

# SUPER CONTENT LOADER

A new file type, for enhanced  
catalog uploads in Product Manager

# SUPER CONTENT LOADER - INTRODUCTION

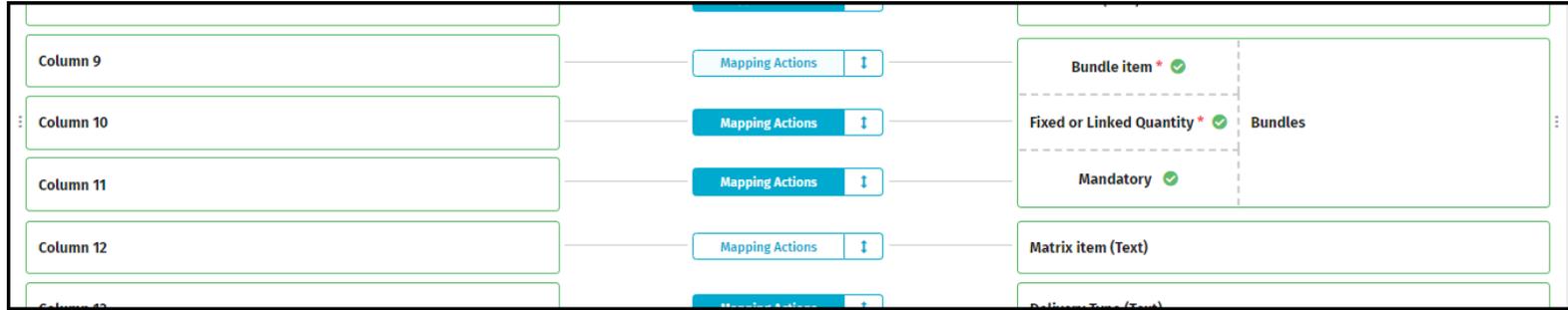
Super Content Loader is an Excel workbook file that Basware customers and their suppliers can use to upload catalog content to Marketplace. Users fill out the item information in the Excel sheet, then upload the file using the Loader tool in Product Manager.

Nearly all the possible item fields in Marketplace can be populated using this new file, which makes it a powerful tool for catalog management.

The file can be downloaded from our ServiceNow knowledge base [here](#). The file and the new functionality are freely available to all buyer and supplier organizations who use Product Manager.

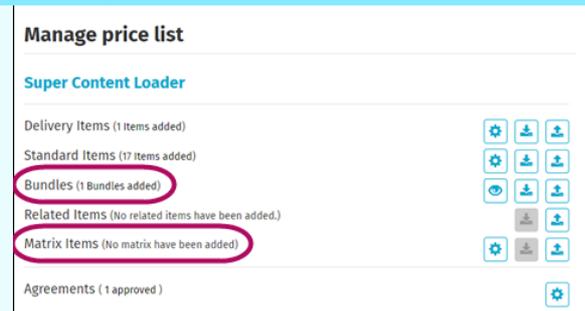
# BENEFITS – BUNDLES AND MATRICES

With the Super Content Loader, suppliers can create and manage their matrices and item bundles easily within the single file, then upload them to Marketplace. All of the required fields for matrices and bundles are already included in the Super Content Loader template.



Bundles and Matrix item fields as shown in the Super Content Loader standard mapping

It is also still possible to create bundles and matrices in the Product Manager user interface while managing a price list. However, this requires users to create matrices manually and create and upload separate CSV files with the item data.



# BENEFITS – SEARCHABLE AND AVAILABLE

Buyers and suppliers can now set their catalog items as Searchable/Not Searchable and Available/Not Available using the Super Content Loader. This feature is particularly helpful for organizations that frequently update catalogs using automatic content loading – if an item is temporarily out of stock, simply set it to Not Available in the Super Content Loader file, and then switch it back when the item is available again.

The screenshot shows a mapping configuration interface. On the left, there are two input fields: 'Column 29' and 'Column 30'. Each field is connected by a line to a blue button labeled 'Mapping Actions' with a downward arrow icon. These buttons are further connected to two output fields on the right: 'Searchable (Boolean)' and 'Availability (Boolean)'.

Searchable and Availability item fields as shown in the Super Content Loader standard mapping

It is also still possible to manually set each item as Searchable/Not Searchable and Available/Not Available in the Product Manager user interface. However, this requires the user to manually change these settings for each product in the catalog.

The screenshot shows the 'Manage price list item' interface. At the top right are 'Cancel' and 'Save' buttons. Below is the 'Super Content Loader' section. It contains the following fields:

- Name: Blade 250
- Supplier Item ID: BC1
- Description: Blade 250
- Order unit: Each
- Number in an order unit: 1

Two toggle switches are visible on the right side of the 'Super Content Loader' section, labeled 'Searchable' and 'Available'. Both switches are currently turned on (green). A red oval highlights these two toggle switches.

