



LOGIQ SWEDEN AB

Supplier Guide

Rules, guidelines and
file description.

CONTENTS

1. BACKGROUND INFORMATION.....3

2. RULES FOR FIN04 ARTICLE INFORMATION3

3. FILE DESCRIPTION FOR GENERAL ARTICLE INFORMATION5

5. INSTRUCTIONS FOR DESCRIPTIONS10

6. INSTRUCTIONS FOR UNITS11

7. INSTRUCTIONS FOR COMPARISON PRICE UNIT12

8. INSTRUCTIONS FOR INFORMATION UNIQUE TO A CUSTOMER14

9. FILE DESCRIPTION FOR CUSTOMER-UNIQUE ARTICLE INFORMATION.....16

9. EXPLANATIONS FOR CUSTOMER-UNIQUE ARTICLE INFORMATION.....18

10. INSTRUCTIONS FOR LINKING DOCUMENTS TO FINFO'S WEBSITE/LINKS FORUM20

1. BACKGROUND INFORMATION

Finfo is an article and price database for construction, paint and hardware stores with more than 1 million articles. Finfo acts as a central solution for the collection and distribution of item information and prices. Since 2009, we are owned by the IT services provider Logiq AS.

2. RULES FOR FIN04 ARTICLE INFORMATION

Suppliers that are to submit article information to Finfo in accordance with FIN04 must follow the instructions and read the file descriptions in this document to optimize the efficiency of the flow between you as supplier and your customers via Finfo. This will save a considerable amount of time for the end users of the information.

CERTIFICATION

In order to ensure high quality of article information, suppliers have to be certified. This requires the supplier to designate a contact person supply the article information in accordance with the FIN04 rules.

FORMAT

The file containing general article information, i.e. the “standard” article and pricelist information such as article number, description, basic price, price unit etc., should be supplied in text file format in a CSV formatted file in accordance with the file specification (see section 3). The first line in the file should always contain the field name as a reference to the field in the file specification. The file must be called INFIL04.CSV.

Alternatively, you may choose to supply an Excel file; in which case, Finfo’s Excel template for FIN04 is to be used (order it via Finfo). You do not need to include the information fields in the Excel file for which you have no information (this does not apply to the mandatory fields), i.e. there should be no empty columns. Do not make any notes or comments etc. in the Excel file because we do not read the information in the file (“with our eyes”); instead it is processed automatically.

When you send an updated file to Finfo you expand the file by adding new articles and state the discontinuation code and discontinuation date for discontinued articles. Finfo processes your file by comparing the article data in the new file with the data we already have in the database so that we can tell which articles have been changed or are new.

GENERAL RULES

In order to maintain a high and consistent quality of information, the industry has developed the FIN04 regulatory framework. Below is a summary of the general rules:

CONTENT

The content of the article file is outlined in our file specification, which also tells you which fields are mandatory. In order for your customers to make the best possible use of your article information, it is important that you submit ALL the article information you have. Submit information on all the articles you sell. Certain information is mandatory and must be filled in to enable us to deliver article information conforming to FIN04. The more complete the file, the better it is for everyone, but the aim is for us to be able to deliver all of the fields.

REGULARITY

Submit all your article changes to Finfo straight away. It doesn’t matter if there are only a few changes; your customers want current article data in their databases. However, it is recommended to send an update of all your articles to Finfo at least once every other month.

PROCESSING TIME

Finfo will generally process your article information within a couple of working days, but in exceptional cases it may take up to 10 working days. This means that you must send us your updates at least two (2) weeks

before you want the update to be ready for distribution. New articles will be ready for distribution within one (1) month provided that the article information meets Finfo's requirements.

FILE TRANSFER

Files are transfer to Finfo via FTP.

PRODUCT INFORMATION ON THE WEB

We want access, if possible, to your websites for retailers for detailed product information. This facilitates our input work, which means that your articles will be ready for distribution sooner.

NOTIFICATION

If you have decided to make price adjustments in the future, you should inform us in the same way as you inform your customers. This enables us to plan our work and to ensure that we receive, update and distribute your changes to the customer in time.

