



*NHS Purchasing
and Supply Agency*

Catalogue data standards
for product data in NHS electronic catalogues

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Introduction

Catalogues and their content are an integral element of efficient purchasing transactions. To maximise the effectiveness of these transactions, it is essential that catalogue data on products and services is consistent and of good quality to enable purchase transactions to be made accurately and confidently. Accurate and up to date catalogues are essential components to support 'error free trading' in the NHS.

These catalogue data standards have been developed to:

1. Ensure a common approach to obtaining catalogue content and data from suppliers in a consistent manner throughout the NHS.
2. Support the development and implementation of electronic catalogue within the NHS by ensuring key data elements are present and to a defined standard.

Modern electronic catalogues generally have powerful search capabilities that can search on a wide variety of data standards and types. However, the implementation of these standards helps to improve these search capabilities and improve the responsiveness of electronic catalogues. They also provide for consistency in the presentation of information to catalogue users.

Types of catalogue data

Core data

Core data is defined as that information necessary to undertake a purchase transaction.

Supplementary data

Supplementary data is defined as additional product information that may assist in the selection of the product but is not required to undertake a purchase transaction.

Data standards

This Data Standards and Style Guide describes the **core data elements** recommended to be held in electronic catalogues for contracts, contracted products and services and suppliers.

This document proposes the standards and validation rules applicable to all relevant data fields and recommends which of those fields should be mandatory or optional.

NHS-eCat

NHS-eCat is the NHS Purchasing and Supply Agency's electronic catalogue displaying all contracts the Agency has established with suppliers of products and services on behalf of the English NHS Trusts.

NHS-eCat holds information on:

- Contracted suppliers
- Contracts
- Contracted products and services

Objectives on *NHS-eCat*

There are two primary objectives for NHS-eCat:

- to enable NHS users to source products and services from suppliers and determine what represents best value for money for them
- to provide accurate product and price data to support the NHS in "error free trading" by enabling NHS organisations to download catalogue data into their local purchase transaction systems.

The Agency's policy is that all **core** data held within its own electronic catalogue - ***NHS-eCat*** will be compliant with these standards.

1. *NHS-eCat* data fields - characteristics

Field number	1
Field name	Product name
Definition	Name of the product that contains the essential information for a buyer to select a product from a list of similar products
Format	Alphanumeric maximum 50 characters. Normal UK keyboard character set allowed. Asterix (*) not allowed.
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	Should consist of 3 components in this order: 1. Generic product name starting with the keyword that categorises the product. 2. Manufacturer's name or Brand/Registered name.(see field 5) 3. Most discriminating attribute: attribute that discriminates between many similar products from the same manufacturer. An attribute can be a size, colour, material, model, specific features, etc. See table 1 for a list of suggested attributes.
Rules	- Add as much relevant detail as possible. Use the full length of this field to provide as much detail as possible. - No commas - No abbreviations - The keyword must be a generic descriptor for the product name or type
Examples	Computer Laptop Dell Inspiron 5100 Cornflakes Kellogg's 500 g Car Ford Mondeo LX 2.0i 16V TDCi 115PS Catheter Coronary OPTIMAL®2 20 G 32 mm Forceps Laryngeal Scissor End straight 250 mm Forceps Laryngeal Serrated Jaw Curved left 250 mm Shirt Epauletted Long Sleeve Light Green D196 Wig Modacrylic Crown length 11 cms to 25 cm Wig Modacrylic Crown length 26 cms to 40 cm Drape Femoral Angiography 279 x 193 cm Drape Femoral Angiography 292 x 218 cm Retractor Abdominal Balfour 45 x 80 mm Retractor Abdominal O'Sullivan 110 x 70 mm

