

# **TOWNSENDS, INC.**

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## ***EDI IMPLEMENTATION GUIDE***

Prepared: March, 2000  
Modified: March, 2007

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## **Introduction**

This guide is intended as a reference to be used to assist our vendors with EDI transactions. The main purpose is to help our vendors complete a successful transition to EDI. It is our hope to build a trading partner relationship that will support and enhance all businesses involved. Following and supporting the detailed implementation plans, industry guidelines, and version changes, can accomplish this.

Some items included in the guide are:

- ✓ UCS documents that Townsends supports
- ✓ Document specifications
- ✓ Examples of documents with sample data
- ✓ VAN information
- ✓ ISA/GS data
- ✓ Guidelines for testing, parallel periods, and production
- ✓ EDI Personnel listing
- ✓ Townsends' EDI Schedule
- ✓ Trading Partner Information Sheet

Please read through this guide carefully and completely. If there are any questions in regard to the guide or the specifications, please contact the EDI person(s) listed within the guide for further information.

## **EDI Contact Personnel Information**

Application Development Manager-----Janet McCabe-----Phone (302) 855 7188

EDI Specialist-----Gail Jones-----Phone (302) 855 7191

MIS Technical Support----- Wendy Hyland-----Phone (302) 855 7197

### **Department Mailing/Email Address:**

Townsends, Inc.  
c/o MIS/EDI Dept.  
22855 Dupont Blvd.  
Georgetown, De. 19947

Edinotices@Townsends.com

**Communication Information**

AS2 – preferred  
Contact EDI Personnel for additional information

Value –Added Network (VAN) – if not AS2 capable  
Townsend sends and receives data through nuBridges which EXTOL  
administrates for us.

EDI Version – 4010

**Townsend's EDI Schedule**

This is the daily schedule for Townsend's send/receive transactions Monday through Friday. If there are any questions regarding this schedule, please direct them to the EDI personnel.

EDI Outbound Invoices.....8:30 AM EST (Monday – Friday)

EDI Outbound Functional Acknowledgements..... Every 2 hours beginning 9:15 AM EST and ending 5:15 EST (Monday – Saturday)

EDI Outbound Purchase Order Acknowledgments....6:30 PM EST (Monday – Friday)

EDI Inbound documents.....Every hour beginning 5:00 AM EST and ending 5:00 PM EST (Monday – Saturday)

**X12/UCS Standard Documents Supported by Townsend, Inc.**

These are the documents that Townsend currently supports through ASC X12 Standards:

- ✓ 810 – Invoice (IN) -- standard X12
- ✓ 850 – Purchase Order (PO) -- standard X12
- ✓ 855 – Purchase Order Acknowledgement (PR) -- standard UCS
- ✓ 875 – Grocery Products Purchase Order (OG) -- standard UCS \*preferred
- ✓ 880 – Grocery Products Invoice (GP) -- standard UCS \*preferred
- ✓ 997 – Functional Acknowledgement (FA)

## Trading Partner Information

Please complete and either e-mail to (EDInotices@Townsend.com) or fax to (302) 855 7236.

*Trading Partner Name:* \_\_\_\_\_

*Trading Partner DUNS#:* \_\_\_\_\_

*Primary EDI Contact Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*E-mail:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

*Secondary EDI Contact Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*E-mail:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

### Communication Information

*When receiving documents from Townsends:*

*When sending documents to Townsends:*

**ISA04:** \_\_\_\_\_

**ISA05:** \_\_\_\_\_

**ISA07:** \_\_\_\_\_

**ISA06:** \_\_\_\_\_

**ISA08:** \_\_\_\_\_

**GS02:** \_\_\_\_\_

**GS03:** \_\_\_\_\_

## ISA/GS Information For Outbound Documents

### *Outbound Documents From Townsends*

**ISA01:** 00  
**ISA02:** Blank  
**ISA03:** 00  
**ISA04:** Blank  
**ISA05:** 01 (*This is Townsends' ID Qualifier*)  
**ISA06:** 006918676 (*This is Townsends' ID*)  
**ISA07:** Receiver's ID Qualifier (*ex: 01*)  
**ISA08:** Receiver's ID (*ex: 123456789*)  
**ISA09:** Date the Interchange was created (YYMMDD)  
**ISA10:** Time the Interchange was created  
**ISA11:** U  
**ISA12:** 00401  
**ISA13:** The Interchange Control Number  
**ISA14:** Code requesting Interchange Acknowledgement  
**ISA15:** Test Indicator  
**ISA16:** Sub-element Delimiter (*This is the '>'* )

