

# Instructions for filling out the Electronic Price List

Do's:

1. Complete the required fields below the “Yellow” highlighted areas. All other fields are optional.

EX:

#ENCODI WINDOWS-1252										Enter your required information <b>below</b>									
Language: EN-US																			
Catalog S Title Date Source																			
Header S Docum Document Operating <b>Supplier</b> Suppli Currency Effect Effecti Requesting Purch Purchasin Enabled																			
										Walt Disney									
Item Sec Action Line Num Line Type Thumbnail Image <b>Description</b> Shop Categr <b>Supplier It</b> Suppli Internal It Item Revi Manufact Manufact <b>Unit Price</b> Availabi																			
										Red Mickey Mouse towels 12345-6 EA 15									
Lead Time UNSPSC C Alias <b>Comment Long Desc</b> Attachme Suppli Manufact Expiratio Ship-To Ship-To Quantity Effective Effective Break Pri Discount																			
										Please add 5% shipping to all orders over \$50.									
10										Red Mickey Mouse towels 14 X 26. Terry Cloth. Machine Wash. 100% cotton.									

2. **Supplier** is your company name.
3. **Supplier Item** (25 character maximum) are part numbers, ISBN or catalog numbers. This column cannot contain duplication of another supplier item.
4. **Description** is the name of item. Do not hit the return key after typing.
5. **Unit** is Unit of Measure. i.e. case=cs bag=bg each=ea
6. **Unit Price** is for Garland ISD bid price and any discount given. No dollar signs.

7. **Lead Time** is number of days to deliver after the purchase order is received. Longest time frame should be entered.
8. Long Description (2,000 character maximum) and Comment column can be used for any additional product information, shipping information or tiered pricing. (**OPTIONAL**)
9. Manufacturer (**OPTIONAL**)
10. Comments (**OPTIONAL**) NO web addresses in this field.

**DO NOT** – (Failure to adhere to this list will result in a system rejection of your catalog)

1. Do not skip lines in the spreadsheet. Do not use the enter key on any line as it creates a skip.
2. MAKE SURE THERE ARE **NO DUPLICATE ITEM NUMBERS**
3. **Do not alter any part of the spreadsheet from lines 11 and above.**
4. Use only the abbreviations for units of measurement. Below is a list of some UOM.

BC	Bunch	MI	Mile
BG	Bag	MO	Month
BK	Book	MTH	Monthly
BL	Bale	OU	Ounce
BN	Bundle	OZ	Fluid Ounce
BT	Bottle	PC	Piece
BU	Bucket	PD	Pad
BWK	Bi-Weekly	PK	Package
BX	Box	PL	Pail
CN	Can	PR	Pair
CS	Case	PT	Pint
CT	Carton	QT	Quart
DAY	Daily	QTR	Quarterly
DR	Drum	RL	Roll
DY	Day	RM	Ream
DZ	Dozen	SD	Skid
EA	Each	SF	Square Foot
FT	Foot	SH	Sheet
GL	Gallon	SK	Sack
GR	Gross	SL	Sleeve
HR	Hour	ST	Set
HYR	Half Yearly	SY	Square Yard
IN	Inch	TL	Truckload
JA	Jar	TN	Ton
KT	Kit	TU	Tube
LB	Pound	WK	Week
LF	Linear Foot	YD	Yard
M	Thousand	YR	Year

5. No copyright characters or accent marks can be used in any part of the spreadsheet.

Ex: \*© ® ™ □ é á í ó ú ü ↓ ♪ ▼ @ ⊕ ° ¢

6. When entering information into a cell, do not hit enter after the text. Doing so will put an invisible character in that cell that our system will reject.

7. Be sure there are no spaces at the beginning of your description. Make sure the description begins at the margin. Make sure there are no extra spaces between words in the description. (Ex. Mary had a little lamb.) This will cause a system reject.

8. If the description is long, be sure that it is all in block formation.

**Ex. of a DO NOT**

Mary Had a Little Lamb

His Fleece Was White as Snow

**Ex. Correct:** Mary Had a Little Lamb His Fleece Was White as Snow

9. Do not use the \$ symbol

10. Do not add filters nor formulas to the spreadsheet.

If you have any questions/concerns you may contact me via email or phone.

Thank You,

Tanya Gatewood

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