

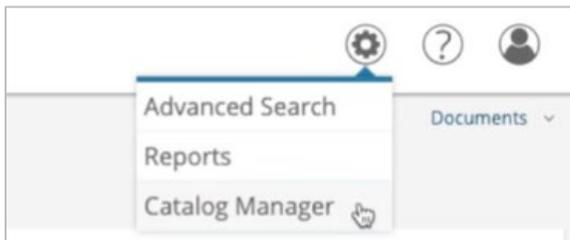
Create a Supplier Catalog

This document shows suppliers how to do the following:

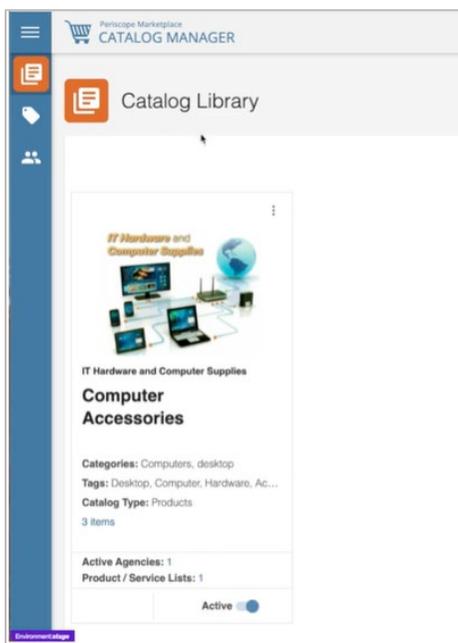
- [Create a Catalog](#)
- [Design a Catalog Cover](#)
- [Create a Product/Service List](#)
- [Upload and Map a Product/Service List](#)
- [Activate and Share a Catalog](#)

Create a Catalog

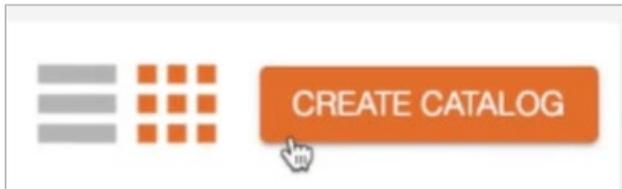
1. Log in to [OregonBuys](#), then from the home screen click the Gear icon and then click “Catalog Manager”.



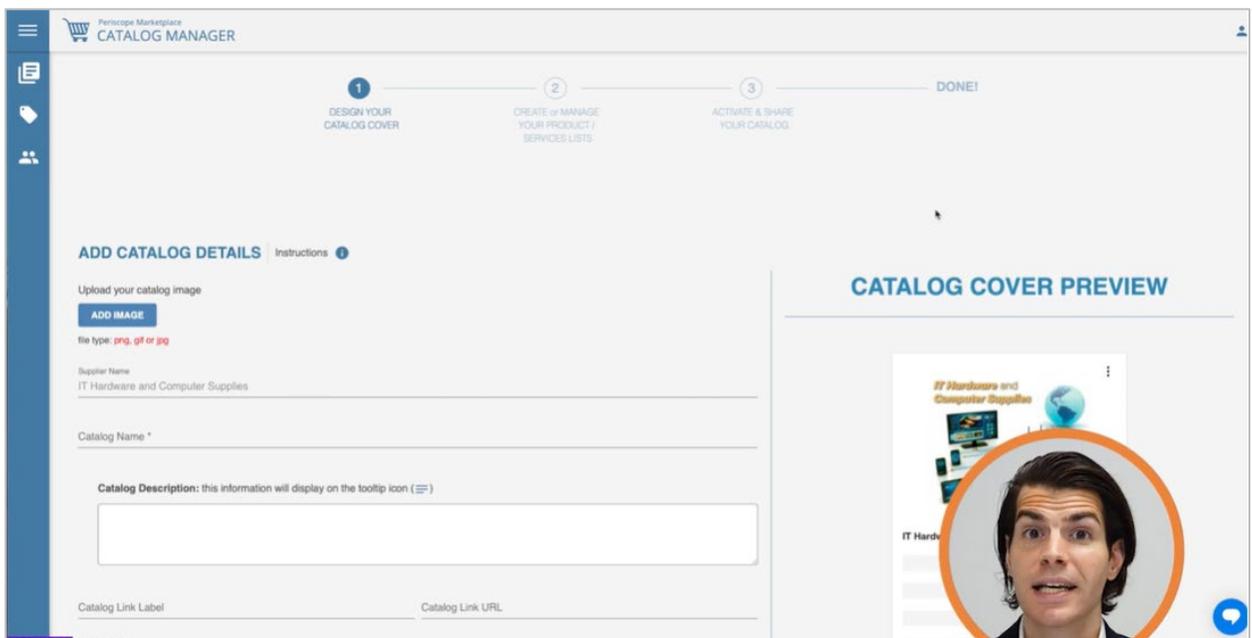
2. This opens a new tab displaying the Catalog Manager and the Catalog Library. Here you'll see any of your existing Catalogs that you've completed or are in the process of working on.

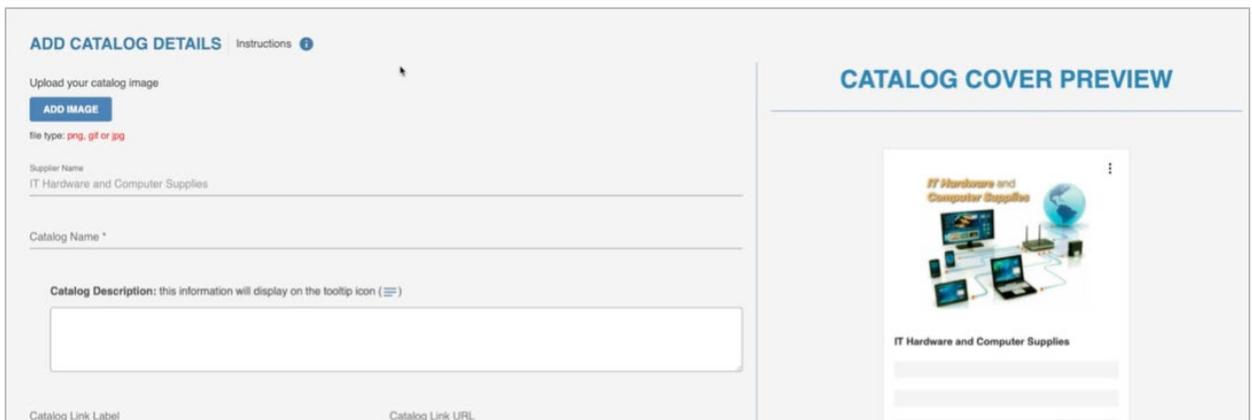


- In this example, the supplier works in IT Hardware and Computer Supplies, and they need to create a new Catalog for laptops. To begin, click “Create Catalog”.



