

Universal Catalog Vendor User Guide



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Welcome

Welcome to the SPS Commerce Universal Catalog Service. The Universal Catalog Service provides your retail customers quick and easy access to your product data. Retailers can search product information online and download product information to import into a point of sale or inventory management system.

Levels of Information

GS1, the global standards organization for supply and demand chain practices, defines four hierarchical levels of product information. The Universal Catalog Service supports viewing and importing data from all four levels of information. The hierarchy is as follows:

Catalog - SPS Commerce sets up suppliers and supplier catalogs in Universal Catalog, using the company name and catalog name specified by the supplier.

Selection code - A [selection code](#) is a three digit numeric code, with an associated description, that identifies a supplier brand name, division name, or logical product grouping.

NOTE: [Learn more about selection codes here.](#)

Product - A product is a supplier-assigned number, with an associated description, that identifies a group of related merchandise items that vary in size, color, or other attributes.

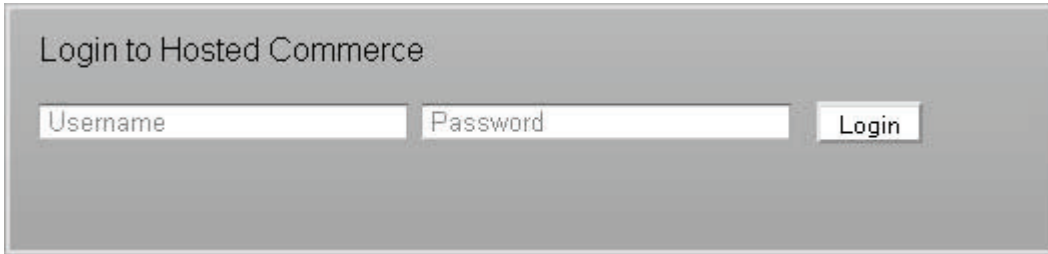
Item - Items are the most detailed level of information in the Universal Catalog. Items can be identified using the Global Trade Item Number (GTIN), Universal Product Code (U.P.C.), or European Article Number (EAN). More data elements can be specified at the item level than at any other level of information.

The Universal Catalog is designed with a four-level hierarchy:

Catalog → Selection Code → Product → Item

Logging In

1. Open a browser and access the SPS Commerce Portal at www.spscommerce.net.
2. Type the username and password provided by SPS Commerce and click the **Login** button.

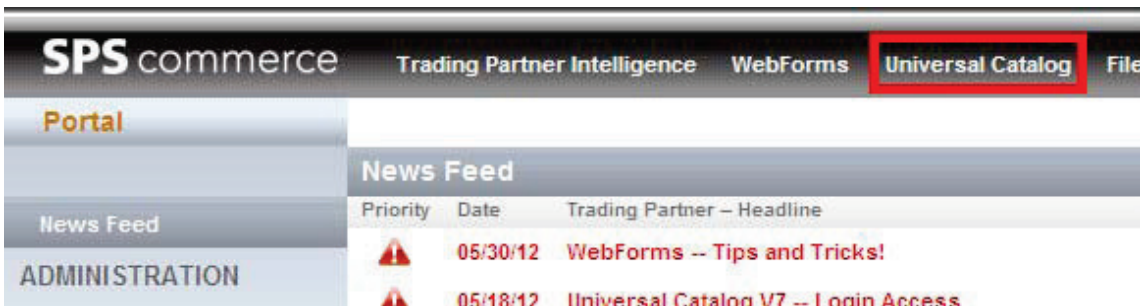


Login to Hosted Commerce

Username Password Login

NOTE: The **Username** and **Password** are case sensitive.

1. The Portal window displays. Click on **Universal Catalog** on the top banner. The screen that actually appears may vary depending on the unique combination of products and services licensed.



2. The Universal Catalog screen will open.

Creating Product Information

There are three methods to create and/or import product information to the Universal Catalog:

832 EDI File

If your company is EDI-compliant and you use ANSI X12 standards, this method requires the least effort for you to create your catalog. With this option, SPS Commerce provides you with formatting and content standards for EDI files. If your company is not currently using EDI with other trading partners and your catalog does not contain a large quantity of items, the spreadsheet or direct entry method may be more appropriate to create your catalog.

Excel Spreadsheet

With this option, SPS Commerce provides you a Microsoft Excel spreadsheet template for your product data. Complete the fields in the spreadsheet and upload it to SPS Commerce through the Universal Catalog web upload interface.

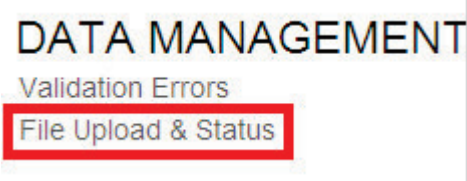
Web Interface

You can define product information by using the web interface for the Universal Catalog. The web interface enables you to add, edit, or delete selection code, product, and item information, including extended text and images.

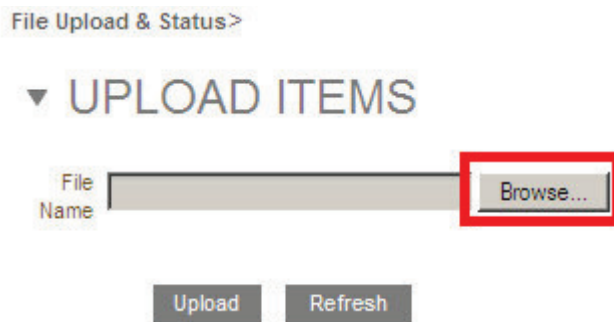
Uploading Product Data in a Spreadsheet

You may upload product data using an Excel spreadsheet. Please review the information about the spreadsheet upload template [here](#).

1. Click on **File Upload & Status** under the **Data Management** header on the sidebar.



2. Click **Browse** to locate the spreadsheet on your workstation.



3. Locate the file on your workstation and click **Open**.
4. Click **Upload**.
5. The file will be sent to the Catalog upload queue to wait its turn to be processed. The file will appear in the **Spreadsheet File Status** window with the status “pending” until it is processed.

Information

File uploaded successfully

SPREADSHEET FILE STATUS

File Name	Submitted Date	End Date	Status
Demo Catalog Spreadsheet Tem...	05/30/2012 02:07 PM		Pending

6. Click **Refresh** to view the updated status for the file. Once the file has been processed the status will show the new status. The status options are:
 - Pending
 - Completed
 - Completed with errors (click on this status for more information)
 - Failed on errors (click on this status for more information)
7. All items undergo validation before retailers may view the item data. [Review Validation Errors](#).

Add Items Using Web Interface

Add Items Using Web Interface

Refer to the glossary for help with the item attributes.

1. Click on **Items** in the **Item Data** sidebar.

ITEM DATA

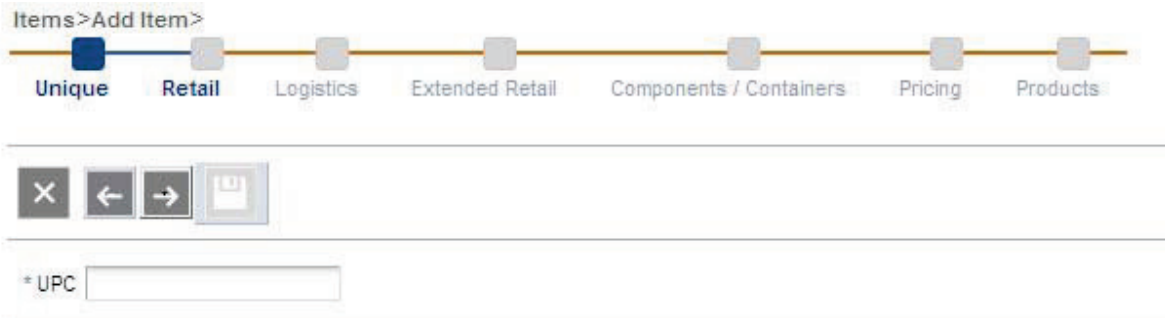
Items

Categories

Catalogs



2. Click the **Add**  button to add a new item.
3. The **Add Item** 'train' will appear.

NOTE: You may jump to a later step on the 'train' at the top once all are complete.



4. Type the unique identifier(s) in the field. In this example, UPC.

NOTE: The * denotes this field is mandatory.

5. Click the next arrow  to continue. Click the back  arrow to return to the previous page.

6. Complete the desired fields for **Retail**, click **Next** to continue. See [Retail Attributes](#) in the [Glossary](#).

Items > Add Item >

Unique Key **Retail** Logistics Extended Retail Components / Containers Pricing Product IDs

X ← → U

GTIN <input type="text"/>	Product Color Description <input type="text"/>
UPC <input type="text"/>	Product Size Code <input type="text"/>
EAN <input type="text"/>	Product Size Description <input type="text"/>
ISBN <input type="text"/>	Product Fabric Code <input type="text"/>
Vendor Part Number 987654	Product Fabric Description <input type="text"/>
Vendor Part Description <input type="text"/>	Min Order Qty <input type="text"/>
GPC <input type="text"/>	Max Order Qty <input type="text"/>
Manufacturer Name <input type="text"/>	Qty On Hand <input type="text"/>
Available Date <input type="text"/>	Country of Origin <input type="text"/>
Discontinue Date <input type="text"/>	Item Status Code <input type="text"/>
NRF Color Code <input type="text"/>	Seasonal Availability <input type="text"/>
NRF Size Code <input type="text"/>	Reorderable Product <input type="text"/>

7. Complete the desired fields for **Logistics**, click **Next** to continue. See [Logistic Attributes](#) in the [Glossary](#).

Items > Add Item >

Unique Key Retail **Logistics** Extended Retail Components / Containers Pricing Product IDs

X ← → U

Master Pack/Case Length UOM <input type="text"/>	Consumer Package Weight UOM <input type="text"/>
Master Pack/Case Length <input type="text"/>	Consumer Package Weight <input type="text"/>
Master Pack/Case Height UOM <input type="text"/>	Container Code <input type="text"/>
Master Pack/Case Height <input type="text"/>	UPC Case Code <input type="text"/>
Master Pack/Case Width UOM <input type="text"/>	Inner Pack UOM <input type="text"/>
Master Pack/Case Width <input type="text"/>	Inner Pack Qty <input type="text"/>
Master Pack/Case Volume UOM <input type="text"/>	Outer Pack UOM <input type="text"/>
Master Pack/Case Volume <input type="text"/>	Outer Pack Qty <input type="text"/>
Master Pack/Case Weight UOM <input type="text"/>	FOB Pay Code <input type="text"/>
Master Pack/Case Weight <input type="text"/>	FOB Ship Location <input type="text"/>
Consumer Package Length UOM <input type="text"/>	Order Lead Code <input type="text"/>
	Order Lead Time Interval Code <input type="text"/>

- Complete the desired fields for **Extended Retail**, click **Next** to continue. See [Extended Retail Attributes](#) in the [Glossary](#).

Items > Add Item >

Unique Key Retail Logistics **Extended Retail** Components / Containers Pricing Product IDs

Gender	<input type="text"/>	Product Process Description	<input type="text"/>
Brand	<input type="text"/>	URL	<input type="text"/>
Grade	<input type="text"/>	Image URL	<input type="text"/>
Application ID	<input type="text"/>	User Field 1	<input type="text"/>
Retail Class	<input type="text"/>	User Field 2	<input type="text"/>
Item UOM	<input type="text"/>	User Field 3	<input type="text"/>
Extended Description	<input type="text"/>	User Field 4	<input type="text"/>
Alternate Part Number	<input type="text"/>	User Field 5	<input type="text"/>
Product Process Code	<input type="text"/>		

Container Type

- Complete the desired information for **Components/Containers**, click **Next** to continue. To skip this section, go to [step 10](#).

Items > Add Item >

Unique Key Retail Logistics Extended Retail **Components / Containers** Pricing Product IDs


Component ID


Quantity

View

Component ID	Quantity	EAN	GTIN	ISBN	UPC
No data to display.					

Add Item(s) to a Component

1. Click the Search  button to find items to add to the component.

Component ID 

Quantity



2. The Search window will appear.

Search and Result Dialog ✕

▼ Search Advanced

EAN

GTIN

ISBN

UPC

Item UOM

Product Color Description

NRF Size Code

Product Size Description


Search
Reset


GTIN	EAN	ISBN	
00833361999993			▲
00833361999986			
00833361999962			
00833361009012			
00833361009029			
00833361009036			
00833361009043			
00833361009050			
00833361009067			
00833361009074			
00833361009081			
00833361009098			▼


OK
Cancel

3. Select the item you wish to add to the component. Click **OK** to return to the Edit Item screen.
4. Select the quantity by typing in the quantity field, or using the up or down arrows.

Quantity

5. Click the Add  button to add the item(s) to the component.
6. Repeat steps 1-5 to add additional items to the component.





7. Click the Save  button to save the changes, or continue editing the item information.

Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

10. Complete the desired information for **Pricing**, click **Next** to continue. See [Pricing Attributes](#) in the [Glossary](#). To skip this section, go to [step 11](#).


Items > Add Item >



Unique Key Retail Logistics Extended Retail Components / Containers **Pricing** Product IDs

Qualifier Amount Currency

Effective Date Expiration Date



View  

Qualifier	Amount	Currency	Effective Date	Expiration Date	Company
No data to display.					

Price

Edit the Price to show MSR or retail-specific pricing.