# A LOOK AT THE SUPER CONTENT LOADER EXCEL FILE

| Price List Name: MY NEW PRICE LIST SUPER CONTENT LOADER |                            | Tax Territory: FIN  |                            |                             |                              |           |            |              |             |                 |           |
|---|----------------------------|---|----------------------------|-----------------------------|------------------------------|-----------|------------|--------------|-------------|-----------------|-----------|
| Item ID   | Name                       | Description   | Keywords                   | Name of Custom Attribute(s) | Value of Custom Attribute(s) | Item Type | Item Class | Bundle Items | Bundle Link | Bundle Optional | Matrix Ma |
| ID0001  | IT package for new hire    | Package includes a computer, a keyboard, a mouse, and a laptop backpack | IT laptop mouse keyboard   | Employee type               | White collar                 | S         | G          | ID0002       | F           | N               |           |
| ID0001  |                            |   |                            |                             |                              |           |            | ID0003       | L           | N               |           |
| ID0001  |                            |   |                            |                             |                              |           |            | ID0004       | F           | N               |           |
| ID0001  |                            |   |                            |                             |                              |           |            | ID0005       | F           | Y               |           |
| ID0002  | HP 250 G7 Laptop           | Core i5-8265U 8GB 256GB SSD 15.6 Inch Windows 10 Pro Laptop             | HP laptop                  | Screen size                 | 15,6 in                      | S         | G          |              |             |                 |           |
| ID0002  |                            |   |                            | Screen type                 | Led                          |           |            |              |             |                 |           |
| ID0002  |                            |   |                            | Resolution                  | 1366x768                     |           |            |              |             |                 |           |
| ID0002  |                            |   |                            | Battery Technology          | Lithium Ion                  |           |            |              |             |                 |           |
| ID0002  |                            |   |                            | Brand                       | HP                           |           |            |              |             |                 |           |
| ID0003  | Logitech Mouse M185        | Wireless Mouse M185 with USB nano-receiver in Grey                      | Logitech mouse wireless    | Motion Sensing Technology   | Optical                      | S         | G          |              |             |                 |           |
| ID0003  |                            |   |                            | Mouse color                 | Grey                         |           |            |              |             |                 |           |
| ID0003  |                            |   |                            | Buttons                     | 2                            |           |            |              |             |                 |           |
| ID0004  | Logitech wireless keyboard | Logitech Wireless Keyboard K350   | Logitech Wireless keyboard | Connectivity                | Wireless                     | S         | G          |              |             |                 |           |
| ID0004  |                            |   |                            | Color                       | Black                        |           |            |              |             |                 |           |
| ID0004  |                            |   |                            | Brand                       | Logitech                     |           |            |              |             |                 |           |
| ID0005  | Backpack for laptop        | Tech Air - 15.6 Inch Laptop Rolling Backpack                            | Backpack Tech Air          | Size                        | 15,6 in                      | S         | G          |              |             |                 |           |
| ID0005  |                            |   |                            | Brand                       | Tech Air                     |           |            |              |             |                 |           |
| ID0005  |                            |   |                            | Color                       | Black                        |           |            |              |             |                 |           |
| DA1   | UPS express delivery       | UPS express delivery  | Delivery Postage           |                             |                              | D         | S          |              |             |                 |           |
| ID1001  | Apple Ipad                 | Apple Ipad  | Apple Ipad                 | RAM Memory                  |                              | M         |            |              |             |                 |           |
| ID1001  |                            |   |                            | Hard drive capacity         |                              |           |            |              |             |                 |           |
| ID1001  |                            |   |                            | Color                       |                              |           |            |              |             |                 |           |
| ID1001  |                            |   |                            | Size                        |                              |           |            |              |             |                 |           |

# HOW TO USE THE SUPER CONTENT LOADER EXCEL

1. Download the Excel template from [here](#) and save it to your computer.
2. Review the instructions and the detailed user guide in the Excel template. This presentation will guide you through the same points, so you can either follow this presentation or read the information in the workbook. To check which fields are mandatory, see the **Detailed User Guide** sheet of the Excel workbook.
3. Fill in the item data sheet with your catalog items.
4. Go to **Product Manager > Loader** and click **Upload Files**.
5. Choose the **Super Content Loader** mapping. Select the right settings for your upload, choose the Excel file as your Source File, then click **Upload**.
6. The items will be uploaded and the content will be checked automatically. If there are errors, you can fix them from the Loader. When all of the data is valid, click **Commit** to commit your catalog data.

# NAME YOUR CATALOG

The following slides describe how to fill out the **Item Data** sheet of the Super Content Loader.

First, enter your Price List Name. In this example, the name is "MY NEW PRICE LIST SUPER CONTENT LOADER".

The Price List Name will become the name of the agent agreement for buyers, and the name of the price list for suppliers.

Next, select your Tax Territory.

| A       | B                | C                                      | D        | E                           | F                            | G              | H          |       |
|---------|------------------|--|----------|-----------------------------|------------------------------|----------------|------------|-------|
|         | Price List Name: | MY NEW PRICE LIST SUPER CONTENT LOADER |          |                             |                              | Tax Territory: | FIN        |       |
| Item ID | Name             | Description                            | Keywords | Name of Custom Attribute(s) | Value of Custom Attribute(s) | Item Type      | Item Class | Bundl |
| ID0001  |                  |  |          |                             |                              |                |            | ID000 |
| ID0001  |                  |  |          |                             |                              |                |            | ID000 |

