



## Catalog Guide for Supplier



**Buying Channels**

**Creating the Static Catalog**

**Contact**



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# Buying Channel Contracts

## Use Cases for „Release Contracts“ and „none Release Contracts“ in eProcure

### Release Contracts

To be used for all frame agreements with varying quantities and values

- Pre Conditions
  - Contract Approval in Contract Workspace
  - Requires Call off orders
  - Approval process for each call off order
  - Booking of GRs and SES
  - PR > PO Process flow
  - Pricing Conditions from Vendor Master Data

### none Release Contracts

To be used only for recurring fees

- Pre Conditions
  - Additional tentative costs/charges allowed (Car-Leasing; Tires, Inspection,...)
  - One Cost Center
  - One Supplier
  - Fixed Cost Center / Cost Center split
  - No price changes during contract duration
  - Same approval process as shopping carts based on total value of the contract
  - No booking of GRs, No SES
  - Pricing Conditions can differentiate from Vendor Master Data
  - Only Blanket Purchase Order Allowed

# Buying Channels

## Catalog Types

### Punch Out Catalog

- ☐ Directly hosted by the supplier. Allows end users to go directly to supplier's website to search for items
- ☐ The supplier is controlling and maintaining the content of their catalog, according to their contract with DB Schenker
- ☐ Configuration of Punch Out Catalogs is more complex.
- ☐ Things to take into consideration from the supplier side for this channel:
  - ☐ **expertise in Punch Out configuration**
- ☐ Things to take into consideration from the buyer side for this channel:
  - ☐ **volume of spend, catalog size (count of items)**
  - ☐ **control check on content/pricing**
  - ☐ **supplier relationship**

### Process:

Requester punches out to supplier website, selects products and is redirected back to SAP Ariba, where PR is created and approved to release a purchase order

- ☐ Control: Less control of the items and prices. Supplier can change anytime this information without notification
- ☐ Less effort for supplier to enable website link through his Ariba Account
- ☐ Higher effort on the buyer side to ensure negotiated prices, restricted items and availability of products



# Buying Channels

## Catalog Types

### Static Catalog

- ❑ A static catalog (Content of this Guideline) is maintained and uploaded on Ariba Network by the supplier.
- ❑ The catalogue contains the products or services supplier offers and the prices with many configuration possibilities
- ❑ A supplier can upload for different categories as many catalogues as needed/requested
- ❑ Catalogues can be uploaded in different formats, e.g. CIF, CXML, BMECAT or EXCEL (recommended)
- ❑ DB Schenker's users can search and access supplier catalog from our system

### Process:

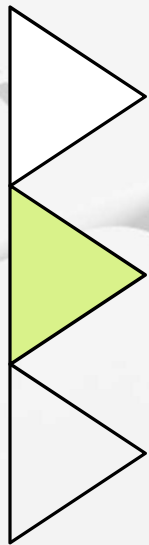
Catalog uploads (including updates and changes) are managed by the supplier

- ❑ Approval of the catalogues controlled by DB Schenker via standardized approval and rejection process
- ❑ Visibility of the different Catalogues from same supplier can be controlled via catalogue constraints independently
- ❑ A static catalog allows a better comparison between the old and the new version of the catalog
- ❑ All effort on supplier side to ensure and complete our high quality requirements for catalogues
- ❑ Limited effort on the buyer side to control availability of products, restricted items and negotiated prices

**Buying Channels**

**Creating the Static Catalog**

**Contact**



# General Info about the Catalogue Guide

This guideline offers a description for static catalog creation based on the Schenker recommended Excel Catalog Template.

## Required

Explicit Classification Code of the item to specify commodity group.

Sub-fields Domain and Value are required.

