



# **860 FS Purchase Order Change Request - Buyer Initiated**

Foodservice EDI

**Version: 4010-2012 FS Final**

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# 860 FS Purchase Order Change Request - Buyer Initiated Foodservice

## Functional Group=PC

**Purpose:** This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

### Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Must use
020	BCH	Beginning Segment for Purchase Order Change	M	1			Must use
040	CUR	Currency	O	1			Used
050	REF	Reference Identification	O	>1			Used
060	PER	Administrative Communications Contact	O	3			Used
080	FOB	F.O.B. Related Instructions	O	>1			Used
<b>LOOP ID - SAC</b>					<b>25</b>		
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used
130	ITD	Terms of Sale/Deferred Terms of Sale	O	5			Used
150	DTM	Date/Time Reference	O	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
250	TD3	Carrier Details (Equipment)	O	12			Used
<b>LOOP ID - N9</b>					<b>1000</b>		
285	N9	Reference Identification	O	1			Used
290	MSG	Message Text	O	1000			Used
<b>LOOP ID - N1</b>					<b>200</b>		
300	N1	Name	O	1			Used
310	N2	Additional Name Information	O	2			Used
320	N3	Address Information	O	2			Used
330	N4	Geographic Location	O	>1			Used
340	REF	Reference Identification	O	12			Used

### Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - POC</b>					<b>≥1</b>		
010	POC	Line Item Change	O	1			Used
040	CTP	Pricing Information	O	>1			Used

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - PID</b>					<b>1000</b>		
050	PID	Product/Item Description	O	1			Used
090	PO4	Item Physical Details	O	>1			Used
<b>LOOP ID - SAC</b>					<b>25</b>		
130	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - CTT</b>					<b>1</b>	<b>N3/010L</b>	
010	CTT	Transaction Totals	O	1		N3/010	Used
030	SE	Transaction Set Trailer	M	1			Must use

**Notes:**

- 3/010L Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.
- 3/010 Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

# ST Transaction Set Header

<b>Pos: 010</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 2</b>

**User Option (Usage):** Must use

**Purpose:** To indicate the start of a transaction set and to assign a control number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Must use

**Description:** Code uniquely identifying a Transaction Set

**Code List Summary** (Total Codes: 298, Included: 1)

**Code Name**

860 Purchase Order Change Request - Buyer Initiated

ST02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
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**Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

**User Note 1:** *The number is sequentially assigned by the sender, starting with one within each functional group. For each functional group, the first transaction set control number will be 0001 and incremented by one for each additional transaction set within the group.*

## Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

# BCH Beginning Segment for Purchase Order Change

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 8

**User Option (Usage):** Must use

**Purpose:** To indicate the beginning of the Purchase Order Change Transaction Set and transmit identifying numbers and dates

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BCH01	353	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use

**Description:** Code identifying purpose of transaction set

**Code List Summary** (Total Codes: 65, Included: 2)

Code Name

01 Cancellation  
04 Change

BCH02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
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**Description:** Code specifying the type of Purchase Order

**Code List Summary** (Total Codes: 69, Included: 4)

Code Name

BK Blanket Order (Quantity Firm)  
RE Reorder  
RL Release or Delivery Order

**Description:** *An order for goods and services placed against a pre-existing contract or blanket order*

SA Stand-alone Order

BCH03	324	<b>Purchase Order Number</b>	M	AN	1/22	Must use
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**Description:** Identifying number for Purchase Order assigned by the orderer/purchaser

**User Note 1:** *Retailer's original purchase order number*

BCH04	328	<b>Release Number</b>	O	AN	1/30	Used
-------	-----	-----------------------	---	----	------	------

**Description:** Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction

**User Note 1:** *Retailer's release against the purchase order, if used*

BCH06	373	<b>Date</b>	M	DT	8/8	Must use
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**Description:** Date expressed as CCYYMMDD

**User Note 1:** *Retailer's original purchase*

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<i>order date</i>				
BCH07	326	<b>Request Reference Number</b>  <b>Description:</b> Reference number or RFQ number to use to identify a particular transaction set and query (additional reference number or description which can be used with contract number)	O	AN	1/45	Used
BCH08	367	<b>Contract Number</b>  <b>Description:</b> Contract number	O	AN	1/30	Used
BCH11	373	<b>Date</b>  <b>Description:</b> Date expressed as CCYYMMDD  <b>User Note 1:</b> <i>Retailer's original purchase order change date. The date the change was created in the application system. This data element is required by the retail industry.</i>	O	DT	8/8	Must use

**Semantics:**

1. BCH06 is the date assigned by the purchaser to purchase order.
2. BCH09 is the seller's order number.
3. BCH10 is the date assigned by the sender to the acknowledgment.
4. BCH11 is the date of the purchase order change request.

# CUR Currency

<b>Pos: 040</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N/A</b>	<b>Elements: 5</b>

**User Option (Usage):** Used

**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	<b>Entity Identifier Code</b>	M	ID	2/3	Must use
<p><b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual</p> <p><b>Code List Summary</b> (Total Codes: 1312, Included: 1)</p> <p><b>Code Name</b> BY Buying Party (Purchaser)</p>						
CUR02	100	<b>Currency Code</b>	M	ID	3/3	Must use
<p><b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified</p>						
CUR03	280	<b>Exchange Rate</b>	O	R	4/10	Used
<p><b>Description:</b> Value to be used as a multiplier conversion factor to convert monetary value from one currency to another</p>						
CUR04	98	<b>Entity Identifier Code</b>	O	ID	2/3	Used
<p><b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual</p> <p><b>Code List Summary</b> (Total Codes: 1312, Included: 1)</p> <p><b>Code Name</b> SE Selling Party</p>						
CUR05	100	<b>Currency Code</b>	O	ID	3/3	Used
<p><b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified</p>						

## Syntax Rules:

1. C0807 - If CUR08 is present, then CUR07 is required.
2. C0907 - If CUR09 is present, then CUR07 is required.
3. L101112 - If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. C1110 - If CUR11 is present, then CUR10 is required.
5. C1210 - If CUR12 is present, then CUR10 is required.
6. L131415 - If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. C1413 - If CUR14 is present, then CUR13 is required.
8. C1513 - If CUR15 is present, then CUR13 is required.



9. L161718 - If CUR16 is present, then at least one of CUR17 or CUR18 is required.
10. C1716 - If CUR17 is present, then CUR16 is required.
11. C1816 - If CUR18 is present, then CUR16 is required.
12. L192021 - If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. C2019 - If CUR20 is present, then CUR19 is required.
14. C2119 - If CUR21 is present, then CUR19 is required.