# ITEM ID

| 3  |         |                        |   |                          |                             |
|----|---------|------------------------|---|--------------------------|-----------------------------|
| 4  | Item ID | Name                   | Description   | Keywords                 | Name of Custom Attribute(s) |
| 5  | ID0001  | T package for new hire | Package includes a computer, a keyboard, a mouse, and a laptop backpack | IT laptop mouse keyboard | Employee type               |
| 6  | ID0001  |                        |   |                          |                             |
| 7  | ID0001  |                        |   |                          |                             |
| 8  | ID0001  |                        |   |                          |                             |
| 9  |         |                        |   |                          |                             |
| 10 | ID0002  | HP 250 G7 Laptop       | Core i5-8265U 8GB 256GB SSD 15.6 Inch Windows 10 Pro Laptop             | HP laptop                | Screen size                 |
| 11 | ID0002  |                        |   |                          | Screen type                 |

**Item ID** is your item code or SKU.

The ID must be unique in the data, except when specifying multiple values in some fields (such as custom attributes, bundles, and image URLs).

For these fields, the ID must be repeated, and the other values entered must be different.

If you have no defined ID for your item, create one yourself! Any unique value will work, such as ABC123.

This field must be specified on each line, especially if you add custom attributes, bundles, matrices, etc... We will talk more about these in later slides.

# NAME, DESCRIPTION AND KEYWORDS

| 3  |         |                         |   |                          |                             |
|----|---------|-------------------------|---|--------------------------|-----------------------------|
| 4  | Item ID | Name                    | Description   | Keywords                 | Name of Custom Attribute(s) |
| 5  | ID0001  | IT package for new hire | Package includes a computer, a keyboard, a mouse, and a laptop backpack | IT laptop mouse keyboard | Employee type               |
| 6  | ID0001  |                         |   |                          |                             |
| 7  | ID0001  |                         |   |                          |                             |
| 8  | ID0001  |                         |   |                          |                             |
| 9  |         |                         |   |                          |                             |
| 10 | ID0002  | HP 250 G7 Laptop        | Core i5-8265U 8GB 256GB SSD 15.6 Inch Windows 10 Pro Laptop             | HP laptop                | Screen size                 |
| 11 | ID0002  |                         |   |                          | Screen type                 |

**Name** is a short description that will appear in the catalog and on the purchase order. This field is used to identify the item and should be clear, precise, and easily understood.

**Description** is a full description of the item and its features, up to 2000 characters.

**Keywords** are synonyms or words that a requester can search the catalog for to buy the item. Enter many keywords by separating them with a space, such as “IT laptop mouse keyboard”.

# NAME AND VALUE OF CUSTOM ATTRIBUTES

|    |         |           |                          |                           |           |
|----|---------|-----------|--------------------------|---------------------------|-----------|
| 3  |         |           |                          |                           |           |
| 4  | Item ID | Keywords  | Name of Custom Attribute | Value of Custom Attribute | Item Type |
| 10 | ID0002  | HP laptop | Screen size              | 15,6 in                   | S         |
| 11 | ID0002  |           | Screen type              | Led                       | G         |

### Item details



**HP 250 G7 Laptop**  
(From 3663 LTD)

Item ID: ID0002  
Contract Reference: My ref

Description  
Core i5-8265U 8GB 256GB SSD 15.6 Inch Windows 10 Pro Laptop

*Custom attributes are shown in the Additional Information section of catalog items in Marketplace*

#### Additional Information

|                    |             |
|--------------------|-------------|
| Battery Technology | Lithium Ion |
| Brand              | HP          |
| Resolution         | 1366x768    |
| Screen size        | 15,6 in     |
| Screen type        | Led         |
| UNSPSC Code        | 43210000    |

**Name of Custom Attribute** is the name of a custom attribute that you want to display for the item.

You can add more custom attributes to an item by adding more rows and entering the same Item ID in the first column.

Custom attributes are also used for Matrix items: the matrix master should have the custom attribute names, but not the custom attribute values.

**Value of Custom Attribute** is the value for the custom attribute. The items that belong to the matrix master should have their values defined as well. We will show an example in the next slide.

# CUSTOM ATTRIBUTES AND MATRIX ITEM OPTIONS

**Item details**



**NEW Apple iPad Pro**  
(From 3663 LTD)

Item ID: ID1005  
Contract Reference: My ref

**Options**

RAM Memory: 6GB  
Hard Drive Capacity: 1T 256Gb 128Gb 128GB  
Color: Space Grey Silver  
Size: 11 in 12.9 in

**Additional Information**

|                     |        |
|---------------------|--------|
| Color               | Silver |
| Hard drive capacity | 128GB  |
| RAM Memory          | 6GB    |
| Size                | 11 in  |

UNSPSC Code 43210000

**Description**  
NEW Apple iPad Pro 6GB 128GB 11 Inch iPadOS 4G Tablet - Silver

*You can see that the selected options of these matrix items are stored in custom attributes*

**Item details**



**NEW Apple iPad Pro**  
(From 3663 LTD)

Item ID: ID1003  
Contract Reference: My ref

**Options**

RAM Memory: 6GB  
Hard Drive Capacity: 1T 256Gb 128Gb 128GB  
Color: Space Grey Silver  
Size: 11 in 12.9 in

**Additional Information**

|                     |            |
|---------------------|------------|
| Color               | Space Grey |
| Hard drive capacity | 128Gb      |
| RAM Memory          | 6GB        |
| Size                | 12.9 in    |

**Description**  
NEW Apple iPad Pro 6GB 128GB 12.9 Inch iPadOS Tablet - Space Grey

# ITEM TYPE AND ITEM CLASS

**Item type** determines if the item is Standard (S), Delivery (D), or Matrix Master (M). Only use Matrix (M) to denote the master item of a matrix. Items within the matrix are Standard (S) items. You can use the abbreviation (S, D, or M), or the full word (Standard, Delivery, or Matrix).