### *Example:*

**ISA\*00\* \*00\* \*01\*006918676\*08\*123456789\*000315\*0812\*U\*00401\*00000635\*0\*T\*>~**

**GS01:** Functional ID Code (*ex: IN, GP, FA, etc.*)  
**GS02:** 006918676 (*This is Townsends' Application Code*)  
**GS03:** Receiver's Application Code (*ex: 2323232323*)  
**GS04:** Date the Group was created (CCYYMMDD)  
**GS05:** Time the Group was created  
**GS06:** Data Group Control Number  
**GS07:** X  
**GS08:** 004010

### *Example:*

**GS\*IN\*006918676 \*2323232323 \*20000315\*081200\*635\*X\*004010~**

## ISA/GS Information For Inbound Documents

### *Inbound Documents To Townsends*

- ISA01:** 00
- ISA02:** Blank
- ISA03:** 00
- ISA04:** Blank
- ISA05:** Sender's ID Qualifier (ex: 08)
- ISA06:** Sender's ID (ex: 123456789)
- ISA07:** 01 (*This is Townsends' ID Qualifier*)
- ISA08:** 006918676 (*This is Townsends' ID*)
- ISA09:** Date the Interchange was created (YYMMDD)
- ISA10:** Time the Interchange was created
- ISA11:** U
- ISA12:** 00401
- ISA13:** The Interchange Control Number
- ISA14:** Code requesting Interchange Acknowledgement
- ISA15:** Test Indicator
- ISA16:** Sub-element Delimiter (*This is the '>'*)

### *Example:*

ISA\*00\* \*00\* \*08\*123456789\*01\*006918676 \*000315\*0812\*U\*00401\*00000635\*0\*T\*>~

- GS01:** Functional ID Code (*ex: IN, GP, FA, etc.*)
- GS02:** Sender's Application Code (*ex: 2323232323*)
- GS03:** 006918676 (*This is Townsends' Application Code*)
- GS04:** Date the Group was created (CCYYMMDD)
- GS05:** Time the Group was created
- GS06:** Data Group Control Number
- GS07:** X
- GS08:** 004010

### *Example:*

GS\*IN\*2323232323\*006918676\*20000315\*081200\*635\*X\*004010~

## **Delimiters**

The following delimiters are acceptable for Townsends EDI transaction sets:

<b>Description</b>	<b>Delimiter</b>	<b>Name</b>	<b>EBCDIC(Hex)</b>
SEGMENT DELIMITER	~	Tilde	A1
ELEMENT DELIMITER	*	Asterisk	5C
SUB-ELEMENT DELIMITER	>	Greater than sign	6E

## **Functional Acknowledgements (FA)**

For every inbound transaction received, Townsends will respond with an acknowledgement as soon as the EDI transmission is processed. While for every outbound transaction sent, Townsends will expect an acknowledgement. A Functional Acknowledgement will be sent/received within 24 business hours. If no acknowledgement is received within that time frame, it is necessary to call the EDI contact person to determine the status of the transaction.

NOTE: Functional Acknowledgements are not to be acknowledged.

## **ASC X12 Standard Changes**

Any version changes for any documents being transmitted between partners need to be discussed with the EDI department. Testing will be done after the changes if necessary. At this time Townsends is working with ASC X12 Version 4010.

## **Testing Procedures**

Prior to the actual testing the trading partners need to exchange EDI implementation guides. The ISA and GS data also has to be completed and sent to the other party. The ISA14 should have a 'T' indicator in the field during testing. Finally all pertinent information regarding the VAN should be provided to the partner(s).

