

# Purchase Order 850 (Version 4010)

[Data Segment List](#)



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## Overview

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This Draft Standard for Trial Use 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.

The purchase order (850) defines the product, price, discounts and allowances, quantity, due date and ship to location. The 850 is CTC's legal authorization to request goods and/or services and our commitment to pay for those goods and/or services subject to contractual compliance. This data map allows for the shipment of goods to a DC for storage, cross-dock to a store or AOM direct ship.

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## Contact Information

EC/EDI issues while testing the 850:

**Electronic Commerce Dept**  
416-480-8754  
[ecommerce@cantire.com](mailto:ecommerce@cantire.com)

Business issues while testing the 850:

**Electronic Commerce Dept**  
416-480-8754  
[ecommerce@cantire.com](mailto:ecommerce@cantire.com)

EC/EDI issues when in production:

**Electronic Commerce Dept**  
416-480-8754  
[ecommerce@cantire.com](mailto:ecommerce@cantire.com)

Business issues when in production:

**SCA (Supply Chain Analyst) for your product category.**

The SCA contact information will be on the PO. Canadian Tire's General phone number is 416-480-3000



*IT WILL BE OF BENEFIT TO YOUR COMPANY TO READ THIS PAGE*

## **Functional Acknowledgments**

Canadian Tire Corporation expects to receive 997 Functional Acknowledgments in a timely manner for ALL EDI transaction sets sent to its Trading Partners. ANSI & CTC standards require a 997 to be returned within twenty-four hours of the transmission of the original document. CTC also expects notice from your company of any EDI translation errors in our transmissions with the use of a detailed Functional Acknowledgment (997) document.

## **Business Overview**

**CTC will be paying the following based on the Purchase Order :**

- Terms discounts
- Item costs
- Currency
- Merchandise discounts

**Please make certain that the data on the Purchase Order is correct as soon as it is received.**

## **Business Processing**

The following guidelines will help avoid invoice matching issues, receiving problems and possible delays to your payments.

- PO's need to be checked thoroughly. Notify the SCA, listed on the PO, of any errors or discrepancies within 48 hours to avoid penalties. Accurate data will help eliminate delays in invoice processing.
- When mapping your translator it is recommended that you add all optional segments and elements, unless you are absolutely certain that the data will never apply to your business. Data marked optional will be sent by CTC under certain circumstances, and in Retail, circumstances tend to change with little warning. It will be less expensive to map it all at once.
- Suppliers will only receive crossdock orders (BEG02 = RA, SDQ segments) once they have been tested and certified for Cross-Dock by the CTC Cross-Dock and Electronic Commerce teams.
- Suppliers will only receive Direct Ship orders (BEG02 = DS, SDQ segments) once they have been tested and certified for Direct Ship by the CTC Direct Ship and Electronic Commerce teams.



## Interpreting This Document

The "Z" indicates an ANSI Standard note below, related to this element.

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>BIG</b>	<b>Segment ID</b>	M M				
BIG01 373	Date	M/Z M/Z	DT DT	8/8 8/8	Date the Invoice is issued. Format: (CCYYMMDD)	
BIG02 76	Invoice Number	M M	AN AN	5/22 1/22	Identifying number assigned by issuer. Minimum 5 characters.	
<i>BIG03</i>						<i>Not Used</i>
BIG04 324	Purchase Order	M O	NO AN	8/8 1/22	Identifying number for Purchase Order assigned by the orderer/purchaser. • <b>CTC PO NUMBER</b> Format: (NNNNNNNN)	

CTC requirements listed on first line

ANSI Standards listed below



### DATA SEGMENT LIST

<b>Table 1: Heading</b>	<b>Pos. No.</b>	<b>Seg. ID</b>	<b>Segment Name</b>	<b>ANSI Req.</b>	<b>CTC Req.</b>	<b>Max Use</b>	<b># of Repeats</b>
	010	<a href="#">ST</a>	Transaction Set Header	M	M	1	
	020	<a href="#">BEG</a>	Beginning Segment for P.O.	M	M	1	
	040	<a href="#">CUR</a>	Currency	O	O	1	
	050	<a href="#">REF</a>	Reference - VR	O	M	>1	
	055	<a href="#">REF</a>	Reference - PHC	O	M	>1	
	060	<a href="#">PER</a>	Administrative Communications Contact	O	M	3	
	080	<a href="#">FOB</a>	F.O.B. Related Instructions	O	O	>1	
	130	<a href="#">ITD</a>	Terms of Sale/Deferred Terms of Sale	O	O	>1	
	240	<a href="#">TD5</a>	Carrier Details (Routing Sequence/Transit Time)	O	O	12	
	260	<a href="#">TD4</a>	Carrier Details (Special Handling or Hazardous Material, or Both)	O	O	5	
LOOP ID – N1							200
	310	<a href="#">N1</a>	Name – ST	O	M	1	
<b>Table 2: Details</b>	<b>Pos. No.</b>	<b>Seg. ID</b>	<b>Segment Name</b>	<b>ANSI Req.</b>	<b>CTC Req.</b>	<b>Max Use</b>	<b># of Repeats</b>
LOOP ID – PO1							100,000
	010	<a href="#">PO1</a>	Baseline Item Data	M	M	1	
LOOP ID – CTP							>1
	040	<a href="#">CTP</a>	Pricing Information – ALT	O	O	1	
	045	<a href="#">CTP</a>	Pricing Information - UCP	O	O	1	
	090	<a href="#">P04</a>	Item Physical Details	O	O	1	
LOOP ID – SAC							25
	130	<a href="#">SAC</a>	Service, Promotion, Allowance or Charge Information	O	O	25	
	170	<a href="#">TAX</a>	Tax Reference	O	O	>1	
	190	<a href="#">SDQ</a>	Destination Quantity	O	O	500	
	210	<a href="#">DTM</a>	Date/Time Reference - Item	O	O	10	
<b>Table 3: Summary</b>	<b>Pos. No.</b>	<b>Seg. ID</b>	<b>Segment Name</b>	<b>ANSI Req.</b>	<b>CTC Req.</b>	<b>Max Use</b>	<b># of Repeats</b>
LOOP ID – CTT							CTT, 1
	010	<a href="#">CTI</a>	Transaction Totals	O	M	1	
	030	<a href="#">SE</a>	Transaction Set Trailer	M	M	1	

