

# »<sup>ec</sup>Catalogue

V7.16

## Vendor User Guide

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### Summary of document changes

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## Welcome to Intertrade ecCatalogue

InterTrade is pleased to welcome you to our electronic catalog program. The catalog is designed to help you collaborate with your business partners in a mutually beneficial way.

The aim of this guide is to ensure the successful integration of your product information with this new database. All specifications conform to the American National Standards Institute (ANSI) and the Electronic Data Interchange (EDI) X 12 standards.

If you have any questions about this guide, please contact our [customer service](#).

## EDI basics

Electronic Data Interchange (EDI) is the computer-to-computer exchange of business documents, such as purchase orders and invoices, in a standard electronic format between business partners such as retailers and their suppliers; banks and their corporate clients; or car-makers and their parts suppliers.

The most common documents exchanged via EDI are purchase orders, invoices, and advance ship notices. But many other types of documents can be exchanged using EDI, including bills of lading, customs documents, inventory documents, shipping-status documents, and payment documents.

Because EDI documents are processed by computers, each computers involved in an EDI transaction must know where to find each piece of information related to incoming documents, as well as the format of that data.

Just as two speakers of different languages cannot hold a conversation, two business systems operating their own proprietary data formats (as opposed to a common format) cannot exchange data with each other. Thus, a standard format is needed in order for businesses to communicate with each other via their computers. This is the job of EDI.

EDI standards have been developed by organizations to identify the needs of businesses that use EDI, to determine how to meet those needs and to reach agreements about proposed EDI standards. EDI subcommittees meet regularly to propose new standards or changes in response to evolving business requirements. Today, there are several EDI standards in use.

## GS1

GS1 is the world's leading supply chain standards organization. As a neutral, not-for-profit organization, they enable their subscribers to improve supply chain efficiency and cost-effectiveness through the adoption of electronic supply chain best practices. Intertrade is a member of the GS1 organization.

## ecCatalogue basics

### What is an electronic product catalog?

An electronic product catalog is a product data repository that contains marketing, packaging, pricing and regulatory information about products. Sharing this data between suppliers and retailers greatly simplifies supply chain operations and helps get goods to market faster.

Products are sorted into individual catalogs. Usually, all the products provided by a single vendor are grouped in one catalog. Each vendor has their own unique catalog that they provide to retailers.

### How is the product information structured?

ecCatalogue uses the following terminology:

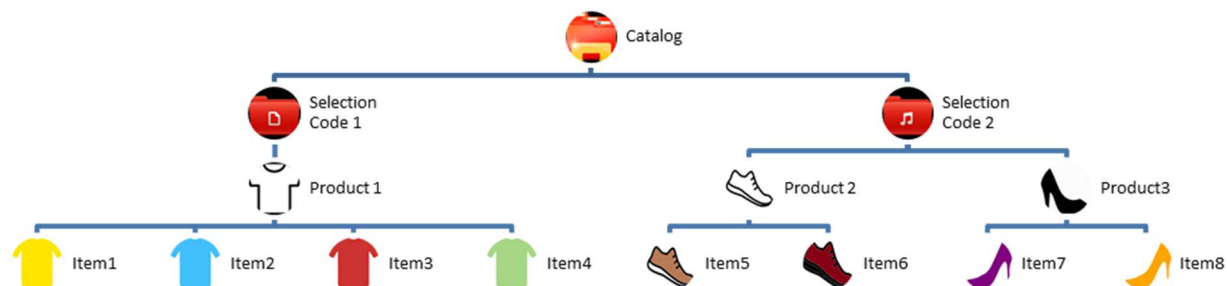
- Selection codes are used to represent the category, brand, or product type. For example, *Men's footwear*.
- Product IDs are used to represent the item number, SKU, or style number.
- GTIN (Global Trade Identification Number) most often refers to a specific UPC or EAN code. Other variants of GTIN codes are also used, but less frequently.

One selection code can contain multiple products, and each product can contain multiple GTINs.

ecCatalogue uses a 3-tier data hierarchy guideline developed and approved by the VICS Organization (Voluntary Interindustry Commerce Standards) for use with general merchandise and apparel products. These guidelines are accepted throughout the retail industry by major vendors and retailers.

The hierarchy shown below illustrates how all product catalogs should be structured.

The product catalog structure is the following:



### What is a GTIN?

A GTIN is the Global Trade Item Number. Available GTIN levels are:

- Consumer unit
- Inner pack
- Case
- Pallet/module

### How does the catalog work?

Suppliers are invited to use InterTrade's electronic product catalog to upload their product data (style, color, size, price, etc.) in one of four integration options:

- EDI document (832);
- Excel spreadsheets;
- Using web services to send a request;
- Direct key-in using a web browser.

Retailers have five ways to obtain their suppliers' latest product data from ecCatalogue, to facilitate operations in multiple departments and systems:

- EDI X12 auto-update;
- Using web services to send a request;
- Excel spreadsheet export;
- EDI X12 832 transaction;

- User interface search results.  
An additional benefit of using ecCatalogue is that a suppliers' presence on the catalog can attract new retailers to their product offerings.

## I'm a vendor

The ecCatalogue user interface allows you to create your catalog and grant access to retailers. You can also create users and assign them a role. Each role has different access rights.

You can search for product information in many ways:

- By selection code;
- By product;
- By GTIN.

You can search for product information within your catalog. You can then either download part of your catalog, its structure or its entire content. (At this time, the catalog export is limited to a maximum of 500,000 GTINs. Please note that this limit will evolve with subsequent releases of the ecCatalogue application.)

The following section will guide you through the steps required to set up your catalog online.

## Registering with InterTrade

Access InterTrade's online registration portal using the link provided to you by InterTrade or by your retailer, or click here: <http://eccatalogue.intertrade.com/registration>. For assistance, call our customer service at 1-800-873-7803.

When you use ecCatalogue's web services, you will be asked for your registration information. InterTrade will provide you with a password that will be required for all catalog submissions. This password is to protect your data.

