

Partnership Services



JLP iSupplier

Self-Service Supplier Catalogue
Management
(Updated March 2015)

For GNFR Suppliers
(Goods Not For Resale)

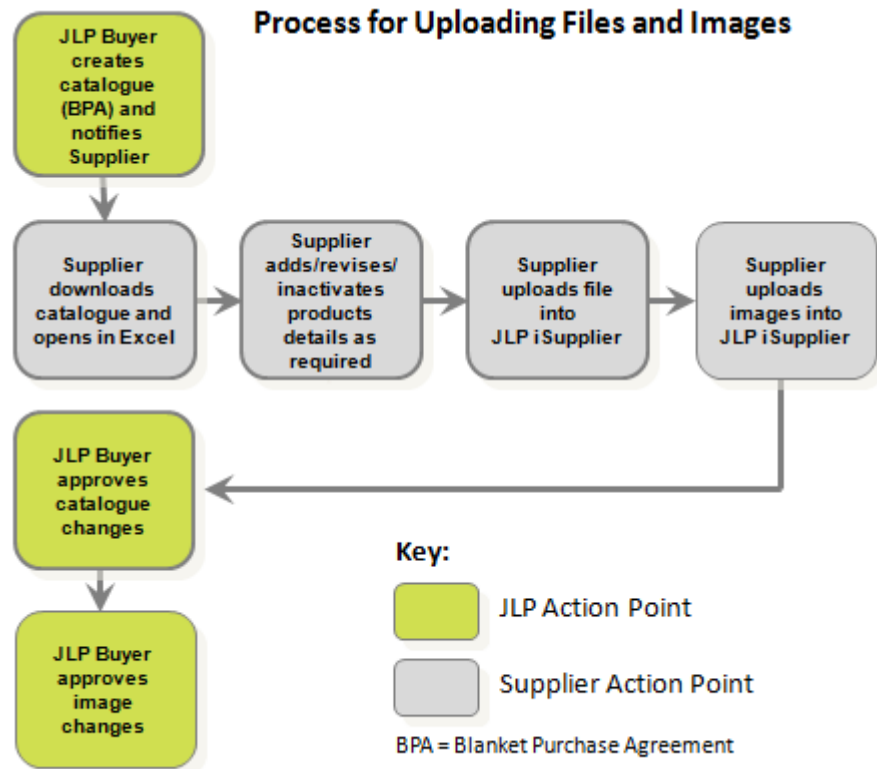
Introduction

Who is Affected

- **Goods Not for Resale (GNFR) Suppliers** where items are purchased by the John Lewis Partnership (JLP) from a Catalogue hosted in JLP iSupplier iProcurement.
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Processes Required

- JLP will supply a pre-populated template to each supplier which records the details of all current Catalogue items.
- Suppliers then use JLP iSupplier to add, revise or inactivate products in the catalogue



Key Responsibilities for Suppliers

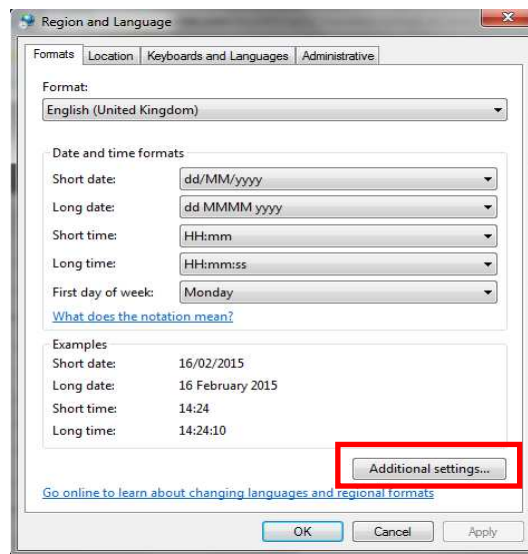
- Respond promptly to Notifications
 - Only upload files in the suggested format
 - Be aware that updates to the JLP iSupplier Catalogue will not take place until the JLP Buyer has approved your submission and you have received a Notification advising you of this
 - Images must be in either JPEG, GIF or PNG format, and no larger than 5MB
 - To delete the Excel files after submission to the JLP Buyer
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Check your Computer is correctly setup to allow you to upload catalogue files successfully

