



**NIST Special Publication 881-14** 



## Federal Implementation Guideline for Electronic Data Interchange

ASC X12 003050 Transaction Set 864 Text Message

## **Implementation Convention**



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

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## ASC X12 003050 Transaction Set 864 Text Message

## **Implementation Convention**

Electronic Commerce Acquisition Program Management Office Standard Management Committee - Secretariat National Institute of Standards and Technology Gaithersburg, MD 20899-0001

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U.S. DEPARTMENT OF COMMERCE William M. Daley, Secretary

Technology Administration Mary L. Good, Under Secretary for Technology

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#### **Reports on Information Technology**

The National Institute of Standards and Technology (NIST)'s Information Technology Laboratory (ITL) develops standards and guidelines, provides technical assistance, and conducts research for computers and resources. As part of the overall federal effort to establish a single face to industry for conducting electronic commerce, ITL 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.

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#### FOREWORD

In a memorandum of October 26, 1993, the President sought to stimulate the Federal Government's deployment of Electronic Commerce in order to simplify and streamline the acquisition process. In this regard, the President set forth the following objectives:

- Exchange acquisition information electronically between the private sector and the Federal Government to the maximum extent practicable.
- o Provide businesses, including small, small disadvantaged, and woman-owned businesses, with greater access to Federal acquisition opportunities.
- o Ensure that potential suppliers are provided simplified access to the Federal Government's EC system.
- Employ nationally and internationally recognized data formats that serve to broaden and ease the interchange of data.
- Use agency and industry systems and networks to enable the government and potential suppliers to exchange information and access Federal acquisition data.

As part of the Federal Government wide effort to implement EC, NIST has been given the responsibility of coordinating the development and promulgation of Implementation Conventions for the functional areas of EC which will be deployed across the Agencies.

Various Agencies have been actively pursuing Electronic Data Interchange (EDI) for several years - the DoD, GSA, Customs and HHS, for instance, have been particularly active in adopting ANSI X12 standards, and looking ahead to EDIFACT. There became a danger that with fragmentation of usage across the Federal Government a significant burden would be placed on many small businesses to support an unnecessary profusion of formats and conventions.

In the Presidential Memorandum, President Clinton required Federal agencies to implement the use of electronic commerce in Federal purchases as quickly as possible. As the initial step, the President's Management Council (PMC) Electronic Commerce Task Force (ECTF), chaired by the Administrator, Office of Federal Procurement Policy (OFPP), chartered the Federal Electronic Commerce Acquisition Team (ECAT) to complete the first milestone of the President's memorandum. The PMC assigned the Electronic Commerce Acquisition Team, composed of representatives from various Federal departments and agencies, the task of defining the architecture for the government electronic commerce acquisition system and identifying the executive departments or agencies responsible for developing, implementing, operating, and maintaining the Federal electronic system.

Another key step in the implementation of EDI in the Federal Government relies on the definition of Implementation Conventions (ICs). EDI syntax standards, both ASC X12 and UN/EDIFACT, accommodate a full range of business activities for all industries. A standard is the result of a consensus among a large number of users, each with its own set of needs. It is a superset intended to meet the diverse requirements of all users. Standards commonly contain more data elements and structure options than any one user or industry needs. Far too many opportunities exist for inefficient, or ambiguous transactions. Therefore, actual EDI business processes require implementation conventions (ICs) to fully define transactions. ICs do that by tailoring the use of the standards' segments, data elements, and code values and providing a subset menu of those distinct parts. This Special Publication defines a Federal IC based on ASC X12 Version 3050 and is the result of coordinated development and adoption within the Federal Government.

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## 864 Text Message

## Functional Group ID=TX

#### Introduction:

This Draft Standard for Trial Use contains the format and establishes the data content of the Text Message Transaction Set (864) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide users with a capability to electronically move messages, contracts, explanations, and other one-time communications. It is the intent of this transaction set to provide electronic communication (messages) for people, not for computer processing. The use of the transaction set to transmit quasi or unique transaction set standards is discouraged. The use of the Text Message transaction set demands of the sender certain detailed information about the recipient. The transaction set's purpose is to provide communication to the recipient in some human-readable form. The recipient's network will dictate what capabilities are available for delivery of the information. It is the responsibility of the sender to obtain this information and include it in the transmission.

#### Notes:

1. This transaction set can be used by private industry and federal agencies to exchange text information (questions, clarifications, data, etc.) relating to solicitations, proposals, awards, invoices, material safety data sheets, etc.

2. When used in conjunction with another transaction set, e.g., an 843 Response to Request for Quotation, the unique reference number of the related transaction set must be cited in the 1/REF/080 segment.

