Science Warehouse – Standard Data Requirements

Version 16.9.26

This document describes the format in which standard catalogue data should be provided to Science Warehouse. All data should be provided in MS Excel (.xls or .xlsx) files.

The Data Formatting Guide in Section 1 describes the general rules for the formatting of all product data, while Section 2 on Catalogue Attribute Population details how to populate specific fields.

Images may be sent by email, ideally as a zip file, on disk by post or by informing us of an FTP site or set of URLs from which we can retrieve them.

Pricing information is loaded separately from product data and should be provided in a separate file from your product data. The format details for price files are covered in section 3 of this document.

The final section covers Data Not Meeting the Standard Requirements specified here; some minor errors will be corrected automatically, but some will result in the file being rejected completely. This includes non-alphanumeric characters in filenames with the exception of dashes and underscores (note that most of these are not commonly allowed by MS Windows).

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1. Data Formatting Guide

1.1 Text Format

1.1.1 English Language

All templates should be populated using **British** English (enGB) spelling, *not* American English (enUS) or other forms of English. For example, use colour (not color) and aluminium (not aluminum).

1.1.2 Punctuation and Capitalisation

a) For any given field, the use of title or sentence case should be based on the number of words that will populate the field (excluding any headers that are required or any text in brackets). In general, fields populated with 1-5 words (excluding brand names, headers, or any information given in brackets) should be completed in title case, e.g. “Task Chair, Upholstered, Blue”. Fields populated with more than 5 words should be completed in sentence case, e.g. “Height adjustable meeting table, to seat 4-6 people.” (NB: in the case of the Specifications field (section 2.14), each element should be considered separately.)

b) The use of capital and/or lower case letters for symbols that represent SI- and SI-derived units should follow the standard conventions for these symbols (see section 1.2.4 and Table 1.2.4). Units that are spelt out in full, such as feet and inches (see section 1.2.4 for restrictions on use) should not begin with a capital, with the exception of Litre/Litres.

c) Most text will be loaded as submitted; one exception being that any text received in all capital case (LIKE THIS) will be changed automatically to title case (Like This).

1.1.3 Text Formatting with HTML

Text formatting (e.g. bold or italics) should be added by surrounding the text with the appropriate html coding. Any other (i.e. non-html) formatting added within an Excel spreadsheet will be lost when uploading data to the catalogue.

Table 1.2.3 *Examples of commonly used html formatting code*

Formatting		HTML Coding
Italics		`<i>enter text here</i>`
Bold		`<b>enter text here</b>`
Superscript		`<sup>enter text here</sup>`
Subscript		`<sub>enter text here</sub>`
Underline		`<u>enter text here</u>`
Break		` `
Bullet point list:	start: end:	`<ul>` `</ul>`
Numbered list:	start: end:	`<ol>` `</ol>`
Item in list		`<li>enter text here</li>`

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1.1.4 URLs and Hyperlinks

Hyperlinks as embedded HTML are not allowed in any field and will be removed. URLs may be used for references only (see section 1.4.1); others will be removed.

1.1.5 Special Characters

a) Any characters that are not part of the standard ASCI set (generally those that cannot be entered directly via the keyboard), must be entered using the appropriate Unicode (see Appendix 1 – Special Character Coding).
b) However, Unicodes should not be used if there is an equivalent keyboard symbol (e.g. an apostrophe or hyphen) or for basic numerical or mathematical symbols such as /, -, +, *, x, =, ~, %, # etc.
c) Please use numeric Unicodes that take the form &#xxxx; (where xxxx is a 4 digit number), as listed in Table 1.1.5. For example, ±5% should be entered as ±5%, and 30°C as 30°C.
d) Avoid using the Unicodes of symbols and letters for micro and mu, or Ohm and omega interchangeably, as these are distinct symbols with different meanings.

Table 1.1.5 Unicodes that often appear in catalogue data. For a full list, see Appendix 1.

Symbol	Code	Name
α	&#0945;	Alpha
β	&#0946;	Beta
™	&#8482;	Trade Mark
µ	&#0181;	Micro*
°	&#0176;	Degree
©	&#0169;	Copyright
®	&#0174;	Registered
±	&#0177;	Plus/Minus
´	&#0180;	Apostrophe
¼	&#0188;	Quarter
½	&#0189;	Half

***NB:** µ (µ) is the micro character NOT the Greek letter mu (µ) which is code μ, while they are visually identical in most fonts they are treated differently for searching

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1.1.6 Spacing of Words and Sentences

a) Only single spaces should be used between sentences.
b) A single space should be left between the value and the unit only where units are spelt out in full (see Section 1.2.4), for example: “1 bar” or “6 inches”.
c) However, there should be no space immediately before trademark, registered or copyright symbols, or between a value and an abbreviated unit, e.g. 5ml or 100g. See section 1.2.4 for more details.

1.1.7 Abbreviations

Unless they meet one of the exceptions listed below, abbreviations should **not** be used in any field in the catalogue; this includes abbreviations such as “c/w” (complete with), or “w/o” (without). This is especially important as the same abbreviated form may have multiple uses e.g. “BL” (Black, Blue) or “cat.” (catalogue, category, catalyst….) leading to ambiguity.

Exceptions:

a) Accepted abbreviations or metric symbols for units of measurement that are referred to in Section 1.2.4 *OR* common scientific abbreviations such as those listed in the CSE Style manual (http://www.councilscienceeditors.org) or its recommended sources.
b) In the long description field – abbreviations may be used if they are defined on the first use in that product (i.e. spelt out in full with their abbreviated form given in brackets as is common in journal articles etc.) Where there are two or more common abbreviations, one should be selected and used consistently throughout the file.

1.1.8 Special Rules for Formatting Scientific Text

a) Latin names for species should be written in italics with:

Family name – 1st letter upper case
Genus name – 1st letter lower case

For example: “*Escherichia coli*” or “*Drosophila melanogaster*” should be entered into the template as:

```
<i>Escherichia coli</i> or <i>E. coli</i>

<i>Drosophila melanogaster</i> or <i>D. melanogaster</i>
```

b) The first part of a restriction enzyme name (typically the part derived from the source species name) should be formatted as italic text, and spaces should not be included within the name (for example, `<i>Eco</i>RI` is correct for *Eco*RI).
c) Page numbers relating to paper catalogues should not be cited as these may change. However, page numbers within discrete literature references, e.g. scientific journals, may be included (see sections 1.3 and 2.14.2).

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1.2 Numerical Values, Mathematical Symbols, and Units of Measurement:

1.2.1 Scientific Numerical Values

a) 1st, 2nd and 3rd etc. st, nd and rd – not superscripted.
b) Use a comma as a thousands separator (unless entering catalogue numbers or price data where commas must **not** be used; see sections 2.2 and 3.3).
c) Commas should not be used to denote a decimal point. Full stops should always be used as the decimal separator.
d) Superscripts denoting 'to the power of' should be written using html superscript tags (see Section 1.1.3 and Table 1.1.3). If other types of formatting and symbols are used to mark superscripts (e.g. ^), they may be removed.
e) Superscripted numbers should not be directly preceded by a space.

Table 1.2.1 *Commonly used numerical expressions and their correct format*

Numerical Expression	Format	Example
First, Second, Third	Unformatted	1st, 2nd, 3rd
X^Y (X to the power of Y)	`X<sup>Y</sup>`	`10<sup>9</sup>`
Thousands separator	Use a comma as the thousands separator (except in catalogue numbers or prices)	1,000 10,000 100,000 200,000,000

1.2.2 Mathematical Symbols/Numerical Operators

Keyboard symbols should be used wherever possible, e.g. keyboard hyphens should be used as minus signs. However, please avoid using this (or any other mathematical symbol/numerical operator) as the first character in a cell (see Section 1.3.1b).

