prima
MARKETPLACE

VENDOR INFORMATION

Marketplace Catalog & Trading Requests

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Electronic Catalog Requests

A growing number of Dealers in the US are using Prima ERP and the integrated B2B shopping cart. As a part of the Prima service, we provide vendors' e-catalogs (product data files) to our dealers via the Prima Marketplace; we also trade electronically with several vendors - for electronic purchase orders, acknowledgments, invoices, terms, etc. EDI greatly improves the efficiency of trading with vendors for all dealers using Prima to manage their business.

The Prima Marketplace operates on two levels:

1. **Marketplace Vendor**

   Prima currently provides a free Marketplace service to any vendor. There are two types of service available:

   a. **Basic transactional catalog** to aid dealers in purchasing the items within their systems. For this service we require the file to contain at least the following for each item:

      - SKU or Item Code
      - Description up to 255 characters
      - Pack size – a unit of measure (UOM)
      - List Price (exclusive of tax)

   b. **Rich data catalog** enabling dealers to easily sell the items and also promote sales of those items within their PrimaGo webstore. In addition to the basic information, the following is required per item:

      - Categories for each item (preferably at two or three levels)
      - Weblink to an image hosted by the vendor
      - Marketing text
      - Any other relevant information per item will be issued in the form of product attributes such as EAN, Brand Name, OEM Code, Dimensions, Weight (in lb), UNSPSC code, Environmental information, Materials, Colors, and Finishing, Page Yields for Inks and Toners.

   We can also accept bullet-point information, web links to additional images, documents, and media files where available.

   Apart from List Price and category information (which must be present in the main files), if necessary, the additional information may be in several associated files. These files must also contain the SKU or item code to link the information to the main record.

   NOTE: Only items with rich data will be listed on the dealer's webstore. The other items will still be available for sale manually by the dealers.

Data File Requirements – Vendor Information

These are the requirements for product files that vendors would like to be made available by Prima to the dealers:

- Prima can create an FTP for the vendor, if they do not have one already set up.
- The files need to be made available on an agreed schedule (default is monthly) on an FTP site.
- If hosted by a vendor, the vendor will provide a username and password to access the files
- Once a file format has been agreed upon, the files should be in the same column format every month
- Our preferred format for files is XML or CSV. If in CSV format, all text fields must be quoted
- If the files are available in other formats, such as pipe-delimited, we are happy to discuss the options. All files, apart from XML, should contain a header row.
- For non-XML files, all carriage returns, and line feeds should be removed from any text information, as these are used as line delimiters.
- If you wish to add more details after the column position and format has been agreed upon, please email a file containing the current and proposed new information to data@primasoftware.co.uk for it to be finalized before it is placed on the FTP site. Once agreed, all future files should be in the new format.
- All files should be exclusive of any tax and contain a List Price and, when Cost Price is provided, it should be available to all customers. Dealers can override the List Price and apply their own custom Cost Price manually or electronically.
- Each SKU or Item Code should have a full HTTP address to its appropriate image file, however, if this is not available, then images should be in .JPG format and provided in a zip file on the FTP site. If other information, such as COSHH sheets is available, these should also be in the form of a full web link or named against each SKU in separate columns per type and contained in a separate zip file to the images.
- Master file / Dealer option. Prima receive a master file every month of all possible items and a dealer-specific file containing just the codes and prices specific to each dealer.
- We are happy to discuss other formats that you may already have in place including options that restrict customers to a subset of your products automatically.

Each SKU or Item Code should have as much information as possible given for it, the following is mandatory:

- SKU or Item Code (max 50 characters)
- Description (proper case and max 255 characters)
- UOM should be for a single item at the quoted List Price
- Standard Cost and List Price should be for a single item of that UOM (exclusive of tax)

Any questions regarding Data File requirements please contact Norman Hind who heads up Prima Data on data@primasoftware.co.uk

Electronic Trading Requirements

- Prima can trade electronically with any vendor, who has the facility to accept XML Purchase Orders and produce Electronic XML Acknowledgements, XML Invoices/Credits, and terms files (customer-specific pricing on a regular basis).
- Prima will work with the vendor to do any agreed format of XML.
- However, if a vendor is not already doing EDC transactions – we recommend you adopt Prima standard format files, stock checking layout, etc. which can be provided.
- If a vendor wishes to trade with one or all their customers using Prima, we will establish an EDI and pre-live testing, then it will be made available to all dealers who have an account.

We also have the capability to support the following ANSI X12 EDI transactions providing that a specification is supplied for each type:

- Purchase Order (850)
- Purchase Order Acknowledgement (855)
- Invoice (810)
- ASN (856)

Any questions regarding establishing electronic Trading please contact Maria Johnson at maria@primaedge.com

SFTP/FTP– standard set-up

- SFTP/FTP details need to be provided by the vendor (including connection port if it differs from the conventional SFTP/FTP ports: 22 and 21 respectively); we can recommend a directory structure.
- If you have your own directory structure, then please provide this so we know where to 'place' XML PO's and (pickup) electronic ACKS (acknowledgments).
- Each dealer who intends to use the EDI integration should be set up with a unique FTP user and it is recommended that the same directory structure is replicated across all FTP users.

Default File Formats

Example XML documents for POXML, ACKXML, INVXML can be supplied on request. We have several different formats and types depending on the vendor's requirements. We can also use the Vendor's existing default XML formats.

Stock Checking

There are two types of stock checking:

- **A shared stock** file that can be picked up by Prima every 30 minutes (or less).
  The file can be picked up for all customers from a shared directory,
  E.g. FTP Folders\Shared Folders\Live Stock

The standard format would be a minimum of 2 columns:

- Code
- Quantity

If multiple DCs are used, please supply the stock level per DC.

These columns would be mandatory and no duplicates, e.g.

Code, Quantity,

C106R01596,8,

C106R01629,5

C106R01628,7

C106R01595,44

C106R01627,7

C106R01594,3

- **A live-stock** checking facility that queries web services (e.g. SOAP XML request) which would return a response with the stock level(s) for the item(s) queried.

Terms Template

This file should be provided in .csv (comma delimited) format and needs to be regularly, ideally once per week, place in the customer's FTP site for automatic pickup by Prima. If in its own directory, no naming convention is required i.e. Prima will pick up a correctly formatted file from that FTP directory.

Please be aware that the import is case sensitive to the column headers below –

ItemCode	CostPrice	SellingPrice