JAGGAER

SUPPLIER DATA
QUICK REFERENCE GUIDE

JAGGAER SUPPLIER NETWORK PORTAL

Table of Contents

Introduction

The purpose of this Supplier Data Quick Reference Guide is to provide suppliers with the key activities associated with uploading their content and pricing for the first time, as well as the ongoing management of that data. This guide outlines the basic process for:
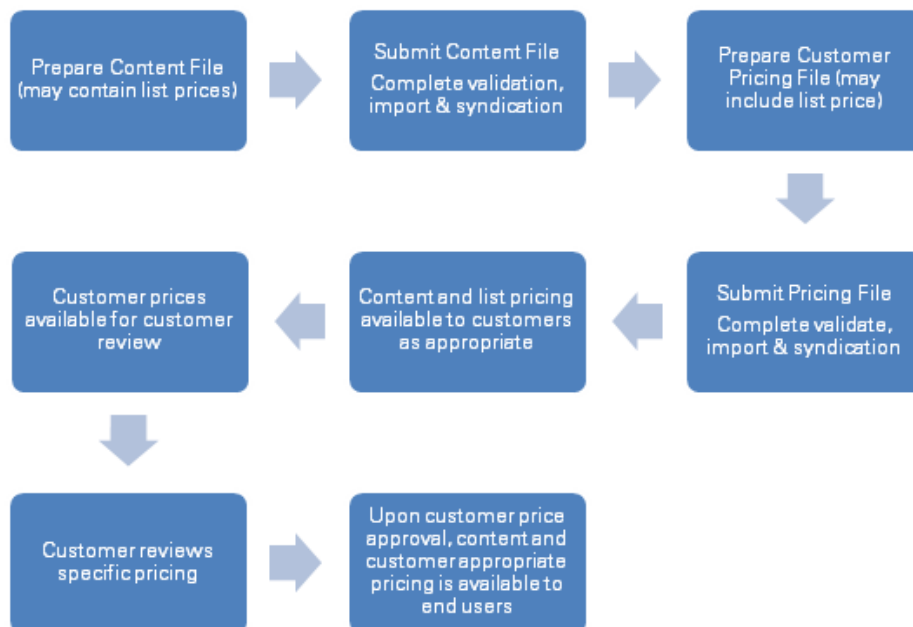
- Preparing your content file.
- Preparing your pricing file.
- Submitting your content and pricing in the Supplier Network.
- Reviewing the status of your submissions and customer price files.
- Extracting your submitted data and pricing.

As a reminder, you can access the JAGGAER Supplier Network by logging in with your registered email address and password at:

https://solutions.sciquest.com/apps/Router/SupplierLogin

The process...

The following illustrates the basic process for making your content and pricing available to customers utilizing the JAGGAER Network:

Preparing your files

In your Supplier Network portal, you will manage your catalog via the **Manage Catalogs > Hosted Catalog Items and Price** menu options. On the **Submit Hosted Content and Price Data** page, you will find helpful templates and sample data files. You must provide your content and pricing in these specific formats. Detailed information on each of the available fields is provided in the Item Categories and Attributes document in your Supplier Network Portal.

The CMT Templates

A **Catalog Management Tool (CMT)** template is provided for your use when preparing your content and pricing. Files must retain this format when submitted.

You may download the CatalogManagementTemplate.xls from your Network Portal, and refer to the separate worksheets in this file when preparing and submitting your files. Note that each spreadsheet tab must be saved as a separate .txt file for submission:

- **Content and List Price**: Refer to this spreadsheet for formatting your content file that may include USD list prices. NOTE: Only corporate list pricing (in USD currency) can be provided here. Other pricing, such as list pricing in non-USD currencies and customer specific pricing, will be loaded on the Multiple Prices sheet.
- **Multiple Prices**: Refer to this spreadsheet for formatting customer specific pricing. You may also update list prices with this file format.
- **Punchout Accessibility**: Refer to this spreadsheet for formatting requirements if your organization is configured to provide punch-out access for specific products or live prices for items utilizing proxy pricing.

