SPS COMMERCE

SPS COMMERCE

UNIVERSAL CATALOG

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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

1. Add a Selection Code to a Catalog.
2. Add a Product to a Selection Code.
3. Add an Item to a Product.

Getting Started

The quickest way to get started using your Catalog is to upload your product data from an 832 EDI file or spreadsheet upload.

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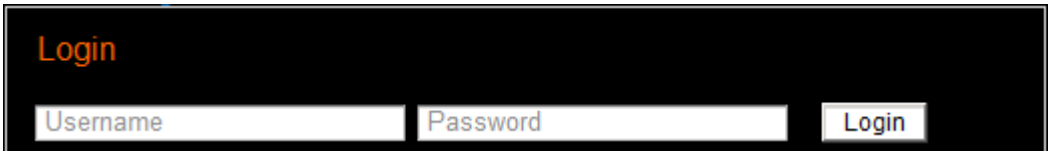
Logging In

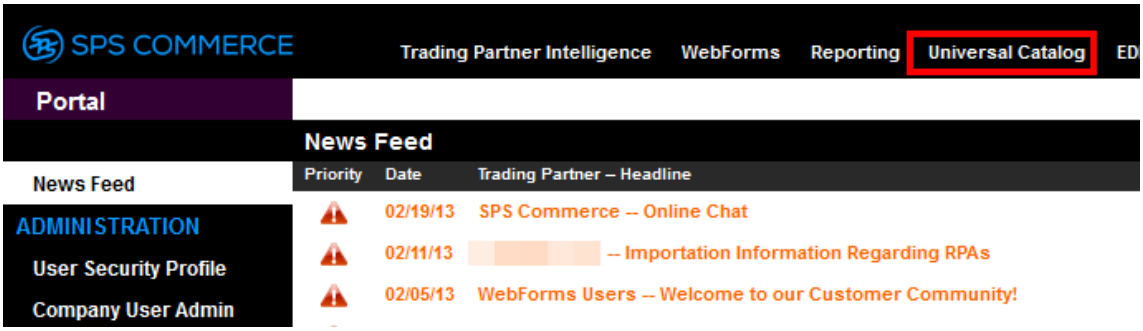
1. Open a browser and access the SPS Commerce Portal at www.spscommerce.net.

2. Type the username and password provided by SPS Commerce and click the **Login** button.

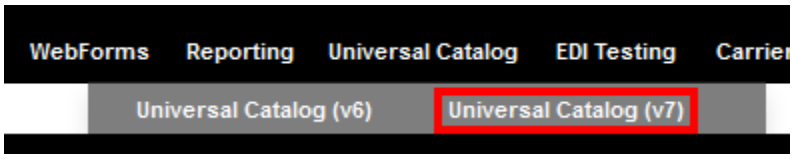


NOTE: The **Username** and **Password** are case sensitive.

1. The Portal window displays. Hover 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 options will appear below. Click on **Universal Catalog (v7)**.



3. The Universal Catalog screen will open.

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Creating Product Information

There are four 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.

RSX

Use Retail Standard XML (RSX) to create and maintain your catalog. RSX supports all available attributes, surpassing the 832 in supported attributes.

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.

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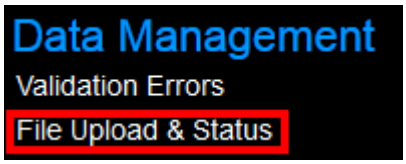
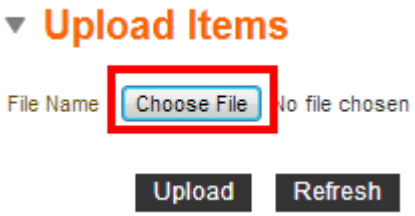
Uploading Product Data in a Spreadsheet

You may upload product data using an Excel spreadsheet. Please review the information about the spreadsheet upload template here.

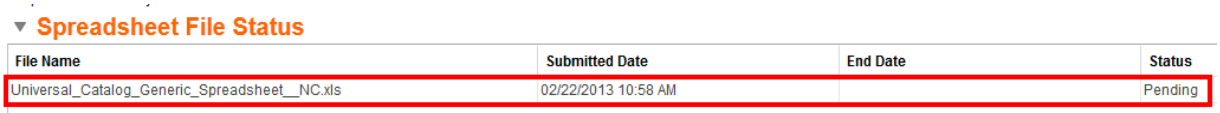
1. Click on **File Upload & Status** under the **Data Management** header on the sidebar.



2. Click **Choose File** 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.



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.

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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.

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

Refer to the Attributes guide on Portal for help with the spreadsheet attributes. Also refer to Selection Codes for more information.

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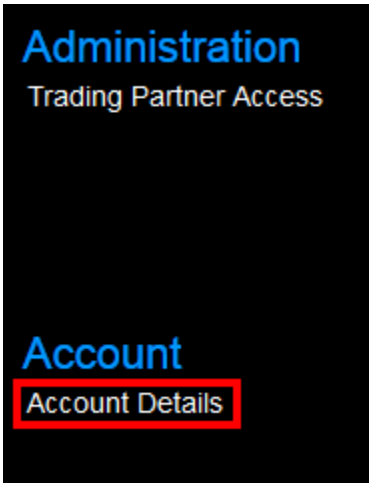
Account Details

The Account Details page shows account information including the number of catalogs, selection codes, and product codes. You may also see the number of trading partners with access to your catalog.

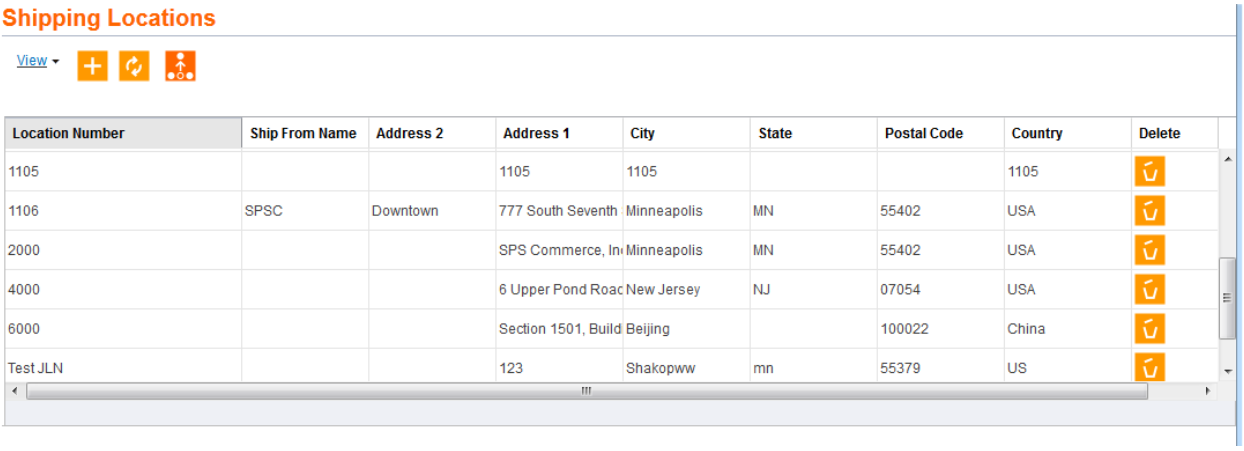
The Account Details page also lists all your Shipping Locations.

Shipping Locations

Manage your shipping locations from the Account Details page. Click **Account Details** to view the page.



The Account Details page, with Shipping Locations will appear:



Location Number	Ship From Name	Address 2	Address 1	City	State	Postal Code	Country	Delete
1105			1105	1105			1105	
1106	SPSC	Downtown	777 South Seventh	Minneapolis	MN	55402	USA	
2000			SPS Commerce, In	Minneapolis	MN	55402	USA	
4000			6 Upper Pond Roac	New Jersey	NJ	07054	USA	
6000			Section 1501, Build	Beijing		100022	China	
Test JLN			123	Shakopww	mn	55379	US	

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You may add or delete a shipping location.

Add a Shipping Location

1. Click to add a shipping location.

   NOTE: If you wish to cancel, click to return to the previous screen.

2. Complete the form with the shipping location details.

   NOTE: Location, Address 1, City, and Country are mandatory fields.

3. Click to save the shipping location.

4. The shipping location will now appear in the available shipping locations in the item view.

5. You may need to refresh for the new location to appear in the list of shipping locations.

Delete a Shipping Location

Click to the corresponding location to delete this shipping location.

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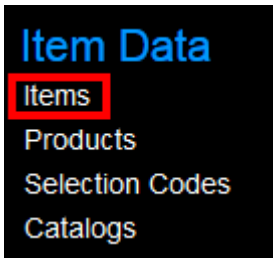
Add /Edit Items Using Web Interface

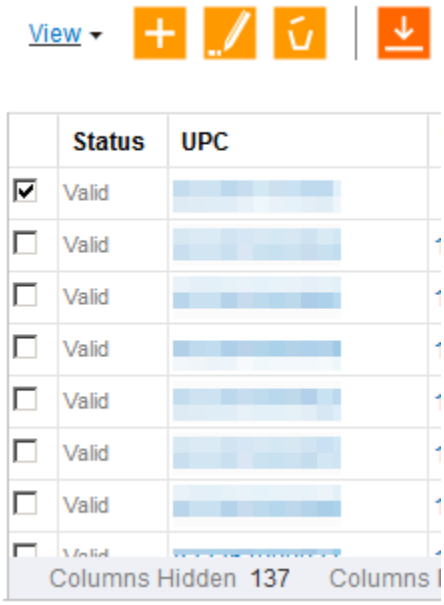
1. Click on **Items** in the **Item Data** sidebar.



2. Click the **Add** button to add a new item

To edit an existing item:

a. Check the item you wish to edit.



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

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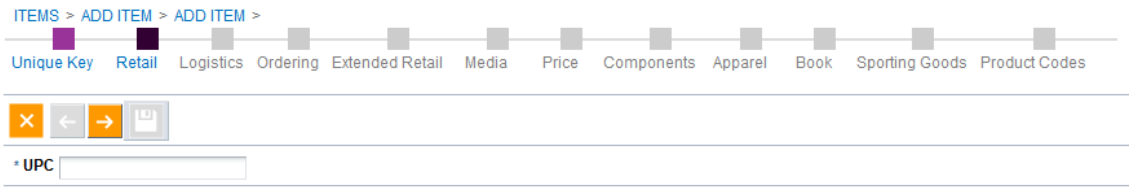
2. The **Add (or Edit) Item** 'train' will appear. The unique key(s) may vary from that shown below.



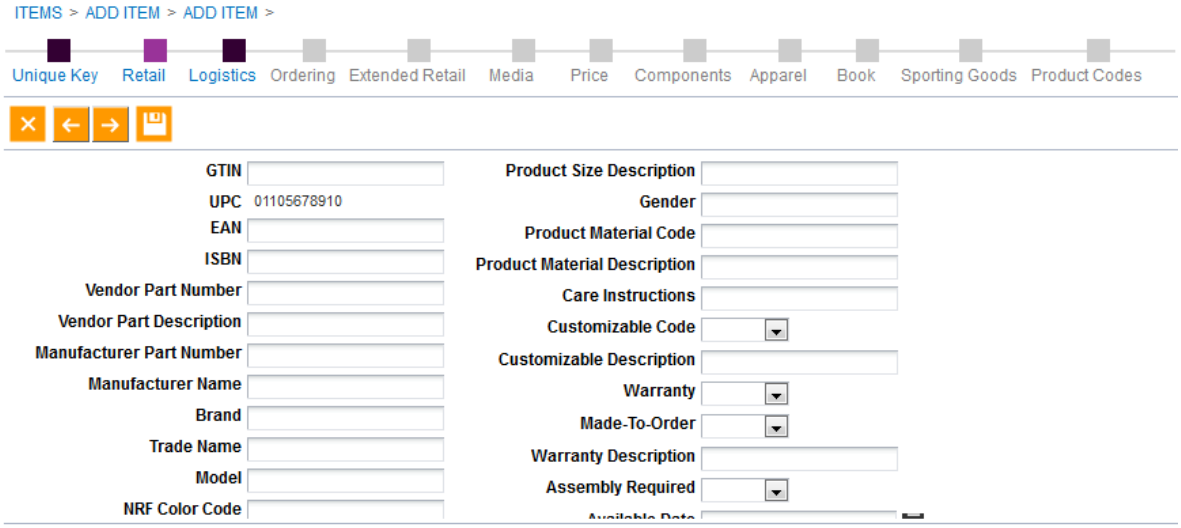
NOTE: If you are editing an item, you may go directly to the desired attribute page: Retail, Logistics, Ordering, Extended Retail, Price, Components, Apparel, Book, Product Codes. Click the Save button at any time to save your changes.

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

NOTE: The ***** denotes this field is mandatory.

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

5. Complete the desired fields for **Retail**, click the next arrow to continue. See the Attributes guide on Portal for help with attributes.



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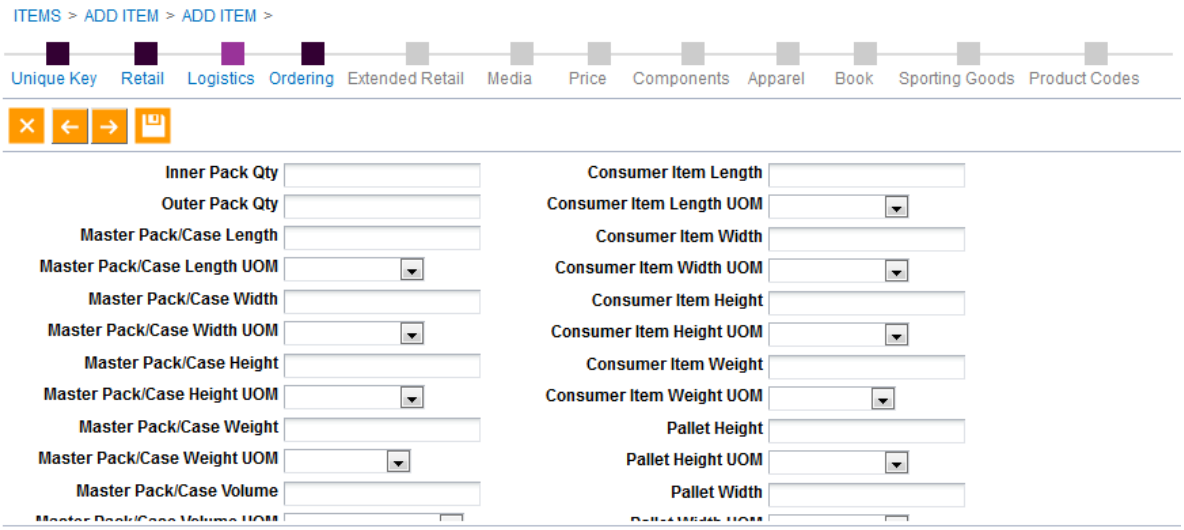
6. Complete the desired fields for **Logistics**, click the next arrow to continue. See the Attributes guide on Portal for help with attributes.



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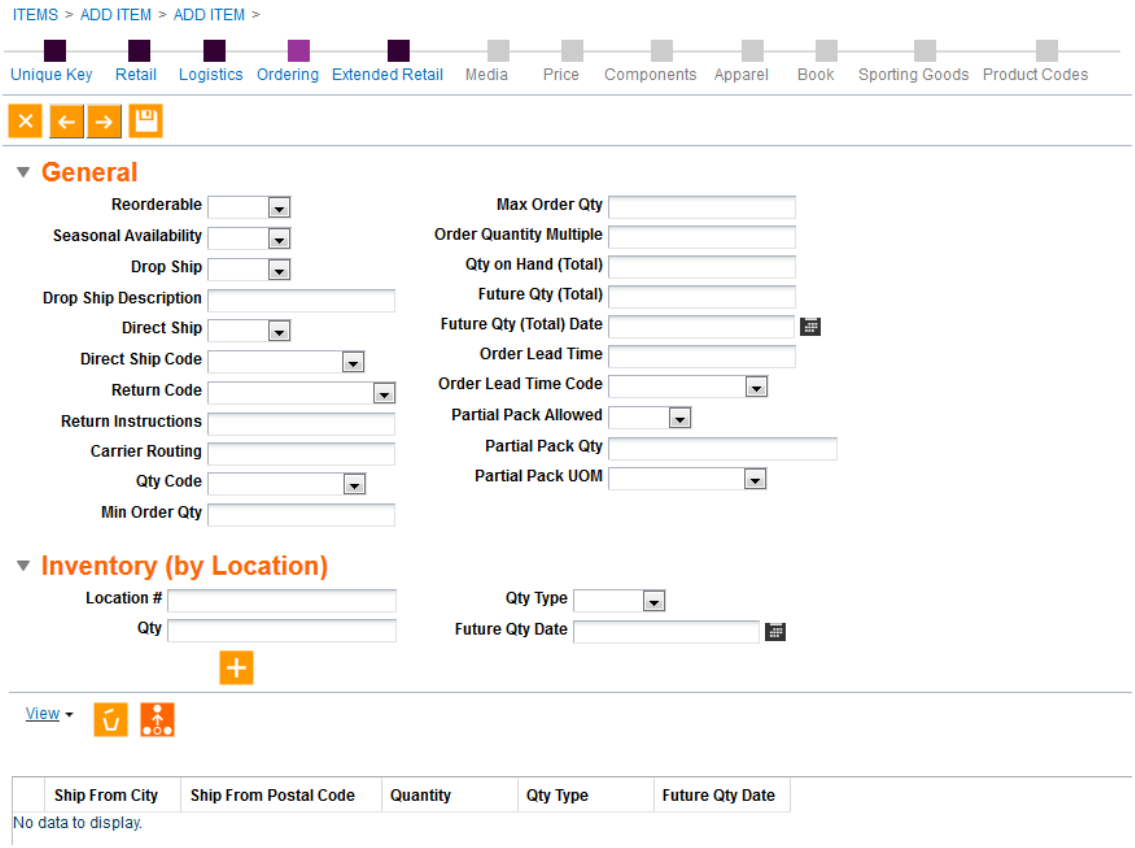
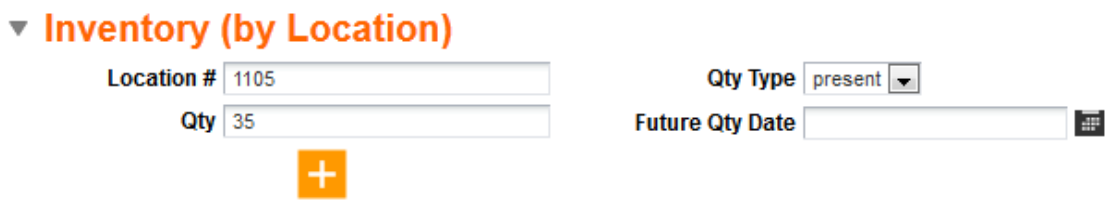
7. Complete the desired fields for **Ordering**, click the next arrow to continue. See the Attributes guide on Portal for help with attributes.



a. To add inventory by location, enter the Inventory details in the Inventory fields.



b. Click the button to add the inventory record to the item.

