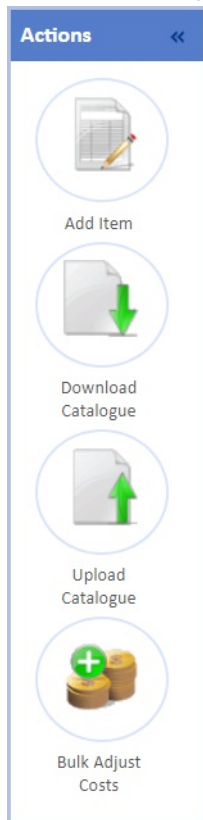


# Upload Catalogue

After the Supplier has made the changes to the file and needs apply the adjustments to the system, they require the ability to upload the Catalogue. This can be done us button.

1. On the View Catalogue screen, select the "Upload Catalogue" button to display the Upload Catalogue page.



2. Here, the User will be able to browse for the file and upload it. This is the same process as the "Create Catalogue" process so choose the file and whether the required. Finally click "Submit Catalogue Upload" to upload the Catalogue

Catalogues > Catalogue > Upload Catalogue >

Upload Catalogue

Catalogue Name

Demo Catalogue

Please provide a spreadsheet containing the items in the correct format. If you have images to provide you will be prompted to also upload a zip file containing the image files. Each image file in the items spreadsheet using the Image File Name column

If you do not have an existing spreadsheet use the link below to download the template

Click here to download existing catalogue (recommended)

Excel 97 version

Spreadsheet file

Choose File

No file chosen

Upload Catalogue Spreadsheet

**Note:** When uploading items to a Catalogue that are actually changes that need to be from a specific date, please ensure to fill in the Effective From Date column when uploading.

3. After the Catalogue is updated, it then goes through the approval process. It needs to be approved before any changes are seen.
- Note:** If the items being uploaded use the same Codes as existing items in the Catalogue that is being updated, an email will be returned stating that the upload happens now if the User did not provide images for their items among other scenarios. Examples below:

All the uploaded items are missing images. You must supply an image for every item you upload
All the uploaded items are duplicates. This can happen if you download an existing catalogue and upload it as a new one, or if you submit a new catalogue twice that has yet to be approved