



# **B2B Business Document Definition Implementation Guide**

## **Purchase Order Change (EANCOM – ORDCHG)**

**Version 1.03, 9<sup>th</sup> July 2010**

## CONTENTS

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<b>CONTENTS</b> .....	<b>2</b>
<b>1 INTRODUCTION</b> .....	<b>3</b>
1.1 DOCUMENT PURPOSE & USE.....	3
1.2 EDI COMMUNICATION & TRANSMISSION.....	3
1.3 M&S EDI BUSINESS DOCUMENT DEFINITION.....	3
1.4 EANCOM STANDARD .....	4
1.5 MESSAGE FLOWS .....	4
1.5.1 <i>General Merchandise Supplier / Trading Partner</i> .....	4
1.5.2 <i>Foods Supplier / Trading Partner</i> .....	5
1.6 ACKNOWLEDGEMENTS .....	6
1.6.1 <i>Technical Acknowledgements</i> .....	6
1.6.2 <i>Functional Acknowledgements</i> .....	6
1.7 INTERFACE DEFINITIONS .....	7
1.8 ASSURING YOUR IMPLEMENTATION.....	7
1.9 M&S ELECTRONIC TRADING SOLUTION SUPPORT .....	8
<b>2 MESSAGE DEFINITION</b> .....	<b>9</b>
2.1 MESSAGE DATA FLOW SUMMARY .....	9
2.2 MESSAGE USE-CASES .....	9
2.3 MESSAGE SPECIFICATION REFERENCE GUIDE.....	10
2.4 MESSAGE DEFINITION SUMMARY .....	10
2.5 MESSAGE DEFINITION GUIDE.....	10
2.5.1 <i>EANCOM Interchange Header</i> .....	10
2.5.2 <i>EANCOM Business Document Definition</i> .....	11
2.5.3 <i>EANCOM Interchange Trailer</i> .....	24
2.6 GUIDANCE NOTES .....	25
2.6.1 <i>Purchase Order Change / Purchase Order Cancellation</i> .....	25
2.6.2 <i>PO Type Identifiers</i> .....	25
2.6.3 <i>Self Bill Invoice Flag</i> .....	25
2.6.4 <i>Address Information</i> .....	25
2.6.5 <i>Changed Item Lines</i> .....	25
2.6.6 <i>Deleted Line Items – QTY Segment</i> .....	26
2.6.7 <i>Item Identifiers</i> .....	26
2.6.8 <i>Item Line Qty</i> .....	26
<b>3 COMPLIANCE TESTING</b> .....	<b>27</b>
3.1 TEST CASES.....	27
3.1.1 <i>POAMENDMENT_ORDCHG_001</i> .....	27
3.1.2 <i>POAMENDMENT_ORDCHG_002</i> .....	28
3.1.3 <i>POAMENDMENT_ORDCHG_003</i> .....	29
<b>4 UNDERSTANDING EDIFACT / EANCOM</b> .....	<b>30</b>
4.1 WHAT IS EDIFACT? .....	30
4.2 EANCOM MESSAGE STRUCTURE.....	30
4.2.1 <i>Segments and Segment Groups</i> .....	30
4.3 EXAMPLE EANCOM MESSAGE .....	31
4.3.1 <i>Singles Order Change</i> .....	32
4.3.2 <i>Launch Pack Order Change</i> .....	33
4.3.3 <i>Foods Order Change</i> .....	35
<b>5 VERSION CONTROL</b> .....	<b>37</b>

## 1 INTRODUCTION

### 1.1 Document Purpose & Use

For the implementation of the M&S EDI business documents (messages) we have provided an Implementation Guide to help you through your adoption of the M&S B2B EDI solution.

Provided for you is the Implementation Guide itself detailing the EDI messages and the business context and the circumstances in which they will be passed between yourself and M&S.

Also provided for you is the EDI Business Document Definition; this definition specifies the structure and content of the EDI message that M&S will exchange with you. At M&S we have adopted an Industry compliant EDI data standard to ensure ease of adoption for our Trading Partners. The standard adopted is EANCOM; it is an EDIFACT compliant data standard, and forms the basis of our Business Document Definitions.

In addition we have provided a Testing Compliance Specification, along with example testing files to ensure that your implementation is successful and compliant with what M&S will expect to exchange with you.

Together this information, the Implementation Guide, the Business Document Definition, and the Testing Compliance specification, will provide you with all the information you need to successfully and smoothly transition onto the M&S B2B EDI solution.

### 1.2 EDI Communication & Transmission

The M&S B2B EDI solution will enable M&S and you as a Trading Partner of ours to implement a fully automated, end-to-end B2B EDI solution.

This solution is supported for trading partners who have an existing EDI solution, or, who are transitioning to an EDI solution, and can send and receive the EDI messages into their business systems.

We have partnered with GXS to provide a leading-class B2B solution that enables us to seamlessly exchange business documents with you. The following diagram provides a high-level summary to this solution:



### 1.3 M&S EDI Business Document Definition

M&S have adopted the EDIFACT compliant EANCOM standard for its B2B EDI messages; all EDI messages sent and received must be encoded with this data standard as detailed in section [EDI Business Document Definition](#).

Each of the specified Business Documents (or EDI messages) is defined by the Business Document Definitions, and forms the “data contract” between M&S and you our Trading Partner – as defined within this document.

The Business Document Definition provides you with the following information:

- ❖ The EANCOM data object to be utilised for each Business Document
- ❖ The EANCOM message segments and elements within those to be transmitted as part of any data exchange

- ❖ Implementation rules for each of the segments and elements
- ❖ The business definition of each element to be used
- ❖ The elements that are mandatory and those which are optional i.e. may NOT be passed
- ❖ The format of the data to be passed for each element

As part of your transition process onto the M&S B2B solution, GXS, our partner for this solution will assist you with any queries you may have regarding this implementation guide and Business Document Definition itself, or your implementation of those definitions. .

## 1.4 EANCOM Standard

M&S specify that for EDI communication the EANCOM standard **MUST** be utilised as the supported data standard and therefore **MUST** be supported by the Trading Partner (either directly or through 3<sup>rd</sup> party service).

For all new EDI Trading Partners to M&S, it is expected that EANCOM will be utilised. Trading Partners whom have existing EDI with M&S these communications will continue to be supported regardless of the information standard utilised. Where the opportunity provides it these non-supported information standards **MUST** be migrated to the EANCOM standard.

The definition of support is as follows:

- ❖ Any information exchange **MUST** relate to an EANCOM defined data model as listed by EANCOM 2002 Syntax 4
- ❖ Any data model utilised **MUST** conform to the EANCOM definition both schematically i.e. structure and semantically i.e. data format. This includes use of mandatory segments and elements, and adhering to data types and data representations
- ❖ Business level responses **MUST** be agreed to by M&S and the each Trading Partner and will be specified as part of the MS Message Implementation Guide (this document). Where utilised they **MUST** align to those specified by the EANCOM standard e.g. PROINQ and PRODAT
- ❖ Technical acknowledgements **ARE** expected to be exchanged for each information exchange using the standard **CONTRL** message

## 1.5 Message Flows

### 1.5.1 General Merchandise Supplier / Trading Partner

M&S has enabled electronic messages for its “buy” part of its supply chain; dependent on whether you trade directly or indirectly with us, you can expect to exchange the following business documents:

- ❖ Contract
  - The contract contains an indication of quantity – it will not be a commitment to buy. For Direct suppliers, the commitment to buy will be via the purchase order.
  - For Full Service Vendors, the contract will be updated with authorisation to cut, which in combination with the approved flow will be our commitment to buy.
- ❖ Purchase Orders & Purchase Order Amendments
  - The purchase order will represent the formal commitment to buy. The original purchase order may be followed by subsequent updates via the Purchase Order Amendment document.
- ❖ Invoices or Self-Bill Invoices
  - For Direct suppliers and FSVs (International), invoices for received Purchase Orders may be sent using the Invoice business document; other Full Service Vendors will be managed using self-billing where M&S will send you the Invoice.
- ❖ Credit / Debit Memo’s

Credit / Debit notes will support adjustments to invoiced amounts where there are mis-matches between the Invoice and goods received.

