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## Vendor Platinum Alliance Program Technical Specifications

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### Introduction

There are several important goals associated with the Vendor Platinum Alliance Program. These also define the data streams or communication events required:

Manufacturers and 3<sup>rd</sup> Party Embellishers

- The retailer must provide all necessary order information to the vendor (manufacturer or embellisher) so that they can fulfill the customer's order on behalf of the retailer.
- The vendor must provide the retailer, and the customer indirectly through the retailer, confirmation that the drop ship request was received.
- Likewise, the vendor must notify the retailer when all or part of the order was shipped along with tracking information.

Manufacturers only:

- Also, the manufacturer needs to provide a timely update to the retailer of the current stocking levels of the products available for sale or, indeed, if any of those products have been discontinued. If products are temporarily out of stock, any additional information, such as expected restocking dates, would also be useful.

3<sup>rd</sup> Party Embellisher:

- The retailer must inform the embellisher when the manufacturer has shipped the order to them along with any tracking information.
- The embellisher must inform the retailer when they have received the items to be embellished. This can be a detailed description at the order line level or just a reference to the fact that the order was received in its entirety.

Optional for both:

- Finally, the vendor should provide the retailer with a method to properly compute the shipping charges associated with a drop ship request. This can be a fixed amount, a rule, or even a web service that accepts a weight, method, and postal code and returns an amount.

This document is divided into three sections:

- Transport: how the information can be transmitted between the retailer and the vendor.
- Content: exactly what is contained in the data streams and what portion, if any, of the information is optional.
- Format: how the information is organized and presented.

Finally, this document is based on the presumption that there is an official relationship between the vendor and retailer covering all aspects of a drop ship program. The purpose of this document is not to cover that relationship. Instead, it covers the technical aspects of transferring specific drop ship orders to the vendor and receiving status about those orders and manufacturer inventory levels and shipping charges.

Also, the intent of this document is not to limit the information that the retailer can send the vendor. If there is additional information that is required when sending a drop ship request or providing status, then consider those fields covered by the "?" field designator that can be found in the definition of each data stream described below.



## Transport

We have worked with vendors using Web Services or FTP. We can even use email transfer, but would prefer not to use this method except for testing or until one of the other methods is available. We do suggest that initially we provide a backup transfer of drop ship requests via email until we and the vendor feel comfortable that the drop ship process is working flawlessly.

Finally, we can use a mixture of web service and FTP. An example would be using web services for transfer of drop ship orders to the vendor (which includes an automatic verification of receipt) and notification of shipping events, while using FTP to transfer stock level information to the retailer and a predefined rule used for computing shipping charges.

### Web Service

For transfer of orders for drop ship and requests for a shipping charge amount (if this is the method used to provide this information), the vendor will provide us with the following:

- A URL, preferably HTTPS, for the web service. If this is a SOAP web service, then this would be the URL to the WSDL definition.
- Optionally, any specific header information required, such as usernames and passwords or retailer identification. If the recommended HTTPS protocol is used, this information can be supplied as part of the URL. It can also be supplied as part of the content.
- The format of the response, which should validate that the order was received successfully. Note that using a web service eliminates the need for a separate transfer of information from the vendor to the retailer specifying that the order was received.

For transfer of shipping event information, inventory updates, and shipping charge data (if this is the method used to provide this information) we will provide the vendor with the following information:

- The URL, which will be HTTPS, where the shipping status will be sent. Note this will be different for each retailer.
- The URL, which will be HTTPS, where the inventory levels are to be sent. This will be a single URL. The transmission of inventory levels is independent of particular retailers and is shared by all retailers using the UMSS.

### FTP to the Vendor

If the transfer is via FTP to and from folders on a vendor's servers, then we need:

- The server name or IP address
- Optional folder(s) that must be navigated to for the transfer
- Username
- Password
- Type of protocol
- File naming convention for each type of data stream: drop ship, receipt, shipped, and inventory.
- For order receipt or shipping status, inventory updates, and shipping charge data (if this is the method used to provide this information) we will need to know when and how often to scan the folders. We actually prefer doing the scans for shipping charges once a month and for the other types once a day to minimize overhead, but we can do it more often if desired or required.

