



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

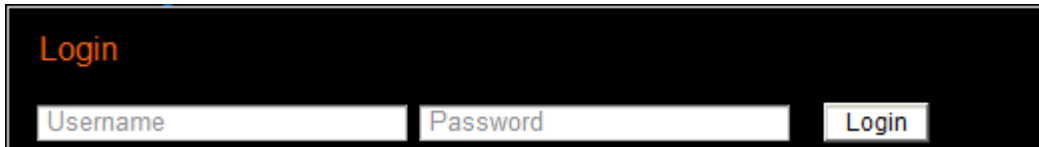
1. [Add a Selection Code to a Catalog.](#)
2. [Add a Product to a Selection Code.](#)
3. Add an Item to a Product.

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](#).

Logging In

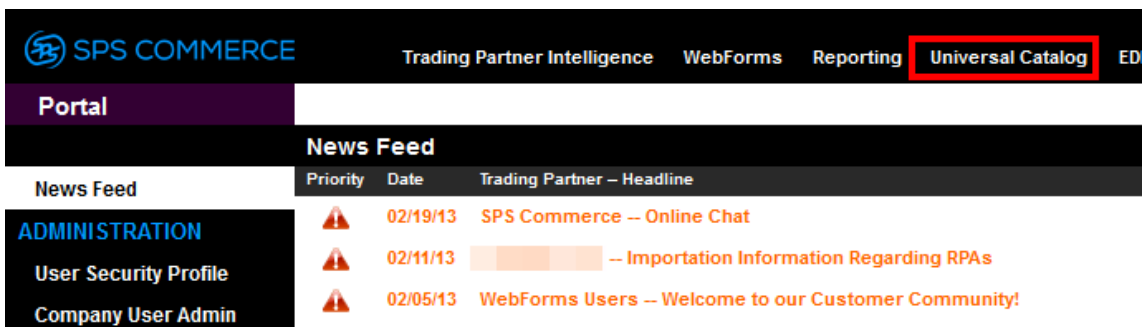
1. Open a browser and access the SPS Commerce Portal at www.spscommerce.net.
2. Type the username and password provided by SPS Commerce and click the **Login** button.






A screenshot of the login form. It has a dark background with the word "Login" in orange at the top left. Below it are two white input fields labeled "Username" and "Password", followed by a white "Login" button.

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

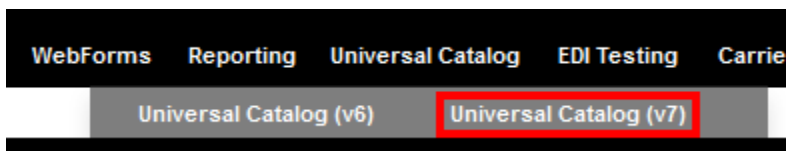
1. The Portal window displays. Hover on **Universal Catalog** on the top banner. The screen that actually appears may vary depending on the unique combination of products and services licensed.



A screenshot of the SPS Commerce Portal. The top navigation bar includes "SPS COMMERCE", "Trading Partner Intelligence", "WebForms", "Reporting", and "Universal Catalog" (which is highlighted with a red box). Below the navigation bar is a "Portal" section with a "News Feed" table. The table has columns for "Priority", "Date", and "Trading Partner – Headline". The "ADMINISTRATION" section on the left lists "User Security Profile" and "Company User Admin".

Priority	Date	Trading Partner – Headline
	02/19/13	SPS Commerce -- Online Chat
	02/11/13	-- Importation Information Regarding RPAs
	02/05/13	WebForms Users -- Welcome to our Customer Community!

2. The Universal Catalog options will appear below. Click on **Universal Catalog (v7)**.



A screenshot showing the "Universal Catalog" options. The top navigation bar includes "WebForms", "Reporting", "Universal Catalog", "EDI Testing", and "Carrier". Below it, the "Universal Catalog (v6)" and "Universal Catalog (v7)" options are shown, with "Universal Catalog (v7)" highlighted by a red box.

3. The Universal Catalog screen will open.

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.

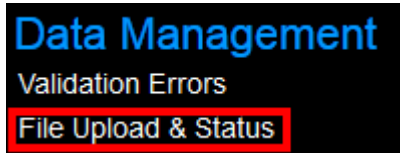
[Web Interface](#)

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.

Uploading Product Data in a Spreadsheet

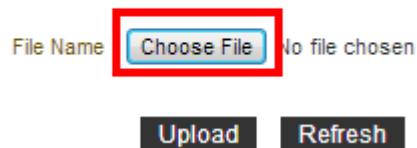
You may upload product data using an Excel spreadsheet. Please review the information about the spreadsheet upload template [here](#).

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.

▼ Upload Items



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.

▼ Spreadsheet File Status

File Name	Submitted Date	End Date	Status
Universal_Catalog_Generic_Spreadsheet_NC.xls	02/22/2013 10:58 AM		Pending

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

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.

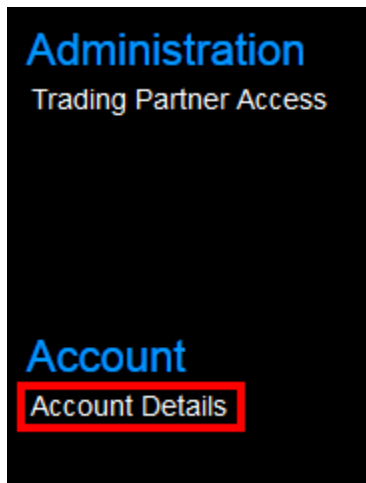
Account Details

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:


Shipping Locations

[View](#)   

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, Inc	Minneapolis	MN	55402	USA	
4000			6 Upper Pond Road	New Jersey	NJ	07054	USA	
6000			Section 1501, Build	Beijing		100022	China	
Test JLN			123	Shakopwv	mn	55379	US	

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.

[ACCOUNT DETAILS >](#)

▼ SHIPPING LOCATIONS

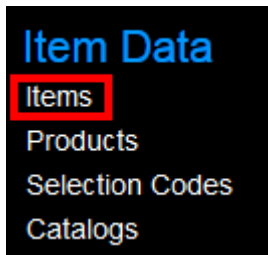
* LOCATION #	<input type="text"/>	CITY	<input type="text"/>
SHIP FROM NAME	<input type="text"/>	STATE	<input type="text"/>
ADDRESS 1	<input type="text"/>	POSTAL CODE	<input type="text"/>
ADDRESS 2	<input type="text"/>	COUNTRY	<input type="text"/>
 			

Delete a Shipping Location

Click  to the corresponding location to delete this shipping location.

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.

View ▾





	Status	UPC
<input checked="" type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	
<input type="checkbox"/>	Valid	

Columns Hidden 137 Columns I

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


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

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes


✕ ← → 📁


* UPC

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.

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

NOTE: The * denotes this field is mandatory.

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


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

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes

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GTIN <input type="text"/>	Product Size Description <input type="text"/>
UPC 01105678910	Gender <input type="text"/>
EAN <input type="text"/>	Product Material Code <input type="text"/>
ISBN <input type="text"/>	Product Material Description <input type="text"/>
Vendor Part Number <input type="text"/>	Care Instructions <input type="text"/>
Vendor Part Description <input type="text"/>	Customizable Code <input type="text"/>
Manufacturer Part Number <input type="text"/>	Customizable Description <input type="text"/>
Manufacturer Name <input type="text"/>	Warranty <input type="text"/>
Brand <input type="text"/>	Made-To-Order <input type="text"/>
Trade Name <input type="text"/>	Warranty Description <input type="text"/>
Model <input type="text"/>	Assembly Required <input type="text"/>
NRF Color Code <input type="text"/>	Available Date <input type="text"/>

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


ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail **Logistics** Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes



Inner Pack Qty	<input type="text"/>	Consumer Item Length	<input type="text"/>
Outer Pack Qty	<input type="text"/>	Consumer Item Length UOM	<input type="text"/>
Master Pack/Case Length	<input type="text"/>	Consumer Item Width	<input type="text"/>
Master Pack/Case Length UOM	<input type="text"/>	Consumer Item Width UOM	<input type="text"/>
Master Pack/Case Width	<input type="text"/>	Consumer Item Height	<input type="text"/>
Master Pack/Case Width UOM	<input type="text"/>	Consumer Item Height UOM	<input type="text"/>
Master Pack/Case Height	<input type="text"/>	Consumer Item Weight	<input type="text"/>
Master Pack/Case Height UOM	<input type="text"/>	Consumer Item Weight UOM	<input type="text"/>
Master Pack/Case Weight	<input type="text"/>	Pallet Height	<input type="text"/>
Master Pack/Case Weight UOM	<input type="text"/>	Pallet Height UOM	<input type="text"/>
Master Pack/Case Volume	<input type="text"/>	Pallet Width	<input type="text"/>
Master Pack/Case Volume UOM	<input type="text"/>	Pallet Width UOM	<input type="text"/>



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

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics **Ordering** Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes



▼ General

Reorderable <input type="checkbox"/>	Max Order Qty <input type="text"/>
Seasonal Availability <input type="checkbox"/>	Order Quantity Multiple <input type="text"/>
Drop Ship <input type="checkbox"/>	Qty on Hand (Total) <input type="text"/>
Drop Ship Description <input type="text"/>	Future Qty (Total) <input type="text"/>
Direct Ship <input type="checkbox"/>	Future Qty (Total) Date <input type="text"/>
Direct Ship Code <input type="text"/>	Order Lead Time <input type="text"/>
Return Code <input type="text"/>	Order Lead Time Code <input type="text"/>
Return Instructions <input type="text"/>	Partial Pack Allowed <input type="checkbox"/>
Carrier Routing <input type="text"/>	Partial Pack Qty <input type="text"/>
Qty Code <input type="text"/>	Partial Pack UOM <input type="text"/>
Min Order Qty <input type="text"/>	

▼ Inventory (by Location)

Location # <input type="text"/>	Qty Type <input type="text"/>
Qty <input type="text"/>	Future Qty Date <input type="text"/>



[View](#)  

Ship From City	Ship From Postal Code	Quantity	Qty Type	Future Qty Date
No data to display.				

