

Uploading a Catalog

This document is a quick-reference guide for suppliers who need to upload a catalog in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at <u>app@azdoa.gov</u>. Additional resources are also available on the SPO Website: <u>https://spo.az.gov/</u>.

Upload a Catalog

- 1. Log in to APP.
- 2. Navigate to the Catalogs drop-down menu and select Manage Catalogs.



- 3. At the top of the page, select **Import Catalog**.
- 4. Select the **Contract** associated with this catalog.
- 5. Click the **Save** button.

5	☆	Import Catalog				
		5 🖬 S	Save Save & Close			
General Information						
Contract* 4						
CTR066115 - Test Contract						
Version						
Description						
			li li			
Import	Type*					
[SAZ] Supplier Catalog Import						



6. Select **Export Catalog** to see the existing data in an Excel format. The file will automatically download to your computer.



It is recommended to modify the current catalog Excel file as necessary and then upload this new version of the catalog. For a description of each field, refer to the table on the next page

- 7. To upload, select **Choose File** to choose the Excel file you wish to import.
- 8. Select +Add File to Upload List to upload the list.

Load New Catalog	
Upload a document 7	8
Choose File template_ivallog_import.csv	+ Add File to Upload List

- 9. Verify there are no line errors in the Excel file you uploaded.
- 10. Select the green **Submit** button.

	Save Save & Close	Cancel Import Submit
General Information		Extract Current Catalog 10
Contract CTR066115 - Test Contract		Export the existing catalog items to MS Excel : Make all item changes in the file, then import the updated file.
Version		Export Catalog
Description		Load New Catalog
	le	Upload a document
Import Type [SAZ] Supplier Catalog Import		Choose File No file chosen + Add File to Upload List
Comments		File(s) 9
Commont		0 line(s) in error / 7 line(s)

11. the uploaded catalog will be sent to the named contract manager for review and approval.

Below is a description of each field and the description you will see in the Excel files:

Ivalua Field	Ivalua Field Description
PDT_LABEL	Label
PDT_SUP_LINK	URL
PDT_SUP_REF	Manufacturer Ref.
PDT_SUMMARY	Summary
PDT_KEYWORD	Keywords
PDT_DESCRIPTION	Description
PDT_IMG_FILE	Image
PDT_FILE	Documents
ITEM_LABEL	Label*
ITEM_SUP_REF	Vendor Ref.*
ITEM_SUP_URL	URL
ITEM_CTR_REF	Contract*
ITEM_VALIDITY_BEGIN_DATE	Validated From
ITEM_VALIDITY_END_DATE	Validated To
ITEM_COMMENT	Item Comment
ITEM_PUBLIC_PRICE	Item Public Price*
ITEM_UNIT_CURRENCY	Currency (USD)*
ITEM_VAT_VALUE	Tax (%)*
ITEM_QTY_NEG_A	Item Quantity A Negotiated
ITEM_PRICE_A	Negotiated Price for Quantity A
ITEM_QTY_NEG_B	Item Quantity B Negotiated
ITEM_PRICE_B	Negotiated Price for Quantity B
ITEM_QTY_NEG_C	Item Quantity C Negotiated
ITEM_PRICE_C	Negotiated Price for Quantity C
ITEM_QTY_NEG_D	Item Quantity D Negotiated
ITEM_PRICE_D	Negotiated price for Quantity D
ITEM_QTY_NEG_E	Item Quantity E Negotiated
ITEM_PRICE_E	Negotiated price for Quantity E
ITEM_UNIT	Unit*
ITEM_OTHER_UNIT	Other Units

*Items with an asterisk are required fields.

Resources

Click the link below for more information on contract creation processes in APP: <u>https://spo.az.gov/suppliers/app-support/quick-reference-guides</u>