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## FTP to the Retailer

If the transfer is via FTP to and from folders on our servers, then we provide:

- The server name
- The folder that must be navigated to for the transfer
- Username
- Password
- Type of protocol, which is standard port 21 unencrypted.
- File naming convention for each type of data stream: drop ship, receipt, shipped, and inventory.
- For order receipt or shipping status, inventory updates, and shipping charge data (if this is the method used to provide this information) we will need to know when and how often to scan the folders. We actually prefer doing the scans for shipping charges once a month and for the other types once a day to minimize overhead, but we can do it more often if desired or required.

## Content

The following tables describe the fields for each of the data streams.

Required fields are marked. Optional fields are of two flavors: not needed ever because the vendor does not need or want the information, or not needed occasionally. This will be determined by discussions with the vendor.

For XML layouts, the nodes for missing occasional fields can be left empty.

For CSV layouts, missing occasional fields are specified by no content between the commas.

The name of a field is the suggested node name for the XML layout, but any agreed upon names can be used. Also, the order of the fields can be adjusted in the csv layout. In general the csv layout does not contain a header row because different lines in the csv file contain different types of information.

Field size is also flexible and can be anything within reasonable limits.

The content examples for shipping information is based on the transfer of shipping charge based on weight, country, method, and zip code. If using FTP, this must be table of data for all possible combinations. If using a web service, it can be the immediate request and response for a specific weight, method, and destination. Or, it can be something entirely different, such as a predefined hard coded rule.

Here are some examples of rules that can replace the transfer of shipping information:

- Use the UPS, FedEx, or USPS API computations based on a ship-from address of “x” depending on the shipper chosen.
- Use the UPS, FedEx, or USPS API computations based on ship-from address “x” for zip codes between 00000 and 69999, and ship-from address “y” for all other zip codes.
- \$1.00 for every five pounds but not more than \$20.

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## Drop Ship Request from Retailer to Vendor

Order Detail (for CSV, the first line)

Field	Req	Description
ID		Not needed unless the vendor wants an explicit designation that the first row is the order detail row (CSV only).
RetailerID		Optional if this is supplied as part of the transport protocol (FTP location or Web Service URL parameter, for example)
PaymentType		If the vendor and retailer have agreed on multiple payment methods of which the retailer can select one.
?		Any other required or optional fields that the vendor requires that retailers provide when participating in their drop ship program.
PONumber	*	UMSS Order number.
ShippingMethod		Optional if there is an agreement between the retailer and the vendor as to a specific shipping method. Can be a specific set of codes required by the vendor to denote shippers and methods.
ShippingAmount		Shipping charge expected as chargeback to retailer.
CustomerPO		Customer's PO if required by customer to accept receipt of order.
Name	*	Name of customer receiving order
Address1	*	Customer address line 1
Address2		Customer address line 2
City	*	Customer city
State		Customer State, Territory, Province, or Region. Optional if country doesn't have postal regions.
Zip		Customer Postal code. Optional if country doesn't use postal codes.
Country		Customer country. Optional if always one country, such as USA



## Product Detail (for CSV, all lines after the first line)

Field	Req	Description
ID		Not needed unless the vendor wants an explicit designation that the remaining rows are product detail (CSV only).
LineID		If you report shipping based on order lines and not just for all the identical SKUs in an order, then this field would be how to tell us which order line was shipped. It is normally a sequential number beginning with "1". Otherwise, we apply shipping status for a unique SKU (based on unique UPC or your own unique identifier) to each line in the order beginning with the first line that contains the unique SKU. If more items were ordered than shipped, the remaining order lines are not marked as shipped. This is only an issue if for some reason the customer orders the identical same SKU with the identical same embellishments on multiple order lines.
UPC	*	We prefer UPC, but this field can be named anything, such as VendorSKU and contain your internal Identification for a specific size, color, cut, etc. for a specific product. It is what you have requested that we name all your specific unique SKUs in our retail stores!
?		Any other designators you would like the retailer to supply about the product. Some vendors want to see a size or color (or both) specification for the product even though this is already hidden within the UPC field specification. This can also include special pricing or promotion codes covered by the relationship between the retailer and vendor.
Qty	*	The Quantity Ordered
EMBPlacement		Code for placement of embroidery. This is normally from a palette of choices previously agreed upon between the retailer and vendor.
EMBDesignCode		Logo, flag, or other design code. This is normally from a palette of choices previously agreed upon between the retailer and vendor.
EMBStyle		Style specification. This is normally from a palette of choices previously agreed upon between the retailer and vendor.
EMBFont		Font. This is normally from a palette of choices previously agreed upon between the retailer and vendor.
EMBSize		Size. This is normally from a palette of choices previously agreed upon between the retailer and vendor.
EMBColor		Color. This is normally from a palette of choices previously agreed upon between the retailer and vendor.



