



Electronic Data Interchange

880

INVOICE

TRANSMISSIONS MANUAL

Version 004010UCS

December 2000



Start-up Procedure for Invoicing:

1. If you are not a current trading partner, contact the Corporate Electronic Commerce Department with the communication codes to be used in the interchange envelope. SUPERVALU communications will be supplied to you at that time.
2. Contact the Corporate Electronic Commerce Department at 952-828-4506 to schedule a date to begin sending test data. Testing and parallel are the same. Your test invoices should emulate your paper documents.
3. The test process will be coordinated by the Corporate Electronic Commerce Department. Watch your acknowledgments for EDI translation error messages and make the necessary corrections.
4. When test data is accurate and complete, a production date will be mutually agreed upon by SUPERVALU and the vendor.
5. In production, invoices will be paid from EDI data only. All paper invoices should be discontinued. Any paper invoices received from a production EDI vendor will be disregarded.

Problem Resolution:

- EDI translation errors will be reported through the acknowledgment transaction or fax notification. If you do not receive an acknowledgment within 12 hours of the invoice transmission, please contact the Electronic Commerce Helpline at 952-828-4506 to see if the file was received by SUPERVALU.
- Invoices with errors need to be corrected and resent for payment.
- Invoice payment status can be retrieved by calling the Central Disbursements Vendor Response System at 952 828-4769 or email central.disbursements@supervalu.com.

880 Grocery Products Invoice

Functional Group ID=**GP**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Grocery Products Invoice Transaction Set (880) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used to provide for customary and established grocery industry practice relative to billing details for finished goods in a retail or wholesale consumer market. The transaction set can be used by the supplier or broker organization to request payment from a retailer or wholesaler organization. This transaction set is to be used for standalone detail billing and cannot be used for statement billing or credit/debit adjustments.

Notes:

The G23 segment must be sent at the header level.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	G01	Invoice Identification	M	1		
	080	G23	Terms of Sale	O	20		n1
LOOP ID - 0100						10	
M	100	N1	Name	M	1		n2
LOOP ID - 0200						100	
	140	G72	Allowance or Charge	O	1		

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - 0300						9999	
Must Use	010	G17	Item Detail - Invoice	O	1		n3
	020	G69	Line Item Detail - Description	O	5		
LOOP ID - 0310						100	
	070	G72	Allowance or Charge	O	1		

Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	G31	Total Invoice Quantity	M	1		
M	020	G33	Total Dollars Summary	M	1		
M	030	SE	Transaction Set Trailer	M	1		

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set Refer to 004010UCS Data Element Dictionary for acceptable code values.	M ID 3/3
M	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set The control number is comprised of the functional group control number (Data Element 28 in the GS segment) followed by a four-digit sequence number. The sequence number is sequentially assigned by the sender, starting with one within each functional group. For each functional group, the first sequence number will be 0001 and will be incremented by one for each additional transaction set within the group.	M AN 4/9

Segment: **G01 Invoice Identification**
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To transmit identifying dates and numbers for this transaction set
Syntax Notes: 1 If either G0106 or G0107 is present, then the other is required.
Semantic Notes: 1 G0101 is the invoice issue date.
 2 G0103 is the date assigned by the purchaser to the purchase order.
Comments:
Notes: The G0103 & G104 fields are required fields for SUPERVALU. They must be transmitted on the invoice.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	G0101	373	Date	M DT 8/8
			Date expressed as CCYYMMDD	
			Vendor's invoice date.	
M	G0102	76	Invoice Number	M AN 1/22
			Identifying number assigned by issuer	
			Vendor's invoice number.	
Must Use	G0103	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
			SUPERVALU purchase order date. SUPERVALU required field.	
Must Use	G0104	324	Purchase Order Number	O AN 1/22
			Identifying number for Purchase Order assigned by the buyer/purchaser	
			SUPERVALU purchase order number. SUPERVALU required field.	
			Using incorrect SUPERVALU purchase order numbers will delay processing of invoice payments.	

