



CATALOG SUPPLIER USER MANUAL

Table of Contents

Chapter 1: Supplier User	1
Chapter 2: Viewing the Documents	2
2.1 Tasks:	2
2.2 Manage	3
2.3 Manage Catalog	4
Chapter 3: Supplier Catalog Management	5
3.1 Manage Catalog	5
3.2 Uploading Images In Catalog	10
3.3 Uploading lines On Catalog	11
Chapter 4: Amending a Catalog	16
4.1 Compare Catalog	17

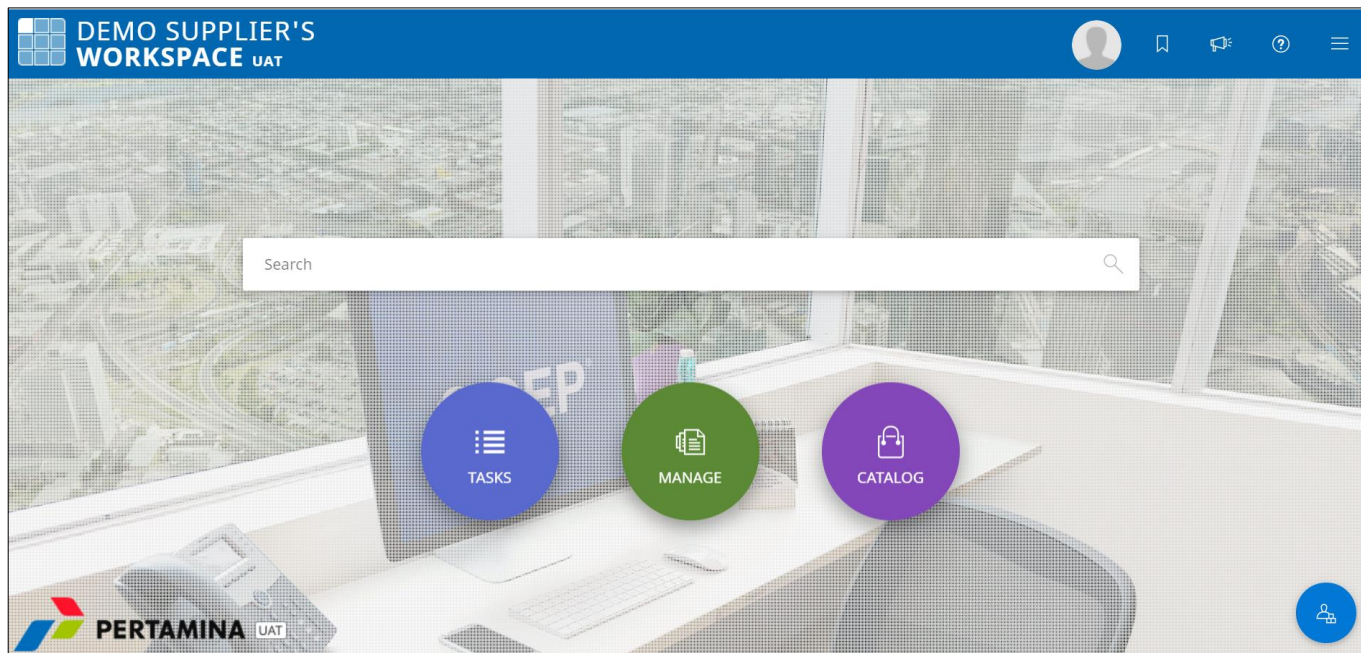
Chapter 1: **Supplier User**

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 Support@gep.com

Chapter 2: Viewing the Documents

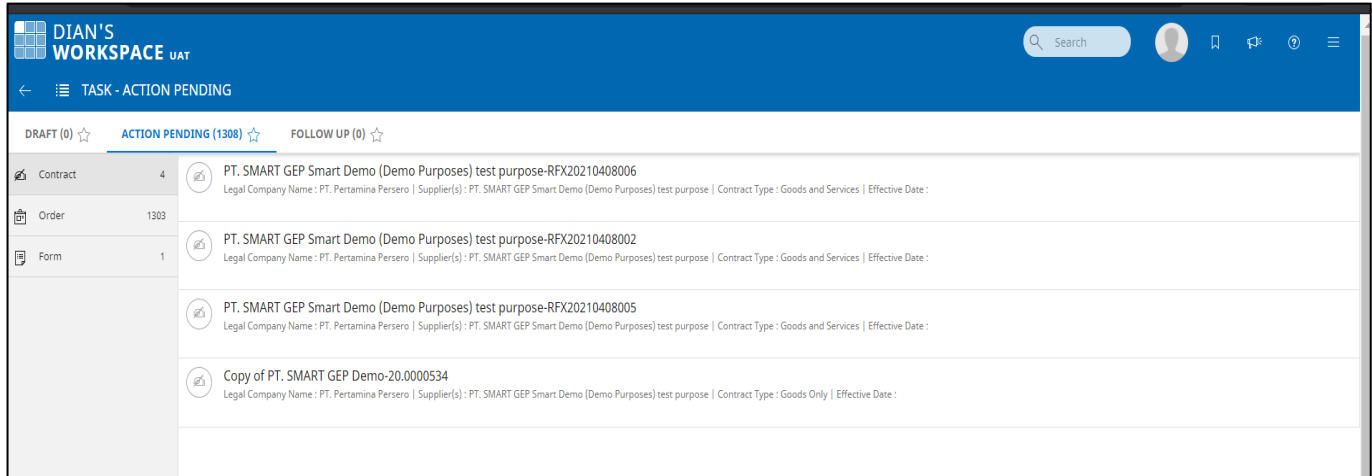
1. On successful login, the Workspace home page is displayed as shown below:



2. On the Workspace home page, Supplier can view the existing documents either under the Task section or the Manage section.

2.1 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 supplier will see documents under tasks.
- Any action pending on Supplier will be in tasks widget round button.

