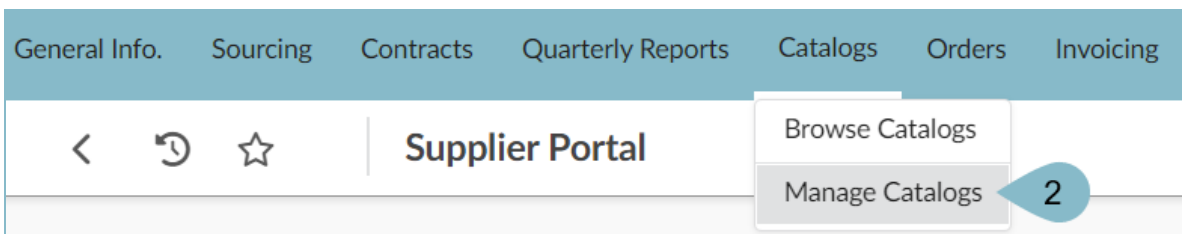


# Uploading a Catalog

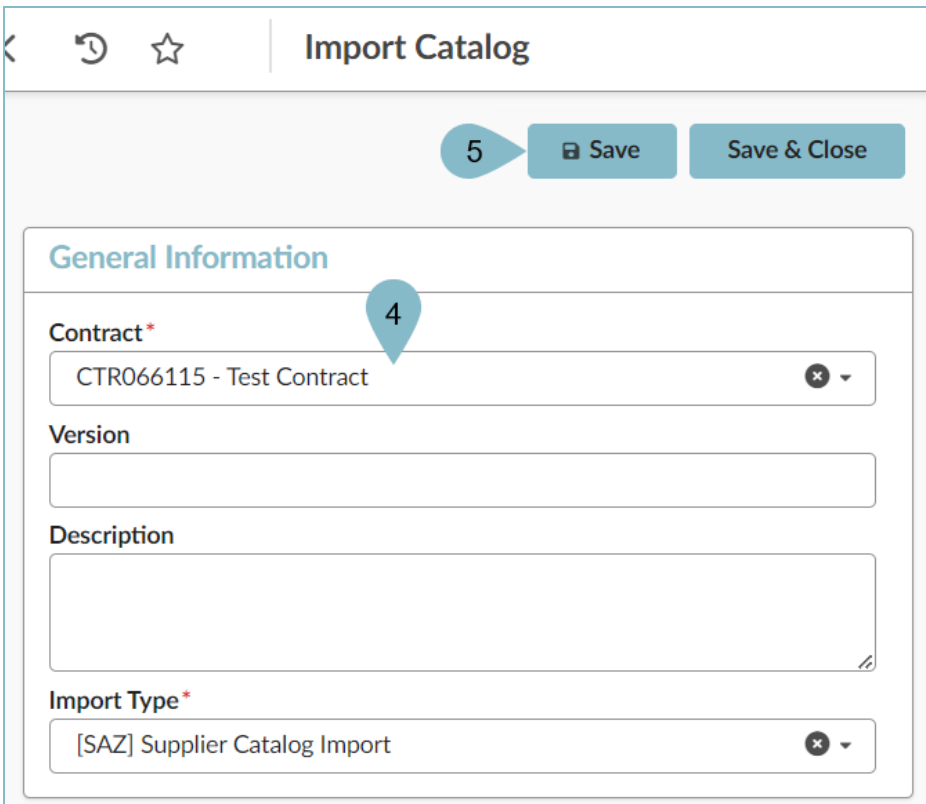
This document is a quick-reference guide for suppliers who need to upload a catalog in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

## 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.

A screenshot of the 'Import Catalog' form. At the top right, there are two buttons: 'Save' and 'Save & Close'. A blue callout bubble with the number '5' points to the 'Save' button. Below the buttons is a section titled 'General Information'. It contains four fields: 'Contract \*' with a dropdown menu showing 'CTR066115 - Test Contract' and a blue callout bubble with the number '4' pointing to it; 'Version' with an empty text input field; 'Description' with a large empty text area; and 'Import Type \*' with a dropdown menu showing '[SAZ] Supplier Catalog Import'.



Users are able to download a blank import file by clicking the **Get Import Format File** button

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.

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

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.**

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## Resources

Click the link below for more information on contract creation processes in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>