

Catalog Manager

Standard Supplier 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



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

Europe, US, and Latam:

Email: suppliersupport@proactisservicedesk.com

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

Overview

Supplier



**Catalog
Manager**



Buyer



Fills out and
uploads the
template

Validates supplier
catalog data
Informs suppliers of
invalid data

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

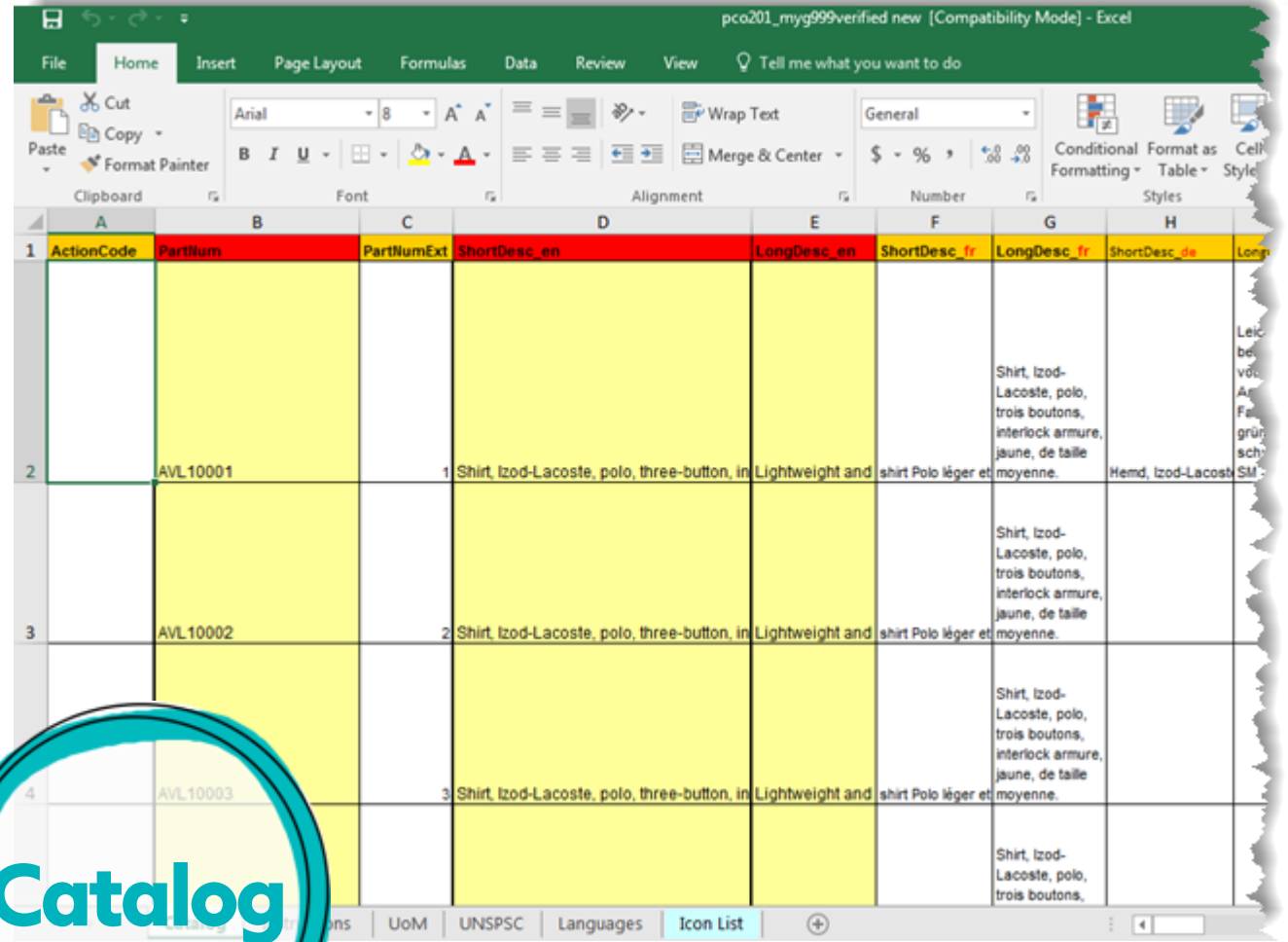
Single-tab Catalog Template

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

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.



The screenshot shows an Excel spreadsheet with the following columns and data:

1	ActionCode	PartNum	PartNumExt	ShortDesc_en	LongDesc_en	ShortDesc_fr	LongDesc_fr	ShortDesc_de	LongDesc_de
2		AVL10001	1	Shirt, Izod-Lacoste, polo, three-button, in Lightweight and		shirt Polo léger et	Shirt, Izod-Lacoste, polo, trois boutons, interlock armure, jaune, de taille moyenne.	Hemd, Izod-Lacoste	
3		AVL10002	2	Shirt, Izod-Lacoste, polo, three-button, in Lightweight and		shirt Polo léger et	Shirt, Izod-Lacoste, polo, trois boutons, interlock armure, jaune, de taille moyenne.		
4		AVL10003	3	Shirt, Izod-Lacoste, polo, three-button, in Lightweight and		shirt Polo léger et	Shirt, Izod-Lacoste, polo, trois boutons, interlock armure, jaune, de taille moyenne.		



