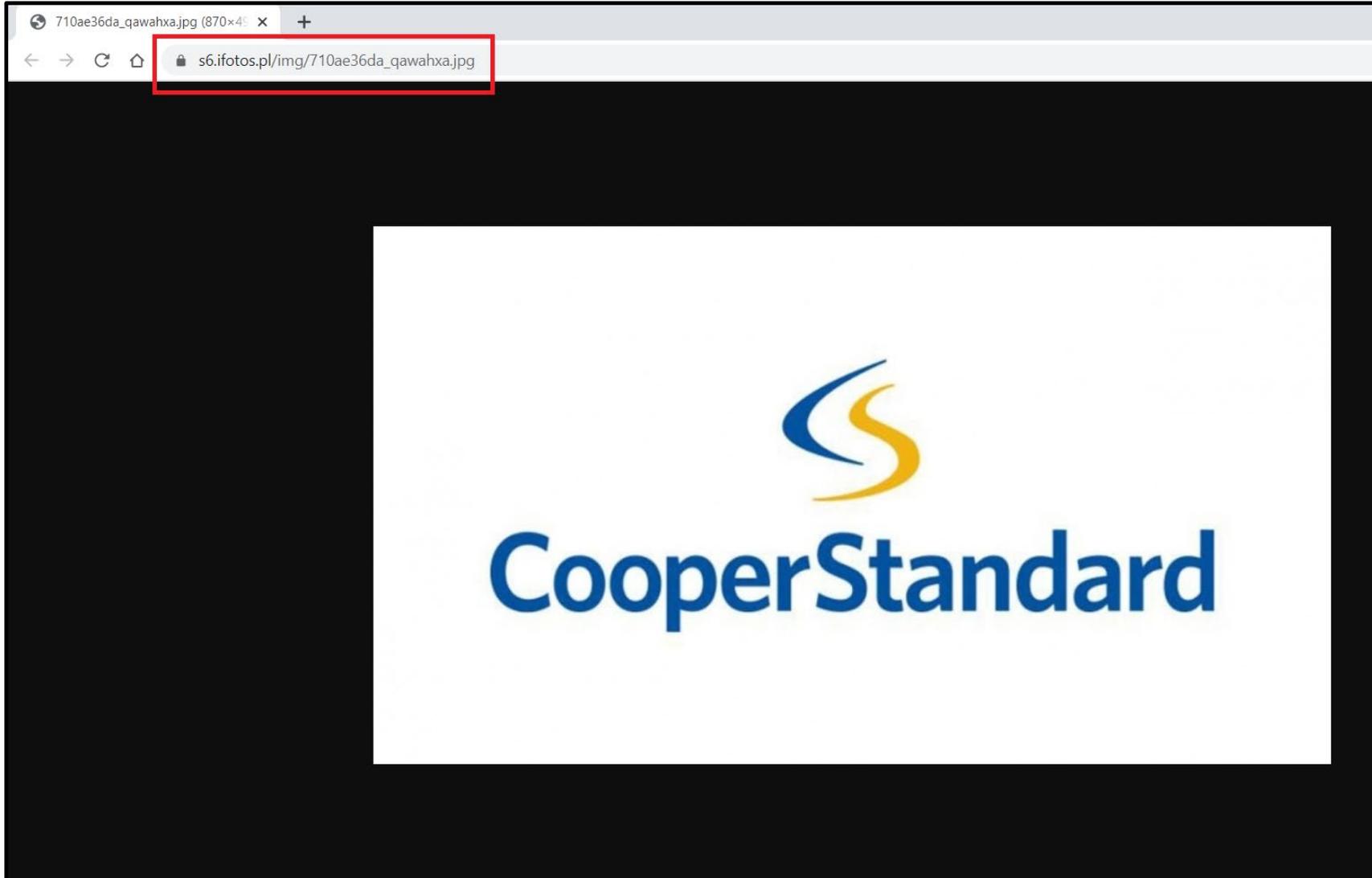
*Optional field in column **AN** allows you to paste a URL link to an item's image – it's helpful for CS users when searching for required goods.

