

USER GUIDE FOR SUPPLIERS

Uploading catalogs in Self Service Manager

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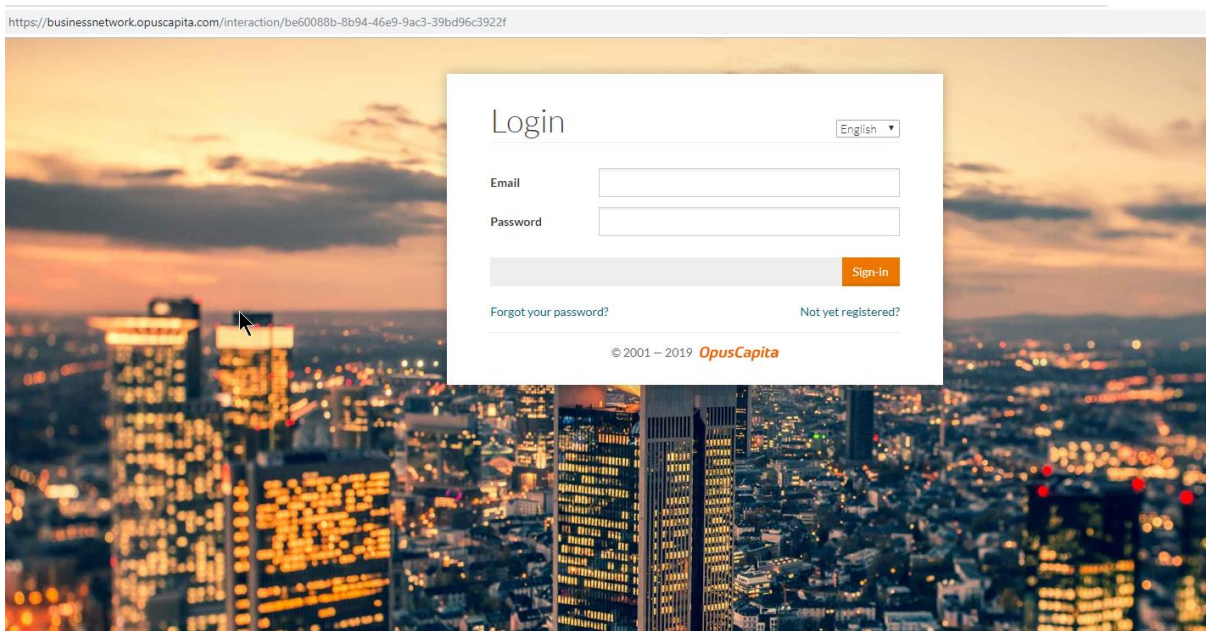
1. Uploading catalogs

1.1 Upload catalogs

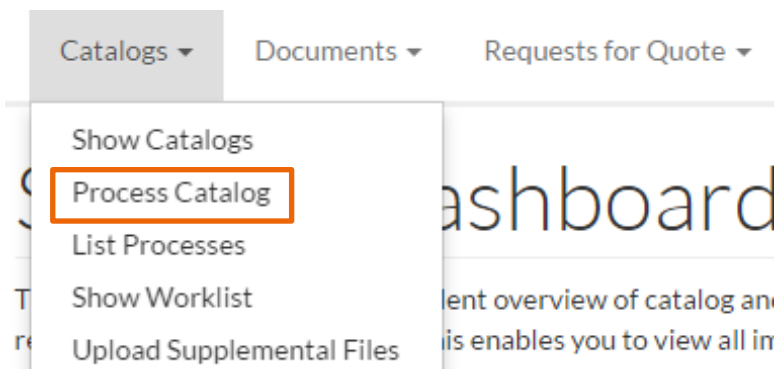
Upload catalogs

Upload catalogs as follows:

1. Log in to the catalog data system with your supplier credentials at the following address:
<https://businessnetwork.opuscapita.com>



2. Click **Catalogs**, and select **Process Catalog**.



Information required for the catalog provision, such as customer, catalog and contract, is already pre-populated or restricted to the selection options.

As an option, the **Supplier Review** function can be enabled. In this case, you receive a Delta report afterwards listing the changes between the catalog provided and the currently active catalog in the catalog data system. This is associated with the option to stop further processing of the catalog provided.

There are several preconditions which you need to consider to send your catalog to your customers. Simply sending your data to them is not enough as the catalog needs to match the customer's requirements regarding file format, classification, units of measure standard and other configurations. Self Service Manager manages catalog processing for you but your catalog data must be accurately prepared and you must follow the appropriate publishing steps.

