EDI Implementation Guide

INVOICES

VICS 810
Version 4010

Bob's Stores EDI Program

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Bob's Stores EDI Program

Introduction

The EDI process as it pertains to Invoices complies to the Voluntary Inter-Industry Communication Standards (VICS). This documentation was prepared using the UCC publication "Retail Industry Conventions and Guidelines for Electronic Data Interchange". The information contained here has been excerpted from this manual. We have only identified those segments and elements used by our process. For further information on this publication, contact:

Uniform Code Council, Inc.
8163 Old Yankee Road, Suite J
Dayton, OH 45458
(513) 435-3870.

About this Document

The contents area of the mapping diagrams contain different notations. Any numbers or capital letters are the actual contents of the data elements. Any value in lower case is a simple description of the information. Anywhere a date is required the format should be century, month and day two digits for each. Any element requiring a time must be in the hour and minute format 2 digits for each. Any element containing the description numeric must only contain numbers. Any alpha-numeric or text description may have any standard character in it. any element with the description "real number" requires the decimal in its proper place. n cases where this value is a whole number (no decimal), the decimal point is not required. This document uses the "*" as a separator and "|" as a terminator. These are only for example purchases only. The standards recommend usage of the "bell" character for the element separator. This is represented by the hexadecimal value "2F" in EBCDIC or hexadecimal value "2A" in ACSII. The standards recommend NEW LINE, EBCDIC hexadecimal value "15" or CR hexadecimal value "0D" in ASCII. Any value may be used as long as it is unique and does not appear anywhere in the envelope.

Version Migration

Bob's Stores EDI program complies with the VICS standards for version migration. Our plans at this time are to adhere to version 004010VICS.

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EDI Communications

All Invoices received via EDI are done so using the Universal Product Code (U.P.C.). In order to assist us in capturing this information correctly Bob's Stores requests our trading partners to subscribe to a third party electronic catalog service. Currently Bob's Stores subscribes to the Quick Response Services (QRS). Below is the contact information for this service provider. If our company chooses not to subscribe to this service please contact the EDI Administrator for special instructions.

Quick Response Services
14000 marina Way South
Richmond, CA 94804
(800) UPC-TALK

At this time Bob's Stores utilizes Internet Commerce Corporation for EDI communications. We receive and send all EDI data to the Internet Commerce Corporation network. This process occurs at 12:00 p.m. and 6:00 p.m. Eastern Standard Time. ICC does interconnect with several other VAN's. To ensure connectivity please contact your provider.

Use of EDI Invoices

Bob's stores requires EDI Invoices to assist us gain accuracy within the account payable process. EDI will streamline our process and permit gains in accuracy by elevating the amount of manual data entry. Bob's Stores management believes the benefits of EDI must both support the retailer and the supplier. The current direction of our company is to receive all Invoices in an electronic format using EDI. We would like to stress in order to achieve the full benefit of EDI, this information should be integrated into both Bob's Stores and our trading partners systems. This will permit a more rapid form of communication in a much more accurate method.

Bob's Stores accounts payable process requires invoicing by purchase order, buying location and shipment. Bob's Stores purchase order process may issue two different types of orders. One is designated by the N1 segment with the qualifier "BY" for the buying party. In this example the location code is "000", the distribution center in Meriden, CT. The first example would be one invoice for the total shipment. the second order type is a pack by store. This purchase order does not contain the N1 segment with the qualifier "BY". Instead this order contains the SDQ segment and the individual store number located in this EDI segment. The second example requires an invoice for each store contained in the shipment. The overall process will match the location number, the total dollar amount and the purchase order number to the receiving information. Once this match is made payment will be processed. The detail information is used when the matching process does not work for research purposes.