Field number	2
Field name	Supplier product code
Definition	Code or number that is unique within a supplier's catalogue, that identifies the orderable package as sold by the supplier. The supplier product code will be the product identifier in an electronic purchase order line.
Format	Alphanumeric, allowed characters: A-Z, a-z, 0-9, forward slash (/), space, hyphen (-), maximum 50 characters
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	Free text. Should be unique to an individual product within supplier's catalogue.
Rules	<p>Should not identify more than one product or package size of a product within the supplier's catalogue.</p> <p>Can be, but does not have to be, the same as the Manufacturer product code.</p> <p>If different suppliers coincidentally share a common Supplier product code their products will be differentiated by associating each product with the supplier name.</p>
Examples	Z67319 X60-6040-431 1F03000

Field number	3
Field name	Product description (1)
Definition	Description of the product that helps the buyer to understand the major names and characteristics of the product. It supports the buyer in making a conscious purchasing decision.
Format	Alphanumeric maximum 250 characters
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	<p>Should consist of 3 components in this order:</p> <ol style="list-style-type: none"> 1. Product name (mandatory, see field 2) that includes the Generic product name (starting with a keyword), the Manufacturer name or Brand/Registered name and the most discriminating measurements. (see field 2). 2. Model: (see field 4) (if available) 3. Other attributes: any additional description and/or measurement that can support the buyer in understanding the product (if available) <p>See table 1 on next page (N.B. In this table attributes are shown in different fields for explanation purposes only. When defined by the supplier these attributes should be grouped together in one field as per the example given)</p>
Rules	<ul style="list-style-type: none"> - No commas preferred avoiding misinterpretation in csv export files. - Use one space between terms. - Do not use double quotes (") to reduce the risk of corrupting Excel import or export files. For inches use the abbreviation "in". - No abbreviations to reduce ambiguity of meaning. - Measurements should be abbreviated using the official notation. E.g. "mm" instead of "millimetre". - Commonly accepted industry acronyms may be used e.g.: OTW: Over the wire. - Use lower and upper case to improve readability for the user. E.g. "Catheter coronary" instead of "CATHETER CORONARY". - Use spaces between number and measurement and leave out double measurements. E.g.: "8 mm", "9 mm x 15 cm", "6 x 8 mm" - All attributes have to be grouped together in one Product description field
Examples	<p>Car Ford Mondeo LX 5-door hatchback 2.0i 16V TDCi 115PS 5-speed manual</p> <p>Computer laptop Dell Inspiron 5100 VT P4 2.66 GHz 15 in SXGA</p> <p>Catheter Coronary OPTIMAL®2 20 G 32 mm with Injection Valve Radiopaque 65 ml per minute Pink</p>

Typical attributes in product descriptions

Attribute name	Examples
Composition/Ingredients	Polyester polypropylene plastic
Age	Geriatric Adult Paediatric Neonatal Child
Gender	Male Female Unisex
Size	Small Medium Large 5 6 AA AAA C
Primary length / width / height	4 x 4 x 4 in 36 in 100 cm 8 in
Diameter	Outer OD inner ID
Volume	1500 ml 2 qt 1 pt
Weight	4 lb 4 g
Ergonomic Location	Left Right Anterior Arm Wrist
Sterile/Non-Sterile	Sterile Non-Sterile
Latex/Latex-Free	Latex Latex-Free
Secondary length / width / height	108 in x 74 in
Disposable	Disposable Reusable
Colour	Green Yellow Red Blue Navy Orange
Flavour	Mint Strawberry Orange Grape Chocolate
Fragrance	Mint Citrus Jasmin Cherry