EMBText1		First or only line of embroidery text
EMBText2		Second line of embroidery text
EMBText3		Third line of embroidery text
Instructions		Instructions

**Drop Ship Received Acknowledgement from Vendor to Retailer**

This is required if the drop ship is not via a web service.

Field	Req	Description
RetailerID		Optional if this is supplied as part of the transport protocol (FTP location or Web Service URL parameter, for example)
PONumber	*	UMSS Order number.
OrderNumber		Vendor's order number. If used, this will be inserted in the order to help tracking.
?		Any other required or optional fields that the vendor requires that retailers provide when participating in their drop ship program.
EstShip		Estimated ship date if the vendor provides this information.
Date		Date/Time Order received by Vendor

**Drop Ship Shipped Status from Vendor to Retailer**

Field	Req	Description
RetailerID		Optional if this is supplied as part of the transport protocol (FTP location or Web Service URL parameter, for example)
PONumber	*	UMSS Order number.
OrderNumber		Should match the value supplied with the receipt acknowledgement.



LineID		If you report shipping based on order lines and not just for all the identical SKUs in an order, then this field would be used to tell us which order line was shipped. It is taken from the LineID field in the drop ship file. If you combine all order lines for the same SKU, then this field has the SKU ID <u>exactly</u> as it was posted it to you. If missing, the UPC field must always match <u>exactly</u> the SKU ID in the posted order. If this field contains the posted SKU, we apply shipping status to each line in the order beginning with the first line that contains the unique SKU ID. If more items were ordered than shipped, the remaining order lines are not marked as shipped. This is only an issue if for some reason the customer orders the identical same SKU with the identical same embellishments on multiple order lines.
UPC	*	This value is the SKU ID that was actually shipped. If the LineID field is missing this value must match exactly the UPC value in at least one of the product detail lines in the drop ship order. If the LineID field is missing, we apply shipping status to each line in the order beginning with the first line that contains the unique UPC (SKU ID) value. If more items were ordered than shipped, the remaining order lines are not marked as shipped. This is only an issue if for some reason the customer orders the identical same SKU with the identical same embellishments on multiple order lines.
ItemQty	*	The Quantity Shipped
PackageQty		Number of packages shipped
Date	*	Date and Time when shipped.
PackageID		Some vendors prefer reporting shipping information by SKU crossing multiple packages (see field "PackageQty"). Others prefer reporting on shipping based on each package. If the second method is preferred, then this field can be the way the vendor reports on which SKUs are in which physical shipping container.
ShippingMethod	*	Actual shipping method used.
TrackingID	*	Tracking ID that can be used to track the package. This can be a list of tracking ID's separated by a comma (XML) or some other symbol (such as a semi-colon) if CSV.
Name		Customer's name
?		Any other required or optional fields that the vendor requires that retailers provide when participating in their drop ship program.



