

# **Zappos EDI Guideline**

**ANSI X12 - 004010 850 Purchase Order**

**Version: 1.0**

<b>Author:</b>	<b>Zappos</b>
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# Electronic Data Interchange

## 850 – Purchase Order

(Outbound from Zappos, X12 4010)  
July 2011

**Last updated:** *Date: 2018-09-07*

### **Purpose**

This document will provide Zappos Trading Partners with detailed guidelines and conventions for implementing electronic purchase orders with Zappos.

These guidelines should be used in conjunction with published ASC X12 standards for EDI version 4010. This will ensure the correct use for all data elements and segments.

### **Contacts**

EDI Team  
[edi@zappos.com](mailto:edi@zappos.com)

### **Communication IDs**

S/R ID: ZZ/ZAPPOSKY  
Account/User ID: VANS/HAMAIL

### **Delimiters**

Element Separator  
"\*" (HEX "2A" in ASCII, HEX "5C" in EBCDIC)  
Component (Sub Element) Separator  
> (HEX "3E" in ASCII, HEX "6E" in EBCDIC)  
Segment Terminator  
"n" (HEX "0A" in ASCII, HEX "15" in EBCDIC)

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# 850 Purchase Order

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## Functional Group=PO

This Standard contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

### Change History:

#### 09/07/2018

*Updated Ship-To information: Removed second N3 segment "FTZ 029, Site 6" from ship to code 0001*

N1\*ST\*Zappos Merchandising, Inc.\*92\*0001  
 N2\*c/o Amazon.com KYDC LLC  
 N3\*376 Zappos.com Blvd  
 N4\*Shepherdsville\*KY\*40165\*USA

#### 05/29/2018

*Updated Ship-To information: added one address location.*

N1\*ST\*Zappos Merchandising Inc.\*92\*0012  
 N2\*Amazon Photo Studio  
 N3\*35 Kent Avenue  
 N4\*Brooklyn\*NY\*11249\*US

#### 01/15/2014

*Updated Ship-To information: added two address locations.*

N1\*ST\*Zappos Merchandising, Inc.\*92\*0005  
 N2\*c/o Amazon.com KYDC LLC  
 N3\*4360 Robards Lane  
 N4\*Louisville\*KY\*40218\*USA

N1\*ST\*Zappos Merchandising, Inc.\*92\*0006  
 N2\*c/o Amazon.com KYDC LLC  
 N3\*715 Airtech Parkway  
 N4\*Plainfield\*IN\*46168\*USA

#### 10/16/2013

*Updated address examples. The complete address information will be sent as noted below. NOTE - This complete address information must be printed on the Shipping Label.*

N1\*ST\*Zappos Merchandising, Inc.\*92\*0001  
 N2\*c/o Amazon.com KYDC LLC  
 N3\*376 Zappos.com Blvd  
 N3\*FTZ 029, Site 6  
 N4\*Shepherdsville\*KY\*40165\*USA

N1\*ST\*Zappos Merchandising, Inc.\*92\*0002  
 N2\*c/o Amazon.com KYDC LLC  
 N3\*271 Omega Pkwy  
 N4\*Shepherdsville\*KY\*40165\*USA

N1\*ST\*Zappos Merchandising, Inc.\*92\*0003  
N2\*c/o Amazon.com INDC LLC  
N3\*900 Patrol Rd  
N4\*Jeffersonville\*IN\*47130\*USA

N1\*ST\*Zappos Merchandising, Inc.\*92\*0004  
N2\*c/o Amazon.com INDC LLC  
N3\*800 Perry Rd  
N4\*Plainfield\*IN\*46168\*USA

**8/31/2012**

N1\*ST\*Zappos Merchandising, Inc.\*92\*0001  
N2\*c/o Amazon.com KYDC LLC.  
N3\*376 Zappos.com Blvd.\*FTZ#029, Site 6  
N4\*Shepherdsville\*KY\*40165\*USA