Categories and UNSPSC Codes

Each of your products must have a valid Category from the JAGGAER Taxonomy. The JAGGAER Taxonomy is made up of Proprietary Categories that are meant for scientific products such as chemicals, antibodies, etc., and UNSPSC Based Categories that are meant for non-scientific products such as ink cartridges, writing pads etc.

You can refer to the JAGGAER Taxonomy on the **Categories** worksheet in the **Item Categories and Attributes** document. Note that only Categories and UNSPSC codes in this document are considered valid for submitting content.

- **To assign a proprietary category for a scientific product**, select/copy the appropriate category name and paste it into the Category column for the product in the **Content and List Price** worksheet. You must provide a Category name for scientific products, and the UNSPSC value is optional.
- **To assign a UNSPSC based category to a non-scientific product**, you can provide a valid UNSPSC code in the UNSPSC column and leave the Category column blank. The data import process will assign the appropriate Category Name based on the UNSPSC code.

- **If your catalog contains both scientific and non-scientific products**, you may want to initially prepare the catalog content by providing only UNSPSC values. When submitting the file, the data loading process will validate your submitted categories based on UNSPSC codes. Any products for which the UNSPSC codes cannot be used to determined category will be flagged with an error message. You may then identify a specific category for those products and resubmit the file.

First, prepare your content...

Use the **Content and List Price** template as your guide. Note that there are 5 required fields for loading content.

1. **Category** (or **UNSPSC** Code depending on your products).
    a. You must provide a Category if you provide scientific products. Refer to the **Item Categories and Attributes** document for the current available Categories.
    b. If you do not provide scientific products and have a standard UNSPSC code for each of your products, you may select to classify your products by providing a UNSPSC code in the UNSPSC column, instead of providing a Category. Note that the UNSPSC code has to be at least at the Class level (six of eight digits) and has to be from the current JAGGAER version.
2. **Part Number** – Enter the part number (SKU) for the product.
3. **Product Description** – up to 250 characters. The basic description of the product. This is the first description users will see in search results.
4. **Packaging UOM** – The product's Unit of Measure, such as 100/BX, 1/EA, 25/CS. I will add some text here.
5. **Corporate List (USD)** Price* – Required if you are providing list prices with your content. Enter the List Price for the product in USD currency. This is NOT your customer specific pricing.
    *NOTE: You must remove this column if you will not be providing list price or will be loading list prices with customer specific prices in a separate price file.

The remaining columns are optional fields that you may want to include now or later. Refer to the **Item Categories and Attributes** document for more detailed information on all the fields you may include.