#### **Heading:**

|          | Pos.<br><u>No.</u> | Seg.<br><u>ID</u> | Name                                  | Req.<br><u>Des.</u> | <u>Max.Use</u> | Loop<br><u>Repeat</u> | Notes and<br><u>Comments</u> |
|----------|--------------------|-------------------|---------------------------------------|---------------------|----------------|-----------------------|------------------------------|
| Must Use | 010                | ST                | Transaction Set Header                | М                   | 1              |                       |                              |
| Must Use | 020                | BMG               | Beginning Segment For Text Message    | М                   | 1              |                       |                              |
|          | 030                | DTM               | Date/Time Reference                   | 0                   | 10             |                       |                              |
|          |                    |                   | LOOP ID - NI                          |                     |                | 200                   |                              |
|          | 040                | N1                | Name                                  | 0                   | 1              |                       |                              |
|          | 050                | N2                | Additional Name Information           | 0                   | 2              |                       |                              |
|          | 060                | N3                | Address Information                   | 0                   | 2              |                       |                              |
|          | 070                | N4                | Geographic Location                   | Ο                   | 1              |                       |                              |
|          | 080                | REF               | Reference Numbers                     | 0                   | 12             |                       |                              |
|          | 090                | PER               | Administrative Communications Contact | 0                   | 3              |                       |                              |

#### **Detail:**

| Pos.       | Seg.      |      | Req.         | Loop          | Notes and |
|------------|-----------|------|--------------|---------------|-----------|
| <u>No.</u> | <u>ID</u> | Name | Des. Max.Use | <u>Repeat</u> | Comments  |

#### 864 -Text Message

|          |     |     | LOOP1D - MIT                          |   | >1     |
|----------|-----|-----|---------------------------------------|---|--------|
| Must Use | 010 | MIT | Message Identification                | М | 1      |
|          |     |     | LOOP 1D - N1                          |   | 200    |
| N/U      | 020 | N1  | Name                                  | 0 | 1      |
| N/U      | 030 | N2  | Additional Name Information           | 0 | 2      |
| N/U      | 040 | N3  | Address Information                   | 0 | 2      |
| N/U      | 050 | N4  | Geographic Location                   | 0 | 1      |
| N/U      | 060 | REF | Reference Numbers                     | 0 | 12     |
| N/U      | 070 | PER | Administrative Communications Contact | 0 | 3      |
| Must Use | 080 | MSG | Message Text                          | М | 100000 |

### Summary:

|          | Pos.       | Seg. | Norma                   | Req. | Man Line | Loop   | Notes and       |
|----------|------------|------|-------------------------|------|----------|--------|-----------------|
|          | <u>No.</u> | ID   | Name                    | Des. | Max.Use  | Repeat | <u>Comments</u> |
| Must Use | 010        | SE   | Transaction Set Trailer | М    | 1        |        |                 |

| Segment:        | ST 1   | Fransaction Set Header   |             |         |
|-----------------|--|--|-------------|---------|
| Position:       | 010  |  |             |         |
| Loop:           |  |  |             |         |
| Level:          | Heading  |  |             |         |
| Usage:          | Mandato  | ory  |             |         |
| Max Use:        | 1  |  |             |         |
| Purpose:        | To indic   | ate the start of a transaction set and to assign a cont  | trol number | r       |
| Syntax Notes:   |  |  |             |         |
| Semantic Notes: | inter  | transaction set identifier (ST01) used by the translatchange partners to select the appropriate transaction selects the Invoice Transaction Set).  |             |         |
| Comments:       |  |  |             |         |
|                 |  |  |             |         |
|                 |  |  |             |         |
| <b>D</b> 4      |  | Data Element Summary   |             |         |
| Ref.            | Data   | N  |             | ••      |
| Des.            | Element  |  |             | ributes |
| Must Use ST01   | 143  | Transaction Set Identifier Code  | Μ           | ID 3/3  |
|                 |  | Code uniquely identifying a Transaction Set  |             |         |
|                 |  | 864 X12.34 Text Message  |             |         |
| Must Use ST02   | 329  | <b>Transaction Set Control Number</b>  | Μ           | AN 4/9  |
|                 |  | Identifying control number that must be unique with functional group assigned by the originator for a transformation of the second seco |             |         |
|                 | Use to transmit a unique number assigned by the originator of the transaction set. The number may be system generated. This same number will be cited in SE02. |  |             |         |
|                 |  |  |             |         |

| Segment:        | <b>BMG</b> Beginning Segment For Text Message               |
|-----------------|---|
| Position:       | 020   |
| Loop:           |   |
| Level:          | Heading   |
| Usage:          | Mandatory   |
| Max Use:        | 1   |
| Purpose:        | To indicate the beginning of a Text Message Transaction Set |
| Syntax Notes:   |   |
| Semantic Notes: |   |
| Comments:       | 1 BMG02 contains the message subject.                       |

