

Item Upload Spreadsheet Guide: For Agencies

Agencies requesting Item IDs must fill out an Item Upload Spreadsheet (**Item Only Layout.xls**) with certain information and submit it to the Content Team. They will load the items into the system and obtain Edison Item IDs for them, then send the Item Numbers for the new contract Items back to the agency to put on their Requisition.

These guidelines must be followed very carefully. Errors in the Excel file will prevent items from being uploaded until the error is resolved. Only certain columns will need to be filled out. **Any column that is not listed in this file should not be altered or have data entered into it.**

Required columns are highlighted in Yellow. All data for a single item **MUST** be on a single row! Please **do not** break out information on a single item amongst multiple rows and **do not** include gaps between rows.

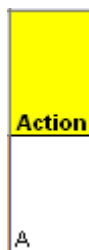
The more errors in your file, the longer it will take to process.

ITEM UPLOAD FORMAT FIELDS

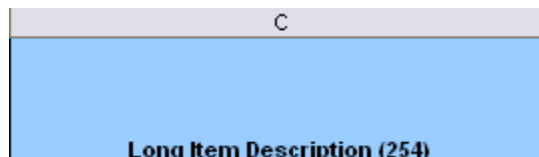
- Column A: **Action**



- This column tells the Content Tool what needs to be done with the items you are attempting to load. Please put an "A" for Add, with no quotes.
- This column should look like the picture below when completed properly:



- Column C: **Item Description**



- This column contains a detailed name and description for the item. This will be created by the Agency when they are creating a new item. The description must contain everything the Requestor needs to identify what they are buying, while being as concise as possible. **It should not be in all Caps.**

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Battery, Replacement, Spare, Li-Ion, 7.2V, 220 mAh, for a Scanner, Mobile, Handheld, Computer, Barcode

- Specifications, Units of Measure, Brand Names and Models do ***not*** need to be included in the Description. Specifications need to be removed from the line level and stored in a document that will be attached to the Event at a later time.
- General Tips:
 - Each description for an Item must be unique, both among the other items on the request and among *all other items* in the Item Master.
 - When requesting Maintenance on a piece of equipment, include the word "Maintenance".
 - When requesting a service at a specific location, include the Location.
 - Remove any and all references to "See Attached Specifications"
 - Remove any "blanks" or "underscores" (_____) that were carried over from the TOPS descriptions.
- **All the parts of a description need to be in a single cell, not spread out amongst several. Even if it doesn't "show", you can keep typing in a cell and not run out of room.**

Example:

Correct

Action	Tennessee Item/Part Number	Long Item Description (254)	Standard UOM (Lowest)	Vendor ID	Vendor Name	Vendor Item/Part #
U	1000106190	Battery, Replacement, Spare, Li-Ion, 7.2V, 220 mAh, for a Scanner, Mobile, Handheld, Computer, Barcode	EA	1234561168	test	CN866-MR005

Incorrect

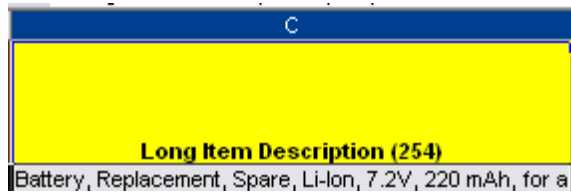
A	8000002672	WATER TREATMENT, MID CUMBERLAND REG HEALTH FACILITY, 710 HART LANE NASHVILLE, TN 37243				
		CONTACT: JOHN WATSON				
		PHONE (615) 262-6130	MO	1376	NCH CORP.	
A	8000002675	WATER TREATMENT, ENVIRONMENTAL ASSISTANCE CENTER				
		711 R. S. GASS BLVD, NASHVILLE, TN 37243				
		CONTACT: JOHN WATSON				
		PHONE (615) 262-6130	MO	1376	NCH CORP.	

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- If your description is too long to be seen with the way you have your spreadsheet displayed (Example:

Battery, Replacement, Spare, Li-Ion, 7.2V, 220 mAh, for a), do the following:

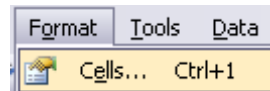
- Highlight the "Description" column by clicking in the grey "C" at the top of the page.



