

## InterTrade

### *ecCatalogue Supplier Quick Start Guide*

**Prepared by InterTrade**

Product Management

***InterTrade Systems Inc. Restricted***

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## Questions and Answers

### What is a GTIN?

A GTIN is a Global Trade Item Number, which represents either a UPC code or an EAN number. Whenever you see the word “GTIN” in the InterTrade online web screens, you should interpret it to mean “UPC code” or “EAN”.

### How to Get Help?

You will find a link to the Help section on every InterTrade online web screen. Simply click **Help/FAQs** under HELP in the Navigation menu.

### What Does the Process Involve?

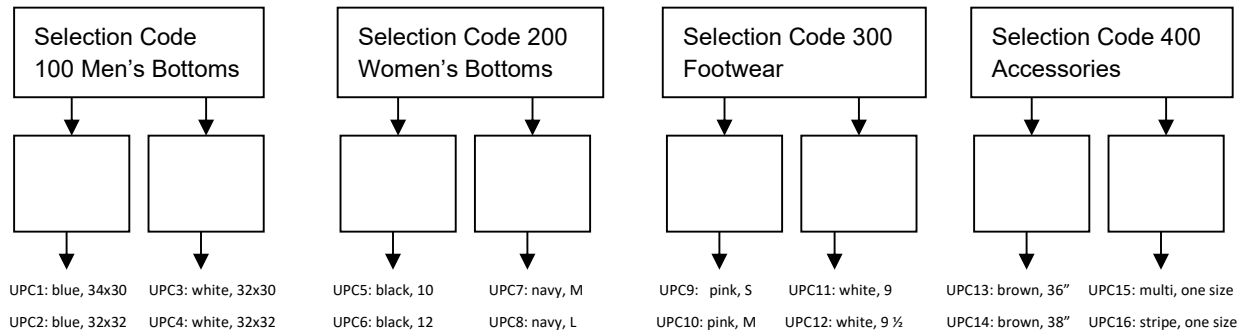
In order to successfully and efficiently load your catalogue data and grant catalogue access to your retailer partners on the InterTrade Service, the following activities should be performed in the order shown below:

- 1) Organizing your catalogue
- 2) Assigning NRF color and size codes to your items (if necessary)
- 3) Creating your catalogue the first time (one of the options below)
  - a) Entering catalogue information using the web
  - b) Entering catalogue information via Data File Upload
  - c) Sending catalogue information via EDI
- 4) Viewing the contents of your catalogue (top down)
- 5) Granting catalogue access to your retailers
- 6) Maintaining your company profile and contact information

The subsequent sections of this document provide detailed step-by-step instructions on how to perform the activities listed above.

## Organizing Your Catalogue

The first step, before loading your catalogue on the web, is to organize your items according to the VICS guidelines, which is illustrated below:



### Selection Codes

The highest level divisions in your catalogue are your selection codes. These may represent various brands, product types, merchandise departments, or other alternative methods of organizing the items in your catalogue. Since a selection code is comprised of a 3-digit number and related text description, you may have up to 1000 different selection codes in your catalogue.

### Style #/Product ID's

One selection code may be associated with multiple style ID's (also known as "Product ID"). The style number is your assigned internal style or product ID, with an associated text description.

**IMPORTANT NOTE:** The style numbers (or Product ID's) that you enter in your catalogue must exactly match those that you have given to your customer's merchant group, so that when your customer retrieves the styles from the catalogue, the style # they request matches the style # you loaded in your catalogue. This will minimize the possibility of mismatches due to a particular style # being represented in 2 different ways.

### UPC Codes

Multiple UPC codes are defined within a particular style #/product ID. Each UPC defines the associated style down to the specific size and color of the item.

## Assigning NRF Color & Size Codes to Your Items

This section contains important information about the NRF (National Retail Federation) Color and Size codes, how they are assigned, and how they are used.

