

Supplier Product Catalogue Creation

Catalogue Creation and Protocol

Supplier Catalogues are required to be uploaded into the IndiCater system for any client that wishes to use any or all of the following modules:

Detailed stocktaking, Stock Wastage recording, Recipe Manager, e-Procurement

All catalogues must be saved and uploaded into the Supplier Portal in the correct format (.csv) and MUST be created in the correct format. This is one uniformed format across the system for all catalogues.

Please read the following guide carefully before creating and submitting your first IndiCater supplier catalogue to ensure all the required info is captured and in the correct format.

The catalogues contain the product information (weight/pack sizing, stock categories, pricing, availability etc) and also hold the allergen information for each individual product (in line with the government legislation on required allergen info).

NB: If you are a supplier of non food products and are not required to provide allergen information these cells will all be completed with 'N/A' (see allergen section on this guide)

File Management

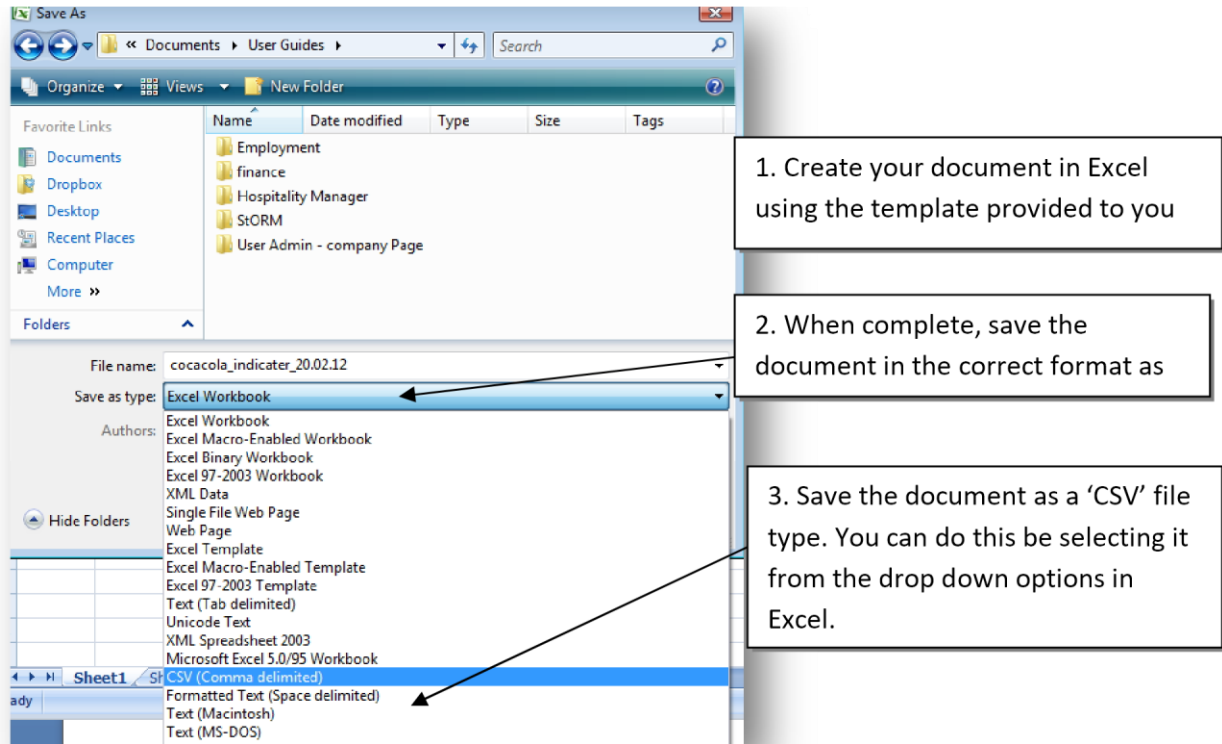
- Files must be submitted as Comma Separated Value files (.CSV)
- To do this, create the file in Excel and then save as a .csv file - this can be done by selecting this option from the drop down on your document saving screen (see below).

*NB: For users of **Mac** Computers, please save as a 'Windows Comma delimited...' to ensure the correct format is retained.*

- **Creating a new Catalogue** - If you are creating a brand new catalogue and have not been provided with details for the Supplier Portal, please use the template format provided for your headings. These need to be copied (and pasted) exactly to ensure the correct formatting for the catalogue.
- **Updating an existing Catalogue** - If you are updating an existing catalogue and/or have access to the IndiCater Supplier Portal, please log in to the

portal, go to download catalogue and download the existing catalogue and use this to update.