1.2.3 Legal Requirement to use Metric Units

The *Regulations and Orders amending the Weights and Measures Act 1985* came into force on 7th November 1994. These regulations end the use of imperial units of measurement for economic, public health, public safety or administrative purposes.

> ***From 1st October, 1995 the imperial units of measurement most commonly used to describe length, area, volume and mass (such as the yard, pint and pound) will be unlawful, although they may continue to be used as supplementary indications which accompany indications of quantity given by means of metric units.***

Where imperial measurements are provided this must be in addition to metric measures. Please see Section 1.2.4 for details of formatting requirements.

1.2.4 Formatting of Quantities and Units

a) Metric units should always be used, and SI units (represented by their designated symbols and symbol prefixes) should be used wherever possible (see: http://www.bipm.org/utils/common/pdf/si_brochure_8.pdf for details).

b) Common standard symbols/abbreviations are to be used for all non-SI units (see Table 1.2.4 for examples). The exceptions to this are imperial measurements (e.g. yards, feet, and inches), which, when present (see Section 1.2.3 for information regarding relevant legislation), should be spelled out in full.

c) A double quotation mark should **not** be used to denote inches (see table 1.2.4 below).

d) Symbols such as ° (e.g. in °C) and prefixes such as the micro symbol (µ) must be entered using the appropriate Unicode (see section 1.1.4).

e) When units have been used in their abbreviated or symbol form, ensure that there are no spaces between the numbers and their associated units e.g. use “5µml” (rather than 5 µml), and 60ml” (not 60 ml), as shown in Table 1.2.4.

f) If a unit contained within the data is not listed in the SI brochure as being accepted for use with the SI, and is not one of our listed exceptions, please contact us for guidance.

g) Units that have to be spelt out in full (e.g. inches) and those that precede a numerical value, (e.g. pH), should retain a space between the number and the unit.

h) If data includes imperial measurements in addition to metric ones, the value(s) should first be given in metric units, with the equivalent imperial value(s) following in brackets. For example: Cable Length = 25.4cm (10 inches).

Table 1.2.4 *Commonly used units and their abbreviations*

Unit(s)	Abbreviation	Example
metre	m	2m
centimetre	cm	15cm
millimetre	mm	9mm
micrometre (µm)	µm	4µm
kilogram	kg	15kg, 25.5kg
degrees Celsius (°C)	°C	37°C
litre	Litre	1 Litre/25 Litres
millilitre	ml	60ml
gram	g	150g
milligram	mg	12mg
microgram (µg)	µg	45µg
Volts	V	240V
mg per ml	mg/ml	10mg/ml
molar or millimolar	M or mM	5M or 5mM
units of biological activity	U	100U
acidity/alkalinity	pH	pH 7.5

1.2.5 Formatting of Ranges and Dimensions

a) Value ranges should be written as “X units to Y units”, to avoid confusion between minus signs and horizontal lines (e.g. hyphens) denoting range.

b) Units for dimensions or ranges of values should be listed after each figure, not once at the end.

Table 0 *Value and unit formatting*

Correct	Incorrect
4mm to 8mm	4mm-8mm
	4 to 8mm
250mm x 50mm	250mmx50mm
	250 x 50mm
0.8V / 1.2V	0.8V/1.2V
	0.8 / 1.2V

1.3 Working with Microsoft Excel:

Always pay close attention to the way that Excel is formatting and storing your data. Excel will often make assumptions about the data, and these assumptions may not always be valid.

1.3.1 Cell Content and Formatting in Excel

Many of the issues detailed below can be avoided by formatting all cells as 'text'; for the selected cell or range this can be done from the "Format cells" option of the context (right click) menu. For importing text files to Excel see 1.3.2 below.

a) Double quotation marks (") and tabs should not be used anywhere within the file, as these may be interpreted by Excel as delimiters. Two apostrophes may be used instead of double quotation marks if necessary, (however, please note that this must *not* be used as shorthand for inches; as per 1.2.4c) above).

b) Where possible, avoid beginning an entry within any cell with a mathematical symbol/numerical operator (e.g. +, -, =, *. /, %, ^, <, >, etc.), as Excel will infer that a formula is being entered. If there is a need to begin an entry with such a character, ensure that the cell is formatted as text by using the 'Format cells' option and adding a keyboard apostrophe (') at the start of the entry.

c) Excel may delete zeros from numbers (such as catalogue numbers and manufacturer part numbers), if there are leading zeros, or if the zeros follow a full stop, (which is treated by excel as a decimal point). However, this can be avoided by formatting the column as text, (*NB: 'find' and some other editing procedures may cause Excel to re-evaluate and change your data. Always check your formatting immediately prior to submitting a file.*).

d) If number codes (e.g. CAS numbers) are separated by a slash (/) instead of a hyphen, they may be formatted as calendar dates. However, this can also be avoided by formatting the column as text before entering any data.

e) Other codes that resemble numeric formats (e.g. a clone number such as 32E7) may also be reformatted. Again this can be avoided by formatting columns containing such data as text before entering the data.

f) Text fields may be truncated if over 250 characters in length. This can be avoided by applying 'general' (rather than 'text') formatting to the cells (but see point (b) above)

g) No new line characters (e.g. line feed, carriage return etc.,) should be used in cells, as they will cause issues when moving a file between formats.

h) When copying text from MS Word / the web / html pages: text should not be directly copied from a web page or PDF into an Excel spreadsheet, as it may contain undetected internal formatting. All text should be copied into a simple text editor first (such as TextPad or Notepad), and reformatted there to remove any unwanted formatting (e.g. line breaks).

1.3.2 Opening Text Files in Excel

Occasionally, large files may be saved in the text file (.txt) format; if you would prefer to work with the document in Excel then use the following steps to open the file as a well-formatted excel document:

a) Open Excel
b) Click "File", "open" (to open a new file)
c) In the pop-up window, change the "Files of type" dropdown box to "text files".
d) Browse to "text file" and click "open".
e) This will open the "text import wizard".

i Page 1: make sure "Delimited" is checked, and then click "next".
ii Page 2: If in the preview box the data is not organised into the correct columns, you may need to select the "tab delimiter" tick-box. Click "next".
iii Page 3: On this final page you have the option to format columns. Select a column in the data preview and choose "General" or "Text". To avoid errors, format all columns as text, except those which may have a large number of characters, (e.g. long description/specifications); leave these as "General" or the text will appear hashed (######).
iv Click "Finish".

f) The file should now be open and ready to use. Save as an Excel file if necessary.

1.4 References

References should be added to the Specifications field after all of the other Specification elements. (See section 2.14.2 on formatting References in Specifications).

