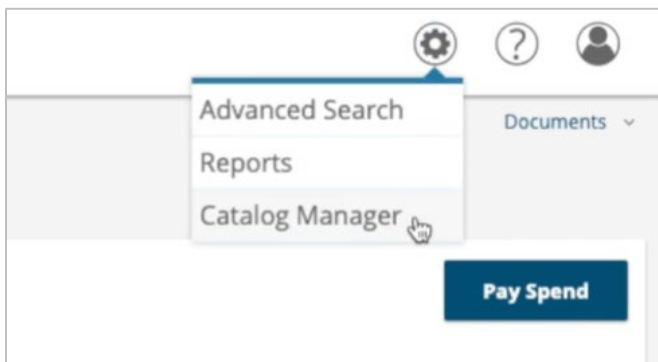


Modifying a Supplier Product or Service List

This document explains how a supplier can access and update an existing product or service list.

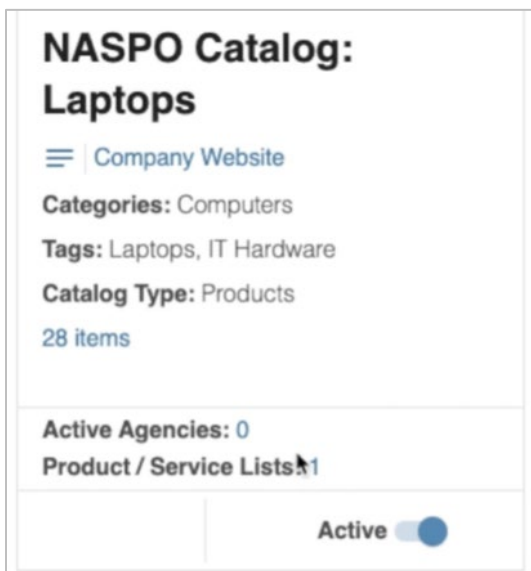
1. Log in to [OregonBuys](#), then while on the home screen, click the gear icon in the top right corner and select “Catalog Manager”.



2. This brings you to the Catalog Library and Catalog Manager. From here, locate the Catalog that you'd like to update.

For Grid View

1. In the grid view, click the number next to the list that you'd like to update.



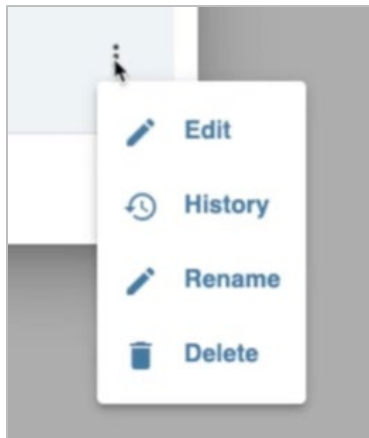
2. In the pop up, click the icon to the right of the row and click “Edit”.

Product / Service Lists

NASPO Catalog: Laptops

Laptops	Updated	New	Deleted	Failed	Not Modified	28 Items	
	0	0	0	0	28		

CLOSE



- This brings you to the mapping page where you can update your previously uploaded list.

Cover created: 2021-08-11 11:08

1 DESIGN YOUR CATALOG COVER 2 CREATE or MANAGE YOUR PRODUCT / SERVICES LISTS 3 ACTIVATE & SHARE YOUR CATALOG DONE!

Laptops for your NASPO Catalog: Laptops

■ Used for Searching by Shoppers
■ Used for Filtering by Shoppers

UPDATE PRODUCT/SERVICE LIST FILE

TYPE TEXT OR DRAG & DROP COLUMNS INTO FIELDS Instructions 1

Primary Image URL	Product/Service Name*	Product/Service Unique Number*
Primary Image URL	Product/Service Name	Product/Service Unique Number

