



BIRCH STREET SUPPLIER GUIDE



CONTENTS	PAGE
BUSINESS RATIONALE - E- Procurement and Birch Street Systems	03
GETTING STARTED	04
Log in and user settings	04
How to create a new user	05
Find your way around the application	07
Supplier Catalogue Maintenance	11
Export / Import catalogue	11
Search your Catalogue	52
Catalogue access by catalogue / category	52
Supplier PO Tab	54
Button Description	54
Recall Response	55
Reject PO	57
Send message	58
Transfer	58
In Box Tab	59
Regional Setting and Birch Street	60
Internet Option with Windows XP or Vista	65
XP Service Pack 2 Setting adjustments for Birch Street	65
Microsoft Vista Setting Adjustment for Birch Street	80

How to open a csv file 96

APPLICATION SUPPORT AND ASSISTANCE 102

Business Rationale: E – procurement & Birch Street Systems

A web-based, hospitality focused, procurement application from Birch Street Systems is selected for implementation, beginning in 2008. This is part of a wider project that is being rolled out globally, in order to ultimately achieve a standardized Procure to Pay process, using the same procurement application in all our hotels across the world.

The Birch Street application allows procurement to create a central database of all suppliers, products, and purchases, and then define these within global product categories. In turn, this enables better management and reporting of procurement activity, increased leverage, clarity of purchase and spend audit. At hotel level, all spend - including that on services - may be accurately recorded through the application, as well as the application providing a detailed record of receivables.

Why Birch Street?

The Birch Street application has been in use by Hilton in the US in all owned and managed properties, plus many franchises, for 5 -6 years. It is also used by Hyatt, Marriott, Interstate, and other major hotel and restaurant chains. As such, it is a proven application that has been developed for our industry.

What will be your role in this process?

As a Hilton supplier, you may easily view and maintain your catalogue, review and accept incoming purchase orders, as well as send change orders.

Catalogues are efficiently maintained by you. You simply exports your existing data, makes the necessary pricing changes, and imports the data that is then approved by Regional Procurement Office

We provide Support via different methods. Questions and issues may be phoned into your local Procurement Office or you can email international support. The choice is up to you!

Getting Started

Users – log in and user settings

To access the application, you need a user login and password if you are an adopted supplier. These will be issued to you when you will receive your training.

The systems access rights and controls are as follows:

- Unique Login ID (per user) – this is set by the implementation team,
- Your password must be at least 6 characters in length, can be in uppercase, lowercase or in combination of upper & lower cases and must include a numeric value (0 ~ 9)
- You will be prompted to change your password every 90 days
- Your account will auto deactivate after 3 consecutive failed login attempts
- Your account will auto deactivate after 90 days of inactivity

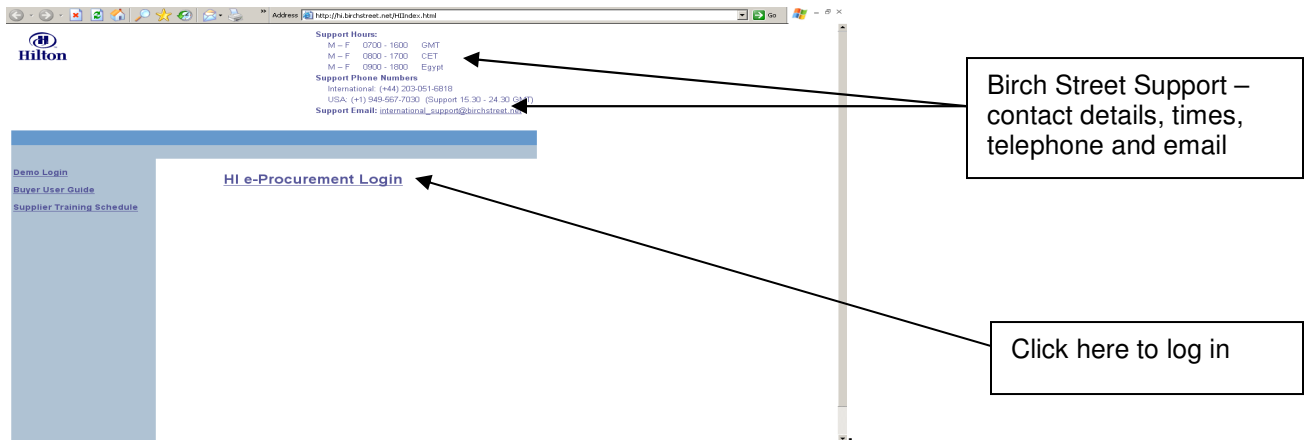
To Log in

On an internet enabled computer, go to the Birch Street landing page in Internet Explorer:

<http://hi.birchstreet.net>

You may need to set this up as a trusted site on your PC or add it under your favorites

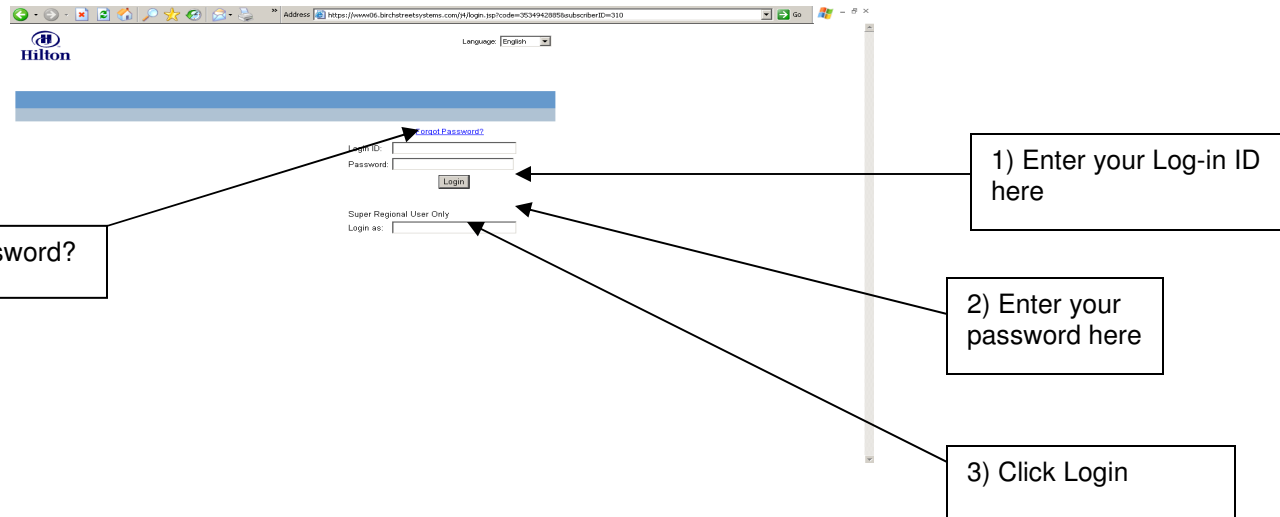
The home page looks like this:



Birch Street support contact details are displayed at the top. Support is provided by telephone or email, as detailed, Monday – Friday, from 07.00 to 24.30 daily.

Click on [HI e-Procurement Login](#) to access the application

This then opens the following page :



- 1) Enter your Log-in ID
- 2) Enter your password (remember this is also case – sensitive)
- 3) Click Login

FORGOT PASSWORD? If you have forgotten your password, but still have your correct log-in ID, fill in the log-in ID box, and then Click [Forgot Password](#). The application will check your login ID and send a new password to your email address.

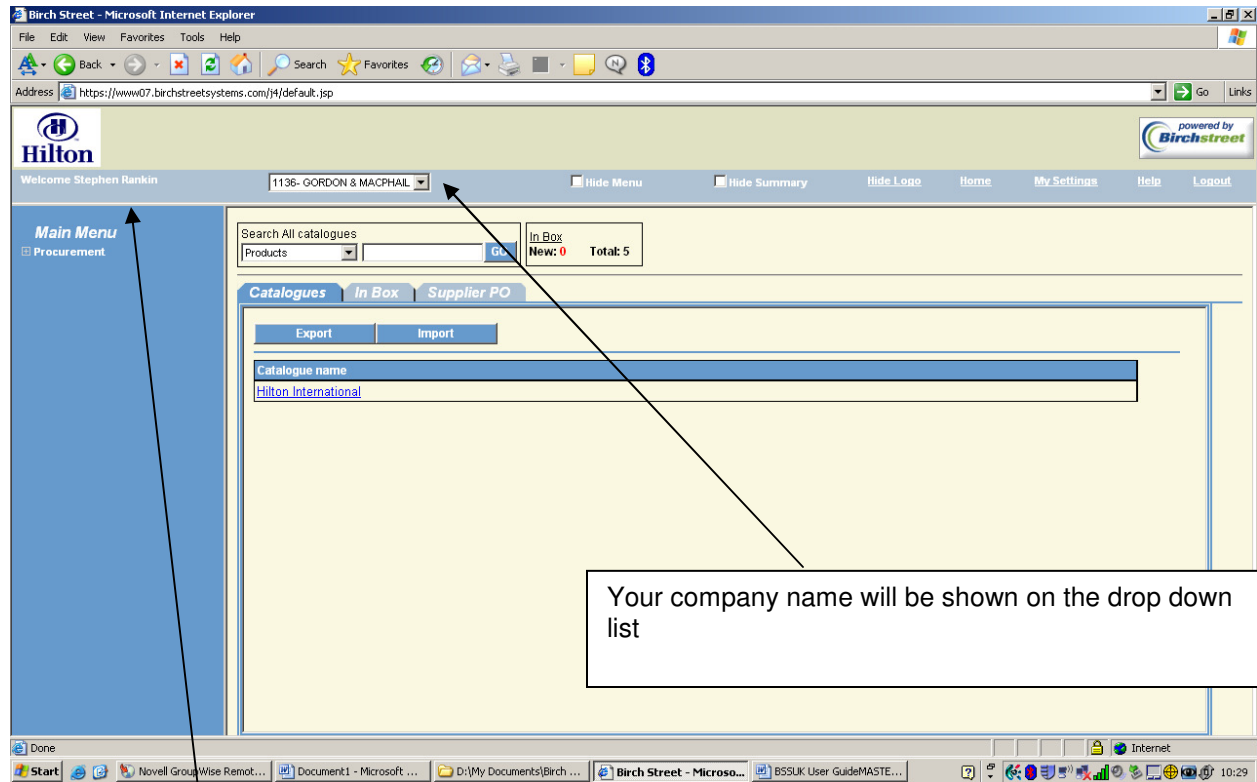
NOTE: LOCKED OUT?

For reasons of security, if you enter either the login ID or password incorrectly more than 3 times, you will be locked out of the application – 'Forgot Password' will not work on this occasion. If you are locked out, you will need to contact International Support or your Regional Procurement Office to be re-activated.

You will also be locked out of the application after 90 days of inactivity – in such instances, please again contact International Support or your Regional Procurement Office, to be re-activated. If the systems administrator is unavailable, please instead make this request via the Birch Street helpdesk email, and your request will be routed to the implementation team for action.

Find your way around the application

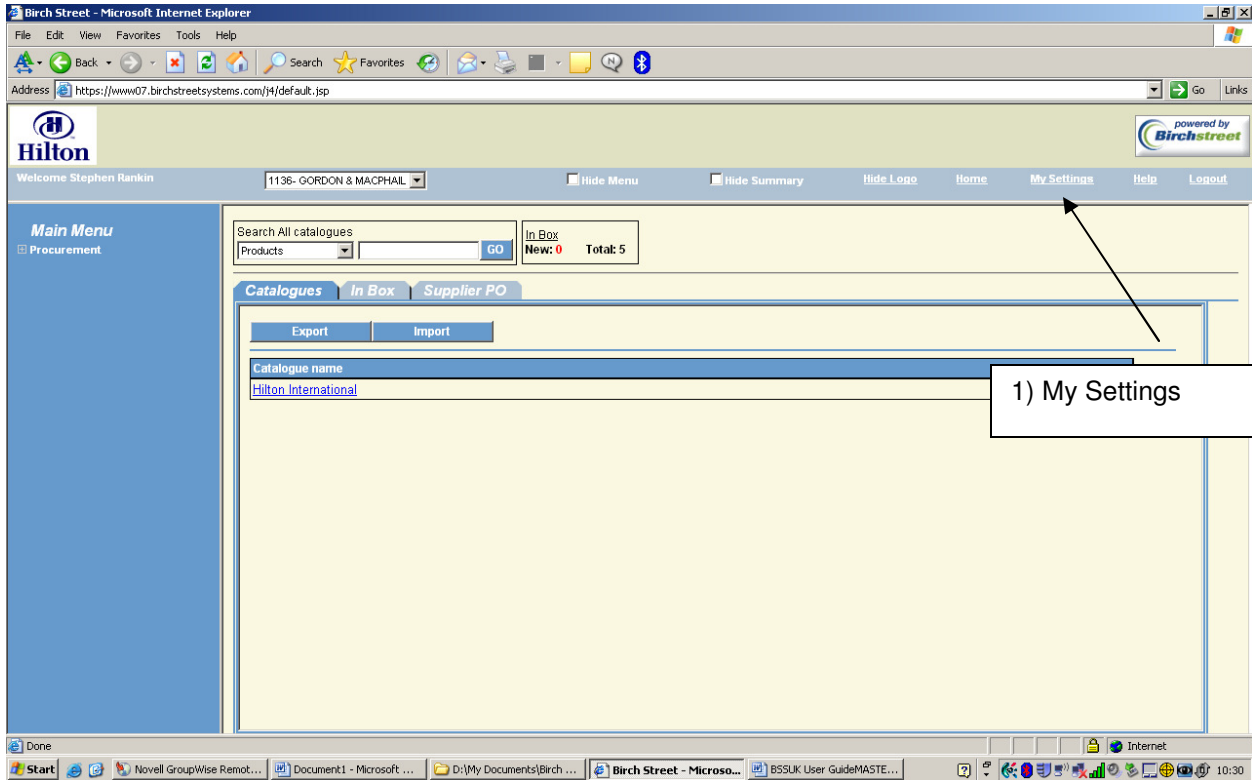
When you log in correctly, the screen will look like this :



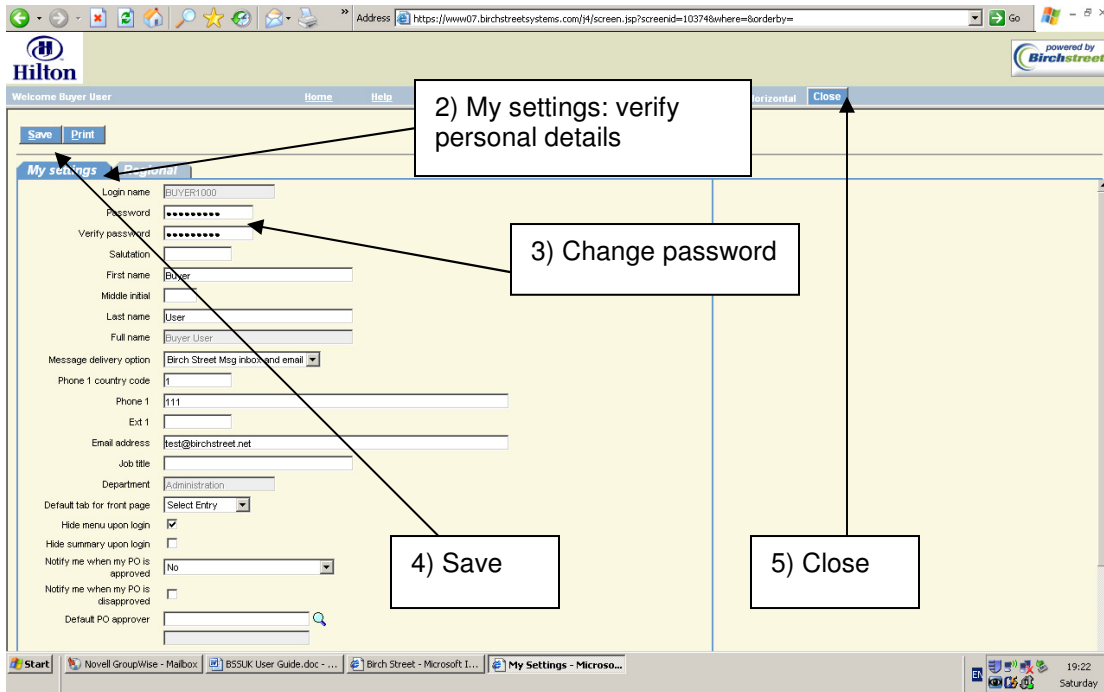
The application will recognize you by name

If your name is incorrect – ie: it is not you, or your location details are wrong, please contact Birch Street support

IF YOU ARE LOGGING IN FOR THE FIRST TIME YOU WILL NEED TO CHANGE YOUR PASSWORD AND VERIFY YOUR DETAILS



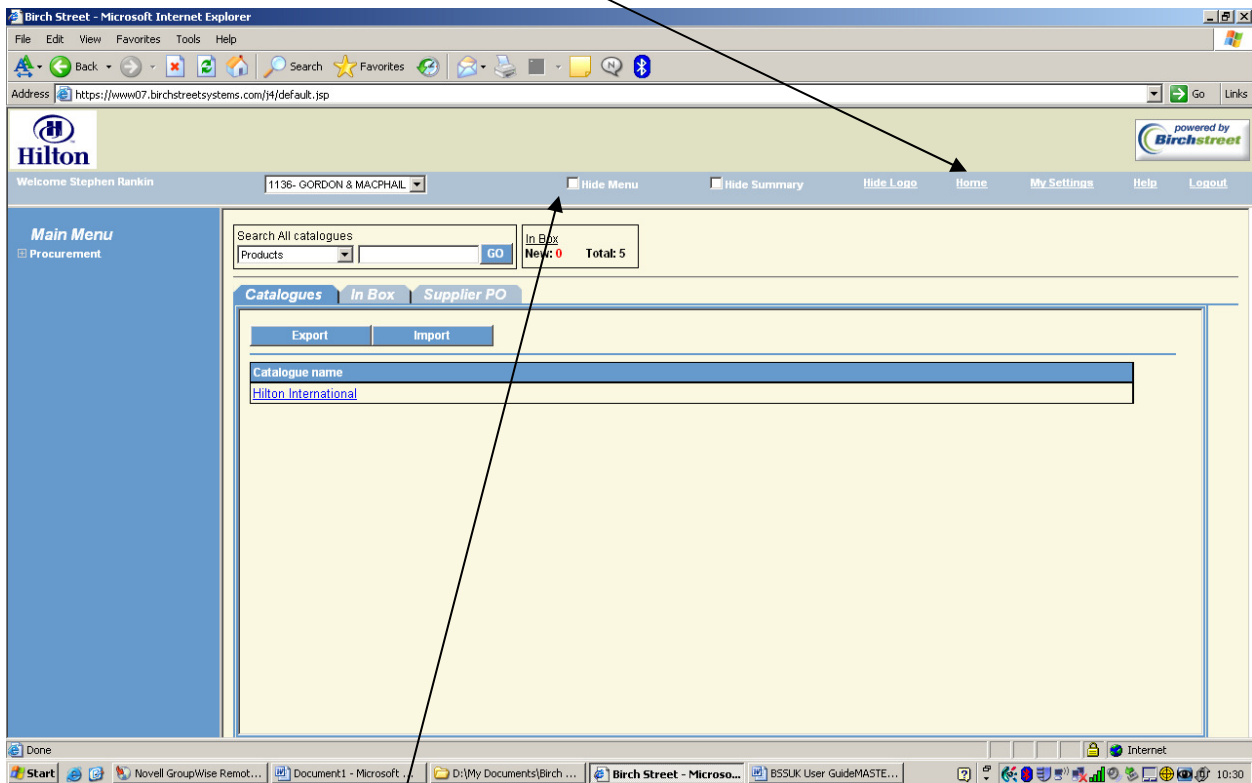
1) Click on My Settings – this opens the following screen :



- 2) Verify your personal details under the settings tab - check spelling of name, contact details, email address, job title.
Check that the method you wish to receive your PO's is correct. If you are an online supplier, you can check Birch Street Inbox only, Birch Street Inbox and email or email only. For Online suppliers, you must receive your PO's by email.
- 3) Change and verify password to a personal password you will remember : NOTE : this must be at least 6 characters in length, can be in uppercase, lowercase or in combination of upper & lower cases and must include a numeric value (0 ~ 9)
- 4) Click Save to save the changes to the application.
- 5) Click Close

NOTE : DO NOT MAKE ANY CHANGES UNDER THE REGIONAL SETTINGS TAB

Your hotel's home page: basic navigation – your homepage will look like this. If ever you get lost in the application, click Home and it will return you to this page



In everyday use, you do not need to refer to the Main Menu, so you can close this by clicking on 'Hide Menu', which makes the hotel home page easier to navigate as below:

The screenshot shows the Birch Street web application interface. At the top, there is a navigation bar with the Hilton logo, a welcome message for Stephen Rankin, and a dropdown menu for '1136- GORDON & MACPHAIL'. The main content area features a search bar with the text 'Search All catalogues' and a 'GO' button. Below the search bar, there are tabs for 'Catalogues', 'In Box', and 'Supplier PO'. The 'Catalogues' tab is active, showing a table with the following content:

Catalogue name
Hilton International

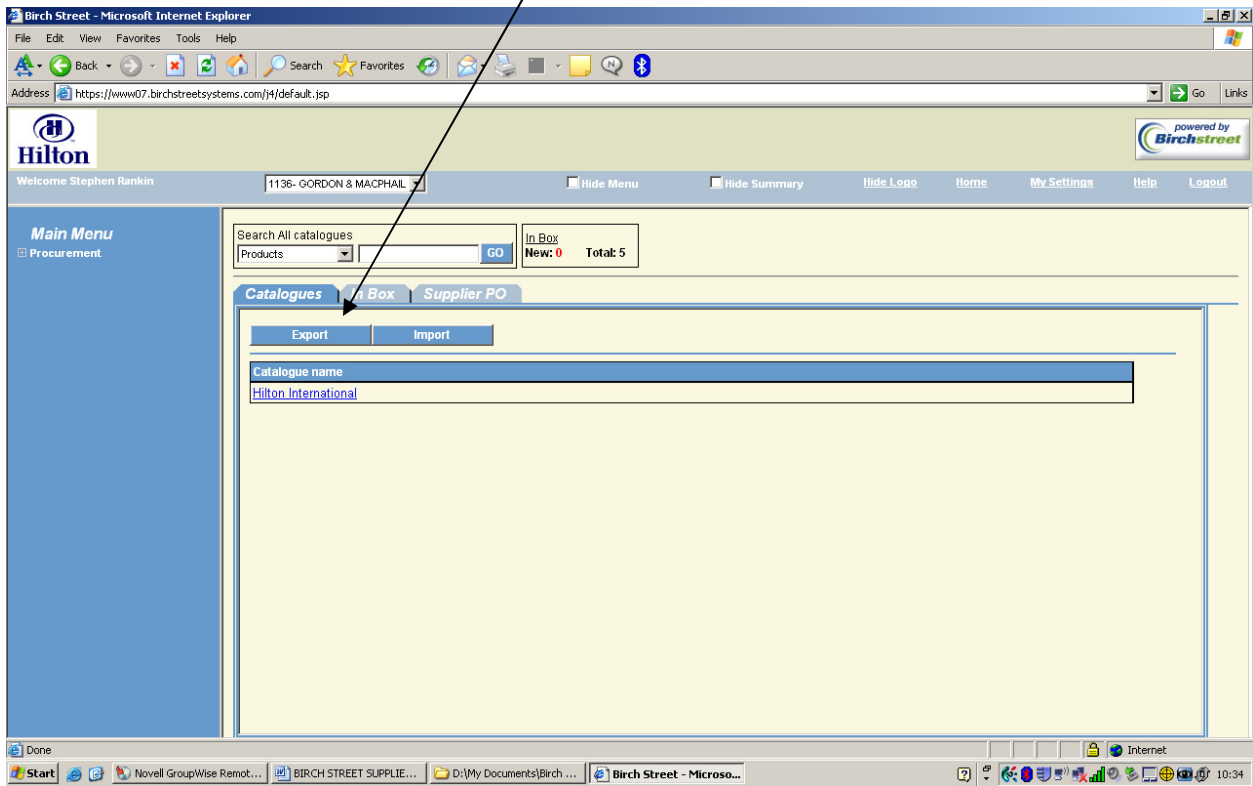
A callout box with a white background and black border points to the 'In Box' tab. The text inside the callout box reads: 'Depending on the access rights you have, you will see various tabs. What these all do is covered in later chapters of the supplier guide.'

Supplier Catalogue Maintenance

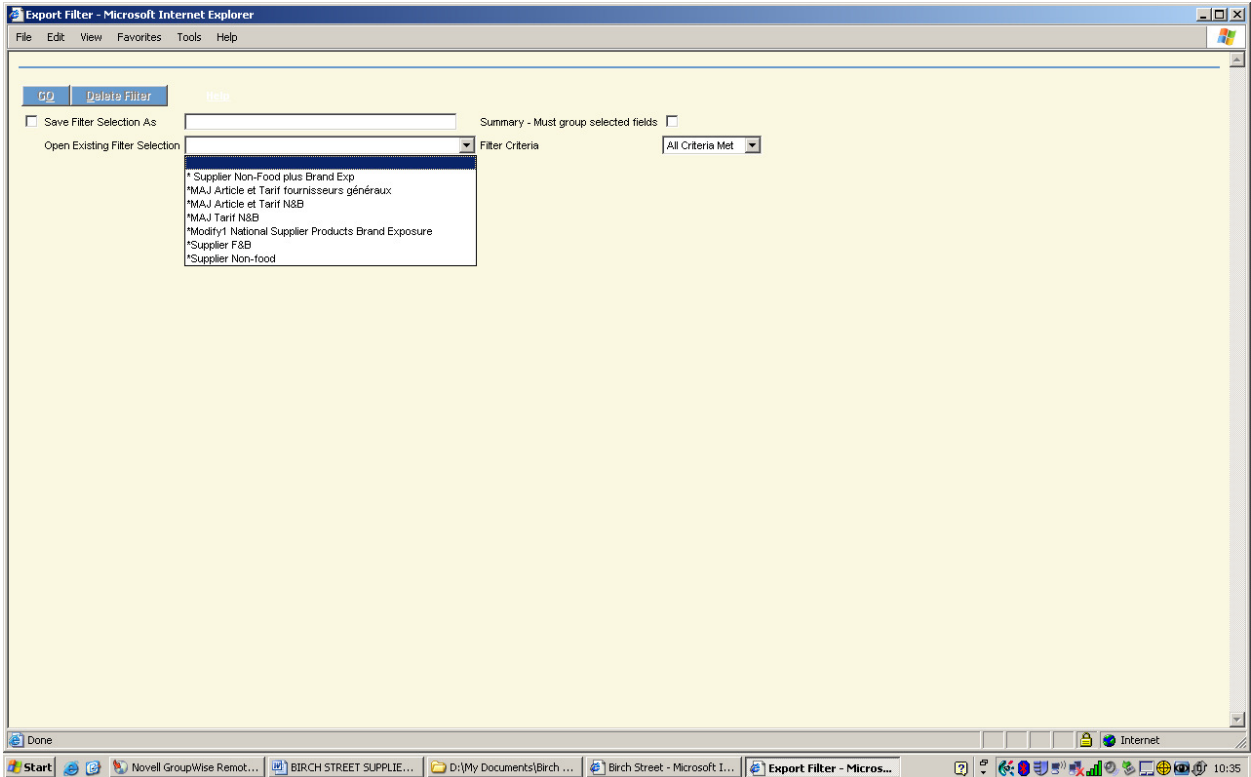
From the e-procurement system, it is your responsibility as a supplier to maintain your catalog items with current descriptions and pricing.

Export / Import Catalogue

1. From the Supplier Catalogs tab, export your catalogue



2. You need to select the right filter



Select the appropriate filter from the existing Filter Selection dropdown list. Several system-provided filter selections are available in the dropdown. Each filter selection exports a different combination of product attributes.

***Price Update** – Updates just the item price. It includes additional information to identify the item. Do not use this filter when you need to add new items to your catalog.

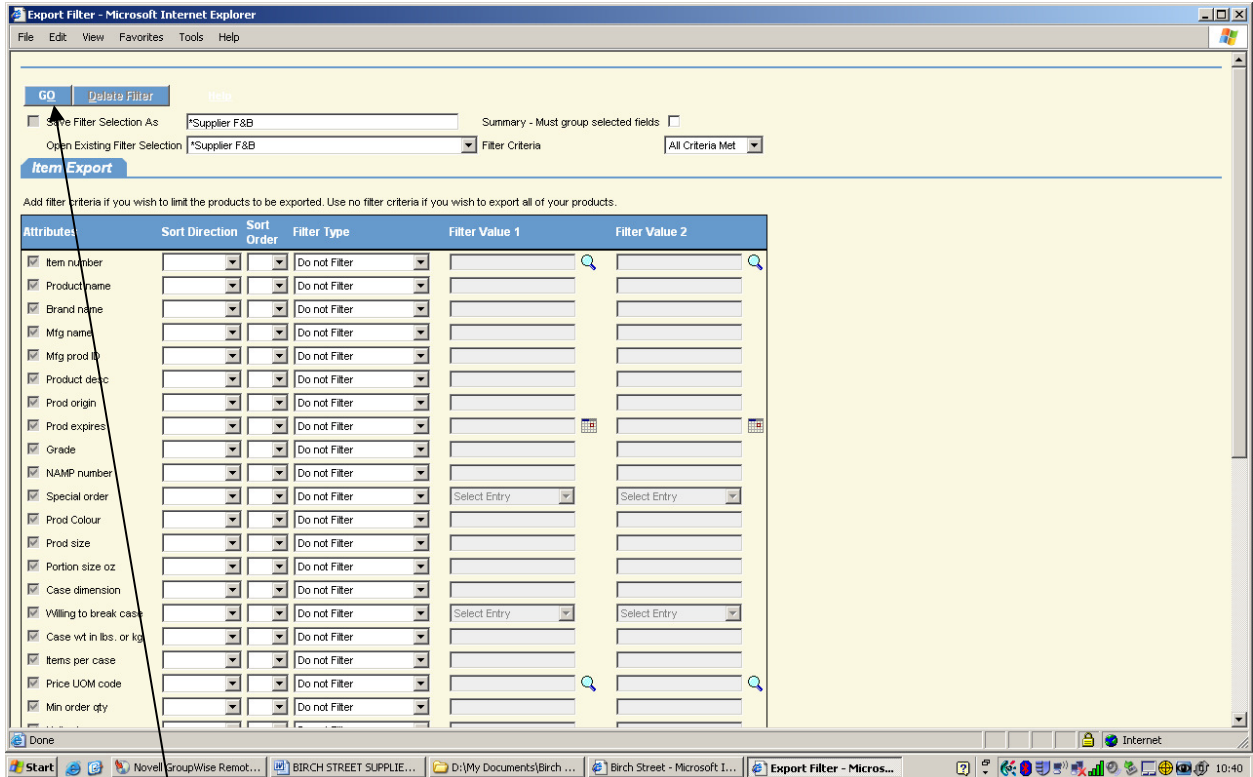
***Supplier F&B** – Updates food & beverage items with additional fields for catch weight items. Updates existing item's pricing as well as adding new items.

***Supplier Non-food** – Updates non-food items. Updates existing item's pricing as well as adding new items.

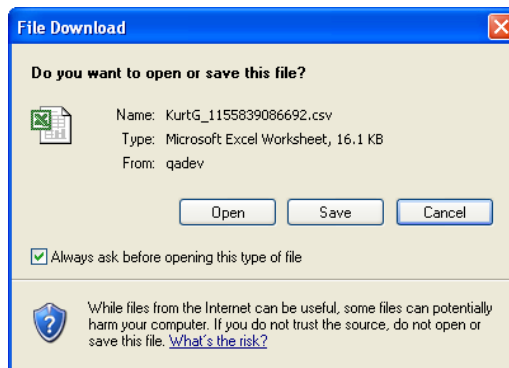
*** Supplier Plus Brand Exposure**

- For Food and Beverage Supplier you select:
 - Supplier F&B Filter
- For General Supplier you select:
 - Supplier Non Food Filter
- If your catalogue is exposed to different Hilton Brands you select:
 - Supplier plus Brand Exposure Filter

When you select the filter the screen will list the attributes that the chosen filter includes. The attribute names will be listed on the left side of the page. All attributes are selected and disabled. To the right of each attribute are filter values allowing you to limit and sort the exported product data.



1. Click **GO** to launch the export. The file will be downloaded to your computer and you should receive a message asking if you want to save it to your computer or open it. Choose **Save** and then find a location on your computer to store the file.



If this window doesn't pop up you need to go to the Regional Setting Section in this document

2. Open the file in *Excel*. You may want to widen the column widths to see the data and column headers. The first three rows contain system information that must be maintained for the file to be properly uploaded.

CAUTION: Do not ADD, DELETE, or MOVE columns. The columns have to be imported back into the system in the same order in which were they were exported.

