



SUPPLIER PORTAL QUICK REFERENCE GUIDE

SUPPLYING AND MANAGING CATALOGUES

For Suppliers with Existing Catalogues

WHAT'S COVERED IN THIS GUIDE?

- Creating a Catalogue
- Editing a Draft Catalogue
- Adding an Item to an Existing Catalogue
- Viewing and Managing Catalogues
- Catalogue Tables
- Where do I go if I need help?

If you don't already have a Catalogue with G8, and you would like to explore this, please contact the Procurement Team at themarketplacesuppliers@g8education.edu.au

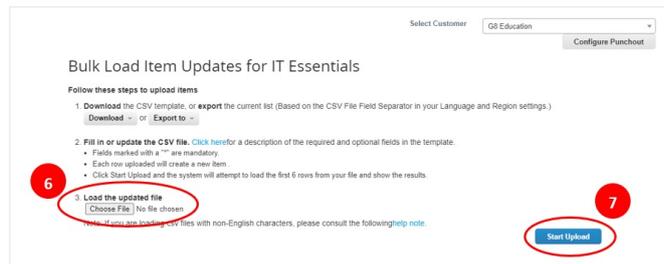
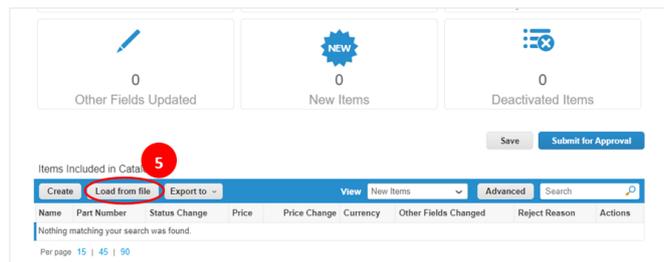
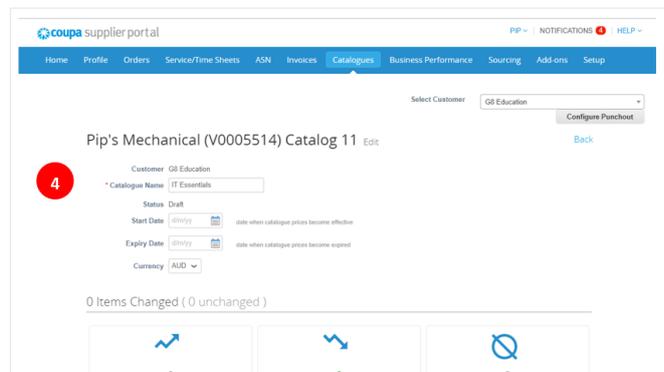
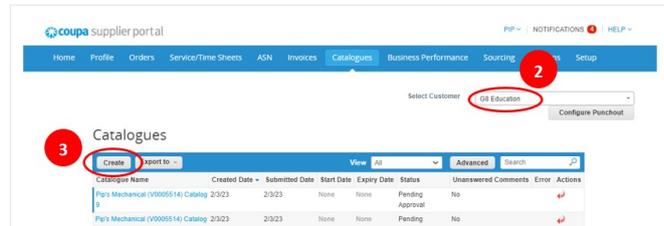
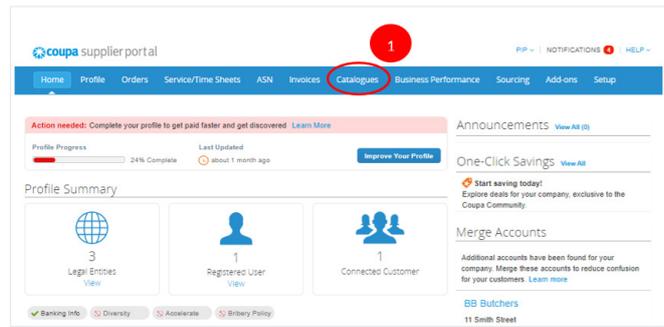
CREATING A CATALOGUE

1. Click 'Catalogues' in the top blue menu bar. This will open the Catalogues page.
2. Check to make sure G8 Education is displaying as your Selected Customer in the top right corner.
3. Click the 'Create' button.
4. Fill in the fields presented on the catalogue template. Select AUD as the currency.
5. Click 'Load from File'.
6. Click 'Choose File' and select your excel spreadsheet csv catalogue file.
7. Click 'Start Upload'.
8. The screen will display Verify Data (up to the first 6 items).
9. Click Finish Upload if ok to proceed (or cancel if data needs to be edited).
10. The screen will display Loading items.
11. The screen will display Upload completed.
12. Click Done.
13. You'll be able to view the items included in the Catalogue in the table.
14. You'll be able to edit items or delete items individually (as required) using either the 'Action' icons, or by clicking on the item name (blue link).
15. From this page, you'll be able to see that new catalogue items have been added.
16. Select 'Submit for Approval'.
17. A message confirming submission will display on your screen.