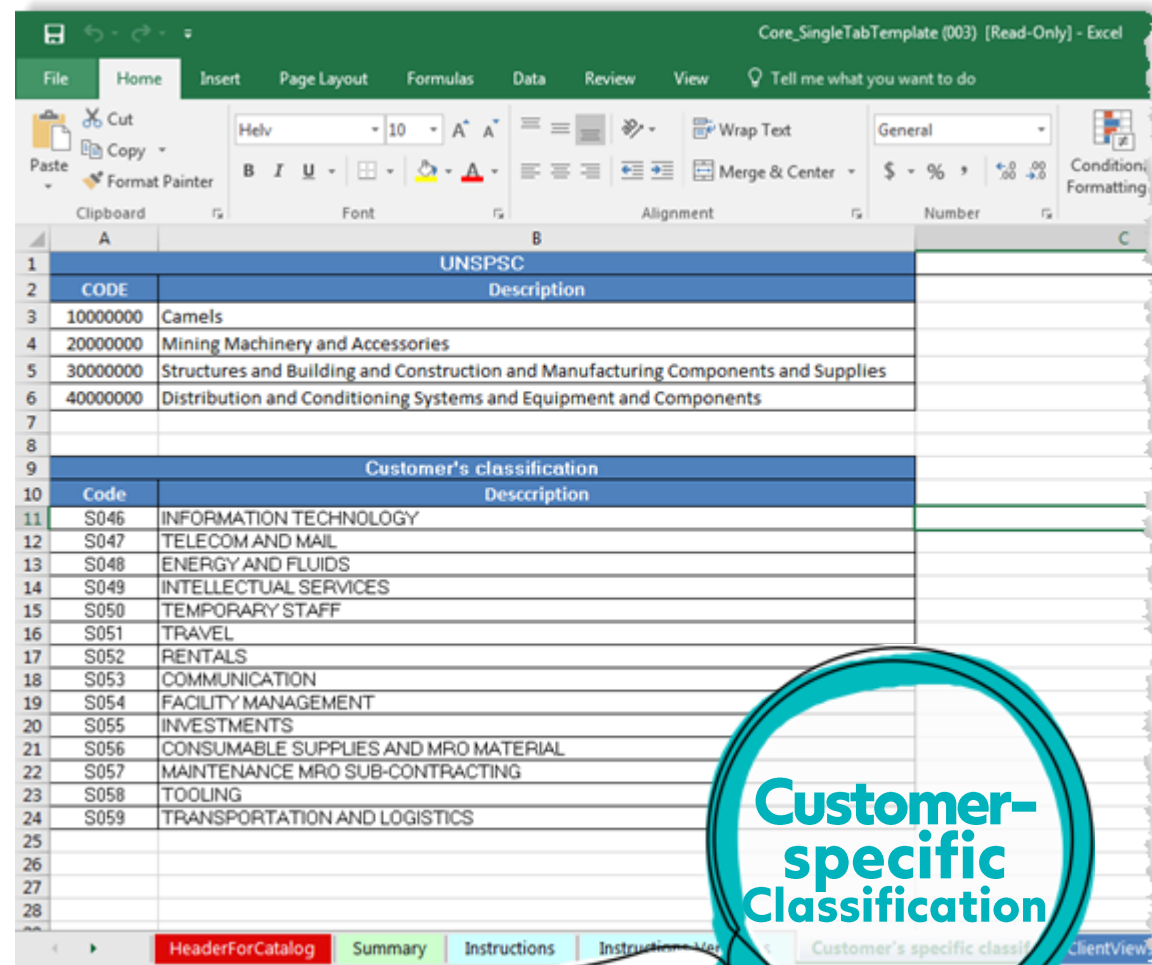
Instructions Tab

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

Column	Definition	Mandatory	Example	Field Type (size)
ActionCode	For incremental updates, action codes are the following: - I = Insert (add) - U = update - D = delete - UI = Insert and Update In case of incremental update, a blank field will be interpreted as "do not update". If data must be deleted on an item, first delete the item and then create a new item accordingly. In case of full replacement, this column will not be considered.	Only for Incremental Updates	I	Character (1) U D
PartNum	The Supplier's Part Number for this product. No duplicate part numbers allowed. Can not contain special characters, such as commas, slashes, etc.	Yes	AVL10001	Character (35)
PartNumExt	The Supplier's Part Number Extension for this product. Used to make the supplier's part number unique, since duplicate items can not be uploaded.	No	XL	Character (15)
ShortDesc	Short, meaningful description containing the brand name and noun identifying the product. (200 characters)	Yes	Shirt, Izod-Lacoste, polo, t	Character (200)
LongDesc	Additional, marketing-oriented description that provides the customer with more extensive product information. (2000 characters)	Yes	Lightweight and comforta	Character (2000)
ShortDesc_locale	This field is to be populated if additional languages other than English will be present in the product information for the Short Description. Please note that Fields must be labeled "ShortDesc_locale" and that you have to add a new column with the corresponding header for each new language.	Yes		Character (200)

Customer-specific Classification Tab

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



The screenshot shows an Excel spreadsheet with the following data:

UNSPSC	
CODE	Description
10000000	Camels
20000000	Mining Machinery and Accessories
30000000	Structures and Building and Construction and Manufacturing Components and Supplies
40000000	Distribution and Conditioning Systems and Equipment and Components
Customer's classification	
Code	Description
S046	INFORMATION TECHNOLOGY
S047	TELECOM AND MAIL
S048	ENERGY AND FLUIDS
S049	INTELLECTUAL SERVICES
S050	TEMPORARY STAFF
S051	TRAVEL
S052	RENTALS
S053	COMMUNICATION
S054	FACILITY MANAGEMENT
S055	INVESTMENTS
S056	CONSUMABLE SUPPLIES AND MRO MATERIAL
S057	MAINTENANCE MRO SUB-CONTRACTING
S058	TOOLING
S059	TRANSPORTATION AND LOGISTICS

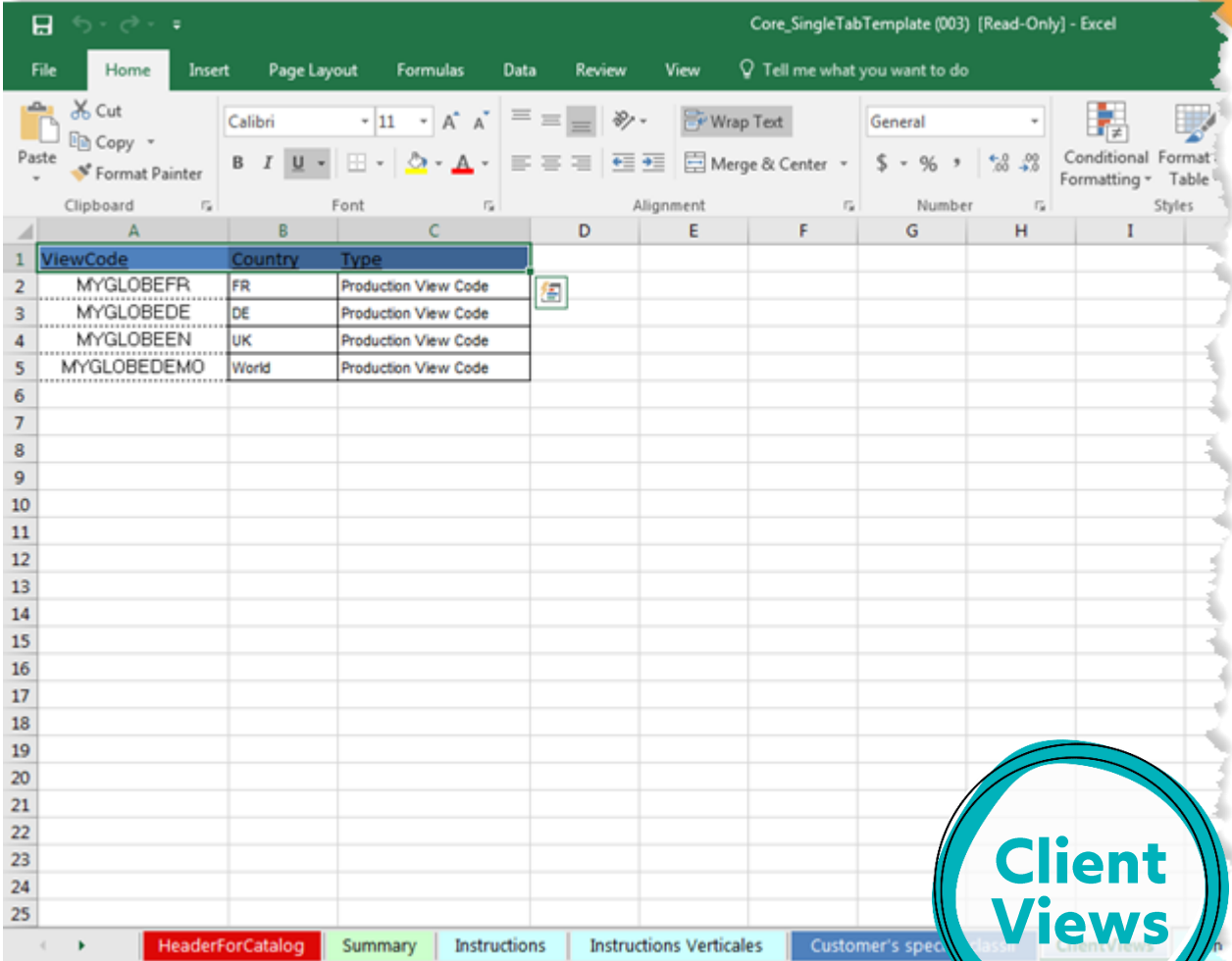
Customer-specific Classification

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.



Core_SingleTabTemplate (003) [Read-Only] - Excel

ViewCode	Country	Type
MYGLOBEFR	FR	Production View Code
MYGLOBEDE	DE	Production View Code
MYGLOBEEN	UK	Production View Code
MYGLOBEDEMO	World	Production View Code

