

# **Menards EDI Specifications**



**850  
Purchase Order  
10/21/2005**



## 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 lists the most common qualifiers we use in our 850 documents.

### **q Sample PO Documents**

These are generic examples of the three types of purchase orders sent by Menards and a Functional Acknowledgment document. The sample data should be used to ensure your maps have been developed correctly. Production PO's may not include all segments and elements transmitted in the generic test. QQ PO quantities/destinations will be communicated using the SDQ segment.

### **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:

**Mailing Address:** Menard, Inc.  
4777 Menard Drive  
Eau Claire, WI 54703

**Fax Number:** (715) 876-2868

**Contacts:**

Jason Solberg EDI Coordinator 715-876-2612 <a href="mailto:jsolberg@menard-inc.com">jsolberg@menard-inc.com</a>	Brian Fechter EDI Analyst 715-876-2417 <a href="mailto:bfechter@menard-inc.com">bfechter@menard-inc.com</a>
Shirley Mance EDI Specialist 715-876-2575 <a href="mailto:smance@menard-inc.com">smance@menard-inc.com</a>	Chris Taylor EDI Analyst 715-876-2685 <a href="mailto:ctaylor@menard-inc.com">ctaylor@menard-inc.com</a>

### Documents Information:

**Standard:** ASC X.12      **Version / Release:** 004010

<u>Document Type</u>	<u>Current</u>	<u>Future</u>
810 Invoice		X
850 Purchase Order	X	
852 Product Activity	X	
855 PO Acknowledgment	X	
856 Advance Ship Notice	X	
860 PO Change Request		X
870 Order Status Report	X	
997 Functional Acknowledgment	X	

### Transmission Information:

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

**AS1 E-mail – Production:** [ediprod@menard-inc.com](mailto:ediprod@menard-inc.com)  
**AS1 E-mail – Testing:** [editest@menard-inc.com](mailto:editest@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

### 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 Review the documentation in this packet.
- 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 through an EDI INT standard, exchange all of the appropriate setup information and certificates necessary for a successful test.

### Testing

- q Menards will send a generic test or perhaps a past Purchase Order, if available, via EDI with a test indicator noted in the ISA15.
- q Vendor should review the success of their maps 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 in the data assuming everything was mapped out accordingly.
- 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 back 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.

