

Catalog Manager Supplier

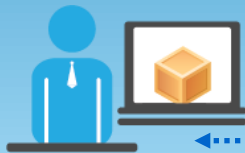
Standard Training

- **Welcome to the Catalog Manager Supplier training. This training session will cover the following topics:**
 - Catalog Manager Overview
 - Catalog Manager Process
 - Login
 - Catalog Manager Homepage
 - Extended Process Area
 - Download Template
 - SCF Template Tabs
 - Upload Files
 - Error Correction
 - Submit Catalog
 - Gear Wheel Menu: Advanced Functionalities

Catalog Manager Overview

Buyer

- ✓ Receive new and updated supplier catalogs
- ✓ Enrichment of catalog data based on mappings and default values
- ✓ Detailed difference reports (online, download)
- ✓ Catalog browser with approval and difference status supported by filters
- ✓ Download of catalog formats, e.g. Validation File
- ✓ Release and publish supplier catalogs



Buyer in Hubwoo Portal

Check and approve changes in catalog

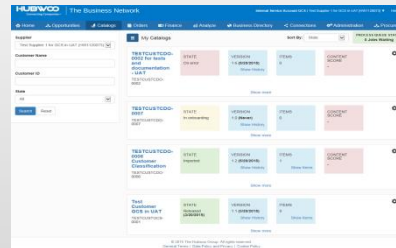
The Business Network

Search



Approved Catalogs

Portal



Supplier

- ✓ Upload content templates (CSV, XLS, XML) online or via FTP
- ✓ Validation of content, based on customer related check routine
- ✓ Detailed difference and error reports (online, download, email)
- ✓ Download of templates and previous catalog files
- ✓ Enrichment of catalog data (default values, mappings)
- ✓ Release of customer catalogs



Supplier in Hubwoo Portal

Upload and manage catalogs

Collaborative Catalog Authoring



Buyer:

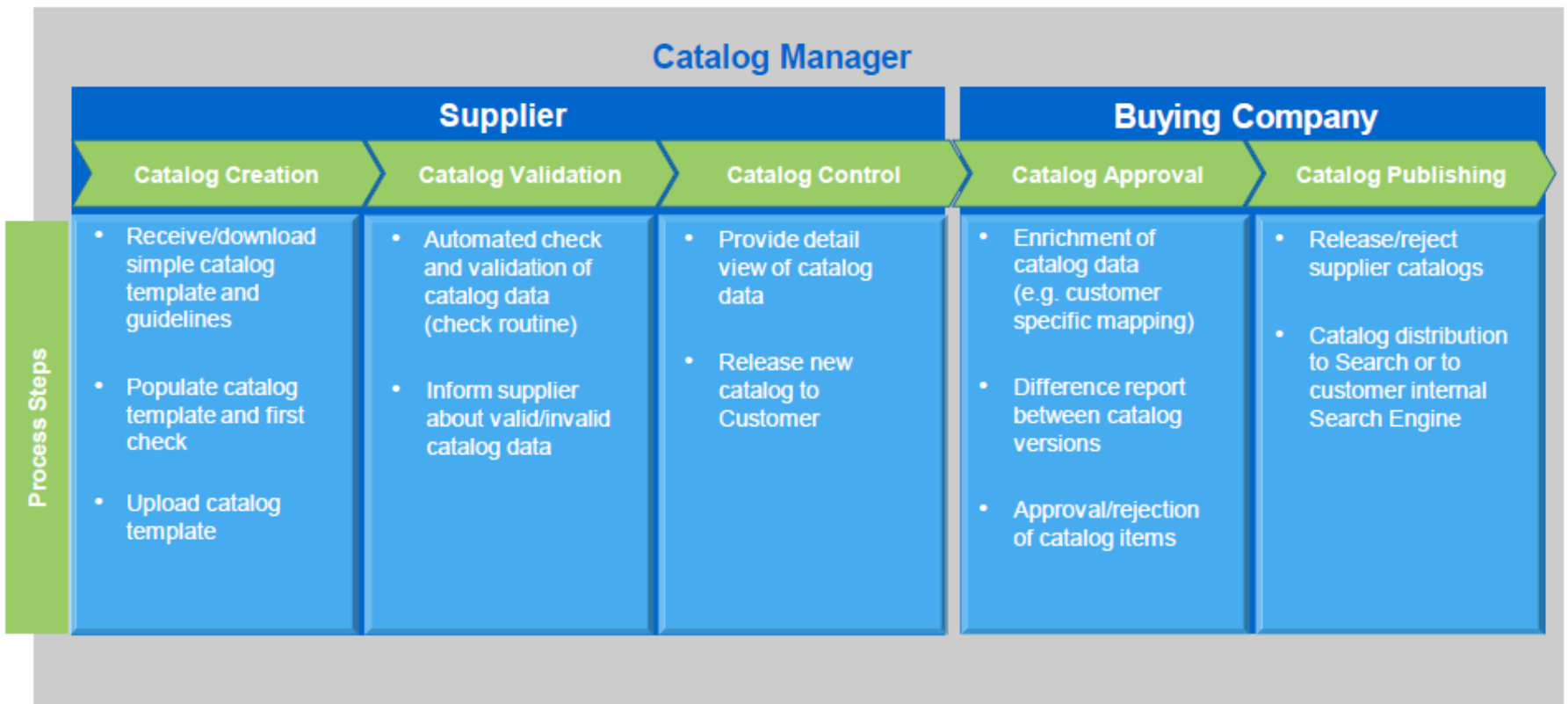
- Drive **contract compliance** by approval of assigned category manager
- Only approved supplier catalog items will show up in Search to the end-users
- All **changes** will be **reported and indicated** during approval workflow
- Automated enrichment of supplier catalogs to improve quality of usage



Supplier:

- Manage catalogs for different customers in one solution
- **Validation** of content against customer specific rules
- Detailed feedback about content errors and warnings
- Process **automation** available for all workflow steps

Catalog Manager Process



Login Page

- You will receive an email from Hubwoo with your username, password, and the URL to login to Catalog Manager. Login to Catalog Manager Supplier with the credentials supplied to you.

