

Editing a Catalog

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- a) Click on “Catalogs” tab
- b) Click on “Create” to create a new catalog
- c) Enter “Catalog Name” and other details as required
- d) Scroll to the bottom and under “Items Offered to NAL Resources Management Limited” find that catalog that you need to update, and click on the “edit” icon to update items that you wish to change, and click “save”
- e) Once completed, click “Submit to Buyer” for NAL buyer to approve the changes
- f) After an NAL buyer/user approves the change, the updated 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, ensure you have received “Units of Measure” codes from NAL
- ✓ Note, items in the catalog will no longer be in use after the end date stated in the catalog
- ✓ You can edit the catalog by adding, removing or updating items 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