The screenshot shows the Microsoft Excel interface with the 'item_list - Excel' window. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Help', 'Fuzzy Lookup', and 'Power Pivot'. The 'Home' ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Styles. The spreadsheet has columns labeled A through BP. Column AN is highlighted with a red box and contains the text 'Image Url'. The data in the spreadsheet is as follows:

	A	C	D	E	F	G	H	AN	BP
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100,30	EUR	PC	Yes		tem only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15,15	EUR	PC	Yes		tem only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222,30	EUR	PC	Yes		tem only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	789,99	EUR	PC	Yes		tem only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541,00	EUR	PC	Yes		tem only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900,00	EUR	PC	Yes		tem only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5,31	EUR	PC	Yes		tem only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8,14	EUR	PC	Yes		tem only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6,88	EUR	PC	Yes		tem only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6,78	EUR	PC	Yes		tem only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6,98	EUR	PC	Yes		tem only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1,00	EUR	PC	Yes		tem only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100,00	EUR	PC	Yes		tem only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120,00	EUR	PC	Yes		tem only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155,15	EUR	PC	Yes		tem only for testing 15
17									

This close-up view of the AN column shows a list of image URLs. The column header is 'AN' and the data is 'Image Url'. The URLs are: https://s6.ifotos.pl/img/710ae36da_gawahxe.jpg. The entire column content is enclosed in a red rectangular box.

Link has to be directly to your image:



All necessary data is in our catalog:

	A	C	D	E	F	G	H	J	AN	BP
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	UNSPSC Code	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	31411904	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	31411905	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	27112838	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	44101601	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	23240000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	24101635	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	27111701	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	27131512	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	31161500	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	31410000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	31411700	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	12161802	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	12161807	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	12161809	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	14111510	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15
17										

Now we need to prepare it for an upload into CSP (Coupa Supplier Portal).

10. Press CTRL+H -> Replace all , with ■

The screenshot shows a Microsoft Excel spreadsheet with the following data:

E	A	C	D	E	F	G	H	AN	BP	BU
Price*	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name	
100,30	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1	
15,15	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2	
2222,30	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3	
789,99	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4	
541,00	123456-5	Test Item 5	Item only for testing 5	541,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5	
8900,00	123456-6	Test Item 6	Item only for testing 6	8900,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6	
5,31	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7	
8,14	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Ye			
6,88	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Ye			
6,78	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Ye			
6,98	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Ye			
1,00	123456-12	Test Item 12	Item only for testing 12	1,00	EUR	PC	Ye			
100,00	123456-13	Test Item 13	Item only for testing 13	100,00	EUR	PC	Ye			
120,00	123456-14	Test Item 14	Item only for testing 14	120,00	EUR	PC	Ye			
155,15	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Ye			

The Find and Replace dialog box is open, showing the 'Replace' tab. The 'Find what' field contains a comma (,) and the 'Replace with' field contains a square symbol (■). The 'Replace All' button is highlighted with a red box. A confirmation message box is displayed in the foreground, stating: "All done. We made 10 replacements." with an 'OK' button.

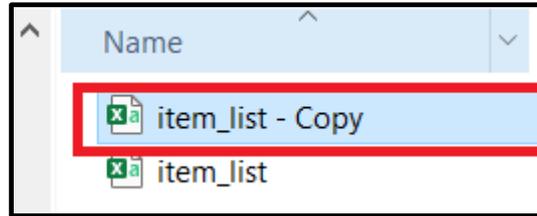
Please review column E (with prices) to ensure no commas are in place.
 If there are no decimal parts you will may need to adjust and add them back in.

E	F	G	H	AN
Price*	Currency*	UOM code*	active*	Image Url
100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
789.99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
541,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
8900,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
1,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
100,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
120,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg

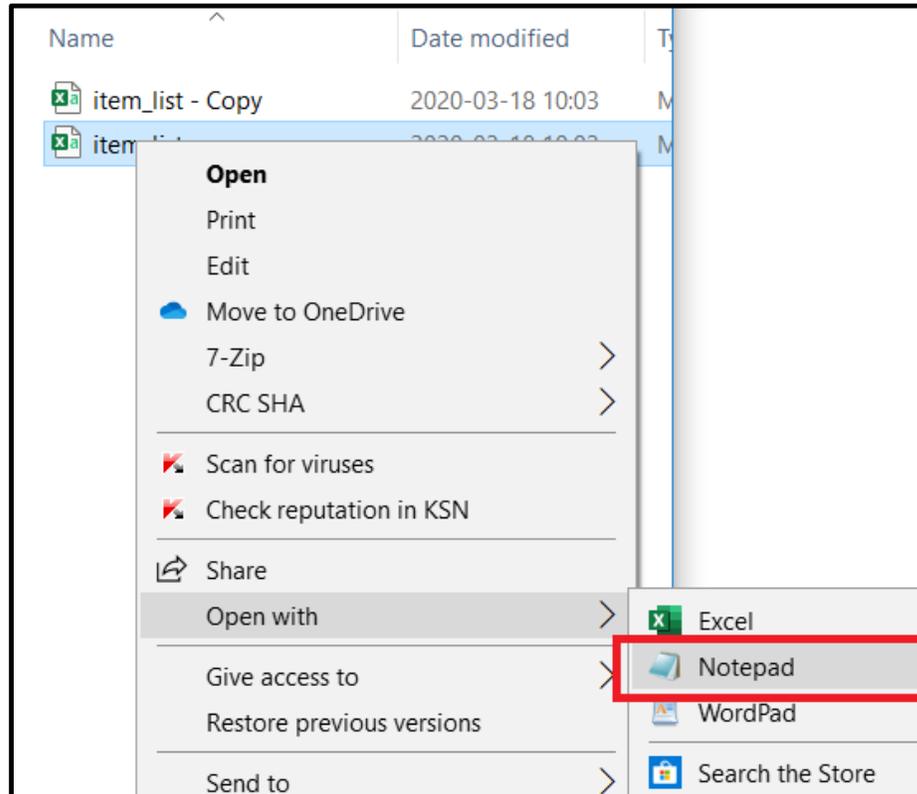
E	F	G	H	AN
Price*	Currency*	UOM code*	active*	Image Url
100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
789.99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
8900	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg

SAVE FILE & CLOSE

11. Create a backup copy of catalog:



12. Right click on file -> Open with -> Notepad



13. Press CTRL+H -> Replace All ; with , -> SAVE FILE & CLOSE

The screenshot shows a Notepad window titled 'item_list - Notepad'. The text in the window is a CSV file with columns: Supplier Part Num*, Supplier Aux Part Num, Name*, Description*, Price*, Currency*, UOM code*, active*, Item Classification Name, UNSPSC Code, Lead Time, Manufacturer, Minimum Order Quantity, Order Increment, Contract Number, Contract Term, Savings %, Manufacturer Name, Manufacturer Part Number, Price (Tier 1) through Price (Tier 20), Image Url, Link 0 Title, Link 0 URL, Link 1 Title, Link 1 URL, Link 2 Title, Link 2 URL, Link 3 Title, Link 3 URL, Link 4 Title, Link 4 URL, Link 5 Title, Link 5 URL, Image 0 Url, Image 1 Url, Image 2 Url, Image 3 Url, Image 4 Url, Image 5 Url, Use Pack Weight, Pack Quantity, Pack Weight, Pack Weight UOM, Receive Catch Weight, Item Number, Manufacturer Part Number, SAP Material Number, SAP ISO UOM, Supplier Item English Name, Supplier Item Item Type, Supplier Item Profit Center, Supplier Item Deleted?. The data rows are separated by semicolons. A 'Replace' dialog box is open over the text, with 'Find what' set to ';' and 'Replace with' set to ','. The 'Replace All' button is highlighted with a red box. The 'Match case' checkbox is unchecked.

14. Go back to your CSP -> Choose File -> Choose your catalog -> Start Upload

Bulk Load Item Updates for Demo Supplier 1 CSP Catalog 2

Follow these steps to upload items

1. **Download** the CSV template, or **export** the current list.

or

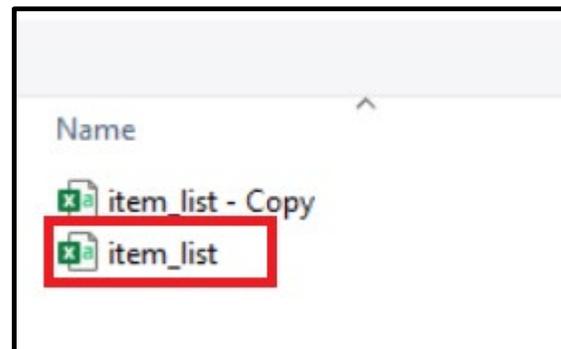
2. **Fill in or update the CSV file.** [Click here](#) for a description of the required and optional fields in the template.

- Fields marked with a "*" are mandatory.
- Each row uploaded will create a new item.
- Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.

3. **Load the updated file**

No file chosen

Note: If you are loading csv files with non-English characters, please consult the following [help note](#).