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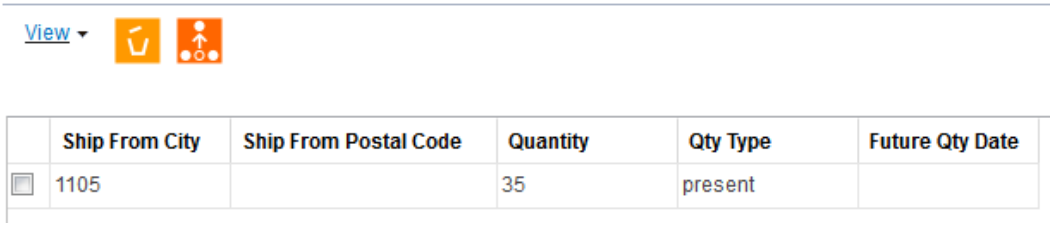
c. The inventory will be listed below by location.



d. Repeat steps a - c to add additional inventory.

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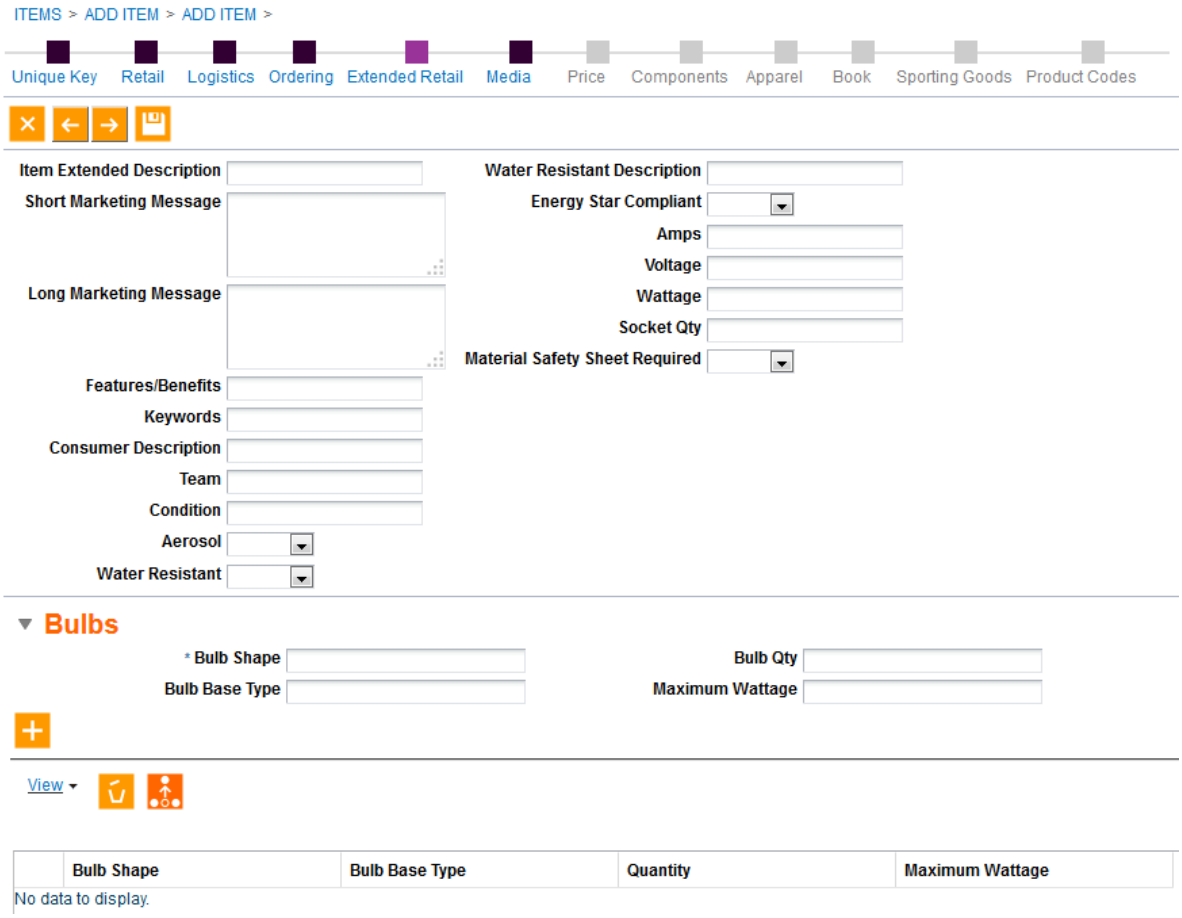
8. Complete the desired fields for **Extended Retail**, click the next arrow to continue. See the Attributes guide on Portal for help with attributes.



a. To add Bulb attributes, complete the Bulbs attribute fields.

NOTE: Bulb Shape is a mandatory field, when using the bulb attributes.

b. Click to add the bulb attributes to the item.

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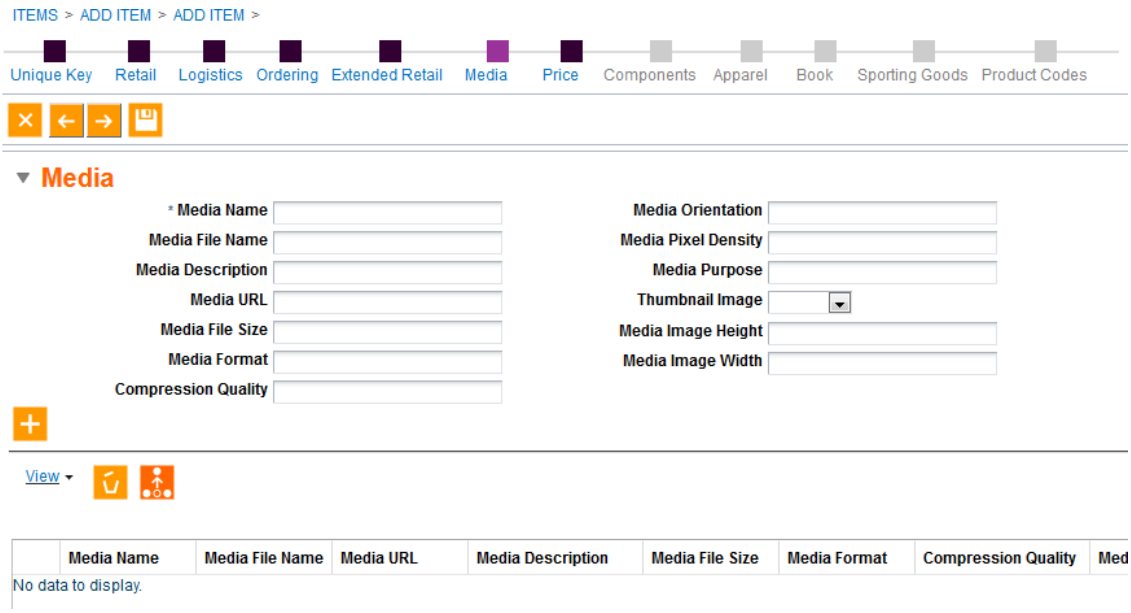
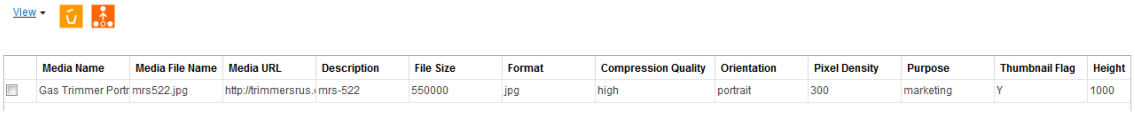
9. Complete the desired fields to add media attributes to the item. **Media Name** is a required field.

NOTE: These media attributes link to files hosted outside of SPS Commerce. See Upload Media to host media files with SPS Commerce.



a. Click to add the media attributes to the item. The attributes will appear below.



b. Click the next arrow to continue

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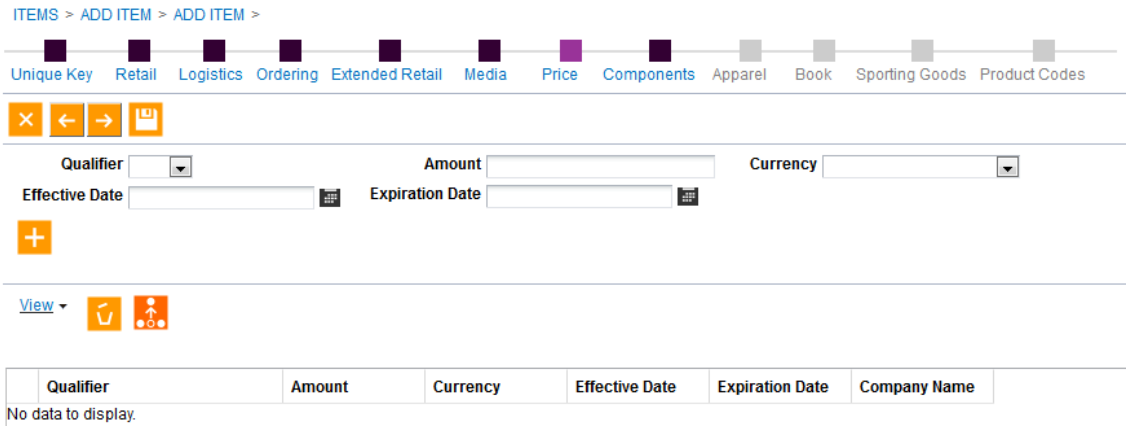
10. Complete the desired fields for **Price**, click the next arrow to continue. See the Attributes guide on Portal for help with attributes. To skip this section, go to step 11.

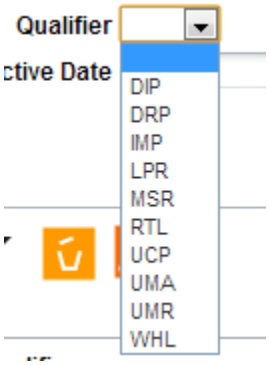


Price

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

a. Select the qualifier in the drop-down menu.

NOTE: Some qualifiers are retailer-specific and may not appear as options.



b. Type the amount in the amount field.

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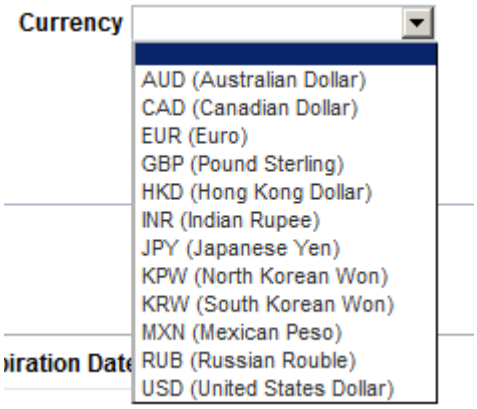
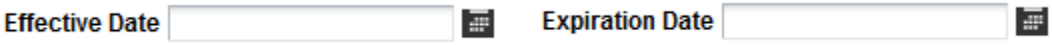
c. Use the drop-down menu to select the currency.



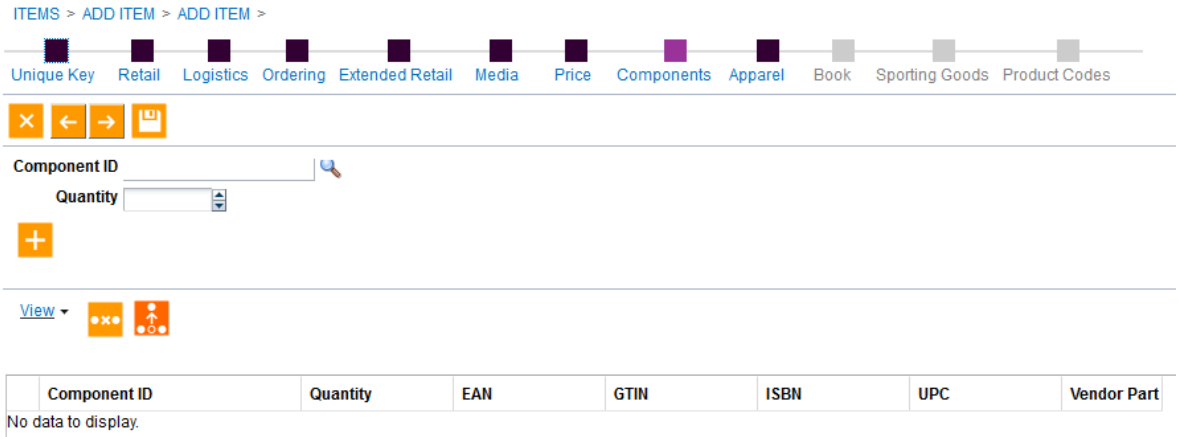
d. Select the Effective and Expiration dates using the calendar buttons.



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

f. 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 **Components**, click the next arrow to continue. To skip this section, go to step 12 Apparel.



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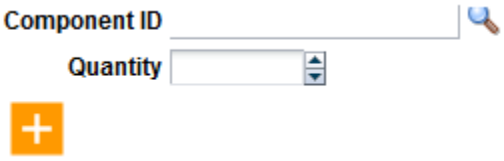
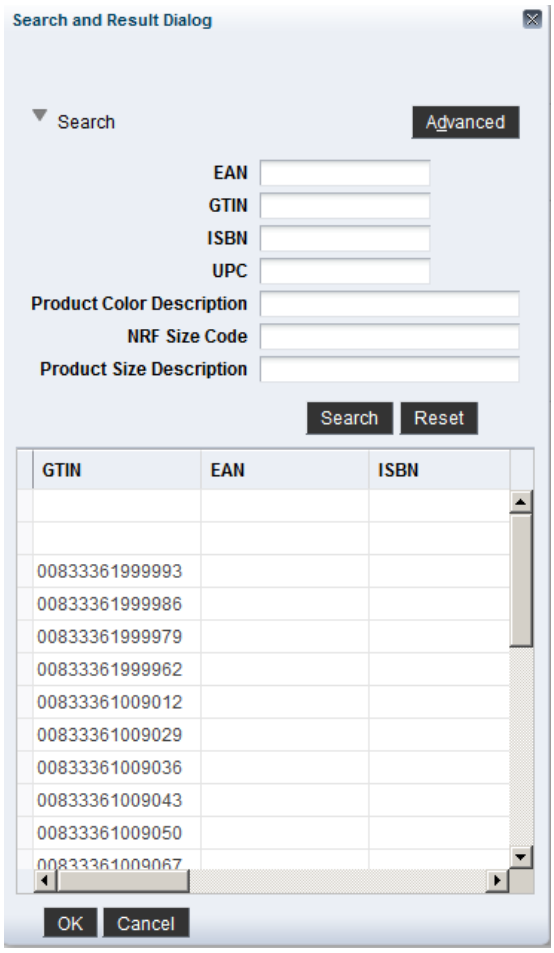
Add Item(s) to a Component

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



b. The Search window will appear.



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

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

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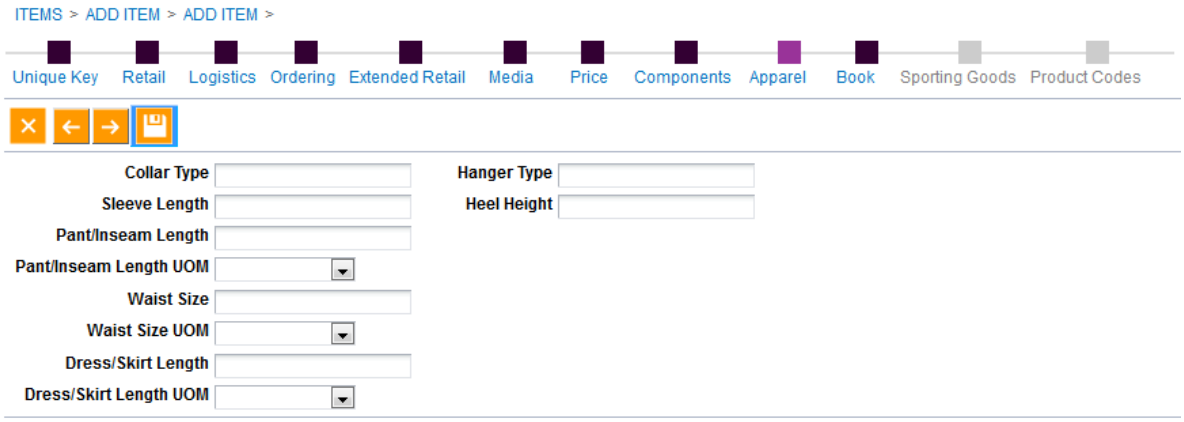
e. Click the Add button to add the item(s) to the component.

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

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

h. Click the Cancel button to cancel the changes and return to the Item Search screen.

12. Complete the desired information for **Apparel**, click **Next** to continue. See the Attributes guide on Portal for help with attributes.



