

# Self Service Catalog Workflows

Grab & Go for Supplier updates to catalog content. This document is intended for Supplier users who have been invited to edit their own catalogs within Vroozi Catalog.

Depending on the type of changes required, there are two paths to service your catalog(s).

#### 1. Direct Item Update

• Best for editing a handful of items.

#### 2. File Upload (CSV)

- Only option for adding new items.
- Best for the upload of a larger quantity of changes including the addition or removal of items.

### Helpful Hints

- ✓ The 'Live' Column of the *Content Management* view lists catalogs currently accessible to shoppers based on their content assignment.
- Editing a 'Live Catalog will create a new version of the catalog found in the 'Working' column.
- ✓ Editing will not disrupt shopping in the current 'Live' Catalog.
- Edits will only go live once approved and pushed to the 'Live' column by the customer organization.

Woszi > Content Manager To change status of a catalog drag & drop ti	he item to desired status	s column. To make change	s to the catalog click [] the button.		
CREATE -			Search Within Q U FILTER OPTIONS		
WORKING	APF	PROVED	LIVE		
			Office Supply Inc.		

✓ Shoppers with cart items affected by catalog changes will not be able to purchase the outdated items. They will instead be notified of the update and directed to remove the item(s) & re-added to their cart.

# EDIT A CATALOG (DIRECT ITEM UPDATE)

Update item details; pricing, approvers, groups, etc.

\*See your customer procurement team for login, password and url.

- Locate the catalog in the 'LIVE' column and select the gear icon. (shown above)
- 2. Check the box for 'Direct Item

	ear in the "Working" column.	
*Catalog Name:	Office Supply Inc	
Catalog File:	X	BROWSE
Image File (.zip):	×	BROWSE
Supplier Company:		
External Catalog		
Direct Item Update		
Fixed Order Quantity		
Do not transfer item description on checkout		



Update.' (shown on right)

- **3.** Editing a 'Live Catalog will create a new version which will be relocated to the 'Working' column.
- **4.** Updates will not disrupt shopping in current 'Live' Catalog.
- 5. Locate the 'Working' catalog and click the catalog name.
- 6. Click on a line item to open and view details.

💠 BACK	Office Supply Inc				
Z EDIT CATALOG	SUMMARY				
CREATE CUSTOM FIELD	Version Number: 2 Supplier:	Iter	n Approval Summ	nary	
CUSTOM FIELDS	Created On: 29.07.2019		Published:	11	
APPROVERS	Created By: Admin Vroozi Type: Internal Catalog		Approved:	0	
ASSIGN CONTENT VIEW	Method: Direct Upload Buyer		Rejected:	0	
ASSIGN CONTENT VIEW	Total Number of Items: 11 Status: Updated		Pending Approval:	0	
	Updated On: 12.08.2019 Updated By: Admin Vroozi		Total:	11	
	CATALOG ITEMS				
	Search Within 🔍 Č				
	DESCRIPTION	VENDOR MAT #	PRICE	MFR. PART #	STATUS
	New Alienware 13 Gaming Laptop	2615299	899.00	MULTIPLE	Published
	New Inspiron 17 5000 Seriesa€c	2609032	802.00	DA-S-SOL-1-M	Published
	Inspiron 15 5000 Series Laptop Available with Touch !	2609033	599.00	DA-S-SOL-1-J	Published
	Inspiron 11 3000 Series 2-in-1	2485229	379.99	2485229	Published

- 7. Make the appropriate change(s)
  - Changes will be validated and saved immediately.

Item Details		Saved!
	*Item Type:	Physical Product  Service
	*Short Description:	New Inspiron 17 5000 Seriesâ€∢
	*Category:	43231513
	*Currency:	US DOLLAR
	*Price:	855

## EDIT A CATALOG (FILE UPLOAD)

#### **Begin with the Catalog Template**

If you do not already have a copy of the current live catalog, the editing process should begin by downloading the current file and format. Depending on whether you want to overwrite or merge data (see step 4 for further details on this) the downloaded file will serve both purposes but the content will vary.

- From the live Catalog, select to 'Export'.
- The Export

Office Supply Inc.				
Version Number: 1	5	EDIT		
Supplier: Office Supp Created On: 19.03.20		DEACTIVATE		
Created By: Administ	×	DELETE		
Type: Internal Catalog Method: Direct Upload	<b>F</b>	EXPORT	¢	
Number of Items: 11				
Status: Published				
Active: Active				
Updated On: 23.03.20	21			
Updated By: Administ	rator	Vroozi		
Approved By: Adminis		r \/reezi		



### **Upload File(s)**

- 1. The process for a file upload begins like that of a direct item update; by locating the catalog in the 'Live' column and selecting the gear icon. (shown on page 1)
  - Editing a 'Live Catalog will create a new version in 'Workina'.
  - Updates will not disrupt shopping in current 'Live' Catalog.

*Catalog Name:	HEB_NonStore_2
Catalog File:	BROWSE
Image File (.zip):	🗶 🕼 BROWSE
Supplier Company:	

- 2. Select 'Edit.'
- 3. Upload the saved file under 'Catalog File.'
  - Select 'Browse' to upload the saved file from your device.
  - If the Images are not embedded in the image column for the template, you'll need to attach a separate image file and upload to that specific field.
- **4.** Under 'Additional' section. select:

that catalog.

• Merge & Update: \*Default Setting. Select if the file only includes new or updated items. These items ADDITIONAL FIELDS would then be merged with the current "Master List" of items for



• **Overwrite All:** Uploads the new of your new file, replaces ALL previous content, becoming your new "Master List".

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Changes to your catalog(s) will require approval by the customer organization. With this in mind, once changes have

been saved in our 'Working' catalog, the customer approvers will be notified.

CONTENT MANAGER							
Vroozi > Content Manager							
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Treate 🔻 🏙 CUSTOM FIELDS 🖸 REFRESH	Se	arch Within Q 👌 📃 FILTER OPTIONS					
	APPROVED						
Office Supply Inc.		Office Supply Inc.					
Updated							
		-					