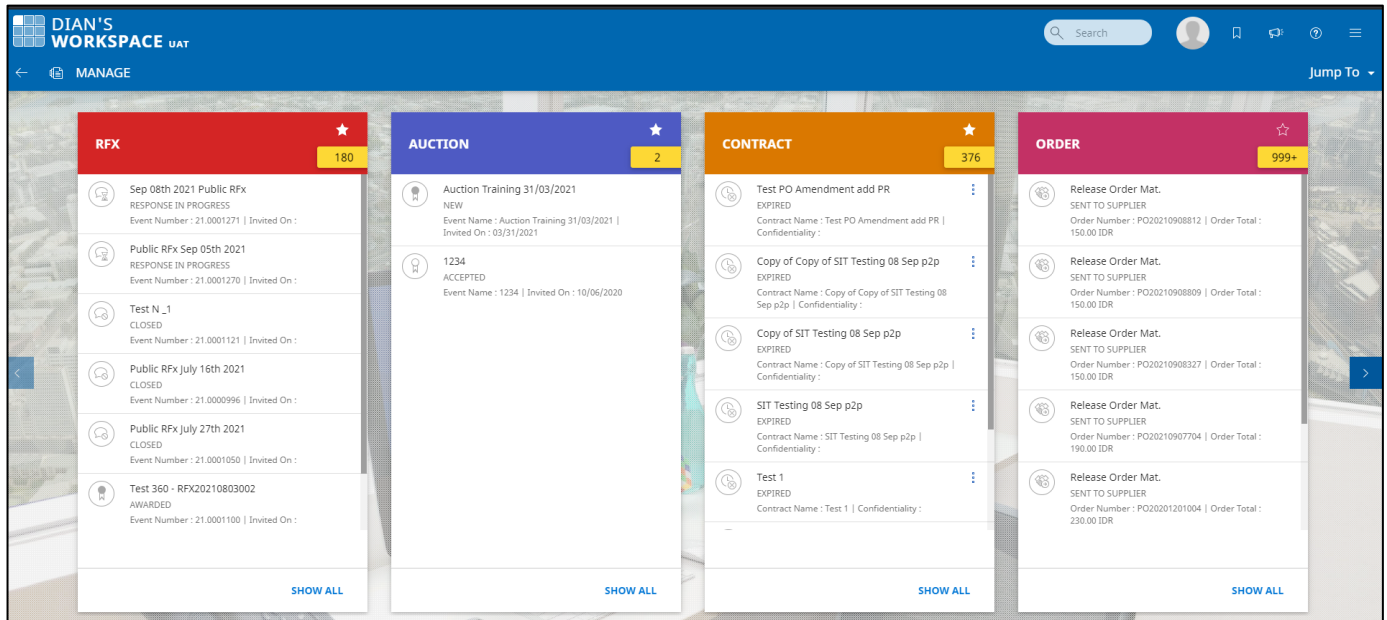


2.2 Manage

On Workspace, click **Manage** to navigate to the Manage landing page. Under the Manage section of Workspace, the documents are categorized based on the document type, as shown below:

On the Manage landing page, you can perform the following actions:

- To mark a card as favorite, click the **Mask as Favourite**  icon. The cards that you mark as favorites will be displayed first.
- To jump to a particular card, on the top-right corner of the page, click **Jump To**, and click the required card.
