

# Universal Catalog Service Retailer User Guide



## Table of Contents

<b>Table of Contents</b> .....	<b>i</b>
<b>How to Use This Guide</b> .....	<b>1</b>
What's Included in This Guide .....	1
Requirements – What do I need to get started? .....	1
<b>Overview of Universal Catalog Service for Retailers</b> .....	<b>2</b>
Services Available to Retailers .....	2
Levels of Information.....	2
File Formats .....	3
Contact Information.....	3
<b>Logging in to the Universal Catalog Service</b> .....	<b>4</b>
<b>Viewing a Supplier Catalog</b> .....	<b>7</b>
Accessing a Supplier Catalog.....	7
Viewing Items in a Catalog .....	11
<b>Searching for Information</b> .....	<b>18</b>
Searching for a Catalog .....	18
Searching by Style ID .....	19
Performing an Advanced Search.....	20
<b>Creating an On-demand Item Information File</b> .....	<b>23</b>
<b>The Synchronization Agent</b> .....	<b>25</b>
<b>Creating a Sync Schedule</b> .....	<b>26</b>
Defining Schedule Properties .....	26
Assigning Merchandise to a Schedule.....	31
Assign one or more selection codes in a catalog to a schedule as follows: .....	31
To add one or more styles in a selection code to a sync schedule .....	34
To add one or more items in a style to a sync schedule.....	36
<b>Changing Schedule Properties</b> .....	<b>40</b>
Changing Schedule Details.....	44
Removing an Element from a Sync Schedule.....	44
Adding an Element to a Sync Schedule.....	46
Running a Schedule on Demand.....	48
<b>Downloading a File on Demand</b> .....	<b>49</b>
<b>Excel Formatting Tips</b> .....	<b>1</b>
To change Column J to display a 5-digit string.....	1
To change Column M from scientific notation to a 12, 13, or 14-digit string .....	3
<b>Deleting or Archiving a File</b> .....	<b>7</b>
<b>Contact Information</b> .....	<b>9</b>
<b>Glossary</b> .....	<b>10</b>

## How to Use This Guide

Describes how to use this guide, including who should use it, what's included, what's not included, related documentation, and some of the conventions used to display information.

### *What's Included in This Guide*

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This guide organizes the Universal Catalog Service information and procedures into the following topics:

- **Overview** – Describes the Universal Catalog Service, including available functions and the types of information that can be obtained from supplier catalogs.
- **Logging in to Universal Catalog Service for Retailers** – Describes how to log in to the SPS Commerce Universal Catalog Service.
- **Viewing a Supplier Catalog** – Describes how to access a supplier (vendor) catalog and view catalog information, including how to search for information.
- **Searching for Information** – Describes how to search for a specific catalog or to search within a specified catalog for the styles or items criteria.
- **Creating an On-demand Item Information File** – Describes how to identify U.P.C. codes and GTINs (global trade identification numbers) to be downloaded for specified catalog styles when viewing a supplier catalog.
- **The Synchronization Agent** – Provides an overview of the Synchronization Agent.
- **Creating a Sync Schedule** – Describes how to use the Synchronization Agent to define a synchronization (sync) schedule to compile catalog information.
- **Changing Schedule Properties** – Describes how to use the Synchronization Agent to change a sync schedule, and how to run a sync schedule on request to obtain catalog information at times not defined for the sync schedule.
- **Downloading a File on Demand** – Describes how to download catalog information.
- **Excel Formatting Tips** – Provides step-by-step instruction on how to reformat downloaded data within Microsoft Excel.
- **Deleting or Archiving a File** – Describes how to delete a file from the active download list or the backup list and describes how to move a file between the active download list and the backup list
- **Contact Information** – Lists how to contact SPS Commerce by e-mail or telephone.
- **Glossary** – Defines acronyms and terms used in SPS Commerce Universal Catalog Service applications.

Each topic describes SPS Commerce Universal Catalog Service for Retailers procedures for the specified function in the order in which those procedures might first be performed. Refer to each procedure as appropriate for the task you want to perform.

### *Requirements – What do I need to get started?*

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- Internet Explorer 6.0 or later – *SPS Commerce Universal Catalog Service* does not perform optimally in other browsers, including Firefox.

## Overview of Universal Catalog Service

Welcome to SPS Commerce Universal Catalog Service.

### Services Available to Retailers

The **SPS Commerce Universal Catalog Service** is a business-to-business web-based application that enables retailers to view and import supplier product information from supplier catalogs. Through use of the online catalog service, retailers can view supplier catalogs online, create files of supplier product information on request or automatically (at scheduled times), and download files on request or automatically (in an electronic file).

**NOTE:** This document describes how to view supplier catalog information, how to create product information files automatically or on request, and how to download information on request.

The following figure illustrates how the SPS Commerce Universal Catalog Service can help suppliers communicate product information to retailers.

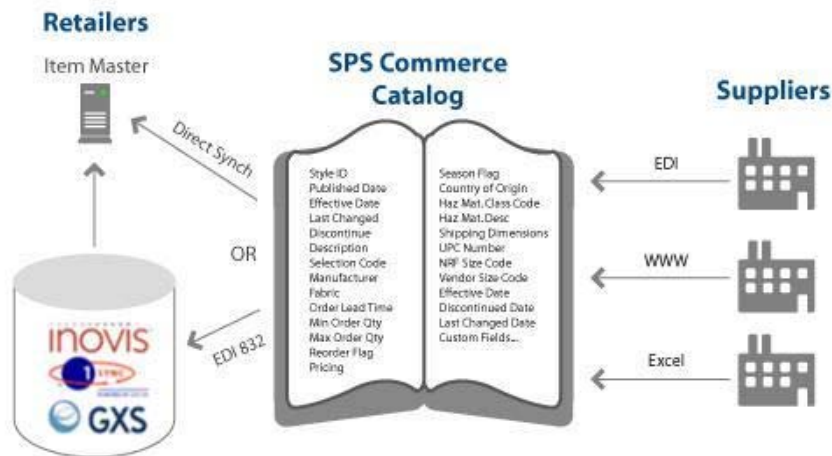


Figure 1. Relationship between the SPS Commerce Universal Catalog Service, suppliers, and retailers

### Levels of Information

GS1, the global standards organization for supply and demand chain practices, defines four levels of supplier and product information. Universal Catalog Service for Retailers allows viewing and importing data from all four levels of information. As follows:

- **Supplier** – SPS Commerce sets up suppliers and supplier catalogs in SPS Commerce Universal Catalog Service, using the company name and catalog name specified by the supplier.

- **Selection code** – A selection code is a three digit numeric code, with an associated description, that identifies a supplier brand name, division name, or logical product grouping.
- **Style ID** – A style ID is a supplier style number, with an associated description, that identifies a group of related merchandise items that vary in size, color, or other attribute. **The terms style ID and product ID are synonymous.**
- **Item** – Items are the most detailed level of information in the Universal Catalog Service. Items can be identified using the global trade item number (GTIN), Universal Product Code (U.P.C.), or European article number (EAN). More data elements can be specified at the item level than at any other level of information.

## ***File Formats***

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You can download supplier product information in the following file formats:

- **.csv** (comma-separated value) is a standard file format that can be opened by or imported into most spreadsheet programs, including Microsoft Excel™.
- **.piz** is a comma-delimited file format that can be opened by or imported into some retail software applications.
- **ZIP** is a data compression and archival format. A ZIP file contains one or more files that have been compressed or stored.

File formats in addition to those listed above (such as EDI/832, flat file, spreadsheet files, and so forth) can be specified if you receive files automatically (electronically) from the Universal Catalog Service. You can also specify the transfer protocol to receive the electronic file (FTP, VAN, AS2, etc.) and the electronic address where the product files will be sent.

## ***Contact Information***

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For questions about your catalog service, please contact SPS Commerce Customer Support by e-mail at [customersupport@spscommerce.com](mailto:customersupport@spscommerce.com) or by phone at 1-888-739-3232.

## Logging in to the Universal Catalog Service

Log in to the SPS Commerce Catalog website as follows:

1. Using Internet Explorer, access the **SPS Commerce Portal** at [www.spscommerce.net](http://www.spscommerce.net) . Click the **Login** button as shown in the window below.

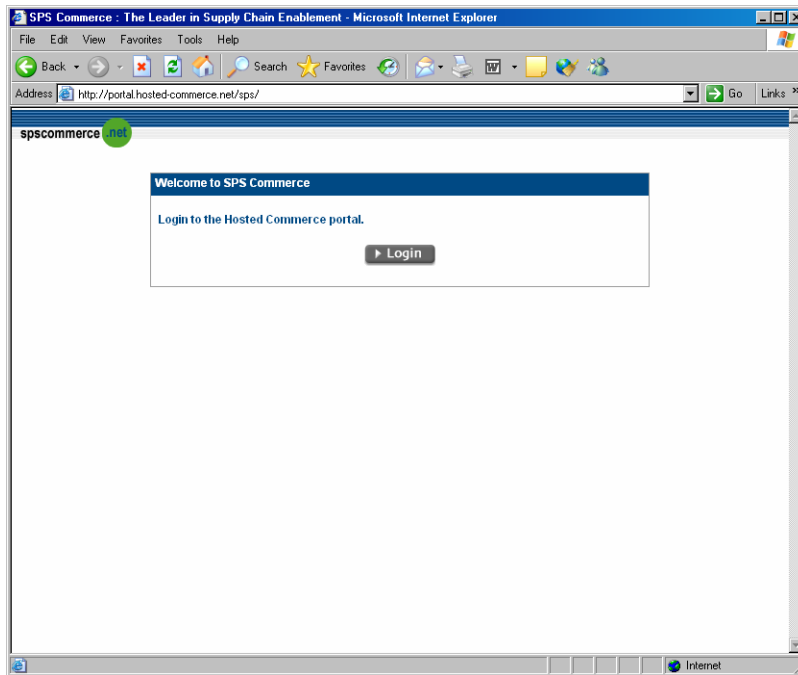


Figure 2. The SPS Commerce Portal window

2. The **Login** window displays, prompting you to enter your **user name** and **password**. Enter the required information and click the **Login** button.

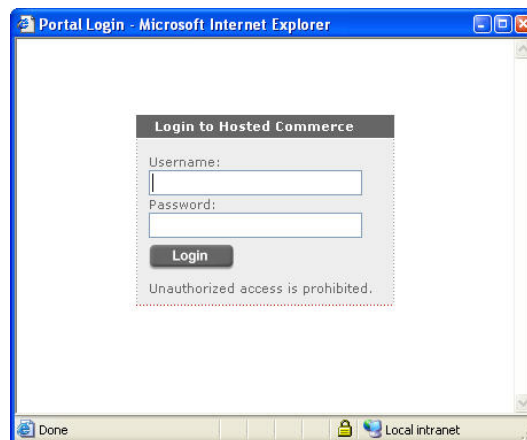


Figure 3. The Login window

3. The **Portal** window displays.

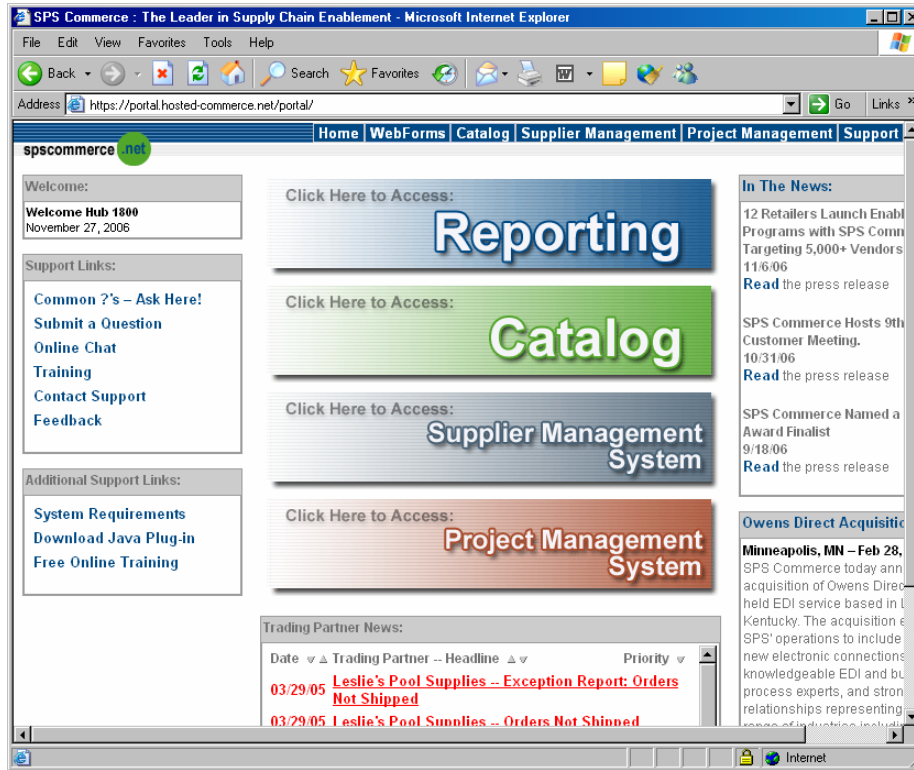


Figure 4. The SPS Commerce portal home page

4. Click the green **Catalog** banner. A security message displays, similar to the following. Click **Yes**.

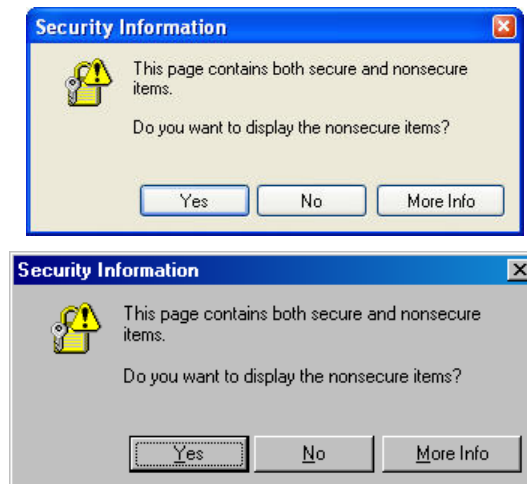


Figure 5. Security message windows

- The **SPS Commerce Universal Catalog Service login** window displays.

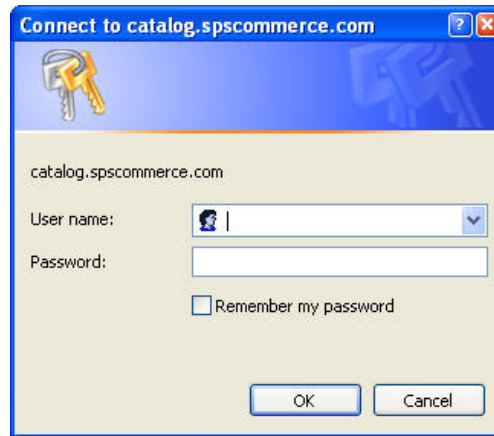


Figure 6. The SPS Commerce Universal Catalog Service login window

- Type your user name and password and select **OK**. The **Universal Catalog Service** window displays. Note the location of the **Access Catalogs** link, identified in the figure above with an arrow and circle.

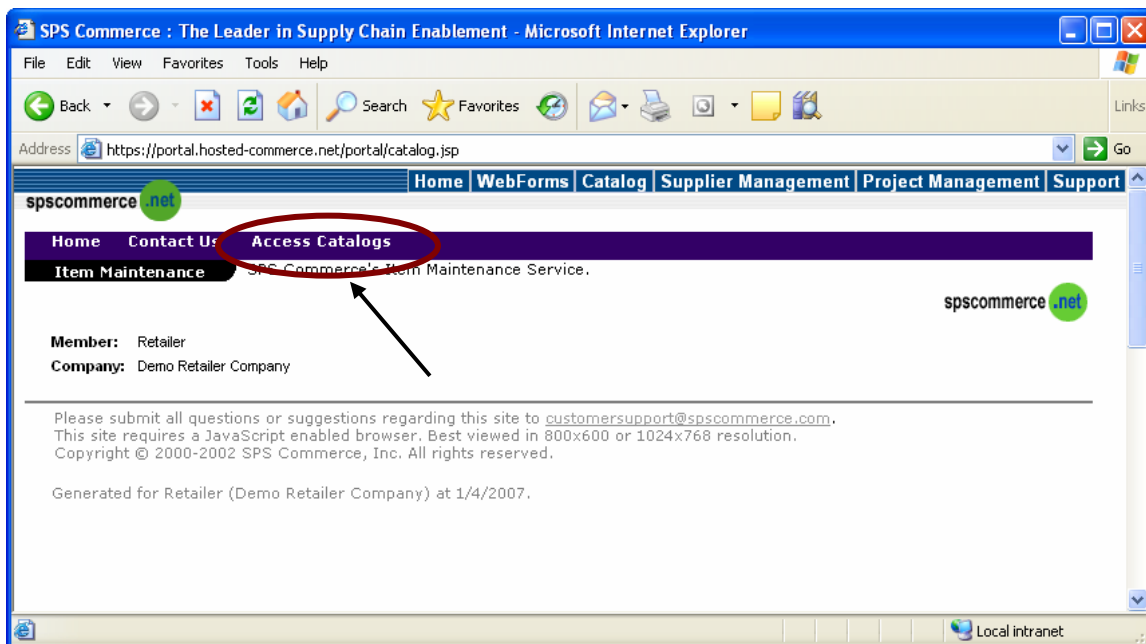


Figure 7. The SPS Commerce Universal Catalog Service home page and the Access Catalogs link

**NOTE:** Except as noted, all procedures in this guide begin with the SPS Commerce Universal Catalog Service home page.



## Viewing a Supplier Catalog

Viewing a supplier (vendor) catalog consists of reviewing the products the supplier has defined in a catalog in Universal Catalog Service. You can view supplier catalog information by selection code, style ID (product ID), and item number.

This topic includes the following activities:

- [Accessing a Supplier Catalog](#) – Describes how to find and open a supplier catalog.
- [Viewing Items in a Catalog](#) – Describes how to find and view selection codes, styles, and items in the catalog.
- [Searching for a Style](#) – Describes how to perform simple and advanced searches in a catalog.

### Accessing a Supplier Catalog

Access a supplier (vendor) catalog as follows:

1. From the **Universal Catalog Service** home page, select the **Access Catalogs** link. The **Catalog List** window displays. The **Catalog List** window displays the catalogs that SPS Commerce hosts to which you have access (and from which you can obtain supplier information).

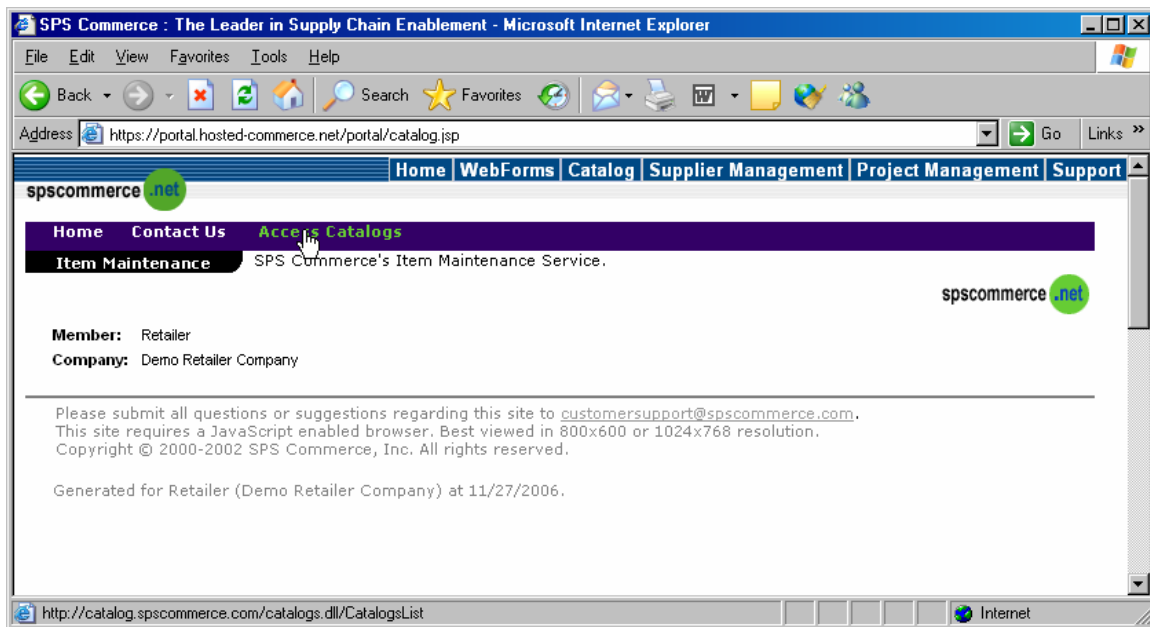


Figure 8. The Catalog List window

- NOTE:** If your access privileges include access to the **Synchronization Agent**, the window displays check boxes next to selection codes, styles, and items in the catalog. A check box allows you to add the catalog, style, or item to a sync schedule. Refer to the topic [Using the Synchronization Agent](#) for information about creating sync schedules.
2. The **Catalog List** window displays. Select the **Show All** button to view all catalogs that SPS Commerce hosts.

