

SMS Data Standards & Tables

Wednesday, August 29, 2018

***The scope of any change in SMS should be considered – communication between stores is vital.*

Product codes

We have 3 main types of product codes at People's Food Co-op: UPC's, PLU's, and random weight UPC's - linked to a PLU used at our Mettler Toledo scales.

Standard UPC's – used to refer to the code directly under a product's barcode. This code is entered in to our POS system with product information linked to it, when the barcode -- a graphical representation of the UPC -- is scanned at a point of sale, the information is called to ring up an item.

***General rule is to enter all digits except the last -- referred to as the check digit-- SMS will automatically expand to 13 digits by adding 0's to the beginning.*

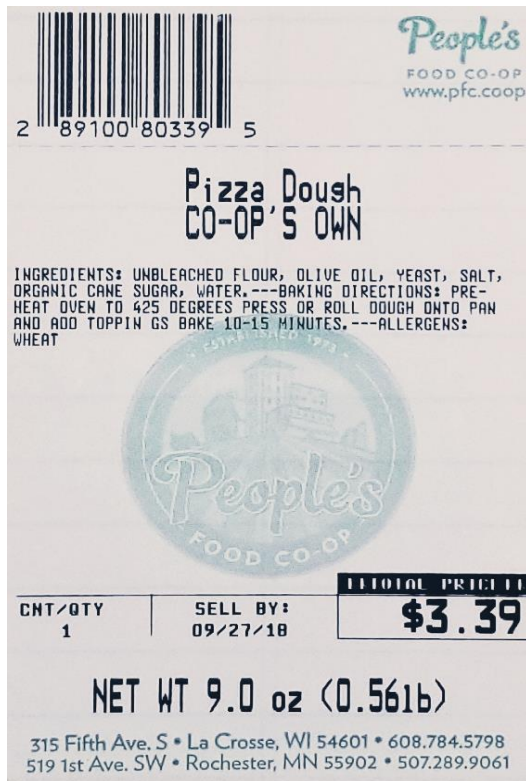


***The UPC for this 6 oz. container of Blackberries would be "750301951903"*

PLU's – used for products without a barcode like produce, bulk, PFC deli goods, and some housewares.

- Produce PLU's are typically determined by IFPS (International Federation for Produce Standards) and revised on a quarterly basis.
 - Range from 3000-4000 and are designated with a prefix of '9' to represent organic produce.
 - *i.e. PLU 4033 for conventional lemons & PLU 94033 for organic lemons.*
- PFC generated PLU's are created through Product Maintenance or searching SMS for an opening and should follow the designated (sub)department prefixes listed in the table below. ☐
 - *i.e. PLU 80125 for a Toasted Almond Cherry Biscotti - 8 signifying deli (sub)department.*

Random weight UPC's – typically PFC generated either through Product Maintenance or searching SMS for an opening and should follow the designated (sub)department prefixes listed in the table below. ☐ These random weight UPC's are linked to an item code that is linked to a PLU stored in the Mettler Toledo database. Entering the designated PLU at a Mettler Toledo scale will recall the associated product information and allow you to print a tag with said information and a random weight barcode scannable at the point of sale.



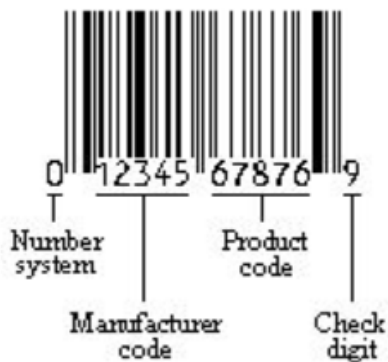
PLU Prefix Codes

Department	Prefix	PLU Range
Housewares	1	10000 - 19999
Meat	2	20000 - 29999
Grocery	3	30000 - 39999
Cheese	4	40000 - 49999
Wellness	5	50000 - 59999
Produce	6	60000 - 69999
Beer, Wine, & Spirits	7	70000 - 79999
Deli	8	80000 - 89999
Organic Produce	9	90000 - 99999

**Due to lack of planning in the past, there is significant overlap in PLU's.

Barcode examples

Standard Barcode



Random Weight Barcode



International Barcode



Main Item Table

The diagram shows a form titled 'Main item 0028000100000'. It contains several fields with red arrows and numbers pointing to them:

- ① Brand: Points to the 'Brand' field containing 'CO-OPS O'WN'.
- ② Long description: Points to the 'Descriptor' field containing 'Zorba Pasta Salad'.
- ③ Category: Points to the 'Category' field containing '3507'.
- ④ Short description: Points to the 'Descriptor' field containing 'Zorba Pasta Salad'.
- ⑤ Size: Points to the 'Size' field containing 'per lb.'.
- ⑥ Report: Points to the 'Report' field containing '27'.
- ⑦ Family: Points to the 'Family' field, which is empty.