Columns in IT Hardware and Computer Supplies < 1 > Catalog.csv

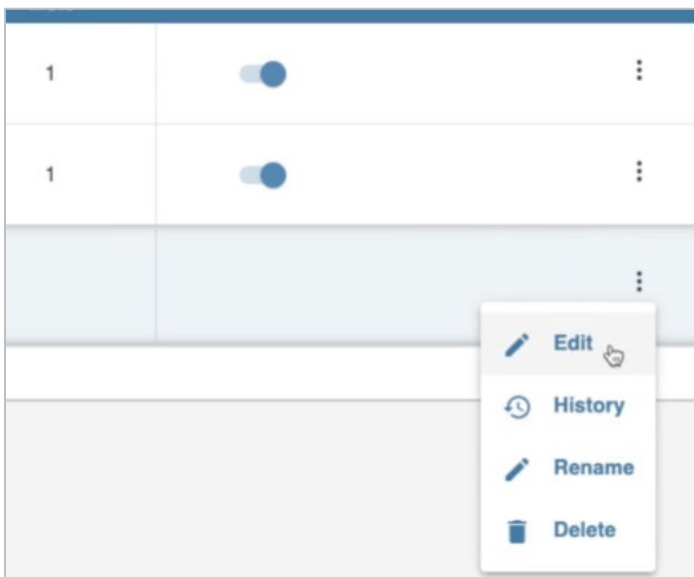
For List View

- In the list view, click the down arrow next to the product list that you'd like to modify.

Catalog Library

Catalog Name	Catalog Link	Categories	Tags	Catalog Type	Items Count	Active Agencies	Product / Service Lists	Active
Computer Accessories		Computers, desktop	Desktop, Computer...	Products	3	1	1	<input checked="" type="checkbox"/>
NASPO Catalog: La...	Company Website	Computers	Laptops, IT Hardware	Products	28	0	1	<input checked="" type="checkbox"/>

2. Click the icon to the right and select “Edit” from the popup.



3. This brings you to the mapping page where you can update your previously uploaded list.

Cover created: 2021-08-11 11:08

1 DESIGN YOUR CATALOG COVER → 2 CREATE or MANAGE YOUR PRODUCT / SERVICES LISTS → 3 ACTIVATE & SHARE YOUR CATALOG → DONE!

Laptops for your NASPO Catalog: Laptops

Used for Searching by Shoppers
 Used for Filtering by Shoppers

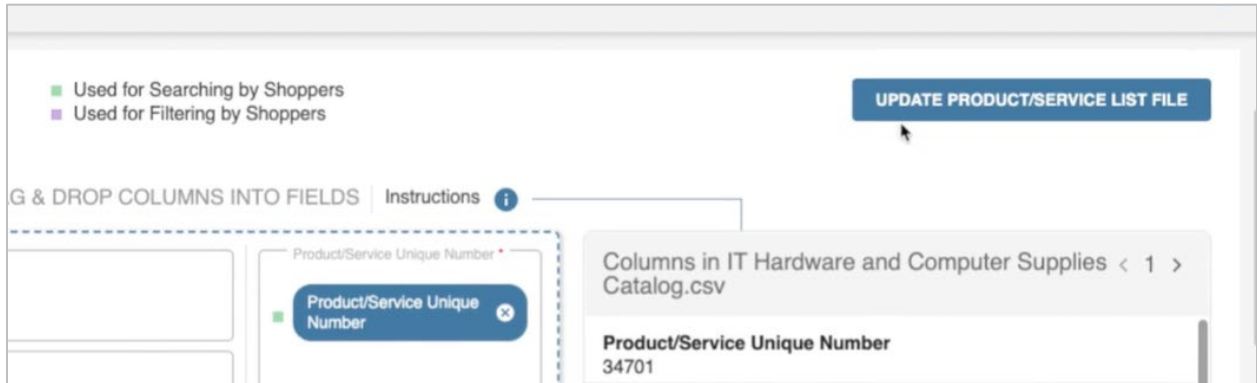
[UPDATE PRODUCT/SERVICE LIST FILE](#)

