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SUPPLIER GUIDE
GUIDE FOR CATALOGUES
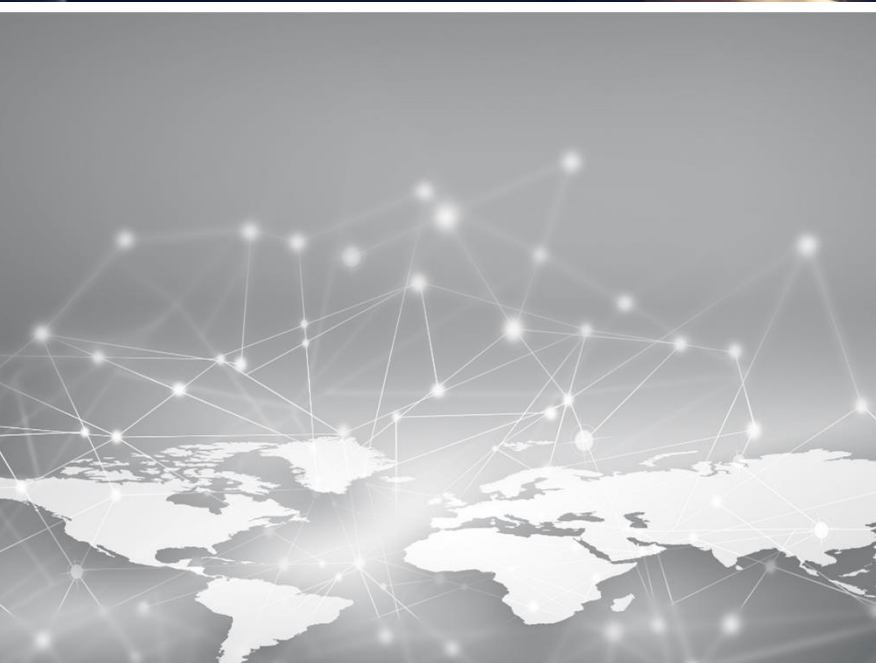
September 2019

Import your catalogues to UPONOR new purchase system.

UPONOR Makes their pruchases mostly from contract suppliers with their new purchase system.

Secure your place as a contract supplier and keep your catalogues.

CONTENT

UPONOR new guide for catalogue control

UPONOR has implemented a new Marketplace for maintaining supplier catalogues which is integrated to their order and purchase invoice system. Marketplace is a Basware maintained electronic catalogue maintenance solution. Marketplace is the place for purchases for UPONOR employees and a tool for suppliers to create and maintain item catalogues. The use of Marketplace is free of charge for the suppliers.

From now on UPONOR will make their purchases with the new system and mostly from contract suppliers. There are two options for ordering: order sent to suppliers' email or electronic order to a portal provided by Basware.

Marketplace deployment:

1. Ensure, that your organization has a DUNS-number
   o If you don't have one, you can create one here for free: https://www.dnb.com/choose-your-country.html Select your region and look for the guide to obtain a DUNS-number
   o When you have your DUNS-number, inform it to UPONOR to this address sourcing.infra@uponor.com
   o UPONOR cannot send the registration link before the registration link is available
2. UPONOR will email the registration
3. Register your organization to Marketplace
4. UPONOR creates an agreement for the catalogue in Marketplace and sends the agreement to you
5. Create a catalogue and attach the pricelist to the agreement UPONOR sent. Guide to do this can be found below.

Contact details:

Company	Contact details
UPONOR	EMAIL: sourcing.infra@uponor.com
Basware	Fill in the contact form: https://www.basware.com/fi-fi/tuki

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Registration Process

Using the free of charge Marketplace tool, you can easily create and maintain electronic item catalogues. Before you can activate this service, you need to create a user account.