N1\*ST\*Zappos Merchandising, Inc.\*92\*0002  
N2\*c/o Amazon.com KYDC LLC.  
N3\*271 Omega Parkway\*FTZ#029, Site 6  
N4\*Shepherdsville\*KY\*40165\*USA

**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			Used
020	BEG	Beginning Segment for Purchase Order	M	1			Must use
050	REF	Reference Identification	O	4			Must use
<b>LOOP ID - SAC</b>					<b>10</b>		
120	SAC	Service, Promotion, Allowance, or Charge Information	M	1			Used
130	ITD	Terms of Sale/Deferred Terms of Sale	O	1			Used
150	DTM	Date/Time Reference	O	3			Must use
<b>LOOP ID - N1</b>					<b>2</b>		
310	N1	Name	M	1			Must use
320	N2	Additional Name Information	O	1			Used
330	N3	Address Information	O	1			Used
340	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 - PO1</b>					<b>100000</b>	<b>N2/010L</b>	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
<b>LOOP ID - PID</b>					<b>3</b>		
050	PID	Product/Item Description	M	1			Must use

**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	M	1		N3/010	Must use
030	SE	Transaction Set Trailer	M	1			Used

**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:**

- 2/010L PO102 is required.
- 2/010 PO102 is required.
- 3/010L 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.
- 3/010 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.

# ISA Interchange Control Header

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

User Option (Usage): Must use

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

## Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA01	I01	Authorization Information Qualifier	M	ID	2/2	Must use

**Description:** Code to identify the type of information in the Authorization Information  
**All valid standard codes are used.**

ISA02	I02	Authorization Information	M	AN	10/10	Must use
-------	-----	---------------------------	---	----	-------	----------

**Description:** 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)

ISA03	I03	Security Information Qualifier	M	ID	2/2	Must use
-------	-----	--------------------------------	---	----	-----	----------

**Description:** Code to identify the type of information in the Security Information  
**All valid standard codes are used.**

ISA04	I04	Security Information	M	AN	10/10	Must use
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**Description:** 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)

ISA05	I05	Interchange ID Qualifier	M	ID	2/2	Must use
-------	-----	--------------------------	---	----	-----	----------

**Description:** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified  
**All valid standard codes are used.**

Code	Name
ZZ	Mutually Defined

ISA06	I06	Interchange Sender ID	M	AN	15/15	Must use
-------	-----	-----------------------	---	----	-------	----------

**Description:** Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element

**External Information:** *This field will be the Zappos EDI sender ID*  
**Formatting Notes:** ZAPPOSKY

ISA07	I05	Interchange ID Qualifier	M	ID	2/2	Must use
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**Description:** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified  
**All valid standard codes are used.**

ISA08	I07	Interchange Receiver ID	M	AN	15/15	Must use
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**Description:** 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

**External Information:** *This field will be the recipients EDI ID*



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
ISA09	I08	<b>Interchange Date</b>	M	DT	6/6	Must use						
<p><b>Description:</b> Date of the interchange</p> <p><b>External Information:</b> <i>This field will be the date the EDI message was created</i></p> <p><b>Formatting Notes:</b> YYMMDD</p>												
ISA10	I09	<b>Interchange Time</b>	M	TM	4/4	Must use						
<p><b>Description:</b> Time of the interchange</p> <p><b>Formatting Notes:</b> HHMM</p>												
ISA11	I10	<b>Interchange Control Standards Identifier</b>	M	ID	1/1	Must use						
<p><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</p> <p><b>All valid standard codes are used.</b></p>												
ISA12	I11	<b>Interchange Control Version Number</b>	M	ID	5/5	Must use						
<p><b>Description:</b> Code specifying the version number of the interchange control segments</p> <p><b>All valid standard codes are used.</b></p>												
ISA13	I12	<b>Interchange Control Number</b>	M	N0	9/9	Must use						
<p><b>Description:</b> A control number assigned by the interchange sender</p> <p><b>External Information:</b> <i>This field will be a unique control number representing the ISA - IEA transaction</i></p>												
ISA14	I13	<b>Acknowledgment Requested</b>	M	ID	1/1	Must use						
<p><b>Description:</b> Code sent by the sender to request an interchange acknowledgment (TA1)</p> <p><b>All valid standard codes are used.</b></p>												
ISA15	I14	<b>Usage Indicator</b>	M	ID	1/1	Must use						
<p><b>Description:</b> Code to indicate whether data enclosed by this interchange envelope is test, production or information</p> <p><b>All valid standard codes are used.</b></p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Data Type</u></th> </tr> </thead> <tbody> <tr> <td>P</td> <td>Production</td> </tr> <tr> <td>T</td> <td>Test</td> </tr> </tbody> </table>							<u>Code</u>	<u>Data Type</u>	P	Production	T	Test
<u>Code</u>	<u>Data Type</u>											
P	Production											
T	Test											
ISA16	I15	<b>Component Element Separator</b>	M		1/1	Must use						
<p><b>Description:</b> 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</p>												