3. **Load the updated file**

item_list.csv

15. Verify Data window -> scroll down to the bottom of webpage -> Finish Upload

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.

	Row 1	Row 2
	New	New
Supplier Part Num*	123456-1	123456-2
Supplier Aux Part Num		
Name*	Test Item 1	Test Item 2
Description*	Item only for testing 1	Item only for testing 2
Price*	100.3	15.15
Currency*	EUR	EUR
UOM code*	PC	PC
active*	Yes	Yes
Item Classification Name		
UNSPSC Code		
Lead Time		
Manufacturer		
Minimum Order Quantity		
Order Increment		
Contract Number		
Contract Term		

Pack Weight UOM	
Net Weight	
Net Weight UOM	
Receive Catch Weight	
Item Number	
Manufacturer Part Number	
Supplier Item English Name	Item only for testing 5
	Item only for testing 6

 **coupa**
Business Spend Management

 English (US)

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Loading items

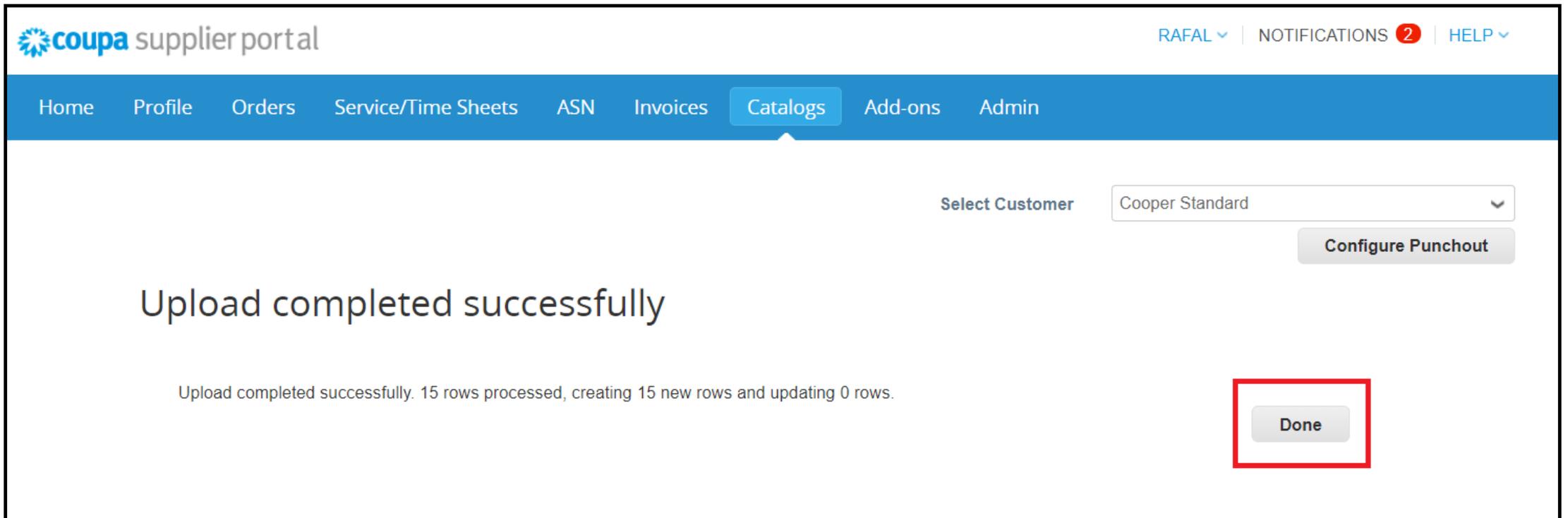
Filename: item_list.csv

Status: Loading 

Rows Processed: 4

16. After all catalogs rows are loaded correctly please click “Done”

You should receive a message stating that “Upload Completed Successfully”



The screenshot shows the Coupa Supplier Portal interface. At the top, the logo and name 'coupa supplier portal' are on the left, and user information 'RAFAL', 'NOTIFICATIONS 2', and 'HELP' are on the right. A blue navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs (highlighted), Add-ons, and Admin. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'Cooper Standard' and a 'Configure Punchout' button. The main content area displays a large heading 'Upload completed successfully' and a message: 'Upload completed successfully. 15 rows processed, creating 15 new rows and updating 0 rows.' A 'Done' button is highlighted with a red box.

