

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		



Click n' Order ***Catalogue Content Management*** ***for Suppliers***



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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

This document intends to support our partners in the process of managing their catalogue(s), using our new solution **Click n' Order** (Coupa).

1.2 DOCUMENT VERSION

Versio n	Description	Author	Date
1.0	Creation – Catalogue update	Malik Benotmane	14/06/2017
1.1	Catalogue Creation added	Malik Benotmane	19/06/2017
2	Catalogue lessons learned incorporated	Malik Benotmane	30/06/2017
3	Key Points of Attention emphasised more	Pauline Richard	28/11/2017
4	Rebranding to Click n' Order	Nils Skirlo	21/02/2018
5	Service Maestro functionality and further improvements incorporated	Nils Skirlo	22/05/2018

1.3 TERMINOLOGY

CnO	Click n' Order (Coupa)
CSP	Coupa Supplier Portal
CSV	Comma-Separated Values. Format used to upload items to Coupa
ECC	EADS Catalogue Center (POET)
UOM	Unit of Measure


1.4 SCOPE OF THE DOCUMENT

This document is made to the attention of our Suppliers who own at least one catalogue on behalf of our company.

1.5 COUPA SUPPLIER PORTAL

The Coupa Supplier Portal (CSP) is a free-of-charge tool for Suppliers to easily do business with customers who use Coupa. The CSP website makes managing customers and transactions easy. Depending on the customer's specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including:

- Create and distribute customer-specific electronic catalogues
- Manage company profiles and remit-to information
- Receive purchase orders and send invoices (Not yet available)

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In the frame of Coupa deployment at Airbus, only the Catalogue management feature is presently part of the scope.

- URL for *****PROD***** environment: <https://supplier.coupahost.com/>

2. CATALOGUE CREATION

2.1 CATALOGUE FORMAT: AS-IS

As-of-now, you are using the following template for ECC (POET) catalogues, in case you are already providing catalogues to Airbus in solutions other than Click n' Order:


required field	required field	required field	required field	required field	optional field	optional field	optional field	optional field	optional field	optional field	optional field	optional field
Product ID	Short Description	Long Description	Price 1 - Amount	Price Currency	Price Tax	Price 1 - Lowerbound	Price 2 - Amount	Price 2 - Lowerbound	Price 3 - Amount	Price 3 - Lowerbound	Price 4 - Amount	Price 4 - Lowerbound

2.2 CATALOGUE FORMAT: TO-BE

The new template to be used for **Click n' Order** (Coupa) is a CSV file:

1	Supplier Part Num*,Supplier Aux Part Num,Name*,Description*,Price*,Currency*,UOM code*,active*,Item Classification Name,UNSPSC Code,Lead Time,Manufacturer,Contract
2	

2.3 CONNECT TO THE COUPA SUPPLIER PORTAL



Register

New to Coupa? Create Your Account.

First Name

Last Name

Company

* Email

[Register](#)

Log In

Welcome back!

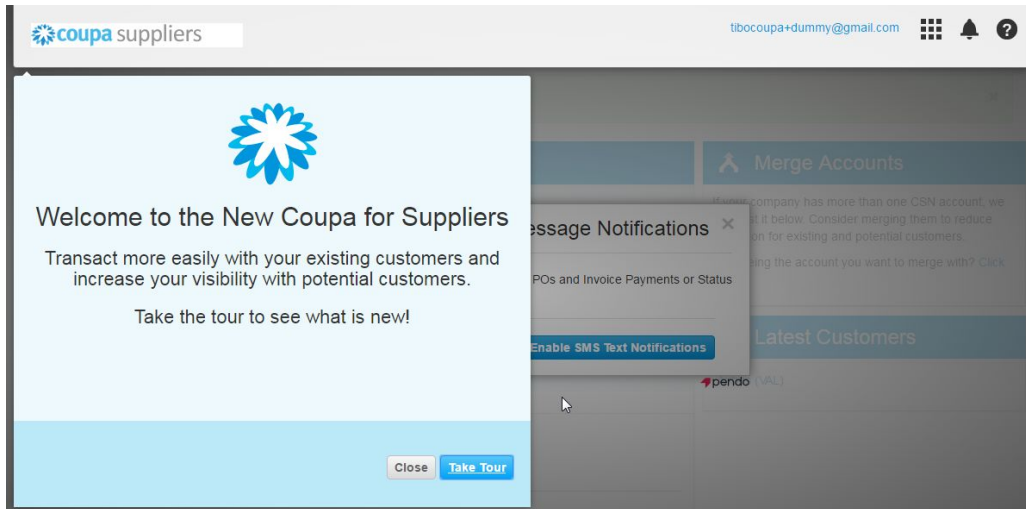
* Email Address


* Password


[Log In](#)

[Forgot Your Password?](#)

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Home Profile Orders ASN Invoices Catalogues Admin

DSI-DISTRIBUTION SERVICES - 1284913 - 153150



-  About
-  Industry
-  Website
-  Established
-  Employees

[Improve Your Profile](#)

About

Public Profile

<https://supplier-test.coupahost.com/suppliers/public/9422>

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers


Airbus (VAL)

2.4 NEW CATALOGUE PREPARATION - STEP 1 - EXTRACT THE CSV TEMPLATE

Click n' Order will host your catalogue only if it is a CSV file. First you need to extract the correct template from the application in a CSV format.

You can extract a recent version through the Coupa Supplier Portal. You will find it with the Bulk Loader Item:


Go to the catalogue section:

 MALIK | NOTIFICATIONS 13 | HELP

Home Profile Orders ASN Invoices **Catalogues** Admin

Select Customer: [Configure punch out](#)

Catalogues

Create		Export to		View		All		Advanced		Search	
Catalogue Name	Created Date	Submitted Date	Start Date	Expiry Date	Status	Unanswered Comments	Actions				
DSI_Duplicate_Correction	31/05/17	None	None	None	Accepted by Customer	No					
DSI-DISTRIBUTION SERVICES - 5827 - 153150 Catalog 8	01/03/17	None	None	None	Draft	No					

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Click on “Create”, and then “Load from file”:

Items Included in Catalogue

Create	Load from file	Export to ▾	View All ▾	Advanced	Search <input type="text"/>		
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page 15 | 45 | 90

You are now in at the Bulk Load Item from where you will download the CSV template or the current list of items (in case you are already having catalogues in Click n` Order for Airbus). Since you are creating a new catalogue, click on “CSV template”

Bulk Load Item Updates for DSI- DISTRIBUTION SERVICES - 1325408 - 153150 Catalog 3

Follow these steps to upload items

- Download the **CSV template** or the [current list of items](#).
- 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

Do you want to open or save <code>item_list.csv</code> from <code>clicknbuy-val.coupa.com</code> ?	<input type="button" value="Open"/>	<input type="button" value="Save"/> ▾	<input type="button" value="Cancel"/>	<input type="button" value="x"/>
--	-------------------------------------	---------------------------------------	---------------------------------------	----------------------------------

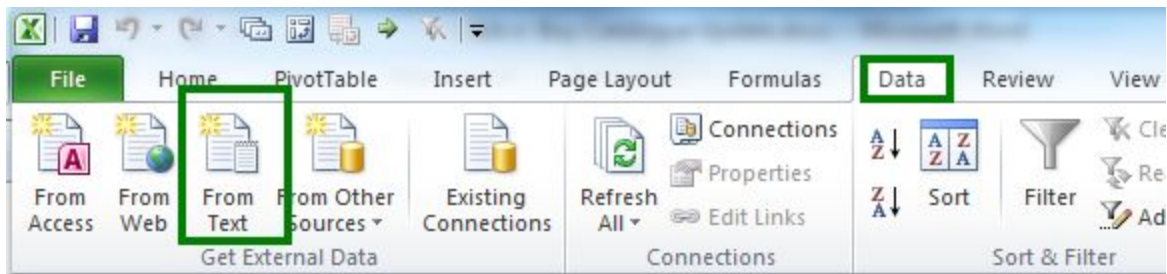
Save the file on your computer by renaming it, as Coupa_CSV_Template for example, and open it with Excel with the next step.

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2.5 STEP 2 - OPEN THE CSV FILE WITH EXCEL

Please follow the procedure below:

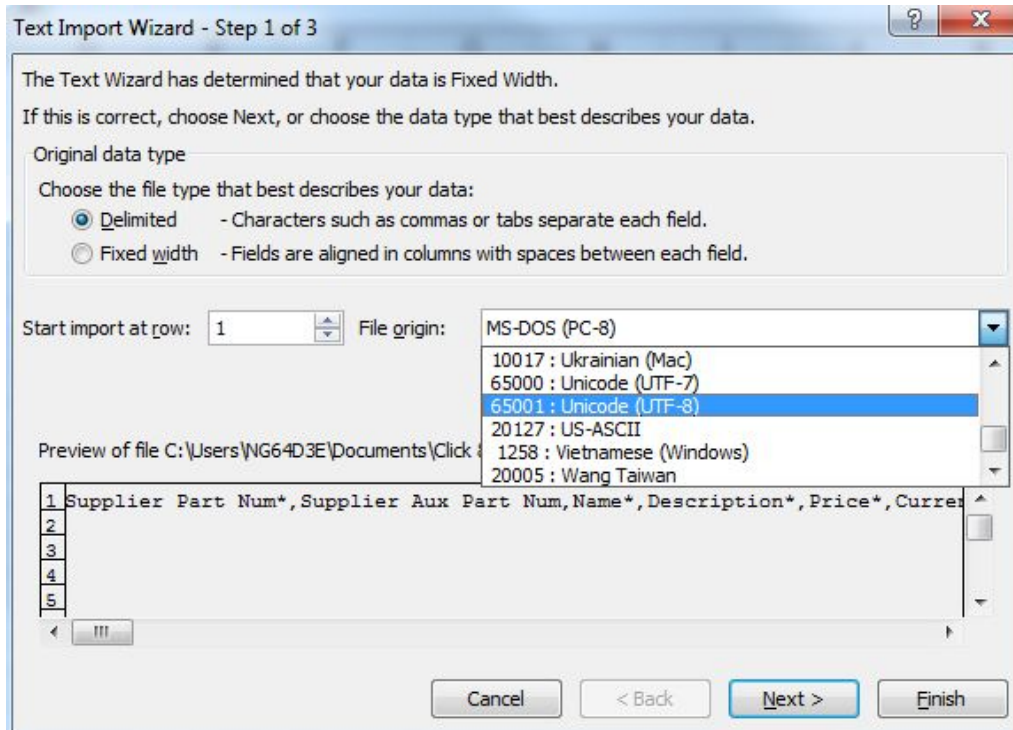
1. Open a blank Excel sheet
2. Click on the “Data” tab and “From Text” in the “Get External Data” section