- When the column is highlighted (as shown above), click on "Format" at the top of the screen.



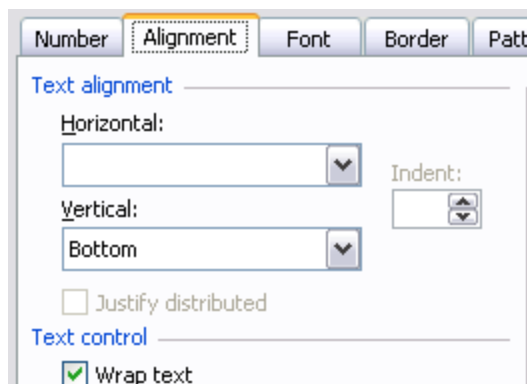
- Choose "Cells" from the menu that appears.



- Click the "Alignment" tab.

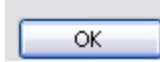


- In the "Text Control" section of the "Alignment" tab, check the box for "Wrap Text".



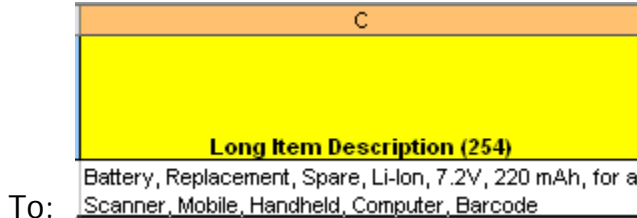
- Click the OK button.

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- This expands your cell out to display your entire description.

From: Battery, Replacement, Spare, Li-Ion, 7.2V, 220 mAh, for a



- **This information is required.**

- Column D: **Standard Unit of Measure: Lowest**



- This column shows the lowest unit of measure used when issuing an item. If the item is held in inventory, this is the lowest amount it will be “broken up” into before being distributed. Generally, this is “each”. This **must** be a valid ANSI code. This is the basic Unit of Measure used for the item. A listing of valid ANSI units of measure is at the end of this document and on the Purchasing Division's website. **This information is required.**

- Column G : **Vendor Item #/Part Identifier**



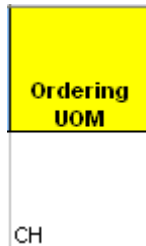
- This column contains a number that identifies the part or item. This number must be unique, and the same number cannot be used to describe two different items from the same vendor. Can be a supplier part number or an SKU number. If the item is being bid out, it does not need a vendor or vendor ID attached until after it is awarded. **This information will be obtained after a winning bid is determined, unless the agency already has it.**



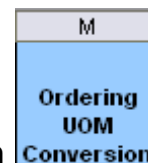
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- Column K: **Ordering Unit of Measure**
 - This column contains the Unit of Measure that will be used to place orders for the item. ANSI standard terms will be used here, such as EA for Each. This can be the same as the Standard Unit of Measure/Lowest Unit of Measure, in column 4. Otherwise, it will be by Case, Pack, or however the contract has been established. **This information is required.**



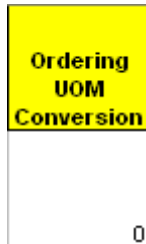
- Column L: **Ordering Price**
 - This column contains the Ordering Price on the item. When requesting a new contract or a Reprourement of an existing contract, it must be something other than 0. Fill in the best price estimate, or the price from the previous contract. When the Contract is bid out and awarded, the correct price will replace the price entered here, but there must be a number here. **This information is required.**



- Column M: **Ordering Unit of Measure Conversion**
 - This column demonstrates the conversion rate from the lowest/standard Unit of Measure (Column D) to the Ordering Unit of Measure (Column K). For example, the lowest Standard UOM could be EA (for each), but the Ordering UOM is CA (for Case).
 - The "Ordering UoM Conversion" (column M) will **always be a number, never a unit of measure.** It is **only** used if the "Ordering UoM" is different from the "Standard UoM", and it says how many of the "Standard" are in the "Ordering".
 - For example, if the Standard was EA (Each) and the Ordering was CA (Case), a 12 in the UoM Conversion would mean that there are 12 Each in a Case.

