

**Set up Guide: Drop Ship Vendors**

**EDI and Shipping Guidelines**

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Table of Contents

[What is a Drop Ship Vendor? 3](#_Toc482168349)

[What is the purpose of this Set up Guide? 3](#_Toc482168350)

[EDI Set up 3](#_Toc482168351)

[Transactions: 3](#_Toc482168352)

[850 Key Points: 4](#_Toc482168353)

[855 Key Points: 4](#_Toc482168354)

[856 Key Points: 5](#_Toc482168355)

[810 Key Points: 5](#_Toc482168356)

[832 Key Points: 5](#_Toc482168357)

[846 Key Points: 5](#_Toc482168358)

[977 Key Point: 5](#_Toc482168359)

[Shipping Requirements 6](#_Toc482168360)

[Packing Slip 6](#_Toc482168361)

[Manifest 6](#_Toc482168362)

[Shipping Label: 7](#_Toc482168363)

[Making Appointments for Shipments 7](#_Toc482168364)

[Appendix I: Example of a drop ship 850 shipping through the G&T CFC (cross dock) 8](#_Toc482168365)

[Appendix II: Example of a drop ship 850 shipping direct to customer 9](#_Toc482168366)

[Appendix III: List of CFCs with Dunns numbers 10](#_Toc482168367)

[Appendix IV: Sample of Packing Slip 11](#_Toc482168368)

[Appendix V: Sample of Shipping Manifest (used for cross-dock orders only) 12](#_Toc482168369)

[Appendix VI: Sample of Shipping Label 13](#_Toc482168370)

[EXAMPLE OF SINGLE CARTON ORDER 13](#_Toc482168371)

[EXAMPLE OF MORE THAN ONE CARTON ON A SINGLE ORDER 13](#_Toc482168372)

[Appendix VII: G&T EDI Mappings 14](#_Toc482168373)

[850: Purchase Order 14](#_Toc482168374)

[855: Purchase Order Acknowledgment 27](#_Toc482168375)

[856: Advance Ship Notice 33](#_Toc482168376)

[810: Invoice 43](#_Toc482168377)

[832: Price/Sales Catalogue 47](#_Toc482168378)

[846: Inventory Advice File 56](#_Toc482168379)

[Appendix VIII: Flow Map of EDI Transactions between Vendor and Grand and Toy 62](#_Toc482168380)

# What is a Drop Ship Vendor?

Grand & Toy defines a drop ship vendor as a vendor who picks and packs each end customer order and then:

1. Delivers the order directly to the end customer
2. Delivers the order to the Grand & Toy Customer Fulfillment Center (CFC) so that it can be immediately forwarded to the end customer on Grand & Toy’s shipping network (Cross-dock)

Drop ship vendors may or may not also be suppliers of product that is stocked in Grand &Toy’s Customer Fulfillment Center.

All vendors who provide drop ship services on behalf of Grand & Toy must have a separate vendor number for Drop ship orders and Stock orders.

# What is the purpose of this Set up Guide?

In order for the Drop Ship process to work well there are requirements that ensure efficient flow of the goods from the stage of order creation through to delivery to the customer.

This guide will cover the IT requirements for EDI Set-up as well as Shipping requirements, such as labels, packing slips and manifests.

# EDI Set up

Electronic Data Interchange is required between Grand & Toy and the Drop Ship vendor

## Transactions:

We require the exchange of the following transaction sets:

* 850: Purchase order

The EDI 850 is a Purchase Order transaction set, used to place an order for goods or services and includes: item, prices and quantities ordered, as well as shipping details.

* 997: Functional Acknowledgment

An EDI 997 serves as a receipt, to acknowledge that an EDI transaction was received by the remote party.

* 855: Purchase order Acknowledgement

EDI 855 is used by sellers to confirm the receipt of a purchase order, eliminating the need to call or fax a confirmation.

* 856: Ship Notice

The EDI 856 transaction is commonly called the Advance Ship Notice or ASN. It is utilized to communicate the contents of a shipment in advance of it arriving at the other trading partners’ facility.

* 810: Invoices

 The EDI 810 Invoice transaction set is the electronic version of the paper-based invoice document.

* 832: Price/Sales Catalog

EDI 832 is a catalog price file and is used to provide prices and product information of goods electronically. **The 832 is to be sent daily by Tech vendors and monthly for all others**.

* 846: Inventory Advice

EDI 846 is an electronic inventory update file that is to be **sent weekly for most vendors and daily for tech vendors**. It is used to communicate inventory levels, velocity codes and shipping warehouses (to determine lead times).

Grand & Toy’s EDI Mappings are provided in Appendix VII in detail, but there are some key points that need to be emphasized:

### 850 Key Points:

1. The transmitted PO (850) for a Drop Ship vendor will have “DS” in the header segment when the order is meant to ship directly to the customer.

*Example: BEG~00~DS~230280~~20120116=*

1. If the order is meant to ship to a Grand & Toy CFC and then be forwarded to the customer, the header segment will have “NE” \*\* and the order should be shipped to the CFC that corresponds to the Dunns number provided on the PO (see Reference III for list of CFCs and Dunns#)

*Example: BEG~00~NE~230355~~20120116=*

 \*\***Please note**: If you are a vendor that also supplies product that is stocked in G&T CFCs, you may get “CD” in the header segment rather than “NE”. This would be determined at the time of set up.

1. The customer address information will be included in segments N1, N2, N3 and N4. With the Dunns# of the affiliated G&T CFC indicated in segment N1. If this is an “NE” order, the order should be shipped to the indicated CFC.

*Example: 12 N1~ST~MMG RESOURCES INC~9~2041390830005=*

 *13 N2~Nicole Campbell=*

 *14 N3~555-999 CANADA PL=*

 *15 N4~VANCOUVER~BC~V6C 3E1=*

### 855 Key Points:

The 855 is required from all vendors as a confirmation that a PO has been received by returning back details from the PO including whether there will be any back-orders on a given PO as well as the scheduled ship date.

### 856 Key Points:

It is imperative that we receive the courier/carrier carton tracking information so that we can track the orders and provide ETAs to customers when necessary.

Identify the carrier code in the TD5 segment

Provide G&T with your carrier cross reference table; carrier name and code.

If we currently have that carrier with the same code in our tables then no change is necessary. If not, we will provide you the required carrier code to use in transactions with G&T.

**Please note**: If you are shipping the drop ship order to a G&T CFC and we are then forwarding it to the customer, please leave TD5 segment blank. Entering any value in this field will cause errors in our system.

### 810 Key Points:

If there is a **stewardship fee** associated with your product that you will be adding to your invoices to Grand & Toy, additional segments must be used. **These segments are not on the general 810 mapping and must be added in**.

Currently we use the following segments for including stewardship fees:

C110- Deposit Fee (ie the deposit fee on aluminum cans)

C680- Recycle Fee (ie the recycling fee on alkaline batteries, plastic bottles etc..)

### 832 Key Points:

The 832 file is mandatory for vendors that drop ship or cross dock orders for our customers. It is used to keep active sku details current in our system to provide the most accurate information for our customers. Also, the vendor product category codes are sent in this file. The vendor must supply a table defining their product category codes to allow Grand & Toy to align their skus to our own product lines / sub-groups. Finally, for vendors who supply goods that fall under the **TDG legislation from Transport Canada**, the 832 identifies these skus in the LIN18 and LIN19 data elements of the LIN Item Identification Loop. This information is mandatory for all goods that are covered by the TDG rules.

### 846 Key Points:

The 846 file is mandatory for vendors that drop ship or cross dock orders for our customers. The velocity codes and inventory levels provided as part of the 846 file guide us in determining lead times for each order thus providing relevant expected delivery information to our customers.

### 977 Key Points:

The use of the 997 as the functional acknowledgement of transmissions sent by Grand & Toy is required for all transmissions.

# Shipping Requirements

 **Note**: **Packing slips, manifests and shipping labels must be bilingual for all shipments destined for Quebec. The fonts used for both languages must be of equal size.**

**Note**: **Packing slips, manifests and shipping labels must be approved by G&T prior to use and after any modifications.**

## Packing Slip

This is a requirement for drop ship orders that are going directly to the end customer or through the Grand & Toy CFC

It must be attached to the carton. If there is more than one carton for one customer order, it only needs to be on the first carton.

If the order is going through the Grand & Toy CFC, include a second copy of all packing slips in an envelope on the SKID.

You should include your shipping address, as the sender, with our name in the top left corner of the packing slip in case the shipment needs to be returned for some reason.

The top section of the packing slip must include the following detail that is contained in the 850 transmission (reference Appendix I and IV):

* Order date from
* G&T PO# from the BEG segment
* End Customer PO# from the REF~EU segment
* End Customer Cost Centre from the REF~DP segment
* End Customer Order# from the REF ~CO segment
* End Customer Bill to PO# from the REF~CR segment
* Balance of Customer Order# from the REF ~OR segment. Only occurs if the balance of the customer’s order is under another order# and shipping from another source (For example from our CFC)
* Customer name and address information from segments N1~ST, N2, N3 and N4
* The Bill To information from the N1~BT segment

The packing slip should clearly list the items that are on the order, the quantities that were ordered and the quantities that are shipped / included in the shipment. If an item has not shipped complete, the balance must be indicated.

