

**MENARDS®**

# Implementation Guidelines



**850**

**Purchase Order  
11/7/2008**



## Table of Contents

### **q Menard, Inc. Electronic Commerce Information**

This is general contact and setup information that you will need to properly set up Menards in your systems.

### **q Implementation Guidelines**

This is a brief breakdown of the steps necessary to bring this document to production status.

### **q Version 4010 Document Mapping Specifications**

These are the EDI mapping specifications for the 850 and 997 documents. Any questions concerning the definition/use of these segments should be communicated immediately to avoid possible misunderstandings.

### **q Common 850 Qualifiers**

This is a listing of the most common qualifiers we use in our 850 document.

### **q 850 Business Examples**

These are examples of the types of purchase orders sent by Menard, Inc. The sample data should be used to ensure your maps have been developed correctly.

### **q Additional Documents And Information**

This section contains details about other documents and information that are necessary parts to this project.



## Electronic Commerce Information

### General Information:

Address - Mailing: MM General Offices  
4777 Menard Drive  
Eau Claire WI 54703

Address – Shipping: Midwest Manufacturing  
Attn: EDI Dept  
5311 Kane Road  
Eau Claire WI 54703

Fax Number: (715) 876-2562

Consumer Websites: <http://www.menards.com>  
<http://www.menardsonlinecollections.com>

Vendor Website: <http://partners.menard-inc.com>

### Contacts:

Jason Solberg EDI Coordinator 715-876-2612 <a href="mailto:jsolberg@menard-inc.com">jsolberg@menard-inc.com</a>	Brian Fechter EDI Analyst 715-876-4072 <a href="mailto:bfechter@menard-inc.com">bfechter@menard-inc.com</a>	David Rommes EDI Analyst 715-876-2584 <a href="mailto:drommes@menard-inc.com">drommes@menard-inc.com</a>	Alicia Miller EDI Analyst 715-876-2873 <a href="mailto:amiller@menard-inc.com">amiller@menard-inc.com</a>
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### Document Information:

Standard: ASC X.12 Version / Release: 004010

### Documents Presently Traded:

810 Invoice	856 Advance Ship Notice
850 Purchase Order	864 Text Message
852 Product Activity	870 Order Status Report
855 PO Acknowledgment	997 Functional Acknowledgment

### Transmission Information:

Primary Value Added Network: Sterling Commerce  
EDI/INT Software: IPNet/Inovis – BizManager v2.4

AS1 E-mail – Production: [ediproduct@menard-inc.com](mailto:ediproduct@menard-inc.com)  
AS2 URL: <http://partners.menard-inc.com:9080/msgsrv/as2>  
AS2 ID: 006203210PAS2  
AS2 IP Address: 12.30.69.1  
AS2 MDNs: Synchronous  
Encryption Algorithm: DES3 168  
Signature Algorithm: SHA1 160

Authorization Information Qualifier	(ISA 01):	03
Authorization Information	(ISA 02):	Internal Menards Vendor #
Security Information Qualifier	(ISA 03):	01
Security Information:	(ISA 04):	Internal Menards Vendor #
Interchange ID Qualifier	(ISA 05):	01
Interchange Sender ID	(ISA 06):	006203210P
Functional Group Sender ID	(GS 02):	006203210

Segment Delimiter: ~ (7E)  
Element Delimiter: \* (2A)  
Sub Element Delimiter: > (3E)



## **Implementation Guidelines**

The following are general guidelines we'll use to conduct the testing process and ultimately move to production. The actual testing plan will be flexible to accommodate the type of business we do together.

### **General Preparation**

- q Fill out and e-mail the Electronic Commerce Questionnaire to Menards.
- q Fill out and mail the EDI Trading Partner Agreement to Menards.
- q Review the store list provided by Menards and update your internal records accordingly.
- q Review the sku list provided by Menards and update your internal records accordingly.
- q Contact Menards with any questions or concerns over the topics in this packet.
- q Prepare your maps according to the specs outlined in this packet.
- q If we will be communicating through a Value Added Network, make sure all of the appropriate accounts and/or interconnects have been set up accordingly.
- q If we will be communicating directly via AS2, provide all of the appropriate setup information and your certificate.

### **Testing**

- q If we will be communicating via AS2, that testing will be scheduled and completed first with a document type agreed upon. The type of document is irrelevant at this time as this is merely for communications testing.
- q Menards will queue up a recent purchase order and transmit the order as a Test via the designated EDI communication path. A test indicator will be noted in the ISA15.
- q Vendor should review their mapping translation of the test order and communicate to Menards whether or not a resend is necessary based on changes needed for a successful test.
- q Vendor is expected to send back a Functional Acknowledgment in Test mode based on a successful test PO received and mapped properly.
- q Vendor should verify that the PO could be loaded into their order entry system without problem. Or if there are problems, vendor should develop backup plan for entering the data.
- q Menards will continue to test further PO types where necessary until vendor is able to successfully handle all of the appropriate PO types and is able to send error-free FA's back to Menards.

### **Production**

- q Vendor and Menards will move the document into production when both parties have verified successful transmission and translation of the Purchase Order and Functional Acknowledgment documents.
- q Both parties will agree upon a production date and at such time, all documents must include a 'P' in the ISA15. If test IDs were used to conduct testing, both parties will make sure that the IDs used once moved to production are the agreed upon production IDs.
- q If any errors are noted after moving to production, the affected party will contact the other to resolve in an immediate fashion and make a decision as to how future documents will be transmitted while the problem is being addressed.



**EDI Mapping Specifications  
850 - Purchase Order (11/06/08)**

<b>ISA - Interchange Control Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
ISA01	I01	Authorization Information Qualifier	ID	2/2	03 = Additional Data Information	
ISA02	I02	Authorization Information	AN	10/10	Authorization ID (Menard Assigned Vendor #)	
ISA03	I03	Security Information Qualifier	ID	2/2	01 = Password	
ISA04	I04	Security Information	AN	10/10	Security Password (Menard Assigned Vendor #)	
ISA05	I05	Interchange ID Qualifier	ID	2/2	Sender's ID Qualifier	
ISA06	I06	Interchange Sender ID	AN	15/15	Sender's ID	
ISA07	I05	Interchange ID Qualifier	ID	2/2	Receiver's ID Qualifier	
ISA08	I07	Interchange Receiver ID	AN	15/15	Receiver's ID	
ISA09	I08	Interchange Date	DT	6/6	Date (YYMMDD)	
ISA10	I09	Interchange Time	TM	4/4	Time (HHMM)	
ISA11	I10	Interchange Control Standards Identifier	ID	1/1	U = ASC X12	
ISA12	I11	Interchange Control Version Number	ID	5/5	00401	
ISA13	I12	Interchange Control Number	NO	9/9	Sender's Interchange Control Num	
ISA14	I13	Acknowledgment Requested	ID	1/1	0 = No Ack (TA1) Requested	
ISA15	I14	Test Indicator	ID	1/1	P = Production Data, T = Test Data	
ISA16	I15	Component Element Separator	AN	1/1	>	

<b>GS - Functional Group Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
GS01	479	Functional Identifier Code	ID	2/2	PO = Purchase Order	
GS02	142	Application Sender's Code	AN	2/15	Sender's Identifier	
GS03	124	Application Receiver's Code	AN	2/15	Receiver's Identifier	
GS04	373	Date	DT	8/8	Date (YYYYMMDD)	
GS05	337	Time	TM	4/4	Time (HHMM)	
GS06	28	Group Control Number	NO	1/9	Sender's Group Control Number	
GS07	455	Responsible Agency Code	ID	1/2	X = ASC X12	
GS08	480	Version/ Release/Industry Identifier Code	AN	1/12	004010	

<b>ST - Transaction Set Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
ST01	143	Transaction Set Identifier Code	ID	3/3	850 = Purchase Order	
ST02	329	Transaction Set Control Number	NO	4/9	Sender's Transaction Set Control Number	

<b>BEG - Beginning Segment for Purchase Order</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
BEG01	353	Transaction Set Purpose Code	ID	2/2	00 = Original	
BEG02	92	Purchase Order Type Code	ID	2/2	Refer to Implementation Packet - Common 850 Qualifiers	
BEG03	324	Purchase Order Number	AN	12/12	Menard Purchase Order Number	
BEG05	373	Date	DT	8/8	Menard Purchase Order Date (YYYYMMDD)	



**EDI Mapping Specifications  
850 - Purchase Order (11/06/08)**

<b>REF - Reference Identification</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
REF01	128	Reference Identification Qualifier	ID	2/2	VR = Vendor ID Number	
REF02	127	Reference Identification	AN	8/8	Menard Assigned Vendor Number	
REF03	352	Description	AN	1/36	Vendor Name	

<b>REF - Reference Identification</b>						Usage: Conditional (VMI Programs Only)
ID	Element	Description	Type	Min/Max	Notes	
REF01	128	Reference Identification Qualifier	ID	2/2	VN = Vendor Order Number	
REF02	127	Reference Identification	AN	1/30	Vendor Order Number	

<b>PER - Communications Contact</b>						Usage: Conditional (Stock Orders Only)
ID	Element	Description	Type	Min/Max	Notes	
PER01	366	Contact Function Code	ID	2/2	OC = Order Contact	
PER02	93	Name	AN	1/35	Menard Team Member Name	
PER03	365	Communication Number Qualifier	ID	2/2	TE = Telephone Number	
PER04	364	Communication Number	AN	10/10	Menard Team Member Phone Number	

<b>FOB - F.O.B. Related Instructions</b>						Usage: Conditional (Stock Orders Only)
ID	Element	Description	Type	Min/Max	Notes	
FOB01	146	Shipment Method Of Payment	ID	2/2	Refer to Implementation Packet - Common 850 Qualifiers	
FOB02	309	Location Qualifier	ID	1/2	Refer to Implementation Packet - Common 850 Qualifiers	
FOB03	352	Description	AN	1/80	Free Format FOB Description	

<b>CSH - Header Sale Condition</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
CSH01	563	Sales Requirement Code	ID	1/2	Refer to Implementation Packet - Common 850 Qualifiers	



**EDI Mapping Specifications  
850 - Purchase Order (11/06/08)**

**Loop ID - SAC (Min 0, Max 4)**

<b>SAC - Service, Allowance, or Charge Info</b>						Usage: Conditional (When Applicable)
ID	Element	Description	Type	Min/Max	Notes	
SAC01	248	Allowance or Charge Indicator	ID	1/1	C = Charge	
SAC02	1300	Service, Allowance, or Charge Code	ID	4/4	Refer to Implementation Packet - Common 850 Qualifiers	
SAC05	610	Amount	N2	1/15	Charge Amount	

**End Loop ID - SAC**

**ITD - Terms of Sale / Deferred Terms of Sale**

<b>ITD - Terms of Sale / Deferred Terms of Sale</b>						Usage: Conditional (Stock Orders Only)
ID	Element	Description	Type	Min/Max	Notes	
ITD12	352	Description	AN	1/80	Free Format Terms Description	

**Loop ID - DTM (Min 1, Max 3)**

<b>DTM - Date / Time Reference Delivery Dates</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
DTM01	374	Date/Time Qualifier	ID	3/3	Refer to Implementation Packet - Common 850 Qualifiers	
DTM02	373	Date	DT	8/8	Corresponding date per DTM01 date code (YYYYMMDD)	

**End Loop ID - DTM**

**TD5 - Carrier Details**

<b>TD5 - Carrier Details</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
TD504	91	Transportation Method/Type Code	ID	1/2	Refer to Implementation Packet - Common 850 Qualifiers	
TD505	387	Routing	AN	1/35	Free-form Routing Instructions	

**Loop ID - N9**

<b>N9 - Special Instructions</b>						Usage: Conditional (When Applicable)
ID	Element	Description	Type	Min/Max	Notes	
N901	128	Reference Identification Qualifier	ID	2/3	KD = Special Instructions	
N903	369	Free-form Description	AN	1/45	Menard Special Instructions	

**End Loop ID - N9**



**EDI Mapping Specifications  
850 - Purchase Order (11/06/08)**

**Loop ID - N1 (Min 2, Max 4)**

<b>N1 - Shipping, Billing, Ordering Locations</b>						<b>Usage: Mandatory</b>
ID	Element	Description	Type	Min/Max	Notes	
N101	98	Entity Identifier Code	ID	2/2	1) ST = Ship To, BT = Bill To, BS = Bill and Ship To Note: Separate ST/BT sent if different, else BS is sent. 2) OB = Ordered By 3) LW = Customer (of Menards - Special Orders Only)	
N102	93	Name	AN	1/60	Menard 4-digit Location Number Note: There are two exceptions and happen only with special orders whereby the guest name is populated... 1) N1*LW loop 2) N1*ST loop if ship direct to guest	
N103	66	Identification Code Qualifier	ID	2/2	92 = Assigned By Buyer	
N104	67	Identification Code	AN	4/4	Menard 4-alpha Location Abbreviation	

**N2 - Additional Name Information**

**Usage: Conditional (All except N1\*LW loop)**

ID	Element	Description	Type	Min/Max	Notes
N201	93	Name	AN	1/35	Menard, Inc.
N202	93	Name	AN	1/35	Location Name Assigned By Menard

**N3 - Address Information**

**Usage: Mandatory**

ID	Element	Description	Type	Min/Max	Notes
N301	166	Address Information (Line 1)	AN	1/35	Location Street Address
N302	166	Address Information (Line 2)	AN	1/35	Location Street Address

**N4 - Geographic Location**

**Usage: Mandatory**

ID	Element	Description	Type	Min/Max	Notes
N401	19	City Name	AN	2/30	Location City Name
N402	156	State or Province Code	ID	2/2	Location State Abbreviation
N403	116	Postal Code	NO	5/9	Location Zip Code

**PER - Communications Contact**

**Usage: Mandatory**

ID	Element	Description	Type	Min/Max	Notes
PER01	366	Contact Function Code	ID	2/2	CN = General Contact
PER03	365	Communication Number Qualifier	ID	2/2	TE = Telephone Number
PER04	364	Communication Number	NO	10/10	General Contact Phone Number
PER05	365	Communication Number Qualifier	ID	2/2	FX = Fax Number
PER06	364	Communication Number	NO	10/10	General Contact Fax Number

**End Loop ID - N1**





**EDI Mapping Specifications  
850 - Purchase Order (11/06/08)**

**Loop ID - PO1**

<b>PO1 - Baseline Item Data</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
PO101	350	Assigned Identification	R	1/9	Menard Assigned Sequence Number	
PO102	330	Quantity Ordered	R	1/9	Quantity Ordered	
PO103	355	Unit or Basis for Measurement	ID	2/2	Menard Ordering Unit	
PO104	212	Unit Price	R	1/17	Price	
PO105	639	Basis of Unit Price Code	ID	2/2	Refer to Implementation Packet - Common 850 Qualifiers	
PO106	235	Product / Service ID Qualifier	ID	2/2	SK = Stock Keeping Unit (SKU)	
PO107	234	Product / Service ID	NO	7/7	Menard Assigned SKU	
PO108	235	Product / Service ID Qualifier	ID	2/2	VP = Vendor Part Number (Conditional...If Available)	
PO109	234	Product / Service ID	ID	1/35	Vendor Assigned Part Number (Conditional...If Available)	

**Loop ID - PID**

<b>PID - Product / Item Description</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
PID01	349	Item Description Code	ID	1/1	F = Free-Form	
PID05	352	Description	AN	1/80	Item Description	

**End Loop ID - PID**

**End Loop ID - PO1**

**CTT - Transaction Totals**

<b>CTT - Transaction Totals</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
CTT01	354	Number Of Line Items	NO	1/6	Total Number Of PO Line Items	

**SE - Transaction Set Trailer**

<b>SE - Transaction Set Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
SE01	96	Number of Included Segments	NO	1/10	Total Number of Segments	
SE02	329	Transaction Set Control Number	NO	4/9	Transaction Set Control Number	

**GE - Functional Group Trailer**

<b>GE - Functional Group Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
GE01	97	Number of Transactions Sets Included	NO	1/6	Total Number of Transaction Sets	
GE02	28	Group Control Number	NO	1/9	Group Control Number	

**IEA - Interchange Control Trailer**

<b>IEA - Interchange Control Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
IEA01	116	Number of Included Functional Groups	NO	1/5	Total Number of Functional Groups	
IEA02	112	Interchange Control Number	NO	9/9	Interchange Control Number	



**EDI Mapping Specifications**  
**997 - Functional Acknowledgement (04/01/08)**

<b>ISA - Interchange Control Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
ISA01	I01	Authorization Information Qualifier	ID	2/2	03 = Additional Data Information	
ISA02	I02	Authorization Information	AN	10/10	Authorization ID	
ISA03	I03	Security Information Qualifier	ID	2/2	01 = Password	
ISA04	I04	Security Information	AN	10/10	Security Password	
ISA05	I05	Interchange ID Qualifier	ID	2/2	Sender's ID Qualifier	
ISA06	I06	Interchange Sender ID	AN	15/15	Sender's ID	
ISA07	I05	Interchange ID Qualifier	ID	2/2	Receiver's ID Qualifier	
ISA08	I07	Interchange Receiver ID	AN	15/15	Receiver's ID	
ISA09	I08	Interchange Date	DT	6/6	Date (YYMMDD)	
ISA10	I09	Interchange Time	TM	4/4	Time (HHMM)	
ISA11	I10	Interchange Control Standards Identifier	ID	1/1	U = ASC X12	
ISA12	I11	Interchange Control Version Number	ID	5/5	00401	
ISA13	I12	Interchange Control Number	NO	9/9	Sender's Interchange Control Num	
ISA14	I13	Acknowledgment Requested	ID	1/1	0 = No Ack (TA1) Requested	
ISA15	I14	Test Indicator	ID	1/1	P = Production Data, T = Test Data	
ISA16	I15	Component Element Separator	AN	1/1	>	

<b>GS - Functional Group Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
GS01	479	Functional Identifier Code	ID	2/2	FA = Functional Acknowledgement	
GS02	142	Application Sender's Code	AN	2/15	Sender's Identifier	
GS03	124	Application Receiver's Code	AN	2/15	Receiver's Identifier	
GS04	373	Date	DT	8/8	Date (YYYYMMDD)	
GS05	337	Time	TM	4/4	Time (HHMM)	
GS06	28	Group Control Number	NO	1/9	Sender's Group Control Number	
GS07	455	Responsible Agency Code	ID	1/2	X = ASC X12	
GS08	480	Version/ Release/Industry Identifier Code	AN	1/12	004010	

<b>ST - Transaction Set Header</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
ST01	143	Transaction Set Identifier Code	ID	3/3	997 = Functional Acknowledgement	
ST02	329	Transaction Set Control Number	NO	4/9	Sender's Transaction Set Control Number	



**EDI Mapping Specifications  
997 - Functional Acknowledgement (04/01/08)**

<b>AK1 - Functional Group Response Header</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
AK101	479	Functional Identifier Code	AN	ID	Group code being acknowledged. Example: PO	
AK102	28	Group Control Number	NO	1/9	GS Control# Assigned by Receiver	

**Loop ID - AK2**

<b>AK2 - Transaction Set Response Header</b>						Usage: Optional
ID	Element	Description	Type	Min/Max	Notes	
AK201	143	Transaction Set Identifier Code	ID	3/3	Group code being acknowledged. Example: 850	
AK202	329	Transaction Set Control Number	AN	4/9	ST Control# Assigned by Receiver	

**Loop ID - AK3**

<b>AK3 - Data Segment Note</b>						Usage: Conditional (When there are errors to report)
ID	Element	Description	Type	Min/Max	Notes	
AK301	721	Segment ID Code	ID	2/3		
AK302	719	Segment Position in Transaction Set	NO	1/6		
AK303	447	Loop Identifier Code	AN	1/6		
AK304	720	Segment Syntax Error Code	ID	1/3		

<b>AK4 - Data Element Note</b>						Usage: Conditional (When there are errors to report)
ID	Element	Description	Type	Min/Max	Notes	
AK401	C030	Position in Segment				
AK402	725	Data Element Reference Number	NO	1/4		
AK403	723	Data Element Syntax Error Code	ID	1/3		
AK404	724	Copy of Bad Element	AN	1/99		

**End Loop ID - AK3**

<b>AK5 - Transaction Set Response Trailer</b>						Usage: Optional
ID	Element	Description	Type	Min/Max	Notes	
AK501	717	Transaction Set Acknowledgement Code	ID	1/1	A = Accepted, E = Accepted w/Errors, R = Rejected	

**End Loop ID - AK2**

<b>AK9 - Functional Group Response Header</b>						Usage: Mandatory
ID	Element	Description	Type	Min/Max	Notes	
AK901	715	Functional Group Acknowledgment Code	ID	1/1	A = Accepted, E = Accepted w/Errors, R = Rejected	
AK902	97	Number of Transaction Sets Included	NO	1/6		
AK903	123	Number of Received Transaction Sets	NO	1/6		
AK904	2	Number of Accepted Transaction Sets	NO	1/6		



**EDI Mapping Specifications  
997 - Functional Acknowledgement (04/01/08)**

<b>SE - Transaction Set Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
SE01	96	Number of Included Segments	NO	1/10	Total Number of Segments	
SE02	329	Transaction Set Control Number	NO	4/9	Transaction Set Control Number	

<b>GE - Functional Group Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
GE01	97	Number of Transactions Sets Included	NO	1/6	Total Number of Transaction Sets	
GE02	28	Group Control Number	NO	1/9	Group Control Number	

<b>IEA - Interchange Control Trailer</b>						<b>Usage: Mandatory</b>
<b>ID</b>	<b>Element</b>	<b>Description</b>	<b>Type</b>	<b>Min/Max</b>	<b>Notes</b>	
IEA01	116	Number of Included Functional Groups	NO	1/5	Total Number of Functional Groups	
IEA02	112	Interchange Control Number	NO	9/9	Interchange Control Number	



## Common 850 Qualifiers

The following is a consolidated list of the typical qualifiers used for the elements identified below.

<b>BEG02 – Purchase Order Type Code</b>		
SA	Stand Alone	Stock replenishment order
NS	New Store Opening	Initial stocking order for a new Menards store location
OS	Special Order	Guest-requested order shipping to a Menards location
DR	Special Order	Guest-requested order shipping to their home or jobsite location
RO	Rush Order	Stock order with an urgent need for fulfillment
PR	Promotion	Stock order for product coming up for promotional sale in our stores
NP	New Product Intro	May be used to identify first order of a new product line

<b>FOB01 – Shipment Method of Payment</b>		
PP	Prepaid (by Seller)	Seller arranges and pays for transportation of order
BP	Paid by Buyer	Buyer pays for transportation of order. Buyer may or may not arrange.

<b>FOB02 – Location Qualifier</b>		
DC	Distribution Center	
DE	Destination	
FA	Factory	
IT	Intermediate FOB point	Used with import orders. Not final point of destination
MI	Mill	
OR	Origin (Shipping Point)	
PL	Plant	
PA	Port of Arrival	Port where shipment enters country
PB	Port of Discharge	Port where shipment is unloaded
PE	Port of Entry	Port where customs is declared



## Common 850 Qualifiers

### CSH01 – Sales Requirement Code

BK	Ship Partial – Bal B.O.	We will accept and expect backorders to be shipped for this order
SP	Ship Partial – Bal Cancel	The PO is considered complete after first shipment. Cancel all backorders.

### SAC02 – Charge Code

D240	Freight	Agreed upon additional freight charges to deliver the order
D270	Fuel Surcharge	Agreed upon additional fuel surcharges to deliver the order
H400	Stop Charge	Agreed upon additional stop charges to deliver the order
H605	Tarp Charge	Agreed upon additional tarp charges to deliver the order

### DTM01 – Date/Time Qualifier

106	Required By	Delivery due date of the purchase order. Conveyed on <u>all</u> purchase orders.
037	Ship Not Before	Optional. Earliest ship date. Typically used with import orders.
038	Ship No Later	Optional. Latest ship date.
064	Do Not Deliver Before	Optional. Earliest arrival date. Typically used with New Store orders.

### TD504 – Transportation Method / Type Code

T	Bestway	Shipper's option to use carrier of choice to deliver goods
ZZ	Menard Preferred Hauler	Typically used with shipments to our DCs. Preferred carrier program.
U	Private Parcel	Fed Ex preferred
CE	Customer Pickup	Menard arranged pickup of stock order...or Guest pickup of special order
SR	Supplier Truck	
M	Motor (Common Carrier)	
FL	Motor (Flatbed)	
R	Rail	Used for boxcar and flatcar shipments



## Common 850 Qualifiers

### PO103 – Unit or Basis for Measurement

BA	Bale	EA	Each	PA	Pail	RM	Ream
BD	Bundle	FT	Foot	PH	Pack	SF	Square Foot
BG	Bag	GA	Gallon	PK	Package	SL	Sleeve
BX	Box	KT	Kit	PR	Pair	SQ	Square
CA	Case	LF	Linear Foot	PV	Half Pint	ST	Set
CG	Card	OP	Two Pack	QT	Quart	SY	Square Yard
CT	Carton	P3	Three Pack	RE	Reel	TP	Ten Pack
CX	Coil	P4	Four Pack	RL	Roll		

### PO105 – Basis of Unit Price Code

FX	Fixed Price	Represents cost per ordering unit
RT	Retail	Retail to our guest. Rare...sent only on special orders if cost is unknown
TF	Per 1000 Feet	Used to purchase lumber in per 1000 board feet
PS	Per 1000 Square Feet	Used to purchase sheet goods (plywood, etc) in per 1000 square feet



## 850 Business Examples

### Standard Purchase Order

This is an example of a stock purchase order requested to be shipped direct to one of our store locations. Included are multiple DTM segments to reflect the possibility of receiving these...but typically, only the DTM\*106 (Due Date) is provided on our standard everyday stock purchase orders.

ST\*850\*0001~  
BEG\*00\*SA\*ECWE69001234\*\*20070915~  
REF\*VR\*VENDR001\*Vendor Name~  
PER\*OC\*Buying Contact\*TE\*7158769999~  
FOB\*PP\*DE\*STORE~  
CSH\*BK~  
ITD\*\*\*\*\*1% 10 Days Net 30 Days~  
DTM\*106\*20070923~  
DTM\*038\*20070922~  
DTM\*064\*20070920~  
TD5\*\*\*T\*BESTWAY~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 1~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 2~  
N1\*BS\*3011\*92\*ECWE~  
N2\*Menard, Inc.\*EAU CLAIRE WEST~  
N3\*3210 N CLAIREMONT AVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158300011\*FX\*7158300017~  
N1\*OB\*3011\*92\*ECWE~  
N2\*Menard, Inc.\*EAU CLAIRE WEST~  
N3\*3210 N CLAIREMONT AVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158300011\*FX\*7158300017~  
PO1\*1\*628\*EA\*999.875\*FX\*SK\*9999999~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
PO1\*2\*156\*EA\*10.05\*FX\*SK\*7777777~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
CTT\*2~  
SE\*31\*0001~





## 850 Business Examples

### Standard Purchase Order – Split Ship/Bill Locations

This is an example of a stock purchase order requested to be shipped to a crossdock at one of our DC facilities. There is a separate shipping and billing location noted. There is one billing location per DC campus, but the product may ship to several different buildings of each campus depending on the product being ordered.

ST\*850\*0001~  
BEG\*00\*SA\*DCXD69001235\*\*20070915~  
REF\*VR\*VENDR001\*Vendor Name ~  
PER\*OC\*Buying Contact\*TE\*7158769999~  
FOB\*PP\*DC\*ECDC~  
CSH\*BK~  
ITD\*\*\*\*\*1% 10 Days Net 30 Days~  
DTM\*106\*20070923~  
TD5\*\*\*T\*BESTWAY~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 1~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 2~  
N1\*ST\*3499\*92\*DCXD~  
N2\*Menard, Inc.\*DC BUILDING 22~  
N3\*DC BUILDING #21/22\*3435 West Losan Ave.~  
N4\*Eau Claire\*WI\*54703~  
PER\*CN\*\*TE\*7158762122\*FX\*7158762029~  
N1\*BT\*3039\*92\*DIST~  
N2\*Menard, Inc.\*EAU CLAIRE DC~  
N3\*4860 MENARD DRIVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158762515\*FX\*7158762659~  
N1\*OB\*3039\*92\*DIST~  
N2\*Menard, Inc.\*EAU CLAIRE DC~  
N3\*4860 MENARD DRIVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158762515\*FX\*7158762659~  
PO1\*1\*628\*EA\*999.875\*FX\*SK\*9999999~  
PID\*F\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*PRODUCT DESCRIPTION 2~  
PO1\*2\*156\*EA\*10.05\*FX\*SK\*7777777~  
PID\*F\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*PRODUCT DESCRIPTION 2~  
CTT\*2~  
SE\*34\*0001~



## 850 Business Examples

### Special Order – Store Direct

This is an example of a special order intended to ship direct to the ordering store location. A BEG02 qualifier of OS is used to denote a special order. Note that an additional N1 loop (N1\*LW) is conveyed with our guest's information which may be used for special tagging of the product being ordered. This additional tagging is beneficial to our team members during the receiving process.

ST\*850\*0001~  
BEG\*00\*OS\*SCTY30201236\*\*20070915~  
REF\*VR\*VENDR001\*Vendor Name ~  
CSH\*BK~  
DTM\*106\*20070925~  
TD5\*\*\*\*T\*BESTWAY~  
N1\*BS\*3065\*92\*SCTY~  
N2\*Menard, Inc.\*SIOUX CITY~  
N3\*5900 GORDON DRIVE~  
N4\*SIOUX CITY\*IA\*51106~  
PER\*CN\*\*TE\*7122763633\*FX\*7122767429~  
N1\*OB\*3065\*92\*SCTY~  
N2\*Menard, Inc.\*SIOUX CITY~  
N3\*5900 GORDON DRIVE~  
N4\*SIOUX CITY\*IA\*51106~  
PER\*CN\*\*TE\*7122763633\*FX\*7122767429~  
N1\*LW\*Knowler, Bob~  
N3\*4001 old lakeport rd.~  
N4\*Sioux City\*IA\*51106~  
PER\*CN\*\*TE\*7122761763~  
PO1\*2\*6\*EA\*9.50\*FX\*SK\*3431222~  
PID\*F\*\*\*\*RECESSED CAN LIGHT FIXTURE~  
PID\*F\*\*\*\*WHITE - AB126~  
PO1\*3\*6\*EA\*1.50\*FX\*SK\*3001124\*VP\*7501B~  
PID\*F\*\*\*\*JOE VENDOR SPECIAL ORDER~  
PID\*F\*\*\*\*VENDOR PART #: 7501B~  
PID\*F\*\*\*\*High polish brass trims for can light~  
CTT\*1~  
SE\*29\*0001~



## 850 Business Examples

### Special Order – Guest / Jobsite Direct

This is an example of a special order intended to ship direct to our guest's home location. A BEG02 qualifier of DR is used instead of OS so to provide a higher-level means of determining how this special order should be shipped. Also included with this example is an SAC segment to convey the additional freight charge amount of \$5.00. If freight is negotiated into the price of a product, an SAC segment will not appear.

ST\*850\*0001~  
BEG\*00\*DR\*SCTY30201237\*\*20070915~  
REF\*VR\*VENDR001\*Vendor Name ~  
CSH\*BK~  
SAC\*C\*D240\*\*\*500~  
DTM\*106\*20070925~  
TD5\*\*\*U\*FED EX GROUND~  
N1\*ST\*Thomason, Joseph\*92\*SCTY~  
N2\*Ship To:\* Thomason, Joseph ~  
N3\*125 Main Street~  
N4\*Sioux City\*IA\*51106~  
N1\*BT\*3065\*92\*SCTY~  
N2\*Menard, Inc.\*SIOUX CITY~  
N3\*5900 GORDON DRIVE~  
N4\*SIOUX CITY\*IA\*51106~  
PER\*CN\*\*TE\*7122763633\*FX\*7122767429~  
N1\*OB\*3065\*92\*SCTY~  
N2\*Menard, Inc.\*SIOUX CITY~  
N3\*5900 GORDON DRIVE~  
N4\*SIOUX CITY\*IA\*51106~  
PER\*CN\*\*TE\*7122763633\*FX\*7122767429~  
N1\*LW\*Thomason, Joseph~  
N3\*125 Main Street~  
N4\*Sioux City\*IA\*51106~  
PER\*CN\*\*TE\*7122761763~  
PO1\*2\*1\*EA\*27\*FX\*SK\*1002701\*VP\*SM9001~  
PID\*F\*\*\*\*JOE VENDOR SPECIAL ORDER~  
PID\*F\*\*\*\*VENDOR PART #: SM9001~  
PID\*F\*\*\*\*Bumper with polished brass insert~  
CTT\*1~  
SE\*31\*0001~



## 850 Business Examples

### New Store Order

This is an example of a new store purchase order. The content is virtually the same as our standard store direct order with the main difference being the BEG02 qualifier of NS to denote New Store. One additional difference is the addition of DTM\*064 denoting the earliest arrival date. There is a scheduled date for when a new store can begin receiving merchandise for initial stocking, and that date is conveyed in this segment.

ST\*850\*0001~  
BEG\*00\*NS\*ECWE79001234\*\*20070915~  
REF\*VR\*VENDR001\*Vendor Name ~  
PER\*OC\*Buying Contact\*TE\*7158769999~  
FOB\*PP\*DE\*STORE~  
CSH\*BK~  
ITD\*\*\*\*\*1% 10 Days Net 30 Days~  
DTM\*106\*20070923~  
DTM\*064\*20070920~  
TD5\*\*\*T\*BESTWAY~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 1~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 2~  
N1\*BS\*3011\*92\*ECWE~  
N2\*Menard, Inc.\*EAU CLAIRE WEST~  
N3\*3210 N CLAIREMONT AVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158300011\*FX\*7158300017~  
N1\*OB\*3011\*92\*ECWE~  
N2\*Menard, Inc.\*EAU CLAIRE WEST~  
N3\*3210 N CLAIREMONT AVE~  
N4\*EAU CLAIRE\*WI\*54703~  
PER\*CN\*\*TE\*7158300011\*FX\*7158300017~  
PO1\*1\*628\*EA\*999.875\*FX\*SK\*9999999~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
PO1\*2\*156\*EA\*10.05\*FX\*SK\*7777777~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
CTT\*2~  
SE\*30\*0001~



## Additional Documents and Information

### **q Electronic Commerce Questionnaire**

This is a separate document which helps us identify how we need to set up your company for EDI communications. If you have a separate profile of your own already created, you are welcome to e-mail that to us. Otherwise, please type your information in the questionnaire and e-mail it back to us.

### **q Trading Partner Agreement**

This is a separate PDF you will need to print out, sign, and return. Menard, Inc. must receive a signed agreement prior to the start of testing. Please mail the agreement to the following address:

Menard, Inc.  
Attn: EDI Coordinator  
4777 Menard Drive  
Eau Claire, WI 54703

### **q Store / DC List**

This is a separate document available which contains details of our store and DC locations. A current location list can be found on our vendor site – <https://partners.menard-inc.com>. Each location has both a 4-digit number and 4-alpha abbreviation. The 4-digit store number is the most important identifying value to Menard, Inc.

### **q Sku Listing**

This is a separate document that contains a cross-reference list of our sku number to your product code. A current SKU list can be provided upon request from your buying contact at Menard, Inc.

### **q PO101 Sequence Numbers**

Special attention should be paid to storing Menard assigned sequence numbers provided in the PO101 of the 850 for each line item. These sequence numbers must be stored for return on inbound vendor documents such as the 810 Electronic Invoice and 870 Order Status documents for each line item.

### **q Open Sku**

We are not always able to set up a one-to-one relationship with every product that our vendors have available for sale. Sometimes the volume of available products is too large and sometimes the product is simply too custom by nature in order to assign skus.

When this is the case, we use what we call an open sku to place orders. Anything can be ordered under this sku so please do not set up a relationship to any one product for this sku. Information about the product being ordered will be contained within the PID segments. In addition to this, the PO109 will be used to convey your part number.

All stock merchandise will have a one-to-one relationship of sku to your part number.