#### Data Element Summary

|          | Ref.  | Data           |   |  |                          |                        |  |
|----------|-------|----------------|---|--|--------------------------|------------------------|--|
|          | Des.  | <b>Element</b> | <u>Name</u>                                 |  | At                       | tributes               |  |
| Must Use | BMG01 | 353            | Transaction Set                             | t Purpose Code   | Μ                        | ID 2/2                 |  |
|          |       |                | Code identifying purpose of transaction set |  |                          |                        |  |
|          |       |                | 00  | Original   |                          |                        |  |
|          |       |                |   | Use to indicate an original transm   | ittal.                   |                        |  |
|          |       |                | 01  | Cancellation   |                          |                        |  |
|          |       |                |   | Use to indicate the cancellation of a previously transmitted text message.   |                          |                        |  |
|          |       |                | 07  | Duplicate  |                          |                        |  |
|          |       |                |   | Use to indicate the re-transmission transmitted text message.  | of a                     | previously             |  |
|          |       |                | 11  | Response   |                          |                        |  |
|          |       |                |   | Use to indicate a reply to an 864 tr<br>When used, cite code TN in REFO<br>1/REF/080 segment and identify to<br>number of the 864 transaction set<br>transaction set is responding in Ri | 1 of t<br>he un<br>to wh | he<br>ique<br>ich this |  |
|          |       |                | 22  | Information Copy   |                          |                        |  |
|          |       |                |   | Use to indicate an information copy of the original<br>text message. This information copy may be sent<br>to parties other than those for whom the original is<br>intended.              |                          |                        |  |
|          | BMG02 | 352            | Description                                 |  | 0                        | AN 1/80                |  |
|          |       |                | A free-form desc<br>content                 | cription to clarify the related data elem  | ents a                   | nd their               |  |
|          |       |                | Use to provide a                            | brief, overall subject of the text messo   | ige.                     |                        |  |
| N/U      | BMG03 | 640            | Transaction Ty                              | pe Code  | 0                        | ID 2/2                 |  |
|          |       |                | Code specifying                             | the type of transaction  |                          |                        |  |

|           |                    | DT                      | Л   |               |                             |  |  |  |
|-----------|--------------------|-------------------------|---|---------------|-----------------------------|--|--|--|
|           | Segment:           | DTM Date/Time Reference |   |               |                             |  |  |  |
|           | <b>Position:</b>   | 030                     | 030   |               |                             |  |  |  |
|           | Loop:              |                         |   |               |                             |  |  |  |
|           | Level:             | Heading<br>Optiona      | · · · · · · · · · · · · · · · · · · ·   |               |                             |  |  |  |
|           | Usage:<br>Max Use: | 10                      | 1   |               |                             |  |  |  |
|           | Purpose:           |                         | ify pertinent dates and times   |               |                             |  |  |  |
| Syn       | tax Notes:         | -                       | east one of DTM02 DTM03 or DTM06 is required.   |               |                             |  |  |  |
|           |                    |                         | ther DTM06 or DTM07 is present, then the other is requi   | red.          |                             |  |  |  |
| -         | tic Notes:         |                         |   |               |                             |  |  |  |
| C         | omments:           |                         |   |               |                             |  |  |  |
|           |                    |                         |   |               |                             |  |  |  |
|           |                    |                         | Data Element Summary  |               |                             |  |  |  |
|           | Ref.               | Data                    |   |               |                             |  |  |  |
| Must Use  | Des.<br>DTM01      | Element<br>374          | <u>Name</u><br>Date/Time Qualifier  |               | tributes                    |  |  |  |
| Widst Use | DIMUI              | 374                     |   |               | ID 3/3                      |  |  |  |
|           |                    |                         | Code specifying type of date or time, or both date and ti<br>097 Transaction Creation   | me            |                             |  |  |  |
|           |                    |                         |   |               |                             |  |  |  |
|           |                    |                         | <i>Use to indicate the date the transac created.</i>  | tion          | set was                     |  |  |  |
|           | 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: HHM or HHMMSSD, or HHMMSSDD, where H = hours (00 (00-59), S = integer seconds (00-59) and DD = decimal seconds are expressed as follows: D = tenths (0-9) and H (00-99)  | -23),<br>seco | M = minutes<br>nds; decimal |  |  |  |
|           |                    |                         | Time is always expressed as local time.   |               |                             |  |  |  |
| N/U       | DTM04              | 623                     | Time Code   | 0             | ID 2/2                      |  |  |  |
|           |                    |                         | Code identifying the time. In accordance with Internation<br>Organization standard 8601, time can be specified by a<br>indication in hours in relation to Universal Time Coordi<br>since + is a restricted character, + and - are substituted be<br>codes that follow | + or<br>nate  | - and an<br>(UTC) time;     |  |  |  |
| N/U       | DTM05              | 624                     | Century   | 0             | N0 2/2                      |  |  |  |
|           |                    |                         | The first two characters in the designation of the year (C  | CY            | Y)                          |  |  |  |
| N/U       | DTM06              | 1250                    | Date Time Period Format Qualifier   | X             | ID 2/3                      |  |  |  |
|           |                    |                         | Code indicating the date format, time format, or date and   | d tim         | e format                    |  |  |  |
|           |                    |                         |   |               |                             |  |  |  |