17. You can check your catalog now in CSP. If everything is correct click “Submit to buyer”. It will automatically send catalog to CS for an approval.

Save **Submit to buyer**

Items Included in Catalog

Create Load from file Export to View All Advanced Search

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
Test Item 1	123456-1	New	100.30		EUR		
Test Item 2	123456-2	New	15.15		EUR		
Test Item 3	123456-3	New	2,222.30		EUR		
Test Item 4	123456-4	New	789.99		EUR		
Test Item 5	123456-5	New	541.00		EUR		
Test Item 6	123456-6	New	8,900.00		EUR		
Test Item 7	123456-7	New	5.31		EUR		
Test Item 8	123456-8	New	8.14		EUR		
Test Item 9	123456-9	New	6.88		EUR		
Test Item 10	123456-10	New	6.78		EUR		
Test Item 11	123456-11	New	6.98		EUR		
Test Item 12	123456-12	New	1.00		EUR		
Test Item 13	123456-13	New	100.00		EUR		
Test Item 14	123456-14	New	120.00		EUR		
Test Item 15	123456-15	New	155.15		EUR		

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Your catalog will now have status of “Pending Approval” and has been sent to Cooper Standard for a Corporate Buyer to approve.

Catalogs

Catalog was submitted and buyer will be notified. ✕

Create Export to ▾ View All ▾ Advanced Search

Catalog Name	Created Date ▾	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
TEST Catalog	03/16/20	03/19/20	None	None	Pending Approval	No		

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Your catalog has been accepted by Customer!

Catalogs

Create Export to ▾ View All ▾ Advanced Search

Catalog Name	Created Date ▾	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
TEST Catalog	03/16/20	03/19/20	None	None	Accepted by Customer	No		

Per page 15 | [45](#) | [90](#)

Customer's (CS) view of catalog in COUPA.

<input type="checkbox"/> Test Item 1 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-1 Item only for testing 1 100.30 EUR Piece Qty <input type="text" value="1"/> Add to Cart	<input type="checkbox"/> Test Item 2 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-2 Item only for testing 2 15.15 EUR Piece Qty <input type="text" value="1"/> Add to Cart
<input type="checkbox"/> Test Item 3 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-3 Item only for testing 3 2,222.30 EUR Piece Qty <input type="text" value="1"/> Add to Cart	<input type="checkbox"/> Test Item 4 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-4 Item only for testing 4 789.99 EUR Piece Qty <input type="text" value="1"/> Add to Cart
<input type="checkbox"/> Test Item 5 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-5 Item only for testing 5 541.00 EUR Piece Qty <input type="text" value="1"/> Add to Cart	<input type="checkbox"/> Test Item 6 ★★★★★  from Demo Supplier 1 CSP Supplier Part 123456-6 Item only for testing 6 8,900.00 EUR Piece Qty <input type="text" value="1"/> Add to Cart

MAINTENANCE OF CATALOG IN CSP

Edition of existing catalog

Some examples:

1. Price updates
2. Item deactivation
3. Name updates
4. Adding new description

Find backup copy of your existing catalog -> Make another copy (for future catalog updates) -> Open file

Name	Date modified	Type	Size
item_list - Copy - Copy	2020-03-18 10:03	Microsoft Excel Comma Separat...	4 KB
item_list - Copy	2020-03-24 11:10	Microsoft Excel Comma Separat...	4 KB
item_list	2020-03-18 10:46	Microsoft Excel Comma Separat...	4 KB

Mark column A -> Data -> Text to Column -> Delimited -> Next -> Comma -> Finish

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Text to Columns' button is highlighted in red. The 'Convert Text to Columns Wizard' dialog box is open, showing Step 1 of 3. The 'Delimited' radio button is selected. The 'Next >' button is highlighted in red. The wizard is overlaid on a spreadsheet where column A is highlighted in red. The 'Data' tab is also highlighted in red in the ribbon.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type: **Delimited** (selected)
- Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Item Classification Name	UNSPSC Code	Lead Time	Manufacturer	Minimum Order
2	123456-1,	Test Item 1,	Item only for testing 1,	100.3,	EUR,	PC,	Yes,						
3	123456-2,	Test Item 2,	Item only for testing 2,	15.15,	EUR,	PC,	Yes,						
4	123456-3,	Test Item 3,	Item only for testing 3,	2222.3,	EUR,	PC,	Yes,						
5	123456-4,	Test Item 4,	Item only for testing 4,	789.99,	EUR,	PC,	Yes,						
6	123456-5,	Test Item 5,	Item only for testing 5,	541,	EUR,	PC,	Yes,						