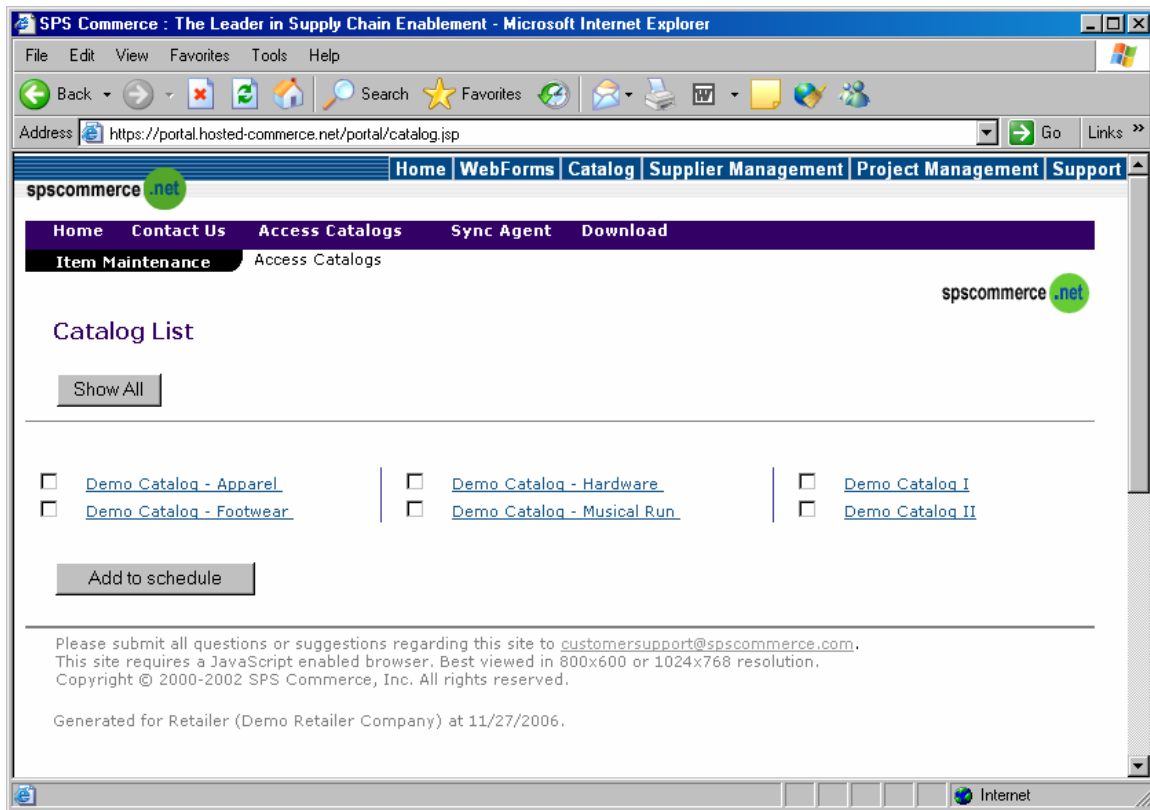


Figure 9. The Catalog List window as it displays initially

3. The **Catalog List** window displays all catalogs that SPS Commerce hosts.

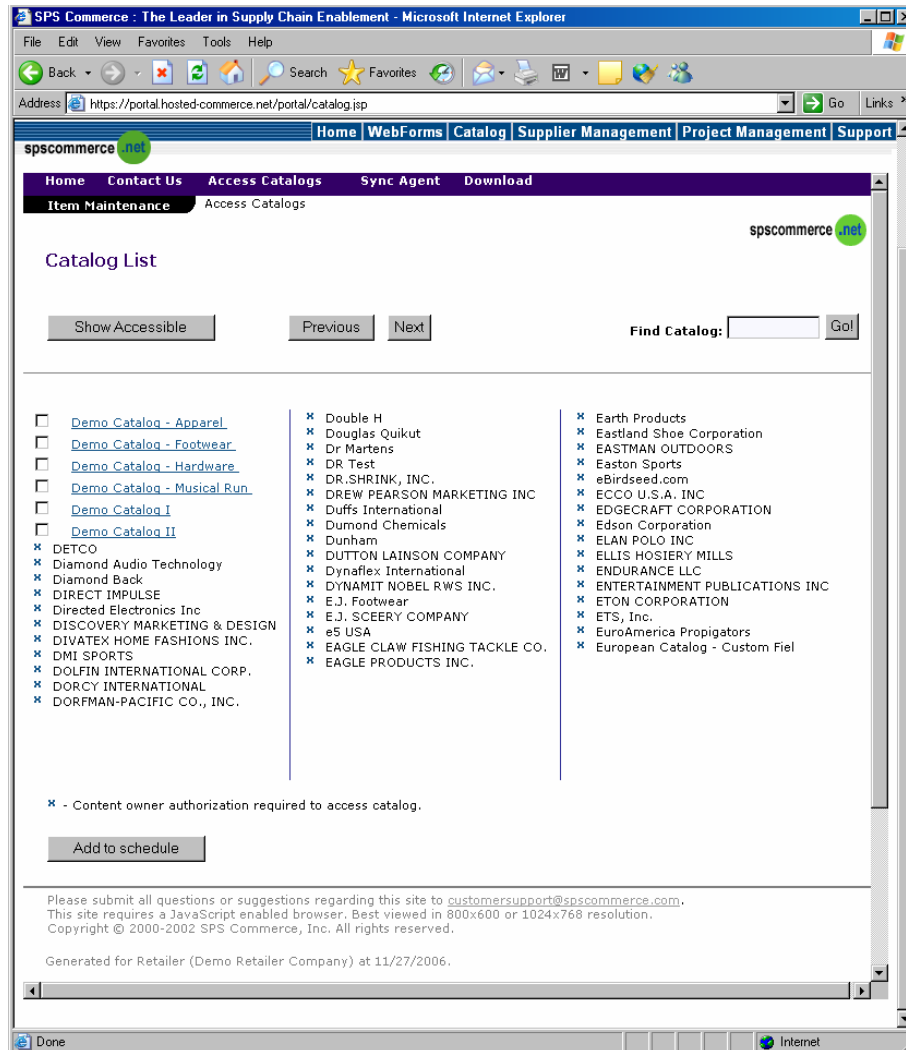


Figure 10. The Catalog List window showing all catalogs that SPS Commerce hosts

4. Keep the following points in mind as you view the list of catalogs:

- Items marked with an **x** indicate catalogs to which you do not have access.
- The window displays supplier catalogs for which you have access as links (in blue with an underline).
- If you have access to the synchronization agent to set up a schedule and retrieve information from supplier catalogs, then a check box is shown next to those catalogs that you are able to access.

5. You can perform several functions from the **Catalog List** window:

- If necessary, select the **Previous** or **Next** button as appropriate to scroll through the list of catalogs.

- In the **Find Catalog** field, type a full catalog name or the leading series of letters from any word within catalog name (“Dia” and “whole” will search for “Diamond Wholesalers” but “amond” will not.)
  - Click the **Go!** button to search for catalogs that match the search string that you entered. The search results will only include catalogs for which you have access.
  - Select the **Show Accessible** button to display only the catalogs to which you have access.
  - Select a link to open the specified catalog and display the selection code list.
  - Select a check box (and then click the **Add to Schedule** button to add the entire supplier catalog to a sync schedule.
6. Select a catalog by clicking on its name (accessible catalogs are underlined and displayed in blue). The **Selection Code List** window displays for the specified catalog. Note that this example shows the **Selection Code List** window for the **Demo Catalog – Apparel** catalog.

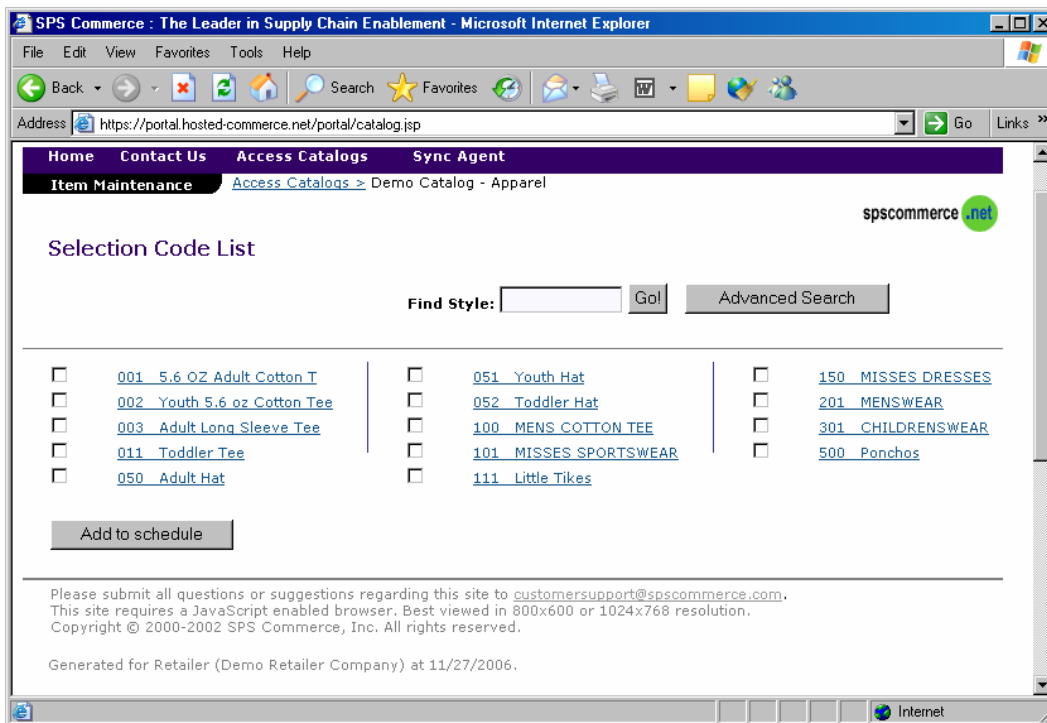


Figure 11. The Selection Code List window

## Viewing Items in a Catalog

View items in a supplier catalog as follows:

1. From the **Selection Code List** window, select a selection code link. The example in the figure identifies selection code **101 – Misses Sportswear**.

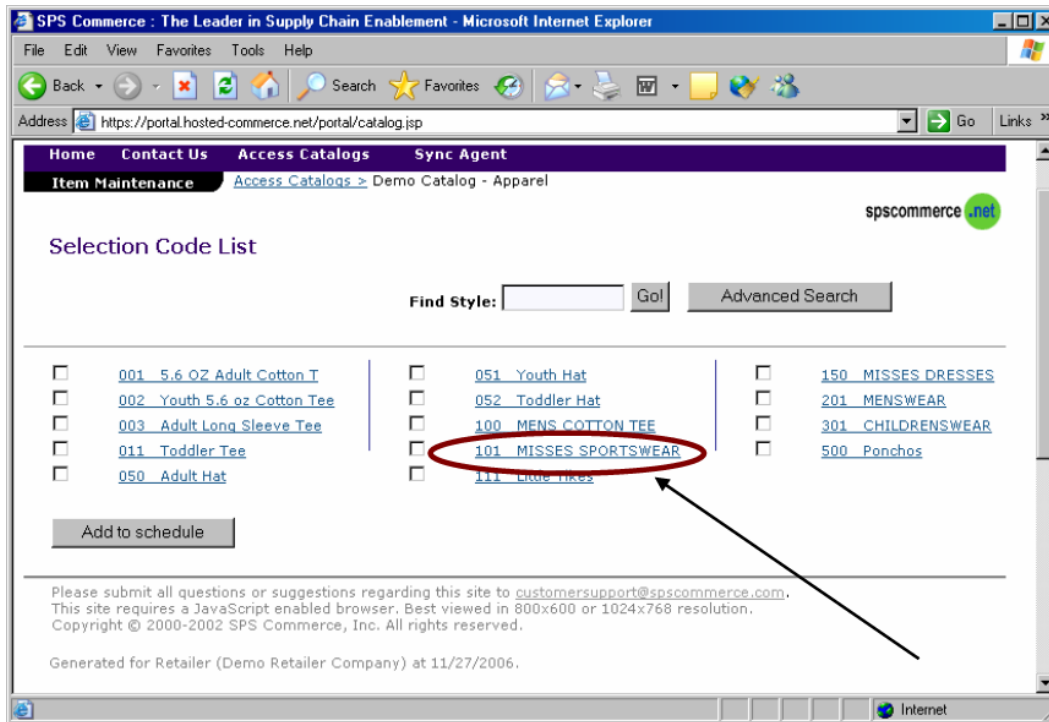


Figure 12. The Selection code 101 – Misses Sportswear on the Selection Code List window

2. The **Style List** window displays for the specified selection code.

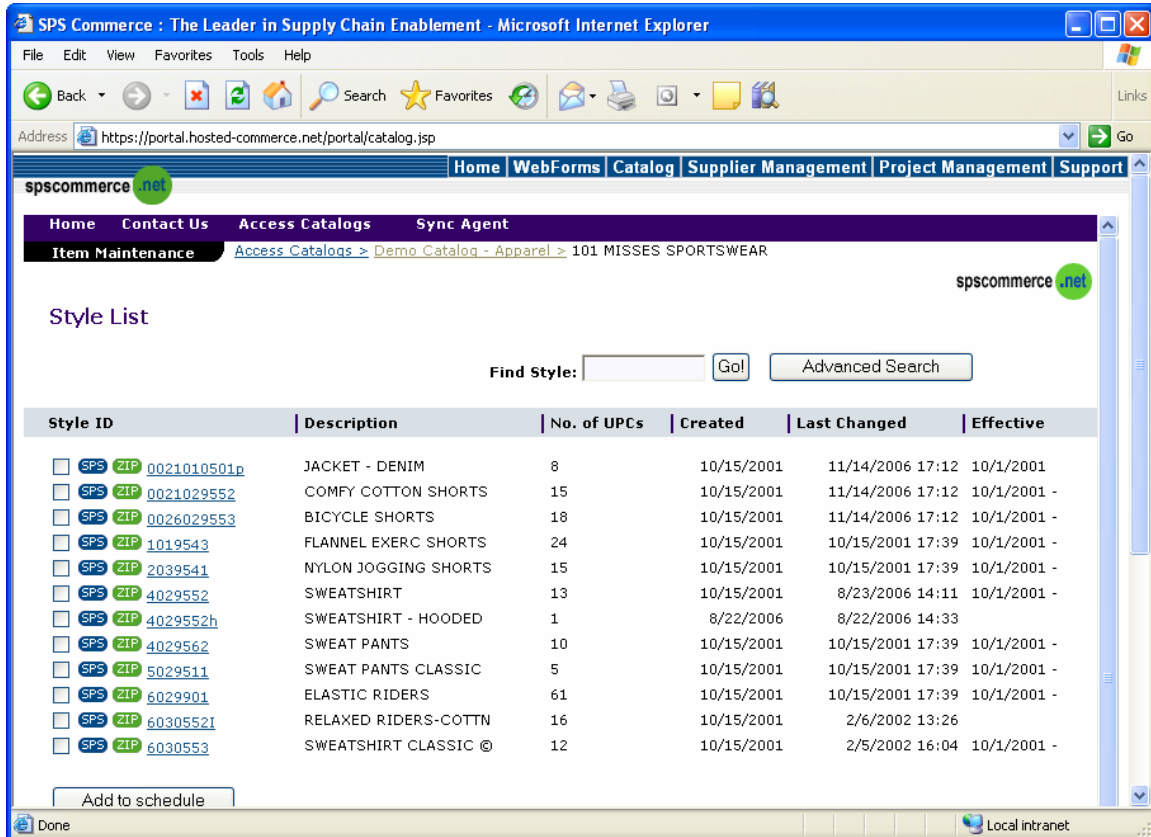


Figure 13. The Style List window for selection code 101 – Misses Sportswear in the Demo Catalog – Apparel catalog

3. The **Style List** window displays the styles associated with a specified selection code. The system identifies each style with a unique style ID (product ID).

Note that your path is displayed in a “breadcrumb trail” across the top of the page as you navigate through a vendor catalog (below the **Windows** toolbar and web address line, as shown in the image below). This trail displays the links you have selected to reach the view the current window. You can select a link from that line to return to the specified window.

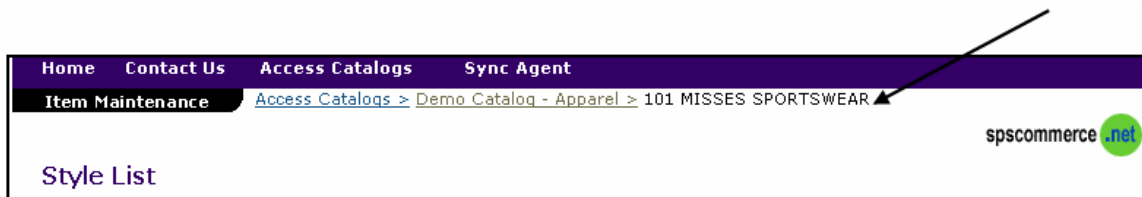
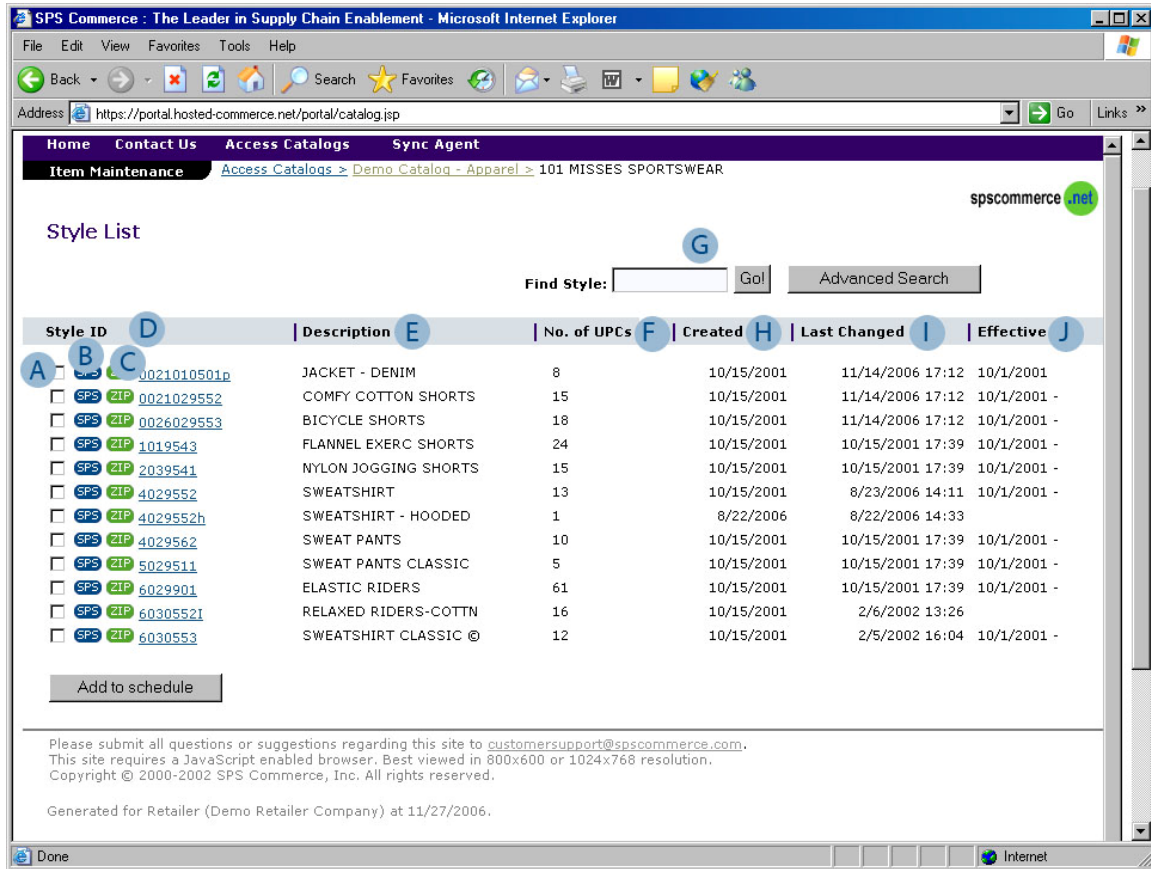


Figure 14. Detailed view of the links breadcrumb trail in the header of the Style List window

4. The **Style List** window includes the following fields:



**NOTE:** For more information about searching for a style, refer to [Searching for Information](#) later in this topic.

- H. **Created** – Provides the date that the style was created in the SPS Commerce Universal Catalog Service
  - I. **Last Changed** – Provides the date that the style or item information was last changed by the vendor
  - J. **Effective** – Provides the date the product is available to order from the vendor
5. Select the link for a specified style. The **Style Details** window displays.

**Style Details**

Find Style:

<b>Selection Code</b>	101 - MISSES SPORTSWEAR
<b>Style ID</b>	0021010501p
<b>Description</b>	JACKET - DENIM
<b>Published Date</b>	
<b>Effective Date</b>	10/1/2001
<b>Last Changed</b>	11/14/2006
<b>Discontinue</b>	6/1/2001
<b>Manufacturer</b>	Fashions, Inc.
<b>Fabric</b>	100% COTTON
<b>Order Lead Time</b>	14 DA
<b>Order Lead Date</b>	
<b>Min Order Qty</b>	6
<b>Max Order Qty</b>	
<b>Reorder Flag</b>	
<b>Season Flag</b>	ALL
<b>Country of Orig</b>	USA
<b>Point of Orig</b>	Burbank
<b>Shipping Dimensions</b>	L:28 IN
<b>Weight</b>	1
<b>Haz Mat Qualifier</b>	
<b>Haz Mat Class Code</b>	999
<b>Haz Mat Description</b>	Non-Hazardous
<b>Total UPC Count</b>	8
<b>Total External File Count</b>	3
<b>Total External File Size</b>	36189

**Item List**

Quantity on Hand By Hub:

UPC #	Quantity on Hand	NRF Color Code	Color	Code	Size1	NRF Size	Size2	Vendor Color	Size	Effective Date	Discontinue Date	Changed Date
<input type="checkbox"/> <a href="#">111222105012</a>	425	Medium Blue	30406	6	Average or Medium or	Medium Blue	6	10/1/2001	6/1/2001	2/23/2006		
<input type="checkbox"/> <a href="#">111222105029</a>	425	Medium Blue	30408	8	Average or Medium or	Medium Blue	8	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105036</a>	425	Medium Blue	30410	10	Average or Medium or	Medium Blue	10	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105043</a>	425	Medium Blue	30412	12	Average or Medium or	Medium Blue	12	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105050</a>	425	Medium Blue	30506	6	Tall or Long or Larg	Medium Blue	6	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105067</a>	425	Medium Blue	30508	8	Tall or Long or Larg	Medium Blue	8	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105074</a>	425	Medium Blue	30510	10	Tall or Long or Larg	Medium Blue	10	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> <a href="#">111222105081</a>	425	Medium Blue	30512	12	Tall or Long or Larg	Medium Blue	12	10/1/2001	6/1/2001	10/15/2001		

Please submit all questions or suggestions regarding this site to [customersupport@spscommerce.com](mailto:customersupport@spscommerce.com).  
 This site requires a JavaScript enabled browser. Best viewed in 800x600 or 1024x768 resolution.  
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Figure 16. The Style Details window



The upper half of the window, in the area labeled **Style Details**, displays style information, including the style ID, description, order and shipping information, and so forth. If the supplier has added an image of the product to the catalog, then this image displays to the right. If the supplier has added more than one image of the product or has added other product information, such as specifications, then this information will be available via the link(s) below the image. Select the appropriate link to display other product images and information.

