

PRODUCT INFORMATION

OpenText Item Set-up (*Effective 3/1/18*)

Please visit our landing page at: <https://www.opentext.com/what-we-do/products/business-network/customers/steinmart>

Stein Mart utilizes OpenText Catalogue to transmit data via EDI 832. Vendors must provide the UPC catalogue electronically via OpenText a **minimum of 2 weeks prior to requiring the Purchase Order from Stein Mart**. Items and packs must be set up timely and accurately in the OpenText catalogue in order to avoid downstream supply chain issues.

Items and UPC catalogue must be set up with the following requirements:

- 12, 13 or 14-digit UPCs/GTIN
 - Reuse of UPCs/GTINs must be per GS1 standards. ***Note: As of December 2018, reuse of UPC's/GTINs will not be permitted per the new GS1 guideline
- Product ID and Product ID Description
- Standard NRF color and color description (Color descriptions in OpenText must match color description on merchandise tickets)
- Standard NRF size and size description. Reference both primary and secondary description to ensure correct codes are being used (Size must be the correct size for department, in correct family of business based on NRF standards)
- Manufacturer's Suggested Retail

EXTENDED ATTRIBUTES

Stein Mart requires that extended attributes (**list attached**) be provided for all merchandise. All items should be set-up with appropriate extended attributes populated **8 weeks prior to ship date**.

- Stein Mart will utilize Global Standards (GS1) extended attributes and product attribute information in OpenText Catalogue must follow the Global Standards (GS1).
- For more information, please visit http://mimage.opentext.com/alt_content/binary/xls/active-catalogue-attribute-reference-spreadsheet-6.xls
- Stein Mart reserves the right to add to the extended attributes listing as more become available through GS1.

IMAGE STANDARDS

Images must be provided to Stein Mart a minimum of **8 weeks prior to ship date**. Please send vendor provided images to Open Text via provided API's.

- Images must be provided for every style/color number purchased by Stein Mart
- Images must be JPEG format and under 500KB
- Images are to follow the GS1 Standards available at:
https://www.opentext.com/file_source/OpenText/en_US/PDF/opentext-best-practice-guideline-exchanging-product-images-attributes.pdf

Vendor Catalog Requirements for Vendor Guide

- GS1 Image and Attribute Guide:
https://www.opentext.com/file_source/OpenText/en_US/PDF/opentext-best-practice-guideline-exchanging-product-images-attributes.pdf
- OpenText Brower Interface User Guide for Vendors: <https://catalogue.OpenText.com>
- OpenText Image Actions Template for Catalogue Image Data for CSV:
<https://catalogue.OpenText.com>
- OpenText Web Service Guide: <https://catalogue.OpenText.com>

Vendor provided images are subject to Stein Mart's approval and any possible acceptance or denial for use is solely at Stein Mart's discretion.

OPEN TEXT ACTIVE CATALOGUE

All vendors must grant "unrestricted" access in the OpenText Catalogue to Stein Mart. For more information, please visit: http://mimage.opentext.com/alt_content/binary/pdf/stein-mart-how-to-grant-trading-partner-access.pdf

OPEN TEXT – B2B EDI SETUP

For new trading partners, Stein Mart will need to link your vendor number to your OpenText Catalogue Account Number. This process may take up to 7 days once the proper information is provided. Please send the completed Stein Mart Active Catalogue and Vendor Number Form to: edi@steinmart.com. Form can be downloaded from the Stein Mart OpenText landing page.