### What is NRF Color & Size Codes On-Line<sup>SM</sup>

For additional information about NRF color and size codes, as well as to gain access to the electronic version of the NRF Color & Size Code Handbook, click on “NRF Color and Size Codes” and then select “Accept”. It enables you to perform the following activities relating to NRF color and size codes:

- Daily content updates
- Complete, flexible search and filtering capabilities
- View, print, and download features
- Complete online help. Including comprehensive NRF guidelines on code assignment and usage. See the Supplementary Documentation topic in the **Help/FAQs** section.

NOTE: InterTrade users can choose to subscribe to the NRF Color & Size Codes On-Line service. The following annual fees will apply:

<u>Vendor Catalogue Contains</u>	<u>Annual Fee for Unlimited Usage Is</u>
0 – 100 UPCs	\$50
101 – 1000 UPCs	\$100
1001+ UPCs	\$250

You use the same online User ID and Password login information for both InterTrade and NRF Color & Size Codes On-Line, if you subscribe to both services.

### About UPC and NRF Codes

The GS1/Uniform Code Council (UCC) Implementation guidelines require vendors to assign a different 5-digit *UPC Product ID* number for each unique combination of

- Product ID (Style) #
- NRF Color Code #
- NRF Size Code #

For example, a Men's Sock vendor might assign the UPC Product ID **12345**, which represents a unique combination of:

Product ID (Style) # — **6821A**  
NRF Color Code # — **001 (Black)**  
NRF Size Code — **10970 (Medium)**

The relationship between NRF Color and Size Codes, the vendor-assigned UPC Product ID, and the complete UPC code is the following.

The 12-digit UPC code consists of

- *Number System Character & Vendor ID#* — this is a 6-digit number that is assigned by the UCC.
- *UPC Product ID#* — this is a 5-digit number that is assigned by the Vendor. This number indirectly reflects the NRF Color & Size Codes.
- *Check Digit* — this is a 1-digit number.

### NRF Color Code Tables

There are 12 NRF Color Code tables, one for each of the color groups.

A Color Code table contains:

- A code designating an **uncompared color** — this code is the **first code** in the color group series, for example **300** for blue. You assign this code whenever color shades, for example, dark blue and pastel blue, are not used for a Product ID (style ID).
- Color **Shade code** ranges — these are the codes for the various shades of that color.
- An **Open code** range — these are excess codes within the color group that you can use if your item does not match any of the color shades.
- An **Overflow code** range — these are codes you can use when you have used up all the color codes for that color group, including the Open codes. Note that not all color groups have NRF-assigned overflow codes.

A 13th Color Code table is the **Miscellaneous** color group. This table contains codes you can use when you have used up **both** Color codes and Overflow codes (if applicable) for a color group. The Miscellaneous color code 999 is reserved for Assortments, such as a 3-pack of socks.

## NRF Size Code Tables

In the NRF Size Code tables, **numbered** sizes are listed in numerical order, and **word and letter** sizes are listed in alphabetical order. The 5-digit Size **Code** is located in the last (right-most) column — note that the size codes are **not** always listed in numerical order.

The following table illustrates how the NRF Size Code Tables are reflected, by Product Category, in the NRF Color & Size Codes On-Line service.

NRF Table		NRF Product Category	NRF Product Subcategories
1	<b>Adult Male and Adult Unisex</b> Clothing and Furnishings <b>10000</b> code series	Adult Male & Adult Unisex Clothing & Furnishings	Sizes Beginning with a Letter or Word, Sizes Beginning with a Number
2	<b>Boys, Student, and non-Adult</b> <b>Unisex</b> Clothing and Furnishings <b>20000</b> code series.	Boys' & Unisex Students' Clothing & Furnishings	Sizes Beginning with a Letter or Word, Sizes Beginning with a Number
3	<b>Adult Female – Junior, Misses,</b> <b>Womens</b> – Clothing and Furnishings <b>30000</b> code series	Juniors, Misses' & Women's Clothing & Furnishings	Mastectomy Pads, Sizes Beginning with a Letter or Word, Sizes Beginning with a Number
4	<b>Unisex Infant, Unisex Toddler, and</b> <b>Girls</b> Clothing and Furnishings <b>40000</b> code series	Infants', Toddlers & Girl's Clothing	Sizes Beginning with a Letter or Word, Sizes Beginning with a Number
5	All <b>Footwear</b> products <b>50000</b> code series	Footwear Main Table	European Footwear Sizes, United States Footwear Sizes
6	<b>Bath, Kitchen, Towels &amp;</b> <b>Miscellaneous</b> <b>60000</b> code series	Bath Rugs Accessories	Bath Rug Sets, Bath Rug Sets with Lids, Tank Set, Toilet Lid Covers

