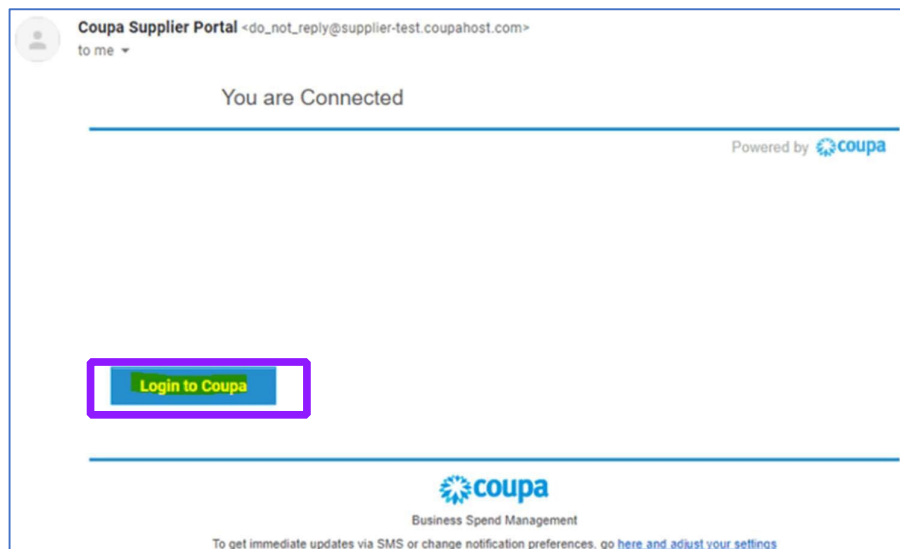


Coupa Supplier Portal (CSP) Catalogue Creation Instructions

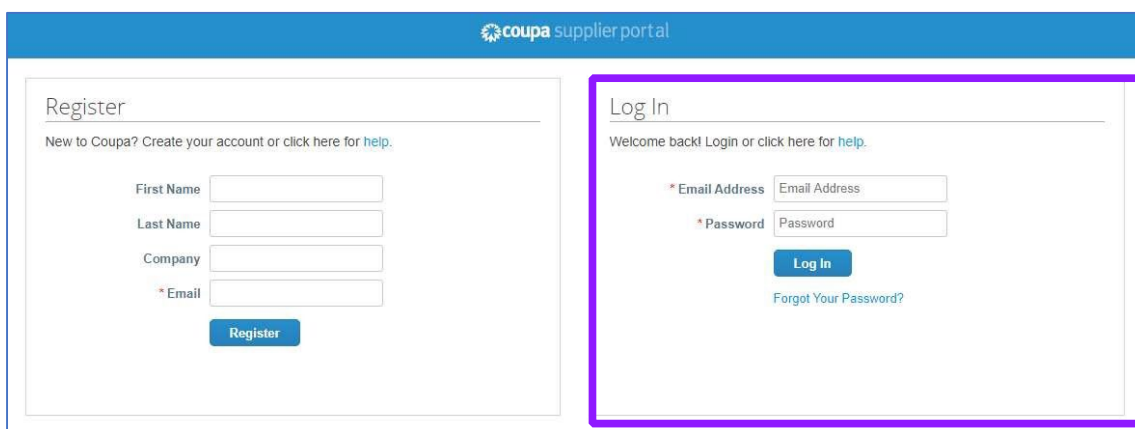
1. Joining the Coupa Supplier Portal (CSP)

1.1 You should have received an email from the Coupa Supplier Portal (do_not_reply@supplier.coupa.com) with the invite shown below:

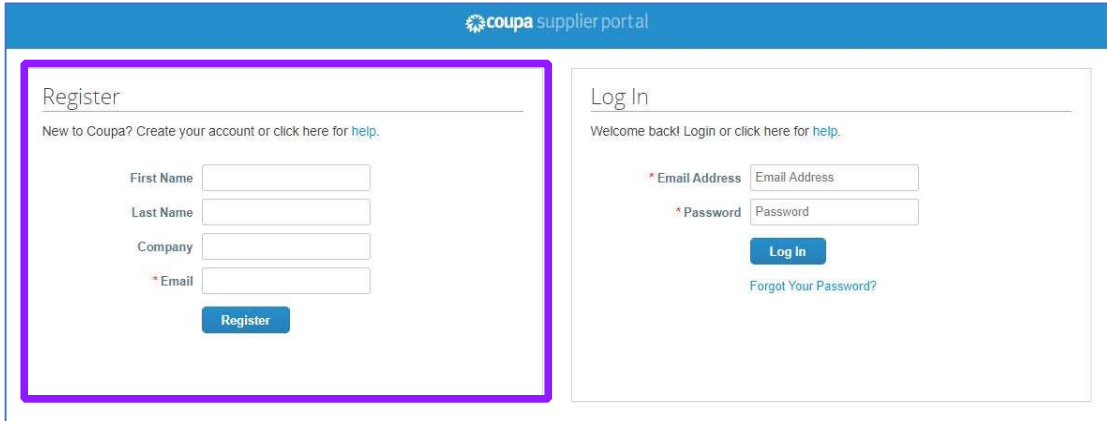


An invite will be sent to you once you have acknowledged the email from Brenntag Supplier Support. If you have not received this email invitation 1 day after that, please reach out to SupplierSupport@brenntag.com

1.2 Log into the CSP by clicking Login to Coupa on the email you received or by visiting the following URL: (<https://supplier.coupa.com/>).



1.3 If you don't have a CSP account, register on the left-hand side.



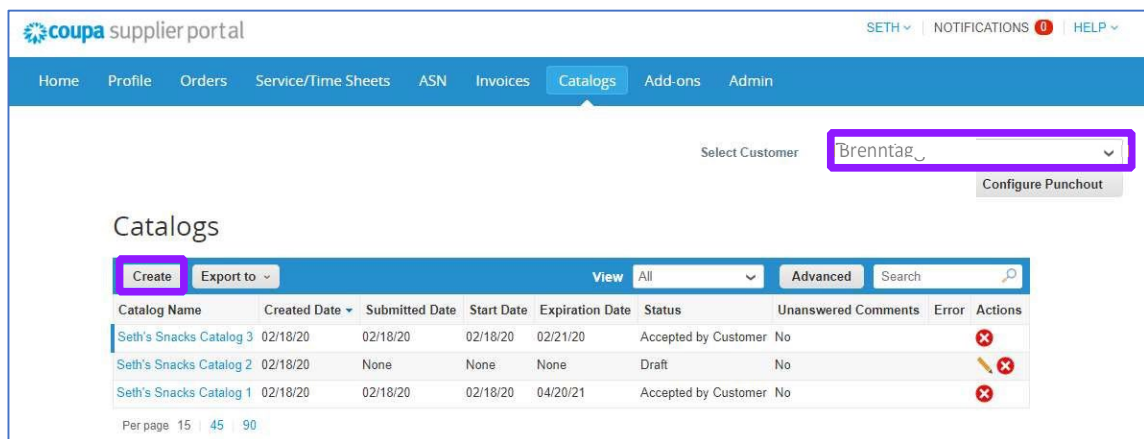
The screenshot displays the Coupa supplier portal interface. At the top, a blue header contains the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" on the left and "Log In" on the right. The "Register" section is highlighted with a purple border. It includes a heading "Register", a sub-heading "New to Coupa? Create your account or click here for [help](#).", and four input fields: "First Name", "Last Name", "Company", and "* Email". A blue "Register" button is positioned below the "Email" field. The "Log In" section includes a heading "Log In", a sub-heading "Welcome back! Login or click here for [help](#).", and two input fields: "* Email Address" and "* Password". A blue "Log In" button is located below the "Password" field, and a link "Forgot Your Password?" is positioned below the "Log In" button.

