

840 Request for Quotation

Functional Group ID=**RQ**

Introduction:

This standard provides the format and establishes the data contents of a request for quotation transaction set. The request for quotation transaction set provides potential buyers with the ability to solicit price, delivery schedule, and other items from potential sellers of goods and services.

Notes:

THIS IMPLEMENTATION CONVENTION GUIDE PERTAINS SPECIFICALLY TO ARMY SAACONS 2.6 (STANDARD ARMY AUTOMATED CONTRACTING SYSTEM). SAACONS 2.6 NOTES ARE PRINTED IN UPPER CASE ITALICS.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BQT	Beginning Segment for Request for Quotation	M	1		
	030	NTE	Note/Special Instruction	F	100		
Not Used	040	CUR	Currency	O	1		
	050	REF	Reference Numbers	O	12		
	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	3		
	080	FOB	F.O.B. Related Instructions	O	1		
Not Used	090	CTP	Pricing Information	O	1		
Not Used	100	SSS	Special Services	O	25		
	110	CSH	Header Sale Condition	O	1		
Not Used	120	ITA	Allowance, Charge or Service	O	10		
Not Used	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5		
Not Used	140	DIS	Discount Detail	O	20		
	150	DTM	Date/Time/Period	O	10		
Not Used	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
Not Used	210	PWK	Paperwork	O	25		
Not Used	220	PKG	Marking, Packaging, Loading	O	200		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		

Not Used	250	TD3	Carrier Details (Equipment)	O	12
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	270	MAN	Marks and Numbers	O	10
Not Used	280	RRA	Required Response	O	25
LOOP ID - N9					1000
	290	N9	Reference Number	O	1
	300	MSG	Message Text	O	1000
LOOP ID - N1					200
	310	N1	Name	O	1
	320	N2	Additional Name Information	O	2
	330	N3	Address Information	O	2
	340	N4	Geographic Location	O	1
Not Used	350	REF	Reference Numbers	O	12
Not Used	360	PER	Administrative Communications Contact	O	3
Not Used	370	FOB	F.O.B. Related Instructions	O	1
Not Used	380	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	400	TD3	Carrier Details (Equipment)	O	12
Not Used	410	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	420	PKG	Marking, Packaging, Loading	O	200
Not Used	430	RRA	Required Response	O	25

Detail:

<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - PO1					100000	
Must Use	010	PO1	Purchase Order Baseline Item Data	M	1	
Not Used	020	CUR	Currency	O	1	
Not Used	030	PO3	Additional Item Detail	O	25	
Not Used	040	CTP	Pricing Information	O	1	
Not Used	049	MEA	Measurements	O	40	
LOOP ID - PID					1000	
	050	PID	Product/Item Description	O	1	
Not Used	060	MEA	Measurements	O	10	
Not Used	070	PWK	Paperwork	O	25	
Not Used	080	PKG	Marking, Packaging, Loading	O	200	
Not Used	090	PO4	Item Physical Details	O	1	
	100	REF	Reference Numbers	O	12	
Not Used	110	PER	Administrative Communications Contact	O	3	
Not Used	120	SSS	Special Services	O	25	
Not Used	130	ITA	Allowance, Charge or Service	O	10	
Not Used	140	IT8	Conditions of Sale	O	1	
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2	
Not Used	160	DIS	Discount Detail	O	20	

