



# Supplier: Managing your Product Catalogue

If you have a product catalogue and price agreements with Guide Dogs, your Catalogue can be uploaded into our purchasing system. Guide Dogs has an Excel spreadsheet template that has been specifically designed to accept data in the required format

## First time Download of Guide Dogs Product Template

1. From the navigation pane on the left of the screen, choose **My Products > Manage Catalogue**

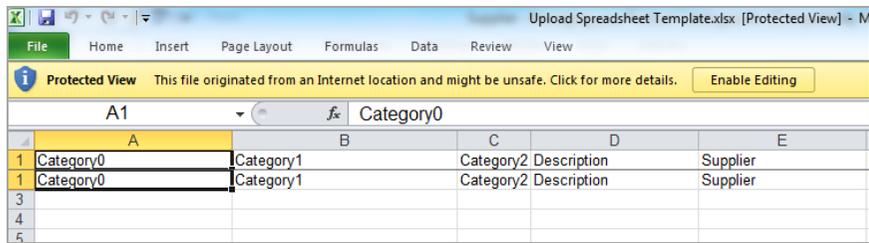


**Tip:** Add the Manage Catalogue weblink to your Dashboard for future use. From the navigation pane on the left of the screen, choose **Modify Dashboard** option from the **User** menu

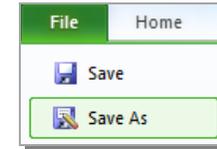
Scroll down the page and place a tick in the check box on the right of **Manage Catalogue**. Click **Save Changes**, the Manage Catalogue weblink is added to your Dashboard



1. Click the **Download Template**  button
2. Click on **Open**  or **Save**  depending on what you want to do. If you selected Open the Catalogue template will open in Excel



3. From the top of the Excel screen, click **Enable Editing**  button. You can now Save the template by using **Save As**



4. Enter your products into the spreadsheet, using the guidance in the table below:

Column	Field	What you do...
Column A	<b>Category0</b>	leave blank
Column B	<b>Category1</b>	leave blank
Column C	<b>Category2</b>	leave blank
Column D	<b>Description</b>	Enter a Description
Column E	<b>Supplier</b>	Enter your Supplier Name. Use the drop-down menu to select the Supplier name
Column F	<b>Image</b>	Enter the name of the image to be uploaded i.e. <i>image1.jpg</i> . A copy of the image file will need to be uploaded at a later stage ( <i>see</i> uploading images)
Column G	<b>Unit_of_Measure</b>	Enter a Unit of Measure i.e. Day, Pack, Each, Box...
Column H	<b>Price</b>	Enter the price in the format 00.00
Column I	<b>Supplier_ID</b>	Select from the drop-down menu
Column J	<b>Currency_Code</b>	Enter <b>GBP</b> in capitals
Column K	<b>VAT Code</b>	Leave blank
Column L	<b>Mfg_Part_Num</b>	Leave blank
Column M	<b>Uni_Part_Num</b>	Enter a unique part number if required

5. Save the edited template and email it to your Procurement Business Partner or Guide Dogs Representative. Please include your VAT rate in the email.

The spreadsheet will be edited by Guide Dogs Procurement to include the remaining information for upload and then it will be returned to you for upload

6. Save the edited returned spreadsheet to your own drive

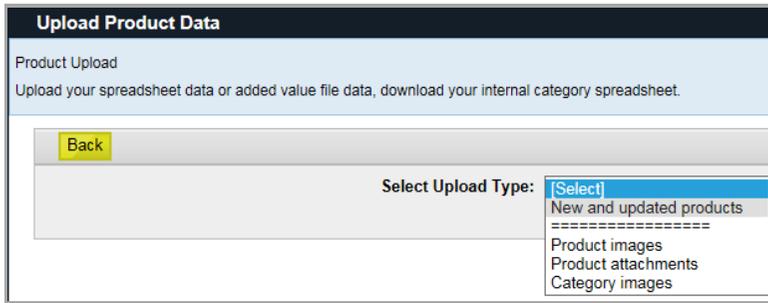
## Upload a New or Updated Products Catalogue

1. From the navigation pane on the left of the screen, choose **My Products > Manage Catalogue**

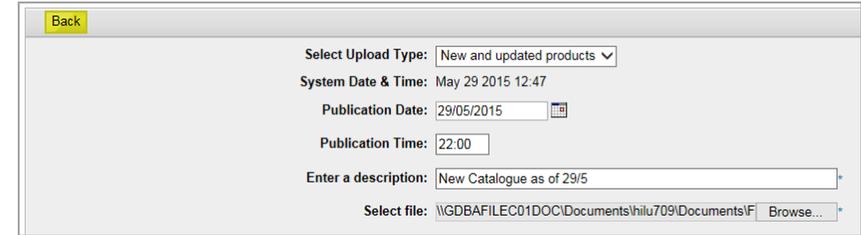


2. Click **Upload Catalogue**

3. The Upload Product Data screen will be displayed. Click on the **Select Upload Type:** drop-down arrow, select **New and updated products**

