Federal Implementation Guideline for Electronic Data Interchange

ASC X12 003040 Transaction Set 838 Trading Partner Profile (Vendor Registration)

Implementation Convention

U.S. DEPARTMENT OF COMMERCE
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National Institute of
Standards and Technology

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[1] At Boulder, CO 80303.
[2] Some elements at Boulder, CO 80303.

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Electronic Commerce Acquisition Program Management Office
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National Institute of Standards and Technology
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Technology Administration
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Reports on Computer Systems Technology

The National Institute of Standards and Technology (NIST)'s Computer Systems Laboratory (CSL) develops standard and guidelines, provides technical assistance, and conducts research for computers and related telecommunications systems to advance the effective utilization of information technology resources. As part of the overall federal effort to establish a single face to industry for conducting electronic commerce, CSL has been designated as the organization responsible for coordinating the development of Federal Implementation Conventions (ICs) for Electronic Data Interchange (EDI). ICs are defined by functional-area experts who create and select options from standard EDI Transaction Sets to yield the implementations to be used for practical EDI. These ICs are made available to federal agencies and industry by electronic means and this Special Publication Series.

838 Trading Partner Profile

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Trading Partner Profile Transaction Set (838) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used to request, change, verify or transmit business profile information to or from a trading partner. This information can be used by the receiver to facilitate the processing of the sender's business transactions. The transaction set may be used to convey government survey information, business classification, general survey information, summary supplier ratings, changes in the EDI environment information, tax information, entity relationships, and general business profile information to update automated information data bases between trading partners.

Notes:

1. Each business entity desiring to do business with the Federal Government must use this transaction set to register as a Federal Government Trading Partner. A Subordinate business element who intends to do business directly with the Federal Government should register in its own right and should not use the registration of its parent company.

2. Use this transaction set either for an initial request for registration, or to cancel or change previously transmitted data. Use also to transmit a duplicate request for registration when the original was not received by the Federal Government. Use also to submit an annual, or such other update (i.e., when mandated changes to certifications or representations compel an update), as may be required by the Federal Government, of Vendor Registration information to the Federal Government including the annual requirement for submitting certifications and representations.

3. Data maintenance has been submitted to ASC X12 asking for the inclusion of the DMG and SPI segments in the transaction set. Addition of those segments will enable the Federal Government to obtain additional registration and security classification information, needed to support internal vendor registration and mailing list applications. If approved those segments will be available for use in ASC X12 Version/Release 3060.

4. Applicants will also use this transaction set to indicate that they have read and understood the "Federal Electronic Commerce Acquisition Instructions." Acknowledgment of this document must be transmitted in a separate iteration of the 1/PLA/030 segment in the 1/LX/020 loop of the transaction set. Failure to send this segment will result in the application being rejected.

5. Use this transaction set to register as either an EDI capable or a non-EDI capable trading partner. When registering as an EDI capable trading partner, use the 1/TXN/360 segment to indicate your transaction set capabilities. When registering as a non-EDI capable trading partner, do not use the 1/TXN/360 segment.

6. All Federal Agencies shall use this transaction set to register to do business using Electronic Data Interchange (EDI).

IC Req. Des. Δ	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
	010	ST	Transaction Set Header	M			
	020	BTP	Beginning Segment For Trading Partner Profile	M	1		
N/U	021	REQ	Request Information	O	1		
N/U	025	PER	Administrative Communications Contact	O	1		
LOOP ID - LX						>1	
	029	LX	Assigned Number	O	1		

			LOOP ID - PLA		**>1**
	030	PLA	Place or Location	O	1
N/U	040	LCD	Place/Location Description	O	>1
N/U	050	LIN	Item Identification	O	>1
			LOOP ID - N1		**>1**
	060	N1	Name	O	1
	070	N2	Additional Name Information	O	2
	080	N3	Address Information	O	2
	090	N4	Geographic Location	O	1
	100	N9	Reference Number	O	>1
	110	PER	Administrative Communications Contact	O	>1
N/U	120	CUR	Currency	O	>1
N/U	130	TAX	Tax Reference	O	>1
N/U	140	FOB	F.O.B. Related Instructions	O	>1
N/U	150	ITD	Terms of Sale/Deferred Terms of Sale	O	>1
N/U	160	TD5	Carrier Details (Routing Sequence/Transit Time)	O	>1
N/U	170	FBB	Foreign and Industry Business	O	>1	n1
	171	DTM	Date/Time Reference	O	2
	172	LCD	Place/Location Description	O	>1
			LOOP ID - TPD		**>1**
	180	TPD	Trading Partner Detail	O	1
N/U	190	N9	Reference Number	O	>1
N/U	200	PID	Product/Item Description	O	>1
	210	DTM	Date/Time Reference	O	>1
N/U	215	LS	Loop Header	O	1
			LOOP ID - TUD		**>1**
N/U	220	TUD	Trade Union Data	O	1
N/U	230	DTM	Date/Time Reference	O	>1
N/U	240	N1	Name	O	1
N/U	250	N2	Additional Name Information	O	2
N/U	260	N3	Address Information	O	2
N/U	270	N4	Geographic Location	O	1
N/U	280	PER	Administrative Communications Contact	O	>1
N/U	285	LE	Loop Trailer	O	1
			LOOP ID - SPR		**>1**
N/U	290	SPR	Supplier Rating	O	1
N/U	300	N9	Reference Number	O	>1
N/U	310	DTM	Date/Time Reference	O	>1
			LOOP ID - PAM		**>1**
	320	PAM	Period Amount	O	1
N/U	330	DTM	Date/Time Reference	O	>1
N/U	340	TAX	Tax Reference	O	>1
N/U	350	CUR	Currency	O	>1

			LOOP ID - TXN		>1
	360	TXN	Transaction Capabilities	O	1
N/U	370	N9	Reference Number	O	>1
N/U	380	DTM	Date/Time Reference	O	>1
			LOOP ID - ENE		>1
	390	ENE	Electronic Systems Environment	O	1
			LOOP ID - N1		>1
	400	N1	Name	O	1
N/U	410	N2	Additional Name Information	O	2
N/U	420	N3	Address Information	O	2
N/U	430	N4	Geographic Location	O	1
N/U	440	TPD	Trading Partner Detail	O	>1
N/U	450	PID	Product/Item Description	O	>1
	460	N9	Reference Number	O	>1
N/U	470	PER	Administrative Communications Contact	O	>1
			LOOP ID - TXN		>1
N/U	480	TXN	Transaction Capabilities	O	1
N/U	490	N9	Reference Number	O	>1
N/U	500	DTM	Date/Time Reference	O	>1
N/U	510	ERI	Entity Relationship	O	>1
N/U	520	AMT	Monetary Amount	O	>1
	530	SE	Transaction Set Trailer	M	1

Transaction Set Notes

1.   With each occurence of the PLA loop, the sum of FBB03 for separately identified countries cannot exceed 100.

Segment: **ST** **Transaction Set Header**

Position: 010

Loop:

Level:

Usage: Mandatory

Max Use: 1

Purpose: To indicate the start of a transaction set and to assign a control number

Notes:

Syntax Notes:

Semantic Notes: 1   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).

Comments:

Data Element Summary

IC Req. Des. Δ	Ref. Des.	Data Element	Name	Attributes		
M	ST01	143	**Transaction Set Identifier Code**	M	ID	3/3
			Code uniquely identifying a Transaction Set.			
			838 X12.17 Trading Partner Profile			
M	ST02	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			
			Use to transmit a unique number assigned by the originator of the transaction set. This number may be system generated.			

Segment: **BTP** Beginning Segment For Trading Partner Profile

Position: 020

Loop:

Level:

Usage: Mandatory

Max Use: 1

Purpose: To indicate the type and purpose of the profile data

Notes:

Syntax Notes:
1   If BTP08 is present, then BTP07 is required.
2   If BTP09 is present, then BTP08 is required.

Semantic Notes:
1   BTP01 indicates the purpose of this EDI transmission.
2   BTP02 is the identifying number of this transaction.
3   BTP03 and BTP04 are the transaction set date and time.
4   BTP06 indicates the status of the data content within the transaction.
5   BTP07 indicates reference number or previous reference number associated with this transaction.
6   BTP08 and BTP09 are date and time associated with BTP07.

Comments:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M BTP01	353	Transaction Set Purpose Code	M ID 2/2

Code identifying purpose of transaction set.

00	Original

Use to indicate the initial submission of a request to register and the original submission of a change or annual update.

01	Cancellation

Use to indicate a cancellation of a previously submitted request to register.

07	Duplicate

Use to indicate a duplicate submission. Use only when informed that the original request to register was not received.

Ref. Des.	Data Element	Name	Attributes
M BTP02	127	Reference Number	M AN 1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

Use to indicate a unique number, assigned by the originator of the transaction set, that can be used as a referance in a subsequent transaction set. This number may be system generated.

Ref. Des.	Data Element	Name	Attributes
M BTP03	373	Date	M DT 6/6

Date (YYMMDD).

Use to indicate the date the transaction set was created. In the context of vendor registration, this date will represent the date the request was 'signed'.

Ref. Des.	Data Element	Name	Attributes
M BTP04	337	Time	M TM 4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Use to indicate the time the transaction set was created. Use local time. Use only the HHMM format. (e.g., 1030, 0925, etc.).

M	BTP05	640	**Transaction Type Code**	M	ID	2/2

Code specifying the type of transaction.

TP   Trading Partner Information

BTP06	353	**Transaction Set Purpose Code**	O	ID	2/2

Code identifying purpose of transaction set.

Use is required in original registrations, changes and annual renewals, when BTP01 is either code 00 or code 07. Do not use when BTP01 is code 01.

04   Change

Use to indicate a change to the data set previously transmitted that contains either additions, deletions, changes or a combination of additions, deletions and changes. When used, transmit all mandatory and required data and all segment(s) or loop(s) containing data additions, deletions, or changes in their entirety. For example, if the registering party wants to convey that a division of the company has been eliminated and another division added, transmit the 1/N1/060 loop with as many iterations of the N1 segment using code DV in N101 as necessary to identify all current divisions of the company. With each iteration, transmit other segments within the loop to provide all necessary data associated with a division, even if it duplicates what is presently in the data.