**Item class** determines if the item is Goods (G) or a Service (S). You can use the abbreviation (G or S), or the full word (Goods or Service). Item class is not used for matrix master items.

| 3  |         |                   |                          |                           |           |            |
|----|---------|-------------------|--------------------------|---------------------------|-----------|------------|
| 4  | Item ID | Keywords          | Name of Custom Attribute | Value of Custom Attribute | Item Type | Item Class |
| 29 |         |                   |                          |                           |           |            |
| 30 | ID1001  | Apple Ipad        |                          |                           | M         |            |
| 31 | ID1001  |                   |                          |                           |           |            |
| 32 | ID1001  |                   |                          |                           |           |            |
| 33 | ID1001  |                   |                          |                           |           |            |
| 34 |         |                   |                          |                           |           |            |
| 35 | ID1002  | Apple Ipad silver | RAM Memory               | 6GB                       | S         | G          |
| 36 | ID1002  |                   |                          |                           |           |            |

*In this example, ID1001 is the Matrix Master. Item Type is M, no Item Class.*

*ID1002 is a standard item in the matrix. Item Type is S, Item Class is G.*

# MATRIX MASTER

| Item ID | Name               | Description  | Keywords          | Name of Custom Attribute(s) | Value of Custom Attribute(s) | Item Type | Item Class | Bundle Items | Bundle Link | Bundle Optional | Matrix Master |
|---------|--------------------|--|-------------------|-----------------------------|------------------------------|-----------|------------|--------------|-------------|-----------------|---------------|
| ID1001  | Apple Ipad         | Apple Ipad   | Apple Ipad        | RAM Memory                  |                              | M         |            |              |             |                 |               |
| ID1001  |                    |  |                   | Hard drive capacity         |                              |           |            |              |             |                 |               |
| ID1001  |                    |  |                   | Color                       |                              |           |            |              |             |                 |               |
| ID1001  |                    |  |                   | Size                        |                              |           |            |              |             |                 |               |
| ID1002  | NEW Apple iPad Pro | Brand new Pro cameras for iPad, 120HZ Screen, A12Z Bionic Chip, All day ba | Apple Ipad silver | RAM Memory                  | 6GB                          | S         | G          |              |             |                 | ID1001        |
| ID1002  |                    |  |                   | Hard drive capacity         | 256Gb                        |           |            |              |             |                 |               |
| ID1002  |                    |  |                   | Color                       | Silver                       |           |            |              |             |                 |               |
| ID1002  |                    |  |                   | Size                        | 12.9 in                      |           |            |              |             |                 |               |
| ID1002  |                    |  |                   | Preferred item              | Yes                          |           |            |              |             |                 |               |
| ID1003  | NEW Apple iPad Pro | NEW Apple iPad Pro 6GB 128GB 12.9 Inch iPadOS Tablet - Space Grey          | Apple Ipad        | RAM Memory                  | 6GB                          | S         | G          |              |             |                 | ID1001        |
| ID1003  |                    |  |                   | Hard drive capacity         | 128Gb                        |           |            |              |             |                 |               |
| ID1003  |                    |  |                   | Color                       | Space Grey                   |           |            |              |             |                 |               |
| ID1003  |                    |  |                   | Size                        | 12.9 in                      |           |            |              |             |                 |               |
| ID1004  | NEW Apple iPad Pro | NEW Apple iPad Pro 6GB 1TB 12.9 Inch iPadOS Tablet - Silver                | Apple Ipad        | RAM Memory                  | 6GB                          | S         | G          |              |             |                 | ID1001        |
| ID1004  |                    |  |                   | Hard drive capacity         | 1T                           |           |            |              |             |                 |               |
| ID1004  |                    |  |                   | Color                       | Silver                       |           |            |              |             |                 |               |
| ID1004  |                    |  |                   | Size                        | 12.9 in                      |           |            |              |             |                 |               |
| ID1005  | NEW Apple iPad Pro | NEW Apple iPad Pro 6GB 128GB 11 Inch iPadOS 4G Tablet - Silver             | Apple Ipad        | RAM Memory                  | 6GB                          | S         | G          |              |             |                 | ID1001        |
| ID1005  |                    |  |                   | Hard drive capacity         | 128GB                        |           |            |              |             |                 |               |
| ID1005  |                    |  |                   | Color                       | Silver                       |           |            |              |             |                 |               |
| ID1005  |                    |  |                   | Size                        | 11 in                        |           |            |              |             |                 |               |

Item ID1002, ID1003, ID1004 and ID1005 are all under the matrix master item ID1001, and their item type is S, for Standard.

The **Matrix Master** field contains the item ID of the associated matrix master item, if this item is part of a matrix. If this item is the matrix master item, leave this field blank and instead set the Item Type to Matrix (M).