A	B	C	D	E	F	G	H
ACTION	SUPPLIER_SKU	ITEM_DESCRIPTION	LONG_DESCRIPTION	EXPIRATION_DATE	WILLING_CASE_BREAK	ITEMS_PER_CASE	PRICE_UOM_CODE
N	Item number	Product name	Detailed product description	Product expiration date	Willing to break case	Items per case pack	Price UOM code
N	STRING(50)	STRING(500)	STRING(4000)	DATE	NUMERIC(1,0)	NUMERIC(10,0)	STRING(20)
4	U	#/3600F TN	Vellux Blankets, Full	Vellux Blankets, Full	0	0	4 EA
5	U	#/3600K IV	Vellux Blankets, King	Vellux Blankets, King	0	0	4 EA
6	U	#/3600K TN	Vellux Blankets, King	Vellux Blankets, King	0	0	4 EA
7	U	#/3600Q IV	Vellux Blankets, Queen	Vellux Blankets, Queen	0	0	4 EA
8	U	#/3600Q TN	Vellux Blankets, Queen	Vellux Blankets, Queen	0	0	4 EA
9	U	#/3600T IV	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
10	U	#/3600T IVN	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
11	U	#/3600T TN	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
12	U	#/3600TF IV	Vellux Blankets, Twin/Full	Vellux Blankets, Twin/Full	0	0	4 EA
13	U	#/3600TF TN	Vellux Blankets, Twin/Full	Vellux Blankets, Twin/Full	0	0	4 EA
14	U	#/3600Test2	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
15	U	#/3600Test3	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
16	U	#/3600Test4	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
17	U	#/3600Test7	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA
18	U	#/3600Test8	Vellux Blankets, Twin	Vellux Blankets, Twin	0	0	4 EA

The data can be edited directly in *Excel*. The following are selected columns that require special handling:

3. Save the file in your document, and keep the same format, when you rename it, write the name of your company XXXXX_05_02_09 and add the date on it.
4. Update any existing information or add new items.

RULES

- **Column Action:** by default all items will have “U”. When you want to add a new item you need to go at the end of the document and on this column write I
 - i. U = Update
 - ii. I = Insert
- **Column Supplier sku:** this is your own article code, don't change it, it is unique if an item has a new code then you need to create this at the bottom of the list as a new item. Always add # in front of the article code
- **Column Item description;** don't add any accents, symbols on the description, always write in capital letter. This field contains 128 Characters. During your update you can correct the description.
- **Column brand name,** it is necessary to add this data when the brand is known.
- **Column long description;** this field contains 4000 characters; you will use this column to add a complementary description.
- **Column Product Origin,** this field is mandatory for food suppliers, and you can add several origins.
- **Column Expiration date,** this column is very important. If you want to *un-expose* an item, you just write the date of the day you do your update. Never delete any item, if you want an item disappear from the catalogue you will add an expiration date in column I
- **Column portion size in a food template;** you will need to fill this column if you want the hotel order in piece (each) instead of Kg
 - i. EX: Filet of beef 300gr you will fill 0.300 and chef will be able to order it by piece
- **Column Willing Case Break,** if you want the hotel to order by case, piece or kg then enter 1, if not enter 0

We can have three cases:

- i. If supplier does not want to receive orders in KG or PC and only offers to buy in "BX"/"CS" UOM. Then he will mention WILLING_TO_BREAK_CASE=0. So buyer can only order by BOX.
 - ii. (2) If he allows buyers to order in PC(a pack of 2KG) as well but not in KG: Then he will mention WILLING_BREAK_CASE=1 and NO_SELL_BY_PRICE_UOM=1. Now buyer can order either by BOX or by PC but not by KG.
 - iii. (3) If supplier is ready to accept orders in KG as well, then he will mention WILLING_BREAK_CASE=1 and NO_SELL_PRICE_UOM=0. Now buyer can place order either by BOX(CS) or PC or KG.
- **Column Case weight need to be completed if you complete 1 in column Willing Case Break**
 - **Column Item per case need to be completed when you sell your item per case**
 - **Column Price UOM Code, see the list below, it will reflect the way you invoice**

DESCRIPTION	UNIT OF MEASURE (UOM) CODE
Bag	BAG
Bag-In-Box	BIB
Bin	BIN
Bucket	BKT
Block	BLK
Box	BOX
Barrell	BRL
Basket	BSK
Bottle	BTL
Bunch	BUN
100	C
Can	CAN
Chub	CHB
Centimeter	CM
Cord	CRD
Crate	CRT
Case	CS
Count	CT
Carton	CTN
Cup	CUP
Century Weight	CWT
Cylinder	CYL
Dispenser	DP
Drum	DRM
Dozen	DZ
Each	EA
Fillet	FIL
Flat	FLT
Feet	FT
Grams	G

Birch Street Supplier Guide: V1 February 2009

Gallons	GAL
Gross	GR
½ Barrell	HBR
½ Case	HCS
½ Flat	HFL
½ Gallon	HGL
½ Keg	HKG
½ Lbs	HLB
½ Liter	HLT
½ Pint – Dry Measure	HPD
½ Pint – Liquid Measure	HPT
Inches	IN
Jar	JAR
Keg	KEG
Kilograms	KG
Kit	KIT
Kiloliters	KL
Kilometers	KM
Kilowatts	KW
Lbs	LBS
Linear Foot	LF
Loaf	LOF
Lot	LOT
Liters	LTR
Lug	LUG
Lineal Yard	LY
1000	M
Meters	m
Milliliters	mL
Metric Tons	MT
Ounce	OZ
Pad	PAD
Pail	PAL
Pieces	PC
Pad of 100	PD1
Pack	PK
Package	PKG
Pallet	PL
Panel	PNL
Pair	PR
Pint	PT
Pint – Dry Measure	PTD
Pint – Liquid Measure	PTL
¼ Barrell	QBR
¼ Keg	QKG
Quart	QT
Quart – Dry Measure	QTD
Quart – Liquid Measure	QTL

Roll	RL
Side	SDE
Set	SET
Sheet	SHE
Sack	SK
Spool	SPL
Square Centimeter	SQC
Square Foot	SQF
Square Inches	SQI
Square Meters	SQM
Square Yard	SQY
Single Roll	SR
Tin	TIN
Tank	TNK
Ton	TON
Tray	TRY
Tub	TUB
Unit	UT
Whole	WHL
Yard	YD

- **Column Minimum Order Quantity need to be completed**
- **Column Unit Price:** It also allows you to determine when a new price will become effective. For example, if you wish to change the price to 10 \$ and you want that change to be effective on 10/5/2007 you would change the Unit price to 10.00 and set the price effective date to 10/5/2007. If you would like the price change to be effective immediately you can set the effective price date to today.

Note: If you do not change the price effective date the system will compare the existing price to the new price and if they are different change the price effective date to today's date. The system does not allow prices with the same effective date. The unit price and Price effective date columns are highlighted below:

	V	W	X	Y	Z	AA	AB	AC	AD
1	UNIT_PRICE	CURRENC	BREAK_Q	BREAK_A	PERCENT	BREAK_Q	BREAK_A	PERCENT	PRICE_EFFECTIVE_DATE
2	Unit price	Currency c	Tier 2 brea	Tier 2 price	Tier 2 mult	Tier 3 brea	Tier 3 price	Tier 3 mult	Price effective date
3	NUMERIC(38,10)	STRING(10)	NUMERIC	NUMERIC	NUMERIC	NUMERIC	NUMERIC	NUMERIC	DATE
4	31.05	USD							8/19/2006
5	351	USD							8/19/2006
6	42.75	USD							8/19/2006
7	49.5	USD							8/19/2006
8	1.25	USD							8/19/2006

- **Price UOM Code :**
 - EUR for Euro
 - GBP for Sterling pound
 - EGP for Egyptian pound
 - USD for dollar
 - THB for Thai Batt....

- **Column Break quantity, Break amount and Percent Break Multiplier**

Price Break columns – Enter two of the three columns: quantity and amount or multiplier.
BREAK_QTY Enter the quantity of items to offer this reduction in price.
BREAK_AMT Enter the monetary flat amount of the price of the item.

PERCENT_BREAK_MULTIPLIER Enter what to multiply the original price by to get the new price.

Example:

Original Price	Quantity	Flat Break Amount	% Multiplier	Total Price per each
13.88	15	13.25		13.25
13.88	25		0.95	13.1896
13.88	50		0.85	11.8012
13.88	75		0.75	10.4128

- **Column Price Effective date – This is the date a new price will take effect. If a new item, the price of item will be zero until that date.**
- **Column Price Expiration –This is only informative. The price will not revert to zero after this date. Pricing will remain the same until an updated price has been entered for the item**
- **Column Lead time, indicates the number of days necessary to deliver the hotel**
- **Column Image name, birch street can only upload gif or jpg format and the photos must be below 50 Kb. You need to write your item sku (similar to column B) with the right extension Ex: 123245AB.JPG**
- **Column Category id, needs to be completed, it is a mandatory field**
- **Column No sell by Price UOM: Set the "NO_SELL_BY_PRICE_UOM" value =1 for the items, for which order_uom should be same as price uom.**

CATEGORY ID	Product Family	Main Category	Product Group	Sub Category	Description
1	F&B	Bakery	Bakery, Fresh	Bagels, Fresh	
2	F&B	Bakery	Bakery, Fresh	Breads, Fresh	
3	F&B	Bakery	Bakery, Fresh	Cakes, Fresh	
4	F&B	Bakery	Bakery, Fresh	Cookies, Fresh	
5	F&B	Bakery	Bakery, Fresh	Danish, Fresh	
6	F&B	Bakery	Bakery, Fresh	Donuts, Fresh	
7	F&B	Bakery	Bakery, Frozen	Muffins, Fresh	
8	F&B	Bakery	Bakery, Frozen	Pastries, Fresh	
9	F&B	Bakery	Bakery, Frozen	Pies, Fresh	
10	F&B	Bakery	Bakery, Frozen	Rolls, Fresh	
11	F&B	Bakery	Bakery, Frozen	Bagels, Frozen	
12	F&B	Bakery	Bakery, Frozen	Breads, Frozen	Bread, Dough
13	F&B	Bakery	Bakery, Frozen	Breads, Frozen	Bread, Formed
14	F&B	Bakery	Bakery, Frozen	Breads, Frozen	Breads, Baked
15	F&B	Bakery	Bakery, Frozen	Breads, Frozen	Breads, Par Baked
16	F&B	Bakery	Bakery, Frozen	Cakes, Frozen	
17	F&B	Bakery	Bakery, Frozen	Cookies, Frozen	Cookies, Dough, Frozen
18	F&B	Bakery	Bakery, Frozen	Cookies, Frozen	Cookies, Baked, Frozen
19	F&B	Bakery	Bakery, Frozen	Danish, Frozen	Danish, Baked
20	F&B	Bakery	Bakery, Frozen	Danish, Frozen	Danish, Dough
21	F&B	Bakery	Bakery, Frozen	Danish, Frozen	Danish, Raw, Formed

Birch Street Supplier Guide: V1 February 2009

22	F&B	Bakery	Bakery, Frozen	Donuts, Frozen	
23	F&B	Bakery	Bakery, Frozen	Muffins, Frozen	Muffins, Dough
24	F&B	Bakery	Bakery, Frozen	Muffins, Frozen	Muffins, Pre-Formed
25	F&B	Bakery	Bakery, Frozen	Pastries, Frozen	
26	F&B	Bakery	Bakery, Frozen	Pies, Frozen	
27	F&B	Bakery	Bakery, Frozen	Pizza Crust, Frozen	
28	F&B	Bakery	Bakery, Frozen	Rolls, Frozen	Rolls, Baked
29	F&B	Bakery	Bakery, Frozen	Rolls, Frozen	Rolls, Dough
30	F&B	Bakery	Bakery, Frozen	Rolls, Frozen	Rolls, Formed
31	F&B	Bakery	Bakery, Frozen	Rolls, Frozen	Rolls, Par Baked
32	F&B	Bakery	Bakery, Frozen	Muffins, Frozen	Muffins, Baked
33	F&B	Bakery	Bakery, Frozen	Waffles, Pancakes, French Toast	
34	F&B	Beverages	Aperitifs & Vermouths	Aperitifs	
35	F&B	Beverages	Aperitifs & Vermouths	Vermouths, Dry	
36	F&B	Beverages	Aperitifs & Vermouths	Vermouths, Sweet	
37	F&B	Beverages	Beer	Beer draught	
38	F&B	Beverages	Beer	Beer bottled	
39	F&B	Beverages	Beer	Beer canned	
40	F&B	Beverages	Beer	Beer alcohol free	
41	F&B	Beverages	Carbonated	Mixers	
42	F&B	Beverages	Carbonated	Sodas	Soda, Bottled
43	F&B	Beverages	Carbonated	Sodas	Soda, Canned
44	F&B	Beverages	Champagne		
45	F&B	Beverages	Sparkling Wines		
46	F&B	Beverages	Fountain	CO2	
47	F&B	Beverages	Fountain	Post-Mix	
48	F&B	Beverages	Fountain	Pre-Mix	
49	F&B	Beverages	Juice	Juice, Canned and Bottled	
50	F&B	Beverages	Juice	Juice, Frz, Cnc	
51	F&B	Beverages	Juice	Juice, Frz, RTE	
52	F&B	Beverages	Juice	Juice, Fresh Juice	
53	F&B	Beverages	Juice	Juice, Bulk, RTE, Syrup	
54	F&B	Beverages	Spirits	Brandy	
55	F&B	Beverages	Spirits	Cordials/Liqueurs	
56	F&B	Beverages	Spirits	Gin	
57	F&B	Beverages	Spirits	Other Spirits	
58	F&B	Beverages	Spirits	Rum	Rum white
59	F&B	Beverages	Spirits	Rum	Rum dark
60	F&B	Beverages	Spirits	Tequila	
61	F&B	Beverages	Spirits	Vodka	
62	F&B	Beverages	Spirits	Whiskey	Whiskey, American
63	F&B	Beverages	Spirits	Whiskey	Whiskey, Canadian
64	F&B	Beverages	Spirits	Whiskey	Whiskey, Irish
65	F&B	Beverages	Spirits	Whiskey	Whiskey, Scotch
66	F&B	Beverages	Sport Drinks		
67	F&B	Beverages	Water/Misc.	Waters, Flavored, Sparkling	
68	F&B	Beverages	Water/Misc.	Waters, Flavored, Still	
69	F&B	Beverages	Water/Misc.	Waters, Misc.	
70	F&B	Beverages	Water/Misc.	Waters, Sparkling	
71	F&B	Beverages	Water/Misc.	Waters, Still	
72	F&B	Beverages	Wine	Wine, Cooking	
73	F&B	Beverages	Wine	White Germany	

Birch Street Supplier Guide: V1 February 2009

74	F&B	Beverages	Wine	White Italy	
75	F&B	Beverages	Wine	White France	
76	F&B	Beverages	Wine	White USA	
77	F&B	Beverages	Wine	White Spain	
78	F&B	Beverages	Wine	White South Africa	
79	F&B	Beverages	Wine	White Australia	
80	F&B	Beverages	Wine	White Chile	
81	F&B	Beverages	Wine	White Austria	
82	F&B	Beverages	Wine	White New Zealand	
83	F&B	Beverages	Wine	White Argentina	
84	F&B	Beverages	Wine	White Banquet wine	
85	F&B	Beverages	Wine	White Cooking	
86	F&B	Beverages	Wine	White wine other	
87	F&B	Beverages	Wine	Wine, Fortified	
88	F&B	Beverages	Wine	Red Germany	
89	F&B	Beverages	Wine	Red Italy	
90	F&B	Beverages	Wine	Red France	
91	F&B	Beverages	Wine	Red USA	
92	F&B	Beverages	Wine	Red Spain	
93	F&B	Beverages	Wine	Red South Africa	
94	F&B	Beverages	Wine	Red Australia	
95	F&B	Beverages	Wine	Red Chile	
96	F&B	Beverages	Wine	Red Austria	
97	F&B	Beverages	Wine	Red New Zealand	
98	F&B	Beverages	Wine	Red Argentina	
99	F&B	Beverages	Wine	Red Banquet wine	
100	F&B	Beverages	Wine	Red Cooking	
101	F&B	Beverages	Wine	Red Wine Other	
102	F&B	Beverages	Wine	Wine, Rose	
103	F&B	Dairy	Dairy, Fluid	Cottage Cheese	
104	F&B	Dairy	Dairy, Fluid	Cream	
105	F&B	Dairy	Dairy, Fluid	Milk	
106	F&B	Dairy	Dairy, Fluid	Sour Cream	
107	F&B	Dairy	Dairy, Fluid	Yogurt, Fresh	Yogurt, Bulk
108	F&B	Dairy	Dairy, Fluid	Yogurt, Fresh	Yogurt, Single Serve
109	F&B	Dairy	Dairy, Frozen	Ice-cream	
110	F&B	Dairy	Dairy, Frozen	Ice-cream, Mixes	
111	F&B	Dairy	Dairy, Frozen	Novelties	
112	F&B	Dairy	Dairy, Frozen	Parfait	
113	F&B	Dairy	Dairy, Frozen	Sorbet	
114	F&B	Dairy	Dairy, Frozen	Yogurt, Frozen	Yogurt, Frozen, Bulk
115	F&B	Dairy	Dairy, Frozen	Yogurt, Frozen	Yogurt, Frozen, Single Serve
116	F&B	Dairy	Dairy, Solid	Butter, Blends and Margarine	
117	F&B	Dairy	Dairy, Solid	Cheese, Domestic	
118	F&B	Dairy	Dairy, Solid	Cheese, Imported	
119	F&B	Dairy	Dairy, Solid	Eggs	Egg Products, Frozen
120	F&B	Dairy	Dairy, Solid	Eggs	Egg Products, Pasteurized
121	F&B	Dairy	Dairy, Solid	Eggs	Shell Eggs
122	F&B	Dairy	Dairy, Solid	Eggs	Egg Products, Processed
123	F&B	Grocery	Appetizers	Appetizers and Hors D' Oeuvres, Frozen	
124	F&B	Grocery	Appetizers	Appetizers and Hors D'	

Birch Street Supplier Guide: V1 February 2009

				Oeuvres, Frsh	
125	F&B	Grocery	Bakery Ingredients	Bakery Ingredients, Chocolate	
126	F&B	Grocery	Bakery Ingredients	Bakery Ingredients, Miscellaneous	
127	F&B	Grocery	Bakery Ingredients	Couvertures	
128	F&B	Grocery	Bakery Ingredients	Decorations	
129	F&B	Grocery	Bakery Ingredients	Fillings	
130	F&B	Grocery	Bakery Ingredients	Flavorings	
131	F&B	Grocery	Bakery Ingredients	Glazes and Ganaches	
132	F&B	Grocery	Bakery Ingredients	Purees	
133	F&B	Grocery	Bakery Ingredients	Shells	Shells, Dessert, Chocolate
134	F&B	Grocery	Bakery Ingredients	Shells	Shells, Dessert, Pastry
135	F&B	Grocery	Bakery Ingredients	Shells	Shells, Savory
136	F&B	Grocery	Bakery Ingredients	Sugar	
137	F&B	Grocery	Bar Supplies, Food		
138	F&B	Grocery	Candy and Confectionery	Candy, Other	
139	F&B	Grocery	Candy and Confectionery	Chocolate	
140	F&B	Grocery	Cereals	Breakfast Bars	
141	F&B	Grocery	Cereals	Cereals, Bulk	
142	F&B	Grocery	Cereals	Cereals, Cold	
143	F&B	Grocery	Cereals	Cereals, Hot	
144	F&B	Grocery	Cereals	Cereals, Single Serve	
145	F&B	Grocery	Chips, Crackers & Snacks	Crisps	
146	F&B	Grocery	Chips, Crackers & Snacks	Crackers	
147	F&B	Grocery	Chips, Crackers & Snacks	Dry Snacks	
148	F&B	Grocery	Coffee & Teas	Coffee	Coffee Liquid Concentrate
149	F&B	Grocery	Coffee & Teas	Coffee	Coffee, Bean
150	F&B	Grocery	Coffee & Teas	Coffee	Coffee, Drinks, Bottle and Canned
151	F&B	Grocery	Coffee & Teas	Coffee	Coffee, Espresso
152	F&B	Grocery	Coffee & Teas	Coffee	Coffee, Ground
153	F&B	Grocery	Coffee & Teas	Coffee Syrups and Extracts	
154	F&B	Grocery	Coffee & Teas	Teas	Teas, Btld
155	F&B	Grocery	Coffee & Teas	Teas	Teas, Bulk
156	F&B	Grocery	Coffee & Teas	Teas	Teas, Concentrate
157	F&B	Grocery	Coffee & Teas	Teas	Teas, Portion
158	F&B	Grocery	Condiments	Condiments, Bulk	
159	F&B	Grocery	Condiments	Condiments, Portion Control	
160	F&B	Grocery	Condiments	Condiments, Table Top	
161	F&B	Grocery	Cookies	Cookies, Bulk, Dry	
162	F&B	Grocery	Cookies	Cookies, Wrapped, Dry	
163	F&B	Grocery	Dressings	Dressings, Bulk	
164	F&B	Grocery	Dressings	Dressings, Dry Mix	
165	F&B	Grocery	Dressings	Dressings, Portion Control	
166	F&B	Grocery	Entrees, Frozen		
167	F&B	Grocery	Ethnic Foods	Chinese	
168	F&B	Grocery	Ethnic Foods	Greek	
169	F&B	Grocery	Ethnic Foods	Italian	
170	F&B	Grocery	Ethnic Foods	Japanese	
171	F&B	Grocery	Ethnic Foods	Kosher	
172	F&B	Grocery	Ethnic Foods	Mexican	

Birch Street Supplier Guide: V1 February 2009

173	F&B	Grocery	Ethnic Foods	Middle Eastern	
174	F&B	Grocery	Ethnic Foods	Oriental	
175	F&B	Grocery	Ethnic Foods	Ethnic other	
176	F&B	Grocery	Flour, Mixes & Breading		
177	F&B	Grocery	Fountain Toppings		
178	F&B	Grocery	Gelatins and Puddings		
179	F&B	Grocery	Grains		
180	F&B	Grocery	Grocery, Fruit	Fruit, Canned	
181	F&B	Grocery	Grocery, Fruit	Fruit, Dried and Brined	
182	F&B	Grocery	Grocery, Fruit	Fruit, Frozen	
183	F&B	Grocery	Honey	Bulk	
184	F&B	Grocery	Honey	Individual portions	
185	F&B	Grocery	Jams, Jellies & Preserves	Bulk	
186	F&B	Grocery	Jams, Jellies & Preserves	Individual portions	
187	F&B	Grocery	Meat Products	Meat Products, Canned	
188	F&B	Grocery	Meat Products	Meat Products, Dried	
189	F&B	Grocery	Misc. Grocery	Misc. Grocery, Dry	
190	F&B	Grocery	Misc. Grocery	Misc. Grocery, Refrigerated and Frozen	
191	F&B	Grocery	Nuts and Nut Meat		
192	F&B	Grocery	Oils & Shortening	Oils	Oils, Flavored and Infused
193	F&B	Grocery	Oils & Shortening	Oils	Oils, Other
194	F&B	Grocery	Oils & Shortening	Shortening	Shortening, Baking
195	F&B	Grocery	Oils & Shortening	Shortening	Shortening, Frying
196	F&B	Grocery	Olives		
197	F&B	Grocery	Pasta	Pasta, Dry	
198	F&B	Grocery	Pasta	Pasta, Filled and Frozen	
199	F&B	Grocery	Pasta	Pasta, Fresh	
200	F&B	Grocery	Pickles/Relish		
201	F&B	Grocery	Potato Products	Potato, Dry	
202	F&B	Grocery	Potato Products	Potato, Frz	
203	F&B	Grocery	Prepared Foods, Fresh	Prepared Foods, Fresh, Misc.	
204	F&B	Grocery	Prepared Foods, Frozen		
205	F&B	Grocery	Rice		
206	F&B	Grocery	Salts		
207	F&B	Grocery	Sauces	Sauces, Barbecue and Marinades	
208	F&B	Grocery	Sauces	Sauces, Canned	
209	F&B	Grocery	Sauces	Sauces, Dessert	
210	F&B	Grocery	Sauces	Sauces, Prepared	
211	F&B	Grocery	Sauces	Sauces, Tomato, Pizza and Spaghetti	
212	F&B	Grocery	Seafood Products	Seafood, Cnd	
213	F&B	Grocery	Seasonings and Spices		
214	F&B	Grocery	Soups and Bases	Bases	Bases, Dry and Mixe
215	F&B	Grocery	Soups and Bases	Bases	Bases, Frozen and Refrigerated
216	F&B	Grocery	Soups and Bases	Soups	Soups, Canned
217	F&B	Grocery	Soups and Bases	Soups	Soups, Frozen
218	F&B	Grocery	Syrup & Sweeteners	Sweeteners	
219	F&B	Grocery	Syrup & Sweeteners	Syrup	
220	F&B	Grocery	Vegetables	Veg, Cnd	
221	F&B	Grocery	Vegetables	Veg, Dried	
222	F&B	Grocery	Vegetables	Veg, Frz	
223	F&B	Grocery	Vegetables	Veg, Pickled and Brined	

Birch Street Supplier Guide: V1 February 2009

224	F&B	Grocery	Vinegar	
225	F&B	Meat	Beef	Beef, Portioned
226	F&B	Meat	Beef	Beef, Prepared
227	F&B	Meat	Beef	Beef, Frozen
228	F&B	Meat	Beef	Beef, Processed, Raw
229	F&B	Meat	Lamb	Lamb, Frozen
230	F&B	Meat	Lamb	Lamb, Portioned
231	F&B	Meat	Lamb	Lamb, Prepared
232	F&B	Meat	Lamb	Lamb, Primal
233	F&B	Meat	Pork	Pork, Frozen
234	F&B	Meat	Pork	Pork, Portioned
235	F&B	Meat	Pork	Pork, Prepared
236	F&B	Meat	Pork	Pork, Primal
237	F&B	Meat	Provisions	Bacon
238	F&B	Meat	Provisions	Franks
239	F&B	Meat	Provisions	Ham
240	F&B	Meat	Provisions	Misc. Provisions
241	F&B	Meat	Provisions	Sausages
242	F&B	Meat	Provisions	Specialty Items
243	F&B	Meat	Veal	Veal, Frozen
244	F&B	Meat	Veal	Veal, Portioned
245	F&B	Meat	Veal	Veal, Prepared
246	F&B	Meat	Veal	Veal, Primal
247	F&B	Meat	Wild Game	
248	F&B	Poultry	Chicken	Chicken, Fresh
249	F&B	Poultry	Chicken	Chicken, Frozen
250	F&B	Poultry	Chicken	Chicken, Processed
251	F&B	Poultry	Duck	
252	F&B	Poultry	Game Birds	
253	F&B	Poultry	Misc. Poultry	Misc. Poultry, Fresh
254	F&B	Poultry	Misc. Poultry	Misc. Poultry, Frozen
255	F&B	Poultry	Turkey	Turkey, Prepared
256	F&B	Poultry	Turkey	Turkey, Raw
257	F&B	Poultry	Turkey	Turkey, Processed
258	F&B	Poultry	Turkey	Turkey, Whole
259	F&B	Produce	Baby and Exotic	Fruit, B & E
260	F&B	Produce	Baby and Exotic	Vegetables, B & E
261	F&B	Produce	Florals	
262	F&B	Produce	Fruits, Fresh	
263	F&B	Produce	Herbs	
264	F&B	Produce	Processed	Fruit, Processed, Fresh
265	F&B	Produce	Processed	Vegetables, Processed, Fresh
266	F&B	Produce	Produce-Vegetables	
267	F&B	Produce	Salad Greens	
268	F&B	Seafood	Finfish / Flatfish	Filletts, Fresh
269	F&B	Seafood	Finfish / Flatfish	Filletts, Frozen
270	F&B	Seafood	Finfish / Flatfish	Whole Fish
271	F&B	Seafood	Misc Seafood	
272	F&B	Seafood	Shellfish	Shellfish, Fresh
273	F&B	Seafood	Shellfish	Shellfish, Frozen
274	F&B	Seafood	Smoked Seafood	
275	OS&E / FF&E	Accessories, Guest Room	Binders, Books, Directories & Literature	Dialing Rate Information Card Holder

Birch Street Supplier Guide: V1 February 2009

276	OS&E / FF&E	Accessories, Guest Room	Binders, Books, Directories & Literature	Guest Directory Binders	
277	OS&E / FF&E	Accessories, Guest Room	Binders, Books, Directories & Literature	Misc. Binders, Books, Directories & Literature	
278	OS&E / FF&E	Accessories, Guest Room	Binders, Books, Directories & Literature	Phone Books & Covers	
279	OS&E / FF&E	Accounting & Financial Services	ATM Machines		
280	OS&E / FF&E	Accounting & Financial Services	Financing Programs		
281	OS&E / FF&E	Accounting Systems & Registers	Cash Registers & Cash Drawers		
282	OS&E / FF&E	Accounting Systems & Registers	Coin Sorters, Money Wrappers & Handling Equipment		
283	OS&E / FF&E	Accounting Systems & Registers	Money Counting Machines		
284	OS&E / FF&E	ADA Equipment	Misc. ADA Equipment		
285	OS&E / FF&E	ADA Equipment	Shower Chairs		
286	OS&E / FF&E	ADA Equipment	Tub Transfer Benches		
287	OS&E / FF&E	ADA Equipment	Wheelchairs & Accessories		
288	OS&E / FF&E	Advertising Services			
289	OS&E / FF&E	Air Purification & Dust Collection Equipment			
290	OS&E / FF&E	Air Screens & Air Curtains for Entrancesways			
291	OS&E / FF&E	Amenities, Guest Room	Footwear Amenities & Accessories	Shoe Care Products	
292	OS&E / FF&E	Amenities, Guest Room	Footwear Amenities & Accessories	Slippers	
293	OS&E / FF&E	Amenities, Guest Room	Garment Care Products	Laundry Bags & Caddies, Guest Room	
294	OS&E / FF&E	Amenities, Guest Room	Garment Care Products	Sewing Kits & Accessories	
295	OS&E / FF&E	Amenities, Guest Room	Garment Care Products	Starch, Aerosol	
296	OS&E / FF&E	Amenities, Guest Room	Misc. Guest Room Amenities	Stan Caps & Coasters	
297	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Body & Bath Care Products	Deodorant	
298	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Body & Bath Care Products	Lotion & Gels, Personal	
299	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Body & Bath Care Products	Soaps, Personal	
300	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Dental Care Products		
301	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Facial & Shaving Products		
302	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Feminine Hygiene Products		
303	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Hair Care Products		
304	OS&E / FF&E	Amenities, Guest Room, Hygiene Products	Misc. Hygiene Products		
305	OS&E / FF&E	Appliances	Gas Supply Lines & Fittings		
306	OS&E / FF&E	Appliances	Oven Repair Parts		
307	OS&E / FF&E	Appliances	Washer & Dryer Repair Parts, Guest		

			Laundry		
308	OS&E / FF&E	Artificial Plants, Flowers & Trees	Artificial Landscaping Accessories		
309	OS&E / FF&E	Artificial Plants, Flowers & Trees	Flowers, Artificial		
310	OS&E / FF&E	Artificial Plants, Flowers & Trees	Misc. Artificial Plants, Flowers & Trees		
311	OS&E / FF&E	Artificial Plants, Flowers & Trees	Planters, Potters & Accessories		
312	OS&E / FF&E	Artificial Plants, Flowers & Trees	Plants, Artificial, Potted		
313	OS&E / FF&E	Artificial Plants, Flowers & Trees	Trees, Artificial, Potted		
313	OS&E / FF&E	Fresh Flowers and plants & Trees			
314	OS&E / FF&E	Artwork	Artwork, Artifacts		
315	OS&E / FF&E	Artwork	Artwork, Painting & Sculptures		
316	OS&E / FF&E	Artwork	Artwork, Time Pieces		
317	OS&E / FF&E	Artwork	Misc. Artwork		
318	OS&E / FF&E	Ash Trays, Urns & Stands			
319	OS&E / FF&E	Audio Visual Equipment	A/V Monitors		
320	OS&E / FF&E	Audio Visual Equipment	A/V Projectors		
321	OS&E / FF&E	Audio Visual Equipment	A/V Screens		
322	OS&E / FF&E	Audio Visual Equipment	Misc. A/V Equipment		
323	OS&E / FF&E	Audio Visual Equipment	Speakers		
324	OS&E / FF&E	Awards, Plaques & Certificates			
325	OS&E / FF&E	Awnings, Canopies, Tents & Umbrellas	Awnings		
326	OS&E / FF&E	Awnings, Canopies, Tents & Umbrellas	Canopies		
327	OS&E / FF&E	Awnings, Canopies, Tents & Umbrellas	Tents		
328	OS&E / FF&E	Awnings, Canopies, Tents & Umbrellas	Umbrellas, Stands & Accessories		
329	OS&E / FF&E	Bakery / Pastry Equipment	Baker Scales		
330	OS&E / FF&E	Bakery / Pastry Equipment	Bakers Tables		
331	OS&E / FF&E	Bakery / Pastry Equipment	Dough Cutters		
332	OS&E / FF&E	Bakery / Pastry Equipment	Dough Dividers & Rounders		
333	OS&E / FF&E	Bakery / Pastry Equipment	Dough Dockers		
334	OS&E / FF&E	Bakery / Pastry Equipment	Dough Mixers, Foodservice		
335	OS&E / FF&E	Bakery / Pastry Equipment	Dough Scrapers & Rollers		
336	OS&E / FF&E	Bakery / Pastry Equipment	Dough Spreaders & Rollers		
337	OS&E / FF&E	Bakery / Pastry Equipment	Doughnut Equipment		
338	OS&E / FF&E	Bakery / Pastry Equipment	Misc. Bakery Equipment		
339	OS&E / FF&E	Bakery / Pastry Equipment	Proofers, Rolling & Walk-In		
340	OS&E / FF&E	Bar Accessories & Supplies	Bar Liners & Mats		
341	OS&E / FF&E	Bar Accessories & Supplies	Bar Mixers		

