



Product Guide

# NEXUS SUPPLIER GUIDE

How to create your catalogue

## Log in to NEXUS

**NOTE:** If you don't currently have a log-in please contact [support-uk@ghxeurope.com](mailto:support-uk@ghxeurope.com). If you've not used the system for a while, please try the **Forgotten your Password** option. If this doesn't work, please contact the same support desk address above.

Existing Accounts:

To login using an existing account, enter your details here and click on the 'Login' button.

**Email Address:**

**Password:**

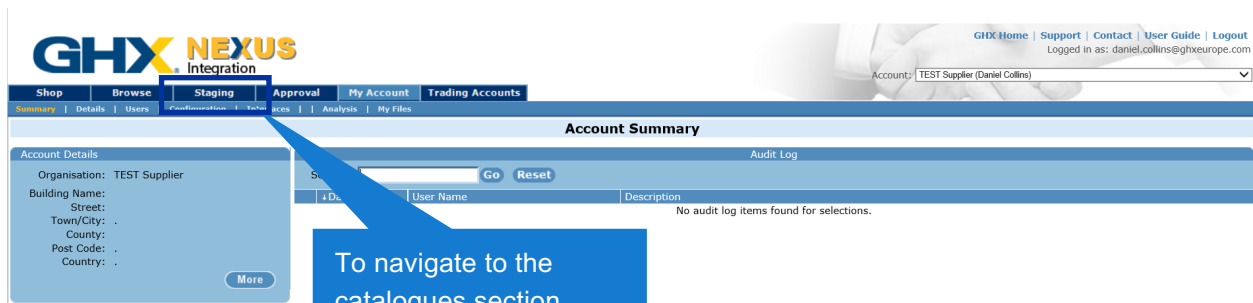
 **Secure Login**

*Forgotten your password? Then click [here](#)*

Log-in screen

## Once logged in, you will be taken to the Account Summary

To navigate to the catalogues section, click on the **Staging** tab.



GHX NEXUS Integration

Shop | Browse | **Staging** | Approval | My Account | Trading Accounts

Summary | Details | Users

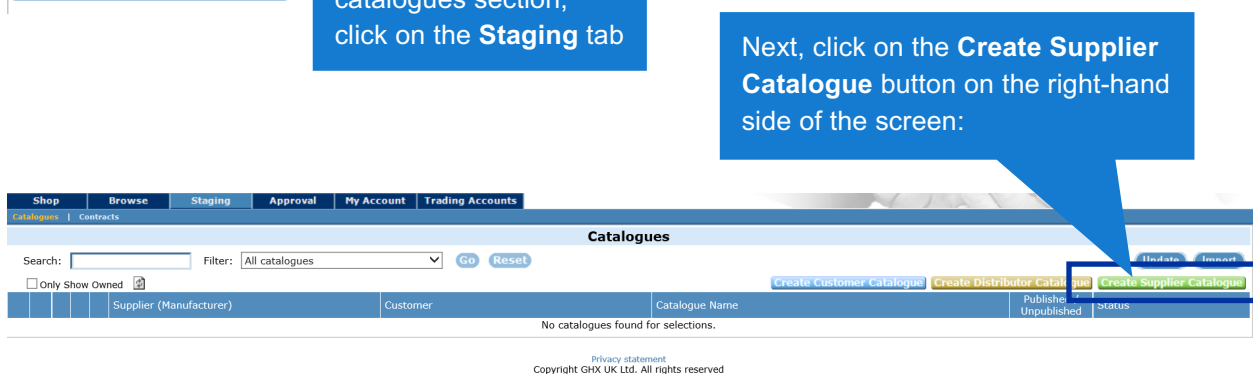
Account Details  
 Organisation: TEST Supplier  
 Building Name:  
 Street:  
 Town/City: .  
 Country: .  
 Post Code: .  
 Country: .  
 More

Account Summary

Audit Log

No audit log items found for selections.

To navigate to the catalogues section, click on the **Staging** tab



GHX Home | Support | Contact | User Guide | Logout  
 Logged in as: daniel.collins@ghxeurope.com

Account: TEST Supplier (Daniel Collins)

Shop | Browse | **Staging** | Approval | My Account | Trading Accounts

Catalogues | Contracts

Search:  Filter: All catalogues

☐ Only Show Owned

Create Customer Catalogue Create Distributor Catalogue **Create Supplier Catalogue**

Supplier (Manufacturer) Customer Catalogue Name Published Unpublished status

No catalogues found for selections.

