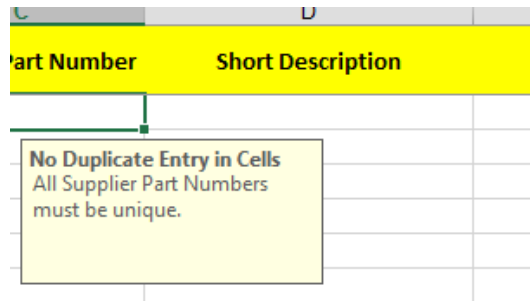
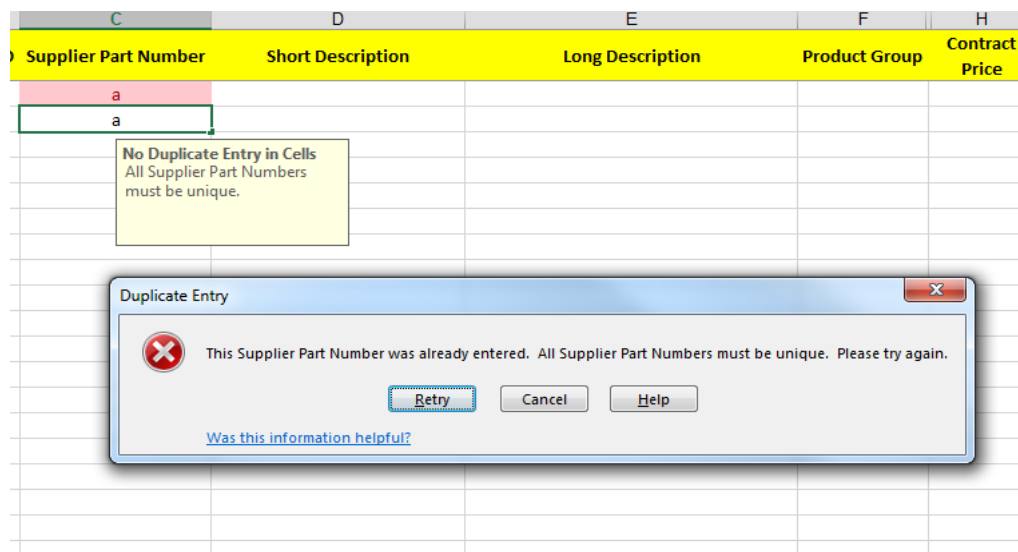


## Instructions on How to Complete the Internal Catalog Spreadsheet

1. **Supplier – Column A** – The Supplier Name goes in this column.
  - a. If you are doing business on behalf of a manufacturer, the **MANUFACTURER** name goes here.
  - b. Put that name in each row down the column until your last item has been reached.
2. **Supplier ID – Column B** – This number comes from OPTFM.
  - a. If you are unsure of your Supplier ID, Please Call OPTFM at 601-359-3409.
  - b. If you are authorized to deal on behalf of a Manufacturer, the **MANUFACTURER'S** supplier ID goes in this field.
3. **Supplier Part Number – Column C** – The part number for each item goes in this column.
  - a. *The part numbers in this column can match the part numbers in the Manufacturer Part Number column*
  - b. **In the Supplier Part Number Column all values have to be unique. This means that no duplicate information is allowed.**
    - i. You will see this text box as a reminder:



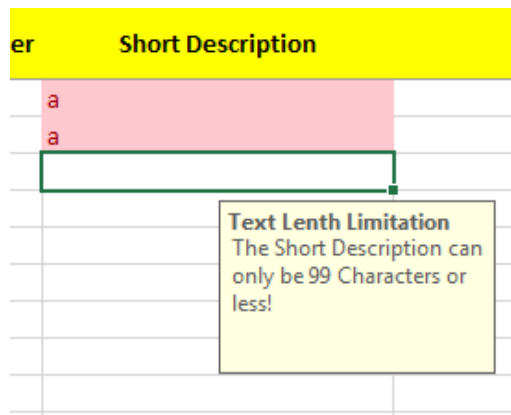
- c. If you enter duplicate information in this field, you will get this error screen and the box holding duplicate information will be deleted – even if you click retry or cancel the information will be deleted
  - i. The follow error box will be displayed if duplicate information is entered:



4. **Short Description – Column D** - This field provides a short and **SPECIFIC** description for the product being offered.

