

816 Organizational Relationships

Functional Group ID=**OR**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Organizational Relationships Transaction Set (816) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used to transmit pertinent information about a parent organization, its members and the relationship of a member to another member, and/or to the parent organization. A parent organization could be an association, a multi-hospital system, a chain of retail stores, a holding company, etc. This transaction set can be used to convey the identity and relationship of members to a parent organization; identify eligibility to purchase under the terms and conditions negotiated by a parent organization on behalf of its members; and to update application databases.

Notes:

ISA Note:

Currently the ISA 816 Organizational Relationships transaction does not provide for hierarchical or relationship levels. Hierarchical levels are used to associate retail stores with their Distribution Centers or a DC with all of the stores it services.

The ISA eB Guideline for the 816 is a simplified version that allows for the exchange of corporate information at the Header Level and optional operating unit information at the detail level. Operating units include Distribution Centers, Branches, Stores, Consolidation Points and Drop Ship Locations.

All company entities should be identified with a GSI Global Location Number (GLN), which provides a globally unique identification number for a physical or legal entity. This eliminates the need for cross-reference look-up files for each Trading Partner. All GLNs for all Trading Partner companies and operating units can be stored in one data base as they are guaranteed unique through the use of a GSI issued Company Prefix. For more information see the ISA eB Guideline or contact GSI at www.gs1.org.

EDI transaction error notification for each 816 received should be sent to the individual listed as the IC or CN contact in the PER Segment of the N1 Loop at the Header Level of each 816.

ISA EDI Guideline Data Element Code lists are either "Suggested" or "Limited". A "Suggested" code list implies that through mutual agreement, trading partners may use other X12 codes for that Data Element if they are needed for a particular business function. Unless otherwise noted, all code lists are Suggested Code Lists.

A "Limited" code list indicates that the codes are limited to those provided in the ISA EDI Guidelines. If additional codes are needed in a "Limited" code list, please see the ISA eB Guideline for information on the Change Request Process.

Restricting the use of codes to those listed in the ISA EDI Guideline will facilitate reliable mapping to a trading partner's business applications.

Heading:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
3	010	ST	Transaction Set Header	M	M	1		
4	020	BHT	Beginning of Hierarchical Transaction	M	M	1		n1
6	030	DTM	Date/Time Reference	O		10		
LOOP ID - N1							>1	
8	040	N1	Name	M	M	1		n2
9	050	N2	Additional Name Information	O		2		
10	060	N3	Address Information	O		2		
11	070	N4	Geographic Location	O		1		
12	080	PER	Administrative Communications Contact	O		12		

Detail:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - HL							>1	
14	010	HL	Hierarchical Level	M	M	1		
LOOP ID - N1							>1	
15	020	N1	Name	M	M	1		n3
16	030	N2	Additional Name Information	O		2		
17	040	N3	Address Information	O		2		
18	050	N4	Geographic Location	O		1		
19	060	PER	Administrative Communications Contact	O		>1		
21	090	DTM	Date/Time Reference	O		10		
23	110	SE	Transaction Set Trailer	M	M	1		

Transaction Set Notes

1. BHT03 and BHT04 are mandatory.
2. The N1 loop shall identify the transaction set issuer and optionally provide contact information if necessary.
3. N105, when used, defines the relationship of the entity designated in N102 or N104 to its parent organization.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Comments:
Notes:

ISA Example: ST * 816 * 1 ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 816 Organizational Relationships	M ID 3/3	M
ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>Each ST Segment within a group of 816 Transactions must have a unique control number. The same number is used in the SE Segment of that transaction.</i> <i>The Transaction Set Control Number is sequentially assigned by the sender, starting with one and incremented by one for each additional transaction set within this functional group of 816 Transactions.</i>	M AN 4/9	M

Segment: **BHT** Beginning of Hierarchical Transaction
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time

Syntax Notes:
Semantic Notes:

- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
- 2 BHT04 is the date the transaction was created within the business application system.
- 3 BHT05 is the time the transaction was created within the business application system.

