Updating Items on an Existing Catalog

This document is a quick reference guide for contract owners who need to update items on an existing catalog in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at 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 on how to update items on an existing catalog, i.e. Pricing.

Downloading Existing Catalog

1. Once logged into APP, navigate to the **Shop** dropdown and select **Import**.
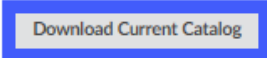2. Click the **Add New Catalog Import** button.

   Add New Catalog Import

3. Complete required information in the General Information section
   a. Supplier
   b. Contract
4. Click **Save**.
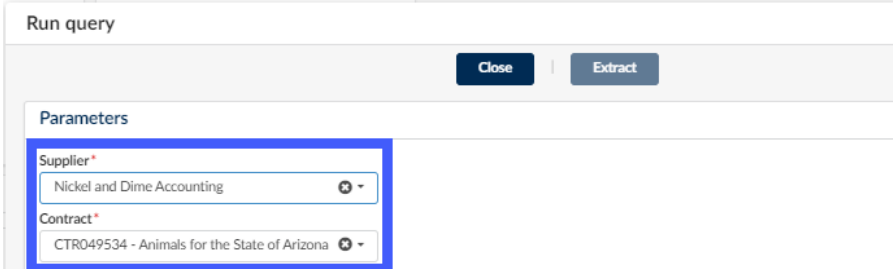5. In the Export Current Catalog section, click the **Download Current Catalog** button.

   Export Current Catalog

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

   Download Current Catalog

6. On the Run Query pop-up, verify both the Supplier and Contract information is correct.

   Run query

   | Close | | Extract |

   Parameters

   Supplier *
   Nickel and Dime Accounting

   Contract *
   CTR049534 - Animals for the State of Arizona

7. Click the **Extract** button.

   Extract

8. Open your catalog export.
9. Click the **Close** button.

Note: Use the information on the catalog export to copy into your Import Template (steps in next section). The column titles are the same. However, the placement differs. Verify you copy the information into the correct column.

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Completing the Catalog Template

For proper functionality, users must copy the current catalog items (file downloaded with steps above) into the Import Format File. All required information must be copied and pasted in the correct fields to prevent errors.

1. Download the Import Format File by clicking the **Export Import format file** button.
2. Open the Import Format File.
3. Copy the information (from your existing catalog export) into the following columns, make updates where needed:
   a. Product Short Description (Column A)

A
Product Short Description
Pencil 1
Pencil 2
Pencil 3
Parts & Materials
Freight

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

D	E
Product Code	**Commodity Code**
CTR0XXXXX-1	76122405
CTR0XXXXX-2	23271800
CTR0XXXXX-3	72101500
CTR0XXXXX-4	72101500
CTR0XXXXX-5	78101801

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

K	L
Item Short Description	**Vendor Item Ref No.**
Pencil 1	CTR0XXXXX-1
Pencil 2	CTR0XXXXX-2
Pencil 3	CTR0XXXXX-3
Parts & Materials	CTR0XXXXX-4
Freight	CTR0XXXXX-5

Note: This step is vital in modifying the catalog. If done incorrectly, the export will not work as designed. Also, verify there are no duplicate lines as the upload will only modify one line.

f. Validity Start Date (Column N)

N
Validity Start Date
7/1/2021
7/1/2021
7/1/2021
7/1/2021
7/1/2021

Note: Do not include 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)

   i. Enter new Retail price if updating price on catalog.

Note: All of the pricing data in this column must be formatted as a number or currency in order to be recognized. If not, you will encounter an upload error.

h. Currency (Column R)

Q	R
Retail price (tax excl.)	**Currency**
0.5500	USD
0.5800	USD
0.5850	USD
0.6250	USD
0.0000	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
Item Tag
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract

Note: 'Std_Contract' must be entered if there are editable line items. If an item requires the STD_Contract release tag, a zero price must be entered in order for APP to recognize the row.

4. Once the spreadsheet is completed, select **Save As** and save the file to your computer.

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Uploading the Catalog

1. To import the updated catalog, click the **Choose File** button under the Import Catalog section.

    Import Catalog

    Upload a document

    | Choose File | No file chosen | + Add |

2. Select the file from your computer.
3. Next, click the **+ Add** button.

    + Add

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

    Submit

5. Verify there are no errors on your items.

    File(s)

    0 line(s) in error / 5 line(s)

6. Navigate to the Format Control Tab.
7. Expand the Import Statistics section.
8. Confirm the number of lines being imported and ensure there are no Blocking Lines with Anomalies.

    Import Statistics

Lines Imported	Correct Lines not Submitted
5	0

Lines Submitted	Blocking Lines with anomalies
5	0

Lines Published	Non-Blocking Lines with anomalies
0	0

Note: Any data in this field causes errors that will produce blocks during the final stages of this process. If you find data, Cancel Import and review the data file for discrepancies.

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

    ⬆ Submit all valid lines

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

    Lines Submitted

    5

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

    Validate Format Control

13. Navigate to the Catalog Comparison tab.

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

		Commodity	Contract	Manufacturer	Code	Label	Unit	Unit Price (pretax)	Variation	Currency	Valid from (included) ⓘ	To (included) ⓘ	Status	Status
☐	🖉	Labor fee	Testing Catalog Upload	State of AZ Training Supplier 1	CTR0XXXXX-1	Pencil 1	Each	0.55		USD	7/1/2021	7/16/2022	New	
☐	🖉	Welding and soldering and brazing supplies	Testing Catalog Upload	State of AZ Training Supplier 1	CTR0XXXXX-2	Pencil 2	Each	0.58		USD	7/1/2021	7/16/2022	New	
☐	🖉	Building maintenance and repair services	Testing Catalog Upload	State of AZ Training Supplier 1	CTR0XXXXX-3	Pencil 3	Each	0.59		USD	7/1/2021	7/16/2022	New	
☐	🖉	Building maintenance and repair services	Testing Catalog Upload	State of AZ Training Supplier 1	CTR0XXXXX-4	Parts & Materials	Each	0.63		USD	7/1/2021	7/16/2022	New	
☐	🖉	Local area trucking services	Testing Catalog Upload	State of AZ Training Supplier 1	CTR0XXXXX-5	Freight	Each	0.00		USD	7/1/2021	7/16/2022	New	

5 Result(s)   ⚙

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

16. At this time your catalog has been updated. Users are now able to go into their contract and view all updated items.