Please reference Appendix IV for a sample Packing Slip.

## Manifest

This is a requirement only for orders that are going through the Grand & Toy CFC to the end customer (cross-dock shipments).This is necessary for the Receiving team to be able to break down the SKID of orders and direct the cartons to the correct route for customer delivery.

If there is more than one order on the SKID, one manifest is needed per SKID to reflect all the orders on the SKID

The Manifest should clearly identify the POs included on the SKID and the number of pieces associated with that order. The Route for each order should also be included.

Please reference Appendix V, for a sample manifest

## Shipping Label:

This is a requirement for orders that are going through the Grand & Toy CFC to the end customer. If it is going direct to the customer, the standard courier label will suffice

**Note**: **For orders for delivery in Quebec, the shipping label must be bilingual with equal English and French font size.**

Label Size: standard 4x8 inches (4x6 inches is also acceptable)

Information that must be included on the label:

PO#, Route, Customer order#, Customer Name and Address including Contact Name.

Barcode Symbology: Interleaved 2 of 5

The 700 series barcode includes the customer order# (first 8 digits), the carton ID (next three digits) and a check digit.

 For example: order 954059

 Barcode on first carton = 954059007000

 Barcode on second carton= 954059007010

Each label should be numbered #X of #Y cartons. For example if there are 3 cartons for a single order, the label on the second carton should be numbered “2 of 3”.

Please Reference Appendix VI for samples of the shipping label for shipments with one or multiple cartons

## Making Appointments for Shipments

When shipping an order that must go through the Grand & Toy CFC, it is recommended that an appointment be made with the receiving department of the respective CFC. This is just to ensure that they are aware of the volume that will be coming through.

This is important when shipping on your own fleet or using a third party LTL.

If using a courier (UPS, DHL, Purolator, or FedEx) an appointment is not necessary

Please refer to Appendix III for the email addresses for the receiving departments for each CFC.

# Appendix I: Example of a drop ship 850 shipping through the G&T CFC (cross dock)

1 ST~850~42160001=

2 BEG~00~NE~230355~~20120116= The header could be “NE” or “CD” (To be determined at time of set-up). This segment includes PO# that must be on the Manifest, Packing Slip and Shipping Label. Also includes the date the order was placed; to be included on Packing Slip. (

 3 REF~EU~G88= End Customer PO#. Must be on the Packing Slip

 4 REF~DP~6587964= End Customer Cost Centre #. Must be on the Packing Slip

 5 REF~RU~R04= Route information. Must be on the Shipping Label and Manifest

 6 REF~CO~59033500~E= End Customer Order#. Must be on the Manifest and Packing Slip

 7 REF~CR~88= End Customer Bill to PO #. Must be on the Packing Slip

 8 REF~OR~BAL OF ORDER: REF# 590334= End Customer Order# for the balance of units not included on this PO. Include on Packing List

9 REF~SH~S~E= Static Note “Special Order, Non-Returnable”. Must be on the packing slip

10 PER~BD~CHARLENE MEERE=

11 TAX~6541009~AC~ON=

12 FOB~DF~DE~DESTINATION=

13 DTM~002~20120118= Order required date; to be included on the packing slip

14 N1~ST~MMG RESOURCES INC~9~2041390830005= Customer name that must be included on the Label and Packing Slip. The Dunns# represents that G&T CFC that the order must be shipped to.

15 N2~Nicole Campbell= Additional customer name detail. Must be included on the Label, Packing Slip & Manifest

16 N3~555-999 CANADA PL= Customer Address. Must be included on the Label, Packing Slip & Manifest

17 N4~VANCOUVER~BC~V6C 3E1= Customer Address. Must be included on the Label, Packing Slip & Manifest

18 N1~BT~GRAND & TOY DON MILLS~9~2041390830001= Bill To information. Include on Packing Slip

19 PO1~1.00~4~BX~4.6~~IN~TA100ZEN~VN~15GT133~UP~794522200603= Item detail. Include on Packing Slip with product description

20 DTM~002~20120118=

21 CTT~1=

22 AMT~TT~18.4=

23 SE~21~42160001=

#

# Appendix II: Example of a drop ship 850 shipping direct to customer

1 ST~850~42130002=

 2 BEG~00~DS~230280~~20120116= includes the date the order was placed; to be included on Packing Slip.

 3 REF~EU~G19655= End Customer PO#. Must be on the Packing Slip

 4 REF~DP~110000 310000 706003 1500= End Customer cost center Ref#. Must be on the packing slip

 5 REF~RU~WUMF=

 6 REF~CO~58930300~E= End Customer Order#. Must be on the Packing Slip

 7 REF~CR~19655= End Customer Bill to PO#. Must be on the packing slip

 8 REF~OR~BAL OF ORDER: REF# 589302= End Customer Order# for the balance of units not included on this PO. Include on Packing List

 9 REF~SH~S~E= Static Note “Special Order, Non-Returnable”. Must be on the packing slip

10 PER~BD~CHARLENE MEERE=

11 TAX~6541009~AC~ON=

12 FOB~DF~DE~DESTINATION=

13 DTM~002~20120118= Order required date; to be included on the packing slip

14 N1~ST~U OF MANITOBA~9~9999999999999= Customer name that must be included on Packing Slip. Depending on set up, we could indicate the Dunns# for the regional CFC as a reference

15 N2~Melissa Melo~DIRECTOR'S OFFICE= Addt’l customer name detail. Must be on the Packing Slip

16 N3~79 FREEDMAN CR= Customer Address. Must be included on the Packing Slip

17 N3~RM 156 E DAFOE LIBRARY= Customer Address. Must be included on the Packing Slip

 18 N4~WINNIPEG~MB~R3T 2N2= Customer Address. Must be included on the Packing Slip

 19 N1~BT~GRAND & TOY DON MILLS~9~2041390830001= Bill To information. Include on Packing Slip

20 PO1~1.00~1~BX~11.02~~IN~11GT156~VN~11GT156~UP~762111766011= Item detail. Include on Packing Slip with product description

21 CTP~GR~~15.19=

22 DTM~002~20120118=

23 PO1~2.00~1~BX~10.13~~IN~11GT169~VN~11GT169~UP~842115010020= Item detail. Include on Packing Slip with product description

24 CTP~GR~~15.19=

25 DTM~002~20120118=

26 CTT~2=

27 AMT~TT~21.15=

28 SE~27~42130002=

# Appendix III: List of CFCs with Dunns numbers

|  |  |  |
| --- | --- | --- |
| **CFC** | **Dunns** | **G&T CFC** |
| **A9** | **2041390830016** | **9970 VAUGHAN DISTRIBUTION CENTRE** |
| **B0** | **2041390830019** | **1700 ST. JOHN'S** |
| **C0** | **2041390830009** | **1500 MONCTON** |
| **L0** | **2041390830015** | **3100 MONTREAL DC** |
| **P0** | **2041390830003** | **4000 CALGARY DC** |
| **R0** | **2041390830005** | **5000 VANCOUVER DC** |
| **W0** | **2041390830007** | **9000 WINNIPEG DC** |

|  |  |
| --- | --- |
| Calgary (P0)37 Aero Drive N.E. Calgary, Alberta T2E 8Z9calgaryreceiving@grandandtoy.com  | Winnipeg (W0)1641 Seel AveWinnipeg, Manitoba R3T 5J1winnipegreceiving@grandandtoy.com  |
| Montreal (L0)2275 52nd AvenueLachine, PQ H8T 2Y8montrealreceiving@grandandtoy.com  | Vancouver (R0)4560 Tillicum StreetBurnaby, BC V5J 5L4vancouverreceiving@grandandtoy.com  |
| Vaughan (A9)200 Aviva Park DriveVaughan, Ontario L4L 9C7vaughanreceiving@grandandtoy.com  | Moncton (C0)146 Dieppe Blvd.Moncton, NB E1A 6P8monctonreceiving@grandandtoy.com  |
| Mount Pearl (B0)1126 Topsail RoadMount Pearl NFLD A1N 5E8stjohnsreceiving@grandandtoy.com  |  |

# Appendix IV: Sample of Packing Slip

**Note**: **For orders for delivery in Quebec, the packing slip must be bilingual with equal English and French font size.**

|  |  |
| --- | --- |
| Grand & Toy Limited13-18233 Blundell RoadRichmond, BC V6W1L8Phone#: (111)999-9999Fax#: (111)888-8888 | Date needed: 01/18/2012Date ordered: 01/16/2012Customer number: 003015Taken by: EDI |
| Ship To:MMG Resources Inc555-999 Canada PLVancouver BC, V6C 3E1Attn: Nicole Campbell | Route: R04Warehouse: 2Handling: EDI invoiceShip Via: PurolatorCustomer PO: 230355End user PO: G88End user Order: 59033500End user Cost Center: 6587964 |

 End user Bill to PO#: 88

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity |  |  |  |  |
| Order | Ship | Product Code | Pack/unit | Vendor Part# | Description |
| 1 | 1 | TA100ZEN | 1/BX | 15GT133  | TAZO TEA ZEN 24'S |
| 1 | 1 | I5GT106 | 1/BX | 15GT106 | GM CEL TEA AUTH GREEN 24'S |

**\*SPECIAL ORDER, NON-RETURNABLE**

Please be sure to include this static note on all drop ship / cross-dock orders

Pieces: 2

Weight: 0.02

Cube:

# Appendix V: Sample of Shipping Manifest (used for cross-dock orders only)

**Note**: **For orders for delivery in Quebec, the manifest must be bilingual with equal English and French font size**.

|  |  |  |
| --- | --- | --- |
| 17/01/12 11:50  | ABC industries Shipping Manifest #12345 | Page 1 |
|  |  |  |
| 2012/01/18 | G&T DC Vancouver (R0) EDI200 Aviva Park DriveVaughan, Ontario L4L 9C7 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Inv# | PO | Route | REF#/Attn | Instructions | Pieces |
| 6789 | 230355MMG Resources Inc555-999 Canada PLVancouver BC, V6C 3E1Attn: Nicole Campbell | R04 | 59033500 |  | 1 |
| 6790 | 230367ABC Industries123 Happy StreetVancouver BC, V6C 3E2Attn: John Smiley | R05 | 60127100 |  | 2 |

# Appendix VI: Sample of Shipping Label

**Note**: **For orders for delivery in Quebec, the shipping label must be bilingual with equal English and French font size.**

### EXAMPLE OF SINGLE CARTON ORDER

|  |  |
| --- | --- |
| **GRAND & TOY LIMITED** It is important that the route number be larger, bolder font than the rest of the label | 01/17/17 |
|  |  |  |
| PO#  | 230355 |  |
| ROUTE  | **R04** |  590335007000 |
| REF#  | 59033500 |  |
| TO  | **MMG Resources Inc** |  |
|  | 555-999 Canada PLVancouver BC, V6C 3E1 |  |
| ATTN  | Nicole Campbell | Carton 1 OF 1 |

### EXAMPLE OF MORE THAN ONE CARTON ON A SINGLE ORDER

|  |  |
| --- | --- |
| **GRAND & TOY LIMITED** It is important that the route number be larger, bolder font than the rest of the label | 01/17/17 |
|  |  |  |
| PO#  | 230355 |  |
| ROUTE  | **R04** |  590335007000 |
| REF#  | 59033500 |  |
| TO  | **MMG Resources Inc** |  |
|  | 555-999 Canada PLVancouver BC, V6C 3E1 |  |
| ATTN  | Nicole Campbell | Carton 1 OF 2 |

|  |  |
| --- | --- |
| **GRAND & TOY LIMITED**  | 01/17/17 |
|  | It is important that the route number be larger, bolder font than the rest of the label |  |
| PO#  | 230355 |  |
| ROUTE  | **R04** |  590335007010 |
| REF#  | 59033500 |  |
| TO  | **MMG Resources Inc** |  |
|  | 555-999 Canada PLVancouver BC, V6C 3E1 |  |
| ATTN  | Nicole Campbell | Carton 2 OF 2 |

# Appendix VII: G&T EDI Mappings

## 850: Purchase Order

**Segment Usage**

 Segment Segment Required Max

 ID Name Use Occurrence

**HEADER SEGMENTS**

ST Transaction Set Header M 1

BEG Beginning Segment for Purchase Order M 1

REF Reference Numbers M 5

PER Administrative/Communications Contact M 1

TAX Tax Reference M 1

FOB F.O.B. Related Information M 1

DTM Date/Time Reference M 1

MAN Marks and Numbers M 10

N1 Name M (loop) 1

N2 Additional Name Information M 1

N3 Address Information M 2

N4 Geographic Location M (loop end) 1

**DETAIL SEGMENTS**

PO1 Purchase Order Baseline Item Data M (loop) 1

CTP Pricing Information M 1

DTM Date/Time Reference M 1

MAN Marks and Numbers M 10

**TRAILER SEGMENTS**

CTT Transaction Totals M 1

AMT Monetary Amount M 1

SE Transactions Set Trailer M 1

* **ST - Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3 – 3 | 850 |
| ST02 | Transaction Set Control Number | 4 – 9 | Sequential number assigned by G&T |

**Example:**

ST~850~000000001

* **BEG - Beginning Segment for PO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BEG | Segment Identifier |  | BEG |
| BEG01 | Transaction Set Purpose Code | 2 – 2 | “00” Original |
| BEG02 | PO Type Code | 2 – 2 | “NE” New Order, “CD” Cross Dock“DS” Drop Ship (EP1/EPOTYP) |
| BEG03 | Purchase Order Number | 1 – 22 | Purchase Order Number (EP1/EPORD) |
| BEG05 | Purchase Order Date | 8 – 8 | CCYYMMDD (EP1/EPPRTD) |

**Example:**

BEG~00~NE~123456~19981218

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | EU - End User’s Purchase Order Number  |
| REF02 | Reference Number  | 1 – 30 | End User’s Purchase Order Number |

**Example:**

REF~EU~PO0801

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | DP - End User’s Cost Centre Number  |
| REF02 | Reference Number  | 1 – 30 | End User’s Cost Centre Number |

**Example:**

REF~DP~6587694

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | RU – Route Number  |
| REF02 | Reference Number  | 1 – 30 | Route Number |

**Example:**

REF~RU~R08

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | CO – Customer Order |
| REF02 | Reference Number  | 1 – 30 | Customer Sales Order Number  |
| REF03 | Customer Language code  | 1 – 1 | E/F (English/French) |

**Example:**

REF~CO~94561400~E

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | CR – End Users Bill to Purchase Order #  |
| REF02 | Reference Number  | 1 – 30 | End User’s Purchase Order Number |

**Example:**

REF~CR~PO0901

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | BF – G&T Vendor Account Number |
| REF02 | Reference Number  | 1 – 30 | Vendor Account Number |
| REF03 | Customer Language code  | 1 – 1 | E/F (English/French) |

**Example:**

REF~BF~14010073569~E

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | OR – Balance of Order Reference Number  |
| REF02 | Reference Number  | 1 – 30 | Bal of Order: Ref# |
| REF03 | Customer Language code  | 1 – 1 | E/F (English/French) |

**Example:**

REF~OR~ BAL OF ORDER: REF# 029734~E

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | SH – Special Order Non Returnable  |
| REF02 | Reference Number  | 1 – 30 | S – Special Order Non Returnable |
| REF03 | Customer Language code  | 1 – 1 | E/F (English/French) |

**Example:**

REF~SH~S~E (**Static Note** ‘Special Order Non Returnable’ to be printed on packing slip)

* **REF – Reference Numbers – used for Ingram Micro only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | SI – Shipper’s ID for Shipment  |
| REF02 | Reference Number  | 1 – 30 | Ship via Purolator message |

**Example:**

REF~SI~SHIP GT PURO

**Special Note for Ingram Micro orders only:** If the total cost of the PO is below the agreed upon threshold, then Ingram Micro will use the G&T Purolator account for shipping charges. The phrase “SHIP GT PURO” will appear in element REF02 of the REF01 “SI” qualifier for the REF segment on the 850. Ingram will be supplied with the G&T Purolator account ahead of time – it will not be included in the 850.

* **PER – Administrative/Communications Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| PER | Segment Identifier |  | PER |
| PER01 | Segment Identifier Code | 2 – 2 | “BD” Buyer/Department Qualifier |
| PER02 | Buyer’s Name | 1 – 35 | Buyer’s Name |

**Example:**

PER~BD~JANE DOE

* **TAX – Tax Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| TAX | Segment Identifier |  | TAX |
| TAX01 | Tax Identification number | 1 – 20 | 6541009 |
| TAX02 | Location Qualifier | 1 – 2 | “AC” City & State |
| TAX03 | Location Qualifier | 1 – 25 | “ON” Province Code |

**Example:**

TAX~6541009~AC~ON

* **FOB – F.O.B. Related Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| FOB | Segment Identifier |  | FOB |
| FOB01 | Shipment Method of Payment | 2 – 2 | “DF” Defined by buyer and Seller |
| FOB02 | Location Qualifier | 1 – 2 | “DE” Destination |
| FOB03 | Description | 1 – 80 | FOB Description |

**Example:**

FOB~DF~DE~DESTINATION

* **DTM – Date/Time**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 – 3 | “002” Delivery Requested Date |
| DTM02 | Date | 8 – 8 | Delivery Date CCYYMMDD |

**Example:**

DTM\*002\*19990101

* **MAN – Marks & Numbers - Note/Special Instruction**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| MAN | Segment Identifier |  | MAN |
| MAN01 | Marks/Number Qualifier | 1 – 2 | “S” Entire Shipment |
| MAN02 | Marks and Numbers | 1 – 48 | Message |

**Example:**

MAN~S~PLEASE SHIP VIA WESTERN LOGISTICS

**N1 – Name – Ship to Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity ID Code | 2 – 2 | “ST” Ship to |
| N102 | Name | 1 – 35 | Ship to Name |
| N103 | ID Code Qualifier | 1 – 2 | “9” |
| N104 | ID Code | 2 – 17 | 9 Digits Dun’s # w/4 digit extension9999999999999 for Drop/Direct Ship Order |

**Example:**

N1~ST~OUR CUSTOMER~9~9999999999999

**N2 – Attention Name – Ship to**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N2 | Segment Identifier |  | N2 |
| N201 | Deliver to the Attention of | 1 –35  | Attention Line (may have //// if no attention line information provided) |
| N202 | Name | 1 – 35 | Ship To Name 2 |

**Example:**

N2~PURCHASING DEPARTMENT~Jane Doe

* **N3 – Address – Ship to Address Line 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 –35  | Street Address 1 |

**Example:**

N3~123 FUN PARK DR

* **N3 – Address – Ship to Address Line 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 –35  | Street Address 2 |

**Example:**

N3~SUITE 112

* **N4 – Geographic Location – Ship to Address**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N4 | Segment Identifier |  | N4 |
| N401 | City Name | 2 –19 | City |
| N402 | Province | 2 – 2 | Province |
| N403 | Postal Code | 3 – 9 | Postal Code |

**Example:**

N4~VAUGHAN~ON~L4L 9C7

* **N1 – Name – Bill to Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identification Code | 2 – 2 | “BT” Bill to |
| N102 | Name | 1 – 35 | Bill to Name |
| N103 | ID Code Qualifier | 1 – 2 | “9” |
| N104 | ID Code | 2 – 17 | 9 Digits Dun’s # w/4 digit extension |

**Example:**

N1~BT~G&T DON MILLS WAREHOUSE~9~2041390830001

* **PO1 – Purchase Order Baseline Item Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO1 | Segment Identifier |  | PO1 |
| PO101 | Assigned Identification | 1 – 11 | Line Number |
| PO102 | Quantity Ordered | 1 – 15 | Quantity Ordered |
| PO103 | Unit of Measure Code | 2 – 2 | Unit of Measure Code |
| PO104 | Unit Price | 1 – 17 | Unit Price |
| PO105 | Basis of Unit Price Code | 2 – 2 | Not Used |
| PO106 | Product/Service ID Qualifier | 2 – 2 | IN- G&T Product Number |
| PO107 | Product/Service ID | 1 – 30 | G&T Product Number |
| PO108 | Product/Service ID Qualifier | 2 – 2 | VN- Buyer’s Part Number |
| PO109 | Product/Service ID | 1 – 30 | Vendor Product Number |
| PO110 | Product/Service ID Qualifier | 2 – 2 | UP- UPC Code |
| PO111 | Product/Service ID | 1 – 30 | Universal Product Code |
| PO112 | Product/Service ID Qualifier | 2 - 2 | OT – Internal Number (Used for Bid Costing) |
| PO113 | Produtc/Service ID | 1 – 30 | PO Quote Number (Used for Bid Costing) |

**Example:**

PO1~1.00~36~EA~32.40~~IN~19189~VN~19189~UP~2738619189

PO1~1.00~36~EA~32.40~~IN~19189~VN~19189~UP~2738619189~OT~A152541483 - PO with Bid Costing

PO Bid Cost table exists in G&T system containing quote #, customer and sku. When a PO is created, we check this table. If matching details are found, the contract # and cost will be sent in the 850. If no match, then PO112 and PO113 will not be sent.

* **CTP – Pricing Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| CTP | Segment Identifier |  | CTP |
| CTP01 | Class Of Trade Code | 2 - 2 | “GR” General Retail |
| CTP03 | Unit Price | 15 - 15 | Net unit price with 2 decimals |
| CTP08 | Monetary Amount | 1 – 18 | PO Quote Cost (Disti’s only) |

**Example:**

CTP~GR~~4.98

CTP~GR~~4.98~~~~~~4.35

\*\*CTP08 will not be sent if a quote number is not found

* **MAN – Marks And Numbers -Note/Special Instruction**

**(Could be multiple NTE segments for 1 P01)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| MAN | Segment Identifier |  | MAN |
| MAN01 | Marks/Numbers Qualifier | 1 – 2 | “L” – Line Item Only |
| MAN02 | Marks and Numbers | 1 – 48 | Product Note or Instruction |

**Example:**

MAN~L~99 JAN COMM FLYER

* **DTM – Date/Time**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 – 3 | “002” Delivery Requested Date |
| DTM02 | Date | 8 – 8 | Delivery Date CCYYMMDD |

**Example:**

DTM~002~19990101

* **MSG – Message Text**

**(Used to transmit PO Bid Cost Quote info, where applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| MSG | Segment Identifier |  | MSG |
| MSG01 | Free Form Message Text | 1 - 34 |  |

**Example:**

MSG~QT#SHELLYA

* **CTT – Transaction Total**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| CTT | Segment Identifier |  | CTT |
| DTM01 | Number of Lines | 1 – 6 | Sum of PO1 Lines Items  |

**Example:** CTT~1

* **AMT – Monetary Amount**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| AMT | Segment Identifier |  | AMT |
| AMT01 | Amount Qualifier Code | 1 – 2 | TT – Transaction Total |
| AMT02 | Monetary Amount | 1 – 15 | Total PO Dollar Amount |

**Example:**

 AMT~TT~1166.40

* **SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 – 6 | Count of segments  |
| SE02 | Transaction Set Control Number | 4 – 9 | Control number assigned by the sender |

**Example:**

SE~15~000000001

## 855: Purchase Order Acknowledgment

**Segment Usage**

 Segment Segment Required Max

 ID Name Use Occurrence

**HEADER SEGMENTS**

ST Transaction Set Header M 1

BAK Beginning Segment for PO ACK M 1

REF Reference Numbers O 12

PER Administrative/Communications Contact O 3

N1 Name O (loop) 1

N3 Address Information O 2

N4 Geographic Location O (loop end) 1

**DETAIL SEGMENTS**

PO1 Purchase Order Baseline Item Detail M (loop) 1

ACK Line Item Acknowledgment O 104

**TRAILER SEGMENTS**

CTT Transaction Totals M 1

AMT Monetary Amount O 1

SE Transactions Set Trailer M 1

* **ST - Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3 - 3 | 855 |
| ST02 | Transaction Set Control Number | 4 - 9 | Sequential number assigned by sender |

**Example:**

ST~855~000000001

* **BAK - Beginning Segment for P.O. Acknowledgment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BAK | Segment Identifier |  | BAK |
| BAK01 | Transaction Set Purpose Code | 2 - 2 | 00 – Original |
| BAK02 | Acknowledgment Type | 2 - 2 | AD - Acknowledge - with detail; no change |
| BAK03 | Purchase Order Number | 1 - 22 | Purchase Order Number from 850 |
| BAK04 | Purchase Order Date | 8 - 8 | CCYYMMDD |

**Example:**

BAK~00~AD~555555~20160727

* **REF – Reference Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 - 2 | VN - Vendor Order Number |
| REF02 | Reference Number | 1 - 30 | Vendor’s Order Reference Number |

**Example:**

REF~VN~98765432

* **PER - Administrative Communications Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PER | Segment Identification |  | PER |
| PER01 | Contact Function Code | 2 - 2 | BD - Buyer’s Name |
| PER02 | Name | 1 - 35 | Free-form Name |

**Example:**

PER~BD~LEE-ANN SMITH

* **N1 - Name [N1 Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 - 2 | BT - Bill To - ST - Ship To |
| N102 | Name | 1 - 35 | Name |
| N103 | Identification Code Qualifier | 1 - 2 | 92 - Assigned by buyer (ST only) |
| N104 | Identification Code | 2 - 17 | Location Code (ST only) |

**Examples:**

N1~BT~GRAND & TOY

N1~ST~G&T CUSTOMER~9~9999999999999

* **N3 - Address Information [N1 Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 - 35 | Free-form text |
| N302 | Address Information | 1 - 35 | Free-form text |

**Example:**

N3~123 Yonge Street - Suite 500

* **N4 - Geographic Location [N1 Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N4 | Segment Identifier |  | N4 |
| N401 | City Name | 2 - 19 | City Name |
| N402 | State/Province Code | 2 - 2 | State/Province Code |
| N403 | Postal Code | 5 - 9 | Postal Code |

**Example:**

N4~TORONTO~ON~M1L 4H3

* **PO1 - Purchase Order Baseline Item Data [PO1 Loop**]