1.4.1 General Reference Style

a) Inline text references should be formatted as superscript numbers in order of occurrence using html superscript (`<sup>number</sup>`).
b) Reference numbers should be placed directly after any punctuation, with no spaces, but outside other formatting (italic, bold etc.):

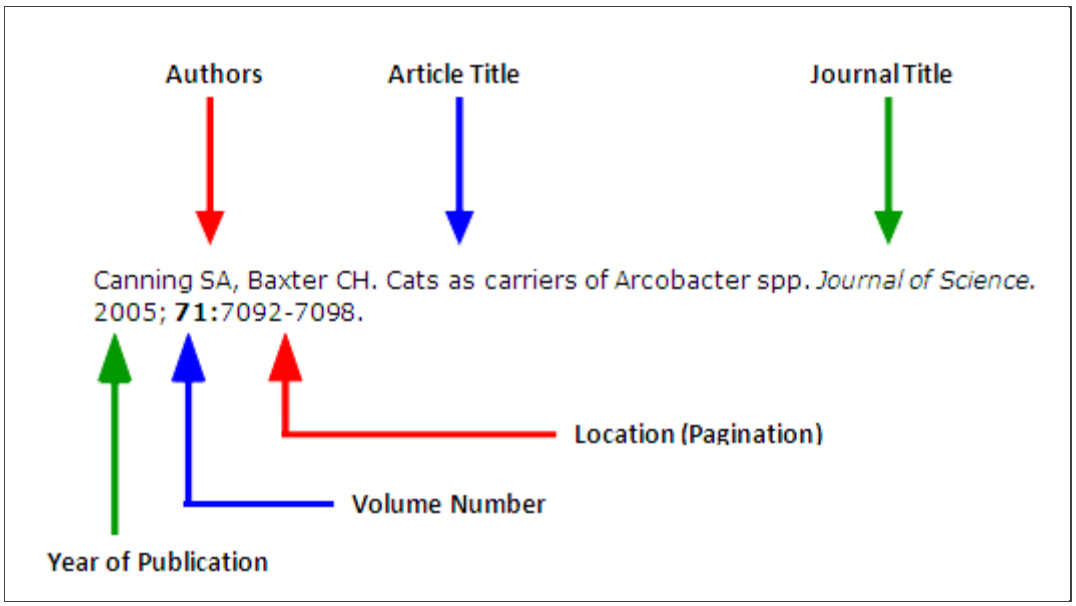
```
Text including information to be referenced.<sup>1</sup>
```

For a full example in the Long Description attribute, see section 2.9c).

c) The reference style required is based on the Vancouver Style, with a limit of three named authors.
d) If there are any ambiguities between the requirements listed here and alternative definitions of the Vancouver Style, this document takes precedence.
e) Examples of our referencing style are below, and are followed by details of the main formatting requirements. For further information about the Vancouver reference style, and initial guidance regarding the formatting of any non-standard references, e.g. supplements or conference proceedings, see:
i. http://www.icmje.org
ii. http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/citmed/frontpage.html

1.4.2 Reference Formatting: Journal Articles

Figure 1.4.2 *Depicting the Vancouver reference style for Journal articles*



a) Author(s)
- *i.* For each author, enter their surname followed by a maximum of two initials.
- *ii.* Use a comma and a space to separate the name of one author from that of the next.
- *iii.* If there are five or more authors, list the first three followed by "*et al*", which should be italicised using HTML coding (see Section 1.1.3).
- *iv.* Mark the end of the author list with a full stop.

b) Article Title

This should be entered in sentence case. Formatting (bold, italics etc.) should not be used, but special characters may be used if required.

c) Journal Title

Please list the standard abbreviated form of the journal's name, which should also be formatted as italic text using HTML coding (see Section 1.1.3).

For bioscience journals these can usually be found at:

http://www.nlm.nih.gov/tsd/serials/lji.html

Or, if not listed on this site see:

http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.box.33351)

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d) Year of Publication

i. For our format, only the year of publication is required (the month and day of publication should not be included unless there is no volume or issue number).

ii. In most cases, the year of publication should be followed by a semicolon and should not be enclosed in brackets.

iii. The year of publication should be located between the Journal Title and the Volume information, as detailed in the example (see Figure 1.4.2).

e) Volume (and Issue if Required)

i. Use Arabic numbers only.

ii. The volume number should be formatted as bold text and followed by a colon (unless an issue number is required).

iii. An issue number is only required if the journal does not have continuous pagination. Any issue number should be placed in brackets immediately after the volume number and immediately prior to the colon. Issue numbers should not be formatted as bold text.

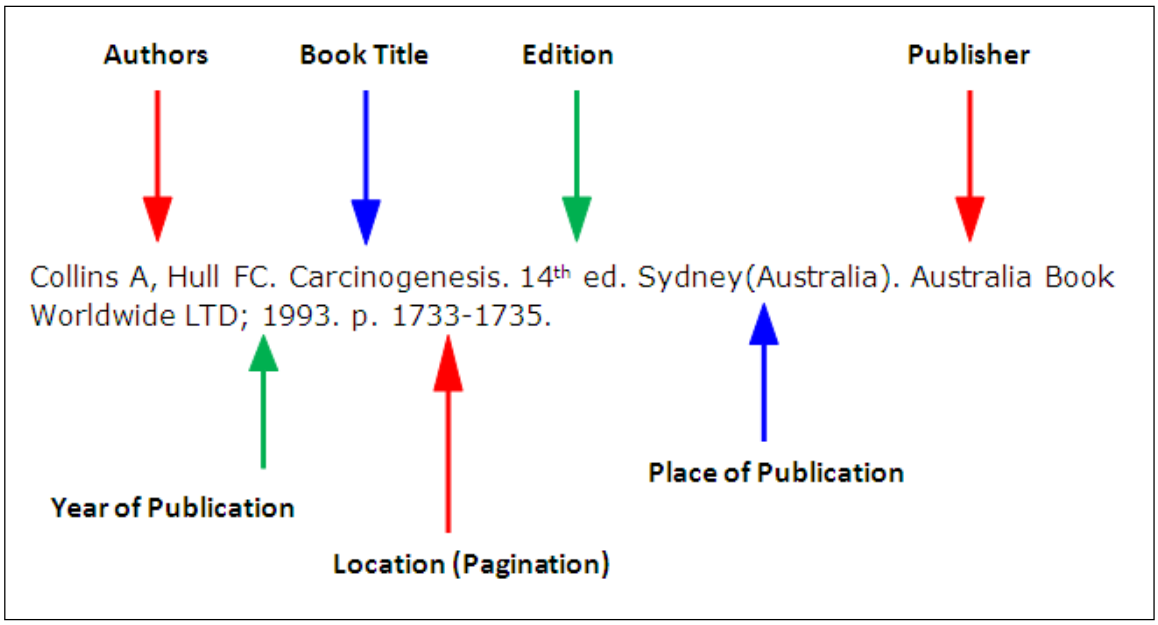
f) Location (Pagination)

i. Give the inclusive page range for the article.

ii. Pagination information should be followed by a full stop.

1.4.3 Reference Formatting: Books

Figure 1.4.3 *Depicting the Vancouver reference style for Books*



a) Authors

Please list authors as described for journal articles. If there are no authors, but there are editors, enter a comma, and the word "*editor*" or "*editors*" (as appropriate) after the last named editor.

b) Title

See Journal Articles (1.4.2b).

c) Edition

i. If there is more than one edition of a book, the edition number should be included in the reference.
ii. When entering the edition, express numbers in Arabic numerals and abbreviate common words. (See 'Abbreviation rules for editions' at http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/citmed/frontpage.html).

d) Place of Publication

i. Enter the name of the city where the book was published followed by the country name or the two-letter ISO country code in brackets.
ii. Use anglicised names wherever possible.
iii. Mark the end of this information with a full stop.

e) Publisher

This should be entered as it appears in the publication, and should be followed by a semicolon.

f) Year of Publication

Enter the year of publication, followed by a full stop.

g) Other information that should be added as appropriate (listed in order of entry)

h) Pagination should be included if available. When citing parts of a book follow the referencing format shown in Figure 1.4.3. However if citing an entire book use the total number of pages on which the text of the publication appears. e.g. 202p, 600p etc. This information should be given directly after the publication date, and should be followed by a full stop.

i) Language of publication (if not English), followed by a full stop.

