

IBX Content Workbench 3.0 User Manual Supplier



Manual Revision: 12.2

Date: 28 - MAY - 2012

Language: English



Document Control

Change Log

| Chapter | Date | Description |
|----------|------------|---|
| All | 27.09.2010 | Change Template and Layout |
| 2.6.4 | 27.09.2010 | Added Message Board topic |
| All | 12.02.2011 | Template update |
| 2.6.1 | 04.05.2011 | Note added |
| 1.1, 1.6 | 13.02.2012 | RFC 790 incorporated |
| 2.3, 2.6 | 28.05.2012 | Manual updated to add Automatic Catalogue Update option. |
| 2.3 | 11.05.2012 | Updated manual: added details for Mapping Configuration (Flexible Input Import) |
| | | |

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1. Content Workbench

The Content Workbench application displays all catalogs enabling to approve, activate and enrich catalogs. This application logs all actions and saves all active catalog documents.

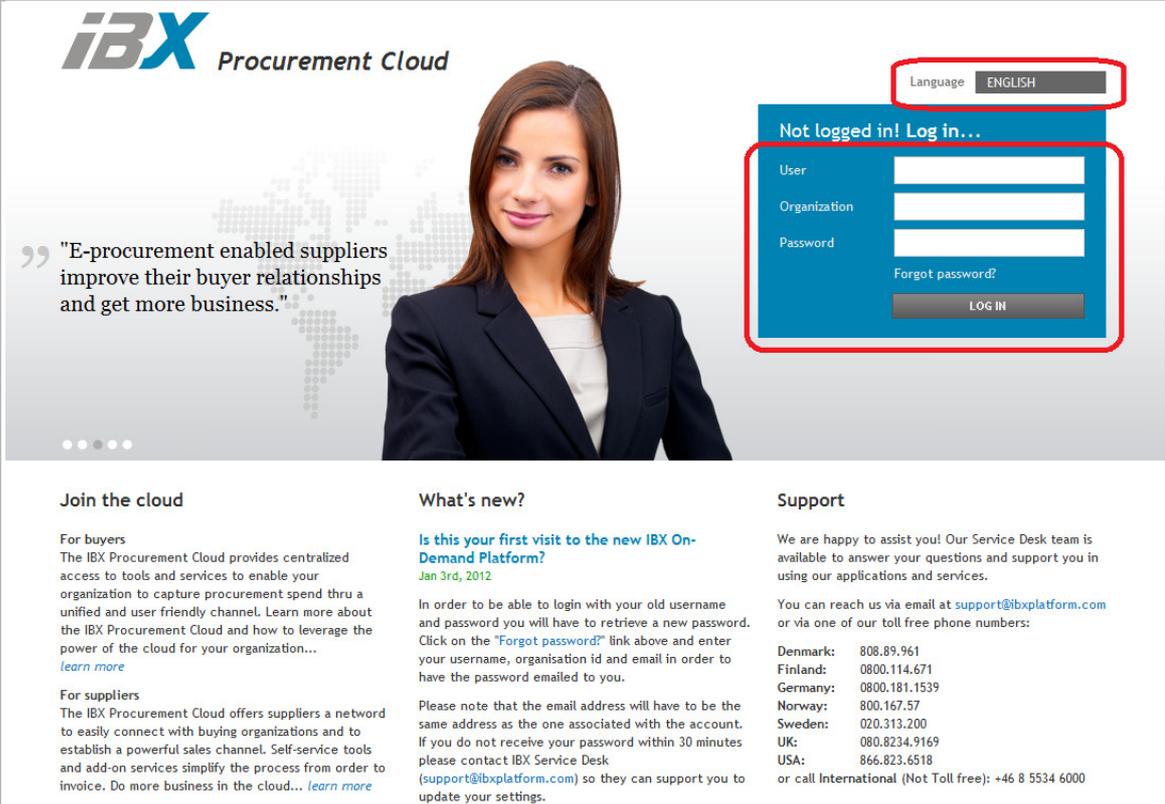
NOTE: Save a copy of all catalog documents in the computer as a backup.

1.1 Login

Follow these steps to login to the content workbench site:

1. Go to www.ibxnordic.net
2. Choose preferred language from drop-down menu.
3. Enter the **User**, **Organization**, and **Password** and click **Log In** button. All fields are required.

User IDs and passwords are personal and the organization ID is same throughout the company. Contact organization administrator for any further assistance.



ibX Procurement Cloud

"E-procurement enabled suppliers improve their buyer relationships and get more business."

Language: ENGLISH

Not logged in! Log in...

User:

Organization:

Password:

[Forgot password?](#)

LOG IN

Join the cloud

For buyers
The IBX Procurement Cloud provides centralized access to tools and services to enable your organization to capture procurement spend thru a unified and user friendly channel. Learn more about the IBX Procurement Cloud and how to leverage the power of the cloud for your organization... [learn more](#)

For suppliers
The IBX Procurement Cloud offers suppliers a network to easily connect with buying organizations and to establish a powerful sales channel. Self-service tools and add-on services simplify the process from order to invoice. Do more business in the cloud... [learn more](#)

What's new?

Is this your first visit to the new IBX On-Demand Platform?
Jan 3rd, 2012

In order to be able to login with your old username and password you will have to retrieve a new password. Click on the "Forgot password?" link above and enter your username, organisation id and email in order to have the password emailed to you.

Please note that the email address will have to be the same address as the one associated with the account. If you do not receive your password within 30 minutes please contact IBX Service Desk (support@ibxplatform.com) so they can support you to update your settings.

Support

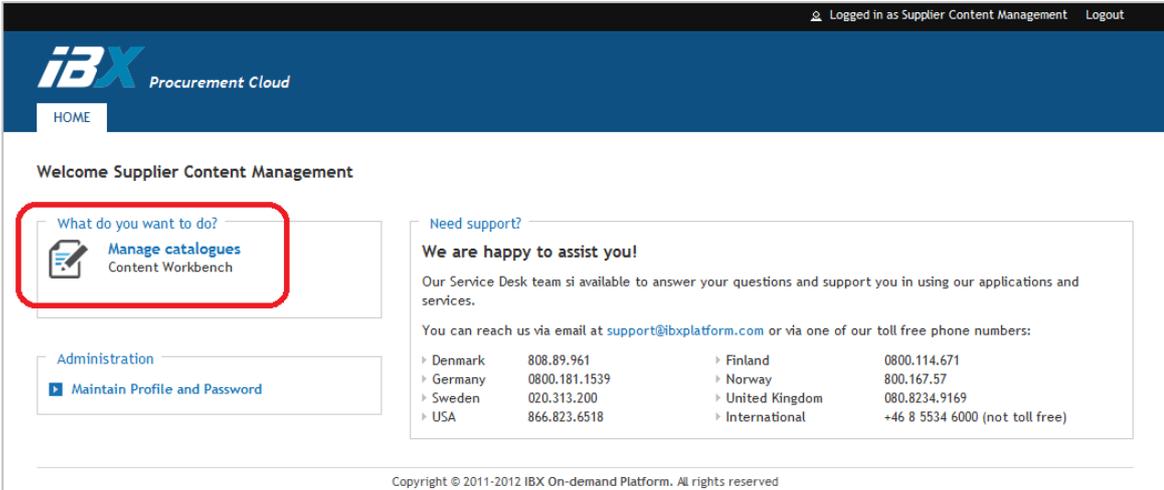
We are happy to assist you! Our Service Desk team is available to answer your questions and support you in using our applications and services.

