Category Manager Checklist

# Template fields to be populated by supplier *(if available)*:

1. Campus Name *(NO UC Health or Med Center)*
2. 1st Level – Product Category
3. 2nd Level – Product Category
4. 3rd Level – Product Category
5. 4th Level – Product Category
6. UNSPSC Code (8 digit)
7. Manufacturer
8. MFG Part Number
9. Invoice Paid Date *(must be a date field)*
10. Line-Item Description
11. Qty.
12. Unit Price
13. Extended Price
14. Supplier Name
15. Recognized Certifications *(per each reporting category)*

# Additional check:

* Is the supplier submitting sales data for all UC campuses that business has been conducted during the reporting period? *(match CalUSource).*