1251 **Date Time Period** X AN 1/35 Expression of a date, a time, or range of dates, times or dates and times

**DTM07** 

N/U

| Segment:         | N1 Name   |
|------------------|---|
| <b>Position:</b> | 040   |
| Loop:            | N1  |
| Level:           | Heading   |
| Usage:           | Optional  |
| Max Use:         | 1   |
| <b>Purpose:</b>  | To identify a party by type of organization, name, and code   |
| Syntax Notes:    | 1 At least one of N102 or N103 is required.   |
|                  | 2 If either N103 or N104 is present, then the other is required.  |
| Semantic Notes:  |   |
| Comments:        | <ol> <li>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.</li> <li>N105 and N106 further define the type of entity in N101.</li> </ol> |
| Notes:           | 1. Whenever possible, identification and address information should be provided<br>using N101, N103, and N104. Use N102 and segments N2 through N4, as<br>applicable, when the address cannot be provided using one of the codes listed in<br>N103.   |
|                  | 2. There must be two iterations of the N1 loop. One iteration will be used to   |

2. There must be two iterations of the N1 loop. One iteration will be used to identify the party sending the message and the second iteration to identify the party to whom the text message is being sent.

|               |         | Data Elem   | ent Summary                           |            |            |
|---------------|---------|---|---------------------------------------|------------|------------|
| Ref.          | Data    |   |                                       |            |            |
| Des.          | Element | Name  |                                       | <u>Att</u> | ributes    |
| Must Use N101 | 98      | <b>Entity Identifier</b>  | Code                                  | Μ          | ID 2/2     |
|               |         | Code identifying an organizational entity, a physical lo individual   |                                       | cation     | i, or an   |
|               |         | FR  | Message From                          |            |            |
|               |         |   | Use to indicate the party sending the | he tex     | t message. |
|               |         | TO  | Message To                            |            | •          |
|               |         |   | Use to indicate the party to whom t   | the te:    | xt message |
|               |         |   | transaction set is being sent.        |            |            |
| N102          | 93      | Name  |                                       | Χ          | AN 1/35    |
|               |         | Free-form name  |                                       |            |            |
| N103          | 66      | <b>Identification Co</b>  | de Qualifier                          | X          | ID 1/2     |
|               |         | Code designating the system/method of code structure<br>Identification Code (67)  |                                       |            | îor        |
|               |         | While the federal EDI program uses the DUNS number, other<br>government users of this implementation convention may require the<br>use of other and additional numbers for a transition period in order to<br>cross reference existing data bases to new procurement actions. |                                       |            |            |

|     |      |     | 1                            | D-U-N-S Number, Dun & E  | Bradstreet     |              |
|-----|------|-----|------------------------------|--|----------------|--------------|
|     |      |     |                              | Use of the DUNS or DUNS  | S+4 number     | is preferred |
|     |      |     |                              | over other codes to identify   |                |              |
|     |      |     | 9                            | D-U-N-S+4, D-U-N-S Num<br>Suffix   | ber with For   | ur Character |
|     |      |     |                              | Use of the DUNS or DUNS over other codes to identify                             |                | is preferred |
|     |      |     | 10                           | Department of Defense Acti<br>(DODAAC)   | vity Addres    | s Code       |
|     |      |     |                              | Use to indicate either a Dep<br>Civilian Agency Activity Ad                      | -              | -            |
|     |      |     | 21                           | Health Industry I.D. Numbe   | r (HIN)        |              |
|     |      |     | 33                           | Commercial and Government  | nt Entity (C)  | AGE)         |
|     |      |     | 46                           | Electronic Transmitter Ident   | ification Nu   | mber (ETIN)  |
|     |      |     |                              | A unique number assigned t<br>software developer                                 | to each trans  | mitter and   |
|     |      |     | A2                           | Military Assistance Program  | Address Co     | ode (MAPAC)  |
|     |      |     |                              | Contained in the Military A<br>Address Directory (MAPAI<br>location of an entity |                | •            |
|     |      |     | EI                           | Employee Idenfication Num  | ber            |              |
|     |      |     | FA                           | Facility Identification  |                |              |
|     |      |     |                              | This code will be deleted if a identified for its continued if                   |                | ase is not   |
|     |      |     | FI                           | Federal Taxpayer's Identific   | ation Numbe    | er           |
|     |      |     | МС                           | Medicaid Provider Number   |                |              |
|     |      |     |                              | Number assigned to a health submitting claims covered b                          | -              |              |
|     |      |     | MP                           | Medicare Provider Number   |                |              |
|     |      |     |                              | Number assigned to a health submitting claims covered b                          | -              |              |
|     |      |     | MR                           | Medicaid Recipient Identific   | ation Numb     | er           |
|     |      |     |                              | Unique identification number<br>member covered under a sul                       | -              |              |
|     | N104 | 67  | Identification               | Code   | X              | AN 2/20      |
|     |      |     | Code identifyi               | ing a party or other code  |                |              |
| N/U | N105 | 706 | Entity Relation              | onship Code  | 0              | ID 2/2       |
|     |      |     | Code describin               | ng entity relationship   |                |              |
| N/U | N106 | 98  | Entity Identif               | ier Code   | 0              | ID 2/2       |
|     |      |     | Code identifyi<br>individual | ing an organizational entity, a physical   | sical location | n, or an     |

