



Front End Catalog Management

For Suppliers



Coupa Document Library

- For questions regarding Coupa Functionality, visit the **Coupa Success portal** at the below address:
 - <https://compass.coupa.com/>
- The following are links pulled from the **Coupa Success Portal** and are useful references for catalog management:
 - [View and Manage Catalogs](#)
 - [Create or Edit Catalog Items](#)
 - [Load Images for Catalog Items](#)
 - [Manage Users](#)
 - [Supplier Item Availability](#)
- Please Utilize the below link and file for direction that is Kroger specific and cannot be found in the **Coupa success portal**:
 - [Supplier Catalog Management Guide](#)

Helpful Advice

Do not delete accepted catalogs - this creates data integrity issues

You can check catalog history at the bottom of each catalog

Adding comments to catalog is a great way to communicate through catalog approval

Do not set an availability date unless the item is backordered or Out of Stock status, this can cause catalog failure

Always check your catalogs after they have been accepted to see if there were any rejected lines within the update

For functional support please reach out to CoupaP2PSupport@kroger.com

Navigating to Catalogs

- Log into Coupa:
<https://supplier.coupahost.com/sessions/new>
- Navigate to “**Catalogs**” on the main ribbon
 - If you do not have visibility to this tab, reach out to your Coupa Admin for access. Directions can be found in the following link: [Manage Users](#)

The screenshot displays the Coupa Supplier Portal interface. A red arrow points to the 'Catalogs' tab in the main navigation ribbon. The page shows a 'Recommended' section with a 'Profile Progress' indicator, a 'Last Updated' timestamp of 19 days ago, and an 'Improve Your Profile' button. Below this is a 'Profile Summary' section with three cards: 'Legal Entity' (1), 'Registered User' (1), and 'Connected Customer' (1). At the bottom, there are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. On the right side, there are sections for 'Announcements', 'One-Click Savings', and 'Merge Accounts'.

Pulling Catalogs

To avoid errors, each catalog update needs to start from a new catalog pull

- Starting from a draft catalog, click **“Load from file”**
- The Bulk load Items Updates for catalog pull information will populate to allow your full catalog to be extracted
- From the **Export To** drop down, select **“CSV for Excel”**. The catalog export will be emailed to you
- Apply updates to the downloaded CSV file following directions outlined in the **Supplier Catalog Management Guide**

0 Items Changed (9 unchanged)

0 Items Changed (9 unchanged)

Price Increase 0

Price Decrease 0

Other Fields Updated 0

New Items 0

Deactivated Items 0

Save Publish Catalog

Items Included in Catalog

Create Load from file Export to View All Advanced Search

Bulk Load Item Updates for catalog pull

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.)
 or
2. **Fill in or update the** description of the required and optional fields in the template.
 - Fields marked with * are required.
 - 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**


No file chosen






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

UI Catalog Updates

While in Draft status a catalog's content will be listed under **“Items Offered by (supplier name)”**

- To edit the item, select the **pencil icon**. Select **“Save”** when complete
- Updated items can be found in the **“Items Included in Catalog”** section of the catalog screen

Items Offered by test 

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
Currency counting	Currency counting	Currency counting	1.00	USD	Each	Yes	03/15/21	Stuck Test	
check encoder and endorser	check encoder and endorser	check encoder and endorser	1.00	USD	Each	Yes	03/15/21	Stuck Test	
Glass showcase (Tobacco, Jewelry)	Glass showcase (Tobacco, Jewelry)	Glass showcase (Tobacco, Jewelry)	1.00	USD	Each	Yes	03/15/21	Stuck Test	
indoor 3d party venue kiosk (Starbucks, etc.)	indoor 3d party venue kiosk (Starbucks, etc.)	indoor 3d party venue kiosk (Starbucks, etc.)	1.00	USD	Each	Yes	03/15/21	Stuck Test	
Checklanes (Booth)	Checklanes (Booth)	Checklanes (Booth)	1.00	USD	Each	Yes	03/15/21	Stuck Test	

Currency counting [Edit](#)

* Name

* Description

* Unit of Measure


Purchasable

Manufacturer Name

Manufacturer Part Number

Model Number

Legend

 No file chosen

Items Included in Catalog 

Name	Part Number	Unspsc	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Currency counting Updated	Currency counting	44102501	Updated	1.00	0.00 %	USD	Name		 

