

# Catalog Manager Supplier

## Standard Training

# Reminders

This is a standard training session and open to the public. We are looking forward to have everyone to connect with you!

We recommend having these instructions handy before we start the session.

- 🔔 **Mute:** All participants are on listen-only mode to guarantee client confidentiality.
- 🔔 **Chat:** Please use the chat feature on the lower righthand side of your screen if like to raise questions anytime during the session.
- 🔔 **Questions:** All questions will be discussed at the end of the presentation.

# Support Contact Information

If you have questions about the training or in need for specific client support, please contact **Proactis International Customer Support**:

- 📞 US: +1 866 446 8203 (Toll Free)
- 📞 US: +1 281 404 2095
- 📞 France: +33 1 77 62 56 20
- 📞 Deutschland: +49 308 967 794 11
- 📞 España: +34 911 88 00 64
- 📞 UK: +44 203 355 50 21

Or, email [suppliersupport@proactisservicedesk.com](mailto:suppliersupport@proactisservicedesk.com)

# Topics

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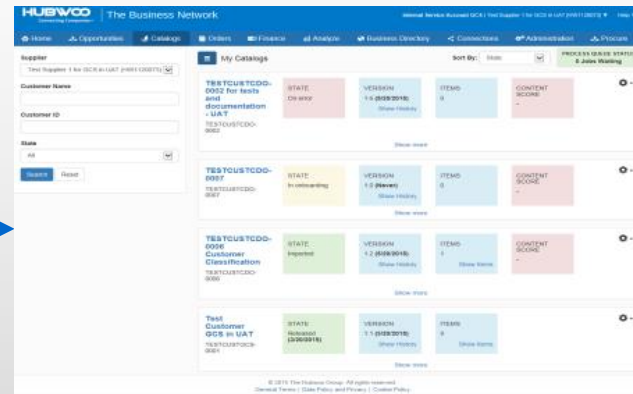
- 1 **Overview**
- 2 **Catalog Dashboard**
- 3 **Extended Process Area**
- 4 **SCF Template**
- 5 **Error Handling**
- 6 **Best Practices**

# Catalog Manager Overview

## The Business Network

### Supplier

- Uploads catalogs (CSV, XLS, XML)
- Download Catalog
- Release Catalogs to Customers



### Buyer

- Receive new and updated supplier catalogs
- Release and publish supplier catalogs

• Search Approved Catalogs



# Login Page




The screenshot shows a web browser window with the address bar containing `https:portal.hubwoo.com`. The page features a search bar at the top left, a main heading "The Business Network", and a "Sign In" button. Below the heading, there are two input fields for "Username" (containing "TRAINSUPGCS4") and "Password" (masked with dots). A "Sign In" button is located below the password field. A dark blue callout bubble points to the "Sign In" button with the text "Click Sign in.". Another dark blue callout bubble points to the input fields with the text "Enter you Username and Password".

Go to `portal.hubwoo.com`

It is free to join

Set up a listing for your business, putting your products and services in front of qualified buyers with hundreds of billions of dollars in spend.

**The Network In Action**

-  A company in Italy has added a certification. Click [here](#) to view their profile. - 20 Jan 2022 5:47:46 PM
-  Zaetric Business Solutions, LLC's banner ad was viewed in The Business Directory. Click [here](#) to view their profile. - 14 Aug 2017 5:10:59 PM
-  A Quote was sent from a supplier in France to a buyer in France. - 27 Jan 2022 1:55:32

Sign In

Forgot User Name?  
Forgot Password?  
Need Help?

oactis

Click Sign in.

ictis

# Catalog Manager Homepage

The screenshot shows a web browser window with the address bar displaying `portal.hubwoo.com/main/`. The page title is "The Business Network". The user is logged in as "Service Account GCS Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP04]". The main navigation menu includes "Home", "Opportunities", "Catalogs", "Business Directory", and "Administration". An orange callout bubble points to the "Catalogs" link with the text "Click Catalogs.". On the left side, there is a "Notifications" section with a "Planned Maintenance" notification dated "11/30/2021". A "Show Dashboard Settings" link is visible in the top right corner. The word "Products" is partially visible at the bottom right of the page.

