Catalog Manager

Standard Supplier 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

For questions regarding your catalogs, please contact our support team at the following address:

Europe, US, and Latam:

Email: **suppliersupport@proactisservicedesk.com**

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Topics

- Overview
- Catalog Template Formats
- Catalog Manager Functionalities
    - Steps to upload your catalog
    - Steps to retrieve your current catalog
    - Steps to upload attachments
- Tips to avoid errors

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Overview

Supplier

Fills out and uploads the template

Catalog Manager

Validates supplier catalog data

Informs suppliers of invalid data

Buyer

Approves or rejects supplier catalogs

Catalog Templates

Single Tab

Only the **Catalog** tab is mandatory.

These tabs are also available: Instructions, UOM, Language Codes, Icon list, Client Views, Customer-specific Classifications
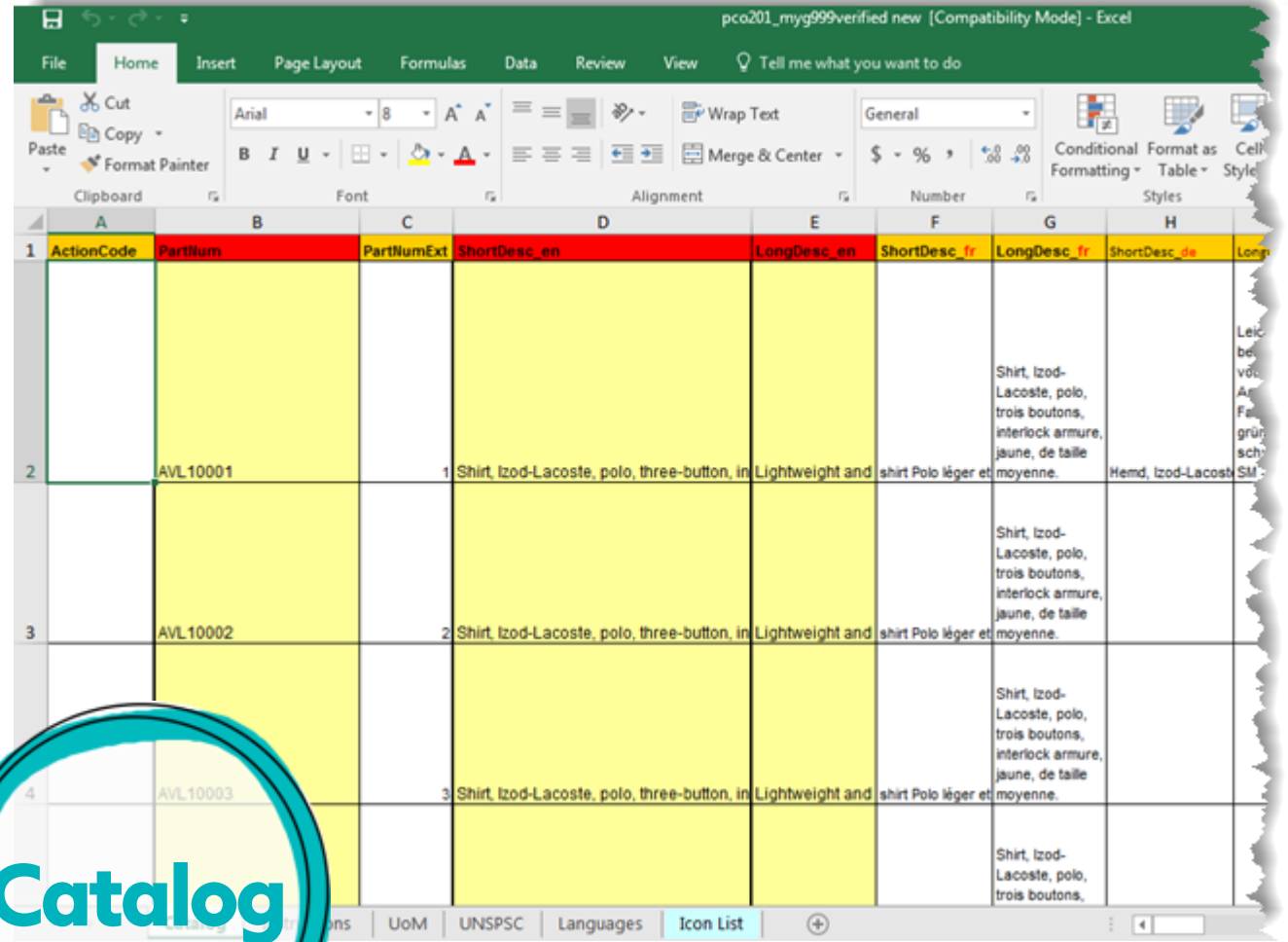
&

Multi-Tab

The tabs for **Products** and **Contract Pricing** are mandatory.

These tabs are also available: Instructions, UOM, Language Codes, Icon list, Client Views, Customer-specific Classifications

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Single-tab Catalog Template

The tabs in the Single Tab Catalog Template file will be described in this section.

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Catalog Tab

The **Catalog** tab is for where you input your company's products.

Fill the columns and rows with details of the products of your catalog.

Instructions Tab

The **Instructions** tab provides detailed information on how to filled out the fields.

Customer-specific Classification Tab

The **Customer-specific Classifications** tab provides a list of valid classification codes defined and approved by the buyer.

Customer-specific Classification

Client Views Tab

The Client Views tab is provided by your buyer.

A View defines the list of suppliers that buyers can purchase from in Search. Often, they are configured according to language.