**Menard, Inc**  
**ASC X12 (V4010) Mapping Specifications**  
**850 - Purchase Order (10/06/2003)**

Segment ID	Data Elem	Description	Min/Max Type	Length	Notes
<b>ISA - Interchange Control Header</b> <span style="float: right;"><b>Mandatory</b></span>					
ISA01	I01	Authorization Information Qualifier	ID	2/2	03 = Additional Data Information
ISA02	I02	Authorization Information	AN	10/10	Assigned Menard Authorization ID
ISA03	I03	Security Information Qualifier	ID	2/2	01 = Password
ISA04	I04	Security Information	AN	10/10	Assigned Menard Security Password
ISA05	I05	Interchange ID Qualifier	ID	2/2	01 = Duns (Dun & Bradstreet)
ISA06	I06	Interchange Sender ID	AN	15/15	Menard Duns Number + P
ISA07	I05	Interchange ID Qualifier	ID	2/2	Trading Partner's ID Qualifier
ISA08	I07	Interchange Receiver ID	AN	15/15	Trading Partner's ID
ISA09	I08	Interchange Date	DT	6/6	YYMMDD
ISA10	I09	Interchange Time	TM	4/4	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	Menard Interchange Control Number
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> <span style="float: right;"><b>Mandatory</b></span>					
GS01	479	Functional Identifier Code	ID	2/2	PO = Purchase Order
GS02	142	Application Sender's Code	AN	2/15	Menard Duns Number
GS03	124	Application Receiver's Code	AN	2/15	Trading Partner's Identifier
GS04	373	Date	DT	8/8	YYYYMMDD
GS05	337	Time	TM	4/4	HHMM
GS06	28	Group Control Number	NO	1/9	Menard 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> <span style="float: right;"><b>Mandatory</b></span>					
ST01	143	Transaction Set Identifier Code	ID	3/3	850 = X12.1 Purchase Order
ST02	329	Transaction Set Control Number	NO	4/9	Menard Transaction Set Control Number
<b>BEG - Beginning Segment for Purchase Order</b> <span style="float: right;"><b>Mandatory</b></span>					
BEG01	353	Transaction Set Purpose Code	ID	2/2	00 = Original
BEG02	92	Purchase Order Type Code	ID	2/2	<b>See Available Codes (Element 92)</b>
BEG03	324	Purchase Order Number	AN	12/12	Menard Purchase Order Number
BEG05	373	Date	DT	8/8	Menard Purchase Order Date (YYYYMMDD)
<b>REF - Reference Identification</b> <span style="float: right;"><b>Conditional</b></span>					
<b>Required for Vendor Managed Programs</b>					
REF01	128	Reference Identification Qualifier	ID	2/3	VN = Vendor Order Number
REF02	127	Reference Identification	AN	1/30	Vendor Order Number
<b>PER - Admin Communications Contact (General Office)</b> <span style="float: right;"><b>Conditional</b></span>					
<b>Standard/Required, QQ/Required, Special/Not Required</b>					
PER01	366	Contact Function Code	ID	2/2	OC = Order Contact
PER02	93	Name	AN	1/35	Menard Associate Name
PER03	365	Communication Number Qualifier	ID	2/2	TE = Telephone Number
PER04	364	Communication Number	AN	10/10	Menard Associate Phone Number 715876XXXX
<b>FOB - F.O.B. Related Instructions</b> <span style="float: right;"><b>Conditional</b></span>					
<b>Standard/Required, QQ/Required, Special/Not Required</b>					
FOB01	146	Shipment Method Of Payment	ID	2/2	<b>See Available Codes (Element 146)</b>
FOB02	309	Location Qualifier	ID	1/2	<b>See Available Codes (Element 309)</b>
FOB03	352	Description	AN	1/80	Free Format FOB Description
<b>CSH - Header Sale Condition</b> <span style="float: right;"><b>Mandatory</b></span>					
CSH01	563	Sales Requirement Code	ID	1/2	BK = Ship Partial - Balance Backorder SP = Ship Partial - Balance Cancel
<b>SAC - Service, Promotion, Allowance, or Charge Information</b> <span style="float: right;"><b>Optional</b></span>					
SAC01	248	Allowance or Charge Indicator	ID	1/1	C = Charge
SAC02	1300	Service, Promotion, Allowance, or Charge Code	ID	4/4	D240 = Freight
SAC05	610	Amount	N2	1/15	Freight Charge

