

Creating Catalog Objects

This document is a quick-reference guide for procurement users who need to create catalog objects 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/>.

Every catalog object is comprised of a product and an item sheet. A product/service contains information that is specific to the commodity, whereas an item describes all conditions proposed by a supplier. Products do not appear in the catalog, but items will be searchable in the catalog.

Creating a Catalog Object

1. From any page in APP, navigate to the **Catalogs** drop-down menu and select **Create**.
2. From the Create New Product Page, enter the **Product Code**, **Manufacturer** and a **Short Description** about the product. Please note, that if this is an existing product, you can use the **Existing Product** field to populate the data.

PRODUCT INFORMATION ⓘ

Existing Product : ... Product Code ⓘ :

Manufacturer Reference No. ⓘ :

Short Description :

Manufacturer :

Link to Manufacturer Catalog ⓘ :

Commodity : ...

Characteristics Group ⓘ : ...

Features

3. Select the **Commodity** and **Characteristic Group** that best describes the product. This will help users to find the product while searching in the catalog.
4. Scroll down to the Item Description. Enter a the **Supplier Reference Number** and a **Short Description** for the item.

ITEM DESCRIPTION

Short Description :

Supplier : ...

Punchout : ...

Contract : ...

Link to Item Catalog :

5. Select the **Supplier** and **Contract** this item is associated with.

Creating a Catalog Object (continued)

6. Under Pricing, confirm the **Validity Start Date** and **Validity End Date**.

The screenshot shows the 'PRICING' section of a form. A green box highlights the 'Validity Start Date' field (containing '6/5/2018') and the 'Validity End Date' field. A green circle with the number '6' is positioned to the left of these fields. Other visible fields include 'Status' (set to 'Approved'), 'Retail price (tax excl.)', 'Tax', 'Retail price (tax incl.)', 'Currency' (set to 'USD'), 'UOM' (set to 'Each'), and 'Other Units'. There is also a 'P-Card Enabled' checkbox. At the bottom, there is a table with columns for 'Quantity', 'Price (tax excl.)', and 'Price (incl. Tax)', and an 'Example' label below it.

7. Enter the agreed upon **Quantity** and **Price** of the item. This is where you can create a tiered pricing model. Read below for more information.

The screenshot shows the 'PRICING' section of a form, similar to the previous one. A green box highlights the 'Quantity', 'Price (tax excl.)', and 'Price (incl. Tax)' columns of the table at the bottom. A green circle with the number '7' is positioned to the left of the table. The 'Validity Start Date' field is now highlighted with a red border. Other fields are the same as in the previous screenshot.

If you would like to have a tiered pricing model for this item you have two options: Fixed Pricing and Incremental Pricing.

- For Fixed Pricing, items over a certain quantity are priced the same.
- With an Incremental Price, the first x amount of items will have a certain price, the next x items will have a certain price, and so on.

8. Once all information is entered, select **Save** and your item will be ready in the catalog.