6. The lower half of the window, in the area labeled **Item List**, displays item information, including U.P.C. numbers in the specified style, colors and sizes, etc.
7. Scroll down the window as appropriate to view information in the **Item List** area. The **Item List** area includes the following fields:

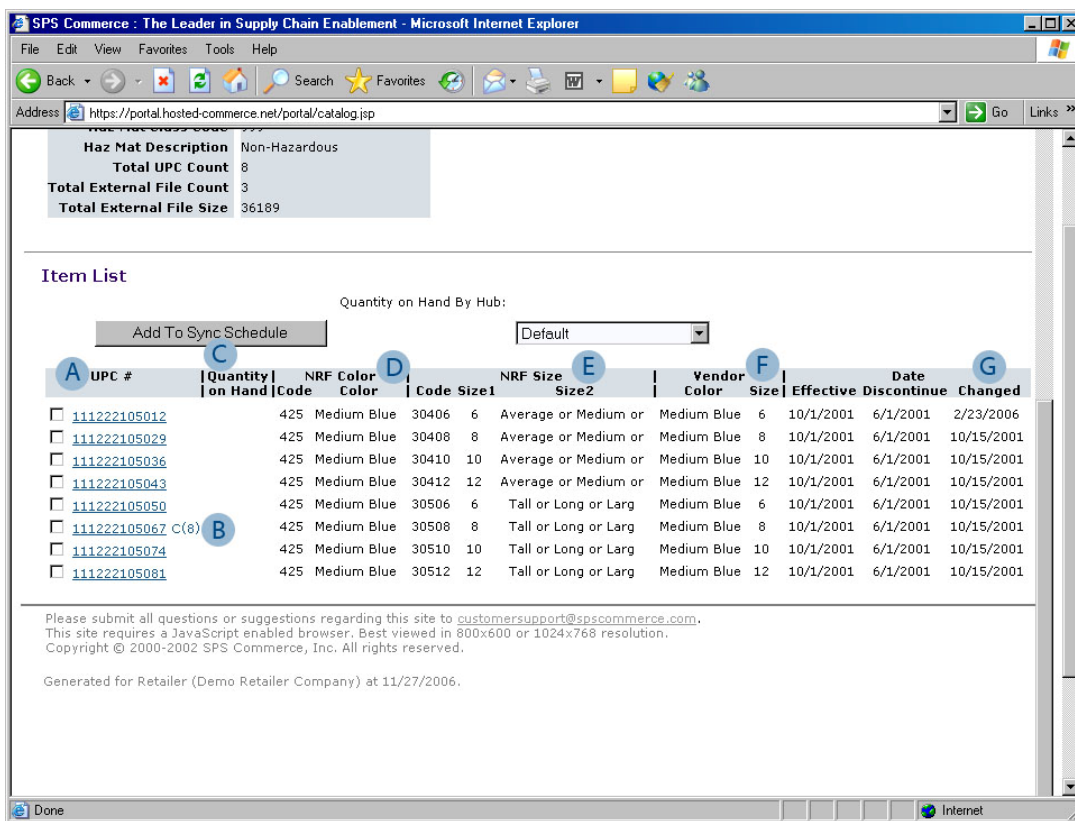


Figure 17. The Style Details window – Item List area

- UPC #** contains the supplier’s Universal Product Code (U.P.C.) number, global trade item number (GTIN), or European article number (EAN). If the item is a pre-pack master U.P.C., this is identified with a parenthetical note – **C(n)** – to the right of the item number, where n is the quantity of components in the master U.P.C.

- B. A **pre-pack master** enables you to process many components by referring to one master U.P.C. number. You can order the master U.P.C. to order all the components. A pre-pack master can include component U.P.C.s from many products (styles).

UPC #	Quantity on Hand	NRF Code	Color Color
<input type="checkbox"/> <a href="#">111222105012</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105029</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105036</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105043</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105050</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105067 C(8)</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105074</a>	425		Medium Blue
<input type="checkbox"/> <a href="#">111222105081</a>	425		Medium Blue

Figure 18. Close-up view of the Style Details window, showing the parenthetical note indicating that the item is a pre-pack master U.P.C.

- C. **Quantity on Hand** indicates the quantity of the item available to order from the vendor.
- NOTE:** Not all vendors provide on-hand quantity information in the Universal Catalog Service.
- D. **NRF Color fields** display the National Retail Federation (NRF) standard color code and color description for the item.
  - E. **NRF Size fields** list the NRF size code and as many as two sizes for each item, such as a shoe length of 9.5 and a shoe width of D.
  - F. **Vendor fields** display the vendor-defined color and size.
  - G. **Date fields** display the effective, discontinue, and change dates for the item.

- To view detailed information for a specified item, click the **UPC** link. The **Item Details** window displays.

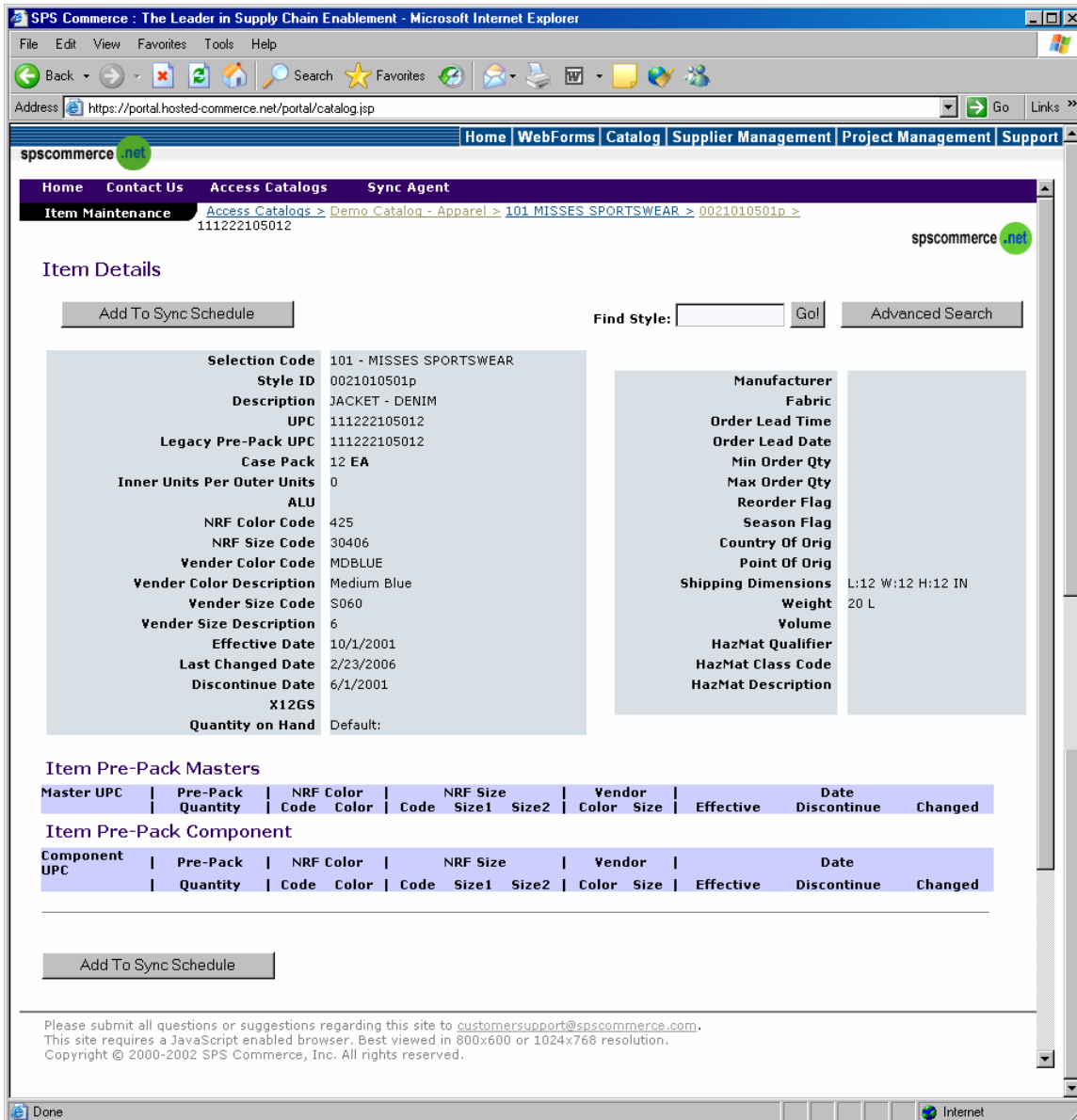


Figure 19. The Item Details window

- To return to the **Catalog List** window and view information from another catalog, select the **Access Catalogs** link from the top of the SPS Commerce window (below the **Windows** toolbar and address line). The **Catalog List window** displays.

## Searching for Information

You can provide criteria to search for a specific catalog or to search for styles or items within a specified catalog. You can search by style ID within a catalog, or you can perform an advanced search to search by style ID, description, U.P.C., effective date, change date, or discontinue date.

### Searching for a Catalog

Search for a catalog as follows:

1. Select the **Access Catalogs** button from the toolbar at the top of the window



Figure 20. The Access Catalogs link

2. The [Catalog List window](#) displays. Click the **Show All** button.

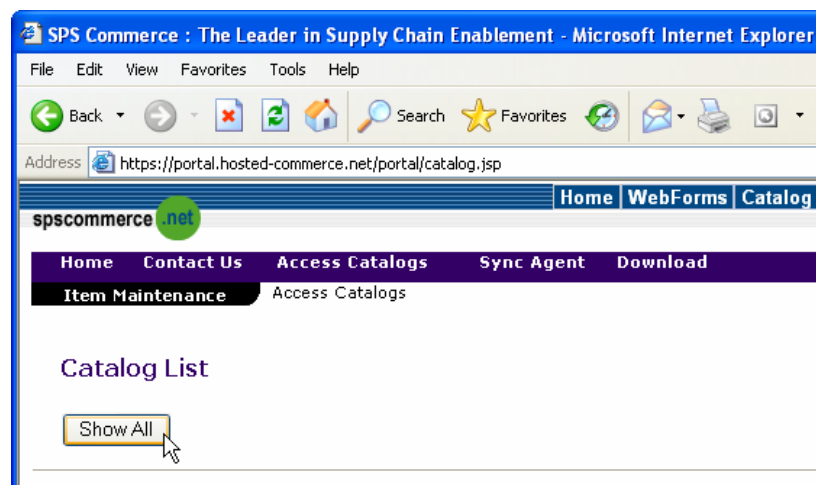


Figure 21. The Show All button

3. The [Catalog List window](#) displays with a list of all catalogs hosted by SPS Commerce Universal Catalog Service. The **Catalog List - Show All** window includes the **Find Catalog** field and the **Go!** button.

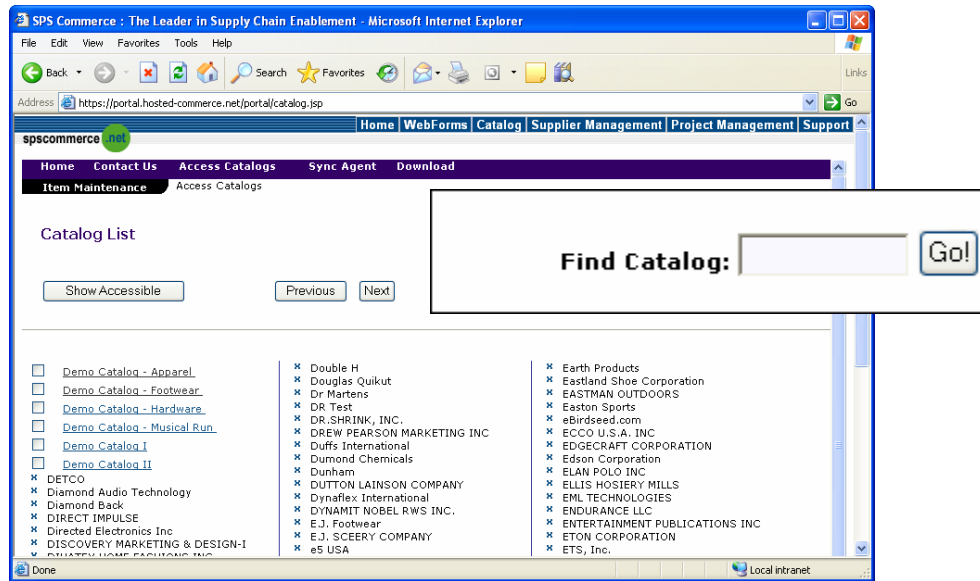
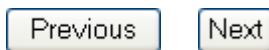


Figure 22. The **Find Catalog** search field and **Go!** button

4. Type one or more characters in the **Find Catalog** field, and press **Enter** or select **Go!** The system searches the **SPS Commerce Universal Catalog Service** website for all catalogs that begin with the characters you entered. Search results display showing the matching catalogs.

Search results will only display the 50 catalogs records at a time. If more than 50 catalogs are available, then you can navigate through them by using the **Previous** and **Next** buttons. Select the **Previous** and **Next** button as appropriate to display additional catalogs in the list.



5. To return to the **Catalog List** window and perform another function, select the **Access Catalogs** link from the top of the SPS Commerce window (below the **Windows** toolbar and address line). The **Catalog List window** displays.

## Searching by Style ID

Searching by style ID allows you to search for styles in a catalog that match one or more characters of a style ID.

Search by style ID as follows:

1. Access a catalog as described in the topic, [Accessing a Supplier Catalog](#). The **Selection Code List window** displays.
2. The **Selection Code List** window displays the **Find Style** field and the **Go!** and **Advanced Search** buttons.

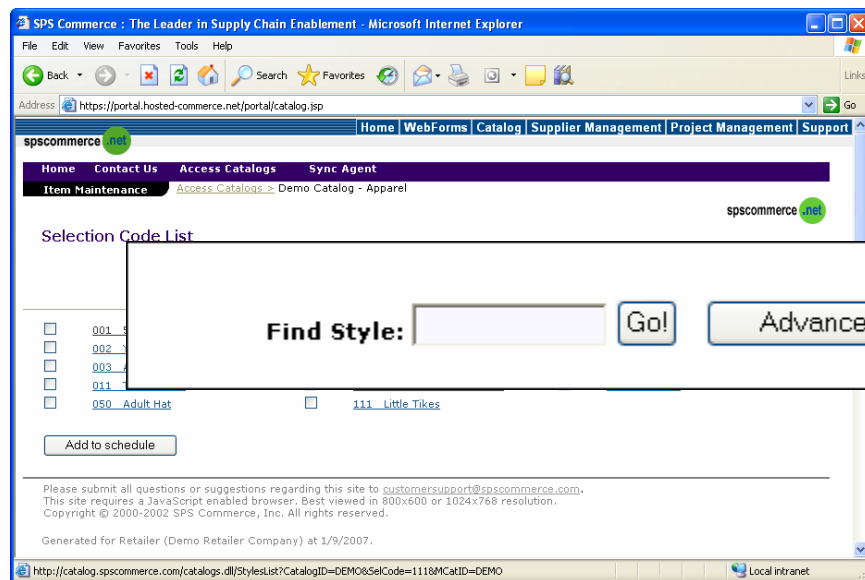


Figure 23. The Find Style search field with Go! and Advanced Search buttons

3. Type one or more characters in the **Find Style** field, and press **Enter** or select **Go!** The system searches the catalog for all styles with IDs that begin with the characters you entered, and then displays the matching styles.



4. If the website includes more than 50 styles that match the characters you entered in the **Find Style** field, then the window displays only the first 50 styles that match, with **Next** and **Previous** buttons available for use in scrolling through the additional records. Select the **Next** or **Previous** button as appropriate to display additional catalogs in the list.
5. To return to the **Catalog List** window and view information from another catalog, select the **Access Catalogs** link from the top of the SPS Commerce window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

## Performing an Advanced Search

Performing an advanced search allows you to search for one or more items by style ID, style description, U.P.C. number, change date, effective date, or discontinued date.

1. Select the **Access Catalogs** link from the top of the window. The [Catalog List window](#) displays.

2. Select the catalog within which to search for styles.



3. The **Selection Code List window** displays for the selected catalog.
4. Click the **Advanced Search** button. The **Advanced Search Facility** window displays.

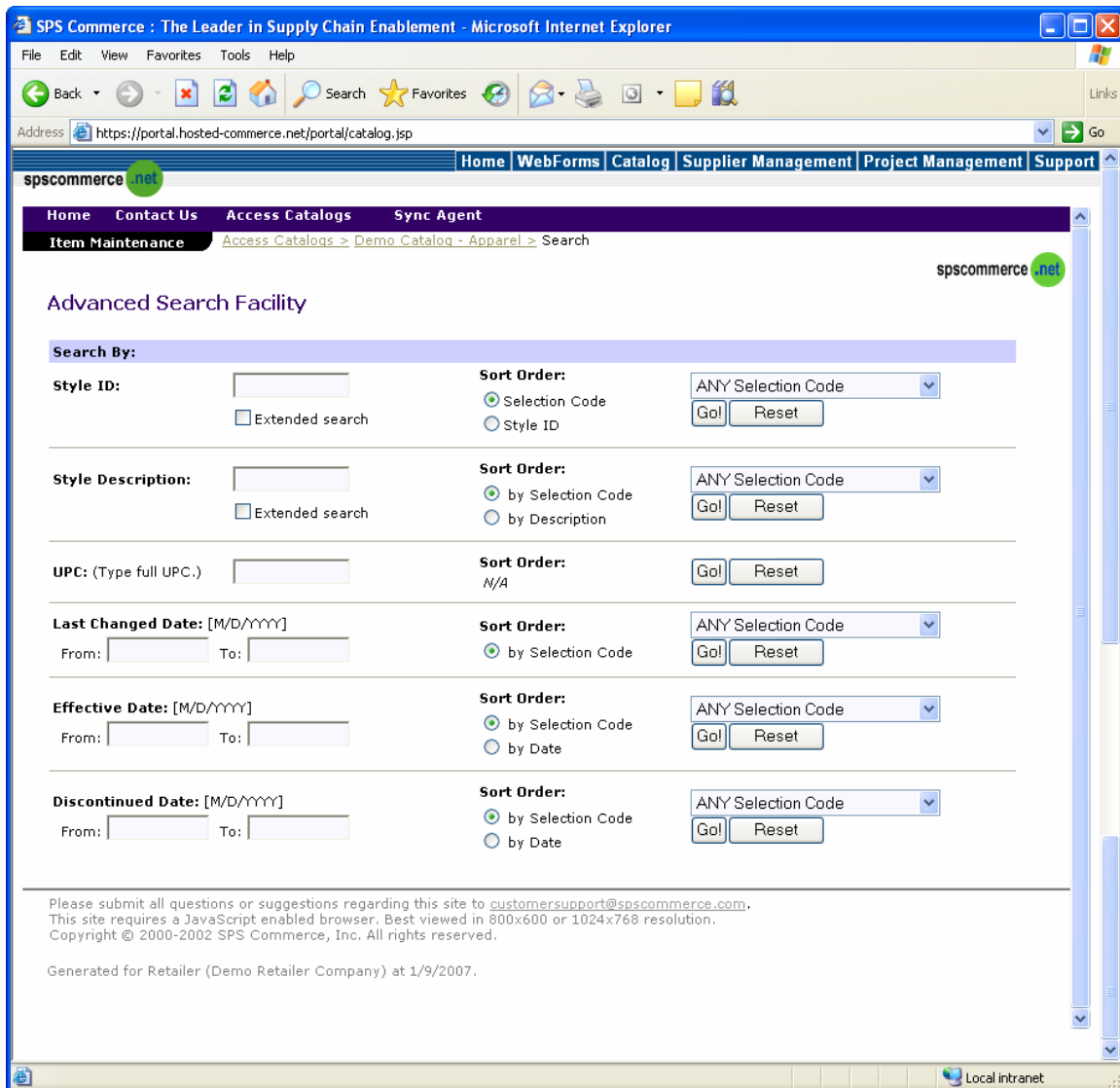


Figure 24. The Advanced Search Facility window

5. Enter search criteria into one of the following fields:
  - **Style ID** – Type one or more characters of a style ID in the **Style ID** field. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.
  - **Style Description** – Type one or more characters of a style description in the **Style Description** field. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.
  - **UPC** – Type either a GTIN, EAN, or U.P.C. number in the **UPC** field. The field accommodates 12, 13, and 14-digits. Type the full number. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.
  - **Last Changed Date** – Type a date in the **Last Changed Date** field to of the style or item to search for all items for which information was changed on the specified date. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.
  - **Effective Date** – Type a date in the **Effective Date** field to search by the date items became effective. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.
  - **Discontinued Date** – Type a date in the **Discontinued Date** field to search by the date items were discontinued. Specify the order in which to display the search results by choosing one of the radio buttons in the **Sort Order** column, and, as an option, specify a selection code within which to search for styles in the ANY Selection Code drop-down list.

**NOTE:** The following two options are available for all of the fields in the **Advanced Search Facility** window.

- Select the **Extended Search** check box to search for styles that include the string of specified characters at any location in the style ID name. If you do not select the **Extended Search** box, then the search only includes those styles where the characters you entered occur at the beginning of the style ID.
  - To reset the search criteria you have entered and the options you have selected, select the **Reset** button
6. Select the **Go!** button to begin the search. A list is returned including the styles in the catalog that match the specified criteria.

If the list includes more than 50 styles that match the criteria you entered, select the **Next** or **Previous** button as appropriate to display additional styles in the list.

7. To return to the **Catalog List** window and view or search for information from another catalog, select the **Access Catalogs** link from the top of the SPS Commerce window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.



## Creating an On-demand Item Information File

As you are viewing a supplier catalog, you can create a file on demand that includes information about the items in a specified style.

Download item information on demand as follows:

1. Select the **Access Catalogs** link from the top of the window. The [Catalog List window](#) displays.
2. Select the catalog that you will be working with. The [Selection Code List window](#) displays for the selected catalog.
3. Select a selection code from the list.



