



## PRODUCT DATA FIELD LAYOUT

FIELD	CHARACTERS	DESCRIPTION	HINTS	EXAMPLE
<b>GENERAL</b>				
<b>Category</b>		The category is whatever the product actually is. Most products will only have one category and there is a maximum of two categories.	Features of the products are keywords, not the category.	A ceramic mug would be in the mugs category. A keychain with a flashlight should be entered in both keychains and flashlights categories.
<b>Catalog Page</b>		The page number from your physical catalog on which the product is pictured. If the product spans multiple pages or there is a pricing page, a second catalog page can be specified.	Keep in mind that the catalog page entered must be numbered in the same manner as the catalog pages were uploaded.	1
<b>Item Number</b>	25	The item's actual item number, including any hyphens. All items must have an item number.	If your items do not have item numbers, you may enter an asterisk (*) to have the system assign an item number automatically.	T-123
<b>Product Name</b>	100	Enter the product name in this field.	Make sure that the product name clearly identifies what the product is. Do not include the item number.	Maxbright Flashlight
<b>Picture</b>		Images of the product. A Primary Logo and Primary Blank image, at least, should be uploaded. The Primary Logo should be a product image with logo. The Primary Blank should be blank without an imprint.	The blank image is highly recommended for distributors to use in the Virtual Design Studio. If the product is not pictured in your catalog and you don't have a separate product image, check the "Not Pictured" box.	
<b>Description</b>	500	The description of your product in full sentence form. Please be sure to use complete sentences, just like you would do in your catalog. Must be end-buyer safe.	This is different from the Keywords field. In the Description field, you are entering a full-text description using complete sentences. In the Keywords field, you are entering a comma-separated list of words or phrases that describe the product.	1/2" denim-like lanyard with metal crimp & metal split ring. Three additional attachment options available at additional charge. A convenience release is available at an additional charge.
<b>Keywords</b>	200	Keywords are descriptive words regarding the product. The keyword list should be separated with commas. Consider what search terms may be used when looking for this product.	Include the shape, size, material, and any special uses or features as keywords. Capitalize the first letter of every word. Don't abbreviate or list opinions about the product.	Metal, Xenon Bulb, Focusing Beam, Waterproof
<b>Product Colors</b>	1000	The colors field should contain a list of the colors in which the product is available. Each color choice should be capitalized and separated by a comma. The main color should be listed first, and other colors after a slash.	If the color is a shade of a color, the shade should be followed by the base color. Ink or imprint colors should not be listed in this field. If the product comes in too many colors to list, list as many as possible, and end with "Various".	Emerald Green, Ocean Blue, Blue/Green/Red

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<b>Themes</b>	5 Max	Themes are more general than categories and correspond to areas in which the product may be used. You must select a minimum of 1 theme, and are limited to a maximum of 5 themes.	Be as narrow as possible when selecting themes. For example, a baseball glove would be in the sport theme.	Sport, Automotive
<b>Made in Country</b>		The country in which the item is manufactured.		US-United States
<b>Assembled in Country</b>		The country in which the item is assembled.		US-United States
<b>Decorated in Country</b>		The country in which the item is decorated.		US-United States
<b>Dimensions</b>		This is the physical size of the item. Enter measurements in the order presented in your catalog or website and choose the unit or type for each dimension.	Be sure to include the unit and type for each dimension.	12"Lx5"Wx10"H
<b>Imprint Method</b>		Select the imprint method used on the product from the list.	You can make changes to the text as necessary (the drop-downs are just a starting point).	Screen Printed
<b>No Decoration Offered</b>		This box should be checked if you do not offer decoration for the item at all.	Some items are sold "blank" but imprinting is offered for an additional charge. This box should NOT be checked for those items because decoration is offered.	Blank t-shirt sold by an apparel company that does not offer decoration
<b>Imprint Area</b>		Dimensions of the imprint area on the product.	If your product is not decorated, leave this field blank and check the "No decoration offered" box.	1-1/2"Wx1-1/2"H
<b>Imprint Location</b>	150	Select the imprint location for the product from the list.	You can make changes to the text as necessary (the drop-downs are just a starting point).	Front
<b>2nd Imprint Area</b>		Dimensions of the 2nd imprint area on the product.	If more than two imprint areas are offered, add the additional locations to the description.	4"Wx4"H
<b>2nd Imprint Location</b>	150	Select the second imprint location for the product from the list.	You can make changes to the text as necessary (the drop-downs are just a starting point).	Back
<b>Packaging</b>	50	A description of how the products are packaged.		Poly bag in cartions of 1,000
<b>Production Time</b>		The minimum and maximum production time for this product measured in working days (5 days per week).	A minimum and maximum number of days is required.	5 - 10 working days

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<b>Rush Service</b>		If you provide rush service, enter the number of working days (minimum and maximum) for your rush service on this product.	It is understood that rush service may require additional fees.	1-2 working days
<b>Units/Ctn</b>		The number of actual units that are in each carton.		100
<b>Weight/Ctn</b>		The weight in pounds for each carton.		50
<b>Ctn Dimensions</b>		This field should contain the actual dimensions of the carton, and must be entered in inches and whole numbers, rounded up where necessary.	The default should be Length x Width x Height.	12"Lx5"Wx10"H
<b>Ship Point Country</b>		This is used to identify the actual country from which the product will ship.		US
<b>Zip</b>		This is used to identify the actual zip code from which the product will ship.		75001

