

Costco Wholesale
EWHSE
EDI INFORMATION QUESTIONNAIRE
(Please Fill Out And Return ASAP)

COMPANY NAME: _____

ACCOUNTS PAYABLE #: _____

EDI Contacts:

- Primary Contact Name, Title _____
Telephone # _____
Email Address _____
- Secondary Contact Name, Title, _____
Telephone # _____
Email Address _____
- Technical Contact Name, Title, _____
Telephone # _____
Email Address _____
- FAX # _____
- Time Zone: E C M P

EDI Communication Information:

- ISA ID You Will Use And Its Qualifier: Qualifier: _____ ID: _____
(Example: Qualifier = 01; ID = "DUNS" number)
- GS03 You Will Use: _____
- Version: _____ (Example: 4010)

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-
- Network (VAN) You Use _____
 - If Using QRS: ACCOUNT: _____ USER ID: _____

Costco Wholesale
ANSI 850 / EWHSE PURCHASE ORDER
VERSION 4010
TRANSACTION SET SEGMENT LAYOUT

<u>Nbr</u>	<u>Area</u>	<u>Segment</u>	<u>Loop</u>	<u>Segment Description</u>
1	H	ST		TRANSACTION SET HEADER
2	H	BEG		BEGINNING SEGMENT (PURCHASE ORDER)
3	H	REF		REFERENCE NUMBERS
4	H	REF		REFERENCE NUMBERS
5	H	DTM		DATE/TIME REFERENCE
6	H	TD5		CARRIER DETAILS (ROUTING SEQUENCE)
7	H	N9		REFERENCE IDENTIFICATION
8	H	MSG		MESSAGE TEXT
9	H	N9		REFERENCE IDENTIFICATION
10	H	MSG		MESSAGE TEXT
11	H	N1		NAME
12	H	N2		ADDITIONAL NAME INFORMATION
13	H	N3		ADDRESS INFORMATION
14	H	N4		GEOGRAPHIC LOCATION
15	H	N1		NAME
16	H	N2		ADDITIONAL NAME INFORMATION
17	H	N3		ADDRESS INFORMATION
18	H	N4		GEOGRAPHIC LOCATION
19	H	PER		COMMUNICATION CONTACT
20	H	PER		COMMUNICATION CONTACT
21	D	PO1		PURCHASE ORDER BASELINE ITEM DATA
22	D	PID		PRODUCT/ ITEM DESCRIPTION
23	D	SAC		ALLOW, CHARGE, PROMO
24	D	IT8		CONDITIONS OF SALE
25	S	CTT		TRANSACTION TOTALS
26	S	SE		TRANSACTION SET TRAILER

NOTES:

*TD503 – UPSN= United Parcel Service
 FEDX= Federal Express
 USPS= United States Postal Service
 XXXX= Vendor Discretion