- Taking a moment to review this page, you’ll notice the three steps at the top of the page which indicate where you are in the Create Catalog process. In Step 1, “Design Your Catalog Cover”, the page is divided in two sections. On the left, you have “Add Catalog Details”. This is where you will fill out the required fields, adding details to your Catalog cover. On the right is the Catalog Cover Preview. As you add information to the section on the left, you can see the results in real time on the right.





ADD CATALOG DETAILS | Instructions ⓘ

Upload your catalog image

ADD IMAGE

file type: **png, gif or jpg**

Supplier Name
IT Hardware and Computer Supplies

Catalog Name *

Catalog Description: this information will display on the tooltip icon ⓘ

Catalog Link Label Catalog Link URL

CATALOG COVER PREVIEW



- As a note, next to Add Catalog Details is an Instructions icon. Anytime you see an Instructions icon, you can hover over it to read more about best practices.

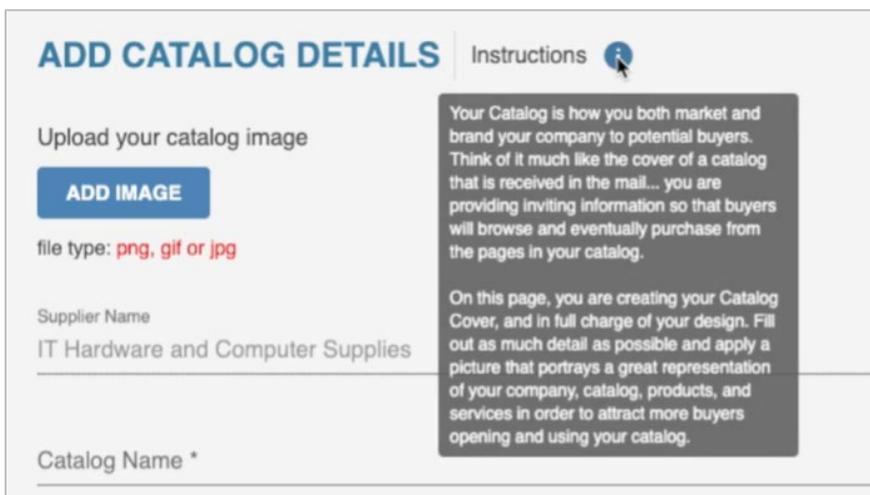


ADD CATALOG DETAILS | Instructions ⓘ

Upload your catalog image

ADD IMAGE

file type: **png, gif or jpg**



ADD CATALOG DETAILS | Instructions ⓘ

Upload your catalog image

ADD IMAGE

file type: **png, gif or jpg**

Supplier Name
IT Hardware and Computer Supplies

Catalog Name *

Your Catalog is how you both market and brand your company to potential buyers. Think of it much like the cover of a catalog that is received in the mail... you are providing inviting information so that buyers will browse and eventually purchase from the pages in your catalog.

On this page, you are creating your Catalog Cover, and in full charge of your design. Fill out as much detail as possible and apply a picture that portrays a great representation of your company, catalog, products, and services in order to attract more buyers opening and using your catalog.

Design Catalog Cover

- The first option here is to Add Image. Typically, suppliers use a company logo or an image representing the contents of the catalog. Click “Add Image” to add an image.

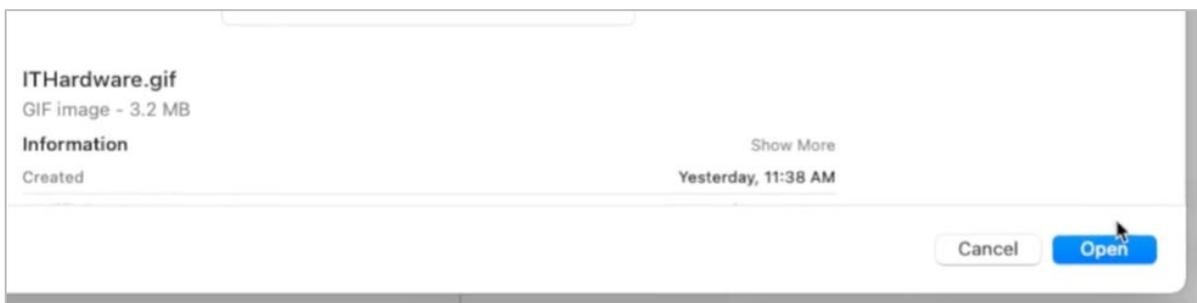
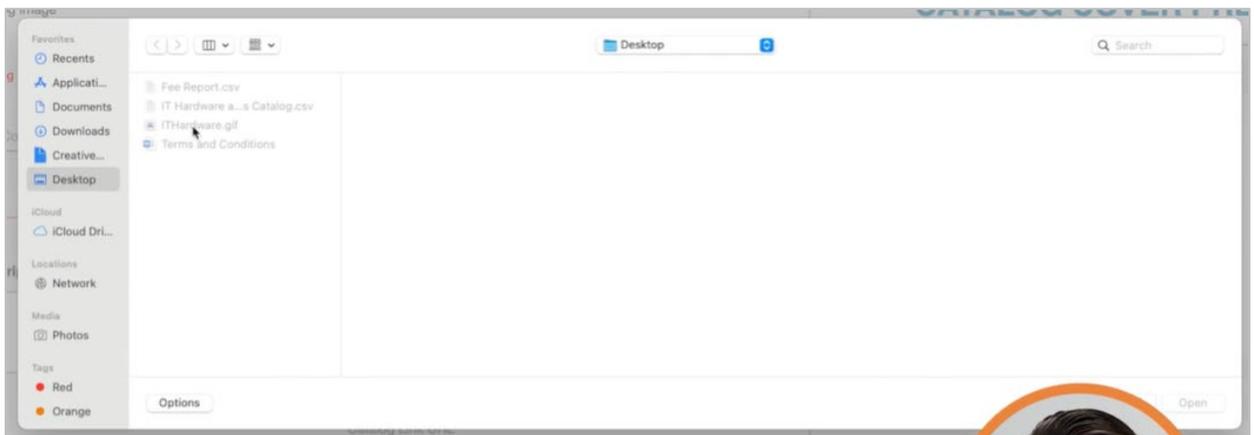
Navigate to the image that you'd like to add and click "Open". You can see your image display in the Cover Preview.