NOTE

Items included in a Catalogue that are no longer available to G8 Education should be deleted before submitting the catalogue for approval. If the csv file arrives incomplete, G8 Education will let you know and will ask you to review and resubmit the file. Once a Catalogue (or item) is accepted and published, it cannot be deleted, only deactivated.

You can export the tables of included and offered items in CSV or Excel format. You can filter the tables by columns, use the search bar to filter with a search term, or click on the View drop-down list to perform advanced filtering.



coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

Select Customer: GB Education

Verify Data

The first rows of your upload have been loaded. All changes or additions are highlighted in orange.
 After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes.
 The CSV Field Separator is the Comma (,) character. You can change it in the Language and Region Settings.

Row 1	Row 2
Supplier Part Num* E-TABLE-G	New E-TABLE-R
Supplier Ass Part Num Name*	
E-Fun Interactive Touch Table GREEN Inclusions: Cord Safety Covers, 1000 Google Play Voucher, 3 Years Warranty, Android 5.1 Lollipop with Dual Screen Capability, 3M Power Extension Cable, Delivery, Installation & Training	E-Fun Interactive Touch Table Red 32"
Price*	4,748
Currency*	AUD
UCM code*	EA
active*	Yes
Item Classification Name	
UNSPSC Code	
Lead Time	
Manufacturer	
Minimum Order Quantity	
Order Increment	
Contract Number	
Contract Term	
Availability	
Pack Weight UOM	
Net Weight	
Net Weight UOM	
Receive Catch Weight	
Item Number	

Finish Upload Cancel

Select Customer: GB Education

Loading items

Filename: Smartech_Offering_v3_1_Full_Catalogue.csv
 Status: Loading
 Rows Processed: 8
 The CSV Field Separator is the Comma (,) character. You can change it in the Language and Region Settings.

Select Customer: GB Education

11 Upload completed successfully

Upload completed successfully. 8 rows processed, creating 8 new rows and updating 0 rows.

Done

Items Included in Catalogue

Name	Part Number	Status	Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Interactive Touch Table Green 32"	E-TABLE-G	New		4,748.00		AUD			✍️
Interactive Touch Table Red 32"	E-TABLE-R	New		4,748.00		AUD			✍️
Interactive Touch Table Blue 32"	E-TABLE-B	New		4,748.00		AUD			✍️
55" NeoPanel on Layflat Height Adjustable Trolley	55-Layflat	New		4,999.00		AUD			✍️
55" NeoPanel on Vertical Height Adjustable Trolley	55-Vertical	New		4,145.00		AUD			✍️
65" NeoPanel on Layflat Height Adjustable Trolley	65-Layflat	New		6,234.00		AUD			✍️
65" NeoPanel on Vertical Height Adjustable Trolley	65-Vertical	New		5,187.00		AUD			✍️
Top 30 Early Learning APPS	Pre-Install	New		0.00		AUD			✍️