The image shows a login form titled "Login". It contains two input fields: "Enter your user name" and "Enter your password". Below each input field is a link: "Forgot User Name?" and "Forgot Password?". At the bottom of the form is a blue "Login" button and a "Need Help?" link. Two callout boxes are present: one pointing to the username field with the text "1. Type your User Name (your email address) and Password", and another pointing to the "Login" button with the text "2. Click 'Login'".

Catalog Manager Homepage

- Click the Catalogs tab to access Catalog Manager.

HUBWOO | The Business Network

Internal Service Account GCS | Test Supplier 1 for GCS in UAT [HW1120073] | Help

Home Opportunities **Catalogs** Orders Finance Analyze Business Directory Connections Administration Procure

Supplier
Test Supplier 1 for GCS in UAT [HW1120073]

Customer Name

Customer ID

State
All

Search Reset

My Catalogs Sort By: State **PROCESS QUEUE STATUS 1 Jobs Waiting**

ID	State	Version	Items	Content Score
TESTCUSTCDO-0002 for tests and documentation - UAT	On error	1.6 (5/20/2015)	0	-
TESTCUSTCDO-0007	In onboarding	1.0 (Never)	0	-
TESTCUSTCDO-0006 Customer Classification	Imported	1.2 (5/20/2015)	1	-

Catalog Manager Homepage

- The Catalog Dashboard will provide you with access to all functions of Catalog Manager Supplier.

The screenshot shows the Hubwoo Catalog Manager interface. At the top, there's a navigation bar with 'Home', 'Opportunities', 'Catalogs', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', 'Administration', and 'Procure'. The main content area is titled 'My Catalogs' and displays a list of catalog entries. Each entry includes a title, a state (e.g., 'On error', 'In onboarding', 'Imported', 'Released'), a version number and date, the number of items, and a content score. A 'Sort By' dropdown menu is open, showing options for 'Customer Name', 'State', and 'Version Date'. A 'PROCESS QUEUE STATUS' indicator shows '0 Jobs Waiting'. Callouts highlight various features: 1. A filter function on the left side. 2. A 'Show less/more' button to toggle the 'Extended Process Area'. 3. A 'Sort By' function dropdown. 4. A 'Filter' function dropdown. 5. A 'Show less/more' button to toggle the 'Extended Process Area'.

1. My Catalogs displays an overview of current catalogs or displays/hides the filter

2. Displays the number of catalogs in the job queue

3. Sort By function

4. Filter function

5. Click on the Show less/more to display/hide the "Extended Process Area".

Catalog Manager Homepage

By default, there are 3 colored boxes displayed within the frame. The “State” box displays the current status and corresponding date of the most recent catalog upload. The boxes are color-coded and labeled according to the state of the corresponding catalog.

<p>Test Customer GCS in UAT</p> <p>TESTCUSTGCS-0001</p>	<p>STATE</p> <p>Released (3/20/2015)</p>	<p>VERSION</p> <p>1.1 (3/20/2015)</p> <p>Show History</p>	<p>ITEMS</p> <p>9</p> <p>Show Items</p>
<p>Show more</p>			

STATE
On error

The “**On Error**” status enclosed in a red box, means there are errors within the catalog template that must be corrected, in order for the upload to be successful. The “**Rejected**” status enclosed in a red box, means that your customer has rejected the catalog on their end.

STATE
In onboarding

The “**In Onboarding**” status enclosed in a yellow box, means you have not yet uploaded your first successful catalog for that specific customer, and are therefore still in the onboarding phase for that particular customer.

STATE
Imported

The “**Imported**” status enclosed in a green box, means that you have successfully uploaded your catalog to the system, but it has not yet been released to your customer.

STATE
Released (3/20/2015)

The “**Released**” status enclosed, in a green box, indicates the catalog has been released to your customer for approval.

Catalog Manager Homepage

- The “Version” box displays the current catalog version number and the date the corresponding version was last imported. A direct link to the version history will display the information.

Catalog Version History
TESTCUSTCDO-0006 Customer Classification

Version	State	Items	Import Date	Export Date	Released / Rejected	Released / Rejected by
1.2	Available for Release	1	5/20/2015	-		
1.1	On Error	0	5/20/2015	-	-	

Close

VERSION
1.2 (5/20/2015)

Show History

Click on the “Show History” link to display the Catalog Version History.

Show Items within Catalogs

- Click on the “Show Item” link to view the available items in your catalog.