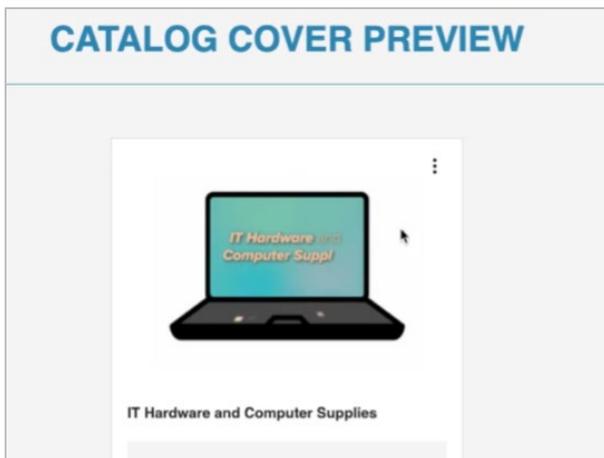
ADD CATALOG DETAILS | Instructions ⓘ

Upload your catalog image

ADD IMAGE

file type: **png, gif or jpg**





- Now fill out the required fields, marked with an asterisk. The first required field is Catalog Name. Organizations use this field to search for Catalogs and to search in Marketplace.

ADD CATALOG DETAILS | Instructions ⓘ

Upload your catalog image

ADD IMAGE  ITHardware.gif ✕

file type: png, gif or jpg

Supplier Name
IT Hardware and Computer Supplies

Catalog Name*

- For this example, the Catalog is associated with NASPO and is for laptops. You can see the preview updating as you type.

ADD CATALOG DETAILS | Instructions ⓘ

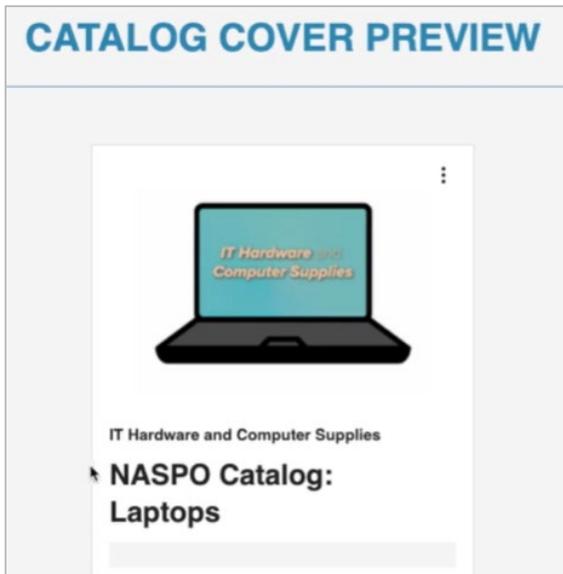
Upload your catalog image

ADD IMAGE  ITHardware.gif ✕

file type: png, gif or jpg

Supplier Name
IT Hardware and Computer Supplies

Catalog Name *
NASPO Catalog: Laptops



4. Next, update the description, which will display whenever someone hovers over the Tooltip icon.

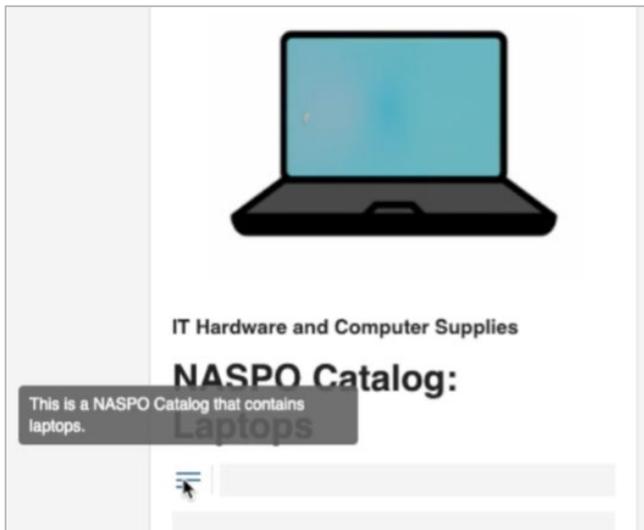
IT Hardware and Computer Supplies

Catalog Name *

NASPO Catalog: Laptops

Catalog Description: this information will display on the tooltip icon (☰)

This is a NASPO Catalog that contains laptops.



