

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. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Suppliers can upload a catalog into APP. After uploading, the catalog will be sent to a Procurement Officer for approval where they will continue the process of editing and publishing the catalog.

Upload a Catalog

1. From any page in your Supplier Portal in the APP, navigate to the **Catalogs** drop-down menu and select **Manage Catalogs**.
2. At the top of the page, select **Import Catalog**.
3. Select the **Contract** associated with this catalog.
4. Click the **Save** button.

The screenshot shows a form titled "General Information" with the following fields:

- Contract ***: A dropdown menu.
- Version**: A text input field.
- Description**: A large text area with a diagonal slash icon at the bottom right.
- Import Type ***: A dropdown menu with the selected option "[SAZ] Supplier Catalog Import".

5. Select **Download Current Catalog** to see the existing data in an Excel format. A pop up window will appear. Select **Extract**, and the file will automatically download to your computer.
6. 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. Select **Add** to Upload List.

The screenshot shows a form titled "Load New Catalog" with the following elements:

- Upload a document**: A section header.
- Choose File**: A button next to the text "No file chosen".
- + Add**: A blue button to add the selected file to the upload list.

8. Click **Save**.

After this, the uploaded catalog will be sent to the named contract manager for review and approval.

Catalog Upload Field Descriptions

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.