Segment:	G23 Terms of Sale
Position:	080
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	20
Purpose:	To specify the terms of sale
Syntax Notes:	1 At least one of G2308 or G2309 is required.
Semantic Notes:	
Comments:	<p>1 The G23 segment may be used for the detail or the total transaction set level. Refer to the transaction set assumptions for details on proper usage.</p> <p>2 If G2301 equals "04" (deferred or installment) then either G2313 or G2314 is required and the data in the segment pertains only to the portion of the invoice described in G2313 or G2314. If G2301 equals "11" (elective) then G2304 is required. If G2301 is not equal to "05" (discount not applicable) then (G2305 or G2310) and (G2306 or G2307) is required. If G2301 equals "ZZ" (other) then G2315 is required. Multiple use of this segment when G2301 equals "04" (deferred or installment) always implies an "AND" relationship. When G2301 equals "06" (mixed) or "11" (elective) an "OR" relationship is always implied.</p> <p>3 G2310 is a memo figure requiring specific payment performance and therefore should not be negative.</p> <p>4 When elective terms are offered in a deferred or installment situation, G2316 (Installment Group Indicator - DE 713) must be used to properly group the terms within each installment.</p>
Notes:	The G2305, G2306, G2307, and G2310 are required fields for SUPERVALU. They must be transmitted on the invoice. Use either G2308 "Terms Net Due Date" or G2309 "Terms Net Days". If you use both, SUPERVALU will select the better of the two due dates.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	G2301	336 Terms Type Code Code identifying type of payment terms See data element dictionary for standard codes.	M ID 2/2
M	G2302	333 Terms Basis Date Code Code identifying the beginning of the terms period See data element dictionary for standard codes.	M ID 1/2
Must Use	G2305	338 Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date SUPERVALU required field. If a terms discount does not apply send zero. Should be expressed as a whole number (2) or the decimal should be after the whole number (2.0).	O R 1/6
Must Use	G2306	370 Terms Discount Due Date Date payment is due if discount is to be earned expressed in format CCYYMMDD SUPERVALU required field. If applicable transmit discount due date. If not applicable use date equal to or greater than invoice date.	O DT 8/8
Must Use	G2307	351 Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned SUPERVALU required field. If applicable, transmit discount days due. If not applicable zero fill.	O N0 1/3
	G2308	446 Terms Net Due Date Date when total invoice amount becomes due expressed in format CCYYMMDD	X DT 8/8
	G2309	386 Terms Net Days	X N0 1/3

Must Use	G2310	362	Number of days until total invoice amount is due (discount not applicable)	
			Terms Discount Amount	O N2 1/10
			Total amount of terms discount	
			SUPERVALU required field. Transmit cash discount amount.	
	G2312	390	Amount Subject to Terms Discount	O N2 1/10
			Amount upon which the terms discount amount is calculated	

Segment: **N1** Name
Position: 100
Loop: 0100 Mandatory
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 2 N105 and N106 further define the type of entity in N101.
Notes: The N103 & N104 fields are required fields for SUPERVALU. They must be transmitted on the invoice.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N101		98	Entity Identifier Code	M ID 2/3
				Code identifying an organizational entity, a physical location, property or an individual	
				Include one ship to and one remit to segment.	
				BS Bill and Ship To	
				RE Party to receive commercial invoice remittance	
				ST Ship To	
Rec	N102		93	Name	X AN 1/60
				Free-form name	
				It is recommended this field be sent in case a match is not found on the DUNS number provided.	
Must Use	N103		66	Identification Code Qualifier	X ID 1/2
				Code designating the system/method of code structure used for Identification Code (67)	
				SUPERVALU required field.	
				9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	
				The identification code consists of a 9-digit DUNS Number for the party followed by a 4-character suffix defined by the party.	
Must Use	N104		67	Identification Code	X AN 2/80
				Code identifying a party or other code	
				SUPERVALU required field. Please use the SUPERVALU DUNS Number List for appropriate DUNS +4 for each ship to location.	

Segment: **G72 Allowance or Charge**
Position: 140
Loop: 0200 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify allowances, charges, or services
Syntax Notes:

- 1 At least one of G7203 G7205 G7208 or G7209 is required.
- 2 Only one of G7205 G7208 or G7209 may be present.
- 3 If either G7206 or G7207 is present, then the other is required.
- 4 If either G7209 or G7210 is present, then the other is required.
- 5 If G7211 is present, then G7203 is required.

