



## **CATALOG SUPPLIER USER MANUAL**

## Table of Contents

- Chapter 1: Supplier User ..... 1
- Chapter 2: Viewing the Documents ..... 2
- Chapter 3: Supplier Catalog Management ..... 3
  - 3.1 Manage Catalog ..... 3
- Chapter 4: Amending a Catalog ..... 14
  - 4.1 Compare Catalog ..... 15

## Chapter 1: Supplier User

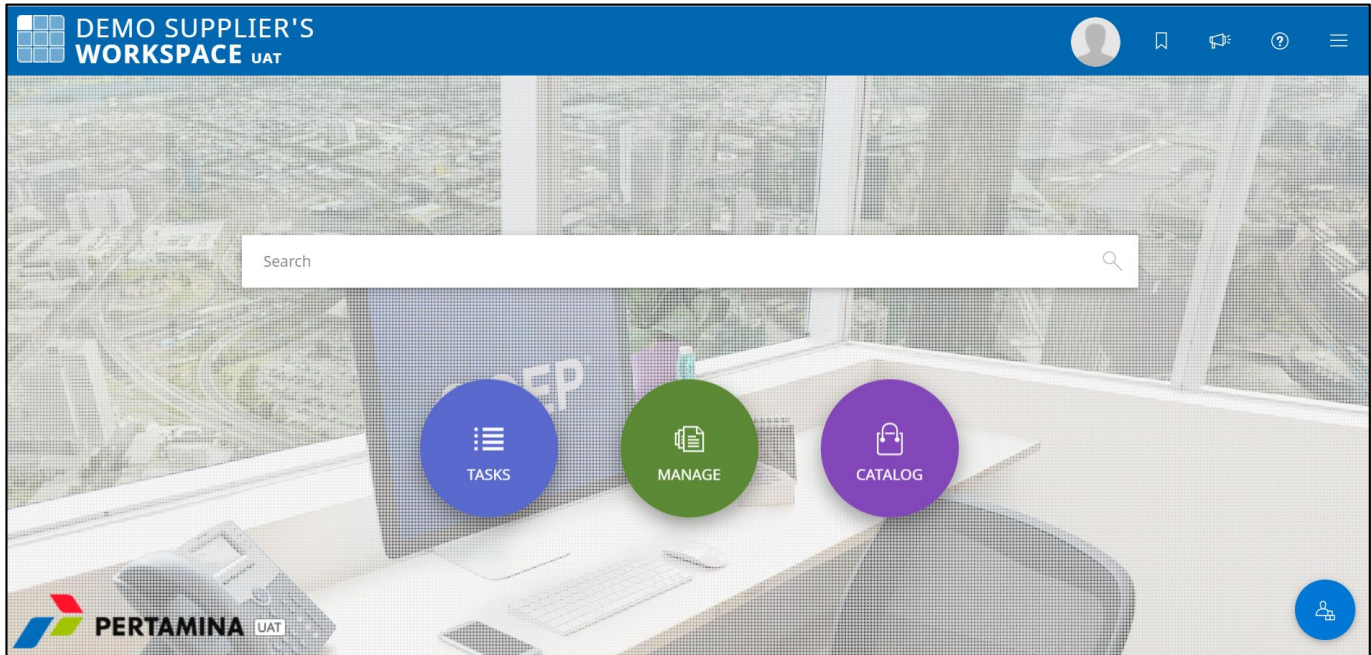
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This is a user manual for supplier to do the catalog management process in SMART by GEP. Before this as a supplier you would have already registered on SMART by GEP and you can login in using the login credentials you had generated during registration.

**\*\***The information provided in this document is based on the standard Procurement product in SMART by GEP. The actual Procurement product that you use, the features and functionalities that you have access to, may vary depending on your product configuration. For more information, get in touch with your Account Manager from Pertamina.

## Chapter 2: Viewing the Documents

- On successful login, the Workspace home page is displayed as shown below:



- On the Workspace home page, Supplier can view the existing documents either under the Task section or the Manage section.
- Tasks:
  - Under the Task section, the documents are grouped into several task cards, based on their status.
  - If Supplier is invited by PERTAMINA for any contract establishment, running RFX event, PO acknowledgement or ASN (Advance Shipping Notice), supplier will see documents under tasks.
  - Any action pending on Supplier will be in tasks widget round button.
- Catalog:
  - If Supplier wants to access a catalog, they need to click on the catalog icon.
  - In catalog section, all the latest catalog generated by the Pertamina buyer will appear.
  - Supplier can select the catalog, check the details mentioned and can upload the items.



**Note**

For information on logging into SMART by GEP and navigating the Task and Manage sections of Workspace, see **Workspace Overview User Manual**.

## Chapter 3: Supplier Catalog Management

In the SMART by GEP Catalog, as a supplier, you can host all the items that you wish to supply. For the items that you host, you can add detailed information such as item identification, description, category, price and manufacturing details.