TYPE TEXT OR DRAG & DROP COLUMNS INTO FIELDS | Instructions

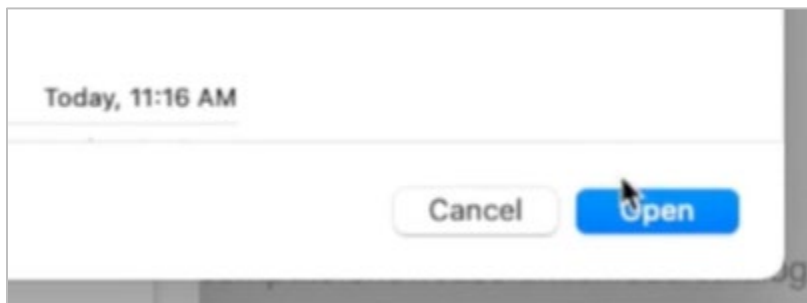
Primary Image URL:
 Product/Service Name:
 Product/Service Unique Number:

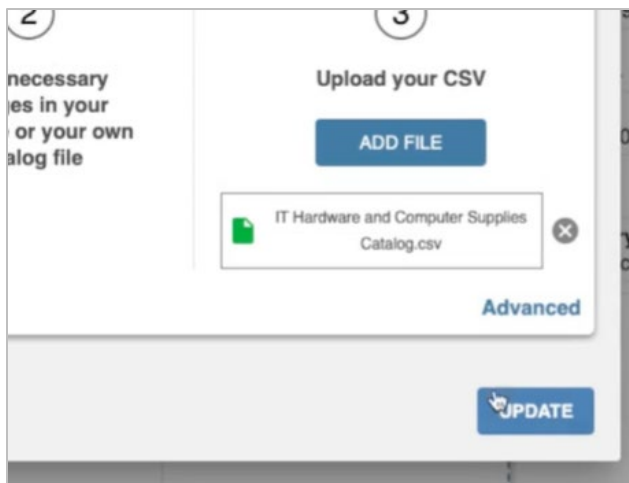
Columns in IT Hardware and Computer Supplies < 1 > Catalog.csv

- To update the file, click “Update Product/Service List File” and then click “Add File” in the popup. Please note that the file should be under the same name as the last file to have the existing mapping applied to the new file. If it has a different name, you’ll have to do all of the mapping again.