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2. Catalogue Attribute Population

2.1 General Notes

a) The following attributes apply to all products loaded into the catalogue. Those marked with an asterisk (*) are mandatory and must be completed for all products.
b) The data requirements in this section should be regarded as supplementary to those discussed in Section 1, unless a specific statement to the contrary is included.
c) Field length restrictions are affected by all the characters of a Unicode: i.e. The micro symbol (µ) code µ is treated as 7 characters, not a single character.

2.1.1 Commas (,) may only be used in free text fields, i.e. not in;

i Numerical fields (e.g. Minimum Order Quantity)
ii Fields with a restricted list of values (e.g. UOM, UNSPSC)
iii System reference fields (e.g. Image 1, Document 1, Related Items 1)
iv Other fields as specified in the individual details below. (e.g. Catalogue Number)

2.1.2 Delivery Charges

a) If you have charges for postage and packing, dry ice, minimum order values, heavy items etc. (collectively: “Delivery Charges”) these will need to be loaded to your catalogue as items so users can add them to orders.
b) Delivery Charges are loaded using the same Standard Data Template used to load products.
c) Delivery charge products should be formatted following the same rules as catalogue products.
d) Delivery Charges are flagged using a product mapping tag attribute of “DC” (see section 2.16).
e) The type of charge should be listed in the Description (section 2.3), with details of when to apply it listed in the Long description (section 2.9). Try to keep these unambiguous, as delivery charges are interpreted and added manually to orders by end users.
f) Prices should be loaded as for any other product; charges can differ between institutions, or delivery charge products can be hidden if a particular buyer is exempt from that charge.

Table 2.1.2 *Example Delivery Charge products*

Catalogue Number	Description	Long Description	Pack Size	UOM
DRY-ICE	Dry Ice	Please add one charge to each order containing at least one product that requires dry ice shipping.	1	Each
PRIORITY-10	Priority Delivery	Please add one charge to each order that requires next day delivery (Before 10 am)	1	Each
25KG-PLUS	Other	Please note that this charge will be applicable to our ovens and furnaces and other large equipment. Please add one such charge for each item in excess of 25kg.	1	Each
DELIVERY	Standard Carriage Per Order	Please add one charge to each order (UK Mainland standard)	1	Each
MINIMUM	Minimum Charge	Please add one charge to each order where the total order value is less than 1000 GBP (orders more than 1000 GBP are shipped free of charge).	1	Each
HAZARD	Hazardous Substance	Please add one charge to each order containing hazardous items	1	Each
UNDER-200	Carriage Per Order	Please add one charge to each order with a total order value above 200 GBP	1	Each
OVER-200	Carriage Per Order	Please add one charge to each order with a total order value of 200 GBP or less	1	Each

N.B *The Catalogue Numbers and Long Descriptions above are given as* ***examples only***

2.2 Catalogue Number (*)

a) This is used as the unique identifier of a stock keeping unit (SKU) of a product, and consequently duplicates cannot be included. Where the same code appears for different pack sizes of a product, unique references for each SKU may be generated by appending the pack size onto this code, e.g. “AB1230-50g” and “AB1230-250g” etc. to allow them to be priced separately (see section 3.1.1). Please note that micro symbols cannot be used.

b) Catalogue numbers may only include alpha-numeric characters, dashes (-) slashes (\,/) and full stops(.) They should not include any ‘special’ characters (i.e. those not present on a standard keyboard).

c) In contrast to our general guidelines for formatting numbers (see section 1.2), commas must not be included in catalogue numbers - if commas are provided these may be converted to semi-colons or the items may not be loaded.

2.3 Description (*)

The description is displayed in the first screen of Search Results that are returned to the buyer. The description should clearly convey the key information required to allow a purchaser to identify the product, and should adhere to the following rules:

a) **Length** - The description should be no more than 150 characters in length.
b) **Content**
  i. If desired, product codes (not catalogue numbers) can be included to help distinguish the product from other similar items.
  ii. Do not include pack size, as this appears immediately adjacent to the product description within the search results screen.
  iii. If dimensions are needed, list the units after each number (e.g. "250mm x 50mm") not just once at the end (see section 0 above).
c) **Formatting**
  i. Underlining, bold text or other emphasis (html headings etc.) should not be used within the description.
  ii. Unicodes (e.g. ® for ® and ™ for ™) must be used where appropriate (see Appendix 1 – Special Character Coding for a list of codes).

2.4 Pack Size (*)

This is the pack size that the price on the stock-keeping unit (SKU) relates to.

a) The pack size has a field limit of 40 characters.
b) Any appropriate pack size is acceptable if it is formatted correctly (e.g. 1, 50ml, 25g etc.).
c) Where a single SKU is divided into Z groups of Y quantity (e.g. 5 aliquots of 200ml or 5 packs of 200 envelopes), this can be presented in the form Z x Y (e.g. "5 x 200ml" or "5 x 200 envelopes"). To avoid incorrect wrapping of text, use non-breaking spaces ( ) instead of spaces so "5 x 200ml" would be entered as "5 x 200ml"

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2.5 UOM (*)

a) This is the unit by which the products are sold, not the unit of pack size. As some buyers import and map this field, only values from the following list may be used.
b) If an entry is not on this list then the default value for this field of 'Each' will be used, or the closest valid unit to the invalid entry may be used, at the discretion of SWL.
c) The casing shown below must be followed exactly; note all are in lower case with an initial capital letter:

Ampoule	Bulk	Pack	Set
Bag	Case	Pair	Tin
Bale	Day	Ream	Tub
Band	Drum	Reel	Tube
Bottle	Each *	Roll	Vial
Box	Kit		

* Default Value

2.6 UNSPSC (*)

An appropriate eight digit UNSPSC should be provided for all products. UNSPSC is a commodity classification system; more information about the schema may be found at www.unspsc.org.

2.6.1 Version

The Science Warehouse buyer community currently uses version 16.0901 of the UNSPSC schema.

2.6.2 Code Levels

The Science Warehouse buyer community has mandated that products should be classified to level 3 or 4 of the schema wherever possible; these are in bold in Table *2.6.2 Example of UNSPSC Levels*.

a) The UNSPSC is a hierarchical classification; each additional pair of numbers provides a more detailed level of classification, but still includes the higher levels.
b) Each level is represented by two digits of the eight digit number: "high level" (e.g. level 1) codes use only the 1st two digits and all subsequent pairs are '00'.
c) More detailed codes (those with more pairs of non-zero digits) correspond to progressively narrower definitions of the commodity.

Table 2.6.2 *Example of UNSPSC Levels*

Level	Significant Digits	Code	Title
1	2	***41***000000	Laboratory and Measuring and Observing and Testing Equipment
2	4	41***11***0000	Measuring and observing and testing instruments
3	6	4111***17***00	Viewing and observing instruments and accessories
4	8	411117***11***	Electron microscopes

2.7 Manufacturer Name (*)

Enter the manufacturer's name (or your supplier name if you are also the manufacturer). If, for any reason, your manufacturer's name is not available, please enter the supplier name in this field.

2.8 Manufacturer Part Number (*)

Enter the part number supplied by the manufacturer of the product. If no manufacturer part number is available, this field should be completed with the catalogue number.