30   Renewal

Use to indicate the transmission is an annual renewal of a previously approved registration. Annual renewal transmissions may contain change data. Use only when BTP01 is either code 00 or code 07.

35   Request Authority

Use to indicate the initial submission of a request to register. Use only when BTP01 is either code 00 or code 07.

BTP07	127	**Reference Number**	X	AN	1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

Use as needed in cancellations, changes and annual renewals, to indicate a reference number of a previous transmission related to this transmission. For example, if this transmission is changing data previously transmitted in an original request for registration as a trading partner, put the unique reference number of this transmission in BTP02 and the reference number of the original registration transmission in BTP07.

BTP08	373	**Date**	X	DT	6/6

Date (YYMMDD).

Use as needed in cancellations, changes and annual renewals, to indicate the date of the transmission referenced in BTP07.

BTP09	337	**Time**	O	TM	4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59),

S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Use as needed in cancellations, changes and annual renewals, to indicate the time of the transmission referenced in BTP07.

Segment: **LX** Assigned Number
Position: 029
Loop: LX
Level:
Usage: Optional
Max Use: 1
Purpose: To reference a line number in a transaction set.
Notes: Use at least two iterations of this loop in initial registrations and annual or other
renewals to allow for two occurances of the PLA segment by which acceptance of the Trading Partner Agreement
and the making of all necessary certifications and representations will take place.
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M LX01	554	Assigned Number	M N0 1/6

Number assigned for differentiation within a transaction set.

Use in all types of transmission to indicate the number of the iteration of the LX loop. For example, in the first iteration of the LX loop, insert the number 1 in LX01, in the second iteration of the LX loop (if there is a second iteration in the transmission), insert the number 2, and so on. This number may be system generated.

Segment: **PLA** Place or Location
Position: 030
Loop: PLA
Level:
Usage: Optional
Max Use: 1
Purpose: To indicate action to be taken for the location specified and to qualify the location specified
Notes: 1. Failure by an EDI capable registering party to use this segment twice in an initial registration and annual update will be cause for either rejection of an application, or removal from the Federal Government EC/EDI System.

2. Use in initial registration, annual or other renewal. No exceptions can be made.
Syntax Notes:
Semantic Notes: 1 PLA03 is the effective date for the action identified in PLA01.
2 When used, PLA04 is the effective time for the action identified in PLA01.
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	PLA01	306	Action Code	M	ID	1/2

Code indicating type of action.

AC   Acknowledge

Use with initial registration or annual renewal to indicate that the registering party acknowledges reading and understanding the "Federal Electronic Commerce Instructions" for exchanging EDI transaction sets with the Federal Government.

WQ   Accept

Use with initial registration or annual renewal to indicate that the registering party represents that information provided as part of this transaction set is current, accurate, and complete as of the date of this submission.

M	PLA02	98	Entity Identifier Code	M	ID	2/2

Code identifying an organizational entity, a physical location, or an individual

KK   Registering Party
The party requesting registration into a system

M	PLA03	373	Date	M	DT	6/6

Date (YYMMDD).

Use in initial registrations and annual renewals to indicate the effective date of the action identified in PLA01.

X	PLA04	337	Time	O	TM	4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

X	PLA05	1203	Maintenance Reason Code	O	ID	2/3

Code identifying the reason for the maintenance change.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

Segment: **N1** Name
Position: 060
Loop: N1
Level:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name and code
Notes: 1. There must be at least one iteration of the N1 loop in each transmission to carry the address of the requesting party.

2. The full name and address of the registering party, including the registering party's DUNS number, is required in the initial request for registration. Once successfully registered, the registering party will be referred to by its DUNS number. In that situation, only the N101/03/04 data elements need to be transmitted to convey the 'address' of the registered party.

3. The full name and address of other cited parties is required in an initial request for registration. Where indicated, the DUNS number of specific cited parties is also required. If a DUNS number is not required for a cited party, but the party has one, it should be provided. In all instances where the DUNS number of a cited party is provided, it will be used in subsequent transmissions to refer to those parties.

4. Use, when possible, in transmissions subsequent to the initial registration, only N101/03/04 to refer to a cited party.

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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N101	98	Entity Identifier Code	M ID 2/2

Code identifying an organizational entity, a physical location, or an individual

1P	Provider

Use, as applicable in transmissions other than cancellations, to identify the service provider when that party is to receive an 820 remittance advice transaction set.

30	Service Supplier

Use, as applicable in all transmissions except cancellations, to identify the name of the EDI translation software used by the registering party.

61	Performed At

The facility where work was performed

Use, as applicable in all transmissions except cancellations, to identify all business locations where work under contracts and orders might be performed. Use only when the address is other than the one given for the registering party. Use as many iterations of the

N1 loop as necessary to list all locations.

B3   Previous Name of Firm

A name by which a business entity was previously known

Use, as applicable in all transmissions except cancellations, to identify a previous name of the registering company. Use as many iterations of the N1 loop with this code as necessary to convey all previous names.

B4   Parent Company

The organizational entity which, by virtue of organization, ownership, and/or management, exercises control over a subordinate but separate business entity

Use, as applicable in transmissions other than cancellations, to identify the parent company of the registering party.

B5   Affiliated Company

An organizational entity that shares a business affiliation with another business entity

Small Business registering parties use, as applicable in transmissions other than cancellations, as many iterations of the N1 loop as necessary to cite all affiliated businesses.

C4   Contract Administration Office

Established at either a contractor facility or in a geographic area, and responsible for administering on behalf of the buying activities that assigned contracts for administration and all contracts awarded to either the specific contractor or all contractors in the geographic area

Use, as applicable in the original registration or change, to indicate the government contract administration office responsible for the administration of contracts performed by the registering party. Use as many iterations as practical if there is more than one responsible contract administration activity.

C5   Party Submitting Quote

A business entity submitting a quote; this entity may be the party who ultimately performs if an order is received, or the entity may be submitting the quote on behalf of another entity who will perform if an order is received

Use, as applicable in all transmissions except cancellations, to indicate the name and address of a party authorized to submit quotes on behalf of the registering party, if other than the registering party itself.

DH   Doing Business As

Use, as applicable in all transmissions other than cancellations, to identify the name of the registering business if different than the name of the registering

party.

DV   Division

Use only to identify a division of the registering party. When used, cite either one or both of the division name (using N102) or the division number (using N103/04). When the division number is cited, use code 56 in N103.

FE   Mail Address

Use, as applicable in all transmissions other than cancellations, to identify the mail address of the registering party only if different from the mailing address provided for the registering party.

GP   Gateway Provider

Identifies a gateway access provider

Departments and Agencies use this code to specify the name of the gateways used to route their EDI transmissions.

KK   Registering Party

The party requesting registration into a system

Use in all transmissions to identify the legal name of the party submitting the request to register.

MJ   Financial Institution

Use, as applicable in all transmissions except cancellations, to identify the name and address of the registering partys financial institution for payment.

NN   Network Name

Identifies the name of the telecommunications network, e.g., Envoy

Federal Agencies use this code to indicate their Network Entry Point(s). Private sector registering parties use this code to indicate their VANs or VAS.

PK   Party to Receive Copy

Use to indicate party(ies) to receive copy(ies) of solicitations if other than the registering party.

PL   Party to Receive Purchase Order

Use, as applicable in all transmissions other than cancellations, to indicate the name and address of a party to receive purchase orders, if that party is other than the registering party.

PV   Party performing certification

Must use this code if the registering party is an 8(a) firm, to indicate the location of the Small Business Administration District holding the small business file for the registering party. When used, the registering need only to send the name of the district office in N102, the city and state of the district in N4, and the name of a point of contact, if known, in PER.

RI   Remit To

Use, as applicable in all transmissions except cancellations, to provide the name and address of a

party to receive a check payment.

| | X2 | Party to Perform Packaging |

A party responsible for packaging an item after it has been produced

Use, as applicable in all transmissions except cancellations, to indicate the name and address of a party other than the registering party, who will perform packaging services for the registering party on its Federal contracts and orders.

| | ZZ | Mutually Defined |

Use to identify the state(s) or countries where the registering party desires to do business. Use as many iterations as necessary. Data maintenance has been submitted to ASC X12 asking for a code value for Business area. If approved, the code will be available in ASC X12 Version/Release 3060. There must be a corresponding use of the N103 data element, citing either code 19 or code 38.

N102   93   **Name**   **X   AN   1/35**

Free-form name.

Use, in all initial registrations, and as applicable in changes, to identify the legal name of the party cited in N101. Use in the initial registration for all parties cited. Do not use after a successful registration (e.g., when changing information or submitting an annual update), when the cited party can be referred to by a qualifier code and code value in N103/04 (e.g., with a DUNS number qualifier code and the actual DUNS number). When N102 is used, additional name information can be transmitted in the N2 segment.

N103   66   **Identification Code Qualifier**   **X   ID   1/2**

Code designating the system/method of code structure used for Identification Code (67).

| | 1 | D-U-N-S Number, Dun & Bradstreet |

This code is always required when N101 is code 1P, 61, B4, B5, C5, GP, KK, NN, PK, and PL. Failure to provide a DUNS number will preclude the transmission of an EDI transaction to the cited party. This code is preferred over other codes and requested to be provided, if available, when N101 is code 30, B3, C4, DH, DV, FE, MJ, PV, RI, and X2.

| | 19 | FIPS-55 (Named Populated Places) |

Use to identify the state code of the business locations in which the buying activities are located with whom the registering party desires to do business. Use code 38 with the appropriate code if an entire country is desired. Use when N101 cites code ZZ.

| | 21 | Health Industry I.D. Number (HIN) |

Use, as applicable, to identify the industry specific number.

| | 38 | Country Code |

Use to indicate a country when the registering party desires to do business with all buying activities located in the cited country. Use when N101 cites code ZZ. Use

			X12 code source 5 and codes from ISO 3166 latest release.			
		56	Division			
			Use only when N101 cites code DV to cite a division number.			
	N104	67	**Identification Code**	X	AN	2/17
			Code identifying a party or other code.			
X	**N105**	706	**Entity Relationship Code**	O	ID	2/2
			Code describing entity relationship.			
			Refer to 003040X-12 Data Element Dictionary for acceptable code values.			
X	**N106**	98	**Entity Identifier Code**	O	ID	2/2
			Code identifying an organizational entity, a physical location, or an individual			
			Refer to 003040X-12 Data Element Dictionary for acceptable code values.			

