

# Supplier Submissions Quick START Guide

This Guide contains the basics for Content and Price file submissions through your sciQuest Supplier Portal.

Your Supplier Portal offers additional functionality that can help you to enhance your customers shopping experience, manage your content, promote your items and view your sales orders.

Please ask a sciQuest Support Representative or reference the documentation on your Portal for more information.



**Need Help?**

**sciQuest Customer Support:**

support@sciquest.com

-or-

1-800-233-1121 (Option #1)



VI.1 07-19-10

## I. Preparing Your Files

The most common submissions are **Content and/or Price files.**

- New or updated content is submitted via a Content File, for Content that already exists in the system
- If you have only Corporate List Pricing, your submission can be done with just one Content file.
- Special pricing for certain customers, will require a Price file as well as a Content File (if the Content does not already exist in the system).
- All files will need to be saved as “Tab Delimited” text files for submission.
- No Currency symbols (\$, € etc.) or comma’s (,) are allowed in any prices in either file.
- Both files should have your sciQuest Supplier number (in A1) and your Supplier Name (in B1).

**THE CONTENT FILE** The content file has five (5) **mandatory** Attributes: **Category, Part Number, Product Description, Packaging UOM and Corporate List (USD)** [If you are submitting a separate Price file for Special Organization Pricing or if your Corporate List Price is in a currency other than USD, you can delete the Corporate List column from the Content file and use the Price file for your Corporate List]. Although these are the only mandatory attributes, there are many others that are highly recommended to enhance your customers shopping experience and to make your items easy to find. Please reference **Appendix B2** of the latest **CMT Instructions and User Guide** which can be found in the “Instructions and Templates” section of your Supplier Portal, for more information on Content File Attributes.

| CMT 10-1_Reference_Catalog_Sample Data_Content and List Price only [Read-Only] [Compatibility Mode] |                         |                                |                    |                            |                      |                            |                |
|---|-------------------------|--------------------------------|--------------------|----------------------------|----------------------|----------------------------|----------------|
|   | A                       | B                              | C                  | D                          | E                    | F                          | G              |
| 1   | Supplier ID: 999999     | Supplier Name: Sample Supplier |                    |                            |                      |                            |                |
| 2   | <i>Category</i>         | <i>UNSPSC</i>                  | <i>Part Number</i> | <i>Product Description</i> | <i>Packaging UOM</i> | <i>Corporate List(USD)</i> | <i>Prod Si</i> |
| 3   | Thermostable DNA Polyme | 41106314                       | SQ_Sample01        | Sample Description 01      | EA                   | 5                          |                |
| 4   | Thermostable DNA Polyme | 41106314                       | SQ_Sample02        | Sample Description 02      | EA                   | 5                          |                |
| 5   | Thermostable DNA Polyme | 41106314                       | SQ_Sample03        | Sample Description 03      | EA                   | 5                          |                |
| 6   | Thermostable DNA Polyme | 41106314                       | SQ_Sample04        | Sample Description 04      | EA                   | 5                          |                |
| 7   | Thermostable DNA Polyme | 41106314                       | SQ_Sample05        | Sample Description 05      | EA                   | 5                          |                |
| 8   | Pre-aliquoted PCR Mix   | 41106314                       | SQ_Sample06        | Sample Description 06      | EA                   | 4.95                       | 100            |
| 9   | Pre-aliquoted PCR Mix   | 41106314                       | SQ_Sample07        | Sample Description 07      | EA                   | 4.95                       |                |

# I. Preparing Your Files (continued...)

## THE PRICE FILE

The Price file is used when you have special pricing for certain customers or if your Corporate List price is in a currency other than USD. The Corporate List price column can be deleted from your Content file (above) if it is submitted on your Price file. The Price file should include; Part Number, Corporate List and columns for customer pricing with the Customers sciQuest name as the heading. Any columns not used can be deleted.

