# DCS 2000 PRODUCT INFORMATION SHEET

In this document, you will find some help to guide you through filling out the fields on the New Item Spreadsheet. This document describes the DCS fields, not all may apply your new items. The glossary is laid out by the order of the columns on the New Item Template.

When possible the DCS2000 Product Information Sheet should be created and sent to Data Integrity 12 weeks prior to the planned distribution date.

Revised: 11/19/2015

**Promo Item:** Is this item a promotional item, this is a **Y** (yes) or **N** (no) field.

**Promo Period:** If the promo flag is **Y**, use this field to indicate the month this item is set to be on a Promo

**Merchandise Init #:** If the promo flag is set to N, merchandise initiatives job # must be in this field or list as WSO.

**SKU:** A seven character Stock Keeping Unit assigned by the Corporate Item Master (DCS), **You do not fill this in for new item creation**.

**Status:** The status of the item. The status works in combination with the POS Flag, By-Pass NID flag, Planogram Position and DC on hand to determine a store stocking code. (See document beneath this) Below are the statuses available.

**New items are defaulted to = status.**

**T** **In set up status**, cannot be ordered, and will not go to the store or other downstream systems.

**I** **Informational, i.e**. Labor Sku's, coupons, gift cards.

**=** **New undistributed**, has not met its distribution date.

**N** **New distributed,** 10 days after an item is distributed the status will automatically change to N and remain N until one year after the distribution date. SKU's with a bypass NID of Y will not automatically change to an N. Those SKU's must be changed manually.

**A** **Active,** an item that has been distributed and is greater than a year old

**S** **Suspended**, an item we will no longer buy. Item still has on-hand in the warehouse

**D** **Discontinued**, an item we will no longer buy and does not have an on hand in any warehouse, but may have an on hand at the stores. This status also applies to any item that is on a recall regardless of on-hand.

**X** **Purged**, item is no longer in downstream systems. Financial write-off.

**Order Mfg.:** Mfg's part number, the unique item identification used by the vendor for purchase orders.

**Sale Unit 1:** Number of selling units assigned to UPC/EAN

**BarCode Type 1:** **Is** this a **UPC** (Universal Product Code) or **EAN** (European Article Number)

**BarCode 1:** The **UPC-A,** consists of 12 numerical digits, which are uniquely assigned to each trade item. Along with the related **EAN** barcode, the UPC is the barcode mainly used for scanning of trade items at the point of sale, per GS1 specifications. [1] UPC data structures are a component of GTINs (Global Trade Item Numbers). All of these data structures follow the global GS1 specification, which is based on international standards.

**BarCode 2&3:** Used if the pack x repack is greater then 1. Both two and three may be used or just two. Typically, the barcode will be a **SCC** (Shipping Container Code). The Shipping Container Code is a 14-digit barcode placed on the outside of your shipping carton. The SCC-14 allows us to scan a shipment of multiple units of your product as it comes into

their warehouse. This barcode is used in most retail situations and referred to by a number of names, including SCC-14, GTIN-14, ITF-14, Shipping Container Code, Master Carton Code, as well as other names.

**Parts:** The Parts Flag designates the following information about the item

| | |
|---|---|
| **B** | NEW with CORE |
| **N** | NEW |
| **R** | REBUILT |
| **M** | REMANUFACTURED |
| **Y** | Freon |
| **U** | Used |

**Description Short:** 20 Character Description which is used on the register receipt

**Size** 8 Digit field to describe the size of the retail unit, i.e. 17 in, 32 ounces, Medium

**Description Long** 40 Character Description which is used on the PO, on 16 up shelf labels, and truncated for the small 40 up labels. This field is also used for report purposes.

**Pack:** Number of Retail Units in a store ship unit

**Vendor Name:** Name of Vendor

**Vendor #:** Number assigned to identify the vendor

**Repack:** Number of Ship Units in a Master-case

**Vendor Pallet Pattern:**

**TI**: # of cases that make up a tier
**HI:** # tiers on the pallet
**Pallet size** large (48x40x4) or small (40x32x4**). Pep Boys defaults to large**

**Case Dimensions:**

The vendor case dimensions equal the master-case
**Case Height-**The height of the vendor case or retail unit in inches.
**Case Length-**The length of the vendor case or retail unit in inches
**Case Weight-**The weight of the vendor case or retail units in pounds
**Case Width-**The width of the vendor case or retail unit in inches

**Harmonized Code:** An international tariff classification, this is a 10-digit number, formatted as 0000.00.0000

**Country Of Origin:** The country of manufacture, production, or growth of the article.

**Buy Qty Mult:** The multiple in which an order must be place

**Buy Qty Min.:** The minimum amount of the item that can be ordered.

**Cost:** List cost of the item.

**Cost Type:** The cost unit of measure, usually R (retail unit). MC is master case.

**Voc percentage:** What is the VOC (Volatile Organic Compounds) content for this product?

**Contain Toluene:**        Does this product contain Toluene.

**Restricted for Sale/Transport:**

Is this product restricted for sale in the listed states because of VOC regulatory limits, CARB regulations, or does not meet the California Energy Commissions Efficiency Regulations.