Items > Edit Item >

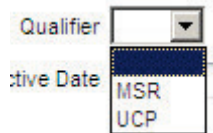


Qualifier Amount Currency
 Effective Date Expiration Date



Qualifier	Amount	Currency	Effective Date	Expiration Date	Company Name
MSR	330.00	USD	05/15/2012	12/31/2012	

1. Select the qualifier in the drop-down menu. MSR will appear for all retailers. UCP is retailer-specific.



2. Type the amount in the amount field.

Amount

3. Use the drop-down menu to select the currency.

Currency




- AUD (Australian Dollar)
- CAD (Canadian Dollar)
- EUR (Euro)
- GBP (Pound Sterling)
- HKD (Hong Kong Dollar)
- INR (Indian Rupee)
- JPY (Japanese Yen)
- KPW (North Korean Won)
- KRW (South Korean Won)
- MXN (Mexican Peso)
- RUB (Russian Rouble)
- USD (United States Dollar)

Expiration Date

4. Select the Effective and Expiration dates using the calendar buttons.

Effective Date Expiration Date



5. Click the add button to add a new price for the item.

6. Click the Save  button to save the changes, or click the next  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.


11. Complete the desired information for **Product IDs**, click **Next** to continue.



Items > Add Item >

Unique Key Retail Logistics Extended Retail Components / Containers Pricing **Product IDs**

Product ID



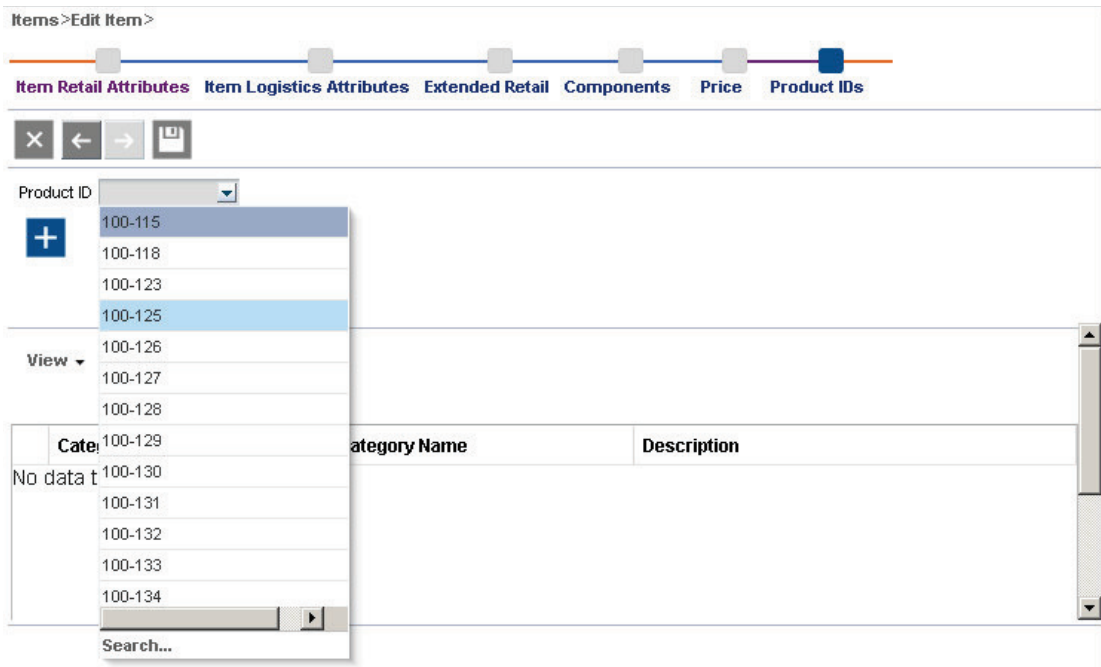
View  

Category ID	Category Name	Description
No data to display.		

Product IDs

A product ID is a supplier number, with an associated description, that identifies a group of related merchandise items that vary in size, color, or other attribute. Also commonly known as “style.”

1. Click the drop-down menu to select the product ID.



Items > Edit Item >

Item Retail Attributes | Item Logistics Attributes | Extended Retail | Components | Price | **Product IDs**





Product ID:

+ 100-115
100-118
100-123
100-125
100-126
100-127
100-128
100-129
100-130
100-131
100-132
100-133
100-134

View

Category Name	Description
No data	

Search...

2. Click to select the product ID number.
3. Click the add  button to add the product ID to the item.
4. Click the Save  button to save the changes, or click the previous  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

RELATED: Add a product ID to a selection code.

12. All items undergo validation before retailers may view the item data. [Review Validation Errors.](#)

Item Search

Item Search

The Item Search screen assists you to find items by selecting filter criteria. There is a basic and an [advanced](#) search option. You may [save searches](#) for easy access. [Add fields](#) to further customize the search criteria. [Run a saved search](#), or [personalize a saved search](#).

Use the [Item Search results](#) to view your search results to view or edit item detail.

NOTE: Click **Reset** to clear the search options and return to the original search criteria.

Use the Item Search to find an item, or items, which fit the filter criteria.

Items >

▼ ITEM SEARCH

UPC	<input type="text"/>	Vendor Part Description	<input type="text"/>
Application ID	<input type="text"/>	Last Update Date	<input type="text"/> <small>▼</small>
GPC	<input type="text"/> ▼	Created Date	<input type="text"/> <small>▼</small>
Vendor Part Number	<input type="text"/>		

You may [add](#) or [edit](#) items from this view.

Advanced Search

Click the **Advanced** button to expand the search options:

Saved Search ▼

Advanced Search Reset Save...

The Advanced Search options will appear:

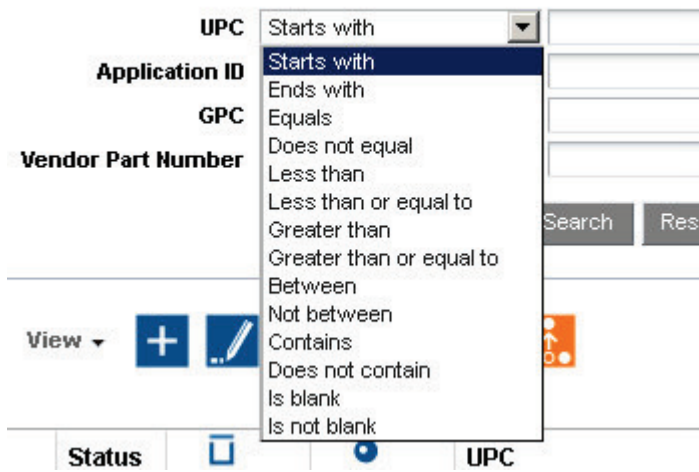
Items >

▼ ITEM SEARCH

UPC	Starts with	<input type="text"/>	Vendor Part Description	Starts with	<input type="text"/>
Application ID	Starts with	<input type="text"/>	Last Update Date	Equals	<input type="text"/> <small>▼</small>
GPC	Equals	<input type="text"/> ▼	Created Date	Equals	<input type="text"/> <small>▼</small>
Vendor Part Number	Starts with	<input type="text"/>			

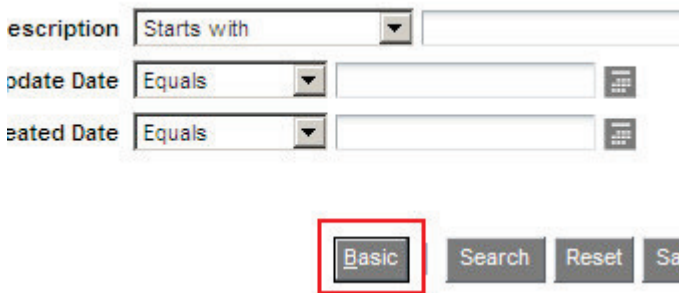
Click the drop-down menu for a field to see additional search parameters.

▼ ITEM SEARCH



The screenshot shows a search form with several fields: UPC, Application ID, GPC, and Vendor Part Number. A dropdown menu is open over the Application ID field, listing various search operators: Starts with, Ends with, Equals, Does not equal, Less than, Less than or equal to, Greater than, Greater than or equal to, Between, Not between, Contains, Does not contain, Is blank, and Is not blank. Below the fields are buttons for 'View', '+', and a pencil icon. At the bottom, there are buttons for 'Status', 'UPC', and a 'Basic' button.

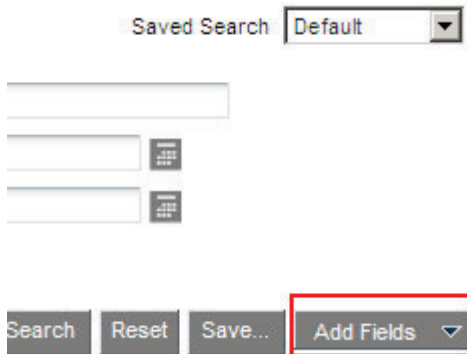
Click **Basic** to return to the original search options:



This screenshot shows a simplified search form with three fields: 'escription' (with a 'Starts with' dropdown), 'pdate Date' (with an 'Equals' dropdown), and 'eated Date' (with an 'Equals' dropdown). Below the fields are buttons for 'Basic', 'Search', 'Reset', and 'Sa'. The 'Basic' button is highlighted with a red box.

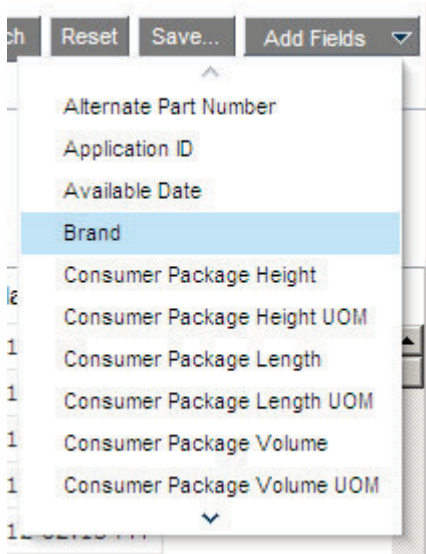
Add Fields to Advanced Search

Click **Add Fields** to add new fields to the **Advanced Search** criteria.



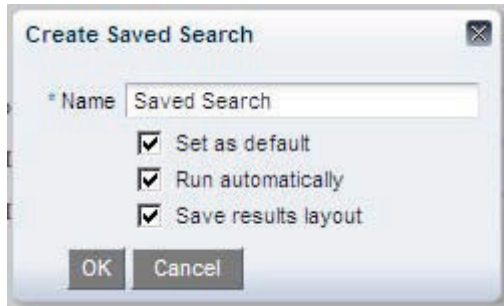
This screenshot shows a search form with a 'Saved Search' dropdown set to 'Default'. Below are three empty input fields, each with a small grid icon to its right. At the bottom, there are buttons for 'Search', 'Reset', 'Save...', and 'Add Fields'. The 'Add Fields' button is highlighted with a red box.

Select the desired field to add the column:



Save a Custom Search

To save your customized search criteria, click the **Save** button. The **Create Saved Search** window will appear:



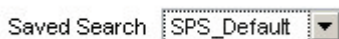
Type the name of the search and set the options. Click **OK** to save the search, or **Cancel** to discard the saved search.

Access saved search by clicking on the Saved Search drop-down menu. Select the desired saved search by clicking on it.

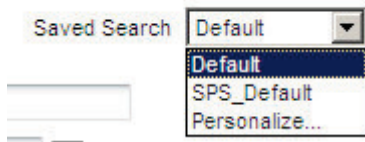


Saved Searches

1. To run a saved search, click the drop-down menu in the upper-right hand corner of the window.



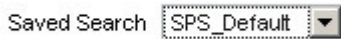
2. The saved search menu will appear.



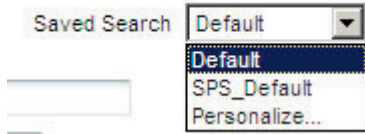
3. Click the desired search.
4. The search results will appear.

Personalize a Saved Search

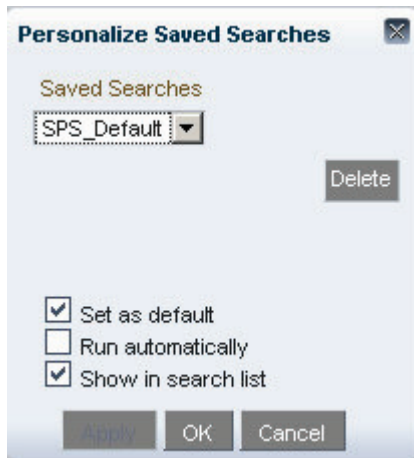
1. Click the drop-down menu in the upper-right hand corner of the window.



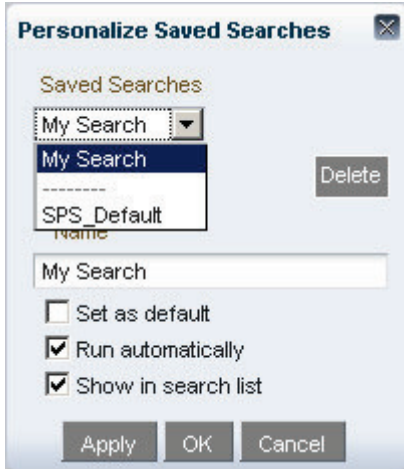
2. The saved search menu will appear.



3. Click **Personalize**.
4. The Personalize Saved Search window will appear:



5. Click the drop-down menu to view the saved searches.



6. Click the desired search.
7. You may:
 - Rename the search
 - Set it as the default search
 - Run it automatically
 - Show/hide the search in the list
8. Click **Apply** to save the changes. Click **OK** to return to the search screen.

