

# 810 Invoice

Functional Group ID=**IN**

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Invoice Transaction Set (810) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the billing for goods and services provided.

## Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	BIG	Beginning Segment for Invoice	M	1		
Not Used	030	NTE	Note/Special Instruction	O	100		
Must Use	040	CUR	Currency	O	1		
	050	REF	Reference Identification	O	12		
Not Used	055	YNQ	Yes/No Question	O	10		
Not Used	060	PER	Administrative Communications Contact	O	3		
<b>LOOP ID - N1</b>						<b>200</b>	
Must Use	070	N1	Name	O	1		
	080	N2	Additional Name Information	O	2		
	090	N3	Address Information	O	2		
	100	N4	Geographic Location	O	1		
	110	REF	Reference Identification	O	12		
Not Used	120	PER	Administrative Communications Contact	O	3		
Not Used	125	DMG	Demographic Information	O	1		
Must Use	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
	140	DTM	Date/Time Reference	O	10		
Not Used	150	FOB	F.O.B. Related Instructions	O	1		
Not Used	160	PID	Product/Item Description	O	200		
Not Used	170	MEA	Measurements	O	40		
Not Used	180	PWK	Paperwork	O	25		
Not Used	190	PKG	Marking, Packaging, Loading	O	25		
Not Used	200	L7	Tariff Reference	O	1		
Not Used	212	BAL	Balance Detail	O	>1		
Not Used	213	INC	Installment Information	O	1		
Not Used	214	PAM	Period Amount	O	>1		
<b>LOOP ID - LM</b>						<b>10</b>	
Not Used	220	LM	Code Source Information	O	1		
Not Used	230	LQ	Industry Code	M	100		
<b>LOOP ID - N9</b>						<b>1</b>	
	240	N9	Reference Identification	O	1		
M	250	MSG	Message Text	M	10		
<b>LOOP ID - V1</b>						<b>&gt;1</b>	
Not Used	260	V1	Vessel Identification	O	1		
Not Used	270	R4	Port or Terminal	O	>1		

Not Used	280	DTM	Date/Time Reference	O	>1	
			LOOP ID - FA1		>1	
Not Used	290	FA1	Type of Financial Accounting Data	O	1	
Not Used	300	FA2	Accounting Data	M	>1	

**Detail:**

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
			LOOP ID - IT1			200000	
Must Use	010	IT1	Baseline Item Data (Invoice)	O	1		
Not Used	012	CRC	Conditions Indicator	O	1		
Not Used	015	QTY	Quantity	O	5		n1
Not Used	020	CUR	Currency	O	1		
Not Used	030	IT3	Additional Item Data	O	5		
Not Used	040	TXI	Tax Information	O	10		
Must Use	050	CTP	Pricing Information	O	25		
Not Used	055	PAM	Period Amount	O	10		
Not Used	059	MEA	Measurements	O	40		
			LOOP ID - PID			1000	
	060	PID	Product/Item Description	O	1		
Not Used	070	MEA	Measurements	O	10		
Not Used	080	PWK	Paperwork	O	25		
Not Used	090	PKG	Marking, Packaging, Loading	O	25		
Not Used	100	PO4	Item Physical Details	O	1		
Not Used	110	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	120	REF	Reference Identification	O	>1		
Not Used	125	YNQ	Yes/No Question	O	10		
Not Used	130	PER	Administrative Communications Contact	O	5		
Not Used	140	SDQ	Destination Quantity	O	500		
Not Used	150	DTM	Date/Time Reference	O	10		
Not Used	160	CAD	Carrier Detail	O	>1		
Not Used	170	L7	Tariff Reference	O	>1		
Not Used	175	SR	Requested Service Schedule	O	1		
			LOOP ID - SAC			25	
Not Used	180	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	190	TXI	Tax Information	O	10		
			LOOP ID - SLN			1000	
Not Used	200	SLN	Subline Item Detail	O	1		
Not Used	205	DTM	Date/Time Reference	O	1		
Not Used	210	REF	Reference Identification	O	>1		
Not Used	220	PID	Product/Item Description	O	1000		
Not Used	230	SAC	Service, Promotion, Allowance, or Charge Information	O	25		
Not Used	235	TC2	Commodity	O	2		
Not Used	237	TXI	Tax Information	O	10		
			LOOP ID - N1			200	
Not Used	240	N1	Name	O	1		
Not Used	250	N2	Additional Name Information	O	2		
Not Used	260	N3	Address Information	O	2		
Not Used	270	N4	Geographic Location	O	1		