.

| Segment:         | N2 Additional Name Information   |
|------------------|--|
| <b>Position:</b> | 050  |
| Loop:            | NI   |
| Level:           | Heading  |
| Usage:           | Optional   |
| Max Use:         | 2  |
| Purpose:         | To specify additional names or those longer than 35 characters in length |
| Syntax Notes:    |  |
| Semantic Notes:  |  |
| Comments:        |  |

|          |      |         | Data Element Summary |     |         |
|----------|------|---------|----------------------|-----|---------|
|          | Ref. | Data    |                      |     |         |
|          | Des. | Element | Name                 | Att | ributes |
| Must Use | N201 | 93      | Name                 | Μ   | AN 1/35 |
|          |      |         | Free-form name       |     |         |
|          | N202 | 93      | Name                 | 0   | AN 1/35 |
|          |      |         | Free-form name       |     |         |

| Segment:         | N3 Address Information                     |
|------------------|--|
| <b>Position:</b> | 060  |
| Loop:            | N1   |
| Level:           | Heading                                    |
| Usage:           | Optional                                   |
| Max Use:         | 2  |
| Purpose:         | To specify the location of the named party |
| Syntax Notes:    |  |
| Semantic Notes:  |  |
| Comments:        |  |

#### Data Element Summary

|          | Ref. | Data           |                     |     |         |
|----------|------|----------------|---------------------|-----|---------|
|          | Des. | <b>Element</b> | Name                | Att | ributes |
| Must Use | N301 | 166            | Address Information | Μ   | AN 1/35 |
|          |      |                | Address information |     |         |
|          | N302 | 166            | Address Information | 0   | AN 1/35 |
|          |      |                | Address information |     |         |

| N4 Geographic Location   |
|--|
| 070  |
| N1   |
| Heading  |
| Optional   |
| 1  |
| To specify the geographic place of the named party   |
| 1 If N406 is present, then N405 is required.   |
|  |
| 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. | Data           |   |         |             |
|     | Des. | <u>Element</u> | Name  | At      | tributes    |
|     | N401 | 19             | City Name   | 0       | AN 2/30     |
|     |      |                | Free-form text for city name  |         |             |
|     | N402 | 156            | State or Province Code  | 0       | ID 2/2      |
|     |      |                | Code (Standard State/Province) as defined by appropr<br>agency                                | iate go | overnment   |
|     | N403 | 116            | Postal Code   | 0       | ID 3/11     |
|     |      |                | Code defining international postal zone code excluding<br>blanks (zip code for United States) | g punc  | tuation and |
|     | N404 | 26             | Country Code  | 0       | ID 2/3      |
|     |      |                | Code identifying the country  |         |             |
| N/U | N405 | 309            | Location Qualifier  | Χ       | ID 1/2      |
|     |      |                | Code identifying type of location   |         |             |
| N/U | N406 | 310            | Location Identifier   | 0       | AN 1/30     |
|     |      |                | Code which identifies a specific location   |         |             |

| Segment:         | <b>REF</b> ' Reference Numbers                  |
|------------------|---|
| <b>Position:</b> | 080   |
| Loop:            | N1  |
| Level:           | Heading   |
| Usage:           | Optional  |
| Max Use:         | 12  |
| Purpose:         | To specify identifying numbers.                 |
| Syntax Notes:    | 1 At least one of REF02 or REF03 is required.   |
| Semantic Notes:  |   |
| Comments:        |   |
| Notes:           | 1. Use this segment to provide reference number |

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1. Use this segment to provide reference numbers that identify other transaction sets or documents, e.g., contracts, invoices, progress payments, etc. to which this transaction set applies.

2. At least 1 REF segment is required citing code ME in REF01.

3. When this transaction set is sent in conjunction with another transaction set, e.g., an 840, the unique reference number of that transaction set must be cited in REF02 with REF01 citing code TN. This is required to cross reference the transaction sets.