Discuss with your buyer contacts which View codes for your catalog should be assigned to.
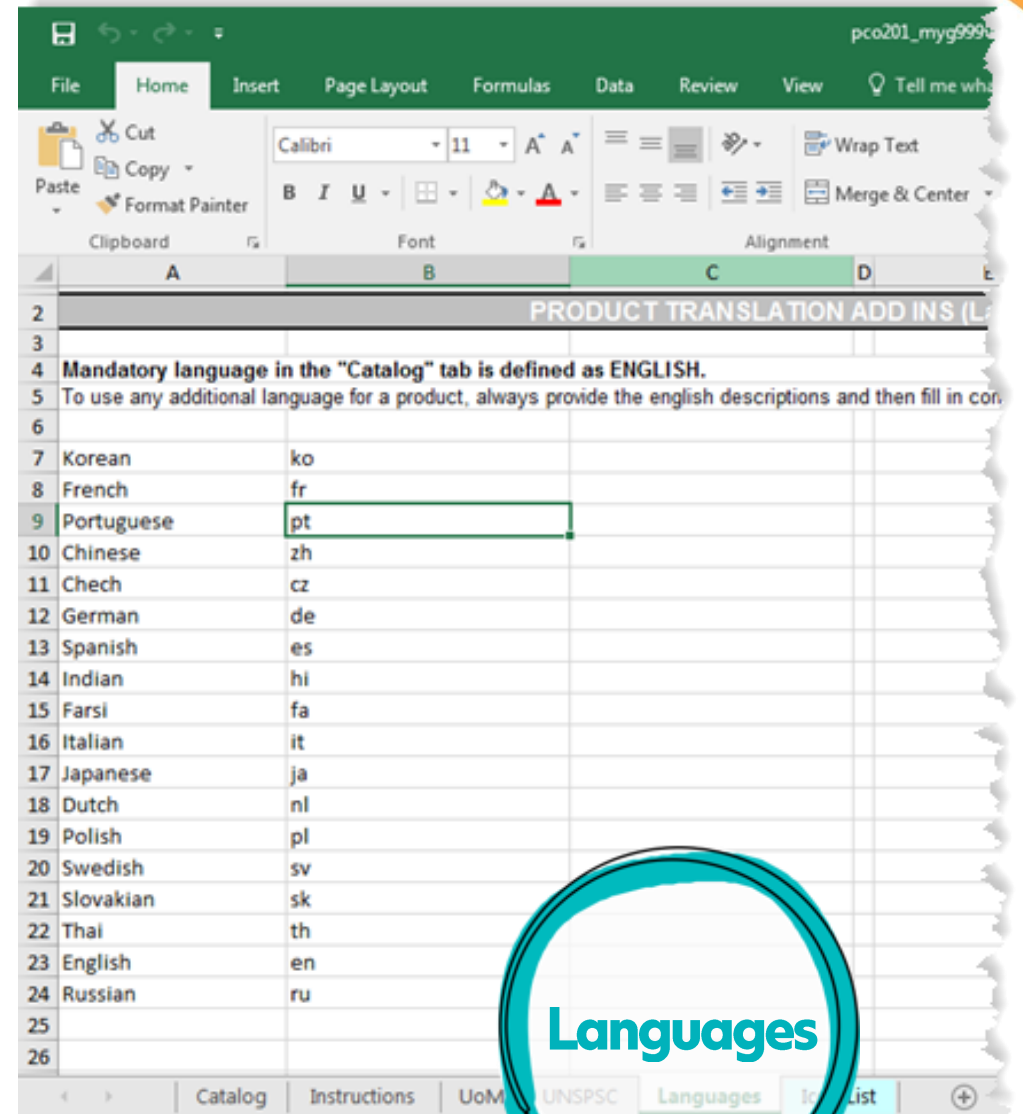
UOM Tab

The **UOM** tab contains a list of valid **unit of measurement** for your products or articles.

Language Tab

Language codes are used to assign additional language attributes for a product or article.

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Icon List Tab

Icon List contains a list of icons or images that can be included in your products or articles in Search.

Multi-tab Catalog Template

The tabs in the Multi-tab Catalog Template file will be described in this section.

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Summary Tab

The **Summary** tab contains summarized, high-level information about the content of the tabs found in the Catalog Template.

Header Tab

The **Header** tab contains support contact information when filling out the template fields.
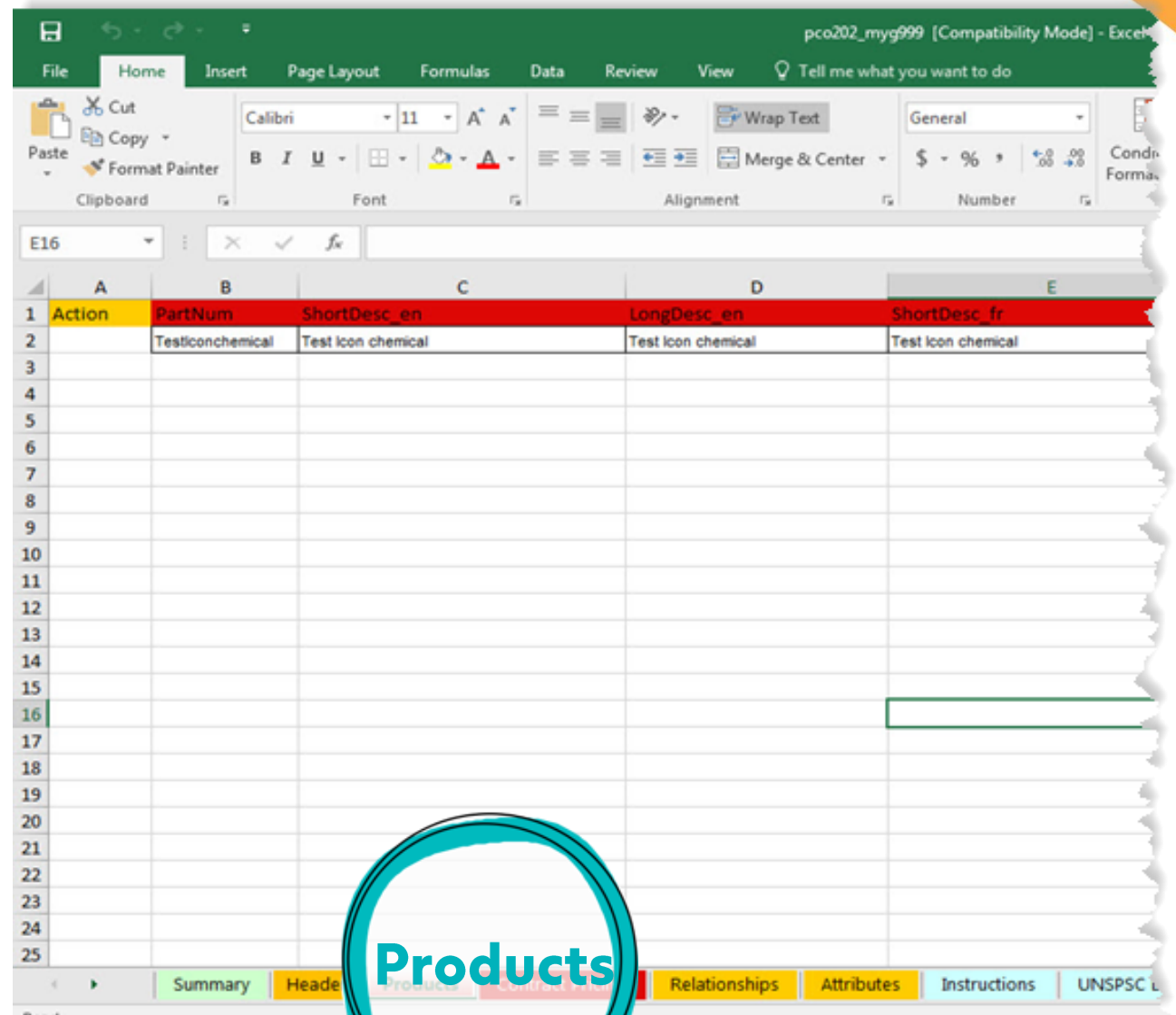
For Multi-tab templates, this is the first tab.
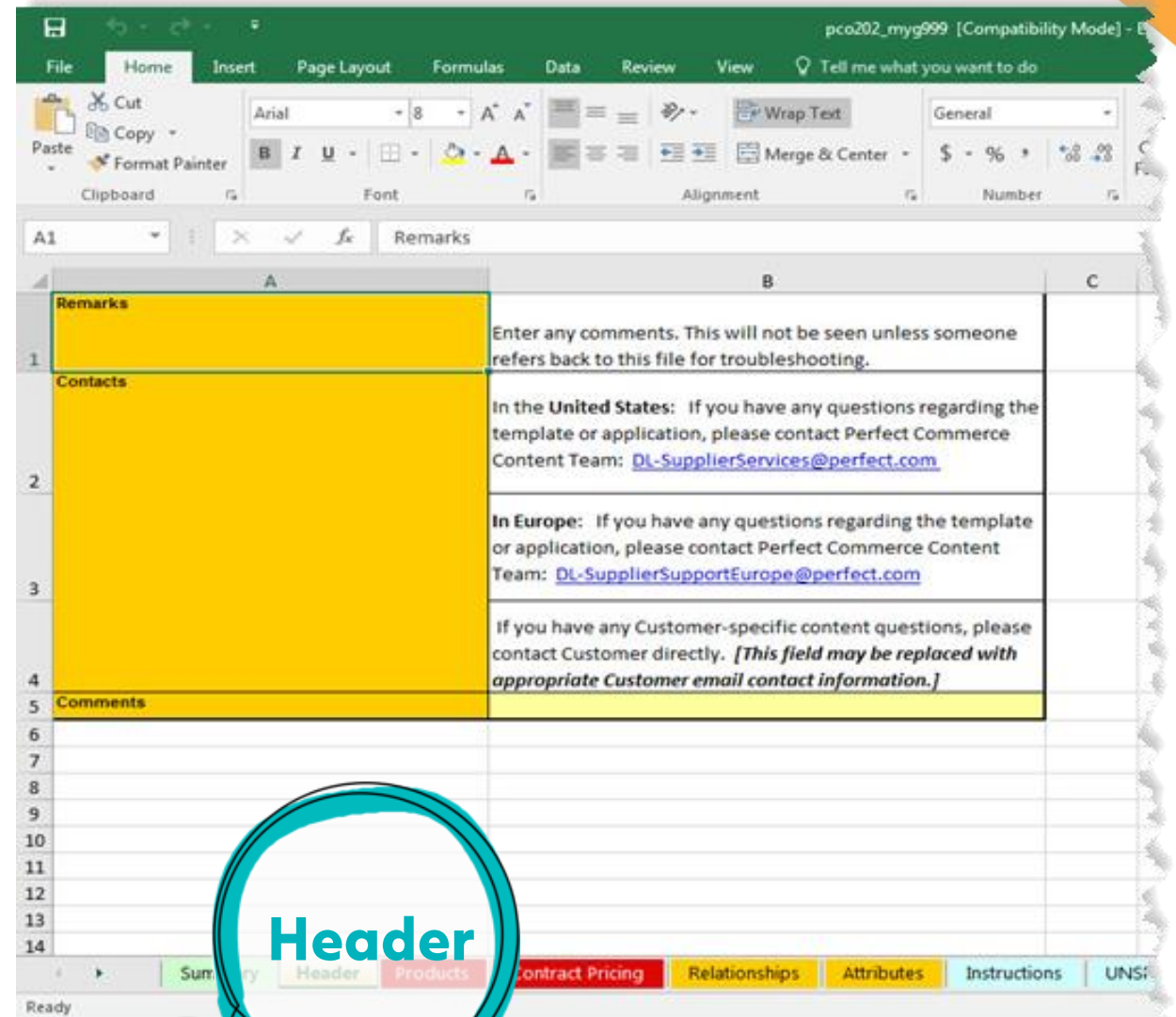
Products Tab