3. Select the file “Coupa_CSV_Template” you downloaded, and click “Import”

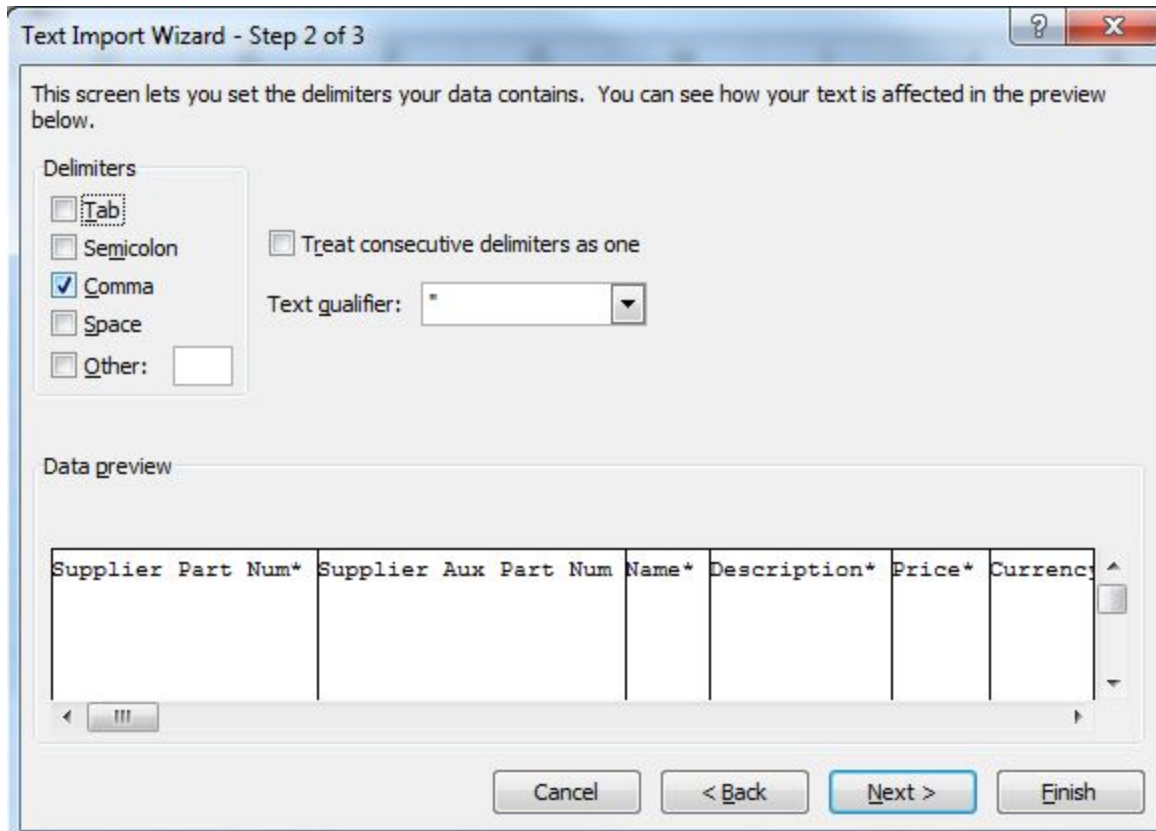
In the popup window, select “Delimited”; select File Origin: “65001: Unicode UTF-8” and press the button “Next ”

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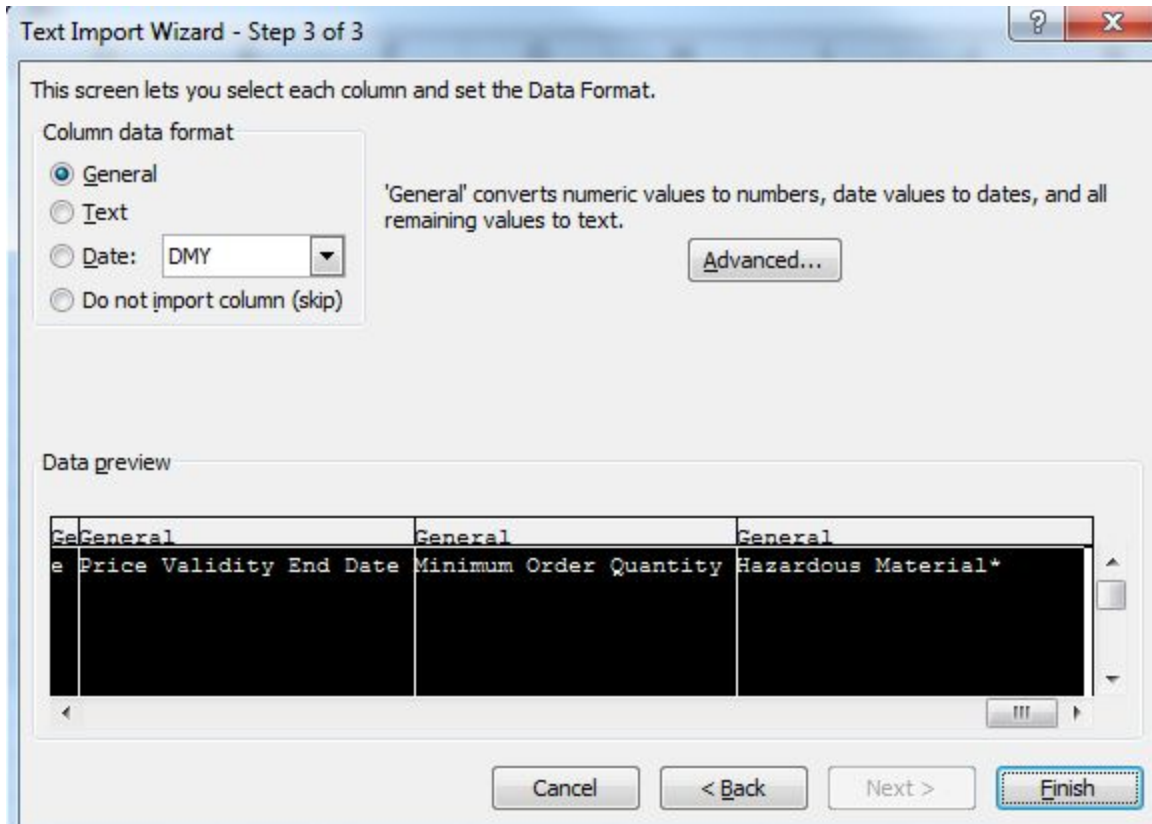
Select "Comma" and "Next" again:

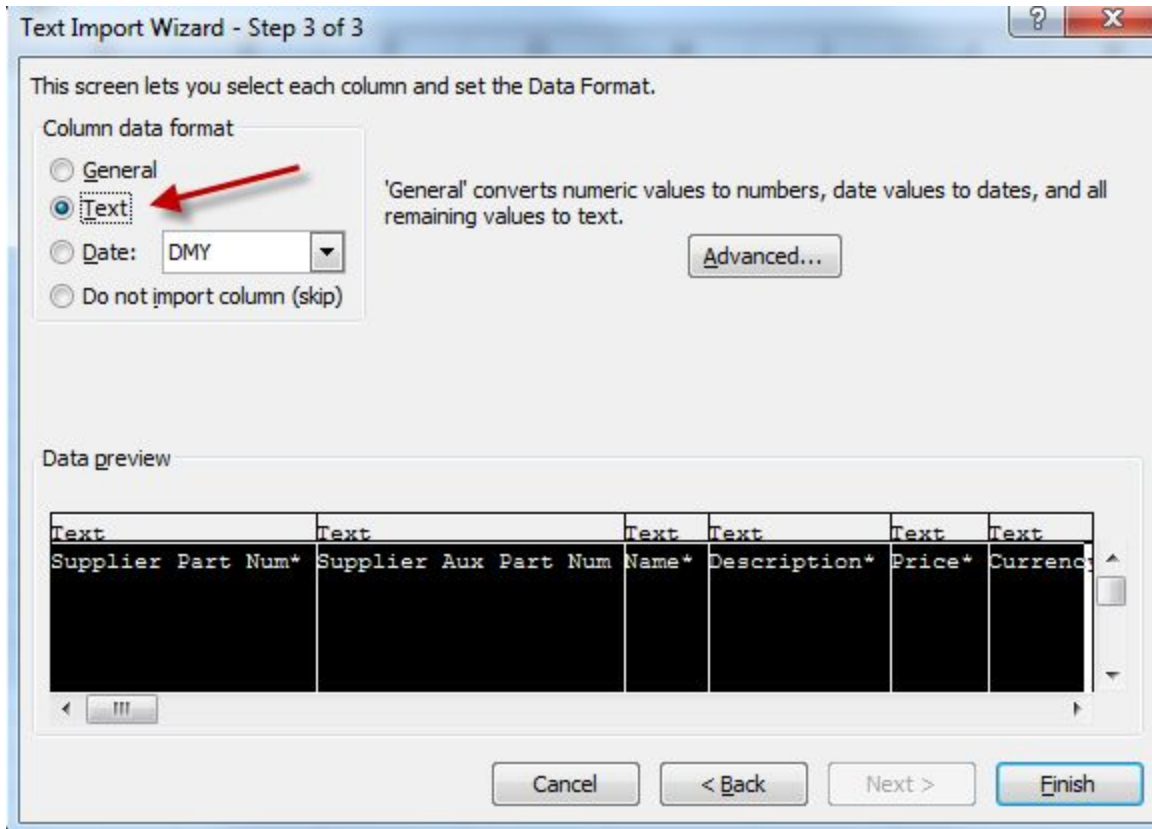
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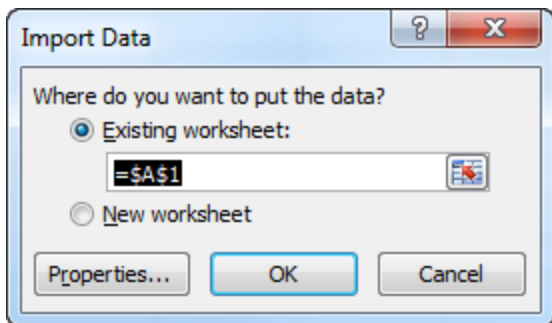
In the section “Data preview” you can see there is only the first column selected (in black). To select all the columns, scroll to the last column and while holding the “Shift” (⇧) button on your keyboard, scroll the data preview to the right until the end, and left click on the last column title. As a result, all columns should be selected (cf. below). Then, select the “Text” radio button as “Column data format” and press the “Finish” button.

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In the next popup window, simply press the “OK” button



You now have your template in Excel ready to be filled in:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Item Classification Name	UNSPSC Code	Lead Time	Manufacturer	Contract Number


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2.6 STEP 3 – FILL IN THE FILE

In case you were already offering catalogues to Airbus in ECC solution, you can copy/paste data from your existing ECC catalogue file, using the below data mapping:

ECC column	Corresponding column in Coupa	Comments about Coupa
Product ID	Supplier Part Num*	35 characters maximum
Short Description	Name*	
Long Description	Description*	
Price 1 - Amount	Price*	
Currency	Currency*	
Price Tax	-	Not managed at Catalogue level. Managed in SAP back-ends
Price 1- Lowerbound	-	Managed at Contract level. Up to 20 Tiers. All Pricing Terms used within a catalogue must be defined at Contract level in order to be used at item level afterwards.
Price 2- Amount / Lowerbound	Price (Tier 1)	Up to 20 Tiers in Click n' Order
Price 2 - Lowerbound	-	Managed at Contract level. Up to 20 Tiers. All Pricing Terms used within a catalogue must be defined at Contract level in order to be used at item level afterwards.
Price 3 - Amount	Price (Tier 2)	Up to 20 Tiers
Price 3 - Lowerbound	-	Managed at Contract level. Up to 20 Tiers. All Pricing Terms used within a catalogue must be defined at Contract level in order to be used at item level afterwards.
Price 4 - Amount	Price (Tier 3)	Up to 20 Tiers
Price 4 - Lowerbound	-	Managed at Contract level. Up to 20 Tiers. All Pricing Terms used within a catalogue must be defined at Contract level in order to be used at item level afterwards.
Price 5 - Amount	Price (Tier 4)	Up to 20 Tiers
Price 5 - Lowerbound	-	Managed at Contract level. Up to 20 Tiers. All Pricing Terms used within a catalogue must be defined at Contract level in order to be used at item level afterwards.
Price Start date	Price Validity Start Date	Managed at Contract level. This field is just for information only.
Price End Date	Price Validity End Date	Managed at Contract level. This field is just for information only.
Lead Time	Lead Time	
UNSPSC Code	UNSPSC Code	
Classification Code		
Order Unit	UOM code*	
Content Unit	-	Does not exist in Coupa /Use Description
Content Units per Order Unit	-	Does not exist in Coupa /Use Description