A	B	C	D	E	F	G	H
Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes-1	
						Domain	Value
AN0001000100	2772882	sample article 1 - long description - Colors - (visible in detail view)	145.10	EA	sample article - Short name appears in search results	UNSPSC	43191504
AN0001000100	2772967	sample article 2 - long description - Clothing_Size (visible in detail view)	22.58	EA	sample article - Short name appears in search results	UNSPSC	55101509
AN0001000100	2772276	sample article 3 - long description - Shirt_Size - (visible in detail view)	20.53	EA	sample article - Short name appears in search results	UNSPSC	44121704
AN0001000100	2772981-ABC	sample article 4 - long description -Trousers_Size (visible in detail view)	13.55	BX	sample article - Short name appears in search results	UNSPSC	44122011
AN0001000100	2772985	sample article 5 - long description - Shoes_EU (visible in detail view)	14.80	EA	sample article - Short name appears in search results	UNSPSC	44121615
AN0001000100	3000-992	sample article 6 - long description -Shoes_US (visible in detail view)	10.20	EA	sample article - Short name appears in search results	UNSPSC	44122003

- ☐ The template is filled with six test items to clarify how the fields must be filled.
- ☐ Please delete them before starting the catalog creation.
- ☐ When uploading the catalog, please use the following the naming convention:
- ☐ Sometimes it is helpful to have the test catalog opened next to the created catalog for ensuring the correct input.



# Using the Excel Template

The Excel Template consists of two Sheets:

1. The sheet “**Header**” is pre-filled in and can be changed individually

CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	EUR
COMMENTS:	Any comments can go here.

Only for large catalogs that cannot be uploaded completely but incrementally (relevant for catalogs with more than 100.000 items), the LOADMODE must be switched from F (full) to I (incremental).

The currency abbreviation entails three alphabetic codes.  
E.g. USD for US-Dollar

2. In the sheet „**items**“ the catalog items are defined.  
Every line in this sheet represents one item. In the rows, the attributes are defined. The first 8 rows (A-H) are mandatory fields (blue) and must be filled to ensure a successful catalog upload. Next to these mandatory fields there are optional but desired (green) and optional (grey) fields. Especially the green fields should be filled for an optimal display of the items.

The template's Field Headings are color coded:

**Blue - Required** (There must be data populated. These columns from template should not be deleted.)

**Green - Optional, but desired** (These fields do not have to be populated, but the customer would like to have this information available.) *Note: These columns, if not used, can be deleted.*

**Grey - Optional** (No data is required.) *Note: These columns, if not used, can be deleted.*

Colour	Meaning
Blue	Mandatory field
Green	Optional but desired
Grey	Optional

# Using the Excel Template

Before starting the upload in the Ariba Network, every cell in the sheets “Header” and “Items” must be formatted as text. During the upload a Catalog Subscription name is determined.

CHARSET	UTF-8
LOADMODE:	F
SUPPLIERID_DOMAIN:	NetworkID
UNUOM:	TRUE
CURRENCY:	EUR
COMMENTS:	Any comments can go here.

Header Section

- ❑ **COMMENTS** -Optional  
Field is available to put any text description of file or other comments
- ❑ **DATA**  
First line before product lines begin (line 12)
- ❑ **ENDOFDATA**  
Last line of template  
Must always appear after last product line

FIELDNAMES:	Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name
DATA						
	AN0001000100	2772882	sample article 1 - long description - Colors - (visible in detail view)	145.10	EA	sample article - Short name appears in search results
	AN0001000100	2772967	sample article 2 - long description - Clothing_Size (visible in detail view)	22.58	EA	sample article - Short name appears in search results
	AN0001000100	2772276	sample article 3 - long description - Shirt_Size - (visible in detail view)	20.53	EA	sample article - Short name appears in search results
	AN0001000100	2772981-ABC	sample article 4 - long description -Trousers_Size (visible in detail view)	13.55	BX	sample article - Short name appears in search results
	AN0001000100	2772985	sample article 5 - long description - Shoes_EU (visible in detail view)	14.80	EA	sample article - Short name appears in search results
	AN0001000100	3000-992	sample article 6 - long description -Shoes_US (visible in detail view)	10.20	EA	sample article - Short name appears in search results
ENDOFDATA						