	Category	UNSPSC	Part Number	Product Description	Packaging UOM	Corporate List(USD)	Product Size	Manufacturer Name	Manufacturer Part Number	Lead Time	Is Hazardous Material?	Health Hazards
1	Supplier ID: 999999		Supplier Name: Sample Supplier									
3	Thermostable DNA Polymerases	41106314	SQ_Sample01	Sample Description 01	EA	5		SciQuest Inc	SQ_Sample01	2		
4	Thermostable DNA Polymerases	41106314	SQ_Sample02	Sample Description 02	EA	5		SciQuest Inc	SQ_Sample02	2	Y	Toxic
5	Thermostable DNA Polymerases	41106314	SQ_Sample03	Sample Description 03	EA	5		SciQuest Inc	SQ_Sample03	6	Y	
6	Thermostable DNA Polymerases	41106314	SQ_Sample04	Sample Description 04	EA	5		SciQuest Inc	SQ_Sample04	6	Y	Corrosive|Toxic O...
7	Thermostable DNA Polymerases	41106314	SQ_Sample05	Sample Description 05	EA	5		SciQuest Inc	SQ_Sample05	2		
8	Pre-aliquoted PCR Mix	41106314	SQ_Sample06	Sample Description 06	EA	4.95	100 micro(	SciQuest Inc	SQ_Sample06	2		
9	Pre-aliquoted PCR Mix	41106314	SQ_Sample07	Sample Description 07	EA	4.95		SciQuest Inc	SQ_Sample07	2		
10	Thermostable DNA Polymerases	41106314	SQ_Sample08	Sample Description 08	EA	10		Supplier 01	Supp01_Pnumber			
11	Thermostable DNA Polymerases	41106314	SQ_Sample09	Sample Description 09	EA	12.5		Supplier 02	Supp02_Pnumber			
12	Transfection Reagents and Kits	41106502	SQ_Sample10	Sample Description 10	EA	Call for price	1mL	Supplier 03	Supp03_Pnumbe 3-5			
13	Transfection Reagents and Kits	41106502	SQ_Sample11	Sample Description 11	EA	Call for price	1mL	Supplier 03	Supp03_Pnumbe 3-5			
14	Transfection Reagents and Kits	41106502	SQ_Sample12	Sample Description 12	EA	Call for price	1.2mL	Supplier 03	Supp03_Pnumbe 3-5			
15	Fine Chemicals	12352200	SQ_Sample13	Sample Description 13	EA	Call for price	1g	Supplier 03	Supp03_Pnumbe	4		
16	Fine Chemicals	12352201	SQ_Sample14	Sample Description 14	EA	Call for price	1g	Supplier 04	Supp03_Pnumbe	5		
17	Fine Chemicals	12352202	SQ_Sample15	Sample Description 15	EA	Call for price	1g	Supplier 05	Supp03_Pnumbe	6		
18	Fine Chemicals	12352203	SQ_Sample16	Sample Description 16	EA	Call for price	1g	Supplier 06	Supp03_Pnumbe	7		

1. Submit a JAGGAER Category for scientific products. You may use Category or UNSPSC for non-scientific products. The value must be a valid value from the **Item Categories and Attributes** file.

Important Note – The Category attribute is intended to be populated using a proprietary taxonomy maintained by JAGGAER. You may have your own category for each of your products, which may be useful in categorizing to the JAGGAER requirements, but SHOULD NOT be used to populate this attribute.

2. Packaging UOM should map to the JAGGAER Standards, but content may be loaded even if the value is not standard.

3. Include only your List Prices in this file. Customer prices are submitted separately. Delete the column if you don't want to add list prices when you submit content.

4. Refer to the **Item Categories and Attributes** file for more information on the available attributes and valid values.

TIP: After you have saved your content file, you may want to keep it open for easy reference in case errors occur.

Next, prepare your pricing...

Use the **Multiple Prices** template as your guide. One row contains the **price set name** you are providing. The next row contains the currency for the pricing, usually USD. Only include the pricing for the customers you wish to update (remove any other columns). Note the columns available are:

1. **Corporate List** – This is the list price that will be available to any customers who use your list prices for purchases. This price also shows to the customer when they perform an analysis of customer specific prices you have loaded for them. You may load list prices in any currencies by indicating the appropriate currency code (USD, GBP, etc).

2. **Higher Ed List** – This is the list price that will be available to any customers who use a different list price depending on the organization status. For example, you may have a different list price structure for corporations than you do for higher education or non-profit

institutions. This price set does not apply for most suppliers, so you may remove it from the file.

3. **Customer Name** (price set) and **Currency** – Enter the customer name and currency. You may see the customer name by searching the available price sets on the **Manage Catalogs > Hosted Catalog Items and Price > Hosted Catalog Price Sets** page in the Supplier Network, or contact JAGGAER support.

Key Points

- All files must be in tab delimited or Unicode text format. **Note**: If your content contains international characters, you must save the file in Unicode text format.
- **For new products, submit your content file first**. Your content file must complete syndication so that your products are available in the database before prices can be associated.
- Do not include any symbols, commas or other special characters in the price field.
- You may enter "call for price" as the price for up to 20% of your items. For those items, you are asking the customer to call you for the price of the item, instead of displaying a fixed price.

Submitting your files...

Once your content and pricing files are formatted correctly, you can begin submitting them in your portal.

