

Creating a Catalog through CSV file

Creating a New catalog and Adding items using CSV file

- 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 “Load from file” to add items in the catalog
- e) Download the “CSV Template”
- f) Fill all the information that has an asterisk (*) (Note: “Units of Measure” codes will be sent by NAL)
- g) Enter contract number provided by NAL
- h) After all items are entered, save the CSV file on your computer
- i) Repeat steps (a) - (d) to go back to the screen where you downloaded the CSV file from
- j) Load the completed CSV by clicking on “Browse” and then selecting the CSV file
- k) After all items are uploaded, click “Submit to Buyer” for NAL’s approval of the catalog
- l) 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:

- ✓ Before you begin creating a catalog and adding items using CSV upload, ensure you have received “Units of Measure” codes from NAL
- ✓ 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