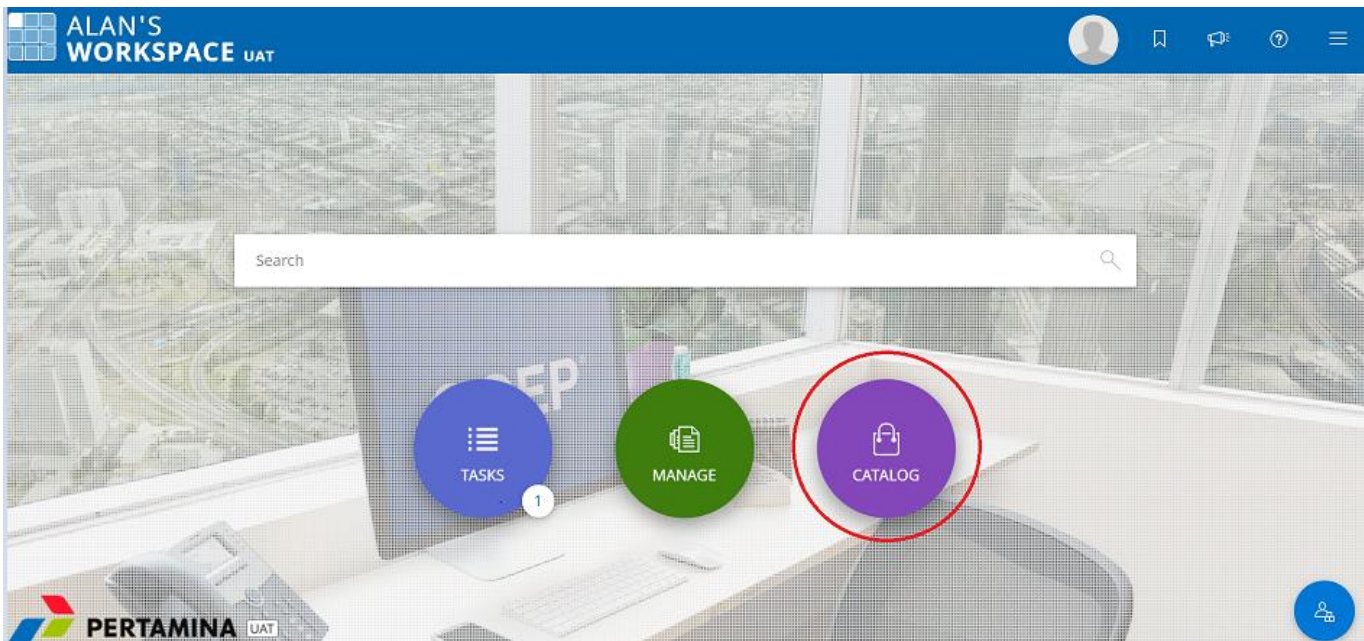


### Note

*It is important to note that the layout of the Catalog landing page and the different functionalities available to you, heavily depend on the configuration of your SMART by GEP Procurement product*

Once the Pertamina buyer fills in the basic details, the Pertamina buyer can send the catalog to supplier to upload the catalog line item details.

### 3.1 Manage Catalog

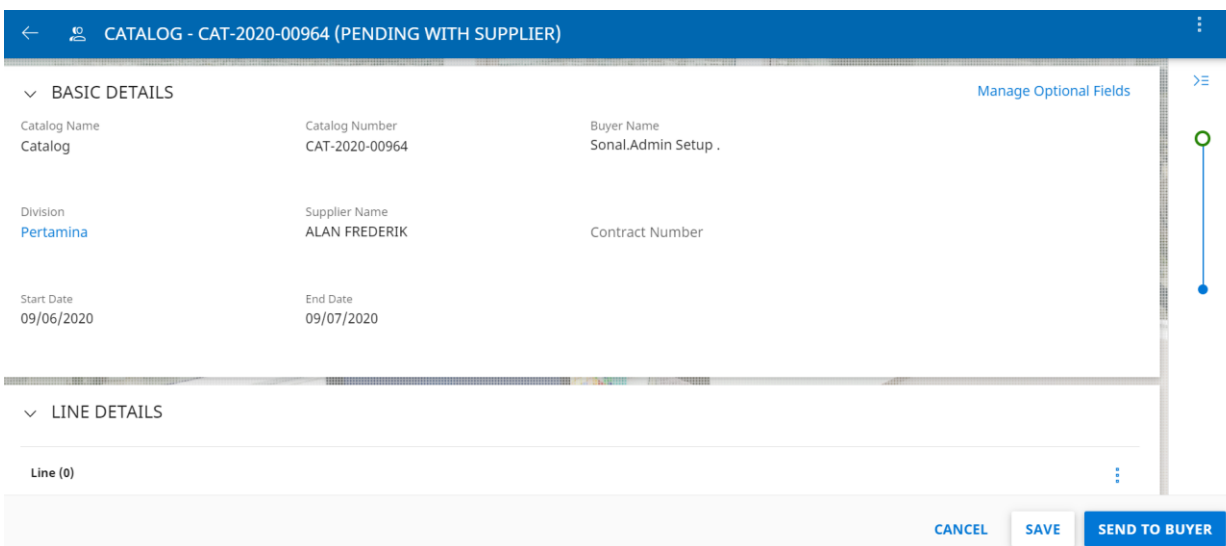
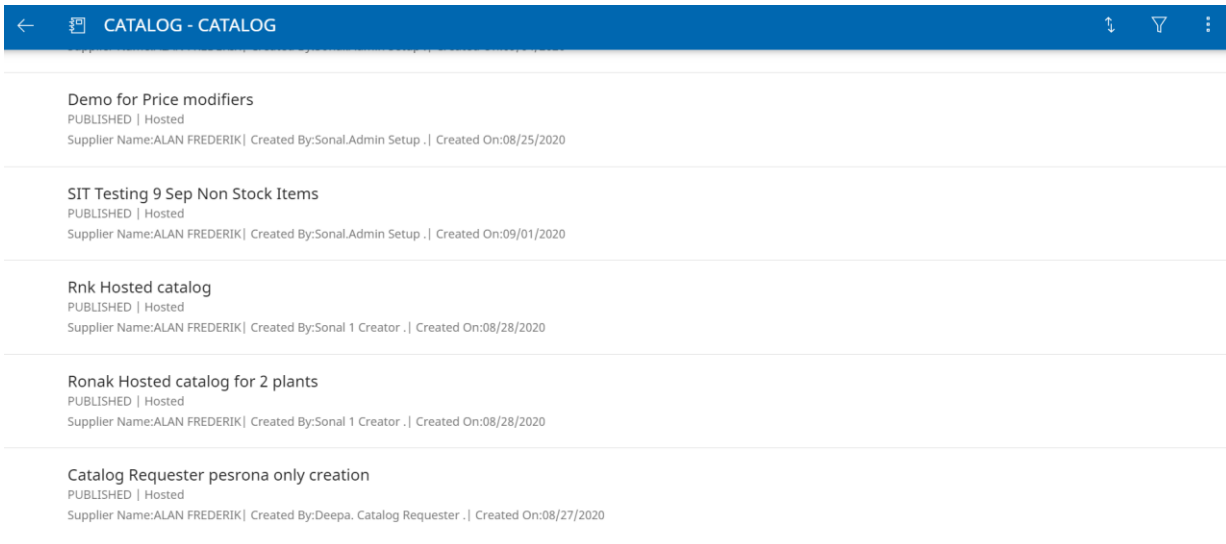