ITD - Terms of Sale / Deferred Terms of Sale					Conditional
					Standard/Required, QQ/Required, Special/Not Required
ITD12	352	Description	AN	1/80	Free Format Terms Description
DTM - Date / Time Reference Delivery Dates (Due Date)					Mandatory
DTM01	374	Date/Time Qualifier	ID	3/3	106 = Required By (Due Date)
DTM02	373	Date	DT	8/8	Shipment/Delivery Related Date Assigned By Menard
DTM - Date / Time Reference Delivery Dates (Other Date)					Optional (0 to Many)
DTM01	374	Date/Time Qualifier	ID	3/3	See Available Codes (Element 374)
DTM02	373	Date	DT	8/8	Shipment/Delivery Related Date Assigned By Menard
TD5 - Carrier Details (Routing Sequence/Transit Time)					Mandatory
TD504	91	Transportation Method/Type Code	ID	1/2	See Available Codes (Element 91) ZZ = Menard's Preferred Hauler
TD505	387	Routing	AN	1/35	Free-form Routing Instructions
N9 Loop (Special Instructions)					Optional (0 to Many)
N9 - Special Instructions					Mandatory
N901	128	Reference Identification Qualifier	ID	2/3	KD = Special Instructions
N903	369	Free-form Description	AN	1/45	Menard Special Instructions
N1 Loop (Ship To or Bill To/Ship To Information)					Mandatory
N1 - Name					Mandatory
N101	98	Entity Identifier Code	ID	2/2	ST = Ship To, BS = Bill and Ship To
N102	93	Name	NO	4/4	4 Digit Menard Store Number (ie. 3011)
N103	66	Identification Code Qualifier	ID	1/2	92 = Assigned By Buyer
N104	67	Identification Code	AN	4/4	4 Character Menard Store Abbreviation (ie. ECWE)
N2 - Additional Name Information					Mandatory
N201	93	Name	AN	1/35	Menard, Inc.
N202	93	Name	AN	1/35	Store Name Assigned By Menard (ie. Eau Claire West)
N3 - Address Information					Mandatory
N301	166	Address Information (Line 1)	AN	1/35	Store Street Address
N302	166	Address Information (Line 2)	AN	1/35	Store Street Address
N4 - Geographic Location					Mandatory
N401	19	City Name	AN	2/30	Store City Name
N402	156	State or Province Code	ID	2/2	Store State Abbreviation
N403	116	Postal Code	NO	5/9	Store Zip Code
PER - Admin Communications Contact (Ship To Contact Info.)					Mandatory
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
N1 Loop (Bill To Information)					Conditional Included if 'Bill To' is different than 'Ship To'
N1 -Name					Mandatory
N101	98	Entity Identifier Code	ID	2/2	BT = Bill To Party
N102	93	Name	NO	4/4	4 Digit Menard Store Number (ie. 3011)
N103	66	Identification Code Qualifier	ID	1/2	92 = Assigned By Buyer
N104	67	Identification Code	AN	4/4	4 Character Menard Store Abbreviation (ie. ECWE)
N2 - Additional Name Information					Mandatory
N201	93	Name	AN	1/35	Menard, Inc.
N202	93	Name	AN	1/35	Store Name Assigned By Menard (ie. Eau Claire West)
N3 - Address Information					Conditional (Not Required for QQ Orders)
N301	166	Address Information (Line 1)	AN	1/35	Store Street Address
N302	166	Address Information (Line 2)	AN	1/35	Store Street Address
N4 - Geographic Location					Conditional (Not Required for QQ Orders)
N401	19	City Name	AN	2/30	Store City Name
N402	156	State or Province Code	ID	2/2	Store State Abbreviation
N403	116	Postal Code	ID	5/9	Store Zip Code

PER - Admin Communications Contact (Bill To Contact Info.)					Conditional (Not Required for QQ Orders)
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

<b>N1 Loop (Ordered By Information)</b>					<b>Mandatory</b>
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N1 -Name					Mandatory
N101	98	Entity Identifier Code	ID	2/2	OB = Ordered By
N102	93	Name	NO	4/4	4 Digit Menard Store Number (ie. 3011)
N103	66	Identification Code Qualifier	ID	1/2	92 = Assigned By Buyer
N104	67	Identification Code	AN	4/4	4 Character Menard Store Abbreviation (ie. ECWE)

<b>N2 - Additional Name Information</b>					<b>Mandatory</b>
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N201	93	Name	AN	1/35	Menard, Inc.
N202	93	Name	AN	1/35	Store Name Assigned By Menard (ie. Eau Claire West)

<b>N3 - Address Information</b>					<b>Conditional (Not Required for QQ Orders)</b>
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N301	166	Address Information (Line 1)	AN	1/35	Store Street Address
N302	166	Address Information (Line 2)	AN	1/35	Store Street Address

<b>N4 - Geographic Location</b>					<b>Conditional (Not Required for QQ Orders)</b>
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N401	19	City Name	AN	2/30	Store City Name
N402	156	State or Province Code	ID	2/2	Store State Abbreviation
N403	116	Postal Code	ID	5/9	Store Zip Code

<b>PER - Admin Communications Contact (Ordered By Contact Info.)</b>					<b>Conditional (Not Required for QQ Orders)</b>
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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

<b>N1 Loop (Customer Information)</b>					<b>Conditional Special Only/Required</b>
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N1 -Name					Mandatory
N101	98	Entity Identifier Code	ID	2/2	LW = Customer
N102	93	Name	AN	1/35	Full Customer Name