# Catalog Dashboard

The Business Network Service Account GCS-Team for Trainings | Trainings Supplier 1 for GCS [TRAINSUP01] Help

Home Opportunities **Catalogs** Business Directory Administration

Home Upload Download Manage Catalogs List of Customers Monitor

**My Catalogs**

Supplier: Trainings Supplier for GCS [TRAINSUP01]

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

Status: All

Search Reset

**Filter function**

Sort by: Customer Name State Version Date

**Sort by function**

PROCESS QUEUE STATUS: 1 Jobs Waiting

**Displays the number of catalogs in the job queue**

Trainings Customer for GCS  
TRAINCUSTGCS-0001

STATUS	Released (6/21/2018)	VERSION	1/2018
ITEMS	3	CONTENT SCORE	-

Show Items Show more

**Show Less or Show More**  
Click this to display or hide the "Extended Process Area"

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# Catalogs According to Buyer

Catalogs are configured according to buyer, and they are presented in one frame in the Catalogs Dashboard page.

The screenshot shows the 'My Catalogs' dashboard. At the top left, there is a menu icon and the text 'My Catalogs'. On the right, there is a 'Sort by:' dropdown menu set to 'Status' and a 'PROCESS QUEUE STATUS' box indicating '1 Jobs Waiting'. The main content area displays a catalog entry for 'Trainings Customer for GCS' with the ID 'TRAINCUSTGCS-0001'. Below the title, there are four colored boxes: a green 'STATUS' box showing 'Released (1/19/2022)', a blue 'Show History' button, a light blue 'Show Items' button, and a pink 'CONTENT SCORE' box showing a dash '-'. A callout box points to the 'STATUS' box with the text: 'The "State" box displays the current status and the date of the most recent catalog upload.' Below the buttons, there is a 'Show more' link. A gear icon is visible on the right side of the catalog entry.



Each frame will have the 4 colored boxes for the Catalog Status, Version History, Item Details, and Content Score. The next slides provides more information.

# 1. Catalog Status and their meaning

The status shows the most recent catalog activity and when the date when update was made. The status is color-coded and labeled to present the state of the current catalog version.

STATUS  
On error

**On Error** status means errors were detected in the entries and catalog upload will not push through. Correction must be done and reupload the catalog.

STATUS  
Catalog rejected

**Rejected** status means that your customer has rejected the catalog on their end.

STATE  
In onboarding

**In Onboarding** status means no successful catalog has been done yet. The supplier setup is still in the onboarding phase for that customer.

STATE  
Imported

**Imported** status means that catalog upload is successful, but it has not yet been released to your customer.

STATUS  
Released (1/19/2022)

**Released** status indicates that the catalog has been released to your customer for approval.

VERSION  
76.2 (1/19/2022)

Show History

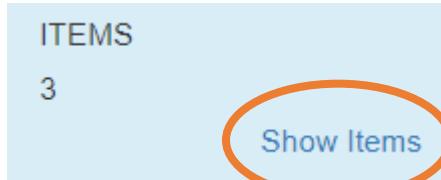
Click **Show History** link  
to display the Catalog  
Version History.

## 2. Version History

The box labeled **Version** displays the current catalog version number and the date it was last imported. A link to display the version history is available in this box.

The screenshot shows the 'Set-Live Restored Version' dialog box in the Proactis Business Network. The dialog title is 'Set-Live Restored Version' and the subtitle is 'Trainings Customer for GCS'. It contains a table with the following columns: Version, State, Items, Import Date, Export Date, Released / Rejected, and Released / Rejected by. The table lists several versions, including 76.2 (Released), 76.1 (On Error), 75.4 (Released), 75.3 (On Error), 75.2 (Available for Release), 75.1 (On Error), 74.2 (Rejected), 74.1 (On Error), 73.4 (Rejected), 73.3 (On Error), and 73.2 (Available for Release). A 'Close' button is located at the bottom left of the dialog.