Not Used	280	REF	Reference Identification	O	12
Not Used	290	PER	Administrative Communications Contact	O	3
Not Used	295	DMG	Demographic Information	O	1
<b>LOOP ID - LM</b>					<b>10</b>
Not Used	300	LM	Code Source Information	O	1
Not Used	310	LQ	Industry Code	M	100
<b>LOOP ID - V1</b>					<b>&gt;1</b>
Not Used	320	V1	Vessel Identification	O	1
Not Used	330	R4	Port or Terminal	O	>1
Not Used	340	DTM	Date/Time Reference	O	>1
<b>LOOP ID - FA1</b>					<b>&gt;1</b>
Not Used	350	FA1	Type of Financial Accounting Data	O	1
Not Used	360	FA2	Accounting Data	M	>1

### Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	TDS	Total Monetary Value Summary	M	1		
	020	TXI	Tax Information	O	10		
Not Used	030	CAD	Carrier Detail	O	1		
Not Used	035	AMT	Monetary Amount	O	>1		
<b>LOOP ID - SAC</b>					<b>25</b>		
	040	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	050	TXI	Tax Information	O	10		
<b>LOOP ID - ISS</b>					<b>&gt;1</b>		
Not Used	060	ISS	Invoice Shipment Summary	O	1		
Not Used	065	PID	Product/Item Description	O	1		
	070	CTT	Transaction Totals	O	1		n2
M	080	SE	Transaction Set Trailer	M	1		

### Transaction Set Notes

1. The QTY segment is used to specify a quantity of units which are expected as payments, e.g., trade-ins or returns.
2. Number of line items (CTT01) is the accumulation of the number of IT1 segments. If used, hash total (CTT02) is the sum of the value of quantities invoiced (IT102) for each IT1 segment.

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

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set 810 Invoice	M ID 3/3
M	ST02	329	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

**Segment:** **BIG** Beginning Segment for Invoice  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of an invoice transaction set and transmit identifying numbers and dates

**Syntax Notes:**

**Semantic Notes:**

- 1 BIG01 is the invoice issue date.
- 2 BIG03 is the date assigned by the purchaser to purchase order.
- 3 BIG10 indicates the consolidated invoice number. When BIG07 contains code CI, BIG10 is not used.

**Comments:**

1 BIG07 is used only to further define the type of invoice when needed.

**Notes:** Example: BIG\*20130708\*45487954\*\*4800002559\*\*\*PR~

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	BIG01	373	Date	M DT 8/8
			Date expressed as CCYYMMDD	
M	BIG02	76	Invoice Number	M AN 1/22
			Identifying number assigned by issuer	
			Do not send dashes, slashes, spaces, periods, or other special characters in the invoice number field.	
			3M invoice number field is limited to a length of 16 characters.	
M	BIG04	324	Purchase Order Number	M AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser	
			Purchase order number will be numeric and 10 digits in length.	
M	BIG07	640	Transaction Type Code	M ID 2/2
			Code specifying the type of transaction	
			CR Credit Memo	
			Send only positive dollar values in all amount fields.	
			PR Product (or Service)	

**Segment:** **CUR** Currency  
**Position:** 040  
**Loop:**  
**Level:** Heading  
**Usage:** Optional (Must Use)  
**Max Use:** 1  
**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction  
**Syntax Notes:**

- 1 If CUR08 is present, then CUR07 is required.
- 2 If CUR09 is present, then CUR07 is required.
- 3 If CUR10 is present, then at least one of CUR11 or CUR12 is required.
- 4 If CUR11 is present, then CUR10 is required.
- 5 If CUR12 is present, then CUR10 is required.
- 6 If CUR13 is present, then at least one of CUR14 or CUR15 is required.
- 7 If CUR14 is present, then CUR13 is required.
- 8 If CUR15 is present, then CUR13 is required.
- 9 If CUR16 is present, then at least one of CUR17 or CUR18 is required.
- 10 If CUR17 is present, then CUR16 is required.
- 11 If CUR18 is present, then CUR16 is required.
- 12 If CUR19 is present, then at least one of CUR20 or CUR21 is required.
- 13 If CUR20 is present, then CUR19 is required.
- 14 If CUR21 is present, then CUR19 is required.

