RAPID Guidelines
810 Invoice
Business Uses, Examples and Appendices
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BUSINESS USES

The seven business uses of invoicing that are defined in this guideline are:

- Debit Invoice
- Credit Invoice
- Debit Memo
- Credit Memo

The business uses that are to be reported via EDI are defined by the individual trading partner agreement.

Notes can occur in any business case. Notes pertaining to the entire invoice are transmitted in NTE segment(s) directly following the BIG segment. Notes that pertain to a certain line item are transmitted directly following the IT1 segment.

Remit-to information is not communicated via EDI. It is agreed upon within the trading partner agreement.

For a debit or credit invoice and a debit or credit memo the bill-to is only transmitted if the bill-to is different than the recipient of the electronic invoice.

For a debit or credit invoice and a debit or credit memo the ship-to is transmitted based on the trading partner agreement.

If the bill-to and ship-to are to be transmitted and they are the same entity, one N1 segment is sent using 'BS', for 'Bill-to/Ship-to', in N101. If the bill-to and ship-to are different, or only one entity type needs to be transmitted, 'BT' is used in N101 to identify the bill-to and 'ST' is used in N101 to identify the ship-to.

Bill-to and/or ship-to demographic information (N3 - N4 segments) is only transmitted if the corresponding IC code is not available.

There are many different types of terms of sale (ITD segment) that can be transmitted. Several examples of these different types are demonstrated in the business case examples. The terms of sale are not necessarily specific to the particular business case in which they are illustrated.

There can be information that is valid at either header or line item level. Bill of lading number is an example of this. If the information applies to every line item, it should be sent at the HEADER level ONLY. If the information is different for one or more line items, it should be sent at
the LINE ITEM level for every line item it applies to and NOT at the HEADER level.

If an allowance or charge is present, the Allowance or Charge Indicator field (SAC01) is used to determine if a deduction should be taken or additional charges exist. All numeric fields in the Service, Promotion, Allowance or Charge (SAC) segment will be positive. The Amount field (SAC05) will always be sent. Supporting data that was used to calculate the amount, such as rates, percentages, etc. is optional.

All amounts are positive in all business cases.
OVERVIEW

SUMMARY  The following pages contain seven possible scenarios for coding an invoice.

These examples represent different types of invoices that can be transmitted between distributor and manufacturer or agent and manufacturer.

- Debit Invoice
- Credit Invoice
- Debit Memo
- Credit Memo
DEBIT INVOICE

SUMMARY A debit invoice is a financial document used by manufacturers to initiate payment from a distributor based on product orders accepted, processed and shipped. The document provides an itemized list detailing specifics of each line item. The most distinguishing characteristic of the debit invoice is that creation is based on product movement or title transfer. The following example illustrates a typical format and the data elements used in the creation and transmission of the debit invoice.

DATA FLOW Header
The BIG segment provides the recipient common identifying numbers and dates such as: invoice number, invoice date and distributor purchase order number. Additionally, the transaction type code of 'DI' identifies the document to be a debit invoice. Terms and shipped date are also found at the header level.

Other header level information that is optional based on the trading partner agreement includes: bill-to/ship-to and the bill of lading number.

Bill of lading number is optional based on the trading partner agreement. The bill of lading number may be found at the header level if the number applies to every line item on the invoice (one shipment per invoice). However, bill of lading numbers may also be reported at the individual line item level. If the BOL is different for one or more of the various line items (multiple shipments per invoice), it must be transmitted at the line item level. In either case, the bill of lading number will be reported in a REF segment and should never be found at both the header and line item level.

Line Item
The IT1 segment contains the document's individual line item product information, such as manufacturer part number, unit of measure, quantity and unit price. Charges, allowance, or promotions that apply to individual line items are reported in the SAC segment and can occur one or more times per line item. Finally, taxes identified at the line item level should be reported in a TXI segment. One or more TXI segments may be reported at the line item level as well.

Summary
Total invoice amount is reported in the TDS segment. Invoice level promotions, charges, and/or allowances are reported in the SAC segment and can occur multiple times. Sending one or more TXI segments is also supported at the invoice level.
DEBIT INVOICE

EXAMPLE  A manufacturer invoicing a distributor for product ordered and shipped.

This example uses the following information for payment terms.
Invoice date: 4/29/96
Terms: 30 days less 2% or 90 days net, discount amount = $2997.69
Invoice amount: $149,884.58

ISA*...
   GS*IN*...
   ST*810*...

