

## **PRODUCT & PRICE INFORMATION FORMAT**

### **Read Me Overview**

**Purpose:** The use of a Read Me file is intended to provide additional information about the vendor's use of the Product and Price Information Format (PPIF).

The Read Me file should:

- Answer common distributor questions about using the format and/or interpreting provided data.
- Identify and explain user-defined fields, if used.
- Identify any differences between provided data and the standardized format.

**Preferred Format:** Microsoft® Word (ASCII tab-delimited (TXT) format acceptable)

**Required Content:**

- Vendor name
- PPIF version used

**Recommended Content:**

- Vendor contact information
- Field numbers, names and definitions for populated user-defined fields
- Explanation of why any Required fields are not populated
- Other fields not populated and any future plans to populate
- Definition of pricing/discount groups used in Fields 15-16
- Time period for which O (obsolete), N (new), R (replaced), I (new catalog/item number), U (new UPC) flags will appear in Field 26
- Minimum order dollar value or item quantity to receive conditional pricing (Fields 62-63)
- Number of decimal points in pricing and multiplier fields

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**Sample Read Me File**

**XYZ Company**

Version 2.0

This data is confidential and may be used only by your company. All data and prices are subject to change without notice.

All Product & Price Information Format (PIIF) fields are included on this media and tab delimited. In some cases, the data intended for that field is not available for that part number. In this case the field is left blank. The following are vendor unique field explanations and a listing of fields in which the data is not supplied at this time.

Field 10 = not supplied

Field 15 = XYZ Company price group code

Field 16 = XYZ Company discount symbol

Field 25 = not supplied

Field 29 = not supplied

Field 33 = currently not supplied/planned

User defined fields:

Field 49 = ABC, definitions

Field 50 = ABC, color type

Field 26 = 1 year, time period which the letter will appear in the field.

Field 62-63 = Minimum quantity 100 pieces or minimum dollar \$1000.00

If the item is not priced, please check Field 26 to determine whether this part number has been replaced or obsoleted.

Number of decimal points in pricing and multiplier fields = 4 (example 1.9999).

Any questions, please contact John Smith (+1.123.456.7890 ext. 123; john.smith@xyzcompany.com).