**Semantic Notes:**

**Comments:** 1 See Figures Appendix for examples detailing the use of the CUR segment.

**Notes:** Example: CUR\*BY\*CAD~

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	CUR01	98	<b>Entity Identifier Code</b>	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			BY Buying Party (Purchaser)	
M	CUR02	100	<b>Currency Code</b>	M ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

- 1 REF04 contains data relating to the value cited in REF02.

**Comments:**  
**Notes:** REF\*BM\*DDKFHI458749~

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	REF01	128	<b>Reference Identification Qualifier</b>	M ID 2/3
			Code qualifying the Reference Identification	
			4N Special Payment Reference Number	
			KID/FIK number (payment reference number)	
			BM Bill of Lading Number	
			CL Seller's Credit Memo	
			DJ Delivery Ticket Number	
			PK Packing List Number	
			Q8 Registration Number	
			Code describing which type of registration is being submitted	
			Vendor's Company Registration Number	
	REF02	127	<b>Reference Identification</b>	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

**Segment:** **N1** Name  
**Position:** 070  
**Loop:** N1 Optional (Must Use)  
**Level:** Heading  
**Usage:** Optional (Must Use)  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:** 1 At least one of N102 or N103 is required.  
 2 If either N103 or N104 is present, then the other is required.  
**Semantic Notes:**  
**Comments:** 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.  
 2 N105 and N106 further define the type of entity in N101.  
**Notes:** 3M requires the "II", "ST", "BT" and "VN" N1 loop information from the PO (850) and a "RE" N1 loop containing the vendor's Remit To Address.  
 Example: N1\*VN\*TEST VENDOR LLC\*92\*0010000065~  
 N1\*RE\*TEST VENDOR LLC~  
 N1\*ST\*3M CANADA COMPANY\*92\*2000~

#### Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual BT Bill-to-Party II Issuer of Invoice RE Party to receive commercial invoice remittance ST Ship To VN Vendor	M ID 2/3
M	N102	93	<b>Name</b> Free-form name	M AN 1/60
>>	N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) Not required for Remit To Address - N101 = "RE". 92 Assigned by Buyer or Buyer's Agent	O ID 1/2
>>	N104	67	<b>Identification Code</b> Code identifying a party or other code 3M assigned vendor number, plant, or company code. May differ by address type. Please return the value sent on the 850 for the specific N101 qualifier used. Not required for Remit To Address - N101 = "RE".	O AN 2/80



**Segment:** N2 Additional Name Information  
**Position:** 080  
**Loop:** N1 Optional (Must Use)  
**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:**  
**Notes:** Example: N2\*PAPER DIVISION~

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	N201	93 Name Free-form name	M AN 1/60
	N202	93 Name Free-form name	O AN 1/60

**Segment:** N3 Address Information  
**Position:** 090  
**Loop:** N1 Optional (Must Use)  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**  
**Notes:**

Example: N3\*1000 OXFORD STREET EAST~

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

**Segment:** **N4 Geographic Location**  
**Position:** 100  
**Loop:** N1 Optional (Must Use)  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party  
**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 U.S. or Canada.  
**Notes:** Example: N4\*LONDON ONTARIO\*ON\*N6A 4T1\*CA~

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
N401	19	<b>City Name</b> Free-form text for city name	O AN 2/30
N402	156	<b>State or Province Code</b> Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116	<b>Postal Code</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
N404	26	<b>Country Code</b> Code identifying the country	O ID 2/3
N405	309	<b>Location Qualifier</b> Code identifying type of location 34 District RG Region Code Qualifies a code that identifies a geographic area where transportation rates apply	X ID 1/2
N406	310	<b>Location Identifier</b> Code which identifies a specific location	O AN 1/30

**Segment:** **REF** Reference Identification  
**Position:** 110  
**Loop:** N1 Optional (Must Use)  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

- 1 REF04 contains data relating to the value cited in REF02.

