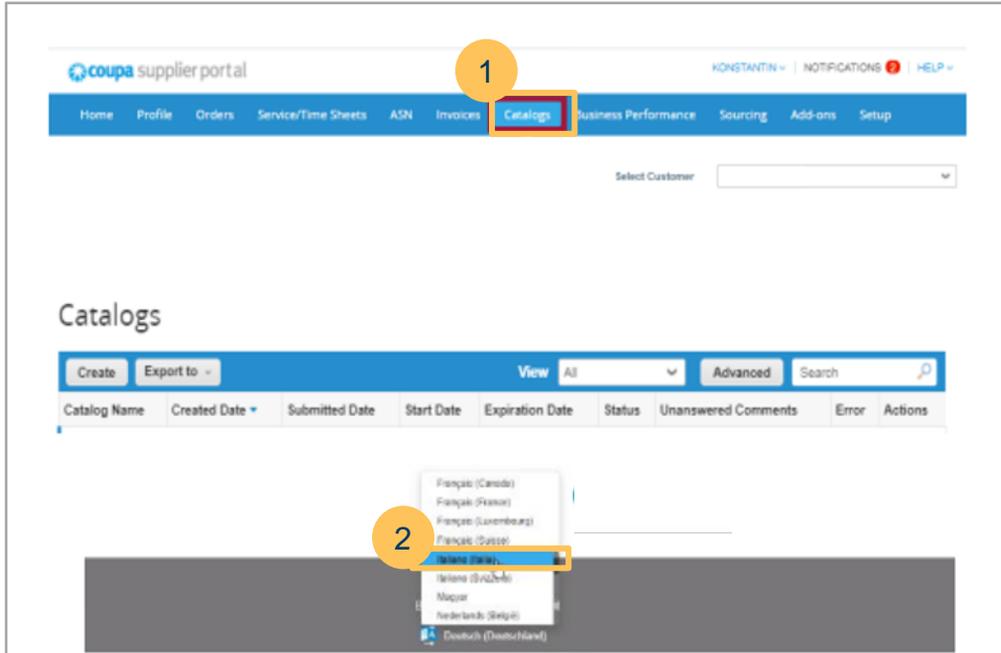


The aim of this document to provide an overview of the process of managing Catalogs in Coupa Supplier Portal (CSP).

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.



2. 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.