- As a supplier, you can use the Catalog functionality to upload and host the required items for sale. On the Catalog landing page, the list of catalogs are displayed.


# CATALOG SUPPLIER USER MANUAL

- To add a new item in a Catalog:
  - 1) Click the required catalog.

Pertamina Buyer can create multiple catalogs or one single catalog, depending upon the way to manage items in a catalog

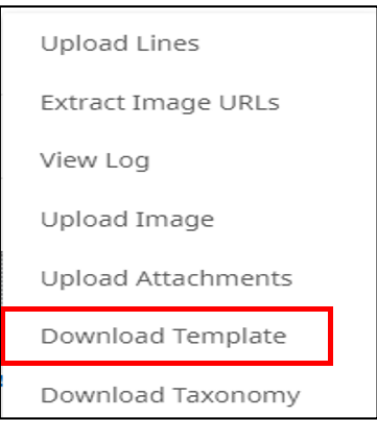


# CATALOG SUPPLIER USER MANUAL

2) On the Catalog page, in the Line Details section, click the  icon, to perform the following tasks:



3) Click Download Template to download the standard line item template.



4) It will download the template file in .xlsx format.

1	Operation	Line Num	Type	Division*	Buyer Ite	Supplier I	Short Nar	Item Desi	UNSPSC*	Category	Is Active*	Keyword	Lead Tim	Currency	Price*	UOM*	HFM	Item spec	Supporte	Conversk	Price Per	Manufac	Manuf
2		1																					
3		2																					
4		3																					
5		4																					
6		5																					
7		6																					
8		7																					
9		8																					
10		9																					
11		10																					
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28																							



# CATALOG SUPPLIER USER MANUAL

- In Catalog template, supplier needs to fill the details related to the items that needs to be loaded on SMART.
- **Few Point to be noted:**
  - Tabs with single asterisk (\*) are mandatory to be filled.
  - Tabs with two asterisks (\*\*) are not mandatory
- **Steps to Fill hosted Catalog template:**
- In operations tab you can choose from below mentioned options:
  - a) Create: When you create a new Catalog or when you add new item in the existing Catalog
  - b) Update: When you update line item details in the existing Catalog
  - c) Delete: When you delete a line item from existing Catalog

1	A	B	C	D	E	F	G	H	I	J	K	L
1	Operation	Line Number*	Type	Buyer Item Number	Supplier Item Number*	Short Name*	Item Description*	UNSPSC**	Category ID**	Is Active*	Keywords	Lead Time
2												
3	Create											
4	Update											
5	Delete											
6												
7												
8												

- In Line Number tab, provide sequence for line items that will be uploaded

1	A	B	C	D	E	F	G	H	I	J	K	L
1	Operation	Line Number*	Type	Buyer Item Number	Supplier Item Number*	Short Name*	Item Description*	UNSPSC**	Category ID**	Is Active*	Keywords	Lead Time
2		1										
3		2										
4		3										
5		4										
6		5										
7		6										
8		7										

- In Type section, you need to mention the type of item

1	A	B	C	D	E	F	G	H	I	J	K	L
1	Operation	Line Number*	Type	Buyer Item Number	Supplier Item Number*	Short Name*	Item Description*	UNSPSC**	Category ID**	Is Active*	Keywords	Lead Time
2												
3			Material									
4			Fixed Service									
5			Variable Service									
6												
7												
8												

- Buyer Item Number if provided by buyer
- Supplier Item Number, Short Name and Item Description are mandatory and maximum character limit for same is 40, 40 & 1000 respectively