BIG*960429*204021638**1234567*2**DI N/L 960429 = Invoice date
     204021638 = Invoice Number
     1234567 = Purchase Order Number
     2 = Release Number
     DI = Debit Invoice

NI*ST**9*1234567890000 N/L ST= Ship-To
     9 = Duns + 4-digit suffix
     1234567890000 = Duns Number + 4-digit suffix

ITD*08*3*960529*30*960728*90*299769 N/L 08 = Basic Discount Offered
     3 = Invoice Date
     Terms Discount Percent expressed as a percent.
     960529 = Discount Due Date
     30 = Terms Discount Days Due
     960728 = Terms Net Due Date
     90 = Terms Net Days
     2997.69 = Terms Discount Amt.

DTM*011*960429 N/L 011 = Shipped Date Qualifier
     960429 = Shipped Date

ITI*1*2615*GA*57.23**MG*00004604 N/L 1 = Purchase Order Line Item Number
     2615 = Quantity Invoiced
     GA = Unit of Measure
     5723 = Unit Price
     MG = Manufacturer's Part Number Qualifier
     00004604 = Manufacturer's Part Number

TXI*TX*2993.13*02 N/L TX = All Taxes
     2993.13 = Tax Amount
     02 = Percent expressed as a decimal
REF*BM*112211 A N/L
BM = Bill of Lading Qualifier
112211A = Bill of Lading Number

SAC*A*F910***261500***1.00*GA*2615 N/L
A = Allowance Indicator
F910 = Quantity Discount
2615.00 = Amount
1.00 = Discount Rate
GA = Unit of Measure
2615 = Quantity

IT1*...
Another invoice line item

TDS*14988458 N/L
149884.58 = Total Invoice Amount

SAC*A*C540***15000 N/L
A = Allowance Indicator
C540 = Early Buy Allowance
150.00 = Amount

CTT*X N/L
X = Number of IT1 loops

SE*...
GE*...
IEA*...
CREDIT INVOICE

SUMMARY
A credit invoice is a financial document used by manufacturers to credit a distributor’s account based on product returns. The document provides an itemized list detailing the specifics of each line item. **The most distinguishing characteristic of the credit invoice is that creation is based on product movement or title transfer.** The following example illustrates a typical format and the data elements used in the creation and transmission of the credit invoice.

DATA FLOW

Header
The BIG segment provides the recipient common identifying numbers and dates such as: invoice number, invoice date and distributor purchase order number. Additionally, the transaction type code of 'CN' identifies the document to be a credit invoice.

Other information found in the header area is the bill-to/ship-to, original invoice number and ship date information. This information is transmitted based on trading partner agreement.

Line Item
The IT1 segment contains the document's individual line item product information, such as manufacturer part number, unit of measure, quantity and unit price. Charges, allowance, or promotions that apply to individual line items are reported in the SAC segment and can occur one or more times per line item. The charge or allowance code used in element SAC02 (Service, Promotion, Allowance, or Charge Code) of the referenced debit invoice is reported in the credit invoice if applicable. Finally, taxes identified at the line item level should be reported in a TXI segment. One or more TXI segments may be reported at the line item level as well.

Summary
Total invoice amount is reported in the TDS segment. Invoice level promotions, charges, and/or allowances are reported in the SAC segment and can occur multiple times. Sending one or more TXI segments is also supported at the invoice level.
CREDIT INVOICE

EXAMPLE
A manufacturer crediting a distributor for product returned.

This example uses the following information.
Quantity returned: 100 gallons
Unit price: $57.23
Original tax charge: 2%
Original quantity discount allowance: $1.00 per gallon

ISA*...
GS*IN*...
ST*810*...

BIG*960429*204021904*960701*1234568***CN N/L
960429 = Invoice date
204021904 = Invoice Number
960701 = Purchase Order Date
1234568 = Purchase Order Number
CN = Credit Invoice

REF*01*204021638 N/L
01 = Original Invoice Number
204021638 = Original Invoice

DTM*011*960429 N/L
011 = Shipped Date Qualifier
960429 Is Shipped Date

IT1*1*100*GA*57.23**MG*00004604 N/L
1 = Purchase Order Line item Number
100 = Quantity Invoiced
GA = Unit of Measure
57.23 = Unit Price
MG = Manufacturer's Part Number Qualifier
00004604 = Manufacturer's Part Number

TXI*TX*114.46*02 N/L
TX = All Taxes
114.46 = Tax Amount
02 = Percent expressed as a decimal

SAC*A*F910***10000***1.00*GA*100 N/L
A = Allowance
F910 = Quantity Discount
100.00 = Amount
1.00 = Discount Rate
GA = Unit of Measure
100 = Quantity
ITI*… Another invoice line item

TDS*550854 N/L 5508.54 = Total Invoice Amount

CTT*X N/L X = Number of IT1 loops

SE*...
GE*...
IEA*...
DEBIT MEMO

SUMMARY
This invoice is used by a manufacturer to inform a distributor that the manufacturer is increasing the amount of the distributor’s accounts receivable. The most distinguishing characteristic of a debit memo is, it is a financial transaction only. This may occur for many reasons, e.g. pricing errors, terms errors, allowance errors, and non-product invoices.

