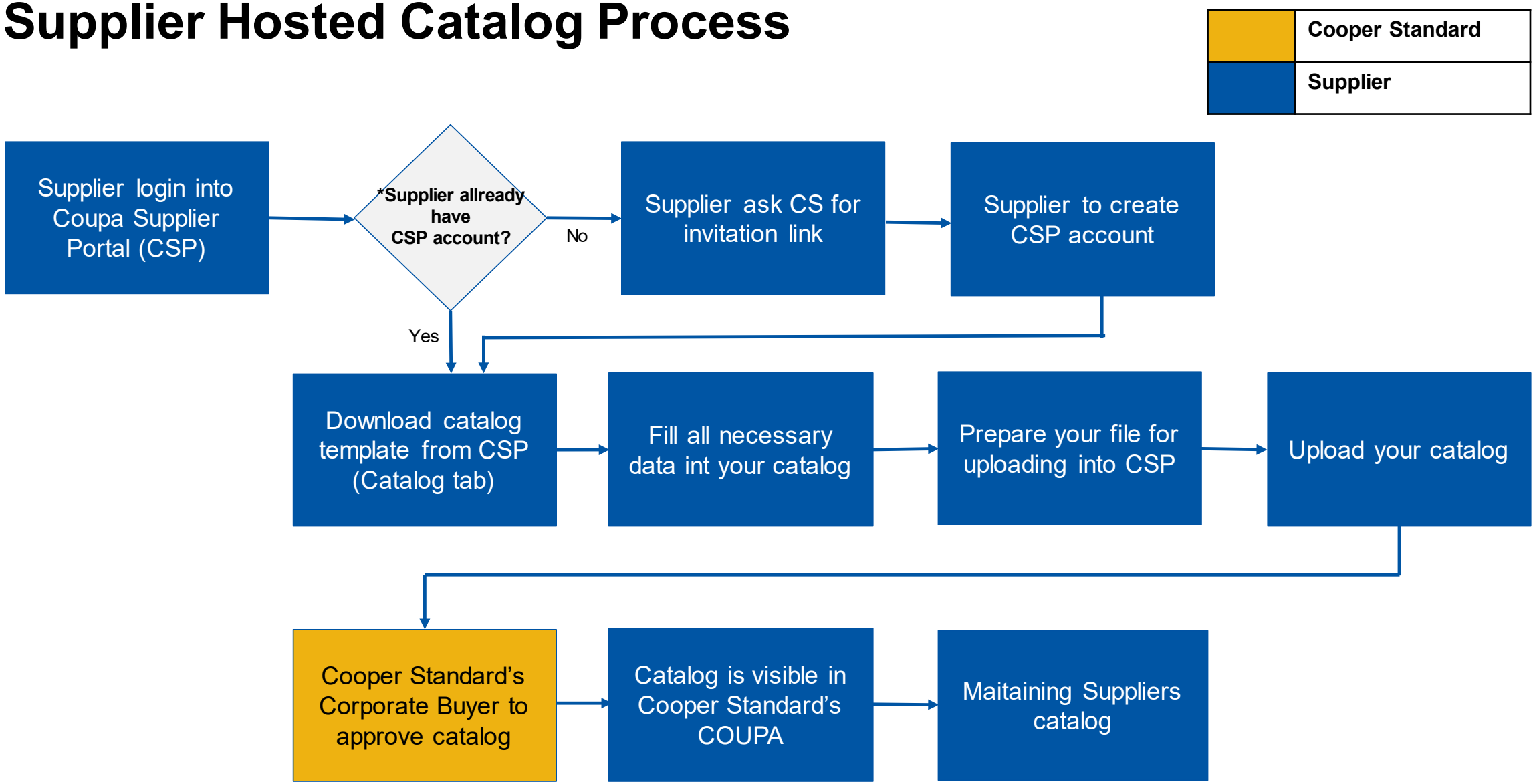
CooperStandard

SUPPLIER HOSTED CATALOG GUIDANCE

Overview

- Hosted catalogs simplify the work of our suppliers and employees of Cooper Standard.
- Hosted catalogs allow Cooper Standard employees to order goods and services on pre-negotiated terms and prices.
- This document was created to show suppliers how to create a catalog in the Coupa Supplier Portal.
- This document will explain how to maintain the catalog by the Supplier.

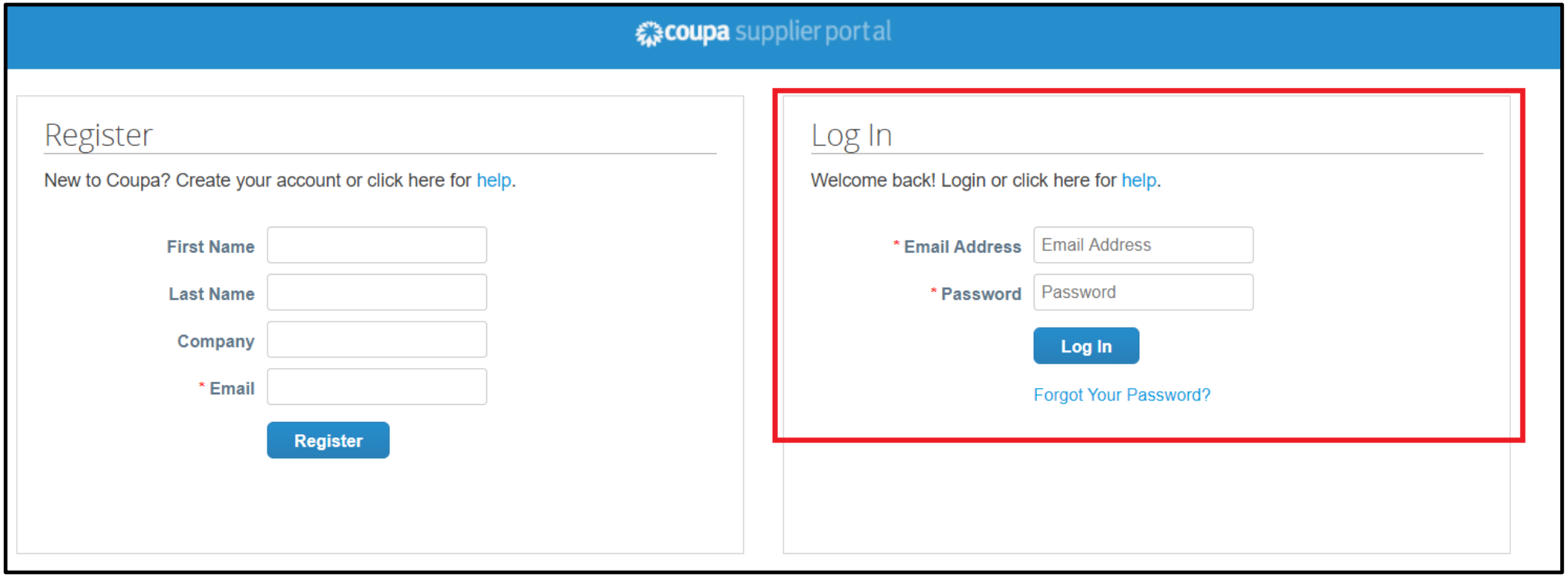
Supplier Hosted Catalog Process



CREATION OF CATALOG IN CSP

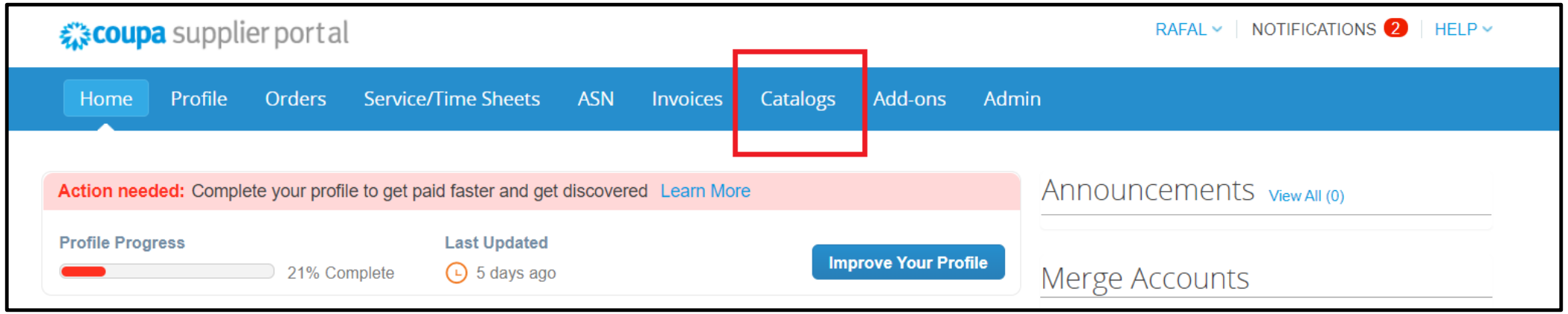
1. Please login into COUPA Supplier Portal (CSP)*:

https://supplier.coupahost.com/

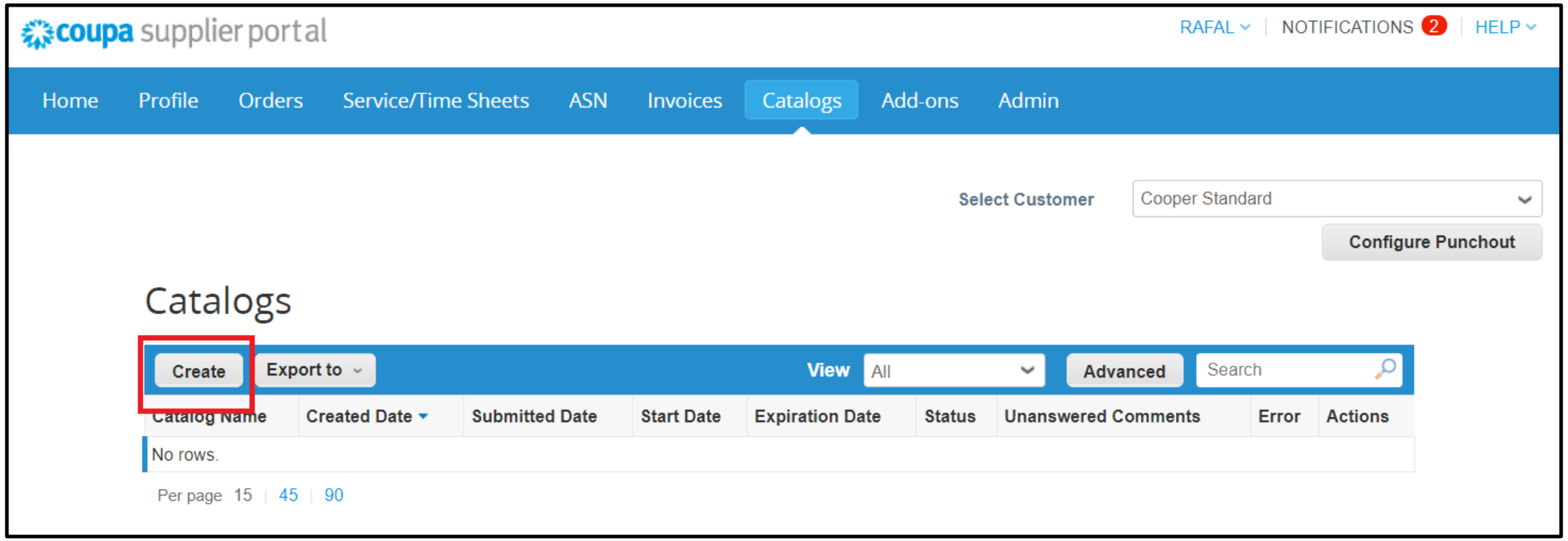


* If you don't have CSP account yet – please ask coupasupplierhelpdesk@cooperstandard.com for invitation link.

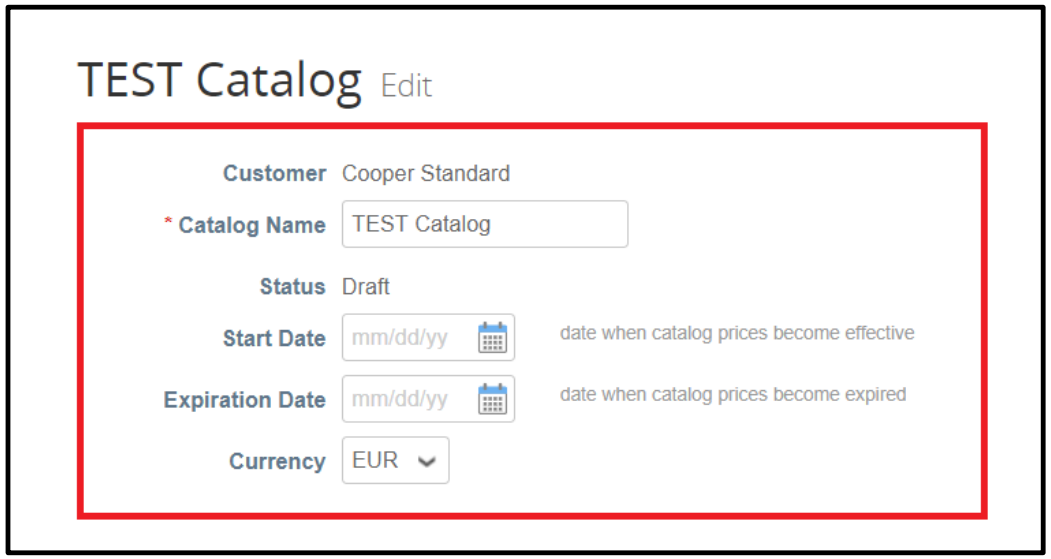
2. Please click on Catalogs:



3. Please click on Create:



4. Fill fields below:



Customer: Cooper Standard – filled automaticaly

Catalog Name – mandatory field

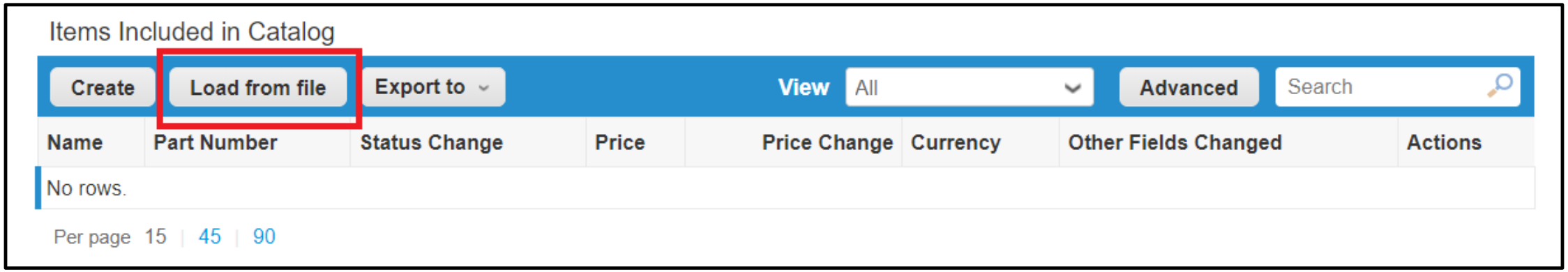
Status Draft – filled automaticaly, will be changed after confirmation