Item Search Results

The search results will appear in the bottom half of the window.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999979	14054946		Audio/visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999962	14054947		Audio/visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999955	14029314		Audio/visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999948	14029315		Audio/visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999931	14029316		Audio/visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999924	14029317		Audio/visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999917	14029318		Audio/visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM

Columns Hidden 77 Columns Frozen 1



– [Add an item to the catalog.](#)



– [Edit an item in the catalog.](#)



– [Delete an item from the catalog.](#)



– [Download the item data.](#)



– [Search by filtering a column.](#)



– [Detach the search results to the size of the browser window.](#)

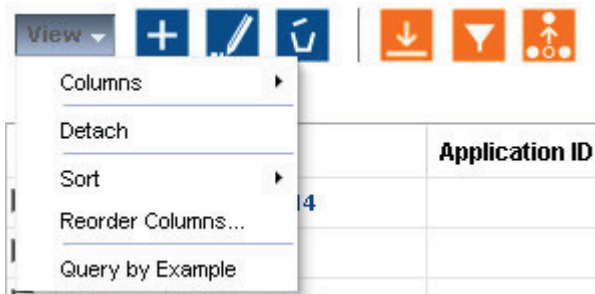
Item Search Results Viewing Options

1. Click on the view  button.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833364448465			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM

2. The view options menu will appear.



3. Options:

[Columns](#)

[Detach](#)

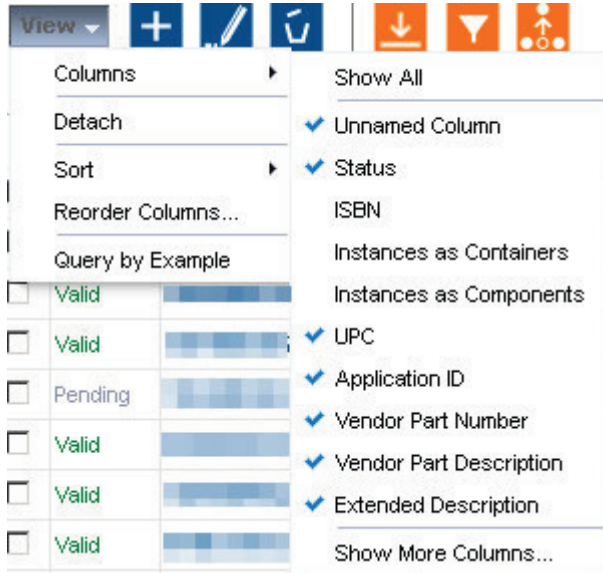
[Sort](#)

[Reorder Columns](#)

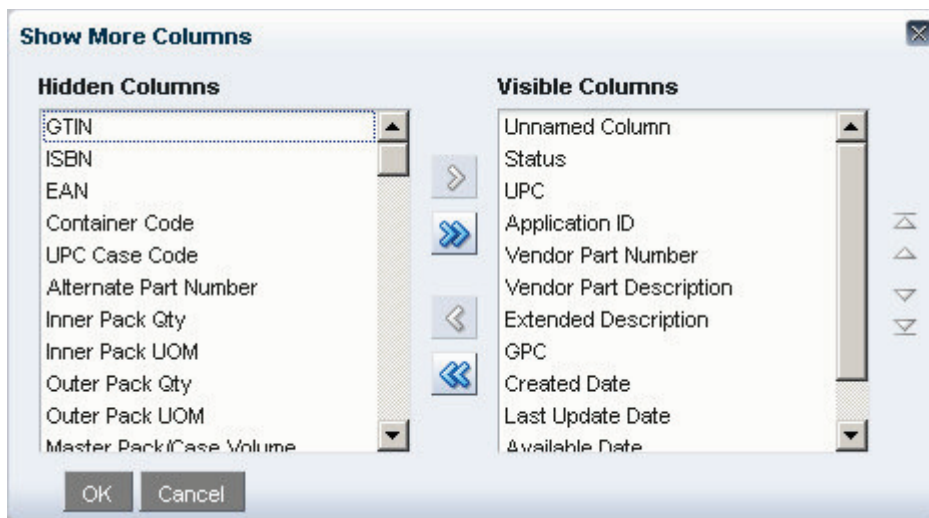
[Query by Example](#)

Columns – hide or show additional columns.

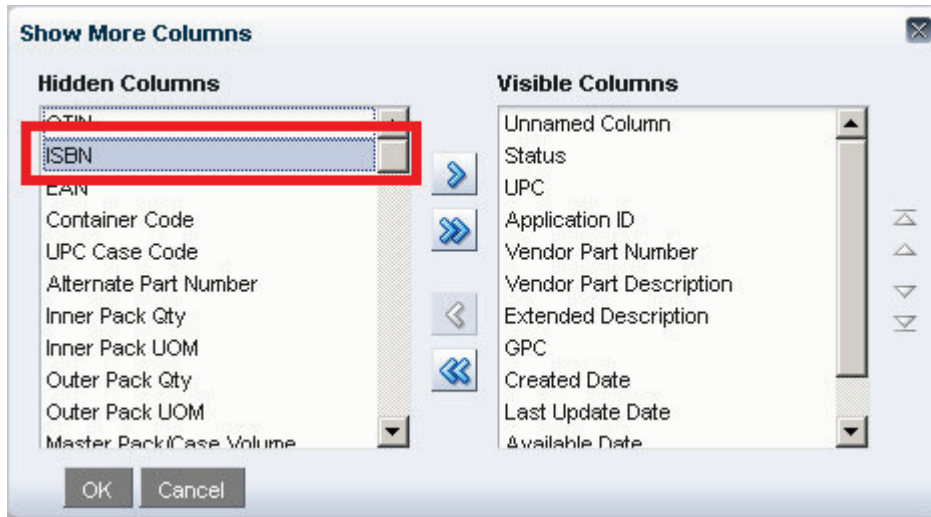
1. Click a column header for it to appear in the Item Search results window.





2. Click **Show More Columns** to view all the available columns and select from this list.



3. Select the column header you wish to change.

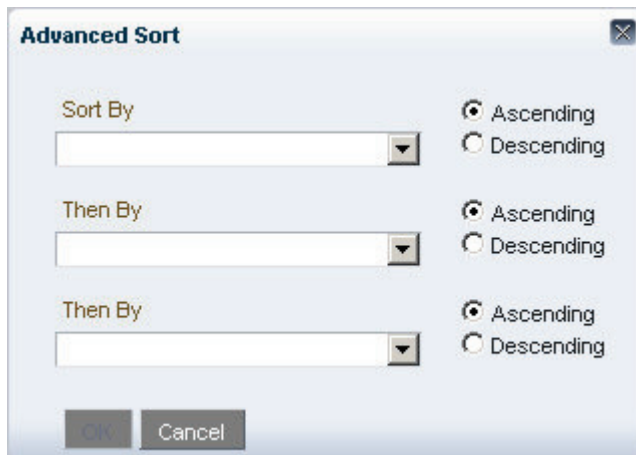


4. Click the right  arrow to show a column, or click the left  arrow to hide a column.
NOTE: The available arrow will depend on if the column is hidden or already displayed.
5. Click **OK** to save the changes, or **Cancel** to discard them.

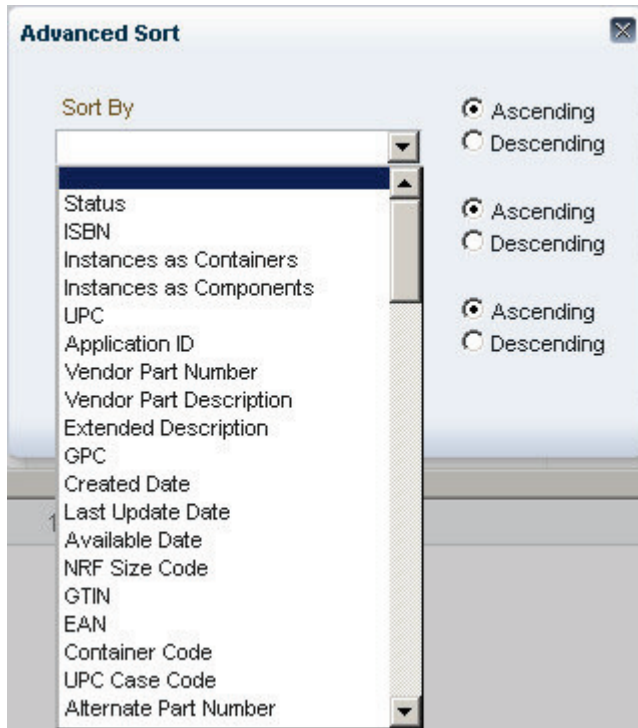
Detach –detach the results table and enlarge it to fill the browser window.

Sort – advanced sorting options.

1. Click the drop-down menu to select the sort options.



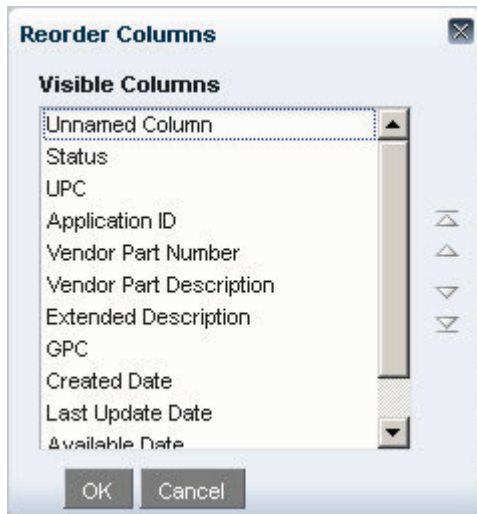
- Click the column to sort by.







- Click **OK** to save the sort, or **Cancel** to discard it.

Reorder Columns – customize the column header order.


- The viewable column list will appear.




- Click on the column or columns you wish to reorder.
- Click the top  arrow to move the column(s) all the way to the top, or the left-most column.
- Click the up  arrow to move the column(s) up one space, or one column to the left of its current position.
- Click the down  arrow to move the column(s) down one space, or one column to the right of its current position.

- Click the bottom  arrow to move the column(s) down all the way to the bottom, or the right-most column.

Query by Example – search for search criteria in the expected column header.

NOTE: This is the same functionality as the  button.

- Click the query  button.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/Visual/Ph	05/13/2012 01:01 PM	05/13/2012 02:15 PM

- The column header query windows will appear:



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/Visual/Ph	05/13/2012 01:01 PM	05/13/2012 02:15 PM

Query by Example

Use this feature to search for search criteria in the expected column header.

Click the query  button.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/Visual/Ph	05/13/2012 01:01 PM	05/13/2012 02:15 PM

The column header query windows will appear:



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/Visual/Ph	05/13/2012 01:01 PM	05/13/2012 02:15 PM

Item Category

Item Category

View and search item data by category (product ID and selection code).

NOTE: Click **Reset** to clear the search options and return to the original search criteria.

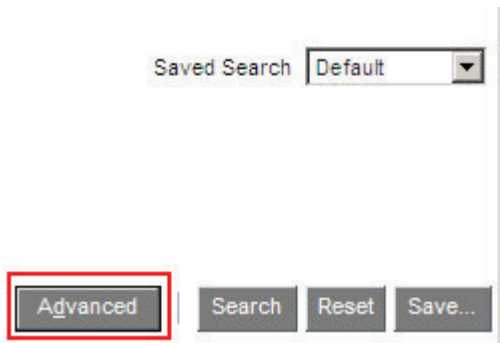
Use the Search to find an item, or items, which fit the filter criteria. Search by name, description, or category type.

Categories >

▼ ITEM CATEGORY

Name	<input type="text"/>
Description	<input type="text"/>
Category Type	<input type="text"/>

Click the **Advanced** button to expand the search options:



Saved Search

Advanced | Search | Reset | Save...

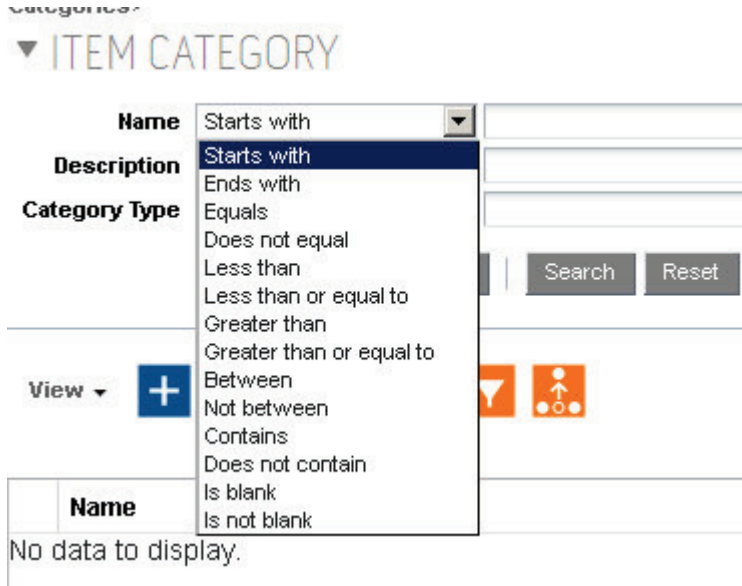
The Advanced Search options will appear:

Categories >

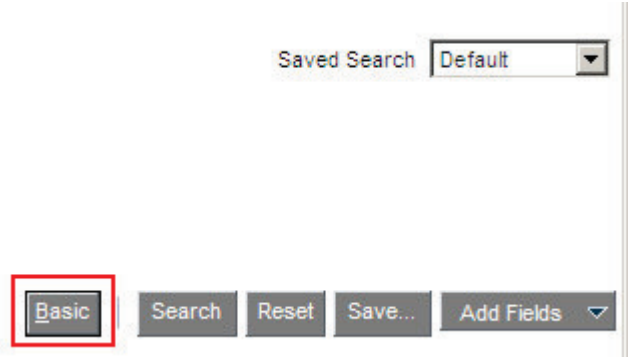
▼ ITEM CATEGORY

Name	<input type="text" value="Starts with"/>	<input type="text"/>
Description	<input type="text" value="Starts with"/>	<input type="text"/>
Category Type	<input type="text" value="Starts with"/>	<input type="text"/>

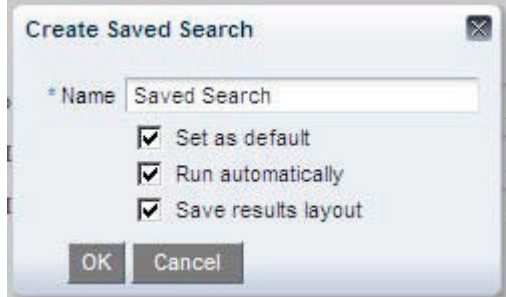
Click the drop-down menu for a field to see additional search parameters.



Click **Basic** to return to the original search options:

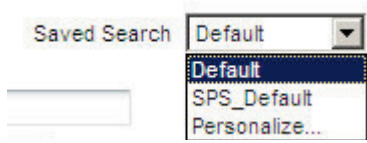


To save your customized search criteria, click the **Save** button. The **Create Saved Search** window will appear:



Type the name of the search and set the options. Click **OK** to save the search, or **Cancel** to discard the saved search.

Access saved search by clicking on the Saved Search drop-down menu. Select the desired saved search by clicking on it.









Category Search Results

The search results will appear in the bottom half of the window.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361118165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999986	14054945		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999979	14054946		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999962	14054947		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999955	14029314		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999948	14029315		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999931	14029316		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999924	14029317		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999917	14029318		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM

Columns Hidden 77 Columns Frozen 1

-  - [Add a product ID or selection code to the catalog.](#)
-  - [Edit a product ID or selection code in the catalog.](#)
-  - [Delete a category from the catalog.](#)
-  - [Download the category data.](#)
-  - [Search by filtering a column.](#)
-  - [Detach the search results to the size of the browser window.](#)

Catalogs

Catalogs

This is a list of all the catalogs setup for your account.