Birch Street Supplier Guide: V1 February 2009

342	OS&E / FF&E	Bar Accessories & Supplies	Bar Ware		
343	OS&E / FF&E	Bar Accessories & Supplies	Beverage Pitchers & Servers		
344	OS&E / FF&E	Bar Accessories & Supplies	Beverage Urns		
345	OS&E / FF&E	Bar Accessories & Supplies	Beverage Ware, Plastic		
346	OS&E / FF&E	Bar Accessories & Supplies	Bottle Openers / Bar / Liquor		
347	OS&E / FF&E	Bar Accessories & Supplies	Bottle Pourers		
348	OS&E / FF&E	Bar Accessories & Supplies	Cocktail Shakers & Stirrers, Stainless		
349	OS&E / FF&E	Bar Accessories & Supplies	Corkscrews & Openers		
350	OS&E / FF&E	Bar Accessories & Supplies	Misc. Bar Accessories & Supplies		
351	OS&E / FF&E	Bar Equipment	Bar Sinks		
352	OS&E / FF&E	Bar Equipment	Bars, Mobile		
353	OS&E / FF&E	Bar Equipment	Bars, Stationary		
354	OS&E / FF&E	Bar Equipment	Beverage Portioning Systems		
355	OS&E / FF&E	Bar Equipment	Draft Beer Dispensers, Equipment & Accessories		
356	OS&E / FF&E	Bar Equipment	Glass & Mug Chillers		
357	OS&E / FF&E	Bar Equipment	Misc. Bar Equipment		
358	OS&E / FF&E	Bar Equipment	Spirits Dispensers Equipment & Accessories		
359	OS&E / FF&E	Bar Equipment	Wine Dispensers Equipment & Accessories		
360	OS&E / FF&E	Baskets	Baskets, Amenity, Bread & Serving		
361	OS&E / FF&E	Baskets	Baskets, Wine & Beverage		
362	OS&E / FF&E	Baskets	Misc. Baskets		
363	OS&E / FF&E	Bathroom / Restroom Disposable Paper Products	Bath Tissue		
364	OS&E / FF&E	Bathroom / Restroom Disposable Paper Products	Facial Tissue		
365	OS&E / FF&E	Bathroom / Restroom Disposable Paper Products	Misc. Supplies, Guest		
366	OS&E / FF&E	Bathroom / Restroom Disposable Paper Products	Paper Towels		
367	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Bathroom Hardware & Accessories		
368	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Grab Bars & Accessories		
369	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Hand Dryers		
370	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Hardware, Bathroom		
371	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Lockers, Changing		
372	OS&E / FF&E	Bathroom / Restroom Fixtures &	Medicine Cabinets		

		Accessories			
373	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Misc. Bathroom / Restroom Fixtures & Accessories		
374	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Shower Heads & Replacement Parts		
375	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Sinks, Bathroom		
376	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Tissue & Toilet Seat Cover Dispensers		
377	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Toilet Partitions & Accessories		
378	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Toilet Seats		
379	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Toilets		
380	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Towel & Soap Dispensers		
381	OS&E / FF&E	Bathroom / Restroom Fixtures & Accessories	Towel Racks		
382	OS&E / FF&E	Bathroom Accessories	Anti Skid Mats & Decals		
383	OS&E / FF&E	Bathroom Accessories	Bathroom Scales		
384	OS&E / FF&E	Bathroom Accessories	Cotton Ball & Swab Dispensers		
385	OS&E / FF&E	Bathroom Accessories	Cotton Balls & Swabs		
386	OS&E / FF&E	Bathroom Accessories	Facial Tissue Dispensers & Covers		
387	OS&E / FF&E	Bathroom Accessories	Misc. Bathroom Accessories		
388	OS&E / FF&E	Bathroom Accessories	Misc. Tub & Shower Accessories		
389	OS&E / FF&E	Bathroom Accessories	Shower Curtain & Liner Hardware		
390	OS&E / FF&E	Bathroom Accessories	Shower Curtain & Liners		
391	OS&E / FF&E	Bathroom Accessories	Soap Dishes		
392	OS&E / FF&E	Bedding Supplies	Bedspreads, Comforters & Duvet Covers		
393	OS&E / FF&E	Bedding Supplies	Blankets, Blanket Pouches & Comforters		
394	OS&E / FF&E	Bedding Supplies	Crib Bumpers & Padding		
395	OS&E / FF&E	Bedding Supplies	Dust Ruffles & Bed Skirting		
396	OS&E / FF&E	Bedding Supplies	Mattress Pads		
397	OS&E / FF&E	Bedding Supplies	Mattresses & Box Springs		
398	OS&E / FF&E	Bedding Supplies	Misc. Bedding Supplies		
399	OS&E / FF&E	Bedding Supplies	Pillows		
400	OS&E / FF&E	Bedding Supplies	Sheets, Baby Crib		
401	OS&E / FF&E	Beds	Baby Crib		
402	OS&E / FF&E	Beds	Bed Frames		
403	OS&E / FF&E	Beds	Headboards & Footboards		
404	OS&E / FF&E	Beds	Misc. Beds & Accessories		
405	OS&E / FF&E	Beds	Roll-A-Way		

Birch Street Supplier Guide: V1 February 2009

406	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Decanters, Pots & Servers		
407	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Grinders		
408	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Makers / Brewers		
409	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Roasters		
410	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Service Equipment		
411	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Urns		
412	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Coffee Warmers		
413	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Espresso Equipment / Machines & Accessories		
414	OS&E / FF&E	Beverage Equipment, Brewing Systems & Accessories	Tea Brewers		
415	OS&E / FF&E	Beverage Equipment, Other	Beverage Dispensing Equipment		
416	OS&E / FF&E	Beverage Equipment, Other	Beverage Fountains & Equipment		
417	OS&E / FF&E	Beverage Equipment, Other	Blenders & Juicers		
418	OS&E / FF&E	Beverage Equipment, Other	Carbonators & Related Equipment		
419	OS&E / FF&E	Bins	Bins, Cutlery & Silverware		
420	OS&E / FF&E	Bins	Bins, Ice		
421	OS&E / FF&E	Bins	Bins, Ingredients		
422	OS&E / FF&E	Bins	Bins, Recycling		
423	OS&E / FF&E	Bins	Bins, Refuse		
424	OS&E / FF&E	Bins	Bins, Storage		
425	OS&E / FF&E	Bowls	Bowl, Serving		
426	OS&E / FF&E	Bowls	Bowls, Mixing		
427	OS&E / FF&E	Bowls	Bowls, Salad		
428	OS&E / FF&E	Boxes	Boxes, Bus & Tote		
429	OS&E / FF&E	Boxes	Boxes, Cutlery Bins		
430	OS&E / FF&E	Buckets	Champagne Buckets		
431	OS&E / FF&E	Buckets	Ice Buckets, Liners & Accessories		
432	OS&E / FF&E	Buckets	Wine / Baskets / Buckets		
433	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Buffet Stations		
434	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Buffet Units		
435	OS&E / FF&E	Buffet / Cafeteria	Buffet Ware & Utensils		

		Equipment & Supplies			
436	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Buffet Warmers		
437	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Candle Warmers / Buffet Fuel Holders		
438	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Carving Stations		
439	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Display Stands & Food Risers		
440	OS&E / FF&E	Buffet / Cafeteria Equipment & Supplies	Misc. Buffet / Cafeteria Equipment & Supplies		
441	OS&E / FF&E	Business Centers			
442	OS&E / FF&E	Butchering Equipment	Misc. Butcher Shop Equipment		
443	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Bakery & Pastry Display Cases		
444	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Banquet Cabinets, Mobile		
445	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Banquet Cabinets, Stationary		
446	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Deli Displays		
447	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Display Cabinets / Heated		
448	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Display Cases / Merchandisers		
449	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Display Cases / Refrigerated		
450	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Hot Food Merchandisers		
451	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Ice Cream Cabinets		
452	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Merchandisers / Dessert		
453	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Merchandisers / Kiosk		
454	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Merchandisers / Pizza		
455	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Merchandisers / Wine		
456	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Mobile Food Serving Units		
457	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Mobile Storage Equipment		
458	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Pass-Through / Heated		

459	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Pass-Through / Refrigerated		
460	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Pastry Display Cabinet		
461	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Pizza Cabinets		
462	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Pretzel Display / Merchandiser		
463	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Refrigerated Cabinets		
464	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Refrigerated Dessert Cases		
465	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Refrigerated Display Cases		
466	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Refrigerated Drawers		
467	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Roll-Ins		
468	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Security Cabinets		
469	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Transport & Storage Cabinets		
470	OS&E / FF&E	Cabinets, Display Cases & Merchandisers	Utility Cabinets		
471	OS&E / FF&E	Candles & Candle Equipment	Candelabra & Candle Holders		
472	OS&E / FF&E	Candles & Candle Equipment	Candle Light, Non-Flammable		
473	OS&E / FF&E	Candles & Candle Equipment	Candle Warmers, Foodservice		
474	OS&E / FF&E	Candles & Candle Equipment	Candle, Lamps		
475	OS&E / FF&E	Candles & Candle Equipment	Candles & Tapers		
476	OS&E / FF&E	Car Rental			
477	OS&E / FF&E	Carpet, Padding & Coving Supplies & Accessories	Carpet, Padding & Coving		
478	OS&E / FF&E	Carriers / Food & Beverage	Beverage Carriers, Insulated		
479	OS&E / FF&E	Carriers / Food & Beverage	Food Carriers, Insulated		
480	OS&E / FF&E	Carts, Foodservice	Banquet Carts		
481	OS&E / FF&E	Carts, Foodservice	Beverage Carts		
482	OS&E / FF&E	Carts, Foodservice	Busing Carts		
483	OS&E / FF&E	Carts, Foodservice	Can Dollies Carts		
484	OS&E / FF&E	Carts, Foodservice	Coffee Carts		
485	OS&E / FF&E	Carts, Foodservice	Delivery Carts		
486	OS&E / FF&E	Carts, Foodservice	Dish Carts		
487	OS&E / FF&E	Carts, Foodservice	Dish Dollies Carts		
488	OS&E / FF&E	Carts, Foodservice	Folding Carts		
489	OS&E / FF&E	Carts, Foodservice	Ice Carts		
490	OS&E / FF&E	Carts, Foodservice	Insulated Carts		

Birch Street Supplier Guide: V1 February 2009

491	OS&E / FF&E	Carts, Foodservice	Liquor / Wine Carts		
492	OS&E / FF&E	Carts, Foodservice	Pastry Carts		
493	OS&E / FF&E	Carts, Foodservice	Room Service Carts		
494	OS&E / FF&E	Carts, Foodservice	Service Carts		
495	OS&E / FF&E	Carts, Housekeeping	Housekeeping Cart Accessories		
496	OS&E / FF&E	Carts, Housekeeping	Housekeeping Carts		
497	OS&E / FF&E	Carts, Housekeeping	Misc. Cart Accessories		
498	OS&E / FF&E	Carts, Janitorial, Laundry & Maintenance	Janitorial Carts		
499	OS&E / FF&E	Carts, Janitorial, Laundry & Maintenance	Linen Cart Accessories		
500	OS&E / FF&E	Carts, Janitorial, Laundry & Maintenance	Linen Carts		
501	OS&E / FF&E	Carts, Janitorial, Laundry & Maintenance	Utility Carts		
502	OS&E / FF&E	Carts, Luggage & Guest Services	Luggage Cart Accessories		
503	OS&E / FF&E	Carts, Luggage & Guest Services	Luggage Cart Bags		
504	OS&E / FF&E	Carts, Luggage & Guest Services	Luggage Carts		
505	OS&E / FF&E	Carts, Serving & Specialty	Beef Serving Carts		
506	OS&E / FF&E	Carts, Serving & Specialty	Dessert Carts		
507	OS&E / FF&E	Carts, Serving & Specialty	Flambé Carts		
508	OS&E / FF&E	Casters & Wheels			
509	OS&E / FF&E	Chemicals	Guest Room Chemical		
510	OS&E / FF&E	Chemicals	Pool & Spa Chemicals		
511	OS&E / FF&E	Chemicals	Public Area Chemicals		
512	OS&E / FF&E	Chemicals	Warewashing & Maintenance Chemicals		
513	OS&E / FF&E	China & Crockery			
514	OS&E / FF&E	Clock Radios			
515	OS&E / FF&E	Clocks & Time Pieces			
516	OS&E / FF&E	Clothing & Apparel	Coats, Jackets & Outerwear		
517	OS&E / FF&E	Clothing & Apparel	Footwear		
518	OS&E / FF&E	Clothing & Apparel	Headwear		
519	OS&E / FF&E	Clothing & Apparel	Misc. Clothing & Apparel		
520	OS&E / FF&E	Coffee & Teas	Coffee Brewing Supplies	Condiment Kits	
521	OS&E / FF&E	Communications Equipment & Accessories			
522	OS&E / FF&E	Computer Software & Peripherals			
523	OS&E / FF&E	Concrete Pool Decks, Walks & Drives			
524	OS&E / FF&E	Condiment Holders & Caddies			
525	OS&E / FF&E	Containers	Containers, Glass & Jar		
526	OS&E / FF&E	Containers	Misc. Containers		
527	OS&E / FF&E	Conveyors			
528	OS&E / FF&E	Cooking Equipment	BBQ Cooking Equipment & Accessories		
529	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Back Shelf	

Birch Street Supplier Guide: V1 February 2009

530	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Char	
531	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Charcoal & Wood Burning	
532	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Cheese Melters	
533	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Conveyor	
534	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Electric	
535	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Gas	
536	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Griddles	
537	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Grills / Char Broilers	
538	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Infra-Red	
539	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Overfired	
540	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Propane, Outdoors	
541	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Salamander	
542	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Broilers, Underfired	
543	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Ranges, Electric & Gas	
544	OS&E / FF&E	Cooking Equipment	Broilers & Ranges	Ranges, Induction or Infra-Red	
545	OS&E / FF&E	Cooking Equipment	Burners	Burners, Butane	
546	OS&E / FF&E	Cooking Equipment	Burners	Burners, Electric	
547	OS&E / FF&E	Cooking Equipment	Cookers, Steam	Steam Cookers	
548	OS&E / FF&E	Cooking Equipment	Cookers, Steam	Steam Kettles	
549	OS&E / FF&E	Cooking Equipment	Fryers	Fryers, Convection	
550	OS&E / FF&E	Cooking Equipment	Fryers	Fryers, Deep Fat	
551	OS&E / FF&E	Cooking Equipment	Fryers	Fryers, Oil-Less	
552	OS&E / FF&E	Cooking Equipment	Fryers	Fryers, Pressure Fryers	
553	OS&E / FF&E	Cooking Equipment	Fryers	Misc. Fryers & Accessories	
554	OS&E / FF&E	Cooking Equipment	Griddles & Grills	Griddles & Grills, Floor Models	
555	OS&E / FF&E	Cooking Equipment	Griddles & Grills	Griddles & Grills, Tabletop Models	
556	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Baking & Roasting	
557	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Brick	
558	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Combination / Convection / Steam	
559	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Convection	
560	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Conveyors	
561	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Induction	
562	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Infra-Red	
563	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Low temperature	
564	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Microwave	
565	OS&E / FF&E	Cooking Equipment	Ovens	Ovens, Wood Burning	
566	OS&E / FF&E	Cooking Equipment	Popcorn Equipment		
567	OS&E / FF&E	Cooking Equipment	Roasters & Rotisseries		
568	OS&E / FF&E	Cooking Equipment	Skillets	Counter Skillets	
569	OS&E / FF&E	Cooking Equipment	Skillets	Tilt Skillets	
570	OS&E / FF&E	Cooking Equipment	Toasters, Foodservice	Toasters, Automatic, Gas or Electric	
571	OS&E / FF&E	Cooking Equipment	Toasters, Foodservice	Toasters, Conveyor	
572	OS&E / FF&E	Cooking Equipment	Waffle Irons & Woks	Waffle Irons & Cone Makers	
573	OS&E / FF&E	Cooking Equipment	Waffle Irons & Woks	Woks, Electric & Non-Electric	
574	OS&E / FF&E	Cookware	Cookware, Induction		
575	OS&E / FF&E	Cookware	Cookware, Microwavable		
576	OS&E / FF&E	Copperware			
577	OS&E / FF&E	Covers, Plate & Dish			
578	OS&E / FF&E	Crowd Control Equip., Accessories & Supplies			
579	OS&E / FF&E	Décor & Display Material			
580	OS&E / FF&E	Decorations, Holiday, Non-Food			

581	OS&E / FF&E	Dispensers, Cleaning Products	Dispensers, Chemicals		
582	OS&E / FF&E	Dispensers, Cleaning Products	Dispensers, Soaps & Detergents		
583	OS&E / FF&E	Dispensers, Cleaning Products	Misc. Dispensers, Cleaning Products		
584	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Condiments		
585	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Cream & Milk		
586	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Cups		
587	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Custom		
588	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Hot Chocolate		
589	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Ice		
590	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Ice Cream & Yogurt, Soft Serve		
591	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Iced Tea		
592	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Liquor		
593	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Non-Carbonated Beverages		
594	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Pancake		
595	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Salad Dressing		
596	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Sauce		
597	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Snacks		
598	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Soup		
599	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Straws		
600	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Water (Hot & or Cold)		
601	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Whipped Cream		
602	OS&E / FF&E	Dispensers, Foodservice	Dispensers, Wine		
603	OS&E / FF&E	Dispensers, Paper Products	Dispensers, Paper Towels		
604	OS&E / FF&E	Dispensers, Paper Products	Misc. Dispensers, Paper Products		
605	OS&E / FF&E	Dispensers, Personal Hygiene Products	Dispensers, Feminine Hygiene Products		
606	OS&E / FF&E	Doors	Door Security Hardware		
607	OS&E / FF&E	Doors	Doors, Barrier, Curtain & Strip		
608	OS&E / FF&E	Doors	Doors, Hardware		
609	OS&E / FF&E	Doors	Misc. Doors		
610	OS&E / FF&E	Doors	Sliding Patio Door Hardware		
611	OS&E / FF&E	Electrical Operating Supplies	Batteries		
612	OS&E / FF&E	Electrical Operating Supplies	Building Wire & Conduit		
613	OS&E / FF&E	Electrical Operating Supplies	Circuit Breakers & Fuses		
614	OS&E / FF&E	Electrical Operating Supplies	Electrical Tools & Meters		
615	OS&E / FF&E	Electrical Operating Supplies	Fire Extinguishers & Cabinets		

616	OS&E / FF&E	Electrical Operating Supplies	Lighting Controls		
617	OS&E / FF&E	Electrical Operating Supplies	Lockout / Tagout		
618	OS&E / FF&E	Electrical Operating Supplies	Other Electrical Operating Supplies		
619	OS&E / FF&E	Electrical Operating Supplies	Power Cords & Connectors		
620	OS&E / FF&E	Electrical Operating Supplies	Surge Protection		
621	OS&E / FF&E	Electrical Operating Supplies	Telephone & Video Repair / Remote Controls		
622	OS&E / FF&E	Electrical Operating Supplies	Wall Plates		
623	OS&E / FF&E	Electrical Operating Supplies	Weatherproof & Electrical Boxes		
624	OS&E / FF&E	Electrical Operating Supplies	Wiring Devices		
625	OS&E / FF&E	Electrical Operating Supplies	Wiring Supplies		
626	OS&E / FF&E	Elevator Maintenance			
627	OS&E / FF&E	Entertainment Systems			
628	OS&E / FF&E	Equipment Covers, Food & Beverage	Equipment Covers, Beverage		
629	OS&E / FF&E	Equipment Covers, Food & Beverage	Equipment Covers, Foodservice		
630	OS&E / FF&E	Equipment Covers, Public Space	Equipment Covers, Meeting Room		
631	OS&E / FF&E	Equipment Covers, Public Space	Misc. Equipment Covers		
632	OS&E / FF&E	Fabrics	Bedspreads / Dusters		
633	OS&E / FF&E	Fabrics	Drapes		
634	OS&E / FF&E	Fabrics	Upholstery		
635	OS&E / FF&E	Filter Systems & Access., Facility Maint.	Filters, Air		
636	OS&E / FF&E	Filter Systems & Access., Facility Maint.	Filters, Water		
637	OS&E / FF&E	Filter Systems & Access., Foodservice	Filters, Coffee Brewing		
638	OS&E / FF&E	Filter Systems & Access., Foodservice	Filters, Exhaust Systems		
639	OS&E / FF&E	Filter Systems & Access., Foodservice	Filters, Foodservice		
640	OS&E / FF&E	Filter Systems & Access., Foodservice	Filters, Grease Extraction, Frying & Oil		
641	OS&E / FF&E	Filter Systems & Access., Foodservice	Filters, Ovens & Hoods		
642	OS&E / FF&E	Fitness & Spa Equipment	Equipment, Aerobic		
643	OS&E / FF&E	Fitness & Spa Equipment	Equipment, Free Weights		
644	OS&E / FF&E	Fitness & Spa Equipment	Equipment, General		
645	OS&E / FF&E	Flags			
646	OS&E / FF&E	Flashlights			
647	OS&E / FF&E	Flatware	Flatware, Silver Plated		
648	OS&E / FF&E	Flatware	Flatware, Stainless		

649	OS&E / FF&E	Flatware	Misc. Flatware		
650	OS&E / FF&E	Floor / Window Coverings	Ceiling Tile		
651	OS&E / FF&E	Floor / Window Coverings	Flooring Tools		
652	OS&E / FF&E	Floor / Window Coverings	Traverse Rods & Accessories		
653	OS&E / FF&E	Flooring, Event Planning	Dance Floors		
654	OS&E / FF&E	Flooring, Event Planning	Stages, Platforms & Risers		
655	OS&E / FF&E	Flooring, Other	Flooring, Marble		
656	OS&E / FF&E	Flooring, Other	Misc. Flooring		
657	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Cabinets, Food Warming & Conveying	Warmers, Cheese / Fudge, Electric	
658	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Cabinets, Food Warming & Conveying	Warmers, Dish or Plate	
659	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Hot Plates	Hot Plates, Electric	
660	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Hot Plates	Hot Plates, Gas	
661	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Hot Plates	Hot Plates, Induction	
662	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Lamps, Infra-Red & Warming		
663	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Steam Equipment, Foodservice	Misc. Steam Equipment, Foodservice	
664	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Steam Equipment, Foodservice	Steam Tables, Bains-Marie	
665	OS&E / FF&E	Food Heating / Holding & Warming, Equipment	Steam Equipment, Foodservice	Steam Tables, Inserts	
666	OS&E / FF&E	Food Portioning Equipment	Measuring Cups		
667	OS&E / FF&E	Food Portioning Equipment	Scales, Foodservice		
668	OS&E / FF&E	Food Portioning Equipment	Scoops, Foodservice		
669	OS&E / FF&E	Food Preparation Equipment	Can Openers	Can Openers, Electric	
670	OS&E / FF&E	Food Preparation Equipment	Can Openers	Can Openers, Hand Operated	
671	OS&E / FF&E	Food Preparation Equipment	Cutlery		
672	OS&E / FF&E	Food Preparation Equipment	Cutting & Drain Boards		
673	OS&E / FF&E	Food Preparation Equipment	Food Choppers & Dicers		
674	OS&E / FF&E	Food Preparation Equipment	Food Processors		
675	OS&E / FF&E	Food Preparation Equipment	Food Slicers		
676	OS&E / FF&E	Food Preparation Equipment	Misc. Food Preparation Equipment		
677	OS&E / FF&E	Food Preparation Equipment	Tables, Foodservice	Misc. Tables, Foodservice	
678	OS&E / FF&E	Food Preparation Equipment	Tables, Foodservice	Tables, Kitchen, Food Preparation, Stainless	
679	OS&E / FF&E	Food Thawing			

		Devices			
680	OS&E / FF&E	Foodservice Disposable Supplies	Bags, Boxes, Cartons, Containers		
681	OS&E / FF&E	Foodservice Disposable Supplies	Baking Supplies		
682	OS&E / FF&E	Foodservice Disposable Supplies	Bibs, Napkins, Placemats & Tableware, Disposable		
683	OS&E / FF&E	Foodservice Disposable Supplies	Chef Hats, Hairnets, Aprons		
684	OS&E / FF&E	Foodservice Disposable Supplies	Coasters & Doilies		
685	OS&E / FF&E	Foodservice Disposable Supplies	Disposable Cutlery		
686	OS&E / FF&E	Foodservice Disposable Supplies	Foils & Film Wraps		
687	OS&E / FF&E	Foodservice Disposable Supplies	Foodservice Disposable, Covers & Wraps		
688	OS&E / FF&E	Foodservice Disposable Supplies	Foodservice Disposable, Cups & Tumblers, Lids		
689	OS&E / FF&E	Foodservice Disposable Supplies	Foodservice Disposable, Straws & Stirrers		
690	OS&E / FF&E	Foodservice Disposable Supplies	Kitchen Supplies, Rack / Table Covers		
691	OS&E / FF&E	Foodservice Disposable Supplies	Other Foodservice Supplies		
692	OS&E / FF&E	Fountains, Ornamental & Display			
693	OS&E / FF&E	Front Office Equipment			
694	OS&E / FF&E	Fuel	Fuel, Canned		
695	OS&E / FF&E	Fuel	Fuel, Cooking		
696	OS&E / FF&E	Furniture & Case Goods	Armoires & Dressers		
697	OS&E / FF&E	Furniture & Case Goods	Cabinets, Curios & Display Cases		
698	OS&E / FF&E	Furniture & Case Goods	Desks & Tables		
699	OS&E / FF&E	Furniture & Case Goods	Mirrors		
700	OS&E / FF&E	Furniture & Case Goods	Misc. Case Goods		
701	OS&E / FF&E	Furniture & Case Goods	Pool / Patio, Outdoor & Casual Furniture		
702	OS&E / FF&E	Gift Baskets, Packaging & Supplies			
703	OS&E / FF&E	Glassware & Stemware			
704	OS&E / FF&E	Golf Carts			
705	OS&E / FF&E	Hair Dryers, Accessories & Caddies			
706	OS&E / FF&E	Hangers	Hangers, Garment		
707	OS&E / FF&E	Hangers	Misc. Hangers		
708	OS&E / FF&E	Hard Floor Care Equipment	Applicators, Bonnets & Pads		
709	OS&E / FF&E	Hard Floor Care Equipment	Misc. & Accessory Hard Floor Care Equipment		
710	OS&E / FF&E	Hard Floor Care Equipment	Polishers & Scrubbers, Hard Floor		
711	OS&E / FF&E	Hardware			
711	OS&E / FF&E	Painting	Tools, painting supplies, protection		
712	OS&E / FF&E	Hardware	Closet Doors, Racks & Accessories		
713	OS&E / FF&E	Hardware	Door & Wall Protection		

Birch Street Supplier Guide: V1 February 2009

714	OS&E / FF&E	Hardware	Hardware, Cabinets / Drawers		
715	OS&E / FF&E	Hardware	Hardware, Wardrobe		
716	OS&E / FF&E	Hardware	Hardware, Weatherization & Thresholds		
717	OS&E / FF&E	Hardware	Hardware, Window		
718	OS&E / FF&E	Hardware	Nuts, Bolts, Screws & Nails		
719	OS&E / FF&E	Hearing Impaired Equipment	Misc. Hearing Impaired Equipment		
720	OS&E / FF&E	Hearing Impaired Equipment	TTY Machines		
721	OS&E / FF&E	Holloware	Holloware, Silver Plated		
722	OS&E / FF&E	Holloware	Holloware, Stainless Steel		
723	OS&E / FF&E	HVAC Equipment, Supplies & Accessories			
724	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Evaporative Cooler Repair Parts		
725	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Exhaust Fans & Motors		
726	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Filter Driers & Tubing		
727	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Heaters		
728	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	HVAC, Parts Warranty / OEM		
729	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	HVAC, Repair Parts		
730	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	HVAC, Thermostats		
731	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	HVAC, Tools & Supplies		
732	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Motors & Fan Blades		
733	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	PTACs		
734	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Pumps & Hydronic Controls		
735	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Room Air Conditioning & Fans		
736	OS&E / FF&E	HVAC Equipment, Supplies & Accessories	Split Air Conditioning		
737	OS&E / FF&E	Ice Cream & Frozen Yogurt Equipment			
738	OS&E / FF&E	Ice Machines & Accessories			
739	OS&E / FF&E	Ice Sculpture Molds & Equipment	Ice Carving & Garnishing Tools & Accessories		
740	OS&E / FF&E	Ice Sculpture Molds & Equipment	Ice Display Stands & Lighting Accessories		
741	OS&E / FF&E	Ice Transport Systems & Accessories	Ice Carts, Rolling		
742	OS&E / FF&E	Ice Transport Systems &	Ice Tongs		

Birch Street Supplier Guide: V1 February 2009

		Accessories			
743	OS&E / FF&E	Imprinting, Promotional & Advertising	Apparel & Accessories		
744	OS&E / FF&E	Imprinting, Promotional & Advertising	Awards & Trophies		
745	OS&E / FF&E	Imprinting, Promotional & Advertising	Gifts & Events		
746	OS&E / FF&E	Imprinting, Promotional & Advertising	Golf Balls		
747	OS&E / FF&E	Imprinting, Promotional & Advertising	Lapel Pins & Badges		
748	OS&E / FF&E	Imprinting, Promotional & Advertising	Logo Application, Umbrellas		
749	OS&E / FF&E	Imprinting, Promotional & Advertising	Misc. Promotional Imprinting & Advertising		
750	OS&E / FF&E	Imprinting, Promotional & Advertising	Mugs, Cups & Glasses		
751	OS&E / FF&E	Imprinting, Promotional & Advertising	Pens & Pencils (Promotional)		
752	OS&E / FF&E	Imprinting, Promotional & Advertising	Time Pieces		
753	OS&E / FF&E	Industrial Laundry			
754	OS&E / FF&E	In-Room Fax Services			
755	OS&E / FF&E	Insurance			
756	OS&E / FF&E	Irons, Ironing Supplies & Accessories	Iron Security Device		
757	OS&E / FF&E	Irons, Ironing Supplies & Accessories	Ironing Boards, Caddies, Covers & Pads		
758	OS&E / FF&E	Irons, Ironing Supplies & Accessories	Irons, Guest Room		
759	OS&E / FF&E	Irrigation	Controllers		
760	OS&E / FF&E	Irrigation	Drip Irrigation		
761	OS&E / FF&E	Irrigation	Garden Hoses & Nozzles		
762	OS&E / FF&E	Irrigation	PVC Risers & Accessories		
763	OS&E / FF&E	Irrigation	Sprinkler Heads & Nozzles		
764	OS&E / FF&E	Irrigation	Sprinkler Valves & Accessories		
765	OS&E / FF&E	IT Services			
766	OS&E / FF&E	Janitorial Supplies & Equipment	Can Liners, Garbage Bags		
767	OS&E / FF&E	Janitorial Supplies & Equipment	Supplies, Cleaning	Floor Care Supplies, Brushes	
768	OS&E / FF&E	Janitorial Supplies & Equipment	Supplies, Cleaning	Floor Care Supplies, Mops & Buckets	
769	OS&E / FF&E	Janitorial Supplies & Equipment	Supplies, Cleaning	Gloves	
770	OS&E / FF&E	Janitorial Supplies & Equipment	Supplies, Cleaning	Misc. Supplies, Cleaning	
771	OS&E / FF&E	Janitorial Supplies & Equipment	Supplies, Cleaning	Pads, Sponges, Squeegees	
772	OS&E / FF&E	Keys, Key Tags & Accessories	Key Accessories & Cutting Machines		
773	OS&E / FF&E	Keys, Key Tags &	Key Storage Cabinets		