Field number	4
Field name	Product description (2)
Definition	May be used as overspill information where the field length in Description 1 is insufficient or as advised by the Agency's NHS-eCat Catalogue Team.
Format	Alphanumeric maximum 250 characters
Mandatory/Optional	Optional. Responsibility: Supplier
Allowed values	Should consist of other product attributes - ie any additional description and/or measurement that cannot be provided in Description 1.
Rules	<ul style="list-style-type: none"> - No commas preferred avoiding misinterpretation in csv export files. - Use one space between terms. - Do not use double quotes (") to reduce the risk of corrupting Excel import or export files. For inches use the abbreviation "in". - No abbreviations to reduce ambiguity of meaning. - Measurements should be abbreviated using the official notation. E.g. "mm" instead of "millimetre". - Commonly accepted industry acronyms may be used e.g.: OTW: Over the wire. - Use lower and upper case to improve readability for the user. E.g. "Catheter Coronary" instead of "CATHETER CORONARY". - Use spaces between number and measurement and leave out double measurements. E.g.: "8 mm", "9 mm x 15 cm", "6 x 8 mm" - All attributes have to be grouped together in one Product description field <p>NOT TO BE USED FOR SUPPLEMENTARY INFORMATION - SEE GUIDANCE ON THE PROVISION OF SUPPLEMENTARY INFORMATION ABOUT THE PRODUCT.</p>
Examples	
Note:	Where additional information is provided in Description 2 field, this is presented together with the contents of Description 1 field as a continuous set of information.

Field number	5
Field name	NHS e-Class code
Definition	Class or category of this item according to the NHS e-Class classification system. See table 4 for more information.
Format	Fixed length 3 alpha characters
Mandatory/Optional	Mandatory. Responsibility: Agency buyer
Allowed values	3rd level codes from the e-Class code list
Rules	All products in eCat must have a 3rd level e-Class code (3 alpha characters).
Examples	BYZ (Laboratory Wear) EVD (Procedure packs wound cleansing) FQP (Joint Replacement Hips)

About NHS-eClass

NHS eClass is a hierarchical classification system developed by the NHS and based on a 3 alpha structure.

The first letter denotes the main product category and is broadly equivalent to a UNSPSC Segment

The second letter denotes the group within the main product category and is equivalent to a UNSPSC Family

The third letter denotes a further division of the Group and is equivalent to a UNSPSC Class

Example:

A = Provisions

AB = Provisions - Baby Food

ABC = Provisions - Baby Food - Baby Milk

NHS-eClass are available from the Agency's website at www.pasa.nhs.uk/ecommerce

NHS-eClass first alpha structure

A	Provisions
B	Staff Clothing
C	Patients Clothing Footwear
D	Pharmaceuticals Blood Products Medical Gases
E	Dressings
F	Medical Surgical Equipment
G	Patients Appliances
H	Chemicals Reagents
I	Dental Optical Equipment
J	Diagnostic Imaging and Radiotherapy Equipment and Services
K	Laboratory Equipment Services
L	Fuel Light Power Water
M	Hotel Services Equipment Materials Services
P	Building Engineering Products Services
S	Gardening Farming
T	Furniture Fittings
U	Hardware Crockery
V	Bedding Linen Textiles
W	Office Equipment Telecomms Computers Stationery
X	Transportation
Y	Recreational Equipment Souvenirs
Z	Staff Patient Consulting Services Expenses

Field number	6
Field name	UNSPSC code
Definition	Class or category of this item according to the UNSPSC classification system. See www.unspsc.org for more information and table 4 on next page .
Format	Fixed 10 numeric characters
Mandatory/Optional	Optional
Allowed values	Valid codes from the UNSPSC code list version 6_0501
Rules	<ul style="list-style-type: none"> - Products in eCat may include a valid 4th level UNSPSC code. - The 5th level may be populated with "00" or one of the valid 5th level codes. <p>The 5th level provides Business Function Identifiers (BFI).</p>
Examples	<p>5310000010 Clothing / Rental or Lease 4231150600 Compression bandages or dressings 4224200000 Prosthetic devices or accessories and supplies 4224200011 Prosthetic devices or accessories and supplies / Maintenance or Repair 4219221000 Wheelchairs</p>

About UNSPSC

The UNSPSC™ is a hierarchical classification with five levels. These levels allow the user to drill up or down to analyse expenditures at the level relevant to the user’s needs. For example, the commodity “Ink refill” is part of a class of products “Ink and lead refills”, which in turn is part of a family of products “Office supplies”. Multiple families—like “Office supply”—compose a segment of products, “Office Equipment and Accessories and Supplies”. Each level in the hierarchy has its own unique number.

Each level contains a two-character numerical value and a textual description as follows:

1st level:

AA **Segment** The logical aggregation of families for analytical purposes.