### [Data Mapping Examples](#)



## ST – Transaction Set Header

Table 1 Identification Information

Purpose	To indicate the start of a transaction set and to assign a control number
Sample	ST*850*000000424.

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
ST	Segment ID	M				
ST01	Transaction Set Identifier Code	M M	ID ID	3/3 3/3	Code uniquely identifying a Transaction Set ▪ <b>Purchase Order</b>	<b>850</b>
ST02	Transaction Set Control Number	M M	AN AN	4/9 4/9	Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set.	

### Semantics:

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).



## BEG - Beginning Segment for a Purchase Order

Table 1 Identification Information

Purpose	To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates
Example	Purchase order # 12345678, dated February 14, 2003 for a storage PO.
Sample	<b>BEG*00*SA*12345678**20030214**NA.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>BEG</b>	<b>Segment ID</b>	<b>M</b> <i>M</i>				
BEG01 353	Transaction Set Purpose Code	M <i>M</i>	ID <i>ID</i>	2/2 2/2	Code identifying purpose of transaction set. ▪ <b>Original</b>	<b>00</b>
BEG02 92	Purchase Order Type	M <i>M</i>	ID <i>ID</i>	2/2 2/2	Code specifying the type of Purchase Order ▪ <b>Stand Alone Order</b> ▪ <b>Cross-dock</b> ▪ <b>Direct Ship</b>	<b>SA</b> <b>RA</b> <b>DS</b>
BEG03	Purchase Order Number	M <i>M</i>	AN <i>AN</i>	1/22 1/22	Identifying number for Purchase Order assigned by the orderer/purchaser <b>Format: XXXXXXXX or OXXXXXXX</b>	
<i>BEG04</i>						<i>Not Used</i>
BEG05 373	Purchase Order Date	M <i>M</i>	DT <i>DT</i>	8/8 8/8	Date that the P.O. for goods was created. <b>Format CCYYMMDD</b>	
<i>BEG06</i>						<i>Not used</i>
BEG07 587	Acknowledgement Type	O <i>O</i>	ID <i>ID</i>	2/2 2/2	Indicates if a PO Acknowledgement (855), is expected. ▪ <b>No acknowledgement needed</b>	<b>NA</b>
<i>BEG08 - BEG12</i>						<i>Not used</i>

### SEMANTIC NOTES

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

### CTC NOTES

- ◆ BEG07 refers to an 855 PO Acknowledgment, NOT a 997 Functional Acknowledgment, which is required.
- ◆ **Be advised that the vendor number is no longer a part of the PO number for orders issued from the CTC's AOM order management system. It will still be a part of the PO number for orders issued from our legacy ordering system. The ordering system type will be identified in the new REF\*PHC segment and the vendor number is issued in the new REF\*VR segment for all PO's.**



## CUR - Currency

Table 1 Identification Information

Purpose	To specify the currency of payment, when other than <b>Canadian dollars</b> .
Example	To specify U.S. dollar currency.
Sample	<b>CUR*BY*USD.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>CUR</b>	<b>Segment ID</b>	<b>O</b> <b>O</b>				
CUR01 98	Entity ID	M M	ID ID	2/2 2/2	Code identifying an organizational entity ▪ <b>Buying Party</b>	<b>BY</b>
CUR02 100	Currency Code	M M	ID ID	3/3 3/3	Contains standard ISO currency code for the payment.	<b>USD</b>
<i>CUR03 - CUR21</i>					<i>Not used</i>	

### CTC NOTES

- ◆ This segment will only be sent if the currency is other than Canadian dollars.





### REF – Vendor Reference

Table 1 Identification Information

Purpose	To identify the Supplier for which the Order is intended.
Example	To identify that the order is for Vendor # 9999.
Sample	<b>REF*VR*9999.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
REF	Segment ID	M O				
REF01 128	Reference Identification Qualifier	M M	ID ID	2/2 2/2	Code qualifying the reference identification ▪ <b>Vendor Number</b>	VR
REF02 127	Reference Identification	C C	AN AN	1/30 1/30	Reference information as specified by the Reference Identification Qualifier. CTC Vendor Number for the Supplier from which the merchandise is being ordered.	
REF03 - REF04					Not used	

#### SYNTAX NOTES

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

#### CTC NOTES

- ◆ Vendor number is a unique number assigned to a CTC Supplier's file based on FOB, payment terms and payment currency.