Segment: **N2** Additional Name Information
Position: 070
Loop: N1
Level:
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Notes: Use, as needed, in initial request for registration, to indicate additional name
information over and above the name information provided in N102. Do not use in subsequent transmissions when
the party cited in N101 can be identified by a qualifier code previously registered code value in N103/04. For
example, when the registered party can be identified by a DUNS number.
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	N201	93	Name	M	AN	1/35
			Free-form name.			
	N202	93	Name	O	AN	1/35
			Free-form name.			

Segment:	**N3** Address Information
Position:	080
Loop:	N1
Level:	
Usage:	Optional
Max Use:	2
Purpose:	To specify the location of the named party
Notes:	Use is required in initial request for registration to indicate as a minimum, the full

address of the registering party. Also use to provide when relevant, the full address of other parties cited in N101. Do not use in subsequent transmissions when the cited party can be identified by a previously transmitted qualifier code and code value in N103/04.

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	N301	166	Address Information	M	AN	1/35

Address information

Use to indicate the number, name, street and if applicable, suite number of the cited party. For example, 10 Main Street, Suite 100, or 20 Washington Ave.

| X | N302 | 166 | Address Information | O | AN | 1/35 |

Address information

Segment:	**N4** Geographic Location
Position:	090
Loop:	N1
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Notes:	Use is required in initial request for registration to transmit the city, state, postal code,

country (for non-U.S. registrants) and county, if applicable. Do not use in subsequent transmissions when the cited party can be identified by a previously transmitted qualifier code and code value in N103/04.

Syntax Notes:	1	If N406 is present, then N405 is required.
Semantic Notes:		
Comments:	1	A combination of either N401 through N404 (or N405 and N406) may be adequate

to specify a location.

2   N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	19	**City Name**	O	AN	2/30

Free-form text for city name.

N402	156	**State or Province Code**	O	ID	2/2

Code (Standard State/Province) as defined by appropriate government agency.

Use either the state code abbreviations found in the National Zip Code and Post Office Directory or other source for addresses not in the United States.

N403	116	**Postal Code**	O	ID	3/9

Code defining international postal zone code excluding punctuation and blanks (zip code for United States).

Use either the ZIP code found in the National ZIP code and Post Office Directory, Publication 65, or the postal code, if known, of the party cited in N101.

N404	26	**Country Code**	O	ID	2/3

Code identifying the country.

Use X12 Code Source 5 and codes from ISO 3166 latest release.

N405	309	**Location Qualifier**	X	ID	1/2

Code identifying type of location.

Use, as applicable, to identify a country code.

CY   County/Parish

Use only for the registering party (e.g., when N101 is code KK).

N406	310	**Location Identifier**	O	AN	1/30

Code which identifies a specific location.

Use FIPS 55 name for the cited country.

Segment:	**N9** Reference Number
Position:	100
Loop:	N1
Level:	
Usage:	Optional
Max Use:	>1
Purpose:	To transmit identifying numbers and descriptive information as specified by the

reference number qualifier

Notes: Use is required in initial registration to provide the taxpayer identification number of the registering party when that party is a United States business. Use, as applicable, to identify other reference numbers associated with the party cited in N101. For example, if N101 is code KK (registering party) then an N9 segment carrying a TIN, will carry the TIN of the registering party. The registering party should indicate either a checking (code 11) or savings (code SG) or lockbox (code LB) account as the remittance account for electronic funds transfer payments. One iteration of the N9 segment is used to identify the ABA/Routing Transit Number; a second iteration is used to identify the account number. Only one account may be used.

Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N901	128	Reference Number Qualifier	M ID 2/2

Code qualifying the Reference Number.

01	American Bankers Assoc. (ABA) Transit/Routing Number (Including Check Digit, 9 Digits)

Use, as applicable in all transmissions except cancellations, to identify the 9-digit routing transit number of the registering party's financial institution.

11	Account Number

Number identifies a telecommunications industry account

Use, as applicable in all transmissions except cancellations, to identify the financial service provider (e.g., bank) checking account number of the registering party to which electronic payments will be made.

EL	Electronic device pin number

Successful registrants will be assigned a Trading Partner Identification Number (TPIN) to be used when submitting quotations and in other purchase and registration related transaction sets. That number will be provided to successful registrants by the Federal Government in a confirmation of registration, transaction set 838. Registered parties will use their TPIN number in all transmissions subsequent to the initial registration to identify themselves as successful registrants.

LB	Lockbox
Q4	Prior Identifier Number

Use, as applicable in all transmissions except

cancellations, to indicate a prior identification number that may have been assigned by a Government Department or Agency as a part of a previous electronic vendor registration process. When used, cite the Agency issuing the prior identification number in N903. Use, as applicable, to cite a prior DUNS number.

QR   Quality Report Number

Use, as applicable in all transmissions except cancellations, to identify the level of quality assurance established for the registering party's manufacturing facility. For example, when N901 is code QR, N902 could carry numbers such as either MIL-I-45208, MIL-Q-9 859 or ISO 9000.

SG   Savings

Use, as applicable in all transmissions except cancellations, to identify the financial service provider (i.e., bank) savings account number of the registering party.

TJ   Federal Taxpayer's Identification Number

Use of this code is required of all tax paying business entity registrants doing business in the United States in initial registrations. The TIN shall be incorporated into the iteration of the N1 loop that cites the party responsible for payment of the registering partys taxes. Use also, if applicable, to cite the TIN of other parties cited in N101. Use, as applicable in all transmissions except cancellations, to provide the TIN. For example, if N101 is code KK and that party pays taxes in their own name, then the TIN will be carried in the N9 segment of that N1 loop. If taxes are paid by a common parent company, then indicate the parent companys taxpayer identification number in the N9 segment contained in the iteration of the N1 loop containing the name and address of the parent company. As used in Federal Government implementation conventions, the term TIN means the number required by the IRS to be used by a business entity in reporting income tax and other returns. When LCD02 is code 2U, this code is not used.

W7   Commercial and Government Entity (CAGE) Code

Code that identifies a commercial contractor authorized to do business with the U.S. Government

Use, if known, in all transmissions except cancellations, to cite the CAGE Code of the party cited in N101.

ZF   Contractor Establishment Code (CEC)

Goverment identifier to designate a contractor; it is nine characters, eight numeric and a final alpha

Use, if known, in all transmissions except cancellations, to cite the CEC Code of the party cited in N101.

| | ZZ | | Mutually Defined | | | |

Use when LCD02 is code B8 to indicate if the registering party is a type 1 or a type 2 regular dealer as defined by the Walsh-Healey Act. Cite the applicable dealer type number in N902. Data maintenance, asking for addition of a qualifier code for dealer type, has been submitted to ASC X12. If approved, the code will be available for use in ASC X12 Version/Release 3050.

| | N902 | 127 | **Reference Number** | X | AN | 1/30 |

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

| | N903 | 369 | **Free-form Description** | X | AN | 1/45 |

Free-form descriptive text.

1. When N901 is code Q4, use to identify the Agency issuing a prior identification number.

2. When N901 is code 11 or SG, use to identify the name of the account if other than the registering party.

| X | N904 | 373 | **Date** | O | DT | 6/6 |

Date (YYMMDD).

| X | N905 | 337 | **Time** | X | TM | 4/8 |

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

| X | N906 | 623 | **Time Code** | O | ID | 2/2 |

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

Segment: **PER** Administrative Communications Contact
Position: 110
Loop: N1
Level:
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be
directed

Notes: 1. Use to identify administrative contacts associated with the party cited in N101. For
example, if N101 identifies the registering party, than the PER segment will be used to pass the names and
communication numbers of people associated with the registering party; if N101 cites the parent company, then the
PER segment would be used to pass, as applicable to the registration, the same information for people associated
with the parent company.

2. In initial registrations, there must be at least 4 iterations of the PER segment to
provide names and communication numbers for a registering partys information point of contact (use code IC) and
the party certifying the registration (use code CE), a party who can be contacted regarding billing problems (use
code AF), and an ACH coordinator when EFT method of payment is selected (use code ZZ). Other iterations may
be required when naming a party or parties authorized to sign quotations and contracts.

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.
Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	PER01	366	Contact Function Code	M ID 2/2

Code identifying the major duty or responsibility of the person or group named.

> AF   Authorized Financial Contact
>
> *Use in initial registrations, to identify a communication number that can be contacted regarding billing problems. Use, as applicable in changes and annual updates. Do not use in cancellations. When used, do not use PER02. Provide only the communications number.*
>
> AS   Authorized Signature
>
> *Use in initial registrations, to identify the name of a party authorized to sign on behalf of the registering party. Use as often as necessary to cite all authorized parties. Use, as applicable, in changes and annual updates. Do not use in cancellations.*
>
> CE   Certifier
>
> *Use in initial registration, annual renewal or change, to identify the name and communications number of the party certifying the registration, renewal or change. Use, as applicable, in changes. Do not use in cancellations.*
>
> EA   EDI Coordinator
>
> *Only used by registering parties to provide the name and a communication number of an EDI contact.*

			IC	Information Contact			

Use in initial registration, to indicate the name and communication number of a point of contact. Use, as applicable, in changes and annual renewals. Use in cancellations to indicate the name of the party requesting the cancellation.

OW   Owner

Use only when LCD02 is code 2J.

ZZ   Mutually Defined

Use to identify the communication number of the ACH Coordinator at the financial institution. Data maintenance, asking that a code value be assigned to the definition, has been submitted to ASC X12. If approved, the code will be available for use in ASC X12 Version/Release 3050. When used, do not provide a name in PER02.

PER02   **93**   **Name**   **O   AN   1/35**

Free-form name.

PER03   **365**   **Communication Number Qualifier**   **X   ID   2/2**

Code identifying the type of communication number.