The table that follows provides you with a summary of the M&S business documents, and those which you will receive depending on which supplier type you are.

<b>Business Document</b>	<b>Direct</b>	<b>FSV Core Product Only</b>	<b>FSV Outlet Product</b>	<b>FSV Int'l Direct Deliveries</b>
Contract	✓	✓	✓	✓
Purchase Order	✓		✓	✓
Purchase Order Amendment	✓		✓	✓
Invoice	✓			✓
Invoice Acknowledgement	✓			✓
Debit Note	✓			✓
Self-Bill Invoice			✓	
Self-Bill Credit Note			✓	

If you have any questions on determining which type of supplier you are, or which business documents you must exchange with M&S, or please [contact us](#) to further discuss the options for you.

### 1.5.2 Foods Supplier / Trading Partner

M&S has As part of the M&S to supplier trading process, as of the date of this Message Implementation Guide, M&S will utilise the following business documents for its Supplier Trading Partner transactions:

- ❖ Purchase Orders & Purchase Order Amendments

The purchase order will represent the formal commitment to buy. The original purchase order may be followed by subsequent updates via the Purchase Order Amendment document.

- ❖ POD (Proof of Delivery)\*

The proof of delivery will notify the suppliers of the actual quantities received by M&S. Suppliers should submit invoices based on these POD quantities.

- ❖ Invoices

Invoices for received Purchase Orders may be sent using the Invoice business document

- ❖ Invoice Acknowledgement

All invoices sent to M&S will be acknowledged. The acknowledgement will provide indication to the M&S processing success or failure. Where the Invoice was not successfully processed it MUST be resubmitted with the required changes.

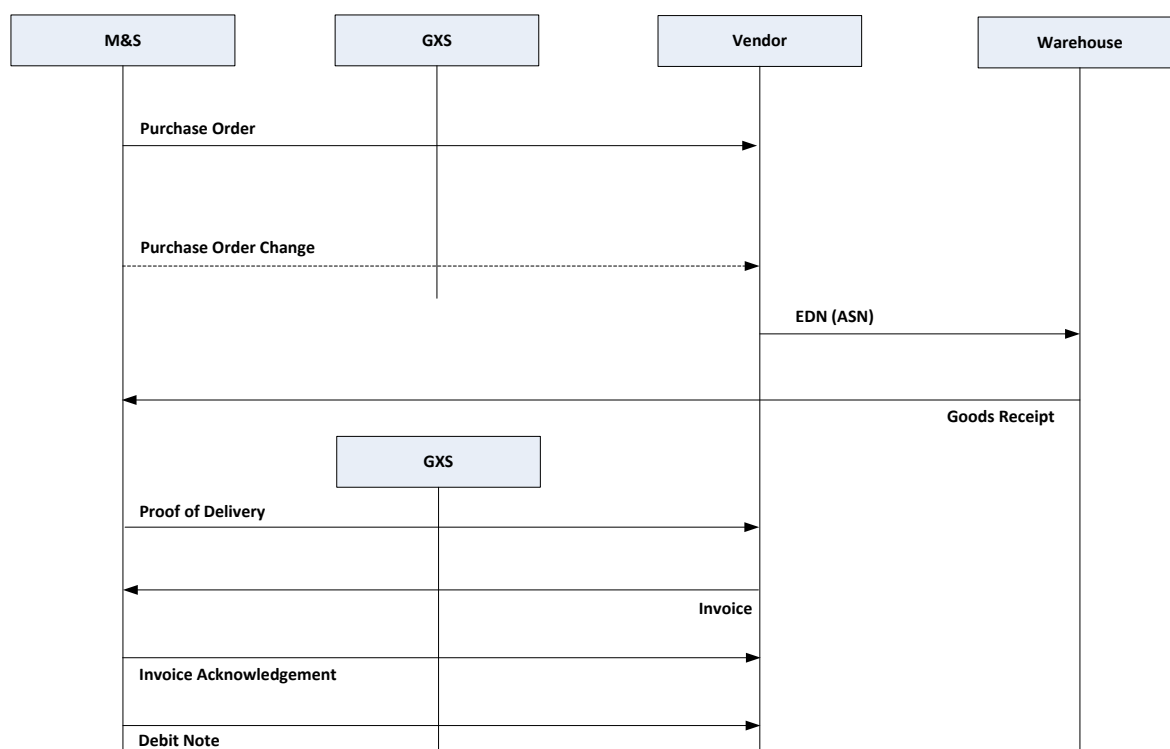
- ❖ Credit / Debit Notes

Credit / Debit notes will support adjustments to invoiced amounts where there are mis-matches between the Invoice and goods received.

For Food suppliers, all messages will be available in both EANCOM and TRADACOM standard.

In addition to the EDI messages being exchanged above, Food Chilled suppliers have been asked to implement the PAV (pick accuracy verification) system and processes, using RFID. Some Food suppliers may already be using PAV. To support the changes we are making, the PAV messages (delivery note messages) will also need to be updated by Food suppliers.

The following provides reference to the information exchanges detailed:



**\*Note – EDN / ASN is only applicable to Food Suppliers**

**\*\* Note – For GM suppliers Self-Billing is also available for Invoicing**

## 1.6 Acknowledgements

### 1.6.1 Technical Acknowledgements

The following provides summary to the use of EANCOM technical acknowledgements:

- ❖ Technical acknowledgements ARE expected to be exchanged for each information exchange – this requirement is to provide clear demarcation of data ownership and to support the process of exception reporting.
- ❖ An acknowledgement of this type MUST only be exchanged when the exchange being acknowledged is a business document; a technical acknowledgement is NOT to be sent in response to another technical OR functional acknowledgement
- ❖ A technical acknowledgement SHOULD detail both positive and negative acceptance of each information exchange
- ❖ The technical acknowledgement is to relate to the information exchange (data file) level i.e. a single acknowledgement for each data file exchanged. Where exceptions exist within a individual data record within the file the acknowledgement MUST specify this level of granularity
- ❖ The CONTRL data model MUST be used for ALL technical acknowledgements

### 1.6.2 Functional Acknowledgements

The following provides summary to the use of EANCOM functional acknowledgements:

- ❖ Functional acknowledgements ARE recommended to be exchanged for each information exchange – this requirement MUST be agreed to by each Trading Partner and specified by the DOMD.