HeaderForCatalog Summary Instructions Instructions Verticales Customer's spec

Client Views

pro

UOM Tab

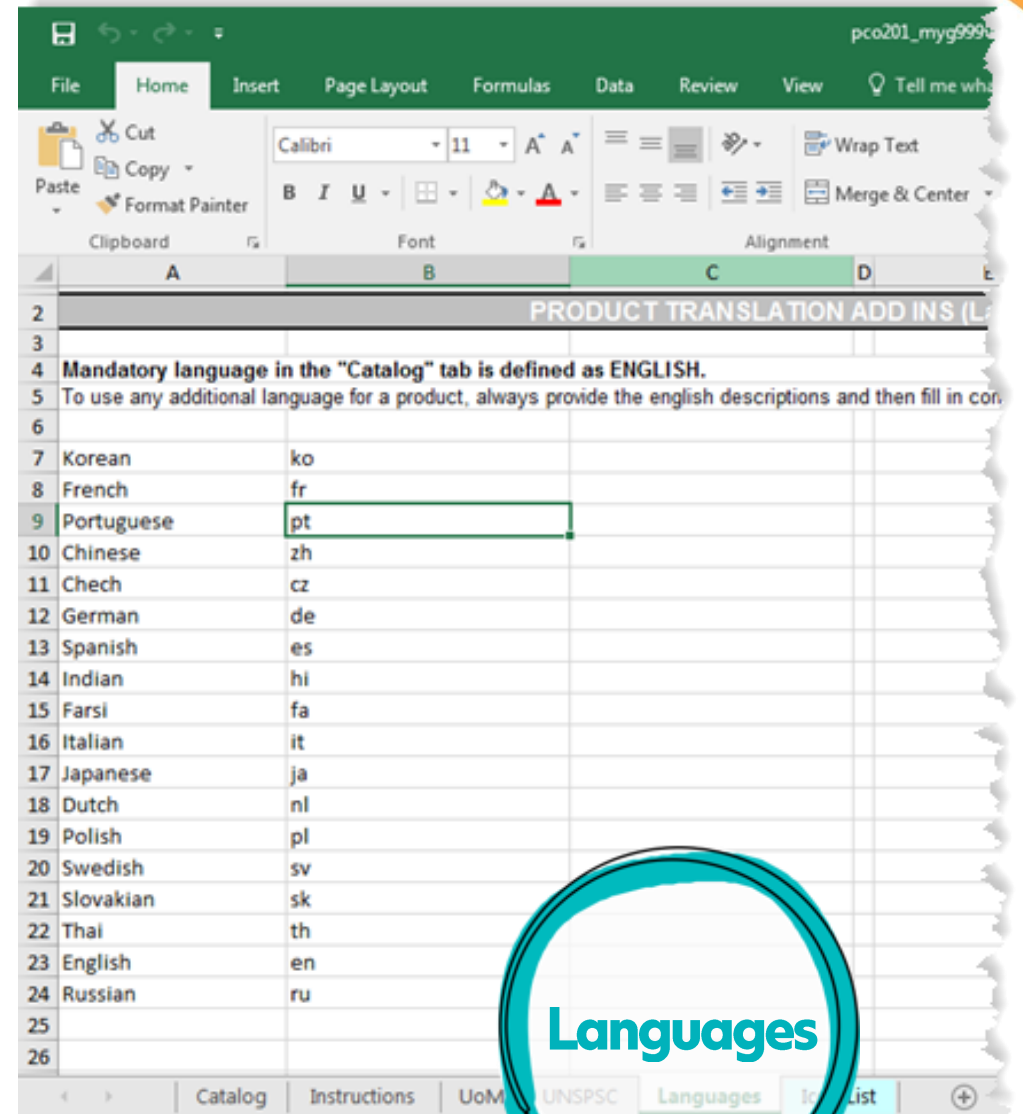
The **UOM** tab contains a list of valid **unit of measurement** for your products or articles.

UOMID	DESCRIPTION	LANGUAGE
EA	Unité	fr
LM	mètre linéaire	fr
BX	Boite	fr
PF	Palette	fr
RO	Rouleau	fr
SET	Série	fr
TNE	Tonne	fr
KGM	Kilogramme	fr
LTR	Litre	fr
MTR	Mètre	fr
MTK	Mètre Carré	fr
MTQ	Mètre Cube	fr
CT	Carton	fr
PA	Paquet	fr
CEN	Cent	fr
MIL	Mille	fr
PK		fr
RM	Ramette	fr
P19	Palette de 192	fr
P30	Palette de 30	fr
P42	Palette de 42	fr
P50	Palette de 50	fr
P52	Palette de 52	fr
P66	Palette de 66	fr

UOM

Language Tab

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



The screenshot shows an Excel spreadsheet with the following content:

PRODUCT TRANSLATION ADD INS (L	
4	Mandatory language in the "Catalog" tab is defined as ENGLISH.
5	To use any additional language for a product, always provide the english descriptions and then fill in con
7	Korean ko
8	French fr
9	Portuguese pt
10	Chinese zh
11	Czech cz
12	German de
13	Spanish es
14	Indian hi
15	Farsi fa
16	Italian it
17	Japanese ja
18	Dutch nl
19	Polish pl
20	Swedish sv
21	Slovakian sk
22	Thai th
23	English en
24	Russian ru

The spreadsheet also shows a magnifying glass over the word "Languages" in the bottom right corner of the spreadsheet area.

Icon List Tab

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



Icon	Name	Icon Description
	chemical	Chemical
	contracteditem	Contract Item
	green	Green
	hazmat	Hazmat
	minority	MWBE (Minority Woman Owned Business Enterprise)
	recycled	Recycled
	trainingrequired	Training Requirement
	bestbuy	Best Buy

Icon List

Multi-tab Catalog Template

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

Summary Tab

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

The screenshot shows an Excel spreadsheet titled 'pco202_myg999 [Compatibility Mode] - Excel'. The 'Summary' tab is active, displaying instructions and a table of mandatory tabs. A magnifying glass highlights the 'Summary' tab in the Excel interface.

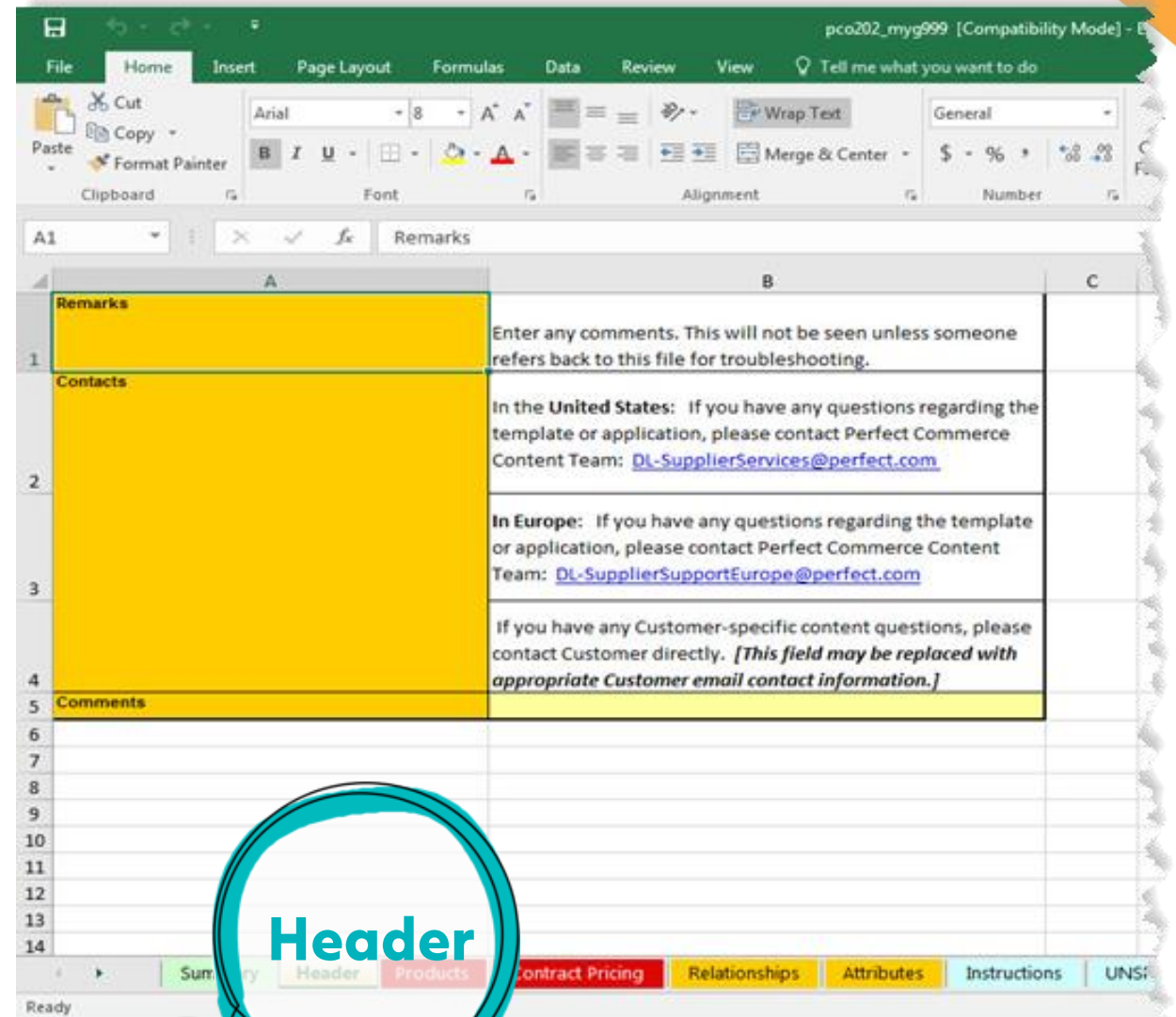
Perfect Commerce Supplier Template SUMMARY	
Click on the links hereunder (column A) to browse through the tabs:	
Instructions	Instructions on data purposes and how to provide them for "Products" and "Contract Pricing" tabs
Unit of Measure (UOM)	List of all UoM codes to be provided in Perfect Commerce catalog template and / or Customer specific list of UoM
UNSPSC List	List of all UNSPSC codes to be provided in Perfect Commerce catalog and / or customer specific list of UNSPSC codes
Icon List	List and IDs of existing icons
Languages	List of all locales to be used for translations purposes
Relation Example	Provides examples on how to fill in the Relationships tab
Attributes Example	Provides examples of how to complete the Attributes tab.
* Please consult Perfect Commerce Global Attributes Library by clicking here	
Global comment: This Summary tab is visible for instructional purposes only. It is used by Customers and Suppliers and should not be uploaded in Perfect Commerce applicat Products, and Contract Pricing tabs are required for upload.	
Mandatory tabs	
Products	Yes
Contract Pricing	Yes
Relationships	No
Attributes *	No

Excel Tab Bar: Summary | Products | Contract Pricing | Relationships | Attributes | Instructions | UNSPSC List | UOM

Header Tab

The **Header** tab contains support contact information when filling out the template fields.