### Assigning user roles

When creating a new user, you have the choice to assign three different user roles. Each of the roles has different access rights within the user interface. Please review the grid below to determine which role to assign when creating a new user.

User roles			
Available functions	Full administrative user	Catalog administrative user	Vendor user (browse only)
Browsing size and color codes	x	x	x
Requesting a new size code	x	x	x
Browsing catalog and vendor brands	x	x	x
Creating, editing and deleting a selection code, a product or a GTIN.	x	x	
Scheduling catalog refresh	x	x	
Uploading photos	x	x	
Maintaining retailer access (update mode)	x	x	
Viewing data load status report	x	x	
Administering the catalog	x	x	
Uploading and maintaining catalog	x	x	
Viewing retailer's access reports and managing retailer's catalog access, removing access to a selection code, granting and removing access to a product	x		
Managing my company's account	x		
Displaying company's activities	x		

## Defining the communication methods

You can define which method you want to use to submit catalog information: EDI X12 832 transaction, flat-file format or web services. If your organization is currently utilizing EDI for your business transactions, and you wish to submit your catalog via EDI, please see [Using EDI](#).

If you choose to use InterTrade's web services, please see [Using web services](#) below. If you prefer to upload your catalog in a flat-file format, please see [Uploading an Excel spreadsheet](#).

## Preparing your catalog structure

Below are the essential steps required to create a catalog:

1. Structure your catalog into selection codes.
2. Structure your selection codes into products.
3. Structure your products into GTINs.
4. Select NRF color codes.
5. Select NRF size codes.
6. Enter the mandatory attributes information. (The selection code, selection code description, product, product description, GTIN, GTIN type, NRF color code, color description, NRF size code, size description and change date fields are all mandatory.)
7. Save the catalog file in a flat-file format.
8. Upload the catalog using one of the communication methods previously mentioned.

The first level of organization requires you to issue a selection code to your items. You may issue a selection code by brand (*Toyville* products), by department or category (Men's jeans) or by another logical category (for example, Holiday decorations).

## Selection code guidelines

A selection code is a 3-digit number of your choosing. The number does not need to have any actual relationship to the products that it represents; it exists only to help you categorize your product data by category, brand, department, retailer and so forth. It is up to you to group products, items or style codes under specific selection codes, based on the common factors that the products have. Using selection codes makes it easier for you to specify what access retailers have to groups of product ID's (style codes).

Assigning selection codes allows retailers to easily identify the selection codes they want to download into their systems.

- Selection codes should be broad enough to let you easily assign retailer access to your catalogue at the selection code level. That being said, having too many selection codes can create more work when assigning and maintaining retailer limited-access partnerships. Usually, less than fifty selection codes will be sufficient for a large catalogue of more than 200,000 items.
- Conversely, selection codes should not be so broad that they include large numbers of products and tens of thousands of GTINs. Remember that retailers who have activated the automatic update feature will receive all GTIN data associated with the selection codes they have access to.

If multiple selection codes contain the same product or GTIN, remember that:

- A retailer with access to multiple selection codes may receive duplicate product data.
- If you change a product or GTIN information, be sure to make the same change in all applicable selection codes.

Many vendors use a brand name and product line to begin assigning selection codes. A company that manufactures men's wear might assign their selection codes as follows:

Selection code	Description
111	Label 1 — Men's Dress Pants Slacks
112	Label 1 — Men's Dress Shirts
120	Label 1 — Men's Suits
130	Label 1 — Men's Sport Coats
140	Label 1 — Men's Overcoats
200	Label 1 — Men's jeans
211	Label 2 — Men's Slacks
212	Label 2 — Men's Dress Shirts
220	Label 2 — Men's Suits
230	Label 2 — Men's Sport Coats
240	Label 2 — Men's Overcoats
250	Label 2 — Men's Jeans

The second level of organization requires you to issue a product ID for each item within every selection code. The way you issue a product ID is to represent the item number, SKU or style number for that product. Your selection must be logical but it is up to you to determine an ID structure that best serves your needs.

Here is an example: In selection code 200 (Men's Jeans), I have 3 products, product ID 9876 *Loose-fit jeans*, product ID 8765 *Regular-fit jeans*, product ID 6543 *Slim-fit jeans*.

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## Product guidelines

The product level is usually used to regroup information common to multiple items, like the product description, the brand, the country of origin, etc.

For instance, a shirt available in three colors and three sizes will require 9 GTINs to fully describe all the sellable units. However, common information like the brand, the shirt's name, its country of origin, and/or the material can be grouped under a single product occurrence identified by a product ID.

The product ID, also called the VPN (Vendor Product Number) is mandatory even when only one GTIN is related to it.

For more information, please refer to the Uniform Code Council (UCC) [GTIN Data Communications Guidelines for General Merchandise and Apparel](#).

The third level of organization requires you to issue a GTIN for each distinct item within the product ID. This number represents UPC codes.

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## GTIN guidelines

Identical consumer packages or identical shipping containers should have the same GTIN throughout a manufacturing company. A unique combination of product ID, color code, and size code qualify an item for a unique GTIN. GMAIC guidelines require that if you change one element of that combination — for example, you use the same product ID and size code, but a new color code — you must assign a new GTIN. For example, separate GTINs are required to distinguish an 8 ounce shampoo from a 12 ounce shampoo, and 3 ounce strawberry gelatin from 3 ounce cherry gelatin, even though the prices are the same.

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## UPC case codes

The UPC case code refers to the UPC assigned to the shipping container. A unique UPC case code should be assigned to each change in pack, size, case, color or deal where it is necessary to distinguish the case as a stock-keeping unit.

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### Multiple GTINs for the same product

In rare circumstances, the same product might be manufactured in different locations, each using a different GTIN. The multiplicity of numbers on this basis can cause serious problems for both manufacturers and distributors. For example, product XYZ manufactured at location A, B and C should be assigned the same GTIN regardless of the place of manufacture.