Submit your content file first

Your content file must complete syndication so that your products are available in the database before prices can be submitted.
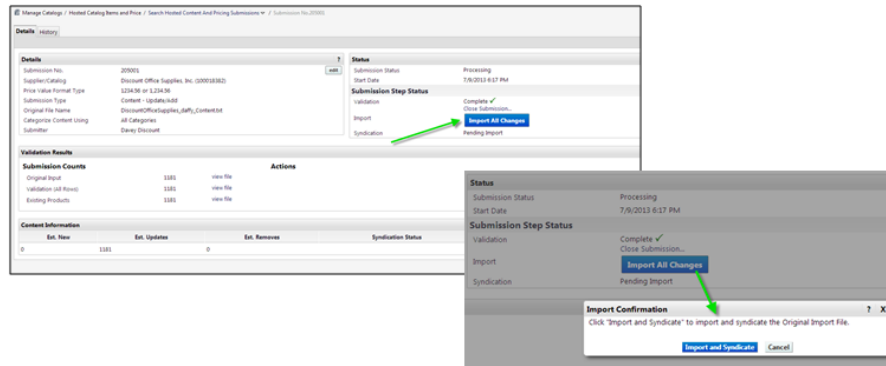
1. Navigate to **Manage Catalogs > Hosted Catalog Items and Price > Submit Hosted Content and Price Data**. You should see your Supplier/Catalog name and ID listed.

2. Select the dropdown arrow for **Submission Type** and select **Content – Update/Add**.

3. Note the option to select **Categorize Content using...**. **Best practice** is to accept the default selection of **All Categories**, but you may select the **change...** hyperlink if you would like to edit this selection. See the **Supplier Catalog Management Handbook** for details on this option.

4. Browse and select the content **File Name** that you have saved in tab delimited or Unicode text (.txt) format. File size is limited to 30mb. If your text file is larger than the limit, you can create a zip archive of the file for submission. **Note**: If your content contains international characters, you must save the file in Unicode text format. This is the file you created from the **Prepare Your Content** step.

5. You may include an optional **Description**, which is shown to customers only on pricing submissions.

6. You may include an optional **Internal Note** for submissions that will remind you of what was submitted. For example, "New Glassware products" or "Initial content load". The **Internal Note** is not viewable by customers for any type of submissions; only Portal users can view it.

7. Select the button to **Validate**. (**Note: Your file has NOT fully uploaded upon validation – please see additional steps to complete!**)
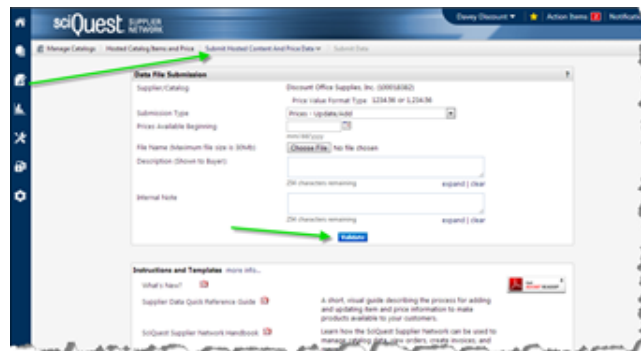

8. Once the submission has finished validation, you will see the results and options to proceed. You will also see downloads for your original input file, a file with errors/warnings (if

applicable), and a file showing all the successfully validated data that will be loaded.

9. If your submission has warnings and/or errors, you may proceed to load rows that did not have errors. Fields with warnings may or may not be uploaded, depending on the field. Products/rows containing errors cannot be processed until corrected.See the **Troubleshooting** section at the end of this document. You may also refer to the **Supplier Catalog Management Handbook** for more details on warnings and errors.

10. To proceed with the file submission, select to **Import All Changes**. You will see a popup confirmation. Select **Import and Syndicate** to proceed.