- ❖ An acknowledgement of this type **MUST** only be exchanged when the exchange being acknowledged is a business document; a functional acknowledgement is **NOT** to be sent in response to another functional acknowledgement
- ❖ A functional acknowledgement **SHOULD** detail both positive and negative functional acceptance of each information exchange
- ❖ The functional acknowledgement **SHOULD** relate to the information exchange (data file) level i.e. a single acknowledgement for each data file exchanged
- ❖ The APERAK data model **MUST** be used for **ALL** functional acknowledgements
- ❖ If an information exchange utilises a business level response e.g. ORDERS and ORDRSP then **NO** functional response is expected to be utilised

## 1.7 Interface Definitions

The following provides reference and explanation to the interface definitions:

<i>Property</i>	<i>Explanation</i>
Communication Direction	Details the direction in which the information will be transmitted: M&S to 3 <sup>rd</sup> Party – M&S will be the sender of the data 3 <sup>rd</sup> Party to M&S – M&S will be the receiver of the data
EANCOM Version	The version of the EANCOM standard that is to be utilised. All documents will refer to the following version: EANCOM® 2002 Syntax 4 (based on UN/EDIFACT D.01B Syntax 4)
EANCON Document Name	The business name of the EANCOM document to be used as part of the information exchange
EANCOM Document	The EANCOM short name for the business document to be used as part of the information exchange
EANCOM Document Version	The version of the business document to be used
Document Scope	The scope of the data to be passed as part of the information exchange. This will be either  Full Record. All data elements associated to the business document will be passed regardless of whether those elements have changed.  Changed Elements Only. Only the key elements and those which have changed will be transmitted.
Transmission Frequency	The frequency of when the business documents will be sent and expected to be received  Real-time. A document will be sent and processed end-to-end in real-time, or near real-time  Daily. Any document sent or received by M&S will be once per day. If more than 1 document is sent or received during that daily period, all documents will done so at the same time
Data Object Definition Reference	Reference to the data object definition within the Information Exchange Data Definition Document.

## 1.8 Assuring your implementation

Once you have finalised your implementation of the M&S Business Document Definition, GXS will be on-hand to test both compliance of your implementation, along with ensuring that you can successfully connect



to your secure mailbox. GXS will work with you to ensure your on-boarding is a success and resolve and issues you encounter with your implementation.

Once these final checks and testing have been completed you will be ready to start exchanging EDI messages with M&S electronically and soon start realising the benefits of using our electronic trading solution.

## **1.9 M&S Electronic trading solution Support**

During the exchange of business documents between M&S and yourself there may be circumstances where the documents are not successfully transmitted, or the data received is not accepted / compliant to that which is expected by either of our systems.

Where business documents failed to be processed by M&S, we will notify you immediately either through automated acknowledgements detailing what the technical or data problem was, or via our business support team who will contact your designated business representative.

If you encounter any problems receiving business documents from M&S, you can contact our support service.

**IMPORTANT: If you have any queries regarding the receipt and processing of the business document, please ensure that the technical acknowledgement (CONTRL) message has been sent / received by your company. The support team will request the unique acknowledgement identification number for the transaction to ensure that we can properly investigate the reported.**



## 2 MESSAGE DEFINITION

The sections that follow detail the specification of the business document that is the subject of this Message Implementation Guide that M&S will support for electronic information exchange.

### 2.1 Message Data Flow Summary

The Purchase Order Amendment EDI Business Document will distribute Purchase Order Changes to previously issued PO's created by M&S – once changed internally to M&S these will be published to the 3<sup>rd</sup> Parties (Vendors). As detailed by the definition in this section, the Purchase Order will contain:

- ❖ The Purchase Order Number and Validity Dates
- ❖ Purchase Order Change identifier
- ❖ General information about the buyer and supplier including unique identifiers
- ❖ Payment terms and conditions
- ❖ Shipping address and conditions
- ❖ The items to be sourced under the contract agreement detailing
  - : Unique item identifiers
  - : Change pointer for the line items that have been changed since the previous version
  - : General descriptions
  - : The required quantities and unit price

For every Purchase Order Change created the full Purchase Order record will be transmitted.



### 2.2 Message Use-Cases

It is anticipated that a Purchase Order that has been created and distributed to the Trading Partner may be changed on average 3 times within its validity period – this message enables M&S to notify you of those changes.

The Purchase Order Change message will be used for the following:

- Purchase Order Changes – Singles
 

M&S will send you, the trading partner a Purchase Order Change business document with a document code of “230” – Purchase Order Change. This business document will represent a Purchase Order that has been changed since the last transmission. The PO will contain “single” items only – all items will be at line item level, there will be no associated sub-line items.
- Purchase Order Changes – Launch Packs
 

M&S will send you, the trading partner a Purchase Order Change business document with a document code of “230” – Purchase Order Change. This business document will represent a Purchase Order that has been changed since the last transmission.

The PO will contain “Launch Pack” items only – all Line Item level items will have 1-n associated sub-line items which specify the items which the Launch Pack should contain.

## 2.3 Message Specification Reference Guide

The following table provides summary detail to this business document – trading partner must ensure that the correct version of the EANCOM message template is used for its implementation.

<b>Property</b>	<b>Value</b>
Communication Direction	M&S to Trading Partner
EANCOM Version	EANCOM® 2002 Syntax 4
EDIFACT Version Reference	UN/EDIFACT D 2001B Syntax
EANCOM Document Name	Purchase Order Amendment
EANCOM Document	ORDCHG
EANCOM Document Version	001
Document Scope (Full Record/Changed Elements Only)	Full Record
Transmission Frequency	Daily

## 2.4 Message Definition Summary

Each Business Document Data Definition guide provides the following information:

- Chg Flag. The Chg Flag provides identification of any changes from version to version. Y = Field has changed, N = No Change
- Segment. The EANCOM segment within which the field to populated exists.
- Field/Element Reference. The EANCOM field name to be populated and exchanged.
- Business Description. Business description of the field / element to be used by M&S.
- Min-Max. The number of occurrences of the field being populated.
- Data Type and Length. The data type of the field of the field being populated and the maximum length of the data that is to be expected for the specified field.
- Example Values. Any example values that will be populated by M&S or that M&S would expect to receive in the case where the message is sent by the trading partner.

## 2.5 Message Definition Guide

### 2.5.1 EANCOM Interchange Header

Every EANCOM message will require an EANCOM Interchange Header. The interchange MAY contain one or more EANCOM messages of the same type.

This segment is used to envelope the interchange, as well as to identify both, the party to whom the interchange is sent and the party who has sent the interchange. The principle of the UNB segment is the same as a physical envelope which covers one or more letters or documents, and which details, both the address where delivery is to take place and the address from where the envelope has come.

The Interchange Header is defined in the table that follows:

	<b>Segment</b>	<b>Field Ref</b>	<b>Field Length</b>	<b>Description</b>	<b>Min-Max</b>	<b>Example Value</b>	<b>Notes</b>
N	<b>UNB</b>			<b>INTERCHANGE HEADER</b>	<b>1-1</b>		
		S001		Syntax identifier			
N		0001	M a4	Syntax identifier	1-1	UNOA	Definitions the ISO

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
							encoding standard of the data.
N		0002	M an1	Syntax version number	1-1	4	
N	<b>UNB</b>	<b>S002</b>		<b>INTERCHANGE SENDER</b>	<b>1-1</b>		
N		0004	M an..35	Interchange sender identification	1-1	000987654321	Unique Company EDI Identifier
N		0007	C an..4	Identification code qualifier	1-1	14	EAN compliant GLN qualifier
N	<b>UNB</b>	<b>S003</b>		<b>INTERCHANGE RECEIVER</b>	<b>1-1</b>		
N		0010	M an..35	Interchange recipient identification	1-1	000123456789	Unique Company EDI Identifier
N		0007	C an..4	Identification code qualifier	1-1	14	EAN compliant GLN qualifier
N	<b>UNB</b>	<b>S004</b>		<b>INTERCHANGE CONTROL REFERENCE</b>	<b>1-1</b>		
N		0017	M an..35	Date of Interchange	1-1	0090903	CCYYMMDD
N		0019	C an..4	Time of Interchange	1-1	1032	HHMM
N	<b>UNB</b>			<b>INTERCHANGE CONTROL REFERENCE</b>	<b>1-1</b>		
N		0020	M an..14	Unique reference identifying the interchange. Created by the interchange sender.	1-1	00000000000161	Unique message interchange identifier.
N	<b>UNB</b>			<b>APPLICATION REFERENCE</b>	<b>1-1</b>		
N		0026	C an..14	Message identification if the interchange contains only one type of message.	1-1	ORDCHG	Reference of the EANCOM business document

An example of the Interchange Header is provided for reference:

UNB+UNOA:4+000987654321:EAN+000123456789:EAN+20090903:1032+00000000000161++ORDCHG'

## 2.5.2 EANCOM Business Document Definition

The Purchase Order Amendment message is implemented using the EANCOM ORDCHG data template. Further information regarding the base template can be found at the following location:

[http://www.gs1.se/eancom\\_2002/ean02s4/experts/index.htm](http://www.gs1.se/eancom_2002/ean02s4/experts/index.htm)

The M&S usage of that template is defined below:

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N	<b>UNH</b>			<b>HEADER</b>	<b>1-1</b>		
N		0062	AN 14	Message reference number	1-1		
N		<b>S009</b>		<b>MESSAGE IDENTIFIER</b>	<b>1-1</b>		

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		0065	AN 6	Message type	1-1	ORDCHG	
N		0052	AN 3	Message version number	1-1	D	
N		0054	AN 3	Message release number	1-1	01B	
N		0051	AN 3	Controlling agency, coded	1-1	UN	
N		0057	AN 6	Association assigned code	1-1	EAN007	
N	<b>BGM</b>			<b>BEGINNING OF MESSAGE</b>	<b>1-1</b>		
N		<b>C002</b>		<b>DOCUMENT/MESSAGE NAME</b>	<b>1-1</b>		<b>PO REFERENCE NUMBER</b>
N		1001	AN 3	Document name code	1-1	230	Default = 230 (Order Change)
N		1000	C an35	Document Name / Purchase Order Type	1-1	ZP1	One of the following values:  <b>GM:</b> ZP1, ZP3, ZP4, ZP5, ZP6  <b>Foods:</b> ZP8, ZP9, ZP10, ZP12, ZP13, ZP14  See guidance notes for further information
N		<b>C106</b>		<b>DOCUMENT/MESSAGE IDENTIFICATION</b>	<b>1-1</b>		
N		1004	An 35	Purchase Order Document Reference identifier	1-1		This is the Purchase Order reference number
N		1225	AN 3	Message function code	1-1	4 1	Default = 4 (Change) Default = 1 (Cancelled)
N		4343	AN 3	Response type code	1-1	NA	No acknowledgement needed
N	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>1-1</b>		<b>PO CREATE DATE</b>
N		2005	AN 3	Date or time or period function code qualifier	1-1	137	Default = 137 (Document/message date/time)
N		2380	AN 35	PO Creation Date or time or period value	1-1	20091225 1821	PO Creation date
N		2379	AN 3	Date or time or period format code	1-1	203	Default = 203
N	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>1-1</b>		<b>PO SHIPMENT DATE</b>
N		2005	AN 3	Date or time or period function code qualifier	1-1	10	Default = 10 (Requested Shipment Date)
N		2380	AN 35	Shipment Date	1-1	20091217	

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		2379	AN 3	Date or time or period format code	1-1	102	Default = 102 : CCYYMMDD
N	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>0-1</b>		<b>REQUESTED PO DELIVERY DATE - FOODS ONLY</b>
N		2005	AN 3	Date or time or period function code qualifier	1-1	10	Default = 2 (Requested Delivery Date)
N		2380	AN 35	Shipment Date	1-1	20091217	
N		2379	AN 3	Date or time or period format code	1-1	102	Default = 102 : CCYYMMDD
N	<b>PAI</b>	<b>C534</b>		<b>PAYMENT INSTRUCTIONS</b>	<b>1-1</b>		<b>PAYMENT DETAILS</b>
N		4461	AN 3	Method of Payment	1-1	20 42 74 "" (Blank)	
N	<b>SG1-FTX</b>			<b>FREE TEXT</b>	<b>1-1</b>		
N		4451	AN 3	Text subject code qualifier	1-1	PUR	Default = PUR : Purchasing information
N		4453	AN 3	Free text function code	1-1	3	Default = 3 : Text for immediate use
N		<b>C108</b>		<b>REFERENCE</b>	<b>1-1</b>		
N		4440	AN 152	Season reference	0-1	SP09	Provides Season Reference for the PO <b>(GM ONLY)</b>
N		4440	AN 152	Season year	1-1	2009	Provides Season year
N	<b>SG1-FTX</b>			<b>FREE TEXT</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		4451	AN 3	Text subject code qualifier	1-1	ZZZ	Default = ZZZ : Purchasing information
N		4453	AN 3	Free text function code	1-1	3	Default = 3 : Text for immediate use
N		<b>C108</b>		<b>REFERENCE</b>	<b>1-1</b>		
N		4440	AN 152	Season reference	0-1	MORNING	Provides booking slot information. Valid values: "MORNING", "AFTERNOON", or ""
N	<b>SG1-FTX</b>			<b>FREE TEXT</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		4451	AN 3	Text subject code qualifier	1-1	DEL	Default = DEL : Purchasing information
N		4453	AN 3	Free text function code	1-1	3	Default = 3 : Text for immediate use
N		<b>C108</b>		<b>REFERENCE</b>	<b>1-1</b>		
N		4440	AN 152	Special delivery instructions	0-1		
N	<b>SG1-FTX</b>			<b>FREE TEXT</b>	<b>0-1</b>		<b>FOODS ONLY</b>

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		4451	AN 3	Text subject code qualifier	1-1	PRI	Default = PRI
N		4453	AN 3	Free text function code	1-1	3	Default = 3 : Text for immediate use
N		<b>C108</b>		<b>REFERENCE</b>	<b>1-1</b>		
N		4440	AN 152	Priority Information	0-1		
N	<b>RFF</b>	<b>C506</b>		<b>REFERENCE</b>	<b>0-1</b>		
N		1153	AN 3	User Defined Reference code qualifier	1-1	DM	Default = DM (Unique Document Reference)
N		1154	AN 70	Unique ID for traceability purposes	1-1	00000000 01517731	
N	<b>RFF</b>	<b>C506</b>		<b>REFERENCE</b>	<b>0-1</b>		<b><u>GM ONLY</u></b>
N		1153	AN 3	User Defined Reference code qualifier	1-1	ZZZ	Default = ZZZ (Self Bill Indicator)
N		1154	AN 70	Self-Bill Indicator	1-1	Y N	If the Indicator value = Y then you MUST NOT send an Invoice to M&S for this PO.
N	<b>SG2-NAD</b>			<b>Name and address</b>	<b>1-1</b>		<b>M&amp;S Parent Company Identifier and Address Information</b>
N		3035	AN 3	Party function code qualifier	1-1	BY	Default = BY, Buyer
N		<b>C082</b>		<b>PARTY IDENTIFICATION DETAILS</b>	<b>1-1</b>		
N		3039	AN 35	M&S Party identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N		<b>C080</b>		<b>PARTY NAME</b>	<b>1-1</b>		
N		3036	AN 35	Party name	1-1	Marks and Spencer	
N		3036	AN 35	Party name	1-1		
N	<b>NAD</b>	<b>C059</b>		<b>STREET</b>	<b>1-1</b>		
N		3042	AN 35	Name and address description	0-1	17 NORTH WHARF ROAD	
N		3164	AN 35	City Name	0-1	LONDON	
N		3251	AN 17	Postal Code	0-1	W2 1AF	
N		3207	AN 3	Country Name Code	0-1	GB	
N	<b>LOC</b>			<b>Place/location identification</b>	<b>1-1</b>		<b>Shipping Location / Place of Delivery</b>
N		3227	AN 3	Place of Delivery	1-1	7	Default = 7 : Place of delivery

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		C517		<b>LOCATION IDENTIFICATION</b>	1-1		
N		3224	AN 256	Location name & Address	1-1		
N	SG5-CTA			<b>CTA-COM</b>			<b>Buyer Contact information</b>
N		3139	AN 3	Contact function code	1-1	BJ	Default =BJ, Department or person responsible for processing purchase order
N		C056		<b>DEPARTMENT OR EMPLOYEE DETAILS</b>			
N		3413	AN 17	Department or employee name code	1-1	T74	Department Code
N		3412	AN 35	Department or employee name	1-1	Menswear	Name of Department
N	SG2-NAD			<b>Name and address</b>	1-1		<b>Supplier Identifier and Address Information</b>
N		3035	AN 3	Party function code qualifier	1-1	SU	Default = SU (Supplier)
N	NAD	C082		<b>PARTY IDENTIFICATION DETAILS</b>	1-1		
N		3039	AN 35	Supplier Party identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N	NAD	C080		<b>PARTY NAME</b>	1-1		
N		3036	AN 35	Supplier Party Name	1-1		
N		3036	AN 35	Supplier Party Name	0-1		
N	NAD	C059		<b>STREET</b>	1-1		
N		3042	AN 35	Name and address description	1-1		
		3042	AN 35	Name and address description	0-1		
N		3164	AN 35	City Name	0-1	LONDON	
N		3251	AN 17	Postal Code	1-1	SW11 9LA	
N		3207	AN 3	Country Name Code	0-1	GB	
N	SG2-NAD			<b>Name and address</b>			<b>Supplier Manufacturing / Factory Identifier and Address Information</b>
N		3035	AN 3	Party function code qualifier	1-1	MP	Default = MP
N		C082		<b>PARTY IDENTIFICATION DETAILS</b>			

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		3039	AN 35	Country of Factory / Manufacturing Plant Identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N	<b>NAD</b>	<b>C080</b>		<b>PARTY NAME</b>			
N		3036	AN 35	Supplier Party Name	1-1		
N		3036	AN 35	Supplier Party Name	0-1		
N	<b>NAD</b>	<b>C059</b>		<b>STREET</b>			
N		3042	AN 35	Name and address description	0-1		
N	NAD	3164	AN 35	City Name	0-1	LONDON	
N		3251	AN 17	Postal Code	0-1	SW11 9LA	
N		3207	AN 3	Country Name Code	0-1	GB	
N	<b>RFF</b>	<b>C506</b>		<b>SUPPLIER VAT REFERENCE</b>	<b>0-1</b>		<b>This reference is optional and MAY not be populated. If NOT populated the Supplier must provide themselves on the inbound invoice (only if UK VAT Registered)</b>
N		1153	AN 3	VAT Registration. User Defined Reference code qualifier	1-1	VA	VA = VAT Reference
N		1154	AN 70	Supplier VAT Registration Number	1-1		
N	<b>NAD</b>			<b>Name and address</b>	<b>0-1</b>		<b>Agent Identifier and Address Information</b>
N		3035	AN 3	Party function code qualifier	1-1	AG	Default = AG (Agent)
N		<b>C082</b>		<b>PARTY IDENTIFICATION DETAILS</b>			
N		3039	AN 35	M&S Agent Identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N	<b>NAD</b>	<b>C080</b>		<b>PARTY NAME</b>			
N		3036	AN 35	Agent Party Name	1-1		
N		3036	AN 35	Agent Party Name	0-1		
N	<b>NAD</b>	<b>C059</b>		<b>STREET</b>			
N		3042	AN 35	Name and address description	1-1		
N		3164	AN 35	City Name	0-1	LONDON	



	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		3251	AN 17	Postal Code	1-1	SW11 9LA	
N		3207	AN 3	Country Name Code	1-1	GB	
N	<b>NAD</b>			<b>Name and address</b>	<b>0-1</b>		<b>FREIGHT FOWARDING AGENCY</b>
N		3035	AN 3	Party function code qualifier	1-1	FW	Default = FW (Freight Forwarder)
N		<b>C082</b>		<b>PARTY IDENTIFICATION DETAILS</b>			
N		3039	AN 35	Freight Forwarding Agency Identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N	<b>NAD</b>	<b>C080</b>		<b>PARTY NAME</b>			
N		3036	AN 35	Supplier Party Name	1-1		
N		3036	AN 35	Supplier Party Name	0-1		
N	<b>NAD</b>	<b>C059</b>		<b>STREET</b>			
N		3042	AN 35	Name and address description	0-1		
N	<b>NAD</b>	3164	AN 35	City Name	0-1	LONDON	
N		3251	AN 17	Postal Code	1-1	SW11 9LA	
N		3207	AN 3	Country Name Code	0-1	GB	
N	<b>SG7 - CUX</b>	<b>C504</b>		<b>CURRENCY DETAILS</b>	<b>1-1</b>		<b>Currency of the Order</b>
N		6347	AN 3	Currency usage code qualifier	1-1	2	Default = 2 : Reference currency
N		6345	AN 3	Currency identification code	1-1	GBP	ISO Codes
N		6343	AN 3	Currency type code qualifier	1-1	9	Default =9 : Order currency
N	<b>SG7 - CUX</b>	<b>C504</b>		<b>CURRENCY DETAILS</b>	<b>1-1</b>		<b>Currency of the Payment</b>
N		6347	AN 3	Currency usage code qualifier	1-1	3	Default = 3 : Reference currency
N		6345	AN 3	Currency identification code	1-1	GBP	
N		6343	AN 3	Currency type code qualifier	1-1	11	Default = 11 : Payment currency
N	<b>SG8-PAT</b>			<b>PAYMENT TERMS BASIS</b>			<b>PAYMENT TERM DETAILS</b>
N		4279	AN 3	Payment terms type code qualifier	1-1	1	
N		<b>C110</b>		<b>PAYMENT TERMS</b>			
N		4277	AN 17	Payment terms description identifier	1-1	6	
N		3055	AN 3	Code list responsible agency code	1-1	86	