Please note that:

- **a)** Unlike the catalogue number, it is not necessary for the manufacturer part number to be a unique value (e.g. the same code may be used for multiple pack sizes).
- **b)** Manufacturer part numbers may include commas.
- **c)** Special characters (properly encoded with Unicodes) may be used.

2.9 Long Description

This is displayed in both the Product Details and Compare screens of the catalogue, to give general details of that particular product.

- **a)** **Length** - The maximum length is 3,200 characters including spaces. Long descriptions over this length may be truncated or rejected.
  - *i.* If you require a small amount of extra space, add a specification of "Note=…." with the information. (see section 2.14)
  - *ii.* If you have a large amount of additional information, include it in a supplementary document. (see section 2.13)
- **b)** **Content**
  - *i.* The Long Description should contain a full, detailed description of the product. It should not repeat the Description, as this section appears directly after it.
  - *ii.* Similarly, because it appears directly after the Description entry, the Long Description does not require a title/header.
  - *iii.* This field should be used to convey any additional product information, for example, special features of an item. It is typically a descriptive paragraph for the product in question, not attenuated brief information.

Standard Data Requirements

c) Formatting

i. Do not use the 'return' (enter) key or any other line break character.

ii. When writing the Long Description, the HTML line break code (`<br>`) should be entered when a return is required.

iii. Text should not be directly copied from MS Word, a web page or a PDF into an Excel spreadsheet, as it may contain undetected internal formatting. All blocks of text should be copied into a simple text editor (such as TextPad) first, and reformatted there to remove any additional returns or other unwanted formatting (e.g. html, line breaks etc.).

iv. The text should be one continuous block with no spaces between formatting characters and text. (Example below).

v. To introduce paragraphs breaks use the HTML paragraph markers `<p>` and `</p>` around the text; this is only necessary for multiple paragraph descriptions.

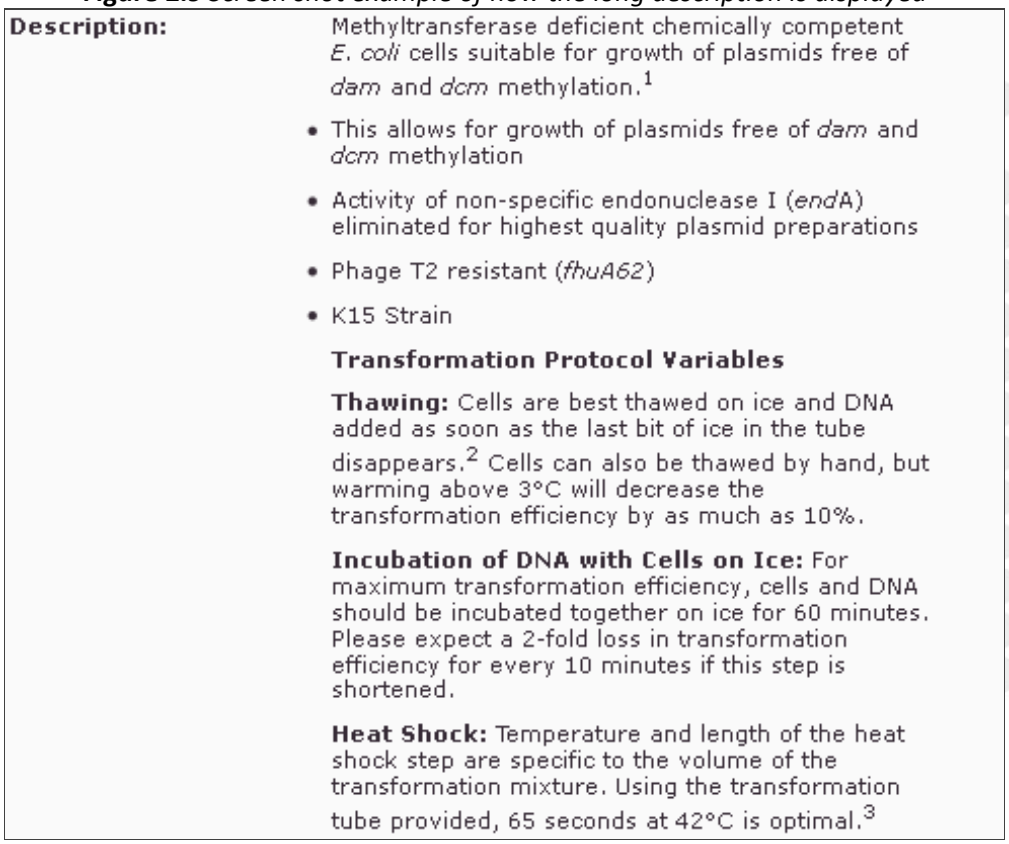
vi. Inline text references should be formatted as described in section 1.4.1b).

Standard Data Requirements

Example of Text Formatted for the Long Description:

```
Methyltransferase deficient chemically competent <i>E.
coli</i> cells suitable for growth of plasmids free of
<i>dam</i> and <i>dcm</i>
methylation.<sup>1</sup><p><ul><li>This allows for growth of
plasmids free of <i>dam</i> and <i>dcm</i>
methylation<li>Activity of non-specific endonuclease I
(<i>end</i>A) eliminated for highest quality plasmid
preparations<li>Phage T2 resistant (<i>fhuA62</i>)<li>K15
Strain</li></ul><p><b>Transformation Protocol
Variables</b><p><b>Thawing:</b> Cells are best thawed on ice
and DNA added as soon as the last bit of ice in the tube
disappears.<sup>2</sup> Cells can also be thawed by hand, but
warming above 3&#0176;C will decrease the transformation
efficiency by as much as 10%.<p><b>Incubation of DNA with
Cells on Ice:</b> For maximum transformation efficiency, cells
and DNA should be incubated together on ice for 60 minutes.
Please expect a 2-fold loss in transformation efficiency for
every 10 minutes if this step is shortened.<p><b>Heat
Shock:</b> Temperature and length of the heat shock step are
specific to the volume of the transformation mixture. Using
the transformation tube provided, 65 seconds at 42&#0176;C is
optimal.<sup>3</sup>
```

Figure 2.9 *Screen shot example of how the long description is displayed*



Standard Data Requirements

2.10 Key words and Aliases

The Science Warehouse Marketplace can hold hidden key words, search terms, alternate spellings and aliases for products, to aid product searching by users. The main field used is Alias 1.

a) Search terms should be entered once and space delimited. For example on a Sodium Sulphate product the alternate spelling and spacing could be included;
b) Sulfate Sodiumsulfate Sodiumsulphate bisodiumsulfhate
c) Different two-word combinations do not need to be repeated, i.e. if you included “Sodium Sulphate” then you do not need to include “Sodium Sulfate”, just “Sulfate”.

2.11 Minimum Quantity

a) This is the minimum number of units (as defined by the pack size) that can be ordered for a specific product. *NB it is* not *a multiplier; if set as 5, users can order 5, 6, 7 or 8 items etc.*
b) It should be entered into template as a positive whole number (i.e. no decimals, fractions, negatives or 0).
c) If left blank it will default to 1 (i.e. one of whatever is specified in the pack size).