### REF – Process Reference

Table 1 Identification Information

Purpose	To identify the originating CTC system.
Example	To identify that the originating CTC system is Legacy.
Sample	<b>REF*PHC*B.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
REF	Segment ID	M O				
REF01 128	Reference Identification Qualifier	M M	ID ID	2/2 2/2	Code qualifying the reference identification ▪ <b>Process Handling Code</b>	PHC
REF02 127	Reference Identification	C C	AN AN	1/30 1/30	Reference information as specified by the Reference Identification Qualifier ▪ <b>AOM</b> ▪ <b>Legacy</b>	A B
REF03 - REF04					Not used	

#### SYNTAX NOTES

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

#### CTCNotes

- ◆ AOM is CTC's current order management system.



## PER - Administrative Communications Contact

Table 1 Identification Information

Purpose	To send the name and phone number of the individual to contact, if there are any questions or problems with this order.
Example	To identify Tom Brown as the CTC contact and provide his phone number.
Sample	<b>PER*IC*BILLES, JOHN AU*TE*(416) 480-3000.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
PER	Segment ID	M M				
PER01 366	Contact Function Code	M M	ID ID	2/2 2/2	Code identifying the responsibility of the person named ▪ <b>Information Contact</b>	IC
PER02 93	Name	M O	AN AN	1/60 1/80	CTC contact name	
PER03 365	Communications Number Qualifier	C C	ID ID	2/2 2/2	Code identifying the type of communication number ▪ <b>Telephone Number</b>	TE
PER04 364	Communications Number	C C	AN AN	7/25 1/80	Telephone Number	
PER05 - PER06					Not used	

### SYNTAX NOTES

- 03 P0304 - If either PER03 or PER04 is present, then the other is required.
- 05 P0506 - If either PER05 or PER06 is present, then the other is required.



## FOB – F.O.B. Related Instructions

Table 1 Identification Information

Purpose	To send the FOB (Free on board) instructions associated with this order.
Example	To indicate that the shipment is prepaid, FOB at suppliers shipping dock.
Sample	<b>FOB*PP***02*FOB*OA.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>FOB</b>	<b>Segment ID</b>	<b>O</b> <b>O</b>				
FOB01 146	Shipment Method of Payment	M M	ID ID	2/2 2/2	Code identifying payment terms for transportation charges. <ul style="list-style-type: none"> <li>▪ <b>Collect</b></li> <li>▪ <b>Prepaid (by Seller)</b></li> </ul>	<b>CC</b> <b>PP</b>
<i>FOB02</i>	<i>- FOB03</i>				<i>Not Used</i>	
FOB04 334	Transportation Terms Qualifier Code	O O	ID ID	2/2 2/2	Code identifying the source of the transportation terms. <ul style="list-style-type: none"> <li>▪ <b>Trade Terms Code</b></li> </ul>	<b>02</b>
FOB05 336	Transportation Terms Code	C C	ID ID	3/3 3/3	Code identifying the trade terms which apply to the shipment transportation responsibility. <ul style="list-style-type: none"> <li>▪ <b>Free on Board</b></li> </ul>	<b>FOB</b>
FOB06 309	Location Qualifier	C C	ID ID	1/2 1/2	Code identifying type of location. <ul style="list-style-type: none"> <li>▪ <b>Origin (After Loading on Equipment)</b></li> <li>▪ <b>Destination</b></li> </ul>	<b>OA</b> <b>DE</b>
<i>FOB07</i>	<i>- FOB09</i>				<i>Not Used</i>	

### SYNTAX NOTES

- 04 C0405 - If FOB04 is present, then FOB05 is required.
- 07 C0706 - If FOB07 is present, then FOB06 is required.

### SEMANTIC NOTES

- 01 FOB01 indicates which party will pay the carrier.
- 02 FOB02 is the code specifying transportation responsibility location.
- 06 FOB06 is the code specifying the title passage location.



## ITD - Terms of Sale / Deferred Terms of Sale

Table 1 Identification Information

Purpose	To send the terms of sale associated with this order
Example	to indicate that terms begin at invoice date and are 2% discount in 10 days, net due in 30 days .
Sample	<b>ITD**3*2**10**30.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
ITD	Segment ID	M O				
<i>ITD01</i>						<i>Not Used</i>
ITD02 333	Terms Basis Date Code	O O	ID ID	1/2 1/2	Code identifying the beginning of the terms period ▪ <b>Invoice Date</b>	<b>3</b>
ITD03 338	Terms Discount Percent	O O	R R	1/6 1/6	Terms discount, expressed as a percent, available to the purchaser if paid on or before the due date.	
<i>ITD04</i>						<i>Not Used</i>
ITD05 351	Terms Basis Days Due	C C	NO NO	1/3 1/3	Number of days in the terms discount period by which payment is due to earn the discount.	
<i>ITD06</i>						<i>Not Used</i>
ITD07 386	Terms Net Days	O O	NO NO	1/3 1/3	Number of days until the total invoice amount is due. (Discount not applicable)	
<i>ITD08 - ITD15</i>						<i>Not Used</i>