11. The page will continue to refresh, and you will see the status update when Syndication is complete.
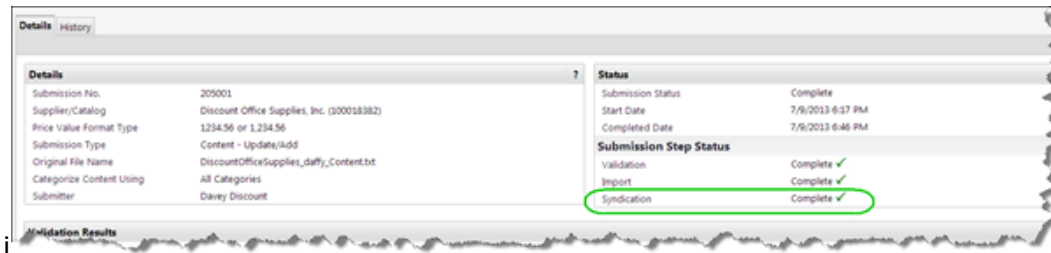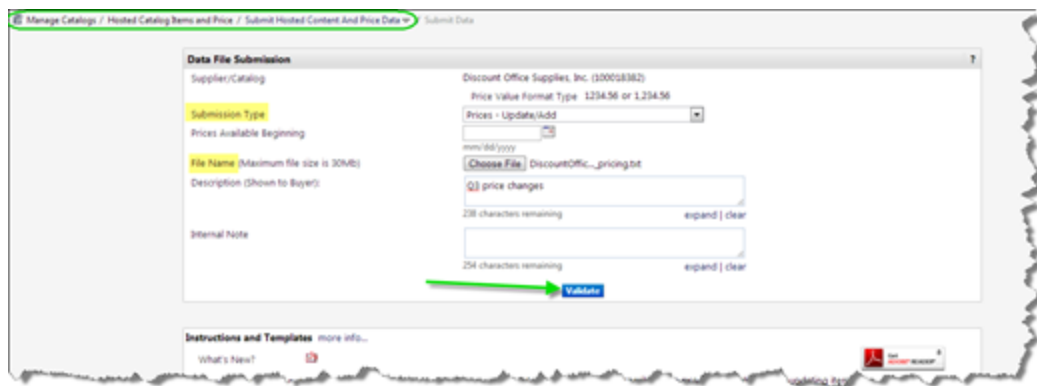

Submit your pricing file

Once your content has completed syndication, you can submit your pricing. Pricing can only be loaded for syndicated products that you have in the database. **Note**: If you are loading **specific customer pricing,** be sure you have contacted JAGGAER to apply the correct customer price set name in your file, and that the system is set up to receive your pricing for that customer.

1. Navigate to **Manage Catalogs > Hosted Catalog Items and Price > Submit Hosted Content and Price Data**. You should see your Supplier/Catalog name and ID listed.

2. Select the dropdown arrow for **Submission Type** and select **Prices – Update/Add**.

3. Note the option to select **Prices Available Beginning**. You can leave this blank unless you are loading pricing that won't be effective until some time in the future. Keep in

mind if you enter a future date:

   a. You will not have the ability to load other price files for the associated price sets that take effect before the entered date.

   b. The customer will not have the ability to make the pricing active in their system before that date.

4. Browse and select the price **File Name** that you have saved in tab delimited or Unicode text (.txt) format. You can create/submit a zip archive of the file to meet the maximum file size limit of 30Mb. **Note**: If your content contains international characters, you must save the file in Unicode text format..

5. You may enter a Description that the customer will see when they review their specific pricing, such as "Third Quarter pricing" or "Initial contract pricing load".

6. You may include an optional **Internal Note** to this submission to remind you of what was submitted. The **Internal Note** is not viewable by customers.

7. Select the button to **Validate**. **(Note: Your file has NOT fully uploaded upon validation – please see additional steps to complete!**

8. Once the submission has completed validation, you will see the results and options to proceed. You will also see downloads for your original input file, a file with errors/warnings, and a file showing all the validated data that will be loaded, per price set.

9. If your submission has warnings and/or errors, you may proceed to load rows that did not have errors. Products/rows with any errors cannot be processed until corrected.

