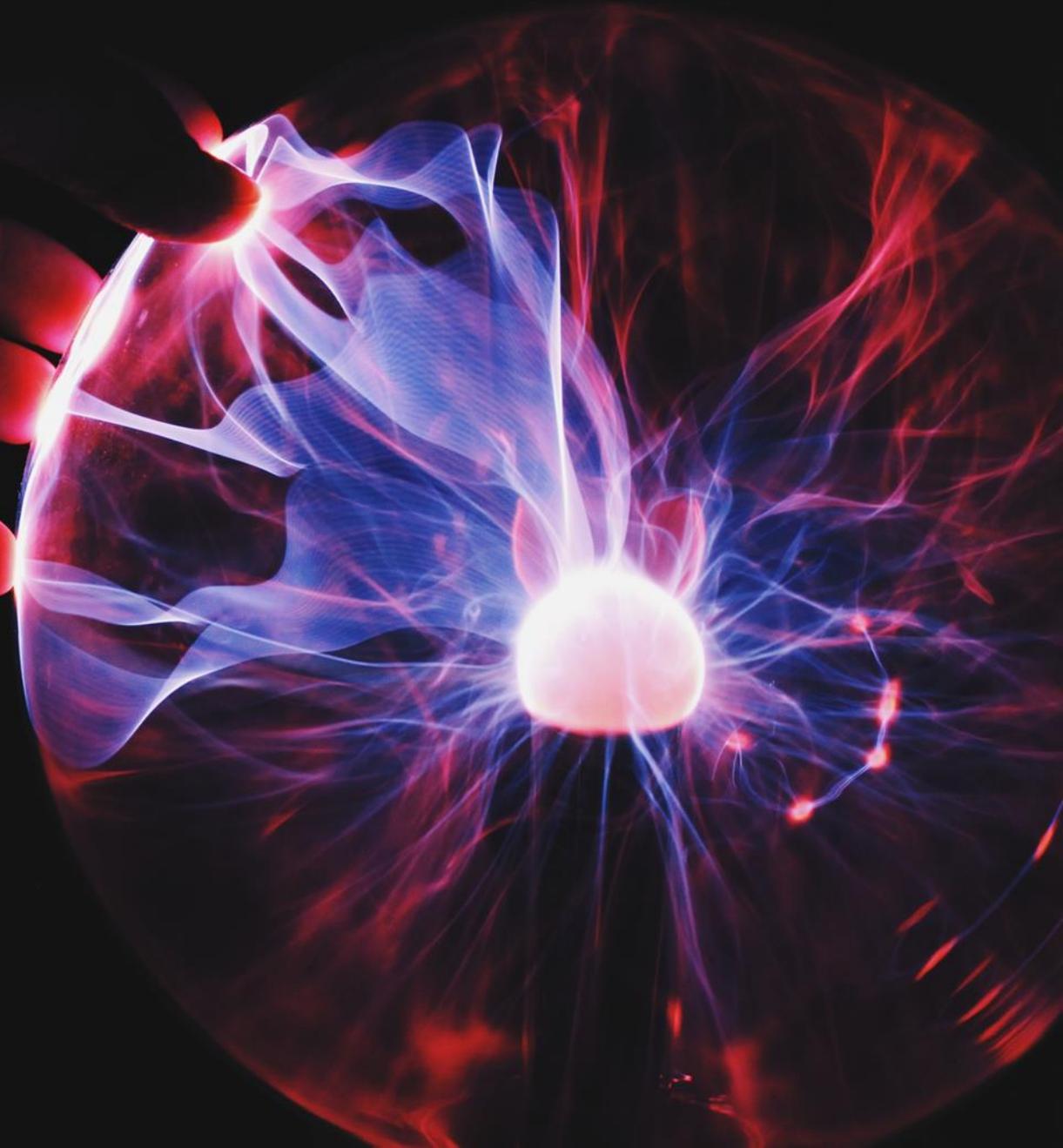


KANTAR

**Coupa Supplier Portal (CSP)
Training
Hosting Your Catalogue**



Creating a Catalogue



What is a Coupa Supplier Portal Hosted Catalogue?

Hosted catalogues are loaded into Coupa so users can search for and add items directly into their basket in Coupa.

As a Kantar supplier you will submit catalogues via the Coupa Supplier Portal, for validation and quality control by the Kantar Content Enablement Team / Category Managers.

This allows visibility and control of the catalogues that are available to Kantar users, and allows for price changes to be submitted for approval directly via the Coupa Supplier Portal.