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### Regional GTIN assignment

The same GTIN cannot be assigned to different products in different regions served by a company. For example, you cannot use the same GTIN for product A, which is sold only in the Northeast, for product B, which is sold only in the Southwest. Identical products must use the same GTIN, even if they are sold in different regions: product A sold in the Northeast must have the same GTIN as product A sold in the Southwest.

## Multi-packs

Products sold in multi-packs should carry a UPC consumer package code for the smallest consumer sale unit, as well as a different UPC consumer package code for each aggregation. For example, a 5-stick package of chewing gum should have a unique UPC consumer package code (e.g., 0 12345-00061). Additionally, if a 20-package container were also offered for sale at the consumer level, that consumer unit should carry a different UPC consumer package code (e.g., 0 12345-00063).

Manufacturers should establish levels of specificity applicable to each of their products and reach an understanding with their customers to permit efficient checkout procedures. The basic principle is to assign a unique UPC consumer package code to individual consumer units within a multipack, whenever these individual consumer units or aggregates are offered for sale at the retail level.

## Reusing GTINs

Rules for reusing GTINs are

- A GTIN should be reused no sooner than 3 years after the last shipment to any distributor.
- A one-year period should apply to promotion packages such as a price-off label.
- Manufacturers should be sure that pipelines are empty and retailers' stocks exhausted before reusing the GTIN.
- Common sense should be the key in reusing GTINs. Careful consideration should be made of the impact of reuse on communication and possible confusion within the distribution channels, especially in regard to computerized inventory systems. For example, if you introduce a new product with GTIN 0 12345-10001, and then withdraw it, you cannot use GTIN 0 12345-10001 for 4 years. Or, if XYZ hand lotion (GTIN 0 10000-00025) is offered on a 10%-off label with GTIN 0 10000-00026 for one month, you cannot use GTIN 0 10000-00026 for any other product until one year has elapsed from the date that the last 'deal' pack was shipped.

A number of promotion packages exist in the trade. Some require the regular GTIN consumer package code and regular GTIN case code; some require the regular GTIN consumer package code but a unique GTIN case code; and some require a unique GTIN consumer package code as well as a unique GTIN case code.

- **For a pricing statement on label** — NOT to be confused with price-off COUPON — an item which is not normally re-priced with either a special price or "cents off"

statement incorporated into the label. The UPC case code GTIN and UPC consumer package code GTIN should be unique from the case code and consumer package code on the regular (non-promotion) item.

- **Bonus pack** — an item that has increased quantity (e.g., volume, weight, or count) and is sold at the same price as the regular quantity item. The case code for bonus packs must be unique from the case code assigned to the regular (non-promotion) item (case weight, and possibly case cube, can change). In addition, the promotion item must be assigned a consumer package code GTIN that is different from the regular (non-promotion) item. Quantity increases affect unit pricing.
- **Free item on/near consumer pack** — an item that is offered at no additional cost when the primary (regular) consumer item is purchased. The promotion is sold at the same price as the primary item. The primary and free items can be bound together so that they cannot be separated, or they can be displayed next to each other but in separate packages.

For two items bound together, the UPC case code GTIN and UPC consumer package code GTIN should be unique from the case code consumer package code on the regular (non-promotion) item. The symbol on both the primary and free item must be obscured.

For two items near each other, the primary item consumer package code GTIN is the same as the regular consumer package code GTIN. If the free item is marked with a UPC symbol, the symbol should be obscured. If the free item is shipped with the primary item, a unique case Code GTIN should be assigned to identify the shipping container of the promotion. If the free item is shipped separately from the primary item, the regular case code GTIN should be used for the shipping container of the primary item and a unique case code GTIN should be assigned to identify the shipper of the free item.

- **Free item in consumer pack** — a free item packed inside the primary consumer item package with no change in quantity of product, and the promotion package is sold at the same price as the regular package. The consumer package code GTIN should be the same as that assigned to the primary consumer package. The case code GTIN, however, should be a unique number.
- **Reconfiguration of-a consumer package** — configured for promotional purposes, such as a reusable container, which contains the same quantity of product as the regular package and is sold at the same price. The case code GTIN and consumer package code GTIN for the promotion package should be identical to that assigned to the primary case and primary consumer package.

- **Price-off coupon** — a consumer item with a price-off coupon, in or on the package. The price-off coupon could be for the same or any other consumer item. Note that, on this promotion package, the UPC coupon code symbol should not be visible to the scanner — the coupon symbol could be inside the package or on the reverse side (i.e., inside) of the paper label. The case code and consumer package code GTINs should be the same as the regular GTINs.
- **Mail-in with proof of purchase** — a consumer item with a coupon or other identifiable printed matter that would offer proof of having purchased that item. It would be returned via mail by the consumer for refund, for other items, or for purchase of other items at a reduced price. The case code and consumer package code GTINs should be the same as the regular GTINs.
- **Merchandise sold with allowances** — when items are purchased by a wholesaler or retailer at the regular price, additional items are furnished free of charge. This type of promotion is handled in two ways, with no increase in cost.
- **If the quantity of consumer items in the case is increased** — e.g., consumer item count increased from 48 to 60 per case — the case code GTIN should be different from the regular case code GTIN.
- **If the quantity of regular cases is increased** — e.g., buy 10 cases and get one free— The case code and consumer package code GTINs should be the same as the regular GTINs.
- **For promotions with the same case code as the regular case**, the manufacturer may want to identify the shipping containers carrying the promotion by adding a suffix to the case code GTIN.
- **Manufacturers changing the case code or consumer package code**, for whatever reason, should give their customers a 30-day notice to facilitate changes in their systems.
- **There may be federal, state or local regulations** that require a manufacturer to modify these guidelines.

#### Holiday packs

Products modified for seasonal reasons (i.e., holiday packs) should be a unique GTIN to facilitate both reorder within the distributor's organization and timely inventory rotation. For example, candy especially overwrapped for Halloween should be a unique GTIN, unless the wrapper can be readily removed and merchandise sold as regular stock. Refer to the UCC website for graphic representation of various types of SCC-14 codes.

