

Publish a Catalog in APP

The purpose of this Step-by-Step guide is to provide instructions for Contract Owners and Vendors 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.

Creating the Catalog

1. Download the following catalog template: <https://spo.az.gov/arizona-procurement-portal-catalog-template>.
2. Fill out all the Highlighted rows:
 - a. Product Short Description- Column A
You should see this:

	A
1	Product Short Description
2	Airgain Centurion High Performance External Antenna with 2
3	Airgain Centurion High Performance External Antenna with 4
4	Airgain Centurion High Performance External Antenna with 4
5	Airgain Centurion High Performance External Antenna with 4
6	Airgain Centurion High Performance External Antenna
7	Airgain Ultramax High Performance Compact External
8	Airgain Ultramax High Performance Compact External
9	Airgain Multimax High Performance Compact External
10	Airgain Multimax High Performance Compact External
11	Airgain Multimax High Performance Up to 4-in-1
12	Airgain Multimax High Performance Compact External
13	Airgain Multimax High Performance Compact External
14	Airgain Multimax High Performance Compact External
15	Airgain Multimax High Performance Compact External

- b. Product Code- Column D
 - c. Commodity Code- Column E
You should see this:

	D	E
	Product Code	Commodity Code
	CTR045264-1	53111600
	CTR045264-2	53111600
	CTR045264-3	53111600
	CTR045264-4	53111600
	CTR045264-5	53111600
	CTR045264-6	53111600
	CTR045264-7	53111600
	CTR045264-8	53111600
	CTR045264-9	53111600
	CTR045264-10	53111600
	CTR045264-11	53111600
	CTR045264-12	53111600
	CTR045264-13	53111600
	CTR045264-14	53111600
	CTR045264-15	53111600
	CTR045264-16	53111600
	CTR045264-17	53111600

Note: If you don't know the Product Code and/or Item Ref No. Use the CTR number and then the Line number sequence (i.e. If your catalog has three total line items it would go in this sequence: CTR0XXXXX-1, CTR0XXXXX-2, CTR0XXXXX-3).

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- d. Item Short Description- Column K
- e. Vendor Item Ref No.- Column L

You should see this:

Item Short Description	Vendor Item Ref No.
Airgain Centurion High Performance External Antenna with 2	CTR045264-1
Airgain Centurion High Performance External Antenna with 4	CTR045264-2
Airgain Centurion High Performance External Antenna with 4	CTR045264-3
Airgain Centurion High Performance External Antenna with 4	CTR045264-4
Airgain Centurion High Performance External Antenna	CTR045264-5
Airgain Ultramax High Performance Compact External	CTR045264-6
Airgain Ultramax High Performance Compact External	CTR045264-7
Airgain Multimax High Performance Compact External	CTR045264-8
Airgain Multimax High Performance Compact External	CTR045264-9
Airgain Multimax High Performance Up to 4-in-1	CTR045264-10
Airgain Multimax High Performance Compact External	CTR045264-11
Airgain Multimax High Performance Compact External	CTR045264-12
Airgain Multimax High Performance Compact External	CTR045264-13
Airgain Multimax High Performance Compact External	CTR045264-14
Airgain Multimax High Performance Compact External	CTR045264-15
Airgain MultiMax Shark Flip 3-y WiFi - White	CTR045264-16

- f. Validity Start Date- Column N

You should see this:

Validity Start Date
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019
9/24/2019

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
- h. Currency- Column R

You should see this:

Retail price (tax excl.)	Currency
399	USD
299	USD
349	USD
369	USD
399	USD
280	USD
311.25	USD
175	USD
235	USD
275	USD
315	USD
335	USD
175	USD
175	USD
235	USD

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- i. Unit of Measure- Column AD

You should see this:

AD
Unit of Measure (UOM)
EA
EA
EA
EA
EA
EA
EA
EA
EA
EA
EA
EA
EA

- j. Item Tag (**optional**)- Column AD, input Std_Contract if there are editable line items.

You should see this:

AK
Item tag
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract
Std_Contract

Once the spreadsheet is completed, select Save As and name the file based on your agency’s naming convention standards.

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Uploading the Catalog

1. Log into app.az.gov.
You should see this:

The screenshot shows the ARIZONA APP home page. The navigation bar includes: ARIZONA, Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, and Config. The main header is 'Buying and Spend Portal' with a search bar. Below the header, there are three main sections: 'APP NEWS AND ANNOUNCEMENTS' with a list of updates, 'MY PENDING VALIDATIONS' with a table of pending actions, and a 'Add a Message...' chat window.

