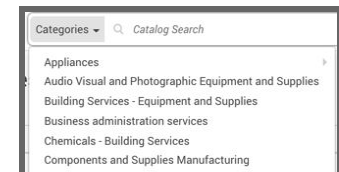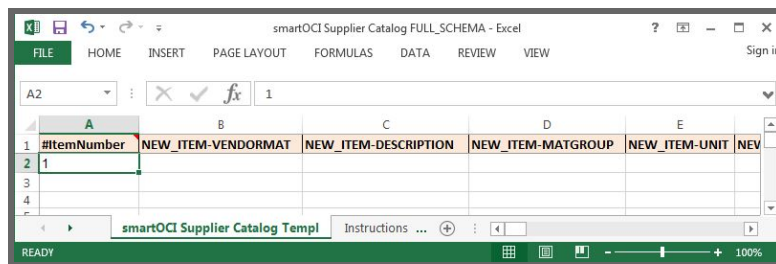# Create an Internal Catalog

STEP 1: CREATE OR UPDATE THE SUPPLIER RECORD

- See Supplier materials for details on this step

STEP 2: BUILD THE CATALOG FILE

For new Internal catalogs, download the Catalog Template

Any existing catalogs can be downloaded, updated and re-uploaded from the catalog record.

Required Fields:
Vroozi Catalog supports catalogs formatted with .XLSX (Excel) and .CSV files. The existing functionality in the column declarations in the load file remain intact, including:

- #Item Number
- NEW_ITEM-DESCRIPTION *or* NEW_ITEM-MATNR
- NEW_ITEM-VENDORMATE
- NEW_ITEM-PRICE
- NEW_ITEM-CURRENCY
- NEW_ITEM-UOM
- NEW_ITEM-MATGROUP

Dynamic Part Number Format: Required when using the *List Type* custom field. These fields allow the *Shopper* to select defined options from a drop-down menu.
Sequencing Fields: *Custom Fields* are able to be reordered in the system. Sequencing Fields allow fields to be displayed in a preferred order to Shoppers. This requires a certain syntax when declaring these *Custom Fields* in the catalog file.
Data Type Declaration: Vroozi Catalog supports four different types of Custom Fields—*Fixed*, *List*, *Input*, and *Flag*. When creating a Custom Field, one of these must be identified or "declared."
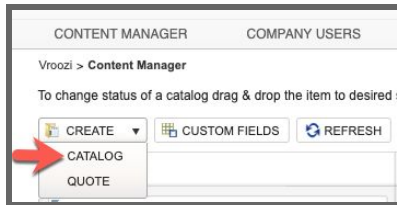
Internal Catalog Images
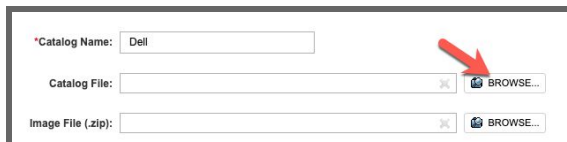
There are two ways to attach catalog item images.

1. By entering URLs in the image column of the Internal Catalog Template.
2. By entering the name of the image in the image column and uploading a .zip folder of images along with the sheet. The image names must match the names listed in the Image Column. The system then automatically picks the image from the zipped folder which is mapped against the item. Please see the screenshots below for better understanding.

STEP 3: CATALOG CONFIGURATIONS

In Content Manager select to Create Catalog

Enter the Catalog Name and load the completed Catalog file & if applicable image file from Step 2.

Supplier Company: Type in the *Supplier Company* (vendor) name in the text field.

> **Note:** Do not check the *External Catalog (Punchout Catalog)* box. This field is for punchout catalogs only.

Fixed Order Quantity: Catalog items include fixed quantity
Direct Item Update: Check to allow direct changes at the item level. If unchecked changes will require re-uploading of the catalog file with the appropriate changes.

Additional Fields:
Catalog ID: Complete *only* if your organization has ERP *Catalog ID* requirements.
Contract Number: Use this field to track contract compliance.

Catalog Start & End Dates: Specify dates and times *Shoppers* will be able to access the catalog (as long as it has been approved). Setting a start date will hold the

catalog in the *Approved* column until date specified at which time it will move to the *Live* column.

- *Administrators* can override this *Start Date* at any time by manually publishing (dragging) the catalog into the *Live* column.
- Leaving End Date field blank means that there will be no end date for this catalog to be available for *Shoppers*, as long as it is *Live*.

ADDITIONAL FIELDS	
Catalog ID:	D809890
Contract Number:	90980982
Contract Line Item:	
Catalog Start Date	06/25/2019 06:00
Catalog End Date	05/11/2020 06:00
Time Zone	(GMT -5:00) EASTERN TIME (US & CA

Note: External Catalog Definition does not apply to Internal catalogs - This section can therefore be skipped.

Content Views:

Select all the relevant *Content Views* to be associated with this catalog by checking the box next to the *Name*.

	NAME	DESCRIPTION	CREATED ON	CREATED BY	STATUS
☑	Lindenmeyr		05.12.2012	demo@vroozi.com	Active
☐	02122014-01		02.12.2014	demo@vroozi.com	Active
☐	Medical Supplies	Content View used to demo I	16.06.2015	demo@vroozi.com	Active

Approvers:

Select the individuals who will have approval rights for this catalog. Approval scenarios are based on Approval Settings configured in Company -> Settings. before it can be published Live to Shoppers.

- Only one selected *Approver* needs to *Approve* the catalog before it goes 'Live'

Click the *Create* button at the very bottom right of the page to create the new

catalog in the system. No changes will be saved until the *Create* button is clicked.

CREATE   Reset   Cancel