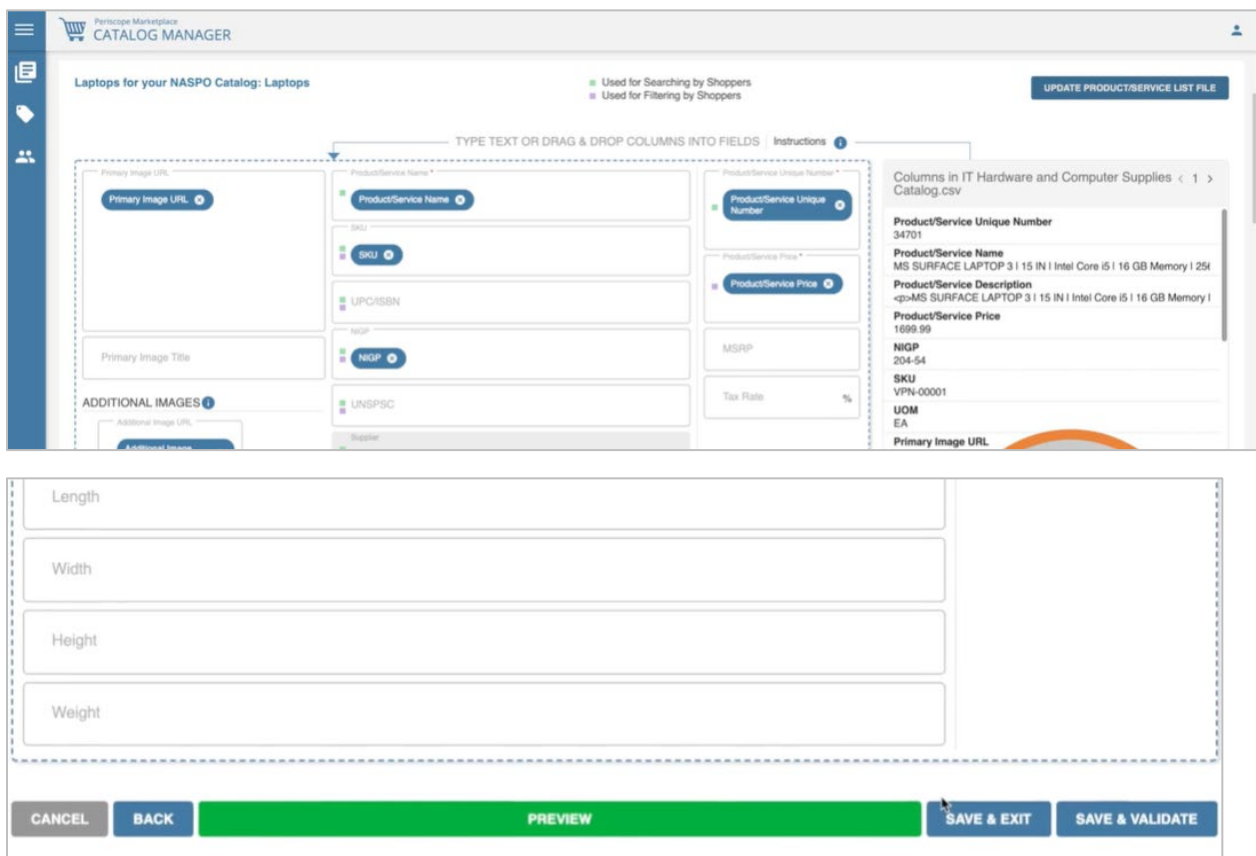


- Navigate to your file and click “Open”. Then, click “Update”.

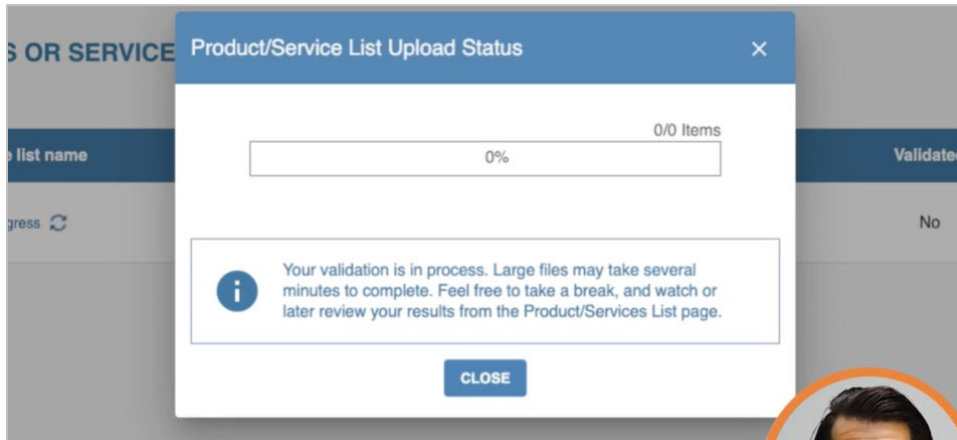




- This brings you back to the mapping page. Make any necessary changes to the mapping now and scroll to the bottom when you're done. Click "Preview" to see a Preview of the Catalog. Click "Save & Exit" to come back to it later. Click "Save & Validate" if you're done and ready to move on.



- When you click “Save & Validate”, you’ll be able to see the status of your upload. When its done, click “Close”.



- You’ll see the “Validated” column say “Yes” once its validated. Click “Save & Exit” when you’re done.