Start Date – optional field

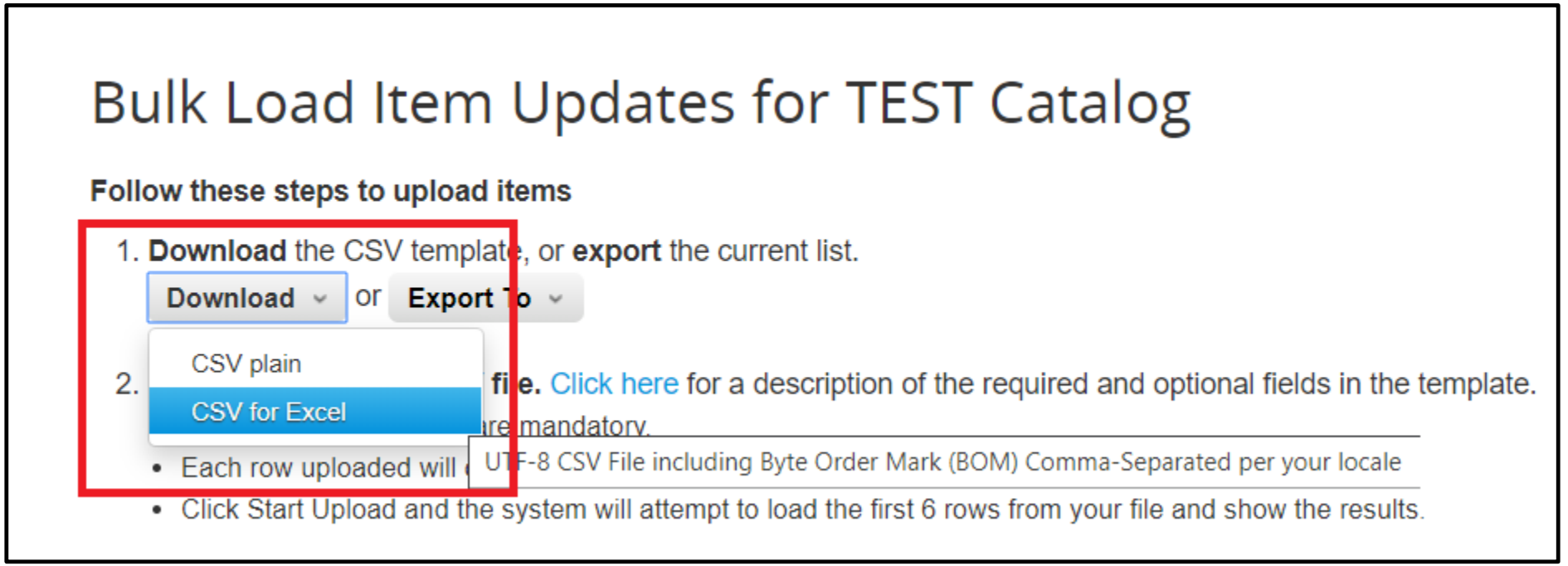
Expiration Date - optional field

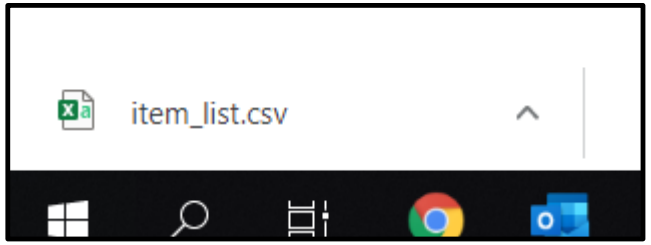
Currency – mandatory field

5. Load from file:

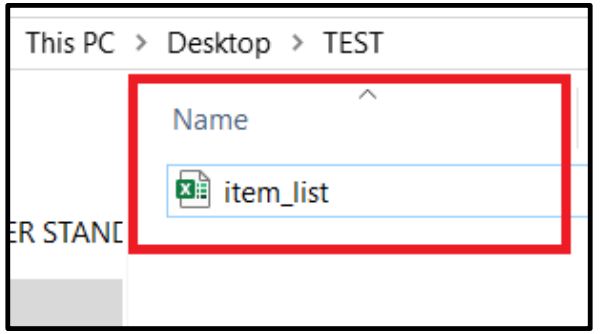


6. Click Download -> CSV for Excel

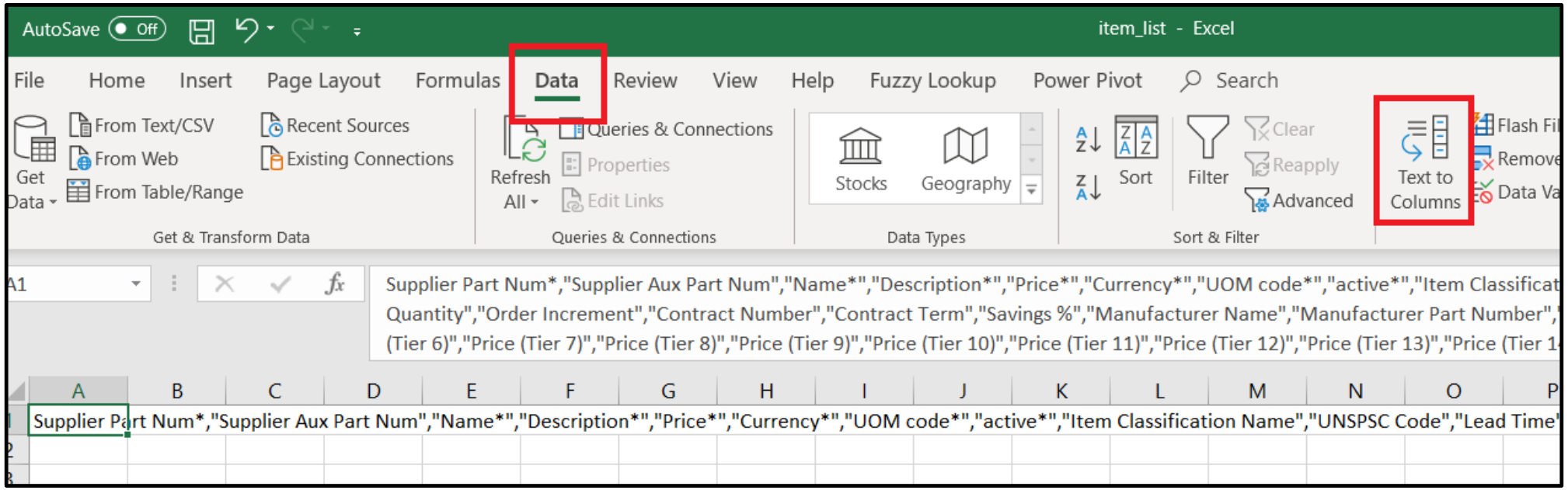




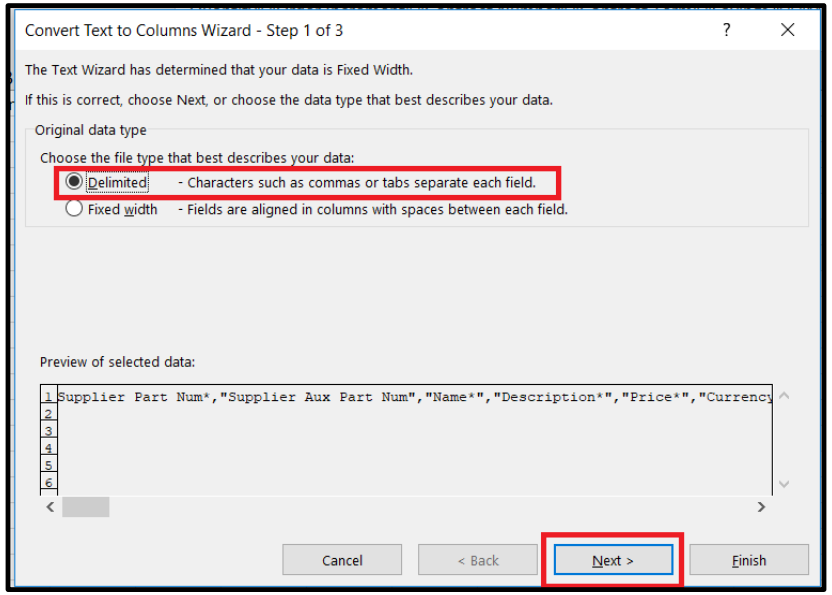
Open file:

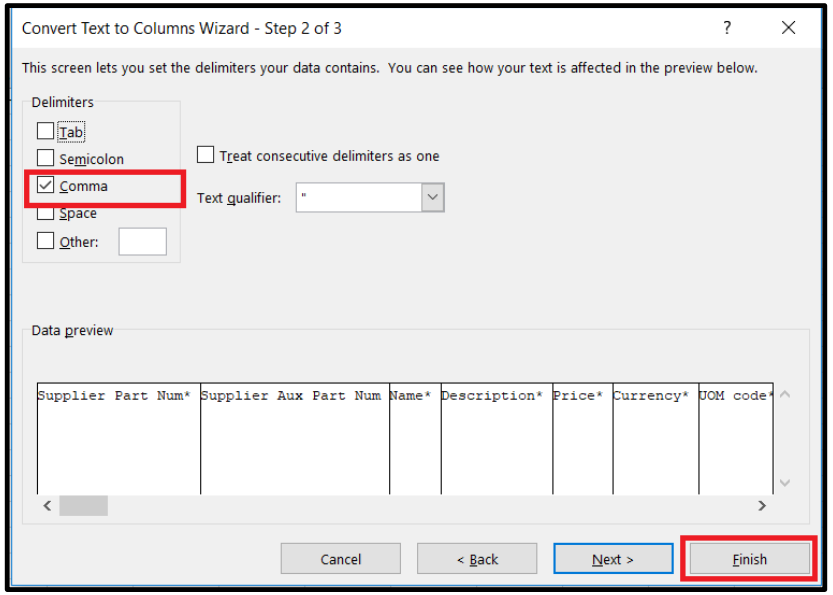


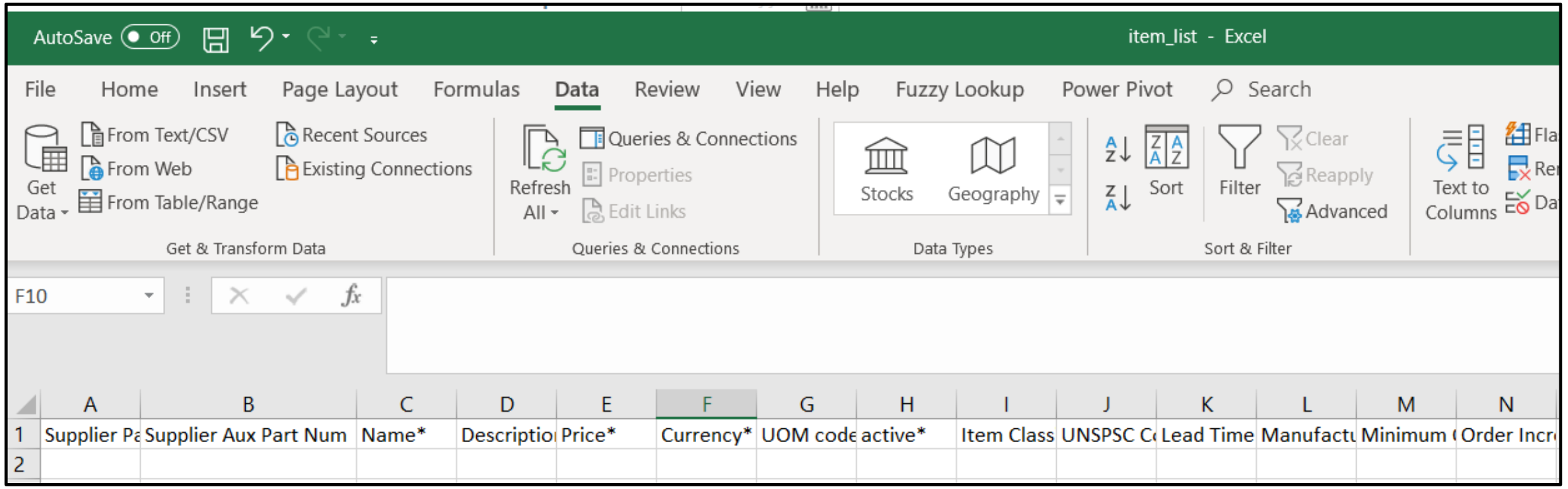
7. Data -> Text to Columns



8. Delimited -> Next -> unmark *Tab* -> mark *Comma* -> Finish







9. Now please fill **mandatory** fields with your data:

I. Supplier Part Num (column A)

II. Name (column C)

III. Description (column D)

IV. Price (column E)

V. Currency* (column F)

VI. UOM code* (column G)

VII. active (column H)

VIII. UNSPSC Code (column J)

IX. Supplier Item English Name (column BP)

Fields description – Part 1

This will help you fill out the fields in the item bulk loader.		
Supplier Part Num	Required	Supplier Part Numer
Supplier Aux Part Num	Optional	Supplier Auxiliary Part Number
Name	Required	Item Short Name
Description	Required	Full Item Description
Price	Required	Item price for supplier
Currency	Required	Item price currency. Must exist and be active in Coupa.
UOM code	Required	A valid UOM code that has already been configured in Coupa
active	Required	Existing supplier items will be destroyed if set to No
Item Classification Name	Optional	Item Classification Name that has already been configured in Coupa
UNSPSC Code	Optional	United Nations Standard Products and Services Code
Lead Time	Optional	Items Lead Time in Days
Manufacturer	Optional	Manufacturer name
Minimum Order Quantity	Optional	Supplier Minimum Order Quantity
Order Increment	Optional	Supplier Order Increment
Contract Number	Optional	Contract Number. Must exist in coupa
Contract Term	Optional	The Contract Term by which the pricing tier is decided. Created beforehand in Coupa
Savings %	Optional	Savings %
Manufacturer Name	Optional	Manufacturer name for unique identification of item with manufacturer part number
Manufacturer Part Number	Optional	Manufacturer part number for unique identification of item with manufacturer name
Price (Tier 1)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 2)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 3)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased
Price (Tier 4)	Optional	Price at different contract spend tiers. Typically goes down as more items are purchased

Fields description – Part 2

Link 5 Title	Optional	If adding URL Links, This is the Title of the Link
Link 5 URL	Optional	If adding URL Links, This is the URL of the Link
Image 0 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 1 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 2 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 3 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 4 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Image 5 Url	Optional	If adding images, This is a valid and publically accessible URL for an image
Use Pack Weight	Optional	Has the item calculate with the Pack Weight instead of item weight
Pack Quantity	Optional	Quanitity of items in a pack
Pack Weight	Optional	The weight of one pack
Pack Weight UOM	Optional	The UOM for a Pack
Net Weight	Optional	The weight of one item
Net Weight UOM	Optional	The UOM for one Item
Receive Catch Weight	Optional	Forces the item to be received as catch weight
Item Number	Optional	Item Identification Number

Currencies available in COUPA with codes:

Code	Name	Enabled
BRL	Brazil, Brazil Real	TRUE
CAD	Canada, Dollars	TRUE
CHF	Switzerland, Francs	TRUE
CNY	China, Yuan Renminbi	TRUE
CZK	Czech Republic, Koruny	TRUE
EUR	Euro Member Countries, Euro	TRUE
GBP	United Kingdom, Pounds	TRUE
INR	India, Rupees	TRUE
JPY	Japan, Yen	TRUE
KRW	Korea (South), Won	TRUE
MXN	Mexico, Pesos	TRUE
PLN	Poland, Zlotych	TRUE
RON	Romania, New Lei	TRUE
RSD	Serbia, Dinars	TRUE
SEK	Sweden, Kronor	TRUE
SGD	Singapore, Dollars	TRUE
USD	United States of America, Dollars	TRUE

Please remember to use only curencies from the list.

Unit of Measures available in COUPA with codes:

Please remember to use only UoM from the list.