10. To proceed with the file submission, select to **Import All Changes**. If you want to import specific price set, select to **Import Price Set Changes** for just that price set. You will see a popup confirmation. Select **Import and Syndicate** to proceed.

11. The page will continue to refresh, and you will see the status update when Syndication is complete.

12. List prices are immediately available with your content to those customers that access your products via list price. Customer prices are loaded as pending and must be reviewed/approved by the customer before they are live in the customer site.

Troubleshooting

In your Supplier Network portal, you will manage your catalog via the **Manage Catalogs > Hosted Catalog Items and Price** menu options. On the **Submit Hosted Content and Price Data** page, you will find helpful templates and sample data files. You must provide your content and pricing in these specific formats. Detailed information on each of the available fields is provided in the Item Categories and Attributes document in your Supplier Network Portal.

Submission Errors and Warnings

You can review more detailed troubleshooting information about warnings and errors in the Supplier Catalog Management Handbook.

Following is an explanation of the most common warning/error messages. Note that rows with errors cannot be loaded unless the error is resolved. Rows with warnings may be loaded. However, it is highly recommended to correct the warnings as well since the warnings often contain information about the type of hosted catalog data that is most helpful to the buyer.

- **Error [General Row Error]: Item is duplicated in file** - This row will not be processed because there is another product in the file with the same **Part Number**. The first instance of the part number is processed.
  - If it truly is a duplicate product, you don't have to do anything. You can proceed with submitting products without this error. Or, you can edit your original file and remove the duplicates, and resubmit as a new submission.
  - If you have products with the same part number but the difference is a Unit of Measure, Size, Color, etc., you will need to edit your part numbers to make each one unique. For example, Part number 12345 comes in units of 1/EA and 25/BX. One way you can make the part number unique is by using: 12345 (1/EA) and 12345 (25/BX) as the part numbers.
- **Warning [Product Size]: Value accepted but does not match expected value. Product Size value is not mapped with the system value** - The system looks for standard Product Size values. When the product size you provide does not match a standard value, you will see this warning. Note that the value you provide will be processed – the system is simply telling you it's not a standard value .
- **Warning [CAS Number] Value ignored. Value is not a valid CAS Number** – CAS numbers have a specific format. Check the value in the file and make sure it is in standard CAS format.

- **Error [Packaging UOM]: This field is required when inserting an item**–This row will not be processed because it is a new product and there is no value for the required field, Packaging UOM. You will need to correct the information for this product and resubmit the file.

- **Error [General Row Error]: Content does not exist for this part number. Please load content information for this part number prior to loading pricing.** – Content must be loaded for a part number before pricing can be associated. Do not submit a pricing file for a product until your content file containing that product has completed syndication.

- **Error [General Row Error]: Category Name is not sufficient to categorize this product. Please provide a more specific Category Name and/or UNSPSC from the CMT Reference Documentation** – Most likely, you had a UNSPSC code for the item that was associated with multiple categories as referenced in the Item Categories and Attributes document, so the system did not know which category to associate. The row will not be processed without a valid category name or UNSPSC code.

- **Error [Category]: This field is required when inserting an item** – This row will not be processed because it is a new product and there is no valid category or UNSPSC code associated. You will need to correct the information for this product and resubmit the file.

Important Points

- All submissions will stop at **Validation**. You must select to proceed with import and syndication for the information to be available to customers.

- Lines that have no errors or warnings are available in a separate file and you may proceed with import and syndication of those products. The Errors/Warnings file can be reviewed and corrected for submission at a later time.

Other features of interest...

There are a few other areas of your Portal related to your catalog submissions that may interest you. Refer to the **Supplier Network Handbook** and **Supplier Catalog Management Handbook** for details.

See the status of customer specific pricing

In the **Hosted Catalog Price Sets** page of the **Manage Catalogs>Hosted Catalog Items and Price** menu, you may search for the current price set relationships you have with customers. You can see if a customer is currently using a price set version or if they have not yet approved or rejected a price set. You can also extract a desired price set version.