Per page: 15 | 45 | 90

8 Items Changed (0 unchanged)

0 Price Increase	0 Price Decrease	0 Rejected Items
0 Other Fields Updated	8 New Items	0 Deactivated Items

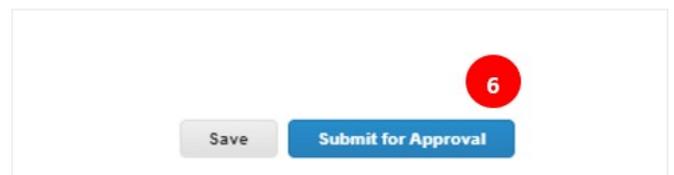
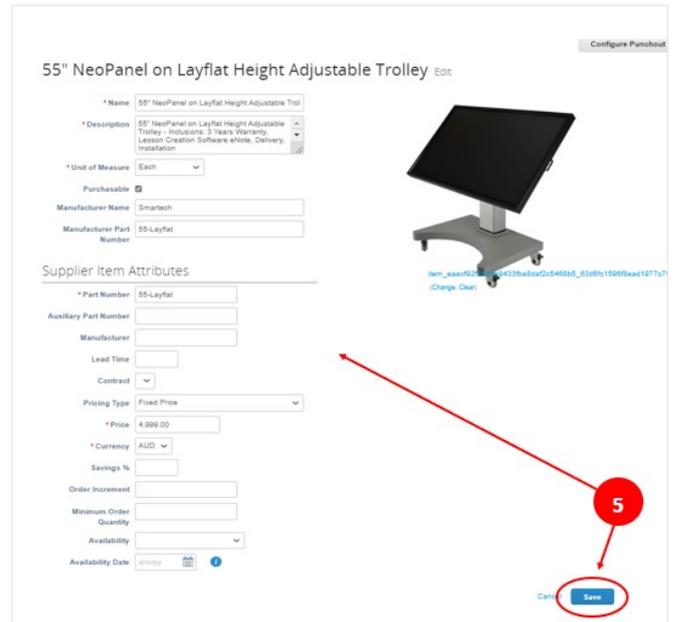
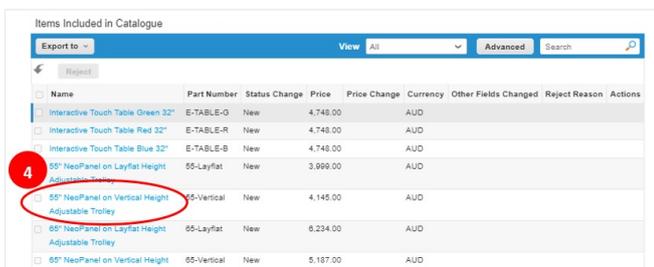
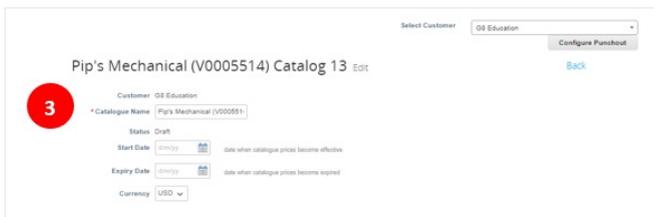
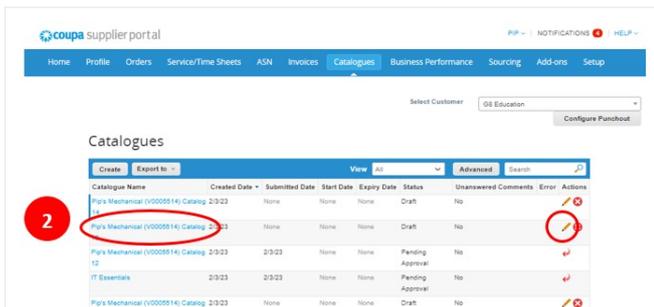
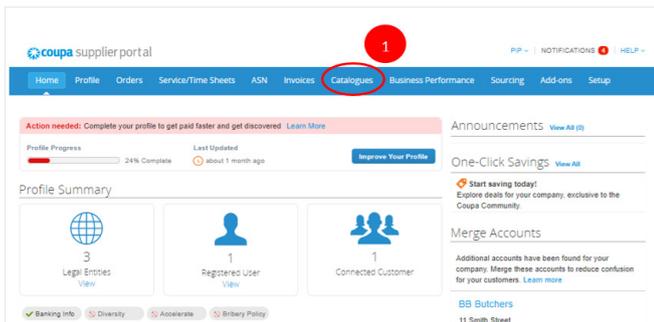
Save Submit for Approval

17 Catalogues

Catalogue was successfully uploaded and awaiting approval.

EDITING A DRAFT CATALOGUE:

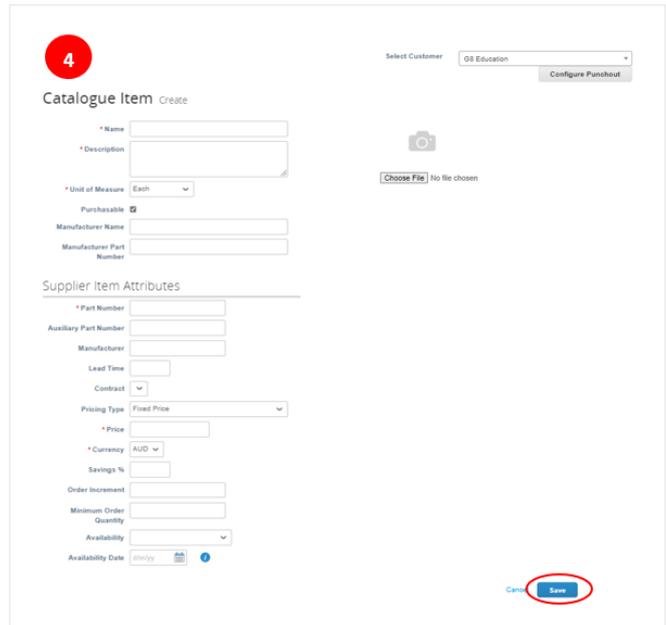
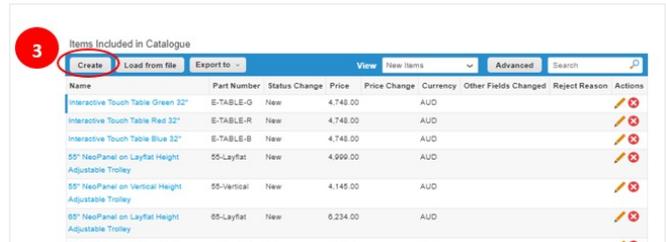
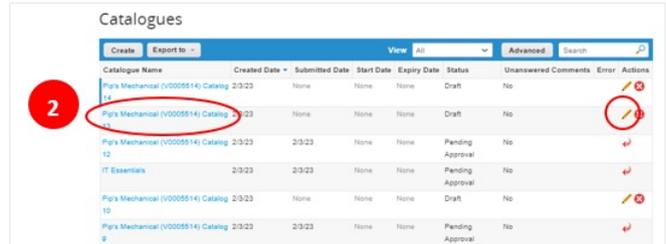
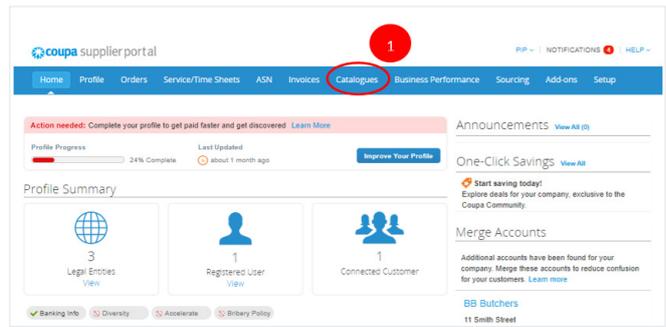
1. Click Catalogues in the top blue menu bar. This will open the Catalogues page.
2. Click on the Catalogue Name link or the Edit (pencil) icon.
3. Modify the catalogue header fields if required.
4. Select the line item you want to modify.
5. Complete your changes on the individual item page and select 'Save'.
6. Select 'Submit for Approval'.
7. A message confirming the update will display on the screen.



ADDING AN ITEM TO AN EXISTING CATALOGUE

You can add items to an existing catalogue:

1. Select 'Catalogues'.
2. Select the Catalogue you wish to edit.
3. The items included in the Catalogue you selected will be displayed. Select 'Create' to add an item.
4. Enter the new catalogue item into the fields presented and select 'Save'.
5. A message confirming the item addition will display on the screen.



VIEWING AND MANAGING CATALOGUES

To view and manager your Catalogues:

1. Select the Catalogues tab on the main menu.
2. From this page you'll be able to see the status of every catalogue, and you'll be able to select and open catalogues and take action using the edit and delete icons.

This page will show information for all the catalogues you have created for G8 Education.

You are able to Withdraw a Catalogue in Pending Approval status to edit, if needed.

The status section shows the state of the Catalogue submission: Accepted, Awaiting/Pending Approval, Draft, Error, or Rejected.

You can export the Catalogues table in CSV or Excel format.

You can filter the table by columns, use the search bar to filter with a search term, or click on the View drop-down list to perform advanced filtering.