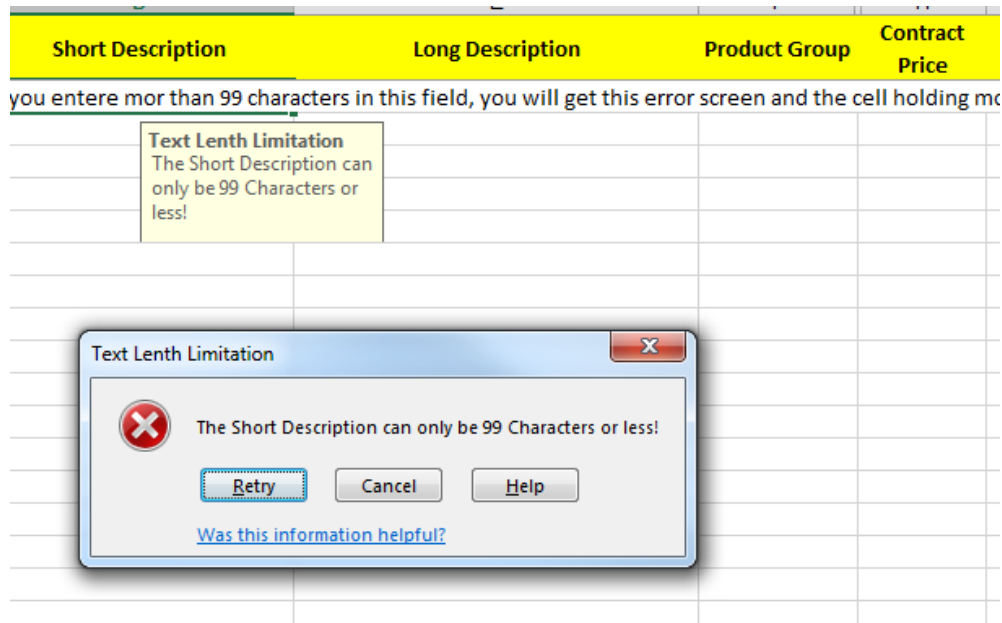
a. **ONLY 99 CHARACTERS** will be allowed in this field.

i. You will see this text box as a reminder:



ii. If you enter more than 99 Characters in this field you will get this error screen and the cell holding more than 99 characters will be highlighted so that you can changed the characters length – even if you click retry or cancel the information will be highlighted

1. It will not keep any cell that has more than 99 characters



b. **This is a unique field.** This means that no duplicate information is allowed in the **ENTIRE** column.

i. If duplicate information is entered in this column, each box containing duplicate information will glow red as pictured below:

D	
Number	Short Description
1a	
2a	

- ii. If you see these boxes, please change the information to be specific to the line item
  - c. Please also include packaging information.
5. **Long Description – Column E** – This field is for a longer description of the line item. It can provide more detail about the item being offered as well as packaging details
6. **Product Group – Column F** – Use the NIGP Choices tab in the spreadsheet to populate this column
  - a. The NIGP Choices Tab includes a list of all of the applicable Product Group (NIGP codes) that can be used for this contract
    - i. Locate the code that best fits the line item and put that code it the Product Group cell for the specific line item
    - ii. If the spreadsheet only lists on NIGP choice, then each cell should have that same NIGP code for each line item listed
7. **Contract Price – Column H** – This field is for the discounted price for the line item
  - a. This is the price of which you are offering that line item to the State of Mississippi (discount included)
  - b. This amount should have 2 decimal places
    - i. The cells have been set for 2 decimal places already
    - ii. If you enter, 100 – it will appear \$100.00
8. **MSRP – Column I** – This field is for the suggested retail price
  - a. This amount should have 2 decimal places as well
9. **Special Search Terms – Column O** – Any searchable term that is associated with the line item should be listed in this cell and separated by a comma
  - a. Use this column like you would a google search:
    - i. For example, if you wanted to buy an Essex Grand Piano – you would type Essex Grand Piano into your search bar...therefore, Essex, Grand, Piano are your search terms
10. **Delivery in Days – Column P** – This column should contain the **MAX** number of days that it will take for the line item to get to the purchaser
  - a. **DO NOT INPUT A RANGE OF DAYS**
  - b. If it takes between 10 and 15 days to deliver a product, put 15 in the Delivery in Days column for that line item
11. **UOM (Unit of Measure) – Column Q** – This field is for the base unit of measure of the line item

