



GLENCORE

Catalogue Pricing Update

9.1 Catalogue update

Throughout this section, you will learn how you can update your catalogue pricing directly in the Coupa Supplier Portal



NOTE: Suppliers may only adjust the pricing for items on offer to Astron Energy. Please note that not all suppliers may have a catalogue and that Astron Energy will load all initial catalogues for suppliers.

- 1 Go to the **Catalogs** tab on the Coupa Supplier Portal
- 2 Find the approved catalogue you wish to update pricing for in the available catalogue list
- 3 Click **Create** to create a new catalogue that will contain the new pricing.

 Supplier Portal

Home Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts **Catalogs** Community Setup More

Select Customer Glencore QA Configure Punchout

Catalogs

Views All

Create

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Er
GZ1088192 - Emerald Slate Solutions 2026 Catalog	08/04/2026	None	None	None	Draft	No	N
GZ1088192 - Emerald Slate Solutions New Catalog	08/04/2026	08/04/2026	None	None	Pending Approval	No	N

Create

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Er
GZ1088192 - Emerald Slate Solutions 2026 Catalog	08/04/2026	None	None	None	Draft	No	N
GZ1088192 - Emerald Slate Solutions New Catalog	08/04/2026	08/04/2026	None	None	Pending Approval	No	N

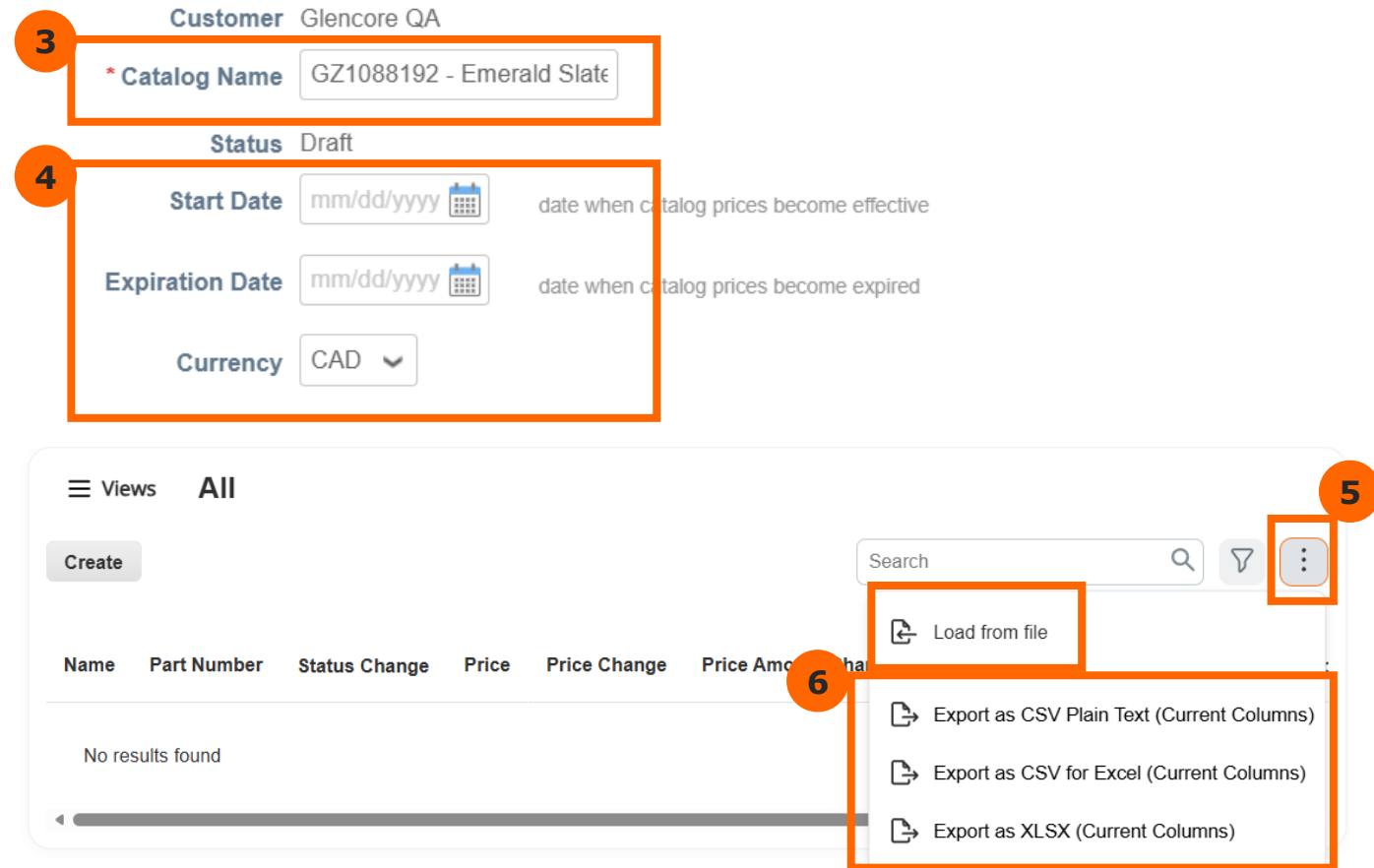
9.2 Catalogue update

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- 3 Adjust the catalogue name (See **Note** for naming conventions)
- 4 Add the Start Date, Expiry date and currency of the catalogue, as appropriate
- 5 Click the ellipses next to the search bar to **Load From File** and use an Excel template to adjust the prices
- 6 Export the items list on offer to Astron Energy



NOTE: The catalogue name must retain the original taxonomy, as it is essential for catalog approval. Please use the same name as the buyer did in the initial catalogue, and append "V2" or a version identifier of your choice at the end of the name.



The screenshot displays the 'Customer' section of the Coupa Supplier Portal. The 'Customer' is 'Glencore QA'. The 'Catalog Name' is 'GZ1088192 - Emerald Slate'. The 'Status' is 'Draft'. The 'Start Date' is 'mm/dd/yyyy' with a calendar icon, and the 'Expiration Date' is 'mm/dd/yyyy' with a calendar icon. The 'Currency' is 'CAD'. The table below shows 'No results found'. The search bar has a dropdown menu with options: 'Load from file', 'Export as CSV Plain Text (Current Columns)', 'Export as CSV for Excel (Current Columns)', and 'Export as XLSX (Current Columns)'.