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The Standard is used on items that are stored in inventory, and it's the lowest possible amount you can distribute from inventory. **This information is only required if the Standard UoM is different from how it is ordered.**



- Column U: **Manufacturer Name**
 - This column contains the name of the product's manufacturer. Maximum of 30 characters allowed. **This information will be obtained after a winning bid is determined.**



- Column V: **Manufacturer Part Number**
 - This column contains the identifier number or part number used by the manufacturer. Maximum of 30 characters allowed. **This information will be obtained after a winning bid is determined.**



- Column W: **NIGP Code (05)**
 - This column lists the 5-digit NIGP code that describes the item. Must be in the format: **xxx-xx**, where **x** is a number from 0-9. A listing of valid NIGP codes can be found at:

<http://tennessee.gov/generalserv/purchasing/numnigp.htm#005>

- **This information must be provided or validated if it is already there.**



- Column AK: **ItemFId C30A (Old TOPS Contract #)**
 - This "custom" column is used to record the old TOPS Contract #, if one exists, for tracking purposes.

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- Column AL: **ItemFld C30B (TOPS Contract Line #)**
 - This "custom" column is used to record the old TOPS Contract Line #, if one exists, for tracking purposes.



- Column AP: **Checksum**
 - This column shows the Edison catalog program that the row of data is finished. It **must be a 1**. Nothing more, nothing less, no letters or any other numbers. Without this, the row cannot be verified. **This information is required.**

ANSI UoM:

AC	Acre	Acre
AY	Assembly	Assembly
AS	Assortment	Assortmnt
BG	Bag	Bag
BA	Bale	Bale
AA	Ball	Ball
BI	Bar	Bar
BR	Barrel	Barrel
5B	Batch	Batch
BF	Board Foot	Board Foot
BM	Bolt	Bolt
BK	Book	Book
BO	Bottle	Bottle
BX	Box	Box
BC	Bucket	Bucket
BN	Bulk	Bulk
BD	Bundle	Bundle
BU	Bushel (US)	Bushel -US
KA	Cake	Cake
CN	Can	Can
AV	Capsule	Capsule
CB	Carboy	Carboy
CT	Carton	Carton
CQ	Cartridge	Cartridge
CA	Case	Case
CM	Centimeter	Centimeter
CX	Coil	Coil
II	Column Inch	Column Inc

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CJ	<u>Cone</u>	<u>Cone</u>
CH	<u>Container</u>	<u>Container</u>
CY	<u>Cubic</u>	<u>Cubic</u>
CF	<u>Cubic Foot</u>	<u>Cubic Foot</u>
CI	<u>Cubic Inch</u>	<u>Cubic Inch</u>
CR	<u>Cubic Meter</u>	<u>Cubic Mtr</u>
CU	<u>Cup</u>	<u>Cup</u>
B7	<u>Cycle</u>	<u>Cycle</u>
CL	<u>Cylinder</u>	<u>Cylinder</u>
DA	<u>Day</u>	<u>Day</u>
DC	<u>Disk (Disc)</u>	<u>Disc</u>
DI	<u>Dispenser</u>	<u>Dispenser</u>
DO	<u>Dollar</u>	<u>Dollar</u>
DZ	<u>Dozen</u>	<u>Dozen</u>
DR	<u>Drum</u>	<u>Drum</u>
EA	<u>Each</u>	<u>Each</u>
EV	<u>Envelope</u>	<u>Envelope</u>
FO	<u>Fluid Ounce (US)</u>	<u>fl. Ounce</u>
FT	<u>Foot</u>	<u>Foot</u>
GA	<u>Gallon</u>	<u>Gallon</u>
GX	<u>Grain</u>	<u>Grain</u>
GR	<u>Gram</u>	<u>Gram</u>
GS	<u>Gross</u>	<u>Gross</u>
10	<u>Group</u>	<u>Group</u>
HA	<u>Hank</u>	<u>Hank</u>
HR	<u>Hour</u>	<u>Hour</u>
HU	<u>Hundred</u>	<u>Hundred</u>
HH	<u>Hundred Cubic Feet</u>	<u>Hundred Cu</u>
HF	<u>Hundred Feet</u>	<u>Hundred Fe</u>
HV	<u>Hundred Weight</u>	<u>Hundred We</u>
IN	<u>Inch</u>	<u>Inch</u>
JR	<u>Jar</u>	<u>Jar</u>
JU	<u>Jug</u>	<u>Jug</u>
KE	<u>Keg</u>	<u>Keg</u>
KG	<u>Kilogram</u>	<u>Kilogram</u>
DK	<u>Kilometer</u>	<u>Kilometer</u>
KT	<u>Kit</u>	<u>Kit</u>
LN	<u>Length</u>	<u>Length</u>
LF	<u>Linear Foot</u>	<u>Lin. Foot</u>
LI	<u>Linear Inch</u>	<u>Lin. Inch</u>
LY	<u>Linear Yard</u>	<u>Lin. Yard</u>
LT	<u>Litre</u>	<u>Litre</u>
LG	<u>Long Ton 2,240 pounds</u>	<u>Long Ton</u>
LO	<u>Lot</u>	<u>Lot</u>
Z5	<u>Lug</u>	<u>Lug</u>
02	<u>MILE (Statute Mile)</u>	<u>MILE</u>
MDY	<u>Man Day - Typical Working Day</u>	<u>Man Day</u>
MHR	<u>Man Workhour</u>	<u>Work Hr</u>
Q3	<u>Meal</u>	<u>Meal</u>
MR	<u>Metre</u>	<u>Metre</u>
MC	<u>Microgram</u>	<u>Microgram</u>
DH	<u>Mile (Statute Mile)</u>	<u>Mile (Stat</u>
KO	<u>Milliequivalence Caustic potas</u>	<u>Milliequiv</u>
ME	<u>Milligram</u>	<u>Milligram</u>

