Vendor Interfaces

Reference Guide

Document Details

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Overview

This document contains the file formats of the exports and imports utilized for Vendor integration.

Download the latest version of this document here:
https://links.crunchtime.com/RG-VendorInterfaceReference
… or scan the QR code to the left.

Alert: For files imported via the CDP, file names must align with ASCII standards. The file name should not include accented letters, special symbols, or characters from other languages; it is limited to basic English characters and symbols – e.g. Blank spaces, Numbers 0-9, Upper and Lowercase letters A-Z, and symbols such as ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ { | } ~ .

Related Documentation

- Crunchtime Developer Hub: https://developer.crunchtime.com
- Support Articles: How To Integrate With Vendors

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What's New

Date	Summary
7/29/26	For the US Foods E-invoice import, corrected validation for Allowance Code #1 and Charge Code #1 in the Summary record type.
1/16/26	Removed Appendix A and added PermaLink to cover linking to ZD articles that replace that content.
12/10/25	Updated Package Type validation in the [009] Standard E-Invoice import. Updated Conversion & Bid Price validation in the [200] Vendor Bid imports.
10/30/25	For the [009] Standard E-invoice import, updated the Description for Detail Fields 10 & 11 to "Product Name" and "Product Unit / Package Type" respectively; added Detail Fields 18 & 19 for "Traceability Lot Code" and "Traceability Lot Code Source" respectively.
1/29/25	Updated screenshots on Page 8.
1/7/25	Added alert notes to PFG & PFG Custom PO Export regarding format change.
11/14/24	Added alert note to Cover regarding file naming standards.
7/31/24	Updated link on cover to reference the Crunchtime Developer Hub. Made several updates to Appendix A: Vendor-specific Integration Settings.

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Introduction

The purpose of this document is to provide clients with the information regarding the Purchasing interfaces supported by Crunchtime Information Systems. We support a variety of file formats that can be used to export purchase order data from the Crunchtime database, as well as import vendor bid or invoice data into the database. The following pages describe the Data File layouts required for each interface type for the files to be processed successfully.

Purchase Order Exports

File Type	Format	Application	VO Mode
COI Purchase Order	101 character fixed-width text file	NC	FTP
DiCarlo Purchase Order	103 character fixed-width text file	EM, NC	FTP
DLA Purchase Order	83 character fixed-width text file	NC	E-Mail Text
Food Pro Purchase Order	107 character fixed-width text file	NC	FTP
MAS 90 Purchase Order	Tab delimited text file	NC	E-Mail Text
PFG Purchase Order	176 character fixed-width text file	NC	FTP
PFG Custom Purchase Order	31 character fixed-width text file	NC	FTP
Saval Purchase Order	Comma delimited text file	EM, NC	FTP
Standard Purchase Order: FTP, Secure FTP, Detail Header	Comma delimited text file	EM, NC	FTP, SFTP
Standard Purchase Order: E-mail Excel	Excel workbook	NC	E-mail Excel
Sysco Purchase Order	Fixed-width text file	EM, NC	FTP
US Foods Purchase Order (Punch-through)	.xml file	NC	Phone or Web Services
Superset Purchase Order	Tab delimited text file	NC/CTX	SFTP

Purchasing Imports

File Type	Format	Application
Purchase By Invoice: Standard	Tab delimited text file	CDP
Vendor (Electronic) Invoice Data: Standard	Tab delimited text file	CDP
Vendor (Electronic) Invoice Data: US Foods	Tilde-delimited text file	CDP
Vendor Order Acknowledgment: PFG	22 character fixed-width text file	CDP
Vendor Order Confirm Receipt – Standard	Pipe (|) delimited text file	CDP
Vendor Order Confirm Terms – Standard	Tab delimited text file	CDP
Vendor Order Payment Information: Standard	Tab delimited text file	CDP

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Introduction (continued)

Bid Sheet Exports

File Type	Format	Application	Bid Mode
Vendor Bids: Standard (Excel)	Excel 2003/07 File	EM	E-Mail Excel
Vendor Bids: Standard (Text)	Tab-delimited text file	EM	E-Mail Text

Vendor Bid Imports

File Type	Format	Application
Vendor Bids: Standard (Excel)	Excel 2003/07 file	EM, CDP
Vendor Bids: Standard (Text)	Tab-delimited text file	EM, CDP
Vendor Bids: DMA Order Guide	Tab-delimited text file	EM
Vendor Bids: PFG Order Guide	149 character fixed-width text file	EM, CDP
Vendor Bids: US Foods Order Guide	Tilde-delimited text file	EM

EM = Enterprise Manager; NC = Net-Chef; CDP = Crunchtime Data Pump

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Purchase Order Exports

Document Details

Document #: 160_VIRG_260729

Release Version: 20.25.11.27

Date of Release: December 2025

Overview

This section includes the formats for the following Purchase Order exports:

- COI Purchase Order
- DiCarlo Purchase Order
- DLA Purchase Order
- Food Pro Purchase Order
- MAS 90 Purchase Order
- PFG Purchase Order
- PFG Custom Purchase Order
- Saval Purchase Order
- Standard Purchase Order: FTP
- Standard Purchase Order: Secure FTP
- Standard Purchase Order: Detail Header
- Standard Purchase Order: E-mail Excel
- Superset Purchase Order
- Sysco Purchase Order
- US Foods Purchase Order

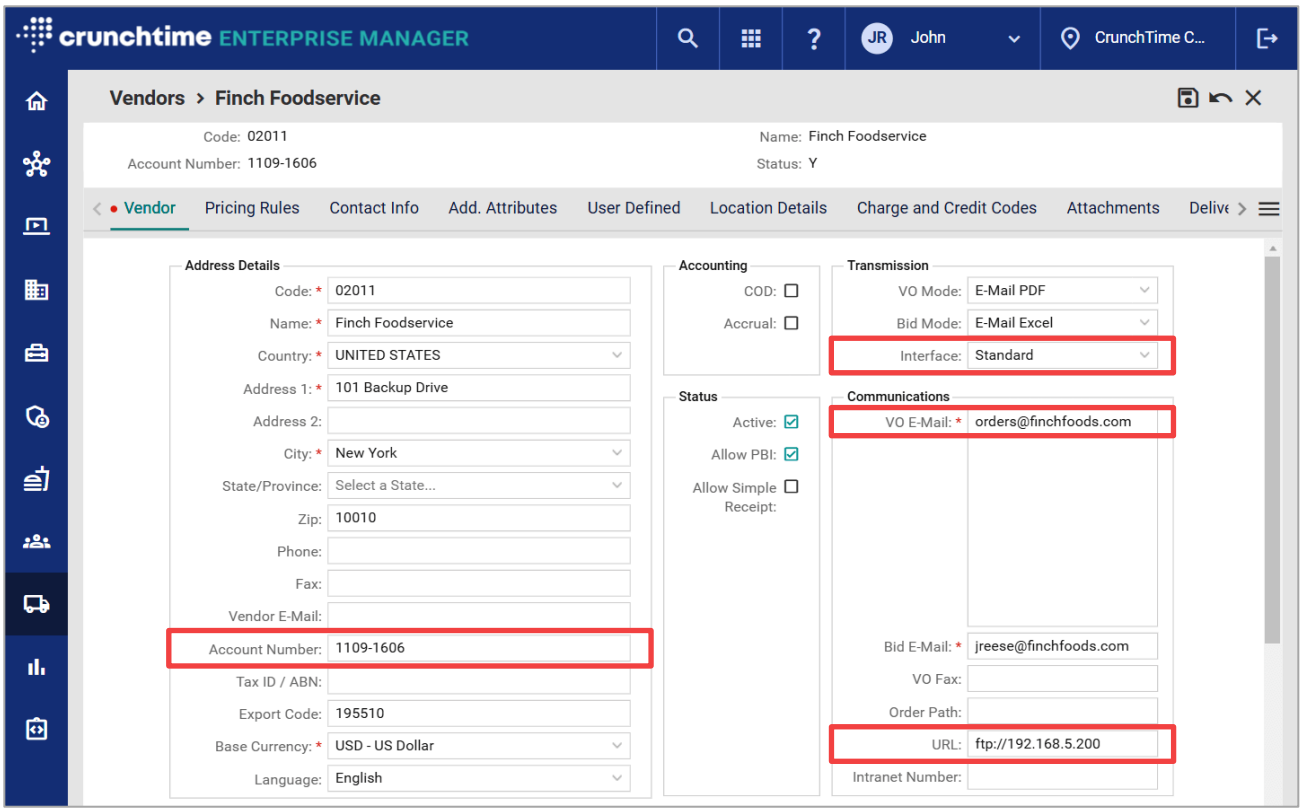
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Vendor Setup

All of the Crunchtime Purchase Order exports utilize data defined in the Vendor setup screens in Enterprise Manager.

Vendor: Header Information

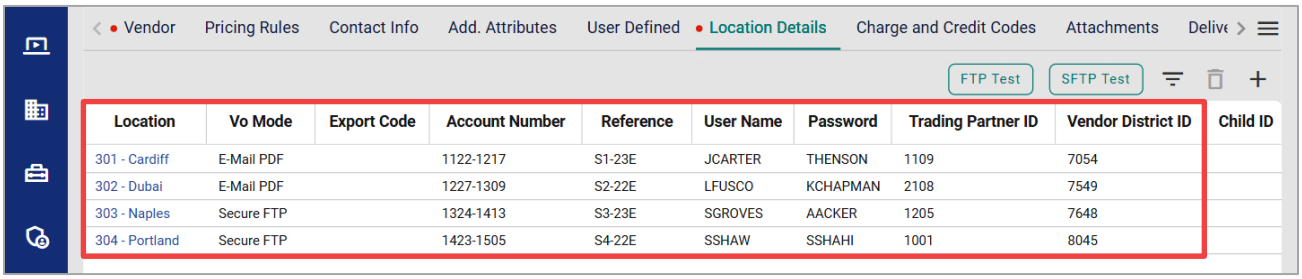
The Vendor Interface is selected on the *Vendor* tab of the Vendor details screen.



Most of the interfaces use one of the FTP options, which require the FTP server address to be entered in the URL field. If transmitting via e-mail, the VO E-Mail is required. For some interfaces, the Account Number in the header is also utilized.

Vendor: Location Details

Several of the fields are configured on the *Location Details* tab of the Vendor details screen.



Location	Vo Mode	Export Code	Account Number	Reference	User Name	Password	Trading Partner ID	Vendor District ID	Child ID
301 - Cardiff	E-Mail PDF		1122-1217	S1-23E	JCARTER	THENSON	1109	7054	
302 - Dubai	E-Mail PDF		1227-1309	S2-22E	LFUSCO	KCHAPMAN	2108	7549	
303 - Naples	Secure FTP		1324-1413	S3-23E	SGROVES	AACKER	1205	7648	
304 - Portland	Secure FTP		1423-1505	S4-22E	SSHAW	SSHAHI	1001	8045	

Each Location using the interface must be listed on this tab, where fields are available to define the location-specific *VO Mode*, *Account Number, Reference, User Name, Password*, *Trading Partner ID*, *Vendor District ID*, etc. as need for each interface.

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Export: COI Purchase Order

Exports purchase order information to the vendor "COI" when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	SSSSSS–PPPPPPPPP.dt1 S = Store Number; P = Purchase Order Number (zeroes added to left, if needed) Example: 330112-000001007.dt1 *Once the file has been written to the FTP site, the extension is changed from '.dt1' to '.dt2'. COI has a process running to pick up .dt2 files, and it assumes any it finds are ready for processing. By initially using .dt1 as the extension, it avoids accidentally processing an incomplete file that is still being written.*
File Format	101 character fixed-width text file, no delimiters
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Numbering Setup

- **Vendor Order**: This numbering scheme must be configured so the last 10 characters of any Purchase Order are unique (e.g. by placing the "Numeric" field at the end of the format).

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'COI' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: The Location or Company Account Number (i.e. a number that will identify the ordering location to the vendor) must be entered. *This must be 6 characters for COI but is not validated in Enterprise Manager.*
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: COI Purchase Order

(Continued)

File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Filler	Number (4)	1	4	All zeroes
2	COI Store Number	Number (6)	5	10	The location's **Account Number** on the *Location Details* tab of the vendor's record in Enterprise Manager. Must be 6 digits or the transmission will fail.
3	PO Number	Alphanumeric (10)	11	20	Last 10 characters of the **Vendor Order Transaction Number**; zeroes will be added to the left, if needed.
4	Order Type	Alpha (10)	21	30	**'NORMAL'** Left justified, with blank spaces to the right.
5	COI Item Number	Number (6)	31	36	First 6 digits of the **Vendor Product Number** from Vendor Order detail. • This is a COI assigned item number and it must be 6 digits; users are responsible for entering Vendor Product Numbers properly in Vendor Bid setup in Enterprise Manager. • If < 6 characters, will be left justified with blank spaces added to the right.
6	Filler	Alphanumeric (4)	37	40	First 4 characters of abbreviation for **Vendor Package Type** from Vendor Order detail. If less than 4 characters, will be left justified with blank spaces to the right.
7	Filler	Number (8)	41	48	**Expected Delivery Date** of Vendor Order in format *MMDDYYYY*
8	Filler	Number (3)	49	51	Populated with zeroes.
9	Filler	Number (10)	52	61	Item **Order Price** (per Vendor Order) from the Vendor Order detail. • Truncated to 2 decimal places. • Does not include decimal separator. • Zeroes added to the left, if needed.
10	Filler	Number (20)	62	81	Populated with zeroes.
11	Item Quantity	Number (10)	82	91	Whole number **Order Quantity in Vendor Units**; zeroes added to the left, if needed. Any decimals in the actual order quantity will be truncated. *Note: Users are responsible for setting up Vendor Bids so that COI items cannot be ordered using split case functionality.*
12	Filler	Number (10)	92	101	Populated with zeroes.

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Export: DiCarlo Purchase Order

Exports purchase order information to the vendor "DiCarlo" when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	WLLLLLLMMDDYYNNNNNN.txt W Unique identifier allocated by the vendor LLLLLL Location Identifier, (Location Export Code) MMDDYY Date of export NNNNNN Order Number (The last 6 digits of the purchase order number, with any special characters removed if present.) Example: W30300201122009001007.txt
File Format	103 character fixed-width text file, no delimiters
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Numbering Setup

- **Vendor Order**: This numbering scheme must be configured so that at least the last 6 characters of any Purchase Order are unique (e.g. by placing the "Numeric" field at the end of the format and making the beginning value a 6-digit number).

Vendor Bids

- **Vendor Unit**: All products purchased from DiCarlo should be assigned the Vendor Unit of "each", "ea", "case" or "cs" on the Vendor Bids tab of the bid sheet. These units could be in both uppercase or in lowercase (the interface is not case sensitive).

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'DiCarlo' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

Location Setup: Alternate Address

- **Export Code**: A Location code determined by the customer (preferably without a leading 0). DiCarlo will only read the first 5 digits of this code.

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Export: DiCarlo Purchase Order

(Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Record Type	Alphanumeric (1)	1	1	**'H'** (for Header)
2	Order Number	Number (6)	2	7	Last 6 digits of the purchase order number.
3	Customer Number	Alphanumeric (8)	8	15	**Account Number** from the Vendor Order header. If this is blank, use the location's Account Number on the *Location Details* tab of the vendor's record in Enterprise Manager.
4	Ship Date	Date	16	23	**Expected Delivery Date** of the submitted order in format *MMDDYYYY.*
5	Purchase Order Number	Alphanumeric (10)	24	33	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
6	Filler	Alphanumeric (70)	34	103	Filled with blank spaces.

Detail

The detail record for each exported transaction will contain the following data for each product ordered:

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Record Type	Alphanumeric (1)	1	1	**'D'** (for Detail)
2	Order Number	Number (6)	2	7	Last 6 digits of the purchase order number; right justified with zeroes added to the left, if needed.
3	Item Number	Alphanumeric (8)	8	15	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. Right justified with blank spaces added to the left, if needed.
4	Quantity Ordered	Number (4)	16	19	Total **Order Quantity**; right justified with zeroes added to the left, if needed.
5	Price	Number (7)	20	26	**Contract Price** per order unit; right justified with zeroes added to the left, if needed. The decimal separator is not included.
6	Split Indicator	Alphanumeric (1)	27	27	• Must be **'E'** for "each" or "ea" • Leave blank for "case" or "cs".
7	Filler	Alphanumeric (76)	28	103	Filled with blank spaces.

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Export: DLA Purchase Order

Exports purchase order information to the vendor "DLA" when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	Orders.txt
File Format	83 character fixed-width text file, no delimiters
Contents	The file will be made up of only detail records. Each product on the order will represent a separate record in the file; each line will be separated by a line break.

Vendor Bids

- **Vendor Product Number**: The vendor's product number must be entered. Users must ensure this is 13 characters (to avoid truncation or leading 0s); the field length will not be validated.

