

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

**X12/V4010/860 : 860 Purchase Order Change Request - Buyer Initiated**

**Version: 1.0 Draft**

<b>Company:</b>	<b>Dollar Tree Stores</b>
<b>Publication:</b>	<b>7/2/2021</b>
<b>Modified:</b>	<b>7/2/2021</b>
<b>Notes:</b>	

# Table of Contents

<b>860 Purchase Order Change Request - Buyer Initiated</b>	<b>1</b>
<b>ISA Interchange Control Header</b>	<b>3</b>
<b>GS Functional Group Header</b>	<b>6</b>
<b>ST Transaction Set Header</b>	<b>8</b>
<b>BCH Beginning Segment for Purchase Order Change</b>	<b>9</b>
<b>REF Reference Identification</b>	<b>10</b>
<b>PER Administrative Communications Contact</b>	<b>11</b>
<b>FOB F.O.B. Related Instructions</b>	<b>12</b>
<b>ITD Terms of Sale/Deferred Terms of Sale</b>	<b>13</b>
<b>DTM Date/Time Reference</b>	<b>14</b>
<b>N9 Reference Identification</b>	<b>15</b>
<b>MSG Message Text</b>	<b>16</b>
<b>N1 Name</b>	<b>17</b>
<b>N3 Address Information</b>	<b>18</b>
<b>N4 Geographic Location</b>	<b>19</b>
<b>N1 Name</b>	<b>20</b>
<b>N3 Address Information</b>	<b>21</b>
<b>N4 Geographic Location</b>	<b>22</b>
<b>POC Line Item Change</b>	<b>23</b>
<b>PID Product/Item Description</b>	<b>26</b>
<b>PO4 Item Physical Details</b>	<b>27</b>
<b>CTT Transaction Totals</b>	<b>28</b>
<b>AMT Monetary Amount</b>	<b>29</b>
<b>SE Transaction Set Trailer</b>	<b>30</b>
<b>GE Functional Group Trailer</b>	<b>31</b>
<b>IEA Interchange Control Trailer</b>	<b>32</b>

# 860 Purchase Order Change Request - Buyer Initiated

Functional Group=**PC**

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

## Change History:

03/25/2021 - Created

## Not Defined:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
	ISA	Interchange Control Header	M	1			Must use
	GS	Functional Group Header	M	1			Must use

## Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Must use
020	BCH	Beginning Segment for Purchase Order Change	M	1			Must use
050	REF	Reference Identification	O	>1			Used
060	PER	Administrative Communications Contact	O	3			Used
080	FOB	F.O.B. Related Instructions	O	>1			Used
130	ITD	Terms of Sale/Deferred Terms of Sale	O	5			Used
150	DTM	Date/Time Reference	O	10			Used
<b>LOOP ID - N9</b>					<b>1000</b>		
285	N9	Reference Identification	O	1			Used
290	MSG	Message Text	O	1000			Used
<b>LOOP ID - N1</b>					<b>200</b>		
300	N1	Name	O	1			Used
320	N3	Address Information	O	2			Used
330	N4	Geographic Location	O	>1			Used
<b>LOOP ID - N1</b>					<b>200</b>		
300	N1	Name	O	1			Used
320	N3	Address Information	O	2			Used
330	N4	Geographic Location	O	>1			Used

## Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - POC</b>					<b>&gt;1</b>		
010	POC	Line Item Change	O	1			Used
<b>LOOP ID - PID</b>					<b>1000</b>		
050	PID	Product/Item Description	O	1			Used

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
090	PO4	Item Physical Details	O	>1			Used

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - CTT</b>					<b>1</b>	<b>N3/010L</b>	
010	CTT	Transaction Totals	O	1		N3/010	Used
020	AMT	Monetary Amount	O	5			Used
030	SE	Transaction Set Trailer	M	1			Must use

**Not Defined:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
	GE	Functional Group Trailer	M	1			Must use
	IEA	Interchange Control Trailer	M	1			Must use

**Notes:**

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

# ISA Interchange Control Header

<b>Pos:</b>	<b>Max: 1</b>
<b>Not Defined - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 16</b>

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

**Purpose:** To start and identify an interchange of zero or more functional groups and interchange-related control segments

