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EZip Format Overview

As more and more companies are using computerized systems for both product ordering and sales proposal and quote generation, data entry becomes more and more critical. The EZip format is designed for both Manufacturers and Dealers to streamline the process of transferring product and pricing information from the Manufacturer to the Dealer.

All Dealers using electronic pricing input practices employ up to four people just to enter Manufacturer pricing into their computer system. Even with smaller companies, clerical errors during data input can cause an Item to be quoted at an incorrect price. Errors can also cause equipment to be ordered with an incorrect price or Item Part Number. This causes the Manufacturer to correct the error, adding to labor cost and causing delivery delays.

The EZip format is designed to address and correct these errors. This is not intended to replace what a Manufacturer currently publishes that can include other details not included in the EZip format. Manufacturers should consider this a supplement to their current practices. The concept is for every Manufacturer to provide its Item pricing in the same electronic format, so a Dealer can electronically ingest the data -- eliminating clerical errors and saving valuable time for new pricing to be incorporated.

Because electronic systems and pricing distribution methods are so different, it was decided that an Excel spreadsheet format would be the most common transport method. Although Dealers may have to build an importer for existing systems, they only have to build one for all the Manufacturers. The Excel format is an advantage to Manufacturers, as they can still control how they distribute the file.

The Manufacturer form instructions explain how to populate the form with data. Dealers using Windows based systems normally have software that allows the import of Excel files. Dealers using Unix or Linux systems may save the Excel file in Comma Separated Value (.csv) which is commonly used for these systems.

The EZip format does not define how this form or data is transported from one Manufacturer to the Dealer. The goal is to not change the flow of business -- just how the content is provided. This form is intended to be used as an electronic transfer and is not intended to be viewed in its native form.

The following explains how Manufacturers are to use the form. For other questions or comments, please do not hesitate to contact InfoComm at [membership@infocomm.](mailto:membership@infocomm.org)org.

EZip Format -- Manufacturers Instructions

A Dealer will normally not view this form in its native format as provided by the Manufacturer. This data will be electronically transferred into the Dealer's computer system, and the data will be viewed utilizing each Dealer's system software. To insure the information is in its correct location (column position in the spread sheet), it is important that columns are never moved or deleted. If the Manufacturer does not use a column and it is empty, the column should not be deleted, but instead left blank. It is expected that some columns will be blank since few Manufacturers will have data to fill every column. Every Manufacturer will have a different number of columns and rows filled with data.

A minimum number of data fields (number of columns) has been established for each Part Number that is <u>mandatory</u> and these fields are required to be provided by the Manufacturer. The minimum data fields include 8 (Columns A through H) fields that are required by a Dealer to write a quote, proposal, or purchase order. All other fields are considered optional and may be included by the Manufacturer if they have the data available. More information is preferred. The minimum data fields have been placed at the left of the spread sheet for ease of use by the Dealer and the optional fields have been placed to the right of the spread sheet.

The Manufacturer should provide the file in the standard Excel 2003 format (xls). Do not save the file in the Excel 2007 format. At this time Excel 2007 is not widely distributed and its default format is not backward compatible with 2003.

When creating the Excel file the following general rules should be followed:

1.   The Excel file should only contain the rows and columns as described below.
2.   There should be no additional information of any type within the spread sheet that would require the Dealer to open the file and edit the contents.
3.   At the top of the file there is to be two rows that are defined as follows: Row 1, columns A to H are titled Mandatory Information and columns I to the end are titled Optional Information, and Row 2, Column titles or labels that indicates what values are contained in each column.
4.   The actual Item pricing information begins in row 3 and continues to the end of the spread sheet.
5.   Except for rows one and two, there should be no headers, footers, logos, disclaimers, colors, shading, boxes, underlines, embolding, highlighting, extra blank rows, different fonts, comments, notes, etc.
6.   All row sizes and cell sizes should be consistent with the format indicated below.
7.   The font should be Courier 10 points. The Courier font is a non-proportional font that will allow all the characters, numbers, and dates to line up vertically in each column. Do not use a proportional font.
8.   All character fields should be left hand justified and numeric fields should be right hand justified.
9.   Currency fields should not carry a dollar sign ($) or other currency signs.