BT	BELT	0	TRUE
CA	Case	0	TRUE
CH	CONTAINER	0	TRUE
CM	CENTIMETER	3	TRUE
CX	COIL	3	TRUE

Code	Name	Precision	Active
EA	Each	3	TRUE
BX	Box	0	TRUE
DZ	Dozen	0	TRUE
CS	Case_1	3	TRUE
PK	Pack	0	TRUE
HR	Hour	3	TRUE
CT	Carton	0	TRUE
KT	Kit	0	TRUE
PD	Pad	0	TRUE
PR	Pair	0	TRUE
RM	Ream	0	TRUE
AY	ASSEMBLY	0	TRUE
BC	BUCKET	0	TRUE
BD	Bundle	3	TRUE
BG	Bag	0	TRUE
BL	BLOCK	3	TRUE
BO	Bottle	0	TRUE

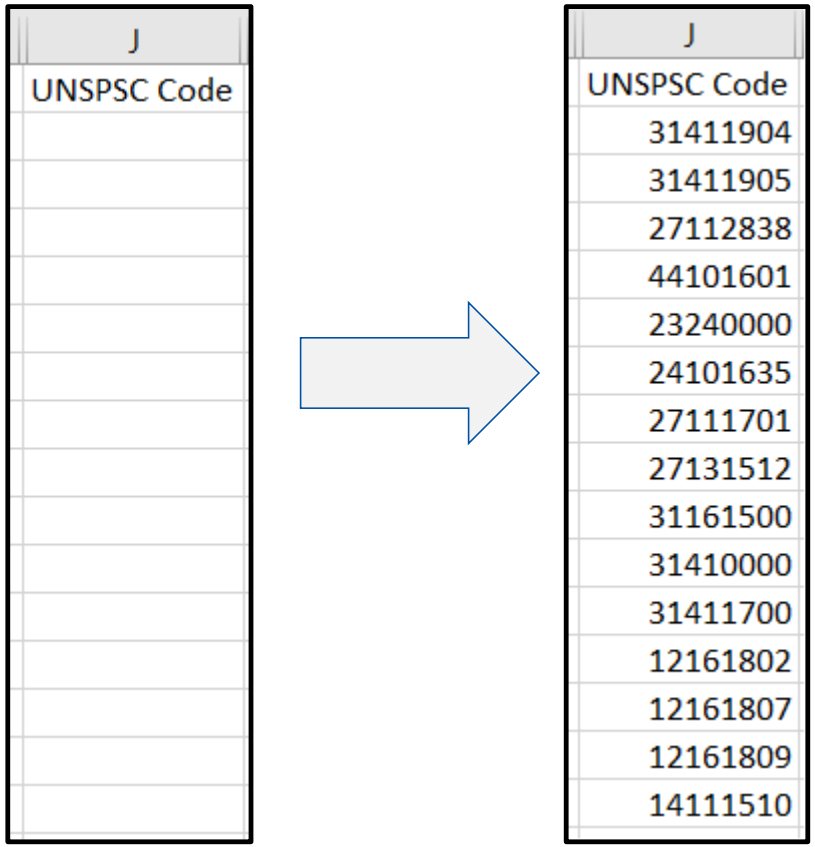
EP	Eleven Pack	0	TRUE
FT	Feet	3	TRUE
GA	Gallon	3	TRUE
GR	GRAM	3	TRUE
GS	Gross	3	TRUE
HU	Hundred Pack	3	TRUE
IN	INCH	3	TRUE
KG	KILOGRAM	3	TRUE
LB	Pound	3	TRUE
LF	LINEAR FOOT	3	TRUE
LT	LITER	3	TRUE
LY	LINEAR YARD	3	TRUE
MT	METRIC LONG TON	3	TRUE
MTR	Meter	3	TRUE
OP	2-Pack	0	TRUE
P3	3-Pack	0	TRUE
P4	4-Pack	0	TRUE

P5	5-Pack	0	TRUE
P6	6-Pack	0	TRUE
P8	8-Pack	0	TRUE
PA	PAIL	0	TRUE
PC	Piece	0	TRUE
PL	Pallet	0	TRUE
PT	PINT	3	TRUE
RE	REEL	3	TRUE
RL	Roll	3	TRUE
SF	SQUARE FOOT	3	TRUE
SH	Sheet	0	TRUE
ST	Set	0	TRUE
SV	SKID	3	TRUE
TB	Tube	0	TRUE
TH	Thousand	3	TRUE
TP	10-Pack	0	TRUE
UN	UNIT	0	TRUE
YD	YARD	3	TRUE
MON	Months	0	TRUE

UNSPSC CODES (Commodity codes) are mandatory field.

United Nations Standard Products and Services Code (UNSPSC) is a taxonomy of products and services for use in eCommerce. It is a four-level hierarchy coded as an eight-digit number.

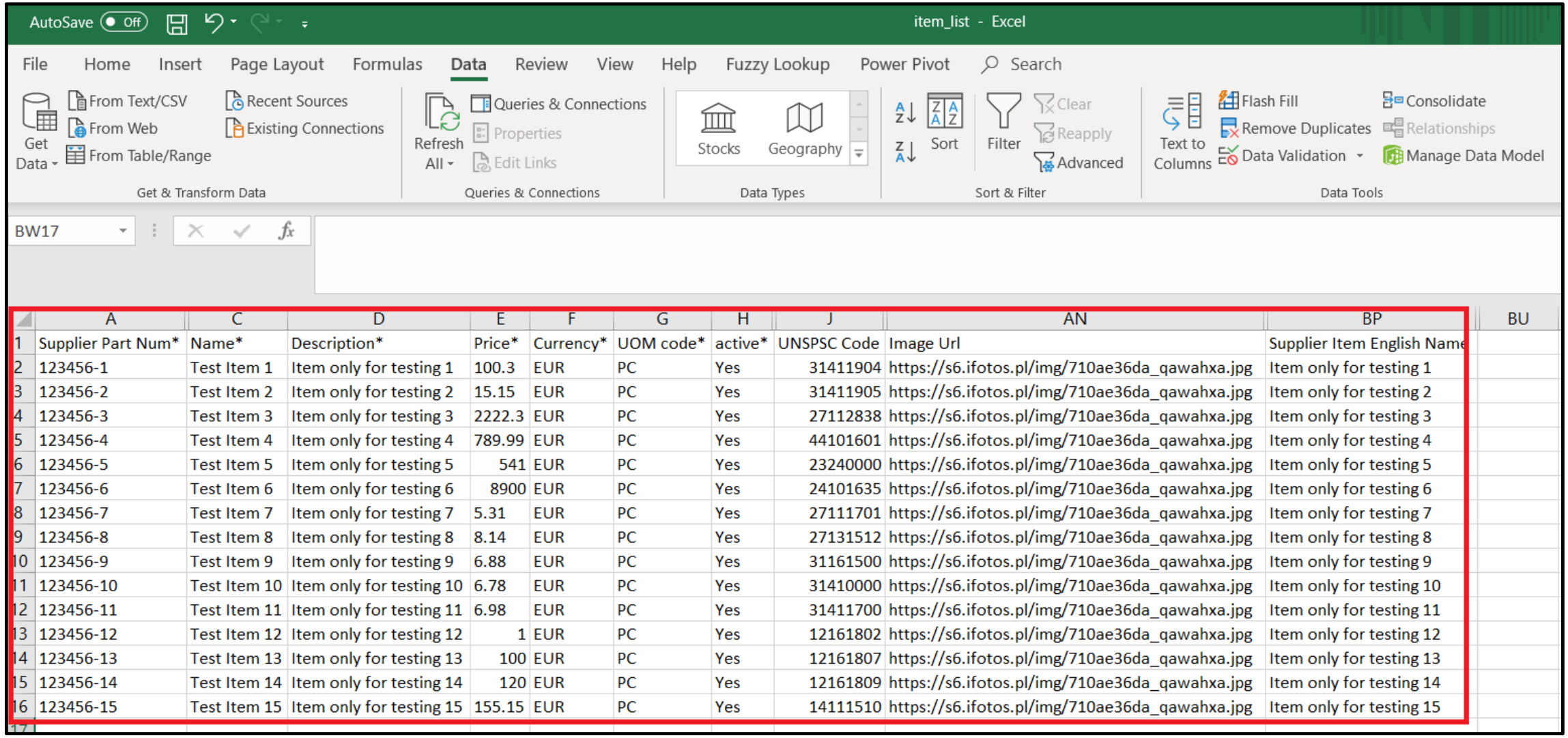
Our suppliers can download excel file with all UNSPSC code here:
https://www.cooperstandard.com/sites/default/files/Public%20Data/Supplier_UNSPSC_Codes_Mapping3.pdf



Examples:

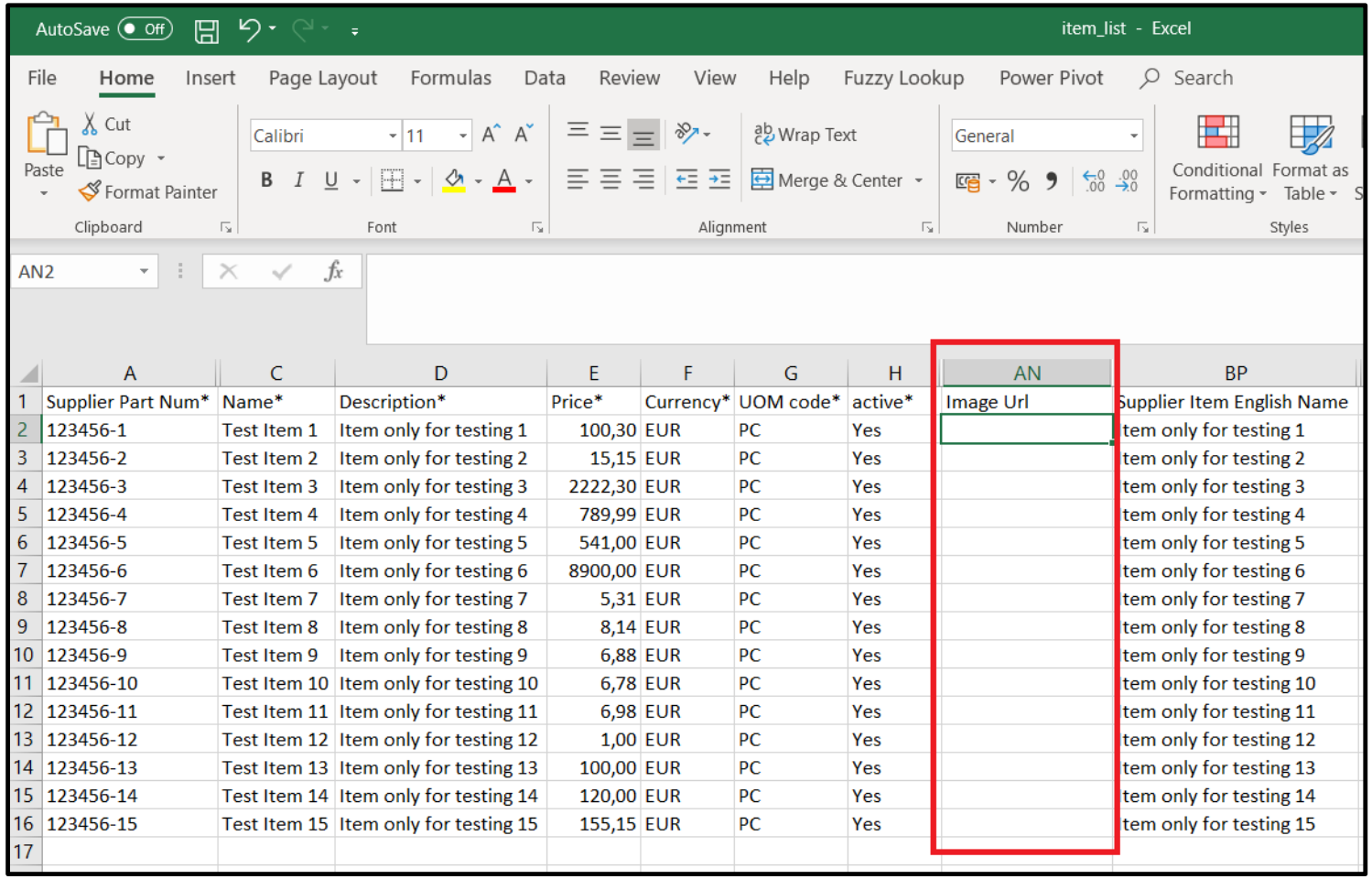
31411904	Rubber on metal or plastic molded seal
31411905	Silicone molded seal
27112838	Cutting disc
44101601	Paper cutting machines or accessories
23240000	Metal cutting machinery and accessories
24101635	Screw jacks
27111701	Screwdrivers
27131512	Pneumatic screwdriver
31161500	Screws
31410000	Seals
31411700	Mechanical seals
12161802	Suspensions
12161807	Gel stabilizers
12161809	Silicone gel
14111510	Plotter paper

Catalog with data:



	A	C	D	E	F	G	H	J	AN	BP	BU
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	UNSPSC Code	Image Url	Supplier Item English Name	
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	31411904	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1	
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	31411905	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2	
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	27112838	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3	
5	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	44101601	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4	
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	23240000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5	
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	24101635	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6	
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	27111701	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7	
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	27131512	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8	
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	31161500	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9	
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	31410000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10	
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	31411700	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11	
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	12161802	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12	
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	12161807	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13	
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	12161809	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14	
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	14111510	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15	

***Optional field in column AN allows you to paste a URL link to an item's image – it's helpful for CS users when searching for required goods.**



	A	C	D	E	F	G	H	AN	BP
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100,30	EUR	PC	Yes		tem only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15,15	EUR	PC	Yes		tem only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222,30	EUR	PC	Yes		tem only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	789,99	EUR	PC	Yes		tem only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541,00	EUR	PC	Yes		tem only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900,00	EUR	PC	Yes		tem only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5,31	EUR	PC	Yes		tem only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8,14	EUR	PC	Yes		tem only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6,88	EUR	PC	Yes		tem only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6,78	EUR	PC	Yes		tem only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6,98	EUR	PC	Yes		tem only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1,00	EUR	PC	Yes		tem only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100,00	EUR	PC	Yes		tem only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120,00	EUR	PC	Yes		tem only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155,15	EUR	PC	Yes		tem only for testing 15
17									

AN
Image Url
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
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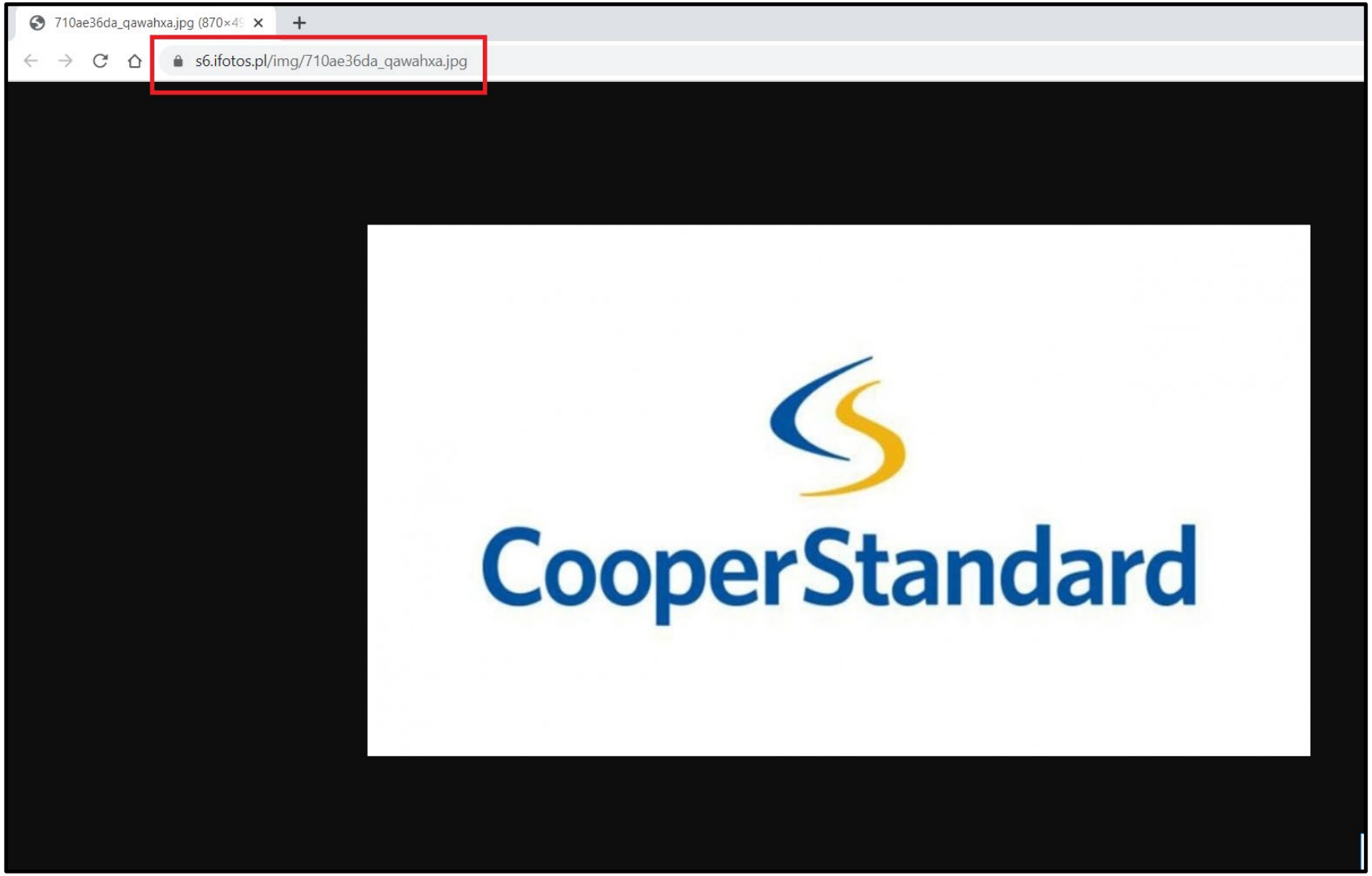
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg
https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg

Link has to be directly to your image:



All necessary data is in our catalog:

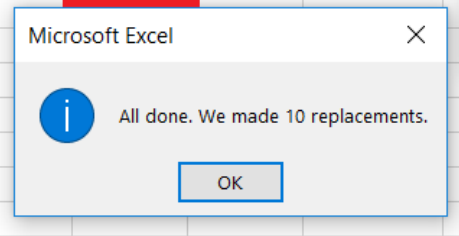
	A	C	D	E	F	G	H	J	AN	BP
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	UNSPSC Code	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	31411904	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	31411905	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	27112838	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	44101601	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	23240000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	24101635	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	27111701	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	27131512	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	31161500	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	31410000	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	31411700	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	12161802	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	12161807	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	12161809	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	14111510	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15
17										

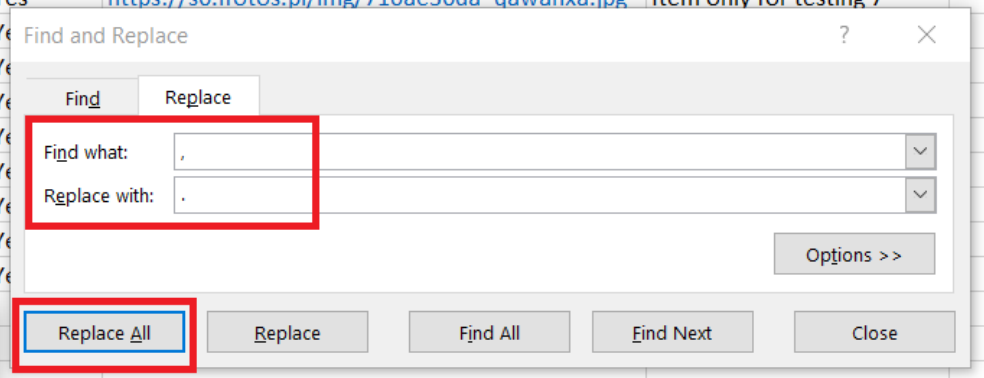
Now we need to prepare it for an upload into CSP (Coupa Supplier Portal).

10. Press CTRL+H -> Replace all , with .

E	
Price*	C
100,30	E
15,15	E
2222,30	E
789,99	E
541,00	E
8900,00	E
5,31	E
8,14	E
6,88	E
6,78	E
6,98	E
1,00	E
100,00	E
120,00	E
155,15	E

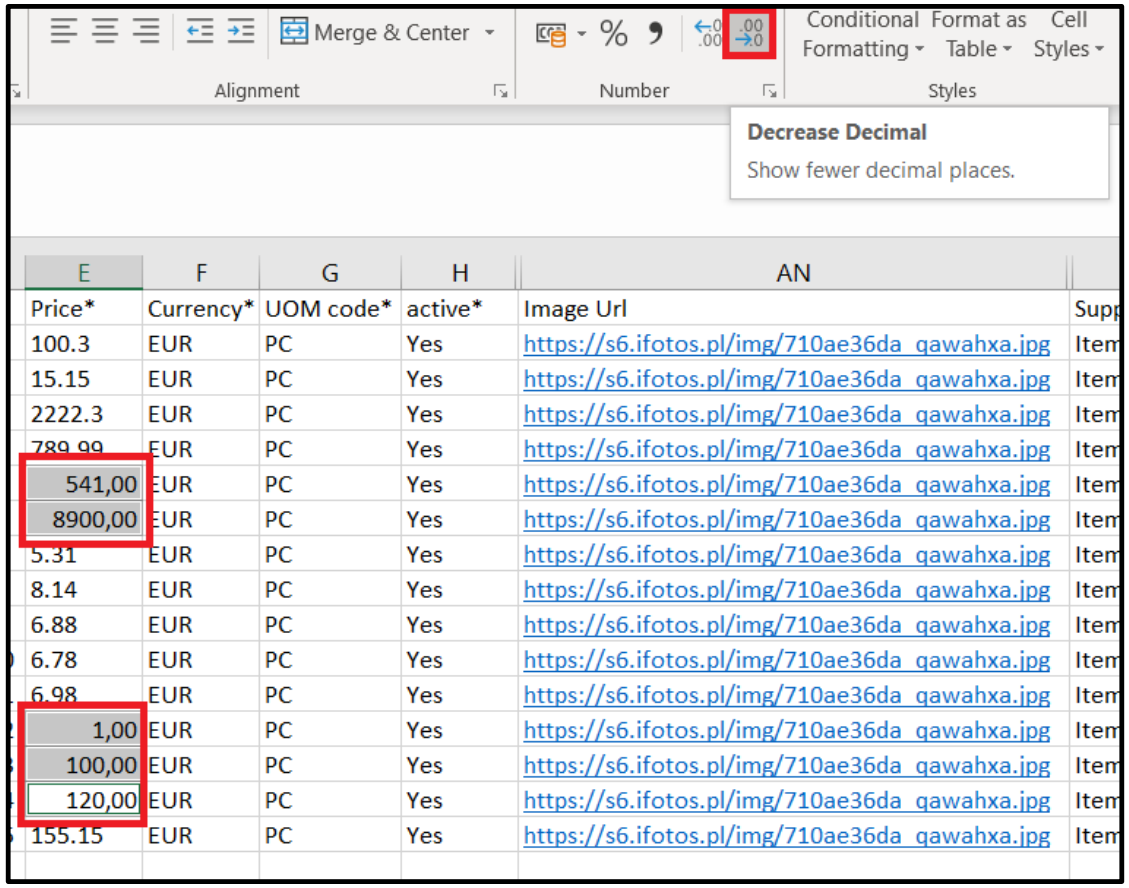
	A	C	D	E	F	G	H	AN	BP	BU
1	Supplier Part Num*	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name	
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1	
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2	
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3	
5	123456-4	Test Item 4	Item only for testing 4	789.99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4	
6	123456-5	Test Item 5	Item only for testing 5	541,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5	
7	123456-6	Test Item 6	Item only for testing 6	8900,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6	
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7	
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Ye			
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Ye			
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Ye			
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Ye			
13	123456-12	Test Item 12	Item only for testing 12	1,00	EUR	PC	Ye			
14	123456-13	Test Item 13	Item only for testing 13	100,00	EUR	PC	Ye			
15	123456-14	Test Item 14	Item only for testing 14	120,00	EUR	PC	Ye			
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Ye			
17										
18										
19										
20										
21										
22										
23										



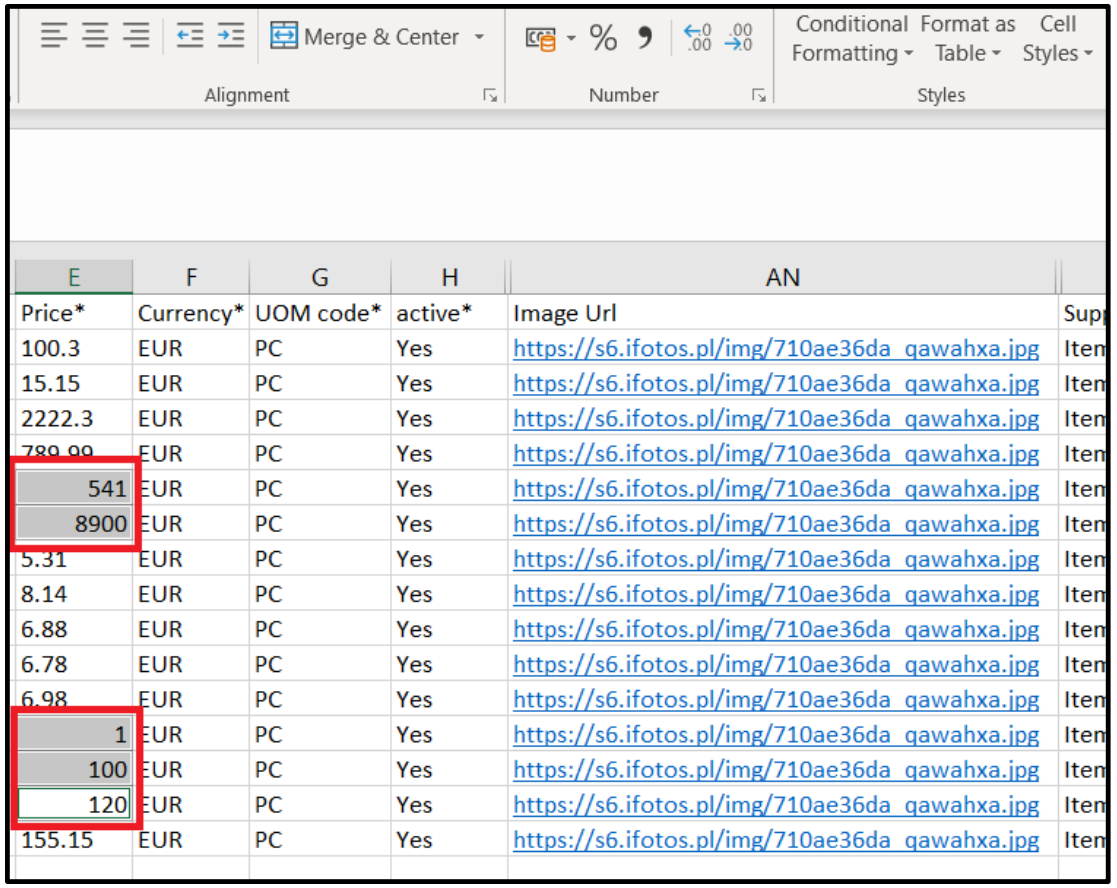


Please review column E (with prices) to ensure no commas are in place.

If there are no decimal parts you will may need to adjust and add them back in.



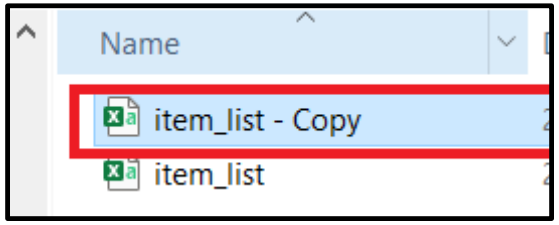
E	F	G	H	AN	
Price*	Currency*	UOM code*	active*	Image Url	Supp
100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
789,99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
541,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
8900,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6,98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
1,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
100,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
120,00	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item



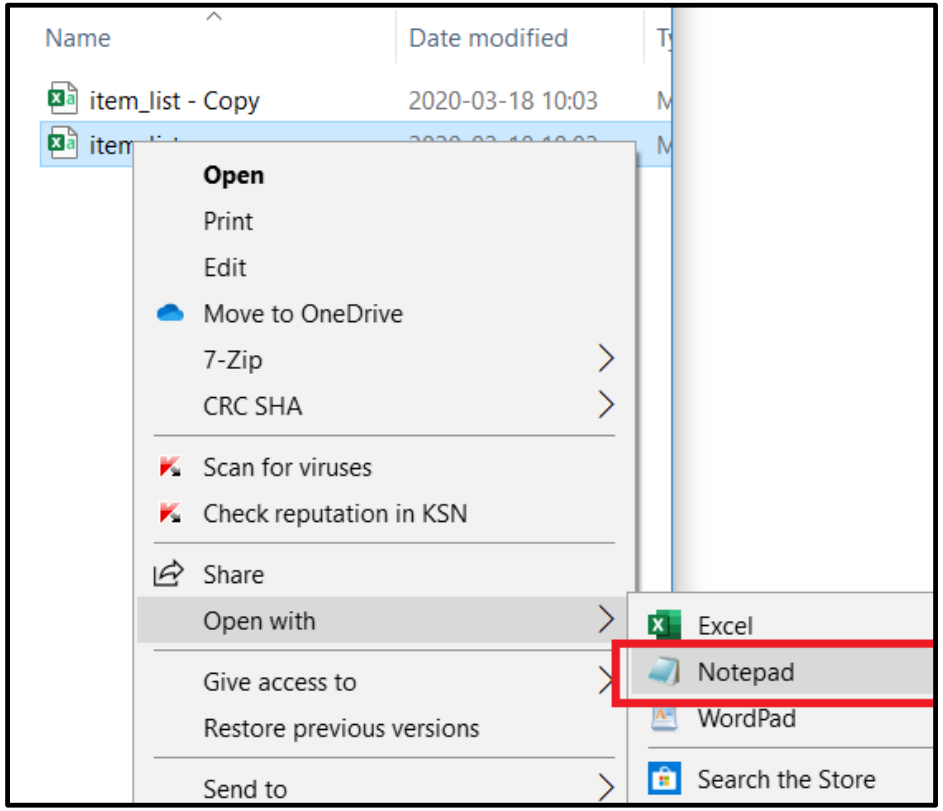
E	F	G	H	AN	
Price*	Currency*	UOM code*	active*	Image Url	Supp
100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
789,99	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
8900	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
6,98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item
155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item

SAVE FILE & CLOSE

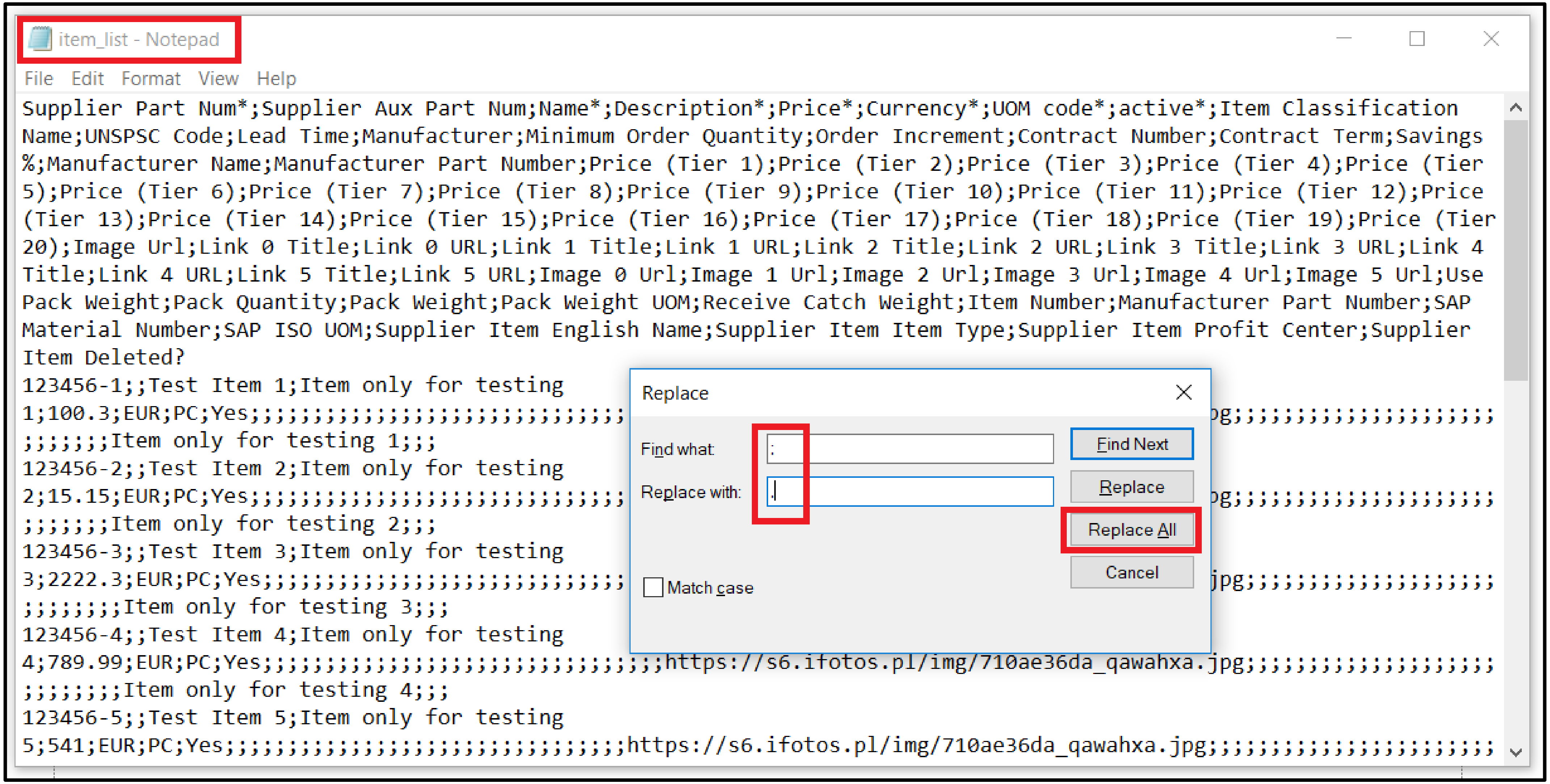
11. Create a backup copy of catalog:



12. Right click on file -> Open with -> Notepad



13. Press CTRL+H -> Replace All ; with , -> SAVE FILE & CLOSE



It should look like the below:

item_list - Notepad

File Edit Format View Help

```
Supplier Part Num*,Supplier Aux Part Num,Name*,Description*,Price*,Currency*,UOM code*,active*,Item Classification
Name,UNSPSC Code,Lead Time,Manufacturer,Minimum Order Quantity,Order Increment,Contract Number,Contract Term,Savings
%,Manufacturer Name,Manufacturer Part Number,Price (Tier 1),Price (Tier 2),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,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,Manufacturer Part Number,SAP
Material Number,SAP ISO UOM,Supplier Item English Name,Supplier Item Item Type,Supplier Item Profit Center,Supplier
Item Deleted?
123456-1,,Test Item 1,Item only for testing
1,100.3,EUR,PC,Yes,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg,,,,,,,,,,,,,,,,,,,,,
,,,,,,,Item only for testing 1,,,
123456-2,,Test Item 2,Item only for testing
2,15.15,EUR,PC,Yes,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg,,,,,,,,,,,,,,,,,,,,,
,,,,,,,Item only for testing 2,,,
123456-3,,Test Item 3,Item only for testing
3,2222.3,EUR,PC,Yes,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg,,,,,,,,,,,,,,,,,,,,
,,,,,,,,Item only for testing 3,,,
123456-4,,Test Item 4,Item only for testing
4,789.99,EUR,PC,Yes,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg,,,,,,,,,,,,,,,,,,,,
,,,,,,,,Item only for testing 4,,,
123456-5,,Test Item 5,Item only for testing
5,541,EUR,PC,Yes,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg,,,,,,,,,,,,,,,,,,,,,,,
```

14. Go back to your CSP -> Choose File -> Choose your catalog -> Start Upload

Bulk Load Item Updates for Demo Supplier 1 CSP Catalog 2

Follow these steps to upload items

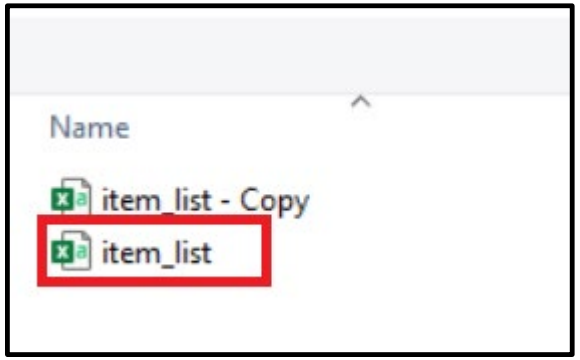
1. **Download** the CSV template, or **export** the current list.
   Download or **Export To**

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



3. **Load the updated file**
   Choose File item_list.csv

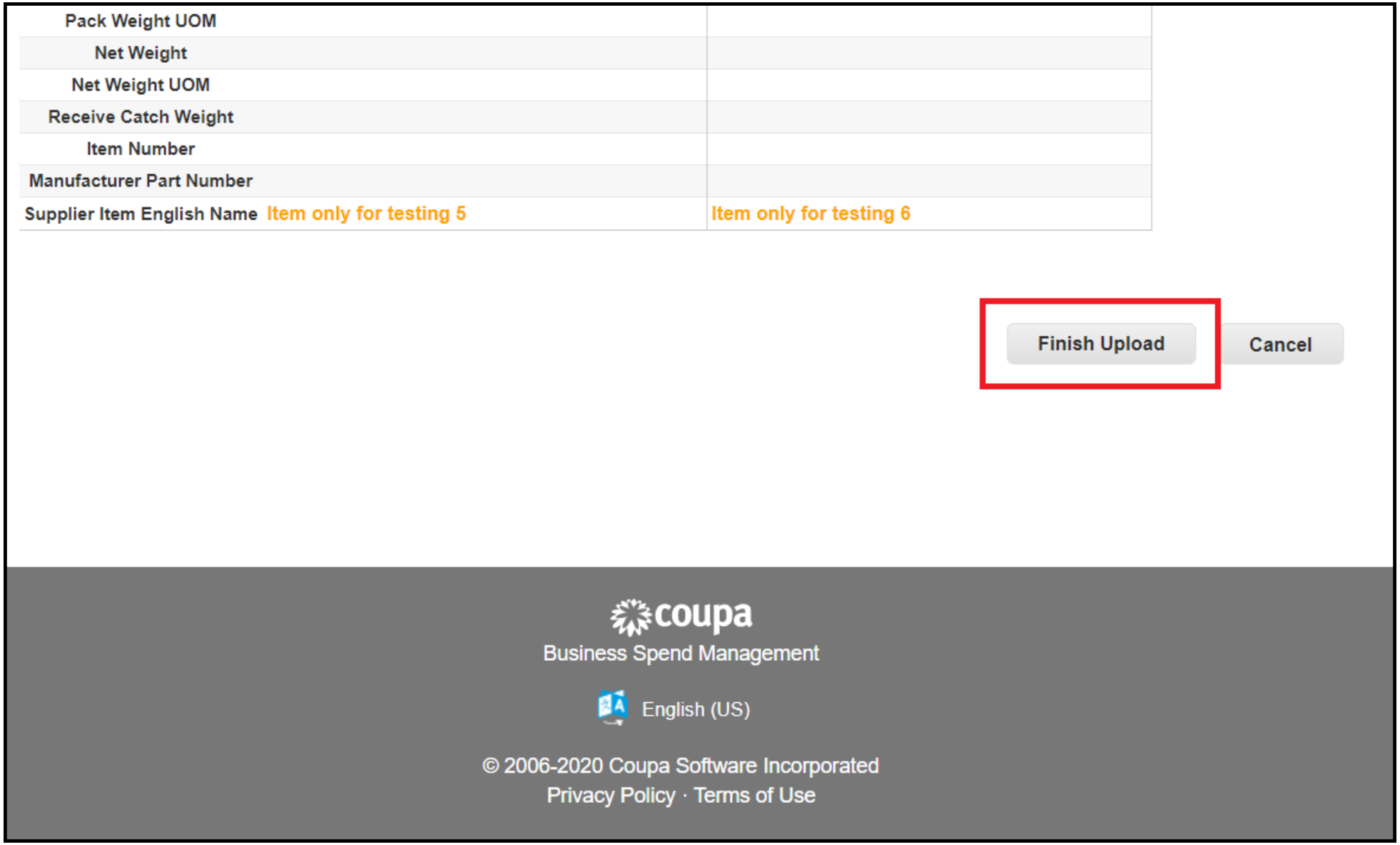
15. Verify Data window -> scroll down to the bottom of webpage -> Finish Upload

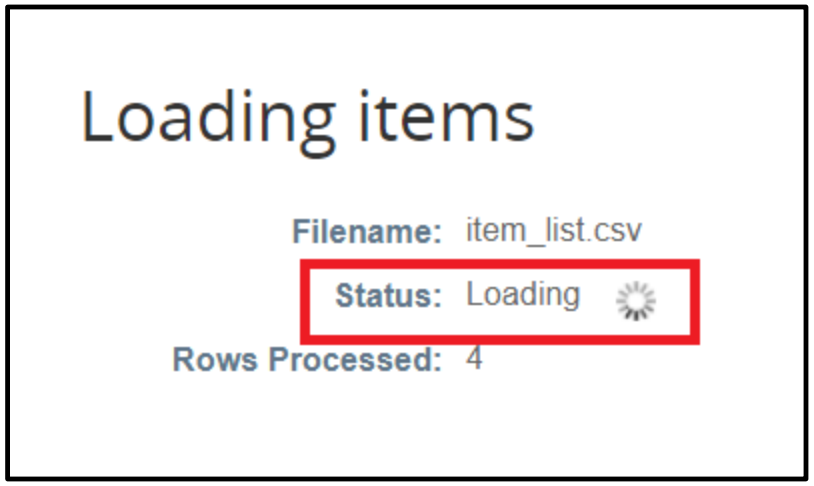
Verify Data

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.

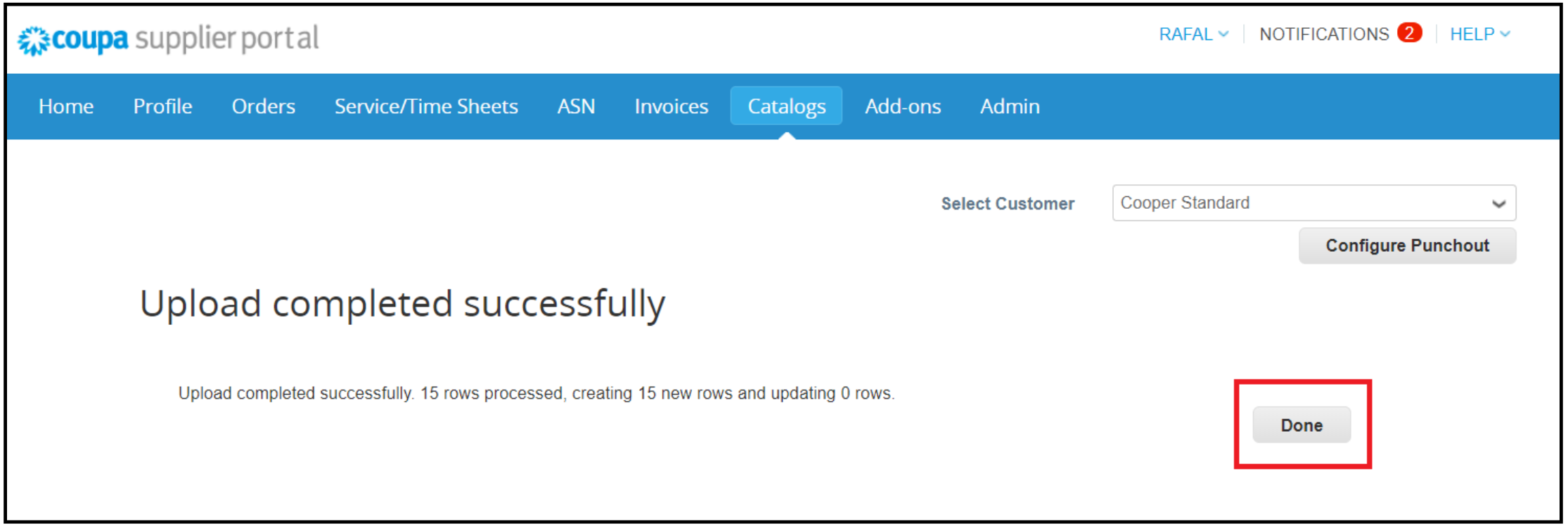
	Row 1	Row 2
	New	New
Supplier Part Num*	123456-1	123456-2
Supplier Aux Part Num		
Name*	Test Item 1	Test Item 2
Description*	Item only for testing 1	Item only for testing 2
Price*	100.3	15.15
Currency*	EUR	EUR
UOM code*	PC	PC
active*	Yes	Yes
Item Classification Name		
UNSPSC Code		
Lead Time		
Manufacturer		
Minimum Order Quantity		
Order Increment		
Contract Number		
Contract Term		


Pack Weight UOM
Net Weight
Net Weight UOM
Receive Catch Weight
Item Number
Manufacturer Part Number
Supplier Item English Name
Item only for testing 5
Item only for testing 6
Finish Upload
Cancel
coupa
Business Spend Management
English (US)
© 2006-2020 Coupa Software Incorporated
Privacy Policy · Terms of Use

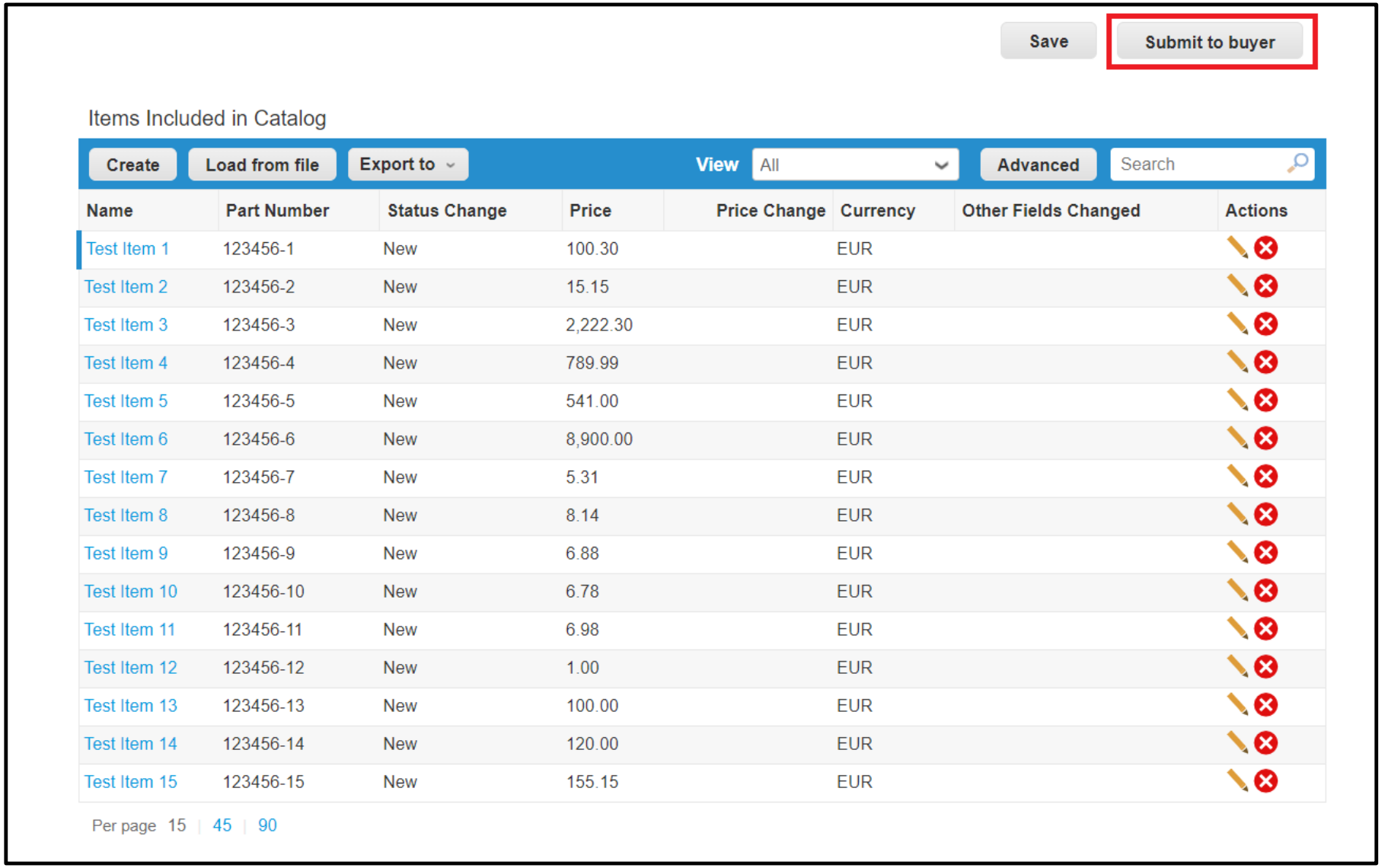


16. After all catalogs rows are loaded correctly please click “Done”

You should receive a message stating that “Upload Completed Successfully”



