Catalog Manager Supplier

Standard Training

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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.

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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**

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Topics

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Catalog Manager Overview

The Business Network

Supplier

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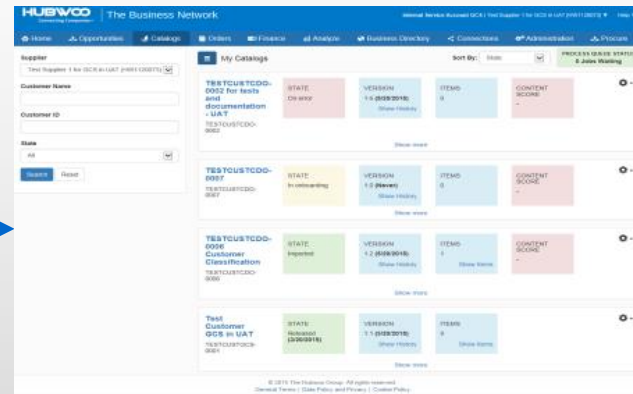
Buyer

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

• Search   Approved Catalogs

Login Page

Go to portal.hubwoo.com

Enter you Username and Password

Click **Sign in.**

Catalog Manager Homepage

Catalog Dashboard

Catalogs According to Buyer

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

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.

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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 Business Network

⌂ Home ⚹ Opportunities Catalog

Home Upload Download Manage

☰ My Catalogs

Trainings Customer for GCS
TRAINCUSTGCS-0001

PROCESS QUEUE STATUS
0 Jobs Waiting

Set-Live Restored Version

Trainings Customer for GCS

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	-		

Close

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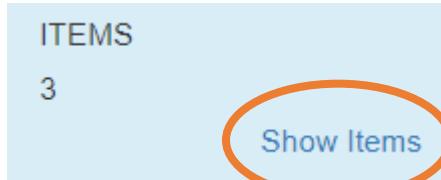
ITEMS
3

Show Items

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.

The Business Network

Service Account GCS Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP04] ▼   Help ▼

🏠 Home   ⚓ Opportunities   🛒 Catalogs   🌐 Business Directory   ⚙ Administration

Home   Upload   Download   Manage Catalogs   List of Customers   Monitor

☰ My Catalogs

Sort by: Status ⌄

PROCESS QUEUE STATUS
0 Jobs Waiting

Trainings Customer for GCS
TRAINCUSTGCS-0001

STATUS
Released (1/19/2022)

VERSION
78.2 (1/19/2022)

Show History

ITEMS
3

Show Items

CONTENT SCORE
-

Show more

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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
-

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

Download Template ⟩ Upload Files ⟩ Submit Catalog

Show less

Click Show Less to hide the extended process area.

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1. Download a Catalog Template

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

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Steps to Download a Catalog Template

| Download Template | Upload Files | Error Correction (1) | Submit Catalog |

A template is required in ~~~~ady have a template, you can **skip this step**.

Download already expc ~~~~

1. Click Download Template.

SCF Export   (5/20/2015 9:51:58 AM)

Create a new Template:

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

Language: English

Format: Excel 2007 (.xlsx)

Version: Empty

Refresh

Additi~~~~ ~~~~

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

204~~~~
2048_1536_JPG.jpg
2048_1536_PNG.png
Artikelinfos.pdf
Guidelines for creating a catalog.docx
Hubwoo_big.png

Create Template

3. Click Create Template.

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**.

Show less

2. Upload Attachments and Catalog Files

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

Download Template	**Upload Files**	Submit Catalog

1. Click Upload Files.

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

| Choose Files | TRAINSUP..._errors.xlsx |

2. Locate the file from your local drive.

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

File Name

File Type

TRAINSUP04_SCF_file_with_NO_errors.zip

Select File Type ✔ !

Remove

Select File Type
Content Files
Attachment Files

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

| Process files | Cancel |

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.

Show

4. Click Process files.

3. Submit Catalog

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

Options:

- **Manual:** This is the default release mode. After catalog upload, you can decide when to release the catalog to the buyer.

- **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

Save

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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**.

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FAQs

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

Next Steps:

- 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.

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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.

