



Inventory File Definitions

The preferred file format is a carot (^) or pipe (|) delimited. We choose to use this file format to avoid any potential issues with a standard comma delimited file. If there are any issues creating this file, please provide the same file columns in Microsoft Excel or Access.

All fields marked with an asterisk (*) are required and must be present in the file. See the notes field for more detailed information.

Field Definitions

Name	Description	Min. Length	Max. Length	Type	Notes
Product Name*	This field is the name of the product that will be shown on the punchout site.	1	255	text	No HTML is allowed in this field.
Product Description*	This field is the description of the product that will be shown on the punchout site.	1	5000	text	HTML is OK in this field.
Image Name*	This field is the full URL or local path to a large image in JPEG format. If a URL is given the image will be fetched off the publicly accessible website. If a local path is given a	1	500	text	Make sure a standard JPEG image is provided. If no image is provided the default "no image



	<p>corresponding zip file needs to be delivered as well. All images should be in the same directory with unique names. <i>Note: if a product does not have an image associated with it, leave this field blank and we will use the generic "image not found" for display on the site.</i></p>				<p>provided" will be displayed.</p>
ScaleStart	<p>This field is used by certain eProcurement systems that use the scale system (such as SAP). This is the minimum quantity that can be ordered of this item.</p>	N/A	11	Integer	<p>We recommend providing this information even if the current supplier does not support it. It allows for future expansion should you need it.</p>
ScaleEnd	<p>This field is used by certain eProcurement systems that use the scale system (such as SAP). This is the maximum quantity that can be ordered of this item.</p>	N/A	11	Integer	<p>We recommend providing this information even if the current supplier does not</p>

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					support it. It allows for future expansion should you need it.
Product Price*	This is the product price.	4	16	Decimal/Float	The product price is required and in format 0.00. Do not include any dollar (\$) signs or commas as they will be removed by the import process.
List Price	This is the product list price. This is often displayed on the detail page of the product listing.	N/A	16	Decimal/Float	If not value is given, it will not show on the Punchout site.
Part Number*	This field is the internal part number for the item.	N/A	255	Text	This is useful if you maintain a unique product code aside



					from the manufacturer code. It should be unique throughout the system.
Unit Of Measure*	The unit of measure is generally used by the cXML transmission. Acceptable forms: EA – Each CS – Case BX – Box	2	50	Text	The unit of measure is not how the item is measured. It is a standardized format used by eProcurement systems.
Manufacturer*	This is the name of the manufacturer of the product.	0	255	Text	
Manufacturer Part number	This is the manufacturer part number. This is useful for searches of standardize products if users are well-versed in the product mix.	0	255	Text	
Category Level 1 Code*	This is the first category level. Every item must have at least one category. The category code is a unique identifier for	2	255	Text	



	<p>the category. We recommend using 2-3 digit category codes. Example:</p> <p>Category Name: Reading Category Code: REA</p>				
Category Level 1 Name*	This is the first category level name. Every item must have at least one category.	2	255	Text	
Category Level 2 Code*	<p>This is the second category level. The category code is a unique identifier for the category. We recommend using 2-3 digit category codes. Example:</p> <p>Category Name: Reading Category Code: REA</p>	N/A	255	Text	If there is no 2 nd level of category, then leave this field blank.
Category Level 2 Name*	This is the second category level name.	N/A	255	Text	If there is no 2 nd level of category, then leave this field blank.
Category Level 3 Code*	This is the first category level. Every item must have at least one category. The category code is a unique identifier for	N/A	255	Text	If there is no 3 rd level of category, then leave this field



	<p>the category. We recommend using 2-3 digit category codes. Example:</p> <p>Category Name: Reading Category Code: REA</p>				blank.
Category Level 3 Name*	This is the third category level name.	N/A	255	Text	If there is no 3 rd level of category, then leave this field blank.
Category Level 4 Code*	<p>This is the fourth category level. The category code is a unique identifier for the category. We recommend using 2-3 digit category codes. Example:</p> <p>Category Name: Reading Category Code: REA</p>	N/A	255	Text	If there is no 4 th level of category, then leave this field blank.
Category Level 4 Name*	This is the first category level name. Every item must have at least one category.	N/A	255	Text	If there is no 4 th level of category, then leave this field blank.
Category Level 5 Code*	This is the fifth category level. The category code is a	N/A	255	Text	If there is no 5 th level of