- To view all the documents belonging to a card, click **Show All** on the respective task card to open the document specific landing page.
- The document specific landing page displays all the documents belonging to that document type. For example, the Manage – RFX document specific page is displayed below:



2.3 Manage 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.

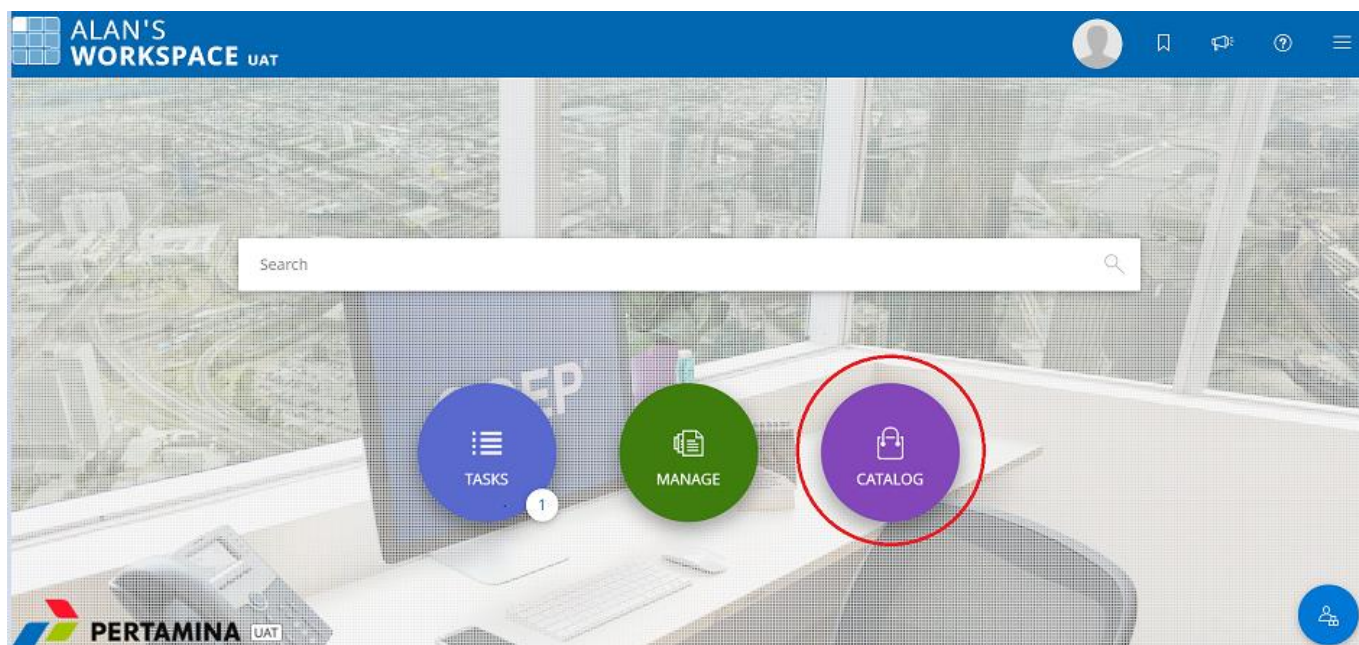


Note

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 is displayed. To add a new item in a Catalog

- 1) Click the required catalog.