Vendor Setup: Header

- **VO Mode**: 'E-Mail Text' must be selected; this will be the default on the Location Details tab.
- **Interface**: 'DLA' must be selected.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'E-Mail Text' must be selected.
- **VO E-Mail**: The vendor's e-mail address must be entered.
- **Reference**: A contract number for the vendor that will supply the order to the location must be entered to generate the export file. Users must ensure this is 13 characters (to avoid truncation or leading 0s); the field length will not be validated by the application.

Company Setup: Alternate Address

- **ACCO Code**: The value 'A0A' must be entered. This field must be populated to generate the export file. Users must ensure this is 3 characters (to avoid truncation or leading 0s); the field length will not be validated by the application.

Location Setup: Alternate Address

- **ACCO Code**: A location-specific code must be entered to generate the export file. Users must ensure this is 6 characters (to avoid truncation or leading 0s); field length will not be validated.
- **ACAP Code**: A location-specific code should be entered; this will be appended to the system date/time for the order. Users must ensure the code is 5 characters (to avoid truncation or leading 0s); the field length will not be validated by the application.

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Export: DLA Purchase Order

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File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Electronic Billing Code	Alphanumeric (3)	1	2	First 3 characters from the **ACCO Code** field on the *Alternate Address* tab of the Company record in Enterprise Manager.
2	Vendor Product Number	Alphanumeric (13)	4	16	First 13 characters of the **Vendor Product Number** from the Vendor Bids in Enterprise Manager. If less than 13 characters, will be right justified with zeros added to the left.
3	Quantity Ordered	Number (5)	17	21	The **Order Quantity** entered on the Vendor Order screen in Net-Chef. Only a whole number will be sent. A decimal and any values to the right will not be included in the file or counted in the 5 character limit.
4	Delivery Location Code	Alphanumeric (6)	22	27	First 6 characters from the **ACCO Code** field on the *Alternate Address* tab of the Location record in Enterprise Manager. If less than 6 characters, will be right justified with zeros added to the left.
5	Expected Delivery Date	Number (8)	28	35	The format must be *YYYYMMDD*.
6	Store Number	Alphanumeric (21)	36	60	First 5 characters from the **ACCO Code** field on the *Alternate Address* tab of the Location record in Enterprise Manager followed by the submit Date/Time in format *YYYYMMDDHHMMSSMM*. If ACCO Code is not populated, will use the **Location Code**. If less than 21 characters, will be right justified with zeros added to the left. Will always append '00' for the millisecond portion at the end of this segment, followed by 4 blank spaces.
7	Vendor Contract Number	Alphanumeric (13)	61	73	First 13 characters from the **Reference** field on the *Location Details* tab of the Vendor record in Enterprise Manager. If less than 13 characters, will be right justified with zeros added to the left.
8	Line Number	Number (14)	74	87	**Line Number** of the product row on the Vendor Order in Net-Chef. Digits will be right justified with zeros added to the left.

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Export: Food Pro Purchase Order

Exports purchase order information to the vendor "Food Pro" when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	PPPPPPPP.dbf P = The last 8 digits of the purchase order number, with any special characters removed if present; zeroes will be added to left, if needed. Example: 00008198.dbf
File Format	107 character fixed-width text file, no delimiters
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Numbering Setup

- **Vendor Order**: This numbering scheme must be configured so that at least the last 8 characters of any Purchase Order are unique (e.g. by placing the "Numeric" field at the end of the format and making the beginning value a 6 digit number).

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'Food Pro' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: The Location or Company Account Number (i.e. a number that will identify the ordering location to the vendor) must be entered. This must be 8 characters for Food Pro but is not validated in Enterprise Manager.
- **Reference**: The vendor's two-digit Sales Representative code. This must be 2 characters for Food Pro but is not validated in Enterprise Manager.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: Food Pro Purchase Order

(Continued)

File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Sales Representative	Number (2)	1	2	First 2 digits from **Reference** field defined on the *Location Details* tab of the vendor's record in Enterprise Manager.
2	Vendor's Customer Number	Alphanumeric (8)	3	10	The location's **Account Number** on the *Location Details* tab of the vendor's record in Enterprise Manager. Must be 8 characters or the transmission will fail.
3	Vendor's Product Number	Alphanumeric (6)	11	16	First 6 digits of the **Vendor Product Number** from Vendor Order detail. • This is a Food Pro assigned item number and it must be 6 digits; users are responsible for entering Vendor Product Numbers properly in Vendor Bid setup in Enterprise Manager. • If < 6 digits, will be right justified with zeros added to the left.
4	Memo Field	Number (1)	17	17	Fill with **'0'**.
5	Case Quantity Ordered	Number (3)	18	20	If Vendor Order detail split flag is 'N', use **Order Quantity** from submitted order in Vendor Units. • This must be a whole number without decimal places (will be right justified with zeros added to the left if needed). • If quantity (rounded) is greater than 999, will export '999'. If Vendor Order detail record for product has split flag of 'Y', indicating that a broken case quantity is being ordered, will export '000'.
6	Case Price	Number (8)	21	28	If Vendor Order detail split flag is 'N', use Vendor **Bid Price**, right justified with zeros added to the left if needed. • Rounded to 2 decimal places (if necessary) but will export without the decimal (for example, "45.60" will be exported as '00004560').

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Export: Food Pro Purchase Order

(Continued)

File Layout (continued)

Segment	Field	Data Type	From position	To position	Contents / Validation
					• If price (rounded) is greater than 999999.99, will export '99999999'. If Vendor Order detail split flag is 'Y', will export '000'.
7	Broken Case Quantity	Number (3)	29	31	If Vendor Order detail split flag is 'Y', use **Order Quantity** from submitted order (which will be the same in Vendor and Inventory units). • This must be a whole number without decimal places (will be right justified with zeros added to the left, if needed). • If quantity (rounded) is greater than 999, will export '999'. If Vendor Order detail record for product has split flag of 'N', indicating that unbroken case quantity is being ordered, will export '000'.
8	Broken Case Price	Number (8)	32	39	If Vendor Order detail split flag is 'Y', use Vendor **Bid Price per Inventory Unit**, right justified with zeros added to the left, if needed. • Rounded to 2 decimal places (if necessary) but will export without the decimal (for example, "45.60" will be exported as '00004560'). • If price (rounded) is greater than 99999.99, will export '99999999'. If Vendor Order detail record for product has split flag of 'N', will export '000'.
9	Price Code	Alphanumeric (1)	40	40	Fill with **'N'**.
10	Comment	Alphanumeric (50)	41	90	Filled with blank spaces.
11	Ship Date	Date	91	98	**Expected Delivery Date** of the Vendor Order in format *MMDDYYYY*
12	Space	Alphanumeric (1)	99	99	Left blank.
13	Time Order Submitted	Time	100	107	Time the order was submitted, in *HHMMSS* format (24 hour clock, military time).

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Export: MAS 90 Purchase Order

Exports purchase order information to the vendor "MAS-90" when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	"POEXPORT" + MMDDYY + ".txt" Example: POEXPORT01122009.txt
File Format	Tab delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: 'E-Mail Text' must be selected; this will be the default on the Location Details tab.
- **Interface**: 'MAS-90' must be selected.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO E-Mail**: Vendor's e-mail address must be entered.
- **Account Number**: The Location or Company Account Number (i.e. a number that will identify the ordering location to the vendor) must be entered.
- **Reference**: The vendor's Reference code must be entered.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Reference Number	Alphanumeric	Y	No validation.
2	Purchase Order Entry Date	Date	Y	**Create Date** of the Vendor Order in format *MM/DD/YY*.
3	Account Number	Alphanumeric (32)	Y	**Account Number** for the ordering location defined on the *Location Details* tab of the vendor's record in Enterprise Manager.
4	Vendor Location Reference	Alphanumeric (12)	Y	**Reference** value for the ordering location defined on the *Location Details* tab of the vendor's record in Enterprise Manager.
5	Expected Delivery Date	Date	Y	**Expected Delivery Date** of the Vendor Order in format *MM/DD/YY*.
6	Purchase Order Number	Alphanumeric (10)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
7	Expected Delivery Total	Number (10,2)	Y	**Order Total** of the submitted Vendor Order.

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Export: MAS 90 Purchase Order

(Continued)

Detail

The detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from Vendor Bids in Enterprise Manager.
2	Vendor Unit	Number (6,0)	Y	Package Type for **Vendor Unit** from Vendor Bids in Enterprise Manager. • If not upper case, will be converted.
3	Order Quantity	Number (12,4)	Y	**Order Quantity** (in Vendor Units) of the product on the submitted Vendor Order.
4	Unit Price	Number (10,2)	Y	**Unit Price** (per Vendor Unit) of the product on the submitted Vendor Order.
5	Item Extended Value	Number (10,2)	Y	**Extended Value** of the product on the submitted Vendor Order.

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Export: PFG Purchase Order

Exports purchase order information to the vendor "PFG" when a user enters a vendor order in Net-Chef and clicks "Submit".

Warning: PFG has recently extended their product numbers past 6 digits, which will interfere with the rest of the data in this fixed-width file. PFG recommends using the Standard Purchase Order format (see Pages 27-30).

File Name & Format

File Name	FSOR10_YYYYMMDD_HHMMSS_Customer Code_PO Number_ Unique Identifier.txt *FSOR10 = Hard Coded Identifier set by Vendor* Example: FSOR10_20240112_153045_1701_16309_7420574656.txt
File Format	176 character fixed-width text file, no delimiters
Contents	Each purchase order record consists of one header record followed by one or more detail records. Data used to create the file will be stripped of carriage returns, tabs, and line feeds before it is added to the file.

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'PFG' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: The vendor's Customer Number must be entered. This must be a numeric value for PFG but is not validated in Enterprise Manager.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: PFG Purchase Order

(Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Record Type	Number (2)	1	2	Must be **'01'**; indicates "Header".
2	Vendor's Customer Number	Number (9)	3	11	The location's **Account Number** on the *Location Details* tab of the vendor's record in Enterprise Manager. • Will only export first 9 digits. If less than 9, will be right justified with zeros added to the left.
3	Customer's PO Number	Alphanumeric (15)	12	26	**Purchase Order Number** (Transaction Number) of submitted order. • Will only export first 15 characters. If < 15, will be left justified with blank spaces added to the right.
4	Delivery Date	Date	27	34	**Expected Delivery Date** in format *MM/dd/yy* or *MM-dd-yy*
5	Special Instructions 1	Alphanumeric (50)	35	84	**Message** field from the Vendor Order screen. • Will only export first 50 characters. If < 50, will be left justified with blank spaces added to the right.
6	Blank Field	Alphanumeric (92)	85	176	Filled with blank spaces.

Detail

The detail record for each exported transaction will contain the following data for each product ordered:

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Record Type	Number (2)	1	2	Must be **'02'**; indicates "Detail".
2	Vendor's Customer Number	Number (9)	3	11	The location's **Account Number** on the *Location Details* tab of the vendor's record in Enterprise Manager. • Will only export the first 9 digits. If less than 9, will be right justified with zeros added to the left.

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Export: PFG Purchase Order

(Continued)

Detail (Continued)

Segment	Field	Data Type	From position	To position	Contents / Validation
3	Customer's PO Number	Alphanumeric (15)	12	26	**Purchase Order Number** (Transaction Number) of submitted order. • Will only export first 15 characters. If < 15, will be left justified with blank spaces added to the right.
4	Vendor's Product Number	Number (6)	27	32	**Vendor Product Number** from Vendor Order detail. • Will only export the first 6 digits. If less than 6, will be right justified with zeros added to the left. *Users are responsible for ensuring that Vendor Product Numbers entered in Vendor Bids are numeric only.*
5	Case Quantity Ordered	Number (3)	33	35	**Order Quantity in Vendor Units** from the submitted order. • This must be a whole number without decimal places; zeros will be added to the left, if necessary. Uses conventional rounding if ordered quantity is not a whole number. • If Vendor Order detail for product has the split flag selected, will fill with blank spaces.
6	Each Quantity	Number (3)	36	38	**Order Quantity** for products where split flag is checked. (*For these items, Vendor Unit Quantity = Inventory Unit Quantity*). • This must be a whole number without decimal places; zeros will be added to the left, if necessary. Uses conventional rounding if ordered quantity is not a whole number. Otherwise, will fill with blank spaces.
7	Special Message	Alphanumeric (25)	39	63	Filled with blank spaces.
8	Blank Field	Alphanumeric (113)	64	176	Filled with blank spaces.

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Export: PFG Custom Purchase Order

Exports purchase order information to the vendor "PFG Custom" when a user enters a vendor order in Net-Chef and clicks "Submit".

Warning: PFG has recently extended their product numbers past 6 digits, which will interfere with the rest of the data in this fixed-width file. PFG recommends using the Standard Purchase Order format (see Pages 27-30).

File Name & Format

File Name	Concept#_MMDDYY_HHMMSS-CTPO#.txt Concept# Trading Partner ID for the location from the Location Details tab or from the same field on the Add. Attributes tab. CTPO Purchase Order Number (i.e. Transaction Number) excluding any characters that cannot be used in file names. Example: 78198_081009_103012-VO531691.txt
File Format	31 character fixed-width text file, no delimiters
Contents	Each product from the vendor order will be represented on a single detail line.

Numbering Setup

- **Vendor Order**: The file format limits the Purchase Order Number (Transaction Number) to 10 characters, so this numbering scheme must be set up accordingly.
- **Master Product Number** (if used): The file format limits the PFG Item Number to 7 characters, so the Company Product Numbers in Enterprise Manager (either via this numbering scheme or manual entry) must be defined/entered accordingly.

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'PFG Custom' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: A combination of the Location Concept Number and Location Unit Number must be entered. This must be a numeric value for PFG Custom but is not validated in Enterprise Manager.
- **Trading Partner ID**: The Location Concept Number must be entered. If all locations are in the same "Concept", this can be entered in the same field on the Add. Attributes tab. This must be a numeric value for PFG Custom but is not validated in Enterprise Manager.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: PFG Custom Purchase Order

(Continued)

File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Concept Number + Unit Number	Number (10)	1	10	The location's **Account Number** on the *Location Details* tab of the vendor's record in Enterprise Manager. • Will export the first 10 characters. If < 10, will be left justified with blank spaces added to the right.
2	PFG Item Number	Number (7)	11	17	**Vendor Product Number** from the Vendor Order. • Will export the first 7 characters. If < 7, will be left justified with blank spaces added to the right.
3	Quantity Ordered	Number (5)	18	22	The **Order Quantity**, exported as whole number. • Will export the first 5 characters. If < 5, will be left justified with blank spaces added to the right.
4	Purchase Order Number	Alphanumeric (10)	23	32	**Purchase Order Number** (Transaction Number) of submitted order. • Will export the first 10 characters. If < 10, will be left justified with blank spaces added to the right.
5	Delivery Date	Date	33	42	**Expected Delivery Date** in format *MM/DD/YYYY.*

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Export: Saval Purchase Order

Exports purchase order information to the vendor "Saval" when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	Location Code + MMDDYYHHMMSS + ".dat" Example: 305007021109132015.dat
File Format	Comma delimited text file
Contents	There are three types of records in the file: • 1 Date Record • 1 Customer Number Record • 1 or more Detail records, 1 for each product in the order

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'Saval' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: The vendor's Customer Number must be entered.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: Saval Purchase Order

(Continued)

File Layout

Date Record

The Date record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Purchase Order Date	Date	Y	**Create Date** of the Vendor Order in format *MM/DD/YY*.

Customer Number Record

The Customer Number record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Customer Number	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager.

Detail Record

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager.
2	Quantity	Number (10,2)	Y	**Order Quantity** from the submitted order, in Vendor Units. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).

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Export: Standard Purchase Order

FTP

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks “Submit”.

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20080801_103012_VO10000-201007.txt
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: ‘FTP’ should be selected; this will be the default on the Location Details tab.
- **Interface**: ‘Standard’ must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the “URL” does not have a colon with a value after it (indicating a different port), the application will automatically use “21” as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: ‘FTP’ must be selected.
- **Account Number**: The vendor’s Location or Company Account Number must be entered.
- **User Name** and **Password**: Must be entered and valid for the vendor’s FTP server.

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Export: Standard Purchase Order

FTP (Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the Location Details tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number).
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in YYYYMMDD format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only.

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager.
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit.
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.

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Export: Standard Purchase Order

Secure FTP

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks “Submit”.

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20080801_103012_VO10000-201007.txt
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: ‘Secure FTP’ should be selected; this will be the default on the Location Details tab.
- **Interface**: ‘Standard’ must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 22. As long as the “URL” does not have a colon with a value after it (indicating a different port), the application will automatically use “22” as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: ‘Secure FTP’ must be selected.
- **Account Number**: The vendor’s Location or Company Account Number must be entered.
- **User Name** and **Password**: Must be entered and valid for the vendor’s FTP server.

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Export: Standard Purchase Order

Secure FTP (Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the Location Details tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number).
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in YYYYMMDD format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only.