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Bob's Stores Contact

EDI Contact

Sheila Asanowicz
Bob's Stores
160 Corporate Court
Meriden, CT 06450-8313
Phone: 203 235-5775, ext. 426
Fax: (203) 238-2519
E-mail: sasanowicz@bobstores.com

If Sheila is unavailable, you can contact

Roxanne Konik
Bob's Stores 160 Corporate Court
Meriden, CT, 06450-8313
Phone: (203) 235-5775 EXT. 447
Fax: (203) 238-2519
E-mail: rkonik@bobstores.com

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Implementation Procedures

1. Receive Approval from the traffic department at Bob's Stores.

2. Acquire documentation (mapping) from Bob's Stores contact EDI.

3. Verify system for data integrity

4. Supply Bob's Stores EDI Administrator with contact information. This should include:
   a) primary contact name and telephone number
   b) alternate contact name and telephone number
   c) address
   d) email address
   e) Valued Added Network (VAN) used
   f) EDI Communications ID
   g) Version of Standards

5. Verify connectivity

6. Begin testing phase. Please ensure the following
   a) Transmission is designated as a test - (element ISA15 contains the value "T")
   b) Contact Bob's Stores EDI Administrator to confirm receipt of transmission.
   c) Test will be a simulation of a previous shipment. Please supply Bob's Stores with the packing slips for the shipment.
   d) Bob's Stores EDI Administrator will verify and contact the sender with the results.
   e) Receive and process the test functional acknowledgment from Bob's Stores.
   f) Notify Bob's Stores EDI Administrator of the successful receipt and reconciliation of the functional acknowledgment.

7. Bob's Stores EDI Administrator will review test results with the Accounts Payable department.

8. Correct any errors if they occur. If so return to Step 6

9. Migrate to production
   a) Transmission is designated as a production - (element ISA15 contains the value "P")
   b) Contact Bob's Stores EDI Administrator to confirm receipt of first production transmission only.

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c) Receive and reconcile the Functional Acknowledgment (FA 997) sent from Bob's Stores within 24 hours after communication of the Invoice.

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Segment Hierarchy

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ISA Segment - Interchange Control Header

Element	Element Name	Length	Contents	Notes
ISA		3	ISA	Segment Code
ISA01	Authorization Information Qualifier	2	00	No information present
Separator		1	*	
ISA02	Authorization Information	10	spaces	No information present
Separator		1	*	
ISA03	Security Information Qualifier	2	00	No information present
Separator		1	*	
ISA04	Security Information	10	spaces	No information present
Separator		1	*	
ISA05	Interchange ID Qualifier	2	01 02 08 12	Duns Number Standard Carrier Alpha Code UCC EDI Comm ID Phone Number Qualifies the value found in ISA06
Separator		1	*	
ISA06	Interchange Sender ID	15		Duns, UCC Comm ID, Standard Carrier Alpha Code or phone number as specified by ISA07. This should be the suppliers communication ID.
Separator		1	*	
ISA07	Interchange ID Qualifier	2	12	Qualifies the value found in ISA08
Separator		1	*	
ISA08	Interchange Receiver ID	15	2032355775	Bob's Stores phone number used for communication ID.
Separator		1	*	

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ISA Segment - Interchange Control Header (continued)

Element	Element Name	Length	Contents	Notes
ISA09	Interchange Date	6	YYMMDD	Date Interchange was created by the sender
Separator		1	*	
ISA10	Interchange Time	4	HHMM	Time interchange was created by the senders system
Separator		1	*	
ISA11	Interchange Control Standards Identifier	1	U	U. S. EDI community of ASC X12, TDCC and UCS
Separator		1	*	
ISA12	Interchange Control Version Number	5	00401	Version 4, Release 1
Separator		1	*	
ISA13	Interchange Control Number	9		Number sequentially assigned by trading partner to identify the envelope sent. Must match IEA02
Separator		1	*	
ISA14	Acknowledgment Requested	1	0	No Acknowledgment Requested. Retail industry is not using transmission ackn. This is not the same as Functional Group Acknowledgments.
Separator		1	*	
ISA15	Test Indicator	1	T or P	Test or Production
Separator		1	*	
ISA16	Sub-element Separator	1	>	
Terminator		1	|	Marking end of segment

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GS Segment - Functional Group Header