	<p>unique identifier for the category. We recommend using 2-3 digit category codes. Example:</p> <p>Category Name: Reading Category Code: REA</p>				category, then leave this field blank.
Category Level 5 Name *	This is the fifth category level name. Every item must have at least one category.	N/A	255	Text	If there is no 5 th level of category, then leave this field blank.
UNSPSC *	This is the UNSPSC Code. If you do not have a UNSPSC code it can be found on http://unspsc.org	1	11	Integer	
Delivery In Days	This is the number of days it takes for delivery of the item. Some eProcurement systems use this field. It is generally an estimation of delivery time, not a specific carrier.	N/A	3	Integer	



Categories

The punchout system supports up to five category levels. To illustrate we will create a product with all five categories.

Our example product is a book about Math for a student in the 5th grade.

The end result is this:

Math >> Division >> Grade School >> 5th – 7th Grade >> 5th Grade

Math is the level 1 category. Division is the level 2 category. Grade School is the level 3 category. 5th – 7th Grade is the level 4 category. 5th Grade is the level 5 category.

Here is an item that has only 3 categories.

Our example product is a book about Math for a student that might apply to all grade levels.

The end result is this:

Math >> Division >> Grade School

Math is the level 1 category. Division is the level 2 category. Grade School is the level 3 category. The level 4 category is blank. The level 5 category would be blank.



Sample file with header (1st line) and two product lines (2nd & 3rd lines):

Product name|Product Description|image name|product price|part number|Unit Of Measure|manufacture|manufacture part number|category level1 code|category level1 name|category level2 code|category level2 name|category level3 code|category level3 name|category level4 code|category level4 name|category level5 code|category level5 name|UNSPSC

Reading Comprehension DVD (Qty 1-9)|Nobody's sharper than Marko the Pencil when it comes to helping students learn to read for meaning and prepare for tests. His tips are super effective and his outrageous antics keep students on task. With Marko's guidance, students ace a practice test by learning how to read passages, find key words, and determine the best answers. YouTube Approx. 46 min. Grades 2-4.

|http://rocknlearn.com/artwork/art/dvd_jpegs_for_web/rl200_w.jpg

|19.99|RL200|EA|Rock 'N Learn|RL200|RLA|Reading & Language Arts|RL|Reading|BO|Books|RH|Random House|PB|Paperback|60102308

Reading Comprehension DVD (Qty 10-25)|Nobody's sharper than Marko the Pencil when it comes to helping students learn to read for meaning and prepare for tests. His tips are super effective and his outrageous antics keep students on task. With Marko's guidance, students ace a practice test by learning how to read passages, find key words, and determine the best answers. Approx. 46 min. Grades 2-4.

|http://rocknlearn.com/artwork/art/dvd_jpegs_for_web/rl200_w.jpg

|16.99|RL200|EA|Rock 'N Learn|RL200|RLA|Reading & Language Arts|RL|Reading|BO|Books|RH|Random House|PB|Paperback|60102308



Inventory File Delivery

Inventory files should be pushed via FTP or SFTP to the server via FTP or SFTP at any time before 2:30AM (EST) to allow the file to complete transmission. Up to two IP addresses may be allowed to connect to the FTP/SFTP server.

The inventory will be imported during the nightly process at 3AM (EST). Depending on the size of the inventory the import can take as little as 15 minutes, as much as 2 hours. During this time the Punchout will be unavailable.

Greenwing staff monitor this process and any failures are sent immediately to our technical staff for investigation.

Inventory Image Options

For large inventories (over 10,000 products) we recommend sending a full URL path to a thumbnail, small and large image instead of one image. These images will be loaded remotely off your server instead of downloaded and hosted locally. This cuts down image processing time and the need for storing the images on both servers.