		Accessories		
774	OS&E / FF&E	Keys, Key Tags & Accessories	Key Tags	
775	OS&E / FF&E	Keys, Key Tags & Accessories	Keys, Electronic	
776	OS&E / FF&E	Keys, Key Tags & Accessories	Keys, Metal	
777	OS&E / FF&E	Keys, Key Tags & Accessories	Misc. Keys, Key Tags & Accessories	
778	OS&E / FF&E	Lamp Shades	Lamp Shades, Globes & Covers	
779	OS&E / FF&E	Lamp Shades	Misc. Lamp Shades	
780	OS&E / FF&E	Lamps	Lamps, Floor & Table	
781	OS&E / FF&E	Lamps, Specialty	Lamps, Re-Chargeable & Accessories	
782	OS&E / FF&E	Laundry Equipment, Commercial Operation	Dryers, Laundry, Commercial	
783	OS&E / FF&E	Laundry Equipment, Commercial Operation	Folders, Laundry, Commercial	
784	OS&E / FF&E	Laundry Equipment, Commercial Operation	Ironers, Laundry, Commercial	
785	OS&E / FF&E	Laundry Equipment, Commercial Operation	Laundry Benches & Tables	
786	OS&E / FF&E	Laundry Equipment, Commercial Operation	Misc. Commercial Laundry Equipment	
787	OS&E / FF&E	Laundry Equipment, Commercial Operation	Scales, Laundry Operations	
788	OS&E / FF&E	Laundry Equipment, Commercial Operation	Spreaders, Laundry, Commercial	
789	OS&E / FF&E	Laundry Equipment, Commercial Operation	Washers, Clothes, Laundry, Commercial	
790	OS&E / FF&E	Life Safety Equipment, Accessories & Supplies	Medical Kits, First Aid, Basic	
791	OS&E / FF&E	Life Safety Equipment, Accessories & Supplies	Misc. Life Safety Equipment & Supplies	
792	OS&E / FF&E	Light Bulbs	A-Lamps	
793	OS&E / FF&E	Light Bulbs	Compact Fluorescent & Fluorescent Bulbs	
794	OS&E / FF&E	Light Bulbs	Decorative Lamps	
795	OS&E / FF&E	Light Bulbs	Flood & Spot Bulbs	
796	OS&E / FF&E	Light Bulbs	H.I.D. Lamps	
797	OS&E / FF&E	Light Bulbs	Halogen Lamps	
798	OS&E / FF&E	Light Bulbs	Incandescent Bulbs	
799	OS&E / FF&E	Light Bulbs	Infra-Red Bulbs	
800	OS&E / FF&E	Light Bulbs	Misc. Light Bulbs	
801	OS&E / FF&E	Light Bulbs	PAR Lamps	
802	OS&E / FF&E	Light Bulbs	Reflector Lamps	
803	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting Repair & Replacement Parts	
804	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Down	
805	OS&E / FF&E	Lighting Equipment	Lighting, Emergency	

		& Fixtures, Facilities Maint.			
806	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Exterior Fluorescent		
807	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Exterior Incandescent		
808	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Fluorescent & Neon		
809	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Landscaping		
810	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Parking		
811	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Pool & Spa		
812	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Security		
813	OS&E / FF&E	Lighting Equipment & Fixtures, Facilities Maint.	Lighting, Special Application		
814	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Ballasts & Starters		
815	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Bathroom		
816	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Ceiling Fans		
817	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Chandeliers		
818	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Interior		
819	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Interior Fluorescent		
820	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Interior Incandescent		
821	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Linear Fluorescent		
822	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Recessed & Track		
823	OS&E / FF&E	Lighting Equipment & Fixtures, FF&E	Lighting, Wall Sconces		
824	OS&E / FF&E	Linen, Bedding	Misc. Linen, Bedding		
825	OS&E / FF&E	Linen, Bedding	Sheets & Pillow Cases		
826	OS&E / FF&E	Linen, Foodservice	Linen Bibs, Napkins & Placemats		
827	OS&E / FF&E	Linen, Foodservice	Table Covers & Mommie Cloths		
828	OS&E / FF&E	Linen, Terry	Bathmats, Rugs & Bath Sheets		
829	OS&E / FF&E	Linen, Terry	Misc. Terry Products		
830	OS&E / FF&E	Linen, Terry	Robes		
831	OS&E / FF&E	Linen, Terry	Towels		
832	OS&E / FF&E	Linen, Terry	Washcloths		
833	OS&E / FF&E	Locks	Locks, Door	Locks, Door, Guestroom, Accessories & Hardware	
834	OS&E / FF&E	Locks	Locks, Door	Locks, Door, Misc.	
835	OS&E / FF&E	Locks	Locks, Door	Locks, Door, Public Space	
836	OS&E / FF&E	Locks	Locks, Portable	Locks, Padlock , Keyed	
837	OS&E / FF&E	Locks	Locks, Portable	Locks, Padlock, Combination	
838	OS&E / FF&E	Luggage Racks, Guest Room			
839	OS&E / FF&E	Mail Handling Equipment &	Postage Meters		

Birch Street Supplier Guide: V1 February 2009

		Supplies		
840	OS&E / FF&E	Matches		
841	OS&E / FF&E	Material Handling Equipment	Hand Trucks	
842	OS&E / FF&E	Material Handling Equipment	Material Handling Equipment, Mechanical	
843	OS&E / FF&E	Material Handling Equipment	Pallet Jacks & Accessories	
844	OS&E / FF&E	Material Handling Equipment	Trucks, Chair Caddy	
845	OS&E / FF&E	Material Handling Equipment	Trucks, Mattress Caddy	
846	OS&E / FF&E	Material Handling Equipment	Trucks, Table Caddy	
847	OS&E / FF&E	Mats, Foodservice	Mats, Anti Fatigue	
848	OS&E / FF&E	Mats, Foodservice	Mats, Anti Slip	
849	OS&E / FF&E	Mats, Foodservice	Mats, Composition	
850	OS&E / FF&E	Mats, Foodservice	Mats, Rubber	
851	OS&E / FF&E	Mats, Public Area	Mats, Indoor	
852	OS&E / FF&E	Mats, Public Area	Mats, Outdoor	
853	OS&E / FF&E	Menu & Display Systems	Menu, Boards	
854	OS&E / FF&E	Menu & Display Systems	Menu, Covers & Holders	
855	OS&E / FF&E	Menu & Display Systems	Menu, Displays	
856	OS&E / FF&E	Menu & Display Systems	Menu, Shells	
857	OS&E / FF&E	Mini Bars	Mini Bars	
858	OS&E / FF&E	Mini Bars	Mini Bars Parts & Accessories	
859	OS&E / FF&E	Music Recording Mediums	Cassettes, CD's, Tape & Video	
860	OS&E / FF&E	Music Systems		
861	OS&E / FF&E	Musical Instruments	Pianos	Piano Stools & Benches
862	OS&E / FF&E	Musical Instruments	Pianos	Pianos, Auto Playing Systems & Software
863	OS&E / FF&E	Musical Instruments	Pianos	Pianos, Baby, Grand & Upright
864	OS&E / FF&E	Name Badges & Engraving Supplies		
865	OS&E / FF&E	Newspapers		
866	OS&E / FF&E	Office Equipment & Accessories	Cable & Wiring Accessories	
867	OS&E / FF&E	Office Equipment & Accessories	Calculators & Adding Machines	
868	OS&E / FF&E	Office Equipment & Accessories	Computers, Desktop & Laptop	
869	OS&E / FF&E	Office Equipment & Accessories	Document Shredders	
870	OS&E / FF&E	Office Equipment & Accessories	Duplicating Machines	
871	OS&E / FF&E	Office Equipment & Accessories	Facsimile Machines	
872	OS&E / FF&E	Office Equipment & Accessories	Misc. Office Equipment & Accessories	
873	OS&E / FF&E	Office Equipment & Accessories	Multi-Functional Machines	
874	OS&E / FF&E	Office Equipment & Accessories	Printers	
875	OS&E / FF&E	Office Equipment & Accessories	Scanners	
876	OS&E / FF&E	Office Equipment & Accessories	Wireless Office Equipment & Accessories	
877	OS&E / FF&E	Office Furniture		
878	OS&E / FF&E	Office Supplies		

879	OS&E / FF&E	Ovenware	Ovenware, China		
880	OS&E / FF&E	Ovenware	Ovenware, Glass		
881	OS&E / FF&E	Ovenware	Ovenware, Stoneware		
882	OS&E / FF&E	Packaging & Shipping Supplies	Binding Material		
883	OS&E / FF&E	Packaging & Shipping Supplies	Internal Packing Supplies		
884	OS&E / FF&E	Packaging & Shipping Supplies	Shipping Labels & Decals		
885	OS&E / FF&E	Paging Systems	Employee & Wait Staff Paging Systems		
886	OS&E / FF&E	Paging Systems	Public Paging Systems		
887	OS&E / FF&E	Parking Lot Maintenance & Supplies			
888	OS&E / FF&E	Partitions & Mobile / Modular Furniture			
889	OS&E / FF&E	Party Supplies			
890	OS&E / FF&E	Pest Control & Elimination	Insect Traps		
891	OS&E / FF&E	Pest Control & Elimination	Pest Control Chemicals & Supplies		
892	OS&E / FF&E	Pest Control & Elimination	Rodent Traps		
893	OS&E / FF&E	Photographic Services & Equipment	Cameras & Related Equipment		
894	OS&E / FF&E	Photographic Services & Equipment	Misc. Photographic Services & Supplies		
895	OS&E / FF&E	Pizza Equipment, Foodservice			
896	OS&E / FF&E	Playground Equipment			
897	OS&E / FF&E	Plumbing	Bathroom Vanities & Accessories		
898	OS&E / FF&E	Plumbing	Disposers & Repair		
899	OS&E / FF&E	Plumbing	Drain Cleaning Equipment		
900	OS&E / FF&E	Plumbing	Escutcheons, Flanges & Trim Kits		
901	OS&E / FF&E	Plumbing	Faucet & Shower Valve Repair		
902	OS&E / FF&E	Plumbing	Faucets & Pre-Rinse Units		
903	OS&E / FF&E	Plumbing	Handles And Index Buttons		
904	OS&E / FF&E	Plumbing	Kitchen & Bar Faucets		
905	OS&E / FF&E	Plumbing	Lavatory Faucets		
906	OS&E / FF&E	Plumbing	Metal & Plastic Tubular		
907	OS&E / FF&E	Plumbing	Pipe & Pipe Fittings		
908	OS&E / FF&E	Plumbing	Pipe Repair & Weatherization		
909	OS&E / FF&E	Plumbing	Plumbing Hand Tools		
910	OS&E / FF&E	Plumbing	Pop Ups & Repair		
911	OS&E / FF&E	Plumbing	Pumps & Regulators		
912	OS&E / FF&E	Plumbing	Shower Doors, Tubs & Enclosures		
913	OS&E / FF&E	Plumbing	Sink Repair		
914	OS&E / FF&E	Plumbing	Specialty & Commercial Faucets		
915	OS&E / FF&E	Plumbing	Spouts & Aerators		
916	OS&E / FF&E	Plumbing	Stems & Cartridges		
917	OS&E / FF&E	Plumbing	Toilet & Tank Repair		
918	OS&E / FF&E	Plumbing	Tub & Shower Valves		
919	OS&E / FF&E	Plumbing	Tub Spouts & Showerheads		
920	OS&E / FF&E	Plumbing	Tub Waste and Drain Repair		
921	OS&E / FF&E	Plumbing	Water Filtration		
922	OS&E / FF&E	Plumbing	Water Heater Repair		

Birch Street Supplier Guide: V1 February 2009

923	OS&E / FF&E	Plumbing	Water Heaters		
924	OS&E / FF&E	Plumbing	Water Supply & Fittings		
925	OS&E / FF&E	Plumbing Supplies & Accessories			
926	OS&E / FF&E	Pool Spa Equipment & Accessories			
927	OS&E / FF&E	Pool Spa Equipment & Accessories	Pool Chemicals		
928	OS&E / FF&E	Pool Spa Equipment & Accessories	Pool Equipment & Accessories		
929	OS&E / FF&E	Posters & Poster Systems			
930	OS&E / FF&E	Pots & Pans			
931	OS&E / FF&E	Power / Pressure Washers & Accessories			
932	OS&E / FF&E	Power Tools	Power Tools, Portable		
933	OS&E / FF&E	Power Tools	Power Tools, Stationary		
934	OS&E / FF&E	Printing, Forms & Stationery			
935	OS&E / FF&E	Public Speaking Equipment	Lecterns & Podiums		
936	OS&E / FF&E	Racks, Foodservice	Misc. Racks, Foodservice		
937	OS&E / FF&E	Racks, Foodservice	Racks, Baking & Cooking		
938	OS&E / FF&E	Racks, Foodservice	Racks, Dishwashing		
939	OS&E / FF&E	Racks, Foodservice	Racks, Drying		
940	OS&E / FF&E	Racks, Foodservice	Racks, Storage & Accessories		
941	OS&E / FF&E	Racks, Wardrobe	Racks, Wardrobes & Misc. Accessories		
942	OS&E / FF&E	Radio Frequency, Site Licensing			
943	OS&E / FF&E	Railings & Guides			
944	OS&E / FF&E	Refrigeration Equipment	Coolers & Freezers		
945	OS&E / FF&E	Refrigeration Equipment	Pass-Through & Reach-Ins		
946	OS&E / FF&E	Refrigeration Equipment	Refrigeration Display Cases		
947	OS&E / FF&E	Refrigeration Equipment	Refrigeration Equipment, Parts & Supply		
948	OS&E / FF&E	Rental Supplies & Equipment			
949	OS&E / FF&E	Room Service Equipment	Hot Boxes		
950	OS&E / FF&E	Room Service Equipment	Tables, Folding	Tables, Buffet & Reception	
951	OS&E / FF&E	Room Service Equipment	Tables, Folding	Tables, Room Service	
952	OS&E / FF&E	Safes & Vaults	Safes, In-Room		
953	OS&E / FF&E	Safes & Vaults	Safes, Vaults & Safety Deposit Boxes		
954	OS&E / FF&E	Safes & Vaults	Safety Deposit Boxes		
955	OS&E / FF&E	Salad Bar Equipment & Supplies	Salad Bar Accessories		
956	OS&E / FF&E	Salad Bar Equipment & Supplies	Salad Bars, Portable		
957	OS&E / FF&E	Salad Bar Equipment & Supplies	Salad Dryers		
958	OS&E / FF&E	Satellite Systems & Accessories			
959	OS&E / FF&E	Scales	Portioning, Foodservice		
960	OS&E / FF&E	Scales	Scales, Floor & Rolling		

Birch Street Supplier Guide: V1 February 2009

961	OS&E / FF&E	Scales	Scales, Tabletop		
962	OS&E / FF&E	Seating	Auditorium & Theater		
963	OS&E / FF&E	Seating	Benches, Settees, Recliners & Ottomans		
964	OS&E / FF&E	Seating	Booths & Sectional Seating		
965	OS&E / FF&E	Seating	Chairs	Chairs, Folding or Stacking	
966	OS&E / FF&E	Seating	Chairs	Chairs, Infant & Child Boosters	
967	OS&E / FF&E	Seating	Chairs	Chairs, Upholstered	
968	OS&E / FF&E	Seating	Misc. Seating		
969	OS&E / FF&E	Seating	Sofas & Sofa Beds		
970	OS&E / FF&E	Seating	Stools		
971	OS&E / FF&E	Seating Systems, Charts & Wait Lists			
972	OS&E / FF&E	Security Systems & Alarms			
973	OS&E / FF&E	Security Systems & Alarms	Misc. Security Camera Equipment & Accessories		
974	OS&E / FF&E	Security Systems & Alarms	Security Cameras		
975	OS&E / FF&E	Security Systems & Alarms	Security Digital Recorders		
976	OS&E / FF&E	Service Equipment	Buffet & Dining	Platters	
977	OS&E / FF&E	Service Equipment	Buffet & Dining	Table Top Items	
978	OS&E / FF&E	Sewage Treatment Supplies			
979	OS&E / FF&E	Sharpening Equipment & Accessories			
980	OS&E / FF&E	Shelving			
981	OS&E / FF&E	Shipping Services			
982	OS&E / FF&E	Signage	Misc. Signs		
983	OS&E / FF&E	Signage	Signs, ADA		
984	OS&E / FF&E	Signage	Signs, Changeable Letter		
985	OS&E / FF&E	Signage	Signs, Directional		
986	OS&E / FF&E	Signage	Signs, Electrical & Electronic		
987	OS&E / FF&E	Signage	Signs, Engraved		
988	OS&E / FF&E	Signage	Signs, LCD Systems		
989	OS&E / FF&E	Signage	Signs, LED		
990	OS&E / FF&E	Signage	Signs, Plastic		
991	OS&E / FF&E	Signage	Signs, Tabletop		
992	OS&E / FF&E	Signage	Signs, Wooden		
993	OS&E / FF&E	Smoke Detectors			
994	OS&E / FF&E	Sneeze Guards			
995	OS&E / FF&E	Stands & Easels	Easels		
996	OS&E / FF&E	Stands & Easels	Stands		
997	OS&E / FF&E	Table Covering, Napery & Supplies	Skirting Hangers & Storage Accessories		
998	OS&E / FF&E	Table Covering, Napery & Supplies	Skirting Transportation Systems		
999	OS&E / FF&E	Table Covering, Napery & Supplies	Skirting, Padding & Runners		
1000	OS&E / FF&E	Table Covering, Napery & Supplies	Table Skirting Hardware, Clips & Hooks		
1001	OS&E / FF&E	Tables	Tables & Accessories	Banquet & Restaurant Tables	
1002	OS&E / FF&E	Tables	Tables & Accessories	Misc. Tables	
1003	OS&E / FF&E	Tables	Tables & Accessories	Table Bases & Tops	
1004	OS&E / FF&E	Tables	Tables & Accessories	Tables, Portable & Rolling	
1005	OS&E / FF&E	Telephone Systems & Accessories	800 Origination, T1-Property Share		

Birch Street Supplier Guide: V1 February 2009

1006	OS&E / FF&E	Telephone Systems & Accessories	Cellular / Wireless Service		
1007	OS&E / FF&E	Telephone Systems & Accessories	Competitive Local Telephone Service		
1008	OS&E / FF&E	Telephone Systems & Accessories	Telephones, Telecommunication Systems & Access.		
1009	OS&E / FF&E	Telephone Systems & Accessories	Voice Teleconferencing		
1010	OS&E / FF&E	Television Systems, Closed Circuit			
1011	OS&E / FF&E	Televisions, VCR's & Accessories			
1012	OS&E / FF&E	Testing & Evaluation Equipment			
1013	OS&E / FF&E	Thermal Products	Thermal Delivery Pouches		
1014	OS&E / FF&E	Thermometers	Thermometers, Foodservice		
1015	OS&E / FF&E	Thermometers	Thermometers, Indoor / Outdoor		
1016	OS&E / FF&E	Time Recorders			
1017	OS&E / FF&E	Timers & Counters			
1018	OS&E / FF&E	Tools	Bench Top Tools		
1019	OS&E / FF&E	Tools	Drywall Tools		
1020	OS&E / FF&E	Tools	Hand Tools		
1021	OS&E / FF&E	Tools	Ladders & Ladder Accessories		
1022	OS&E / FF&E	Tools	Lubricants		
1023	OS&E / FF&E	Tools	Occupational Safety		
1024	OS&E / FF&E	Tools	Outdoor Equipment		
1025	OS&E / FF&E	Tools	Power Equipment		
1026	OS&E / FF&E	Tools	Power Tool Accessories		
1027	OS&E / FF&E	Tools	Power Tools		
1028	OS&E / FF&E	Tools	Shop Tools		
1029	OS&E / FF&E	Tools	Storage		
1030	OS&E / FF&E	Touch Screen Systems			
1031	OS&E / FF&E	Trays, Foodservice	Misc. Trays		
1032	OS&E / FF&E / FF&E	Trays, Foodservice	Tray Stands		
1033	OS&E / FF&E	Trays, Foodservice	Trays, Baking		
1034	OS&E / FF&E	Trays, Foodservice	Trays, Display		
1035	OS&E / FF&E	Trays, Foodservice	Trays, Serving		
1036	OS&E / FF&E	Trays, Housekeeping, Luggage & Guest Services	Trays, Amenity		
1037	OS&E / FF&E	Trays, Housekeeping, Luggage & Guest Services	Trays, Other		
1038	OS&E / FF&E	Trucks, Foodservice	Trucks, Dish		
1039	OS&E / FF&E	Trucks, Foodservice	Trucks, Food		
1040	OS&E / FF&E	Trucks, Foodservice	Trucks, Glassware		
1041	OS&E / FF&E	Trucks, Foodservice	Trucks, Prep		
1042	OS&E / FF&E	Trucks, Housekeeping, Luggage & Guestrooms	Trucks, Maid		
1043	OS&E / FF&E	Trucks, Janitorial, Laundry, Maintenance	Trucks, Laundry & Linen Supply		
1044	OS&E / FF&E	Trucks, Janitorial, Laundry, Maintenance	Trucks, Material handling		

1045	OS&E / FF&E	Trucks, Janitorial, Laundry, Maintenance	Trucks, Tilting		
1046	OS&E / FF&E	Umbrellas, Valet, Doormen			
1047	OS&E / FF&E	Uniforms & Accessories	Aprons & Hats		
1048	OS&E / FF&E	Uniforms & Accessories	Banquet Uniforms		
1049	OS&E / FF&E	Uniforms & Accessories	Blazers		
1050	OS&E / FF&E	Uniforms & Accessories	Blouses & Shirts		
1051	OS&E / FF&E	Uniforms & Accessories	Casual Uniforms		
1052	OS&E / FF&E	Uniforms & Accessories	Culinary Uniforms		
1053	OS&E / FF&E	Uniforms & Accessories	Door Staff / Bell Staff Uniforms		
1054	OS&E / FF&E	Uniforms & Accessories	Dresses		
1055	OS&E / FF&E	Uniforms & Accessories	Embroidery & Silk-screening Supplies		
1056	OS&E / FF&E	Uniforms & Accessories	Formalwear		
1057	OS&E / FF&E	Uniforms & Accessories	Golf Shirts		
1058	OS&E / FF&E	Uniforms & Accessories	Housekeeping Uniforms		
1059	OS&E / FF&E	Uniforms & Accessories	Misc. Uniform Accessories		
1060	OS&E / FF&E	Uniforms & Accessories	Neckwear		
1061	OS&E / FF&E	Uniforms & Accessories	Pants, Slacks & Skirts		
1062	OS&E / FF&E	Uniforms & Accessories	Resort & Thematic Uniforms, Shirts & Ties		
1063	OS&E / FF&E	Uniforms & Accessories	Security Uniforms & Accessories		
1064	OS&E / FF&E	Uniforms & Accessories	Shoes & Footwear		
1065	OS&E / FF&E	Uniforms & Accessories	Vests & Sweaters		
1066	OS&E / FF&E	Uniforms & Accessories	Worker Uniforms		
1067	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Carpet Extractors & Shampoos		
1068	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Duster		
1069	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Sweepers, Carpet, Electrical	
1070	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Sweepers, Carpet, Mechanical	
1071	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Vacuum Supplies & Accessories	
1072	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Vacuums, Backpack	
1073	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Vacuums, Canister	
1074	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Vacuums, Upright	

Birch Street Supplier Guide: V1 February 2009

		Equip.			
1075	OS&E / FF&E	Upholstery, Carpet Cleaning & Maint. Equip.	Vacuums & Sweepers	Vacuums, Wet / Dry	
1076	OS&E / FF&E	Utensils	Misc. Utensils		
1077	OS&E / FF&E	Utensils	Utensils, Cooking		
1078	OS&E / FF&E	Utensils	Utensils, Kitchen		
1079	OS&E / FF&E	Utensils	Utensils, Serving		
1080	OS&E / FF&E	Vacuum Sealing Equipment & Supplies, Foodservice			
1081	OS&E / FF&E	Vehicles			
1082	OS&E / FF&E	Vehicles	Utility Vehicle & Accessories		
1083	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Cotton Candy		
1084	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Hot Dog Carts		
1085	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Ice Cream Carts		
1086	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Nacho Machines		
1087	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Pretzel Machines		
1088	OS&E / FF&E	Vending Carts & Specialty Service Equipment	Snow Cone Machines		
1089	OS&E / FF&E	Vending Machines			
1090	OS&E / FF&E	Ventilating & Kitchen Hood Systems			
1091	OS&E / FF&E	Wall Coverings	Wall Vinyl		
1092	OS&E / FF&E	Warewashing / Burnishing Equipment & Accessories	Burnishing Equipment		
1093	OS&E / FF&E	Warewashing / Burnishing Equipment & Accessories	Dishwashers, Foodservice, Gas or Electric		
1094	OS&E / FF&E	Warewashing / Burnishing Equipment & Accessories	Glass Washers, Foodservice, Gas or Electric		
1095	OS&E / FF&E	Warewashing / Burnishing Equipment & Accessories	Misc. Warewashing Equipment		
1096	OS&E / FF&E	Warewashing / Burnishing Equipment & Accessories	Pre-Soak Flatware Stations & Accessories		
1097	OS&E / FF&E	Waste Disposal Systems & Accessories			
1098	OS&E / FF&E	Wastebaskets & Receptacles	Bathroom Receptacles		
1099	OS&E / FF&E	Wastebaskets & Receptacles	Bulk Container Receptacles		
1100	OS&E / FF&E	Wastebaskets & Receptacles	Exterior Receptacles		
1101	OS&E / FF&E	Wastebaskets &	Wastebaskets		

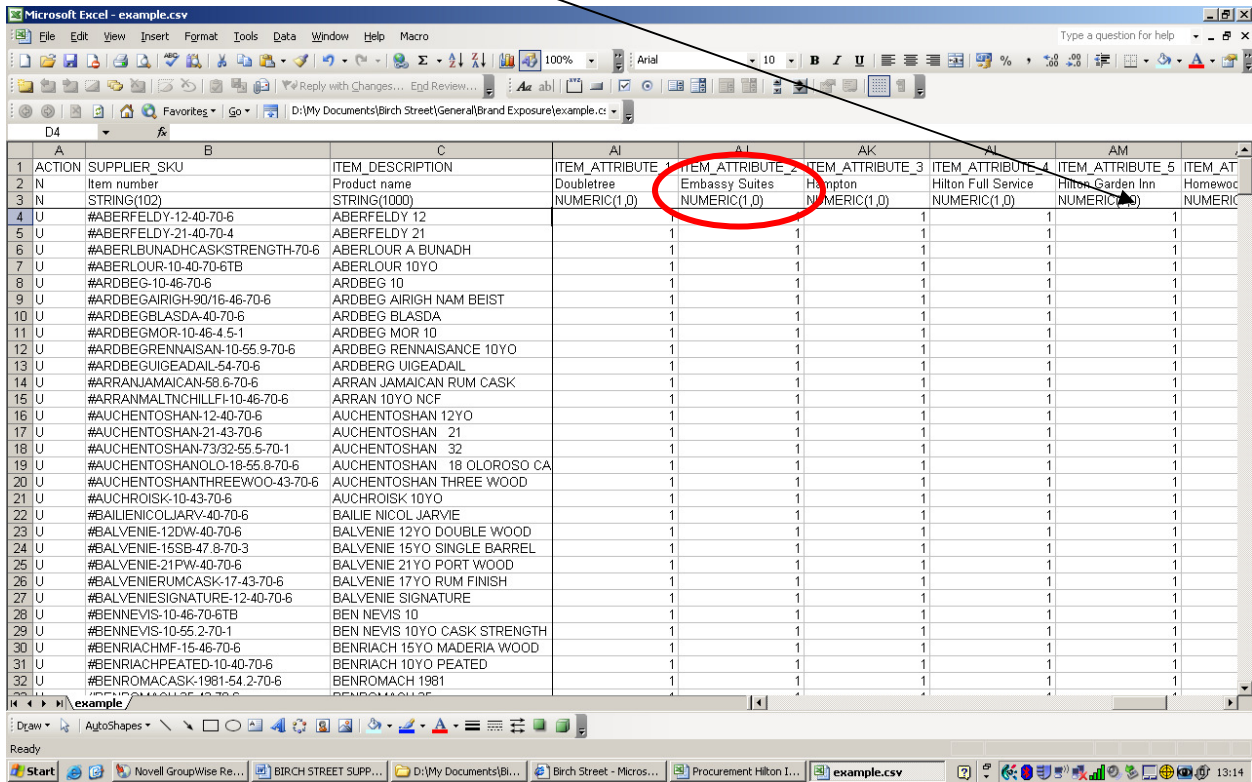
		Receptacles		
1102	OS&E / FF&E	Water Conditioning Equipment & Supplies		
1103	OS&E / FF&E	Whipping Equipment Accessories		
1104	OS&E / FF&E	Window Treatments	Blinds, Slats, Shades & Shutters	
1105	OS&E / FF&E	Window Treatments	Draperies, Curtains & Sheers	
1106	OS&E / FF&E	Writing Implements	Markers, Chalk & Crayons	
1107	OS&E / FF&E	Writing Implements	Pens & Pencils	
1108	Services	Rental Agreements	Cars	
1109	Services	Rental Agreements	Photocopiers	
1110	Services	Rental Agreements	Other equipment	
1111	Services	Cleaning Maintenance	Rooms	
1112	Services	Cleaning Maintenance	Public Areas	
1113	Services	Cleaning Maintenance	Back of House	
1114	Services	Cleaning Maintenance	Guest Laundry	
1115	Services	Cleaning Maintenance	Uniform Laundry	
1116	Services	Cleaning Maintenance	F&B Laundry	
1117	Services	Cleaning Maintenance	Gardening	
1118	Services	Cleaning Maintenance	Window	
1119	Services	Cleaning Maintenance	Stewarding	
1120	Services	Cleaning Maintenance	Pest control	
1121	Services	Cleaning Maintenance	Food hygiene	
1122	Services	Cleaning Maintenance	Refuse disposal	
1123	Services	Prof. Services	Interim	
1124	Services	Prof. Services	Marketing	
1125	Services	Prof. Services	Consultancy	
1126	Services	Prof. Services	Auditing	
1127	Services	Prof. Services	Lawyers	
1128	Services	Prof. Services	Advertising	
1129	Services	Prof. Services	Production	
1130	Services	Prof. Services	Flowers	
1131	Services	Prof. Services	Licenses	
1132	Services	Prof. Services	Music and Entertainment	
1133	Services	Prof. Services	Courier	
1134	Services	Prof. Services	Archiving	
1135	Services	Prof. Services	Medical	
1136	Services	Prof. Services	Decorations	
1137	Services	Prof. Services	Training	
1138	Services	Prof. Services	Security	
1139	Services	Travel	Air Travel	
1140	Services	Travel	Air Travel	
1141	Services	Travel	Rail/Metro	
1142	Services	Travel	Taxi	
1143	Services	Travel	Staff Transport	
1144	Services	Travel	Accommodation	
1145	Services	Travel	Meals	

1146	Services	Utilities	Gas		
1147	Services	Utilities	Oil		
1148	Services	Utilities	Electric		
1149	Services	Utilities	Petrol		
1150	Services	Utilities	Water		
1151	Services	Utilities	Waste water		
1152	Services	Telecommunications	Mobile phone		
1153	Services	Telecommunications	Fixed line		
1154	Services	Telecommunications	Internet		
1155	Services	Telecommunications	TV Platform		

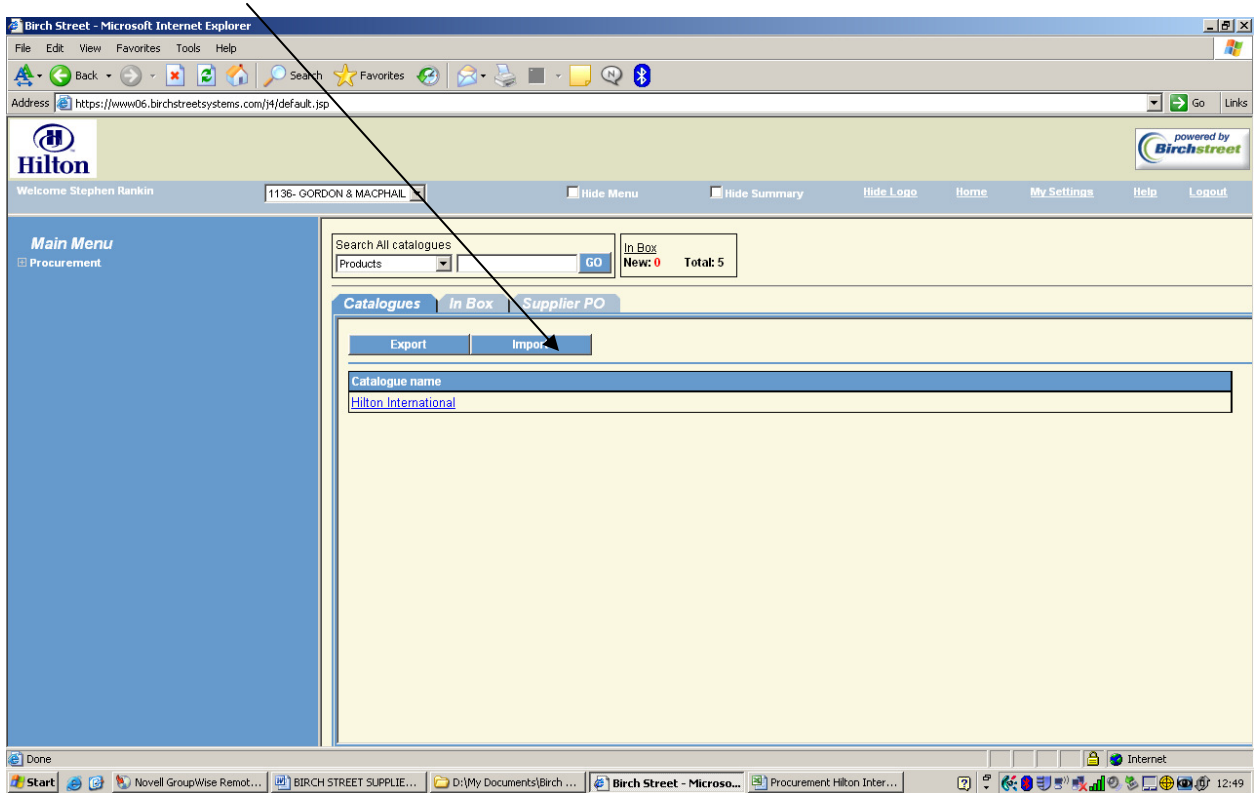
5. For new items, you will assign a catalog category (as above) so this item can be found by the hotel buyer in the catalog structure.
6. Use the filter Supplier Plus Brand Exposure if some of your items need to be exposed to different brands.
 - Supplier XXX supplies a Plastic pen with different logos for different brands:
 - i. Hilton Garden Inn Pen
 - ii. Hilton Pen
 - iii. Conrad Pen.....