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview:

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Lead
Test Item 1	Item only for testing 1	123456-1	100.30	EUR	Piece	Yes	03
Test Item 2	Item only for testing 2	123456-2	15.15	EUR	Piece	Yes	03
Test Item 3	Item only for testing 3	123456-3	2,222.30	EUR	Piece	Yes	03
Test Item 4	Item only for testing 4	123456-4	750.45	EUR	Piece	Yes	03
Test Item 5	Item only for testing 5	123456-5	541.00	EUR	Piece	Yes	03

Now Items list file looks like below.

Supplier is allowed to edit fields, add new items etc.

	A	C	D	E	F	G	H	AN	BP
1	Supplier Part	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	750.45	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15
17									

List of changes:

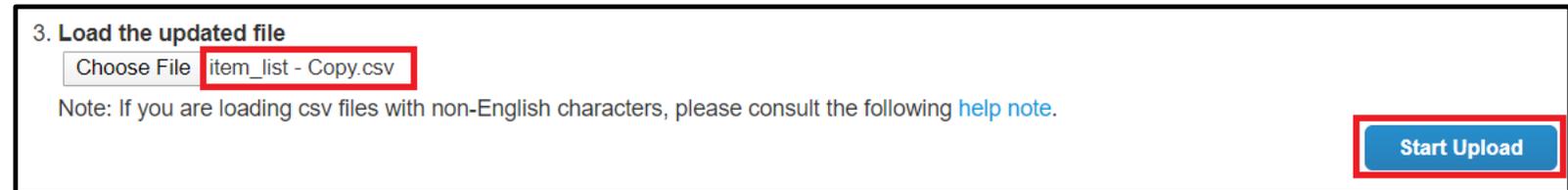
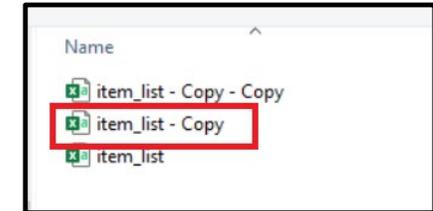
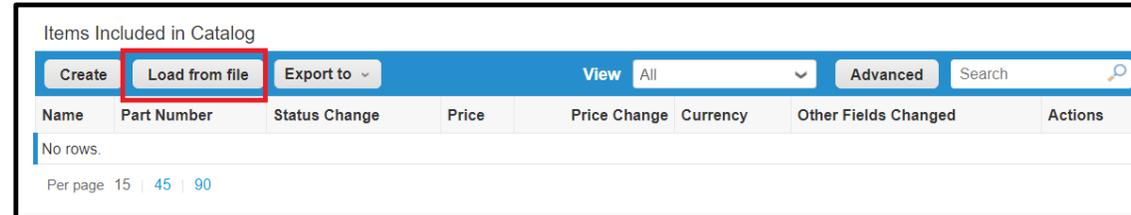
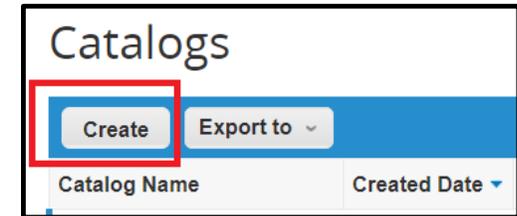
1. Price update for Test Item 1
2. Item deactivation for Test Item 2
3. Name updates for Test Item 3
4. Adding new description for Test Item 5
5. Price update for Test Item 6

	A	C	D	E	F	G	H	AN	BP
1	Supplier Pa	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Nam
2	123456-1	Test Item 1	Item only for testing 1	110.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	No	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3 v1	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	750.45	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5 with new description	541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8800	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15

SAVE FILE & CLOSE

REPEAT STEPS FROM SLIDES 20-22 AND MOVE TO THE NEXT SLIDE

Login into CSP -> Catalog Tab -> Create buton -> Load from file -> Choose edited catalog -> Start Upload



All changes or additions are highlighted in orange.