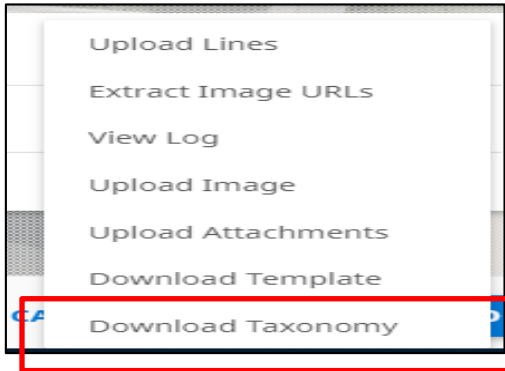
For UNSPSC & Category ID only one of them needs to be filled:

I	J
UNSPSC**	Category ID**



# CATALOG SUPPLIER USER MANUAL

- To know which category ID needs to be selected supplier can Click on **Download Taxonomy**,



Category ID	Category Name	Category Level
S99	S99 - Jasa Lainnya	5
A	A - Oils & Oil Product	5
B	B - Drilling and Product	5
C	C - Plant and Machine	5
D	D - Transportation	5
D1	D1 - F/W Rotable	5
D2	D2 - F/W Consumable	5
D3	D3 - R/W Rotable	5
D4	D4 - R/W Consumable	5
D5	D5 - Multipurpose Aircraft	5
D6	D6 - BDP Avionics	5
E	E - Machinery Access	5
F	F - Buildings, Tanks and	5
G	G - Electrical	5

- Based on the Item category, Supplier can find the category ID and fill in the hosted catalog template.
- “Is Active” tab is mandatory, you need to provide a value as Yes or No in the tab.
- “Keywords” is not mandatory tab, “Lead Time” tab is mandatory, “Currency Code” can be selected from drop and is a mandatory tab along with Price and UOM tab. UOM can be selected from dropdown as they are preloaded on SMART as per Standard UOMs.

L	M	N	O	P
<b>Keywords</b>	<b>Lead Time (in Days)</b>	<b>Currency Code*</b>	<b>Price*</b>	<b>UOM*</b>

- There are few other tabs that are mandatory to be filled in the template.
- Start Date and End Date are mandatory column for Service items like Variable or Fixed service it should be between the time period mentioned at Header level of catalog by catalog admin

AE	AF	AG	AH	AI
<b>Start Date*</b>	<b>End Date</b>	<b>GTIN</b>	<b>Image Name</b>	<b>Image URL</b>

# CATALOG SUPPLIER USER MANUAL

## 3.2 UPLOADING IMAGES IN CATALOG

On the Template on the **Item image sheet** following column will be visible which is essential to upload the image for the lines associated on the Catalog lines sheet.

i. **Operation:**

- a) Create: When you create a new Catalog and for new line item the images has to be uploaded or when you add new image to existing line item
- b) Update: When you update the existing image details in the existing Catalog
- c) Delete: When you delete a image for the existing item from existing Catalog

ii. **Line Number**

- a) In the line number column, the supplier must mention the line number from the Catalog lines sheet the line number used help to associate image.
- b) For example: On the catalog lines sheet for Item number “ E485602805” the line Number specified for the item is **Line Number 1** in this case on the Item image sheet in the line number reference to upload the image against “E485602805” line number that has to be specified on the item image sheet is **Line number 1**. If there are multiple images for the same item in that case the line number will be repeated .
- c) In the below screenshot as we see for line number 1 that is item number “E485602805” there are multiple lines if the item has multiple images

	A	B	C	D	E	F
1	Operator Line Num	Serial Nur	Image Name**		Image URL**	
2	Create	1	1	Ring Bearing	<a href="https://www.nationalbronze.com/News/wp-content/uploads/2013/07/C954-Tube2.jpg">https://www.nationalbronze.com/News/wp-content/uploads/2013/07/C954-Tube2.jpg</a>	
3	Create	1	2	Ring Beraing 2	<a href="https://lh3.googleusercontent.com/proxy/6u_rcjViy8qWt_O1cKGzSol3yKhOlPpAoN5d2TZ6tQOdcOLsh5wat1ZXNghOYq-TGv">https://lh3.googleusercontent.com/proxy/6u_rcjViy8qWt_O1cKGzSol3yKhOlPpAoN5d2TZ6tQOdcOLsh5wat1ZXNghOYq-TGv</a>	
4	Create	1	3	Additive Cement		
5	Create	3	1	Gland Bush	<a href="https://3.imimg.com/data3/UR/QT/MY-1113877/gland-bush-500x500.jpg">https://3.imimg.com/data3/UR/QT/MY-1113877/gland-bush-500x500.jpg</a>	
6						
7						
8						
9						