**TD504 – A= Air
 M= Motor
 LT= Less than Trailer
 MB= Motor Bulk

***TD5012 – SE= Second Day
 CG= Ground
 ND= Next Day Air

****PER – Optional - When requested by Buyer to send.

Costco Wholesale
ANSI 850 / EWHSE PURCHASE ORDER
TRANSACTION SET ELEMENT LAYOUT
VERSION 4010

NBR	SEGMENT	SEQ	ELEM ID	ELEMENT DESCRIPTION	DATA LENGTH	COMMENTS
1	ST	1	143	TRANSACTION SET IDENTIFIER	3/3	"850"
		2	329	TRANSACTION SET CONTROL NUMBER	4/9	SYSTEM GENERATED CONTROL NUMBER
2	BEG	1	353	TRANSACTION SET PURPOSE	2/2	"00"
		2	92	PURCHASE ORDER TYPE	2/2	
		3	324	PURCHASE ORDER NUMBER	1/14	
		5	373	PURCHASE ORDER DATE	8/8	YYYYMMDD
3	REF	1	128	REFERENCE NUMBER QUALIFIER	2/3	'VR' VENDOR ID NUMBER
		2	127	REFERENCE NUMBER	1/30	VENDOR NUMBER
4	REF	1	128	REFERENCE NUMBER QUALIFIER	2/3	'OP' ORDER NUMBER
		2	127	REFERENCE NUMBER	1/30	ORDER NUMBER
5	DTM	1	374	DATE/TIME QUALIFIER	3/3	
		2	373	DATE	8/8	YYYYMMDD
6	DTM	1	374	DATE/TIME QUALIFIER	3/3	
		2	373	DATE	8/8	
7	TD5	2	66	IDENTIFICATION CODE QUALIFIER	1 /2	"2"
		3	67	IDENTIFICATION CODE	2/80	UPSN, FXE, USPS, XXXX
		4	91	TRANSPORTATION METHOD/TYPE	1 /2	
		12	284	SERVICE LEVEL CODE	2/2	
8	N9	1	128	REFERENCE IDENTIFICATION QUALIFIER	2/3	"H7"
		2	127	REFERENCE IDENTIFICATION	1/30	SPECIAL INSTRUCTIONS
9	MSG	1	933	FREE FORM MESSAGE TEXT	1/264	
10	N9	1	128	REFERENCE IDENTIFICATION QUAL.	2/3	"H5"
		2	127	REFERENCE IDENTIFICATION	1/30	LEGAL DISCLAIMER
11	MSG	1	933	FREE FORM MESSAGE TEXT	1/264	
12	N1	1	98	ENTITY IDENTIFIER CODE	2/2	"ST" SHIP TO
		2	93	NAME	1/60	
		3	66	IDENTIFICATION CODE QUALIFIER	1/2	"93"
		4	67	IDENTIFICATION CODE	2/80	
13	N2	1	93	NAME	1/60	Company Name
14	N3	1	166	ADDRESS INFORMATION	1/55	
		2	166	ADDRESS INFORMATION	1/55	
15	N4	1	19	CITY NAME	2/30	
		2	156	STATE OR PROVINCE	2/2	
		3	116	POSTAL CODE	3/15	
		4	26	COUNTRY CODE	2/3	

Costco Wholesale
ANSI 850 / EWHSE PURCHASE ORDER
TRANSACTION SET ELEMENT LAYOUT
VERSION 4010

NBR	SEGMENT	SEQ	ELEM ID	ELEMENT DESCRIPTION	DATA LENGTH	COMMENTS
16	N1	1	98	ENTTITY IDENTIFIER CODE	2/2	"OB" ORDER BY
		2	93	NAME	1/60	
		3	66	IDENTIFICATION CODE QUALIFIER	1/2	"93"
		4	67	IDENTIFICATION CODE	2/80	
17	N2	1	93	NAME	1/60	Company Name
18	N3	1	166	ADDRESS INFORMATION	1/55	
		2	166	ADDRESS INFORMATION	1/55	
19	N4	1	19	CITY NAME	2/30	
		2	156	STATE OR PROVINCE	2/2	
		3	116	POSTAL CODE	3/15	
		4	26	COUNTRY CODE	2/3	
20	PER	1	366	CONTACT FUNCTION CODE	2/2	"DC"
		3	365	COMMUNICATION NUMBER QUALIFER	2/2	"TE"
		4	364	COMMUNICATION NUMBER	1/256	TELEPHONE NUMBER
21	PER	1	366	CONTACT FUNCTION CODE	2/2	"DC"
		3	365	COMMUNICATION NUMBER QUALIFER	2/2	"EM"
		4	364	COMMUNICATION NUMBER	1/256	EMAIL ADDRESS
22	PO1	1	350	ASSIGNED IDENTIFICATION	1/20	SEQ. NUMBER
		2	330	QUANTITY ORDERED	1/15	QUANTITY
		3	355	UNIT OF MEASUREMENT CODE	2/2	"EA", "CA", "PL" ETC.
		4	212	UNIT PRICE	1/17	UNIT PRICE
		6	235	PRODUCT/SERVICE ID QUALIFER	2/2	"IN"
		7	234	PRODUCT/SERVICE ID	1/15	COSTCO'S ITEM #
		8	235	PRODUCT /SERVICE ID QUALIFIER	2/2	"VN"
		9	234	PRODUCT/SERVICE ID	1/30	VENDOR'S ITEM #
23	PID	1	349	ITEM DESCRIPTION TYPE	1/1	"F"
		5	352	DESCRIPTION	1/80	
24	SAC	1	248	ALLOW, CHARGE, INDICATOR	1/1	
		2	1300	ALLOW CHARGE PROMO CODE	4/4	
		5	610	AMOUNT	1/15	
25	IT8	1	563	SALES REQUIRMENT CODE	1/2	
26	CTT	1	354	NUMBER OF LINE ITEMS	1/6	
		2	347	HASH TOTAL	1/10	
27	SE	1	96	NUMBER OF INCLUDED SEGMENTS	1/10	
		2	329	TRANSACTION SET CONTROL #	4/9	