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Catalog Bulk Uploader

To avoid errors, each catalog update needs to start from a new catalog pull

- Update the file following the directions in the **Supplier Catalog Management Guide**
- Select **“Choose File”** to load the updated file
- Select **“Start upload”**
- All items that are loaded will be listed under **Items Included in Catalog** even if no change took place on that line

Bulk Load Item Updates for catalog pull

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.)

or

2. Fill in or update the template. Description of the required and optional fields in the template.

- Fields marked with * are required.
- 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

No file chosen

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

Items Included in Catalog

Name	Part Number	Unspsc	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Currency counting Updated	Currency counting	44102501	Updated	1.00	0.00 %	USD	Name, Uom		
check encoder and endorsers	check encoder and endorser	44101900	Updated	1.00	0.00 %	USD	Name		

Start and Expiration Date




Start Date(not required):

- This is the date that the catalog will go into effect
- Once Accepted that date cannot be changed
- Catalog changes will only take effect after the selected date arrives, and the catalog cannot be edited while in pending activation status

Expiration Date(not required):

- This is the date where this catalog's contents are no longer purchasable
- The items will become visible again if they are included on a new catalog update

Note: The catalog will not active if the Start date is on or before Expiration date

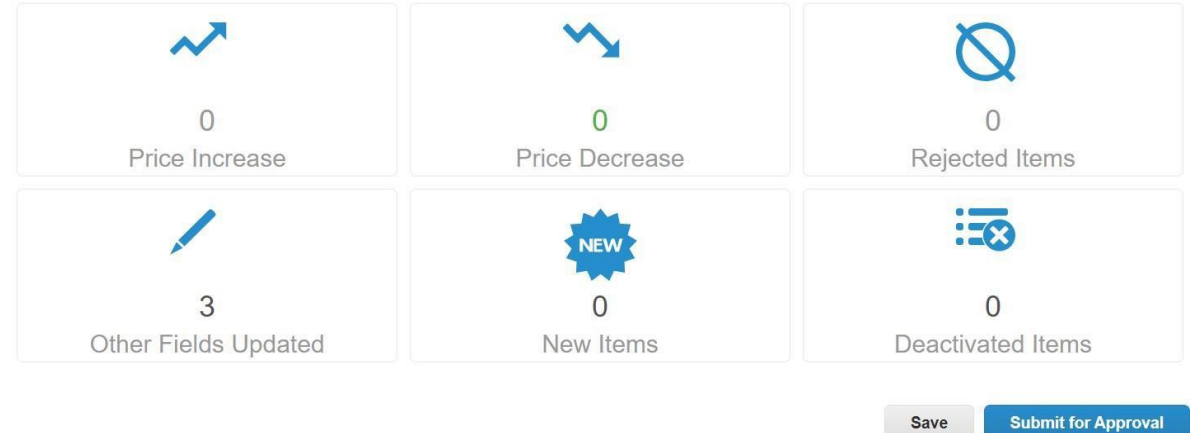
* Catalog Name	<input type="text" value="Test Catalog"/>
Status	Draft
Start Date	<input type="text" value="07/21/21"/>  date when catalog prices become effective
Expiration Date	<input type="text" value="05/10/22"/>  date when catalog prices become expired
Currency	<input type="text" value="USD"/> 

Submitting the Catalog

A catalog will not be visible to Sourcing until the catalog has been **submitted** and is in **pending approval status**

- Select “**Submit for Approval**” to submit a catalog update
- Enterprise Sourcing will review the request and either approve or reject based on the catalog’s content

2 Items Changed (125 unchanged)



A summary dashboard showing the status of catalog changes. It features six cards arranged in a 2x3 grid. The top row includes 'Price Increase' (0), 'Price Decrease' (0), and 'Rejected Items' (0). The bottom row includes 'Other Fields Updated' (3), 'New Items' (0), and 'Deactivated Items' (0). At the bottom right, there are two buttons: 'Save' and 'Submit for Approval'.