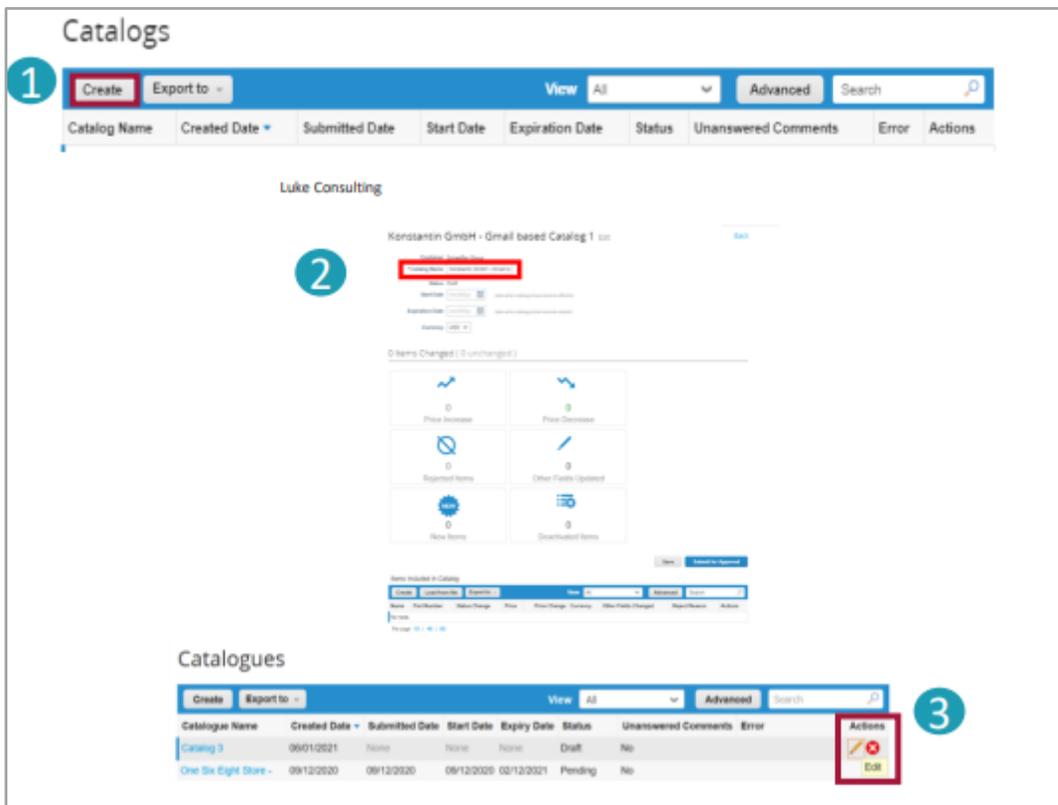


Note:

- 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.

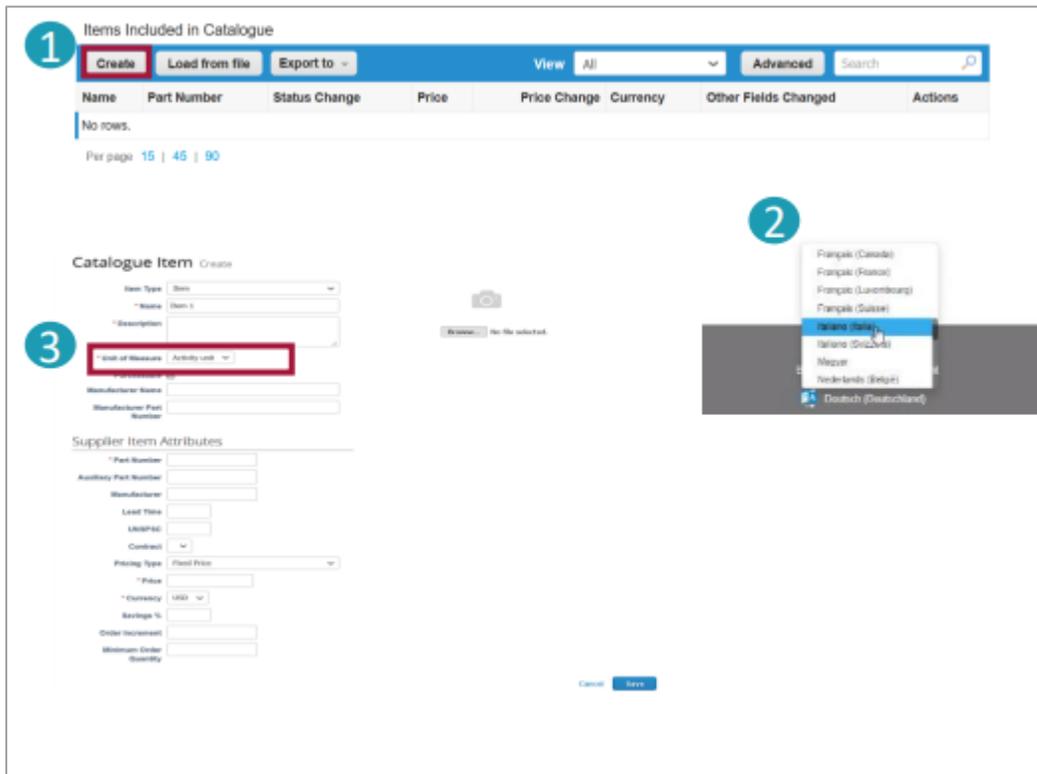
Create or Edit a Catalog in CSP

1. To create a new Catalog, click on the **Create** button.
2. 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

1. 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'.



