Rite Aid Corporation 860 DC Purchase Order Change Request - Buyer Initiated Version 005010

Functional Group ID=PC

## Introduction:

This X12 Transaction Set contains the format and establishes the data contents of the Rite Aid Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment.
The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction will be used in a two-fold manner: First, by a buyer to request a change to a previously transmitted purchase order; or Second, by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

## Notes:

## Rite Aid Business Rules:

- The Purchase Order Change will be initiated along the same timing cycles of the current Purchase Order.
- Rite Aid expects to receive a 997 Functional Acknowledgement returned based upon the same timing expectations of the original Purchase Order.
- If the Purchase Order Change is received after the product has been shipped, Rite Aid expectation is that Seller contact the Buyer immediately.
- The Purchase Order Change will contain only those items from original Purchase Order that are were changed.
- Under these specific changes the Purchase Order Change will contain all items on original Purchase Order - Cancelling PO and Re-instate a previously cancelled PO.

If there is a change in the ship to Distribution Center this will be indicated at the header level in the REF segment as such - REF*ZZ*DC CHANGE.

## Heading:

|  | Pos. <br> No. | Seg ID | Name | Req. <br> Des. | Max. Use | Loop <br> Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| M | 0100 | ST | Transaction Set Header | M | 1 |  |  |
| M | 0200 | BCH | Beginning Segment for Purchase Order Change | M | 1 |  |  |
|  | 0500 | REF | Reference Information | 0 | >1 |  |  |
| Must Use | 0600 | PER | Administrative Communications Contact | 0 | 3 |  |  |
| Must Use | 1500 | DTM | Date/Time Reference | 0 | 10 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
| Must Use | 2850 | N9 | Extended Reference Information | 0 | 1 |  |  |
| Must Use | 2900 | MTX | Text | 0 | >1 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 200 |  |
| Must Use | 3000 | N1 | Party Identification | 0 | 1 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 200 |  |
| Must Use | 3000 | N1 | Party Identification | 0 | 1 |  |  |
|  | 3200 | N3 | Party Location | 0 | 2 |  |  |
|  | 3300 | N4 | Geographic Location | 0 | >1 |  |  |

## Detail:

| Pos. <br> No. | $\begin{aligned} & \text { Seg } \\ & \text { ID } \end{aligned}$ | Name | Req. Des. | Max. Use | Loop <br> Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | LOOP ID - POC |  |  | >1 |  |
| 0100 | POC | Line Item Change | 0 | 1 |  |  |
|  |  | LOOP ID - PID |  |  | 1000 |  |
| Must Use 0500 | PID | Product/Item Description | 0 | 1 |  |  |
| 0900 | PO4 | Item Physical Details | - | >1 |  |  |

## Summary:

| Pos. No. | Seg <br> ID | Name | Req. Des. | Max. Use | Loop <br> Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | LOOP ID - CTT |  |  | 1 |  |
| Must Use 0100 | CTT | Transaction Totals | 0 | 1 |  | n1 |
| M 0300 | SE | Transaction Set Trailer | M | 1 |  |  |

## Transaction Set Notes

1. Number of line items (CTTO1) is the accumulation of the number of POC segments. If used, hash total (CTTO2) is the sum of the value of quantities ordered (POCO3) for each POC segment.