Privacy statement  
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Next, click on the **Create Supplier Catalogue** button on the right-hand side of the screen:

The **Create Supplier Catalogue** page has three options to fill-in:

**Create Supplier Catalogue**

Catalogue Details

Supplier Name: TEST Supplier

Catalogue Name:  X +

Catalogue Category

Category Version:  +

Catalogue Owner

Owned By:  v

Save
Cancel

Catalogue Name

Category Version

Owned By

Catalogue Category

Category Version:  +

Catalogue Owner

Owned By:  v

ATC 2015

eCl@ss 10.0.1

eCl@ss 11.0

eCl@ss 7.0

eCl@ss 8.0

eCl@ss 9.0

NHS-eClass 2012

NHS-eClass 2014

NHS-eClass 2017

NHS-eClass S1V2

NHS-eClass S2

NHS-eClass S3

NHS-eClass v4

UNSPSC v20.0601

UNSPSC v9.1201

The **category Version** is the NHS e-Class version that you use in your own system. If you don't currently use one, it's best to choose the current most up-to-date version (NHS eClass 2017 at time of writing).

When you click Save, it will bring you back to the catalogue page.

You should now see something like this:

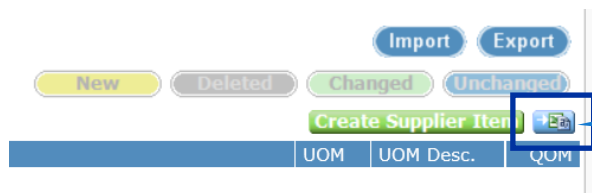
Catalogues																			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="text" value="Search:"/> <div> Filter: All catalogues Go Reset </div> </div> <div> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Update</span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Import</span> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span><input type="checkbox"/> Only Show Owned</span> <span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Create Customer Catalogue</span> <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Create Distributor Catalogue</span> </span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Supplier</th><th>Catalogue Name</th><th>Published / Unpublished</th><th>Version</th><th>Category</th></tr> </thead> <tbody> <tr> <td>TEST Supplier</td><td>Main Repository</td><td>0 / 0</td><td>Normal</td><td></td></tr> </tbody> </table>										Supplier	Catalogue Name	Published / Unpublished	Version	Category	TEST Supplier	Main Repository	0 / 0	Normal	
Supplier	Catalogue Name	Published / Unpublished	Version	Category															
TEST Supplier	Main Repository	0 / 0	Normal																

Click the second icon from the left to enter the catalogue

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3

This will take you into the **Unpublished Items** section.



The spreadsheet that exports is an empty template file for importing your data into Nexus. Please attempt to fill in as many fields as you have available data for.

The only fields that are mandatory are:

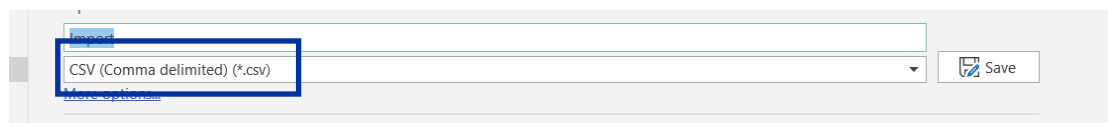
Item Code (your identifier for the product)		Description		UOMCode (BX for Box, CS for Case etc.)		QOM (Quantity of Measure)		
A	B	C	D	E	F	G	H	I
1	ItemCode	Description	LongDescr	UOMCode	UOMDesc	QOM	Manufactu	ListPrice
2								
3								
4								

Some of the other useful fields are **GTINCode** and **Brand**

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
It Brand	ManufacturerName	ManufacturerItemCode	CustomerCode	EANCode	GTINCode	HIBC	NJR	COSHH	CHIP	Electrom	Latex	Environme
CT	CU	CV										
eClass	NHS-eClass2017Code	NHS-eClass2017Code										

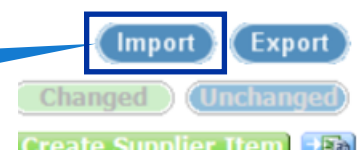
If you are using eClass codes in your system, there is a section where you can fill in the code for whichever version of eClass you use:

When you've filled in all the fields that you can; save the file as a .CSV format.



Back in the Unpublished Items section, click the Import button on the right-hand side of the screen.

Back in the Unpublished Items section, click the **Import** button on the right-hand side of the screen.



On the Import Supplier Items screen, the File Type section should default to the first option in the list. Please leave this on the first option.