ARTICLE DESCRIPTIONS

Finfo has rules describing how article descriptions should be specified. See 5.

UNITS

Finfo has rules describing how different units should be specified. See 6.

SWEDISH

All article descriptions, search words, units, etc. must be stated in Swedish.

CONTACT PERSON

Suppliers must assign a contact person for communication with Finfo. This person must complete Finfo's training. There should be a deputy for the contact person within your organization in case the contact person takes sick leave, is on holiday, leaves the organization, etc.

If you have any questions, please call us on +46 (0)8-40 24 130 or send an e-mail to info@finfo.se

3. FILE DESCRIPTION FOR GENERAL ARTICLE INFORMATION

Field name	Description	Start	Length	Dec	Type	Comment
KNARTL	Supplier article number	1	18		AN	Mandatory
KNEAN1	GTIN (EAN-code)	19	15		N	Recommended
KNLBN1	Supplier description line 1	34	30		AN	Mandatory
RESERV1	Reserved Field	64	5		-	
KNLBN2	Supplier description line 2	69	30		AN	
RESERV2	Reserved Field	99	5		-	
KNAELF	No. of units/supplier package	104	10	3	N	Recommended
KNENLF	Supplier packaging unit	114	5		AN	Recommended
KNAEDF	Quantity in consumer packaging	119	10	3	N	
KNENDF	Unit consumer packaging	129	5		AN	
KNRAG1	Discount group 1	134	5		AN	Recommended
KNRAG2	Discount group 2	139	5		AN	
KNKGRP	Calculation group	144	3		AN	Recommended
KNPGRP	Price group	147	3		AN	
KNUTGD	Discontinued - date	150	8		N	
KNBRTK	Break code	158	1		AN	Recommended
KNLTYP	Code stock/production	159	1		AN	Recommended
KNENH	Basic price unit	160	5		AN	Mandatory
KNPRPR	Price per	165	5		AN	
KNPRIS	Basic price	170	10	2	N	Mandatory
KNPRI1	Reference price 1	180	10	2	N	
KNPRI2	Reference price 2	190	10	2	N	
KNPRI3	Reference price 3	200	10	2	N	
KNPC1	Recommended Sales price exVAT	210	10	2	AN	
KNLNR	Supplier ID	220	12		AN	Mandatory
KNEART	Replacement article number	232	18		N	
KNVKPE	Weight per basic price unit	250	10	3	N	
KNUDA	Applicable price date	260	8		N	Recommended
KNLIFA	Factor basic price unit/stock unit	268	11	6	AN	Recommended
KNENHL	Stock unit	279	5		AN	Mandatory
KNENHJ	Price comparison Unit	284	5		N	See Chapt. 7
KNJIFA	Price comparison unit factor	289	12	6	AN	See Chapt. 7
KNART2	RSK-Number	301	7	0	N	Recommended *
KNPBLN	Suppliers Product Group	308	6		AN	Mandatory*
KNLEVBEN	Supplier product grp description	314	30		AN	Mandatory*
KNRAGBEN1	Description Discount group 1	344	30		AN	Recommended*
KNKABEN	Calculation group description	374	30		AN	Recommended*
KNFABR	Producer name	404	30		AN	Recommended*
KNVARUM	Product brand	434	30		AN	Recommended*
KNVALK	Currency code	464	3		AN	Mandatory *
KNNKOD	Code for price type	467	2	0	N	*
KNUTGKOD	Article's discontinuation code	469	2	0	N	*
KNSOKL1	Search word 1	471	20		AN	*
KNSOKL2	Search word 2	491	20		AN	*

KNSOKL3	Search word 3	511	20	AN	*
KNSOKL4	Search word 4	531	20	AN	*
KNSOKL5	Search word 5	551	20	AN	*

*Refer to the field description for more information.

