ARIZONA
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Uploading and Publishing a Catalog

This document is a quick-reference guide for procurement users who need to upload and publish a supplier 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/.

There are three main steps when uploading and publishing a catalog:
1. A Supplier or Procurement Officer will log in to APP and import a catalog. If it is uploaded by the supplier, Procurement Officers will be notified to review and approve the catalog.
2. The Procurement Officer will make sure all entries and data are correct.
3. The Procurement Officer will publish the catalog.

Uploading a Catalog

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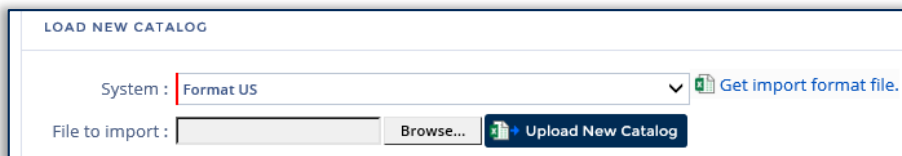4. Click the **Save** button.

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 on page 4.
7. To upload, select **Browse** to choose the Excel file you wish to import. Select **Upload New Catalog.**
8. For **System** select "Format US". If you want to download the template, select **Get Import Format File**.

9. Click **Save**. Click **Submit**.

After this, the catalog will move into the Perform Format Controlling Checks step.

Performing Format Controlling Checks

1. From any page in APP, navigate to the **Catalogs** drop-down menu and select **Browse Items**.
2. Or, continuing from the Upload Catalog step, navigate to the left side of the screen and select the **Format Control** tab. You will see the number of imported lines and the number of lines with blocking and non-blocking anomalies.

IMPORT REPORT		ADVANCED STATISTICS	
# Imported Lines : 1		0 Result(s)	
# Lines with Blocking Anomalies : 0			
# Lines with non Blocking Anomalies : 1		Label	
# Lines Submitted : 0		Error copying ITEM_CTR_REF to ctr_id	1
# Published Lines : 0		1 Result(s)	
# Correct Lines not Submitted : 0			

3. Under **Alert,** if you see line items with error messages, select the **Pencil** icon.

|		Line	Extraction date (your local time)	Status	Alert
☐	✎	1	6/20/2018 1:21:41 PM	Not imported	• Error copying ITEM_CTR_REF to ctr_id

4. A pop-up window will appear for you to correct the anomalies. Anomalies generally mean that there is a data mismatch. Scroll to find highlighted fields and correct the error shown by selecting the **Ellipses** and matching the correct data.

Correct anomalies				
		🖫 Save	Save & Close	Close
ITEM_SUP_REF : CCS-MON	Suppliers :	☐	ACME	... *
	Users ### :	☐		...
	Manufacturer reference :	☐	CCS-MON	
ITEM_SUP_URL :	Catalog link :	☐		
ITEM_CTR_REF : CTR000013	Contracts :	☐	test	...

5. Click **Save and Close**. Repeat for all errors listed.
6. Once all desired errors are corrected, select **Submit All Lines**. Please note that if you do not correct an error, it will not submit.
7. Then, select **Validate Format Control Step**.

After this, the catalog is ready to be published.

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Publishing a Catalog

1. From any page in APP, navigate to the **Catalogs** drop-down menu and select **Browse Items**.
2. Or, continuing from the Perform Format Control Checks step, select **Publish.**
3. To validate that the catalog has been published, select the **Workflow** tab on the left side of the screen. Make sure that all steps are green, marked as complete.
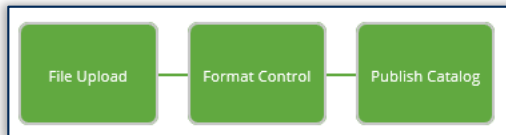
At this point, your catalog has been successfully published

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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.