2nd level:

BB **Family** A commonly recognized group of inter-related commodity categories.

3rd level:

CC **Class** A group of commodities sharing a common use or function.

4th level:

DD **Commodity** A group of substitutable products or services.

5th level:

EE **Business Function** The function performed by an organization in support of the commodity.

In the UNSPSC classification, products and services are placed within logical categories to allow people to find more easily what they are looking for and evaluate expenditures on commonly grouped items.

Each level of the hierarchy has its own unique number.

Example: “Disposable Patient Caps” = UNSPSC classification 42.13.15.02

Hierarchy	Category Number and Name
Segment	42 Medical Equipment and Accessories and Supplies
Family	13 Medical apparel and textiles
Class	15 Disposable Patient Clothing
Commodity	02 Disposable Patient Caps

Field number	7
Field name	Supplier name
Definition	Name of the supplying organisation that will receive and process purchase orders.
Format	Alphanumeric maximum 250 characters
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	Free text, no standard or naming convention.
Rules	<p>Usually this supplier equals the contracted supplier. In some cases the contracted supplier is different from the supplier that executes the contract. This field contains the latter supplier.</p> <p>The formal and full legal name of the supplier should be used. Abbreviated supplier names not to be used - eg J&J Ltd.</p>
Examples	<p>Johnson & Johnson Medical UK Guidant UK Lomax Mobility Limited Alexandra plc</p>

Field number	8
Field name	Supplier ID number
Definition	A system generated identifying number for the supplier.
Format	Not applicable
Mandatory/Optional	Mandatory - system generated
Allowed values	Not applicable
Rules	
Examples	
Note:	The allocation of a supplier id number is an internal requirement of the Agency and is referred to in this guide for completeness only. The Agency's eCatalogue Team is responsible for ensuring system allocation of appropriate internal codes.

Field number	9
Field name	Brand
Definition	Brand name or trademark or registered name as given by the manufacturer of the product.
Format	Alphanumeric maximum 40 characters
Mandatory/Optional	Optional. Mandatory if product has a brand name, TM or Registered name or other product name
Allowed values	As standardised by the manufacturer. Where a brand or trademark or registered name does not exist it is recommended to use the manufacturer name in its most commonly recognised form.
Rules	™ (Trademark) and ® (Registered) symbols are allowed.
Examples	Ford Mondeo MULTISTRONG™ OCRILON®

Field number	10
Field name	Model
Definition	Name, code or number that identifies a variant of a product within a range of products with the same product and brand name
Format	Alphanumeric maximum 250 characters
Mandatory/Optional	Optional.
Allowed values	As standardised by the manufacturer.
Rules	
Examples	Mondeo Ghia
Note:	The use of Model field may only be appropriate for certain product areas within NHS-eCat.

Field number	11
Field name	Unit of purchase
Definition	Package type or physical unit in which the product is sold
Format	Alphanumeric A-Z, a-z, 0-9 maximum 25 characters
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	<p>Alphanumeric description from the list of preferred UOP codes derived from the UN/ECE Recommendations 20 & 21. See code list in Table 2 below. This field should be populated with the code description from this list, <u>not</u> the code itself.</p> <p>The Agency' eCatalogue Team maintains this list of preferred codes. Suggestions for extensions can be forwarded to the NHS-eCat Helpdesk by email: helpdesk.nhs-ecat@pasa.nhs.uk</p>
Rules	<ul style="list-style-type: none"> - If value equals Each (for products sold in packages of one) the UOP Quantity field (see field 10) should equal 1. - If the UOP Quantity field is greater than one, EA should not be used. - The UOP should match the physical size of the actual product. It is <u>not</u> allowed to describe a package of 10 as an Each that has to be ordered in multiples of 10.
Examples	Each, Box, Case, Pack