### **Comments:**

1. See Figures Appendix for examples detailing the use of the CUR segment.

### **User Note 1:**

*See Section V (CUR Usage) for usage examples.*

# REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

**Code List Summary** (Total Codes: 1503, Included: 4)

**Code Name**

DP Department Number

**User Note 1:**

*This code may be used in the header area or the detail area, but not both.*

IA Internal Vendor Number

**User Note 1:**

*Identification number assigned to the Selling Organization, by the Purchasing Organization for use within the Purchasing Organization's system*

IT Internal Customer Number

**User Note 1:**

*Identification number assigned to the Purchasing Organization, by the Selling Organization, for use within the Selling Organization's system*

PD Promotion/Deal Number

REF02	127	Reference Identification	C	AN	1/30	Must use
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

## Semantics:

1. REF04 contains data relating to the value cited in REF02.

# PER Administrative Communications Contact

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 6

**User Option (Usage):** Used

**Purpose:** To identify a person or office to whom administrative communications should be directed

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
PER01	366	<b>Contact Function Code</b>	M	ID	2/2	Must use						
		<p><b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>Code List Summary</b> (Total Codes: 230, Included: 2)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>BD</td> <td>Buyer Name or Department</td> </tr> <tr> <td>IC</td> <td>Information Contact</td> </tr> </tbody> </table>					<u>Code</u>	<u>Name</u>	BD	Buyer Name or Department	IC	Information Contact
<u>Code</u>	<u>Name</u>											
BD	Buyer Name or Department											
IC	Information Contact											
PER02	93	<b>Name</b>	O	AN	1/60	Used						
		<p><b>Description:</b> Free-form name</p>										
PER03	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used						
		<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>Code List Summary</b> (Total Codes: 40, Included: 2)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>EM</td> <td>Electronic Mail</td> </tr> <tr> <td>TE</td> <td>Telephone</td> </tr> </tbody> </table>					<u>Code</u>	<u>Name</u>	EM	Electronic Mail	TE	Telephone
<u>Code</u>	<u>Name</u>											
EM	Electronic Mail											
TE	Telephone											
PER04	364	<b>Communication Number</b>	C	AN	1/80	Used						
		<p><b>Description:</b> Complete communications number including country or area code when applicable</p>										
PER05	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used						
		<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>Code List Summary</b> (Total Codes: 40, Included: 2)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>EM</td> <td>Electronic Mail</td> </tr> <tr> <td>TE</td> <td>Telephone</td> </tr> </tbody> </table>					<u>Code</u>	<u>Name</u>	EM	Electronic Mail	TE	Telephone
<u>Code</u>	<u>Name</u>											
EM	Electronic Mail											
TE	Telephone											
PER06	364	<b>Communication Number</b>	C	AN	1/80	Used						
		<p><b>Description:</b> Complete communications number including country or area code when applicable</p>										

## Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.

2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

# FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

**User Option (Usage):** Used

**Purpose:** To specify transportation instructions relating to shipment

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	<b>Shipment Method of Payment</b>	M	ID	2/2	Must use

**Description:** Code identifying payment terms for transportation charges

**Code List Summary** (Total Codes: 28, Included: 3)

**Code Name**

CC Collect  
PB Customer Pick-up/Backhaul  
PP Prepaid (by Seller)

FOB02	309	<b>Location Qualifier</b>	C	ID	1/2	Used
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**Description:** Code identifying type of location

**Code List Summary** (Total Codes: 172, Included: 2)

**Code Name**

DE Destination (Shipping)  
OR Origin (Shipping Point)

FOB03	352	<b>Description</b>	O	AN	1/80	Used
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**Description:** A free-form description to clarify the related data elements and their content

**User Note 1:** *Free-form name of transportation responsibility location*

## Syntax Rules:

1. C0302 - If FOB03 is present, then FOB02 is required.
2. C0405 - If FOB04 is present, then FOB05 is required.
3. C0706 - If FOB07 is present, then FOB06 is required.
4. C0809 - If FOB08 is present, then FOB09 is required.

## Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

# Loop Service, Promotion, Allowance, or Charge Information

<b>Pos:</b> 120	<b>Repeat:</b> 25
<b>Optional</b>	
<b>Loop:</b> SAC	<b>Elements:</b> N/A

**User Option (Usage):** Used

**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

## User Note 1:

*There is one segment for each Allowance, Charge, Service, or Promotion being specified. If this segment appears in the header area of the transaction set, the data applies to the entire transaction set. If this segment appears in the detail area of the transaction set, the data applies only to that line item. The data specified in the header area is exclusive of the data specified in the detail area; it is not the sum of the data in the detail area, i.e., allowances or charges.*

*SAC03 contains special service requirement codes and special processing codes. This code list is maintained by the VICS EDI SMC and is located in Section III of this guideline.*

# SAC Service, Promotion, Allowance, or Charge Information

Pos: 120	Max: 1
Heading - Optional	
Loop: SAC	Elements: 16

**User Option (Usage):** Used

**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	<b>Allowance or Charge Indicator</b>	M	ID	1/1	Must use

**Description:** Code which indicates an allowance or charge for the service specified

**Code List Summary** (Total Codes: 7, Included: 4)

**Code Name**

A Allowance  
C Charge  
N No Allowance or Charge  
R Allowance Request

SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b>	C	ID	4/4	Used
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**Description:** Code identifying the service, promotion, allowance, or charge

**User Note 1:** *See Foodservice Implementation Guidelines Appendix - Data Elements*

**Code List Summary** (Total Codes: 1053, Included: 5)

**Code Name**

D350 Goods and Services Credit Allowance  
D360 Goods and Services Tax Charge

**User Note 1:**

*Provincial Tobacco Tax.*

H490 Subject To Tax On Resale  
H770 Tax - State Tax  
H806 Tax Credit

**User Note 1:**

*Provincial Tax Credit.*

SAC03	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Used
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**Description:** Code identifying the agency assigning the code values

**Code List Summary** (Total Codes: 176, Included: 1)

**Code Name**

		<u>Code</u>	<u>Name</u>				
		VI	Voluntary Inter-Industry Commerce Standard (VICS) EDI				
SAC04	1301	<b>Agency Service, Promotion, Allowance, or Charge Code</b>		C	AN	1/10	Used
		<b>Description:</b> Agency maintained code identifying the service, promotion, allowance, or charge					
		<b>User Note 1:</b> <i>See Section III for code list.</i>					
SAC05	610	<b>Amount</b>		O	N2	1/15	Used
		<b>Description:</b> Monetary amount					
		<b>User Note 1:</b> <i>When SAC01 contains code A or code C, then this data element is required. This will resolve any differences between the sender's and receiver's system calculations of amounts, i.e., rounding errors when allowances or charges are expressed in percentages or rates.</i>					
SAC06	378	<b>Allowance/Charge Percent Qualifier</b>		C	ID	1/1	Used
		<b>Description:</b> Code indicating on what basis allowance or charge percent is calculated					
		<b>Code List Summary</b> (Total Codes: 11, Included: 7)					
		<u>Code</u>	<u>Name</u>				
		1	Item List Cost				
		2	Item Net Cost				
		3	Discount/Gross				
		<b>User Note 1:</b> <i>All allowances are off the gross price including cash discount.</i>					
		4	Discount/Net				
		<b>User Note 1:</b> <i>All allowances are off the gross price. Cash discounts are off the net.</i>					
		5	Base Price per Unit				
		<b>User Note 1:</b> <i>Line item discount</i>					
		6	Base Price Amount				
		7	Base Price Amount Less Previous Discount				
		<b>User Note 1:</b> <i>Declining balance method</i>					
SAC07	332	<b>Percent</b>		C	R	1/6	Used
		<b>Description:</b> Percent expressed as a percent					
		<b>User Note 1:</b> <i>The percent is sent with a decimal point only when needed, e.g., 10.5% is sent as ``10.5'', and 2% is sent as ``2''.</i>					
SAC08	118	<b>Rate</b>		O	R	1/9	Used