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## 14 digits for product identification

All product identification numbers, including UPC, EAN-13, and the SCC-14, are drawn from a global pool of fourteen digit numbers. All of the variations of product identification are logically one of those 14 digit numbers. For example, the 12 digit UPC identification number 7 12345 12345 9 is the same as the 13 digit EAN identification number 07 12345 12345 9, which is the same as the 14 digit SCC-14 number 0 07 12345 12345 9. These numbers are all subsets of the same 14 digit identification number and represent the same item.

The lead zero (M1) is not physically displayed in a UPC symbol so that under this system the 12 digit UPC number 7 12345 12345 9 is the same number and represents the same item as the 13 digit EAN number 07 12345 12345 9.

The 14th-leftmost digit, the packaging indicator (PI), is used with the SCC-14. The packaging indicator is critical to the number structure because it distinguishes an individual item from a case (or other transport package) that contains multiples of that item. A case, or transport package, must be identified separately from the individual item because it has attributes, such as quantity, dimensions, or price, that are different from those of the item itself. When printed in UPC/EAN symbology, a number such as 7 12345 12345 9 is 12 digits long, but is logically the same as the 14 digit number 0 0712345 12345 9.

If a single database manages product identification, numbers should be treated as logical 14 digit numbers, right-justified and zero filled to the left, to maintain the necessary distinctions between goods marked with UPC, EAN, and SCC-14. Thus SCC-14 would need two zero fillers on the left, an EAN-13 would need one filler zero on the left, and a UPC would need no zero fill.

For more information on any of these topics, visit the GS1 US public website at [www.gs1us.org](http://www.gs1us.org).

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## NRF color codes guidelines

The primary guideline for selecting the color code should be based on the predominant background color of the product.

When assigning a color code to a product, there must be a consistency between retailers and vendors. The vendor catalog must include the selected color in the color ID field. Retailers will extract this information into their product database and use it.

With this uniformity in designating color for general merchandise, the exchange of information between retailers and vendors becomes much simpler.

To ensure the effective use of standardized color coding, the guidelines for general merchandise are listed below:


- A color code will be selected from the appropriate sub-group to represent each of the color designations in the current product line. As an example, the colors *coffee*,

*chocolate* and *carob* all fall into the dark brown sub-group, 201-209, each color should be assigned a unique code (201 – *coffee*, 202 – *chocolate*, 203 – *carob*).

- The exception to the above guideline is for those vendors whose color descriptions exceed the capacity of a color sub-group. As an example of this is a manufacturer having more than 10 colors falling into the dark brown (201-209) category. In this example, the manufacturer with 11 dark brown colors may assign the same color code to more than one of the colors (201 – *kola nut* and *chocolate*). The color descriptions bearing the same color code must never be used for the same style number.
  - **Yes to** : Style number 145 – *kola nut* (color 201); style number 622 – *chocolate* (color 201)
  - **No to**: Style number 356 – *kola nut* (color 201) and *chocolate* (color 201).
- If a unique color code cannot be established within the appropriate sub-group, the vendor must select codes from the proper overflow codes in the 240-249 range or 900 series of numbers.
- If one of the assigned colors (*kola nut*) is discontinued, its color code can be used for a new color description that falls into the same sub-group (*walnut*). In this case, the vendor must include the correct color description and its assigned code in the vendor's catalog.
- The lower the number, the darker the color. For example, the blue group ranges from sub-groups dark blue (401-409) to navy (410-419) to medium blue (420-429), etc., to the sub-group light pastel blue (450-459).
- Select the color code from the appropriate shade group within the color group to represent each of the color designations in a product line. For example, the colors *coffee*, *carob* and *chocolate* fall into the dark brown shade group, 201-209.
- Assign each color variation within a particular product ID a unique NRF color code. The first code in the color group is the uncomparing color code designation. Use this code whenever color shades such as dark brown, rust/copper brown or light/pastel brown are not used for a vendor product ID/Style.
- You can use the same NRF Color Code to represent an entirely different shade for another product with a different product/style.

## Downloading NRF color codes information

To download the NRF color codes:

1. From your catalog, choose **NRF > NRF color codes**.  
→ The **NRF color codes** page will be displayed.
2. Select the color groups for which you want download the codes, and click .  
→A drop-down list will appear.
3. Select the file format for the download.  
→A NRF code file list will be downloaded to your computer's downloads folder.

## NRF size codes guidelines

The NRF size codes tables are based on category types.

Size able number	Description
Size table 1	Adult male, unisex clothing and furnishings
Size table 2	Boys, unisex, student clothing and furnishings
Size table 3	Juniors, misses, women's clothing and furnishings
Size table 4	Infants, toddlers, girls and children's clothing
Size table 5	Footwear
Size table 6	Linens, domestics and related textiles
Size table 7	Home furnishings, China dinnerware and accessories; miscellaneous, linear, volume and weight measurements

One single product ID should have a distribution of multiple UPCs with different colors and sizes. This enables a retailer to select one product ID and obtain all colors and size UPCs for a product.

Vendors should not directly incorporate NRF color and size code elements into the 5-digit UPD product ID number that they assign. NRF color and size codes are only indirectly represented by the UPC product ID number.

Rules and tips:

- For apparel, the primary size refers to body size; the secondary size describes a proportion, such as a waist or neck size, trouser rise, a cup size, or a general body


proportion such as petite. For example, to find the code for the men's size 42 short; search on primary size 42, secondary size short (10651). For the boy's size 14 (no secondary size), search for size 14, no secondary size (20140). For women's size 36C, search for primary size 36, secondary size C (30745), and so on.