You can reach us via email at support@ibxplatform.com or via one of our toll free phone numbers:

Denmark: 808.89.961
Finland: 0800.114.671
Germany: 0800.181.1539
Norway: 800.167.57
Sweden: 020.313.200
UK: 080.8234.9169
USA: 866.823.6518
or call International (Not Toll free): +46 8 5534 6000

Figure 1: Login

4. After a successful login, **Home** page is displayed on the screen. The hyperlink under **Administration** redirects you to the module that allows you performing administrative and profile configuration tasks.
5. Click **Manage Catalogues** link under **What do you want to do?** section to open the Content Workbench to manage catalogs.



Logged in as Supplier Content Management Logout

ibx Procurement Cloud

HOME

Welcome Supplier Content Management

What do you want to do?

 **Manage catalogues**
Content Workbench

Administration

 **Maintain Profile and Password**

Need support?

We are happy to assist you!

Our Service Desk team is available to answer your questions and support you in using our applications and services.

You can reach us via email at support@ibxplatform.com or via one of our toll free phone numbers:

| | | | |
|-----------|---------------|------------------|---------------------------------|
| ▶ Denmark | 808.89.961 | ▶ Finland | 0800.114.671 |
| ▶ Germany | 0800.181.1539 | ▶ Norway | 800.167.57 |
| ▶ Sweden | 020.313.200 | ▶ United Kingdom | 080.8234.9169 |
| ▶ USA | 866.823.6518 | ▶ International | +46 8 5534 6000 (not toll free) |

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Figure 2: Home

1.2 Catalog Update Workflow

The workflow for a catalog update is:

1. Upload supplemental files first
2. Upload the catalog file
3. Publish catalog to buyer
4. Buyer approves or rejects catalog
5. Buyer enriches the catalog
6. Buyer activates catalog
7. Catalog is transferred to buyer's Search Engine

A supplier performs the first 3 steps, and the catalog update can be aborted in step 3 if the catalog contains any errors.

NOTE: *A new catalog upload is not possible if the previous catalog version is in step 4 – 7. Content Workbench automatically disables the upload function when a catalog is waiting for an action from the buyer.*

1.3 Catalog Status

A new status is displayed for the catalog on each new step in the workflow. This status is displayed in **Status** field.

Order status:

| Status | Meaning |
|-----------------------------------|---|
| New | New catalogs |
| In progress | The supplier has started the catalog uploads. |
| Error | Errors in the catalog update file. |
| Awaiting publishing | Catalog upload is successful without errors. |
| Awaiting approval | The supplier has published the catalog. |
| Awaiting enrichment | After the catalog approval, add any internal information to enrich the catalog. |
| Awaiting activation | Catalog is approved and enriched. |
| Transfer to SE in progress | Catalog is activated. |
| Activated | Catalog is successfully transferred to the Search Engine (or external path folder). |
| Rejected | Catalog is rejected. |
| Aborted | Catalog is aborted by the supplier. |
| Awaiting Transfer | This status is displayed if a future date is selected for activation. This activation date can be rescheduled by selecting a different date either prior or later to the selected activation date. |
| System processing | The workflow step for the catalog is pending from the system. |

1.4 User Interface Management

Click the tabs to navigate between the different pages of Content Workbench.

| WORK LIST (5) | MY CATALOGS | SUPPLEMENTAL FILES | PROFILE | HELP | | |
|---|------------------------|-------------------------------------|---------|---------------------|------------------|--|
| Work List | | | | | | |
| For catalog updating find your catalog in My Catalogs | | | | | | |
| 5 catalog(s) wait for your action | | | | | | |
| Catalog Name | Catalog description | Buyer name | Version | Status | Status Date | Actions |
| NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 | Akershus Universitetssykehus HF | 4 | Awaiting publishing | 2012-02-16 04:30 | Publish Abort |
| NO_3M-NO_BLEFJELL-NO-1 | NO_3M-NO_BLEFJELL-NO-1 | Vestre Viken HF - Kongsberg sykehus | 4 | Awaiting publishing | 2012-02-16 04:29 | Publish Abort |
| NO_3M-NO_INNLAND-NO-1 | NO_3M-NO_INNLAND-NO-1 | Sykehuset Innlandet HF | 4 | Awaiting publishing | 2012-02-16 04:28 | Publish Abort |
| NO_3M-NO_SYKEHUS-NO-1 | NO_3M-NO_SYKEHUS-NO-1 | Sykehuset Asker og Bærum HF | 5 | Awaiting publishing | 2012-02-16 04:28 | Publish Abort |
| NO_3M-NO_UUS-NO-1 | NO_3M-NO_UUS-NO-1 | Oslo Universitetssykehus | 5 | Awaiting publishing | 2012-02-16 04:27 | Publish Abort |

Figure 3: Work List

1.4.1 User Interface Language

Set a preferred language on the Content Workbench by changing the language under **Change Profile** page on the Marketsite.

Following steps list the procedure to set the language:

1. Click **Logout** link to logout from the present session.
2. Enter the login credentials in the login page to re-login.
3. Click the **Maintain Profile and Password** link in the **Administration** section.
4. System displays **Identity Manager** home page.

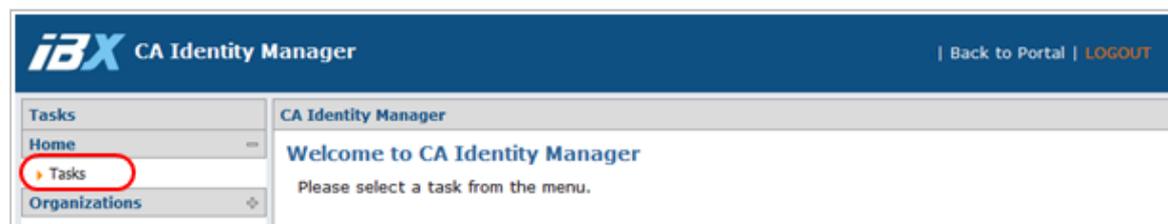
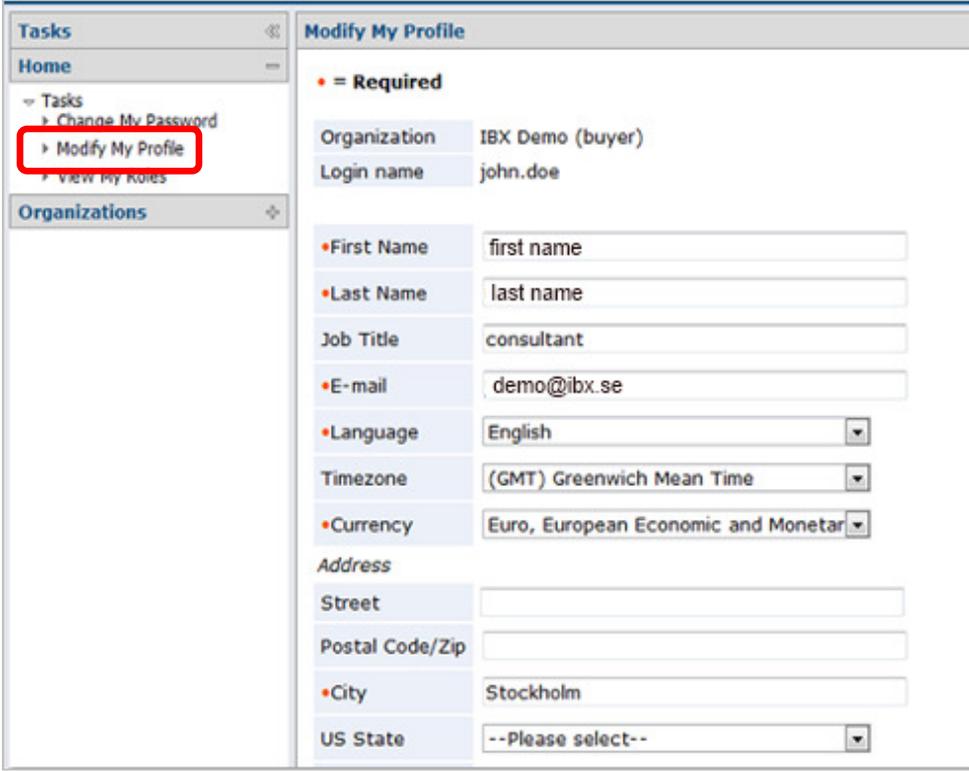


Figure 4: Identity Manager

5. Click  icon right before **Tasks**, to expand the task list.
6. Click on **Modify My Profile**.
7. Change the language in **Modify My Profile** section and click the **Submit** button.