Comments:
Notes:

ISA Note:

An 816 Transaction set is identified as either Original, Add, or Delete. To replace or change a location number, Delete the existing number and Add the new one. The Transaction Set Purpose Code in BHT02 indicates that all of information in the transaction set is to be Added or all of the information is to be Deleted. Delete transactions should always be transmitted before Adds (as indicated by the BHT04 Date and BHT05 Time). The receiving trading partner should always process Deletes before Adds.

When the Transaction Set Purpose Code is 00 - Original, this indicates that this is the first time the information has been sent, or that all of the previous information should be deleted and wholly replaced with the information in this Original transaction.

IMPORTANT - A Transaction Set Purpose Code of "00" indicates, if this is not the first time the data has been sent, ALL PREVIOUS DATA FROM THIS TRADING PARTNER IS TO BE DELETED AND REPLACED with the information in this transaction. It is a complete "refresh" of all the corporation and operating unit data.

All code lists in this BHT Segment are Limited Code Lists.

ISA Example: BHT * 0065 * 00 * 123 * 20060801 ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
BHT01	1005	Hierarchical Structure Code	M ID 4/4	M
		Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set		
		0065 Company, Operating Unit		
BHT02	353	Transaction Set Purpose Code	M ID 2/2	M
		Code identifying purpose of transaction set		
		00 Original		
		<i>ORIGINAL indicates this is a complete list of Company and Operating Unit information. If this is not the first time the data has been exchanged, 00 Original indicates this information will completely replace previous Company and Operating Unit information. All previous data will be deleted and replaced with this transaction set.</i>		
		02 Add		
		<i>ADD indicates that all of the Company and/or Operating Unit information sent in this transaction is to be added to the current</i>		

			<i>data.</i>
	03		Delete
			<i>DELETE indicates that all of the Company and/or Operating Unit information sent in this transaction set should be deleted from the current Location information. DELETE's should always be processed before ADD's.</i>
BHT03	127	Reference Identification	O AN 1/30
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
		<i>A unique number assigned by the sender to identify this transaction within the sender and receiver's business application. This is similar to the way a PO Number or Invoice Number identifies a PO or invoice.</i>	
BHT04	373	Date	O DT 8/8
		Date expressed as CCYYMMDD	
		<i>This is the date the transaction set was sent. If the Effective Date is different than the Date Sent, use the following DTM segment (Position 30).</i>	
BHT05	337	Time	O TM 4/8
		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	

Segment: **DTM** Date/Time Reference
Position: 030
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

If the Effective Date of the Original, Add or Delete information is different than the date the transaction was sent (BHT04), use this DTM Segment. Dates can be in the past. Unless otherwise noted in the DTM03 Time Element, information is in effect at 0:01 AM on the Effective Date.

ISA Example: DTM * 007 * 20060921 ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time <i>DTM 01 is a Limited Code List.</i>	M ID 3/3	M
		007 Effective		
DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8	
DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8	
DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2	
		AD Alaska Daylight Time		
		AS Alaska Standard Time		
		AT Alaska Time		
		CD Central Daylight Time		
		CS Central Standard Time		
		CT Central Time		
		ED Eastern Daylight Time		
		ES Eastern Standard Time		
		ET Eastern Time		
		GM Greenwich Mean Time		
		HD Hawaii-Aleutian Daylight Time		
		HS Hawaii-Aleutian Standard Time		
		HT Hawaii-Aleutian Time		
		LT Local Time		
		MD Mountain Daylight Time		
		MS Mountain Standard Time		

MT	Mountain Time
ND	Newfoundland Daylight Time
NS	Newfoundland Standard Time
NT	Newfoundland Time
PD	Pacific Daylight Time
PS	Pacific Standard Time
PT	Pacific Time
TD	Atlantic Daylight Time
TS	Atlantic Standard Time
TT	Atlantic Time

Segment: **N1** Name
Position: 040
Loop: N1 Mandatory
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:

- 1 At least one of N102 or N103 is required.
- 2 If either N103 or N104 is present, then the other is required.