2.12 Images

a) Product images can be displayed in the Product Details and Compare views of the marketplace. A product can have up to 12 images.
b) Large pictures will be displayed initially at a smaller size within the Product Details page, but can be expanded to full size by a user clicking on the image.
c) **Image Format**
i. Pictures should be provided in either JPG or GIF format.
ii. Images are displayed as 600 pixels (wide) x 500 pixels (high).
iii. If a picture is wider than 600 pixels or taller than 500 pixels it will be reduced to these dimensions while maintaining the aspect ratio and ensuring that at least one of these dimensions is used to its maximum, e.g. 600 (wide) x 150 (high) OR 300 (wide) x 500 (high).
iv. Images smaller than this (e.g. 250 pixels x 250 pixels) will not be increased in size.
v. Where a figure legend is required to explain the associated graphic (e.g. a graph title or labels on gel prints), then this figure legend should be supplied as part of the image.
vi. Figure legends that simply identify the item (e.g. Megastar 30 Autoclave) should not be included, because the product description will also be displayed should the image on the page be expanded by a user clicking on it.
d) **Image File Names**
i. If only one picture is available, then the file name should be entered in the Image 1 column. If two pictures are available, then “Image 1” and “Image 2” should be used etc. up to a maximum of ”Image 12”.
ii. The file name, which is case-sensitive, should match the image name given in the “Image 1” etc. column exactly, and must be followed by the appropriate file extension (which is also case-sensitive).

Standard Data Requirements

2.13 Supplementary Documents

In addition to holding information within long description, specifications and other fields, information can also be held as PDFs or other supplementary documents. Each product can have up to two PDFs or other documents attached.

2.13.1 Content

Information should be captured as PDFs where it relates to:

a) A protocol
b) A large number of references
c) MSDS (Material Safety Data Sheets)
d) Technical documents etc.

2.13.2 Document field and file names

a) If only one supplementary document is available, then the filename should be entered into the "Document 1" column. If two supplementary documents are available, then "Document 1" and "Document 2" should both be used.
b) The file name, which is case-sensitive, should match the document name given in the "Document 1" etc. column exactly, and must be followed by the appropriate file extension (which is also case-sensitive).
c) Please note that these file names are displayed to users within the product details page. Therefore, it is better to provide intuitive names (e.g. Benzene MSDS.pdf) where possible, rather than simply naming documents after catalogue numbers.

2.14 Specifications

2.14.1 General

Within the catalogue, the information in the Specifications field will be displayed as a tabular list. When entering specifications data, great care should be taken to ensure that the correct spacing and annotation are used and any references are formatted correctly.

a) Length

Maximum length of specifications is 3200 characters including spaces.

b) Content

Any specifications of the individual product that are in a '**header: value**' format can be entered here. Specifications must be clearly defined e.g. Storage Conditions, Shipping Conditions, Height, Width etc.

Standard Data Requirements

c) Format

To populate the specifications, the information should be entered in the specifications cell in the following format:

```
Header 1=Value X|Header 2=Value Y|Header 3=Value Z
```

For example:

```
Storage Buffer=50mM Tris HCI, pH 7.5|Quality Control=Free of
detectable DNA exo- and endonuclease activities|Benefits
Include=Highly Purified, Heat-Inactivated at 70&#0176;C
```

Figure 2.14.1 *Screen shot of how specifications will be displayed*

Storage Buffer:	50mM Tris HCI, pH 7.5
Quality Control:	Free of detectable DNA exo- and endonuclease activities
Benefits Include:	Highly Purified, Heat-Inactivated at 70°C

d) Text Formatting

i. All specification headers should be entered in title case.

ii. The header and the value should be separated by an equals sign (=) with no spaces around it.

iii. Each specification in the list must be separated from the next specification by the "pipe" symbol: | (N.B. This is not a lower case "L"; it appears in different places on different keyboards, but is often found on the "\" key, on the bottom left, and is typed by pressing: "shift + \ ".)

iv. Pipe symbols should not appear before the first specification.

v. No spaces should be entered before, or after, either of the '=' or '|' delimiters within the Specifications field.

vi. Due to the formatting used, colons (:) and pipes (|) may not be used in the text. For ratios please use a semi colon (;).

vii. When populating the specifications with dimensions, each dimension should be presented as a separate specification. For example, if the source data contains (W x D x H) = 16.5 W x 24 D x 13.5 H (cm), this should be entered as:

```
Width=16.5cm|Depth=24cm|Height=13.5cm
```

N.B.: There should be no brackets around the unit of measurement, and no space between the number and the unit.

2.14.2 Adding References within the Specifications Field

References should be included at the end of the specifications field, after all other information. Numbers referring to these references can be cited from within the text using superscript (see 1.4.1b)). References should follow the Vancouver Style unless stated above (see 1.3).

a) Single Reference

If only one reference is to be added, enter this as:

```
Reference=Reference text
```

So a single reference would be entered as:

```
Reference=Abdel-Aziz S, Mackenzie EM. Dam and dcm competent
cells and methylation. <i>Nature.</i> 2009; <b>243:</b> 95-98.
```

Figure 2.14.2a *Screen shot detailing how a single reference is displayed on the marketplace*

Reference: Abdel-Aziz S, Mackenzie EM. Dam and dcm competent cells and methylation. *Nature*. 2009; **243:** 95-98.

b) Multiple References

If there are 2 or more references, enter these as specification entries as:

```
1=Reference text|2=Reference text|3=Reference text
```

So three references would be entered as:

```
1=Abdel-Aziz S, Mackenzie EM. Dam and dcm competent cells and
methylation. <i>Nature.</i> 2009; <b>243:</b> 95-
98.|2=Stephens RM, Garthwaite D, Hull J <i>et al</i>. Heat
Shock Proteins. <i>Nature</i>. 1994; <b>12:</b> 691-
705.|3=Kittoe R, Cho SP, Hames GB <i>et al</i>. Laser
Transformations. <i>EMBO J</i>. 1999; <b>14(12)</b>: 22-26.
```

Figure 2.14.2b *Multiple References as displayed*

1: Abdel-Aziz S, Mackenzie EM. Dam and dcm competent cells and methylation. *Nature*. 2009; **243:** 95-98.

2: Stephens RM, Garthwaite D, Hull J *et al*. Heat Shock Proteins. *Nature*. 1994; **12:** 691-705.

3: Kittoe R, Cho SP, Hames GB *et al*. Laser Transformations. *EMBO J*. 1999; **14(12)**: 22-26.

Standard Data Requirements

2.15 Related items

Each product can have up to four groups of related products associated with it, such that links will be presented from the parent product to each of the related items. The information for each group of related products is conveyed by two fields, the Related Items Text and the Related Items Search. Four pairs of values are available, i.e. Related Items Text 1 is associated with Related Items Search 1; Related Items Text 2 is associated with Related Items Search 2 etc.

2.15.1 Related Items Text

a) The 'Related Items Text 1' column is populated with text that outlines the association with the related products (e.g. Accessories). The related items text is visible as a header for the group of related products.

b) If there are additional groups of related products, the piece of text outlining each subsequent association (e.g. Replacement Parts, Consumables, Accessories etc.) is then placed in 'Related Items Text 2', 'Related Items Text 3' etc. respectively.

