

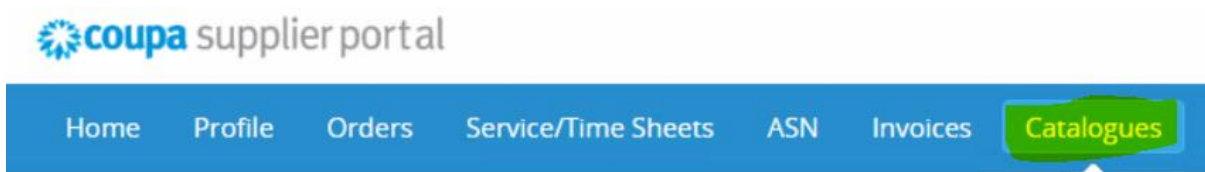
Creating a supplier hosted catalogue from the Coupa Supplier Portal

July 2023

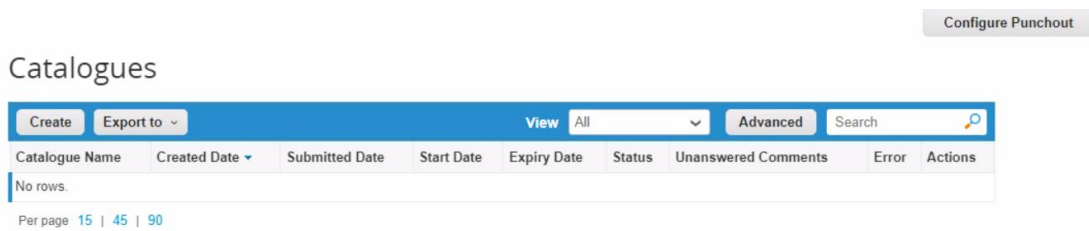


1. Locating the catalogues section

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:



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 Test Supplier One Catalog 1 [Edit](#)

Customer SUEZ Recycling and Recovery UK

* Catalogue Name

Status Draft

Start Date  date when catalogue prices become effective

Expiry Date  date when catalogue prices become expired

Currency

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.