Semantic Notes:

- 1 G7209 is the allowance or charge percent.

Comments:

- 1 The G73 segment is required when G7201 contains code "499" or "999"; however, the use of these codes is discouraged.

Notes: Charge code 512 only applies to charges associated with the process of palletizing product for shipment and NOT for the pallets themselves.
The G72 segment at the header level is used to show an allowance or charge that pertains to the entire invoice instead of a specific line item on the invoice.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	G7201	340	Allowance or Charge Code Code identifying the type of allowance or charge Vague codes (499 and 999) should not be used. Please refer to the SUPERVALU listing of accepted allowance and charge codes under separate documentation.	M ID 1/3
M	G7202	331	Allowance or Charge Method of Handling Code Code indicating method of handling for an allowance or charge 01 Bill Back 02 Off Invoice 06 Charge to be Paid by Customer	M ID 2/2
	G7205	359	Allowance or Charge Rate Allowance or Charge Rate per Unit When the G72 segment is sent at the header level, the G7205 should not be used.	X R 1/15
	G7206	339	Allowance or Charge Quantity Quantity basis when allowance or charge quantity is different from the purchase order or invoice quantity	X R 1/10
	G7207	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 The unit or basis for measurement code is used to qualify the contents of various data elements. It will vary depending on the data element it qualifies and the convention within industry groups. CA Case	X ID 2/2
	G7208	360	Allowance or Charge Total Amount Total dollar amount for the allowance or charge When the G72 segment is sent at the header level, the G7208 should be used. Allowances should be reflected as a negative, charges as a positive number. Do not use a decimal.	X N2 1/15

Segment: **G17** Item Detail - Invoice
Position: 010
Loop: 0300 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To specify the basic and most frequently used line item data for the invoice and related transactions

- Syntax Notes:**
- 1 At least one of G1703 or G1714 is required.
 - 2 At least one of G1704 or G1705 is required.
 - 3 If either G1705 or G1706 is present, then the other is required.
 - 4 If either G1707 or G1708 is present, then the other is required.
 - 5 If either G1710 or G1711 is present, then the other is required.

Semantic Notes: 1 G1714 contains the cumulative monetary amount of unsaleable merchandise.

Comments: 1 G1702 qualifies G1701.

Notes: Effective with the UCS version coinciding with the UCC-published sunset date (2005) for the discontinuation of the 12-digit product identifiers, G1704 (UPC Case Code) will be marked as not used and will be replaced with the qualifier UK (UPC/EAN Shipping Container Code) (1-2-5-5-1) in G1705. The corresponding 14-digit product code will be reflected in DE234. This parallels the global transition to the 14-digit UCC/EAN-14 product identification numbering structure. In preparation for this transition, the UK qualifier and the corresponding 14-digit product code should be communicated in the G1705 and G1706 respectively.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	G1701	358	Quantity Invoiced Number of units invoiced (supplier units) The number of units invoiced should be expressed in case quantity. When billing for a quantity other than case, include the number of cases in units shipped (G1710 and G1711). Quantity invoiced should be quantity shipped. Do not send zero quantity.	M R 1/10
M	G1702	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 The unit or basis for measurement code is used to qualify the contents of various data elements. It will vary depending on the data element it qualifies and the convention within industry groups. Unit of Measure coinciding with quantity in G1701. CA Case DS Display EA Each LB Pound	M ID 2/2
Must Use	G1703	237	Item List Cost Gross unit cost within the appropriate price bracket for a line item SUPERVALU required field. Decimal required.	X R 1/9
Must Use	G1704	438	U.P.C. Case Code Code (Universal Product Code - U.P.C.) including two high order digits identifying the "system" (U.S. Grocery = 00, 06 or 07; U.S. Drug = 03); using the U.S. Grocery system, the next ten digits are: Manufacturer (5) Case Code (5) G1704 is used only when G1702 contains CA. A standard 12 digit UPC code must be included for every item on an invoice.	X AN 12/12
	G1710	382	Number of Units Shipped Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set G1710 is used when the quantity shipped differs from the quantity invoiced in	X R 1/10

G1701. If the quantity invoiced in G1701 and G1702 is not a case quantity, the case equivalency must be sent in G1710 and G1711.