Customer Glencore QA

* Catalog Name GZ1088192 - Emerald Slate

Status Draft

Start Date mm/dd/yyyy date when catalog prices become effective

Expiration Date mm/dd/yyyy date when catalog prices become expired

Currency CAD

Views All

Create

Search

Load from file

Export as CSV Plain Text (Current Columns)

Export as CSV for Excel (Current Columns)

Export as XLSX (Current Columns)

No results found

9.3 Catalogue update

Throughout this section, you will learn how you can update your catalogue pricing directly in the Coupa Supplier Portal

7 Follow the instructions in the Bulk Load Items to complete the pricing update

8 Download the Item List using the **Export to** button

9 Update the prices in the downloaded item list.

10 Choose **Load the updated file** to select the updated file to upload and update the catalogue

11 Press **Submit** to send the catalogue for approval.

7 Bulk Load Item Updates for GZ1088192 - Emerald Slate Solutions 2026 Catalog

Follow these steps to upload

1. Download the CSV template, or export current list (Based on the CSV File Field Separator in your Language and Region settings.)

Download

Export To

2. Fill in or update the CSV template (current list) description of the required and optional fields in the template.

- Fields marked with an asterisk (*) are required.
- Each row uploaded will create a new item.
- Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.

3. Load the updated file

Choose File No file chosen

Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

Start Upload

	A	B	C	D	E	F	G
1	Name	Part Number	Status Change	Price	Price Change	Price Amount Change	Currency
2	Wireless Bluetooth Mouse	TCH-MOU-1001	Active	29.99	Increase	2.00	CAD
3	27-inch 4K Monitor	TCH-MON-2002	Active	349.99	No Change	0.00	CAD
4	USB-C Docking Station	TCH-DOC-3003	Active	89.50	Decrease	-10.00	CAD
5	Mechanical Keyboard R	TCH-KEY-4004	Discontinued	74.99	No Change	0.00	CAD
6	1TB NVMe SSD	TCH-SSD-5005	Active	109.99	Increase	5.00	CAD

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Save

Submit for Approval