Element	Element Name	Length	Contents	Notes
GS		2	GS	Segment Code
Separator		1	*	
GS01	Functional Identifier Code	2	IN	Invoice
Separator		1	*	
GS02	Application Sender's Code	15		Code identifying the sender of the transmission. This will contain the Same value as ISA06. Max. Size 15 characters.
Separator		1	*	
GS03	Application Receivers Code	15	2032355775	Bob's Stores phone number. The same as found in ISA08
Separator		1	*	
GS04	Date	8	CCYYMMDD	Date the group was created by the sender's system
Separator		1	*	
GS05	Time	4	HHMM	Time the group was created by sender's system
Separator		1	*	
GS06	Group Control Number	9	Numeric	Number assigned to identify the group in the Envelope. Must match GE02.
Separator		1	*	
GS07	Responsible Agency Code	1	X	ASC X.12
Separator		1	*	
GS08	Version / Release / Industry Identifier Code	10	004010VICS	Version 4, Release 1
Terminator		1	|	Marking end of segment

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ST Segment - Transaction Set Header

Element	Element Name	Length	Contents	Notes
ST		2	ST	Segment Code
Separator		1	*	
ST01	Transaction Set Identifier Code	3	810	X12.2 Invoice
Separator		1	*	
ST02	Transaction Set Control Number	9	numeric	Number uniquely identifying the transaction in the Functional group. Maximum 9 digits. Must match SE02.
Terminator		1			Marks end of segment

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BIG Segment - Beginning Segment for Invoice

Element	Element Name	Length	Contents	Notes
BIG		3	BIG	Segment Code
Separator		1	*	
BIG01	Invoice Date	8	CCYYMMDD	Invoice issue date.
Separator		1	*	
BIG02	Invoice Number	22	alpha-numeric	Identifying number assigned by the sender
Separator		1	*	
BIG03	Purchase Order Date	8	CCYYMMDD	Bob's Stores Date of Order
Separator		1	*	
BIG04	Purchase Order Number	22	alpha-numeric	Bob's Stores Purchase Order No.
Separator		1	*	
BIG05	Release Number			Not Used
Separator		1	*	
BIG06	Change Order Sequence Number			Not Used
Separator		1	*	
BIG07	Transaction Type Code			Not Used
Terminator		1	|	Marks end of segment

REF Segment – Reference Numbers (department)

Element	Element Name	Length	Contents	Notes
REF		3	REF	Segment Code
Separator		1	*	
REF01	Reference Number Qualifier	2	DP	Code identifying the value found in REF02. The value "DP" represents department number
Separator		1	*	
REF02	Reference Number	3	Numeric	Bob's Stores three digit department number from the original purchase order document
Terminator		1	|	Marks end of segment

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N1 Segment - Name (Ship To)

Element	Element Name	Length	Contents	Notes
N1		2	N1	Segment Code
Separator		1	*	
N101	Entity Identifier Code	2	ST	This value "ST" defines the entire N1 segment as representing the ship to location.
Separator		1	*	
N102	Name			Not Used
Separator		1	*	
N103	Identification Code Qualifier	2	92	This value "92" defines N103 as containing the location number assigned by the buying organization.
Separator		1	*	
N104	Location Code	3	000	Number assigned to the Bob's Distribution Center
Terminator		1	|	Marks end of segment

Note: If the supplier is not capable of sending the value "000" as the ship to location number, please contact the EDI Administrator for special instructions.

N1 Segment - Name (Buying Party)

Element	Element Name	Length	Contents	Notes
N1		2	N1	Segment Code
Separator		1	*	
N101	Entity Identifier Code	2	BY	This value "BY" defines the entire N1 segment as representing the Buying Party (Purchaser)
Separator		1	*	
N102	Name			Not Used
Separator		1	*	
N103	Identification Code Qualifier	2	92	This value "92" defines N103 as containing the location number assigned by the buying organization.
Separator		1	*	
N104	Location Code	3	see note below	Location number from original purchase order as the buying party "BY" N1 segment.
Terminator		1	|	Marks end of segment

Notes for N1 segment

The N104 must contain the BY information from the purchase order issued. This information may be found in the N104 code for bulk shipments or the appropriate SDQ element. It must match exactly what was sent in this field. If the supplier has difficulty with the location number "000" please contact the EDI Administrator for special instructions. See the Store Address Listing for all valid location numbers.

