


Catalog Upload Quick Start Guide

1. Preparing Your Product List into a .csv

At a minimum, we require three (3) fields for basic product information including:

1. Unique ID
2. Product Name
3. Price
 - We highly encourage you to add further detail to the initial file to greatly enhance the user experience and searchability of products such as length, color, tags, images, manufacturer name, and/or SKU
 - Use the first row to label fields
 - Do not include any special characters, this will cause the file to error

2. Uploading Your Product List to PIMS

1. Access the “Marketplace Administrator” from within BidSync in the top-right corner 
2. Once in PIMS, click the “Product Upload” section from the menu on the left, click on the blue addition “+” button in the upper righthand corner to begin adding your product list
3. Name your product list (New Task)
4. Select “Add a New File” and choose the “File Upload” option
 - Three fields are required: Product ID, Product Name, and Price – as noted in step 1
5. Ensure “First Row is the Header” is checked on the righthand side, then click “Save”
6. Review the fields provided on the righthand side and ensure your information is matching by dragging and dropping the .csv column titles to their respective fields on the left
 - If needed, you may map multiple column headers to the same field by hitting the space bar, then enter
7. Hit “Save & Next” at the bottom of the screen; then click “Finish” under the summary tab
8. To complete the integration, “RUN” the list to make the products available to add to a catalog

3. Creating Your Catalog

1. From BidSync, select the “Marketplace Administrator” from the top-right
2. Once in PIMS, select “My Catalogs” from the left navigation bar
3. Select “+ Catalog” then name your catalog and add any relevant tags or descriptions
4. Select any/all relevant categories from the list provided
5. Specify the catalog type by selecting either “Products” or “Services”
6. Under “Tasks” select any relevant product lists to be uploaded to this catalog
7. Define your effective start date, then click “Save & Next”
8. Within the pricing editor, you may adjust pricing to reflect any sort of discounts; if not applicable, leave as-is
9. Assign a cents value to your catalog based on how you want your pricing displayed; then select “Save & Finish” to publish the catalog
10. You may activate and deactivate your catalogs at anytime from the “My Catalogs” section using the “Active” toggle

In the Know: Before You Start

What is PIMS?

PIMS stands for Periscope Information Management System, and lives within the Periscope Marketplace. PIMS is essentially the administrative gateway to the Marketplace, providing suppliers the ability to upload their catalogs and manage how they are viewed by Marketplace shoppers.

What is BidSync?

BidSync is the brand name for Periscope’s Supplier-to-Government solution set, providing government bid notification and supplier access to the Marketplace.

Need help?

[Click here](#) for step-by-step videos