**Sample Data::**

ISA\*00\* \*00\* \*ZZ\*ZAPPOSKY \*ZZ\*VENDOR \*070731\*0832\*U\*00400\*000000112\*0\*P\*>

# 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

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 Name</b>						
PO Purchase Order (850)						
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						
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						
GS04	373	<b>Date</b>	M	DT	8/8	Must use
<b>Formatting Notes:</b> Date expressed as CCYYMMDD						
<b>External Information:</b> <i>This field will be the date that the EDI was created</i>						
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						
<b>External Information:</b> <i>This field will be a unique control number representing the GS - GE transaction</i>						
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>All valid standard codes are used.</b>						
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						

**Code   Name**

004010 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.

**Sample Data::**

*GS\*PC\*ZAPPOSKY\*VENDOR\*20111001\*1400\*367\*X\*004010*

# ST Transaction Set Header

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

**User Option (Usage):** Used

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	Transaction Set Identifier Code	M	ID	3/3	Used
<b>Description:</b> Code uniquely identifying a Transaction Set						
<b>Code Name</b>						
850 Purchase Order						

ST02	329	Transaction Set Control Number	M	AN	4/9	Used
<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set						
<b>External Information:</b> <i>This field will be a unique control number representing the ST - SE transaction</i>						

## 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).

## Sample Data::

ST\*850\*0001

# BEG Beginning Segment for Purchase Order

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

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

To indicate the beginning of the Purchase Order 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>
BEG01	353	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying purpose of transaction set						
<b>Code Name</b>						
00 Original						
BEG02	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 Name</b>						
BK Blanket Order (Quantity Firm)						
RL Release or Delivery Order						
SA Stand-alone Order - Warehouse Shipment						
BEG03	324	<b>Purchase Order Number</b>	M	N0	1/22	Must use
<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser						
<b>External Information:</b> <i>This field will contain the Zappos PO number for this order</i>						
<b>User Note 1:</b> <i>This PO number can contain up to twenty-two (22) alpha and numeric characters. The entire alpha numeric PO number is required to be in scannable and human-readable format on the GS1-128 shipping label.</i>						
BEG05	373	<b>Purchase Order Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD						
<b>External Information:</b> <i>This field will be the PO date</i>						

## Semantics:

1. BEG05 is the date assigned by the purchaser to purchase order.

## Sample Data::

BEG\*00\*SA\*EZAGYQ7654321\*\*20110730

# REF Reference Identification

Pos: 050	Max: 4
Heading - Optional	
Loop: N/A	Elements: 2

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

To specify identifying information

## Element Summary:

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

**Description:** Code qualifying the Reference Identification

**Code Name**

VR Vendor ID Number

PRT Product Type

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

**User Note 1:** Where REF01 = "PRT", This is a Zappos provided value that uniquely identifies each Product Type as defined by Zappos. Valid codes are:

FW - Footwear

AP - Apparel

AC - Accessories

EL - Electronics

HW - Housewares

PC - Personal Care

BL - Bags or Luggage

The Product Type is used of reference on the Shipping Label. An optional, corresponding REF\*PRT segment can be used on the 856 Advanced Shipment Notice by suppliers need to source information from the shipment notice to the shipping label.

