

# 840 Request for Quotation

Functional Group ID=**RQ**

## Introduction:

This Acquisition Instruction (AI) provides guidance specific to Defense Logistics Agency issued solicitations. This AI does not include anything that is not in the Federal Implementation Convention.

This Revision 1 to the DLA AI replaces the DLA 840 AI dated February 1, 1997 and any other draft versions.

## Notes:

*Throughout this document symbols are used in the left margin to indicate the following:*

*>> - indicates the element will be used in all transactions when the segment is used.*

*X - indicates the element is not used*

*(blank) - indicates the element may be used but is not required*

## Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BQT	Beginning Segment for Request for Quotation	M	1		
	050	REF	Reference Numbers	O	>1		
	080	FOB	F.O.B. Related Instructions	O	>1		
	150	DTM	Date/Time Reference	O	10		

			LOOP ID - N9			1000	
	290	N9	Reference Number	O	1		
	300	MSG	Message Text	O	1000		
			LOOP ID - N1			10000	
	310	N1	Name	O	1		

**Detail:**

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
			LOOP ID - PO1			100000	
Must Use	010	PO1	Baseline Item Data	M	1		
			LOOP ID - PID			1000	
	050	PID	Product/Item Description	O	1		
	100	REF	Reference Numbers	O	>1		
	200	DTM	Date/Time Reference	O	10		
			LOOP ID - N9			1000	
	320	N9	Reference Number	O	1		
	330	MSG	Message Text	O	12		
			LOOP ID - N1			>1	
	340	N1	Name	O	1		

**Summary:**

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n3
Must Use	020	SE	Transaction Set Trailer	M	1		

**Transaction Set Notes**

1. If segment LIN is used, do not use LIN01.
2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used, the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
3. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

**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) 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:**

**Data Element Summary**

Ref.	Data	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
>> ST01	143	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set 840 X12.7 Request for Quotation	M ID 3/3
>> ST02	329	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

**Segment:** **BQT** Beginning Segment for Request for Quotation  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of a Request for Quotation Transaction Set and transmit identifying numbers and dates  
**Syntax Notes:** 1 If either BQT04 or BQT05 is present, then the other is required.  
**Semantic Notes:** 1 BQT03 is the date to be used for reference purposes in an RFQ and a response to RFQ.  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
>>	BQT01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set <i>Use to identify the purpose of the transaction set.</i> 00 Original 01 Cancellation 07 Duplicate 17 Cancel, to be Reissued 18 Reissue	M ID 2/2
>>	BQT02	586	<b>Request for Quote Reference Number</b> Number assigned by the purchaser to identify his request for quote <i>Use to identify the unique number assigned to the solicitation. If this is an amendment to a solicitation (BQT01 is either Code 18 (if the original solicitation number is retained) and BQT07 is Code 06), the solicitation number and amendment number will be concatenated.</i>	M AN 1/45
>>	BQT03	373	<b>Date</b> Date (CCYYMMDD) <i>Use to identify either the date of the solicitation (when BQT01 is one of codes 00, 01, 07, 17, 18 (if a new solicitation number is used), or 22); the date of the amendment (when BQT01 is code 18 if the original solicitation number is retained)</i>	M DT 6/6
X	BQT04	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time	X ID 3/3
X	BQT05	373	<b>Date</b> Date (YYMMDD)	X DT 6/6
	BQT06	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order  RL Release or Delivery Order An order for goods and services placed against a pre-existing contract or blanket order	O ID 2/2
	BQT07	960	<b>Request for Quote Type Code</b> Code specifying the type of request for quote 01 Request For Quote 09 Request For Info	O ID 2/2

	BQT08	1166	Contract Type Code Code identifying a contract type	O ID 2/2
			FR Firm Fixed Price	
			FX Fixed Price with Economic Price Adjustment	
X	BQT09	786	Security Level Code Code indicating the level of confidentiality assigned by the sender to the information following	O ID 2/2
X	BQT10	1232	Purchase Category Code identifying the broad category of products or services being acquired	O ID 2/2

**Segment:** **REF** Reference Numbers  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**  
**Notes:**

1. Use this 1/REF/050 segment to identify reference numbers that apply to all of the line items. If the reference numbers vary by line item, use the 2/REF/100 segment.
2. There must be one occurrence of this REF segment in all transmissions when BQT01 is code 00, 07, or 18, with REF01 citing code IJ.