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

▼ Inventory (by Location)

Location # <input type="text" value="1105"/>	Qty Type <input type="text" value="present"/>
Qty <input type="text" value="35"/>	Future Qty Date <input type="text"/>



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



- c. The inventory will be listed below by location.

[View](#) ▾



	Ship From City	Ship From Postal Code	Quantity	Qty Type	Future Qty Date
<input type="checkbox"/>	1105		35	present	

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

[View](#) ▾



	Ship From City	Ship From Postal Code	Quantity	Qty Type	Future Qty Date
<input type="checkbox"/>	1105		35	present	
<input type="checkbox"/>	1105		50	future	11/13/2013

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

ITEMS > ADD ITEM > ADD ITEM >


Unique Key Retail Logistics Ordering **Extended Retail** Media Price Components Apparel Book Sporting Goods Product Codes

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Item Extended Description <input type="text"/>	Water Resistant Description <input type="text"/>
Short Marketing Message <input type="text"/>	Energy Star Compliant <input type="text"/>
Long Marketing Message <input type="text"/>	Amps <input type="text"/>
Features/Benefits <input type="text"/>	Voltage <input type="text"/>
Keywords <input type="text"/>	Wattage <input type="text"/>
Consumer Description <input type="text"/>	Socket Qty <input type="text"/>
Team <input type="text"/>	Material Safety Sheet Required <input type="text"/>
Condition <input type="text"/>	
Aerosol <input type="text"/>	
Water Resistant <input type="text"/>	

▼ **Bulbs**

* Bulb Shape <input type="text"/>	Bulb Qty <input type="text"/>
Bulb Base Type <input type="text"/>	Maximum Wattage <input type="text"/>




[View](#) 📄 🔄

Bulb Shape	Bulb Base Type	Quantity	Maximum Wattage
No data to display.			

- 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.

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.

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail **Media** Price Components Apparel Book Sporting Goods Product Codes

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▼ **Media**

* Media Name	<input type="text"/>	Media Orientation	<input type="text"/>
Media File Name	<input type="text"/>	Media Pixel Density	<input type="text"/>
Media Description	<input type="text"/>	Media Purpose	<input type="text"/>
Media URL	<input type="text"/>	Thumbnail Image	<input type="text"/>
Media File Size	<input type="text"/>	Media Image Height	<input type="text"/>
Media Format	<input type="text"/>	Media Image Width	<input type="text"/>
Compression Quality	<input type="text"/>		

+

View ▾ 📁 📁

Media Name	Media File Name	Media URL	Media Description	Media File Size	Media Format	Compression Quality	Media
No data to display.							


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

View ▾ 📁 📁

Media Name	Media File Name	Media URL	Description	File Size	Format	Compression Quality	Orientation	Pixel Density	Purpose	Thumbnail Flag	Height
Gas Trimmer Portr	mrs522.jpg	http://trimmersrus.i	mrs-522	550000	.jpg	high	portrait	300	marketing	Y	1000





- b. Click the next arrow  to continue



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](#).


ITEMS > ADD ITEM > ADD ITEM >



Unique Key Retail Logistics Ordering Extended Retail Media **Price** Components Apparel Book Sporting Goods Product Codes

Qualifier Amount Currency

Effective Date Expiration Date



[View](#)  

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

Price


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

- Select the qualifier in the drop-down menu.

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

Qualifier

Effective Date




- DIP
- DRP
- IMP
- LPR
- MSR
- RTL
- UCP
- UMA
- UMR
- WHL

- Type the amount in the amount field.

Amount


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




Currency 


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

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

Effective Date  **Expiration Date** 





- 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](#).


ITEMS > ADD ITEM > ADD ITEM >



Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes

Component ID 

Quantity




[View](#)  

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



Add Item(s) to a Component

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

Component ID 

Quantity



- b. The Search window will appear.

Search and Result Dialog

▼ Search Advanced

EAN

GTIN

ISBN

UPC

Product Color Description

NRF Size Code

Product Size Description




Search Reset

GTIN	EAN	ISBN
00833361999993		
00833361999986		
00833361999979		
00833361999962		
00833361009012		
00833361009029		
00833361009036		
00833361009043		
00833361009050		
00833361009067		

OK Cancel

- 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.





Quantity

- 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.

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes









Collar Type	<input type="text"/>	Hanger Type	<input type="text"/>
Sleeve Length	<input type="text"/>	Heel Height	<input type="text"/>
Pant/Inseam Length	<input type="text"/>		
Pant/Inseam Length UOM	<input type="text"/>		
Waist Size	<input type="text"/>		
Waist Size UOM	<input type="text"/>		
Dress/Skirt Length	<input type="text"/>		
Dress/Skirt Length UOM	<input type="text"/>		

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

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes










Author	<input type="text"/>
Edition	<input type="text"/>
Page Count	<input type="text"/>
Publisher	<input type="text"/>
Subject	<input type="text"/>
Title	<input type="text"/>
Subtitle	<input type="text"/>
Series Title	<input type="text"/>

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

ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes

Hand Flex

Grip Type Flex Number

▼ **Golf**

Club Length Head Volume

Club Length UOM Swing Weight

Adjustable Loft Adjustable Weights

Loft Degree Adjustable Hosel

Adjustable Lie Shaft Weight





Lie Degree Kick Point

Face Angle Torque


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



ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes

Product Code



[View](#)  

Category ID	Category Name	Description
No data to display.		



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.



ITEMS > ADD ITEM > ADD ITEM >

Unique Key Retail Logistics Ordering Extended Retail Media Price Components Apparel Book Sporting Goods Product Codes

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Product Code




+

View  

Category ID	Category Name	Description
No data to display.		

- 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.](#)

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.



ITEMS >

Item Search

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.

Item Search

UPC	<input type="text"/>	Created Date	<input type="text"/>	
Vendor Part Number	<input type="text"/>	Last Updated Date	<input type="text"/>	
Vendor Part Description	<input type="text"/>	Product Code	<input type="text"/>	

|

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:

ITEMS >

Item Search

		Saved Search		Default ▼
UPC	Starts with ▼	<input type="text"/>	Created Date	Equals ▼
Vendor Part Number	Starts with ▼	<input type="text"/>	Last Updated Date	Equals ▼
Vendor Part Description	Starts with ▼	<input type="text"/>	Product Code	Starts with ▼

|

 ▼

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

ITEMS >

▼ **Item Search**

Item Search

UPC

Starts with

Starts with

Ends with

Equals

Does not equal

Less than

Less than or equal to

Greater than

Greater than or equal to

Between

Not between

Contains

Does not contain

Is blank

Is not blank

Operators for UPC

View

+

Vendor Part Number

Vendor Part Description

rch

Reset

Save

Created Date

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

ITEMS >

▼ Item Search

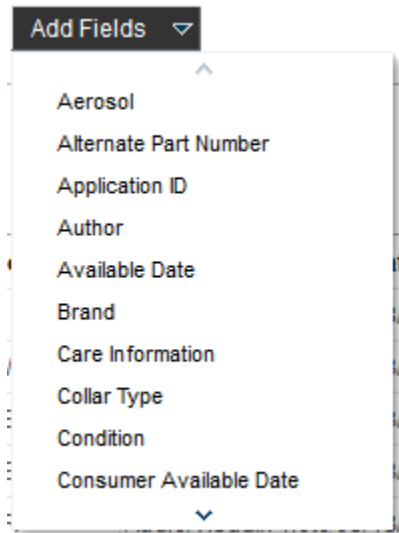
UPC	Starts with		Created Date
Vendor Part Number	Starts with		Last Updated Date
Vendor Part Description	Starts with		Product Category

Basic
Search
Reset
Save...
Add Fields

Add Fields to Advanced Search

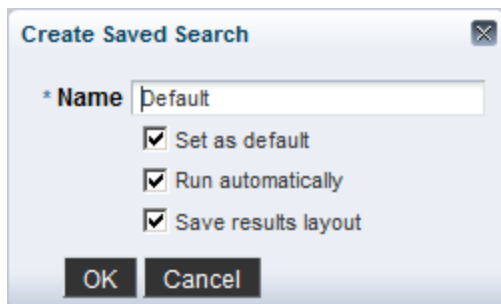
Click **Add Fields** to add new fields to the **Advanced Search** criteria.

Select the desired field to add the column:



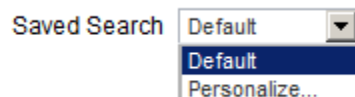
Save a Custom Search

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



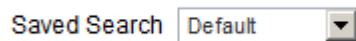
Type the name of the search and set the options. Click **OK** to save the search, or **Cancel** to discard the saved search.

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

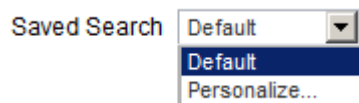


Saved Searches

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



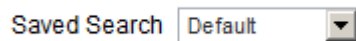
2. The saved search menu will appear.



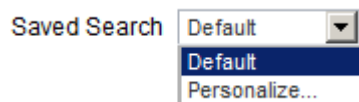
3. Click the desired search.
4. The search results will appear.

Personalize a Saved Search

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

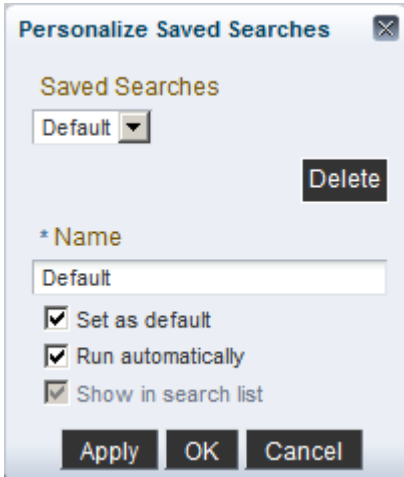


2. The saved search menu will appear.



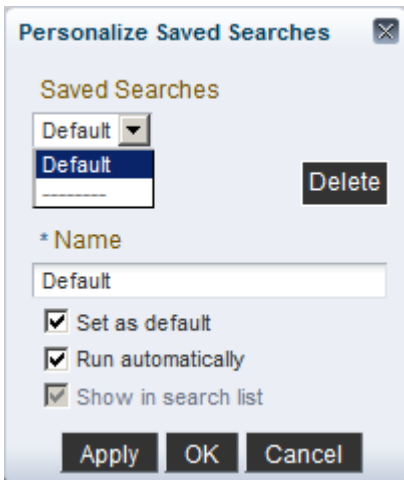
3. Click **Personalize**.