1. **Create a user account**

   Open the registration link sent by UPONOR. Add your email address and the entrance code you have received. Click **Next.**

2. **Verify your company details**

   Next you need to verify the prefilled details of your company and all the possibly missing information. Be aware, that the language selection you choose, defines the language your items are maintained in Marketplace. Click **Next.**

3. **Accept the terms of the service**

   Next you will be shown the terms of the service, which you need to read through and accept. Once you have accepted the terms, you will receive a notification of a successful registration and two emails, which will include your username and password to Marketplace.

If you have registered to Marketplace already, you don't need to do that again. In that case, UPONOR will create an agreement for catalogues and send it you. After this, you can create a new catalogue or add an existing one on UPONOR agreement, according to the guides below.

Creating a catalogue and uploading it to Marketplace

For creating an item catalogue, you need to use the Content Loader -tool. Content Loader is an Excel-file, which you need to use to gather your item and price information. Log in to Marketplace and download Content Loader by clicking **Download Content Loader**:

We recommend that you use the latest version of Content Loader. When the download has been finished, open the file and read the instructions on the first page with care. Please, look through the examples on pages 2-3.

On page 7 of the Content Loader, you can find the **Item Data** -section. You need to fill all your item and service details you provide to UPONOR.

When filling item details, remember the following things:

> **Clear item- or service description (Long Description):** Based on the short description users can quickly identify if this is the item or service they are looking for. For the long description you can get more details. If the item description is unclear, most likely users will not order the item.
>
> **Searchable content (Keywords):** To improve your items searchability, use keywords. This way, end users can easily find items, which can have multiple different synonyms (For example, laptop keywords could be laptop, computer, PC and notebook).
>
> **Correct item codes (UNSPSC):** Marketplace uses UNSPSC-codes (United Nations Standard Product and Services Codes) to classify item content. In UNSPSC-system, items are classified to 4 different hierarchy levels, so that row level descriptions

will be more exact on each level (Level 1 is the main level and level 4 descriptions are most exact). UNSPSC-codes are built into Content Loader, but you can check UNSPSC-codes from this address: https://www.unspsc.org/.

Dispatching costs (Item Type): You can show the dispatching costs to the end users, so they will see the total price of the purchase. You need to type Delivery into the **Item Type**-field, and dispatching cost will be connected to the item by posting the item-code of your dispatch fee from **Item ID**-field into **Delivery Item ID**-field. Possible dispatching costs will be automatically added to end users shopping basket. You can read more about adding dispatching costs here.

The Example below demonstrates how to post item details into Content Loader. The example considers how post dispatching costs as well:

Item ID	Item Name	Item Type	Delivery Item ID	Delivery Type	Unit of Measure	Unit Price	Minimum Order Quantity	Quantity Interval	UNSPSC v19	Goods or Service?
toimitus2	Toimituskulu	Delivery	NA	Basket	EA	12,50	1	1	78102203	NA
kuoric5	Kirjekuori C5 valkoinen	Standard	toimitus2	NA	EA	10,97	1	1	44121504	GOODS
kuoria5	Kirjekuori A5 valkoinen	Standard	toimitus2	NA	EA	9,15	1	1	44121506	GOODS