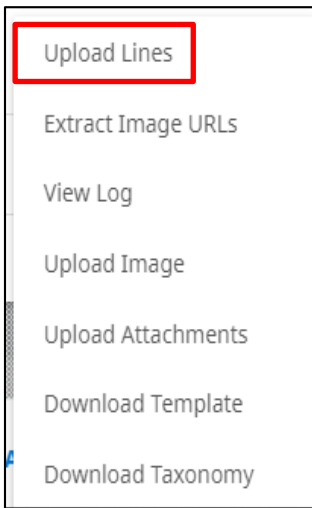
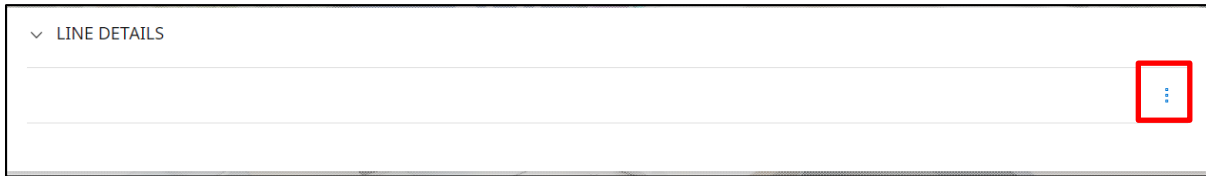
iii. **Serial Number:** serial number is a sequence in which the items images has to arranged

iv. **Image Name:** Image name should be exactly same as the image file is saved on the desktop. For Example: If the image file is saved as Ring Bearing in desktop in that case same name has to be entered in the Image name column.

v. **Image URL:** If the supplier has image URL against the image name in that case supplier can put the image URL.

## 3.3 UPLOADING CATALOG ON SMART

- Once the Supplier fills all the required details in the downloaded template, they can upload the Catalog template on SMART.
- To upload the template on SMART:
  - Open the hosted Catalog in Draft status that we created.
  - Click on 3 vertical dots in extreme right in LINEDETAILS tab



- Choose **Upload Lines** and browse to the line items Excel file to upload the line items.

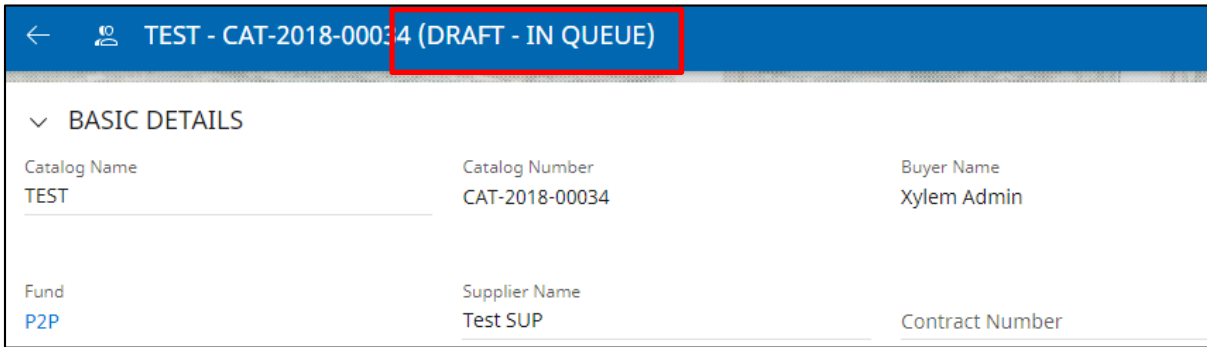


**Note**

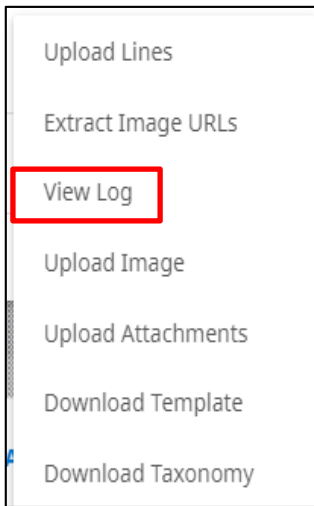
When you upload the line item, you can check the upload status using View Log option. In case your upload fails, download the log and the last column of the downloaded excel will show the error log.

- Upload the same template ready with all the necessary details provided.
- Now on header level status will change to “In Queue” as shown below:

# CATALOG SUPPLIER USER MANUAL



- Go to 3 vertical dots in LINE DETAILS again and choose **View Log** to view the log of the actions performed in the line items section.



- You will be able to see the loaded template with status whether it's been successfully loaded or if there are any errors. Also, you can download the loaded template if there is any error and you can rectify it and re-load the template.