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Rate expressed in the standard monetary denomination for the currency specified				
SAC09	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>User Note 1:</b> <i>See Section III for code list.</i>				
		<b>Code List Summary</b> (Total Codes: 794, Included: 12)				
		<b>Code Name</b>				
		BG Bag				
		BR Barrel				
		CA Case				
		DR Drum				
		EA Each				
		GA Gallon				
		KG Kilogram				
		LB Pound				
		LT Liter				
		PA Pail				
		PL Pallet/Unit Load				
		TE Tote				
SAC10	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
		<b>User Note 1:</b> <i>When SAC02 contains code D170, this data element is required and will contain the quantity of free goods. The unit of measure is in SAC09.</i>				
		<i>SAC10 alone is used to indicate a specific quantity which could be a dollar amount, that is applicable to the service, promotion, allowance, or charge.</i>				
SAC11	380	<b>Quantity</b>	O	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code indicating method of handling for an allowance or charge				
		<b>Code List Summary</b> (Total Codes: 22, Included: 6)				
		<b>Code Name</b>				
		01 Bill Back				
		<b>User Note 1:</b>				

**Code Name**

			<i>The allowance or charge amount will be adjudicated as a separate item, i.e., a debit/credit memo or a separate invoice. The amount will not be reflected in the invoice total amount.</i>			
02	Off Invoice					
	<b>User Note 1:</b>		<i>The allowance or charge amount will be reflected in the total transaction amount, e.g., Total Invoice Amount = Merchandise Price + Charges - Allowances.</i>			
03	Vendor Check to Customer					
	<b>User Note 1:</b>		<i>The vendor will issue a check directly to the customer of the retailer, or end consumer, for the allowance or charge amount. The amount is not reflected in the total invoice amount.</i>			
04	Credit Customer Account					
	<b>User Note 1:</b>		<i>The retailer's account will be credited for the amount of the allowance or charge. The amount is not reflected in the total invoice amount.</i>			
05	Charge to be Paid by Vendor					
	<b>User Note 1:</b>		<i>The vendor is responsible for the allowance or charge amount. The exact method of adjudication has been agreed to by the trading partners. The amount will not be reflected in the total invoice amount.</i>			
06	Charge to be Paid by Customer					
	<b>User Note 1:</b>		<i>When the order/item is a direct ship to the customer, or end consumer of the retailer, the allowance or charge amount is the responsibility of the customer or end consumer. If it is not a drop ship to the customer of the retailer, then the allowance or charge amount is the responsibility of the retailer. The exact method of adjudication has been agreed to by the trading partners. The amount will not be reflected in the total invoice amount.</i>			

SAC13	127	<b>Reference Identification</b>	C	AN	1/30	Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
SAC14	770	<b>Option Number</b>	O	AN	1/20	Used
		<b>Description:</b> A unique number identifying available promotion or allowance options when more than one is offered				
SAC15	352	<b>Description</b>	C	AN	1/80	Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
SAC16	819	<b>Language Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)				

**Syntax Rules:**

1. R0203 - At least one of SAC02 or SAC03 is required.

2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.
5. C1110 - If SAC11 is present, then SAC10 is required.
6. L130204 - If SAC13 is present, then at least one of SAC02 or SAC04 is required.
7. C1413 - If SAC14 is present, then SAC13 is required.
8. C1615 - If SAC16 is present, then SAC15 is required.

### Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. SAC16 is used to identify the language being used in SAC15.

### Comments:

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

### User Note 1:

*There is one segment for each Allowance, Charge, Service, or Promotion being specified. If this segment appears in the header area of the transaction set, the data applies to the entire transaction set. If this segment appears in the detail area of the transaction set, the data applies only to that line item. The data specified in the header area is exclusive of the data specified in the detail area; it is not the sum of the data in the detail area, i.e., allowances or charges.*

*SAC03 contains special service requirement codes and special processing codes. This code list is maintained by the VICS EDI SMC and is located in Section III of this guideline.*

# ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: 5
Heading - Optional	
Loop: N/A	Elements: 8

**User Option (Usage):** Used

**Purpose:** To specify terms of sale

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ITD01	336	<b>Terms Type Code</b>	O	ID	2/2	Used

**Description:** Code identifying type of payment terms

**Code List Summary** (Total Codes: 65, Included: 4)

<u>Code</u>	<u>Name</u>
05	Discount Not Applicable
08	Basic Discount Offered
09	Proximo
14	Previously agreed upon

ITD02	333	<b>Terms Basis Date Code</b>	O	ID	1/2	Used
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**Description:** Code identifying the beginning of the terms period

**Code List Summary** (Total Codes: 17, Included: 6)

<u>Code</u>	<u>Name</u>
1	Ship Date
2	Delivery Date
3	Invoice Date
4	Specified Date
7	Effective Date
15	Receipt of Goods

ITD03	338	<b>Terms Discount Percent</b>	O	R	1/6	Used
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**Description:** Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date

**User Note 1:** *The percent is sent with a decimal point only when needed, e.g., 10.5% is sent as ``10.5'', and 2% is sent as ``2''.*

ITD04	370	<b>Terms Discount Due Date</b>	C	DT	8/8	Used
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**Description:** Date payment is due if discount is to be earned expressed in format CCYYMMDD

ITD05	351	<b>Terms Discount Days Due</b>	C	N0	1/3	Used
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**Description:** Number of days in the terms discount period by which payment is due if terms discount is earned

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>User Note 1:</b> <i>The end of the term period is derived by adding this value to the beginning of the term period, as qualified by ITD02.</i>				
ITD06	446	<b>Terms Net Due Date</b>	O	DT	8/8	Used
		<b>Description:</b> Date when total invoice amount becomes due expressed in format CCYYMMDD				
ITD07	386	<b>Terms Net Days</b>	O	N0	1/3	Used
		<b>Description:</b> Number of days until total invoice amount is due (discount not applicable)				
		<b>User Note 1:</b> <i>The end of the term period is derived by adding this value to the beginning of the term period, as qualified by ITD02.</i>				
ITD08	362	<b>Terms Discount Amount</b>	O	N2	1/10	Used
		<b>Description:</b> Total amount of terms discount				

### Syntax Rules:

1. L03040513 - If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
2. L08040513 - If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
3. L091011 - If ITD09 is present, then at least one of ITD10 or ITD11 is required.