# MATRIX MASTER

The matrix master item (item ID ID1001) appears like this in Marketplace.

The requester can select options to order the standard items underneath the matrix master (item IDs ID1002, ID1003, ID1004, and ID1005 from the previous slide).

**Apple Ipad**  
(From 3663 LTD)

Item ID: 5f61ea3b24c8ba23780eb1d3  
Contract Reference: My ref

**Options**

RAM Memory: 6GB

Hard Drive Capacity: 1T 256Gb 128Gb 128GB

Color: Space Grey Silver

Size: 11 in 12.9 in

**Description**  
Apple Ipad

# BUNDLES



### IT package for new hire

(From 3663 LTD)

Item ID: ID0001  
Contract Reference: My ref

**Description**  
Package includes a computer, a keyboard, a mouse, and a laptop backpack.

**Bundle items**

|   |  |      |              |   |
|---|--|------|--------------|---|
|  | <b>Backpack for laptop</b><br><input checked="" type="checkbox"/> Include optional item<br>Fixed Quantity: 1 | Each | 89,00 GBP    | <a href="#">Compare</a>   <a href="#">Lists</a> |
|  | <b>Logitech Mouse M185</b><br>Variable Quantity: 1   | Each | 15,00 GBP    | <a href="#">Compare</a>                         |
|  | <b>Logitech wireless keyboard</b><br>Fixed Quantity: 1   | Each | 100,00 GBP   | <a href="#">Compare</a>                         |
|  | <b>HP 250 G7 Laptop</b><br>Fixed Quantity: 1   | Each | 1 199,00 GBP | <a href="#">Compare</a>                         |

**Additional Information**

Employee type: **White collar**

UNSPSC Code: **43210000**

|   |                |                                  |                  |                   |                     |                    |                        |           |
|---|----------------|----------------------------------|------------------|-------------------|---------------------|--------------------|------------------------|-----------|
| 3 |                |                                  |                  |                   |                     |                    |                        |           |
| 4 | <b>Item ID</b> | <b>Value of Custom Attribute</b> | <b>Item Type</b> | <b>Item Class</b> | <b>Bundle Items</b> | <b>Bundle Link</b> | <b>Bundle Optional</b> | <b>Ma</b> |
| 5 | ID0001         | White collar                     | S                | G                 | ID0002              | F                  | N                      |           |
| 6 | ID0001         |                                  |                  |                   | ID0003              | L                  | N                      |           |
| 7 | ID0001         |                                  |                  |                   | ID0004              | F                  | N                      |           |
| 8 | ID0001         |                                  |                  |                   | ID0005              | F                  | Y                      |           |
| 9 |                |                                  |                  |                   |                     |                    |                        |           |

Bundles group several items that are typically ordered together.

## Bundle items

If this item is the bundle master, enter the item IDs of the items within the bundle in the **Bundle Items** field, with one item ID per row. **Make sure to repeat the bundle master's Item ID in the first column of each new row!**

In the example above, the bundle master is item ID0001 (IT package for new hire) and the items in the bundle are items ID0002 (backpack), ID0003 (mouse), ID0004 (keyboard) and ID0005 (laptop)

# BUNDLE LINK

| 3 |         |                           |           |            |              |             |                 |    |
|---|---------|---------------------------|-----------|------------|--------------|-------------|-----------------|----|
| 4 | Item ID | Value of Custom Attribute | Item Type | Item Class | Bundle Items | Bundle Link | Bundle Optional | Ma |
| 5 | ID0001  | White collar              | S         | G          | ID0002       | F           | N               |    |
| 6 | ID0001  |                           |           |            | ID0003       | L           | N               |    |
| 7 | ID0001  |                           |           |            | ID0004       | F           | N               |    |
| 8 | ID0001  |                           |           |            | ID0005       | F           | Y               |    |
| 9 |         |                           |           |            |              |             |                 |    |

**Bundle Link** determines whether the quantity of the bundle item is Fixed (F) or Linked (L) to the bundle master. The setting here applies to the item listed in the bundle items column, not the bundle master.

**Fixed (F):** the quantity of the item does not change.

**Linked (L):** the quantity of the item is linked to the quantity of the master item.

In our previous example, if a user orders that bundle with a quantity of 5, they will receive 5 mice (linked quantity) and only one laptop, one keyboard, and one backpack (fixed quantities).

Bundle items

- **Backpack for laptop**  
 Include optional item  
Fixed Quantity: 1
- **Logitech Mouse M185**  
Variable Quantity: 1
- **Logitech wireless keyboard**  
Fixed Quantity: 1
- **HP 250 G7 Laptop**  
Fixed Quantity: 1

# BUNDLE OPTIONAL

| 3 |         |                           |           |            |              |             |                 |
|---|---------|---------------------------|-----------|------------|--------------|-------------|-----------------|
| 4 | Item ID | Value of Custom Attribute | Item Type | Item Class | Bundle Items | Bundle Link | Bundle Optional |
| 5 | ID0001  | White collar              | S         | G          | ID0002       | F           | N               |
| 6 | ID0001  |                           |           |            | ID0003       | L           | N               |
| 7 | ID0001  |                           |           |            | ID0004       | F           | N               |
| 8 | ID0001  |                           |           |            | ID0005       | F           | Y               |
| 9 |         |                           |           |            |              |             |                 |

**Bundle Optional** determines whether the bundle item is an optional part of the bundle (Y) or required (N). The setting here applies to the item listed in the bundle items column, not the bundle master.