4. FIELD DESCRIPTION FOR GENERAL ARTICLE INFORMATION

Field name	Description
KNARTL	Supplier's article number. Indicate here the article number used by the supplier in business communications with customers. Deliver the number unchanged to Finfo. The article number must be unique to the article, i.e. there should never be two identical article numbers from the same supplier. Article numbers may only be re-used after a period of <i>two years</i> has passed since discontinuation.
KNEAN1	GTIN (Global Trade Item Number) for the consumer unit.
KNLBN1	Supplier's article description, line 1. The description must be structured as follows: name of product – type of product – make – design – dimensions – packaging contents. The description must be in Swedish and written in upper case. The description must be unique to each article. For more information see section 5.
KNLBN2	Supplier's article description, line 2. If the space in the "Description line 1" field is not sufficient, you can continue in "Description 2".
KNAELF	Quantity of basic price units in the supplier package.
KNENLF	Supplier package unit of measure. Ex. LÅD, PAL, FRP. For more information on units see section 5.
KNAEDF	Quantity in consumer package. Enter only if greater than 1.
KNENDF	Unit of measure for the quantity in the consumer package t ex ST, M, L, M2, KG For more information on units see section 6.
KNRAG1	Article group to provide retailer discount per group.
KNRAG2	Additional Article group to provide retailer discount per group..
KNKGRP	Calculation group. Logical article group for supplier's range oriented towards helping with strategically differentiated selling price calculation.
KNPGRP	Price group for articles with the same selling price.
KNUTGD	Article's discontinuation date. Date from which the discontinuation code applies. YYYYMMDD
KNBR TK	Splitting information for the supplier packaging. Information on splitting charge/cost. J = Splitting without charge A = Splitting with charge N = No splitting
KNLTYP	Code stock/production L = In stock at the supplier B = To be ordered by the supplier
KNENH	The basic price unit – the unit to which the basic price applies. For more information on units see section 6.
KNPRPR	"Price/per" indicates the number of items the price applies to – Ex. 1, 100 or 1000. If the basic price is not per 100 or 1000, price/per must be = 1.
KNPRIS	Supplier's general price (according to the price list), excluding VAT. Prices are stated to two decimal places; use a comma as the decimal separator
KNPRII	For articles with more than one basic prices. Used only if agreed with Finfo. Prices are stated to two decimal places; use a comma as the decimal separator.

KNPRI2	For articles with more than one basic prices. Used only if agreed with Finfo. Prices are stated to two decimal places; use a comma as the decimal separator.
KNPRI3	For articles with more than one basic prices. Used only if agreed with Finfo. Prices are stated to two decimal places; use a comma as the decimal separator.
KNVLK	Currency code for the price fields. EUR, SEK, NOK, DDK
KNPC1	Recommended sale price excl. VAT. Always state in basic price units. Prices are stated to two decimal places; use a comma as the decimal separator.
KNLNR	Finfo supplier ID. Contact Finfo to get ID and more for information.
KNEART	Supplier's replacement article number. When an article is discontinued and is replaced by a new article, enter the number of the replacement article. The replacement article number is mandatory when the code in the field KNUTGKOD = 2
KNVKPE	Weight of the basic unit packaging in kg. 3 decimal places; use a comma as the decimal separator.
KNUDA	Effective date for the change in basic price. Format YYYYMMDD
KNLIFA	Factor stock unit (consumer unit)/ basic price unit. Specifies the relationship between the basic price unit and the stock unit. e.g.: if the basic price is per liter and the stock packaging contains 5 liters then the factor = 5. (5/1=5) 6 decimal places; use a comma as the decimal separator.
KNENHL	Stock unit (consumer unit). The smallest item for the article ex. ST, M, L, M2, KG. For more information on units see section 6.
KNENHJ	Price comparison unit. HST = 100 pc, KG = Kilo L = Liter, M = Meter, M2 = square meters or ST = Piece. See also Section 6.
KNJIFA	Factor basic price unit/price comparison unit . Specifies the relationship between the basic price unit and the price comparison unit. A box of knobs contain five pieces and should have ST(Piece) as a comparison price unit. Then the factor will be 5.6 decimal places; use a comma as the decimal separator.
KNART2	RSK number. Article number for articles in the plumbing and heating sector.
KNPBLN	Product group that reflects the suppliers assortment structure
KNLEVBEN	Description of supplier product group.
KNRAGBEN1	Description for the discount group. The description of the discount groups should be as descriptive as possible so it's obvious which products are in the group. All articles in the same discount group must have the same discount group title and this should be unique for discount group.
KNKABEN	Description of calculation group
KNFABR	Name of the producer
KNVARUM	Product brand name
KNVALK	Currency code for the price fields. EUR for Euro, SEK for Swedish krona
KNNKOD	Code specifying why the basic price is zero. If the article has no basic price, the code for price type is mandatory. The following codes exist: 1 = price on request, 2 = daily price , 3 = chain-dependent article/campaign
KNUTGKOD	Article's discontinuation code. Mandatory if KNUTGD is specified.

