



# Catalogue

Supplier User Guide

# Editing catalogue using Excel upload

1 Click on 'Manage Catalogue' from the 'My Products' menu option.

The screenshot displays the Post Office Supplier User Guide interface. The left sidebar contains a navigation menu with the following items: Procurement, Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The 'My Products' menu item is highlighted, and a red box highlights the 'Manage Catalogue' option within its dropdown. A yellow arrow points from the text box on the left to this option. The main content area shows a welcome message 'Hi Percy, welcome back', a 'POST OFFICE' logo, and a row of buttons: Acknowledge Orders, Invoices, Approve Return Requests, Manage Catalogue, and Company Profile. Below this are two panels: 'Calendar' (showing March 2020) and 'Order Management Alerts' (showing 'No alerts to view' for both Order Alerts and Exceptions Alerts).

# Editing catalogue using Excel upload cont.

**1** Click 'Back'.

**2** To view your current catalogue in the Excel format, click here.

POST OFFICE

←

PS

Procurement

Category Drilldown [View Full Catalogue]

There are no categories to display

Back

Search Within View [Full Catalogue]

Search

Download Template

Download Catalogue

Add New Product

Filtering by supplier Scarborough Fair which has 13 products

Full Catalogue>

Individual Products saved: 0 Category trees saved: 0

Dashboard

My Orders

My Invoices

My Payments

My Returns

My Credit Notes

My Products

My Account

# Editing catalogue using Excel upload cont.

1 To download the template for your catalogue, click 'Download Template'.

2 To upload a completed Excel, click 'Upload Catalogue'.

The screenshot shows the 'POST OFFICE' logo in the top left corner and a 'PS' user indicator in the top right. A dark sidebar on the left contains a navigation menu with items: Procurement, Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The main content area is titled 'Your Views' and features a search bar with the placeholder text 'Search Within View [Full Catalogue]' and a 'Search' button. Below the search bar, there are two blue buttons: 'Download Template' and 'Upload Catalogue', both of which are highlighted with a red rectangular box. A table below the buttons has two columns: 'View Name' and 'Description'. The table contains one row with the text 'Full Catalogue' in both columns. A 'Print' link is visible at the end of the row. Yellow arrows point from the 'Download Template' button to the 'Download Template' text in the first instruction box, and from the 'Upload Catalogue' button to the 'Upload Catalogue' text in the second instruction box.

View Name	Description
Full Catalogue	Full Catalogue

# Editing catalogue using Excel upload cont.

The screenshot shows the 'Upload Product Data' page in the Post Office Procurement system. The interface includes a sidebar with navigation options: Procurement, Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The main content area contains the following fields and buttons:

- Select Upload Type:** A dropdown menu with 'New and updated products' selected.
- System Date & Time:** Mar 09 2020 03:57
- Publication Date:** 09/03/2020
- Publication Time:** 22:00
- Enter a description:** A text input field.
- Select file:** A button labeled 'Choose File' with the text 'No file chosen' below it.
- Upload Now:** A blue button at the bottom.

1 Select 'New and updated products' from the drop down.

2 Fill in the publication date and time, and a description.

3 Select the file to upload.

4 Click 'Upload Now'.

5 When your catalogue must be approved by POL before anyone can use it / see changes.