#### **Data Element Summary**

|          | Ref.  | Data           |   |                     |
|----------|-------|----------------|---|---------------------|
|          | Des.  | <u>Element</u> | Name  | Attributes          |
| Must Use | REF01 | 128            | Reference Number Qualifier                            | M ID 2/2            |
|          |       |                | Code qualifying the Reference Number.                 |                     |
|          |       |                | ANY CODE MAY BE USED to identify a documen            | t or some other     |
|          |       |                | reference number to which the information transm      |                     |
|          |       |                | transaction set applies. The following is a preferred |                     |
|          |       |                | 11 Account Number                                     |                     |
|          |       |                | 12 Billing Account                                    |                     |
|          |       |                | 14 Master Account Number                              |                     |
|          |       |                | 2F Consolidated Invoice Number                        |                     |
|          |       |                | 2G Amendment  |                     |
|          |       |                | Includes modifications.                               |                     |
|          |       |                | 2S Catalog  |                     |
|          |       |                | 2Y Wage Determination                                 |                     |
|          |       |                | AW Air Waybill Number                                 |                     |
|          |       |                | BL Bill of Lading                                     |                     |
|          |       |                | Use to indicate either a commercial or Government     | Bill of Lading      |
|          |       |                | C7 Contract Line Item Number                          |                     |
|          |       |                | CT Contract Number                                    |                     |
|          |       |                | Use to indicate the purchase order number, contrac    | t number (including |
|          |       |                |   |                     |

Federal Supply Schedules, GSA Schedules and all other basic contracts), BPA number, Grant, Lease or Agreement number. This is never the number of a delivery order, call or release against a basic award instrument.

IV Seller's Invoice Number
KS Solicitation
ME Message Address or ID
Use to indicate the unique number of this transmission.

NR Progress Payment Number

PR Price Quote Number

**RE** Release Number

**Reference Number** 

Description

Use to indicate the number of a release, call or delivery order against a basic award instrument.

SI Shipper's Identifying Number for Shipment (SID) TN Transaction Reference Number Use to indicate the unique number of the transaction set being referenced in the instant text message. Each transaction set has a unique number assigned. Appendix A identifies where this unique number is found in the more commonly used transaction sets. When used, identify the transaction set number in REF03.

REF02

REF03

127

352

AN 1/80

AN 1/30

X

X

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

1. Use to further identify, if necessary, the number cited in REF02.

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

2. When REF01 is code TN, the transaction set number to which the number in REF02 applies MUST be identified in this data element.

| Segment:        | PER Administrative Communications Contact  |
|-----------------|--|
| Position:       | 090  |
| Loop:           | N1   |
| Level:          | Heading  |
| Usage:          | Optional   |
| Max Use:        | 3  |
| Purpose:        | To identify a person or office to whom administrative communications should be directed  |
| Syntax Notes:   | 1 If either PER03 or PER04 is present, then the other is required.   |
|                 | 2 If either PER05 or PER06 is present, then the other is required.   |
|                 | 3 If either PER07 or PER08 is present, then the other is required.   |
| Semantic Notes: |  |
| Comments:       |  |
| Notes:          | Use to indicate the name and/or communication numbers for either an  |
|                 | information point of contact at the location where the transaction set was<br>originated, the contractor party certifying a request for a progress payment, or the |

#### **Data Element Summary**

either a name, or a communication number, or both.

party who is to receive this transmission. When used, there must be provided

|          | Ref.  | Data           |   |   |        |              |
|----------|-------|----------------|---|---|--------|--------------|
|          | Des.  | <b>Element</b> | Name  |   | Att    | ributes      |
| Must Use | PER01 | 366            | <b>Contact Function</b>   | Code  | Μ      | ID 2/2       |
|          |       |                | Code identifying t  | he major duty or responsibility of the  | perso  | on or group  |
|          |       |                | named   |   |        |              |
|          |       |                | CE  | Certifier   |        |              |
|          |       |                |   | Use to indicate the name and comm   | nunic  | cation       |
|          |       |                |   | number of the party who provided  | a cert | tification.  |
|          |       |                | IC  | Information Contact   |        |              |
|          |       |                |   | Use to indicate the party at the sen  | ders l | location.    |
|          |       |                | RE  | Receiving Contact   |        |              |
|          |       |                |   | Use to indicate the party at the rece   | eiving | g location   |
|          |       |                |   | who is to receive this transmission.  |        |              |
|          | PER02 | R02 93         | Name  |   | 0      | AN 1/35      |
|          |       |                | Free-form name  |   |        |              |
|          |       |                | Cite last name first, followed by first name. If the whole name is longer |   |        |              |
|          |       |                |   | s, truncate or use initials for first nar   | ne. I  | f necessary, |
|          |       |                | use PER09 to pro  | vide the party's title  |        |              |
|          | PER03 | 365            | Communication I   | Number Qualifier  | X      | ID 2/2       |
|          |       |                | Code identifying t  | he type of communication number   |        |              |
|          |       |                | AU  | Defense Switched Network  |        |              |
|          |       |                |   | Department of Defense telecommun<br>and successor of the Automatic Voi<br>(AUTOVON) |        |              |