| Segment: | ST Transaction Set Header |
| :---: | :---: |
| Position: | 0100 |
| Loop: |  |
| Level: | Heading |
| Usage: | Must Use |
| Max Use: | 1 |
| Purpose: | To indicate the start of a transaction set and to assign a control number |
| Syntax Notes: | 1 The transaction set identifier (ST01) is used by the translation routines of the |
|  | 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). |
|  | 2 The implementation convention reference (STO3) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition. When used, this implementation convention reference takes precedence over the implementation reference specified in the GS08. |
| Comments: |  |
| Business Rules: | Variable Name: STST |
| Notes: | ST*860*000000010 |
|  | Data Element Summary |
| Ref. Data | Name Attributes |
| Des. Element |  |
| ST01 143 | $\begin{array}{llll}\text { Transaction Set Identifier Code } & \text { M } & 1 & \text { ID 3/3 }\end{array}$ |
|  | Code uniquely identifying a Transaction Set |
|  | 860 Purchase Order Change Request - Buyer Initiated |
| ST02 329 | $\begin{array}{llll}\text { Transaction Set Control Number } & \text { M } & 1 & \text { AN 4/9 }\end{array}$ |
|  | Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set |
| Segment: | BCH Beginning Segment for Purchase Order Change |
| Position: Loop: | 0200 |
| Level: | Heading |
| Usage: | Must Use |
| Max Use: | 1 |
| Purpose: | To indicate the beginning of the Purchase Order Change Transaction Set and transmit identifying numbers and dates |
| Syntax Notes: |  |
| Semantic Notes: | 1 BCH 06 is the date assigned by the purchaser to purchase order. |
|  | $2 \mathrm{BCH09}$ is the seller's order number. |
|  | 3 BCH 10 is the date assigned by the sender to the acknowledgment. |
|  | 4 BCH 11 is the date of the purchase order change request. |
| Comments: |  |
| Notes: | BCH*00*TR*7026751***20170329~ |

## Data Element Summary

|  | Ref. | Data | Name | Attributes |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Des. | Element |  |  |  |  |
| M | BCH01 | 353 | Transaction Set Purpose Code | M | 1 | ID 2/2 |
|  |  |  | Code identifying purpose of transaction set |  |  |  |
|  |  |  | 00 Original |  |  |  |
| M | BCH02 | 92 | Purchase Order Type Code | M | 1 | ID 2/2 |

Code specifying the type of Purchase Order

| CP | Change to Purchase Order |
| :--- | :--- |
| TR | Termination |



## Data Element Summary

| Ref. | Data | Name | Attributes |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Des. | Element |  |  |  |  |
| REF01 | 128 | Reference Identification Qualifier | 0 | 1 | ID 2/3 |
|  |  | Code qualifying the Reference Identification |  |  |  |
|  |  | ZZ Mutually Defined |  |  |  |
| REF02 | 127 | Reference Identification | X | 1 | AN 1/50 |

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## Segment: PER Administrative Communications Contact

Position: 0600
Loop:
Level: Heading
Usage: Must Use
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes: 1 If either PERO3 or PER04 is present, then the other is required.
2 If either PER05 or PERO6 is present, then the other is required.
3 If either PER07 or PER08 is present, then the other is required.
Semantic Notes:
Comments:
Notes: PER*OD*BIVENS, SUSAN*TE*717 761-2633~
Data Element Summary


## Data Element Summary



| Segment: | N9 Extended Reference Information |
| ---: | :--- |
| Position: | 2850 |
| Loop: | N9 Must Use |
| Level: Heading |  |
| Usage: | Must Use |
| Max Use: | 1 |
| Purpose: | To transmit identifying information as specified by the Reference Identification Qualifier |
| Syntax Notes: | $\mathbf{1}$ At least one of N902 or N903 is required. |
|  | $\mathbf{2}$ If N906 is present, then N905 is required. |
|  | $\mathbf{3}$ If either C04003 or CO4004 is present, then the other is required. |

4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 N906 reflects the time zone which the time reflects.
2 N907 contains data relating to the value cited in N902.