The **Products** tab is reserved to contain your company's products.

Fill the columns and rows with details of the products of your catalog.
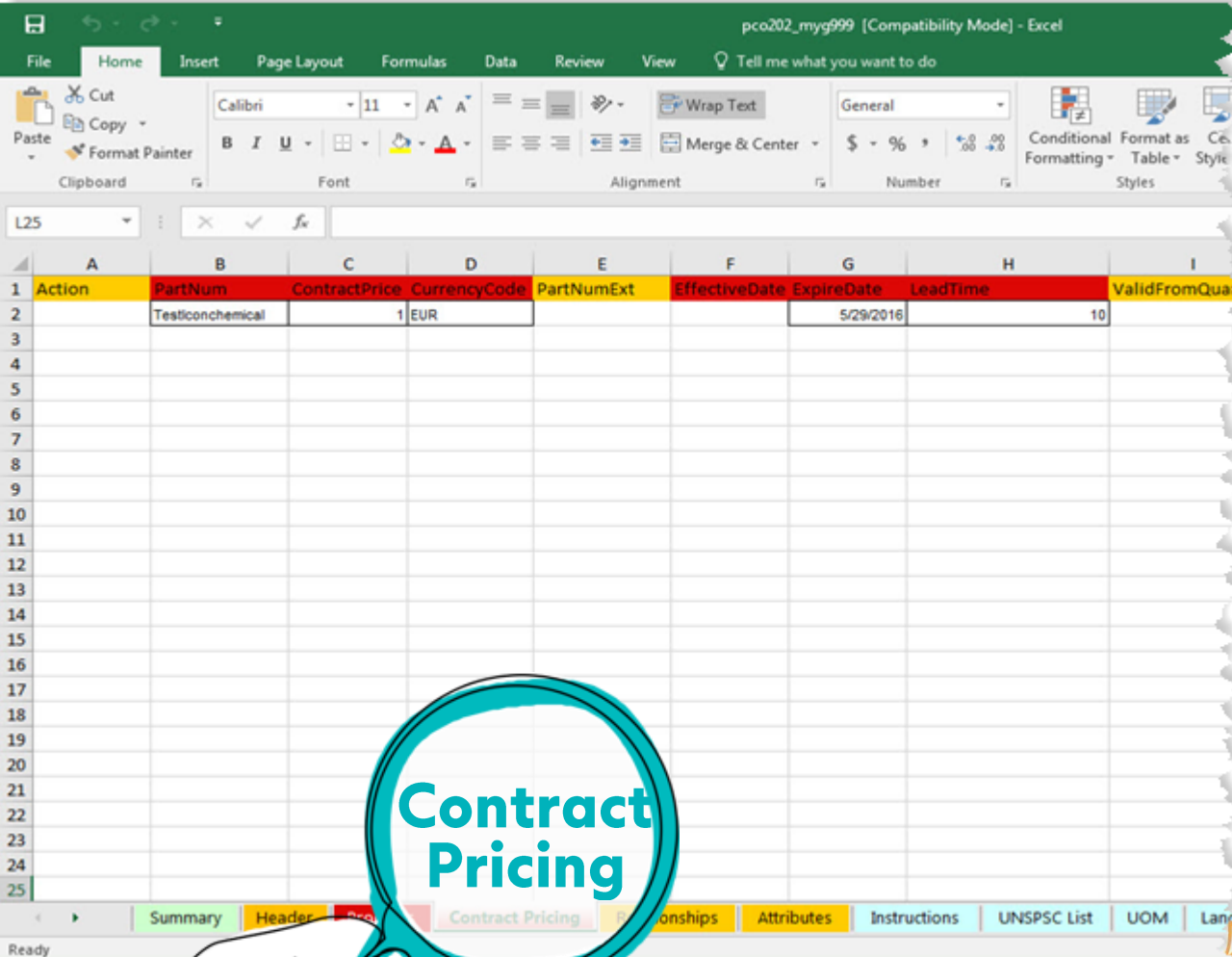
Contract Pricing Tab

The **Contract Pricing** tab is used to input information related to pricing.

Relationships Tab

The **Relationships** tab allows suppliers to define products or articles that are related to each other.

Attributes Tab

The **Attributes** tab is used to input information regarding the attributes of different items.