- For shoes, the primary size refers to foot size; the secondary size describes the width which is generally spelled out. For example, 8W is primary size 8, secondary size wide (50437). 8WW is primary size 8, secondary size wide wide (50438). Use the footwear table to select codes for all footwear (except socks) regardless of gender. There are subcategories for Brazilian, European, Mondopoint, UK and US sizes.
- Jewelry: For necklaces and bracelets, use the linear measurements table to assign codes; for rings, use the jewelry table to assign a code according to ring size; for earrings, pins and other jewelry accessories, use the one size fits all code in the appropriate category (menswear, womenswear, etc.).
- Linens: For window treatments, the primary size describes the most significant style characteristic and the secondary size describes the length in inches. For example, under valances and window accessories, the primary size may be pouf or ruffled or tailored and the secondary size is the width in ranges of inches, such as 1-50, 51-100, 101-150, etc. For bed coverings, the primary size is typically a standard bed size such as full, queen, crib, basinet or California king. The secondary size will indicate if the item is open stock, sets, or total bed. In the case of sheet, quilt or blanket sets, the primary size is the standard bed size, and the secondary size describes the items in the set, for example "flat, fitted, 2 pillowcases, 2 euro shams."
- Sometimes, secondary sizes contain item descriptions. In the linens and domestics table, for example, a queen pillowcase will be primary size queen, secondary size pillowcase (60685). A beach towel will be primary size towel, secondary size beach (60694).
- For assortments, such as three-packs of socks where the pairs are of different colors, use NRF color code 999, which is reserved for assortments.
- Sizes within a category may be used assigned to any item within that category. For example, size small may be used to describe a shirt, a bag, pants, belt, etc.
- When selecting codes for bags, such as gym bags, use the one size fits all code, or use the small, medium or large codes as appropriate.
- Size names are generally spelled out: large instead of L, medium instead of M, S for small, xlarge for XL, etc.

- Use the linear measurements table for the following categories: art, bracelets, boxes, candles, carpets, clocks, frames, luggage, mirrors, necklaces, rugs, vases, and all other items with a linear measurement of length and width.
- For linear measurements, the primary size equals length, while the secondary size equals width. The larger size is always listed first in codes for linear measurements. Linear sizes do not describe orientation (e.g. portrait vs. landscape). Other tables describing length and width, such as table linens or bath rugs, follow this same principle of organization.


#### Downloading the NRF size codes list

To download NRF size codes list:

1. From your catalog, choose NRF > NRF size codes.  
→The NRF size codes page will be displayed.
2. Click  .  
→A drop-down menu will appear.
3. Select the file format for the download.  
→The file will be downloaded to your computer's downloads.

#### Requesting a new NRF size code

To request a new size code:

1. From the catalog, choose **NRF > NRF Request new size code**.
2. Read the terms and conditions, and click  .  
→A confirmation message will be displayed.

#### Uploading and maintaining your products from the user interface

The following section will cover the steps required to upload and maintain your catalog using the web interface.

#### Using an excel spreadsheet to build my catalog



1. From your catalog **Selection code** page, choose **Help > Help/FAQs**.
2. Select **Supplementary Documentation**, then [Option 4 Web file upload information and templates](#).

3. From the list of templates to download, select **CORE\Mandatory + Extended Attributes template**.  
→The file will be downloaded to your computer.
4. Open the file **Template-WebFileUpload-ExtendedAttributes.xls**.
5. Fill out the required information in the spreadsheet. Generally, the columns with blue headers are mandatory across the board for all retailers. Some retailers enforce some of the extended product attributes, but this on a case-by-case basis.
6. Save the spreadsheet on your computer in Text (tab delimited) format, which is the only format that can be used to send to the catalogue for upload.  
→Your catalog will be ready to be uploaded.

---

### Creating a selection code

To create a selection code:


1. From your catalog **Selection code** page.
2. Click  .  
→Create **Selection Code** form will be displayed
3. Fill out the required information. All fields marked with an asterisk are mandatory. (The selection code and its description are mandatory. The selection code cannot already exist and has a three character length limitation. Its description cannot exceed 30 characters in length.)
4. Click  .  
→A message will confirm that the selection code creation.

---

### Editing a selection code's description

To modify a selection code's description:



1. From your catalog **Selection code** page, click the **Selection code** for which you want to edit the description.  
→The **Selection Code Details** page will be displayed.
2. Click **Edit**.  
→The **Edit Selection Code** form will be displayed.

3. Modify the information. (The selection code description cannot exceed 30 characters in length. The selection code itself cannot be modified, only its description.)
4. Click  .  
→A message will confirm the selection code update.

---

### Deleting a selection code



To delete a selection code:

1. From your catalog **Selection code** page, select the checkbox for the row that represents the selection code to delete.
2. To delete the selected selection code, use one of the following options:
  - a. Choose **Actions > Delete**.
  - b. Click  .  
→A prompt will ask you to confirm your request.
3. Click  .  
→A message will confirm the selection code deletion.

---


### Creating a product

To create a product:

1. From your catalog **Selection code** page, click the selection code for which you want to create a product.  
→The **Product List** table will be displayed.
2. Click  .  
→The **Create Product** form will be displayed
3. Fill out the required information. All fields marked with an asterisk are mandatory. (The fields for product ID and its description are mandatory. The product ID can have up to 20 digits. The description can be up to 30 characters.)
4. Click  .  
→A message will confirm that the product will be created.



## Editing a product

To edit a product:

1. From your catalog **Selection code** page, click to selection code that contains the products that you want to edit.  
→The **Selection Code Details** page will be displayed.
2. Click to select the product you wish to edit.  
→The **Product Details** page will be displayed.
3. Click **Edit**.  
→The **Edit Product** form will be displayed.
4. Modify the information. All fields marked with an asterisk are mandatory. (The description field is mandatory.)
5. Click  .  
→A message will be displayed confirming that the product will be updated.


## Deleting a product

To delete a product:

1. From your catalog **Selection code** page, click the selection code for which you want to create a product.  
→The **Product List** table will be displayed.
2. Select the checkbox that corresponds to the product that you want to delete.
3. To delete the selected product ID, use one of the following options:
  - a. Choose **Actions > Delete**.
  - b. Click  .  
→A prompt will ask you to confirm your request.
4. Click  .  
→A message will confirm the product deletion.

