Supplier's Guide to Content Upload via CSV ![basware]

Contents

1. Uploading content via csv

Suppliers can also upload content via a csv file, alongside the "traditional" Content Loader. With the csv functionality, suppliers can also use the file in their preferred language.

2. How to complete the csv

The format and completion of the csv file follows that of the Item Data tab in Content Loader, but with these added rules:

1. List all delivery items (charges) first, followed by standard items.
2. List and group price breaks for each item together (in blocks).

Data for all Headings are mandatory apart from "Keywords", "Manufacturer Part Number" and "Manufacturer Name". Validation happens at the point of upload.

Heading	Explanation
Item ID	This is the supplier's identifier for the item, usually the Supplier's Part Number or SKU code. The ID must be unique in the data except when specifying price breaks for an item. For each price break, the ID must be repeated, and the Minimum Order Quantity and Unit Price must be different. If you have no ID for your item, then any other value can be entered into this field, for example "ABC123". This field must be specified on each line. Data: Any text string. Length: 50
Item Name	This is the Short Description for the item that will appear in the Catalogue and on the Purchase Order. This field is used to identify the item and so should be clear, precise and easily understood. Data: Any text may be used, including spaces and special characters. Length: 120
Item Type	Indicates whether the item is a delivery charge or a standard item. Data: "D" for delivery charge or "P" for standard item
Delivery Item ID	For a Standard product, this defines the Item ID of the delivery charge to be used. Data: This must be the Item ID of a delivery charge, or "NA"
Delivery Type	For a delivery charge, this defines whether the charge is per order or per item. Data: "I" for delivery charge per item or "B" for delivery charge per order. "NA" for a Standard product

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Unit of Measure	The units in which the goods or service are priced and delivered. Data: The UNECE unit of measure code.
Unit Price	The agreed contract price for this customer for this item, per unit. Data: A positive decimal value, or "POR". Decimal Places: 4 Length: 15
Minimum Order Quantity	The minimum number of units that must be purchased when ordering this item. The value must be greater than zero. It can include decimals such as 0.5 for half a day if ordering agency staff, for example. When there is a Price Break for an item, this is the minimum quantity for taking advantage of the price break. Data: A positive decimal value Decimal Places: 4 Length: 15
Quantity Interval	The minimum increment, above the Minimum Order Quantity, in which the item can be ordered. For example, if the Minimum Order Quantity is 10, and the Quantity Interval is 5, the buyer will be able to purchase quantities of 10, 15, 20, 25, 30, etc. Data: A positive decimal value Decimal Places: 4 Length: 15
Goods or Service?	Designate your item as physical Goods or a Service. For delivery charges, use "NA" Data: "G" for Goods or "S" for Service, or "NA"
Long Description	A full description of the item. Data: Text Length: No restriction
Keywords	Space-separated list of keywords or synonyms that characterise this item. The keywords are searchable to help the buyer locate the product. Data: Textual terms, space separated Length: 500
Manufacturer Part Number	The manufacturer's part number. This is a searchable field to help buyers locate goods and services. Data: Text Length: 50
Manufacturer Name	The name of the manufacturer. This helps buyers to locate goods and services by brand name. Data: Text Length: 120