EDI GUIDELINES

INVOICE 810

VERSION 4010

INVOICE 810

GLOSSARY OF TERMS

Segment:	Consists of a segment identifier, one or more data element each preceded by an element separator, and ending with a terminator (X12.6).
Seg. Use:	**Denotes if the segment is mandatory or optional for ShopKo.**
Reference Des.:	Identifies the segment and the data element sequence number.
Data Element Number:	This is the number assigned to the data element. This number may be used for direct reference into the ANSI X12 Data Dictionary.
Data Element Name:	This is the description assigned to the data element.
Element Usage:	**M - Mandatory** **ShopKo requires this element.** **O - Optional** This element can be used. **C - Conditional** The data element can be used only if other elements are used within the segment.

SHOPKO'S FUNCTIONAL ACKNOWLEDGEMENT

- For inbound transactions, ShopKo sends a 997 upon receipt and expects the trading partner to verify the receipt within a week of transmission.
- ShopKo considers acknowledgment complete when the trading partner receives the AK1 and AK9 segments.

INVOICE 810

Envelope and Group

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
ISA	Interchange Control Header	M	1	
GS	Functional Group Header	M	1	

Header

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
ST	Transaction Set Header	M	1	
BIG	Beginning Segment for Invoice	M	1	
REF	Reference Numbers	M	>1	
N1	Name	M	1	
ITD	Terms of Sale/Deferred Terms of Sale	M	5	
DTM	Date/Time Reference	M	10	
FOB	F.O.B. Related Instructions	M	1	

Detail

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
	Loop ID – IT1			200000
IT1	Baseline Item Data (Invoice)	M	1	
	Loop ID – IT1/SAC			10
SAC	Service, Promotion, Allowance or Charge Information	O	1	

Summary

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
TDS	Total Monetary Value Summary	M	1	
CAD	Carrier Detail	O	1	
	Loop ID –SAC			10
SAC	Service, Promotion, Allowance or Charge Information	O	1	
	Loop ID – ISS			>1
ISS	Invoice Shipment Summary	M	1	
CTT	Transaction Totals	M	1	
SE	Transaction Set Trailer	M	1	

Envelope and Group

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
GE	Functional Group Trailer	M	1	
IEA	Interchange Control Trailer	M	1	

INVOICE 810

Segment:	**ISA - Interchange Control Header**		
Level:	**Envelope**		
ShopKo Usage:	**Mandatory**		
Purpose:	To start and identify a transmission for a partner.		

Ref. Des.	Data Element	Name	Element Usage
ISA01	**101**	**Authorization Information Qualifier** **00** No authorization information present.	**M**
ISA02	**102**	**Authorization Information** This field will be blank.	**M**
ISA03	**103**	**Security Information Qualifier** **00** No authorization information present.	**M**
ISA04	**104**	**Security Information** This field will be blank.	**M**
ISA05	**105**	**Interchange ID Qualifier** ShopKo supports all valid codes.	**M**
ISA06	**106**	**Interchange Sender ID** The value in this field depends upon the code used in the ISA07.	**M**
ISA07	**105**	**ShopKo's Interchange ID Qualifier** **08**	**M**
ISA08	**107**	**ShopKo's Interchange Receiver ID** **6136010000 – production** **6136010000T - Test**	**M**
ISA09	**108**	**Date** The format is **YYMMDD**	**M**

Segment: **ISA - Interchange Control Header (Continued)**
Level: **Envelope**
ShopKo Usage: **Mandatory**
Purpose: To start and identify a transmission for a partner.

Ref. Des.	Data Element	Name	Element Usage
ISA10	109	**Time** The time that the interchange was created in ShopKo's system. The format is **HHMM (24 Hr.)**	M
ISA11	110	**Interchange Standards Identifier** **U** U.S. EDI community of X12	M
ISA12	111	**Interchange Version ID** **00401** Version 4010	M
ISA13	112	**Interchange Control Number** This value is sequentially assigned by ShopKo starting with the number "1" for each trading partner. The value entered in this field will match the value in the Interchange Control Number field on the Interchange Control Trailer (IEA02).	M
ISA14	113	**Acknowledgment Requested** **0** No acknowledgment requested.	M
ISA15	114	**Test Indicator** **T** Test Data **P** Production Data	M
ISA16	115	**Subelement Separator** › The value identified for retail use.	M

INVOICE 810

Segment:	**GS - Functional Group Header**		
Level:	**Group**		
ShopKo Usage:	**Mandatory**		
Purpose:	Indicates the beginning of a functional group and provides control information.		