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		Bed Bath Kitchen	Bath Kitchen Towels Miscellaneous, Bed Bath Accessories, Bed Pillows Pillowcases Shams, Bed Sheets Sheet Sets, Bedskirts Canopies, Bedspreads Duvets, Blankets Quilts, Comforters Feather Beds, Pillows Accessories, Protective Coverings, Shower Curtain Accessories, Table Linens
		Furniture Slipcovers	Slipcovers
		Mattresses Boxsprings Beds	none
7	<b>China, Dinnerware, &amp; Accessories</b> <b>70000</b> code series	Window Treatments	Cascades Festoons Jabots Swags, Curtain Rods Accessories, Lined Curtains Drapes Panels Tiers, Priscillas Ruffled Applications, Rod Sleeves Shades Side Cascades Toppers, Tiebacks, Unlined Curtains Drapes Panels Tiers, Valences Window Accessories
		China Dinnerware Accessories	Bakeware Sets, Dinnerware Sets, Open Stock Service Accessory Pieces
		Drinkware	none
		Flatware	Flatware Piece Sets, Forks, Knives, Miscellaneous, Servers, Service Sets, Spoons
		Jewelry	Ring Sizes
Linear Measurements	none		

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		Liter Measurements	none
		Millimeter Measurements	none
		Volume Measurements	none
8	80000 code series reserved for future use	none	none
9	Pre-Pack and Set-Pack Assortments 90000 code series.	Pre-Pack Assortment Table	none

### Basic Guidelines for Assigning NRF Color and Size Codes

Always observe the following guidelines when assigning NRF Color & Size codes:

- Be consistent. Represent the Product ID consistently across all media – including tickets, UPC catalogues, glossy catalogues, line/price listing; etc. – to assist the retailer in locating the UPC codes needed for their system.
- Maintain a one-to-one relationship between the UPC and product ID/color ID/size ID from the assignment date through the retention period.
- One single product ID should have a distribution of multiple UPCs with different colors and sizes. That is, the preferred product identifier is void of any color and size implications. This enables a retailer to select one product ID and obtain all color and size UPCs for that product.
- Vendors should **not** directly incorporate NRF Color and Size Code elements into the 5-digit UPC Product ID numbers they assign. NRF Color and Size Codes are only *indirectly* represented by the UPC Product ID number.

### NRF Color Code Guidelines

Always observe the following guidelines when assigning NRF Color codes:

- Carefully observe the Basic guidelines.
- NRF Color Codes are not tied to any commercial color coding system. As a *vendor*, you select your own NRF Color codes.
- Base your NRF Color code selection on the dominant background. As a *vendor*, you determine the dominant background.
- Select a color code from the appropriate shade group to represent each of the color designations in the current product line.
- Assign each color variation within a particular Product ID a unique NRF color code.
- You can use the same NRF Color Code to represent an entirely different shade for another product with a different product ID.
- If the color descriptions **exceed** the capacity of a color sub-group — that is, more than 10 colors — you can assign the same color code to more than one of the colors within that sub-group, as long as you do not use the same color code to represent different color shades within one Product ID.

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For example, a manufacturer with 11 colors falling into the dark brown subcategory **201-209** might assign the color code **201** to both **kola nut** and **chocolate**, as long as the **kola nut UPC** has a different Product ID from the **chocolate UPC**

- Never use the color descriptions with the same color code for the same Product ID.