Costco Wholesale
ANSI 856 / SHIP NOTICE
TRANSACTION SET SEGMENT LAYOUT
EWHSE
VERSION 4010

<u>Nbr</u>	<u>Area</u>	<u>Segment</u>	<u>Loop</u>	<u>Segment Description</u>
1	H	ST		TRANSACTION SET HEADER
2	H	BSN		BEGINNING SEGMENT FOR SHIP NOTICE
3	D	HL		HIERARCHICAL LEVEL
4	D	PRF		PURCHASE ORDER REFERENCE
5	D	TD1		CARRIER DETAILS
6	D	REF		REFERENCE IDENTIFICATION
7	D	DTM		DATE/ TIME
8	D	N1		NAME
9	D	N2		ADDITIONAL NAME INFORMATION
10	D	N3		ADDRESS INFORMATION
11	D	N4		GEOGRAPHIC LOCATION
12	D	SAC		SERVICE, PROMOTION, ALLOW., CHARGE INFORMATION
13	D	HL		HIERARCHICAL LEVEL
14	D	LIN		ITEM IDENTIFICATION
15	D	SN1		ITEM DETAIL (SHIPMENT)
16	D	PID		PRODUCT/ ITEM DESCRIPTION
17	D	HL		HIERARCHICAL LEVEL
18	D	TD1		CARRIER DETAILS (QUANTITY AND WEIGHT)
19	D	TD5		CARRIER DETAILS (ROUTING SEQUENCE/ TRANSIT TIME)
20	D	REF		REFERENCE IDENTIFICATION
21	D	SAC		SERVICE, PROMOTION, ALLOW., CHARGE INFORMATION
22	S	CTT		TRANSACTION TOTALS
23	S	SE		TRANSACTION SET TRAILER

PLEASE NOTE: All fields marked mandatory ('M') may be optional in X12 manual but are required by Costco.

Comment [P1]: On the Costco system, the 852 documents are sent as account Q889A, with an ISA qualifier of "ZZ" and an identifier of 103391843VMI. It is important that the 997 Acknowledgment and the 855 document be sent to account Q889C. As a rule we also set up your ISA qualifier as "ZZ".

