



SPS COMMERCE

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UNIVERSAL CATALOG FOR
RETAILERS



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Welcome

Welcome to the SPS Commerce Universal Catalog Service. The Universal Catalog Service provides quick and easy access to your trading partner's product data. Use the catalog service to 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 supplier and product information. The Universal Catalog Service for Retailers supports viewing and importing data from all four levels of information. The hierarchy is as follows:

Catalog - SPS Commerce hosts vendor catalogs. View each vendor's catalog using the Universal Catalog. Your trading partners may utilize multiple catalogs. Go to [Catalogs](#) to view all of your accessible catalogs.

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.

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 (UPC), 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



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 the [advanced search](#) to further customize the search criteria. [Run a saved search](#) or [personalize a saved search](#).

1. Click **Price** or **Inventory** to see a different list of columns on the dashboard.
2. Click the gray arrow ► to open the Item Search field.



3. 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.

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



Advanced Search

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

The Advanced Search options will appear:

ITEMS >

OVERVIEW | PRICE | INVENTORY

▼ **SEARCH** Saved Search Default ▼

Catalog Name	Starts with	<input type="text"/>	EAN	Starts with	<input type="text"/>
Product Code	Starts with	<input type="text"/>	ISBN	Starts with	<input type="text"/>
GTIN	Starts with	<input type="text"/>	Vendor Part Number	Starts with	<input type="text"/>
UPC	Starts with	<input type="text"/>	Last Updated Date	Between	<input type="text"/> - <input type="text"/>

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

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

▼ **SEARCH**

Operators for Catalog Name

Catalog Name	Starts with	<input type="text"/>
Product Code	Starts with	<input type="text"/>
GTIN	Ends with	<input type="text"/>
UPC	Equals	<input type="text"/>
	Does not equal	<input type="text"/>
	Less than	
	Less than or equal to	
	Greater than	
	Greater than or equal to	
	Between	
	Not between	
	Contains	
	Does not contain	
	Is blank	
	Is not blank	

View ▼ |

Vendor Part Number | Product Code | Selection Code | UPC | Product

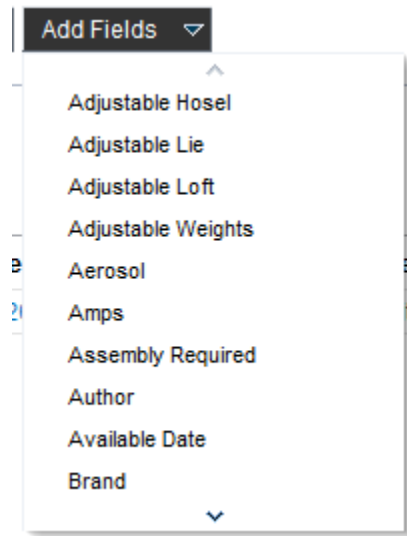
Click **Basic** to return to the original search options:

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



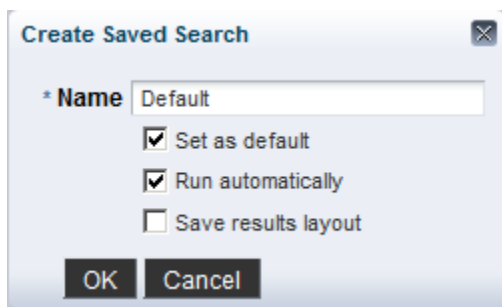
Add Fields to Advanced Search

Click **Add Fields** to add new fields to the **Advanced Search** criteria. Scroll down to view the entire list of available fields.



Save a Custom Search

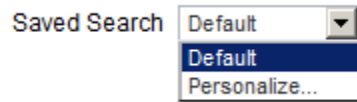
To save your customized search criteria, click the **Save** button. The **Create Saved Search** window will appear:



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

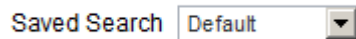


Access saved search by clicking on the Saved Search drop-down menu. Select the desired saved search by clicking on it.

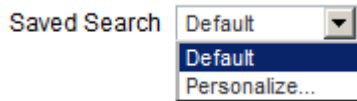


Saved Searches

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



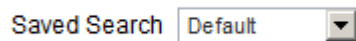
2. The saved search menu will appear.