|   | A                   | B                              | C            | D           | E            | F            | G              | H |
|---|---------------------|--------------------------------|--------------|-------------|--------------|--------------|----------------|---|
| 1 | Supplier ID: 999999 | Supplier Name: Sample Supplier |              |             |              |              |                |   |
| 2 | Part Number         | CorporateList                  | HigherEdList | TriangleUni | TriangleChem | TriangleTech | TrinaglePharma |   |
| 3 |                     | USD                            | USD          | USD         | USD          | USD          | GBP            |   |
| 4 | SQ_Sample01         |                                | 5            | 6.5         | 4            |              |                | 4 |
| 5 | SQ_Sample02         |                                | 5            | 6.5         | 4            |              |                | 4 |
| 6 | SQ_Sample03         |                                | 5            | 6.5         | 4            |              | 4              | 4 |
| 7 | SQ_Sample04         |                                | 5            | 6.5         | 4            |              | 4              | 4 |
| 8 | SQ_Sample05         |                                | 5            | 6.5         | 4            |              | 4              | 4 |
| 9 | SQ_Sample06         |                                | 4.95         |             |              |              |                | 4 |

## 2. Know Your Submission Type

Use this as a Reference for Step 4 ahead!

Your submission type should reflect the data that has been prepared in your Content and/or Price file. The most common submission types and their definitions are listed below, additional submission type definitions can be found in the “**File Import Guidelines**” document which can be found in the “Instructions and Templates” section of your Supplier Portal

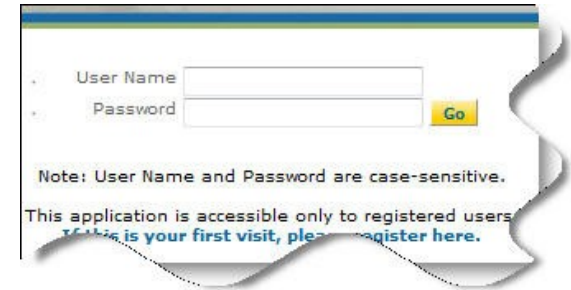
|   |   |
|---|---|
| <b>Prices - Update/Add:</b>                                   | The system will update and add pricing for part numbers in the submitted file. No action is performed for part numbers not included in the file.  |
| <b>Prices - Replace All:</b>                                  | The system will update and add pricing for part numbers in the submitted file. The system will remove pricing for part numbers in the database that are not contained in the submitted file.  |
| <b>Content - Update/Add:</b>                                  | The system will update and add content for part numbers and fields in the submitted file. No action is performed for part numbers or fields not included in the file.   |
| <b>Content - Replace All (Discontinue items not in file):</b> | The system will update and add content for part numbers and fields in the submitted file. Part numbers not included in the file will be marked as discontinued.   |
| <b>Content - Replace All (Delete items not in file):</b>      | The system will update and add content for part numbers and fields in the submitted file. Part numbers not included in the file will be marked for deletion.  |
| <b>Content - Discontinue:</b>                                 | The system will mark items in the file as Discontinued. No action is performed for part numbers not included in the file. A Discontinued status for the item means that end users with an available price for that item will see the item has been discontinued, but will not have the ability to add the item to their cart. |
| <b>Content - Delete:</b>                                      | The system will mark items in the file as Marked for Delete. No action is performed for part numbers not included in the file. A Marked for Delete status for the item means that end users will not see the item in their application.   |

### 3. Access Your Portal

Enter the following URL in your browser (No Spaces and Case Sensitive):

https://solutions.sciquest.com/apps/Router/Login?OrgName=[Your sciQuest Supplier Name]