	Row 1		Row 2	
	Existing	Updated	Existing	Updated
Supplier Part Num*	123456-1	123456-1	123456-2	123456-2
Supplier Aux Part Num				
Name*	Test Item 1	Test Item 1	Test Item 2	Test Item 2
Description*	Item only for testing 1	Item only for testing 1	Item only for testing 2	Item only for testing 2
Price*	100.3	110.3	15.15	15.15
Currency*	EUR	EUR	EUR	EUR
UOM code*	PC	PC	PC	PC
active*	Yes	Yes	Yes	No
Item Classification Name				

	Row 3	
	Existing	Updated
Supplier Part Num*	123456-3	123456-3
Supplier Aux Part Num		
Name*	Test Item	Test Item 3 v1
Description*	Item only for testing 3	Item only for testing 3
Price*	2,222.3	2,222.3
Currency*	EUR	EUR
UOM code*	PC	PC
active*	Yes	Yes
Item Classification Name		

	Row 5		Row 6	
	Existing	Updated	Existing	Updated
Supplier Part Num*	123456-5	123456-5	123456-6	123456-6
Supplier Aux Part Num				
Name*	Test Item	Test Item 5	Test Item	Test Item 6
Description*	Item only for testing 5	Item only for testing 5 with new description	Item only for testing 6	Item only for testing 6
Price*	541	541	8,900	8,800
Currency*	EUR	EUR	EUR	EUR
UOM code*	PC	PC	PC	PC
active*	Yes	Yes	Yes	Yes
Item Classification Name				

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

Item only for testing 6

Upload completed successfully

Upload completed successfully. 15 rows processed, creating 0 new rows and updating 15 rows.

15 Items Changed (5 unchanged)

 1 ↑
Price Increase

 1 ↓
Price Decrease

 18
Other Fields Updated

 0
New Items

 1
Deactivated Items

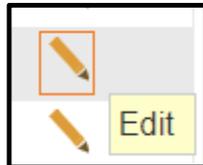
Click Submit to buyer

Catalogs

Catalog was submitted and buyer will be notified.

Edition of existing catalog* (Optional)

Go to catalogs tab in CSP -> Click on Create buton -> Find item you want change -> Click on edition buton on the right side



Catalogs

Create Export to View All Advanced Search

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
TEST Catalog 2	03/24/20	03/24/20	None	None	Deleted	No		✖
TEST Catalog	03/16/20	03/19/20	None	None	Accepted by Customer	No		✖

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Items Offered to Cooper Standard

Export to View All Advanced Search

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
Test Item 1	Item only for testing 1	123456-1	100.30	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 2	Item only for testing 2	123456-2	15.15	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 3	Item only for testing 3	123456-3	2,222.30	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 4	Item only for testing 4	123456-4	789.99	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 5	Item only for testing 5	123456-5	541.00	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 6	Item only for testing 6	123456-6	8,900.00	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 7	Item only for testing 7	123456-7	5.31	EUR	Piece	Yes	03/19/20	TEST Catalog	
Test Item 8	Item only for testing 8	123456-8	8.14	EUR	Piece	Yes	03/19/20	TEST Catalog	

coupa supplier portal RAFAL | NOTIFICATIONS 2 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices **Catalogs** Add-ons Admin

Select Customer: Cooper Standard Configure Punchout

Test Item 4 Edit

* Name: Test Item 4

* Description: Item only for testing 4

* Unit of Measure: Piece

Purchasable:

Manufacturer Name:

Manufacturer Part Number:



item_8966fec2916680db27662076956965e2_710ae36da_qawahxa.jpg
(Change, Clear)

Supplier Item Attributes

* Part Number: 123456-4

Auxiliary Part Number:

Manufacturer:

Lead Time:

UNSPSC:

Contract:

Pricing Type: Fixed Price

* Price: 789.99

* Currency: EUR

Savings %:

Order Increment:

Minimum Order Quantity:

English Name: Item only for testing 4

Supplier Item Attributes

* Part Number: 123456-4

Auxiliary Part Number:

Manufacturer:

Lead Time: 5

UNSPSC:

Contract:

Pricing Type: Fixed Price

* Price: 750.45

* Currency: EUR

Savings %:

Order Increment:

Minimum Order Quantity:

English Name: Item only for testing 4

Cancel Save

Find field you want to change -
> updated data -> Click Save
button

You can review your changes: Price Increase, Price Decrease, Other Fields Updated, New Items and Deactivated Items

If everything is correct -> Submit to buyer

1 Item Changed (12 unchanged)

Price Increase 0 ↑

Price Decrease 1 ↓

Other Fields Updated 2

New Items 0

Deactivated Items 0

Save **Submit to buyer**

Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
Test Item 4	123456-4	Updated	750.45	-5.01 %	EUR	Image url, Lead Time	 

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Catalogs

Catalog was submitted and buyer will be notified.