### SYNTAX NOTES

03 L03040513 - If ITD03 is present, then at least one of ITD04, **ITD05** or ITD13 is required.

## TD5 - Carrier Details (Routing Sequence/Transit Time)

Table 1 Identification Information

Purpose	To specify the carrier, sequence of routing and provide transit time information in a Legacy PO.
Example	Free-form text instructions.
Sample	<b>TD5*****SEND RPA 7 DAYS PRIOR TO SHIPPING.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
TD5	Segment ID	O O				
<i>TD501 -TD504</i>						<i>Not used</i>
TD505 387	Routing	M C	AN AN	1/35 1/35	The routing instructions to be followed for this order. A number of TD5 records may be needed to complete the routing.	
<i>TD506 -TD512</i>						<i>Not used</i>

### SYNTAX NOTES

02 R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.



## TD4 - Carrier Details (Special Handling, or Hazardous Materials, or Both)

Table 1 Identification Information

Purpose	To specify transportation special handling requirements, or hazardous materials information or both in a Legacy PO.
Example	Indicates Direct Ship Job number 029-19 and a comment "Ship Dates Critical".
Sample	<b>TD4*ZZZ** Job #029-19 Direct Ship Ship Dates Critical</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
TD4	Segment ID	O O				
TD401 152	Special Handling Code	C C	ID ID	2/3 2/3	Code specifying special transportation handling instructions ■ <b>Mutually Defined</b>	<b>ZZZ</b>
TD402	-TD403				<i>Not Used</i>	
TD404 352	Description	C C	AN AN	1/80 1/80	This element may contain the Direct Ship Job number and/or comments regarding special shipping	
TD405					<i>Not used</i>	

### SYNTAX NOTES

01 R010204 - At least one of TD401, TD402 or TD404 is required.

### CTC Notes

This segment is used for legacy direct ship. The BEG02 will still equal SA with this segment indicating that it is direct ship. Canadian Tire's direct ship department will contact you with shipping instructions. It is only for Direct Ship suppliers that are not on the AOM direct ship program.



## N1 – Ship-to Name

Table 1 Identification Information

Purpose	To send the CTC receiving facility (ship to) name.
Example	To specify the Brampton Distribution Centre as the ship to location.
Sample	<b>N1*ST*CT RETAIL - BRAMPTON D.C.*9*2016136689003.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>N1</b>	<b>Segment ID</b>	<b>M</b> <b>O</b>				
N101 98	Entity Identifier Code	M M	ID ID	2/3 2/3	Code identifying a physical location. • <b>Ship To</b>	<b>ST</b>
N102 93	Name	C C	AN AN	1/60 1/60	Free-form name of CTC receiving location	
N103 66	Identification Code Qualifier	M C	ID ID	1/2 1/2	Code designating the method of code structure used for Identification Code • <b>Distribution Centre</b>	<b>9</b>
N104 67	Identification Code	C C	AN AN	4/13 2/80	CTC Distribution Centre or EAP Depot number	
N105 - N106					Not used	

### SYNTAX NOTES

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

### CTC Notes

- ◆ N104 may contain the value 2016136689000 which indicates the PO is Direct Ship to Stores.
- ◆ Lists of Ship-to codes and addresses are available as a separate document..



## PO1 - Purchase Order Baseline Item Data

Table 2 Detail Information

Purpose	To send the line item detail for each product purchased. This segment contains the product identification, price and quantities being ordered.
Example	To order 24 units of CTC product number 099-9999-9 with Net unit cost of \$2.45 ea (vendor part number 1234-4321 and UPC code 155555777778)
Sample	<b>PO1*1*24*EA*2.45*NT*SK*099-9999-9*VP*1234-4321*UP*155555777778.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>PO1</b>	<b>Segment ID</b>	<b>M</b> <b>O</b>				
PO101 350	Assigned Identifier	M	AN AN	1/11 1/20	Line Item Sequence Number	
PO102 330	Quantity Ordered	C C	R R	1/15 1/15	Quantity being ordered	
PO103 355	Unit of Measure Code	O O	ID ID	2/2 2/2	Code specifying the units in which value is expressed. • <b>Each</b>	<b>EA</b>
PO104 212	Unit Price	C C	R R	1/17 1/17	Net price per retail unit of product. Allowances and charges are included.	
PO105 639	Basis Unit Price Code	O O	ID ID	2/2 2/2	Code identifying the type of unit price for an item ▪ <b>Net Unit Price</b>	<b>NT</b>
PO106 235	Product / Service ID Qualifier	O C	ID ID	2/2 2/2	Code identifying type of descriptive number used. • <b>Stockkeeping Unit</b>	<b>SK</b>
PO107 234	Product / Service ID	C C	AN AN	1/48 1/48	Identifying number for a product. CTC Product Number. Format: (NNN-NNNN-N)	
PO108 235	Product / Service ID Qualifier	O C	ID ID	2/2 2/2	Code identifying type of descriptive number used. ▪ <b>Vendor Part Number</b>	<b>VP</b>
PO109 234	Product / Service ID	C C	AN AN	1/48 1/48	Identifying number for a product. Vendor Part or Model Number	
PO110 235	Product / Service ID Qualifier	O C	ID ID	2/2 2/2	Code identifying type of descriptive number used. ▪ <b>EAN Code (UCC-14)</b> ▪ <b>UPC Code (UCC-12)</b>	<b>EN</b> <b>UP</b>
PO111 234	Product / Service ID	C C	AN AN	1/48 1/48	Identifying number for a product. UPC/EAN Code for this product	
PO112 - PO125					Not used	