ThumbName

>> Or, the filename of the product image's thumbnail.

Two options to insert pictures for ThumbName field:

1. Input the complete filename of the image file for the thumbnail. Supported formats : (.jpg), (.gif) and (*.png).

2. If the image is available on the internet, indicate the URL.

ThumbName
details-casual-shirt.jpg
http://www.perfect.com/wp-content/uploads/2017/08/Perfect-Commerce-Proactis--e1502807137581.png

◎ Ideally, thumbnail file size should be 200x200 pixels or 345x280

◎ The thumbnail will appear beside the product in the *Search Results* page.

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PicName

>> Or, the filename of the product's main image.

Two options to insert pictures for PicName field:

PicName
details-casual-shirt.jpg
http://www.perfect.com/wp-content/uploads/2017/08/Proactis--e1502807137581.png

1. Input the complete filename of the image file for the thumbnail. Supported formats : (.jpg), (.gif) and (*.png).

2. If the image is available on the internet, indicate the URL.

- Ideally, images should be 400x200 pixels. If the image is bigger, the system takes more time to display it when a user clicks them.

- The thumbnail will appear beside the product in the **Search Results** page.

- Images are REQUIRED unless an exception has been granted by the customer or if the item is for a service.

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Images and Attachments

[..]

☐ 🖻 details-casual-shirt.jpg   24653   16-03-2018 09:15   ✏ 🗐 ➡ 🗑
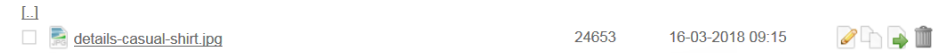
ThumbName	PicName
details-casual-shirt.jpg	details-casual-shirt.jpg

◎ Save separate images for ThumbName or PicName fields.

◎ Make sure that the filename that you indicate in the template matches the filename of the image on your computer; including the file extension. This is case sensitive.

◎ 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.

◎ Refer to the steps on how to upload attachments for more information.

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Catalog Manager Functionalities

This section will discuss how to manage your supplier profile, how to upload your catalog, and manage attachment files.