Process	Action	Object
Purchase Requisition (Active)	Procurement Officer Sourcing	REQ000179516 - One Time Pay Invoice: 8087497194-P.04 11/9/20 Corrupt (ADHS PHL RAD S Radiation Licensing - Kame Krisil)
Contract Approval	Procurement Manager Approval	ADOT16-125545 - Public Private Partnership (P3) Financial Advisor Services Amendment #0 - SPERRY CAPITAL INC
Purchase Requisition (Active)	Procurement Officer Sourcing	REQ000173458 - FEDEX ACC#2546-3348-8 NEMF OCTOBER 2019-JUNE 2020 (ADHS PHEP EP S Radiation - Williams John)
Procurement		CTRM4001 - Amendment ADC No. 15-074-00 Services for the

2. Navigate to the Catalogs drop-down menu and select import.
You should see this:

The screenshot shows the ARIZONA APP 'Import' page. The navigation bar includes: ARIZONA, Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, and Config. The main header is 'Import' with a search bar. Below the header, there is a button 'Add a New Catalog Import' and a search filter section with fields for Keywords, Alerts, Supplier, Contract, and Status. Below the search filters is a table of catalogs.

Supplier	Contract	Version	Description	Status
ZETRON INC	Public Communication Equipment and Services	10.09.2019		Published
InterTalk Critical Information Systems Inc	Public Communication Equipment and Services	10.09.2019		Published
WECOM INC	Public Communication Equipment and Services	10.09.2019		Published
TELEVATE LLC	Public Communication Equipment and Services	10.09.2019		Published
RELM WIRELESS CORP	Public Communication Equipment and Services	10.09.2019		Published
SOUTHWEST RADIO SALES INC	Public Communication Equipment and Services	10.09.2019		Published
EF JOHNSON CO	Public Communication Equipment and Services	10.09.2019		Published
DURHAM COMMUNICATIONS INC	Public Communication Equipment and Services	10.09.2019		Published
DFW COMMUNICATIONS INC	Public Communication Equipment and Services	10.09.2019		Published
CHARTIS CONSULTING CORP	Public Communication Equipment and Services	10.09.2019		Published

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3. At the top of the Page, select Add a New Catalog Import.
You should see this:

Note: Select the ellipses by the Contract tab to get a view of all contracts with that supplier, and select the one this catalog pertains to.

4. In the General Information header, fill out the following fields:
- k. Supplier
 - l. Contract (use the CTR number)
 - m. Version

Then click Save.

You should see this:

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5. Select Choose file under the Load New Catalog header. Choose the file created in step 1 of Create Catalog. Then, select Upload New Catalog.

You should see this:

The screenshot shows the 'Catalog Sheet' page in the ARIZONA Procurement Portal. The page is titled 'Catalog Sheet' and has a navigation bar with tabs for Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, Config, Integration, and Settings. The left sidebar shows a menu with 'Initialization', 'Format Control', 'Catalog Comparison', and 'Workflow'. The main content area is divided into three sections: 'GENERAL INFORMATION', 'EXTRACT CURRENT CATALOG', and 'LOAD NEW CATALOG'. The 'LOAD NEW CATALOG' section has a 'File to import' field with a 'Choose File' button and a 'No file chosen' message. Below this is a table of available files:

Name	Size	Created
catalog import.xlsx	19,505	10/18/2019

Below the table, there is a '1 Result(s)' row and an 'Imported files' section showing '0 Result(s)'. There are also buttons for 'Upload New Catalog', 'Get import format file.', '0 line(s) in error / 0 line(s)', 'View logs', and 'Extract all uploaded files'.