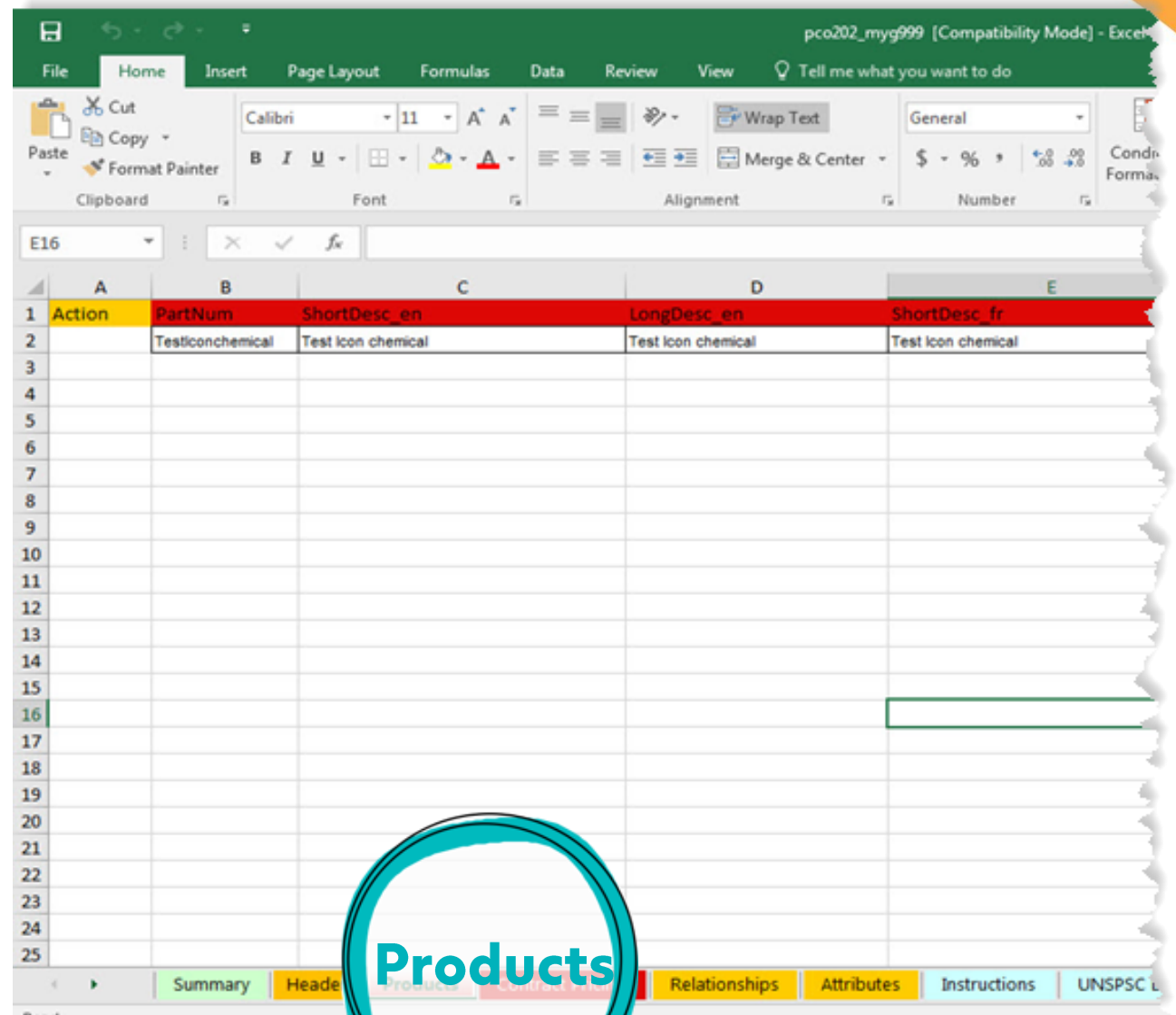
For Multi-tab templates, this is the first tab.



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.

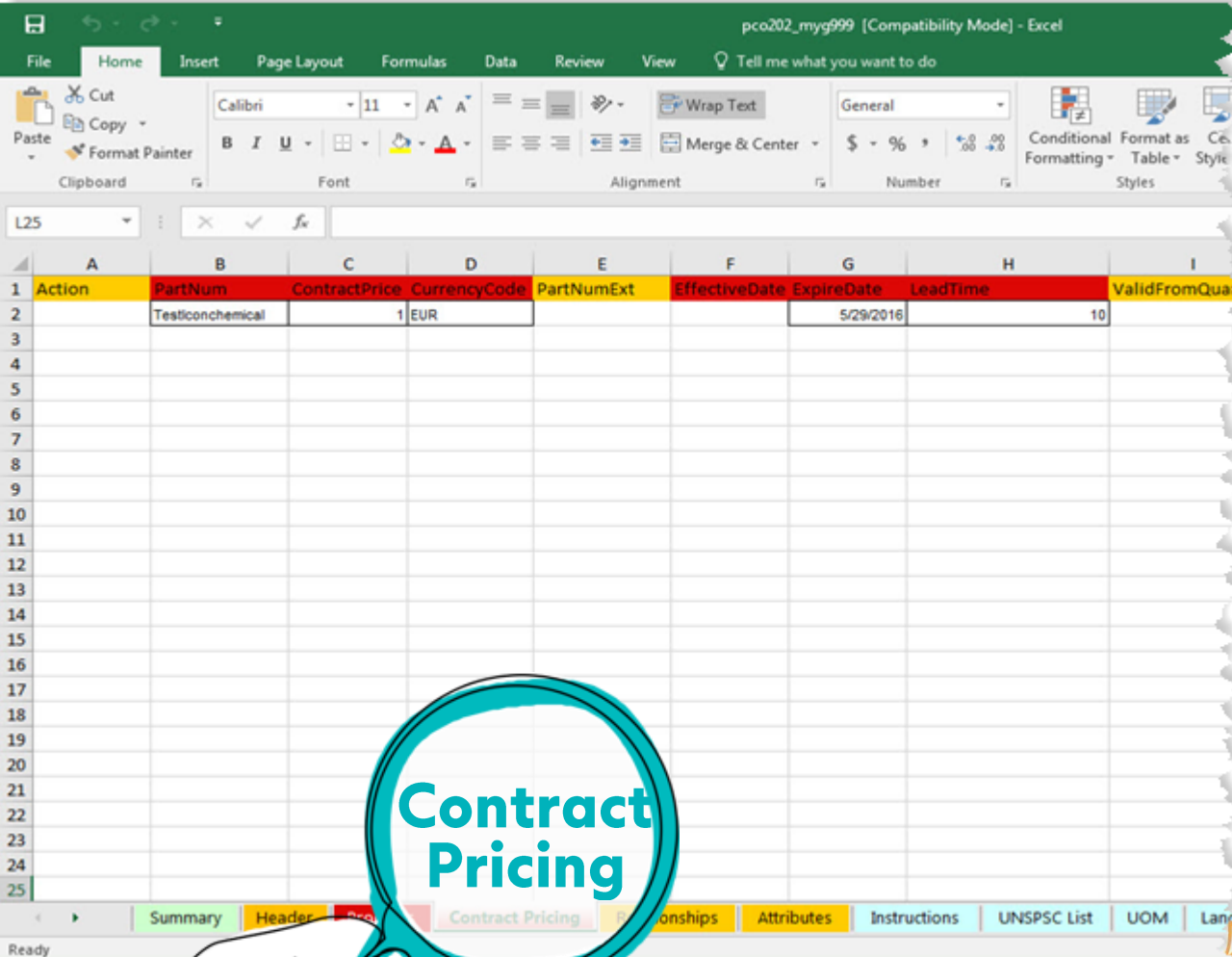


1	Action	PartNum	ShortDesc_en	LongDesc_en	ShortDesc_fr
2		Testiconchemical	Test icon chemical	Test icon chemical	Test icon chemical
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Products

Contract Pricing Tab

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



1	Action	PartNum	ContractPrice	CurrencyCode	PartNumExt	EffectiveDate	ExpireDate	LeadTime	ValidFromQua
2		Testiconchemical	1	EUR			5/29/2016		10
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Attributes Tab

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

Ready

	A	B	C	D	E	F
1	Action	PartNum	MyGlobeBdf	AttributeGroupID	FixAttribute_size	FixMultiLangAttribute_type_en
2		Testiconchemical	myg999bdf	gal_safetyequipment	10 shoes	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						



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



- ❶ Ideally, thumbnail file size should be **200x200** pixels or **345x280**
- ❶ The thumbnail will appear beside the product in the **Search Results** page.