## Comments:

## Notes: N9*DP*01~

## Data Element Summary



| Segment: | MTX Text |
| ---: | :--- |
| Position: | 2900 |
| Loop: | N9 Must Use |
| Level: | Heading |
| Usage: | Must Use |
| Max Use: | $>1$ |
| Purpose: | To specify textual data |
| Syntax Notes: | $\mathbf{1}$ If MTX01 is present, then MTX02 is required. |
|  | $\mathbf{2}$ If MTX03 is present, then MTX02 is required. |
|  | $\mathbf{3}$ If MTX05 is present, then MTX04 is required. |

Semantic Notes: 1 MTX05 is the number of lines to advance before printing.
Comments: 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes: MTX*GPL*THIS IS DEFAULT LINE ONE OF THE DEFAULT NOTES~
MTX*GPL*THIS IS LINE 2 OF THE DEFAULT NOTES~
Data Element Summary


| Segment: | $\mathbf{N 1}$ Party Identification |  |
| ---: | :--- | ---: |
| Position: | $3000 \quad$ Must Use |  |
| Loop: | N1 $\quad$ Level: | Heading |
| Usage: | Must Use |  |

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:
N1*SF*SUNDIAL BRANDS LLC*92*44110~


| Segment: | N3 | Party Location |
| ---: | :--- | ---: |
| Position: | 3200 |  |
| Loop: | N1 $\quad$ Must Use |  |


| Level: | Heading |
| ---: | :--- |
| Usage: | Optional |
| Max Use: | 2 |
| Purpose: | To specify the location of the named party |
| Syntax Notes: |  |
| Semantic Notes: |  |
| Comments: | N3*2801 WEST AVENUE H. $\sim$ |

## Data Element Summary



Segment: POC Line Item Change
Position: 0100
Loop: POC Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify changes to a line item
Syntax Notes: 1 If either POCO3 or POC05 is present, then the other is required.
2 If POCO4 is present, then POC05 is required.
3 If POCO7 is present, then POCO6 is required.
4 If either POC08 or POC09 is present, then the other is required.
5 If either POC10 or POC11 is present, then the other is required.
6 If either POC12 or POC13 is present, then the other is required.

> 7 If either POC14 or POC15 is present, then the other is required.
> 8 If either POC16 or POC17 is present, then the other is required.
> 9 If either POC18 or POC19 is present, then the other is required.
> 10 If either POC20 or POC21 is present, then the other is required.
> 11 If either POC22 or POC23 is present, then the other is required.
> 12 If either POC24 or POC25 is present, then the other is required.
> 13 If either POC26 or POC27 is present, then the other is required.
> Semantic Notes: 1 POCO1 is the purchase order line item identification.
> 2 POC03 is quantity ordered.
> Notes: POC**DI*13**CA*93.48*CA*UI*76430221552*IN*0339350~

## Data Element Summary

|  | Ref. Des. | Data Element | Name | Attributes |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| M | POC02 | 670 | Change or Response Type Code | M | 1 | ID 2/2 |
|  |  |  | Code specifying the type of change to the line item |  |  |  |
|  |  |  | Al Add Additional Item(s) |  |  |  |
|  |  |  | CA Changes To Line Items |  |  |  |
|  |  |  | DI Delete Item(s) |  |  |  |
|  |  |  | QD Quantity Decrease |  |  |  |
|  |  |  | QI Quantity Increase |  |  |  |
| M | POCO3 | 380 | Quantity | X | 1 | R 1/15 |
|  |  |  | Numeric value of quantity |  |  |  |
| M | POC05 | C001 | Composite Unit of Measure | X | 1 |  |
|  |  |  | To identify a composite unit of measure (See Figures Appe | (See Figures Appendix for examples of use) |  |  |
| M | C00101 | 355 | Unit or Basis for Measurement Code | M |  | ID 2/2 |
|  |  |  | Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken |  |  |  |
|  |  |  | CA Case |  |  |  |
| M | POCO6 | 212 | Unit Price | X | 1 | R 1/17 |
|  |  |  | Price per unit of product, service, commodity, etc. |  |  |  |
| M | POC07 | 639 | Basis of Unit Price Code | 0 | 1 | ID 2/2 |
|  |  |  | Code identifying the type of unit price for an item |  |  |  |
|  |  |  | CA Catalog |  |  |  |
| M | POC08 | 235 | Product/Service ID Qualifier | X | 1 | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |  |  |  |
|  |  |  | UA U.P.C./EAN Case Code (2-5-5) |  |  |  |
|  |  |  | UI U.P.C. Consumer Package Code (1-5-5) |  |  |  |
|  |  |  | VN Vendor's (Seller's) Item Number |  |  |  |
| M | POC09 | 234 | Product/Service ID | X | 1 | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |  |  |
| M | POC10 | 235 | Product/Service ID Qualifier | X | 1 | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |  |  |  |
|  |  |  | IN Buyer's Item Number |  |  |  |
| M | POC11 | 234 | Product/Service ID | X | 1 | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |  |  |



