## Standard Paper Import File Format

The attached 'Standard Paper File Format' has been developed to enable efficient importing of Printers' Paper information.  Historically files have often been inconsistent from 'place to place' and from 'time to time'.  Also many files have lacked certain information necessary for important estimating decisions.  In actual fact most files were pretty good, however when one piece of vital information is missing, it can leave the Printer a little in the dark when estimating.

The major overlying goal of this project has been to 'empower' the printer to upload their prices at their own convenience, without having to be an excel expert to manipulate the file beforehand.  Therefore consistency of file format is crucial.  Also, the inclusion of FSC and PEFC has been a natural inclusion, so that Printers are uploading this important information at the same time as their prices.

An example of the format is attached and below is an explanation of the fields:

1. Product  Code

   - This is the Supplier's Code that identifies the paper.  It must be unique.

2. Generic Product Description

   - This describes the item, excluding the Brand Name.  It is used for when printers would like to send a quote to their client without specifying the brand of the stock.

3. Full Description

   - This describes the item, including the Brand Name.  It should include BOTH the brand plus the product description.  Note – This should NOT include the GSM or the Size (these are specified in separate fields).

4. Notes

   - Optional Notes for information purposes.  (This should NOT be the Colour or any other descriptor which is required in the Full Description)

5. GSM

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- The grams per square meter for the item.

6. Caliper

   - The thickness of the item in microns.

7. Dimension 1

   - The Sheet Width (or Length) of the sheet (NOT in the direction of the Grain) in millimetres.
     OR
   - The Reel Width in millimetres.

8. Dimension 2 (Grain Direction)

   - The Sheet Length (or Width) (Parallel with the direction of the Grain) in millimetres.
     OR
   - The Reel Length in metres (mandatory when priced per 1 x roll/reel, otherwise optional).

9. Supplier

   - The Supplier of the item.

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*** Broken/Pack/Bulk Rate Pricing ***

Use the following fields (10-14) if the prices follow a "Broken / Pack / (Bulk)" structure.  This assumes that the first quantity break is also the Pack Quantity.  Note – If this is NOT the case and/or if more than 3 tiers of pricing is required then leave these 5 fields blank and use fields 2647 instead (Multi-tiered Pricing).

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10. Broken Rate

    - The rate (per pricing unit) that the printer will pay for this item if they purchase LESS THAN ONE PACK.

    Important:

If the printer receives a special price for this then it should be listed here <u>INSTEAD</u> of the standard Broken Book Price.

If the product is sold in PACKS ONLY, then the broken rate must be '0' or blank.

11. <u>Pack Rate</u>

- The rate (per pricing unit) that the printer will pay for this item if they purchase ONE PACK OR MORE.

<u>Important:</u>

If the printer receives a special price for this then it should be listed here <u>INSTEAD</u> of the standard Pack Book Price.

12. <u>Pack Quantity</u>

- The number of items per pack.  It is also the quantity at which the Pack Rate is applied instead of the Broken Rate.

13. <u>Bulk Rate</u>

- The rate (per pricing unit) that the printer will pay for this item if they purchase a bulk amount (determined by the Bulk Quantity).   This field can be blank (or zero) if no Bulk Rate is applicable.

14. <u>Bulk Quantity</u>

- The quantity at which the Bulk Rate is applied instead of the Pack Rate.  (It is NOT always the quantity of a pallet!)  This field can be blank (or zero) if no Bulk Rate is applicable.

15. <u>Pricing Units (per)</u>

- The number or individual units per listed price.
- Pricer per options include:

    ream, each, ea, unit, sheet, sheets, sht, shts, single, pack, roll, rolls, reel, reels, tonne, ton, 100kg, kg, 100sqm, 100m2, m2, sqm, metre, metres, meter, meters, hour, hr, hrs, minute, minutes, min, mins, 6min, hundred, hundreds, hun,

thousand, thousands, ths, thou.

## 16. Sheet/Reel/Envelope/Other

- The type of product.
- Product Type options include:

    sheet, sheets, sht, shts, envelope, envelopes, env, envs, reel,

    reels, roll, rolls, labour, other.

## 17. Date Prices Applies from

- If the price in the file does not come in effect immediately, this date can be used.  This allows printers to estimate for price increase in advance.  (If prices are to be used immediately then this field can be left blank)

## 18. FSC Claim

- This is simply a text field for providing the FSC type if the item is certified.

    Important:

    If there is 'text' in this field, the item is deemed to be FSC certified.  If it is 'blank' this indicates that it is not certified

        examples:   "FSC Pure", "FSC Mixed 10%", "FSC Controlled Wood"

## 19. PEFC Claim

- This is simply a text field for providing the PEFC type if the item is certified.