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ISA01	I01	<b>Authorization Information Qualifier</b>	M	ID	2/2	Must use
<b>Description:</b> Code to identify the type of information in the Authorization Information  <b>Code List Summary</b> (Total Codes: 7, Included: 1) <u>Code</u> <u>Name</u> 00 No Authorization Information Present (No Meaningful Information in I02)						
ISA02	I02	<b>Authorization Information</b>	M	AN	10/10	Must use
<b>Description:</b> Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01) <b>Dollar Tree Notes:</b> <i>Will contain spaces</i>						
ISA03	I03	<b>Security Information Qualifier</b>	M	ID	2/2	Must use
<b>Description:</b> Code to identify the type of information in the Security Information  <b>Code List Summary</b> (Total Codes: 2, Included: 1) <u>Code</u> <u>Name</u> 00 No Security Information Present (No Meaningful Information in I04)						
ISA04	I04	<b>Security Information</b>	M	AN	10/10	Must use
<b>Description:</b> This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03) <b>Dollar Tree Notes:</b> <i>Will contain spaces</i>						
ISA05	I05	<b>Interchange ID Qualifier</b>	M	ID	2/2	Must use
<b>Description:</b> Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified  <b>Code List Summary</b> (Total Codes: 38, Included: 1) <u>Code</u> <u>Name</u> ZZ Mutually Defined						
ISA06	I06	<b>Interchange Sender ID</b>	M	AN	15/15	Must use
<b>Description:</b> Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		always codes this value in the sender ID element				
		<b>Dollar Tree Notes:</b> <i>DLTR</i>				
ISA07	I05	<b>Interchange ID Qualifier</b>	M	ID	2/2	Must use
		<b>Description:</b> Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified				
		<b>Dollar Tree Notes:</b> <i>Will reflect the receiver's qualifier number (2 digit qualifier)</i>				
		<b>All valid standard codes are used. (Total Codes: 38)</b>				
ISA08	I07	<b>Interchange Receiver ID</b>	M	AN	15/15	Must use
		<b>Description:</b> Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them				
		<b>Dollar Tree Notes:</b> <i>Will reflect the receiver's identification number</i>				
ISA09	I08	<b>Interchange Date</b>	M	DT	6/6	Must use
		<b>Description:</b> Date of the interchange				
ISA10	I09	<b>Interchange Time</b>	M	TM	4/4	Must use
		<b>Description:</b> Time of the interchange				
ISA11	I10	<b>Interchange Control Standards Identifier</b>	M	ID	1/1	Must use
		<b>Description:</b> Code to identify the agency responsible for the control standard used by the message that is enclosed by the interchange header and trailer				
		<b>All valid standard codes are used. (Total Codes: 1)</b>				
ISA12	I11	<b>Interchange Control Version Number</b>	M	ID	5/5	Must use
		<b>Description:</b> Code specifying the version number of the interchange control segments				
		<b>Code List Summary</b> (Total Codes: 14, Included: 1)				
		<b>Code</b> <b>Name</b>				
		00401 Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997				
ISA13	I12	<b>Interchange Control Number</b>	M	N0	9/9	Must use
		<b>Description:</b> A control number assigned by the interchange sender				
ISA14	I13	<b>Acknowledgment Requested</b>	M	ID	1/1	Must use
		<b>Description:</b> Code sent by the sender to request an interchange acknowledgment (TA1)				
		<b>Code List Summary</b> (Total Codes: 2, Included: 1)				

**Code Name**

0 No Acknowledgment Requested

ISA15	I14	<b>Usage Indicator</b>	M	ID	1/1	Must use
-------	-----	------------------------	---	----	-----	----------

**Description:** Code to indicate whether data enclosed by this interchange envelope is test, production or information

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

**Code Name**

P Production Data

ISA16	I15	<b>Component Element Separator</b>	M		1/1	Must use
-------	-----	------------------------------------	---	--	-----	----------

**Description:** Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator

**Dollar Tree Notes:** *Element Separator: \**

*Sub-Element Separator: >*

*Segment terminator: ~*

# GS Functional Group Header

<b>Pos:</b>	<b>Max: 1</b>
<b>Not Defined - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 8</b>