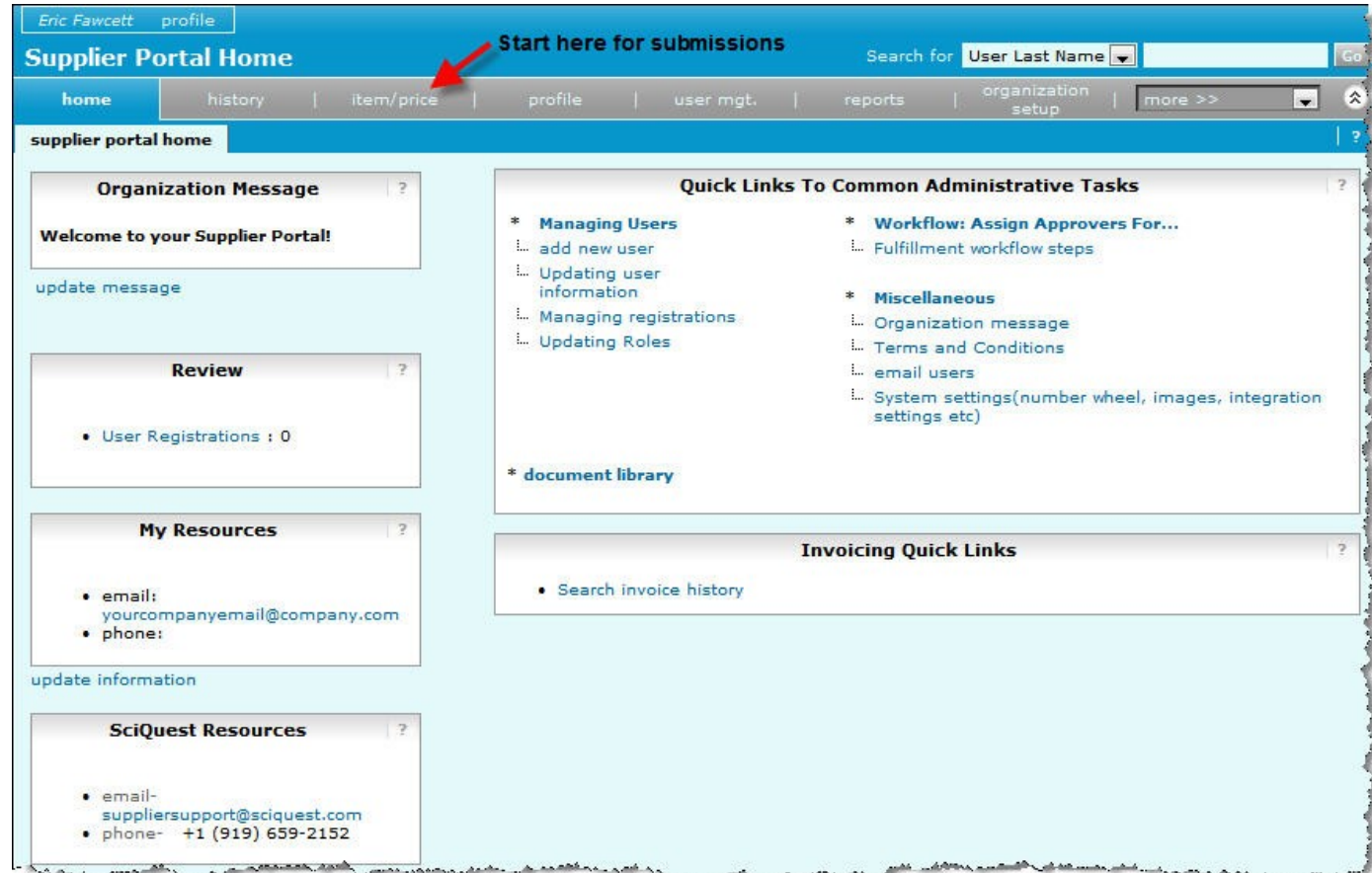
From your Portal login page, login with the User Name and Password created during your initial registration.



### 4. The Portal!

The Content and Price file submission process starts with accessing the “item/price” tab illustrated here.

But don't forget, your Supplier Portal offers additional functionality that can help you to enhance your customers shopping experience, manage your content, extract your loaded content/price (item/price -> extracts), update a single item / price, view your sales orders and even generate invoices... When you get a chance, take a minute to look around!



## 5. Item/Price Submissions

Illustrated below is the “**submit data**” screen which is accessed via the “item/price -> submit data” tabs. This is where the submission process begins. Once you have filled out the necessary fields, the first step is to “Validate” the file, if the Validation fails it is usually due to a major issue with the file headers, there will be an error displayed and the issue should be pretty easy to spot by comparing your file headers to those in Step 1.