Data Section

# Description of Mandatory Fields

FIELD NAME	REQUIRED/OPTIONAL, but Desired	Data Type	LENGTH
Supplier ID	Required	String	255
Supplier Part ID	Required	String	255
Item Description	Required	String	2000 bytes
Unit Price	Required	Decimal	
Unit of Measure	Required	String	32
Short Name	Required	String	80
Classification Codes-1	Required	String	
Image-3	Required	String	255
Manufacturer Part ID	Optional, but desired	String	255
Manufacturer Name	Optional, but desired	String	255
Supplier URL	Optional, but desired	String	255
Manufacturer URL	Optional, but desired	String	255
Lead Time	Required	Integer	
Market Price	Optional, but desired	Decimal	
Supplier Part Auxiliary ID	Optional, but desired	String	255
Language	Required	String	255
Currency	Required	String	32
Expiration Date	Optional	Date	
Effective Date	Optional	Date	
PunchOut Enabled	Optional	Boolean	
PunchoutLevel	Optional	Boolean	
Territory Available	Optional	String	255
Price Unit Quantity	Optional	String	
Price Unit	Optional	String	
Unit Conversion	Optional	String	

FIELD NAME	REQUIRED/OPTIONAL, but Desired	Data Type	LENGTH
Price Unit Quantity Description	Optional	String	
Parametric Name	Optional	String	128
Parametric Data	Optional	String	128
Attachments-1	Optional		
PriceConfiguration-1	Optional		
RelatedItems-1	Optional, but desired		
Keywords	Optional		
hazardousmaterials	Optional	Boolean	
DBGreen	Optional	Boolean	
EAN	Optional	String	
Item Spec	Optional	String	6000
Content Unit	Optional	String	32
Packing Quantity	Optional	Integer	
MinimumQuantity	Optional	Integer	
QuantityInterval	Optional	Integer	
Dynamic Functions	Optional	Boolean	
InKitOnly	Optional	Boolean	
IsPartial	Optional	Boolean	
Delete	Optional	Boolean	
Promotion Rank	Optional	Integer	
IsPreferredItem	Optional	Integer	
hazardousmaterials	Optional	Boolean	
green	Optional	Boolean	
isInternalPartID	Optional	Boolean	
DefaultRelevance	Optional		1-1000

# Populate Template



## Supplier ID

For every item please enter the Ariba Network ID (starts with AN) which you received at registration or ACM (Ariba Contract Management). ACM Numbers are used for INTERNAL STATIC CATALOGS (using BUYERSYSTEM) You can request it at SAP Ariba or from your local procurement contact person.  
For a test catalog add “-t” to the Ariba Network ID.

**Example:** AN09067477712 (or AN09067477712-t for test) or acm\_6044977

Supplier ID
DATA
AN0001000100
AN0001000100
AN0001000100
AN0001000100
AN0001000100
AN0001000100
ENDOFDATA

A	B
Supplier ID	Supplier Part ID
acm_6044977	0010078495-01154487
acm_6044977	0006818840-00000001
acm_6044977	0002450214-00000001
acm_6044977	0006486278-00000001
acm_6044977	0009157220-00000001
acm_6044977	0009157221-00000001
acm_6044977	0009157223-00000001
acm_6044977	0009235880-01139944
acm_6044977	0009235881-01139944
acm_6044977	0009235882-01139944
acm_6044977	0009399126-01149725
acm_6044977	0007963280-00000001
acm_6044977	0008875846-01141169
acm_6044977	0009030881-01139944

*\*In the following screenshots, it was used as example, a live catalog in eProcure from Supplier Insight Technology*



# Populate Template



## Supplier Part ID

Please enter the Supplier Part ID in row B. ID's cannot be used twice.  
**Example:** DB123456.S, 999939, ABC345, 0009030881-01139944



Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon

Supplier: [Insight Technology Solutions GmbH](#)

€9.46 EUR / Piece

\*Pricing Information

Supplier Part #: 0009030881-01139944

Manufacturer: Samsung

Manufacturer Part #: EF-AA705CBEGWW

Available in: 5 Day(s)

Qty: 1

Add to Cart

Add to Favorites

	A	B
Supplier ID	Supplier Part ID	
acm_6044977	0010078495-01154487	
acm_6044977	0006818840-00000001	
acm_6044977	0002450214-00000001	
acm_6044977	0006486278-00000001	
acm_6044977	0009157220-00000001	
acm_6044977	0009157221-00000001	
acm_6044977	0009157223-00000001	
acm_6044977	0009235880-01139944	
acm_6044977	0009235881-01139944	
acm_6044977	0009235882-01139944	
acm_6044977	0009399126-01149725	
acm_6044977	0007963280-00000001	
acm_6044977	0008875846-01141169	
acm_6044977	0009030881-01139944	



# Populate Template



## Item Description

The item description is the explicit description of the item which is visible in the detail view and precisely portrays all characteristics that are relevant for the purchasing decision. To improve the clarity and readability of the item description, the information should be structured wisely and the layout with HTML-word wrap (“<br>”). Business information such as logistical information like pricing, lead time or minimum order quantity etc. do not belong here and should be transmitted via BMEcat-structures.