Use to identify one of the communication numbers from the code list provided below. If more than one communication number is to be provided, use the PER05/06 pair to pass the second number. Use another iteration of the PER segment with the same qualifier code in PER01 if more than two communication numbers are to be passed.

EM   Electronic Mail

FX   Facsimile

IT   International Telephone

When used, the number must start with the country code.

TE   Telephone

Use to identify the commercial telephone number.

PER04   **364**   **Communication Number**   **X   AN   1/80**

Complete communications number including country or area code when applicable.

PER05   **365**   **Communication Number Qualifier**   **X   ID   2/2**

Code identifying the type of communication number.

EM   Electronic Mail

EX   Telephone Extension

FX   Facsimile

IT   International Telephone

When used, the number must start with the country code.

TE   Telephone

Use to identify the commercial telephone number.

PER06   **364**   **Communication Number**   **X   AN   1/80**

Complete communications number including country or area code when applicable.

Segment: **DTM** Date/Time Reference
Position: 171
Loop: N1
Level:
Usage: Optional
Max Use: 2
Purpose: To specify pertinent dates and times
Notes: Use of two iterations of the DTM segment is required in the initial registration, one to transmit the date of the registering party's business was started or acquired, and the other to transmit the closing date of the registering party's accounting system. Use, as applicable, in corrections and annual updates. Do not use in cancellations.

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
M	DTM01	374	Date/Time Qualifier	M	ID	3/3

Code specifying type of date or time, or both date and time.

152	Effective Date of Change	

Date on which the change went into effect

Use only when BTP06 is either code 04 or code 30. Do not use when BTP06 cites code 35.

196   Start

Use to indicate the date the registering party's business was started or acquired.

197   End

Use to indicate the date on which the registering party's accounting period closes.

	Ref. Des.	Data Element	Name		Attributes	
	DTM02	373	Date	X	DT	6/6

Date (YYMMDD).

	DTM03	337	Time	X	TM	4/8
X						

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

X	DTM04	623	Time Code	O	ID	2/2

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow. Refer to 003040X-12 Data Element Dictionary for acceptable code values.

X	DTM05	624	Century	O	N0	2/2

The first two characters in the designation of the year (CCYY).

X	DTM06	1250	Date Time Period Format Qualifier	X	ID	2/3

Code indicating the date format, time format, or date and time format. Refer to 003040X-12 Data Element Dictionary for acceptable code values.

X   **DTM07**   **1251**   **Date Time Period**   X   AN   1/35

Expression of a date, a time, or range of dates, times or dates and times.

X   **DTM07**   **1251**   **Date Time Period**   X   AN   1/35

Expression of a date, a time, or range of dates, times or dates and times.

Segment: **LCD** Place/Location Description

Position:	172
Loop:	N1
Level:	
Usage:	Optional
Max Use:	>1
Purpose:	To further define and describe a place or location
Notes:	1. Use as many iterations as necessary in the initial registration to identify all attributes applicable to the registering party. For example, to identify the type of organization, if it is in a labor surplus area, the type of business, business classification, whether or not it is an 8(a) certified firm, and the business size. Use, as applicable in changes and renewals. Do not use in cancellations.

2. When LCD02 is either code 2L or ZZ, there must be at least one iteration of the LCD segment using LCD05/06 to indicate, as applicable, the state or foreign country in which the registering party is incorporated.

Syntax Notes:	1	If either LCD05 or LCD06 is present, then the other is required.
Semantic Notes:		
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	LCD01	350	**Assigned Identification**	M AN 1/11

Alphanumeric characters assigned for differentiation within a transaction set.

A number assigned by the originator of the transaction set. Cite the number 1 in the first iteration of the LCD segment; 2 in the second iteration and so on, as applicable.

	Ref. Des.	Data Element	Name	Attributes
	LCD02	98	**Entity Identifier Code**	O ID 2/2

Code identifying an organizational entity, a physical location, or an individual

Use, as applicable in initial registrations, changes and renewals, to identify other attributes of the registering party's business such as the type of organization (e.g., Individual, Partnership, etc.), size of business (e.g., Small or other than small), type of ownership (e.g., Disadvantaged or Woman-owned), and type of business (e.g., Manufacturer, dealer, etc.) Do not use in cancellations

1A	Subgroup	
	Use to indicate a minority institution.	
21	Small Business	
	Use to indicate the size of the business.	
22	Minority-Owned Business, Small	
	Use to indicate business classification.	
23	Minority-Owned Business, Large	
	Use to indicate business classification.	
24	Woman-Owned Business, Small	
	Use to indicate the type of ownership.	
25	Woman-Owned Business, Large	
	Use to indicate the type of ownership.	
27	Small Disadvantaged Business	
	Use to indicate type of ownership.	

2A Federal, State, County or City Facility

Use to indicate a Governmental type of organization.

2J Individual

Use to indicate a sole proprietorship.

2K Partnership

Use to indicate a type of organization.

2L Corporation

Use to indicate a type of organization.

2U Other Not-for-profit Facility

Use to indicate a tax exempt organization.

3I Other Specialty Facility

Use to indicate a Tribal Government type of organization.

77 Service Location

Use to indicate the type of business as a service establishment.

95 Research Institute

Use to indicate the type of business as conducting research and development.

A3 Labor Surplus Area Firm

A business that has an identified surplus of labor in the geographic area where it is located

Use to indicate that the registering party will perform work in a labor surplus area.

A5 Veteran-Owned Business

A business owned by a veteran

Use to indicate type of ownership.

A6 Section 8(a) Program Participant Firm

A firm participating in a program (under Section 8 (a) of the Small Business Act (15 U.S.C. 637 (a)), in which the Small Business Administration enters into contracts on behalf of, and then subcontracts with, the participating firm, certifying the firm's competence and responsibility

Use to indicate an 8(a) certified firm.

A7 Sheltered Workshop

A business entity which provides work for a special category of worker

Use to identify a type of organization.

A8 Nonprofit Institution

A business that by operation of policy or law does not choose (or is not allowed) to make a profit from the efforts of its enterprise

Use to identify a type of organization.

B2 Other Unlisted Type of Organizational Entity

An organization, e.g., a business, the description of which cannot be accomplished using the existing code list and for which the trading partners have not mutually agreed to a definition for it

Use to identify an Emerging Business as defined by the Small Business Administration.

B8   Regular Dealer

A business entity that regularly deals in a commodity or service being quoted on; use of the term ``regular dealer" is consistent with its application to the Walsh-Healey Act

Use to indicate the type of business as a regular dealer. Use in conjuction with an iteration of the N9 segment in the N1 loop to specify if the registering party is a type 1 or a type 2 dealer, as defined by the Walsh-Healey Act.

B9   Large Business

A business entity that cannot be classified as a small business for purposes of receiving preferential treatment in the award of contracts

Use to indicate a business that is classified as "other than a small business."

C6   Municipality

Use to identify a state or local government business entity.

DL   Dealer

Use to indicate the type of business as a suprlus dealer.

FK   Construction Firm

Use to indicate the type of business as a construction concern.

HB   Historically Black College or University

An educational institution of higher learning with a historical black student population.

Use to identify a type of organization.

M8   Educational Institution

Use to indicate a type of organization.

MF   Manufacturer of Goods

Use to indicate the type of business as either a manufacturer or producer.

OW   Owner of Property or Unit

Use to identify American Indian ownership.

ZZ   Mutually Defined

Use to indicate an "S" corporation.

| X | LCD03 | 306 | Action Code | O | ID | 1/2 |

Code indicating type of action.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | LCD04 | 373 | Date | | O | DT | 6/6 |

Date (YYMMDD).

| | LCD05 | 66 | Identification Code Qualifier | | X | ID | 1/2 |

Code designating the system/method of code structure used for Identification Code (67).

Use, as applicable, in initial registrations, changes and renewals, to identify the state or country in which incorporated. Do not use in cancellations.

        19   FIPS-55 (Named Populated Places)

Use, when applicable, to identify the state code of the state in which the registering party is incorporated.

        38   Country Code

Use, when applicable, to identify the foreign country code (as specified in ISO 3166) of the country in which the registering party is incorporated.

| | LCD06 | 67 | Identification Code | | X | AN | 2/17 |

Code identifying a party or other code.

Segment:	**TPD** Trading Partner Detail
Position:	180
Loop:	TPD
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To describe attribute of a trading partner
Notes:	1. At least two iterations of the TPD segment are required in initial registrations: one to

provide either a SIC code or a SIC 2+2 code; and another to specify the payment method. When applicable, a third iteration should be transmitted to identify the security level of the registering party's facility and/or of the facility where the work will be performed, and the highest security clearance held by employees of the registering party. If neither the facilities nor employees have a security clearance, this information need not be transmitted. Use, as necessary, in all other transmissions except cancellations.

2. When purchase card is selected as the method of payment, any such payment will be made only through the contracted provider of the Federal Government's purchase card.

3. Because not all Federal Government activities will have the same payment capabilities at the same time, regardless of payment method selected, actual method of payment will be determined by the contracting officer for the instant purchase action.

4. Submission of a SIC code or SIC 2+2 code is required. The Federal Government plans eventually to make distribution of that information which would facilitate the sorting of firms by commodities. In turn, that information could be used by prime contractors looking for subcontractors.

Syntax Notes:	1 If either TPD02 or TPD03 is present, then the other is required.
Semantic Notes:	
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	TPD01	349	Item Description Type	M	ID	1/1

Code indicating the format of a description.

F	Free-form
	Use to indicate information in free form text is provided in TPD04.
S	Structured (From Industry Code List)
	Use to indicate data in a codified format is being provided in TPD02/03.
X	Semi-structured (Code and Text)
	Use to indicate information is being provided in a semi-structured codified format in TPD02/TPD03 and TPD04.

	Ref. Des.	Data Element	Name	Attributes		
	TPD02	23	Commodity Code Qualifier	X	ID	1/1

Code identifying the commodity coding system used for Commodity Code.

2	Dun's SIC 2+2, Dun & Bradstreet
K	Federal Supply Classification
V	Standard Industrial Classification (SIC) Code

	Ref. Des.	Data Element	Name	Attributes		
	TPD03	22	Commodity Code	X	AN	1/16

Code describing a commodity or group of commodities.

| TPD04 | 352 | Description | O | AN | 1/80 |

A free-form description to clarify the related data elements and their content.