2. Creating Catalogs

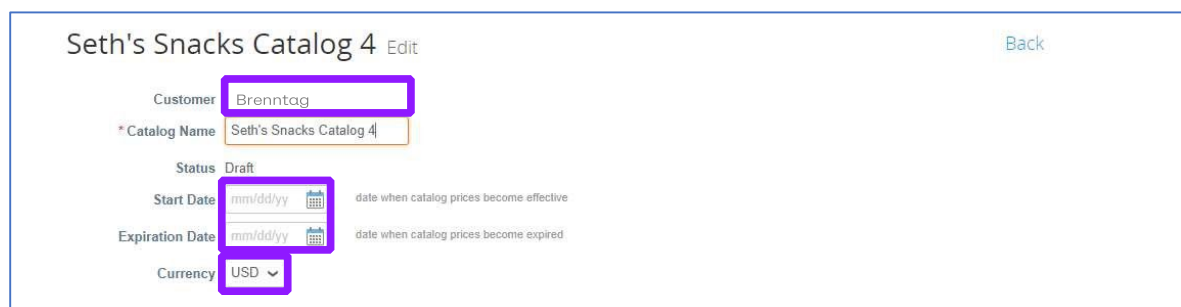
2.1 Once you are logged in, click on the Catalogs tab.



2.2 Make sure Brenntag is selected as your customer. Then click Create to create the catalog in which you will be loading your company's items.



2.3 Catalog Creation: Populate the Catalog fields. The name field is required (*) and can be named [Your_Company_Name Catalog 1]. The date fields are not required, but if you choose to populate them, your catalog prices will only be effective within those time periods. Additionally, please verify your catalog currency is correct.



2.4 Item Creation: Scroll down on the same page. If you only have a handful of items that you supply to Brenntag, you can manually create each one using the Create button.

If you have a bulk list of items that you supply to Brenntag, you can bulk upload all items within the catalog using a .csv upload template that can be found by clicking the Load from File button. There is more information on the bulk upload process later in this document.

Items Included in Catalog



[Create](#)
[Load from file](#)
[Export to](#)
[View](#) All

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page: 15 | 45 | 90

Items Offered

[Export to](#)
[View](#) All

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
ChocoTrailMix	Description - chocolate and trail mix	123	1.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 1	
Classic Trail Mix	Classic	1212	2.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 3	

Per page: 15 | 45 | 90

3. Manual Item Creation

3.1 Once you've clicked Create, populate the required (*) fields and click Save.

Items Included in Catalog

All

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page 15 | 45 | 90

Items Offered


All

Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
ChocoTrailMix	Description - chocolate and trail mix	123	1.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 1	
Classic Trail Mix	Classic	1212	2.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 3	

Per page 15 | 45 | 90

Catalog Item Create

* Name
 * Description
 * Unit of Measure
 Purchasable
 Manufacturer Name
 Manufacturer Part Number


 No file chosen

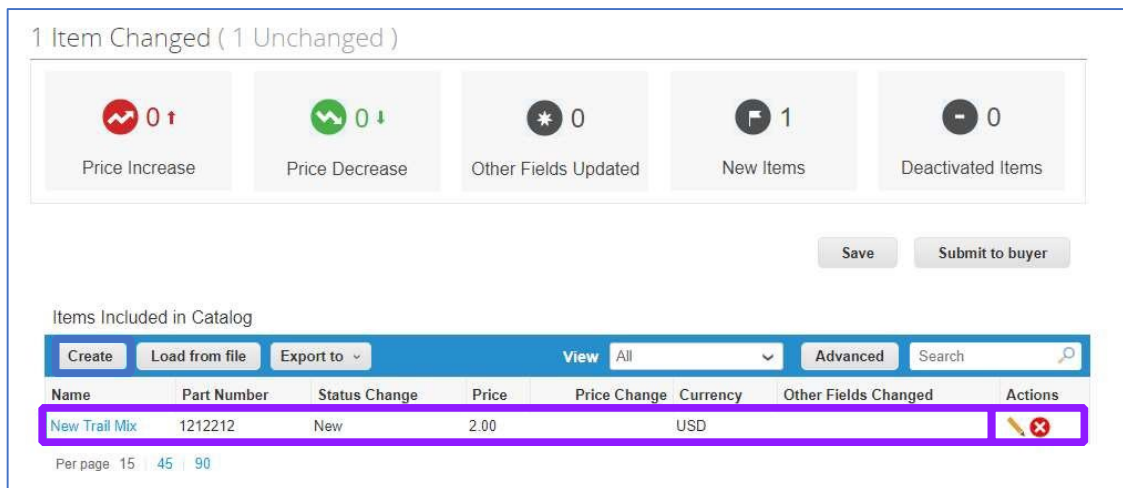
Supplier Item Attributes

* Part Number
 Auxiliary Part Number
 Manufacturer
 Lead Time
 UNSPSC
 Contract
 Pricing Type
 * Price
 * Currency
 Savings %
 Order Increment
 Minimum Order Quantity

Note:

- Descriptions and examples of the required (*) fields can be found in the table on pages 8 and 9.
 - It is mandatory to select the appropriate Contract for each of the items, (It will be the name of the contract you signed with Brenntag) using the dropdown list of “Contracts” under the Supplier Item Attributes field.