<b>N3 - Address Information</b>					<b>Conditional</b>
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N301	166	Address Information (Line 1)	AN	1/35	Customer Street Address
N302	166	Address Information (Line 2)	AN	1/35	Customer Street Address

<b>N4 - Geographic Location</b>					<b>Conditional</b>
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N401	19	City Name	AN	2/30	Customer City
N402	156	State or Province Code	ID	2/2	Customer State
N403	116	Postal Code	ID	5/9	Customer Zip Code

<b>PER - Admin Communications Contact (Customer Contact Info.)</b>					<b>Conditional Special Only/Optional</b>
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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

<b>PO1 Loop (Baseline Item Data)</b>					<b>Mandatory (1 to Many)</b>
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<b>PO1 - Baseline Item Data</b>					<b>Mandatory</b>
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PO101	330	Assigned Sequence Number	R	1/9	Menard Assigned Sequence Number
PO102	330	Quantity Ordered	R	1/9	Quantity Being Ordered (Sum of SDQ for QQ Orders)
PO103	355	Unit or Basis for Measurement	ID	2/2	Menard Ordering Unit
PO104	212	Unit Price	R	1/17	Price Per Unit (ie. 00.000)
PO105	639	Basis of Unit Price Code	ID	2/2	RT = Retail FX = Cost
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

<b>PID Loop (Product / Item Description)</b>					<b>Conditional (0 to Many)</b>
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<b>PID - Product / Item Description</b>					<b>Mandatory</b>
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PID01	349	Item Description Code	ID	1/1	F = Free-Form
PID05	352	Description	AN	1/80	Item Description

SDQ Loop (Destination Quantity) - QQ Quantity Allocation					Conditional QQ Only/Required (0 to Many)
<b>SDQ - Destination Quantity</b>					<b>Mandatory</b>
SDQ01	355	Unit or Basis for Measurement Code	ID	2/2	2 Character Unit Code
SDQ03	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ04	380	Quantity	R	1/15	Quantity Ordered
SDQ05	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ06	380	Quantity	R	1/15	Quantity Ordered
SDQ07	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ08	380	Quantity	R	1/15	Quantity Ordered
SDQ09	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ010	380	Quantity	R	1/15	Quantity Ordered
SDQ011	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ012	380	Quantity	R	1/15	Quantity Ordered
SDQ013	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ014	380	Quantity	R	1/15	Quantity Ordered
SDQ015	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ016	380	Quantity	R	1/15	Quantity Ordered
SDQ017	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ018	380	Quantity	R	1/15	Quantity Ordered
SDQ019	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ020	380	Quantity	R	1/15	Quantity Ordered
SDQ021	67	Identification Code	NO	4/4	4 Digit Menard Store Number
SDQ022	380	Quantity	R	1/15	Quantity Ordered
<b>CTT - Transaction Totals</b>					<b>Mandatory</b>
CTT01	354	Number Of Line Items	NO	1/6	Total Number Of PO Line Items
<b>SE - Transaction Set Trailer</b>					<b>Mandatory</b>
SE01	96	Number Of Included Segments	NO	1/10	Total Number Of Segments
SE02	329	Transaction Set Control Number	NO	4/9	Menard Transaction Set Control Number
<b>GE - Functional Group Trailer</b>					<b>Mandatory</b>
GE01	97	Number Of Transactions Sets Included	NO	1/6	Total Number Of Transaction Sets
GE02	28	Group Control Number	NO	1/9	Menard Group Control Number
<b>IEA - Interchange Control Trailer</b>					<b>Mandatory</b>
IEA01	116	Number Of Included Functional Groups	NO	1/5	Total Number Of Functional Groups
IEA02	112	Interchange Control Number	NO	9/9	Menard Interchange Control Number