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	VERSION	ITEMS	CONTENT SCORE
On error	1.5 (6/2/2015)	0	
	Show History		

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

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

Error type

All Columns

Category	Error type	Error Column	Value	New Value	Items on Error
Error	Field value exeeds 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	Enter Valid Value	2

Error Column

All Columns

Save All   Clear All

Download Error report   Cancel

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 ▼

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

Error type

All columns ▼

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**

Error Column

All columns ▼

Category	Error type	Error Column	Value	New Value	Items on Error
Corrected	Missing value in mandatory fiel				
Corrected	Missing value in mandatory fiel				
Corrected	Missing value in mandatory field	Price 1	123	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.

SCF Template
(Simplified Content Format)

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Header Tab

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

	A	B	C
1	Electronic Catalog Header		
2	Field	Description	Value
3	Buyer ID	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	Supplier ID/DUNS	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	Language Code	This is the language code that is used in the catalog/catalog system. Use capital letters only.	EN
6	d fields are shown in orange.		
7			
8			

HEADER

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

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 Buil-in camera 1366x768, ATW Redeon 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												

Header ... Instructions / UOM / GHS - ChemA

DATA 1

Mandatory and Optional Fields

Item Number	Classification Code	Short Description	Long Description	Price quantity	Orderunit	Contentunits per	Content Unit
123Proactis		HW12345	In electronics, a remote control is a component of an electronic device used	1	BX	24	C62
123			(OLED) which the emissive electroluminescent layer is a film of	1			
1243Proactis	32031304	PER12345	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.

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Instructions Tab

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

	Field Name	Unified Field Name	Format	Type	Description
2	Item Number	SUPPLIER_ITEM_NUMBER	-	Text	The supplier's unique item number (such as might be used externally).
3	Classification Code	CLASSIFICATION_CODE	-	Text	8-digit eClass-4.0 category code (e.g. '21040401' for Screwdriver)
4	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..)
5	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.).
6	Price quantity	PRICE_QUANTITY	xxxxxxxxx	Integer	The quantity to which the price refers. The Orderunit serves as the unit of measure for the price quantity.
7	Orderunit	UNIT_OF_MEASURE	xxxxxxxxx	Integer	The quantity to which the price refers. The Orderunit serves as the unit of measure for the price quantity.
8	Price 1	PRICE_1	xxxxxxxxx,xx	Numeric	The effective customer price in the currency given in the next field.
9	Currency	PRICE_CURRENCY_1	-	Text	Price currency. Please use EUR for Euro only.
10	Minimum Order Quantity	MINIMUM_ORDER_QUANTITY	xxxxxxxxx	Integer	The minimum number of order units that can be ordered. The Minimum Order Quantity may not be less than the Order Quantity Interval
11	Order Quantity Interval	ORDER_QUANTITY_INTERVAL	xxxxxxxxx	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.
12	Lower Bound Price 2	LOWER_BOUND_PRICE_2	xxxxxxxxx	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
13	Price 2	PRICE_2	xxxxxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 2'
14	Lower Bound Price 3	LOWER_BOUND_PRICE_3	xxxxxxxxx	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
15	Price 3	PRICE_3	xxxxxx,xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 3'
16	Lower Bound Price 4	LOWER_BOUN	x	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
17	Price 4	PRICE_4	xx	Numeric	Reduced customer price that is used when the order quantity should exceed the 'Lower Bound Price 4'
18	Lower Bound Price 5	LOWER_BO		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
	Price 5	PRICE_5		neric	Reduced customer price that is used when the order quantity should exceed the

INSTRUCTIONS

Header / Data / All Fields / Proces...

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.

Code	Title
	UNSPSC CODE LIST
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 / UOM_

UNSPSC CODES

Unit of Measure

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

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 CLAIRE-VO	CAJA DE EMBALAJE
CS	CASE	KASTEN	CAISSE	CASSETTE
CT	CARTON	KARTON	CARTON	CARTÓN
C62	PIECE		PIÈCE	PIEZA
DAY	DAYS		JOURS	DÍA