- a. Please use the UOM worksheet to populate this column
- b. Please use ALL CAPS when typing the unit of measure into this column

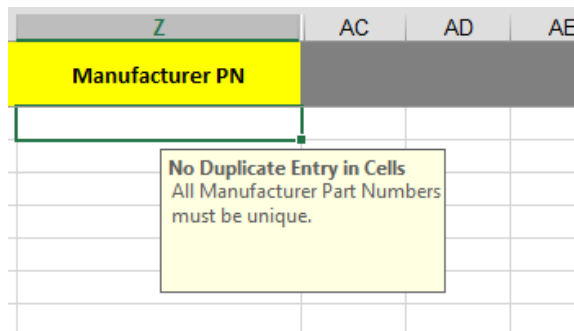
12. **Hyperlink URL – Column W** – The hyperlink to the manufacturer website that contains information about that line item being offered should be placed in this field

13. **Manufacturer – Column Y** – The Manufacturer of the product/line item should be listed in this column

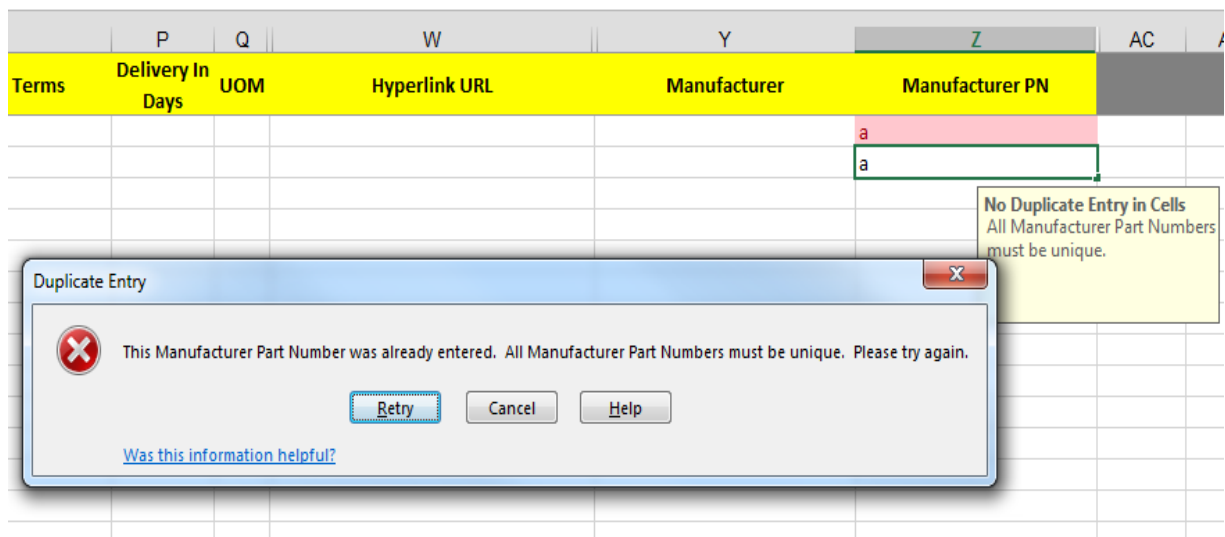
- a. There will only be one manufacturer per contract; therefore, each line item should have the same manufacturer

14. **Manufacturer PN (Part Number) – Column Z** – The manufacturer part number for each item goes in this column.

- a. *The manufacturer part numbers in this column can match the part numbers in the Supplier Part Number column*
- b. **In the Manufacturer Part Number Column all values have to be unique. This means that no duplicate information is allowed.**
  - i. You will see this text box as a reminder:



- c. If you enter duplicate information in this field, you will get this error screen and the box holding duplicate information will be deleted – even if you click retry or cancel the information will be deleted
  - i. The follow error box will be displayed if duplicate information is entered:



15. **Please Delete any rows that you do not use**

16. **This spreadsheet has been LOCKED AND PASSWORD PROTECTED**

- a. No alterations to this workbook should be made other than:
  - i. Changing tab Titled Sheet 1 – To the Manufacturer's Name
  - ii. Only enter data in The Sheet 1 Workbook
  - iii. Only enter data in the columns shown in the Sheet 1 Workbook (as outlined above)
  - iv. If you run out of room in the columns, the columns cannot be widened by you
    - 1. Continue to type all of the information in the cell and it can be made visible by the responsible analyst upon submittal