### Semantics:

1. ITD15 is the percentage applied to a base amount used to determine a late payment charge.

### Comments:

1. If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

### User Note 1:

*See Section V (ITD Terms Specification and Formulas) for usage examples.*

*In the transitional period for the retail industry, from paper to full automated EDI transactions, there may be a perceived need to send text data with the terms. Clearly the goal is to have the entire retail industry participating in EDI. Therefore, if text data is needed to be sent for terms, ITD12 will contain the free form text. If additional text is needed, additional ITD segments will be used.*

*Many times, deferred terms are specified on the purchase order with only the knowledge that the terms are to be based on a date value which is not known, e.g., invoice or delivery date. What is known is the percentage or dollar amount of each deferred installment, and the number of days after the date the terms are based on, that each installment will be due. In these cases, ITD01 will contain code 04, indicating deferred or installment terms, and ITD02 will contain the appropriate terms date basis code (most typically code 2 for Delivery Date, code 3 for Invoice Date, or code 15 for Receipt of Goods Date). ITD07 will contain the number of days after the terms basis date that this installment is due. ITD10 or ITD11 will be used to indicate a dollar amount (ITD10) for that installment or the percent (ITD11) for that installment. Use one ITD segment for each installment.*

*When specifying deferred terms and the exact terms basis date is known, e.g., invoice date, ITD09 should be used to specify the exact deferred or installment date.*

# DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 3

**User Option (Usage):** Used

**Purpose:** To specify pertinent dates and times

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	<b>Date/Time Qualifier</b>	M	ID	3/3	Must use

**Description:** Code specifying type of date or time, or both date and time

**Code List Summary** (Total Codes: 1112, Included: 2)

**Code Name**

002 Delivery Requested  
118 Requested Pick-up

DTM02	373	<b>Date</b>	C	DT	8/8	Must use
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**Description:** Date expressed as CCYYMMDD

DTM03	337	<b>Time</b>	C	TM	4/8	Used
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**Description:** Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

## Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

## User Note 1:

*This segment is used to specify order processing dates.*

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 5

**User Option (Usage):** Used

**Purpose:** To specify the carrier and sequence of routing and provide transit time information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD501	133	<b>Routing Sequence Code</b>	O	ID	1/2	Used

**Description:** Code describing the relationship of a carrier to a specific shipment movement

**Code List Summary** (Total Codes: 23, Included: 13)

**Code Name**

- 1 1st Carrier after Origin Carrier
- 2 2nd Carrier after Origin Carrier
- 3 3rd Carrier after Origin Carrier
- 4 4th Carrier after Origin Carrier
- 5 5th Carrier after Origin Carrier
- 6 6th Carrier after Origin Carrier
- 7 7th Carrier after Origin Carrier
- 8 8th Carrier after Origin Carrier
- 9 9th Carrier after Origin Carrier
- A Origin Carrier, Agent's Routing (Rail)
- B Origin/Delivery Carrier (Any Mode)
- O Origin Carrier (Air, Motor, or Ocean)
- S Origin Carrier, Shipper's Routing (Rail)

TD502	66	<b>Identification Code Qualifier</b>	C	ID	1/2	Used
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**Description:** Code designating the system/method of code structure used for Identification Code (67)

**Code List Summary** (Total Codes: 215, Included: 3)

**Code Name**

- 2 Standard Carrier Alpha Code (SCAC)
- 91 Assigned by Seller or Seller's Agent
- 92 Assigned by Buyer or Buyer's Agent

TD503	67	<b>Identification Code</b>	C	AN	2/80	Used
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**Description:** Code identifying a party or other code

TD504	91	<b>Transportation Method/Type Code</b>	C	ID	1/2	Used
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**Description:** Code specifying the method or type of transportation for the shipment

**Code List Summary** (Total Codes: 71, Included: 2)

**Code Name**

H Customer Pickup  
M Motor (Common Carrier)

TD505 387 **Routing** C AN 1/35 Used

**Description:** Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

**Syntax Rules:**

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.
7. C1512 - If TD515 is present, then TD512 is required.

**Semantics:**

1. TD515 is the country where the service is to be performed.

**Comments:**

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

**User Note 1:**

*This segment is used to specify every carrier in the routing sequence or a specific routing sequence that has been previously identified (usually from a routing guide). The segment can also be used to indicate estimated transit time in days. Only use TD501 if needed for clarity; this is not a requirement in most retail applications. When referring to a pre-established routing guide, use code 91 or 92 in TD502, and identify the routing sequence, from the routing guide, in TD503. To identify a specific private parcel service, TD502 will contain code 2, and TD503 will contain the corresponding SCAC. TD510 and TD511 are used to specify transit time.*



# TD3 Carrier Details (Equipment)

Pos: 250	Max: 12
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify transportation details relating to the equipment used by the carrier

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD301	40	Equipment Description Code	C	ID	2/2	Used

**Description:** Code identifying type of equipment used for shipment

**Code List Summary** (Total Codes: 134, Included: 4)

**Code Name**

CV	Closed Van
FT	Flat Bed Trailer
RT	Controlled Temperature Trailer (Reefer)
TL	Trailer (not otherwise specified)

## Syntax Rules:

1. E0110 - Only one of TD301 or TD310 may be present.
2. C0203 - If TD302 is present, then TD303 is required.
3. C0405 - If TD304 is present, then TD305 is required.
4. P0506 - If either TD305 or TD306 is present, then the other is required.

# Loop Reference Identification

Pos: 285	Repeat: 1000
Optional	
Loop: N9	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
285	N9	Reference Identification	O	1		Used
290	MSG	Message Text	O	1000		Used

# N9 Reference Identification

Pos: 285	Max: 1
Heading - Optional	
Loop: N9	Elements: 2

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Must use
<p><b>Description:</b> Code qualifying the Reference Identification</p> <p><b>Code List Summary</b> (Total Codes: 1503, Included: 1)</p> <p><b>Code Name</b></p> <p>AH Agreement Number</p>						
N902	127	<b>Reference Identification</b>	C	AN	1/30	Must use
<p><b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier</p>						

## Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

## Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

# MSG Message Text

Pos: 290	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

**User Option (Usage):** Used

**Purpose:** To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use

**Description:** Free-form message text

## Syntax Rules:

1. C0302 - If MSG03 is present, then MSG02 is required.

## Semantics:

1. MSG03 is the number of lines to advance before printing.

## Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

## User Note 1:

*This segment will contain any text clauses for the agreement referenced in the previous N9 segment.*

# Loop Name

<b>Pos: 300</b>	<b>Repeat: 200</b>
<b>Optional</b>	
<b>Loop: N1</b>	<b>Elements: N/A</b>

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
300	N1	Name	O	1		Used
310	N2	Additional Name Information	O	2		Used
320	N3	Address Information	O	2		Used
330	N4	Geographic Location	O	>1		Used
340	REF	Reference Identification	O	12		Used

### User Note 1:

*N103 and N104 are required except when N101 contains code CT, MA or OB.*

*When the ship to is the end consumer (customer of retailer), N103 and N104 are not required.*

*In some EDI implementations, it may be necessary to identify the sender and/or receiver of the transaction set within each transaction set. To identify the sender of the transaction set, N101 will contain code FR, N103 will contain code 93, and N104 will contain the actual identification number. To identify the receiver of the transaction set, N101 will contain code TO, N103 will contain code 94, and N104 will contain the actual identification number. These four codes may be used only in the combination listed above and may be used only to identify the sender and/or receiver of the transaction set.*

# N1 Name

<b>Pos: 300</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<b>Entity Identifier Code</b>	M	ID	2/3	Must use

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**Code List Summary** (Total Codes: 1312, Included: 8)

**Code Name**

BO Broker or Sales Office

**User Note 1:**

*For a domestic purchase order, this is the manufacturer's sales office. For an import purchase order this is the sales office that interacts with the manufacturer's/buyer's agent.*

BS Bill and Ship To

BT Bill-to-Party

BY Buying Party (Purchaser)

SF Ship From

ST Ship To

SU Supplier/Manufacturer

**User Note 1:**

*Supplier may or may not be the manufacturer*

VN Vendor

**User Note 1:**

*Party supplying the products being maintained*

N102	93	<b>Name</b>	C	AN	1/60	Used
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**Description:** Free-form name

N103	66	<b>Identification Code Qualifier</b>	C	ID	1/2	Used
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**Description:** Code designating the system/method of code structure used for Identification Code (67)

**Code List Summary** (Total Codes: 215, Included: 2)

**Code Name**

9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix

UL UCC/EAN Location Code

**Description:** *Global Location Number (GLN) (Revised name)*

*A globally unique 13 digit code used for the identification of any physical or legal location that needs to be uniquely identified for use in the supply chain. A GS1 identification key SEE CODE SOURCE 583*

N104	67	<b>Identification Code</b>	C	AN	2/80	Used
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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**Description:** Code identifying a party or other code

**User Note 1:** *This is the location code as defined by N103. The location code may be a formal number, e.g., DUNS, or it may be assigned by either the buyer or seller. The location refers to a store, warehouse, distribution center, plant, etc. Location codes are used to alleviate the need to send complete names and addresses.*

### Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

### Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

### User Note 1:

*N103 and N104 are required except when N101 contains code CT, MA or OB.*

*When the ship to is the end consumer (customer of retailer), N103 and N104 are not required.*

*In some EDI implementations, it may be necessary to identify the sender and/or receiver of the transaction set within each transaction set. To identify the sender of the transaction set, N101 will contain code FR, N103 will contain code 93, and N104 will contain the actual identification number. To identify the receiver of the transaction set, N101 will contain code TO, N103 will contain code 94, and N104 will contain the actual identification number. These four codes may be used only in the combination listed above and may be used only to identify the sender and/or receiver of the transaction set.*

# N2 Additional Name Information

Pos: 310	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify additional names or those longer than 35 characters in length

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	<b>Name</b>	M	AN	1/60	Must use
		<b>Description:</b> Free-form name				
N202	93	<b>Name</b>	O	AN	1/60	Used
		<b>Description:</b> Free-form name				



# N3 Address Information

<b>Pos: 320</b>	<b>Max: 2</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 2</b>

**User Option (Usage):** Used

**Purpose:** To specify the location of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	<b>Address Information</b>	M	AN	1/55	Must use
		<b>Description:</b> Address information				
N302	166	<b>Address Information</b>	O	AN	1/55	Used
		<b>Description:</b> Address information				

# N4 Geographic Location

<b>Pos: 330</b>	<b>Max: &gt;1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**User Option (Usage):** Used

**Purpose:** To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b>	O	AN	2/30	Used
		<b>Description:</b> Free-form text for city name				
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency				
N403	116	<b>Postal Code</b>	O	ID	3/15	Used
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	<b>Country Code</b>	O	ID	2/3	Used

**Description:** Code identifying the country

**User Note 1:**

*CA Canada*  
*MX Mexico*  
*US United States*

## Syntax Rules:

1. C0605 - If N406 is present, then N405 is required.

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

# REF Reference Identification

Pos: 340	Max: 12
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

**Code List Summary** (Total Codes: 1503, Included: 1)

**Code Name**

DK Dock Number

REF02	127	Reference Identification	C	AN	1/30	Must use
-------	-----	--------------------------	---	----	------	----------

**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

## Semantics:

1. REF04 contains data relating to the value cited in REF02.

## User Note 1:

*This segment is used to identify a dock number, within the ship-to location, when the ship-to-location number does not uniquely identify the ship to and dock number.*

# Loop Line Item Change

Pos: 010	Repeat: >1
Optional	
Loop: POC	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To specify changes to a line item

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	POC	Line Item Change	O	1		Used
040	CTP	Pricing Information	O	>1		Used
050		Loop PID	O		1000	Used
090	PO4	Item Physical Details	O	>1		Used
130		Loop SAC	O		25	Used

## User Note 1:

*POC03 is the current (net) amount on order before the quantity is applied. POC04 is the quantity to be subtracted or added based upon the code in POC02.*

*The multi-SKU case pack is used by retailers to order cases packed with specific items, each with a specific quantity. This is similar to the dynamic assortment, however the unit of measurement code in POC05 is different for each use.*

*For dynamic assortments, POC05 will contain code AS. This identifies the item listed in the Product/Service IDs as an assortment and the contents of the assortment are listed in subsequent SLN segments. For assortments, at least one occurrence of the Product/Service ID Qualifier and the Product/Service ID are required to identify the assortment. This may be a U.P.C., a vendor assigned number, or a retailer assigned number. There is no implication of packaging for assortments; this is part of the trading partners' business practices. Assortments are primarily used as an ordering tool.*

*For the multi-SKU case pack, POC05 will contain code CA, and there is no requirement to send a Product/Service ID in the POC segment. The use of code CA in POC05, and the presence of the SLN segments, informs the receiver to pack the cases with the SKUs and quantities in the SLN segments. The quantity in POC03 is the number of cases being ordered. Each SLN segment, that follows the POC segment, lists the Product ID, e.g., U.P.C., and the quantity of the SKU that is to be in the case. The total units in each case is the sum of the quantities in the SLN segment.*

*When POC02 contains code PC, POC06 may be used to specify the new unit cost for the item, and the CTP segment immediately following may be used to specify the new price. The type of price is defined by CTP02.*

*The codes listed for POC08 apply to every occurrence of Data Element 235 in the POC segment.*

*See Section III for complete U.P.C. and EAN code definitions.*

# POC Line Item Change

Pos: 010 Max: 1  
Detail - Optional  
Loop: POC Elements: 9

**User Option (Usage):** Used

**Purpose:** To specify changes to a line item

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																
POC01	350	<b>Assigned Identification</b>	O	AN	1/20	Used																
<p><b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set</p>																						
POC02	670	<b>Change or Response Type Code</b>	M	ID	2/2	Must use																
<p><b>Description:</b> Code specifying the type of change to the line item</p> <p><b>Code List Summary</b> (Total Codes: 29, Included: 7)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>AI</td> <td>Add Additional Item(s)</td> </tr> <tr> <td>CE</td> <td>Changes To Item Level Allowance/Charges</td> </tr> <tr> <td>CT</td> <td>Change of Dates</td> </tr> <tr> <td>DI</td> <td>Delete Item(s)</td> </tr> <tr> <td>PC</td> <td>Price Change</td> </tr> <tr> <td>QD</td> <td>Quantity Decrease</td> </tr> <tr> <td>QI</td> <td>Quantity Increase</td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	AI	Add Additional Item(s)	CE	Changes To Item Level Allowance/Charges	CT	Change of Dates	DI	Delete Item(s)	PC	Price Change	QD	Quantity Decrease	QI	Quantity Increase
<u>Code</u>	<u>Name</u>																					
AI	Add Additional Item(s)																					
CE	Changes To Item Level Allowance/Charges																					
CT	Change of Dates																					
DI	Delete Item(s)																					
PC	Price Change																					
QD	Quantity Decrease																					
QI	Quantity Increase																					
POC03	330	<b>Quantity Ordered</b>	O	R	1/15	Used																
<p><b>Description:</b> Quantity ordered</p> <p><b>User Note 1:</b> <i>This is the current (net) amount on order before the change quantity (POC04) is applied.</i></p>																						
POC04	671	<b>Quantity Left to Receive</b>	C	R	1/9	Used																
<p><b>Description:</b> Quantity left to receive as qualified by the unit of measure</p> <p><b>User Note 1:</b> <i>This is the quantity to be subtracted or added to the quantity ordered (POC03), based on the code in POC02.</i></p>																						
POC05	C001	<b>Composite Unit of Measure</b>	C	Comp		Used																
<p><b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)</p>																						
POC05-01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use																
<p><b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken</p> <p><b>User Note 1:</b> <i>See Section III for code list.</i></p>																						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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**Code List Summary** (Total Codes: 794, Included: 12)