Preferred list of Unit of Purchase codes

Description	UOP codes	Description	UOP codes	Description	UOP code
Bag	BG	Litre	LTR	Gram	GRM
Bar	BR	Meter	MTR	Hour	HUR
Board	BD	Mile	SMI	Jar	JR
Bottle	BO	Month	MON	Kilogram	KGM
Box	BX	Pack	PU	Kit	KT
Card	CG	Pair	PR	Tonne	TNE
Carton	CT	Pallet	PX	Tube	TU
Case	CS	Pound	LBR	Vial	VI
Coil	CL	Reel	RL	Visit	VS
Cone	CJ	Roll	RO	Year	ANN
Cubic metre	MTQ	Set	SX		
Day	DAY	Sheet	ST		
Drum	DR	Spool	SO		
Each	EA	Square foot	FTK		
Gallon	GLI	Square metre	MTK		


Field number	12
Field name	UOP (Unit of Purchase) Quantity
Definition	Quantity of units of use inside the orderable package size of the product. The Unit of use is the smallest unit of a product that can be individually used or consumed by a customer.
Format	Numeric, maximum 10 characters
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	1 - 9999999999
Rules	<p>If Unit of purchase equals EA (Each) this field equals 1. A zero is not allowed.</p> <p>Natural number for products packed in pieces.</p> <p>Numbers with decimal point and fraction for products sold by physical measurement. (metres, kilograms, inches, litres) See also rules set in field 9.</p>
Examples	<p>1</p> <p>100</p> <p>1.5</p>

Field number	13
Field name	Minimum order quantity
Definition	The minimum number of orderable units of this product the supplier will accept on a purchase order
Format	Numeric maximum 100 characters
Mandatory/Optional	Optional
Allowed values	Numeric
Rules	
Examples	100
Note:	Please note the relationship between this field and the price For example: If a supplier supplies a product in a box of 5 for £1.00 per box, but his minimum order quantity is 10 boxes, then this field should contain 10 - not 50.

Field number	14
Field name	Minimum order value
Definition	The minimum value that may be purchased for this product
Format	Value with a maximum of 15 digits left and 2 digits right of the decimal point without a £ sign.
Mandatory/Optional	Optional
Allowed values	Monetary value in Pounds Sterling
Rules	Expressed in Pounds Sterling
Examples	£50.00

Field number	15
Field name	Carriage charges
Definition	If no carriage is chargeable - leave blank If carriage is chargeable, insert Y (Yes)
Format	Free text
Mandatory/Optional	Optional
Allowed values	Yes
Rules	
Examples	Yes (transport costs are separately charged)

Field number	16
Field name	Manufacturer product code
Definition	Code or number issued by the manufacturer of the product that identifies the product
Format	Alphanumeric, allowed characters: A-Z, a-z, 0-9, forward slash (/), space, hyphen (-), maximum 50 characters
Mandatory/Optional	Optional
Allowed values	Free text, no standard May equal the supplier product code Mandatory if it exists and is different from the supplier product code
Rules	If the supplier is also the manufacturer of the product this field should be empty. If the supplier is not the manufacturer of the product and the manufacturers code differs from the supplier code this field should be populated. Otherwise this field should be empty.
Examples	MCR 410 023 NSLF144-14R-D4 FCSB16/13/LMM
Note:	The manufacturer product code may be different from the supplying organisation's code - particularly where the supplier is a wholesaler or distributor.

Field number	17
Field name	Eco label
Definition	The small 'eco-label' image indicates that the product carries the eco label that represents an endorsed environmental brand
Format	Image
Mandatory/Optional	Optional.
Allowed values	
Rules	Use of the Eco Label must include the provision (or a hyperlink) to environmental information related to the product.
Examples	

Field number	18
Field name	Eco label information
Definition	A hyperlink to a web page (normally on the Supplier's server) providing certification details of the eco-label for a product and/or any other relevant details.
Format	Alphanumeric maximum 250 characters
Mandatory/Optional	Optional. Mandatory when the product carries the eco-label as indicated in field 20. In that case supporting information must be provided via the hyperlink.
Allowed values	Valid URL link
Rules	Where the web page is hosted on the Supplier's server the Supplier will provide the URL to the eco-label data.
Examples	