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ML	Millilitre	Millilitre
MM	Millimetre	Millimetre
UM	Million Unit	Million Un
MJ	Minute	Minute
MO	Month	Month
OZ	Ounce	Ounce
11	Outfit	Outfit
ZP	PAGE	PAGE
PH	Pack	Pack
PK	Package	Package
12	Packet	Packet
PD	Pad	Pad
PA	Pail	Pail
PR	Pair	Pair
PL	Pallet/Unit Load	Pallet/Uni
P1	Percent	Percent
IE	Person	Person
PT	Pint	Pint
PP	Plate	Plate
LB	Pound	Pound
5G	Pump	Pump
QT	Quart	Quart
QI	Quarter (of a year)	Quarter (o
QR	Quire	Quire
13	Ration	Ration
RM	Ream	Ream
RE	Reel	Reel
RD	Rod	Rod
RL	Roll	Roll
SO	SPOOL	SPOOL
SJ	Sack	Sack
03	Second	Second
SE	Section	Section
ST	Set	Set
SH	Sheet	Sheet
SU	Short Ton 2,000 pounds	Short Ton
14	Shot	Shot
SV	Skid	Skid
SL	Sleeve	Sleeve
SQ	Square	Square
SF	Square Foot	Sq. Foot
SI	Square Inch	Sq. Inch
SM	Square Metre	Square Met
SB	Square Mile	Sq. Mile
SY	Square Yard	Sq. Yard
15	Stick	Stick
SR	Strip	Strip
U2	Tablet	Tablet
69	Test Specific Scale	T Spec Scl
TH	Thousand	Thousand
FC	Thousand Cubic Feet	ThousandCF
TQ	Thousand Feet	Thousand F
NS	Ton (US)	Ton (US)
1J	Ton Mile	Ton Mile

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<u>U1</u>	<u>Treatment</u>	<u>Treatment</u>
<u>TO</u>	<u>Troy Ounce or Apothecaries' Ou</u>	<u>Troy Ounce</u>
<u>TC</u>	<u>Truckload</u>	<u>Truckload</u>
<u>TB</u>	<u>Tube</u>	<u>Tube</u>
<u>UN</u>	<u>Unit</u>	<u>Unit</u>
<u>VI</u>	<u>Vial</u>	<u>Vial</u>
<u>WK</u>	<u>Week</u>	<u>Week</u>
<u>YD</u>	<u>Yard</u>	<u>Yard</u>
<u>YR</u>	<u>Year</u>	<u>Year</u>