## VIEW LOG

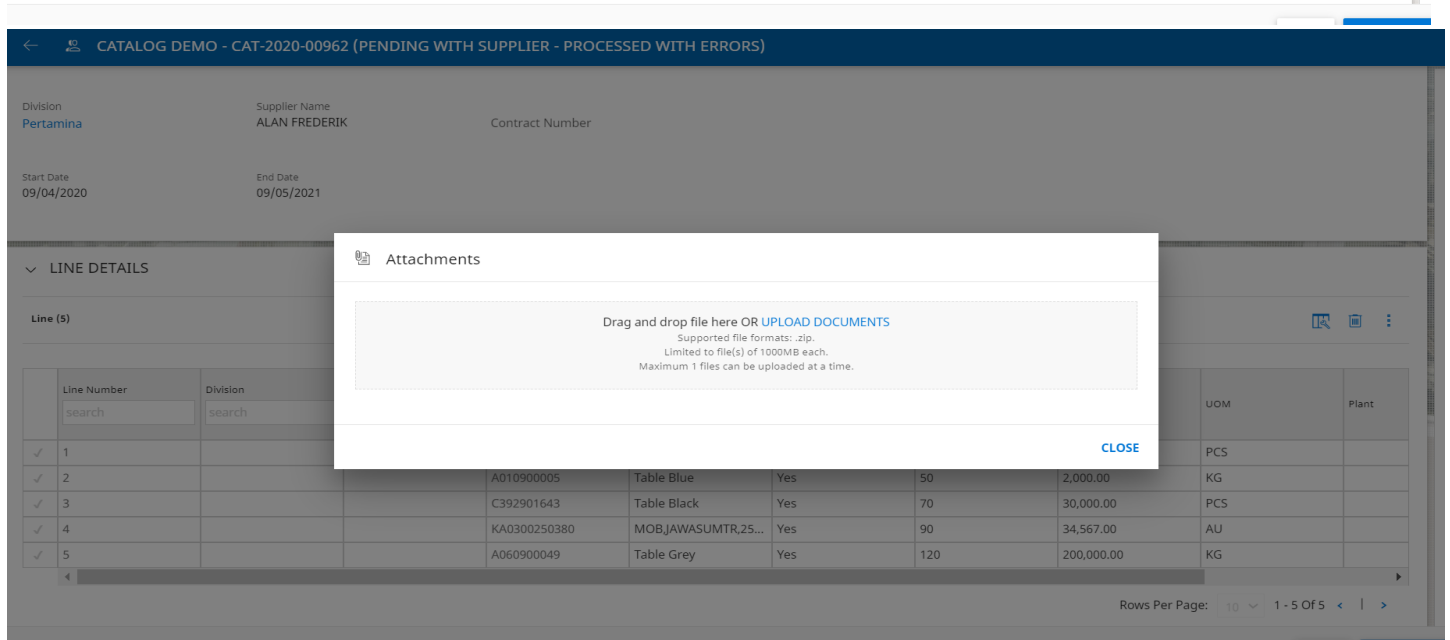
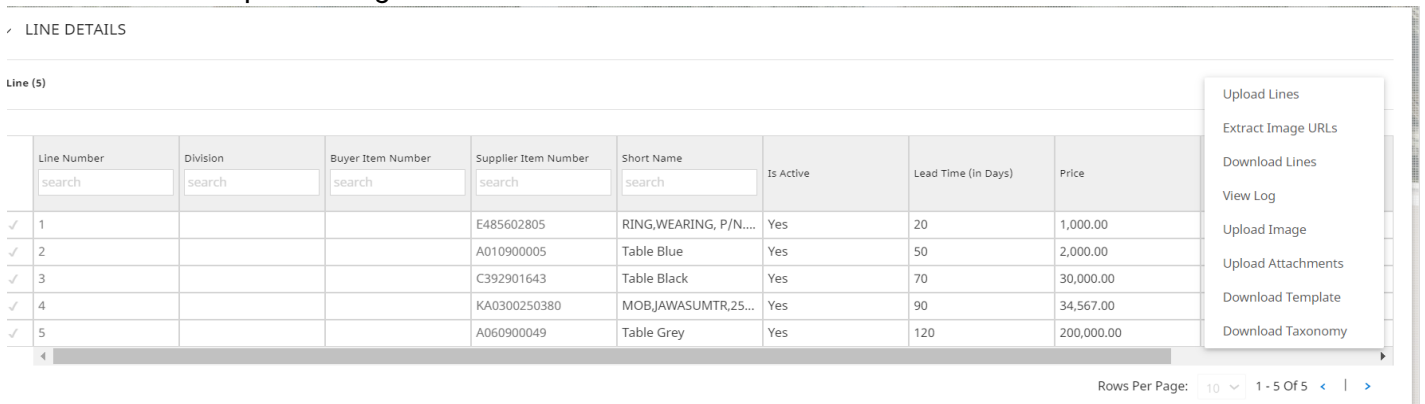
Status	Operation	User Name	Message	Date & Time	File Link
In Queue	Upload	Alan Rodriga	The lines upload process is in queue.	09/06/2020 6:52:21 PM	
Error	Upload	Alan Rodriga	One or more lines have errors. Review the error log.	09/06/2020 6:50:14 PM	<a href="#">Download</a>

# 📄 CATALOG SUPPLIER USER MANUAL

- **Uploading Image**

To upload the Image on the kebab menu (Three dots above the line level) Click on upload image after the line items are uploaded.

