

Catalog Manager Supplier

Standard Training

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

Catalog Manager Overview

Buyer

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



Buyer in Hubwoo Portal

Check and approve changes in catalog

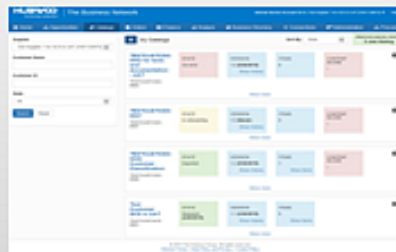
The Business Network

Search



Approved Catalogs

Portal



Upload and manage catalogs

Supplier

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



Supplier in Hubwoo Portal

Collaborative Catalog Authoring



Buyer:

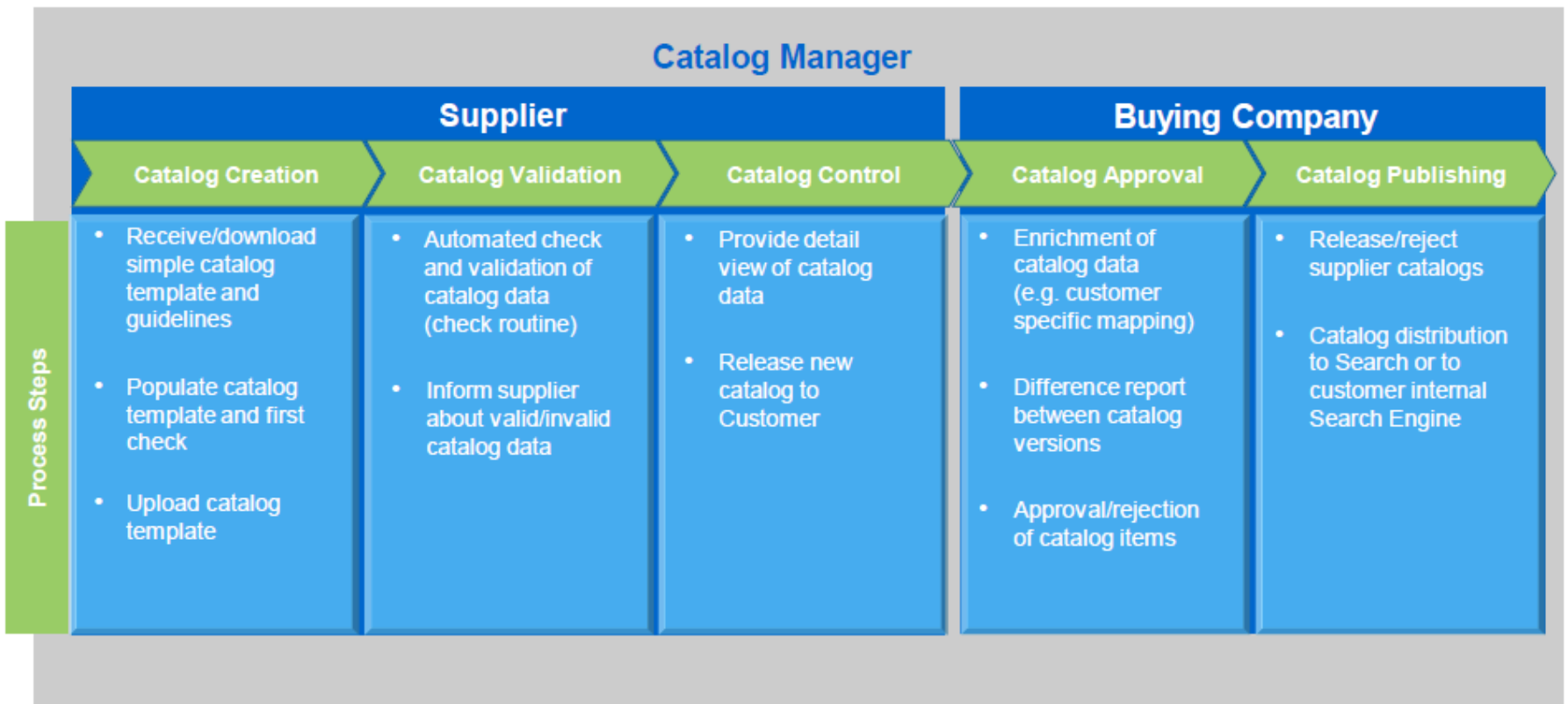
- Drive **contract compliance** by approval of assigned category manager
- Only approved supplier catalog items will show up in Search to the end-users
- All **changes** will be **reported and indicated** during approval workflow
- Automated enrichment of supplier catalogs to improve quality of usage



Supplier:

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

Catalog Manager Process



Login Page

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

The screenshot shows a login form with the following elements:

- Header:** "Login"
- Username Field:** "Enter your user name" with a "Forgot User Name?" link below it.
- Password Field:** "Enter your password" with a "Forgot Password?" link below it.
- Buttons:** A blue "Login" button and a "Need Help?" link.