3.2 You will be redirected to the Catalog page, where you can see your recently created catalog item. Repeat the previous step for each item you have with Brenntag. You can edit or delete individual items using the pencil or red X icons. Please note, edited items require review by Brenntag.





1 Item Changed (1 Unchanged)

Price Increase 0 ↑ Price Decrease 0 ↓ Other Fields Updated 0 New Items 1 Deactivated Items 0

Save Submit to buyer

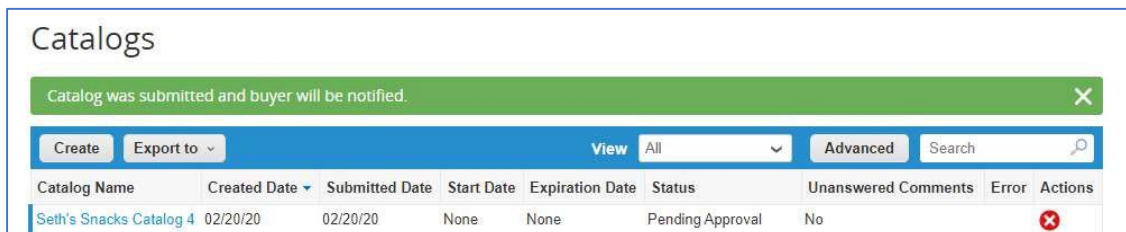
Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
New Trail Mix	1212212	New	2.00		USD		 

Per page: 15 | 45 | 90


3.3 Once you have manually created all your catalog items, click Submit to Buyer.

Once you have submitted, you are finished! Brenntag will review your catalog in Coupa and either Approve or Reject it.



Catalogs

Catalog was submitted and buyer will be notified.

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Seth's Snacks Catalog 4	02/20/20	02/20/20	None	None	Pending Approval	No		

4. Bulk Upload Item Creation

4.1 If you have a bulk list of items that you supply to Brenntag, you can upload them all at once using the Load from File button. Once you've clicked the Load from File button, click Download and select the CSV for Excel option.

Items Included in Catalog

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

Export to	View	All	Advanced	Search					
Name	Description	Part Number	Price	Currency	UOM	Purchasable	Last Submitted to Buyer	Catalog	Actions
ChocoTrailMix	Description - chocolate and trail mix	123	1.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 1	
Classic Trail Mix	Classic	1212	2.00	USD	Bag - BG	Yes	02/18/20	Seth's Snacks Catalog 3	
Per page: 15 45 90									

Bulk Load Item Updates for Seth's Snacks Catalog 4

Follow these steps to upload items

- Download the CSV template, or export the current list.
 or
- file. [Click here](#) for a description of the required and optional fields in the template.
 are mandatory.
 - Each row uploaded will create a new item.
 - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
- Load the updated file
 No file chosen
 Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

4.2 Open the downloaded Excel CSV template on your computer and, at a minimum, populate the required (*) columns. Fill in your item data starting on row 2 in your spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item Type	Supplier Part Num*	Supplier Aux Name*	Description*	Price*	Currency*	UOM code*	active*	Item Class	Lead Time	Manufact. Minimum	Order Incri	Contract Number		
2															
3															

Note:

- It is necessary to mention the Contract Number for all the items even though it is not marked as a compulsory field. Once you have linked to Brenntag on the CSP, we will share with you a “Contract Number” which has been generated after Brenntag uploads your contract on Coupa. In case you do not receive the contract number within 1 day of linking to Brenntag, please mail to us at SupplierSupport@brenntag.com

The following table provides the required and recommended fields that should be populated in your spreadsheet, along with their description and an example. Please refer to this table as you populate the catalog spreadsheet. (* = required field)