Field number	19
Field name	Notes
Definition	Additional notes or information can be displayed regarding the product or its purchase etc.
Format	Multi-line text field. Can contain line breaks.
Mandatory/Optional	Optional - at the discretion of the Agency's buyer
Allowed values	UK character set.
Rules	To be used for critical additional information about the product. Line breaks can be introduced using the two characters " \n " NOT TO BE USED FOR SUPPLEMENTARY INFORMATION - SEE SEPARATE GUIDANCE ON SUPPLEMENTARY INFORMATION ABOUT THE PRODUCT.
Examples	If the following information is to be displayed in the Notes field: <i>Additional discounts are available for commitment purchasing Committed quantity 1000 attracts an additional discount 2% Committed quantity 5000 attracts an additional discount 5% Committed quantity 10000 attracts an additional discount 7%</i> the field should contain: Additional discounts are available for commitment purchasing \n \n Committed quantity 1000 attracts an additional discount 2% \n Committed quantity 5000 attracts an additional discount 5% \n Committed quantity 10000 attracts an additional discount 7%

Field number	20
Field name	EAN code
Definition	European Article Code/Uniform Code Council
Format	Alphanumeric
Mandatory/Optional	Optional
Allowed values	
Rules	A valid EAN/UCC code
Examples	

Field number	21 (and every 2nd subsequent field according to the number of price breaks applicable)																								
Field name	Quantity Price break																								
Definition	Maximum quantity of products that can be bought against a price as in field 21																								
Format	Numeric, maximum 10 characters.																								
Mandatory/Optional	Optional. Mandatory if there is a price break. Responsibility: Supplier																								
Allowed values	Empty or natural numbers greater than 1 and the currency to be expressed in Pounds Sterling to two decimal places and without the £ symbol .																								
Rules	<ul style="list-style-type: none"> - Data field 20 and 21 can be repeated for each quantity price break. - If there is no price break this field 20 will be empty while field 21 will hold the net contracted price. - The final price break field will have an empty price break numeric quantity field and a net contracted price (expressed in GBP) in the final price field representing the final price break. 																								
Examples	<p>Where there is a single price for as product regardless of quantity, price information should be submitted on the template as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Field 20</th> <th style="text-align: center;">Field 21</th> </tr> </thead> <tbody> <tr> <td style="width: 50px;"></td> <td style="text-align: center;">10.00</td> </tr> </tbody> </table> <p>Where there are multiple price quantity breaks - eg</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">QTY</th> <th style="text-align: left;">PRICE</th> </tr> </thead> <tbody> <tr> <td>1 - 10</td> <td>£10.00</td> </tr> <tr> <td>11-20</td> <td>£9.00</td> </tr> <tr> <td>21+</td> <td>£8.00</td> </tr> </tbody> </table> <p>price quantity break information should be submitted as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Field 20</th> <th style="text-align: center;">Field 21</th> <th style="text-align: center;">Field 22</th> <th style="text-align: center;">Field 23</th> <th style="text-align: center;">Field 24</th> <th style="text-align: center;">Field 25</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">10.00</td> <td style="text-align: center;">20</td> <td style="text-align: center;">9.00</td> <td></td> <td style="text-align: center;">8.00</td> </tr> </tbody> </table> <p>In this example</p> <p>Field 20 is the quantity and Field 21 is the price for 1 - 10 Field 22 is the quantity and Field 23 is the price for 11 - 20 Field 24 is the quantity and Field is the price for 21+</p>	Field 20	Field 21		10.00	QTY	PRICE	1 - 10	£10.00	11-20	£9.00	21+	£8.00	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	10	10.00	20	9.00		8.00
Field 20	Field 21																								
	10.00																								
QTY	PRICE																								
1 - 10	£10.00																								
11-20	£9.00																								
21+	£8.00																								
Field 20	Field 21	Field 22	Field 23	Field 24	Field 25																				
10	10.00	20	9.00		8.00																				