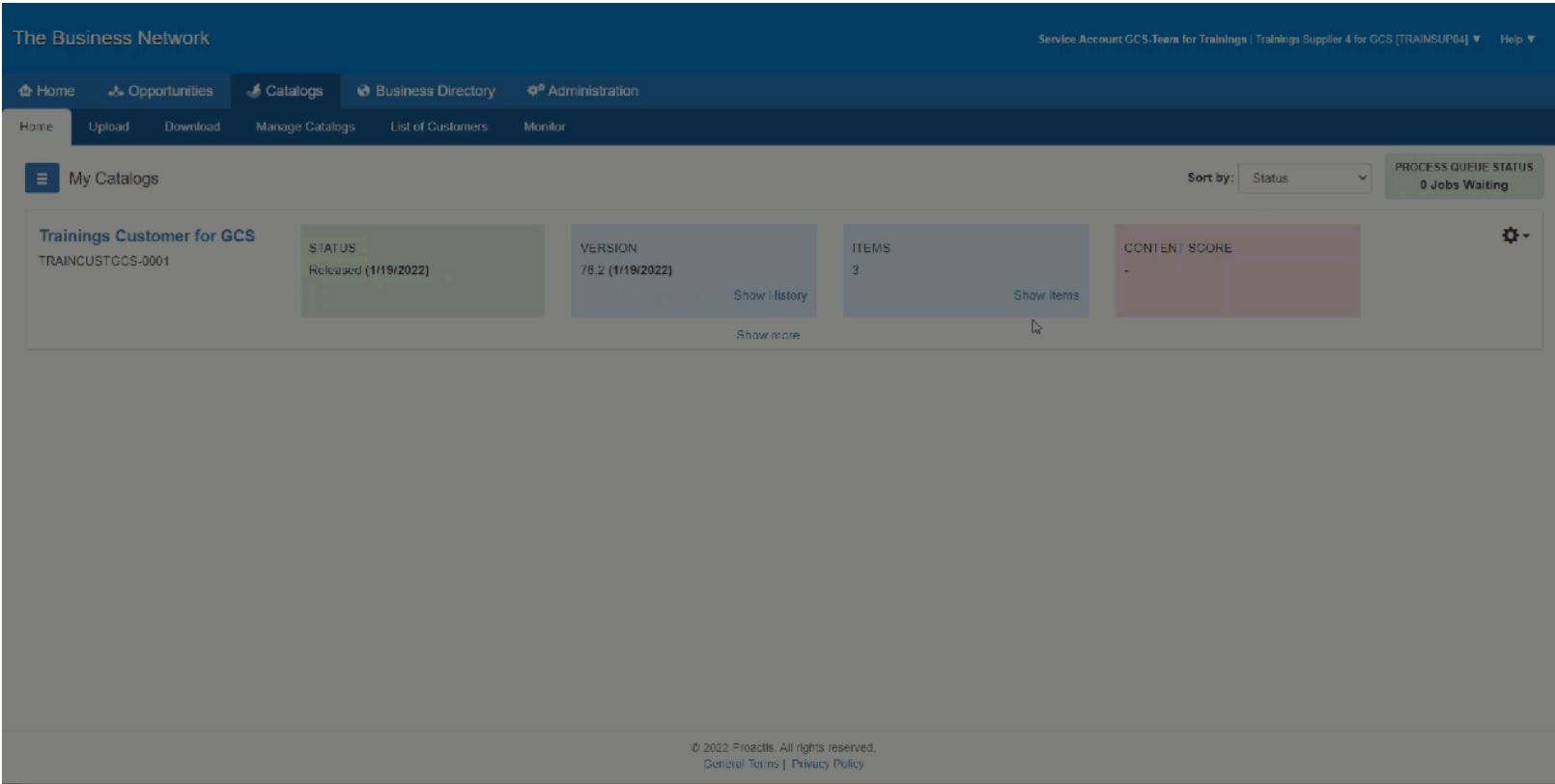
Version	State	Items	Import Date	Export Date	Released / Rejected	Released / Rejected by
76.2	Released	3	1/19/2022	1/19/2022	1/20/2022	Service Account GCS-Team for Trainings
76.1	On Error	0	1/19/2022	-	-	
75.4	Released	3	1/17/2022	1/17/2022	-	
75.3	On Error	0	1/17/2022	-	-	
75.2	Available for Release	3	1/14/2022	-		
75.1	On Error	0	1/14/2022	-	-	
74.2	Rejected	3	1/12/2022	1/12/2022	1/14/2022	Service Account GCS-Team for Trainings
74.1	On Error	0	1/12/2022	-	-	
73.4	Rejected	3	1/4/2022	1/4/2022	1/6/2022	Service Account GCS-Team for Trainings
73.3	On Error	0	1/4/2022	-	-	
73.2	Available for Release	3	12/6/2021	-		



Click **Show Item** link to view the available items in your catalog.

### 3. Item Details Page

The box labeled **Items** provides information on the number of items that a catalog contains. Click **Show Items** to display more information on each catalog item.



# Extended Process Area

# Extended Process Area

The Extended Process Areas in the Catalog Dashboard provides a quick access to download catalog templates, upload attachments and catalog files, and release them to the buyer. If errors were found during catalog validation, an additional chevron will appear and allow you to fix the errors online.

