**Product Options 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** |
| Part Number**\*** | This field is the part number that matches an item in your product inventory file. You can have multiple lines with the same part number since each item can have multiple options. | 1 | 255 | text | No HTML is allowed in this field. |
| Product Option Type**\*** | This field delineates which type of option, radio button (multiple options), checkbox (for individual options), select box (multiple options in a drop down list) or a text box for user input. | 5 | 10 | Text: radio, checkbox, selectbox, text | Only the follow values are allowed:  radio  checkbox  selectbox  text |
| Product Option Max Length | This field specifies the maximum length of a “text” field. If any other option type is selected this field will be ignored | 0 | 11 | Numeric | Only positive integers are allowed in this field. |
| Product Option Name**\*** | This field contains the product option set name. All options belonging to the same option set will have the same Product Option Name. For Example: Color, Size, # of Drawers. | 1 | 255 | text | No HTML is allowed in this field. |
| Product Option Value**\*** | This field contains the product option value. Example: blue, red, green (for Colors); small, medium, large (for Size), 1, 2, 3 (for Drawers) |  |  |  |  |
| Product Option SKU**\*** | This is the part number for the individual option. If no specific item number can be provided we recommend using “[PartNumber]-[Incrementing Number Starting at 1]” | 1 | 255 | text | No HTML is allowed in this field. |
| Product Option Price | This field has the option price. If this option has no additional cost associated with it simply enter 0.00 | N/A | 16 | Decimal/Float | Do not include $ or commas in this field. Only decimal numbers greater than zero are accepted. |
| Product Option UNSPSC | This field is the associated UNSPSC. | 1 | 11 | Integer |  |
| Product Option UOM | This the unit of measure of the associated option. If no unit of measure applies, simply use “EA” for this field. | 2 | 10 | Text | Please visit <http://www.unspsc.org> for a full list of UNSPSC’s. |
| Product Option Sort | This is the sort order for the option display starting at 1. | 1 | 11 | Integer |  |

**Sample file with header (1st line) and six product lines:**

Part Number|Product Option Type|Product Option Max Length|Product Option Name|Product Option SKU|Product Option Price|Product Option UNSPSC|Product Option UOM|Product Option Sort

B772034|radio||Memory|Memory Upgrade to 12GB for 810 or 16GB for 9480m and Zbook15 (Memory above 4GB only useful when using 64 bit Windows OS) |B771829 |146.5|32101602|EA|1

B772034|radio||Memory|Memory upgrade to 24GB (Memory above 4GB only useful when using 64 bit Windows|B771830|293|32101602|EA|2

B772034|radio||Memory|Memory upgrade to 32GB (Memory above 4GB only useful when using 64 bit Windows OS) |B771831|439.5|32101602|EA|3

B772034|checkbox||Keyboard|HP USB Keyboard|777740|26.1|43211706|EA|1

B772034|checkbox||Keyboard|HP Wireless Keyboard and Mouse|758629|62.1|43211706|EA|2

B772034|text|100|Enter the text to be added to the poster:||758629-A|62.1|43211706|EA|2

**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.