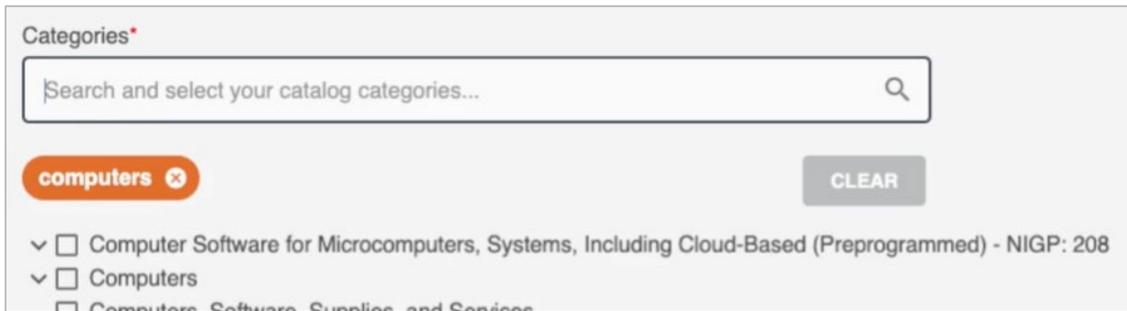
5. Next, you can add a link. In this example we add a link to the company website.

A screenshot of a form for adding a catalog link. It has two columns: "Catalog Link Label" and "Catalog Link URL". The "Catalog Link Label" field contains "Company Website" and the "Catalog Link URL" field contains "www.ithacs.com". Below these fields is a "Categories*" section with a search bar containing the text "Search and select your catalog categories..." and a magnifying glass icon. A "CLEAR" button is located at the bottom right of the form.

6. Next is Categories, another required field. You can search for Categories by typing criteria in the search bar and hitting enter. In this example we've searched for Computers. Choose at least one option for your catalog. For this example we will select "Computers".

A screenshot of the "Categories*" section of the form. It features a search bar with the text "Search and select your catalog categories..." and a magnifying glass icon. A "CLEAR" button is positioned to the right of the search bar. Below the search bar is a list of categories, each with an unchecked checkbox:

- Administrative, Financial, and Management Services
- Agricultural Equipment and Related Products and Services
- Arts, Crafts, Entertainment, Theatre
- Automotive Products, Vehicles, and Services
- Bookcase
- Building Equipment, Supplies, and Services



Categories*

Search and select your catalog categories...

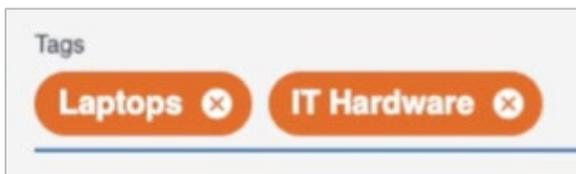
computers x CLEAR

Computer Software for Microcomputers, Systems, Including Cloud-Based (Preprogrammed) - NIGP: 208

Computers

Computers, Software, Supplies, and Services

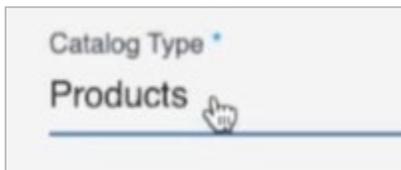
7. Then there's Tags. Use this field to enhance the searchability of your Catalog.



Tags

Laptops x IT Hardware x

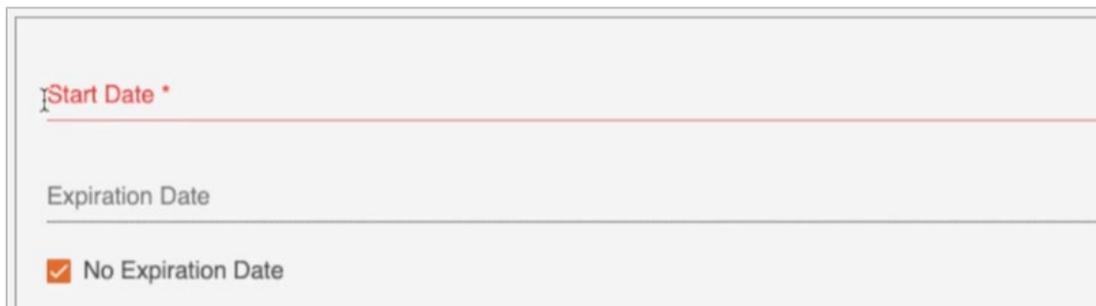
8. Next is the Catalog Type. This field is a dropdown where you can indicate whether this Catalog is for a Product, Service or both.



Catalog Type*

Products

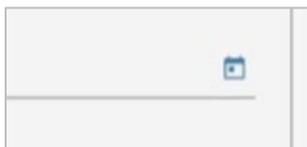
9. Next is the Start Date. The date you choose is the first day that organizations can view your catalog. Once its activated, shoppers can see the products in Marketplace. Click the calendar icon and choose a date.



Start Date*

Expiration Date

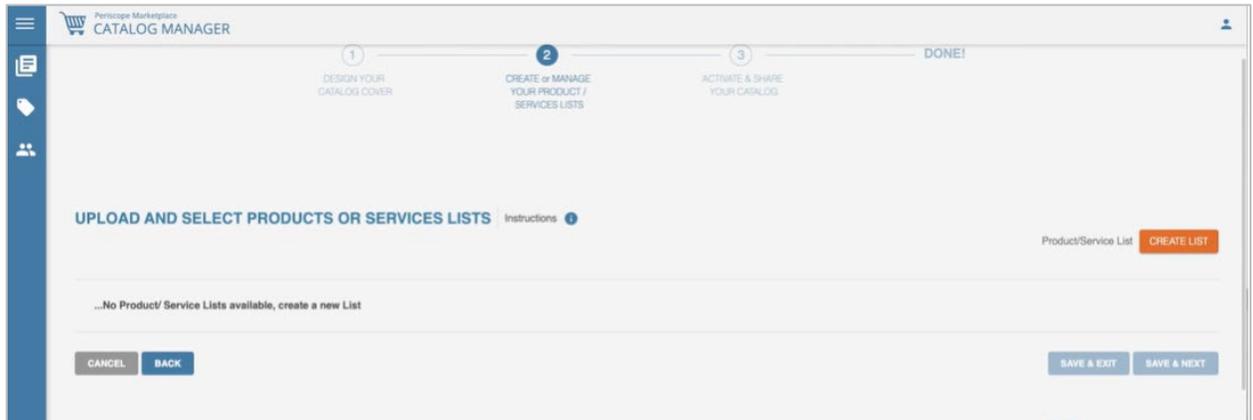
No Expiration Date



Calendar icon

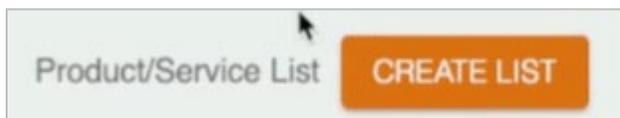
10. You can also add an Expiration Date or choose to have no Expiration Date.