4. The **Style List** window with a list of styles for the selection code.

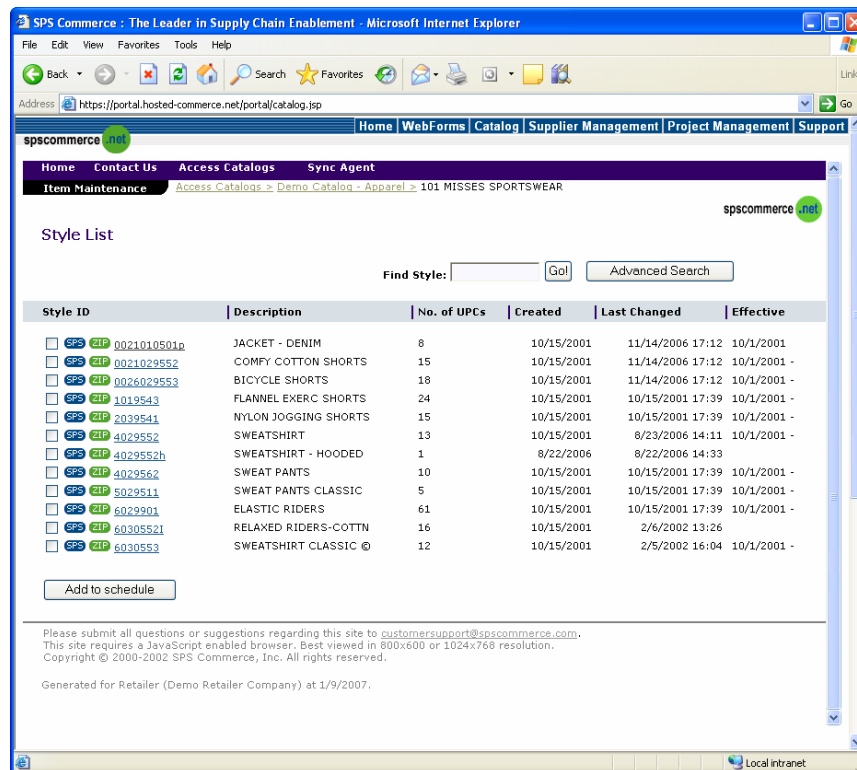




Figure 25. The Style List window

5. Create a file with item information as follows:

- To create a file in [\\*.piz file](#) format for some retail software applications, select the SPS button (  ).
- To create a \*.zip file that contains a file in \*.csv (comma-separated value) file format, select the ZIP button (  ). The \*.csv (comma-separated value) file format is a standard file format that most spreadsheet software, such as Microsoft Excel, can read.

The system creates a file of catalog information for the items in the specified style.

**NOTE:** After the system creates the file, you must download the file. For information about how to download a file, refer to the topic [Downloading a File on Demand](#).

6. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

## The Synchronization Agent

The Synchronization Agent is the tool in Universal Catalog Service that allows you to create a synchronization (sync) schedule to maintain up-to-date information from a supplier catalog. A sync schedule defines the information that will be compiled from a supplier catalog and the time that the information will be compiled. The SPS Commerce Universal Catalog Service system runs a batch program to identify the information specified in the sync schedule and then creates a file that contains all of the information. The file is then downloaded on request for review.

A sync schedule includes schedule properties and schedule details:

- Schedule properties define general information about the schedule, including whether the schedule is active or inactive, the frequency with which to run the sync schedule (daily, weekly, monthly, or only on request), and the type of information to compile, such as pricing changes or changes to descriptive data.
- Schedule details define the information itself, such as changes to all catalogs, changes to a specified catalog, or changes to specified selection codes, styles, and items in a catalog.

Keep the following points in mind as you create and update a sync schedule:

- You cannot delete a schedule. For existing schedules that you no longer use, rather than deleting them, you can reuse the schedule to obtain new catalog information (by changing the schedule properties and details), you can enter an end date for the schedule, or you can change the schedule to run only on request. For more information about changing a sync schedule, refer to [Changing Schedule Properties](#) and [Changing Schedule Details](#) later in this topic.
- If the vendor renames an item or style, a system-generated message displays on the **Schedule Details** window indicating the change.
- You must download the file on demand to review the information after the system creates the file.
- You can create a sync schedule from one catalog or from multiple catalogs.

## Creating a Sync Schedule

Creating a sync schedule is the process of defining the parameters of the information that will be compiled from a supplier catalog, including the types of information and the frequency with which to compile changed information.

Creating a sync schedule includes two major tasks:

1. **Defining schedule properties**  
 Schedule properties can be defined to include all items in one catalog or to include all items in all catalogs. If you define a schedule to include an entire catalog or all catalogs, you do not need to assign merchandise to the schedule from within the catalog or catalogs that were defined already for that schedule. This merchandise item information is added to the schedule automatically as part of the catalog.
2. **Assigning merchandise to a schedule**  
 You can assign merchandise to the schedule by selection code, style, or item within a catalog. This is helpful when schedule properties are set not defined to include all catalogs or an entire catalog.

### Defining Schedule Properties

Defining schedule properties identifies the frequency with which to compile changed catalog information, the type of information (such as prices or descriptive data), and whether to compile data from all catalogs or from specific catalogs.

Define schedule properties as follows:

1. Select **Sync Agent** from the navigation menu.

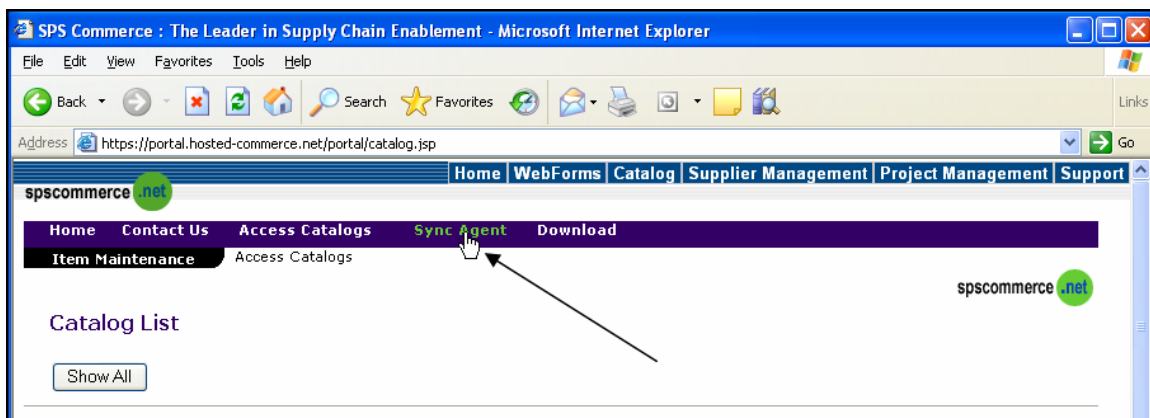


Figure 26. The Catalog List window with Sync Agent link

2. The **Synchronization Agent** window displays.

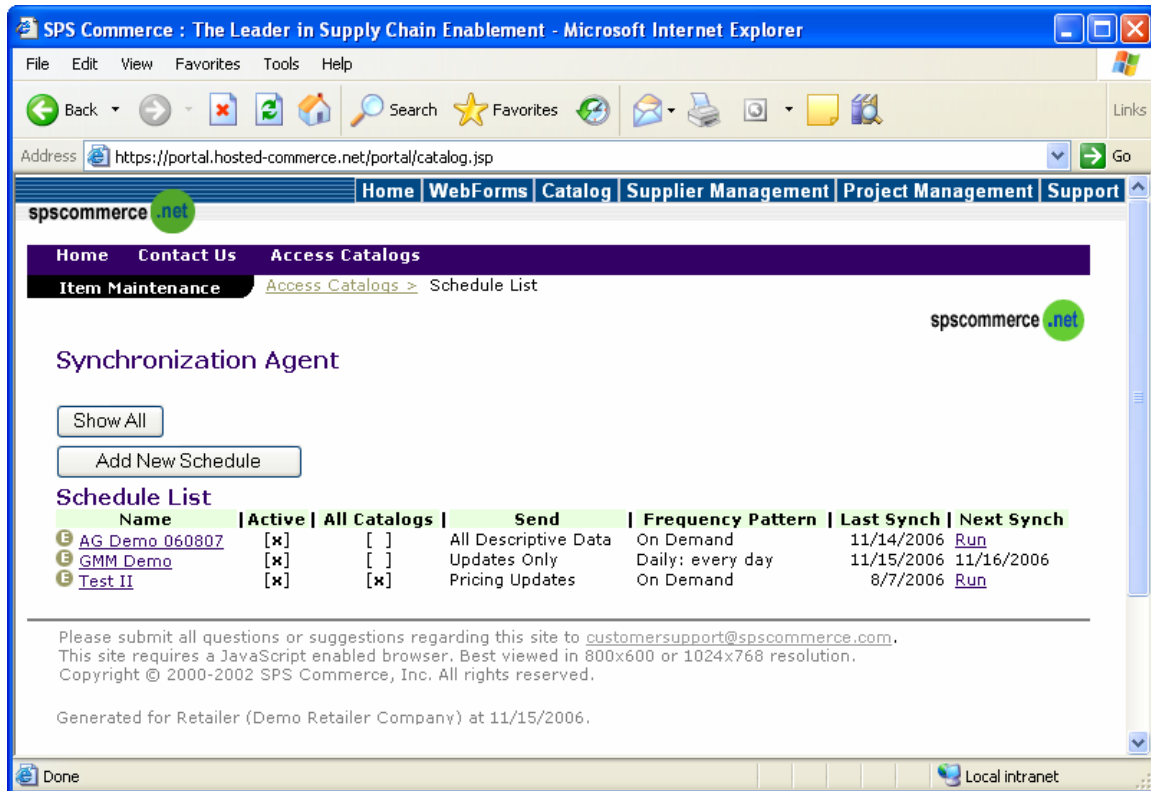


Figure 27. The Synchronization Agent window

3. The **Schedule List** area of the window shows the current sync schedules. If you have not created a sync schedule yet, the window will display the message **No Schedule in List**.

- Click the **Add New Schedule** button. The **Add New Schedule** window displays, shown in the following figure.

**NOTE:** You can access the **Add New Schedule** window only if your access rights enable you to create and edit sync schedules.

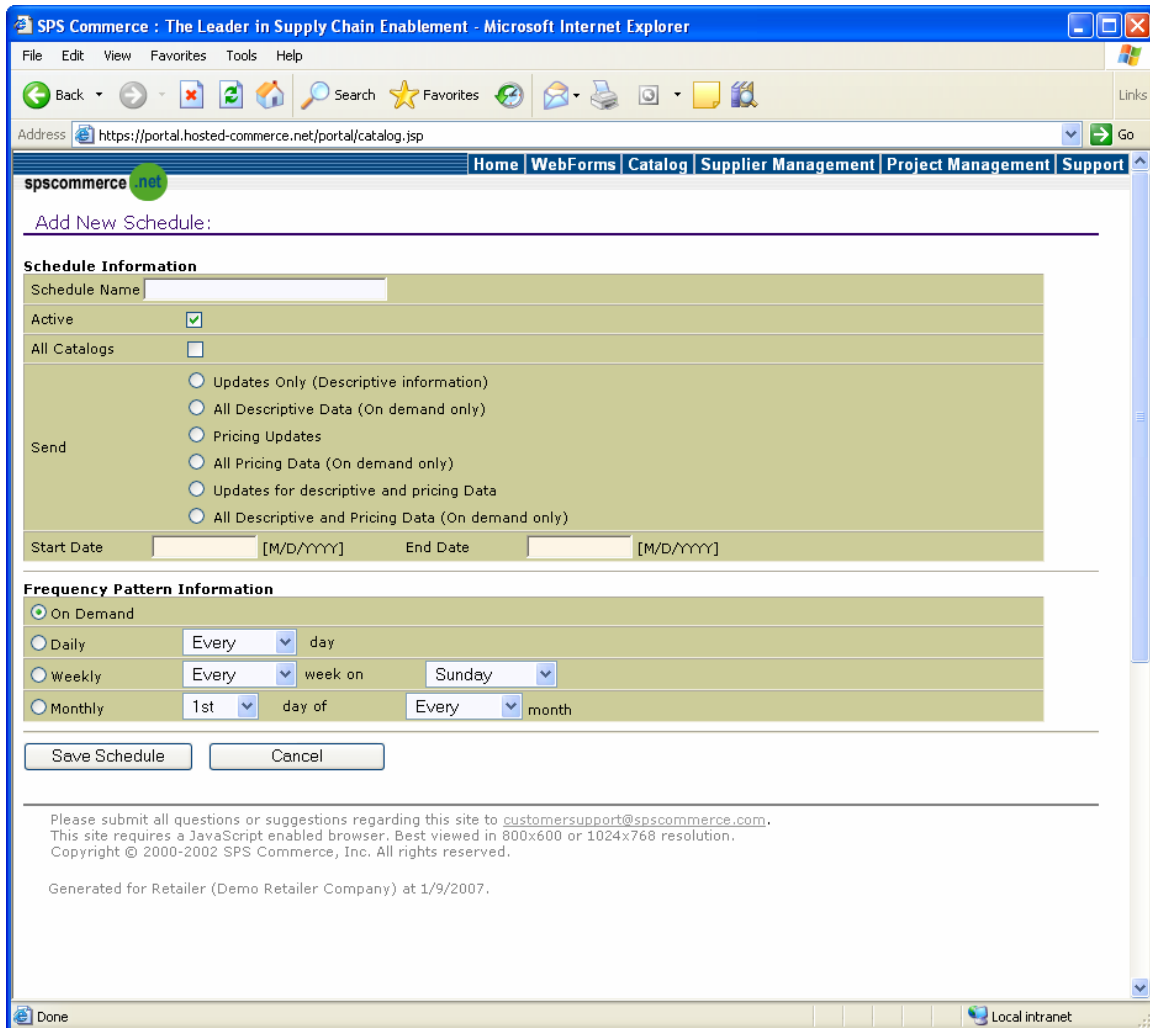


Figure 28. The Add New Schedule window

- Complete the following **Schedule Information** fields for the sync schedule:
  - Schedule Name** – Type a name for the schedule.
  - Active** – Select this check box to indicate that the sync schedule is active and can be run.
  - All Catalogs** – Select this option to include the type of information you specify in the **Send** field for all supplier catalogs to which you have access. If you select this option, you need not assign merchandise to the sync schedule (as described later), and you must select the on-demand option from the Frequency Pattern Information fields, described below.

**NOTE:** If the user has selected the **All Catalogs** check-box and then created and saved a schedule that was built off of all catalogs, they cannot go back into that schedule to select specific or single catalogs. Instead, in order to create a schedule for single or specific catalogs, they will need to create another sync schedule.

The same is true if attempting to view schedules for other catalogs when working within a schedule for a specific catalog – if the user wants to work with an “all catalogs” schedule while in a specific catalog’s schedule, they will need to start over and create another schedule.

- **Send**

- **Updates Only (Descriptive information)** – Select this option to specify that the compiled file only includes additions and changes to descriptive information for the specified schedule items. Pricing changes to schedule items are not included in the file.
- **All Descriptive Data (On Demand only)** – Select this option to obtain all descriptive data for schedule items (e.g. catalogs, selection codes, styles, or items). The download program creates a file that contains all descriptive data for the specified schedule items (the file does not include pricing data). If you assign styles or selection codes to the schedule, the schedule includes every item in the specified styles and every style and item in the specified selection codes. If you have selected the **Entire Catalog** option, above, every item, style and selection code in the catalog will be added to the file when you run the schedule.

**NOTE:** You cannot select this option for an automated schedule. If you select this option, you must also select **On Demand** for the schedule from the **Frequency Pattern Information** fields.

- **Pricing Updates** – Select this option to specify that the file that only includes additions and changes to pricing information for the specified schedule items. The system does not include descriptive changes (e.g. colors or sizes) to schedule items in the file.
- **All Pricing Data (On Demand only)** – Select this option to obtain all pricing data from one or more catalogs, selection codes, styles, or items. The download program creates a file that contains all pricing data for the specified schedule items (the file does not include descriptive data). If you assign styles or selection codes to the schedule, the schedule includes every item in the specified styles and every style and item in the specified selection codes. If you have selected the **Entire Catalog** option, above, every item, style and selection code in the catalog will be added to the file when you run the schedule.

**NOTE:** You cannot select this option for an automated schedule. If you select this option, you must also select **On Demand** for the schedule from the **Frequency Pattern Information** fields.

- **Updates for descriptive and pricing data** – Select this option to obtain all descriptive and pricing data from one or more catalogs, selection codes, styles, or items. The download program creates a file that contains updated descriptive and pricing data for the specified schedule items.
- **All Descriptive and Pricing Data (On Demand only)** – Select this option to obtain all descriptive and pricing data from one or more catalogs, selection codes, styles, or items. The download program creates a file that contains all

descriptive and pricing data for the specified schedule items, including data that has not changed since the previous run of the schedule. If you assign styles or selection codes to the schedule, the schedule includes every item in the specified styles and every style and item in the specified selection codes. If you have selected the **Entire Catalog** option, the download program adds all data for every item, style, and selection code in the catalog to the file when you run the schedule. Typically, you would select this option only to obtain information from a new catalog.

**NOTE:** You cannot select this option for an automated schedule. If you select this option, you must also select **On Demand** for the schedule from the **Frequency Pattern Information** fields.

- **Start Date/End Date** – These fields are used to establish a range of dates during which the schedule can be run. If you enter dates in these fields, the schedule cannot be run before the start date or after the end date you have specified. These fields are optional.
6. Define the following options for the sync schedule in the **Frequency Pattern Information** fields:

- **On Demand** – Select this button to run the schedule by request only. If you select **On Demand**, the sync schedule is not run automatically to compile the catalog information; instead, you must run the schedule by selecting the appropriate option online. Typically, you would select this option to obtain information once for an entire catalog. If you selected the **All Catalogs** option in the **Schedule Information** fields, you must select **On Demand** in the **Frequency Pattern Information** fields.

**NOTE:** For more information about running an on-demand schedule, refer to the topic [Running a Schedule on Demand](#).

- **Daily** – Select this option to run the schedule automatically at a frequency from daily to once every seven (7) days. Select the appropriate frequency from the drop-down list to the right of the **Daily** button.
  - **Weekly** – Select this option to run the schedule automatically at a frequency from once per week to once every five (5) weeks. Select the appropriate frequency and day of the week to run the schedule from the drop-down lists to the right of the **Weekly** button.
  - **Monthly** – Select this option to run the schedule automatically at a frequency from once per month to once every twelve (12) months. Select the appropriate frequency and day of the month to run the schedule from the drop-down lists to the right of the **Monthly** button.
7. Select **Save Schedule** to save this schedule (or select **Cancel** to erase the information you have entered and exit from the **Add New Schedule** window).

**NOTE:** After you save a schedule, you cannot delete it. If you no longer require a sync schedule, you can deactivate the schedule, you can change the schedule from automatic to on demand so the schedule will run only when you request it, or you can change the schedule properties and details to reuse it for other catalogs and items.



## Assigning Merchandise to a Schedule

You can assign merchandise to a schedule at the following levels of information:

- **Assign one or more selection codes in a catalog**  
You can assign one or more selection codes to a sync schedule to process all the styles and items in the specified selection codes when the system creates the file.
  - **Add one or more styles in a selection code**  
You can assign one or more styles to a sync schedule to process all the items in the specified styles when the system creates the file.
  - **Add one or more items in a style**  
You can assign one or more items to a sync schedule individually to process only the specified items when the system creates the file.
- NOTE:** If you have defined the schedule for an entire catalog or for all catalogs, you need not assign merchandise to the schedule by selection code, style, or item within the catalog.

### Assign one or more selection codes in a catalog to a schedule as follows:

1. From the **Universal Catalog Service** home page, select the **Access Catalogs** link. The **Catalog List** window displays. The Catalog List window displays the catalogs hosted by SPS Commerce that you can access (and from which you can obtain supplier information).
2. The **Catalog List** window displays. Select the **Show All** button to view all available catalogs.

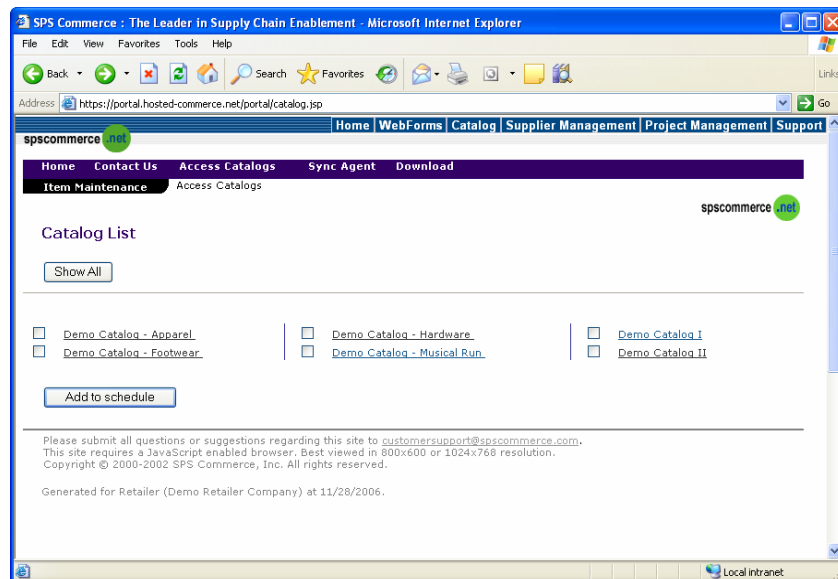


Figure 29. The Catalog List window

3. Select a catalog by clicking on its name (accessible catalogs are underlined and displayed in blue). The **Selection Code List** window displays for the specified catalog. Note that this example shows the **Selection Code List** window for the **Demo Catalog – Apparel** catalog.

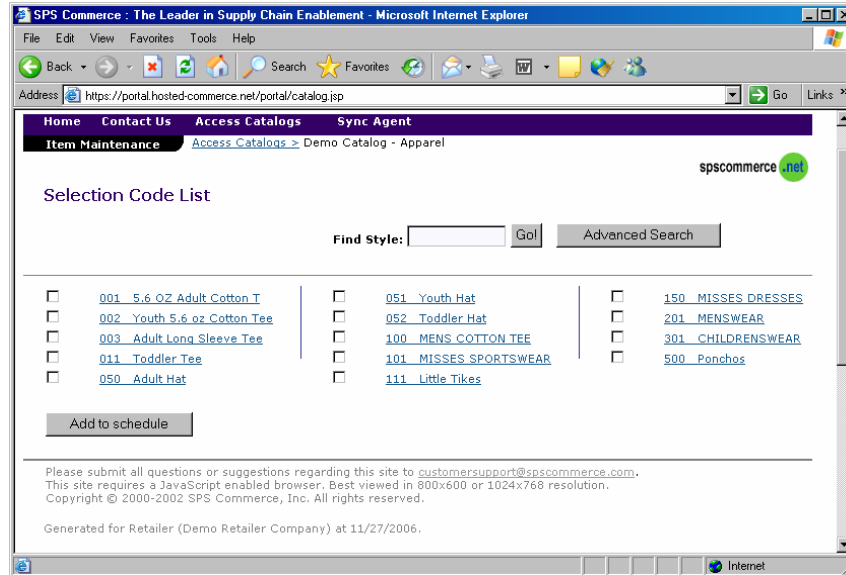


Figure 30. The Selection Code List window

4. From the **Selection Code List** window, click the check box for the appropriate selection codes to add it to a sync schedule. Multiple selection codes can be added to a schedule.
5. Click the **Add to Schedule** button.

- The example below shows that the selection code **101 MISSES SPORTSWEAR** has been chosen.