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Price Quantity	-	Does not exist in Coupa /Use Description
Minimum Order	Minimum Order Quantity	Just for information only. It will not prevent your clients to order just 1 item.
Order Interval	-	Does not exist in Coupa /Use Description
Image 1 - Filename	Image Url	Up to 6 images
Image 1 - MineType	-	Does not exist in Coupa
Attachment 1 - Filename	Link 0 URL	Up to 5 links
Attachment 1 - Mime Type	-	Does not exist in Coupa
Attachment 2 - Filename	Link 1 URL	Up to 5 links
Attachment 2 - Mime Type	-	Does not exist in Coupa
Keywords	Tags	Not at catalogues level or use description.
Manufacturer	Manufacturer	
Reference Mandatory	-	Does not exist in Coupa /Use Description
Feature 1 - Name	-	Does not exist in Coupa /Use Description
Feature 1 - Value	-	Does not exist in Coupa /Use Description
Feature 1 - Unit	-	Does not exist in Coupa /Use Description
Feature 2 - Name	-	Does not exist in Coupa /Use Description
Feature 2 - Value	-	Does not exist in Coupa /Use Description
Feature 2 - Unit	-	Does not exist in Coupa /Use Description
Feature 3 - Name	-	Does not exist in Coupa /Use Description
Feature 3 - Value	-	Does not exist in Coupa /Use Description
Feature 3 - Unit	-	Does not exist in Coupa /Use Description
Feature 4 - Name	-	Does not exist in Coupa /Use Description
Feature 4 - Value	-	Does not exist in Coupa /Use Description
Feature 4 - Unit	-	Does not exist in Coupa /Use Description
Feature 5 - Name	-	Does not exist in Coupa /Use Description
Feature 5 - Value	-	Does not exist in Coupa /Use Description
Feature 5 - Unit	-	Does not exist in Coupa /Use Description
Template Reference	-	Does not exist in Coupa
Core List Article	-	Does not exist in Coupa
Hazardous Material	Hazardous Material*	Mandatory field. Yes or No

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Please refer to the below table for a detailed description, guidelines and recommendations for each field of the new template, helpful also if you are creating a new catalogue from scratch in Click n` Order:

Column	Description	Required	Field Type	Allowable Values/Field Length	Sample Value
Item Type	To distinguish (regular) product items from service items. <ul style="list-style-type: none"> ▶ If related to services, input “Service Quantity” in this column. This will enable extra fields and functionalities to collaborate with Airbus on service deliverables, e.g. work packages. ▶ If related to regular product items, leave this column blank. (The default setting is “items”.) 	Only for ‘services’ items	Alphabetical	Items or Service Quantity	
Supplier Part Num*	Supplier number. Must be unique	Yes	string	35 characters	12344
Supplier Aux Part Num	Please copy the Contract number provided by your Buyer. EX: PJx_NAME_AMOA_EN	Yes	string		We now use this field as a key for your item. Please copy the Contract number provided by your Buyer. EX: PJx_NAME_AMOA_EN
Name*	Item name. Must be unique. Include the contract name into brackets at the end of the name	Yes	string	255 characters	Mechanical Pushbutton Combination Lock EX: Item Name xxxx [PJx_NAME_AMOA_EN]
Description*	Item description	Yes	string	65535 characters with NO LINE BREAK and no comma.	Maintenance Outfit - For MC/R - Without Tanks
Price*	Item price for supplier	Yes	decimal	30,3 numbers. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3) following	1000

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English UK format.					
Currency*	Item price currency.	Yes	string	6 characters	USD
UOM code*	Unit of Measure (ISO code).	Yes	string	6 characters	EA
active*	Existing items will be destroyed if set to No	Yes	boolean	Yes, No	Yes
Item Classification Name	Item Classification Name	No	string	255 characters	Test Classification
UNSPSC Code	United Nations Standard Products and Services Code corresponding to the item.	Yes	string	255 characters	30141509. Please ask your Airbus Buyer to get the correct UNSPSC Code.
Lead Time	Lead Time (days)	No	string	255 characters	20
Manufacturer	Manufacturer name	No	string	255 characters	LCN
Contract Number	Contract Number provided by your Buyer	No	string	50 characters	PJx_CATALOGUE_NAME (This field must be mandatorily filled in)
Contract Term	The Contract Term by which the pricing tier is decided. <i>If you use Price (Tier 1 to 20) please contact us at catalogue.clicknbuy@airbus.com.</i>	Yes	string	The name of a Contract Term in your Coupa Instance	Fixed Price
Savings %	Savings %. To be filled only if you contractually agreed a certain amount of Savings (e.g. general discount on the item fixed price)	No	decimal	8,2 numbers. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	20
Price (Tier 1)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	50
Price (Tier 2)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal	47.5

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					values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).
Price (Tier 3)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	45.13
				For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	
Price (Tier 4)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	42.88
				For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	
Price (Tier 5)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	40.74
				For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	
Price (Tier 6)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	38.71
				For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	
Price (Tier 7)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	36.78
				For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	

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Price (Tier 8)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	34.95
Price (Tier 9)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	33.21
Price (Tier 10)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	31.55
Price (Tier 11)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	29.98
Price (Tier 12)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	28.49
Price (Tier 13)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	27.07

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					20.3 and not 20,3).	
Price (Tier 14)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	25.72
Price (Tier 15)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	24.44
Price (Tier 16)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	23.22
Price (Tier 17)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	22.06
Price (Tier 18)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	20.96
Price (Tier 19)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99.	For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	19.92

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				separator (e.g. 20.3 and not 20,3).	
Price (Tier 20)	Price at different contract spend tiers. Typically goes down as more items are purchased	No	decimal	0.00 -> 9999999.99. For decimal values, always use a dot (.) as separator (e.g. 20.3 and not 20,3).	18.93
Image Url	URL for item image. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://mysite.com/img/logo.png
Link 0 Title	Title for relevant links	No	string		Relevant Info 1
Link 0 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com
Link 1 Title	Title for relevant links	No	string		Relevant Info 1
Link 1 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com
Link 2 Title	Title for relevant links	No	string		Relevant Info 1
Link 2 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com
Link 3 Title	Title for relevant links	No	string		Relevant Info 1
Link 3 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com
Link 4 Title	Title for relevant links	No	string		Relevant Info 1
Link 4 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com
Link 5 Title	Title for relevant links	No	string		Relevant Info 1
Link 5 URL	Links relevant to the item	No	string	A URL to an external resource	http://www.mysite.com


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Image 0 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo0.png
Image 1 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo1.png
Image 2 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo2.png
Image 3 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo3.png
Image 4 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo4.png
Image 5 Url	Image of the Item. Please make sure to provide direct links to your images (the url should end with .jpeg, .jpg or .png only)	No	string	255 characters A direct URL link to an image	http://www.mysite.com/img/logo5.png
Use Pack Weight	Column NOT to be filled. Has the item calculate with the Pack Weight instead of item weight	No	boolean	Yes, No	No
Pack Quantity	Column NOT to be filled. Quantity of items in a pack	No	integer	1,2,3,4....	3
Pack Weight	Column NOT to be filled. The weight of one pack	No	integer	1,2,3,4...	15
Pack Weight UOM	Column NOT to be filled. The UOM for a Pack	No	string	CA,PK,...	CA
Net Weight	Column NOT to be filled. The weight of one item	No	integer	1,2,3,4...	5
Net Weight UOM	Column NOT to be filled. The UOM (ISO code) for one Item	No	string	EA, BO, LB,...	EA
Receive Catch Weight	Column NOT to be filled. Forces the item to be received as catch weight	No	boolean	Yes, No	No
Price Validity Start Date	Column NOT to be filled. (If filled, should be your contract start date	No	Date – UK or		01/01/2017

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management			Issue: 5	Date: 22/05/2018
	Click n` Buy				

	in line with the contract start date indicated by Airbus Buyer)		French format		
Price Validity End Date	<i>Column NOT be filled.</i> (If filled, should be your contract start date in line with the contract start date indicated by Airbus Buyer)	No	Date – UK or French format		31/12/2017
Item Number	Unique item number. Must be unique.	No	string	255 characters	1U140
Hazardous Material*	This field indicates if the product is treated as hazardous material. Specific approval workflows may apply.	Yes	boolean	Yes, No	Yes

2.7 STEP 4 – CLEANSE THE DATA

Please verify the following key attention points before finalizing your file:

1. You have entered the contract number indicated by your Airbus buyer in the columns “Supplier Aux Part Num”, “Contract Number” and in the Item Name
2. You did not enter any price validity date
3. The value in columns « Active » & « Hazardous Materia » are Yes/No and not YES/NO as they are case sensitive

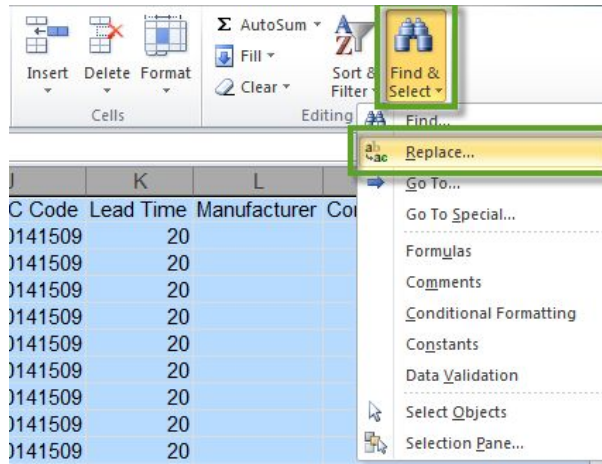
In order to avoid any potential issue on the next step (convert your Excel file into CSV format), please follow the procedure below:

1. Make sure the decimals in the Price column are dots and not commas.
2. Select all the cells, either by pressing Ctrl + A on your keyboard, or clicking the top left arrow:

	A	B	C	D	E	F	G	H	I	J	K
1	Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Item Classification Name	UNSPSC Code	Lead
2		12344	Mechar	Maintenance	1000	USD	EA	Yes	Test ClassificationA	30141509	
3		12345	Mechar	Maintenance	100	USD	EA	Yes	Test ClassificationB	30141509	
4		12346	Mechar	Maintenance	49	EUR	EA	Yes	Test ClassificationA	30141509	
5		12347	Mechar	Maintenance	2500	EUR	EA	Yes	Test ClassificationB	30141509	
6		12348	Mechar	Maintenance	2025	EUR	EA	Yes	Test ClassificationA	30141509	
7		12349	Mechar	Maintenance	2469	EUR	EA	Yes	Test ClassificationB	30141509	
8		12350	Mechar	Maintenance	2914	EUR	EA	Yes	Test ClassificationA	30141509	
9		12351	Mechar	Maintenance	3359	EUR	EA	Yes	Test ClassificationB	30141509	
10		12352	Mechar	Maintenance	3804	EUR	EA	Yes	Test ClassificationA	30141509	

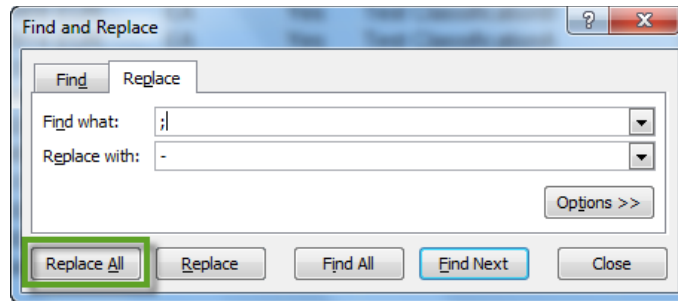
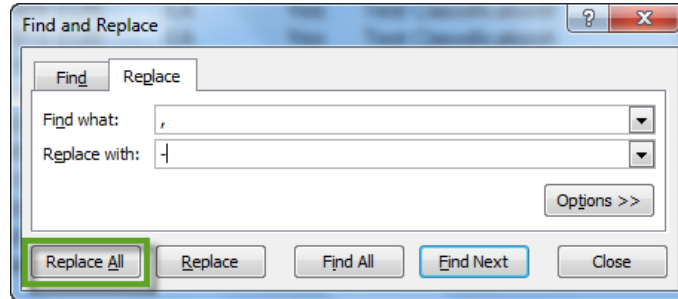
AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3. In the “Home” tab, click on “Find & Select” at the right of your screen and select “Replace...”



AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

4. Replace all commas (,) and semicolons (;) by dashes (-)

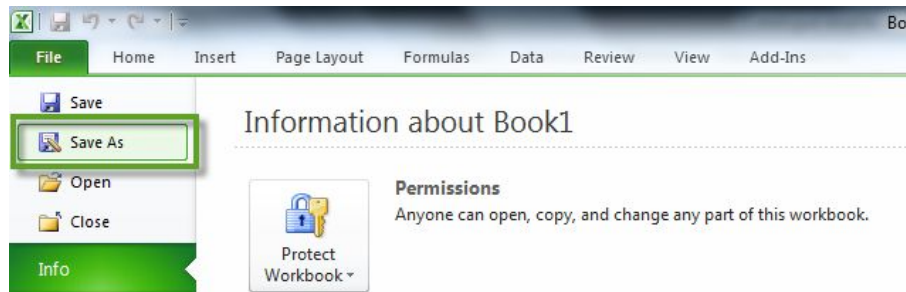


2.8 STEP 5 - SAVE YOUR FILE IN CSV FORMAT

Before moving forward, we recommend you to save your catalogue Excel file on your hard drive (xls or xlsx format), for future updates.

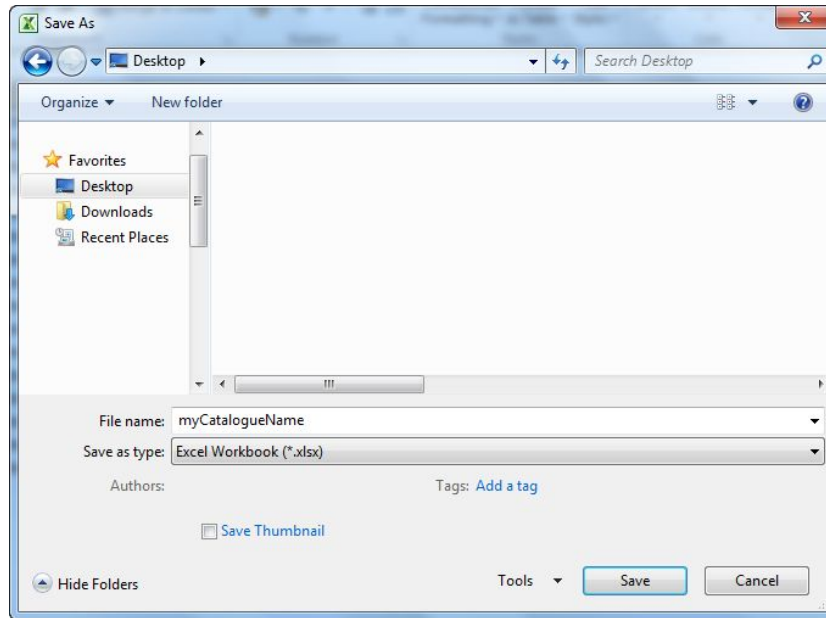
Once your catalogue Excel file is complete, please follow the procedure below:

1. Click on “File” and “Save As”



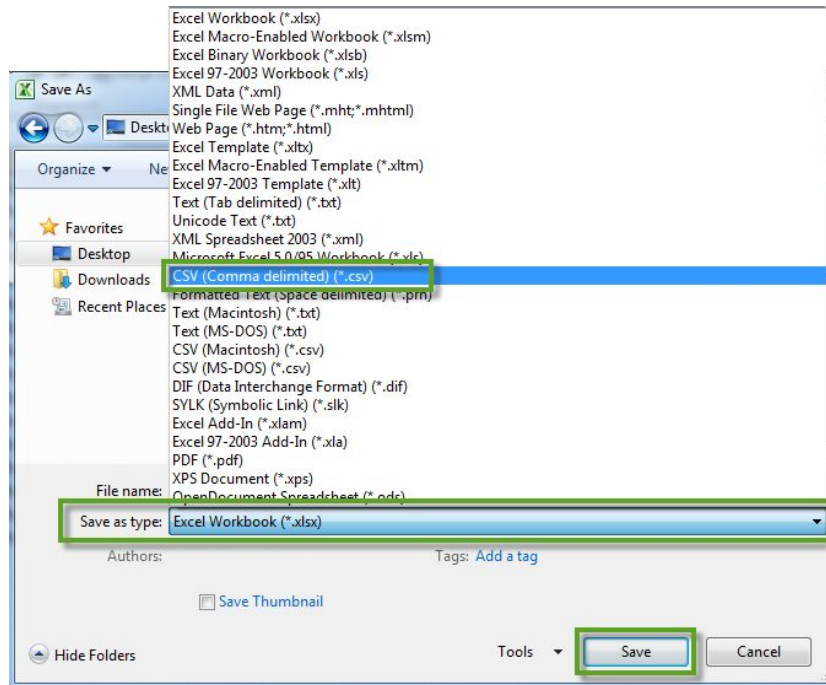
AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		


- Write your Catalogue name to the field “File name” using the catalogue naming convention (eg PJx_CATALOGUENAME_AIRBUS_ENTITY_Vx)



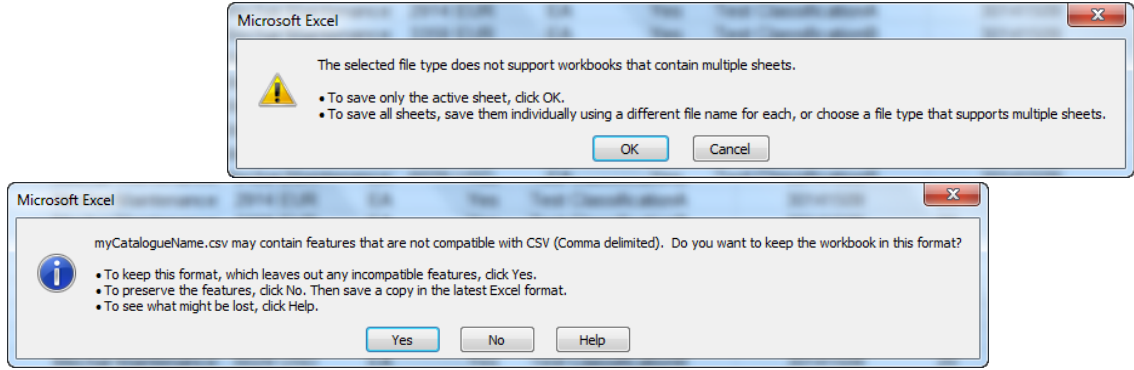
- Select the value “CSV (Comma delimited) (*.csv)” in the field “Save as type” and click on the button “Save”

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		



 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

You may get the following two popup windows. Just press “Ok” and “Yes” to proceed.



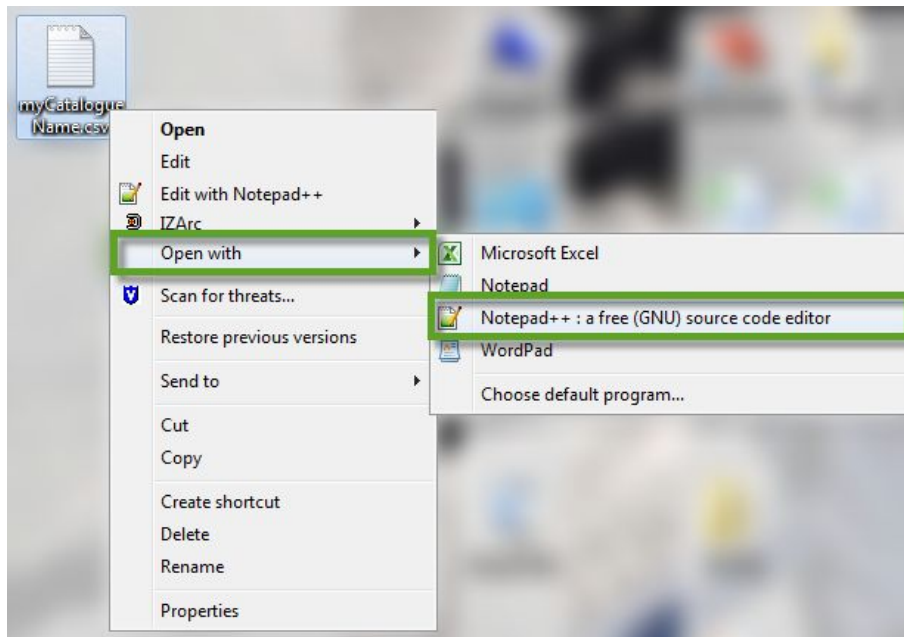
4. Close your Excel file.

2.9 STEP 6 - FINALISE YOUR CATALOGUE FILE

Before moving forward, we recommend you to download and install “Notepad++”. This is a freeware (free-of-charge) available for download [here \(https://notepad-plus-plus.org/download/\)](https://notepad-plus-plus.org/download/).

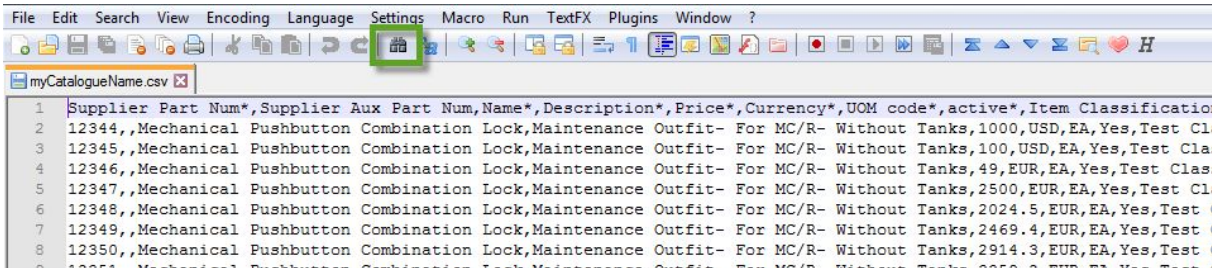
Please follow the procedure below:

1. Right click on the CSV file you’ve just saved, select “Open with” and “Notepad++”

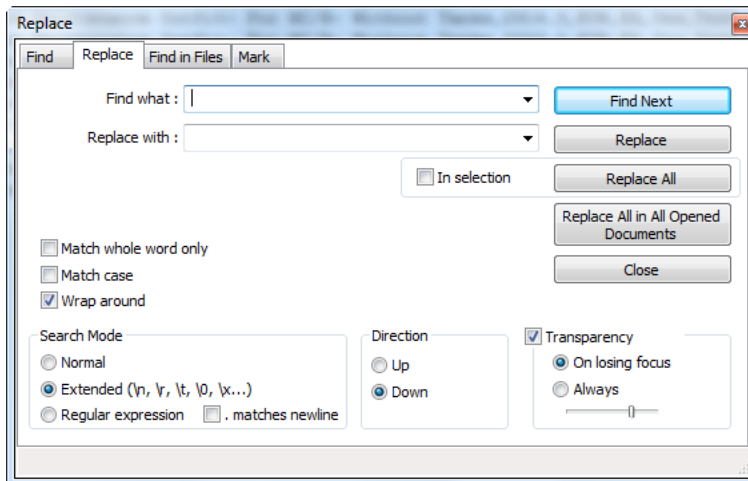


AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

2. Once in Notepad++, select the field glasses icon

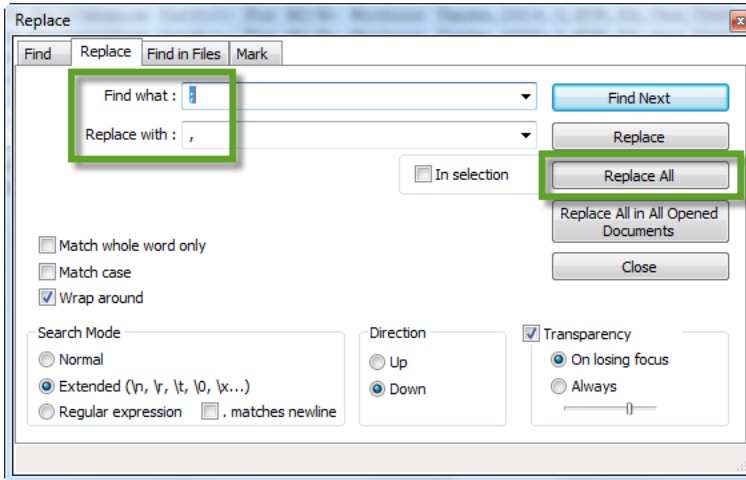


3. Click on the “Replace” tab and make sure all settings are aligned with the screenshots below (e.g. Wrap around ticked, Extended search mode selected, etc.)