## Creating a GTIN


To create a GTIN:

1. From your catalog **Selection code** page, click the selection code for which you want to create a GTIN.  
→The **Product List** table will be displayed.
2. Click the product ID for which you want to create a GTIN.  
→The **GTIN List** table will be displayed.
3. Click **Create**.  
→The **Create GTIN** form will be displayed
4. Fill out the required information. All fields marked with an asterisk are mandatory. (The fields for GTIN, type of product, color code, color short description, size code, and size code short description are mandatory.)
5. Click  .  
→A message will confirm the GTIN creation.

---

## Editing a GTIN

To edit a GTIN:

1. From your catalog **Selection code** page, click the selection code for which you want to edit the GTIN.  
→The **Product List** will be displayed.
2. Click the product ID that includes the GTIN that you want to edit.  
→The **GTIN List** will be displayed.
3. Click the GTIN you want to edit.  
→The **GTIN Details** page will be displayed.
4. Click **Edit**.  
→The **Edit Description** form will be displayed.
5. Modify the information. All fields marked with an asterisk are mandatory. (The fields for GTIN, type of product, color code, color short description, size code, and size code short description are mandatory.)
6. Click  .

→A message will confirm that the GTIN will be updated.

## Deleting a GTIN

To delete a GTIN:

1. From your catalog **Selection code** page, click the selection code for which you want to create a GTIN.

→The **Product List** table will be displayed.

2. Click the product id for which you want to create a GTIN.

→The **GTIN List** will be displayed.

3. Select the checkbox that corresponds to the GTIN you want to delete.

4. Click  .

→A prompt will ask you to confirm your request.


5. Click  .

→A message will confirm the deletion of the GTIN.

## Downloading your catalog information

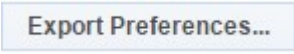
### Downloading your entire catalog to Excel

To download your entire catalog to an Excel spreadsheet:


1. From your catalog **Selection code** page, click  .

→The **Data Export** window will be displayed.

2. To send an email notification for the export, select **Send email notification to (email address)**.

3. To select your export preferences, click  .

→The **Data Export Preferences** window will be displayed.

4. Using the directional arrows, select the attributes to be exported, and click  .

→Your export preferences will be saved.

5. From the **Data Export** window, click  .

→Your request will be processed and the **Data Export** window will display the file to download.

6. Click **Download**.

→Your file will be downloaded to an Excel spreadsheet.

---

### Download to Excel

To download product information into an Excel spreadsheet:

1. From your catalog, select a selection code, a product or a GTIN, and click

 .

→The **Data Export** window will be displayed.

2. To send an email notification for the export, select **Send email notification to (email address)**.

3. To select your export preferences, click  .

→The **Data Export Preferences** window will be displayed.

4. Using the directional arrows, select the attributes to be exported, and click

 .

→Your export preferences will be saved.

5. From the **Data Export** window, click  .

→Your request will be processed and the **Data Export** window will display the file to download.

6. Click **Download**.

→Your file will be downloaded to an Excel spreadsheet.

## Downloading your catalog structure

To download your catalog structure:

1. From your catalog, click .

→The **Catalogue Structure Report window** will be displayed.




2. Make a selection and click .

→A .txt file will be downloaded to your computer.

## Exporting your selection codes to Excel

To export selection codes to Excel:


1. From your catalog **Selection code** page, select one or more selection code(s), and click .

→The **Data Export** window will be displayed.

2. To send an email notification for the export, select **Send email notification to (email address)**.

3. To select your export preferences, click .

→The **Data Export Preferences** window will be displayed.

4. Using the directional arrows, select the attributes to be exported, and click .


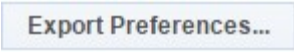


→Your export preferences will be saved.

5. From the **Data Export** window, click .

→Your selection code(s) will be exported to an Excel spreadsheet.

## Exporting your products to Excel


To export products to Excel:

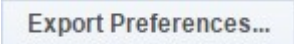


1. From your catalog **Selection code** page, click the selection code for which you want to export products.  
→The **Product List** table will be displayed.
2. Select one or more products, and click .  
→The **Data Export** window will be displayed.
3. To send an email notification for the export, select **Send email notification to (email address)**.
4. To select your export preferences, click .  
→The **Data Export Preferences** window will be displayed.
5. Using the directional arrows, select the attributes to be exported, and click .  
→Your export preferences will be saved.
6. From the **Data Export** window, click .  
→Your products will be exported to an Excel spreadsheet.

---

## Exporting your GTINs

To export GTINs to Excel:

1. From your catalog **Selection code** page, click the selection code for which you want to export GTIN(s).  
→The **Product List** table will be displayed.
2. Select the Product for which you want to export GTIN(s).  
→The **GTIN List** table will be displayed.
3. Select one or more GTIN(s), and click .  
→The **Data Export** window will be displayed.
4. To send an email notification for the export, select **Send email notification to (email address)**.


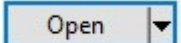
5. To select your export preferences, click  .  
→The **Data Export Preferences** window will be displayed.
6. Using the directional arrows, select the attributes to be exported, and click  .  
→Your export preferences will be saved.
7. From the **Data Export** window, click  .  
→Your GTIN(s) will be exported to an Excel spreadsheet.

### Uploading and maintaining your catalog via Excel, EDI X12 or web services

The following section will describe the steps required to upload and maintain your catalog by Excel spreadsheet, EDI X12 transaction or web services.

#### Uploading my catalog using an Excel spreadsheet

To upload an Excel spreadsheet formatted catalog:

1. Choose **Catalog > File Upload**.  
→The **Catalog File Upload** will be displayed.
2. Click  .
3. Select the catalog .txt format file from your computer.
4. Click  .  
→The file will be uploaded.

