# Supplier: Managing your Product Catalogue

If you have a product catalogue and price agreements with Guide Dogs, your Catalogue can be uploaded into our purchasing system. Guide Dogs has an Excel spreadsheet template that has been specifically designed to accept data in the required format

# First time Download of Guide Dogs Product Template

 From the navigation pane on the left of the screen, choose My Products > Manage Catalogue

My Products
 Manage Catalogue

**Tip:** Add the Manage Catalogue weblink to your Dashboard for future use. From the navigation pane on the left of the screen, choose **Modify Dashboard** option from the **User** menu

Scroll down the page and place a tick in the check box on the right of **Manage Catalogue**. *Click* **Save Changes**, the Manage Catalogue weblink is added to your Dashboard

Manage Catalogue

- 1. *Click* the **Download Template Download Template** button
- 2. *Click* on **Open** or Save depending on what you want to do. If you selected Open the Catalogue template will open in Excel

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File Home Insert Pa	age Layout Formulas Data	Review	View		
Protected View     This file originated from an Internet location and might be unsafe. Click for more details.     Enable Editing					
A1					
A	В	С	D	E	
1 Category0	Category1	Category2	Description	Supplier	
1 Category0	Category1	Category2	Description	Supplier	
3					
4					
5					

3. From the top of the Excel screen, *click* Enable Editing Enable Editing button. You can now Save the template by using Save As



4. Enter your products into the spreadsheet, using the guidance in the table below:

Column	Field	What you do
Column A	Category0	leave blank
Column B	Category1	leave blank
Column C	Category2	leave blank
Column D	Description	Enter a Description
Column E	Supplier	Enter your Supplier Name. Use the drop-down menu to select the Supplier name
Column F	Image	Enter the name of the image to be uploaded i.e. <i>image1.jpg</i> . A copy of the image file will need to be uploaded at a later stage ( <i>see</i> uploading images)
Column G	Unit_of_Measure	Enter a Unit of Measure i.e. Day, Pack, Each, Box
Column H	Price	Enter the price in the format 00.00
Column I	Supplier_ID	Select from the drop-down menu
Column J	Currency_Code	Enter GBP in capitals
Column K	VAT Code	Leave blank
Column L	Mfg_Part_Num	Leave blank
Column M	Uni_Part_Num	Enter a unique part number if required

5. Save the edited template and email it to your Procurement Business Partner or Guide Dogs Representative. Please include your VAT rate in the email.

The spreadsheet will be edited by Guide Dogs Procurement to include the remaining information for upload and then it will be returned to you for upload

6. Save the edited returned spreadsheet to your own drive

## **Upload a New or Updated Products Catalogue**

 From the navigation pane on the left of the screen, choose My Products > Manage Catalogue



- 2. Click Upload Catalogue Upload Catalogue
- 3. The Upload Product Data screen will be displayed. *Click* on the **Select Upload Type:** drop-down arrow, select **New and updated products**

Upload Product Data	
Product Upload Upload your spreadsheet data or added value file data, download your internal c	ategory spreadsheet.
Back Select Upload Type:	Select New and updated products Product images Product attachments Category images

- 4. The upload screen will appear. Enter a date and time for publication from the **Publication Date:** and **Publication Time:** fields. **Note**: This must be a future date
- 5. Enter a description of the catalogue in the **Enter a description**: field, this is a mandatory field
- 6. Click Browse in the Select file: field and navigate and select the required file

Back	
Select Upload Type:	New and updated products V
System Date & Time:	May 29 2015 12:47
Publication Date:	29/05/2015
Publication Time:	22:00
Enter a description:	New Catalogue as of 29/5
Select file:	\\GDBAFILEC01DOC\Documents\hilu709\Documents\F Browse *

7. Click Upload Now Upload Now

If the catalogue spreadsheet has no errors you will see the Thank you screen, *click* **Continue** 

Thank	you	
Your u	pload has succeeded and will be processed sho	rtly
Con	inue	

#### **Uploading Images**

- 1. Click Upload Catalogue Upload Catalogue
- 2. The Upload Product Data screen will be displayed. *Click* on the **Select Upload Type:** drop-down arrow, select **Product images**