Not Used	170	TAX	Tax Reference	O	3	
	180	FOB	F.O.B. Related Instructions	O	1	
Not Used	190	SDQ	Destination Quantity	O	50	
	200	DTM	Date/Time/Period	O	10	
Not Used	210	LDT	Lead Time	O	12	
Not Used	220	SCH	Line Item Schedule	O	104	n2
Not Used	230	FST	Forecast Schedule	O	>1	
Not Used	240	TD1	Carrier Details (Quantity and Weight)	O	1	
Not Used	250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	260	TD3	Carrier Details (Equipment)	O	12	
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	280	MAN	Marks and Numbers	O	10	
Not Used	290	RRA	Required Response	O	25	
					1000	
Not Used	300	SLN	Subline Item Detail	O	1	
Not Used	310	PID	Product/Item Description	O	1000	
					1000	
Not Used	320	N9	Reference Number	O	1	
Not Used	330	MSG	Message Text	O	1000	
					200	
	340	N1	Name	O	1	
	350	N2	Additional Name Information	O	2	
	360	N3	Address Information	O	2	
	370	N4	Geographic Location	O	1	
Not Used	380	REF	Reference Numbers	O	12	
Not Used	390	PER	Administrative Communications Contact	O	3	
Not Used	400	FOB	F.O.B. Related Instructions	O	1	
Not Used	410	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	420	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	430	TD3	Carrier Details (Equipment)	O	12	
Not Used	440	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	450	PKG	Marking, Packaging, Loading	O	200	
Not Used	460	RRA	Required Response	O	25	

Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n3
Must Use	020	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.

2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
3. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes:
Comments: 1 The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	ST01	143	Transaction Set Identifier Code	M ID 3/3
			Code uniquely identifying a Transaction Set	
			840 X12.7 Request for Quotation	
Must Use	ST02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	

Segment: **BQT** Beginning Segment for Request for Quotation
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of a Request for Quotation Transaction Set and transmit identifying numbers and dates
Syntax Notes: 1 If BQT05 is present, then BQT04 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	BQT01	353 Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original 01 Cancellation 04 Change	M ID 2/2
Must Use	BQT02	586 Request for Quote Reference Number Number assigned by the purchaser to identify his request for quote <i>RFQ NUMBER</i>	M AN 1/45
Must Use	BQT03	652 Request Quotation Control Date Date to be used for reference purposes in an RFQ and a response to RFQ. <i>RFQ ISSUED DATE</i>	M DT 6/6
	BQT04	374 Date/Time Qualifier Code specifying type of date or time, or both date and time 106 Required By	C ID 3/3
	BQT05	373 Date Date (YYMMDD) <i>RFQ PROPOSAL/BID DUE DATE.</i>	O DT 6/6
Not Used	BQT06	92 Purchase Order Type Code Code specifying the type of Purchase Order	O ID 2/2
Not Used	BQT07	960 Request for Quote Type Code Code specifying the type of request for quote	O ID 2/2

Segment: **NTE** Note/Special Instruction
Position: 030
Loop:
Level: Heading
Usage: Floating
Max Use: 100
Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction

Syntax Notes:

Semantic Notes:

Comments: 1 The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
NTE01	363	Note Reference Code	O ID 3/3
		Code identifying the functional area or purpose for which the note applies	
		GEN Entire Transaction Set	
Must Use	NTE02	3 Free Form Message	M AN 1/60
		Free-form text	

COMMENTS AND CONTINUATION PAGES OF THE RFQ APPEAR HERE AS FREE-FORM TEXT.

Segment: **REF** Reference Numbers
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	REF01	128	Reference Number Qualifier Code qualifying the Reference Number.	M ID 2/2
		65	Total Order Cycle Number <i>RFQ NUMBER IS USED IN REF02.</i>	
		DS	Defense Priorities Allocation System (DPAS) Priority Rating <i>RFQ RATING IS USED IN REF02.</i>	
		RQ	Purchase Requisition No. <i>PR NUMBER IS USED IN REF02.</i>	
	REF02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>RFQ NUMBER, PR NUMBER, RFQ RATING AS INDICATED BY QUALIFIER IN REF01.</i>	C AN 1/30
Not Used	REF03	352	Description A free-form description to clarify the related data elements and their content	C AN 1/80

Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes: 1 If PER03 is present, then PER04 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	PER01	366 Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact	M ID 2/2
Must Use	PER02	93 Name Free-form name BUYER'S NAME AND BUYER'S APPLICATION ID NUMBER.	O AN 1/35
Must Use	PER03	365 Communication Number Qualifier Code identifying the type of communication number TE Telephone	O ID 2/2
	PER04	364 Communication Number Complete communications number including country or area code when applicable BUYER'S PHONE NUMBER.	C AN 7/21

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

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

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying 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.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	FOB01	146	Shipment Method of Payment Code identifying payment terms for transportation charges DF Defined by Buyer and Seller	M ID 2/2
Must Use	FOB02	309	Location Qualifier Code identifying type of location DE Destination (Shipping)	C ID 1/2
Not Used	FOB03	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	FOB04	334	Transportation Terms Qualifier Code Code identifying the source of the transportation terms	O ID 2/2
Not Used	FOB05	335	Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility	C ID 3/3
Not Used	FOB06	309	Location Qualifier Code identifying type of location	C ID 1/2
Not Used	FOB07	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes	O ID 2/2

Not Used **FOB09** **352** **Description** **C** **AN 1/80**
A free-form description to clarify the related data elements and their content

Segment: **CSH** Header Sale Condition

Position: 110

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify general conditions or requirements of the sale

Syntax Notes: 1 If CSH02 is present, then CSH03 is required.

2 If CSH06 is present, then CSH07 is required.

Semantic Notes:

Comments: 1 CSH04 is the account number to which the purchase amount is to be charged.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	CSH01	563		Sales Requirement Code	O ID 1/2
				Code to identify a specific requirement or agreement of sale	
			Z	Mutually Defined	
				<i>Use to indicate a small business set aside.</i>	
Not Used	CSH02	564		Do-Not-Exceed Action Code	O ID 1/1
				Code indicating the action to be taken if the order amount exceeds the value of Do-Not-Exceed Amount (565)	
Not Used	CSH03	565		Do-Not-Exceed Amount	C N2 2/9
				Maximum monetary amount value which the order must not exceed.	
Not Used	CSH04	508		Account Number	O AN 1/35
				Account number assigned	
Not Used	CSH05	596		Required Invoice Date	O DT 6/6
				Date specified by the sender to be shown on the invoice.	
Not Used	CSH06	559		Agency Qualifier Code	O ID 2/2
				Code identifying the agency assigning the code values	
Not Used	CSH07	560		Special Services Code	C ID 2/10
				Code identifying the special service	

Segment: **DTM** Date/Time/Period
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	DTM01	374 Date/Time Qualifier Code specifying type of date or time, or both date and time 002 Delivery Requested	M ID 3/3
	DTM02	373 Date Date (YYMMDD) REQUIRED DELIVERY DATE.	C DT 6/6
Not Used	DTM03	337 Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	C TM 4/4
Not Used	DTM04	623 Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2

Segment: **N9** Reference Number
Position: 290
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	N901	128 Reference Number Qualifier Code qualifying the Reference Number. CJ Clause Number	M ID 2/2
	N902	127 Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>CLAUSE NUMBER.</i>	C AN 1/30
	N903	369 Free-form Description Free-form descriptive text <i>CLAUSE TITLE IF AVAILABLE</i>	C AN 1/45
Not Used	N904	373 Date Date (YYMMDD)	O DT 6/6
Not Used	N905	337 Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	O TM 4/4

Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

	Ref.	Data		
	Des.	Element	Name	Attributes
Must Use	MSG01	933	Free-Form Message Text	M AN 1/264
			Free-form message text	
			<i>CLAUSE TITLE CONTINUED OR CLAUSE TEXT</i>	
Not Used	MSG02	934	Printer Carriage Control Code	O ID 2/2
			A field to be used for the control of the line feed of the receiving printer	

Segment: **N1** Name

Position: 310

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 1

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

Syntax Notes: 1 At least one of N102 or N103 is required.