**User Note 2:** Where REF01 = "VR", Vendor ID Number - used to uniquely identify individual brands in the Zappos system. This number is assigned by Zappos.

## 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.

## Sample Data::

REF\*PRT\*AP  
REF\*VR\*4321

# Loop SAC

Pos: 120	Repeat: 10
Optional	
Loop: SAC	Elements: N/A

**User Option (Usage):** Used

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

## Loop Summary:

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

# SAC Service, Promotion, Allowance, or Charge Information

Pos: 120	Max: 1
Heading - Mandatory	
Loop: SAC	Elements: 10

User Option (Usage): Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	<b>Allowance or Charge Indicator</b>	M	ID	1/1	Must use
<b>Description:</b> Code which indicates an allowance or charge for the service specified						
<b>Code Name</b>						
A Allowance						
C Charge						
SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b>	X	ID	4/4	Must use
<b>Description:</b> Code identifying the service, promotion, allowance, or charge						
<b>Code Name</b>						
C310 Discount						
D500 Handling						
SAC05	610	<b>Amount</b>	O	N2	1/15	Must use
<b>Description:</b> Monetary amount						
SAC06	378	<b>Allowance/Charge Percent Qualifier</b>	X	ID	1/1	Used
<b>Description:</b> Code indicating on what basis allowance or charge percent is calculated						
<b>Code Name</b>						
1 Item List Cost						
2 Item Net Cost						
3 Discount/Gross						
4 Discount/Net						
5 Base Price per Unit						
6 Base Price Amount						
SAC07	332	<b>Percent</b>	X	R	1/6	Used
<b>Description:</b> Percent expressed as a percent						
SAC08	118	<b>Rate</b>	O	R	1/9	Used
<b>Description:</b> Rate expressed in the standard monetary denomination for the currency specified						
SAC09	355	<b>Unit or Basis for Measurement Code</b>	X	ID	2/2	Used



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code Name</b>				
		EA Each				
SAC10	380	<b>Quantity</b>	X	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SAC13	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				
SAC15	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. C1110 - If SAC11 is present, then SAC10 is required.
2. C1413 - If SAC14 is present, then SAC13 is required.
3. C1615 - If SAC16 is present, then SAC15 is required.
4. P0304 - If either SAC03 or SAC04 is present, then the other is required.
5. P0607 - If either SAC06 or SAC07 is present, then the other is required.
6. P0910 - If either SAC09 or SAC10 is present, then the other is required.
7. R0203 - At least one of SAC02 or SAC03 is required.
8. L130204 - If SAC13 is present, then at least one of SAC02 or SAC04 is required.

**Semantics:**

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

**Comments:**

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

**Note:**

*Discounts are taken off the line item price.*

# ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: 1
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

To specify terms of sale

## Element Summary:

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

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

**Code Name**

14 Previously agreed upon

ITD02	333	Terms Basis Date Code	O	ID	1/2	Used
-------	-----	-----------------------	---	----	-----	------

**Description:** Code identifying the beginning of the terms period

**Code Name**

3 Invoice Date

ITD03	338	Terms Discount Percent	X	R	1/6	Used
-------	-----	------------------------	---	---	-----	------

**Description:** Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date

ITD05	351	Terms Discount Days Due	X	NO	1/3	Dependent
-------	-----	-------------------------	---	----	-----	-----------

**Description:** Number of days in the terms discount period by which payment is due if terms discount is earned

ITD07	386	Terms Net Days	O	NO	1/3	Used
-------	-----	----------------	---	----	-----	------

**Description:** Number of days until total invoice amount is due (discount not applicable)

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

## Sample Data::

ITD\*14\*3\*\*\*\*\*60\*\*\*\*\*NET

# DTM Date/Time Reference

Pos: 150	Max: 3
Heading - Optional	
Loop: N/A	Elements: 2

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

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
<b>Description:</b> Code specifying type of date or time, or both date and time						
<b>Code Name</b>						
001 Cancel After						
010 Requested Ship						
DTM02	373	Date	X	DT	8/8	Must use