1. Use, when appropriate, to identify the security level of the registering party's facility and/or the facility where work will be performed and the highest security clearance held by employees of the registering party. When used, cite the information or any part, as shown in the following example: Facility - Secret; Place of Performance - Confidential; Employees - Top Secret. If a facility or employees do not have a security clearance, this information need not be provided.

2. Use to identify the payment method desired and payment format. Applicant's may choose to have payment and remittance advice go to their financial institution together, or the payment to the financial institution and remittance advice to themselves (through their VAN or service provider). When used to provide that information, insert one of the following three-character payment method codes: CHK for payment by check, GPC for payment by Government Purchase Card, or ACH for payment by Automated Clearing House. NACHA will drop the CTP format in APRIL 1996. When ACH is selected, spearate that choice by a dash (-) followed by a code containint the required payment format as follows:

ACH-DCC (Identifies ACH Demand Cash Concentration/Disbursement (CCD) Credit)

ACH-SCC (Identifies ACH Savings Cash Concentration/Disbursement (CCD) Credit)

ACH-DZC (Identifies ACH Demand Cash Concentration/Disbursement Plus (CCD+) Credit)

ACH-SZC (Identifies ACH Savings Cash Concentration/Disbursement Plus (CCD+) Credit)

ACH-DPC (Identifies ACH Demand Corporate Trade Payment (CTP) Credit)

ACH-SPC (Identifies ACH Savings Corporate Trade Payment (CTP) Credit)

ACH-DXC (Identifies ACH Demand Corporate Trade Exchange (CTX) Credit)

ACH-SXC (Identifies ACH Savings Corporate Trade Exchange (CTX) Credit)

Cite code CHK only when the financial institution cannot accept electronic funds transfer (EFT). Registering parties are encouraged to use an EFT capable financial institution. When code CHK is selected, there must be at least one additional iteration of the N1 loop citing a Remit To address. Use as many times as necessary to indicate all possible financial payment capabilities. If the registering party's financial institution cannot pass remittance information when received with electronic funds transfer payment, the registering party can receive remittance information directly or have it sent to a financial service provider by an 820 transaction set. The 820 transaction set must be listed in the TSN segment if remittance information is to be sent to the registering party. If the remittance information is to be sent 820 to the registering party's financial provide, an iteration of the N101 loop must be used

citing the financial institution and a TXN segment showing an 820 capability for the financial provider. Data maintenance has been submitted to ASC X12 asking that Data element 591, Payment Method Code, be added to the 838 transaction set. If approved, the codes will be available for use in ASC X12 Version/Release 3050.

Segment showing an 820 capability for the financial provider. Data maintenance has been submitted to ASC X12 asking that Data element 591, Payment Method Code, be added to the 838 transaction set. If approved, the codes will be available for use in ASC X12 Version/Release 3050.

Segment:	**DTM** Date/Time Reference	
Position:	210	
Loop:	TPD	
Level:		
Usage:	Optional	
Max Use:	>1	
Purpose:	To specify pertinent dates and times	
Notes:	Use to indicate the effective date of a change for an item cited in the TPD loop.	
Syntax Notes:	1	At least one of DTM02 DTM03 or DTM06 is required.
	2	If either DTM06 or DTM07 is present, then the other is required.
Semantic Notes:		
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes		
M	DTM01	374	Date/Time Qualifier		M	ID	3/3

Code specifying type of date or time, or both date and time.

	152	Effective Date of Change

Date on which the change went into effect

Use when BTP06 is either code 04 or code 30. Use to indicate the original submitted date of changed data or the date changed data in the TPD loop is to be effective.

	Ref. Des.	Data Element	Name	Attributes		
	DTM02	373	Date	X	DT	6/6

Date (YYMMDD).

	DTM03	337	Time	X	TM	4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

X	DTM04	623	Time Code	O	ID	2/2

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

X	DTM05	624	Century	O	N0	2/2

The first two characters in the designation of the year (CCYY).

X	DTM06	1250	Date Time Period Format Qualifier	X	ID	2/3

Code indicating the date format, time format, or date and time format.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

X	DTM07	1251	Date Time Period	X	AN	1/35

Expression of a date, a time, or range of dates, times or dates and times.

Segment: **PAM** Period Amount
Position: 320
Loop: PAM
Level:
Usage: Optional
Max Use: 1
Purpose: To indicate a quantity and/or amount for an identified period
Notes: 1. There must be at least one iteration of the PAM segment in an initial registration and in renewals. Use one iteration to transmit for the registering party, the previous year's average number of employees, including current affiliates but not former affiliates; and, the average annual receipts for the past three years. Use, as applicable, in corrections. Do not use in cancellations.

2. If N101 cites either code B4 or B5, transmit the same information for the parent and affiliates, as applicable.

Syntax Notes: 1   If any of PAM01 PAM02 or PAM03 is present, then all are required.
                  2   At least one of PAM02 or PAM05 is required.
                  3   If either PAM04 or PAM05 is present, then the other is required.
                  4   If either PAM06 or PAM07 is present, then the other is required.
                  5   If PAM07 is present, then at least one of PAM08 or PAM09 is required.
                  6   If PAM08 is present, then PAM07 is required.
                  7   If PAM09 is present, then PAM07 is required.
                  8   If PAM10 is present, then at least one of PAM11 or PAM12 is required.
                  9   If PAM11 is present, then PAM10 is required.
                  10   If either PAM13 or PAM14 is present, then the other is required.

Semantic Notes: 1   PAM10, PAM11, or PAM12 are used when two dates are required.
Comments:

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
PAM01	673	Quantity Qualifier	X	ID	2/2
		Code specifying the type of quantity.			

        ET   Employee Total

Use to indicate the previous year's average number of employees.

Ref. Des.	Data Element	Name	Attributes		
PAM02	380	Quantity	X	R	1/15
		Numeric value of quantity.			
PAM03	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			

        EA   Each

Ref. Des.	Data Element	Name	Attributes		
PAM04	522	Amount Qualifier Code	X	ID	1/2
		Code to qualify amount			

        KE   Annual Revenue

The sum of all incomes generated by a business over a period of one year

Use to indicate the average annual receipts for the past three years.

Ref. Des.	Data Element	Name	Attributes		
PAM05	782	Monetary Amount	X	R	1/15
		Monetary amount.			

| X | PAM06 | 344 | **Unit of Time Period or Interval** | X | **ID** | 2/2 |

Code indicating the time period or interval

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | PAM07 | 374 | **Date/Time Qualifier** | X | **ID** | 3/3 |

Code specifying type of date or time, or both date and time.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | PAM08 | 373 | **Date** | X | **DT** | 6/6 |

Date (YYMMDD).

| X | PAM09 | 337 | **Time** | X | **TM** | 4/8 |

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

| X | PAM10 | 374 | **Date/Time Qualifier** | X | **ID** | 3/3 |

Code specifying type of date or time, or both date and time.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | PAM11 | 373 | **Date** | X | **DT** | 6/6 |

Date (YYMMDD).

| X | PAM12 | 337 | **Time** | X | **TM** | 4/8 |

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

| X | PAM13 | 1004 | **Percent Qualifier** | X | **ID** | 1/2 |

Code to qualify percent.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | PAM14 | 954 | **Percent** | X | **R** | 1/10 |

Percentage expressed as a decimal

Segment: **TXN** Transaction Capabilities
Position: 360
Loop: TXN
Level:
Usage: Optional
Max Use: 1
Purpose: To indicate EDI transaction capabilities
Notes: 1. Use, as applicable in all transmissions except cancellations, to provide capabilities for sending and receiving EDI transaction sets based on Federal or Department of Defense implementation conventions.

2. Use as many iterations as necessary to describe the full EDI capability of the registering party.

3. Use only when registering as an EDI capable trading partner. Do not use when registering as a non-EDI capable trading partner.
Syntax Notes:
Semantic Notes: 1   If used, TXN08 and TXN09 indicate the effective date and time.
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	TXN01	306	Action Code	M	ID	1/2

Code indicating type of action.

5   Send

Use to indicate that the cited transaction set can be sent by the registering party.

6   Receive

Use to indicate that the cited transaction set can be received by the registering party.

K   In Production Send and Receive

Use to indicate that the cited transaction set can be both sent and received by the registering party.

O   In Test/Send

Use to indicate that the registering party is preparing to send the cited transaction set. When used, this code must be accompanied by a date and time when the transaction set will be ready to be sent.

P   In Test/Receive

Use to indicate that the registering party has a test underway to receive a cited transaction set. When used, this code must be accompanied by a date and time when the transaction set will be ready to be received.

Q   In Test/Send and Receive

Use to indicate that the registering party has a test underway to send and receive the cited transaction set. When used, this code must be accompanied by a date and time when the cited transaction set will be ready to

be sent and received.

M	TXN02	455	**Responsible Agency Code**	M	ID	1/2

Code used in conjunction with Data Element 480 to identify the issuer of the standard.

Use to indicate the standard in which the cited transaction set can be sent/received.

        X   Accredited Standards Committee X12

M	TXN03	143	**Transaction Set Identifier Code**	M	ID	3/3

Code uniquely identifying a Transaction Set.

Use any code.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

M	TXN04	480	**Version / Release / Industry Identifier Code**	M	AN	1/12

Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments. If code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user). If code in DE455 in GS segment is T, then other formats are allowed.

Use any code.

    002003   Draft Standards Approved by ASC X12 through August 1988

Add the following to the end of code 002003 (positions 7-12):

ADAPE: to indicate the capability to send/receive transaction sets with the US Navy Automation of Procurement and Accounting Data Entry (APADE) system.

ITEMP: to indicate the capability to send/receive transaction sets with the US Navy Integrated Technical Item Management Procurement (ITEMP) system.

ILSMIS: to indicate the capability to send/receive transaction sets with the US Navy integrated Logistics System Management Information System (ILSMIS).

MADES: to indicate the capability to send/receive transaction sets with the US Air Force Menu Assisted Data Entry System (MADES and MADES II).

