

## SupplierNews - August 2018

### Catalog Summary Information

Here is summary information about your hosted catalog(s). The credentials given below are for the SampleSQCustomer site which allows you to view and search products like a JAGGAER customer. [Click here](#) to log into the SampleSQCustomer site.

Supplier Information and Credentials
The "Mailing test - batch A - cat 1" catalog (SupplierID 222210) has 333 products. Last updated on 12/5/2014. (Credentials - (NotAssigned) / (NotAssigned))
The "Mailing test - batch A - cat 2" catalog (SupplierID 222211) has 4444 products. Last updated on 6/15/2014. (Credentials - sqtestuser1 / pwdone)
The "Mailing test - batch A - cat 3" catalog (SupplierID 222212) has 12345678 products. Last updated on 1/1/2005. (Credentials - sqtestuser2 / pwdtwo)

To log into your JAGGAER Portal to manage your catalog(s), [click here](#).

### IMPORTANT:

Are you aware of [changes needed for IP address / Security Certificates?](#)

## Do You Delete Old Products from Your Hosted Catalog?

Not finding a product is frustrating for a buyer. And finding one, only to discover after placing order that it is not being offered by a supplier is even more frustrating! Be sure to delete products from your hosted catalog that you no longer offer. You can use 'Content - Delete' submission to delete such products. Deleted products are placed in the 'Marked for Deletion' status and truly deleted after 60 days. While in this status, the product is not viewable by a buyer, even if a price is available.

Note that by deleting all prices, you achieve the same result - the product is not viewable to any buyer. However, in such case, the content still is retained in your hosted catalog. While there can be thousands of products in a catalog, be aware that any products without pricing are adding to the time needed to process a submission. So for old products that you no longer offer, it is a good practice to delete the products themselves and not just their pricing. Note that if you regularly use the 'Content - Replace All (Delete items not in file)'

submission type, as the submission name suggests, any existing products in your hosted catalog that are not in the incoming file are automatically deleted.

## You Need to Delete Products and not Discontinue Them

As indicated in the topic above, you need to delete old products from your hosted catalog that you no longer offer, using the two submission types that have been mentioned. What about submission types that let you 'discontinue' a product? It is meant to be used only if you want to indicate substitute for a product that you no longer offer. A product in 'Discontinue' status IS displayed in search results. However, buyer cannot place it in shopping cart. **The expectation is that along with discontinuing the product, the supplier will edit Product Description to indicate catalog number/details of substitute product.** If you do not intend to edit Product Description with information for substitute product, you should delete the product.

A product in the 'Discontinued' status is automatically placed in the 'Marked for Deletion' status and truly deleted after 60 days. The time period between the automatic transition from the 'Discontinued' status to the 'Marked for Deletion' status is 60 days by default. In the JAGGAER Supplier Portal, it can be configured by supplier to a different value, between 1 to 60 days.

## Viewing Your Products in the SampleSQCustomer Site

As indicated in the message we sent earlier about early preview of the upcoming new search results page, you can view the new layout in the SampleSQCustomer site. If you have active hosted enablement with any one of our live customers, you can load demo pricing for the SampleSQCustomer site to see products from your own hosted catalog. It is important to load demo price of 9.99\$ and NOT your actual price since the site is viewed by all of our suppliers.

Additionally, please do not load such demo prices for more than 100 products for the SampleSQCustomer price set no matter how many products you might have in your catalog. This is to ensure that search results from any one supplier do not overwhelm. This site is meant to be used by suppliers to see JAGGAER Procurement Applications from a buyer's point of view.

## Questions?

For questions about topics in this newsletter, please contact:

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