

Electronic Data Interchange Invoice 810 Format



EDI Specifications

810 Invoice

Purpose: This standard provides the format and establishes the data contents of an invoice transaction set. The invoice transaction set provides for customary and established business and industry practice relative to the billing for goods and services provided.

ISA / IEA and GS / GE segment usage along with EDI 997 Functional Acknowledge information is available in the EDI General Specifications document.

Segment Usage

Heading:

<u>Segment ID</u>	<u>Description</u>	<u>Usage</u>	<u>Max Use</u>	<u>Loop Repeat</u>
ST	Transaction Set Header	Required	1	
BIG	Beginning Segment for Invoice	Required	1	
REF	Reference Identification	Required	6	
YNQ	Yes/No Question	Conditional	2	
LOOP: N1				2 / 2
N1	Name	Required	1	
N2	Additional Name Information	Optional	1	
N3	Address Information	Required	1	
N4	Geographic Location	Required	1	
PER	Administrative Communication Contact	Required	1	
ITD	Terms of Sale / Deferred Terms of Sale	Required	1	
DTM	Date / Time Reference	Required	2	
FOB	F.O.B. Related Instructions	Optional	1	
N9	Reference Identification	Required	1	

Detail:

LOOP: IT1				1 / 200,000
IT1	Baseline Item Data (Invoice)	Required	1	
IT3	Additional Item Data	Optional	1	
PID	Product / Item Description	Optional	3	

Summary:

TDS	Total Monetary Value Summary	Required	1
CAD	Carrier Detail	Required	1
SAC	Service, Allowance, or Charge Information	Conditional	3
ISS	Invoice Shipment Summary	Required	1
CTT	Transaction Totals	Required	1
SE	Transaction Set Trailer	Required	1

Note:

Credit Memos must be in separate assignments and must be for the net discounted amount of the invoice.

(ST) Transaction Set Header

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

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'ST'
ST01	143	Transaction Set Identifier Code	M ID 3/3	'810' – Invoice
ST02	329	Transaction Set Control Number	M AN 4/9	Number assigned by the sender

Comment:

The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., '810' selects the invoice transaction set).

Example:

ST*810*000048494~

(BIG) Beginning Segment for Invoice

Purpose: To indicate the beginning of an invoice transaction set and transmit identifying numbers and dates.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'BIG'
BIG01	373	Invoice Date	M DT 8/8	CCYYMMDD Century/Year/Month/Day
BIG02	76	Invoice Number	M AN 1/22* *(see Note B)	Invoice Number
BIG03	373	P.O. Date	O DT 8/8	Customer Purchase Order Date
BIG04	324	P.O. Number	R AN 1/22	Customer Purchase Order Number
BIG07	640	Transaction Type Code	O ID 2/2	'CR' – Credit Memo

Notes:

- A. Use BIG07 with 'CR' to indicate a credit memo. BIG02 can be a new credit memo number. The original invoice number, to which the credit memo refers, is indicated in a REF segment element.
- B. Invoice number has a maximum length of 8 characters for CIT usage. If length is greater than 8 positions, truncation from the left will occur to retain uniqueness.

Example:

BIG*20000925*00272889*20000918*844778~

EDI Specifications

(REF) Reference Identification

Purpose: To specify identifying information

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'REF'
REF01	128	Reference Identification Qualifier	M ID 2/2	'14' – Master Client Number '23' – Client Number '3J' – Client Trade Style 'DP' – Department Number 'IA' – Internal Vendor Number 'OI' – Original Invoice Number
REF02	127	Reference Identification	R AN 1/30	Master Client Number – 4 digits Client Number – 4 digits Trade Style – 1 char (optional) Department – 6 chars (optional) Cr. Memo Invoice Number – 8 chars (if BIG07 = CR)

Notes:

- A. **REF** segments are used to identify each of the following: Master Client Number, Client Number, Trade Style, Department Number, Internal Vendor Number, and Credit Memo Original Invoice Number.
- B. Both a REF01 '14' with Master Client Number and REF01 '23' with specific Client Number are required. Even though you may have a single client number setup with CIT, you still need two REF segments.
- C. The other REF01 types are optional depending on the data or setup with CIT.

Example:

REF*14*2566~
REF*23*2566~

EDI Specifications

(YNO) Yes/No Question

Purpose: To identify and answer yes and no questions, including codes to further qualify the condition.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' YNQ '
YNQ02	1073	Yes/No Condition or Response Code	C ID 1/1	' Y ' – Yes, a condition exists
YNQ08	1270	Code List Qualifier Code	C ID 1/2	' 54 ' – Type of Bill Code ' G ' – Risk Class
YNQ09	1271	Industry Code	C AN 1/1	Special Code – ECS representative will advise if use is necessary

Notes:

- A. Conditionally used to indicate special Factoring Fee Code or Client Risk Code. Use this segment only when CIT ECS representative requests you to do so. Otherwise, omit the segment if neither item is used.
- B. If YNQ08 = '**54**' a value of 1,2,3 or 4 is used to indicate different factoring fees for assignments. Use only when CIT ECS representative requests you to use this field. Items with different factoring fees must be separated into to different assignments (see N9 segment for assignment number information).
- C. If YNQ08 = '**G**' then one of the following risk codes must be used: **1** – indicates Client Risk, **S** - indicates Split Risk, **2** - indicates Bill & Hold Approved, **3** – indicates Bill & Hold Client Risk

Example:

YNQ**Y*****54*2~

EDI Specifications

(N1) Name

Purpose: To identify a party by type of organization, name, and code.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' N1 '
N101	98	Entity Identifier Code	M ID 2/3	' BY ' – Buying Party (Bill to) ' ST ' – Ship To
N102	93	Name	R AN 1/30	Free form Name
N103	66	Identification Code Qualifier	R ID 1/2	' 92 ' – Assigned by Buyer or Buyer's Agent
N104	67	Identification Code	R AN 2/15	Buying Party – customer number Ship location – chain store number

Notes:

- A. **N1** segments are required for each: Buying Party (customer) information and Ship To location information.
- B. Buying Party Identification Code, or Customer Number, is the client's customer identifier. We maintain a cross-reference table that identifies your customers in our system. With the customer information provided in these **N1**, **N2**, **N3**, **N4** and **PER** segments we are able to maintain an up to date cross-reference from your customer number to our customer number.
- C. The Ship To location should contain the Retailer's Store number if known – mandatory for chain stores.
- D. This is the start of the loop of 2 sets of **N1**, **N2**, **N3**, **N4** and **PER** segments.

Examples:

N1*BY*MEGASTORES, INC*92*ME0013~

Or

N1*ST*MEGASTORES - PINEVILLE*92*0001~

EDI Specifications

(N2) Additional Name Information

Purpose: To specify additional names or those longer than 30 characters in length.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'N2'
N201	93	Name	O AN 1/30	Additional name information

Example:

N2*INVOICING DEPT~

EDI Specifications

(N3) Address Information

Purpose: To specify the location of the named party.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'N3'
N301	166	Address Information	M AN 1/30	Address Line 1
N302	166	Address Information	O AN 1/30	Address Line 2

Example:

N3*1313 MOCKINGBIRD LANE*SUITE 321~

(N4) Geographic Location

Purpose: To specify the geographic location of the named party.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'N4'
N401	19	City Name	R AN 2/17	City
N402	156	State or Province Code	R ID 2/2	State / Province
N403	116	Postal Code	R ID 3/9	Zip Code
N404	26	Country Code	O ID 2/3	ISO Country Code if not U.S.

Example:

N4*CINCINNATI*OH*45241~

(PER) Administrative Communications Contact

Purpose: To identify a person or office to whom administrative communication should be directed.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' PER '
PER01	366	Contact Function Code	R ID 2/2	' CR ' – Customer Relations
PER02	93	Name	O AN 1/60	Free form Name
PER03	365	Identification Code Qualifier	R ID 2/2	' TE ' – Telephone
PER04	364	Identification Code	R AN 1/10	Customer Phone Number

Note:

Used to identify customer phone number. Required only with the N1 loop for Buyer (N101=**BY**).

Example:

PER*CR**TE*7045551212~

(ITD) Terms of Sale / Deferred Terms of Sale

Purpose: To specify terms of sale.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'ITD'
ITD12	352	Description	R AN 1/40	First 3 characters are your Terms Code followed by free form terms description in characters 4-40

Notes:

- A. We maintain a 3 digit terms code cross-reference for each client. This term code must appear in the first 3 characters of the ITD12 element. If terms code is fewer than 3 characters use spaces to fill the 3 positions. The remaining positions of this element (4-40) are for a free form terms description.
- B. Use '000' for Credit Memo terms.

Examples:

ITD*****N30NET 30~

Or

ITD*****2 NET 10 EOM~

(DTM) Date / Time Reference

Purpose: To specify pertinent dates and times.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'DTM'
DTM01	374	Date/Time Qualifier	R ID 3/3	'011' – Date Shipped '600' – As-of Date
DTM02	373	Date	R DT 8/8	CCYYMMDD

Notes:

- A. Indicates date goods were shipped and/or as-of date, if applicable.
- B. As-of Date is only used to override Invoice Date for terms and aging calculations.
- C. Contact ECS representative for information on how to specify an invoice due date under special terms circumstances.

Examples:

DTM*011*20000926~

Or

DTM*600*20001210~

EDI Specifications

(FOB) F.O.B. Related Instructions

Purpose: To specify transportation instructions relating to shipment.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' FOB '
FOB01	146	Shipment Method of Payment	M ID 2/2	' CC ' – Collect ' CF ' – Collect, Freight Credited Back to Customer ' DF ' – Defined by Buyer and Seller ' PA ' – Advance Payment ' PB ' – Customer Pick-up / Backhaul ' PC ' – Prepaid but Charged to Customer ' PO ' – Prepaid Only ' PP ' – Prepaid (by Seller)

Example:

FOB*CC~

(N9) Reference Identification

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'N9'
N901	128	Reference Identification Qualifier	R ID 2/2	'A3' – Assignment Number
N902	127	Reference Identification	R AN 4/4	Assignment Number
N904	373	Date	R DT 8/8	Assignment Date

Notes:

- A. Used to indicate batch Assignment Number and Assignment Date. Assignment Number must not repeat for transmissions within the same day.
- B. This is a required segment. Some EDI translators require an MSG segment if this N9 segment is used. If so, include MSG with generic comment like "CIT Invoices".
Example: MSG*CIT Invoices~
- C. Assignment number must be 4 characters. Zero fill, if necessary.

Example:

N9*A3*0345**20000921~

EDI Specifications

(IT1) Baseline Item Data (Invoice)

Purpose: To specify the basic and most frequently used line item data for the invoice and related transactions.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' IT1 '
IT101	350	Assigned Identification	R AN 1/20	Sequential Line Number
IT102	358	Quantity Invoiced	R R 1/10	Quantity
IT103	355	Unit or Basis for Measurement Code	R ID 2/2	Any valid X12 code
IT104	212	Unit Price	R R 1/17	Price per unit. Use decimal point in price, if necessary
IT105	639	Basis of Unit Price Code	O ID 2/2	Valid X12 code used to identify the type of unit price for an item
IT106	235	Product / Service ID Qualifier	C ID 2/2	' UP ' – UPC Consumer Package Code
IT107	234	Product / Service ID	C AN 1/48	UPC Number
IT108	235	Product / Service ID Qualifier	C ID 2/2	' EN ' – European Article Number
IT109	234	Product / Service ID	C AN 1/48	European Article Number if used
IT110	235	Product / Service ID Qualifier	C ID 2/2	' CB ' – Buyer's Catalog Number
IT111	234	Product / Service ID	C AN 1/48	Buyer's Catalog Number
IT112	235	Product / Service ID Qualifier	C ID 2/2	' VN ' – Vendor's (Seller's) Item Number
IT113	234	Product / Service ID	C AN 1/48	Vendor Style Number

Syntax:

If either IT102, IT103, or IT104 are present, then the others are required.

Comments:

- A. Element 235/234 combinations should be interpreted to include products and/or services.
- B. IT101 is the purchase order line item identification.

Example:

IT1*001*23*EA*32.53*LE*UP*716357287536*****VN*ASF2B4~

(IT3) Additional Item Data

Purpose: To specify additional item details relating to variations between ordered and shipped quantities, or to specify alternate units of measures and quantities.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'IT3'
IT301	382	Number of Units Shipped	O R 1/10	
IT302	355	Unit or Basis for Measurement Code	O ID 2/2	Any valid X12 code
IT303	368	Shipment / Order Status Code	O ID 2/2	'BK' – Back Ordered from Previous Order 'BP' – Shipment Partial 'CL' – Shipment Complete 'CM' – Complete with Additional Quantity 'CP' – Partial Shipment on (Date) 'CS' – Complete with Substitution 'IC' – Item Canceled 'IS' – Item Represents Substitution from Original Order

Note:

Used to confirm if shipment was made in full.

Example:

IT3***CL~

(PID) Product / Item Description

Purpose: To describe a product or process in coded or free-form format.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'PID'
PID01	349	Item Description Type	M ID 1/1	'F' – Free-form
PID02	750	Product/Process Characteristic Code	O ID 2/3	'08' – Product '73' – Vendor Color Description '74' – Vendor Size Description
PID05	352	Description	C AN 1/80	Product Description

Note:

Used to indicate details about the item sold. Possible information available are color, size, and any free-form description. May provide up to 3 PID segments.

Example:

```
PID*F*08***SKIRT~
PID*F*73***208 DK BROWN~
PID*F*74***4~
```

(TDS) Total Monetary Value Summary

Purpose: To specify the total invoice discounts and amounts.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'TDS'
TDS01	610	Invoice Amount	M N2 1/10	Total Invoice Amount
TDS02	610	Merchandise Amount	O N2 1/10	Amount to be discounted if different than invoice amount (if discount is applicable)
TDS04	610	Discount Amount	O N2 1/10	"Special" discount that overrides any other terms discount

Notes:

- A. TDS01 is the total amount of the invoice, including charges (freight, for example) less allowances, before any discounts. Implied decimal point; send \$4554.20 as 455420
- B. If invoice has terms discount, TDS02 is the amount discounted if different than invoice amount. TDS02 is not needed if there is no payment terms discount.
- C. Use TDS04 to indicate any special, non-terms discount. TDS04 will override any other terms discount, if present. TDS04 is rarely used.

Example:

TDS*455420~

Or

TDS*455420*450000~

EDI Specifications

(CAD) Carrier Detail

Purpose: To specify transportation details for the transaction.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'CAD'
CAD04	140	Standard Carrier Alpha Code	C ID 2/4	Standard Code List available from the National Motor Freight Trucking Association
CAD05	387	Routing	R AN 1/35	Carrier's Name

Note:

At least the CAD05 is required.

Example:

CAD****PPD*RPS GROUND~

(SAC) Service, Promotion, Allowance, or Charge Information

Purpose: To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'SAC'
SAC01	248	Allowance or Charge Indicator	C ID 1/1	'A' – Allowance 'C' – Charge
SAC02	1300	Service, Promotion, Allowance, or Charge Code	R ID 4/4	'D240' – Freight 'H740' – Tax – Sales and Use 'ZZZZ' – Miscellaneous
SAC05	610	Amount	R N2 1/15	Amount
SAC12	331	Allowance or Charge Method of Handling Code	O ID 2/2	'05' – Charge to be Paid by Vendor '06' – Charge to be Paid by Customer 'PP' – Prepaid
SAC15	352	Description	C AN 1/80	Free-form Description

Notes:

- A. Used to indicate freight charges and other special charges or allowances covering the invoice.
- B. If the SAC segment is used, then SAC01, SAC02, and SAC05 are required.
- C. When indicating a miscellaneous value use SAC15 to describe it.
- D. We can accommodate up to 3 SAC segments.
- E. Do not use the SAC segment if no additional charges or allowances exist.

Example:

```
SAC*C*D240***494~
SAC*C*ZZZZ***300*****SPECIAL CHARGE~
```

EDI Specifications

(ISS) Invoice Shipment Summary

Purpose: To specify summary details of total items shipped in terms of quantity, weight, and volume.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'ISS'
ISS01	382	Number of Units Shipped	R R 1/10	Total Number of Cartons Shipped
ISS02	355	Unit or Basis for Measurement Code	R ID 2/2	'CT' - Carton

Example:

ISS*1*CT~

(CTT) Transaction Totals

Purpose: To transmit a has total for a specific element in the transaction set.

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		' CTT '
CTT01	354	Number of Line Items	M N0 1/6	Count of IT1 Segments

Comment:

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

Example:

CTT*12~

(SE) Transaction Set Trailer

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).

Ref Num	Data Element	Description	Attributes	Value
		Segment ID		'SE'
SE01	96	Number of Included Segments	M N0 1/10	Count of the transaction set segments including the ST and SE segments
SE02	329	Transaction Set Control Number	M AN 4/9	This must be the same as in the ST segment (ST02) for the transaction set

Comment:

The SE segment is the last segment of each transaction set.

Example:

SE*36*000048494~

EDI Specifications

810 Invoice Sample File

80-byte wrapped:

```
ISA*00*          *00*          *12*7045551212      *ZZ*CITICCTEST      *000912*003
1*U*00401*000000037*0*T*>~GS*IN*7045551212*CITICCTEST*20000912*0031*31*X*004010~
ST*810*000062620~BIG*20000911*2167524~REF*14*2566~REF*23*2566~N1*BY*SUPER-MEGA S
TORES*92*11348~N3*323 MAIN ST~N4*METROPOLIS*NC*2*28226~N1*ST*SUPER-MEGA STORE, #5
*92*00005~N3*1313 MOCKINGBIRD LN~N4*SMALL TOWN*SC*29000~ITD***** 0 8%10
EOM~DTM*011*20000911~FOB*PP~N9*A3*0351**20000912~IT1*001*1*EA*99.5*LE*UP*0088782
35753***VN*00QR04~PID*S*08***SUIT (JKT/SKT) W/PANTS~PID*S*73***260 MED.BEIGE~PID
*S*74***10~IT1*002*1*EA*99.5*LE*UP*008878235760***VN*00QR04~PID*S*08***SUIT (JKT/
SKT) W/PANTS~PID*S*73***260 MED.BEIGE~PID*S*74***12~TDS*20446*19900.CAD***PPD*
RPS GROUND~ISS*1*CT~CTT*2~SE*26*000062620~ST*810*000062621~BIG*20000911*2167525~
REF*14*2566~REF*23*2566~N1*BY*MARIES/WALLACE MARIE DAVIS*92*11348~N3*323 9TH ST
PLZ~N4*HUNTINGTON*WV*25701~N1*ST*MARIES/WALLACE MARIE DAVIS~N3*323 9TH ST PLZ~N4
*HUNTINGTON*WV*25701~ITD***** 0 8% 10 EOM~DTM*011*20000911~FOB*PP~N9*A3*
0351**20000912~IT1*001*1*EA*99.5*LE*UP*008878458145***VN*00QR07~PID*S*08*** SUIT
-JACKET/SKIRT/PANTS~PID*S*73***010 CHARCOAL~PID*S*74***8~IT1*002*1*EA*99.5*LE*U
P*008878458176***VN*00QR07~PID*S*08*** SUIT-JACKET/SKIRT/PANTS~PID*S*73***010 CH
ARCOAL~PID*S*74***14~TDS*20446*19900~CAD***PPD*RPS GROUND~ISS*1*CT~CTT*2~SE*27*
000062621~GE*1206*31~IEA*1*000000037~
```

80-byte maximum, unwrapped:

```
ISA*00*          *00*          *12*7045551212      *ZZ*CITICCTEST      *000912*003
1*U*00401*000000037*0*T*>~
GS*IN*7045551212*CITICCTEST*20000912*0031*31*X*004010~
ST*810*000062620~
BIG*20000911*2167524~
REF*14*2566~
REF*23*2566~
N1*BY*SUPER-MEGA STORES*92*11348~
N3*323 MAIN ST~
N4*METROPOLIS*NC*2*28226~
N1*ST*SUPER-MEGA STORE, #5*92*00005~
N3*1313 MOCKINGBIRD LN~
N4*SMALL TOWN*SC*29000~
ITD***** 0 8% 0EOM~DTM*011*20000911~
FOB*PP~
N9*A3*0351**20000912~
IT1*001*1*EA*99.5*LE*UP*008878235753***VN*00QR04~
PID*S*08***SUIT (JKT/SKT) W/PANTS~
PID*S*73***260 MED.BEIGE~
PID*S*74***10~
IT1*002*1*EA*99.5*LE*UP*008878235760***VN*00QR04~
PID*S*08***SUIT (JKT/SKT) W/PANTS~
PID*S*73***260 MED.BEIGE~
PID*S*74***12~
TDS*20446*19900~
CAD***PPD*RPS GROUND~
ISS*1*CT~
CTT*2~
SE*26*000062620~
```

EDI Specifications

ST*810*000062621~
BIG*20000911*2167525~
REF*14*2566~
REF*23*2566~
N1*BY*MARIES/WALLACE MARIE DAVIS*92*11348~
N3*323 9TH ST PLZ~
N4*HUNTINGTON*WV*25701~
N1*ST*MARIES/WALLACE MARIE DAVIS~
N3*323 9TH ST PLZ~
N4*HUNTINGTON*WV*25701~
ITD***** 0 8% 10 EOM~
DTM*011*20000911~
FOB*PP~
N9*A3*0351**20000912~
IT1*001*1*EA*99.5*LE*UP*008878458145***VN*00QR07~
PID*S*08*** SUIT-JACKET/SKIRT/PANTS~
PID*S*73***010 CHARCOAL~
PID*S*74***8~
IT1*002*1*EA*99.5*LE*UP*008878458176***VN*00QR07~
PID*S*08*** SUIT-JACKET/SKIRT/PANTS~
PID*S*73***010 CHARCOAL~
PID*S*74***14~
TDS*20446*19900~
CAD***PPD*RPS GROUND~
ISS*1*CT~
CTT*2~
SE*27*000062621~
GE*1206*31~
IEA*1*000000037~