Publishing your catalog means uploading it to Self Service Manager (SSM) where transformations of file format, units of measurement and classification are performed by SSM. If the catalog processing passes successfully, it becomes available to the customer.

During this first step you should select the customer for whom catalog export is made. You should also specify the the catalog and type of data replacement.

Supplier*
Supplier for whom catalog conversion is made.

Customer*
Customer for whom catalog export is made.

Catalog*
Catalog for conversion.

Contract
Contract for conversion.

Update Type Full Replacement
Use the type "Full Replacement" to replace the contents of an existing catalog with new contents. The catalog is not deleted in that process but its contents are replaced with the contents of a new file. The actual ID of the catalog is not changed.

3. Click **Next**. The **Formats** page opens.
4. From the **Format of Input File** drop-down menu, select the catalog format.
 - For Excel, select **StandardMultiSheet**.
 - For BMEcat 1.2, select **bmecat_1_2**.
5. If the default settings **Source Unit of Measure** (e.g. **ISO**) and **Import Classification System** (e.g. **ECLASS-6.1**) have not been stored in the supplier profile, you need to select them. Otherwise, the default values remain as they are.

6. Click **Next**.

Catalog Information Formats Upload Files

This is the second step of the catalog publishing process. During this step you should specify format of import file, source unit of measure and classification systems used in it, because this information is required during the publishing process.

Format of Input File* StandardMultiSheet
Format of import file, in which catalog update data is stored.

Source Unit of Measure* ISO
Select units of measure that system uses for import file. This information is needed when unit of measure transformation is required for publishing process. This is the case if your own system and the customer's system are different.

Import Classification System* eClass_5.1.3
Classification system used in import file.

Email Use standard mailaddress
Fields marked with asterisk are required fields.

* Fields marked with asterisk are required fields.

Back Next

The **Upload Files** page opens.

7. Click **Browse file**, and select your catalog.
8. In the **Activation Date** field, select the date when the catalog is supposed to be activated in the catalog data system.
9. Click **Upload Catalog**.

Catalog Information Formats Upload Files

To proceed with the workflow, you have to upload the catalog data. Depending on the selected import format, you have to upload different count of files and different file types.

Import files via* uploading selecting an existing file
Select source of the uploading file

Catalog* Browse file
Select the file that you want to upload.

Activation Date* 03/24/2016
Date when updated catalog will be published in OPC.

* Fields marked with asterisk are required fields.


Back Upload Catalog

You have now completed the Catalog upload and can start the processing.

1.2 Catalog process

After you have completed the catalog provisioning workflow, you can start the processing.

Process Details

 You have successfully uploaded your catalog data lap001 and lap001. The import process is currently running and you will receive an eMail after the workflow has finished.

Process ID	7
Process Type	SupplierWorkflow
Status	ACTIVATED
Created By	jadmin
Created On	03/24/2016 9:45:59 AM
Finished On	

Please find below the parameters provided during the upload process.

Process Variables

- ✓ [Catalog/Contract information](#)
- ✓ [Import](#)
- ✓ [Export](#)
- ✓ [Email](#)

You can now exit the system. You will be informed via email about the course of the processing in the following cases:

- Errors or requirements that have not been met in the catalog provisioning are identified during the automated catalog check. Catalog processing is stopped.
- The **Supplier Review** option has been selected. In this case, an email message concerning the Delta report is prompted. A link to the catalog data system enables to continue the processing or to stop it before the catalog is presented to customer's approver.
- Customer's approver rejects the catalog stating a reason.
- The catalog has been accepted and is activated in the catalog data system's search engine on the activation date. In the process, the previously active catalog version is fully replaced.

1.3 Successful import

You can track the catalog processing in the process node.

Process Nodes

Node ID	Status	Caller	Started On	Finished On	Due On
initialization Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:01:57 PM	02/08/2016 4:01:58 PM	
catalogCreation Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:01:58 PM	02/08/2016 4:02:01 PM	
processImportFiles Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:02:01 PM	02/08/2016 4:02:04 PM	
importConversion Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:02:04 PM	02/08/2016 4:02:08 PM	
cleansing Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:02:08 PM	02/08/2016 4:02:11 PM	
implicitClassificationMapping Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:02:11 PM	02/08/2016 4:02:13 PM	

If no errors occur during processing, the process ends with ***finishSuccessfully***:

deltaReport Assigned to jcadmin	COMPLETED View Report	jcadmin	02/08/2016 4:02:58 PM	02/08/2016 4:03:02 PM	
calculatePriceExpiration Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:03:02 PM	02/08/2016 4:03:04 PM	
cleanup Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:03:04 PM	02/08/2016 4:03:07 PM	
runProcess Assigned to jcadmin	COMPLETED CustomerWorkflow	jcadmin	02/08/2016 4:03:07 PM	02/08/2016 4:03:11 PM	
finishSuccessfully Assigned to jcadmin	COMPLETED	jcadmin	02/08/2016 4:03:11 PM	02/08/2016 4:03:13 PM	

1.4 Failed import

If errors occur during processing, they are already displayed in the process details.