The screenshot shows the 'Submit Data' interface with the 'item/price' tab selected. The main form is titled 'Data File Submission' and includes the following fields and options:

- Supplier/Catalog: Colding Lab Supply (Test) (12139011)
- Submission Type: Prices - Update/Add
- Prices Available Beginning: mm/dd/yyyy
- File Name (Maximum file size is 30Mb): [Browse..]
- Description (Shown to Buyer): [Note to customer here (optional)]
- Internal Note: [Note to yourself here (optional)]
- Buttons: Validate, expand, clear

Callout boxes provide the following information:

- Your Supplier Name and SciQuest number should be displayed here** (points to the Supplier/Catalog field)
- Choose your Submission type see the choices in Step 2. If doing a Content and Price submissions, remember Content first!** (points to the Submission Type dropdown)
- Go find the Content or Price file you will be loading.** (points to the File Name field)
- When everything is filled in, Click here to start the process!** (points to the Validate button)
- If the Validation fails it is typically due to an issue with the file headers. Using the error displayed, compare your file headers to those shown in Step 1** (points to the Validate button)
- Helpful Hint!** Place your cursor on any of these descriptions for pop-up help! (points to the Description field)
- This will field depends on whether you are doing a Content or Price Submission.** For Content this will be “Categorize Content Using...” and most of the time you can leave it alone. For Prices, enter the available beginning date, no back-dating allowed. (points to the Prices Available Beginning field)
- Lots of good detailed documentation here... User Guides, Templates, Content and Price file examples. Don't forget the .zip files over to the left, they have everything you want to know but were afraid to ask!** (points to the Instructions and Templates section)

**Instructions and Templates** more info...

- Catalog Management Tool (CMT): download zip...
- Submission Import Guide: download pdf...
- CMT Reference: download zip...
- Price File Import Guide: download pdf...
- Proxy Catalog Accessibility File Import Guide: download pdf...

## 5. Validate, Import, Syndicate and done!

Illustrated below is the “**submission details**” screen which is displayed after submitting data (also accessed via the “item/price -> search submissions” tabs). This screen will display the details of your submission, provide errors/warnings (if any) and provide the opportunity to; Import/syndicate the entire file (no errors), Close/cancel the submission (to correct errors and re-submit) or Import/syndicate the partial data that had no errors.

**Submission No. 744970**

Eric Fawcett profile

Search for User Last Name [ ] Go

home | history | **item/price** | profile | user mgt. | reports | organization setup | more >>

dashboard | **search submissions** | submit data | items | price sets | extracts | configuration | uom setup | attribute search

**Details** | History

**Details**

Submission No: 744970 [edit...]  
 Supplier/Catalog: Colding Lab Supply (Test) (12139011)  
 Submission Type: Content - Update/Add  
 Description: New 2010 Content  
 Internal Name: 2010 Content Template - Colding\_2010\_Cont.txt  
 Category: [ ]  
 Using: [ ]  
 Submitted: [ ]  
 Created: [ ]

**Status**

Submission Status: Processing  
 Start Date: 6/18/2010 2:12 PM  
 Submission Step Status:  
 Validation: Complete  
 Close Submission...  
 Import: Not Planned  
 Import Original File...  
 Syndication: Not Planned

**Errors BAD! Warnings okay, but... warnings indicate some non-essential data will not be loaded, you may want to check the warning file to see if it's something you care about. - Click this link to review the Errors and Warnings**

**Details about your Submission.**

**This link will not exist if your file has errors.**

**Want to Start all over? Click here to close this submission forever.**

**The Final Step! Click this link to import the Validated file and Syndicate it (submit it to the database).**

**If your file had Errors: You can close the submission, correct the errors and resubmit – or– there may be “Import...” links here that will let you Import & Syndicate the data that had no errors. Not sure what to do? Call or email us!**

**Use these links to download, open/ save these validation related files.**

**Import...**

**Validation Results**

| Type                  | Rows | File                                    |
|-----------------------|------|---|
| Original Input        | 104  | CMT_12139011_20100618.txt (20k)         |
| Validation (All Rows) | 104  | ColdingValidation744970.zip (4k)        |
| Errors/Warnings       | 0/29 | ColdingErrorsAndWarnings744970.zip (2k) |
| Existing Products     | 104  | ColdingExistingProducts744970.zip (3k)  |

**Content Information**

| Est. New | Est. Updates | Est. Removes | Syndication Status | Syndication Status Date |
|----------|--------------|--------------|--------------------|-------------------------|
| 0        | 104          | 0            | [ ]                |                         |

**A Snapshot of the data changes that will take place with your new submission.**