Extract your content and pricing

In the **Request Hosted Content and Price Extracts** page of the **Manage Catalogs>Hosted Catalog Items and Price** menu, you can select to extract your content and/or pricing from the system. The information is extracted in the format for submissions.

Viewing current/past submissions

Use the submission search menu to view the status of any/all submissions as well as extract files associated with a submission. Navigate to the **Search Hosted Content and Pricing Submissions** page of **Manage Catalogs>Hosted Catalog Items and Price** menu and select to do a Custom Search. Remember to remove the 'owner' value if you want to see all submissions and not just your own.

Where to go for more help...

If you are having issues with formatting your file, submissions completing or other portal questions, supplier reference documents are available in the JAGGAER Supplier Network, both in the **Hosted Catalog Items and Price** pages as well as the **Online Training and Support** page. Additionally, you may reference other supplier information on the JAGGAER Supplier Network Resources Page at:

<div align="center">

http://library.sciquest.com/suppliers

</div>

If you need additional assistance, you may contact supplier support at:

<div align="center">

http://www.sciquest.com/service-support/supplier-support/

</div>

Process re-cap

1. Prepare your content file.
2. Prepare your pricing file (if you have customer specific pricing or have list pricing in non-USD currency)
3. Submit your content file.
    a. If warnings, may proceed with import and syndication.
    b. If errors, review error file. Contact support for assistance if needed.
    c. Ensure content submission has completed **syndication** before proceeding with pricing submission.
4. Submit your pricing file.
    a. If error that a customer is not recognized, ensure that you are using proper price set name. If needed, contact JAGGAER support for assistance.
    b. If error that products are not available, those rows must be removed from the file and the file resubmitted in a new submission.
    c. If no errors, proceed with import and syndication.
    d. Ensure price submission completes **syndication**.
5. For list prices, customer approval is not necessary..
6. For customer specific pricing, the price changes must be approved by the customer

Content and List Price Submission - Process Flow
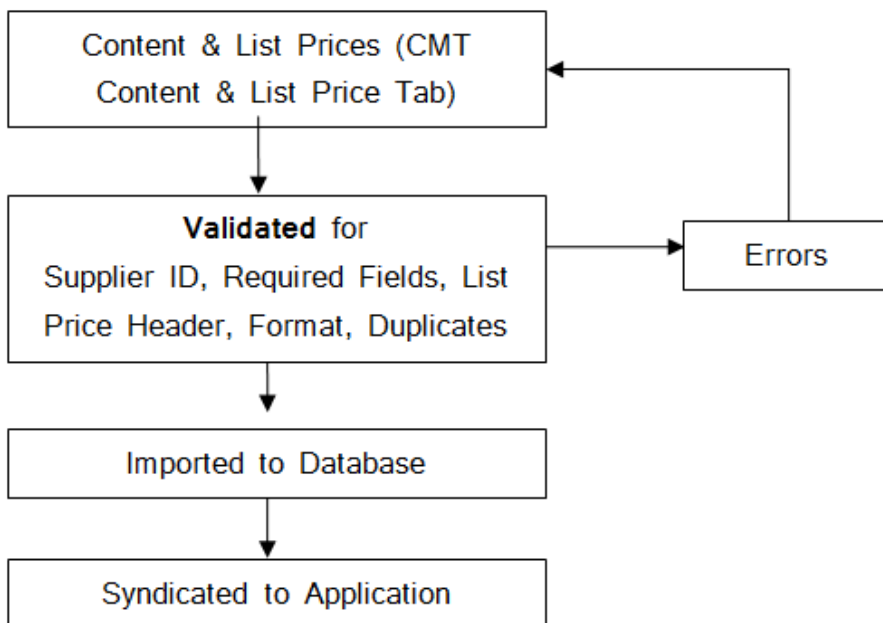
For Science Catalog suppliers, once content and list price are syndicated to the application, your products are live for those customers who have chosen to activate your catalog within their application.

Customer Specific Pricing - Process Flow

After the content is syndicated: