

## CREDIT MEMO GUIDELINES FOR EDI CREDIT MEMOS

For our credit memos, we use the same specifications as for the 810 invoice document.

### THERE ARE 2 TYPES OF CREDIT MEMOS:

1. If you send a credit memo for returned, damaged, etc. items, you would send either the quantity as a negative amount, OR, the unit price as a negative amount. One has to be positive and one has to be a negative number. (All item lines on the credit memo should be in the format you start with. Don't switch the negative number from quantity to dollar amount on the different item lines in the same invoice.) If at all possible, cross reference the original invoice number that the credit will be applied against, in a REF segment with a CM qualifier in the first element, followed in the next element by the original invoice number. (REF\*CM\*original invoice number) If there are multiple invoices involved, it would not be possible to send the REF\*CM segment.

Examples:

IT1\*1\*-10\*EA\*5.00\*\*VC\*YOURNUMBER\*UP\*UPCCODE.

OR

IT1\*1\*10\*EA\*-5.00\*\*VC\*YOURNUMBER\*UP\*UPCCODE.

2. If you send a credit memo for just freight credits or an allowance by itself for month end rebate, quarterly rebate, etc, which would be rare, there will be no item lines on the invoice, just a SAC segment at the summary level of the Header information. The CTT segment would have a zero for the number of item lines.

Example:

SAC\*A\*D240\*\*\*5000\*\*\*\*\*02\*\*\*FREIGHT CREDIT

CTT\*0

OR

SAC\*A\*F970\*\*\*150000\*\*\*\*\*02\*\*\*MARCH REBATE 2005

CTT\*0

**NOTE: In both cases, the total dollar amount of the invoice must be a negative number, with the negative sign, in front of the number, in the TDS01 (and TDS02 if applicable).**

EXAMPLE OF A CREDIT MEMO FOR RETURNED OR DAMAGED MERCHANDISE

ST\*810\*000108198  
BIG\*020305\*151252078001\*020204\*172052  
REF\*CM\*124837451001  
N1\*ST\*LOFHOLM HOW-TO LUMBER CO\*92\*1662  
N3\*W US HIGHWAY 2  
N4\*NORWAY\*MI\*498700156  
ITD\*14\*3\*\*\*\*\*30\*\*\*\*\*NET 30  
DTM\*011\*020209  
IT1\*00001\*-1\*BX\*51.14\*\*\*\*VC\*GBC3745100  
PID\*F\*\*\*\*POUCH,LAM,LTR SZ,1.5 ML,CR  
TDS\*-5114  
CTT\*1  
SE\*13\*000108198

CREDIT MEMO FOR AN ALLOWANCE THAT IS NOT MERCHANDISE -i.e. FREIGHT, CO-OP  
ADVERTISING, REBATES, PALLETS, ETC.

ST\*810\*10550015  
BIG\*20020304\*1617478\*20020304\*20840221  
REF\*IA\*6045  
REF\*CM\*1517804  
N1\*ST\*PAGE CO-OP FARM #5610\*92\*5610  
N3\*139 VIRGINIA AVE  
N4\*LURAY\*VA\*22835  
ITD\*14\*3\*1\*20020403\*\*20020314\*\*-108\*\*\*\*1% 10, NET 30  
TDS\*-10800\*-10800  
SAC\*A\*F180\*\*\*10800\*\*\*\*\*02\*\*\*PALLETS IN  
CTT\*0  
SE\*14\*10550015

ST\*810\*10550015  
BIG\*20020304\*1617478\*20020304\*CO-OP AD  
REF\*IA\*6045  
N1\*ST\*DO IT BEST CORP\*92\*0000 (0000=Fort Wayne Corporate Office identifier)  
N3\*PO BOX 868  
N4\*FORT WAYNE\*IN\*46801  
TDS\*-10800\*-10800  
SAC\*A\*C310\*\*\*10800\*\*\*\*\*02\*\*\*CO-OP ADV CREDIT  
CTT\*0  
SE\*10\*1055001