If the requester does not include the optional item in the bundle, the total bundle price will no longer include the price of that optional item.



**Backpack for laptop** Each 89,00 GBP

Include optional item *Not included* [Compare](#) | [Lists](#)

Fixed Quantity: 1



**Backpack for laptop** Each 89,00 GBP

Include optional item *Included* [Compare](#) | [Lists](#)

Fixed Quantity: 1

# DELIVERY TYPE AND DELIVERY ID

| 3  |         |                 |               |               |          |                       |                        |            |             |
|----|---------|-----------------|---------------|---------------|----------|-----------------------|------------------------|------------|-------------|
| 4  | Item ID | Bundle Optional | Matrix Master | Delivery Type | Tax Code | Classification scheme | Classification version | Class Code | Delivery ID |
| 24 | ID0005  |                 |               |               | S        | UNSPSC                | 19                     | 43210000   | DA1         |
| 25 | ID0005  |                 |               |               |          |                       |                        |            |             |
| 26 | ID0005  |                 |               |               |          |                       |                        |            |             |
| 27 |         |                 |               |               |          |                       |                        |            |             |
| 28 | DA1     |                 |               | B             | S        | UNSPSC                | 19                     | 78102201   |             |
| 29 |         |                 |               |               |          |                       |                        |            |             |

**Delivery type** is only set for items with an item type of Delivery (D). It determines if the delivery charge is per item (I) or for the entire basket (B).

For **item** delivery charges, the delivery cost is for each of the items in the buyer's shopping basket that use this delivery item.

For **basket** delivery charges, the delivery cost is for all the items in the buyer's shopping basket that use this delivery item. See the user guide sheet in the workbook for more detailed information.

You can use the abbreviation (I or B), or the full word (Item or Basket).

**Delivery ID** is only set for standard items. This field contains is the Item ID of the delivery charge (delivery item) associated to it.

# PRICE, PRICE BREAKS, AND PRICE ON REQUEST

**Minimum order quantity** is the minimum number of units that can be purchased at the stated price. When several minimum order quantities are added for one item, this creates price breaks. In the example above:

- Requester can order 1-9 items for 300 GBP each
- Requester can order 10-19 items for 290 GBP each
- Requester can order 20 items for 275 GBP each
- For orders of 21 items or more, the price is by request only.

**Price** is the price of the item, per unit, at that minimum order quantity. Leave blank for Price on Request items.

**Is price on request?** If Yes (Y), the price must be requested from the supplier. If No (N), a price must be entered in the **Price** field.

|    | Item ID | Comparison scale | Template name | Searchable | Available | Minimum order | Price | Is price on request? | Images |
|----|---------|------------------|---------------|------------|-----------|---------------|-------|----------------------|--------|
| 58 | ID1006  | 1                |               | Y          | Y         | 1             | 300   | N                    |        |
| 59 | ID1006  |                  |               |            |           | 10            | 290   | N                    |        |
| 60 | ID1006  |                  |               |            |           | 20            | 275   | N                    |        |
| 61 | ID1006  |                  |               |            |           | 21            |       | Y                    |        |
| 62 |         |                  |               |            |           |               |       |                      |        |

The screenshot shows the product page for an Apple iPhone SE. At the top, there are images of the phone in different colors. Below the product name, it says "(From 3663 LTD)". The item ID is ID1006 and the contract reference is My ref. The description is "Apple iPhone SE | Unlocked | 64 GB - Rose Gold".

The price section shows a quantity of 1 with an "Add" button. Below this, it says "UOM: Each" and "Purchase Increment: 1 Each".

The "Price Breaks" section is highlighted with a red box and contains the following information:

| Quantity | Price            |
|----------|------------------|
| 1        | 300,00 GBP       |
| 10       | 290,00 GBP       |
| 20       | 275,00 GBP       |
| 21 +     | Price On Request |

*Price on request when the order quantity is 21 or more*

# MINIMUM ORDER QUANTITY – DELIVERY ITEMS

The Minimum Order Quantity is interpreted differently for Delivery items.

- For item delivery charges, the number entered is the minimum quantity of items (with this delivery charge) that the buyer must have in their shopping basket to take advantage of the price break.
- For Basket delivery charges, the number entered is the minimum amount of money that the requester must spend (on items with this delivery charge) from this shopping basket to take advantage of the price break.

