

# X12 Implementation 

## Guidelines

For

## Outbound Request for Quotation

(8400)

## 840 Request for Quotation

Functional Group ID=RQ

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Request for Quotation Transaction Set (840) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide potential buyers with the ability to solicit price, delivery schedule, and other items from potential sellers of goods and services.

## Notes:

*IMPORTANT - Y2K - All dates contained within this transaction set have an implied centruy based on a pivot year of "50". If the YY portion of a date field is greater than or equal to 51 , the implied century is 19 , if the YY portion of a date field is less than or equal to 50 , the implied century is 20 . Ford works within a fixed window, 1951 - 2050.

## Heading:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| M | 010 | ST | Transaction Set Header | M | 1 |  |  |
| M | 020 | BQT | Beginning Segment for Request for Quotation | M | 1 |  |  |
|  | 040 | CUR | Currency | O | 1 |  |  |
|  | 060 | PER | Administrative Communications Contact | O | 3 |  |  |
|  | 150 | DTM | Date/Time Reference | O | 10 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
|  | 290 | N9 | Reference Identification | O | 1 |  |  |
|  | 300 | MSG | Message Text | O | 1000 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 10000 |  |
|  | 310 | N1 | Name | O | 1 |  |  |
|  | 320 | N2 | Additional Name Information | O | 2 |  |  |
|  | 330 | N3 | Address Information | O | 2 |  |  |
|  | 340 | N4 | Geographic Location | O | >1 |  |  |
|  | 360 | PER | Administrative Communications Contact | O | >1 |  |  |

## Detail:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. <br> Des. | $\underline{\text { Max.Use }}$ | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LOOP ID - PO1 |  |  | 999 |  |
| M | 010 | PO1 | Baseline Item Data | M | 1 |  |  |
|  |  |  | LOOP ID - PID |  |  | 1000 |  |
|  | 050 | PID | Product/Item Description | 0 | 1 |  |  |
|  | 100 | REF | Reference Identification | O | >1 |  |  |
|  | 200 | DTM | Date/Time Reference | O | 10 |  |  |
|  |  |  | LOOP ID - SCH |  |  | 104 |  |
|  | 297 | SCH | Line Item Schedule | O | 1 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
|  | 320 | N9 | Reference Identification | O | 1 |  |  |
|  | 330 | MSG | Message Text | O | 1000 |  |  |
|  |  |  | LOOP ID - N1 |  |  | >1 |  |
|  | 340 | N1 | Name | O | 1 |  |  |
|  | 350 | N2 | Additional Name Information | O | 2 |  |  |

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| 360 | N3 | Address Information | O | 2 |
| :--- | :--- | :--- | :--- | ---: |
| 370 | N4 | Geographic Location | O | 1 |
| 405 | SCH | Line Item Schedule | O | 200 |

## Summary:

|  | Pos. No. | Seg. <br> ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\overline{010}$ | CTT | Transaction Totals | O | 1 |  |  |
| M | 020 | SE | Transaction Set Trailer | M | 1 |  |  |