Descriptions should be organized as following: proper name (the Noun) and a list of key attributes (characteristics and their values). The results on searching on eProcure are based on keywords used for short and long description.

**Example:** sample article 2 - long description - Clothing Size

C	
Item Description	
Nokia 6.2 - Android One - Smartphone - Dual-SIM - 4G LTE - 64 GB - microSDXC slot - GSM - 6.3Ä“ - PureDisplay - RAM 4 GB (8 MP Vorderkamera) - Triple-Kamera - Android - Keramik-Schwarz Eines fÄ“r Alles - mit dem Nokia 6.2. Sieh dir mit PureDisplay Videos in HDR an. DIGITUS - USB-Kabel - USB (M) bis Micro-USB Typ B (M) - USB 2.0 - 1.8 m - geformt - Schwarz Zum Anschluss externer USB EndgerÄ“te (mit micro B Buchse, z. B. MP3-Spieler, Handy oder externes FestplattengehÄ“use) an den USB Host (z. B. PC, Notebook oder USB Hub). <del>Nokia 4.2 - Android One - Smartphone - Dual-SIM - 4G LTE - 32 GB - microSDXC slot - GSM - 5.71Ä“ - 1520 x 720 Pixel (270 ppi (Pixel pro Zoll)) - TFT - RAM 3 GB (8 MP Vorderkamera) - 2 x RÄ“ckkamera - Android - Schwarz Mit dem Google Assistant Button geht alles schn</del> Samsung Gradation Cover EF-AA705 - Hintere Abdeckung fÄ“r Mobiltelefon - Schwarz - fÄ“r Galaxy A70 Die superdÄ“nne und federleichte HÄ“lle bietet guten Halt und ist stabil genug, um Ihr Smartphone vor geringen SchÄ“den und Kratzern zu schÄ“tzen. Samsung Gra	

■ Correct



Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon

Supplier: Insight Technology Solutions GmbH

Supplier Part #: 0009030881-01139944

Available in: 5 Day(s)

Filter Name:

Samsung Gradation Cover EF-AA705 - Hintere Abdeckung für Mobiltelefon - Schwarz - für Galaxy A70 Die superdünne und federleichte Hülle bietet guten Halt und ist stabil genug, um Ihr Smartphone vor geringen Schäden und Kratzern zu schützen. Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon

■ Incorrect

Pile 9V Lithium DEFIBTECH

Supplier: DEFIBFRANCE  
Supplier Part #: DAC-410  
Available in: 2 Day(s)

Product Description

Pile 9V Lithium DEFIBTECH

Product Specifications



# Populate Template



## Unit Price

This field is for the unit price of the item. Please use “.” instead of “,”.

**Example:** 23.34; 933.34; 12.33; 9.46

Supplier: [Insight Technology Solutions GmbH](#)  
Supplier Part #: 0009030881-01139944  
Manufacturer: Samsung  
Manufacturer Part #: EF-AA705CBEGWW  
Available in: 5 Day(s)

Qty: 1 [Add to Cart](#)  
[Add to Favorites](#)

**€9.46 EUR / Piece**  
\*Pricing Information

Product Description

Samsung Gradation Cover EF-AA705 - Hintere Abdeckung für Mobiltelefon - Schwarz - für Galaxy A70 Die superdünne und federleichte Hülle bietet guten Halt und ist stabil genug, um Ihr Smartphone vor geringen Schäden und Kratzern zu schützen. Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon

Product Specifications

Price:	€9.46 EUR
Supplier:	<a href="#">Insight Technology Solutions GmbH</a>
Supplier Part #:	0009030881-01139944
Manufacturer:	Samsung
Manufacturer Part #:	EF-AA705CBEGWW
Available in:	5 Day(s)
Top Seller:	<input type="checkbox"/>