When you posted all your item details, click the **Validate Item Data-button** on the top left corner of the document:
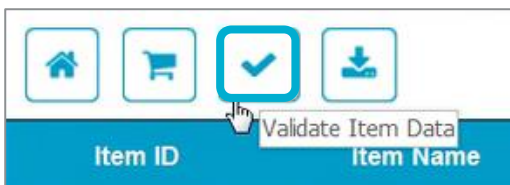
After this, go to page 8 to see the report of the validation. Check the report for errors and fix them if there are any, repeat this as many times so that there are no errors reported. Save the ready Content Loader- file on your own computer for possible item and price updates. Make sure to give the file a meaningful name that can easily be identified, as the filename will be used to name the Price List in Marketplace
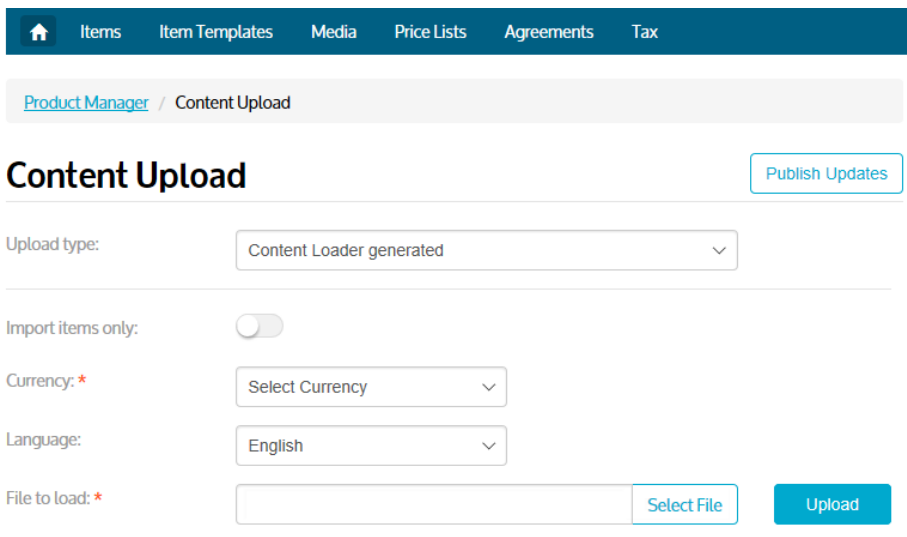
Now you need to generate an XML-file of the catalogue. You can do this by using the **Generate BMECat**-function in Content Loader on the top left corner of the document:

When the XML-file is ready, log in to Marketplace and **upload content**:
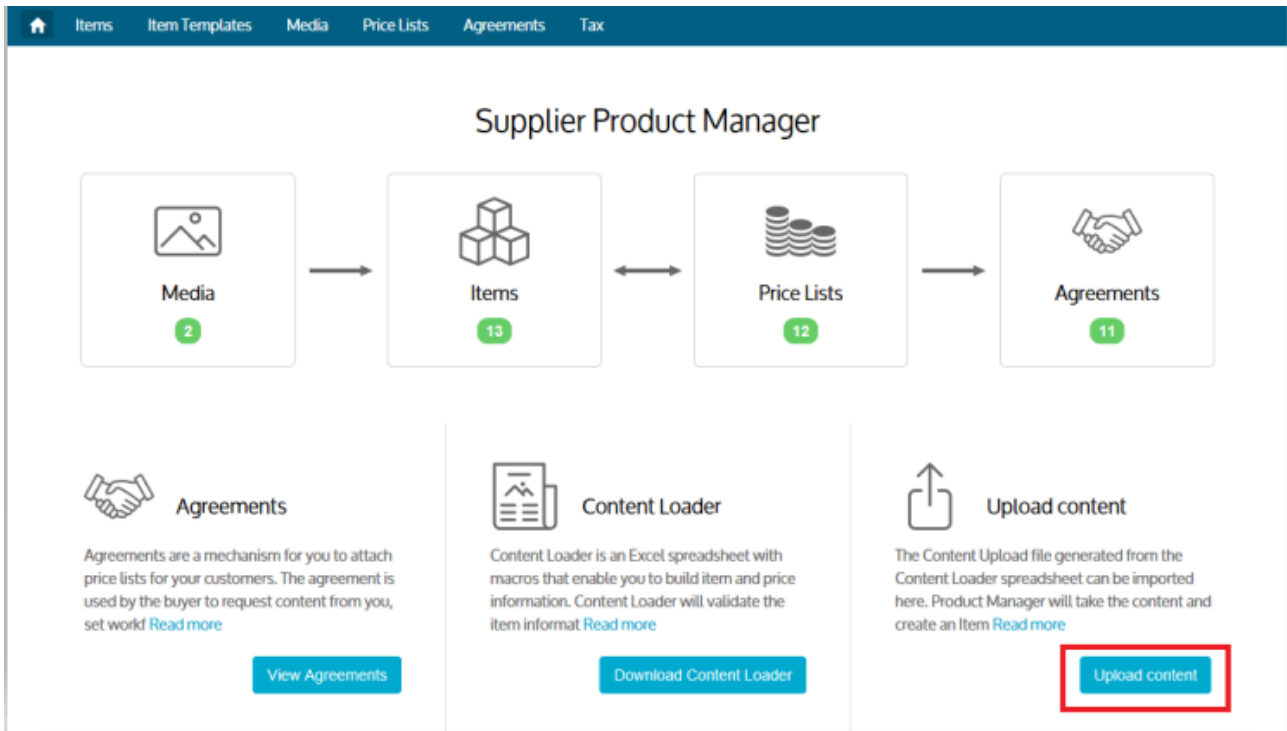
In **Content Loader** section choose the currency and language you want to use and select the XML-file you have just created and **Upload:**