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO1 | Segment Identifier |  | PO1 |
| PO101 | Assigned Identification | 1 - 11 | Sequential Line Number |
| PO102 | Quantity Ordered | 1 - 15 | Quantity Ordered |
| PO103 | Unit of Measure Code | 2 - 2 | EA – Each - BX – Box - CT - Carton |
| PO104 | Unit Price | 1 - 17 | Unit Cost |
| PO105 | Basis of Unit Price Code | 2 - 2 | Not used |
| PO106 | Product/Service ID Qualifier | 2 - 2 | VN - Vendor’s Item Number |
| PO107 | Product/Service ID | 1 - 30 | Vendor’s SKU # |
| PO108 | Product/Service ID Qualifier | 2 - 2 | BP – Buyers’s Part Number |
| PO109 | Product/Service ID | 1 - 30 | Grand & Toy Part Number |

**Example:**

PO1~1~1~ BX~15.2 ~ ~VN ~ MMM15487~BP~ 15879

* **ACK - Line Item Acknowledgment [PO1/ACK Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ACK | Segment Identifier |  | ACK |
| ACK01 | Line Item Status Code | 2 – 2 | BP - Item Accepted; Partial Ship; Balance BackorderedIA - Item AcceptedIB - Item BackorderedIR - Item Rejected |
| ACK02 | Quantity | 1 – 15 | Quantity in ACK01 status |
| ACK03 | Unit of Measure Code | 2 – 2 | EA - EachBX - BoxCT - Carton |
| ACK04 | Date/Time Qualifier | 3 – 3 | 068 - Current Scheduled Ship |
| ACK05 | Date | 8 – 8 | Date – CCYYMMDD format |

**Examples:**

ACK~IA~10~EA~068~19981220

ACK~IR~1~BX

ACK~BP~3~EA~068~19981220

ACK~IB~ 7~EA ~068~1999105

**Note on the ACK Segment:**

If the quantity ordered is partially back-ordered, two ACK segments will be present, one for the quantity shipping and the other for the quantity back-ordered.

* **CTT - Transaction Totals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTT | Segment Identifier |  | CTT |
| CTT01 | Number of Line Items | 1 - 6 | Count of PO1 segments |

**Example:**

CTT~3

* **AMT - Monetary Amount**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| AMT | Segment Identifier |  | AMT |
| AMT01 | Amount Qualifier Code | 1 - 2 | TT - Total Transaction Amount |
| AMT02 | Monetary Amount | 1 - 15 | Total Order Amount |

**Example:**

AMT~TT~ 99.90

* **SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 - 6 | Count of segments present in the Transaction Set including the ST and SE |
| SE02 | Transaction Set Control Number | 4 - 9 | Control number assigned by the sender |

**Example:**

SE ~20 ~000000001

## 856: Advance Ship Notice

**Segment Usage**

 Segment Segment Required Max

 ID Name Use Occurrence

**HEADER SEGMENTS**

 ST Transaction Set Header M 1

 BSN Beginning Segment for Ship Notice M 1

**SHIPMENT LEVEL**

 HL Hierarchical Level M 1

 PO4 Item Physical Details M 1

 TD1 Carrier Details (Quantity and Weight) M 20

 TD5 Carrier Details (Routing Sequence) M 12

 REF Reference Numbers M 1

 DTM Date/Time Reference (Shipped Date) M 1

 DTM Date/Time Reference (Expected Del Date) M 1

 N1 Name M 1

 N3 Address Information M 2

 N4 Geographic Location M 1

**ORDER LEVEL**

 HL Hierarchical Level M 1

 PRF Purchase Order Reference M 1

 PO4 Item Physical Details M 1

 TD1 Carrie Details (quantity & weight) M 20

**ITEM LEVEL**

 HL Hierarchical Level M 1

 LIN Item Identification M 1

 SN1 Item Detail (Shipment) M 1

 PO4 Item Physical Details M 1

**TRAILER SEGMENTS**

 CTT Transaction Totals M 1

 SE Transaction Set Trailer M 1

**♦ ST - Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3 - 3 | 856 |
| ST02 | Transaction Set Control Number | 4 - 9 | Sequential number assigned by sender |

**Example:**

ST\*856\*000000001~

**♦ BSN - Beginning Segment for Ship Notice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BSN | Segment Identifier |  | BSN |
| BSN01 | Transaction Set Purpose Code | 2 - 2 | 00 - Original |
| BSN02 | Shipment Identification | 2-30 | Shipment ID |
| BSN03 | Date | 8-8 | ASN Creation Date – CCYYMMDD format |
| BSN04 | Time | 4 - 6 | ASN Creation Time – HHMM format |

**Example:**

BSN\*00\*123456\*19980927\*0820~

**♦ HL - Hierarchical Level [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| HL | Segment Identifier |  | HL |
| HL01 | Hierarchical Identification Number | 1 - 12 | Sequentially Assigned HL Number |
| HL03 | Hierarchical Level Code | 1 – 2 | S – Shipment |

**Example:**

HL\*1\*\*S~

**♦ PO4 – Item Physical Details [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO4 | Segment Identifier |  | PO4 |
| PO408 | Gross Volume Per Pack | 1 – 9 | Shipment Cube |
| PO409 | Unit Of Measure Code | 2 – 2 | CF – Cubic Feet |

**Example:**

PO4\*\*\*\*\*\*\*\*250\*CF~

**♦ TD1 - Carrier Details [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| TD1 | Segment Identification |  | TD1 |
| TD101 | Packaging Code | 3 - 5 |  |
| TD102 | Lading Quantity | 1 - 7 | Number of cartons in Shipment |
| TD106 | Weight Qualifier | 1 – 2 | G - Gross Weight |
| TD107 | Weight | 1 – 10 | Shipment Weight |
| TD108 | Unit of Measurement | 2 – 2 | LB - Pound |

**Example:**

TD1\*CTN25\*25\*\*\*\*G\*25000\*LB~

**♦ TD5 - Carrier Details [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| TD5 | Segment Identification |  | TD5 |
| TD501 | Routing Sequence Code | 1 - 2 |  |
| TD502 | Identification Code | 1 - 2 | 2 - Standard Carrier Alpha Code |
| TD503 | Identification Code | 2 - 17 | Standard Carrier Alpha Code (SCAC) |
| TD504 | Transportation Method Code | 1 – 2 |  |
| TD505 | Routing | 1 – 35 | Name of Carrier |
| TD506 | Shipment/order Status Code | 2 – 2 |  |

**Example:**

TD5\*A\*2\*UPS\*D\*UNITED PARCEL SERVICES~

**♦ REF - Reference Numbers [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 – 2 | BM – Bill Of Lading |
| REF02 | Reference Number | 1 – 30 | Bill of Lading Number |

**Example:**

REF\*BM\*5369542~

**♦ DTM - Date/Time Reference [Shipment Sent Date]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 - 3 | 011 – Shipped |
| DTM02 | Date | 8 - 8 | Date Shipped – CCYYMMDD format |

**Example:**

DTM\*011\*19980926~

**♦ DTM - Date/Time Reference [Expected Delivery]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 - 3 | 073 – Scheduled for Delivery Date  |
| DTM02 | Date | 8 - 8 | Date Shipped – CCYYMMDD format |

**Example:** DTM\*073\*19980927~

**♦ N1 - Name [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 - 2 | SF - Ship From |
| N102 | Name | 1 - 35 | Name |
| N103 | Identification Code | 1 - 2 | 01  |
| N104 | Identification Code | 2 - 17 | Suppliers Duns Number |

**Examples:**

N1\*SF\*ABC Company\*01\*516854978~

**♦ N3 - Address Information [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 - 35 | Free-form text |
| N302 | Address Information | 1 - 35 | Free-form text |

**Example:**

N3\*123 Your Street\*Your Suite~

**♦ N4 - Geographic Location [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N4 | Segment Identifier |  | N4 |
| N401 | City Name | 2 - 19 | City Name |
| N402 | State/Province Code | 2 - 2 | State/Province Code |
| N403 | Postal Code | 5 - 9 | Postal Code |
| N404 | Country Code | 2 – 3 | CAN, USA |

**Example:**

N4\*TORONTO\*ON\*M3C 1M1\*CAN~

**♦ N1 - Name [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 - 2 | ST - Ship to |
| N102 | Name | 1 - 35 | Name |
| N103 | Identification Code | 1 - 2 | ZZ  |
| N104 | Identification Code | 2 - 17 | Code to Identify Ship-to Location |

**Examples:** N1\*ST\*Grand & Toy\*ZZ\*0001~

**♦ N3 - Address Information [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 - 35 | Free-form text |
| N302 | Address Information | 1 - 35 | Free-form text |

**Example:** N3\*123 Main Street\*~

**♦ N4 - Geographic Location [Shipment Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N4 | Segment Identifier |  | N4 |
| N401 | City Name | 2 - 19 | City Name |
| N402 | State/Province Code | 2 - 2 | State/Province Code |
| N403 | Postal Code | 5 - 9 | Postal Code |
| N404 | Country Code | 2 – 3 | CAN, USA |

