

Specifications for creating a BMEcat catalogue via the Mercateo Excel TOOL

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1. General information

This document explains the Excel templates **Mercateo-CatalogueTOOL_Products** (for product information) and **Mercateo-CatalogueTOOL_Categories** (for category information). Both files must be filled in to form a "BMEcat 1.2" catalogue.

NOTE:

1. The files must be saved as a **.txt** or **.csv**
2. Only **semicolons (;)** or **TABs** are permitted as separators between columns
3. The **order and names of the columns** must not be changed
4. **Row 1 and 2** must not be changed or deleted
5. Columns marked with an asterisk (*) are mandatory
6. **Both files** are required and must be **named** as follows:
products_prefix of the supplier_language_encoding.file ending
products_1234_deu_UTF-8.txt
categories_prefix of the supplier_language_encoding.file ending
Example: categories_1234_deu_UTF-8.txt

Note 1: **prefix of the supplier** = your catalogue-ID at Mercateo

Note 2: **language** must be according to [ISO 639-2\(T\)](#)

2. Mercateo-CatalogueTOOL_Products

2.1. SUPPLIER_AID (*)

Here you enter your unique item number for each product.

NOTE:

- Max. amount of characters: 12
- No use of the symbols such as: **& # ,**

2.2. EAN (*)

Here you enter the EAN-code or GTIN of the product (they are unique per product!).

2.3. DESCRIPTION_SHORT (*)

Here you enter the product name.

NOTE:

- The product name must be unique to each product via including its distinctive properties such as: size, colour, model name ... etc.
- Min. 10 and max. 120 characters

2.4. DESCRIPTION_LONG (*)

Here you enter the long description the product.

NOTE:

- Max. amount of characters: 64.000
- The product description should be clear and complete (no abbreviations!)
- Include information of standards such as: DIN, ISO ... etc.
- For product features always use the columns: FNAME, FVALUE and FUNIT
- Do not include details of packaging unit here but use the respective columns
- For structuring the long description, you can use the following HTML tags:

<P>...</P>	for text in paragraphs
...	for text in bold
<I> ...</I>	for text in italics

-
 for line breaks
- ... for creating a list
- HTML tags for tables, links and the body-tag are prohibited!

2.5. MANUFACTURER_AID (*)

Here you enter the unique product-ID of the manufacturer.

2.6. MANUFACTURER_NAME (*)

Here you enter the name of the manufacturer (without company form!).

2.7. ARTICLE_PRICE price_type (*)

Here you specify how the price in the following two columns should be interpreted.

- Use "**net_list**" for the price at which you sell to Mercateo.
- Use "**net_customer**" for a recommended sales price (excl. VAT).
- Use "**net_customer**" also for the lowest purchasing price bound (excl. VAT) if you participate in the Mercateo-Reverse-Auction

To supply more than 1 type of price, use the 2nd column Article_PRICE price_type.

2.8. PRICE_AMOUNT (*)

Here you enter the price of a product as a value.

NOTE:

- Max. 2 decimals
- Do not make use of "thousands separators"
- Enter staggered prices as follows: 1:99.99 10:98.99 100:97.99
 - o The number before the colon indicates the scale
 - o Use a space to separate scales

2.9. PRICE_QUANTITY

Here you enter the amount of order units that the PRICE_AMOUNT applies to. If you enter a value in this column, the individual unit price will be calculated by dividing the PRICE_AMOUNT by the PRICE_QUANTITY.

2.10. DATETIME type=valid_start_date

Here you enter the date from when the price is valid. This is not a required column!

2.11. DATETIME type=valid_end_date

Here you enter the date until when the price is valid. This is not a required column!

2.12. PRICE_CURRENCY (*)

Here you enter the currency of the price for each product according to [ISO 4217](#).

2.13. TAX (*)

Here you enter the value added tax rate as a factor: 0.19 for a VAT rate of 19%.

2.14. DELIVERY_TIME (*)

Here you enter the expected delivery time in number of working days per product (e.g. you enter a 2 for 2 working days).

2.15. ORDER_UNIT (*)

Here you enter the smallest unit of a product that can be ordered as a UN/CEFACT-code (see *Table*). The order unit is related to PRICE_AMOUNT.

2.16. CONTENT_UNIT

Here you enter the smallest unit within an ORDER_UNIT as a UN/CEFACT-code (see *Table*). Leave this column empty, if the CONTENT_UNIT is the same as the ORDER_UNIT, for instance when items are sold individually (e.g. 1 printer, 1 pen ...)

2.17. NO_CU_PER_OU

Here you enter the amount of content units in an order unit. For instance: **3** (NO_CU_PER_OU) **pieces** (CONTENT_UNIT = C62) **in a pack** (ORDER_UNIT = PK).