4. The Personalize Saved Search window will appear:



The dialog box titled "Personalize Saved Searches" contains a "Saved Searches" section with a "Default" dropdown menu and a "Delete" button. Below this is a "* Name" section with a text field containing "Default". There are three checkboxes: "Set as default" (checked), "Run automatically" (checked), and "Show in search list" (checked). At the bottom are "Apply", "OK", and "Cancel" buttons.

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



The dialog box is the same as in step 4, but the "Default" dropdown menu is open, showing a list with "Default" selected. The "Delete" button is still visible to the right of the dropdown.

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.

View ▾    |   

	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Updated Date
<input type="checkbox"/>	Valid				Clothing	05/18/2012	10/23/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	10/23/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	10/23/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	10/23/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	10/23/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	07/05/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	07/05/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	07/05/2012
<input type="checkbox"/>	Valid				Audio/Visual/Photo	05/13/2012	07/05/2012
Columns Hidden 77 Columns Frozen 1							



[Add an item to the catalog.](#)



[Edit an item in the catalog.](#)



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



[Download the item data.](#)



[Search by filtering a column.](#)



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

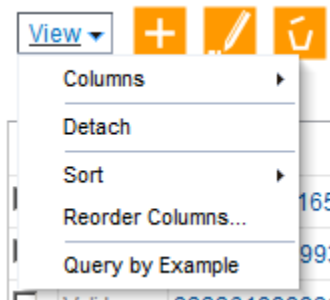
Item Search Results Viewing Options

1. Click on the view [View](#) ▾ button.



	Status	UPC	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Updated Date
<input type="checkbox"/>	Valid				Clothing	05/18/2012	10/23/2012

2. The view options menu will appear.

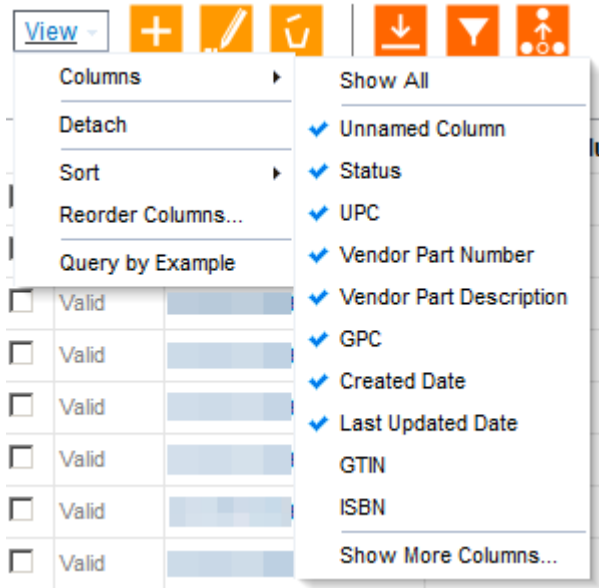


3. Options:

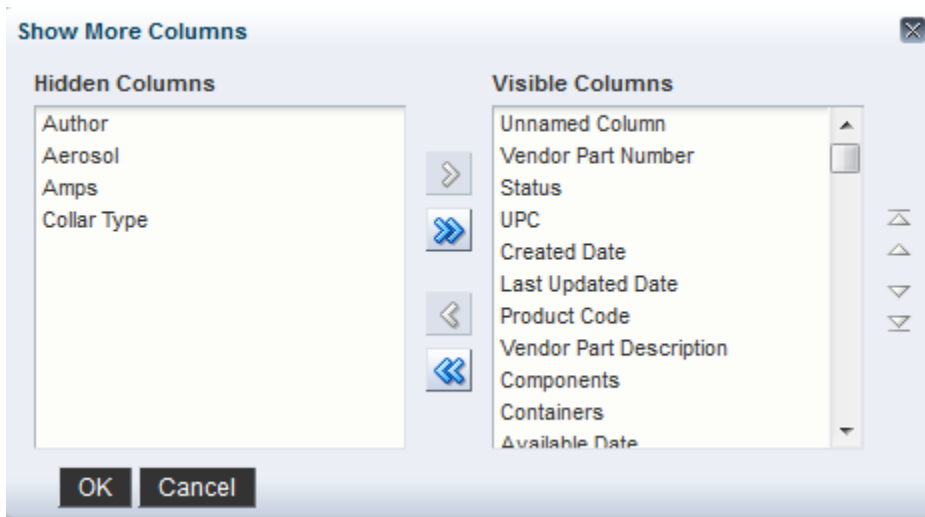
- [Columns](#)
- [Detach](#)
- [Sort](#)
- [Reorder Columns](#)
- [Query by Example](#)

Columns - hide or show additional columns.

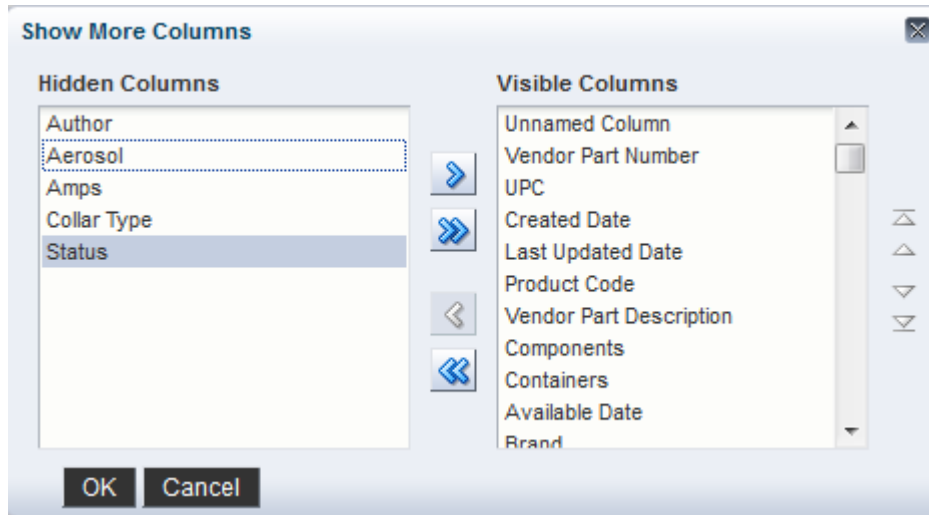
1. Click a column header for it to appear in the Item Search results window.





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



3. Select the column header you wish to change.



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

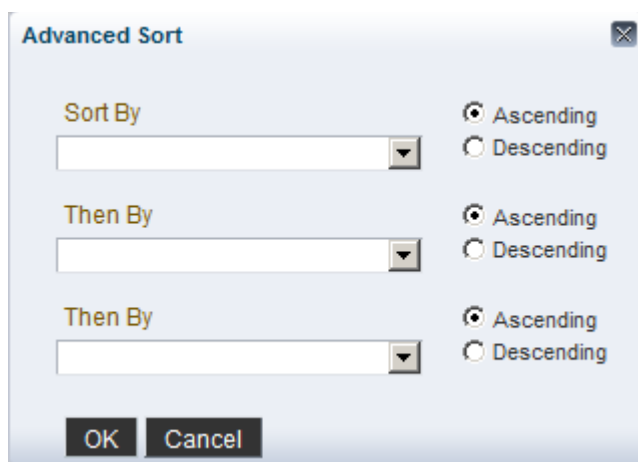
NOTE: The available arrow will depend on if the column is hidden or already displayed.

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

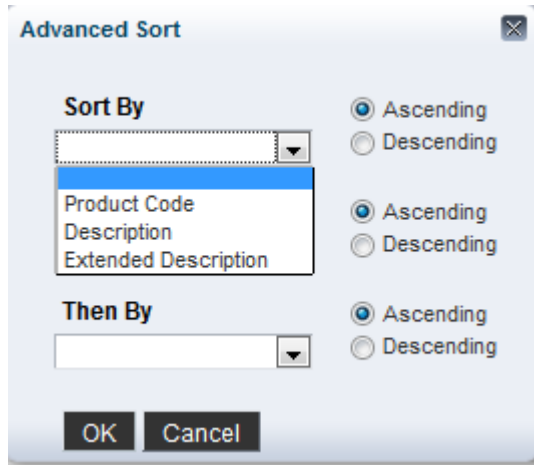
Detach - [detach the results table and enlarge it to fill the browser window.](#)

Sort - advanced sorting options.

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



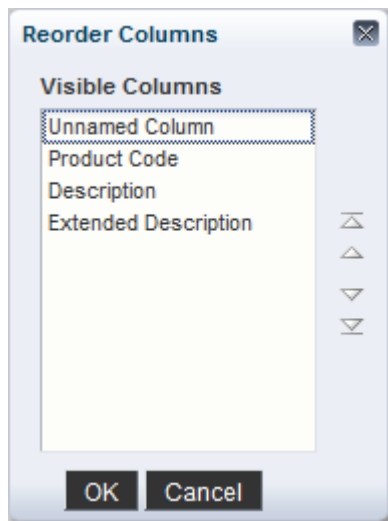
- Click the column to sort by.







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

Reorder Columns □ customize the column header order.


- The viewable column list will appear.









