The Catalog & Compliance Tab

Jennifer M - 2023-03-17 - Explore More
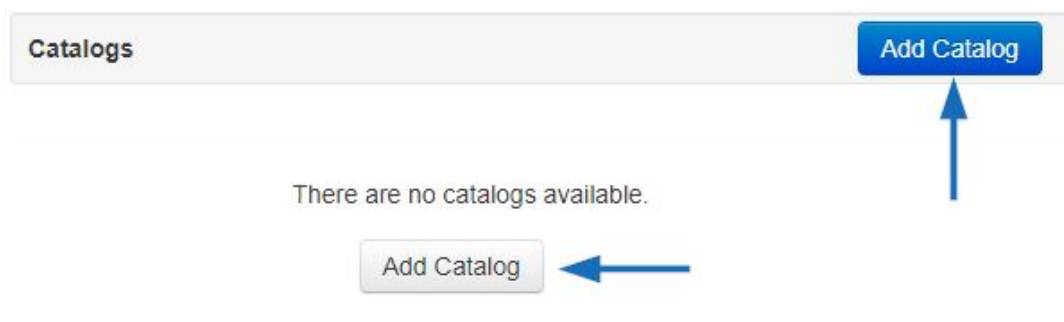
The Catalog & Compliance tab enables you to upload your catalog plus any certification and compliance documents.

Catalogs
Add Your Catalog

To upload a new catalog, click on the Add Catalog button.

If no previous catalogs have been updated, there will be two add buttons, but either button will enable you to create a new catalog listing.

In the Add Catalog window, enter the pertinent information regarding the catalog. First, type the title of the catalog in the Catalog Name box. If this catalog is safe for end buyers (meaning it has no supplier information or net cost information), check the End buyer friendly box. Use the dropdowns to select start and end dates for this catalog to be displayed on ESP. Choose the applicable language(s) and currency information for this catalog using the available dropdowns.

Add Catalog

Catalog Name:

| Supplier Catalog 2020 | **End buyer friendly:** ☐ |

Start Date:

| January ▾ | 2020 ▾ |

End Date:

| January ▾ | 2021 ▾ |

Language:

| English - US, French ▾ |

Currency:

| USD, CAD ▾ |

Then, upload or link to the catalog.

After adding the catalog information, you can add catalogs by uploading a file from your computer or linking to an online catalog.

- **Upload a Catalog**:
  Choose the upload option using the radio button and click on the Select File button. Browse your computer, locate the catalog file you would like to upload, and click on the Open button. Files must be a PDF. The name of the catalog file will be displayed with an Upload button. Click on the Upload button. The catalog will appear in the Manage Catalogs area.

  Choose how to add your catalog:

  ⦿ Upload Catalog   ◯ Online Catalog Link (URL)

  [Select File] 2020Catalog.pdf

- **Link to a Catalog**
  To link to a catalog, choose the Online Catalog link option using the radio button. Enter the URL and click on the Add button. The catalog will appear in the Manage Catalogs area.

  Choose how to add your catalog:

  ◯ Upload Catalog   ⦿ Online Catalog Link (URL)

  http://www.suppliersite.com/2020catalog

Manage Catalogs

In the Manage Catalog section, you can click on the Edit link to change the Catalog Name or use the "X" to delete the catalog. If you need to update or modify the URL, click on the Edit link. Type in your changes, and then click on Save link.

≡ **#1:** Default   Edit ✕

Catalog Name: Supplier Catalog 2020

Start Date: January, 2020

End Date: January, 2021

Language: English - US,French

Currency: CAD,USD

File Name: 2020Catalog.pdf ←

If multiple catalogs have been uploaded, to change the order of the catalogs, click on the icon with the three horizontal lines and drag them to a new order.

Catalogs   Add Catalog

≡ **#1:** Default   Edit ✕

Catalog Name: 2020 Spanish Catalog

Start Date: January, 2020

End Date: January, 2021

Language: Spanish - Standard

Currency: USD

URL: http://www.suppliersite.com/2020SpanishCatalog

≡ **#2:**   Edit ✕

Catalog Name: Supplier Catalog 2020

Start Date: January, 2020

End Date: January, 2021

Language: English - US,French

Currency: CAD,USD

File Name: 2020Catalog.pdf

Compliance Information
Safety & Compliance

Just as with catalogs, you can add Safety & Compliance information by uploading a file from your computer or linking to an online document. First, type the name of the document in the Document Name box.

Safety & Compliance

Document Name: ←

2020 Safety Information

- **Upload a Document**:

  To upload a document, choose the upload option using the radio button and click on the Select File button. Browse your computer, locate the file you would like to upload, and click on the Open button. Files must be a PDF. The name of the catalog file will be displayed with an Upload button. Click on the Upload button.

  The document will appear in the Manage Documents area.

- **Link to a Document**

  To link to a document, choose the Online Document Link option using the radio button. Enter the URL and click on the Add button. The catalog will appear in the Manage Documents area.

  The name of the document will be displayed with an Upload button. Click on the Upload button. The document will appear in the Manage Documents area.

  To link to an online document, type the name of the document in the Document Name box. Then, select the Online Document link option using the radio button. Enter the URL and click

on the Add button. The document will appear in the Manage Documents area.

Manage Documents

In the Manage Documents section, you can manage previously added or linked documents.

For uploaded documents, click on the View Document link to open the file. The file will open in the same tab as ESP Updates, so when you are finished previewing the file, use the back button your browser to return to the Catalog and Compliance tab. Closing the preview will close ESP Updates.

Use the Edit link to change the Document Name.

For linked documents, there are two Edit links. The Edit link next to the "X" enables you to change the Document Name. To update the URL, use the other Edit link.

Use the "X" to delete the document.

Related Content

- [The Material Intake Tab](#)