



# **EDI Implementation Guide**

Purchase Orders

VICS 850  
Version 4010

# BOB'S STORES EDI PROGRAM

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## Introduction

The EDI process as it pertains to purchase orders 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.

## Use of EDI Purchase Orders

Bob's Stores communicates EDI Purchase Orders to assist suppliers gain accuracy with the orders for merchandise we require. 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 issue all purchase orders 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.

All orders communicated 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 Coordinator for special instructions.

Quick Response Services  
1400 Marina Way South  
Richmond, CA 94804  
(800) UPC-TALK

At this time Bob's Stores utilizes a Value Added Network (VAN) for EDI communications. We receive and send all EDI data to the Ordernet network.. This process occurs at 12:00 p.m. and 6:00 p.m. EST. Ordernet does interconnect with several other VAN's. To ensure connectivity please contact your provider.

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### 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, year, month and day two digits for each. Any element requiring a time must be in the hour and minute format two 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 it's proper place. In 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 purposes 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 so long as it is unique and does not appear anywhere in the envelope.

### Version Migration

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

### Bob's Stores EDI Contact

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Bob's Stores 160 Corporate Court  
Meriden, CT, 06450-8313  
Phone: (203) 235-5775 EXT. 322  
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E-mail: mmitchell@bobstores.com

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### Implementation Procedures

1. Receive Approval from Bob's Stores Buying Staff.
2. Acquire documentation (mapping) from Bob's Stores EDI contact.
3. Verify system for data integrity
4. Supply Bob's Stores EDI with contact information. This should include:
  - a) primary contact name and phone number
  - b) alternate contact name and phone number
  - c) address
  - d) Value Added Network (VAN) used
  - e) EDI Communication ID
  - f) 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 previously issued purchase orders. Verify the contents
  - d) Create and transmit a Functional Acknowledgment (FA 997) within 24 hours of receipt of purchase order.
  - e) We use the following separators:
    - Element Separator 2A ( \* )
    - Sub-element Separator 7E ( ~ )
    - Segment Terminator Separator 3E ( > )
7. Review test results with Merchandising and EDI
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 to confirm receipt of first production transmission only.
  - c) Communicate a Functional Acknowledgment (FA 997) within 24 hours of receipt of purchase order.

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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	Duns Number Qualifies the value found in ISA06
Separator		1	*	
ISA06	Interchange Sender ID	15	054093364	Bob's Stores Duns number used for communication ID.
Separator		1	*	
ISA07	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 ISA08
Separator		1	*	
ISA08	Interchange Receiver 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	*	

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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	Current interchange version ID
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	PO	Purchase Orders
Separator		1	*	
GS02	Application Sender's Code	15	054093364	Duns Number for Bob's Stores. The same as found in ISA06
Separator		1	*	
GS03	Application Receivers Code	15		Code identifying the receiver of the transmission. This will contain the Same value as ISA08. Max. Size 15 characters.
Separator		1	*	
GS04	Date	8	CCYYMMDD	Date the group was created by the Bob's Stores System
Separator		1	*	
GS05	Time	4	HHMM	Time the group was created by Bob's Stores 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	850	X12.1 Purchase Order
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

**BEG Segment - Beginning Segment for Purchase Order**

Element	Element Name	Length	Contents	Notes
BEG		3	BEG	Segment Code
Separator		1	*	
BEG01	Transaction Set Purpose Code	2	00	Code identifying Purpose of Transaction Set. This value represents Original
Separator		1	*	
BEG02	Purchase Order Type Code	2	SA	Code identifying the type of purchase order issued. This value represents Stand Alone
Separator		1	*	
BEG03	Purchase Order Number	6	Numeric	6 digit purchase order number
Separator		1	*	
BEG04	Release Number			Not Used
Separator		1	*	
BEG05	Purchase Order Date	8	CCYYMMDD	Date assigned to the purchase order by the buying office

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Terminator	1		Marks end of segment
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### REF Segment - Reference Numbers (Vendor)