Callout 1 (top right): **1. Type your User Name (your email address) and Password** (points to the username field)

Callout 2 (bottom left): **2. Click "Login"** (points to the Login button)

Catalog Manager Homepage

- Click the Catalogs tab to access Catalog Manager.

HUBWOO | The Business Network

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

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

Supplier
Test Supplier 1 for GCS in UAT [HW1120073]

Customer Name

Customer ID

State
All

Search Reset

My Catalogs Sort By: State

PROCESS QUEUE STATUS
1 Jobs Waiting

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

Catalog Manager Homepage

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

The screenshot shows the Hubwoo Catalog Manager interface. At the top, there's a navigation bar with 'Home', 'Opportunities', 'Catalogs', 'Orders', 'Finance', 'Analyze', 'Business Directory', 'Connections', 'Administration', and 'Procure'. The main content area is titled 'My Catalogs' and displays a list of catalogs. A 'Sort By' dropdown menu is open, showing 'Customer Name', 'State', and 'Version Date'. A 'PROCESS QUEUE STATUS' indicator shows '0 Jobs Waiting'. The catalog list includes details like 'STATE', 'VERSION', 'ITEMS', and 'CONTENT SCORE'. A 'Filter' dropdown is visible on the left, and a 'Show less' button is present below the first catalog entry.

| TESTCUSTCDO-0002 | STATE | VERSION | ITEMS | CONTENT SCORE |
|--------------------------|----------------------|-----------------|-------|---------------|
| On error | 1.6 (5/20/2015) | 0 | - | |
| TESTCUSTCDO-0007 | In onboarding | 1.0 (Never) | 0 | - |
| TESTCUSTCDO-0006 | Imported | 1.2 (5/20/2015) | 1 | - |
| Test Customer GCS in UAT | Released (3/20/2015) | 1.1 (3/20/2015) | 9 | - |

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

3. Sort By function

2. Displays the number of catalogs in the job queue

4. Filter function

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

Catalog Manager Homepage

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

The screenshot shows a catalog card for 'Test Customer GCS in UAT' with ID 'TESTCUSTGCS-0001'. It features three main sections: a green 'STATE' box labeled 'Released (3/20/2015)', a light blue 'VERSION' box labeled '1.1 (3/20/2015)' with a 'Show History' link, and another light blue 'ITEMS' box labeled '9' with a 'Show Items' link. A 'Show more' link is located at the bottom center of the card.

STATE
On error

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

STATE
In onboarding

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

STATE
Imported

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

STATE
Released (3/20/2015)

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

Catalog Manager Homepage

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

Catalog Version History
TESTCUSTCDO-0006 Customer Classification

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

Close

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

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

Show Items within Catalogs

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

☰ Catalog Items Back to Catalog Dashboard

Test Customer GCS in UAT
TESTCUSTGCS-0001


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

| Image | Item ID | Classification | Short Description | Price | Order Unit | Content Unit | Manufacturer | Content score (%) | Lead Time | Details |
|-------|------------------|----------------|--|------------|-------------|--------------|------------------------------|-------------------|-----------|------------------------------|
| | 12324567 | 20030107 | 50048939 H05V-K 1 schwarz*JIT | | | 0 | BERLIN-CHEMIE AG | 0 | 1 day(s) | Show Details |
| | 364824658 | 20030108 | 50048971 H07V-K 1,5 schwarz*JIT | | | 0 | kohlpharma GmbH | 0 | 2 day(s) | Show Details |
| | 6748125362 | 20030109 | Transport bis 1 km, Material > 1,3 t/m² nach Gewicht | 79.78 EUR | piece (C62) | 0 | ROTTAPHARM I MAD. GMBH | 0 | 3 day(s) | Show Details |
| | 432154 | 20030110 | DOXEPIN neuraxpharm 75 mg Filmtabletten | 107.43 EUR | piece (C62) | 0 | Orifarm GmbH | 0 | 4 day(s) | Show Details |
| | 32478324 | 20030111 | CALENDULA Urtinktur | 32.06 EUR | piece (C62) | 0 | Dr.R.PFLEGER GmbH | 0 | 5 day(s) | Show Details |
| | 327GG5746 | 20030112 | BOVISTA C 6 Globuli | 28.82 EUR | piece (C62) | 0 | Diamant Natuur B.V. | 0 | 1 day(s) | Show Details |
| | 54874293273Sp | 20030113 | CINA D 4 Globuli | 16.33 EUR | piece (C62) | 0 | Diamant Natuur B.V. | 0 | 2 day(s) | Show Details |
| | 5783888437 | 20030114 | STOCRIN 600 mg Filmtabletten | 17.58 EUR | piece (C62) | 0 | Spenglersan GmbH | 0 | 3 day(s) | Show Details |
| | 798466rtztre6545 | 20030115 | LOSARGAMMA 50 mg Filmtabletten | 8.05 EUR | piece (C62) | 0 | STAUFEN-PHARMA GmbH & Co. KG | 0 | 4 day(s) | Show Details |