☰ Catalog Items Back to Catalog Dashboard

Test Customer GCS in UAT
TESTCUSTGCS-0001


STATE Released (3/20/2015) VERSION 1.1 (3/20/2015) [Show History](#) ITEMS 9

Image	Item ID	Classification	Short Description	Price	Order Unit	Content Unit	Manufacturer	Content score (%)	Lead Time	Details
	12324567	20030107	50048939 H05V-K 1 schwarz*JIT			0	BERLIN-CHEMIE AG	0	1 day(s)	Show Details
	364824658	20030108	50048971 H07V-K 1,5 schwarz*JIT			0	kohlpharma GmbH	0	2 day(s)	Show Details
	6748125362	20030109	Transport bis 1 km, Material > 1,3 t/m³ nach Gewicht	79.78 EUR	piece (C62)	0	ROTTAPHARM I MAD. GMBH	0	3 day(s)	Show Details
	432154	20030110	DOXEPIN neuraxpharm 75 mg Filmtabletten	107.43 EUR	piece (C62)	0	Orifarm GmbH	0	4 day(s)	Show Details
	32478324	20030111	CALENDULA Urtinktur	32.06 EUR	piece (C62)	0	Dr.R.PFLEGER GmbH	0	5 day(s)	Show Details
	327GG5746	20030112	BOVISTA C 6 Globuli	28.82 EUR	piece (C62)	0	Diamant Natuur B.V.	0	1 day(s)	Show Details
	54874293273Sp	20030113	CINA D 4 Globuli	16.33 EUR	piece (C62)	0	Diamant Natuur B.V.	0	2 day(s)	Show Details
	5783888437	20030114	STOCRIN 600 mg Filmtabletten	17.58 EUR	piece (C62)	0	Spenglersan GmbH	0	3 day(s)	Show Details
	798466rtztre6545	20030115	LOSARGAMMA 50 mg Filmtabletten	8.05 EUR	piece (C62)	0	STAUFEN-PHARMA GmbH & Co. KG	0	4 day(s)	Show Details

« 1 »

Show Details of Items within Catalogs

- To view the details of each item, click on the “Show Details” link.

Image	Item ID	Classification	Short Description	Price	Order Unit	Content Unit	Manufacturer	Content score (%)	Lead Time	Details
	12324567	20030107	50048939 H05V-K 1 schwarz*JIT	42.71 EUR	piece (C62)	()	BERLIN-CHEMIE AG	0	1 day(s)	Show Details

Item Details

[Back to Item List](#)



50048939 H05V-K 1 schwarz*JIT

Item ID: 12324567
Approval: -
Classification system:
Classification: 20030107

Short Description: 50048939 H05V-K 1 schwarz*JIT

Basell-Mat.-Nr.: 50048939 TKL-Nr.: 2063 320 Produkt Name :Kunststoffverdrahtungsleitung nach DIN VDE 0281-3 Produkt Typ :H05V-K Nennquerschnitt :1,0 qmm Aderfarbe :schwarz Leiter :Kupfer, blank, feindrahtig Klasse 5, nach DIN EN 60228(VDE 0295) Isolierhuelle :PVC-Mischungstyp TI1 nach DIN VDE 0281-1 Nennspannung :300/500 V Aussen-Durchmesser (min./max.):2,4/2,8 mm Wanddicke Isolierhuelle :0,6 mm Gewicht :ca. 16 kg/km Cu-Zahl :9,6 kg/km Technische Lieferbedingung :Brennverhalten nach DIN EN 60332-2 Kennzeichnung :Firmenname oder -zeichen, VDE- und HAR-Kennzeichen Lieferart :In Ringen von 100 m

Price: 42.71 EUR
Price quantity: 1
Quantity scale:
Content Unit/Order Unit: Each
Content score: -
Lead Time: 1 day(s)



[← Previous](#) | [Next →](#)

“Show Details”

Prices

Manufacturer details

Customer specific details

Keywords

Miscellaneous

Item references

Show all details

Prices

Valid from - to -.

Used Pricetype: Customer specific price Tax: 19 %

Customer specific price information

Lower bound (piece)

Price / 1 piece 42.71 EUR

Freight charges

Amount

Charge

Extended Process Area

- Each catalog has an Extended Process Area, which guides you with chevrons throughout the process. The Extended Process Areas implemented in the Catalog Dashboard allow you to download and upload your catalog templates with attachments. If there are any errors after catalog validation, you will be informed and allowed to fix within the error correction section.

TESTCUSTCDO-0006
Customer Classification
TESTCUSTCDO-0006

STATE
Imported

VERSION
1.2 (5/20/2015)
[Show History](#)

ITEMS
1
[Show Items](#)

CONTENT SCORE
-

Chevrons

Download Template Upload Files Submit Catalog

[Show less](#)

Click to Show Less to see less information within the screen

Downloading a Catalog Template

- The blank catalog template must be downloaded from Catalog Manager Supplier. This will ensure that the Supplier ID in the header sheet is automatically populated and correct.

Catalog Manager Homepage

1. Click
"Catalogs"

Supplier
Test Supplier 1 for GCS in UAT (HW1120073)

Customer Name

Customer ID

State
All

Search Reset

My Catalogs

Sort By: State

PROCESS QUEUE STATUS
1 Jobs Waiting

TESTCUSTCDO-0002 for tests and documentation - UAT TESTCUSTCDO-0002	STATE On error	VERSION 1.6 (5/20/2015) Show History	ITEMS 0	CONTENT SCORE -	
Show more					
TESTCUSTCDO-0007 TESTCUSTCDO-0007	STATE	VERSION 1.0 (Never) Show History	ITEMS 0	CONTENT SCORE -	
Show more					
TESTCUSTCDO-0006 Customer Classification	STATE Imported	VERSION 1.2 (5/20/2015) Show History	ITEMS 1 Show Items	CONTENT SCORE -	

2. Click "Show more"

Download Template Upload Files Error Correction (1) Submit Catalog

A template is required in order to create a catalog. If you already have a template, you can **skip this step**.

Download already exported templates:

SCF Export	10/2015 9:51:58 AM)
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Create a new Template:

Language: English

Format: Excel 2007 (.xlsx)

Version: Empty

Additional Customer Documents:

2048_1536_GIF.gif
2048_1536_JPG.jpg
2048_1536_PDF.pdf
2048_1536_PPT.ppt
2048_1536_PPTX.pptx
2048_1536_DOC.doc
2048_1536_DOCX.docx
2048_1536_XLS.xls
2048_1536_XLSX.xlsx

1. Click on the Download Template chevron

2. Select the Language, Format and Version from the drop-down list

3. Click "Create Template"

4. A message will appear notifying you that the creation of your template is in process. You can follow this process to monitor the catalog.

