

# **EDI TRADING PARTNER MANUAL**

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Dear Trading Partner,

All electronic transactions currently implemented are documented in this guide. They will be transmitted using ANSI X12 standards. Following is a list of the documents:

- Purchase Order (PO 850, Version 004010) will be sent to you.
- Functional Acknowledgements (FA 997, Version 004010) will be received from you, acknowledging that you have received the Purchase Orders.

A test PO transmission will be sent to you when requested. You will continue to receive purchase orders from our test environment until we have agreed the electronic document is in production. At that time we will begin sending EDI purchase orders parallel to the paper purchase orders you are already receiving from us. Finally when both parties agree that everything is working smoothly we will stop sending hard copies and rely on the EDI documents alone.

If you have any questions about the EDI documents or when you are ready for the test PO to be transmitted to you, please contact Melissa Salcedo ([melissa.salcedo@annaslinens.com](mailto:melissa.salcedo@annaslinens.com)), our EDI Coordinator at 1(714) 850-0504 or her respective email address.

Thank you in advance for your cooperation.

Sincerely,

**Kim Connors**

Kim Connors  
Chief Financial Officer  
Anna's Linen Company

# **EDI TRADING PARTNER MANUAL**

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## **Company Information**

Mailing Address: Anna's Linens  
3710 S. Susan St., Ste. 150  
Santa Ana, CA 92704

**EDI Coordinators** Melissa Salcedo  
[melissa.salcedo@annaslinens.com](mailto:melissa.salcedo@annaslinens.com)  
(714) 850-0504  
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## **Company Identifier**

VAN: Harbinger  
Interchange ID: 7148500504  
Interchange Qualifier: 12

# **EDI TRADING PARTNER MANUAL**

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

## **PURPOSE**

THIS TRANSACTION SET IS USED BY ANNA'S LINEN COMPANY TO NOTIFY THE VENDOR OF THE MERCHANDISE THAT IS NEEDED FOR RESALE IN OUR STORES. THE TRANSACTION CONTAINS ALL OF THE PURCHASE ORDER INFORMATION A VENDOR REQUIRES FOR SHIPPING THEIR MERCHANDISE TO THE SPECIFIED ANNA'S LINEN COMPANY STORE. THE SEQUENCE IN WHICH THE VARIOUS SEGMENTS ARE GENERATED IS DESCRIBED BELOW.

## **HIERARCHY**

**ISA** INTERCHANGE CONTROL GROUP HEADER

**GS** FUNCTIONAL GROUP HEADER

**ST** TRANSACTION SET HEADER

**BEG** BEGINNING SEGMENT FOR PURCHASE ORDER

**REF** REFERENCE IDENTIFICATION

**FOB** FREIGHT ON BOARD INSTRUCTIONS

**CSH** SALES REQUIREMENTS

**DTM** DATE/TIME REFERENCE

**MSG** MESSAGE TEXT

**N1** NAME AND STORE NUMBER

**N3** ADDRESS INFORMATION

**N4** GEOGRAPHICAL LOCATION

**PO1** PURCHASE ORDER BASELINE ITEM DATA

**PID** PRODUCT/ITEM DESCRIPTION

**CTT** TRANSACTION TOTALS

**SE** TRANSACTION SET TRAILER

**GE** FUNCTIONAL GROUP TRAILER

**IEA** INTERCHANGE CONTROL TRAILER

# EDI TRADING PARTNER MANUAL

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## EXAMPLE

ISA\*00\* \*00\* \*12\*7148500504 \*01\*1247766 \*000624\*1112\*U\*00401\*000000017\*0\*T\*:  
GS\*PO\*7148500504\*1247766\*20000624\*1112\*17\*X\*004010  
ST\*850\*170001  
BEG\*00\*SA\*2241\*\*20000601  
REF\*IA\*16650  
FOB\*MX\*OR\*SHIPPING POINT  
CSH\*N  
DTM\*001\*20000606  
DTM\*010\*20000605  
MSG\*No Backorders Accepted  
MSG\*Test Order for EDI  
MSG\*Multi Drop Order  
N1\*ST\*Torrance #21\*92\*21  
N3\*851 W. Sepulveda  
N4\*Torrance\*CA\*90502  
PO1\*\*6\*EA\*5.25\*\*CB\*2311\*UP\*029927154183  
PID\*F\*\*\*\*TANGIERS 59X54 BLACK  
PO1\*\*6\*EA\*5.25\*\*CB\*2312\*UP\*029927154193  
PID\*F\*\*\*\*TANGIERS 59X54 BURGUNDY  
PO1\*\*6\*EA\*5.25\*\*CB\*2313\*UP\*029927154210  
PID\*F\*\*\*\*TANGIERS 59X54 HUNTER  
PO1\*\*6\*EA\*5.25\*\*CB\*2314\*UP\*029927155806  
PID\*F\*\*\*\*TANGIERS 59X54 SAGE  
CTT\*4\*24  
SE\*23\*170001  
GE\*1\*17  
IEA\*1\*000000017

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** ISA – INTERCHANGE CONTROL HEADER

**LEVEL:** ENVELOPE

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO START AND IDENTIFY AN INTERCHANGE OF ONE OR MORE FUNCTIONAL GROUPS AND INTERCHANGE RELATED CONTROL

## DATA ELEMENT SUMMARY

ISA01	AUTHORIZATION INFO QUALIFIER	M ID 2/2	"00"
ISA02	AUTHORIZATION INFO	M AN 10/10	BLANKS
ISA03	SECURITY INFO QUALIFIER	M ID 2/2	"00"
ISA04	SECURITY INFO	M AN 10/10	BLANKS
ISA05	INTERCHANGE ID QUALIFIER	M ID 2/2	"12"
ISA06	INTERCHANGE SENDER ID	M AN 15/15	7148500504
ISA07	INTERCHANGE ID QUALIFIER	M ID 2/2	PARTNER QUALIFIER
ISA08	INTERCHANGE RECEIVER ID	M AN 15/15	PARTNER ID
ISA09	INTERCHANGE DATE	M DT 6/6	YYMMDD
ISA10	INTERCHANGE TIME	M TM 4/4	HHMM
ISA11	INTERCHANGE STANDARD ID	M ID 1/1	"U"
ISA12	INTERCHANGE VERSION ID	M ID 5/5	"00401"
ISA13	INTERCHANGE CONTROL #	M N0 9/9	SEQUENTIAL #
ISA14	ACKNOWLEDGEMENT REQUESTED	M ID 1/1	"0"
ISA15	TEST INDICATOR	M ID 1/1	"P" = PRODUCTION "T" = TEST
ISA16	SUBELEMENT SEPARATOR	M AN 1/1	“.”

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** GS – FUNCTIONAL GROUP HEADER

**LEVEL:** GROUP

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO START AND IDENTIFY A FUNCTIONAL GROUP OF RELATED TRANSACTION SETS AND PROVIDE CONTROL AND APPLICATION IDENTIFICATION INFORMATION

## DATA ELEMENT SUMMARY

GS01	FUNCTIONAL ID	M ID 2/2	"PO"
GS02	APPLICATION SENDER'S CODE	M AN 2/15	"7148500504"
GS03	APPLICATION RECEIVER'S CODE	M AN 2/15	SAME AS ISA08
GS04	GROUP DATE	M DT 8/8	CCYYMMDD
GS05	GROUP TIME	M TM 4/8	HHMMSSDD
GS06	GROUP CONTROL NUMBER	M N0 1/9	SEQUENTIAL #
GS07	RESPONSIBLE AGENCY CODE	M ID 1/2	"X"
GS08	VERSION	M AN 1/12	"004010"

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** ST – TRANSACTION SET HEADER