Tasks

- Home
- Tasks
 - Change My Password
 - Modify My Profile**
 - View My Rules

Organizations

Modify My Profile

• = Required

Organization IBX Demo (buyer)

Login name john.doe

•First Name first name

•Last Name last name

Job Title consultant

•E-mail demo@ibx.se

•Language English

Timezone (GMT) Greenwich Mean Time

•Currency Euro, European Economic and Monetar

Address

Street

Postal Code/Zip

•City Stockholm

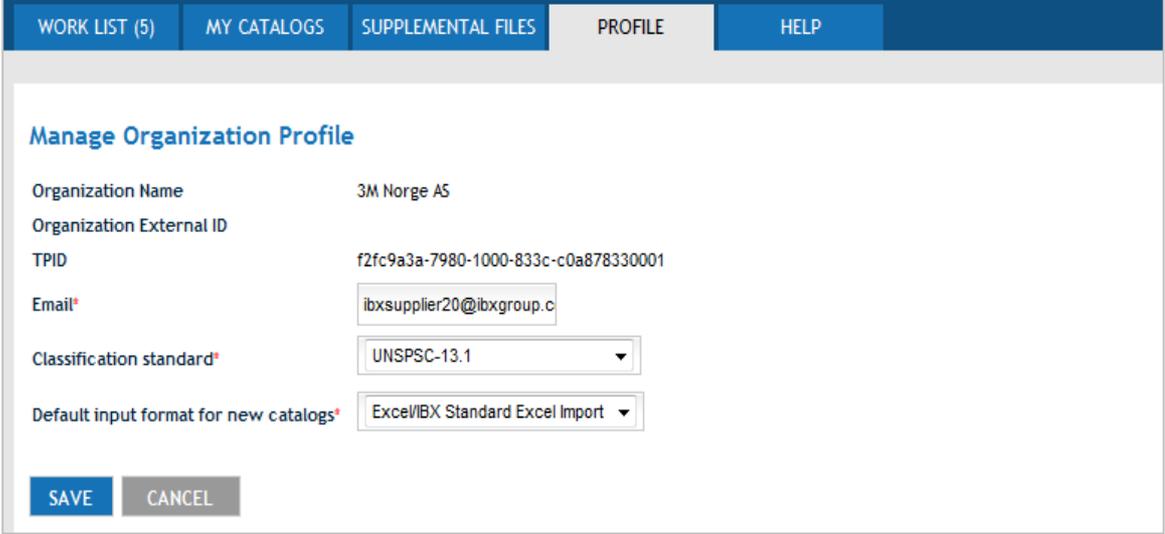
US State --Please select--

Figure 5: Change Profile

1.5 Profile

This tab displays user details such as email address and the default settings for your organization.

NOTE: *This tab is only enabled for administrators.*



The screenshot shows a web interface with a navigation bar at the top containing tabs: WORK LIST (5), MY CATALOGS, SUPPLEMENTAL FILES, PROFILE (selected), and HELP. Below the navigation bar is the 'Manage Organization Profile' form. The form contains the following fields:

| | |
|--|--|
| Organization Name | 3M Norge AS |
| Organization External ID | |
| TPID | f2fc9a3a-7980-1000-833c-c0a878330001 |
| Email* | <input type="text" value="ibxsupplier20@ibxgroup.c"/> |
| Classification standard* | <input type="text" value="UNSPSC-13.1"/> |
| Default input format for new catalogs* | <input type="text" value="Excel/IBX Standard Excel Import"/> |

At the bottom of the form are two buttons: SAVE and CANCEL.

Figure 6: Profile

1.6 Help

This tab lists the following useful resources to work with the **IBX Content Workbench**:

- [User Manual](#)
- [Catalog templates instructions](#)
- [Classification code index](#)
- [Taxonomy](#)
- [Validation Messages](#)