Code specifying if the article is:

01 = Discontinued without a replacement

02 = Replaced (supplier's replacement article number is mandatory)

03 = Sold out from the supplier

04 = Article no longer exists

In order for an article to have status 4 it must previously have had status 1, 2 or 3.

- KNSOKL1 Supplier's search word 1. Here the supplier can add a search word/synonym for the article.
- KNSOKL2 Supplier's search word 2. Here the supplier can add a search word/synonym for the article.
- KNSOKL3 Supplier's search word 3. Here the supplier can add a search word/synonym for the article.
- KNSOKL4 Supplier's search word 4. Here the supplier can add a search word/synonym for the article.
- KNSOKL5 Supplier's search word 5. Here the supplier can add a search word/synonym for the article.

5. INSTRUCTIONS FOR DESCRIPTIONS

THE DESCRIPTION MUST BE STRUCTURED AS FOLLOWS.

Name of product, type of product, manufacture, design, dimensions and packaging contents. **Description must be in Swedish.**

DEFINITIONS

Name of product: The most commonly used name for the product.

Type of product: Code, description or product number for the product.

Make: Name of manufacturer.

Design: Color, shape, finish, variant, quality, strength and description.

Dimensions: Write the unit as an abbreviation, e.g. M, MM.

Packaging contents: The following unit abbreviations are to be used: ST, L, KG, M, M2 (See section 6).

6. INSTRUCTIONS FOR UNITS

The following units are approved in Finfo

Approved units in Finfo 01.06.2006

Units in bold italics are approved unit for prices comparison

ANT = QUANTITY	ARK = SHEET	ASK = BOX
BAC = CRATE	BAL = BALE	BLO = BLOCK
BNT = BUNDLE	BRK = POT	BUL = BULK
CM = CENTIMETRE	CON = CONTAINER	DAG = DAY
DM = DECIMETRE	DNK = DRUM	DUS = DOZEN
FAT = CASK	FL = BOTTLE	FRP = PACK
G = GRAM	GLB = GLASS JAR	HL = HECTOLITRE
HMT = HECTOMETRE	HNK = BUCKET	HST = HUNDRED
KAP = CAPSULE	KG = KILOGRAM	KM = KILOMETRE
KOL = PACKAGE	KRT = CARTON	KTA = CARD
L = LITER	LÅD = CASE	LAS = LOAD
LGD = LENGTH	M = METRE	ML = MILLILITRE
MM = MILLIMETRE	MP = MULTIPACK	M2 = SQUARE METRE
M3 = CUBIC METRE	NST = BALL	ODE = UNDEFINED
PÅS = BAG	PAC = EXPO	PAL = PALLET
PAR = PAIR	PAT = CARTRIDGE	PKT = PACKET
PLB = TIN	PP = PLASTIC PACK	RÖR = PIPE
RLE = ROLL	RNG = RING	SÄC = SACK
SB = SB PACK	SET = SET	SKI = PLATE
SPA = PAIL	SPL = SPOOL	ST = PIECE
STL = RACK	TIM = HOUR	TON = TONNE
TST = THOUSAND	TUB = TUBE	

7. INSTRUCTIONS FOR COMPARISON UNIT PRICE

As we are sure you know, the food industry has been using unit prices for a number of years. This makes it easier for the consumer to compare different product alternatives.

The trade associations within the construction, paints and dyes and hardware industries have agreed with the Swedish Consumer Agency to introduce unit pricing within these sectors from 1 December 2003. The requirements are set by the EU and the KV (Swedish Consumer Agency).

TECHNICAL INFORMATION

Finfo operates as the central organization for the collection and distribution of article information. Finfo has also been commissioned by the trade associations and chains to collate the necessary information for the handling of unit prices.