Field Name	Description	Example
Supplier Part Num*	A number used as a unique identifier for the item.	SSX0004
Name*	The name of your item.	Trail Mix
Description*	A brief statement which describes the item (please use keywords).	Classic, salty treat containing nuts, raisins, and chocolate candies
Price*	The price of the item you are selling. Do not include a currency sign, for example, \$, or any punctuation other than a decimal separator.	3.00
Currency*	The currency your price is listed in.	USD
UOM Code*	The Unit of Measure by which the quantity of the item is sold. For example: EA = Each DZ = Dozen BG = Bag <u>Please refer to the appendix table at the bottom of this job aid for a complete list of UOM codes and their meanings.</u>	EA
Active*	Catalog items cannot be deleted, so if an item is no longer available, deselect this checkbox to prevent the item from being visible in catalogs and search results. If the value for "Active" is "Yes", the item can be purchased. If "No", the item cannot be purchased.	Yes
UNSPSC Code*	The United Nations Standard Products and Services Code that best describes the item.	10101502

Image URL*	A URL to the image you would like Coupa to display for your item in search results.	https://images-na.sslimages-amazon.com/images/I/71XaMaRvZAL_SX679.jpg
Manufacturing Name	The name of the item's manufacturer.	Seth's Snacks
Manufacturing Part Number	The part number of the item associated with the item's manufacturer. It may be different from the Supplier part number.	SSX0004
Lead Time	The time between when you receive the purchase order and when you ship the item (in days). Enter a single value not a range.	5

Once you are finished populating your catalog spreadsheet with your items, save the Excel spreadsheet as [Your_Company_Name Catalog 1]. Click Choose File to upload your catalog spreadsheet. Then click Start Upload.

Bulk Load Item Updates for Seth's Snacks Catalog 4

Follow these steps to upload items

- Download the CSV template, or export the current list.
 or
- CSV plain
 CSV for Excel

file. [Click here](#) for a description of the required and optional fields in the template.
 are mandatory.


 - Each row uploaded will create a new item.
 - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
- Load the updated file
 No file chosen


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


If the upload is unsuccessful, one or more of your populated fields were entered incorrectly. Please double-check your spreadsheet to make sure all required (*) fields are populated and all data points are entered in their correct column with the correct format.


4.3 Once the upload is complete and you have reviewed all catalog items, click Submit to Buyer. Once you have submitted, you are finished! Brenntag will review your catalog in Coupa and either Approve or Reject it.


1 Item Changed (1 Unchanged)

 0 ↑
Price Increase

 0 ↓
Price Decrease

 0
Other Fields Updated

 1
New Items

 0
Deactivated Items

Items Included in Catalog

Create			Load from file			Export to			View All			Advanced Search		
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions							
New Trail Mix	1212212	New	2.00		USD		✎ ✖							

Per page: 15 | 45 | 90

5. Appendix

UOM Code Reference Guide

Code	Name
5	Lift
10	Group
18	Fifty-five Gallon (US) Drum
20	Twenty Foot Container
21	Forty Foot Container
26	Actual Ton
31	Catch Weight
44	Five Hundred Kg Bulk Bag
47	Fifty Lb. Bag
63	Failure Rate In Time
87	Pound Per Cubic Foot
98	Fifteen Kg Drum
1G	Fuel Usage Gallon (US)
1I	Fixed Rate
1L	Total Car Count
1X	Quarter Mile
2P	Kilobyte
2U	Megagram
3E	Pound Per Pound of Product
3G	Pound Per Piece of Product
4E	Twenty Pack
4L	Megabyte
5B	Batch
5I	Standard Cubic Foot
A86	Gigahertz
A9	Rate
A90	Gigawatt
AB	Bulk Pack
ACR	Acre
AD	Byte
AMH	Ampere Hour
AMP	Ampere
ANN	Year

Code	Name
AS	Assortment
AY	Assembly
B0	Btu Per Cubic Foot
B22	Kiloampere
B4	Barrel, Imperial
BAR	Bar
BE	Bundle
BFT	Board Foot
BG	Bag
BH	Brush
BIL	Trillion (US)
BL	Bale
BLD	Dry Barrel (US)
BLL	Barrel (US) (Petroleum Etc.)
BO	Bottle
BX	Box
BZ	Million BTUs
C5	Cost
C62	One
CA	Can
CEN	Hundred
CGM	Card
CMQ	Cubic Centimeter
CQ	Cartridge
CS	Case
CT	Carton
CU	Cup
D22	Square Meter Per Mole
D24	Square Meter Per Steradian
D25	Square Meter Per Steradian Joule
D26	Square Meter Per Volt Second
D40	Thousand Liter
D63	Basket
D66	Cassette