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		4276	AN 35	Payment terms description (days)	1-1	30	Example - 30 Days
N		<b>C112</b>		<b>TERMS/TIME INFORMATION</b>			<b>SHIPMENT DATE</b>
N		2475	AN 3	Time reference code - Shipment Date	1-1	81	
N	<b>PCD</b>	<b>C501</b>		<b>PERCENTAGE DETAILS</b>			
N		5245	AN 3	Percentage type code qualifier	1-1	12	Default = 12: Discount
N		5482	N 10	Percentage	1-1		
N		5249	AN 3	Percentage basis identification code	1-1	13	Default = 13 Invoice Value (% Discount)
N	<b>SG10-TDT</b>	<b>TDT</b>		<b>TDT-SG11</b>	<b>1-1</b>		<b>SHIPMENT METHOD DETAILS</b>
N		8051	AN 3	Transport stage code qualifier	1-1	20	Default = 20 : Main-carriage transport
N		<b>C220</b>		<b>MODE OF TRANSPORT</b>			
N		8067	AN 3	Transport mode name code	1-1	10 30 40 "" (Blank)	Standard EANCOM codes
N		<b>C228</b>		<b>MODE OF TRANSPORT</b>			
N		8178	AN 17	Transport means description	1-1	Ship Road Air	
N		<b>C040</b>		<b>CARRIER</b>			
N		8101	AN 3	Transit direction indicator code	1-1	SB	Default value = "SB"
N	<b>SG11-LOC</b>			<b>Location Details</b>	<b>1-1</b>		<b>Place of Discharge</b>
N		3227	AN 3	Location qualifier	0-1	11	Default = 11 (Place of Discharge)
N		<b>C517</b>		<b>Location</b>			
N		3224	AN 256	Location Description	0-1		Name of location
N	<b>SG12-TOD</b>			<b>Terms of delivery or transport</b>	<b>1-1</b>		
N		4055	AN 3	Delivery or transport terms function code	1-1	3	Default = 3 (Price and despatch condition)
N		<b>C100</b>		<b>TERMS OF DELIVERY OR TRANSPORT</b>			
N		4053	AN 3	Delivery or transport terms description code	1-1		
N		4052	AN 70	Delivery or transport terms description	1-1		
N	<b>SG28</b>			<b>LINE ITEM DETAILS</b>			<b>The Line Items of the PO will appear here</b>
N	<b>LIN</b>				<b>1-N</b>		
N		1082	AN 6	Line item identifier	1-1	00011	
N		1229	AN3	Action Request / Notification	1-1	1 2 3 11	1 - Added 2 - Deleted line 3 - Changed line 4 - Not changed

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		<b>C212</b>		<b>ITEM NUMBER IDENTIFICATION</b>	<b>1-1</b>		
N		7140	AN 35	Item identifier	1-1	4270379	Article UPC Number
N		7143	AN 3	Item type identification code	1-1	SRV	Default = SRV : EAN.UCC Global Trade Item Number
N		<b>C829</b>		<b>SUB-LINE INFORMATION</b>	<b>0-1</b>		
N		5495	AN 3	Sub-line indicator code	1-1	1	See Notes.
N		1082	AN 6	Line item identifier	1-1	00001	IF sub-line identifier = 1 then Item Line Identifier populated with related Line Item
N	<b>PIA</b>			<b>Additional product id</b>	<b>1-1</b>		
N		4347	AN 3	Product identifier code qualifier	1-1	5	Default = 5 : Product identification
N		<b>C212</b>		<b>ITEM NUMBER IDENTIFICATION</b>	<b>1-1</b>		
N		7140	AN 35	Item identifier	1-1		
N		7143	AN 3	Item type identification code	1-1	IN	Default = IN : Buyer's item number
N		3055	AN 3	Code list responsible agency code	1-1	86	Default = 86 : Party originating the message
N	<b>PIA</b>			<b>Additional product id</b>	<b>0-1</b>		<b>GM ONLY</b> <b>Launch Pack Identifier</b>
N		4347	AN 3	Launch Pack Identifier	1-1	1	<b>If this value is populated the Item is a Launch Pack item.</b>
N		<b>C212</b>		<b>ITEM NUMBER IDENTIFICATION</b>			
N		7140	AN 35	Launch Pack Item identifier	1-1		
N		7143	AN 3	Item type identification code	1-1	GB	Default = GB : Buyer's Group Number
N		3055	AN 3	Code list responsible agency code	1-1	86	Default = 86 : Party originating the message
N	<b>IMD</b>			<b>Item description</b>	<b>0-1</b>		<b>GM ONLY</b> <b>Colour Description</b>
N		7077	AN 3	Description format code	1-1	E	Default = E : Free-form short description
N		<b>C272</b>		<b>ITEM CHARACTERISTIC</b>	<b>1-1</b>		
N		7081	AN 3	Item Characteristic code - Colour Description	1-1	35	Default = 35 (Colour)
N		<b>C273</b>		<b>ITEM DESCRIPTION</b>	<b>1-1</b>		
N		7008	AN 256	Item description - Colour Code	1-1	Y4	
N		7008	AN 256	Item description - Colour Name	1-1	Red	

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N	IMD			<b>Item description</b>	<b>0-1</b>		<b>GM ONLY</b> <b>Size Description</b>
N		7077	AN 3	Description format code	1-1	E	Default = E : Free-form short description
N		<b>C272</b>		<b>ITEM CHARACTERISTIC</b>	<b>1-1</b>		
N		7081	AN 3	Item Characteristic code (Size)	1-1	98	Default = 98 :Size
N		<b>C273</b>		<b>ITEM DESCRIPTION</b>			
N		7008	AN 256	Item description - Primary Size	1-1	10M	Primary Size
N		7008	AN 256	Item description - Secondary Size	1-1	8M	Secondary Size
N	IMD			<b>Item description</b>	<b>0-1</b>		<b>GM ONLY</b> <b>Stroke Description</b>
N		7077	AN 3	Description format code	1-1	E	Default = E : Free-form short description
N		<b>C272</b>		<b>ITEM CHARACTERISTIC</b>	<b>1-1</b>		
N		7081	AN 3	Item Characteristic code (Stroke)	1-1	79	
N		<b>C273</b>		<b>ITEM DESCRIPTION</b>	<b>1-1</b>		
N		7008	AN 256	Item description	1-1		
N	IMD			<b>Item description</b>	<b>0-1</b>		<b>FOODS ONLY</b> <b>Product Description</b>
N		7077	AN 3	Description format code	1-1	F	Default = F : Free-form long description
N		<b>C272</b>		<b>ITEM CHARACTERISTIC</b>	<b>1-1</b>		
N		7081	AN 3	Item Characteristic code (Stroke)	1-1	79	
N		<b>C273</b>		<b>ITEM DESCRIPTION</b>	<b>1-1</b>		
N		7008	AN 256	Item description	1-1		
N	QTY	<b>C186</b>		<b>QUANTITY DETAILS</b>	<b>1-1</b>		
N		6063	AN 3	Quantity type code qualifier	1-1	21	Default = 21 : Ordered quantity
N		6060	AN 35	Quantity	1-1	500	
N		6411	AN 3	Measurement unit code	1-1	EA	Default = EA
N	QTY	<b>C186</b>		<b>QUANTITY DETAILS</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		6063	AN 3	Quantity type code qualifier	1-1	21	Default = 21 : Ordered quantity
N		6060	AN 35	Quantity	1-1	500	
N		6411	AN 3	Measurement unit code	1-1	GRM	Default = GRM
N	ALI			<b>Additional information</b>	<b>0-1</b>		<b>GM ONLY</b>
N		9213	AN 3	Duty regime type code	1-1	2	