- If you're done working on your for now and would like to work on it later, click "Save & Exit". If you'd like to continue, click "Save & Next" which brings you to the next screen where you can upload your products.

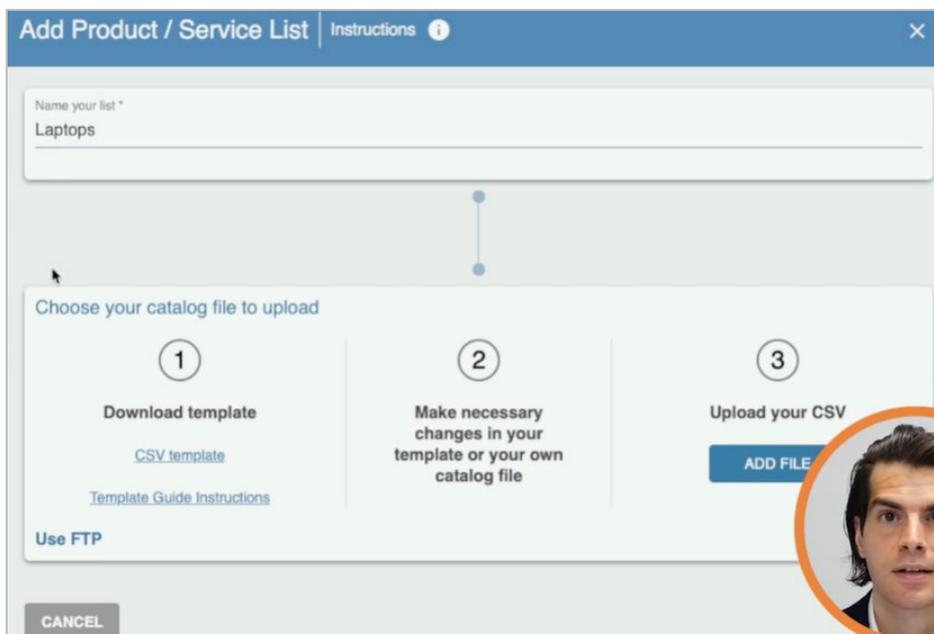


Create a Product/Service List

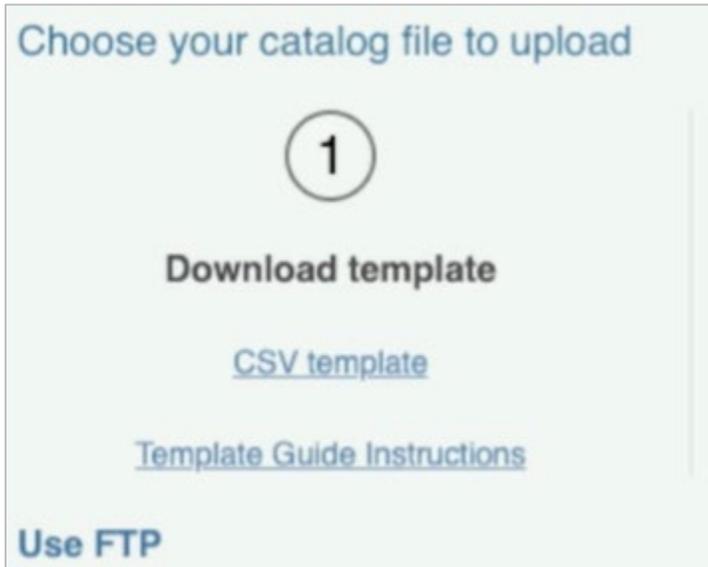
- As you can see from the progress bar at the top of the screen, you've moved on to Step 2 of the process. To begin, click "Create List".



- First, enter the name of your list.