# SOME ADDITIONAL DEFINITIONS

|                                   |   |
|-----------------------------------|---|
| <b>Sales unit of measure</b>      | The units in which the goods or service are priced and delivered. The UNECE unit of measure code must be used. A list of all recognized codes can be found on the <b>UOM Definitions</b> tab of the workbook.   |
| <b>Number in order unit</b>       | The number of individual items in each Order Unit. This is useful when items are sold in compound units of measure, such as a Box of 6 or a Pack of 20. Use 1 if the unit of measure is Each (EA), if it is a dimension, such as Kilograms or Liters, or if you're not sure whether this information is applicable. |
| <b>Quantity interval</b>          | The interval in which units can be ordered. If 5, buyers could order 5, 10, 15, etc.  |
| <b>Manufacturer name</b>          | The name of the item's manufacturer   |
| <b>Manufacturer part ID</b>       | The manufacturer's part number  |
| <b>Lead time</b>                  | The typical amount of time it takes for this item to be delivered to the buyer, in days.  |
| <b>Comparison unit of measure</b> | An alternative unit of measure that can be used to better understand and compare the item's price.  |
| <b>Comparison scale</b>           | The price per unit of the item for the comparison unit of measure.  |
| <b>Template name</b>              | The name of the item template to be applied to the item. The template must already exist in Product Manager.  |
| <b>Searchable</b>                 | Whether the item is shown in catalog search results (Y) or is hidden from search results (N).   |
| <b>Available</b>                  | Whether the item is currently available to purchase (Y) or is out of stock (N).   |

In the previous example of our iPad matrix, only the matrix master item is set as Searchable. This means that the standard items within the matrix were not searchable through the catalog, but could instead be found by opening the matrix master item from the catalog and selecting the appropriate options.

# UPLOADING THE FILE

When your file is ready, go to **Product Manager > Loader**.

Click **Upload Files**.

The screenshot shows the 'Content Loader' interface in the Basware system. The navigation bar includes 'Dashboard', 'Product Manager', 'Quotes', and 'Supplier Portal'. The 'Product Manager' section is active, with 'Loader' selected. The main content area displays a 'Content Loader' dashboard with the following components:

- Mappings**: -
- Uploading**: 12
- Issues**: 11
- Mapping Directory**: Mappings are a tool to match the content in a source file to the correct process and data fields in Product Manager. There are several pre-defined maps provided by the system or you can create your own.
- Upload Files**: You can upload files here by selecting the mapping to use and any extra data that may be needed, and then dropping your file in the box. (This card is highlighted with a red box and an arrow from the text 'Click Upload Files.')
- Upload Status**: See the status of your current and last 10 uploads here. You can check on successful uploads and correct those that have errors.
- Content Loading Templates**: You can download content loading templates that you may need.
- Automation**: Setup methods of uploading content through ftp or PEPPOL network. Assign maps to the different uploads and configure how to be notified.

# UPLOADING THE FILE

Choose the **Super Content Loader Excel** mapping.

Select your Excel workbook as the source file.

Choose whether to merge your uploaded items with the existing catalog or create a new catalog.

Select the Output Type:

- Supplier: Products and Price List
- Buyer: Agent Agreement

Select your UNSPSC version.

The screenshot shows the 'Upload files' interface. On the left, there is a sidebar with the following options:

- Options** (with an 'Upload' button)
- Mapping:** Super Content Loader Excel
- Source File:** Choose a File
- Enter an Action:** Merge with existing items
- Output Type:** Products and Price List
- Language:** English (UK)
- UNSPSC version:** 19
- Currency:** GBP

The main area shows a large dashed box with a plus sign and the word 'Upload'. Below it, a file is listed:

|  |         |    |
|--|---------|----|
| <b>Marketplace_Super_Content_Loader File _20.10 release.xlsx</b> | 3.16 MB | 🗑️ |
| Last modified: Sep 22, 2020, 12:49:48 PM                         |         |    |

# UPLOADING THE FILE

After uploading, you can see the staged data here. Errors and warnings in the data, such as invalid field entries, will be highlighted. You can fix the data from this view.

**Staging**

Results

Data Load:  
Super Content Loader File \_ 20.10  
release (PROCESSING)

Validation Status:  
**VALID**

Mapping:  
Super Content Loader Excel

All  
 Error  
 Warnings

| Row Number | Item ID | Item Name | Item Type                  | Delivery Item ID | Delivery Type | Delivery Basket Attribute | Unit of Measure | Number in an order unit | Price Breaks           |            |                  | T     |   |
|------------|---------|-----------|----------------------------|------------------|---------------|---------------------------|-----------------|-------------------------|------------------------|------------|------------------|-------|---|
|            |         |           |                            |                  |               |                           |                 |                         | Minimum Order Quantity | Unit Price | Price On Request |       |   |
| ✓          | 15      | ID0003    | Logitech Mouse M185        | STANDARD         | DA1           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 15.00            | false | S |
| ✓          | 19      | ID0004    | Logitech wireless keyboard | STANDARD         | DA1           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 100.00           | false | S |
| ✓          | 23      | ID0005    | Backpack for laptop        | STANDARD         | DA1           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 89.00            | false | S |
| ✓          | 27      | DA1       | UPS express delivery       | DELIVERY         |               | BASKET                    | PRICE           | EA                      | 1.00                   | 1.00       | 19.99            | false | S |
| ✓          | 29      | ID1001    | Apple Ipad                 | MATRIX           | DA2           |                           | PRICE           | EA                      | 1.00                   |            |                  |       | S |
| ✓          | 34      | ID1002    | NEW Apple iPad Pro         | STANDARD         | DA2           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 830.00           | false | S |
| ✓          | 4       | ID0001    | IT package for new hire    | STANDARD         | DA1           |                           | PRICE           | BX                      | 1.00                   | 1.00       | 0.00             | false | S |
| ✓          | 40      | ID1003    | NEW Apple iPad Pro         | STANDARD         | DA2           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 898.00           | false | S |

# UPLOADING THE FILE

When viewing staged data, you can see your price breaks by clicking . The same approach for custom attributes and all other fields that allow multiple values for each item.