2.15.2 Related Items Search

a) The 'Related Items Search' columns contain the catalogue numbers of the associated items referred to in the 'Related Items Text' fields, and like the 'Related Items Text' columns, are filled sequentially. **All non-alphanumeric characters (including spaces and hyphens) should be removed from the catalogue numbers:**

```
So 1234.586-A
Becomes: 1234586A etc.
```

b) If only one related item is to be added, specify it in the 'Related Items Search' column which corresponds to the 'Related Items Text' column in which the relevant association was outlined, (i.e. if 'Replacement Bulbs' was entered into 'Related Items Text 1', then the catalogue number for the correct replacement bulb should be entered into 'Related Items Search 1').

c) If more than one related item is to be included within one group, separate them in the relevant 'Related Items Search' column, using the pipe symbol (|) as follows:

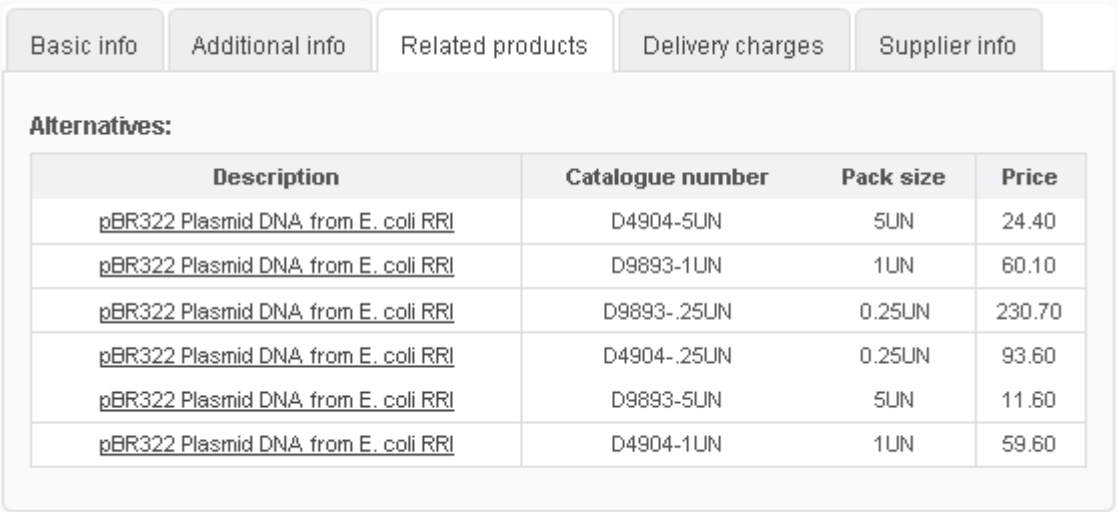
```
CatalogueNumber|CatalogueNumber|CatalogueNumber|...

    e.g.  1234586A|DEF456|GHI789|JKL012|…
```

d) Each 'Related Items Search' field has a length limit of 1500 characters.

e) If you are working on a product file which has been generated or processed by SWL, the data in these 'Related Items Search' fields may be in a slightly different format to that described above. This format is also compatible with the system, so there is no need to change the data in this case: it can be loaded unmodified.

Figure 2.15.2 *Screenshot of related items' tab*



2.16 Product Mapping Tag

This field is used to flag up items that have special requirements such as Delivery Charges and Duty Free Ethanol items; only populate this as specified below.

2.16.1 Duty Free Ethanol

Add "DFE" to this field for Duty Free Ethanol products; these are treated differently in workflows by some buyers so require a Product Mapping Tag to be processed correctly.

2.16.2 Delivery Charges

Delivery charges are loaded as products with "DC" in the Product Mapping Tag. If **any** Delivery Charge products are visible to a buyer, **all** products will be flagged to users as potentially needing a delivery charge added; the correct charges should then be manually added to each order by the end users. See section 2.1.2 for more detail on delivery charge products.

2.17 Hazard Category and Code indicator columns

These columns list each of the Hazard Categories and Codes defined by 'European Union Regulation (EC No 1272/2008) on the Classification, Labelling and Packaging of substances and mixtures'. They should be used to indicate any Hazard Categories or Codes associated with the product. Table 2.17 below lists acceptable entries in these columns. (Capital letters only).

Table 2.17 *Hazard Information column completion*

Value	Use
Y	This product is linked to the Hazard Category or Code defined in the column title
N	The product is excluded from the Hazard Category or Code defined in the column title
	(Blank) It is not possible to specify whether or not the product is linked to the Hazard Category or Code defined in the column

Please refer to http://www.hse.gov.uk/ghs/eureg.htm#new-european-reg for detailed guidance on the classification of hazardous goods. Columns should be completed appropriately (Y/ N) where sufficient data is available. The list of columns and definitions is in Appendix 2.

2.18 Products requiring licence and/or end-user declaration forms

Where products are covered by specific licensing requirements or need user declaration forms in order to purchase or supply please use these columns to indicate the applicable ones. Acceptable entries in these columns are in Table 2.18 below. (Capital letters only).

Table 2.18 *Product Licensing column completion*

Value	Use
Y	This product is linked to the licence or end-user declaration defined in the column title
N	The product is excluded from the licence or end-user declaration defined in the column title
	(Blank) It is not possible to specify whether or not the product is linked to the licence or end-user declaration defined in the column title

Columns should be completed appropriately (Y/ N) where sufficient data is available. The full list of columns and definitions is in Appendix 2 - Hazard code appendix.

Standard Data Requirements

2.19 Additional Chemical Identifiers

Additional chemical identifiers can also be included within product details, and should be included in the correct column whenever they are relevant to the product.

Chemical identifier column names:

- Index Numbers
- EC Numbers
- CAS Numbers

Standard Data Requirements

3. Pricing

3.1 General Notes

Pricing information is loaded separately *after* products have been loaded; any price submitted for a product which has not yet been successfully loaded will cause the file to be rejected.

3.1.1 Buyer-Specific Visibility and Pricing

Science Warehouse supports buyer-specific pricing; Buyer end-users can only see the prices loaded for them, and not the buyer-specific pricing provided for any other buyer.

- **a)** A buyer-specific entry must be provided for each product in a file. Where a numerical price is not applicable, please use one of the three non-numeric entries (see section 3.4). Every individual buyer price must be entered, even where a buyer receives the list price, or the discount level is common to several buyers.
- **b)** Product data other than pricing is common between all buyers to which the product is available
  - *i.* A Catalogue Number refers to a single SKU (Stock Keeping Unit): all prices must relate to the item described in the catalogue.
  - *ii.* If different pack sizes are available, provide a unique Catalogue Number for each size available (see section 2.2 for further information).
  - *iii.* If a product has various possible Units of Measure (UOM), provide a unique Catalogue Number for each (see section 2.2).
- **c)** A current list price should be provided for each product (i.e. the price as advertised for general sale).
  - *i.* List prices are used by buyer administrators to check contracted discounts have been applied correctly to the buyer-specific pricing; and are not made directly visible to buyers on the marketplace.
  - *ii.* If you have items listed on Science Warehouse for buyers in multiple countries please include the relevant list price for each labelled as “List Price (GBP)”, “List Price (EURO)” etc.

3.1.2 Quantity pricing

- **a)** Prices are per SKU: i.e. the price if a buyer orders one item, not the price per item in a multi-pack or the price of the minimum order quantity.
- **b)** Minimum Order quantities can be specified within the product data where required (see section 2.11 - Minimum Quantity.).
- **c)** The catalogue can display both *Unit Prices* and *Volume Price Breaks*; see the sections below for details.

3.1.3 VAT

All pricing is assumed to be without Value Added Tax (ex-VAT). VAT at the appropriate rate will be automatically added to orders where appropriate.

Standard Data Requirements

3.2 File Format

All files should be Excel workbooks (*.xls* or *.xlsx*) files of a **single sheet**, with no blank rows between product data.