Category	Count
Price Increase	0
Price Decrease	0
Rejected Items	0
Other Fields Updated	3
New Items	0
Deactivated Items	0

Partially Rejected Catalogs

Sourcing can partially reject catalogs based on their content

- The catalog will appear as accepted in the catalog tab but could have rejected lines
- Accepted Catalog lines will need to be updated in a new catalog update
- Rejected lines need to be updated on a separate catalog update so the lines can be reviewed and approved

Status Accepted by Customer
Start Date None
End Date None

Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
item 2	item 2	Rejected	3.00	50.00 %	USD		Price increase	
Item 1	Item 1		2.00		USD			

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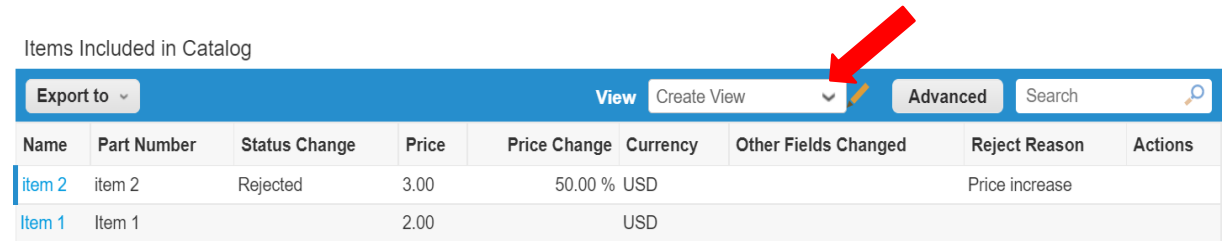
Partially Rejected Catalogs - Creating a view

To quickly access partially rejected catalogs, it is recommended to set up a view

- In the catalog go to “**Create View**”. Selecting this will take you to a new page where you can create your specific view
- **Name** your view
- To set visibility permissions for who in your organization can view it, Select the appropriate radio button: **Only Me** or **Everyone**

Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Item 2	item 2	Rejected	3.00	50.00 %	USD		Price increase	
Item 1	Item 1		2.00		USD			



Editing data table view

General


Name

Visibility Only Me
 Everyone

Start with view

Partially Rejected Catalogs - Creating a view

- Under Selected Columns include the column header **“Comment”**
- Select **“Save”** to create the view
- After Saving, all line level comments will be visible for review

Selected Columns 

Comment
Name
Part Number
Status Change
Price
Price Change
Currency
Other Fields Changed
Reject Reason
Actions

Items Included in Catalog

Comment	Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Wrong price	item 2	item 2	Rejected	3.00	50.00 %	USD		Price increase	
None	Item 1	Item 1		2.00		USD			

There are several valuable fields within create view that can assist with catalog creation and management. Try some options to create a view that is best fit for you.

Updates with Priority

- Catalog approval is triggered by all items included in the catalog
- If a small group of items need to be reviewed with high priority, **only include those items as the catalog update**
 - Separating high priority items prevents unnecessary review and allows for targeted approvals
- You may have multiple catalog updates pending at the same time
 - Ensure that the update requests do not share items

Scientific Notation and Catalogs

Items with a long numerical value have the risk of Coupa displaying them in scientific notation when loaded to Coupa.

- *Example:* 819703013169 could present as 8.197E+9 as the part number

To avoid this, ensure that there are no cells that are displaying in scientific notation on the excel file before uploading to Coupa

Coupa will treat the update as if it were a part number change and create a duplicate

Item Images

Item images are required for all items. There are two ways to update the catalog to include them:

1. **User Interface update**

- Best option small updates and the image is saved on your computer

2. **Bulk uploader update**

- Best option for large updates where the images can be linked to on a hosted page



For additional questions see the below link to Coupa Success portal:

[Load Images for Catalog Items](#)

Updating Images Through UI

- To update an image, select the **pencil icon**
- Select **“Choose File”**
- A pop-up window will appear to select the image from your computer
- Select the appropriate image
- Select **“Save”** at the bottom of the page