**Data Element Summary**

Ref. <u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
>> REF01	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number. ZZ                      Mutually defined	M ID 2/2
<i>NOTE: Will be used for B-KOP to show terms of award: Price and Lead Time, Price Only or Lead Time Only</i>			
REF02	127	<b>Reference Number</b> Transaction Set or as specified by the Reference Number Qualifier.	X AN 1/30
REF03	352	<b>Description</b> Free-form description to clarify the related elements and their content	X AN 1180

**Segment:** **FOB** F.O.B. Related Instructions  
**Position:** 080  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify transportation instructions relating to shipment  
**Syntax Notes:**

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

**Semantic Notes:**

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying the title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

**Comments:**  
**Notes:** *Use this 1/FOB/080 segment if the FOB point and the acceptance location apply to all of the line items. When the FOB point and/or acceptance location varies by line item, use the 2/FOB/180 segment.*

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
>>	FOB01	146 <b>Shipment Method of Payment</b> Code identifying payment terms for transportation charges PP      Prepaid (by Seller)  PS      Paid by Seller  The seller agrees to the transportation payment term requiring the seller to pay transportation charges to a specified location (origin or destination location) <i>Use to indicate transportation charges are included in the unit price.</i>	M   ID   2/2
FOB02	309	<b>Location Qualifier</b> Code identifying type of location DE      Destination (Shipping) OR      Origin (Shipping Point) ZZ      Mutually Defined  <i>Used to indicate an Other FOB point, i.e., neither at origin nor at destination. Provide the address in the 1/N1/310 loop, citing code KX in N101.</i>	X   ID   1/2

**Segment:** **DTM** Date/Time Reference  
**Position:** 150  
**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 DTM06 is required.
- 2 If either DTM06 or DTM07 is present, then the other is required.

**Semantic Notes:**  
**Comments:**

**Data Element Summary**

Ref. Des.	Data Element	Name	Attributes
>>	DTM01	<b>374 Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 997 Quote to be Recieved By A date on which or before a quote must be received at a location specified in an RFQ <i>Use to indicate the date and time for quote receipt.</i>	<b>M ID 3/3</b>
DTM02	373	<b>Date</b> Date (CCYYMMDD)	<b>X DT 6/6</b>
DTM03	337	<b>Time</b> 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) <i>Use to identify the time of bid receipt.</i>	<b>X TM 4/8</b>
DTM04	623	<b>Time Code</b> 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 ET Eastern Time	<b>O ID 2/2</b>

**Segment:** N9 Reference Number  
**Position:** 290  
**Loop:** N9  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit identifying numbers and descriptive information as specified by the reference number qualifier

**Syntax Notes:** 1 At least one of N902 or N903 is required.  
 2 If N906 is present, then N905 is required.

**Semantic Notes:** 1 N906 reflects the time zone which the time reflects.

**Comments:**  
**Notes:** *Use this 1/N9/290 loop to identify various clauses (e.g., FAR, DFAR, DLAR, or other clauses), special instructions or other references which are applicable to the entire solicitation. If the information varies by line item, use the 2/N9/320 loop.*

Data Element Summary		Ref.	Data	Attributes		
>>	Des.	Element	Name	M	ID	2/2
	N901	128	Reference Number Qualifier			
			Code qualifying the Reference Number.			
			DF			Defense Federal Acquisition Regulations (DFAS)
			KY			Site Specific Procedures, Terms, and Conditions
						<i>NOTE: Used for the B-KOP Program (Program ID). Program ID must be sent back on the vendor's quote.</i>