**Example:** N4\*TORONTO\*ON\*M3C 1M1\*CAN~

**♦ HL - Hierarchical Level [Order Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| HL | Segment Identifier |  | HL |
| HL01 | Hierarchical Identification Number | 1 - 11 | Sequentially Assigned HL Number |
| HL02 | Hierarchical Parent | 1 - 12 | HL Parent ID Number |
| HL03 | Hierarchical Level Code | 2 - 2 | O - Order |

**Examples:**

HL\*2\*1\*O~

**♦ PRF - Purchase Order Reference [Order Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PRF | Segment Identifier |  | PRF |
| PRF01 | Purchase Order Number | 1 - 22 | Grand & Toy’s Purchase Order Number |
| PRF04 | Purchase Order Date | 8 - 8 | Purchase Order Date – CCYYMMDD format |

**Examples:**

PRF\*123456\*\*\*19980926~

**♦ PO4 – Item Physical Details [Order Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO4 | Segment Identifier |  | PO4 |
| PO408 | Gross Volume Per Pack | 1 – 9 | Order Cube |
| PO409 | Unit of Measure Code | 2 – 2 | CF – Cubic Feet |

**Examples:**

PO4\*\*\*\*\*\*\*123\*CF~

**♦ TD1 - Carrier Details [Order Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| TD1 | Segment Identification |  | TD1 |
| TD101 | Packaging Code | 5 - 5 |  |
| TD102 | Lading Quantity | 1 - 7 | Number of cartons/pallets for Order |
| TD106 | Weight Qualifier | 1 - 2 | G - Gross Weight |
| TD107 | Weight | 1 – 10 | Order Weight |
| TD108 | Unit of Measurement | 2 – 2 | LB - Pound |

**Example:** TD1\*CTN25\*25\*\*\*\*G\*5000\*LB~

**♦ HL - Hierarchical Level [Pack Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| HL | Segment Identifier |  | HL |
| HL01 | Hierarchical Identification Number | 1 - 11 | Sequentially Assigned HL Number |
| HL02 | Hierarchical Parent | 1 - 12 | HL Parent ID Number |
| HL03 | Hierarchical Level Code | 1 - 2 | P - Pack |

**Examples:**

HL\*3\*2\*P~

**♦ MAN – Marks and Numbers [Pack Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| MAN | Segment Identifier |  | MAN |
| MAN01 | Marks And Numbers Qualifier | 1 - 11 | GM – UCC128/MH10 SCM Format  |
| MAN02 | Marks And Numbers | 1 –45 | UCC128/MH10 Code usted to Identify Pack Info |

**Examples:**

MAN\*GM\*1234567890~

**♦ HL - Hierarchical Level [Item Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| HL | Segment Identifier |  | HL |
| HL01 | Hierarchical Identification Number | 1 – 12 | Sequentially Assigned HL Number |
| HL02 | Hierarchical Parent | 1 – 12 | HL Parent ID Number |
| HL03 | Hierarchical Level Code | 1 – 2 | I - Item |

**Examples:**

HL\*4\*2\*I~

**♦ LIN - Item Identification [Item Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| LIN | Segment Identifier |  | LIN |
| LIN01 | Assigned Identification | 1 - 11 | Line Item # from 850 |
| LIN02 | Product/Service ID Qualifier | 2 - 2 | CB – G&T’s Item Number |
| LIN03 | Product/Service Identification | 1 - 30 | Grand & Toy’s Item Number |
| LIN04 | Product/Service ID Qualifier | 2 - 2 | VA – Vendor’s Item Number |
| LIN05 | Product/Service Identification | 1 - 30 | Vendor’s Item Number |
| LIN06 | Product/Service ID Qualifier | 2 – 2 | UP – UPC (Universal Product Code) |
| LIN07 | Product/Service Identification | 1- 30 | UPC Code |

**Examples:**

LIN\*1\*CB\*99115\*VA\*012345\*UP\*77515545464~

 **♦ SN1 - Item Detail (Shipment) [Item Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SN1 | Segment Identification |  | SN1 |
| SN101 | Assigned Identification | 5 – 11 | Line Item Number from 850 |
| SN102 | Number of Units Shipped | 1 – 10 | Quantity Shipped |
| SN103 | Unit of Measurement Code | 2 – 2 | Unit of Measure Code |

**Example:**

SN1\*1\*10\*EA~

**♦ PO4 - Item Physical Detail [Item Level]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO4 | Segment Identification |  | P04 |
| PO401 | Number of Inner Pack Units | 1 – 16 |  |
| PO402 | Number of Units in the Inner pack | 1 – 18 |  |
| PO403 | Unit of Measurement  | 2 – 2 | Unit of Measure  |

**Example:** PO4\*1\*10.0\*EA~

**♦ CTT - Transaction Totals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTT | Segment Identifier |  | CTT |
| CTT01 | Number of HL Segments | 1 - 6 | Count of HL segments |

**Example:** CTT\*5~

**♦ SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 - 6 | Count of segments present in the Transaction Set including the ST and SE |
| SE02 | Transaction Set Control Number | 4 - 9 | Control number assigned by the sender |

**Example:**

SE\*22\*000000001~

## 810: Invoice

**Segment Usage**

 Segment Segment Required Max

 ID Name Use Occurrence

**HEADER SEGMENTS**

ST Transaction Set Header M 1

BIG Beginning Segment for Invoice M 1

**DETAIL SEGMENTS**

IT1 Baseline Item Data (Invoice) M (loop) 1

PID Product/Item Description O 1

**TRAILER SEGMENTS**

TDS Total Monetary Value Summary M 1

SAC Service/Promotion/Allowance/Charge Info O 25

CTT Transaction Totals M 1

SE Transactions Set Trailer M 1

* **ST - Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3 - 3 | 810 |
| ST02 | Transaction Set Control Number | 4 - 9 | Sequential number assigned by sender |

**Example:**

ST~810~000000001

* **BIG - Beginning Segment for Invoice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BIG | Segment Identifier |  | BIG |
| BIG01 | Invoice Date | 8 - 8 | Invoice Date CCYYMMDD |
| BIG02 | Invoice Number | 1 - 22 | Invoice Number |
| BIG03 | Purchase Order Date | 8 - 8 | Purchase Order Date CCYYMMDD |
| BIG04 | Purchase Order Number | 1 - 22 | Purchase Order Number |

**Example:**

BIG~19980602~12345678000~19980601~123456

* **ITI - Baseline Item Data (Invoice)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| IT1 | Segment Identifier |  | IT1 |
| IT101 | Assigned Identification | 1 - 11 | Line Number – Must match PO |
| IT102 | Quantity Invoiced | 1 - 10 | Quantity Invoiced |
| IT103 | Unit of Measure Code | 2 - 2 | Unit of Measure Code |
| IT104 | Unit Price | 1 – 17 | Unit Price |
| IT105 | Basis of Unit Price Code | 2 – 2 | Not Used |
| IT106 | Product/Service ID Qualifier | 2 – 2 | VN - Vendor’s (Seller’s) Item Number |
| IT107 | Product/Service ID | 1 – 30 | Vendor’s Item Number |
| IT108 | Product/Service ID Qualifier | 2 – 2 | BP- Grand & Toy’s Part Number |
| IT109 | Product/Service ID | 1 - 30 | Grand & Toy Part Number |
| IT110 | Product/Service ID Qualifier | 2 - 2 | MG - Manufacturer’s Part Number |
| IT111 | Product/Service ID | 1 - 30 | Manufacturer’s Part Number |

**Example:**

ITI~1~10~EA~99.99~~VN~8213~BP~12345~MG~92295A

* **PID - Product/Item Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PID | Segment Identifier |  | PID |
| PID01 | Item Description Type | 1 - 1 | F - Free Form |
| PID02 | Product/Process Characteristics | 2 - 3 | 08 – Product |
| PID03 | Agency Qualifier Code | 2 - 2 | Not Used |
| PID04 | Product Description Code | 1 - 12 | Not Used |
| PID05 | Description | 1 - 80 | Description |

**Example:**

PID~F~08~~~DESK TRAY – BLACK

* **TDS - Total Monetary Value Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| TDS | Segment Identifier |  | TDS |
| TDS01 | Total Invoice Amount | 1 - 10 | Total Invoice Amount |

**Example:** TDS~107496

* **SAC – Service/Promotion/Allowance/Charge Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Valued Used** |
| SAC | Segment Identifier |  | SAC |
| SAC01 | Allowance or Charge Indicator | 1 – 1 | C – Charge |
| SAC02 | Allowance or Charge Code | 4 – 4 | D240 – Freight, D360 – GST, H770 – QST, H850 – HST, D500 – Special Handling |
| SAC05 | Amount | 1 – 15 | Charge Amount |
| SAC12 | Method of Handling Code | 2 –2 | 06 – Charge To Be Paid By Customer |

