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### **Purpose**

The purpose of this document is to provide additional clarification for the Macy's. Catalogue requirements. The Macy's [Vendor Standards](#) on the Macy's website ([www.macysnet.com](http://www.macysnet.com)) should be consulted for the latest updates.

## Product IDs

Product IDs also known as "Style Numbers" should:

- ✓ Be free of spaces and leading zeros.
- ✓ **Avoid** all special characters with the exception of the hyphen (-).
- ✓ **Never** differentiate Product IDs with spaces or leading zeroes.
- ✓ **No** Internal codes for color or size are to be used (ask GXS Implementation representative for clarification)

*Example: The Style Number "000123 4-56" may cause system problems that would be avoided with the Style Number formatted as "123456".*

## Product Descriptions

Product descriptions must be unique and descriptive (specific) for each *Style Number* or *Product ID*.

If the Product ID represents a unique style, then the uniqueness of that product must be represented in the product description. Product Descriptions reading "Shirt" are vague and should have the actual Style Name or a more detailed description.

*Bad example:* SHIRT

*Good example:* DENIM SHIRT, L/S FLANNEL SHIRT, COTTON PATCHED SHIRT

Product Descriptions must be 20 characters or less including spaces.

*Bad example:* SHORT SLEEVE TROPICAL SHIRT

*Good example:* S/S TROPICAL SHIRT

Duplicate product descriptions are **not allowed** for product IDs of identical style separated by color or size. **\*Changes in spelling or transposing of words do not make the description unique and will be interpreted as being duplicates.**

*Duplicate product description examples:*

*Product ID 5000:* L/S SNAP TEE W/ PANT

*Product ID 5100:* PANT W/ L/S SNAP TEE

*Product ID 5200:* LNGSLV SNAP T W/ PNT

It is **required** by Macy's to group all color and sizes of the same style within a single Product ID unless otherwise directed by Macy's or your GXS Implementation Representative. Product descriptions should not include color and size information. Color and size information should only be expressed at the GTIN level with the appropriate NRF codes and descriptions.

*Bad examples:* Product Id 1000 RED CTN MINI SKIRT

Product Id 2000 BLUE CTN MINI SKIRT

*Good example:* Product Id 1000 COTTON MINI SKIRT

*There will be multiple GTINs under Product ID 1000 with the appropriate NRF Color/Size codes and descriptions.*

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**Product descriptions as well as size and color descriptions need to be clearly readable with no internal codes. In the description fields, use complete words whenever possible as field length permits.**

Abbreviations should be commonly accepted and be easily understood by the average consumer purchasing your product at a retail store or website (not just the retail buyers). Consult the "[Commonly Used Abbreviations Guide](#)" to help with your descriptions.

**Macy's requires the use of capital letters in the product, color and size descriptions.** Descriptions in all lower case will cause problems for the divisional MIOs and buyers when placing orders.

Avoid using **any** special characters in the product/color/size descriptions except for hyphen (-), forward slash (/) and ampersand (&). **Example: size description for "10 inches" should be "10 IN" not " 10" "** \*A period (.) is only acceptable in the size description field and **ONLY** for specific sizes; footwear, volume, some jewelry – *pending approval*.

### **NRF (National Retail Federation) Codes**

NRF color and size codes are required whenever applicable to current NRF standards; this includes size codes from the Linear Chart. **Only appropriate NRF codes should be used in the color and size code fields.**

**\*Please make sure that you use the "complete" NRF size code description (abbreviations acceptable); there are "PRIMARY" and "SECONDARY" descriptions for most codes – BOTH have to be included.**

**\*Internal or proprietary codes for: size code, size descriptions, color code, and color descriptions should not be used in the GXS Catalogue.**

When NRF codes are not applicable, use '000' for the color code and 'NO COLOR' for the description; '00000' can be used for the size code and 'NO SIZE' should be placed in the size description. Blank fields are against Macy's and GXS Catalogue data requirements.

Please consult with your GXS Implementation representative for a better understanding of the NRF color code chart.

### **Price Information**

Macy's prefers that you include Published Costs and Manufacturer's Suggested Retail Prices in the Catalogue if applicable, but is not required.

### **Discontinue Date**

The GXS Catalogue needs to be updated on a timely basis including adding discontinue dates on discontinued items. Discontinued items are not subject to compliance. Although GS1 has set the guideline at 30 months after discontinue date as the minimum time period before reassigning a discontinued GTIN to a new product, Macy's recommends that GTINs never be reassigned.

**Never** delete a GTIN without first incorporating a discontinue date.

**Never** reassign same product ID numbers

### **Printed Material**

A product ID on the catalogue needs to match manifests, invoices, hang tags, line lists, etc.

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## Commonly used Abbreviations

### Color Descriptions

**\* Macy's will ONLY ACCEPT 10 CHARACTERS for color descriptions and have to be in all CAPS (Macy's will NOT review a catalogue that does not meet this requirement)**

**\*the catalogue field for color description accepts 20 characters, therefore you have to "count" the number of characters being used; "Spaces" do count as a character.**

**Avoid** using color codes from the "**Open**" color code chart unless all available color codes within a color range have been assigned to your items.