Kantar user view of your catalogue

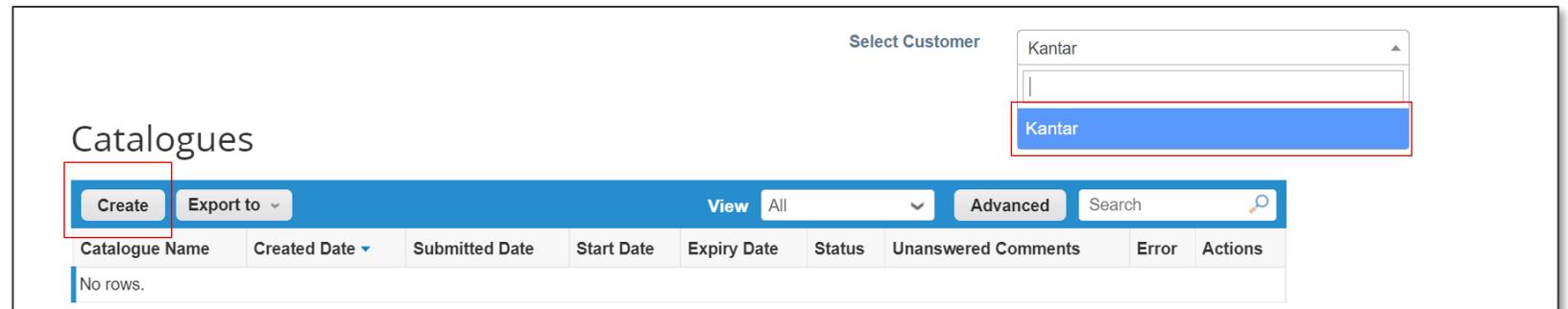
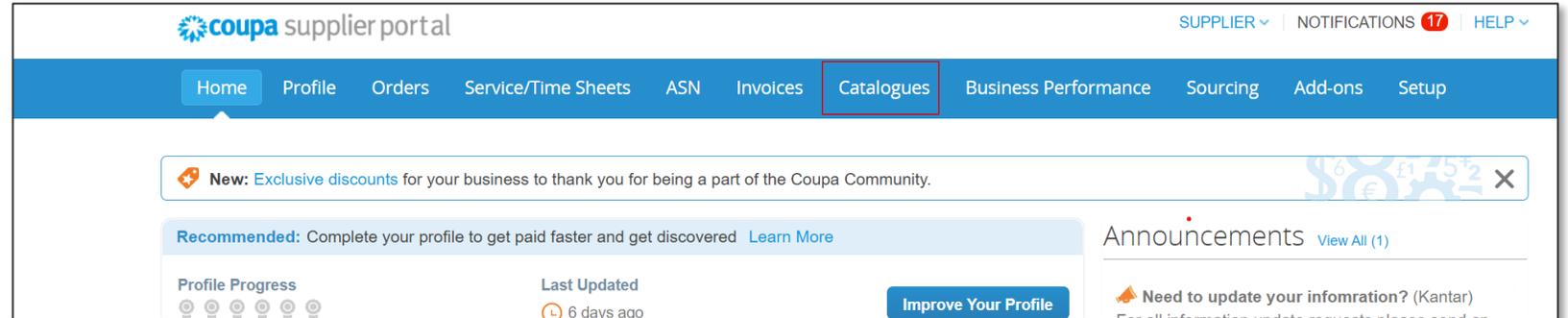
The screenshot displays a user interface for a Coupa catalogue. At the top right, there is a 'Sort by' dropdown menu set to 'Relevance'. Below this, the word 'Items' is displayed. The main content area contains six product listings arranged in a 3x2 grid. Each listing includes a checkbox, the product name, a five-star rating, the source 'from Amazon', the specific product name, the price in USDEACH, a quantity input field set to '1', and an 'Add to Basket' button. The products are: Lenovo Yoga - UK (470.00 USDEACH), Lenovo Yoga - NA (470.00 USDEACH), Logitech Mouse Wireless - UK (15.00 USDEACH), Logitech Mouse Wireless - NA (15.00 USDEACH), Jabra Bluetooth Headset UK (40.00 USDEACH), and Jabra Bluetooth Headset US (40.00 USDEACH). At the bottom right of the grid, there is a 'Create Order List' button.