Address1		Customer address line 1
Address2		Customer address line 2
City		Customer city
State		Customer State, Territory, Province, or Region. Optional if country doesn't have postal regions.
Zip		Customer Postal code. Optional if country doesn't use postal codes.
Country		Customer country. Optional if always one country, such as USA

**Vendor Shipped Notification from Retailer to Embellisher**

Field	Req	Description
RetailerID		Optional if this is supplied as part of the transport protocol (FTP location or Web Service URL parameter, for example)
PONumber	*	UMSS Order number.
OrderNumber		Manufacturer Order Number
LineID		If the manufacturer reports shipping based on order lines and not just for all the identical SKUs in an order, then this field would be used to tell us which order line was shipped. It is taken from the LineID field in the drop ship file. If the manufacturer combines all order lines for the same SKU, then this field has the SKU ID <u>exactly</u> as it was posted it to you originally. If missing, then the order was shipped completely and no SKU or Qty information is provided.
ItemQty	*	The Quantity Shipped
PackageQty		Number of packages shipped
Date	*	Date and Time when shipped.
ShippingMethod	*	Actual shipping method used.
TrackingID	*	Tracking ID that can be used to track the package. This can be a list of tracking ID's separated by a comma (XML) or some other symbol (such as a semi-colon) if CSV.

**Order Received Notification from Embellisher to Retailer**

Field	Req	Description
RetailerID		Optional if this is supplied as part of the transport protocol (FTP location or Web Service URL parameter, for example)
PONumber	*	UMSS Order number.
OrderNumber		Manufacturer Order Number
LineID		Optional even if supplied by the manufacturer



ItemQty	*	The Quantity Received
Date	*	Date and Time when received.

**Inventory Level Reporting from Manufacturer to Retailer**

Field	Req	Description
UPC	*	We prefer UPC, but this can be named anything, such as ManufacturerSKU and contain your internal Identification for a specific size, color, cut, etc. for a specific product. It is what you have requested that we name all your specific unique SKUs in our retail stores!
Qty	*	Qty in stock. Some manufacturers prefer reporting this as codes rather than quantities, such as “Out of Stock”, “Low”, or “In Stock”. In this case we translate “Out of Stock” as “0”, “In Stock” as 10000, and “Low” as either “0” or “10000” depending on the manufacturer’s choice.
?		Any other fields that the manufacturer requires associated with inventory levels.
Availability		Used if the manufacturer wants to supply additional information when the SKU is out of stock. This can be nothing, a date when restocking is expected, or even a discontinued notice. If the manufacturer wants this information displayed with SKUs that are out of stock, we work with them to determine how the values supplied in this field are to be formatted for display.

**Shipping Charge from Manufacturer to Retailer**

Field	Req	Description
PostalCode	*	The Zip code (US) or postal code of the destination.
Country		The country if it is possible to ship to more than one.
Weight		The maximum weight for this shipping cost. Optional if any weight is valid.
Method		The shipping method used. The codes used in this field must be predefined based on the shippers and methods the vendor uses. This field is optional if the vendor only uses one shipper and method.
Cost	*	The cost the retailer will be charged with shipping to the destination.
?		Any other fields that the vendor requires associated with shipping charges.



## Format

We currently support two data formats: XML and CSV. Both are easily implemented and, just as important, easy to view and understand in a spreadsheet or standard text editor without the need for additional tools or programs.

I have included the same sample data in both formats. Which fields are shown and, for CSV the order of the fields, can be varied based on vendor needs.

## XML

### Sample Drop Ship Request from Retailer to Vendor

```
<?xml version="1.0" ?>
<DropShip>
  <Order>
    <OrderDetail>
      <Retailer>Y3-7991</Retailer>
      <PONumber>1237</PONumber>
      <ShippingMethod>UPS Ground</ShippingMethod>
      <CustomerPO>ER64223</ CustomerPO >
      <Name>Bob Buyer</Name>
      <Address1>101 Main St.</Address1>
      <Address2 />
      <City>Mayberry</City>
      <State>TN</State>
      <Zip>38464</Zip>
    </OrderDetail>
    <ProductDetail>
      <LineID>1</LineID>
      <UPC>704739864555</UPC>
      <Qty>4</Qty>
      <EMBPlacement>Left Shoulder</EMBPlacement>
      <EMBDesignCode>US Flag 1</EMBDesignCode>
      <EMBStyle />
      <EMBFont />
      <EMBSize>Medium</EMBSize>
      <EMBColor />
      <EMBText1 />
      <EMBText2 />
      <EMBText3 />
      <Instructions />
    </ProductDetail>
    <ProductDetail>
      <LineID>2</LineID>
      <UPC>704739866555</UPC>
      <Qty>7</Qty>
      <EMBPlacement>Left Pocket</EMBPlacement>
      <EMBDesignCode>Manager 3</EMBDesignCode>
      <EMBStyle />
      <EMBFont>Tacoma</EMBFont>
      <EMBSize>Standard</EMBSize>
      <EMBColor>Blue</EMBColor>
      <EMBText1>Alison</EMBText1>
      <EMBText2 />
      <EMBText3 />
      <Instructions />
    </ProductDetail>
  </Order>
</DropShip>
```