6. Once the catalog is listed by the Choose file button, select the green Submit button at the top.

You should see this:

The screenshot shows the 'Catalog Sheet' page in the ARIZONA Procurement Portal. The page is titled 'Catalog Sheet' and has a navigation bar with tabs for Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, Config, Integration, and Settings. The left sidebar shows a menu with 'Initialization', 'Format Control', 'Catalog Comparison', and 'Workflow'. The main content area is divided into three sections: 'GENERAL INFORMATION', 'EXTRACT CURRENT CATALOG', and 'LOAD NEW CATALOG'. The 'LOAD NEW CATALOG' section has a 'File to import' field with a 'Choose File' button and a 'No file chosen' message. Below this is a table of available files:

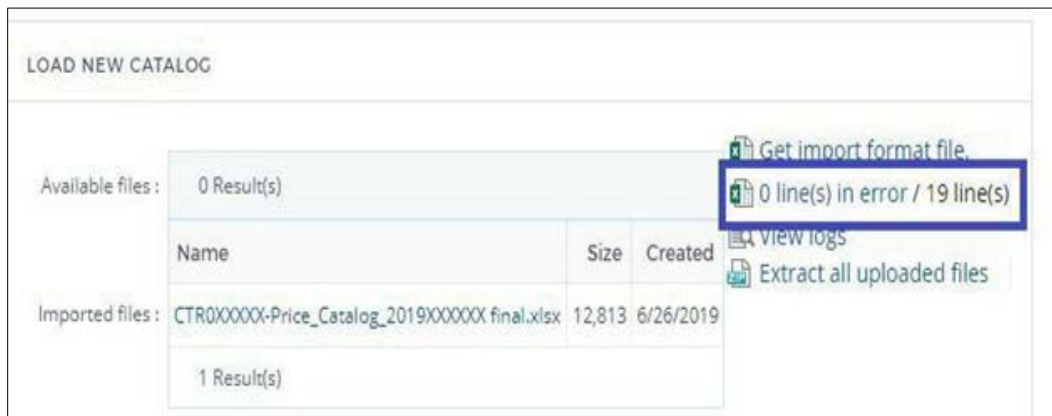
Name	Size	Created
CTR045648-Price_Catalog_20190830.xlsx	26,301	10/18/2019

Below the table, there is a '1 Result(s)' row and an 'Imported files' section showing '1 Result(s)'. There are also buttons for 'Upload New Catalog', 'Get import format file.', '0 line(s) in error / 210 line(s)', 'View logs', and 'Extract all uploaded files'.

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- Confirm that it says there are 0 lines in error/ the amount of lines in the catalog under the Load New Catalog header.

You should see this:

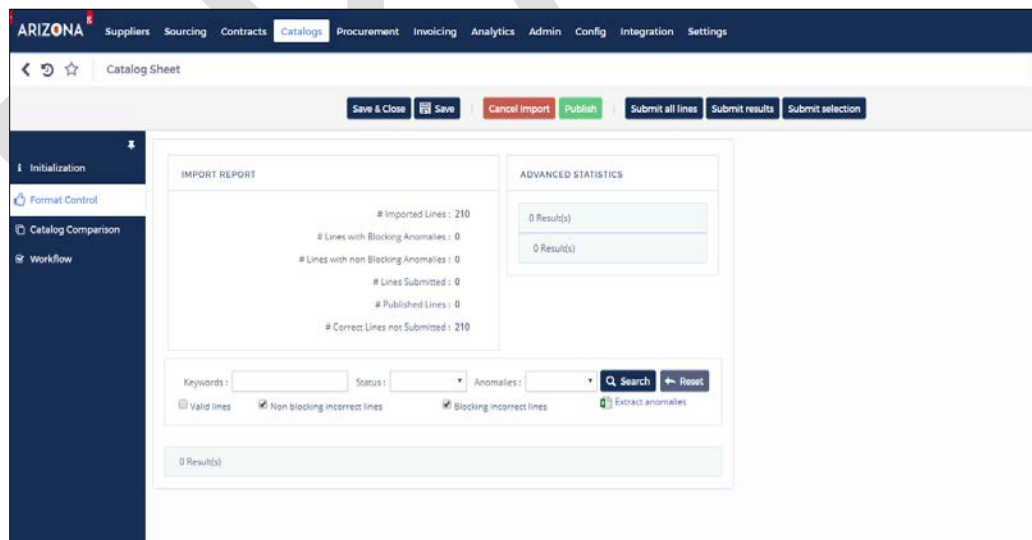


Note: If there are errors identified, select Format Control on the side left panel. Here, the system will tell you where they found the errors in the catalog under the Advanced Statistics header. The errors are listed in red font. In this case, edit your initial spreadsheet and start from step 1 of Creating the catalog to get rid of the errors and publish successfully.

Publishing the Catalog (Only the Contract owner can complete the following)

- Navigate to the Format Control tab on the left side panel. Select the green Validate format control button on the top of the page.