For each item line you will have to fill each column with the brand on it
 1 you want to expose this item to this brand
 0 you don't want to expose this item to this brand

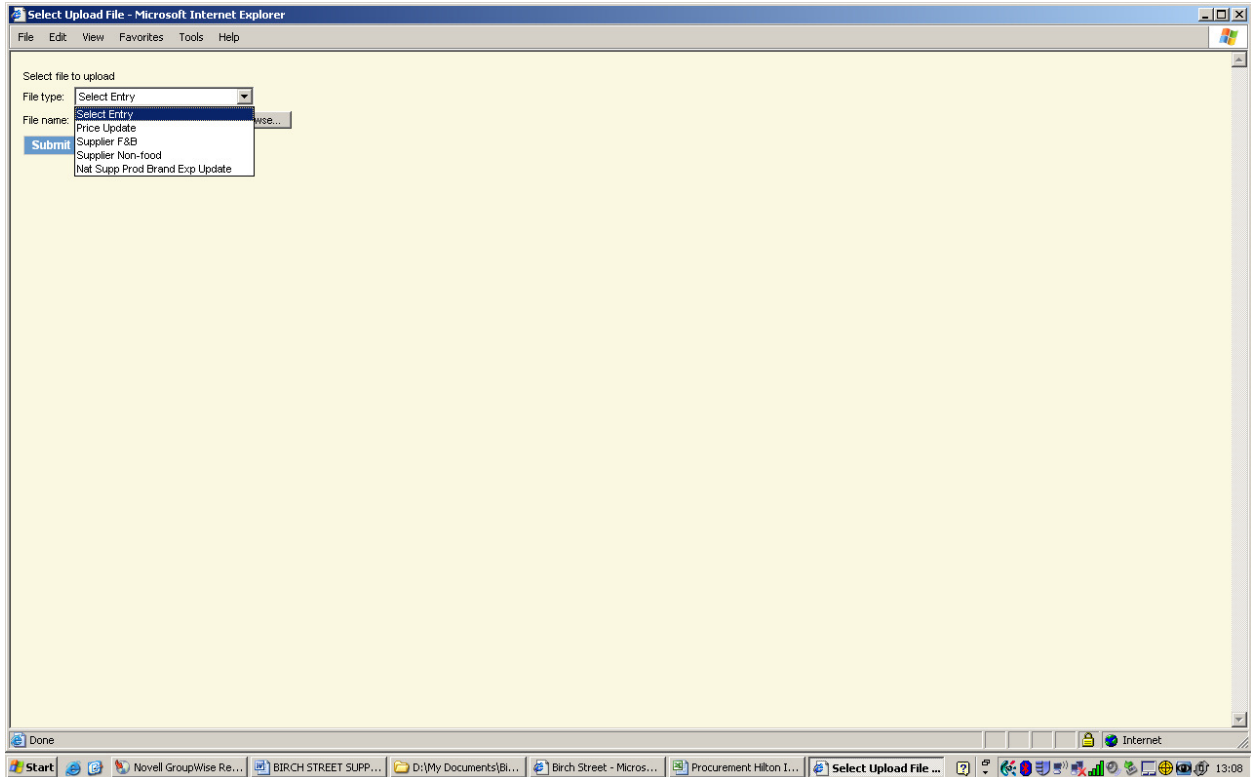
So you Hilton Garden Inn pen, you will fill all columns with 0 except column AM (Hilton Garden Inn) which will be 1



7. Import the template back into the system when your change have been done

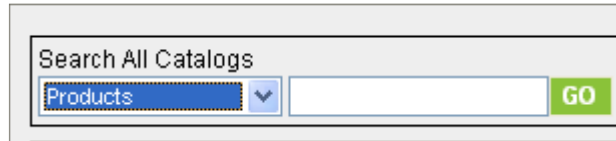


8. Select **Browse** and find the file on your computer. Select the CSV file you want to import and select **Open**. A message will display indicating that the file was uploaded successfully. Click **OK**. The data changes will be processed that evening and available in the system the next day.



Note: Processing catalog items are an overnight maintenance activity. Items are available on the next day after import for procurement approval.
Any update will be approved by the respective procurement office, and as such may take up to 48 hours to appear on the live application

Search Your Catalogue



The image shows a search interface titled "Search All Catalogs". It contains a dropdown menu with "Products" selected, a text input field, and a green "GO" button.

In the **Search All Catalogs** section, select the type of search you want to perform from the dropdown list. Enter the text corresponding to the selection and click **GO** to perform the search. The search results will be listed below.

Note: Only the supplier's own products are displayed. A supplier cannot see another supplier's products.

Products: Enables you to perform a search on product. The search uses the:

- Item # (Supplier SKU)
- Product Name (Item Description)
- Description (Long Description)
- Item Keywords
- Manufacturer Name
- Manufacturer Part Number

Categories Search: Searches and displays categories where items are located.

My Supplier Search: Defaults to my supplier company to perform the search.

All Suppliers: Defaults to my supplier company to perform the search.

My recent Suppliers: Defaults to my supplier company to perform the search.

Catalogue Access by Catalogue/Category

Note: To return to the main catalog listing, click the [Home](#) hyperlink in the logo panel.

Click on the main catalog hyperlink to walk down the path to find the item you want, and then select each new level until you are at the lowest level where there are products. Click on any level link to go to that level.

Birch Street - Microsoft Internet Explorer

Address: https://www06.birchstreetsystems.com/4/default.jsp

Hilton powered by **Birchstreet**

Welcome Stephen Rankin | 1136- GORDON & MACPHAIL | Hide Menu | Hide Summary | Hide Logo | Home | My Settings | Help | Logout

Search All catalogues | My suppliers: GORDON & MACPH | In Box: New: 0 Total: 5

Catalogues | In Box | Supplier PO

Catalogue: Products: 187 Pages: 1 Top

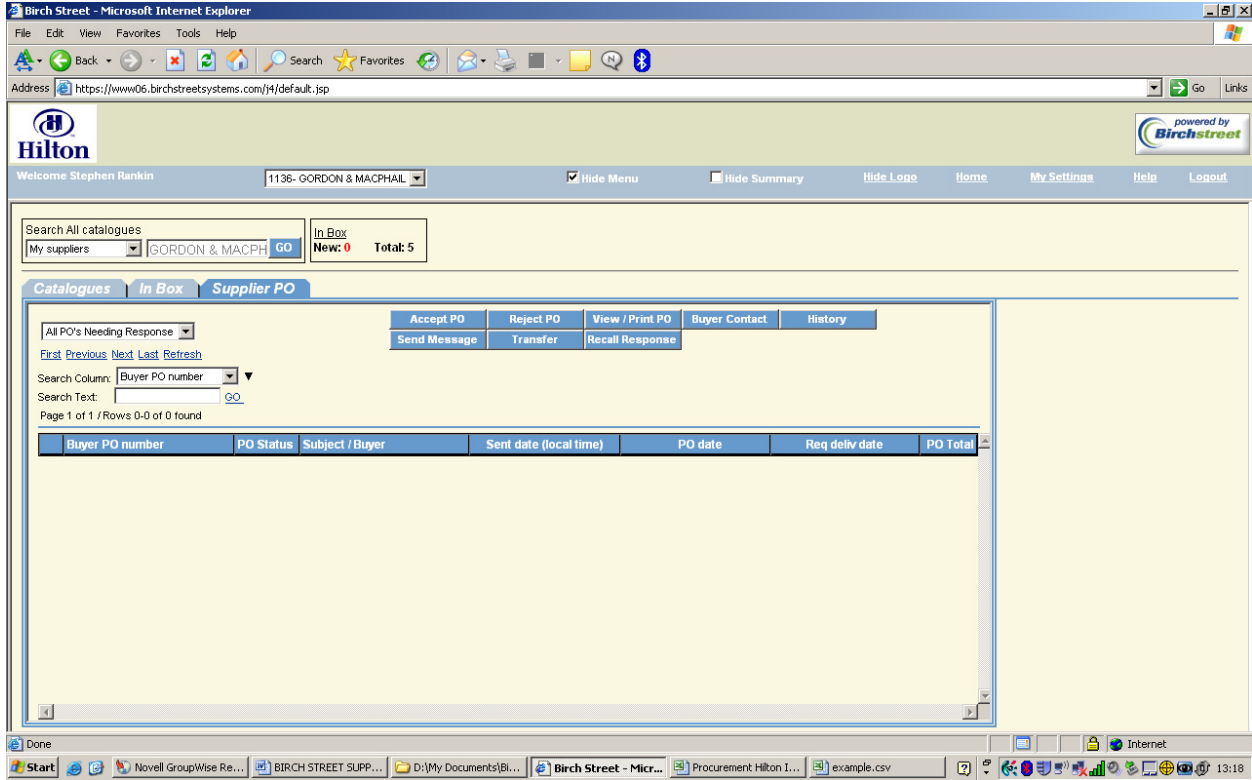
Item #	Product Name	Manufacturer/ Part Number	Pack/Size	UOM	Min qty	Order Qty/ Price	Select
ABERFELDY-12-40-70-6 More Product Info	ABERFELDY 12 GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £0.00	<input type="checkbox"/>
ABERFELDY-21-40-70-4 More Product Info	ABERFELDY 21 GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £0.00	<input type="checkbox"/>
ABERLBUNADHCASKSTRENGTH-70-6 More Product Info	ABERLOUR A BUNADH GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £0.00	<input type="checkbox"/>
ABERLOUR-10-40-70-6TB More Product Info	ABERLOUR 10YO GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £0.00	<input type="checkbox"/>
ARDBEGAIRIGH-90/16-46-70-6 More Product Info	ARDBEG AIRIGH NAM BEIST GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £35.01	<input type="checkbox"/>
ARDBEGBLASDA-40-70-6 More Product Info	ARDBEG BLASDA GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £30.92	<input type="checkbox"/>
ARDBEGMOR-10-46-4-5-1 More Product Info	ARDBEG MOR 10 GORDON & MACPHAIL	/	/	BTL	1	<input type="text"/> £203.84	<input type="checkbox"/>

Start | Novell GroupWise Re... | BIRCH STREET SUPP... | D:\My Documents\Bl... | Birch Street - Micr... | Procurement Hilton I... | example.csv | 13:18

Supplier PO Tab

After the Buyer submits their PO, a copy is made for the Supplier and is found in the Supplier PO tab.

Only on-line suppliers will log into the system to retrieve their PO's in this manner.



Button Descriptions

Note: Many features require security rights. If a tab or button is not visible to you, your position does not have security access.

Accept PO

Once the buyer's PO has been reviewed using the View/Print PO button, the next step is for you to accept (or reject) the PO. Once you click **Accept PO**, the PO status changes to *Accepted by Supplier* and the buyer is notified via email. After acceptance, the supplier ships the goods by the requested delivery date.

Buyer Contact

Allows you to view basic information about the buyer associated with the document such as email address or phone number.

History

Allows you to track changes made to selected fields in the document.

Recall Response

Allows you to respond to a buyer's email request to recall a PO. If you accept the PO recall, the PO is given a status of *Recalled* and an email is sent to the buyer. If you reject the PO recall, then nothing changes (the goods are already being shipped, for example). A rejection email is sent to buyer and the PO status remains *Accepted by Supplier*.

Reject PO

Allows you to reject a buyer's PO. This effectively stops the PO. The buyer is notified that the supplier has rejected the PO and the PO status is changed to *Rejected by Supplier*.

Send Message

Allows you to send an email to the buyer regarding a specific PO.

Transfer

Allows you to give ownership of the PO to another person in the supplier's company.

View / Print PO

Allows you to view and print the PO.

Recall Response

Purpose

It is understood that there are times when a buyer wishes to recall a purchase order due to unforeseen circumstances. Examples may be that an event was cancelled or the anticipated number of attendees has significantly increased or decreased, or the buyer simply wants to cancel the order due to product / spec change requirements. The PO Recall feature allows a buyer to recall an order under certain conditions.

Feature Summary

1. Allows a buyer to recall a PO from a supplier.
2. You must accept the recall as part of the recall process if the PO is in a *Viewed by Supplier* or *Accepted by Supplier* status.

Steps to Respond to a PO Recall Request

1. If a buyer wishes to recall a PO from a Supplier, he selects the PO on his PO tab and clicks the PO Recall button.

Search All catalogues
Products

In Box **New: 8 Total: 8** Shopping Cart **Lines: 4 Total: \$25.04**

Catalogues Order Guide Cart **PO** In Box

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number

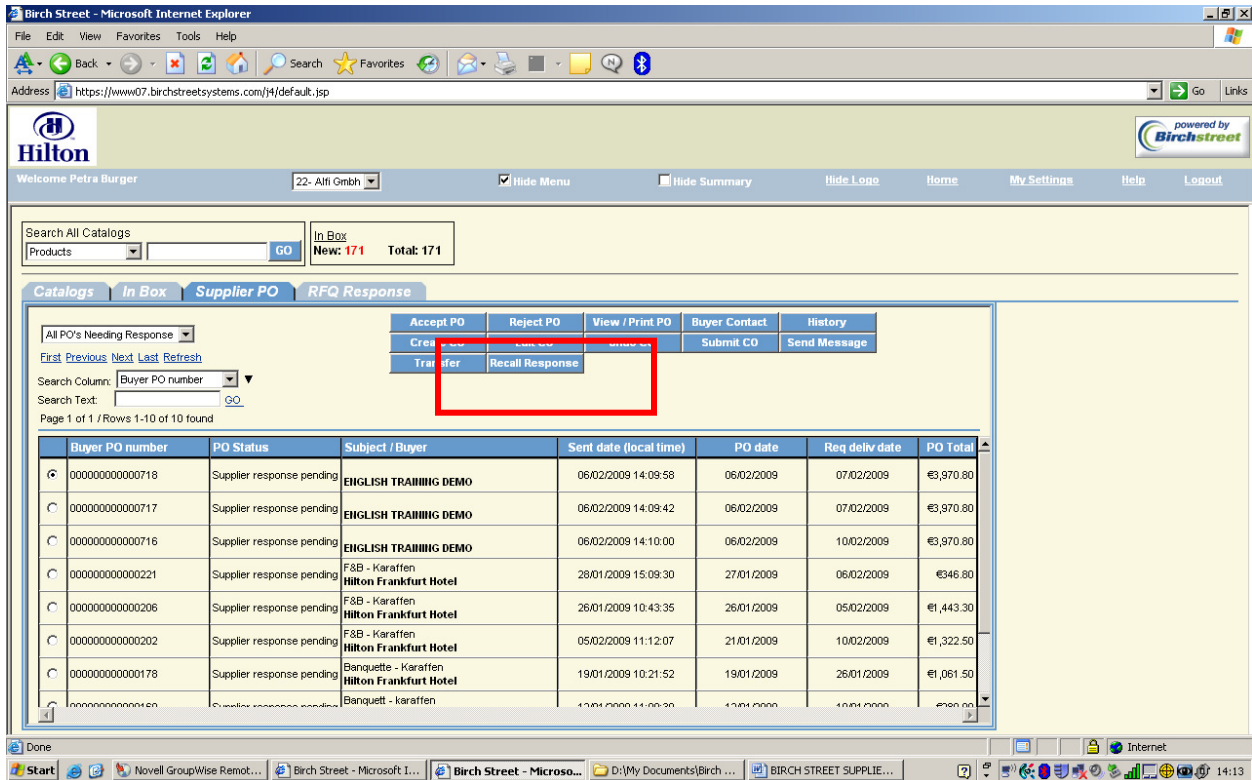
Search Text:

Page 1 of 1 / Rows 1-4 of 4 found

	PO number	PO Status	Confirm	Subj / Supplier	Req delivery	PO Total	Home cur.
	0000000000000715	Submitted	No	Alm GmbH	10/02/2009	€1124.40	\$1124.40
	0000000000000712	Partially received	Yes	F&B flowers Alain Milliat	13/01/2009	€32.80	\$32.80
	0000000000000711	Submitted	No	F&B flowers Bharlev	14/01/2009	€73.00	\$73.00
	0000000000000710	Approval denied	No	F&B flowers ALISEO	17/01/2009	\$60.00	\$60.00

2. Your response depends on the status of the PO at the time of the PO Recall request.
 - If the PO status is *Supplier Response Pending*, the PO is automatically recalled. You will not receive any email notification.
 - If the PO has a status of *Viewed by Supplier* or *Accepted by Supplier*, then an email is sent to your email address and/or to your Birch Street Message Inbox (depending on your messaging option selection), alerting you that the buyer wishes to recall the PO and asking you to respond to the request accordingly. You are under no obligation to respond to this notification. The buyer can only request a recall once.

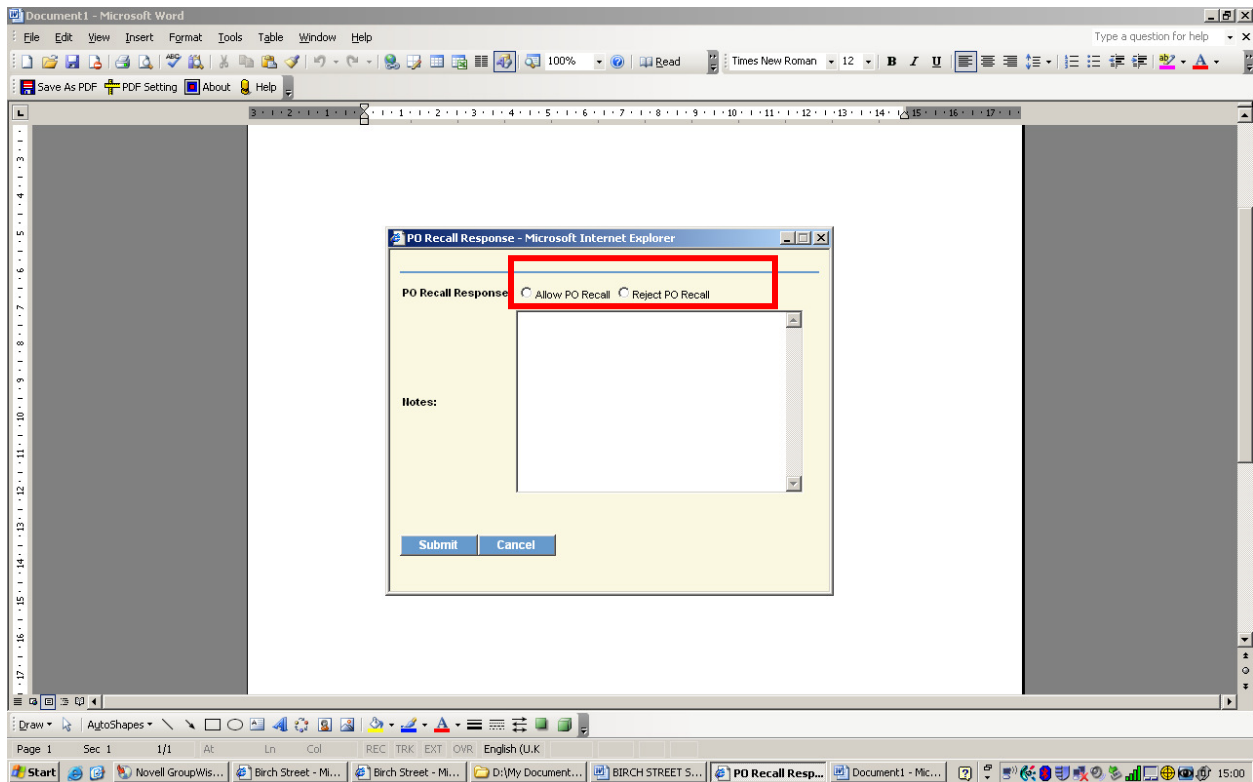
3. You select the PO from the Supplier PO tab and click **Recall Response**.



4. A pop-up window opens where you can **accept** or **reject** the recall.

If you select **Allow PO Recall** and click **Submit**, the status of the PO is changed to *Recalled*. An email is sent to the buyer.

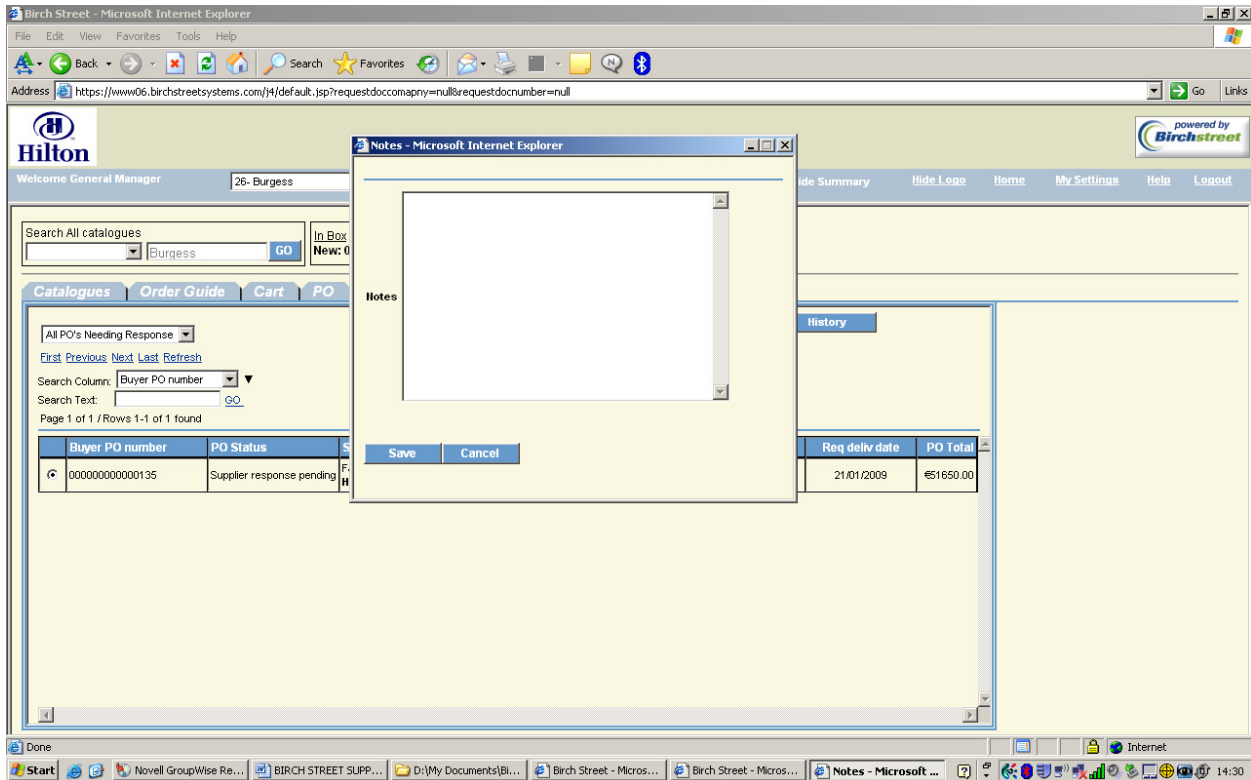
- If you select **Reject PO Recall**, the supplier must **add a note** in the notes field and click **Submit**. An email is sent to the buyer's email address and/or to his Birch Street Message Inbox (depending on the messaging option selection) and the note is included in the email and attached to the PO. The PO Status does not change and remains in the same status that the PO was in prior to the buyer attempting to recall the PO.



Reject PO

There may be the occasion that a supplier cannot fulfill a PO.

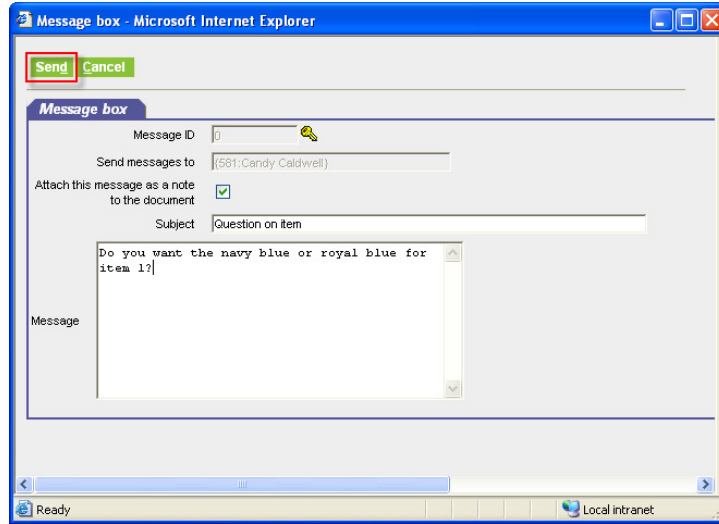
1. Click **Reject PO**.
2. A note is required. In the Notes window, enter a message indicating why the PO cannot be fulfilled.
3. Click **Save** to send the message to the buyer.
4. The buyer receives an email notification indicating the PO is rejected by supplier with the supplier's message.



Send Message

You may need to communicate directly to the buyer regarding a specific document.

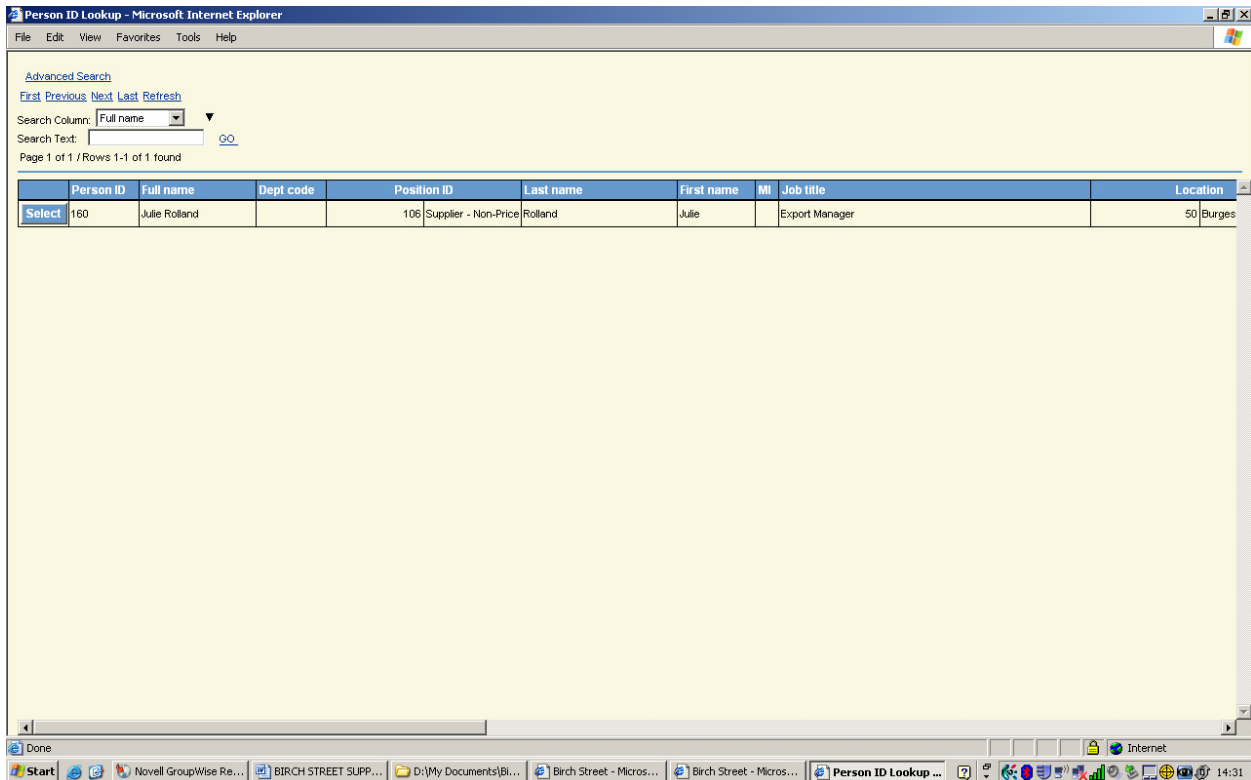
1. Click **Send Message** to open the Message box window.
2. The buyer will default from the PO's creator.
3. Click the *Attach this message as a note* checkbox if desired.
4. Enter the email *Subject* and *Message* body.
5. Click **Send**. The email will be sent including the PO Number, the supplier name, and a note will be attached to the document, if selected.



Transfer

The person who is the default order processing contact receives the PO but may want to assign it to another person within his company and thereby transfer the ownership of the PO.

1. Select the PO and click **Transfer**.
2. From the Person ID window, click **Select** to transfer the PO to the new owner.



In Box Tab

All messages from Buyers will be stocked within the In Box Tab in Birch Street: from time to time you will need to delete the messages in order to avoid affecting the speed's internet.

The screenshot shows the Birch Street web application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://www07.birchstreetsystems.com/f4/default.jsp>. The page header includes the Hilton logo and a "powered by Birchstreet" logo. The user is logged in as "Stephen Rankin" with a dropdown menu for "1136- GORDON & MACPHAIL". Navigation links include "Hide Menu", "Hide Summary", "Hide Logo", "Home", "My Settings", "Help", and "Logout".

The main content area features a search bar for "All catalogues" and a navigation menu with "Catalogues", "In Box", and "Supplier PO". The "In Box" tab is active, showing a "Read in box" dropdown, "Mark Read", and "Delete" buttons. Below this are navigation links: "First", "Previous", "Next", "Last", and "Refresh". The status indicates "Page 1 of 1 / Rows 1-5 of 5 found".

All	Subject	Msg sent on (local time)	From
<input type="checkbox"/>	View Update Price Regulation Status	29/01/2009 07:02:35	Bruce Beardwood
<input type="checkbox"/>	View Update Price Regulation Status	26/01/2009 10:42:01	Bruce Beardwood
<input type="checkbox"/>	View Update Price Regulation Status	26/01/2009 10:39:56	Bruce Beardwood
<input type="checkbox"/>	View Update Price Regulation Status	26/01/2009 10:39:39	Bruce Beardwood
<input type="checkbox"/>	View Update Price Regulation Status	23/01/2009 13:49:39	Bruce Beardwood

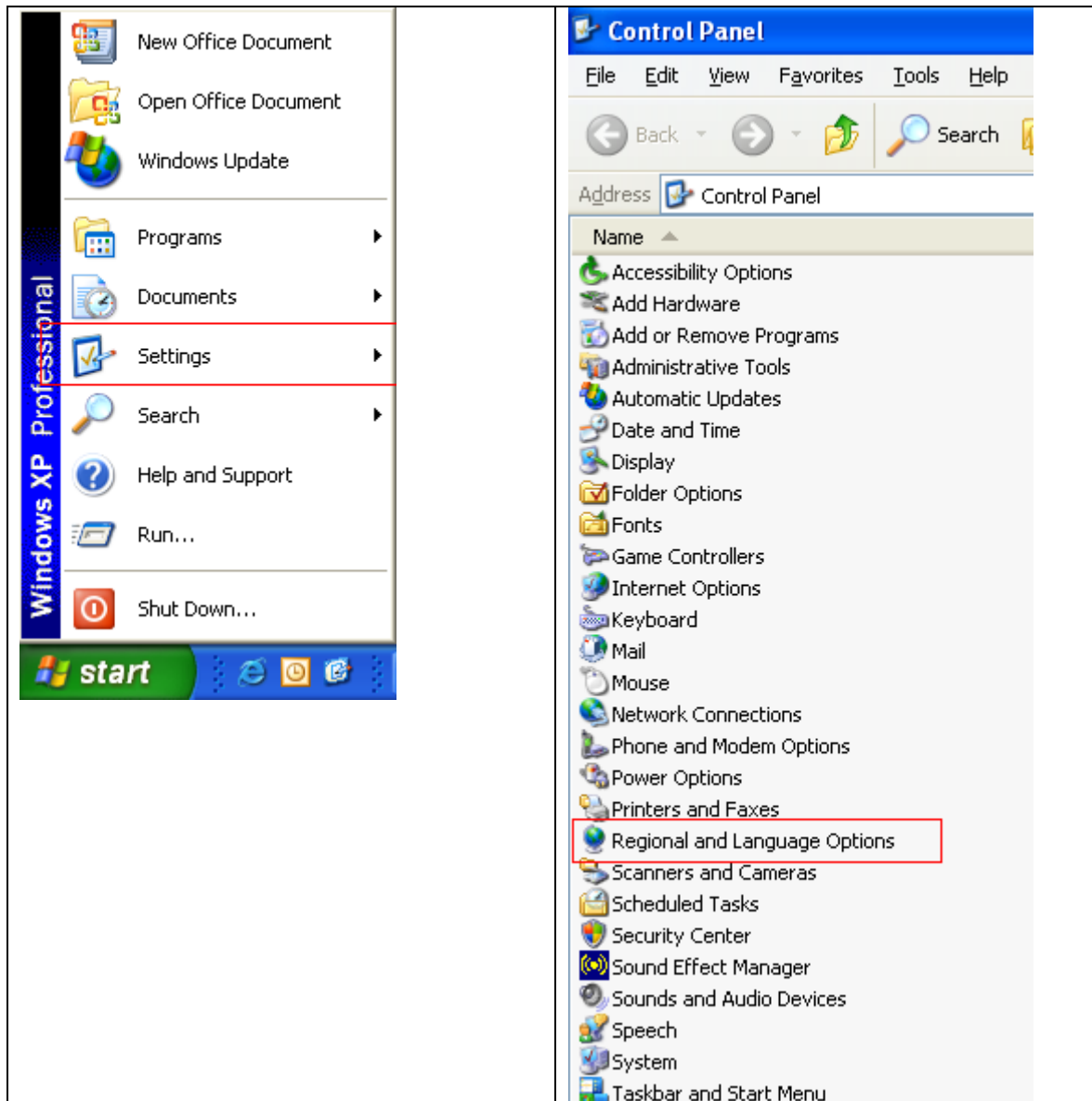
The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise Remot...", "BIRCH STREET SUPPLE...", "D:\My Documents\Birch...", "Birch Street - Microsoft I...", and "Birch Street - Microso...". The system clock shows the time as 14:33.