Semantic Notes:
Comments:

- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
- 2 N105 and N106 further define the type of entity in N101.

Notes: *ISA Note:*

The N1 Loop at the Header Level of the 816 is used to convey Corporate information such as Global Location Number, Physical Address, Contact Names and Contact Information. This Loop is only sent once per 816.

The N1 Loop at the Detail Level can be used to send information on multiple Operating Units associated with the Corporation, such as Stores, Distribution Centers, Drop-Ships, and so on.

 ISA Example: N1 * FR * XYZ Distributor * UL * 0614141333449 ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N101	98	Entity Identifier Code	M ID 2/3	M
		Code identifying an organizational entity, a physical location, property or an individual <i>N101 is a Limited Code List.</i>		
		FR Message From		
N102	93	Name	X AN 1/60	
		Free-form name		
N103	66	Identification Code Qualifier	X ID 1/2	
		Code designating the system/method of code structure used for Identification Code (67)		
		1 D-U-N-S Number, Dun & Bradstreet		
		9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
		91 Assigned by Seller or Seller's Agent		
		92 Assigned by Buyer or Buyer's Agent		
		UL GS1 Global Location Number		
		A globally unique 13 digit code for the identification of a legal or physical location within the GS1 system. <i>GS1 Global Location Number (GLN). See the ISA eB Guidelines for more information.</i>		
N104	67	Identification Code	X AN 2/80	
		Code identifying a party or other code		

Segment: **N2** Additional Name Information
Position: 050
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:
Notes:

N2 is only used if an additional name is needed. Do not repeat the N102.
 ISA Example: N2 * A Division of ABC Distribution ^

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N201	93	Name Free-form name	M AN 1/60	M

Segment: N3 Address Information
Position: 060
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

*ISA Example: N3 * 890 Oak Street ^*

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N301	166	Address Information Address information	M AN 1/55	M
N302	166	Address Information Address information	O AN 1/55	

Segment: **N4 Geographic Location**
Position: 070
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: ISA Example: N4 * Midville * IL * 66666 * US ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30	
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2	
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15	
N404	26	Country Code Code identifying the country	O ID 2/3	

Use the three digit alpha codes from ISO Country Code List 3166 (See the ISA eB Guideline).

Segment: **PER** Administrative Communications Contact
Position: 080
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

The first iteration of the PER Segment is used to convey the contact information for the person who is to receive error or rejection notification relative to the EDI construction (use Qualifier IC) or the general business application (Qualifier CN) of this document. If the same person fills both roles, only list them once with the IC Qualifier. Send, minimally, the telephone number plus either an e-mail address or a fax number.

Up to eleven more PER Loops may be sent to convey contact information for other parties at the corporate level.

ISA Example: PER * CN * John Jones * TE * 555-444-2345 * EM * john.j.jones@xyz.com ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
PER01	366	Contact Function Code	M ID 2/2	M
		Code identifying the major duty or responsibility of the person or group named		
		AA	Authorized Representative	
		AP	Accounts Payable Department	
		AR	Accounts Receivable Department	
		AT	Material Safety Data Sheet Contact	
		BD	Buyer Name or Department	
		CN	General Contact	
		DC	Delivery Contact	
		EA	EDI Coordinator	
		FP	Marketing Director	
		IC	Information Contact	
		MG	Manager	
		OW	Owner	
		PA	President	
		QC	Quality Coordinator	
		RD	Receiving Dock	
		SD	Shipping Department	
		TA	Traffic Administrator	
		VP	Vice President	
PER02	93	Name	O AN 1/60	
		Free-form name		
PER03	365	Communication Number Qualifier	X ID 2/2	
		Code identifying the type of communication number		