13. Complete the desired information for **Book**, click the next arrow to continue.

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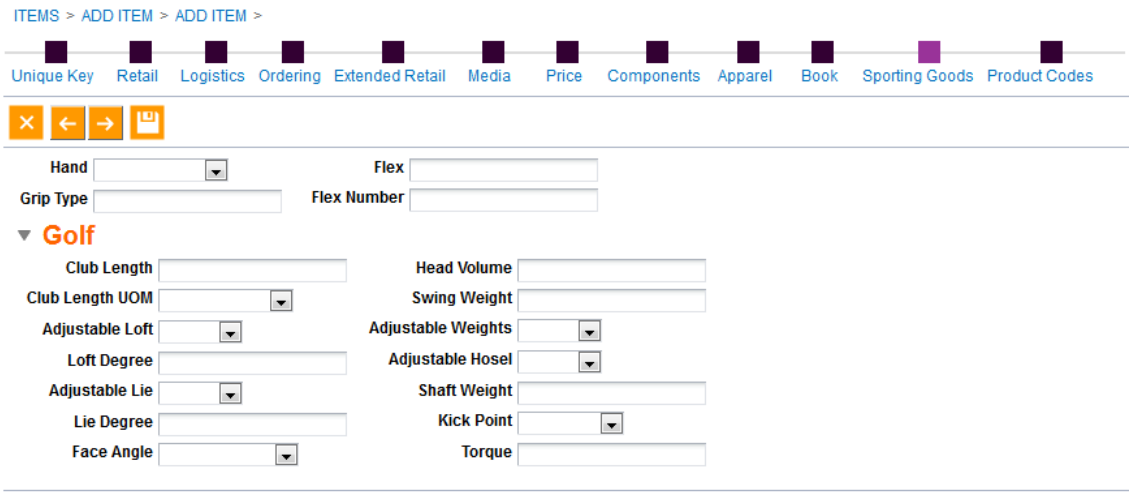
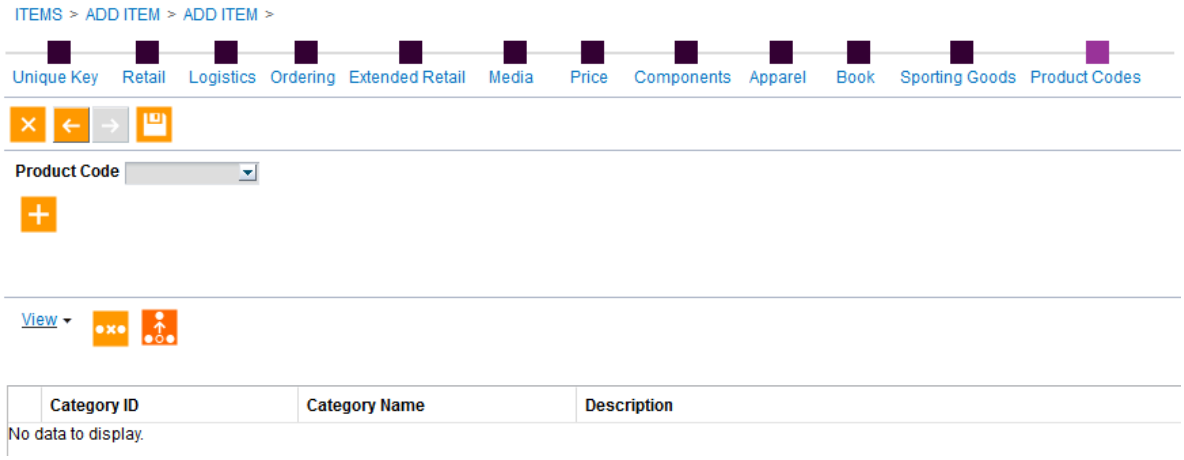
14. Complete the desired information for **Sporting Goods**, click the next arrow to continue.



15. Complete the desired information for **Product Codes**, click the next arrow to continue.



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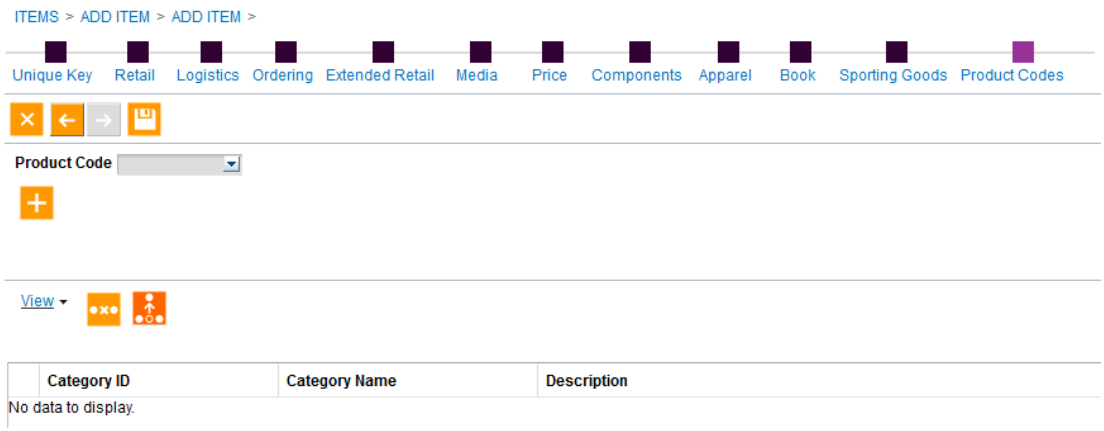
Product Codes

A product code 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.'

a. Click the drop-down menu to select the product code.



b. Click to select the product code number.

c. Click the add button to add the product code to the item.

d. 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 code to a selection code.

16. All items undergo validation before retailers may view the item data. Review Validation Errors.

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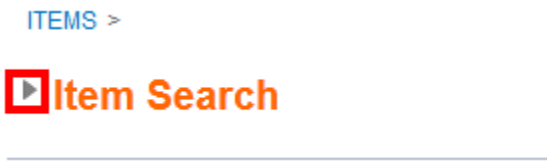
Item Search

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.

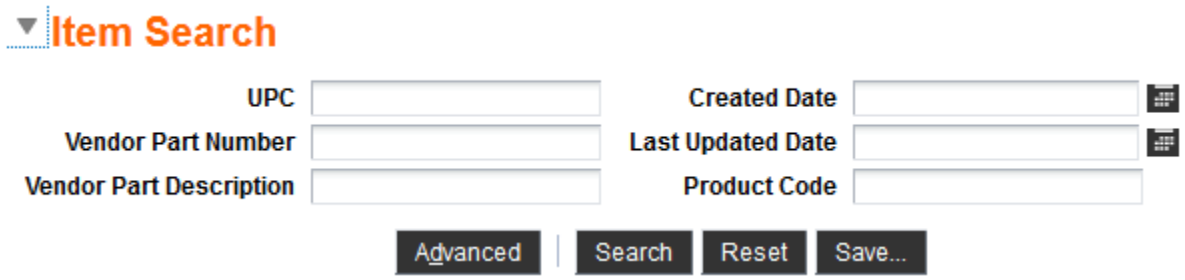
NOTE: Search results are limited to 1000 rows.

Click the gray arrow ▶ to open the search window. Click the gray, down arrow ▼ to hide the search window.



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.

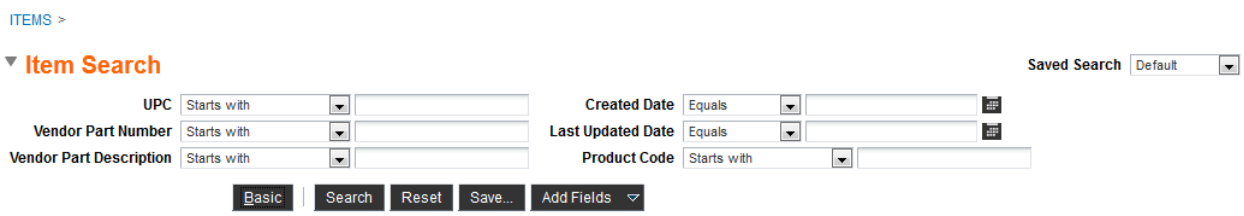


You may add or edit items from this view.

Advanced Search

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

The Advanced Search options will appear:



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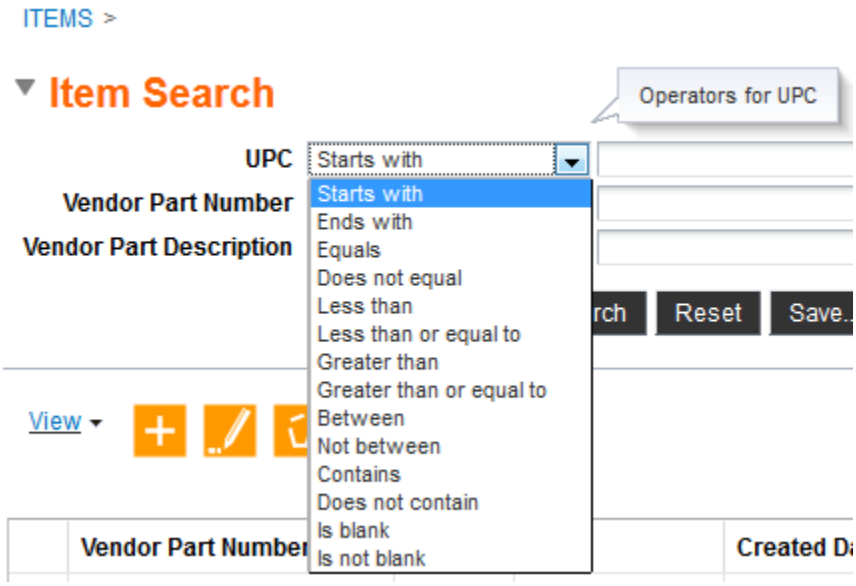
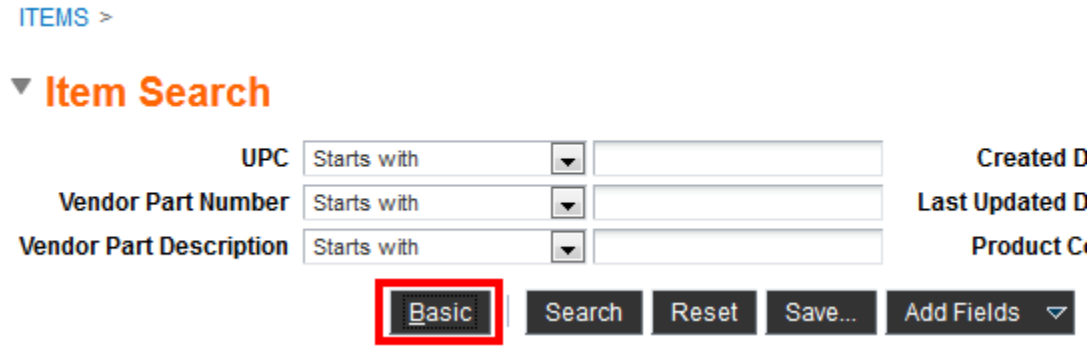
Click the drop-down menu for a field to see additional search parameters.



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



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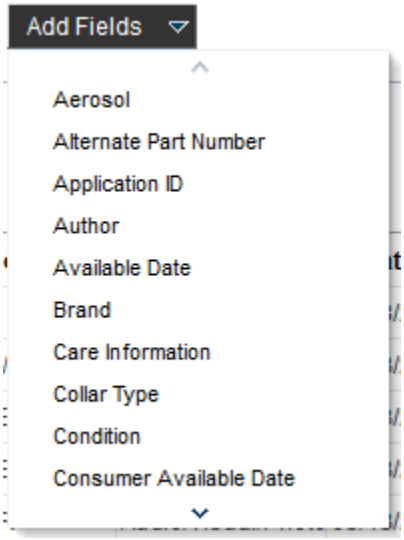
Add Fields to Advanced Search

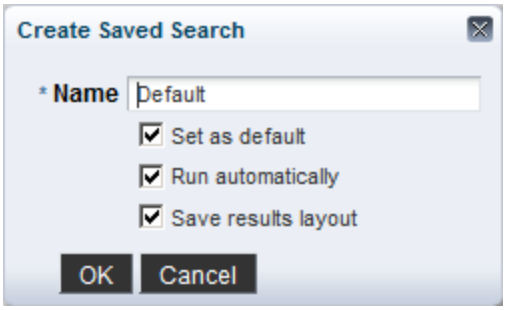
Click **Add Fields** to add new fields to the **Advanced Search** criteria.

Select the desired field to add the column:



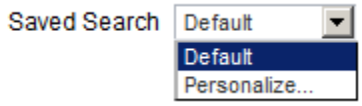
Save a Custom Search

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.



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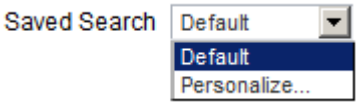
Saved Searches

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.

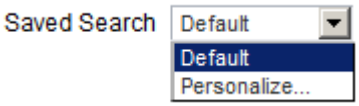


3. Click the desired search.
4. The search results will appear.

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**.

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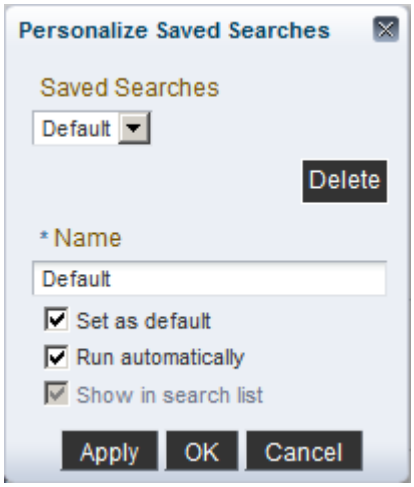
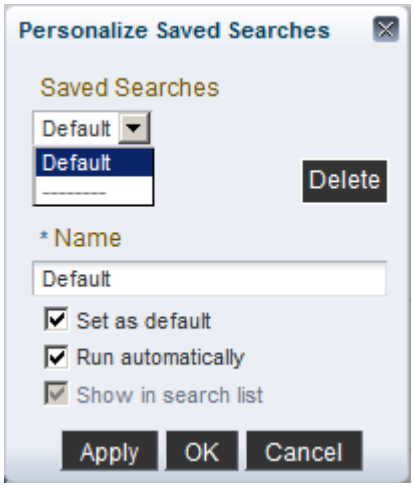
4. The Personalize Saved Search window will appear:



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.

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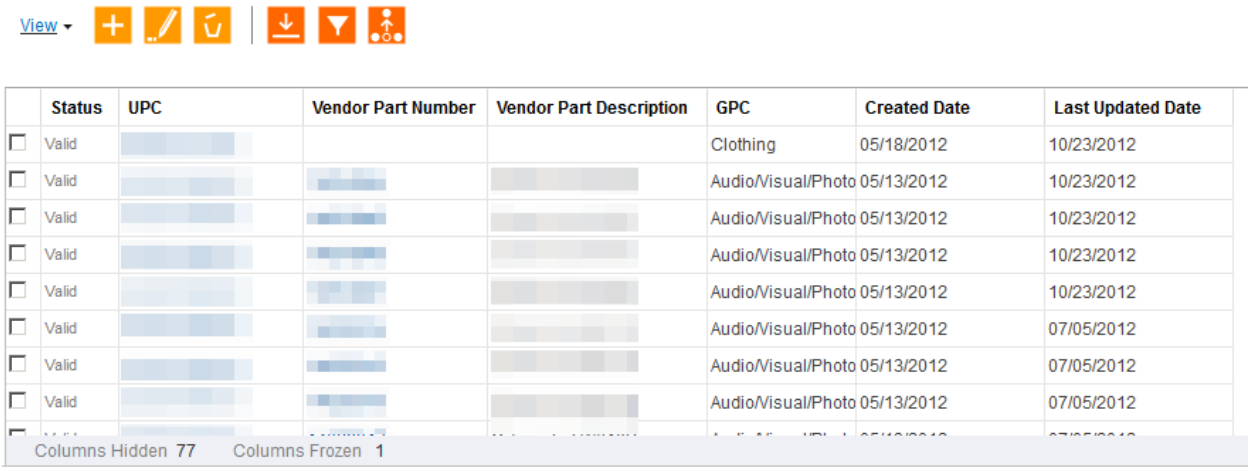
Item Search Results

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



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.

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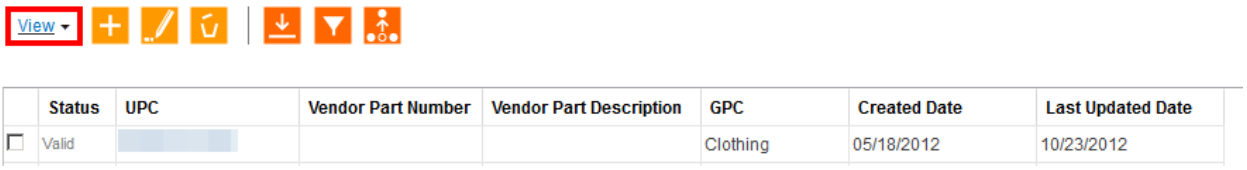
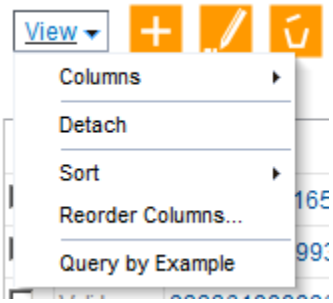
Item Search Results Viewing Options

1. Click on the view View button.



2. The view options menu will appear.



3. Options:

- Columns
- Detach
- Sort
- Reorder Columns
- Query by Example

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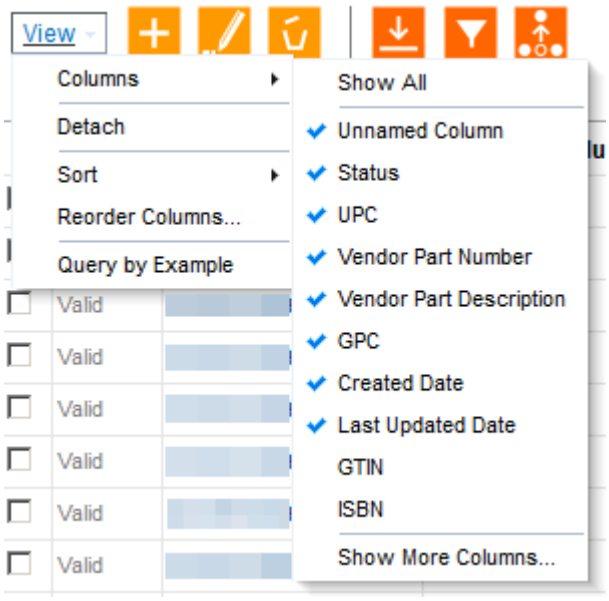
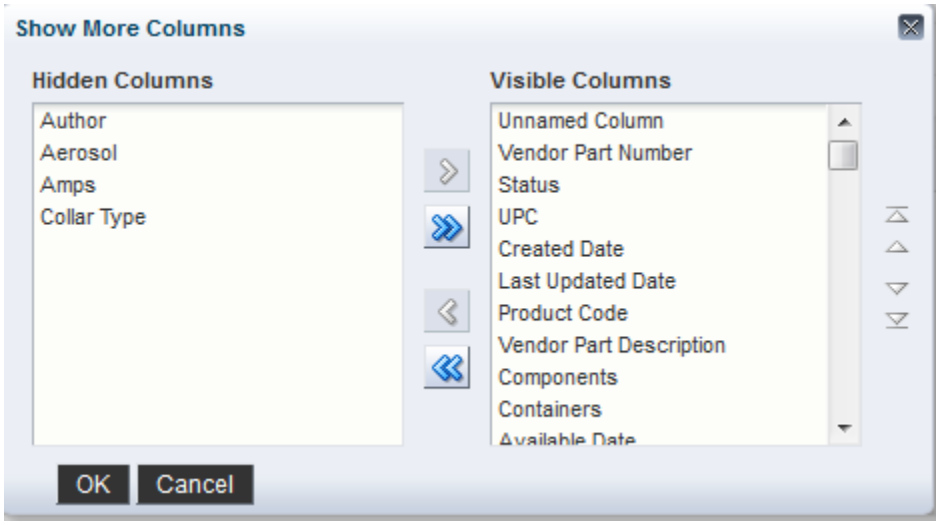
Columns - hide or show additional columns.

