

Lo scopo di questo documento è fornire una panoramica del processo di gestione dei cataloghi in Coupa Supplier Portal (CSP).

Nel caso in cui Sasol abbia creato un Catalogo in Coupa con cui effettuare le requisizioni, sarà visibile la scheda Catalogo.

1. Fare clic sulla scheda Cataloghi per visualizzare, aggiornare e gestire gli elementi del

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 Se si creano nuovi cataloghi o contenuti di catalogo, è necessario effettuare il login nella rispettiva "lingua del catalogo". - Esempio: Effettuare il login nella lingua di sistema/utente italiano se si sta caricando un catalogo per l'Italia con descrizioni di articoli in italiano.



Nota:

- Assicurarsi di aver scelto "Sasol" come cliente selezionato nell'elenco a discesa.
- Si prega di utilizzare la lingua del catalogo/articoli del catalogo anche per l'accesso, poiché Coupa utilizza uno strumento di traduzione basato sulla lingua dell'utente.



Creare o modificare un catalogo in CSP

- 1. Per creare un nuovo catalogo, fare clic sul pulsante Crea.
- Se richiesto, è possibile modificare il titolo predefinito del catalogo ([Nome della società] [Numero di catalogo]) nel campo obbligatorio Nome catalogo.
 - Selezionare una data di inizio e di scadenza
 - Selezionare una valuta
- 3. Per modificare una bozza di catalogo, fare clic sull'icona **Modifica** del catalogo in questione.





Creare o modificare un catalogo in CSP

- Dalla scheda Cataloghi per il carico di un singolo articolo, andare alla sezione Articoli inclusi nel catalogo, fare clic su Crea e compilare le informazioni pertinenti. I campi obbligatori sono contrassegnati dall'asterisco rosso (*).
- Per la creazione di un catalogo o di un articolo, è necessario effettuare il login nella lingua del catalogo/articolo che si sta caricando. È possibile selezionare la lingua in fondo alla pagina.
- È possibile selezionare l'unità di misura (Ogni, Scatola, Set ecc.) dall'elenco a discesa fornito. Inoltre, è possibile aggiungere un'immagine del prodotto facendo clic su "Sfoglia".

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Caricamento in blocco degli articoli

- 1. Dalla scheda 'Cataloghi', in caso di caricamento in blocco degli articoli, fare clic sul pulsante **Carica da file** nella sezione **Articoli inclusi nel catalogo**.
- Per ricevere un file CSV vuoto come base per il vostro nuovo catalogo, fate clic sull'elenco a discesa **Download** e selezionate il formato adatto a voi. (Quando si scarica il file CSV, è necessario aver effettuato il login nella lingua del sistema corrispondente).
- Per una descrizione dettagliata dei campi del file CSV, consultare la sezione Come completare.
- Per aggiungere o modificare gli articoli del catalogo esistente, fare clic su Esporta in l'elenco attuale degli articoli. Dopo aver completato le modifiche, fare clic sul pulsante Sfoglia e selezionare il file CSV modificato, fare clic su Apri e su Avvia caricamento.

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Nota:

- Non modificare le intestazioni delle colonne nel file CSV.
- Ogni catalogo deve essere approvato da Sasol prima di poter essere incluso nei risultati di ricerca di Coupa.



Caricamento in blocco degli elementi

5. Dopo aver completato le modifiche, fare clic su **Sfoglia** e selezionare il file CSV. Fare clic su **Apri**, quindi fare clic sul pulsante **Avvia caricamento**.

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Nota:

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Caricamento in blocco degli articoli

- Una volta completato il caricamento, Coupa controlla il file e mostra la schermata Verifica dati, dove è possibile controllare le modifiche e terminare il caricamento.
 - Fare clic su Annulla se è necessario correggere i dati
 - Fare clic su Fine caricamento se si è soddisfatti delle modifiche.

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Ogni aggiornamento di un catalogo in CSP sarà sottoposto a Sasol procurement per la revisione e l'approvazione. Una volta approvato, il catalogo verrà visualizzato come **accettato** in CSP.

Stato del catalogo	Descrizione
Bozza	Il catalogo è stato creato, ma sono necessarie ulteriori informazioni prima di inviarlo a Sasol.
Errore	Si è verificato un problema con il catalogo. Si prega di contattare Sasol per chiarimenti.
In attesa / in attesa di approvazione	Il catalogo è stato ricevuto da Sasol ed è in fase di revisione.
Accettato	Il catalogo è stato approvato da Sasol e tutti gli articoli sono disponibili per gli utenti Sasol per richiedere/ordinare in Coupa.
Rifiutato	Il catalogo non è stato approvato da Sasol. Si prega di contattare per chiarimenti