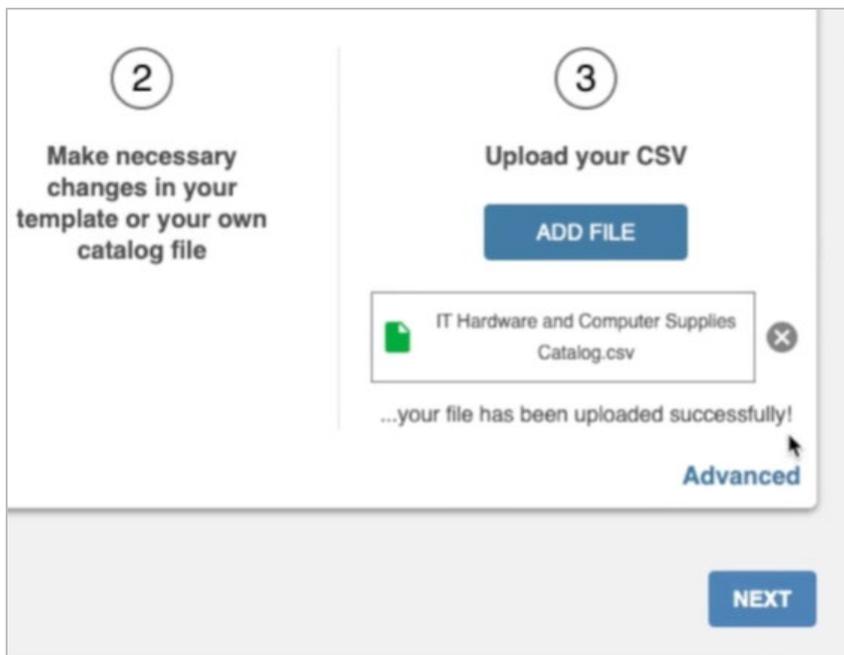
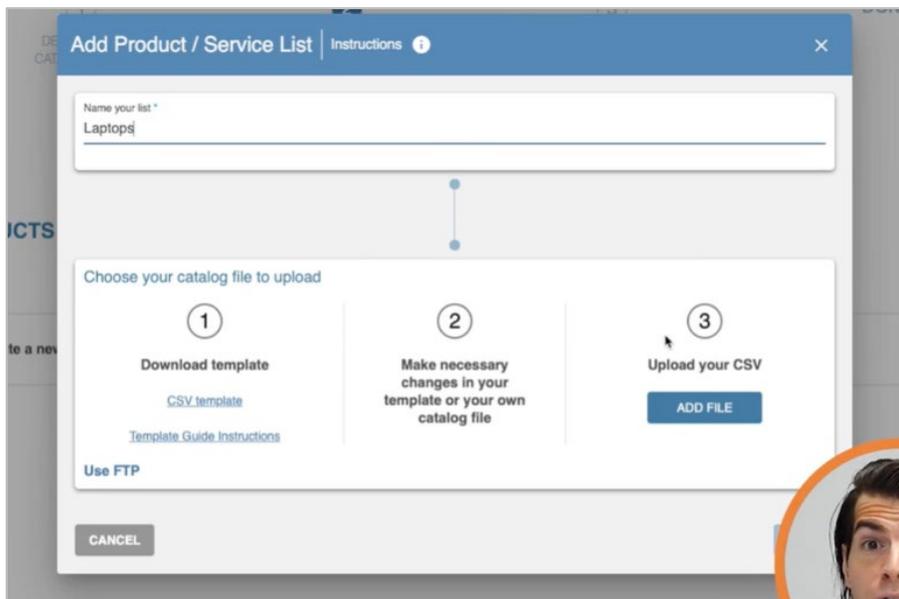
3. Next, download the catalog template.



4. Now you'll make changes to the template for your catalog. There are six required fields. Product/Service Unique Number (must be alphanumeric), Product/Service Name (displays for shoppers, 500 character limit), Product/Service Description (4000 character limit, you can use HTML in this field), Product/Service Price (use only numbers, decimals and dollar signs), NIGP (class and class item may or may not be separated by a dash), UOM (unit of measure, must use approved abbreviation). There are also non-required fields such as the Primary Image field, where you can link an image for your catalog item. You must use public URLs and they must end in .jpg.
5. When you're done filling out your template, you'll want to delete any unused columns. Save the template to your computer using your own file name, choosing the .csv format.

Upload and Map a Product/Service List

1. Once your catalog template is complete and saved to your computer, you can navigate back to the catalog manager and click "Add File" under Step 3 of the Add Product/Service List form. Locate and select the file, then click "Open". You should see your file under the Add File button if it uploads successfully. Click "Next" to move on.



2. This brings you to the mapping screen. Here you can map each column on the product list to the correct field in marketplace. On the left, you can see the available fields in marketplace, which are laid out in a similar format to marketplace. On the right, you can see the fields from your template. Drag and drop the template columns from the right to the corresponding fields on the left. You may need to scroll toward the bottom to find some of the fields.

Periscope Marketplace
CATALOG MANAGER

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

Primary Image Title

ADDITIONAL IMAGES

Additional Image URL

Additional Image Title

QUANTITY DISCOUNTS

Product/Service Name *

SKU

UPC/ISBN

NIGP

UNSPSC

Supplier

IT Hardware and Computer Supplies

Product/Service Price

Product/Service Unique Number *

Product/Service Price *

MSRP

Tax Rate %

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

Product/Service Unique Number
34701

Product/Service Name
MS SURFACE LAPTOP 3 I 15 IN I Intel Core i5 I 16 GB Memory I 256

Product/Service Description
<P>MS SURFACE LAPTOP 3 I 15 IN I Intel Core i5 I 16 GB Memory I