Costco Wholesale
ANSI 856 / SHIP NOTICE
TRANSACTION SET SEGMENT LAYOUT
EWHSE
VERSION 4010

NBR	SEGMENT	SEQ	ELEM ID	ELEMENT DESCRIPTION	M/O	DATA LENGTH	COMMENTS
1	ST	1	143	TRANSACTION SET IDENTIFIER	M	3/3	"856"
		2	329	TRANSACTION SET CONTROL NUMBER	M	4/9	SYSTEM GENERATED CONTROL NUMBER
					M		
2	BSN	1	0353	TRANSACTION SET PURPOSE CODE	M	2/2	
		2	396	SHIPMENT IDENTIFICATION	M	2/30	
		3	373	DATE	M	8/8	YYYYMMDD
		4	337	TIME	M	4/8	
3	HL	1	628	HIERARCHICAL ID NUMBER	M	1/12	
		2	734	HIERARCHICAL PARENT ID NUMBER	O	1/12	
		3	735	HIERARCHICAL LEVEL CODE	M	1/2	"O"
4	PRF	1	324	PURCHASE ORDER NUMBER	M	1/14	
		4	373	DATE	O	8/8	
5	TD1	1	103	PACKAGING CODE	O	3/5	
		7	0081	WEIGHT	O	1/10	
		8	355	UNIT OR BASIS FOR MEASUREMENT	O	2/2	
6	REF	1	128	REFERENCE ID QUALIFIER	O	2/3	"IK"
		2	127	REFERENCE ID	O	1/10	INVOICE NUMBER
7	DTM	1	374	DATE/ TIME QUALIFIER	M	3/3	011 - SHIP DATE
		2	373	DATE	M	8/8	
		3	337	TIME	O	4/8	
8	N1	1	98	ENTITY CODE	M	2/3	"ST"
		2	93	NAME	M	1/60	Customer Name
		4	67	IDENTIFICATION CODE	M	2/80	Order Number
9	N2	1	93	NAME	O	1/60	Addtl. Customer name
10	N3	1	166	ADDRESS INFORMATION	M	1/55	Customer address
		2	166	ADDRESS INFORMATION	O	1/55	Customer address
11	N4	1	19	CITY NAME	M	2/30	Customer city
		2	156	STATE OR PROVINCE CODE	M	2/2	Customer state
		3	116	POSTAL CODE	M	3/9	Customer postal code
		4	26	COUNTRY CODE	O	2/3	Customer country
12	SAC	1	248	ALLOW. OR CHARGE INDICATOR	O	1/1	C - CHARGE
		2	1300	SERVICE, ALLOW, PROMO	O	4/4	D240, H850, ZZZZ
		5	610	AMOUNT	O	1/15	
		15	352	DESCRIPTION	*M	1/80	If ZZZZ in SAC02
13	HL	1	628	HIERARCHICAL ID NUMBER	M	1/12	
		2	734	HIERARCHICAL PARENT ID #	M	1/12	
		3	735	HIERARCHICAL LEVEL CODE	M	1/2	"I"
14	LIN	1	350	ASSIGNED IDENTIFICATION	M	1/20	
		2	235	PRODUCT/SERVICE ID QUALIFIER	M	2/2	"IN" - (COSTCO ITEM NUMBER)
		3	234	PRODUCT/SERVICE ID	M	1/48	COSTCO ITEM NUMBER