The creation of your template is in process and will be exported. Please refresh the list of exported templates after a few seconds or after you receive a notification via email to download your template. For more detailed process information please click on **Monitor**.

SCF (Simplified Content Format) Template tabs

SCF Template – Header Tab

- Catalog Header information – This sheet contains the Buyer and Supplier IDs and language code. Items in orange are mandatory fields.

Electronic Catalog Header		
Field	Description	Value
Buyer ID	The Buyer ID is the unique identification of the Buyer within the catalog system. HUBWOO provides this ID, which may also include the Buyer Location.	407000155-0001
Supplier ID/DUNS	The Supplier ID is the unique identification of the supplier within the catalog system. HUBWOO provides this ID and may be pre-populated here.	HW7814129
Language Code	This is the language code that is used in the catalog/catalog system. Use capital letters only. The following codes are currently supported; DE, EN, F	EN

Note: Required fields are shown in orange.

If not pre-populated, please contact Hubwoo

Header | Data | All Fields | Instruction Sheet | Customer UOM | UNSPSC List

Data 1 Tab

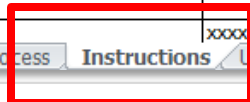
- The Data tab contains all the information for the catalog that you will upload and release to your buyer. We will go over this form in detail, later in the presentation.

2	Item Number	Classification Code	Short Description	Long Description	Price quantity	Orderunit	Price 1	Currency	Minimum Order Quantity	Order Quantity Interval	Lower Bound Price 2	Price 2
3	ABCDE123	40011201		AMD SuperNova X2 Single-Core MV-40 (5.60GHz), Genuine Ventana XX HomeSweetHome Edition, 12.6 " HD NoGlare with Buil- in camera 1366x768, ATW Radeon HD 5000 IGP 500MB, 5 GB SuperThinkingPad X000e Silver Cover	1	EA	3031.09	EUR				
4	ABCDE123c	0	Laptop Reference	888MHz, Harddisc 5TB	1	AB	12345.5	EUR				
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

Instructions Sheet

- The Instructions tab gives you information regarding each of the columns and the steps to upload the template into Catalog Manager Supplier.

	A	B	E	F	G
	Field Name	Unified Field Name	Format	Type	Description
1	Item Number	SUPPLIER_ITEM_NUMBER	-	Text	The supplier's unique item number (such as might be used externally).
2	Classification Code	CLASSIFICATION_CODE	-	Text	8-digit eClass-4.0 category code (e.g. '21040401' for Screwdriver)
3	Short Description	DESCRIPTION_SHORT		Text	The short description of the item should not contain obscure abbreviations. Additionally, the name of the item should appear first, followed by the most important item information. Data fields must not contain any control characters (tabs, line breaks, etc..)
4	Long Description	DESCRIPTION_LONG		Text	The long description should include all information necessary to uniquely identify the item. Data fields must not contain any control characters (tabs, line breaks, etc..)
5	Price quantity	PRICE_QUANTITY	xxxxxxxx	Integer	The quantity to which the price refers. The Orderunit serves as the unit of measure for the price quantity.
6	Orderunit	UNIT_OF_MEASURE	xxxxxxxx	Integer	The quantity to which the price refers. The Orderunit serves as the unit of measure for the price quantity.
7	Price 1	PRICE_1	xxxxxxxx,xx	Numeric	The effective customer price in the currency given in the next field.
8	Currency	PRICE_CURRENCY_1	-	Text	Price currency. Please use EUR for Euro only.
9	Minimum Order Quantity	MINIMUM_ORDER_QUANTITY	xxxxxxxx	Integer	The minimum number of order units that can be ordered. The Minimum Order Quantity may not be less than the Order Quantity Interval
10	Order Quantity Interval	ORDER_QUANTITY_INTERVAL	xxxxxxxx	Integer	The quantity increment in which the item may be ordered. The Order Unit is used as the unit of measure for the order quantity interval.
11	Lower Bound Price 2	LOWER_BOUND_PRICE_2	xxxxxxxx	Integer	This is the lower bound 2 quantity for tiered pricing. i.e. this is the lowest quantity at which PRICE 2 goes into effect
12	Price 2	PRICE_2	xxxxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 2'
13	Lower Bound Price 3	LOWER_BOUND_PRICE_3	xxxxxxxx	Integer	This is the lower bound 3 quantity for tiered pricing. i.e. this is the lowest quantity at which PRICE 3 goes into effect
14	Price 3	PRICE_3	xxxxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 3'
15	Lower Bound Price 4	LOWER_BOUND_PRICE_4	xxxxxxxx	Integer	This is the lower bound 4 quantity for tiered pricing. i.e. this is the lowest quantity at which PRICE 4 goes into effect
16	Price 4	PRICE_4	xxxxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 4'
17	Lower Bound Price 5	LOWER_BOUND_PRICE_5	xxxxxxxx	Integer	This is the lower bound 5 quantity for tiered pricing. i.e. this is the lowest quantity at which PRICE 5 goes into effect
18	Price 5	PRICE_5	xxxxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the



Unit of Measure Field

- The UOM tab contains all the valid Units of Measure allowed by the buyer.

UOM List	
ISO Code to be USED	Unit Text
BG	Bag
BO	Bottle
CA	Canister
CT	Carton
CS	Case
CMT	Centimeter
2M	Centimeter/second
BX	Box or Crate
CMQ	Cubic centimeter
2J	Cubic centimeter/second
DMQ	Cubic decimeter
MTQ	Cubic meter
MQH	Cubic meter/Hour
MMQ	Cubic millimeter
CY	Cylinder
DAY	Days
DAY	Days
DMT	Decimeter
DD	Degree
DZN	Dozen
DR	Drum

UOM Flags

Classification Codes Tab

- The Classification Codes tab contains all the valid UNSPSC or eClass codes allowed for your Buyer.
 - UNSPSC or eClass is the 8 digit Classification Code for the item.
 - If your Buyer requires UNSPSC/eClass Code, contact your buyer to obtain a list.

