**Catalog-Item Upload Guide**

## Introduction

Thank you for participating with the State of Nevada in the solicitation and contract process. Vendors have two options for Item Upload for catalogs:

* G2B Punchout
  + State users navigate to the Vendor’s website and send a Purchase Order through NevadaEPro
* Hosted Catalog on NevadaEPro
  + Upload Items from the Contract

This guide is focused on the Item Upload for hosted catalogs on NevadaEPro. The purpose of this guide is to provide instructions and offer best practices for uploading Items from the contracts for State workers to order in NevadaEPro.

Please see the Guide for the Management of Punchout for information regarding configuration of G2B Punchouts with the State.

The table below outlines all the columns of the template spreadsheet that will be loaded to your Contract. The Column Names denoted by an asterisk are required. Please complete Columns A through AC following the recommended usage, ***Columns AD through AX are not applicable at this time and should remain blank.*** If there is a question or comment, please contact the assigned Purchasing Officer.

## Item Upload Template (rev. 04/19)

\*Indicates required field

| Column Name | Comment | Parameter | Implication | Recommended Usage |
| --- | --- | --- | --- | --- |
| Line number\* | Unique integer which is used to number the line item. Use sequential line numbering starting with 1,2,3,etc. | Max of 10 integers without commas | Correlates with the Item # within the contract | Please number Items sequentially [i.e. 1-250, 1-1000, etc] |
|  |  |  |  |  |
| Description\* | Item description that supports search for ordering | Max. of 4,000 alphanumeric characters (avoid special characters) | Correlates with the Description within the contract | Recommended to use the standard inventory description. For example: Barricade, direction indicator, recycled plastic with reversible arrow panel. 8987665 (The # is the manufacturing number.  It is important to use key words, for example, enter “copy” and “paper” if the item is copy paper. |
|  |  |  |  |  |
| Quantity\* | The number of the item that is to be ordered. Value can be entered as number greater than or equal to 0. | Max of 15 Integers or decimal values without commas (cannot have more than 5 decimal places) | Correlates with the Quantity of the Item within the contract | If there is an indefinite quantity available per contract, enter “0” |
|  |  |  |  |  |
| Unit Cost\* | Line Item Unit Cost. Value can be entered as number greater than or equal to 0. | Max of 15 Integers or decimal values without commas (cannot have more 5 decimal places) | Correlates with the Unit Cost of the Item within the contract | Example: if copy paper is sold 10 reams to a box that is priced $25/box, then the unit cost of the copy paper line item is 25.00 |
|  |  |  |  |  |
| Unit of Measure\* | A valid unit within the contract associated with the item to be ordered | Alphanumeric value from the UOM dropdown | Correlates with the UOM of the Item within the contract and must match the standard list of UOM values configured in the contract. | Use the UOM values that are configured in the contract; see Unit of Measure list attached. |
|  |  |  |  |  |
| Class Code\* | 3- digit NIGP code associated with the item to be ordered | Integer value from the NIGP Class Code dropdown | Correlates with the NIGP Class of the Item within the contract. | Use the NIGP Class Code of the Item. NIGP look-up tool is available in NevadaEPro (under the “?” icon in the top right corner, be sure to login first) |
|  |  |  |  |  |
| Class Item\* | 2-digit NIGP code associated with the item to be ordered | Integer value from the NIGP Class Item dropdown | Correlates with the NIGP Class Item of the Item within the contract. | Use the NIGP Class Code of the Item. NIGP look-up tool is available in NevadaEPro (under the “?” icon in the top right corner, be sure to login first) |
|  |  |  |  |  |
|  |  |  |  |  |
| Commodity Code | NOT IN USE | NOT IN USE | Correlates to the Commodity Code | DO NOT USE |
|  |  |  |  |  |
| Discount Percent | Discount Percentage for the line item; Entered as a number between 0 and 100. (between -999 to 999) | Discount Percent cannot have more than 3 decimal places | Correlates to the Discount Percent of the Item | If Discount Percent is 10%, enter Discount Percent as “10” |
|  |  |  |  |  |
| Discount Amount | Dollar discount to be taken off each item. Entered as a number greater than or equal to 0. | Discount Amount cannot have more than 2 decimal places | Correlates to the Discount Amount of the Item | Discount Amount must match: Unit Cost\*Quantity\*Discount Percent or be left blank |
|  |  |  |  |  |
| Tax Rate Code | Tax Rate Code to be applied to each item | Value from the configured Tax Rate Code drop down | Correlates to the Tax Rate of the Item | DO NOT USE |
|  |  |  |  |  |
| Freight Amount | Line Item Freight Amount, entered as number greater than or equal to 0. | Max of 10 Integers or decimal values without commas (no more than 2 decimal places) | Freight Amount will add to Extended Amount under Additional Product Info | If Freight Amount is $1.50, enter as “1.5” |
|  |  |  |  |  |
| Manufacturer | N/A | Max of 30 alphanumeric values | Correlates to the Manufacturer of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Make | N/A | Max of 30 alphanumeric values | Correlates to the Make of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Brand | N/A | Max of 30 alphanumeric values | Correlates to the Brand of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Packaging | N/A | Max of 30 alphanumeric values | Correlates to the Packaging of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Model | N/A | Max of 30 alphanumeric values | Correlates to the Model of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Minimum Quantity | N/A | Max of 15 integers and decimals without commas (no more than 5 decimal places) | Correlates to the Minimum Quantity of the Item per stated order in the contract | Recommended to enter if stated on contract |
|  |  |  |  |  |
| Maximum Quantity | N/A | Max of 15 integers and decimals without commas (no more than 5 decimal places) | Correlates to the Maximum Quantity of the Item per stated order in the contract | Recommended to enter if stated on contract |
|  |  |  |  |  |
| UPC/ISBN | N/A | Max of 30 alphanumeric values | Correlates to the UPC/ISBN of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| SKU | N/A | Max of 30 alphanumeric values | Correlates to the SKU of the Item | As needed or useful for fulfillment |
|  |  |  |  |  |
| Tags | N/A | Max of 30 alphanumeric values | Correlates to the Tags field | Please enter comma separated key words that, when searched by users, should return the item. Critical to your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| URL | N/A | Max of 30 alphanumeric values | Correlates to the URL of the Item | Use to provide an external link for more product specifications or information |
|  |  |  |  |  |
| Product Width | N/A | Max of 50 integers or decimals without commas | Correlates to the Product Width of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Product Height | N/A | Max of 50 integers or decimals without commas | Correlates to the Product Height of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Product Weight | N/A | Max of 50 integers or decimals without commas | Correlates to the Product Weight of the Item | Specify to enhance your product’s searchability and your contract’s usability |
|  |  |  |  |  |
| Main Image | N/A | Images must be from a publicly accessible URL; Must be in these formats:   * BMP (.bmp) * JPEG (.jpg, .jpeg) * PNG (.png) * TIFF (.tiff) | Correlates to the Main Image of the Item | Significantly enhances the visibility of your contract and items to State users. Select a good quality image and enter the URL of that image according to the instructions in the previous columns. |
| Main Image Text | Required on the Image Management if image is uploaded and viewed. | Max of 200 alphanumeric | Correlates to the text of the Main Image of the Item | Short description of the item image; required if an image is present |
| **Columns AD - AX** | **N/A** | **N/A** | **N/A** | **Not applicable at this time** |