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

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

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

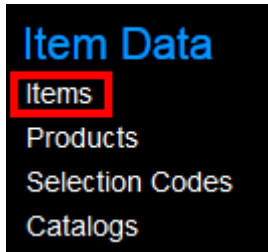
- Click the query  button.
- The column header query windows will appear:

[View](#)    |   

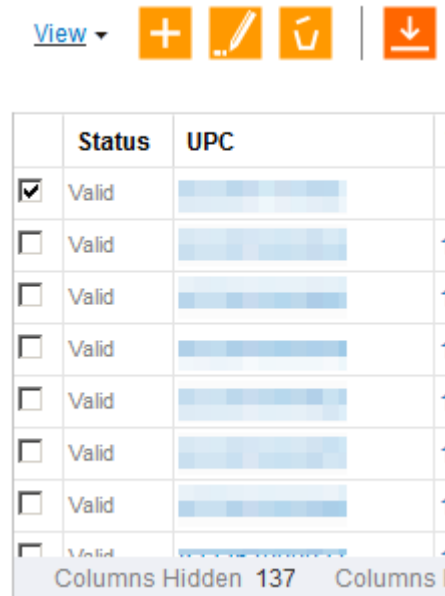
	Vendor Part Number	Status	UPC	Created Date	Last Updated Date	Product Code	Vendor
<input type="checkbox"/>	AT332	Invalid	200200200204	09/25/2013	11/05/2013	Toys	New c
<input type="checkbox"/>	HZ_103	Valid	123412341230	09/26/2013	10/07/2013		Engine

Delete Items Using Web Interface

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

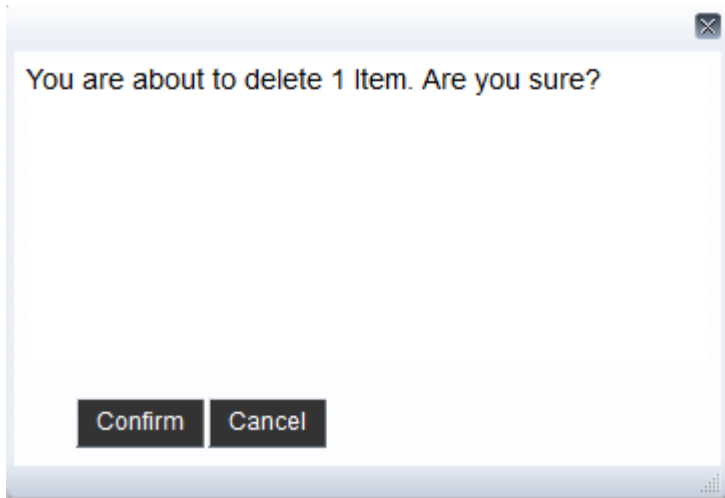


2. Check the item(s) you wish to delete.




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

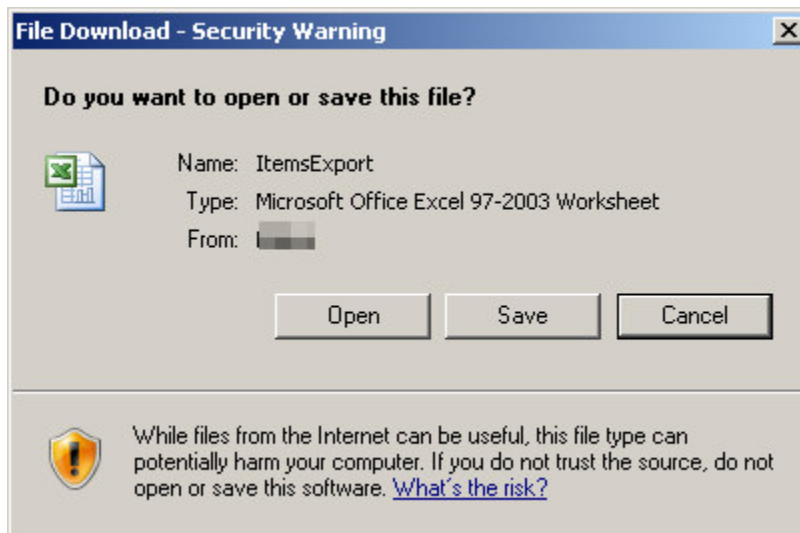
4. The Delete confirmation window will appear.



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.

Query by Example

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

Click the query  button.

[View](#)    |   

	Vendor Part Number	Status	UPC	Created Date	Last Updated Date	Product Code	Vend
<input type="checkbox"/>	AT332	Invalid	200200200204	09/25/2013	11/05/2013	Toys	New
<input type="checkbox"/>	HZ_103	Valid	123412341230	09/26/2013	10/07/2013		Engir

The column header query windows will appear:

[View](#)    |   

	Vendor Part Number	Status	UPC	Created Date	Last Updated Date	Product Code	Vend
<input type="checkbox"/>	AT332	Invalid	200200200204	09/25/2013	11/05/2013	Toys	New c
<input type="checkbox"/>	HZ_103	Valid	123412341230	09/26/2013	10/07/2013		Engir

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.



	Product Code	Description
<input type="checkbox"/>	Prod	description
<input type="checkbox"/>	FJ08-138	Silver
<input type="checkbox"/>	FJ08-139	Black
<input type="checkbox"/>	FJ08-140	Red
<input type="checkbox"/>	FJ08-141	Royal Blue
<input type="checkbox"/>	FJ08-142	Orange
<input type="checkbox"/>	FJ08-143	Teal
<input type="checkbox"/>	FJ08-144	Dark Pink
<input type="checkbox"/>	FJ08-145	Dark Pink

Columns Frozen 1

NOTE: You cannot upload media for a selection code.


4. The Product Code Details screen will appear.

PRODUCTS > PRODUCT: FJ08-138 >

Product Code Details

Product Code FJ08-138
 Description Silver
 Extended Description
 Last Updated 09/30/2013 08:58 AM
 Selection Codes 100, 900,

Digital Assets

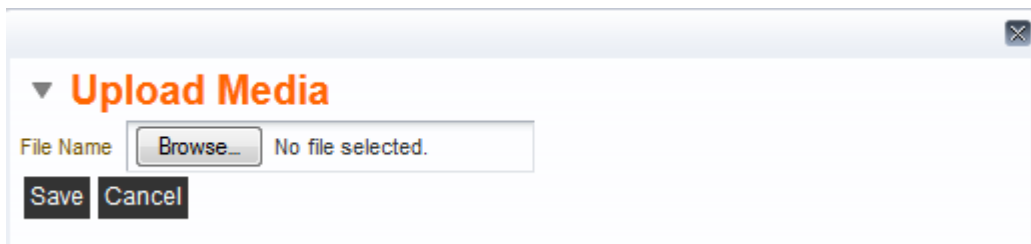
 Upload Media

Items

View    

UPC	Application ID	Vendor Part Number	Vendor Part Description	GPC	Created Date	Last Updated Date	Compon
No data to display.							

5. Click on **Upload Media**.
6. The **Upload Media** window will appear.



Upload Media

File Name No file selected.

Save **Cancel**

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

Item Data

Item data may be viewed by [item](#), [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:

[VALIDATION ERRORS>](#)

▼ Search

UPC

Advanced

Search

Reset

Save...

Advanced Search:

[VALIDATION ERRORS>](#)

▼ Search

UPC

Basic

Search

Reset

Save...

Add Fields



Add Fields to Advanced Search:

Add Fields



EAN

GTIN


ISBN

UPC

Vendor Part Number


View Validation Errors and Edit Items

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


[View](#) 

	EAN	GTIN	UPC	ISBN	Vendor Part Num	Attribute	Error	Trading Partner Company
▶	9876543210982	879879879879	65465422	23165	VP04262012			
▶		1234567890127	884655108126		240E3RSBLSP			
▶		9846564879879	756460550004		300BHV152			
▶		9846564879879	884655059152		300BHV465			
▶		9846564879879	884655163064		E3RF15B-HZ			
▶		9846564879879	884655147255		E3RF15F-LS			
▶		9846564879879	884655116640		E3RF25F-OS			
▶		9846564879879	884655089579		E3RF25F-OW			
▶		9846564879879	884655112123		E3RFB-HACR			
▶		9846564879879	884655112130		E3RFB-HDCM			


2. The error details will appear

[View](#) 







	EAN	GTIN	UPC	ISBN	Vendor Part Num	Attribute	Error	Trading Partner Company
▼	9876543210982	879879879879	65465422	23165	VP04262012			
						upc	Invalid UPC-8 check digit	
						isbn	Must be one of the following	
						gtin	Invalid GTIN-12 check digit	
						upc	Invalid UPC-8 check digit	
						isbn	Must be one of the following	
						gtin	Invalid GTIN-12 check digit	
						upc	Invalid UPC-8 check digit	
						isbn	Must be one of the following	
						gtin	Invalid GTIN-12 check digit	
						sellingpackvolume	CONSUMER PACKAGING	

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

Detach Table

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

Detached Table

View      

Selection Code	Description	Category Type
<input type="checkbox"/> Demo Vendor Cont		catalog
<input type="checkbox"/> 508048	FLY LIKE ME TEE	Product ID
<input type="checkbox"/> this item is not in this	ALL ITEMS	Product ID
<input type="checkbox"/> 036010258616	ALL ITEMS	Product ID
<input type="checkbox"/> 8234567890	ALL ITEMS	Product ID
<input type="checkbox"/> DSC-W610	Cyber-shot Digital Camera W610	Product ID
<input type="checkbox"/> DSC-TX66	Cyber-shot Digital Camera TX66	Product ID
<input type="checkbox"/> Lighting	Lighting Description	Product ID
<input type="checkbox"/> 013601258617	ALL ITEMS	Product ID
<input type="checkbox"/> 8585856	ALL ITEMS	Product ID
<input type="checkbox"/> 8585256	ALL ITEMS	Product ID
<input type="checkbox"/> 851235856	ALL ITEMS	Product ID
<input type="checkbox"/> 32433	ALL ITEMS	Product ID
<input type="checkbox"/> 32432	ALL ITEMS	Product ID
<input type="checkbox"/> New Product ID	Best Product	Product ID
<input type="checkbox"/> 111800	Dolman-sleeve T	Product ID
<input type="checkbox"/> 987654	Satin Trim T	Product ID
<input type="checkbox"/> 110411	Vintage T	Product ID
<input type="checkbox"/> 112233	Pleated Blouson T	Product ID
<input type="checkbox"/> 223344	Pintuck T	Product ID
<input type="checkbox"/> 876543	Rayon Racerback Tank	Product ID
<input type="checkbox"/> 101077	Rayon Turtleneck	Product ID
<input type="checkbox"/> 123456	Contrast Polo	Product ID
<input type="checkbox"/> 234567	Striped Classic Polo	Product ID
<input type="checkbox"/> 345678	The New Classic Polo	Product ID
<input type="checkbox"/> DSC-HX10V	Cyber-shot Digital Camera HX10	Product ID
<input type="checkbox"/> NEX-5NK	NEX-5N Digital SLR Camera	Product ID
<input type="checkbox"/> NEX-7K	NEX-7K Digital SLR Camera	Product ID
<input type="checkbox"/> DSC-1000	DSC-1000 Digital Camera	Product ID

Columns Frozen: 2

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.