NBR	SEGMENT	SEQ	ID	ELEMENT DESCRIPTION	M/O	LENGTH	COMMENTS
		4	235	PRODUCT/SERVICE ID QUALIFIER	M	2/2	"VN" – (VENDORS ITEM NUMBER)
		5	234	PRODUCT/SERVICE ID	M	1/48	VENDORS ITEM NUMBER
15	SN1	2	382	NUMBER OF UNITS SHIPPED	M	1/10	
		3	355	UNIT OR BASIS FOR MEASUREMENT	M	2/2	
		8	668	LINE ITEM STATUS CODE	M	2/2	"IA" – Item Accepted
16	PID	1	349	ITEM DESCRIPTION TYPE	M	1/1	
		5	352	DESCRIPTION	M	1/80	
17	HL	1	628	HIERARCHICAL ID NUMBER	M	1/12	
		2	734	HIERARCHICAL PARENT ID NUMBER	M	1/12	
		3	735	HIERARCHICAL LEVEL CODE	M	1/2	"P"
18	TD1	1	103	PACKAGING CODE	M	3/5	
		7	81	WEIGHT	M	1/10	
		8	355	UNIT OR BASIS FOR MEASUREMENT	M	2/2	
		9	183	VOLUME	O	1/8	
		10	355	UNIT OR BASIS FOR MEASUREMENTS	O	2/2	
19	TD5	1	133	ROUTING SUQUENCE CODE	O	1/2	
		2	66	IDENTIFICATION CODE QUALIFIER	M	1/2	"2"
		3	67	IDENTIFICATION CODE	M	2/80	SCAC CODE
		4	91	TRANSPORTATION METHOD/TYPE	M	1/2	A, M, MB, LT
		5	387	ROUTING	M	1/35	
		11	733	TRANSIT TIME	O	1/4	
		12	284	SERVICE LEVEL CODE	M	2/2	ND, CG, SE
20	REF	1	128	REFERENCE ID QUALIFIER	M	2/3	"2I" Tracking # OR "CN" Pro #
		2	127	REFERENCE ID	M	1/30	
21	SAC	1	248	ALLOW. OR CHARGE INDICATOR	M	1/1	"C"
		2	1300	SERVICE, PROMO, ALLOW	M	4/4	D240, H850, ZZZZ
		5	610	AMOUNT	M	1/15	
		15	352	DESCRIPTION	*M	1/80	*IF ZZZZ in SAC02
22	CTT	1	354	NUMBER OF HIERARCHICAL LEVELS	M	1/6	
		2	347	HASH TOTAL	M	1/10	Total quantity shipped
23	SE	1	96	NUMBER OF INCLUDED SEGMENTS	M	1/10	
		2	329	TRANSACTION SET CONTROL NUMBER	M	4/9	



PACKING LIST
PURCHASE ORDER

SOLD TO:

SHIP TO:

PURCHASE ORDER#	CUSTOMER ORDER #	ORDER DATE	SHIP DATE	SHIP VIA

QTY	COSTCO ITEM #	VENDOR REF #	DESCRIPTION

Message:

For Customer Service
E-Mail customerservice@costco.com
Or Call 1-800-955-2292

For return or refund information,
please visit the customer service section of www.costco.com,
contact customer service by email at customerservice@costco.com,
or call our customer service center at 1-800-955-2292.



PACKING LIST
PURCHASE ORDER

1

2

3

SOLD TO: LINDA PLANT
IDLE LANE COMPANY
83232 SADDLEBROOK DR. S.E.
FLOOR 2
BEDFORD, TX 76021

SHIP TO: MIKE LEAF
FRENCH COMPANY
91222 ENGLISH SPARROW ROAD
SUITE 2532
HIGHLANDS RANCH, CO 80126
800 555 1212
mleaf@french.com

4

5

PURCHASE ORDER#	CUSTOMER ORDER #	ORDER DATE	SHIP DATE	SHIP VIA
847001849233	2003515	10/30/2003	10/30/2003	UPS GRD

QTY	COSTCO ITEM #	VENDOR REF. #	DESCRIPTION
1	392399	F282LLL	ASSORTMENT PACK OF NUTS

6

Message: TO: MIKE RUTH FROM:FOSTER'S HEY, HAPPY B-DAY. HOPE YOU HAD A GOOD ONE. LOVE LINDA, SHANE, SHANER, GILLIAN
ARRIVAL DATE: 11-5-2003

NOTE: If preferred ARRIVAL DATE is activated, then this is where it will print.

7

For Customer Service
E-Mail customerservice@costco.com
Or Call 1-800-955-2292

8

For return or refund information, please visit the customer service section of www.costco.com, contact customer service by email at customerservice@costco.com, or call our customer service center at 1-800-955-2292.