		CP	Cellular Phone		
		EM	Electronic Mail		
		EX	Telephone Extension		
		FX	Facsimile		
		NP	Night Telephone		
		TE	Telephone		
PER04	364	Communication Number		X	AN 1/80
		Complete communications number including country or area code when applicable			
PER05	365	Communication Number Qualifier		X	ID 2/2
		Code identifying the type of communication number			
		CP	Cellular Phone		
		EM	Electronic Mail		
		EX	Telephone Extension		
		FX	Facsimile		
		NP	Night Telephone		
		TE	Telephone		
PER06	364	Communication Number		X	AN 1/80
		Complete communications number including country or area code when applicable			
PER07	365	Communication Number Qualifier		X	ID 2/2
		Code identifying the type of communication number			
		CP	Cellular Phone		
		EM	Electronic Mail		
		EX	Telephone Extension		
		FX	Facsimile		
		NP	Night Telephone		
		TE	Telephone		
PER08	364	Communication Number		X	AN 1/80
		Complete communications number including country or area code when applicable			

Segment: **HL** Hierarchical Level
Position: 010
Loop: HL Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:
Semantic Notes:
Comments:

- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

ISA Note:

The ISA 816 does not support multiple hierarchical levels. Corporate information is sent in Table 1, at the Header Level. All Operating Unit information sent in Table 2, at the Detail information is associated with the Corporate information at the Header Level.

Accordingly, HL01, which is mandatory, will always contain "1" and HL03 will always contain Code "36" for Operating Unit. In this format, there will not be a second HL. The type of Operating Unit associated with the company described at the Header Level, is further defined in the following N1 Segment.

ISA Example: HL * 001 * * 36 ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
HL01	628	Hierarchical ID Number	M AN 1/12	M
		A unique number assigned by the sender to identify a particular data segment in a hierarchical structure		
		<i>Since there will only be one HL, always use the value "1".</i>		
HL03	735	Hierarchical Level Code	M ID 1/2	M
		Code defining the characteristic of a level in a hierarchical structure		
		<i>HL03 is a Limited Code List.</i>		
		36	Operating Unit	
			Any operating business unit within a company or corporation	

Segment: **N1** Name
Position: 020
Loop: N1 Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
 2 N105 and N106 further define the type of entity in N101.
Notes: *This Segment is Mandatory. If there are no Operating Units to report, use Code IAA in the N101 and leave the rest of the N1 Loop blank.*

ISA Example: N1 * WH * Central Illinois Warehouse * UL * 0614141334569 ^

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual 12 Regional Office 28 Subcontractor 45 Drop-off Location CF Subsidiary/Division CS Consolidator DB Distributor Branch IAA Business Entity SB Storage Area SN Store WH Warehouse	M ID 2/3	M
N102	93	Name Free-form name	X AN 1/60	
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix 91 Assigned by Seller or Seller's Agent 92 Assigned by Buyer or Buyer's Agent UL GS1 Global Location Number A globally unique 13 digit code for the identification of a legal or physical location within the GS1 system. <i>GS1 Global Location Number (GLN). See the ISA eB Guidelines for more information.</i>	X ID 1/2	
N104	67	Identification Code Code identifying a party or other code	X AN 2/80	

Segment: **N2** Additional Name Information
Position: 030
Loop: N1 Mandatory
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:
Notes:

N2 is only used if an additional name is needed. Do not repeat the N102.
 ISA Example: N2 * Warehouse AB ^

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N201	93	Name Free-form name	M AN 1/60	M

Segment: N3 Address Information
Position: 040
Loop: N1 Mandatory
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes: ISA Example: N3 * 4455 Industrial Avenue ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N301	166	Address Information Address information	M AN 1/55	M
N302	166	Address Information Address information	O AN 1/55	

Segment: **N4 Geographic Location**
Position: 050
Loop: N1 Mandatory
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: ISA Example: N4 * Warrensburg * IL * 66663 * US ^

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30	
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2	
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15	
N404	26	Country Code Code identifying the country	O ID 2/3	

Use the three digit alpha codes from ISO Country Code List 3166 (See the ISA eB Guideline).