**Example:**

SAC~C~D360~~~7401~~~~~~~06

* **CTT - Transaction Totals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTT | Segment Identifier |  | CTT |
| CTT01 | Number of Line Items | 1 - 6 | Number of Line Items |

**Example:**

CTT~2

* **SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 - 6 | Count of segments present in the Transaction Set including the ST and SE |
| SE02 | Transaction Set Control Number | 4 - 9 | Control number assigned by the sender |

**Example:** SE~28~000000001

## 832: Price/Sales Catalogue

**Segment Usage**

|  |  |  |  |
| --- | --- | --- | --- |
| SegmentID | SegmentName | RequiredUse | MaxOccurrence |

**HEADER SEGMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ST | Transaction Set Header | M | 1 |
| BCT | Beginning Segment for Price/Sales Catalogue | M | 1 |
| DTM | Date/Time Reference | O | 10 |
| CUR | Currency | O | 5 |
| N1 | Name | O | 1 |

**DETAIL SEGMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| LIN | Item Identification | O | 1 |
| DTM | Date/Time Reference | O | 10 |
| REF | Reference Numbers | O | 12 |
| CTB | Restrictions/Conditions | O | 25 |
| PID | Product/Item Description | O | 200 |
| PO4 | Item Physical Details | O | 1 |
| G55 | Item characteristics – Consumer Unit | O | 1 |
| CTP | Pricing Information | O (looped) | 1 |
| N1 | Name | O | 1 |

**TRAILER SEGMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| CTT | Transaction Totals | M | 1 |
| SE | Transactions Set Trailer | M | 1 |

* **ST - Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3 - 3 | 832 |
| ST02 | Transaction Set Control Number | 4 - 9 | Sequential Number Assigned by Sender |

**Example:**

ST~832~000000001

* **BCT - Beginning Segment for Price/Sales Catalogue**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BCT | Segment Identifier |  | BCT |
| BCT01 | Catalogue Purpose Code | 2 - 2 | PC - Price Catalogue |
| BCT02 | Catalogue Number | 1 - 15 | Catalog Number (Julian Date) |
| BCT03 | Catalogue Version Number | 1 - 15 | Not used |
| BCT04 | Catalogue Revision Number | 1 - 6 | Not used |
| BCT05 | Unit of Measure Code | 2 - 2 | Not used |
| BCT06 | Catalogue Number | 1 - 15 | Not used |
| BCT07 | Catalogue Version Number | 1 - 15 | Not used |
| BCT08 | Catalogue Revision Number | 1 - 6 | Not used |
| BCT09 | Description | 1 - 80 | Not used |
| BCT10 | Transaction Set Purpose Code | 2 - 2 | 00 - Original04 - Change |

**Examples:**

BCT~PC~971019980415~~~~~~~~00

BCT~PC~971019980415~~~~~~~~04

* **DTM - Date/Time Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 - 3 | 007 - Effective |
| DTM02 | Date | 8 - 8 | Effective Date – CCYYMMDD Format |

**Example:**

DTM~007~19980415

* **CUR – Currency**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CUR | Segment Identifier |  | CUR |
| CUR01 | Entity Identifier Code | 2 - 2 | SE - Selling Party |
| CUR02 | Currency Code | 3 - 3 | USD - US Dollars, CAD - Canadian Dollars |

**Example:** CUR~SE~CAD

* **N1 – Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 - 2 | DS - Distributor |
| N102 | Name | 1 - 35 | Name |
| N103 | Identification Code | 1 - 2 | 1 - Dun and Bradstreet Code |
| N104 | Identification Code | 1 - 17 | Dun and Bradstreet Number |

**Example:**

N1~DS~Vendors Name~1~01697452187

* **LIN - Item Identification [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| LIN | Segment Identifier |  | LIN |
| LIN01 | Assigned Identification | 1 - 11 | Sequential Line Number |
| LIN02 | Product/Service ID Qualifier | 2 - 2 | VP - Vendor’s (Seller’s) Part Number |
| LIN03 | Product/Service ID | 1 - 30 | Vendor’s SKU# |
| LIN04 | Product/Service ID Qualifier | 2 - 2 | MG - Manufacturer’s Part Number |
| LIN05 | Product/Service ID | 1 - 30 | Manufacturer’s Part Number |
| LIN06 | Product/Service ID Qualifier | 2 - 2 | BP - Buyer’s Part Number (if available) |
| LIN07 | Product/Service ID | 1 - 30 | Buyer’s SKU# (if available) |
| LIN08 | Product/Service ID Qualifier | 2 - 2 | ZZ – mutually defined (if available) |
| LIN09 | Product/Service ID | 1 - 30 | Moore # (if available, this applies to vendor SKU #) |
| LIN10 | Product/Service ID Qualifier | 2 - 2 | SR – Substitute Product (if available, only applies when DTM01=001) |
| LIN11 | Product/Service ID | 1 - 30 | Active Vendor’s SKU # substitute LIN03 |
| LIN12 | Product/Service ID Qualifier | 2 - 2 | UP – U.P.C. |
| LIN13 | Product/Service ID | 1 - 15 | 072067397027 |
| LIN14 | Product/Service ID Qualifier | 2 - 2 | UR – UCC/EAN-128 coupon extended code |
| LIN15 | Product/Service ID | 1 - 30 | Type of UPC (UPC12; EAN12; I2 of 5) |
| LIN16 | Product/Service ID Qualifier | 2 - 2 | VC – seller’s catalog number |
| LIN17 | Product/Service ID | 1 - 8 | Catalog year & page # (CCYYxxxx) |
| LIN 18 | Product/Service ID Qualifier | 2 – 2 | SH – TDG Flag (used where needed) |
| LIN 19 | Product/Service ID | 1 - 30 | TDG Code (UN number) |

**Example:**

LIN~1~VP~27~MG~12042~BP~9875~ZZ~2576890 (with no substitute SKU#)

LIN~1~VP~27~MG~12042~BP~9875~ZZ~~SR~1357899 (with substitute SKU#)

LIN~1~VP~27~MG~12042~BP~9875~ZZ~~SR~1357899~072067397027~UR~A~VC~20040100~SH~UN1208

* **DTM - Date/Time Reference [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date/Time Qualifier | 3 - 3 | 001 - Cancel After - 007 - Effective |
| DTM02 | Date | 8 - 8 | Effective Date – CCYYMMDD |

**Examples:**

DTM~001~19980415

DTM~007~19980415

**Note on DTM Segment:**

When changes to a previously transmitted catalogue are sent, this segment is used to indicate the change status of each line item transmitted.

* **REF - Reference Numbers [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| REF | Segment Identifier |  | REF |
| REF01 | Reference Number Qualifier | 2 - 2 | ZZ - Mutually Defined |
| REF02 | Reference Number\*MUST BE SUPPLIED - Used by G&T for mapping vendor products to G&T product line | 1 - 16 | 1 - 16 - Product Category Code  |

**Example:**

REF~ZZ~0018PLN

* **CTB - Restrictions/Conditions [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTB | Segment Identifier |  | CTB |
| CTB01 | Restrictions/Conditions | 2 - 2 | OR – Ordering |
| CTB02 | Description | 1 - 80 | Not used |
| CTB03 | Quantity Qualifier | 2 - 2 | 69 – Incremental Order Quantity |
| CTB04 | Quantity | 1- 15 | Incremental Order Quantity |

**Example:**

CTB~OR~~69~2

* **PID - Product/Item Description/English [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PID | Segment Identifier |  | PID |
| PID01 | Item Description Type | 1 - 1 | F - Free Form |
| PID02 | Product/Process Characteristics | 2 - 3 | 08 - Product |
| PID03 | Agency Qualifier Code | 2 - 2 | Not used |
| PID04 | Product Description Code | 1 - 12 | Not used |
| PID05 | Description | 1 - 80 | English Description |

**Example**:

PID~F~08~~~FAX PLAIN PAPER, 200 SHEET/BOX

* **PID - Product/Item Description/French [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PID | Segment Identifier |  | PID |
| PID01 | Item Description Type | 1 - 1 | F - Free Form |
| PID02 | Product/Process Characteristics | 2 - 3 | 08 - Product |
| PID03 | Agency Qualifier Code | 2 - 2 | Not used |
| PID04 | Product Description Code | 1 - 12 | Not used |
| PID05 | Description | 1 - 80 | French Description |

**Example:**

PID~F~08~~~PAPIER GLACE, 11” x 17”, GRANDEUR

* **PO4 - Item Physical Details [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PO4 | Segment Identifier |  | PO4 |
| PO401 | Pack | 1 - 6 | Not used |
| PO402 | Size | 1 - 8 | Not used |
| PO403 | Unit of Measurement Code | 2 - 2 | Not used |
| PO404 | Packaging Code | 5 - 5 | Not used |
| PO405 | Weight Qualifier | 1 - 2 | G - Gross weight |
| PO406 | Gross Weight Per Pack | 1 - 9 | Weight per P0403 unit |
| PO407 | Unit of Measurement Code | 2 - 2 | LB - Pounds |
| PO408 | Gross Volume Per Pack | 1 - 9 | Pack volume in cubic inches |
| PO409 | Unit of Measurement Code | 2 - 2 | CI - Cubic Inches |
| PO410 | Length | 1 - 8 | Length |
| PO411 | Width | 1 - 8 | Width |
| PO412 | Height | 1 - 8 | Height |
| PO413 | Unit of Measurement Code | 2 - 2 | IN - Inches |

**Example:**

PO4~~~~~G~.465~LB~36~CI~2.25~4~4~IN

**Note:**

The PO4 segment should NOT be included for delete items (DTM01=’001’).

