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# HOUSE OF FRASER

## **CSV CATALOGUES MESSAGE FORMAT**

**A GUIDE FOR CONCESSION & CONSIGNMENT SUPPLIERS**

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# 1. CSV PRICAT

## 1.1.1 CSV PRICAT EXAMPLE FILE

Your PriCat will contain a Header Row where you will insert a series of identification details and a Main Body separated by one carriage return / line feed where you will insert your Product and Price details. Please note there must be only one carriage return / line feed after your Header Row and Main Body. A second carriage return / line feed, or none, will result in your PriCat failing to load to EPOS.

If you wish to import Product and Price information to more than one department you must produce a separate PriCat for each.

An example of the Header Row and Main Body of a CSV file are listed below:

```

ASupplier0123,0123,1234567,Support@asupplier.com,C,1.0,20101231—Header Row
    ↕
ASuppRef1,Product1 135X200,EAN13_CODE_01,ProdGrp1,67.50,,100.00
ASuppRef2,Product2 200X200,EAN13_CODE_02,ProdGrp1,65.00,,95.00
ASuppRef3,Product3 230X220,EAN13_CODE_03,ProdGrp2,115.00,,145.00
ASuppRef4,Product4 260X220,EAN13_CODE_04,ProdGrp2,115.00,,145.00—Main Body
    ↕
  
```

## 1.1.2 CSV PRICAT EXAMPLE HEADER ROW

Each entry in the Header Row must be separated by a comma. Failure to 'comma separate' your data will result in your PriCat failing to load to EPOS.

```

ASupplier0123,0123,1234567,Support@asupplier.com,C,1.0,20101231
  1         2         3         4         5 6 7
  
```

No.	Field Name	Length	Description	Data Mandatory
1	Catalogue Name	40	<ul style="list-style-type: none"> <li>Enter your supplier name followed by your HOF 4 digit Department ID</li> <li>If you are importing a PriCat to more than one department you must produce a separate PriCat for each and add the same supplier name followed by the different Dept ID to the Header Row</li> <li>NB you must maintain the same Catalogue Name each time you send your PriCat. Any change ie insertion of a space etc will result in your PriCat failing to load to EPOS</li> </ul>	Yes
2	Dept ID No.	4 digit	<ul style="list-style-type: none"> <li>Enter your Dept ID. If you are a new Concession HOF will communicate this to you</li> <li>The Dept ID must have 4 digits. If your dept has only 3 digits, please add a leading zero</li> </ul>	Yes
3	Supplier ID No.	7 digit	<ul style="list-style-type: none"> <li>Enter your supplier account number issued by HOF. If you are a new Concession HOF will communicate this to you</li> <li>Can be found on all HOF remittance advice documents</li> <li>NB: if you have been issued with an alpha / numeric account ID you must insert the letter as UPPERCASE ie 123456X. A lower case letter ie 123456x will result in your PriCat failing to load to EPOS.</li> </ul>	Yes

No.	Field Name	Length	Description	Data Mandatory
4	Email Contact Address	N/A	<ul style="list-style-type: none"> <li>Enter ONE email address of the PriCat contact. We will notify you via email to this address if your PriCat has or has not loaded to EPOS</li> <li>House of Fraser recommends that you include a 'group' email address in your header row ie an email address that contains several recipients. This will ensure that critical communications from HOF will be received by your organisation regardless of absence</li> </ul>	Yes
5	Catalogue Type	1	<ul style="list-style-type: none"> <li>Enter "C" to signify complete PriCat ie all products and prices are included</li> <li>Enter "I" to signify an incremental catalogue ie not all prices / products are updated / included</li> </ul>	Yes
6	Catalogue Version	6	<ul style="list-style-type: none"> <li>ie 1.0 = PriCat version 1; 1.1 = PriCat version 2 etc</li> </ul>	Yes
7	Effective From date	8	<ul style="list-style-type: none"> <li>Please specify a date from 1 to 7 days ahead</li> <li>Format is YYYYMMDD, e.g. 20101231 for 31<sup>st</sup> December 2010.</li> <li>Once sent, a product's future price can be amended for that date, but another price cannot be sent for that product for a date earlier than that already loaded.</li> </ul>	Yes

### 1.1.3 CSV PRICAT EXAMPLE MAIN BODY

Each entry in the Main Body must be separated by a comma in the format detailed below. Failure to 'comma separate' your data will result in your PriCat failing to load to EPOS.