Field number	22
Field name	Price per UOP (Unit of Purchase)
Definition	Net contracted price excluding VAT for buying one orderable package size of this product. See separate guidance on presentation of price break information.
Format	Numeric with a maximum of 18 digits including the decimal point
Mandatory/Optional	Mandatory. Responsibility: Supplier
Allowed values	Price with a maximum of 15 digits left and 2 digits right of the decimal point without a £ sign. Or: POA (Price On Application). Only to be used in very exceptional cases to be approved by the Agency's eCatalogue Team. Examples where this might apply include products with extreme price volatility or customised products.
Rules	<ul style="list-style-type: none"> - Value should be greater or equal 0.00 - The currency has to be expressed in Pounds Sterling to two decimal places and without the £ symbol - Data field 20 and 21 can be repeated for each quantity price break. - Percentage reductions are not allowed. All discounted prices should be expressed as net prices excluding VAT.
Examples	See below

Example 1: Price is £15.00 per product, no price breaks.

One occurrence of the two fields with field 20: empty, field 21: 15.00

Example 2: Price is £15.00 per product, but £14.00 for buying more than 100 products.

Two occurrences of the two fields with:

- Field 20: 100, field 21: 15.00

- Field 22: empty, field 23: 14.00

Field number	Not applicable Provide image file separately
Field name	Product image
Definition	Image that shows the product and can be displayed within the frame of the eCat item details screen.
Format	.gif or .jpg files
Mandatory/Optional	Optional
Allowed values	<ul style="list-style-type: none"> - Images with picture elements (e.g. photographs) should be saved in .jpg format. - Images with flat colour elements (e.g. technical line drawing), should be saved in .gif format. -
Rules	<ul style="list-style-type: none"> - Both image types should adhere to the RGB (Red Green Blue) colour specification. - The image editors "Save for Web" or similar feature should be utilised if available. - Image resolution for the web should be 72 dpi. - The colour palette should be reduced to the minimum number of colours necessary to maintain image quality. - Image backgrounds should be closely cropped; avoid large image backgrounds that match the background colour/image of the containing page. - Each image file should be allocated a name that incorporates the supplier product code eg: if the product code is X12345, the image file name should be X12345.jpg
Examples	Not applicable

Field number	Not applicable
Field name	Accessories and related items
Definition	Reference to other products in NHS-eCat from the same or a different supplier that are additional to a product. E.g. accessories, consumables, options and spare parts. It is often helpful to buyers to show a link from one product to related items or its accessories. This link can be set-up within NHS-eCat to simplify the finding and selection process for these related products. Related items can include product options, spares and accessories.
Format	See the template, rules and requirements for the related item file.
Mandatory/Optional	Optional
Allowed values	One or more valid product codes available as separate NHS-eCat items identified with Supplier product codes other than this product code
Rules	<ul style="list-style-type: none"> - It is possible to associate as many related items and accessories to a product as desired and it is possible to group these into accessory or related item types. - Each related item must have a unique Supplier product code and has to comply with the rules set in this style guide. - Information about related items must be submitted in a file in the designated format.
Requirements	Setting up links to accessories and related items is a two-stage process. Each of the related items, spares, accessories and options must have a separate product record in the original product file and each record must possess a unique supplier product code. In addition a second file must be submitted in the correct format showing the supplier product code of the 'core' product and the supplier product code of each related item or accessory plus a small amount of other information.
Examples	<p>Main Product: Ultrasound Scanner HDI 5000 SonoCT Colour</p> <p>Accessory group: Advance Imaging Software Items: Advanced Imaging – Advanced 3D Advanced Imaging – Liver Imaging Option</p> <p>Accessory group: Peripherals Items: Printer –HDI Sony UPD 21MD Colour VCR HDI Panasonic AG-MD 835P</p> <p>Accessory group: Transducers Items: Probe – BL/CA/PA</p>