The form also includes a 'Section' field and a 'Family' field.

The Main item table contains the information that uniquely identifies items, UPC codes, as well as general item information.

****Do not use the following characters anywhere in the Main item table - they will cause errors with reports and PO's.**

,	,	\	/	*	?	<	>	
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Brand¹ – Brand/Manufacturer/Vendor name of product.

- Use all capitalized letters for brand name.
- Limit 32 characters.
- Keep brand names consistent with other products under the same brand to facilitate easy searching.
 - i.e. *ORGANIC VALLEY, CO-OPS OWN, CHOBANI, WATKINS*

****Do not include apostrophes or any other punctuation, except for dashes or periods.**

Descriptor/Short Desc.⁴ – receipt alias of product - combines with Size field to populate POS descriptor

- Use proper capitalization for readability.
- Limit 32 characters.
- Keep product names consistent with other similar products to facilitate easy searching.
- Abbreviate long words when necessary to keep under the character limit.
- Fill out in a "backwards" fashion - product name/type first and follow with descriptors and modifiers.
 - i.e. *"Organic Vanilla Greek Yogurt"* would become *"Greek Yogurt Vanilla Org"*
 - i.e. *"Large Organic Eggs"* would become *"Eggs Lg Org"*
 - i.e. *"Peppermint Hand Lotion"* would become *"Hand Lotion Peppermint"*
 - i.e. *"Local Braeburn Apples"* would become *"Apples Braeburn Local"*

****Products with "proper" names such as "Prosta-Response", "Caught in The Rain IPA", or "Alpha Omega Salad" do not have to be filled out in a backwards fashion.**

Size⁵ – size description

- Limit 8 characters and abbreviate the unit of measure.
- Use "ea" as the standard if no size is given and it's not scalable.

<u>Each</u> ea	<u>Per pound</u> per lb	<u>Pack</u> pk	<u>Count</u> ct	<u>Ounces</u> oz	<u>Grams</u> g	<u>Milliliter</u> ml	<u>Liter</u> L	<u>Capsules</u> caps	<u>Inches</u> in	<u>Feet</u> ft
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Long Descriptor/Long Desc.² – common use name of product, limit of 128 characters, used for reports and signage.

- Use proper capitalization for readability and common language descriptions for easy reading.
 - *i.e. "Organic Vanilla Greek Yogurt"*
 - *i.e. "Local Braeburn Apples"*

Category³ – product grouping - used to further organize products.

Family⁷ – product grouping - used to place items in POS flipcharts in Hackberry's Bistro.

Report⁶ – product grouping - used to organize products for end-of-year reporting purposes.

- Conventional - All **non-local, non-organic** products.
- Organic - All **non-local, organic** products.
- Local - La Crosse Only - All products **local** to **La Crosse, WI**.
- Local - Rochester Only - All products **local** to **Rochester, MN**.
- Local - Combined - All products **local** to both **La Crosse, WI & Rochester, MN**.
- Local Organic - La Crosse Only - All **organic** products **local** to **La Crosse, WI**.
- Local Organic - Rochester Only - All **organic** products **local** to **Rochester, MN**.
- Local Organic - Combined - All **organic** products **local** to both **La Crosse, WI & Rochester, MN**.

***People's Food Co-op, Inc. defines local as a product produced within 150 miles of the store's location.*

POS Table

The screenshot shows a window titled "Pos #2" with a table at the top containing columns: Target, POS description, and S-Dept. Below the table are several groups of checkboxes and input fields. Red callouts with numbers 1 through 14 point to specific elements:

- 1 Target: Points to the "Target" column header.
- 2 POS Description: Points to the "POS description" column header.
- 3 Food Stamp: Points to the "Food stamp" checkbox.
- 4 WIC item: Points to the "WIC item" checkbox.
- 5 Others: Points to the "Others" input field.
- 6 Client age: Points to the "Client age" input field.
- 7 PLU#: Points to the "PLU#" input field.
- 8 S-Dept: Points to the "S-Dept" column header.
- 9 Scalable: Points to the "Scalable" checkbox.
- 10 Follow S-Dept: Points to the "Follow S-Dept" checkbox.
- 11 Taxables: Points to the "Taxable 1" through "Taxable 4" checkboxes.
- 12 Force Quantity: Points to the "Force quantity" checkbox.
- 13 Force price: Points to the "Force price" checkbox.
- 14 Stop Discount: Points to the "Stop discount" checkbox.