Catalogs >

Catalogs

View ▾



Company Name	Catalog Name	Description
Demo Vendor Co...	Demo Vendor Company	

Click on a catalog to view the selection codes in that catalog.

Catalogs > Demo Vendor Company Details >

▼ Details

Catalog Name Demo Vendor Company

Company Name Demo Vendor Company

Description

Last Update Date 05/14/2012 09:15 AM


▼ Selection Codes

View ▾



	Selection Code	Selection Code Description
<input type="checkbox"/>	250	Digital SLR Cameras
<input type="checkbox"/>	300	Camera Lenses
<input type="checkbox"/>	400	Camcorders
<input type="checkbox"/>	600	Women's T's & Tops
<input type="checkbox"/>	700	Men's Polos
<input type="checkbox"/>	200	Digital Cameras

Click the add  button to [add a selection code](#).


Click the remove  button to [remove a selection code](#).

Add a Selection Code to the Catalog


Only existing product IDs and selection codes may be added to a catalog. To create a product ID or selection code, please go to the [Item Category](#) screen.

NOTE: [Learn more about selection codes here.](#)

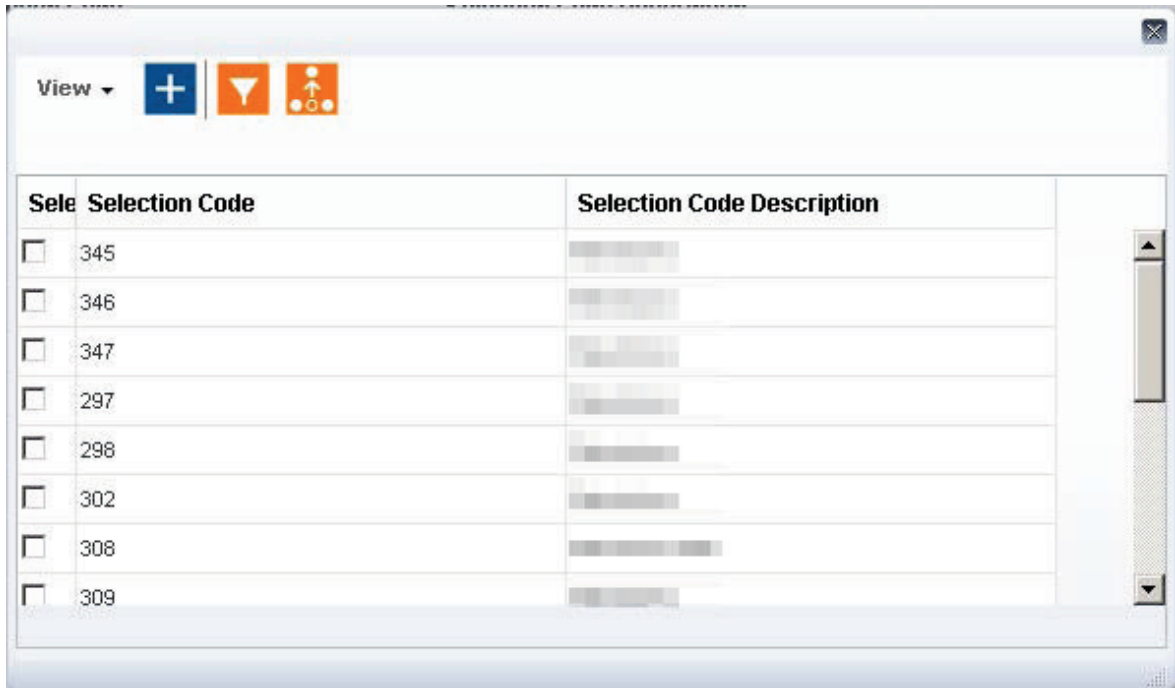
Add a pre-existing product ID or selection code to a catalog:


1. Click on **Catalogs** in the **Item Data** menu.
2. Click on the desired catalog name.
3. Click the add  button.
4. The Selection Code window will appear:




5. Click the add  button.

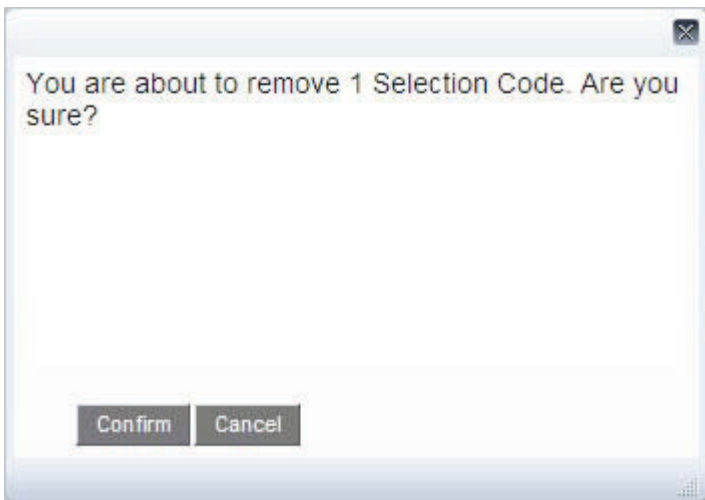
6. Check the selection code you wish to add to the catalog.



7. Click the add  button.
8. The selection code is now included in the catalog, and viewable in the selection code window.

Remove a Selection Code from the Catalog

1. Click on **Catalogs** in the **Item Data** menu.
2. Click on the desired catalog name.
3. Select the desired selection code to remove from the list.
4. Click the remove  button.
5. The confirmation window will appear.



6. Click **Confirm** to remove the selection code. Click **Cancel** to cancel the removal and return to the previous screen.

Edit Items Using Web Interface

Edit Items Using Web Interface

Refer to the glossary for help with the item attributes.

1. Click on **Items** in the **Item Data** sidebar.

ITEM DATA

Items

Categories

Catalogs

2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022

Columns Hidden 77 Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.

4. The **Edit Item** 'train' will appear.

Items>Edit Item>

Item Retail Attributes Item Logistics Attributes Extended Retail Components Price Product IDs

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GTIN	<input type="text" value="00833361999962"/>	Product Color Description	<input type="text" value="Red"/>
UPC	<input type="text" value="833361999962"/>	Product Size Code	<input type="text" value="C"/>
EAN	<input type="text"/>	Product Size Description	<input type="text" value="Compact"/>
ISBN	<input type="text"/>	Product Fabric Code	<input type="text"/>
Vendor Part Number	<input type="text" value="14054947"/>	Product Fabric Description	<input type="text"/>
Vendor Part Description	<input type="text"/>	Min Order Qty	<input type="text" value="50"/>
GPC	<input type="text" value="Audio/Visual/Photography"/>	Max Order Qty	<input type="text" value="200"/>
Manufacturer Name	<input type="text"/>	Qty On Hand	<input type="text" value="10000"/>
Available Date	<input type="text" value="05/15/2012"/>	Country of Origin	<input type="text" value="USA"/>
Discontinue Date	<input type="text" value="12/31/2012"/>	Item Status Code	<input type="text"/>
NRF Color Code	<input type="text" value="065"/>	Seasonal Availability	<input type="text" value="SY"/>

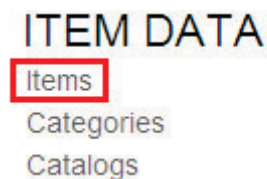
5. Click the desired attribute section to edit the desired data. Edit the item attributes as desired.

- a. [Item Retail Attributes](#)
- b. [Item Logistics Attributes](#)
- c. [Extended Retail](#)
- d. [Components](#)
- e. [Price](#)
- f. [Product IDs](#)

6. Click the save button  to save the item changes.


Item Retail Attributes

1. Click on **Items** in the **Item Data** sidebar.



2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022
Columns Hidden		77	Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.
4. The **Edit Item** 'train' will appear.

Items > Edit Item >

Item Retail Attributes Item Logistics Attributes Extended Retail Components Price Product IDs

✕ ← → 📄

GTIN	<input type="text" value="00833361999962"/>	Product Color Description	<input type="text" value="Red"/>
UPC	<input type="text" value="833361999962"/>	Product Size Code	<input type="text" value="C"/>
EAN	<input type="text"/>	Product Size Description	<input type="text" value="Compact"/>
ISBN	<input type="text"/>	Product Fabric Code	<input type="text"/>
Vendor Part Number	<input type="text" value="14054947"/>	Product Fabric Description	<input type="text"/>
Vendor Part Description	<input type="text"/>	Min Order Qty	<input type="text" value="50"/>
GPC	<input type="text" value="Audio/Visual/Photography"/>	Max Order Qty	<input type="text" value="200"/>
Manufacturer Name	<input type="text"/>	Qty On Hand	<input type="text" value="10000"/>
Available Date	<input type="text" value="05/15/2012"/>	Country of Origin	<input type="text" value="USA"/>
Discontinue Date	<input type="text" value="12/31/2012"/>	Item Status Code	<input type="text"/>
NRF Color Code	<input type="text" value="065"/>	Seasonal Availability	<input type="text" value="SY"/>




5. **Item Retail Attributes** is the first attribute section to appear. See [Retail Attributes](#) in the [Glossary](#).

Items > Edit Item >

Item Retail Attributes | Item Logistics Attributes | Extended Retail | Components | Price | Product IDs

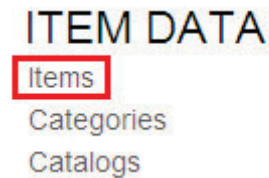
GTIN <input type="text"/>	Product Color Description <input type="text"/>
UPC <input type="text"/>	Product Size Code <input type="text"/>
EAN <input type="text"/>	Product Size Description <input type="text"/>
ISBN <input type="text"/>	Product Fabric Code <input type="text"/>
Vendor Part Number <input type="text"/>	Product Fabric Description <input type="text"/>
Vendor Part Description <input type="text"/>	Min Order Qty <input type="text"/>
GPC <input type="text"/>	Max Order Qty <input type="text"/>
Manufacturer Name <input type="text"/>	Qty On Hand <input type="text"/>
Available Date <input type="text"/>	Country of Origin <input type="text" value="USA"/>
Discontinue Date <input type="text"/>	Item Status Code <input type="text"/>
NRF Color Code <input type="text"/>	Seasonal Availability <input type="text"/>
NRF Size Code <input type="text"/>	Reorderable Product <input type="text"/>

6. Edit the fields as desired. Scroll down to view all fields.

7. Click the Save  button to save the changes, or click the next  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

Item Logistics Attributes

1. Click on **Items** in the **Item Data** sidebar.



2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022

Columns Hidden 77 Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.

4. The **Edit Item** 'train' will appear.

Items > Edit Item >

Item Retail Attributes Item Logistics Attributes Extended Retail Components Price Product IDs




GTIN	<input type="text" value="00833361999962"/>	Product Color Description	<input type="text" value="Red"/>
UPC	<input type="text" value="833361999962"/>	Product Size Code	<input type="text" value="C"/>
EAN	<input type="text"/>	Product Size Description	<input type="text" value="Compact"/>
ISBN	<input type="text"/>	Product Fabric Code	<input type="text"/>
Vendor Part Number	<input type="text" value="14054947"/>	Product Fabric Description	<input type="text"/>
Vendor Part Description	<input type="text"/>	Min Order Qty	<input type="text" value="50"/>
GPC	<input type="text" value="Audio/Visual/Photography"/>	Max Order Qty	<input type="text" value="200"/>
Manufacturer Name	<input type="text"/>	Qty On Hand	<input type="text" value="10000"/>
Available Date	<input type="text" value="05/15/2012"/>	Country of Origin	<input type="text" value="USA"/>
Discontinue Date	<input type="text" value="12/31/2012"/>	Item Status Code	<input type="text"/>
NRF Color Code	<input type="text" value="065"/>	Seasonal Availability	<input type="text" value="SY"/>

- Click on **Item Logistics Attributes**. See [Logistic Attributes](#) in the [Glossary](#).

Items > Edit Item >

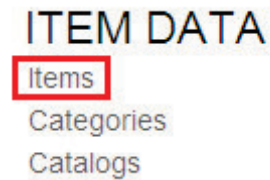


- Edit the fields as desired. Scroll down to view all fields.

- Click the Save  button to save the changes, or click the next  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

Extended Retail

- Click on **Items** in the **Item Data** sidebar.



2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022

Columns Hidden 77 Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.