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

**Purpose:** To indicate the beginning of a functional group and to provide control information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
GS01	479	<b>Functional Identifier Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying a group of application related transaction sets  <b>Code List Summary</b> (Total Codes: 240, Included: 1) <u>Code Name</u> PC Purchase Order Change Request - Buyer Initiated (860)						
GS02	142	<b>Application Sender's Code</b>	M	AN	2/15	Must use
<b>Description:</b> Code identifying party sending transmission; codes agreed to by trading partners  <b>Dollar Tree Notes:</b> <i>DLTR</i>						
GS03	124	<b>Application Receiver's Code</b>	M	AN	2/15	Must use
<b>Description:</b> Code identifying party receiving transmission; codes agreed to by trading partners  <b>Dollar Tree Notes:</b> <i>Will reflect the receiver's identification number</i>						
GS04	373	<b>Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD						
GS05	337	<b>Time</b>	M	TM	4/8	Must use
<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)						
GS06	28	<b>Group Control Number</b>	M	N0	1/9	Must use
<b>Description:</b> Assigned number originated and maintained by the sender						
GS07	455	<b>Responsible Agency Code</b>	M	ID	1/2	Must use
<b>Description:</b> Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480  <b>Code List Summary</b> (Total Codes: 2, Included: 1)						



		<u>Code</u>	<u>Name</u>				
		X	Accredited Standards Committee X12				
GS08	480	<b>Version / Release / Industry Identifier Code</b>		M	AN	1/12	Must use
<b>Description:</b> Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed							
<b>Code List Summary</b> (Total Codes: 39, Included: 1)							
		<u>Code</u>	<u>Name</u>				
		004010	Draft Standards Approved for Publication by ASC X12 Procedures Review Board through October 1997				

**Semantics:**

1. GS04 is the group date.
2. GS05 is the group time.
3. The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.

**Comments:**

1. A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.

# ST Transaction Set Header

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

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

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Must use
<b>Description:</b> Code uniquely identifying a Transaction Set  <b>Code List Summary</b> (Total Codes: 298, Included: 1) <u>Code</u> <u>Name</u> 860 Purchase Order Change Request - Buyer Initiated						
ST02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set						

## Semantics:

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

# BCH Beginning Segment for Purchase Order Change

<b>Pos: 020</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 4</b>

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

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BCH01	353	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying purpose of transaction set  <b>Code List Summary</b> (Total Codes: 65, Included: 2) <u>Code</u> <u>Name</u> 01 Cancellation 05 Replace						
BCH02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code specifying the type of Purchase Order  <b>Code List Summary</b> (Total Codes: 69, Included: 1) <u>Code</u> <u>Name</u> CP Change to Purchase Order						
BCH03	324	<b>Purchase Order Number</b>	M	AN	1/22	Must use
<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser  <b>Dollar Tree Notes:</b> <i>The Dollar Tree 16 digits Purchase Order Number</i>						
BCH06	373	<b>Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD						

## Semantics:

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

# REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

**User Option (Usage):** Used

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Must use
<b>Description:</b> Code qualifying the Reference Identification  <b>Code List Summary</b> (Total Codes: 1503, Included: 1) <u>Code</u> <u>Name</u> DP Department Number						
REF02	127	<b>Reference Identification</b>	X	AN	1/30	Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier  <b>Dollar Tree Notes:</b> <i>Dollar Tree Department Number</i>						
REF03	352	<b>Description</b>	X	AN	1/80	Used
<b>Description:</b> A free-form description to clarify the related data elements and their content  <b>Dollar Tree Notes:</b> <i>Dollar Tree Department Description</i>						

## Syntax Rules:

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

## Semantics:

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

# PER Administrative Communications Contact

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	<b>Contact Function Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying the major duty or responsibility of the person or group named						
<b>Code List Summary</b> (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u>						
BD   Buyer Name or Department						
PER02	93	<b>Name</b>	O	AN	1/60	Used
<b>Description:</b> Free-form name						
<b>Dollar Tree Notes:</b> <i>Dollar Tree Buyer Name</i>						

## Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

# FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

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

## Dollar Tree Notes:

*If FOB01 is code PP - this means that the vendor will deliver the merchandise to the location.*