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
						3	
N	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>0-1</b>		<b>Pickup/Collection Date</b> <b>FOODS ONLY</b>
N		2005	AN 3	Date or time or period function code qualifier	1-1	200	Default = 200 (Pickup/Collection Date)
N		2380	AN 35	Shipment Date	1-1	20091217	
N		2379	AN 3	Date or time or period format code	1-1	102	Default = 102 : CCYYMMDD
N	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>0-1</b>		<b>Delivery Date / Time</b> <b>FOODS ONLY</b>
N		2005	AN 3	Date or time or period function code qualifier	1-1	63	Default = 63 (Delivery Date)
N		2380	AN 35	Shipment Date	1-1	20091217	
N		2379	AN 3	Date or time or period format code	1-1	102	Default = 102 : CCYYMMDD
<b>Y</b>	<b>DTM</b>	<b>C507</b>		<b>DATE/TIME/PERIOD</b>	<b>0-1</b>		<b>Estimated Display Until Date / Time</b> <b>FOODS ONLY</b>
<b>Y</b>		2005	AN 3	Date or time or period function code qualifier	1-1	361	Default = 361 (Best Before Date)
<b>Y</b>		2380	AN 35	Best Before Date	1-1	20101217	
<b>Y</b>		2379	AN 3	Date or time or period format code	1-1	102	Default = 102 : CCYYMMDD
N	<b>MOA</b>	<b>C516</b>		<b>MONETARY AMOUNT</b>	<b>1-1</b>		
N		5025	AN 3	Monetary amount type code qualifier	1-1	203	
N		5004	N 35	Monetary amount - Total Cost of the Line Item	1-1	20.33	
N	<b>FTX</b>			<b>Free text</b>	<b>0-1</b>		<b>GM ONLY</b>
N		4451	AN 3	Text subject code qualifier - Reason for the change to the line	1-1	CHG	
N		4453	AN 3	Free text function code	1-1	1	
N		<b>C108</b>		<b>TEXT LITERAL</b>			
N		4440	AN 152	Free text value - Reason Code	1-1	Z000	
N		4440	AN 152	Free text value - Reason Description	1-1	FIRST VERSION, CREATE	
N	<b>FTX</b>			<b>Free text</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		4451	AN 3	Text subject code	1-1	PUR	Default = PUR

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
				qualifier -			
N		<b>C108</b>		<b>TEXT LITERAL</b>			
N		4440	AN 152	Free text value – Additional Purchasing Information	1-1		
N	<b>FTX</b>			<b>Free text</b>	<b>0-1</b>		<b>FOODS ONLY – Season Year (Wines)</b>
N		4451	AN 3	Text subject code qualifier -	1-1	ZZZ	Default = ZZZ
N		<b>C108</b>		<b>TEXT LITERAL</b>			
N		4440	AN 152	Free text value	1-1	VIN 2006	VIN prefixed with year
N	<b>FTX</b>			<b>Free text</b>	<b>0-5</b>		<b>FOODS ONLY – CUSTOMER ORDERS</b>
N		4451	AN 3	Text subject code qualifier -	1-1	ORI	Default = ORI
N		<b>C108</b>		<b>TEXT LITERAL</b>			
N		4440	AN 152	Free text value – Order Special Instructions / information	1-1		
N		4440	AN 152	Free text value – Order Special Instructions / information	1-1		
N		4440	AN 152	Free text value – Order Special Instructions / information	1-1		
N		4440	AN 152	Free text value – Order Special Instructions / information	1-1		
N	<b>SG32</b>			<b>PRI-CUX-DTM</b>	<b>1-1</b>		
N	<b>PRI</b>	<b>C509</b>		<b>PRICE INFORMATION</b>	<b>1-1</b>		
N		5125	AN 3	Price code qualifier	1-1	AAA	Default = AAA : Calculation net
N		5118	N 15	Price amount – Supplier Cost	1-1	20.12	
N		5375	AN 3	Price type code	1-1	CT	Default = "CT" (Contract)
N		5387	AN 3	Price specification code	1-1	NTP	Default = "NTP" (Net Unit Price)
N		5284	N 9	Unit price basis value	1-1	19.34	
N		6411	AN 3	Measurement unit code	1-1	EA	EA GRM (Foods) KGM (Foods)
N	<b>CUX</b>	<b>C504</b>		<b>CURRENCY DETAILS</b>			
N		6347	AN 3	Currency usage code qualifier	1-1	2	2 = Reference currency
N		6345	AN 3	Currency identification code	1-1	GBP	Standard ISO
N		6343	AN 3	Currency type code qualifier	1-1	9	Default value = 9 (Order Currency)
N	<b>RFF</b>	<b>C506</b>		<b>REFERENCE</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		1153	AN 3	User Defined Reference code qualifier	1-1	ON	Default = ON

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N		1154	AN 70	Order number	1-1		Order number
N	<b>SG34</b>			<b>PAC-QTY-SG36</b>	<b>0-1</b>		
N	<b>PAC</b>	<b>C531</b>		<b>PACKAGING DETAILS</b>	<b>1-1</b>		
N		7075	AN 3	Packaging level code	1-1	1 2	Default 1=Inner, 2=Outer
N		<b>C202</b>		<b>PACKAGE TYPE</b>			<b>Inbound Transit Mode</b>
N		7065	AN 17	Package type description code	1-1	CS	CS = Case BME = Blister Pack DPE = Display Pack RJ = Hanging PU = Tray (Foods)
N	<b>QTY</b>	<b>C186</b>		<b>QUANTITY DETAILS</b>	<b>0-1</b>		
N		6063	AN 3	Quantity type code qualifier	1-1	52	52 = Qty Per Pack
N		6060	AN 35	Quantity	1-1	34	
N		6411	AN 3	Measurement unit code	0-1	EA	
N	<b>SG38-TAX</b>			<b>TAX-MOA</b>			
N		5283	AN 3	Duty or tax or fee function code qualifier	1-1	7	Default = 7 : Tax
N		<b>C241</b>		<b>DUTY/TAX/FEE TYPE</b>			
N		5153	AN 3	Duty or tax or fee type name code	1-1	VAT	Default = VAT :Value added tax
N		<b>C243</b>		<b>DUTY/TAX/FEE DETAIL</b>			
N		5278	AN 17	Duty or tax or fee rate	1-1	17.5	E.g. 17.5%
N		5305	AN 3	Duty or tax or fee category code	1-1	S	Default = S : Standard rate  E = Exempt A = Mixed
N	<b>MOA</b>	<b>C516</b>		<b>MONETARY AMOUNT</b>			
N		5025	AN 3	Monetary amount type code qualifier	1-1	124	Default = 124 :Tax amount
N		5004	N 35	Monetary amount	1-1	190.59	
N	<b>SG39-NAD</b>			<b>Name and address</b>	<b>0-1</b>		<b>FOODS ONLY</b>
N		3035	AN 3	Party function code qualifier	1-1	UD	Default = UD, Ultimate Customer
N		<b>C082</b>		<b>PARTY IDENTIFICATION DETAILS</b>	<b>1-1</b>		
N		3039	AN 35	M&S Party identifier	1-1		
N		3055	AN 3	Code list responsible agency code	1-1	9	Default = 9
N		<b>C080</b>		<b>PARTY NAME</b>	<b>1-1</b>		
N		3036	AN 35	Party name	1-1		

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N	<Summary>						
N	UNS			Message trailer	1-1		
N		0081	A 1	S = Detail/summary section separation	1-1	S	Default = S: Detail/Summary section
N	MOA	C516		MONETARY AMOUNT			
N		5025	AN 3	Monetary amount type code qualifier	1-1	79	Default = 79 : Total line items amount
N		5004	N 35	Monetary amount	1-1	1089.12	
N	CNT	C270		MONETARY AMOUNT			
N		6069	AN 3	Monetary amount type code qualifier	1-1	2	Default = 2 :Number of line items in message
N		6066	N 18	Monetary amount	1-1	24	
N		6411	AN 3	Measurement unit code	1-1	EA	EA KGM GRM
N	UNT			Message trailer			
N		0074	N 10	Number of segments in a message	1-1		
N		0062	AN 14	Message reference number	1-1		

An example of the Interchange Detail segments is provided for in Section 4 Understanding EDIFACT / EANCOM for reference.