### SYNTAX NOTES

- 03 C0302 - If PO103 is present, then PO102 is required.
- 05 C0504 - If PO105 is present, then PO104 is required.
- 06 P0607 - If either PO106 or PO107 is present, then the other is required.
- 08 P0809 - If either PO108 or PO109 is present, then the other is required.
- 10 P1011 - If either PO110 or PO111 is present, then the other is required.

### CTC NOTES

- ◆ PO110 / PO111 - UPC/EAN codes are not always sent. Contact [Electronic Commerce Dept](#) for details.
- ◆ Effective 01JAN02, most discounts were removed from off invoice and are processed using Credit/Debit memos. Therefore, in most cases net cost will equal the quote cost in the CTP\*UCP. There are still some 'off invoice' allowances and charges, shown in the SAC segment, that will affect the PO105.
- ◆ For Crossdock and Direct Ship orders, the PO102 will show the total quantity ordered for this sku for all stores listed in the SDQ segment(s).



## CTP – Alternate Pricing Information

Table 2 Detail Information

Purpose	To relay pricing for payment, when the quoted price is <b>for more than one consumer unit</b> .
Example	To indicate pricing of \$20 per dozen.
Sample	<b>CTP**ALT*20*12*EA</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
CTP	Segment ID	O O				
<i>CTP01</i>						<i>Not used</i>
CTP02 236	Price ID Code	M C	ID ID	3/3 3/3	Code identifying pricing specification ▪ <b>Alternate pricing</b>	ALT
CTP03 212	Unit Price	M C	R R	1/17 1/17	Price per unit of product designated in CTP04	
CTP04 380	Quantity	M C	R R	1/15 1/15	Numeric value of quantity. Number of units quoted by supplier for above cost	
CTP05 355	Unit of Measure Code	C C	ID ID	2/2 2/2	The units in which a value is being expressed ▪ <b>Each consumer unit</b>	EA
<i>CTP06 - CTP11</i>						<i>Not used</i>

### SYNTAX NOTES

04 P0405 - If either CTP04 or CTP05 is present, then the other is required.

## CTP – Quote Pricing Information

Table 2 Detail Information

Purpose	To relay pricing for payment for the quoted unit price.
Example	To indicate unit quote price of \$2.45 each one of a consumer unit.
Sample	<b>CTP**UCP*2.45*****QT.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
CTP	Segment ID	O O				
<i>CTP01</i>						<i>Not used</i>
CTP02 236	Price ID Code	M C	ID ID	3/3 3/3	Code identifying pricing specification ▪ <b>Unit Cost Price</b>	UCP
CTP03 212	Unit Price	M C	R R	1/17 1/17	Price per unit of product. Current supplier quote cost.	
<i>CTP04 - CTP08</i>						<i>Not used</i>
CTP09 639	Basis of Unit Price Code	O O	ID ID	2/2 2/2	Code identifying the type of unit price for an item ▪ <b>Quoted</b>	QT
<i>CTP10 - CTP11</i>						<i>Not used</i>





## PO4 - Item Physical Details

Table 2 Detail Information

Purpose	To describe the packaging being used.
Example	A carton of 12 retail units.
Sample	<b>P04**12*EA*CTN90.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>PO4</b>	<b>Segment ID</b>	<b>O</b> <b>O</b>				
<i>PO401</i>					<i>Not Used</i>	
PO402	Size	O C	R R	1/8 1/8	Number of packages in a <b>shippable container</b> (as per PO404)	
PO403	Unit of Measure Code	C C	ID ID	2/2 2/2	See the list below	
PO404	Packaging Code	O C	AN AN	5/5 3/5	See the Shipping Container list below	
<i>PO405 - PO413</i>					<i>Not used</i>	