Process Details

This page displays the details of the Process, you can see all Process Variables, Nodes, Logs of workflow execution, links to the generated Reports, details descriptions and explanations of any errors/warnings and etc.

The following entry can be found further down in the process node:

validationResults

Assigned to oleg

COMPLETED with errors

[View Report](#)

Click **View report** to receive a detailed overview on the errors that have occurred. The following errors may occur during catalog processing:

- **Product is assigned to invalid Unit of Measure:** The system has failed to recognize the item's unit of measure.
- **Missing picture:** There is no product image entry.
- **Short description field is required:** The short description is missing.
- **ContractedProduct (contractId = 'Testkontrakt01') of Product() can not be imported, because Product is missing in Catalog:** The product ID in the **Products** table is different from the one in the **Classification** table.
- **Product has invalid ClassificationGroup of Classification (ECLASS-6.1), please check if there is such ClassificationGroup in the central DB:** The classification code or commodity group no. of the product is not correct.

Make sure to prepare your data in line with the delivered supplier user guide so that the template is populated with accurate data.

In case of questions on troubleshooting, please contact jCatalog Software AG' Support at +49 (0)231-3967-350 or via email at cm-{customer}@jcatalog.com.

1.5 Upload images and documents

To upload images and documents, select **Catalogs** and **Upload Additional Files**.

Show Catalogs
Process Catalog
List Processes
Show Worklist
Upload Supplemental Files
Compare Catalog Versions
Catalog Report
Product Preview
Manage files

Supplemental Files

Images, documents, manuals and others) supplementing your catalog here. These files are combined with the original catalog file to form a very informative, yet product information source. Uploaded files can be viewed in your workarea.

This is your supplier identification.

Select the supplemental file that you want to upload to combine it with the catalog.

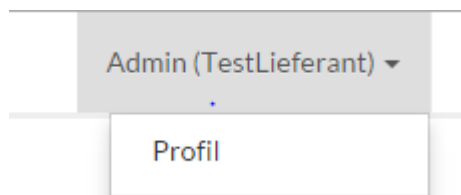
* Fields marked with asterisk are required fields.

Then select the ZIP archive with the images and documents, and confirm by clicking **Upload**. For more detailed information on size of the image files, references, etc. refer to the Supplier Manual, chapter 4.

2. Supplier profile

You can define the standard parameters of your catalog in the supplier profile. The catalog parameters are then automatically selected each time a catalog is uploaded and must no longer be manually selected.

To open the supplier profile, select the user in the top right corner of the menu bar and then select **Profile**.



In the **Profile for Content Editing** section, enter the catalog parameters as follows:

- Standard Unit of Measure: ISO
- Standard Classification: ECLASS-6.1
- Format of input file: Your standard format for catalogs (“bmeecat_1_2” or “StandardMultiSheet”)

^ Content Processing Profile

If you logged in to the SSM for the first time, please also check your content processing profile. It contains the information on your current preferences for classification, units of measurements and the format of your catalog and contract files. SSM evaluates these data so it is important that they are correct, otherwise you may experience problems with the processing of your files. If you leave these fields empty, you need to fill them during the publishing process.

Supplier ID	<input type="text" value="TestLieferant"/>
UoM Standard	<input type="text" value=""/>
These are the UoM standards which are allowed in your catalog and contract files.	
Classification Standard	<input type="text" value="ECLASS-6.1"/>
These are the classification versions which are allowed in your catalog and contract files.	
Format of Input File	<input type="text" value="bmeecat_1_2"/>
<ul style="list-style-type: none">• A CSV file (“character separated values”) is a plain text file in ASCII format, which can be edited with any text editor or e.g. MS Excel. It contains rows representing one dataset each. The fields are separated by characters (e.g. comma, semicolon, pipe). The first line may represent a header containing the column names.• BMEcat is an XML based data format which represents a standard for electronic catalogs. It allows the easy exchange of standardized catalog data between business partners.	