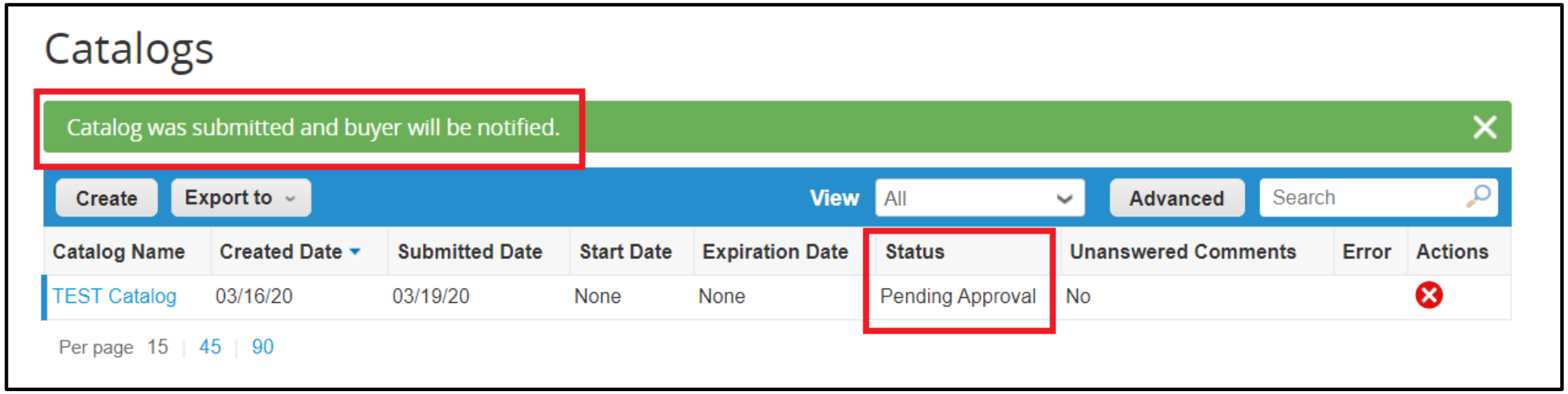
17. You can check your catalog now in CSP. If everything is correct click “Submit to buyer”. It will automatically send catalog to CS for an approval.



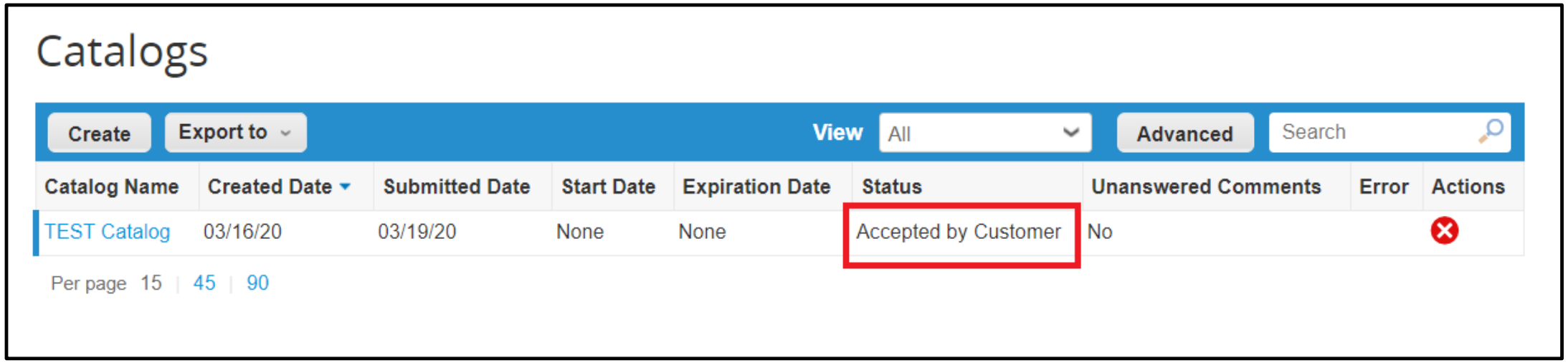
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
Test Item 1	123456-1	New	100.30		EUR		
Test Item 2	123456-2	New	15.15		EUR		
Test Item 3	123456-3	New	2,222.30		EUR		
Test Item 4	123456-4	New	789.99		EUR		
Test Item 5	123456-5	New	541.00		EUR		
Test Item 6	123456-6	New	8,900.00		EUR		
Test Item 7	123456-7	New	5.31		EUR		
Test Item 8	123456-8	New	8.14		EUR		
Test Item 9	123456-9	New	6.88		EUR		
Test Item 10	123456-10	New	6.78		EUR		
Test Item 11	123456-11	New	6.98		EUR		
Test Item 12	123456-12	New	1.00		EUR		
Test Item 13	123456-13	New	100.00		EUR		
Test Item 14	123456-14	New	120.00		EUR		
Test Item 15	123456-15	New	155.15		EUR		

Per page 15 | 45 | 90

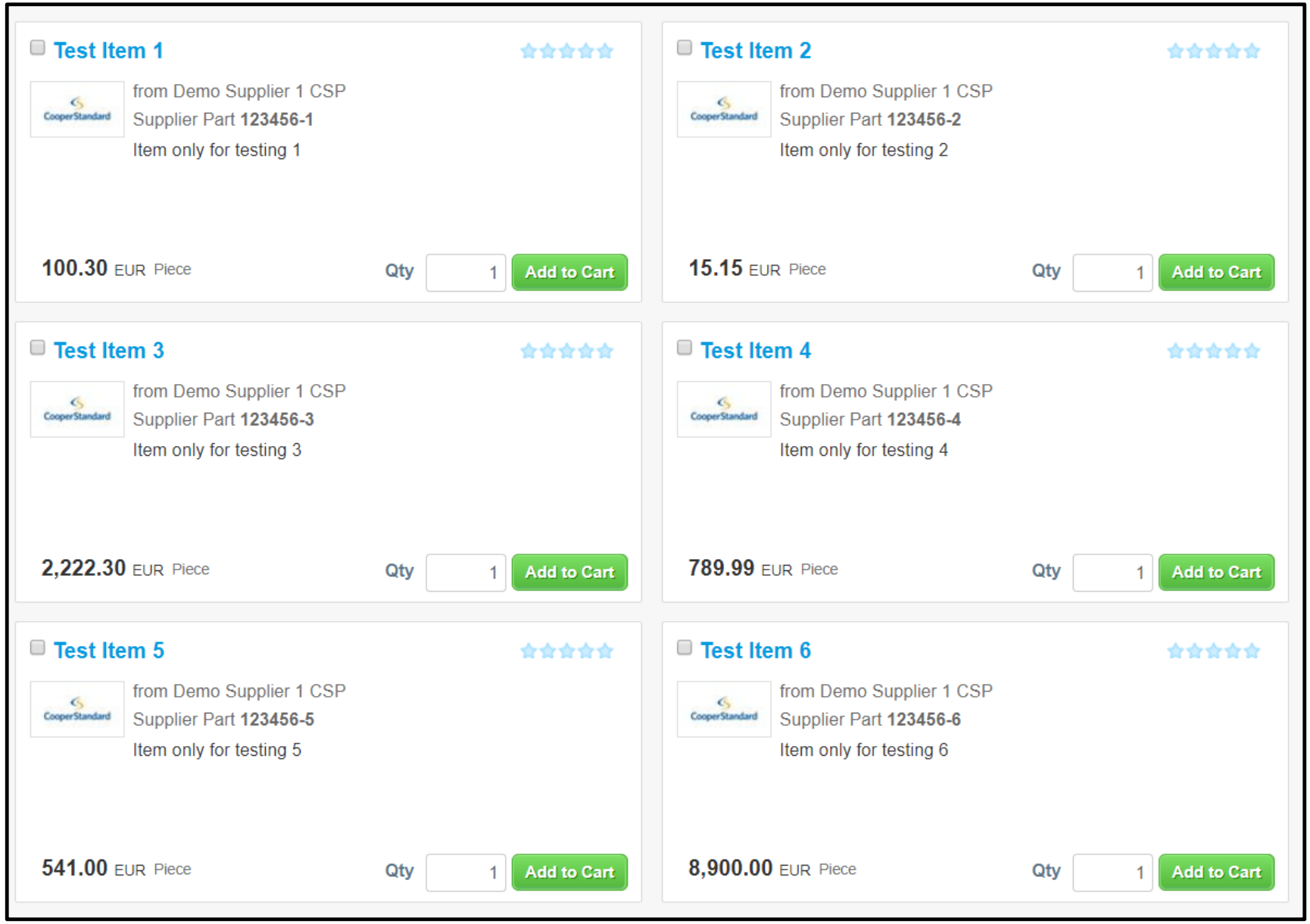
Your catalog will now have status of "Pending Approval" and has been sent to Cooper Standard for a Corporate Buyer to approve.



Your catalog has been accepted by Customer!



Customer’s (CS) view of catalog in COUPA.

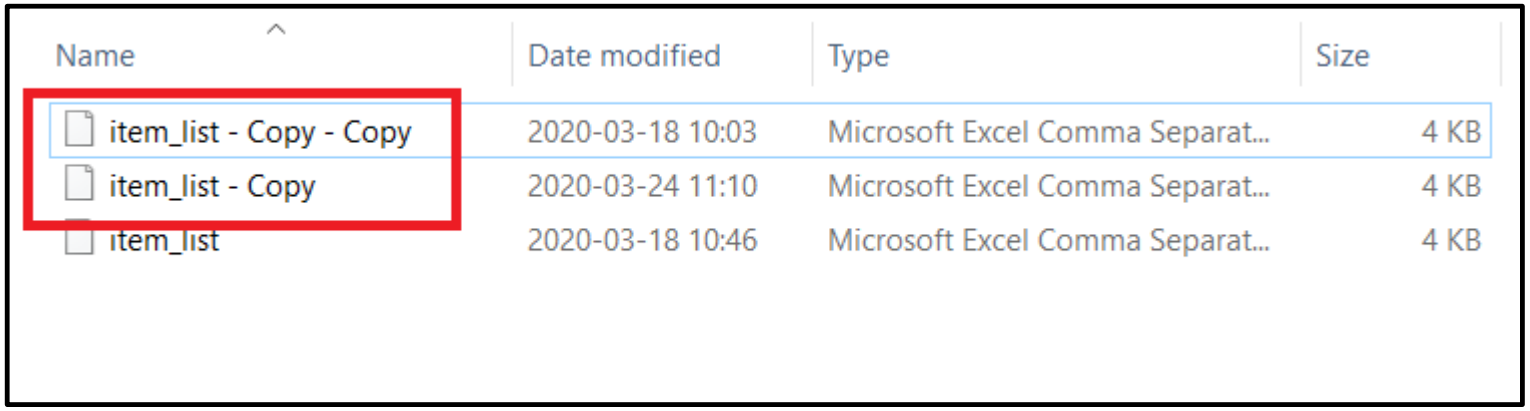


MAINTENANCE OF CATALOG IN CSP

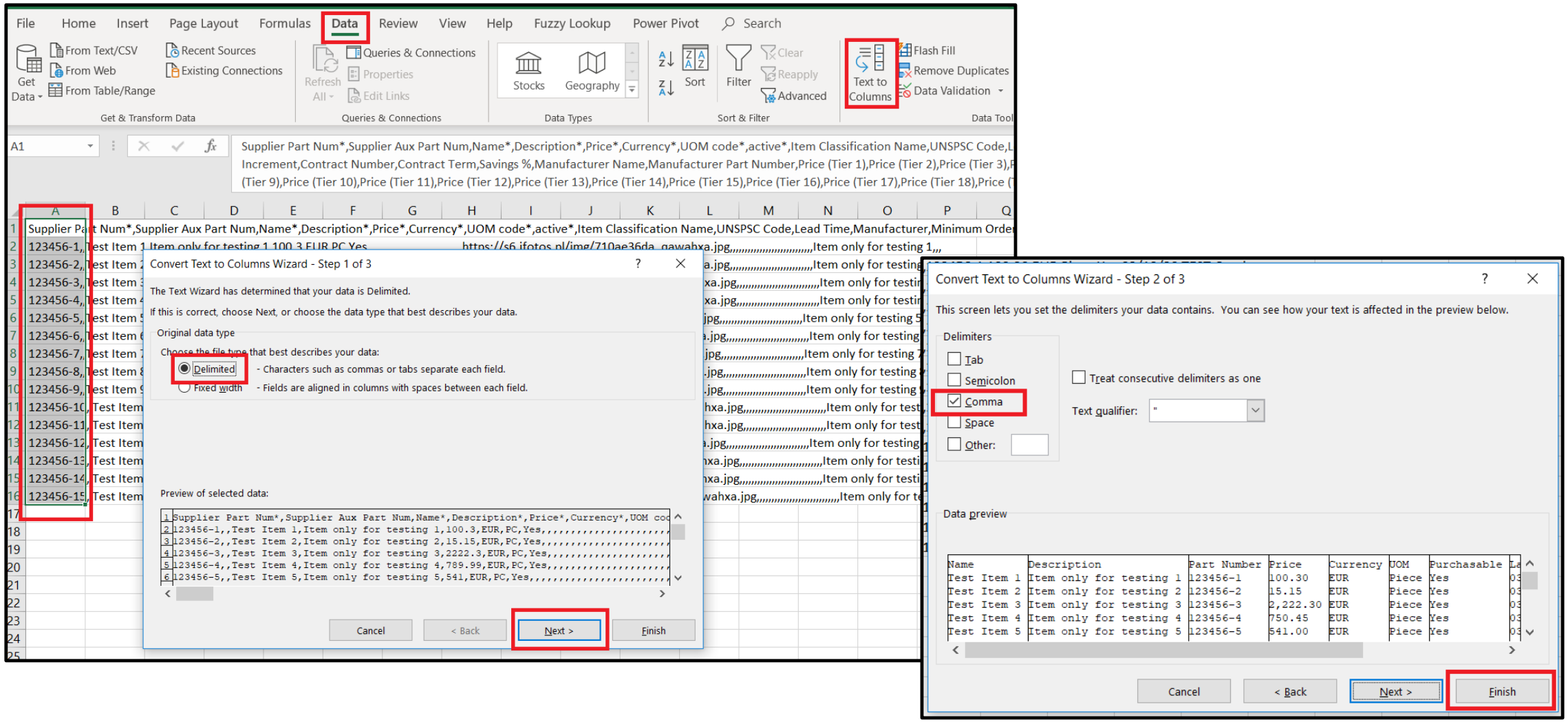
Edition of existing catalog

Some examples:
1. Price updates
2. Item deactivation
3. Name updates
4. Adding new description

Find backup copy of your existing catalog -> Make another copy (for future catalog updates) –> Open file



Mark column A -> Data ->Text to Column -> Delimited -> Next -> Comma -> Finish



Now Items list file looks like below.
Supplier is allowed to edit fields, add new items etc.