▼ Search

Catalog

Trading Partner

Access Type

Search **Reset**

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.

▼ Trading Partner Access

[View](#)  

Catalog	Trading Partner Company	Trading Partner Company ID	Last Access Date	User Count	Access Type
Catalog			7/17/2013	1	<input checked="" type="radio"/> Unrestricted <input type="radio"/> Selection Code
Catalog	Pam Test Retailer 3			1	<input checked="" type="radio"/> Unrestricted <input type="radio"/> Selection Code
Catalog	newcompany	26663	4/17/2012	1	<input type="radio"/> Unrestricted <input checked="" type="radio"/> Selection Code Selection Code List

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.

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.

▼ Details

Trading Partner Company newcompany Last Access Date 04/17/2012
Catalog Catalog

▼ Search

Selection Code

Selection Code Description

▼ Selection Code List

[View](#) 

Selection Code	Selection Code Description	Item Count	Access Type
030	Digital Cameras 1	0	<input type="radio"/> Unrestricted <input checked="" type="radio"/> Restricted <input type="radio"/> Product
101	Televisions	0	<input checked="" type="radio"/> Unrestricted <input type="radio"/> Restricted <input type="radio"/> Product

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.

- 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.

Selection Code	Selection Code Description	Items	Access Type
030	Digital Cameras 1	0	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Product Product List

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.

Details

Trading Partner Company newcompany
Catalog Catalog
Selection Code 030
Last Access Date 04/17/2012
Selection Code Description Digital Cameras 1

Search

Product Code
Product Description

Product List

[View](#)  

Product Code	Product Description	Items	Access Type
100-127	123456789012345678901234567890	0	<input type="radio"/> Unrestricted <input checked="" type="radio"/> Restricted

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

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.

PRODUCTS >



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.

PRODUCTS >



Product Code
Description

Advanced | Search Reset Save...

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

Advanced Search

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

[PRODUCTS](#) >

▼ Products

Product Code

Description

Advanced

Search

Reset

Save...

The Advanced Search options will appear:

[PRODUCTS](#) >

▼ Products

Product Code

Description

Basic

Search

Reset

Save...

Add Fields ▼

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

[PRODUCTS](#) >

▼ Products

Product Code

Description

Operators for Product Code

Starts with

Ends with

Equals

Does not equal

Less than

Less than or equal to

Greater than

Greater than or equal to

Between

Not between

Contains

Does not contain

Is blank

Is not blank

Search

Reset

Save

[View](#) ▼



	Product C	option
<input type="checkbox"/>	Prod	ion

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

[PRODUCTS](#) >

▼ Products

Product Code	Starts with	<input type="text"/>
Description	Starts with	<input type="text"/>
<div><div>Basic</div><div>Search</div><div>Reset</div><div>Save...</div><div>Add Fields ▼</div></div>		

Add Fields to Advanced Search

Add **Categorytypeid1** if so desired.

ve...

Add Fields ▼

Categorytypeid1

Description

Product Code

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

▼ Products

Product Code	Starts with	<input type="text"/>
Categorytypeid1	Equals	<input type="text"/> 
Description	Starts with	<input type="text"/>

Save a Custom Search

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

Create Saved Search

* Name

Default

☒ Set as default

☒ Run automatically

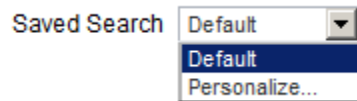
☒ Save results layout

OK

Cancel

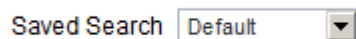
Type the name of the search and set the options. Click **OK** to save the search, or **Cancel** to discard the saved search.

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.



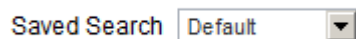
2. The saved search menu will appear.



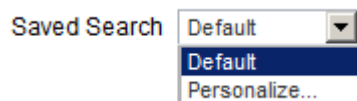
3. Click the desired search.
4. The search results will appear.

Personalize a Saved Search

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

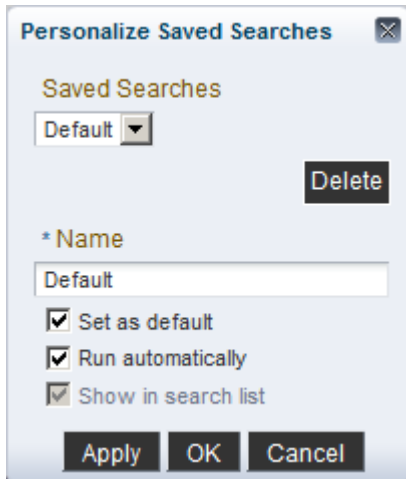


2. The saved search menu will appear.

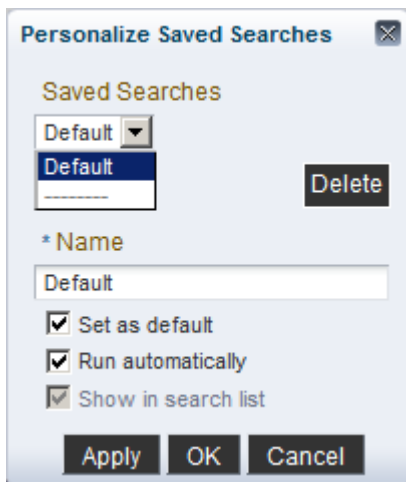


3. Click **Personalize**.

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.

Products Search Results

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



	Product Code	Description
<input type="checkbox"/>	8585257	ALL ITEMS
<input type="checkbox"/>	8585258	ALL ITEMS
<input type="checkbox"/>	013601258615	ALL ITEMS
<input type="checkbox"/>	32431	ALL ITEMS
<input type="checkbox"/>	036010258614	ALL ITEMS
<input type="checkbox"/>	PRODID	COOL ITEM
<input type="checkbox"/>	New Product ID	Best Product
<input type="checkbox"/>	32432	ALL ITEMS
Columns Hidden 1		Columns Frozen 1



[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.](#)

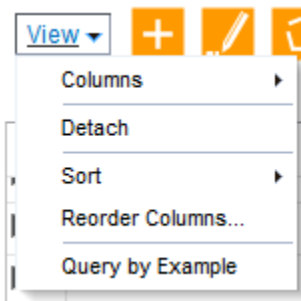
Item Search Results Viewing Options

1. Click on the view  button.



	Product Code	Description
<input type="checkbox"/>	8585257	SD 4GB
<input type="checkbox"/>	8585257	ALL ITEMS

2. The view options menu will appear.

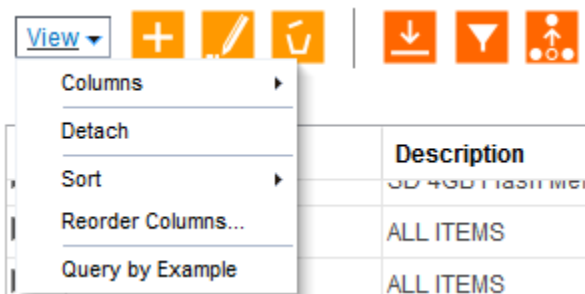


3. Options:

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

Columns - hide or show additional columns.

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

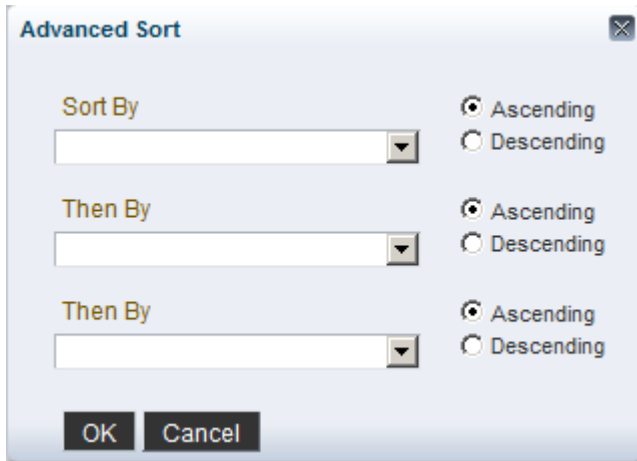


2. Select the column header you wish to change.

Detach - [detach the results table and enlarge it to fill the browser window](#).

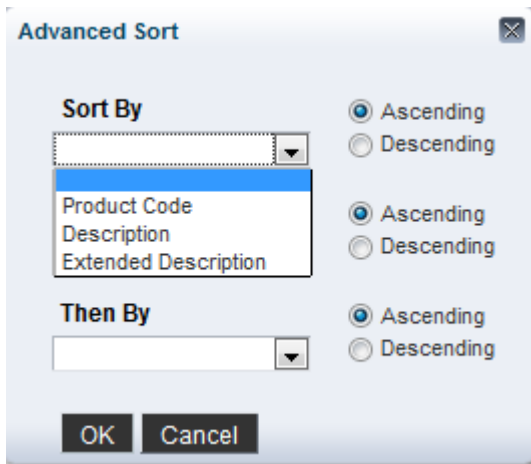
Sort - advanced sorting options.