|       |     | ED<br>EM                   | Electronic Data Interchange Acce<br>Electronic Mail  | ess Nur | nber        |
|-------|-----|----------------------------|--|---------|-------------|
|       |     | FT                         | Federal Telecommunications Sys   | tem (F  | TS)         |
|       |     | FX                         | Facsimile  |         | )           |
|       |     | IT                         | International Telephone  |         |             |
|       |     |                            | Include the country code.  |         |             |
|       |     | TE                         | Telephone  |         |             |
|       |     |                            | Use to indicate the commercial t   | -       |             |
|       |     |                            | of the individual cited in PER02.<br>code.   | . Inclu | de the area |
| PER04 | 364 | Communicati                | ion Number   | X       | AN 1/80     |
|       |     | Complete com applicable    | munications number including country   | or area | a code when |
| PER05 | 365 | Communicati                | ion Number Qualifier   | Х       | ID 2/2      |
|       |     | Code identifyi             | ing the type of communication number   |         |             |
|       |     | PER02. For e               | v a second communications number fo<br>xample, if PER03/04 cites a telephone<br>o cite a FAX number. | -       | •           |
|       |     |                            |  |         |             |
|       |     | AU                         | Defense Switched Network   | ieet    |             |
|       |     |                            | Department of Defense telecomm<br>and successor of the Automatic V<br>(AUTOVON)                      |         |             |
|       |     | ED                         | Electronic Data Interchange Acce   | ss Nun  | nber        |
|       |     | EM                         | Electronic Mail  |         |             |
|       |     | EX                         | Telephone Extension  |         |             |
|       |     |                            | Use only if PER03 is used citing TE.   | code A  | U, FT, or   |
|       |     | FT                         | Federal Telecommunications Sys   | tem (F  | ΓS)         |
|       |     | FX                         | Facsimile  |         |             |
|       |     | IT                         | International Telephone  |         |             |
|       |     |                            | Include the country code.  |         |             |
|       |     | TE                         | Telephone  |         |             |
|       |     |                            | Use to indicate the commercial to<br>of the individual cited in PER02.<br>code.                      | -       |             |
| PER06 | 364 | Communicati                | on Number  | X       | AN 1/80     |
|       |     | Complete com<br>applicable | munications number including country   | or area | a code when |
| PER07 | 365 |                            | on Number Qualifier  | X       | ID 2/2      |
|       |     |                            | ng the type of communication number  |         |             |
|       |     |                            | o a third communications number for t  | he part | ty cited in |

|       |     | AU                      | Defense Switched Network   |  |
|-------|-----|-------------------------|--|--|
|       |     |                         | Department of Defense telecommunications system<br>and successor of the Automatic Voice Network<br>(AUTOVON) |  |
|       |     | ED                      | Electronic Data Interchange Access Number  |  |
|       |     | EM                      | Electronic Mail  |  |
|       |     | EX                      | Telephone Extension  |  |
|       |     |                         | Use only if PER05 is used citing code AU, FT, or TE.   |  |
|       |     | FT                      | Federal Telecommunications System (FTS)  |  |
|       |     | FX                      | Facsimile  |  |
|       |     | IT                      | International Telephone  |  |
|       |     |                         | Include the country code.  |  |
|       |     | TE                      | Telephone  |  |
|       |     |                         | Use to indicate the commercial telephone number of the individual cited in PER02. Include the area code.     |  |
| PER08 | 364 | Communicat              | ion Number X AN 1/80   |  |
|       |     | Complete con applicable | munications number including country or area code when   |  |
| PER09 | 443 | Contact Inqu            | iry Reference O AN 1/20  |  |
|       |     | Additional ref          | erence number or description to clarify a contact number   |  |
|       |     | Use, if necess          | ary, to provide the title of the party cited in PER02.   |  |
|       |     |                         |  |  |

