

Expiring Items

This document serves as a quick start guide for Vendor contacts who are responsible for keeping items current in PASSPort. If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.

Once an item is added to the Catalog, it will be available for purchase through PASSPort until the item's validity period ends, as long as there are units available. If no validity period is assigned to the item, it can be purchased until the contract's designated end date. In agreement with DCAS, items cannot be removed from the Catalog, but they can become expired if they should no longer be sold by the Vendor. For example, if an item is no longer available from a vendor, the item's end date should be updated to reflect the item's latest availability date.

To expire items, the validity period can be edited by exporting the current Catalog to ensure DCAS users are not purchasing items that Vendors can no longer provide.

Expiring Items

- From any page in PASSPort, click the **"Catalogs"** button at the top of the page.
- Select **"Import Catalog"** from the drop-down menu.
- Click the **"Add a New Catalog Import"** button.
- Enter the contract for the import in the **"Contract"** field.
- Click the **"Save"** button.
- Click the **"Download Current Catalog"** button, then click **"Open"** to view the file.
- Enter the corrected date in the **"To (excluded)"** field. To expire immediately, select today's date.
- Save the file to your computer.
- Click **"Browse"** to search for and select the catalog file to upload.
- Click the **"Add File To Upload List"** button.
- Click the **"Submit for Approval"** button.



The item's validity period cannot begin before the contract start date or conclude after the contract end date. To view the contract validity period, click the pencil icon to the left of the item and click the contract link, then navigate to the **"Dates and Renewals"** tab. Please note, validity period updates will be reflected in PASSPort after approval from a DCAS user.