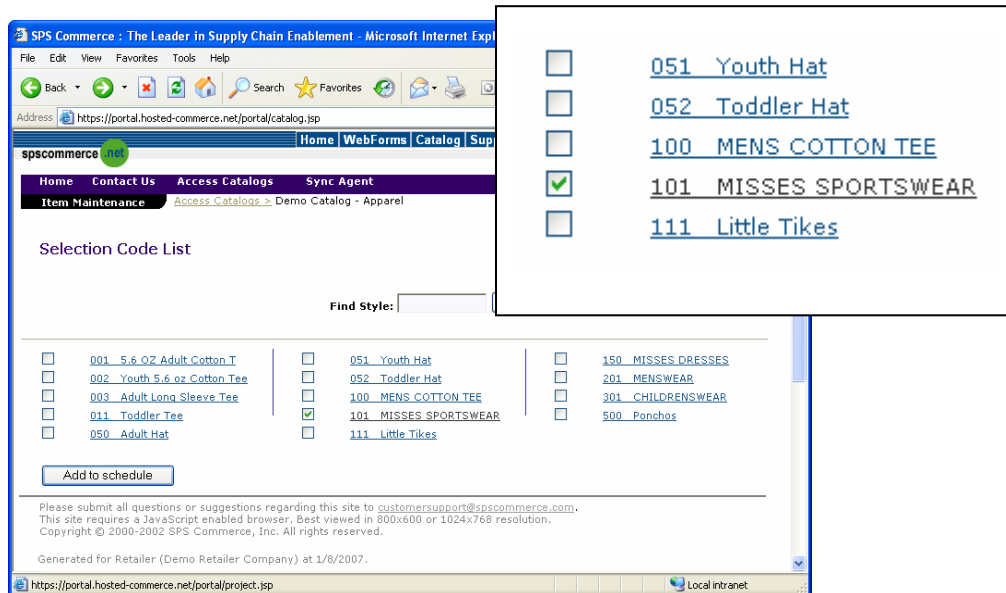


Figure 31. The Selection Code List window showing detailed view of selection of **101 MISSES SPORTSWEAR**.

- The **Schedule List** window displays.

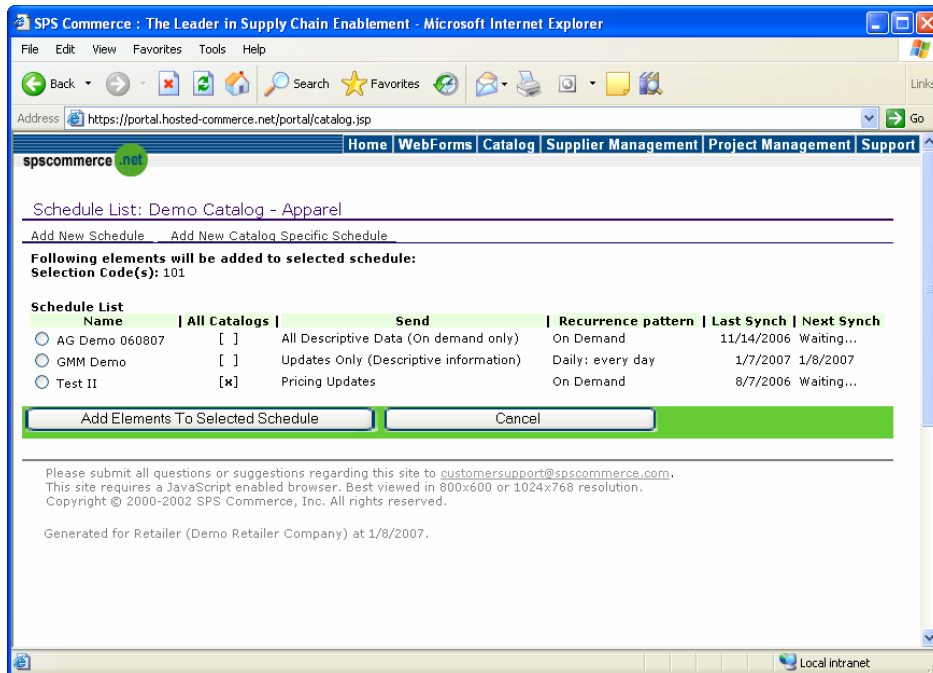
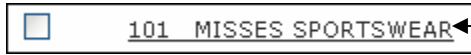


Figure 32. The Schedule List window showing the addition of Selection Code 101 to the schedule

- To add one or more styles or items in a selection code to a sync schedule, select a selection code link. As follows:



The **Style List** window displays for the specified selection code. In the following example, the selection code **101 MISSES SPORTSWEAR** was chosen.

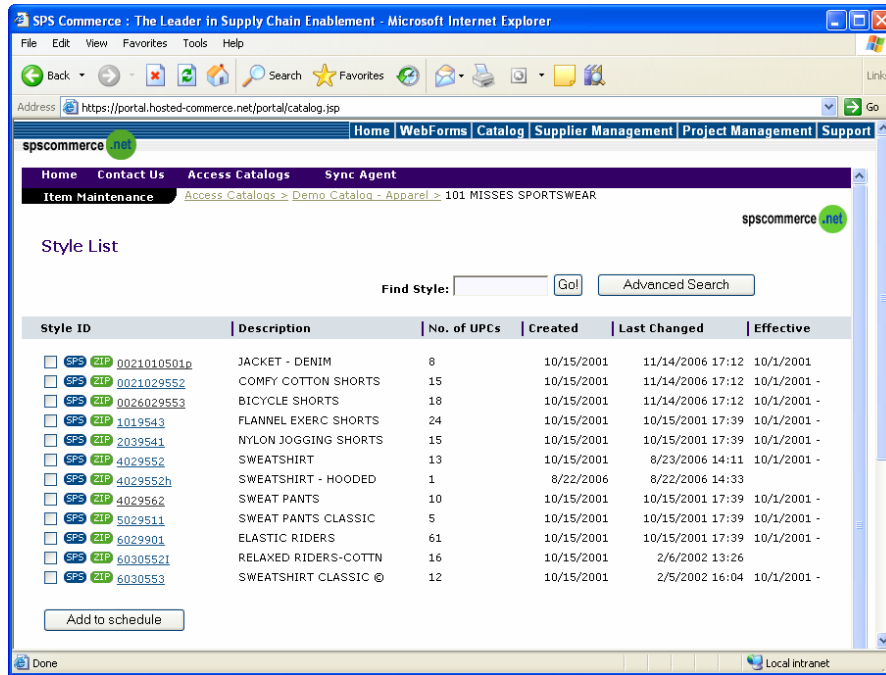


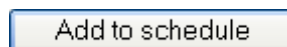
Figure 33. The Style List window (after selecting a selection code link)

### To add one or more styles in a selection code to a sync schedule

- Select the check boxes for the appropriate styles.



- Select the **Add to Schedule** button.



3. The **Schedule List** window displays.

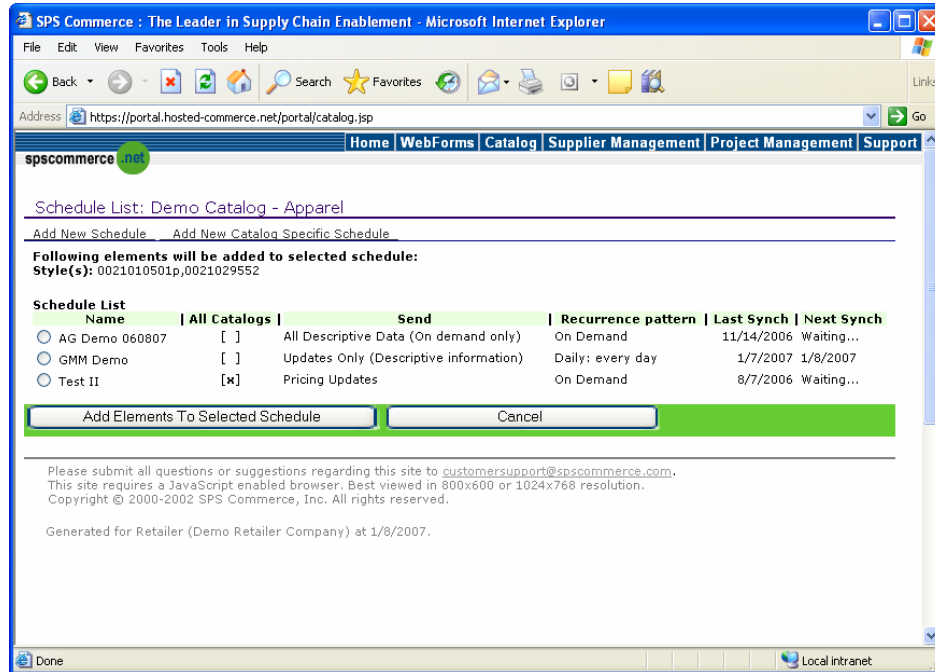


Figure 34. The Schedule List window showing the addition of selection code 101 to the schedule.

## To add one or more items in a style to a sync schedule

1. Select the style link.

Style List	
Style ID	Description
<input type="checkbox"/> <a href="#">SPS ZIP 0021010501p</a>	JACKET - DENIM
<input type="checkbox"/> <a href="#">SPS ZIP 001029552</a>	COMFY COTTON SHORTS

2. The **Style Details** window displays for the specified style, including the **Item List** area of the window. An example is shown in the following image.

The screenshot shows the SPS Commerce web application interface. The browser title is "SPS Commerce : The Leader in Supply Chain Enablement - Microsoft Internet Explorer". The address bar shows "https://portal.hosted-commerce.net/portal/catalog.jsp". The navigation menu includes "Home", "WebForms", "Catalog", "Supplier Management", "Project Management", and "Support". The main content area is titled "Style Details" and shows information for style ID "0021010501p" (JACKET - DENIM). A "Find Style:" search box is present. Below the style information is an image of a denim jacket and a link to a "new text document". The "Item List" section is visible, showing a table of items with columns for UPC #, Quantity on Hand, NRF Color, Code, Color, Code Size, NRF Size, Size2, Vendor Color, Size, Effective Date, Discontinue Date, and Changed. A "Quantity on Hand By Hub:" dropdown is set to "Default".

UPC #	Quantity on Hand	NRF Color	Code	Color	Code Size	NRF Size	Size2	Vendor Color	Size	Effective Date	Discontinue Date	Changed
<input type="checkbox"/> 111222105012	425	Medium Blue	30406	6	Average or Medium or	Medium Blue	6	10/1/2001	6/1/2001	2/23/2006		
<input type="checkbox"/> 111222105029	425	Medium Blue	30408	8	Average or Medium or	Medium Blue	8	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105036	425	Medium Blue	30410	10	Average or Medium or	Medium Blue	10	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105043	425	Medium Blue	30412	12	Average or Medium or	Medium Blue	12	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105050	425	Medium Blue	30506	6	Tall or Long or Larg	Medium Blue	6	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105067	425	Medium Blue	30508	8	Tall or Long or Larg	Medium Blue	8	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105074	425	Medium Blue	30510	10	Tall or Long or Larg	Medium Blue	10	10/1/2001	6/1/2001	10/15/2001		
<input type="checkbox"/> 111222105081	425	Medium Blue	30512	12	Tall or Long or Larg	Medium Blue	12	10/1/2001	6/1/2001	10/15/2001		

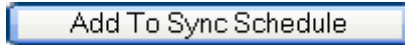
Figure 35. The Style Details window showing the Item List area.

3. There are two options for adding the item to the sync schedule.

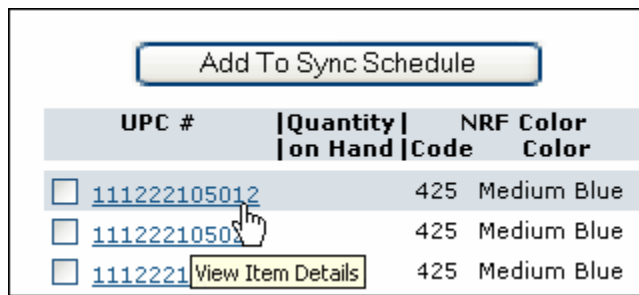
- Either select the check box for the appropriate item or items...



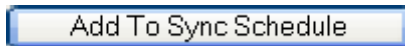
...and then click the **Add to Sync Schedule** button.



- Or select an item link...



...and then select the **Add to Sync Schedule** button



4. The **Schedule List** window displays, shown in the following figure.

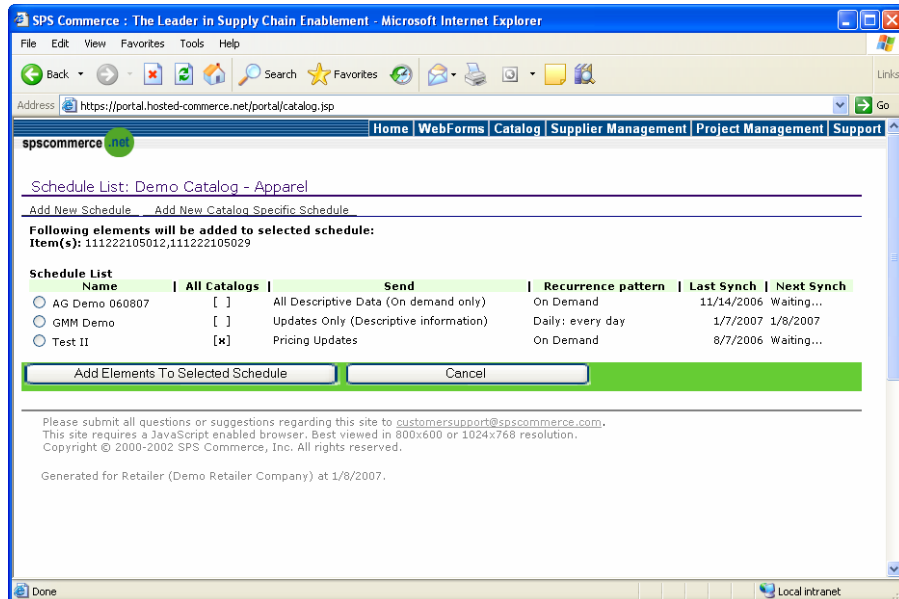


Figure 36. The Schedule List window (after selecting a selection code, style, or item to add to the schedule); Items 111222105012 and 111222105029 will be added to the schedule

5. The **Schedule List** window displays all the sync schedules that have been defined. Radio buttons to the left of the sync schedule name indicates that you can add the elements to the schedule. Note that if you have defined a schedule for all catalogs, you cannot add merchandise to the catalog by selection code, style, or item.
6. Select the radio button next to the appropriate schedule for which to add the selection codes, styles, or items.
7. Click the **Add Elements To Selected Schedule** button to add the specified merchandise to the sync schedule (or select **Cancel** to cancel the selection and return to the previous window).

**Add Elements To Selected Schedule**

8. The specified merchandise is added to the sync schedule.

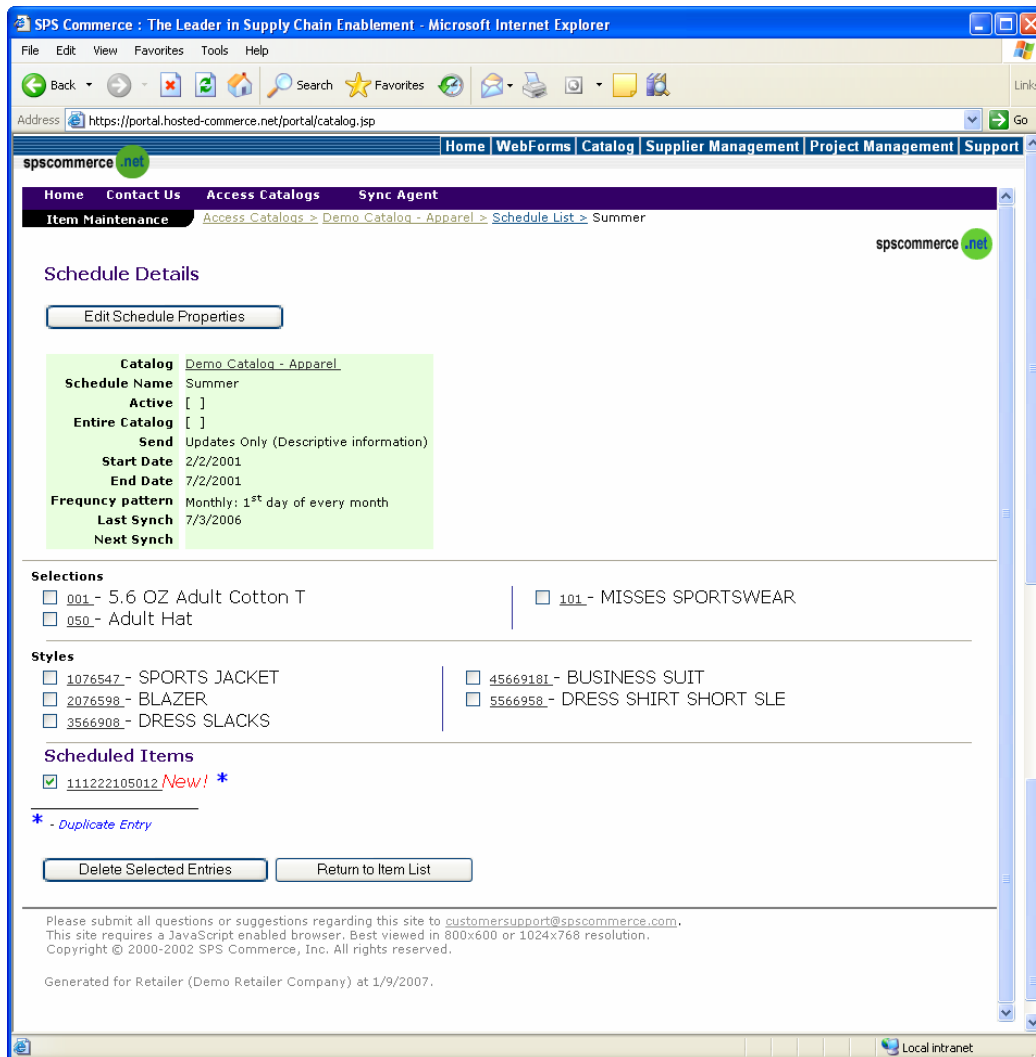


Figure 37. The Schedule Details window showing merchandise that has been added to the sync schedule



**NOTE:** If you add a lower-level element to a schedule that includes a higher-level element of the same item, a message displays telling you that the lower-level element is a duplicate entry. For example, if you add **Style A** and **Item A01** to a schedule and **Style A** includes **Item A01**, you can delete **Item A01** from the schedule (because the program processes Item A01 automatically when processing Style A).



Figure 38. A “Duplicate Entry” message for a sync schedule

- To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). [The Catalog List window](#) displays.

## Changing Schedule Properties

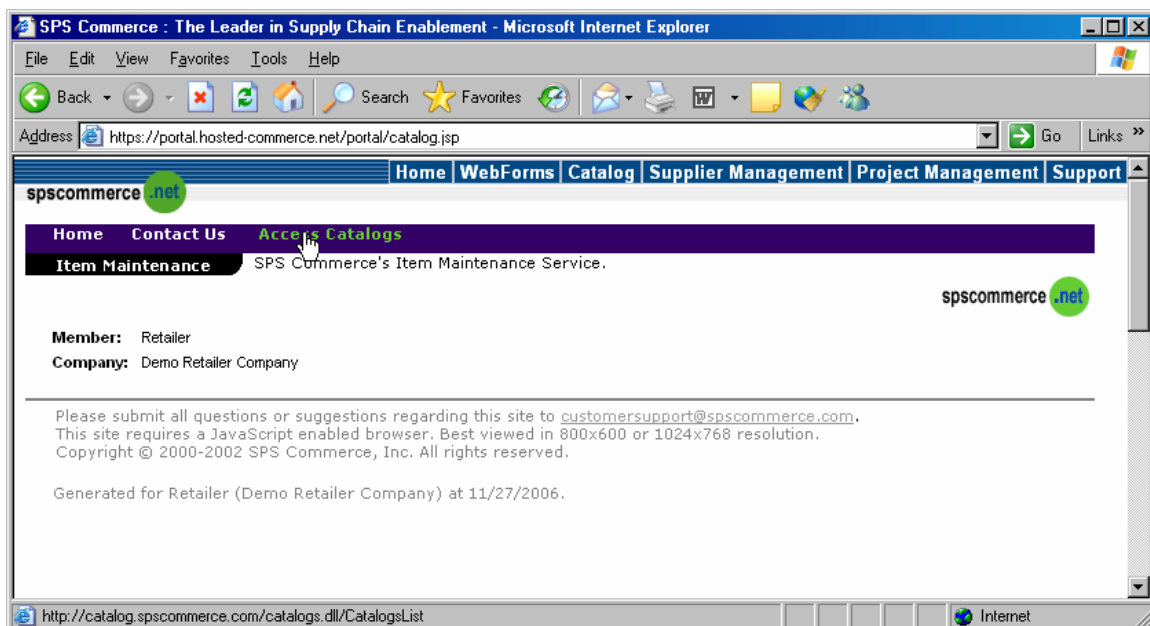
Changing schedule properties enables you to modify a schedule as your requirements change. You can change the criteria for the information compiled from the supplier catalog, and you can change the frequency with which the system creates a product data file. For example, you can change a schedule that currently only provides descriptive updates so that it will provide both descriptive and pricing updates, or you can change schedule frequency from weekly to monthly.

Keep the following points in mind as you change a sync schedule:

- You can change schedule properties and schedule details for both active and inactive schedules.
- You can reuse a schedule to obtain other supplier information by changing the schedule properties and schedule details as appropriate.
- If you no longer require the information from a sync schedule, you can change the schedule properties as follows to indicate that the schedule will no longer run automatically:
  - Inactivate the schedule. Uncheck the **Active** box on the **Schedule Properties** window
  - Enter an **end date** for the schedule, after which the schedule will not be run automatically.
  - Define the schedule frequency to **on-demand**. An on-demand schedule is run only when you request. If you no longer require the information from a specified schedule, you need not request it.