**Description:** Date expressed as CCYYMMDD

## Syntax Rules:

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

## Segment Use:

- 1) *Cancel After Date: The latest date that Zappos expects the shipment to be delivered to the Zappos fulfillment center listed on the purchase order.*
- 2) *Requested Ship Date: The earliest date that Zappos expects the shipment to be delivered to the Zappos fulfillment center listed on the purchase order.*

## Sample Data::

DTM\*001\*20111025  
DTM\*010\*20110916

# Loop N1

Pos: 310

Repeat: 2

<b>Mandatory</b>	
<b>Loop: N1</b>	<b>Elements: N/A</b>

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

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
310	N1	Name	M	1		Must use
320	N2	Additional Name Information	O	1		Used
330	N3	Address Information	O	1		Used
340	N4	Geographic Location	O	1		Used

# N1 Name

<b>Pos: 310</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

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

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
<p><b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual</p> <p><b>Code Name</b> ST Ship To</p>						
N102	93	<b>Name</b>	X	AN	1/60	Must use
<p><b>Description:</b> Free-form name</p>						
N103	66	<b>Identification Code Qualifier</b>	X	ID	1/2	Used
<p><b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)</p> <p><b>Code Name</b> 92 Assigned by Buyer or Buyer's Agent</p>						
N104	67	<b>Identification Code</b>	X	AN	2/80	Used

**External Information:** This field will be a code that represents the ship to location.

**User Note 1:** The complete address information must be printed on the Shipping Label.

When N104 is 0001:  
Zappos Merchandising, Inc  
c/o Amazon.com KYDC LLC  
376 Zappos.com Blvd  
Shepherdsville, KY 40165 USA

When N104 is 0002:  
Zappos Merchandising, Inc  
c/o Amazon.com KYDC LLC  
271 Omega Pkwy  
Shepherdsville, KY 40165 USA

When N104 is 0003:  
Zappos Merchandising, Inc  
c/o Amazon.com INDC LLC  
900 Patrol Rd  
Jeffersonville, IN 47130 USA

When N104 is 0004:  
Zappos Merchandising, Inc  
c/o Amazon.com INDC LLC  
800 Perry Road  
Plainfield, IN 46168 USA

When N104 is 0005:  
Zappos Merchandising, Inc  
c/o Amazon.com KYDC LLC  
4360 Robards Lane  
Louisville, KY 40218 USA

When N104 is 0006:  
Zappos Merchandising, Inc  
c/o Amazon.com INDC LLC  
715 Airtech Parkway  
Plainfield, IN 46168 USA

When N104 is 0012:  
Zappos Merchandising, Inc  
Amazon Photo Studio  
35 Kent Avenue  
Brooklyn, NY 11249 USA

**Description:** Code identifying a party or other code

### Syntax Rules:

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

### Sample Data::

N1\*ST\*ZAPPOS MERCHANDISING INC.\*92\*0001

# N2 Additional Name Information

Pos: 320	Max: 1
Heading - Optional	
Loop: N1	Elements: 1

User Option (Usage): Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	Name	M	AN	1/35	Used

Description: Free-form name

## Sample Data::

N2\*C/O AMAZON.COM KYDC LLC

# N3 Address Information

Pos: 330	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

To specify the location of the named party

## Element Summary:

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

## Sample Data::

N3\*376 ZAPPOS.COM BLVD  
 N3\*FTZ 029, SITE 6



# N4 Geographic Location

Pos: 340	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

**User Option (Usage):** Used

To specify the geographic place of the named party

## Element Summary:

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

## 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.

## Sample Data::

N4\*SHEPHERDSVILLE\*KY\*40165\*US

# Loop PO1

Pos: 010	Repeat: 100000
Mandatory	
Loop: PO1	Elements: N/A

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

To specify basic and most frequently used line item data

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	PO1	Baseline Item Data	M	1		Must use
050		Loop PID	O		3	Must use

# PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 15

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

To specify basic and most frequently used line item data

### User Note 1:

*ITEMS MUST BE SHIPPED AS ORDERED...NO ITEM SUBSTITUTIONS ALLOWED.*

### 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>
PO101	350	<b>Assigned Identification</b>	O	AN	1/20	Must use
		<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set				
PO102	330	<b>Quantity Ordered</b>	X	R	1/48	Must use
		<b>External Information:</b> <i>This field will be the quantity of this item ordered</i>				
PO103	355	<b>Unit or Basis for Measurement Code</b>	X	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 Name</b>				
		EA		Each		
PO104	212	<b>Unit Price</b>	X	R	1/17	Used
		<b>Description:</b> Price per unit of product, service, commodity, etc.				
PO105	639	<b>Basis of Unit Price Code</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of unit price for an item				
		<b>Code Name</b>				
		WE		Wholesale Price per Each		
PO106	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 Name</b>				
		PI		Purchaser's Item Code		
PO107	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO108	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 Name</b>				
		VA		Vendor's Style Number		

PO109	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO110	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><u>Code Name</u></b>				
		VE Vendor Color				
PO111	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO112	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><u>Code Name</u></b>				
		IZ Buyer's Size Code				
PO113	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO114	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Must use
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User Note 1:</b> <i>Either "UP" or "EN" product will be sent, and must be returned on returning documents.</i>				
		<b><u>Code Name</u></b>				
		EN European Article Number (EAN) (2-5-5-1)				
		UP U.P.C. Consumer Package Code (1-5-5-1)				
PO115	234	<b>Product/Service ID</b>	X	AN	12/13	Must use
		<b>Description:</b> Identifying number for a product or service				

## Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 is present, then the other is required.

**Comments:**

1. See the Data Element Dictionary for a complete list of IDs.
2. P0101 is the line item identification.
3. P0106 through P0125 provides for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

**Sample Data::**

*P01\*1\*6\*EA\*18.90\*WE\*PI\*ZZZ-49876543\*VA\*7607\*VE\*WHITE\*IZ\*SMALL\*UP\*801234567891*

---

# Loop PID

Pos: 050	Repeat: 3
Optional	
Loop: PID	Elements: N/A

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

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
050	PID	Product/Item Description	M	1		Must use

# PID Product/Item Description

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

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

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

## User Note 1:

*PID segment where PID02 = "91" (Buyer's Item Size Description) will always be sent.  
 PID segment where PID02 = "08" (Product Description) may be sent.*

## 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	<b>Item Description Type</b>	M	ID	1/1	Must use
<b>Description:</b> Code indicating the format of a description						
<b>Code Name</b>						
F Free-form						
PID02	750	<b>Product/Process Characteristic Code</b>	O	ID	2/3	Used
<b>Description:</b> Code identifying the general class of a product or process characteristic						
<b>Code Name</b>						
08 Product						
91 Buyer's Item Size Description						
PID05	352	<b>Description</b>	X	AN	1/80	Must use
<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. C0703 - If PID07 is present, then PID03 is required.
3. C0804 - If PID08 is present, then PID04 is required.
4. C0905 - If PID09 is present, then PID05 is required.
5. R0405 - At least one of PID04 or 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.

## Sample Data::

PID\*F\*91\*\*\*DEFAULT

---

# Loop CTT

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

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

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	M	1		Must use



# CTT Transaction Totals

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

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

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.

## Sample Data::

CTT\*91

# SE Transaction Set Trailer

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

**User Option (Usage):** Used

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	Used
		<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	Used
		<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:

- SE is the last segment of each transaction set.

## Sample Data::

SE\*126\*0001

# 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

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.

## Sample Data::

GE\*1\*200001

# IEA Interchange Control Trailer

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

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

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	NO	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	NO	9/9	Must use
		<b>Description:</b> A control number assigned by the interchange sender				

## Sample Data::

IEA\*1\*000200001