#### Uploading and maintaining my catalog using EDI X12

To upload and maintain your catalog using EDI X12, you will need to use the following information:

- VAN: InterTrade
- X12 standards: 004010, 004020 and 004030
- X12 transaction: 832
- ISA qualifier: ZZ
- ISA ID: ECCATALOGUE
- GS ID: ECCATALOGUE

---

## Uploading and maintaining my catalog using web services

To use InterTrade's web services:

1. Call our customer service (1-800-873-7803 option 3) to activate the services.
2. Download the appropriate [WSDL files](#).
3. Upload the WSDL files in your system to create a web service reference from the information contained in the WSDL files.

---

## Creating and maintaining my catalog using the user interface

To create your catalog from the user interface:

1. [Create a selection code](#)
  2. [Create a product](#)
  3. [Create a GTIN](#)
  4. Repeat steps 1 to 3 according to your catalog structure.
- Your catalog will be created.

---

## Uploading photos

Below are some guidelines for including photos in your catalog:

- Providing photos offers a better shopping experience and gives you an edge when it comes to the customer's final purchase decision.
- Your photos should be well-lit and show the entire product. The product should fill up to 80% of the photo area.
- You may submit more than one photo per product to show different views (up to 4). You will be required to identify which is the primary photo in the spreadsheet by entering the information using the primary attribute. To do so, you need to use the CORE\Mandatory + Product Image Attributes template, and go to cell O2. Click the corner of the cell to display the available options. Indicate *Primary* in this cell if *Image 1* is the primary picture. If you need to add more pictures, in the template, copy-paste cells L2 to AB2 and paste them into cells AC2 to AS2. Change the names of the cells from *Image1* to *Image2*. If you need to add a third picture, you need to repeat the last step (paste the cells into cells AT to BJ, and rename the cells to *Image3*). For a fourth image, copy-paste again into cells BK to CA, and rename the cells to *Image4*. Please note that only one image can be labeled as the *Primary* image.

- Photos should be at least 500x500 pixels in size for detailed viewing.
- All photos must be either JPG or GIF format. Photo file size may be no larger than 1 MB.
- Maximum file name size is 80 characters and should contain only letters, numbers and underscores (\_).
- For easy maintenance, you can add, replace, edit or delete image files and image attributes directly for the **Product details** page in your catalog.

---



### Managing retailer's catalogue access

The following step-by-step instructions will guide you through the administrative tasks that you will use to manage retailer access.

---

#### Granting access to a specific selection code of your catalog

To grant access to a selection code of your catalog:



1. From your catalog, choose **Catalog > Browse**.  
→Your selection code page will be displayed.
2. Use the search boxes to filter through the list of selection codes.
3. Choose **Actions > Manage Retailer Access**.
4. Search for and select the retailer for which you want to grant access to the selected selection code.
5. Click the gray **Access** dot icon  for the selected retailer and choose **Grant Access to the Selection Code**.  
→The **Access** icon will be green  and the retailer will now have access to the selection code.

---

#### Removing access to a selection code

To remove access to a selection code of your catalog:



1. From your catalog, choose **Catalog > Browse**.  
→Your selection code page will be displayed.
2. Use the search boxes to filter through the list of selection codes.
3. Choose **Actions > Manage Retailer Access**.
4. Search for and select the retailer for which you want to remove access to the selected selection code.

5. Click the green **Access** dot icon  for the selected retailer and choose **Remove Access to the Selection Code**.  
→The **Access** icon will be gray  and the retailer will no longer have access to the selection code.

---

### Granting access to a product


To grant access to a product of your catalog:


1. From your catalog, choose **Catalog > Browse**.  
→Your **Selection Codes** page will be displayed.
2. Click the desired selection code to display the list of products it contains.  
→The **Selection Code Details** page will be displayed.
3. Select the product for which you want to grant access.
4. Choose **Actions > Manage Retailer Access**.
5. Search for and select the retailer for which you want to grant access to the selected selection code.
6. Click the gray Access dot icon  for the selected retailer, and choose **Grant Access to the Product**.  
→The **Access** icon will be green  and the retailer will now have access to the selection code.

---

### Removing access to a product

To remove access to a product ID of your catalog:

1. From your catalog, choose **Catalog > Browse**.  
→Your **Selection Codes** page will be displayed.
2. Click the selected selection code to display the list of products it contains.  
→The **Selection Code Details** page will be displayed.
3. Select the product for which you want to remove access.
4. Choose **Actions > Manage Retailer Access**.
5. Search for and select the retailer for which you want to remove access to the selected selection code.
6. Click the green **Access** dot icon  for the selected retailer, and choose **Remove Access to the Product**.

→The **Access** icon will be gray  and the retailer will not have access to the selection code.

*Please note that you can only remove access to a product if the retailer has a partial access to its parent selection code.*

---

## Managing my account

---

### Creating a catalog user

To create a catalog user:

1. From your catalog, choose **Admin > User Management**.

→The **User Management** table will be displayed.

2. Click **Create User**.

→The **Create User** form will be displayed.

3. Fill out the information. All fields marked with an asterisk are mandatory. (The fields username, role, first name and last name are mandatory.)

4. Click  or .

→The information will be saved and the user will be created. If you click on **Save and Send Email**, an email will be sent to the user.

---

### Editing a user's profile

To edit a catalog user's profile:

1. From your catalog, choose **Admin > User Management**.

→The **User Management** table will be displayed.

2. Use the search tools to find the user's profile you want to edit.

→The search results will be displayed.

3. Click the name of the user's profile you want to edit.

→The **Edit User** window will be displayed.

4. Modify the information. All fields marked with an asterisk are mandatory. (The fields username, role, first name and last name are mandatory.)


5. Click .

→The user's profile will be updated.

---

### Resetting a user's password


To reset a user's password:

1. From your catalog, choose **Admin > User Management**.  
→The **User Management** table will be displayed.
2. Use the search tools to find the user's profile you want to edit.  
→The search results will be displayed.
3. Click the name of the user's profile you want to edit.  
→The **Edit User** window will be displayed.
4. Click .  
→The catalog user's password will be reset. An email with the login information will be sent to the user.

