

Purchase catalog template

The purpose of the template

AAU will create and send one template for each catalog.

This template is to be used for both creating the catalog as well as potential later updates.

Changes to the e-commerce platform will be applied at the time of upload of the catalog - that time is determined by AAU.

Hand over catalog data

Catalog data must be sent to the email below.

purchase@adm.aau.dk

General information

A general guideline for inserting data into the template is found below.

At the end of this guide a specific description of each field/column can be found.

Catalog master data

The majority of data fields in the "Catalog master data" sheet are predetermined and maintained by AAU, which is why most of these fields are locked in the template.

As already mentioned, only one template will be sent for each catalog.

Were there to be changes to the locked master data, the information in the template will become 'desynced' from the live data in the AAU systems.

Ved katalogopdateringer hentes disse data ikke fra skabelonen, men fra registreringer vedligeholdet i et internt system hos AAU.

In the case of catalog updates, the data will not be collected from the template, but from registrations in internal AAU systems.

Basic data lines, Item info1 & Item info2

New catalog

When filling in item lines in these three sheets, the "Item no" must be unique, as the item no acts as a key.

The same item must be present in all three sheets, and between the three sheets all items must be entered in the same order and with the same total tally of lines.

Update to existing catalog

When updating a catalog, it is not required that the items appear in the same rows as the original catalog, or that a complete/full catalog is submitted.

The three sheets only need to contain the lines of items that are to be updated and/or new items to be added.

As with new catalogs, the rule still applies though, that the same item must be present in all three sheets, and between the three sheets all items must be entered in the same order and with the same total tally of lines.

It is important that all data fields are filled on items with updates - including fields that do not contain an update

For instance:

There is an update to the price of an item, and even though the "Item Description" has not been changed, this field needs to be filled again.

If it is more convenient to deliver a 'full' catalog containing all items - despite only minor changes or additions - this is also a possibility.

Empty rows in between rows with data are not allowed.

Price Breaks

If there are no volume discounts, this sheet is left blank.

Specific rules apply to data entered in this sheet. In brief, a given line - after the data has been uploaded to the ERP-system at AAU -

belongs to the Item no.

it was first entered

with.

The order of lines must therefore not be changed and data may not be deleted/omitted in subsequent updates.

It is noted in the description of the individual fields in the table below, which fields may be changed for a given line, and which that may not.

This 'changeable' property (far right column in table below) is only applied to the Price break sheet - the other sheets do not have the same restriction.

If we receive an update to a catalog, where changes have been made to fields that are not permitted to be changed, the upload to the ERP system will fail.

In such cases we will inform you of the error and request a new file, in which data has been corrected.

The reason that there are special rules for data in this sheet, is that the "Item No" cannot be used as a key, as the item can have more than one price break.

It is not a requirement that the lines/rows for a specific item are grouped, but the order/sequence of lines belonging to the same item will be reflected in the e-commerce platform.

If there is a need to change the "From (order qty)" attribute or the sequence of the created lines, the relevant lines need to be 'deleted'

by adding a date in the "End date" field on each line.

New lines with the new/updated data for the relevant item can then be added in subsequent empty rows in the sheet.

Empty rows may not be present in between rows with data.

It is also possible to entirely deactivate price breaks by filling in dates in the "End date" field.

If the field "Alternative item expiration date has" in the "Basic data lines" sheet has been filled, all price breaks for the item will be automatically deactivated.

A final important rule: If there are changes or additions to items in the "Price breaks" sheet, these items must be added to the other sheets

("Basic data lines", "Item info1" and "Item info2").

Sheet	Field	Data owner	Description	Length	Format	Mandatory	Changeable
Catalog master data	AAU CatalogID	AAU	Field used by AAU for internal purpose	-	-	-	
Catalog master data	WZ case number	AAU	Field used by AAU for internal purpose	-	-	-	
Catalog master data	AAU Catalog name	AAU	Field used by AAU for internal purpose	-	-	-	
Catalog master data	Currency	AAU	The currency is maintained by AAU	-	-	-	
Catalog master data	Agreement start date	AAU	The date is maintained by AAU	-	-	-	