A testing phase will be conducted for each new document to be transmitted. During this time there will be both internal and external interaction between various parties (ex: Sales Dept., EDI Dept., VAN, Help Lines, etc.). Time lines have to be defined for the test period. The transaction sets should be exchanged with relevant sample data included. Paper copies will continue through the testing phase. These can be compared with the EDI transactions to verify the correct data is being sent and/or received. It may be necessary to contact EDI personnel during this period to correct any errors with the map or data. An open line of communication is extremely important to establish productivity within this timeframe.

Functional Acknowledgements will also be included in the testing phase, since FAs are an important part of EDI transactions.

Whenever the EDI transactions reach the stage where the data is being transmitted correctly and both parties are satisfied, then a parallel period will begin. This period will consist of sending/receiving EDI documents along with continuing the paper communication. Basically the parallel phase is used to enable end users to adjust to the EDI change. This dual processing is necessary to ensure no interruption occurs in the flow of daily business.

After 15 good transmissions have been sent/received without any errors, contact the EDI person. It may be time to move to the Production stage. From that point all paper copies can be discontinued and only EDI transmissions accepted. At this time the ISA14 indicator can be changed from 'T' to 'P'.

## 810 Invoice – Version 4010 (Specifications)

### ST-Transaction Set Header

Example: ST\*810\*35468001~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
ST01	143	Transaction Set Identifier Code	M	3/3	'810'—Code for X12 Invoice
ST02	329	Transaction Set Control Number	M	4/9	Number assigned by the sender, this will match SE02

### BIG – Beginning Segment For Invoice

Example: BIG\*20000216\*431699\*20000210\*876421~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
BIG01	373	Date	M	8/8	Date of Invoice
BIG02	76	Invoice Number	M	1/22	Vendor Internal Invoice Numb
BIG03	373	Date	M	8/8	Date assigned to PO by buyer
BIG04	324	Purchase Order Number	M	1/22	Purchase Order Number

### NTE – Note/Special Instruction

Example: NTE\*ORI\*Ship Immediately~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
NTE01	363	Note Reference Code	O	3/3	Required when sending free form messages
NTE02	352	Description	O	1/80	The free form message

## **REF – Reference Identification**

*Example:* REF\*CO\*24681357-54321~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
REF01	128	Reference Identification	O	2/3	'CO'-Customer Order Number 'PD'-Promotion/Deal Number
REF02	127	Reference ID	C	1/30	This is related to REF01
REF03	352	Description	C	1/80	This is related to REF02

## **PER – Administration Communications Contact**

*Example:* PER\*CN\*Gail Jones\*TE\*3028557191~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
PER01	366	Contact Function Code	O	2/2	'SU' – Supplier Contact 'CN' – General Contact
PER02	93	Name	C	1/60	Name of the Contact person
PER03	365	Communication Number Qualifier	C	2/2	'TE' – Telephone If PER03 is present, PER04 is required
PER04	364	Communication Number	C	1/80	Related information for PER03

## **N1 – Name (Loop start)**

*Example:* N1\*BT\*Townsend, Inc\*9\*006918676~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N101	98	Entity ID Code	M	2/3	'BT' – Bill to party 'ST' – Ship to party 'VN' – Vendor 'RE' – Remit to party
N102	93	Name	M	1/60	Name as related to N101
N103	66	ID Code Qualifier	M	1/2	9
N104	67	ID Code	M	2/80	D-U-N-S Number

## **N2 – Additional Name Information**

*Example: N2\*Joe Smith~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N201	93	Name	O	1/60	Additional contact name

## **N3 – Address Information**

*Example: N3\*P.O. Box 1234~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N301	166	Address Information	O	1/55	Address related to N1 and N2

## **N4 – Geographic Location**

*Example: N4\*Millsboro\*DE\*19966~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N401	19	City Name	O	2/30	Information related to N1, N2, and N3
N402	156	State Name	O	2/2	Information related to N1, N2, and N3
N403	116	Postal Code	O	3/15	Information related to N1, N2, and N3

## **ITD – Terms of Sale/Deferred Terms of Sale**

*Example: ITD\*22\*7\*10\*20000314\*14\*200000330\*30\*42.50\*20000414\*~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
ITD01	336	Terms Type Code	O	2/2	'22'-Cash discount terms apply '23'-Payment due upon receipt of invoice
ITD02	333	Terms Basic Date Code	O	1/2	'7'-Effective Date '3'-Invoice Date
ITD03	338	Terms Discount Percent	O	1/6	
ITD04	370	Terms Discount Due Date	O	8/8	Due Date related to ITD03

