



ORDER DATA FILES

- To optimize order workflow, PSSC is able to coordinate the electronic receipt of orders from publishers. Since few publishers work with the same software or forms it should be stressed that effective electronic communication requires some customization for each publisher desiring such service. Thorough communication should take place between your software developer and PSSC so that an effective link can be made that is advantageous to both parties.
- In order to gain efficient operations, PSSC has defined a standard import file either as an Excel spreadsheet or a delimited ASCII file with a specific field layout. If orders are sent to PSSC that require manual data entry into our system there is an extra charge per order.
- If you are supplying your own order forms/packing slips PSSC needs to receive 2 files for each batch of orders. The first is a “print file” containing the necessary order forms and the second is the order import data file for the same orders that are entered into PSSC’s system. It is important that the order forms PSSC receives are synchronized with the file import process. These data files can be sent to PSSC by way of email attachment or FTP. During your on-boarding process PSSC will provide the requirements for publisher furnished PDF order forms/packing slips.
- One critical bit of advice is that all orders need to be linked to a unique order number in the publishers system. Order numbers should not be recycled in backorder releases or be reused in the future. Our CoreLogic system is designed to ignore order numbers that are reused to prevent duplication of an order.
- Included in order data files sent to PSSC is a field that designates the carrier method to be used for each shipment. FedEx and UPS have many services that sound very familiar and are easy to confuse. PSSC uses carrier codes that designate the precise type of carrier method to be used. For instance, there is a different code for UPS Ground Commercial third party collect as opposed to recipient collect.



ORDER IMPORT FILES SPECIFICATIONS

To PSSC accepts orders from publishers in an electronic file to increase efficiency for both parties. This document is the electronic order import file specification.

The following are the file specifications:

- File Type: ASCII text file
- Field Delimiter: comma
- Text Delimiter: double quotation (e.g. “SHDOME”)

The import file is a single ASCII text file with both Header records (orders) and Detail records (line items) included. Each order (Header record) shall have its own line followed by separate a Detail line for each line item on the order. The Detail lines are related to the Header records by the invoiceno. Each Detail record is also on its own separate line.

Header and Detail records shall have a carriage return, linefeed (CR-LF)at the end of the line to signify the end of the record.

NOTE: If you have no data for a field, you MUST still include an empty placeholder field to maintain field position. A placeholder field needs to be delimited the same as any other field, with a comma to separate it and empty quotes (“”) to represent its data. Fields do not have to contain the maximum field width. The data may be any length less than the Max Width for each field.

Special Field Requirements - (see tables below)



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SPECIAL FIELD REQUIREMENTS

Field Position	Field Name	Comment
Field 1 (Header File)	Type	For Header records, use "H" as the value for the first field (Type).
Field 1 (Detail File)	Type	For Detail records, use "D" as the value for the first field (Type).
Field 3 (Header File)	Custno	This Is your assigned publisher code. This will be constant value for all your orders. Contact Publishers Storage & Shipping for this value.
Field 5 (Header File)	Serviceno	Use "SHDOME" as a constant value for all Header records.
Field 6 (Header File)	Dpubtrandate	Must be 10 characters long and use the following format: MM/DD/YYYY.

The following tables Detail the specific field position, widths and data types for both the Header and Detail records.

NOTE: Field position must be maintained. The field name is irrelevant and only used for reference



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HEADER (ORDER) RECORD FIELDS

Field Position	Required	Name	Description	Max Width	Data Type	Example
1	Yes	Type	Defines record type. for Header (Order) for Detail (Line items)	1	Character	"H" for header record
2	Yes	Invoiceno	Invoice Number (do not use hyphens)	20	Character	"D" for detail record
3	Yes	Custno	Publisher Code	4	Character	"123456789"
4	Yes	Ccarriercode	Shipping Carrier Code	6	Character	"PUB1"
5	Yes	Serviceno	Service code –This is a constant and shall always be "SHDOME".	6	Character	"M02"
6		Dpubtrandate	Order Date	10	Character	"03/14/2013" – Format: MM/DD/YYYY
7	Yes	Caddress1	Address line 1	30	Character	"Bob Smith"
8	Yes	Caddress2	Address line 2	30	Character	"10 Main Street"
9		Caddress3	Address line 3	30	Character	"P.O. Box"
10		Caddress4	Address line 4	30	Character	"Suite 112"
11		Caddress5	Address line 5	30	Character	"Bldg A"



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HEADER (ORDER) RECORD FIELDS

Field Position	Required	Name	Description	Max Width	Data Type	Example
12	Yes	Ccity	City	30	Character	"Fitchburg"
13	Yes	Cstate	State	2	Character	"MA"
14	Yes	Czip	Zip/Postal Code	10	Character	"01420"
15		Ccountry	Country	15	Character	"USA"
16		Cponumber	Purchase Order #	15	Character	"ABC1234"
17		Csan	Destination SAN (Standard Address Number) Number	8	Character	"1234567" or "123-4567"
18		Cshipacct	Shipping Account #	10	Character	"0123456789"

NOTE: Each Detail record MUST relate to a header record on the invoice # (field 4). The invoice # is the link between header and detail records.



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DETAIL (LINE ITEMS) RECORD FIELDS

Field Position	Required	Name	Description	Max Width	Data Type	Example
1	Yes	Type	Defines record type. for Header (Order) for Detail (Line items)	1	Character	"H" for header record
2	Yes	Cbookcode	Bookcode or SKU	14	Character	"9780672319648" or "789-3"
3	Yes	Iqty	Quantity Shipped	6	Character	"2"
4	Yes	Invoiceno	Invoice number – Related to Header (order) invoice num. Do not use hypens	20	Character	"123456789"

Example: – Here is a sample file. It has three orders. The first order has two line items, the second order has 1 line item and the third order has 2.

NOTE: All information in example is false. It was created for demonstration purposes only.

Download this example text file here: [PSSCIMPORTEXAMPLE.txt](#)

```
"H","INVOICE1","TEST","U25","SHDOME","03/14/2013","John Doe","10 Main St.,"Suite
110","","","Boston","MA","02134","USA","12345","123-4567","0123456789"
"D","7777","1","INVOICE1"
"D","9","1","INVOICE1"
"H","INVOICE2","TEST","M02","SHDOME","03/14/2013","Bob Smith","234 Maple Lane","PO Box
2345","","","Fitchburg","MA","01420","USA","","123-4567","0123456789"
"D","1039","1","INVOICE2"
"H","INVOICE3","TEST","M02","SHDOME","03/14/2013","Julie Swain","456 Sugar
St.,"","","","Fitchburg","MA","01420","USA","swain01","789-1011","0123456789"
"D","9","11","INVOICE3"
"D","1039","1","INVOICE3"
```

EPSSC also has an alternate order data import file layout that publishers can use if the above text files are difficult to create. It is in an Excel formatted spreadsheet and contains two tabs, Header and Detail. Follow the same maximum field length requirements and suggestions covered in the Import Field description above. [PSSCImportFile.xls](#)

Contact Publishers Storage and Shipping to find out your PUB CODE code or for any questions