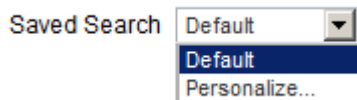
3. Click the desired search.
4. The search results will appear.

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

Catalog → Selection Code → Product → Item

You may narrow-down a search by filter from catalog to selection code to product ID to item; or go directly to the desired data. For additional viewing options see [Search Results Viewing Options](#).

View ▾   

Vendor Part Num	Product Code	Selection Code	UPC	Product Size Cod	Last Updated Dat	Gender	Made to Order	Media URL	Catalog Name	Drop Ship Desript
HZ_nov1	HZ_123	135	110111011106		11/01/2013				sqahorizon	
HZ_952	Nine Fifty Two	952	952952952954		10/17/2013				sqahorizon	
HZ_991	Nine Ninety One	991	991991991999		10/17/2013				sqahorizon	
FJ08-166	FJ08-166	900	854465003287	OSFA	09/30/2013				sqahorizon	
1411add	Bulbs	600	990099009902		10/07/2013	gender		WWW.SPSCOM...	sqahorizon	
1411add	Bulbs	130	990099009902		10/07/2013	gender		WWW.SPSCOM...	sqahorizon	
HZ_1411	Bulbs	600	777777888888		10/07/2013	gender		WWW.SPSCOM...	sqahorizon	
HZ_1411	Bulbs	130	777777888888		10/07/2013	gender		WWW.SPSCOM...	sqahorizon	
HZ_65454465	New_Prod10	721	666555444333		10/10/2013	gender		WWW.SPSCOM...	sqahorizon	

- 1. Click on the search results to view the item data.
- 2. The top bar will show your location in the catalog.





- Click through the tabs to view the item details.

[CATALOGS](#) > [SQA HORIZON DETAILS](#) > [SELECTION CODE: 225](#) > [PRODUCT CODE: PRODNEW_1411](#) > [UPC: 999000888773](#) >

▼ Details

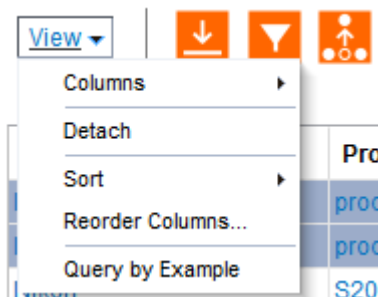
Vendor Name	sqahorizon	Qty on Hand (Total)	
Selection Code	225,	Min Order Qty	12
Product Code	PRODNEW_1411	Max Order Qty	
GTIN		Created Date	10/9/2013
UPC	999000888773	Last Updated Date	10/9/2013
EAN		Available Date	1/1/2013
ISBN		Discontinue Date	12/31/2013
Vendor Part Number	1411_HZNEW		



GTIN		Gender	gender
UPC	999000888773	Product Fabric Code	
EAN		Product Fabric Description	
ISBN		Care Instructions	care info
Vendor Part Number	1411_HZNEW	Customizable Code	Y
Vendor Part Description	Engine Stor Fogging Oil, 13 Wt Oz	Customizable Description	cust desc
Manufacturer Part Number	06068	Made to Order	
Manufacturer Name	Camera Specialists, Inc.	Warranty	Y
Brand	CS	Warranty Description	12-month Manufacturer Warranty
NRF Color Code		Available Date	1/1/2013
Product Color Code		Discontinue Date	12/31/2013
Product Color Description		Consumer Available Date	1/31/2013
NRF Size Code		Country of Origin	
Product Size Code			
Product Size Description			

Item Search Results Viewing Options

- Click on the view [View](#) ▼ button.
- The view options menu will appear.