Data Element Summary


Segment: PO4 tem Physical Details
Position: 0900
Loop: POC Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify the physical qualities, packaging, weights, and dimensions relating to the item
Syntax Notes: 1 If either PO402 or PO403 is present, then the other is required.
2 If PO405 is present, then PO406 is required.
3 If either PO406 or PO407 is present, then the other is required.
4 If either PO408 or PO409 is present, then the other is required.
5 If PO 410 is present, then PO 413 is required.
6 If PO411 is present, then PO413 is required.
7 If PO412 is present, then PO413 is required.
8 If PO413 is present, then at least one of PO410 PO411 or PO412 is required.
9 If PO417 is present, then PO416 is required.
10 If PO418 is present, then PO404 is required.
Semantic Notes: 1 PO415 is used to indicate the relative layer of this package or range of packages within the layers of packaging. Relative Position 1 (value R1) is the innermost package.
2 PO416 is the package identifier or the beginning package identifier in a range of identifiers.
3 PO417 is the ending package identifier in a range of identifiers.
4 PO418 is the number of packages in this layer.

Comments: 1 PO403-The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the unit of measure of the "Size" identified in the PO402. For example: If the carton contains 2412 -Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".
2 PO413 defines the unit of measure for PO410, PO411, and PO412.
Notes: PO4*12****G*97*LB* ${ }^{*}$ CF***** ${ }^{*}$ ~

## Data Element Summary



Segment: CTT Transaction Totals
Position: 0100
Loop: CTT Must Use
Level: Summary
Usage: Must Use
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If either CTTO3 or CTTO4 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 | Name | Attributes |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Des. | Element |  |  |  |  |
| M | CTT01 | 354 | Number of Line Items | M | 1 | NO 1/6 |
|  |  |  | Total number of line ite |  |  |  |

$\begin{array}{ll}\text { Segment: } & \text { SE Transaction Set Trailer } \\ \text { Position: } & 0300\end{array}$

Loop:
Level: Summary
Usage: Must Use
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



## Sample Transaction Data EDI 860

```
ISA*00* *00* *01*014578892 *12*6318428802
*170512*125
1*>*00501*000000013*0*T*^~
GS*PC*014578892*6318428802*20170512*1251*22*X*005010~
ST*860*000000013~
BCH*00*TR*7026751***20170329~
REF*ZZ*DC CHANGE~
PER*OD*BIVENS, SUSAN*TE*717 761-2633~
DTM*328*20170513~
N9*DP*01~
MTX*GPL*THIS IS DEFAULT LINE ONE OF THE DEFAULT NOTES~
MTX*GPL*THIS IS LINE 2 OF THE DEFAULT NOTES~
N1*SF*SUNDIAL BRANDS LLC*92*44110~
N1*ST*RITE AID LANCASTER DIST CENTER.*9*0145788920088~
N3*2801 WEST AVENUE H.~
N4*LANCASTER*CA*93536~
POC**DI*13**CA*93.48*CA*UI*76430221552*IN*0339350~
PID*F****SM JAM BLK CSTR OIL LOT 8Z~
PO4*12****G*97*LB*4*CF*****12~
POC**DI*2**CA*86.28*CA*UI*76430220503*IN*0339792~
PID*F****SM ARGAN OIL CD 13Z~
PO4*12****G*23*LB*1*CF*****12~
POC**DI*2**CA*86.28*CA*UI*76430220121*IN*0344843~
PID*F****SM SUPERFRUIT 10N1 SH 13Z~
PO4*12****G*24*LB*1*CF*****12~
POC**DI*5**CA*86.28*CA*UI*76430229062*IN*0356752~
PID*F****SM COC HIB CURL CD 13Z~
PO4*12****G*58*LB*2*CF*****12~
```