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10.   The standard format for the date should be Month, Day, Year, zero filled or "MM/DD/YY".
       Example: 04/07/07
11.   Do not use any characters that are not printable; that is
       a.   Control characters
       b.   Escape codes
       c.   Characters that are out of the range of ASCII decimal 20 to ASCII decimal 255 (or
             ASCII Hex 20 to ASCII Hex 7E)
12.   It is preferred that Part Numbers have no spaces within the text.
13.   It is preferred that Part Numbers are 10 characters or less in length. Manufacturers that have
       existing Part Numbers that exceed the length of 10 characters may continue to use the Part
       Number, but it is preferred that all new Part Numbers that are created by a Manufacturer meet
       the 10 character maximum.

FIELD NAME AND DATA DEFINITIONS

MANDATORY INFORMATION – COLUMN A TO COLUMN H

1. **Column A: Manufacturer**
   Fill in the Manufacturer's name, for example "Sony." Be sure to use the same name for every row, therefore, the copy/paste method is recommended for populating this field.

Field Name:	Manufacturer Name
Field Type:	Character, alphanumeric
Length/Format:	30 maximum
Validation:	May not be blank
Unique:	Yes
Mandatory:	Yes
Comment:	Manufacturer Name should be short as possible using the Manufacturer's DBA ("Doing Business As") name and not the Manufacturer's complete legal name.

2. **Column B: Price Sheet Date - Last Updated**
   This is the last time this price file was updated or changed by the Manufacturer.

Field Name:	Price Sheet Date
Field Type:	Date
Length/Format:	MM/DD/YY
Validation:	Validate that date is a legal date
Unique:	No
Mandatory:	Yes
Comment:	Zero fill field

3. **Column C: Part Number (Primary Unique Index)**
   Fill in Part Numbers in this column for the Part Number, Item number, or "ordering number." The Part Number is the **primary unique index key for identifying the Item** and will be used by the Manufacturer and the Dealer to uniquely identify the Item when ordering. The length of the Part Number is recommended to be 10 characters or less. However, it is understood that some Manufacturers have established Part Numbers that are longer than 10 characters. To allow backward compatibility, Manufactures may use their existing Part Numbers that are longer than 10 characters however it is recommended that all new Part Numbers that are created be limited to a length of 10 characters or less.

Field Name:	Part Number
Field Type:	Character, alphanumeric
Length/Format:	10 maximum (longer if an established Manufacturer Part Number exceeds 10 characters and is currently in use by the Manufacturer)

Validation:	May not be blank
Unique:	Yes
Mandatory:	Yes
Comment:	If an existing Manufacturer's Part Number is longer than 10 characters, Manufacturer should attempt to delete dashes and spaces, etc. to bring the Part Number to within 10 characters. All characters should be printable. It is preferred that the Part Number contain no spaces. Dealers need the Part Number and Description to be limited in length so that they can be easily printed on a single line on a Dealer's Sales Proposal, PO's, etc. See the notes for Description below.

4. **Column D: Short Description**
Write a short description of each Item to be used by the Dealer on sales proposals and quote forms. This may be used by the Dealer to quickly search for the Item. It is recommended to keep the short description to less than 30 characters so that the description, price, quantity, etc. can be placed on one printed line on a sales proposal or quote.

Field Name:	Item Description - Short
Field Type:	Character, alphanumeric
Length/Format:	30 maximum
Validation:	May not be blank. Description should only include actual description. There should be no other data, such as "New", "Discontinued", "Available on June 1", etc. Data such as "New" should be placed in the Item Description - Other field below or in the Item Status field below.
Unique:	No
Mandatory:	Yes
Comment:	The short description is to be used by Dealers to prepare standard documents such as quotations, proposals, sales orders, purchase orders, service work orders, etc. Typically, a standard document is printed by the Dealer with one Item on each line. One line on a document of this type normally includes: Quantity, Item (or part) Number, Short Item Description, Unit of Measure, Unit Selling Price, Extended Selling Price (quantity times unit price). Most documents of this type are limited to a single line width of 80 characters or less. If the Manufacturer's short Item description exceeds 30 characters, it is very difficult for the Dealer to format a single line properly and keep the overall line width less than or equal to 80 characters.