## Menard, Inc

### ASC X12(V4010) Mapping Specifications

#### 997 Functional Acknowledgment (External Trading Partners)

Segment Data		Min/Max			
ID	Elem	Description	Type	Length	Notes
<b>ISA - Interchange Control Header</b>					<b>Mandatory</b>
ISA01	I01	Authorization Information Qualifier	ID	2/2	03 = Additional Data Information
ISA02	I02	Authorization Information	AN	10/10	Assigned Menard Authorization ID
ISA03	I03	Security Information Qualifier	ID	2/2	01 = Password
ISA04	I04	Security Information	AN	10/10	Assigned Menard Security Password
ISA05	I05	Interchange ID Qualifier	ID	2/2	Trading Partner's ID Qualifier
ISA06	I06	Interchange Sender ID	AN	15/15	Trading Partner's ID
ISA07	I05	Interchange ID Qualifier	ID	2/2	01 = DUNS (DUN and Bradstreet)
ISA08	I07	Interchange Receiver ID	AN	15/15	Menard DUNS Number + P
ISA09	I08	Interchange Date	DT	6/6	YYMMDD
ISA10	I09	Interchange Time	TM	4/4	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	Interchange Control Number Assigned By Trading Partner
ISA14	I13	Acknowledgment Requested	ID	1/1	0 = No Ack ( <b>TA1</b> ) 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>Mandatory</b>
GS01	479	Functional Identifier Code	ID	2/2	FA = Functional Acknowledgment
GS02	142	Application Sender's Code	AN	2/15	Trading Partner's ID
GS03	124	Application Receiver's Code	AN	2/15	Menard DUNS Number
GS04	373	Date	DT	8/8	YYYYMMDD
GS05	337	Time	TM	4/8	HHMM
GS06	28	Group Control Number	NO	1/9	Group Control Number Assigned By Trading Partner
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>Mandatory</b>
ST01	143	Transaction Set Identifier Code	ID	3/3	997 = Functional Acknowledgment
ST02	329	Transaction Set Control Number	AN	4/9	Transaction Set Control Number Assigned By Trading Partner
<b>AK1 - Functional Group Response Header</b>					<b>Mandatory</b>
AK101	479	Functional Identifier Code (of the group being acknowledged)	AN	ID	PO = Purchase Order
AK102	28	Group Control Number (of the group being acknowledged)	NO	1/9	Group Control Number Originally Assigned By Menard
<b>AK2 - Transaction Set Response Header</b>					<b>Optional</b>
AK201	143	Transaction Set Identifier Code	ID	3/3	850 = Purchase Order
AK202	329	Transaction Set Control Number	AN	4/9	Transaction Set Control Number Originally Assigned By Menard
<b>AK5 - Functional Set Response Trailer</b>					<b>Mandatory</b>
AK501	717	Transaction Set Acknowledgement Code	ID	1/1	A = Accepted E = Accepted With Errors R = Rejected

<b>AK9 - Functional Group Response Trailer</b>						<b>Mandatory</b>
AK901	715	Functional Group Acknowledgment Code	ID	1/1	A = Accepted E = Accepted With Errors R = Rejected	
AK902	97	Number of Transaction Sets Included	NO	1/6	Total Number of Transaction Sets	
AK903	123	Number of Received Transaction Sets	NO	1/6	Transaction Sets Received	
AK904	2	Number of Accepted Transaction Sets	NO	1/6	Transaction Sets Accepted	

<b>SE - Transaction Set Trailer</b>						<b>Mandatory</b>
SE01	96	Number Of Included Segments	NO	1/10	Total Number Of Segments	
SE02	329	Transaction Set Control Number	AN	4/9	Transaction Set Control Number Assigned By Trading Partner	

<b>GE - Functional Group Trailer</b>						<b>Mandatory</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 Assigned By Trading Partner	

<b>IEA - Interchange Control Trailer</b>						<b>Mandatory</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 Assigned By Trading Partner	



## Common 850 Qualifiers

### q **BEG02**

- o **NS** – New Store Order.
- o **SA** – Stand Alone Order. Stock replenishment orders written by the Buying Staff.
- o **OS** – Special Order. Purchase orders written by team members from our stores to order product not stocked at that location.

### q **FOB01**

- o **PP** – Prepaid by Seller.
- o **BP** – Paid by Buyer.