The POS table contains POS information such as tax status, discount status, random weight PLU #'s, etc. for each item in the Main item table.

It can contain multiple records for the same item based on "regional" differences, such as taxability, so that a head office can control regional (target) differences. The LOC Store Management Suite software uses a unique key made up of two (2) fields: the main item's UPC and the target.

PAL = Both Stores	001 = La Crosse Store	002 = Rochester Store
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This means that each UPC can have more than one point of sale record in the POS table, as long as the targets change and as many different records in the POS table as there are unique targets.

Target¹ – determines which store the displayed settings are applied to.

POS description² – description that shows up on receipts - double-clicking this field combines the Descriptor & Size fields.

Food stamp³ – if enabled, this product rings up as eligible for food stamps.

WIC⁴ – if enabled, this product rings up as eligible for WIC.

Others⁵ – contains settings to apply further discounting.

- i.e. allow retail price to be set to \$0.00 and manipulate standard pack options for random weight products weighed with Mettler Toledo Scales.

Client age⁶ – set minimum age prompt for product.

- i.e. Beer, wine, & other spirits sales.

PLU #⁷ – set PLU code for Mettler Toledo random weight products.

Scalable⁹ – if enabled, this product rings up per pound - not required for Mettler Toledo labeled products that are being sold by count or standard pack.

S-Dept⁸ – large scale product grouping - organizes products according to department, department taxability, food stamp eligibility, and/or product type.

Follow S-Dept¹⁰ – sub-departments have settings linked to them - tax, food stamp, age requirements - checking this box follows those defaults.

- Double check subdepartment details before using.
- It's best to explicitly set FS, Scalable, or Tax status on items.

Taxable 1¹¹ – if enabled, this product is taxed at the point of sale.

Taxable 2¹¹ – if enabled, this increases tax on product - used in conjunction with Taxable 1.

- *i.e. Rochester beer, wine, & other spirits.*

Force quantity¹² – if enabled, this will force the cashier to enter a quantity of products of the item scanned or PLU entered.

- Use this to mark items that can be sold in packs and individually under the same UPC/PLU.
- *i.e. Blue Sky sodas.*

Force price¹³ – if enabled, this will force the cashier to enter the price of the item scanned or PLU entered.

Stop discount¹⁴ – stops the ability for the product to be discounted.

- *i.e. Beer, wine, & other spirits sales.*

Price Table

Price

Target	Lev	Last date	time	Active price	Next date	time	Next price	Source
PAL	1	7/22/2017	09:50	\$7.99 1		:		

① Reg ② TPR ③ Sale

Reg	TPR	Sale	Store	SRP
Price	\$7.99 1			
Start				TGM round
End				srp
Time	:	:	Ad	:
Pkg price				pkg
Limited qty				lmt
Dsc \$ %				Disc desc.
Mix Meth				

④ Dsc \$ | %

Reg Column¹ – regular price of product - required unless product is marked as “Enable zero price” in POS table.

TPR Column² – used for promo prices & dates - Dsc \$ | % can also be used to force recalculation of prices at point of sale.

Sale Column³ – used for promo prices & dates with addition of time specifics - Dsc \$ | % can also be used to force recalculation of prices at point of sale.

Dsc \$ | %⁴ – used to force price recalculations at the point of sale - Dsc \$ discounts a dollar amount and % discounts a percentage amount.

Cost Table

Cost INV: 20174.493

Target	Vendor	11/1/2018	Cost	Authz	Next date	Next cost	Source
PAL	PFC		\$0.01	<input checked="" type="checkbox"/>			
Vendor id	Vendor code	UOM	Base cost	Case	Unit cost	Format	
095	na		0.01	1	\$0.01	CASE	
Split code	Split qty	Sequ	Qty	Fee %	Fee \$	Split	Weight Cubic Cs/layr
Comment			Status	Inv	Control	Deliv.	Date avail. Method

Vendor ID¹ – SMS code for vendor.

Vendor Code² – Reorder code or vendor SKU.

Case³ – number of items per case

- Use "1" if unknown.

Base Cost⁴ – cost of the product - can be used for case cost or unit cost, depending on value in Case field.

- Use "\$0.01" if unknown.

Comment⁵ – used for recording invoice number or other information.