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.



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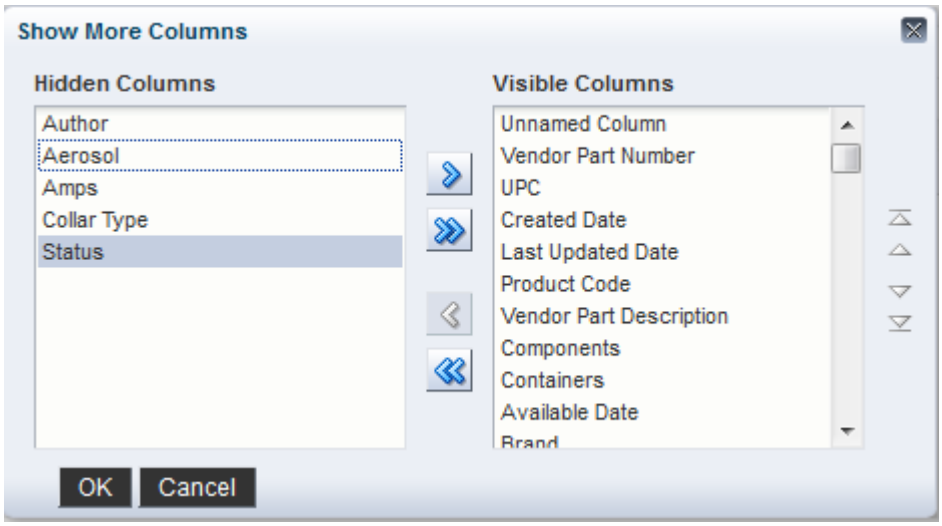
3. Select the column header you wish to change.



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

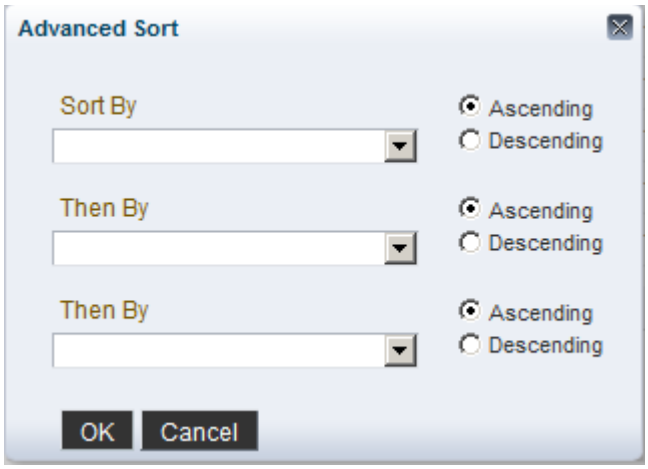
   NOTE: The available arrow will depend on if the column is hidden or already displayed.

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.



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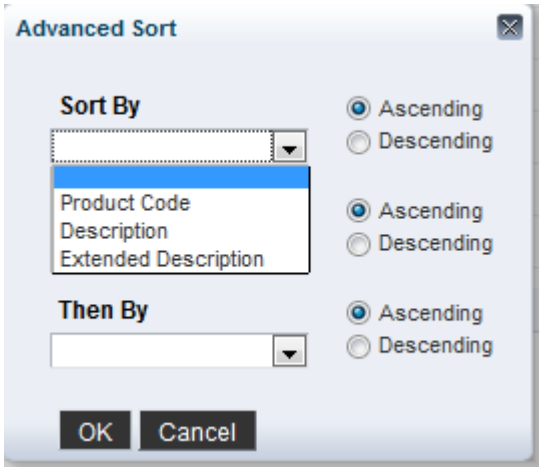
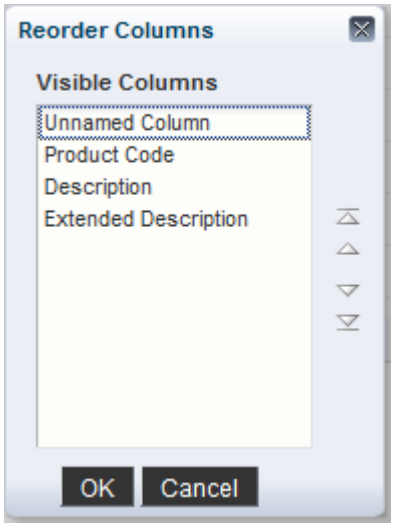
2. Click the column to sort by.



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.

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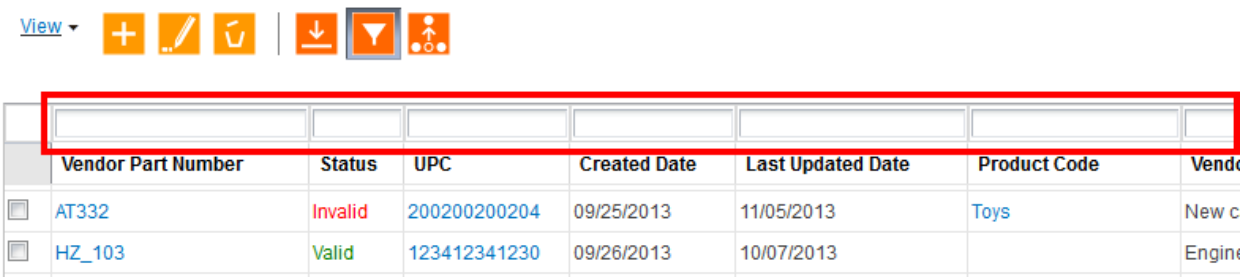
5. Click the down arrow to move the column(s) down one space, or one column to the right of its current position.
6. Click the bottom arrow to move the column(s) down all the way to the bottom, or the right-most column.

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

1. Click the query button.
2. The column header query windows will appear:



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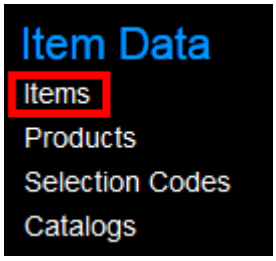
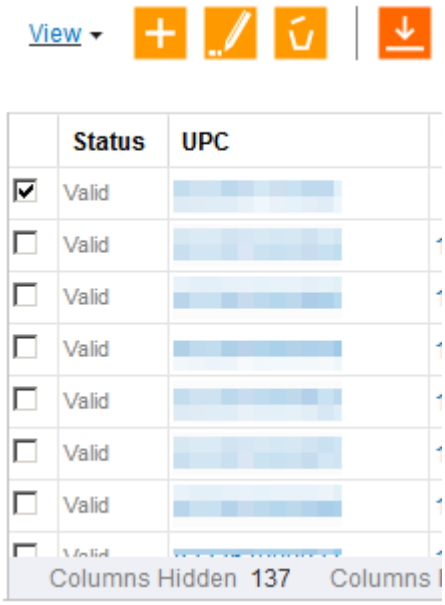
Delete Items Using Web Interface

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



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



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

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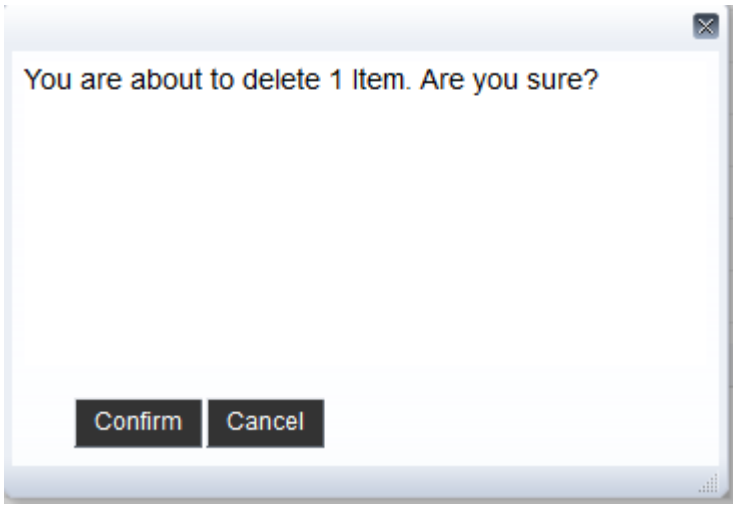
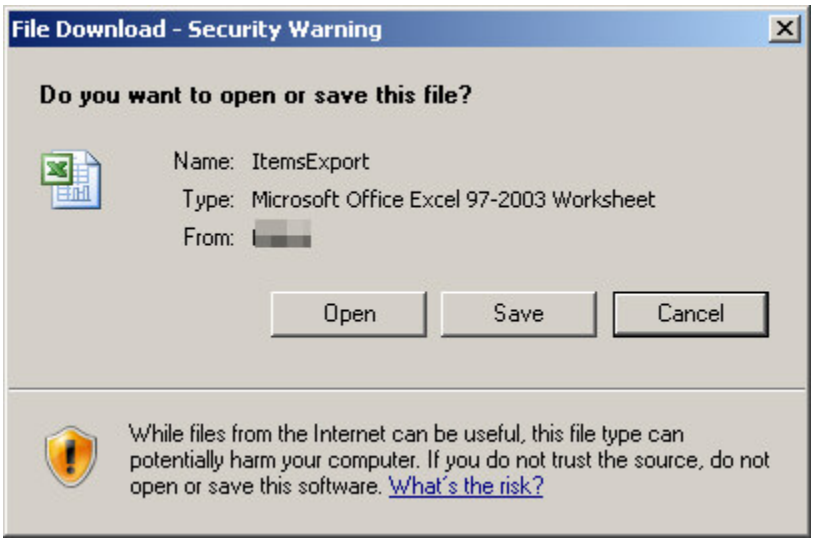
4. The Delete confirmation window will appear.



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

Download Data

From any of the **Item Data** windows, click the Download button to download the item data in an Excel spreadsheet.



NOTE: This screen will vary by web browser.

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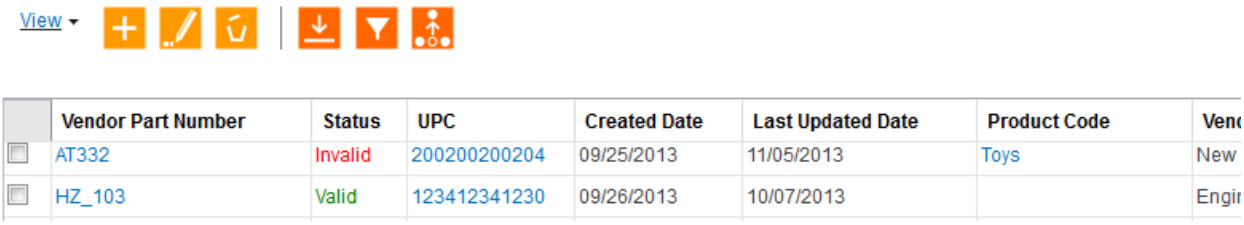
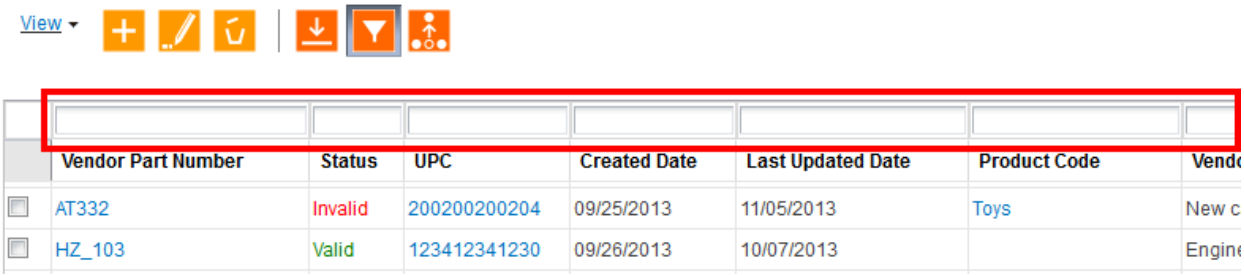
Query by Example

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

Click the query button.



The column header query windows will appear:



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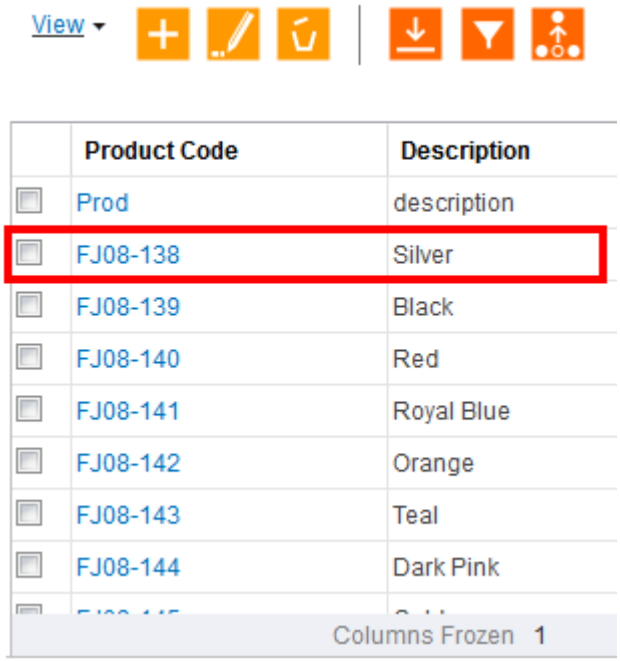
Upload Media

Upload media provide digital images for a specific product Code.

NOTE: These media files are hosted by SPS Commerce. To add media attributes for files hosted outside of SPS Commerce, please see Media Attributes.

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

1. Go to the Products view.
2. Use the Search to locate the desired product code.
3. Click on the product code in the **Product Code** column.



NOTE: You cannot upload media for a selection code.

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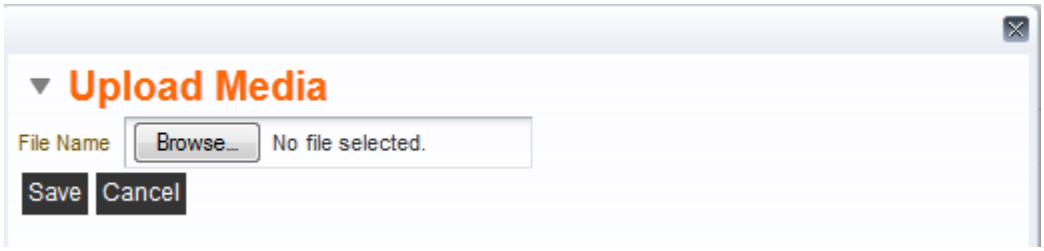
4. The Product Code Details screen will appear.

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.

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Item Data

Item data may be viewed by item, product, selection code, or catalog.

Items - add or edit an item.

Products - add or edit a product code.

Selection Codes - add or edit a selection code.

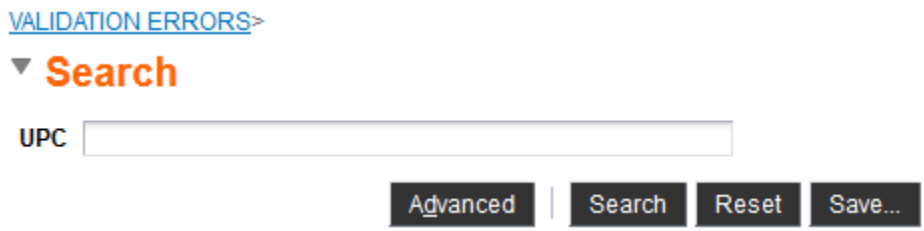
Catalogs - add or remove selection codes from a catalog.

Validation Errors

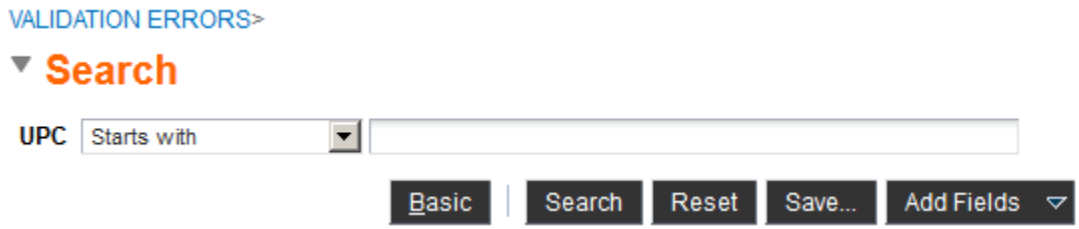
Items must be validated to be viewed by retail partners. An item is validated every time it is changed--either by 832, spreadsheet, or through the web interface. This screen shows item validation status.