NB: this will be blank if no catalogue has previously been loaded but will have the correct headings for you to use.



- You will then need to populate the data for each product in each column. The following is a guide to what information needs to be added to each column.
- ALL** columns need to be completed – blank cells will cause the catalogue to fail on uploading.

Columns A-K – product configuration:

Column A – ‘Product Description’

This is the name of the product. It is very helpful to the users to include as much info in the product description as possible for example – *Assorted Cheese Portions (20g)* or *Uncooked gammon Steak (220g)*.

This enables the user to see as much info about the product when using e-Procurement or Recipe Manager modules.

Column B - 'Product Code'

This field is the product code for this individual product line. This is the unique identifier of any item on the catalogue so this code should not change. Any changes to product codes must be raised first with the client so that they can communicate this to their users.

e.g.. if Asparagus spears, product code 12345 changes price or pack size this will automatically update this item throughout the system. However, if the product code for the same item changes from 12345 to X1234 then this new item will appear in the catalogue and the old item will no longer be available to users.

If there is no product code (if the supplier does not use product codes for each individual product) then you can copy the product description into this column. **However**, this field MUST be unique so ensure that you do not have two products with identical product descriptions.

Column C - 'UoM'

This is the Unit of Measure for this product. This column is specifically linked to the Recipe Manager tool and is how users will determine the unit of measure for adding items to their recipes.

This is JUST the unit of measure not the full pack size

e.g. If a product comes in a 200g jar or a pack of 3x200g jars, the unit of measure will be 'g'.

A 1.65kg tub of cream cheese will have a unit of measure of 'KG'

If you are using individual products with no weighted/liquid unit of measure then you can use 'each' or another individual pack size.

See the full list of available Units of Measure on this guide if you are unsure.

Column D - 'Pack Size'

This shows how many packs there are in the case **and** the size of the packs. This is visible to users when they are placing orders online and stock taking and is a crucial component for users creating recipes using the catalogue items.

Examples:

A case of unsalted butter that comes as 40 individual 250g packs of butter would show as 40x250g in the pack size column

If this case came as 4 boxes each containing 10 packs of butter (250g) this would show as 4x10x250g

If you are ordering meat or fish by the KG, you can just enter 1xKG in the pack size and the user will order as many of this product as they require KG's.

A box of 6 bottles of olive oil (250ml) would read 6x250ml in the pack size or 6xEach

1 individual item would just appear as 1xEach (2xEach if it is 2 items etc)

Column E & F - 'Packs per case' and 'items per pack'

These columns are crucial for users to enter accurate stock take figures.

Column E - Packs per case shows the number of packs contained within a 'case' Column F - Items per pack is the total number of items in one pack/case ordered.

Examples:

So using the example above of unsalted butter, if the pack size is 40x250g:

Packs per case will show 1

Items per case will show

40

If the pack size was 10x4x250g:

Packs per case will show 4 (as there are 4 packs in the case ordered)

Items per case will show 40 (as there are 40 items in the case in total)

If you are ordering 1 individual item then it will be shown as 1 pack per case and 1 item per case.

Column G & H - Category and Sub Category

These are text fields and allow the user to locate products in categorised folders.

If you have a small number of products and are unable to create a category and a sub category then you can use the supplier name in the category field and then create a category in the sub category column.

Some IndiCater Clients specify the categories that they wish to use - if this is the case then they will provide you with the specific categories before you create/edit your catalogue.

e.g. Chicken Brest fillets might be categorised as 'Meat' and sub categorised as 'poultry' or 'chicken' Coca Cola post mix box might be categorised as 'Soft Drinks' and sub categorised as 'post mix'

For a real ale supplier providing perhaps just 4 different types of ale by the barrel, the category might read the name of the supplier and the sub category can just read 'ales'.

Column I – Unit Price

This is the product price per unit ordered. This column must be completed with a value and must be numerical only (no '£' signs).

Column J – Active

This will show '1' where a product is available to be ordered or '0' where a product is not currently available.

This might be a seasonal vegetable which you do not wish to remove from the catalogue altogether but wish to make temporarily unavailable until is back in season and available for the client to purchase.

Column K – Split Casing

This additional column provides the option to show a product available to order either by the case OR by the individual item.

For example if the user is able to order a box of 6 containers of drinking chocolate BUT they are also able to order the containers individually then select '1' for the split casing column. This will enable the user at the point of placing an order to select either the case of 6, OR the individual bottle (see below).