**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification VX Value-Added Tax Registration Number (Europe) Used in the VN and ST N1 loops for vendor and 3M VAT IDs respectively.	M ID 2/3
	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale  
**Position:** 130  
**Loop:**  
**Level:** Heading  
**Usage:** Optional (Must Use)  
**Max Use:** >1  
**Purpose:** To specify terms of sale  
**Syntax Notes:**

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

**Semantic Notes:**

- 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.

**Comments:**

- 1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

**Notes:** Example: ITD\*05\*3\*\*\*\*\*30\*\*\*\*\*Net 30 Days~

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
ITD01	336	Terms Type Code	O ID 2/2
		Code identifying type of payment terms	
		02 End of Month (EOM)	
		05 Discount Not Applicable	
		06 Mixed	
		08 Basic Discount Offered	
		09 Proximo	
		10 Instant	
		14 Previously agreed upon	
		ZZ Mutually Defined	
ITD02	333	Terms Basis Date Code	O ID 1/2
		Code identifying the beginning of the terms period	
		3 Invoice Date	
ITD03	338	Terms Discount Percent	O R 1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
ITD05	351	Terms Discount Days Due	X N0 1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned	
ITD07	386	Terms Net Days	O N0 1/3
		Number of days until total invoice amount is due (discount not applicable)	
ITD12	352	Description	O AN 1/80
		A free-form description to clarify the related data elements and their content	
ITD13	765	Day of Month	X N0 1/2
		The numeric value of the day of the month between 1 and the maximum day of the month being referenced	

**Segment:** **DTM** Date/Time Reference  
**Position:** 140  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:**

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

**Semantic Notes:**

**Comments:**

**Notes:** Example: DTM\*002\*20130708~

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			002 Delivery Requested	
			011 Shipped	
	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	

**Segment:** N9 Reference Identification  
**Position:** 240  
**Loop:** N9 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier  
**Syntax Notes:**

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

**Comments:**  
**Notes:** Send only if sending vendor messages on the 810. Do not send messages received in the 850 back in the 810.  
Example: N9\*L1\*SEE COMMENTS~

**Data Element Summary**

Ref. Des.	Data Element	Name	Attributes
M	N901	128 Reference Identification Qualifier	M ID 2/3
		Code qualifying the Reference Identification	
		I5 Invoice Identification	
		L1 Letters or Notes	
	N902	127 Reference Identification	X AN 1/30
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

**Segment:** **MSG** Message Text  
**Position:** 250  
**Loop:** N9 Optional  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 10  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Syntax Notes:** 1 If MSG03 is present, then MSG02 is required.  
**Semantic Notes:** 1 MSG03 is the number of lines to advance before printing.  
**Comments:** 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.  
 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.  
**Notes:** See appendix for country specific requirements.  
 Please do not include any special characters in MSG segments.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264



**Segment:** **IT1** **Baseline Item Data (Invoice)**  
**Position:** 010  
**Loop:** IT1 Optional (Must Use)  
**Level:** Detail  
**Usage:** Optional (Must Use)  
**Max Use:** 1  
**Purpose:** To specify the basic and most frequently used line item data for the invoice and related transactions

- Syntax Notes:**
- 1 If any of IT102 IT103 or IT104 is present, then all are required.
  - 2 If either IT106 or IT107 is present, then the other is required.
  - 3 If either IT108 or IT109 is present, then the other is required.
  - 4 If either IT110 or IT111 is present, then the other is required.
  - 5 If either IT112 or IT113 is present, then the other is required.
  - 6 If either IT114 or IT115 is present, then the other is required.
  - 7 If either IT116 or IT117 is present, then the other is required.
  - 8 If either IT118 or IT119 is present, then the other is required.
  - 9 If either IT120 or IT121 is present, then the other is required.
  - 10 If either IT122 or IT123 is present, then the other is required.
  - 11 If either IT124 or IT125 is present, then the other is required.