G1711

355

Unit or Basis for Measurement Code

X ID 2/2

Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

G1711 is used when the unit or basis for measurement code shipped differs from the unit or basis for measurement code invoiced in G1702.

CA

Case

Segment: **G69** Line Item Detail - Description
Position: 020
Loop: 0300 Optional
Level: Detail
Usage: Optional
Max Use: 5
Purpose: To describe an item in free-form format
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	G6901	369	Free-form Description Free-form descriptive text	M AN 1/45

Segment: **G72 Allowance or Charge**
Position: 070
Loop: 0310 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify allowances, charges, or services
Syntax Notes:

- 1 At least one of G7203 G7205 G7208 or G7209 is required.
- 2 Only one of G7205 G7208 or G7209 may be present.
- 3 If either G7206 or G7207 is present, then the other is required.
- 4 If either G7209 or G7210 is present, then the other is required.
- 5 If G7211 is present, then G7203 is required.

Semantic Notes:

- 1 G7209 is the allowance or charge percent.

Comments:

- 1 The G73 segment is required when G7201 contains code "499" or "999"; however, the use of these codes is discouraged.

Notes: The G72 segment at the detail level is used to show an allowance or charge that pertains to a specific line item on the invoice. G7206 and G7207 are required when G7205 is used and, G7206 and G7207 are different than item detail in G1701 and G1702.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	G7201	340 Allowance or Charge Code	M ID 1/3
		Code identifying the type of allowance or charge	
		Vague codes (499 and 999) should not be used. Please refer to the SUPERVALU listing of accepted allowance and charge codes under separate documentation.	
M	G7202	331 Allowance or Charge Method of Handling Code	M ID 2/2
		Code indicating method of handling for an allowance or charge	
		01 Bill Back	
		02 Off Invoice	
		06 Charge to be Paid by Customer	
	G7205	359 Allowance or Charge Rate	X R 1/15
		Allowance or Charge Rate per Unit	
		Allowances should be expressed as a negative, charges as a positive. Decimal should be used.	
	G7206	339 Allowance or Charge Quantity	X R 1/10
		Quantity basis when allowance or charge quantity is different from the purchase order or invoice quantity	
	G7207	355 Unit or Basis for Measurement Code	X ID 2/2
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
		The unit or basis for measurement code is used to qualify the contents of various data elements. It will vary depending on the data element it qualifies and the convention within industry groups.	
		CA Case	
	G7208	360 Allowance or Charge Total Amount	X N2 1/15
		Total dollar amount for the allowance or charge	
		Allowances should be expressed as a negative, charges as a positive. Do not use a decimal.	

Segment: **G31** Total Invoice Quantity
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To specify summary details of total items shipped in terms of quantity, weight, and volume, and to specify payment method
Syntax Notes:

- 1 If either G3103 or G3104 is present, then the other is required.
- 2 If either G3105 or G3106 is present, then the other is required.
- 3 If G3107 is present, then G3104 is required.

Semantic Notes:

- 1 G3110 should only be used to express the quantity of third party pallets
- 2 G3111 is the gross weight of third party pallets in pounds.

Comments:

- 1 G3102 qualifies G3101.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	G3101	382	Number of Units Shipped Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set G3101 contains the hash total of all G1701 values.	M R 1/10
M	G3102	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 The unit or basis for measurement code is used to qualify the contents of various data elements. It will vary depending on the data element it qualifies and the convention within industry groups. CA Case	M ID 2/2
	G3103	81	Weight Numeric value of weight	X R 1/10
	G3104	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 The unit or basis for measurement code is used to qualify the contents of various data elements. It will vary depending on the data element it qualifies and the convention within industry groups. LB Pound	X ID 2/2

Segment: **G33** Total Dollars Summary
Position: 020
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To specify the total invoice amount, including charges less allowances, before terms discount

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	G3301	610	Amount Monetary amount	M N2 1/15
Do not use a decimal. Do not send a negative number.				

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
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)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
			When used in the SE Segment, the count includes the total number of segments in the transaction including the ST and SE segments.	
M	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			The transaction set control number (SE02) is the same as that used in the corresponding header (ST02).	