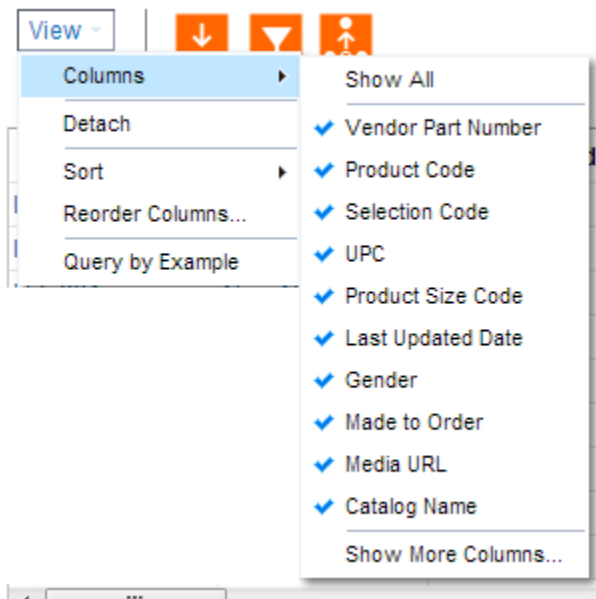


3. Options:

- [Columns](#)
- [Detach](#)
- [Sort](#)
- [Reorder Columns](#)
- [Query by Example](#)

Columns - hide or show additional columns.

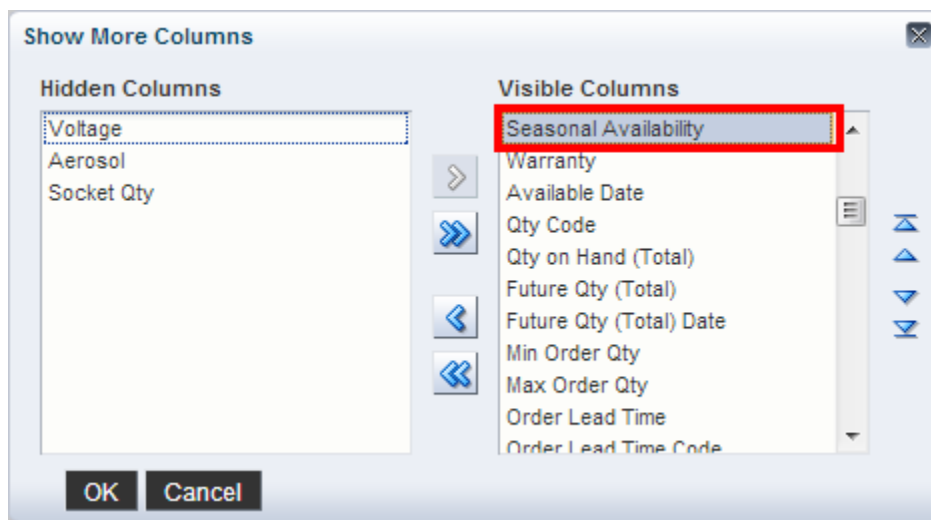
1. Click a column header for it to appear in the Item Search results window.





2. Uncheck a column to hide it.




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



4. Click the right  arrow to show a column, or click the left  arrow to hide a column.

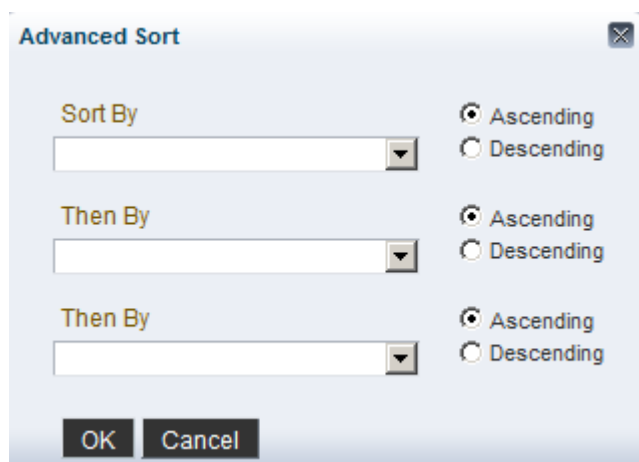
NOTE: The available arrow will depend on if the column is hidden or already displayed.

5. Click **OK** to save the changes, or **Cancel** to discard them.

Detach - Click the detach  button to detach the results table and enlarge it to fill the browser window.