**Semantic Notes:** 1 IT101 is the purchase order line item identification.

- Comments:**
- 1 Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of IDs.
  - 2 IT106 through IT125 provide for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

**Notes:** 3M allows different units of measures for the quantity shipped and for the price. 3M considers the price in the CTP03 as the PO price. The quantity in the PO102 is the quantity in the shipping unit of measure. The quantity in the CTP04 is the quantity in the pricing unit of measure.

If necessary the vendor can calculate the price in shipping unit of measure using the following formula:

$$\text{Price in shipping uom} = ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102}$$

Example:

Outbound PO:

PO1\*00010\*10\*EA\*\*\*BP\*7000138216\*\*\*\*\*RP\*CT060921468~  
 CTP\*\*UCP\*22.23\*10\*AS\*SEL\*5~

Calculation:

$$\begin{aligned} \text{Price in shipping uom} &= ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102} \\ &= ((22.23 / 5) \times 10) / 10 \\ &= \$4.446 \text{ EA} \end{aligned}$$

Example:

IT1\*00010\*240\*EA\*40\*\*BP\*0000000071\*VP\*VENDORSKU\*UK\*04710367340423\*  
 MG\*MFG\_PART\*RP\*23344~

### Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
M	IT101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set Return line item number exactly as received on the purchase order.	M AN 1/20
M	IT102	358	<b>Quantity Invoiced</b> Number of units invoiced (supplier units)	M R 1/10
M	IT103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2
	IT104	212	<b>Unit Price</b>	X R 1/17

Price per unit of product, service, commodity, etc.

IT104 is calculated from information in the PO1 and CTP segment of the PO.

Calculation:

$$IT104 = ((CTP03/CTP07) \times CTP04) / PO102$$

<b>IT106</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		3M Buyer's Part Number (BP) must be returned if sent on PO.		
		BP		Buyer's Part Number
		MG		Manufacturer's Part Number
		RP		Replaced Part Number
		UK		U.P.C./EAN Shipping Container Code (1-2-5-5-1)
				A 14-digit code that uniquely identifies the manufacturer's shipping unit, including the packaging indicator and check digit; the first digit is the packaging indicator, the next two digits are the number system characters, the next five digits are the manufacturer ID number, the second five digits are the item code, and the final digit is the check digit
		VP		Vendor's (Seller's) Part Number
<b>IT107</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>IT108</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		See list of qualifiers in PO106 above.		
<b>IT109</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>IT110</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>IT111</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>IT112</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>IT113</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>IT114</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
<b>IT115</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		

**Segment:** **CTP Pricing Information**  
**Position:** 050  
**Loop:** IT1 Optional (Must Use)  
**Level:** Detail  
**Usage:** Optional (Must Use)  
**Max Use:** 25  
**Purpose:** To specify pricing information  
**Syntax Notes:**

- 1 If either CTP04 or CTP05 is present, then the other is required.
- 2 If CTP06 is present, then CTP07 is required.
- 3 If CTP09 is present, then CTP02 is required.
- 4 If CTP10 is present, then CTP02 is required.
- 5 If CTP11 is present, then CTP03 is required.

**Semantic Notes:**

- 1 CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.
- 2 CTP08 is the rebate amount.

**Comments:**

- 1 See Figures Appendix for an example detailing the use of CTP03 and CTP04. See Figures Appendix for an example detailing the use of CTP03, CTP04 and CTP07.

**Notes:** 3M allows different units of measures for the quantity shipped and for the price. 3M considers the price in the CTP03 as the PO price. The quantity in the PO102 is the quantity in the shipping unit of measure. The quantity in the CTP04 is the quantity in the pricing unit of measure.

If necessary the vendor can calculate the price in shipping unit of measure using the following formula:

$$\text{Price in shipping uom} = ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102}$$

Example:

Outbound PO:

PO1\*00010\*10\*EA\*\*\*BP\*7000138216\*\*\*\*\*RP\*CT060921468~  
 CTP\*\*UCP\*22.23\*10\*AS\*SEL\*5~

Calculation:

$$\begin{aligned} \text{Price in shipping uom} &= ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102} \\ &= ((22.23 / 5) \times 10) / 10 \\ &= \$4.446 \text{ EA} \end{aligned}$$

Example: CTP\*\*UCP\*100\*96.000\*CS\*SEL\*1~

Price of \$100.00 per 1 CS.