Element	Element Name	Length	Contents	Notes
REF		3	REF	Segment Code
Separator		1	*	
REF01	Reference Number Qualifier	2	IA	This value "IA" defines REF02 as containing the vendor number assigned by Bob's Stores system
Separator		1	*	
REF02	Reference Number	4	numeric	The number assigned to the supplier by Bob's Stores system.
Terminator		1		Marks end of segment

### REF Segment - Reference Numbers (Dept.)

Element	Element Name	Length	Contents	Notes
REF		3	REF	Segment Code
Separator		1	*	
REF01	Reference Number Qualifier	2	DP	This value "DP" defines REF02 as containing the department number assigned by Bob's Stores system
Separator		1	*	
REF02	Reference Number	4	numeric	The number assigned to the supplier by Bob's Stores system.
Terminator		1		Marks end of segment

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### PER Segment - Administrative Communications Contact

Element	Element Name	Length	Contents	Notes
PER		3	PER	Segment Code
Separator		1	*	
PER01	Contact Function Code	2	BD	This value "BD" defines PER02 as containing the name of the buying department for this purchase order.
Separator		1	*	
PER02	Name	60	text	The name of the department making the purchase.
Terminator		1		Marks end of segment

### DTM Segment - Date / Time Reference (Earliest Ship)

Element	Element Name	Length	Contents	Notes
DTM		3	DTM	Segment Code
Separator		1	*	
DTM01	Date / Time Qualifier	3	037	This value '037' defines DTM02 as the 'Do not ship before date.'
Separator		1	*	
DTM02	Date	8	CCYYMMDD	The first date the order can be shipped.
Terminator		1		Marks end of segment

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### DTM Segment - Date / Time Reference (Latest Ship/Cancel)

Element	Element Name	Length	Contents	Notes
DTM		3	DTM	Segment Code
Separator		1	*	
DTM01	Date / Time Qualifier	3	038	This value '038' defines DTM02 as the 'Canceled, if not shipped by date'.
Separator		1	*	
DTM02	Date	8	CCYYMMDD	The last date the order can be shipped.
Terminator		1		Marks end of segment

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**N9 - Reference Identification**

Element	Element Name	Length	Contents	Notes
N9		2	N9	Segment Code
Separator		1	*	
N901	Entity Identifier Code	2	AH	Internally generated Agreement No.
Separator		1	*	
N902	Reference Identification			Not used by Bob's
Separator		1	*	
N903	Description	4	0001	Left justified sequential number (max length 30)

**MSG Segment - Message Text**

Element	Element Name	Length	Contents	Notes
MSG		3	MSG	Segment Code
Separator		1	*	
MSG01	P.O. Message	60	text	<p>Special Handling Instructions</p> <p>Vendor Added Service Instructions &amp; Bulk Order packing instructions: (Any number of the following may be noted).</p> <p><b>All Merchandise Must Be Pre-Ticketed</b></p> <p><b>Garments must be hung on hangers and packed in cartons.</b></p> <p>Bulk order packing instructions: (Any one of the following may be noted).</p> <p><b>Standard casepack</b></p> <p><b>Standard prepack</b></p>

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				<b>Closeout - See buyer</b>
				<b>Master carton with inner pack</b>
Separator	1	*		
Terminator	1			Marks end of segment

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### N1 Segment - Name (Bill To)

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" define 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

This segment will be found on purchase orders shipped in bulk to the distribution center.

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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" define 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



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**PO1 Segment - Baseline Item Data**

Element	Element Name	Length	Contents	Notes
PO1		3	PO1	Segment Code
Separator		1	*	
PO101	Assigned Identification	6	numeric	Unique value assigned to this line item to differentiate it from the others.
Separator		1	*	
PO102	Quantity Ordered	15	numeric	The number of units order for this line item.
Separator		1	*	
PO103	Basis for Unit of Measure	2	EA	This value "EA" define PO102 as the number of single selling units ordered.
Separator		1	*	
PO104	Unit Price	17	real number	The purchase price of a single selling unit. This data element requires the decimal. Example: \$17.10 would be represented as 17.1, \$12.00 would be represented by 12.
Separator		1	*	
PO105	Basis of Unit Price Code	2	QT	This element qualifies PO104 as containing the quoted price
Separator		1	*	
PO106	Product Service ID	2	UP	Code qualifying the value found in element PO107. The value "UP" denotes U. P. C. Consumer Package Code (1-5-5-1)
Separator		1	*	
PO107	Product ID	12	numeric	U.P.C. Number
Separator		1	*	