ASuppRef1,Product1 135X200,EAN13_CODE_01,ProdGrp1,67.50,,100.00							Main Body   1 carriage return / line feed (at end of the PriCat)
ASuppRef2,Product2 200X200,EAN13_CODE_02,ProdGrp1,65.00,,95.00							
ASuppRef3,Product3 230X220,EAN13_CODE_03,ProdGrp2,115.00,,145.00							
ASuppRef4,Product4 260X220,EAN13_CODE_04,ProdGrp2,115.00,,145.00							
1	2	3	4	5	6	7	

No.	Field Name	Length	Description	Data Mandatory
1	Product Code	20	<ul style="list-style-type: none"> <li>Internal product code ie A24113W etc</li> <li>Internal product code <b>must be unique</b>; duplication will result in your PriCat failing to load to EPOS.</li> <li>NB: If your Product Codes exceed the 20 length character limit (or are duplicated) we recommend you use the EAN13 in this field (in addition to the <b>same</b> EAN being inserted into your EAN 13 field).</li> </ul>	Yes
2	Product Description	40	<ul style="list-style-type: none"> <li>Internal product description ie Duck Feather/Down Pillow et al</li> <li>Your descriptions must be alpha - numeric combinations</li> <li>NB: do not include commas in your product descriptions, a comma insertion will result in your PriCat failing to load to EPOS</li> </ul>	Yes
3	EAN 13	13	<ul style="list-style-type: none"> <li>EAN13 or if you use UPC 12 you must add a leading 0</li> <li>NB: EAN 13 / UPC 12 must be unique ie not duplicated. Duplication will result in your PriCat failing to load to EPOS</li> </ul>	Yes

No.	Field Name	Length	Description	Data Mandatory
4	Product Group	20	<ul style="list-style-type: none"> <li>Used to categorise your product ie range OR colour; style</li> </ul>	No
5	Current <b>Sterling</b> Selling Price	14,2	<ul style="list-style-type: none"> <li>Current <b>Sterling</b> retail Selling Price of the product ie 12.00 (VAT inclusive)</li> </ul>	Yes
6	Image	N/A	<ul style="list-style-type: none"> <li>No data should be inserted into this field. This field is no longer used by HOF but the field must be present in your product catalogue file if you are including €Euro prices in field #7</li> </ul>	No
7	Current <b>Euro</b> Selling Price	14,2	<ul style="list-style-type: none"> <li>Current <b>Euro</b> retail Selling Price of the product ie €13.00 (VAT inclusive)</li> <li>NB: If you trade from HOF's Eire store you must provide a Euro price for <b>ALL</b> products in your PriCat ie if products are <b>NOT</b> ranged in Eire we will accept a zero value.</li> <li>NB: If you do <b>NOT</b> trade from Eire, leave this column <b>blank</b></li> </ul>	Yes (If trading in the Republic of Ireland)

### 1.1.4 NAMING YOUR PRICAT FILE

Your PriCat should be named as:

- **suppliernamedd-mm-yyyy-hh-mm-ss ie suppliername25-07-2004-13-10-01**

1
2
3

The choice of suffix for your file(s) rests with you. To distinguish the file from other retailer file(s) it may be beneficial to use the suffix: .HOF.

