Catalogue

Supplier User Guide

Editing catalogue using Excel upload

1

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

Editing catalogue using Excel upload cont.

1 Click 'Back'.

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

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← 🕐 PS

P2P Procurement ⊞

Category Drilldown [View Full Catalogue]

There are no categories to display

≣ Dashboard

📄 My Orders ▶

🏛 My Invoices ▶

$ My Payments ▶

📋 My Returns ▶

Back

Search Within View [Full Catalogue] [   ] Search ❓

Download Template Download Catalogue Add New Product

Filtering by supplier Scarborough Fair which has 13 products

▤ My Credit Notes ▶

Full Catalogue>

Individual Products saved: **0**   Category trees saved: **0**

🛒 My Products ▶

⚙ My Account ▶

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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'.

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Your Views

Search Within View [Full Catalogue] [   ] [Search] ❓

- 📋 Dashboard
- 📄 My Orders ▶
- 🏛 My Invoices ▶
- $ My Payments ▶
- 📋 My Returns ▶
- 🎟 My Credit Notes ▶
- 🛒 My Products ▶
- ⚙ My Account ▶

[Download Template] [Upload Catalogue]

View Name	Description	
Full Catalogue	Full Catalogue	Print

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Editing catalogue using Excel upload cont.

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

Upload Product Data

Back

Select Upload Type: New and updated products ▼
System Date & Time: Mar 09 2020 03:57
Publication Date: 09/03/2020
Publication Time: 22:00
Enter a description:
Select file: Choose File No file chosen

Upload Now

Procurement
Dashboard
My Orders
My Invoices
My Payments
My Returns
My Credit Notes
My Products
My Account