**Code Name**

- BG Bag
- BR Barrel
- CA Case
- DR Drum
- EA Each
- GA Gallon
- KG Kilogram
- LB Pound
- LT Liter
- PA Pail
- PL Pallet/Unit Load
- TE Tote

POC06	212	<b>Unit Price</b>	C	R	1/17	Used
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**Description:** Price per unit of product, service, commodity, etc.

**User Note 1:** *The price is sent with a decimal point only when needed, e.g., \$15.95 would be sent as "15.95", and \$29.00 would be sent as "29".*

POC07	639	<b>Basis of Unit Price Code</b>	O	ID	2/2	Used
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**Description:** Code identifying the type of unit price for an item

**User Note 1:** *This data element is used to clarify or alter the basis of unit price. The unit price expressed in POC06 is always in the same terms as the unit of measure in POC05, unless otherwise specified in POC07.*

**Code List Summary** (Total Codes: 91, Included: 13)

**Code Name**

- LD Catalog Price per Dozen
- LE Catalog Price per Each
- NC No Charge
- PO Price per Ounce
- PP Price per Pound
- PR Promotion
- QT Quoted
- RD Retail Price per Dozen
- RE Retail Price per Each
- TD Contract Price per Dozen
- TE Contract Price per Each
- WD Wholesale Price per Dozen
- WE Wholesale Price per Each

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
POC08	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used

**Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234)

**Code List Summary** (Total Codes: 477, Included: 1)

**Code Name**

UK U.P.C./EAN Shipping Container Code (1-2-5-5-1)

**Description:** *GTIN-14*

*A 14-digit GS1 Identification Key composed of an Indicator Digit, GS1 Company Prefix, Item Reference and Check Digit used to identify trade items  
SEE CODE SOURCE 41*

POC09	234	<b>Product/Service ID</b>	C	AN	1/48	Used
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**Description:** Identifying number for a product or service

### Syntax Rules:

1. C030405 - If POC03 is present, then POC04 and POC05 are required.
2. C0706 - If POC07 is present, then POC06 is required.
3. P0809 - If either POC08 or POC09 is present, then the other is required.
4. P1011 - If either POC10 or POC11 is present, then the other is required.
5. P1213 - If either POC12 or POC13 is present, then the other is required.
6. P1415 - If either POC14 or POC15 is present, then the other is required.
7. P1617 - If either POC16 or POC17 is present, then the other is required.
8. P1819 - If either POC18 or POC19 is present, then the other is required.
9. P2021 - If either POC20 or POC21 is present, then the other is required.
10. P2223 - If either POC22 or POC23 is present, then the other is required.
11. P2425 - If either POC24 or POC25 is present, then the other is required.
12. P2627 - If either POC26 or POC27 is present, then the other is required.

### Semantics:

1. POC01 is the purchase order line item identification.

### User Note 1:

*POC03 is the current (net) amount on order before the quantity is applied. POC04 is the quantity to be subtracted or added based upon the code in POC02.*

*The multi-SKU case pack is used by retailers to order cases packed with specific items, each with a specific quantity. This is similar to the dynamic assortment, however the unit of measurement code in POC05 is different for each use.*

*For dynamic assortments, POC05 will contain code AS. This identifies the item listed in the Product/Service IDs as an assortment and the contents of the assortment are listed in subsequent SLN segments. For assortments, at least one occurrence of the Product/Service ID Qualifier and the Product/Service ID are required to identify the assortment. This may be a U.P.C., a vendor assigned number, or a retailer assigned number. There is no implication of packaging for assortments: this is part of the trading partners' business practices. Assortments are primarily used as an ordering tool.*

*For the multi-SKU case pack, POC05 will contain code CA, and there is no requirement to send a Product/Service ID in the POC segment. The use of code CA in POC05, and the presence of the SLN segments, informs the receiver to pack the cases with the SKUs and quantities in the SLN segments. The quantity in POC03 is the number of cases being ordered. Each SLN segment, that follows the POC segment, lists the Product ID, e.g., U.P.C., and the quantity of the SKU that is to be in the case. The total*

*units in each case is the sum of the quantities in the SLN segment.*

*When POC02 contains code PC, POC06 may be used to specify the new unit cost for the item, and the CTP segment immediately following may be used to specify the new price. The type of price is defined by CTP02.*

*The codes listed for POC08 apply to every occurrence of Data Element 235 in the POC segment.*

*See Section III for complete U.P.C. and EAN code definitions.*



# CTP Pricing Information

Pos: 040	Max: >1
Detail - Optional	
Loop: POC	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify pricing information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTP02	236	Price Identifier Code	C	ID	3/3	Must use

**Description:** Code identifying pricing specification

**Code List Summary** (Total Codes: 164, Included: 1)

**Code Name**

UCP Unit cost price

**User Note 1:**

*Item list cost*

CTP03	212	Unit Price	C	R	1/17	Must use
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**Description:** Price per unit of product, service, commodity, etc.

**User Note 1:** *The price is sent with a decimal point only when needed, e.g., \$15.95 would be sent as ``15.95'', and \$29.00 would be sent as ``29''.*

## Syntax Rules:

1. P0405 - If either CTP04 or CTP05 is present, then the other is required.
2. C0607 - If CTP06 is present, then CTP07 is required.
3. C0902 - If CTP09 is present, then CTP02 is required.
4. C1002 - If CTP10 is present, then CTP02 is required.
5. C1103 - If CTP11 is present, then CTP03 is required.

## Semantics:

1. CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.
2. CTP08 is the rebate amount.

## Comments:

1. See Figures Appendix for an example detailing the use of CTP03 and CTP04.
2. See Figures Appendix for an example detailing the use of CTP03, CTP04 and CTP07.