No.	Field Name	Explained	Mandatory
1	Suppliername	<ul style="list-style-type: none"> <li>Your supplier name</li> <li>You must use a different name if importing to more than one department</li> </ul>	Yes
2	dd-mm-yyyy	<ul style="list-style-type: none"> <li>Date file was sent ie 25-07-2004</li> </ul>	Yes
3	hh-mm-ss	<ul style="list-style-type: none"> <li>Time file was sent ie 13-10-01 - 13 hrs - 10 minutes and 1 second</li> </ul>	Yes

### 1.1.5 File Header Checks

See 1.1.2 for full content descriptions and data rules

Field Name	Length	Example
Catalogue Name	40	<ul style="list-style-type: none"> <li>ASupplier0123</li> </ul>
Dept ID No.	4 digit	<ul style="list-style-type: none"> <li>0123</li> </ul>
Supplier ID No.	7 digit	<ul style="list-style-type: none"> <li>1234567</li> </ul>
Email Contact Address	N/A	<ul style="list-style-type: none"> <li>Helpdesk@asupplier.com</li> </ul>
Catalogue Type	1	<ul style="list-style-type: none"> <li>C</li> <li>I</li> </ul>
Catalogue Version	6	<ul style="list-style-type: none"> <li>1.0</li> </ul>
Effective from date	8	<ul style="list-style-type: none"> <li>20101231</li> </ul>

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## 1.1.6 Product Information Checks

See 1.1.3 for full content descriptions and data rules

Field Name	Length	Example
Product Code	20	• ASuppRef1
Product Description	40	• Product1 135X200
EAN 13	13	• EAN13_CODE_01
Product Group	20	• Sheet
<b>GBP</b> Selling Price	14,2	• 67.50
Image File Name	N/A	• Not Used
<b>Euro</b> Selling Price	14,2	• 110.00

## 2. ERRORS TO AVOID WHEN BUILDING A CSV PRICAT

### 2.1.1 Missing Comma Error

<b>A</b>	<b>Missing Comma (highlighted)</b>
	ASuppRef1,Product1 135X200↓EAN13_CODE_01,ProdGrp1,67.50,,70.00
	<b>Comma Separated (inserted)</b>
	ASuppRef1,Product1 135X200,EAN13_CODE_01,ProdGrp1,67.50,,70.00
All fields in your PriCat are separated by commas, failure to 'comma separate' your PriCat will result in it being rejected and failing to load to EPOS	

### 2.1.2 Insertion Comma Error

<b>B</b>	<b>Insertion Comma Error (highlighted)</b>
	ASuppRef1,Coctail forks,↑set of 6,EAN13_CODE_01,ProdGrp1,67.50,,...
	<b>Comma Separated (removed)</b>
	ASuppRef1,Coctail forks set of 6,EAN13_CODE_01,ProdGrp1,67.50,,...
Do not include commas in your product descriptions. Insertion of a comma will result in your PriCat being rejected and failing to load to EPOS	

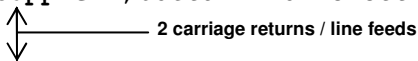
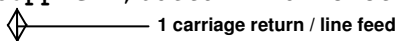
### 2.1.3 EAN Duplication

<b>C</b>	<b>EAN duplication</b>
	ASuppRef1,Coctail forks set of 6,EAN13_CODE_01,ProdGrp1,67.50,,...
	<b>Unique EAN</b>
	ASuppRef2,Coctail forks set of 6,EAN13_CODE_02,ProdGrp1,67.50,,...
If your PriCat contains products with the same EAN the PriCat will be rejected and will not load to EPOS. Our business rules allow one EAN to exist within one department ie we do not allow EAN duplication across (or in this case within) product departments	

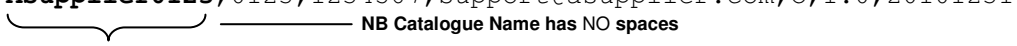
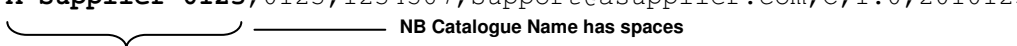
### 2.1.4 Product Code Duplication