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Catalog Manager Homepage
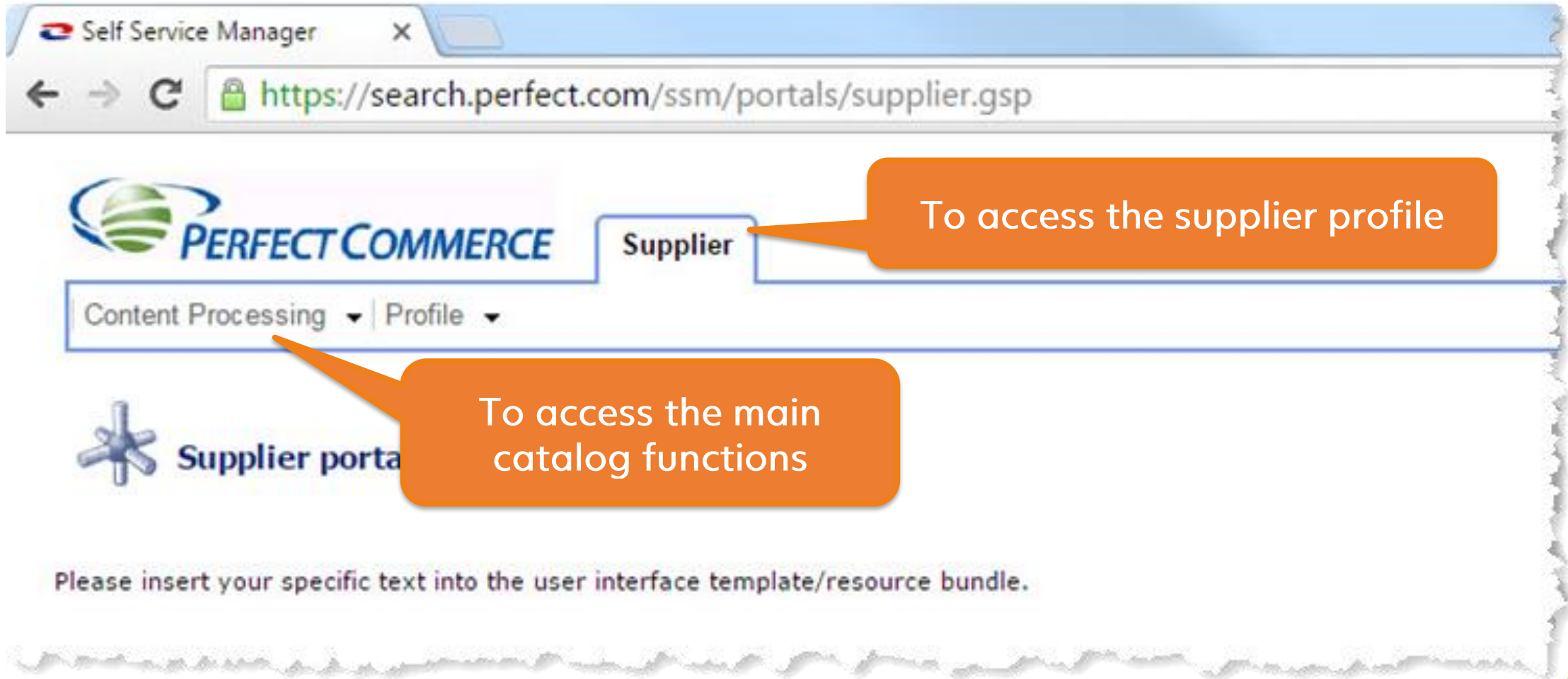
The Supplier Profile
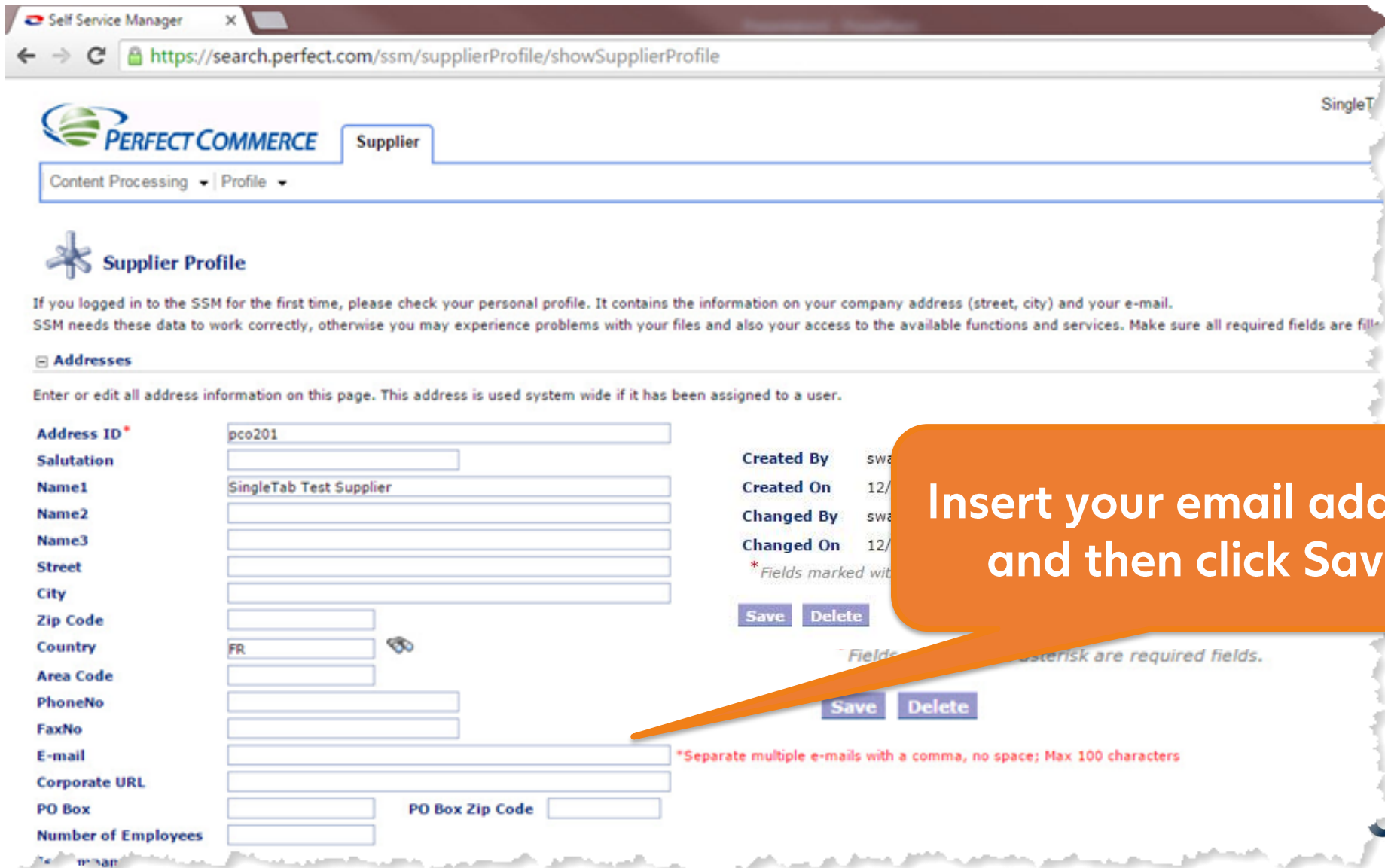
Supplier Profile contains information about the supplier and their catalog setup in the platform.
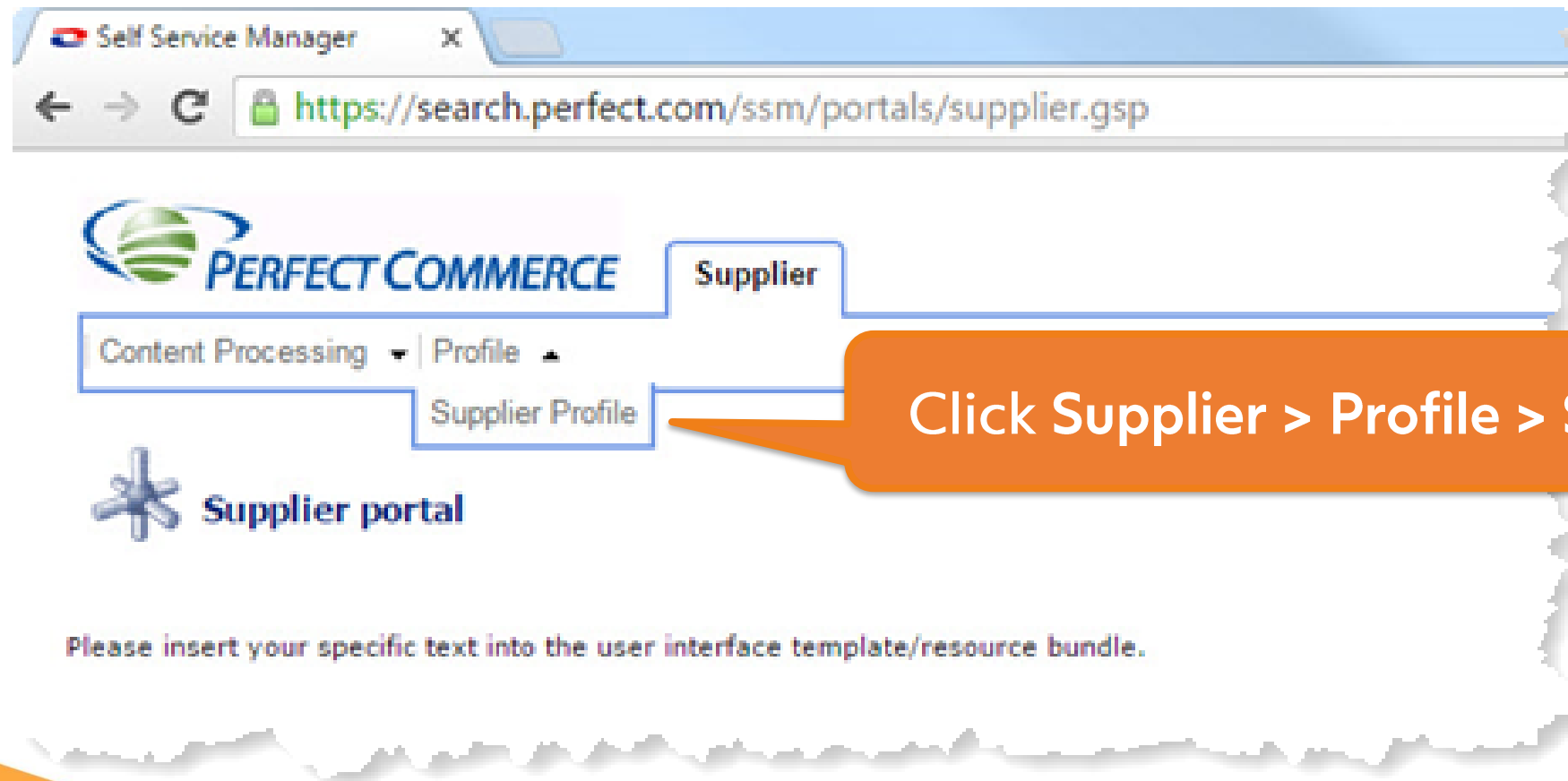
Click **Supplier > Profile > Supplier Profile**

The Supplier Profile

Insert your email address and then click Save.

How to upload your catalog

1.) From the menu, click Supplier > Catalog Processing > Profile Catalogs

Click **Process Catalog** to upload your catalog

Upload Catalog

Steps to upload your catalog

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How to upload your catalog

2.) Fill up the form.

UPDATE TYPES:

Full replacement completely replaces a previous catalog upload.

Incremental Updates allows you to modify, add, and delete certain items in an older catalog.

publishing steps.
Publishing your catalog means uploading it to Self Service Manager (SSM) where transformations of file format, units of measurement and classification are performed by SS becomes available to the customer.
During this first step you should select the customer for whom catalog export is made. You should also specify the the catalog and type of data replacement.

Supplier ID *   pco201   SingleTab Test Supplier
Supplier for whom catalog conversion is made.

Customer ID *   myg999   My Globe
Customer for whom catalog export is made.

Catalog ID *   pco201_myg999   SingleTab Test Catalog
Catalog for conversion.

Contract ID *   pco201_myg999   SingleTab Test Contract
Contract for conversion.