UNSPSC CODE LIST	
Code	Title
10100000	Live animals
10101500	Livestock
10101501	Cats
10101502	Dogs
10101504	Mink
10101505	Rats
10101506	Horses
10101507	Sheep
10101508	Goats
10101509	Asses
10101510	Mice
10101511	Swine
10101512	Rabbits
10101513	Guinea pigs
10101514	Primates
10101515	Armadillos
10101516	Cattle
10101517	Camels
10101600	Birds and fowl
10101601	Live chickens
10101602	Live ducks
10101603	Live turkeys

▶ | Header | Data 1 | All Fields | Instruction Sheet | UNSPSC Code List | UOM_Flags |

Filling in the Data 1 Tab

- This section will show you how to fill out the fields in the data tab.

	A	B	C	D	E	F	G	H	I	J	K		
2	Item Number	Classification Code	Short Description	Long Description	Price quantity	Orderunit	Price 1	Currency	Minimum Order Quantity	Order Quantity Interval	Lower Bound	Price 2	Price 2
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													

The screenshot shows a spreadsheet interface with a grid of cells. The columns are labeled A through K, and the rows are numbered 2 through 32. The header row (row 2) contains the following text: Item Number, Classification Code, Short Description, Long Description, Price quantity, Orderunit, Price 1, Currency, Minimum Order Quantity, Order Quantity Interval, Lower Bound, Price 2, Price 2. The 'Data' tab is highlighted in the bottom navigation bar, which also includes 'Header', 'Fields', 'Process', 'Instructions', 'UOM', and 'GHS - ChemA'. A red box highlights the 'Data' tab.

Mandatory and Optional Fields

- Fields are highlighted in green and yellow.
- Green fields are mandatory and yellow fields are for optional data.

	A	B	C	D	E	F	G	H	I	J	K	
2	Item Number	Classification Code	Short Description	Long Description	Price quantity	Orderunit	Price 1	Currency	Minimum Order Quantity	Order Quantity Interval	Lower Bound	Price 2 Price 2
3	ABCDE123	40011201	X000e Silver Cover Laptop Reference	AMD SuperNova X2 Single-Core MV-40 (5.60GHz), Genuine Ventana XX HomeSweetHome Edition, 12.6 " HD NoGlare with Built-in camera 1366x768, ATW Radeon HD 5000 IGP 500MB, 5 GB SuperThinkingPad DDR2 SDRAM	1	EA	3031.09	EUR				
4	ABCDE123c	0	X000e Silver Cover	888MHz, Harddisc 5TB X2 Single-Core MV-	1	AB	12345.5	EUR				
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

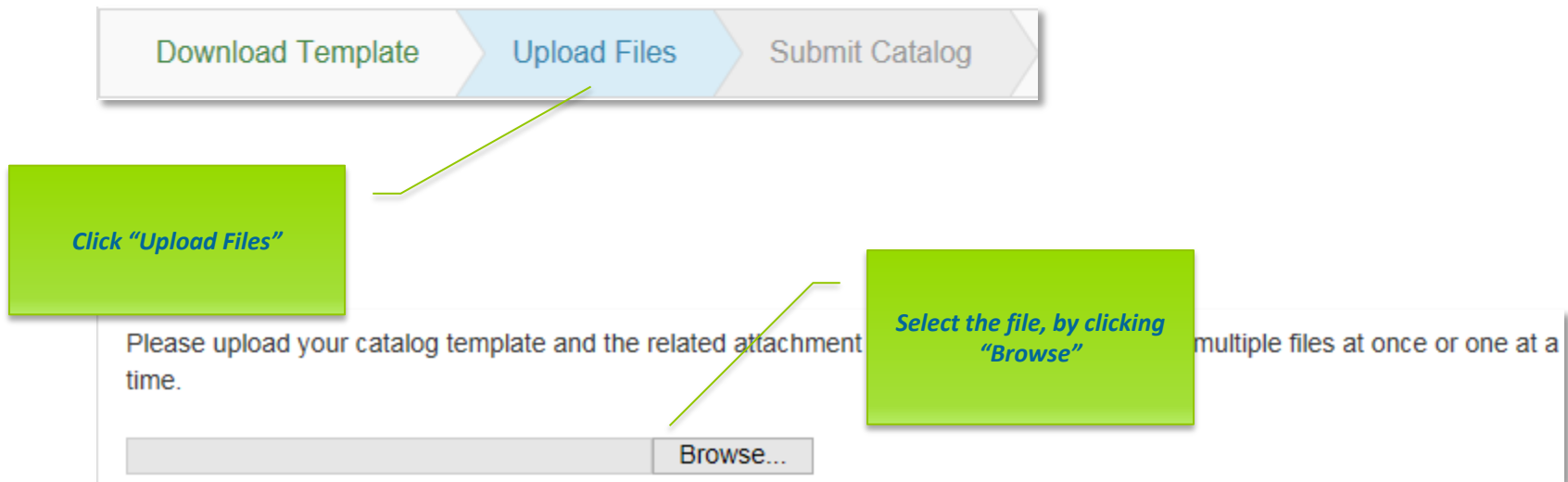
Uploading Files

Uploading your Catalog

- Before uploading any files, you must make sure they have been saved, in order to upload.
 - The SCF or Content file doesn't need to be compressed into one zip (.zip) file, before it is uploaded. However, you must choose a dedicated file type for the uploaded files.
 - The following file types are selectable from the drop down menu:
 - Content files (xlsx, xls, txt)
 - Attachment files (any file types)
 - Attachment files have to be compressed to a zip file.
 - All content file names must contain “_SCF_” in the middle of the filename, for example, BuyerName_SCF_DDMMYYYY

Uploading your Catalog

- Start the upload process by clicking on the “Upload Files” chevron, second from the left. Select the type of file to be uploaded, remembering to upload your Attachments, or images, first.