#### Color

BLACK  
 CHARCOAL  
 DARK GREEN  
 MEDIUM BROWN  
 LIGHT BLUE  
 GRAY/GREY  
 SILVER  
 WHITE  
 NATURAL  
 BLUE/NATURAL  
 CREAM  
 HEATHER GRAY  
 BROWN  
 BEIGE  
 BLUE  
 NAVY  
 BRIGHT BLUE  
 TURQUIOSE  
 PURPLE  
 LAVENDER  
 RED  
 PINK  
 YELLOW  
 PRINTED  
 FLORAL  
 GOLD  
 MIDNIGHT  
 ASSORTED  
 MULTICOLOR  
 RAINBOW

#### Abbreviations

BLK, BK  
 CHRCL  
 DK GREEN, DK GRN  
 MED BROWN, MD BRN  
 LT BLUE, LT BL  
 GRY, GR  
 SLVR, SVR  
 WHT, WT  
 NTURAL, NAT  
 BLUE/NAT, BL/NAT (using Blue color code)  
 CRM  
 HTHR GREY, HTHR GY  
 BRN, BR (if tri-tone e.g. BK/WT/BR)  
 BGE, BG  
 BU, BL  
 NVY  
 BRT BLUE, BRT BL  
 TURQ, TRQSE  
 PRPLE, PRPL  
 LVNDR  
 RD  
 PNK  
 YLW, YW, YL  
 PRNTD  
 FLRL  
 GLD  
 MIDNT  
 ASST (999)  
 MULTI (960)  
 RAINBO, RNBW

**\*NO COLOR/000** implies that color is not a determining factor and/or color is not applicable; Items are not ordered by color.

**\*\*Miscellaneous Open code (960 – 998)** is used for anything that doesn't fall under another color. That would include multi-colored prints where no predominant color can be determined and things like CLEAR, CRYSTAL etc. For multi-colored prints MULTI should be the first choice of color description, but if the vendor has several different multi-colored prints in the same PID, then it's okay to use descriptions like RAINBOW, FLORAL, TIE-DYED etc. to differentiate different multi-colors.

**\*\*\*ASST/999** should only be used for items that come in assorted package (multi-packs of items of different colors e.g. 3pk of Shirt one red, one blue, one black) sold as a group or set and not by color.

**\*\*\*** Examples of unacceptable color descriptions: PERMANENT, OUTLINE, WATER, ORIENT

## Product Descriptions

-Clothing-

| Description | Abbreviation                          |
|-------------|---------------------------------------|
| DRESS       | DRS                                   |
| SKIRT       | SKT                                   |
| PANT        | PNT                                   |
| BOTTOM      | BTTM, BTM                             |
| JACKET      | JKT                                   |
| VEST        | VST                                   |
| SWEATER     | SWTR                                  |
| CARDIGAN    | CARD, CARDGN                          |
| TURTLENECK  | T-NCK, T/NCK, T-NK                    |
| SWEATSHIRT  | SWTSHRT                               |
| T-SHIRT     | TEE, T                                |
| TOP         | TP                                    |
| SHIRT       | SHRT if no SHORT on the same Sel Code |
| SHORT       | SHRT if no SHIRT on the same Sel Code |
| HIPSTER     | HIPSTR, HIPST, HPSTR                  |
| CAPRI       | CAPR, CPR                             |
| TANK        | TNK                                   |
| CROP        | CRP                                   |
| SCOOP       | SCP                                   |
| HALTER      | HLTR                                  |
| HALTERTOP   | HLTRTOP                               |
| BOARD SHORT | BRDSHRT                               |

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| <b>Description</b> | <b>Abbreviation</b> |
|--------------------|---------------------|
| SWIMWEAR           | SWIM                |
| SWIMDRESS          | SWDRS               |
| MESH               | MSH                 |
| SARONG             | SRNG                |
| BANDEAU            | BND                 |
| TRIANGLE           | TRI, TRIAN          |
| TANKINI            | TNKINI, TANKI       |
| TWO PIECE          | 2PC                 |
| CAMISOLE           | CAMI                |
| STRAP              | STRP                |
| STRAPLESS          | STRPLS              |
| PUSH-UP            | PSHP                |
| UNDERWIRE          | U/W                 |
| SHORT SLEEVE       | S/S                 |
| LONG SLEEVE        | L/S                 |
| ¾ SLEEVE           | 3/4SLV              |
| SLEEVELESS         | S/L                 |
| PETITE             | PET                 |
| MISSES             | MSS                 |
| REGULAR            | REG                 |
| TEXTURED           | TXTRD               |
| BUTTON             | BTN                 |
| BUTTON DOWN        | BTN DWN             |
| COTTON             | CTN                 |
| RUFFLE             | RUFL                |
| RIBBON             | RBN                 |
| SATIN              | SATN                |
| SUEDE              | SUED                |
| RIBBED             | RIBD                |
| JACQUARD           | JCQRD               |
| CREW               | CRW                 |
| HERRINGBONE        | HBONE               |
| HOUNDSTOOTH        | H/TOOTH             |
| LACE               | LCE                 |
| CROSSOVER          | XOVR, XOV           |
| PRINT              | PRNT                |
| PAISLEY            | PSLY                |
| FLORAL             | FLRL                |
| STRIPE             | STRPE               |
| ONE PIECE          | 1PC                 |