PicName

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

Two options to insert pictures for PicName 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.

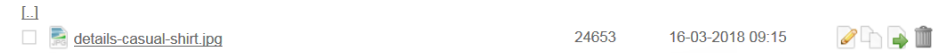


PicName
details-casual-shirt.jpg
http://www.perfect.com/wp-content/uploads/2017/08/Proactis--e1502807137581.png



- 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.

Images and Attachments



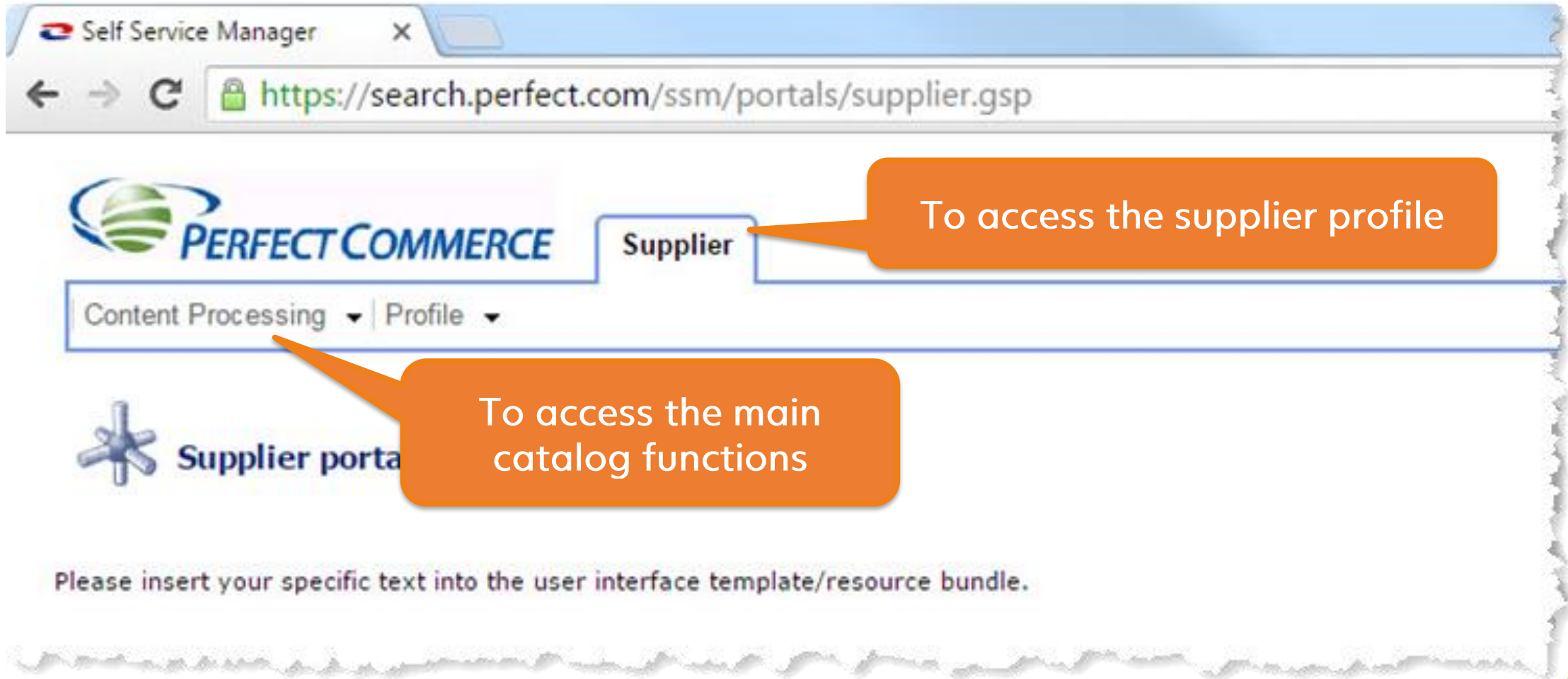
ThumbName	PicName
details-casual-shirt.jpg	details-casual-shirt.jpg

- 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.

Catalog Manager Functionalities

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

Catalog Manager Homepage



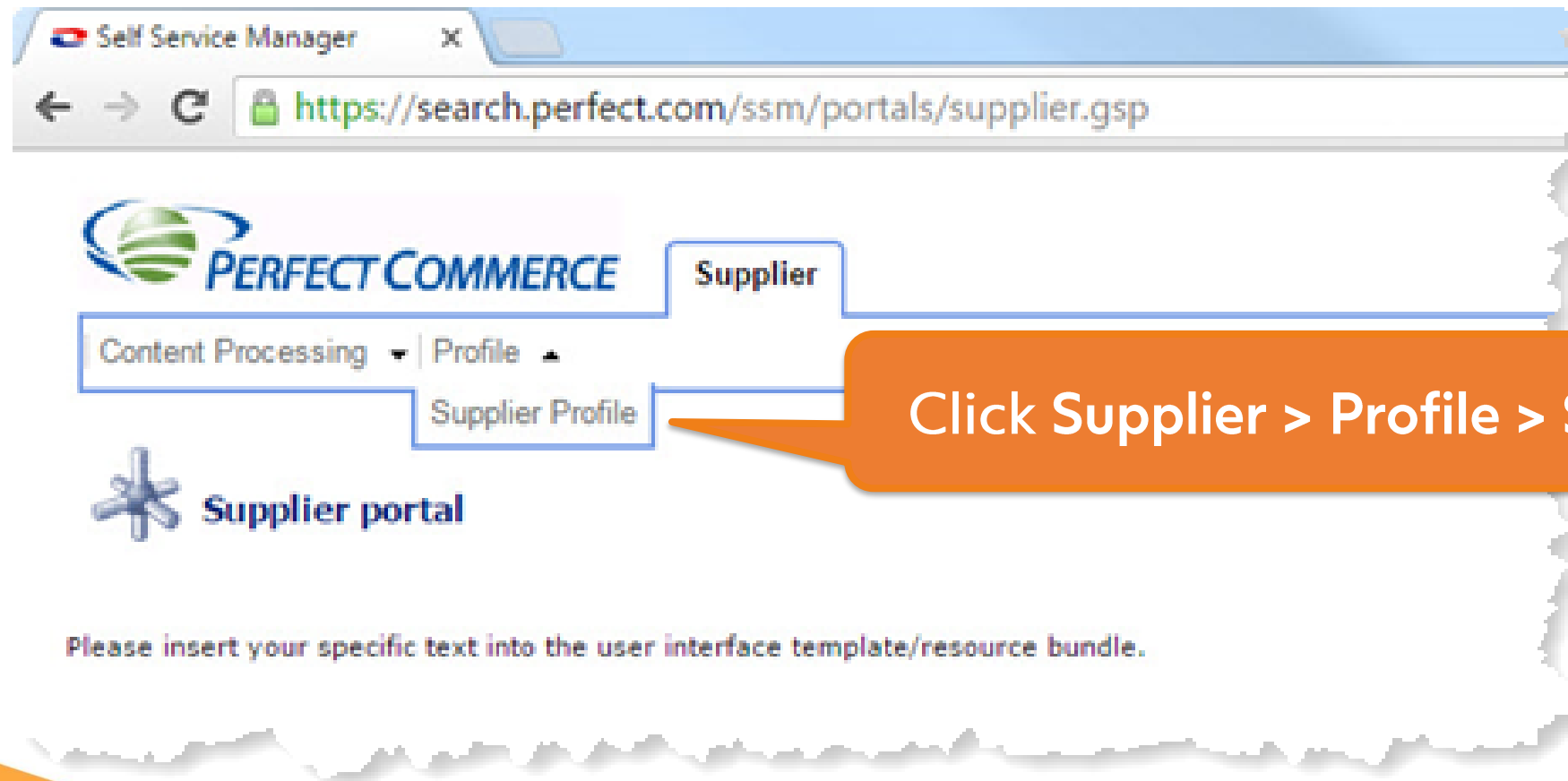
To access the supplier profile

To access the main catalog functions

Please insert your specific text into the user interface template/resource bundle.