DATA FLOW

Header
The BIG segment provides the recipient common identifying numbers and dates such as: invoice number and invoice date. Additionally, the transaction type code of ‘DR’ identifies the document to be a debit memo.

Other information, that is optional based on the trading partner agreement, found in the header area includes: distributor purchase order number, bill-to/ship-to customer, original invoice number and notes. The distributor purchase order number, if available, should be included in the BIG segment. In some billing cases, when the distributor purchase order number isn’t available, it is omitted. If the debit memo refers to an original invoice number, it is stated in the REF segment. Notes are included in the NTE segment as needed and are positioned after the BIG segment.

Line Item
The IT1 segment contains the document’s individual line item product information, such as manufacturer part number, unit of measure, quantity and unit price. Charges, allowances, or promotions that apply to individual line items are reported in the SAC segment and can occur one or more times per line item. Finally, taxes identified at the line item level should be reported in a TXI segment. One or more TXI segments may be reported at the line item level as well.

Optionally, notes pertaining to the line item may be included in a NTE segment after the IT1 segment.

Summary
Total invoice amount is reported in the TDS segment. Invoice level promotions, charges, and/or allowances are reported in the SAC segment and can occur multiple times. Sending one or more TXI segments is also supported at the invoice level.
DEBIT MEMO
EXAMPLE
A manufacturer is billing a distributor for a month shuttle lease and equipment charge.

The example uses the following information for payment terms.
Invoice date: 4/29/96
Terms: Less 2%, due 5/29/96, discount amount = $13.20
There is a quantity discount allowance of $2.00 per shuttle, allowance amount = $60.00
Invoice Amount: $586.80

ISA*
GS*IN*...
ST*810*

BIG*960429*204038*****DR N/L
960429 = Invoice Date
204038 = Invoice Number
DR = Debit Memo

NTE*INV*Shuttle lease charges for March 1996 N/L
INV = Invoice Instruction
Actual note

N1*ST***9*1234S67890000 N/L
ST = Ship-to
9 = DUNS + 4-digit suffix
1234567890000 = DUNS number

ITD*08*3*02*960529****13.20 N/L
08 = Basic Discount Offered
3 = Invoice Date
02 = Terms Discount Percent expressed as a percent
960529 = Discount Due Date
13.20 = Terms Discount Amount

IT1*1*30*EA*20.00**MG*343434 N/L
1 = Purchase Order Line Item Number
30 = Quantity Invoiced
EA = Unit of Measure
20.00 = Unit Price
MG = Manufacturer’s Part Number Qualifier
343434 = Manufacturer’s Part Number

NTE*INV*Shuttle lease charge N/L
INV = Invoice Instruction
Actual note

SAC*A*F910***6000***2.00*EA*30 N/L
A = Allowance
F910 = Quantity Discount
60.00 = Amount
2.00 = Discount Rate
EA = Unit of Measure
30 = Quantity
IT1*1*30*EA*2.00**MG*343333 N/L

1 = Purchase Order Line Item Number
30 = Quantity Invoiced
EA = Unit of Measure
2.00 = Unit Price
MG = Manufacturer's Part Number
Qualifier
343333 = Manufacturer's Part Number

NTE*INV*Drive unit charge N/L

INV = Invoice Instruction
Actual note

TDS*58680 N/L

586.80 = Total Invoice Amount

CTT*X N/L

X = Number of IT1 loops

SE*...
GE*...
IEA*...
CREDIT MEMO

SUMMARY
This invoice is used by a manufacturer to inform a distributor that the manufacturer is reducing the amount of the distributor's accounts receivable. **The most distinguishing characteristic of a credit memo is, it is a financial transaction only.** This may occur for many reasons, e.g. pricing errors, terms errors, allowance errors.

DATA FLOW

Header
The BIG segment provides the recipient common identifying numbers and dates such as: invoice number and invoice date. Additionally, the transaction type code of 'CR' identifies the document to be a credit memo.

Other information, that is optional based on the trading partner agreement, found in the header area includes: distributor purchase order number, bill-to/ship-to customer, original invoice number and notes. The distributor purchase order number, if available should be included in the BIG segment. In some billing cases, when the distributor purchase order number isn't available, it is omitted. If the credit memo refers to an original invoice number, it is stated in the REF segment. Notes are included in the NTE segment as needed and are positioned after the BIG segment.