TESTCUSTCDO-0006  
**Customer Classification**  
TESTCUSTCDO-0006

STATE  
Imported

VERSION  
1.2 (5/20/2015)  
Show History

ITEMS  
1  
Show Items

CONTENT SCORE  
-

Download Template > Upload Files > Submit Catalog

Show less

Chevrons in the extended process area provides step-by-step guide for each activity.

Click **Show Less** to hide the extended process area.



# 1. Download a Catalog Template

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New suppliers may download a blank copy of the template for each of their buyers from the Catalog Dashboard page. Doing this will ensure that the Catalog IDs in the header tab are automatically filled-out and correct.

Steps to Download a  
Blank Catalog Template

# Steps to Download a Catalog Template

The screenshot shows a web interface with a progress bar at the top containing four steps: "Download Template", "Upload Files", "Error Correction (1)", and "Submit Catalog". The "Download Template" step is highlighted with a blue box. Below the progress bar, there is a text area that says "A template is required in ... already have a template, you can skip this step." and "Download already exported".

**1. Click Download Template.** An arrow points from this callout to the "Download Template" button in the progress bar.

**2. Choose the Language, Format, and Version from the drop-down list.** An arrow points from this callout to a form containing three drop-down menus: "Language" (set to "English"), "Format" (set to "Excel 2007 (.xlsx)"), and "Version" (set to "Empty").

**3. Click Create Template.** An arrow points from this callout to a blue "Create Template" button.

**4. A message will appear informing you that the creation of your template is in progress. Follow the progress in the Monitor page.** An arrow points from this callout to a yellow message box at the bottom of the page.

The interface also shows a "Refresh" button, a list of additional files including "SCF Export (5/20/2015 9:51:58 AM)", "2048\_1536\_JPG.jpg", "2048\_1536\_PNG.png", "Artikelinfos.pdf", "Guidelines for creating a catalog.docx", and "Hubwoo\_big.png", and a "Show less" link at the bottom.





## 2. Upload Attachments and Catalog Files

The screenshot shows a web interface for uploading files. At the top, there are three tabs: "Download Template", "Upload Files" (which is active), and "Submit Catalog". Below the tabs, there is a message: "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 the text "TRAINSUP...\_errors.xlsx". Below this, there is a table with two columns: "File Name" and "File Type". The "File Name" column contains "TRAINSUP04\_SCF\_file\_with\_NO\_errors.zip". The "File Type" column contains a dropdown menu with the text "Select File Type" and a red exclamation mark. The dropdown menu is open, showing three options: "Select File Type", "Content Files" (which is selected), and "Attachment Files". To the right of the dropdown menu is a "Remove" button. At the bottom left of the table, there are two buttons: "Process files" and "Cancel". At the bottom right of the interface, there is a "Show less" link.

## What files can be uploaded?

- ☁ **Content file:** A catalog can be a spreadsheet file (\*.xlsx; \*.xls) or text file (\*.txt).



Catalog files should have the prefix “**\_SCF\_**” in the filename.

*For example:*

BuyerName\_**\_SCF\_**DDMMYYYY

- 🖼 **Attachment file:** attachments can be an image, a URL or a document.



Attachment files should be compressed in one file (\*.zip).

Upload Attachment files before uploading the Content file.

# Steps to Upload Files

The screenshot shows a web interface for uploading files. At the top, there are three navigation buttons: "Download Template", "Upload Files" (highlighted with an orange border and an arrow pointing to it), and "Submit Catalog". Below the navigation is a text prompt: "Please upload your catalog template and the related attachments. You can load multiple files at once or one at a time." Below this is a "Choose Files" button and a file name "TRAINSUP...\_errors.xlsx". A second step points to a "File Name" field containing "TRAINSUP04\_SCF\_file\_with\_NO\_errors.zip". To the right of the file name is a "File Type" dropdown menu with "Select File Type" selected, and a "Remove" button. A third step points to the dropdown menu. Below the file name and file type are two buttons: "Process files" (highlighted with an orange border) and "Cancel". A fourth step points to the "Process files" button. At the bottom right, there is a yellow message box: "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." A fifth step points to this message box.

Download Template **Upload Files** Submit Catalog

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

**1. Click Upload Files.**

Choose Files TRAINSUP...\_errors.xlsx

**2. Locate the file from your local drive.**

File Name

TRAINSUP04\_SCF\_file\_with\_NO\_errors.zip

File Type

Select File Type !

Select File Type

Content Files

Attachment Files

Remove

**3. Use the dropdown list to indicate the file type.**

Process files Cancel

**4. Click Process files.**

**5. A message will appear informing you that the file is being uploaded. Follow the progress in the Monitor page.**

Show 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.