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PO108	Product Service ID	2	IT	Code qualifying the value found in element PO109. The value "IT" denotes Buyer's Style Number
Separator		1	*	

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### PO1 Segment - Baseline Item Data (continued)

Element	Element Name	Length	Contents	Notes
PO109	Product ID	48	alpha-numeric	Bob's Stores Style number. The format is xxxxyyyz where: xxxx = class number yyyy = style number z = check digit
Separator		1	*	
PO110	Product Service ID	2	VA	Code qualifying the value found in element PO111. The value "VA" denotes Vendor Style Number.
Separator		1	*	
PO111	Product ID	48	alpha-numeric	Vendors Style Code
Terminator		1		Marks end of segment

### CTP Segment - Pricing Information

Element	Element Name	Length	Contents	Notes
CTP		3	CTP	Segment Code
Separator		1	*	
CTP01	Class of Trade Code			Not Used
Separator		1	*	
CTP02	Price Identifier Code	3	RES	Retail Price
Separator		1	*	
CTP03	Unit Price	17		Bob's Stores Retail price of a single selling unit. This data element requires the decimal. Example: \$17.10 would be represented as 17.1, \$12.00 would be

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	1		represented by 12.
Terminator			Marks end of segment

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### CTP Segment - Pricing Information

Element	Element Name	Length	Contents	Notes
CTP		3	CTP	Segment Code
Separator		1	*	
CTP01	Class of Trade Code			Not Used
Separator		1	*	
CTP02	Price Identifier Code	3	LPR	List Price (i.e. Suggested Price / Compare At / MSRP)
Separator		1	*	
CTP03	Unit Price	17		Bob's Stores List price of a single selling unit. This data element requires the decimal. Example: \$17.10 would be represented as 17.1, \$12.00 would be represented by 12.
Terminator		1		Marks end of segment

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**SDQ Segment - Destination Quantity**

Element	Element Name	Length	Contents	Notes
SDQ		3	SDQ	Segment Code
Separator		1	*	
SDQ01	Basis for Measurement Code	2	EA	This value defines the unit of measure as Each id elements SDQ04, SDQ06, SDQ08, SDQ10, SDQ12, SDQ14, SDQ16, SDQ18, SDQ20 and SDQ22
Separator		1	*	
SDQ02	Identification Code Qualifier	2	92	This value defines the codes as assigned Buyer found in elements SDQ03, SDQ05, SDQ07, SDQ09, SDQ11, SDQ13, SDQ15, SDQ17, SDQ19 and SDQ21.
Separator		1	*	
SDQ03	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ04	Quantity	15	numeric	The number of units order for the store number identified by SDQ03.
Separator		1	*	
SDQ05	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ06	Quantity	15	numeric	The number of units order for the store number identified by SDQ05.
Separator		1	*	
SDQ07	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	

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SDQ08	Quantity	15	numeric	The number of units order for the store number identified by SDQ07.
Separator		1	*	
SDQ09	Identification Code	3		This data element will contain the Bob's Store number.

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**SDQ Segment - Destination Quantity (continued)**

Element	Element Name	Length	Contents	Notes
Separator		1	*	
SDQ10	Quantity	15	numeric	The number of units order for the store number identified by SDQ09.
Separator		1	*	
SDQ11	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ12	Quantity	15	numeric	The number of units order for the store number identified by SDQ11.
Separator		1	*	
SDQ13	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ14	Quantity	15	numeric	The number of units order for the store number identified by SDQ13.
Separator		1	*	
SDQ15	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ16	Quantity	15	numeric	The number of units order for the store number identified by SDQ15.
Separator		1	*	
SDQ17	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ18	Quantity	15	numeric	The number of units order for the store

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				number identified by SDQ17.
Separator		1	*	
SDQ19	Identification Code	3		This data element will contain the Bob's Store number.