### q **FOB02**

- o **DE** – Destination
- o **DC** – Distribution Center
- o **PL** – Plant
- o **MI** – Mill
- o **FA** – Factory
- o **OR** – Origin
- o **IT** – Intermediate FOB point
- o **PA** – Port of arrival
- o **PB** – Port of discharge
- o **PE** – Port of entry

### q **DTM01**

- o **106** – Required By. The date following this code represents the due date of the purchase order. Merchandise is expected to arrive no later than this date.
- o **038** – Ship no later than.
- o **064** – Do not deliver before. This code is most applicable to our new store orders. We do not want you to deliver product before we are ready to physically receive product.

### q **TD504**

- o **ZZ** – Menard Preferred Hauler.
- o **T** – Bestway
- o **U** – Private Parcel
- o **M** – Motor
- o **FL** – Flatbed
- o **SR** – Supplier Truck
- o **CE** – Customer Pickup. Menards will arrange pickup of product.



**Standard PO**

ISA\*03\*XXXXXXXX \*01\*XXXXXXXX \*01\*006203210P \*01\*VENDORIDNUMBER \*040115\*1451\*U\*00401\*000000010\*0\*P\*>~  
GS\*PO\*006203210\*VENDORIDNUMBER\*20040115\*1451\*6\*X\*004010~  
ST\*850\*0001~  
BEG\*00\*SA\*TEST99999999\*\*20040115~  
PER\*BD\*Joe Buyer\*TE\*715999999~  
FOB\*PP\*DE~  
CSH\*BK~  
ITD\*\*\*\*\*1% 10TH PROX/NET 30~  
DTM\*106\*20001223~  
TD5\*\*\*\*T\*BESTWAY~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 1~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 2~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 3~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 4~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 5~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 6~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 7~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 8~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 9~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 10~  
N1\*BS\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
N1\*OB\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
PO1\*\*628\*EA\*999.875\*\*SK\*9999999~  
PID\*F\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*PRODUCT DESCRIPTION 2~  
PO1\*\*628\*EA\*10.05\*\*SK\*7777777~  
PID\*F\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*PRODUCT DESCRIPTION 2~  
CTT\*2~  
SE\*36\*0001~  
GE\*1\*6~  
IEA\*1\*000000010~



**QQ PO (Ship and Bill To Individual Store Location)**

ISA\*03\*XXXXXXXX \*01\*XXXXXXXX \*01\*006203210P \*01\*VENDORIDNUMBER \*040115\*1451\*U\*00401\*000000009\*0\*P\*>~  
GS\*PO\*006203210\*VENDORIDNUMBER\*20040115\*1541\*2\*X\*004010~  
ST\*850\*0002~  
BEG\*00\*SA\*QQ 99999999\*\*20040115~  
PER\*BD\*Joe Buyer\*TE\*715999999~  
FOB\*PP\*DE~  
CSH\*BK~  
ITD\*\*\*\*\*1% 10TH PROX/NET 30~  
DTM\*106\*20001223~  
TD5\*\*\*\*T\*BESTWAY~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 1~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 2~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 3~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 4~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 5~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 6~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 7~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 8~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 9~  
N9\*KD\*\*SPECIAL INSTRUCTIONS 10~  
N1\*BS\*9998\*92\*QQ~  
N2\*Menard, Inc.\*QQ DISTRIBUTION~  
N1\*OB\*9998\*92\*QQ  
N2\*Menard, Inc.\*QQ DISTRIBUTION~  
PO1\*\*628\*EA\*999.875\*\*SK\*9999999~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
SDQ\*EA\*\*3011\*5\*3012\*10\*3013\*15\*3014\*20\*3015\*25\*3016\*30\*3017\*35\*3018\*40\*3019\*45\*3020\*50~  
SDQ\*EA\*\*3021\*50\*3022\*45\*3023\*40\*3024\*35\*3025\*30\*3026\*25\*3027\*20\*3028\*15\*3029\*10\*3030\*5~  
SDQ\*EA\*\*3031\*12\*3032\*24\*3033\*6\*3037\*12\*3039\*24~  
PO1\*\*628\*EA\*10.05\*\*SK\*7777777~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 1~  
PID\*F\*\*\*\*PRODUCT DESCRIPTION 2~  
SDQ\*EA\*\*3011\*5\*3012\*10\*3013\*15\*3014\*20\*3015\*25\*3016\*30\*3017\*35\*3018\*40\*3019\*45\*3020\*50~  
SDQ\*EA\*\*3021\*50\*3022\*45\*3023\*40\*3024\*35\*3025\*30\*3026\*25\*3027\*20\*3028\*15\*3029\*10\*3030\*5~  
SDQ\*EA\*\*3031\*12\*3032\*24\*3033\*6\*3037\*12\*3039\*24~  
CTT\*2~  
SE\*50\*0002~  
GE\*1\*2~  
IEA\*1\*000000009~



