



### 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 Submit Catalog Load excel file 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 the Submit Catalog Load excel file 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
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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
<b>Catalog Load Item Data+ (Submit Catalog Load Request &gt; Catalog Load Data)</b>					
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
<b>Commodity Code+</b>	<b>Commodity Code Type</b>	<b>Spend Category*</b>	<b>UNSPSC Code*</b>
Required	Required	Required	Optional
50131701	UNSPSC	SC098	
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 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
<b>Catalog Load Item Unit of Measure Data+ (Submit Catalog Load Request &gt; Catalog Load Data &gt; Catalog Load Data)</b>					
Required	Required	Required	Optional	Optional	Optional
Text	UN_CEFACT_Common_Code_ID	Text	Number (26,6)	Y/N	Y/N
<b>Row ID*</b>	<b>Unit of Measure*</b>	<b>UN CEFACT UOM Code*</b>	<b>Item Unit Price</b>	<b>Default</b>	<b>Inactive</b>
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.