ERP Job Aid
RI Enterprise Resource Planning

Submit Catalog Load Guide

This is a step-by-step guide on how to create a Submit Catalog Load EIB, *Enterprise Interface Builder* in the ERP system. You build and configure the EIB before attaching it to a requisition resulting in a **Contract Catalog** or an **Amendment**.

1. Download the EIB template from the Division of Purchases website, **HERE.**
2. From your device, open the *Submit Catalog Load* file then **Save a Copy** with '*_ current date*'. **Note:** The file name is not a critical factor and can be determined based on personal preference.
3. You can view an example of a Submit Catalog Load EIB on the Division of Purchases website, **HERE.**

Submit Catalog Load

1. Inside the file, the areas **All, Catalog Load Data (Submit Catalog Load Request), Catalog Load Item Data, and Catalog Load Unit of Measure cells** located along the top, represent the *header* of the Submit Catalog Load EIB.

Submit Catalog Load - v43.2

Area	All	Catalog Load Data (Submit Catalog Load Request)	
Restrictions	Required	Optional	Optional
Format	Text	YYYY-MM-DD	Global_Catalog_Reference_ID
Fields	Spreadsheet Key*	Effective Date	Supplier Catalog Reference ID
Required/Optional	Required	Required	Required

EIB Columns

1. **Column A – Row Identification Information**
   a. Leave blank.
2. **Column B – Spreadsheet Key**
   a. Identifies each unique item for the load; like a Primary Key, items with multiple rows of data would have the same Spreadsheet Key.
3. **Column C – Effective Date**
   a. The date the item and its details are effective in the ERP System.
   b. This date cannot be in the past.
   c. The format of the date must be YYYY-MM-DD.
4. **Column D – Supplier Catalog Reference ID**
   a. References the catalog the items belong to.
   b. Use the **Find Supplier Contracts** report in the ERP System to find the Catalog Reference ID.

	A	B	C	D
Submit Catalog Load - v43.2				
Area	All	Catalog Load Data (Submit Catalog Load Request)		
Restrictions	Required	Optional	Optional	
Format	Text	YYYY-MM-DD	Global_Catalog_Reference_ID	
Fields	Spreadsheet Key*	Effective Date	Supplier Catalog Reference ID	
Required/Optional	Required	Required	Required	
Example of Loading Net New Items to Catalog	1	2025-02-25	2e33efaf91af1000c17a2be397210000	
	2	2025-02-25	414de091d8d51001b2697bd68c660000	
	2	2025-02-25	414de091d8d51001b2697bd68c660000	
Example of Updating Items to Catalog and Loading Items with Multiple Units of Measure	1	2026-01-01	414de091d8d51001b2697bd68c660000	
	1	2026-01-01	414de091d8d51001b2697bd68c660000	
	1	2026-01-01	414de091d8d51001b2697bd68c660000	
	1	2026-01-01	414de091d8d51001b2697bd68c660000	

5. **Column E – Row ID**
   a. Corresponds to each unique row of data associated with the catalog item.
   b. Rows are unlimited for items that are loaded with multiple rows of data.
      i. Ex: Milk is a catalog item sold in multiple units of measure with different prices.
6. **Column F – Catalog Item ID**
   a. Creates the Reference ID for each catalog item.
   b. This ID must be unique across the ERP System.
   c. The ID cannot contain special characters, spaces, or dashes.
      i. Ex: SC_10000000012_Dairy_Milk_2_Percent_Reduced_Fat.
7. **Column G – Item Identifier**
   a. Unique item identifier provided by the Supplier.
8. **Column H – Inactive**
   a. Leave field blank if item is active.
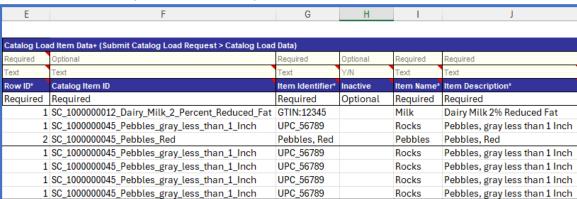   b. Select Yes if the item should be marked as inactive.
9. **Column I – Item Name**
   a. Name of the catalog item.
   b. Name must be unique across the ERP System.
10. **Column J – Item Description**
    Note to Buyers: Item description must include ERP Supplier Contract Number.
    a. Additional details and description of the item.
    b. Must be unique across the ERP System.