    003010   Draft Standards Approved By ASC X12 Through June 1990.

Add the following to the end of code 003010 (positions 7-12):

GATEC: to indicate the capability to send/receive transaction sets with the US Air Force Government Acquisition through Electronic Commerce (GATEC) system.

MADES: to indicate the capability to send/receive transaction sets with the US Air Force Menu Assisted Data Entry System (MADES and MADES II).

POPS: to indicate the capability to send/receive transation sets with the Defense Logistics Agency Paperless Order Placement System (POPS).

SAACNS: to indicate the capability to send/receive transaction sets with the US Army Standard Army Automated Contracting System (SAACONS).

SANSFD: to indicate the capability to send/receive transaction sets with the Standard Automated Contracting System - Federal (SACONS - Federal).

SPEDE: to indicate the capability to send/receive transation sets with the Defense Logistics Agency SAMMS Procurement by Electronic Data Exchange (SPEDE) system.

SPS: to indicate the capability to send/receive transaction sets with the Deparament of Defense Standard Procurement System (SPS) system. This system is presently used at Defense Logistics Agency locations; formerly called DLA Pre-Award Contracting System (DPACS).

| | | | 003040 | Draft Standards Approved for Publication by ASC X12 Procedures Review Board through October 1993 | | | |

M   TXN05   306   Action Code   M   ID   1/2

Code indicating type of action.

Use to indicate that the cited code is to be added to, deleted from, or changed in, a data base maintained by the Federal Government.

      1   Add

                       Use to indicate that the cited transaction set is either an original submission, or to be added to the data base.

      2   Change (Update)

                       Use to indicate that an attribute has changed for a previously transmitted transaction set (e.g., version/release).

      3   Delete

                       Use to indicate that the cited transaction set is to be deleted from a data base.

X   TXN06   124   Application Receiver's Code   O   AN   2/15

Code identifying party receiving transmission. Codes agreed to by trading partners.

X   TXN07   142   Application Sender's Code   O   AN   2/15

Code identifying party sending transmission. Codes agreed to by trading

partners.

| TXN08 | 373 | Date | O | DT | 6/6 |

Date (YYMMDD).

Use to indicate the effective date of the action.

| TXN09 | 337 | Time | O | TM | 4/8 |

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Use to indicate the effective time of the action.

Segment: **ENE** Electronic Systems Environment

Position:	390
Loop:	ENE
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To specify electronic systems environment
Notes:	1. Use is encouraged in the initial registration, to provide additional information about the electronic system environment as it pertains to the EDI capability of the registering party and its VAN or service provider. Use, as applicable in corrections and renewals. Do not use in cancellations.

2. At least one iterations is required in an EDI capable registration to provide the EDI address of the registering party.

3. Do not use if registering as a non-EDI capable trading partner.

Syntax Notes:	1	If either ENE04 or ENE05 is present, then the other is required.
Semantic Notes:	1	ENE05 specifies a ``contracted provider" identification number.
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	ENE01	709	Communications Environment Code	M	ID	2/2

To indicate EDI systems media capability.

PP	Point to Point

Use to indicate the electronic communications number cited in END03 is a direct number to the party identified in the following N1 segment, not a number at a VAN or VAS.

SC	Service Contracted Provider

Use to indicate the electronic communications number cited in END03 is a number at a VAN or VAS. When used, identify the applicable VAN or VAS in the N9 segment.

M	ENE02	365	Communication Number Qualifier	M	ID	2/2

Code identifying the type of communication number.

ED	Electronic Data Interchange Access Number

M	ENE03	364	Communication Number	M	AN	1/80

Complete communications number including country or area code when applicable.

Use to provide a complete EDI electronic mail address for the party identified in the following N1 segment.

X	ENE04	66	Identification Code Qualifier	X	ID	1/2

Code designating the system/method of code structure used for Identification Code (67).

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

X	ENE05	67	Identification Code	X	AN	2/17

Code identifying a party or other code.

Segment: **N1** Name
Position: 400
Loop: N1
Level:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name and code
Notes: Use this segment to identify the entity to whom the electronic address cited in ENE03 applies.
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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N101	98	Entity Identifier Code	M ID 2/2

Code identifying an organizational entity, a physical location, or an individual

1P	Provider
	Use to indicate the party to receive an 820 remittance advice transaction set.
C5	Party Submitting Quote
	A business entity submitting a quote; this entity may be the party who ultimately performs if an order is received, or the entity may be submitting the quote on behalf of another entity who will perform if an order is received
	Use to indicate the party authorized to submit quotes on behalf of the registering party.
KK	Registering Party
	The party requesting registration into a system
MJ	Financial Institution
	Use to indicate the financial institution of the registering party.
NN	Network Name
	Identifies the name of the telecommunications network, e.g., Envoy
	Use to indicate the VAN or VAS of the registering party. This code is used when ENE01 is code PP (the direct electronic communications number of the VAN or VAS). When ENE03 is code SC, the VAN or VAS is identified in the following N9 segment.
PK	Party to Receive Copy
	Use to indicate the party to receive solicitations if other than the registering party.
PL	Party to Receive Purchase Order

			Use to indicate the party to receive purchase orders if other than the registering party.			
		RI	Remit To			
			Use to indicate the party to receive payment.			
	N102	93	**Name**	X	AN	1/35

Free-form name.

Use to provide the name of the party qualified by the code in N101. Do not provide an address for the party. The address is provided in the 1/N1/060 loop.

| X | N103 | 66 | **Identification Code Qualifier** | X | ID | 1/2 |

Code designating the system/method of code structure used for Identification Code (67).

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | N104 | 67 | **Identification Code** | X | AN | 2/17 |

Code identifying a party or other code.

| X | N105 | 706 | **Entity Relationship Code** | O | ID | 2/2 |

Code describing entity relationship.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

| X | N106 | 98 | **Entity Identifier Code** | O | ID | 2/2 |

Code identifying an organizational entity, a physical location, or an individual

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

Segment:	**N9** Reference Number
Position:	460
Loop:	N1
Level:	
Usage:	Optional
Max Use:	>1
Purpose:	To transmit identifying numbers and descriptive information as specified by the

reference number qualifier

Notes:	When ENE03 is code SC, use this segment to identify the VAN or VAS to which the

party's electronic communications number is applicable.

Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
M	N901	128	Reference Number Qualifier	M	ID	2/2

Code qualifying the Reference Number.

	EV	Receiver Identification Number

A unique number identifying the organization/site location designated to receive the current transmitted transaction set

Use to indicate a VAN or VAS. Identify the VAN or VAS in N902 by use of a DUNS number.

	N902	127	Reference Number	X	AN	1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

	N903	369	**Free-form Description**	X	AN	1/45

Free-form descriptive text.

Use to provide the name of the VAN or VAS.

X	N904	373	Date	O	DT	6/6

Date (YYMMDD).

X	N905	337	Time	X	TM	4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

X	N906	623	Time Code	O	ID	2/2

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.

Refer to 003040X-12 Data Element Dictionary for acceptable code values.

Segment: **SE** **Transaction Set Trailer**

Position:	530
Loop:	
Level:	
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).

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

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
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.

Use to indicate the total number of segment included in the transmission 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

Use to transmit the same unique control number assigned by the originator of the transaction set, as the control number cited in ST02.

ERRATA FOR FEDERAL 3040 IMPLEMENTATION CONVENTION
FOR THE 838 TRANSACTION SET

The following errata is applicable to chapter 10.0, section 10.5.6 of the Federal Implementation Guidelines for Electronic Data Interchange (EDI) dated August 1994.

Page	Location	Action
1	Note	Delete note 4 in its entirety and replace with the following note: *Applicants will also use this transaction set to indicate that they have read and understood the "Federal Electronic Commerce Acquisition Instructions." Acknowledgment of this document must be transmitted in a separate iteration of the 1/PLA/030 segment in the 1/LX/020 loop of the transaction set. Failure to send this segment will result in the application being rejected.*
6	BTP06	Delete the note for code 04 (change) in its entirety and replace with the following note: *Use to indicate a change to the data set previously transmitted that contains either additions, deletions, changes or a combination of additions, deletions and changes. When used,, transmit all mandatory and required data and all segment(s) or loop(s) containing data additions deletions, or changes in their entirety. For example, if the registering party wants to convey that a division of the company has been eliminated and another division added, transmit the 1/N1/060 loop with as many iterations of the N1 segment using code DV in N101 as necessary to identify all current division of the company. With each iteration, transmit other segments within the loop to provide all necessary data associated with a division, even if it duplicates what is presently in the data*
9	PLA	Delete note 2 in its entirety and replace with the following note: *Use in initial registration, annual or other renewal. No exceptions can be made.*
9	PLA01	Delete note for code AC (Acknowledge) in its entirety and replace with the following note: *Use with initial registration or annual renewal to indicate that the registering party acknowledges reading and understanding the "Federal Electronic Commerce Instructions" for exchanging EDI transaction sets with the Federal Government.*
		Delete note for code WQ (Accept) in its entirety and replace with the following note: *Use with initial registration or annual renewal to indicate that the registering party represents that information provided as part of this transaction set is current, accurate, and complete as of the date of this submission.*
11	N1	In the first sentence of note 2, delete the parenthetical *and other cited parties, as applicable.*
		Delete the last sentence of note 2.
11	N1	Change note 3 to note 4 and add following new note 3: *The full name and address of other cited parties is required in an initial request for registration. Where indicated, the DUNS number of specific cited parties is also required. If a DUNS number is not required for a cited party, but the party has one, it should be provided. In all instances where the DUNS number of a cited party is provided, it will be used in subsequent transmissions to refer to those parties.*