4. The **Edit Item** 'train' will appear.

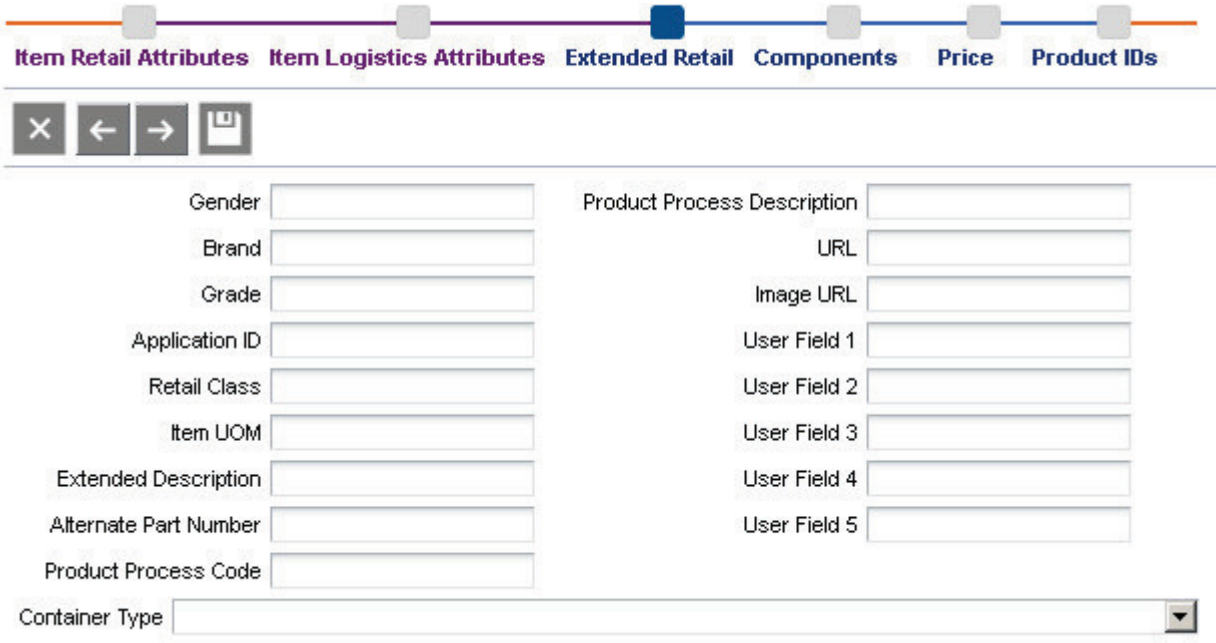
Items > Edit Item >

Item Retail Attributes Item Logistics Attributes Extended Retail Components Price Product IDs




GTIN	<input type="text" value="00833361999962"/>	Product Color Description	<input type="text" value="Red"/>
UPC	<input type="text" value="833361999962"/>	Product Size Code	<input type="text" value="C"/>
EAN	<input type="text"/>	Product Size Description	<input type="text" value="Compact"/>
ISBN	<input type="text"/>	Product Fabric Code	<input type="text"/>
Vendor Part Number	<input type="text" value="14054947"/>	Product Fabric Description	<input type="text"/>
Vendor Part Description	<input type="text"/>	Min Order Qty	<input type="text" value="50"/>
GPC	<input type="text" value="Audio/Visual/Photography"/>	Max Order Qty	<input type="text" value="200"/>
Manufacturer Name	<input type="text"/>	Qty On Hand	<input type="text" value="10000"/>
Available Date	<input type="text" value="05/15/2012"/>	Country of Origin	<input type="text" value="USA"/>
Discontinue Date	<input type="text" value="12/31/2012"/>	Item Status Code	<input type="text"/>
NRF Color Code	<input type="text" value="065"/>	Seasonal Availability	<input type="text" value="SY"/>

- Click on **Extended Retail**.

Items > Edit Item >



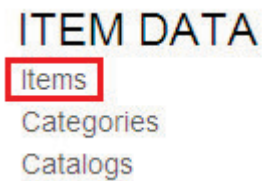
- Edit the fields as desired. Scroll down to view all fields. See [Extended Retail Attributes](#) in the [Glossary](#).

- Click the Save  button to save the changes, or click the next  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

Components

Edit the item to become a component, or update the items in the component.

- Click on **Items** in the **Item Data** sidebar.



2. Check the item you wish to edit.

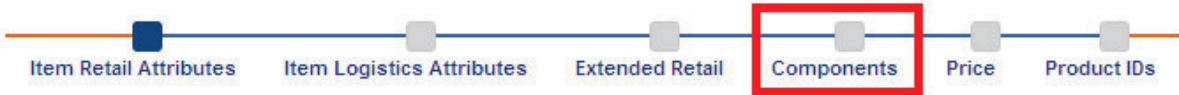
	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022
Columns Hidden		77	Columns Frozen
			1

3. Click the **Edit**  button to edit the selected item.


4. The **Edit Item** 'train' will appear.

5. Click **Components**.

Items>Edit Item>



Add Item(s) to a Component

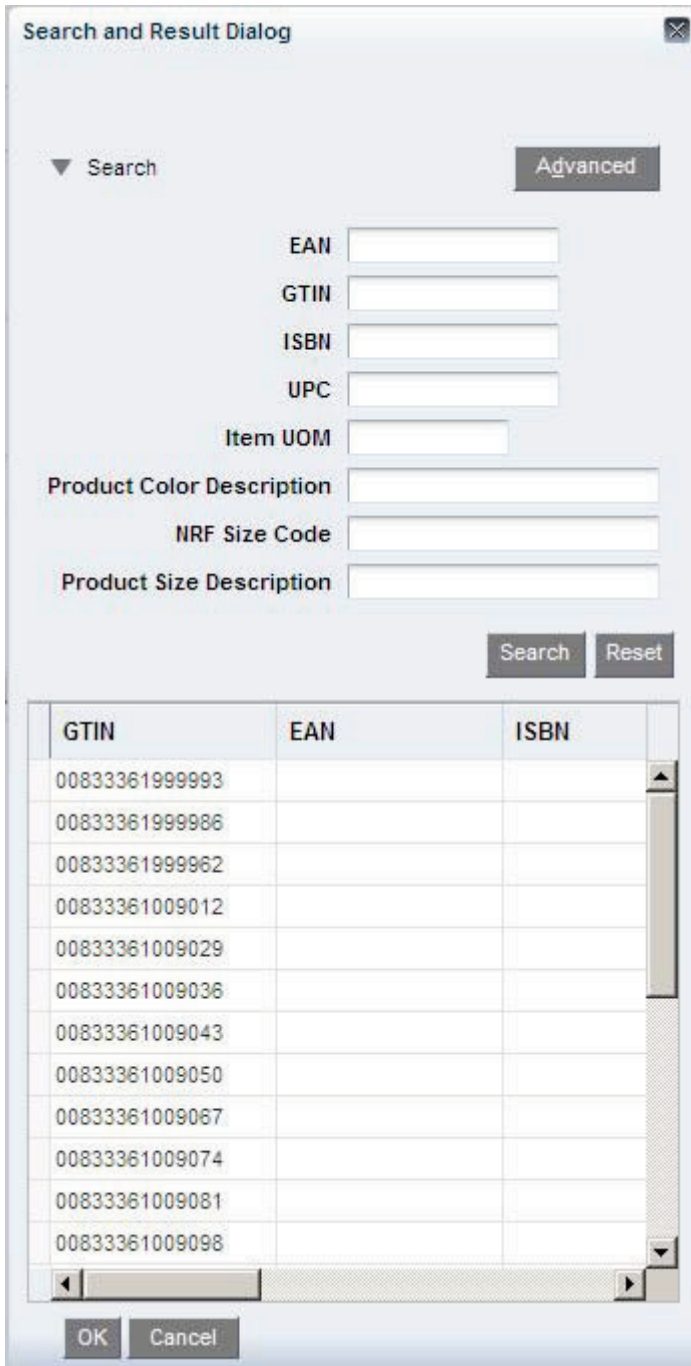
1. Click the Search  button to find items to add to the component.

Component ID 

Quantity



2. The Search window will appear.



Search and Result Dialog

▼ Search Advanced

EAN

GTIN

ISBN

UPC

Item UOM

Product Color Description

NRF Size Code

Product Size Description

Search Reset


GTIN	EAN	ISBN
00833361999993		
00833361999986		
00833361999962		
00833361009012		
00833361009029		
00833361009036		
00833361009043		
00833361009050		
00833361009067		
00833361009074		
00833361009081		
00833361009098		

OK Cancel



3. Select the item you wish to add to the component. Click **OK** to return to the Edit Item screen.

4. Select the quantity by typing in the quantity field, or using the up or down arrows.

Quantity

5. Click the Add  button to add the item(s) to the component.

6. Repeat steps 1-5 to add additional items to the component.


- Click the Save  button to save the changes, or continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

Remove a Component

- Select an item or items in the component list.

View  

	Component ID	Quantity	EAN	GTIN	ISBN	UPC	Vendor Pa...
<input checked="" type="checkbox"/>	74766	10		00833361999993		833361999993	14054944

- Click the **Remove**  button to remove the item(s).
- The Remove Component Confirmation window will appear.



- Click **Confirm** to remove the component.
- The item is now no longer a part of the component.

Price

Edit the Price to show MSR or retail-specific pricing. See [Pricing Attributes](#) in the [Glossary](#).

Items>Edit Item>

Item Retail Attributes Item Logistics Attributes Extended Retail Components **Price** Product IDs

✕ 📄

Qualifier Amount Currency

Effective Date Expiration Date

+

View 📄 🧑

Qualifier	Amount	Currency	Effective Date	Expiration Date	Company Name
<input type="checkbox"/> MSR	329.00	USD	05/15/2012	12/31/2012	


1. Click on **Items** in the **Item Data** sidebar.

ITEM DATA

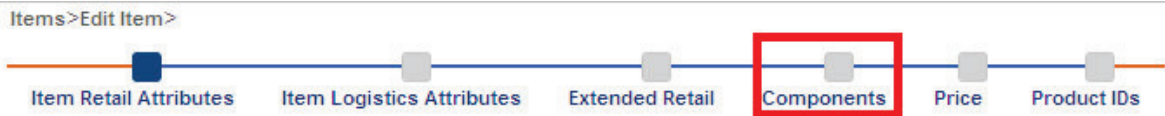
- Items**
- Categories
- Catalogs

2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022
Columns Hidden		77	Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.
4. The **Edit Item** 'train' will appear.

5. Click **Price**.

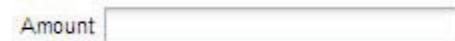


Add a Price

1. Select the qualifier in the drop-down menu. MSR will appear for all retailers. UCP is retailer-specific. See Pricing for more information.



2. Type the amount in the amount field.







3. Use the drop-down menu to select the currency.



4. Select the Effective and Expiration dates using the calendar buttons.



5. Click the add  button to add a new price for the item.

6. Click the Save  button to save the changes, or click the next  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

Remove a Price

1. Select a price in the price list.

View  

	Qualifier	Amount	Currency	Effective Date	Expiration Date	Company Name
<input checked="" type="checkbox"/>	MSR	329.99	USD	05/15/2012	12/31/2012	
<input type="checkbox"/>	MSR	299.99	USD	06/01/2012	07/05/2012	
<input type="checkbox"/>	MSR	299.99	USD	07/01/2012	07/05/2012	

2. Click the Delete  button.
3. The price is now removed.

Product IDs

A product ID is a supplier number, with an associated description, that identifies a group of related merchandise items that vary in size, color, or other attribute.

Add a [Product ID](#) from the [Item Category](#) window.

1. Click on **Items** in the **Item Data** sidebar.

ITEM DATA

- Items**
- Categories
- Catalogs

2. Check the item you wish to edit.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022

Columns Hidden 77 Columns Frozen 1

3. Click the **Edit**  button to edit the selected item.

4. The **Edit Item** 'train' will appear.

Items>Edit Item>

Item Retail Attributes Item Logistics Attributes Extended Retail Components Price Product IDs

GTIN	<input type="text" value="00833361999962"/>	Product Color Description	<input type="text" value="Red"/>
UPC	<input type="text" value="833361999962"/>	Product Size Code	<input type="text" value="C"/>
EAN	<input type="text"/>	Product Size Description	<input type="text" value="Compact"/>
ISBN	<input type="text"/>	Product Fabric Code	<input type="text"/>
Vendor Part Number	<input type="text" value="14054947"/>	Product Fabric Description	<input type="text"/>
Vendor Part Description	<input type="text"/>	Min Order Qty	<input type="text" value="50"/>
GPC	<input type="text" value="Audio/Visual/Photography"/>	Max Order Qty	<input type="text" value="200"/>
Manufacturer Name	<input type="text"/>	Qty On Hand	<input type="text" value="10000"/>
Available Date	<input type="text" value="05/15/2012"/>	Country of Origin	<input type="text" value="USA"/>
Discontinue Date	<input type="text" value="12/31/2012"/>	Item Status Code	<input type="text"/>
NRF Color Code	<input type="text" value="065"/>	Seasonal Availability	<input type="text" value="SY"/>

5. Click on **Product IDs**.

Items>Edit Item>

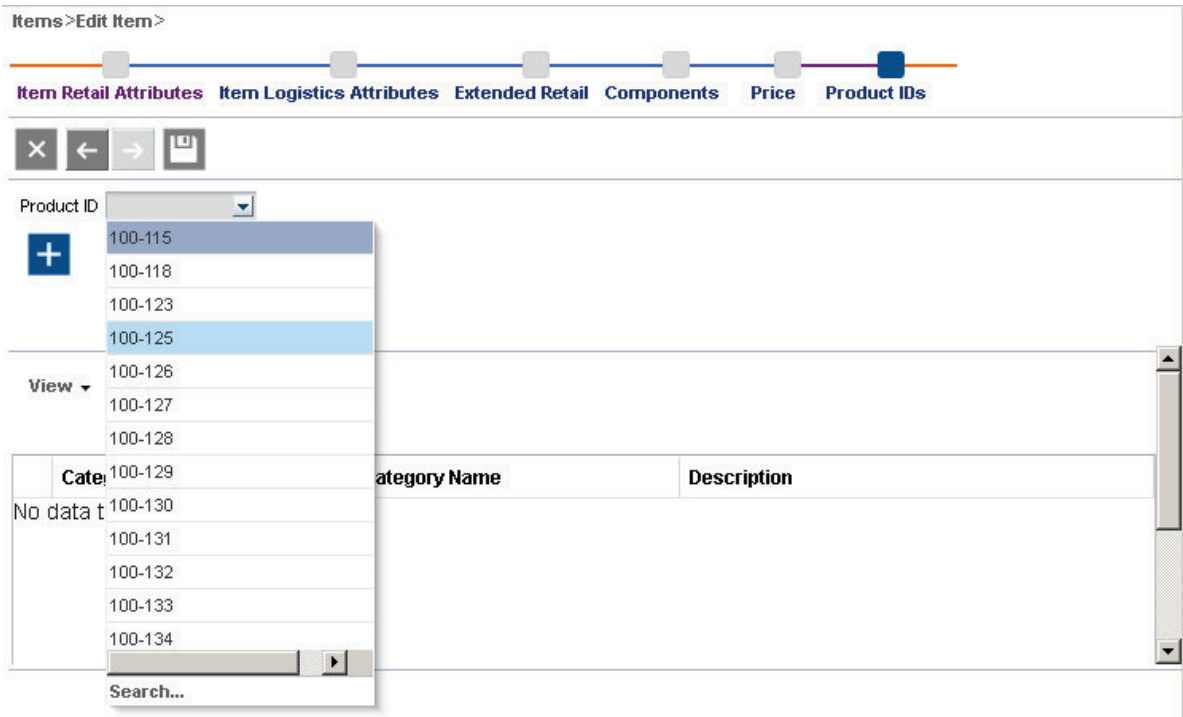
Item Retail Attributes Item Logistics Attributes Extended Retail Components Price **Product IDs**

Product ID


View




Category ID	Category Name	Description
No data to display.		