Overview of UN/CEFACT codes:

German	UN/CEFACT	English
12 Stück	DPC	dozen piece
2erpack	OP	two pack
Ballen	BL	bale
Behälter	DI	dispenser
Beutel	BG	bag
Blatt	ST	sheet
Block	D64	block
Block	PD	pad
Bogen	QR	Quire
Box	BX	box
Bund	CL	coil
Container	CH	container
Dose	TN	tin
Dose/Büchse	CA	can
Dutzend	DZN	dozen
Eimer	BJ	bucket
Etui	CS	case
Fass	Z3	cask
Flasche	BO	bottle
Glas/Gefäß	JR	jar
Gramm	GRM	gram
Karton	CG	card

German	UNECEFACT	English
Kartonage	CT	carton
Kilogramm	KGM	kilogram
Kit	KT	kit
Knäul	AA	ball
Liter	LTR	litre
Meter	MTR	metre
Milliliter	MLT	millilitre
Millimeter	MMT	millimetre
Paar	PR	pair
Packung	PA	packet
Paket	PK	pack
Palette	D97	pallet
Palette	PF	pallet
Quadratmeter	MTK	square metre
Rolle	RO	roll
Sack	SA	sack
Satz	SET	set
Spule	RL	reel
Stück	C62	piece
Stück	EA	each
Tube/Rohr	TU	tube
Zentimeter	CMT	centimetre

If you require codes for other units, please contact us at: catalog@mercateo.com

2.18. QUANTITY_MIN

Here you enter the minimum amount of order units that must be ordered. The default value is 1 and Mercateo does not advise to use a higher min. quantity.

2.19. QUANTITY_INTERVAL

Here you enter the interval amounts at which the product can be ordered. The counting of the scale always starts with the QUANTITY_MIN stated. The unit of the quantity scale is the unit stated under ORDER_UNIT.

Examples for columns 2.15 to 2.19

Example product	ORDER_UNIT	CONTENT_UNIT	NO_CU_PER_OU	QUANTITY_MIN	QUANTITY_INTERVAL
A printer	C62			1	1
A box containing 12 cans of oil.	CG	TN	12	1	1
A 5-litre bucket of wall paint	BJ	LTR	5	1	1

2.20. KEYWORD (*)

Here you enter relevant keywords and synonyms for each product.

NOTE:

- Separate multiple keywords with a comma (max. 10 words)
- Do not use:
 - o Unrelated keywords (e.g. copying paper and printer are unrelated!)
 - o Manufacturer names or manufacturer product-IDs
 - o Names of persons
 - o EAN codes
 - o Verbs or linking words (with, for, at, and, from ... etc.)
 - o Product features (colour, shape ... etc.)

2.21. CATALOG_GROUP_ID (*)

Here you enter the GROUP_ID of the category that the product belongs to. You define GROUP_IDs in the EXCEL file: Mercateo-CatalogueTOOL_Categories

NOTE:

- Separate multiple GROUP_IDs with | (the pipe symbol, e.g.: 100|200|300)

2.22. REFERENCE_FEATURE_SYSTEM_NAME

Here you enter the name of standardized classification systems, if you use one. Mercateo supports different [eCl@ss](#) versions, [ETIM](#) (electrical goods), [TecDoc](#) (automotive) and [UNSPSC](#).

2.23. REFERENCE_FEATURE_GROUP_ID

Here you enter the group id of the classification system that a product belongs to.

2.24. MIME_SOURCE / MIME_PURPOSE / MIME_DESCR (1-6) (*)

In these 3 columns you enter information for product images and graphics. They are directly connected. Images are displayed in a size of max. 600 x 600 pixels.

MIME_SOURCE: Here you enter the file name of the image. The file must have this name when you transfer it to the Mercateo FTP account.

MIME_PURPOSE: Here you always enter: normal

MIME_DESCR: Here you enter an ALT Tag for the image. You can use the content of the column DESCRIPTION_SHORT and if you provide more than one image you can tailor it (e.g. *Product A, front view / Product B, detailed view ... etc.*).

NOTE:

- Min. one clear image is required per product in GIF or JPEG format

- File name must contain lower case letters only, without spaces or symbols
- No logos (manufacturer logos are an exception as a second image)
- No "No Image" image
- **Videos** can be integrated via [Cliplister](#). For more info please contact us.

2.25. MIME_SOURCE / MIME_PURPOSE / MIME_DESCR (7)

In these 3 columns you enter information for product data sheets. Again these columns are directly connected to each other.

MIME_SOURCE: Here you enter the file name of the product data sheet.

MIME_PURPOSE: Here you always enter: data_sheet

MIME_DESCR: Here you enter a short description of the product data sheet (e.g. Data sheet or Product data sheet ... etc).

NOTE:

- The file format is PDF
- The data sheet must be in the language of the respective market
- Content should represent value adding information and must be up to date
- File name must contain lower case letters only, without spaces or symbols
- Product data sheets may not contain addresses, URLs or telephone numbers

2.26. MIME_SOURCE / MIME_PURPOSE / MIME_DESCR (8)

In these 3 columns you enter information for [safety data sheets](#) which are required by law for hazardous substances including all chemical and biological products!

MIME_SOURCE: Here you enter the file name of the safety data sheet.