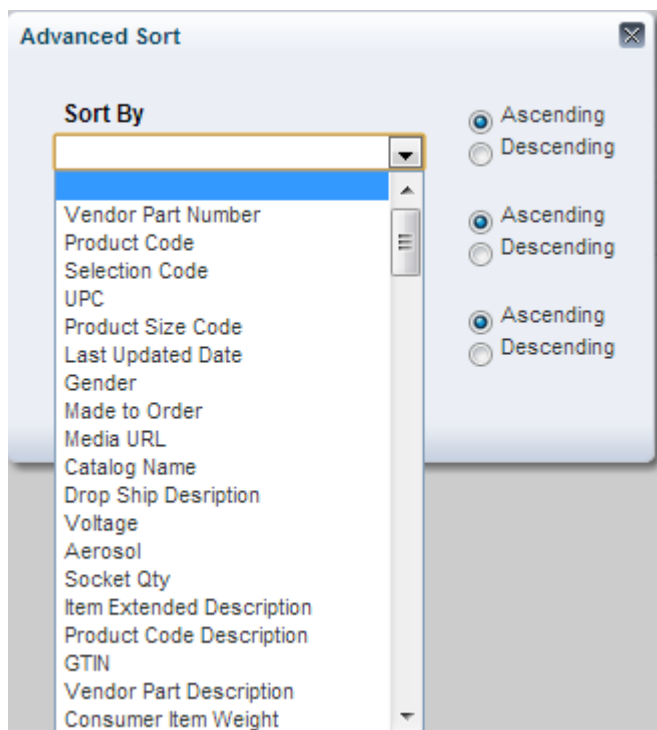
Sort - advanced sorting options.

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





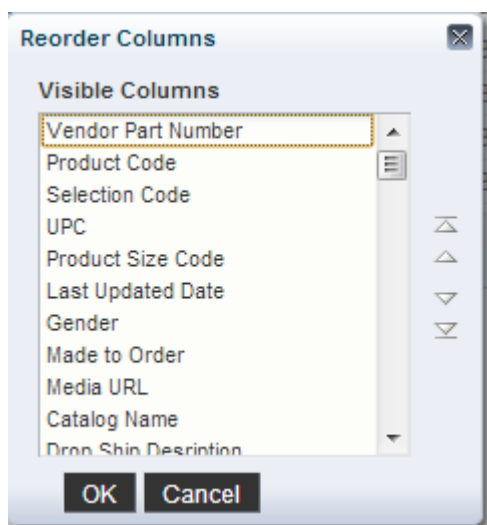
2. Click the column to sort by.



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

Reorder Columns - customize the column header order.

1. The viewable column list will appear.





2. Click on the column or columns you wish to reorder.
3. Click the top arrow to move the column(s) all the way to the top, or the left-most column.
4. Click the up arrow to move the column(s) up one space, or one column to the left of its current position.
5. Click the down arrow to move the column(s) down one space, or one column to the right of its current position.
6. 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.

1. Click the query button.



Vendor Part Num	Product Code	Selection Code	
H7 nov1	H7 123	135	1

2. The column header query windows will appear:

► **SEARCH** Saved Search Default ▼

View ▼

Vendor Part Num	Product Code	Selection Code	UPC	Product Size Cod	Last Updated Dat	Gender	Made to Order	Media URL	Catalog Name	Drop Ship Descript
H7 nov1	H7 123	135	110111011106		11/01/2013				enahorizon	



Catalogs

This shows you accessible vendor catalogs as well as what other catalogs that SPS Commerce hosts. Contact your sales representative to gain access to additional vendor catalogs.

1. Click the gray arrow to open the
2. Accessible catalogs are in blue.

CATALOGS>

▼ Choose Catalog

Show ☒ Accessible Catalogs ☐ All Catalogs

[View](#) ▼



Catalog Name	Company Name
Demo New Catalog I	vendoradmin
	

2. Click one to open it.



3. The Catalog Details screen will appear listing all selection codes in the catalog.

[CATALOGS>DEMO NEW CATALOG | DETAILS>](#)

▼ Catalog Details

Catalog Name Demo New Catalog I
Catalog ID 397
Company Name [REDACTED]

Description [REDACTED]
Last Updated 07/28/2011 01:28 PM

▼ Overview

Selection Codes 34
Products 56

Items 3
Digital Assets 0

▼ Selection Codes

[View](#) ▼



Selection Code	Selection Code Description
SUMMER 12	Test Description
MISSES SPORTSWEAR	MISSES SPORTSWEAR SELECTION CODE
MISSES DRESSES	MISSES DRESSES SELECTION CODE
CHILDRENSWEAR	CHILDRENSWEAR SELECTION CODE
KNITTED HAT	KNITTED HAT SELECTION CODE
WOVEN HAT	WOVEN HAT SELECTION CODE
selection code 1	selection code 1
Lamps & Transformers	
Recessed Lighting	