- Note:** Upon selecting the file, click “Upload” when uploading your catalog.

Uploading your Catalog

- Once the file has been uploaded, you will see it listed under the type selected.

The screenshot shows the 'Upload Files' step of a three-step process (Download Template, Upload Files, Submit Catalog). It includes a file path input field, a table of uploaded files, and a callout box for 'Catalog file types'.

Please upload your catalog template and the related attachment files below. You can upload multiple files at once or one at a time.

D:\Jipos Romel\Desktop\Training_Kit\English Browse...

File Name	File Type	
Hubwoo.zip	Select File Type Content Files Attachment Files	Remove
Standard_SCF_Template.zip		Remove

Process files

Catalog file types

Show less

Uploading your Catalog

- Lastly, click on “Process Files” to proceed in uploading your catalog.

Download Template Upload Files Error Correction (1) Submit Catalog

Please upload your catalog template and the related attachment files below. You can upload multiple files at once or one at a time.

D:\Jipos Rome\\Desktop\Training_Kit\English\ Browse...

File Name	File Type	
Hubwoo.zip	Content Files	Remove
Standard_SCF_Template.zip	Attachment Files	Remove

Click “Process Files”

Process files Cancel

Show less

Uploading your Catalog

- A confirmation message will be shown on the Upload Files Chevron after you clicked the “Process files” button.

The screenshot shows a three-step progress bar at the top: 'Download Template', 'Upload Files' (highlighted), and 'Submit Catalog'. Below the progress bar, the text reads: 'Please upload your catalog template and the related attachment files below. You can upload multiple files at once or one at a time.' A 'Choose Files' button is followed by 'No file chosen'. A yellow callout box with a green border contains the text: 'Either you click “F5” or go to the “Monitor” page.' Below this, a yellow confirmation message states: 'Your upload files were placed in the process queue. They will be processed as soon as possible. Please refresh your screen (press F5) in a few seconds or go to **Monitor** for detailed process information.' At the bottom left are 'Process files' and 'Cancel' buttons. At the bottom right is a 'Show less' link.

Monitoring your Catalog

- After uploading your catalog, you may click the “Monitoring” tab and review if the uploaded file has been processed without any issues.

- A Grey box indicates the process has started.
- A Blue box indicates the process is in progress.
- A Green box indicates the process is complete.
- A Red box indicates that the process is complete but contains errors.

The screenshot shows the Hubwoo 'Monitor' page. At the top, there is a navigation bar with 'Home', 'Upload', 'Download', 'Manage Catalogs', 'List of Customers', and 'Monitor'. Below this is a filter section with fields for 'Supplier', 'Name', 'Customer ID', 'Initiated by', and 'Process Type'. A green box labeled 'Click "Monitor"' points to the 'Monitor' button. The main content area displays a table of search results with columns for ID, Process Type, Started from..., Supplier ID, Customer ID, Customer, and State. A green box labeled 'Status Indicator' points to the 'State' column. On the right side, there is a details panel for a specific thread, showing the state as 'finished OK' and the time range from 4/30/2014 11:07:48 AM to 4/30/2014 11:08:01 AM.

ID	Process Type	Started from...	Supplier ID	Customer ID	Customer	State
4159235	Template Export	4/30/2014 (11:07 AM)	DEMOSUP40			■
4158355	Template Export	4/30/2014 (9:54 AM)	DEMOSUP40			■
3862372	Notification	3/18/2014 (8:36 AM)	DEMOSUP40			■
3862370	Notification	3/18/2014 (8:36 AM)	DEMOSUP40			■
3862368	Notification	3/18/2014 (8:36 AM)	DEMOSUP40			■
3862366	Notification	3/18/2014 (8:36 AM)	DEMOSUP40			■

Error Correction

Error Correction

- After uploading, Catalog Manager validates the catalog file. If there are incorrect item values, Catalog Manager displays the number of errors beside the "Error Correction" chevron. These errors must be corrected before the upload process can be finished.

UITESTCUST-0004 with UNSPSC 11.2
UITESTCUST-0004

STATE: On error

VERSION: 1.5 (6/2/2015)

TEST SCORE

Download Template | Upload Files | **Error Correction (4)** | Submit Catalog

Category: All

Error type: All Columns

Error Column: All Columns

Please review and correct the following error(s) below by entering valid values. For detailed item view and correction, click the corresponding error row. If all error(s) are corrected, click "Revalidate Catalog" in order to proceed.

Category	Error type	Error Column	Value	New Value	Items on Error
Error	Field value exceeds maximum length	Content Unit	4 / 6	Online editing is not possible for this field	2
Error	Value not in list of allowed values	Content Unit	Bottle	<input type="text" value="Enter Valid Value"/>	2

Revalidate Catalog

Save All | Clear All

Download Error report | Cancel

Show less

The number of errors in the catalog files will also appear in brackets within the chevron.

Error Correction

- The errors will be grouped in a table by Category, Error Type, Error Column and Value. The number of items with errors will be shown per group.

UITESTCUST-0004 with UNSPSC 11.2
On error

VERSION 1.5 (6/2/2016)
Show History

CORE

Once all error values are corrected, the "Revalidate Catalog" button will be activated and the corrected catalog can be reprocessed.