* **G55 – Item Characteristics [LIN/CTP Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| G55 | Segment Identifier |  | G55 |
| G5501 | Qaulifier | 2 - 2 | C3 |
| G5502 | Product/Service ID | 1 - 15 | UNSPSC  |

**Example:**

G55~C3~ 4321170800~

* **CTP - Pricing Information [LIN/CTP Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTP | Segment Identifier |  | CTP |
| CTP01 | Class of Trade Code | 2 - 2 | DI - Distributor |
| CTP02 | Price Identifier Code | 3 - 3 | UCP - Unit Cost Price - MSR - Manufacturer’s Suggested Retail Price |
| CTP03 | Unit Price | 1 - 14 | Price per each |
| CTP04 | Not Used |  | Not Used |
| CTP05 | Unit of Measure Code | 2 - 2 | Unit of Measure Code |

**Examples:**

CTP~DI~UCP~.53~~EA

CTP~DI~MSR~1.18~~EA

**Note:** The CTP Segment should NOT be included for deleted items

* **N1 -Name [LIN Loop]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 - 2 | MF - Manufacturer of goods |
| N102 | Name | 1 - 35 | Manufacturer’s Name |
| N103 | Identification Code Qualifier | 1 - 2 | 91 - Assigned by seller |
| N104 | Identification Code | 2 -17 | Manufacturer Alpha Code (MAC) |

**Examples:** N1~MF~3M~91~MMM

* **CTT - Transaction Totals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTT | Segment Identifier |  | CTT |
| CTT01 | Number of Line Items | 1 - 6 | Count of LIN segments |

**Example:** CTT~3

* **SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 - 6 | Count of segments present in the Transaction Set including the ST and SE |
| SE02 | Transaction Set Control Number | 4 - 9 | Control number assigned by the sender |

**Example:** SE~28~000000001

# 846: Inventory Advice File

**Segment Usage**

|  |  |  |  |
| --- | --- | --- | --- |
| SegmentID | SegmentName | RequiredUse | MaxOccurrence |

**HEADING SEGMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ST | Transaction Set Header | M | 1 |
| BIA | Beginning Segment | M | 1 |
| DTM | Date / Time Reference | M | 1 |
| N1 | Name | M | 1 |
| N3 | Address Information | O | 2 |
| N4 | Geographic Location | O | 1 |
| PER | Vendor Contact Information |  M | 10 |

**DETAIL SEGMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| LIN | Item Identification |  M | 1 |
| PID | Product / Item Description |  M | 1 |
| SDQ | Quantity by warehouse |  M | 20 |

|  |
| --- |
| **TRAILER SEGMENTS** |
| CTT | Transaction Totals | M | 1 |
| SE | Transaction Set Trailer | M | 1 |

* **ST – Transaction Set Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| ST | Segment Identifier |  | ST |
| ST01 | Transaction Set Identifier Code | 3-3 | 846 |
| ST02 | Transaction Set Control Number | 4-9 | Identifying number assigned by the originator |

**Example:**

ST~846~0071300001

* **BIA – Beginning Segment for Inventory Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| BIA | Beginning Segment |  | BIA |
| BIA01 | Transaction Set Purpose Code | 2 – 2 | 00 – Original 05 – Replacement |
| BIA02 | Report Type Code | 2 – 2 | DD – DistributorSI - Reseller |
| BIA03 | Reference Number | 1 – 30 | Customer Defined number – use date with CTT count |
| BIA04 | Report Date | 8 – 8 | Inventory reporting date in CCYYMMDD |

**Example:**

BIA~00~DD~20160217233802~20160217

* **DTM – Date / Time Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| DTM | Segment Identifier |  | DTM |
| DTM01 | Date / Time Qualifier | 3 - 3 | 007 – File Date |
| DTM02 | Date | 8 – 8 | Effective Date - CCYYMMDD |

**Example:**

DTM~007~20160217

* **N1 – Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N1 | Segment Identifier |  | N1 |
| N101 | Entity Identifier Code | 2 – 2 | DS - Distributor |
| N102 | Name | 1 – 35 | Free Form Name |
| N103 | ID Code Qualifier | 1 – 2 | “1” |
| N104 | ID Code | 2 - 17 | Code Assigned by Originator |

**Example:**

N1~DS~INGRAM MICRO (CANADA)~1~245493283

* **N3 – Address Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N3 | Segment Identifier |  | N3 |
| N301 | Address Information | 1 – 35 | Address 1 |
| N302 | Address Information | 1 - 35 | Address 2 |

**Example:**

N3~55 STANDISH COURT~2nd FLOOR

* **N4 – Geographic Location**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| N4 | Segment Identifier |  | N4 |
| N401 | City Name | 2 - 19 | City |
| N402 | Province | 2 – 2 | Province |
| N403 | Postal Code | 3 – 9 | Postal Code |
| N404 | Country Code | 2-2 | CA - Canada |

**Example:**

N4~MISSISSAUGA~ON~L5R 4A1~CA

* **PER – Vendor Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PER | Segment Identifier |  | PER |
| PER01 | Contact Function Code | 2 – 2 | IC – Information Contact |
| PER02 | Name | 1 - 30 | Free Form Contact Name |
| PER03 | Communications Number Qualifier | 1 – 2 | TE – Telephone Number |
| PER04 | Communication Number | 1 – 40 | Telephone Number |

**Example:**

PER~IC~RETAIL TEAM TIER 3~TE~905-670-8899

* **LIN – Item Identification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| LIN | Segment Identifier |  | LIN |
| LIN01 | Line Item Identification | 1 - 6 | Sequential numbering of LIN segments |
| LIN02 | Product ID Qualifier | 2 - 2  | VP – Vendor Part Number |
| LIN03 | Product ID Description | 1 - 48  | Vendor Part Number |
| LIN04 | Product ID Qualifier | 2 - 2 | MF - Manufacturer |
| LIN05 | Product ID Description | 1 - 48 | Manufacturer Name |
| LIN06 | Product ID Qualifier | 2 - 2 | MG – Manufacturer Part Number |
| LIN07 | Product ID Description | 1 - 48 | Manufacturer Part Number |

**Examples:**

LIN~0001~VP~BA9558~MF~CISCO SYSTEMS CANADA LTD ~MG~1950630G2

* **PID – Product / Item Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| PID | Segment Identifier |  | PID |
| PID01 | Item Description Type | 1 - 1 | F – Free Form |
| PID02 | Product / Process Characteristics | 2 - 2 | 08 - Product |
| PID03 | Agency Qualifier Code | 2 – 2 | ZZ – Mutually Defined |
| PID04 | Product Description Code | 1 – 12 | Vendor Supplied Velocity Code |
| PID05 | Product Description | 1 - 80 | English Product Description |

**Example:**

PID~F~08~ZZ~A~PAPER – GLOSSY PHOTO PAPER – LETTER

**N.B.** Regarding data element PID04. We use this code + the warehouse code in SDQ to work out a more accurate lead time to better serve our customer.

Example for potential values and definitions on PID04 data element

A (Regular item) lead time - 3 days

B (New item) lead time – 7 days

C (Non-stock) lead time – 10 days

**INTERNAL NOTE:**

**Important -** d**escription of details must be mapped in VF30**

* **SDQ – Quantity by warehouse**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SDQ | Segment Identifier |  | SDQ |
| SDQ01 | Unit of Measure | 2 - 2 | EA - each |
| SDQ02 | Identification Code Qualifier | 2 - 2 | 91 – Mutually agreed |
| SDQ03 | Warehouse Code | 1 - 10 | Vendor Defined |
| SDQ04 | Quantity  | 1 - 15 | Quantity on Hand by Warehouse Code |

**Example:**

SDQ~EA~91~A1~152

* **CTT – Transaction Totals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| CTT | Segment Identifier |  | CTT |
| CTT01 | Number of Line Items | 1 – 6 | Count of LIN segments |

**Example**:

CTT~225238

* **SE - Transaction Set Trailer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Description** | **Length** | **Values Used** |
| SE | Segment Identifier |  | SE |
| SE01 | Number of Included Segments | 1 - 6 | Count of segments present in the Transaction Set including the ST and SE |
| SE02 | Transaction Set Control Number | 4 - 9 | Control number assigned by the sender |

**Example:**

SE~28~000000001

# Appendix VIII: Flow Map of EDI Transactions between Vendor and Grand and Toy

