



CATALOG MANAGEMENT  
165 CAPITAL AVENUE 5<sup>TH</sup> FLOOR  
HARTFORD CT 06105

April 17, 2015

**To:** State of Connecticut Vendors on DAS Contracts

**From:** Core-CT Catalog Management

**Subject:** Data File Requirements for Core-CT

The following documents illustrate how to create a data file that will be loaded into the Core-CT/PeopleSoft Financial System.

- 1. Required Information for the Data File format**
- 2. Chart of Fields required for the Core-CT Data File.**

Forward any questions and any data file information to  
**[catalog.management@ct.gov](mailto:catalog.management@ct.gov)**

Sincerely,  
**Catalog Management Team**

***Tina Costanzo***

**E-mail:** [tina.costanzo@ct.gov](mailto:tina.costanzo@ct.gov)  
**Phone:** (860)713-5068  
**Fax:** (860)622-2942

***Laurie Melesko***

**E-mail:** [laurie.melesko@ct.gov](mailto:laurie.melesko@ct.gov)  
**Phone:** (860)713-5112  
**Fax:** (860)622-2922

***John Winschel***

**E-mail:** [john.winschel@ct.gov](mailto:john.winschel@ct.gov)  
**Phone:** (860)713-5269  
**Fax:** (860)528-2740

***Julie Bernosky***

**E-mail:** [julie.bernosky@ct.gov](mailto:julie.bernosky@ct.gov)  
**Phone:** (860)713-5142  
**Fax:** (860)622-2919

# Required Information about the Data File for State of Connecticut Vendors

## IMPORTANT:

Go to: <http://das.ct.gov/cr1.aspx?page=94>

To find:

- a) an electronic version of this document
- b) a sample Excel spreadsheet with *required* headings
- c) a listing of required ANSI units of measure

1. **Data File Name** – The Data File Name must be in the following format (Vendor Name\_Vendor Contract Number\_Date of file) in order to properly identify the proper Contract and Vendor
  - a. Example – (ACME\_12PSX0215AB\_02-08-2013.xls)
2. **File Type** – File must be in .xls (Excel) or .txt format.
3. **Hidden Data or Blank rows** - File cannot contain hidden data or blank rows.
4. **O (number) & O (letter)** – Use Zero and letter O properly. They are not interchangeable.
5. **Use All Caps for text** – Lower case is ***not*** allowed in the file.
6. **Duplicate Items** - Do not duplicate items. Duplicate items are those with the same Manufacturer Name and Manufacturer Part Number, or same vendor part number.

# Chart of Fields *required* for the Core-CT Data File.

Field Name	Field Type & Length	Additional Information	Example
EFFECTIVE DATE	Date (10)	MM/DD/YYYY Ex: 05/01/2013	05/01/2013
ITEM STATUS	Character (1) Valid characters <b>A, I, BLANK</b>	Status as of Effective Date <b>A</b> - Updated Items <b>I</b> - Items to be inactivated Blank - New Items	A
UNSPSC CODE	Number (8)	First level of the UNSPSC Code Version 'UNSPSC_V60315' UNSPSC Website: <a href="http://www.unspsc.org/">http://www.unspsc.org/</a> Ex: 11000000, 51000000	44000000
LONG DESCRIPTION	Character (254)	Full Description of Item in Upper Case Letters only. No commas or quotes in the description and spell out inch and foot. Do not abbreviate words.	TISSUE – FACIAL WHITE 125 TISSUES PER BOX – 12 BOXES PER CASE
LEAD TIME	Number (3)	Actual lead time required for the items being provided. This should be the delivery time specified in the contract in number of days.	1
MANUFACTURER NAME	Character (50)	IMPORTANT: This is a KEY FIELD. Must be full official name. No abbreviations.	KIMBERLY-CLARK
MANUFACTURER PART NO	Character (50)	IMPORTANT: This is a KEY FIELD. Each item in your file MUST have a UNIQUE manufacturer part number. These cannot be duplicated in multiple rows.	03076
BRAND NAME	Character (32)	The brand name of the Product.	KLEENEX
MINIMUM ORDER QUANTITY	Number (11.0)	This should be 1 unless stated in the contract award. See 'proper use' section below.	1
VENDOR PRICE	Number (10.5)	No "\$" OR "commas." Vendor pricing must match pricing on contract and be price for the UOM column. See 'proper use' section below.	20.81
UNIT OF MEASURE	Character (32)	Use the ANSI Standard. This is the UOM that the vendor is selling the item at. See 'proper use' section below.	CA
VENDOR PART NO	Character (50)	IMPORTANT: This is a KEY FIELD. Each item in your file MUST have a UNIQUE vendor part number for the item. These cannot be duplicated in multiple rows.	K03076
CONTRACT NO	Character (11)	The contract number awarded by DAS which is found on the DAS website.	07PSX0044AE
STANDARD UOM Lowest unit of measure	Character (32)	Use the ANSI Standard. Typically the lowest Unit of Measure that this item could be sold or issued as. This must tie in with UOM and Conversion rate. See 'proper use' section below.	BX
CONVERSION RATE	Number (7.0)	The number of the Standard UOM that are in one of the UOM. See 'proper use' section below.	12
CONTRACT LINE ITEM	Character (32)	Enter the contract line number or category (if no line number) from the contract award schedule Exhibit B section of the contract. <a href="http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=1">http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=1</a>	5

## **Proper use of Unit of Measure, Vendor Price, Minimum Order Quantity, Standard UOM, and Conversion Rate**

As an example:

- Tissue is sold by a vendor as a Case containing 12 individual boxes for 20.81.
- The Unit of measure would be entered as Case and the Vendor Price would be 20.81.
- This makes the Minimum Order Quantity 1 (case) and the Standard UOM as Box since that is the lowest UOM for this item.
- The conversion rate would be entered as 12 since there are 12 individual boxes within the case.
- This demonstrates how Unit of Measure, Vendor Price, Minimum Order Quantity, Standard UOM and Conversion rate must be consistently applied.

**Any vendor who would like Catalog Management to review a sample file can email a small file (20-50 items) to [catalog.management@ct.gov](mailto:catalog.management@ct.gov). We will be happy to review and advise you as to whether it meets the necessary requirements for loading.**