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

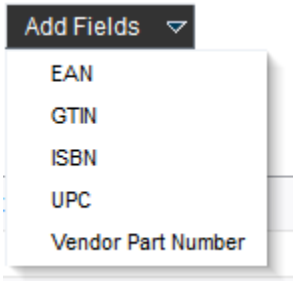
Basic Search:



Advanced Search:



Add Fields to Advanced Search:



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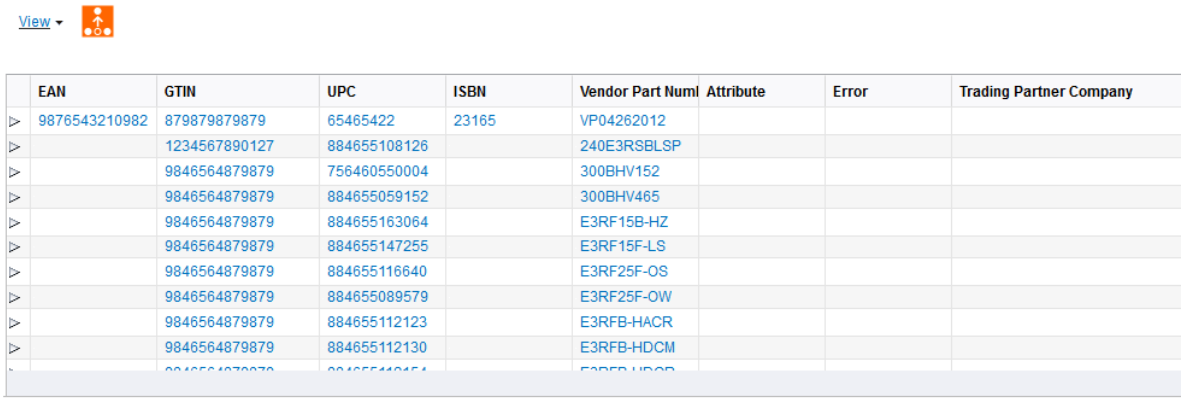
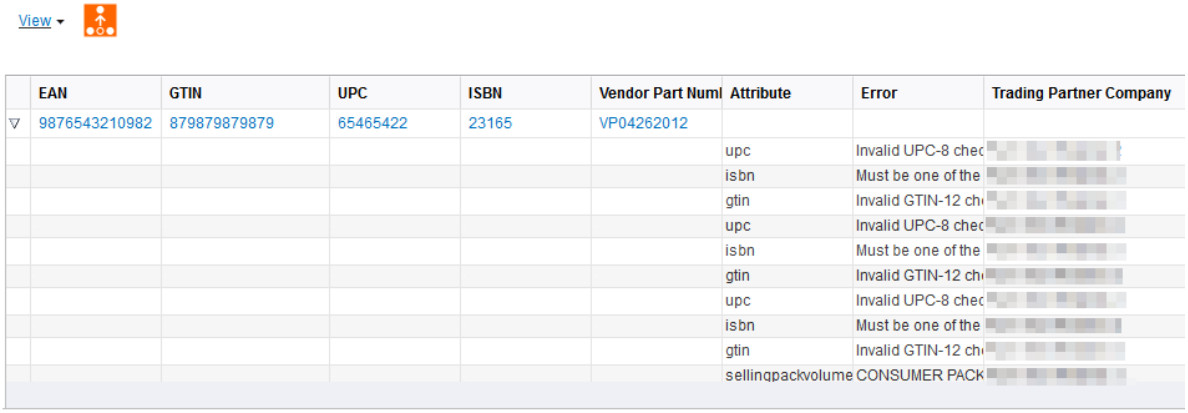
View Validation Errors and Edit Items

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



2. The error details will appear



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.

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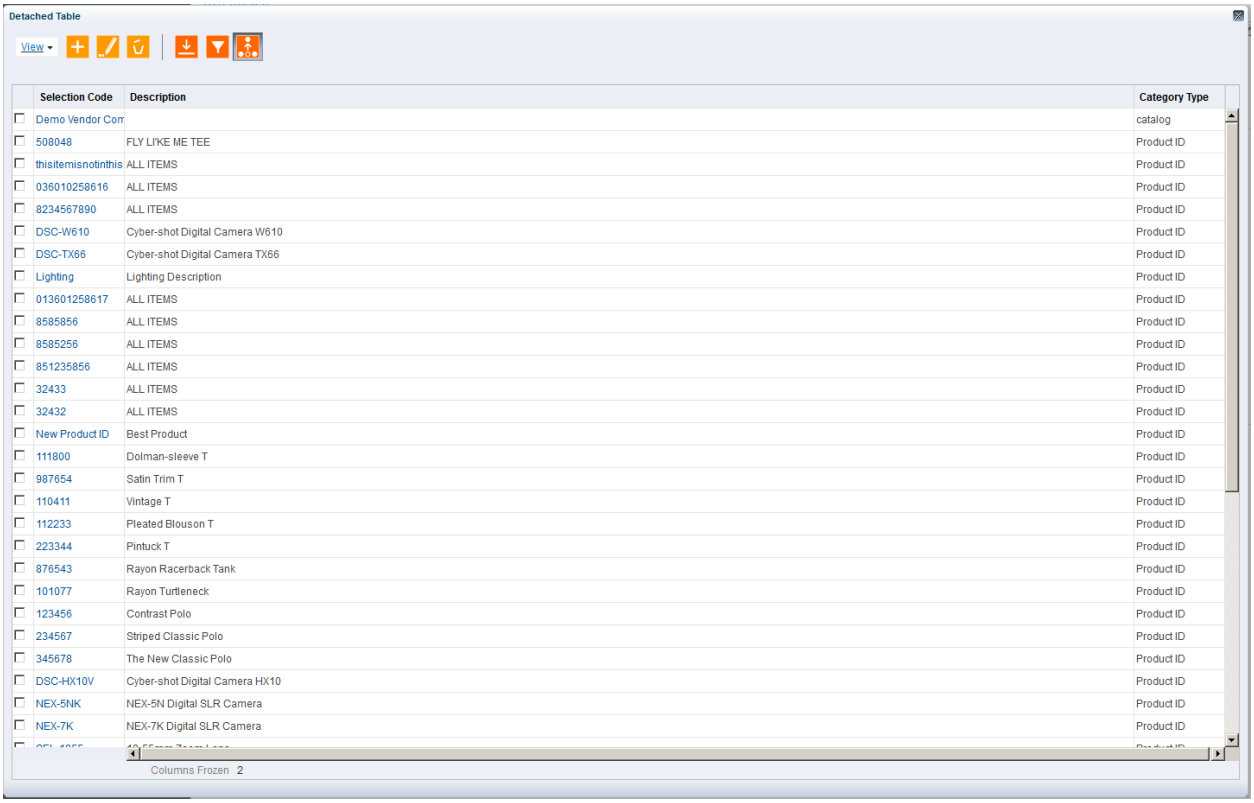
Detach Table

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



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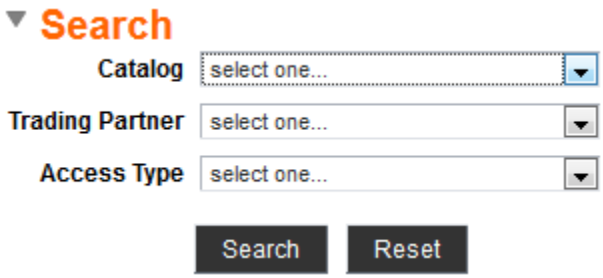
Trading Partner Access

Trading Partner Access allows you the ability to manage what your trading partners can see in your catalog(s). The default setting is for trading partners be able to view all item data.

You may grant access by selection code or product.

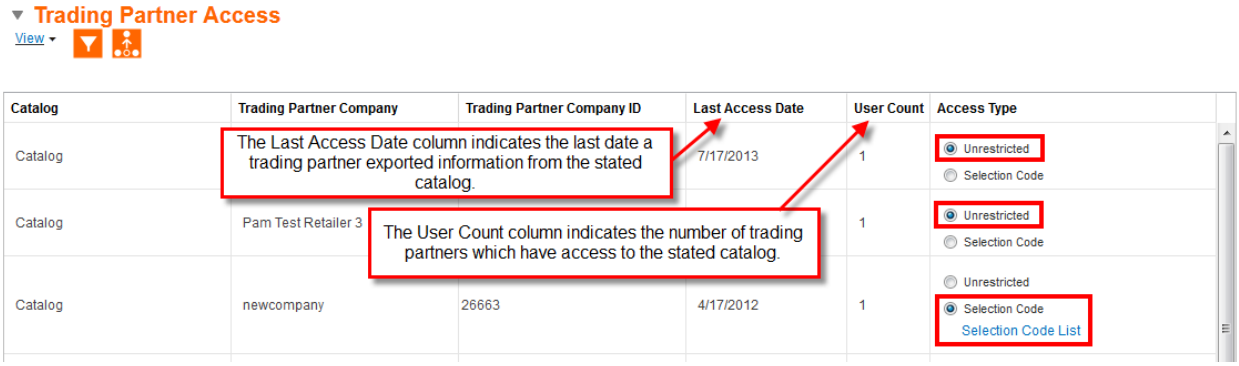
Search

1. Use the search options to view catalog access by catalog, trading partner, or access type.
2. Use the drop-down menu to select the search parameters, and click **Search** to view the search results.



3. The trading partner list will appear based on the criteria in the search filter.

   The **Access Type** column shows your trading partner's (in **Trading Partner Company** column) visibility to the catalog listed in the **Catalog** column.



4. Click the dialog box for the desired access for the trading partner listed in the **Trading Partner Company** column.

a. **Unrestricted** will give your trading partner full access to all selection codes in the catalog.
b. **Selection Code** will allow you to select which selection code(s) your trading partner will see.

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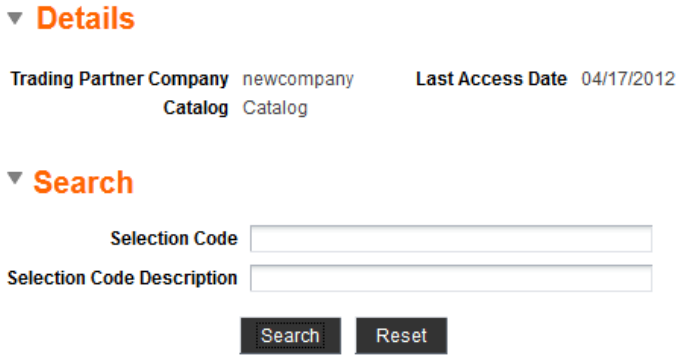
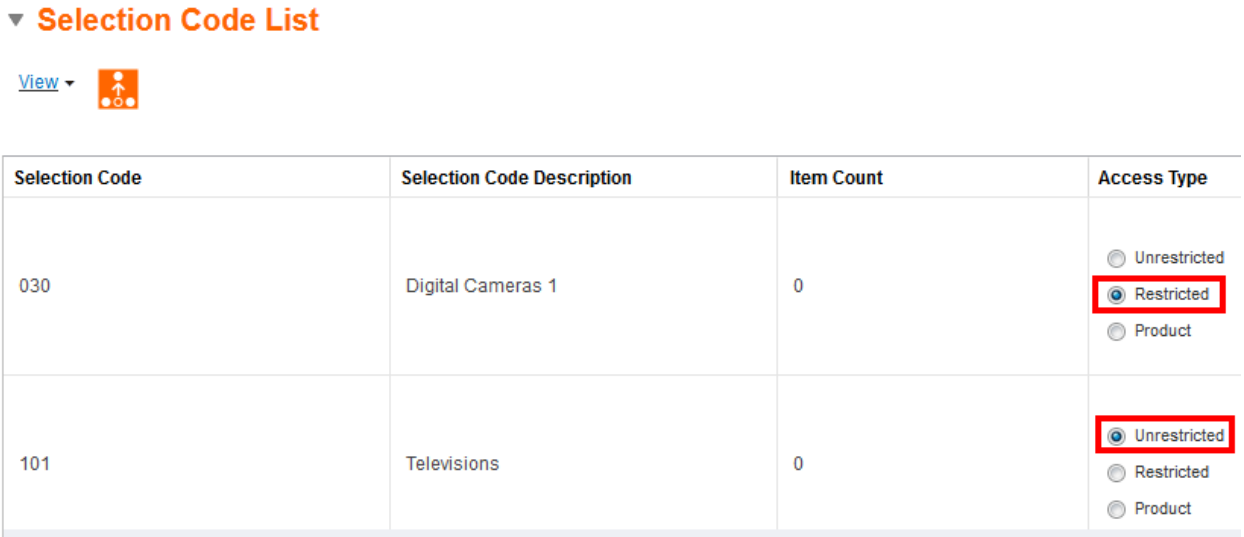
5. Click **Selection Code List** to set the selection codes to set the selection code visibility criteria. The **Selection Code List** view will appear.

6. Use **Search** to find a specific selection code, or view the list below.





NOTE: The **Item Count** column indicates the number of valid items within the selection code.

7. Click the dialog box for the desired access type. (Unrestricted, Restricted, or Product)

a. **Unrestricted** will grant your trading partner full access to all products within the stated selection code.
b. **Restricted** will prohibit your trading partner from seeing all products within the stated selection code.

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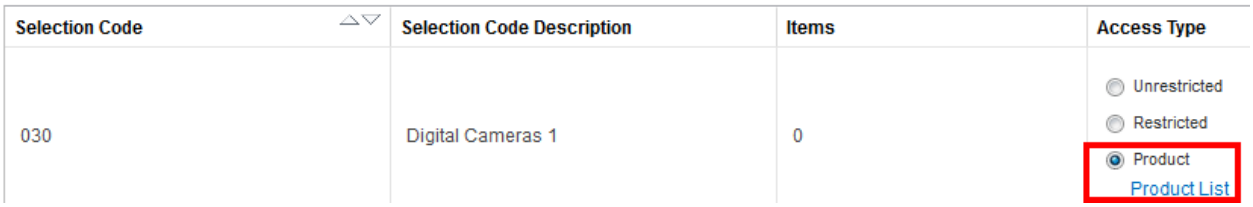
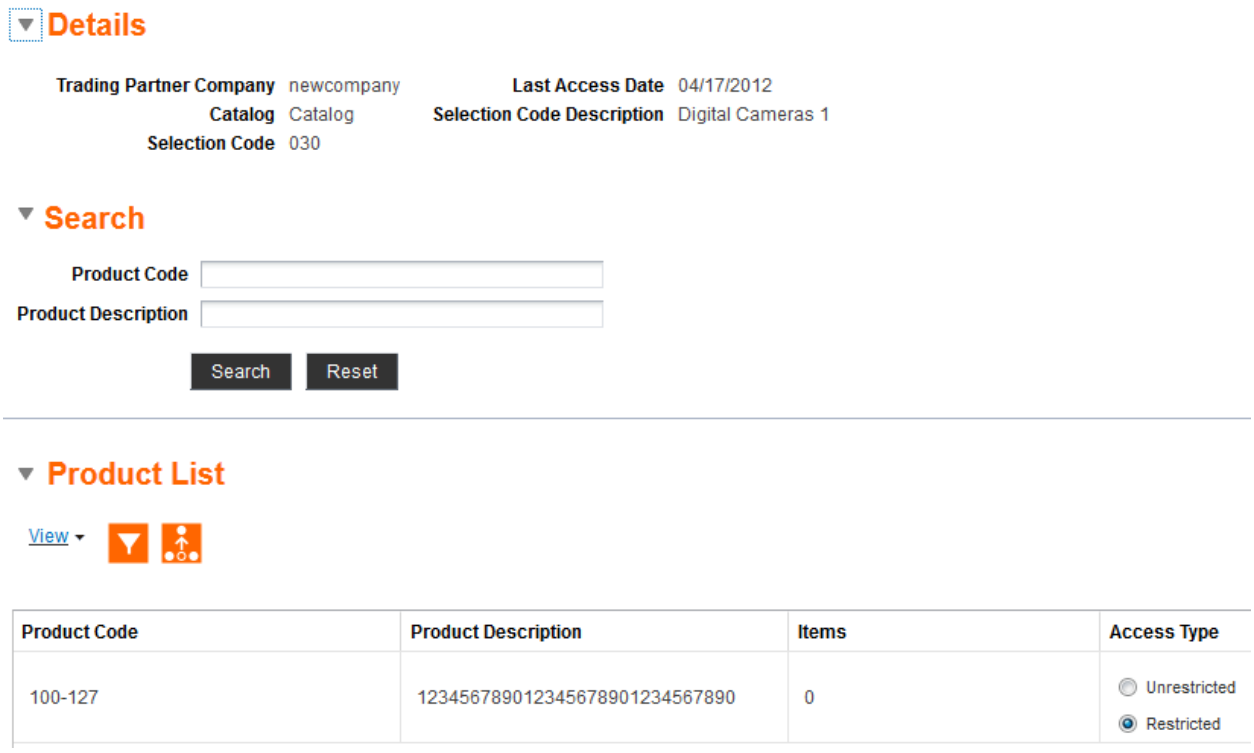
c. **Product** will allow you to select which products, within the stated selection code, your trading partner will see. This will cause the **Product List** button to appear below.



8. Click **Product List** to view the list of products within the stated selection code.

9. Use **Search** to find a specific product, or scroll through the list below.



NOTE: The **Items** column indicates the number of valid items within the product ID**.**

10. Click the dialog box for the desired access type. (Unrestricted, Restricted)

a. **Unrestricted** will grant your trading partner full access to the stated product.
b. **Restricted** will prohibit your trading partner from access to the stated product.

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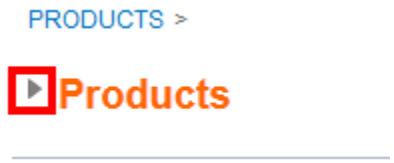
Products

The Products screen assists you to find products 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.

NOTE: Search results are limited to 1000 rows.

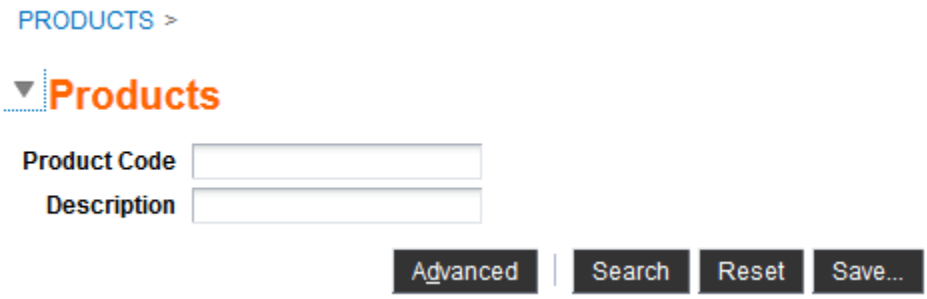
Click the gray arrow ▶ to open the search window. Click the gray, down arrow ▼ to hide the search window.



Use the 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 Product search to find an item, or items, which fit the filter criteria.



You may add or edit products from this view.