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### Sample Drop Ship Received Acknowledgement from Vendor to Retailer

```
<?xml version="1.0" ?>
<OrderAcknowledgement>
  <Retailer>Y3-7991</Retailer>
  <PONumber>1237</PONumber>
  <OrderNumber>44-6377</OrderNumber>
  <EstShip>04-17-2008</EstShip>
  <Date>04-15-2008 14:30:00</Date>
</OrderAcknowledgement>
```

### Sample Drop Ship Shipped Status from Vendor to Retailer

```
<?xml version="1.0" ?>
<OrderShipped>
  <Order>
    <OrderDetail>
      <Retailer>Y3-7991</Retailer>
      <PONumber>1237</PONumber>
      <OrderNumber>44-6377</OrderNumber>
    </OrderDetail>
    <ProductDetail>
      <LineID>1</LineID>
      <UPC>704739864555</UPC>
      <ItemQty>4</ItemQty>
      <PackageQty>1</PackageQty>
      <Date>04-17-2008 09:18:00</Date>
      <PackageID>1</PackageID>
      <ShippingMethod>UPS Ground</ShippingMethod>
      <TrackingID>1Z1234567891234567</TrackingID>
    </ProductDetail>
    <ProductDetail>
      <LineID>2</LineID>
      <UPC>704739866555</UPC>
      <ItemQty>7</ItemQty>
      <PackageQty>1</PackageQty>
      <Date>04-17-2008 09:18:00</Date>
      <PackageID>1</PackageID>
      <ShippingMethod>UPS Ground</ShippingMethod>
      <TrackingID>1Z1234567891234567</TrackingID>
    </ProductDetail>
  </Order>
</OrderShipped>
```

### Sample Vendor Notification from Retailer to Embellisher

```
<?xml version="1.0" ?>
<VendorNotification>
  <Order>
    <OrderDetail>
      <Retailer>Y3-7991</Retailer>
      <PONumber>1237</PONumber>
      <OrderNumber>44-6377</OrderNumber>
    </OrderDetail>
    <ProductDetail>
      <LineID>1</LineID>
      <UPC>704739864555</UPC>
      <ItemQty>4</ItemQty>
      <Date>04-17-2008 09:18:00</Date>
    </ProductDetail>
  </Order>
</VendorNotification>
```

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```
<ShippingMethod>UPS Ground</ShippingMethod>
<TrackingID>1Z1234567891234567</TrackingID>
</ProductDetail>
<ProductDetail>
  <LineID>2</LineID>
  <UPC>704739866555</UPC>
  <ItemQty>7</ItemQty>
  <Date>04-17-2008 09:18:00</Date>
  <ShippingMethod>UPS Ground</ShippingMethod>
  <TrackingID>1Z1234567891234567</TrackingID>
</ProductDetail>
</Order>
</VendorNotification>
```

### Sample Order Received Notification from Embellisher to Retailer

```
<?xml version="1.0" ?>
<OrderReceived>
  <Retailer>Y3-7991</Retailer>
  <PONumber>1237</PONumber>
  <OrderNumber>44-6377</OrderNumber>
  <Date>04-17-2008 09:18:00</Date>
</OrderReceived>
```

### Sample Inventory Level Reporting from Manufacturer to Retailer