6. Click the drop-down menu to select the product ID.



7. Click to select the product ID number.

8. Click the add  button to add the product ID to the item.

9. Click the Save  button to save the changes, or click the previous  arrow to continue editing the item information. Click the Cancel  button to cancel the changes and return to the [Item Search](#) screen.

RELATED: [Add a product ID to a selection code.](#)

RELATED: [You may upload media to a product ID.](#)

Delete Items Using Web Interface

1. Click on **Items** in the **Item Data** sidebar.

ITEM DATA

Items

Categories

Catalogs

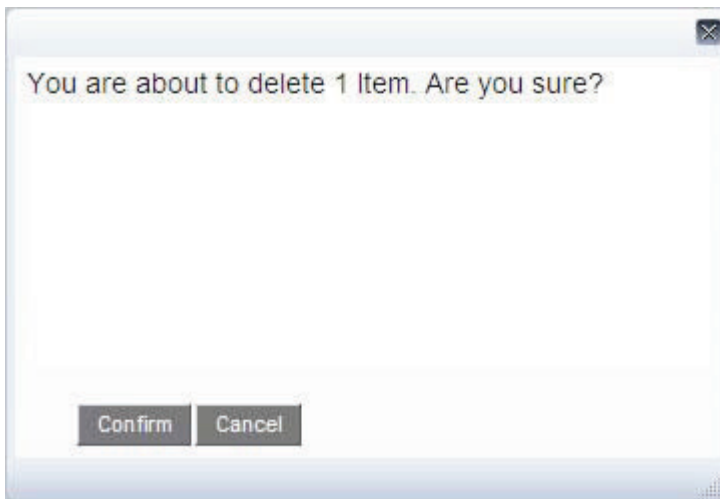
2. Check the item(s) you wish to delete.

	Status	UPC	Vendor Part Number
<input type="checkbox"/>	Valid	833361999993	14054944
<input type="checkbox"/>	Valid	833361999986	14054945
<input type="checkbox"/>	Valid	833361999979	14054946
<input checked="" type="checkbox"/>	Valid	833361999962	14054947
<input type="checkbox"/>	Valid	833361999955	14029314
<input type="checkbox"/>	Valid	833361999948	14029315
<input type="checkbox"/>	Valid	833361999931	14029316
<input type="checkbox"/>	Valid	833361999924	14029317
<input type="checkbox"/>	Valid	833361999917	14029318
<input type="checkbox"/>	Valid	833361999894	14031021
<input type="checkbox"/>	Valid	833361999887	14031022

Columns Hidden 77 Columns Frozen 1


3. Click the Delete  button to delete the selected item.

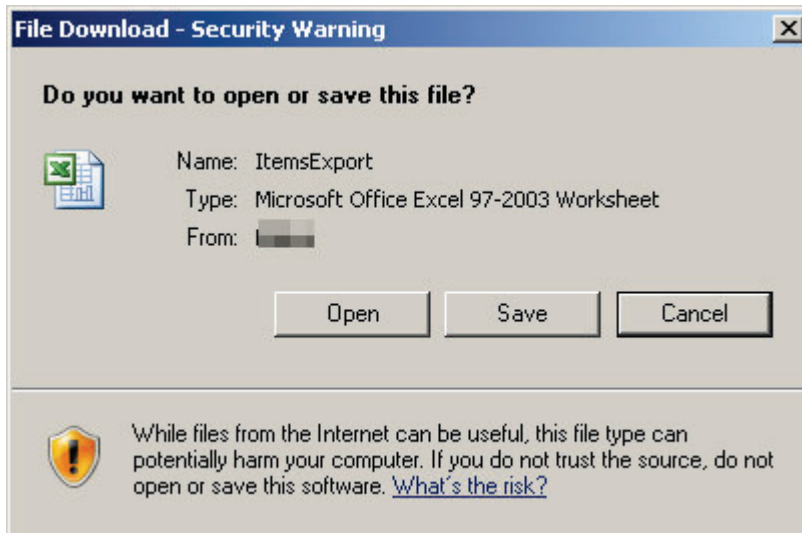
4. The Delete confirmation window will appear.



5. Click **Confirm** to delete the item. Click **Cancel** to cancel the deletion.

Download Data

From the Item Item Search or Item Category windows, click the  Download button to download the item data in an Excel spreadsheet.



NOTE: This screen will vary by web browser.

Add a Product ID or Selection Code

Using a [selection code](#) and product ID hierarchy for each item will simplify item management.

NOTE: [Learn more about selection codes here.](#)

A selection code is a three digit numeric code, with an associated description, that identifies a supplier brand name, division name, or logical product grouping. [See here for more information on Selection Codes.](#)

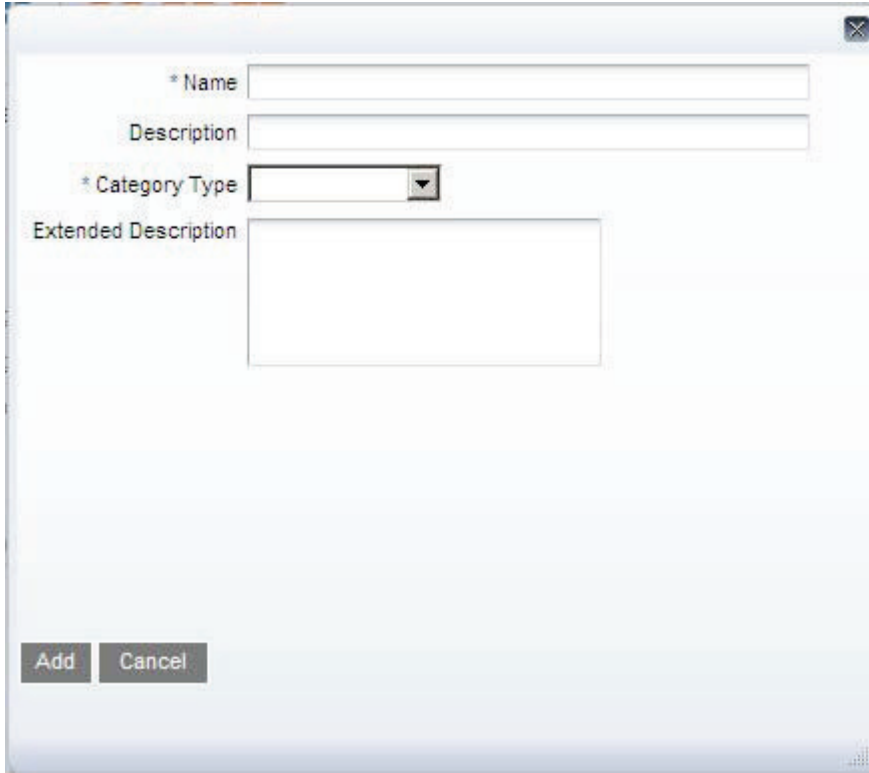
A product ID is a supplier number, with an associated description, that identifies a group of related merchandise items that vary in size, color, or other attribute.

The Universal Catalog is designed with a four-level hierarchy:

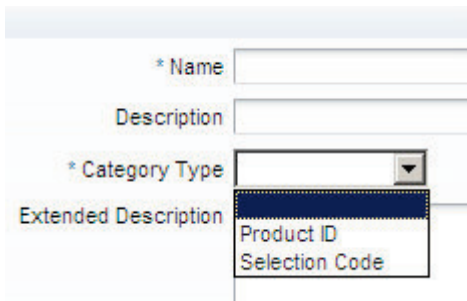
Catalog → Selection Code → Product → Item

1. From the [Item Category](#) window, click the add  button.

2. The add category window will appear.



3. Complete the fields. Fields with an asterisk * are mandatory.
4. Use the drop-down menu to select Product ID or Selection Code.








5. Click **Add** to add the category or selection code. Click **Cancel** to cancel the addition and return to the previous screen.
6. If you added a selection code, [add the selection code to the catalog](#).

RELATED: Add a product ID to a selection code.

Delete a Product ID or Selection Code


1. Go to the [Item Category](#) window.
2. Select a Product ID or selection code as desired.

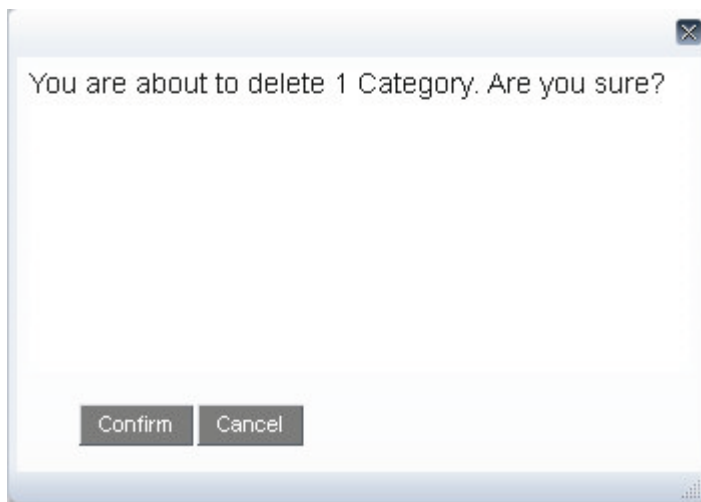


View ▾    |   

	Name	Description
<input type="checkbox"/>	830	
<input type="checkbox"/>	100-731	
<input type="checkbox"/>	831	
<input type="checkbox"/>	100-732	
<input type="checkbox"/>	832	
<input checked="" type="checkbox"/>	100-733	
<input type="checkbox"/>	833	
<input type="checkbox"/>	100-734	

Columns Frozen 2

3. Click the delete  button.
4. The confirmation window will appear.



5. Click **Confirm** to delete the Product ID or selection code.
6. The product ID or selection code is now unavailable.

Add Product ID to a Selection Code

The Universal Catalog is designed with a four-level hierarchy:

Catalog → Selection Code → Product → Item

Add a product ID to a selection code to utilize this hierarchy.

NOTE: [Learn more about selection codes here.](#)

1. Click the add  button.

Categories>Selection Code: 217>

SELECTION CODE DETAILS

Name 217
Description
Time Stamp 06/15/2012 09:06 AM
Category Type Selection Code
Extended Description

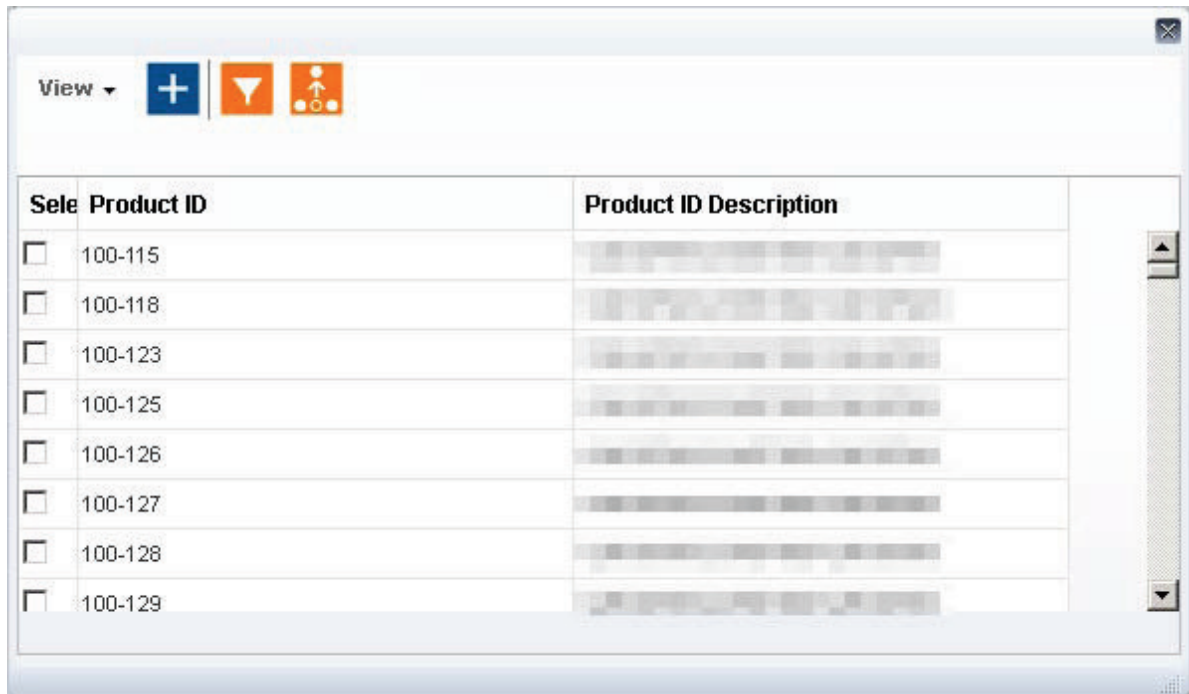
PRODUCTS

View   

Selected Row	Category Name	Description
--------------	---------------	-------------

No data to display.


2. The product ID selection window will appear.



The image shows a product ID selection window. At the top, there is a 'View' dropdown menu followed by three icons: a blue square with a white plus sign (add), an orange square with a white downward arrow (filter), and an orange square with a white refresh symbol (refresh). Below this is a table with the following columns: 'Sele' (checkbox), 'Product ID', and 'Product ID Description'. The table contains eight rows of data:

Sele	Product ID	Product ID Description
<input type="checkbox"/>	100-115	
<input type="checkbox"/>	100-118	
<input type="checkbox"/>	100-123	
<input type="checkbox"/>	100-125	
<input type="checkbox"/>	100-126	
<input type="checkbox"/>	100-127	
<input type="checkbox"/>	100-128	
<input type="checkbox"/>	100-129	

3. Select the product ID(s) you wish to add to the selection code.

4. Click the add  button.

- The product ID(s) has now been added to the selection code.

▼ SELECTION CODE DETAILS

Name 217
 Description [REDACTED]
 Time Stamp 06/15/2012 09:06 AM
 Category Type Selection Code
 Extended Description

▼ PRODUCTS

View ▼   |  

Selected Row	Category Name	Description
<input type="checkbox"/>	100-118	[REDACTED]

[RELATED](#): Add an item to a product ID.

Upload Media

Upload media provide digital images for a specific [product ID](#).

Supported file formats include .jpg, .png, and .gif.

1. Go to the [Item Category](#) view.
2. Use the Item Category Search to locate the desired product ID.
3. Click on the product ID in the **Name** column.