Change the properties of a sync schedule as follows:

1. Select the **Access Catalogs** link. The **Catalog List** window displays.



2. Select the **Sync Agent** link from the top of the window. The **Synchronization Agent** window displays.

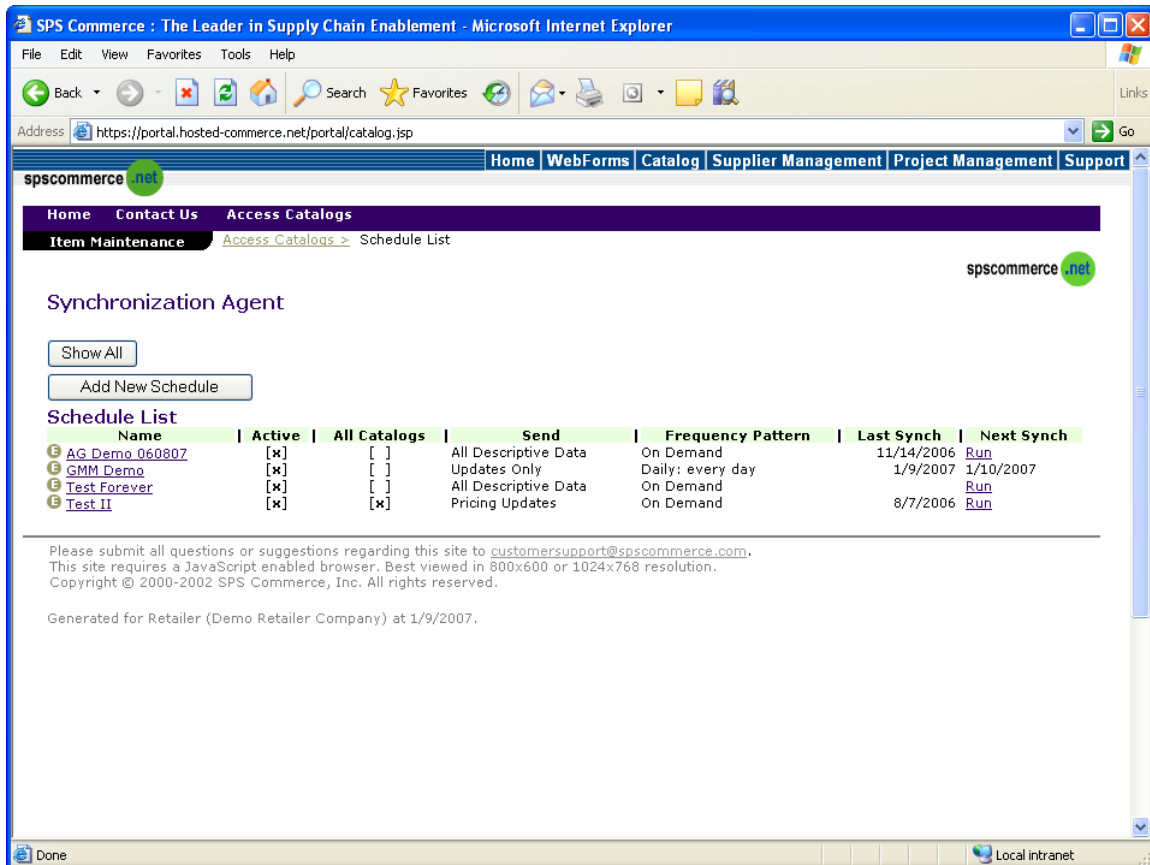


Figure 39. The Synchronization Agent window

3. To make changes to a schedule, complete either of the following two options:
  - Select the schedule from the **Name Column**
  - Click the **E (edit)** icon (E)

#### Option 1 – The Name Column

- From the **Name** column, select the schedule name link for the schedule you want to change. The **Schedule Details** window displays.

- Select the **Edit Schedule Properties** button.



Figure 40. Detailed view of the Synchronization Agent window showing the Edit Schedule Properties button

- The **Edit Schedule Properties** window displays.

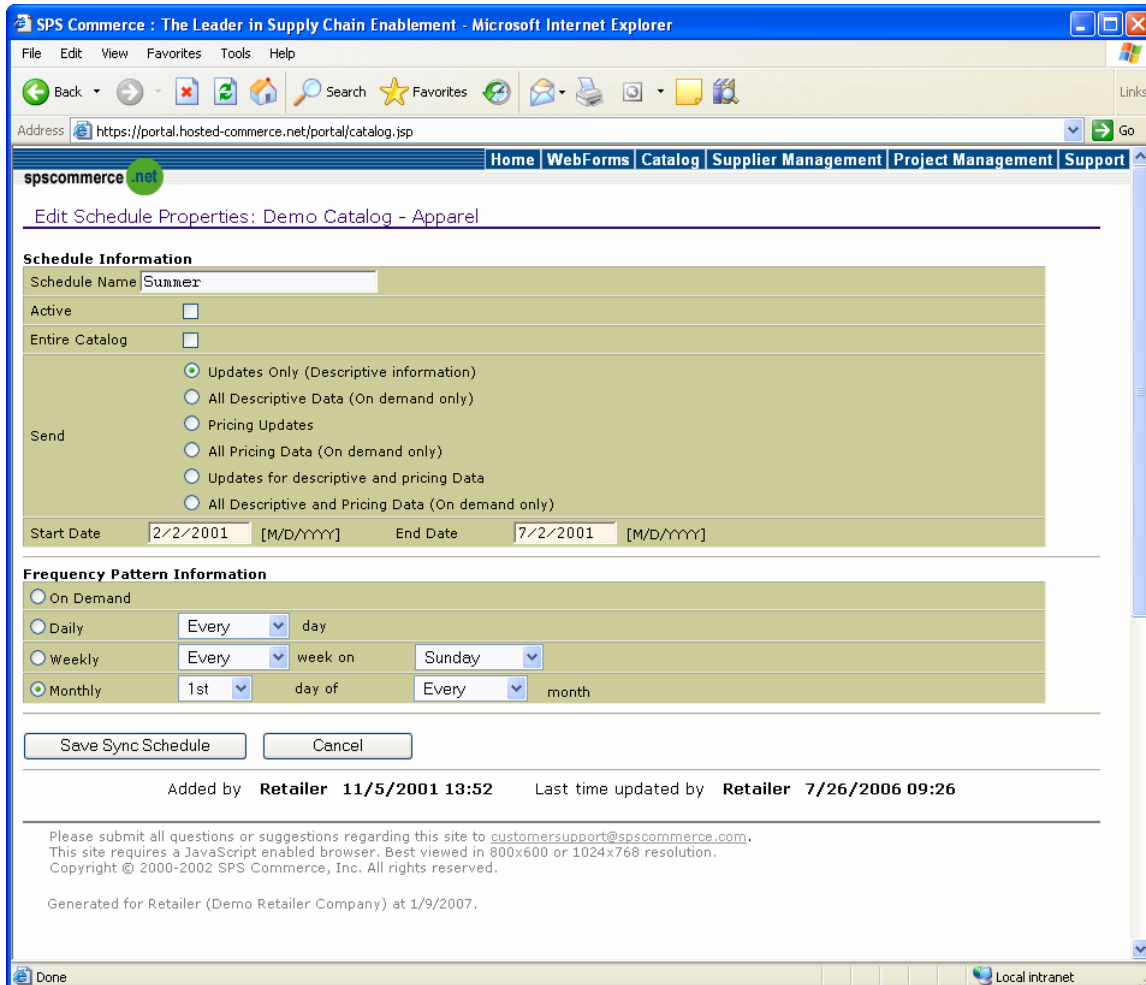


Figure 41. The Edit Schedule Properties window

### Option 2 – The E (edit) icon

- Select the **E (edit)** icon (E) for the schedule you want to change.



Figure 42. Detailed view of the Synchronization Agent window showing the E icon

- The **Edit Schedule Properties** window displays.

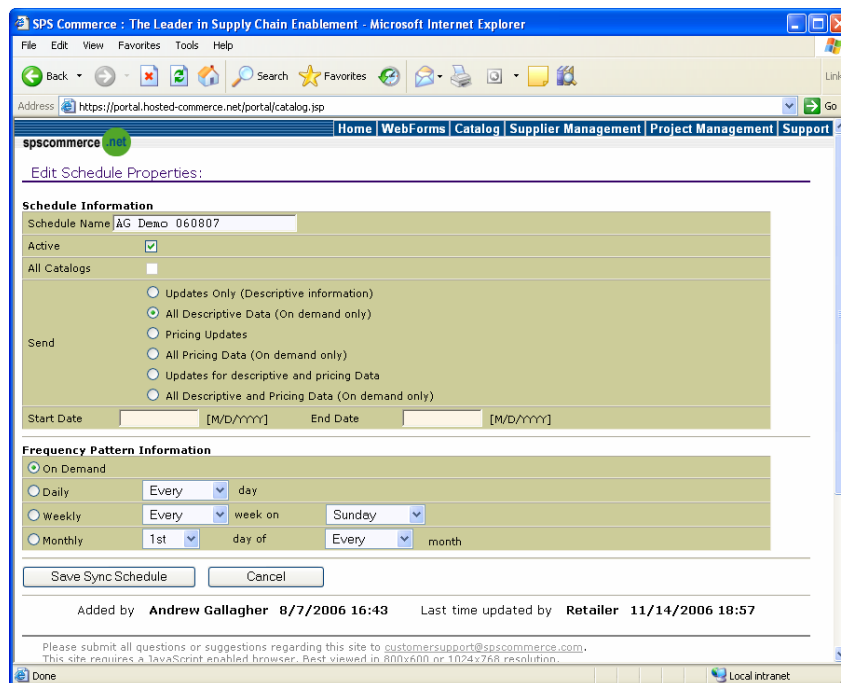


Figure 43. The Edit Schedule Properties window

4. Change the schedule properties as appropriate. For more information about the fields on the window and the properties you can define for a schedule, refer to the topic, [Defining Schedule Properties](#).
5. Select the **Save Sync Schedule** button to save the changes, or select **Cancel** to cancel the changes and return to the **Synchronization Agent** window
6. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

## Changing Schedule Details

Schedule details include the catalogs, selection codes, styles, and items that have been assigned to a sync schedule. Changing schedule details includes two activities:

- Removing an element from a sync schedule deactivates a catalog, selection code, style, or item on a sync schedule so the sync schedule program no longer processes supplier information for that element.
- Adding an element to a sync schedule adds a catalog, selection code, style, or item to a sync schedule.

The following pages describe how to perform each activity.

### Removing an Element from a Sync Schedule

Remove an element from a sync schedule as follows:

1. Select the **Access Catalogs** link. The **Catalog List** window displays.
2. Select the **Sync Agent** link from the top of the page. The **Synchronization Agent** displays window with schedule list information.

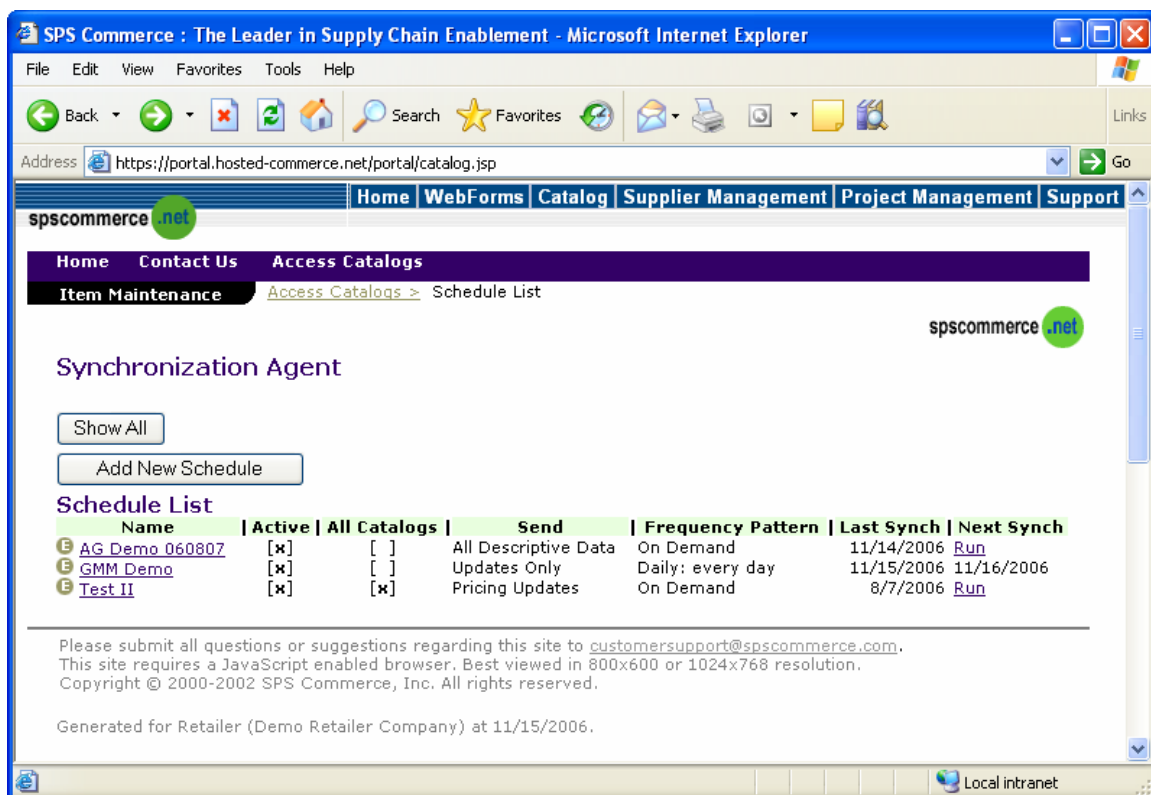


Figure 44. The Synchronization Agent window and the schedule list

3. Select the link for the schedule from which you want to remove an element.



4. The **Schedule Details** window displays, with a list of the elements currently active for the schedule.

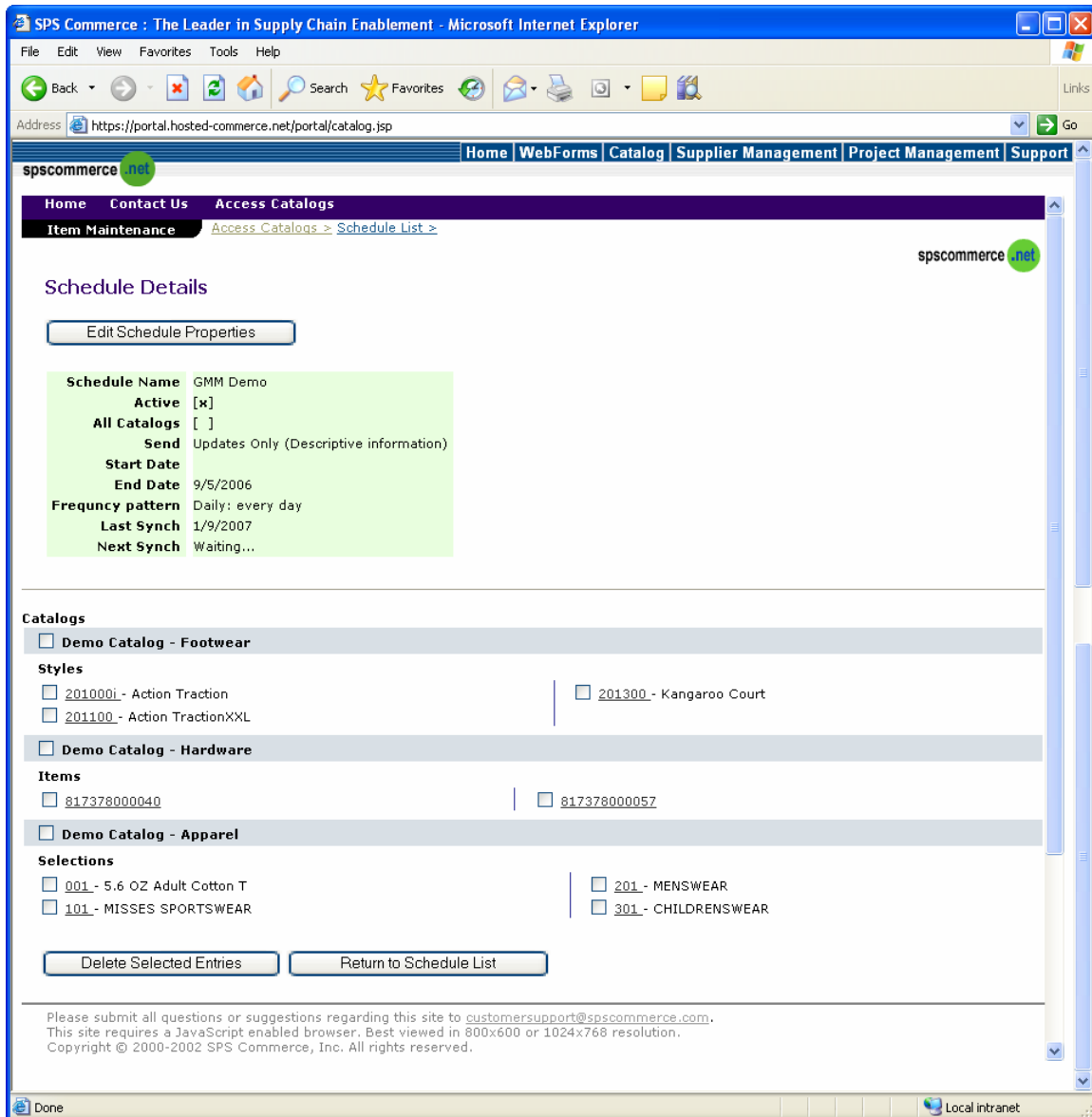


Figure 45. The Schedule Details window

5. Select the check box next to the element or elements you want to remove from the schedule.
6. Click the **Delete Selected Entries** button. The selected elements are deleted from the schedule. The **Schedule Details** window redisplay.
7. To return to the **Synchronization Agent** window, click the **Return to Schedule Link** button.
8. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

### Adding an Element to a Sync Schedule

Add an element to a sync schedule as follows:

1. Access and view a supplier catalog as described in [Viewing a Supplier Catalog](#).
2. From the **Selection Code List** window, **Item List** window, **Style List** window or **Item Details** window select the check box or radio button next to the catalog, selection code, style, or item, as appropriate, or access the **Item Details** window for the item you want to add to a sync schedule.

**NOTE:** Check boxes are used on the **Catalog List**, **Selection Code List**, **Style List**, and **Style Details** windows. Radio buttons are used on the **Item Details** window.



3. Select the **Add to Sync Schedule** button. The **Schedule List** window displays including a message near the top of the window identifying the item you are adding and informing you that it will be added to the schedule that is selected from the available list. In the example below, this message reads, "Following elements will be added to the selected schedule: Selection Code(s): 101."

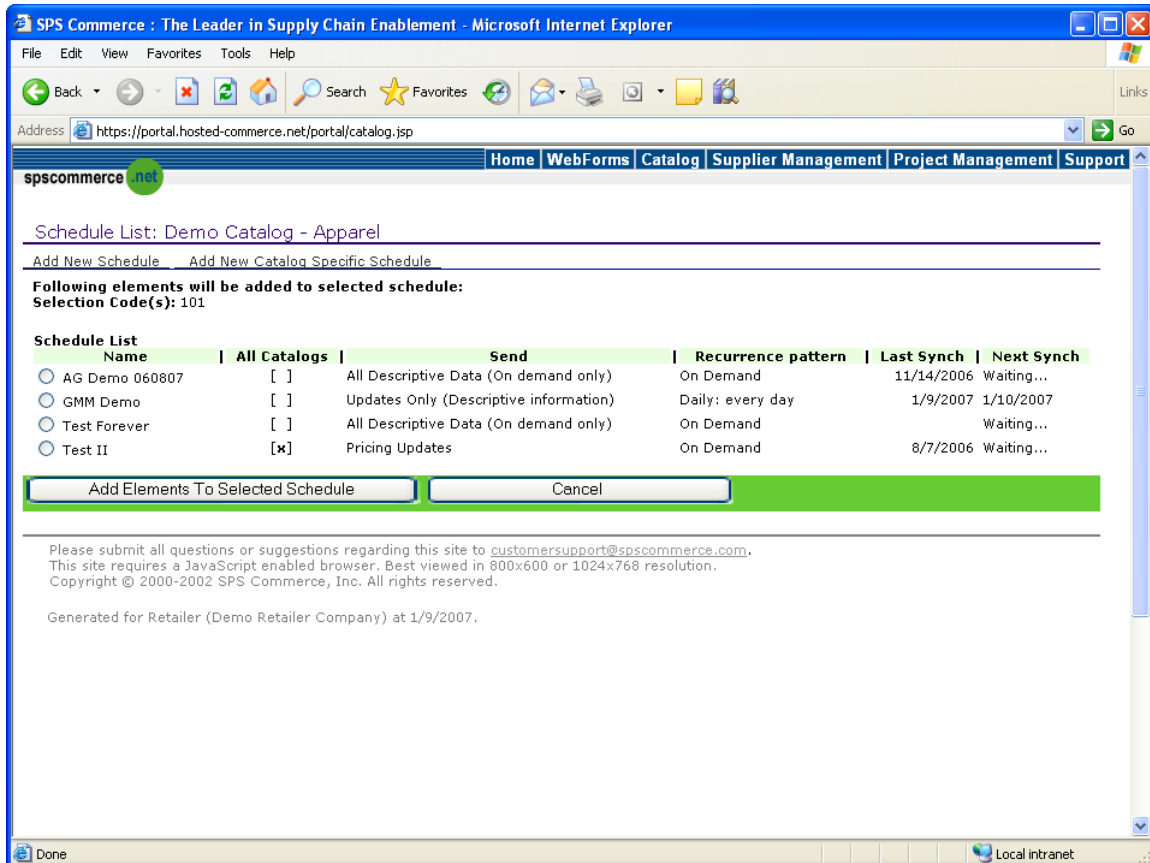


Figure 46. The Schedule List window for adding an element

4. The window displays radio buttons next to the schedules that can receive the specified element. In the example shown in the figure above, the Test II schedule has been defined for all catalogs (and all elements), so you cannot add individual elements to the schedule. **Select the radio button next to the sync schedule where you want to add the element.**
5. Select the **Add Elements to Selected Schedule** button. The system adds the specified element to the selected sync schedule.
6. Click the Cancel button to return to the preceding window.
7. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

## Running a Schedule on Demand

Running a schedule on demand allows you to run a sync schedule at your convenience and at irregular frequencies. You must define the schedule frequency as on demand to run the schedule at your convenience. You cannot run an automatic schedule on demand.

**NOTE:** For additional information on sync schedules refer the topics [Creating a Sync Schedule](#) and [Changing Schedule Details](#).

Run a schedule on demand as follows:

1. From the **SPS Commerce Universal Catalog Service** home page, select the **Access Catalogs** link. The **Catalog List** window displays.
2. Select the **Sync Agent** link from the top of the page. The **Synchronization Agent** window displays with schedule list information.