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager.
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit.
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.

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Export: Standard Purchase Order

Detail Header

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20130701_103012_VO10000-201007.txt *The file name will be truncated at 96 characters, if necessary.*
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode:** 'FTP' or 'Secure FTP' should be selected.
- **Interface:** 'Detail Header' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' or 'Secure FTP' should be selected.
- **Account Number**: The vendor's Location or Company Account Number must be entered.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

Detail Header (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number). *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in *YYYYMMDD* format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only. *Will be stripped of commas, carriage returns, tabs and line feeds.*
6	Vendor Number	Alphanumeric(24)	Y	**Vendor Code** from the Vendor Details screen.
7	Location Name	Alphanumeric(160)	Y	**Location Name** for the location placing the vendor order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
8	Location Address 1	Alphanumeric(200)	Y	**Location Address** for the first line of the address configured for the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Location Address 2	Alphanumeric(200)	N	**Location Address** for the second line of the address configured in the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
10	Location City	Alphanumeric(160)	Y	**City Name** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
11	Location State	Alphanumeric(12)	N	**Abbreviation** of the state name of the ordering location.
12	Location Zip	Alphanumeric(40)	N	**Zip Code** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

Detail Header (Continued)

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit. *Will be stripped of commas, carriage returns, tabs and line feeds.*
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.
8	Company Product Name	Alphanumeric(320)	Y	**Company Product Name** of the ordered product, from the Company Product details. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Product Order Price	Number (12,4)	Y	Vendor's **Bid Price** from Vendor Bids in Enterprise Manager, optionally edited during the order process.

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Export: Standard Purchase Order

E-mail Excel

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.XLS Example: CTPO_20130701_103012_VO10000-201007.xls *The file name will be truncated at 96 characters, if necessary.*
File Format	Microsoft Excel Worksheet
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: 'E-Mail Excel' should be selected.
- **VO E-Mail**: A valid email address must be entered.

Vendor Setup: Location Details

- **Location**: Each location using the interface can be added. If a location record exists, the following must be configured. If no location record exists, use the main vendor record for information.
- **VO Mode**: 'E-Mail Excel' must be selected.
- **VO Email**: The vendor's email address must be entered.
- **Account Number**: The Deliver to account number (if used) or the vendor's Location or Company Account Number will be sent.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Account Number/Location Account	Alphanumeric (32)	Y	**Account Number** for the Deliver To location selected, if applicable. When there is no deliver to location, use the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. If there's no location record, use the main Vendor Account number. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

E-mail Excel (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number). *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in *YYYYMMDD* format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only. *Will be stripped of commas, carriage returns, tabs and line feeds.*
6	Vendor Number	Alphanumeric(24)	Y	**Vendor Code** from the Vendor Details screen.
7	Location Name	Alphanumeric(160)	Y	**Location Name** for the location placing the vendor order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
8	Location Address 1	Alphanumeric(200)	Y	**Location Address** for the first line of the address configured for the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Location Address 2	Alphanumeric(200)	N	**Location Address** for the second line of the address configured in the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
10	Location City	Alphanumeric(160)	Y	**City Name** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
11	Location State	Alphanumeric(12)	N	**Abbreviation** of the state name of the ordering location.
12	Location Zip	Alphanumeric(40)	N	**Zip Code** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

E-mail Excel (Continued)

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit. *Will be stripped of commas, carriage returns, tabs and line feeds.*
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.
8	Company Product Name	Alphanumeric(320)	Y	**Company Product Name** of the ordered product, from the Company Product details. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Product Order Price	Number (12,4)	Y	Vendor's **Bid Price** from Vendor Bids in Enterprise Manager, optionally edited during the order process.

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Export: Superset Purchase Order

Exports purchase order information when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	VENDOR ID_CLIENT ID_YYYYMMDD_HHMMSS__ORDER NUMBER.TXT Example: 112330_78198_20240301_110007_84962.txt
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: 'Secure FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'CT Xchange' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 22. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "22" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'Secure FTP' must be selected.
- **Account Number**: The vendor's Location Account Number must be entered.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

Other Details

- In the database, VENDOR ID = SUPPLY_ID from T_SUPPLY and CLIENT ID = CT_COMPANY_KEY from T_LOCATION (or null if not populated) where LOCATION_ID = 1.

  Note: The CLIENT_ID field can only be populated by running a script.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Contents / Validation
1	Line Type Indicator	Alphanumeric (40)	Must be **'H'** for header row.
2	Vendor Account Number	Alphanumeric (40)	The **Account Number** from the Vendor Details "Vendor" tab.
3	Purchase Order Number	Alphanumeric (40)	The system-generated **Transaction Number** for the vendor order.
4	Expected Delivery Date	Date	The **Expected Delivery Date** entered by the user during order creation. Must be formatted as *YYYYMMDD*.

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Export: Superset Purchase Order

(Continued)

Header (Continued)

Position	Field	Data Type	Contents / Validation
5	Comments (Special Instructions)	Alphanumeric (2000)	**Message** field entry from the Vendor Order screen.
6	Vendor Number	Alphanumeric (6)	The **Code** associated with the vendor from the Vendor Details “Vendor” tab.
7	Location Name	Alphanumeric (40)	The **Name** for the location from the Location Details “Location” tab.
8	Location Address 1	Alphanumeric (50)	The **Address 1** entry for the location from the Location Details “Location” tab.
9	Location Address 2	Alphanumeric (50)	The **Address 2** entry for the location from the Location Details “Location” tab.
10	Location City	Alphanumeric (40)	The **City** associated with the location from the Location Details “Location” tab.
11	Location State	Alphanumeric (3)	The **State/Province** abbreviation associated with the location from the Location Details “Location” tab.
12	Location Zip Code	Alphanumeric (10)	The **Zip** Code from the Location Details “Location” tab.
13	Company Code	Alphanumeric (6)	The **Code** for the company from the Company Details “Company” tab.
14	Company Name	Alphanumeric (40)	The **Name** for the company from the Company Details “Company” tab.
15	Company Address 1	Alphanumeric (50)	The **Address 1** entry for the company from the Company Details “Company” tab.
16	Company Address 2	Alphanumeric (50)	The **Address 2** entry for the company from the Company Details “Company” tab.
17	Company City	Alphanumeric (40)	The **City** associated with the company from the Company Details “Company” tab.
18	Company State	Alphanumeric (3)	The **State/Province** abbreviation associated with the company from the Company Details “Company” tab.
19	Company Zip	Alphanumeric (10)	The **Zip** Code for the company from the Company Details “Company” tab.
20	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details “Alternate Address” tab.
21	Company ACCO Code	Alphanumeric (10)	The **ACCO Code** from the Company Details “Alternate Address” tab.
22	Company ACAP Code	Alphanumeric (60)	The **ACAP Code** from the Company Details “Alternate Address” tab.
23	Location Export Code	Alphanumeric (30)	The **Export Code** from the Location Details “Alternate Address” tab.
24	Location Country	Alphanumeric (40)	The **Country** for the location from the Location Details “Location” tab.

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Export: Superset Purchase Order

(Continued)

Header (Continued)

Position	Field	Data Type	Contents / Validation
25	Location Phone	Alphanumeric (30)	The **Phone** number for the location from the Location Details "Location" tab.
26	Location Fax	Alphanumeric (30)	The **Fax** number for the location from the Location Details "Location" tab.
27	Location E-Mail	Alphanumeric (4000)	The **E-Mail** address for the location from the Location Details "Location" tab.
28	Location Base Currency	Alphanumeric (43)	The **Code** & **Description** (from Currency Formats) for the Base Currency selected in the Location Details screen. Formatted as { Code + space + Description }.
29	Location ACCO Code	Alphanumeric (10)	The **ACCO Code** from the Location Details "Alternate Address" tab.
30	Location ACAP Code	Alphanumeric (60)	The **ACAP Code** from the Location Details "Alternate Address" tab.
31	Vendor/Location Account Number	Alphanumeric (40)	The **Account Number** from the Vendor's "Location Details" tab.
32	Vendor/Location Export Code	Alphanumeric (30)	The **Export Code** from the Vendor's "Location Details" tab.
33	Vendor/Location Trading Partner ID	Alphanumeric (30)	The **Trading Partner ID** from the Vendor's "Location Details" tab.
34	Vendor/Location Vendor District ID	Alphanumeric (30)	The **Vendor District ID** from the Vendor's "Location Details" tab.
35	Vendor Currency	Alphanumeric (43)	The **Code** & **Description** (from Currency Formats) for the Base Currency selected in the Vendor Details screen. Formatted as { Code + space + Description }.
36	Vendor ACCO Code	Alphanumeric (10)	The **ACCO Code** from the Vendor Details "Alternate Address" tab.
37	Vendor ACAP Code	Alphanumeric (10)	The **ACAP Code** from the Vendor Details "Alternate Address" tab.
38	Vendor Export Code	Alphanumeric (30)	The **Export Code** from the Vendor Details "Vendor" tab.
39	Vendor/Location Reference Code	Alphanumeric (32)	The **Reference** number from the Vendor's "Location Details" tab.
40	Vendor/Location Child ID	Alphanumeric (30)	The **Child ID** from the Vendor's "Location Details" tab.
41	Vendor/Location User Name	Alphanumeric (32)	The **User Name** from the Vendor's "Location Details" tab.
42	Vendor/Location User Password	Alphanumeric (32)	The **Password** from the Vendor's "Location Details" tab.

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Export: Superset Purchase Order

(Continued)

Header (Continued)

Position	Field	Data Type	Contents / Validation
43	Vendor Tax ID/ABN	Alphanumeric (25)	The **Tax ID/ABN** value from the Vendor Details "Vendor" tab.
44	Purchase Order Date	Date	The Date the order was originally created, from the order header. Must be formatted as *YYYYMMDD.*
45	Reference Number	Alphanumeric (40)	The **Reference Number** from the Vendor Order.
46	Messages	Alphanumeric (2000)	The "Header" type message associated with the vendor order, if any.
47	Deliver To Location	Alphanumeric (40)	The **Name** for the location assigned on the Vendor Details "Deliver To" tab.
48	Deliver To Account Number	Alphanumeric (20)	The **Account Number** of the location assigned on the Vendor Details "Deliver To" tab.
49	Deliver To Location Address 1	Alphanumeric (50)	The **Address 1** entry for the location assigned on the Vendor Details "Deliver To" tab.
50	Deliver To Location Address 2	Alphanumeric (50)	The **Address 2** entry for the location assigned on the Vendor Details "Deliver To" tab.
51	Deliver To Location City	Alphanumeric (40)	The **City** associated with the assigned on the Vendor Details "Deliver To" tab.
52	Deliver To Location State	Alphanumeric (3)	The **State/Province** abbreviation for the location assigned on the Vendor Details "Deliver To" tab.
53	Deliver To Location Zip Code	Alphanumeric (10)	The **Zip** Code for the location assigned on the Vendor Details "Deliver To" tab.
54	Deliver To Location Country	Alphanumeric (40)	The **Country** for the location assigned on the Vendor Details "Deliver To" tab.
55	Deliver To Location Phone	Alphanumeric (30)	The **Phone** number for the location assigned on the Vendor Details "Deliver To" tab.
56	Deliver To Location Fax	Alphanumeric (30)	The **Fax** number for the location assigned on the Vendor Details "Deliver To" tab.
57	Deliver To Location E-Mail	Alphanumeric (4000)	The **E-Mail** address for the location assigned on the Vendor Details "Deliver To" tab.
58	Mail Invoice to Name	Alphanumeric (40)	The **Name** from the Purchase Order Configuration screen.
59	Mail Invoice to Address 1	Alphanumeric (50)	The **Address 1** entry from the Purchase Order Configuration screen.
60	Mail Invoice to Address 2	Alphanumeric (50)	The **Address 2** entry from the Purchase Order Configuration screen.
61	Mail Invoice to City	Alphanumeric (40)	The **City** from the Purchase Order Configuration screen.
62	Mail Invoice to State	Alphanumeric (3)	The **State/Province** abbreviation from the Purchase Order Configuration screen.

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Export: Superset Purchase Order

(Continued)

Header (Continued)

Position	Field	Data Type	Contents / Validation
63	Mail Invoice to Zip Code	Alphanumeric (10)	The **Zip** Code from the Purchase Order Configuration screen.
64	Mail Invoice to Country	Alphanumeric (40)	The **Country** from the Purchase Order Configuration screen.
65	Mail Invoice to E-Mail	Alphanumeric (4000)	The **E-Mail** address from the Purchase Order Configuration screen.
66	Payment Terms	Alphanumeric (6)	The **Terms** for the vendor associated with the transaction, from the Vendor Details "Vendor" tab.
67	PO Total	Number	This is the **Invoice Subtotal**, the total value of the detail records from the vendor order.
68	Revision #	Number	This is the number of times the vendor order was submitted to the vendor.
69	Unique Vendor Identifier	Number (12,0)	The value from T_LOCATION.CT_COMPANY_KEY for LOCATION_ID = 1.
70	Unique Client Identifier	Alphanumeric (30)	The value from T_INV_HDR_VENDOR_ORDER.INV_HDR_VENDOR_ORDER_PK.
71	Vendor Name	Alphanumeric (40)	The **Name** for the vendor associated with the transaction, from the Vendor Details "Vendor" tab.
72	Vendor Address 1	Alphanumeric (50)	The **Address 1** entry from the Vendor Details "Vendor" tab.
73	Vendor Address 2	Alphanumeric (50)	The **Address 2** entry from the Vendor Details "Vendor" tab.
74	Vendor City	Alphanumeric (40)	The **City** from the Vendor Details "Vendor" tab.
75	Vendor State	Alphanumeric (3)	The abbreviation for the **State/Province** assigned on the Vendor Details "Vendor" tab.
76	Vendor Zip	Alphanumeric (10)	The **Zip** Code for the location assigned on the Vendor Details "Deliver To" tab.
77	Voyage Number {*Cruise only*}	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the order.
78	Ship Boarding Date {*Cruise only*}	Date	The **Begin Date** (from Cruise Setup) for the voyage associated with the vendor order.
79	Total File Row Count	Number	Total number of Detail rows in the file.
80	Unique Location Identifier	Number (12,0)	The **Code** for the location associated with the transaction, from the Location Details screen.
81	Unique PO Identifier	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
82	Location Code	Alphanumeric (6)	The **Code** for the location from the Location Details "Location" tab.

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Export: Superset Purchase Order

(Continued)

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Must be **'D'** for Detail row.
2	Vendor Account Number	Alphanumeric (40)	The **Account Number** from the Vendor Details "Vendor" tab.
3	Purchase Order Number	Alphanumeric (40)	The system-generated **Transaction Number** for the vendor order.
4	Vendor Product Number	Alphanumeric (40)	The **Product Number** for the vendor/market, from the Vendor Bids screen in Enterprise Manager.
5	Order Quantity	Number (10,2)	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit	Alphanumeric (20)	The **Package Type** for the Vendor Unit.
7	Split Flag	Alphanumeric (1)	Will be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.
8	Product Name	Alphanumeric (320)	**Company Product Name** of the ordered product.
9	Unit Price	Number (12,4)	The vendor's **Bid Price** from the Vendor Bids screen in Enterprise Manager.
10	Product UPC Code	Alphanumeric (20)	The **UPC** from the "Company Product" tab in the Company Product Details screen.
11	Product GL Number	Number (10)	The **GL Number** associated with the Company Product's Category/Subcategory/Microcategory.
12	Product Brand	Alphanumeric (40)	This does not populate in the file when not using CTX.
13	Product Remarks	Alphanumeric (1800)	The **Remarks** from the "Purchasing" tab in the Company Product Details screen.
14	Universal Product Number	Alphanumeric (40)	The **Universal Product Number** from the "Company Product" tab in the Company Product Details screen.
15	Extended Value	Number (10,2)	The total value of the quantity ordered, calculated as [Order Quantity x Unit Price].
16	Product Reference Number	Alphanumeric (20)	The vendor's **Reference Number** from the Vendor Bids screen in Enterprise Manager.
17	Product Reference Line Number	Number (6)	The vendor's **Reference Line Number** from the Vendor Bids screen in Enterprise Manager.
18	Product Expiration Date	Date	The vendor's **Expiration Date** from the Vendor Bids screen in Enterprise Manager.
19	PO Line Number	Number	The line number for the product detail row from the vendor order.
20	EDI Unit	Alphanumeric (40)	The **EDI Unit** Package Type associated with the Company Product's Vendor Unit Package Type. If not mapped, will use the Vendor Unit.