E	F	G	H	I	J
Catalog Load Item Data+ (Submit Catalog Load Request > Catalog Load Data)					
Required	Optional	Required	Optional	Required	Required
Text	Text	Text	Y/N	Text	Text
Row ID*	Catalog Item ID	Item Identifier*	Inactive	Item Name*	Item Description*
Required	Required	Required	Optional	Required	Required
1	SC_1000000012_Dairy_Milk_2_Percent_Reduced_Fat	GTIN:12345		Milk	Dairy Milk 2% Reduced Fat
1	SC_1000000045_Pebbles_gray_less_than_1_Inch	UPC_56789		Rocks	Pebbles, gray less than 1 Inch
2	SC_1000000045_Pebbles_Red	Pebbles, Red		Pebbles	Pebbles, Red
1	SC_1000000045_Pebbles_gray_less_than_1_Inch	UPC_56789		Rocks	Pebbles, gray less than 1 Inch
1	SC_1000000045_Pebbles_gray_less_than_1_Inch	UPC_56789		Rocks	Pebbles, gray less than 1 Inch
1	SC_1000000045_Pebbles_gray_less_than_1_Inch	UPC_56789		Rocks	Pebbles, gray less than 1 Inch
1	SC_1000000045_Pebbles_gray_less_than_1_Inch	UPC_56789		Rocks	Pebbles, gray less than 1 Inch

11. **Column K – Commodity Code**
    a. Provided by the Supplier.
    b. Use https://www.undp.org/unspsc to find the commodity code if it is not provided by the Supplier.
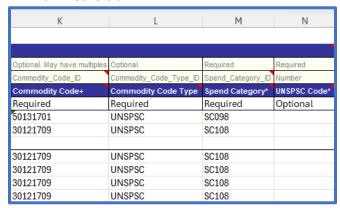12. **Column L – Commodity Code Type**
    a. Enter UNSPSC.

13. **Column M – Spend Category**
    a. Use the UNSPSC Commodity Code Lookup report available in the ERP System.
14. **Column N – UNSPSC Code**
    a. Leave blank.

K	L	M	N
Optional. May have multiples	Optional	Required	Required
Commodity_Code_ID	Commodity_Code_Type_ID	Spend_Category_ID	Number
Commodity Code+	**Commodity Code Type**	**Spend Category***	**UNSPSC Code***
Required	Required	Required	Optional
50131701	UNSPSC	SC098	
30121709	UNSPSC	SC108	
30121709	UNSPSC	SC108	
30121709	UNSPSC	SC108	
30121709	UNSPSC	SC108	
30121709	UNSPSC	SC108	

15. **Column O – Row ID**
    a. Coordinates data that spans across multiple rows in the spreadsheet.
    b. A change in the value of the Row ID indicates that a new child object will be be created under the same parent object.
16. **Column P – Unit of Measure**
    a. Unit of measure reference for the catalog load item.
    b. Use the Unit of Measure report in the ERP System.
    c. If left blank, Buyers will default to EA.
17. **Column Q – UNCEFACT UOM Code**
    a. Leave blank.
18. **Column R – Item Unit Price**
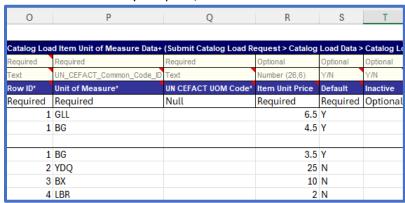   a. Unit price of the item.
    b. Do not include a $.
19. **Column S - Default**
    a. Indicates whether the Unit of Measure is the default UOM.
    b. At least one and only one can be marked as the default Y.
20. **Column T – Inactive**
    a. Indicates whether the Unit of Measure is inactive.
    b. If marked inactive, it cannot also be marked as the default UOM.
    c. At least one row must remain as the default UOM.
    d. This will not delete the item or mark the item as inactive.
        i. Only the price/unit of measure will be marked as inactive.

O	P	Q	R	S	T
Catalog Load Item Unit of Measure Data+ (Submit Catalog Load Request > Catalog Load Data > Catalog Lo					
Required	Required	Required	Optional	Optional	Optional
Text	UN_CEFACT_Common_Code_ID	Text	Number (26,6)	Y/N	Y/N
Row ID*	**Unit of Measure***	**UN CEFACT UOM Code***	**Item Unit Price**	**Default**	**Inactive**
Required	Required	Null	Required	Required	Optional
1	GLL		6.5	Y	
1	BG		4.5	Y	
1	BG		3.5	Y	
2	YDQ		25	N	
3	BX		10	N	
4	LBR		2	N	

21. Save completed EIB, close the file, then proceed to complete the requisition in the ERP system.