Pricing and Quantity Terms

Pricing Terms	
Quantity	Price
1 or More	€9.46 EUR / Piece

D	E	AB
Unit Price	Unit of Measure	Currency
271.85	PCE	EUR
19.95	PCE	EUR
15.95	PCE	EUR
342.95	PCE	EUR
7.95	PCE	EUR
8.95	PCE	EUR
17.95	PCE	EUR
7.76	PCE	EUR
6.35	PCE	EUR
7.76	PCE	EUR
194.5	PCE	EUR
1.56	PCE	EUR
156.95	PCE	EUR
9.46	PCE	EUR



# Populate Template



## Unit Of Measure

Please enter a unit of measure. You will find the description in the below table.

Count	UN_UOM	Name_de	Name_en
1	4G	Mikroliter	MICROLITER
2	4H	Mikrometer	MICROMETER
3	BE	Bund	BUNDLE
4	BG	Beutel	BAG
5	BJ	Eimer	BUCKET
6	BLL	Fass	BARREL
7	BO	Flasche	BOTTLE
8	BX	Box	BOX
9	C62	Stück	UNIT
10	CA	Dose	CAN
11	CLT	Zentiliter	CENTILITER
12	CMQ	Kubikzentimeter	CUBIC CENTIMETER
13	CMT	Zentimeter	CENTIMETER
14	CR	Kiste	CRATE
15	CS	Kasten	CASE
16	CT	Karton	CARTON

Count	UN_UOM	Name_de	Name_en
17	DAY	Tag	DAYS
18	DD	Grad	DEGREE
19	DMK	Quadratdezimeter	SQUARE DECIMETER
20	DMQ	Kubikdezimeter	CUBIC DECIMETER
21	DMT	Dezimeter	DECIMETER
22	DR	Trommel	DRUM
23	DZN	Dutzend	DOZEN
24	FOT	Fuss	FOOT
25	FTQ	Kubikfuß	CUBIC FEET
26	GLL	US-Gallone	GALLON
27	GRM	Gramm	GRAM
28	GRO	Gross	GROSS
29	HLT	Hektoliter	HECTOLITER
30	HUR	Stunde	HOURS
31	INH	Zoll	INCH
32	INQ	Kubikzoll	CUBIC INCHES
33	JOU	Joule	JOULES

Count	UN_UOM	Name_de	Name_en
34	KGM	Kilogramm	KILOGRAM
35	KMT	Kilometer	KILOMETERS
36	KWH	Kilowattstunde	KILOWATT HOUR
37	LBR	Pfund	POUND
38	LS	Pauschale	LUMP SUM
39	LTR	Liter	LITER
40	MGM	Milligramm	MILLIGRAM
41	MIN	Minute	MINUTES
42	MLT	Milliliter	MILLILITER
43	MMT	Millimeter	MILLIMETER
44	MTK	Quadratmeter	SQUARE METER
45	MTQ	Kubikmeter	CUBIC METER
46	MTR	Meter	METER
47	MWH	Megawattstunde	THOUSAND KILOWATT H
48	OZA	Fluid Ounce US	FLUID OUNCE
49	PA	Paket	PACKET

Count	UN_UOM	Name_de	Name_en
50	PF	Palette	PALLET (LIFT)
51	PK	Packung	PACKAGE
52	PR	Paar	PAIR
53	PT	Pint, U.S. liquid	PINT
54	QT	Quart, U.S. liquid	QUART
55	RO	Rolle	ROLL
56	SA	Sack	SACK
57	SET	Satz	SET
58	SMI	Meile	STATUTE MILE
59	ST	Blatt	SHEET
60	STN	US-Tonne	NET TON (2,000 LB).
61	TNE	Tonne	METRIC TON
62	TU	Tube	TUBE
63	WEE	Woche	WEEK
64	YDQ	Kubik Yard	CUBIC YARD
65	YRD	Yard	YARD
66	ZZ	Leistungseinheit	MUTUALLY DEFINED



# Populate Template



## Short Name

The short name of the item should be an explicit description or the name of the item. Unusual abbreviations that are not used in common language should be avoided. If there are more than one comparable item, they should be differentiated by the short name, for example by adding colors or other specific qualities. The short name should start with the item description followed by the specified characteristics, e.g. “USB-Stick Micro, 8GB, USB 2.0, silver”. Upper and lower case should be considered. The results on searching on eProcure are based on keywords used for short and long description.

