



Dear Vendor:

The State of Connecticut uses the integrated PeopleSoft Enterprise Resource Planning (ERP) system for its core financial and administrative systems. When dealing with State contacts you may hear of this system referred to as either PeopleSoft or Core-CT.

DAS Procurement Services would like to advise you that your company has been chosen to have your contract items loaded at this time. This means that we are ready to load a data file of your contracted items to the Core-CT electronic catalog. Once loaded, state requisitioners can search and select your items to purchase much like when you shop at an Internet shopping web site. It is our hope that you will be able to provide us with a file within two weeks ready to be loaded.

**Attached are documents that will:**

1) Inform you of:

- Our data requirements &
- Indicate how to forward the data to us as we move ahead.

The Catalog Management Team is ready to take your calls and e-mails regarding your data files. Their contact information is included on the attached document.

Thank you for your assistance in this matter.



**To:** State of Connecticut Vendors on DAS Contracts

**From:** Core-CT Catalog Management

**Subject:** Data File Requirements for CoreCT

We are working together with you and the Contract Specialists at DAS to load information regarding the goods/services that you sell to the State of Connecticut. Attached is a document that you will need to prepare your data file for the Core-CT/PeopleSoft Financial System.

**Required Information for the Data File format**

This section indicates the format of the data file name as well as other requirements to properly prepare the data file.

**Chart of Fields to be included in Data File for State of Connecticut Core-CT System**

This chart indicates:

field names,	required vs. optional fields
field types,	additional information to help in your file creation
field lengths,	

Also included with the chart is an example of the interaction and proper use of minimum order quantity, unit (vendor) price, unit of measure, and packaging within the data file.

Forward any questions and any data file information to [catalog.management@ct.gov](mailto:catalog.management@ct.gov)

Sincerely,

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# **Needed for Core-CT/PeopleSoft Financial System**

## **Required Information about the Data File**

**IMPORTANT:**

Go to:

[http://www.das.state.ct.us/Purchase/Info/supplier\\_kit.asp](http://www.das.state.ct.us/Purchase/Info/supplier_kit.asp)

for

- a) an electronic version of this document,
- b) a sample Excel spreadsheet with *required* headings &
- c) a listing of required ANSI units of measure.

- 1) **Data File Name** – The Data File Name must be in the following format –Vendor Name\_NEW Vendor Contract #\_Date of file in order to properly identify the proper Contract and Vendor

(Example – [Acme\\_03PSX315AF\\_06-26-03.txt](#))

NOTE: - If you are unaware of the format of your contract number, you may refer to the DAS Procurement Services web page:

[http://www.das.state.ct.us/Purchase/New\\_PurchHome/Busopp.asp](http://www.das.state.ct.us/Purchase/New_PurchHome/Busopp.asp)

- 2) **File Type** – File must be in .txt or .xls (Excel) format.
- 3) **Field Names** – The Field Names in the chart that follows **MUST** be used in all files. No variation is allowed. Row 1 *only* of the Excel Spreadsheet is reserved for the Field Names. A sample Excel spreadsheet is provided on our web site (see above).
- 4) **Field Lengths** - Keep within the Field Lengths and format fields in the proper types indicated in the chart below.
- 5) **Hidden Data** - File cannot contain hidden data beyond the normal data area.
- 6) **Blank Rows** - Eliminate blank rows.
- 7) **Extra Characters** – Do not add characters to the right of the last column.
- 8) **Special Characters** - Use no Special Characters in non-text fields.
- 9) **Use All Caps for text** - no mixed case.
- 10) **Duplicate Items** - Do not duplicate items. Duplicate items are those with the same Manufacturer Name, Manufacturer Part Number, and Unit of Measure & Minimum Order Quantity.
- 11) **Data Sorting** - The data does not need to be sorted alphabetically.
- 12) **File Updates** – **THIS IS IMPORTANT** – Once your initial file is loaded, you can also create duplicate items if you unintentionally change the text in the Manufacturer Name, Manufacturer Part Number, Unit of Measure & Minimum Order Quantity fields. **If this data changes, you must inactivate the current item, then add a new item to take its place.**

NOTE: We want your best description but the State of Connecticut reserves the right to use the best item description available.