ITD Segment – Terms of Sale / Deferred Terms of Sale

Element	Element Name	Length	Contents	Notes
ITD		3	ITD	Segment Code
Separator		1	*	
ITD01	Terms Type Code	2	(See note below)	Code identifying type of payment terms
Separator		1	*	
ITD02	Terms Basis Date Code	2	(See note below)	Code identifying the beginning of the term period
Separator		1	*	
ITD03	Terms Discount Percent	8	Real Number	Terms Discount Percent. Decimal point is sent only when needed i.e., "10.5%" is sent as 10.5, "2%" is sent as 2
Separator		1	*	
ITD04	Terms Discount Due Date	8	CCYYMMDD	Date payment is due if discount is to be earned
Separator		1	*	
ITD05	Terms Discount Days Due	4	Numeric	Number of days in the terms discount period by which payment is due if terms discount is earned
Separator		1	*	
ITD06	Terms Net Due Date	8	CCYYMMDD	Net Terms Due Date
Separator		1	*	
ITD07	Terms Net Days	4	Numeric	Number of days until total invoice amount is due (discount not applicable).
Separator		1	*	
ITD08	Terms Discount Amount	10		Terms Discount Amount
Terminator		1	|	Marks end of segment

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ITD Segment - Terms of Sale / Deferred Terms of Sale

ITD Segment Notes:

ITD01
The following is the values used by Bob's Stores:

01	Basic
02	End of Month (EOM)
05	Discount not Applicable
06	Mixed
08	Basic Discount Offered
12	10 Days after End of Month (10 EOM)

ITD02
The following is the values used by Bob's Stores:

1	Ship Date
2	Delivery Date
3	Invoice Date
4	Specified Date
7	Effective Date
8	Invoice Transmission Date
15	Receipt of Goods

DTM Segment - Date / Time Reference

Element	Element Name	Length	Contents	Notes
DTM		3	DTM	Segment Code
Separator		1	*	
DTM01	Date / Time qualifier	3	007	Code identifying the definition of the element DTM02. The value "007" represents effective date. Bob's Stores only uses this for terms due date calculations
Separator		1	*	
DTM02	Date	8	CCYYMMDD	Date as defined by the element DTM01
Terminator		1	|	Marks end of segment

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IT1 Segment - Baseline Item Data (Invoice)

Element	Element Name	Length	Contents	Notes
IT1		3	IT1	Segment Code
Separator		1	*	
IT101	Assigned Identification			Not used
Separator		1	*	
IT102	Quantity Invoiced	12	Real Number	Number of units Invoiced
Separator		1	*	
IT103	Unit or Basis for Measurement code		See below	
Separator		1	*	
IT104	Unit Price	17	Real Number	Price per unit of product. Decimal point is included only when needed i.e., "10.5%" is sent as 10.5, "2%" is sent as 2.
Separator		1	*	
IT105	Basis of Unit Price Code	2	See below	Code specifying the definition of a unit. This element is only required if a unit is not the same as IT103.
Separator		1	*	
IT106	Product Service ID	2	UP or VA	Code qualifying the value found in element IT107. This value "UP" denotes U.P.C. Consumer Package Code (1-5-5-1). The value "VA" represents Vendor Style Number.
Separator		1	*	
IT107	Product ID	12		U.P.C. Number or Vendor Style Number as specified by the IT102 element.
Separator		1	*	
IT108	Product Service ID	2	UP or VA	Code qualifying the value found in element IT107. The value "UP" denotes U.P.C. Consumer Package Code (1-5-5-1). The value "VA" represents Vendor Style Number.
Separator		1	*	
IT109	Product ID	12	Alpha-	U.P.C. Number or Vendor Style

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			numeric	Number as specified by the IT104 element.
Terminator		1	|	Marks end of segment

