

Updating Items on an Existing Catalog

This document is a quick reference guide for users wishing to update items on an existing Arizona Procurement Portal (APP) catalog. 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/>.

Downloading Existing Catalog

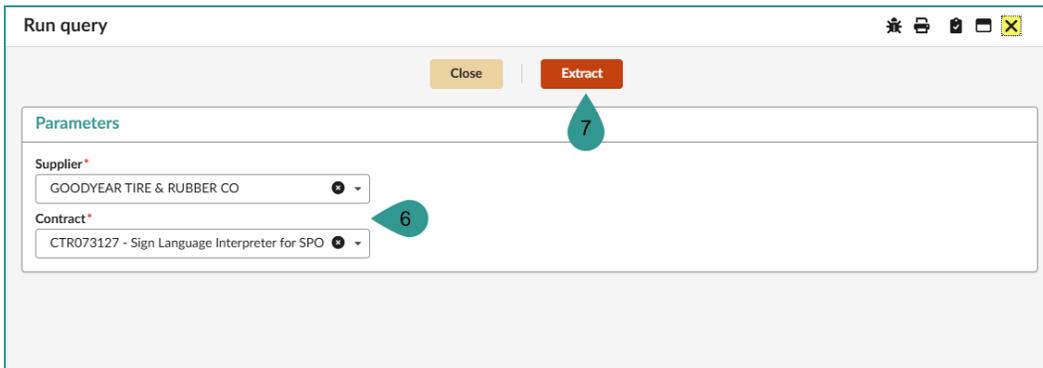
1. Once logged into APP, navigate to the **Shop** dropdown and select **Import**.
2. Click the **New Catalog Import** button.



3. Complete the 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.



6. On the Run Query pop-up, verify both the **Supplier** and **Contract** information is correct.
7. Click the **Extract** button.



8. **Open** your catalog export.
9. Click **Close** on the Run Query pop-up.



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.

Completing the Catalog Template

1. Download the Import Format File by clicking the **Export Import format file** button.
2. Open the Import Format File.



You should now have two files open. One from the previous process and now this file.

3. Enable editing.
4. Copy the information (from your existing catalog export) into the following columns and 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
CTR066129 -1	76122405
CTR066129 -2	23271800
CTR066129 -3	72101500
CTR066129 -4	72101523
CTR066129 -5	78101801

- d. Item Short Description (Column K)
 - i. This should match the product short description you previously entered.
- e. Vendor Item Ref No. (Column L) This should match the product code you previously entered.

K	L
Item Short Description	Vendor Item Ref N
Pencil 1	CTR066129 -1
Pencil 2	CTR066129 -2
Pencil 3	CTR066129 -3
Parts & Materials	CTR066129 -4
Freight	CTR066129 -5



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
7/30/2023
7/30/2023
7/30/2023
7/30/2023
7/30/2023



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.



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
	55 USD
	55 USD
	55 USD
	75 USD
	90 USD

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

AD
Unit of Measure
each

- j. Item Tag (Column AK) - Optional

AK
Item Tag
Std_Contract



'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.

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

Uploading the Catalog

- 1. To import the updated catalog, click the **Choose File** button under the Import Catalog section.
- 2. Select the file from your computer.
- 3. Next, click the **+ Upload New Catalog** button.

Import Catalog

Upload a document

Choose File No file chosen

+ Upload New Catalog

- 4. Once the file has been uploaded click the Submit button at the top of the page.
- 5. Navigate to the Format Control left margin tab.

- In the Import Statistics section, confirm the number of lines being imported and ensure there are no Blocking Lines with Anomalies.

Import Statistics

Lines Imported	Correct Lines not Submitted
<input type="text" value="13"/>	<input type="text" value="0"/>
Lines Submitted	Blocking Lines with anomalies
<input type="text" value="0"/>	<input type="text" value="0"/>
Lines Published	Non-Blocking Lines with anomalies
<input type="text" value="0"/>	<input type="text" value="0"/>

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.

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



- Click **OK**.
- Verify all your lines have been submitted.
- Click **Submit all Valid lines**.



- Navigate to the **Catalog Comparison** left margin tab.
- Verify all your lines are listed and the information is correct.

Commodity		Contract	Manufacturer	Code	Label	Quantity	Unit Price (net/ret)	Average Price	Variation	Currency	Valid from (included)	To (included)	Key words	Status	Status
<input type="checkbox"/>	Asphalt	On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5	CACTUS TRANSPORT INC.	CTR050386-1-1	Region 1 - Pavement Milling, 0-2" in depth Small Projects (0-5000 sq/Maximum Unit Price)	4,000.00	1.50	2.42	-38.02 %	USD	6/19/2020	6/18/2024		Modified	Approved
<input type="checkbox"/>	Asphalt	On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5	CACTUS TRANSPORT INC.	CTR050386-1-10	Region 1 - Asphaltic Concrete Friction Course not including haulage (Special w/PG 76-22 TRC) (0-2" Maximum Unit Price)	400.00	0.00	0.00	0.00 %	USD	6/19/2020	6/18/2024		Modified	Approved
<input type="checkbox"/>	Asphalt	On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5	CACTUS TRANSPORT INC.	CTR050386-1-11	Region 1 - Asphalt Plant activation charge (Maximum Unit Price)	6.00	3,000.00	3,000.00	0.00 %	USD	6/19/2020	6/18/2024		Modified	Approved
<input type="checkbox"/>	Asphalt	On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5	CACTUS TRANSPORT INC.	CTR050386-1-12	Region 1 - (Traffic Control) Certified Flat Person (Maximum Unit Price)	360.00	40.00	40.00	0.00 %	USD	6/19/2020	6/18/2024		Modified	Approved
		On-Call Milling & Asphalt			Region 1 - (Traffic										

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



14. At this time your catalog has been updated. Users can now go into their contract and view all updated items.

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>