

STAR – Catalog Management via Coupa Supplier Portal

eProcurement / Coupa

Job Aid



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Punchout Catalog

Setup and maintenance

Punchout Catalog Overview

- With a punchout, users are brought from Coupa to the supplier's e-commerce webshop. This is done by the user clicking on the supplier's icon (link) in Coupa UI. User can then fill his shopping cart with items from the supplier's webshop. When a user checks out, they are brought back to Coupa along with the items in their cart. These items will then be placed in a Coupa shopping cart and upon completion of the cart, the purchase order will be automatically created and issued.
- Punchout vendors can transact via CXML as well as Coupa Supplier Portal (CSP).
- Supplier benefits include immediate changes to catalog items which can be made and are immediately visible to the customer.

Punchout Catalog

Setup and maintenance

Punchout Configuration

- To configure punchout connection, go to Catalogs → Configure Punchout
- Insert Punchout Information required to end the configuration process
- Note that the information entered here does not directly affect ARLANXEO's punchout configuration to your external webshop. ARLANXEO maintains this functionality itself.

The screenshot shows the 'Catalogs' page in the Coupa Supplier Portal. The navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs (active), Add-ons, and Admin. A 'Select Customer' dropdown is set to 'ARLANXEO ***TEST***', with a 'Configure Punchout' button next to it. Below the navigation, there are buttons for 'Create' and 'Export to', and a 'View' dropdown set to 'All'. A search bar is also present.

The 'Configure Punch Out for ARLANXEO ***TEST***' form contains the following fields:

- * Name: SUPPLIER TEST
- * URL: https://b2b.supliertest.cc
- * Buyer Identity: ARLBUYER123
- * Buyer Domain: NetworkID
- * Supplier Identity: Supplier123
- * Supplier Domain: NetworkID
- * Shared Secret: ARLTEST0001
- * Protocol: cXML

At the bottom of the form, there are 'Cancel' and 'OK' buttons.

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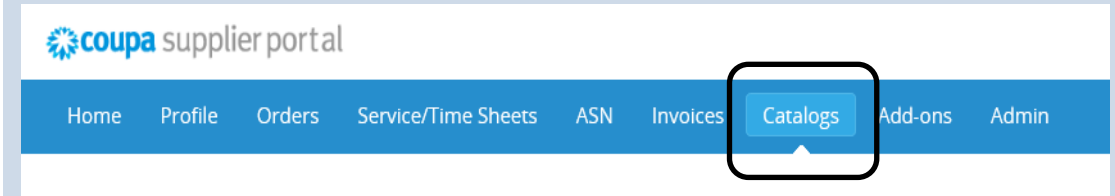
02 Hosted Catalogs: Setup and Maintenance by Supplier

Hosted Catalogs: Setup and Maintenance by Supplier

Catalog creation and maintenance

Download existing catalogs from CSP (1/3)

- Click the Catalogs tab to access the module
- Click "Create" to access catalogue management options



Catalogs

Create Export to View All Advanced Search

| Catalog Name | Created Date | Submitted Date | Start Date | Expiration Date | Status | Unanswered Comments | Error | Actions |
|--------------|--------------|----------------|------------|-----------------|--------|---------------------|-------|---------|
| test | 01/14/19 | None | None | None | Draft | No | | |
| test | 11/20/18 | None | 11/14/18 | None | Draft | No | | |

