

Product / Option / Choice - Product Data & Pricing Import Spreadsheet Instructions & Tips

Product data fields (the option and choice spreadsheets have similar fields):

- 1 - SupplierItemGUID: Our unique identifier for this product record
- 2 - SuplItemNo: Your product number(required)
- 3 - ItemName: Your product name (required)
- 4 - SuplDisplayNo: A unique style number for this product (required if multiple styles of same product number exist)
- 5 - SuplDisplayName: A unique style name for this product
- 6 - Description: The main product description for this product
- 7 - AddInfo: Additional information - for anything not covered in the main product description

1	2	3	4	5	6	7
SupplierItemGUID <small>DO NOT CHANGE (if new product, leave blank)</small>	SuplItemNo	ItemName	SuplDisplayNo	SuplDisplayName	Description	AddInfo
5DA2DFF1-05A1-4039-B7F0-674793DF0BB5	100	Ceramic Mug	1	12 Ounce		
A0FB37A0-C7AE-11D3-896A-00105A7027AA	100	Ceramic Mug	2	20 Ounce		
A0FB3DA9-C7AE-11D3-896A-00105A7027AA	200	Glass Stein		18 Ounce		

Product data fields, con't.:

- 8 - DistributorOnlyInfo: Information that is accessible **only** by distributors logged into DistributorCentral
- 9 - Options: List of Option Numbers (from Options spreadsheet) tied to a particular product (see page 3 for additional detail)
- 10 - ShipQty1, ShipWeight1, ShipLength1, ShipWidth1, ShipHeight1: Use these fields to add shipping information to your products that is used in generating real-time freight quotes for users viewing your product data

8	9	10	10	10	10	10
DistributorOnlyInfo	Options	ShipQty1	ShipWeight1	ShipLength1	ShipWidth1	ShipHeight1
	Mug Color, Imprint Color, Proof Options	12	8	14	8	6
	Mug Color, Imprint Color, Proof Options	12	10	16	10	8
	Imprint Color, Proof Options	12	12	16	12	10

Product data fields, con't.:

Produce for any qty)

12 - SetupNet: Net price of setup charge

13 - SetupRetail: Retail price of setup charge

14 - SetupMargin: Margin code of setup price

15 - Qty1 - Qtyxx: Quantity breaks of run charges applied to product

16 - Net1 - Netxx: Net pricing at quantity breaks

17 - Retail1 - Retailxx: Retail pricing at quantity breaks

18 - Margin1 - Marginxx: Margin codes at quantity breaks

11	12	13	14	15					16					17					18					Updated
SetupQty	SetupNet	SetupRetail	SetupMargin	qty1	qty2	qty3	qty4	qty5	net1	net2	net3	net4	net5	retail2	retail3	retail4	retail5	margin1	margin2	margin3	margin4	margin5	Updated	
				12	24	48	150		2.48	2.32	1.89	1.45		4.64	3.78	2.9		A	A	A	A		0	
				12	24	48	150		3.67	3.24	2.89	2.49		6.48	5.78	4.98		A	A	A	A		0	
				12	24	48	150		4.28	4.01	3.89	3.29		8.02	7.78	6.58		A	A	A	A		0	

Notes on pricing:

- To add additional quantity breaks (qty, net, retail, and margin) - simply add additional columns and name them (e.g., Qty10, Net10, Retail10, Margin10)
- If you would like to provide only net pricing and the margin codes, we can automatically calculate retail pricing during the import process

Product data fields, con't. (do not change any fields highlighted in red):

18 - ProductVersionName: the version of the product to which this row of pricing applies (use only if you have setup multiple product versions in your account (e.g., Rush, Blank, etc.)

19 - AcctProductVersionGUID: the unique ID that relates to this version

20 - PriceTierName: the price tier to which this row of pricing applies (use only if you have setup multiple price tiers in your account (e.g., Default, Tier1 Distributors, etc.)

21 - PriceTierGUID: the unique ID that relates to this price tier

ProductVersionName	AcctProductVersionGUID	PriceTierName	PriceTierGUID
Regular	c279a9a7-118c-4df5-8945-a3e8d9b31c33	Default	726a37d9-eca2-11d4-8988-00105a7027aa
Regular	c279a9a7-118c-4df5-8945-a3e8d9b31c33	Default	726a37d9-eca2-11d4-8988-00105a7027aa
Regular	c279a9a7-118c-4df5-8945-a3e8d9b31c33	Default	726a37d9-eca2-11d4-8988-00105a7027aa

Product, Options, & Choices

You can use the "options" column in the Product Spreadsheet to associated records in your Option Spreadsheet with their corresponding products. Likewise, you can use the "choices" column in the Option Spreadsheet to associated choices with their corresponding options.