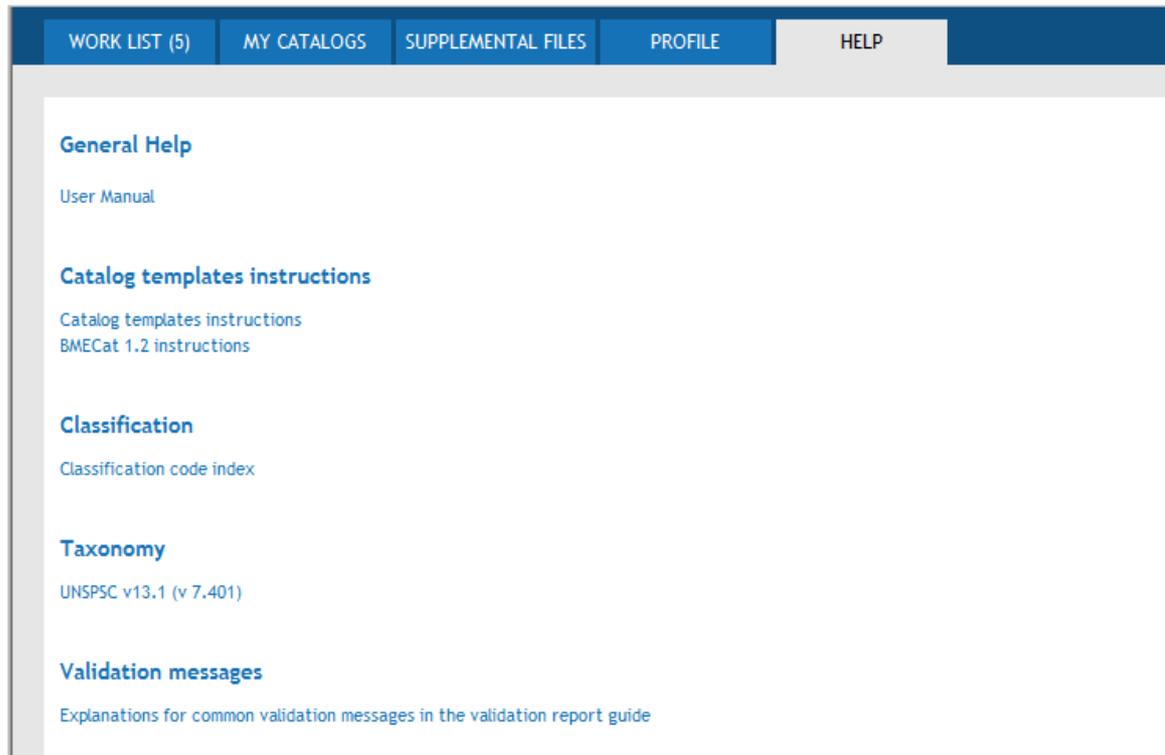
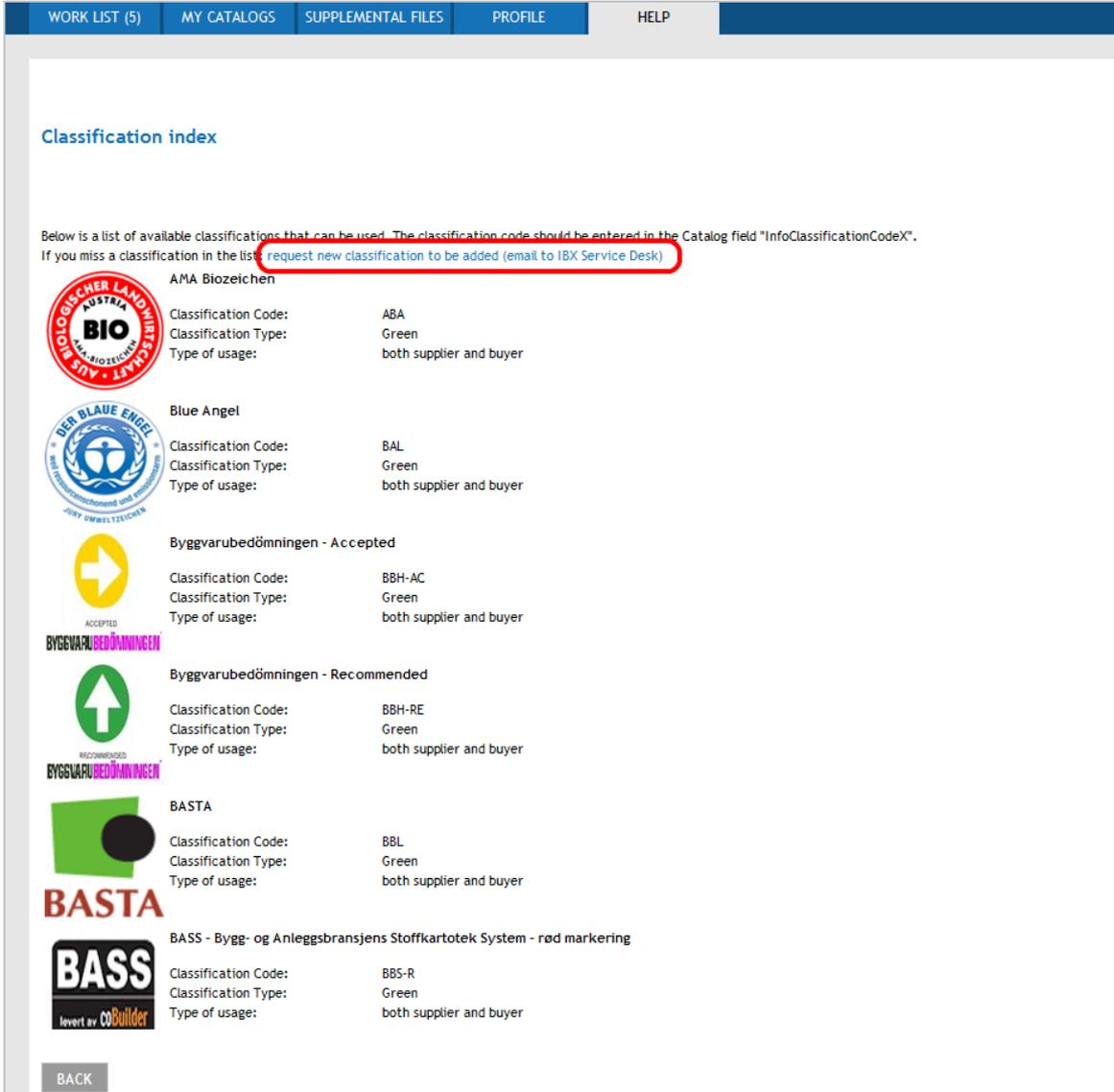


Figure 7: Help

1.6.1 Classification index

Classification index lists all the available classifications that can be used in a catalog. To see the index, click on **Classification code index** in **Classification** section under **Help** tab. You can classify the items by adding the **classification code** from the Classification index list to the items.

Click **request new classification to be added (email to IBX Service Desk)** link for requesting a new classification code via Service Request.



Classification index

Below is a list of available classifications that can be used. The classification code should be entered in the Catalog field "InfoClassificationCodeX".
 If you miss a classification in the list: [request new classification to be added \(email to IBX Service Desk\)](#)

| | |
|---|--|
|  | <p>AMA Biozeichen</p> <p>Classification Code: ABA</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |
|  | <p>Blue Angel</p> <p>Classification Code: BAL</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |
|  | <p>Byggvarubedömningen - Accepted</p> <p>Classification Code: BBH-AC</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |
|  | <p>Byggvarubedömningen - Recommended</p> <p>Classification Code: BBH-RE</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |
|  | <p>BASTA</p> <p>Classification Code: BBL</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |
|  | <p>BASS - Bygg- og Anleggsbransjens Stoffkartotek System - rød markering</p> <p>Classification Code: BBS-R</p> <p>Classification Type: Green</p> <p>Type of usage: both supplier and buyer</p> |

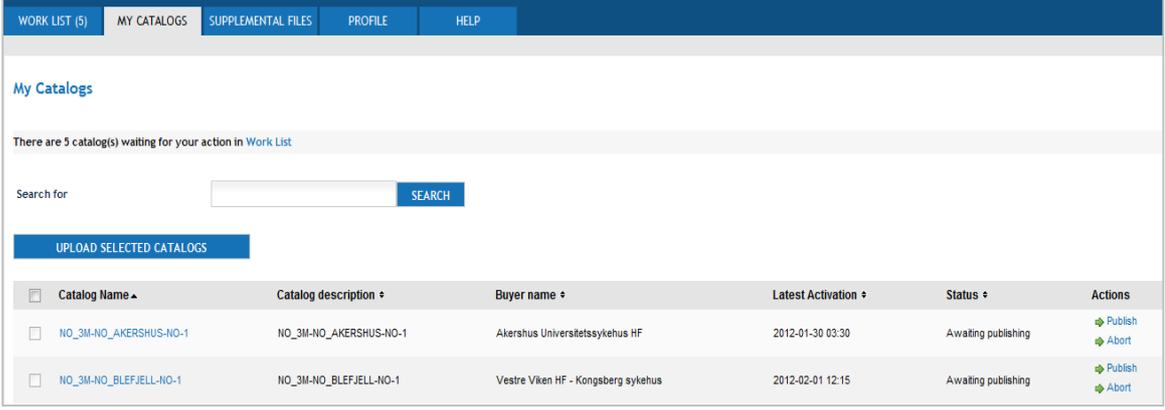
BACK

Figure 8: Classification index

2. Catalog Administration

Catalogs are displayed in following two tabs:

- **Work list:** Catalogs that are waiting for action is displayed.
- **My catalogs:** Catalogs regardless of its status are displayed.