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### SDQ Segment - Destination Quantity (continued)

Element	Element Name	Length	Contents	Notes
Separator		1	*	
SDQ20	Quantity	15	numeric	The number of units order for the store number identified by SDQ19.
Separator		1	*	
SDQ21	Identification Code	3		This data element will contain the Bob's Store number.
Separator		1	*	
SDQ22	Quantity	15	numeric	The number of units order for the store number identified by SDQ21.
Terminator		1		Marks the end of the segment

The SDQ segment will be found in all pack by store orders. This will include new store orders as well as automated replenishment orders.

### N9 Segment – Reference Identification (Season Code)

Element	Element Name	Length	Contents	Notes
N9		2	N9	Segment Code
Separator		1	*	
N901	Entity Identifier Code	2	MR	Merchandise Type Code
Separator		1	*	
N902	Reference Identification	3	numeric	Season code = First digit represents a season (0-9) while second and third digit represent the year (i.e. 05 = 2005)
Terminator		1		Marks end of segment

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### N9 Segment – Reference Identification (Style ID 1)

Element	Element Name	Length	Contents	Notes
N9		2	N9	Segment Code
Separator		1	*	
N901	Entity Identifier Code	2	PD	Promotional/Deal Number
Separator		1	*	
N902	Reference Identification	4	numeric	This field represents the pricing strategy that Bob's is using on this item. The codes are: 91 = Every Day Value 92 = Every Day Fair Price 93 = High/Low 94 = Premier 95 = Blowout  If this field should contain any other value then the above then ignore this field.
Terminator		1		Marks end of segment

### N9 Segment – Reference Identification (Style ID 2)

Element	Element Name	Length	Contents	Notes
N9		2	N9	Segment Code
Separator		1	*	
N901	Entity Identifier Code	2	ZZ	Mutually Defined

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Separator		1	*	
N902	Reference Identification	4	numeric	This field has been added for future use, the information that may be appearing at this time should not be used.
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 PO1 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	6	numeric	The number of transaction set found in



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	Sets Included			the functional group. The count of ST segments found in the group. Maximum 6 digits.
Separator		1	*	
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

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### 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.
Terminator		1		Marks end of segment

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### Purchase Order Guidelines

1. In all cases of the purchase orders issued, the CTP segment is optional. This segment may be sent at the vendors request. The main use of this information would be in support of the vendor added service of retail pricing the merchandise for Bob's Stores.
2. All merchandise is shipped to Bob's Stores Distribution Center. Please refer to the location address listing for the exact location. No purchase order should be shipped direct to store without the prior approval of the Merchandise Buyer at Bob's Stores.
3. Bob's Stores system generates three different types of EDI Purchase Orders. The staff refers to these types as Bulk Orders, Pack by Store Orders and New Store Orders. A description of each follows.

#### 3.1 Bulk Orders.

These orders are for merchandise received by Bob's Stores for distribution to the stores and / or reserve stock area in the distribution center for future shipment to the stores. The SDQ segment does not appear in these purchase orders.

#### 3.2 Pack by Store Orders

These orders are for merchandise destined for cross docking to the stores. Line items are further broken down by each store requiring the merchandise. This store and quantity information is found in the SDQ segment. Again this merchandise must be shipped to the distribution center, **NOT DIRECTLY TO THE STORE LOCATION**. The cartons must be marked for the store requiring the merchandise.

#### 3.3 New Store Orders

Bob's Stores creates new store orders possibly months in advance of the store opening date. The distribution center receives this merchandise and stores it separately from the normal stock. The issued purchase orders may contain

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one or more stores. The store location number will appear in the SDQ segment using the same method as the pack by store orders. It is very important to stress the shipment of this merchandise is to the distribution center and **NOT DIRECTLY TO THE STORE LOCATION.**

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