Ref. Des.	Data Element	Name	Element Usage
GS01	**479**	**Functional ID** **IN** Invoice (810)	**M**
GS02	**142**	**Application Sender's Code** This is the same code as used in the (ISA06).	**M**
GS03	**124**	**ShopKo's Application Receiver's Code** **6136010000T – test ID** **6136010000 – production ID**	**M**
GS04	**373**	**Data Interchange Date** The format is **CCYYMMDD**	**M**
GS05	**337**	**Data Interchange Time** The time that the interchange was created in ShopKo's system. The format is **HHMM (24 Hr.)**	**M**
GS06	**28**	**Data Interchange Control Number** This value is sequentially assigned by ShopKo starting with the number "1" for each trading partner. The value entered in this field will match the one in the Functional Group Trailer (GE02).	**M**
GS07	**455**	**Responsible Agency Code** **X** Accredited standards committee X12.	**M**
GS08	**480**	**Version** **004010**	**M**

INVOICE 810

Segment: **ST - Transaction Set Header**
Level: **Header**
ShopKo Usage: **Mandatory**
Purpose: To indicate the start of a transaction set and assign a control number.

Ref. Des.	Data Element	Name	Element Usage
ST01	**143**	**Transaction Set Identifier Code**	**M**
		810 This is the code that identifies the transaction as an invoice	
ST02	**329**	**Transaction Set Control Number**	**M**
		Assigned by the trading partner.	

INVOICE 810

Segment:	**BIG - Beginning Segment for Invoice**		
Level:	**Header**		
ShopKo Usage:	**Mandatory**		
Purpose:	To indicate the beginning of the invoice transaction set and to transmit identifying numbers and dates.		

Ref. Des.	Data Element	Name	Element Usage
BIG01	**373**	**Invoice Date** Invoice issue date. Format is CCYYMMDD	**M**
BIG02	**76**	**Invoice Number** Identifying number assigned by issuer.	**M**
BIG04	**324**	**Purchase Order Number** This field contains ShopKo's P.O. number.	**M**

SHOPKO SEGMENT USAGE COMMENTS

- ShopKo requires the BIG04 to be sent by all merchandise vendors.
- ShopKo's purchase order number is a 9-digit number or a 9-digit number with one alpha character (10-character total). The alpha character represents a distribution center.
- Each character of the purchase order number is valid even if it is a zero.
- Sending a valid purchase order number will help prevent invoice-processing delays.

Segment:	REF - Reference Numbers
Level:	Header
ShopKo Usage:	Mandatory
Purpose:	To transmit ShopKo's account's payable vendor number.

Ref. Des.	Data Element	Name	Element Usage
REF01	128	**Reference Number Qualifier** **IA** Internal Vendor Number **VN** Vendor Order Number (Optional)	M
REF02	127	**Reference Number**	M

SHOPKO SEGMENT USAGE COMMENTS

- The "IA" qualifier is mandatory and must be verified before the invoice can be processed.
- The ShopKo A/P Dept. will assign the "IA" number, (7 or 10 digit).
- The "VN" qualifier is optional.

Segment:	N1 - Name
Level:	Header
ShopKo Usage:	Mandatory
Purpose:	To identify the bill to locations for the purchase order.

Ref. Des.	Data Element	Name	Element Usage
N101	98	**Entity Identifier Code** **BY** Buying party	M
N103	66	**Identification Code Qualifier** **92** Assigned by ShopKo **9** DUNS with 4-character suffix	C
N104	67	**Identification Code** The (4-digit) number transmitted will indicate either a store or distribution center location.	C

SHOPKO SEGMENT USAGE COMMENTS

- The "BY" indicates the ultimate receiver of the product. For Shopko, this is a store or DC location.
- The code used in the N103 should be the same one that ShopKo sends on the purchase order.

INVOICE 810

Segment: **ITD - Terms of Sale**
Level: **Header**
ShopKo Usage: **Mandatory**
Purpose: To specify the terms of sale.

Ref. Des.	Data Element	Name	Element Usage
ITD01	336	**Terms Type Code**	M
		01 Basic	
		02 End of Month (EOM)	
		03 Fixed Date	
ITD03	338	**Terms Discount Percent**	O
		The discount percent available to ShopKo if an invoice is paid on or before the terms discount due date.	
ITD04	370	**Terms Discount Due Date**	C
		The date the payment is due if the discount is to be earned. Format is CCYYMMDD.	
ITD05	351	**Terms Discount Days Due**	C
		Number of days in discount period by which payment is due if discount is earned.	
ITD06	446	**Terms Net Due Date**	O
		Date when total invoice amount becomes due. Format is CCYYMMDD.	
ITD07	386	**Terms Net Days**	M
		Number of days until total invoice amount is due.	
ITD08	362	**Terms Discount Amount**	O
		Total amount of terms discount	
ITD13	765	**Day of the Month**	C
		Numeric value of the day of the month.	