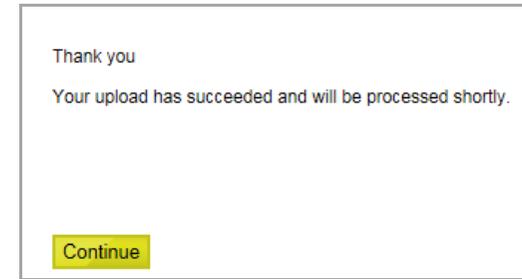


4. The upload screen will appear. Enter a date and time for publication from the **Publication Date:** and **Publication Time:** fields. **Note:** This must be a future date
5. Enter a description of the catalogue in the **Enter a description:** field, this is a mandatory field
6. Click **Browse** in the **Select file:** field and navigate and select the required file



7. Click **Upload Now**

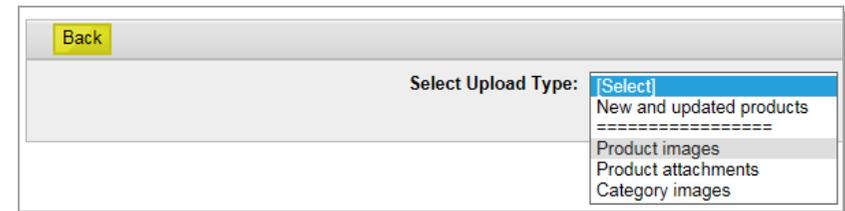
If the catalogue spreadsheet has no errors you will see the Thank you screen, click **Continue**



## Uploading Images

1. Click **Upload Catalogue**

2. The Upload Product Data screen will be displayed. Click on the **Select Upload Type:** drop-down arrow, select **Product images**



3. Click **Browse** in the **Select file:** field and navigate and select the required .jpg file

4. Click **Upload Now**. The Thank you screen will appear, click **Continue**

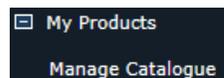
**Note:** Uploaded images must be linked to a product in the uploaded catalogue. This can be done by adding the image name into the Image column

E	F	G
Supplier	Unique_Part_Number	Image
Jonny Fruit Machines	TESTPROD2	
Jonny Fruit Machines	TESTPROD1	
Jonny Fruit Machines	TESTPROD4	jonny.jpg
Jonny Fruit Machines	TESTPROD3	Tulips.jpg
Jonny Fruit Machines	TESTPROD5	

## Maintaining an Existing Catalogue

Where you have previously uploaded a catalogue, you can download the last uploaded catalogue

1. From the navigation pane on the left of the screen, choose **My Products > Manage Catalogue**



1. Click the **Download Catalogue** button. The download catalogue screen will appear

2. Click in **Enter a filename:** field and type a suitable filename for your catalogue

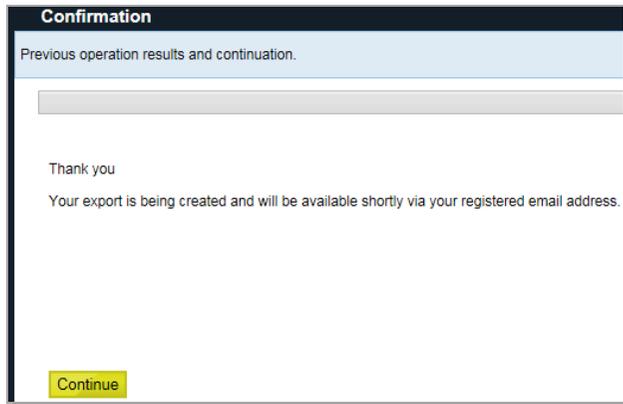
3. From the **Select Export Type:** Click the down arrow and from the drop-down menu select:

<b>For product spreadsheet</b>	Upload Product Spreadsheet--Excel
	Delete Product Spreadsheet—Excel
<b>For product images &amp; attachments</b>	Product Images & Attachments

**Note:** In the event that you wish to download an empty template, place a tick in the check box next to **Export empty template only:**

Export empty template only:

4. Click **Go!** . The confirmation screen will appear, click **Continue** 



An email is sent to your registered email address with the requested attached catalogue



5. Open the attachment, save to a safe area on your PC or network and update/amend the catalogue spreadsheet and save

## My Product Catalogue won't upload

- A. Please make sure that the data you have entered is in the correct format
- B. Make sure there are **NO** hidden characters such as a carriage return at the end of data
- C. Ensure that all rows that are not in use are empty and do not contain hidden characters

A	B	C	D	E	F	G	H	I	J	K	L	M
Category0	Category1	Category2	Description	Supplier	Image	Unit_of_Measure	Price	Supplier_Id	Currency_Code	Var_Code	Mfg_Part_Num	Unique_Part_Number
Training services.	Training	Computer training services.	Excel Tip Sheets	Training Services & Solutions Ltd	dog vet.jpg	each	£5.25	v106024	GBP	PE		E1234
Training services.	Training	Computer training services.	Wordtip sheets	Training Services & Solutions Ltd		each	£5.00	v106024	GBP	PE		v2345
Training services.	Training	Computer training services.	Training Video	Training Services & Solutions Ltd		each	£25.00	v106024	GBP	PE		V1243
Training services.	Training	Computer training services.	On site Training sessions	Training Services & Solutions Ltd		days	£250.00	v106024	GBP	PE		D4321

If you are still experiencing problems, please contact Guide Dogs Procurement Team on 0118 9835555 or email [web3.procurement@guidedogs.org.uk](mailto:web3.procurement@guidedogs.org.uk)