## **DTM – Date/Time Reference**

*Example:* DTM\*001\*20000415\*1200~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
DTM01	374	Date/Time Qualifier	O	3/3	'001'-Cancel After '012'-Terms Discount Due
DTM02	373	Date	C	8/8	Date that refers to DTM01
DTM03	337	Time	C	4/8	Time that refers to DTM01

## **FOB – F.O.B. Related Instructions**

*Example:* FOB\*BP\*PL\*Townsend, Inc~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
FOB01	146	Shipment Method Of Payment	O	2/2	'BP'-Paid by Buyer 'CC'-Collect 'DF'-Defined by Buyer & Seller
FOB02	309	Location Qualifier	O	1/2	'BS'-Place of Business 'IS'-In Store 'PL'-Plant
FOB03	352	Description	C	1/80	Description related to FOB01 and FOB02.

## **PID – Product/Item Description**

*Example:* PID\*F\*\*\*\*Feed Grade Limestone~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
PID01	349	Item Description Type	M	1/1	'F'-Free Form 'S'-Structured
PID05	352	Description	C	1/80	Description related to PID01

## **N9 – Reference Identification**

*Example:* N9\*SA\*\*Carol Jones~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N901	128	Reference ID	M	2/3	'SA'-Salesperson
N903	369	Free-form Description	C	1/45	Related to N901

## **MSG – Message Text**

*Example:* MSG\*Emergency road service to New York City-Call Mary-2123435656~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
MSG01	933	Free Form Message	O	1/264	Free form message text

## **IT1 – Baseline Item Data (Invoice)**

*Example:* IT1\*\*12\*CA\*18.42\*\*UA\*987654321~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
IT102	358	Quantity Invoiced	O	1/10	Number of units invoiced
IT103	355	Unit for Measurement	C	2/2	'CA'-Case 'DZ'-Dozen
IT104	212	Unit Price	C	1/17	Price per unit
IT106	235	Product/Service ID Qualifier	O	2/2	'SL'-Seller's Lot Number 'ST'-Style Number 'UA'-UPC Case Code
IT107	234	Product/Service ID	C	1/48	ID number for a product or service

## **TXI – Tax Information**

*Example:* TXI\*ST\*325.00\*.06\*\*\*\*\*19.50\*132465798~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
TXI01	963	Tax Type Code	O	2/2	'ST'-State Sales Tax
TXI02	782	Monetary Amt	C	1/18	Amount owed
TXI03	954	Percent	C	1/10	Percentage Expressed as a Decimal
TXI08	828	Dollar Basis for Percent	C	1/9	The Percentage of TXI02 and TXI03 in Dollar Amount
TXI09	325	Tax ID Number	O	1/20	Tax Exemption or Certificate Number

## **CAD – Carrier Detail**

*Example: CAD\*M~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
CAD01	91	Transportation Method Type	O	1/2	'7'-Mail 'A'-Air 'M'-Motor

## **AMT – Monetary Amount**

*Example: AMT\*5\*235.12\*D~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
AMT01	522	Amount Qualifier Code	O	1/3	'3'-Deposit Total '5'-Total Invoice Amount
AMT02	782	Monetary Amt	C	1/18	The amount of money related to AMT01
AMT03	478	Credit/Debit Flag Code	C	1/1	'C'-Credit 'D'-Debit Related to AMT02

## **CTT – Transaction Totals**

*Example: CTT\*4~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
CTT01	354	Number of Line Items	M	1/6	Number of IT1 segments

## **SE – Transaction Set Trailer**

*Example: ST\*\**

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
SE01	96	Number of Included Segments	M	1/6	Count of transaction set segments
SE02	329	Transaction Set Control Number	M	4/9	Must be the same as ST02