4. The top bar will show your location in the catalog.

CATALOGS > SQA HORIZON DETAILS > SELECTION CODE: 225 > PRODUCT CODE: PRODNEW_1411 > UPC: 999000888773 >



Catalog >



Selection Code >



Product Code >



Vendor Part Number

5. Click a selection code to view the product codes within that selection code.

CATALOGS > SQA HORIZON DETAILS > SELECTION CODE: 225 >

▼ Selection Code Details

Selection Code 225

Description

Last Updated Date 10/09/2013 10:36 AM

Catalogs

▼ Products

View ▼



Product Code	Description	Extended Description
PRODNEW_1411	Engine Stor Fo...	

6. Click a Product Code to view details.



7. The Product Code Details screen will appear listing all items within that product ID.

[CATALOGS](#) > [SQA HORIZON DETAILS](#) > [SELECTION CODE: 225](#) > [PRODUCT CODE: PRODNEW_1411](#) >

▼ Product Code Details

Product Code PRODNEW_1411

Description Engine Stor Fogging Oil, 13 Wt Oz

Extended Description

Last Updated Date 10/09/2013 10:36 AM

Selection Codes [225](#),

▼ Digital Assets

▼ Items

View ▼



UPC	GTIN	ISBN	EAN	GPC	Vendor Part Number
999000888773				Arts/Crafts/Nee...	1411_HZNEW

NOTE: You may view media attached to the product code from this screen.



8. Click a vendor part number, UPC, etc. to view that item detail.

[CATALOGS](#) > [SQA HORIZON DETAILS](#) > [SELECTION CODE: 225](#) > [PRODUCT CODE: PRODNEW_1411](#) > [UPC: 999000888773](#) >

▼ Details

Vendor Name	sqahorizon	Qty on Hand (Total)	
Selection Code	225,	Min Order Qty	12
Product Code	PRODNEW_1411	Max Order Qty	
GTIN		Created Date	10/9/2013
UPC	999000888773	Last Updated Date	10/9/2013
EAN		Available Date	1/1/2013
ISBN		Discontinue Date	12/31/2013
Vendor Part Number	1411_HZNEW		

Retail	Ordering	Logistics	Extended Retail	Media	Price	Components	Apparel	Sporting Goods	Book
	GTIN					Gender	gender		
	UPC	999000888773				Product Fabric Code			
	EAN					Product Fabric Description			
	ISBN					Care Instructions	care info		
	Vendor Part Number	1411_HZNEW				Customizable Code	Y		
	Vendor Part Description	Engine Stor Fogging Oil, 13 Wt Oz				Customizable Description	cust desc		
	Manufacturer Part Number	06068				Made to Order			
	Manufacturer Name	Camera Specialists, Inc.				Warranty	Y		
	Brand	CS				Warranty Description	12-month Manufacturer Warranty		
	NRF Color Code					Available Date	1/1/2013		
	Product Color Code					Discontinue Date	12/31/2013		
	Product Color Description					Consumer Available Date	1/31/2013		
	NRF Size Code					Country of Origin			
	Product Size Code								
	Product Size Description								

Schedules

Schedules are used to update item data. You may create a custom schedule using specific criteria including [catalogs](#), [selection codes](#), [product codes](#), and [items](#). Scheduled downloads are located in the Export [Basket](#).

[Add a schedule](#)

[Disable a schedule](#)


[Enable a schedule](#)

[Delete a schedule](#)

[Edit a schedule.](#)

Add a Schedule



1. Click the  button to create an export schedule.
2. The Add Schedule window will appear.

[SCHEDULES](#) > [ADD SCHEDULE](#) >

*** Export Name**

Description

*** Export Type** ☐ All Data ☐ Updates Only

*** Frequency** ☐ Immediately ☐ One Time ☐ Daily ☐ Weekly ☐ Monthly


Hour


Day of Week

Date

3. Complete the form. Fields with an asterisk are mandatory.
 - a. Select the Export Type: All Data or Updates only. All data will download all data every time. Updates only, will only update items that have changed.
 - b. Select the Frequency: Immediately, One Time, Daily, Weekly, or Monthly.
 - c. Select the hour for the schedule. This option is unavailable for the Immediate frequency selection.
 - d. Select the day of the week




- e. When selecting **One Time** or **Monthly**, use the calendar  button to select a day of the month.