5. **Column E: Unit of Measure**
Indicate the Unit of Measure that the Item is sold in from the Manufacturer. Typically the UOM is "Each" or "EA"

Field Name:	Unit of Measure
Field Type:	Character Alphanumeric
Length/Format:	8 Maximum

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Validation:	May not be blank
Unique:	No
Mandatory:	Yes
Comment:	The UOM value should be standard abbreviation such as "EA" for Each. Suggested UOM values are: EA = Each; FT = feet; DZ = Dozen; PR = Pair; YD = Yards. However, it is possible that the UOM may be in 10's, 100's, or 1,000's when purchasing wire or hardware (example 1,000 screws or 500 feet of wire on a roll). In this case the suggested value of UOM would be the integer numeric value that the parts are sold in. Example the UOM for 1,000 feet of wire or 1,000 screws would be "1000". Like wise the UOM for 10 speakers in a package or 10 hardware brackets would "10". Standard UOM's found when buying parts of this nature are 25, 50, 100, 250, 500, 1000, 5000 and 10000.

6. **Column F: List Price/MSRP/Price for Resale**
This is the Manufacturer's suggested retail price (MSRP), or the price at which the Manufacturer thinks the Item should be sold to the end user.

Field Name:	MSRP Price
Field Type:	Decimal
Length/Format:	>,>>>,>>>.99
Validation:	Validate field is numeric
Unique:	No
Mandatory:	Yes
Comment:	This price is based upon the Unit of Measure the Items are sold in from the Manufacturer.

7. **Columns G: Dealer's Cost Column 1**
This spread sheet has five columns available for five different levels of pricing. This is the first column and this Item cost is Mandatory. Columns 2 through 5 are not mandatory. Examples of the 5 columns could be "non-stocking dealer," "1+ piece price," "3+ piece price" or "gold level dealer," "bronze level dealer," "case price," or even "educational price." Note that the Dealer's Cost Column and Cost Description Column below are provided in pairs where the first column is the cost value and the next column is the cost description. These pair alternate with cost and description repeated five times.

Field Name:	Cost Price By Column
Field Type:	Decimal
Length/Format:	>,>>>,>>>.999
Validation:	Validate field is numeric
Unique:	No
Mandatory:	Yes, for Cost Column 1 only
Comment:	Cost of an individual Item may be less than 0.01, therefore the cost field must be formatted for 1,000's of a dollar. An example of this is purchasing wire and hardware: the cost of one screw or foot of wire

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could be $0.005. In this case the Manufacturer could sell the Item in 1,000 foot rolls, but the Dealer could sell the Item by the foot.

8. **Columns H: Description of Cost Column That Proceeds This Column (Cost Column 1)**
This is where you indicate the statistic of the column before it. For example, if column Y has a value of $100, column Z would contain "1+ price" or "gold level." Note: Leave unused columns blank.

Field Name:	Cost Column Description (By Column)
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	None
Unique:	No
Mandatory:	Yes, for Cost Column 1 only
Comment:	Column Description length should be as short as possible.

OPTIONAL INFORMATION – COLUMN I TO COLUMN AS

9. **Columns I, K, M, O: Dealer's Cost Columns (2, 3, 4, 5)**
See description for Column G above.

Field Name:	Cost Price By Column
Field Type:	Decimal
Length/Format:	>,>>>,>>>.999
Validation:	Validate field is numeric
Unique:	No
Mandatory:	Yes
Comment:	Cost of an individual Item may be less than 0.01, therefore the cost field must be formatted for 1,000's of a dollar. An example of this is purchasing wire and hardware: the cost of one screw or foot of wire could be $0.005. In this case the Manufacturer could sell the Item in 1,000 foot rolls, but the Dealer could sell the Item by the foot.

10. **Columns J, L, N, P: Description of Cost Column That Proceeds This Column (2, 3, 4, 5)**
See description for Column H above.

Field Name:	Cost Column Description (By Column)
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	None
Unique:	No
Mandatory:	Yes
Comment:	Column Description length should be as short as possible.

11. **Column Q: Currency**

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Enter the International currency type code used for all costs and selling prices in this spread sheet.