```
<?xml version="1.0" ?>
<Inventory>
  <Item>
    <UPC>704739864555</UPC>
    <Qty>211</Qty>
    <Availability />
  </Item>
  <Item>
    <UPC>704739865555</UPC>
    <Qty>0</Qty>
    <Availability>05-01-2008</Availability>
  </Item>
  <Item>
    <UPC>704739866555</UPC>
    <Qty>392</Qty>
    <Availability />
  </Item>
  <Item>
    <UPC>704739867555</UPC>
    <Qty>0</Qty>
    <Availability>Discontinued</Availability>
  </Item>
</Inventory>
```

### Sample Shipping Charge from Manufacturer to Retailer

#### a. Part of a table of all charges

```
<?xml version="1.0" ?>
<ShippingCharge>
  <PostalCode>60062</PostalCode>
  <Weight>5</Weight>
  <Method>UPS Ground</Method>
  <Cost>2.94</Cost>
</ShippingCharge>
<ShippingCharge>
```

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```
<PostalCode>60062</PostalCode>
<Weight>10</Weight>
<Method>UPS Ground</Method>
<Cost>3.94</Cost>
</ShippingCharge>
<ShippingCharge>
  <PostalCode>60062</PostalCode>
  <Weight>15</Weight>
  <Method>UPS Ground</Method>
  <Cost>4.94</Cost>
</ShippingCharge>
```

## b. Web service post to vendor

### i. To vendor

```
<?xml version="1.0" ?>
<ShippingCharge>
  <PostalCode>60062</PostalCode>
  <Weight>10</Weight>
  <Method>UPS Ground</Method>
</ShippingCharge>
```

### ii. Response from vendor

```
<?xml version="1.0" ?>
<ShippingCharge>
  <Cost>3.94</Cost>
</ShippingCharge>
```

## CSV

The format is one ASCII line per record (ending in cr, lf, or crlf). Fields are separated by a delimiter, usually a comma, but any character can do if agreed upon, such as tab or bar. Fields that contain the delimiter are surrounded by quotes, which for some reason in the computer industry are called double-quotes.

We prefer the use of crlf for line delimiters and comma or tab for field delimiters.

We would prefer files that do not contain a header. Content is recognized by a mutually agreed upon order of the fields.

### Sample Drop Ship Request from Retailer to Vendor

```
Y3-7991,1237,UPS Ground,ER64223,Bob Buyer,101 Main St.,,Mayberry,TN,38464
1,704739864555,4,Left Shoulder,US Flag 1,,,Medium,,,,,
2,704739866555,7,Left Pocket,Manager 3,,,Tacoma,Standard,Blue,Alison,,,
```

### Sample Drop Ship Received Acknowledgement from Vendor to Retailer

```
Y3-7991,1237,44-6377,04-17-2008,04-15-2008 14:30:00
```

### Sample Drop Ship Shipped Status from Vendor to Retailer

```
Y3-7991,1237,44-6377,1,704739864555,4,1,04-17-2008 09:18:00,1,UPS Ground,1Z1234567891234567
Y3-7991,1237,44-6377,2,704739866555,7,1,04-17-2008 09:18:00,1,UPS Ground,1Z1234567891234567
```



### **Sample Vendor Shipped Notification from Retailer to Embellisher**

Y3-7991,1237,44-6377,1,704739864555,4,1,04-17-2008 09:18:00,1,UPS Ground,1Z1234567891234567  
Y3-7991,1237,44-6377,2,704739866555,7,1,04-17-2008 09:18:00,1,UPS Ground,1Z1234567891234567

### **Sample Order Received Notification from Embellisher to Retailer**

Y3-7991,1237,44-6377,11,04-18-2008 12:08:00

### **Sample Inventory Level Reporting from Manufacturer to Retailer**

704739864555,211,  
704739865555,0,05-01-2008  
704739866555,392,  
704739867555,0,Discontinued

### **Sample Shipping Charge from Manufacturer to Retailer**

#### **a. Part of a table of all charges**

60062,5,UPS Ground,2.94  
60062,10,UPS Ground,3.94  
60062,15,UPS Ground,4.94

#### **b. Web service post to vendor**

##### **i. To vendor**

60062,10,UPS Ground

##### **i. Response from vendor**

3.94