13	N103	Delete the note for code 1 (D-U-N-S Number, Dun & Bradstreet) in its entirety and replace with the following note: *This code is always required when N101 is code 1P, 61, B4, B5, C5, GP, KK, NN, PK, and PL. Failure to provide a DUNS number will preclude the transmission of an EDI transaction to the cited party. This code is preferred over other codes and requested to be provided, if available, when N101 is code 30, B3, C4, DH, DV, FE, MJ, PV, RI, and X2.*
20	N9	Add to implementation notes: *The registering party should indicate either a checking (code 11) or savings (code SG) or lockbox (code LB) account as the remittance account for electronic funds transfer payments. One iteration of the N9 segment is used to identify the ABA/Routing Transit Number; a second iteration is used to identify the account number. Only one account may be used.*
21	PER01	In the note for code CE (Certifier), change the first sentence to read: *Use in initial registration, annual renewal or change, to identify the name and communications number of the party certifying the registration, renewal or change.*
29	TPD	Delete note 1 in its entirety and replace with the following note: *At least two iterations of the TPD segment are required in initial registrations: one to provide either a SIC code or a SIC 2+2 code; and another to specify the payment method. When applicable, a third iteration should be transmitted to identify the security level of the registering party's facility and/or of the facility where the work will be performed, and the highest security clearance held by employees of the registering party. If neither the facilities nor employees have a security clearance, this information need not be transmitted. Use, as necessary, in all other transmissions except cancellations.*
29	TPD01	In the note for code X (Semi-structured (Code and Text)) add before TPD04, *TPD02/TPD03 and.*
30	TPD03	Delete the note in its entirety.
30	TPD04	Delete note 1 in its entirety and replace with the following note: *Use, when appropriate, to identify the security level of the registering party's facility and/or the facility where work will be performed and the highest security clearance held by employees of the registering party. When used, cite the information or any part, as shown in the following example: Facility - Secret; Place of Performance - Confidential; Employees - Top Secret. If a facility or employees do not have a security clearance, this information need not be provided.*

In note 2, delete the words *When TPD01 is code X* and replace with *Use to.*

In note 2, add the following sentence after the third sentence of the first paragraph: *NACHA will drop the CTP format in APRIL 1996.*

Delete the following ACH formats from the list contained in note 2: ACH-DCD, ACH-SCD, ACH-DZD, ACH-SZD, ACH-DPD, ACH-SPD, ACH-DXD, AND ACH-SXD.

In note 2, third paragraph, delete the following: *If the 820 transaction set is listed in the TXN segment, it will be transmitted to either the applicant's VAN or financial service provider. Do not list the 820 transaction set in the TXN segment unless it is wanted directly. When there is no 820 listing, financial transaction set in the TXN segment unless it is wanted directly. When there is no 820 listing,*

financial information will be transmitted to the financial institution in the format indicated by the applicant. Insert in its place the following: *If the registering party's financial institution cannot pass remittance information when received with electronic funds transfer payment, the registering party can receive remittance information directly or have it sent to a financial service provider by an 820 transaction set. The 820 transaction set must be listed in the TSN segment if remittance information is to be sent to the registering party. If the remittance information is to be sent 820 to the registering party's financial provide, an iteration of the N101 loop must be used citing the financial institution and a TXN segment showing an 820 capability for the financial provider.*

41	N901	Delete the note for code EV (Receiver Identification Number) in its entirety and replace with the following note: *Use to indicate a VAN or VAS. Identify the VAN or VAS in N902 by use of a DUNS number.*
41	N902	This data element is now used.
53	5th line of X12 Format	Add between COMPANY and N/L, *1*1235. Add at the end of the Definition *and is identified by its DUNS number (code 1) 1234.*
53	6th line of X12 Format	Add between COMPANY and N/L, *1*2345. Add at the end of the Definition *and is identified by its DUNS number (code 1) 2345.*
53	7th line of X12 Format	Add between COMPANY and N/L, *1*3456. Delete the parenthetical and add at the end of the Definition *and is identified by its DUNS number (code 1) 3456.*
53	13th line of X12 Format	Delete code RT and replace with code *01* in both the X12 EDI Format and the Definition.
53	14th line of X12 Format	Add between BANK and N/L, *1*3457. In the definition, replace code NN with code 1P and add at the end of the Definition *and is identified by its DUNS number (code 1) 3457.*
53	15th line of X12 Format	Add between VAN and N/L, *1*3458. Add at the end of the Definition *and is identified by its DUNS number (code 1) 3458.*
54	5th line of X12 Format	Between the double *, add *123456789.* Change the Definition to read: *Indicates the contracted service provider (EV) is identified by its DUNS number 123456789 and its name is the A-1 Van.*
56	3rd line of X12 Format	Delete code E1 from both the X12 EDI format and the Definition and replace with code *EL.*

838 TRANSACTION SET USAGE

TRADING PARTNER PROFILE

Usage of the segments and data elements arrayed in alphabetical order by information content.

INFORMATION CONTENT	TS POS. NO.	SEGMENT/ DATA ELEMENT	I	CANC	PL	CN	REN	COMMENTS
ACTION	1/030	PLA01	R		O		R	Indicate Acknowledgment and or Acceptance
ACTION/DATE/TIME	1/360	TXN05/08/09			O	O	O	To indicate changes to the submitted transaction sets
ANNUAL REVENUE	1/320	PAM04/05	R		O	O	R	Indicate average annual receipts for the past 3 years.
AREA OF INTEREST FOR SOLICITATIONS	1/060	N101/02 (ZZ) N103/04 (19 or 38)	R		O	O	R	
ASSIGNED IDENTIFICATION	1/172	LCD01	R		O	O	R	Sequential loop iteration.
ASSIGNED NUMBER	1/029	LX01	R		O		R	0.00
COMMUNICATIONS ENVIRONMENT/ ELECTRONIC ADDRESS	1/390	ENE01/02/03	R*		O	O	R*	*Required for EDI capable trading partners
COUNTY	1/090	N405/06	R*		O	O	R*	*Use when N101 is code KK and firm is domestic
DATE ACCTG PERIOD ENDS	1/171	DTM01/02	R		O	O	R	
DATE BUSINESS STARTED	1/171	DTM01/02	R		O	O	R	Use code 152 only when BTP06 is either code 04 or code 30. Do not use code 152 when BTP06 cites code 35.
DATE CHANGE EFFECTIVE	1/171	DTM01/02		O	O	O	O	Effective date for changes made to data in pos 010 thru 172
DATE CREATED	1/020	BTP03	R	R	R	R	R	Date the transaction was created; representing the date "signed."
DATE-ACTION	1/030	PLA03	R		O		R	Effective date of PLA01 acknowledgment.
DATE-EFFECTIVE DATE OF CHANGES	1/210	DTM01			O	R	R	Use to indicate when changed data in the TPD loop is to be effective.

DATE-PREVIOUS TRANSACTION	1/020	BTP08		O	O	O	O	Indicate the date of the referenced BTP07 transmission.
EDI CAPABLITY by TRANSACTION SET/VERSION RELEASE	1/360	TXN01/02/03/04	R*		O	O	R*	*Required for EDI capable trading partners
ENTITY IDENTIFIER	1/030	PLA02	R		O		R	Constant KK
ENTITY IDENTIFIER CODE	1/172	LCD02	R		R	O	R	Use in initial registration, changes and renewals, to identify other attributes of the registering party's business. At least one required.
ENTITY IDENTIFIER CODE/NAME	1/400	N101/02	O		O	O	O	Only if the electronic address info in ENE varies by entity (location)
FSC-COMMODITY FOR OFFER	1/180	TPD01/02/03	O		O	O	O	Cite an FSC code if known and applicable. Use when TDP01 is code S & TPD02 is code 2 or K.
GATEWAY (GP)	1/060	N101/02 (GP) N103/04	R		O	O	R	Required for Federal Registrants ONLY
ID CODE QUALIFIER (21)	1/060	N103/04	O		O	O	O	Only to provide additional identification where applicable
ID CODE QUALIFIER/ CODE-OTHER ENTITIES	1/060	N103/04	O		O O	O	O	If known and applicable, cite the DUNS
ID CODE QUALIFIER/ CODE-REGISTERING PARTY (1)	1/060	N103/04	R	R	R	R	R	Required for the registering party.
IDENTIFICATION CODE QUALIFIER/CODE	1/172	LCD05/06	R*		O	O	R*	*Cite FIP55 code or country code if LCD02 is 2L or ZZ.
NAME ADDRESS-REMIT TO	1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	R		O	O	R	EFT information or address for Checks. Multiple remit to addresses can be submitted
NAME, and ADDRESS- AFFILIATES, PARENT, MAIL, REMIT TO, ETC.	1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	R*		O	O	O	*Required if present Remittance required for EFT
NAME, and ADDRESS-REGISTERING PARTY	1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	R		O	O O		Indicate legal free-form name of party cited in N101.
NAME, PHONE, FAX-FINANCIAL CONTACT, AUTHORIZED SIGNER, CERTIFIER	1/110	PER01/02 PER03/04/05/06	R		O	O	R	

NAME, PHONE, FAX-INFO CONTACT	1/110	PER01/02 (IC) PER03/04/05/06	O	R	O	O	O	
NAME, PHONE, FAX-OWNER	1/110	PER01/02 (OW) PER03/04/05/06	R *		O	O	R *	Only if LCD02 is 2J
NETWORK ENTRY POINT	1/060	N101/02 (NN) N103/04	R		O	O	R	Required for Federal registrants. Optional for commercial parties.
NUMBER OF EMPLOYEES	1/320	PAM01/02/03	R		O	O	R	Indicate previous year's average number of employees.
NUMBER OF INCLUDED SEGMENTS	1/530	SE01	R	R	R	R	R	Indicate the total # of segments included in the transmission including the ST and SE segments.
PAYMENT FORMAT	1/180	TPD01 (X) TPD04	R		O	O	R	Identify the payment method desired & payment format. When code CHK is selected, there must be at least 1 additional iteration of the N1 loop citing a Remit to Address.
PHONE, FAX-ACH COORDINATOR	1/110	PER01 PER03/04/05/06	R *		O	O	R *	*Required for EFT
PURPOSE OF TRANSACTION SET	1/020	BTP01	R 00	R 01	R 07	R 00	R 00	Reason for transaction. Changes and renewals are considered Original.
REFERENCE NUMBER	1/020	BTP02	R	R	R	R	R	A unique #, assigned by originator, or as specified by Ref. # Qualifier.
REFERENCE NUMBER-PREVIOUS TRANSACTION	1/020	BTP07		O	O	O	O	Indicate a reference # of a previous related transmission.
REFERENCE NUMBER-TIN	1/100	N901/02 (TJ)	R *		O	O	R	*Required unless LCD02 is 2U or firm is foreign
REFERENCE NUMBER-TPIN	1/100	N901/02 (EL)		R	O R		R	
REFERENCE NUMBER/ DESCRIPTION	1/460	N901/03	R *		O	O	R *	*Required for EDI capable trading partners if ENE01 is SC, to indicate a VAN or VAS
REFERENCE NUMBERS-ABA, ACCOUNT, ETC	1/100	N901/02/03	R *		O	O	R *	*Required for EFT
REFERENCE NUMBERS-CEC, CAGE, ETC	1/100	N901/02/03	O		O	O	O	Only if known and applicable
REFERENCE NUMBERS-TYPE DEALER	1/100	N901/02	R *		O	O	R *	Required when LCD02 is B8