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Export: Sysco Purchase Order

Exports purchase order information to the vendor "Sysco" when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	The name of the file will have four components each separated by a dot. SCN.CUSTNO.NNNNN.poe SCN Sysco Company Number (3 digits), from the "Reference" field on the Vendor *Location Details* tab. CUSTNO Sysco Customer Number (6 digits), from the "Account Number" field on the Vendor *Location Details* tab. NNNNN 5 digit portion of filename used for uniqueness Example: 143.112330.78198.poe
File Format	Fixed width text file
Contents	There are four types of records in the file: • 1 Header Record • 1 Instruction Record • 1 or more Detail records, 1 for each product in the order • 1 Footer Record

Vendor Setup: Header

- **VO Mode**: 'FTP' should be selected; this will be the default on the Location Details tab.
- **Interface**: 'Sysco' must be selected.
- **URL**: The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'FTP' must be selected.
- **Account Number**: The Account Number for the current location must be entered. This must be 6 characters for Sysco but is not validated in Enterprise Manager.
- **Reference**: The Sysco Company Number must be entered. This is the regional Sysco company that will be fulfilling the order. This must be 3 characters for Sysco but is not validated in Enterprise Manager.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

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Export: Sysco Purchase Order

(Continued)

File Layout

Header Record

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Transmit Identifier	Alphanumeric (1)	1	1	Must be **'X'**.
2	Order Header Prefix	Alphanumeric (2)	2	3	Must be **'HD'**.
3	Customer Number	Alphanumeric (10)	4	13	Sysco Customer Number; the **Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. • Will only export the last 6 characters. If less than 6, will be left justified with zeroes added to the right.
4	Delivery Date	Alphanumeric (6)	14	19	**Expected Delivery Date** of the Vendor Order in format *YYMMDD*.
5	Sysco Company Number	Alphanumeric (3)	20	22	Sysco Company Number, from the **Reference** field for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. • Will only export the last 3 characters. If less than 3, will be right justified with zeros added to the left.

Instruction Record

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Transmit Identifier	Alphanumeric (1)	1	1	Must be **'X'**.
2	Instruction Line	Alphanumeric (2)	2	3	Must be **'HE'**.
3	NOT USED	Alphanumeric (1)	4	4	Left blank.
4	Pickup Code	Alphanumeric (1)	5	5	Must be **'N'**.
5	Separate Invoice	Alphanumeric (1)	6	6	Must be **'N'**.
6	Purchase Order Identifier	Alphanumeric (3)	7	9	Must be 'PO#'.

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Export: Sysco Purchase Order

(Continued)

Instruction Record (Continued)

Segment	Field	Data Type	From position	To position	Contents / Validation
7	Purchase Order Number	Alphanumeric (12)	10	26	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order. Will export the last 17 characters. If less than 17, will be left justified with blank spaces added to the right.
8	NOT USED	Alphanumeric (16)	27	34	Filled with blank spaces.

Detail Record

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Transmit Identifier	Alphanumeric (1)	1	1	Must be **'X'**.
2	Order Detail Prefix	Alphanumeric (2)	2	3	Must be **'DT'**.
3	Product Number	Alphanumeric (7)	4	10	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. Will only export the last 7 characters. If less than 7, will be left justified with blank spaces added to the right.
4	Split Indicator	Alphanumeric (1)	11	11	Will export **'S'** if the Split box is checked in Vendor Bids for the given Vendor, Market, Product and current Date AND the user entered an "Order Quantity" in Inventory Units that did not convert to a whole Vendor Unit quantity OR Will export a blank if the Split field is not checked.
5	Quantity	Alphanumeric (3)	12	14	**Order Quantity** in Vendor Units from the submitted order, rounded to a whole number (using standard rounding rules). If total Order Quantity (rounded) is greater than 999, will export **'999'**.
6	NOT USED	Alphanumeric (1)	15	15	Left blank.

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Export: Sysco Purchase Order

(Continued)

Footer Record

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Transmit Identifier	Alphanumeric (1)	1	1	Must be **'X'**.
2	Order Footer Prefix	Alphanumeric (2)	2	3	Must be **'OE'**.
3	Count of line items sent	Alphanumeric (4)	4	7	The number of line items that appear on the purchase order. If total quantity is greater than 9999, will export **'9999'**.
4	Total Quantity of items sent	Alphanumeric (5)	8	12	The total quantity of all products ordered. The sum of the quantity from all line items. If total quantity is greater than 99999, will export **'99999'**.

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Export: US Foods Purchase Order

Exports purchase order information to the vendor "US Foods" when a user enters a vendor order in Net-Chef and clicks "Submit".

File Name & Format

File Name	Location Code + MMDDYYHHMMSS + ".dat" Example: 303002011209153045.dat
File Format	.XML file
Contents	Each purchase order file includes XML tags that contain connection data, login information, and one header record followed by one or more detail records.

Vendor Setup: Header

- **VO Mode**: 'Phone' or 'Web Services' should be selected; will be the default on the Location Details tab.
- **Interface**: 'US Foods' must be selected.
- **URL**: The following FTP server address must be entered:

  https://pto.usfoods.com/punchthru/vpt/legacyOrder

  - If the entered value is not a valid FTP site the export will not be created and/or transmitted.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup: Location Details

- **Location**: Each location using the interface must be added.
- **VO Mode**: 'Phone' or 'Web Services' must be selected.
- **Account Number**: The location's Customer Number for the vendor must be entered.
- **Reference**: The location's Department Number for the vendor must be entered. If no Department Number is used, leave blank.
- **User Name** and **Password**: Must be entered and valid for the vendor's FTP server.

  Note: For "Account", "Reference", "User Name", and "Password": If a vendor order Deliver To Location has separate account information, this should be defined on the "Deliver To" tab of the vendor record in Enterprise Manager.
- **Trading Partner ID**: The location's ID # must be entered. Users only need to set up location-specific values if there is no company-wide value entered on the "Additional Attributes" tab, or if a particular location has a different Trading Partner ID# than the rest of the company.
- **Vendor District ID**: The Distributor Location ID # must be entered.

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Export: US Foods Purchase Order

(Continued)

File Layout

The .xml file generated by Crunchtime must contain the following data elements in order to be accepted by the **US FOODSERVICE** ordering site.

XML Tags	Data Type	Required	Data Description and Data Values	Crunchtime Data
PunchThroughSetupRequest	N/A	Y	Wrapper element for requesting a punch through session.	
Partner	N/A	Y	Authentication information for the partner .	
PartnerName	Alphanumeric (12)	Y	USF assigned Partner ID for the partner.	**Trading Partner ID** from Vendor Location Details if it exists, if blank then from Vendor Additional Attributes.
Target	N/A	Y	Send the whole section as it is	
PageName	N/A	Y	Send the whole section as it is	
OrderReviewPage	N/A	Y	Send the whole section as it is	
Login	N/A	Y	Authentication information for the user ID.	
Username	Alphanumeric (15)	Y	USF assigned User ID for the partner.	**User Name** from Vendor Location Details or the Vendor Deliver To record. If Deliver To Location in Vendor Order is NOT the ordering Location and is not blank, application will check if there is a Vendor Deliver To record set up for the Vendor and that Deliver To entity. If so, use that record's **User Name**.
Password	Alphanumeric (15)	Y	USF assigned Password for the Partner ID.	**Password** from Vendor Location Details or the Vendor Deliver To record. If Deliver To Location in Vendor Order is NOT the ordering Location and is not blank, application should see if there is a Vendor Deliver To record set up for the Vendor and that Deliver To entity. If so, use that record's **Password**.

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Export: US Foods Purchase Order

(Continued)

File Layout (Continued)

XML Tags	Data Type	Required	Data Description and Data Values	Crunchtime Data
Order	N/A	N	Wrapper element for the order information.	
OrderHeader	N/A	Y	Wrapper element for order header information.	
DistributorLocation	Number (4)	Y	USF assigned ID for the Distributor Location.	**Vendor District ID** from Vendor Location Details.
CustomerNumber	Number (8)	Y	USF assigned customer number.	**Account Number** from Vendor Location Details or the Vendor Deliver To record. If Deliver To Location in Vendor Order is NOT the ordering Location and is not blank, application should see if there is a Vendor Deliver To record set up for the Vendor and that Deliver To entity. If so, use that record's **Account Number.**
DepartmentNumber	Number (2)	Y	USF assigned department number of the customer. If the customer has no department, then put zero as its value.	**Reference** from Vendor Location Details or the Vendor Deliver To record, unless it is blank OR a value ≤ 99, in which case, will export **'0'**. If Deliver To Location in Vendor Order is NOT the ordering Location and is not blank, application should see if there is a Vendor Deliver To record set up for the Vendor and that Deliver To entity. If so, use that record's **Reference**.
PurchaseOrderNumber	Alphanumeric (10)	N	The Purchase Order assigned by the customer.	Vendor Order **Transaction Number**. If this contains more than 10 characters, will only export the last 10.
OrderItem	N/A	Y	Wrapper element for a product line. One line per product.	
CustomerLineSequence Number	Number (6)	N	Customer assigned line number. Products on the order and/or invoice are not guaranteed to be in the same order.	**PO Line Number** from Vendor Order detail record.

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Export: US Foods Purchase Order

(Continued)

File Layout (Continued)

XML Tags	Data Type	Required	Data Description and Data Values	Crunchtime Data
DistributorProductNumber	Number (8)	Y	The USF product number.	**Vendor Product Number** from the Vendor Order Detail record. Note: Crunchtime accepts up to 40 characters in this field, but users are responsible for entering accurate USF Product Numbers in Vendor Bid setup. Will not truncate numbers that exceed 8 characters, since the resulting value may be the USF Product Number for an unwanted product.
CaseQuantityOrdered	Number (5)	Y	1. The desired case quantity of the product. 2. If only each is required, then put zero in this element. 3. This must be a whole integer. No decimal values are allowed.	If Vendor Order detail split flag is 'N': Use **Order Quantity** from submitted order in Vendor Units. This must be a whole number without decimal places. (Use conventional rounding if ordered quantity is not a whole number, but note that it is not normally possible to order a non-whole number of Vendor Units.) If quantity (rounded) is greater than 99999, will export **'99999'**. If Vendor Order detail record for product has split flag of 'Y': Use **0**
EachQuantityOrdered	Number (3)	Y	1. The desired each (part case) quantity of the product. 2. If no each is required, then put zero in this element. 3. This must be a whole integer. No decimal values are allowed.	If Vendor Order detail split flag is 'Y': Use **Order Quantity** from submitted order (which will be the same in Vendor and Inventory units). This must be a whole number without decimal places. If quantity (rounded) is greater than 999, then export **'999'**. If Vendor Order detail record for product has split flag of 'N': Use **0**

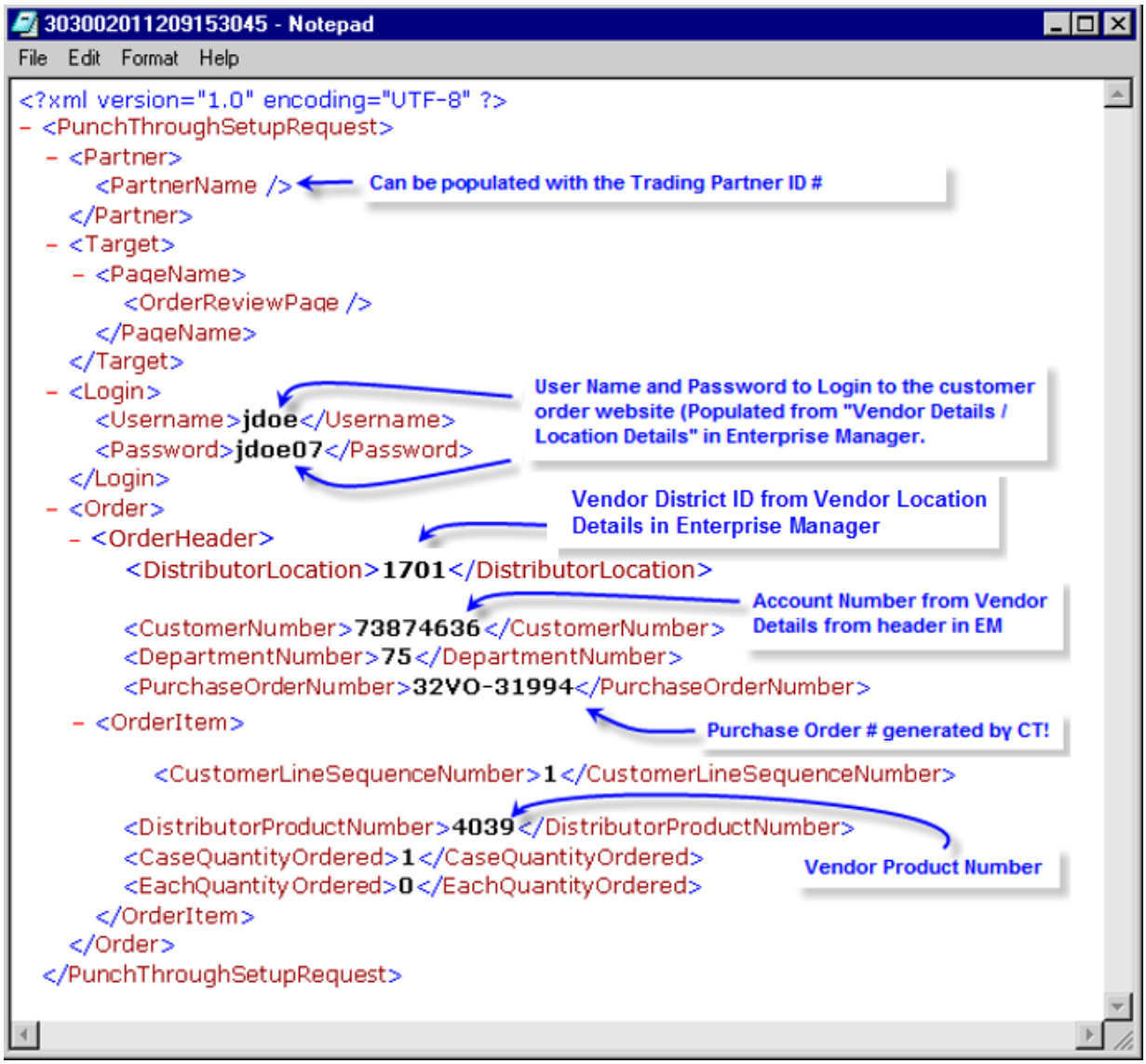
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Export: US Foods Purchase Order

(Continued)

Example



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Purchasing Imports

Document Details

Document #: 160_VIRG_260729

Release Version: 20.25.11.27

Date of Release: December 2025

Overview

This section includes the formats for the following Purchasing imports:

- Purchase By Invoice: Standard
- Vendor (Electronic) Invoice Data: Standard
- Vendor (Electronic) Invoice Data: US Foods
- Vendor Order Acknowledgement: PFG
- Vendor Order Confirm Receipt: Standard
- Vendor Order Confirm Terms: Standard
- Vendor Payment Information: Standard

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Import: Purchase By Invoice

Standard

This import provides users with the ability to upload purchasing data not associated with product orders into the database.

File Name & Format

File Name	"006" + Location Code (optional) + "_" +Unique Identifier + ".txt" Example: 006300330_PBI.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code if Header Field 2 is blank.*
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Each Purchase by Invoice file contains invoice information for one or more new transactions. The import file may contain transactions for multiple locations.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code or Name	C: Alphanumeric (6) N: Alphanumeric (40)	N	**Code** or **Name** for the location. Must match an active Location in Enterprise Manager. *If the file includes PBIs for multiple locations, this must be populated. If left blank, the file can only include PBIs for a single location and the Code must be included in the file name.*
3	Source	N/A	N	Not validated.
4	Vendor Code	Alphanumeric (30)	Y	The **Vendor Location Export Code**, **Vendor Export Code**, or **Vendor Code** for the transaction vendor.
5	Delivery Date	Date	Y	**Delivery Date**, in *MM/DD/YYYY* format. • If "Accrual" IS selected for this Vendor/ Location, the date must either be in the current post period or in a previous post period for the location. • If "Accrual" is NOT selected for this Vendor/Location, the date must be in the current post period for the location.
6	Invoice Date	Date	Y	**Invoice Date**, in *MM/DD/YYYY* format.
7	Invoice Number	Alphanumeric (40)	Y	Must not already be in use as the **Invoice Number** for any Vendor Order, Vendor Return or (un-canceled) Purchase by Invoice transaction for the vendor indicated by the Vendor Code (Field 4).

(Continued)

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Import: Purchase By Invoice

Standard (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Invoice Total	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 AND must be equal to the sum of the "Value" fields for all detail line items. • Decimal separators must be a period (.) if present. • Thousands separators are optional, but must be commas (,) if present.
9	Check Number	Alphanumeric (20)	N	**Check Number** used to pay the Vendor's invoice.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Details)
2	GL Number	Number (10)	N*	• Must be populated if Category (Field 4) is left blank. • If populated, must match an existing GL Account in Enterprise Manager.
3	Value	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. • Decimal separators must be a period (.) if present. • Thousands separators are optional, but must be commas (,) if present.
4	Category	Alphanumeric (30)	N*	• Must be populated if GL Number (Field 2) is left blank. • If populated, must match an existing Category in Enterprise Manager. • If not populated, the GL in Field 2 will be used to assign a Category.
5	Subcategory	Alphanumeric (30)	N*	• If the "Link GL to" Preference is "Subcategory" or "Microcategory", this must be populated. • If populated, must match an existing Subcategory linked to the Category.
6	Microcategory	Alphanumeric (30)	N*	• If the "Link GL to" Preference is "Microcategory", this must be populated. • If populated, must match an existing Microcategory linked to the Category/Subcategory.
7	Memo	Alphanumeric (60)	N	**Description** of the product delivered or service performed.