	A	C	D	E	F	G	H	AN	BP
1	Supplier Pa	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Name
2	123456-1	Test Item 1	Item only for testing 1	100.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	750.45	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5	541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8900	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15

List of changes:

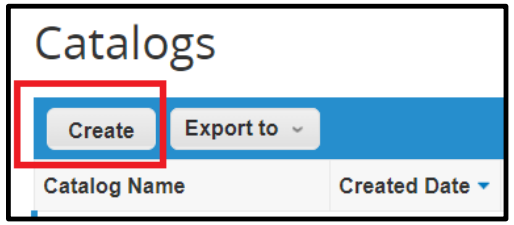
1. Price update for Test Item 1
2. Item deactivation for Test Item 2
3. Name updates for Test Item 3
4. Adding new description for Test Item 5
5. Price update for Test Item 6

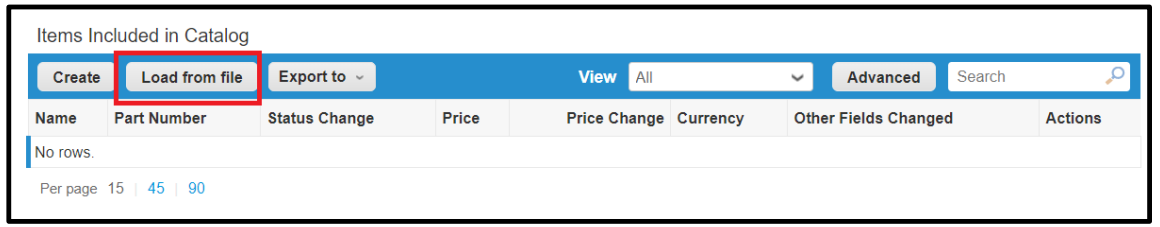
	A	C	D	E	F	G	H	AN	BP
1	Supplier Pa	Name*	Description*	Price*	Currency*	UOM code*	active*	Image Url	Supplier Item English Nam
2	123456-1	Test Item 1	Item only for testing 1	110.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 1
3	123456-2	Test Item 2	Item only for testing 2	15.15	EUR	PC	No	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 2
4	123456-3	Test Item 3 v1	Item only for testing 3	2222.3	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 3
5	123456-4	Test Item 4	Item only for testing 4	750.45	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 4
6	123456-5	Test Item 5	Item only for testing 5 with new description	541	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 5
7	123456-6	Test Item 6	Item only for testing 6	8800	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 6
8	123456-7	Test Item 7	Item only for testing 7	5.31	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 7
9	123456-8	Test Item 8	Item only for testing 8	8.14	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 8
10	123456-9	Test Item 9	Item only for testing 9	6.88	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 9
11	123456-10	Test Item 10	Item only for testing 10	6.78	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 10
12	123456-11	Test Item 11	Item only for testing 11	6.98	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 11
13	123456-12	Test Item 12	Item only for testing 12	1	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 12
14	123456-13	Test Item 13	Item only for testing 13	100	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 13
15	123456-14	Test Item 14	Item only for testing 14	120	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 14
16	123456-15	Test Item 15	Item only for testing 15	155.15	EUR	PC	Yes	https://s6.ifotos.pl/img/710ae36da_qawahxa.jpg	Item only for testing 15

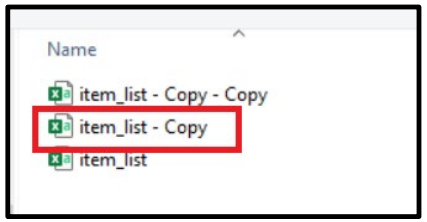
SAVE FILE & CLOSE

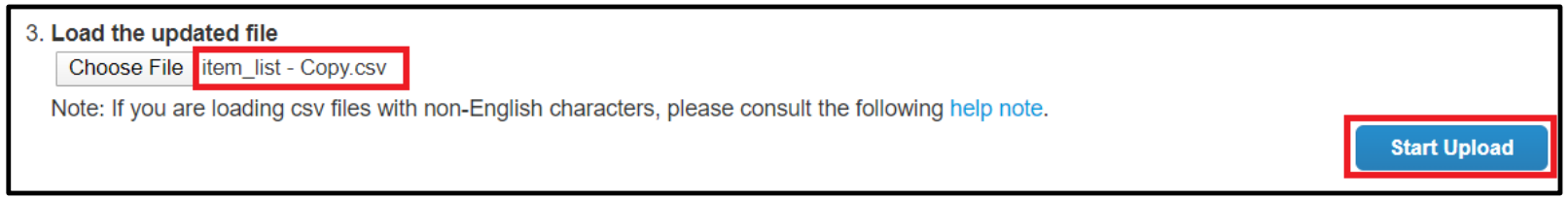
REPEAT STEPS FROM SLIDES 20-22 AND MOVE TO THE NEXT SLIDE

Login into CSP -> Catalog Tab -> Create buton -> Load from file -> Choose edited catalog -> Start Upload









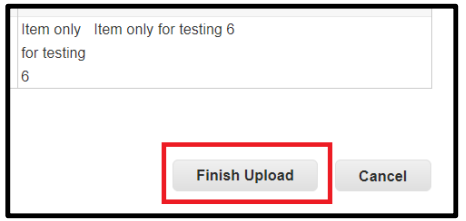
All changes or additions are highlighted in **orange**.

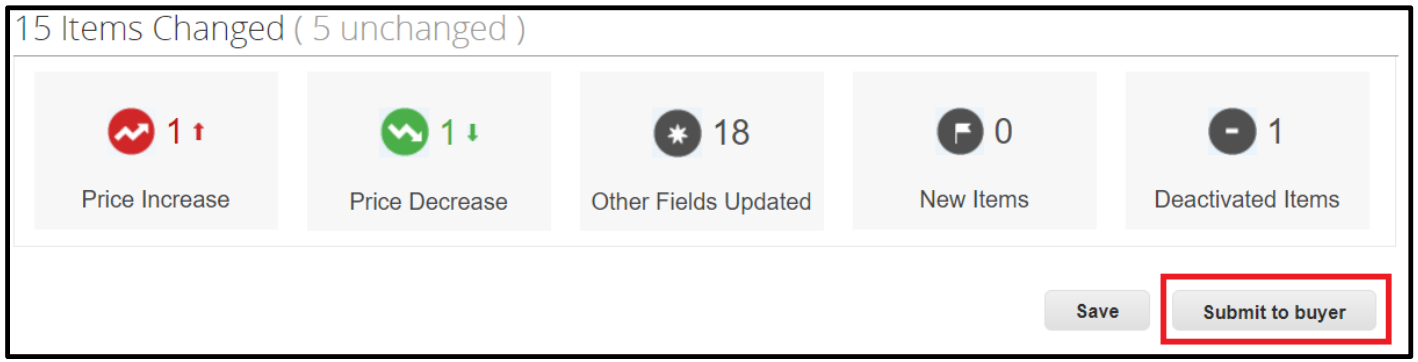
	Row 1		Row 2	
	Existing	Updated	Existing	Updated
Supplier Part Num*	123456-1	123456-1	123456-2	123456-2
Supplier Aux Part Num				
Name*	Test Item 1	Test Item 1	Test Item 2	Test Item 2
Description*	Item only for testing 1	Item only for testing 1	Item only for testing 2	Item only for testing 2
Price*	100.3	110.3	15.15	15.15
Currency*	EUR	EUR	EUR	EUR
UOM code*	PC	PC	PC	PC
active*	Yes	Yes	Yes	No
Item Classification Name				

	Row 3	
	Existing	Updated
Supplier Part Num*	123456-3	123456-3
Supplier Aux Part Num		
Name*	Test Item 3	Test Item 3 v1
Description*	Item only for testing 3	Item only for testing 3
Price*	2,222.3	2,222.3
Currency*	EUR	EUR
UOM code*	PC	PC
active*	Yes	Yes
Item Classification Name		

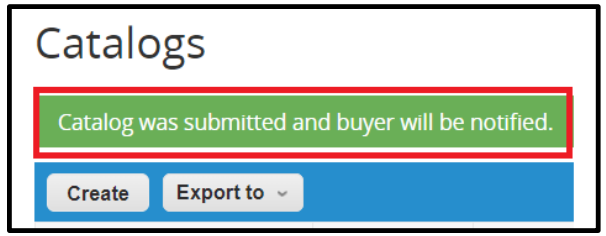
	Row 5		Row 6	
	Existing	Updated	Existing	Updated
Supplier Part Num*	123456-5	123456-5	123456-6	123456-6
Supplier Aux Part Num				
Name*	Test Item 5	Test Item 5	Test Item 6	Test Item 6
Description*	Item only for testing 5	Item only for testing 5 with new desciption	Item only for testing 6	Item only for testing 6
Price*	541	541	8,900	8,800
Currency*	EUR	EUR	EUR	EUR
UOM code*	PC	PC	PC	PC
active*	Yes	Yes	Yes	Yes
Item Classification Name				

After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes.



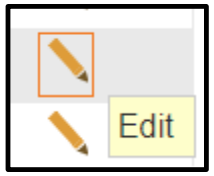


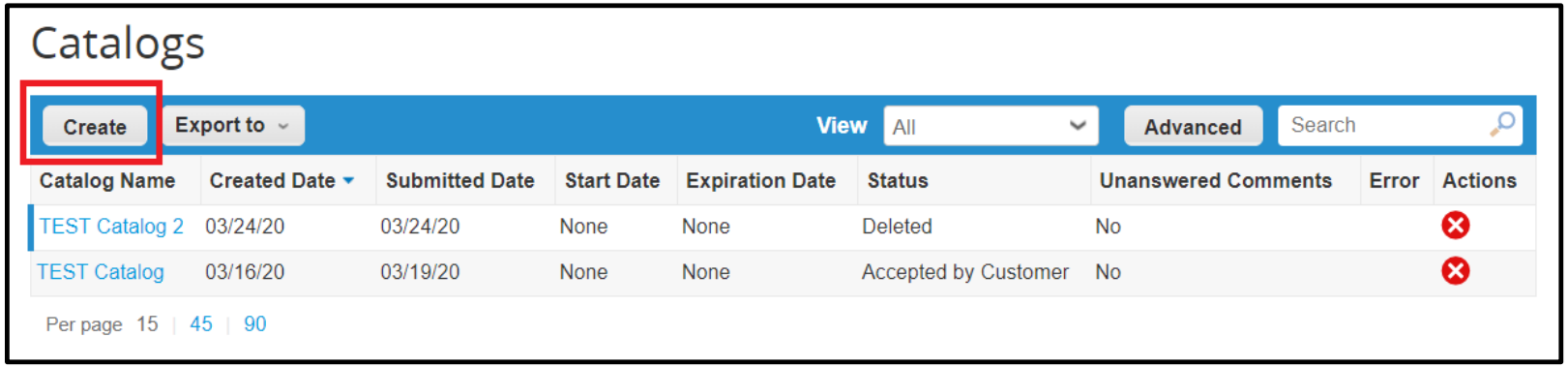
Click Submit to buyer

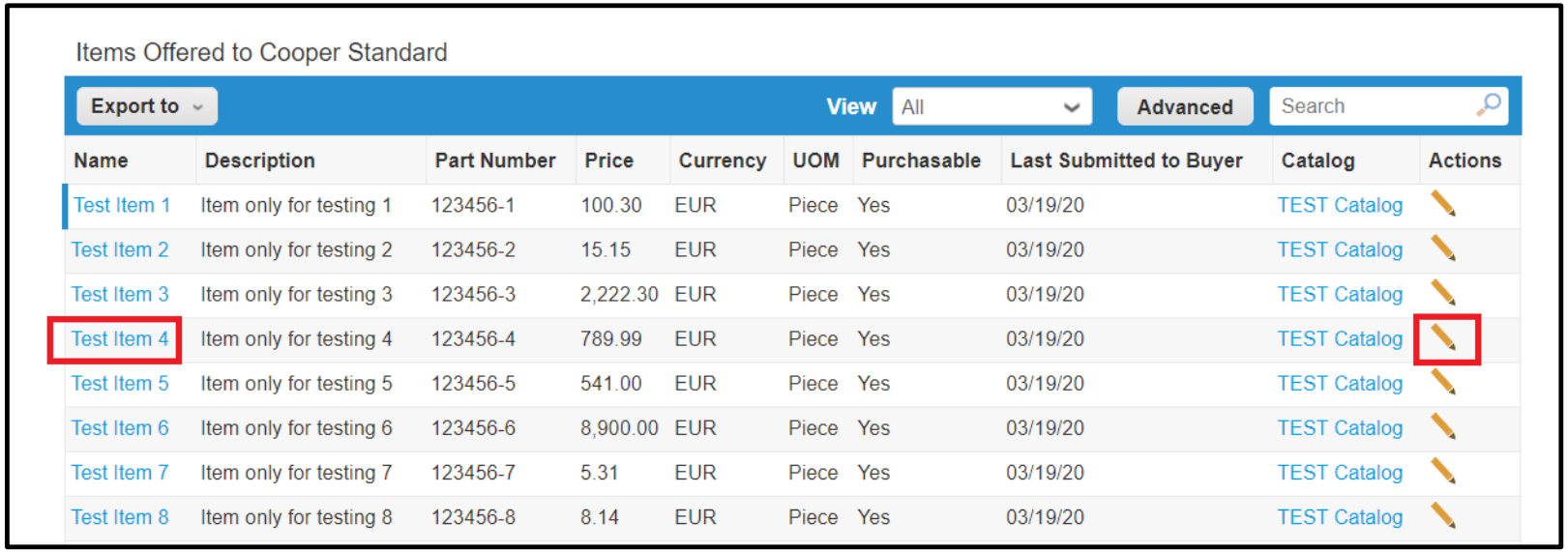


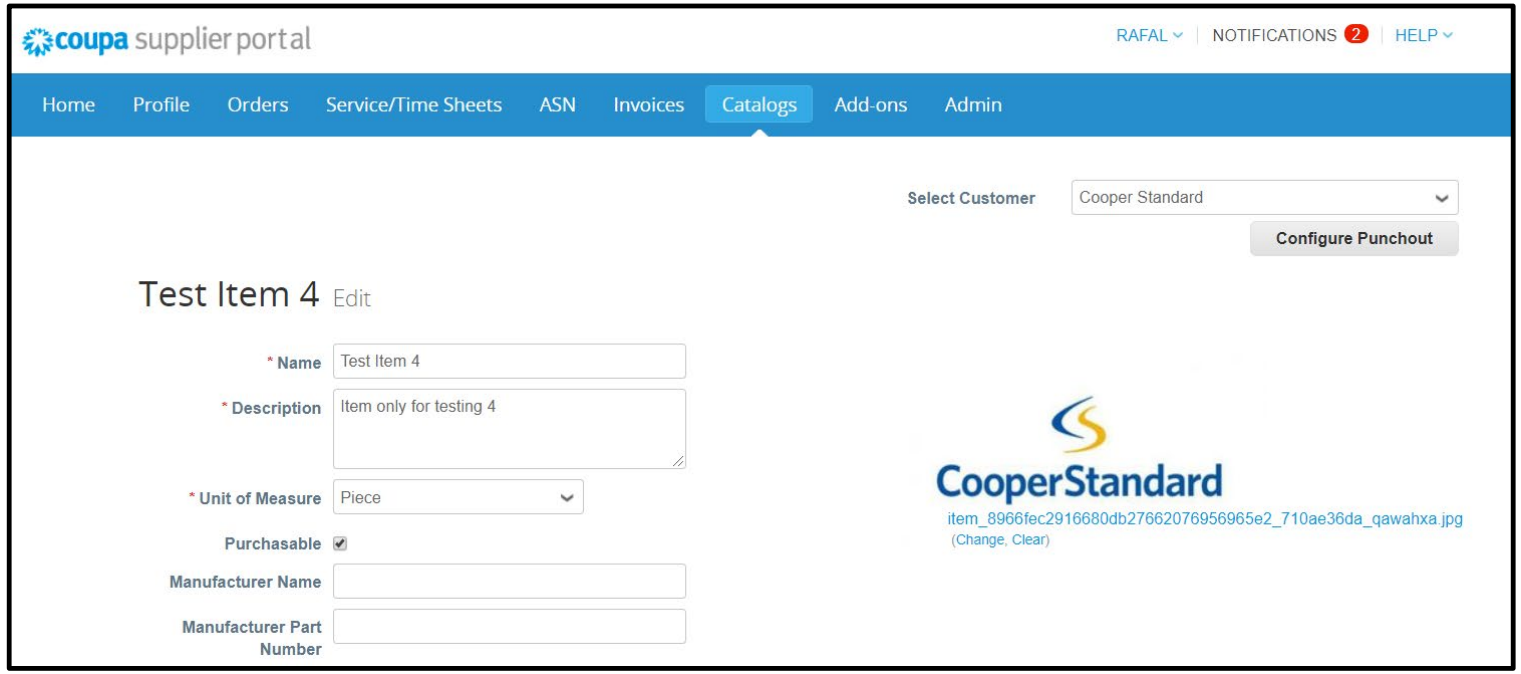
Edition of existing catalog* (Optional)