« 1 »

Show Details of Items within Catalogs

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

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

Item Details

[Back to Item List](#)



50048939 H05V-K 1 schwarz*JIT

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

Short Description: 50048939 H05V-K 1 schwarz*JIT

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

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



[← Previous](#) | [Next →](#)

“Show Details”

Prices

Manufacturer details

Customer specific details

Keywords

Miscellaneous

Item references

Show all details

Prices

Valid from - to -.

Used Pricetype: Customer specific price Tax: 19 %

Customer specific price information

Lower bound (piece)

Price / 1 piece 42.71 EUR

Freight charges

Amount

Charge

Extended Process Area

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

TESTCUSTCDO-0006
Customer Classification
TESTCUSTCDO-0006

STATE
Imported

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

ITEMS
1
[Show Items](#)

CONTENT SCORE
-

Chevrons

Download Template Upload Files **Submit Catalog**

[Show less](#)

Click to Show Less to see less information within the screen

Downloading a Catalog Template

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

Catalog Manager Homepage

1. Click
"Catalogs"

Supplier
Test Supplier 1 for GCS in UAT (HW1120073)

Customer Name

Customer ID

State
All

Search Reset

My Catalogs

Sort By: State

PROCESS QUEUE STATUS
1 Jobs Waiting

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

2. Click "Show more"

Download Area

Download Template Upload Files Error Correction (1) Submit Catalog

A template is required in order to create a catalog. If you already have a template, you can [skip this step](#).

Download already exported templates:

| | |
|------------|-----------------------|
| SCF Export | 10/20/2015 9:51:58 AM |
|------------|-----------------------|

Create a new Template:

Language: English

Format: Excel 2007 (.xlsx)

Version: Empty

Additional Customer Documents:

| |
|--------------------|
| 2048_1536_GIF.gif |
| 2048_1536_JPG.jpg |
| 2048_1536_DOC.docx |

1. Click on the Download Template chevron

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

3. Click "Create Template"

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

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

SCF (Simplified Content Format) Template tabs

SCF Template – Header Tab

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

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

Note: Required fields are shown in orange.

If not pre-populated, please contact Hubwoo

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

Data 1 Tab

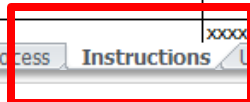
- The Data tab contains all the information for the catalog that you will upload and release to your buyer. We will go over this form in detail, later in the presentation.