**Hazardous Product:**    Indicates whether the item is hazardous material

**Exempt Product:**       Is this product exempt from Hazardous code regulations (Yes or No field)

**Hazardous Code:**    UN/NA ID code (ieUN1093 = flammable liquid)

**Hazardous Limited Quantity:**

Is this product limited in the number that can be transported (Yes or No field)

**Hazardous Description:**

Name of the hazardous commodity (dangerous goods shipping name)

**Hazardous Unit of Weight:**

What is the unit of measure for this regulation (i.e. ounces, gallons, pounds).The system uses this code to convert item quantities on a truck for the fire marshal report.

**Hazardous Class:**    Class of hazardous goods

**Packaging Group:**        **I** = Great danger
**II** = Medium danger
**III** = Low danger.
**N/A =**    Not applicable

**Hazmat by Air, Hazmat by ocean, Hazmat by ground:**

Yes or No field to indicate whether this shipping method is allowed for this item.

**Hierarchy**            Pep Boys item classification structure, which groups items into the elements listed below. A three-digit number identifies each element. Items can be grouped by subclass (subcat), class (category) and so on up the hierarchy structure.

| | |
|---|---|
| **Acct. Dept**: | Financial Dept. Number |
| **Dept:** | Merchandise Dept. Number |
| **Cat:** | A unique number that groups like items together. |
| **Sub Cat:** | This number further defines the type of merchandise within the category |

**Inventory Control**    Buyer number for person responsible for replenishing the items.

**Recom Item**:    Indicates whether this item will be included on a PO recommended by E3. It must be **Y** (yes) to include or **N** (no) to exclude it.

**Base Retail:**    The items base selling price before zone pricing is applied.

**Service Level:**    The system uses service level to calculate allowable out of stocks for an item.
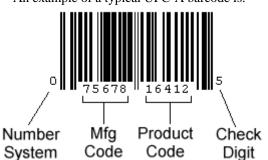
**Related Item:**            Is this item eligible for a Pep Guard Warranty

**Extended Warranty:**       Which type of Pep Guard will be offered repair or replace?

**Warranty:**                What Pep Boys warranty code applies to this item? (used for parts and tires).

**Corp. MAQ:**               Minimum Appearance Quantity

**Corp. MPQ:**               Maximum Planogram Quantity

**MVR:**                     Minimum Vehicle Requirement. Based on vendor, catalog, and data that represent what
it takes to do one job.

**New Store Floor:**         The hard limit for the MAX that is set at the corporate level. The MAX will not fall
                             below the Floor in all New Stores. (2 weeks avg. sales)

**PR Floor:**                The hard limit for the MAX that is set at the corporate level. The MAX will not fall
                             below the Floor in all Puerto Rico Stores. (3 weeks avg. Puerto Rico stores sales)

**NID (New item distribution):**
                             The amount to be distributed to the stores on the distribution date. This should be in
                             multiples of the pack.

**Distribution Date:**       The date the item will be distributed to the stores. In order to be able to order the
                             merchandise and properly execute the plan this date should be 10 to 12 weeks after the
                             item is setup

**Bypass Inventory Pad:**    This indicates whether the item should be excluded from the inventory order pad

**Bypass NID:**              Indicates whether the item should go through the New Item distribution process.

                             **Values are:**

                             **P**-Indicates item is a prepack master SKU.
                             **N-**Goes through New Item Distribution
                             **Y-**Allows stores to pull merchandise once they receive there planogram and the
                             date is reached.

**POS Flag:**                This flag indicates how or if this item will be used in store systems**.**

                             **Values are:**

                             **Y**      All store systems, i.e. POS and PIR
                             **C**      Cycle Audit-POS and PIR
                             **O**      Manual Order-Not in POS, in PIR
                             **N**      Not in POS or PIR
                             **P**      In POS, not in PIR
                             **L**      Loaner Tools

**Employee Disc**:           Indicates if an Employee Discount is allowed on the item.

**Employee Disc percentage:**  Indicates percentage of employee discount**.**

**Core Information:**       If this item is a core, the following information must be provided

   **Core Cost**:       Core deposit cost. Refundable upon the return of the core.

   **Core Sell**:       Retail sell price of an item's core only, also called the exchange cost.

   **Outright Cost**:       Total cost of a core; sum of Core Sell plus Core Cost.

**Forced QTY:**       This flag indicates whether we should force a quantity to be entered at the register when this item is rung up for sale. i.e. spark plugs

**Restricted Flag**:       The corporate flag that indicates if this item should be a restricted for sale to minors.  If the flag is set to Y, it will prompt the sales associate to request proof of age.

