

The aim of this document to provide an overview of the process of managing Catalogs in Coupa Supplier Portal (CSP).

In case Sasol has created a Catalog in Coupa to raise requisitions against, the Catalog tab will be visible

1. Click on the **Catalogs** tab to view, update, and manage existing Catalog items.

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 Please consider to be logged in in the respective "catalog language" if you are creating new catalogs or catalog content. – Example: Please login in system/ user language Italian if you are loading a catalog for Italy with Italian article descriptions.



Note:

- Please ensure that you have chosen "Sasol" as selected customer within the drop-down list.
- Please use the language of the catalog/catalog articles also for logging in, since Coupa is using a translation tool that is based on the user language.



Create or Edit a Catalog in CSP

- 1. To create a new Catalog, click on the **Create** button.
- If requested, you can change the default Catalog title ([Your Company Name] [Catalog Number]) in the mandatory field Catalog Name.
 - Select a start and expiration date
 - Select a currency
- 3. To edit a draft Catalog, click on the Edit icon for the respective Catalog





Create or Edit a Catalog in CSP

- From the Catalogs tab for an individual item load, go to the section Items Included in Catalog, click on Create and fill in the relevant information. Mandatory fields are marked with the red asterisk (*).
- 2. Please consider for any catalog or article creation to be logged in with the language of the catalog/ item you are loading. You can select the language of the bottom of the page.
- 3. You can select the Unit of Measure (Each, Box, Set etc.) from the provided dropdown list. In addition, you can add an image of the product by clicking 'Browse'.

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Bulk Upload Items

- From the 'Catalogs' tab in case of bulk upload of items, click the Load from file button in the section Items included in the catalog.
- 2. To receive a blank CSV file as baseline for your new Catalog, click on the **Download** dropdown list and select the format, which is suitable for you. (Please consider to be logged in in the matching system language, when downloading the CSV file)
- 3. Refer to How to Complete for detailed field descriptions of the CSV file.
- To add or modify items in your existing Catalog, click on Export to for current list of items. After completing changes, click the Browse button and select your modified CSV file, click Open and click Start Upload.

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are loading csv files with non-English characters, please consult the followinghelp note.



Note:

- · Please do not change the column headers in the CSV file
- Each Catalog must be approved by Sasol before it can be included in the Coupa search results.



Bulk Upload Items

 After completing changes, click **Browse** and select the CSV file. Click **Open** then click on the **Start Upload** button.

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Bulk Upload Items

- 6. Once the upload is complete, Coupa checks the file and shows you the **Verify Data** screen where you can check the changes and finish the upload.
 - Click Cancel if you need to correct any data
 - Click **Finish Upload** if you are satisfied with the changes.

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Every update to a Catalog in CSP will be submitted to Sasol procurement for review and approval. After it is approved, the Catalog will show as **Accepted** in CSP.

Catalog Status	Description
Draft	The Catalog has been created but, further information is required before submitting to Sasol.
Error	There is a problem with the Catalog. Please contact Sasol for clarification.
Awaiting / Pending Approval	The Catalog has been received by Sasol and is in the process of being reviewed.
Accepted	The Catalog has been approved by Sasol and all the items are available for Sasol users to request/order in Coupa.
Rejected	The Catalog was not approved by Sasol. Please contact for clarification