**Special Order – Direct to Menard Location**

ISA\*03\*XXXXXXXX \*01\*XXXXXXXX \*01\*006203210P \*01\*VENDORIDNUMBER \*040115\*1018\*U\*00401\*000000410\*0\*P\*>~  
GS\*PO\*006203210\*VENDORIDNUMBER\*20040115\*1018\*410\*X\*004010~  
ST\*850\*0001~  
BEG\*00\*OS\*TEST99999999\*\*20030605~  
CSH\*BK~  
DTM\*106\*20030619~  
TD5\*\*\*\*T\*BESTWAY~  
N1\*BS\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
N1\*OB\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
N1\*LW\*LEAF, CARL~  
PER\*OC\*\*TE\*5559996666~  
PO1\*1\*1\*EA\*27\*RT\*SK\*9999999~  
PID\*F\*\*\*\*UNIVERSAL WIDGET S.O. SM9001~  
CTT\*1~  
SE\*21\*0001~  
GE\*1\*410~  
IEA\*1\*000000410~

**Special Order – Direct to Guest Location**

ISA\*03\*XXXXXXXX \*01\*XXXXXXXX \*01\*006203210P \*01\*VENDORIDNUMBER \*040115\*1018\*U\*00401\*000001302\*0\*P\*>~  
GS\*PO\*006203210\*VENDORIDNUMBER\*20040115\*1018\*1302\*X\*004010~  
ST\*850\*0001~  
BEG\*00\*OS\*TEST99999998\*\*20030605~  
CSH\*BK~  
SAC\*C\*D240\*\*\*500~  
DTM\*106\*20030605~  
TD5\*\*\*\*U\*FED EX GROUND~  
N1\*ST\*Michalson, Jan\*92\*TEST~  
N2\*Ship To:\*Michalson, Jan~  
N3\*Ship To Address 1\*Ship To Address 2~  
N4\*Nowhere\*WI\*11111~  
N1\*BT\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
N1\*OB\*9999\*92\*TEST~  
N2\*Menard, Inc.\*TEST STORE NAME~  
N3\*Test Store Address 1\*Test Store Address 2~  
N4\*Anywhere\*WI\*99999~  
PER\*CN\*\*TE\*5559998888\*FX\*5559997777~  
N1\*LW\*Michalson, Jan~  
PER\*OC\*\*TE\*5559996666~  
PO1\*1\*8\*EA\*3.49\*RT\*SK\*9999999~  
PID\*F\*\*\*\*HEAVE DUTY WIDGET P224-BI~  
CTT\*1~  
SE\*25\*0001~  
GE\*1\*1302~  
IEA\*1\*000001302~



## Additional Documents and Information

### q **Electronic Commerce Questionnaire**

This is a separate document you will need to fill out and return. 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. Menards 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 Listing**

This is a separate document that contains an updated store listing for Menards.

### q **SKU Listing**

This is a separate document that contains a cross-reference list of our sku number to your product code.

### q **New Store Purchase Orders**

New store orders are similar to the Standard Purchase Order example except the BEG02 qualifier will be an NS.

### q **QQ Purchase Orders**

These types of orders are generally written to cover promotions and beginning-of-season orders. If your product typically isn't promoted and is not seasonal in nature, you may not need to test this document. Please contact the EDI department at Menards if you have any questions.