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Import: Vendor (Electronic) Invoice Data

Standard

This import provides Net-Chef users with the ability to process files containing data from vendor invoices for existing Vendor Orders, and uses this information to pre-populate certain fields in the Vendor Order Reconcile screen.

File Name & Format

File Name	"009" + Optional Text + ".txt" Example: 009-303002VO1007.txt or 009.txt *(with no optional text)*
File Format	Tab-delimited text file; each row starts on a new line.
Contents	Each electronic invoice file contains invoice information for one or more Vendor Orders. If the order doesn't already exist, it will be created with a status of "Ready for Reconcile." Files containing invoice information for multiple Vendor Orders may include invoices for multiple Locations. Each file must contain 1 header record for each invoice, and 1 detail record for each product on the invoice. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled individually in the CDP Error Remediation screen in Enterprise Manager.

File Layout

Header

The file must contain one header record for each Vendor Order invoice, and each header record must consist of the following fields.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	Vendor Code	Alphanumeric (6) OR Alphanumeric (30)	N*	The Vendor **Code** (6) for the vendor that is transmitting the electronic invoice file, OR the **Vendor District ID** (30) or **Trading Partner ID** (30) from the vendor Location Details (must refer to a single vendor). Only required if "Purchase Order Number" (Field 4) is blank. If populated, must correspond to an "Active" vendor and must match the vendor for the Purchase Order Number in Field 4.

(Continued)

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Import: Vendor (Electronic) Invoice Data

Standard (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Location Code	Alphanumeric (32)	N*	**Account Number** for the transaction location from the Location Details tab of the vendor record for the vendor identified in Field 2 or the Location **Code** for the location to which the Vendor is transmitting the electronic invoice file. Only required if "Purchase Order Number" (Field 4) is blank. If populated, must correspond to an "Active" location which has at least one post period with a Post Date ≥ the current date and must match the location for the Purchase Order Number in Field 4.
4	Purchase Order Number	Alphanumeric (40)	N*	Vendor Order **Transaction Number**. Only required if updating an existing Crunchtime Vendor Order. If the Vendor Pricing Rule to "Allow Duplicate Purchase Order Numbers" is NOT enabled, then this must be a unique transaction number for a Vendor Order in the database that is eligible for electronic invoice receiving, based on meeting <u>all</u> of the following criteria: • Vendor Order status must be "Confirm Terms" ("Submitted" in Net-Chef). • E-invoice file must not already have been processed for the Vendor Order. • A user must not have started saving Reconcile data for the Vendor Order • If the Vendor Order is for a Cruise Ship Location (either an external Vendor Order or a Warehouse Order), the PO Number must not match any existing PO Number at the ship. If the application cannot find a matching order, it will look for a back order derived from the Transaction Number in the file. If this is blank OR contains a value that does not correspond to a Transaction Number for an existing Vendor Order, the application will create a new Vendor Order.

(Continued)

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Import: Vendor (Electronic) Invoice Data

Standard (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Expected Delivery Date	Date	N	If this is populated, the application will use this date as the Expected Delivery Date for a new Vendor Order, or to update same for an existing order. If populated, date must be valid in format *MM/dd/yyyy, MM-dd-yyyy, or MM.dd.yyyy*. Date must also be ≥ the file processing date minus 10 years, and ≤ same plus 10 years, and there must be at least one Post Date for the Location that is ≥ the greater of the file processing date or the Expected Delivery Date. (If this is blank and the application is creating a new Vendor Order, it will use the file processing date.)
6	Vendor Invoice Number	Alphanumeric (40)	Y	If the Vendor Pricing Rule to "Allow Duplicate Invoice Numbers" is NOT enabled, then this must not already exist as the "Invoice Number" for any Vendor Order, Vendor Return, or Purchase by Invoice transaction for the same Vendor.
7	Invoice Date	Date	Y	Must be a valid calendar date in *MM/dd/yyyy, MM-dd-yyyy, or MM.dd.yyyy* format. Date must also be ≥ the file processing date *minus* 10 years, and ≤ same *plus* 10 years.
8	Invoice Total	Number (10,2)	Y	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 AND must be equal to the sum of the "Extended Value" fields for all detail line items plus any additional header record charges ("Tax Value", "Freight/Shipping Value", "Misc. 1 Value" and/or "Misc. 2 Value"). If the number (which may be a whole number) contains a decimal separator, it must be a period (**.**), and there must be no more than 2 digits to the right of the decimal separator. Thousands separators must be commas (**,**) if present.

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Import: Vendor (Electronic) Invoice Data

Standard (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Tax GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account, OR the **Code** or **Description** for a "Tax" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Tax Value" is populated.
10	Tax Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Tax GL Description" is populated.
11	Freight/ Shipping GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Freight/Shipping" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Freight/Shipping Value" is populated.
12	Freight/ Shipping Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Freight/Shipping GL Description" is populated.
13	Misc. 1 GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Misc. 1" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Misc. 1 Value" is populated.
14	Misc. 1 Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Misc. 1 GL Description" is populated.
15	Misc. 2 GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Misc. 2" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Misc. 2 Value" is populated.
16	Misc. 2 Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Misc. 2 GL Description" is populated.

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Import: Vendor (Electronic) Invoice Data

Standard (Continued)

Detail

The file must contain one detail record for each product on the invoice, and each detail record must consist of the following fields.

Note that the invoice file does not need to include a detail record for each product that exists on the corresponding Vendor Order in Crunchtime When the application processes an invoice file for a Vendor Order, it will use '0.00' as the "Invoice Quantity" for all items in the original Vendor Order that do not have detail records in the invoice file.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** for the invoice product line item. This may be: • A Line Item Charge/Credit "Code" or a "Description" for the types "Tax", "Freight/Shipping", "Miscellaneous 1", or "Miscellaneous 2" set up on the Charge and Credit Codes tab in Vendor Details screen. (*The application will sum the Extended Value for each type of Charge/Credit Code in all the detail lines for each Vendor Order header record and will not treat these as line item detail records once summed*.) • A Vendor Product Number for a product on the original order. • A Vendor Product Number for a valid Alternate Vendor Product configured on the Vendor Bid Split Units/Substitute Products screen in Vendor Bids (shipped as a substitute product). • A Vendor Product number for an unrecognized vendor product (which will be resolved during order reconcile. • A Vendor Product number for a product with a valid bid (primary or secondary) from a vendor associated with the delivery vendor and linked to the location's market in the "Add. Vendors" tab of the Vendor Details screen. *Note: Application administrators are responsible for ensuring that all items on the Vendor Order have unique Vendor Product Numbers in these fields. The application will reject any products with duplicate product numbers.*

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Catch Weight Indicator	Alphanumeric (1)	N	Indicates whether the "Invoice Quantity" and "Invoice Price" are in Vendor Units (**'N'**) or Inventory Units (**'Y'**). If this is blank, will be interpreted as 'N'.
4	Invoice Quantity	Number (10,2)	Y	**Invoice Quantity** for the invoice product line item. Must be a number ≥ -99,999,999.99 and ≤ 99,999,999.99. The decimal separator must be a period (.) and thousands separators must be commas (,) if present.
5	Invoice Price	Number (16,8)	Y	**Vendor Invoice Price** for the invoice product line item. Must be a number ≥ 0.00 and ≤ 99,999,999.99999999. The decimal separator must be a period (.) and thousands separators must be commas (,) if present.
6	Extended Value	Number (10,2)	Y	**Total Invoice Value** of the line item. This will only be used to validate the "Invoice Total" in the header record. (This line item value should be equal to "Invoice Quantity" x "Invoice Price", plus "Tax Value", but will not be validated.) Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.. If the number contains a decimal separator, it must be a period (**.**), with no more than 2 digits to the right. If the Vendor Product Number (Field 2) is a Charge/Credit Code, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Thousands separators are optional, but must be commas (**,**) if present.
7	Tax Value	Number (10,2)	N	**Line Item Tax Value** for product, if any. If this is populated, it must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.. (If not populated, will use 0.00.) *The application will NOT update the Vendor Order with this tax value, because the application calculates line item taxes based on Tax Codes defined in Enterprise Manager. However, the sum of these values may be imported and attributed to a GL in Field 10 (header) if "Import E-Invoice Product Tax Values as Lump Sum" is enabled in the vendor Pricing Rules .*

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Substitution Indicator	Alphanumeric (1)	N	Indicates whether the Vendor Product on the original order has been substituted with a different vendor product. If populated, must be **'Y'** or **'N'**. If this is blank, the system will interpret it as 'N'.
9	Substituted Product Number	Alphanumeric (40)	N*	**Vendor Product Number** for the vendor product (on the original vendor order) that is being substituted. This may be: • A Vendor Product Number that exists on the original Vendor Order. • A Vendor Product # for a vendor product with a valid bid (primary or secondary) for this vendor/market combination. • A Vendor Product number for an unrecognized vendor product (which will be resolved during order reconcile. *Note: If this field is populated and identical for more than one record with the same Vendor Product Number in field 2, the application will reject the product.*
10	Product Name	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
11	Product Package Type	Alphanumeric (40)	N	If populated, must not exceed 40 characters; entry is not case-sensitive.
12	Product Package Conversion	Number (10,4)	N	Must be a number ≥ 0.00 and ≤ 999,999.0000. The decimal separator must be a period (**.**), with no more than 4 digits to the right. Thousands separator must be a comma (**,**) if present.
13	Lot Number	Alphanumeric (20)	N	If populated, must not exceed 20 characters.
14	Split Indicator	Alphanumeric (1)	N*	Indicates an Alternate Vendor Product, configured on the Vendor Bid Split Units and Substitute Vendor Products screen. If populated, must be **'Y'** or **'N'**. If left blank, will be set to 'N'. Must be populated and set to 'Y' if this item has the same vendor product number as the primary Vendor Bid associated with the company product.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
15	Credit Value	Number (12,2)	N	Value of any credit that should be applied to the extended value of the line item to adjust the Invoice Price. If populated, must be ≥ -99,999,999.99 and ≤ 0.00. Thousands separator must be a comma (**,**) if present. The absolute value cannot exceed [Invoice Quantity {Field 4} x Vendor Invoice Price {Field 5}].
16	Product Brand	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
17	Manufacturer Number	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
18	Traceability Lot Code	Alphanumeric (2000)	N	Unique identifier for a Traceability Lot.
19	Traceability Lot Code Source	Alphanumeric (2000)	N	The physical location where the Traceability Lot Code was assigned.

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Import: Vendor (Electronic) Invoice Data

US Foods

This import provides users with the ability to process files containing data from US Foods vendor invoices for existing Vendor Orders, and uses this information to pre-populate Reconcile fields in the Vendor Orders.

File Name & Format

File Name	USF_EDIoptionaltext.TXT Example: USF_EDI03302010_1.txt *The application will stop reading the file name after the first 7 characters, but users or other systems may append additional characters to identify the file, or make the file name unique (e.g. in the event that users process electronic invoice files in batches, the system file directory will require unique file names).*
File Format	Tilde-delimited text file with fixed-length rows; each row starts on a new line.
Contents	Each electronic invoice file contains invoice data for one or more Vendor Orders. If the order doesn't already exist, it will be created with a status of "Ready for Reconcile." Files containing invoice information for multiple Vendor Orders may include invoices for multiple Locations. Each file will contain one or more header records, 1 summary record for each header record, and 1 detail record for each product on the invoice. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled via CDP Error Remediation screen in Enterprise Manager. *Note: Each file may contain information that is not relevant to Crunchtime; the application will ignore all non-relevant fields in the incoming invoice.*

File Layout

Header

The file must contain one header record for each Vendor Order invoice, and each header record must include the following fields. *Note that only the "Positions" relevant to Crunchtime are listed.*

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'1'** for header record.
5	Invoice Date	Date	Y	Must be a valid date in *YYYYMMDD* format, with no spaces or separators. Date must also be ≥ the file processing date *minus* 10 years, and ≤ file processing date *plus* 10 years.
10	US Foods Invoice Type	Alphanumeric (2)	Y	Must be one of the following: • **'DI'** = Debit Invoice • **'CR'** = Credit Return *Note: Will not be stored once the file is validated and the import completed.*

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
11	Purchase Order Number	Alphanumeric (40)	N*	Vendor Order **Transaction Number**. If Field 10 = 'CR', will ignore this entry. If Field 10 = 'DI' and the Vendor Pricing Rule to "Allow Duplicate Purchase Order Numbers" is NOT enabled, then this must be a unique transaction number (or last 10 characters of one) for a Vendor Order that is eligible for electronic invoice receiving, based on all of the following criteria: a. Vendor Order status must be "Confirm Terms" *("Submitted" in Net-Chef)*. b. Electronic invoice file must not already have been processed for the order. c. A user must not have started saving Reconcile data for the Vendor Order. d. The Vendor Order must *NOT* be for a Cruise Ship Location (either an external Vendor Order or a Warehouse Order). If this is blank OR contains a value that does not correspond to a Transaction Number for an existing Vendor Order, and if other required data: Vendor Code (Field #30) and Account Number (Field #82): are present, the application will create a new Vendor Order.
16	Expected Delivery Date	Date	N	If populated, the application will use this as the Expected Delivery Date for a new Vendor Order, or to update the Expected Delivery Date for an existing order. When present, this must be a valid calendar date in *YYYYMMDD* format, with no spaces or separators. Date must also be ≥ the file processing date *minus* 10 years, and ≤ file processing date *plus* 10 years, and there must be at least one Post Date for the Location that is ≥ the greater of the file processing date or the Expected Delivery Date. (If blank and a new Vendor Order is being created, will use the file processing date.)

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
21	Vendor Invoice Number	Alphanumeric (40)	Y*	If Field 10 = 'CR', will ignore this entry. If Field 10 = 'DI' and the Vendor Pricing Rule to "Allow Duplicate Invoice Numbers" is NOT enabled, this must not be repeated in another header record in the current file, and must not already be in use as the "Invoice Number" for any other purchasing transaction for the same Vendor.
22	Vendor Invoice Number for Credit	Alphanumeric (40)	Y*	If Field 10 = 'DI', will ignore this entry. If Field 10 = 'CR', and the Vendor Pricing Rule to "Allow Duplicate Invoice Numbers" is NOT enabled, this must not be repeated in another header record in the current file, and must not already be in use as the "Invoice Number" for any other purchasing transaction for the same Vendor.
30	Trading Partner ID	Alphanumeric (12)	N*	Must match a **Trading Partner ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager. Only required if "Purchase Order Number" (Field 11) is blank OR contains a value that does not correspond to a Transaction Number for a Crunchtime Vendor Order. In these cases, the application will create a new Vendor Order, which requires a Vendor identifier.
82	Account Number	Alphanumeric (12)	N*	Must match the **Account Number** on the *Deliver To* tab or the *Location Details* tab of this vendor's record in Enterprise Manager. Only required if "Purchase Order Number" (Field 11) is blank. The application will create a new Vendor Order, which requires a Vendor identifier.

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Detail

The file should contain one detail record for each product on the invoice, and each detail record must include the following fields. *Note that only the "positions" relevant to Crunchtime are listed.*

The invoice file does NOT need to include a detail record for each product on a corresponding Vendor Order in Crunchtime. When the application processes an invoice file for a Vendor Order, it will use '0.00' as the "Invoice Quantity" for items in the original Vendor Order that do not have matching detail records in the invoice file.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'2'** for detail record.
9	Vendor Product Name	Alphanumeric (40)	N*	Indicates the **Vendor Description** for a vendor product. Required if "Substituted Product Number" (Field 32) is populated.
22	Invoice Price	Number (10,4)	Y	**Vendor Invoice Price** for the product line. This must be ≥ 0.00 and ≤ 99,999.9999. If the number contains a decimal separator, it must be a period (.), and there must be no more than 4 digits to the right. Thousands separators are optional, but must be commas (,) if present.
24	Extended Value	Number (10,2)	Y	**Total Invoice Value** of the line item. Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. If the number contains a decimal separator, it must be a period (.) and there must be no more than 2 digits to the right. Thousands separators are optional, but must be commas (,) if present. This will only be used to validate the "Invoice Total" in the header. (This *should* be equal to [(Invoice Quantity x Invoice Price) + Tax Value], but is *not* validated.)
26	Total Allowances	NUMBER(8,2)	N	Total allowances to be subtracted from the extended value of this line item. If populated, this must be ≥-99,999.00 and ≤ 99,999.00. The absolute value cannot exceed the [Invoice Quantity {Field 80} x Vendor Invoice Price {Field 22}].