Date 

March


2013

SUN	MON	TUE	WED	THU	FRI	SAT
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4. Click the Save  button to save the export schedule, or click **Catalogs**, **Selection Codes**, **Product codes**, or **Items** to customize the export by those criteria.



Export by Catalog

5. To customize the schedule by Catalog(s), Selection Code(s), Product Code(s), or Item(s), click the magnifying  glass icon.
6. The Search and Select window will appear.

Search and Select: Catalog ID ✕



▼ Search Advanced

Catalog Name


Description

Company Name



Search Reset

Catalog Name	Description
	 Catalog
Demo New Catalog I	test creating new cata

OK Cancel

7. Use the search or advanced search to locate the desired Catalogs, Selection Codes, Product codes, or Items you wish to include in the schedule.
8. Select the desired criteria and click **OK**.
9. Click the Add  button to add the search criteria to the schedule.



10. Click the Next  button to continue setting the schedule, or click the Save  button to save the schedule.

[SCHEDULES](#) > [ADD SCHEDULE](#) >

[Schedule](#)
[Catalogs](#)
[Selection Codes](#)
[Product Codes](#)
[Items](#)









Catalog ID 



View ▾








Catalog Name	Description
No data to display.	

11. Repeat steps 5-9 to add additional catalogs to the schedule.
12. To remove a catalog from this schedule, select it and click the remove  button.
13. Click the Save  button to save the export schedule, or click the next button .





Export by Selection Code


13. The Selection Codes window will appear.


SCHEDULES > ADD SCHEDULE >



    

Schedule Catalogs Selection Codes Product Codes Items


* Selection Code ID 



View  

Selection Code	Description
No data to display.	



14. Click the search  button to search for a selection code. The **Search and Select Selection Code** window will appear.

Search and Select: Selection Code ID ✕

▼ Search Advanced

Match ☒ All ☐ Any

Selection Code


Description

Company Name

Search Reset

Selection Code	Company Name
Line-Voltage Heads	vendoradmin
100	vendoradmin
SCARF	vendoradmin
Televisions	vendoradmin
000	vendoradmin
442	vendoradmin
New Sel Code	vendoradmin
001	vendoradmin
9991	vendoradmin
552	vendoradmin
600	vendoradmin

OK Cancel

15. Select the selection code to download and click **OK**. If the list of selection codes is long, you may use the search filter at the top of the window to locate a selection code.
16. Click the add  button to add the selection code to the schedule.
17. Repeat steps 14-15 to add additional selection codes to the schedule.



18. To remove a selection code from this schedule, select it and click the remove button.



19. Click the Save button to save the export schedule, or click the next button.



Export By Product Code

20. The Product codes window will appear.

SCHEDULES > ADD SCHEDULE >


Schedule
Catalogs
Selection Codes
Product Codes
Items

Product Code

View

Product Code	Description
No data to display.	



21. Click the search  button to search for a product code. The **Search and Select Product Code** window will appear.

Search and Select: Product Code

Match ☒ All ☐ Any

Product Code

Product Name

Product Description

Selection Code ID


Selection Code

Selection Code Description

Company Name

Product Name	Selection Code
one sixty	160
one forty	140
one forty	141
one fifty two	152
one fifty	150
Women Casual	010
Upload	111
Tubes	789
Toys	332
Toys	343
Testing old SS Upload	116
Test for 1228	nnn



22. Select the product code to download and click **OK**. If the list of product codes is long, you may use the search filter at the top of the window to locate a product code.

23. Click the add  button to add the product code to the schedule.



24. Repeat steps 21-23 to add additional product codes to the schedule.






25. To remove a product code from this schedule, select it and click the remove  button.





26. Click the Save  button to save the export schedule, or click the next button .


Export By Item


27. The Items window will appear.



SCHEDULES > ADD SCHEDULE >


Item ID 



View  

Item ID	EAN	GTIN	ISBN	UPC
No data to display.				



