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***SHERWIN-WILLIAMS***<sup>®</sup>

## Coupa Supplier Hosted Catalogs

# Coupa Supplier Guide

## Supplier Hosted Catalogs

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

The screenshot displays the Coupa Supplier Portal interface. At the top, the logo 'coupa supplier portal' is on the left, and 'SUPPLIER' with a dropdown arrow, 'NOTIFICATIONS 7', and 'HELP' with a dropdown arrow are on the right. A blue navigation bar contains the following tabs: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, **Catalogs** (highlighted with a red box), Business Performance, and Sourcing. Below the navigation bar, there is a 'Select Customer' dropdown menu with 'Sherwin-Williams' selected and a 'Configure Punchout' button. The main content area is titled 'Catalogs' and features a toolbar with a 'Create' button (highlighted with a red box), an 'Export to' dropdown, a 'View' dropdown set to 'All', an 'Advanced' button, and a search field. Below the toolbar is a table with the following columns: Catalog Name, Created Date, Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. The table currently shows 'No rows.' and a pagination bar at the bottom indicates 'Per page 15 | 45 | 90'.

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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**

Select Customer: Sherwin-Williams [Configure Punchout](#) [Back](#)

### AV demo Catalog 4 [Edit](#)

Customer: Sherwin-Williams

**Catalog Name:** AV demo Catalog 4

Status: Draft

Start Date:  mm/dd/yy date when catalog prices become effective

Expiration Date:  mm/dd/yy date when catalog prices become expired

Currency: USD

0 Items Changed ( 0 unchanged )

0 Price Increase

0 Price Decrease

0 Other Fields Updated

0 New Items

0 Deactivated Items

[Save](#) [Submit to buyer](#)

#### Items Included in Catalog

[Create](#) [Load from file](#) [Export to](#) [View](#) All [Advanced](#)

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

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#### Items Offered to Sherwin-Williams

[Export to](#) [View](#) All [Advanced](#)

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
No rows.									

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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**

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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