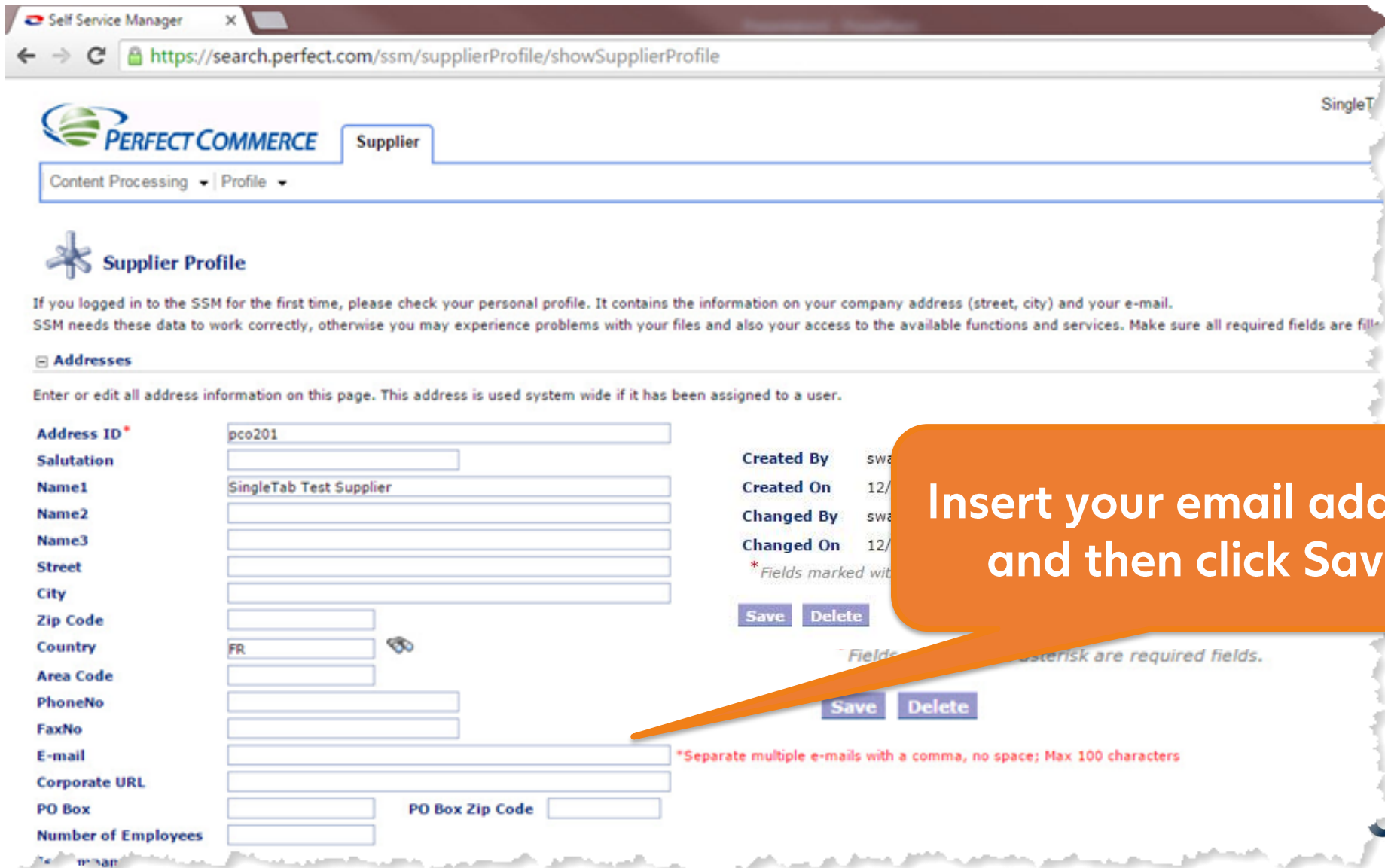
The Supplier Profile

Supplier Profile contains information about the supplier and their catalog setup in the platform.



Click Supplier > Profile > Supplier Profile

The Supplier Profile



Self Service Manager x

https://search.perfect.com/ssm/supplierProfile/showSupplierProfile

SingleT

PERFECT COMMERCE Supplier

Content Processing | Profile

Supplier Profile

If you logged in to the SSM for the first time, please check your personal profile. It contains the information on your company address (street, city) and your e-mail. SSM needs these data to work correctly, otherwise you may experience problems with your files and also your access to the available functions and services. Make sure all required fields are filled.

Addresses

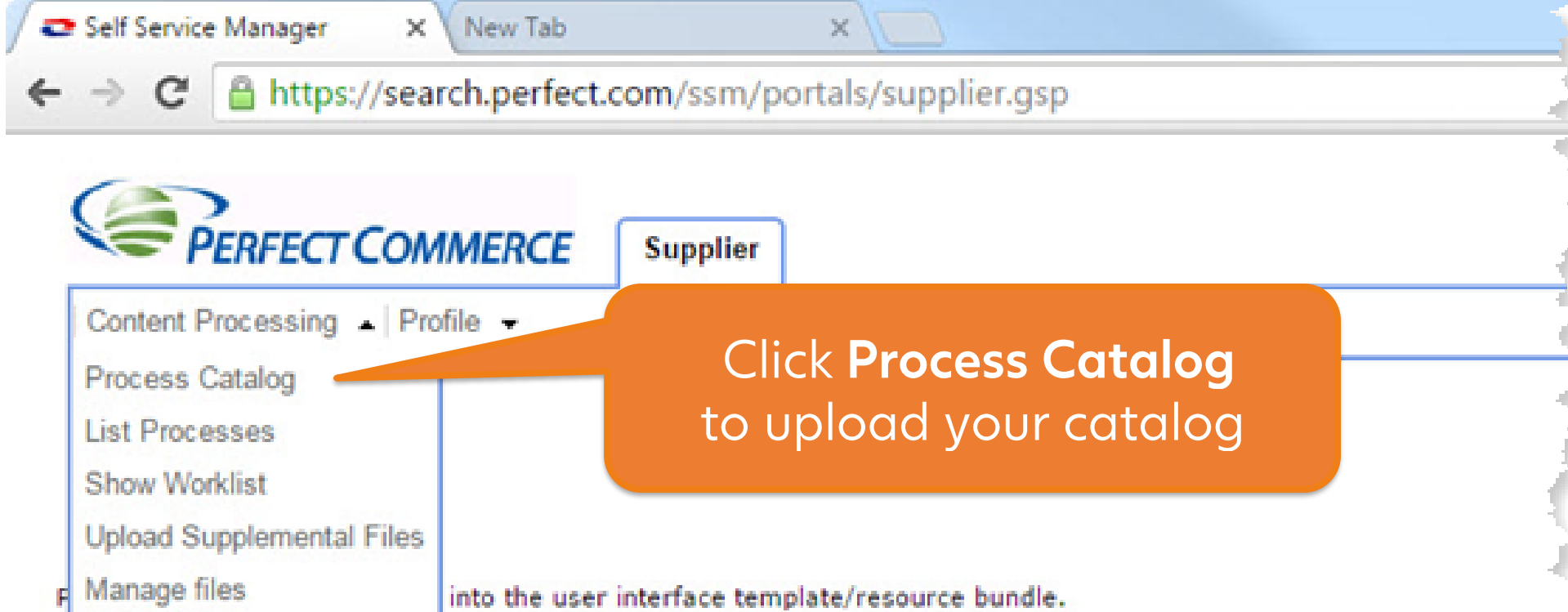
Enter or edit all address information on this page. This address is used system wide if it has been assigned to a user.