N902	127	Reference Number	X	AN	1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.			
N903	369	Free-form Description	X	AN	1/45
		Free-form descriptive text			
N904	373	Date	O	DT	6/6
		Date (YYMMDD)			

**Segment:** **MSG** Message Text  
**Position:** 300  
**Loop:** N9  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1000  
**Purpose:** To provide a free form format that would allow the transmission of text information.  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

**Notes:** 1. Use this segment to carry the title or full text of any clause, if it is required, or another solicitation reference associated with the number cited in N902.

2. This segment is also used to carry clause fill-in information if that information is not provided elsewhere within the transaction set. When providing fill-in information, the clause title, if cited, and the alternate identifier and date, if applicable, will be the first data provided. This data will be followed by a numeric designation of the fill-ins being provided. Each fill-in will be preceded by the paragraph or section identifier in the clause where the fill-in information is to be inserted (if identifiers are included in the clause). If there is no paragraph or section designator, the required information will immediately follow the numeric designation of the fill-ins being provided.

3. A pipe sign (|) will be inserted after each data item. As an example, the fill-in information required by FAR 52.212-3 will be provided as follows:

*Commencement, Prosecution, and Completion of Work| Alternative I (Apr 1984)| 3| (a) 30| (c) Sep 30, 1995| Jan 15, 1995|*

#### Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
>>	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264
X	MSG02	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	O ID 2/2

**Segment:** **N1** Name  
**Position:** 310  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**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.

**Data Element Summary**

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>M</u> <u>ID</u> <u>2/2</u>
>> N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual BY Buying Party (Purchaser) <i>NOTE: For B-KOP Program, Buying Party will always be "DLA Troop Support"</i> XP Party to Receive Solicitation	
N102	93	<b>Name</b> Free-form name	X AN 1/35
N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 10 Department of Defense Activity Address Code (DODAAC) 33 Commercial and Government Entity (CAGE)	X ID 1/2
N104	67	<b>Identification Code</b> Code identifying a party or other code	X AN 2/20

**Segment:** **PO1** **Baseline Item Data**  
**Position:** 010  
**Loop:** PO1  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify basic and most frequently used line item data  
**Syntax Notes:**

- 1 If PO103 is present, then PO102 is required.
- 2 If PO105 is present, then PO104 is required.
- 3 If either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 is present, then the other is required.
- 5 If either PO110 or PO111 is present, then the other is required.
- 6 If either PO112 or PO113 is present, then the other is required.
- 7 If either PO114 or PO115 is present, then the other is required.
- 8 If either PO116 or PO117 is present, then the other is required.
- 9 If either PO118 or PO119 is present, then the other is required.
- 10 If either PO120 or PO121 is present, then the other is required.
- 11 If either PO122 or PO123 is present, then the other is required.
- 12 If either PO124 or PO125 is present, then the other is required.

**Semantic Notes:**  
**Comments:**

- 1 See the Data Dictionary for a complete list of ID's.
- 2 PO101 is the line item identification.
- 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

**Data Element Summary**

Ref.	Des.	Data Element	Name	Attributes
	PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set <i>Used to indicate the Solicitation Line Item Number.</i>	O AN 1/11
	PO102	330	<b>Quantity Ordered</b> Quantity ordered <i>Specifies the quantity of the item being solicited. If prices for step ladder quantities are being solicited, PO102 will cite the base quantity that is being solicited and the step ladder quantities will be cited in the 2/CTP/040 segment.</i>	X R 1/9
	PO103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Refer to 003050 Data Element Dictionary for acceptable code values.	O ID 2/2
X	PO104	212	<b>Unit Price</b> Price per unit of product, service, commodity, etc.	X R 1/17
X	PO105	639	<b>Basis of Unit Price Code</b> Code identifying the type of unit price for an item	O ID 2/2
	PO106	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) FS National Stock Number	X ID 2/2