The screenshot shows the 'My Catalogs' tab in the application. At the top, there are navigation tabs: WORK LIST (5), MY CATALOGS, SUPPLEMENTAL FILES, PROFILE, and HELP. Below the tabs, the page title is 'My Catalogs'. A message states 'There are 5 catalog(s) waiting for your action in Work List'. There is a search bar with a 'SEARCH' button. Below the search bar is a button labeled 'UPLOAD SELECTED CATALOGS'. The main content is a table with the following data:

| <input type="checkbox"/> | Catalog Name ▲ | Catalog description ▼ | Buyer name ▼ | Latest Activation ▼ | Status ▼ | Actions |
|--------------------------|------------------------|------------------------|-------------------------------------|---------------------|---------------------|--|
| <input type="checkbox"/> | NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 | Akershus Universitetssykehus HF | 2012-01-30 03:30 | Awaiting publishing | Publish Abort |
| <input type="checkbox"/> | NO_3M-NO_BLEFJELL-NO-1 | NO_3M-NO_BLEFJELL-NO-1 | Vestre Viken HF - Kongsberg sykehus | 2012-02-01 12:15 | Awaiting publishing | Publish Abort |

Figure 9: My Catalogs

2.1 Search for Catalogs

Following are the steps to check for catalogs that meet a certain criteria:

1. Click **My Catalogs** tab.
2. Enter criteria in the **Search for** textbox.
3. Click **Search** button to view the result.

2.1.1 Sort the Result Table

The search result table is sorted by clicking a column header field. The little arrow shows if the field is sorted in ascending  or descending  order.

| <input type="checkbox"/> Catalog Name ▲ | Catalog description ↕ | Buyer name ↕ | Latest Activation ↕ | Status ↕ | Actions |
|---|------------------------|-------------------------------------|---------------------|---------------------|--|
| <input type="checkbox"/> NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 | Akershus Universitetssykehus HF | 2012-01-30 03:30 | Awaiting publishing | Publish Abort |
| <input type="checkbox"/> NO_3M-NO_BLEFJELL-NO-1 | NO_3M-NO_BLEFJELL-NO-1 | Vestre Viken HF - Kongsberg sykehus | 2012-02-01 12:15 | Awaiting publishing | Publish Abort |

Figure 10: Sort Search Result Table

2.2 Upload Supplemental Files

Pictures and attachments are added before uploading the catalog. Content Workbench validates for supplemental files when a catalog is uploaded. Pictures and attachments are uploaded under the **Supplemental Files** tab or while uploading a catalog. All files are stored in same folder to avoid uploading the same picture twice for two different catalogs.

Multiple files are uploaded by compressing in one file since only one file per textbox is allowed.

1. Click **Supplemental Files** tab.
2. Select the file or zip archive.

NOTE: *You can only upload gif, jpg, jpeg, png, pdf and zip file types.*

2.3 Upload Catalog

NOTE: All input file type of catalogs can be uploaded in .zip format. This feature is available for all catalog types and applies to all input file types.

Click **Upload catalog** link under **My Catalogs** tab to upload a catalog. The **Upload** link is not visible under this tab if the previous catalog version is waiting any action. Perform the following steps to upload the Catalog:

1. Click **My Catalogs** tab.
2. Find the catalog and click **Upload catalog** link under **Actions** column.

| Catalog Name | Catalog description | Buyer name | Latest Activation | Status | Actions |
|------------------------|------------------------|-------------------|-------------------|-----------|---|
| NO_3M-NO_HELSESO-NO-1 | NO_3M-NO_HELSESO-NO-1 | Heise Sor-Øst RHF | 2012-02-16 04:45 | Activated |  |
| NO_3M-NO_HVBERGEN-NO-1 | NO_3M-NO_HVBERGEN-NO-1 | Heise Bergen HF | 2012-01-27 03:30 | Activated |  |
| NO_3M-NO_HVFONNA-NO-1 | NO_3M-NO_HVFONNA-NO-1 | Heise Fonna HF | 2012-01-27 03:30 | Activated |  |
| NO_3M-NO_HVFORDE-NO-1 | NO_3M-NO_HVFORDE-NO-1 | Heise Førde HF | 2012-01-27 03:30 | Activated |  |

Figure 11: Upload Catalog - step 1

3. **Upload catalog** page opens.
4. Select **Valid From** date.
5. Select **Automatic Publishing** check box to enable or disable sending a catalog directly for the buyer approval, if it passes the validation.
6. Select **Input format** from the drop-down list.
7. Browse and select the catalog **Input File**.
8. Select pictures or attachments as **Supplemental Files** if not done earlier.
9. Click **Upload** button to upload the catalog.

WORK LIST (5) MY CATALOGS SUPPLEMENTAL FILES PROFILE HELP

Upload catalog

| Catalog ID | Catalog Name | Description | Catalog Type | Buyer | Version |
|-----------------------|-----------------------|-----------------------|---------------|-------------------|---------|
| NO_3M-NO_HELSESO-NO-1 | NO_3M-NO_HELSESO-NO-1 | NO_3M-NO_HELSESO-NO-1 | Product Price | Heise Sor-Øst RHF | 7 |

Step1: Configure catalogs settings

Valid From*

Automatic publishing

Input Format*

Input File*

Step2: Select Supplemental Files

If the catalog contains references to images or attachments that have not been uploaded before, please upload them below.

Catalog supplemental file or archive

Catalog supplemental file or archive

Catalog supplemental file or archive

Figure 12: Upload Catalog - step 2

Save time by using the multi upload function to upload a single set of files for several catalogs. Under **My Catalogs** tab, select the desired catalogs and click **Upload selected catalogs** button. The catalog attachments are uploaded to all the selected catalogs at the same time.

NOTE: The check box will be inactive, if the previous catalog version is waiting for action.

2.3.1 View Progress

For details on the upload progress, check the process report.

NOTE: The view progress report is only available till the catalog is **In progress** status.

1. Open **Work List** tab.
2. Find the catalog and check if the status is **In progress**.
3. Click **View progress** link in **Actions** column.

For catalog updating find your catalog in [My Catalogs](#)
55 catalog(s) wait for your action

| Catalog Name | Catalog description | Buyer name | Version | Status | Status Date | Actions |
|--------------|---------------------|-------------|---------|-------------|------------------|-------------------------------|
| Test_1_6 | fdfd | Test Buyer1 | 2 | In progress | 2012-05-14 10:06 | View Progress |

Figure 13: Upload Catalog - View Progress

The **Catalog Process Monitor** page displays the status of each step of the catalog processing. Click **Refresh** button for detailed information on the process.

| Step ID | Step name | Server name | Start | End | Duration | Status | Action |
|---------|------------------------|-------------|------------------|------------------|--------------|-------------|--------|
| 4 | Init SSS Process | QACWPROC2 | 2012-05-14 09:54 | 2012-05-14 09:55 | 00:00:05.673 | Finished | |
| 5 | Images Conversion | QACWPROC2 | 2012-05-14 09:55 | 2012-05-14 09:55 | 00:00:00.174 | Finished | |
| 6 | Format Conversion | QACWPROC2 | 2012-05-14 09:55 | 2012-05-14 09:55 | 00:00:18.264 | Finished | |
| 7 | Classification Mapping | QACWPROC2 | 2012-05-14 09:55 | 2012-05-14 09:55 | 00:00:01.844 | Finished | |
| 8 | Init Rules | QACWPROC2 | 2012-05-14 09:55 | 2012-05-14 09:55 | 00:00:00.157 | Finished | |
| 9 | Global Transformation | QACWPROC2 | 2012-05-14 09:55 | | 00:00:26.821 | In progress | |

[REFRESH](#) [BACK](#)

Figure 14: Catalog Process Monitor

2.3.2 View Error Report

When Content Workbench uploads the Catalog, it will be processed through all products and validates the Catalog for any errors. The products are checked for any errors and displayed in the error report.