Two new fields

As a supplier to Finfo, you will now have to add two new fields to the article files you send us:

Comparison price unit: The unit of measurement that the unit price is stated in, e.g. kilo, liter, square meter

Comparison price factor: Number of basic price units per unit price unit. The basic price does not have to be expressed in the same unit in which the goods are sold to the consumer.

TECHNICAL SPECIFICATIONS

This is what the new fields will look like (formatting):

Description	Field length	Of which decimal places
Comparison price unit	5	-
Comparison price factor	12	6

Please note that you must state the value in both these fields in order for the unit prices to work. You must state the values in these fields even if the same values come up in other fields in your file. In other words, they have to be "earmarked" as comparison price unit fields.

THE RULES COVER THE FOLLOWING COMPARISON PRICE UNITS:

HST = 100 units	L = Liter	M2 = Square meter
KG = Kilo	M = Meter	ST = Piece

EXAMPLE:

Name	Price unit	Comparison price unit	Comparison price factor
Wire nails VFZ 100x34 250st	PKT	HST	2,500000
Concrete 25kg	SÄC	KG	25,000000
Plywood 12x1200x2440mm	ST	M2	2,930000
Masonry paint 10L	FRP	L	10,000000
Sealing strip 30m	FRP	M	30,000000
Drawer handles 5st	PÅS	ST	5,000000

SPECIAL AGREEMENTS

- Paint, unit price is stated per liter.

- Wallpaper, unit price is stated per roll.
- Wetroom wall covering, glass fiber cloth etc, unit price is expressed per m.²
- For nails, screws, bolts and suchlike which are sold in both small and large packs and where stating the price per piece might cause confusion, the unit price should be stated per 100 pcs.

EXCEPTIONS

- Packs which contains 50 g, 50 ml or less.
- Packs which contain several different products.
- Packs where the selling price is the same as the unit price.
- Goods which are exclusively used as artists' materials.

If the above exceptions apply to all your articles, the rules governing unit prices do not apply to you.

8. INSTRUCTIONS FOR INFORMATION UNIQUE TO A CUSTOMER

Subscribers also need to be able to obtain their agreed net prices via Finfo. We have therefore created solutions for handling this information. Suppliers can provide this information to Finfo in one of two (2) ways:

1. In special files in accordance with the attached file specification
2. In special Excel files

The way this system works is that files with unique customer contracts should “pass through” Finfo without Finfo having to do anything with them. This ensures that contract information reaches the party for whom it is intended. We have worked hard to make sure that this system is secure, and thus do not accept delivery by any means other than the two methods described in this information.

In all cases, however, the supplier is responsible for reporting contracts and making sure that Finfo has received from the supplier a signed contract concerning the service.

Reports of new subscribers/customers to whom net prices/contracts are to be distributed are sent via email and must contain information on customer ID, name and location.

Files are sent to FINFO via FTP.

1. IN SPECIAL FILES

A more efficient method is to create the file described below from your accounts system. It is important to contact Finfo first before creating such a file, to obtain supplementary information and exchange certain information (supplier's ID at Finfo).

In our file you can send both discount items and net prices at article level.

The net price files are sent together with the current general article file (total file) to ensure that all articles are registered in Finfo. The net prices are of course only distributed for the articles which have also been input into Finfo's database.

RULES

- The contract is supplied in a “flat file” i.e. a DOS/ASCII file with a fixed length of 80 characters.
- The file must be named INAVT00.
- The item type code in position 1 determines how an item should be interpreted.
- A = Contract features.
- K = Calculation module for calculating the gross price.
- B = Gross price supplement.
- P = Price stated on the article itself.
- R = Discount rates
- T = Text item for “supplier's” covering letter
- The file can contain a complete agreement - contract features, article prices and/or discount rates and text messages.
- Several contracts can be delivered in the same file, by agreement with Finfo, in which case the file must be called MUAVT00.INAVT00
- The first item must always be a contract item.
- Other item types are not mandatory, so that P-items do not have to be provided if R-items are provided.
- All the numerical fields (type = N) in an item must always be completely filled in with the specified number of characters. If no value is to be entered in the field, then it must be filled with the correct number of 0 (zeroes). If the number of characters is fewer than the number for which spaces are provided, it must have

zeroes at the beginning before the stated value. No decimal separators are used; this is indicated by the position of the number in the field!