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



The 'Advanced Sort' dialog box is shown. It has a title bar with a close button. Inside, there are three rows of controls. Each row has a label 'Sort By', 'Then By', and 'Then By' respectively, followed by a drop-down menu. To the right of each drop-down menu are two radio buttons labeled 'Ascending' and 'Descending'. The first row's 'Ascending' radio button is selected. At the bottom are 'OK' and 'Cancel' buttons.

2. Click the column to sort by.

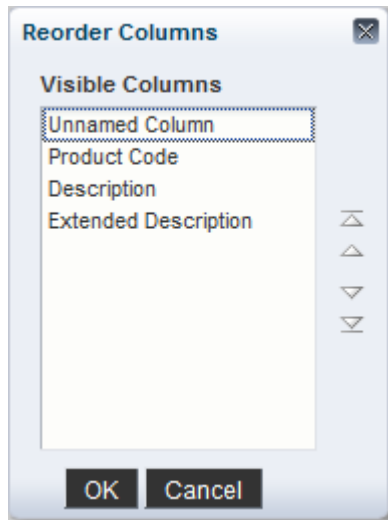






The 'Advanced Sort' dialog box is shown with the first 'Sort By' dropdown menu open. The menu lists three options: 'Product Code', 'Description', and 'Extended Description'. The 'Product Code' option is highlighted. The 'Ascending' radio button is selected for this row. The other 'Then By' rows and the 'OK/Cancel' buttons are also visible.

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.



	Product Code	Description
<input type="checkbox"/>	8585257	ALL ITEMS

2. The column header query windows will appear:



<input type="checkbox"/>		
	Product Code	Description
<input type="checkbox"/>		
<input type="checkbox"/>		ALL ITEMS

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

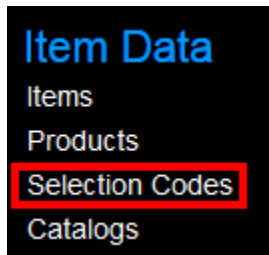
The Universal Catalog is designed with a four-level hierarchy:

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.

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.



	Selection Code	Description
<input type="checkbox"/>	600	Women's T's & Tops



4. Click the add  button.

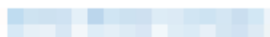
[SELECTION CODES](#)>[SELECTION CODE: 600](#)>

▼ Selection Code Details

Selection Code 600

Description Women's T's & Tops






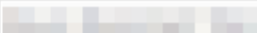

Last Updated 05/18/2012 04:09 PM

Catalogs 

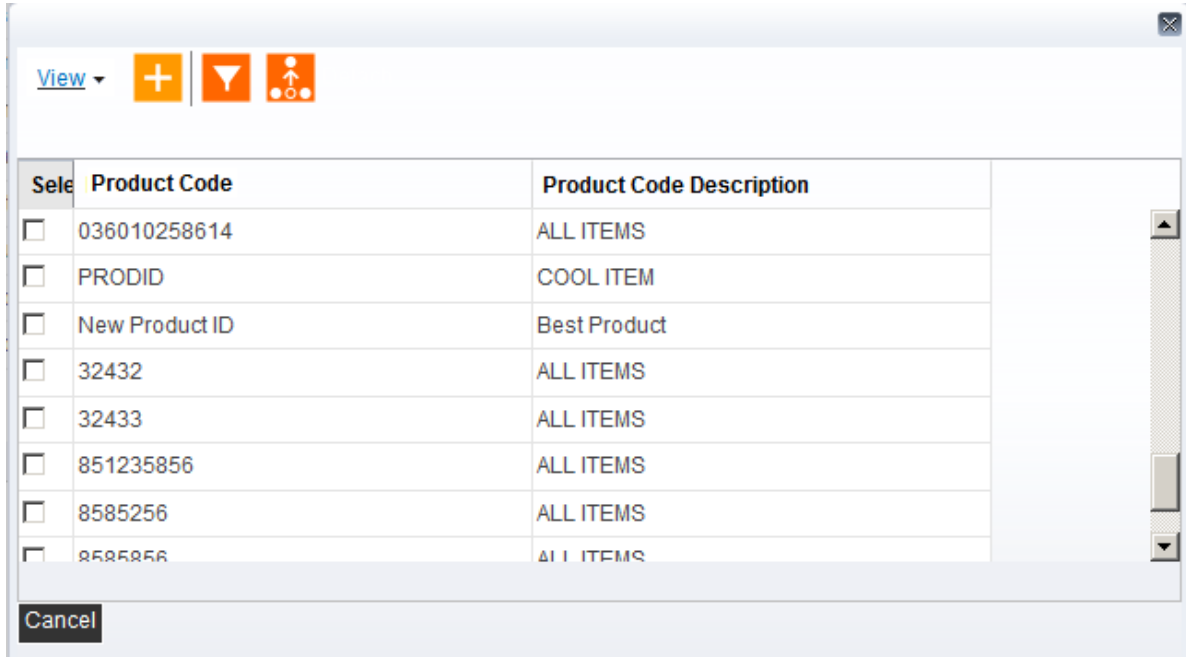
▼ Products

[View](#) ▼




	Product Code	Description
<input type="checkbox"/>	111800	
<input type="checkbox"/>	987654	
<input type="checkbox"/>	110411	
<input type="checkbox"/>	112233	
<input type="checkbox"/>	223344	
<input type="checkbox"/>	876543	
<input type="checkbox"/>	101077	

5. The product code selection window will appear.



The image shows a software window titled "Product Code Selection". At the top, there is a toolbar with a "View" dropdown menu, an orange "+" button, an orange funnel icon, and an orange icon with three people. Below the toolbar is a table with three columns: "Select", "Product Code", and "Product Code Description". The table contains eight rows of data. At the bottom left of the window is a "Cancel" button.

Select	Product Code	Product Code Description
<input type="checkbox"/>	036010258614	ALL ITEMS
<input type="checkbox"/>	PRODID	COOL ITEM
<input type="checkbox"/>	New Product ID	Best Product
<input type="checkbox"/>	32432	ALL ITEMS
<input type="checkbox"/>	32433	ALL ITEMS
<input type="checkbox"/>	851235856	ALL ITEMS
<input type="checkbox"/>	8585256	ALL ITEMS
<input type="checkbox"/>	8585856	ALL ITEMS

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.


Add a Product

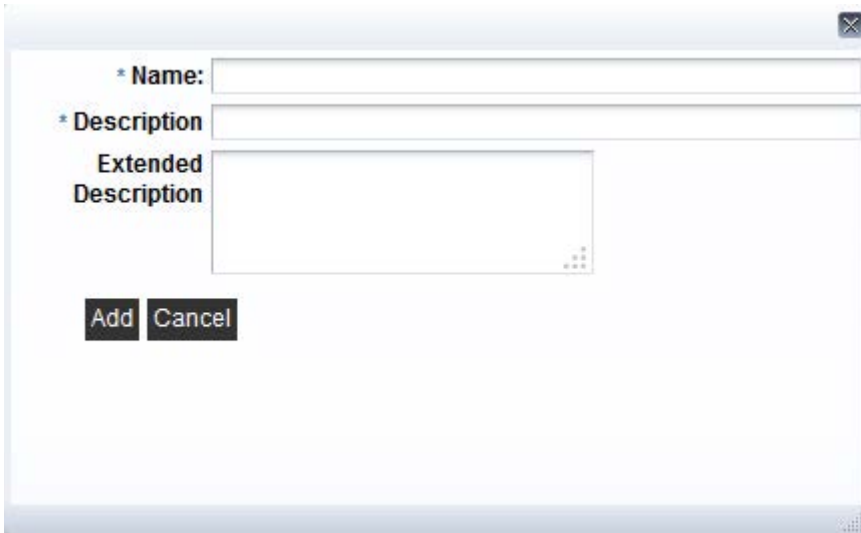
Using a product code hierarchy for each item will simplify item management.

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.

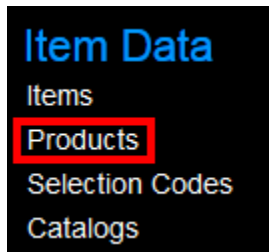


3. Complete the fields. Fields with an asterisk * are mandatory.
4. Click **Add**, to add the product. Click **Cancel** to cancel the addition and return to the previous screen.
5. [Add the product to a selection code.](#)

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

Remove a Product


1. Go to the Product window.



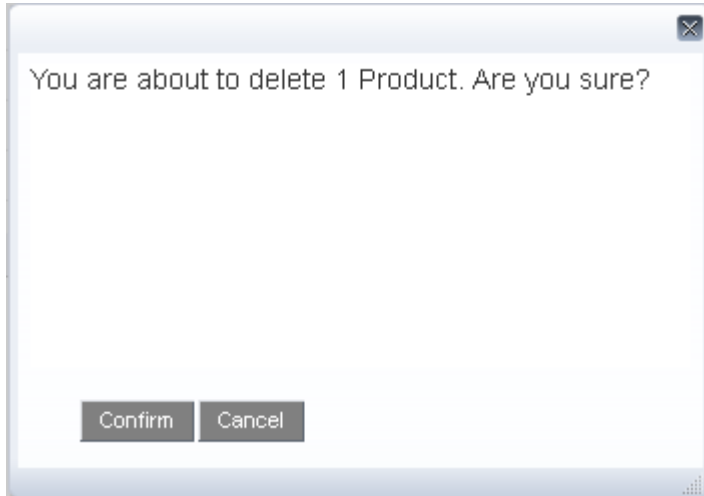
2. [Search for desired product.](#)
3. Select the desired Product.



	Product Code	Description
<input type="checkbox"/>	001-3X00	SD 4GB Flash Memory Camcorder
<input type="checkbox"/>	8585257	ALL ITEMS
<input type="checkbox"/>	8585258	ALL ITEMS
<input type="checkbox"/>	013601258615	ALL ITEMS
<input type="checkbox"/>	32431	ALL ITEMS
<input type="checkbox"/>	036010258614	ALL ITEMS
<input type="checkbox"/>	PRODID	COOL ITEM
<input type="checkbox"/>	New Product ID	Best Product
<input type="checkbox"/>	32432	ALL ITEMS
Columns Hidden 1		Columns Frozen 1

3. Click the delete  button.

4. The confirmation window will appear.



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

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.

