



## The Uniform Solution Vendor Catalog Import File Layout (v2024)

The inventory import file used by The Uniform Solution must be in a Windows compatible file format that is a comma delimited file (csv). All fields marked as required ("Y") must provided or the record will not be imported. **Discontinued items should NOT be included in the file.**

Field	Length	Type A=Alpha N=Numeri c	Req
<b>Style (Length 10) or Product Number Length (15)</b> If the item is an apparel item, it will be a Style with 4 fields used to identify each item (ie. Style, Color Code, Size, and Color Description). Products do not have the color and size references.	10 or 15	A	Y
<b>Color Code</b> (for Styles) – The color code used to designate the color. Leave Blank if the item is NOT a Style	5	A	N
<b>Size</b> (for Styles) Leave Blank if the item is NOT a Style	10	A	N
<b>Short Description</b> - Short Item Description or Product Type (SCRUB TOP, PANT, SHOE, etc..)	25	A	Y
<b>Code</b> - Options are blank or REORD (reorderable) and FASH (fashion). Discontinued items should NOT be included.	5	A	N
<b>Cost</b> - Standard cost per item (include decimal)	8	N	Y
<b>MSRP/Retail</b> - Suggested retail per item (include decimal)	8	N	N
<b>UPC</b> - Barcode Number	14	N	Y
<b>Vendor Number</b> - The internal number used by the vendor to identify the item. This number will print on purchase orders if desired. Do not repeat the UPC number here.	15	A	N
<b>Bundle Quantity</b> - If the item is sold in cases or bundled quantities, enter the bundle quantity.	8	N	N
<b>Bundle Cost</b> - If the item is sold in case quantities, list the case price.	8	N	N
<b>Color Description</b> (for Styles) – The actual color or print description for the color code. Leave Blank if the item is NOT a Style	30	A	N
<b>Detailed Description</b> – A detailed description of the item. If the item is a Style, the Detailed Description should be the same for all colors and sizes.	120	A	N

**See Back Page for Remaining Fields/Columns**

### Fields/Columns (Continued)

Field	Length	Type A=Alpha N=Numeric	Req
<b>Map</b> – The MAP pricing for the item (include decimal)	8	N	N
<b>Brand</b> – Brand Name for the Item	30	A	Y
<b>SubBrand or Collection</b> – A collection or grouping	30	A	Y
<b>Product Industry</b> – F=Fashion; M=Medical; P=Postal; B=Blue (Police&Fire); I=Industrial; O=Office; T=Sports Team; S= School; Z=None	1	A	Y
<b>Product Use</b> – A=Apparel; F=Footwear; X=Accessory; G=Gift	1	A	N
<b>Gender</b> – M=Male; F=Female; U=Unisex	1	A	Y
<b>Age</b> – A=Adult; Y=Youth; T=Toddler; I=Infant	1	A	N
<b>Weight</b> – Decimal weight (pounds)	10	A	N
<b>Color</b> – S=Solid; P=Print; M=Multi	1	A	Y
<b>Available Date</b> – Date Item will be available - mm/dd/yy	8	A	N
<b>Discontinue Date</b> – Date Item will be discontinued - mm/dd/yy	8	A	N
<b>Category (Primary)</b> : Each item must be assigned to one of the primary categories listed below. If an item does not fit any of these categories, please contact the support team for assistance	30	A	Y
<b>Category (Secondary)</b> – See Category Chart below.  A sub-classification within a primary category that provides more specific details about an item.	30	A	Y
<b>Category 3 (Tertiary)</b> – A category or short description for the Item if possible (Seasonal, Disposable, Christmas, Halloween, Cartoon, etc..)	30	A	N
<b>WebStore Description</b> – A detailed description for the WebStore. Paragraphs should be separated using a semi-colon. <b>Example:</b> With 700 fill power down (hence the name: SnowPack 700), this is our lightest, warmest down jacket. And with its narrow-channel design, it gives you high-tech warmth with a little more style than most. This jacket is incredibly compressible, so you can pack it into its own pocket and even use it as a pillow in a pinch.;Also features brushed-lined collar and drawcord adjustable hem. 100% nylon. 80% down/20% feather fill. Machine wash. Imported.	500	A	N



<p><b>WebStore Features</b> – A listing of bulleted features of the item. Features should be fairly short and separated using a semi-colon. Example: “Nylon shell with water-resistant DriOff finish;700 fill power down that's extra-warm and lightweight;Three zip-close outer pockets;Zip-front with inner storm shield;Packs into pocket”</p>	500	A	N
<p><b>Color Group</b> – A category that describes the color characteristic of an item. Assign one of the Color Group options: Blue, Black, Grey, Wine, Green, White, Pink, Red, Khaki, Orange, Brown, Yellow, Print, or NA.  If an item does not fit any of the color groups, please contact the support team for assistance</p>	20	A	N

Primary Category	Secondary Category Examples
Jackets & Outerwear	Jacket, Lab Coats, Fleece, Coat, Rainwear, Vest, Sweater, Hoodie, Fleece, etc.
Tops & Shirts	Polo Shirt, T-Shirt, Woven Shirt, Base Layers, Solid Top, Print Top, Knit Top, Tuck in Top, Underscrub etc.
Pants & Bottoms	Pant, Cargo, Trouser, Straight Leg, Slim Leg, Wide Leg, Joggers, Flare Leg, Tapered Leg, Leggings, Drawstring, Elastic Waist, High Waisted, Skirt, Dresses, Short, etc.
Footwear	Boots, Shoe, Socks, Insoles, Clogs, Sandals, Slip-ons, Slippers, etc.
Accessories	Gloves, Packs, Patches, Bags, Pouches, Belts, Tools, Badge Holders, Lanyard, Scrub Caps, Masks, etc.
Medical Supplies	Stethoscope, Medical Kits, Tools, Scissors, Shears, Forceps, Organizers, Clipboards, Penlights, Medical Sleeves, etc.