 CATALOG SUPPLIER USER MANUAL

Note: Pertamina Buyer can create multiple catalogs or one single catalog, depending upon the way to manage items in a Catalog. Catalog will be created by Buyer and Send to Supplier

CATALOG - CATALOG	
Demo for Price modifiers PUBLISHED Hosted Supplier Name:ALAN FREDERIK Created By:Sonal.Admin Setup . Created On:08/25/2020	
SIT Testing 9 Sep Non Stock Items PUBLISHED Hosted Supplier Name:ALAN FREDERIK Created By:Sonal.Admin Setup . Created On:09/01/2020	
Rnk Hosted catalog PUBLISHED Hosted Supplier Name:ALAN FREDERIK Created By:Sonal 1 Creator . Created On:08/28/2020	
Ronak Hosted catalog for 2 plants PUBLISHED Hosted Supplier Name:ALAN FREDERIK Created By:Sonal 1 Creator . Created On:08/28/2020	
Catalog Requester pesrona only creation PUBLISHED Hosted Supplier Name:ALAN FREDERIK Created By:Deepa. Catalog Requester . Created On:08/27/2020	

CATALOG - CAT-2020-00964 (PENDING WITH SUPPLIER)

▼ BASIC DETAILS

Manage Optional Fields

Catalog Name

Catalog

Division

Pertamina

Start Date

09/06/2020

Catalog Number

CAT-2020-00964

Supplier Name

ALAN FREDERIK

End Date

09/07/2020

Buyer Name

Sonal.Admin Setup .

Contract Number

▼ LINE DETAILS

Line (0)

CANCEL

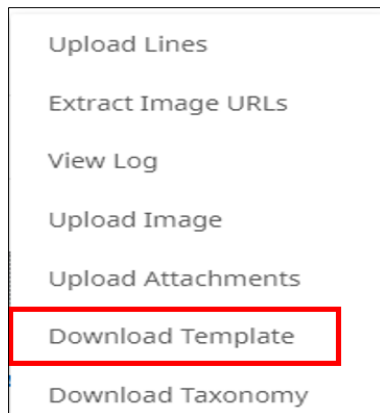
SAVE

SEND TO BUYER

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

LINE DETAILS

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



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

The screenshot shows an Excel spreadsheet with columns labeled A through W. The first row (Row 1) contains the following headers: Operation, Line Num, Type, Division*, Buyer Ite, Supplier I, Short Nai, Item Des, UNSPSC*, Category, Is Active*, Keyword, Lead Tim, Currency, Price*, UOM*, HFM, Item spec, Supporte, Conversik, Price Per, Manufact, Manuf. The subsequent rows (Rows 2-28) are empty, with Line Num values 1 through 10 visible in the first column.

- i. In Catalog template, supplier needs to fill the details related to the items that needs to be loaded on SMART.

ii. Few Point to be noted:

- a. Tabs with single asterisk (*) are mandatory to be filled.
- b. Tabs with two asterisks (**) are not mandatory

iii. Steps to Fill hosted Catalog template:

1. 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

	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												
4												
5												
6												
7												
8												

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

	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										

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

	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												
4												
5												
6												
7												
8												

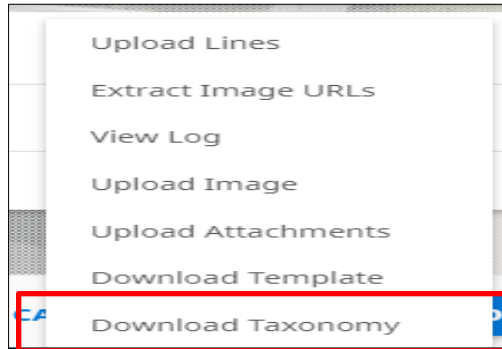
4. Buyer Item Number if provided by buyer

5. Supplier Item Number, Short Name and Item Description are mandatory and maximum character limit for same is 40, 40 & 1000 respectively

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

I	J
UNSPSC**	Category ID**

6. 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

7. Based on the Item category, Supplier can find the category ID and fill in the hosted catalog template.

8. "Is Active" tab is mandatory, you need to provide a value as Yes or No in the tab.