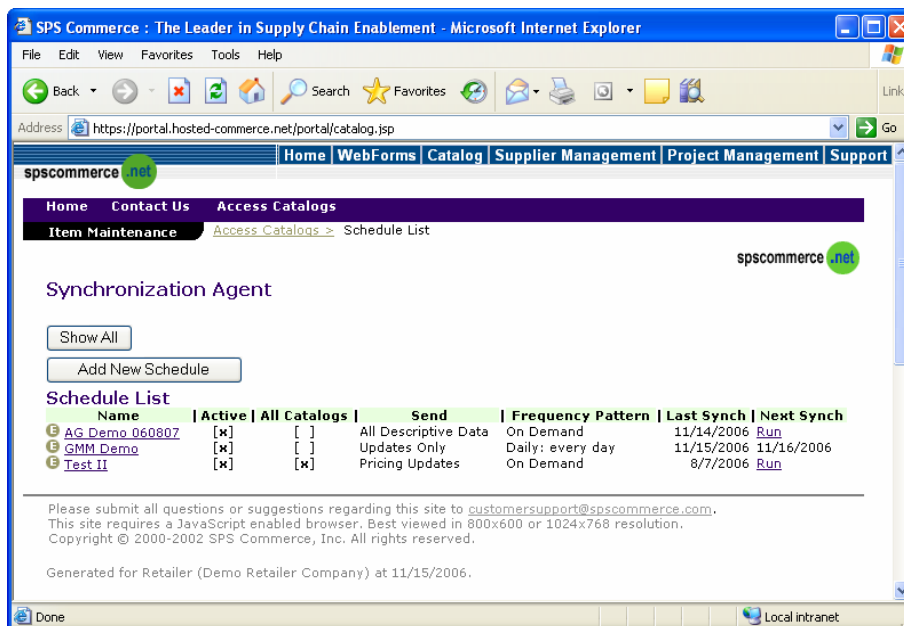


Figure 47. The Schedule List window for adding an element

**On Demand** displays in the **Frequency Pattern** column and **Run** (link) displays in the **Next Synch** column for all schedules that you can run on request.

3. Select the **Run** link to submit the schedule for processing. The system adds the schedule to the processing queue and displays the message “**Queued ...**” in the **Next Synch** field. The sync schedule program runs the schedule and creates a download file.
4. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the Windows toolbar and address line). The [Catalog List window](#) displays.

## Downloading a File on Demand

Downloading a file consists of copying a file (created by a sync schedule) from the active download list to your computer. You can open the file for review, and you can save the file to your local hard drive or network. The original file remains on the SPS Commerce Universal Catalog Service website.

**NOTE:** Files that are no longer required can either be archived by being moved to the backup list or they can be deleted. For more information about archiving or deleting a file, refer to the topic [Deleting or Archiving a File](#).

Download a file on demand as follows:

1. Access the **Catalog List** window (select **Access Catalogs** from the main menu). The **Catalog List** window displays. Click the **Download** link.

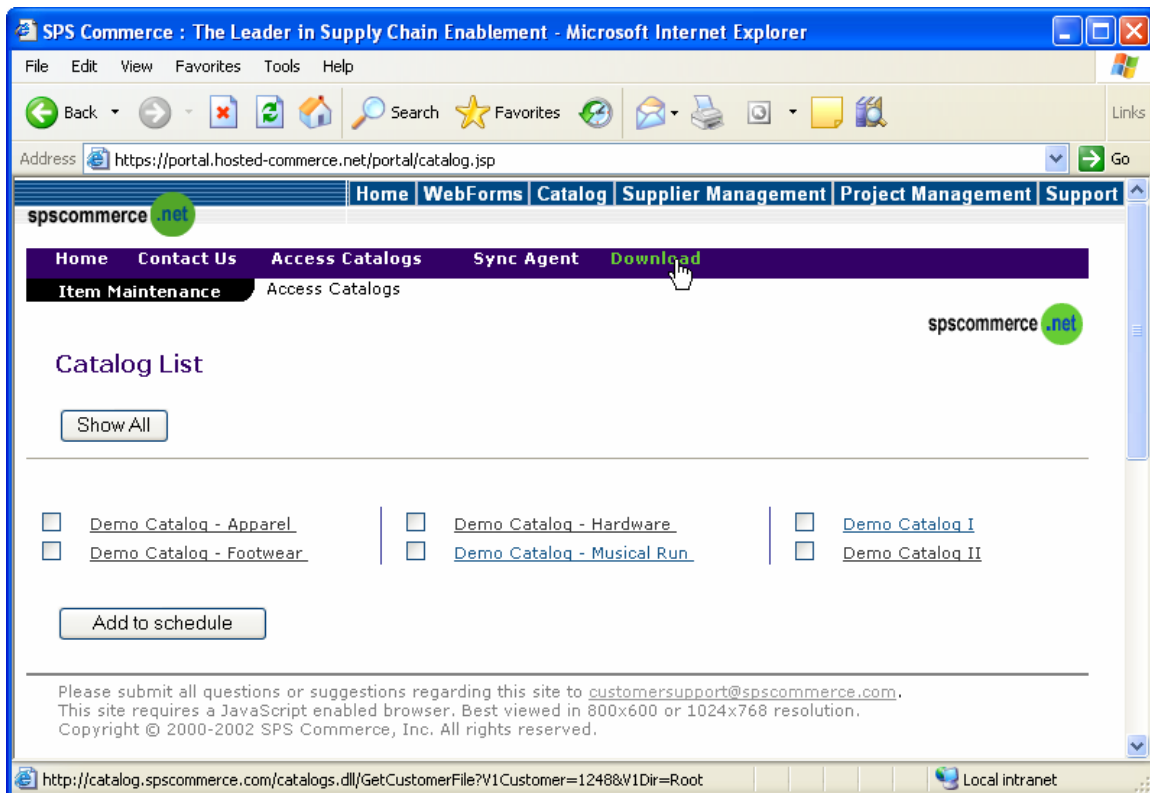


Figure 48. The Download link

2. The **Files List** window displays.

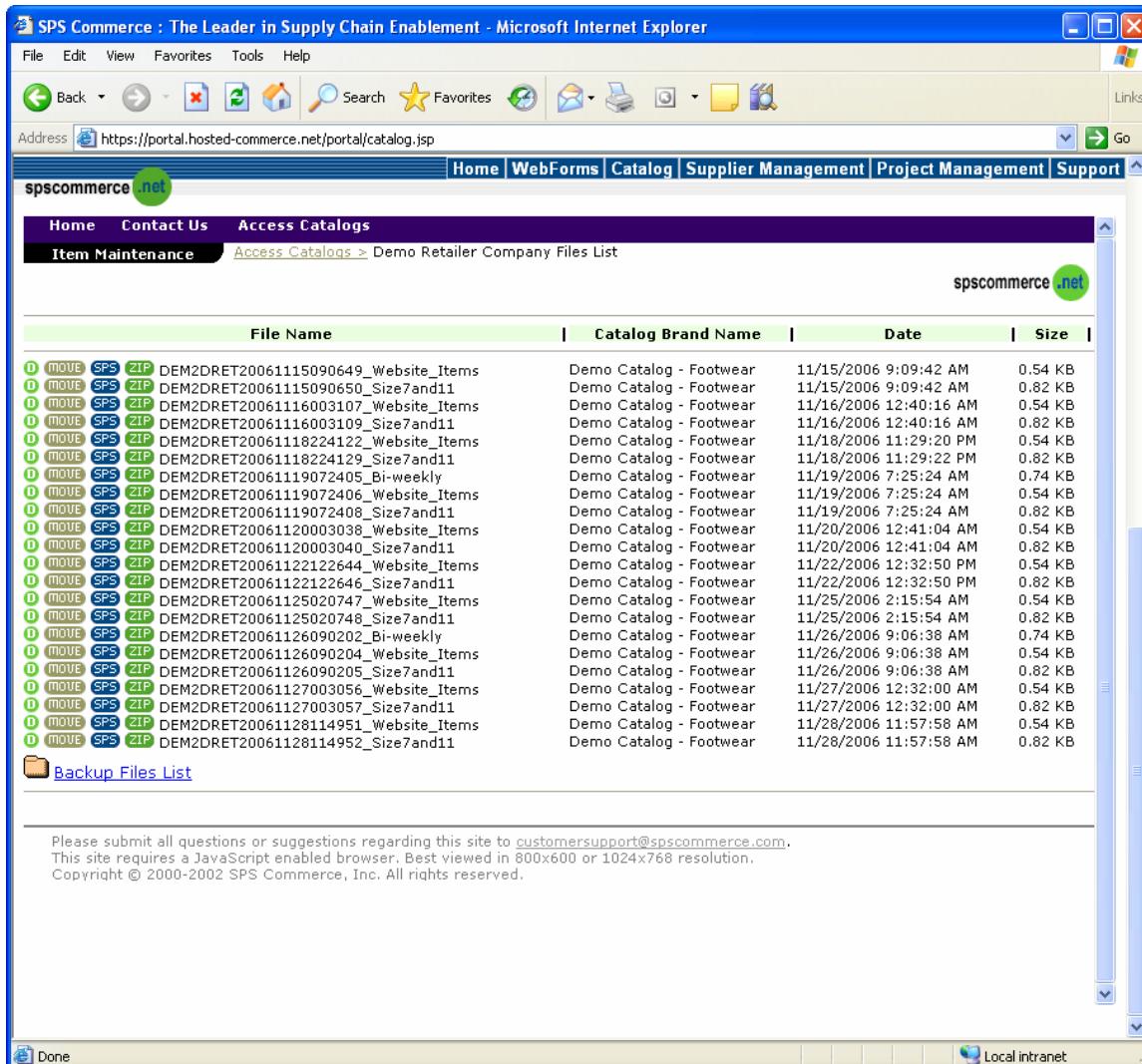


Figure 49. The Files List window

**NOTE:** The bottom of the window displays the **Backup Files List** link. This list includes all of the files that have been archived and are no longer in active use.

3. Select the appropriate button to download the file:

- Select the **SPS** button ( ) to download the file in \*.PIZ format for some retail software applications.
- Select the **ZIP** button ( ) to download the file in \*.CSV format for spreadsheet software such as Microsoft Excel.

4. A message window displays asking if you want to save the file or to open the file.

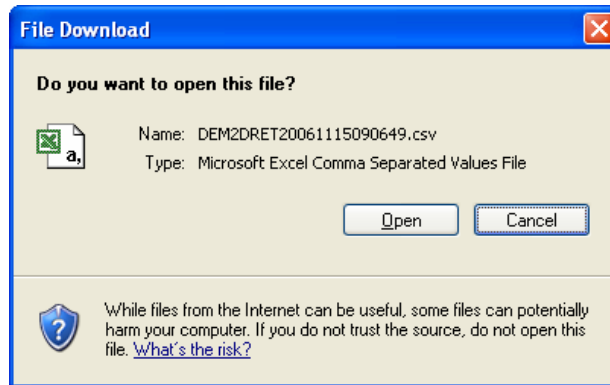


Figure 50. The download message window

5. Click the **Open** button to review the file or the **Save** button to save a copy of the file on your local hard drive or network. If you select **Open**, the file will open in a Windows Explorer window, similar to the figure shown below.

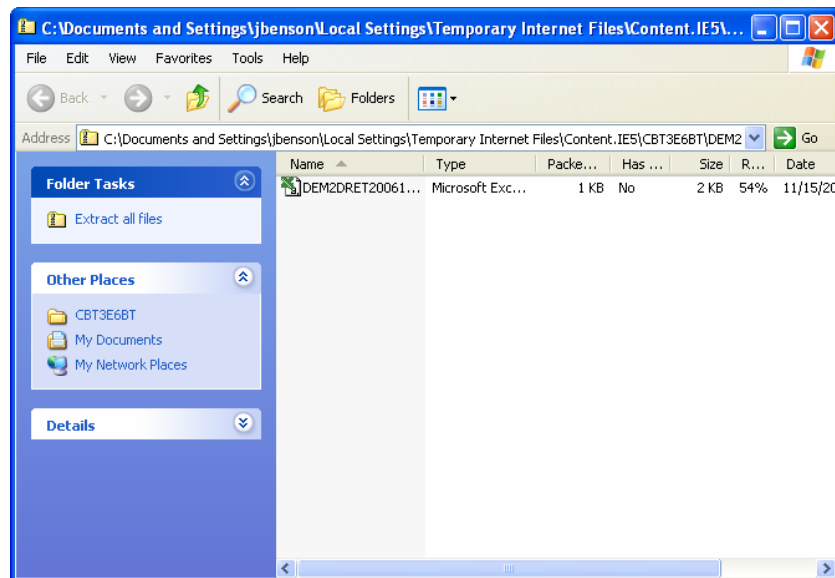
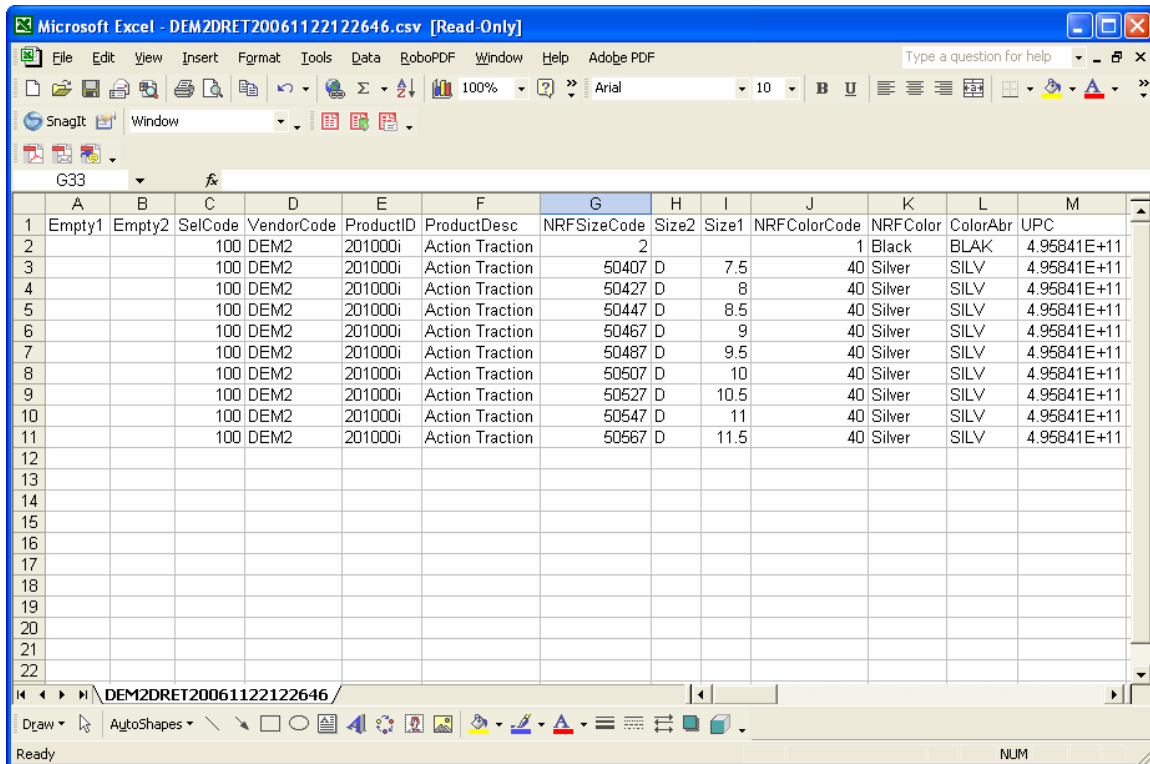


Figure 51. The downloaded file shown in a Windows Explorer window

6. Double-click the file name. If you selected the **ZIP** button (**ZIP**), the system opens the file in spreadsheet format. The file name is shown in the title bar at the top of the spreadsheet window and the tab at the bottom of the window.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Empty1	Empty2	SelCode	VendorCode	ProductID	ProductDesc	NRFSIZECode	Size2	Size1	NRFCOLORCode	NRFCOLOR	COLORAbr	UPC
2			100 DEM2	201000i	201000i	Action Traction	2			1	Black	BLAK	4.95841E+11
3			100 DEM2	201000i	201000i	Action Traction	50407	D	7.5	40	Silver	SILV	4.95841E+11
4			100 DEM2	201000i	201000i	Action Traction	50427	D	8	40	Silver	SILV	4.95841E+11
5			100 DEM2	201000i	201000i	Action Traction	50447	D	8.5	40	Silver	SILV	4.95841E+11
6			100 DEM2	201000i	201000i	Action Traction	50467	D	9	40	Silver	SILV	4.95841E+11
7			100 DEM2	201000i	201000i	Action Traction	50487	D	9.5	40	Silver	SILV	4.95841E+11
8			100 DEM2	201000i	201000i	Action Traction	50507	D	10	40	Silver	SILV	4.95841E+11
9			100 DEM2	201000i	201000i	Action Traction	50527	D	10.5	40	Silver	SILV	4.95841E+11
10			100 DEM2	201000i	201000i	Action Traction	50547	D	11	40	Silver	SILV	4.95841E+11
11			100 DEM2	201000i	201000i	Action Traction	50567	D	11.5	40	Silver	SILV	4.95841E+11
12													
13													
14													
15													
16													
17													
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19													
20													
21													
22													

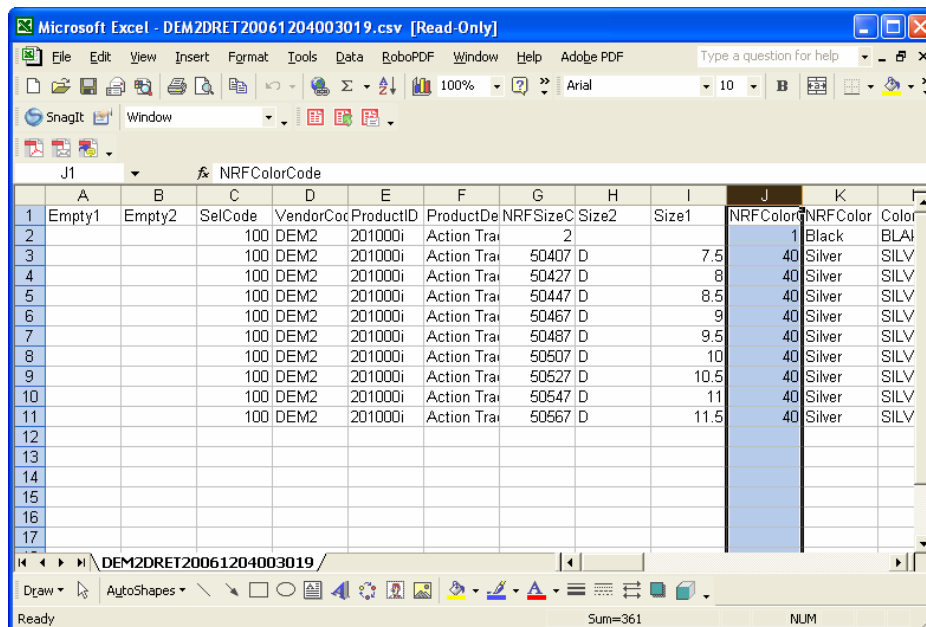
Figure 52 The downloaded file as it looks when viewed in Microsoft Excel

7. Some formatting of the .csv file is necessary before using it in Excel. Refer to the [Excel Formatting Tips](#) topic for help.
  - [Column J needs to be changed to display a 3-digit string](#). Defaults are either one or two digits. The column contents need to be padded with leading zeroes to ensure a 3-digit placeholder.
  - [Column M needs to be changed to display the numbers in a 12-, 13-, or 14-digit string](#). Scientific notation is displayed as the default format in the .csv file.
8. Review the file as appropriate and close or save the file when you have finished.
9. To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.

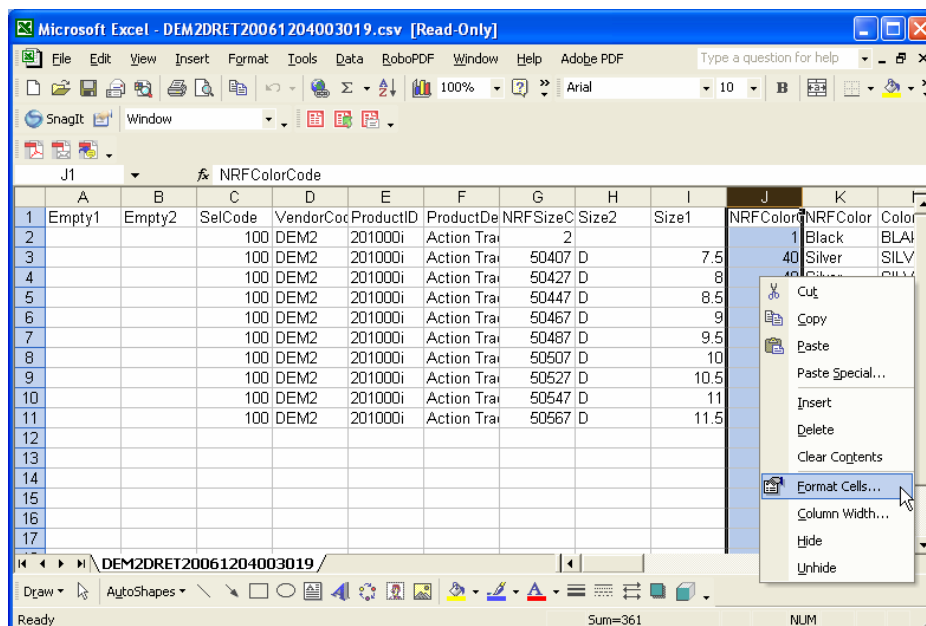
## Excel Formatting Tips

### To change Column J to display a 5-digit string

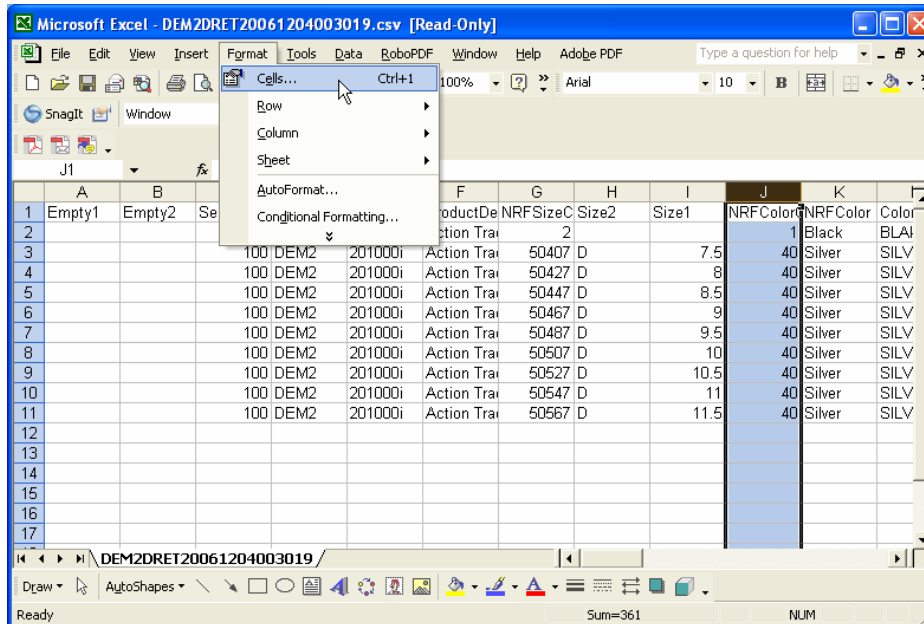
1. Click the column heading. The column contents change to a shaded fill.