On the next slide, see an example of custom attributes and bundles.

| Row Number                          | Item ID | Item Name | Item Type             | Delivery Item ID | Delivery Type | Delivery Basket Attribute | Unit of Measure | Number in an order unit | Price Breaks           |            |                  |       |   |
|-------------------------------------|---------|-----------|-----------------------|------------------|---------------|---------------------------|-----------------|-------------------------|------------------------|------------|------------------|-------|---|
|                                     |         |           |                       |                  |               |                           |                 |                         | Minimum Order Quantity | Unit Price | Price On Request |       |   |
| <input checked="" type="checkbox"/> | 40      | ID1003    | NEW Apple iPad Pro    | STANDARD         | DA2           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 898.00           | false | S |
| <input checked="" type="checkbox"/> | 45      | ID1004    | NEW Apple iPad Pro    | STANDARD         | DA2           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 867.00           | false | S |
| <input checked="" type="checkbox"/> | 50      | ID1005    | NEW Apple iPad Pro    | STANDARD         | DA2           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 789.00           | false | S |
| <input checked="" type="checkbox"/> | 55      | DA2       | UPS standard delivery | DELIVERY         |               | ITEM                      | PRICE           | EA                      | 1.00                   | 1.00       | 10.00            | false | S |
| <input checked="" type="checkbox"/> | 57      | ID1006    | Apple iPhone SE       | STANDARD         |               | ITEM                      | PRICE           | EA                      | 1.00                   | 1.00       | 300.00           | false | S |
|                                     |         |           |                       |                  |               |                           |                 |                         |                        | 10.00      | 290.00           | false |   |
|                                     |         |           |                       |                  |               |                           |                 |                         |                        | 20.00      | 275.00           | false |   |
|                                     |         |           |                       |                  |               |                           |                 |                         |                        | 21.00      |                  | true  |   |
| <input checked="" type="checkbox"/> | 9       | ID0002    | HP 250 G7 Laptop      | STANDARD         | DA1           |                           | PRICE           | EA                      | 1.00                   | 1.00       | 1,199.00         | false | S |

# UPLOADING THE FILE

| Custom attributes   |   |
|---------------------|---|
| Name                | Value   |
| RAM Memory          | 6GB  |
| Employee type       | White collar  |
| RAM Memory          | 6GB  |
| Hard drive capacity | 128Gb   |
| Color               | Space Grey  |
| Size                | 12.9 in   |
| RAM Memory          | 6GB  |
| Hard drive capacity | 1T  |

| Bundles     |                          |   |
|-------------|--------------------------|---|
| Bundle item | Fixed or Linked Quantity | Mandatory   |
|             |                          |   |
|             |                          |   |
|             |                          |   |
| ID0002      | FIXED                    | false  |
| ID0003      | LINKED                   | false   |
| ID0004      | FIXED                    | false   |
| ID0005      | FIXED                    | true  |
|             |                          |   |

# UPLOADING THE FILE

When all the data is correct on the Staging page, click **Commit** to add your data to Product Manager.

**Staging**

Results

Data Load:  
Super Content Loader File \_ 20.10  
release (PROCESSING)

Validation Status:  
**VALID**

Mapping:  
Super Content Loader Excel

All  
 Error  
 Warnings

|   | Row Number | Item ID | Item Name                  | Item Type | Delivery Item ID | Delivery Type | Delivery Basket Attribute | Unit of Measure | Number in an order unit | Price Breaks           |            |                  | T |
|---|------------|---------|----------------------------|-----------|------------------|---------------|---------------------------|-----------------|-------------------------|------------------------|------------|------------------|---|
|   |            |         |                            |           |                  |               |                           |                 |                         | Minimum Order Quantity | Unit Price | Price On Request |   |
| ✓ | 15         | ID0003  | Logitech Mouse M185        | STANDARD  | DA1              |               | PRICE                     | EA              | 1.00                    | 1.00                   | 15.00      | false            | S |
| ✓ | 19         | ID0004  | Logitech wireless keyboard | STANDARD  | DA1              |               | PRICE                     | EA              | 1.00                    | 1.00                   | 100.00     | false            | S |
| ✓ | 23         | ID0005  | Backpack for laptop        | STANDARD  | DA1              |               | PRICE                     | EA              | 1.00                    | 1.00                   | 89.00      | false            | S |
| ✓ | 27         | DA1     | UPS express delivery       | DELIVERY  |                  | BASKET        | PRICE                     | EA              | 1.00                    | 1.00                   | 19.99      | false            | S |
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| ✓ | 4          | ID0001  | IT package for new hire    | STANDARD  | DA1              |               | PRICE                     | BX              | 1.00                    | 1.00                   | 0.00       | false            | S |
| ✓ | 40         | ID1003  | NEW Apple iPad Pro         | STANDARD  | DA2              |               | PRICE                     | EA              | 1.00                    | 1.00                   | 898.00     | false            | S |



# THANK YOU

Still have questions? Find more info and get help at <https://basware.service-now.com/bw>