For example,

**Correct**      Product ID **145** — **kola nut (#201)**  
                    Product ID **622** — **chocolate (#201)**

**Incorrect**    Product ID **356** — **kola nut (#201)** and **chocolate (#201)**

- If you cannot uniquely code colors within the appropriate color shade group, first select codes from the **Open** range codes in that color group, then select codes from the **Overflow** codes (if applicable) in that color group, and finally select codes from the **Miscellaneous** color group.
- When color shades, for example, dark blue or pastel blue, are not used for a Product ID (style ID), assign the uncomparing color code for that color group — this code is the first code in the color group series, for example **300** for **blue**.
- If a color is discontinued, you can reassign that NRF Color Code to another shade within the same product ID, after the required retention period. For example, if **kola nut** is discontinued, use its color code for a new color description that falls into the same shade group, such as **walnut**. Then, include the correct color description and its assigned code in the Vendor's Catalogue.
- **New Color Codes will not be assigned.** Reassign and re-use color codes, according to these guidelines.

### NRF Size Code Guidelines

Always observe the following guidelines when assigning NRF Size codes:

- Carefully observe the general guidelines.
- Assign sizes based on common industry terminology.
- If your needed size doesn't exist, request a new size code. You can do this directly with the NRF, or using NRF Color & Size Codes On-Line.
- In the Size Code tables, size codes are **not** always listed in numerical order.
- Use the **Linear Measurements** category for Art, Bracelets, Boxes, Candles, Carpets, Clicks, Frames, Jewelry Boxes, Luggage, Mirrors, Necklaces, Rugs, Vases, and other items measurable by length and width in inches.

## Creating Your Catalogue the First Time

This step involves choosing how you will be publishing your data to ecCatalogue. You may choose one of these 3 options:

### a) Send your catalogue information via EDI

You can streamline your catalogue maintenance process by sending EDI 832 documents from your internal systems. Implementing X12/VICS EDI version 004030/004030VICS (or at least 004010) is recommended for complete feature support.

You can find the implementation guides for the EDI 832 in the **Help \ Supplementary Documentation** under **Mapping Guides**.

To establish an EDI Trading Partnership setup for ecCatalogue, please contact **InterTrade Customer Care** at 1-800-873-7803 or by email at [customerservice@intertrade.com](mailto:customerservice@intertrade.com).

### b) Enter your catalogue information via data file upload

If your company does not use EDI, the **file upload is the preferred and most convenient way** to enter your catalogue information.

To do so, follow these steps:

1. Select upload template to use in the **Help \ Supplementary Documentation** under **file upload templates**.
2. Fill in the upload template with your catalogue information
3. Select **File Upload** under **CATALOG** in the Navigation menu.
4. Upload your File.
5. Allow 15-30 minutes to ecCatalogue for processing time.

**Tip:** The **Supplementary Documentation** section also includes an Attribute Validations spreadsheet that provides detailed attribute definitions, data types, and lengths. This document will help ensure creation of a successful data file.

### c) Enter your catalogue information online

If your catalogue only contains a few items, you can enter your catalogue directly from the Web User Interface.

Please refer to **Entering Catalogue Information Using the Web** (next section) for more information. **Entering Catalogue Information Using the Web**

In order to successfully enter data into your catalogue, you must first enter your selection codes, then your style #'s/Product ID's, and then your UPC codes.

## Entering Selection Codes

You can start entering your Selection Codes from the **Home page** or by selecting **Browse** under **CATALOG** in the navigation menu.



On the following page, enter the desired 3-digit selection code and text description. Then click **Save** when you are done.