**-Jewelry Items-****Description**

BRACELET

NECKLACE

CHAIN

EARRING

RING

PENDANT

LINK

YELLOW GOLD

WHITE GOLD

DIAMOND

14 CARAT TOTAL WEIGHT

ONYX

BLUE TOPAZ

ANTIQU

CHRONOGRAPH

WATCH

**Abbreviation**

BRCLT, BRAC, BRC, BR

NKLC, NK

CHN

EAR, ER

RG

PNDT, PEND

LNK

YG

WG

DIA

14K TW

ONX

BL TPZ

ANTIQ, ANTQ

CHRNO

WTCH

**-Tabletops/Accessories/Others-****Description**

BASKET

COASTER

TRIVET

NAPKIN HOLDER

CANDLE

CANDLE HOLDER

CENTERPIECE

BACKPACK

TROLLEY

FRAME

PLANTER

CHECKBOOK

**Abbreviation**

BSKT

CSTR

TRVT

NAPKIN HLD, NAPKINHLDR

CNDL, CDL

CNDLHLDR, CDLHLDR

CTRPC

BKPK

TRLEY

FRM

PLNTR

CHKBK

**-Cosmetics-****Description**

LIPSTICK

CREAM

TREATMENT

MOISTURIZER

SERUM

**Abbreviation**

LIP

CRM

TRMT

MOIST

SRM

**Note:** The color and size abbreviations used in the above list have been submitted and approved by Macy's. If you do not see an abbreviation listed above, please let your compliance representative know.

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## National Retail Federation Color Codes

|                    |            |                  |            |
|--------------------|------------|------------------|------------|
| <b>No Color</b>    | <b>000</b> | <b>Purple</b>    | <b>500</b> |
| Black              | 001        | Dark Purple      | 501-509    |
| Oxford             | 002-009    | Medium Purple    | 510-519    |
| Charcoal           | 010-019    | Bright Purple    | 520-529    |
| <b>Gray</b>        | <b>020</b> | Lt/Pastel Purple | 530-539    |
| Dark Gray          | 021-029    | Open             | 540-599    |
| Medium Gray        | 030-039    | <b>Red</b>       | <b>600</b> |
| Silver             | 040-049    | Dark Red         | 601-609    |
| Lt Pastel Grey     | 050-059    | Medium Red       | 610-619    |
| Open               | 060-099    | Bright Red       | 620-629    |
| <b>White</b>       | <b>100</b> | Lt/Pastel Red    | 630-639    |
| Natural            | 101-109    | Open             | 640-649    |
| Open               | 110-199    | <b>Pink</b>      | <b>650</b> |
| <b>Brown</b>       | <b>200</b> | Dark Pink        | 651-659    |
| Dark Brown         | 201-209    | Medium Pink      | 660-669    |
| Medium Brown       | 210-219    | Bright Pink      | 670-679    |
| Rust/Copper        | 220-229    | Lt/Pastel Pink   | 680-689    |
| Lt Pastel Brown    | 230-239    | Open             | 690-699    |
| Open               | 240-249    | <b>Yellow</b>    | <b>700</b> |
| <b>Beige/Khaki</b> | <b>250</b> | Dark Yellow      | 701-709    |
| Dark Beige         | 251-259    | Gold             | 710-719    |
| Medium Beige       | 260-269    | Medium Yellow    | 720-729    |
| Light Beige        | 270-279    | Bright Yellow    | 730-739    |
| Open               | 280-299    | LT/Pastel Yellow | 740-749    |
| <b>Green</b>       | <b>300</b> | Open             | 750-799    |
| Dark Green         | 301-309    | <b>Orange</b>    | <b>800</b> |
| Medium Green       | 310-319    | Dark Orange      | 801-809    |
| Bright Green       | 320-329    | Medium Orange    | 810-819    |
| Lt/Pastel Green    | 330-339    | Bright Orange    | 820-829    |
| Open               | 340-399    | Lt/Pastel Orange | 830-839    |
| <b>Blue</b>        | <b>400</b> | Open             | 840-899    |
| Dark Blue          | 401-409    | Miscellaneous    |            |
| Navy               | 410-419    | Brown Overflow   | 900-919    |
| Medium Blue        | 420-429    | Beige Overflow   | 920-929    |
| Bright Blue        | 430-439    | Red Overflow     | 930-949    |
| Turquoise/Aqua     | 440-449    | Pink Overflow    | 950-959    |
| Lt/Pastel Blue     | 450-459    | Multi            | 960-998    |
| Open               | 460-499    | <b>Assorted</b>  | <b>999</b> |

## Questions

If you have questions or need more information regarding Macy's compliance, please contact the GXS Catalogue support department at 1.877.446.6847.