<b>PO107</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN</b>	<b>1/40</b>
		Identifying number for a product or service			
<b>PO108</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID</b>	<b>2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		MG            Manufacturer's Part Number			
		MF            Manufacturer Name			
		ZB            Commercial and Government Entity (CAGE) Code			
		A code that identifies a commercial contractor authorized to do business with the U.S. government			
<b>PO109</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN</b>	<b>1/40</b>
		Identifying number for a product or service			
<b>PO110</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID</b>	<b>2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		MG            Manufacturer's Part Number			
		MF            Manufacturer Name			
		ZB            Commercial and Government Entity (CAGE) Code			
		A code that identifies a commercial contractor authorized to do business with the U.S. government			
<b>PO111</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN</b>	<b>1/40</b>
		Identifying number for a product or service			

**Segment:** **PID** Product/Item Description  
**Position:** 050  
**Loop:** PID  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To describe a product or process in coded or free-form format  
**Syntax Notes:**

- 1 If PID04 is present, then PID03 is required.
- 2 At least one of PID04 or PID05 is required.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID03 is required.

**Semantic Notes:**

- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
- 2 PID04 should be used for industry-specific product description codes.
- 3 PID08 describes the physical characteristics of the product identified in PID04. A ``Y" indicates that the specified attribute applies to this item. A ``N" indicates it does not apply. Any other value is indeterminate.

**Comments:**

- 1 If PID01 = ``F", then PID05 is used. If PID01 = ``S", then PID04 is used. If PID01 = ``X", then both PID04 and PID05 are used.
- 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
- 3 PID07 specifies the individual code list of the agency specified in PID03.

#### Data Element Summary

Ref.	Data			Attributes		
<u>Des.</u>	<u>Element</u>	<u>Name</u>				
>>	PID01	349	<b>Item Description Type</b> Code indicating the format of a description F Free-form	M	ID	1/1
X	PID02	750	<b>Product/Process Characteristic Code</b> Code identifying the general class of a product or process characteristic	O	ID	2/3
X	PID03	559	<b>Agency Qualifier Code</b> Code identifying the agency assigning the code values	X	ID	2/2
X	PID04	751	<b>Product Description Code</b> A code from an industry code list which provides specific data about a product characteristic	X	AN	1/12
	PID05	352	<b>Description</b> A free-form description to clarify the related data elements and their content	X	AN	1/80
X	PID06	752	<b>Surface/Layer/Position Code</b> Code indicating the product surface, layer or position that is being described	O	ID	2/2
X	PID07	822	<b>Source Subqualifier</b> A reference that indicates the table or text maintained by the Source Qualifier	O	AN	1/15
X	PID08	1073	<b>Yes/No Condition or Response Code</b> Code indicating a Yes or No condition or response	O	ID	1/1

**Segment:** **REF** Reference Numbers  
**Position:** 100  
**Loop:** PO1  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		<u>M</u> <u>ID</u> <u>2/2</u>
>> REF01	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number.	
		43 Supporting Document Number Supports or clarifies information and values represented in a document	
		IL Internal Order Number <i>Requisition Number</i>	
		P4 Project Code	
		PH Priority Rating	
		ZZ Mutually Defined	
REF02	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30
REF03	352	<b>Description</b> A free-form description to clarify the related data elements and their content	X AN 1/80

**Segment:** **DTM** Date/Time Reference  
**Position:** 200  
**Loop:**  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:** 1 At least one of DTM02 DTM03 or DTM06 is required.  
2 If either DTM06 or DTM07 is present, then the other is required.  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

