



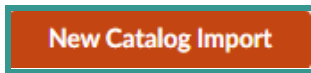
QUICK REFERENCE GUIDE

Updating Items on an Existing Catalog

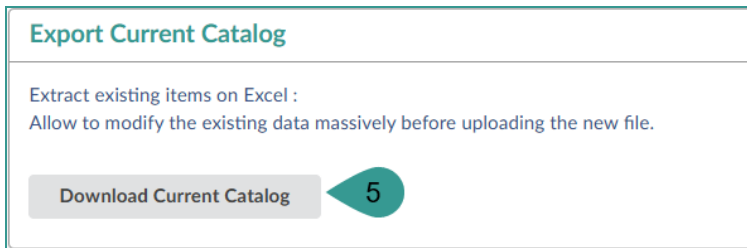
This document is a quick reference guide for users wishing to update items on an existing Arizona Procurement Portal (APP) catalog. If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Downloading Existing Catalog

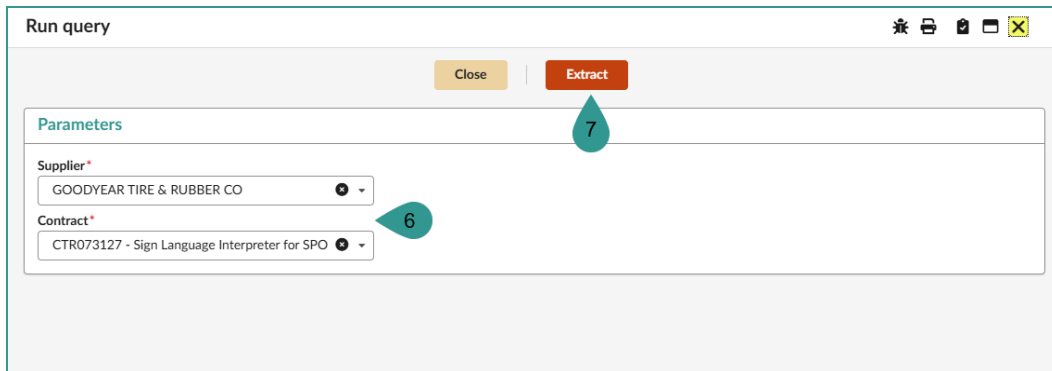
1. Once logged into APP, navigate to the **Shop** dropdown and select **Import**.
2. Click the **New Catalog Import** button.



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 Reference |
| 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 |
| each |
| each |
| each |
| each |

- j. Item Tag (Column AK) - Optional

| AK |
|--------------|
| Item Tag |
| Std_Contract |
| Std_Contract |
| Std_Contract |
| Std_Contract |
| 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.

6. 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 |
| 13 | 0 |
| Lines Submitted | Blocking Lines with anomalies |
| 0 | 0 |
| Lines Published | Non-Blocking Lines with anomalies |
| 0 | 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.

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

Validate Format Control

8. Click **OK**.
9. Verify all your lines have been submitted.
10. Click **Submit all Valid lines**.

Submit all valid lines

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

| 0 Selected Validate Selection Block Selection Update Selection | | | | | | | | | | | | | | |
|---|-----------|--|-----------------------|----------------|--|----------|---------------------|---------------|-----------|----------|-----------------------|---------------|-----------|----------|
| | Commodity | Contract | Manufacturer | Code | Label | Quantity | Unit Price (nettax) | Average Price | Variation | Currency | Valid from (Included) | To (Included) | Key words | Status |
| <input type="checkbox"/> | Asphalt | On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5 | CACTUS TRANSPORT INC. | CTB050386-1-1 | Region 1 - Pavement Milling, 0-2" in depth, Small Projects (0-5000 SY 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. | CTB050386-1-10 | Region 1 - Asphalt Concrete Friction Course not including haulage (Special w/PG 76-22 TR-10-22 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. | CTB050386-1-11 | 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. | CTB050386-1-12 | Region 1 - (Traffic Control Certified Flag Person (Maximum Unit Price) | 160.00 | 40.00 | 40.00 | 0.00 % | USD | 6/19/2020 | 6/18/2024 | Modified | Approved |
| | | On-Call Milling & Asphalt Replacement Services (Region 1, 2, 3, 4, and 5) Amendment #5 | | | Region 1 - (Traffic Control Certified Flag Person (Maximum Unit Price) | | | | | | | | | |

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

Publish

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>