9. "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
Keywords	Lead Time (in Days)	Currency Code*	Price*	UOM*

10. There are few other tabs that are mandatory to be filled in the template.

11. Start Date and End Date are mandatory column for Material and Service items date selected should be between the time period mentioned at Header level of catalog by catalog admin

AE	AF	AG	AH	AI
Start Date*	End Date	GTIN	Image Name	Image URL

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.

1. Operation:

- 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
- Update:** When you update the existing image details in the existing Catalog
- Delete:** When you delete a image for the existing item from existing Catalog

2. Line Number

- 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.
- 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 .
- 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

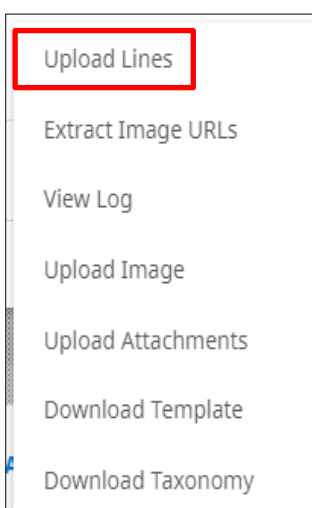
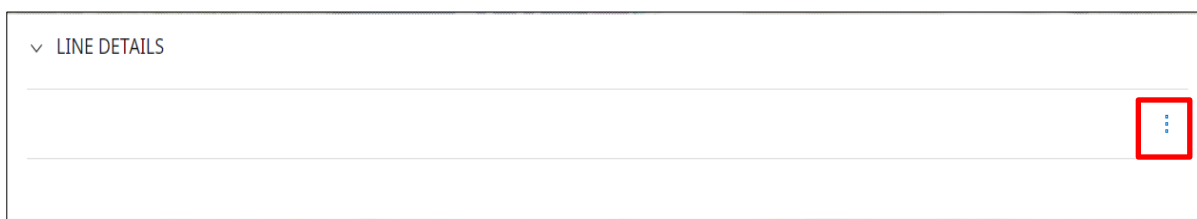
	A	B	C	D	E	F
	Operation	Line Num	Serial Nur	Image Name**	Image URL**	
2	Create	1	1	Ring Bearing	https://www.nationalbronze.com/News/wp-content/uploads/2013/07/C954-Tube2.jpg	
3	Create	1	2	Ring Beraing 2	https://lh3.googleusercontent.com/proxy/6u_rcjViy8qWt__O1cKGzSol3yKhOlAoN5d2TZ8tQOdcOLsh5wat1ZXNgHOYq-TGv	
4	Create	1	3	Additive Cement		
5	Create	3	1	Gland Bush	https://3.imimg.com/data3/UR/QT/MY-1113877/gland-bush-500x500.jpg	
6						
7						
8						
9						

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

4. **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.
5. **Image URL**: If the supplier has image URL against the image name in that case supplier can put the image URL.

3.3 Uploading lines On Catalog

- 1) Once the Supplier fills all the required details in the downloaded template, they can upload the Catalog template on SMART.
- 2) 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 Line details tab



- 3) 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.

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

← TEST - CAT-2018-00034 (DRAFT - IN QUEUE)

✓ BASIC DETAILS

Catalog Name TEST	Catalog Number CAT-2018-00034	Buyer Name Xylem Admin
Fund P2P	Supplier Name Test SUP	Contract Number

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

- Upload Lines
- Extract Image URLs
- View Log**
- Upload Image
- Upload Attachments
- Download Template
- Download Taxonomy

- 7) 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	Download

8) 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.