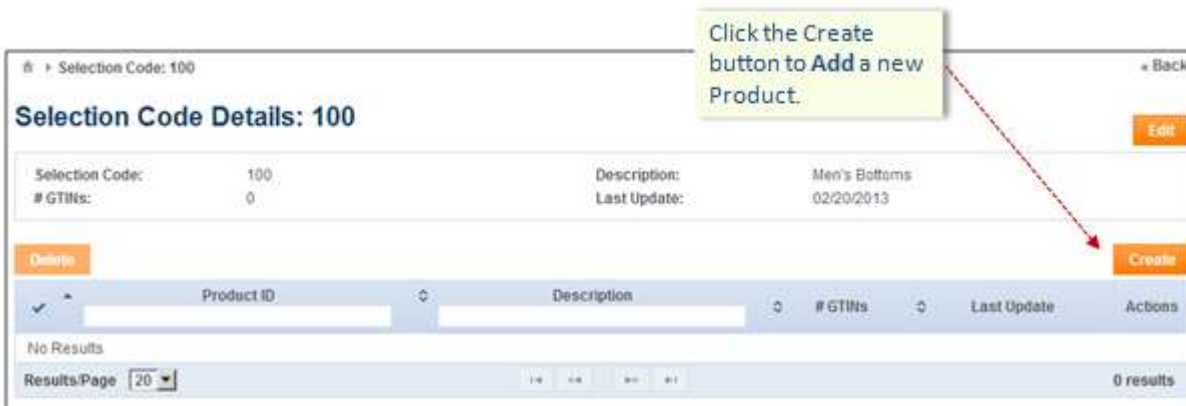
To create a new Selection Code, go back to the Selection Code page using the link at the top right, below the Navigation menu.



## Entering Style #'s/Product ID's

Once you have entered your selection code, you can start entering your Products from the Selection Code Details page.

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On the following page, enter the Product ID and text description. You can enter both a short and an extended product ID description, in order to fully clarify the style description.

Click **Save** when you are done.

To create a new Product, go back to the Selection Code Details page using the link at the top right, below the Navigation menu.



### Entering UPC Codes (GTINs)

Once you have entered your Product IDs, you can start entering your GTINs from the Product Details page.



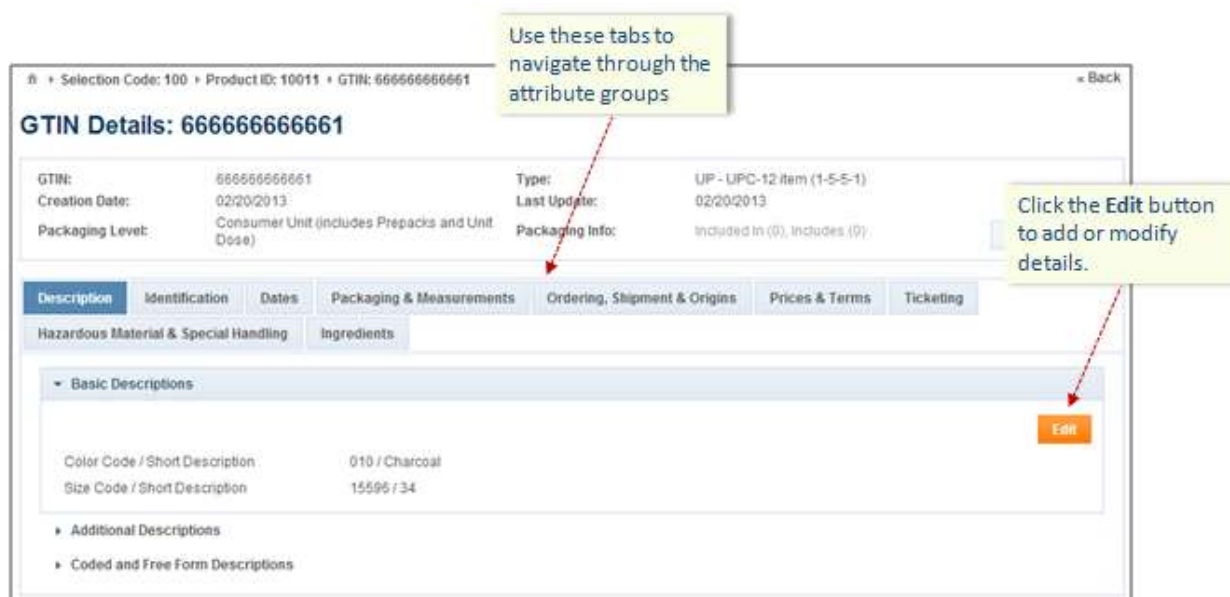
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On the Create GTIN page, enter the following fields:

- GTIN: enter the 12-digit UPC code
- GTIN type: choose 'UP' (consumer package code) from the pull-down list.
- Packaging level: check "consumer unit"; if not a consumer unit, select the appropriate packaging level.
- Change date: enter the current date
- Color Code/Short Description: enter 3-digit color code and short description.
- Size Code/Short Description: enter 5-digit size code and short description

Click **Save** when you are done.