- All alpha fields should be left-justified, where appropriate.
- If you do not have a contract ID, we suggest using the customer ID instead.
- If the same recipient receives more than one contract type, different contract-IDs must be used.
- To enable the removal of detailed items (P and R items) from customer-unique net prices there is a clearing function in the customer-unique contract. This function can be used to remove discount items and/or price items which are no longer to be included in the contract. When a contract is sent in for clearing, the user states the required clearing code, and sends in the detailed items which are to remain, but leaves out the items that are to be removed.

9. FILE DESCRIPTION FOR CUSTOMER-UNIQUE ARTICLE INFORMATION

INAVT00 (single contract) and MUAVT00.INAVT00 (multiple contract)

Layout Item type A (Contract Item):

Item	Lgth	Dec	Typ	Contents	Mandatory	Comment/Explanation/Example
1	1	-	A	"A"	Y	Contract item, always written as A.
2	20	-	A	Contract-ID	Y	Supplier's ID on the contract.
22	12	0	N	Supplier	Y	Finfo's supplier ID. Contact Finfo for information. e.g.: ID no. 1646213 is written 000001646213.
34	15	-	A	Customer ID	Y	Supplier's customer no. For customers covered by the contract. Alpha, left-justified.
49	8	0	N	Activation date	Y	Date from which the contract is to be activated in Finfo. Should be given at least 2 weeks before the contract comes into effect to enable subscriber's calculation etc. Is written YYYYMMDD. Once the contract has been activated, no future date can be specified in an update. Future contract adjustments are made in the R or P items.
57	8	0	N	Valid to	Y	Date until which the contract applies, is written YYYYMMDD. 99999999 = until further notice.
65	1	-	A	Respons. code	Y	L/A/K (Supplier/Subscriber/Chain). The person who sent in the contract and is to be notified of any errors in the file.
66	12	0	N	Respons. from	Y	Chain's order number at Finfo. Only stated if liability code = "K". Contact Finfo for advice/information. Otherwise enter 000000000000.
78	1	-	A	Contract type	Y	N=Net price contract / B=Gross price calculation / C=Approximate price contract.
79	1	-	A	Clear-code	N	Clearing code for customer-unique price contracts. Blank = no clearing. P = all currently applicable P items not included in the current file cease to apply. R = all currently applicable R items not included in the current file cease to apply. A = all currently applicable P and R items not included in the current file cease to apply.
80	1	0	N	Code price date	N	Y = code enabling specification of date from which the prices or discount groups are valid

Layout Item type P (price item):

Item	Lgth	Dec	Type	Content	Mandatory	Comment
1	1	-	A	"P"	Y	Price item, always written as P.
2	20	-	A	Contract-ID	Y	Supplier's ID on the contract. Same as in Contract item.
22	18	-	A	Article no.	Y	Supplier's article number.
40	1	-		Reserve	N	Field is left empty.
41	14	8	N	Price	Y	Net price or approx. price Per base price unit (in the general article file). Contract type N= net price C= approx. price stated in the A item.
55	8	0	N	Activation date	Y	Used for any future change within the contract's activation date – valid-to but the date should also be adjusted 2 weeks "backwards" to ensure that the subscriber is reached in good time. If the same date is intended as specified in the Contract item or if the changes are to apply immediately, write 00000000.
63	8	0	N	Applicable date	N	Date from which price applies is written YYYYMMDD. Mandatory if code price-date in the A item = Y.
71	10	-	A	Reserve		

Layout Item type R (Discount item):