Unit of Measure Codes (PO403)						Shipping Container Codes (PO404)	
Assorted	AS	Gallon	GA	Pallet	PL	Bag	BAG90
Bag	BG	Gram	GR	Piece	PC	Barrel	BBL90
Barrel	BR	Half Pint	PV	Pint	PT	Box	BOX90
Bottle	BO	Hank	HA	Pound	LB	Bundle	BDL90
Box	BX	Inch	IN	Quart	QU	Can	CAN90
Bundle	BD	Jar	JR	Roll	RL	Carton	CTN90
Can	CN	Kilogram	KG	Set	ST	Case	CAS90
Card (Blister)	CG	Kit	KT	Sleeve	SL	Coil	COL90
Carton	CT	Length	LN	Spool	SO	Crate	CRT90
Case	CA	Lift	05	Square	SQ	Drum	DRM90
Centimeter	CM	Litre	LT	Square Foot	SF	Jar	JAR90
Coil	CX	Lot	LO	Square Metre	SM	Kit	KIT90
Crate	CP	Metre	MR	Thousand	TH	Lift	LIF90
Cubic Centimeter	CC	Millilitre	ML	Tray	TY	Master Box/Carton	BXI90
Cubic Foot	CF	Ounce	OZ	Tube	TB	Package	PKG90
Cubic Metre	CR	Package	PK	Unit	UN	Packed - Not otherwise specified	PPK90
Display	DS	Pad	PD	Wrapped (Skin)	WR	Pallet	PLT90
Each	EA	Pail	PA	Yard	YD	Piece	PCS90
Foot	FT	Pair	PR			Roll	ROL90
						Sleeve	SLV90
						Spool	SPL90
						Tray	TRY90
						Tube	TBE90
						Unit	UNT90

### CTC Notes

- ◆ This segment will be suppressed for Direct Ship Orders



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

Table 2 Detail Information

Purpose	To request or identify or to specify the amount or percentage for an allowance, or charge.
Example	Defective Allowance, off invoice for 1.25
Sample	<b>SAC*A*C000***125*3*5*****02</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>SAC</b>	<b>Segment ID</b>	<b>O</b> <b>O</b>				
SAC01 248	Allowance or Charge Indicator	M M	ID ID	1/1 1/1	Code which indicates an allowance or charge for the service specified <ul style="list-style-type: none"> <li>▪ <b>Allowance</b></li> <li>▪ <b>Charge</b></li> </ul>	<b>A</b> <b>C</b>
SAC02 1300	Service, Promotion, Allowance, or Charge Code	C C	ID ID	4/4 4/4	Code identifying the allowance or charge <ul style="list-style-type: none"> <li>▪ <b>Advertising Allowance</b></li> <li>▪ <b>Core Charge</b></li> <li>▪ <b>Cost Recovery/Adjustment</b></li> <li>▪ <b>Defective Allowance</b></li> <li>▪ <b>Discount</b></li> <li>▪ <b>Early Buy Allowance</b></li> <li>▪ <b>Promotional Discount</b></li> <li>▪ <b>Quantity Discount</b></li> <li>▪ <b>Trade Discount</b></li> <li>▪ <b>Volume Discount</b></li> <li>▪ <b>Warehouse Allowance</b></li> <li>▪ <b>Labour</b></li> </ul>	<b>A260</b> <b>B750</b> <b>B770</b> <b>C000</b> <b>C310</b> <b>C540</b> <b>F810</b> <b>F910</b> <b>I170</b> <b>I530</b> <b>I570</b> <b>I590</b>
SAC03 - SAC04		Not used				
SAC05 610	Amount	O O	N2 N2	1/15 1/15	Total dollar amount for the charge (Not used for Allowance)	
SAC06 378	Allowance or Charge Percentage Qualifier	C C	ID ID	1/1 1/1	Code indicating on what basis allowance percent is calculated <ul style="list-style-type: none"> <li>▪ <b>Discount / Gross</b></li> </ul>	<b>3</b>
SAC07 332	Allowance or Charge Percentage	C C	R R	1/6 1/6	Allowance rate per unit	
SAC08 - SAC11		Not used				
SAC12 331	Allowance, or Charge Method of Handling Code	O O	ID ID	2/2 2/2	Code indicating method of handling for an allowance or charge <ul style="list-style-type: none"> <li>▪ <b>Information Only</b></li> </ul>	<b>15</b>
SAC13 - SAC16		Not used				

### SYNTAX NOTES

- 02 R0203 - At least one of SAC02 or SAC03 is required.
- 06 P0607 - If either SAC06 or SAC07 is present, then the other is required.

### SEMANTIC NOTES

- 01 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
- 05 SAC05 is the total amount for the service, promotion, allowance, or charge.
- 05 If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.

### CTC NOTE

- ◆ As of 01JAN02, per Corporate Policy, most allowances and charges will be handled using a Debit /Credit note. The SAC seg will only be sent if an allowance or charge is still processed by PO.



## TAX - Tax Reference

Table 2 Detail Information

Purpose	Segment will be only be used if <b>product is tax exempt</b> , to send the tax exemption information. This would typically be for farm equipment such as milk pails and barbed wire.
Example	To indicate the GST number and that the product is exempt for resale.
Sample	<b>TAX*R100773019*****3</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
TAX	Segment ID	O O				
TAX01 325	Tax Identification Number	C C	AN AN	1/20 1/20	GST exemption number	
TAX02 - TAX11					Not used	
TAX12 441	Tax Exempt Code	M O	ID ID	1/1 1/1	Code identifying exemption status from sales and use tax ▪ <b>Exempt for resale</b> ▪ <b>Exempt, not for resale</b>	3 5