Catalog master data	Agreement end date	AAU	The date is maintained by AAU. If a temporal extension is possible, AAU will also ensure that the date is adjusted on the e-commerce platform. The date that appears in the template will thus be out of step with the applicable data and a subsequent use of the template to update data in the catalog will not overwrite the applicable data.	-	-	-
Catalog master data	Agreement amount	AAU	The agreement amount is maintained by AAU	-	-	-
Catalog master data	CVRnr	AAU	The information is maintained by AAU	-	-	-
Catalog master data	AAU Leverandørnr	AAU	Field used by AAU for internal purpose. In most cases no data appears in the field.	-	-	-
Catalog master data	AAU Leverandørsite	AAU	Field used by AAU for internal purpose. In most cases no data appears in the field.	-	-	-
Catalog master data	Supplier catalog name/ID	Supplier	Field that can be used to identify the supplier's purchasing catalog - not used by AAU.	-	Text	No
Catalog master data	AAU contact person	-	If you have any questions after reading the instructions for this template (see link at the top of the sheet), please feel free to contact us.	-	-	-
Catalog master data	AAU contact information 1	-	If you have any questions after reading the instructions for this template (see link at the top of the sheet), please feel free to contact us.	-	-	-
Catalog master data	AAU contact information 2	-	If you have any questions after reading the instructions for this template (see link at the top of the sheet), please feel free to contact us.	-	-	-
Catalog master data	Change description	Supplier	The field can be used to name a given update of the catalog. An example could be '01-07-2023 Semi-annual price update'.	2.000	Text	No

Basic data lines	Item no	Supplier	Item numbers <u>must</u> be unique in this sheet	25	Text	Yes
Basic data lines	Order unit	Supplier	At the bottom of the page is a list of the unit codes that can be entered in the spreadsheet. The unit of measure codes on the invoice lines <u>must</u> be equal to the unit of measure codes used in the purchase catalog. If this is not the case, the consequence will be inconvenient invoice hold.	Pre-defined - see table further down in this instruction	Text	Yes
Basic data lines	Minimum order qty	Supplier	A minimum order quantity can be specified	-	Integer	No
Basic data lines	Price per order unit	Supplier	The price you enter in this field should be in accordance with the currency stated in sheet 'Catalog master data'.	Maximum of 10 decimal places (fx 100,1234567891)	Number	Yes
Basic data lines	Alternative item expiration date	Supplier	If an item is to be deleted from the catalogue, this can be done by giving the item an alternative expiry date. Should the item be reopened later, leave 'Alternative item expiry date' blank, which will reactivate the item. If an item does not have an alternative item expiration date, then the 'Agreement end date' applies (specified in the 'Catalog master data' tab)	dd-mm-yyyy	Date	No

Basic data lines	Packaging unit	Supplier	It is possible to specify how many product packaging units a given order unit covers. This is done by filling in 'Packaging unit' and 'Packaging units per order unit'. Example: Is the order unit PK (package), and are the two fields mentioned filled with respectively 'EA' and '100', then the following information will be available on the item master data in the e-commerce platform: 1 PK = 100 EA Alternatively, the 'Packaging string' field in the 'Item info1' tab can be used."	Predefined in instructions	Text	No
Basic data lines	Packaging units per order unit	Supplier	See description in the line above	-	Integer	No

Price breaks	Item no	Supplier	The item number must exist in the 'Basic data lines' tab. The item number can appear in more than one line in this sheet, so that different prices can be specified for different order quantity intervals.	25	Text	Yes	No
Price breaks	From (order qty)	Supplier	The price stated in 'Break price per order unit' will apply <u>from</u> the specified quantity. Prices applicable to different order quantity intervals can thus be created. The quantity on the line in question cannot be changed after creation.	-	Integer	Yes	No
Price breaks	Break price per order unit	Supplier	Data can be filled in either here or in the field below. If data is filled in both fields, the price will override the percentage in case of mismatch. If one field is filled, the system will automatically calculate and fill in the other, providing the user of the e-commerce platform with both informations. The calculation is based on the price indicated in the sheet 'Basic data lines'.	Maximum of 10 decimal places (fx 100,1234567891)	Number	(Yes) Either enter data in this field or the field below	Yes If the field was previously empty, leave the field empty
Price breaks	Discount (%) per order unit	Supplier	Data can be filled in either here or in the field above. If data is filled in both fields, the price will override the percentage in case of mismatch. If one field is filled, the system will automatically calculate and fill in the other, providing the user of the e-commerce platform with both informations. The calculation is based on the price indicated in the sheet 'Basic data lines'.	Maximum of 10 decimal places (fx 10,1234567891 (=10,1234567891%))	Number	(Yes) Either enter data in this field or the field above	Yes If the field was previously empty, leave the field empty
Price breaks	End date	Supplier	If an end date is specified, the price break line in the e-commerce platform will be deactivated from this date (provided the information is loaded into the system at the given time).	dd-mm-yyyy	Date	No	Yes
Price breaks	Price break no	AAU	System ID for managing price breaks in AAU's ERP system. If a line is created in this sheet and the catalog has been loaded successfully into AAU's ERP system, the given line will be locked to both the item no and the quantity in the field 'From (order qty)'.	-	-	-	-