9) Click on the Upload image

LINE DETAILS

Line (5)

	Line Number	Division	Buyer Item Number	Supplier Item Number	Short Name	Is Active	Lead Time (in Days)	Price
✓	1			E485602805	RING,WEARING, P/N....	Yes	20	1,000.00
✓	2			A010900005	Table Blue	Yes	50	2,000.00
✓	3			C392901643	Table Black	Yes	70	30,000.00
✓	4			KA0300250380	MOBJAWASUMTR,25...	Yes	90	34,567.00
✓	5			A060900049	Table Grey	Yes	120	200,000.00

Upload Lines

Extract Image URLs

Download Lines

View Log

Upload Image

Upload Attachments

Download Template

Download Taxonomy

Rows Per Page: 10 1 - 5 Of 5

CATALOG DEMO - CAT-2020-00962 (PENDING WITH SUPPLIER - PROCESSED WITH ERRORS)

Division
Pertamina

Supplier Name
ALAN FREDERIK

Contract Number

Start Date
09/04/2020

End Date
09/05/2021

LINE DETAILS

Line (5)

	Line Number	Division	Supplier Item Number	Short Name	Is Active	Lead Time (in Days)	Price	UOM	Plant
✓	1							PCS	
✓	2		A010900005	Table Blue	Yes	50	2,000.00	KG	
✓	3		C392901643	Table Black	Yes	70	30,000.00	PCS	
✓	4		KA0300250380	MOBJAWASUMTR,25...	Yes	90	34,567.00	AU	
✓	5		A060900049	Table Grey	Yes	120	200,000.00	KG	

Rows Per Page: 10 1 - 5 Of 5

Attachments

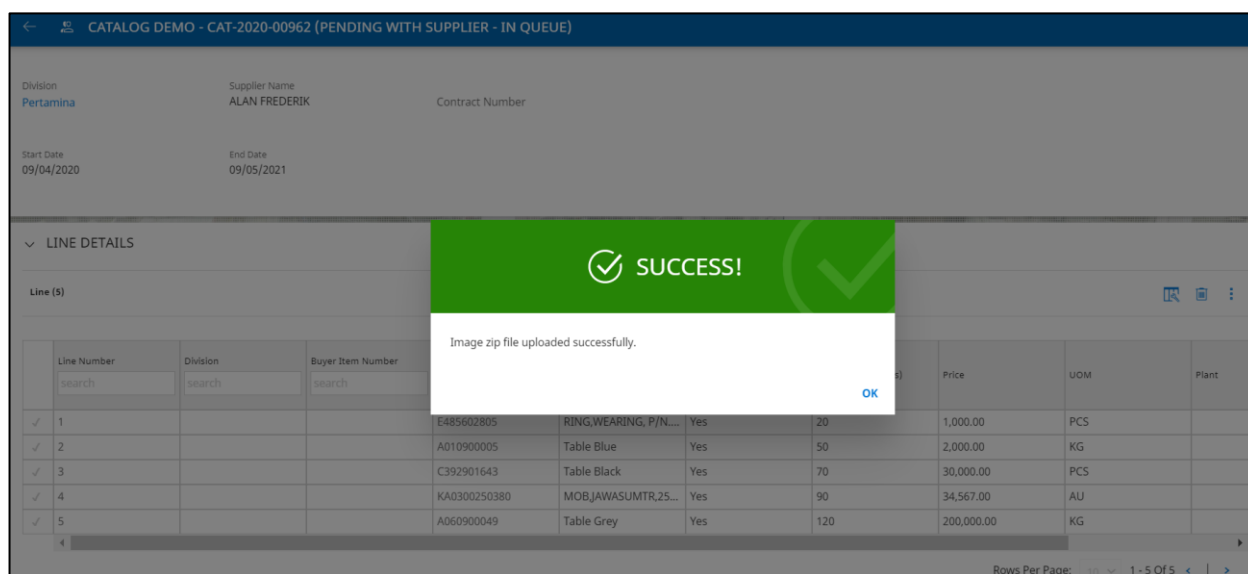
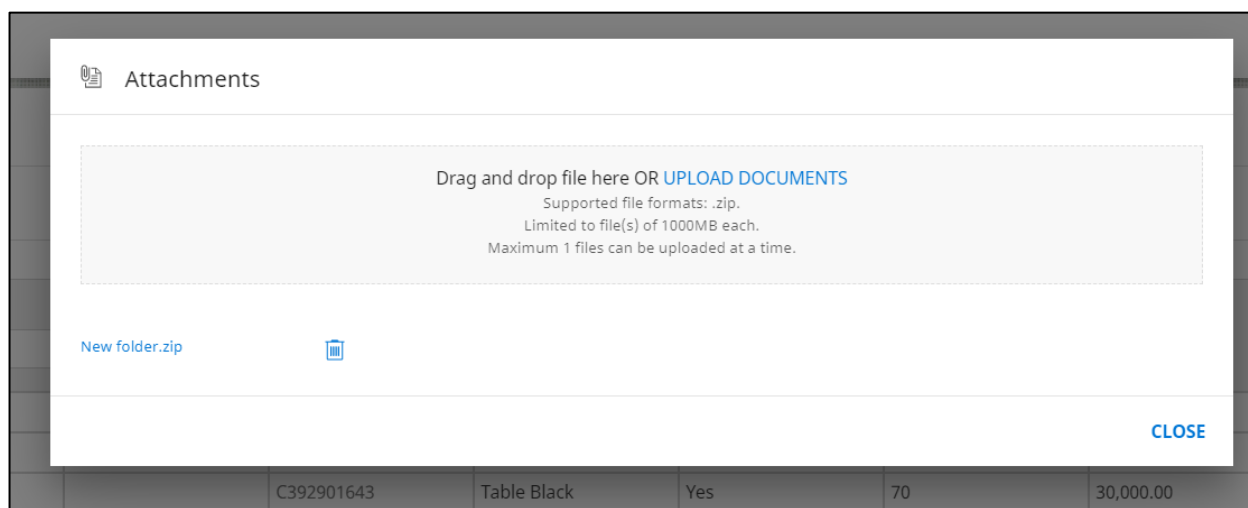
Drag and drop file here OR [UPLOAD DOCUMENTS](#)