96 CS = 240 EA (from IT102 and IT103)

Line item total = \$9600.00

CTP\*\*UCP\*5\*12.00\*CS\*SEL\*1000~

Price of \$5 per 1000 CS or \$5/1000=\$.005 per CS

12 CS = 35000 EA (from PO102 and PO103)

Line item total = \$.06

CTP\*\*UCP\*10\*25.000\*CS\*SEL\*25~

Price of \$10.00 per 25 CS or \$10/25=\$.40 per CS.

25 CS = 100 EA (from PO102 and PO103)

Line item total = \$10.00

### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
M	CTP02	236 <b>Price Identifier Code</b>	M ID 3/3
		Code identifying pricing specification	
		UCP Unit cost price	
M	CTP03	212 <b>Unit Price</b>	M R 1/17

			Price per unit of product, service, commodity, etc.	
M	CTP04	380	<b>Quantity</b>	M R 1/15
			Numeric value of quantity	
M	CTP05	C001	<b>Composite Unit of Measure</b>	M
			To identify a composite unit of measure (See Figures Appendix for examples of use)	
M	C00101	355	<b>Unit or Basis for Measurement Code</b>	M ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
M	CTP06	648	<b>Price Multiplier Qualifier</b>	M ID 3/3
			Code indicating the type of price multiplier	
			SEL Selling Multiplier	
M	CTP07	649	<b>Multiplier</b>	M R 1/10
			Value to be used as a multiplier to obtain a new value	

<b>Segment:</b>	<b>PID</b> Product/Item Description
<b>Position:</b>	060
<b>Loop:</b>	PID Optional
<b>Level:</b>	Detail
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To describe a product or process in coded or free-form format
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PID04 is present, then PID03 is required.</li> <li>2 At least one of PID04 or PID05 is required.</li> <li>3 If PID07 is present, then PID03 is required.</li> <li>4 If PID08 is present, then PID04 is required.</li> <li>5 If PID09 is present, then PID05 is required.</li> </ol>
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 Use PID03 to indicate the organization that publishes the code list being referred to.</li> <li>2 PID04 should be used for industry-specific product description codes.</li> <li>3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.</li> <li>4 PID09 is used to identify the language being used in PID05.</li> </ol>
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.</li> <li>2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.</li> <li>3 PID07 specifies the individual code list of the agency specified in PID03.</li> </ol>
<b>Notes:</b>	Example: PID*F****4032 SCOTCHMOUNT DEL-CTD FOAMTAPE 76MMX~

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PID01	349 Item Description Type	M ID 1/1
		Code indicating the format of a description	
		F Free-form	
	PID05	352 Description	X AN 1/80
		A free-form description to clarify the related data elements and their content	

**Segment:** **TDS** Total Monetary Value Summary  
**Position:** 010  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify the total invoice discounts and amounts  
**Syntax Notes:**  
**Semantic Notes:**

- 1 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable).
- 2 TDS02 indicates the amount upon which the terms discount amount is calculated.
- 3 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).
- 4 TDS04 indicates the total amount of terms discount.

**Comments:**

- 1 TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.

**Notes:** Example: TDS\*962000~

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
M	<u>Des.</u> TDS01	<u>Element</u> 610 <u>Amount</u> Monetary amount Total invoice/credit amount.	M N2 1/15

**Segment:** **TXI** Tax Information  
**Position:** 020  
**Loop:**  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify tax information  
**Syntax Notes:**

- 1 At least one of TXI02 TXI03 or TXI06 is required.
- 2 If either TXI04 or TXI05 is present, then the other is required.
- 3 If TXI08 is present, then TXI03 is required.

**Semantic Notes:**

- 1 TXI02 is the monetary amount of the tax.
- 2 TXI03 is the tax percent expressed as a decimal.
- 3 TXI07 is a code indicating the relationship of the price or amount to the associated segment.