**Import Supplier Items**

Select Import File

File Type: ☒ CSV (\*.csv; \*.txt; \*.prn; \*.zip)  
☐ DE Catalogue (\*.csv; \*.zip)  
☐ GS1 XML CIN v3.1 (\*.xml; \*.zip)  
☐ GS1 DE XML CIN v2.3 (\*.xml; \*.zip)  
☐ GS1 DE XML CIN Legacy (\*.xml; \*.zip)  
☐ GHX Superspec (\*.csv; \*.zip)

File to Import: C:\Users\colda01\Downloads\Import2.csv **Browse...**

Catalogue Options

☐ Create Deletes For Items Not Imported?

When pressing 'Next' there may be a delay, depending on the size of your file to import.  
Please be patient.

**Next**

Click the **Browse** button to find the CSV file that you're going to import.

Click **Next**

The next page should show a few lines of your data formatted like a spreadsheet. If this is not the case, please check the Delimiter settings at the top of the screen. This should be:

**Import Supplier Items**

Select Text File Options

Delimiter: ☒ Tab ☐ Semicolon ☒ Comma ☐ Other:

Text Qualifier: "

Start Import At Row:   
 Use Headers: ☒  
 At Row:

**Refresh**

Data Preview

1	ItemCode	Description	LongDescription	UOMCode	UOMDescription	QOM	ManufacturerQOM	ListPrice
2	Test Item 0001	Description for Product 001		BX	Box 12	12		3.24

**Next**

Delimiter: **Comma**  
 Text Qualifier: "  
 Start Import at **Row 2**  
**User Headers** (ticked)

Once this is displaying correctly, please click **Next**.

This page attempts to map the fields from your spreadsheet into the available columns in NEXUS.

**Import Supplier Items**

Select Data To Import

Select the columns to map to the appropriate fields.  
To clear unmapped fields enter "blank" in the default value.

⚠ PLEASE NOTE: Columns have been automatically mapped. Please check these are correct.

Field Name	Column To Map To	Auto Map	Clear	Default Value	Clear
Item Code	ItemCode (Test Item 0001)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
Description	Description (Description for Product 001)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
Long Description	LongDescription ()	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
Unit Of Measure Code	UOMCode (BX)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
Unit Of Measure Description	UOMDescription (Box 12)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
Quantity Of Measure	QOM (12)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
List Price	ListPrice (3.24)	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>
VAT Code	VATCode ()	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>

If these fields look correct, please use the **Auto-Map** option at the top of the list.

**NOTE:** The most common error here is the Category Code not mapping the first time. If you are using category codes, please scroll down to the Category Codes section and if it hasn't auto-mapped to your spreadsheet field, please manually change this by selecting from the drop-down.

Deleted	Deleted ()
Category Code (NHS-eClass 2017)	
Category Code (ATC 2015)	
Category Code (eCl@ss 10.0.1)	

Select Data To Import

Category Code (NHS-eClass 2017)

Category Code (ATC 2015)

Category Code (eCl@ss 10.0.1)

Select Data To Import

Category Code (NHS-eClass 2017)

Category Code (ATC 2015)

Category Code (eCl@ss 10.0.1)

If these fields look correct, please use the **Auto-Map** option at the top of the list.

Once you're happy with the field mappings, please click **Next** at the bottom of the screen. This will take you to the final Import Summary screen. As long as you're happy with the settings below, please click **Finish**. This will confirm that the import has been submitted. Please then click the **Return** button at the bottom of the screen.

**Import Supplier Items**

Import Summary

Import type: [Supplier Items](#)

How to Import: [Run on job queue](#)

Catalogue: [Main Repository](#)

Import file type: [CSV \(\\*.csv; \\*.txt; \\*.prn; \\*.zip\)](#)

Text Delimiter: [Comma](#)

Text Qualifier: ["](#)

Start Import At Row: [2](#)

Field mappings have been specified.

Recipient email address: [n/a](#)

Click 'Finish' to submit your Import to the job queue

Cancel

Back

Finish

**Import Supplier Items**

Import Submitted To Job Queue

Your Import has been submitted to the job queue.

You will be notified when it has completed.

Return

This will take you back to the Unpublished Items section. When your import has finished, you will have the option to review the items before publishing them for customers to use.

If you see any little warning triangle symbols next to items, please contact [support-uk@ghxeurope.com](mailto:support-uk@ghxeurope.com) and we can advise how to resolve these.

If there are no items in error, please first click the Lock button on the left-hand side and then the Publication Request button next to it.

### Catalogue Publication Request

On the last page, tick the box marked **Approve All and Publish** and then press the **Submit** button

In a few moments, the items will be available for customers to view and use.