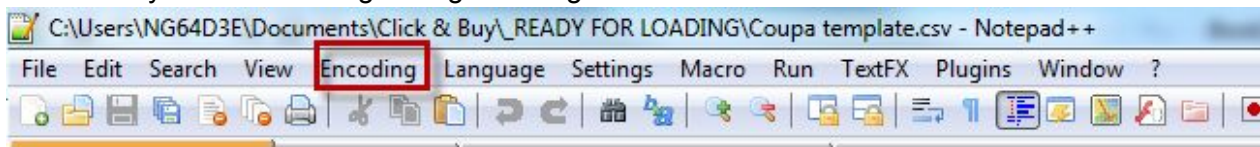


4. If you used a French or German Excel version, your delimiter might be a semicolon instead of a comma. In that case, find semicolons (;) and replace them by commas (,)

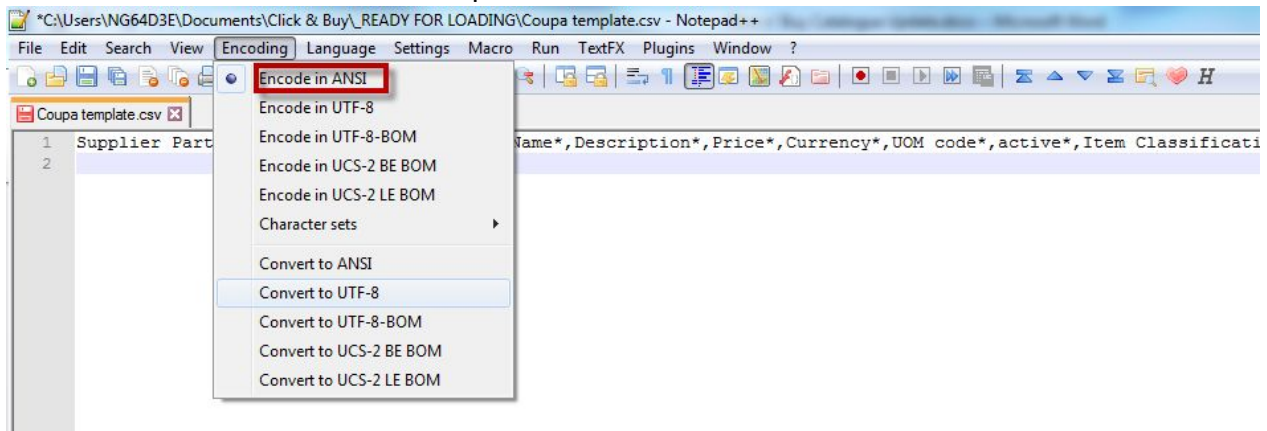
AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		




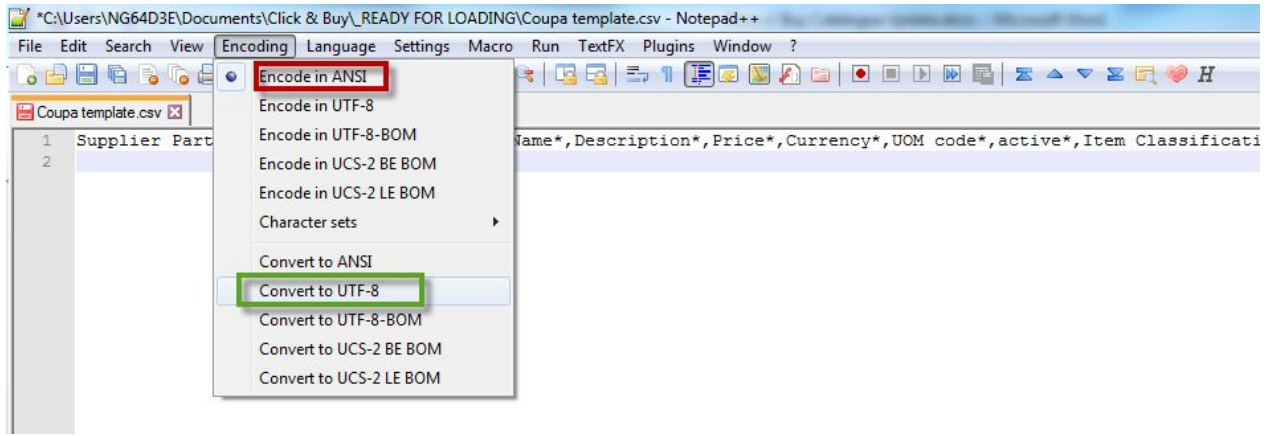
Make sure you are still using the right coding: UTF-8



If “Encode in UTF-8” is not checked please click on “convert to UTF-8”



 INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		



All those steps aim at ensuring that special characters (é, â, ù, ä, ö, ü, ...) are preserved.

Now that you have finalised your catalogue file, you are ready to upload it to Click n' Order.

2.10 STEP 7 – UPLOAD YOUR CSV FILE

2.10.1 Create your catalogue container

Go back to the Coupa Supplier Portal. Click on “Catalogues”. Ensure to use English UK:



Click on “Create” and provide a catalogue name, respecting the naming convention, e.g. PJx_CATALOGUENAME_AIRBUS_ENTITY_V1). Ensure to include the version number at the end – as it is your first catalogue, type “V1”.

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

PJx_CATALOGUENAME_AIRBUS_ENTITY_V1 [Edit](#)

Customer Airbus ePROC Click n Buy ***TEST***

* Catalogue Name

Status Draft

Start Date date when catalogue prices become effective

Expiry Date date when catalogue prices become expired

Currency

Select the correct currency:

Customer Airbus ePROC Click n Buy ***TEST***

* Catalogue Name

Status Draft

Start Date date when catalogue prices become effective

Expiry Date date when catalogue prices become expired

Currency

2.10.2 Loading your file

In the bottom of the page, you will find the section “Items included in Catalogue” where, so far, you find no rows. Likewise, the section “items offered to Airbus” contains no rows, either, as you are setting up your very first catalogue.

Items Included in Catalogue


Create		Load from file		Export to		View		All	Advanced	Search
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions			
No rows.										

Per page 15 | 45 | 90


Items Offered to Airbus ePROC Click n Buy ***TEST***

Export to		View		All	Advanced	Search		
Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog

Click on “Load from file” in the section “Items Included in Catalogue”.

 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

You are back to the Bulk Load Item loader:
 Click on “Browse” to select your CSV file, which you prepared before:

 MALIK | NOTIFICATIONS 13 | HELP


Home Profile Orders ASN Invoices **Catalogues** Admin

Select Customer: Airbus (VAL) Configure punch out

Bulk Load Item for CatalogueName_V1

Follow these steps to upload items

- Download the [Csv template](#) or the [current list of items](#).
- 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](#).

Then click on “Start Upload”

1. Load the updated file

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

2.10.3 Verify Data

All changed fields are highlighted in orange. As you are creating your first items, all data is highlighted in orange.

Go to the bottom of the page and click on “Finish Upload”.

If everything goes well you will get the message:

Upload completed successfully

Click on “Done”

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

2.10.4 Submit to buyer

Last but not least, you have to submit your catalogue/item upload to your Airbus Buyer. To do so, just click on **“Submit to buyer”**. If you forget this step, your updates will be ineffective.

7 Items Changed (1041 unchanged)


 2 ↑ Price Increase	 5 ↓ Price Decrease	 0 Other Fields Updated	 0 New Items	 0 Deactivated Items
---	---	---	--	--

Your Airbus Buyer will be notified by mail about your upload.

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3. CATALOGUE UPDATE

3.1 STEP 1 - CONNECT TO THE COUPA SUPPLIER PORTAL



Register

New to Coupa? Create Your Account.

First Name

Last Name

Company

* Email

[Register](#)

Log In





Welcome back!


* Email Address

* Password

[Log In](#)

[Forgot Your Password?](#)


tibocoupa+dummy@gmail.com   



Welcome to the New Coupa for Suppliers

Transact more easily with your existing customers and increase your visibility with potential customers.

Take the tour to see what is new!

Close
Take Tour

Message Notifications ×

POs and Invoice Payments or Status

[Enable SMS Text Notifications](#)


Merge Accounts


If your company has more than one CSN account, we suggest you merge them. Consider merging them to reduce the number of accounts for existing and potential customers.

Select the account you want to merge with? Click on the account name.

Latest Customers


[pendo \(VAL\)](#)






 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

 MALIK | NOTIFICATIONS 13 | HELP

Home Profile Orders ASN Invoices Catalogues Admin

DSI-DISTRIBUTION SERVICES - 1284913 - 153150



-  About
-  Industry
-  Website
-  Established
-  Employees

[Improve Your Profile](#)

About

Public Profile

<https://supplier-test.coupahost.com/suppliers/public/9422>

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

Airbus (VAL)




At each connexion change your language to **English UK**



 English (UK)

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[Privacy Policy](#) · [Terms of Use](#)

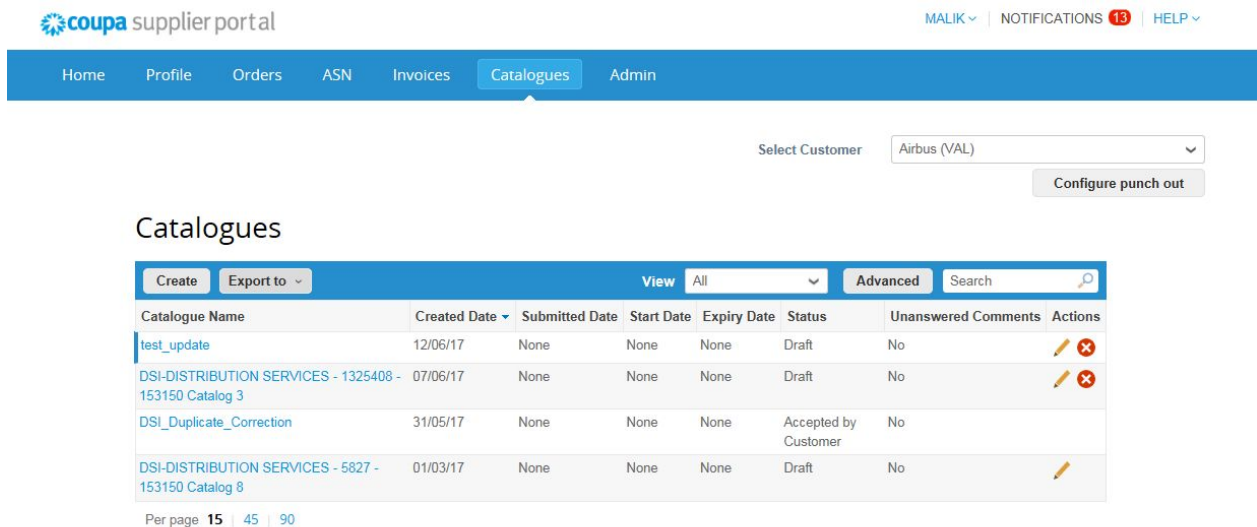
 INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3.2 STEP 2 – CATALOGUES EXTRACTION

When making updates to your existing catalogues, a best practice is to extract your current list of items from the system.