Field Name:	Currency
Field Type:	Character, alpha
Length/Format:	3
Validation:	None
Unique:	No
Default Value:	USD (US dollars)
Mandatory:	Yes, if not USD
Comment:	Value should use 3 character International codes. Examples: US Dollars – USD, UK Pounds – GBP, Euro – EUR, Canada Dollars – CAD, Japan Yen – JPY

12. Column R: DIM Weight

The DIM Weight is the size of the Item packaging and the complete weight of the Item, all its packed accessories and the packaging material. In some cases this is referred to as the shipping weight. In no case is it just the weight of the Item. The DIM Weight is used to calculate shipping costs. The default Unit of Measure for Weight is Pounds. If the weight is measured in another standard, place the Weight Unit of Measure in column S.

Field Name:	Weight
Field Type:	Decimal
Length/Format:	>>>,>>>.999
Validation:	Validate numeric value
Unique:	No
Mandatory:	Yes, if GSA Item
Comment:	The weight should be included if available.

13. Column S: Weight Unit of Measure

Enter the Unit of Measure for Weight.

Field Name:	Weight Unit of Measure
Field Type:	Character, alpha
Length/Format:	8
Validation:	None
Unique:	No
Default Value:	Pounds
Mandatory:	Yes, if not Pounds
Comment:	Value may be Pounds or Kilos or any other International standard.

14. Column T: SKU/UPC

Fill the Universal Product Code (UPC) or Stock Keeping Unit (SKU) number for Item identification and Item shipping and receiving. By providing this information, a Dealer could scan a Manufacturer's Item in and out of the warehouse.

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Field Name:	SKU/UPC number
Field Type:	Character, alphanumeric
Length/Format:	Any industry standard barcode or RFID format
Validation:	May be blank if Manufacturer does not use barcodes or RFID
Unique:	Yes
Mandatory:	No
Comment:	The SKU/UPC is also a unique index key that will uniquely identify the Item, however it is not required if the Manufacturer does not use barcodes, etc. The SKU/UPC may be the same number as the Part Number in Column B above.

15. Column U: Model Name

Some Manufacturers use a Model Name as a descriptive identifier for the Item in addition to the actual Item Part Number. This will be a name to identify the Item in the price list for every row. Do not confuse the Item Model Name with the Item Part Number in Column B. The Item Part Number is the primary unique index key for identifying the Item and will be used by the Manufacturer and the Dealer to uniquely identify the Item. The Model Name is optional. We recommend that Manufacturers only use the Item Part Number as the primary identifier for the price sheet and Dealer purchase orders to insure there is no confusion on the specific identity of the Item.

Field Name:	Model Name
Field Type:	Character, alphanumeric
Length/Format:	30 maximum
Validation:	May be blank
Unique:	No
Mandatory:	No
Comment:	Should be as short as possible

16. Column V: Long Description

Write a long description to fully describe each Item.

Field Name:	Item Description - Long
Field Type:	Character, alphanumeric
Length/Format:	255 Maximum
Validation:	May be blank, however the Item Description – Short must exist. Description should only include actual description. There should be no other data, such as "New", "Discontinued", "Available on June 1", etc. Data such as "New" should be placed in the Item Description - Other field below.
Unique:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals.

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17. Column W: Other Description

Write any other descriptive information required of an Item in this is the field.

Field Name:	Item Description - Other
Field Type:	Character, alphanumeric
Length/Format:	60 Maximum
Validation:	None
Unique:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals. This description could be used to extend the Item Description – Short and/or Item Description - Long

18. Column X: Serialized Item

Indicate "Yes" if this Item is serialized and the Manufacturer provides the Item with a serial number.

Field Name:	Serialized
Field Type:	Logical
Length/Format:	Yes/No
Validation:	None
Unique:	No
Default Value:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals. This description could be used to extend the Item Description – Short and/or Item Description - Long

19. Column Y: Not Available for Sale

If the Item is not available for sale enter "Yes" into this column. The purpose of this is to notify the Dealer when an Item is not available for sale for any reason. This will allow the Dealer to mark their inventory records so that the Item is not sold when it is not available.

Field Name:	Not For Sale
Field Type:	Logical
Length/Format:	Yes/No
Validation:	None
Unique:	No
Default Value:	No
Mandatory:	No
Comment:	Note that the default value is "No" which means the Item is available for sale. Only Items that are not available for sale will be marked as "Yes".