3.2.1 Unit Prices

a) The Catalogue Number should be in the first column, List Price in the second. Buyer-specific prices should be entered in subsequent columns, each labelled with the organisation name.

b) Use clear column headers including the organisation name, to indicate which column contains the list price and which column corresponds to each buying organisation.

c) Any blank cells or zero prices within a unit price file will cause the price file upload to fail: zero prices or blank cells in price columns should not be included. Use `FOC`, `POA` or `HIDE` as appropriate (see 3.4 below).

Table 3.2.1 *Example Unit Price File*

Catalogue Number	List Price	Buyer 1	Buyer 2	Buyer 3
SKU 1	100	95	96	80
SKU 2	50	45	40	48
SKU 3	200	150	100	175.5
SKU 4	1250	1200	1100	900

3.2.2 Volume Price Breaks

The Science Warehouse marketplace can accept volume price breaks, i.e. where the price per SKU decreases when ordering more. For example, if ordering 1-9 of an item will cost £5.00 each but when ordering 10 or more the cost is £4.50 each, there is a volume price break at 10. These prices must be provided as follows using the relevant template.

a) The *Catalogue Number* should be in the first column, *Break Quantity* in the second*, Break Price* in the third and *Price List Name* in the fourth;

i. The *Catalogue Number* must match exactly with the corresponding number in the product file (this field is case-sensitive).

ii. The *Break Quantity* is the lowest quantity for which the price should be applied; in the example above this would be 1 for the unit price and 10 for the volume break.

iii. The *Break Price* is the price per item that should be applied for all SKUs, on an order for more units than that break quantity amount (e.g. £5.00 and £4.50 above, for unit price and volume break respectively).

iv. Price List Name; These are the equivalent of the column headers in the Unit Price template

v. An entry is needed for each field on every line

b) Unit prices should have a Break Quantity of 1.

c) The unit price (Break Quantity of 1) price breaks should be listed first within the file, or the volume prices will not be updated and the load may fail.

d) In this format, multiple instances of the same catalogue number are allowed, but the *Catalogue Number; Break Quantity; Price List Name* combination must be unique; (i.e. there can only be one price on *item ABC-123* for *Institution X* at a *Break Quantity of 5*).

e) Non-numeric prices (POA, FOC, HIDE; see 3.4 below) are not valid at Break Quantities greater than 1 and will cause an error if loaded.

f) As the Break Quantity increases, the Break Price must always decrease, otherwise the file will fail to load. For instance, if a Break Quantity of 10 has a Break Price of £5.00, but the Break Quantity of 20 has a Break Price of £5.50, the file will fail.

Table 3.2.2 *Example Volume Price Break file*

Catalogue Number	Break Quantity	Break Price	Price List Name
SKU 1	1	7	Buyer 1
SKU 1	10	6	Buyer 1
SKU 1	20	5.5	Buyer 1
SKU 2	1	15	Buyer 1
SKU 2	50	12.5	Buyer 1
SKU 1	1	7	Buyer 2
SKU 1	10	6.5	Buyer 2
SKU 1	20	6	Buyer 2
SKU 2	1	15	Buyer 2
SKU 2	50	10	Buyer 2

3.3 Pricing Format

a) In contrast to the general guidelines for formatting numbers (in section 1.2.1), prices should not have any thousands separators i.e. use 1249.99 not 1,249.99.
b) Do not include currency symbols (£, €, $) so an item costing £45 should be entered in as 45 and an item costing £45.50 should be entered as 45.5.
c) Zero prices (0, 0.00 etc.) and blank cells are not valid price entries (see section 3.4).

3.3.2 Prices with Fractions of Pence

Prices with up to 4 decimal places may be provided, e.g. 0.3295 (£0.3295, or 32.95p). In such cases, the accurate (i.e. 4 decimal place) price will be held within Science Warehouse and used in all price calculations performed by the system. However, please be aware that not all buyer back-office systems that Science Warehouse is integrated with are able to accept prices with fractions of pence. Therefore, each buyer is able to configure how both unit and total prices may be passed to their system (e.g. specifying the number of digits provided, and the type of rounding applied where necessary).

3.4 Non-Numeric prices

To avoid ambiguities Science Warehouse does not allow blank price values or zero prices (0.00) to be loaded; the following entries should be used instead:

3.4.1 Free of Charge Products (FOC)

a) To load a free of charge product, the letters "FOC" should be entered in place of a price.
b) Although Science Warehouse can handle zero prices and it is possible to add these items directly to requisitions, not all buyer back-office systems that we are integrated with are able to do so. Where necessary, i.e. dependent on the buyer's back-office-system, prices of £0.00 will be replaced with £0.01.

3.4.2 Price on Application (POA)

a) Products that require a quote are listed as "price on application". To load these, the letters "POA" should be entered in place of a price.
b) Buyers will not be able to add such items directly to baskets or purchase requisitions, but users with the appropriate permissions will be able to add them to RFQs (Requests for Quotation).
c) The 'POA' value cannot be used in List Prices; but it should not be necessary as list prices are not directly visible to buyers in any case.

3.4.3 Buyer Specific visibility (HIDE)

a) If products are available to multiple buyers, separate price lists (i.e. columns in a unit price file) should be provided for each buyer. Where an item is not available for a specific buyer, "HIDE" should be entered in place of a price, within the price column for that buyer.
b) The 'HIDE' value cannot be used in List Prices; but it should not be necessary as list prices are not directly visible to buyers in any case.

4. Data Not Meeting the Standard Requirements

Any data provided that is not in accordance with the requirements listed in this document may be rejected, and the following will be applied or the file rejected completely.

- **a)** If duplicate catalogue numbers are included within a product file, then some or all copies of each duplicate will be removed prior to the data being uploaded.
- **b)** If commas are provided in catalogue numbers or other restricted fields, these may be converted to semi-colons, removed, or the items may not be loaded.
- **c)** If manufacturer part numbers are not provided then the catalogue number will be used.
- **d)** If manufacturer names are not provided then the supplier name will be used.
- **e)** If no pack size is provided, then this field will be completed with "1".
- **f)** If no minimum order quantity is provided, then this field will be completed with "1".
- **g)** If no UOM is provided or it is not in the list in section 2.5, then this field will be completed with "Each" or the nearest valid UOM to the invalid entry provided at our discretion.
- **h)** Prices are taken as received, with no interpretation; if no price entry (i.e. a positive number, POA, FOC or HIDE) is received for a product, that product may not be displayed, the price may not be updated, or the product or price may be removed. Blank cells and zero prices will cause a file to be rejected.
- **i)** Where a price file includes a catalogue number for which no product data has been loaded, (or the catalogue number has been modified due to 4.b), the price will not be loaded.
- **j)** Individual product rows that are not in accordance with the data requirements may be removed and not loaded. Alternatively, any unsanctioned characters and formatting may be removed (without substitution) prior to loading. This includes line breaks in the data.
- **k)** If a UNSPSC is not provided, or the code provided is not part of the schema currently in use by Science Warehouse (see section 2.6) the field will be completed with a default code.

Please note

You will be able to review your product data once it has been uploaded to the site, and will be required to confirm that the data uploaded is accurate prior to initial go-live of your catalogue. You will subsequently be able to review your live product data in the system at any time (subject to system availability), and will be required to approve updates to the data (i.e. new items and price changes) on an on-going basis.

You are politely reminded that you are solely responsible for the accuracy and content of your catalogue and electronic catalogue; should changes be required, these must be submitted with sufficient lead-time for all processing and approval steps to be completed, such that the accuracy of the data is maintained.