1. Click **Work list** tab.
2. Find the catalog and check if the status is **Error**.
3. Click **View error report** link in catalog name row.

Choose to include warnings in the error report. The errors or error categories can be grouped.

The catalog scores are displayed at the top of the report if automatic scorecard validation is activated.

The first column displays the catalog score and the second column displays the minimum requirements for each category. Update the Catalog and complete the minimum requirements to successfully upload the catalog.

| Validation summary: | | |
|---|--|--|
| Products: | 50 | |
| Prices: | 350 | |
| Errors: | 5 | |
| Warnings: | 26 | |
| Criterion | Calculated Score | Minimum Required Score |
| Product name | 3 - More than 30% have name same as vendor product number or consists of only one word | 4 - More than 15% have name same as vendor product number or consists of only one word |
| Product description | 2 - More than 50% have no description or shorter than name or same as product name | 4 - More than 15% have no description or shorter than name or same as product name |
| Pictures | 3 - Less than 60% have pictures | 5 - More than 90% have pictures |
| Categorization | 4 - More than 5% are in level 3 (2 trailing zeros) | 3 - More than 5% are in level 2 (4 trailing zeros) |
| Keywords | 1 - Less than 25% have keywords | 4 - Less than 90% have keywords |
| Product identity | 3 - Less than 60% have manufacturer's name or number | 4 - Less than 90% have manufacturer's name or number |
| Attachments | 5 - More than 90% have attachments | 4 - Less than 90% have attachments |
| Automatic scorecard | | |
| Filter report: <input type="radio"/> Errors <input type="radio"/> Warnings <input checked="" type="radio"/> Both | | |

Figure 15: Error Report

2.3.3 Automated Catalog Upload

NOTE: Automated upload is possible for catalog only, and not for the supplemental files.

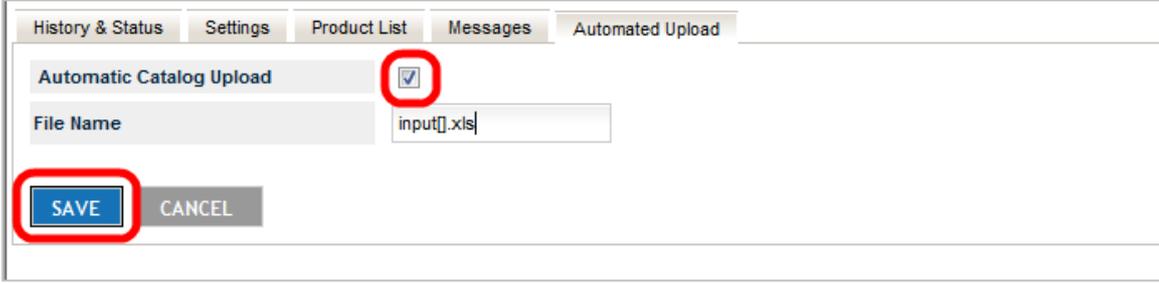
Click **Automated Upload** to activate **Automatic Catalog Upload** option. This functionality is applicable to catalogs with any of the following statuses only:

- Error
- Aborted
- Rejected
- Activated

To activate this functionality, do the following steps:

1. Select **Automatic Catalog Upload** checkbox.
2. Provide the **File Name**.

NOTE: Mention the file-type extension in the file name, (for example, input.xls).



The screenshot shows a dialog box with tabs: History & Status, Settings, Product List, Messages, and Automated Upload. The 'Automated Upload' tab is active. It contains a checkbox labeled 'Automatic Catalog Upload' which is checked and circled in red. Below it is a text field labeled 'File Name' containing 'input.xls'. At the bottom left, there is a blue 'SAVE' button circled in red, and a grey 'CANCEL' button to its right.

Figure 16: Catalog Details - Automated Catalog Upload

3. Click **Save** button.

NOTE: The files will be uploaded from a FTP folder dedicated to each supplier. The dedicated folder will be created on demand and will be communicated by IBX Service Desk.

NOTE: Automatically uploaded input files will be deleted from the FTP folder as soon as the uploading process has been completed without errors. If the uploading process has been completed with errors, then the input file will not be deleted. Once the files are deleted from the FTP folder, they will be still available in the Content Workbench.

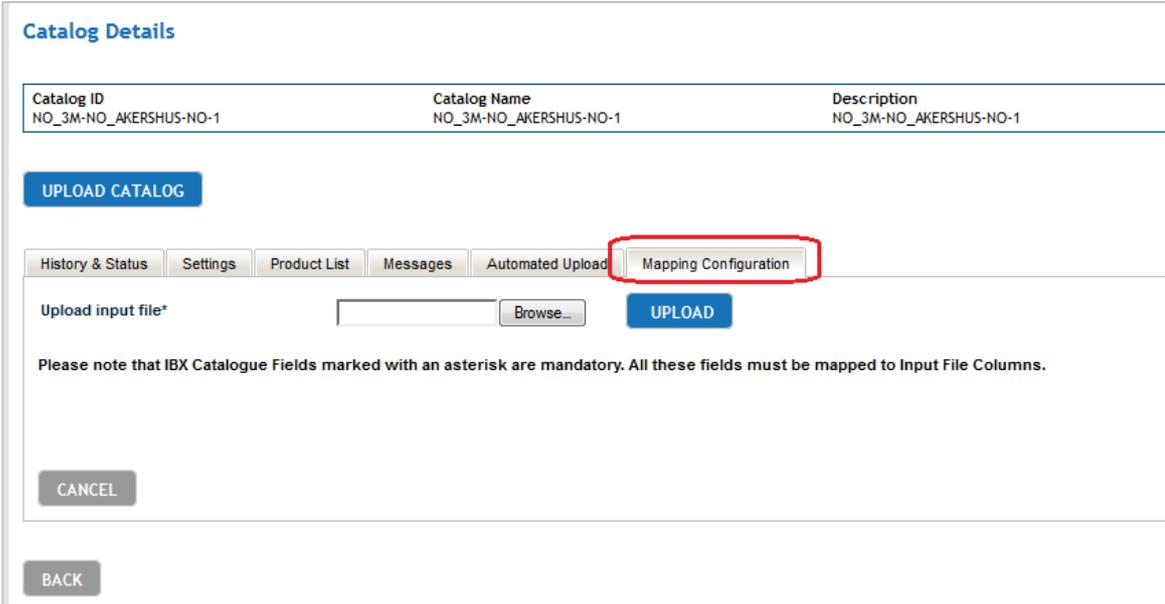
2.3.4 Update Catalog Using Excel/Flexible Input Import or CSV/Flexible Input Import

Catalogs can be updated using the **Flexible Input Import** option with Excel or CSV input files. The Flexible Input Import is an option that allows you to upload input files that are not according to the IBX standard.

Before uploading such input formats for one of your catalogs, you have to create a **Mapping Configuration** for that catalog. A **Mapping Configuration** represents an assignment of columns that you have in your Excel / CSV file, to IBX catalog fields.

To create a **Mapping Configuration**:

1. Click **My Catalogs** tab.
2. Find the catalog you want to update and select it (by clicking on the catalog name).
3. Click **Mapping Configuration** tab.