MIME_PURPOSE: Here you always enter: safety_data_sheet

MIME_DESCR: Here you enter a short description of the safety data sheet

NOTE:

- The file format is PDF
- The data sheet must be in the language of the respective market
- Content must contain the legally required information and must be up to date
- File name must contain lower case letters only, without spaces or symbols
- Safety data sheets may not contain addresses, URLs or telephone numbers

2.27. ARTICLE_ORDER

Here you can enter the order in which products should be shown in their category.

2.28. ARTICLE_REFERENCE type=similar / accessories / others

Here you enter the SUPPLIER_AID of products that are similar or an accessory to the product of the respective row. It shows the relationship of products to another.

NOTE:

- Separate multiple product numbers with | (pipe symbol)

Attribute	Explanation
ARTICLE_REFERENCE type=similar	The referenced product is a similar product, with similar features and possible alternative uses.
ARTICLE_REFERENCE type= accessories	The referenced product is an accessory and extends the functionality of the product.
ARTICLE_REFERENCE type=others	This column can be used if none of the other two options adequately describes the relationship between the products.

2.29. BUYER_AID type, BUYER_AID

Here you enter customer specific product numbers. This column is only applicable when you provide a framework agreement catalogue to a customer of yours via the Mercateo platform. For a catalogue on the open platform, leave the column empty.

NOTE:

- BUYER_AID type: here you specify what kind of an ID you refer to (e.g. "Standard range", "Material number" ... etc.)
- BUYER_AID: Here you enter the numerical value of the BUYER_AID type
- Separate multiple BUYER_AIDs with | (pipe symbol)

2.30. ERP_GROUP_BUYER - class of goods in purchasing

Here you enter customer specific goods or material class numbers of products as they are indexed in the ERP system of a customer of yours (e.g. SAP R/3). For a catalogue on the open platform, leave the column empty. **NOTE:** ERP_GROUP_BUYER is not yet supported.

2.31. FNAME / FVALUE / FUNIT (1-10)

In these 3 related columns you enter information on product features.

FNAME: Here you enter the name of feature

FVALUE: Here you enter the value of the feature

FUNIT: Here you enter the measurement unit of the feature

Exaples	FNAME1	FVALUE1	FUNIT1
	Printing speed	50	Pages per second
	Length	100	mm
	Hazardous substances	GHS01 GHS09 GHS05	

NOTE:

- You can add more features by simply adding more FNAME, FVALUE and FUNIT columns, following the existing numerical pattern
- Separate multiple feature values with | (pipe symbol)

Hazardous substances: Must be labelled!

When a safety data sheet is legally required, hazardous substances must be labelled as indicated by the law under section 15 on requirements for safety data sheets. You enter 'Hazardous substances' in the column FNAME and in column FVALUE the respective values as described below:

FVALUE	Description	FVALUE	Description
F	highly flammable	GHS01	Exploding bomb
F+	Extremely flammable	GHS02	Flame
O	Oxidising / flammable	GHS03	Flame over circle
E	Explosive	GHS04	Gas cylinder can
Xn	Harmful to health	GHS05	Corrosivity
Xi	Irritant	GHS07	Exclamation mark
C	Corrosive	GHS08	Risk to the health
N	Dangerous for environment	GHS09	Environment
		NONE	Product doesn't contain dangerous substances

Products with **T+**, **T** and **GHS06** are forbidden to be sold on Mercateo!

3. Mercateo-CatalogueTOOL_Categories

3.1. GROUP_ID (*)

Here you enter unique ID-numbers for categories and subcategories of your catalogue. The IDs show the "father-son relationship" between them.

NOTE:

- Row 3 always has the GROUP_ID **1**

3.2. GROUP_NAME (*)

Here you enter the name of each category. Row 3 always has the name "catalogue". From row 4 on you enter the names for all categories and sub-categories.

3.3. GROUP_DESCRIPTION

Here you enter a long description for categories in the case that you provide a manufacturer brand catalogue. For other catalogues leave this column empty!

NOTE:

- For structuring the text, you can use the following HTML tags:

<P>...</P>	for text in paragraphs
...	for text in bold
<I> ...</I>	for text in italics
 	for line breaks
...	for creating a list
- HTML-tags for tables, links and the body-tag are prohibited!

3.4. MIME_SOURCE / MIME_PURPOSE

In these 2 columns you enter information for category images in the case of a manufacturer brand catalogue. For other catalogues leave this column empty!

MIME_SOURCE: Here you enter the file name of the image. The file must have this name when you transfer it to the Mercateo FTP account.

MIME_PURPOSE: Here you always enter: normal

3.5. CATALOG_STRUCTURE type (*)

Here you enter the information "node" or "leaf" for specifying whether a category contains subcategories or products.

NOTE:

- Do not change or delete row 3 (it forms the root for all other [sub]categories)
- For categories that contain sub-categories enter: **node**
- For categories that contain no sub-categories enter: **leaf**
- Products can only be allocated to categories labelled as: **leaf**

3.6. PARENT_ID (*)

Here you enter the GROUP_ID of the category that is the parent of the respective sub-category. For row 3 the PARENT_ID is always **0**.

3.7. GROUP_ORDER

Here you can enter a numerical value to indicate in which order sub-categories should appear within their category.