IT1 Segment - Baseline Item Data (Invoice) continued

Element	Element Name	Length	Contents	Notes
IT110	Product/Service ID Qualifier	2	SZ	Vendor Size Code
Separator		1	*	
IT111	Product /Service ID	6		Size code, variable lengths (up to 6 digits)
Separator		1	*	

IT103

The values accepted by Bob's Stores are:
"EA" representing each
"DZ" representing dozen

TDS Segment - Total Monetary Value Summary

Element	Element Name	Length	Contents	Notes
TDS		3	TDS	Segment Code
Separator		1	*	
TDS01	Total Invoice Amount	15	numeric	Gross Invoice Amount Total amount of the invoice (including charges, less allowances) before any terms discount is applied. Two digits decimal implied for example $25.00 would be represented by 2500.
Separator		1	*	
TDS02	Amount Subject to Terms Discount	15	numeric	Net Merchandise Amount Amount on which the terms discount amount is calculated. Only required if different from TDS01. Two digits decimal implied for example $25.00 would be represented by 2500.
Separator		1	*	
TDS03	Discount Amount Due	15	numeric	Net Invoice Amount Amount of invoice due if paid by terms discount due date. Two digits decimal implied for example $25.00 would be represented by 2500.
Separator		1	*	

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TDS Segment - Total Monetary Value Summary (continued)

Element	Element Name	Length	Contents	Notes
TDS04	Terms Discount Amount	15	numeric	Cash Discount Amount Total amount of terms discount. Two digits decimal implied for example $25.00 would be represented by 2500.
Terminator		1	|	Marks end of segment

CAD Segment – Carrier Detail

Element	Element Name	Length	Contents	Notes
CAD		3	CAD	Segment Code
Separator		1	*	
CAD01	Transportation Method Used			Not Used
Separator		1	*	
CAD02	Equipment Initial			Not Used
Separator		1	*	
CAD03	Equipment Number			Not Used
Separator		1	*	
CAD04	SCAC			Not Used
Separator		1	*	
CAD05	Routing	35		Free form description
Separator		1	*	
CAD06	Shipment or Status Code			Not Used
Separator		1	*	
CAD07	Reference Number Qualifier	2	BM or CN	Code defining the value of SAC08. The value "BM" denotes Bill of Lading and "CN" denoted Carrier's POR/Invoice.
Separator		1	*	
CAD08	Reference Number	30	Alpha-numeric	Bill of Lading Number or Carrier Pro Number. The value should match to the Advance Ship Notice.

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Terminator	1		Marks end of segment

SAC Segment - Service, Promotion, Allowance, or Charge Information

Element	Element Name	Length	Contents	Notes
SAC		3	SAC	Segment Code
Separator		1	*	
SAC01	Allowance or Charge Indicator	1	(See note below)	Code which indicates an allowance or charge for the service specified
Separator		1	*	
SAC02	Service, Promotion, Allowance or Charge Code	4	(See note below)	Cost identifying the service, promotion, allowance or charge
Separator		1	*	
SAC03	Agency Qualifier code	2		Not Used
Separator		1	*	
SAC04	Agency Service, Promotion, Allowance, or Charge Code			Not Used
Separator		1	*	
SAC05	Amount	15	Numeric	Monetary amount of allowance or charge. Two digit decimal implied
SAC06	Allowance, Charge Percent Qualifier	1	see note below	Code indicating on what basis allowance or charge percent is calculated
Separator		1	*	
SAC07	Allowance or Charge Percent	8	Real number	Allowance or charge expressed as a percent. Decimal point is required if needed, for example 10.5% is communicated as 10.5 and 2% is sent as 2.
Separator		1	*	
SAC08	Allowance or Charge Rate	17	Real number	Rate
Separator		1	*	
SAC09	Unit or Basis for Measurement Code	2	EA	Not Used
Separator		1	*	

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SAC Segment - Service, Promotion, Allowance, or Charge Information (continued)