**810 Invoice Example (4010)**  
*(With ISA/GS Segments for an Outbound Document)*

ISA\*00\* \*00\* \*01\*006918676\*08\*123456789\*000315\*0812\*U\*00401\*00000635\*0\*T\*>~  
GS\*IN\*006918676 \*2323232323 \*20000315\*081200\*635\*X\*004010~  
ST\*810\*35468001~  
BIG\*20000216\*431699\*20000210\*876421~  
NTE\*ORI\*Ship Immediately~  
REF\*CO\*24681357-54321~  
PER\*CN\*Gail Jones\*TE\*3028557191~  
N1\*BT\*Townsend, Inc\*9\*006918676~  
N2\*Joe Smith~  
N3\*P.O. Box 1234~  
N4\*Millsboro\*DE\*19966~  
N1\*ST\*Townsend, Inc\*9\*006918676~  
N2\*Sue White~  
N3\*123 Main St~  
N4\*Millsboro\*DE\*19966~  
N1\*VN\*ABC Company\*9\*123456789~  
N3\*1514 E South Avenue~  
N4\*Tamaqua\*PA\*18252~  
ITD\*22\*7\*10\*20000314\*14\*200000330\*30\*42.50\*20000414\*~  
DTM\*001\*20000415\*1200~  
FOB\*BP\*PL\*Townsend, Inc~  
PID\*F\*\*\*\*Feed Grade Limestone~  
N9\*SA\*\*Carol Jones~  
MSG\*Emergency road service to New York City-Call Mary-2123435656~  
IT1\*\*12\*CA\*18.42\*\*UA\*987654321~  
TXI\*ST\*325.00\*.06\*\*\*\*\*19.50\*132465798~  
CAD\*M~  
AMT\*5\*235.12\*D~  
CTT\*1~  
ST\*28\*35468001~  
**GE\*1\*635~**  
**IEA\*1\*00000635~**

## 880 Invoice – Version 4010 (Specifications)

### ST-Transaction Set Header

Example: ST\*880\*35468001~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
ST01	143	Transaction Set Identifier Code	M	3/3	'880'—Code for X12 Invoice
ST02	329	Transaction Set Control Number	M	4/9	Number assigned by the sender, this will match SE02

### G01 – Invoice Identification

Example: G01\*20000216\*431699\*20000210\*876421~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G0101	373	Date	M	8/8	Date of Invoice
G0102	76	Invoice Number	M	1/22	Vendor Internal Invoice Numb
G0103	373	Date	M	8/8	Date assigned to PO by buyer
G0104	324	Purchase Order Number	M	1/22	Purchase Order Number

### G62 – Date / Time

Example: G62\*11\*20000215~

\* **Optional** – '10' and '02' will be used if information is sent on purchase order.

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G6201	432	Date Qualifier	M	2/2	'11' for date shipped '10' for requested ship date/pickup date '02' for delivery requested on this date
G6202	373	Description	M	8/8	Century Year Month Day

## G27 – Carrier Detail \*Optional

Example: G27\*M\*\*\*\*ROUTING~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G2701	091	Transport Method Code	M	1/2	'H'-Customer Pickup 'M'-Motor Carrier
G2705	387	Routing	C	1/35	This is related to REF01

## G23 – Terms of Sale

Example: G23\*01\*3\*20000215\*\*\*20000225\*\*20000225\*10~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G2301	336	Terms Type Code	M	2/2	'01'-Basic 'ZZ'-Mutually Defined
G2302	333	Terms Basis Date Code	M	1/2	'3' – Invoice Date
G2303	282	Terms Start Date	M	8/8	Century Year Month Day
G2304	283	Terms Due Date Qualifier	N	2/2	'2' – Received by Date
G2305	338	Terms Discount Percent	M	1/6	
G2306	370	Terms Discount Due Date	M	8/8	Century Year Month Day
G2307	351	Terms Discount Days Due	M	1/3	
G2308	446	Terms Net Due Date	M	8/8	Century Year Month Day
G2309	386	Terms Net Days	M	1/3	
G2310	362	Terms Discount Amount	M	1/10	
G2311	391	Discounted Amount Due	M	1/10	
G2312	390	Amount Subject Terms Disc	M	1/10	
G2315	003	Free-Form Message	O	1/60	

**G25 – F.O.B.**

Example: G25\*PP\*02\*ABC Company~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G2501	146	Shipment Method of Payment	M	2/2	‘PP’ – Prepaid by Seller ‘PB’ – Customer Pickup/backhaul ‘BP’ -Paid by Buyer ‘CC’ -Collect ‘DF’ -Defined by Buyer & Seller
G2502	433	FOB Point Code	M	2/2	
G2503	434	FOB Point	M	1/30	