Download Template Upload Files Error Correction (4) Submit Catalog

Category: All

Please review and correct the following error(s) below by entering valid values. For detailed item view and correction, click the corresponding error row. If all error(s) are corrected, click "Revalidate Catalog" in order to proceed.

Revalidate Catalog

Category	Error type	Error Column	Value	New Value	Items on Error
Error	Field value exceeds maximum length	Content Unit	4 / 6	Online editing is not possible for this field	2
Error	Value not in list of allowed values	Content Unit	Bottle	<input type="text" value="Enter Valid Value"/>	2

Save All Clear All

You are able to correct multiple errors for each error group by entering new values for all grouped items and clicking "Save All".

Download Error report Cancel

Error Correction

- For those errors which cannot be corrected online, you have to correct the dedicated fields directly in the catalog template. **Note:** if you have multiple errors and online edit is not possible for all, you must correct the errors within the template, first. After re-uploading, you may use online edit for the remaining errors.

It is possible to filter the list by Category (Error, Warning, Corrected), Error Type, Error Column and Value.

Filtering options:

- Category: All, Error, Warning, Corrected
- Error type: All, Invalid class-ID
- Error Column: All Columns, Classification Code
- Value: All Columns

Please review and correct the following error(s) below by entering valid values. For detailed item view and correction, click the corresponding error row. If all error(s) are corrected, click "Revalidate Catalog" in order to proceed.

Category	Error type	Error Column	Value	New Value	Items on Error
Error	Field value exceeds maximum length	Content Unit	4 / 6	Online editing is not possible for this field	2
Error	Value not in list of allowed values	Content Unit	Bottle	<input type="text" value="Enter Valid Value"/>	2

There is also an option to download an Error Report below the error table.

Download Error report Cancel

Revalidate Catalog

Save All Clear All

Show less

Error Correction

- A confirmation message will be shown in the second box on the Error Correction Chevron.

Download Template > Upload Files > Error Correction (4) > Submit Catalog

Category
All

Error type
All columns

Error Column
All columns

Please review and correct the following error(s) below by entering valid values. For detailed item view and correction, click the corresponding error row. If all error(s) are corrected, click "Revalidate Catalog" in order to proceed.

The revalidation of your catalog is in process. This could take some time depending on the number of items in your catalog. Please refresh your screen (press F5) to update your catalog status after you receive a notification via email. For more detailed process information please click on Monitor

Press F5 to update the catalog status or you may go to the Monitor page

Revalidate Catalog

Category	Error type	Error Column	Value	New Value	Items on Error
Corrected	Missing value in mandatory field	Currency	USD	<input type="text" value="Enter Valid Value"/>	1
Corrected	Missing value in mandatory field	Orderunit	BG	<input type="text" value="Enter Valid Value"/>	2
Corrected	Missing value in mandatory field	Price 1	123	<input type="text" value="Enter Valid Value"/>	1

Save All Clear All

Download Error report Cancel

Show less

Submit Catalog

Submit Catalog

- The final step in the process is to submit the valid catalog to your customer. This step is located as the last chevron, where you will be able to click the Submit Catalog button to publish the catalog. On this page, you have the option to choose a release mode (manual or automatic), which are described below.

The screenshot displays the Hubwoo interface for submitting a catalog. At the top, there are tabs for 'TESTCUSTCDO-0006 Customer Classification', 'STATE Supported', and 'VERSION 1.2 (5/20)'. Below these is a navigation bar with three chevrons: 'Download Template', 'Upload Files', and 'Submit Catalog'. A green callout box points to the 'Submit Catalog' chevron with the text 'Click "Submit Catalog"'. Below the navigation bar, a message states 'There are no actions available for this catalog'. A red-bordered box highlights a message: 'Currently, this catalog is set to "Manual" Submit Mode. Click here to edit the Submit Mode setting.' Below this is a 'Submit Catalog' button. A modal dialog titled 'Submit Mode' is open, containing the text 'Please select how you want to submit your catalog to your buyer.' It lists two options: 'Automatic: Your catalog will be submitted automatically, as long as your catalog is valid.' and 'Manual: You have to submit your catalog manually in the Submit Catalog area.' The 'Manual' option is selected, and there is a 'Save' button at the bottom right of the modal. A 'Show less' link is visible at the bottom of the main interface.