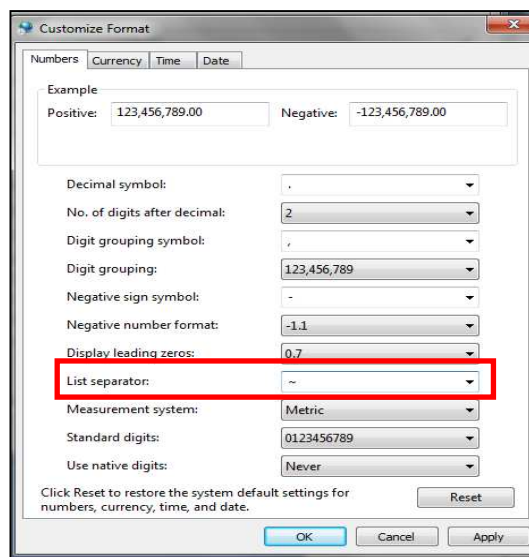
How do I check my computer's settings to make sure I can upload catalogue files successfully?

Note: The following instructions relate to computers running Windows 7 (with differences for Windows XP noted in brackets). If your computer is running a different version, the screenshots may look a little different, but the instructions are the same. You should only need to do this once prior to receiving your first catalogue template.

1. Click on Windows **Start**
2. Click on **Control Panel**
3. Select **Clock, Language and Region**
4. Select **Regions and Language** (for XP select Regional and Language Options).
5. Click on **Additional Settings** (for XP click on Customise)



6. Select the **Numbers** tab
7. In the List Separator field change the **comma** (,) to a **Tilde** symbol (~).



8. Click **Apply**
9. Click **OK**
10. Click **OK** again
11. **Close** the Control Panel.

Uploading Files to Add / Revise / Inactivate a product in JLP iSupplier

How do I upload a file to add / revise / inactivate a product in JLP iSupplier?

1. Log into **JLP iSupplier**
2. Select the **JLP iSP GNFR Catalogue Management** responsibility
3. Click the **Magnifying Glass** next to the **Agreement No:** field.
4. Enter the **nine digit BPA number#** in the Search By field (or enter the % symbol if you want to see all your agreements) # *Notified to you by the JLP Buyer*
5. Click **Go**

Select	Quick Select	BPA Number	BPA Description	Supplier Name	Supplier Number	Status
		120234394		Wilcomatic Ltd	01024235	Draft

Status Meanings...

Draft - Agreement currently has no products on it, but is available to edit

Open - Agreement currently has at least 1 product on it, and is available to edit

Supplier Change Pending - Supplier has submitted a change to the agreement which is awaiting approval by the Buyer. No further changes are possible at this time

Buyer Change Pending - Buyer has submitted a change to the agreement which is awaiting approval by the Buyer's management. No further changes are possible at this time

Closed -The Agreement has been cancelled or closed by the Buyer

6. Click the **Quick Select** icon
7. Click the **Download Template** button
8. Click **Save** on the File Download message
9. Save the file on your computer (remember where you save this file as you will need to browse and find it later for uploading)
10. The template with your pre-existing catalogue items will now open in Excel. (See next page...)

Change? – Defaults to 'N' but **must be changed to 'Y'** if you are amending an existing line.

Item - Enter your unique identifier for the product [mandatory]

Unit Price must be **Numeric** and **exclude VAT** [mandatory]

Enter an **Expiration Date** if the product is no longer available
Format must be **DD-MON-YYYY** [optional]

Lead Time - enter the lead time for the product in days [optional]

	A	B	C	D	E	F	G	H	I
1	Line#	Change?	Item	Item Description	Unit Price	Image URL/File name	Expiration Date	LeadTime	Alias
2	1	N	0098734	Box of 12 Cups Blue	12.50	45323212_istock_XP_jpg			7
3	2	N	0034523	Box of 12 Plates 27cm Blue	14.75	45011134_istock_XP_jpg			7
4	3	N	1012321	Box of 12 Saucers 15cm White	8.25	45789870_istock_XP_jpg	10-OCT-2015		7
5	4	N	3265760	Napkins White Case/1000	4.10				3
6	5	N	0023514	Napkins Green Case/1000	4.10				3
7	6	N	AA12876	Childrens Cutlery Set Pink	8.95		12-JUL-2015		10 Kiddies Cutlery
8	7	N	002845B	Coffee Grinder Stainless Steel	34.65				7
9									
10									


Blank Lines – Use these to add new items / lines. Remember to enter a 'Y' in column B and enter full details in the other columns

Image URL/File name - see page 8 on how to upload images. Enter the filename of the image that you will upload or enter a URL for your website where the image for the product can be found [optional]

Alias - enter synonyms for the product to improve users' ability to search for it (e.g. if the word "pad" doesn't appear in the product description, but you would like users searching for "pad" in iProcurement to see your product, then enter the word pad in this field [optional])

Item Description - Enter the description of the product (mandatory)

When the file is later uploaded by you into JLP iSupplier the system will add the product to the catalogue if no product already exists with that Item number, or revise it if the Item number already exists but you've changed another attribute, or inactivate it if the item number already exists but you've added an inactivation date



11. Once complete, click **Save As**
12. Return to the JLP iSupplier **GNFR Catalogue Management** page and click **Browse**
13. Search and locate the saved Excel file.
14. Click **Open**
15. In JLP iSupplier, the file name appears in the Upload File field.