You should see this:



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- Select Submit all Lines and click OK, when the dialogue box appears. You should see this:

The screenshot shows the ARIZONA Catalog Sheet interface. The top navigation bar includes: ARIZONA, Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, Config, Integration, Settings. The main header is 'Catalog Sheet' with buttons for 'Save & Close', 'Save', 'Cancel Import', and 'Publish'. The left sidebar has 'Initialization', 'Format Control', 'Catalog Comparison', and 'Workflow'. The main content area is divided into two sections: 'IMPORT REPORT' and 'ADVANCED STATISTICS'.

IMPORT REPORT

- # Imported Lines : 210
- # Lines with Blocking Anomalies : 0
- # Lines with non Blocking Anomalies : 0
- # Lines Submitted : 210
- # Published Lines : 0
- # Correct Lines not Submitted : 0

ADVANCED STATISTICS

Label	Business Table	Creations	Modifications
Product load	Products	0	210
Item load	Items	210	0
Item A price load	Items price	0	0
Item B price load	Items price	0	0
Item C price load	Items price	0	0
Item D price load	Items price	0	0
Item E price load	Items price	0	0
Catalog item order units load	Other Units	0	0
Catalog item tag load	Item tag	0	0

At the bottom, there are search filters for 'Keywords', 'Status', and 'Anomalies', along with 'Search' and 'Reset' buttons.

- Go to Catalog Comparison on the left side panel. Review the line items that are going to be published. You should see this:

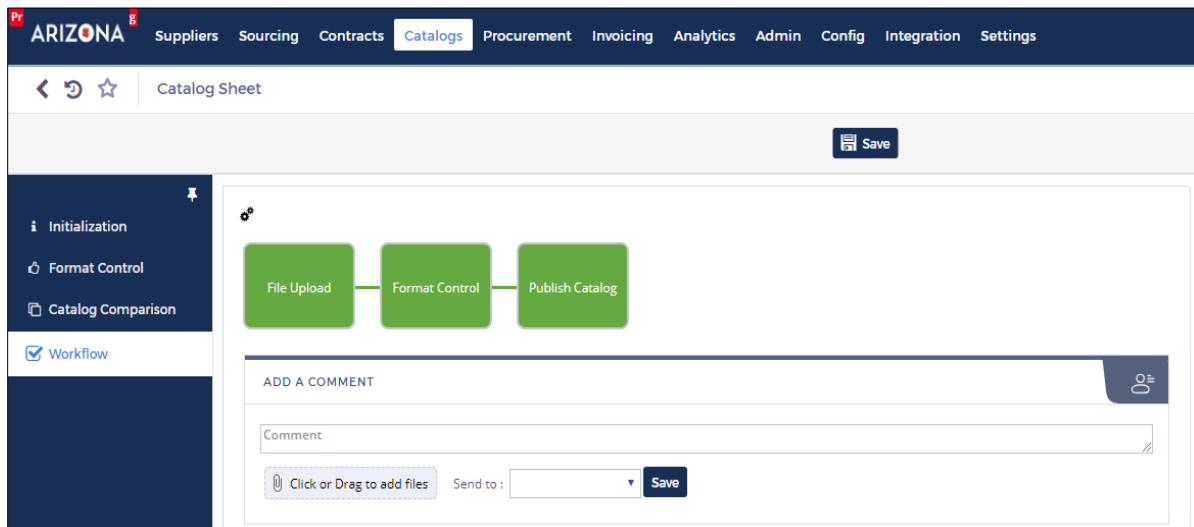
The screenshot shows the ARIZONA Catalog Sheet interface with the 'Catalog Comparison' section selected in the left sidebar. The top navigation bar is the same as in the previous screenshot. The main header is 'Catalog Sheet' with buttons for 'Save & Close', 'Save', 'Cancel Import', 'Publish', 'Validate Selection', 'Validate all items', 'Block selection', 'Update selection', and 'Update all items'. The left sidebar has 'Initialization', 'Format Control', 'Catalog Comparison', and 'Workflow'. The main content area shows search filters and a table of line items.

Search filters: Keywords, State, Alerts, Commodity, Variation (R): between and, Status, Supplier.