Catalog Details

| Catalog ID | Catalog Name | Description |
|------------------------|------------------------|------------------------|
| NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 |

UPLOAD CATALOG

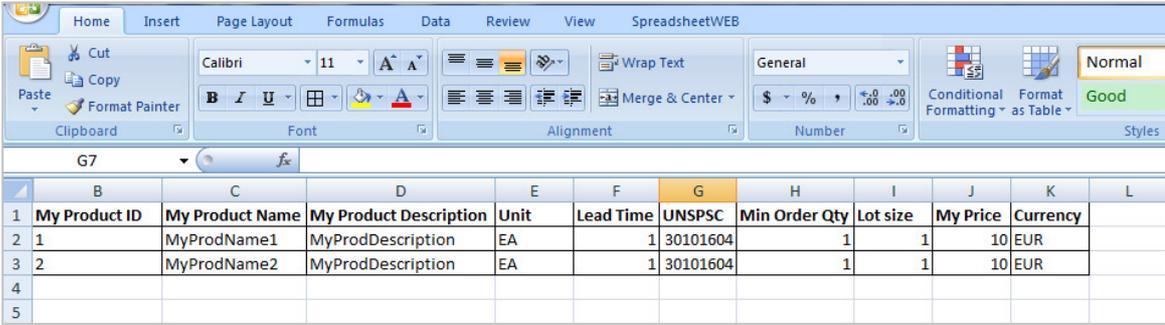
History & Status Settings Product List Messages Automated Upload **Mapping Configuration**

Upload input file*

Please note that IBX Catalogue Fields marked with an asterisk are mandatory. All these fields must be mapped to Input File Columns.

Figure 17: Catalog Details – Mapping Configuration Tab

4. Click **Browse** button and select a file that contains all the columns you want to have in the new version of the catalog.



| | B | C | D | E | F | G | H | I | J | K | L |
|---|----------------------|------------------------|-------------------------------|-------------|------------------|---------------|----------------------|-----------------|-----------------|-----------------|---|
| 1 | My Product ID | My Product Name | My Product Description | Unit | Lead Time | UNSPSC | Min Order Qty | Lot size | My Price | Currency | |
| 2 | 1 | MyProdName1 | MyProdDescription | EA | 1 | 30101604 | 1 | 1 | 10 | EUR | |
| 3 | 2 | MyProdName2 | MyProdDescription | EA | 1 | 30101604 | 1 | 1 | 10 | EUR | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |

Figure 18: Example of Input file used to create Mapping Configuration

5. Click **Upload** button. Once the file has been uploaded, two new list boxes will appear on the screen:
 - **Input File Columns** – this list box contains the names of the columns from the file you have uploaded;
 - **IBX Columns** – this list box contains the names of the IBX columns (catalog fields) that you will have to map the columns in your input file to.

Catalog Details

| Catalog ID | Catalog Name | Description |
|------------------------|------------------------|------------------------|
| NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 | NO_3M-NO_AKERSHUS-NO-1 |

UPLOAD CATALOG

History & Status | Settings | Product List | Messages | Automated Upload | **Mapping Configuration**

Upload input file* **Browse...** **UPLOAD**

Please note that IBX Catalogue Fields marked with an asterisk are mandatory. All these fields must be mapped to Input File Columns.

Input File Columns: **IBX Columns:** **ADD**

Input File Columns:

- My Product ID
- My Product Name
- My Product Description
- Unit
- Lead Time
- UNSPSC
- Min Order Qty
- Lot size
- My Price
- Currency

IBX Columns:

- NONE
- VendorProductNo*
- ProductName*
- ProductDescription
- Unit*
- LeadTime*
- UNSPSC*
- MinimumOrderQuantity*
- LotSize*
- Price*
- Currency*
- Price2
- MinimumOrderQuantity2
- Price3
- MinimumOrderQuantity3
- Price4
- MinimumOrderQuantity4
- Price5
- MinimumOrderQuantity5
- Price6

CANCEL **BACK**

Figure 19: Mapping Configuration – ‘Input File Columns’ and ‘IBX Columns’

6. In **Input File Columns** list box, select the name of the column you want to map.
7. In **IBX Columns** list box, select the name of the IBX Field that corresponds to the column name that you have selected in **Input File Columns** list box (for example: **VendorProductNo.**, **ProductName**, **ProductDescription**, etc.).
8. Click **Add** button, and the list of mappings will appear.
9. Repeat steps 6 to 8 above, until you have mapped all the columns in your input file to IBX Columns.
10. Click **Save** button.

Catalog Details

| | | | | |
|--------------------------------------|--|---------------------------------------|-------------------------------|---|
| Catalog ID NO_3M-NO_AKERSHUS-NO-1 | Catalog Name NO_3M-NO_AKERSHUS-NO-1 | Description NO_3M-NO_AKERSHUS-NO-1 | Catalog Type Product Price | Buyer Akershus Universitetssykehus H |
|--------------------------------------|--|---------------------------------------|-------------------------------|---|

UPLOAD CATALOG

History & Status Settings Product List Messages Automated Upload Mapping Configuration

Upload input file*

Please note that IBX Catalogue Fields marked with an asterisk are mandatory. All these fields must be mapped to Input File Columns.

Input File Columns: IBX Columns:

| Input File Columns | IBX Columns | Actions |
|------------------------|-----------------------|---------------------------------------|
| UNSPSC | UNSPSC* | <input type="button" value="Remove"/> |
| Lot size | LotSize* | <input type="button" value="Remove"/> |
| Min Order Qty | MinimumOrderQuantity* | <input type="button" value="Remove"/> |
| My Price | Price* | <input type="button" value="Remove"/> |
| My Product Description | ProductDescription | <input type="button" value="Remove"/> |
| Lead Time | LeadTime* | <input type="button" value="Remove"/> |
| My Product Name | ProductName* | <input type="button" value="Remove"/> |
| My Product ID | VendorProductNo* | <input type="button" value="Remove"/> |
| Currency | Currency* | <input type="button" value="Remove"/> |
| Unit | Unit* | <input type="button" value="Remove"/> |

Figure 20: Catalog Details – Mapping Configuration Created

After you have assigned at least one column in your file to at least one IBX Column, you press the **Preview** button to check your mapping.

atus Settings Product List Messages Automated Upload Mapping Configuration

ut file*

that IBX Catalogue Fields marked with an asterisk are mandatory. All these fields must be assigned to Input File Columns.

Columns: IBX Columns:

Columns

Qty

Description

Name

ID

Mapping Preview

| UNSPSC | Lot size | Min Order Qty | My Price | My Product Description | Lead Time | My Product Name | My Ven | >Input File Assignments |
|----------|----------|----------------------|----------|------------------------|-----------|-----------------|-----------------|-------------------------|
| UNSPSC | LotSize | MinimumOrderQuantity | Price | ProductDescription | LeadTime | ProductName | VendorProductNo | |
| 30101604 | 1 | 1 | 10 | MyProdDescription | 1 | MyProdName1 | 1 | |
| 30101604 | 1 | 1 | 10 | MyProdDescription | 1 | MyProdName2 | 2 | |

Figure 21: Catalog Details – Mapping Configuration – Preview Mapping Configuration

After you have created the **Mapping Configuration** you will be able to update the catalog as described above in Chapter 2.3. **Upload Catalog**.

NOTE: When you create a Mapping Configuration you have to assign columns in your input file to all IBX Columns that are mandatory: 'VendorProductNo.', 'Product Name', 'Product Description', 'Unit', 'Lead Time', Classification (UNSPC / eClass), 'Minimum Ordered Quantity', 'Lot Size', 'Price', 'Currency'. These IBX Columns are marked with an asterisk (*) in the list box and in the mappings list.

NOTE: Excel 2003-2010 files can be used as input files.