<b>D</b>	<b>Product Code duplication</b>
	ASuppRef1,Product 6-2182,EAN13_CODE_01,ProdGrp1,67.50,,70.00
	ASuppRef1,Product 6-2198,EAN13_CODE_02,ProdGrp1,67.50,,70.00
	<b>Unique Product Code</b>
	ASuppRef1,Product 6-2182,EAN13_CODE_01,ProdGrp1,67.50,,70.00
	ASuppRef2,Product 6-2198,EAN13_CODE_02,ProdGrp1,67.50,,70.00
If your PriCat contains products with the same Product Code reference the PriCat will be rejected and will not load to EPOS.	

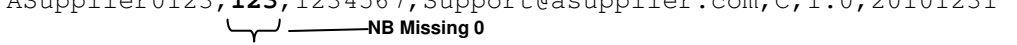
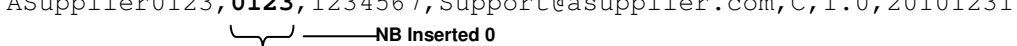
### 2.1.5 Incorrect Number of Carriage Returns / Line Feeds

<b>E</b>	<b>Too many Carriage Returns / Line Feeds after the PriCat main body</b>
	ASuppRef1,Coctail forks set of 6,EAN13_CODE_01,ProdGrp1,67.50,,... 
	<b>One Carriage Return / Line Feed</b>
	ASuppRef1,Coctail forks set of 6,EAN13_CODE_01,ProdGrp1,67.50,,... 
There must be one carriage return / line feed <b>between</b> your header and main body and one carriage return / line feed <b>after</b> your main body. Any transgression from this rule will result in your file failing to load to EPOS	

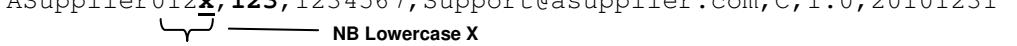
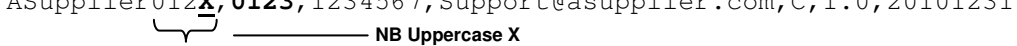
## 2.1.6 Changing Catalogue Name in PriCat Header

<b>F</b>	<b>Catalogue Name One</b>
	ASupplier0123, 0123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	<b>Catalogue Name Two - Name Changed</b>
	A Supplier 0123, 0123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	You must maintain the same Catalogue Name each time you send your PriCat. Any change, ie insertion of a space etc, will result in your PriCat failing to load to EPOS

## 2.1.7 Dept ID No. Missing Zero

<b>G</b>	<b>Header Row One</b>
	ASupplier0123, 123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	<b>Header Row Two</b>
	ASupplier0123, 0123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	Your Dept ID No. must have a leading 0. Any change, ie removal of zero, will result in your PriCat failing to load to EPOS

## 2.1.8 Lowercase Letter Inserted in Supplier ID

<b>H</b>	<b>Header Row One</b>
	ASupplier012x, 123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	<b>Header Row Two</b>
	ASupplier012X, 0123, 1234567, Support@asupplier.com, C, 1.0, 20101231 
	Your Supplier ID - if it contains a letter - must list the letter as uppercase and not lowercase. Insertion of a lowercase letter will result in your PriCat failing to load to EPOS



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### 3. EXAMPLE CSV CATALOGUE

ASupplier0123,0123,1234567,Support@asupplier.com,C,1.0,20101231

ASupRef1,Product1,EAN13\_CODE\_01,ProdGrp1,67.50,,100.00

ASupRef2,Product2,EAN13\_CODE\_02,ProdGrp1,65.00,,95.00

ASupRef3,Product3,EAN13\_CODE\_03,ProdGrp2,115.00,,145.00

ASupRef4,Product4,EAN13\_CODE\_04,ProdGrp2,115.00,,145.00