Commodity	Contract	Manufacturer	Label	Quantity	Unit Price (pretax)	Average Price	Variation	Currency	Valid from (included)	To (included)	Key wo
Uniforms	Statewide Uniform Removals and Laundry Services - Oct Val 2 - Standard Release	Greenlee Greens	CTR045640-1 Uniforms Protective Lab Coats (uffed), catalog # 2580, sizes XS - 4XL			0.24	0.00 %	USD United States dollar	8/29/2019 10/18/2019	10/29/2021	
Uniforms	Statewide Uniform Removals and Laundry Services - Oct Val 2 - Standard Release	Greenlee Greens	CTR045640-2 Women's Lab Coats, catalog # 2626, sizes S - 3XL			0.24	0.00 %	USD United States dollar	8/29/2019 10/18/2019	10/29/2021	
Cleaning and janitorial supplies	Statewide Uniform Removals and Laundry Services - Oct Val 2 - Standard Release	Greenlee Greens	CTR045640-3 Turk Towels 20X40			0.25	0.00 %	USD United States dollar	8/29/2019 10/18/2019	10/29/2021	

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4. After the Catalog Comparison looks correct, click the green Publish button on the top of the page. You should see this:



5. Now, you will be able to view the catalog within the Price list tab in the corresponding contract. You should see this:

The screenshot shows the 'Contract Items' page in the ARIZONA Procurement Portal. The page displays a table of contract items with the following columns: Commodity, Product Code, Short Description, Product Reference, Price, Currency, UOM, Validity Start Date, Validity End Date, Tag, Reviews, Product, and Product Code. The table contains five rows of data.

Commodity	Product Code	Short Description	Product Reference	Price	Currency	UOM	Validity Start Date	Validity End Date	Tag	Reviews	Product	Product Code
Cleaning and janitorial supplies	CTR045648-210	Apron, With/Without Pocket, Bib Style One Size Fits All - Rental	CTR045648-210	0.1900	USD	Each	10/18/2019	10/29/2021		Add a review	Apron, With/Without Pocket, Bib Style One Size Fits All - Rental	CTR045648-210
Domestic kitchenware and kitchen supplies	CTR045648-209	Apron, With/Without Pocket, Bib Style One Size Fits All - Replacement	CTR045648-209	0.4500	USD	Each	10/18/2019	10/29/2021		Add a review	Apron, With/Without Pocket, Bib Style One Size Fits All - Replacement	CTR045648-209
Cleaning and janitorial supplies	CTR045648-208	Bagged Wipers 18X18	CTR045648-208	0.0500	USD	Each	10/18/2019	10/29/2021		Add a review	Bagged Wipers 18X18	CTR045648-208
Cleaning and janitorial supplies	CTR045648-207	Bar Towel - Rental	CTR045648-207	0.0800	USD	Each	10/18/2019	10/29/2021		Add a review	Bar Towel - Rental	CTR045648-207
Cleaning Equipment and Supplies	CTR045648-206	Bar Towel Replacement	CTR045648-206	0.4500	USD	Each	10/18/2019	10/29/2021		Add a review	Bar Towel Replacement	CTR045648-206

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6. Also, the imported catalog items will appear when you search for the supplier, contract, commodity or keywords associated with the products under Browse Items in the Catalogs tab.

You should see this:

The screenshot shows the 'Browse Items' interface in the ARIZONA Procurement Portal. The page features a navigation bar with tabs for Suppliers, Sourcing, Contracts, Catalogs, Procurement, Invoicing, Analytics, Admin, Config, Integration, and Settings. Below the navigation bar, there are search filters for Keywords, Commodity, Supplier (Greenlee Greens), and Kits. The main content area displays a grid of items, each with a price, description, and contract information.

Price	Description	Contract
0.19 USD	Apron, With/Without Pocket, Bib Style One Size Fits All - Rental Cleaning and janitorial supplies Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-210
0.45 USD	Apron, With/Without Pocket, Bib Style One Size Fits All - Replacement Domestic kitchenware and kitchen supplies Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-209
0.05 USD	Bagged Wipers 18X18 Cleaning and janitorial supplies Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-208
0.08 USD	Bar Towel - Rental Cleaning and janitorial supplies Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-207
0.45 USD	Bar Towel - Replacement Cleaning Equipment and Supplies Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-206
17.00 USD	Basic Lab Coat Chest Size 38 -48 - Purchase Uniforms Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-205
0.13 USD	Basic Lab Coat Chest Size 38 -48 - Rental Laundrying services Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-204
9.00 USD	Basic Lab Coat Chest Size 38 -48 - Replacement Uniforms Greenlee Greens	Constr: Greenlee Greens Ref: CTR045648-203