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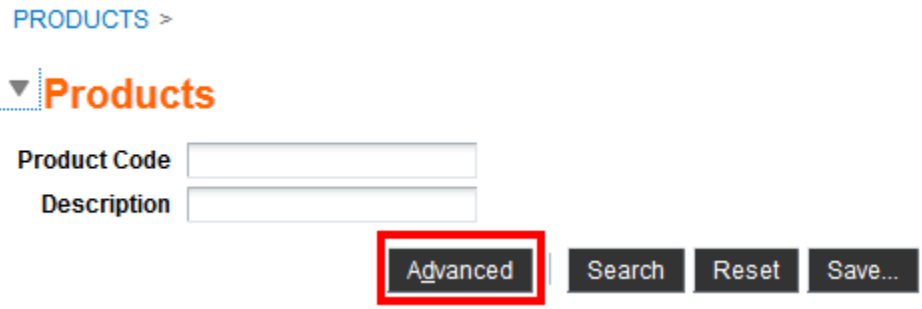
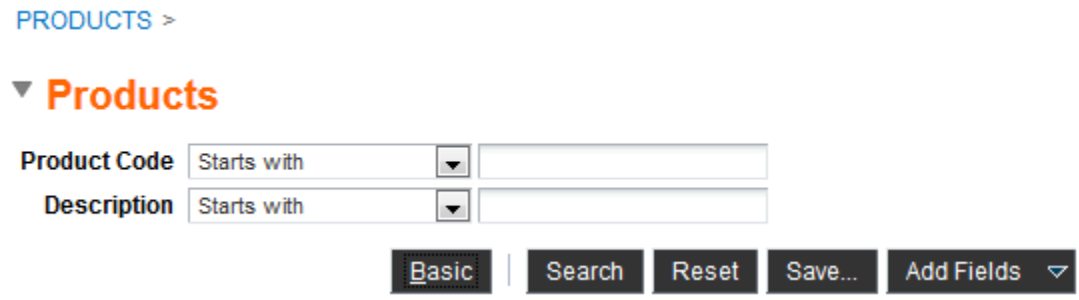
Advanced Search

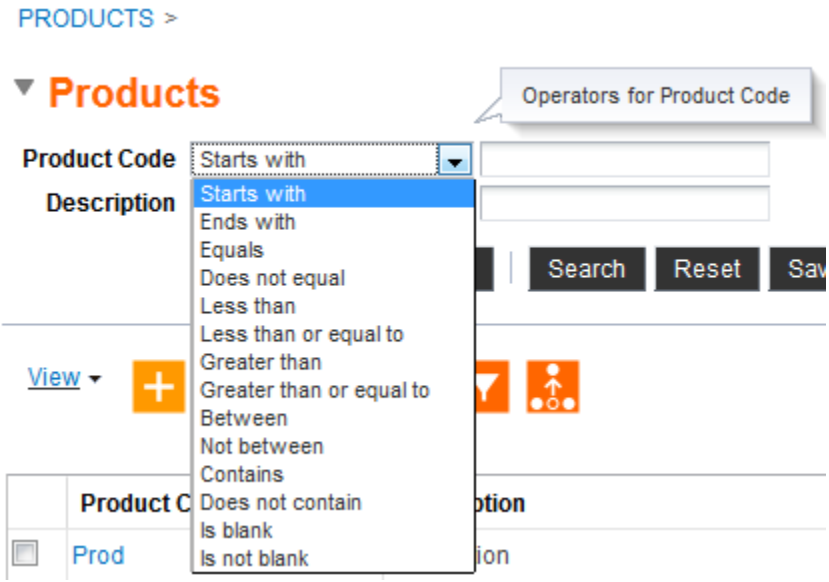
Click the **Advanced** button to expand the search options:



The Advanced Search options will appear:



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



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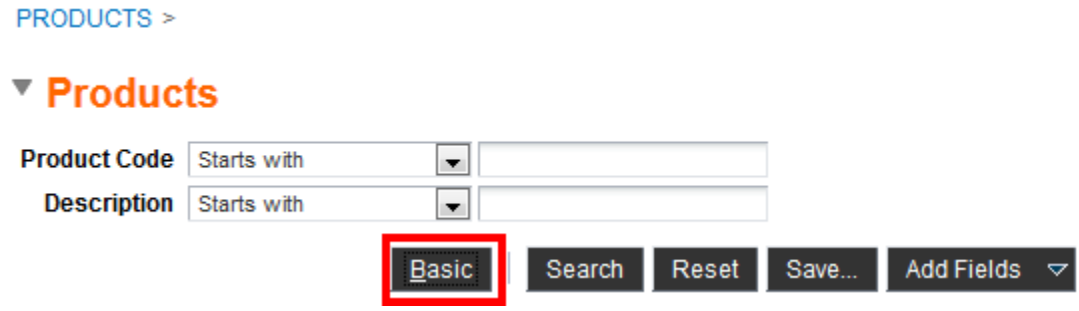
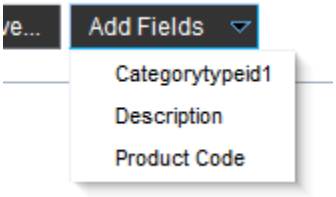
Click **Basic** to return to the original search options:

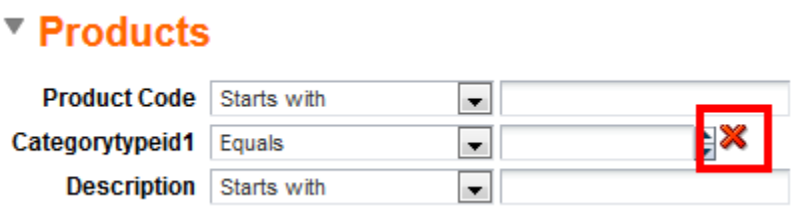


Add Fields to Advanced Search

Add **Categorytypeid1** if so desired.

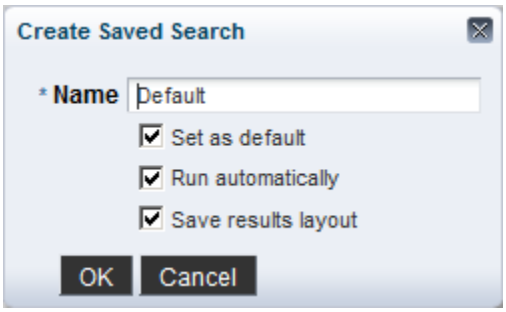


Click the red **X** to remove it from the search criteria.



Save a Custom Search

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



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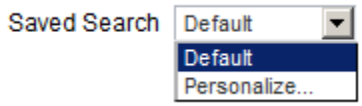
Type the name of the search and set the options. Click **OK** to save the search, or **Cancel** to discard the saved search.

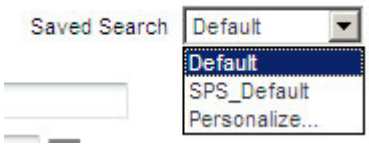
Access saved search by clicking on the Saved Search drop-down menu. Select the desired saved search by clicking on it.



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.

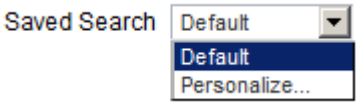


3. Click the desired search.
4. The search results will appear.

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**.

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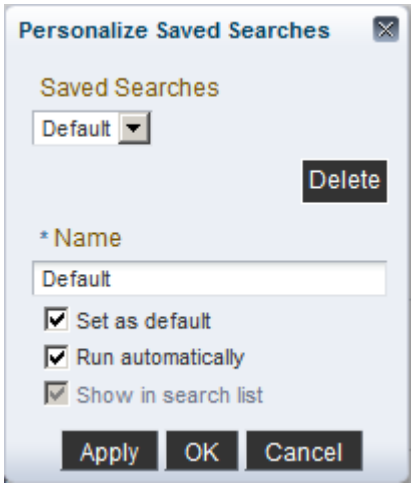
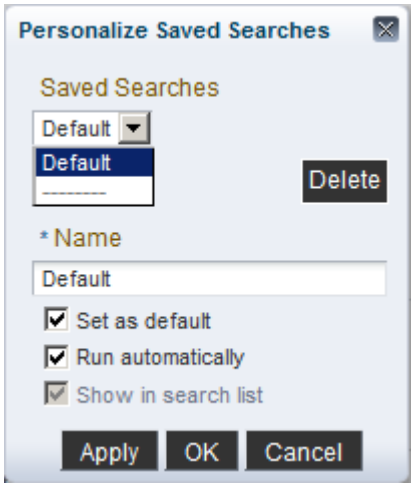
4. The Personalize Saved Search window will appear:



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.

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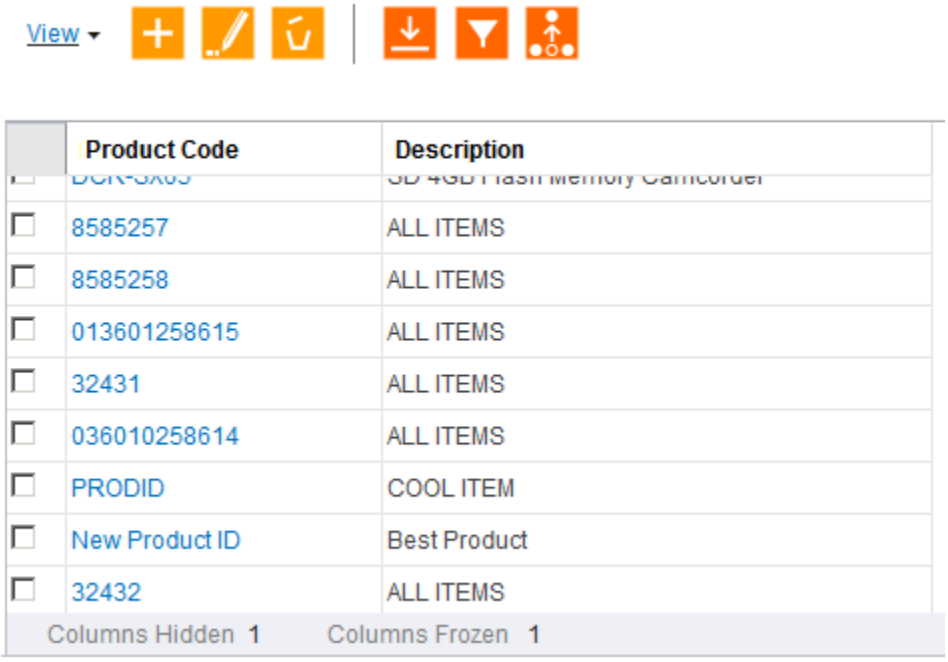
Products Search Results

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



Add a product to the catalog.

Edit a product in the catalog.

Delete a product from the catalog.

Download the product data.

Search by filtering a column.

Detach the search results to the size of the browser window.

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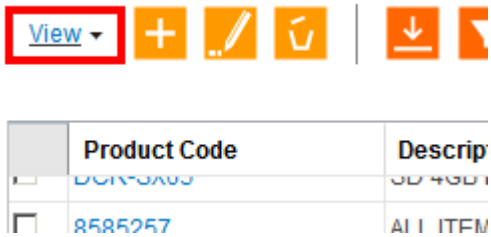
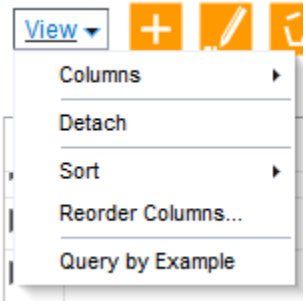
Item Search Results Viewing Options

1. Click on the view button.



2. The view options menu will appear.

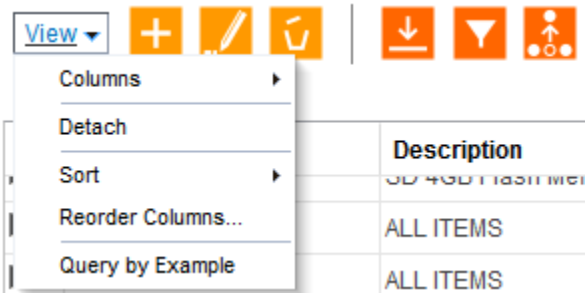


3. Options:

   - 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.



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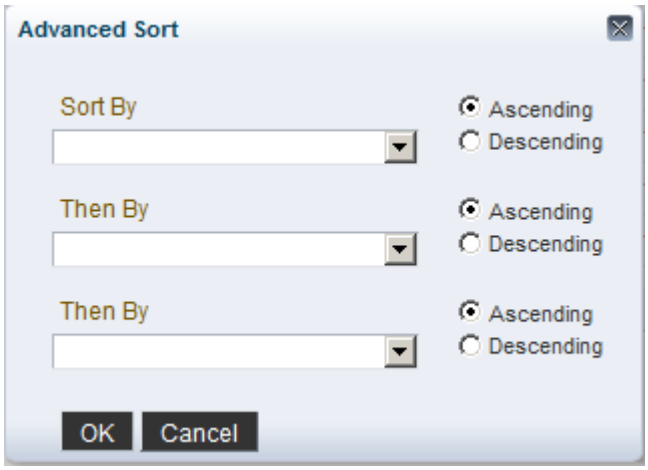
2. Select the column header you wish to change.

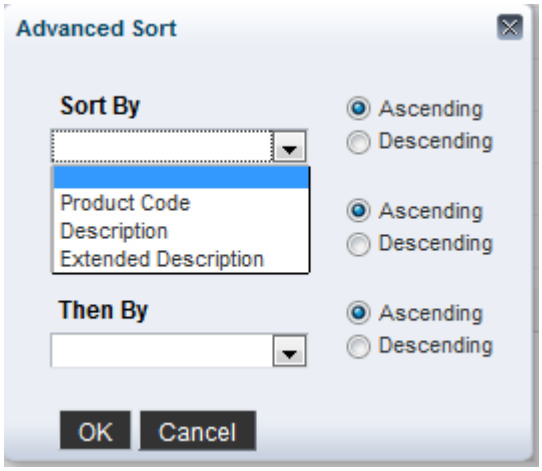
Detach - detach the results table and enlarge it to fill the browser window.

Sort - advanced sorting options.

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



2. Click the column to sort by.



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

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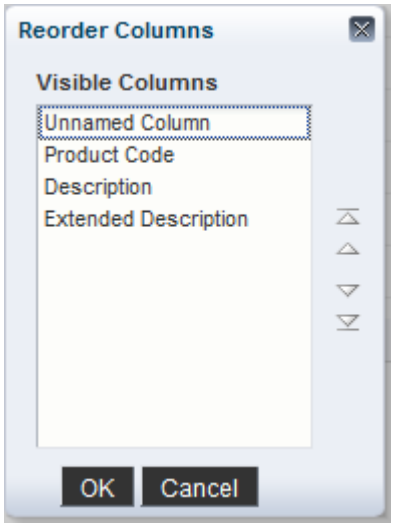
Reorder Columns □ customize the column header order.

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.

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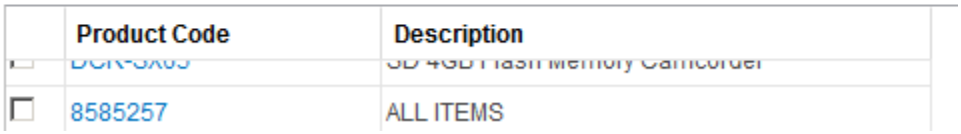
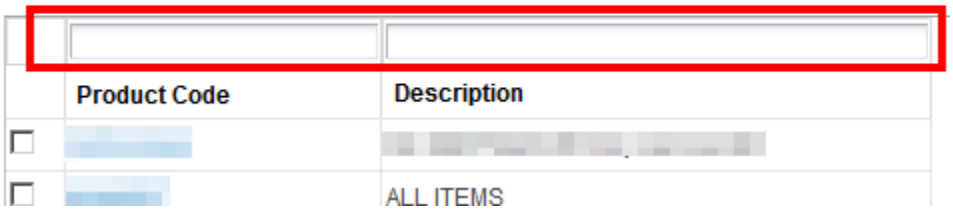
Query by Example - search for search criteria in the expected column header.

NOTE: This is the same functionality as the button.

1. Click the query button.



2. The column header query windows will appear:



3. Type in the field above the column you wish to search. The search results will filter by this field.

Add Product to a Selection Code

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

Catalog → Selection Code → Product → Item

1. Add a Selection Code to a Catalog.
2. Add a Product to a Selection Code.
3. Add an Item to a Product.

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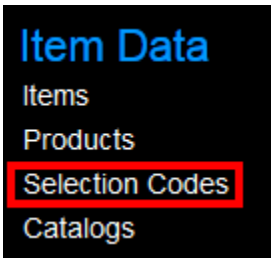
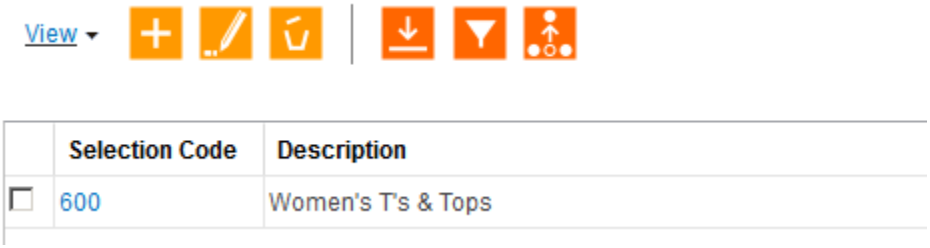
NOTE: Learn more about selection codes here.

1. Click **Selection Codes** in the **Item Data** menu.



2. Search for and find the desired selection code.
3. Click on the desired selection code.



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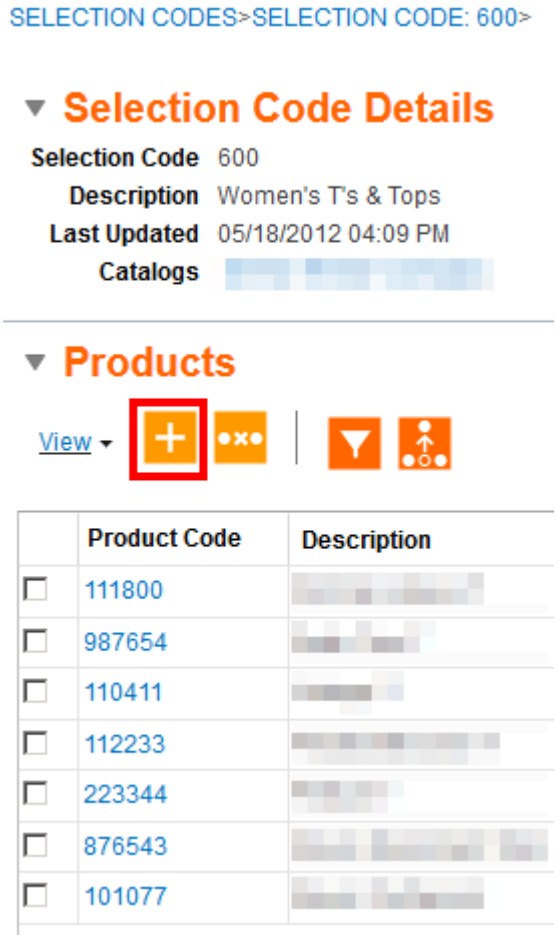
4. Click the add button.