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
27	Tax Value	Number (10,2)	N*	Line item **Tax Value** for the product, if any. (If blank, this will be interpreted as 0.00.) Required if "Tax Charge Code" (Field 59) is populated. If this is populated, it must be ≥ -99,999,999.00 and ≤ 99,999,999.00. The sum of these values may be imported and attributed to the "Tax" field the Vendor Order if the "Import E-Invoice Product Tax Values as Lump Sum" preference has been enabled on the Pricing Rules tab of the Vendor Details screen. *Otherwise, the application will NOT update the Vendor Order with this tax value, because the Vendor Order process calculates line item taxes based on Tax Code setup maintained in Enterprise Manager. Users who plan to review electronic invoices prior to processing may request that vendors include line item taxes in the electronic invoice file.*
29	Product Unit of Measure	Alphanumeric (2)	Y	Unit of measure for the vendor product. Must be an existing **Package Type**.
30	Price Unit of Measure	Alphanumeric (2)	N	Indicator for "unit of measure" pricing. If populated, must be **'PE'**, **'PP'** or **'UM'**. If left blank, will use 'UM' for catch weight determination purposes. *PE = Price per Each, PP = Price per Net Pound, UM = Price per Unit of Measure.*

(Continued)

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
32	Substituted Product Number	Alphanumeric (40)	N	**Vendor Product Number** for the vendor product (on the original vendor order) that is being substituted. • If the field contains all zeros, it will be treated it as if left blank. • If a value exists, the application checks if it matches a Vendor Product Number that already exists on the Vendor Order (identified through Field 11 in the header record). • If the vendor product being substituted is not on the original order, it must be eligible to be ordered. • • If the substituted vendor product number does not have a valid bid or is not eligible to be ordered by the location or is not defined as a valid substitute, the application will treat this line item as an unresolved item. (*After import, a user will be able to link this to an existing company product.*)
59	Tax Charge Code	Alphanumeric (4)	N*	**Tax Code** for the line item. Required if "Tax Value" (Field 27) is populated.
69	Lot Number	Alphanumeric (20)	N	Vendor **Lot Number**, if populated. This value will be ignored for products not tracked by lot.

(Continued)

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
73	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** for the invoice product line item. This number may be: • A Charge/Credit Code set up for the Vendor in the Vendor Details screen. • A Vendor Product Number for a primary/secondary product originally on the order. • A Vendor Product Number for a valid Split Units/Substitute Product configured on the Vendor Bid Split Units and Substitute Products screen, shipped as a substitute product. • A Vendor Product # for a vendor product with a valid bid for this vendor/market combination. • A Vendor Product number for an unrecognized vendor product. (*If the "Do Not Import Electronic Invoices with Unresolved Items" purchasing preference isn't enabled, after import, a user will be able to link this to an existing company product.*)
80	Invoice Quantity	Number (10,2)	Y	**Invoice Quantity** for the product line item. This must be ≥ -99,999,999.00 and ≤ 99,999,999.00. If a decimal separator is used, it must be a period (.), and there must be no more than 2 digits to its right. If the value has three or more decimals, the application will logically round the value to two decimals. Thousands separators are optional, but must be commas (,) if present.

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Summary

The file must contain one summary record for each header record on the Vendor Order invoice, and each record must include the following fields. *Only "Positions" relevant to Crunchtime are listed.*

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'3'** for summary record.
14	Invoice Total	Number (10,2)	Y	**Total Value** of Vendor's invoice. This must be ≥ -99,999,999.00 and ≤ 99,999,999.00. AND must be equal to the sum of the "Extended Value" fields (Field 24, detail record) for all detail line items plus any additional summary record charges: Total Charges (Field 15); Total Allowances (Field 16), and Total Sales Tax (Field 17). If a decimal separator is used, it must be a period (.), and there must be no more than 2 digits to the right. Thousands separators are optional, but must be commas (,) if present.
15	Total Charges	Number (10,2)	N	If populated, this must be ≥ -99,999,999.00 and ≤ 99,999,999.00. If a decimal separator is used, it must be a period (.), and there must be no more than 2 digits to the right. Thousands separators are optional, but must be commas (,) if present. *Note: This value represents the total of all Freight/Shipping and Misc. 2 charges.*
16	Total Allowances	Number (10,2)	N	If populated, this must be ≥ -99,999,999.00 and ≤ 99,999,999.00. If a decimal separator is used, it must be a period (.), and there must be no more than 2 digits to the right. Thousands separators are optional, but must be commas (,) if present.

(Continued)

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Summary (Continued)

Position	Field	Data Type	Required	Contents / Validation
17	Total Sales Tax	Number (10,2)	N	If populated, this must be ≥ -99,999,999.00 and ≤ 99,999,999.00. If blank, this will be interpreted as 0.00. If populated, this will be a sum of Line Item Tax Value (Field 27, Detail) for the products, if any, plus any summary tax value if the "Import E-Invoice Product Tax Values as Lump Sum" preference has been enabled on the Pricing Rules tab of the Vendor Details screen. *(If the preference is NOT enabled, the application will take the summary tax value from Field 82.)*
20	Allowance Code 1	Alphanumeric (4)	N	If populated, must match the **Code** for a "Miscellaneous 2" type on the *Charge and Credit Codes* tab in the Vendor Details in Enterprise Manager (not case sensitive). If "Total Allowances" (Field 16) is populated but this is left blank, will use the default Miscellaneous 2 code.
50	Charge Code 1	Alphanumeric (4)	N	If populated, must match the **Code** for a "Miscellaneous 1" type on the *Charge and Credit Codes* tab in the Vendor Details in Enterprise Manager (not case sensitive). If "Total Charges" (Field 15) is populated but this is left blank, will use the default Miscellaneous 1 code.
81	Summary Tax Description	Alphanumeric (40)	N*	Must match the **Description** for a "Tax" Type set up on the *Charge and Credit Codes* tab in the Vendor Details in Enterprise Manager. (Not case sensitive). Required if "Summary Tax Amount" (Field 82) is populated. *Note: The application will use the GL description of the "Default" tax code type, not the one provided here. It will only verify that the value in the file corresponds to a valid code for the "Tax" Type.*

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Import: Vendor (Electronic) Invoice Data

US Foods (Continued)

Summary (Continued)

Position	Field	Data Type	Required	Contents / Validation
82	Summary Tax Amount	Number (10,2)	N*	If populated, this must be ≥ -99,999,999.00 and ≤ 99,999,999.00. If a decimal separator is used, it must be a period (.), and there must be no more than 2 digits to its right. Thousands separators are optional, but must be commas (,) if present. Required if Summary Tax Description (Field 81) is populated. If the "Import E-Invoice Product Tax Values as Lump Sum" preference is enabled, the application will ignore the value in this field since it is included in Field 17.

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Import: Vendor Order Acknowledgement

PFG

This import enables users to see that purchase orders were successfully received by the vendor. This file does NOT allow the vendor to confirm or change any elements of the order. When the application has successfully processed the file, it will update the status of the Vendor Order to "Submitted/Confirm Receipt". This file does not have to be received to reconcile the order.

File Name & Format

File Name	PFGORDACK_MMDDYY_HHMMSSNN.txt Example: "PFGORDACK_082709_09154035.txt *Note: Net-Chef will use the date and time values as the confirmation date/time. If a value is not valid, the application will use the current date or time.*
File Format	22 character fixed-width text file, no delimiters
Contents	Each file contains one line for each vendor order being acknowledged.

Numbering Setup

- **Vendor Order**: The file format limits the Purchase Order Number (Transaction Number) to 10 characters, so this numbering scheme must be set up accordingly.

File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	Unit Number	Number (5)	1	5	Store's unit number. *Application will not use this value.*
2	Purchase Order Number	Alphanumeric (10)	6	15	**Purchase Order Number** (Transaction Number) of submitted order. Will be truncated to 10 characters if necessary.
3	PFG Confirmation Number	Number (7)	16	22	PFG Order Number

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Import: Vendor Order Confirm Receipt

Standard

This import enables users to see that purchase orders were successfully received by the Vendor. This file does NOT allow the Vendor to confirm or change any elements of the order but vendors may include a tracking number in the file. When the application has successfully processed the file, it will update the status of the Vendor Order to "Submitted/Confirm Receipt". This file does not have to be received to reconcile the order.

File Name & Format

File Name	"011" + Optional Text + ".txt" Example: "011-300330-VO1007.txt", or "011.txt" *(with no optional text)*
File Format	Pipe (|) delimited text file
Contents	Each file contains only 1 header record, corresponding to a single vendor order.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	Account Number	Alphanumeric (32)	N	If populated, must be the **Account Number** from the *Location Details* tab in the vendor record for the ordering location, and it must be unique to this vendor.
3	PO Number	Alphanumeric (30)	Y	**Purchase Order Number** of the submitted Vendor Order.
4	Confirm Receipt Date/Time	Date	Y	Vendor's **Confirm Receipt Date**. Must be a valid calendar date in *YYYYMMDDHHMMSS* or *YYYYMMDD* format.
5	Tracking Number	Alphanumeric (30)	N	If populated, the vendor's **Tracking Number** for the order, if any.

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Import: Vendor Order Confirm Terms

Standard

This import allows vendors to send "confirm terms" after receiving PO's, and allows clients to know which products and quantities will or will not be fulfilled, and when. The import file will update existing Vendor Orders by updating fields associated with Confirm Terms, and by adding Vendor Product additions or substitutions if they don't already exist on the order. The import will compare the prices and quantities to the thresholds set in the purchasing preferences and flag any orders which have above-threshold discrepancies. Finally, the import will create a "Vendor Order Awaiting Confirm Terms" Dashboard task in Net-Chef.

File Name & Format

File Name	"270" + Unique Identifier + ".txt" Example: 270ConfirmTerms.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file will contain 1 or more header records, each with at least 1 detail record. If the "Do Not Import Electronic Invoices with Unresolved Items" purchasing preference is set to 'Y', the detail record(s) following the header record must not contain any unresolved items.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** (for Header).
2	*Unused field*		N	Not validated.
3	*Unused field*		N	Not validated.
4	Purchase Order Number	Alphanumeric (40)	Y	• Must not be repeated in another header record in the file and must match the **Purchase Order Number** of a submitted Vendor Order. (For Cruise Lines, the order must have a status of "Confirm Receipt".) • The Vendor Order matched with this PO Number must NOT have an imported e-invoice file and must not have a Vendor Invoice Number.
5	Expected Delivery Date	Date	Y	• If populated, must be a valid date in the one of following date formats: *MM/dd/yyyy, MM-dd-yyyy*, or *MM.dd.yyyy*. • If populated, must be ≥ the file processing date minus 10 years and ≤ the file processing date plus 10 years. • If this is a valid date > the current system date and within the valid date range (above), the Location must have at least one Post Date in its Post Calendar ≥ this date.

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Import: Vendor Order Confirm Terms

Standard (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	*Unused field*		N	Not validated.
7	*Unused field*		N	Not validated.
8	Invoice Total	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 with only 2 decimal places. • Must equal the sum of the Extended Values from Field 6 in all detail rows following this header row (and before the next header row, if any).

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** (for Detail).
2	Vendor Product Number	Alphanumeric (40)	Y	• If identified as the **Vendor Product Number** for a valid primary or secondary Vendor Product for the transaction Vendor, must not be associated with more than one Company Product and must be associated with, at most, one primary Vendor Bid and one secondary Vendor Product. • If the Company "Do Not Import Electronic Invoices with Unresolved Items" preference = 'Y', this must be either: a) The Vendor Product Number for an item on the order; b) The Vendor Product Number for an item eligible to add to the order, either because it is the Vendor Product Number for a primary or secondary Vendor Product for the Vendor/Market: i.e. it MUST not be unresolved.
3	*Unused field*		N	Not validated.
4	Confirm Invoice Quantity	Number (10,2)	Y	Must be a number ≥- 99,999,999.00 and ≤ 99,999,999.00.
5	Confirm Invoice Price	Number (20,8)	Y	Must be a number ≥ 0 and ≤ 999,999,999,999.99999999 with up to 8 decimal places.
6	Extended Value	Number (10,2)	Y	Must be a number ≥- 99,999,999.99 and ≤ 99,999,999.99.
7	*Unused field*		N	Not validated.

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Import: Vendor Order Confirm Terms

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Substitution Indicator	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.
9	Substituted Product Number	Alphanumeric (40)	N*	If populated must not exceed 40 characters.
10	Substitute Product Name	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
11	Substitute Product Package	Alphanumeric (20)	N	If populated, must match an existing Package Type in Enterprise Manager.
12	Substitute Package Conversion	Number (9,4)	N	If populated, must be a number ≥0.0000 and ≤ 99,999.9999
13	*Unused field*		N	Not validated.
14	Split Indicator	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.
15	*Unused field*		N	Not validated.
16	Brand	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
17	Manufacturer Number	Alphanumeric (40)	N	If populated, must not exceed 40 characters.

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Import: Vendor Payment Information

Standard

This import enables the accounting department to upload payment information from an Accounts Payable system, which will update reconciled Vendor Orders and Purchase by Invoice transactions with Check Number, Check Amount, Check Date and Check Amount Allocated to the Invoice (since the same check can be used for multiple invoices). When a file has been processed, this will be indicated and visible in the Vendor Order and/or Purchase by Invoice screens in Net-Chef, as well as in Crunchtime Xchange.

File Name & Format

File Name	"013" + Optional Text + ".txt" Example: "013-300301.txt", or "013.txt" *(with no optional text)*
File Format	Tab-delimited text file; each row starts on a new line.
Contents	Each file contains accounts payable payment information for one or more existing Purchase by Invoice or Vendor Order transactions.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (120)	Y	Must correspond to a **Vendor Export Code** or **Vendor Code** in Enterprise Manager.
2	Transaction Number	Alphanumeric (160)	N	If populated, the **Purchase Order Number** for an existing Vendor Order will be used to identify the appropriate order. Will be blank for Purchase by Invoice (as they do not have Transaction Numbers).
3	Invoice Number	Alphanumeric (160)	Y	The **Invoice Number** of the transaction for which payment information is being uploaded. Must correspond to the Invoice Number for the Transaction Number in Field 2 (if any) or a Purchase by Invoice or Vendor Order transaction for the vendor identified by the Vendor Code in Field 1.
4	Check Number	Alphanumeric (80)	Y	The **Check Number** used to pay the Invoice; identified by the Invoice Number.
5	Check Date	Date	Y	**Check Date** on the check used to pay the Invoice. Format must be *MM/DD/YYYY*
6	Check Amount	Number (11,2)	Y	Total **Check Amount** of the check used to pay the Invoice. Must be a number ≥ -999,999,999.99 and ≤ 999,999,999.99 with no more than 2 decimal places.

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Import: Vendor Payment Information

Standard (Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Invoice Allocation Amount	Number (11,2)	N	Portion of the Check Amount that was used to pay this particular Invoice. • If populated, must be ≥ -999,999,999.99 and ≤ 999,999,999.99 with no more than 2 decimal places. • If Check Amount > 0, must be ≤ Check Amount and > 0. • If Check Amount < 0, must be ≥ Check Amount and < 0. If blank, application will use Check Amount. *Note: The application will NOT validate that all checks' allocations for an Invoice Number are equal to the Invoice Total.*
8	Discount GL Code	Alphanumeric (10)	N*	The **GL Code** for payment discounts. • If populated, must correspond to a valid GL Code in Enterprise Manager. • Required if Field 9 is populated.
9	Discount Amount	Number (11,2)	N*	The **Discount Amount** applied to this particular Invoice. • If populated, ≥ -999,999,999.99 and ≤ 0.00 with no more than 2 decimal places. • Required if Field 8 is populated.

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Bid Sheet Exports

Document Details

Document #: 160_VIRG_260729

Release Version: 20.25.11.27

Date of Release: December 2025

Overview

This section includes the formats for the Crunchtime Standard Bid exports and imports in both Excel and Text formats.

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Export: Bid Sheet (Excel)

Standard

Enterprise Manager provides the ability to export a bid sheet as an Excel worksheet and allow that bid sheet to be sent to a vendor electronically. The vendor will enter the bid information and return the bid sheet. This Excel worksheet can be imported into Enterprise Manager.

File Name & Format

File Name	Vendor Code + Bid Sheet Name + Export Date.xls Non-alphanumeric characters will be eliminated from the file name. *Example: 2055Meat4212010.xls*
Contents	The file contents are broken into two sections: header information and detail information. The header contains information global to the exported file, while the detail section contains row-specific data regarding the products exported from the selected vendor/market combination. For each Vendor/Market combination, the file will only contain items on the bid sheet that have "Submit to Vendor" selected in the Vendor Bids screen. The sort order of the products in the file will be identical to the sort settings applied by the user to the bids on the screen. The Excel worksheet is formatted as follows: • All columns are expanded to hold the maximum number of characters allowed; the column widths are not resizable. • Non-editable columns have a yellow background, while editable columns have a white background.

Vendor Setup: Header

- **Bid Mode**: 'E-mail Excel File' must be selected.

File Layout

Header

Position	Field	Data Type	Contents / Validation
1	Company Name	Alphanumeric (40)	The company **Name** from the Company Setup screen.
2	Vendor Code	Alphanumeric (6)	The vendor **Code** from the Vendor Details screen.
3	Vendor Name	Alphanumeric (40)	The vendor **Name** from the Vendor Details screen.
4	Market	Alphanumeric (40)	The **Market** to which this vendor and bid sheet are associated.
5	Bid Effective Date	Date	This field will be left blank.
6	Usage From	Date	The **Usage From** date on the Products by Market tab. This field is only visible when the user has entered a Usage value (i.e. > 0) for at least one product on the Bid Sheet.
7	Usage To	Date	The **Usage To** date on the Products by Market tab. This field is only visible when the user has entered a Usage value (i.e. > 0) for at least one product on the Bid Sheet.

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Export: Bid Sheet (Excel)

Standard (Continued)

Detail

Position	Field	Data Type	Contents / Validation
1	Product Number	Alphanumeric (40)	The company product **Number** from the Company Product setup screen.
2	Product Name	Alphanumeric (80)	The company product **Name** from the Company Product setup screen.
3	Preferred Unit	Alphanumeric (20)	The **Preferred Vendor Pack Type** from the Purchasing Tab of the Company Product screen, if defined. Otherwise, will display the **Inventory Unit**.
4	Usage	Number (10,2)	The approximate **Usage** as displayed on the "Products by Market" tab in the Bid Sheet Usage and Submit screen.
5	Product Brand	Alphanumeric (40)	The "Product Brand" from that column on the Vendor Bids tab of the bid sheet, which comes from the **Preferred Brands** field on the "Purchasing" tab of the Company Product detail record. If a bid exists for which a brand has been entered, that brand name will be used.
6	Comments	Alphanumeric (2000)	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
7	Vendor Product Number	Alphanumeric (40)	The **Vendor Product Number**; required only if there is a current bid for the Vendor/Market. If no bids exist, this will be populated with the Company Product Number.
8	Vendor Product Name	Alphanumeric (80)	This field will be left blank for primary vendor products. For alternate vendor products, this will be the **Vendor Product Name** if there is a current bid for the Vendor/Market.
9	Vendor Unit	Alphanumeric (20)	The **Preferred Unit Pack Type** and **Conversion to Inventory Unit** from the "Purchasing" tab of the Company Product details, in this format: Preferred Pack Type Conversion + Inventory Unit + "/" + Preferred Pack Type. Example: "24 Lb/Case" If no preferred vendor pack type exists, the field will be populated with the **Inventory Unit**. If there is no current bid, the field will be left blank.
10	Conversion	Number (14,6)	The Conversion to Inventory Unit between the vendor pack unit and the inventory unit entered on the "Purchasing" tab of the Company Product detail record. If Preferred Vendor Pack Type is populated, the application will include the conversion from that unit to the inventory unit. If a bid exists and the system is using the already present vendor pack size, the application will use the existing conversion between that unit to the inventory unit. If the Preferred Vendor Pack Type (Field 9) is not present or the field is populated with the Inventory Unit, the "Conversion" is populated with the number '1'.

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Export: Bid Sheet (Excel)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
11	Bid Price	Number (12,4)	The vendor's **Bid Price**. This field will be populated only if there is a current bid for this Vendor/Market.
12	Discontinued Product	Alphanumeric (1)	Will be **'N'** if there is a current bid for the Vendor and Market; otherwise will be blank. *Note: This column will appear only in the Excel and Text export files.*
13	Secondary Product	Alphanumeric (1)	Will be **'Y'** if this is a current bid for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
14	Reference Number	Alphanumeric (20)	This is the contract **Reference Number** from the Vendor Bids screen.
15	Reference Line Number	Number (6)	This is the contract **Reference Line #** from the Vendor Bids screen.
16	Expiration Date	Date	This is the contract **Expiration Date** from the Vendor Bids screen.
17	Secondary Split	Alphanumeric (1)	Will be 'Y' if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
18	Discontinued Product Replacement	Alphanumeric (40)	This field will be left blank.

Example

Company Name:	CORPORATE HEADQUARTERS												
Vendor Code:	11267												
Vendor Name:	Curtis Foods												
Market:	Boston												
Bid Effective Date:													
			Usage Fr: 12/17/2010										
			Usage To: 03/17/2011										
Product Number	Product Name	Pref. Unit	Usage	Product Brand	Comments	Vendor Product Number	Vendor Product Name	Vendor Unit	Conversion	Bid Price	Discontinued Product	Secondary Product	Reference Number
PRD1021	Bread - Bulky Rolls	bag	0			PRD1021			1				
PRD1019	Bread - Marble	Loaf	0			PRD1019			1				
PRD1020	Bread - Six Grain	Loaf	0			PRD1020			1				
PRD1013	Cheese - Cheddar, Mild	Lb	0			PRD1013			24				
PRD1010	Corn, Creamed	can	0			PRD1010			6				
PRD1014	Dough, Pizza	cs	0			PRD1014			1				
PRD1011	Garlic, Chopped	jar	0			PRD1011			4				
PRD1012	Oil - Olive Oil	can	0			PRD1012			4				
PRD1015	Pasta - Rotini	box	0			PRD1015			10				
PRD1016	Pastry - Cheese Danish	cs	0			PRD1016			1				
PRD1018	Pastry - Cinnamon Rolls	cs	0			PRD1018			1				
PRD1032	Produce - Carrots	Lb	1225			PRD1032			10				
PRD1030	Produce - Lettuce, Romaine	Lb	1750			PRD1030			25				
PRD1030	Produce - Lettuce, Romaine	Lb	1750			PRD1030			50				
PRD1033	Produce - Mushrooms	Lb	1105			PRD1033			20				
PRD1029	Produce - Onions	Lb	1345			PRD1029			10				
PRD1031	Produce - Potatoes	Lb	1560			PRD1031			10				
PRD1034	Produce - Tomatoes	Lb	1800			PRD1034			15				
PRD1009	Tomato - Paste	can	0			PRD1009			4				
PRD1008	Tomato - Stewed	can	0			PRD1008			4				

Note: The "Bid Effective Date", "Vendor Product Number", "Vendor Product Name", "Vendor Unit", "Bid Price", "Discontinued Product" and "Secondary Product" fields are entered for import. The "Conversion" must be edited if the "Vendor Unit" is different than the "Inventory Unit".

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Export: Bid Sheet (Text)

Standard

Enterprise Manager provides the ability to export a bid sheet as a text file and allow that bid sheet to be sent to a vendor electronically. The vendor will enter the bid information and return the bid sheet. This text file can be imported into Enterprise Manager.

File Name & Format

File Name	Vendor Code + Bid Sheet Name + Export Date.txt Non-alphanumeric characters will be eliminated from the file name. *Example: 2055Meat4212010.txt*
File Format	Tab-delimited text file
Contents	• For each Vendor/Market combination, the export will only contain those items on the bid sheet that have the "Submit to Vendor" box checked in the Vendor Bids screen. • The sort order of the products in the file will be identical to the sort settings applied by the user to the bids on the screen.

Vendor Setup: Header

- **Bid Mode**: 'E-mail Text' must be selected.

File Layout

Header

The text file will include a header row that contains the field names of the detail rows.

Detail

Position	Field	Data Type	Contents / Validation
1	Vendor Code	Alphanumeric (6)	The vendor **Code** from the Vendor Details screen.
2	Market	Alphanumeric (40)	The **Market** to which this vendor and bid sheet are associated.
3	Effective Date	Alphanumeric (40)	This field will be left blank.
4	Product Number	Alphanumeric (40)	The company product **Number** from the Company Product setup screen.
5	Product Name	Alphanumeric (80)	The company product **Name** from the Company Product setup screen.
6	Preferred Unit	Alphanumeric (20)	The **Preferred Vendor Pack Type** from the Purchasing Tab of the Company Product screen, if defined. Otherwise, will display the **Inventory Unit**.
7	Usage	Number (10,2)	The approximate **Usage** as found on the "Submit Bid Sheet" screen or displayed on the "Products by Market" tab.

(Continued)

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Export: Bid Sheet (Text)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
8	Product Brand	Alphanumeric (40)	The "Product Brand" from that column on the Vendor Bids tab of the bid sheet, which comes from the **Preferred Brands** field on the "Purchasing" tab of the Company Product detail record. If a bid exists for which a brand has been entered, that brand name will be used.
9	Comments	Alphanumeric (2000)	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
10	Vendor Product Number	Alphanumeric (40)	The **Vendor Product Number**; present only if there is a current bid for the Vendor/Market. If no bids exist, this field will be populated with the Company Product Number.
11	Vendor Product Name	Alphanumeric (80)	This field will be left blank for primary vendor products. For alternate vendor products, this will be the **Vendor Product Name** if there is a current bid for the Vendor/Market.
12	Vendor Unit	Alphanumeric (20)	The **Preferred Unit Pack Type** and **Conversion to Inventory Unit** from the "Purchasing" tab of the Company Product details, in this format: Preferred Pack Type Conversion + Inventory Unit + "/" + Preferred Pack Type. Example: "24 Lb/Case" If no preferred vendor pack type exists, the field will be populated with the **Inventory Unit**. If there is no current bid, the field will be left blank.
13	Conversion	Number (14,6)	The **Conversion to Inventory Unit** between the vendor pack unit and the inventory unit entered on the "Purchasing" tab of the Company Product detail record. If Preferred Vendor Pack Type is populated, the application will include the conversion from that unit to the inventory unit. If a bid exists and the system is using the already present vendor pack size, the application will use the existing conversion between that unit to the inventory unit. If the Preferred Vendor Pack Type (Field 9) is not present or the field is populated with the Inventory Unit, the "Conversion" is populated with the number '1'.
14	Bid Price	Number (14,6)	The vendor's **Bid Price**. This field will be populated only if there is a current bid for this Vendor/Market.
15	Discontinued Product	Alphanumeric (1)	Will be **'N'** if there is a current bid for the Vendor and Market; otherwise this field will be blank.
16	Secondary Product	Alphanumeric (1)	Will be **'Y'** if this is a current bid for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise this field will be blank.

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Export: Bid Sheet (Text)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
17	Reference Number	Alphanumeric (20)	This is the contract **Reference Number** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
18	Reference Line Number	Number (6)	This is the contract **Reference Line #** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
19	Expiration Date	Date	This is the contract **Expiration Date** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
20	Secondary Split	Alphanumeric (1)	Will be 'Y' if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
21	Discontinued Product Replacement	Alphanumeric (40)	This field will be left blank.

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Vendor Bid Imports

Document Details

Document #: 160_VIRG_260729

Release Version: 20.25.11.27

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Overview

This section include the formats for the following Vendor Bid imports:

- Vendor Bids (Excel): Standard
- Vendor Bids (Text): Standard
- Vendor Bids: DMA Order Guide
- Vendor Bids: PFG Order Guide
- Vendor Bids: US Foods Order Guide

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Import: Vendor Bids (Excel)

Standard

The Excel bid sheet generated by Enterprise Manager is the only Excel file that will be accepted for import into the database. This file can be imported using the Bid Import function in Enterprise Manager or via the Crunchtime Data Pump (CDP).

File Name & Format

File Format	Microsoft Excel Worksheet ***Note: The file format MUST be .xls; it cannot be .xlsx*** If importing via Enterprise Manager, the file name is not validated. If importing via CDP, file name format must be: "200" + optional text + ". xls" *Examples: 2055Meat4212010.xls, 200Meat4212010.xls.*
Contents	The file will contain the market for the bid, vendor records linked to Company Products and Bid Sheets, and the data required for an update of the bid information. The worksheet containing the bid data must be named "BID1" (not case-sensitive).

Number Formats

- The Number formats in this import must respect the one defined in the Company setup screen in Enterprise Manager.

File Layout

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (6)	Y	Must match the **Code** for a corporate vendor that is associated with the Market (Field 2) on a Bid Sheet with a Start Date < the Effective Date and an End Date ≥ the Effective Date.
2	Market	Alphanumeric (40)	Y	Must be an existing **Market** in the database. Validation is not case sensitive.
3	Bid Effective Date	Date	Y	Must be ≥ [Current Date - 14 days]. • If importing via EM Web, must be one of the following formats: *MM/dd/yyyy, MM-dd-yyyy, dd/MM/yyyy, dd-MM-yyyy, yyyy-MM-dd, dd.mm.yyyy.*
4	Product Number	Alphanumeric (40)	Y	Must be a valid **Company Product Number**. Will be truncated if more than 40 characters.
5	Product Name	Alphanumeric (80)	N	Will be truncated if more than 80 characters.
6	Inventory Unit	Alphanumeric (20)	Y	Will be truncated if more than 20 characters.
7	Usage	N/A	N	Not validated.
8	Product Brand	Alphanumeric (40)	N	Will be truncated if more than 40 characters.

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Import: Vendor Bids (Excel)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Comments	Alphanumeric (2000)	N	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
10	Vendor Product Number	Alphanumeric (40)	Y	Will be truncated if more than 40 characters.
11	Vendor Product Name	Alphanumeric (40)	N	Will be truncated if more than 40 characters. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
12	Vendor Unit	Alphanumeric (20)	Y	The application will validate against existing **Pack Types**; validation is not case sensitive. Will be truncated if more than 20 characters. • If importing via Enterprise Manager and this pack size does not exist and if the user has user group access to the "Package Type", a new package type will be created.
13	Conversion	Number (12,4)	Y	Must be ≥ '0'. If the value exceeds (12,4), the field will appear empty if imported via Enterprise Manager, or an error message will be returned if imported via the CDP.
14	Bid Price	Number (12,4)	Y	Same as Field 13.
15	Discontinued Product	Alphanumeric (1)	N	If populated, must be **'N'** if there is a current bid for the Vendor and Market. If **'Y'**, the "End Date" for this product will be set to the current Effective Date.
16	Secondary Product	Alphanumeric (1)	N*	Must be **'Y'** if the Vendor Product Number (Field 10) is an active and valid alternate vendor product defined in Vendor Bids. Must be **'Y'** if the Secondary Split flag (Field 20) is set to 'Y'.
17	Reference Number	Alphanumeric (20)	N	The contract **Reference Number** for the Vendor Bid. *Note: This will be imported regardless of the setting for the "Vendor Bids Include Contract Information" preference.*
18	Reference Line Number	Number (6)	N	The contract **Reference Line #** for the Vendor Bid. *Note: See note for Field 17 above.*
19	Expiration Date	Date	N	The contract **Expiration Date** for the Vendor Bid. Must be ≥ the current date. *Note: See note for Field 17 above.*

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Import: Vendor Bids (Excel)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
20	Secondary Split	Alphanumeric (1)	N	Must be **'Y'** if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market. If this field = 'Y', the Secondary Product flag (Field 16) must also be 'Y'.
21	Discontinued Product Replacement	Alphanumeric (40)	N	If populated, will be the **Vendor Product Number** for the replacement product, if any. Will be truncated if more than 40 characters.

Example

Company Name:	CORPORATE HEADQUARTERS												
Vendor Code:	11267												
Vendor Name:	Curtis Foods												
Market:	Boston												
Bid Effective Date	3/17/2011												
			Usage Fr: 12/17/2010										
			Usage To: 03/17/2011										
Product Number	Product Name	Pref. Unit	Usage	Product Brand	Comments	Vendor Product Number	Vendor Product Name	Vendor Unit	Conversion	Bid Price	Discontinued Product	Secondary Product	Reference Number
PRD1021	Bread - Bulky Rolls	bag	0			P1021		Loaf	1	1.19	N		
PRD1019	Bread - Marble	Loaf	0			P1019		Loaf	1	1.99	N		
PRD1020	Bread - Six Grain	Loaf	0			P1020		Loaf	1	2.12	N		
PRD1013	Cheese - Cheddar, Mild	Lb	0			P1012		cs	24	19.42	N		
PRD1010	Corn, Creamed	can	0			P1009		cs	6	8.24	N		
PRD1014	Dough, Pizza	cs	0			P1013		cs	1	13.08	N		
PRD1011	Garlic, Chopped	jar	0			P1010		cs	4	10.76	N		
PRD1012	Oil - Olive Oil	can	0			P1011		cs	4	48.04	N		
PRD1015	Pasta - Rotini	box	0			P1014		cs	10	8.95	N		
PRD1016	Pastry - Cheese Danish	cs	0			P1015		cs	1	11.75	N		
PRD1018	Pastry - Cinnamon Rolls	cs	0			P1018		cs	1	13.57	N		
PRD1032	Produce - Carrots	Lb	1225			P1032		cs	10	7.08	N		
PRD1030	Produce - Lettuce, Romaine	Lb	1750			P1030-A	Produce - Lettuce, Rom	cs	25	15.43	N	Y	
PRD1030	Produce - Lettuce, Romaine	Lb	1750			P1030		cs	50	33.71	N		

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Import: Vendor Bids (Text)

Standard

This file can be used to import bids for multiple vendor/market combinations. The import file contains the Vendor Code and the Market in each bid record. This file can be imported using the Bid Import function in Enterprise Manager or via the Crunchtime Data Pump (CDP).