Items Included in Catalog

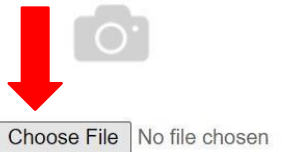
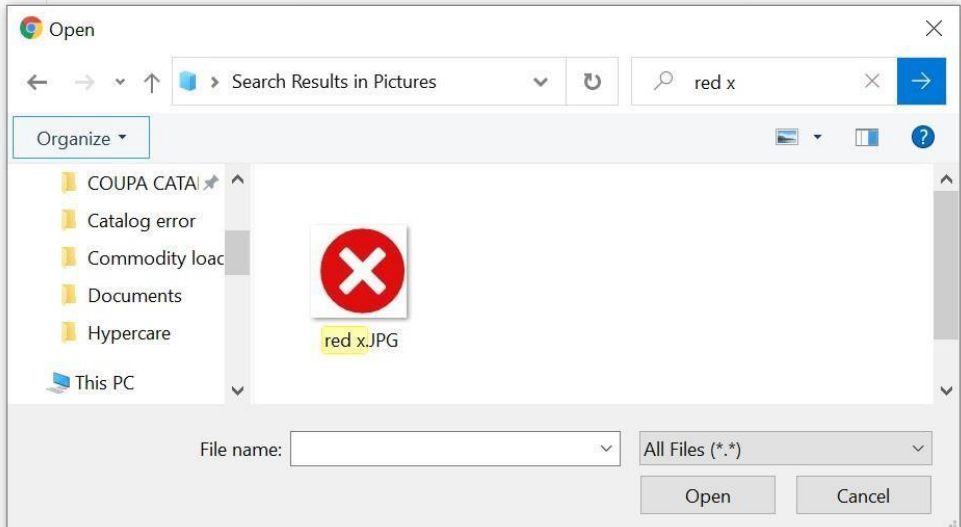
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Same Name Test1	123456	Updated	2.00	100.00 %	USD			 

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Travel & Expenses Requests Orders Invoices Community Inventory Sourcing Setup More...

Same Name Test1 Edit

* Name Same Name Test1



Choose File No file chosen

Item Images Bulk Uploader

- Export your catalog using methods previously shared in this document
- Provide a link to a hosted image location and paste into column “AP” on the excel file
 - To find the image URL right click the image you would want to use and click copy image address
 - The link must only be of the image otherwise this method will not work
- Once accepted by Sourcing, Coupa will host the image. This means updates to the original URL will not impact Coupa’s Image

UNSPSC Code

UNSPSC Code is a required field for all catalog items

- Apply the UNSPSC code located next to “Selectable Commodity” in the Supplier Catalog Management Guide
- Each item needs to have a code from this list. You may use the same code as many times as you like but it must be from the shared list
- Please ensure you only use UNSPSC codes from this table for managing your catalog updates
- You can provide this update either through the catalog bulk loader (found in column J of the bulk loader file) or you may update the item through the user interface by selecting the pencil icon next to the item
- Important to note in the supplier catalog management guide file:
 - In the Tab “UNSPSC Code – Commodity Map” you can filter Level columns (A-D) to assist with navigating. It is recommended to filter from left to right as this will narrow your search. Once the ideal code is determined use the UNSPSC code found in column F for your update
 - An accurate UNSPSC Code selection will ensure a smooth catalog review

If you need assistance, please reach out to your Kroger category manager

Important Catalog Fields

Item Number

- Coupa automatically assigns this number to new items shortly after the catalog is accepted. If this field is blank during catalog submission Coupa will view your update as if you were attempting to create a new item
- **Do not change the value in this field this will cause catalog failure**

Part Number/Auxiliary Part Number

- If either of these fields are changed Coupa will view that change as if you were attempting to add a new part number. This will create duplicate items
- If these values need updated, please reach out to your respective Kroger category manager/Analyst for assistance

UOM

- Coupa WILL NOT allow suppliers to update Unit of Measure once and item has been accepted. If a change is needed, please reach out to your Kroger category manager or analyst for assistance

Availability/Availability Date

- Please review link for detail: [Supplier Item Availability](#)
- Do not set an availability date unless the item is backordered status, this can cause catalog failure
- Setting availability to out of stock will cause the item to be visible in Coupa but not orderable

Catalog Status

Accepted

- Catalog Changes have been accepted by Sourcing and are reflected in Coupa
- Review catalog once approved to identify if any individual line items have been rejected and need to be resubmitted in a separate update (changes cannot be submitted through an accepted catalog)

Deleted

- Do not delete accepted catalogs this will create data integrity issues

Draft

- Catalog has not been submitted for sourcing review and is not viewable by sourcing

Failed

- Catalog failed to integrate into the Coupa items table
- Reach out to your category manager/analyst for support

Pending

- Catalog is in review with Sourcing

Pending Activation

- Catalog has been accepted and will go into effect when the start date listed on the catalog is reached
- Catalog Cannot be edited or rejected while in this status

Rejected

- Catalog changes were rejected in total by Sourcing. Edit and resubmission may be necessary
- Check and View rejected catalogs from your email or Coupa notifications for full rejection visibility



For Questions, Please Reference the Supplier Catalog Management Guide at the below link

Or contact your category manager

Thank you!



[Supplier Catalog Management Guide](#)

Front End Catalog Management