

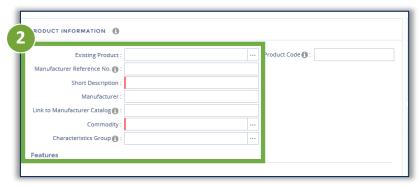
Creating Catalog Objects

This document is a quick-reference guide for procurement users who need to create catalog objects 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/.

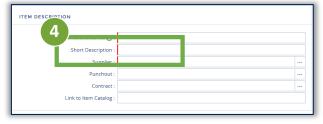
Every catalog object is comprised of a product and an item sheet. A product/service contains information that is specific to the commodity, whereas an item describes all conditions proposed by a supplier. Products do not appear in the catalog, but items will be searchable in the catalog.

Creating a Catalog Object

- 1. From any page in APP, navigate to the **Catalogs** drop-down menu and select **Create.**
- From the Create New Product Page, enter the Product Code, Manufacturer and a Short
 Description about the product. Please note, that if this is an existing product, you can
 use the Existing Product field to populate the data.



- Select the Commodity and Characteristic Group that best describes the product. This will help users to find the product while searching in the catalog.
- 4. Scroll down to the Item Description. Enter a the **Supplier Reference Number** and a **Short Description** for the item.

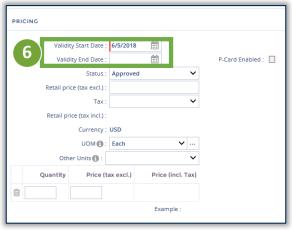


5. Select the **Supplier** and **Contract** this item is associated with.

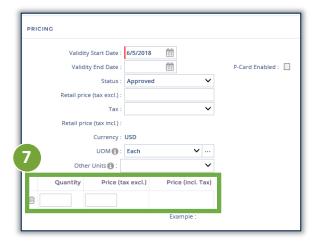


Creating a Catalog Object (continued)

6. Under Pricing, confirm the Validity Start Date and Validity End Date.



7. Enter the agreed upon **Quantity** and **Price** of the item. This is where you can create a tiered pricing model. Read below for more information.



If you would like to have a tiered pricing model for this item you have two options: Fixed Pricing and Incremental Pricing.

- For Fixed Pricing, items over a certain quantity are priced the same.
- With an Incremental Price, the first x amount of items will have a certain price, the next x items will have a certain price, an so on.
- 8. Once all information is entered, select **Save** and your item will be ready in the catalog.