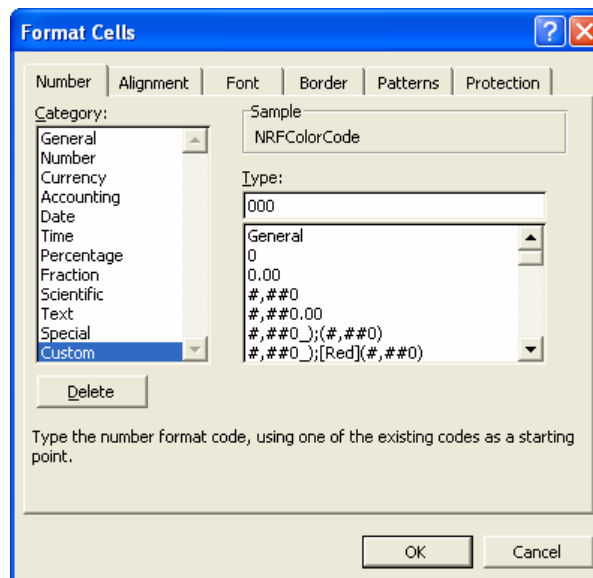
2. Format the cells.
  - Either right-click the column and select **Format Cells** from the pop-up list...



- ...or click the **Format** menu and select **Cells** from the drop-down list...

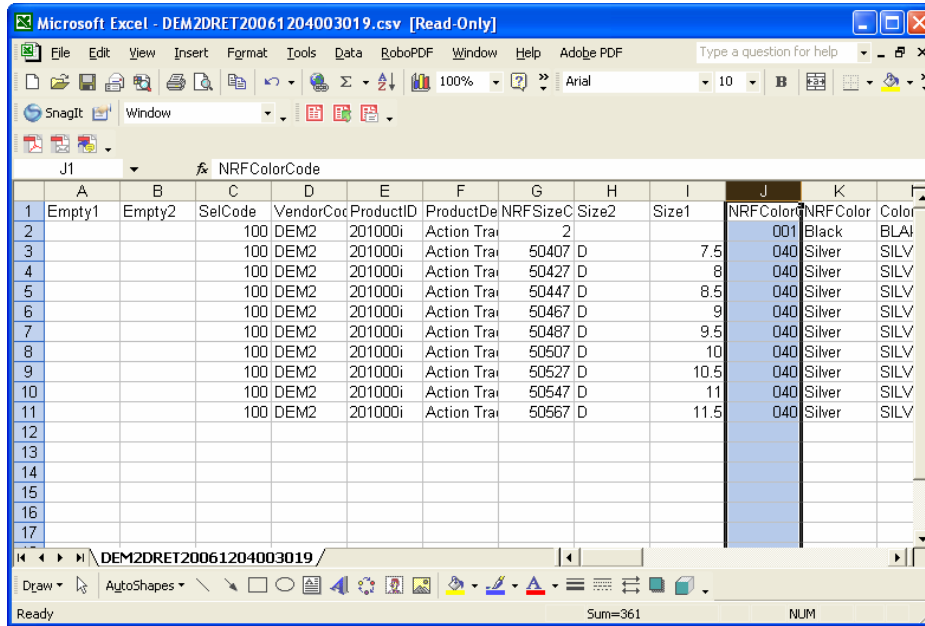


3. The **Format Cells** window displays. In the list in the **Category** field of the **Number** tab, click **Custom**. In the **Type** field, delete the current and text and replace it with three zeroes (**000**).



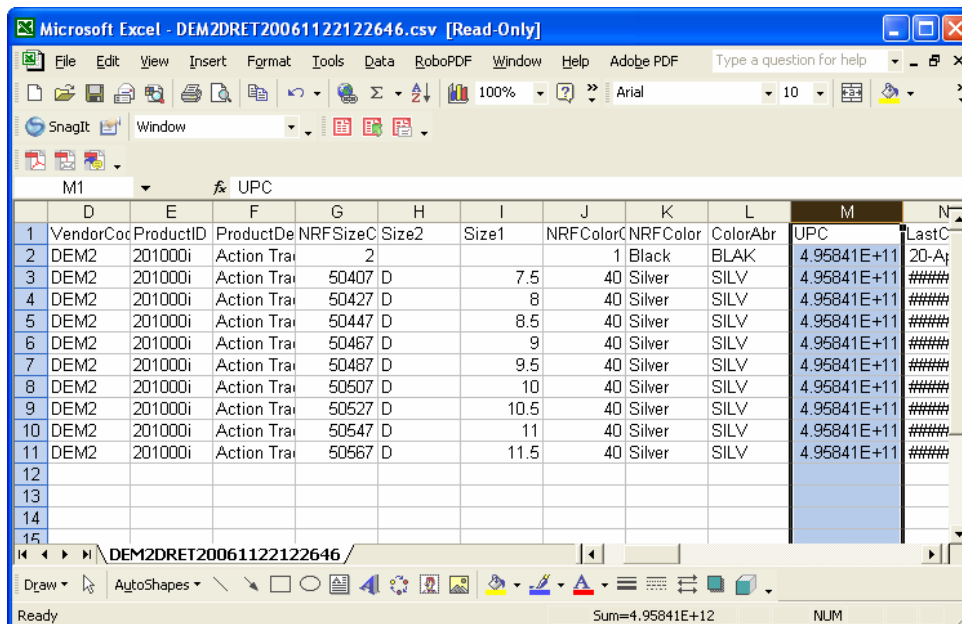


- Click **OK**. The column displays reformatted with three placeholders.



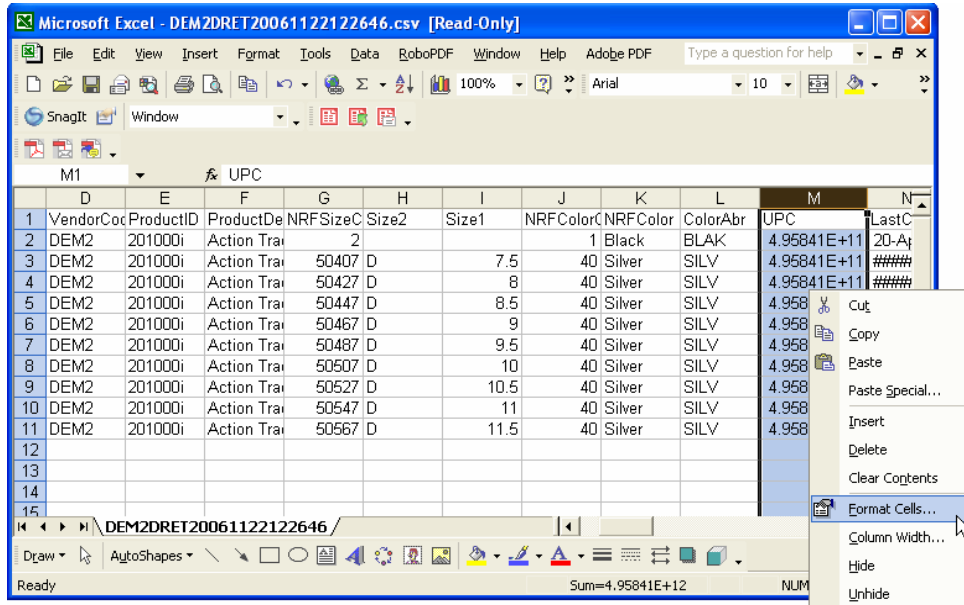
**To change Column M from scientific notation to a 12, 13, or 14-digit string**

- Click the column heading. The column contents change to a shaded fill.

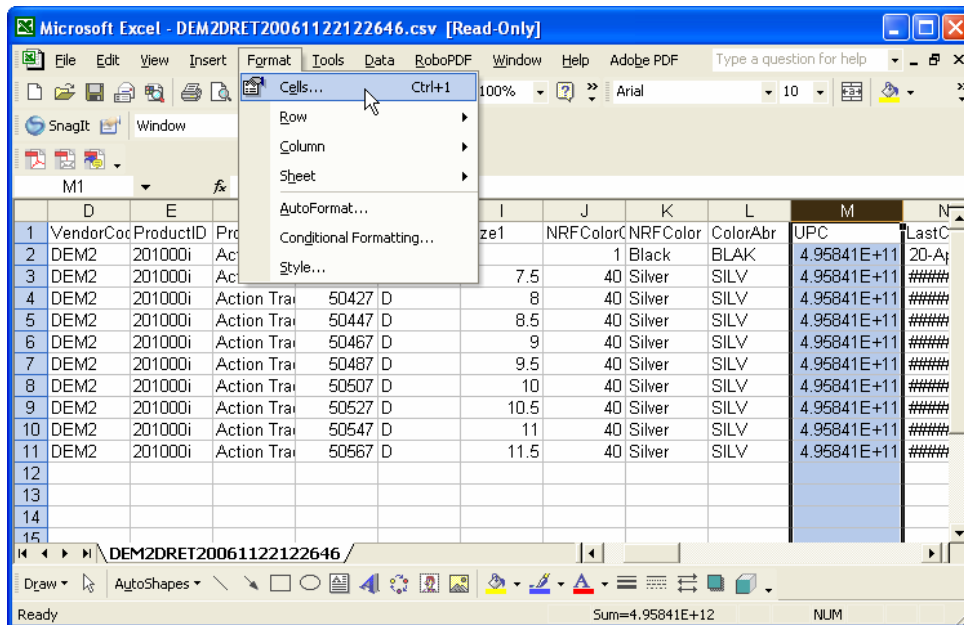


## 2. Format the cells.

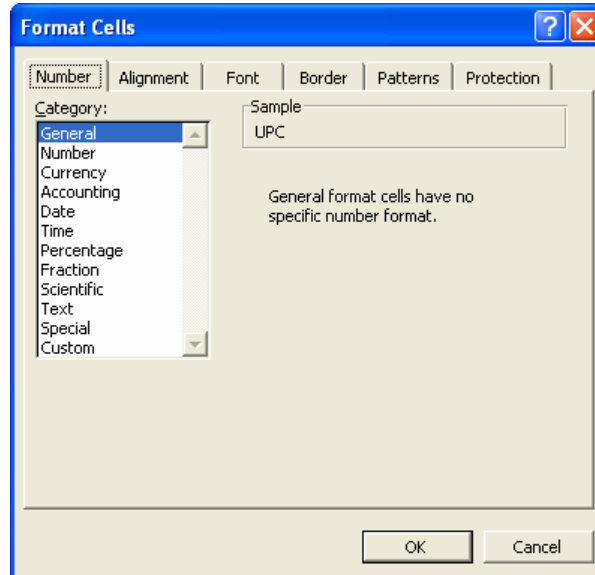
- Either right-click the column and select **Format Cells** from the pop-up list...



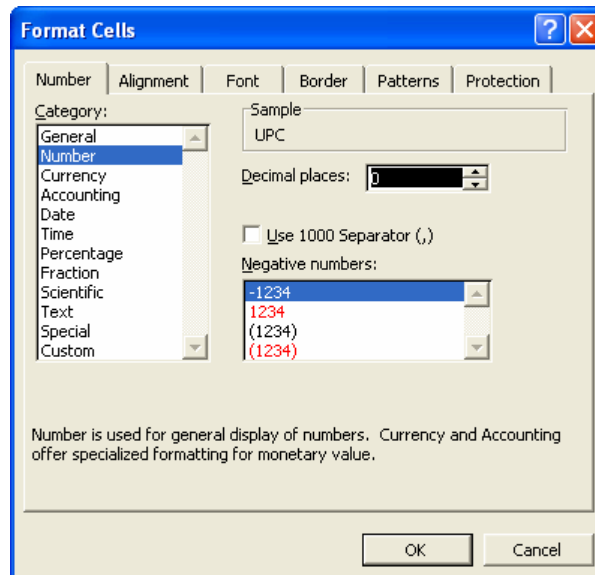
- ...or click the **Format** menu and select **Cells** from the drop-down list...



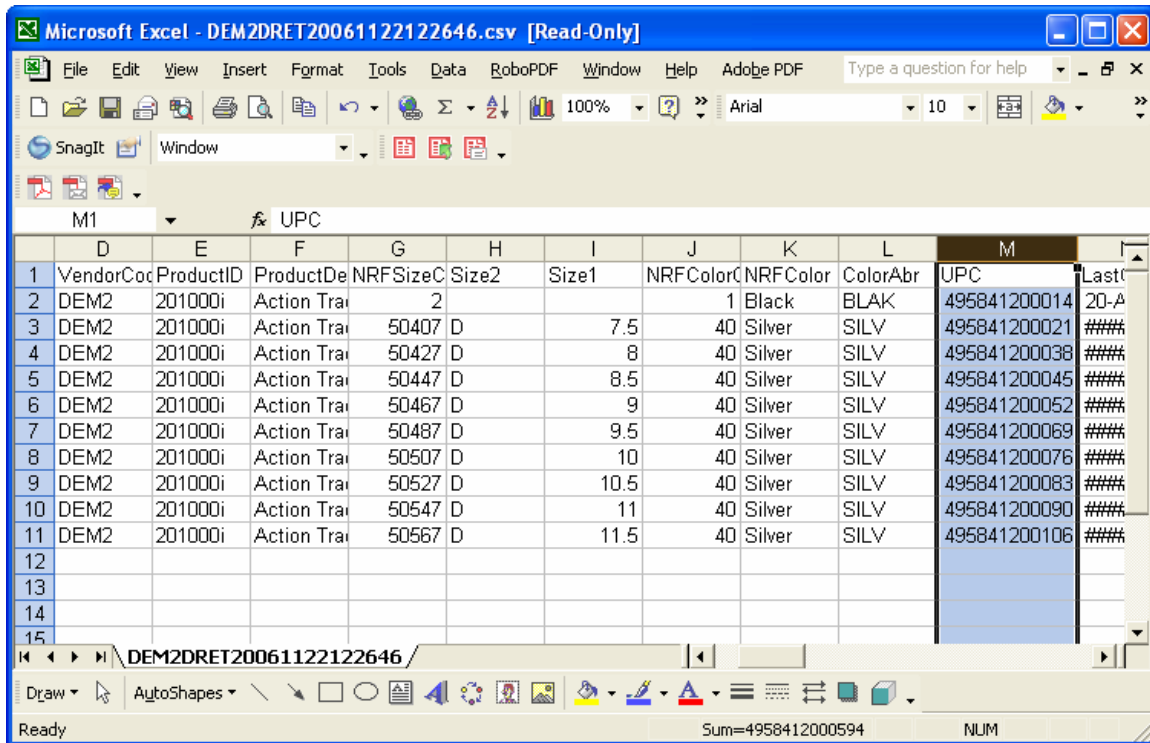
- The **Format Cells** window displays. Click the **Number** tab.



- In the **Category** field, click **Number**. In the **Decimal Places** field, change the number to **0**.



- Click **OK**. The column displays, reformatted with all number places shown and with scientific notation no longer in use.



## Deleting or Archiving a File

Deleting or archiving a file consists of removing a file from the Universal Catalog Service or moving a file from the active download list to the backup list. You can also move a file from the backup list to the active list.

Archive or delete a file as follows:

1. Access the **Catalog List** window (select **Access Catalogs** from the main menu). The [Catalog List window](#) displays.
2. Select the **Download** link from the **Catalog List** window (near the top of the window). The **Files List** window displays.

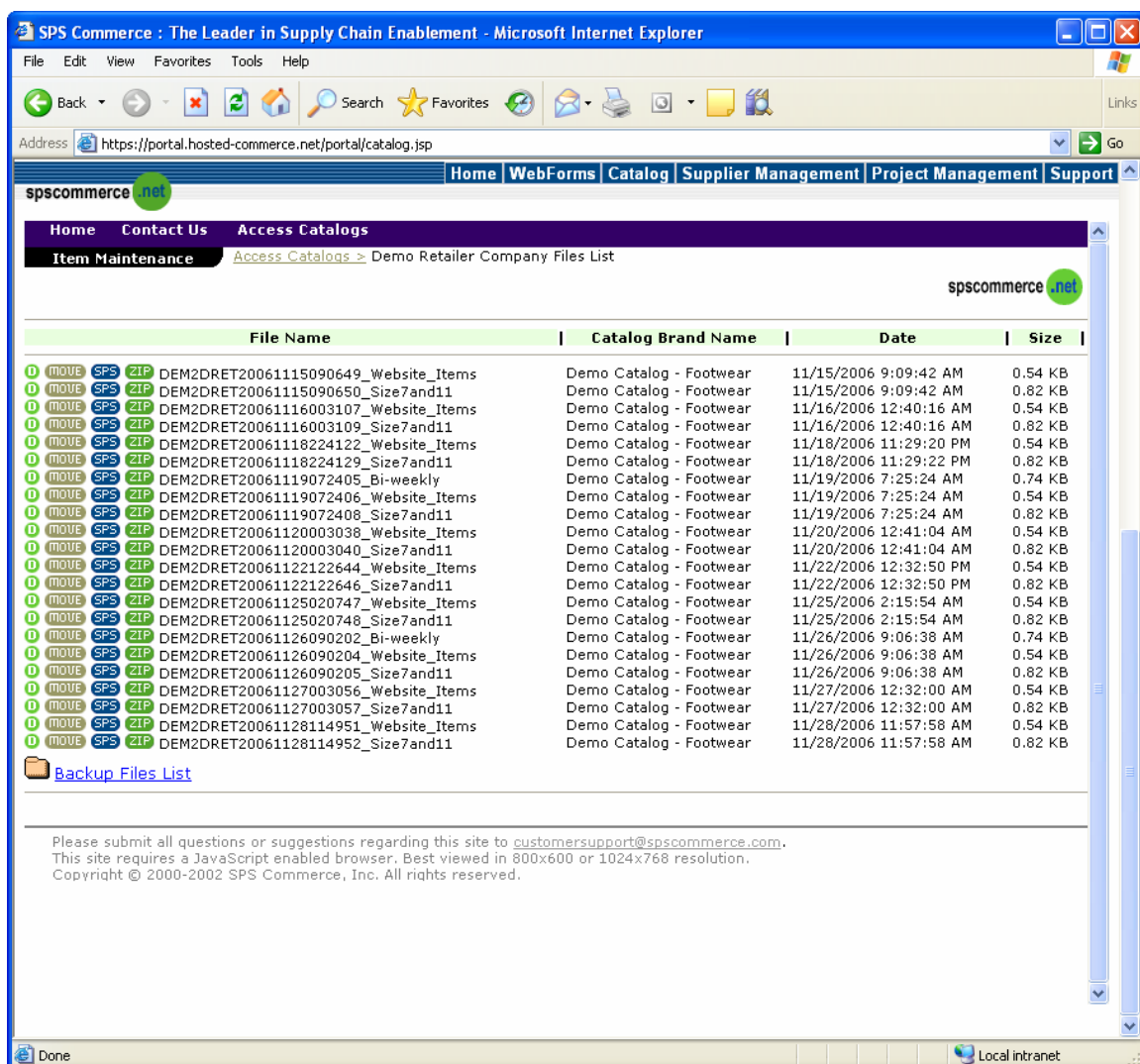



Figure 53. The Files List window

**NOTE:** The bottom of the window displays the **Backup Files List** link. This list includes all of the files that have been archived and are no longer in active use.

3. Perform one of the following procedures to delete or archive a file:
  - To delete an active file, select the **D** button () next to the file you want to delete. The system displays a message that asks if you want to delete the file. Click **OK** to delete the file (or click **Cancel** if you do not want to delete the file).

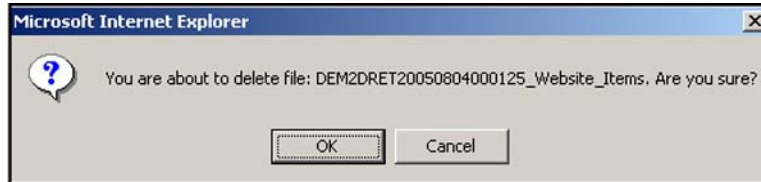





Figure 54. The Confirmation Message window

- To move a file to the backup list (to archive the file), click the **Move** button () next to the file you want to move. The system moves the file from the active files list to the backup files list.
- To delete a file from the backup list, select the **Backup Files List** link at the bottom of the active file list window. The list of backup files is displayed. Select the **D** button () next to the backup file you want to delete. The system displays a message that asks if you want to delete the file. Select **OK**. The system deletes the file.
- To move a file from the backup list to the active list, select the **Backup Files List** link at the bottom of the active file list window. The list of backup files is displayed. Select the **Move** button () next to the backup file you want to move to the active files list. The system moves the file. To return to the active files list from the backup list, select the **Files List** link at the bottom of the window.
- To return to the **Catalog List** window, select the **Access Catalogs** link from the top of the **SPS Commerce** window (below the **Windows** toolbar and address line). The [Catalog List window](#) displays.




## Contact Information

For questions about SPS Commerce Universal Catalog Service, please contact SPS Commerce Customer Support at 1-888-739-3232 or by email at [customersupport@spscommerce.com](mailto:customersupport@spscommerce.com).

## Glossary

The following table identifies and defines acronyms and terminology used in the SPS Commerce Universal Catalog Service web application.

Term or Acronym	Meaning
EAN	European article number – a 13-character item identification code. See also GTIN and U.P.C.
GTIN	Global trade item number - a 14-character item identification code. See also U.P.C and EAN.
PIZ file format	A file format that can be imported into or read by some retail software applications. See also ZIP file format.
Supplier	A business from whom you obtain goods or services. Syn. vendor.
Sync Agent	The software function that allows you to create a synchronization schedule.
Synchronization schedule	A set of parameters that define the information you want to obtain from one or more vendor catalogs and the frequency with which you want updates.
U.P.C.	Universal product code – a 12-character item identification code. See also GTIN and EAN.
Vendor	A business from whom you obtain goods or services. Syn. supplier.
X icon (  )	An icon that identifies the catalogs to which you do not have access. (Note that Universal Catalog Service also uses a standard X to indicate selection options on the Synchronization Agent window, such as whether you defined a schedule for all catalogs and whether the schedule is active.)
ZIP file format	A compressed (*.zip) file that includes a catalog information file in *.csv (comma-separated value) format that can be imported into or read by most spreadsheet software, such as Microsoft Excel. See also PIZ file format.