## 3. Submit Catalog

This is the final step to publish the catalog to the buyer

### Options:

- ❶ **Manual:** This is the default release mode. After catalog upload, you can decide when to release the catalog to the buyer.
- ❷ **Automatic:** The system will subsequently release the recent catalog if no errors were found.

Submit Mode ×

**Automatic:** Your catalog will be submitted automatically, as long as your catalog is valid.

**Manual:** You have to submit your catalog manually in the **Submit Catalog** area.

Automatic

# Steps to Download a Catalog Template

Download Template

Upload Files

Submit Catalog

Click the button below to submit the catalog for review. The catalog will be released upon approval of the client.

Currently, this catalog is set to "Automatic" Submit Mode.  
[Click here to edit the Submit Mode setting.](#)

**1. Click Submit Catalog.**

Submit Catalog

**2. Click Submit Catalog.**

3. A message will appear informing you that the creation of your template is in progress. Follow the progress in the Monitor page.

[Show less](#)

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**.

# FAQs

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**“New catalog version cannot be released because your customer has not loaded or rejected the last released version so far. Please contact your customer.”**

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## **Next Steps:**

- ① Reach out to your buyer to inform them that an update to your catalog is made. They might have missed out in reviewing the previous catalog update that you submitted.

# Error Handling

# Error Correction

After catalog upload, Catalog Manager validates the entries in the catalog file. The **Error Correction** page provides a list of errors detected in the file.

The number of errors in the catalog file will also appear in bracket.

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.

**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



Errors are grouped by Error Type, Error Column and Value to help you locate the entries in the SCF catalog file.



# Online Correction

UITESTCUST-0004 with UNSPSC 11.2  
UITESTCUST-0004

STATE: On error

VERSION: 1.5 (6/2/2016) [Show History](#)

ITEMS: 0

CONTENT 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

[Download Error report](#) [Cancel](#)

[Save All](#) [Clear All](#)

[Revalidate Catalog](#)

After all entries are corrected, click **Revalidate Catalog** to reprocess the catalog update.

Apply corrections according to error types by entering new values for the grouped items and then click **Save All**.



# Revalidate Catalog

A confirmation message will appear in the **Error Correction** page.

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.

**Revalidate Catalog**

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**

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

**Press F5 to update the catalog status or go to the Monitor page**

# Monitor your Requests

The **Monitor** tab allows Catalog users to keep track of the progress of a task requested to the system.

## Status Indicators:

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

The Business Network

Click Monitor.

Home Opportunities Catalogs Business Directory Administration

Home Upload Download Manage Catalogs List of Customers Monitor

Supplier: Trainings Supplier 4 for GCS (TRAINSUP04)

Customer Name:

Customer ID:

Initiated by: all Users

Process Type: All Types

Search Reset

Process Monitor

Page refresh interval: 30 sec Manual Refresh

Search Results 39 items found No. of Records: 10

Process ID	Process Type	Started From	Supplier	Customer	Status
8841401	Simple Catalog import	1/30/2022 (10:42 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Finished OK
8841399	Simple Catalog import	1/30/2022 (9:26 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Failed
8841397	Release catalog	1/30/2022 (9:19 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Finished OK
8841395	Simple Catalog import	1/30/2022 (9:17 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Finished OK
8841387	Template Export	1/30/2022 (6:56 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Finished OK
8830792	Release catalog	1/19/2022 (4:12 PM)	Trainings Supplier 4 for GCS	Trainings Customer for GCS	Finished OK

# SCF Template (Simplified Content Format)

# Header Tab

This sheet contains the Buyer Catalog ID, Supplier Catalog ID, and Language Code.

	A	B	C
1	<b>Electronic Catalog Header</b>		
2	<b>Field</b>	<b>Description</b>	<b>Value</b>
3	<b>Buyer ID</b>	The Buyer ID is the unique identification of the Buyer within the catalog system. PROACTIS provides this ID, which may also include the Buyer Location.	TRAINCUSTGCS-0001
4	<b>Supplier ID/DUNS</b>	The Supplier ID is the unique identification of the supplier within the catalog system. PROACTIS provides this ID and may be pre-populated here.	TRAINSUP04
5	<b>Language Code</b>	This is the language code that is used in the catalog/catalog system. Use capital letters only.	EN
6	All fields are shown in orange.		
7			
8			

Instructions | UOM | Classification Class-Codes | Currencies | Country code | All Fields

**HEADER**

# Data 1 Tab

This sheet contains data requirements and other relevant information for the entries of the catalog that you will upload and release to your buyer.