28. Click the search  button to search for an Item. The **Search and Select Item** window will appear.

Search and Select: Item ID

▼ Search Advanced

Match ☒ All ☐ Any

GTIN

ISBN

UPC


EAN

Search Reset


UPC	ISBN	EAN	GTIN	Item ID
756460971953	114			58700
884655081863				71125
756460971953	114			58700
884655081863				71125
756460971953	114			58700
884655081863				71125
756460971953	114			58700
884655081863				71125
756460971953	114			58700
884655081863				71125
756460971953	114			58700
884655081863				71125

OK Cancel

29. Select the item to download and click **OK**. If the list of items is long, you may use the search filter at the top of the window to locate an item.

30. Click the add  button to add the item to the schedule.

31. Repeat steps 28-30 to add additional items to the schedule.

32. To Remove an item from this schedule, select it and click the remove  button.

33. Click the Save  button to save the export schedule.



Disable a Schedule

1. Click **Disable** in the schedule list.

SCHEDULES>

Export Schedules

[View](#)  

	Schedule Name ▲▼	Description
Disable Delete	12th	12th
Disable	13th	13th

Enable a Schedule

1. Click **Enable** in the schedule list.

SCHEDULES>

Export Schedules

[View](#)  

	Schedule Name ▲▼	Description
Enable Delete	11th	11th
Disable Delete	12th	12th



Delete a Schedule

- Click Delete in the schedule list.

[SCHEDULES>](#)

Export Schedules

[View](#) ▾  

	Schedule Name ▲▼	Description
Disable Delete	11th	11th
Disable Delete	12th	12th

Edit a Schedule

You may edit the catalogs, selection codes, product codes, and items in the schedule; but the schedule frequency, name, and description may not be changed. You may [delete a schedule](#) and [create a new](#) one if desired.

- Click the name or description of the schedule you wish to edit.
- The Schedule Details window will appear.
- Click the **Edit** button to edit the schedule.

[SCHEDULES>SCHEDULE DETAILS>](#)

Edit	Disable	Delete
-------------	---------	--------

▼ Details

Schedule Name 11th
Description 11th
Status Enabled
Last Execution 03/01/2013
Schedule Runs monthly on the 1st at 12:00 AM



4. The **Edit Schedule** window will appear.

[SCHEDULES](#) > [SCHEDULE DETAILS](#) > [EDIT SCHEDULE "ALL DATA SEPT 17 RECURRING"](#) >

[Catalogs](#)
[Selection Codes](#)
[Product Codes](#)
[Items](#)

×

←

→

⬇

Catalog ID

+

View ▾

• × •

↑

	Catalog Name	Description
<input type="checkbox"/>	sqahorizon	Another Vendor

5. Click the desired section.

NOTE: Fields with an asterisk are mandatory.

6. To customize the schedule by Catalog(s), Selection Code(s), Product code(s), or Item(s), click the magnifying glass icon.



7. The Search and Select window will appear.

Search and Select: Catalog ID [Close]

▼ Search Advanced

Catalog Name

Description

Company Name


Search Reset

Catalog Name	Description
[Blurred]	[Blurred] Catalog
Demo New Catalog I	test creating new cata






[OK] [Cancel]





8. Use the search or advanced search to locate the desired [Catalogs](#), [Selection Codes](#), [Product Codes](#), or [Items](#) you wish to include in the schedule.
9. Select the desired criteria and click **OK**.





10. Click the Add  button to add the search criteria to the schedule.



SCHEDULES > ADD SCHEDULE >








Catalog ID 



View  

Catalog Name	Description
No data to display.	

11. The search criteria is now listed in the schedule.
12. To add additional criteria, repeat steps 5-10.
13. Click the Save  button to save the export schedule, or click **Catalogs**, **Selection Codes**, **Product codes**, or **Items** to customize the export by those criteria.
14. To remove search criteria from the schedule, select it and click the remove  button.



Basket

Item data is scheduled in the [Export Schedules](#). The file name is the name of the schedule created in the [Export Schedules](#).

Click the download  button to download the item data.





Click the refresh  button to refresh the window to update the status.

Click the delete  button to remove the file from the export basket.

[ON-DEMAND EXPORT BASKET](#) >

On-Demand Export Basket



File Name	Export Date	Schedule	Status	Download	Delete
RMtest7-15.zip	7/15/2014	RMtest7-15	Complete		
RMrsx7-14.zip	7/14/2014	RMrsx7-14	Complete		
RM test - all data no cat3.zip	7/11/2014	RM test - all data no c...	Completed No Data		