Update Type *   Full Replacement ⦿   Incremental Update ○

Use the type "Full Replacem...
file. The actual ID of the ca...   *...d in that process but it*
Use the type "Incremental...   *...g is not changed. Ti*
catalog automatically.

Supplier Review   ☐

Enable Supplier review for ...

* Fields marked with asterisk are required fields.

Next

2. Choose Update type.

3. Enables supplier admin to review a catalog before the catalog is sent to the buyer.

4. Click Next.

How to upload your catalog

This is the second step of the catalog publishing process. During this step you should specify format of import file, source unit of measure and classification systems used in it, because this information is required during the publishing process.

Format of Input File[*]   Perfect Excel ▼

Format of import file, in which catalog update data is stored.

Source Unit of Measure[*]   EDIFACT ▼

Select units of measure that system uses for import file. This information is needed when unit of measure transformation is required for publishing process. This is the case if your own system and the customer's system are different.

Import Classification System[*]   UNSPSCALL ▼

Classification system used in import file.

E-mail   [_____] Use standard mailaddress

[*]Fields marked with asterisk are required fields.

Back | Next

Self Service Manager. Copyright © 2000-2013. jCatalog Software AG.

5. Input your email address so that you will be notified if your catalog upload falls into error.

6. Click Next

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How to upload your catalog
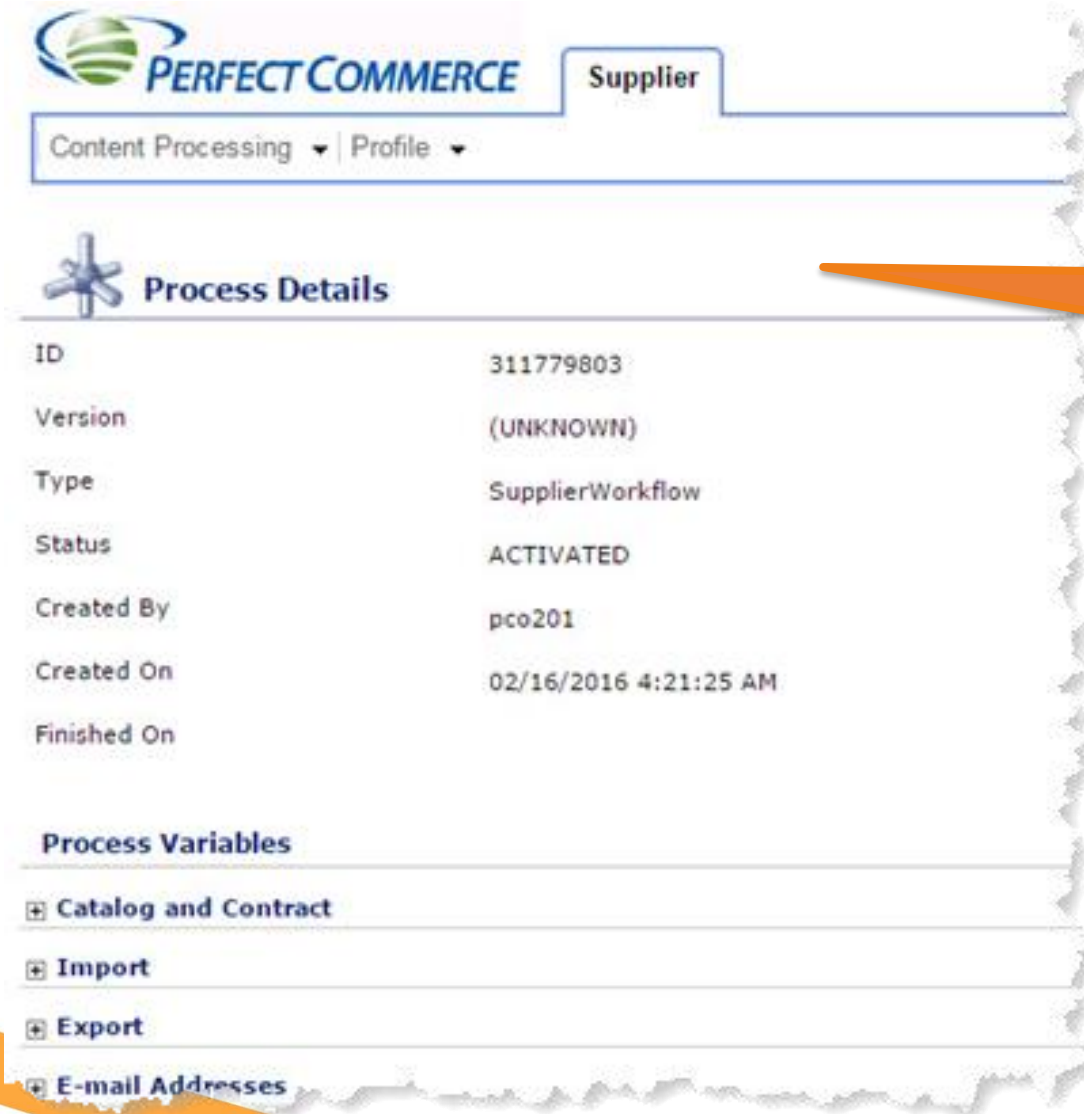
7. Choose Uploading.

8. Locate the catalog file from your computer.

9. Use the date picker to select the activation date.

10. Click Next.

How to upload your catalog

11. Once on this page, the system starts to process your catalog.

ℹ You will be notified via email if any error is detected during the upload.

How to upload your catalog

classificationMapping *Assigned to pco201*	COMPLETED	pco201	04/11/2016 5:48:27 AM	04/11/2016 5:48:30 AM
mapping *Assigned to pco201*	COMPLETED	pco201	04/11/2016 5:48:33 AM	04/11/2016 5:48:47 AM
attributeValueMapping *Assigned to pco201*	COMPLETED	pco201	04/11/2016 5:48:47 AM	04/11/2016 5:48:51 AM
validation *Assigned to pco201*	COMPLETED	pco201	04/11/2016 5:48:51 AM	04/11/2016 5:49:07 AM
validationResults *Assigned to pco201*	COMPLETED	pco201		
exportSupplierReview *Assigned to pco201*	COMPLETED	pco201	04/11/20	
analyzeCatalog *Assigned to pco201*	COMPLETED	pco201	04/11/20	
loadReport *Assigned to pco201*	COMPLETED View Report	pco201	04/11/2016 5:49:15 AM	04/11/2016 5:49:18 AM
calculatePriceExpiration *Assigned to pco201*	COMPLETED	pco201	04/11/2016 5:49:18 AM	04/11/2016 5:49:21 AM
cleanup *Assigned to pco201*				04/11/2016 5:49:24 AM
runProcess *Assigned to pco201*				04/11/2016 5:49:27 AM
finishSuccessfully *Assigned to everybody*	RUNNING			

Back   Refresh

> 12. This page displays the workflow or logs when a catalog is uploaded.

> 13. Click **Refresh** until you see the status finish successfully

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Error Report

Download a copy of the error report

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Catalog Errors

attributeValueMapping *Assigned to pco201*	COMPLETED	pco201	02/15/2016 6:35:40 AM	02/15/2016 6:35:43 AM
validation *Assigned to pco201*	COMPLETED	pco201	02/15/2016 6:35:43 AM	02/15/2016 6:35:59 AM
validationResults *Assigned to pco201*	COMPLETED with errors View Report	pco201	02/15/2016 6:35:59 AM	02/15/2016 6:36:02 AM
cleanup	COMPLETED	pco201	02/15/2016 6:36:02 AM	02/15/2016 6:36:04 AM

The status Completed with errors means that errors were detected in the catalog entries that need to be corrected.

