

## Prime Vendor Cataloging Tips

In response to the numerous questions daily regarding Prime Vendor Item Names and Purchase Ratio Factors (PRF), the following STORES field definitions for cataloging should aid the Prime Vendor Account Managers.

### **STORES FIELD DEFINITIONS:**

**Item Description:** Vendor item description (80 characters). It should be noted that STORES sorts on the first letter of this description. Be consistent when entering item names; **Use the LSN catalog description.** Using the Vendor's item name and description can cause delays in establishing new items or proper identification of the item for the customer.

**Unit of Measure:** How the product is sold by the vendor or packaged for final sale  
e.g. Case (CS) or Container (CO)

**Units per pack:** How many individual items or intermediate packages are inside the unit of measure

e.g. 24 – 8 oz bottles in one case; the units per pack = 24  
6 – 50 count per box; the units per pack = 6  
12 per intermediate carton, 2 cartons = 24

**Package Size:** The size of the individual unit inside a "Unit of Measure"  
e.g. "8 oz bottle" the value would be 8

**Package Unit of Measure:** How the individual unit is measured  
e.g. "oz" - for an 8 oz bottle

**Package Code:** How the individual unit is packaged  
e.g. "BT" - for an "8 oz bottle"

**Purchase Ratio Factor:** (ratio numerator and ratio denominator): The number of DSCP units of issue in a vendor's unit of measure **NOTE: The PRF (numerator) cannot be greater than 999**

e.g. 6 – no. 10 size cans per case implies that the PRF = 6 cans/ 1 case

**Comments:** Brand name of product

**Item/Part number:** Prime vendor's item number

**Economic Indicator:** 1= small business, not minority or woman owned  
2= minority, small not woman owned  
3 = minority woman owned small business  
4 = woman owned, small, not minority  
5= woman owned, not small or minority  
6 = workshop for the severely disabled

**Reminder: The economic indicator code is only entered for products provided by other than large businesses.**

.Examples:

APPLESAUCE, CANNED, US Grade A, no sugar added, no. 10 size can

Unit of Issue: = **CN**

Unit of measure: **CS**

Package size : 10

Package Unit of measure: CN

Package Code: CN

Units per pack: 6

PRF: **6/1 (There are 6 no. 10 size cans in 1 case)**

BEEF, RIBEYE ROLL, LIP ON,CHL, US Grade Choice, 12 lb avg, 2/case, NAMP 112A

Unit of Issue = **LB**

Unit of Measure: **LB**

Package Size: 12

Package Unit of measure: LB

Package Code: AVG

Units per Pack: 2

PRF **1/1 (The unit of issue and unit of measure must be LB for a variable weight item)**

BEEF LOIN, T-BONE STEAK, FZN, ½ in thk, 10 oz ea, 24/case

Unit of Issue = **LB**

Unit of Measure: **CS**

Package Size: 10

Package Unit of measure: OZ

Package Code: EA

Units per Pack: 24

PRF: **15/1 ( There are 15 LBS in 1 case)**

SALT, TABLE, IODIZED, FINE, 0.75 gram packet, 3000 packets/case

Unit of Issue: **CS**

Unit of Measure: **CS**

Package Size: 0.75

Package Unit of Measure: GM

Package Code: PKT

Units per Pack: 3000

PRF: **1/1 (There are 3000 - 0.75 gram salt packets in 1 case) The unit of issue is CS and the Unit of measure is CS, therefore the PRF = 1/1. Reminder: the PRF (numerator) cannot be greater than 999.**

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