2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

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.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity or a physical location.	
		ST Ship To	
N102	93	Name	C AN 1/35
		Free-form name	
		SHIP TO ADDRESS	
N103	66	Identification Code Qualifier	C ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		10 Department of Defense Activity Address Code (DODAAC)	
		16 ZIP Code	
N104	67	Identification Code	C ID 2/17
		Code identifying a party.	
		ZIP CODE	

Segment: **N2** Additional Name Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N201	93	Name Free-form name	M AN 1/35
			ADDITIONAL ADDRESS INFORMATION	
Not Used	N202	93	Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**

Position: 340

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- 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 USA or Canada.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
N401	19	City Name Free-form text for city name	C AN 2/19
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	C ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 4/9
Not Used	N404	26 Country Code Code identifying the country	O ID 2/2
Not Used	N405	309 Location Qualifier Code identifying type of location	O ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	C AN 1/25

Segment: **PO1 Purchase Order Baseline Item Data**

Position: 010

Loop: PO1 Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Purpose: To specify basic and most frequently used purchase order line item data

- Syntax Notes:**
- 1 If PO105 is present, then PO104 is required.
 - 2 If PO106 is present, then PO107 is required.
 - 3 If PO108 is present, then PO109 is required.
 - 4 If PO110 is present, then PO111 is required.
 - 5 If PO112 is present, then PO113 is required.
 - 6 If PO114 is present, then PO115 is required.
 - 7 If PO116 is present, then PO117 is required.
 - 8 If PO118 is present, then PO119 is required.
 - 9 If PO120 is present, then PO121 is required.
 - 10 If PO122 is present, then PO123 is required.
 - 11 If PO124 is present, then PO125 is required.

Semantic Notes:

- Comments:**
- 1 See the Data Dictionary for a complete list of ID's.
 - 2 PO101 is the line item identification.
 - 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
PO101	350	Assigned Identification	O AN 1/6
		Alphanumeric characters assigned for differentiation within a transaction set	
		LINE ITEM NUMBER	
Must Use	PO102	Quantity Ordered	M R 1/9
		Quantity ordered	
		QUANTITY OF ZERO IS VALID FOR LINE ITEMS WITH CLINS AND SUBCLINS	
Must Use	PO103	Unit or Basis for Measurement Code	M ID 2/2
		Code identifying the basic unit of measurement.	
		UNIT OF MEASURE	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	PO104	Unit Price	C R 1/14
		Price per unit of product, service, commodity, etc.	
Not Used	PO105	Basis of Unit Price Code	O ID 2/2

			Code identifying the type of unit price for an item		
	PO106	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			FT Federal Supply Classification		
	PO107	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
			FEDERAL SUPPLY CLASS		
Not Used	PO108	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO109	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO110	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO111	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO112	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO113	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO114	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO115	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO116	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO117	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO118	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO119	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO120	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO121	234	Product/Service ID	C	AN 1/30

			Identifying number for a product or service		
Not Used	PO122	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO123	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	PO124	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	PO125	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		

Segment: **PID** Product/Item Description

Position: 050

Loop: PID Optional

Level: Detail

Usage: Optional

Max Use: 1

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

Syntax Notes: 1 If PID04 is present, then PID03 is required.

2 At least one of PID04 or PID05 is required.

Semantic Notes:

Comments: 1 When PID01 is "F", PID04 is not used.

2 Use PID03 to indicate the organization that publishes the code list being referred to.

3 PID04 should be used for industry-specific product description codes.

4 Use PID06 when necessary to refer to the product surface or layer being described in the segment.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
Not Used	PID02	750 Product/Process Characteristic Code Code specifying the product or process characteristic being described.	O ID 2/3
Not Used	PID03	559 Agency Qualifier Code Code identifying the agency assigning the code values	C ID 2/2
Not Used	PID04	751 Product Description Code A code from an industry code list which provides specific data about a product characteristic	C ID 1/12
	PID05	352 Description A free-form description to clarify the related data elements and their content	C AN 1/80
LINE ITEM DESCRIPTION			
Not Used	PID06	752 Surface/Layer/Position Code Code indicating the product surface, layer or position that is being described	O ID 2/2