**Example:** Samsung LED TV, white, 55 inches, Fujitsu Monitor

[Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon](#)

Supplier: Insight Technology Solutions GmbH

Supplier Part #: 0009030881-01139944

Available in: 5 Day(s)

Filter Name:

F	G	H	I	J
<b>Short Name</b>				
Samsung Galaxy A50 - Enterprise Edition - Schwarz - 4G - 128 GB - GSM - Smartph				
DIGITUS USB 2.0 Anschlusskabel Typ A - micro B St/St 1.8m USB 2.0 konform sw				
Nokia 4.2 - Android One - Schwarz - 4G - 32 GB - GSM - Smartphone				
Samsung Gradation Cover EF-AA705 - hintere Abdeckung für Mobiltelefon				

**Required**  
Short title for the item.  
Do not use duplicate information in Short Name and Item Description. Instead, use Short Name to name the product, and Item Description to describe product details. Having several similar items, they should be differentiable in the Short Name. Do not use abbreviations that are unknown in common usage.  
Type: String  
Length: 80 characters

# Populate Template



## Classification Code/Domain & Value/UNSPSC

Please enter „UNSPSC“ in every line in row G (Domain).

- ☐ In row H (Value) the commodity group of the item is codified according to UNSPSC
- ☐ For further information please visit <https://www.unspsc.org/>
- ☐ **The reference which should be used is the version 15.03**
- ☐ Level 4 UNSPSC codes should be used, without 00 at the end.

**Example:** UNSPSC; 43211501

	Supplier Id	Supplier Part Id	Item	Unit of Measure	Contract Price	Classification Code	Additional Part IDs	Notes
1	ACM_6044977	0010078495-01154487	Galaxy A50 -	PCE	{\"amount\":271.85,\"currency\": {\"domain\":\"UNSPSC\",\"value\"			
2	ACM_6044977	0007963280-00000001						
3	ACM_6044977	0009235881-01139944						
4	ACM_6044977	0009235880-01139944						
5	ACM_6044977	0002450214-00000001						
6	ACM_6044977	0009399128-01149725						
7	ACM_6044977	0008875846-01141169						

Classification Code

Ensures that a correct Classification Code Domain is given within a catalog

domain: UNSPSC value: 43191501

OK Cancel

G	H	I	J
Classification Codes-1		Required	
UNSPSC	43191501	Explicit Classification Code of the item to specify commodity group.	
UNSPSC	43191600	Sub-fields Domain and Value are required.	
UNSPSC	43211600		
UNSPSC	43191501		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191600		
UNSPSC	43191501		
UNSPSC	26121609		
UNSPSC	43191501		
UNSPSC	26111701		
	DE		
	DE		
	DE		



# Populate Template



## Image-1/Thumbnail Normal Detailed

K	L	M
Image-1		
<a href="https://s.nsit.com/item/0010078495_mn.jpg">https://s.nsit.com/item/0010078495_mn.jpg</a>	<a href="https://s.nsit.com/item/0010078495_mn.jpg">https://s.nsit.com/item/0010078495_mn.jpg</a>	<a href="https://s.nsit.com/item/0010078495_mn.jpg">https://s.nsit.com/item/0010078495_mn.jpg</a>
<a href="https://s.nsit.com/item/0006818840_mn.jpg">https://s.nsit.com/item/0006818840_mn.jpg</a>	<a href="https://s.nsit.com/item/0006818840_mn.jpg">https://s.nsit.com/item/0006818840_mn.jpg</a>	<a href="https://s.nsit.com/item/0006818840_mn.jpg">https://s.nsit.com/item/0006818840_mn.jpg</a>
<a href="https://s.nsit.com/item/0002450214_mn.jpg">https://s.nsit.com/item/0002450214_mn.jpg</a>	<a href="https://s.nsit.com/item/0002450214_mn.jpg">https://s.nsit.com/item/0002450214_mn.jpg</a>	<a href="https://s.nsit.com/item/0002450214_mn.jpg">https://s.nsit.com/item/0002450214_mn.jpg</a>
<a href="https://s.nsit.com/item/0006486278_mn.jpg">https://s.nsit.com/item/0006486278_mn.jpg</a>	<a href="https://s.nsit.com/item/0006486278_mn.jpg">https://s.nsit.com/item/0006486278_mn.jpg</a>	<a href="https://s.nsit.com/item/0006486278_mn.jpg">https://s.nsit.com/item/0006486278_mn.jpg</a>
<a href="https://s.nsit.com/item/0009157220_mn.jpg">https://s.nsit.com/item/0009157220_mn.jpg</a>	<a href="https://s.nsit.com/item/0009157220_mn.jpg">https://s.nsit.com/item/0009157220_mn.jpg</a>	<a href="https://s.nsit.com/item/0009157220_mn.jpg">https://s.nsit.com/item/0009157220_mn.jpg</a>
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on Cover EF-AA705 -