CAD DRINKING CHOC COMP FTRADE	1 x 500 G	28274	£ 18.69	0
CAFEDIR 5065 INST FZ DRY CFE	6x500g	56385	£ 90.47	0
CALYPSO APP FRT JCE HEALTHCARE	96x85ml	02599	£ 10.45	0

NB: This split option only applies if the price is to be calculated exactly as a the unit price value divided by the number of items in a case.

Column L to AB - Allergen Columns

Each cell **must** be populated with **either** Y, N, M or N/A depending on the criteria of the product

Key:

Y - Yes, allergens are present in this

product N - No Allergens are present

in this product

M - There may be allergens in this product

N/A - there is no allergen information available for this product

Protocols:

The allergen information required are:

CerealsContainingGluten

Eggs

Peanuts

OtherNuts

Fish

Crustaceans

Molluscs

Sesame

Milk

SoyaandSoyaproducts

CeleryandCeleriac

Lupin

Mustard

Sulphites

SuitableforVegetarians

SuitableforVegans

GMFoods

Recognised UoM's:

(If you require an additional UoM to be added to this list please contact IndiCater Support team on 0333 240 0470 to discuss)

Weighted measures:	Individual:
KG	Bag
G	Box
Pound	Bunch
Ounce	Carton
	Case

<p>Liquid Weight: L ML Gallon Pint CC CL Cup</p>	<p>Dozen Each HalfDozen Jar Pack Pair Portion Punnet Roll Set Sheet Stick Tin Tray Tub Unit</p>
<p>Length M MM CM</p>	

Catalogue Information Quick Reference

Column Header

Description of column

Description (Text)	Full accurate description of product
Itemcode (Text)	Unique product code (can be text and/or numbers)
Uom (Text)	Unit of measure for this product
Packsizes (Text)	Product pack size that the item is supplied in
Packs per case (Numeric)	Total number of packs per case (Must be populated either 1 or above)
Items per case (Numeric)	Total number of items per case (Must be populated either 1 or above)
Category (Text)	Category of product ie, Meat
Subcategory (Text)	Sub Category of produce is Pork
Unitprice (Numeric)	Total price for an entire case
Active (Numeric)	Product Status 1=Active 0 = Deactivate
Splitcase (Numeric)	If product is available as a split enter 1, otherwise enter 0

Allergen columns must contain either Y, N, M, N/A

- CerealsContainingGluten (Text) Y, N, M, N/A
- Eggs (Text) Y, N, M, N/A
- Peanuts (Text) Y, N, M, N/A
- OtherNuts (Text) Y, N, M, N/A
- Fish (Text) Y, N, M, N/A
- Crustaceans (Text) Y, N, M, N/A
- Molluscs (Text) Y, N, M, N/A
- Sesame (Text) Y, N, M, N/A
- Milk (Text) Y, N, M, N/A
- SoyaandSoyaproducts (Text) Y, N, M, N/A
- CeleryandCeleriac (Text) Y, N, M, N/A
- Lupin (Text) Y, N, M, N/A
- Mustard (Text) Y, N, M, N/A
- Sulphites (Text) Y, N, M, N/A
- SuitableforVegetarians (Text) Y, N, M, N/A
- SuitableforVegans (Text) Y, N, M, N/A

GMFoods (Text) Y, N, M, N/A

Further information on Pack Sizes

The following is an example of Fish which is sold by weight, in this instance by the KG. This lets the user placing the order choose how many KG they wish to order

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Halibut	Hal1	KG	1	1	1

However, if the fish was to be sold whole. The UOM and Pack size would be each as shown below:

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Halibut	Hal2	Each	1xEach	1	1

The next is another example of meat which is sold by KG

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Lamb shoulder	Lam1	KG	1x1KG	1	1

The following is an example similar to the fish sold whole:

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Pineapple	Pin1	Each	1xEach	1	1

If you were selling individual bottles of drink the following would show as one bottle. As its just one you could use ml of each for UOM. This is different to the pineapple as the weight is different for each. Bottles always generally have the same measure.

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case

Magners Cider	Mag34	ml/each	1x750ml	1	1
---------------	-------	---------	---------	---	---

The next example shows bottles sold in a multipack. This is where Items per case comes into play. In this instance, it will match part of the Pack Size

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Coca Cola	Cc20	ml	24x330ml	1	24

You may be asking yourself when packs per case is used apart for always being 1. A good example would be tea that comes in one case containing 10 boxes with 100 teabags per box. This would be displayed below:

Description	Item Code	UOM	Pack Size	Packs Per Case	Items Per Case
Twinnings Tea Bag	Twin16	Each	100x10xEach	10	1000