NOTE: Only the first sheet of an uploaded Excel input file will be read by the system, data on all other sheets will be ignored.

NOTE: Only tab-separated CSV files can be used.

NOTE: When creating a mapping configuration, you will be able to upload an input file containing a maximum of 250 columns.

NOTE: When creating a mapping configuration, the you will be able to create a maximum of 350 assignments (i.e. mappings of input file columns to IBX catalogue fields).

NOTE: The system will always interpret the first row of an Excel file as header (i.e. as containing column names). A file with the first row empty or with duplicate column names (same name for 2 or more columns) will not be accepted.

NOTE: One to many assignments of custom excel columns to CW Fields (such as 'Vendor Product No.', 'Product Name', 'Product Description', 'Price', etc.) are allowed.

NOTE: The functionality will include the 'Pretty Name' feature: input file transformation, validation, and scorecard warning & error messages will refer input fields by their pretty name (if any).

If you want to modify a **Mapping Configuration**, you can do so by using the **Add**  button to map a column that was not mapped before, or the **Remove**  link to remove any assignment in the list.

After you have finished modifying the **Mapping Configuration** click the **Save**  button to apply your changes.

NOTE: After you modify the Mapping Configuration make sure that all mandatory IBX Columns have been assigned a column in your input file.

If you wish to delete the **Mapping Configuration** press the **Delete**  button.

NOTE: Before deleting a Mapping Configuration, make sure that you no longer wish to upload catalog input files matching that mapping.

2.4 Abort Catalog

If **Automatic publishing** is turned off or if the catalog file contains errors, the catalog upload can be aborted.

11. Click **Work list** tab.
12. Find the catalog and check if the status is **Error** or **Awaiting publishing**.
13. Click **Abort** link in the catalog name row.
14. Confirm the action by clicking **Abort** button.

2.5 Publish Catalog

If the **Automatic publishing** is turned off and the catalog upload is successful, the catalog can be published.

1. Click **Work list** tab.
2. Find the catalog and check if the status is **Awaiting publishing**.
3. Click **Publish** link.
4. You can change **Valid from** date if required.
5. Click **Publish Catalog** button.

2.6 Catalog Details

Click a catalog name to view the details.

2.6.1 History & Status

This tab displays updated versions and old Catalog files are downloaded to check for error reports.

1. Click **Work list** or **My Catalogs** tab.
2. Find the catalog and click catalog name.

| Version | File Name | Upload | Validate | Publish/Abort | Approve/Reject | Enrich | Schedule activation | Activate | Actions |
|---------|-----------|----------------------------------|---|---|--|--------|---------------------|---|------------|
| 1 | | 2010-10-26 05:27 cw migration |  with warnings 2010-10-26 05:34 system | Published 2010-10-26 05:34 system | approved 2010-10-26 05:34 system | | | Activated 2010-10-26 05:34 system | No actions |

Figure 22: Catalog Details - History & Status

Click the file name to download old catalog files, or click **No errors** or **Error** links to view old upload reports.

Please note that only a limited number of versions are available for download.

2.6.2 Settings

Click **Settings** tab to view the buyer's settings for this catalog. The buyer settings display if the buyer approves the catalog manually or automatically.

| History & Status | Settings | Product List | Messages | Automated Upload |
|--------------------------------|--------------------------|--------------|----------|------------------|
| Catalog Name | Test_ubl | | | |
| Description | Test_ubl | | | |
| Catalog Type | Product Price | | | |
| Buyer | Lufthansa AG (Lufthansa) | | | |
| Classification standard | Vendor's standard | | | |
| Language | German | | | |
| Discriminator | 1 | | | |
| Automatic approval | Yes | | | |
| Enrichment process | No | | | |
| Automatic activation | Yes | | | |

Figure 23: Catalog Details - Settings

2.6.3 Product List

Click **Product List** to check if the buyer has activated product list validation for this catalog. If product list validation is activated, then uploading of products other than the product list is not possible. The buyer has an option to remove the additional products automatically from the catalog. The product list validation can be checked in the error report.

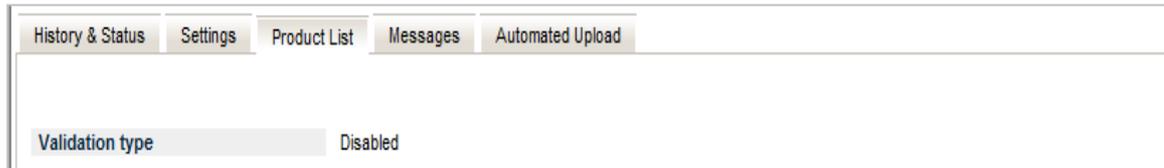


Figure 24: Catalog Details - Product List

2.6.4 Messages

Messages are created in **Messages** section. A **Message Board** is a communication medium between buyers and suppliers.



Figure 25: Catalog Details – Messages

1. Click **Create new subject** to create a subject.
2. Fill the **Subject**, select the **Receivers** type and enter the **Message**.
3. Select **Notify receivers by e-mail** checkbox to enable email notification.
4. Click **Send message** button.

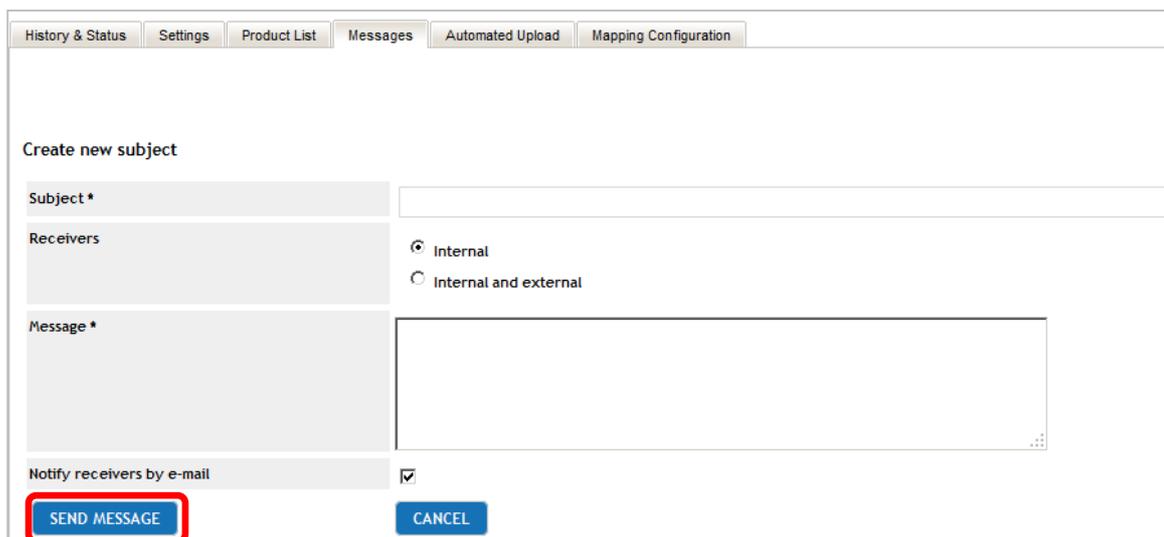


Figure 26: Catalog Details - Message Board

Click **Reply** button to reply to a message. Enter **Response** and click **Post response** button.

History & Status Settings Product List Messages Automated Upload Mapping Configuration

Reply to message

Subject Hello!

Response *

Notify receivers by e-mail

POST RESPONSE CANCEL

Figure 27: Message Board - Reply to message

- END OF DOCUMENT -