Line Item
The IT1 segment contains the document's individual line item product information, such as manufacturer part number, unit of measure, quantity and unit price. Charges, allowances, or promotions that apply to individual line items are reported in the SAC segment and can occur one or more times per line item. Finally, taxes identified at the line item level should be reported in a TXI segment. One or more TXI segments may be reported at the line item level as well.

Optionally, notes pertaining to the line item may be included in a NTE segment after the IT1 segment.

Summary
Total invoice amount is reported in the TDS segment. Invoice level promotions, charges, and/or allowances are reported in the SAC segment and can occur multiple times. Sending one or more TXI segments is also supported at the invoice level.
CREDIT MEMO

EXAMPLE  A manufacturer is crediting a distributor for an overcharge from a previous invoice.

The example uses the following information for payment terms.

<table>
<thead>
<tr>
<th>Original invoice date: 4/29/96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original terms: Less 2%, due 5/29/96, discount amount = $13.20</td>
</tr>
<tr>
<td>The original quantity discount allowance was $2.00 per shuttle, allowance amount = $60.00</td>
</tr>
<tr>
<td>Original invoice amount = $586.80</td>
</tr>
</tbody>
</table>

ISA*...
GS*IN*...
ST*810*...

BIG*960429*204039*****CR N/L

960429 = Invoice Date
204039 = Invoice Number
CR = Credit Memo

NTE*INV*Backing out Shuttle lease charges for March 1996 N/L

INV = Invoice Instruction
Actual note

REF*OI*204038 N/L

OI = Original Invoice Number
204038 = Original Invoice

N1*ST**9*1234567890000 N/L

ST = Ship-to
9 = DUNS + 4 digit suffix
1234567890000 = DUNS number

ITD*08*3*02*960529****13.20 N/L

08 = Basic Discount Offered
3 = Invoice Date
02 = Terms Discount Percent expressed as a percent
960529 = Discount Due Date
13.20 = Terms Discount Amount

IT1*1*30*EA*20.00**MG*343434 N/L

1 = Purchase Order Line Item Number
30 = Quantity Invoiced
EA = Unit of Measure
20.00 = Unit Price
MG = Manufacturer's Part Number Qualifier
343434 = Manufacturer's Part Number