Supported file formats: .zip.
Limited to file(s) of 1000KB each.
Maximum 1 files can be uploaded at a time.

CLOSE

CATALOG SUPPLIER USER MANUAL

- i. 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.
- ii. Image format supported: JPEG or JPG
- iii. 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.
- iv. Click on close



CATALOG SUPPLIER USER MANUAL

- 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.

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	Download
Error	Image upload	Alan Rodriga	One or more lines have errors. Review the error log.	09/07/2020 5:12:24 PM	Download
Success	Download	Alan Rodriga	-	09/07/2020 4:26:39 PM	Click to download

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:

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



You can only amend a catalog that is published.

Note

- 6) The catalog opens in the Amendment in Progress status. Make the required changes to the catalog line items for Price, UOM, Lead time, Is Active and Short Name

 CATALOG SUPPLIER USER MANUAL

DIAN'S

WORKSPACE

BOTOL - CAT-2021-01891 (AMENDMENT IN PROGRESS)

▼

BASIC DETAILS

Catalog Name*

Botol

Catalog Number

CAT-2021-01891

Buyer Name

Yudhistira Maksum

Division

350

Supplier Name*

PT. SMART GEP ALL Org Entities SIT UAT

Supplier Location

PT. SMART GEP ALL Org Entities SIT ...

Contract Number

--

Start Date*

06/09/2021

End Date

06/09/2022

Manage Optional Fields

▼

LINE DETAILS

Line (3)

	Line Number	Division	Buyer Item Number	Supplier Item Number	Short Name	Is Active	Lead Time (in Days)	Price	UOM	Plant	Manufacturer
	search	search	search	search	search						
✓	1	350	A010100005	PTPLA010100005	AP 904006 - BKC 80%,...	Yes	22	800	KG		
✓	2	350	A010100006	PTPLA010100006	AP 904003 - ETHANO...	Yes	14	2.001,00	L		
✓	3	350	A010100007	PTPLA010100007	AP 904004 - GLYSER...	Yes	15	2.002,00	KG		

7) Click **Submit**.