|          | Segment:         | MI       | Message Identification   |                      |                                    |
|----------|------------------|----------|--|----------------------|------------------------------------|
|          | <b>Position:</b> | 010      |  |                      |                                    |
|          | Loop:            | MIT      |  |                      |                                    |
|          | Level:           | Detail   |  |                      |                                    |
|          | Usage:           | Mandato  | лу   |                      |                                    |
|          | Max Use:         | 1        |  |                      |                                    |
|          | Purpose:         |          | ify the beginning of a specific message and to allow the i for the message   | denti                | fication of a                      |
| Syn      | tax Notes:       |          |  |                      |                                    |
| Seman    | ntic Notes:      | 1 MIT    | 01 contains the message number.  |                      |                                    |
|          |                  |          | 02 contains the message subject.   |                      |                                    |
| C        | omments:         |          | 03 default is 80 characters.   |                      |                                    |
|          |                  |          | 04 default is 66 lines.  |                      |                                    |
|          | Notes:           | Use this | segment to identify a more detailed subject of the text m  | essag                | <i>ze</i>                          |
|          |                  |          | Data Element Summary   |                      |                                    |
|          | Ref.             | Data     |  |                      |                                    |
|          | Des.             | Element  | Name   |                      | ributes                            |
| Must Use | MITUI            | 127      | Reference Number   | Μ                    | AN 1/30                            |
|          |                  |          | Reference number or identification number as defined for<br>Transaction Set, or as specified by the Reference Numb   | -                    |                                    |
|          |                  |          | A unique number assigned by the originator of the tran   | isact                | ion set to                         |
|          |                  |          | identify multiple messages contained within this transa<br>example, the number 001 can be used to refer to a mess<br>subject Packaging Requirements cited in MIT02; the n<br>be used in another iteration of this MIT segment to iden<br>message with the subject, Testing Procedures cited in N | sage<br>umb<br>ntify | with the<br>er 002 can<br>a second |
|          | MIT02            | 352      | Description  | 0                    | AN 1/80                            |
|          |                  |          | A free-form description to clarify the related data eleme content  | nts a                | nd their                           |
|          |                  |          | Use to provide the subject of the message.   |                      |                                    |
| N/U      | MIT03            | 931      | Page Width   | 0                    | N0 1/3                             |
|          |                  |          | Definition of the maximum number of characters per lin<br>expected in the message text   | e tha                | t can be                           |
| N/U      | MIT04            | 932      | Page Length Lines  | 0                    | N0 1/3                             |
|          |                  |          | Definition of the maximum number of lines per page that<br>in the message text   | at car               | be expected                        |

| Segment:             | MS   | G Message Text                |                   |  |  |  |  |
|----------------------|--|-------------------------------|-------------------|--|--|--|--|
| Position:            | 080  |                               |                   |  |  |  |  |
| Loop:                | MIT  |                               |                   |  |  |  |  |
| Level:               | Detail   |                               |                   |  |  |  |  |
| Usage:               | Mandatory  |                               |                   |  |  |  |  |
| Max Use:             | 100000   |                               |                   |  |  |  |  |
| Purpose:             | To provide a free form format that would allow the transmission of text information.   |                               |                   |  |  |  |  |
| Syntax Notes:        |  |                               |                   |  |  |  |  |
| Semantic Notes:      |  |                               |                   |  |  |  |  |
| Comments:            | 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.  |                               |                   |  |  |  |  |
| Notes:               | Use the full 264 character capability of data element 933 (MSG01) unless specifically advised by a trading partner to limit the length of any one iteration of the segment to 80 characters. |                               |                   |  |  |  |  |
| Data Element Summary |  |                               |                   |  |  |  |  |
| Ref.                 | Data   |                               |                   |  |  |  |  |
| Des.                 | <b>Element</b>   | Name                          | <u>Attributes</u> |  |  |  |  |
| Must Use MSG01       | 933  | Free-Form Message Text        | M AN 1/264        |  |  |  |  |
|                      |  | Free-form message text        |                   |  |  |  |  |
| MSG02                | 934  | Printer Carriage Control Code | O ID 2/2          |  |  |  |  |
|                      | A field to be used for the control of the line feed of the receiving   |                               |                   |  |  |  |  |

| Segment:        | SE 1  | Transaction Set Trailer   |         |                |  |  |
|-----------------|---|---|---------|----------------|--|--|
| Position:       | 010   | 010   |         |                |  |  |
| Loop:           |   |   |         |                |  |  |
| Level:          | Summary   |   |         |                |  |  |
| Usage:          | Mandatory   |   |         |                |  |  |
| Max Use:        | 1   |   |         |                |  |  |
| Purpose:        | To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments). |   |         |                |  |  |
| Syntax Notes:   | -   |   | , i     |                |  |  |
| Semantic Notes: |   |   |         |                |  |  |
| Comments:       | 1 SE i  | s the last segment of each transaction set.                           |         |                |  |  |
|                 |   |   |         |                |  |  |
|                 |   |   |         |                |  |  |
| D C             | D (   | Data Element Summary  |         |                |  |  |
| Ref.            | Data  |   |         |                |  |  |
| <u>Des.</u>     |   |   |         | <u>ributes</u> |  |  |
| Must Use SE01   | 96  | Number of Included Segments   | M       | N0 1/10        |  |  |
|                 |   | Total number of segments included in a transaction set<br>SE segments | incluc  | ling ST and    |  |  |
| Must Use SE02   | 329   | Transaction Set Control Number  | Μ       | AN 4/9         |  |  |
|                 |   | Identifying control number that must be unique within                 | the tra | insaction set  |  |  |

Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set *Cite the same number as the one in ST02.* 

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