**N1 – Name (Loop start)**

Example: N1\*BT\*Townsend, Inc\*9\*006918676~

\* ”VN” only used when specified by vendor

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N101	98	Entity ID Code	M	2/3	‘BT’ – Bill to party ‘ST’ – Ship to party ‘VN’ – Vendor ‘RE’ – Remit to party
N102	93	Name	M	1/60	Name as related to N101
N103	66	ID Code Qualifier	M	1/2	9
N104	67	ID Code	M	2/80	D-U-N-S Number

**N2 – Additional Name Information \* Optional**

Example: N2\*Joe Smith~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N201	93	Name	O	1/60	Additional contact name

### **N3 – Address Information**

*Example: N3\*P.O. Box 1234~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N301	166	Address Information	O	1/55	Address related to N1 and N2

### **N4 – Geographic Location**

*Example: N4\*Millsboro\*DE\*19966~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
N401	19	City Name	O	2/30	Information related to N1, N2, and N3
N402	156	State Name	O	2/2	Information related to N1, N2, and N3
N403	116	Postal Code	O	3/15	Information related to N1, N2, and N3

### **G72 – Allowance or Charge \*Optional**

*Example: G72 \*53\*02~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G7201	340	Allowance or Charge Code	M	1/3	'53' – Freight Allowance '504' – Freight '514' - Surcharge
G7202	331	Allow/Charge Handling Code	M	2/2	'02' – Off Invoice '06' – Charge to be Paid by Customer '09' Allowance to be Issued by Vendor 'ZZ' – Mutually Defined
G2708	360	Allow/Charge Total Amount	M	1/15	

**G17 – Item Detail (Invoice)**

*Example: G17 \*12\*CA\*18.42\*\*UA\*987654321~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G1701	358	Quantity Invoiced	M	1/10	Number of units invoiced
G1702	355	Unit for Measurement	M	2/2	'CA'-Case 'DZ'-Dozen 'EA'-Each * Invoice must match po units
G1703	237	Item List Cost	M	1/9	Price per unit
G1704	438	UPC Case Code	M	12/12	
G1705	235	Product/Service ID Qualifier	M	2/2	'SL'-Seller's Lot Number 'ST'-Style Number 'UA'-UPC Case Code
G1706	234	Prod/Service ID	N	1/48	ID number for a product or service

**G69 – Line Item Detail - Description**

*Example: G69\*IF Tenderlions~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G6901	369	Free-form Description	M	1/45	

**G31 – Total Invoice Quantity**

*Example: G31\*920\*CA\*35880\*LB~*

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
G3101	382	Number of Units Shipped	M	1/10	
G3102	355	Unit of Measure	M	2/2	'CA' – Case 'LB' - Pound
G3103	081	Weight	M	1/10	
G3104	355	Unit of Measure	M	2/2	

### **G33 – Total Dollars Summary**

*Example: G33\*6888960~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
G3301	610	Amount	M	1/15	

### **SE – Transaction Set Trailer**

*Example: SE\*20\*0001~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
SE01	96	Number of Included Segments	M	1/6	Count of transaction set segments
SE02	329	Transaction Set Control Number	M	4/9	Must be the same as ST02

**880 Invoice Example (4010)**  
*(With ISA/GS Segments for an Outbound Document)*

ISA\*00\* \*00\* \*01\*006918676\*08\*123456789\*000315\*0812\*U\*00401\*00000635\*0\*T\*>~  
GS\*IN\*006918676 \*2323232323 \*20000315\*081200\*635\*X\*004010~  
ST\*880\*35468001~  
G01\*20000216\*431699\*20000210\*876421~  
G62\*11\*200000215~  
G27\*M\*\*\*\*Routing~  
G23\*01\*3\*20000215\*\*\*20000225\*\*20000225\*10~  
G25\*PP\*02\*ABC Company~  
N1\*BT\*Townsend, Inc\*9\*006918676~  
N2\*Joe Smith~  
N3\*P.O. Box 1234~  
N4\*Millsboro\*DE\*19966~  
N1\*ST\*Townsend, Inc\*9\*006918676~  
N2\*Sue White~  
N3\*123 Main St~  
N4\*Millsboro\*DE\*19966~  
N1\*VN\*ABC Company\*9\*123456789~  
N3\*1514 E South Avenue~  
N4\*Tamaqua\*PA\*18252~  
G17\*12\*CA\*18.42\*\*UA\*987654321~  
G69\*IF Tenderlions~  
G31\*12\*CA\*480\*LB~  
G33\*221.04~  
SE\*28\*35468001~  
GE\*1\*635~  
IEA\*1\*00000635~