| Segment: | PER Administrative Communications Contact |  |
| :---: | :---: | :---: |
| Position: | 060 |  |
| Loop: |  |  |
| Level: | Heading |  |
| Usage: | Optional |  |
| Max Use: | 3 |  |
| Purpose: | To identify a person or office to whom administrative communications should be directed |  |
| Syntax Notes: | 1 If either PER03 or PER04 is present, then the other is required. |  |
|  | 2 If either PER05 or PER06 is present, then the other is required. |  |
|  | 3 If either PER07 or PER08 is present, then the other is required. |  |
| Notes: | PER~BD JIM (4641)~TE~(313)-755-9999~FX ~(313)-755-2610~~~4641' |  |
|  | PER~OC~DARIN BREMMER~TE~(734)-484-9176~~~~~EHB8920' |  |
| Data Element Summary |  |  |
| Ref. Des. PER01 | Data Element |  |
|  |  | Name $\underline{\text { Attributes }}$ |
|  | 366 | Contact Function Code $\quad$ M ID 2/2 |
|  |  | Code identifying the major duty or responsibility of the person or group named <br> BD <br> Buyer Name or Department <br> OC <br> Order Contact |
| PER02 | 93 | Name O AN 1/35 |
|  |  | Free-form name |
| PER03 | 365 | Communication Number Qualifier $\quad$ X ID 2/2 |
|  |  | Code identifying the type of communication number TE <br> Telephone |
| PER04 | 364 | Communication Number $\quad$ AN 1/80 |
|  |  | Complete communications number including country or area code when applicable |
| PER05 | 365 | Communication Number Qualifier $\quad$ X ID 2/2 |
|  |  | Code identifying the type of communication number FX Facsimile |
| PER06 | 364 | Communication Number $\quad$ AN 1/80 |
|  |  | Complete communications number including country or area code when applicable |
| PER07 | 365 | Communication Number Qualifier $\quad$ X ID 2/2 |
|  |  | Code identifying the type of communication number EM Electronic Mail |
| PER08 | 364 | Communication Number $\quad$ AN 1/80 |
|  |  | Complete communications number including country or area code when applicable |
|  |  | Ford Internet e-mail address. PLEASE NOTE: e-mail addresses are not "validated" when entered into the Ford system, therefore there is not guarantee that this e-mail address will be valid or accurate. |
| PER09 | 443 | Contact Inquiry Reference O AN 1/20 |
|  |  | Additional reference number or description to clarify a contact number |
|  |  | Ford Buyer code when PER01 = BD |
|  |  | Ford Requistioner code when PER01 $=\mathrm{OC}$ |





```
    Segment:
        N1 Name
    Position:
        310
        Loop: N1 Optional
        Level: Heading
        Usage: Optional
    Max Use: 1
        Purpose: To identify a party by type of organization, name, and code
Syntax Notes: }1\mathrm{ At least one of N102 or N103 is required.
            2 If either N103 or N104 is present, then the other is required.
        Notes: N1~ST~FORD ONTARIO TRUCK~92~AP21A'
```

M

| Ref. <br> Des. | Data Element | Name $\underline{\text { Attributes }}$ |  |
| :---: | :---: | :---: | :---: |
| N101 | 98 | Entity Identifier Code | M ID 2/2 |
|  |  | Code identifying an organizational entity, a physical location, or an individual BY Buying Party (Purchaser) |  |
|  |  |  |  |
|  |  | PD Purchaser's Department Buyer |  |
|  |  | Party to receive commercial invoice remittance |  |
|  |  | Ship To |  |
|  |  | SU Supplier/Manufacturer |  |
| N102 | 93 | Name | X AN 1/35 |
|  |  | Free-form name |  |
|  |  | Buying Party's Legal Entity Name when N101="BY". |  |
| N103 | 66 | Identification Code Qualifier $\mathrm{X} \quad \text { ID } 1 / 2$ <br> Code designating the system/method of code structure used for Identification Code (67) |  |
|  |  |  |  |
|  |  | 92 Assigned by Buyer or Buyer's Agent |  |
| N104 | 67 | Identification Code | X AN 5/5 |
|  |  | Code identifying a party or other code |  |
|  |  | Ford's 5 byte GSDB (Global Supplier DataBase) code. |  |


| Segment: | N2 Additional Name Information |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Position: | 320 |  |  |  |
| Loop: |  | Optional |  |  |
| Level: | Heading |  |  |  |
| Usage: | Optional |  |  |  |
| Max Use: | 2 |  |  |  |
| Purpose: | To specify additional names or those longer than 35 characters in length |  |  |  |
| Syntax Notes: |  |  |  |  |
| Notes: | N2~ATTN: BEN ACCSPIN ${ }^{\prime}$ |  |  |  |
| Data Element Summary |  |  |  |  |
| Ref. | Data Element |  | Attributes |  |
| Des. |  | Name |  |  |
| N201 | 93 | Name | M | AN 1/35 |
|  |  | Free-form name |  |  |
| N202 | 93 | Name | 0 | AN 1/35 |
|  |  | Free-form name |  |  |


| Segment: | N3 Address Information |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Position: | 330 |  |  |  |
| Loop: | N1 Optional |  |  |  |
| Level: | Heading |  |  |  |
| Usage: | Optional |  |  |  |
| Max Use: | 2 |  |  |  |
| Purpose: | To specify the location of the named party |  |  |  |
| Syntax Notes: |  |  |  |  |
| Notes: | N3~FORD DR ROYAL WINDSOR DR' |  |  |  |
| Data Element Summary |  |  |  |  |
| Ref. | Data |  |  |  |
| Des. | Element | Name | Attributes |  |
| N301 | 166 | Address Information | M | AN 1/35 |
|  |  | Address information |  |  |
| N302 | 166 | Address Information | 0 | AN 1/35 |
|  |  | Address information |  |  |




```
Segment:
Position: Loop: Level: Usage: Max Use:
```