	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	SuperThinkingPad 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 DDR2 SDRAM 888MHz, Harddisc 5TB	1	EA	3031.09	EUR				
4	ABCDE123c	0	X000e Silver Cover	X2 Single-Core MV-	1	AB	12345.5	EUR				
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												




# Mandatory and Optional Fields

Item Number	Classification Code	Short Description	Long Description	Price quantity	Orderunit	Contentunits per	Content Unit
123	Proactis	HW12345	In electronics, a remote control is a component of an electronic device used	1	BX	24	C62
123			device (OLED) g which	1			
124	Proactis	32031304	PER12345 the emissive electroluminescent layer is a film of A Wi-Fi router turns your Internet connection into the	2.5	BG	2000	GRM

Mandatory fields are columns highlighted in green.

Optional fields are columns highlighted in yellow.

 **Conditional fields.** Optional fields can become mandatory when a partner field is filled-out. Refer to the instructions sheet for more information.



# Instructions Tab

This sheet provides detailed information on how to fill-out the columns in the DATA 1 sheet.

	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 'Lower Bound Price 5'

INSTRUCTIONS

# Classification Codes

The Classification Codes sheet contains a list of valid UNSPSC or eClass codes for your Buyer.

- UNSPSC or eClass is the 8-digit Classification Code for the item.
- If a Buyer requires UNSPSC or eClass Codes, 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



**UNSPSC  
CODES**



# Unit of Measure

The **UOM** sheet contains all the valid Units of Measure codes allowed by the buyer.

ISO codes for the Unit of Measurement of Proactis market place				
ISO Code	ISO-Code EN	ISO-Code DE	ISO-Code FR	ISO-Code ES
ANN	YEARS	JAHR	ANNÉE	AÑO
AS	ASSORTMENT	SORTIMENT	ASSORTIMENT	ASSORTMENT
BE	BUNDLE	BUND	PAQUET	PAQUETE
BG	BAG	TÜTE	SAC	BOLSA
BJ	BUCKET	EIMER	BAQUET	CUBO
BLL	BARREL (US PETROLEUM)	BARREL (PETROLEUM)	BARIL (US) (PÉTROLE)	BARRIL (PETRÓLEO) (CÓDIG
BO	BOTTLE	FLASCHE	BOUTEILLE	BOTELLA
BX	BOX	KISTE	BOITE	CAJA
B4	BARREL, IMPERIAL	FASS (GB)	BARIL, IMPÉRIAL	BARREL, IMPERIAL (GB)
CA	CAN	KANISTER	JERRYCAN	CAJA
CEN	HUNDRED	HUNDERT	CENT	HUNDRED
CG	CARD	KARTE	CARTE	TARJETA
CO	CARBOY	GLASBALLON	BONBONNE	CARBOY
CR	CRATE	KISTE	CAISSE À CLAIRES-VO	CAJA DE EMBALAJE
CS	CASE	KASTEN	CAISSE	CASSETTE
CT	CARTON	KARTON	CARTON	CARTÓN
C62	PIECE		PIÈCE	PIEZA
DAY	DAYS		JOURS	DÍA