Segment: **REF** Reference Numbers
Position: 100
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	REF01	128 Reference Number Qualifier Code qualifying the Reference Number. RQ Purchase Requisition No.	M ID 2/2
	REF02	127 Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C AN 1/30
		<i>LINE ITEM PURCHASE REQUEST NUMBER</i>	
Not Used	REF03	352 Description A free-form description to clarify the related data elements and their content	C AN 1/80

Segment: **FOB** F.O.B. Related Instructions

Position: 180

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

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

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying 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.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	FOB01	146	Shipment Method of Payment Code identifying payment terms for transportation charges DF Defined by Buyer and Seller	M ID 2/2
	FOB02	309	Location Qualifier Code identifying type of location DE Destination (Shipping)	C ID 1/2
Not Used	FOB03	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	FOB04	334	Transportation Terms Qualifier Code Code identifying the source of the transportation terms	O ID 2/2
Not Used	FOB05	335	Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility	C ID 3/3
Not Used	FOB06	309	Location Qualifier Code identifying type of location	C ID 1/2
Not Used	FOB07	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes	O ID 2/2

Not Used	FOB09	352	Description	C	AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment: **DTM** Date/Time/Period
Position: 200
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	DTM01	374 Date/Time Qualifier Code specifying type of date or time, or both date and time 002 Delivery Requested	M ID 3/3
	DTM02	373 Date Date (YYMMDD) DELIVERY DATE	C DT 6/6
Not Used	DTM03	337 Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	C TM 4/4
Not Used	DTM04	623 Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2

Segment: **N1** Name

Position: 340

Loop: N1 Optional

Level: Detail

Usage: Optional

Max Use: 1

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

Syntax Notes: 1 At least one of N102 or N103 is required.

2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

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.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity or a physical location.	
		ST Ship To	
N102	93	Name	C AN 1/35
		Free-form name	
		ADDRESS LINE ONE	
N103	66	Identification Code Qualifier	C ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		10 Department of Defense Activity Address Code (DODAAC)	
		16 ZIP Code	
N104	67	Identification Code	C ID 2/17
		Code identifying a party.	
		DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE.	

Segment: **N2** Additional Name Information
Position: 350
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	N201	93 Name Free-form name	M AN 1/35
<i>ADDITIONAL ADDRESS INFORMATION</i>			
Not Used	N202	93 Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 360
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**

Position: 370

Loop: N1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- 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 USA or Canada.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name Free-form text for city name	C AN 2/19
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	C ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 4/9
Not Used	N404	Country Code Code identifying the country	O ID 2/2
Not Used	N405	Location Qualifier Code identifying type of location	O ID 1/2
Not Used	N406	Location Identifier Code which identifies a specific location	C AN 1/25

Segment: **CTT Transaction Totals**
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
 2 If CTT05 is present, then CTT06 is required.

Semantic Notes:

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

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	CTT01	354 Number of Line Items Total number of line items in the transaction set	M N0 1/6
Not Used	CTT02	347 Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element. Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	O R 1/10
Not Used	CTT03	81 Weight Numeric value of weight	O R 1/8
Not Used	CTT04	355 Unit or Basis for Measurement Code Code identifying the basic unit of measurement.	C ID 2/2
Not Used	CTT05	183 Volume Value of volumetric measure	O R 1/8
Not Used	CTT06	355 Unit or Basis for Measurement Code Code identifying the basic unit of measurement.	C ID 2/2
Not Used	CTT07	352 Description A free-form description to clarify the related data elements and their content	O AN 1/80

Segment: **SE** Transaction Set Trailer
Position: 020
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
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).
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	SE01	96	Number of Included Segments	M N0 1/6
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	