## Purpose:

``` Syntax Notes:
```


## PO1

 Baseline Item Data010 PO1 Mandatory
Detail
Mandatory
1
To specify basic and most frequently used line item data
1 If PO103 is present, then PO102 is required.
2 If PO105 is present, then PO104 is required.
3 If either PO106 or PO107 is present, then the other is required.
4 If either PO108 or PO109 is present, then the other is required.
5 If either PO110 or PO111 is present, then the other is required.
6 If either PO112 or PO113 is present, then the other is required.
7 If either PO 114 or PO 115 is present, then the other is required.
8 If either PO116 or PO117 is present, then the other is required.
9 If either PO118 or PO119 is present, then the other is required.
10 If either PO120 or PO121 is present, then the other is required.
11 If either PO122 or PO123 is present, then the other is required.
12 If either PO124 or PO125 is present, then the other is required.
Notes:
PO1~001~5000~EA~~~BP~9100404~MF~NET~MG~MB09~PN~1011857709'

## Data Element Summary

Ref.
Des. PO101

PO102

PO103

PO106

PO107

PO108

PO109

PO110

PO111

PO112

PO113

PO114

Data
Element Name
350 Assigned Identification
Alphanumeric characters assigned for differentiation within a transaction set Line item number.
330 Quantity Ordered
X R 1/9
Quantity ordered
355 Unit or Basis for Measurement Code
Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken
Refer to ANSI unit of measure table.
235 Product/Service ID Qualifier
X ID 2/2
Code identifying the type/source of the descriptive number used in
Product/Service ID (234) BP Buyer's Part Number
234 Product/Service ID
X AN 1/40
Identifying number for a product or service
235 Product/Service ID Qualifier
X ID 2/2
Code identifying the type/source of the descriptive number used in
Product/Service ID (234) MF Manufacturer
234 Product/Service ID $\quad X \quad$ AN 1/40
Identifying number for a product or service
235 Product/Service ID Qualifier
X ID 2/2
Code identifying the type/source of the descriptive number used in
Product/Service ID (234) MG Manufacturer's Part Number
234 Product/Service ID
X AN 1/40
Identifying number for a product or service
235 Product/Service ID Qualifier
X ID 2/2
Code identifying the type/source of the descriptive number used in Product/Service ID (234) PN Company Part Number
234 Product/Service ID
Identifying number for a product or service
235 Product/Service ID Qualifier
X ID 2/2
Code identifying the type/source of the descriptive number used in



# Segment: REF Reference Identification <br> <br> Position: <br> <br> Position: <br> 100 <br> Loop: PO1 Mandatory <br> Level: <br> Detail <br> Usage: Optional <br> Max Use: <br> Purpose: <br> Syntax Notes: <br> $>1$ <br> To specify identifying information <br> 1 At least one of REF02 or REF03 is required. <br> 2 If either C04003 or C04004 is present, then the other is required. <br> 3 If either C04005 or C04006 is present, then the other is required. <br> Notes: REF~RQ~RQ01204A02~REQUISITION NUMBER' 



| Segment: | DTM Date/Time Reference |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Position: | 200 |  |  |  |
| Loop: | PO1 | Mandatory |  |  |
| Level: | Detail |  |  |  |
| Usage: | Optional |  |  |  |
| Max Use: | 10 |  |  |  |
| Purpose: | To specify pertinent dates and times |  |  |  |
| Syntax Notes: | 1 At least one of DTM02 DTM03 or DTM06 is required. |  |  |  |
|  | 2 If eit | ther DTM06 or DTM07 |  |  |
| Notes: DTM 062~010724~~~20' |  |  |  |  |
| Data Element Summary |  |  |  |  |
| Ref. <br> Des. | Data | Name |  |  |
|  | $374$ |  | Attributes |  |
| DTM01 |  | Date/Time Qualifier | M | ID 3/3 |
|  |  | Code specifying type $062$ |  |  |
| DTM02 | 373 | Date | X | DT 6/6 |
|  |  | Date (YYMMDD) |  |  |
| DTM05 | 624 | Century | 0 | N0 $2 / 2$ |
|  |  | The first two characte |  |  |


