



**Rite Aid Corporation**  
**850 Purchase Order**  
**Version 005010**

Functional Group ID=**PO**

**Introduction:**

This X12 Transaction Set contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

**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>
M	0038	ISA	Interchange Control Header	M	1		
M	0075	GS	Functional Group Header	M	1		
M	0100	ST	Transaction Set Header	M	1		
M	0200	BEG	Beginning Segment for Purchase Order	M	1		
M	0500	REF	Reference Information	M	>1		
M	0600	PER	Administrative Communications Contact	M	3		
M	0800	FOB	F.O.B. Related Instructions	M	>1		
M	1300	ITD	Terms of Sale/Deferred Terms of Sale	M	>1		
M	1500	DTM	Date/Time Reference	M	10		
O	2400	TD5	Carrier Details (Routing Sequence/ Transit Time)	O	>1		
LOOP ID - N9						1000	
M	2950	N9	Extended Reference Information	M	1		
M	3000	MTX	Text	M	>1		
LOOP ID - N1						200	
M	3100	N1	Party Identification	M	1		
M	3100	N1	Party Identification	M	1		
M	3300	N3	Ship To Party Location	M	2		
M	3400	N4	Ship To Geographic Location	M	>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	
M	0100	PO1	Baseline Item Data	M	1		n1
LOOP ID - PID						1000	
M	0500	PID	Product/Item Description	M	1		
M	0900	PO4	Item Physical Details	M	>1		
LOOP ID - SAC						25	
O	1300	SAC	Service, Promotion, Allowance, or Charge Information	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>
			LOOP ID - CTT			1	
M	0100	CTT	Transaction Totals	M	1		n2
M	0200	AMT	Monetary Amount Information	M	1		n3
M	0300	SE	Transaction Set Trailer	M	1		
M	0400	GE	Functional Group Trailer	M	1		
M	0500	IEA	Interchange Control Trailer	M	1		

## Transaction Set Notes

1. PO102 is required.
2. 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.
3. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

**Segment:** **ISA** Interchange Control Header

**Position:** 0038

**Loop:**

**Level:** Heading

**Usage:** Mandatory

**Max Use:** 1

**Purpose:** To start and identify an interchange of zero or more functional groups and interchange-related control segments

**Syntax Notes:**

**Notes:**

ISA\*00\* \*00\* \*01\*014578892 \*01\*9088877320000  
\*091007\*1707\*<\*00501\*000000001\*0\*P\*>~

### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M ISA01	I01	<b>Authorization Information Qualifier</b> Code identifying the type of information in the Authorization Information 00 No Authorization Information Present (No Meaningful Information in I02)	M	1	ID 2/2
M ISA02	I02	<b>Authorization Information</b> Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01)	M	1	AN 10/10
M ISA03	I03	<b>Security Information Qualifier</b> Code identifying the type of information in the Security Information 00 No Security Information Present (No Meaningful Information in I04)	M	1	ID 2/2
M ISA04	I04	<b>Security Information</b> This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03)	M	1	AN 10/10
M ISA05	I05	<b>Interchange ID Qualifier</b> Code indicating the system/method of code structure used to designate the sender or receiver ID element being qualified 01 Duns (Dun & Bradstreet)	M	1	ID 2/2
M ISA06	I06	<b>Interchange Sender ID</b> Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element 014578892 Rite Aid Duns Number	M	1	AN 15/15
M ISA07	I05	<b>Interchange ID Qualifier</b> Code indicating the system/method of code structure used to designate the sender or receiver ID element being qualified	M	1	ID 2/2
M ISA08	I07	<b>Interchange Receiver ID</b> Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them	M	1	AN 15/15
M ISA09	I08	<b>Interchange Date</b> Date of the interchange	M	1	DT 6/6
M ISA10	I09	<b>Interchange Time</b> Time of the interchange	M	1	TM 4/4
M ISA11	I65	<b>Repetition Separator</b> Type is not applicable; the repetition separator is a delimiter and not a data element; this field provides the delimiter used to separate repeated occurrences of a simple data element or a composite data structure; this value must be different than the data element separator, component element separator, and the segment terminator	M	1	AN 1/1

As of ASC X12, version 004030, a repetition separator is required in ISA11. The repetition separator must be non-alphabetic, non-numeric, and not located within data.

		Repetition Separator	"<"	Hex 4C			
M	ISA12	I11	<b>Interchange Control Version Number</b>	M	1	ID 5/5	
			Code specifying the version number of the interchange control segments				
			00501	Standards Approved for Publication by ASC X12 Procedures Review Board through October 2003			
M	ISA13	I12	<b>Interchange Control Number</b>	M	1	N0 9/9	
			A control number assigned by the interchange sender				
M	ISA14	I13	<b>Acknowledgment Requested</b>	M	1	ID 1/1	
			Code indicating sender's request for an interchange acknowledgment				
			Refer to 005010 Data Element Dictionary for acceptable code values.				
M	ISA15	I14	<b>Interchange Usage Indicator</b>	M	1	ID 1/1	
			Code indicating whether data enclosed by this interchange envelope is test, production or information				
			P	Production Data			
			T	Test Data			
M	ISA16	I15	<b>Component Element Separator</b>	M	1	AN 1/1	
			Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator				
			Subelement Separator	>			
			Element Separator	*			
			Segment Terminator	~			

**Segment:** **GS** Functional Group Header  
**Position:** 0075  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of a functional group and to provide control information  
**Syntax Notes:**  
**Notes:** GS\*PO\*014578892\*908887732000\*20091007\*1615\*1\*X\*005010~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes			
M	GS01	479	<b>Functional Identifier Code</b>	M	1	ID 2/2
		Code identifying a group of application related transaction sets				
		PO	Purchase Order (850)			
M	GS02	142	<b>Application Sender's Code</b>	M	1	AN 2/15
		Code identifying party sending transmission; codes agreed to by trading partners				
		014578892	Rite Aid 's Duns Number			
M	GS03	124	<b>Application Receiver's Code</b>	M	1	AN 2/15
		Code identifying party receiving transmission; codes agreed to by trading partners				
M	GS04	373	<b>Date</b>	M	1	DT 8/8
		Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year				
M	GS05	337	<b>Time</b>	M	1	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)

M	GS06	28	<b>Group Control Number</b>	M	1	<b>N0 1/9</b>
			Assigned number originated and maintained by the sender			
M	GS07	455	<b>Responsible Agency Code</b>	M	1	<b>ID 1/2</b>
			Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480			
			X	Accredited Standards Committee X12		
M	GS08	480	<b>Version / Release / Industry Identifier Code</b>	M	1	<b>AN 1/12</b>
			Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed			
			005010	Standards Approved for Publication by ASC X12 Procedures Review Board through October 2003		

**Segment:** **ST** Transaction Set Header  
**Position:** 0100  
**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:**

#### Data Element Summary

Ref.	Data	Name	Attributes		
<u>Des.</u>	<u>Element</u>				
M ST01	143	Transaction Set Identifier Code	M	1	ID 3/3
		Code uniquely identifying a Transaction Set			
		850 Purchase Order			
M ST02	329	Transaction Set Control Number	M	1	AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set			

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Position:** 0200  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates  
**Syntax Notes:**  
**Notes:** BEG\*00\*SA\*1234567\*\*20091011~

## Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>		
M BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 00 Original	M	1	ID 2/2
M BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order SA Stand-alone Order	M	1	ID 2/2
M BEG03	324	<b>Purchase Order Number</b> Identifying number for Purchase Order assigned by the orderer/purchaser	M	1	AN 1/22
M BEG05	373	<b>Date</b> Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year	M	1	DT 8/8

**Segment:** REF  
**Position:** 0500  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

## Reference Information

0500

Heading

Mandatory

>1

To specify identifying information

1 At least one of REF02 or REF03 is required.

2 If either C04003 or C04004 is present, then the other is required.

3 If either C04005 or C04006 is present, then the other is required.

**Notes:** REF\*ZZ\*NW\*12345~

The Priority Indicator in the REF 02 determines how the vendor should handle the purchase order. Table 1 contains a list of the PO priority indicators.

## Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>		
M REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification ZZ Mutually Defined	M	1	ID 2/3
M REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier <i>Priority Indicator</i>	M	1	AN 1/50
M REF03	352	<b>Description</b> A free-form description to clarify the related data elements and their content <i>Rite Aid assigned EDI Trading Partner (5 digit vendor number).</i>	M	1	AN 1/80

**Segment:** PER  
**Position:** 0600  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 3  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

## Administrative Communications Contact

0600

Heading

Mandatory

3

To identify a person or office to whom administrative communications should be directed

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.

**Notes:** PER\*OD\*CUCCARESE, JOSEPH\*TE\*717 761-2633~

If any problems are encountered with pricing or item maintenance, please call the phone number listed in the PER04 and ask for the buyer in PER02.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M PER01	366	<b>Contact Function Code</b> Code identifying the major duty or responsibility of the person or group named OD Order Department	M	1	ID 2/2
M PER02	93	<b>Name</b> Free-form name	M	1	AN 1/60
M PER03	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number TE Telephone	M	1	ID 2/2
M PER04	364	<b>Communication Number</b> Complete communications number including country or area code when applicable	M	1	AN 1/256

**Segment:** **FOB** F.O.B. Related Instructions

**Position:** 0800

**Loop:**

**Level:** Heading

**Usage:** Mandatory

**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.

**Notes:** FOB\*PP\*OR~  
FOB\*PP\*OR\*Prepaid~

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 the TD5 segment, TD504 "H"=Customer Pickup.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M FOB01	146	<b>Shipment Method of Payment</b> Code identifying payment terms for transportation charges Any valid code per X12 Standards may be sent. Common Codes Used Are Below: CC Collect PB Customer Pickup/Backhaul PC Prepaid but Charged to Customer PP Prepaid (by Seller)	M	1	ID 2/2
M FOB02	309	<b>Location Qualifier</b> Code identifying type of location OR Origin (Shipping Point)	M	1	ID 1/2
O FOB03	352	<b>Description</b> A free-form description to clarify the related data elements and their content	O	1	AN 1/80

**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale

**Position:** 1300

**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify terms of sale  
**Syntax Notes:**

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

**Notes:** ITD\*01\*3\*2\*\*10\*\*30~  
 ITD\*01\*3\*2\*20091007\*60\*20091007\*10\*\*\*\*\*GENERAL PURPOSE

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M ITD01	336	<b>Terms Type Code</b> Code identifying type of payment terms 01      Basic 02      End of Month (EOM)	M	1	ID 2/2
M ITD02	333	<b>Terms Basis Date Code</b> Code identifying the beginning of the terms period 3      Invoice Date 15     Receipt of Goods	M	1	ID 1/2
O ITD03	338	<b>Terms Discount Percent</b> Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	O	1	R 1/6
O ITD04	370	<b>Terms Discount Due Date</b> Date payment is due if discount is to be earned expressed in format CCYYMMDD where CC represents the first two digits of the calendar year	C	1	DT 8/8
O ITD05	351	<b>Terms Discount Days Due</b> Number of days in the terms discount period by which payment is due if terms discount is earned	C	1	N0 1/3
O ITD06	446	<b>Terms Net Due Date</b> Date when total invoice amount becomes due expressed in format CCYYMMDD where CC represents the first two digits of the calendar year	O	1	DT 8/8
O ITD07	386	<b>Terms Net Days</b> Number of days until total invoice amount is due (discount not applicable)	O	1	N0 1/3
O ITD12	352	<b>Description</b> A free-form description to clarify the related data elements and their content	O	1	AN 1/80

**Segment:** **DTM** Date/Time Reference  
**Position:** 1500  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**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.

**Notes:** DTM\*002\*20020821~

Element attributes when segment is used. When DTM segment is not sent, the order should be delivered ASAP.



## Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 002 Delivery Requested	M	1	ID 3/3
M DTM02	373	<b>Date</b> Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year <i>Rite Aid Purchase Order Expected Arrival Date</i>	M	1	DT 8/8

### Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)

**Position:** 2400

**Loop:**

**Level:** Heading

**Usage:** Optional

**Max Use:** >1

**Purpose:** To specify the carrier and sequence of routing and provide transit time information

- Syntax Notes:**
- 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.
  - 2 If TD502 is present, then TD503 is required.
  - 3 If TD507 is present, then TD508 is required.
  - 4 If TD510 is present, then TD511 is required.
  - 5 If TD513 is present, then TD512 is required.
  - 6 If TD514 is present, then TD513 is required.
  - 7 If TD515 is present, then TD512 is required.

**Notes:** TD5\*\*\*\*H\*DIRECT~

The TD5 specifies specify the carrier and sequence of routing and provide transit time information.

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 the TD5 segment, TD504 "H"=Customer Pickup.

## Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M TD504	91	<b>Transportation Method/Type Code</b> Code specifying the method or type of transportation for the shipment H Customer Pickup	M	1	ID 1/2
M TD505	387	<b>Routing</b> Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	M	1	AN 1/35

### Segment: **N9** Extended Reference Information

**Position:** 2950

**Loop:** N9 Mandatory

**Level:** Heading

**Usage:** Mandatory

**Max Use:** 1

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

- Syntax Notes:**
- 1 At least one of N902 or N903 is required.
  - 2 If N906 is present, then N905 is required.
  - 3 If either C04003 or C04004 is present, then the other is required.

**Notes:** 4 If either C04005 or C04006 is present, then the other is required.  
N9\*L1\*001\*PO NOTES~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M N901	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification L1 Letters or Notes	M	1	ID 2/3
M N902	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier <i>Note Sequence Number</i>	M	1	AN 1/50
M N903	369	<b>Free-form Description</b> Free-form descriptive text <i>PO Notes</i>	M	1	AN 1/45

**Segment:** MTX Text  
**Position:** 3000  
**Loop:** N9 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify textual data

**Syntax Notes:**  
1 If MTX01 is present, then MTX02 is required.  
2 If MTX03 is present, then MTX02 is required.  
3 If MTX05 is present, then MTX04 is required.

**Notes:** MTX\*GPL\*FOR PREPAID LTL SHIPMENTS REFER TO VENDOR SUPPLY CHAIN GUIDE~

The MTX segment will be sent on all POs. This segment may repeat up to 30 times.

PO Terms and Conditions: The Rite Aid EDI Purchase Order Terms and 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. Refer to [www.RiteAid.com](http://www.RiteAid.com) then select Our Company, click on Supplier Portal.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M MTX01	363	<b>Note Reference Code</b> Code identifying the functional area or purpose for which the note applies <i>GPL General Policy</i>	M	1	ID 3/3
M MTX02	1551	<b>Textual Data</b> To transmit large volumes of message text <i>Rite Aid Notes pertaining to the Purchase Order</i>	M	1	AN 1/4096

**Segment:** N1 Party Identification  
**Position:** 3100  
**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.  
**Notes:** N1\*VN\*A&M CLEANING PRODUCTS\*92\*34115~

The N104 is Rite Aid's internal vendor number for your company. When calling Rite Aid, this number should be provided as a reference number.

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual VN Vendor	M	1	ID 2/3
M N102	93	<b>Name</b> Free-form name <i>Vendor Name</i>	M	1	AN 1/60
M N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 92 Assigned by Buyer or Buyer's Agent	M	1	ID 1/2
M N104	67	<b>Identification Code</b> Code identifying a party or other code <i>Rite Aid assigned Vendor Number</i>	M	1	AN 2/80

**Segment:** **N1 Party Identification**  
**Position:** 3100  
**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.  
**Notes:** N1\*ST\*HARCO INC/DBA: TUSCALOOSA DISTRIBUTION  
 CENTER\*9\*0145788920035~

A complete listing of ship to locations can be found in  
<http://www.riteaidediservices.com/distribution-centers/>

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual ST Ship To	M	1	ID 2/3
M N102	93	<b>Name</b> Free-form name <i>Rite Aid DC Name</i>	M	1	AN 1/60
M N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	M	1	ID 1/2

M	N104	67	Identification Code	M	1	AN 2/80
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Code identifying a party or other code

*Rite Aid Duns+4 Number, plus the DEA Numbers, Refer to  
<http://www.riteaidediservices.com/distribution-centers/> for Rite Aid EDI  
 DC Listing with DUNS + 4 / DEA Numbers*

**Segment:** **N3 Ship To Party Location**  
**Position:** 3300  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Notes:** N3\*3931 RICE MINE ROAD, N.E.~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M N301	166	<b>Address Information</b> Address information <i>Rite Aid DC Address</i>	M 1 AN 1/55

**Segment:** **N4 Ship To Geographic Location**  
**Position:** 3400  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify the geographic place of the named party  
**Syntax Notes:**

- Only one of N402 or N407 may be present.
- If N406 is present, then N405 is required.
- If N407 is present, then N404 is required.

**Notes:** N4\*TUSCALOOSA\*AL\*35406~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M N401	19	<b>City Name</b> Free-form text for city name <i>Rite Aid DC City</i>	M 1 AN 2/30
M N402	156	<b>State or Province Code</b> Code (Standard State/Province) as defined by appropriate government agency <i>Rite Aid DC State</i>	M 1 ID 2/2
M N403	116	<b>Postal Code</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>Rite Aid DC Zip Code</i>	M 1 ID 3/15

**Segment:** **PO1 Baseline Item Data**  
**Position:** 0100  
**Loop:** PO1 Mandatory  
**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.

**Notes:** PO1\*\*14\*CA\*24\*CA\*UI\*08123819853\*IN\*0339466~

The Rite Aid Item Number will always have the 'IN' qualifier.

If "Eaches" or "Pieces" are required instead of Case, contact the EDI help desk at (717) 731-3815 or email edi@riteaid.com

If any additional line item corrections are needed, a request can be made by contacting your Category Manager. IF PO COST DIFFERS FROM INVOICE COST, CONTACT THE CATAGORY MANAGER PRIOR TO SHIPPING/INVOICING for resolution.

The GTIN will be supported in the 5010 850. These codes below will be sent with the VN qualifier. No changes will be made to support the "UK" qualifier to transport the GTIN qualifier at this time.

EAN-UCC 14 GTIN (1-2-5-5-1)

UPC UCC 12 (1-5-5-1)

EAN-UCC 13 GTIN (2-5-5-1)

EAN-UCC 8 GTIN

NDC (10-14 digits)

### Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
M PO102	380	<b>Quantity</b> Numeric value of quantity	M	1	R 1/15
M 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 CA Case	M	1	ID 2/2
M PO104	212	<b>Unit Price</b> Price per unit of product, service, commodity, etc.	M	1	R 1/17
M PO105	639	<b>Basis of Unit Price Code</b> Code identifying the type of unit price for an item CA Catalog	M	1	ID 2/2
M PO106	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) <i>GTIN (14 Digits) and NDC (10 - 14 digits) will be sent with qualifier "VN".</i> 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	1	ID 2/2

M	PO107	234	<b>Product/Service ID</b> Identifying number for a product or service <i>Item Number as qualified in PO106</i>	M	1	AN 1/48
M	PO108	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) IN Buyer's Item Number	M	1	ID 2/2
M	PO109	234	<b>Product/Service ID</b> Identifying number for a product or service <i>Rite Aid Item Number</i>	M	1	AN 1/48

**Segment:** **PID** Product/Item Description

**Position:** 0500

**Loop:** PID Mandatory

**Level:** Detail

**Usage:** Mandatory

**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 PID04 is required.
- 5 If PID09 is present, then PID05 is required.

**Notes:** PID\*F\*\*\*\*GREASED LIGHTNING 32OZ~

If any PID corrections are needed, a request can be made to the buyer listed in the PER segment.

#### Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
M	PID01	<b>Item Description Type</b> Code indicating the format of a description F Free-form	M 1 ID 1/1
M	PID05	<b>Description</b> A free-form description to clarify the related data elements and their content <i>Product Description</i>	M 1 AN 1/80

**Segment:** **PO4** Item Physical Details

**Position:** 0900

**Loop:** PO1 Mandatory

**Level:** Detail

**Usage:** Mandatory

**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 PO410 is present, then PO413 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.

**Notes:**

PO4\*12\*\*\*G\*16\*LB\*2\*CF\*\*\*\*\*12~

If any PO4 corrections are needed, a request can be made to the buyer listed in the PER segment.

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>		
M PO401	356	<b>Pack</b> The number of inner containers, or number of eaches if there are no inner containers, per outer container	M	1	NO 1/6
M PO405	187	<b>Weight Qualifier</b> Code defining the type of weight G Gross Weight	M	1	ID 1/2
M PO406	384	<b>Gross Weight per Pack</b> Numeric value of gross weight per pack	M	1	R 1/9
M PO407	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 LB Pound	M	1	ID 2/2
M PO408	385	<b>Gross Volume per Pack</b> Numeric value of gross volume per pack	M	1	R 1/9
M PO409	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 CF Cubic Feet	M	1	ID 2/2
M PO414	810	<b>Inner Pack</b> The number of eaches per inner container	M	1	NO 1/6

**Segment:**

**SAC** Service, Promotion, Allowance, or Charge Information

**Position:**

1300

**Loop:**

SAC Optional

**Level:**

Detail

**Usage:**

Optional

**Max Use:**

1

**Purpose:**

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

**Syntax Notes:**

- 1 At least one of SAC02 or SAC03 is required.
- 2 If either SAC03 or SAC04 is present, then the other is required.
- 3 If either SAC06 or SAC07 is present, then the other is required.
- 4 If either SAC09 or SAC10 is present, then the other is required.
- 5 If SAC11 is present, then SAC10 is required.
- 6 If SAC14 is present, then SAC13 is required.
- 7 If SAC16 is present, then SAC15 is required.

**Notes:**

SAC\*A\*A400\*\*\*2.28\*\*\*\*\*02\*0155232\*\*OFF\_INVOICE\_ALLOWANCE~

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>		
M SAC01	248	<b>Allowance or Charge Indicator</b> Code which indicates an allowance or charge for the service specified A Allowance	M	1	ID 1/1
M SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b> Code identifying the service, promotion, allowance, or charge A260 Advertising Allowance	M	1	ID 4/4

		A400	Allowance Non-performance			
		C320	Display Allowance			
M	SAC05	610	<b>Amount</b>	M	1	N2 1/15
			Monetary amount			
M	SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	M	1	ID 2/2
			Code indicating method of handling for an allowance or charge			
		01	Bill Back			
		02	Off Invoice			
M	SAC13	127	<b>Reference Identification</b>	M	1	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier			
			<i>Allowance Contract Number</i>			
M	SAC15	352	<b>Description</b>	M	1	AN 1/80
			A free-form description to clarify the related data elements and their content			
			<i>Description of Allowance Type</i>			
		A260	ADVERTISING ALLOWANCE			
		C320	DISPLAY ALLOWANCE			
		A400	OFF INVOICE ALLOWANCE			

**Segment:** CTT Transaction Totals  
**Position:** 0100  
**Loop:** CTT Mandatory  
**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.  
**Notes:** CTT\*1~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M CTT01	354	<b>Number of Line Items</b>	M 1 N0 1/6
		Total number of PO1 segments in the transaction set	

**Segment:** AMT Monetary Amount Information  
**Position:** 0200  
**Loop:** CTT Mandatory  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the total monetary amount  
**Syntax Notes:**  
**Notes:** AMT\*TT\*336~

#### Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M AMT01	522	<b>Amount Qualifier Code</b>	M 1 ID 1/3
		Code to qualify amount	
		TT Total Transaction Amount	
M AMT02	782	<b>Monetary Amount</b>	M 1 R 1/18
		Monetary amount	



**Segment:** **SE** Transaction Set Trailer  
**Position:** 0300  
**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:**

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>		
M SE01	96	<b>Number of Included Segments</b> Total number of segments included in a transaction set including ST and SE segments	M	1	NO 1/10
M 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	1	AN 4/9

**Segment:** **GE** Functional Group Trailer  
**Position:** 0400  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of a functional group and to provide control information

**Syntax Notes:**

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>		
M GE01	97	<b>Number of Transaction Sets Included</b> Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element	M	1	NO 1/6
M GE02	28	<b>Group Control Number</b> Assigned number originated and maintained by the sender	M	1	NO 1/9

**Segment:** **IEA** Interchange Control Trailer  
**Position:** 0500  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To define the end of an interchange of zero or more functional groups and interchange-related control segments

**Syntax Notes:**

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>		
M IEA01	I16	<b>Number of Included Functional Groups</b> A count of the number of functional groups included in an interchange	M	1	NO 1/5

**M IEA02 I12**

**Interchange Control Number**

A control number assigned by the interchange sender

**M 1 N0 9/9**

## Sample 850 Format

ISA\*00\*                  \*00\*                  \*01\*014578892          \*01\*178533584  
\*150917\*1702\*  \*00501\*0000000001\*0\*P\*~  
GS\*PO\*014578892\*178533584\*20150917\*1702\*1\*X\*005010~  
ST\*850\*0000000001~  
BEG\*00\*SA\*1234567\*\*20150921~  
REF\*ZZ\*NW\*12345~  
PER\*OD\*CUCCARESE, JOSEPH\*TE\*717 761-2633~  
FOB\*PP\*OR~  
ITD\*01\*3\*2\*\*10\*\*30~  
DTM\*002\*20150930~  
TD5\*\*\*\*P~  
N9\*L1\*001\*PO NOTES~  
MTX\*GPL\*FOR PREPAID LTL SHIPMENTS USE: OVERNITE, ABF, VIKING.~  
MTX\*GPL\*DLVY CHRGs ASSOC'D WITH PREPAID SHIPMENTS ARE WITHHELD FROM  
INVOICE.~  
MTX\*GPL\*CONTACT RITE AID TRAFFIC DEPARTMENT FOR ROUTING ONCOLLECT  
SHIPMENTS.~  
MTX\*GPL\*CARRIER MUST CALL FOR APPOINTMENT IF SHIPMENT IS OVER 200  
CASES.~  
MTX\*GPL\*THE DRIVER IS RESPONSIBLE FOR UNLOADING!!~  
MTX\*GPL\*REFER TO OUR ANNUAL LETTER THAT COVERS INSURANCE REQ & OTHER  
TERMS.~  
MTX\*GPL\*EOM INV 'S DATED AFTER THE 24TH ARE CONSIDERED THE 1ST OF NEXT  
MONTH.~  
MTX\*GPL\*ALL PAYMENTS UNCONDITIONALLY GUARANTEED BY RITE AID  
CORPORATION.~  
MTX\*GPL\*COMPLIANCE IS EXPECTED TO THE RITE AID VENDOR SUPPLY CHAIN  
GUIDE.~  
N1\*VN\*A&M CLEANING PRODUCTS\*92\*12345~  
N1\*ST\* TUSCALOOSA DISTRIBUTION CENTER\*9\*0145788920035~  
N3\*3931 RICE MINE ROAD, N.E.~  
N4\*TUSCALOOSA\*AL\*35406~  
PO1\*\*14\*CA\*24\*CA\*UI\*08123819853\*IN\*0339466~  
PID\*F\*\*\*\*\*GREASED LIGHTNING 32OZ~  
PO4\*12\*\*\*\*G\*16\*LB\*2\*CF\*\*\*\*\*12~  
CTT\*1~  
AMT\*TT\*336~  
SE\*27\*0000000001~  
GE\*1\*1~  
IEA\*1\*0000000001~

**Table 1 – PO Priority Codes**

<b>Purchase Order Priority Code Indicators and Descriptions</b>	
<b><u>Priority Code</u></b>	<b><u>Description</u></b>
ZZ	BASIC REPLENISHMENT
AD	AD MERCHANDISE
BA	SCHOOL APPLIANCE
BC	SCHOOL CLOCKS
BD	BTS DINNERWARE
BE	SCHOOL ELECTRNCS
BH	SCHL HOUSWARES
BL	SCHL LUNCH KITS
BM	BOOKS AND MAPS
BP	SCHOOL PLASTICS
BS	BACK TO SCHOOL
BT	SCHOOL APPAREL
BV	SCH HOME ENTERTN
BW	SCHOOL WATCHES
B1	BTS ARTS & CRAFTS
B2	BTS WRITING
B3	BTS HO OFFC SUP
B4	BTS BACKPACKS
B5	BTS BNDERS/PORT
B6	BTS NOTBKS/PAPR
CD	CONTROLLED DRUG
CN	CANNING
CS	CHECKSTAND
DF	FALL DINNERWARE
DJ	JAN DINNERWARE
DM	SCHOOL DORM
DP	DECEMBER PILLOWS
DS	SPRG DINNERWARE
EC	EASTER CANDY
EN	END CAP
EP	ELECTRONICS PROM
ES	EASTER NOVELTIES
ET	EASTER TOYS
E3	E3 PO'S REGULAR
FL	F/W SHOES
GC	GDN CHEM/FERTLR
GD	GARDEN DECOR
GL	LAWN/GARDEN
GM	GROSS MARGIN
GP	GNC PROF PLNR
GS	GARDEN SEASONAL
GT	GARDEN TOOLS
GX	GARDEN COMPOUND
HB	HALWN BSC CANDY
HC	HALLOWEEN CANDY

HD	HALLOWEEN DSD
HF	HALL FLASHLITE
HL	HALL C-LITE
HP	HALLOWEEN PP
HS	HALLOWEEN SUND
HT	HALLOWEEN TOYS
HW	HOUSEWARES
H1	HARVEST
H2	HARVEST DOMEST
H3	HARVEST DSD CDL
JA	JANUARY APPAREL
JD	JANUARY DOMESTS
JH	JANUARY HSEWARES
JP	JAN PILLOWS
JT	JANUARY TOTES
LG	LIVE GOODS
MG	MARDI GRAS
MZ	MILLER ZELL SIGNS
NW	NEW ITEM
OH	JAN/FEB HOM OFC
PB	B-E PLANOGRAMS
PD	DECEMBER PRF PLNR
PG	PLANOGRAM
PH	HSWR-PLASTICS
PN	NOVEMBER PRF PLNR
PO	OCTOBER PROF PLNR
PR	PROMOTION
P1	JANUARY PROF PLNR
P2	FEBRUARY PRF PLNR
P3	MARCH PROF PLNR
P4	APRIL PROF PLNR
P5	MAY PROF PLNR
P6	JUNE PROF PLNR
P7	JULY PROF PLNR
P8	AUGUST PROF PLNR
P9	SEPTEMBER PRF PLR
Q1	1ST QTR TABLE PPK
Q2	2ND QTR TABLE PPK
Q3	3ND QTR TABLE PPK
Q4	4TH QTR TABLE PPK
RE	ELECTRONIC REOR
RH	HAIR REORDER IMP
RT	TOY REORDER IMP
SA	SUMMER APPLIANCE
SB	SPRINGBRIDGE
SC	SPRBRDGE CANDLS
SD	SUMMER DINWARE
SE	SUMMR ELECTRNCS
SG	SUNGLASSES
SJ	SUMMER APPAREL
SM	SUMR CANDLES MM
SO	STORE OPENING

SR	SEASONAL
SW	SWING ARM (SAM)
S1	GRADUATION PLUSH
TT	TAX TIME OFFICE
T1	TIER ONE
VB	VALTN BALLOONS
VC	VALENTINE CANDY
VG	VALTN GIFTBAGS
VL	VAL STATIONARY
VM	VALTN CARDS-MM
VP	VALENTINE POPCN
VS	VALENTINE SUNDR
VT	VALENTINE TOYS
WA	WINTER AUTO
WB	WINTER BUY (RX)
WG	HATS & GLOVES
WH	WINTER HEATERS
WI	SNOW & ICE
WJ	WINTER APPAREL
WS	WINTER GNL MDSE
WW	WINTER BLANKETS
W1	COUGH & COLD
01	SUMMER TOYS
02	SUMMER HSWRS
03	SUNTAN LOTION
04	SUMMER COOLERS
05	SUMMER GRILLS
06	SUMMER FANS
07	SUMMER SHADE
08	SUMMER CHAIRS
09	SUMMER TABLES
1E	ELECTRONICS 1ST
10	BBQ ACCESSORIES
11	SUM INFLATABLES
12	BEACHWARE/SHOES
13	SUMMER LITES
14	SQUIRT GUNS
15	CITRONELLA CNDL
16	FIREWORKS
17	BEACH & RESORT
18	SUM VALU TOYS
19	INSECTICIDE
2E	ELECTRONICS 2ND
20	BEACH TOWELS
21	FURNITURE PADS
25	SUM SEAS ACCS
26	SUM GRILL ACCS
27	FLAGS
28	SUM HATS & GLVS
29	SUM SEASONAL
3E	ELECTRONICS 3RD
30	SUM SPORTING

31	SUM CAMPING
32	SUMMER PICNIC
33	EARLY SUMMER
34	ERLY SUM TOYS
35	SUMMER DOMEST
36	SUMMER PLAYBLLS
37	SUMMER/BTS
4E	ELECTRONICS 4TH
44	XMAS DOMESTIC
45	XMAS BLANKETS
46	XMAS AUD/VID
47	XMAS GARDEN
48	XMAS HAIRCARE
49	XMAS TOBACCO
51	XMAS LITES
52	XMAS CARDS
53	XMAS PARTYWARE
54	XMAS TOYS
55	XMAS PER APPL
56	XMAS GIFTWRAP
57	XMAS WRAP ACC
58	XMAS TRM A TREE
59	XMAS NOVELTIES
60	XMAS HOME DECOR
61	XMS ELECTRONICS
62	XMAS SMALL APPL
63	XMAS CANDY
64	XMAS GIFTWARE
65	XMAS TAPE
66	XMAS FILM
67	XMAS BATTERIES
68	XMAS CANDLES
69	XMAS DINNERWARE
70	XMAS EARLY TOYS
71	XMAS ELECT SUPP
72	XMAS BATH
73	XMAS FRAGRANCES
74	XMAS COSMETICS
75	XMAS NUTCRACKER
76	XMAS DSD CANDLS
77	XMAS HOUSEWARES
78	XMAS PET
79	XMAS HOME OFFIC
80	XMAS BASC CANDY
81	XMAS CARDS (MM)
82	XMAS PROMO BUYS
84	XMAS EARLY GIFTWR
85	XMAS ELEC BASIC
86	HANUKKAH
87	XMAS BOYS TOYS
88	XMAS GIRLS TOYS
89	XMAS MISC TOYS

90	XMAS OTHER WRP MM
91	XMAS PROMO TOYS
92	XMAS ARTS & CRAFTS
93	MM XMAS CANDLES
94	XMAS WOOD
95	XMAS WINE BAGS
96	XMAS TEXTILE WING
97	XMAS APPAREL WING
98	XMAS AS SEEN ON TV
99	XMAS SINGLE CARDS

Also, please refer to the 'PO Indicator & Ship To Address Letter' under Forms / Documents at <http://www.riteaidediservices.com>

## 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](http://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.
- **Freight Allowance Program** Just to note there has been to changes in regard to these transactions guidelines. This is for clarity purposes. **Purchase Orders:** 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 the TD5 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.