Create

Export to

View

All

Advanced

Search

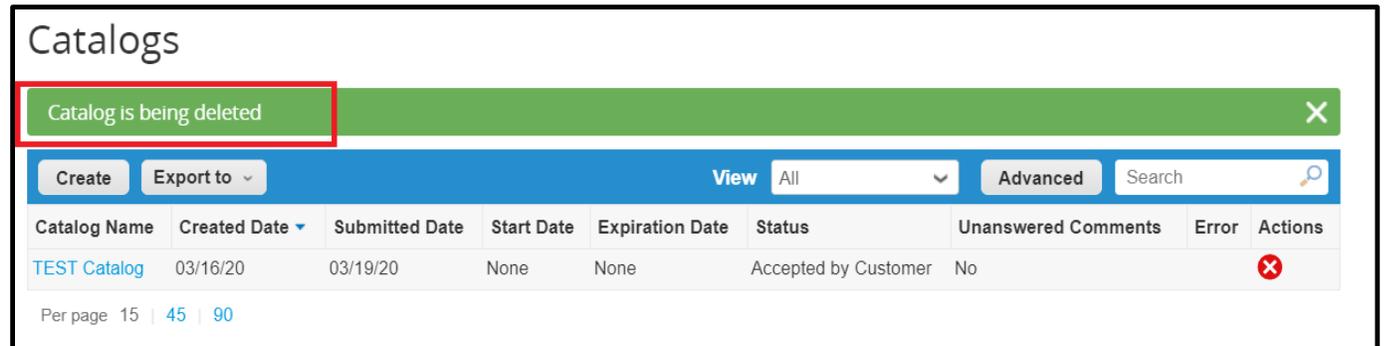
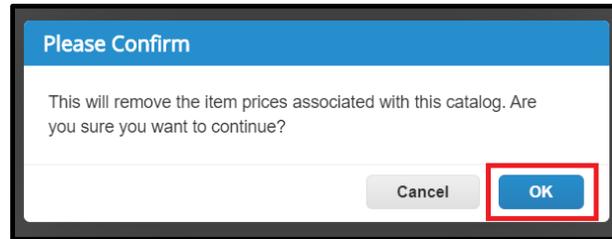
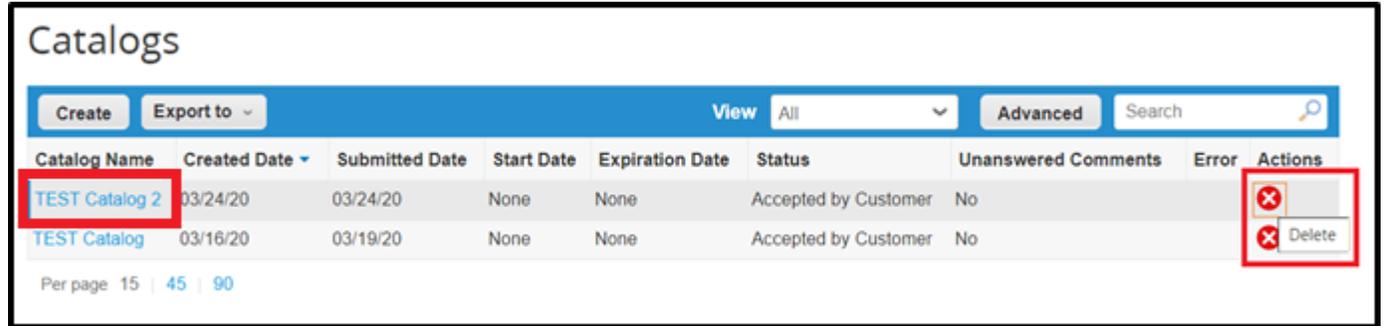
Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Demo Supplier 1 CSP Catalog 4	03/24/20	03/24/20	None	None	Pending Approval	No		✕
TEST Catalog 2	03/24/20	03/24/20	None	None	Deleted	No		✕
TEST Catalog	03/16/20	03/19/20	None	None	Accepted by Customer	No		✕

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Your changes are waiting for CS approval.

Catalog deletion

Login into CSP -> Catalog tab -> Find catalog you want to delete -> Click on the red X button -> Confirm -> Done



THE END