| Segment: | SCH Line Item Schedule |  |
| :---: | :---: | :---: |
| Position: | 297 |  |
| Loop: | SCH Optional |  |
| Level: | Detail Optional |  |
| Usage: |  |  |
| Max Use: | 1 |  |
| Purpose: | To specify the data for scheduling a specific line-item |  |
| Syntax Notes: | 1 If SCH03 is present, then SCH04 is required. |  |
|  | 2 If SCH08 is present, then at least one of SCH09 or SCH10 is required. |  |
|  | 3 If SCH09 is present, then $\mathrm{SCH08}$ is required. |  |
|  | 4 If SCH10 is present, then SCH08 is required. |  |
| Notes: | SCH 5000~EA~MA $\sim$ ATTN:BEN ACCIN~069~010724~~~~~AP21A' |  |
|  | This repetition of the SCH (position 297) will be used to indicate the shipping schedule (quantity and date) if the item does NOT have multiple ship-to or split delivery. If split delivery does exist for this item, this SCH will not be used and instead the SCH (position 405) within the N 1 loop (beginning at position 340 ) will be used to. |  |
| Data Element Summary |  |  |
| Ref. | Data |  |
| Des. | Element | Name Attributes |
| SCH01 | 380 | Quantity $\quad$ M R 1/15 |
|  |  | Numeric value of quantity |
| SCH02 | 355 | Unit or Basis for Measurement Code M ID 2/2 Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken |
|  |  |  |
|  |  | Refer to 003060 Data Element Dictionary for acceptable code values. |
| SCH03 | 98 | Entity Identifier Code O ID 2/2 |
|  |  | Code identifying an organizational entity, a physical location, or an individual MA Party for whom Item is Ultimately Intended |
| SCH04 | 93 | Name $\quad$ X AN 1/35 |
|  |  | Free-form name |
| SCH05 | 374 | Date/Time Qualifier M ID 3/3 |
|  |  | Code specifying type of date or time, or both date and time 002 <br> Delivery Requested |
|  |  |  |
| SCH06 | 373 | Date M DT 6/6 |
|  |  | Date (YYMMDD) |
| SCH12 | 350 | Assigned Identification O $\quad$ ON 5/5 |
|  |  | Alphanumeric characters assigned for differentiation within a transaction set |
|  |  | Ford's 5 character GSDB (global supplier database) code. Same value as found in N102 when N101=ST. |






| Segment: | N3 Address Information |  |
| :---: | :---: | :---: |
| Position: | 360 |  |
| Loop: | N1 Optional |  |
| Level: | Detail |  |
| Usage: | Optional |  |
| Max Use: | 2 |  |
| Purpose: | To specify the location of the named party |  |
| Syntax Notes: |  |  |
| Notes: | N3~FORD DR ROYAL WINDSOR DR' |  |
|  | Data Element Summary |  |
| Ref. | Data |  |
| Des. | Element Name | Attributes |
| N301 | 166 Address Information | M AN 1/35 |
|  | Address information |  |
| N302 | 166 Address Information | O AN 1/35 |
|  | Address information |  |