Back	
Select Upload Type:	[Select] New and updated products
	Product images Product attachments Category images

3. Click Browse in the Select file: field and navigate and select the required .jpg file

Back	
Select Upload Type:	Product images
Select file:	C:\Users\Public\Pictures\Sample Pictures\Koala.jpg Browse *
	Upload Now

4. *Click* Upload Now Upload Now. The Thank you screen will appear, *click* Continue

Thank you
Your upload has succeeded and will be processed shortly.
Continue

**Note:** Uploaded images must be linked to a product in the uploaded catalogue. This can be done by adding the image name into the Image column

E	F	G
Supplier	Unique_Part_Number	Image
Jonny Fruit Machines	TESTPROD2	
Jonny Fruit Machines	TESTPROD1	
Jonny Fruit Machines	TESTPROD4	jonny.jpg
Jonny Fruit Machines	TESTPROD3	Tulips.jpg
Jonny Fruit Machines	TESTPROD5	

#### Maintaining an Existing Catalogue

Where you have previously uploaded a catalogue, you can download the last uploaded catalogue

 From the navigation pane on the left of the screen, choose My Products > Manage Catalogue



1. *Click* the **Download Catalogue** Download Catalogue button. The download catalogue screen will appear

Back	
Filtering by:	Supplier Jonny Fruit Machines which has 3 products
View Name:	Full Catalogue
Category Name:	
Number of categories in selection:	368
Number of products in selection:	3
Enter a filename:	Export_Jon Peer_Full Catalogue
Select Export Type:	Upload Product Spreadsheetcsv V
Export empty template only:	
Select Class containing attributes to be exported:	CoreAttributes 🔽
There are some view specific attributes. Check here if you wish to include all views in this export:	
	Gol

2. *Click* in **Enter a filename:** field and type a suitable filename for your catalogue

Enter a filename: Export Jon Peer Full Catalogue as of 27 May ×

3. From the **Select Export Type:** *Click* the down arrow and from the drop-down menu select:

	Select Export Type: mpty template only:	Upload P Upload P Delete P Product	Product Spreadsheetcsv Product SpreadsheetExcel Product SpreadsheetExcel Images & Attachments
or product spreadsheet			Upload Product SpreadsheetExcel
			Delete Product Spreadsheet—Excel
or product images & attachments		ents	Product Images & Attachments

**Note**: In the event that you wish to download an empty template, place a tick in the check box next to **Export empty template only**:

Export empty template only:	
Click <b>Go!</b> . The confirmation screen will appear, click <b>Continue</b>	ontinue
Confirmation Previous operation results and continuation.	
Thank you Your export is being created and will be available shortly via your registered email address.	
Continue	

4.

An email is sent to your registered email address with the requested attached catalogue



5. Open the attachment, save to a safe area on your PC or network and update/amend the catalogue spreadsheet and save

## My Product Catalogue won't upload

- A. Please make sure that the data you have entered is in the correct format
- B. Make sure there are **NO** hidden characters such as a carriage return at the end of data
- C. Ensure that all rows that are not in use are empty and do not contain hidden characters

A	В	C	D	E	F	G	Н		J	K	L	M
Category0	Category1	Category2	Description	Supplier	Image	Unit_of_Measure	e Price	Supplier_Id	Currency_Code	Vat_Code	Mfg_Part_Num	Unique_Part_Number
Training services.	Training	Computer training										
		services.	Excel Tip Sheets	Training Services & Solutions Ltd	dog vet.jpg	each	£5.25	W106024	GBP	PE		E1234
Training services.	Training	Computer training										
		services.	Word tip sheets	Training Services & Solutions Ltd		each	£5.00	W106024	GBP	PE		W2345
Training services.	Training	Computer training										
		services.	Training Video	Training Services & Solutions Ltd		each	£25.00	W106024	GBP	PE		V1243
Training services.	Training	Computer training										
		services.	On site Training sessions	Training Services & Solutions Ltd		days	€250.00	W106024	GBP	PE		D4321

If you are still experiencing problems, please contact Guide Dogs Procurement Team on 0118 9835555 or email web3.procurement@guidedogs.org.uk