Item info1	Item no	Supplier	Item numbers <u>must</u> be unique in this sheet and be a maximum of 25 characters long - this is a text field. Item numbers represented in this tab sheet <u>must</u> also appear in the 'Basic data lines' sheet.	25	Text	Yes
Item info1	Thumbnail Image url	Supplier	The web address of an image file for the current item. When searching for items on AAU's e-commerce platform, this image will appear in the search result. Identical image can be used in the field below.	700	Text	No
Item info1	Image url	Supplier	The web address of an image file for the current item. The image appears on the item details screen on AAU's e-commerce platform. Identical image can be used in the field above.	700	Text	No
Item info1	Manufacturer item no	Supplier	Part number used to identify the item by the manufacturer of the item	700	Text	No
Item info1	Lead time - days	Supplier	The number of days in which the item can be delivered when ordered. It should be a positive number.	-	Integer	No
Item info1	UNSPSC code	Supplier	UNSPSC (United Nations Standard Product and Services Code) is an open, global multi-sector standard for efficient, accurate classification of products and services, that for many years has been used by public organizations in Denmark. AAU uses version '19.05.01'.	8	Integer	Yes
Item info1	Attachment url	Supplier	Web address of the attachment associated with the item (PDF file for example)	700	Text	No
Item info1	Packaging string	Supplier	String that describes how the item is packed by the supplier. If columns 'Packaging unit' and 'Packaging units per order unit' are filled in in the sheet 'Basic data lines', then it's not necessary to fill in this field. If data is filled in on both tabs, then the data in the current field will be used.	240	Text	No
Item info1	Fee information	Supplier	Fee information can be specified at item level and placed in this field	150	Text	No
Item info1	Additional item information	Supplier	Additional important product information can be inserted here	150	Text	No
Item info1	Supplier url	Supplier	Web address of the supplier's homepage or online stock status on the item in question.	700	Text	No

Item info2	Item no	Supplier	Item numbers <u>must</u> be unique in this sheet and be a maximum of 25 characters long - this is a text field. Item numbers represented in this tab sheet <u>must</u> also appear in the 'Basic data lines' sheet.	25	Text	Yes
Item info2	Searchwords	Supplier	Data in the three fields below are searchable on the e-commerce platform. In addition, the following are also searchable: Item no, manufacturer item no, UNSPSC code and supplier name. If you want additional searchwords activated on a given item, place them here. Searchwords are separated by a comma or just spaces.	700	Text	No
Item info2	Item description short	Supplier	-	240	Text	Yes
Item info2	Item description long	Supplier	If the field is empty, the short item description on the e-commerce platform is automatically inserted here.	4.000	Text	No

Item info2	Manufacturer	Supplier	Name of the manufacturer of the item specified	700	Text	No
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UOM code	UOM description
2W	Bin
AM	Ampoule
AS	Assortment
B4	Barrel, Imperial
BB	Base Box
BE	Bundle
BG	Bag
BJ	Bucket
BK	Basket
BL	Bale
BO	Bottle
BT	Bolt
BX	Box
CA	Can
CEN	Hundred
CH	Container
CJ	Cone
CR	Crate
CS	Case
CT	Carton
CU	Cup
CV	Cover
CY	Cylinder
D63	Book
D64	Block
D92	Band
DI	Dispenser
EA	Each
EV	Envelope
JG	Jug
JR	Jar
KG	Keg
KT	Kit
LO	Lot
PF	Pallet (Lift)
PK	Package
PR	Pair
PU	Tray / Tray Pack
RL	Reel
RO	Roll
SA	Sack
SET	Set
SO	Spool
SR	Strip
ST	Sheet
TC	Truckload
TN	Tin
TU	Tube
VI	Vial
VQ	Bulk
Z3	Cask
2P	Kilobyte
4L	Megabyte
AD	Byte
CMK	Square Centimetre
KMK	Square Kilometre
MMK	Square Millimetre
MTK	Square Metre
CMT	Centimetre
KTM	Kilometre
LN	Length
MMT	Millimetre
MTR	Metre
ANN	Year
DAY	Day
HUR	Hour
MIN	Minute
MON	Month
QAN	Quarter (Of A Year)
SAN	Half Year (6 Months)
SEC	Second
W4	Two Week
WEE	Week
CMQ	Cubic Centimetre
LTR	Litre
MLT	Millilitre
MMQ	Cubic Millimetre
MTQ	Cubic Metre
GRM	Gram
KGM	Kilogram
MC	Microgram
MGM	Milligram
ONZ	Ounce

TNE Tonne (Metric Ton)

Do you need unit codes that do not appear on the list above, contact AAU to get them created.
The unit codes must conform to the OIOUBL standard.

There is a Danish translation of the most frequently used unit codes - see:
<https://digitaliser.dk/resource/2701453>

The code list with all valid unit codes can be viewed in XML format at:
http://rep.oio.dk/ubl/xml/schemas/2.0/common/CodeList_UnitCode_UNECE_7_04.xsd