Once your GTIN is created, you can continue entering more attributes in the GTIN Details page



Use these tabs to navigate through the attribute groups

Click the Edit button to add or modify details.

**Tip:** You can find complete information about GTINs in the **Guide to Product Catalogues** — see **Help \ Supplementary Documentation**. And for more information on each field, see **Attributes, Fields, and Terms** in the same location.

To create a new GTIN, go back to the Product Details page using the link at the top right, below the Navigation menu.



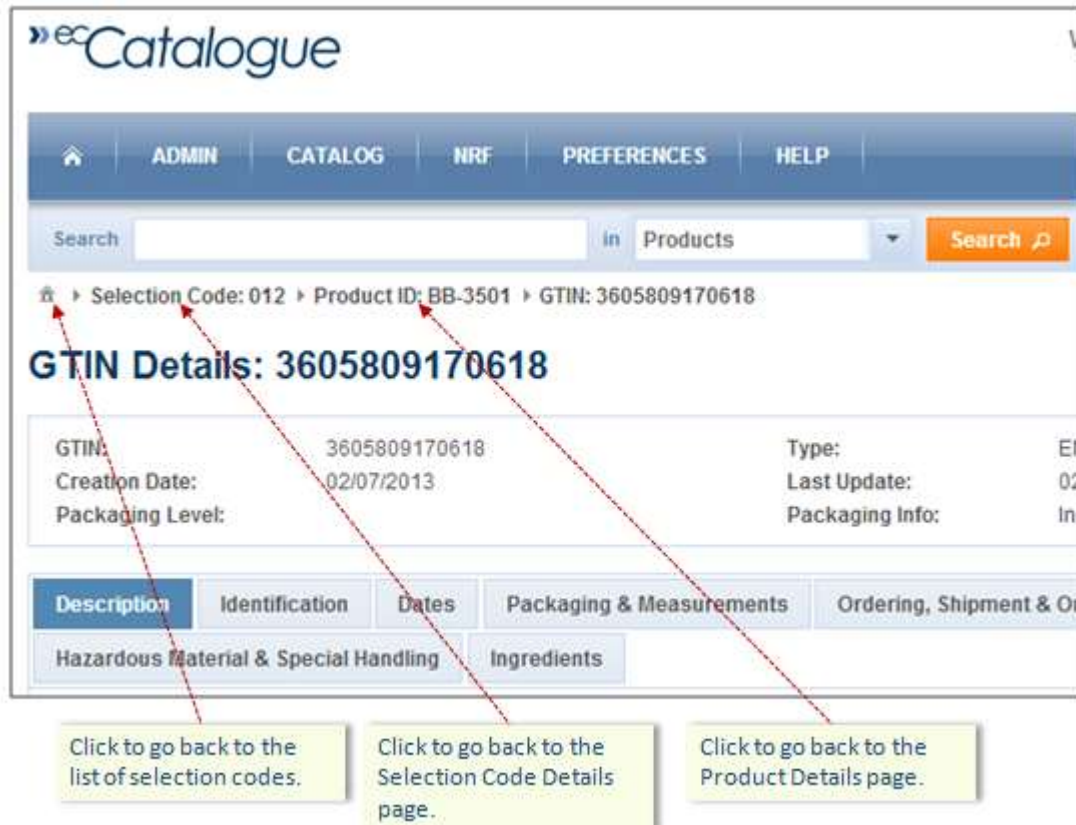
Click this link to repeat this step.