When clicking **Upload,** Marketplace will upload your XML-file in seconds and transform it into a price list. When the upload is ready, you can leave this page. The finished price list can be found in the **price Lists-section**.

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Adding Images

Every item needs to have at least one image. You can add images one by one to each item or you can add images to multiple items at once with a CSV-file.

1. **Adding images one by one**

   If you want to add images one by one, start by going to **Items**-section. Search and select the item you want to add an image. Drag and drop the image-file into the image-section. If you want to use an image you have used earlier, click **Select Image from Media Directory**, you will see a directory of all the images you have used earlier.

2. **Adding images to multiple items at once**

   You can upload multiple images at once by using a CSV-file (Comma delimited .csv), but first you need to upload all the images into marketplace you want to use. Move to **Media**-section and choose **Upload Files**. You can either drag and drop all the images or click **Add Files** and browsing the files.

   After you have uploaded the images you want, you need to create a CSV-file (Comma delimited .csv), where the following named columns are available: Supplier Item ID, Index and File Name. You can create a CSV-file with Excel:

   Supplier Item ID: first column, the item code you want to link the image with
   Index: second column, order number for the image, affect in which order images are shown if an item has multiple images
   File Name: third column, the image file name you want to use for the item

Save your Excel-file as CSV-file (Comma delimited .csv). The Content needs to be separated with a comma. To check if your content is in the correct form, open your CSV with Notepad-software. If there are (;) or (:) visible between words, replace them with (,) and save. Open the file in Excel and check that it looks like this:

When the CSV-file is ready, go to Marketplace **Upload content** section. Set the **Upload Type** as **Media Links**. Select the CSV-file you have created and click **Upload**:

When clicking **Upload**, the system will automatically search and connect items with their images. If you update catalogue content or a single item, remember to **Publish Updates**

Sending your catalogue

When your catalogue is ready, you can send it to UPONOR for acceptance. Make sure, that you have attached your catalogue to UPONOR agreement by going to the section **Agreements.** Open the correct agreement and select **Add Price list** and select the price list, that was automatically created from your XML-file, by clicking the plus-button.