To do so:

5. Click on “Catalogues” on the top blue bar:








coupa supplier portal MALIK | NOTIFICATIONS 13 | HELP

Home Profile Orders ASN Invoices **Catalogues** Admin


Select Customer Airbus (VAL) Configure punch out

Catalogues

Catalogue Name	Created Date	Submitted Date	Start Date	Expiry Date	Status	Unanswered Comments	Actions
test_update	12/06/17	None	None	None	Draft	No	 
DSI-DISTRIBUTION SERVICES - 1325408 - 153150 Catalog 3	07/06/17	None	None	None	Draft	No	 
DSI_Duplicate_Correction	31/05/17	None	None	None	Accepted by Customer	No	
DSI-DISTRIBUTION SERVICES - 5827 - 153150 Catalog 8	01/03/17	None	None	None	Draft	No	

Per page 15 | 45 | 90

6. Extract the list of your items:
 Click on “Create” and replace the default value of the catalogue name field by a new catalogue name (ex:”**Cataloguename_Update_V1**”). You will use it later on to upload your updated file. Always use a different catalogue name by incrementing the version, V1, V2, V3...etc, every time you perform new updates.
Never delete an old catalogue to implement a new one or update one! This would lead to serious inconsistencies in the database.

 INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		


Select Customer [Configure punch out](#)


DSI-DISTRIBUTION SERVICES - 1325408 - 153150 Catalog 5 [Edit](#) [Back](#)

Customer Airbus ePROC Click n Buy ***TEST***

*Catalogue Name






Status Draft

Start Date  date when catalogue prices become effective

Expiry Date  date when catalogue prices become expired

Currency

0 Items Changed (1048 unchanged)

 0 ↑	 0 ↓	 0	 0	 0
Price Increase	Price Decrease	Other Fields Updated	New Items	Deactivated Items


Then at the bottom, select load from file:


DSI-DISTRIBUTION SERVICES - 1325408 - 153150 Catalog 5 [Edit](#) [Back](#)

Customer Airbus ePROC Click n Buy ***TEST***

*Catalogue Name






Status Draft

Start Date  date when catalogue prices become effective

Expiry Date  date when catalogue prices become expired

Currency

0 Items Changed (1048 unchanged)

 0 ↑	 0 ↓	 0	 0	 0
Price Increase	Price Decrease	Other Fields Updated	New Items	Deactivated Items

[Save](#) [Submit to buyer](#)

↓


Items Included in Catalogue

Create		Load from file	Export to	View		All	Advanced	Search
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions	
No rows.								

Per page: 15 | 45 | 90

You are now on the Bulk Load loader.

On this screen you have multiple choices; since we need your current list of items, click on "current list of items"

 INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

coupa supplier portal MALIK | NOTIFICATIONS 13 | HELP

Home Profile Orders ASN Invoices **Catalogues** Admin

Select Customer: Airbus (VAL) Configure punch out

Bulk Load Item Updates for CatalogueName_Update_V1

Follow these steps to upload items

- Download the [Csv template](#) or the [current list of items](#).
- 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](#).

If the list is short, you might get it right away. Just save it on your computer. If the file is too big you will receive it by email:

Select Customer: Airbus (VAL) Configure punch out

Bulk Load Item Updates for CatalogueName_Update_V1

The file will be emailed to you shortly.
✕

Follow these steps to upload items

- Download the [Csv template](#) or the [current list of items](#).
- 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](#).


3.3 STEP 3 – OPEN THE EXTRACTED FILE WITH EXCEL

You just received your mail from **Airbus Click n Buy**:



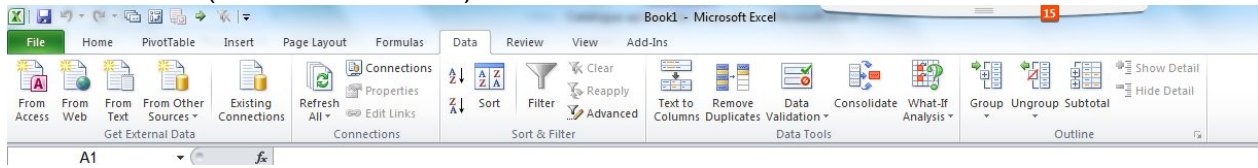
Open the zip file, extract it and save it on your computer. You should rename it in order to always keep the last version.

Open a blank Excel sheet (we use Microsoft 2010; if you use a different version the screen shots might not be adapted)

 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

You now have to import a text file (your current list of items saved at step 2):

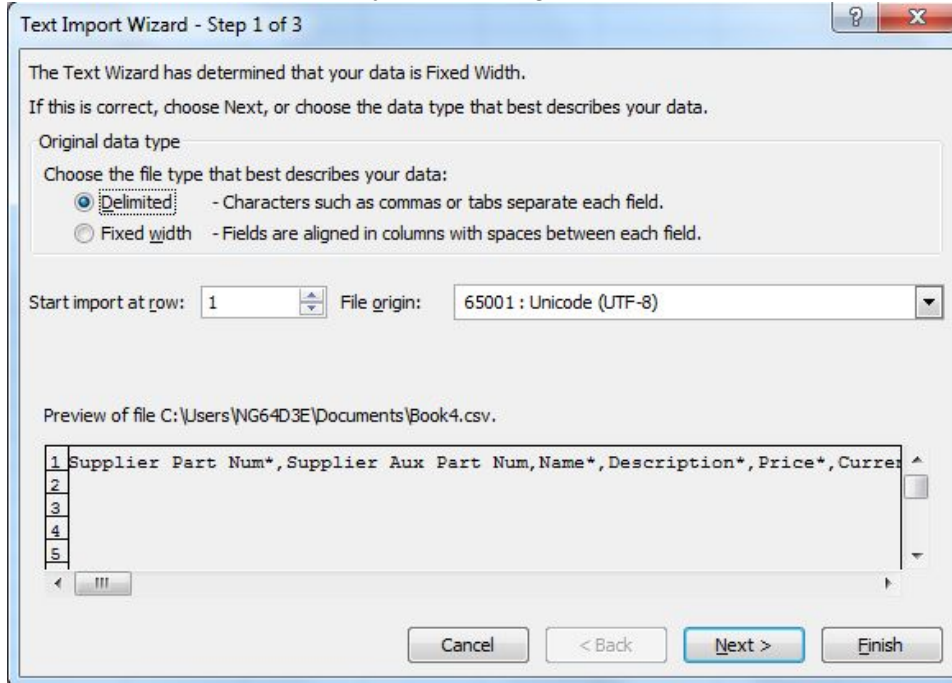
Click on “Data” (Données in French)



Then choose “From text” (A partir du texte) and select the file you saved and click on import.

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

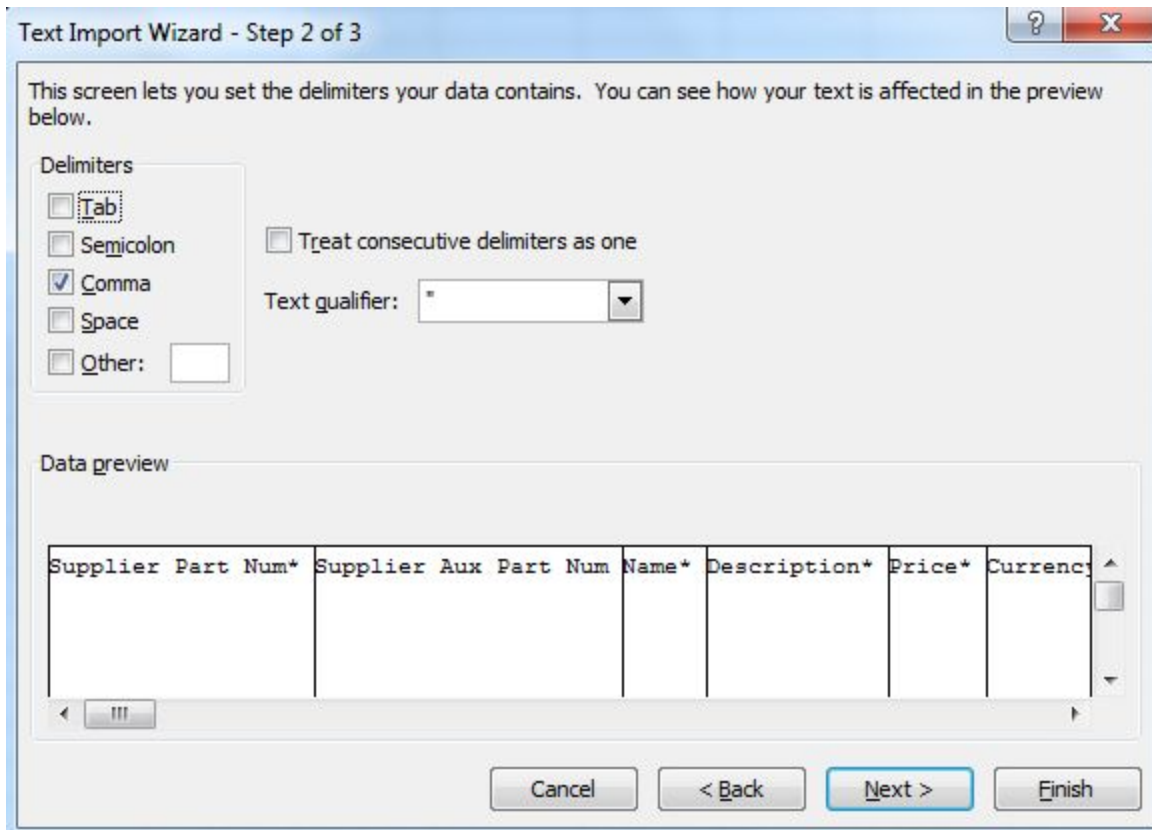
Select “Delimited” and modify the File origin, select “65001: Unicode (UTF-8)”



This is to ensure special characters (ù, é, â, ä, ö, ü ...) are preserved.

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

Click on “Next”. The delimiter in your CSV file from Click n` Order is a comma. Please select “Comma” and then click on “Next”.