Regional Settings and Birch Street

Background: Because Microsoft's Excels file layouts can be either comma separated or semi-colon depending upon your Country defined in Regional Settings on your computer, Birch Street needed to add an equivalent to its software to make Excel compatible with Birch Street.

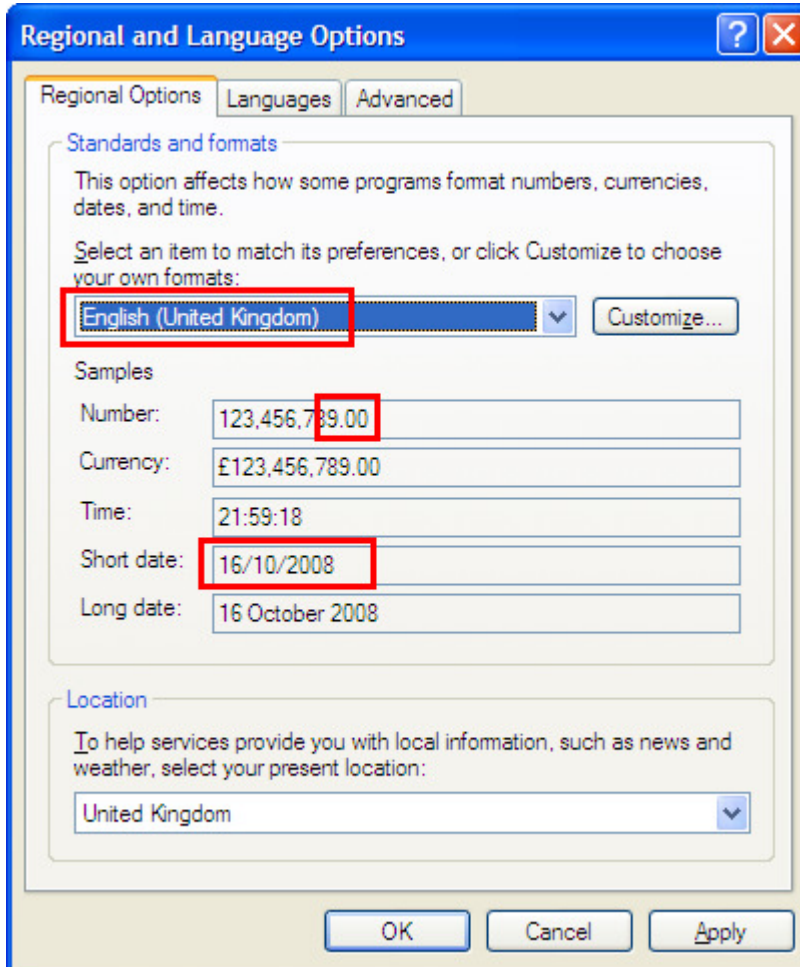
Where are my Regional Settings located?

From the Start Menu, Go to Settings>Control Panel. The Control Panel window will open. The list of options is in alphabetical order. Double-click on Regional and Language Options.



This will open the Regional and Language Options window.

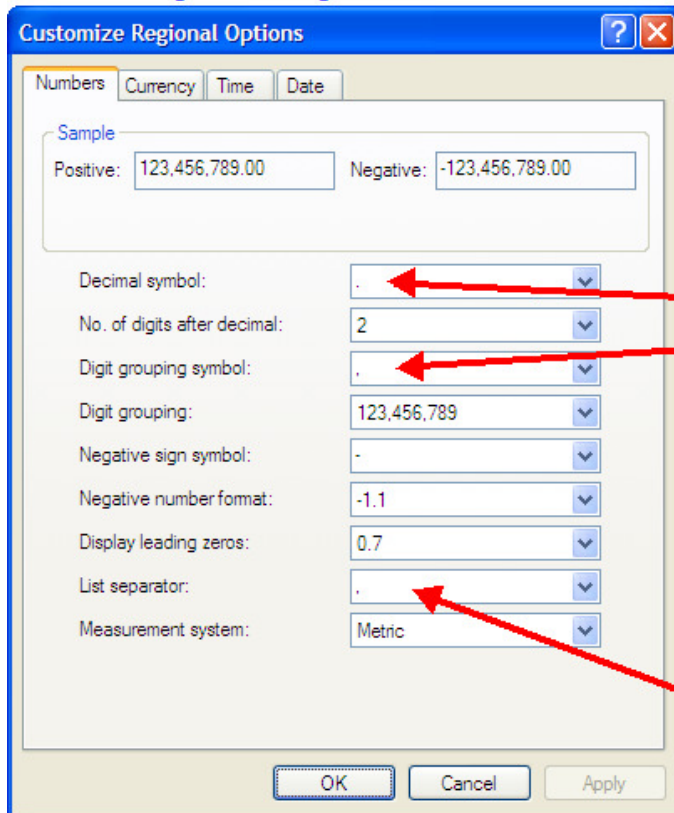
UK Computer Example



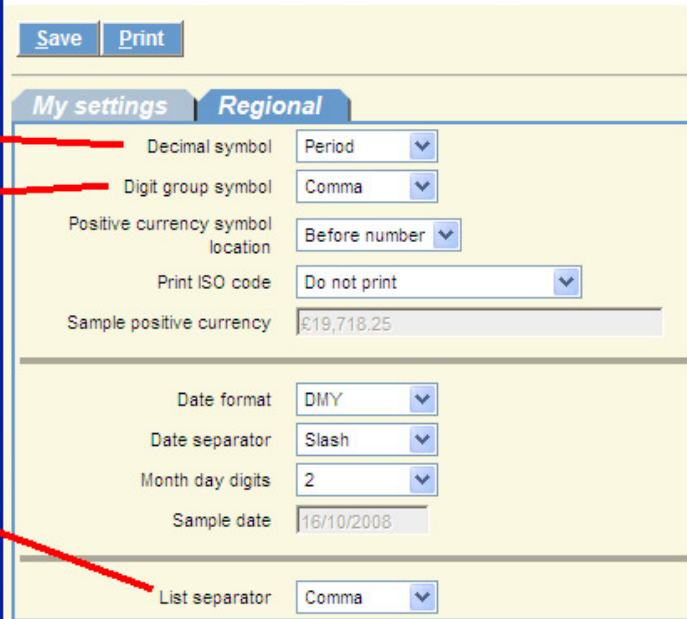
The example above shows the Regional Settings for a computer in the UK. The Number sample shows the decimal place as a period (.) while the Short date is Day, Month, Year. Click the Customize button to see the specific settings to match with Birch Street.

In Birch Street, click My Settings and when the window below opens, click on the Regional tab. The Regional tab settings in Birch Street **must** match your Windows Regional Settings.

Windows Regional Settings - Numbers



Birch Street My Settings Regional Settings



For a UK computer, the Decimal Symbol field selection should be Period which matches the Number and Currency Samples in the Regional Settings window from the Control Panel.

In the Date Format Field the selection should be DMY (day month year) to match the Short date sample in the Regional Settings window from the Control Panel.

In the List Separator field the selection should be COMMA because the decimal symbol is PERIOD.

Excel tries to figure out how to separate the values in the different cells on a spreadsheet. If your decimal symbol is a period then it knows it can separate the data using a COMMA and not lose the integrity of the data.

Windows Regional Settings - Dates

Customize Regional Options [?] [X]

Numbers | Currency | Time | **Date**

Calendar
When a two-digit year is entered, interpret it as a year between:
1930 and 2029

Short date
Short date sample: 16/10/2008
Short date format: dd/MM/yyyy
Date separator: /

Long date
Long date sample: 16 October 2008
Long date format: dd MMMM yyyy

OK Cancel Apply

Birch Street My Settings Regional Settings

Save Print

My settings | **Regional**

Decimal symbol: Period
Digit group symbol: Comma
Positive currency symbol location: Before number
Print ISO code: Do not print
Sample positive currency: £19,718.25

Date format: DMY
Date separator: Slash
Month day digits: 2
Sample date: 16/10/2008

List separator: Comma



Internet Option with Window XP or Vista

XP Service Pack 2 Setting Adjustments for Birch Street

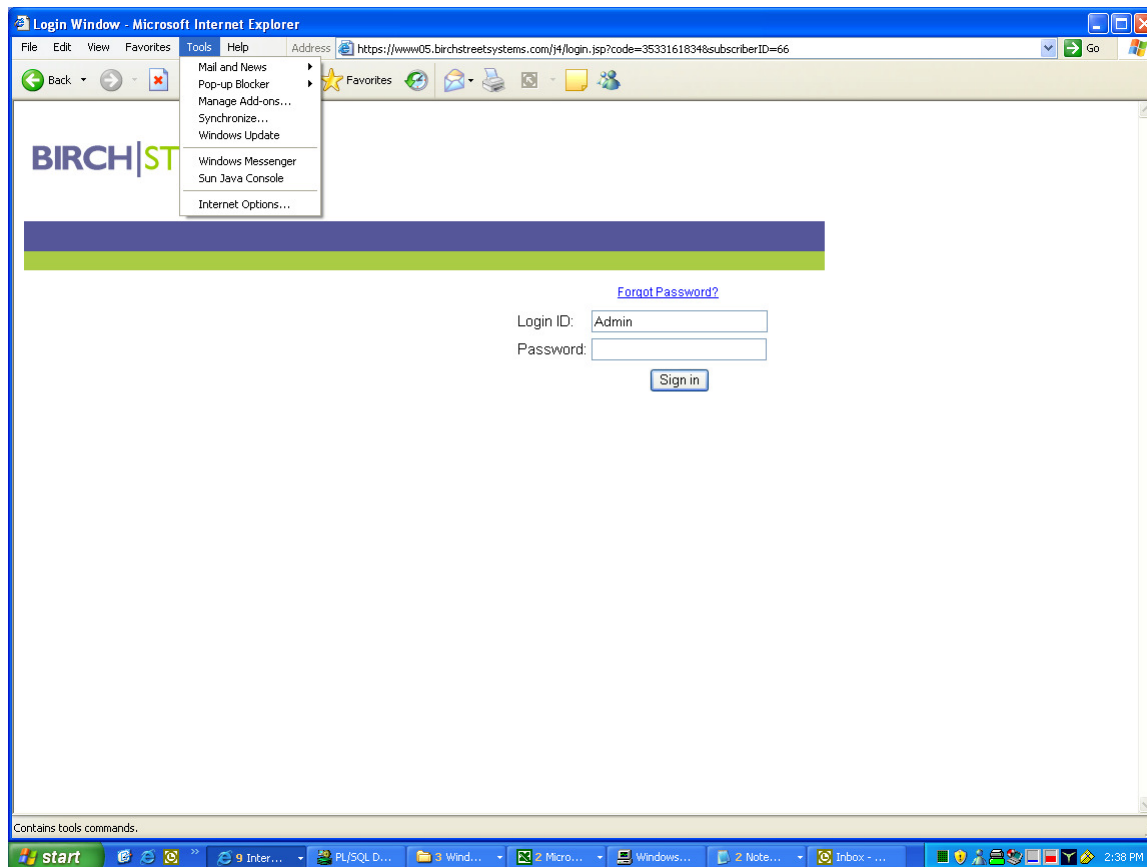
The application of Windows XP service pack 2 may cause interference with the Birch Street application running in an Internet Explorer (IE) window. The primary problems that users may experience are an inability to export to Excel from within the application and pop-ups in the application being blocked by XP looking at them as external pop-ups.

The following list contains an overview of the steps that can be taken to correct most problems that users experience when running XP service pack 2.

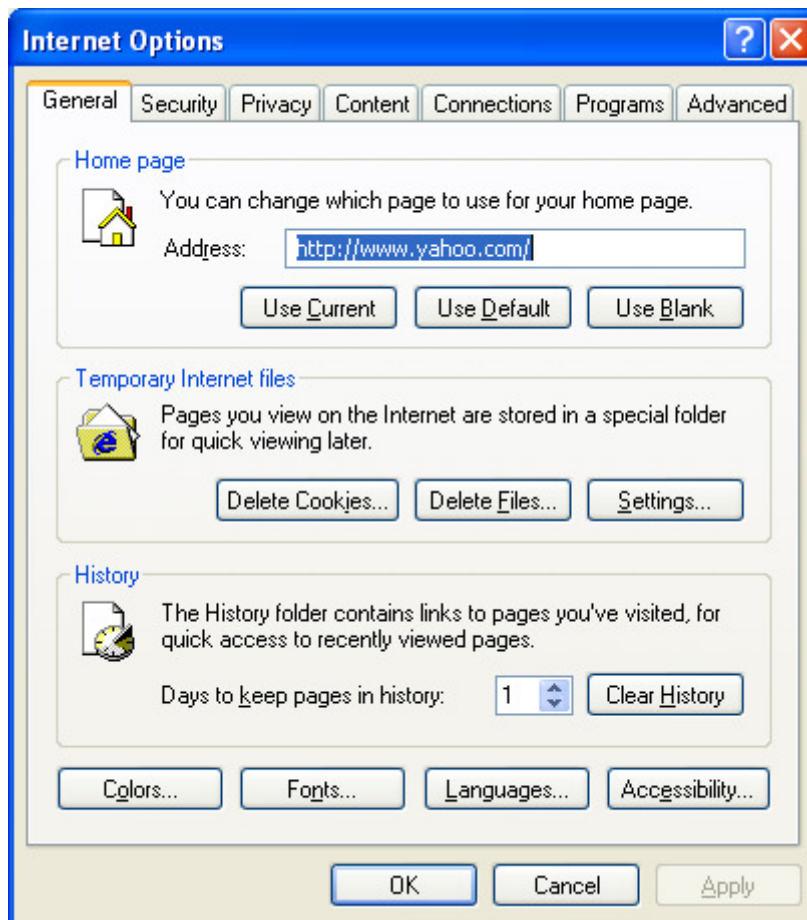
1. Periodically remove cookies and temporary internet files from your system
2. Make sure that IE is configured to allow downloads
3. Enable data transfer across domains
4. Configure IEs Popup blocking to allow Popups from Birch Street's application.
5. Configure Web site (spam) blocking to ignore content from Birch Street's application.
6. Set Friendly Error Messages Off

Each of these steps are performed in Internet Explorer and specific instructions to make these changes are outlined on the following pages. If you have any questions or concerns regarding any of these steps, please contact Birch Street support.

1. **Periodically remove “cookies” and temporary internet files from IE.** Click on **Tools** from the tool bar



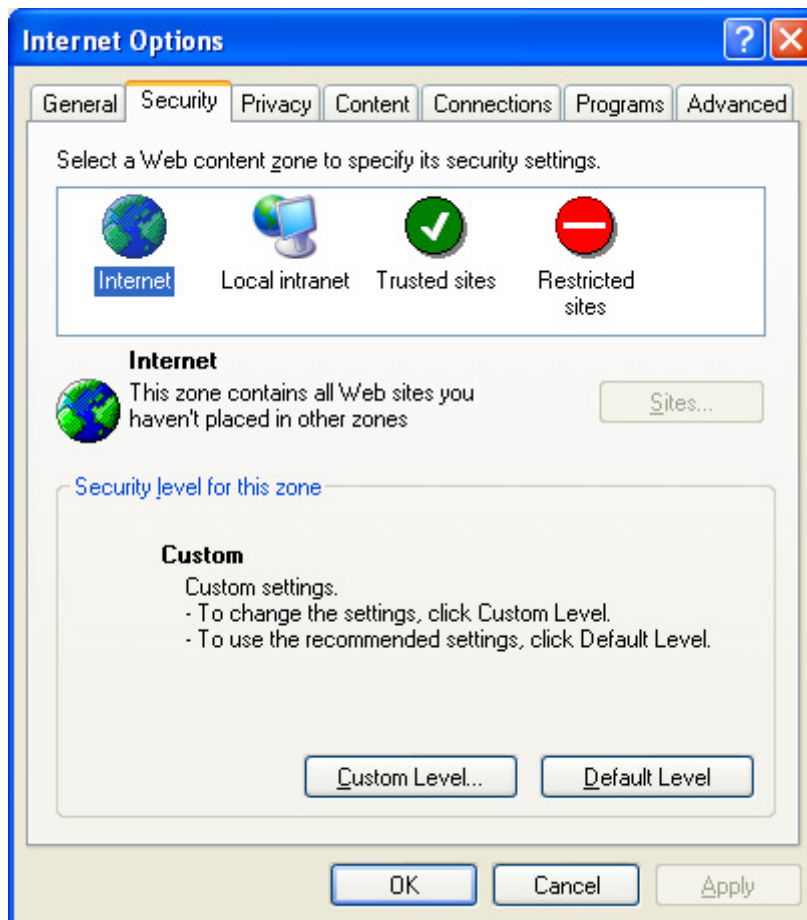
1a Clicking **Internet Options** displays this page. Periodically from this page using the buttons in the middle section labeled **Temporary Internet files** you delete cookies and temporary internet files from your system. Simply click each button in turn, when finished click OK



2. Make sure that IE is configured to allow downloads -

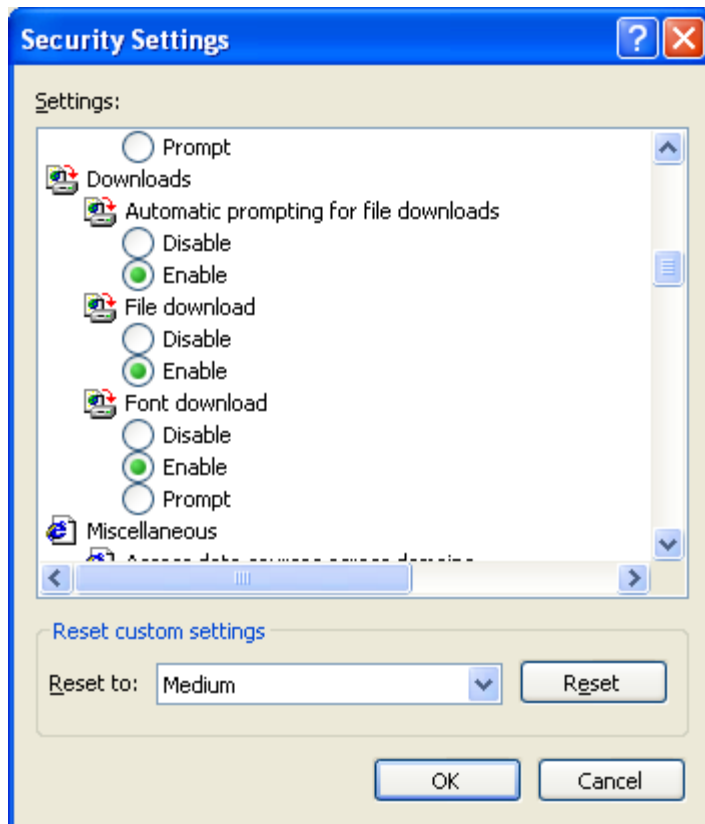
- 2a. click Tools from the Internet Explorer tool bar
- 2b. Then choose the **Security Tab**

The following window will be displayed



2c. Click the **Custom Level** button

This screen will be displayed
Scroll down the list till you find **Downloads**



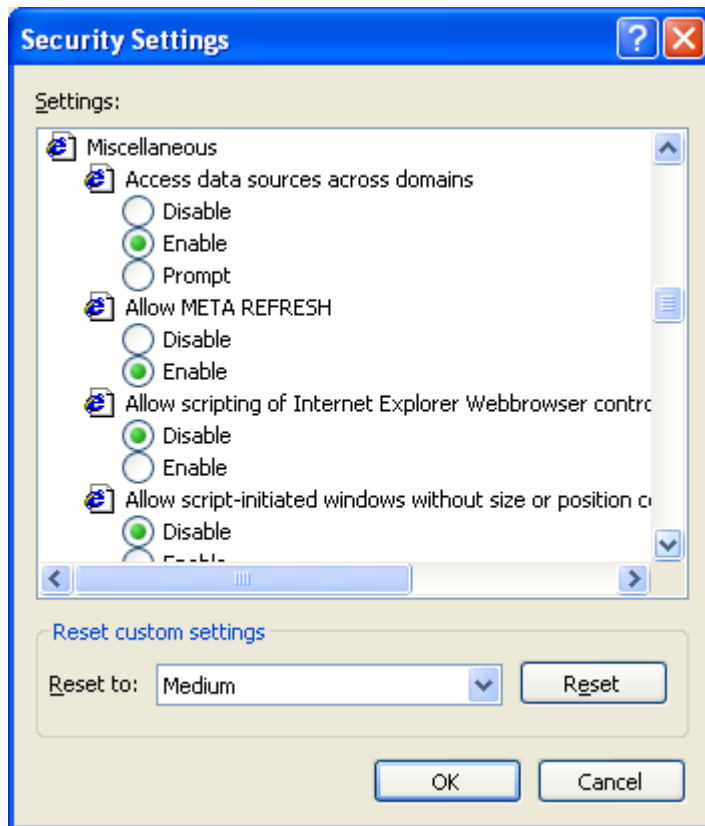
2d.. Make sure the **Enable** radio button is populated for **Automatic prompting for file downloads**

2e. click OK

3. Access data sources across domains

3a Continue scrolling down till you find Miscellaneous

3b Make sure that Access data sources across Domains is set to enable



3c Click OK

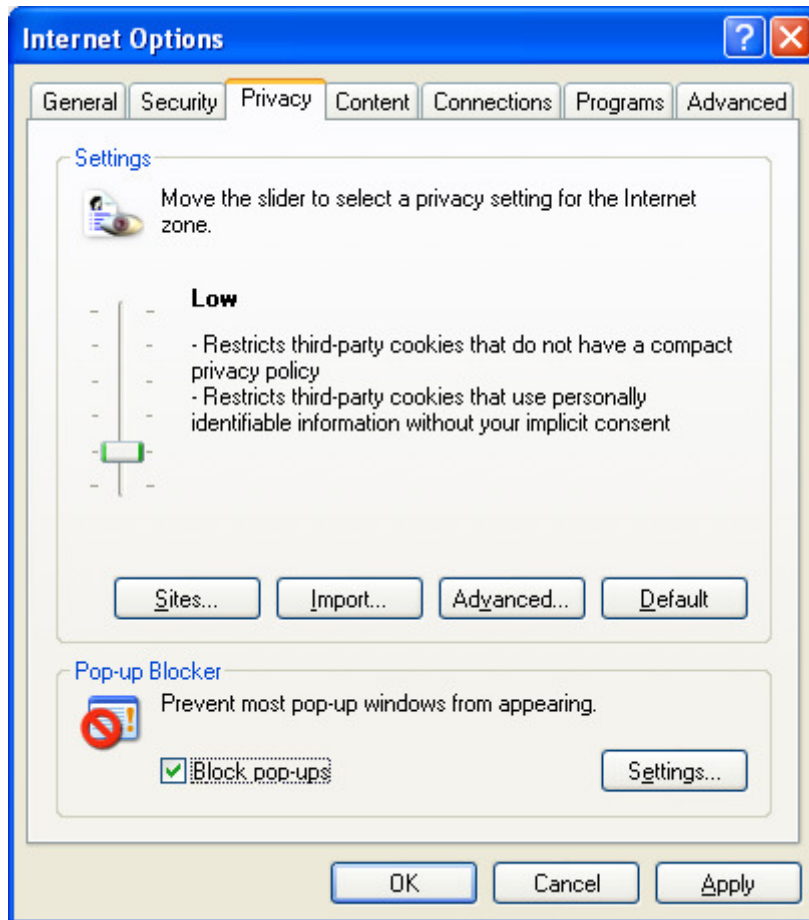
4. Configure IE's Popup blocking to allow Popups from Birch Street's application

4a. Click **Tools** from the Internet Explorer tool bar

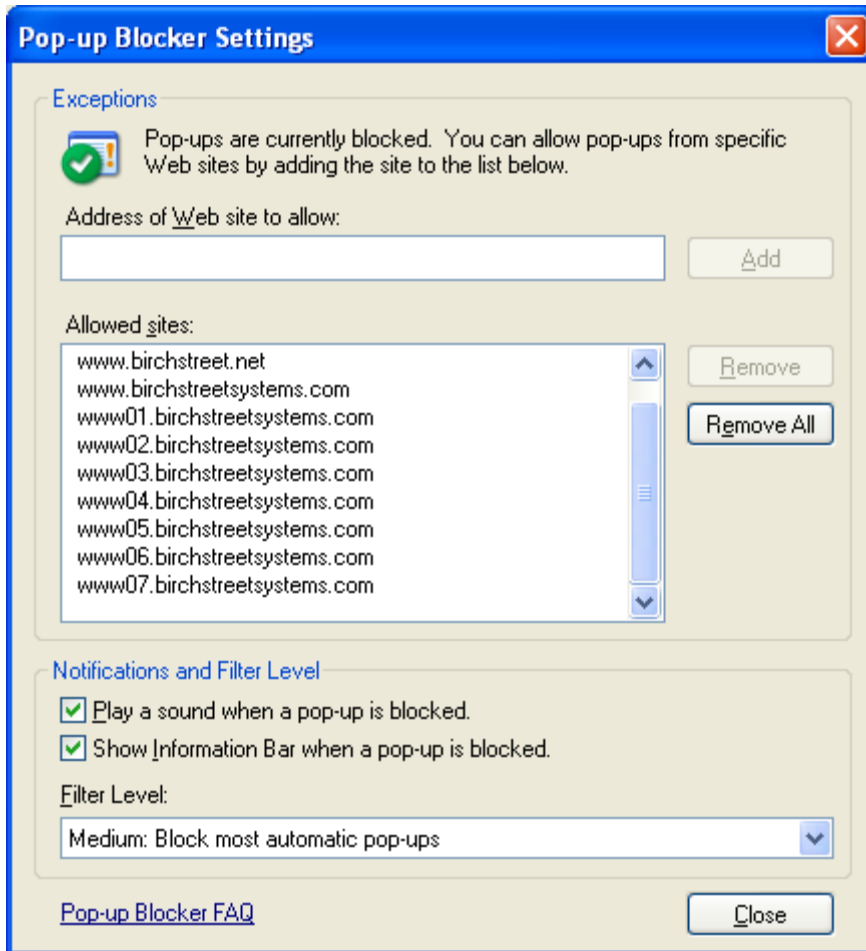
4b. Click on **Internet Tools**

4c. Click **Privacy**

4d. On this screen set **Block pop-ups** on by putting a check in the box



- 4e. Click on the **Settings** button
The window titled **Pop up Blocker Settings** will be displayed



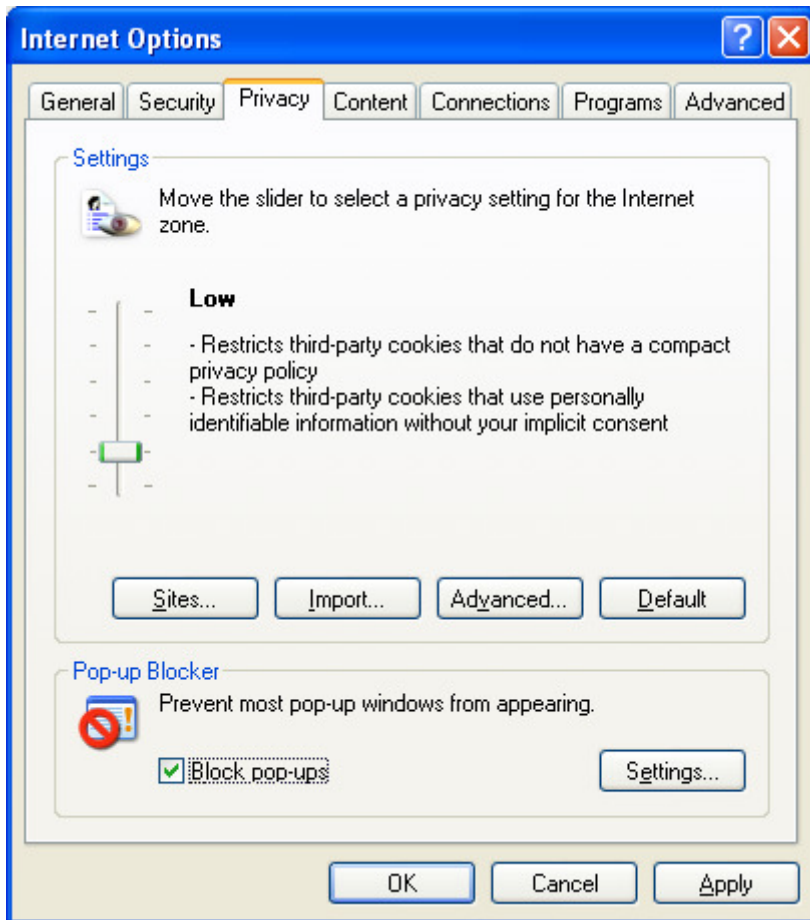
4f. Enter the approved website in the **Address of Web Site** field

- Type in www.birchstreetsystems.com and click **Add**
- Type in www.birchstreet.net and click **Add**
- Type in www01.birchstreetsystems.com and click **Add**
- Type in www02.birchstreetsystems.com and click **Add**
- Type in www03.birchstreetsystems.com and click **Add**
- Type in www04.birchstreetsystems.com and click **Add**
- Type in www05.birchstreetsystems.com and click **Add**
- Type in www06.birchstreetsystems.com and click **Add**
- Type in www07.birchstreetsystems.com and click **Add**

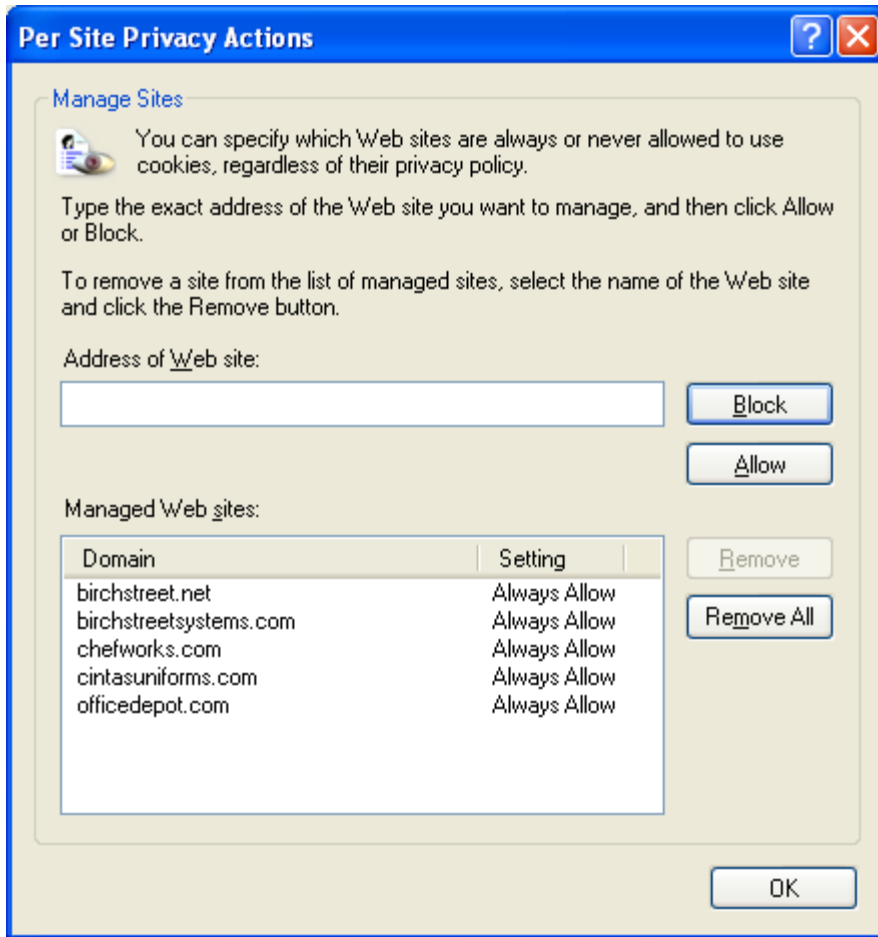
4g. Click close

5. Configure Web site (spam) blocking to ignore content from Birch Street's application

5a Click the **Sites** button



The **Per Site Privacy Actions** window will open



5b. Enter approved websites in the **Address of Web Site** field

Type in birchstreetsystems.com and click **Allow**

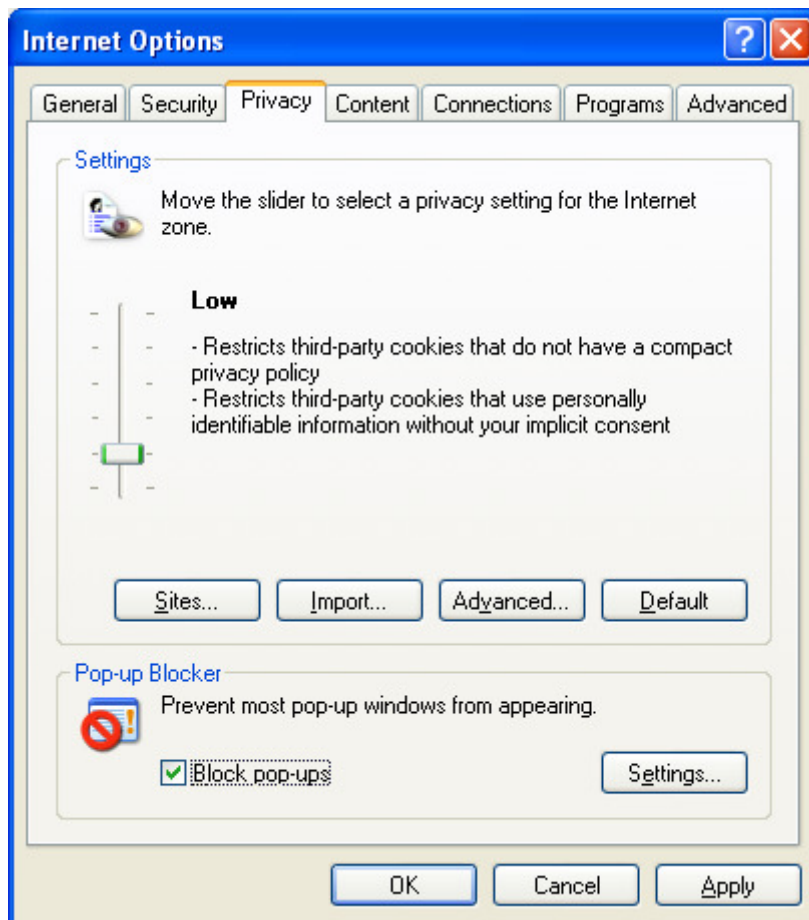
Type in birchstreet.net and click **Allow**