## 855 Purchase Order Acknowledgment – Version 4010 (Specifications)

### ST-Transaction Set Header

*Example:* ST\*855\*54321~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
ST01	143	Transaction Set Identifier Code	M	3/3	'855'—Code for X12 Invoice
ST02	329	Transaction Set Control Number	M	4/9	Unique number assigned by the sender

### BAK-Beginning Segment for Purchase Order Acknowledgment

*Example:* BAK\*00\*AD\*876421\*20000210~

Seg/Elem	Elem ID	Description	Status	Min/Max	Value
BAK01	353	Transaction Set Purpose Code	M	2/2	'00' = Original '05' = Replace
BAK02	587	Acknowledgment Type	M	2/2	'AC' = Acknowledge – With Detail and Change 'AD' = Acknowledge – With Detail, No Change 'AP' = Acknowledge – Product Replenishment
BAK03	324	Purchase Order Number	M	1/22	Purchase Order # from EDI850
BAK04	373	Date	M	8/8	CCYYMMDD Purchase Order Date from EDI850

## **REF- Reference Identification**

*Example:* REF\*CR\*12345~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
REF01	128	Reference Identification Qualifier	M	2/3	'CR' = Customer Reference Number
REF02	127	Reference Identification	M	1/30	Order Control# from EDI850 REF segment with 'CR' qualifier

## **FOB-F.O.B. Related Instructions**

*Example:* FOB\*PP~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
FOB01	146	Shipment Method of Payment	M	2/2	'PP' = Prepaid(by Seller) 'PB' = Customer Pick-up

## **DTM-Date/Time Reference**

*Example:* DTM\*002\*20000216~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
DTM01	374	Date/Time Qualifier	M	3/3	'002' = Delivery Requested '010' = Requested Ship
DTM02	373	Date	M	8/8	CCYYMMDD

## **TD5-Carrier Details**

*Example:* TD504\*M~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
TD504	91	Transportation Method/Type Code	M	1/2	'M' = Motor(Common Carrier) 'H' = Customer Pickup

## **N1-Name-Bill To**

*Example:* N1\*BT\*ABC Company\* 9\* 123456789~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N101	98	Entity Identifier Code	M	2/3	'BT' = Bill-to-Party
N102	93	Name	M	1/60	Operating Company Name from 850 N1 'BT' qualifier
N103	66	Identification Code Qualifier	M	1/2	'9' = DUNS+4, DUNS# with 4 character suffix
N104	67	Identification Code	M	2/80	Duns# from 850 N104 with 'BT' qualifier

## **N3-Address Information**

*Example:* N3\*1514 E South Avenue~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N301	166	Address Information	M	1/55	

## **N4-Geographic Location**

*Example:* N4\*Tamaqua\*PA\*18252~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N401	19	City Name	M	2/20	
N402	156	State or Province Code	M	2/2	
N403	116	Postal Code	M	5/9	
N404	26	Country Code	O	2/3	

## **N1-Name-Ship To**

*Example:* N1\*ST\*ABC Company\* 9\* 123456789~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N101	98	Entity Identifier Code	M	2/3	'ST' = Ship-to-Party
N102	93	Name	M	1/60	Operating Company Name from EDI850 N1 'ST' qualifier
N103	66	Identification Code Qualifier	M	1/2	'9' = DUNS+4, DUNS# with 4 character suffix
N104	67	Identification Code	M	2/80	Duns# from EDI850 N104 with 'ST' qualifier

## **N3-Address Information**

*Example:* N3\*514 Depot Avenue~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N301	166	Address Information	M	1/55	