**UOM**

Header

Data 1

Instruction

Classification Class-Codes

Currencies

Country code

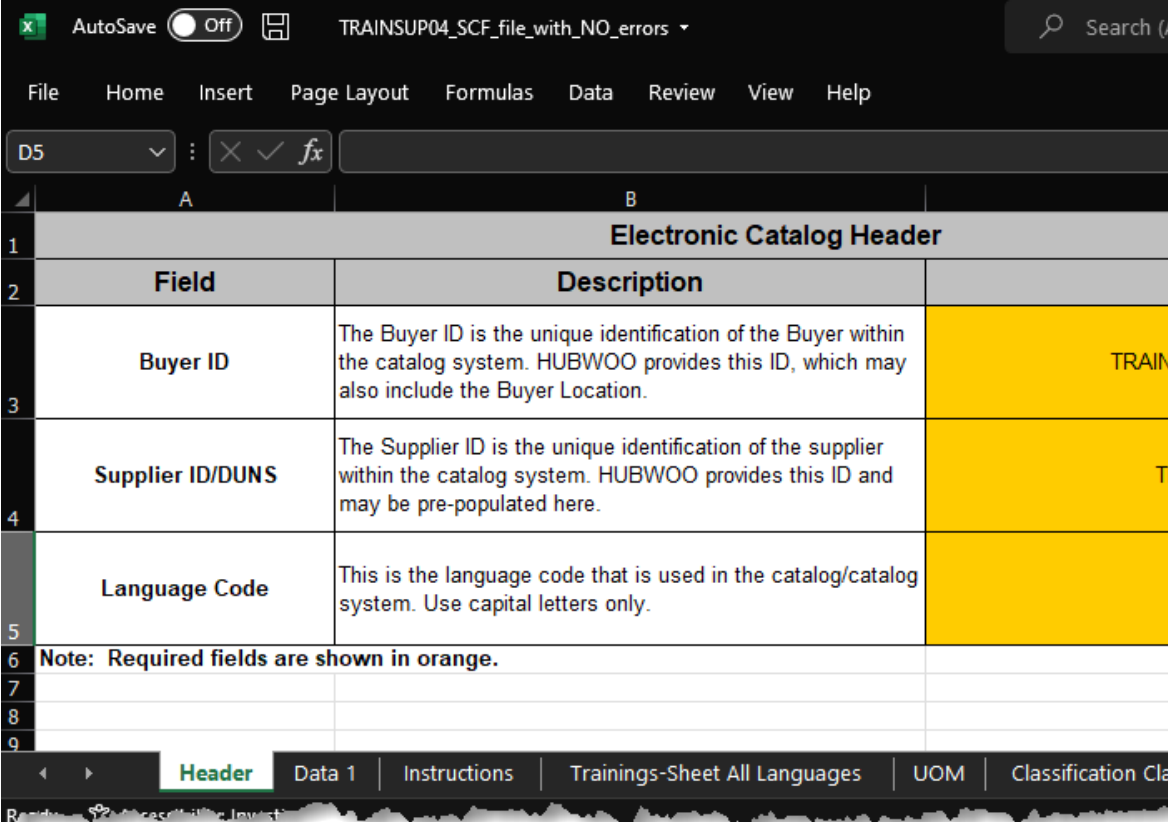
All Fields



# Best Practices

# Catalog Templates

- ❶ Catalog Templates are buyer-specific. It is advisable to download a new template for each buyer.
- ❷ **Header tab:** Check the catalog IDs of both the supplier and buyer.
- ❸ **Upload Sequence:**
  1. Attachment files (Saved in one zipped file)
  2. Catalog file
- ❹ **Error Correction** should be made in the SCF file and then upload the catalog file with the corrected values.



AutoSave Off TRAINSUP04\_SCF\_file\_with\_NO\_errors

File Home Insert Page Layout Formulas Data Review View Help

D5

Electronic Catalog Header	
Field	Description
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.
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.
Language Code	This is the language code that is used in the catalog/catalog system. Use capital letters only.
Note: Required fields are shown in orange.	

Header Data 1 Instructions Trainings-Sheet All Languages UOM Classification Cla

# Catalog Entries

- ❶ **Instruction tab:** Always check the data requirements including characters length.
- ❷ **DATA 1:** Do not rename the tab and column headers. Catalog data should be entered here.
- ❸ All **mandatory fields** should be filled-out. Check for additional instructions.
- ❹ Don't leave out empty rows in the catalog content.