*If FOB01 is code CC - this means that Dollar Tree will pickup the merchandise and deliver to the location.*

*The pickup date for code CC is between the shipped date through the cancel date.*

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	<b>Shipment Method of Payment</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying payment terms for transportation charges						
<b>Code List Summary</b> (Total Codes: 28, Included: 5)						
		<b><u>Code</u> <u>Name</u></b>				
		CC Collect				
		DF Defined by Buyer and Seller				
		FO FOB Port of Call				
		PP Prepaid (by Seller)				
		PS Paid by Seller				
<b>Description:</b> The seller agrees to the transportation payment term requiring the seller to pay transportation charges to a specified location (origin or destination location)						
FOB09	352	<b>Description</b>	X	AN	1/80	Used
<b>Description:</b> A free-form description to clarify the related data elements and their content						

## Syntax Rules:

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

## Semantics:

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

# ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: 5
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify terms of sale

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ITD12	352	Description	O	AN	1/80	Used

**Description:** A free-form description to clarify the related data elements and their content

## Syntax Rules:

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

## Semantics:

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

## Comments:

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

# DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

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

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

**Code List Summary** (Total Codes: 1112, Included: 4)

### Code Name

037 Ship Not Before

#### **Dollar Tree Notes:**

*Original Shipped Date*

038 Ship No Later

#### **Dollar Tree Notes:**

*Cancel Date*

063 Do Not Deliver After

#### **Dollar Tree Notes:**

*ETA Date "Delivery Date"*

064 Do Not Deliver Before

#### **Dollar Tree Notes:**

*Shipped Date*

DTM02	373	Date	X	DT	8/8	Used
-------	-----	------	---	----	-----	------

**Description:** Date expressed as CCYYMMDD

## Syntax Rules:

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



# N9 Reference Identification

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

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

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

### Code Name

L1 Letters or Notes

N902	127	Reference Identification	X	AN	1/30	Used
------	-----	--------------------------	---	----	------	------

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

**Dollar Tree Notes:** *Hard Code: Purchase Order Notes*

## Syntax Rules:

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

## Semantics:

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

# MSG Message Text

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

**User Option (Usage):** Used

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

## Element Summary:

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

**Description:** Free-form message text

**Dollar Tree Notes:** *HARD CODE: By accepting this purchase order you are unconditionally accepting the Dollar Tree Merchandising Purchase Order Terms and Conditions which may be found at <http://dollartreeinfo.com/vendor-partners/merchandise/> ("Purchase Order Requirement") or which are available upon inquiry from Dollar Tree Merchandising.*

## Syntax Rules:

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

## Semantics:

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

## Comments:

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

# N1 Name

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

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<b>Entity Identifier Code</b>	M	ID	2/3	Must use
<b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual  <b>Code List Summary</b> (Total Codes: 1312, Included: 1) <u>Code</u> <u>Name</u> ST Ship To						
N102	93	<b>Name</b>	X	AN	1/60	Used
<b>Description:</b> Free-form name <b>Dollar Tree Notes:</b> <i>Dollar Tree DC Location Name</i>						
N103	66	<b>Identification Code Qualifier</b>	X	ID	1/2	Used
<b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)  <b>Code List Summary</b> (Total Codes: 215, Included: 1) <u>Code</u> <u>Name</u> 92 Assigned by Buyer or Buyer's Agent						
N104	67	<b>Identification Code</b>	X	AN	2/80	Used
<b>Description:</b> Code identifying a party or other code <b>Dollar Tree Notes:</b> <i>Dollar Tree DC Number</i>						

## Syntax Rules:

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

## Comments:

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

# N3 Address Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

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

# N4 Geographic Location

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

**User Option (Usage):** Used

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

## Dollar Tree Notes:

*Ship To City, State, Zip*

## Element Summary:

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

## Syntax Rules:

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

## Comments:

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

# N1 Name

<b>Pos: 300</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 2</b>

**User Option (Usage):** Used

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

## Element Summary:

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

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

**Code List Summary** (Total Codes: 1312, Included: 1)

### Code Name

BT Bill-to-Party

N102	93	<b>Name</b>	X	AN	1/60	Used
------	----	-------------	---	----	------	------