NTE*INV*Shuttle lease charge N/L

INV = Invoice Instruction
Actual note
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<th>ELEMENT:</th>
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<td>Unit of Measurement Code</td>
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<tr>
<td>USED IN:</td>
<td>867-QTY03, 867-UIT01, 867-CTT04, 867-CTT06</td>
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<td>Seconds</td>
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<td>Lifts</td>
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<td>Parts Per Billion</td>
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<td>Percent Per 1000 Hours</td>
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<td>Failure Rate in Time</td>
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<td>Pounds per Square Inch Gauge</td>
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<td>Coulomb (A Unit of Charge)</td>
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<td>Siemens (A Unit of Admittance)</td>
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<td>Ampere Turn Per Centimeter</td>
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<tr>
<td>74</td>
<td>Milli Pascals</td>
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<tr>
<td>75</td>
<td>Cycles</td>
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<td>76</td>
<td>Gauss</td>
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<td>77</td>
<td>Mil</td>
<td>C4</td>
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<td>Pounds Per Square Inch Absolute</td>
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<td>Henry (A Unit of Inductance)</td>
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<td>82</td>
<td>Ohm (A Unit of Resistance)</td>
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<td>Farad (A Unit of Capacitance)</td>
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<td>Kilo Pounds Per Square Inch (KSI)</td>
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<td>Amperes Per Meter</td>
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<td>Aluminum Pounds Only</td>
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<td>Assembly</td>
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<td>Barrels Per Day</td>
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<td>Bunks</td>
<td>CM</td>
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<td>Batting Pound</td>
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<td>Barrel, Imperial</td>
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<td>Billet</td>
<td>CP</td>
</tr>
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<td>99</td>
<td>Bun</td>
<td>CQ</td>
</tr>
<tr>
<td>100</td>
<td>Cycles</td>
<td>CR</td>
</tr>
<tr>
<td>101</td>
<td>Board</td>
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<td>102</td>
<td>Batt</td>
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<td>Bale</td>
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<td>Bundle</td>
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<td>Beam</td>
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<td>Board Feet</td>
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<tr>
<td>109</td>
<td>Bag</td>
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</tr>
<tr>
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<td>Brush</td>
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<tr>
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<td>DI</td>
</tr>
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MC Microgram
ME Milligram
MF Milligram Per Sq. Ft. Per Side
MG Metric Gross Ton
MH Microns
MI Metric
MJ Minutes
MK Milligrams Per Square Inch
ML Milliliter
MM Millimeter
MN Metric Net Ton
MO Months
MP Metric Ton
MQ 1000 Meters
MR Meter
MS Square Millimeter
MT Metric Long Ton
MU Millicurie
MV Number of Mults
MW Metric Ton Kilograms
MX Mixed
MY Millimeter-Average
MZ Millimeter-Minimum
NB Barge
NC Car
ND Net Barrels
NE Net Liters
NG Net Gallons
NI Net Imperial Gallons
NL Load
NM Nautical Mile
NN Train
NS Short Ton (2000 Lbs)
NT Trailer
NV Vehicle
OA Panel
ON Ounces Per Square Yard
OP Two Pack
OT Overtime Hours
OZ Ounce - Av
P1 Percent
P2 Pounds Per Foot
P3 Three Pack
P4 Four-pack
P5 Five-pack
P6 Six Pack
P7 Seven Pack
P8 Eight-pack
P9 Nine Pack
PA Pail
PB Pair Inches
PC Piece
PD Pad
PE Pounds Equivalent
PF Pallet (Lift)
PG Pounds Gross
PH Pack (Pak)
PI Pitch
PJ Pounds, Decimal - Pounds Per Square Foot - Pound Gage
PK Package
PL Pallet/Unit Load
PM Pounds-Percentage
PN Pounds Net
PO Pounds Per Inch of Length
PP Plate
PQ Pages Per Inch
PR Pair
PS Pounds Per Sq. Inch
PT Pint
PU Mass Pounds
PV Half Pint
PW Pounds Per Inch of Width
PX Pint, Imperial
PY Peck, Dry U.S.
PZ Peck, Dry Imperial
Q1 Quarter (Time)
QD Quarter Dozen
QR Quire
QS Quart, Dry U.S.
QT Quart
QU Quart, Imperial
RA Rack
RD Rod
RE Reel
RG Ring
RK Roll-Metric Measure
RL Roll
RM Ream
RN Ream-Metric Measure
RO Round
RP Pounds Per Ream
RU Run
S2 Seconds (Time)
SA Sandwich
SB Square Mile
SC Square Centimeter
SD Solid Pounds
SE Section
SF Square Foot
SG Segment
SH Sheet
SI Square Inch
SJ Sack
SK Split Tanktruck
SL Sleeve
SM Square Meter
SN Square Rod
SO Spool
SP Shelf Package
SQ Square
SR Strip
SS  Sheet-Metric Measure
ST  Set
SU  Short Ton
SV  Skid
SW  Skein
SX  Shipment
SY  Square Yard
T1  Thousand Pounds Gross
T2  Thousandths of an Inch
T3  Thousand Pieces
T4  Thousand Bags
T5  Thousand Casings
T6  Thousand Gallons
T7  Thousand Impressions
T8  Thousand Linear Inches
TA  Tenth Cubic Foot
TB  Tube
TC  Truckload
TD  Therms
TE  Tote
TF  Ten Square Yards
TG  Gross Ton
TH  Thousand
T1  Thousand Square Inches
TJ  Thousand Sq. Centimeters
TK  Tank
TL  Thousand Feet (Linear)
TM  Thousand Feet (Board)
TN  Net Ton (2,000 Lb.)
TO  Troy Ounce
TP  Ten-pack
TQ  Thousand Feet
TR  Ten Square Feet
TS  Thousand Square Feet
TT  Thousand Linear Meters
TU  Thousand Linear Yards
TV  Thousand Kilograms
TW  Thousand Sheets
TX  Troy Pound
TY  Tray
TZ  Thousand Cubic Feet
UN  Unit
VA  Voltampere Per Kilogram
VI  Vial
VT  Voltage
WA  Watts Per Kilogram
WB  Wet Pound
WE  Wet Ton
WG  Wine Gallon
WH  Wheel
WI  Weight Per Square Inch
WK  Week
WP  Pennyweight
WR  Wrap
WT  Wattage
YD  Yard

YL  100 Lineal Yards
YR  Years
YT  Ten Yards
ZZ  Mutually Defined
APPENDIX A REFERENCED ASC X12 DATA ELEMENT CODES

For transaction set 810, RAPID will only accept the values specified for the following data elements.

**ELEMENT: 1300**  
**NAME:** Service, Promotion, Allowance, or Charge Code  
**USED IN:** 810-SAC02

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