### SYNTAX NOTES

01 R0103 - At least one of TAX01 or TAX03 is required.

### COMMENTS

01 TAX01 is required if tax exemption is being claimed.



## SDQ - Destination Quantity

Table 2 Detail Information

Purpose	Segment will be only be used for Cross Dock or Direct Ship orders to indicate individual store quantities.
Example	To indicate order of 10 units for store# 012, 10 units for store# 162, 10 units for store# 145, 20 units for new store 042, 25 units for store# 424.
Sample	<b>SDQ*EA*92*0012*10*0162*10*0036*10*0145*15*70042*20*0424*25.</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>SDQ</b>	<b>Segment ID</b>	<b>O</b> <b>O</b>				
SDQ01 355	Unit or Basis for Measurement Code	M	ID	2/2	Code specifying the units in which value is expressed. ▪ <b>Each</b>	<b>EA</b>
SDQ02 66	Identification Code Qualifier	O	ID	1/2	Code designating the method of code structure used for Identification Code ▪ <b>Store (Buyer Assigned)</b>	<b>92</b>
SDQ03 67	Identification Code	M M	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ04 380	Quantity	M M	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ05 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ06 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ07 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ08 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ09 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ10 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ11 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ12 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ13 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ14 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ15 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ16 380	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ17 67	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ18 67	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ19 380	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ20 67	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	



SDQ21 380	Identification Code	C C	AN AN	4/5 2/80	CTC Store Number Format (NNNN or NNNNN)	
SDQ22 67	Quantity	C C	R R	1/5 1/15	Number of units ordered (Consumer units) for this location	
SDQ23						<i>Not used</i>

**SYNTAX NOTES**

- 05 P0506 - If either SDQ05 or SDQ06 is present, then the other is required.
- 07 P0708 - If either SDQ07 or SDQ08 is present, then the other is required.
- 09 P0910 - If either SDQ09 or SDQ10 is present, then the other is required.
- 11 P1112 - If either SDQ11 or SDQ12 is present, then the other is required.
- 13 P1314 - If either SDQ13 or SDQ14 is present, then the other is required.
- 15 P1516 - If either SDQ15 or SDQ16 is present, then the other is required.
- 17 P1718 - If either SDQ17 or SDQ18 is present, then the other is required.
- 19 P1920 - If either SDQ19 or SDQ20 is present, then the other is required.
- 21 P2122 - If either SDQ21 or SDQ22 is present, then the other is required.

**COMMENTS**

- 02 SDQ02 is used only if different than previously defined in the transaction set.

**CTC NOTE**

- ◆ The SDQ segment will only be sent if the BEG02 = RA or BEG02=DS
- ◆ SDQ03 etc will have the numeral "7" prefix added to the four digit numeric code to designate a new store location.
- ◆ Complete store listing is available as a separate document.



## DTM - Item Ship Date / Time Reference

Table 2 Detail Information

Purpose	To send the ship date for this specific line item.
Example	To indicate a requested ship date of May 1, 2003
Sample	<b>DTM*010*20030501</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>DTM</b>	<b>Segment ID</b>	<b>M</b> <b>O</b>				
DTM01 374	Date / Time Qualifier	M M	ID ID	3/3 3/3	Code specifying type of date ▪ <b>Requested ship date</b>	<b>010</b>
DTM02 373	Date	C C	DT DT	8/8 8/8	CCYYMMDD	
<i>DTM03 - DTM05</i>					<i>Not used</i>	

### SYNTAX NOTES

04 R020305 - At least one of DTM02, DTM03 or DTM05 is required.



### CTT – Transaction Totals

Table 3 Summary Information

Purpose	To transmit a hash total for the transaction set. TOTAL NUMBER OF PO1 SEGMENTS.
Example	To advise that 6 PO1 segments were sent in this set.
Sample	<b>CTT*6</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>CTT</b>	<b>Segment ID</b>	<b>M</b> <b>O</b>				
CTT01 354	Number of Line Items	M M	N0 N0	1/6 1/6	Total number of PO1 Segments in the transaction set.	
<i>CTT02 - CTT07</i>						<i>Not Used</i>

**Comments:**

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

### SE – Transaction Set Trailer

Table 3 Summary Information

Purpose	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).
Sample	<b>SE*15*000000424</b>

ID & Num	Data Element Name	Req	Data Type	Min Max	Description	List of Values
<b>SE</b>	<b>Segment ID</b>	<b>M</b> <b>M</b>		<b>1</b>		
SE01 96	Number of Included Segments	M M	N0 N0	1/10 1/10	Total number of segments including ST and SE .	
SE02 329	Transaction Set Control Number	M M	AN AN	4/9 4/9	Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set.	

**COMMENTS**

00 SE is the last segment of each transaction set.



## EDI Examples

<b>Example #1</b>	<b>Notes:   PROCESS HANDLING - LEGACY               CANADIAN DOLLARS               STORAGE</b>
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BEG\*00\*SA\*99991234\*\*20030214\*\*NA.  
REF\*VR\*9999.  
REF\*PHC\*B.  
PER\*IC\*BILLES, JOHN  AU\*TE\*(416) 480-3000.  
FOB\*PP\*\*\*02\*FOB\*OA.  
ITD\*\*3\*2\*\*10\*\*30.  
TD5\*\*\*\*\*SEND RPA 7 DAYS PRIOR TO SHIPPING.  
N1\*ST\*CT RETAIL - BRAMPTON D.C.\*9\*2016136689003.  
PO1\*1\*24\*EA\*2.45\*NT\*SK\*099-9999-6\*VP\*1234-4321\*UP\*155555777775.  
CTP\*\*UCP\*2.45\*\*\*\*\*QT.  
P04\*\*12\*EA\*CTN90.  
DTM\*010\*20030501.  
CTT\*1.