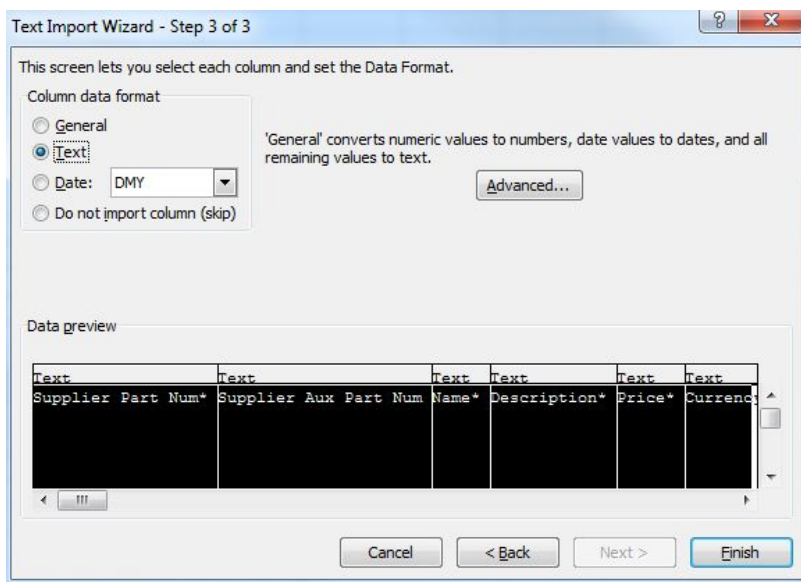
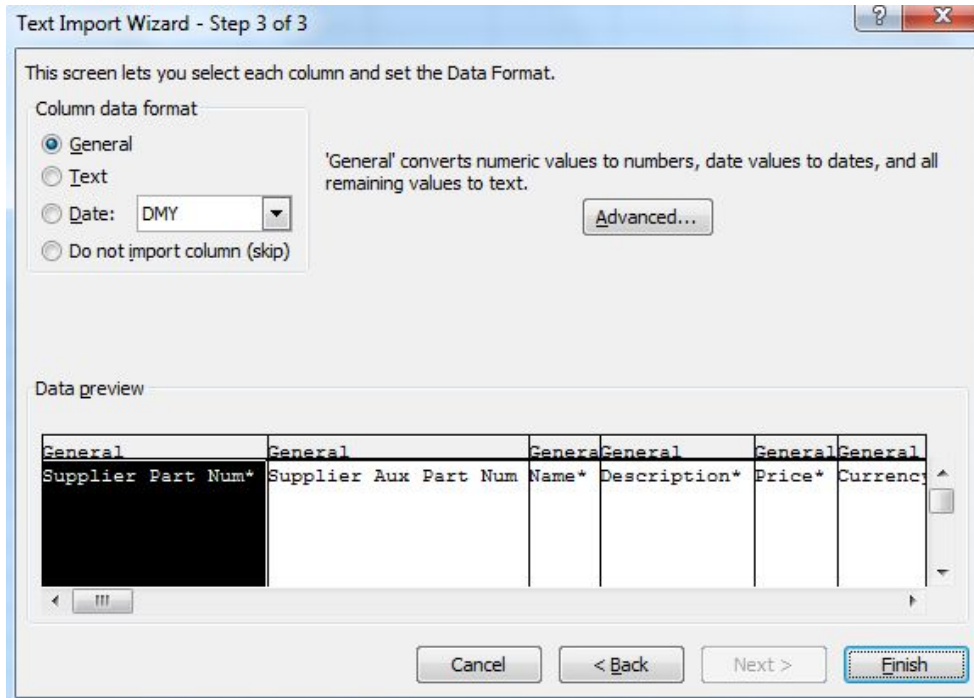


AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

On Data preview, please select all the columns. Scroll to the right, press and hold the shift button and click on the last column while still holding

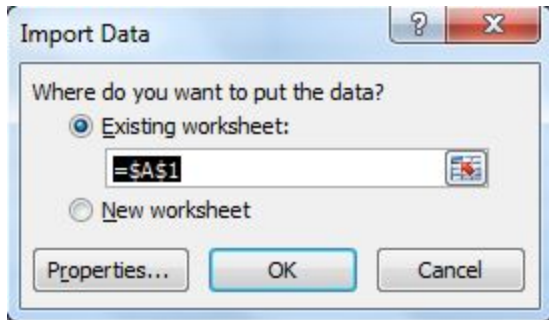


the shift button.



AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

Then choose “Text” and click on “Finish”.



If your position on the Excel file is the first cell, just click OK or move to cell A1 first.

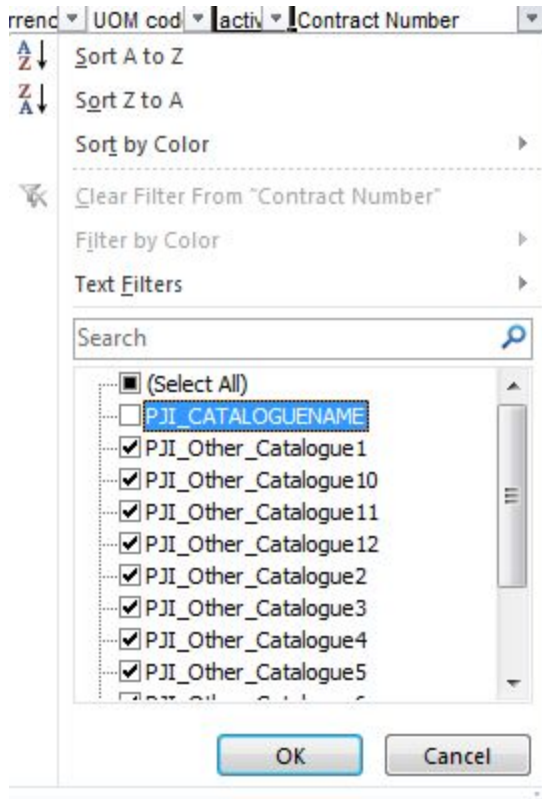
AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3.4 STEP 4 – PREPARE YOUR UPDATES ON THE EXTRACTED FILE

3.4.1 Selecting the items to update

If you own more than one catalogue, the file you imported to Excel will include all of them.


You can filter on column *Contract Number* to delete all the catalogues not in scope of your update. With your filter, uncheck the catalogue you want to update:



We can now delete all the rows that are not needed. Unfilter your file and you will have only the right catalogue left:

M
Contract Number
PJI_CATALOGUENAME

When updating a catalogue, all the columns might not be necessary. Deleting some columns will ease your update and minimize the risks of errors.

 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		



Be careful: some columns are mandatory and should not be removed. The first columns from A to H, the column named “*Contract Number*” and the last column “*Hazardous Material*” should not be deleted.

Here is how a simplified file could look like, if you have to modify one of these criteria:

A	B	C	D	E	F	G	H	I	J
Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Contract Number	Hazardous Material*

If your catalogue contains tiered prices, do not delete them as well, even if you do not have to update them.

A	B	C	D	E	F	G	H
Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*

I	J	K	L	M	N	O	P	Q	R
Contract Number	Contract Term	Price (Tier 1)	Price (Tier 2)	Price (Tier 3)	Price (Tier 4)	Price (Tier 5)	Price (Tier 6)	Price (Tier 7)	Price (Tier 8)
PJI_CATALOGUENAME									

Be careful: do not update the first 3 columns. Doing so will just create new items and not update the existing ones:

A	B	C	D	E	F	G	H
Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code	active*




Those are primary keys for Coupa. Updating them would create harmful duplicates in the database. If you need to change those fields as part of your catalogue update, please contact your buyer to discuss the way forward.

The “Supplier Aux Part Num” is equal to the column “Contract number”. Please, never update the following columns:

- Supplier Part Num*
- Supplier Aux Part Num
- Name*
- Contract Number
- Contract Term (if any), related to tier prices, please refer to 2.4.6

You can delete the rows of items that you do not need to update within one catalogue.

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Here is an example of a simplified file, in which only the prices have been updated:

Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*	active*	Hazardous Mate
WP1-OS_PM-G0G2_M1M3-E-Y1	PJIA_DSIAMOA_AIRBUS_EN	Opp.St./Proj.Mgt. G0-G2/M1-M3-EAS Opportunity Study / Project Man.		200	EUR	EA	Yes	No
WP1-OS_PM-G0G2_M1M3-E-Y2	PJIA_DSIAMOA_AIRBUS_EN	Opp.St./Proj.Mgt. G0-G2/M1-M3-EAS Opportunity Study / Project Man.		201	EUR	EA	Yes	No
WP4-TOGAF_Exp-D-Y1	PJI_DSIAMOA_AIRBUS_EN	TOGAF Expertise-DIFFICULT YEAR: TOGAF Expertise-DIFFICULT Y		202	EUR	EA	No	No
WP1-PM_Reb-M13M14_G8G9-E-Y3	PJI_DSIAMOA_AIRBUS_EN	Project Management Rebound M13-M: Project Management Rebound I		203	EUR	EA	No	No
WP1-PM-M5M7-D-Y5	PJI_DSIAMOA_AIRBUS_EN	Project Management M5-M7-DIFFICUL Project Management M5-M7-DIF		204	EUR	EA	No	No
WP10-Reb-M-Y1	PJI_DSIAMOA_AIRBUS_EN	Rebound for Adaptor-MEDIUM YEAR Rebound for Adaptor-MEDIUM Y		205	EUR	EA	No	No
WP1-PM_Reb-G4G5-E-Y5	PJI_DSIAMOA_AIRBUS_EN	Project Management Rebound G4-G: Project Management Rebound C		206	EUR	EA	No	No
WP1-PM_Reb-M3M5-D-Y2	PJI_DSIAMOA_AIRBUS_EN	Project Management Rebound M3-M: Project Management Rebound I		207	EUR	EA	No	No
WP1-PM_Reb-G3G4-M-Y1	PJI_DSIAMOA_AIRBUS_EN	Project Management Rebound G3-G: Project Management Rebound C		208	EUR	EA	No	No
WP7-Proj Agile-Y5	PJI_DSIAMOA_AIRBUS_EN	Project eligibility to Agile methodology, Project eligibility to Agile method		209	EUR	EA	No	No
WP6-PBR-func release-M-Y1	PJI_DSIAMOA_AIRBUS_EN	PBR for a functional release-MEDIUM, PBR for a functional release-ME		210	EUR	EA	No	No
WP1-PM_Reb-G6G7-M-Y3	PJI_DSIAMOA_AIRBUS_EN	Project Management Rebound G6-G: Project Management Rebound C		211	EUR	EA	No	No
WP1-PM-G6G7-M-Y2	PJI_DSIAMOA_AIRBUS_EN	Project Management G6-G7-MEDIUM, Project Management G6-G7-ME		212	EUR	EA	No	No

3.4.2 Updating Name and/or description

□ Item Names:

In Click n' Order, each item name must be unique. To avoid duplicates, we added the *Contract number* and/or the *Supplier Part Num* next to your item names.

In case of identical items offered in two different currencies (e.g. EUR and USD), currencies are shown as additional differentiator in the item name.



Please do not update the name. If the name is wrong, deactivate the item using the column *active* and create a new row.

□ Item Descriptions:

You can modify the description without any risk. Just write a new description in the column "Description".

3.4.3 Updating prices

Just enter the new prices in column "Price*".




Be careful not to put commas as decimal, but a dot according to English UK format. (Commas are used as delimiters!)

3.4.4 Updating UOM codes

UOM codes are Units of Measures. Make sure to always use the ones accepted by Airbus. In column "UOM*" change the existing UOM code with a new one.

3.4.5 Activating or deactivating an item

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On the column *active** put “Yes” to activate or “No” to deactivate the item.

H	I
active*	Contract Number
No	PJI_CATALOGUENAME
No	PJI_CATALOGUENAME

When deactivated, the item is no longer available to the client.

3.4.6 Updating tiered prices

Tiered Prices are used if the price changes according to the number of items ordered.



You cannot create new tiered prices on your own since we first need to create the Contract terms in the system.

Contract terms are the names given to the different price ranges. They are the names you see in column “Contract Term”.

Before updating the prices, make sure you know which contract terms correspond to the price ranges.

You can only update the prices. Again, the contract terms and ranges are set up by us.

3.4.7 Updating images

If you want to add images to your items, please remember that you need the full URL, starting with http or https and ending with the extension of your image (jpg or png).

Example: ***https://mypicture.com/computer/2345.png***

Use the column “Image Url” for a main picture or your logo.

AE
Image Url

You have the possibility to add 6 additional smaller images within columns AR to AW.

AR	AS	AT	AU	AV	AW
Image 0 Url	Image 1 Url	Image 2 Url	Image 3 Url	Image 4 Url	Image 5 Url

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3.4.8 Updating Price Validity Start and End dates

In columns “Price Validity Start Date” and “Price Validity End Date” you can change or add dates. However, the item validity is typically managed on contract level by Airbus, i.e. you typically leave these columns empty.

Exception: Different prices apply to your items over the course of several years according to the underlying commercial agreement, whereby all items need to be available for ordering from day one. In this exceptional case only, you provide the appropriate start and end date on item level. Remember to use “English UK” format for the dates, e.g. 15/01/2019.