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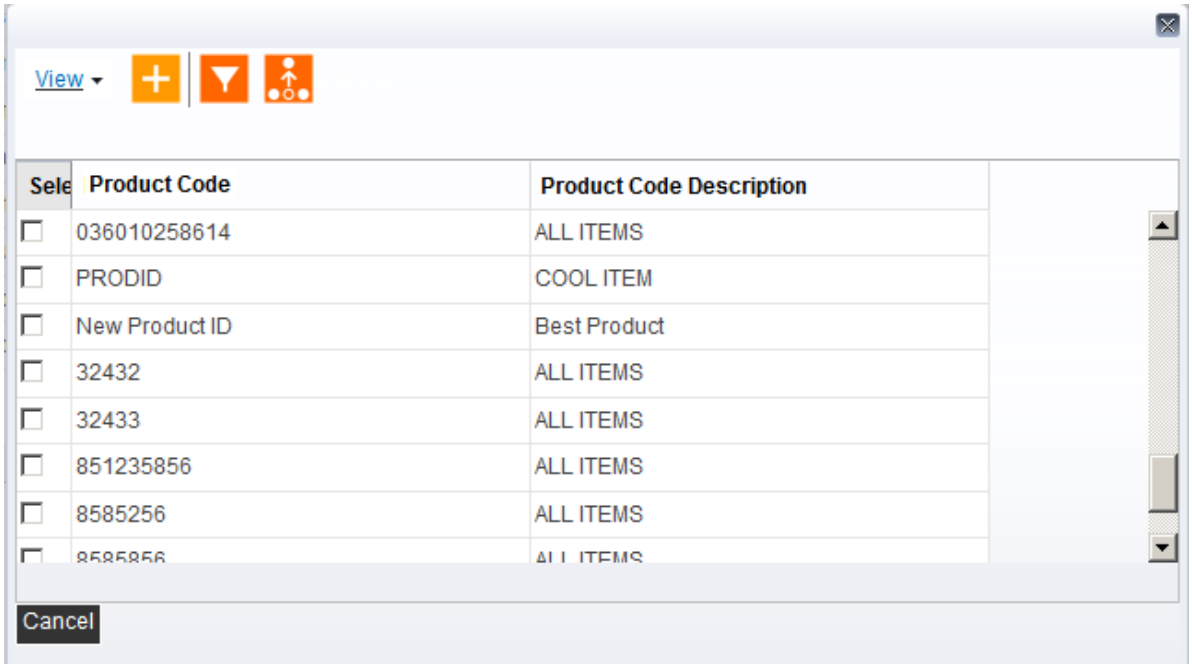
5. The product code selection window will appear.



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

7. Click the add button.

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

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Add a Product

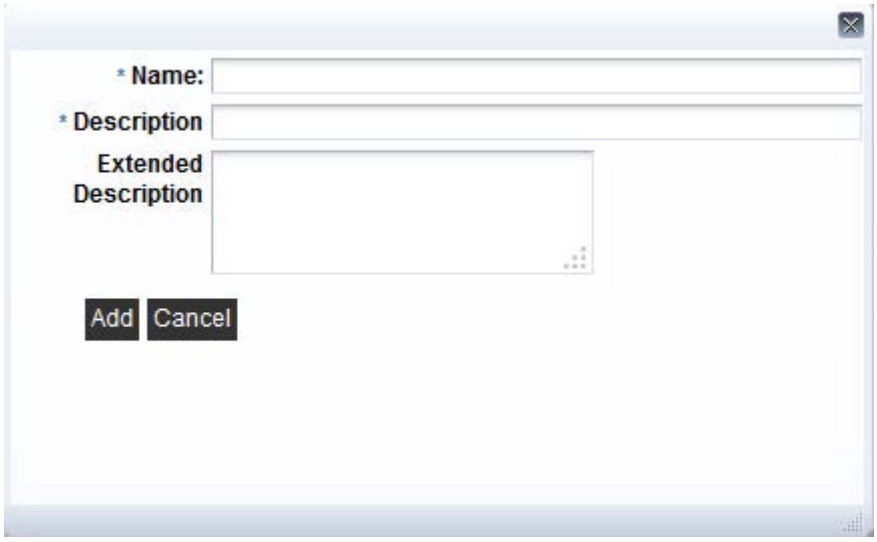
Using a product code hierarchy for each item will simplify item management.

A product code 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 Products window, click the add button.
2. The add product window will appear.



3. Complete the fields. Fields with an asterisk ***** are mandatory.
4. Click **Add,** to add the product. Click **Cancel** to cancel the addition and return to the previous screen.
5. Add the product to a selection code.

RELATED: Add a product code to a selection code.

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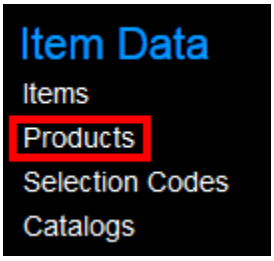
Remove a Product

1. Go to the Product window.



2. Search for desired product.

3. Select the desired Product.

	Product Code	Description
☐	8585257	ALL ITEMS
☐	8585258	ALL ITEMS
☐	013601258615	ALL ITEMS
☐	32431	ALL ITEMS
☐	036010258614	ALL ITEMS
☐	PRODID	COOL ITEM
☐	New Product ID	Best Product
☐	32432	ALL ITEMS

Columns Hidden 1 Columns Frozen 1

3. Click the delete button.

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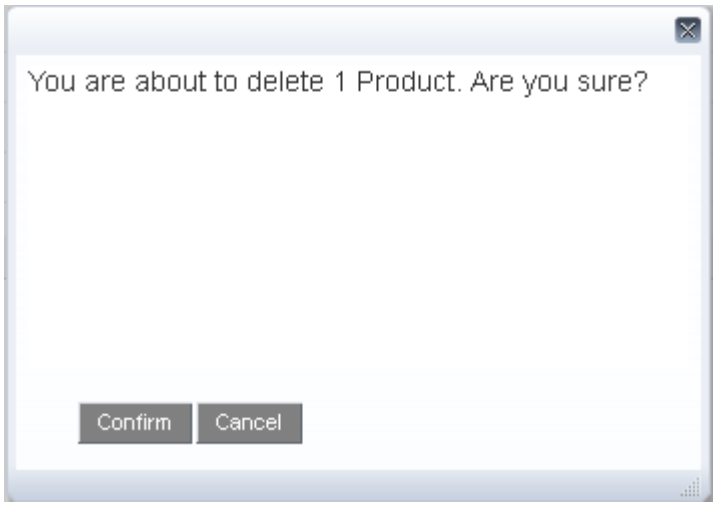
4. The confirmation window will appear.



5. Click **Confirm** to delete the Product.
6. The product is now unavailable.

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Selection Codes

Selection Codes

The Selection Codes 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.

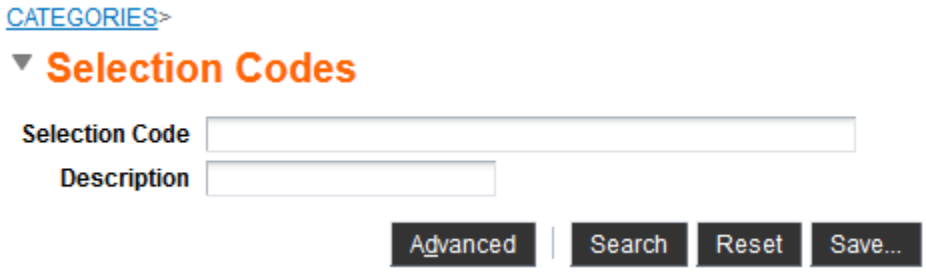
NOTE: Search results are limited to 1000 rows.

Click the gray arrow ▶ to open the search window. Click the gray, down arrow ▼ to hide the search window.

Use the 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.

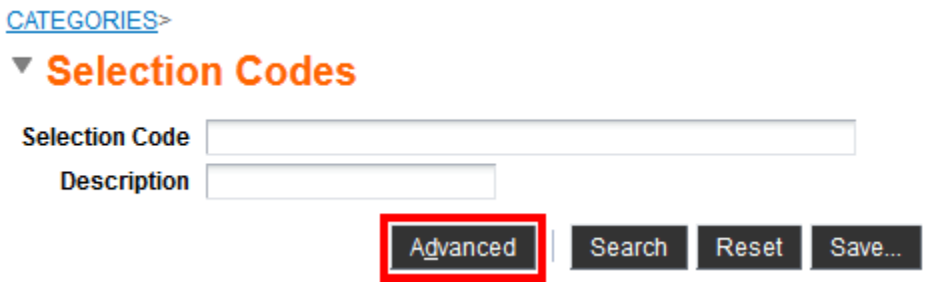
Use the search to find an item, or items, which fit the filter criteria.



You may add or edit items from this view.

Advanced Search

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



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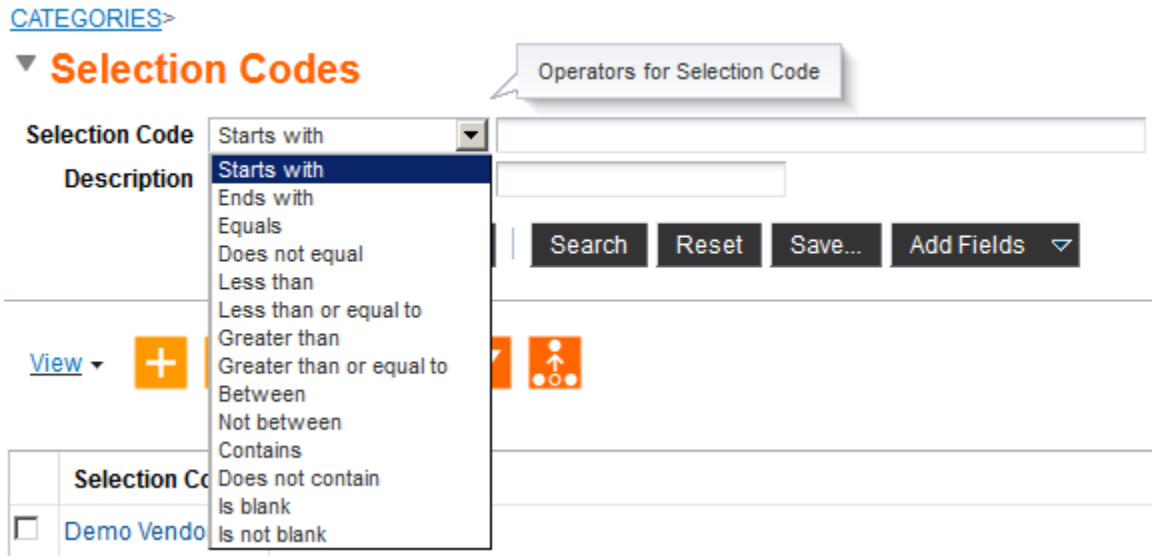
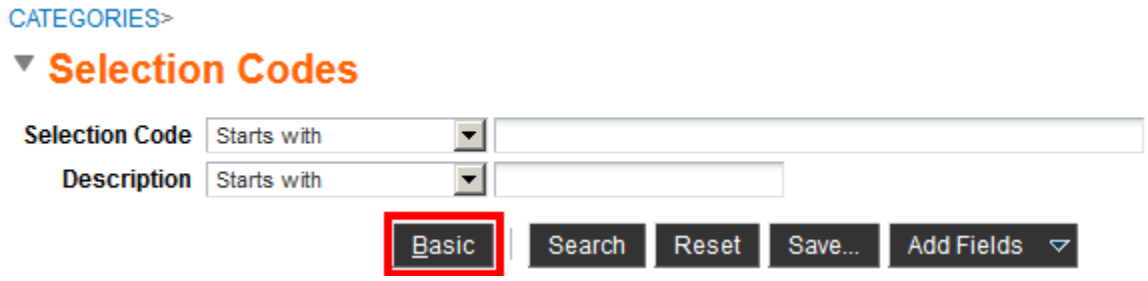
The Advanced Search options will appear:

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



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



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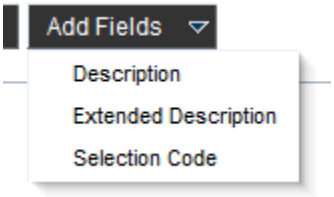
Add Fields to Advanced Search

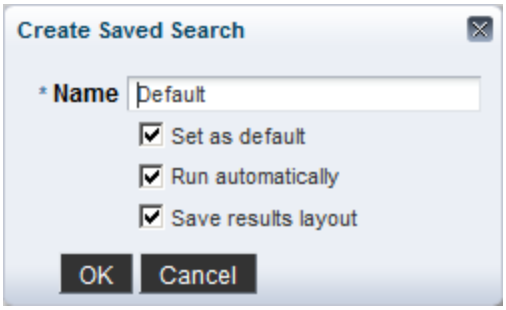
Add **Extended Description** to the search criteria if so desired.



Click the red X to remove it from the search criteria.

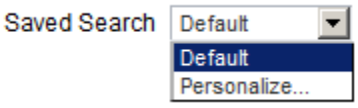
Save a Custom Search

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.



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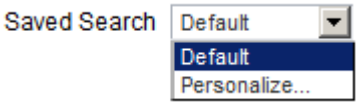
Saved Searches

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.

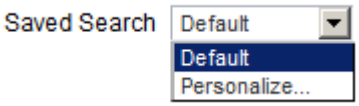


3. Click the desired search.
4. The search results will appear.

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**.

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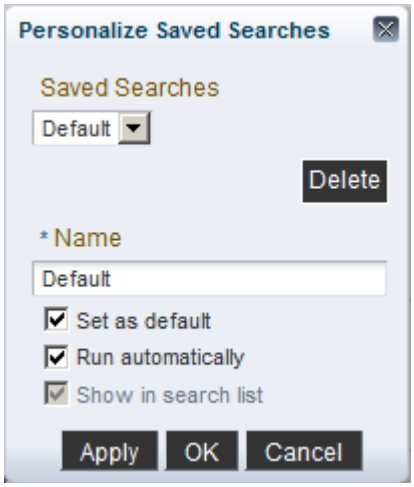
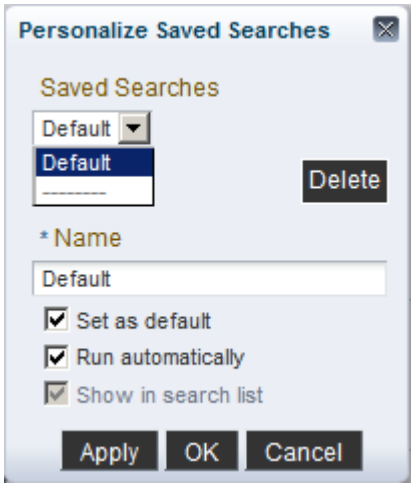
4. The Personalize Saved Search window will appear:



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.

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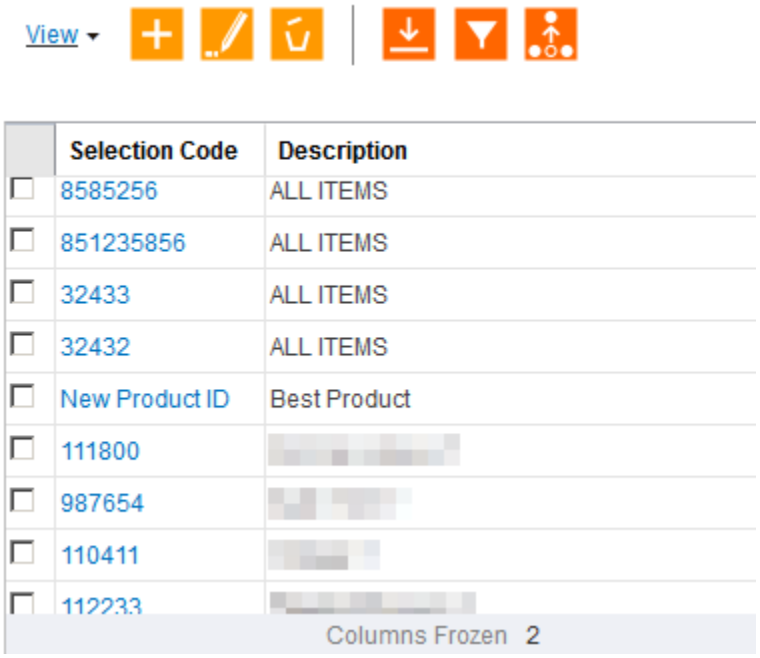
Search Results

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



Add a selection code.

Edit a selection code description.

Delete a selection code.

Download the selection code data.

Search by filtering a column.

Detach the search results to the size of the browser window.

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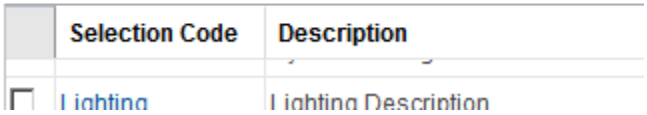
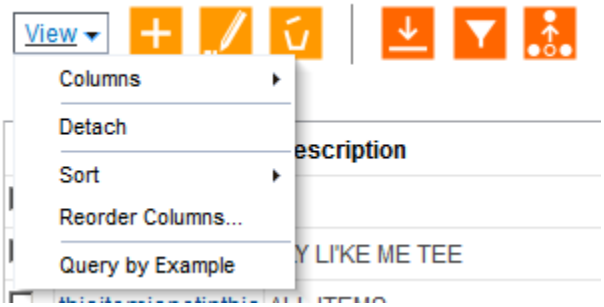
Item Search Results Viewing Options

1. Click on the view View button.



2. The view options menu will appear.

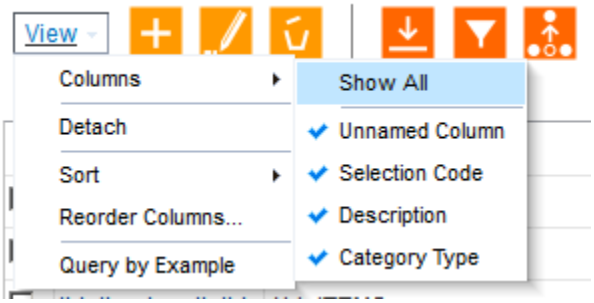


3. Options:

- 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.



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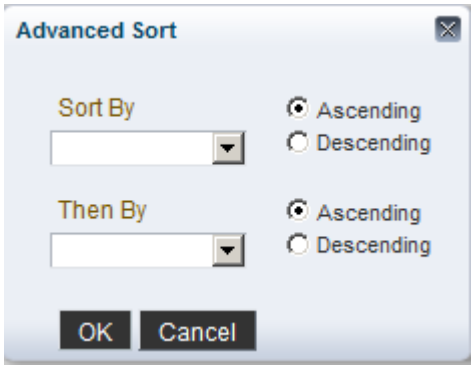
2. Select the column header you wish to change.

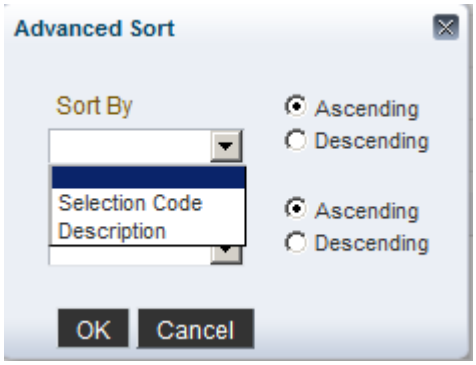
Detach -detach the results table and enlarge it to fill the browser window.