Click on the **blue link** to open the errors report.

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Sample Error Report

```
..................
Catalog Publish Process
..................

Identification
..................
Process ID              311779803

Previous process ID     null

Catalog ID              pco201_myg999
Update Type             REPLACE

Started at              Feb 16, 2016 4:21:28 AM
by                      pco201

Details
..................
SupplierId              pco201
CustomerId              myg999

Format of Imported File excel/Perfect Excel

UoM Mapping             EDIFACT
Import Classification    UNSPSCALL

Email Notifications:
To Supplier
To Customer
Additional (from UI)    null


Process Steps
..................

Import Catalog Conversion
..................
Started at      Feb 16, 2016 4:21:31 AM
Finished at     Feb 16, 2016 4:21:32 AM
```
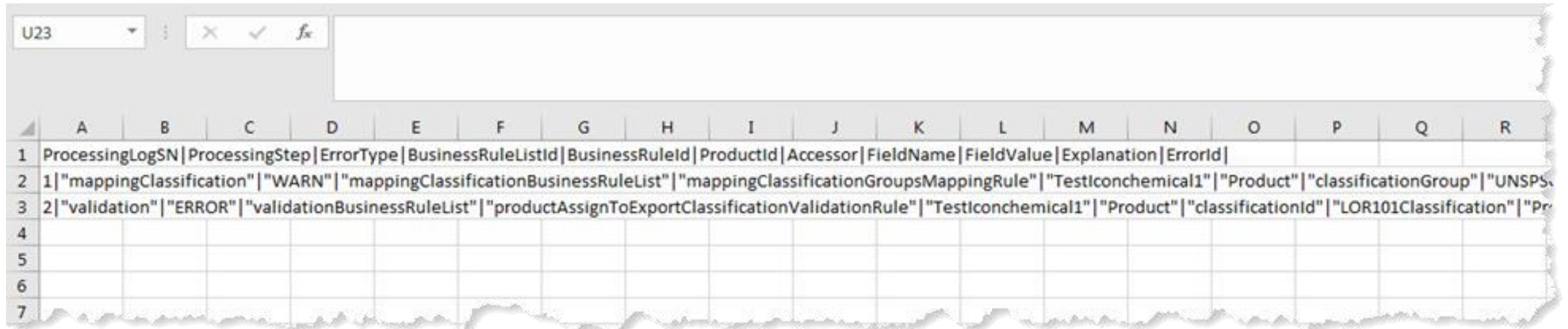
Catalog Error Report

Error Report can be downloaded as a spreadsheet file (*. XLS).

Common Catalog Upload Errors

- Invalid UNSPSC Code

  Ex. ProductId 1285-5178 had an invalid UNSPSC in the catalog uploaded by the supplier

A	B	C	D	E	F	G	H
ProcessingLogSN	ProcessingStep	ErrorType	BusinessRuleId	ProductId	FieldName	FieldValue	Explanation
32617	validation	ERROR	productHasValidClassificationGroupValidati	1285-5178	classificationGroup	441220	Product has invalid ClassificationGroup of Classification(UNSPSCv131201)

- Duplicate PartNum- No duplicates are allowed in the PartNum column. If you must have duplicates, please leverage the PartNumExt column to differentiate the products.

A	B	C	D	E
Processin	ProcessingStep	ErrorType	ProductId	Explanation
1	importConversion	ERROR	5129596	Product "5129596" hasn't been inserted/updated because of unexpected error: could not insert: [com.jcatalog.product.model.Product]

- Formulas in Catalog

D2			×	✓	fₓ	=SUM(5*2)		
	A	B		C	D	E		
1	PartNum	ShortDesc		UoM	ContractPrice	CurrencyCode	UN	
2	1234	Monthly Calendar 22x17, January-December		BX	10	USD	441200	
3	1235	Desk Pad Calendar 22x17, January-December		BX	6	USD	441200	

- Missing ShortDesc in the catalog

Common Catalog Upload Errors

- PartNum is Null - content in all columns must end on the same row as the last part number in your catalog.

	A	B	C	D	E	F	G	H	I
1	PartNum	ShortDesc	UoM	ContractPrice	CurrencyCode	UNSPSCALL	ActionCode	PartNumExt	LongDesc
2	1234	Monthly Calendar 22x17, January-December	BX	10	USD	44120000			2-color graphics brighten up your space. Displays 1 page per
3	1235	Desk Pad Calendar 22x17 January-December	BX	6	USD	44120000			Distinguish your desktop! 1 page per month lets you plan we
4	1235	Desk Pad Calendar 22x17 January-December Black	BX	6	USD	44120000		B12	Distinguish your desktop! 1 page per month lets you plan we
5	1236	Wall Calendar 12Mth Reference Jan–Dec	EA	9	USD	44120000			Each page features a full-year calendar reference for planning
6									Heavy-duty classification folders make ideal project files Ma
7									

- An ActionCode of I was used for an already INSERTED Product.

	A	B	C	D	E	F	G
1	Processin	Processin	ErrorType	BusinessRuleListId	ProductId	Accessor	Explanation
2	32617	validation	ERROR	validationBusiness	P1Etest	Product	The Product hasn't been inserted because Product with id (P1Etest) already exists in the catalog

  - Use ActionCode U or UI for Products already INSERTED.

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Download Catalog

Steps to retrieve your current catalog

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How to retrieve your current catalog

Click Supplier > Content Processing > **List Process**.

How to retrieve your current catalog

Process List

This page displays the list of different SSM processes. If required, select 'Process Type' and 'Status' from the options available in the drop down selection of Supplier (defaulted for Suppliers) or Catalog ID is required. After selecting search you may click on the Process ID link displayed

Process Type	
Status	
Supplier	l101	
Customer	val101	Valeo
Catalog Id	l101_val101_FR	- Valeo
Contract	l101_val101_FR	- Valeo
Started From	10/12/2012	
Finished From		
Running only	☐

Search

Process List

ID	Type	Catalog	Version	Customer
18781585	CustomerActivateWorkflow	lig101_val101_FR	3	val101
18781370	CustomerWorkflow	lig101_val101_FR		
18781214	SupplierWorkflow	lig101_val101_FR	3	val101

Erase the date and click **Search** to shows all processed catalogs

By default, the page displays catalogs that have been processed within the last 7 days.

PROCESS TYPES:

- **Supplier Workflow** refers to your uploaded catalog.
- **Customer Workflow** means that your catalog has been sent to your buyer.
- **Customer Activate Workflow** means your buyer has approved your catalog.

