

BULK LOAD CATALOG INSTRUCTIONS

When completing the Oracle Bulk Load Catalog please make note of the following instructions:

Supplier Item - This field should be populated with the product number listed in your firm's catalog. The Garland ISD database is searchable by supplier item number, and it is very important that this number match your catalog number.

Description - This is the item description as listed in your database.

UNIT - Unit of measure in which the item is sold i.e., case, bag, each, etc.

Unit Price - Garland ISD bid price for this item.

Lead Time - Number of days to deliver after the purchase order is received. Put longest time frame number only. For instance, instead of 2 to 4 days, just place 4 in the *Lead Time* location.

Manufacturer - Manufacturer of Product (optional).

Manufacturer Item - Manufacturer Part # (optional).

Long Description - Specify minimum order (if applicable). Tiered pricing options (if applicable), shipping fee if not included in bid price. Specify how item is packaged (this is usually needed for food service items such as food/disposables).

Comments - Any information for an item that you redeem as necessary, that is **not** included in any of the items listed above (optional).

For further questions concerning the bulk load catalog, or to submit your companies completed bulk load catalog you may contact Cindell Anderson, E-Commerce Specialist e-mail at caanders@garlandisd.net