The screenshot shows the 'coupa supplier portal' interface. The 'Catalogues' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'G8 Education' and a 'Configure Pinpoint' button. The main content area is titled 'Catalogues' and contains a table with the following columns: 'Catalogue Name', 'Created Date', 'Submitted Date', 'Start Date', 'Expiry Date', 'Status', 'Unanswered Comments', 'Error', and 'Actions'. The table lists several catalogues, including 'Pip's Mechanical (V0005814) Catalog 14', 'Pip's Mechanical (V0005814) Catalog 13', 'Pip's Mechanical (V0005814) Catalog 12', 'IT Essentials', 'Pip's Mechanical (V0005814) Catalog 10', 'Pip's Mechanical (V0005814) Catalog 9', and 'Pip's Mechanical (V0005814) Catalog 8'. The 'Status' column for these catalogues includes 'Draft', 'Pending Approval', and 'Approved'. A red circle with the number '1' highlights the 'Catalogues' tab in the navigation bar. Another red circle with the number '2' highlights the 'Status' column in the table.

Catalogue Name	Created Date	Submitted Date	Start Date	Expiry Date	Status	Unanswered Comments	Error	Actions
Pip's Mechanical (V0005814) Catalog 14	2/3/23	None	None	None	Draft	No		
Pip's Mechanical (V0005814) Catalog 13	2/3/23	None	None	None	Draft	No		
Pip's Mechanical (V0005814) Catalog 12	2/3/23	2/3/23	None	None	Pending Approval	No		
IT Essentials	2/3/23	2/3/23	None	None	Pending Approval	No		
Pip's Mechanical (V0005814) Catalog 10	2/3/23	None	None	None	Draft	No		
Pip's Mechanical (V0005814) Catalog 9	2/3/23	2/3/23	None	None	Pending Approval	No		
Pip's Mechanical (V0005814) Catalog 8	2/3/23	2/3/23	None	None	Pending Approval	No		

CATALOGUE TABLES

Here's what the various terms being used mean:

The **Catalogues** table shows the following information for all the catalogues you created for the selected customer.

COLUMN	DESCRIPTION
Catalogue Name	Name of the catalogue. Click on it to view the catalogue.
Created Date	Date when the catalogue was created.
Submitted Date	Date when the catalogue submitted.
Start Date	Date when the catalogue becomes effective.
Expiration Date	Date when the catalogue expires.
Status	Current status of the catalogue. For more information, see the catalogue status list below.
Unanswered Comments	Your comments on the catalogue for your customer. Also your customer's comments that you need to respond to. You can see all your customer's comments or add your comments for the customer when you open the catalogue.
Actions	Click on the icons for the following actions: <ul style="list-style-type: none"> - Edit the catalogue. - Delete the catalogue. You can edit only draft catalogues. You can delete catalogues in draft or awaiting/pending approval status.

STATUS	DESCRIPTION
Accepted	The catalogue has been accepted by your customer, and all the items in it are now available for purchase within Coupa.
Awaiting/Pending Approval	The catalogue has been received by your customer, but it has not gone through the approval chain yet.
Draft	The catalogue has been created, but may be missing information necessary to send it to the customer.
Error	Something is wrong with the catalogue. Contact your customer to get the catalogue back on track.
Rejected	The catalogue has been rejected. Contact your customer to find out why, and then resubmit.

TROUBLESHOOTING GUIDELINES

Unable to upload image URLs to Coupa from the Catalogue Bulk Loader in CSP?

- If you are getting a 403 Forbidden error while uploading image URLs, this indicates that the image URL in the upload file is not accessible.
- Image URL was unable to download image due to HTTP error 404 Not Found.

Loading images though a CSV bulk upload

- The downloadable CSV template has an “Image URL” column where you can specify a URL link to the image for every specific item.
- The upload will not work if the link to the web page contains additional data other than just the image itself. A URL with a direct link to an image has a .jpg or .gif extension at the end of the link.

What’s the size of a catalogue image?

- Coupa allows any images that fit on a typical monitor (i.e. 1920 x 1080) upload as part of the catalogue file load.
- However, catalogue images shown in search results are only 64px x 64px (thumbnail size).
- The detailed item image will be shown at 300px x 450px, resizing the source image (and the aspect ratio).
- The original image is shown when you zoom into the item image.

Image URL field and Description

- URL link to the image on the web should be a direct link to a .jpg, .png image online- (Possible Error Message: Image url is not valid. Use a fully qualified URL).
- Make sure URL in CSV file does not contain spaces. The blank space is NOT valid for URLs and has to be encoded with %20 in its place.

WHERE DO I GO IF I NEED HELP?

- For technical assistance with Coupa go to: supplier.coupa.com/help/ - if you cannot find an answer there, email: supplier@coupa.com
- For all procurement-related enquiries, email themarketplacesuppliers@g8education.edu.au