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

**PURPOSE**

TO INDICATE THE START OF A PURCHASE ORDER TRANSACTION SET AND TO ASSIGN A CONTROL NUMBER

**DATA ELEMENT SUMMARY**

ST01	TRANSACTION SET ID CODE	M ID 3/3	"850"
ST02	TRANSACTION SET CONTROL #	M AN 4/9	SEQUENTIAL #

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** BEG – BEGINNING SEGMENT FOR PURCHASE ORDER

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO INDICATE THE BEGINNING OF THE PURCHASE ORDER TRANSACTION SET AND TO TRANSMIT IDENTIFYING PURCHASE ORDER NUMBER AND DATE

## DATA ELEMENT SUMMARY

BEG01 TRANSACTION SET PURPOSE CODE	M ID 2/2	"00" = ORIGINAL
BEG02 PURCHASE ORDER TYPE CODE	M ID 2/2	"SA" = STAND ALONE
BEG03 PURCHASE ORDER #	M AN 1/22	PO NUMBER
BEG05 PURCHASE ORDER DATE	M DT 8/8	CCYYMMDD

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** REF – REFERENCE IDENTIFICATION

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO INDICATE THE BUYER'S INTERNAL VENDOR NUMBER

## DATA ELEMENT SUMMARY

REF01 IDENTIFICATION QUALIFIER	M ID 2/2	"IA" = INTERNAL ID
REF02 INTERNAL VENDOR ID	M AN 1/6	VENDOR #

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** FOB – FREIGHT ON BOARD INSTRUCTIONS

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

**PURPOSE**

TO INDICATE THE TERMS FOR FREIGHT CHARGES

**DATA ELEMENT SUMMARY**

FOB01 SHIPMENT METHOD OF PAYMENT	M ID 2/2	"MX" = MIXED
FOB02 LOCATION QUALIFIER	M ID 2/2	"OR"
FOB03 DESCRIPTION	M AN 1/20	FREE FORM

# **EDI TRADING PARTNER MANUAL**

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** CSH – SALES REQUIREMENTS

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

## **PURPOSE**

TO INDICATE SPECIAL SALES REQUIREMENTS FOR PURCHASE

## **DATA ELEMENT SUMMARY**

CSH01 SALES REQUIREMENT CODE

M ID 1/1

“N” = NO BACKORDERS

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** DTM – DATE/TIME REFERENCE

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 2

**PURPOSE**

TO SPECIFY PERTINENT DATE AND TIMES  
CONTAINS THE SHIP AND CANCEL DATES

**DATA ELEMENT SUMMARY**

DTM01 DATE/TIME QUALIFIER

M ID 3/3

"010" = SHIP DATE  
"001" = CANCEL DATE

DTM02 DATE

M DT 8/8

CCYYMMDD

# **EDI TRADING PARTNER MANUAL**

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** MSG – MESSAGE TEXT

**LEVEL:** HEADER

**USAGE:** OPTIONAL

**MAX. USE:** 3

## **PURPOSE**

TO SPECIFY ADDITIONAL INSTRUCTIONS FOR ORDER

## **DATA ELEMENT SUMMARY**

MSG01 MESSAGE TEXT

M ID 1/50

FREE FORM TEXT

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** N1 – NAME (N1 LOOP)

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO IDENTIFY A PARTY BY TYPE OF ORGANIZATION, NAME AND CODE

## DATA ELEMENT SUMMARY

N101	ENTITY ID CODE	M ID 2/3	"ST" = SHIP TO "BT" = BILL TO
N102	NAME	M AN 1/60	NAME
N103	ID QUALIFIER	M ID 2/3	"92" = ASSIGNED
N104	ID NUMBER	M AN 1/5	STORE #

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** N3 – ADDRESS INFORMATION

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

**LOOP:** N1 - NAME

## PURPOSE

TO SPECIFY THE LOCATION OF THE NAMED PARTY

## DATA ELEMENT SUMMARY

N301 ADDRESS

M AN 1/55

FREE FORM TEXT

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** N4 – GEOGRAPHIC LOCATION

**LEVEL:** HEADER

**USAGE:** MANDATORY

**MAX. USE:** 1

**LOOP:** N1 - NAME

## PURPOSE

TO SPECIFY THE GEOGRAPHIC PLACE OF THE NAMED PARTY

## DATA ELEMENT SUMMARY

N401	CITY NAME	M AN 2/30	CITY NAME
N402	STATE CODE	M ID 2/2	STATE CODE
N403	POSTAL CODE	M ID 3/15	POSTAL CODE

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** PO1 – PURCHASE ORDER BASELINE ITEM DATE (PO1 LOOP)