**PRICING**

<b>Quantity</b>		Quantities should increase from left to right across the grid and prices should decrease.	Do not list quantities in lots or other measurements unless the products are priced in that same measurement and distributors must buy in those units.	100, 250, 500
<b>Catalog Price</b>		Fill in the price grid as appropriate for your product. List all prices in PER UNIT terms.		
<b>Price Code</b>		All pricing should be entered using the industry price codes.	If you do not use industry price codes, you can enter net pricing and list "K" as the price code. However, this is discouraged.	2A3B
<b>Pieces Per Unit</b>		The number of pieces per unit.	For most products you will be entering the per piece price and pieces per unit will be "1".	If your product is sold in units of 3 (e.g., golf balls), then you should enter the price of the unit and then put "3" for pieces per unit.
<b>Quoted Upon Request</b>		This should be used if the pricing is not provided for a particular item.	Checking this box will delete any pricing listed.	
<b>Price Includes</b>		Describes what is included with the listed price.	You can make changes to the text as necessary (the drop-downs are just a starting point).	1 color, 1 location, 1 side

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<b>No decoration included in price</b>		When this option is checked the “price includes” field is disabled and changes to “blank”.	The “no decoration included in price” checkbox should be checked when you do not include the decoration in the price, but offer decoration at an additional cost.	Apparel company that lists blank pricing but offers embroidery as an upcharge.
<b>Options</b>		Optional configurations for a product, such as additional upcharges for large clothing sizes, optional accessories, etc.	These charges can only be PER PIECE. One-time charges CANNOT be added to the Options field.	Upcharges for large apparel (2X-Large, 3X-Large, etc.)
<b>Setup Charges</b>		Additional charges for Setup, Screen, Die, Additional Color Setup, Repeat Setup, Plate, Tooling and Additional Color Run, etc. should be added as needed, as well as price codes for these charges.		

**COMPLIANCE**

<b>Product Compliance</b>		Standards and regulations that the product complies with.	If you have any corresponding documentation for your compliances, you can upload it once the associated checkbox is marked by selecting “Add Doc”.	Prop65, CPSIA
<b>Compliance Warning Label</b>	500	For products requiring a warning label to comply with standards and regulations.	If the product requires a warning label, either choose one of the standard templates and edit as necessary, or enter the information in the text box.	Cancer and reproductive harm - <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>
<b>Additional Compliance Details</b>		For compliances not listed, or there if is additional information regarding listed compliances that needs to be included.		

**OTHER**

<b>Comment</b>	150	Used to list important information regarding this product that is not captured by any other field. Typically, this field should remain blank.	The comment field should not be used for general comments about the item or for opinions. It is meant only to give the distributor essential information regarding the product that does not belong in the other product fields.	
<b>Environmentally Friendly</b>		If the product is environmentally-friendly.	The item must be identified as such in your catalog as well for you to check this box.	Recycled paper ballpoint pen
<b>Food</b>		If the product is a food item.		Chocolate covered almonds

FIELD	CHARACTERS	DESCRIPTION	HINTS	EXAMPLE
<b>New Product</b>		If the product is new to your catalog this year.	The item must be identified as such in your catalog as well for you to check this box.	
<b>Recyclable</b>		If the product bears the recyclable emblem.		Kraft Notebook
<b>Clothing</b>		If the product is considered a clothing item.	Accessories, such as hats or gloves, should not be identified as clothing.	Polo shirt
<b>Not Suitable for All Audiences</b>		If the product may not be suitable for all audiences.		Condoms, sexually-suggestive calendars
<b>Exclusive</b>		If the product is an exclusive item.	The item must be identified as such in your catalog as well for you to check this box.	
<b>Hazardous</b>		If the product is considered or contains a hazardous material.	This ties into the shipping estimator.	Lithium batteries
<b>Officially Licensed</b>		A product whose brand name has been licensed to other manufacturers or companies who will actually produce the product.		NFL will license their logo and brand image to a company who may use the brand image or logo on products.
<b>Social Responsibility Causes</b>		If sales tied to this product have proceeds donated to a charitable organization.		Wounded Warrior Project would be classified as a Military/Veterans cause, Project Smile would be classified as a Children's cause.
<b>PromoSearch HTML</b>	1000	If you use SAGE PromoSearch to power your own website, the HTML code will show on the detail page for that item on your site only.	Written in pure HTML code. Contact our web development team for assistance.	Art template, PDF popup or product video

**INVENTORY**

<b>Update Inventory</b>		Used to update inventory levels.		
<b>Inventory on Hand</b>	8	The number of products you have on hand.	If available quantity is unlimited, mark the item not stockable. (Feature only available through SAGE Supplier Integration)	500
<b>Inventory Details</b>		Item attributes of options such as color, size or shape.	Max of 5 attributes. Break out of inventory by color or features such as bottle or lid colors.	Red-100    Clear Lid-75 Blue-100    Blue Lid-150 Purple-51    Orange Lid-325
<b>Last Update</b>		Timestamp of the last time inventory details were updated in SAGE.		