



## The Uniform Solution Vendor Catalog Import File Layout (v2018)

The inventory import file used by The Uniform Solution must be in a Windows compatible file format that is a comma delimited file (csv). All fields marked as required ("Y") must be provided or the record will not be imported. **Discontinued items should NOT be included in the file.**

Field	Length	Type A=Alpha N=Numeri c	Req
<b>Style (Length 10) or Product Number Length (15)</b> If the item is an apparel item, it will be a Style with 4 fields used to identify each item (ie. Style, Color Code, Size, and Color Description). Products do not have the color and size references.	10 or 15	A	Y
<b>Color Code</b> (for Styles) – The color code used to designate the color. Leave Blank if the item is NOT a Style	5	A	N
<b>Size</b> (for Styles) Leave Blank if the item is NOT a Style	10	A	N
<b>Short Description</b> - Short Item Description or Product Type (SCRUB TOP, PANT, SHOE, etc..)	25	A	Y
<b>Code</b> - Options are blank or REORD (reorderable) and FASH (fashion). Discontinued items should NOT be included.	5	A	N
<b>Cost</b> - Standard cost per item <b>(include decimal)</b>	8	N	Y
<b>MSRP/Retail</b> - Suggested retail per item <b>(include decimal)</b>	8	N	N
<b>UPC</b> - Barcode Number	14	N	Y
<b>Vendor Number</b> - The internal number used by the vendor to identify the item. This number will print on purchase orders if desired. Do not repeat the UPC number here.	15	A	N
<b>Bundle Quantity</b> - If the item is sold in cases or bundled quantities, enter the bundle quantity.	8	N	N
<b>Bundle Cost</b> - If the item is sold in case quantities, list the case price.	8	N	N
<b>Color Description</b> (for Styles) – The actual color or print description for the color code. Leave Blank if the item is NOT a Style	30	A	N
<b>Detailed Description</b> – A detailed description of the item. If the item is a Style, the Detailed Description should be the same for all colors and sizes.	120	A	N

**See Back Page for Remaining Fields/Columns**

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### Optional Fields/Columns (Continued)

Field	Length	Type A=Alpha N=Numeri c	Req
<b>Map</b> – The MAP pricing for the item ( <b>include decimal</b> )	8	N	N
<b>Brand</b> – Brand Name for the Item	30	A	N
<b>SubBrand or Collection</b> – A collection or grouping	30	A	N
<b>Product Industry</b> – F=Fashion; M=Medical; P=Postal; F=Fire; B=Blue (Police&Fire); I=Industrial; O=Office; T=Sports Team; Z=None	1	A	N
<b>Product Use</b> – A=Apparel; F=Footwear; X=Accessory; G=Gift	1	A	N
<b>Gender</b> – M=Male; F=Female; U=Unisex	1	A	N
<b>Age</b> – A=Adult; Y=Youth; T=Toddler; I=Infant	1	A	N
<b>Weight</b> – Decimal weight (pounds)	10	A	N
<b>Color</b> – S=Solid; P=Print; M=Multi	1	A	N
<b>Available Date</b> – Date Item will be available - mm/dd/yy	8	A	N
<b>Discontinue Date</b> – Date Item will be discontinued - mm/dd/yy	8	A	N
<b>Category (Primary)</b> – A category or short description for the Item (Labcoat, Stethoscope, Scrub Top, Scrub Pant, etc..)	30	A	N
<b>Category (Secondary)</b> – A category or short description for the Item if possible (Seasonal, Disposable, Christmas, Halloween, Cartoon, etc..)	30	A	N
<b>Category 3 (Tertiary)</b> – A category or short description for the Item – if needed	30	A	N
<b>WebStore Description</b> – A detailed description for the WebStore. Paragraphs should be separated using a semi- colon. <b>Example:</b> With 700 fill power down (hence the name: SnowPack 700), this is our lightest, warmest down jacket. And with its narrow- channel design, it gives you high-tech warmth with a little more style than most. This jacket is incredibly compressible, so you can pack it into its own pocket and even use it as a pillow in a pinch.;Also features brushed-lined collar and drawcord adjustable hem. 100% nylon. 80% down/20% feather fill. Machine wash. Imported.	500	A	N
<b>WebStore Features</b> – A listing of bulleted features of the item. Features should be fairly short and separated using a semi-colon. <b>Example:</b> “Nylon shell with water-resistant DriOff finish;700 fill power down that’s extra-warm and lightweight;Three zip-close outer pockets;Zip-front with inner storm shield;Packs into pocket”	500	A	N