Element	Element Name	Length	Contents	Notes
SAC10	Allowance or Charge Quantity	17	Real number	Quantity basis when the allowance or charge quantity is different from the purchase order or invoice. This element is only used when SAC02 contains the value D170 for free goods.
Separator		1	*	
SAC11	Allowance or Charge Quantity			Not used
Separator		1	*	
SAC12	Allowance or Charge Method of Handling Code	2	02	Code indicating method of handling for an allowance or charge. The value "02" denotes Off Invoice. The allowance or charge will be reflected in the total transaction amount. For example: the TDS01 will equal Merchandise Price + Charges - Allowances.
Terminator		1	|	

SAC Segment Notes:
When the SAC segment is used at the detail level of the invoice (following the IT1 segment) it represents charges or allowances specific to the item. The information contained in this segment only applies to the U.P.C. number specified on the previous IT1 segment. Bob's Stores permits up to 25 of these segments following an IT1 segment.

SAC Data Element Notes:

SAC01 - The available values used by Bob's Stores are:
"A" Allowance
"C" Charge
"N" No Allowance or Charge

SAC02

The following is the values used by Bob's Stores for data element 1300 in the SAC segment. These values are used for charges. Any other SAC segments communicated with the value "C" in the SAC02 with values other than found on this list will be disregarded.

D240 Freight

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Any other SAC segments communicated with the value "A" in SAC02 with values other than found on this list will be disregarded.

        C310   Discount
        I170   Trade Discount

SAC Segment Notes: (continued)

The following is the values used by Bob's Stores for data element 1300 in the SAC segment. These values are used for no allowance or charge. Any other SAC segments communicated with the value "N" in the SAC02 with values other than found on this list will be disregarded.

        D170   Free Goods

SAC06 - The available values used by Bob's Stores are:
        1   Discount / Gross - All allowances are off the gross price including cash discount
        2   Discount / Net   - All allowances are off the gross price, cash discounts are off the net

ISS Segment – Invoice Summary Shipment

Element	Element Name	Length	Contents	Notes
ISS		3	ISS	Segment Code
Separator		1	*	
ISS01	Number of Cartons Shipped	10	Real Number	Numeric Value of the number of shipping units from supplier. Bob's Stores requires the number of cartons shipped.
Separator		1	*	
ISS02	Unit of Basis of Measurement Code	2	CA	Code defining a unit is ISS01
Separator		1	*	
ISS03	Weight	10	Real Number	Numeric value of weight
Separator		*		
ISS04	Unit or Basis of Measurement Code	2	LB	Pounds
Terminator		1	|	Marks end of segment

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CTT Segment - Transaction Totals

Element	Element Name	Length	Contents	Notes
CTT		3	CTT	Segment Code
Separator		1	*	
CTT01	Number of Line Items	6	numeric	This is a count of the number of IT1 segments. Max. length is 6.
Terminator		1	|	Marks end of segment

SE Segment - Transaction Set Trailer

Element	Element Name	Length	Contents	Notes
SE		2	SE	Segment Code
Separator		1	*	
SE01	Number of Included Segments	10	numeric	The number of segments found in the transaction set from the ST to SE inclusive.
Separator		1	*	
SE02	Transaction Set Control Number	9	numeric	Number uniquely identifying the transaction in the Functional group. Maximum 9 digits & must match ST02
Terminator		1	|	Marks end of segment

GE Segment - Functional Group Trailer

Element	Element Name	Length	Contents	Notes
GE		2	GE	Segment Code
Separator		1	*	
GE01	Number of Transaction Sets Included	6	numeric	The number of transaction set found in the functional group. The count of ST segments found in the group. Maximum 6 digits.
Separator		1	*	

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GE02	Group Control Number	9	numeric	Number uniquely identifying the transaction in the Functional group. Maximum 9 digits & must match GS06	
Terminator		1	|	Marks end of segment	

IEA Segment - Interchange Control Trailer

Element	Element Name	Length	Contents	Notes
IEA		3	IEA	Segment Code
Separator		1	*	
IEA01	Number of Included Functional Groups	5	numeric	The number of functional groups found in the transmission. The count of GS segments found in the group. Maximum 5 digits.
Separator		1	*	
IEA02	Interchange Control Number	9	numeric	Number uniquely identifying the transaction in the Functional group. Must match ISA13.

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