    Important:

    If there is 'text' in this field, the item is deemed to be FSC certified.  If it is 'blank' this indicates that it is not certified

        examples:   "PEFC",  "PEFC From sustainably managed forests"

20. Spare1

   - A spare field to be assigned to additional environmental certification.  (Please let us know if you would like these added)

21. Spare2

   - A spare field to be assigned to additional environmental certification.  (Please let us know if you would like these added)

22. Spare3

   - A spare field to be assigned to additional environmental certification.  (Please let us know if you would like these added)

23. Spare4

   - A spare field to be assigned to additional environmental certification.  (Please let us know if you would like these added)

24. Broken2

   - This field is only used when an order is for more than 1 pack but requires a subsequent pack to be broken into (eg An order of 2 and a half packs).  Commonly the half pack is charged at the 'pack rate' (or bulk rate if applicable) when an order is above 1 full pack.  This is the assumption if this 'Broken2' field is left blank.  However if either the broken rate (or any other rate other than the 'pack' or 'bulk rate') is required then that rate should be enter in this field.

25. Obsolete

   - This field indicates that the item is becoming obsolete.  It can either be a "Y" or a Date.  Commonly, obsolete items are simply omitted from the file, thus indicating that the item is no longer available.  However it can sometimes be useful to list items that will become obsolete once existing stock is depleted.

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*** **Multi-tiered Pricing** ***

Use the following fields (26-47) if the prices:
- require more than 3 levels of pricing, and/or
- if first quantity break is NOT also the Pack Quantity.

Note – Otherwise you can probably use fields 10-14 instead (Broken/Pack/Bulk Rate Pricing).

26. Mill Pack for Multi-tiered Pricing

- If the item is supplied in packs but multi-tiered pricing is required (see above) then the pack size should be entered here (note – this field is NOT required if Broken/Pack/Bulk pricing is used in fields 10-14)

27. Price1

- The first price level for multi-tiered pricing

28. Break1

- The first quantity break for multi-tiered pricing

29. Price2

- The second price level for multi-tiered pricing

30. Break2

- The second quantity break for multi-tiered pricing

31. Price3

- The third price level for multi-tiered pricing

32. Break3

   - The third quantity break for multi-tiered pricing

33. Price4

   - The fourth price level for multi-tiered pricing

34. Break4

   - The fourth quantity break for multi-tiered pricing

35. Price5

   - The fifth price level for multi-tiered pricing

36. Break5

   - The fifth quantity break for multi-tiered pricing

37. Price6

   - The sixth price level for multi-tiered pricing

38. Break6

   - The sixth quantity break for multi-tiered pricing

39. Price7

   - The seventh price level for multi-tiered pricing

40. Break7

- The seventh quantity break for multi-tiered pricing

41. <u>Price8</u>

   - The eighth price level for multi-tiered pricing

42. <u>Break8</u>

   - The eighth quantity break for multi-tiered pricing

43. <u>Price9</u>

   - The ninth price level for multi-tiered pricing

44. <u>Break9</u>

   - The ninth quantity break for multi-tiered pricing

45. <u>Price10</u>

   - The tenth price level for multi-tiered pricing

46. <u>Break10</u>

   - The tenth quantity break for multi-tiered pricing

47. <u>Bulk Price Product Code</u>

- If an alternative Product Code is required when ordering at the Bulk Rate <u>Answers to Frequently asked questions:</u>

- Broken, Pack and Bulk Rates should be shown in three separate columns regardless of whether they are a special price for the client or just the standard book rate. (Note – we do NOT want the 'book rates' in one column and the clients 'special' prices in another).

- The use of columns 2 and 3 (ie 'Generic Product Description' and 'Full Description') are intended to be used as per the following example:

| Generic Product Description | Full Description |
|---|---|
| Gloss Art | Hercules Gloss Art |

ie the Full Description is to contain both the 'Brand Name' and the 'Product Description'.  In the above example the Full Description should NOT just be "Hercules".  If the Generic Product Description is not possible then it can be omitted.

- The file supplied should be a csv files (comma separated) as opposed to an Excel file.

- The name of the file should be meaningful to the printer.   eg PaperCompanyName_ABC Printers_20 Feb 2009.csv

    This is so that multiple files (from different dates or different suppliers) are not confused by the printer.

    It is also important to indicate (in the file name) whether it is a 'Full Price List' or simply a 'Part Update'.  This is because items which are not in the price file are deemed to be obsolete and are thus removed from the printers estimating system.  If the file is simply a 'Part Update' (thus contains only a part selection of the stock list) then the functionality which removes obsolete stocks can be deactivated to allow update files to be imported.

- Date Price Applies from

    More and more often printers are wanting to receive and import their prices ahead of time so that they are estimating for the future.  This column is to be populated with the date that the price will come into affect when purchasing from the paper supplier.  It is likely to be the same for all papers in a file.  We use this information to allow the printer to estimate on the new (future) prices however raise Purchase Orders under the existing prices (until the prices become applicable).

For further information or queries please contact: support@printcost.com.