Item	Lgth	Dec	Type	Content	Mandatory	Comment
1	1	-	A	"R"	Y	Discount item, always written as R.
2	20	-	A	Contract-ID	Y	Supplier's ID on the contract. Same as in Contract item.
22	5	-	A	Discount group	Y	The discount group to which the discount rate applies (discount group must exist for the articles in the general article file to enable the subscriber's net prices to be calculated). If the discount applies to all articles, §ALLA can be used e.g. when the supplier has a general discount on the <u>whole</u> of its product range.
27	4	2	N	Discount rate	Y	To calculate the net price based on the basic price. e.g.: a discount of 2% is written 0200.
31	8	0	N	Activation date	Y	Used for any future change within the contract's activation date – valid-to but the date should also be adjusted 2 weeks "backwards" to ensure that the subscriber is reached in good time. If the same date is intended as specified in the Contract item or if the changes are to apply immediately, write 00000000.
39	8	0	N	Applicable date	N	Date from which the discount applies from is written YYYYMMDD. Mandatory if code price-date in the A item = Y.
47	34	-	A	Reserve		

Layout Item type T (text item):

Item	Lgth	Dec	Type	Content	Mandatory	Comment
1	1	-	A	"T"	Y	Text item for message to the subscriber concerning e.g. date from which the distributed contract applies.
2	20-		A	Contract-ID	Y	Supplier's ID on the contract. Same as in Contract item.
22	8	0	N	Activation date	Y	If the same date is intended as specified in the Contract item, write 00000000, otherwise the required activation date for the text item. This date should be the same as the other date so that the text item is distributed at the same time as other items.
30	2	0	N	Line no	Y	Sequence within the same date 01, 02 etc.
32	45	-	A	Text	Y	Free text which the supplier has at its disposal and is responsible for. Is sent as a separate unit in the price message from Finfo.
77	4	-	A	Reserve	N	For future use.

A third method of sending net prices via Finfo involves using the Excel files prepared by us. You fill in a few fields and then send it to us for inputting and distribution.

You have to complete the fields which are not colored. All fields have to be filled in.

Contract ID, supplier's ID on the contract.

This is where you state the identity you want to give the contract. You can call the contract anything you like. You can use both digits and letters. This information is only used internally by Finfo and is not passed on to the customer. One example of an ID can be the customer number.

Customer ID

This is where you state the identity you wish to give the customer. You can give the customer any name you like. You can use both digits and letters. Again, this information is only used internally by Finfo, and is not passed on to the customer. Note! You must inform Finfo of the Customer ID(s) you intend to use in the files before you send in the files. Otherwise the data entry won't work.

Activation date-distribution date

Date from which the contract is to be activated in Finfo. Must be at least 2 weeks before the contract takes effect to allow your customer calculation time etc. Is written 20000630. YYYYMMDD

Valid-to date

Date until which the contract applies. 99999999 = until further notice.

Article number

Your article number for the article.

Price

The net price that applies to the article in basic price units. Is stated exclusive of VAT.

Activation date-distribution date

If the date is the same as the Activation date or if the changes are to apply with immediate effect, enter 00000000. Can also be used for a future change within the contract concerned which only refers to certain articles. These are pre-filled by us because these terms are the most common. They can be amended individually as required.

If there are not enough lines for your articles, add new ones yourself by copying a line and pasting it in as many times as required.

9. EXPLANATIONS FOR CUSTOMER-UNIQUE ARTICLE INFORMATION

Distribution of article information, per contract, is initiated automatically in a routine which is run every evening and which monitors all validity dates. The article files with customer-unique net prices are sent during the night for the following day.

During the routine dispatch of article information, the applicable net price is derived via the order from subscriber/store and is sent with the article concerned. Note that here too, the contract validity date is used as the time limit for the net price, not the price amendment date itself. This is only available as text information.

There may be several detailed items relating to the same Article/Discount Code, but with different prices and different valid-from dates. These then apply in chronological order so that when the valid-from date for the item is reached, the contract's amendment date becomes the same as the valid-from for the new detailed item and the contract is sent out with the new net price.

If there are several identical detailed items, it is thus always the most recent (prior to or the same as the current date) which applies.

There may be up to 100 (0-99) text items per activation date and contract. Users can thus register several versions of the covering letter with different valid-from dates. Only the text lines that have the most recent date (but prior to or the same as the current date) are printed out in the covering letter.