**Description:** Free-form name

**Dollar Tree Notes:** *Dollar Tree Merchandising*

## Syntax Rules:

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

## Comments:

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

# N3 Address Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

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

## Dollar Tree Notes:

500 Volvo Parkway

## Element Summary:

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

# N4 Geographic Location

<b>Pos:</b> 330	<b>Max:</b> >1
<b>Heading:</b> Optional	
<b>Loop:</b> N1	<b>Elements:</b> 4

**User Option (Usage):** Used

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

## Dollar Tree Notes:

*Chesapeake, VA 23320*

## Element Summary:

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

## Syntax Rules:

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

## Comments:

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



# POC Line Item Change

<b>Pos: 010</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: POC</b>	<b>Elements: 12</b>

**User Option (Usage):** Used

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

## Dollar Tree Requirements:

*The UPC number will not be sent on assortment items.*

*When the UPC number is not available, the vendor should use the Vendor's (Seller's) Item number for cross reference. If the Vendor's (Seller's) Item number is not available, the vendor should call their Dollar Tree Buyer for clarification of the item being ordered.*

*Dollar Tree's Buying Department should be supplied with a valid UPC (1-5-5-1) on non-assortment items, once Dollar Tree's system is updated the purchase order will be resent upon request.*

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
POC01	350	<b>Assigned Identification</b>	O	AN	1/20	Used
		<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set				
POC02	670	<b>Change or Response Type Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code specifying the type of change to the line item				
		<b>Code List Summary</b> (Total Codes: 29, Included: 4)				
		<b>Code</b>	<b>Name</b>			
		AI	Add Additional Item(s)			
		CA	Changes To Line Items			
		DI	Delete Item(s)			
		RE	Replacement Item			
POC03	330	<b>Quantity Ordered</b>	O	R	1/15	Used
		<b>Description:</b> Quantity ordered				
POC04	671	<b>Quantity Left to Receive</b>	X	R	1/9	Used
		<b>Description:</b> Quantity left to receive as qualified by the unit of measure				
		<b>Dollar Tree Requirements:</b> This will always be a one (1) even if the quantity ordered is zero (0).				
POC05	C001	<b>Composite Unit of Measure</b>	X	Comp		Used
		<b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)				
POC05-01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code List Summary</b> (Total Codes: 794, Included: 1)				

		<b><u>Code</u></b>	<b><u>Name</u></b>				
		EA	Each				
POC06	212	<b>Unit Price</b>		X	R	1/17	Used
		<b>Description:</b> Price per unit of product, service, commodity, etc.					
POC08	235	<b>Product/Service ID Qualifier</b>		X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)					
		<b>Code List Summary</b> (Total Codes: 477, Included: 1)					
		<b><u>Code</u></b>	<b><u>Name</u></b>				
		IN	Buyer's Item Number				
POC09	234	<b>Product/Service ID</b>		X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service					
		<b>Dollar Tree Notes:</b> <i>Dollar Tree SKU</i>					
POC10	235	<b>Product/Service ID Qualifier</b>		X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)					
		<b>Code List Summary</b> (Total Codes: 477, Included: 1)					
		<b><u>Code</u></b>	<b><u>Name</u></b>				
		VN	Vendor's (Seller's) Item Number				
POC11	234	<b>Product/Service ID</b>		X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service					
		<b>Dollar Tree Notes:</b> <i>Vendor Product Number</i>					
POC12	235	<b>Product/Service ID Qualifier</b>		X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)					
		<b>Code List Summary</b> (Total Codes: 477, Included: 1)					
		<b><u>Code</u></b>	<b><u>Name</u></b>				
		UP	U.P.C. Consumer Package Code (1-5-5-1)				
POC13	234	<b>Product/Service ID</b>		X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service					

**Syntax Rules:**

1. C030405 - If POC03 is present, then POC04 and POC05 are required.
2. C0706 - If POC07 is present, then POC06 is required.
3. P0809 - If either POC08 or POC09 is present, then the other is required.
4. P1011 - If either POC10 or POC11 is present, then the other is required.
5. P1213 - If either POC12 or POC13 is present, then the other is required.