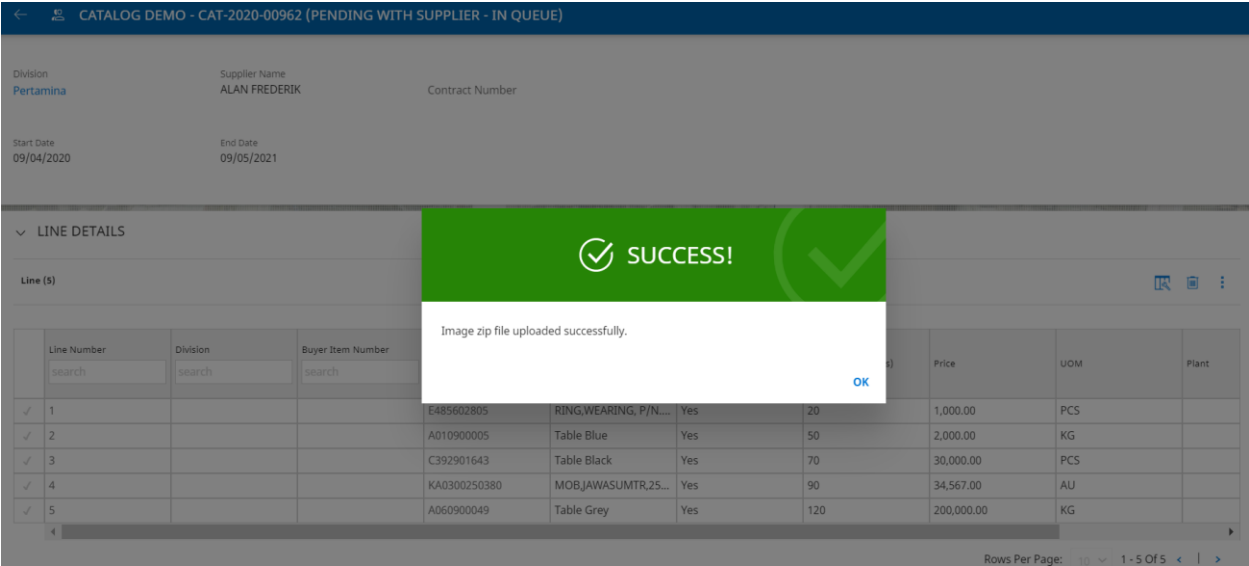
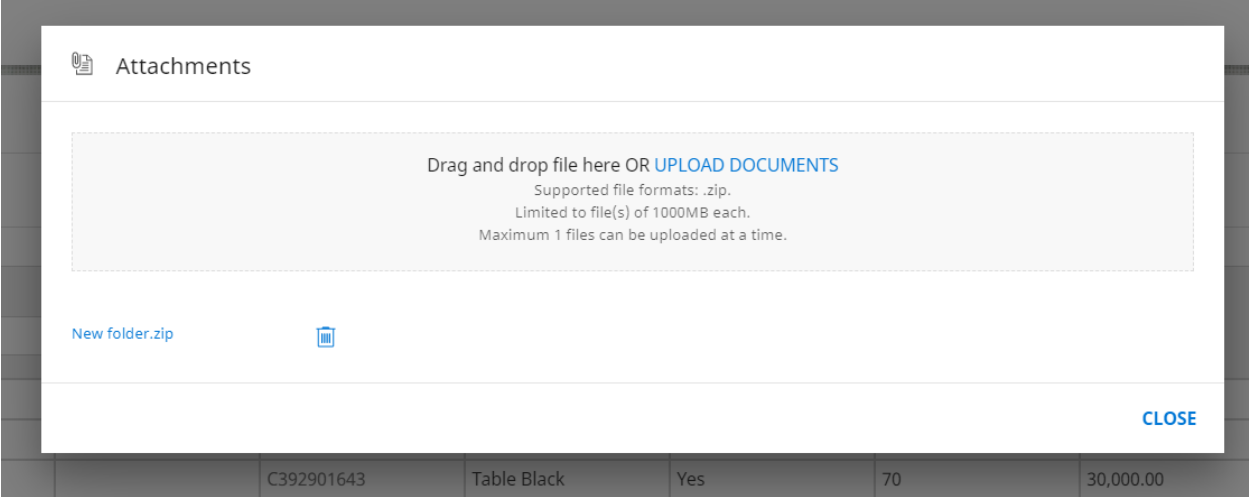
- **Click on the Upload image**



- **Select upload documents:** Note that the file uploaded should be in Zip format. The maximum file size can 1000MB each. All the image name in the Zip file should be exactly similar as image name mentioned in the excel.
- **Image format supported:** JPEG or JPG
- **Click on Upload document and select the Zip folder** which contains all the images for all the line items. In the below screenshot New folder is the folder which was in Zip file which has all the images for the line items.

# CATALOG SUPPLIER USER MANUAL

- Click on close



- To Check the uploaded file the supplier can click on the View log section and check for the error message for the uploaded image and download the error file and reupload the errored items.

## CATALOG SUPPLIER USER MANUAL

## VIEW LOG

Status	Operation	User Name	Message	Date & Time	File Link
Success	Image upload	Alan Rodriga	The images are imported and associated with lines.	09/07/2020 5:19:45 PM	<a href="#">Download</a>
Error	Image upload	Alan Rodriga	One or more lines have errors. Review the error log.	09/07/2020 5:12:24 PM	<a href="#">Download</a>
Success	Download	Alan Rodriga	-	09/07/2020 4:26:39 PM	<a href="#">Click to download</a>



## Chapter 4: Amending a Catalog

In case you want to modify the line items in a published Catalog, you can make use of the Change Request feature. While amending a catalog, Download the existing lines, make the necessary changes and upload it back.

You can also delete the amendment draft copy, if you wish. After you publish the amendment copy of the catalog by completing all steps in the workflow, the amendment copy becomes the latest copy of the catalog.

To amend a catalog:

- 1) Select **Change Request** from the Actions menu.