Code	Name
D67	Dollar Per Hour
D79	Beam
D90	Cubic Meter (Net)
D92	Band
D97	Pallet/Unit Load
DAY	Day
DB	Dry Pound
DC	Disk (Disc)
DI	Dispenser
DQ	Data Record
DR	Drum
DT	Dry Ton
DZN	Dozen
E2	Belt
E4	Gross Kilogram
E5	Metric Long Ton
EA	Each
EC	Each Per Month
EP	Eleven Pack
EV	Envelope
F1	Thousand Cubic Feet Per Day
FC	Thousand Cubic Feet
FM	Million Cubic Feet
FOT	Foot
FTK	Square Foot
FTQ	Cubic Foot
G2	US Gallon Per Minute
GB	Gallon (US) Per Day
GH	Half Gallon (US)
GIA	Gallon (US)
GLD	Dry Gallon (US)
GLI	Gallon (UK)
GRM	Gram
GRO	Gross
GWH	Gigawatt Hour
HC	Hundred Count

Code	Name
HD	Half Dozen
HM	Mile Per Hour
HMQ	Million Cubic Meter
HS	Hundred Square Feet
HT	Half Hour
HTZ	Hertz
HUR	Hour
IE	Person
INH	Inch
INK	Square Inch
INQ	Cubic Inch
JG	Jug
JR	Jar
KGM	Kilogram
KHZ	Kilohertz
KMK	Square Kilometer
KMT	Kilometer
KT	Kit
KWH	Kilowatt Hour
KWT	Kilowatt
LBR	Pound
LC	Linear Centimeter
LF	Linear Foot
LH	Labor Hour
LI	Linear Inch
LM	Linear Meter
LO	Lot
LS	Lump Sum
LTN	Ton (UK) Or Longton (US)
LTR	Liter
LY	Linear Yard
MAW	Megawatt
MBF	Thousand Board Feet
MHZ	Megahertz
MIL	Thousand
MIN	Minute
MIO	Million

Code	Name
MMK	Square Millimeter
MMT	Millimeter
MON	Month
MTK	Square Meter
MTQ	Cubic Meter
MTR	Meter
NL	Load
OHM	Ohm
ONZ	Ounce
OP	Two Pack
OT	Overtime Hour
P1	Percent
P3	Three Pack
P4	Four Pack
P5	Five Pack
P6	Six Pack
P7	Seven Pack
P8	Eight Pack
P9	Nine Pack
PA	Packet
PD	Pad
PK	Pack
PL	Pail
PR	Pair
PT	Pint (US)
PTD	Dry Pint (US)
PTI	Pint (UK)
PY	Peck Dry (US)
PZ	Peck Dry (UK)
Q3	Meal
QT	Quart (US)
QTD	Dry Quart (US)
QTI	Quart (UK)
R9	Thousand Cubic Meters
RM	Ream
RO	Roll
S4	Square Meter Per Second

Code	Name
S6	Session
S7	Storage Unit
SA	Sack
SET	Set
SMI	Mile (Statute Mile)
SO	Spool
SR	Strip
STI	Stone (UK)
STN	Sheet
SV	Skid
SX	Shipment
T0	Telecommunication Line in Service
T4	Thousand Bag
T5	Thousand Casing
T6	Thousand Gallon (US)
TC	Truckload
TNE	Metric Ton
TP	Ten Pack
TPR	Ten Pair
TQ	Thousand Feet
TQD	Thousand Cubic Meter Per Day
TRL	Trillion (EUR)
TU	Tube
TV	Thousand Kilograms
TW	Thousand Sheets
U2	Tablet
UC	Telecommunication Port
UM	Million Unit
VI	Vial
VLT	Volt
VQ	Bulk
WCD	Cord
WEE	Week
YDK	Square Yard
YDQ	Cubic Yard
YRD	Yard
ZP	Page