# Loop Product/Item Description

Pos: 050	Repeat: 1000
Optional	
Loop: PID	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To describe a product or process in coded or free-form format

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
050	PID	Product/Item Description	O	1		Used

### User Note 1:

*The PID segment is used to provide product/item descriptions in text and or coded formats. The codes in PID04 are maintained by the VICS EDI SMC and are only printed in this guideline.*

*This segment may be used to transmit semi-custom product descriptions, such as made-to-order window coverings, jewelry, furniture, apparel, automotive parts, and other customer specific products. When used for this purpose, PID04 will contain the multi-part VICS EDI Semi-Custom Product Description Code. The complete code list is contained in Section III. In addition to the VICS EDI Semi-Custom Product Description Code, PID05 may be used for text descriptions; PID06 for relative placement, and additional MEA segment(s) for actual measurement values.*

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 3

**User Option (Usage):** Used

**Purpose:** To describe a product or process in coded or free-form format

## Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PID01	349	Item Description Type	M	ID	1/1	Must use

**Description:** Code indicating the format of a description

**Code List Summary** (Total Codes: 3, Included: 1)

Code	Name
F	Free-form

**User Note 1:**

*The description will be found in PID05.*

PID02	750	Product/Process Characteristic Code	O	ID	2/3	Used
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**Description:** Code identifying the general class of a product or process characteristic

**Code List Summary** (Total Codes: 217, Included: 5)

Code	Name
08	Product
73	Vendor color description
74	Vendor size description
75	Buyer's Color Description
91	Buyer's Item Size Description

PID05	352	Description	C	AN	1/80	Used
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**Description:** A free-form description to clarify the related data elements and their content

## Syntax Rules:

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.
3. C0703 - If PID07 is present, then PID03 is required.
4. C0804 - If PID08 is present, then PID04 is required.
5. C0905 - If PID09 is present, then PID05 is required.

## Semantics:

1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

## Comments:

1. If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
2. Use PID06 when necessary to refer to the product surface or layer being described in the segment.
3. PID07 specifies the individual code list of the agency specified in PID03.

## User Note 1:

*The PID segment is used to provide product/item descriptions in text and or coded formats. The codes in PID04 are maintained by the VICS EDI SMC and are only printed in this guideline.*

*This segment may be used to transmit semi-custom product descriptions, such as made-to-order window coverings, jewelry, furniture, apparel, automotive parts, and other customer specific products. When used for this purpose, PID04 will contain the multi-part VICS EDI Semi-Custom Product Description Code. The complete code list is contained in Section III. In addition to the VICS EDI Semi-Custom Product Description Code, PID05 may be used for text descriptions, PID06 for relative placement, and additional MEA segment(s) for actual measurement values.*

# PO4 Item Physical Details

Pos: 090      Max: >1  
Detail - Optional  
Loop: POC      Elements: 4

**User Option (Usage):** Used

**Purpose:** To specify the physical qualities, packaging, weights, and dimensions relating to the item

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO401	356	<b>Pack</b>	O	N0	1/6	Used
		<b>Description:</b> The number of inner containers, or number of eaches if there are no inner containers, per outer container				
PO402	357	<b>Size</b>	C	R	1/8	Used
		<b>Description:</b> Size of supplier units in pack				
PO403	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code List Summary</b> (Total Codes: 794, Included: 12)				
		<u>Code</u>	<u>Name</u>			
		BG	Bag			
		BR	Barrel			
		CA	Case			
		DR	Drum			
		EA	Each			
		GA	Gallon			
		KG	Kilogram			
		LB	Pound			
		LT	Liter			
		PA	Pail			
		PL	Pallet/Unit Load			
		TE	Tote			
PO414	810	<b>Inner Pack</b>	O	N0	1/6	Used
		<b>Description:</b> The number of eaches per inner container				

## Syntax Rules:

1. P0203 - If either PO402 or PO403 is present, then the other is required.
2. C0506 - If PO405 is present, then PO406 is required.
3. P0607 - If either PO406 or PO407 is present, then the other is required.
4. P0809 - If either PO408 or PO409 is present, then the other is required.
5. C1013 - If PO410 is present, then PO413 is required.
6. C1113 - If PO411 is present, then PO413 is required.

7. C1213 - If PO412 is present, then PO413 is required.
8. L13101112 - If PO413 is present, then at least one of PO410, PO411 or PO412 is required.
9. C1716 - If PO417 is present, then PO416 is required.
10. C1804 - If PO418 is present, then PO404 is required.

### Semantics:

1. PO415 is used to indicate the relative layer of this package or range of packages within the layers of packaging. Relative Position 1 (value R1) is the innermost package.
2. PO416 is the package identifier or the beginning package identifier in a range of identifiers.
3. PO417 is the ending package identifier in a range of identifiers.
4. PO418 is the number of packages in this layer.

### Comments:

1. PO403 - The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. For example: If the carton contains 24 12-Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".
2. PO413 defines the unit of measure for PO410, PO411, and PO412.

### User Note 1:

*This segment is used to specify the packaging of the item in the case or carton. There may be two levels of packaging specified. The first level is always specified by using PO401 (Pack). The first level may be actual items, e.g., consumer units, or it may be the number of smaller containers within the case. The second level, specified using PO414 (Inner Pack), is the number of eaches in each inner container when PO401 is the number of smaller containers within the case. See Section V (Pack/Inner Pack Usage) for usage examples.*

*This segment can be used also to specify the weight and/or volume (cube) for the item by using PO406 and PO407, and/or PO408 and PO409.*

# Loop Service, Promotion, Allowance, or Charge Information

<b>Pos: 130</b>	<b>Repeat: 25</b>
<b>Optional</b>	
<b>Loop: SAC</b>	<b>Elements: N/A</b>

**User Option (Usage):** Used

**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
130	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

### User Note 1:

*There is one segment for each Allowance, Charge, Service, or Promotion being specified. If this segment appears in the header area of the transaction set, the data applies to the entire transaction set. If this segment appears in the detail area of the transaction set, the data applies only to that line item. The data specified in the header area is exclusive of the data specified in the detail area; it is not the sum of the data in the detail area, i.e., allowances or charges.*

*SAC03 contains special service requirement codes and special processing codes. This code list is maintained by the VICS EDI SMC and is located in Section III of this guideline.*

# SAC Service, Promotion, Allowance, or Charge Information

Pos: 130	Max: 1
Detail - Optional	
Loop: SAC	Elements: 16

**User Option (Usage):** Used

**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	<b>Allowance or Charge Indicator</b>	M	ID	1/1	Must use

**Description:** Code which indicates an allowance or charge for the service specified

**Code List Summary** (Total Codes: 7, Included: 4)

**Code Name**

- A Allowance
- C Charge
- N No Allowance or Charge
- R Allowance Request

SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b>	C	ID	4/4	Used
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**Description:** Code identifying the service, promotion, allowance, or charge

**User Note 1:** *See Section III for code list.*

**Code List Summary** (Total Codes: 1053, Included: 5)

**Code Name**

- D350 Goods and Services Credit Allowance
- D360 Goods and Services Tax Charge

**User Note 1:**

*Provincial Tobacco Tax.*

- H490 Subject To Tax On Resale
- H770 Tax - State Tax
- H806 Tax Credit

**User Note 1:**

*Provincial Tax Credit.*

SAC03	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Used
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**Description:** Code identifying the agency assigning the code values