Product/Service Price
1799.99

NIGP
204-54

SKU
VPN-00001

UOM
EA

Primary Image URL
https://computer.../6.jpg



TYPE TEXT OR DRAG & DROP COLUMNS INTO FIELDS Instructions

Product/Service Name *

Product/Service Unique Number *

Product/Service Price *

MSRP

Columns in IT Hardware and Catalog.csv

Product/Service Unique Number
34701

Product/Service Name
MS SURFACE LAPTOP 3 I 15 IN I In

Product/Service Description
<P>MS SURFACE LAPTOP 3 I 15 IN

Product/Service Price
1799.99

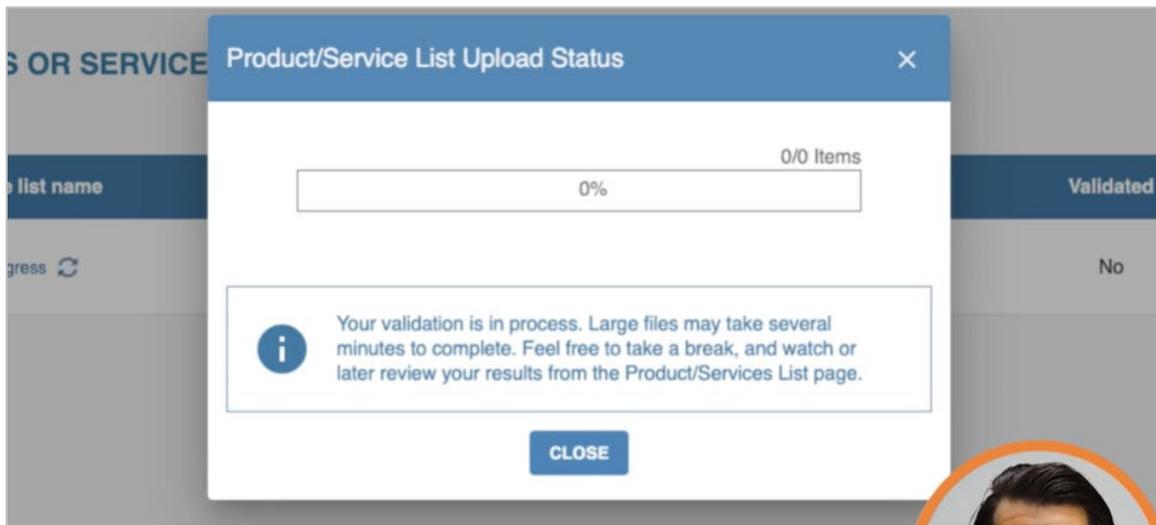
NIGP
204-54

SKU

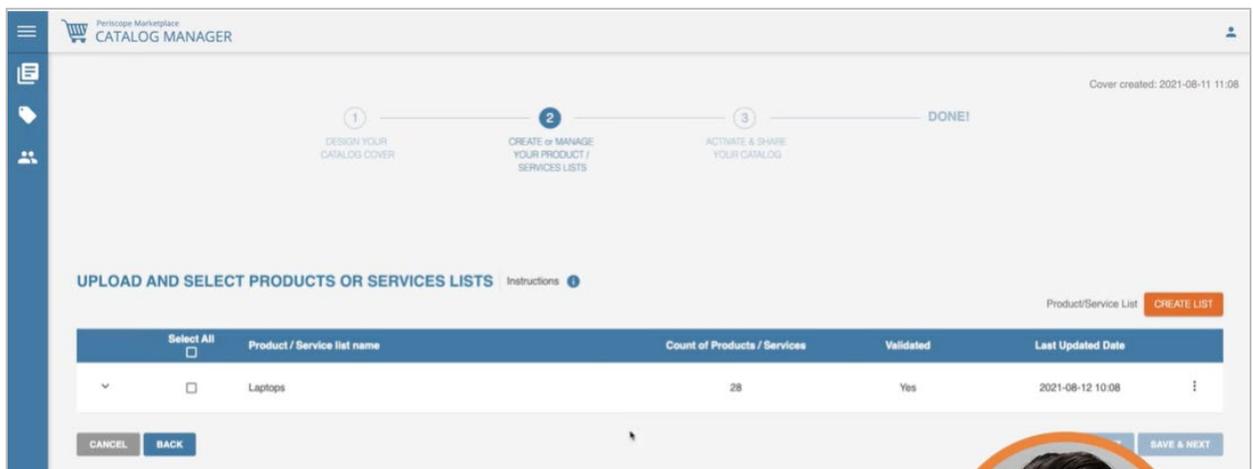
3. Scroll to the bottom of the page once you're done mapping all your fields.
Click "Preview" to see a Preview of the Catalog.
Click "Save & Exit" to come back to it later.
Click "Save & Validate" if you're done and ready to move on.

Length	
Width	
Height	
Weight	

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



- Now you’re able to see your uploaded Product/Service List.



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

Cover created: 2021-08-11 11:08

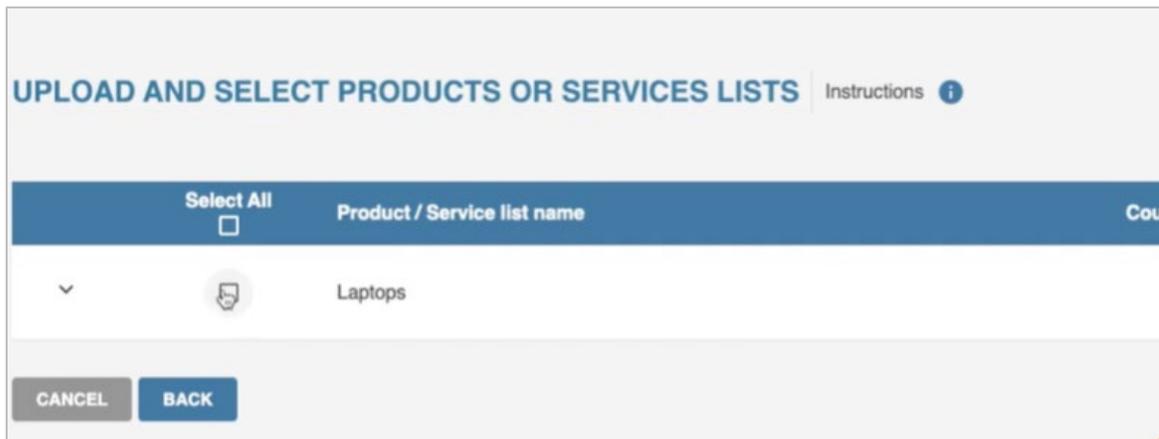
UPLOAD AND SELECT PRODUCTS OR SERVICES LISTS [Instructions](#)

Product/Service List

Select All	Product / Service list name	Count of Products / Services	Validated	Last Updated Date
<input type="checkbox"/>	Laptops	28	Yes	2021-08-12 10:08

Activate and Share a Catalog

1. Now that we have uploaded and mapped our product list, we have to activate it. First, check the box next to your desired Product/Service List and click “Save & Next”.