*You can only amend a catalog that is published.*

**Note**

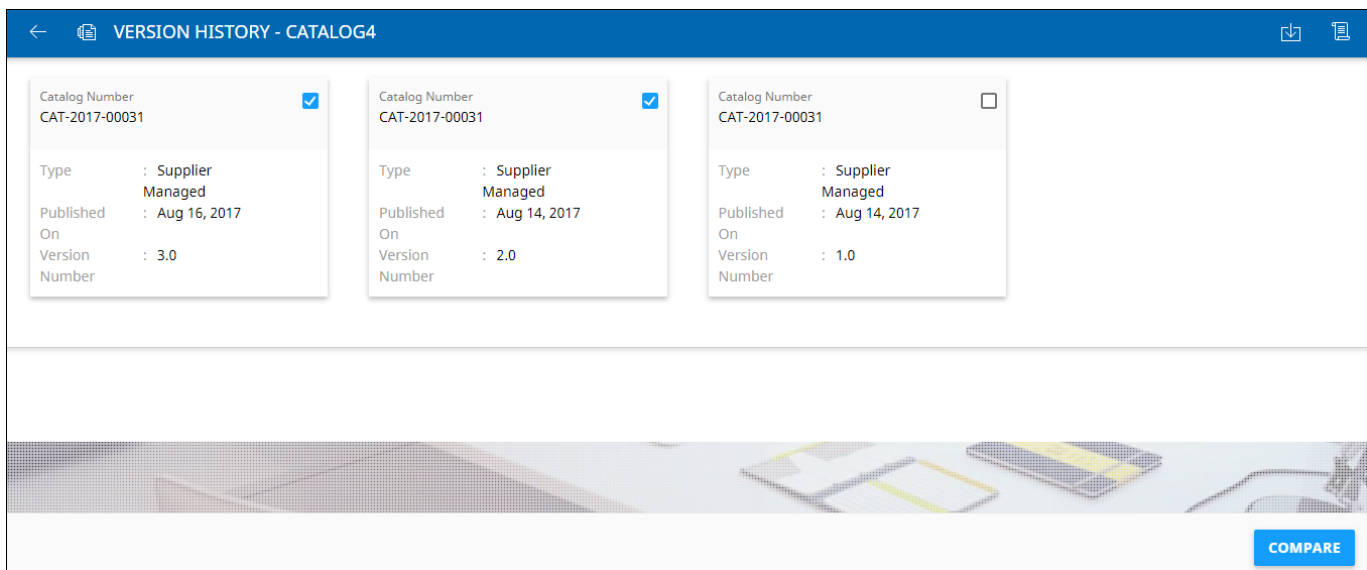
- 2) The catalog opens in the Draft state. Make the required changes to the catalog line items.
- 3) Click **Submit**.
- 4) The catalog is sent to the buyer to publish. This is the first revision of the catalog.

## 4.1 Compare Catalog


You can use the compare catalog functionality for a catalog that has gone through amendments. The option to compare catalog versions is available only after you publish the catalog after amendment.

To compare a catalog:

- 1) Under the Action menu, click **Version History**.
- 2) The following version history page appears:



- 3) Select the catalogs you want to compare and click **Compare**.

You can view the comparison file from the log. Click the **View Log**  icon and from the **View Log** pop-up, download the comparison file you want to view.

The Excel file is downloaded in your downloads folder. On the Catalog Line sheet in the Excel, for each change made, a new line is created. The changes are highlighted as per the legend. The file also has a Summary tab which gives you a view of all the changes made.

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		Value Change		Price Decrease		Price Increase											
Action	Change T	Is Accept	Commen	Line Num	Type	Buyer Ite	Supplier	Short Na	Item Des	UNSPSC*	Is Active*	Keyword	Lead Tim	Currency	Price*	Change I	UOM*
Modified F				1	Material		1	VIC, TRUC	VIC, TRUC 44351550C	Yes			10	USD	27	-14.8148	EA
Modified T	'Currency Code', 'Pric			1	Material		1	VIC, TRUC	VIC, TRUC 44351550C	Yes			10	GBP	23	-14.8148	EA
Modified F				2	Material		2	VIC, TRUC	VIC, TRUC 44351550C	Yes			10	USD	18	33.33333	EA
Modified T	'Currency Code', 'Pric			2	Material		2	VIC, TRUC	VIC, TRUC 44351550C	Yes			10	GBP	24	33.33333	EA
Modified F				3	Material		3	VIC, GISB	VIC, GISB 44351550C	Yes			10	USD	33	-24.2424	EA
Modified T	'Currency Code', 'Pric			3	Material		3	VIC, GISB	VIC, GISB 44351550C	Yes			10	GBP	25	-24.2424	EA
Modified F				4	Material		4	VIC, GISB	VIC, GISB 44351550C	Yes			10	USD	12	116.6667	EA
Modified T	'Currency Code', 'Pric			4	Material		4	VIC, GISB	VIC, GISB 44351550C	Yes			10	GBP	26	116.6667	EA
Modified F				5	Material		5	NSW, THC	NSW, THC 44351550C	Yes			10	USD	37.5	0	EA
Modified T				5	Material		5	NSW, THC	NSW, THC 44351550C	Yes			10	USD	37.5	0	EA
Modified T				6	Material		6	NSW, THC	NSW, THC 44351550C	Yes			10	USD	7.5	0	EA
Modified T				6	Material		6	NSW, THC	NSW, THC 44351550C	Yes			10	USD	7.5	0	EA
Modified F				7	Material		7	NSW, THC	NSW, THC 44351550C	Yes			10	USD	15	0	EA

## About SMART by GEP

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Pay stream and Ardent Partners. GEP also earns top honors in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

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