Bulk Upload Items

1. 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.
4. 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**.

Items Included in Catalogue

1

Create Load from file Export to - View All Advanced Search

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

Per page 15 | 45 | 90

Bulk Load Item Updates for Supplier Catalog 3

Follow these steps to upload items

2. 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
Browse... No file selected.

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

Start Upload

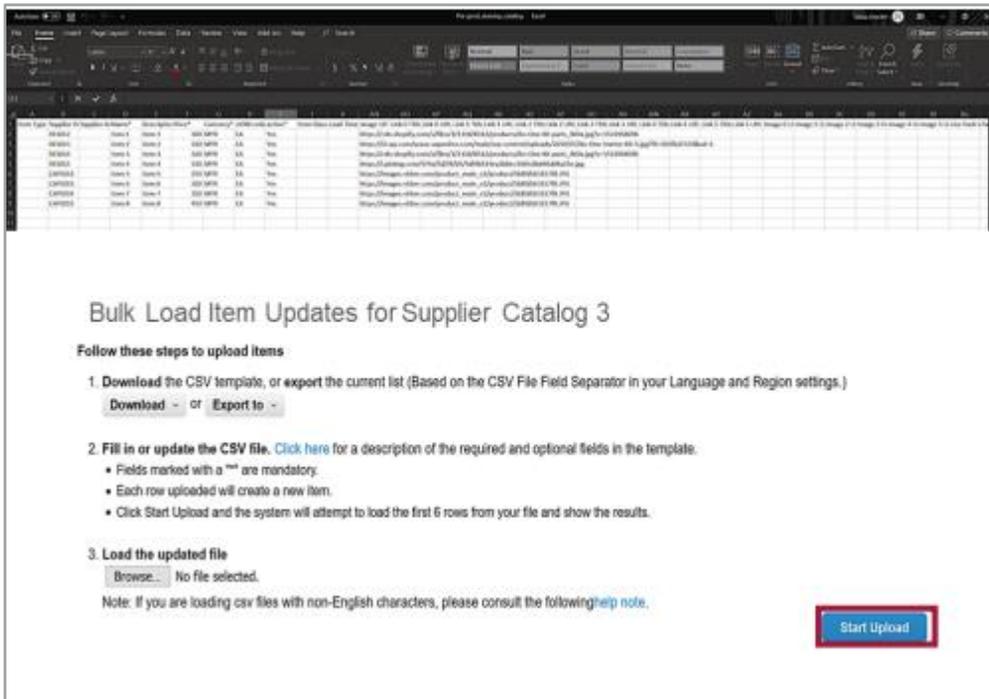


Note:

- 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

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



Bulk Load Item Updates for Supplier Catalog 3

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
[Browse...](#) No file selected.

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

[Start Upload](#)



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

- 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.

Verify Data

The first rows of your upload have been loaded. All changes or additions are highlighted in orange. After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes.

	Row 1 New	Row 2 New
Supplier Part Num*	4 200010412	4 00010412
Supplier Aux Part Num	410371	40223
Name*	CASE CARAMEL 800 840 8214	CASE KING 800 CARAMEL 8
Description*	CAN	CAN
Price*	011.00	000.00
Currency*	USD	USD
SCM code*	SA	SA
active*	Yes	Yes
Item Classification Name		
UNSPSC Code	Shop & Pack Material (44.01.0102)	Shop & Pack Material (44.01.0102)
Lead Time		
Manufacturer		
Contract Number		
Contract Term		

Finish Upload Cancel

8 Items Changed (5 unchanged)

8 Price Increase	0 Price Decrease	8 Other Fields Updated
0 New Items	0 Deactivated Items	

Save Submit to buyer



Note:

- The **Item(s) Changed** section is updated with your changes.

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