PACKING LIST INSTRUCTIONS

The Packing List is an important document that is placed in the package with the item that is shipped to the customer. This packing list will make a first impression on the **costco.com** customer. The packing list should be printed on plain paper (e.g., not thermal paper). The information in the boxed tables below show the mapped segment from the ANSI 850 transaction set segment. The important details that should be printed on the packing list and relayed to the customer are as follows:

1 Costco.com name on the packing List

- Do not print the costco.com address on the packing list
- Costco.com logo is preferred, but not necessary
- The costco.com name is necessary
- We can provide the costco.com logo via email upon request

2 Sold To: costco.com customer who purchased the item

Field	NBR	SEG	SEQ	ELEM ID
Ordered By	15	N1-N4		

3 Ship To: costco.com customer who is to receive the item

Field	NBR	SEG	SEQ	ELEM ID
Ship To	11	N1-N4		
Phone # and Email Address	19/20	PER	4	

The 'Sold To:' and 'Ship To:' must reflect the customer who ordered the item (sold to) and the customer to whom the item is being shipped to. This is very important when Gift Messaging is activated. In most cases the 'Sold To:' and 'Ship To:' will be the same customer. Include mapping for Company Name and 2nd line address.

4 Purchase Order # and Customer Order

Field	NBR	SEG	SEQ	ELEM ID
Purchase Order #	2	BEG	3	324
Customer Order #	4	REF	2	127

5 Order Date, Ship Date, and Ship Via

Field	NBR	SEG	SEQ	ELEM ID
-------	-----	-----	-----	---------

Order Date	2	BEG	5	373
Ship Date (optional)				
Ship Via	6	TD5	3-4	67,91

6 Quantity; Item Number; and Description

Field	NBR	SEG	SEQ	ELEM ID
Quantity	21	PO1	2	330
Costco Item Number	21	PO1	7	234
Vendor Ref. Number	3	PO1	9	234
Description	22	PID	5	352

7 Gift message (if it applies) is 256 characters and includes the To, From, Message, and Arrival Date

example: **TO:** Jane and Dick
FROM: Kristin
MESSAGE: Wishing you a grand anniversary party. Sorry we can't be there.
ARRIVAL DATE: 01-01-2004

Field	NBR	SEG	SEQ	ELEM ID
Gift Message	8	MSG	1	933

NOTE: Gift Messaging allows the 'ordered by' customer to send a message to the 'ship to' customer. This message is to be printed on the packing list. Gift messaging is a feature on the **costco.com** site that requires activation on a per item basis by the Buyer. **Preferred Arrival Date** is a feature that allows the customer to request an arrival date. This function is also activated on the **costco.com** site. If the 'preferred arrival date' is activated, then this date is sent as part of the gift message. This will then be the date that the 'ship to' customer should receive the item. If you have any concerns about having the 'gift message' feature activated for individual items on the **costco.com** site, please contact the **costco.com** Buyer.

8 Return or refund information must be on the Packing List

For return or refund information, please visit the customer service section of www.costco.com, contact customer service by email at customerservice@costco.com, or call our customer service center at 1-800-955-2292.



SHIPPING LABEL INSTRUCTIONS

The return address on the shipping label should be YOUR address (the Vendor) with the company name of Costco.com and YOUR company name.

The following is only an example of a UPS shipping label. You do not need to copy it explicitly. Please use your existing label. The only modification we would like you to make (if not already done) is to make sure the return address has your address and a co-branded name of Costco.com and your company name.

2 LBS	1 OF 1
Costco.com/Your company name	
123 Street Address	
City, State, Zip	
SHIP TO:	
Customer name	
Customer Company Name	
Customer address 1	
Customer address2	
--	
City, State, Zip	
<hr/> WA 982 10-01 <hr/>	
UPS GROUND	
TRACKING #: 1Z 648 6EX 02 0000 0000	
BILLING: PO # 847001111111	

- 1) The shipping label must be approved prior to final EDI Certification.**
- 2) The packing slip must be approved prior to final EDI Certification.**

Please fax a copy of your shipping label and packing slip to E-Commerce Operations at 425-313-6983 for approval. Attn: Shipping Label Approval. You will receive notification of the approval.

Thank you,

E-Commerce Operations
Fax: 425-313-6983