Product Name	Price (USDEACH)	Quantity	Action
Lenovo Yoga - UK	470.00	1	Add to Basket
Lenovo Yoga - NA	470.00	1	Add to Basket
Logitech Mouse Wireless - UK	15.00	1	Add to Basket
Logitech Mouse Wireless - NA	15.00	1	Add to Basket
Jabra Bluetooth Headset UK	40.00	1	Add to Basket
Jabra Bluetooth Headset US	40.00	1	Add to Basket

Creating a Catalogue

To create a catalogue for Kantar:

1. Go to the **Catalogues** page
2. Select the customer from the **Select Customer** drop-down list in the top right corner
3. Click on the **Create** button



Creating a Catalogue

Fill in the catalogue's general details:

1. **Catalogue Name:** Name of this catalogue
2. **Start Date:** date when the catalogue should go live
3. **End Date:** date the catalogue should expire
4. **Currency:** default currency applied to prices of the items in this catalogue

Kantar Supplier Catalogue 1 [Edit](#)

Customer Kantar

* **Catalogue Name**

Status Draft

Start Date  date when catalogue prices become effective

Expiry Date  date when catalogue prices become expired

Currency 

Creating a Catalogue - Uploading Catalogue Items

1. Click **Download** and select **CSV for Excel** from the dropdown
2. Fill in the CSV file with details of your catalogue items- descriptions of fields can be found on the next page
3. Select **Choose file** under Load the updated file.
4. Upload this completed CSV file by clicking **Start Upload**

You can create as many catalogues as needed, but each catalogue must be approved by Kantar before users can purchase against them in Coupa.

Select Customer: Kantar Configure Punchout

Bulk Load Item Updates for Kantar Supplier Catalogue 1

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. **Load the updated file**
CSV plain
CSV for Excel file. [Click here](#) for a description of the required and optional fields in the template.
• 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

Creating a Catalogue – Upload File Key Field Descriptions

We have provided a detailed guidance template. The column titles with * mark mandatory fields on the catalogue upload template. Other fields below are those Kantar recommends you to populate:

Supplier Part Number: Unique item number

Name: Item Name

Item Description: Descriptive text to provide more information on the item

Price: Item price

Currency: Item currency

UOM code: Item Unit of Measure code e.g. EA- Each. The available codes will be provided to you by Kantar

Active: Input Yes to allow users to purchase against this item

UNSPSC code: This is the United Nations Standard Products and Services Code (UNSPSC®) . For more information, see www.unspsc.org and select a standard classification code that best describes the item

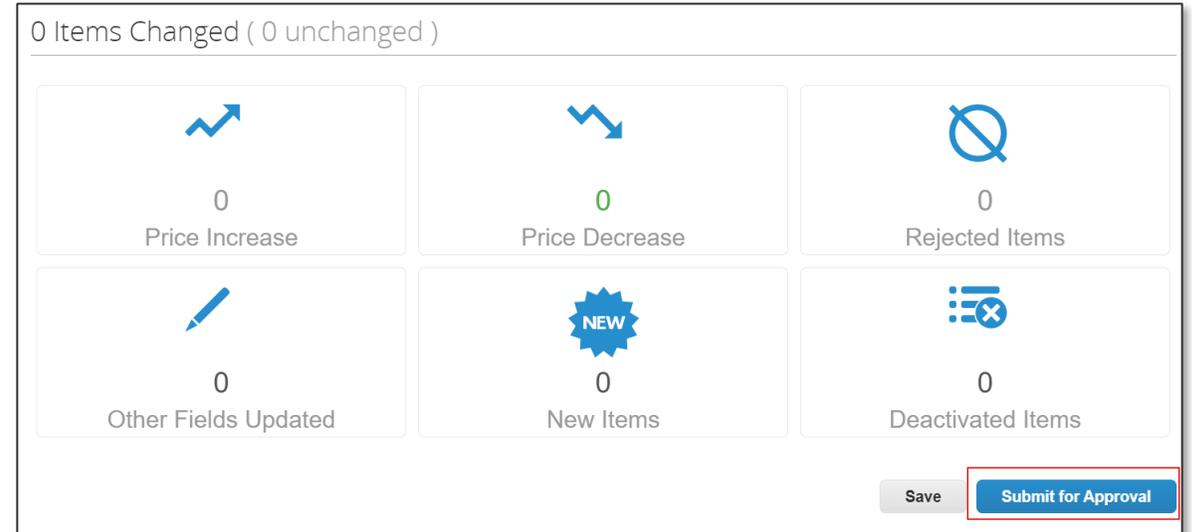
Image URL: Coupa displays this image in your search results. You can use any image that fits on a regular screen. Enter the fully qualified URL to the image file (not the containing page).

Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*
XXXXXXXXX1	YYYYYYYYY1	Lenovo Thinkpad T560	Processor Intel Core i5-6300U Processor (3MB L3 cache, up to 3.00GHz) Operating System Windows 10 Home 64 Display Panel 15.6" FHD IPS (1920x1080),No Touch,WWAN Graphics Intel HD Graphics 520 Memory 8GB PC3-12800 DDR3L 1600MHz SODIMM Hard Drive 192 GB Solid State Drive, SATA3 Wireless Intel Dual Band Wireless-AC(2x2) 8260, Bluetooth Version 4.1 vPro Pointing Device UltraNav (TrackPoint and TouchPad) without Fingerprint Reader Front Battery ThinkPad Battery 3 cell Li-Polymer (44Whr) Front Warranty 1 Year Depot or Carry-i	800	GBP	EA	Yes
REQUIRED	NOT REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
This is the Suppliers part Number. This is used by the customer when submitting an order. Supplier part number is unique per supplier item. Uploading an item with supplier part number that is already used will give an error that supplier part number is already taken. It may be different from the Manufacturer part number.	Supplier Auxiliary Part Number. Another part number that helps identify the item, for example, a quote number. It will be included in any purchase order.	This is the Short Name of the item. The name should contain the most significant information that describes the item. Words in item name will be auto searchable for users. The key field for a catalog item. This is best used as a short, basic description of the item. There is a 255 character limit for this field. Everything written will appear on the requisition line, so it's best to keep this short and sweet. Ideally, item name should be unique. When bulk uploading, if item is found by name it will be updated. Otherwise, a new item will be created. Must be a unique name for each item. Or, items with different item IDs can have the same name.	Long description of item The Long Description of the Item should include a detailed article. The technical features of the product defined as attributes should be entered here. With up to 4000 characters at your disposal, you can provide all the detail you want to include about an item, in this field. When a user searches for an item and clicks on its name, they will be taken to a product information screen where they can read the product description.	Price of item. The price users will pay (before taxes and shipping) to purchase the item.	Item price currency. Must exist and be active in Coupa. The currency is determined at the catalog level. The currency selected for the catalog is the default currency selected when you create a new catalog item. However, you can have items with different currencies in one catalogue Use ISO Currency Codes, for example, USD.	The unit of measure (UOM) in which the item may be ordered. A valid UOM code that has already been configured in Coupa. Ask the customer for the UOM code to use. Please note: The price of the item always refers to this unit. Currency is set at the catalogue level. However, when create individual items, one catalogue can have items that use different currencies. This field tells us how many or how much of an item they are ordering. Common units of measure include each, case, dozen, pair, hour, or pound. When bulk uploading, enter the UOM	If the item is currently purchasable or not.

Creating a catalogue- Item changes

The Item(s) Changed section provides information on changes that Kantar made to the catalogue:

1. **Price Increase:** Total number of items in the catalogue that increased in price
2. **Price Decrease:** Total number of items in the catalogue that decreased in price
3. **Other Fields Updated:** Total number of items that were modified in a way other than a change in price
4. **Rejected Items:** Items Kantar has not approved to be included in the catalogue
5. **New Items:** Total number of new items included in the catalogue since the last upload or creation of new items
6. **Deactivated Items:** Total number of items that are no longer available in the catalogue or within Coupa.



If you accept the changes, click **Submit for Approval** to have Kantar approve the catalogue for inclusion in their Coupa environment. You can also add comments for your customer.

Creating a Catalogue - Approval

Once the catalogue is approved by the approvers at Kantar, the items will be displayed in the **Items included in the Catalogue** table.

Use the **Withdraw** button to withdraw your catalogue.

The screenshot shows the 'Approvers' section of the Kantar interface. At the top, there is a flow diagram illustrating the approval process: a 'Supplier User' (dated 26/05/22) sends an item to a 'Buy Desk' (represented by a shopping cart icon), which then leads to 'Approval Complete' (indicated by a green arrow). Below this flow, there is a 'Withdraw' button highlighted with a red box. Underneath, the 'Items Included in Catalogue' section features a table with columns for Name, Part Number, Status Change, Price, Price Change, Currency, Other Fields Changed, Reject Reason, and Actions. A single item is listed: 'Kantar Supplier Item' with Part Number 436427388, Status Change 'New', Price 200.00, and Currency 'GBP'. The interface also includes an 'Export to' dropdown, a 'View' dropdown set to 'All', an 'Advanced' search filter, and a 'Reject' button. At the bottom, it shows 'Per page 15 | 45 | 90'.

<input type="checkbox"/>	Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
<input type="checkbox"/>	Kantar Supplier Item	436427388	New	200.00		GBP			

Creating a Catalogue- Comments

You can also add comments directly to Kantar with any Catalogue changes.

 Comments

Mute Comments 

Enter Comment

Send comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add [File](#) | [URL](#)

Add Comment

Thank you!