## Viewing the Contents of Your Catalogue (top down)

The simplest method for viewing the contents of your catalogue using a top-down process is as follows:

- 1) From the Home page or by clicking Browse under CATALOG in the Navigation menu, you will see a list of all the selection codes currently contained in your catalogue.
- 2) Click on a Selection Code to go to the Selection Code Details page. This will show you the list of all product IDs for that one selection code.
- 3) Click on a Product ID to go to the Product Details page. This will show you the list of all GTINs (UPC codes) for the chosen selection code and product ID.
- 4) Click on a GTIN to go to the GTIN Details page. This will show you a series of tabs under which the product attributes are grouped.
- 5) Click on the tabs to view each different group of attributes.

**Tip:** Use the **breadcrumb trail** below the Navigation menu to quickly move to other sections of your catalogue.



The screenshot displays the 'ecCatalogue' interface. At the top, there is a navigation menu with options: ADMIN, CATALOG, NRF, PREFERENCES, and HELP. Below the menu is a search bar with the text 'Search' and a dropdown menu set to 'Products'. The breadcrumb trail is visible: Selection Code: 012 > Product ID: BB-3501 > GTIN: 3605809170618. The main content area is titled 'GTIN Details: 3605809170618'. Below the title, there is a table of attributes:

GTIN:	3605809170618	Type:	EN
Creation Date:	02/07/2013	Last Update:	02
Packaging Level:		Packaging Info:	Inc

Below the table, there are several tabs: Description, Identification, Dates, Packaging & Measurements, Ordering, Shipment & Or, Hazardous Material & Special Handling, and Ingredients. Three red arrows point from yellow callout boxes to the breadcrumb trail:

- Click to go back to the list of selection codes.
- Click to go back to the Selection Code Details page.
- Click to go back to the Product Details page.



- 2) You can grant **Partial** access to your catalogue from the **Selection Codes** pages within your catalogue.



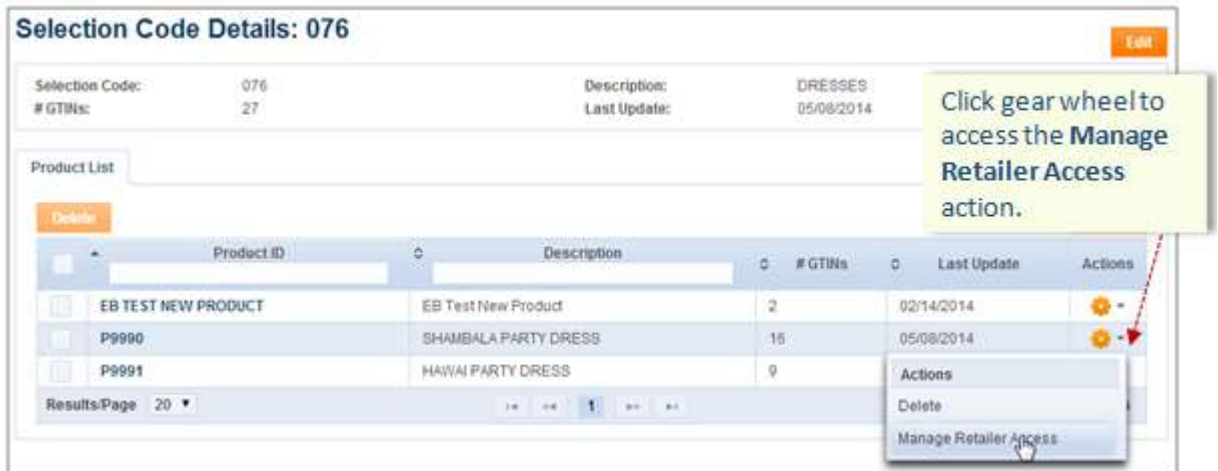
**Selection Codes**

Code	Description	# GTINs	Last Update	Actions
001	BLAZERS	1	01/29/2014	⚙️
002	SHIRTS	6	01/29/2014	⚙️
004	BOTTOMS	1		⚙️
005	HATS	2		⚙️
076	DRESSES	27	01/31/2014	⚙️
077	Selc Code 2	2		⚙️
100	test data	39	03/05/2014	⚙️
200	FOOTWEAR	9	01/31/2014	⚙️
300	COATS	13	01/31/2014	⚙️
500	SHOES	1	02/11/2014	⚙️

Results Page 20 ▾ 10 results

Click gear wheel to access the **Manage Retailer Access** action.

