



Catalog Upload Guide

The state of Arkansas's new eProcurement system, ARBuy, will transform the purchasing process for state agencies and local governments across the State.

The system includes a feature called ARBuy Marketplace that allows purchasers to shop directly from statewide contracts. Therefore, suppliers need to upload their catalogs into the system. **Uploading your catalog is easy and takes about 15 minutes.**



Catalog Upload Steps:

1. Log into ARBuy using the "Sign In" button in the upper-right corner: arbuy.arkansas.gov.
2. Click on the Marketplace Administration Option (allow pop-ups) and enter requested information. Click "next" then "done" to proceed. If the Marketplace Administration Option is not available, contact arbuys@periscopeholdings.com.
3. Navigate to the menu in the upper-left corner, click on "Product Upload" from the dropdown options. Click on the blue addition "+" button to begin adding your product list.
4. Name your catalog.
Tip: Name your catalog something unique to your business, i.e., "JM Automotive Products" versus "Automotive Product.")
5. Select "add a new file" and choose the option that aligns with your connection type: FTP or file upload. Five fields are required: Product ID, Product Name, Price, UOM, and five-digit NIGP code(s).
6. Select "Finish" then "Run". From the menu, select "My catalogs" then "+Catalog" and select related categories and catalog type.
7. Set start and expiration dates.
8. Save and finish.

NEED ASSISTANCE?

Email: arbuys@periscopeholdings.com

Phone: 800-203-5727

Support Hours: Monday – Friday, 8 a.m. – 5 p.m. CDT