## Chart of Fields to be included in Data File for State of Connecticut Core-CT System

Field Name and Description	Field Type & Length	Required or Optional	Additional Information
<b>EFF_DATE</b> Effective Date	date (10)	<b>Required</b>	MM/DD/YYYY (Month-Day-Full 4-digit Year) Ex. 07/08/2006
<b>ITEM_STAT</b> Status as of Effective Date	character (1 char.) Only valid character is I	<b>Required</b>	<b>Vendor only needs to indicate the letter I if an item is inactivated.</b> New/Changed items need no indicator. <b>IMPORTANT:</b> Also see 10) Duplicate Items on the previous page.
<b>UN_CODE</b> Category Code	character (8 char.)  We currently use Version 6.0315	(if avail.)	First level of the UNSPSC Code. Ex. NN000000 If you do not use the "UN" code, leave this field blank.
<b>DESCR</b> Description	character (245 char. MAX.)	<b>Required</b>	Product/Service Description Put "best" user description in first 30 characters. <b>Cannot be blank.</b> Packaging info. (see below) will be appended at end of the description.
<b>LEAD_TIME</b> Lead Time	number (3)	(if avail.)	Actual lead time required for the items being provided. This should be the delivery time specified in the contract in number of days. If you cannot provide, leave blank.
<b>MFG_NAME</b> Manufacturer Name	character (50 char.)	<b>Required</b>	Manufacturer Name <b>IMPORTANT: This is a KEY FIELD. Cannot be blank.</b>
<b>MFG_PART_NO</b> Manufacturer Part Number	character (50 char.)	<b>Required</b>	<b>IMPORTANT: This is a KEY FIELD.</b> Each item in your file <b>MUST</b> have a <b>UNIQUE</b> manufacturer part number <b>not</b> a vendor unique part number for the item. <b>These cannot be duplicated in multiple rows.</b>
<b>MOQ</b> Minimum Order Quantity	number (3 char.)	<b>Required</b>	Use if contract allows, else a value of 1 should be used. See Interaction and proper use of Minimum Order Quantity, Unit (Vendor) Price, Unit of Measure and Packaging below.
<b>VNDR_PRICE</b> Vendor Price	number (15.5 char.)  Ex. 1234567890.12345 (16 bytes total)	<b>Required</b>	Unit Price. No "\$" OR "commas." Vendor pricing must match contract. See Interaction and proper use of Minimum Order Quantity, Unit (Vendor) Price, Unit of Measure and Packaging, below.

<b>UOM</b> Unit of Measure	character (2 char.)	<b>Required</b>	We use the ANSI Standard. See Interaction and proper use of Minimum Order Quantity, Unit (Vendor) Price, Unit of Measure and Packaging, below.
<b>PKG</b> Packaging	character (9 char.)  Format: 12/CA 9/BX 24/CT  If UOM is EA, PKG should be 1/EA.	<b>Required</b>	Number of units in a package Must tie in with <b>UOM</b> and <b>VNDR_PRICE</b> as provided. See Interaction and proper use of Minimum Order Quantity, Unit (Vendor) Price, Unit of Measure and Packaging, below.
<b>VNDR_PART_NO</b> Vendor Part Number	character (50 char.)	Optional	Provide only if is different from Manufacturer Part Number
<b>CONTRACT_NO</b> Contract Number	character (11 char.)  Format is NNAAANNNNAA	<b>Required</b>	Contract Number - Vendor to supply full State of Connecticut contract number in new format including 2-alpha suffix.
<b>MSDS</b> Material Safety Data Sheet	character (1 char.)	Optional	Indicate a Y if a MSD Sheet is required for this item.
<b>HAZMAT_CODE</b> Hazardous Material Code	character (10 char.)	Optional	Indicate the Hazardous Material Code if required for this item.

**Interaction and proper use of  
Minimum Order Quantity, Unit (Vendor) Price, Unit of Measure and Packaging**

As an example, an item is sold as a **Box** containing 3 Adapters. The **UOM** is **Box** and the **Unit Price** is for a Box containing 3 modules. This makes the **Minimum Order Quantity** 1 Box; not 3 each. This demonstrates how Packaging, Unit of Measure, Unit Price and Minimum Order Quantity must be consistently applied. The minimum that must be ordered for this item is “one box of three modules @ \$750 per box. A common mistake is to use the price for an individual module, which in this example would be \$250.00, which does not correspond to the UOM, which is Box.

**If an item comes in a package of 3 but you are willing to sell one (each), that item does not need to have a value in the packaging field. Minimum Order Quantity should be 1.**

NOTE:

**If you wish to send a small sample file (20-50 items) to review, e-mail it to us @ [catalog.management@ct.gov](mailto:catalog.management@ct.gov). We will quickly let you know if the file meets our needs.**