6. P1415 - If either POC14 or POC15 is present, then the other is required.
7. P1617 - If either POC16 or POC17 is present, then the other is required.
8. P1819 - If either POC18 or POC19 is present, then the other is required.
9. P2021 - If either POC20 or POC21 is present, then the other is required.
10. P2223 - If either POC22 or POC23 is present, then the other is required.
11. P2425 - If either POC24 or POC25 is present, then the other is required.
12. P2627 - If either POC26 or POC27 is present, then the other is required.

**Semantics:**

1. POC01 is the purchase order line item identification.

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PID01	349	Item Description Type	M	ID	1/1	Must use
<b>Description:</b> Code indicating the format of a description  <b>Code List Summary</b> (Total Codes: 3, Included: 1) <u>Code</u> <u>Name</u> F Free-form						
PID05	352	Description	X	AN	1/80	Used
<b>Description:</b> A free-form description to clarify the related data elements and their content						

## Syntax Rules:

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

## Semantics:

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

## Comments:

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

# PO4 Item Physical Details

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

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO401	356	Pack	O	N0	1/6	Used

**Description:** The number of inner containers, or number of eaches if there are no inner containers, per outer container

## Syntax Rules:

1. P0203 - If either PO402 or PO403 is present, then the other is required.
2. C0506 - If PO405 is present, then PO406 is required.
3. P0607 - If either PO406 or PO407 is present, then the other is required.
4. P0809 - If either PO408 or PO409 is present, then the other is required.
5. C1013 - If PO410 is present, then PO413 is required.
6. C1113 - If PO411 is present, then PO413 is required.
7. C1213 - If PO412 is present, then PO413 is required.
8. L13101112 - If PO413 is present, then at least one of PO410, PO411 or PO412 is required.
9. C1716 - If PO417 is present, then PO416 is required.
10. C1804 - If PO418 is present, then PO404 is required.

## Semantics:

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

## Comments:

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

# CTT Transaction Totals

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

**User Option (Usage):** Used

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

## Element Summary:

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

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

## Syntax Rules:

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

## Comments:

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

# AMT Monetary Amount

Pos: 020	Max: 5
Summary - Optional	
Loop: CTT	Elements: 2

**User Option (Usage):** Used

**Purpose:** To indicate the total monetary amount

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
AMT01	522	Amount Qualifier Code	M	ID	1/3	Must use

**Description:** Code to qualify amount

**Code List Summary** (Total Codes: 1473, Included: 1)

<u>Code</u>	<u>Name</u>
-------------	-------------

TT	Total Transaction Amount
----	--------------------------

AMT02	782	Monetary Amount	M	R	1/18	Must use
-------	-----	-----------------	---	---	------	----------

**Description:** Monetary amount

**Dollar Tree Notes:** *Total cost amount of the order*

# SE Transaction Set Trailer

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

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

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

## Element Summary:

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

## Comments:

1. SE is the last segment of each transaction set.



# GE Functional Group Trailer

<b>Pos:</b>	<b>Max: 1</b>
<b>Not Defined - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 2</b>

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

**Purpose:** To indicate the end of a functional group and to provide control information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
GE01	97	<b>Number of Transaction Sets Included</b>	M	N0	1/6	Must use
		<b>Description:</b> Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element				
GE02	28	<b>Group Control Number</b>	M	N0	1/9	Must use
		<b>Description:</b> Assigned number originated and maintained by the sender				

## Semantics:

1. The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header, GS06.

## Comments:

1. The use of identical data interchange control numbers in the associated functional group header and trailer is designed to maximize functional group integrity. The control number is the same as that used in the corresponding header.

# IEA Interchange Control Trailer

<b>Pos:</b>	<b>Max: 1</b>
<b>Not Defined - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elements: 2</b>

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

**Purpose:** To define the end of an interchange of zero or more functional groups and interchange-related control segments

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IEA01	I16	<b>Number of Included Functional Groups</b>	M	N0	1/5	Must use
		<b>Description:</b> A count of the number of functional groups included in an interchange				
IEA02	I12	<b>Interchange Control Number</b>	M	N0	9/9	Must use
		<b>Description:</b> A control number assigned by the interchange sender				