**Attachment files** are for uploading pictures and documents.

**Content files** are for uploading catalog or product contents.

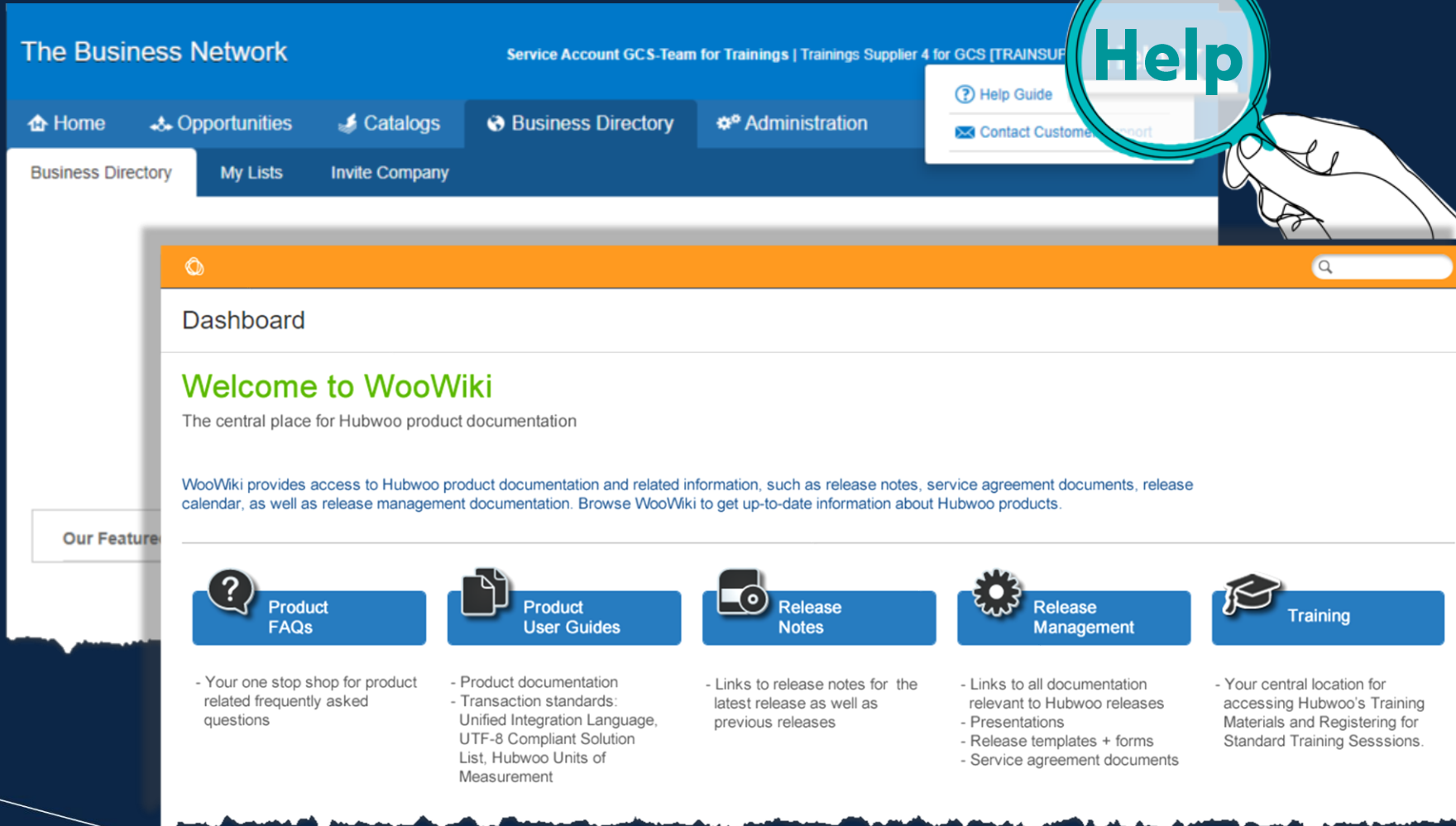
# Attachment Files

- ❶ **Allowed Attachments:**  
Images (gif, jpg or jpeg), links, document files  
(Refer to the instructions for attachments)
- ❷ **Invalid Attachment:**  
Animated gif images are also not yet supported.

## Images

- ❸ Minimum file size: **300x300 pixels.**
  - ❹ **RGB** color format; not CMYK
  - ❺ The color depth not greater than **24 bit.**
- ❻ The maximum file size of the zipped file for attachments is 512 MB.
  - ❼ **Zipped:** Save all attachments in one folder and compress the file. No subfolders.
  - ❽ Upload attachment file before the catalog file.

# Additional Resources



The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS (TRAINSUF)

Home Opportunities Catalogs Business Directory Administration

Business Directory My Lists Invite Company

Help Guide Contact Customer Support

Help

Dashboard

## Welcome to WooWiki

The central place for Hubwoo product documentation

WooWiki provides access to Hubwoo product documentation and related information, such as release notes, service agreement documents, release calendar, as well as release management documentation. Browse WooWiki to get up-to-date information about Hubwoo products.

Our Features

- Product FAQs**
  - Your one stop shop for product related frequently asked questions
- Product User Guides**
  - Product documentation
  - Transaction standards: Unified Integration Language, UTF-8 Compliant Solution List, Hubwoo Units of Measurement
- Release Notes**
  - Links to release notes for the latest release as well as previous releases
- Release Management**
  - Links to all documentation relevant to Hubwoo releases
  - Presentations
  - Release templates + forms
  - Service agreement documents
- Training**
  - Your central location for accessing Hubwoo's Training Materials and Registering for Standard Training Sessions.

Menu Path: **The Business Network** > Help > Help Guide

Check the User Guides in Wiki for more comprehensive how-to instructions.





**Let's talk**

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