File Name & Format

File Format	Tab-delimited Text File If importing via Enterprise Manager, the file name is not validated. If importing via CDP, file name format must be: "200" + optional text + ". txt" *Examples: 2055Meat4212010.txt, 200Meat4212010.txt*
Contents	The file will contain the market(s) for the bids, vendor records linked to Company Products and Bid Sheets, and the data required for an update of the bids.

File Layout

Header

The text file must include a header row. This row can contain the field names of the detail rows (listed below), otherwise it should be left blank as the application will not validate the contents of this row.

Position	Field	Column Label
1	Vendor Code	vendor_id
2	Market	market
3	Bid Effective Date	effective_date
4	Product Number	cpn
5	Product Name	company_product_name
6	Inventory Unit	inventory_unit
7	Usage	approximate_usage
8	Product Brand	brand
9	Comments	product_comments
10	Vendor Product Number	vpn
11	Vendor Product Name	vendor_product_name
12	Vendor Unit	vendor_pack_size
13	Conversion	conversion
14	Bid Price	bid_price
15	Discontinued Product	discontinued_product_flag
16	Secondary Product	secondary_product_flag
17	(Contract) Reference Number	reference_number
18	Reference Line Number	reference_line_number
19	Expiration Date	expiration_date
20	Secondary Split	secondary_split
21	Discontinued Product Replacement	discontinued _product_replacement

(Continued)

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Import: Vendor Bids (Text)

Standard (Continued)

Number Formats

- The Number formats in this import must respect the one defined in the Company setup screen in Enterprise Manager.

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (6)	Y	Must match the **Code** for a corporate vendor that is associated with the Market (Field 2) on a Bid Sheet with a Start Date < the Effective Date and an End Date ≥ the Effective Date.
2	Market	Alphanumeric (40)	Y	Must be an existing **Market** in the database. Validation is not case sensitive.
3	Bid Effective Date	Date	Y	Must be ≥ [Current Date - 14 days]. • If importing via EM Web, must be one of the following formats: *MM/dd/yyyy, MM-dd-yyyy, dd/MM/yyyy, dd-MM-yyyy, yyyy-MM-dd, dd.mm.yyyy.* • If importing via CDP, this field will be ignored if the Vendor Product Number (Field 10) is blank.
4	Product Number	Alphanumeric (40)	N	If populated, this will be truncated if more than 40 characters. If the value fails validation, this row will be ignored. If this field is left blank, the rest of the product data will be imported and the user must select a Company Product match during Process Bids. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
5	Product Name	Alphanumeric (80)	N	Will be truncated if more than 80 characters.
6	Inventory Unit	Alphanumeric (20)	N	Will be truncated if more than 20 characters.
7	Usage	N/A	N	Not validated.
8	Product Brand	Alphanumeric (40)	N	Will be truncated if more than 40 characters.
9	Comments	Alphanumeric (2000)	N	Vendor comments about the product.
10	Vendor Product Number	Alphanumeric (40)	Y	• Must match an existing Primary or Secondary Vendor Product Number/ Vendor Unit combination. • If importing via CDP, the application will ignore the row if this field is blank.

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Import: Vendor Bids (Text)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
11	Vendor Product Name	Alphanumeric (40)	N	Will be truncated if more than 40 characters. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
12	Vendor Unit	Alphanumeric (20)	Y	The application will validate against existing **Pack Types**; validation is not case sensitive. Will be truncated if more than 20 characters. If this pack size does not exist, a new package type will be created. If importing via Enterprise Manager, this will occur only if the user has user group access to "Package Types".
13	Conversion	Number (12,4)	N	Must be ≥ '0'. If the value exceeds (12,4) the field will appear empty if imported via Enterprise Manager, or an error message will be returned if imported via CDP. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
14	Bid Price	Number (12,4)	Y	Same as Field 13.
15	Discontinued Product	Alphanumeric (1)	N	If populated, must be **'N'** if there is a current bid for the Vendor and Market. If **'Y'** the application will set the "End Date" for this product to the current Effective Date. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
16	Secondary Product	Alphanumeric (1)	N*	Must be **'Y'** if: • the Vendor Product Number in the file (Field 10) is an active and valid alternate vendor product defined in Vendor Bids. • the existing Primary and Secondary Vendor Product Number are the same. • the Secondary Split flag (Field 20) = 'Y'.
17	Reference Number	Alphanumeric (20)	N	The contract Reference Number for the Vendor Bid. *Note: This will be imported regardless of the setting for the "Vendor Bids Include Contract Information" preference.*

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Import: Vendor Bids (Text)

Standard (Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
18	Reference Line Number	Number (6)	N	The contract **Reference Line #** for the Vendor Bid. *Note: See note for Field 17 above.*
19	Expiration Date	Date	N	The contract **Expiration Date** for the Vendor Bid. Must be ≥ the current date. *Note: See note for Field 17 above.*
20	Secondary Split	Alphanumeric (1)	N	Must be **'Y'** if: • this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market. • the existing Primary and Secondary Vendor Product Number are the same. If this field = 'Y', the Secondary Product flag (Field 16) must also be 'Y'.
21	Discontinued Product Replacement	Alphanumeric (40)	N	If populated, will be the **Vendor Product Number** for the replacement product, if any. Will be truncated if more than 40 characters.

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Import: Vendor Bids

DMA Order Guide

This file can be used to import the DMA Order Guide into Enterprise Manager.

File Name & Format

File Name	ITEM_xxxxx_yyyyy_zzzzz.txt ITEM Unique identifier for an DMA Item Price file xxxxx Trading Partner ID yyyyy Distributor Location ID zzzzz Child Location ID (optional) Example: ITEM_xxxxx_yyyyy_zzzzz.txt or ITEM_xxxxx_yyyyy.txt
File Format	Pipe-delimited text file
Contents	The file will contain information for items linked to Company Products and Bid Sheets, and the data required for the creation/update of vendor bids. *Note: Each file may contain information that is not relevant to Crunchtime; the application will ignore all non-relevant fields in the incoming file.*

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Distributor Identifier	Alphanumeric (30)	Y	Must match a **Trading Partner ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager.
2	Distributor Location ID	Alphanumeric (30)	Y	Must match a **Vendor District ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager. *This is used to determine the Market for the prices, via Vendor/Location records and location markets.*
6	Distributor Item Number	Alphanumeric (15)	Y	**Vendor Product Number** for the product line item.
7	Status	Alphanumeric (1)	N	Must be one of the following: • **'1'** for Active • **'0'** for Discontinued. For each item with this status, the application will set the "Discontinued Product" check box to 'Y' (checked) on the Process Bids screen.
8	Item Description	Alphanumeric (65)	Y	**Vendor Product Name** The application will accept only the first 40 characters for this field and will truncate any additional characters.

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Import: Vendor Bids

DMA Order Guide (Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Unit Price	Number (5,4)	Y	**Vendor Bid Price** (per Package Type); imported value based on values for Unit Price (Field 9), Catch Weight (Field 14), and Average Catch Weight (Field 15). • If Catch Weight (Field 14) = '0', the Unit Price (Field 9) will be imported. • If Catch Weight (Field 14) = '1', the [Unit Price (Field 9) x Average Catch Weight (Field 15)] will be imported. Will not contain thousands separators.
12	Unit of Measure Code	**Alphanumeric (2)**	**Y**	Must match one of the following Vendor **Package Types** in Enterprise Manager. • **'CA'** = Case • **'EA'** = Each • **'LB'** = Pound
13	Brand Name	**Alphanumeric (50)**	N	DMA **Product Brand** Name. The application will accept only the first 40 characters for this field and will truncate any additional characters.
14	Catch Weight Indicator	Number (1)	Y	Must be one of the following: • **'1'** = Catch Weight item • **'0'** = Not a Catch Weight item
15	Average Catch Weight	Number (7,4)	N*	Average weight for Catch Weight items (should be populated when Field 14 = '1'). Will not contain thousands separators.
16	Break Level	Number (1)	Y	Split Case Indicator. Must be: • **'0'** = Not a Broken Case. • **'1'** = Broken Case . For each item with this status, the application will set the "Split Unit" check box to 'Y' (checked) on the Process Bids screen.

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Import: Vendor Bids

PFG Order Guide

This file can be used to import the PFG Order Guide into Enterprise Manager.

File Name & Format

File Name	OG_VendorCode_Concept#_DateTimeStamp.txt OG — Standard prefix for this file type. Vendor Code — Code for the Vendor from the Vendor Details screen. Concept# — Trading Partner ID for the location from the Location Details tab or the same field on the Add. Attributes tab. DateTimeStamp — Not used by application; may be used for additional text. Example: OG_74205_78198_082710.txt
File Format	156 character fixed-width text file, no delimiters *Note: This file format does not support split units, alternate vendor products, or discontinued items.*
Contents	The file will contain information for items linked to Company Products and Bid Sheets, and the data required for the creation/update of vendor bids.

File Layout

Segment	Field	Data Type	From position	To position	Contents / Validation
1	PFG Item Number	Number (6)	1	6	**Vendor Product Number** for the product line item. If importing via CDP, the product line will be ignored if this is blank.
2	Mfgr Name	Alphanumeric (25)	7	31	The application will combine up to 40 characters from Fields 2, 4, and 5 and use them as the **Brand**. If importing via CDP, this field will not be populated if PFG Item Number (Field 1) is blank.
3	Mfgr Item Number	Alphanumeric (12)	32	43	*Not used*
4	Item Pack	Alphanumeric (4)	44	47	The application will combine up to 40 characters from Fields 2, 4, and 5 and use them as the **Brand**.
5	Item Size	Alphanumeric (7)	48	54	The application will combine up to 40 characters from Fields 2, 4, and 5 and use them as the **Brand**.

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Import: Vendor Bids

PFG Order Guide (Continued)

File Layout (Continued)

Segment	Field	Data Type	From position	To position	Contents / Validation
6	Item Description	Alphanumeric (40)	55	94	Vendor **Product Name** for the product line item. If importing via CDP, this field will be ignored if PFG Item Number (Field 1) is blank.
7	Purchasing Unit of Measure	Alphanumeric (2)	95	96	**Vendor Unit** for the product line item. If importing via CDP, this field will be ignored if PFG Item Number (Field 1) is blank.
8	Storage Area	Alphanumeric (1)	97	97	*Not used*
9	Customer Category Number	Number (3)	98	100	*Not used*
10	Customer Category Description	Alphanumeric (20)	101	120	*Not used*
11	Customer Item Number	Alphanumeric (10)	121	130	The application will attempt to match this to a **Company Product Number**, but note that the system will not fail a file if this value exists and does not match. If importing via CDP, this field will be ignored if PFG Item Number (Field 1) is blank.
12	Customer G/L Number	Alphanumeric (10)	131	140	*Not used*
13	Item Price	Number (8,2) *(The application recognizes up to 4 decimal places)*	141	148	**Vendor Bid Price** for the product line item. If importing via CDP, this field will be ignored if PFG Item Number (Field 1) is blank.

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Import: Vendor Bids

PFG Order Guide (Continued)

File Layout (Continued)

Segment	Field	Data Type	From position	To position	Contents / Validation
14	PFG Distribution Center ID	Alphanumeric (2)	149	150	Must match a **Vendor District ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager. (Used to determine the Market for the prices, via Vendor/ Location records and location markets.) *Note that although this exists on every line of the file, the application will ONLY use the value from the first line, because all items in the file will apply to the same Distribution Center*
15	Standard Weight	Number (6,2)	151	156	Average case weight for each case item. Used to determine the **Conversion** for affected products. *Note: Although PFG has indicated that their Conversions will be 2 decimal places, we will accept 6 characters with up to 4 decimal places, since CT! accepts Conversions to 4 decimal places.*

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Import: Vendor Bids

US Foods Order Guide

This file can be used to import the US Foods Order Guide into Enterprise Manager.

File Name & Format

File Name	USF_TradingPartnerID_Date/TimeStamp_pid.cog Example: USF_TPID_20080301121405_pid.cog *The application will expect US Foods order guides to have a ".cog" extension, but will also accept a ".txt" extension*
File Format	Tilde-delimited text file with fixed-length rows.
Contents	The type of data contained in each row is identified by its first two (numeric) characters, e.g. the header row is identified by the starting characters '01'. *Note: If a file contains more than one header row, the application will split the file into as many files as there are header rows prior to attempting to process them.* Each Vendor Product in the file is represented by a series of four sequential detail lines, of types '10', '12', '14', and '16', although only the '10', '12', and '14' records for each Vendor Product contain data relevant for Crunchtime. The application will ignore all non-relevant fields in the incoming file.

File Layout

Header: Record Type '01'

Each header record must include the following fields. *Note that only the "Fields" relevant to Crunchtime are listed.*

Segment	Field Name / Position	Start Position	Data Type	Req by CT?	Contents / Validation
1	District ID (Field 3)	20	Alphanumeric (4)	Y	Must match a **Vendor District ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager. *This is used to determine the market(s) to which the prices should be applied.*
2	Order Guide Price Effective Date (Field 9)	58	Date	Y	Must be ≥ [Current Date - 14 days], in *YYYYMMDD* format.
3	Customer Code (Field 11)	69	Alphanumeric (10)	N	If populated, must match a **Child ID** defined on the *Location Details* tab of this vendor's record in Enterprise Manager. *If there is one or more Vendor/Location record with "District ID" AND "Child ID" matching the values in the file, the bid prices in this file will be applied ONLY to the market linked to the matching location.*

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Import: Vendor Bids

US Foods Order Guide (Continued)

Detail Records

The file should contain one detail record for each product in the file, and each record must include the following fields. *Note that only the "Fields" relevant to Crunchtime are listed.*

Detail: Record Type '10'

Segment	Field Name / Position	Start Position	Data Type	Req by CT?	Contents / Validation
4	Order Guide Product Number (Field 3)	10	Alphanumeric (11)	Y	Vendor **Product Number** for the product line item.
5	Product Description (Field 12)	156	Alphanumeric (30)	Y	Vendor **Product Name** for the product line item.
6	Item Status (Field 14)	263	Alphanumeric (1)	N	If value is **'5'**, the "Discontinued" Product indicator will be set to 'Y' (checked) in the *Process Bids* screen and the end date for the bids will be set to the Effective Date (Segment 2). If the *Item Split Indicator* (Segment 7) is 'N', the application will also discontinue any secondary vendor products associated with this primary vendor product.
7	Item Split Indicator (Field 17)	282	Alphanumeric (1)	Y	Must be one of the following: • **'N'** for primary vendor product. • **'Y'** for alternate vendor product. For each product detail record that has a value of 'Y' in this field, the application will create an "Alt. Units" entry for this product and set the "Secondary" Product indicator to 'Y' (checked) in the Process Bids screen.
8	Manufacturer (Field 24)	323	Alphanumeric (30)	N	**Product Brand** for the product line item.

(Continued)

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Import: Vendor Bids

US Foods Order Guide (Continued)

Detail: Record Type '12'

Segment	Field Name / Position	Start Position	Data Type	Req by CT?	Contents / Validation
9	Item Price (Field 2)	4	Number (10,4)	Y*	Vendor **Bid Price** for a primary vendor product. Will not be populated for alternate vendor products. Must be a number ≥ 0.00 and ≤ 999,999.0000. • If importing via Enterprise Manager, the format must match the number settings from the user's PC. • If importing via EM Web, the format must match the setting on the *Date/Number Format* tab in the Company screen.
10	"Each" Price (Field 3)	15	Number (10,4)	Y*	Vendor **Bid Price** for an alternate vendor product. Will not be populated for primary vendor products. See validation for Item Price (Segment 9).
11	Price Unit of Measure (Field 4)	26	Alphanumeric (2)	Y	**Vendor Unit** for the product line item. If this pack size does not exist and the user has user group access to the "Package Type", a new package type will be created. If the *Item Split Indicator* (Segment 7) is 'Y', this will be "EA".
12	Price Change Indicator (Field 6)	43	Alphanumeric (1)	Y	Must be **'Y'** for a "Changed" Item; otherwise, must be **'N'**. *This is used to indicate whether item price has changed since last order guide: according to vendor: and allow the user to elect to skip import of Vendor Products for which the price has not changed.*

Detail: Record Type '14'

Segment	Field Name / Position	Start Position	Data Type	Req by CT?	Contents / Validation
13	"Each" Unit Description (Field 6)	37	Alphanumeric (30)	N	**Product Brand** for an Alternate Vendor Product.

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