**Comments:**

**Notes:**

TXI only to be used if billing tax.  
 Example: TXI\*GS\*10.00\*\*CD\*ON\*\*\*\*328472~

**Data Element Summary**

Ref.	Data Element	Name	Attributes
M	TXI01	963 Tax Type Code	M ID 2/2
		Code specifying the type of tax	
		CP County/Parish Sales Tax	
		CS City Sales Tax	
		CT County Tax	
		GS Goods and Services Tax	
		Canadian value-added tax	
		Goods and Services Tax / GST	
		LS State and Local Sales Tax	
		LT Local Sales Tax (All Applicable Sales Taxes by Taxing Authority Below the State Level)	
		OH Other Taxes	
		Quebec Sales Tax/QST	
		SP State/Provincial Tax	
		State tax levied which excludes sales or excise taxes	
		Provincial Sales Tax / PST	
		ST State Sales Tax	
		VA Value Added Tax	
		ZZ Mutually Defined	
		Harmonized Sales Tax / HST	
M	TXI02	782 Monetary Amount	M R 1/18
		Monetary amount	
	TXI03	954 Percent	X R 1/10
		Percentage expressed as a decimal	
	TXI04	955 Tax Jurisdiction Code Qualifier	O ID 2/2
		Code identifying the source of the data used in tax jurisdiction code	
		CD Customer defined	
	TXI05	956 Tax Jurisdiction Code	C AN 1/10
		Code identifying the taxing jurisdiction	
		Should contain the 2 character province or state abbreviation.	
	TXI09	325 Tax Identification Number	O AN 1/20
		Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number	

Use to send GST/HST, QST ids.

If QST is sent, GST/HST also needs to be sent in a separate TXI segment.



**Segment:** SAC Service, Promotion, Allowance, or Charge Information  
**Position:** 040  
**Loop:** SAC Optional  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

- Syntax Notes:**
- 1 At least one of SAC02 or SAC03 is required.
  - 2 If either SAC03 or SAC04 is present, then the other is required.
  - 3 If either SAC06 or SAC07 is present, then the other is required.
  - 4 If either SAC09 or SAC10 is present, then the other is required.
  - 5 If SAC11 is present, then SAC10 is required.
  - 6 If SAC13 is present, then at least one of SAC02 or SAC04 is required.
  - 7 If SAC14 is present, then SAC13 is required.
  - 8 If SAC16 is present, then SAC15 is required.

- Semantic Notes:**
- 1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
  - 2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
  - 3 SAC08 is the allowance or charge rate per unit.
  - 4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
  - 5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
  - 6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
  - 7 SAC16 is used to identify the language being used in SAC15.

- Comments:**
- 1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
  - 2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

**Notes:** SAC only used if billing misc or freight charges.  
Do not use SAC for billing tax, use TXI segment instead.

#### Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SAC01	248	<b>Allowance or Charge Indicator</b> Code which indicates an allowance or charge for the service specified C Charge	M ID 1/1
M	SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b> Code identifying the service, promotion, allowance, or charge Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 4/4
M	SAC05	610	<b>Amount</b> Monetary amount This field should always be positive.	M N2 1/15
M	SAC15	352	<b>Description</b> A free-form description to clarify the related data elements and their content Required by 3M.	M AN 1/80

**Segment:** **CTT** Transaction Totals  
**Position:** 070  
**Loop:**  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Syntax Notes:**

- 1 If either CTT03 or CTT04 is present, then the other is required.
- 2 If either CTT05 or CTT06 is present, then the other is required.

**Semantic Notes:**  
**Comments:**

- 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

**Notes:** Example: CTT\*3~

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6

**Segment:** **SE** Transaction Set Trailer  
**Position:** 080  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

**Syntax Notes:**

**Semantic Notes:**

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

#### Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
M	SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