## **N4-Geographic Location**

*Example:* N4\*Tamaqua\*PA\*18252~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N401	19	City Name	M	2/20	
N402	156	State or Province Code	M	2/2	
N403	116	Postal Code	M	5/9	
N404	26	Country Code	O	2/3	

## **N1-Name-Vendor**

*Example:* N1\*VN\*Townsend, Inc\* 9\* 006918676~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N101	98	Entity Identifier Code	M	2/3	'VN' = Vendor
N102	93	Name	M	1/60	Operating Company Name from EDI850 N1 'BT' qualifier
N103	66	Identification Code Qualifier	M	1/2	'9' = DUNS+4, DUNS# with 4 character suffix
N104	67	Identification Code	M	2/80	Duns# from EDI850 N104 with 'BT' qualifier

## **N3-Address Information**

*Example:* N3\*~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N301	166	Address Information	O	1/55	

## **N4-Geographic Location**

*Example:* N4\* ~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
N401	19	City Name	O	2/20	
N402	156	State or Province Code	O	2/2	
N403	116	Postal Code	O	5/9	
N404	26	Country Code	O	2/3	

## **PO1-Baseline Item Data**

*Example:* PO1\*00001\*12\* CA\*18.42\*\*UA\*009876654321\*PI\*7666571~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
PO101	350	Assigned Identification	O	1/20	PO line item number sent in PO101 field in EDI850.
PO102	330	Quantity Ordered	M	1/15	This should be total quantity in cases
PO103	355	Unit or Basis for Measurement Code	M	2/2	'CA' = Case
PO104	212	Unit Price	M	1/17	Maximum of 4 decimal places
PO105	639	Basis of Unit Price Code	O	2/2	Mandatory for catch weight items
PO106	235	Product/Service ID Qualifier	M	2/2	'UA' = U.P.C./EAN Case Code (2-5-5)
PO107	234	Product/Service ID	M	1/48	12-digit UPC
PO108	235	Product/Service ID Qualifier	M	2/2	'PI' = Purchaser's Item Code
PO109	234	Product/Service ID	M	1/48	Purchaser's Item Code(UPC Number)

## **PID-Product/Item Description**

*Example:* PID\*F\*Tenderlions~

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
PID01	349	Item Description Type	M	1/1	'F' = Free Form
PID05	352	Description	M	1/80	Product Description

## **CTT-Transaction Totals**

*Example: CTT\*1\*12~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
CTT01	354	Number of Line Items	M	1/6	Total number if PO1 segments
CTT02	347	Hash Total	M	1/10	Shipped Total. Total of PO102's.

## **SE-Transaction Set Trailer**

*Example: SE\*1\*221.04~*

<b>Seg/Elem</b>	<b>Elem ID</b>	<b>Description</b>	<b>Status</b>	<b>Min/Max</b>	<b>Value</b>
SE01	96	Number of Included Segments	M	1/10	Total number of segments included in a transaction set including ST and SE segments
SE02	329	Transaction Set Control Number	M	1/10	Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set.

**855 Purchase Order Acknowledgment Example (4010)**  
*(With ISA/GS Segments for an Outbound Document)*

ISA\*00\* \*00\* \*01\*006918676\*08\*123456789\*000315\*0812\*U\*00401\*00000635\*0\*T\*>~  
GS\*IN\*006918676 \*2323232323 \*20000315\*081200\*635\*X\*004010~  
ST\*855\*54321~  
BAK\*00\*AD\*876421\*20000210~  
REF\*CR\*12345~  
FOB\*PP~  
DTM\*002\*20000216~  
TD504\*M~  
N1\*BT\*ABC Company\*9\*123456789~  
N3\*1514 E South Avenue~  
N4\*Tamaqua\*PA\*18252~  
N1\*ST\*ABC Company\*9\*123456789~  
N3\*514 Depot Ave~  
N4\*Tamaqua\*PA\*18252~  
N1\*VN\*Townsend, Inc\*9\*006918676~  
PO1\*0001\*12\*CA\*18.42\*\*UA\*009876654321\*PI\*7666571~  
PID\*F Tenderlions~  
CTT\*1\*12~  
SE\*1\*0001~