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

Instructions Sheet

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

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



Unit of Measure Field

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

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

UOM Flags

Classification Codes Tab

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

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

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

Filling in the Data 1 Tab

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

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

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

Mandatory and Optional Fields

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

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

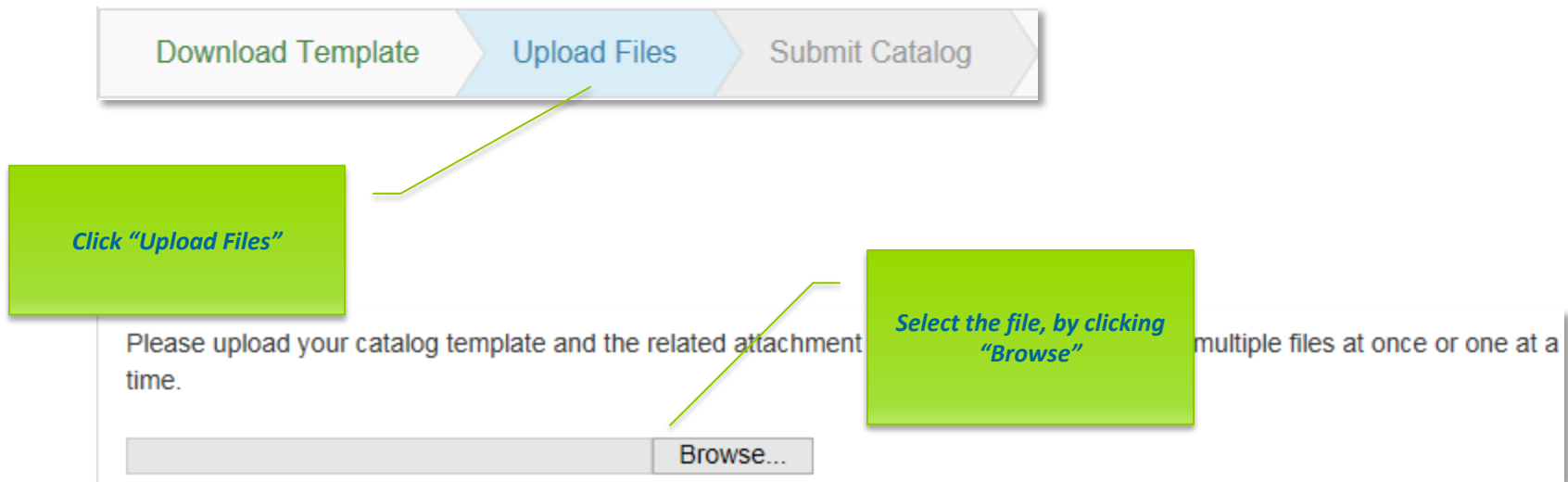
Uploading Files

Uploading your Catalog

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

Uploading your Catalog

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



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

Uploading your Catalog

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

The screenshot shows the 'Upload Files' step of a three-step process (Download Template, Upload Files, Submit Catalog). A text box contains the file path 'D:\Jipos Romel\Desktop\Training_Kit\English' and a 'Browse...' button. Below is a table with two columns: 'File Name' and 'File Type'. Two files are listed: 'Hubwoo.zip' and 'Standard_SCF_Template.zip'. A dropdown menu is open over the 'File Type' column, showing 'Select File Type', 'Content Files', and 'Attachment Files'. A green callout box labeled 'Catalog file types' points to the 'Attachment Files' option. A 'Process files' button is visible at the bottom left, and a 'Show less' link is at the bottom right.

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

Uploading your Catalog

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

Download Template Upload Files Error Correction (1) Submit Catalog

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

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

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

Click “Process Files”

Process files Cancel

Show less

Uploading your Catalog

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

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

Monitoring your Catalog

- After uploading your catalog, you may click the “Monitoring” tab and review if the uploaded file has been processed without any issues.
 - A Grey box indicates the process has started.
 - A Blue box indicates the process is in progress.
 - A Green box indicates the process is complete.
 - A Red box indicates that the process is complete but contains errors.

The screenshot shows the Hubwoo 'Monitor' page. At the top, there is a navigation bar with 'Home', 'Upload', 'Download', 'Manage Catalogs', 'List of Customers', and 'Monitor'. Below this is a filter section with fields for 'Supplier', 'Name', 'Customer ID', 'Initiated by', and 'Process Type'. A green box labeled 'Click "Monitor"' points to the 'Monitor' button. The main content area displays a table of search results with columns for ID, Process Type, Started from..., Supplier ID, Customer ID, Customer, and State. A green box labeled 'Status Indicator' points to the 'State' column. On the right side, there is a details panel for thread 6614074 (Template Export) showing the state as 'finished OK' and the time range from 4/30/2014 11:07:48 AM to 4/30/2014 11:08:01 AM.

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

Error Correction

Error Correction

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

UITESTCUST-0004 with UNSPSC 11.2
UITESTCUST-0004

STATE: On error

VERSION: 1.5 (6/2/2015)

TEST SCORE

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

Category: All

Error type: All Columns

Error Column: All Columns

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

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

Revalidate Catalog

Save All | Clear All

Download Error report | Cancel

Show less

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

Error Correction

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

UITESTCUST-0004 with UNSPSC 11.2
UITESTCUST-0004

STATE: On error
VERSION: 1.5 (6/2/2016)
CORE

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

Category: All

Error type: All Columns

Error Column: All Columns

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

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

Revalidate Catalog

Save All | Clear All

Download Error report | Cancel

Show less

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

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

Error Correction

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

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

Download Template Upload Files Error Correction (4) Submit Catalog

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

| 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

Show less

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

Error Correction

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

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

Category
All

Error type
All columns

Error Column
All columns

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

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**

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

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

Save All **Clear All**

Download Error report **Cancel**

[Show less](#)