View    |   

Name	Description	Category Type
<input type="checkbox"/> 100-115		Product ID
<input type="checkbox"/> 217		Selection Code
<input type="checkbox"/> 100-118		Product ID
<input type="checkbox"/> 219		Selection Code
<input type="checkbox"/> ...		Selection Code

NOTE: You cannot upload media for a selection code.

4. The Product ID Details screen will appear.





Categories>Product ID: 100-115>

▼ **PRODUCT ID DETAILS**

Name 100-115
Description
Time Stamp 05/11/2012 02:03 PM
Category Type Product ID
Extended Description The Product extended

▶ **MEDIA** Upload Media

▼ **ITEMS**

View   |  

SelectedRow	GTIN	ISBN	UPC	EAN	Vendor Part Numb	Vendor Part Description	Last Update Date
<input type="checkbox"/>			75646865246		700TT20FL DCW	TT2 Dalenau Band clauwb	05/07/2012 09:43 AM

5. Click on **Upload Media**.

6. The **Upload Media** window will appear.



7. Click **Browse** to locate the media you wish to upload.
8. Click **Save** to upload the media to the catalog.

Item Data

Item data may be viewed by [item](#), category (product ID or selection code), or [catalog](#).

[Items](#) – add or edit an item.

[Categories](#) – add or edit a product ID or selection code.

[Catalogs](#) – add or remove selection codes from a catalog.

Selection Codes

A catalog identifies three levels of product information – selection code, product ID, and item. A selection code identifies a general category of product and contains one or more product IDs. A product ID identifies a specific product and contains one or more items. An item identifies a piece of merchandise with a specific combination of color, size, and other minor attributes within the product ID. To identify an item, you assign a universal product code (U.P.C. – a 12-character item identification code), a global trade item number (GTIN – a 14-character item identification code), or a European article number (EAN – a 13-character item identification code).

The following example illustrates how selection codes, product IDs, and items define product information:

Catalog A06 Spring 2006

Selection code 001 – Men’s outerwear

Product ID 016 – Hercules rain jacket

- Item 0999990162001 – Hercules rain jacket, green, size S
- Item 0999990162002 – Hercules rain jacket, green, size M
- Item 0999990162003 – Hercules rain jacket, green, size L
- Item 0999990162004 – Hercules rain jacket, green, size XL
- Item 0999990162005 – Hercules rain jacket, blue, size S
- Item 0999990162006 – Hercules rain jacket, blue, size M
- Item 0999990162007 – Hercules rain jacket, blue, size L
- Item 0999990162008 – Hercules rain jacket, blue, size XL

Product ID 017 – Hercules rain pants

- Item 0999990172010 – Hercules rain pants, green, size S
- Item 0999990172011 – Hercules rain pants, green, size M
- Item 0999990172012 – Hercules rain pants, green, size L
- Item 0999990172013 – Hercules rain pants, green, size XL
- Item 0999990172014 – Hercules rain pants, blue, size S
- Item 0999990172015 – Hercules rain pants, blue, size M
- Item 0999990172016 – Hercules rain pants, blue, size L
- Item 0999990172017 – Hercules rain pants, blue, size XL

Selection code 002 – Women’s outerwear

Product ID 026 – Amazonia rain jacket

- Item 0999990263001 – Amazonia rain jacket, green, size S
- Item 0999990263002 – Amazonia rain jacket, green, size M
- Item 0999990263003 – Amazonia rain jacket, green, size L
- Item 0999990263004 – Amazonia rain jacket, green, size X
- Item 0999990263005 – Amazonia rain jacket, blue, size S
- Item 0999990263006 – Amazonia rain jacket, blue, size M
- Item 0999990263007 – Amazonia rain jacket, blue, size L
- Item 0999990263008 – Amazonia rain jacket, blue, size X

Product ID 027 – Amazonia rain pants

- Item 0999990273010 – Amazonia rain pants, green, size S
- Item 0999990273011 – Amazonia rain pants, green, size M
- Item 0999990273012 – Amazonia rain pants, green, size L
- Item 0999990273013 – Amazonia rain pants, green, size X
- Item 0999990273014 – Amazonia rain pants, blue, size S
- Item 0999990273015 – Amazonia rain pants, blue, size M
- Item 0999990273016 – Amazonia rain pants, blue, size L
- Item 0999990273017 – Amazonia rain pants, blue, size X

When entering catalog information through the web interface, you first create selection codes, then create product IDs within a selection code, and then create items within a product ID. Keep the following information in mind while using the web interface Universal Catalog Service to create your catalog.

- You must create a selection code before you can create a product ID, and you must create a product ID before you can create an item.
- You can attach images to product IDs in your catalog. This includes line drawings, photographs, or other graphic image files. You **cannot** attach images to catalogs, selection codes, or items.

Spreadsheet Upload Template

The spreadsheet upload template is a Microsoft Excel file with the fields all set to import into the SPS Commerce Universal Catalog.

Spreadsheet Requirements:

The spreadsheet must be saved in the .xls, .xlsx, or .csv format.

All fields must be formatted as text, otherwise Excel may corrupt the data in any non-text formatted field.

The fields in blue are mandatory for the Universal Catalog. Your trading partners may have additional requirements; those will be communicated during implementation.

A	B	C	D	E	F	G
CATALOG	DELETE	SELECTION CODE	SELECTION CODE DESCRIPTION	PRODUCT ID	PRODUCT DESCRIPTION	GT

NOTE: Move your mouse cursor over a column description for more information, or refer to the glossary.

CATALOG (Column A in the spreadsheet) must match the catalog name supplied by your implementation analyst.

Refer to the glossary for help with the spreadsheet attributes. Also refer to [Selection Codes](#) for more information.

Validation Errors

Items must be validated to be viewed by retail partners. An item is validated every time it is changed—either by 832, spreadsheet, or through the web interface. This screen shows item validation status.

You may scroll through the list of UPCs, or use the search function to locate a specific UPC.

Basic Search:

▼ SEARCH

UPC

Advanced | Search | Reset | Save...

Advanced Search:

▼ SEARCH

UPC Starts with

Basic | Search | Reset | Save... | Add Fields ▼

Add Fields to Advanced Search:

Add Fields ▼

- EAN
- GTIN
- ISBN
- UPC
- Vendor Part Number


View Validation Errors and Edit Items

1. Click the arrow next to the item to view the error detail.


	UPC	Attribute	Error
▶	222222222222		

2. The error details will appear








	UPC	Attribute	Error
▼	222222222222		
		upc	Invalid UPC-12 check digit: 2

3. Click on the UPC or Vendor Part Number to view the item.
4. Click the edit  button to edit the item.
5. Adjust any items with errors for the item to pass validation.

Detach Table

Click the detach  button to detach the table from the bottom of the screen and enlarge to the size of the browser window.

Detached Table

	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Update Date
<input type="checkbox"/>	Valid	833361110165			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361999993	14054944		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/15/2012 07:24 AM
<input type="checkbox"/>	Valid	833361999996	14054945		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999979	14054946		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999962	14054947		Audio/Visual/Ph...	05/13/2012 01:01 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999955	14029314		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999948	14029315		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999931	14029316		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999924	14029317		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999917	14029318		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999894	14031021		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999887	14031022		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:16 PM
<input type="checkbox"/>	Valid	833361999870	14031023		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:15 PM
<input type="checkbox"/>	Valid	833361999863	14031024		Audio/Visual/Ph...	05/13/2012 02:06 PM	05/13/2012 02:16 PM
<input type="checkbox"/>	Valid	833361009012	11312010		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009029	11312011		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009036	11312012		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009043	01102077		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009050	0010199a		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009067	0010199b		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009074	0010199c		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009081	333316ed		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Valid	833361009098	33334ed		Audio/Visual/Ph...	05/15/2012 07:18 AM	05/15/2012 07:21 AM
<input type="checkbox"/>	Invalid	222222222222	aaaaaa		Audio/Visual/Ph...	05/15/2012 07:21 AM	05/15/2012 08:22 AM
<input type="checkbox"/>	Valid	833361009104			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361009111			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361009128			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM
<input type="checkbox"/>	Valid	833361009142			Clothing	05/18/2012 04:09 PM	05/18/2012 04:09 PM

Columns Hidden: 77 Columns Frozen: 1

Glossary

Attributes

The following table lists the item attributes (also known as data fields) along with the rules and description of the information to enter for your catalog. Spreadsheet columns may be used in any order, but must retain the naming convention identified to import into the catalog service. Trading Partners may require attributes in addition to the minimum service requirements noted below. **Required fields are highlighted in orange.**

Attribute Name	Required / Optional	Type	Min / Max	Description	Standard EDI Position
CATALOG					
All "Catalog" fields are required in order for the spreadsheet to import to the SPS Commerce Universal Catalog successfully.					
CATALOG	Required	AN	1/60	Catalog name as assigned by SPS Commerce during implementation	BCT02
DELETE [ACTION]	Optional*	N	1/1	Code used to indicate incoming line-item data status. <i>*Note: Used to indicate items for deletion only. New and edited items are automatically identified by the Universal Catalog upon import.</i> <input type="checkbox"/> 1 (delete)	G5301
SELECTION CODE	Required	N	3/3	Code used for establishing a logical hierarchy. Within the SPS Commerce Universal Catalog, the following structure is applied: <ul style="list-style-type: none"> - Catalog - Selection Code - Product - Item 3-digits (000-999) required. Trading partner access can be granted at the Catalog, Selection Code, and Product levels, enabling vendors to restrict trading partners' visibility to as little or as much of a given catalog as they wish.	BCT03
SELECTION CODE DESCRIPTION	Required	AN	1/80	Description associated with Selection Code. <i>*Note: Some retailers limit this field to 30 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	BCT09
PRODUCT ID*	Required	AN	1/50	Vendor's identifier used to group distinctive types of items together. Also known as Style ID and/or Model Number. An item may only be assigned to one Product ID. Multiple items may share the same Product ID. <i>*Note: Some retailers limit this field to 20 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	REF02 when REF01 = 87

PRODUCT [ID] DESCRIPTION	Required	AN	1/80*	Description associated with Product ID. <i>*Note: Some retailers limit this field to 25 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	REF03 when REF01 = 87
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UNIQUENESS

At implementation, an item identifier type or combination of item identifier types will be identified to establish uniqueness. All items must have the pre-defined item identifier in order to be added or changed within the SPS Commerce solution. The following item identifiers may be used to define an item uniquely.

GTIN	Optional	N	14/14	14-digit GTIN	LIN03 or LIN05 when LIN02 or LIN04 = UK
UPC	Optional	N	8/12	8, 10, or 12-digit UPC	LIN03 or LIN05 when LIN02 or LIN04 = UP
EAN	Optional	N	13/13	13-digit EAN	LIN03 or LIN05 when LIN02 or LIN04 = EN
ISBN	Optional	N	8/13	8, 10 or 13-digit ISBN	LIN03 or LIN15 when LIN02 or LIN14 = IB
VENDOR PART NUMBER	Optional	AN	1/48	Vendor-specific item identifier (i.e. vendor item number, vendor product number, vendor catalog number, etc.)	LIN03 or LIN13 when LIN02 or LIN12 = VN

RETAIL ATTRIBUTES

VENDOR PART DESCRIPTION	Optional	AN	1/80*	Description associated with Vendor Part Number. <i>*Note: Some retailers limit this field to 25 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	PID05 when PID01 = F and PID02 = 08
MANUFACTURER NAME	Optional	AN	1/60*	Product manufacturer. <i>*Note: Some retailers limit this field to 40 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	Detail Level: N102 when N101 = MF
BRAND	Optional	AN	1/60	Brand owner's name. <i>*Note: Some retailers limit this field to 40 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	Detail Level: N102 when N101 = BRN
NRF COLOR CODE	Optional	N	3/3	Code used to identify item color as defined by the National Retail Federation (NRF)	LIN11 when LIN10 = CM
PRODUCT COLOR CODE	Optional	AN	1/10	Code used to identify item color as defined by vendor	

PRODUCT COLOR DESCRIPTION	Optional	AN	1/80*	Description associated with Product Color Code. <i>*Note: Some retailers limit this field to 20 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	PID05 when PID01 = F and PID02 = 73
NRF SIZE CODE	Optional	N	5/5	Code used to identify item size as defined by National Retail Federation (NRF)	LIN09 when LIN08 = SM
GENDER	Optional	AN	1/80	Description used to identify the primary gender (and age) for which an item is designed. The following are recommended, but not required: <input type="checkbox"/> Children's <input type="checkbox"/> Toddler Boy <input type="checkbox"/> Toddler Girl <input type="checkbox"/> Infant Boy <input type="checkbox"/> Infant Girl <input type="checkbox"/> Midsize (Unisex) <input type="checkbox"/> Bridal <input type="checkbox"/> Men's <input type="checkbox"/> Women's <input type="checkbox"/> Unisex <input type="checkbox"/> Boy <input type="checkbox"/> Girl <input type="checkbox"/> Newborn Boy <input type="checkbox"/> Newborn Girl <input type="checkbox"/> Young <input type="checkbox"/> Mother of the Bride <input type="checkbox"/> Sexy <input type="checkbox"/> Baby <input type="checkbox"/> Young Men <input type="checkbox"/> Young Women <input type="checkbox"/> Male <input type="checkbox"/> Female	REF02 when REF01 = 5E
PRODUCT SIZE CODE	Optional	AN	1/10	Code used to identify item size as defined by vendor	
PRODUCT SIZE DESCRIPTION	Optional	AN	1/80*	Description associated with Product Size Code. <i>*Note: Some retailers limit this field to 10 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	PID05 when PID01 = F and PID02 = 74
PRODUCT FABRIC CODE	Optional	AN	1/10	Code used to identify primary fabric or material making up the item as defined by the vendor	
PRODUCT FABRIC DESCRIPTION	Optional	AN	1/80*	Description of primary fabric or material making up the item. <i>*Note: Some retailers limit this field to 40 characters. We recommend you verify your trading partner requirements prior to submitting.</i>	PID05 when PID01 = F and PID02 = 92
AVAILABLE DATE	Optional	D	10/10	Date on which item is available for purchase. MM/DD/YYYY.	Detail Level: DTM02

					when DTM01 = 018
DISCONTINUE DATE	Optional	D	10/10	Date on which item will last be available for purchase. MM/DD/YYYY.	Detail Level: DTM02 when DTM01 = 036
MINIMUM ORDER QTY	Optional	N	1/15	Minimum number of items that can be ordered at one time	CTB04 when CTB01 = OR CTB03 = 57
MAXIMUM ORDER QTY	Optional	N	1/15	Maximum number of items that can be ordered at one time	CTB04 when CTB01 = OR CTB03 = 70
REORDERABLE PRODUCT	Optional	AN	1/12	Code used to indicate ability to reorder. The following are recommended, but not required: <input type="checkbox"/> RN (Product <i>not</i> available for reorder) <input type="checkbox"/> RY (Product available for reorder)	PID04 when PID01 = X and PID03 = VI
SEASONAL AVAILABILITY	Optional	AN	1/12	Code used to indicate item seasonality. The following are recommended, but not required: <input type="checkbox"/> SN (Seasonal product currently <i>not</i> available) <input type="checkbox"/> SY (Seasonal product currently available)	PID04 when PID01 = X and PID03 = VI
QTY ON HAND	Optional	N	1/15	Quantity of items available for order	CTB04 when CTB01 = OR and CTB02 = V2
COUNTRY OF ORIGIN	Optional	A	3/3	Standardized ISO code for country where item is manufactured. Some of the more common codes are as follows: <input type="checkbox"/> AUS (Australia) <input type="checkbox"/> CAN (Canada) <input type="checkbox"/> GBR (United Kingdom) <input type="checkbox"/> HKG (Hong Kong) <input type="checkbox"/> IND (India) <input type="checkbox"/> JPN (Japan) <input type="checkbox"/> MEX (Mexico) <input type="checkbox"/> RUS (Russia) <input type="checkbox"/> USA (United States)	NI04 when N101 = CT and N102 = 38
GPC	Optional	AN	1/80	Segment-level product grouping as defined by the GS1 Global Product Classification (GPC)	PID05 when PID02 = 05 and PID01 =