Address ID*	<input type="text" value="pco201"/>	Created By	swa
Salutation	<input type="text"/>	Created On	12/
Name1	<input type="text" value="SingleTab Test Supplier"/>	Changed By	swa
Name2	<input type="text"/>	Changed On	12/
Name3	<input type="text"/>	*Fields marked with asterisk are required fields.	
Street	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
City	<input type="text"/>	Fields marked with asterisk are required fields.	
Zip Code	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
Country	<input type="text" value="FR"/>	*Separate multiple e-mails with a comma, no space; Max 100 characters	
Area Code	<input type="text"/>		
PhoneNo	<input type="text"/>		
FaxNo	<input type="text"/>		
E-mail	<input type="text"/>		
Corporate URL	<input type="text"/>		
PO Box	<input type="text"/>	PO Box Zip Code	<input type="text"/>
Number of Employees	<input type="text"/>		

Insert your email address
and then click Save.

How to upload your catalog

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



The screenshot shows a web browser window with the URL <https://search.perfect.com/ssm/portals/supplier.gsp>. The page header includes the Perfect Commerce logo and a 'Supplier' tab. A dropdown menu is open under 'Content Processing', with 'Process Catalog' highlighted. An orange callout box points to 'Process Catalog' with the text: 'Click Process Catalog to upload your catalog'. Below the menu, there is a partially visible line of text: 'into the user interface template/resource bundle.'

Upload Catalog

Steps to upload your catalog

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 <input checked="" type="radio"/> Incremental Update <input type="radio"/>	
Use the type "Full Replacement" to replace the entire catalog with a new file. The actual ID of the catalog is not changed. Use the type "Incremental Update" to add or delete items in the catalog automatically.		
Supplier Review	<input type="checkbox"/>	
Enable Supplier review for this catalog.		

* 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](#)

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

6. Click Next

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

How to upload your catalog

SingleTab Test User (pco201) | Help

PERFECT COMMERCE Supplier

Content Processing | Profile

Catalog Information Formats

To proceed with the workflow, you have to upload the catalog data. Depending on the selected import format, you have to upload different count of files and different file type.

Import files via: uploading or selecting an existing file

Catalog No file chosen

Activation Date

Date when updated catalog will be published in OPC.

* Fields marked with asterisk are required fields.

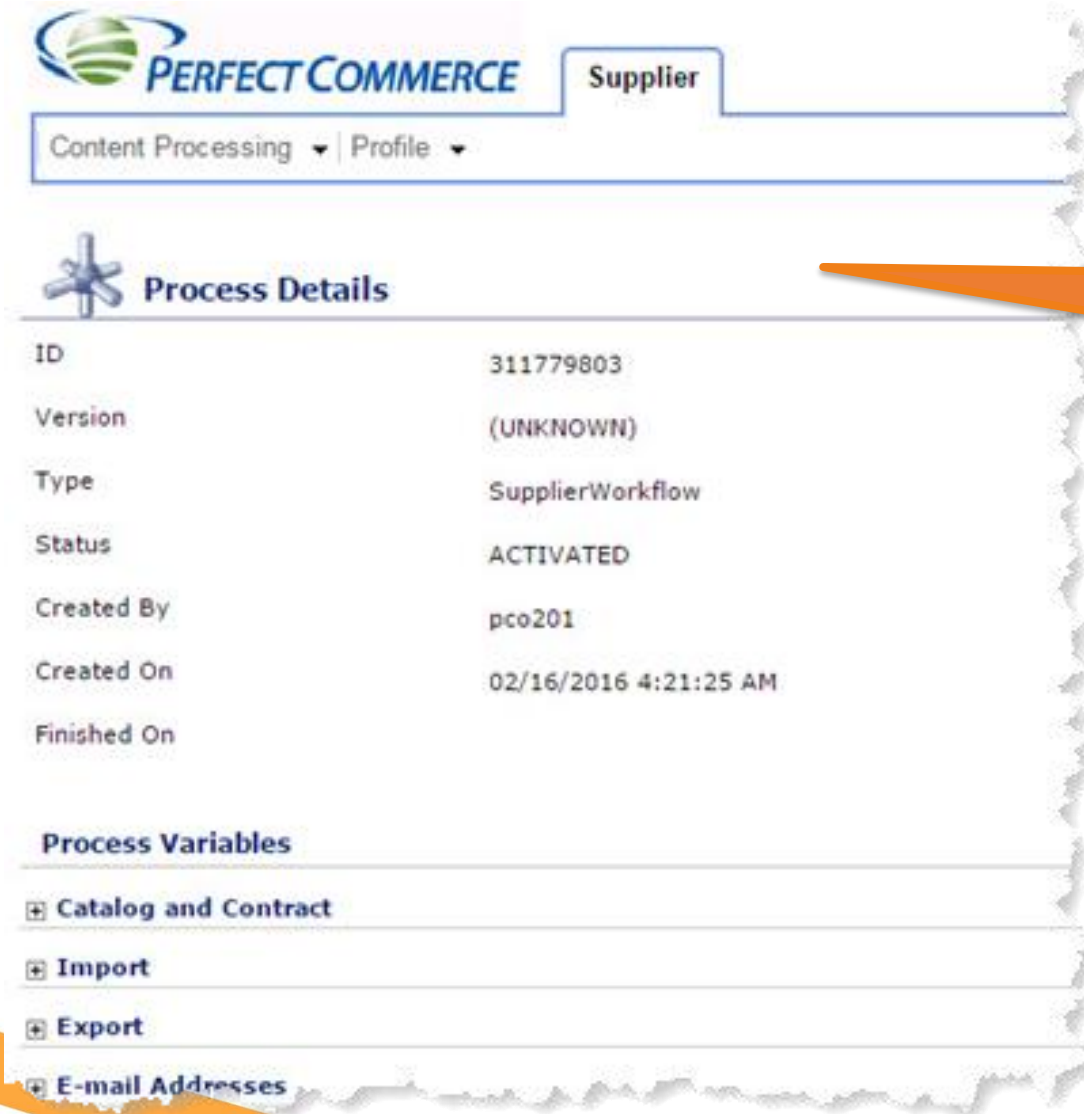
7. Choose Uploading.

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



The screenshot shows the Perfect Commerce Supplier interface. At the top, there is a navigation bar with the Perfect Commerce logo and a 'Supplier' tab. Below the navigation bar, there are dropdown menus for 'Content Processing' and 'Profile'. The main content area is titled 'Process Details' and contains a table with the following information:

ID	311779803
Version	(UNKNOWN)
Type	SupplierWorkflow
Status	ACTIVATED
Created By	pco201
Created On	02/16/2016 4:21:25 AM
Finished On	

Below the table, there is a section titled 'Process Variables' with a list of expandable items:

- ⊕ Catalog and Contract
- ⊕ Import
- ⊕ Export
- ⊕ E-mail Addresses

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



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

How to upload your catalog

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

[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

Error Report

Download a copy of the error report

Catalog Errors

attributeValueMapping <i>Assigned to pco201</i>	COMPLETED	pco201	02/15/2016 6:35:40 AM	02/15/2016 6:35:43 AM
validation <i>Assigned to pco201</i>	COMPLETED	pco201	02/15/2016 6:35:43 AM	02/15/2016 6:35:59 AM
validationResults <i>Assigned to pco201</i>	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.

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

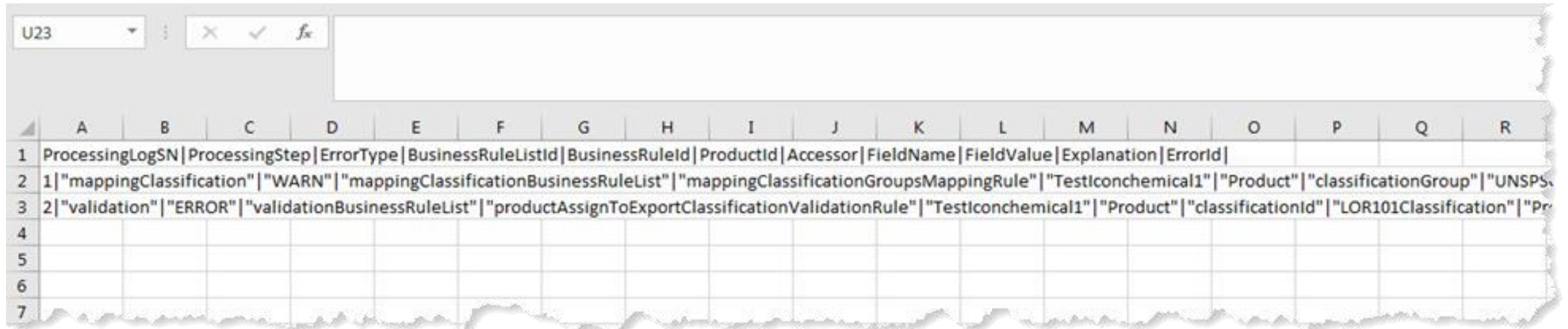
Process Steps

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).