Search Blanket Agreements

Agreement No:

Upload Agreement Template

Upload File:

16. Click **Upload**.
17. The details from the template now appear in JLP iSupplier

Status	Supplier Item	Supplier Item Description	Price	File name	Expiration
Unchanged	A130A	A130A Neva base cabinet -Zip	1,700.00		11-Feb-201
Unchanged	58948	A21A Card Reader for Till - 958948	1,200.00	4729689till_iStock_000006706527XSmall-C	
Unchanged	A21E	A21E Training Fee (per day) - Zip	1,450.00	4729692Tulips-9.jpg	
Unchanged	A21F	A21F Fixing Card Readers to Wall - Zip	1,640.00	4729693Chrysanthemum-7.jpg	
Unchanged	9888	A21N Zip cashless stand- 99888	185.00	4729694smsXP-5.png	

Status column could have any of the following:

New - JLP iSupplier will add this line to your catalogue

Update - JLP iSupplier will revise this existing product as shown

Expiry - JLP iSupplier will inactivate this product with the expiration date shown

Unchanged - JLP iSupplier will leave the product unchanged



18. Review the uploaded details – Amend if necessary.
19. **Enter** additional information into the **Notes to Buyer** field (if appropriate).
20. Once complete, click **Submit**

Note: Instead of Submitting, there is an option to **Abandon**. Clicking Abandon effectively deletes any changes you have made since your last submission.

What happens after I have submitted my Catalogue?

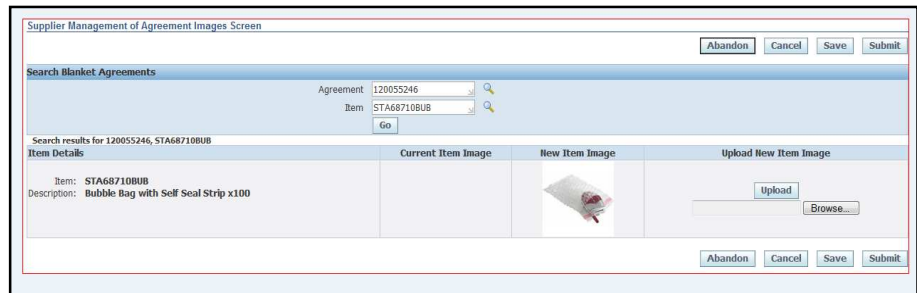
1. The JLP Buyer will receive a Notification alerting them to review your submission.
2. The Buyer will either **Approve** or **Reject** your submission.
3. You will receive a Notification advising you of their decision.
4. For Approved submissions, you can now upload images, using the same filenames as you used on each product in your catalogue file (unless you used URLs instead of filenames, in which case you don't need to upload images separately)
5. For Rejected submissions, refer to the Rejection reasons in the Notification. Make adjustments where necessary and re-upload the file.

Note: Suppliers are required to delete the saved Excel file once submitted.

How do I upload an image to link to the catalogue item already uploaded?

1. Log in **JLP iSupplier**
2. From the main Menu click on **JLP iSP GNFR Catalogue Management**
3. Click the **Images** link
4. On the Supplier Management of Agreement Images Screen, enter your **nine digit BPA number** into the Agreement field and click **Go** (or enter the % symbol if you want to see all your agreements)

5. Click **Browse** to search your computer for the image.
6. Once located, click **Open**.
7. In JLP iSupplier, the file name appears in the Upload File field.



8. Click **Upload**.
9. The new item image will appear, as well as the current item image which will be replaced (if any).

Note you can **Abandon**, **Cancel** and **Save** images.

10. Repeat steps 6 to 9 to add images for other items. Once complete, click **Submit**.

Suppliers can only update images if the catalogue is in one of the following statuses:

- Open
- Buyer Change Pending
- Supplier Change Pending

Supplier cannot update images if the catalogue is in one of the following statuses

- Finally Closed
- Pending (already with JLP buyer for image approval)



Help and Support Contacts

- Email: jlpcatalogues@partnershipservices.co.uk
- Telephone 08456 100 333 (select option 1 and then option 5).