---

### Editing my company profile

To edit your company profile:

1. From your catalog, choose **Admin > Company Profile**.  
→The **Edit Vendor Profile** window will be displayed.
2. Edit the information. All fields marked with an asterisk are mandatory. (The fields for street address, city, state/province, country, zip/postal code are mandatory.)
3. Click .  
→The vendor profile information will be updated.

---

### Viewing the company's catalog activities

To view the company's catalog activities:

1. From your catalog, choose Admin Company Activities.  
→The list of company activities will be displayed.

You will have the ability to search by date, by catalog username or by activity. Click the forward arrow at the beginning of the row to display additional information.


## Browsing my catalog

To browse your catalog:

- From your catalog, choose **Catalog > Browse**.  
→The list of selection codes from the catalog will be displayed. You will be able to browse your catalog items.

## Downloading my catalog structure

To download your catalog structure:

1. From your catalog, choose **Catalog > Browse**.  
→The list of selection codes from the catalog will be displayed.
2. Click **Download Catalogue Structure Report**.  
→The **Catalogue Structure Report –Select Level** menu will be displayed.
3. Select an option and, click .  
→A .txt document is downloaded on your computer.


## Refreshing my catalog

Whenever you send data to ecCatalogue by EDI or by uploading a file, a "catalog refresh" informs InterTrade that it is time to update your Catalogue data with the newer data. Catalogue contents are then cleared and replaced with the new data that you sent.

## To schedule a catalog refresh

To schedule a catalog refresh:

1. From your catalog, choose **Catalog > Schedule Refresh**.  
→The **Schedule Refresh** page will be displayed.
2. Select one of the following options:



- a. Click

This option will clear all of the catalog's contents and replace them along with the new data that you sent. This option keeps the present structure of selection codes and only replaces the sub-contents

**Schedule Catalog Refresh and DELETE selection codes**

b. Click

This option will clear all of the catalog's contents and replace them along with the new data that you sent. **This option replaces the selection codes** as well as the sub-contents. Upon scheduling a catalog refresh, the **next** EDI 832 document or uploaded file to ecCatalogue is processed as refresh data. As soon as the catalog refresh is complete, check all your retailer trading partnerships to ensure they reflect the correct access privileges.

→A validation message will be displayed.

3. Click .

→A confirmation message will be displayed. The catalog refresh will be scheduled.

### Cancelling a catalog refresh

Whenever a catalog refresh is scheduled, you have the option to cancel the request in the schedule refresh page.

To cancel a catalog refresh:

1. From your catalog, choose **Catalog > Schedule Refresh**.

→The **Schedule Refresh** page will be displayed.

**Cancel Catalog Refresh**

2. Click

→A validation message will be displayed.

3. Click .

→A confirmation message will be displayed. The catalog refresh will be cancelled.

## Technical information

Implementation of ecCatalogue implies a number of interrelated tasks that need to be carried out in sequence.

For vendors:

1. Signing up with InterTrade
2. Getting your GS1 prefix
3. Creating your catalog
4. Uploading your catalog (refer to the communication methods section)
5. Granting access to retailers

## Web services

A web service is a self-contained modular application that has open, internet-oriented, standard-base interfaces.

The WSDL is an XML message format for describing the network services offered by the server.

You use a WSDL to create a file that identifies the services provided by the server and the set of operations within each service that the server supports.

For each operation, the WSDL file also describes the format that the client must follow when requesting an operation.

The server agrees to provide certain services if he client sends a properly formatted request.

A client who wants to send a request to the server first has to obtain a copy of the WSDL files from the server. The client then uses the information in this file to format a request.

The client sends this request to the server. The server executes the requested operations and sends the resulting information back to the client as a response.

## Using web services

To send a request to our web server, you must first obtain a copy of InterTrade's ecCatalogue WSDL file. You then use the information in the WSDL file to format a request. You send this request to the web server. After authenticating the request, the server executes the request and sends you back the information as a response.

For more information such as a web service user guide, web service attributes specifications and the WSDL files, please refer to [Appendix B](#).

For a complete implementation guide, please refer to the [ecCatalogue EDI832 X12 4010 4020 4030 Implementation Guide](#) in [Appendix A](#).

## Contact information

You can contact InterTrade Technical Support at 1-800-873-7803 (option 2), Monday through Friday from 8:30am until 8:00pm EST. You can also email us at [support@intertrade.com](mailto:support@intertrade.com).

## Appendix A – Mapping information

### [ecCatalogue EDI 832 X12 4010, 4020, 4030 implementation guidelines](#)

For a new EDI 832 implementation, please refer to this document as your starting point to implement the base EDI 832 file. The aforementioned guidelines identify the proper file structure that includes the core mandatory attributes. This current document provides information on adding the extended product and image attributes required by your retailer trading partners.

### [ecCatalogue EDI 832 – X12 4030 addendum](#)

This document is a supplement to the ecCatalogue EDI 832 – X12 4010, 4020, 4030 implementation guideline intended for apparel and general merchandise suppliers who wish to use the extended product and image attributes defined in the GS1 US guidelines.

## Appendix B – Web services information

### Web services

Web services enable applications to interact with one another over the web in a platform-neutral, language-independent environment. In a typical web services scenario, a business application sends a request to a service at a given URL by using the protocol over HTTP. The service receives the request, processes it, and returns a response.

SOAP offers two primary advantages:

- SOAP is based on XML, and therefore easy to use.
- SOAP messages are not blocked by firewalls because this protocol uses simple transport protocols, such as HTTP.

Web service attributes specifications:

<https://eccatalogue.intertrade.com/cms/documents/InterTrade-ecCatalogue-WebServices-AttributesSpecifications.xlsx>

### WSDLs

Vendor-specific WSDL files:

Selection code operations: <https://ws.eccatalogue.intertrade.com/selcCodeOperation-v1.wsdl>

Product code operations: <https://ws.eccatalogue.intertrade.com/productOperation-v1.wsdl>

GTIN operations: <https://ws.eccatalogue.intertrade.com/gtinOperation-v1.wsdl>