| Segment: | SCH Line Item Schedule |  |
| :---: | :---: | :---: |
| Position: | 405 |  |
| Loop: | N1 Optional |  |
| Level: | Detail |  |
| Usage: | Optional |  |
| Max Use: | 200 |  |
| Purpose: | To specify the data for scheduling a specific line-item |  |
| Syntax Notes: | 1 If SCH03 is present, then SCH04 is required. |  |
|  | 2 If SCH08 is present, then at least one of SCH09 or SCH10 is required. |  |
|  | 3 If SCH 09 is present, then SCH 08 is required. |  |
|  | 4 If SCH10 is present, then SCH 08 is required. |  |
| Notes: | SCH 5000~EA~MA $\sim$ ATTN: BEN ACCN~069~010724~~~~~AP21A' |  |
| Data Element Summary |  |  |
| Ref. | Data |  |
| Des. | Element | Name Attributes |
| $\mathrm{SCH} 01$ | 380 | Quantity $\quad$ M R 1/15 |
|  |  | Numeric value of quantity |
| SCH02 | 355 | Unit or Basis for Measurement Code M ID 2/2 Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken |
|  |  |  |
|  |  | Refer to 003060 Data Element Dictionary for acceptable code values. |
| SCH03 | 98 | Entity Identifier Code O O ID 2/2 |
|  |  | Code identifying an organizational entity, a physical location, or an individual MA Party for whom Item is Ultimately Intended |
| SCH04 | 93 | Name $\quad$ X AN 1/35 |
|  |  | Free-form name |
| SCH05 | 374 | Date/Time Qualifier M ID 3/3 |
|  |  | Code specifying type of date or time, or both date and time 002 Delivery Requested |
| SCH06 | 373 | Date M DT 6/6 |
|  |  | Date (YYMMDD) |
| SCH12 | 350 | Assigned Identification O 0 AN 5/5 |
|  |  | Alphanumeric characters assigned for differentiation within a transaction set |
|  |  | Location code identifying ship to location in N102 (Ford's 5 character GSDB code). |

# Segment: CTT Transaction Totals <br> Position: 010 <br> Loop: <br> Level: <br> Usage: <br> Summary <br> Max Use: <br> Purpose: <br> Syntax Notes: <br> To transmit a hash total for a specific element in the transaction set <br> 1 If either CTT03 or CTT04 is present, then the other is required. <br> 2 If either CTT05 or CTT06 is present, then the other is required. <br> Notes: CTT~1~5000' 

## Data Element Summary

Ref. Data
Des.
CTT01

Element Name
354 Number of Line Items

## Attributes

M N0 1/6
Total number of line items in the transaction set
347 Hash Total

O R 1/10

Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.

Example:
-. 0018 First occurrence of value being hashed. . 18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. -------- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field. Sum total of all PO102 elements contained within this 840 transaction.


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## Example

```
ISA*00* *00* *01*9012345720000 *01*9088877320000
*010814*1424*U*00200*000000001*0*T*:!
GS*RQ*901234572000*908887732000*010814*1424*1*T*003060!
ST*840*0001!
BQT*00*RQ39201929302*900415*106*901201*KB!
CUR*BY*USA!
PER*BD*ARTHUR JONES*TE* (614) 555-1212*FX*(614) 555-1212*EM* (614)555-1212*ADDL CONTACT
DESC!
DTM*089*901008*1615*ET*20!
N9*CU*3920394930203*FREE FORM DESCRIPTION!
MSG*FREE FORM MESSAGE TEXT!
N1*BY*MAGGIE MCGILLICUTTY*92*IDNTF!
N2*BEVERLY SIMPSON*ARTHUR JONES!
N3*PO BOX 123*157 WEST 57TH STREET!
N4*CINCINNATI*OH*43017*US!
PER*BD*MAGGIE MCGILLICUTTY*TE* (614) 555-1212*FX* (614) 555-1212*EM* (614) 555-1212*ADDL
CONTACT DESC!
PO1*AAA849*100****BP*ASSEMBLY*MF*BRAND OR LABEL*MG*CUST12345*PN*ASSEMBLY*PT*BRAND OR
LABEL*ZZ*CUST12345*SA*ASSEMBLY!
PID*F****GENERAL PURPOSE!
REF*RQ*12345678900987654321768958473*GENERAL PURPOSE!
DTM*062*900415***20!
SCH*100*DP*MA*BEVERLY SIMPSON*002*901201*******888394!
N9*BV*500*FREE FORM DESCRIPTION!
MSG*FREE FORM MESSAGE TEXT!
N1*ST*ARTHUR JONES*92*IDNTF!
N2*MAGGIE MCGILLICUTTY*BEVERLY SIMPSON!
N3*103 NORTH MAIN STREET*PO BOX 123!
N4*COLUMBUS*OH*43017*US!
SCH*.500*HB*MA*ARTHUR JONES*002*901008******3ALDKF!
CTT*10*855!
SE*26*0001!
GE*1*1!
IEA*1*000000001!
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