NOTE: Other entries may be needed for our application or other applications used in your environment

5c. Click OK

This will bring you back to this page

5e. Click OK



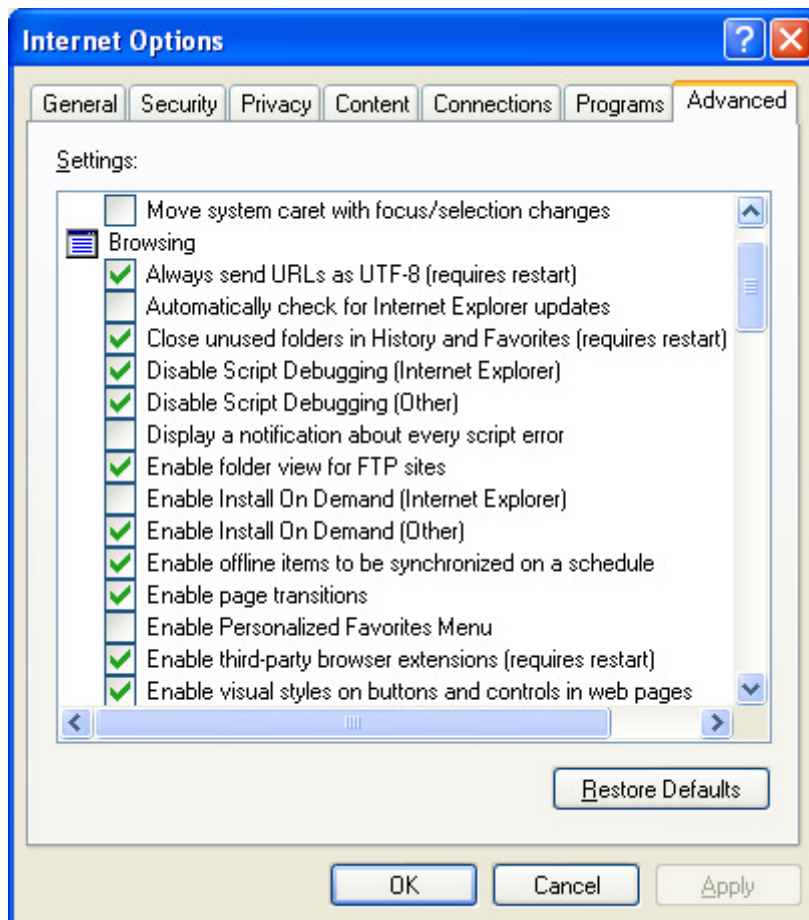
6. Set Friendly Error Messages Off

This setting allows multiple notes to be used with the PO's

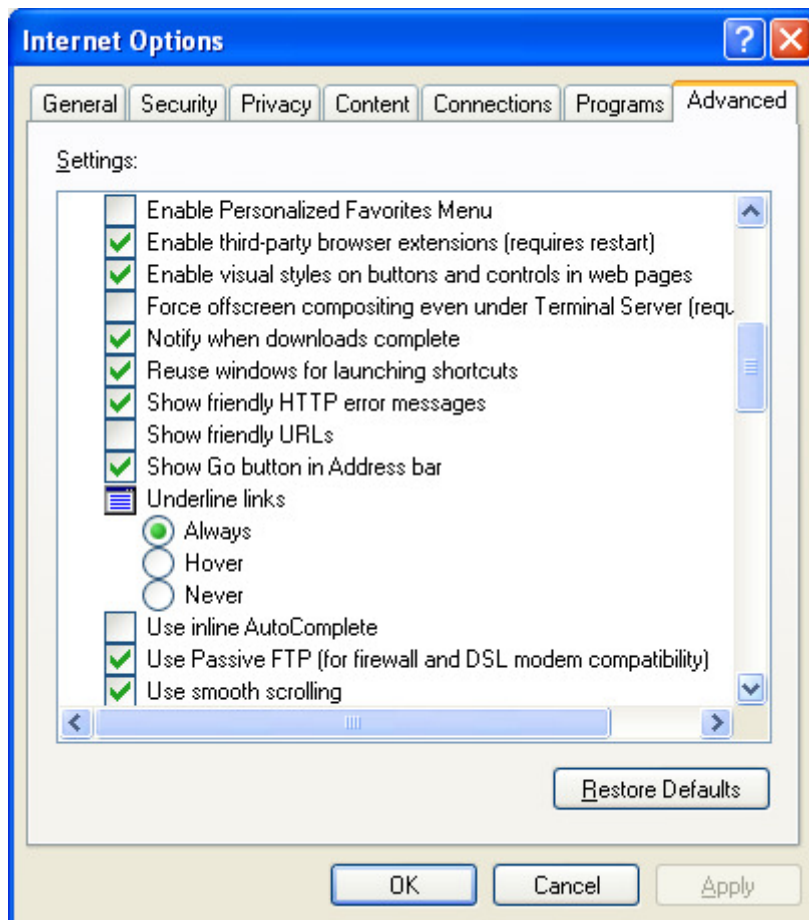
6a. From the internet options window click on Advanced



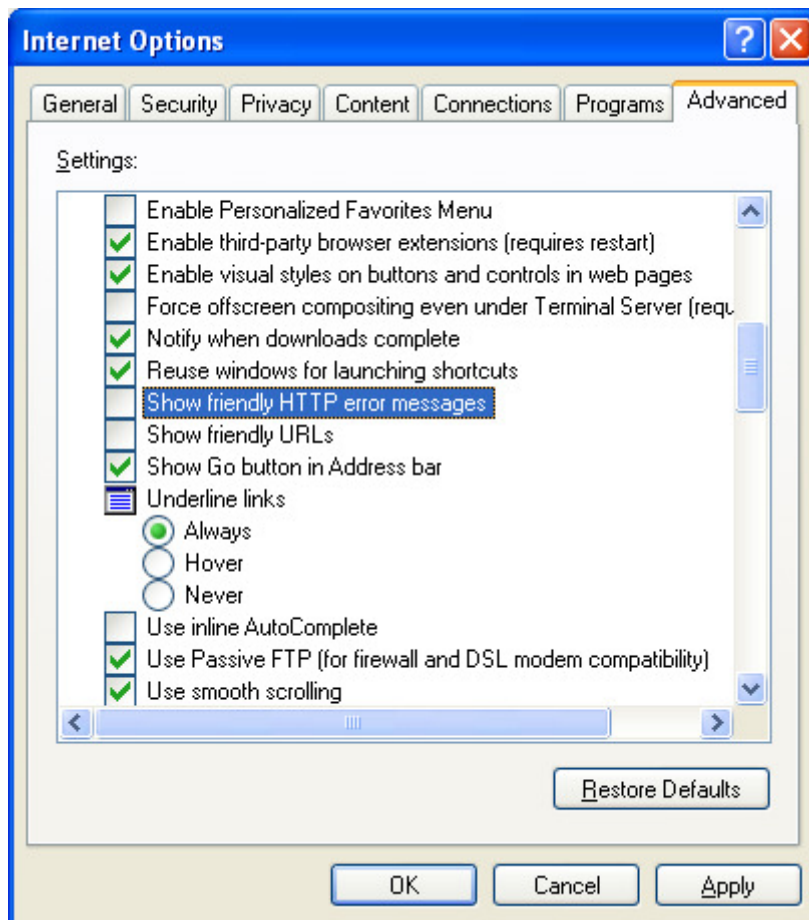
6b. Scroll down to the Browsing section



6c. scroll down to Show Friendly HTTP error messages



6d. Click to turn off (empty the check box) for Show Friendly HTTP error messages



6e. Click OK to exit

Microsoft Vista Setting Adjustments for Birch Street

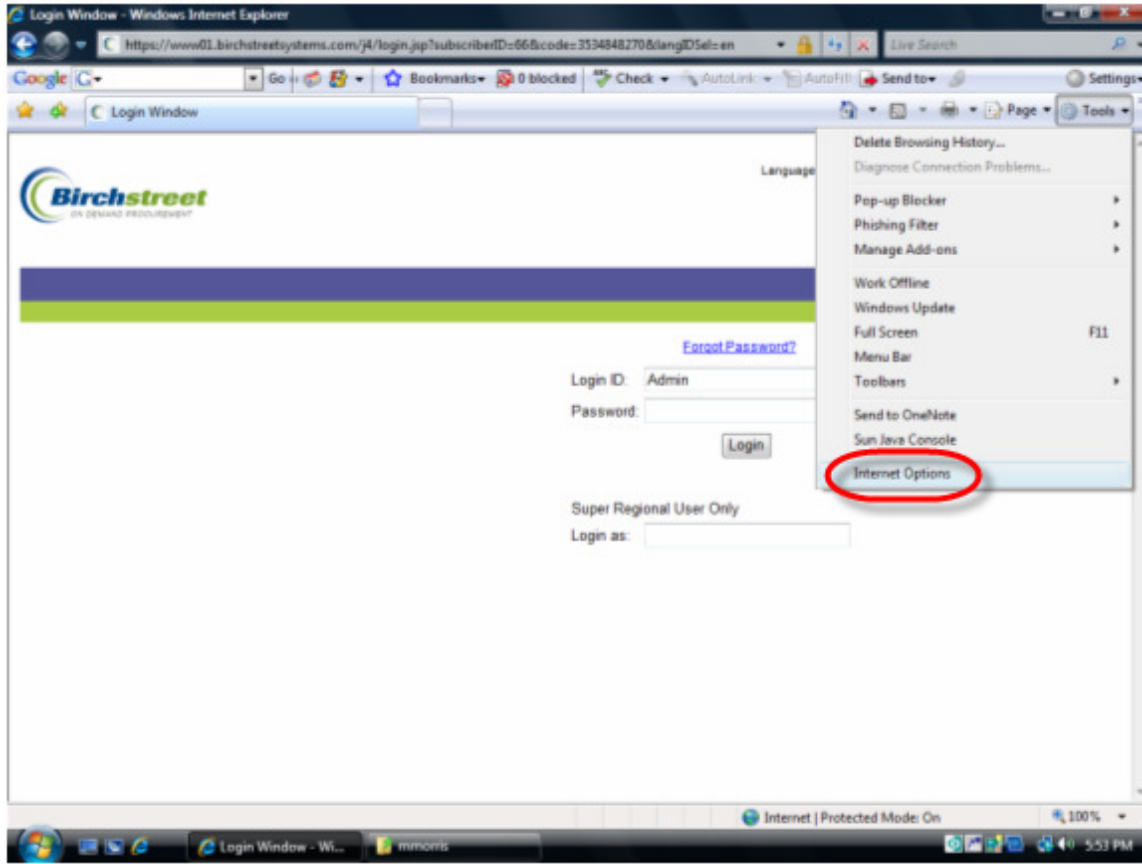
The application of Windows Vista may cause interference with the Birch Street application running in an Internet Explorer (IE) window. The primary problems that users may experience are an inability to export to Excel from within the application and pop-ups in the application being blocked by Vista looking at them as external pop-ups.

The following list contains an overview of the steps that can be taken to correct most problems that users experience when running Microsoft Vista.

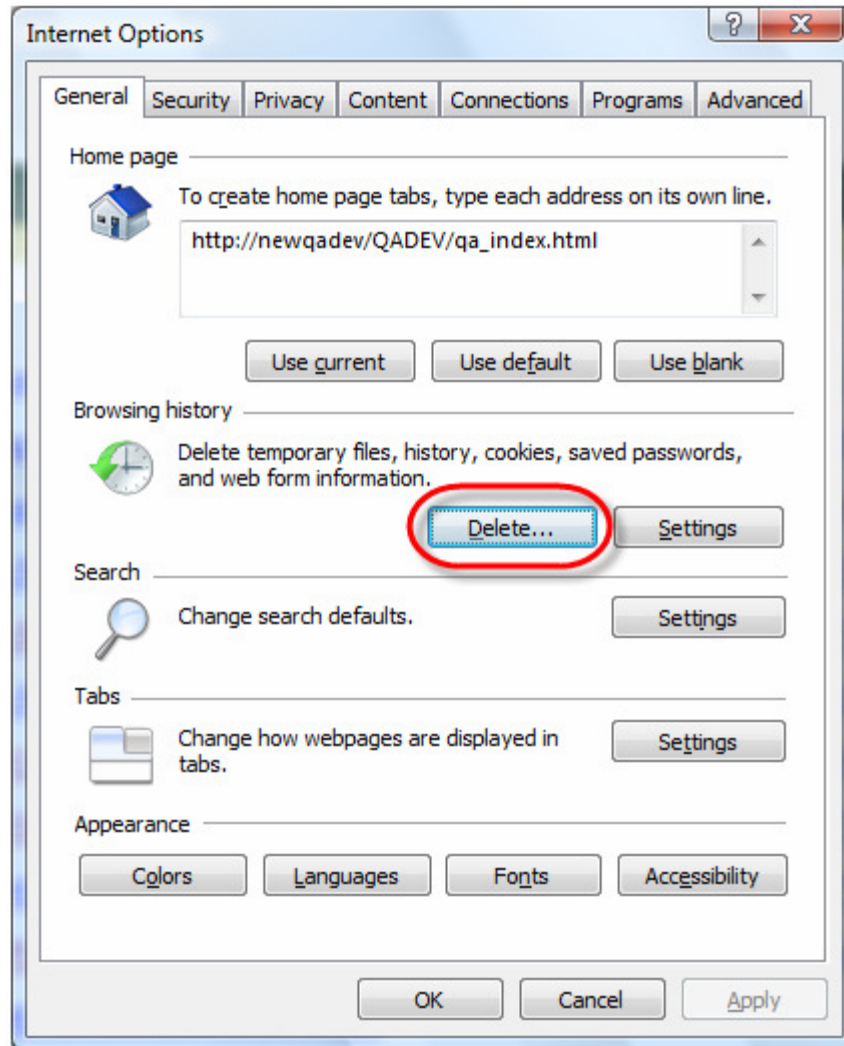
1. Periodically remove cookies and temporary internet files from your system
2. Make sure that IE is configured to allow downloads
3. Enable data transfer across domains
4. Configure IEs Popup blocking to allow Popups from Birch Street's application.
5. Configure Web site (spam) blocking to ignore content from Birch Street's application.
6. Set Friendly Error Messages Off

Each of these steps is performed in Internet Explorer and specific instructions to make these changes are outlined on the following pages. If you have any questions or concerns regarding any of these steps, please contact Birch Street support.

1. **Periodically remove “cookies” and temporary internet files from IE.** Click on **Tools** from the tool bar



1a Clicking **Internet Options** displays this page. Periodically from this page using the button in the middle section labeled **Browsing history**, you delete cookies and temporary internet files from your system. Click the Delete button to open the Delete Browsing History window.



1b Click on the Delete files button to remove Temporary Internet Files from your system. When it asks, are you sure? Answer Yes.

1c Click on the Delete cookies button to remove stored Cookies from your system. When it asks, are you sure? Answer Yes.

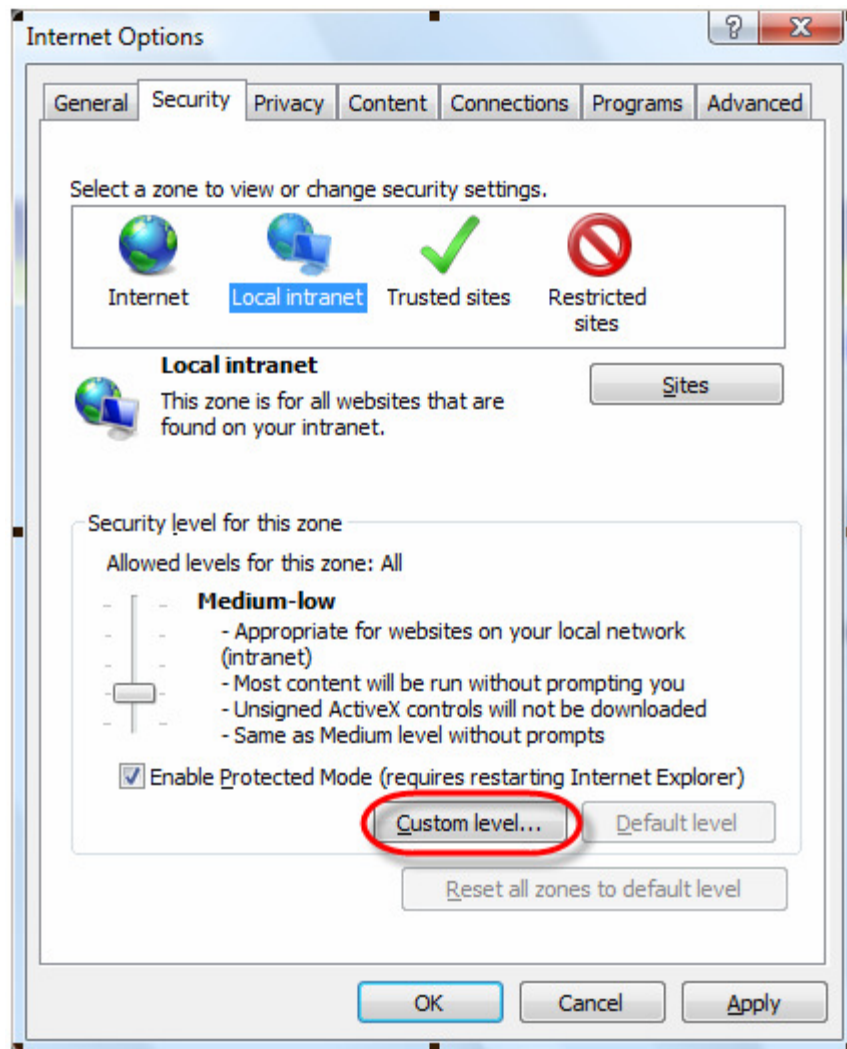


2. Make sure that IE is configured to allow downloads -

2a. click Tools from the Internet Explorer tool bar

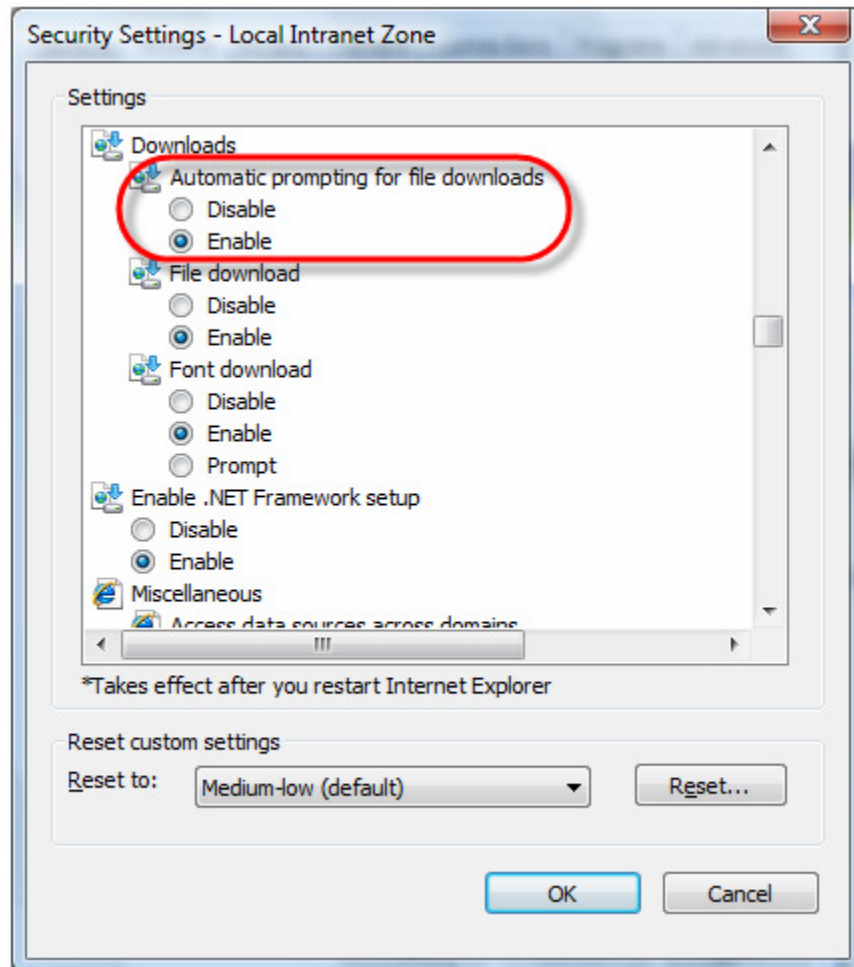
2b. Then choose the **Security Tab**

The following window will be displayed



2c. Click the **Custom Level** button

This screen will be displayed
Scroll down the list till you find **Downloads**



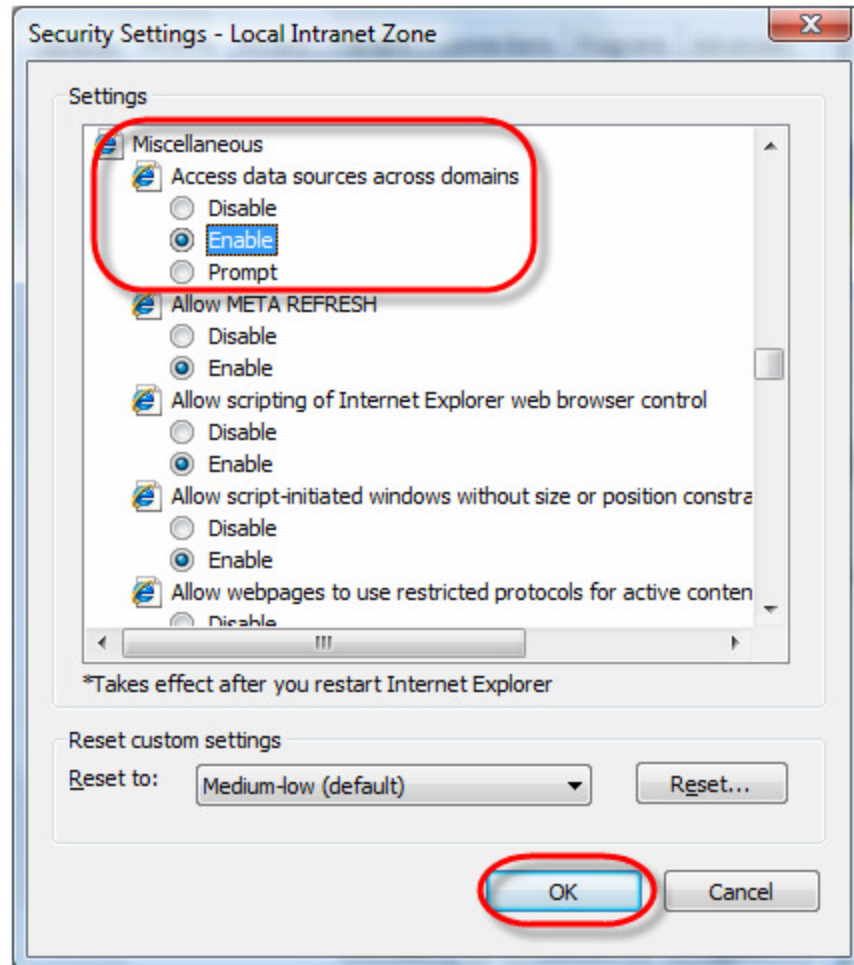
2d.. Make sure the **Enable** radio button is populated for **Automatic prompting for file downloads**

2e. click OK

3. Access data sources across domains

3a Continue scrolling down till you find Miscellaneous

3b Make sure that Access data sources across Domains is set to enable



3c Click OK

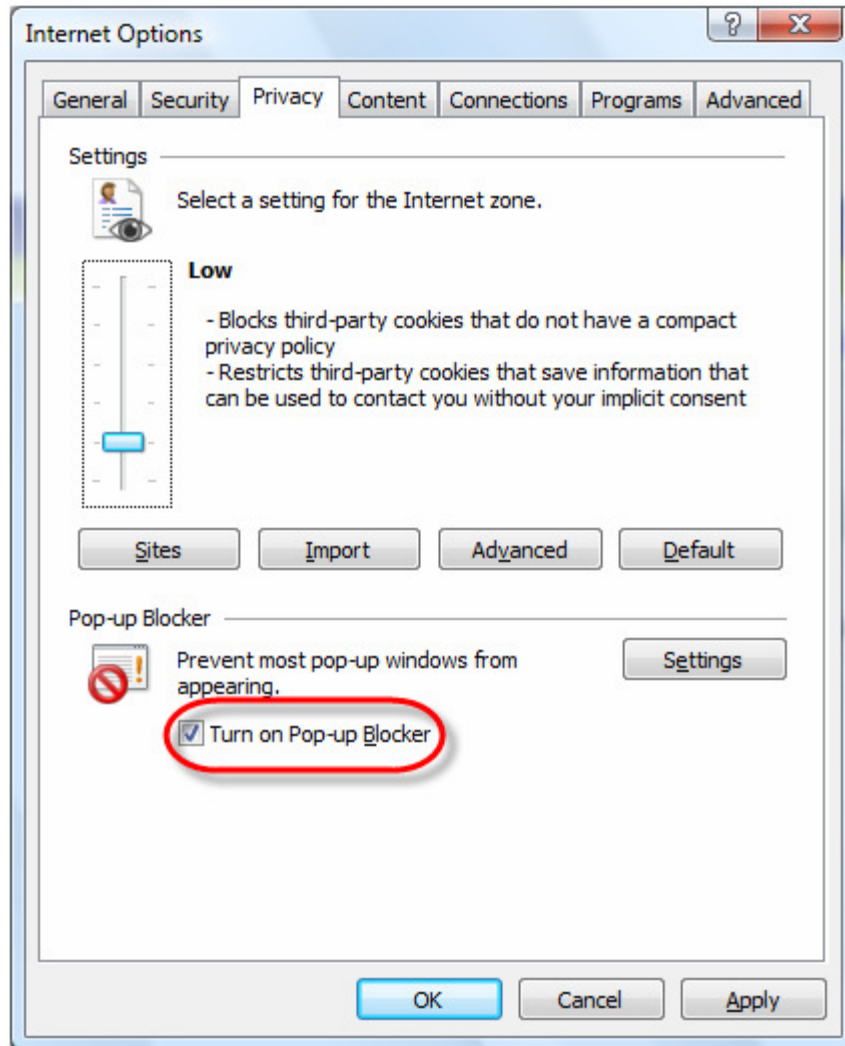
4. Configure IE's Popup blocking to allow Popups from Birch Street's application

4a. Click **Tools** from the Internet Explorer tool bar

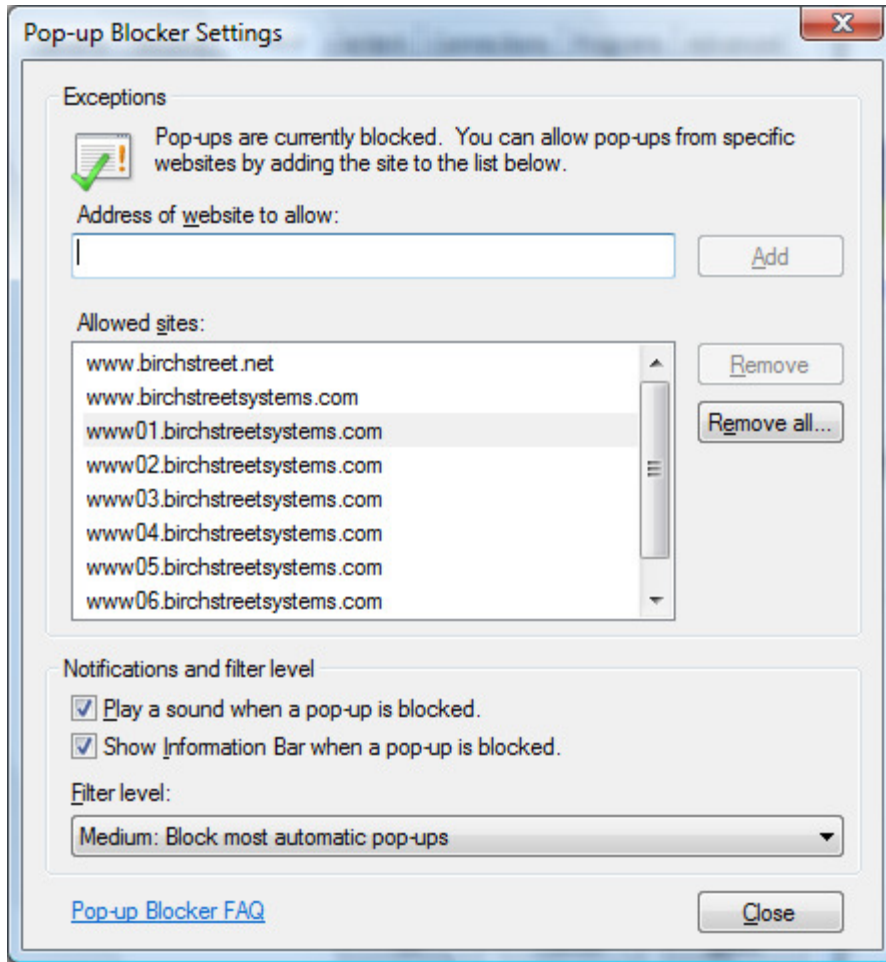
4b. Click on **Internet Tools**

4c. Click **Privacy**

4d. On this screen set **Turn on Pop-up Blocker** on by putting a check in the box



4e. Click on the **Settings** button
The window titled **Pop up Blocker Settings** will be displayed



4f. Enter the approved website in the **Address of Web Site to allow** field

Type in www01.birchstreetsystems.com and click **Add**

Type in www02.birchstreetsystems.com and click **Add**

Type in www03.birchstreetsystems.com and click **Add**

Type in www04.birchstreetsystems.com and click **Add**

Type in www05.birchstreetsystems.com and click **Add**

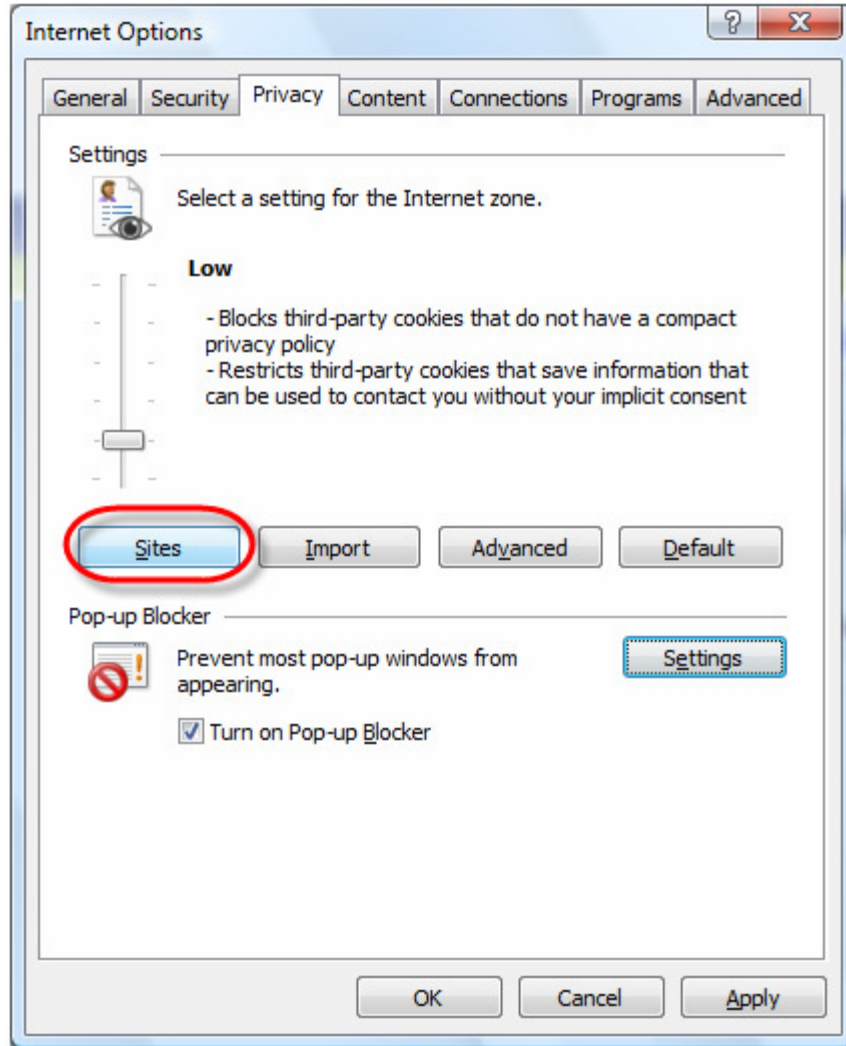
Type in www06.birchstreetsystems.com and click **Add**