When you click **Publish**, the catalogue will be sent to Uponor for review. When the content has been reviewed and accepted, UPONOR will publish the catalogue for their end users. You can follow the status and acceptance flow of your price list in the **Agreements** section. When UPONOR accepts the price list, the status will change as active.
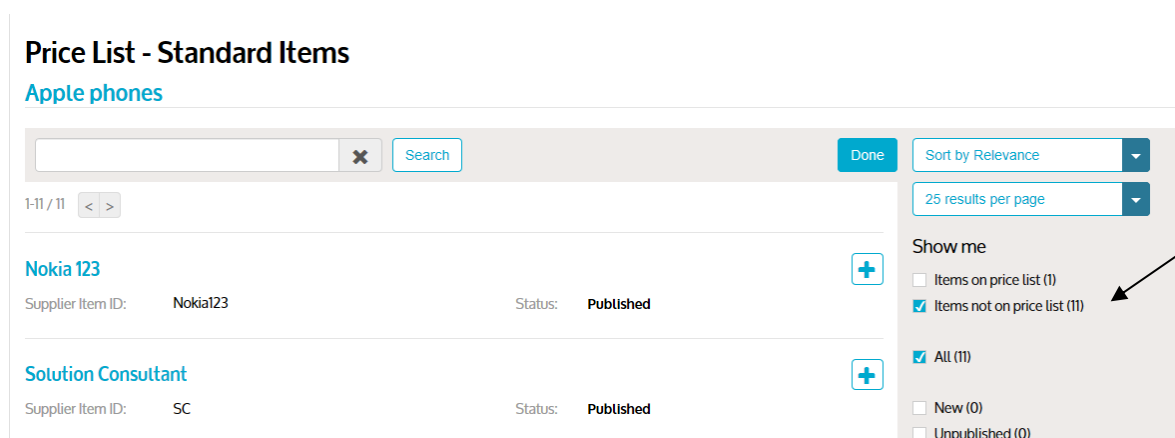
Updating your catalogue

The Supplier is responsible for keeping the catalogue up to date. Please, make sure that your items, prices and images are up to date.

1. Updating an item and adding a new one

You can update your items one by one in Marketplace by going to section **Price Lists.** Choose the price list you want to update by clicking the price lists name. After this you can see that price lists information. By clicking the gear-icon ⚙ on **Standard Items**-row, you can see all the items belonging to that price list.

Find the item you want to update and click on the pencil-icon ✏ on the right side on the window. Make the changes that you need and click **Publish.**

You can also update and add new items in the **Items**-section. If you want to add a single item, click **Create**. Fill in all the mandatory fields and click save. When adding new items, remember to attach those to the correct price list. You can do this by going to the **Price Lists** section. Select the correct price list, where you want to add new items, by click the price lists name. After this you can see that price lists information. By clicking the gear-icon ⚙ on **Standard Items**-row, you can see all the items belonging to that price list. You can find the items you have created by sorting the items like in the example below:

Click on the plus-icon ➕ to add the items on your price list. Add the items on your price list and click **Publish**.

If you update a single item in the **Items**-section and the item has already been added to a price list, remember to **Update to Marketplace.**

2. Updating and adding multiple items

For possible larger item and price updates, you should store the latest Content Loader-file on your computer. You can also download the latest catalogue from the **Price Lists**-section and make the needed changes on the CSV-file.

Go to **Price Lists**-section and choose the correct price list where you want to make changes by clicking on the price list name. After this you can see that price lists information. By clicking on the export-icon on **Standard Items**-row you can download that price lists CSV-file on your computer.

Now you can update the price list content on the CSV-file. Save the finished CSV-file on your computer and log in. Go to **Price Lists**-section and choose the price list you want to import the updates to, by clicking on the price lists name. After this you can see that price lists information. By clicking on the import-icon on **Standard Items**-row, you can import the updated CSV-file back to Marketplace.

If you want to offer a totally new catalogue for UPONOR employees, we recommend using the **Content Loader**-tool. You can find the guide for this on page 5.

3. Matrix items

With the help of Matrix, you can combine items, that have several features and options (e.g. color and size). Matrix items are mainly used in the clothing industry, but it can be applied to other items as well. By creating a Matrix of similar products, you can get all the different features (e.g. size options for clothing) available for the end user in a menu form.

- **NB!** Every item variation needs to be imported to Marketplace separately as their own item line, so you can create a Matrix of the variations.

You can create a Matrix in Marketplace by going to section **Price Lists**. Choose the correct price list where you want to make changes by clicking on the price list name. After this you can see that price lists information. By clicking the gear-icon on **Matrix Items**-row, you can create a Matrix. More info here.

Receiving orders

Orders are sent straight from UPONOR ordering system to the email address you choose. Please, inform UPONOR the address where you want to receive orders. This information should be as soon as possible to the address below:

sourcing.infra@uponor.com