					F
LOGISTIC ATTRIBUTES					
INNER PACK QTY	Optional	N	1/6	Number of selling units in an outer pack (one shipping carton)	G3927 or PO414
OUTER PACK QTY	Optional	N	1/6	Number of outer packs required to ship Inner Pack quantity above. Outer packs are utilized in the instances where a selling unit cannot ship on its own (i.e. fragile, etc.).	G3917 or PO401
MASTER PACK/CASE LENGTH	Optional	N	1/8	Shipping package length (typically defined as the longest of the three dimensions)	G3912 or PO410
MASTER PACK/CASE LENGTH UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot) <input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	G3913 or PO413
MASTER PACK/CASE WIDTH	Optional	N	1/8	Shipping package width	G3910 or PO411
MASTER PACK/CASE WIDTH UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot) <input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	G3911 or PO413
MASTER PACK/CASE HEIGHT	Optional	N	1/8	Shipping package height	G3908 or PO412
MASTER PACK/CASE HEIGHT UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot) <input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	G3909 or PO413
MASTER	Optional	N	1/8	Shipping package weight	G3905 or

PACK/CASE WEIGHT					PO406
MASTER PACK/CASE WEIGHT UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> KG (Kilogram) <input type="checkbox"/> GR (Gram) <input type="checkbox"/> LB (Pound) <input type="checkbox"/> OZ (Ounce)	G3907 or PO407
MASTER PACK/CASE VOLUME	Optional	N	1/8	Shipping package volume	G3914 or PO408
MASTER PACK/CASE VOLUME UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> C3 (Centiliter) <input type="checkbox"/> CC (Cubic Centimeter) <input type="checkbox"/> CF (Cubit Foot) <input type="checkbox"/> CI (Cubic Inches) <input type="checkbox"/> CR (Cubic Meter) <input type="checkbox"/> CY (Cubic Yard) <input type="checkbox"/> DL (Deciliter) <input type="checkbox"/> FO (Fluid Ounce) <input type="checkbox"/> GA (Gallon) <input type="checkbox"/> LT (Liter) <input type="checkbox"/> ML (Milliliter) <input type="checkbox"/> PT (Pint) <input type="checkbox"/> QT (Quart)	G3915 or PO409
CONSUMER PACKAGE LENGTH	Optional	N	1/8	Selling package length (<i>typically defined as the longest of the three dimensions</i>)	G5509
CONSUMER PACKAGE LENGTH UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot) <input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	G5510
CONSUMER PACKAGE WIDTH	Optional	N	1/8	Selling package width	G5507
CONSUMER PACKAGE WIDTH UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot)	G5508

				<input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	
CONSUMER PACKAGE HEIGHT	Optional	N	1/8	Selling package height	G5505
CONSUMER PACKAGE HEIGHT UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> CM (Centimeter) <input type="checkbox"/> DM (Decimeter) <input type="checkbox"/> FT (Foot) <input type="checkbox"/> IN (Inch) <input type="checkbox"/> MM (Millimeter) <input type="checkbox"/> MR (Meter) <input type="checkbox"/> YD (Yard)	G5506
CONSUMER PACKAGE WEIGHT	Optional	N	1/8	Selling package gross weight	G5523
CONSUMER PACKAGE WEIGHT UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> KG (Kilogram) <input type="checkbox"/> GR (Gram) <input type="checkbox"/> LB (Pound) <input type="checkbox"/> OZ (Ounce)	G5525
CONSUMER PACKAGE VOLUME (CUBE)	Optional	N	1/8	Selling package volume	G5511
CONSUMER PACKAGE VOLUME UOM	Optional	A	2/2	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <input type="checkbox"/> C3 (Centiliter) <input type="checkbox"/> CC (Cubic Centimeter) <input type="checkbox"/> CF (Cubit Foot) <input type="checkbox"/> CI (Cubic Inches) <input type="checkbox"/> CR (Cubic Meter) <input type="checkbox"/> CY (Cubic Yard) <input type="checkbox"/> DL (Deciliter) <input type="checkbox"/> FO (Fluid Ounce) <input type="checkbox"/> GA (Gallon) <input type="checkbox"/> LT (Liter) <input type="checkbox"/> ML (Milliliter) <input type="checkbox"/> PT (Pint) <input type="checkbox"/> QT (Quart)	G5512
ORDER LEAD TIME	Optional	N	1/15	Order lead time quantity from date order is placed to shipment (e.g. 5 [ORDER LEAD TIME CODE])	LDT02 when LDT02 = AE
ORDER LEAD TIME	Optional	A	2/2	Typical time from date order is placed to	LTD03

CODE				shipment <input type="checkbox"/> DA (calendar days) <input type="checkbox"/> DW (working days) <input type="checkbox"/> HR (hours) <input type="checkbox"/> WK (weeks) <input type="checkbox"/> MO (months)	
HAZARDOUS MATERIAL QUALIFIER	Optional	A	1/1	Hazardous materials identification code per the U.S. Department of Transportation (DOT) <input type="checkbox"/> D (Hazardous Materials ID, DOT)	TD502
HAZARDOUS MATERIAL CLASS CODE	Optional	AN	1/4	Code specifying the kind of hazard for a material	TD403
HAZARDOUS MATERIAL DESCRIPTION	Optional	AN	1/80	Description associated with Hazardous Material Class Code	TD404
EXTENDED RETAIL ATTRIBUTES					
APPLICATION ID	Optional	AN	1/48	Application ID assigned by vendor's in-house system	
ALTERNATE PART NUMBER	Optional	AN	1/48	Any other identifier used to identify the item (i.e. buyer part number, etc.)	
PRODUCT EXTENDED DESCRIPTION	Optional	AN	1/1024*	Extended description associated with product. <i>*Note: Some retailers limit this field max characters. We recommend you verify your trading partner requirements prior to submitting.</i>	
ITEM EXTENDED DESCRIPTION	Optional	AN	1 / 1024*	Extended description associated with item. <i>*Note: Some retailers limit this field max characters. We recommend you verify your trading partner requirements prior to submitting.</i>	MTX02
IMAGE URL	Optional	AN	1/50	Image location. Typically used to denote a shortened (i.e. redirected) URL or the specific extension of a root URL address.	Detail Level: REF02 when REF01 = URL
PRICE ATTRIBUTES					
Items often have several associated prices, including an MSRP and one (or more) Unit Cost. Utilize the following pricing attributes to identify universal and/or trading partner-specific costs (identified via Unit Cost).					
PRICE DELETE 1	Optional	N	1/1	Code used to indicate price deletion status <input type="checkbox"/> 1 (delete)	
PRICE QUALIFIER 1	Optional	A	3/3	Code used to indicate price type <input type="checkbox"/> MSR (MSRP) <input type="checkbox"/> UCP (Unit Cost)	CTP01
PRICE TRADING PARTNER NUMBER	Optional	N	1/255	Number used to identify Retail Trading Partner as designated by SPS Commerce.	

1				Utilized for Unit Cost only.	
PRICE AMOUNT 1	Optional	AN	1/17	Item price. Two (2) decimals max. No symbols.	CTP02
PRICE UNIT OF MEASURE 1	Optional	A	3/3	ANSI-defined code that represents the currency specified for this price. Also known as Currency Code. Some of the more common codes are as follows: <input type="checkbox"/> AUD (Australian Dollar) <input type="checkbox"/> CAD (Canadian Dollar) <input type="checkbox"/> EUR (Euro) <input type="checkbox"/> GBP (Pound Sterling) <input type="checkbox"/> HKD (Hong Kong Dollar) <input type="checkbox"/> INR (Indian Rupee) <input type="checkbox"/> JPY (Japanese Yen) <input type="checkbox"/> KPW (North Korean Won) <input type="checkbox"/> KRW (South Korean Won) <input type="checkbox"/> MXN (Mexican Peso) <input type="checkbox"/> RUB (Russian Rouble) <input type="checkbox"/> USD (United States Dollar)	CUR02 when CUR01 = SE
PRICE EFFECTIVE DATE 1	Optional	D	10/10	Date on which item price becomes effective. MM/DD/YYYY.	DTM02 when DTM01 = 196
PRICE EXPIRATION DATE 1	Optional	D	10/10	Date on which item price expires. MM/DD/YYYY.	DTM02 when DTM01 = 197
PRICE DELETE 2	Optional	N	1/1	Code used to indicate price deletion status <input type="checkbox"/> 1 (delete)	
PRICE QUALIFIER 2	Optional	AN	3/3	Code used to indicate price type <input type="checkbox"/> MSR (MSRP) <input type="checkbox"/> UCP (Unit Cost)	CTP01
PRICE TRADING PARTNER NUMBER 2	Optional	N	1/255	Number used to identify Retail Trading Partner as designated by SPS Commerce. Utilized for Unit Cost only.	
PRICE AMOUNT 2	Optional	AN	1/17	Item price. Two (2) decimals max. No symbols.	CTP02
PRICE UNIT OF MEASURE 2	Optional	A	3/3	ANSI-defined code that represents the currency specified for this price. Also known as Currency Code. Some of the more common codes are as follows: <input type="checkbox"/> AUD (Australian Dollar) <input type="checkbox"/> CAD (Canadian Dollar) <input type="checkbox"/> EUR (Euro) <input type="checkbox"/> GBP (Pound Sterling)	CUR02 when CUR01 = SE

				<input type="checkbox"/> HKD (Hong Kong Dollar) <input type="checkbox"/> INR (Indian Rupee) <input type="checkbox"/> JPY (Japanese Yen) <input type="checkbox"/> KPW (North Korean Won) <input type="checkbox"/> KRW (South Korean Won) <input type="checkbox"/> MXN (Mexican Peso) <input type="checkbox"/> RUB (Russian Rouble) <input type="checkbox"/> USD (United States Dollar)	
PRICE EFFECTIVE DATE 2	Optional	D	10/10	Date on which item price becomes effective. MM/DD/YYYY.	DTM02 when DTM01 = 196
PRICE EXPIRATION DATE 2	Optional	D	10/10	Date on which item price expires. CCYYMMDD.	DTM02 when DTM01 = 197
PRICE DELETE 3	Optional	N	1/1	Code used to indicate price deletion status <input type="checkbox"/> 1 (delete)	
PRICE QUALIFIER 3	Optional	AN	3/3	Code used to indicate price type <input type="checkbox"/> MSR (MSRP) <input type="checkbox"/> UCP (Unit Cost)	CTP01
PRICE TRADING PARTNER NUMBER 3	Optional	N	1/255	Number used to identify Retail Trading Partner as designated by SPS Commerce. Utilized for Unit Cost only.	
PRICE AMOUNT 3	Optional	AN	1/17	Item price. Two (2) decimals max. No symbols.	CTP02
PRICE UNIT OF MEASURE 3	Optional	A	3/3	ANSI-defined code that represents the currency specified for this price. Also known as Currency Code. Some of the more common codes are as follows: <input type="checkbox"/> AUD (Australian Dollar) <input type="checkbox"/> CAD (Canadian Dollar) <input type="checkbox"/> EUR (Euro) <input type="checkbox"/> GBP (Pound Sterling) <input type="checkbox"/> HKD (Hong Kong Dollar) <input type="checkbox"/> INR (Indian Rupee) <input type="checkbox"/> JPY (Japanese Yen) <input type="checkbox"/> KPW (North Korean Won) <input type="checkbox"/> KRW (South Korean Won) <input type="checkbox"/> MXN (Mexican Peso) <input type="checkbox"/> RUB (Russian Rouble) <input type="checkbox"/> USD (United States Dollar)	CUR02 when CUR01 = SE
PRICE EFFECTIVE DATE 3	Optional	D	10/10	Date on which item price becomes effective. MM/DD/YYYY.	DTM02 when DTM01 = 196

PRICE EXPIRATION DATE 3	Optional	D	10/10	Date on which item price expires. MM/DD/YYYY.	DTM02 when DTM01 = 197
Field Type Definitions					
A	Alpha. Uppercase letters (A-Z) only.				
N	Numeric. Digits 0-9 only.				
AN	Alpha Numeric. Uppercase and lowercase letters, digits, and these symbols only: Dash (-), En Dash (–), Period (.), Underscore (_), Ampersand (&), Plus (+), and Equals (=).				
D	Date. MM/DD/YYYY (example: 10/06/2011 = October 6, 2011).				

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