# APPENDIX

## Transaction Example:

ISA\*00\*                   \*00\*                   \*ZZ\*IDSENDERID       \*12\*IDRECEIVERID  
\*150216\*1720\*U\*00401\*650000035\*0\*P\*>  
GS\*IN\* IDSENDERID \* IDRECEIVERID \*20150216\*1720\*650000035\*X\*004010  
ST\*810\*0496  
BIG\*CCYMMDD\*INVOICENUMBER\*\*3MPONUMBER\*\*\*PR  
CUR\*BY\*USD  
N1\*ST\*3M LONDON\*92\*2001  
N3\*801 CLARKE ROAD  
N4\*LONDON ONTARIO\*ON\*N5V 3B1\*CA  
N1\*VN\*SUPPLIER\*92\*0001234567  
N3\*456 VENDOR ROAD  
N4\*ANYTOWN\* MN \*553031089\*US  
N1\*II\*SUPPLIER\*92\*0001234567  
N3\*456 VENDOR ROAD  
N4\*ANYTOWN\*MN\*553031089\*US  
N1\*RE\*SUPPLIER  
N3\*456 VENDOR ROAD  
N4\* ANYTOWN\*MN\*553031089 \*US  
N1\*BT\*3M CANADA COMPANY~  
N3\*P.O. BOX 5840  
N4\*LONDON\*ON\*N6A 5S2\*CA  
ITD\*05\*3\*\*\*0\*\*60\*\*\*\*\*NET 60 DAYS  
DTM\*002\*20150105  
N9\*L1\*SEE COMMENTS  
MSG\*COMMENTS ENTERED IN THIS SEGMENT  
IT1\*00010\*26030\*EA\*0.77090\*\*BP\*3M PART NUMBER\*VP\*VENDOR PART NUMBER\*RP\*REPLACE  
PART NUMBER  
CTP\*\*UCP\*77.09\*25200\*EA\*SEL\*100  
PID\*F\*\*\*\*LINE ITEM DESCRIPTION  
TDS\*2008653  
TXI\*OH\*10.00\*\*CD\*MN\*\*\*\*\*TAX ID NUMBER  
SAC\*C\*D240\*\*\*1000\*\*\*\*\*FREIGHT  
CTT\*27  
SE\*30\*0496  
GE\*1\*650000035  
IEA\*1\*650000035

# **Country Specific Requirements**

## **ALL**

Supplier is responsible to advise 3M if submitting eInvoices is not supported legally or regulatory and provide 3M with appropriate regulation.

## **Latin America**

If you are a Mexican 3rd party provider selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico - please send the following header comment on your invoice:

OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE LAS REGLAS DE CARACTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE.

In addition vendor should include IMMEX Number for: 3M Purification S de RL de CV (2679-2006)

### **ANSI Field for required comment:**

N9\*LI\*SEE COMMENTS

MSG01: enter above comment

## **Panama Pacifico**

If Supplier is from Panama and invoicing to 3M Panama, follow invoicing instructions to manually send in the invoice, (eInvoicing is not allowed in this situation). Panama suppliers should eInvoice non-3M Panama locations.

## **Mexico**

If Supplier is from Mexico and invoicing to 3M Mexico (including EDUMEX), follow invoicing instructions to manually send in the invoice, (eInvoicing is not allowed in this situation). Mexican suppliers should eInvoice non-3M Mexican locations.

## **3M Sweden, Norway, Finland:**

If you are a supplier that uses a payment reference number (KID/FIK number) in your current invoice process, then you must include this in the EDI invoice.

### **ANSI Field for required info:**

REF\*4N\*KID/FIK number

## **3M Belgium**

Toll levied when materials are transported by road in a large truck, if not included in the material prices, should be included in the shipping charges.

## **Europe (All)**

If supplier billing entity is located in Europe and sending an invoice to any European 3M entity, then both supplier VAT registration number and 3M VAT registration number must be included in the EDI invoice.

**ANSI Field for required info:**

REF located in N1 Loop

REF\*VX\*Supplier or 3M VAT number

A REF segment using qualifier VX must be sent inside the N1 loop with qualifier VN to capture supplier VAT number. A REF segment with qualifier VX must be sent inside the N1 loop qualifier ST to capture 3M VAT number.

N1\*ST\*3M SVENKSA\*92\*4039

N3\*801 CLARKE ROAD

N4\*VARNAMO\*007\*331 40\*SE

REF\*VX\*3M VAT NUMBER

N1\*VN\*SUPPLIER\*92\*0001234567

N3\*456 VENDOR ROAD

N4\*ANYTOWN\*007\*331 23\*SE

REF\*VX\*SUPPLIER VAT NUMBER