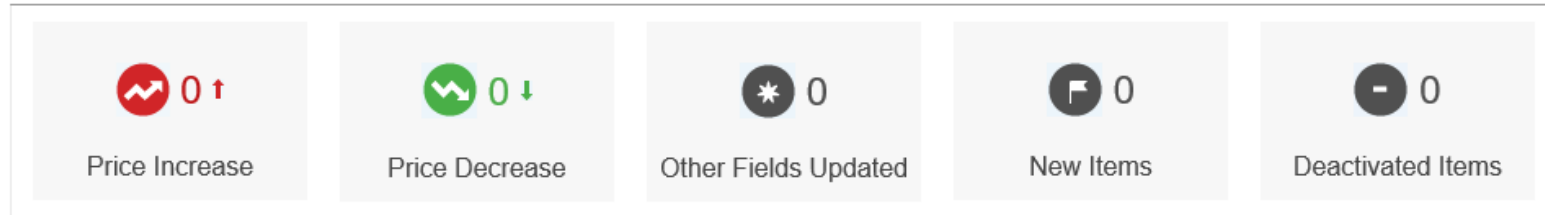
Hosted Catalogs: Setup and Maintenance by Supplier

Catalog creation and maintenance

Download existing catalogs from CSP (2/3)

- Click „Load from file” to enter the section where catalogue files and template can be downloaded

0 Items Changed (0 unchanged)



Save

Submit to buyer

Items Included in Catalog

| Name | Part Number | Status Change | Price | Price Change | Currency | Other Fields Changed | Actions |
|----------|-------------|---------------|-------|--------------|----------|----------------------|---------|
| No rows. | | | | | | | |

Per page 15 | 45 | 90

Hosted Catalogs: Setup and Maintenance by Supplier

Catalog creation and maintenance

Download existing catalogs from CSP (3/3)

- Download the „CSV (Excel Comma Separated Values) template” (with no data populated) or the same template with „current list of items”, in case you already have catalogue(s) with ARLANXEO
- **Click** ”Click here” to open a table explaining fields used in the template

Bulk Load Item Updates for Catalog 3

Follow these steps to upload items

1. **Download** the [CSV template](#) or the [current list of items](#).
2. **Fill in or update the CSV file.** [Click here](#) for a description of the required and optional fields in the template.
 - Fields marked with a "*" are mandatory.

1. **Load the updated file**

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

Start Upload

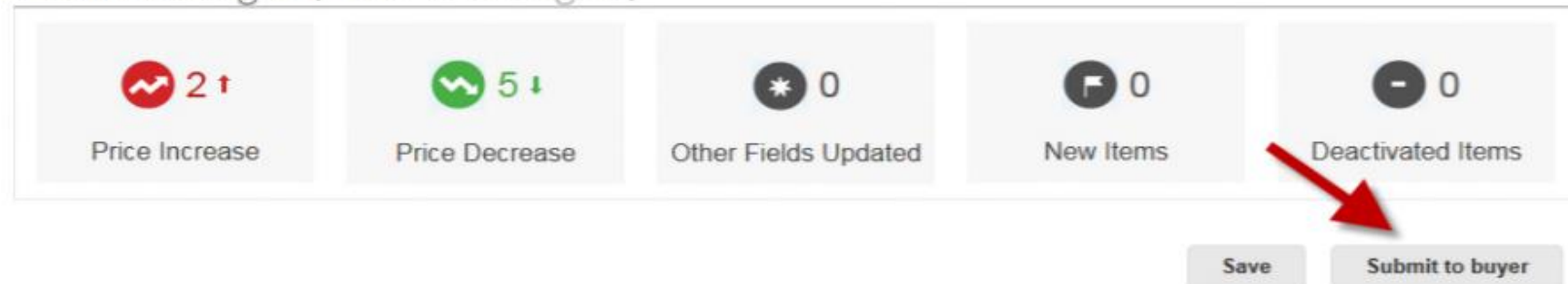
Hosted Catalogs: Setup and Maintenance by Supplier

Catalog creation and maintenance

Updating and Submitting Catalogs

- Once the template / previous version of the catalogue is downloaded and then properly updated (based on mutually agreed prices) submit your catalogue/item upload to the respective ARLANXEO Buyer. To do so, just click on “Submit to buyer”. If you forget this step, your updates will be ineffective.
- The ARLANXEO buyer will review and may reject or approve your uploaded catalog file. The buyer’s action will then be reflected in the CSP.

7 Items Changed (1041 unchanged)



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