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How to retrieve your current catalog

Process List

ID	Type	Catalog	Version	Customer	Supplier	Contract	Status	Active Actions	Created On/By ↓	Finished On/By
329215562	CustomerWorkflow	pco201_myg999	11	myg999	pco201	pco201_myg999	SUSPENDED	approvalLevel1 *Assigned to USER_myg999*	04/11/16 05:49 pco201	
329214951	SupplierWorkflow	pco201_myg999	11	myg999	pco201	pco201_myg999	COMPLETED *without any errors/warnings*		04/11/16 05:47 pco201	04/11/16 05:49 pco201
328541413	SupplierWorkflow	pco201_myg999		myg999	pco201	pco201_myg999	COMPLETED *with unexpected Errors*		04/08/16 08:33 pco201	04/08/16 08:33 pco201
328540834	CustomerActivateWorklow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED *without any errors/warnings*		04/08/16 08:32 myg999	04/08/16 08:32 myg999
328531656	CustomerWorkflow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED *without any errors/warnings*		04/08/16 08:10 pco201	04/08/16 08:32 myg999
328530670	Supplier Workflow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED *without any errors/warnings*		04/08/16 08:08 pco201	04/08/16 08:10 pco201
328523744	CustomerActivateWorkl...	201_myg999	8	myg999	pco201	pco201_myg999	COMPLETED *without any errors/warnings*		04/08/16 07:52 myg999	04/08/16 07:53 myg999

Refresh

1. Click the **Workflow ID** to download the catalog.

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How to retrieve your current catalog

Process Variables

⊞ **Catalog and Contract**

⊟ **Import**

2. Next, click **Import**.

Update Type

Import UoM   EDIFACT

Source Classification UNSPSCALL

Import Format   excel/Perfect Excel

Catalog   pco201-myq999-1-pco201myq999-1460120913712.xls

⊞ **Export**

⊞ **E-mail Addresses**

3. Click **the link** to access your catalog file.

Responsibilities of Catalog
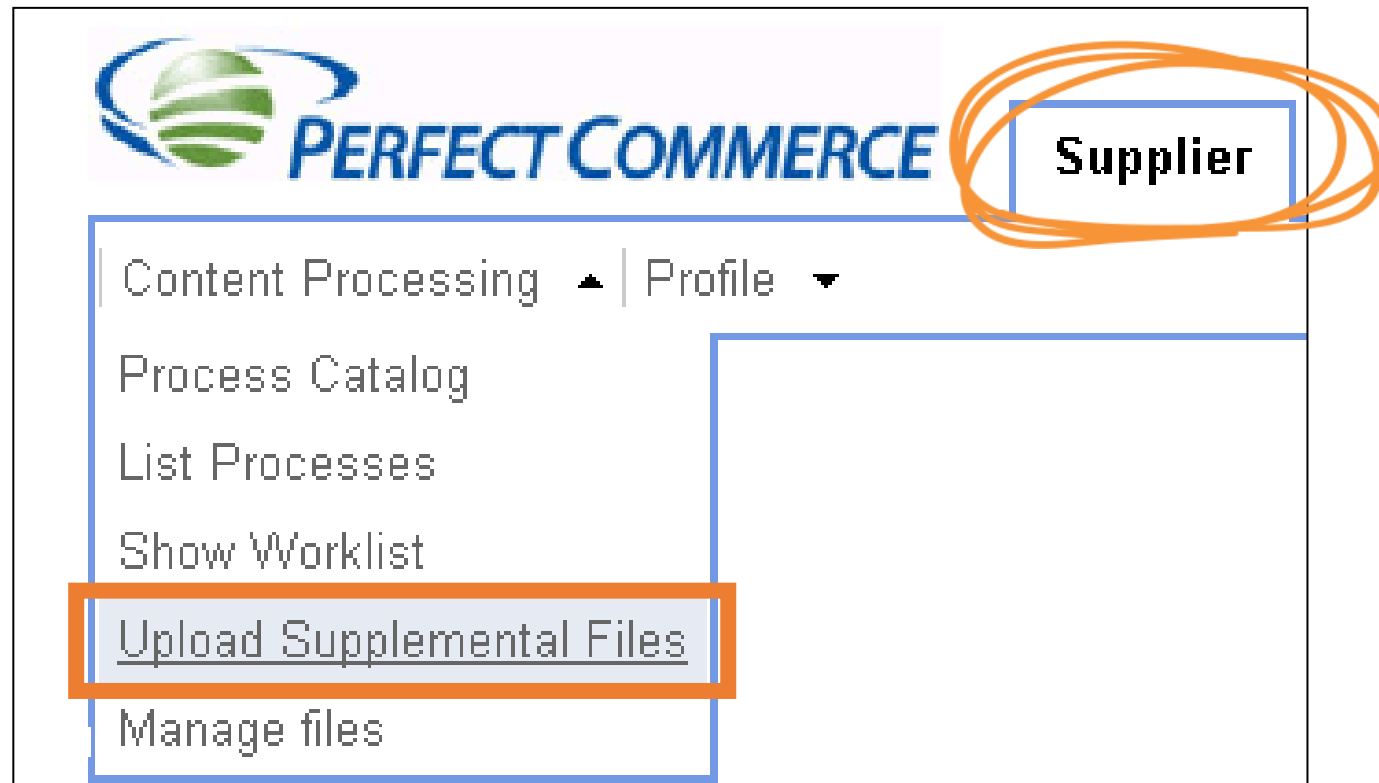
⊞ **Responsibility Items**

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Attachment Files

How to upload attachment files

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Step 1: Select Upload Supplemental Files.

Supplemental documents like photos and other files can be uploaded as attachments.

From the menu, click **Supplier** > **Profile** > Upload Supplemental Files.

Step 2: Upload Files.

Upload Supplemental Files

Upload additional files (images, documents, manuals and others) supplementing your catalog here. These files source. Uploaded files can be viewed in your workarea.

Supplier* | pco201 | SingleTab Test Supplier

This is your supplier identification.

File* | Choose File | No file chosen

Select the supplemental file that you want to upload to combine it with the catalog.

*Fields marked with asterisk

Upload

1. Choose the file from your local drive.

2. Click Upload.

All attachment files should be saved in one compressed file (*.zip). The Zip file should not contain any sub–folders

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Item Details visible to the Purchaser

Tips to avoid errors

- Don't forget to fill out tabs and fields in red, particularly in the Product fields

- For single-tab templates, make sure that the first tab seen is the catalog tab

- For multi-tab templates, make sure that the first tab is the header tab

- Always use the correct template format.

- Customer-specific tab is often missed out, please make sure to read instructions from your buyer in this tab.

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The Business Network

Service Account GCS-Team for Trainings | Trainings Supplier 4 for GCS [TRAINSUP04

Help

⌂ Home   ⚓ Opportunities   ✦ Catalogs   🌐 Business Directory   ⚙ Administration

❓ Help Guide

✉ Contact Customer Support

Requests

⌂ > **Offer details**

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

Spaces ▾   People   Calendars   Browse ▾   **Create**   ❓▾ ⚙▾ ▢ 👤▾

Home

Product FAQs

Release Management

Product Documentation

› Strategic Procurement
› Operational Procurement
• TBN Integration Guide

Strategic Procurement

The Strategic Procurement comprises:

- **SAP® Solutions in the Cloud**
  - eSource
  - eContract

Operational Procurement

The Operational Procurement comprises:

- **Procurement Solutions**
  - Easy Buy
  - eBuy

- **The Business Network**
  - Portal
  - Hub
  - Master Data eXchange
  - Transaction Standards
  - ProcessConnect
  - Order Management

- **Invoice Automation**
  - Invoice Legal Compliance

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Let's talk

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