The image shows a screenshot of an Excel spreadsheet with a torn paper effect. The spreadsheet has a header row (row 1) and two data rows (rows 2 and 3). The columns are labeled A through R. The data in row 2 and row 3 is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ProcessingLogSN	ProcessingStep	ErrorType	BusinessRuleListId	BusinessRuleId	ProductId	Accessor	FieldName	FieldValue	Explanation	ErrorId							
2	1	"mappingClassification"	"WARN"	"mappingClassificationBusinessRuleList"	"mappingClassificationGroupsMappingRule"	"TestIconchemical1"	"Product"	"classificationGroup"	"UNSPS									
3	2	"validation"	"ERROR"	"validationBusinessRuleList"	"productAssignToExportClassificationValidationRule"	"TestIconchemical1"	"Product"	"classificationId"	"LOR101Classification"	"Pr								
4																		
5																		
6																		
7																		

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
Processing	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

A	B	C	D	E
PartNum	ShortDesc	UoM	ContractPrice	CurrencyCode
1234	Monthly Calendar 22x17, January-December	BX	10	USD
1235	Desk Part Calendar 22x17, January-December	PLX	6	USD

Formula bar: D2 =SUM(5*2)

- 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 plannin-
6									Heavy-duty classification folders make ideal project files Ma
7									

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

1	Processing	Processing	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.

Download Catalog

Steps to retrieve your current catalog

How to retrieve your current catalog

The screenshot shows the 'Self Service Manager' interface for 'Supplier' processes. The breadcrumb navigation is 'Supplier > Content Processing > Profile'. The 'Process List' section contains a search form with various filters and a table of process entries.

Click Supplier > Content Processing > List Process.

ID	Type	Catalog	Version	Customer	Supplier	Contract	Status	Active /
229215562	CustomerWorkflow	pco201_myg999	11	myg999	pco201	pco201_myg999	SUSPENDED	approval assigned
229214951	SupplierWorkflow	pco201_myg999	11	myg999	pco201	pco201_myg999	COMPLETED	without any errors/warnings
							COMPLETED	

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:

Customer:

Catalog Id:

Contract:

Started From:

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 show 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.

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 <i>Assigned to USER_myg999</i>	04/11/16 05:49 pco201	
329214951	SupplierWorkflow	pco201_myg999	11	myg999	pco201	pco201_myg999	COMPLETED <i>without any errors/warnings</i>		04/11/16 05:47 pco201	04/11/16 05:49 pco201
328541413	SupplierWorkflow	pco201_myg999		myg999	pco201	pco201_myg999	COMPLETED <i>with unexpected Errors</i>		04/08/16 08:33 pco201	04/08/16 08:33 pco201
328540834	CustomerActivateWorkflow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED <i>without any errors/warnings</i>		04/08/16 08:32 myg999	04/08/16 08:32 myg999
328531656	CustomerWorkflow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED <i>without any errors/warnings</i>		04/08/16 08:10 pco201	04/08/16 08:32 myg999
328530670	SupplierWorkflow	pco201_myg999	9	myg999	pco201	pco201_myg999	COMPLETED <i>without any errors/warnings</i>		04/08/16 08:08 pco201	04/08/16 08:10 pco201
328523744	CustomerActivateWorkflow	pco201_myg999	8	myg999	pco201	pco201_myg999	COMPLETED <i>without any errors/warnings</i>		04/08/16 07:52 myg999	04/08/16 07:53 myg999

Refresh

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

How to retrieve your current catalog

Process Variables

+ Catalog and Contract

- Import

Update Type

Import UoM

Source Classification

Import Format

Catalog

+ Export

+ E-mail Addresses

Responsibilities of Catalog

+ Responsibility Items

2. Next, click **Import**.

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

[pco201-myq999-1-pco201myq999-1460120913712.xls](#)

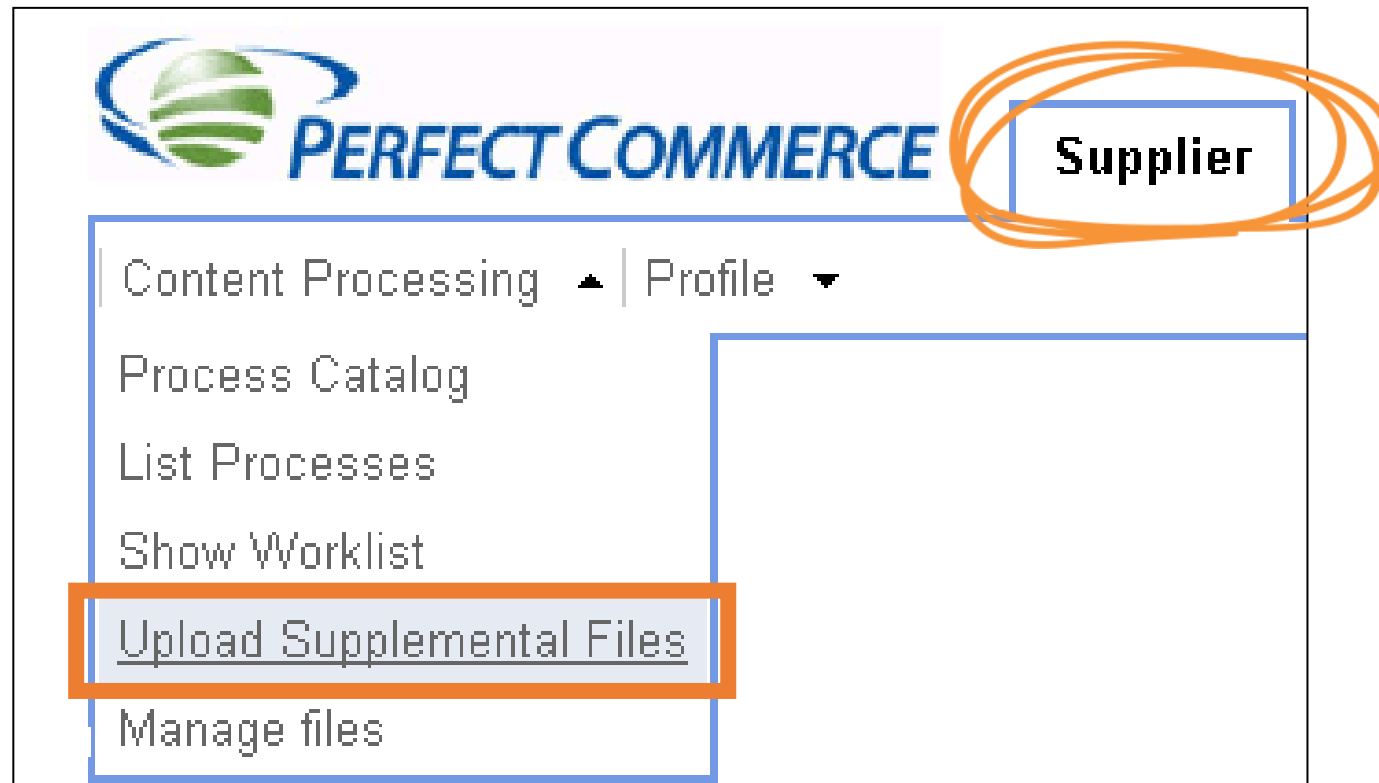
Attachment Files

How to upload attachment files


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*

This is your supplier identification.

File*

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

*Fields marked with asterisk

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

Item Details visible to the Purchaser



This is how your catalog will look like once it has been released in Search by your buyer.

The screenshot shows a search results page for 'EcoFriendly Address Labels'. The page includes a left sidebar with navigation links like 'Manufacturer', 'Groups', and 'Price Range'. The main content area displays the product details for '980085'. The callouts point to the following elements:

- Image Name:** Points to the top of the product card, specifically the '100% Recycled' label.
- Short Description:** Points to the product title 'EcoFriendly Address Labels, 1in x 2 5/8in, White, Box of 7,500'.
- Manufacturer name, Manufacturer Number, Price, Category:** Points to the 'Manufacturer no.', 'Manufacturers:', 'Price/PU:', and 'Category:' fields.
- Image Thumbnail:** Points to the small image of the product box on the left side of the product card.
- Long Description:** Points to the detailed paragraph describing the product's environmental benefits.

At the bottom of the page, there is a footer for 'Executive Office Chair Internal Catalog'.

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.



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

- 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
 - Match & Approve



Proactis Global Customer Support

suppliersupport@proactisservicedesk.com

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 91188 00 64

UK: +44 203 355 50 21