Sort - advanced sorting options.

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



2. Click the column to sort by.



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

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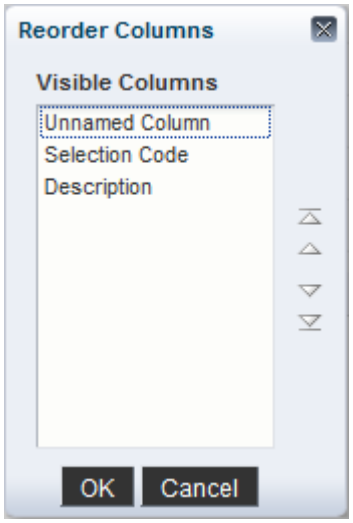
Reorder Columns - customize the column header order.

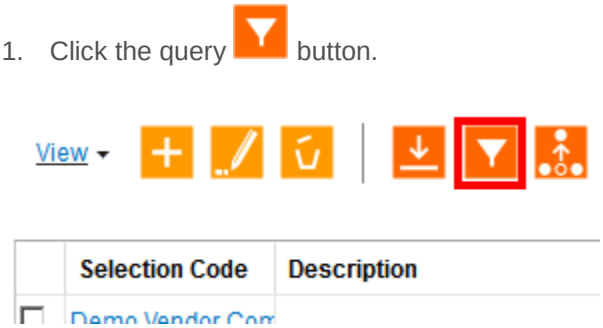
1. The viewable column list will appear.



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.

1. Click the query button.



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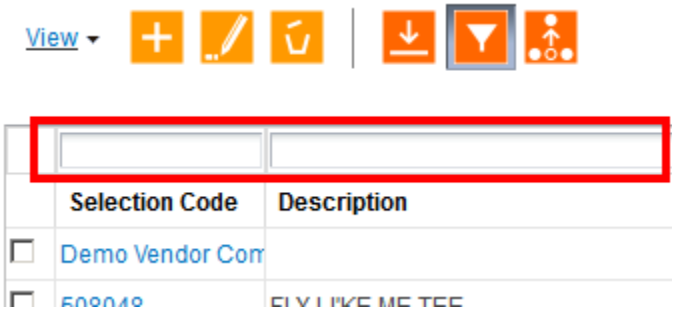
2. The column header query windows will appear:



3. Type in the field above the column you wish to search. The search results will filter by this field.

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Add a Selection Code

Add a Selection Code

Using a selection code for each item will simplify item management.

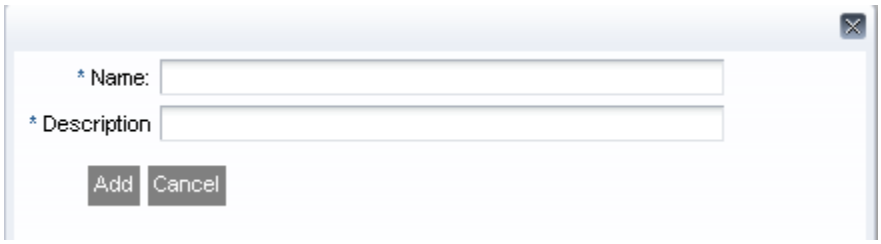
NOTE: Learn more about selection codes here.

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.

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

Catalog → Selection Code → Product → Item

1. From the Selection Codes window, click the add button.
2. The add selection code window will appear.



3. Complete the fields. Fields with an asterisk ***** are mandatory.
4. Click **Add** to add the selection code. Click **Cancel** to cancel the addition and return to the previous screen.
5. Add the selection code to the catalog to make it accessible.

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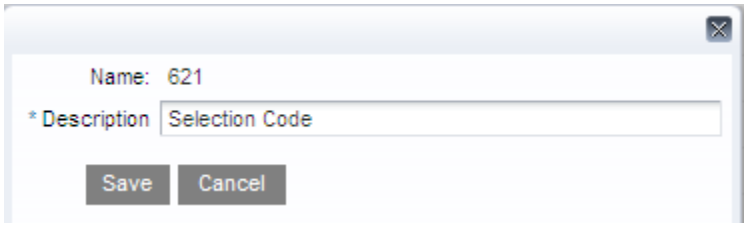
Edit a Selection Code Description

Selection code names may not be changed. They may be removed.

You may, however, change the selection code description.

1. From the Selection Codes window, click the edit button.
2. The edit selection code description window will appear.

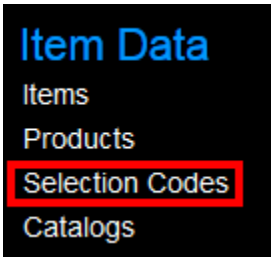


3. Change the description and click **Save** to add the selection code. Click **Cancel** to cancel the change and return to the previous screen.

RELATED: Add a product code to a selection code.

Remove Selection Code

1. Go to the Selection Code window.



2. Search for the desired selection code(s).

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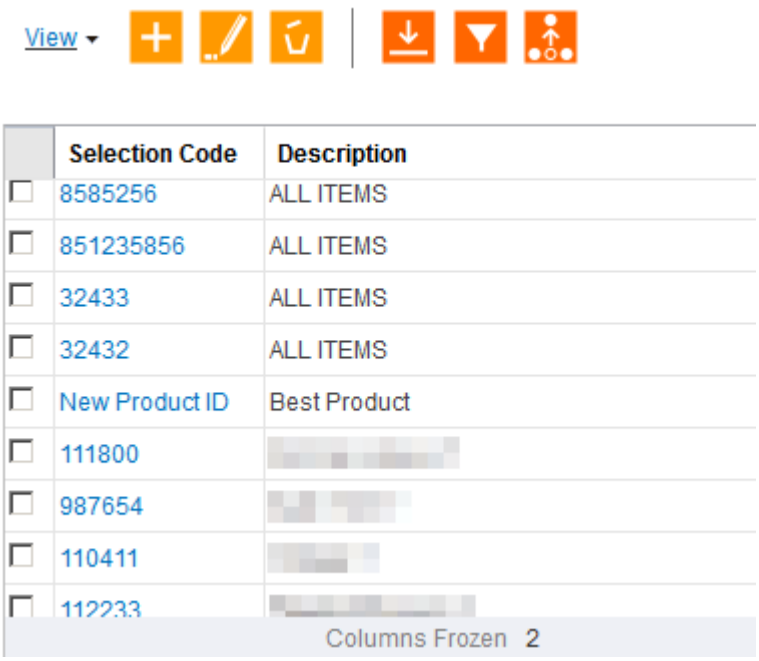
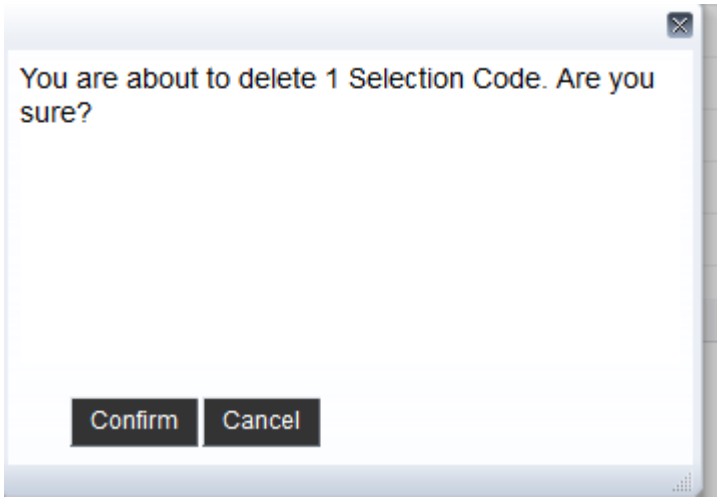
3. Select the desired selection code.



4. Click the delete button.

5. The confirmation window will appear.



6. Click Confirm to delete the selection code.

7. The selection code is now unavailable.

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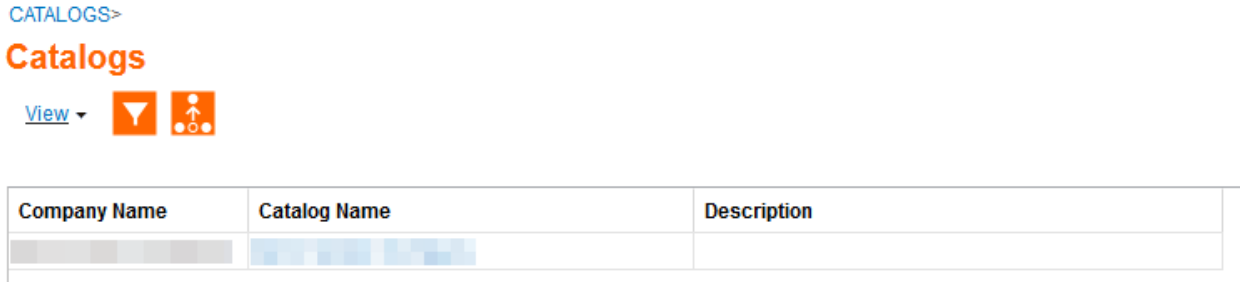
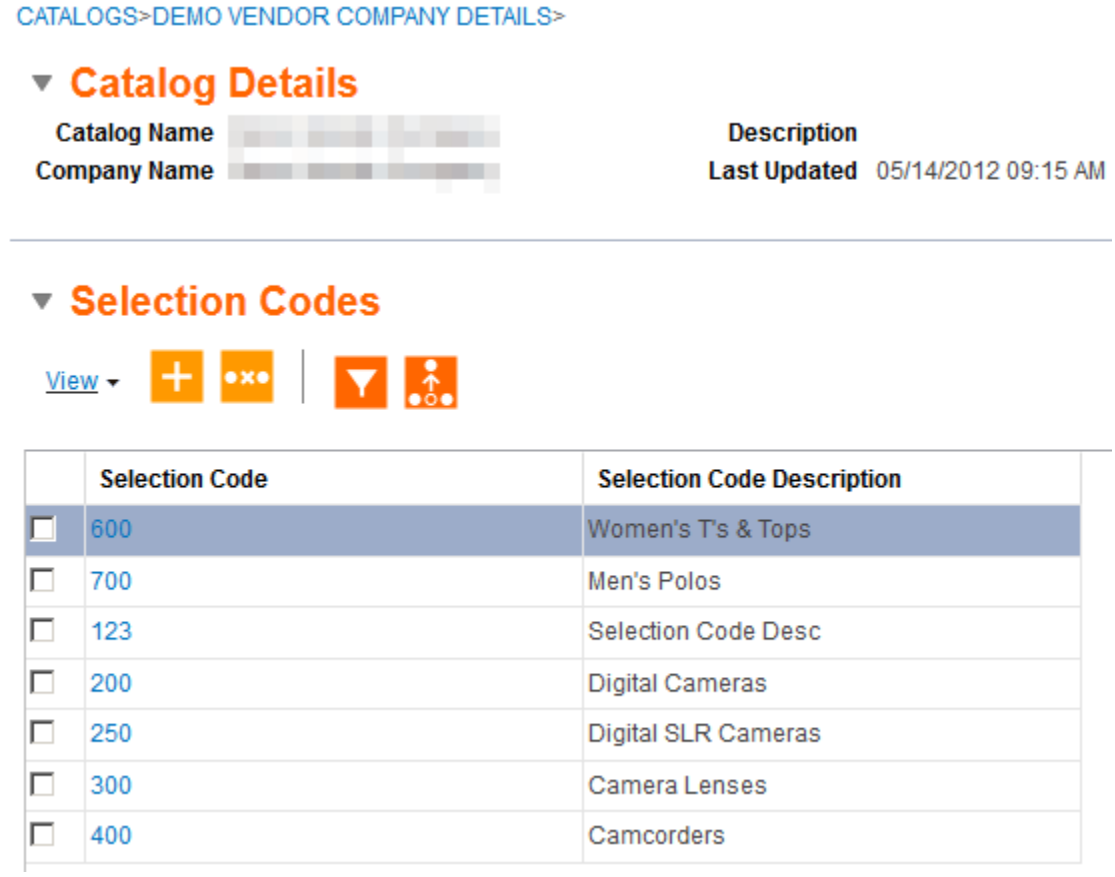
Catalogs

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



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



Use the add button to add a selection code.

Use the remove button to remove a selection code.

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Add a Selection Code to the Catalog

Only existing product codes and selection codes may be added to a catalog.

NOTE: Learn more about selection codes here.

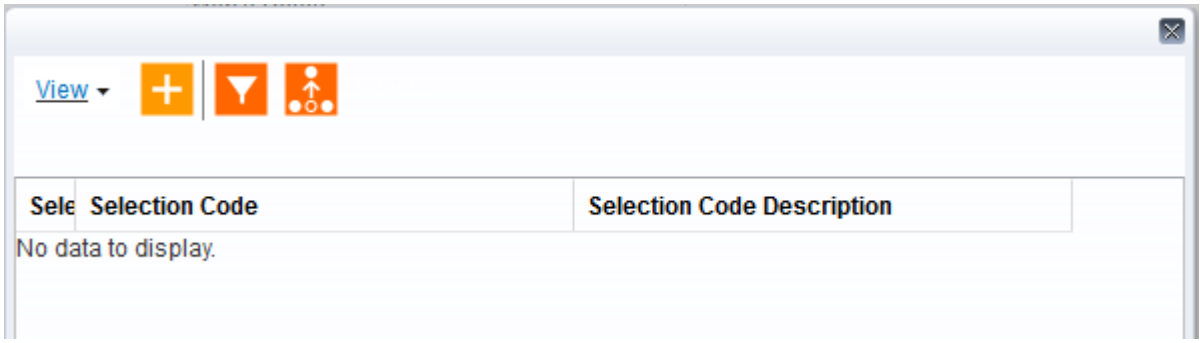
The Universal Catalog is designed with a four-level hierarchy:

Catalog → Selection Code → Product → Item

1. Add a Selection Code to a Catalog.
2. Add a Product to a Selection Code.
3. Add an Item to a Product.

Add a pre-existing product code 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.

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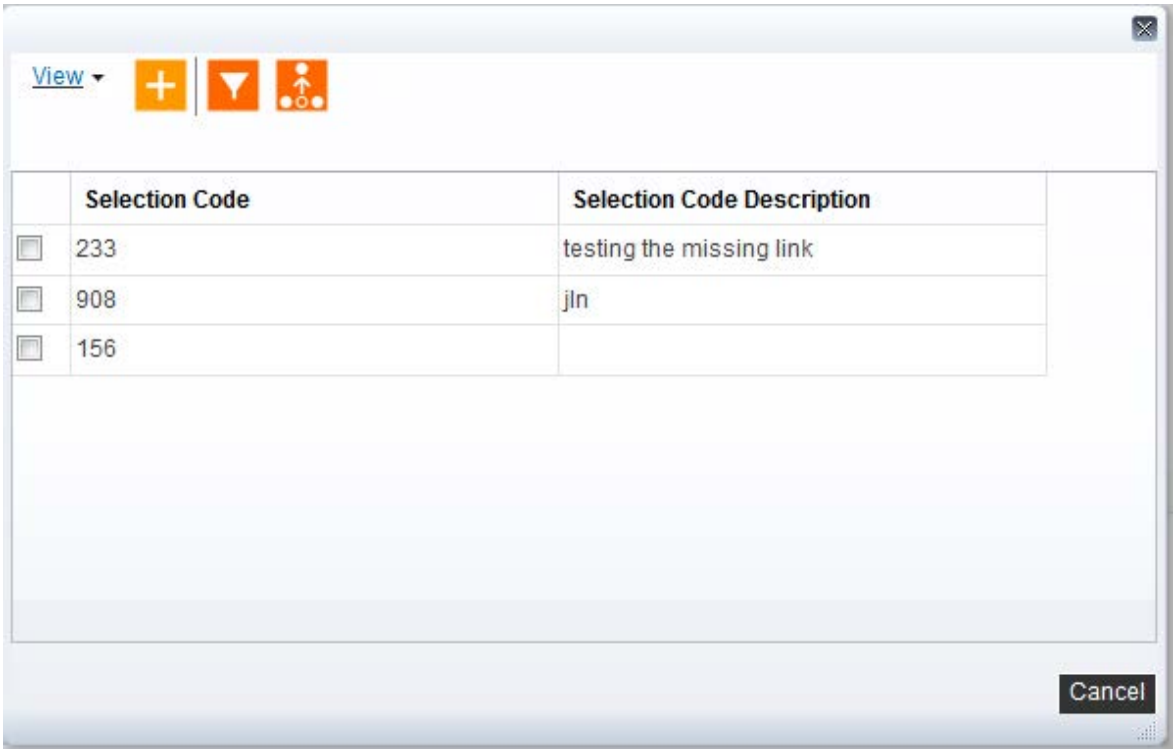
6. Check the selection code you wish to add to the catalog.



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.

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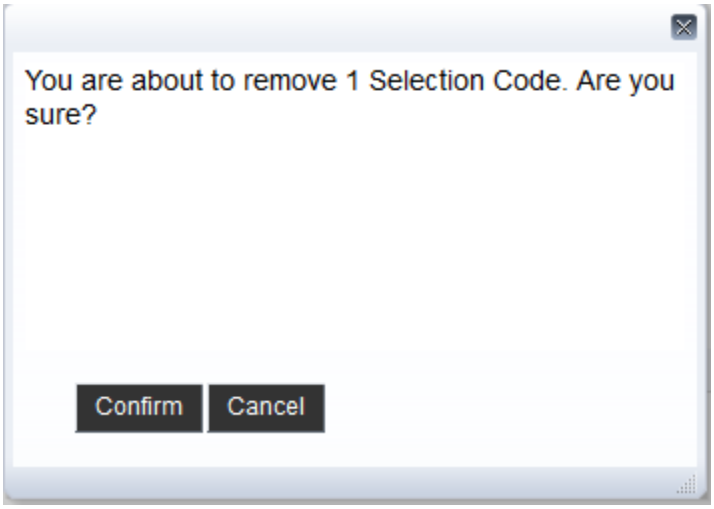
5. The confirmation window will appear.



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

- Query by Example

- Detach table

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Selection Codes

A catalog identifies three levels of product information selection code, product code, and item. A selection code identifies a general category of product and contains one or more product codes. A product code 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 codes, and items define product information:

Catalog A06 Spring 2006
Selection code 001 Me's outerwear
Product code 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 code 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 Womens outerwear
Product code 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 code 027 Amazonia rain pants
Item 0999990273010 Amazonia rain pants, green, size S
Item 0999990273011 Amazonia rain pants, green, size M

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

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