Header | Data 1 | Instruction | UOM | Classification Class-Codes | Currencies | Country code | All Fields
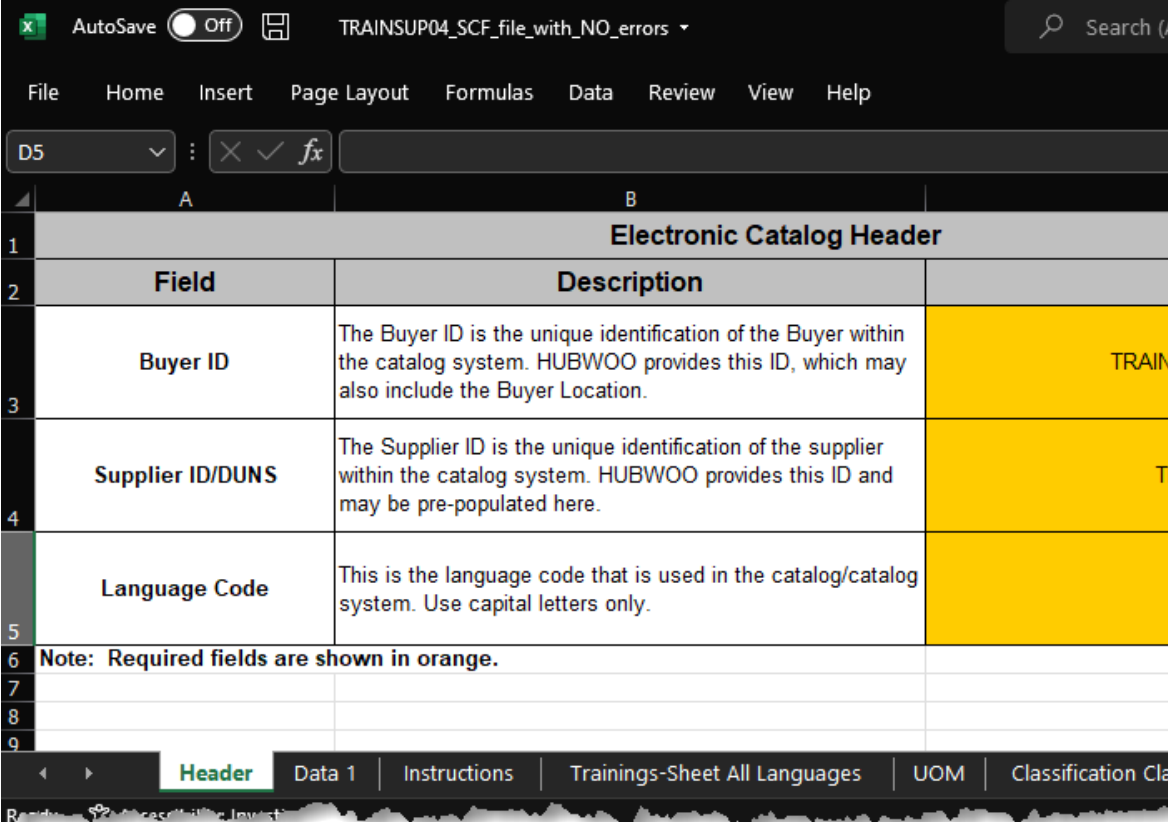
Best Practices

Catalog Templates

◎ Catalog Templates are buyer-specific. It is advisable to download a new template for each buyer.

◎ **Header tab**: Check the catalog IDs of both the supplier and buyer.

◎ **Upload Sequence**:
1. Attachment files (Saved in one zipped file)
2. Catalog file

◎ **Error Correction** should be made in the SCF file and then upload the catalog file with the corrected values.

Catalog Entries

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

Attachment files are for uploading pictures and documents.