Users can change the information in the contract as frequently and as many times as they wish. Forthcoming changes can of course also be entered - as far in advance as you wish. The new information will be distributed on the evening of the "Activation date". Remember to set the date at least 2 weeks in advance. If the activation date is zero, it has immediate effect. If it is the same as the data input date the dispatch will follow on the same evening.

This means there are various courses of action available in the event of changes:

Change price/discount only - takes effect on the same day.

Change price/discount with Activation date - takes effect from that date.

In the event of changes in the contract, users can choose whether to send in the whole contract or just the new/amended items. However, the contract item must always be included.

Future text items for "Supplier's comments" can also be amended. However, all the text for the date concerned must be sent in, because all the old text entries with the same date are deleted when any amendment is made. This means that you cannot amend an individual line for a certain date and then just send this in by itself!

The net price for an article always applies before any discount; in other words a price item always applies before a discount item.

A chain can also be a subscriber. The consequence of this is that all members of the chain will receive the contract, which means it only has to be reported once, provided that the member has ordered your product range.

If the supplier has agreed net prices at article level, Finfo must always be notified of this via the special files we supply for this purpose.

The date information in the A-item, the "Activation date" refers to Finfo's distribution date . The validity date for the price can be given as freeform text in text items and distributed together with the price information, as a separate section – "Supplier's comments" - in a covering letter. The activation date must be at least 2 weeks earlier than the applicable price date. This is so that the subscriber/retailer is able to receive the new contract before it starts to apply, for data entry, calculation etc. in the local store computer system.

If any existing contract is updated the same contract ID that has been used previously must be given.

If planned future price adjustments are sent in in an existing contract, the "Valid-from" date must be stated in the P-item and/or the R-item.

20 days before the contract ends a message to this effect is sent to all contract partners.

If an existing contract is updated the same customer ID that has been used previously must be given.

10. INSTRUCTIONS FOR LINKING DOCUMENTS TO FINFO'S WEBSITE/LINKS FORUM

Users have access to all the suppliers and articles already registered in Finfo via our internet website at www.finfo.se. In addition to the general article information, we can now also offer solutions for linking other information such as pictures, substance information sheets/materials safety data sheets, product information etc. to the articles in Finfo's database. The text below describes the technical requirements for how such link information should be sent to Finfo.

Note! By "substance information sheet" we mean the document which, by law, must accompany a product that contains substances covered by the Swedish Chemicals Agency's restricted chemicals list (*Kemikalieinspektionens begränsningslista*). Other types of information about the goods/products are classed as product information. If you are unsure, please contact Finfo first.

GENERAL RULES

For all links, regardless of type, you must send us a file containing the following:

First field -- Supplier's ID number at Finfo (contact Finfo for advice).

Second field -- Supplier's article number.

Third field -- Code which describes the type of information (BI = Picture VI=Substance information sheet/Materials safety data sheet PI=Product information sheet BD=Building product declaration).

Note! the code must always be written in CAPITALS.

Fourth field -- Link address to the information OR name of the file we are to create a link to and which has been sent to us for storage.

The file should be a text file where every field is separated with a semicolon. If the link starts with <http://> it is regarded as an external link. Below are three examples:

1234567;002555337;BI;a100.jpeg

1234567;002555328;BI;<http://www.bildbolaget.se/images/a100.jpeg>

1234567;1370653;VI;<http://www.casco.se/varuinfo/0013se.pdf>

You can also supply information in an Excel sheet which we will provide. This contains all the articles (pre-filled in by us) which are contained in our database. You then fill in the codes and addresses.

Note! It is important to remove all articles that don't have links before sending the file to Finfo. The file is processed automatically and failure to comply with these instructions may cause errors.

PICTURES

Internal

Finfo receives image files from suppliers. These should preferably be in JPEG format. If the pictures are in a different format, they will be converted by Finfo (for an additional charge). Together with the pictures the supplier provides a file in accordance with the instructions above.

If you do not have pictures in digital format, but do have hard copies available, we can scan these in (for a charge).

External

The pictures are linked to your website or to another website, according to your instructions. All you have to do is to send us the files in accordance with the instructions above.

OTHER LINKS

Information links can be stored internally (by us) or externally (customer or other website). The same applies as for pictures.