**LEVEL:** DETAIL

**USAGE:** MANDATORY

**MAX. USE:** 100,000

## PURPOSE

TO SPECIFY PURCHASE ORDER LINE NUMBER, QUANTITY ORDERED, UNIT OF MEASURE, UNIT COST, BASIS OF UNIT PRICE CODE, AND ITEM NUMBER

## DATA ELEMENT SUMMARY

PO102 QUANTITY ORDERED	M R 1/15	QUANTITY ORDERED
PO103 UNIT OF MEASUREMENT CODE	M ID 2/2	“EA”
PO104 UNIT PRICE	M R 1/17	UNIT COST
PO106 PRODUCT QUALIFIER	M ID 2/2	“CB”
PO107 PRODUCT ID	M AN 1/9	BUYER'S SKU
PO108 PRODUCT QUALIFIER	M ID 2/2	“UP”
PO109 PRODUCT ID	M AN 1/12	VENDOR'S UPC

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** PID – PRODUCT/ITEM DESCRIPTION (PID LOOP)

**LEVEL:** DETAIL

**USAGE:** OPTIONAL

**MAX. USE:** 1,000

**LOOP:** PO1

## PURPOSE

FREE FORM ITEM DESCRIPTION

## DATA ELEMENT SUMMARY

PID01	ITEM DESCRIPTION TYPE	M ID 1/1	"F"
PID05	DESCRIPTION	M AN 1/80	FREE FORM TEXT

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** CTT – TRANSACTION TOTALS

**LEVEL:** TRAILER

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

COUNT OF PO1 SEGMENTS AND TOTAL QUANTITY ORDERED IN PURCHASE ORDER TRANSACTION SET

## DATA ELEMENT SUMMARY

CTT01	NUMBER OF LINE ITEMS	M N0 1/6	# OF PO1 SEGMENTS
CTT02	HASH TOTAL	M R 1/10	TOTAL QUANTITY ORDERED

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** SE – TRANSACTION SET TRAILER

**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)

## DATA ELEMENT SUMMARY

SE01	# OF INCLUDED SEGMENTS	M N0 1/6	# FROM ST TO SE
SE02	TRANSACTION SET CONTROL #	M AN 4/9	FROM ST02

# EDI TRADING PARTNER MANUAL

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** GE – FUNCTIONAL GROUP HEADER

**LEVEL:** GROUP

**USAGE:** MANDATORY

**MAX. USE:** 1

## PURPOSE

TO DEFINE THE END OF A FUNCTIONAL GROUP OF RELATED TRANSACTION SETS

## DATA ELEMENT SUMMARY

GE01	# OF INCLUDED TRANSACTION SETS	M N0 1/6	# OF ST SEGMENTS
GE02	GROUP CONTROL #	M N0 1/9	FROM GS06

# **EDI TRADING PARTNER MANUAL**

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**TRANSACTION SET:** 850 – PURCHASE ORDER

**VERSION:** X12-004010

**SEGMENT:** IEA – INTERCHANGE CONTROL TRAILER

**LEVEL:** ENVELOPE

**USAGE:** MANDATORY

**MAX. USE:** 1

## **PURPOSE**

TO DEFINE THE END OF AN INTERCHANGE OF ONE OR MORE FUNCTIONAL GROUPS AND INTERCHANGE RELATED

## **DATA ELEMENT SUMMARY**

IEA01	# OF INCLUDED GROUPS	M N0 1/5	# OF GS SEGMENTS
IEA02	INTERCHANGE CONTROL #	M N0 9/9	FROM ISA13