

# Catalog - Create and Publish

*This document is a quick reference guide for contract owners who wish to upload a catalog in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.*

The purpose of this guide is to provide instructions for Contract Owners in creating a catalog to upload in APP. This catalog will appear in the price list of the contract it is in reference to and the Catalog tab in APP. The goal is to make it easier for APP customers to use the State’s contracts.

**The steps on this QRG should only be utilized if uploading new lines to an existing or new contract.**

## Completing the Catalog Template

1. Download the [Catalog Template](#).
2. Complete all highlighted rows on the template.
  - a. Product Short Description (Column A)

A
<b>Product Short Description</b>
Small Desk
Medium Desk
Large Desk
Basic Office Chair
Ergonomic Chair

- b. Product Code (Column D)
- c. Commodity Code (Column E)

D	E
<b>Product Code</b>	<b>Commodity Code</b>
CTR068563-1	56101500
CTR068563-2	56101500
CTR068563-3	56101500
CTR068563-4	56101500
CTR068563-5	56101500



*Use the CTR number and then the Line number sequence for your Product Code (i.e. If your catalog has three total line items it would go in this sequence: CTR0XXXXX-1, CTR0XXXXX-2, CTR0XXXXX-3).*

- d. Item Short Description (Column K)
  - i. This should match your Product Short Description previously entered.
- e. Vendor Item Ref No. (Column L)
  - i. This should match your Product Code previously entered.

K	L
Item Short Description	Vendor Item Ref No.
Small Desk	CTR068563-1
Medium Desk	CTR068563-2
Large Desk	CTR068563-3
Basic Office Chair	CTR068563-4
Ergonomic Chair	CTR068563-5

- f. Validity Start Date (Column N)

N
Validity Start Date
10/12/2023
10/12/2023
10/12/2023
10/12/2023
10/12/2023



**DO NOT** enter a Validity End Date. The blank column will ensure that the date automatically populates with the initial end date when uploaded into APP.

- g. Retail Price (Column Q)
- h. Currency (Column R)


Q	R
Retail price (tax excl.)	Currency
250.55	USD
350.5	USD
450.99	USD
200	USD
350	USD

- i. [Unit of Measure](#) UOM (Column AD)

AD
Unit of Measure (UOM)
Each
Each
Each
Each
Each

- j. Item Tag (Column AK) - *Optional*

AK
<b>Item Tag</b>
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract

 **'Std\_Contract'** must be entered if you wish to mark an item as a Standard Contract Release line item.

- 3. Once you are complete with the spreadsheet, **Save** the file to your computer.

## Uploading the Catalog

1. Log in to APP.
2. Navigate to the **Shop** dropdown, click **Import**
3. Click the **New Catalog Import** button



4. Select the supplier from the **Supplier** dropdown.
5. Select the contract from the **Contract** dropdown.
6. Click **Save**.

**Catalog Sheet** 6

---

**General Information**

**Supplier\***

PALMER ENGINEERS INC 4

**Contract\***

CTR068563 - Statewide Office Furniture Contract #2 10.12.23 5

**Export Current Catalog**

Extract existing items on Excel :  
Allow to modify the existing data massively

7. To import a new catalog, click the **Choose File** button under the Import Catalog section.

**Import Catalog**

Upload a document

No file chosen 7

- Select the file from your computer.
- Next, click the **+ Upload New Catalog** button.

- Once the file has been uploaded click the **Submit** button at the top of the page.

- Navigate to the **Format Control** Tab.
- Next, confirm the number of **Lines Imported** and ensure there are no **Blocking Lines with Anomalies**.

Import Statistics	
Lines Imported	Correct Lines not Submitted
10	10
Lines Submitted	Blocking Lines with anomalies
0	0
Lines Published	Non-Blocking Lines with anomalies
0	0



You will see the following non-blocking anomaly, this anomaly will not prevent you from uploading your catalog.

Label	
Error copying data from ITEM_VALIDITY_END_DATE to item_end_date	10

- Next, click the **Validate Format Control** button at the top of the page.


- Next, click **Submit all Valid lines**.

- On the popup click **Ok**.
- Verify all your lines have been submitted.

- Next, navigate to the **Catalog Comparison** tab.

18. Verify all your lines are listed and the information is correct.

0 Selected    Validate Selection    Block Selection    Update Selection											
<input type="checkbox"/>	Commodity	Contract	Manufacturer	Code	Label	Unit	Unit Price (pretax)	Currency	Valid from (included)	To (included)	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-1</a>	<a href="#">Small Desk</a>	Each	250.55	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-2</a>	<a href="#">Medium Desk</a>	Each	350.50	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-3</a>	<a href="#">Large Desk</a>	Each	450.99	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-4</a>	<a href="#">Basic Office Chair</a>	Each	200.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-5</a>	<a href="#">Ergonomic Chair</a>	Each	350.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-6</a>	<a href="#">Small Table</a>	Each	150.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-7</a>	<a href="#">Medium Table</a>	Each	200.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-8</a>	<a href="#">Large Table</a>	Each	300.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-9</a>	<a href="#">File Cabinet</a>	Each	200.00	USD	10/12/2023	10/10/2024	
<input type="checkbox"/>	Furniture	<a href="#">Statewide Office Furniture Contract #2 10.12.23</a>	<a href="#">PALMER ENGINEERS INC</a>	<a href="#">CTR068563-10</a>	<a href="#">Partition</a>	Each	150.00	USD	10/12/2023	10/10/2024	

10 Record(s) 

19. Once complete, click the **Publish** button at the top of the page.



20. At this time your catalog has been uploaded to the contract, users are now able to go into their contract and view all items uploaded.

## Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>