

Suma Auto Ordering

CSV File Specification:

It is vital that your order conforms to the .csv file specification detailed below or your order will be rejected by our system.

Auto Ordering CSV File Specification:

Essential Fields are shown in RED - Note!! *All* commas are shown in RED and are essential! No extra commas should be used in any field.

Optional Fields are shown in BLUE

Each field is numbered and explained below.

ID/Filename: UniqueEPOSOrderID¹.csv
Line 1: Suma Customer Number², Your own Reference³, Special Delivery Address if any⁴, Special Requirements⁵
Line 2-n: Suma Product Code⁶, Description with NO COMMAS⁷, Quantity of units⁸_s⁹(or_c)
Blank Line: The first blank row will be interpreted as the end of the order.

1. The 'UniqueEPOSOrderID' must be a concatenation of your Suma customer number and a unique order ID that is generated by your EPOS system. This is a unique reference for this particular order and must not be repeated. The 'unique order ID' generated by your EPOS system can be free text and there is no length requirement.
2. Your customer number. This is always 6 digits
3. Your own order reference. Free text, maximum 15 characters.
4. Special Delivery Address. Free text, maximum 150 characters, Lines are maximum 30 characters and must be separated by pipe. Maximum of 7 lines for the address. (This field is optional)
5. Special requirements. Free text, maximum 150 characters. (This field is optional)
6. Suma Product codes are usually 2 characters followed by 3 digits e.g. HJ069
7. The description is required so that it can be reflected back on the order summary in the event of an unrecognised product code.
8. The quantity of units required
9. **Either** _s **or** _c. _s indicates that the quantity refers to single units. _c indicates that the quantity refers to cases. One order can contain lines in single quantities and lines in case quantities. The '_c' or '_s' defines how quantities are interpreted.

Examples of CSV files in the correct format:

In these examples; the customer number is **112233**, The unique order ID generated by the EPOS system is **98765**, the customers own reference is **ORD6789**, The special delivery address is **12 Back Lane, Hometown, Dorset, D12 3EF**, The Special Requirements are **Do not send unless HJ001 is in stock and must ring with ETA**. This order consists of four products only. The 'Happydog Dogfood' line denotes an order of 4 single units where the rest of the order is in case quantities.

ID/Filename: 11223398765.csv
Line 1: 112233, ORD6789,12 Back Lane|Hometown|Dorset|D12 3EF, Do not send unless HJ001 is in stock and must ring with ETA.
Lines 2-5: HJ001,Ecover Washup Liquid – 1x25L,8_c

PF005,Happydog Dogfood – 8x500g,4_s
CV133,Mixed Eggs – 1doz,6_c
NF915,Bulkpack toilet roll – 1 x 18rolls,10_c

The same order with no special delivery address would be formatted as below:

ID/Filename: 11223398765.csv
Line 1: 112233, ORD6789, , Do not send unless HJ001 is in stock and
must ring with ETA.
Lines 2-5: HJ001, Ecover Washup Liquid – 1x25L,8_c
PF005, Happydog Dogfood – 8x500g,4_s
CV133, Mixed Eggs – 1doz,6_c
NF915, Bulkpack toilet roll – 1 x 18rolls ,10_c

The same order with no special delivery address and no special requirements would be formatted as below:

ID/Filename: 11223398765.csv
Line 1: 112233, ORD6789, ,
Lines 2-5: HJ001, Ecover Washup Liquid – 1x25L,8_c
PF005, Happydog Dogfood – 8x500g,4_s
CV133, Mixed Eggs – 1doz,6_c
NF915, Bulkpack toilet roll – 1 x 18rolls,10_c