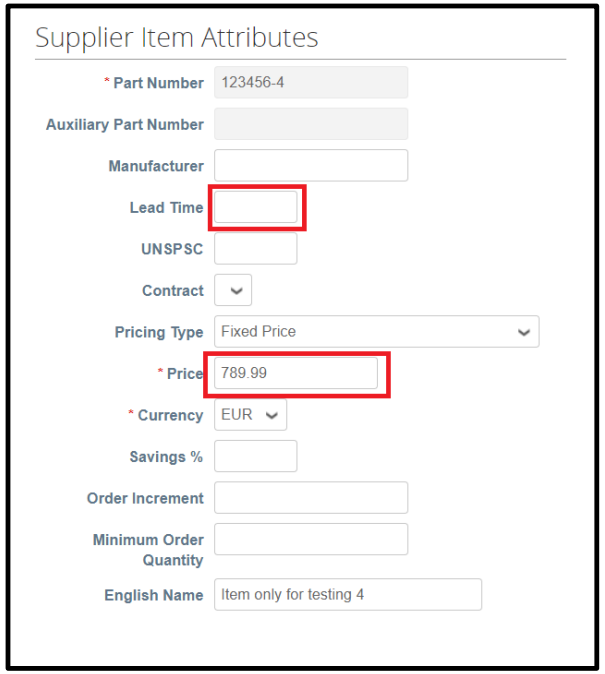
Go to catalogs tab in CSP -> Click on Create buton -> Find item you want change -> Click on edition buton on the right side

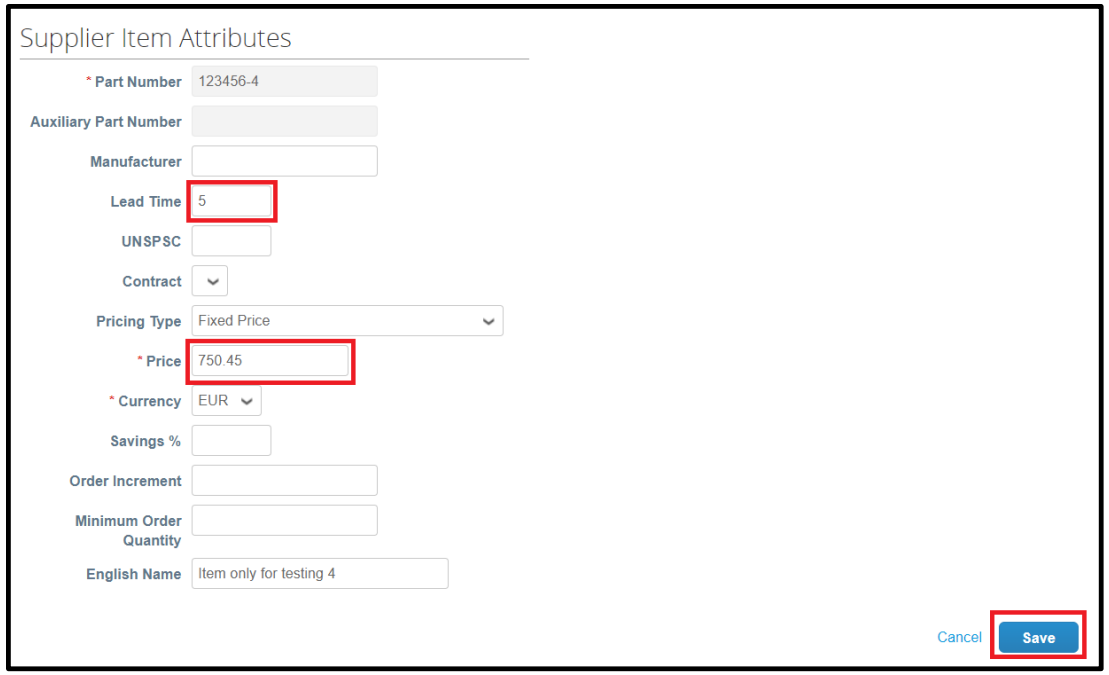








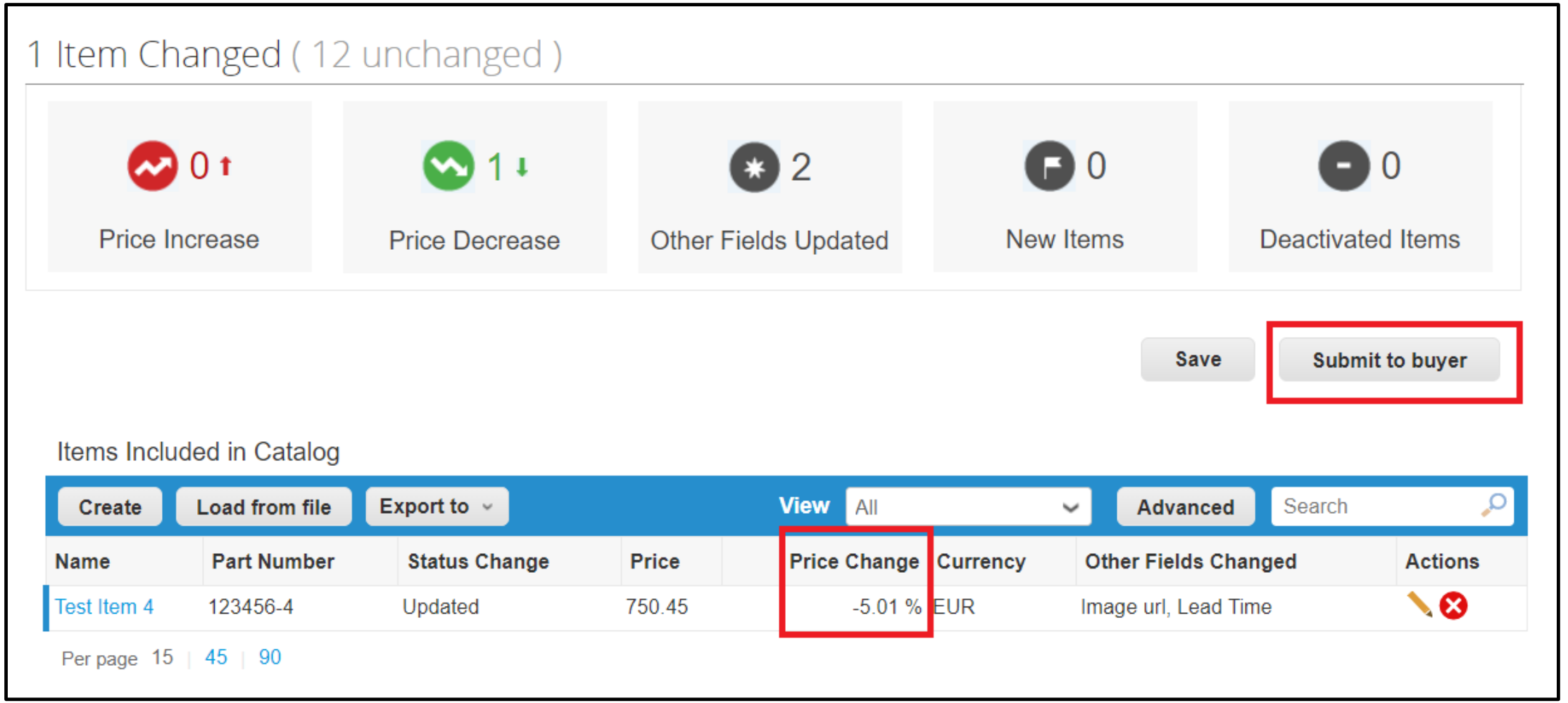


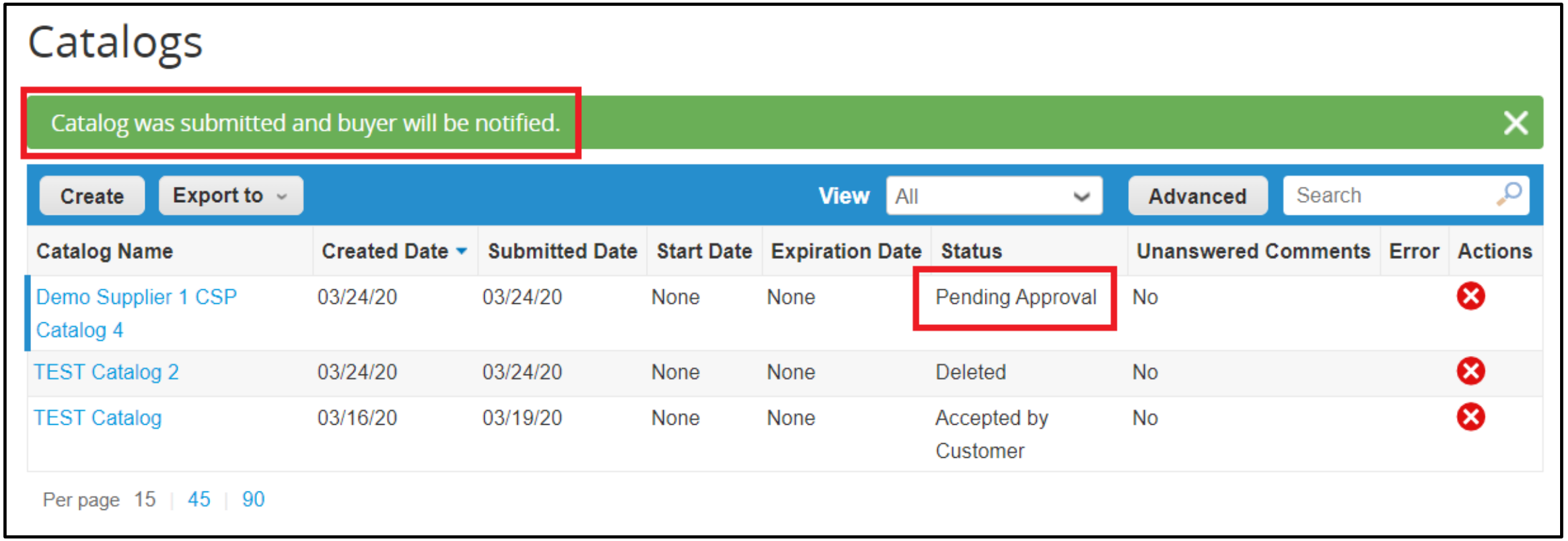


Find field you want to change -> updated data -> Click Save button

You can review your changes: Price Increase, Price Decrease, Other Fields Updated, New Items and Deactivated Items

If everything is correct -> Submit to buyer

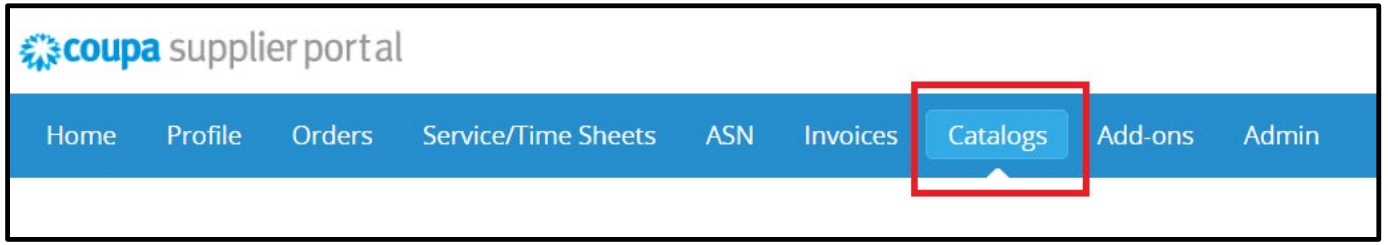


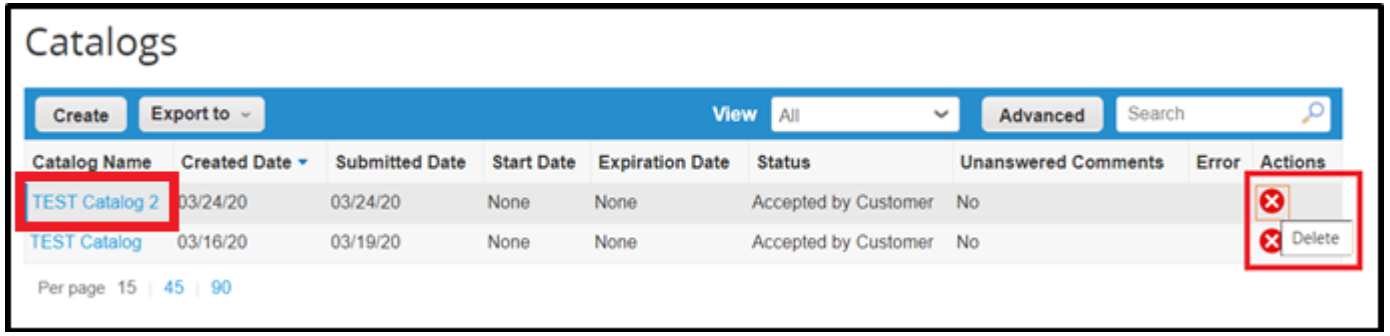


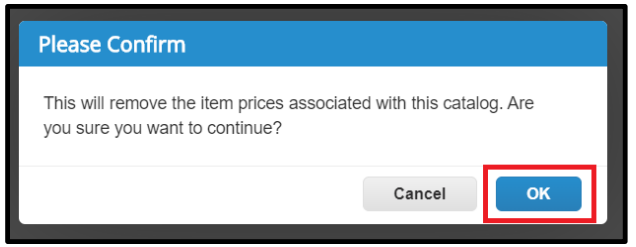
Your changings are waiting for CS approval.

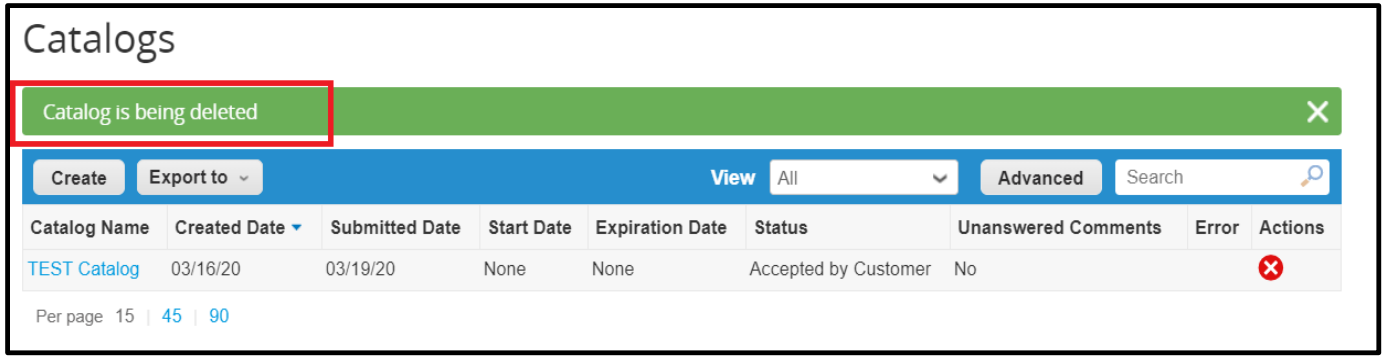
Catalog deletion

Login into CSP -> Catalog tab -> Find catalog you want to delete -> Click on the red X buton -> Confirm -> Done









THE END