Insight Technology Solutions GmbH

# 0009030881-01139944

Samsung


# EF-AA705CBEGWW

5 Day(s)

Product Description

■ Correct

Image is missing



Pile 9V Lithium DEFIBTECH

Supplier: DEFIBFRANCE

Supplier Part #: DAC-410

Available in: 2 Day(s)

Filter Name:

Pile 9V Lithium DEFIBTECH

■ Incorrect

Every item should at least have one image, which portrays the item precisely without extras. Additional images for the detail view can be used. To upload images, please note the following:

- ❑ The optimal size of the images is 250 x 250-pixel, maximum size of 500 x 500 should be exceeded in no case. For manufacturer logos in Punchout Catalogs, the maximum size is 400 x 400 pixel.
- ❑ Supplier logos or place holder (e.g. „no image available”) cannot be used.
- ❑ If possible, manufacturer logos should be combined with images of the item itself. To be displayed in the lists of items, an image of the item should always be placed first, followed by the manufacturer logo.
- ❑ Images must be uploaded as JPEG, PNG or GIF and use the “RGB”-color space.
- ❑ Next to static files, also Hyperlinks can be used. For portraying the image of the item accurately, all three types of mapping should be entered (thumbnail, normal, detailed).

**Example:** samplepictureA2.png, samplepictureA2.jpg, <http://www.abc.com/2772900/img.gif>

- ❑ The image name in the catalog file must match the image name in the zip file.
- ❑ If the image name in the zip file is lower case, the image name in the catalog image field must be lower case.



# Populate Template



## Attachments

The display of the item can be complemented with attached files and hyperlinks. File attachments can be used e.g. for safety data sheets, certificates or technical data sheets and must always contain a correct description, which is visible for the user in the overview of attached files. Hyperlinks should be used in the following cases:

- ☐ Direct link to the Homepage of the supplier or manufacturer (e.g. to offer more details or information about availability)
- ☐ Videos of the item
- ☐ 3D-presentation of the item (e.g. at manufacturers Homepage)

**Example:** <https://abc.com/stibo/hires/std.lang.all/72/19/18577219.pdf>; Certificate of Analysis



## Keywords

Keywords facilitate the findability of an item. They are not visible for the user. Depending on the item, they can contain synonyms, other context-words, item number of preceding models in case it is not available anymore etc. Item accessories should not be listed here but as related item.

The maximum number of keywords should be 10. Characteristics or terms that were already used at other BMEcat structures (e.g. manufacturer) should be avoided as a keyword. Furthermore verbs, adjectives and conjunctions such as “with”, “of”, “at”, etc. should be avoided.

# Populate Template



## Related items

Related items can connect several items to mark for example item accessories or alternatives. There are mandatory fields in the excel template. Among other, the following types of references can be used:

- ☐ Item accessories
- ☐ Alternative items
- ☐ Replacement parts

**Example:** accessories; 2772967

## SIMILAR ITEMS

BP		BQ		BR		BS		BT		BU		BV		BW	
RelatedItems-1		RelatedItems-2		RelatedItems-3		RelatedItems-4		RelatedItems-5		RelatedItems-6		RelatedItems-7		RelatedItems-8	
Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID
sparepart	FrachtKosten	followup	404926003565_10												
sparepart	FrachtKosten	followup	40492060003633_20	followup	5051644040674_20	followup	404926003565_20								
sparepart	FrachtKosten	followup	40492060003633_25	followup	404926003565_25	followup	40492060003633_25								
sparepart	FrachtKosten	followup	40492060003633_50	followup	404926003565_50	followup	5051644040674_50								
sparepart	FrachtKosten	followup	5051644040674_100	followup	404926003565_100	followup	5051644040674_100								
sparepart	FrachtKosten	followup	5051644040674_15												
sparepart	FrachtKosten	followup	4049206017180	followup	404926003565_20	followup	5051644040674_20								
sparepart	FrachtKosten	followup	4049206004050	followup	404926003565_25	followup	5051644040674_25								
sparepart	FrachtKosten	followup	4049206004012	followup	404926003565_50	followup	5051644040674_50								
sparepart	FrachtKosten	followup	5051644040674_100	followup	4049206004029	followup	404926003565_100								
sparepart	FrachtKosten	followup	4049206009932												
sparepart	FrachtKosten	followup	4049206017180	followup	40492060003633_20	followup	5051644040674_20								
sparepart	FrachtKosten	followup	4049206004050	followup	40492060003633_25	followup	5051644040674_25								

Zalando Gutschein 15 Euro

Supplier: Blackhawk Engagement Solutions GmbH  
Supplier Part #: 5051644040674\_15  
Available in: \$ Day(s)

Mandatory Items

☒

Versandkosten sind Pflicht bei jeder Bestellung  
Supplier: Blackhawk Engagement Solutions GmbH  
Supplier Part #: FrachtKosten  
Available in: \$ Day(s)

Followup Articles

Saturn Gutschein 15 Euro  
Blackhawk Engagement Solutions GmbH  
€14.85 EUR / Pack

Qty: 

Add to Cart



# Populate Template



## Related items

Product Description

Lenovo Thinkpad X280 ENGLISH Keyboard (i3 8130U,8GB RAM,256GB SSD,12.5inch HD display,LTE,WLAN) including Premier Support

Product Specifications

Price: \$885.00 USD  
Supplier: Lenovo (Deutschland) GmbH  
Supplier Part #: 20KES7L81M  
Available In: 15 Day(s)  
Top Seller:

### Pricing and Quantity Terms

Pricing Terms

Quantity	Price
1 or More	\$885.00 USD / Pack

### Reference Documents

Lenovo Thinkpad X280

#### Accessories



Lenovo Bluetooth Laser Mouse  
Lenovo (Deutschland) GmbH  
**\$18.00 USD** / Pack  
[\\*Pricing Information](#)

Qty:  [Add to Cart](#)



Privacy Filter only for 12 Inch Notebook  
Lenovo (Deutschland) GmbH  
**\$26.10 USD** / Pack  
[\\*Pricing Information](#)

Qty:  [Add to Cart](#)



USB 3.0 to DVI adapter  
Lenovo (Deutschland) GmbH  
**\$41.00 USD** / Pack  
[\\*Pricing Information](#)

Qty:  [Add to Cart](#)



Thinkpad USB-C Dock  
Lenovo (Deutschland) GmbH  
**\$126.00 USD** / Pack  
[\\*Pricing Information](#)

Qty:  [Add to Cart](#)

BO	BP	BQ	BR	BS	BT
RelatedItems-4		RelatedItems-5		RelatedItems-6	
Type	Supplier Part ID	Type	Supplier Part ID	Type	Supplier Part ID
accessories	0B47072	accessories	4X90M42956	accessories	0A36407
accessories	0B47072	accessories	4X90M42956	accessories	0A36407
accessories	0B47072	accessories	4X90M42956	accessories	0A36407
accessories	0B47072	accessories	4X90M42956	accessories	0A36407

**Buying Channels**

**Creating the Static Catalog**

**Contact**





## Contact



- ❑ For further questions regarding Catalog Creation in Excel, please contact your local Procurement point of contact.
- ❑ E-mail address:
  - ❑ France: [fr.sm.mnu.Eprocure@dbschenker.com](mailto:fr.sm.mnu.Eprocure@dbschenker.com)
  - ❑ Germany: [corp.sm.ess.procurement@dbschenker.com](mailto:corp.sm.ess.procurement@dbschenker.com)
- ❑ Web:
  - ❑ Procurement Supplier Portal



**THANK YOU! VIELEN DANK! MERCI BEAUCOUP!**