BF	BG
Price Validity Start Date	Price Validity End Date
15/01/2017	31/12/2019
15/01/2017	31/12/2019

In case of doubt whether you are concerned by this exception or not, please contact your Airbus buyer.

3.4.9 Updating “Minimum Order Quantity”

In the column “Minimum Order Quantity”, write the minimum order quantity you wish your clients to order.

BH
Minimum Order Quantity
100
20
5

This field will not technically prevent the client from ordering only 1 item, but it will advise him/her about your wishes. It is your decision to accept or refuse a given purchase order, if this minimum order quantity is not respected.

3.4.10 Updating “Hazardous Material”

In the last column, put “Yes” if the item is hazardous or “No” if it is not:

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
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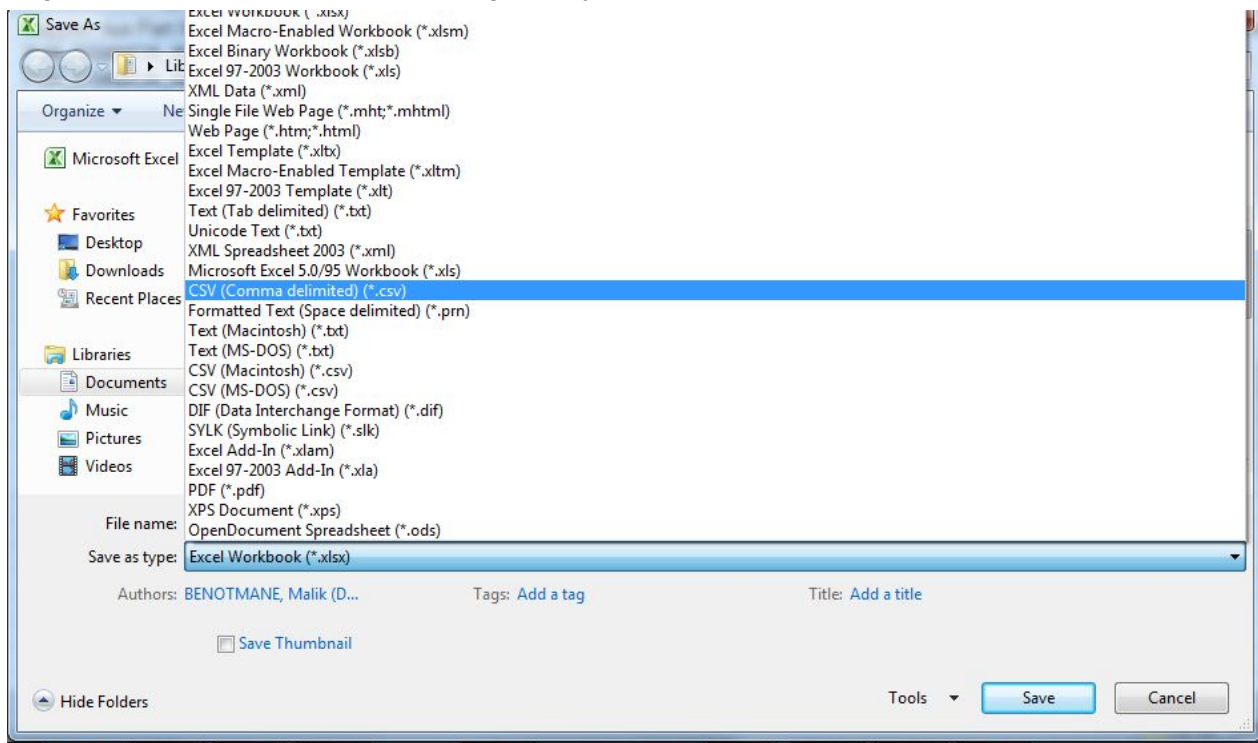
BI
Hazardous Material*
Yes
Yes
No
Yes



This column is mandatory. It should not be blank.


3.5 STEP 5 - CONVERT YOUR EXCEL FILE TO CSV FORMAT

Save your updated file with CSV format. Choose CSV (Comma delimited) if your Excel is in English or CSV (Séparateur: point-virgule) if you are in French:



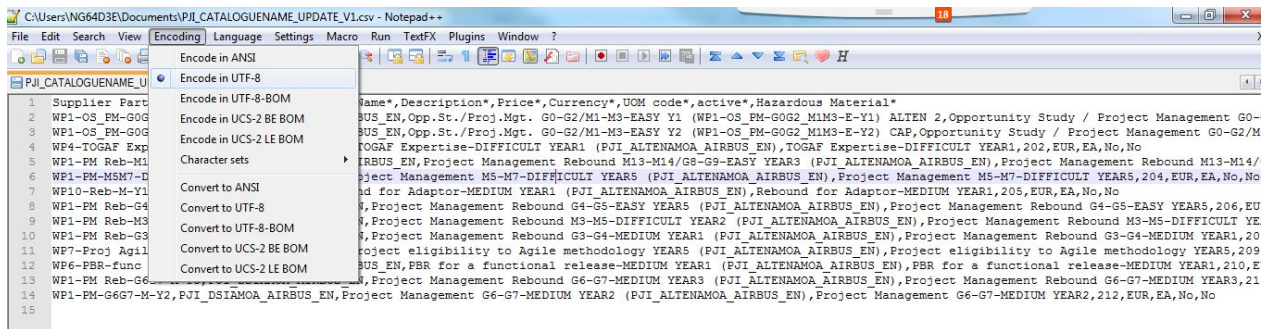
We suggest you name your file like the name of your catalogue in Click n' Order:

CATALOGUENAME_UPDATE_V1

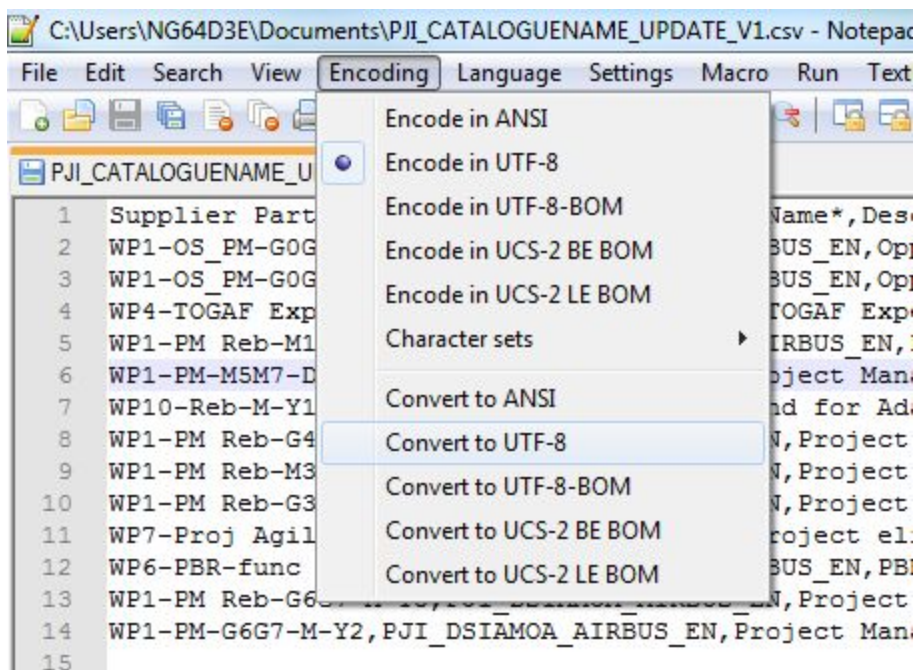
 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

Open your updated file with notepad++. If you are in French, replace all your semi-colons by a comma.

Check the tab “Encoding” and make sure you have “Encode in UTF-8” checked.



If not click on “Convert to UTF-8”



Again, UTF-8 is the standard format. If your catalogue is in French, Spanish or German with special characters, it will not be readable unless it is encoded UTF-8.

Save your file.

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3.6 STEP 6 – UPLOAD YOUR UPDATED FILE

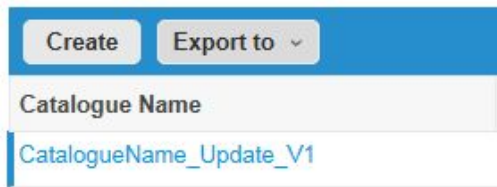
3.6.1 Opening your catalogue

Go back to the Coupa Supplier Portal. Click on “Catalogues”. Again, make sure you are using English UK:




Select the catalogue name you created in step 2 (Chapter 2):

Catalogues



Select the correct currency:


 INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		


CatalogueName_Update_V1 [Edit](#)


Customer Airbus ePROC Click n Buy ***TEST***

* Catalogue Name

Status Draft

Start Date  date when catalogue prices become effective



Expiry Date  date when catalogue prices become expired

Currency 

3.6.2 Loading your updated file



At the bottom of the page, you will find the section “Items included in Catalogue” where, so far, you find no rows. Beneath this section, however, you should see the items of all your existing catalogues in the section “items Offered to Airbus Click n Buy”.

Items Included in Catalogue

Create Load from file Export to View All  Advanced Search 							
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page 15 | 45 | 90

Items Offered to Airbus ePROC Click n Buy ***TEST***

Export to View All  Advanced Search 								
Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog

Click on *Load from file* in the section “Items Included in Catalogue”.

You are back to the Bulk Load Item loader:
Click on “Browse” to select your updated file:

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

coupa supplier portal MALIK | NOTIFICATIONS 13 | HELP

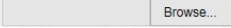
Home Profile Orders ASN Invoices **Catalogues** Admin

Select Customer: Airbus (VAL) Configure punch out

Bulk Load Item Updates for CatalogueName_Update_V1

Follow these steps to upload items

- Download the [Csv template](#) or the [current list of items](#).
- 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

Then click on "Start Upload"

1. Load the updated file

C:\Users\NG64D3E\Docu Browse...

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


Start Upload

3.6.3 Verify Data

You see in orange the fields you are updating. In this example, we updated the prices:

Description*	TOGAF Expertise-DIFFICULT YEAR1	TOGAF Expertise-DIFFICULT YEAR1	Project Management Rebound M13-M14/G8-G9-EASY YEAR3	Project Management Rebound M13-M14/G8-G9-EASY YEAR3
Price*	14,400	202	191	203
Currency*	EUR	EUR	EUR	EUR
UOM code*		EA		EA

Note: The UOM is always in orange as well, even if you do not change it.

 Be careful!

- If all lines are in orange, you are creating new items.
- If other fields you do not wish to update are in orange, check your file again to make sure you do not update other data.

If you encounter one of these two scenarios, go to the bottom of the page and click on "Cancel".

AIRBUS INFORMATION TO SUPPLIER	Click n` Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
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Check your file and start again.

Remember, to avoid duplicates in the system, we added the name of the contract and/or the supplier part num, next to the item name. Please do not remove them.

If everything is fine, go to the bottom of the page and click on “Finish Upload”.

If everything goes well you will get the message:

Update processed successfully

Click on “Done”

AIRBUS INFORMATION TO SUPPLIER	Click n' Order – Catalogue Content Management	Issue: 5	Date: 22/05/2018
	Click n` Buy		

3.6.4 Submit to buyer

Last but not least, you need to advise your Airbus Buyer of your updates. To do so, just click on **“Submit to buyer”**. If you forget this step, your updates are useless.

7 Items Changed (1041 unchanged)

2 ↑ Price Increase	5 ↓ Price Decrease	0 Other Fields Updated	0 New Items	0 Deactivated Items
-----------------------	-----------------------	---------------------------	----------------	------------------------

Your Airbus Buyer will be notified by mail of your updates.

4. TO CONTACT US

If you encounter errors that you do not understand while uploading your file or in case of **questions**, please **contact the Customer Care**:

- **Email:** support.clicknbuy@airbus.com (24/7)
- **Phone:** **+33 1 57 32 48 95** - Option 3 for Click n' Buy (Monday-Friday, Business working hours)