Segment: **PER Administrative Communications Contact**
Position: 060
Loop: N1 Mandatory
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

ISA Example: PER * RD * Jimmy Jones * CP * 555-222-3456 * FX * 555-222-1233 ^

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
PER01	366	Contact Function Code	M ID 2/2	M
		Code identifying the major duty or responsibility of the person or group named		
		AA Authorized Representative		
		AP Accounts Payable Department		
		AR Accounts Receivable Department		
		AT Material Safety Data Sheet Contact		
		BD Buyer Name or Department		
		CN General Contact		
		DC Delivery Contact		
		EA EDI Coordinator		
		FP Marketing Director		
		IC Information Contact		
		MG Manager		
		OW Owner		
		PA President		
		QC Quality Coordinator		
		RD Receiving Dock		
		SD Shipping Department		
		TA Traffic Administrator		
		VP Vice President		
PER02	93	Name	O AN 1/60	
		Free-form name		
PER03	365	Communication Number Qualifier	X ID 2/2	
		Code identifying the type of communication number		
		CP Cellular Phone		
		EM Electronic Mail		
		EX Telephone Extension		
		FX Facsimile		
		NP Night Telephone		
		TE Telephone		
PER04	364	Communication Number	X AN 1/80	
		Complete communications number including country or area code when applicable		
PER05	365	Communication Number Qualifier	X ID 2/2	
		Code identifying the type of communication number		
		CP Cellular Phone		
		EM Electronic Mail		

		EX	Telephone Extension		
		FX	Facsimile		
		NP	Night Telephone		
		TE	Telephone		
PER06	364	Communication Number		X	AN 1/80
		Complete communications number including country or area code when applicable			
PER07	365	Communication Number Qualifier		X	ID 2/2
		Code identifying the type of communication number			
		CP	Cellular Phone		
		EM	Electronic Mail		
		EX	Telephone Extension		
		FX	Facsimile		
		NP	Night Telephone		
		TE	Telephone		
PER08	364	Communication Number		X	AN 1/80
		Complete communications number including country or area code when applicable			

Segment: **DTM** Date/Time Reference
Position: 090
Loop: N1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

This DTM is only used if the Effective Date is different for this Operating Unit than the data indicated at the Header Level. Unless otherwise noted in DTM03 Time Element, information is in effect at 0:01 AM on the Effective Date. Dates can be in the past.
 ISA Example: DTM * 145 * 20060707 ^

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
DTM01	374	Date/Time Qualifier	M ID 3/3	M
Code specifying type of date or time, or both date and time				
<i>DTM01 is a Limited Code List.</i>				
		007	Effective	
		145	Opening Date	
		146	Closing Date	
DTM02	373	Date	X DT 8/8	
Date expressed as CCYYMMDD				
DTM03	337	Time	X TM 4/8	
Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
DTM04	623	Time Code	O ID 2/2	
Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow				
		AD	Alaska Daylight Time	
		AS	Alaska Standard Time	
		AT	Alaska Time	
		CD	Central Daylight Time	
		CS	Central Standard Time	
		CT	Central Time	
		ED	Eastern Daylight Time	
		ES	Eastern Standard Time	
		ET	Eastern Time	
		GM	Greenwich Mean Time	
		HD	Hawaii-Aleutian Daylight Time	
		HS	Hawaii-Aleutian Standard Time	
		HT	Hawaii-Aleutian Time	
		LT	Local Time	
		MD	Mountain Daylight Time	
		MS	Mountain Standard Time	

MT	Mountain Time
ND	Newfoundland Daylight Time
NS	Newfoundland Standard Time
NT	Newfoundland Time
PD	Pacific Daylight Time
PS	Pacific Standard Time
PT	Pacific Time
TD	Atlantic Daylight Time
TS	Atlantic Standard Time
TT	Atlantic Time

Segment: **SE** Transaction Set Trailer
Position: 110
Loop:
Level: Detail
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)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Notes: ISA Example: SE * 56 * 1 ^

Data Element Summary

<u>Ref.</u>	<u>Data</u>		<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	<u>Attributes</u>
SE01	96	Number of Included Segments	M N0 1/10	M
		Total number of segments included in a transaction set including ST and SE segments		
SE02	329	Transaction Set Control Number	M AN 4/9	M
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		