Type in www07.birchstreetsystems.com and click **Add**

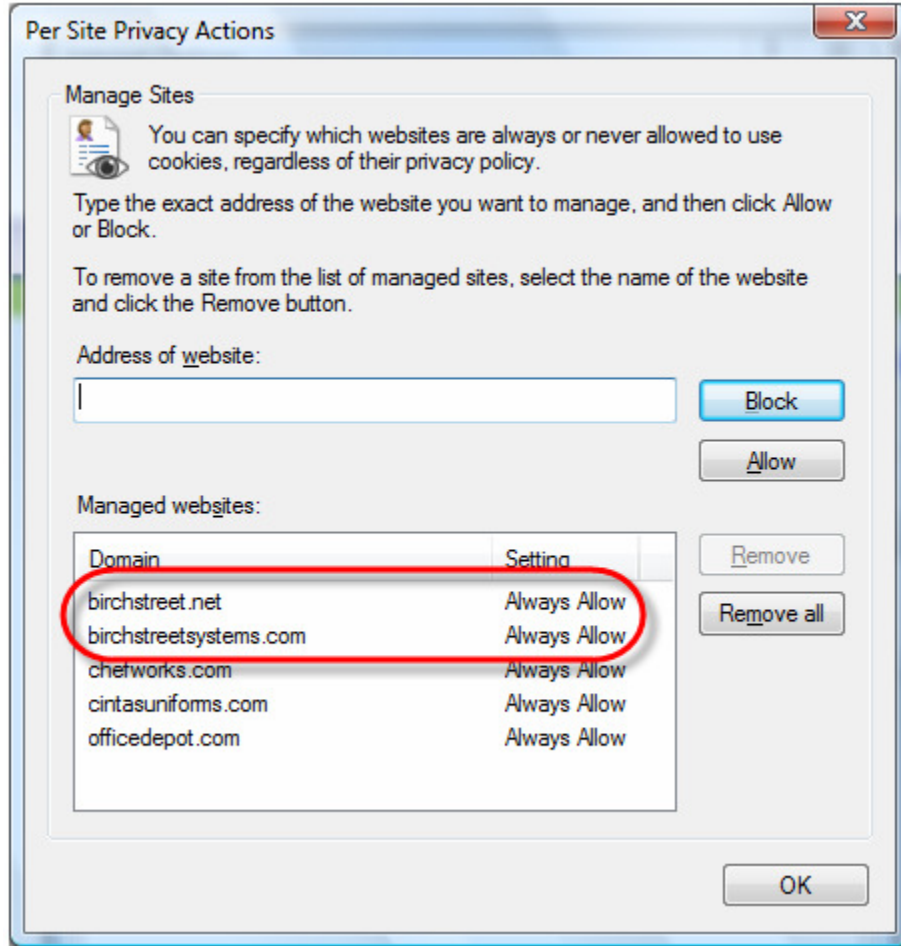
4g. Click close

5. Configure Web site (spam) blocking to ignore content from Birch Street's application

5a Click the **Sites** button



The **Per Site Privacy Actions** window will open



5b. Enter approved websites in the **Address of Web Site** field

Type in birchstreetsystems.com and click **Allow**

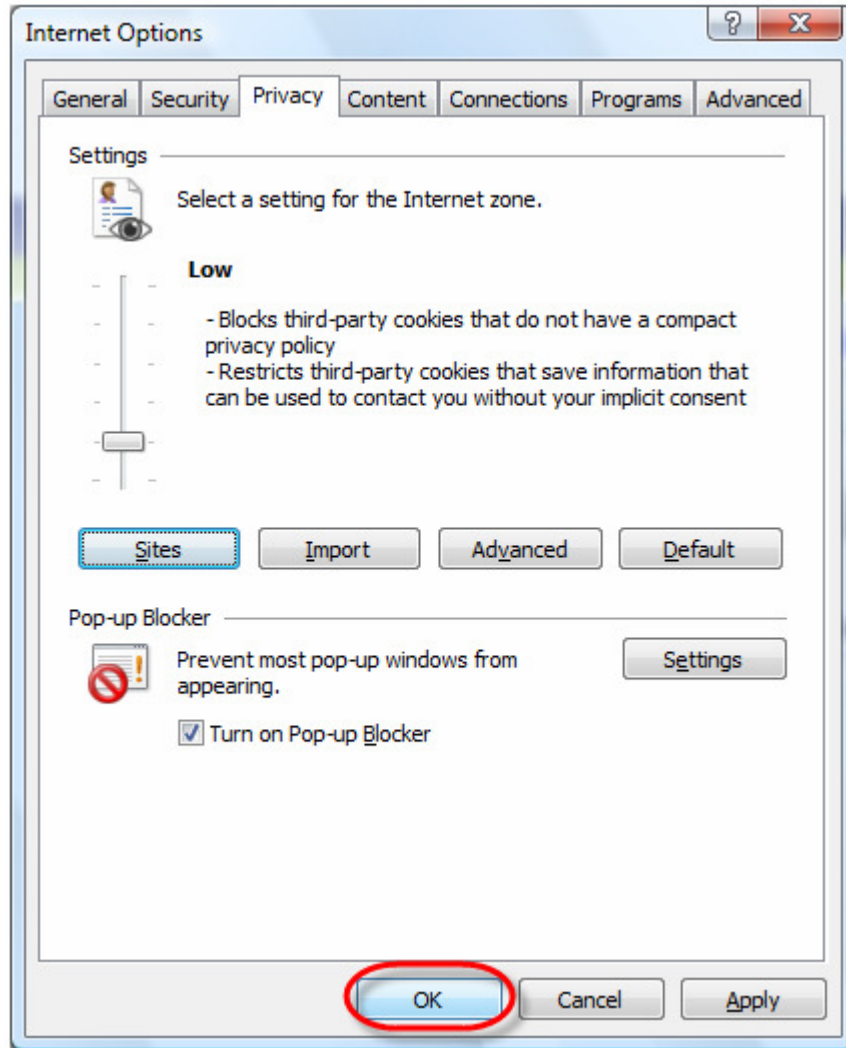
Type in birchstreet.net and click **Allow**

NOTE: Other entries may be needed for our application or other applications used in your environment

5c. Click OK

This will bring you back to this page

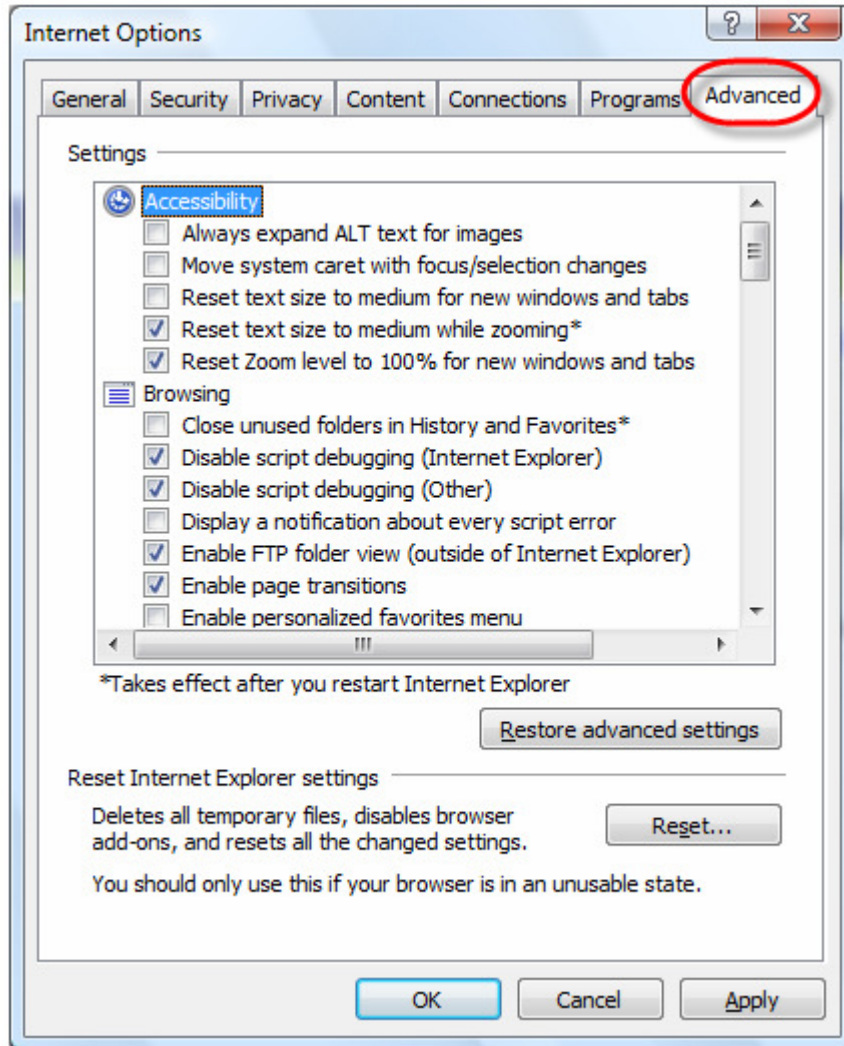
5e. Click OK



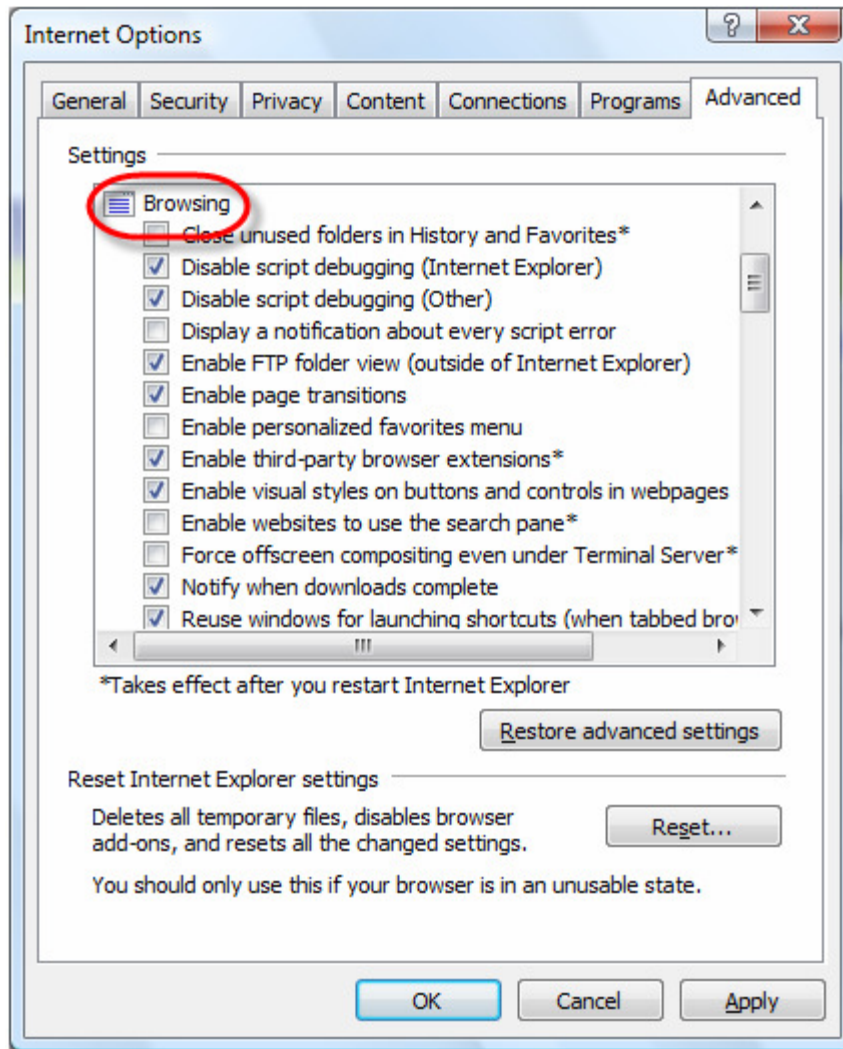
6. Set Friendly Error Messages Off

This setting allows multiple notes to be used with the PO's

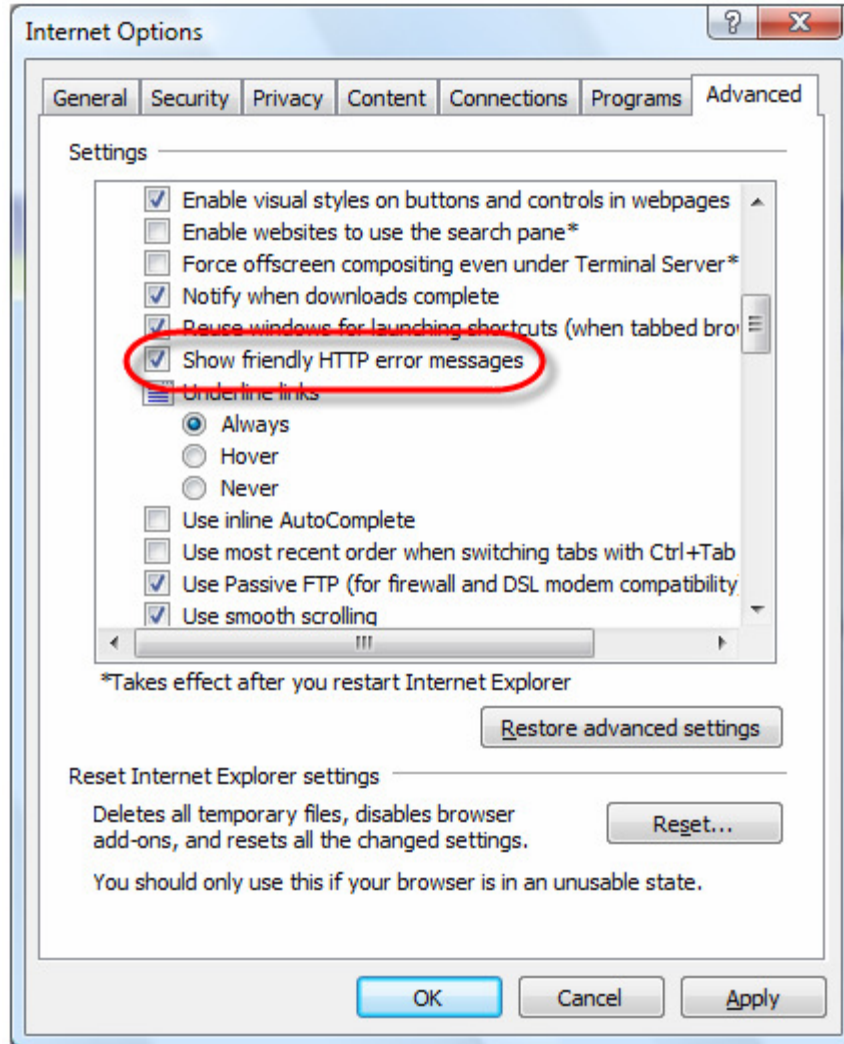
6a. From the internet options window click on Advanced



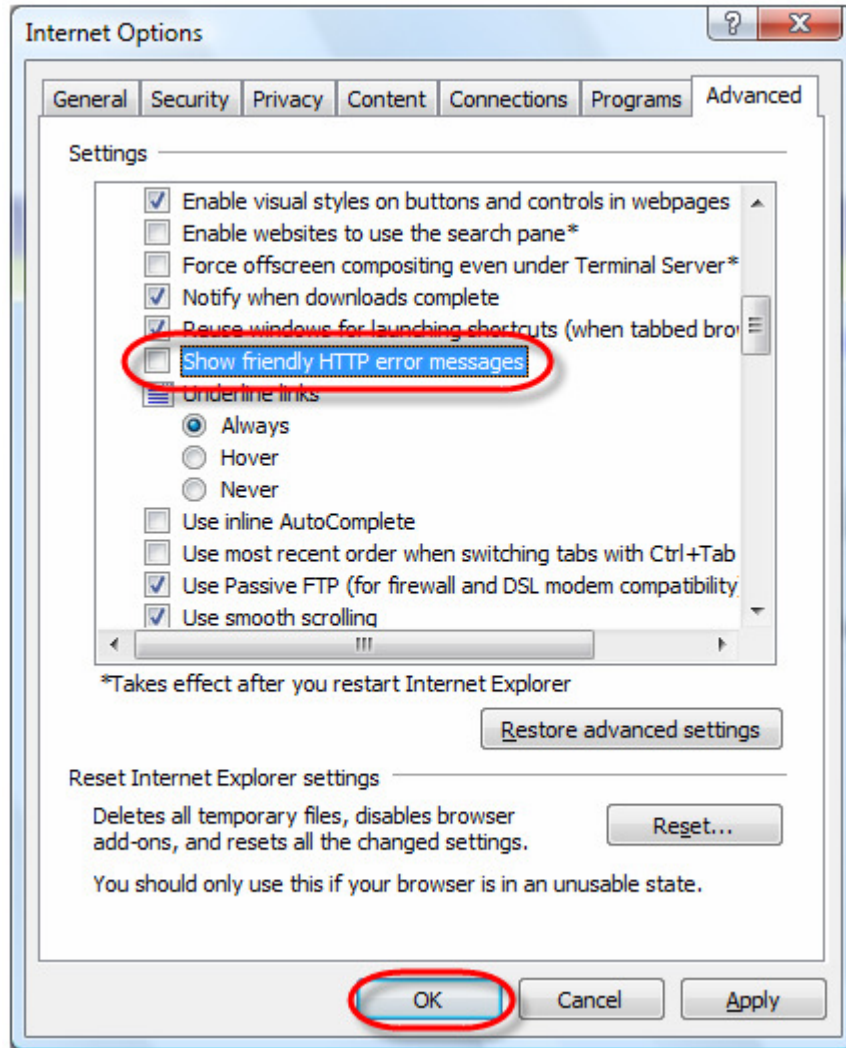
6b. Scroll down to the Browsing section



6c. scroll down to Show Friendly HTTP error messages



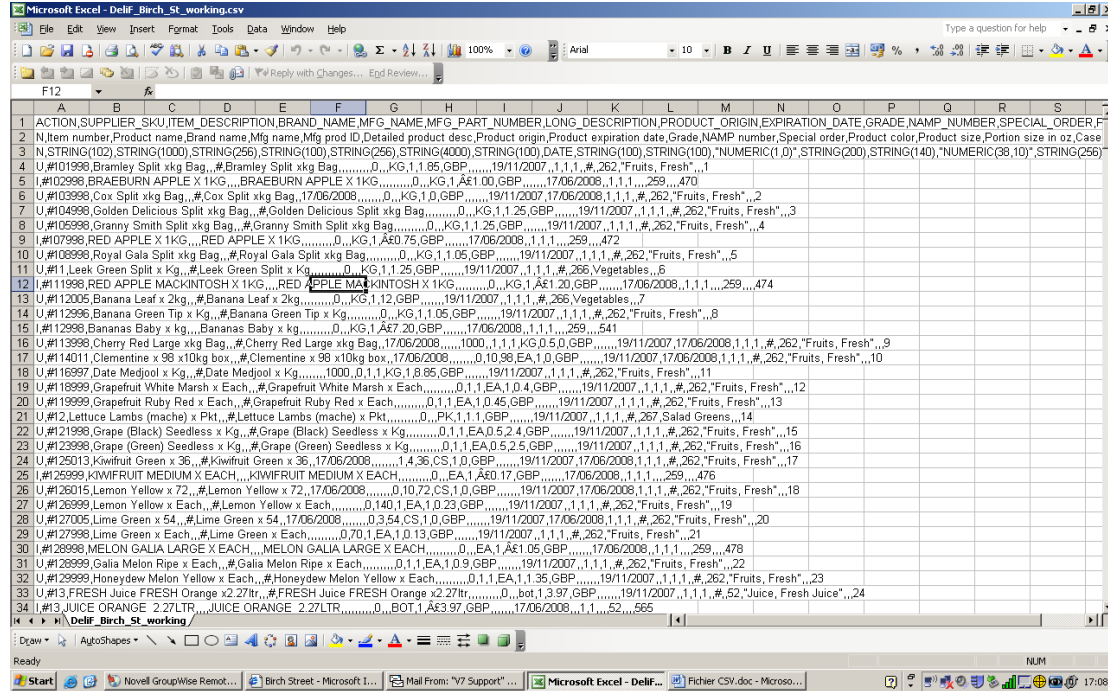
6d. Click to turn off (empty the check box) for Show Friendly HTTP error messages



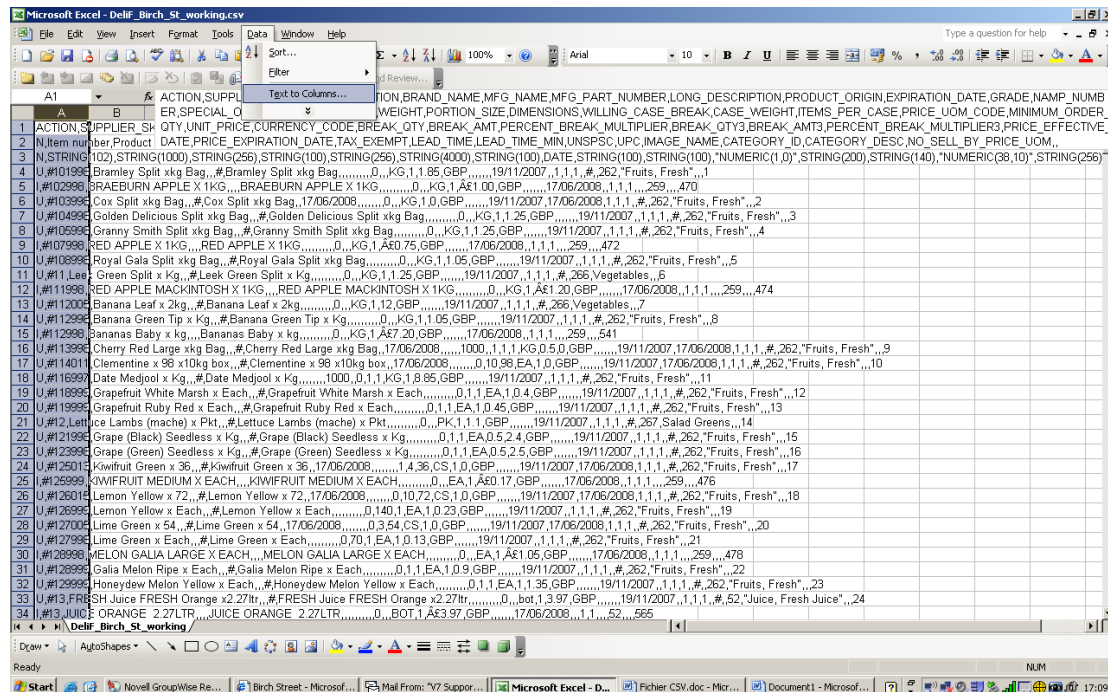
6e. Click OK to exit

How to open a csv File

Sometimes a csv file doesn't open; you will have to carry out the following actions:

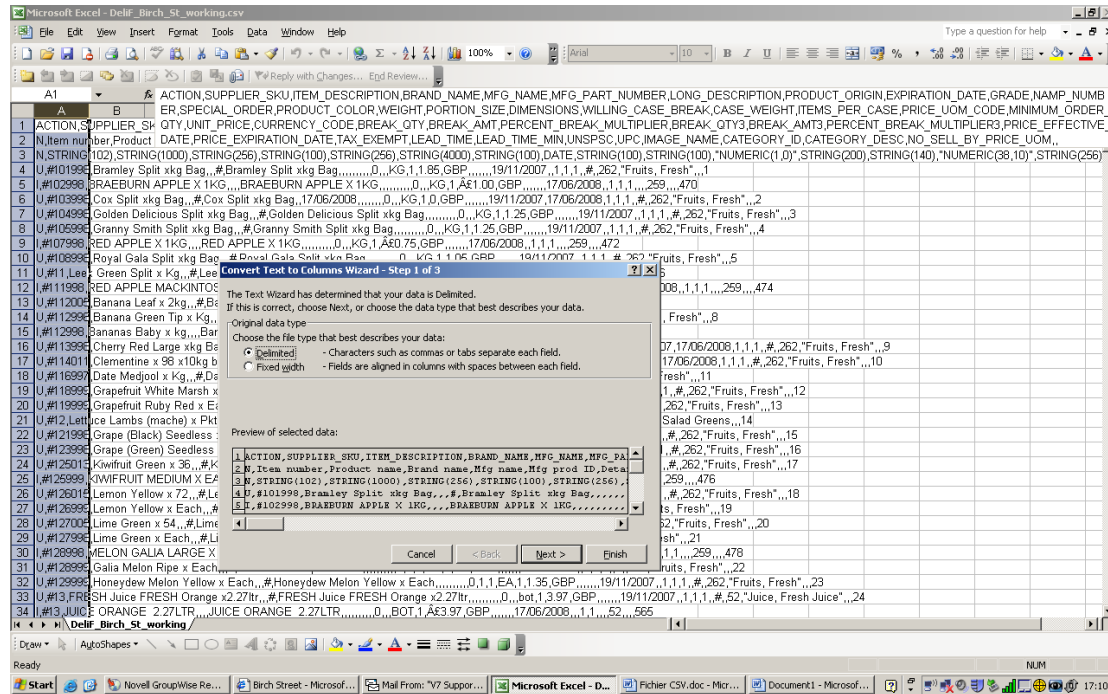


Select column A and then go to Data Text to Column

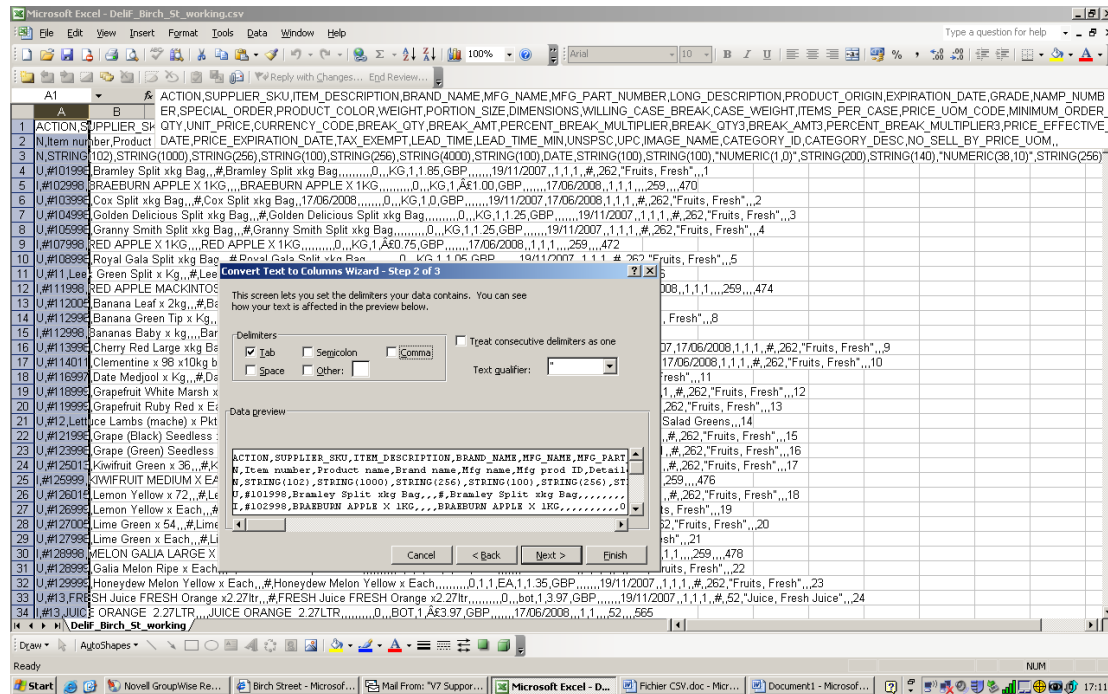


Birch Street Supplier Guide: V1 February 2009

Select Delimited



Click Next tab



Then you need to click the box Comma

Birch Street Supplier Guide: V1 February 2009

The screenshot shows a Microsoft Excel spreadsheet with a 'Convert text to Columns Wizard' dialog box open. The dialog is at 'Step 2 of 3'. It displays a preview of the data being imported, with columns for ACTION, SUPPLIER_SKU, ITEM_DESCRIPTION, BRAND_NAME, and MFG_NAME. The 'Delimiters' section has 'Tab' and 'Comma' checked. The 'Data preview' section shows a table of data with headers and values.

ACTION	SUPPLIER_SKU	ITEM_DESCRIPTION	BRAND_NAME	MFG_NAME
N	STRING(102)	STRING(1000)	STRING(100)	STRING(256)
U	#101998	Bramley Split xkg Bag		
U	#102998	BRAEBURN APPLE X 1KG		

Click tab finish

The screenshot shows a Microsoft Excel spreadsheet with a dialog box asking 'Do you want to replace the contents of the destination cells?'. The dialog has 'OK' and 'Cancel' buttons. The spreadsheet data is visible in the background.

Says Yes, and your file will be sorted

Birch Street Supplier Guide: V1 February 2009

A	B	C	D	E	F	G
ACTION	SUPPLIER_SKU	ITEM_DESCRIPTION	BRAND_NAME	MFG_NAME	MFG_PART_NUMBER	LONG_DESCRIPTION
N	Item number	Product name	Brand name	Mfg name	Mfg prod ID	Detailed product desc
N	STRING(102)	STRING(1000)	STRING(256)	STRING(100)	STRING(256)	STRING(4000)
U	#101998	Bramley Split xkg Bag			#	Bramley Split xkg Bag
I	#102998	BRAEBURN APPLE X 1KG				BRAEBURN APPLE X 1KG
U	#103998	Cox Split xkg Bag			#	Cox Split xkg Bag
U	#104998	Golden Delicious Split xkg Bag			#	Golden Delicious Split xkg Bag
U	#105998	Granny Smith Split xkg Bag			#	Granny Smith Split xkg Bag
I	#107998	RED APPLE X 1KG				RED APPLE X 1KG
U	#108998	Royal Gala Split xkg Bag			#	Royal Gala Split xkg Bag
U	#11	Leek Green Split x Kg			#	Leek Green Split x Kg
I	#111998	RED APPLE MACKINTOSH X 1KG				RED APPLE MACKINTOSH X 1KG
U	#112005	Banana Leaf x 2kg			#	Banana Leaf x 2kg
U	#112996	Banana Green Tip x Kg			#	Banana Green Tip x Kg
I	#112998	Bananas Baby x kg				Bananas Baby x kg
U	#113998	Cherry Red Large xkg Bag			#	Cherry Red Large xkg Bag
U	#114011	Clementine x 98 x10kg box			#	Clementine x 98 x10kg box
U	#116997	Date Medjool x Kg			#	Date Medjool x Kg
U	#118999	Grapefruit White Marsh x Each			#	Grapefruit White Marsh x Each
U	#119999	Grapefruit Ruby Red x Each			#	Grapefruit Ruby Red x Each
U	#12	Lettuce Lambs (mache) x Pkt			#	Lettuce Lambs (mache) x Pkt
U	#121998	Grape (Black) Seedless x Kg			#	Grape (Black) Seedless x Kg
U	#123998	Grape (Green) Seedless x Kg			#	Grape (Green) Seedless x Kg
U	#125013	Kiwifruit Green x 36			#	Kiwifruit Green x 36
I	#125999	KIWIFRUIT MEDIUM X EACH				KIWIFRUIT MEDIUM X EACH
U	#126015	Lemon Yellow x 72			#	Lemon Yellow x 72
U	#126999	Lemon Yellow x Each			#	Lemon Yellow x Each
U	#127005	Lime Green x 54			#	Lime Green x 54
U	#127998	Lime Green x Each			#	Lime Green x Each
I	#128998	MELON GALIA LARGE X EACH				MELON GALIA LARGE X EACH
U	#128999	Galia Melon Ripe x Each			#	Galia Melon Ripe x Each
U	#129999	Honeydew Melon Yellow x Each			#	Honeydew Melon Yellow x Each
U	#13	FRESH Juice FRESH Orange x2.27ltr			#	FRESH Juice FRESH Orange x2.27ltr
I	#13	JUICE ORANGE 2.27LTR				JUICE ORANGE 2.27LTR

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