National Retail Federation (NRF) Color and Size Code User Guide
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Introduction and Background

The National Retail Federation (NRF) is the world's largest retail trade association, with members including department stores, specialty, discount, catalog, Internet, and independent retailers, chain restaurants, and grocery stores. Responsibilities and activities of the NRF are varied, consisting of public relations and media events, sales projections and forecasts, and standards definition useful to its members.

Among these standards, the NRF Color and Size Code System is one of the more well-known. Designed in the early 1960's to support the punch-ticket retail technology, the Color and Size Code System has since been adopted as the most appropriate guideline for color and size identification of general merchandise and apparel for Electronic Data Interchange (EDI). The NRF Color and Size Code Handbook provides retail trading partners with a standardized method for uniquely identifying the colors and sizes of the products they manufacture, distribute, and sell. The use of a standard coding system for color and size identification across all trading partners enables full automation of processes such as item setup, item maintenance, ordering, and inventory.

Historically, the NRF Color and Size Code Handbook was only available in hardcopy format. However, with hundreds of new size and color codes being added on a weekly basis, the hardcopy book was hard to maintain. Searching for a color or size code was inconvenient, as it required page-by-page review of the printed book.

As a convenience to our Catalog Service customers, SPS Commerce has made the NRF Color and Size Code Handbook available in a convenient online format.
Logging in to SPS Commerce.net (www.spscommerce.net)

Complete the following steps to log in to SPS Commerce.net.

1. Using Internet Explorer, access the SPS Commerce Portal at www.spscommerce.net. Click the Login button as shown in the window below.

2. The Login window displays, prompting you to enter your Username and Password. Enter the required information and click the Login button.
3. The Portal window displays.

4. Click the Search link in the lower-left corner of the Portal window. The Standard Color & Size Book window displays.
Size Codes Search

Complete the following steps to search for a size code.

1. In the Size Codes Search section, if you have an NRF size code to enter, enter it in the NRF Size Code field.

   **NOTE:** You must enter the full 5-digit code for a successful search.

2. Select a product category from the Product Category Selection Group list. You may need to use the scroll bar to scroll up or down to locate the appropriate product category.

3. If you know the primary size, enter it in the Primary Size field.

4. If you are only looking for updates to codes since a specific date, enter that date in the Entered Since field using the format mm-dd-yy.
5. To display the search result information click on the View Size button.

6. Click on the Clear All Selections link to clear your search selection and begin another search.

7. To download the information click on the Download Size button. The Download Options window displays.

8. Files are available through two different formats – Rich Text Format (.rtf) or Comma Separated Values (.csv) format – and two different delivery methods – direct download or email. Select either the Rich Text Format (.rtf) or Comma Separated Values (.csv) radio button to specify file format. To download the file directly, click the File Download button. To receive the file through email, enter an email address in the Email address field. Click on the Email Delivery button to receive an XLS file of the selected codes.
Color Codes Search

The Color Codes Search section of the window consists of one search field – Color Group – and three options for viewing or displaying search results. These view options include:

- **View Color**
  Displays an online list of the selected color group.

- **Download Color**
  Displays the Download Options window, allowing download or email delivery of a file that includes all elements of the selected color group.

- **Download All Colors**
  Displays the Download Options window, allowing download or email delivery of a file that includes all elements of ALL color groups.

Complete the following steps to search for a color group.

1. In the Color Code Search section, select a color group from the Color Group field. You may need to use the scroll bar to scroll up or down to locate the appropriate color group. You can select an entire color group or only a section within a color group (i.e. Beige Group or just the Beige/Khaki section of the Beige Group).
2. To download the selected color, click on the **Download Color** button. To download all colors, click on the **Download All Colors** button.

3. Click on the **Clear Selections** button to clear your search selection and begin another search.

4. Click on the **View Color** button to display the selected information. The following window displays.

5. Scroll through the list using the **Previous** and **Next** links. The above image shows the Next link in the lower left-hand corner of the window. Previous and Next links are only available if the list includes more than 15 items.
6. To download the information click on the **Download Results** link. The **Download Options** window displays.

7. Files are available through two different formats – Rich Text Format (.rtf) or Comma Separated Values (.csv) format – and two different delivery methods – direct download or email. Select either the **Rich Text Format (.rtf)** or **Comma Separated Values (.csv)** radio button to specify file format. To download the file directly, click the **File Download** button. To receive the file through email, enter an email address in the **Email address** field. Click on the **Email Delivery** button to receive an XLS file of the selected codes.

8. Click on the **Search Again** link to clear your search selection and begin another search.
Other Information

User Guide

Click the User Guide link to open or download a PDF version of the NRF Color and Size Code User Guide.

New Code Requests

Complete the following steps to request the addition of a new code. For a complete discussion of NRF codes and code submissions refer to the document, National Retail Federation Standard Color and Size Code Procedures.

1. Click the New Code Request link at the bottom of the window.
2. The New Code Request window displays.
3. Complete entry of the form. All fields except Fax are required.

4. Click the **Submit** button when finished. Clicking the **Return** button cancels the request.
**NRF Website**

Click the NRF Website link to visit the National Retail Federation home page at [http://www.nrf.com](http://www.nrf.com). This site includes information and resources regarding NRF mission, advocacy, membership, and publications.

**NOTE:** Contact SPS Commerce for specific NRF service issues, such as submitting or creating a new code.