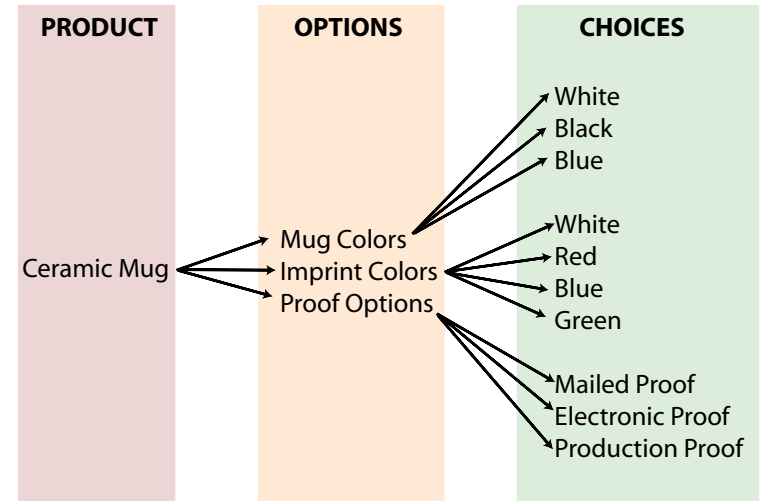
In the example to the right, the Ceramic Mug is our product (#100) and it has three options:

- MC1 - Mug Colors
- MC11 - Imprint Colors
- P100 - Proof Options

The MC1 - Mug Colors option, in turn, has three choices:

- MC101 - White
- MC102 - Black
- MC103 - Blue

Use the columns in the Product and Option spreadsheet to ensure that all of your choices and options are tied together correct when imported into our database:



Product Spreadsheet:

SupplierItemGUID <small>DO NOT CHANGE (if new product, leave blank)</small>	SuplItemNo	ItemName	SuplDisplayNo	SuplDisplayName	Options
5DA2DF1-05A1-4039-B7F0-674793DF08B5	100	Ceramic Mug	1	12 Ounce	MC1,MC11,P100
A0FB37A0-C7AE-11D3-896A-00105A7027AA	100	Ceramic Mug	2	20 Ounce	MC1,MC11,P100
A0FB3DA9-C7AE-11D3-896A-00105A7027AA	200	Glass Stein		18 Ounce	SIC1,P100

Option Spreadsheet:

ItemOptionGUID <small>DO NOT CHANGE (if new options, leave blank)</small>	Option Number	Option Name	Choices
D39D8A27-FF10-4DF1-9C17-77105C37324B	MC1	Mug Colors	MC101,MC102,MC103
A0FB3751-C7AE-11D3-896A-00105A7027AA	MC11	Mug Imprint Colors	MC1101,MC1102,MC1103,MC1104
7EB4DA2E-E232-4EFE-9198-CB1F01453DE5	SIC1	Stein Imprint Colors	SIC101,SIC102,SIC103
A0FB39FF-C7AE-11D3-896A-00105A7027AA	P100	Proof Options	P1001,P1002,P1003

Choice Spreadsheet:

ItemOptionGUID <small>DO NOT CHANGE (if new choice, leave blank)</small>	Choice Number	Choice Name	Style Number	Style Name
A0FB27EF-C7AE-11D3-896A-00105A7027AA	MC101	White		
B9D0ADAF-711A-4820-9706-5C43ADCC5583	MC102	Black		
A0FB3D59-C7AE-11D3-896A-00105A7027AA	MC103	Blue		
A0FB3A08-C7AE-11D3-896A-00105A7027AA	MC1101	White		
A0FB3C47-C7AE-11D3-896A-00105A7027AA	MC1102	Red		
A0FB388E-C7AE-11D3-896A-00105A7027AA	MC1103	Blue		
AA913803-644E-418A-8C52-DED7F5057B9	MC1104	Green		
A0FB39BC-C7AE-11D3-896A-00105A7027AA	SIC101	Gold		
A0FB3C31-C7AE-11D3-896A-00105A7027AA	SIC102	Silver		
FEF11E48-0511-11D4-896E-00105A7027AA	SIC103	Black		
BBCA51DA-8A9E-452A-87DB-98B4C8AEOBAE	P1001	Mailed Proof		
A0FB3956-C7AE-11D3-896A-00105A7027AA	P1003	Electronic Proof		
BBCA51DA-8A9E-452A-87DB-98B4C8AEOBAE	P1003	Production Proof		