Coupa Supplier Hosted Catalogs

Navigate to the Catalogs tab on the CSP and click on create.

After clicking on create, the following screen will pop up. You need to give your catalog a name and start adding items to this catalog. You can add the items one by one by clicking on **create**, or upload a csv file by clicking on **load from file**

When Loading from a csv file, the following screen will pop up. Download the csv template and reupload this after updating

Bulk Load Item Updates for AV demo Catalog 4

Follow these steps to upload items

1. **Download** the CSV template, or **export** the current list (Based on the CSV File Field Separator in your Language and Region settings.)

[Download ▾] or [**Export To** ▾]

2. **Fill in or update the CSV file.** Click here for a description of the required and optional fields in the template.
   - Fields marked with a "*" are mandatory.
   - Each row uploaded will create a new item.
   - 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]

When creating the items one by one. These are the mandatory fields that need to be filled in.

If you need more info on the supported **Unit of Measures** or **Currencies**, you can search in the dropdown menu in this view as well.

Catalog Item Create

* Name
* Description
Unit of Measure   100BOX
Purchasable
Manufacturer Name
Manufacturer Part Number
HSN Code

Supplier Item Attributes

* Part Number
Auxiliary Part Number
Manufacturer
Lead Time
Contract
Pricing Type   Fixed Price
* Price
* Currency   USD
Savings %
Order Increment
Minimum Order Quantity
Availability
Availability Date   mm/dd/yy

Cancel   Save

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> These are all the fields present in the csv template. The fields highlighted are mandatory to fill in.
>
> Image URLs should be added in the Image URL column (Column AO) This should be a valid URL, otherwise you can upload them manually to each item and then Coupa creates a URL for you

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	Active*	Item Classification Name	Lead Time	Manufacturer	Minimum Order Quantity	Order Increment	Contract Number	Contract Term	Savings %	Availability	Availability Date	Manufacturer Name	Manufacturer Part Number	Price (Tier 1)	Price (Tier 2)

W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
Price (Tier 3)	Price (Tier 4)	Price (Tier 5)	Price (Tier 6)	Price (Tier 7)	Price (Tier 8)	Price (Tier 9)	Price (Tier 10)	Price (Tier 11)	Price (Tier 12)	Price (Tier 13)	Price (Tier 14)	Price (Tier 15)	Price (Tier 16)	Price (Tier 17)	Price (Tier 18)	Price (Tier 19)	Price (Tier 20)	Image Url	Link 0 Title	Link 0 URL	Link 1 Title

AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN
Link 1 URL	Link 2 Title	Link 2 URL	Link 3 Title	Link 3 URL	Link 4 Title	Link 4 URL	Link 5 Title	Link 5 URL	Image 0 Url	Image 1 Url	Image 2 Url	Image 3 Url	Image 4 Url	Image 5 Url	Use Pack Weight	Pack Quantity	Pack Weight	Pack Weight UOM	Receive Catch Weight	Item Number	HSN Code