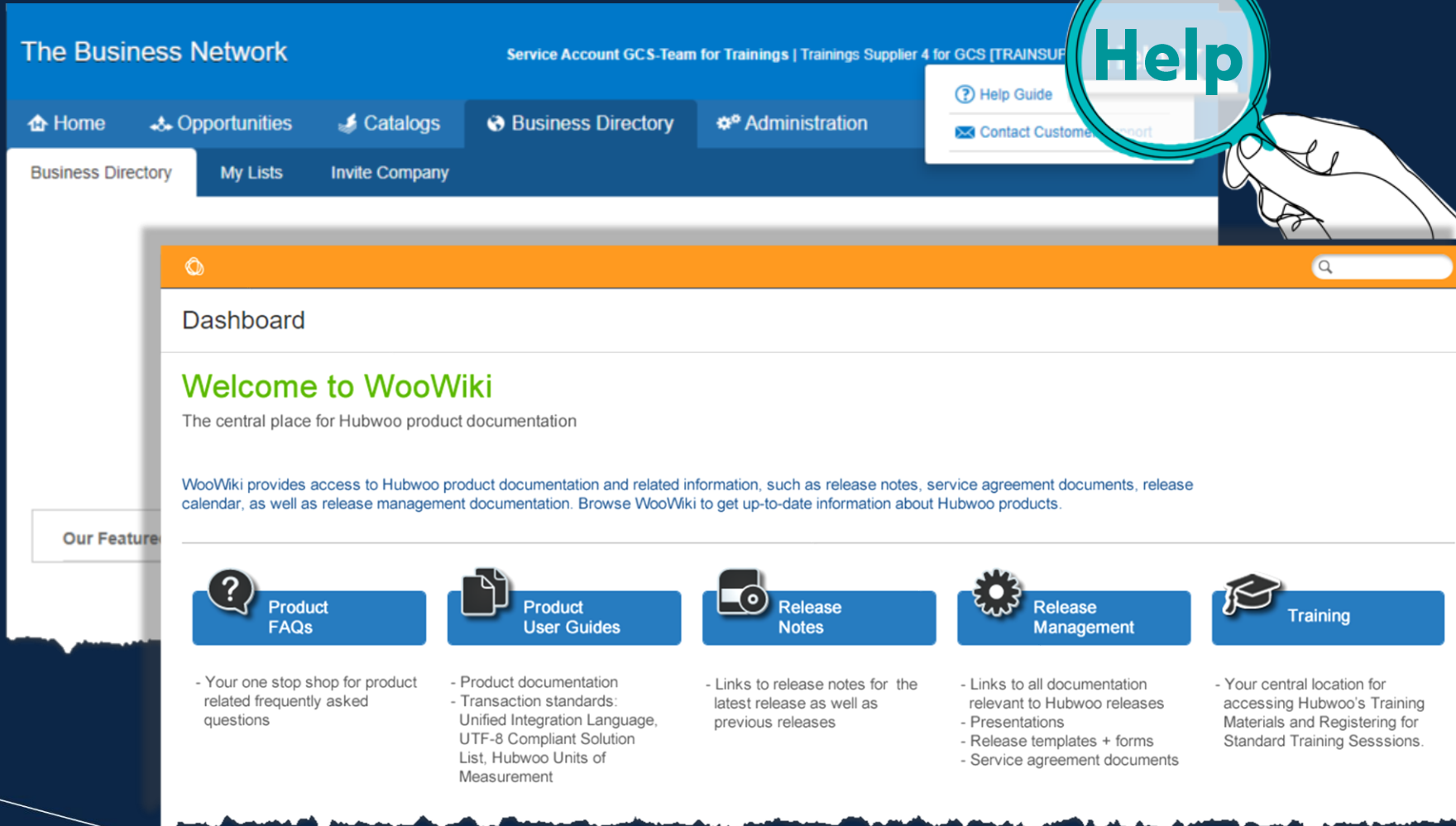Content files are for uploading catalog or product contents.

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Attachment Files

- **Allowed Attachments:** Images (gif, jpg or jpeg), links, document files (Refer to the instructions for attachments)

- **Invalid Attachment**: Animated gif images are also not yet supported.

Images

- Minimum file size: **300x300 pixels.**

- **RGB** color format; not CMYK

- The color depth not greater than **24 bit**.

- The maximum file size of the zipped file for attachments is 512 MB.

- **Zipped:** Save all attachments in one folder and compress the file. No subfolders.

- Upload attachment file before the catalog file.

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Additional Resources

The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP

⌂ Home   ⚓ Opportunities   🖌 Catalogs   🌐 Business Directory   ⚙ Administration

? Help Guide

✉ Contact Customer Support

Help

Business Directory   My Lists   Invite Company

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 Feature

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

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

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

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Let's talk

For further information, do not hesitate to contact us: suppliersupport@proactisservicedesk.com

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