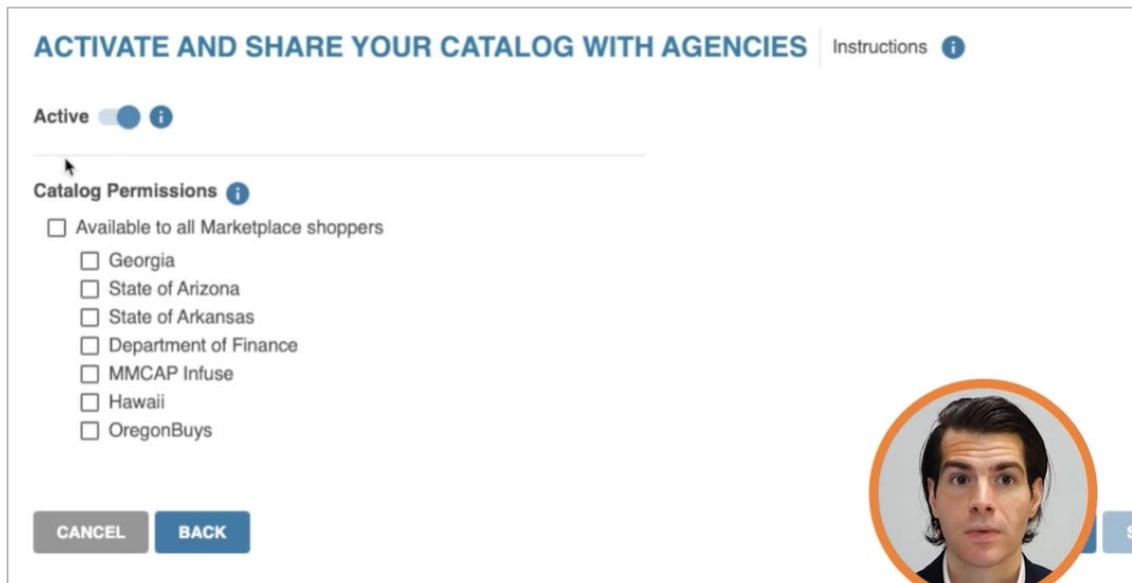


UPLOAD AND SELECT PRODUCTS OR SERVICES LISTS [Instructions](#)

Select All	Product / Service list name	Count
<input type="checkbox"/>	Laptops	

CANCEL **BACK**

2. To activate your catalog, utilize the “Activate” toggle. From there you can specify which organizations are able to view your catalog or choose “Available to all Marketplace shoppers” to choose all organizations. Then click “Save & Next”.



ACTIVATE AND SHARE YOUR CATALOG WITH AGENCIES [Instructions](#)

Active [i](#)

Catalog Permissions [i](#)

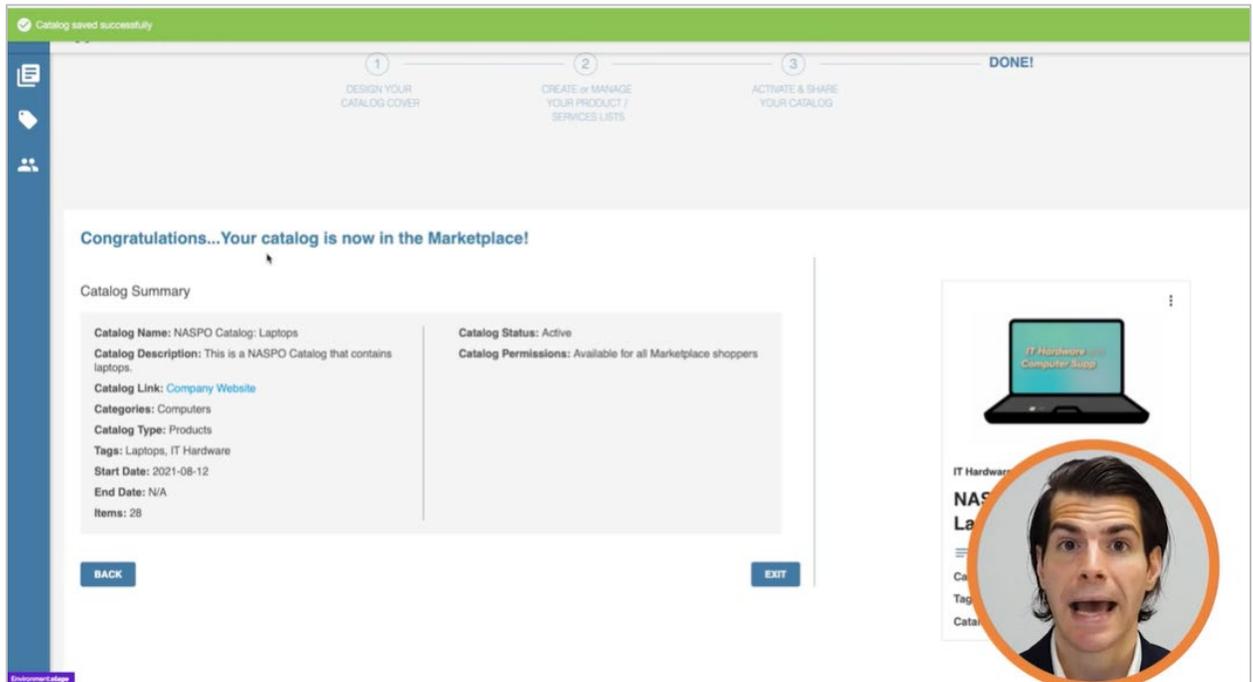
- Available to all Marketplace shoppers
 - Georgia
 - State of Arizona
 - State of Arkansas
 - Department of Finance
 - MMCAP Infuse
 - Hawaii
 - OregonBuys

CANCEL **BACK**




SAVE & EXIT **SAVE & NEXT**

- This brings you to the catalog summary screen, letting you know your catalog is now available. From here click “Exit” which will bring you back to the Catalog Library where you can see the Catalog you’ve just created.



Catalog saved successfully

1 DESIGN YOUR CATALOG COVER

2 CREATE or MANAGE YOUR PRODUCT / SERVICES LISTS

3 ACTIVATE & SHARE YOUR CATALOG

DONE!

Congratulations...Your catalog is now in the Marketplace!

Catalog Summary

Catalog Name: NASPO Catalog: Laptops
Catalog Description: This is a NASPO Catalog that contains laptops.
Catalog Link: [Company Website](#)
Categories: Computers
Catalog Type: Products
Tags: Laptops, IT Hardware
Start Date: 2021-08-12
End Date: N/A
Items: 28

Catalog Status: Active
Catalog Permissions: Available for all Marketplace shoppers

BACK EXIT

IT Hardware
NAS
La
Ca
Tag
Cata

Exit your catalog