- 3) You can grant **Partial** access to your catalogue from the **Selection Code Details** pages within your catalogue.



**Selection Code Details: 076**

Selection Code: 076 Description: DRESSES  
 # GTINs: 27 Last Update: 05/08/2014

Product List

Product ID	Description	# GTINs	Last Update	Actions
EB TEST NEW PRODUCT	EB Test New Product	2	02/14/2014	⚙️
P9990	SHAMBALA PARTY DRESS	16	05/08/2014	⚙️
P9991	HAWAI PARTY DRESS	9		⚙️

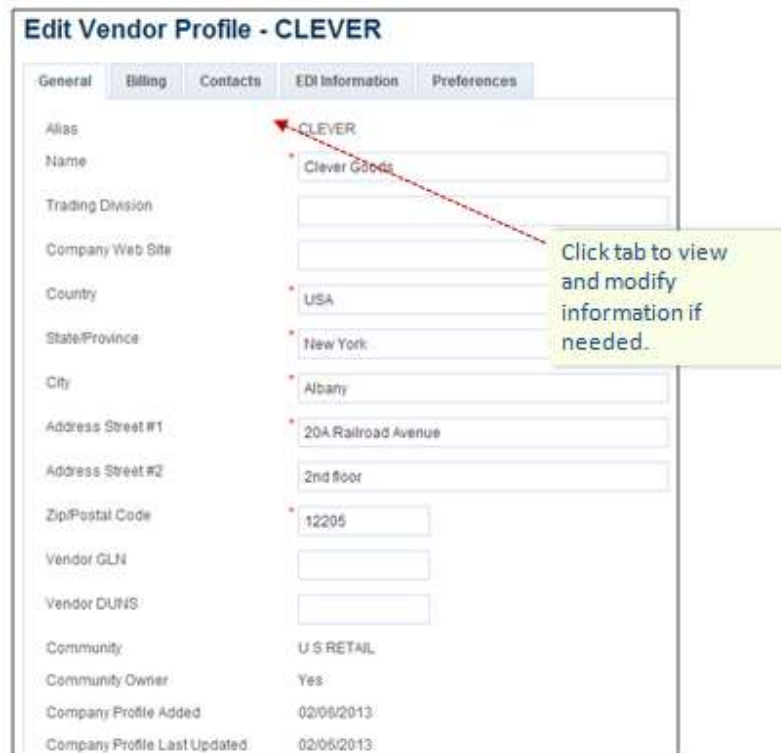
Results Page 20 ▾

Click gear wheel to access the **Manage Retailer Access** action.

## Maintaining Your Company Profile and Contact Information

It is imperative that you keep your company name, contact information, company URL, trading division, and address information accurate and up to date. This is the information that your trading partners will reference in order to contact you via phone, FAX, or email. The URL is also used by your partners to directly link to your company's primary website from the InterTrade website.

To update your company profile information, click **Company Profile** under **ADMIN** in the Navigation menu.



General	Billing	Contacts	EDI Information	Preferences
Alias				
Name				
Trading Division				
Company Web Site				
Country				
State/Province				
City				
Address Street #1				
Address Street #2				
Zip/Postal Code				
Vendor GLN				
Vendor DUNS				
Community				
Community Owner				
Company Profile Added				
Company Profile Last Updated				

Contents of each tab:

- General: View or modify the company address, GLN and DUNS information.
- Billing: View or modify Credit Card information.
- Contacts: View or modify the Contact information available to retailers and for maintenance notifications.
- EDI Information: View EDI Qualifier / ID settings and view or modify Data Load Status Report delivery options.
- Preferences: View or modify Data Presentation and User Administration settings.

Once you have made all desired profile updates, click "Save" to permanently record the changes in your profile.