**Load Type:**       Categorizing an item by load type tells the warehouse where it is picked and how it is loaded onto the delivery vehicle.

   **Values are:**
   General Merchandise-**GM (default)**
   Tires-**TI**
   Alternate warehouse 1-**A1**
   Lozier-**A2**
   PRL general merchandise-**A3**,
   Alternate tire warehouse-**A4.**

**Brand Code:**       A three digit code made up by merchandising area to represent the brand on the package. This code prints on the shelf label.
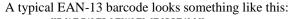
> **BAR CODE INFORMATION**:

**Bar Code Type 1:** UPC: A UPC/Item bar code (Universal Product Code), EAN or EAN8 is required for all items.

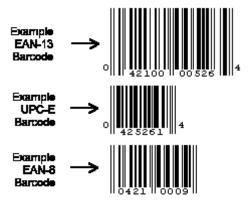The "UPC-A barcode" is by far the most common and well-known symbology, at least in the United States.

An example of a typical UPC-A barcode is:



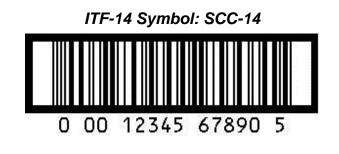A typical EAN-13 barcode looks something like this:



EAN-8 is the EAN equivalent of UPC-E in the sense that it provides a "short" barcode for small packages. As can be seen in the following graphic, an EAN-8 barcode is shorter than an EAN-13 barcode, although somewhat longer than an UPC-E barcode.

**Bar Code Type 2:** EAN/UCC-14 (SCC-14)/Master case bar code (Shipping Container Code) is required when the repack is greater then 1. SCC-14 (formerly known as UPC Shipping Container Code) is printed using ITF (Interleaved 2 of 5) or UCC / EAN-128 bar codes. See sample below.

### *ITF-14 Symbol: SCC-14*

0 00 12345 67890 5

# Stocking Codes

**=**    **New Undistributed:** New items that have been selected for inclusion in your stores mix but have not been distributed from the warehouse. During the initial distribution days, there will be times when new items have arrived in the store and still have an "=" stocking code. An item with this stocking code will have a 0/0, min/max. Items with an "=" stocking code will have a position number.

**A**    **Active:** Items that are in a stores mix. These items have a min. /max. Items with this stocking code will have a position number.

**C**    **Cycle Audit to order:** Items that are sold under a PLU number and must be cycle audited to generate an order. (i.e. Motormite, Bulk hardware) An item with this stocking code will have a min/max and will have a position number.

**O**    **Order Manually:** Items that are added to the PIR order, i.e. stationary. An item with this stocking code will always have a 0/0, min/max. These items may have a position number on a Product Placement Guide. These items will not be in the stores POS system.

**W**    **Warehouse Order Item:** Items that can be ordered from the warehouse but are not regularly stocked in a store. An item with this stocking code will have a 0/0, min/max and will not have a position number.

**R**    **Restricted Item:** Items that are restricted and are not available to the particular store due to either a legal of civil constraint. Items with this stocking code will have a 0/0/, min/max and will not have a position.

**D**    **Discontinued Items:** Items that are discontinued are no longer going to be part of the stores mix. Items with this stocking code will have a 0/0/, min/max and will not have a position number.

**U**    **Unassigned:** New undistributed items that have not been reviewed for assignment to assignment to the store mix. Items with this stocking code will have a 0/0, min/max and will not have a position number.

**K**    **Prepack SKU:** A Prepack or Dump display Master SKU that is associated with the group of items. Items with this stocking code are not re-orderable and have a 0/0, min/max. These items will not have a position on a Product Placement Guide.

**B**    **Bulk Item/Case Pack:** Items that are sold in bulk or case pack quantities. These items are not reordered using the case pack SKU so they will have a 0/0, min/max. These items may have a position number.

**L**    **Loaner:** Items that are part of the store loaner program. These items have a min/max and are re-orderable under normal min/max logic. Items with this stocking code have a position. The stocking code helps to identify these loaner items for detailed review before ordering.

**H**    **Hold:** Items are currently unavailable for shipment to the store. Most often, this is due to a supplier problem. These items will have a min/max and will have a position. This stocking code will assist the store in identifying items that may be out of stock for more then one-order cycle.

**V**     **Vendor Recalled Item:** Items that have been recalled for return to the vendor. Items with this stocking code have a 0/0, min/max and may still have a position, but will not have a position after next update.

**P**     **POS Only**: Items with this stocking code are for the use in the POS System only.

**I**     **Information only:** Items with this stocking code are available within the systems for informational purposes. These items have a 0/0, min/max and will not have a position on a Product Placement Guide.