20. Column Z: Item Status

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"Current" verses "Discontinued" Items. As Items are discontinued, this column should be changed from "Current" to "Discontinued". Items should not be deleted from this list, because Dealers will still have current quotes pending for the Item. Valid terms for this column are "Future", "Current" and "Discontinued."

Field Name:	Item InfoComm iQ Category
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	May be blank
Unique:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals

21. Column AA: Manufacturer's Category

Use your Manufacturers' Item categories: for example, "Isys I/O Touch Panels."

Field Name:	Manufacturer Item Category Code
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	May be blank
Unique:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals

22. Column AB: Replacement Item Part Number

If an Item is discontinued and has been replaced with a newer Item, the newer Item should be listed.

Field Name:	Item Part number – Replacement Item
Field Type:	Character, alphanumeric
Length/Format:	10 maximum
Validation:	May be blank
Unique:	Yes
Mandatory:	No
Comment:	If Part Number is longer than 10 characters, Manufacturer should delete dashes and spaces, etc. to bring the Part Number to within 10 characters.

23. Column AC: Replacement Item Model Name

If a Item is discontinued and has been replaced with a newer Item, the newer Item should be listed.

Field Name:	Item Model Name – Replacement Item
Field Type:	Character, alphanumeric

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Length/Format: 30 maximum
Validation: May be blank
Unique: Yes
Mandatory: No
Comment: Should be as short as possible

24. Column AD: Required Accessories

List the listed Item requires accessories here.

Field Name: Required Accessories
Field Type: Character, alphanumeric
Length/Format: 60 Maximum
Validation: None
Unique: No
Mandatory: No
Comment: Length should be as short as possible to enable the Dealer to use this description in written proposals.

25. Column AE: Optional Accessories

List the Item's optional accessories here.

Field Name: Optional Accessories
Field Type: Character, alphanumeric
Length/Format: 60 Maximum
Validation: None
Unique: No
Mandatory: No
Comment: Length should be as short as possible to enable the Dealer to use this description in written proposals.

26. Column AF: MAP (Minimum Advertised Price)

If pricing is going to be used in marketing (print or on the web), this is the lowest price a Dealer is allowed to publish. An Item can be sold for any price, but it is the minimum price that can be published in a public setting.

Field Name: MAP Price
Field Type: Decimal
Length/Format: >,>>>,>>>.99
Validation: Validate field is numeric
Unique: No
Mandatory: No
Comment: Same requirements for UOM as above.

27. Column AG: GSA Cost Price

This is a special purchase price for Dealers to pay when selling to the government.

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Field Name: GSA Item Cost
Field Type: Decimal
Length/Format: >,>>>,>>>.999
Validation: Validate field is numeric
Unique: No
Mandatory: No
Comment: Same discussion of UOM as above. Please provide if Item is sold using
                       a GSA schedule.

28. Column AH: GSA Sell Price

This is the price a Dealer must cite when selling to the government, in order to purchase at the GSA cost.

Field Name: GSA Item Sell Price
Field Type: Decimal
Length/Format: >,>>>,>>>.99
Validation: Validate field is numeric
Unique: No
Mandatory: No
Comment: Same requirement for UOM as stated above. Please provide if Item is
                       sold using a GSA schedule.

29. Column AI: Discount-off List.

In some cases, only a list or selling price is supplied – from which a discount price is offered to the Dealer. This is referred to as margin. The margin is the percentage below list a Dealer pays. This pricing structure is traditional in the consumer products industry. A Dealer may have a 30 percent margin, also referred to as 30 margin points. Note this is different than marking up 30 percent from cost.

Example:

    i. List price Item at $100
    ii. 30% discount or margin
    iii. List price ($100) X margin (30% or .3) = Dealer profit ($30)
    iv. List price ($100) – margin ($30) = Dealer cost ($70)

    v. Dealer cost ($70) X percentage markup (30%) = Dealer sell price ($21)

    vi. Markup and margins are different.

    vii. In this example, it takes a 43 percent markup to equal a 30 percent margin.

Field Name: Discount off list
Field Type: Decimal

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Length/Format: >>.99
Validation: Validate field is numeric
Unique: No
Mandatory: No
Comment: Upon use of this percent discount the resulting decimal should be
                   rounded up to the nearest penny.

30. Column AJ: Freight Policy

This is any special freight arrangement that may apply to this Item. For example, "free freight with 10+ purchase."