SHOPKO SEGMENT USAGE COMMENTS

- When the "01" terms type code is used, ShopKo requires valid data in the ITD07. If a discount is offered; the ITD03, ITD05, and the ITD08 are all required.
- When the "02" terms type code is used, ShopKo requires data in the ITD13.
- When the "03" terms type code is used, ShopKo requires valid data in the ITD06. If a discount is offered; the ITD03, ITD04, and ITD08 all required.

INVOICE 810

Segment:	**DTM - Date/Time References**
Level:	**Header**
ShopKo Usage:	**Mandatory**
Purpose:	To specify the ship date.

Ref. Des.	Data Element	Name	Element Usage
DTM01	**374**	**Date/Time Qualifier** **011** Shipped	**M**
DTM02	**373**	**Date** Format is CCYYMMDD	**M**

Segment: **FOB - F.O.B. Related Instructions**
Level: **Header**
ShopKo Usage: **Mandatory**
Purpose: To specify the transportation method.

Ref. Des.	Data Element	Name	Element Usage
FOB01	**146**	**Shipment Method of Payment**	**M**
		CC Collect	
		CF Collect, Freight Credited Back to Customer	
		DF Defined by Buyer and Seller	
		MX Mixed	
		PC Prepaid but Charged to Customer	
		PO Prepaid Only	
		PP Prepaid by Seller	

SHOPKO SEGMENT USAGE COMMENTS

- The use of this segment will help solve potential freight issues.

INVOICE 810

Segment: **IT1 - Baseline Item Data (Invoice)**
Level: **Header**
ShopKo Usage: **Mandatory**
Purpose: To specify the basic line item data for the invoice.

Ref. Des.	Data Element	Name	Element Usage
IT102	358	Quantity Invoiced	M
IT103	355	Unit of Measurement Code **EA** Each **CA** Case	M
IT104	212	Unit Price	M
IT106	235	Product/Service ID Qualifier **CB** Buyer's Catalog Number **UP** UPC-A (1-5-5-1) **UI** UPC- (1-5-5)	M
IT107	234	Product/Service ID	C

SHOPKO SEGMENT USAGE COMMENTS

- The quantity invoiced should equal the quantity shipped.
- ShopKo requires either "CB" or "UP". The "UI" is acceptable. No other qualifiers will be accepted.
- The Product ID must be the same one that was sent on ShopKo's purchase order.

INVOICE 810

Segment:	**SAC - Service, Promotion, Allowance, or Charge**		
Level:	**Detail**		
ShopKo Usage:	**Optional**		
Purpose:	To identify a service, promotion, allowance or charge and to specify the amount for the service, promotion, allowance or charge.		

Ref. Des.	Data Element	Name	Element Usage
SAC01	248	**Allowance or Charge Indicator** **A** Allowance **C** Charge **N** No allowance or Charge	M
SAC02	1300	**Service, Allowance, Charge Code** Code identifying the type of charge or allowance	C
SAC05	610	**Amount** Total dollar amount for the allowance/charge	M
SAC12	331	**Allowance or Charge Method of Handling Code** **02** Off Invoice **06** Charge to be paid by Customer	M

SHOPKO SEGMENT USAGE COMMENTS

- ShopKo supports all ANSI and VICS codes for data element 1300.

14

INVOICE 810

Segment:	**TDS - Total Monetary Value Summary**
Level:	**Summary**
ShopKo Usage:	**Mandatory**
Purpose:	To identify the total invoice discounts and amounts.

Ref. Des.	Data Element	Name	Element Usage
TDS01	**610**	**Amount** Amount of invoice before terms discount	**M**
TDS02	**610**	**Amount** Amount upon which the terms discount amount is calculated.	**C**
TDS03	**610**	**Amount** Amount of invoice due if paid by terms discount due date.	**O**

Segment: **CAD - Carrier Detail**
Level: **Summary**
ShopKo Usage: **Optional**
Purpose: To specify transportation details for the invoice.

Ref. Des.	Data Element	Name	Element Usage
CAD01	91	**Transportation Method/Type Code**	**M**
CAD04	140	**Standard Carrier Alpha Code**	**C**
CAD05	387	**Routing** Free-form description.	**C**
CAD07	128	**Reference Number Qualifier** **BM** Bill of Lading Number **CN** Carrier's Pro Number	**O**
CAD08	127	**Reference Number**	**C**

SHOPKO SEGMENT USAGE COMMENTS

- ShopKo prefers that this segment be sent; if the information is available.
- ShopKo prefers the use of the CAD01 and CAD04 elements.
- The CAD05 should be used when sending the CAD04.
- The "CN" code is preferred.