**Unit of Measure List**

|  |  |
| --- | --- |
| **DESCRIPTION** | **UOM** |
| Ampule | AMP |
| Bag | BAG |
| Bale | BALE |
| Ball | BALL |
| Baler | BALR |
| Bar | BAR |
| Barrel | BBL |
| Bunch | BCH |
| Board foot | BDFT |
| Bundle | BDL |
| Bimonthly | BIMO |
| Bucket | BKT |
| Book | BOOK |
| Box | BOX |
| Bottle | BTL |
| Bushel | BU |
| Bulk | BULK |
| Hundred | C |
| Can | CAN |
| Card | CARD |
| Carboy | CBY |
| Cubic centimeter | CC |
| Hundred feet | CFT |
| Centimeter | CM |
| Coil | COIL |
| Cone | CONE |
| Crate | CRT |
| Cartridge | CRTG |
| Case | CS |
| Carton | CTN |
| Container | CTR |
| Cubic foot | CUFT |
| Cubic inch | CUIN |
| Cubic yard | CUYD |
| Hundred weight | CWT |
| Cylinder | CYL |
| Five hundred | D |
| Day | DAY |
| Dewar vessel (flask) | DEWR |
| Drum | DM |
| Dose | DOSE |
| Dozen | DOZ |
| Dram | DR |
| Each | EA |
| Flat | FLAT |
| Fluid ounce | FLOZ |
| Foot | FT |
| Gallon | GAL |
| Gram | GM |
| Gross | GR |
| Hour | HR |
| Inch | IN |
| Jar | JAR |
| Job | JOB |
| Jug | JUG |
| Kilogram | KG |
| Kit | KIT |
| Kilometer | KM |
| Pound | LB |
| Linear foot | LFT |
| Length | LGTH |
| Line | LINE |
| Loaf | LOAF |
| Lot | LOT |
| Liter | LTR |
| Lug | LUG |
| Thousand | M |
| Milliliter | ML |
| Millimeter | MM |
| Month | MO |
| Meter | MTR |
| Ounce | OZ |
| Pad | PAD |
| Pail | PAIL |
| Pan | PAN |
| Piece | PC |
| Package | PKG |
| Packet | PKT |
| Pair | PR |
| Pint | PT |
| Quire | QR |
| Quart | QT |
| Quarter | QTR |
| Reel | RL |
| Ream | RM |
| Roll | ROLL |
| Sack | SACK |
| Set | SET |
| Sheet | SHT |
| Skid | SKID |
| Spool | SPL |
| Square foot | SQFT |
| Square inch | SQIN |
| Square yard | SQYD |
| Sum | SUM |
| Tank | TANK |
| Ton | TON |
| Tray | TRAY |
| Tube | TUBE |
| Unit | UNIT |
| Vial | VIAL |
| Week | WK |
| Word | WORD |
| Yard | YD |
| Year | YR |