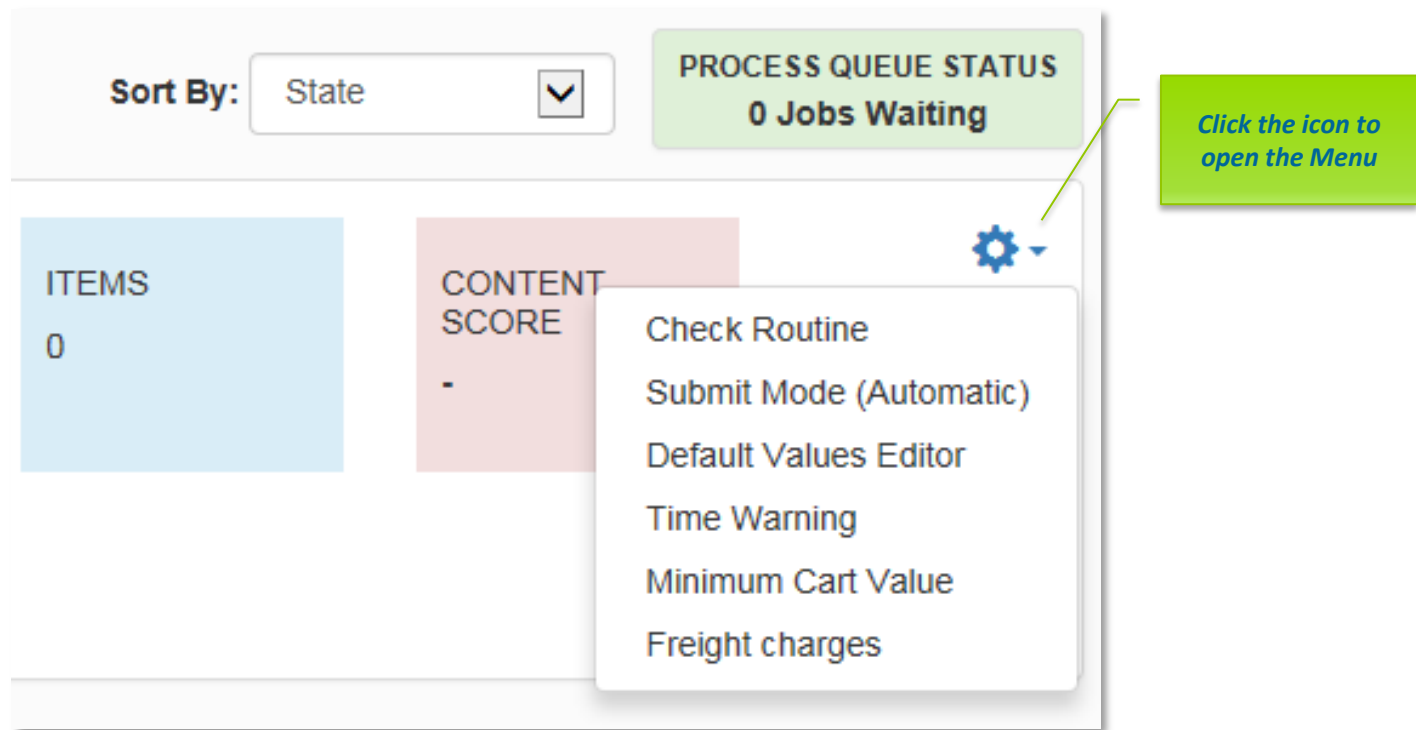
Submit Catalog

- Once the catalog is successfully released, its State changes from ***Imported, to Releasing, to Released.***
- Upon releasing your catalog, the system transfers it directly to the Catalog Manager Buyer application, where your buyer can then review and approve your catalog.

Gear Wheel Menu: Advanced Functionalities

Gear Wheel Menu: Advanced Functionalities

- The Gear Wheel Menu groups every other feature for the related catalog, which doesn't change with every catalog version. This area is used when advanced features are utilized with your customer.



- The **Check Routine** menu item gives you access to more detailed information of the check routine for the customer. These are customer-specific rules that are set to define allowed values, which will be used for the validation of your catalog. If changes have been made to the catalog Check Routine, a 'Check Routine change notification' will be displayed below the colored boxes. This notification appears only if changes have been made to the catalog check routine.
- **Submit Mode:** you can change from manual to automatic. This is based on preference if you, as the supplier wish to review the catalog prior to submission.

- The **Default Values Editor** menu item allows you to set default values to populate specific fields within a catalog and enrich the catalog. These are set when an imported catalog contains empty values in the corresponding fields. You can update the default editor for a particular customer by adding or deleting fields.
- **Time Warning** allows you to define the time in the day, when an order will be blocked or just a warning provided to the requestor. This is usually used for specific goods, if the order need to be placed before a certain hour.
- The **Minimum Cart Value** menu item allows you to define the minimum shopping cart value, which will ensure customers don't place orders below this value.
- The **Freight Charges** adhere to the agreement between you and the buyer, if your customer is using freight charges.

- Catalog Templates are buyer specific. Thus it is advisable to download a new template for each buyer.
- To ensure you have the latest catalog template in use, always check if a newer version of the catalog template of the specific customer is available, especially if there was a check routine change
- Make sure that all mandatory fields are filled-out as indicated in the Instruction Sheet. Allowable values and maximum character lengths for specific fields in the Data 1 Sheet can also be found in the Instruction Sheet.
- Make sure to enter the correct Supplier catalog ID and Buyer catalog ID in the **Header** sheet for SCF import files. Buyer and Supplier IDs, as well as the language code are mandatory fields.
- The content of the catalog must always be entered in the DATA 1 Sheet. Do not rename the sheet.
- In the DATA 1 sheet, always check if the column fields in rows 1 and 2 are correctly written and complete. Blank columns, especially in row 1 (Unified Fields within the SCF template) will result in an error during import.
- Always check that there are no empty rows in the middle of the catalog content.
- In case you have a mix of error correction types (online editable and not possible for online edit) then the best practice is to correct all errors in the catalog template and re-upload the entire catalog.

- If attachments are to be added in the SCF import file, the physical file must be uploaded first as Attachment and use maintain the exact filename in the SCF import file.
- Attachment files like jpeg and others must be in a separate file and in zip format and there must be no subfolders.
- Always zip the attachment files and content files before uploading them.
- Always select the correct file type. Attachment is for uploading pictures and documents. Content are for uploading catalog contents. The maximum zip-file size for attachments is 512 MB.
- Attachment files must be uploaded once and can be loaded incremental. Meaning you do not have to load all attachments every time only then when you have changed the reference in the catalog or you have new pictures to be loaded as new items have been added.
- Picture attachments must be in *.jpg, *.jpeg, *.gif. Images should be a minimum of 300x300 pixels in size, in RGB color format, and not CMYK, which browsers do not support. The color depth should not be greater than 24 bit. Animated gif images are also not accepted.
- If there are changes in the content file, all items in the catalogs, including the new one, must be uploaded all at once.
- In case you have to correct errors in the SCF because they are not editable online, then you have to reload the entire catalog

Global Customer Care Team

<http://www.hubwoo.com/global-customer-support/>