SECURITY LEVEL	1/180	TPD01 (F) TPD04	R		O	O	R	If applicable, cite security level.
SIC-COMMODITY or SERVICE FOR OFFER	1/180	TPD01/02/03	R		O	O	R	Cite a Standard Industrial Classification (SIC) or SIC 2+2 code. Use when TDP01 is code S & TPD02 is code 2 or V.
TIME -PREVIOUS TRANSACTION	1/020	BTP09		O	O	O	O	Indicate the time of the referenced BTP07 transmission.
TIME CREATED	1/020	BTP04	R	R	R	R	R	Time the transaction was created. Use local time HHMM format.
TRANSACTION SET CONTROL #	1/530	SE02	R	R	R	R	R	Use to transmit the same unique control # assigned by the originator of the transaction set, as the control # cited in ST02.
TRANSACTION SET CONTROL NUMBER	1/010	ST02	R	R	R	R	R	A unique # assigned by the originator.
TRANSACTION SET IDENTIFIER CODE	1/010	ST01	R	R	R	R	R	
TRANSACTION SET PURPOSE CODE	1/020	BTP06	R 3 5		R	R 0 4	R 3 0	Required when BTP01 is either code 00 or 07. Not used when code is 01.
TRANSACTION TYPE CODE	1/020	BTP05	R T P	R T P	R T P	R T P	R T P	Trading partner information.

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TRADING PARTNER PROFILE

Usage of the segments and data elements arrayed in transaction set order.

TS POS. NO.	SEGMENT / DATA ELEMENT	INFORMATION CONTENT	ORIG	CANC	DUPL	CHNG	RENW	COMMENTS
1/010	ST01	TRANSACTION SET IDENTIFIER CODE	R	R	R	R	R	
1/010	ST02	TRANSACTION SET CONTROL NUMBER	R	R	R	R	R	A unique # assigned by the originator.
1/020	BTP01	PURPOSE OF TRANSACTION SET	R 00	R 01	R 07	R 00	R 00	Reason for transaction. Changes and renewals are considered Original.
1/020	BTP02	REFERENCE NUMBER	R	R	R	R	R	A unique #, assigned by originator, or as specified by Ref. # Qualifier.
1/020	BTP03	DATE CREATED	R	R	R	R	R	Date the transaction was created; representing the date "signed."
1/020	BTP04	TIME CREATED	R	R	R	R	R	Time the transaction was created. Use local time HHMM format.
1/020	BTP05	TRANSACTION TYPE CODE	R TP	R TP	R TP	R TP	R TP	Trading partner information.
1/020	BTP06	TRANSACTION SET PURPOSE CODE	R 35		R	R 04	R 30	Required when BTP01 is either code 00 or 07. Not used when code is 01.
1/020	BTP07	REFERENCE NUMBER-PREVIOUS TRANSACTION		O	O	O	O	Indicate a reference # of a previous related transmission.
1/020	BTP08	DATE-PREVIOUS TRANSACTION		O	O	O	O	Indicate the date of the referenced BTP07 transmission.
1/020	BTP09	TIME -PREVIOUS TRANSACTION		O	O	O	O	Indicate the time of the referenced BTP07 transmission.
1/029	LX01	ASSIGNED NUMBER	R		O		R	0.00
1/030	PLA01	ACTION	R		O		R	Indicate Acknowledgment and/or Acceptance

1/030	PLA02	ENTITY IDENTIFIER	R		O		R	Constant KK
1/030	PLA03	DATE-ACTION	R		O		R	Effective date of PLA01 acknowledgment.
1/060	N101/02 (ZZ) N103/04 (19 or 38)	AREA OF INTEREST FOR SOLICITATIONS	R		O	O	R	
1/060	N101/02 (GP) N103/04	GATEWAY (GP)	R		O	O	R	Required for Federal Registrants ONLY
1/060	N101/02 (NN) N103/04	NETWORK ENTRY POINT	R		O	O	R	Required for Federal registrants. Optional for commercial parties.
1/060	N103/04	ID CODE QUALIFIER/ CODE-REGISTERING PARTY (1)	R	R	R	R	R	Required for the registering party.
1/060	N103/04	ID CODE QUALIFIER/ CODE-OTHER ENTITIES	O		O	O	O	If known and applicable, cite the DUNS
1/060	N103/04	ID CODE QUALIFIER (21)	O		O	O	O	Only to provide additional identification where applicable
1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	NAME, and ADDRESS-REGISTERING PARTY	R		O	O	O	Indicate legal free-form name of party cited in N101.
1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	NAME, and ADDRESS-AFFILIATES, PARENT, MAIL, REMIT TO, ETC.	R*		O	O	O	*Required if present Remittance required for EFT
1/060 1/070 1/080 1/090	N101/02/ N2/N3/N4	NAME ADDRESS-REMIT TO	R		O	O	R	EFT information or address for Checks. Multiple remit to addresses can be submitted
1/090	N405/06	COUNTY	R*		O	O	R *	*Use when N101 is code KK and firm is domestic
1/100	N901/02 (EL)	REFERENCE NUMBER-TPIN		R	O	R	R	
1/100	N901/02 (TJ)	REFERENCE NUMBER-TIN	R*		O	O	R	*Required unless LCD02 is 2U or firm is foreign
1/100	N901/02	REFERENCE NUMBERS-TYPE DEALER	R*		O	O	R *	Required when LCD02 is B8
1/100	N901/02/03	REFERENCE NUMBERS-ABA, ACCOUNT, ETC	R*		O	O	R *	*Required for EFT

1/100	N901/02/03	REFERENCE NUMBERS-CEC, CAGE, ETC	O		O	O	O	Only if known and applicable
1/110	PER01 PER03/04/05/06	PHONE, FAX-ACH COORDINATOR	R*		O	O	R*	*Required for EFT
1/110	PER01/02 (OW) PER03/04/05/06	NAME, PHONE, FAX-OWNER	R*		O	O	R*	Only if LCD02 is 2J
1/110	PER01/02 PER03/04/05/06	NAME, PHONE, FAX-FINANCIAL CONTACT, AUTHORIZED SIGNER, CERTIFIER	R		O	O	R	
1/110	PER01/02 (IC) PER03/04/05/06	NAME, PHONE, FAX-INFO CONTACT	O	R	O O	O	O	
1/171	DTM01/02	DATE BUSINESS STARTED	R		O	O	R	Use code 152 only when BTP06 is either code 04 or code 30. Do not use code 152 when BTP06 cites code 35.
1/171	DTM01/02	DATE ACCTG PERIOD ENDS	R		O	O	R	
1/171	DTM01/02	DATE CHANGE EFFECTIVE		O	O	O	O	Effective date for changes made to data in pos 010 thru 172
1/172	LCD01	ASSIGNED IDENTIFICATION	R		O	O	R	Sequential loop iteration.
1/172	LCD02	ENTITY IDENTIFIER CODE	R		R	O	R	Use in initial registration, changes and renewals, to identify other attributes of the registering party's business. At least one required.
1/172	LCD05/06	IDENTIFICATION CODE QUALIFIER/CODE	R*		O	O	R*	*Cite FIP55 code or country code if LCD02 is 2L or ZZ.
1/180	TPD01 (F) TPD04	SECURITY LEVEL	R		O	O	R	If applicable, cite security level.
1/180	TPD01 (X) TPD04	PAYMENT FORMAT	R		O	O	R	Identify the payment method desired & payment format. When code CHK is selected, there must be at least 1 additional iteration of the N1 loop citing a Remit to Address.

1/180	TPD01/02/03	SIC-COMMODITY or SERVICE FOR OFFER	R		O	O	R	Cite a Standard Industrial Classification (SIC) or SIC 2+2 code. Use when TDP01 is code S & TPD02 is code 2 or V.
1/180	TPD01/02/03	FSC-COMMODITY FOR OFFER	O		O	O	O	Cite an FSC code if known and applicable. Use when TDP01 is code S & TPD02 is code 2 or K.
1/210	DTM01	DATE-EFFECTIVE DATE OF CHANGES			O	R	R	Use to indicate when changed data in the TPD loop is to be effective.
1/320	PAM01/02/03	NUMBER OF EMPLOYEES	R		O	O	R	Indicate previous year's average number of employees.
1/320	PAM04/05	ANNUAL REVENUE	R		O	O	R	Indicate average annual receipts for the past 3 years.
1/360	TXN01/0203/04	EDI CAPABLITY by TRANSACTION SET/VERSION RELEASE	R*		O	O	R*	*Required for EDI capable trading partners
1/360	TXN05/08/09	ACTION/DATE/TIME			O	O	O	To indicate changes to the submitted transaction sets
1/390	ENE01/02/03	COMMUNICATIONS ENVIRONMENT/ ELECTRONIC ADDRESS	R*		O	O	R*	*Required for EDI capable trading partners
1/400	N101/02	ENTITY IDENTIFIER CODE/NAME	O		O	O	O	Only if the electronic address info in ENE varies by entity (location)
1/460	N901/03	REFERENCE NUMBER/ DESCRIPTION	R*		O	O	R*	*Required for EDI capable trading partners if ENE01 is SC, to indicate a VAN or VAS
1/530	SE01	NUMBER OF INCLUDED SEGMENTS	R	R	R	R	R	Indicate the total # of segments included in the transmission including the ST and SE segments.
1/530	SE02	TRANSACTION SET CONTROL #	R	R	R	R	R	Use to transmit the same unique control # assigned by the originator of the transaction set, as the control # cited in ST02.

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