POC**DI*2**CA*86.28*CA*UI*76430222645*IN*0356753~
PID*F****SM COC WATER WGHT SH 13Z~
PO4* 12 ****G* $24^{*} \mathrm{LB}^{*} 1^{*} \mathrm{CF}^{* * * * *} 12^{\sim}$
POC**DI*1**CA*86.16*CA*UI*76430220105*IN*0366531~
PID*F****SM SUPERFRUIT BAR SP 8Z~
PO4*24****G*13*LB*1*CF*****24~
POC**DI*1**CA*158.16*CA*UI*76430220131*IN*0366533~
PID*F****SM SUPERFRUIT 2IN1 BW 16Z~
PO4*24****G*29*LB*1*CF****24~
CTT*7~
SE* $35^{*} 000000013^{\sim}$
GE*1*22~
IEA* $1^{*} 000000013^{\sim}$

## General Comments:

- If document needs to be resent, call your Value Added Network (VAN) to have it resent.
- If any problems are encountered with pricing or item maintenance, please call the phone number and buyer listed in the PER segment.
- For additional information and details regarding Rite Aid's supply chain requirements and to access Rite Aid's Supplier Compliance Guide, please logon to the Rite Aid portal. To log on one must be a registered supplier with a valid user ID and password. To access. Rite Aid's Supplier Portal, Go to www.riteaid.com, select Corporate Info at bottom of page, then Supplier Portal or https://raportal.riteaid.com/.
- Rite Aid's P.O. Terms \& Conditions:

The Rite Aid EDI Purchase Order Terms \& Conditions are contained in the Supplier Compliance Guide, the complete details are not transmitted electronically. However, a note is transmitted in the message segment with each EDI Purchase Order referencing the guidelines. These Terms and Conditions shall be deemed part of and incorporated in each Rite Aid EDI Purchase Order/Purchase Order Change.

- Freight Allowance Program Just to note there has been to changes in regard to these transactions guidelines. This is for clarity purposes. Purchase Orders Only: Rite Aid EDI Purchase Orders will identify in the 'FOB' segment of FOB01 Shipment Method of Payment of 'PB' =Customer Pickup/Backhaul or Rite Aid controlled freight; and in theTD5 segment, TD504 "H"=Customer Pickup. Invoice: The suppliers Invoice will indicate in the SAC segment, SAC01 "A"=allowance; SAC02 code of 'F340'= Pickup Allowance; and in SAC05 the amount of the allowance. Finally, the SAC12 must be sent with code $02=$ Off Invoice - and this is applied at the summary level of the invoice.
- "Rite Aid's DUNS +4 /Distribution Centers: The link contained in these guidelines will provide listing of all Rite Aid DC ship-to-locations addresses and phone number, DEA number, DUNS+4 number and preferred LTL carrier. Also indicated if applicable will be any satellite location of the primary DC " DC listings can be downloaded at http://www.riteaidediservices.com/distribution-centers/


## Guidelines for Functional Acknowledgements

- Upon receipt of any EDI transaction, the receiving partner shall promptly and properly transmit a Functional Acknowledgement (ANSI ASC X12 997).
- Rite Aid expects that trading partners pick up on a daily basis and acknowledge by returning the Functional Acknowledgement within 24 hours of the time Rite Aid transmitted the original document.
- The receiving partner is expected to monitor and review all 997s for errors that may require attention.

