

## WAREHOUSING AND DISTRIBUTION DIRECT TO CSAS

### Files and Fields

The vendor must be able to receive and transmit files electronically to facilitate the communication of new, confirmed, and shipped orders to CSAs. In addition, if exceptions occur during order processing, a file must be provided to indicate what exceptions occurred. If no orders exist, a blank order file will be produced which must be confirmed by the vendor.

The files must be in a format defined by the vendor e.g. XML. Each file must, at a minimum, contain the following information:

1. Order File
  - a. Unique identifier of the order
  - b. Unique identifier of the CSA
  - c. Name for shipment
  - d. Address for shipment
  - e. Method of shipment
  - f. Carrier
  - g. CSA's account identifier with carrier
  - h. Products
    - i. Product type
    - ii. quantity
2. Order Confirmation
  - a. Unique identifier of order from prior orders file
  - b. Date and time order was confirmed
  - c. Order number from vendor's system
3. Order Shipment File
  - a. Unique identifier of order from prior orders file
  - b. Products
    - i. Product type
    - ii. Product unique identifiers e.g. roll numbers
  - c. Date of shipment
  - d. Shipment tracking number
4. Order Exceptions File
  - a. Exception information for issues with processing order file