

## **Catalog - Create and Publish**

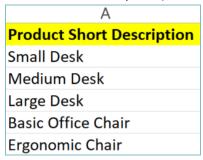
This document is a quick reference guide for contract owners who wish to upload a catalog in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at <a href="mailto:app@azdoa.gov">app@azdoa.gov</a>. Additional resources are also available on the SPO website: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

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)



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

D	Е
<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: CTROXXXXX-1, CTROXXXXX-2, CTROXXXXX-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
<b>Item Short Description</b>	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



**<u>DO NOT</u>** 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. <u>Unit of Measure</u> UOM (Column AD)

AD
Unit of Measure (UOM)
Each

j. Item Tag (Column AK) - Optional





'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**

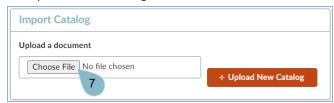
- 1. Log in to APP.
- 2. Navigate to the **Shop** dropdown, click **Import**
- 3. Click the New Catalog Import button

**New Catalog Import** 

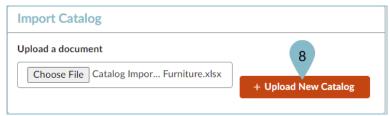
- 4. Select the supplier from the **Supplier** dropdown.
- 5. Select the contract from the Contract dropdown.
- 6. Click Save.



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



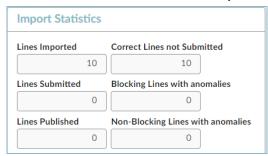
- 8. Select the file from your computer.
- 9. Next, click the + Upload New Catalog button.

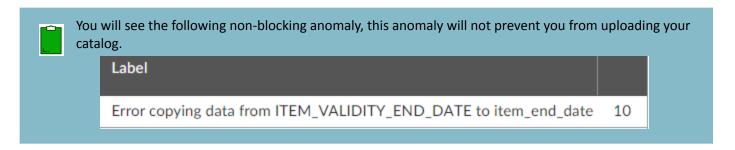


10. Once the file has been uploaded click the **Submit** button at the top of the page.



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





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



14. Next, click Submit all Valid lines.

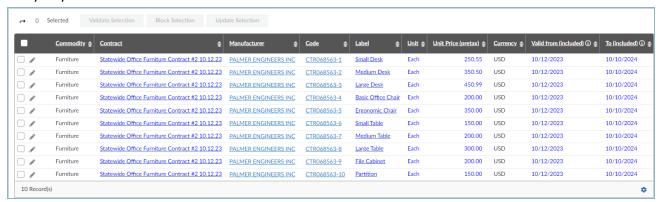


- 15. On the popup click  $\mathbf{Ok}$ .
- 16. Verify all your lines have been submitted.



17. Next, navigate to the Catalog Comparison tab.

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



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