

Creating a Catalog through the Coupa Form

Creating a New Catalog and Adding items using Coupa Form

- a) Click on “Catalogs” tab
- b) Click on “Create” to create a new catalog
- c) Enter “Catalog Name” and other details as required
- d) Click on “Create” to add items in the catalog
- e) Enter item details, including the contract name provided by NAL
- f) After all items are entered, click “Submit to Buyer” for NAL’s approval of the catalog
- g) After an NAL buyer/user approves the catalog, the catalog is ready to be utilized

Coupa Link:

<https://supplier.coupa.com>

Support Email:

B2B.Support@nal.ca

Tips:

- ✓ Items in the catalog will no longer be in use after the end date stated in the catalog

Coupa Catalog Page: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/Create_or_Edit_a_catalog

Coupa Support Videos: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/02_CSP_Videos