[SELECTION CODES >](#)

► Selection Codes

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.

[CATEGORIES>](#)

▼ Selection Codes

Selection Code
Description

Advanced | **Search** **Reset** **Save...**

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

Advanced Search

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

[CATEGORIES>](#)

▼ Selection Codes

Selection Code
Description

Advanced | **Search** **Reset** **Save...**

The Advanced Search options will appear:

[CATEGORIES>](#)

▼ Selection Codes

Selection Code	Starts with	<input type="text"/>
Description	Starts with	<input type="text"/>

[Basic](#) |
 [Search](#)
[Reset](#)
[Save...](#)
[Add Fields](#) ▼

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

[CATEGORIES>](#)

▼ Selection Codes

Operators for Selection Code

Selection Code	Starts with	<input type="text"/>
Description	Starts with	<input type="text"/>

[View](#) ▼ [+](#) [↕](#) [⬆](#)

<input type="checkbox"/>	Selection Code	Starts with	<input type="text"/>
<input type="checkbox"/>	Demo Vendor	Starts with	<input type="text"/>

[Search](#)
[Reset](#)
[Save...](#)
[Add Fields](#) ▼

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

[CATEGORIES>](#)

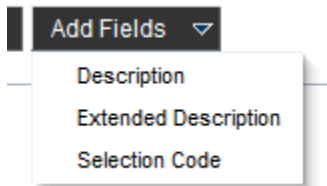
▼ Selection Codes

Selection Code	Starts with	<input type="text"/>
Description	Starts with	<input type="text"/>

[Basic](#) |
 [Search](#)
[Reset](#)
[Save...](#)
[Add Fields](#) ▼

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.

▼ Selection Codes

Selection Code	Starts with	<input type="text"/>
Description	Starts with	<input type="text"/>
Extended Description	Starts with	<input type="text"/>

X

Basic | Search Reset Save... Add Fields ▼

Save a Custom Search

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

Create Saved Search ✕

* Name

☒ Set as default

☒ Run automatically

☒ Save results layout

OK Cancel

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 Search ▼

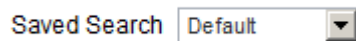
Default

Default

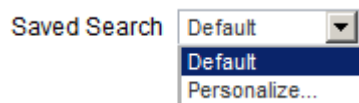
Personalize...

Saved Searches

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



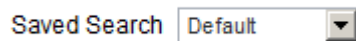
2. The saved search menu will appear.



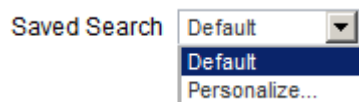
3. Click the desired search.
4. The search results will appear.

Personalize a Saved Search

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

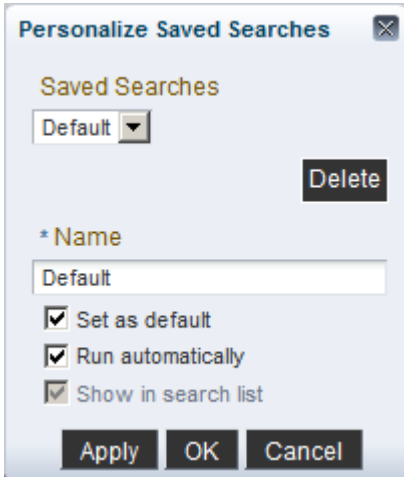


2. The saved search menu will appear.

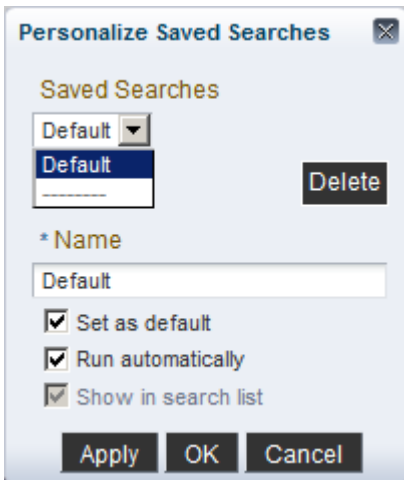


3. Click **Personalize**.

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.

Search Results

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



	Selection Code	Description
<input type="checkbox"/>	8585256	ALL ITEMS
<input type="checkbox"/>	851235856	ALL ITEMS
<input type="checkbox"/>	32433	ALL ITEMS
<input type="checkbox"/>	32432	ALL ITEMS
<input type="checkbox"/>	New Product ID	Best Product
<input type="checkbox"/>	111800	
<input type="checkbox"/>	987654	
<input type="checkbox"/>	110411	
<input type="checkbox"/>	112233	
Columns Frozen 2		



[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.](#)

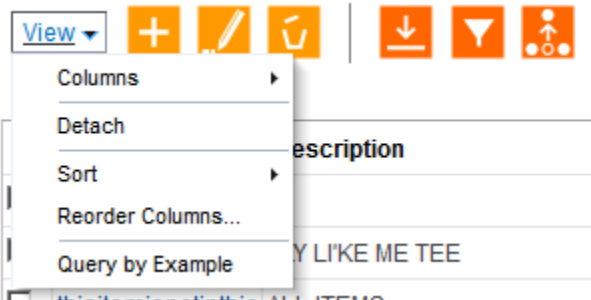
Item Search Results Viewing Options

1. Click on the view [View](#) button.



	Selection Code	Description
<input type="checkbox"/>	Lighting	Lighting Description

2. The view options menu will appear.

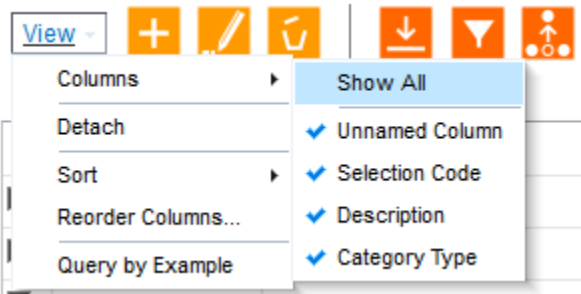


3. Options:

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

Columns - hide or show additional columns.

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

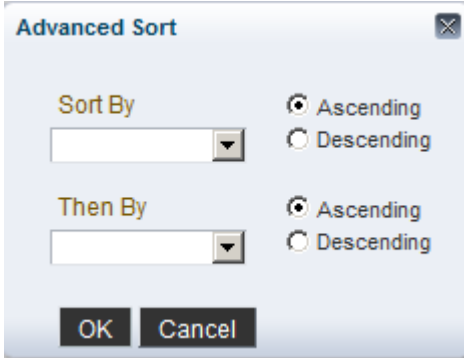


2. Select the column header you wish to change.

Detach -[detach the results table and enlarge it to fill the browser window.](#)

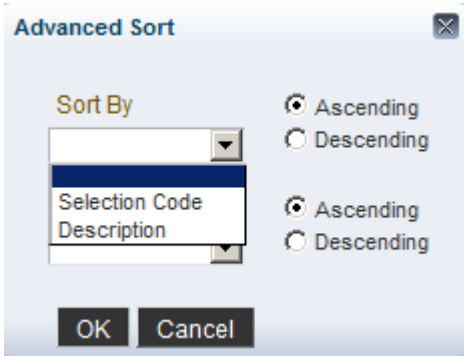
Sort - advanced sorting options.

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



The 'Advanced Sort' dialog box is shown. It has a title bar with a close button. Inside, there are two sections: 'Sort By' and 'Then By'. Each section has a dropdown menu and two radio buttons labeled 'Ascending' and 'Descending'. The 'Ascending' radio button is selected in both sections. At the bottom, there are 'OK' and 'Cancel' buttons.

2. Click the column to sort by.

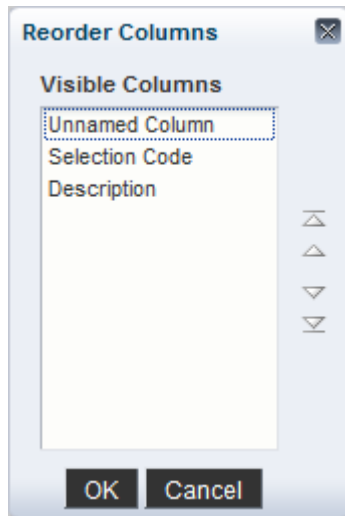






The 'Advanced Sort' dialog box is shown again, but the 'Sort By' dropdown menu is open, displaying a list of options: 'Selection Code' and 'Description'. The 'Then By' section and the 'OK'/'Cancel' buttons remain the same as in the previous image.

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.

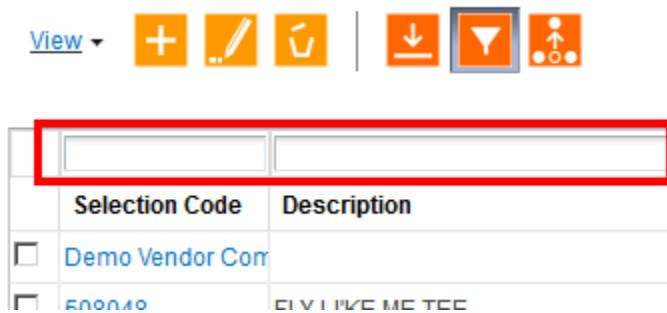
Query by Example - search for search criteria in the expected column header.

1. Click the query  button.



	Selection Code	Description
<input type="checkbox"/>	Demo Vendor Com	

- The column header query windows will appear:



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

Add a Selection Code

Add a Selection Code


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

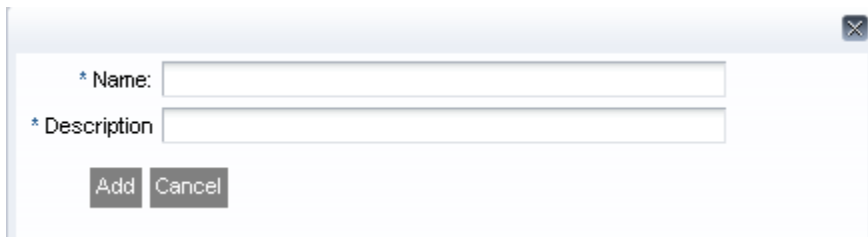
NOTE: [Learn more about selection codes here.](#)

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.