**Code List Summary** (Total Codes: 176, Included: 1)

**Code Name**

- VI Voluntary Inter-Industry Commerce Standard (VICS) EDI

SAC04	1301	<b>Agency Service, Promotion, Allowance,</b>	C	AN	1/10	Used
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u> <u>or Charge Code</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																								
		<p><b>Description:</b> Agency maintained code identifying the service, promotion, allowance, or charge</p> <p><b>User Note 1:</b> <i>See Section III for code list.</i></p>																												
SAC05	610	<p><b>Amount</b></p> <p><b>Description:</b> Monetary amount</p> <p><b>User Note 1:</b> <i>When SAC01 contains code A or code C, then this data element is required. This will resolve any differences between the sender's and receiver's system calculations of amounts, i.e., rounding errors when allowances or charges are expressed in percentages or rates.</i></p>	O	N2	1/15	Used																								
SAC06	378	<p><b>Allowance/Charge Percent Qualifier</b></p> <p><b>Description:</b> Code indicating on what basis allowance or charge percent is calculated</p> <p><b>Code List Summary</b> (Total Codes: 11, Included: 7)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item List Cost</td> </tr> <tr> <td>2</td> <td>Item Net Cost</td> </tr> <tr> <td>3</td> <td>Discount/Gross</td> </tr> <tr> <td colspan="2"><b>User Note 1:</b> <i>All allowances are off the gross price including cash discount.</i></td> </tr> <tr> <td>4</td> <td>Discount/Net</td> </tr> <tr> <td colspan="2"><b>User Note 1:</b> <i>All allowances are off the gross price. Cash discounts are off the net.</i></td> </tr> <tr> <td>5</td> <td>Base Price per Unit</td> </tr> <tr> <td colspan="2"><b>User Note 1:</b> <i>Line item discount</i></td> </tr> <tr> <td>6</td> <td>Base Price Amount</td> </tr> <tr> <td>7</td> <td>Base Price Amount Less Previous Discount</td> </tr> <tr> <td colspan="2"><b>User Note 1:</b> <i>Declining balance method</i></td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Item List Cost	2	Item Net Cost	3	Discount/Gross	<b>User Note 1:</b> <i>All allowances are off the gross price including cash discount.</i>		4	Discount/Net	<b>User Note 1:</b> <i>All allowances are off the gross price. Cash discounts are off the net.</i>		5	Base Price per Unit	<b>User Note 1:</b> <i>Line item discount</i>		6	Base Price Amount	7	Base Price Amount Less Previous Discount	<b>User Note 1:</b> <i>Declining balance method</i>		C	ID	1/1	Used
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SAC07	332	<p><b>Percent</b></p> <p><b>Description:</b> Percent expressed as a percent</p> <p><b>User Note 1:</b> <i>The percent is sent with a decimal point only when needed, e.g., 10.5% is sent as ``10.5'', and 2% is sent as ``2''.</i></p>	C	R	1/6	Used																								
SAC08	118	<p><b>Rate</b></p> <p><b>Description:</b> Rate expressed in the standard monetary denomination for the currency specified</p>	O	R	1/9	Used																								

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC09	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Used

**Description:** Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

**User Note 1:** *See Section III for code list.*

**Code List Summary** (Total Codes: 794, Included: 12)

**Code Name**

- BG Bag
- BR Barrel
- CA Case
- DR Drum
- EA Each
- GA Gallon
- KG Kilogram
- LB Pound
- LT Liter
- PA Pail
- PL Pallet/Unit Load
- TE Tote

SAC10	380	<b>Quantity</b>	C	R	1/15	Used
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**Description:** Numeric value of quantity

**User Note 1:** *When SAC02 contains code D170, this data element is required and will contain the quantity of free goods. The unit of measure is in SAC09.*

*SAC10 alone is used to indicate a specific quantity which could be a dollar amount, that is applicable to the service, promotion, allowance, or charge.*

SAC11	380	<b>Quantity</b>	O	R	1/15	Used
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**Description:** Numeric value of quantity

SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	O	ID	2/2	Used
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**Description:** Code indicating method of handling for an allowance or charge

**Code List Summary** (Total Codes: 22, Included: 6)

**Code Name**

01 Bill Back

**User Note 1:**

*The allowance or charge amount will be adjudicated as a separate item, i.e., a debit/credit memo or a separate invoice. The amount will not be reflected in the invoice total amount.*

02 Off Invoice

**Code Name**

	<b>User Note 1:</b> <i>The allowance or charge amount will be reflected in the total transaction amount, e.g., Total Invoice Amount = Merchandise Price + Charges - Allowances.</i>
03	Vendor Check to Customer <b>User Note 1:</b> <i>The vendor will issue a check directly to the customer of the retailer, or end consumer, for the allowance or charge amount. The amount is not reflected in the total invoice amount.</i>
04	Credit Customer Account <b>User Note 1:</b> <i>The retailer's account will be credited for the amount of the allowance or charge. The amount is not reflected in the total invoice amount.</i>
05	Charge to be Paid by Vendor <b>User Note 1:</b> <i>The vendor is responsible for the allowance or charge amount. The exact method of adjudication has been agreed to by the trading partners. The amount will not be reflected in the total invoice amount.</i>
06	Charge to be Paid by Customer <b>User Note 1:</b> <i>When the order/item is a direct ship to the customer, or end consumer of the retailer, the allowance or charge amount is the responsibility of the customer or end consumer. If it is not a drop ship to the customer of the retailer, then the allowance or charge amount is the responsibility of the retailer. The exact method of adjudication has been agreed to by the trading partners. The amount will not be reflected in the total invoice amount.</i>

SAC13	127	<b>Reference Identification</b>	C	AN	1/30	Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
SAC14	770	<b>Option Number</b>	O	AN	1/20	Used
		<b>Description:</b> A unique number identifying available promotion or allowance options when more than one is offered				
SAC15	352	<b>Description</b>	C	AN	1/80	Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
SAC16	819	<b>Language Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)				

**Syntax Rules:**

1. R0203 - At least one of SAC02 or SAC03 is required.
2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.

5. C1110 - If SAC11 is present, then SAC10 is required.
6. L130204 - If SAC13 is present, then at least one of SAC02 or SAC04 is required.
7. C1413 - If SAC14 is present, then SAC13 is required.
8. C1615 - If SAC16 is present, then SAC15 is required.

### Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. SAC16 is used to identify the language being used in SAC15.

### Comments:

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

### User Note 1:

*There is one segment for each Allowance, Charge, Service, or Promotion being specified. If this segment appears in the header area of the transaction set, the data applies to the entire transaction set. If this segment appears in the detail area of the transaction set, the data applies only to that line item. The data specified in the header area is exclusive of the data specified in the detail area; it is not the sum of the data in the detail area, i.e., allowances or charges.*

*SAC03 contains special service requirement codes and special processing codes. This code list is maintained by the VICS EDI SMC and is located in Section III of this guideline.*

---

# Loop Transaction Totals

Pos: 010	Repeat: 1
Optional	
Loop: CTT	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To transmit a hash total for a specific element in the transaction set

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	O	1		Used

# CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 1

**User Option (Usage):** Used

**Purpose:** To transmit a hash total for a specific element in the transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTT01	354	Number of Line Items	M	N0	1/6	Must use

**Description:** Total number of line items in the transaction set

**User Note 1:** *The number of POC segments present in the transaction set*

## Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

## Comments:

1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

# SE Transaction Set Trailer

Pos: 030	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	<b>Number of Included Segments</b>	M	N0	1/10	Must use
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments				
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				
		<b>User Note 1:</b> <i>This must be the same number as is in the ST segment (ST02) for the transaction set.</i>				

## Comments:

- SE is the last segment of each transaction set.