<
BOTOL - CAT-2021-01891 (AMENDMENT IN PROGRESS)
⋮

▼ BASIC DETAILS
[Manage Optional Fields](#)

Catalog Name*	Catalog Number	Buyer Name
Botol	CAT-2021-01891	Yudhistira Maksam
Division	Supplier Name*	Supplier Location
350	PT. SMART GEP ALL Org Entites SIT UAT	PT. SMART GEP ALL Org Entites SIT ... ▼
		Contract Number
		--
Start Date*	End Date	
06/09/2021	06/09/2022	

▼ LINE DETAILS

Line (3) ⋮

	Line Number search	Division search	Buyer Item Number search	Supplier Item Number search	Short Name search	Is Active	Lead Time (in Days)	Price	UOM	Plant	Manufacturer
✓	1	350	A010100005	PTPLA010100005	ABB	Yes	22	800,00	KG		
✓	2	350	A010100006	PTPLA010100006	AP 904003 – ETHANO...	Yes	14	2.001,00	L		
✓	3	350	A010100007	PTPLA010100007	AP 904004 – GLYSER...	Yes	15	2.002,00	KG		

Rows Per Page: 10 | 1 - 3 Of 3 < | >

CANCEL SAVE SUBMIT

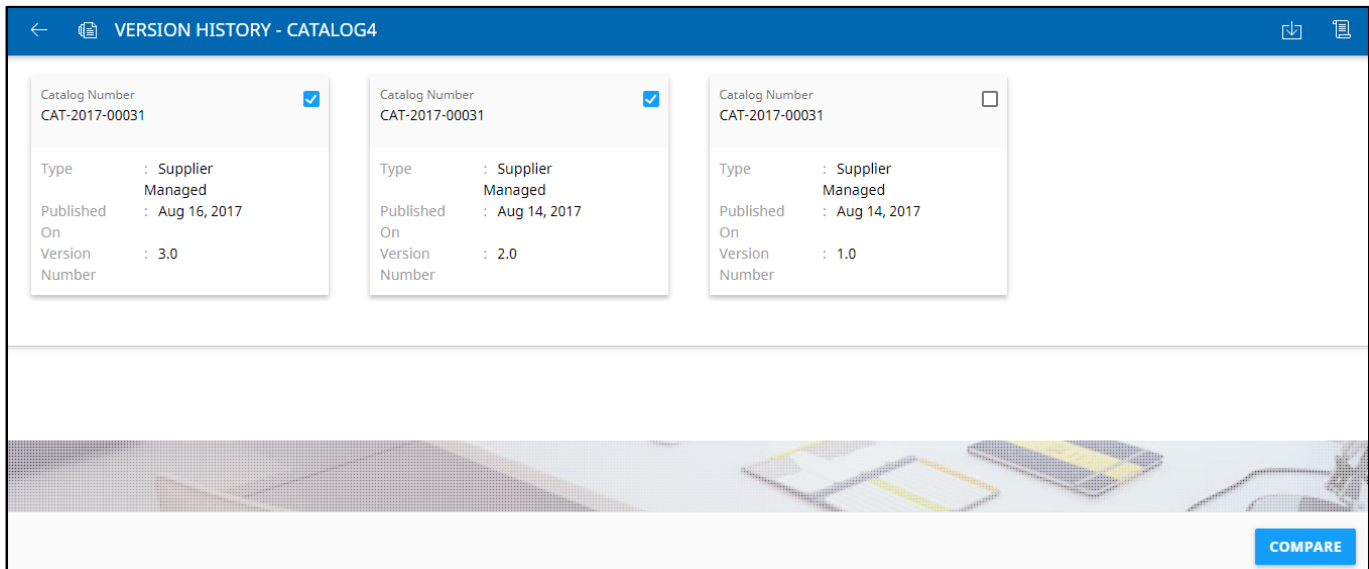
8) The catalog is sent to the buyer to publish. This is the first revision of the catalog.

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.

[illegible]

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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