Ref.	Data Element	Name	Attributes
>> DTM01	374	Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		002 <b>Delivery Requested</b>	
		A date on which the customer would like their goods delivered by	
		063 <b>Do Not Deliver After</b>	
		A date on which the customer <b>MUST</b> have their goods delivered. If vendor cannot meet this date for the item, please return the line with "NO BID"	
		<b>NOTE: Do not bid on this item if the delivery date cannot be met</b>	
DTM02	373	Date	X DT 6/6
		Date (CCYYMMDD)	

**Segment:** N9 Reference Number

**Position:** 320

**Loop:** N9

**Level:** Detail

**Usage:** Optional

**Max Use:** 1

**Purpose:** To transmit identifying numbers and descriptive information as specified by the reference number qualifier

**Syntax Notes:** 1 At least one of N902 or N903 is required.

2 If N906 is present, then N905 is required.

**Semantic Notes:** 1 N906 reflects the time zone which the time reflects.

**Comments:**

#### Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
>> N901	128	Reference Number Qualifier Code qualifying the Reference Number.	M ID 2/2
		KD Special Instructions Number <i>NOTE: Special instructions provided by the agency or purchasing activity identified in MSG01. NOTE: Additional delivery information will be provided here.</i>	
		KY Site Specific Procedures, Terms, and Conditions <i>NOTE: Used for the B-KOP Program (Region ID). Region ID must be sent back on the vendor's quote.</i>	
N902	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30
N903	369	Free-form Description Free-form descriptive text	X AN 1/45

**Segment:** **MSG** Message Text  
**Position:** 330  
**Loop:** N9  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1000  
**Purpose:** To provide a free form format that would allow the transmission of text information.  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

**Data Element Summary**

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
>> MSG01	933	<b>Free-Form Message Text</b> Free-form message text	M AN 1/264
MSG02	934	<b>Printer Carriage Control Code</b> A field to be used for the control of the line feed of the receiving printer Refer to 003050 Data Element Dictionary for acceptable code values.	O ID 2/2

**Segment:** **N1** Name  
**Position:** 340  
**Loop:** N1  
**Level:** Detail  
**Usage:** Optional  
**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.

**Data Element Summary**

Ref. <u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
>> N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual  ST Ship To	<b>M ID 2/2</b>
N102	93	<b>Name</b> Free-form name	<b>X AN 1/35</b>
N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 10 Department of Defense Activity Address Code (DODAAC)	<b>X ID 1/2</b>
N104	67	<b>Identification Code</b> Code identifying a party or other code	<b>X AN 2/20</b>

**Segment:** N2 Additional Name Information  
**Position:** 350  
**Loop:** N1  
**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:**

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
>> N201	93	Name Free-form name <i>NOTE: For B-KOP, Region Name will be provided here.</i>	M AN 1/35

**Segment:** **CTT** Transaction Totals  
**Position:** 010  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Syntax Notes:** 1 If either CTT03 or CTT04 is present, then the other is required.  
 2 If either CTT05 or CTT06 is present, then the other is required.  
**Semantic Notes:**  
**Comments:** 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

**Data Element Summary**

Ref.	Data Element	Name	Attributes
>>	CTT01	354 <b>Number of Line Items</b> Total number of line items in the transaction set <i>Identifies the number of PO1 segments contained in this transaction set.</i>	M N0 1/6
	CTT02	347 <b>Hash Total</b> Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.  Example:  -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field. <i>This is the sum of the quantities (PO102) for all of the PO1 segments.</i>	O R 1/10
X	CTT03	81 <b>Weight</b> Numeric value of weight	X R 1/10
X	CTT04	355 <b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
X	CTT05	183 <b>Volume</b> Value of volumetric measure	X R 1/8
X	CTT06	355 <b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
X	CTT07	352 <b>Description</b> A free-form description to clarify the related data elements and their content	O AN 1/80

**Segment:** **SE** Transaction Set Trailer  
**Position:** 020  
**Loop:**  
**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).

**Syntax Notes:**

**Semantic Notes:**

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

#### Data Element Summary

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