INVOICE 810

Segment:	**SAC - Service, Promotion, Allowance, or Charge**		
Level:	**Summary**		
ShopKo Usage:	**Optional**		
Purpose:	To identify a service, promotion, allowance or charge and to specify the amount for the service, promotion, allowance or charge.		

Ref. Des.	Data Element	Name	Element Usage
SAC01	248	**Allowance or Charge Indicator** **A** Allowance **C** Charge **N** No allowance or Charge	M
SAC02	1300	**Service, Allowance, Charge Code** Code identifying the type of charge or allowance	C
SAC05	610	**Amount** Total dollar amount for the allowance/charge	M
SAC12	331	**Allowance or Charge Method of Handling Code** **02** Off Invoice **06** Charge to be paid by Customer	M

SHOPKO SEGMENT USAGE COMMENTS

- ShopKo supports all ANSI and VICS codes for data element 1300.

17

INVOICE 810

Segment: **ISS - Invoice Shipment Summary**
Level: **Summary**
ShopKo Usage: **Mandatory**
Purpose: To specify the total number of units shipped and the weight.

Ref. Des.	Data Element	Name	Element Usage
ISS01	382	**Number of Units Shipped**	M
ISS02	355	**Unit of Measurement Code** **CA** Case **EA** Each	M
ISS03	81	**Weight**	O
ISS04	355	**Unit of Measurement Code** **LB** Pound	O

SHOPKO SEGMENT USAGE COMMENTS

- ShopKo requires that each invoice must show the number of units sent.
- The ISS03 and ISS04 elements are preferred but not required.
- The "EA" qualifier is to be used when the IT103 is equal to 'EA'.

18

Segment: **CTT - Transaction Totals**
Level: **Summary**
ShopKo Usage: **Mandatory**
Purpose: To provide total line items to validate transaction completeness and correctness.

Ref. Des.	Data Element	Name	Element Usage
CTT01	**354**	**Number of Line Items** Total number of line items (IT1 segments) present in the transaction set.	**M**

INVOICE 810

Segment:	**SE - Transaction Set Trailer**		
Level:	**Summary**		
ShopKo Usage:	**Mandatory**		
Purpose:	To indicate the end of the transaction set and to provide the count of the segments transmitted within the transaction set.		

Ref. Des.	Data Element	Name	Element Usage
SE01	**96**	**Number of Included Segments** The total number of segments included in a transaction set including the ST and SE segments.	**M**
SE02	**329**	**Transaction Set Control Number** The identifying transaction set control number. This must be the same number as in the ST02.	**M**

INVOICE 810

Segment:	**GE - Functional Control Trailer**		
Level:	**Group**		
ShopKo Usage:	**Mandatory**		
Purpose:	Indicates the end of a functional group and provides control information.		

Ref. Des.	Data Element	Name	Element Usage
GE01	**97**	**Number of Included Transaction Sets** This field represents the number of transaction sets (ST/SE) included in the functional group (GS/GE).	**M**
GE02	**28**	**Data Interchange Control Number** This must be the same number that was entered in the (GS06) field for the group.	**M**

INVOICE 810

Segment: **IEA - Interchange Control Trailer**
Level: **Envelope**
ShopKo Usage: **Mandatory**
Purpose: To define the end of an interchange for a partner and to provide control
information.

Ref. Des.	Data Element	Name	Element Usage
IEA01	**116**	**Number of Included Groups** This field represents the number of GS segments within the transmission.	**M**
IEA02	**112**	**Interchange Control Number** The number in this field must match the one in the ISA segment (ISA13).	**M**

INVOICE 810

Example of 810 Transaction

ISA*00*   *00*   *sender's qual*sender's COMM ID   *08*6136010000T   *010628*165
7*U*00401*000000005*0*T*>
GS*IN*sender's COMM ID*6136010000T*20010628*1657*810000004*X*004010
ST*810*000000010
BIG*20010508*sender's invoice number**ShopKo PO number
REF*IA*sender's ShopKo vendor number
N1*BY**92*0999
ITD*01******30
DTM*011*20010508
FOB*CC
IT1*000001*180*EA*2.75**CB*SKU information*UP*UPC information
TDS*74250
CAD****CFWY*CONSOLIDATED FRTWAYS**CN*257293411
ISS*180*EA*483*LB
CTT*1
SE*16*000000010