<b>Example #2</b>	<b>Notes:</b> <b>PROCESS HANDLING – AOM</b> <b>CROSS DOCK</b> <b>FOREIGN CURRENCY</b> <b>TWO SKU – MULTIPLE STORES</b> <b>NEW STORE</b>
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BEG\*00\*RA\*01234567\*\*20030214\*\*NA.  
CUR\*BY\*USD.  
REF\*VR\*9999.  
REF\*PHC\*A.  
PER\*IC\*BILLES, JOHN AU\*TE\*(416) 480-3000.  
FOB\*PP\*\*\*02\*FOB\*OA.  
ITD\*\*3\*2\*\*10\*\*30.  
TD5\*\*\*\*\*SEND RPA 7 DAYS PRIOR TO SHIPPING.  
N1\*ST\*CT RETAIL – CALGARY D.C.\*9\*2016136689007.  
PO1\*1\*120\*EA\*2.45\*NT\*SK\*099-9999-6\*VP\*1234-4321\*UP\*155555777775.  
CTP\*\*UCP\*2.45\*\*\*\*\*QT.  
P04\*\*12\*EA\*CTN90.  
SDQ\*EA\*92\*70042\*12\*0001\*12\*0036\*24\*0145\*12\*01642\*24\*0424\*36.  
DTM\*010\*20030501.  
PO1\*2\*222\*EA\*1.14\*NT\*SK\*099-9998-8\*VP\*1234-4320\*UP\*155555666666.  
CTP\*\*UCP\*1.14\*\*\*\*\*QT.  
P04\*\*6\*EA\*CTN90.  
SDQ\*EA\*92\*70042\*18\*0001\*12\*0005\*12\*0145\*18\*0164\*24\*0424\*12\*0425\*18\*0426\*6\*0427\*6\*0628\*18.  
SDQ\*EA\*92\*0646\*12\*0649\*18\*0701\*12\*0705\*6\*0757\*6\*1317\*24.  
DTM\*010\*20030501.  
CTT\*2.



<b>Example #3</b>	<b>Notes:</b>	<b>PROCESS HANDLING – LEGACY CANADIAN DOLLARS EAP DEPOT CASTING CHARGE of \$4.00</b>
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BEG\*00\*SA\*99991234\*\*20030214\*\*NA.  
REF\*VR\*9999.  
REF\*PHC\*B.  
PER\*IC\* DEPOT BUYER    AU\*TE\*(403)481-7337.  
FOB\*PP\*\*\*02\*FOB\*OA.  
ITD\*\*3\*2\*\*10\*\*30.  
TD5\*\*\*\*\*SEND RPA 7 DAYS PRIOR TO SHIPPING.  
N1\*ST\* \*CT RETAIL - MONTREAL DEPOT\*9\*2016136689052.  
PO1\*1\*24\*EA\*6.45\*NT\*SK\*099-9999-6\*VP\*1234-4321\*UP\*155555777775.  
CTP\*\*UCP\*2.45\*\*\*\*\*QT.  
P04\*\*12\*EA\*CTN90.  
SAC\*C\*B750\*\*\*400\*3\*\*\*\*\*02.  
DTM\*010\*20030501.  
CTT\*1.



<b>Example #4</b>	<b>Notes:   PROCESS HANDLING – AOM               DIRECT SHIP               TWO SKU – MULTIPLE STORES               NEW STORE</b>
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BEG\*00\*DS\*01234567\*\*20030214\*\*NA.  
CUR\*BY\*USD.  
REF\*VR\*9999.  
REF\*PHC\*A.  
PER\*IC\*BILLES, JOHN  AU\*TE\*(416) 480-3000.  
FOB\*PP\*\*\*02\*FOB\*OA.  
ITD\*\*3\*2\*\*10\*\*30.  
N1\*ST\*CT RETAIL - DIRECT SHIP\*9\*2016136689000.  
PO1\*1\*120\*EA\*2.45\*NT\*SK\*099-9999-6\*VP\*1234-4321\*UP\*155555777775.  
CTP\*\*UCP\*2.45\*\*\*\*\*QT.  
SDQ\*EA\*92\*70042\*12\*0005\*12\*0036\*24\*0145\*12\*0326\*24\*0424\*36.  
DTM\*010\*20030501.  
PO1\*2\*222\*EA\*1.14\*NT\*SK\*099-9998-8\*VP\*1234-4320\*UP\*155555666662.  
CTP\*\*UCP\*1.14\*\*\*\*\*QT.  
SDQ\*EA\*92\*70042\*18\*0001\*12\*0005\*12\*0036\*18\*0145\*24\*0150\*12\*0152\*18\*0162\*6\*0326\*6\*0328\*18.  
SDQ\*EA\*92\*0424\*12\*0425\*18\*0654\*12\*0701\*6\*0702\*6\*0705\*24.  
DTM\*010\*20030501.  
CTT\*2.