Field Name: Freight Policy
Field Type: Character, alphanumeric
Length/Format: 20 Maximum
Validation: None
Unique: No
Mandatory: No
Comment: Length should be as short as possible to enable the Dealer to use this
                   description in written proposals.

31. Column AK: FOB/Ex-works

FOB stands for Freight On Board. It means that freight charges are paid to that point. It also means someone else will have to pay the freight for the remainder of the trip. Some examples of FOB are:

- SP or Shipping Point. This is the point from which the Manufacturer fills and ships an order. It is traditionally in the same geographic location as the destination. Examples include Sony having a warehouse within North America, or Crestron having a warehouse within the European Union. Freight would only be paid from that point.

- PO or Point of Origin. This means the freight needs to be paid from the factory where the product was built. This could include duties and taxes for an Item to enter the country.

- Dest or Destination. This means that the freight is paid all the way to its final destination. That destination could be a Dealer or the end-user's site.

Field Name: Freight Code
Field Type: Character, alphanumeric
Length/Format: 8 Maximum
Validation: Validate against list (FOB, SP, PO, etc.)
Unique: No
Mandatory: No
Comment: Value should be based upon industry standard shipping codes and
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32. Column AL: Freight Class
Can this Item travel by "standard freight" (UPS, FedEx, DHL, USPS) or must it travel by truck.
Does it need a special type of truck, such as chemical transport, freezer or wide load.

Field Name:	Freight Class
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	None
Unique:	No
Mandatory:	No
Comment:	Value should be based upon industry standard shipping descriptions if available

33. Column AM: Drop Ship Y/N
Simply place Yes or No, if this Item can be shipped directly to the end-user's site if requested, and does not have to first go to the Dealer.

Field Name:	Drop Ship
Field Type:	Logical
Length/Format:	Yes/No
Validation:	Validate to Yes/No
Unique:	No
Mandatory:	No
Comment:	

34. Column AN: Certificate for Origin
The certificate states the country where the product was built. For many different reasons, some countries do not allow products from certain other counties to enter. Knowing this is important to the sales process. For example, anything Manufactured in Cuba is not allowed to be shipped into the United States.

Field Name:	Certificate for Origin
Field Type:	Character, alphanumeric
Length/Format:	20 Maximum
Validation:	None
Unique:	No
Mandatory:	No
Comment:	Value should be based upon industry standard descriptions if available

35. Column AO: URL/link
This is a link to the Item on the Manufacturer's web site.

Field Name:	Manufacturer Website URL/Link
Field Type:	Character, alphanumeric

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Length/Format: 255 Maximum
Validation: None
Unique: No
Mandatory: No
Comment:

36. Column AP: Manufacturer's Division

Fill in the company's division name, example "Business and Professional Products Group."

Field Name: Manufacturer Division Name
Field Type: Character, alphanumeric
Length/Format: 30 maximum
Validation: None
Unique: No
Mandatory: No
Comment: May be blank

37. Column AQ: InfoComm iQ Category

If the InfoComm iQ category is not known, iQ will populate this field or contact
Jfuches@iq.com

Field Name: Item InfoComm iQ Category
Field Type: Character, alphanumeric
Length/Format: 20 Maximum
Validation: May be blank
Unique: No
Mandatory: No
Comment: Length should be as short as possible to enable the Dealer to use this
                    description in written proposals

38. Column AR: InfoComm Member Number

Fill in the member number assigned by InfoComm to every Manufacturer. This number is the same for each row and the copy/paste method should be used. Dealers with older computer systems should use this column to distinguish among Manufacturers with similar names.

Note: A Manufacturer's member number can be obtained by sending an e-mail to
membership@infocomm.org.

Field Name: InfoComm Member Number
Field Type: Integer
Length/Format: >>>>>>>>9
Validation: Numeric only or blank
Unique: No
Mandatory: No
Comment: May be blank

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703.278.8082 FAX

39. Column AS: Notes

Any special notes relating to anything can be placed in this field.

Field Name:	Notes
Field Type:	Character, alphanumeric
Length/Format:	250 Maximum
Validation:	None
Unique:	No
Mandatory:	No
Comment:	Length should be as short as possible to enable the Dealer to use this description in written proposals.