Submit Catalog

Submit Catalog

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

The screenshot displays the Hubwoo 'Submit Catalog' interface. At the top, there are tabs for 'Download Template', 'Upload Files', and 'Submit Catalog'. A green callout box points to the 'Submit Catalog' button with the text 'Click "Submit Catalog"'. Below the tabs, a message states 'There are no actions available for this catalog'. A red-bordered box highlights a message: 'Currently, this catalog is set to "Manual" Submit Mode. Click here to edit the Submit Mode setting.' Below this is a 'Submit Catalog' button. A modal dialog titled 'Submit Mode' is open, showing instructions: 'Please select how you want to submit your catalog to your buyer.' It lists two options: 'Automatic' (submitted automatically) and 'Manual' (submitted manually). A 'Manual' button is selected. A 'Save' button is at the bottom right of the modal. A 'Show less' link is at the bottom of the main interface.

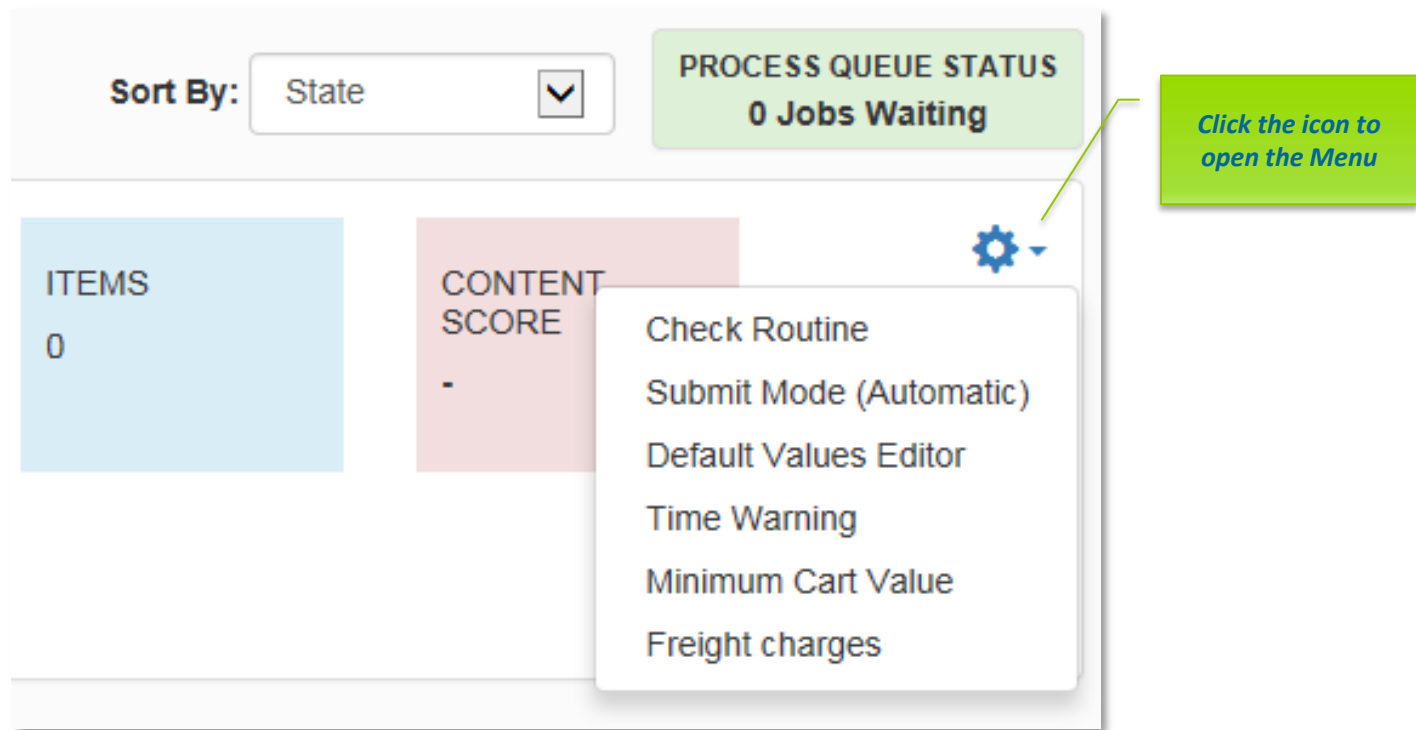
Submit Catalog

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

Gear Wheel Menu: Advanced Functionalities

Gear Wheel Menu: Advanced Functionalities

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



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

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

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

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

Global Customer Care Team

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