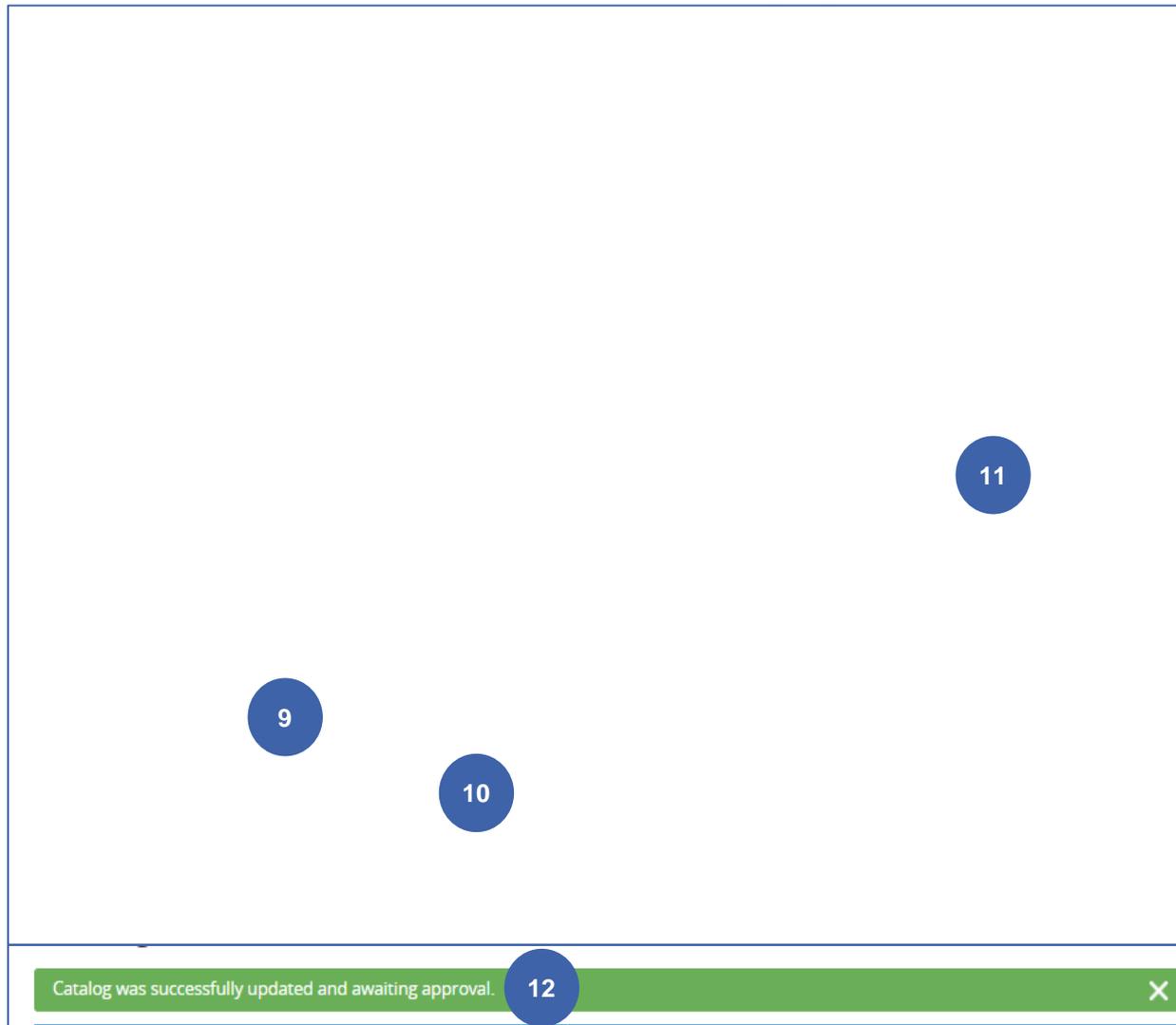


Creation of a Supplier Catalog – By Supplier Contd.



- 9 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
- 10 **Items Offered to CMC** – this table lists all the items that have been accepted and published and are available in CMC's Coupa environment
- 11 Click on **Submit for Approval** to route the updated catalog for CMC review
- 12 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

Item Bulk Upload Template		
This will help you 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 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
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 %
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
Price (Tier 5)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 6)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 7)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 8)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 9)	Optional	Price at different contract spend tiers. Typically goes down as 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
Link 3 URL	Optional	If adding URL Links, This is the URL of the Link
Link 4 Title	Optional	If adding URL Links, This is the Title of the Link
Link 4 URL	Optional	If adding URL Links, This is the URL of the Link
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

Fields within the Catalog Template



To be provided by CMC for all Catalogs

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