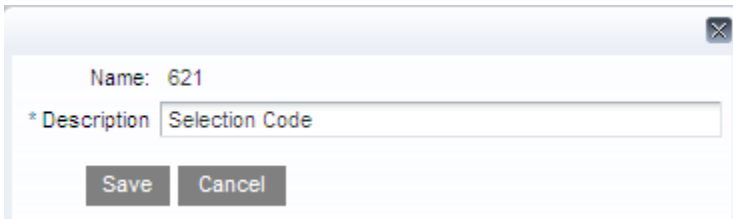
3. Complete the fields. Fields with an asterisk * are mandatory.
4. Click **Add** to add the selection code. Click **Cancel** to cancel the addition and return to the previous screen.
5. [Add the selection code to the catalog](#) to make it accessible.

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.

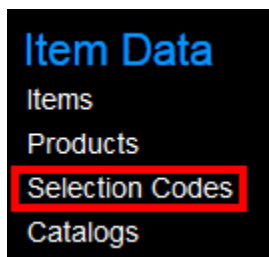
A screenshot of a small dialog box titled "Edit Selection Code Description". It has a close button in the top right corner. Inside, there is a label "Name: 621". Below that is a label "* Description" followed by a text input field containing the text "Selection Code". At the bottom are two buttons: "Save" and "Cancel".

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).




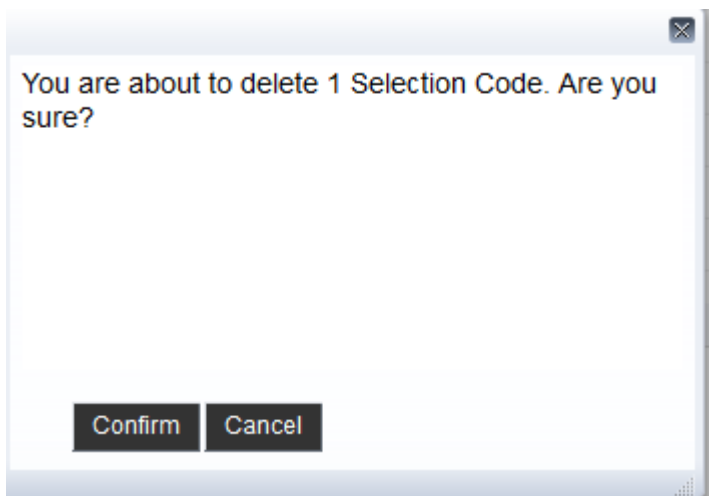
3. Select the desired selection code.



	Selection Code	Description
<input type="checkbox"/>	8585256	ALL ITEMS
<input type="checkbox"/>	851235856	ALL ITEMS
<input type="checkbox"/>	32433	ALL ITEMS
<input type="checkbox"/>	32432	ALL ITEMS
<input type="checkbox"/>	New Product ID	Best Product
<input type="checkbox"/>	111800	
<input type="checkbox"/>	987654	
<input type="checkbox"/>	110411	
<input type="checkbox"/>	112233	

Columns Frozen 2

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.

Catalogs

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

[CATALOGS>](#)

Catalogs

[View](#) ▾



Company Name	Catalog Name	Description

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

[CATALOGS>DEMO VENDOR COMPANY DETAILS>](#)

▼ Catalog Details

Catalog Name 
Company Name 

Description
Last Updated 05/14/2012 09:15 AM

▼ Selection Codes

[View](#) ▾



	Selection Code	Selection Code Description
<input type="checkbox"/>	600	Women's T's & Tops
<input type="checkbox"/>	700	Men's Polos
<input type="checkbox"/>	123	Selection Code Desc
<input type="checkbox"/>	200	Digital Cameras
<input type="checkbox"/>	250	Digital SLR Cameras
<input type="checkbox"/>	300	Camera Lenses
<input type="checkbox"/>	400	Camcorders

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

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

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.](#)

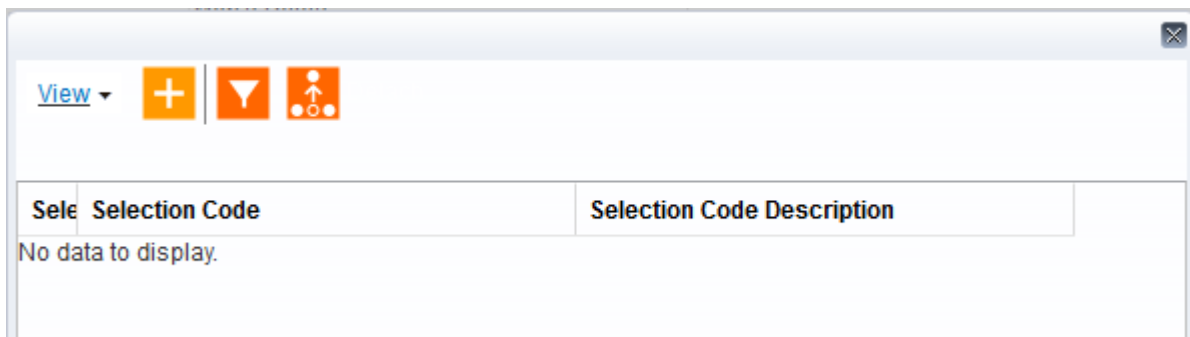
The Universal Catalog is designed with a four-level hierarchy:


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.

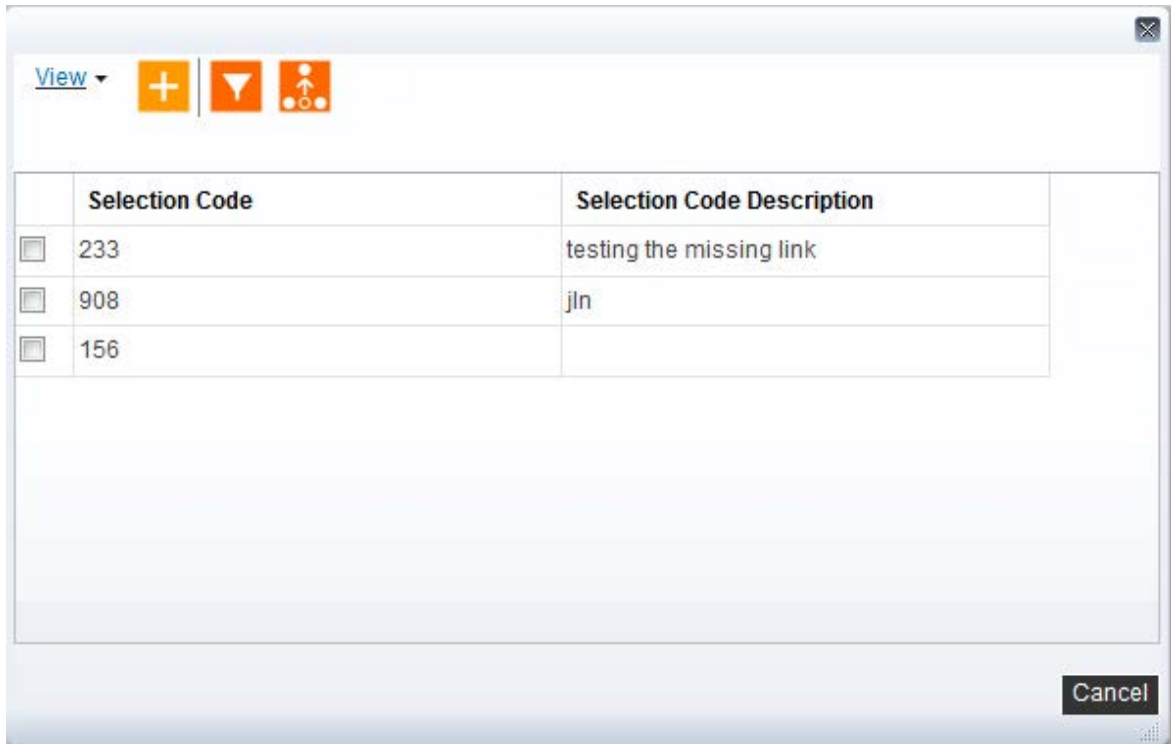
Add a pre-existing product code or selection code to a catalog:


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.

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

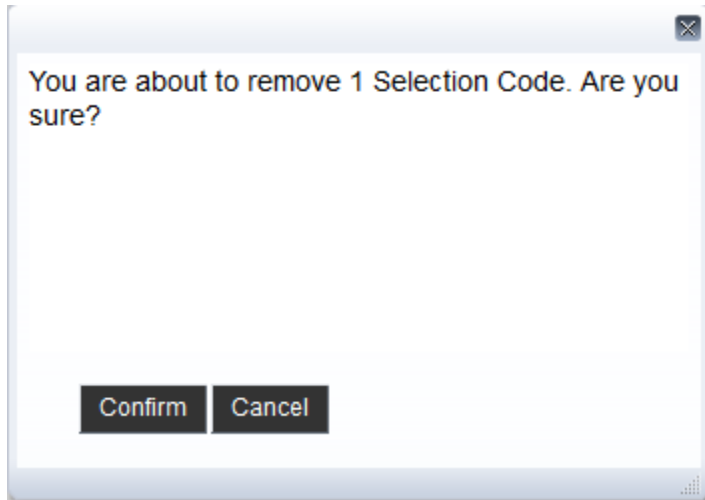


7. Click the add  button.
8. The selection code is now included in the catalog, and viewable in the selection code window.

Remove a Selection Code from the Catalog

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

5. The confirmation window will appear.



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



- [Query by Example](#)



- [Detach table](#)

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



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.