Field number	Not applicable
Field name	Supplementary information
Definition	<p>Reference to supplementary product documentation.</p> <p>The purpose of NHS-eCat is to enable the process of product or service selection and to provide necessary information for purchase orders to be placed 'error-free'.</p> <p>However sometimes either the Agency's buyer or the supplier will wish to provide extra information (over and above core data) which whilst not essential for product selection and error-free trading may be helpful to potential buyers as supporting or supplementary information.</p> <p>Because the range of products and services in NHS-eCat is very wide, the range of supplementary information that can be provided is very diverse.</p>
Format	See Rules
Mandatory/Optional	Optional - at the discretion of the Agency's eCatalogue Team and the Agency buyer.
Allowed values	
Rules	<p>Supplementary information can be presented in a variety of ways – e.g. as a link to a web page maintained by the Supplier, as a link to a document (stored on the Agency's web server) or as extra fields (within the database available from the product details page).</p> <p>Whatever format is best – it is essential that the supplementary information is directly relevant to the product to which it is linked rather than a general 'advertisement for the supplier' or information about other (even if similar) products. It is also essential that the owner of the data (i.e. the supplier) maintains it as often as necessary.</p> <p>It is recommended that where Suppliers or the Agency's buyer proposes the inclusion of supplementary information, they discuss this with the Agency's eCatalogue Team to establish the best format and process for introducing it.</p> <p>The NHS-eCat Management Board will approve the publication and content of supplementary information displayed.</p>
Examples	

Summary of Core Product Data Fields

Appendix 1

Field number	Field name	Format / Length	Mandatory/Optional
1	Product name	Alphanumeric maximum 50 characters. Normal UK keyboard character set allowed. Asterix (*) not allowed.	Mandatory. Responsibility: Supplier
2	Supplier product code	Alphanumeric, allowed characters: A-Z, a-z, 0-9, forward slash (/), space, hyphen (-), maximum 50 characters	Mandatory. Responsibility: Supplier
3	Product description(1)	Alphanumeric maximum 250 characters	Mandatory. Responsibility: Supplier
4	Product description(2)	Alphanumeric maximum 250 characters	Optional. Responsibility: Supplier
5	NHS e-Class code	Fixed length 3 alpha characters	Mandatory. Responsibility: Agency buyer
6	UNSPSC code	Fixed 10 numeric characters	Optional.
7	Supplier name	Alphanumeric maximum 250 characters	Mandatory. Responsibility: Supplier
8	Supplier ID number	System generated	System generated
9	Brand	Alphanumeric maximum 40 characters	Optional, mandatory if product has a brand name, TM, Registered name or other product name. Responsibility: Supplier
10	Model	Alphanumeric maximum 250 characters	Optional, mandatory if product has a model name, code or number. Responsibility: Supplier
11	Unit of purchase	Alphanumeric A-Z, a-z, 0-9 maximum 25 characters	Mandatory. Responsibility: Supplier
12	Unit of Purchase Quantity	Numeric, maximum 10 characters	Mandatory. Responsibility: Supplier
13	Minimum order quantity	Numeric	Optional Responsibility: Supplier
14	Minimum order value	Alphanumeric A-Z, a-z, 0-9 maximum 25 characters	Optional Responsibility: Supplier
15	Carriage charges Y/N	Free text	Optional
16	Manufacturer product code	Alphanumeric, allowed characters: A-Z, a-z, 0-9, forward slash (/), space, hyphen (-), maximum 50 characters	Optional.
17	Eco label	Image	Optional
18	Eco label	Alphanumeric maximum 250 Characters	Mandatory if field 17 used Responsibility: Supplier.
19	Notes	Multi line text	Optional
20	EAN code	Alphanumeric	Optional
21	Quantity price break	Numeric, maximum 10 characters	Optional. Mandatory if there is a price break. Responsibility: Supplier
22	Price per UOP	Numeric with a maximum of 18 digits including the decimal point	Mandatory. Responsibility: Supplier

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	Accessories and Related items	Accessories and spares for the main product	Optional
	Supplementary info	Additional information about the product	Optional
	Product image	.gif or .jpg files	Optional

**INSERT EXAMPLE OF EXCEL TEMPLATE
PROVIDED TO SUPPLIERS**