# Creating a supplier hosted catalogue from the Coupa Supplier Portal

July 2023





### **1. Locating the catalogues section**

Log in to the Coupa Supplier Portal, on the top of the homepage, there is a tab named 'catalogues' - Click into this tab.



You will then be directed to the page as shown below:

Create Export to - View All - Advanced Sear	
	h 🔎
Catalogue Name Created Date - Submitted Date Start Date Expiry Date Status Unanswered Comments	Error Actions

## 2. Creating the catalogue

To begin creating your catalogue, click on 'create' and you will see the screen as shown below:

You need to enter a catalogue name which we ask to be your supplier number (we can give this to you if you aren't sure,) and then your company name - In this instance it would be 86030352 Test Supplier One. The start date will be the date the catalogue becomes effective. The expiration date will need to be entered to detail when the prices expire.

86030352 T	est Suppl	lier One Catalog 1 Edit					
Customer	SUEZ Recycling and Recovery UK						
* Catalogue Name	86030352 Test Su	oplier One					
Status	Draft						
Start Date	dd/mm/yyyy	date when catalogue prices become effective					
Expiry Date	dd/mm/yyyy	date when catalogue prices become expired					
Currency	GBP 🖌						

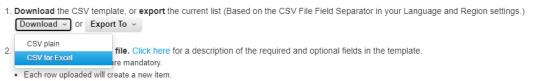
Once these fields have been populated, scroll down the same page, where you will see the below screen. Under 'Items included in Catalogue', select 'Load from file'.

Creat	e Load from	file Export to ~			View All	✓ Adv	anced Search	<b>0</b>
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
No rows								

## 3. Downloading and completing your catalogue template

Download a 'CSV for Excel' Template. Once download, open your excel file. Field Headers with a "\*" are mandatory to complete. Each row uploaded will create a new catalogue item.

#### Follow these steps to upload items



· Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.

#### 3. Load the updated file

Choose File No file chosen

Note: If you are loading csv files with non-English characters, please consult the following help note.

Start Upload

	А	В	с	D	E	F	G	н	
1	Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Iter
_									

## 4. Uploading your catalogue

Once you have filled out the required fields, please ensure you save the file in the below document format before re-uploading.

```
CSV UTF-8 (Comma delimited) (*.csv)
```

Navigate back to the Coupa Catalogue page and select "Choose File". Select the file from your documents, and then select "Start Upload". Coupa will attempt to load the first 6 rows and will show you a preview of this. Scroll to the bottom of the page and select "Finish Upload".

## **Any issues?**

If there are any errors within your upload, Coupa will display an error message detailing what row the issue is on, and what information requires amendment.

If you are unable to resolve the issue, please contact your procurement contact (if known), or email procurementdepartment.uk@suez.com.