### 2.5.3 EANCOM Interchange Trailer

Every EANCOM message will require an EANCOM Interchange Trailer. The UNZ segment is used to provide the trailer of an interchange.

The Interchange Trailer is defined in the table that follows:

	Segment	Field Ref	Field Length	Description	Min-Max	Example Value	Notes
N	UNZ			INTERCHANGE TRAILER	1-1		
N		0074	M n..6	Number of messages or functional groups within an interchange.	1-1	1	
N		0002	M an14	Interchange control reference	1-1	00000000 000161	Identical to DE 0020 in UNB segment

An example of the Interchange Header is provided for reference:

UNZ+1+00000000000161'



## 2.6 Guidance Notes

### 2.6.1 Purchase Order Change / Purchase Order Cancellation

The element BGM-1225 will specify whether the Purchase Order Amendment document you receive is a change to the previously received PO, or the cancellation of a previously received PO. The element will contain one of the following values:

- ❖ 4 - Change
- ❖ 1 – Cancelled

### 2.6.2 PO Type Identifiers

A type of purchase can be identified through the value provided in the BGM segment. The value will be one of the following and should inform your own distribution and processing of the PO.

<b>EANCOM Message Value</b>	<b>Associated PO Type</b>
ZP1	UK GM Direct
ZP3	GM International Hub - FSV
ZP4	GM International Hub - Direct
ZP5	GM UK Outlets
ZP6	GM UK Manual
ZP8	Food UK
ZP9	Food Customer Order
ZP10	Food International
ZP12	Food PO for Non Advice GR
ZP13	Food PO (Wines)
ZP14	Food Clonshaugh PO

### 2.6.3 Self Bill Invoice Flag

For those whom are using the self-bill option the Purchase Order will specify which Purchase Orders are subject to the self-bill option; an indicator is provided in the RFF segment of the PO header.

If the indicator value = Y, you must NOT send M&S an invoice for this Purchase Order; if you mistakenly send an Invoice for a self bill purchase order we will reject this Invoice and send you the Self-Bill Invoice

### 2.6.4 Address Information

M&S will send all the relevant addresses on the PO creation where possible. Those addresses marked optional (0-1) may be transmitted on the PO Amendment document at a later date.

### 2.6.5 Changed Item Lines

Any Item Line that has been changed will be identifiable by the element “LIN-1229 - Action Request / Notification”. This element will specify one of the following:

- ❖ Added line
- ❖ Deleted line
- ❖ Changed line
- ❖ Not changed

### 2.6.6 Deleted Line Items – QTY Segment

If a line item has been cancelled or deleted, the order change document will be sent with reference to the line item and the associated action. The QTY segment for “Ordered Qty” will not be passed as the value will be set internally to M&S as 0.

### 2.6.7 Item Identifiers

M&S will distribute unique product codes (UPC) for each of its items. In the short-term these will be 8 digit codes, however will transition to fully qualified 14 digit GTIN compliant with GS1 product identifiers. The target 14 digit GTIN will contain the 8 digit M&S UPC code for ease of future transition. Your implementation must be able to manage the future requirement.

### 2.6.8 Item Line Qty

The Qty Segment on the line item will provide the differing quantities when the following scenarios are true

- ❖ Singles PO. The Qty segment on the line item provides the total quantity of singles for that line item
- ❖ Launch Pack PO – Line Item. The quantity segment on the line item provides the total quantity of that particular Launch Pack item
- ❖ Launch Pack PO – Sub-Line Item. The quantity segment on the sub-line item provides the total quantity of single items for ALL Launch Pack items. The total number of singles per pack MUST be calculated by the Trading Partner using the following:

**Singles Per Launch Pack = Total Number Singles / Total Number of Launch Packs**

### 3 COMPLIANCE TESTING


#### 3.1 Test Cases

The following test cases are required for the testing of this EDI Business Document.

##### 3.1.1 POAMENDMENT\_ORDCHG\_001

This test condition is to test ensure the implementation compliance for the PO Amendment functional use case. Your implementation must be able to process the example test file.


<i>Property</i>	<i>Definition / Reference</i>
Test Case Reference	POAMENDMENT_ORDCHG_001
Business Context	Purchase Order Amendment – Singles
Functional Requirement	The amendment of a Purchase Order for a Direct/FSV Supplier for singles only
Applies To	Direct Supplier FSV Outlets FSV International
Test Case Definition	<p>Purchase Order Amendment (ORDCHG) sent to GXS and Vendor mailbox determined by Vendor No.</p> <p>Amended Purchase Order forwarded to Vendor and created within Vendor business system.</p> <p>Purchase Order Change contains the following information:</p> <ul style="list-style-type: none"> <li>- Message function Code = 4 (Change)</li> <li>- Vendor Number, Name &amp; Address</li> <li>- Incoterm</li> <li>- PO Number, Issue Date</li> <li>- Shipment Date, Factory</li> <li>- Vendor Number, Series Number, Dept, Point of Export, Destination, Mode of transport, Inbound Transit mode, Freight Forwarder</li> <li>- Season, Payment Currency, Method of Payment, Payment terms, Tax Code</li> </ul> <p>The following has been changed on the PO</p> <ul style="list-style-type: none"> <li>- Singles Items and quantities</li> <li>- Deleted line items</li> </ul> <p>GM Purchase Orders differ between Clothing and Home in that Agent Fee, Agent Name and Agent Address will only be populated on a Home PO.</p>
Outcome	<p>Purchase order amendment sent to Vendors via GXS.</p> <p>Technical acknowledgement is received from the Vendor acknowledging successful delivery of the message to the Vendor.</p>
Test File Reference	POAMENDMENT_ORDCHG_001.edi

<b>Property</b>	<b>Definition / Reference</b>
	 POAMENDMENT_ORDCHG_001.edi

### 3.1.2 POAMENDMENT\_ORDCHG\_002


This test condition is to test ensure the implementation compliance for the PO amendment functional use case for Launch Pack PO's. Your implementation must be able to process the example test file.

<b>Property</b>	<b>Definition / Reference</b>
Test Case Reference	POAMENDMENT_ORDCHG_002
Business Context	Purchase Order Amendment – Launch Packs
Functional Requirement	The amendment of a Purchase Order for a Direct/FSV Supplier for Launch Packs only
Applies To	Direct Supplier FSV Outlets FSV International
Test Case Definition	<p>Purchase Order sent to GXS and Vendor mailbox determined by Vendor No.</p> <p>Purchase Order forwarded to Vendor and created within Vendor business system.</p> <p>Purchase Order Change contains the following information:</p> <ul style="list-style-type: none"> <li>- Message function Code = 4 (Change)</li> <li>- Vendor Number, Name &amp; Address</li> <li>- Incoterm</li> <li>- PO Number, Issue Date</li> <li>- Shipment Date, Factory</li> <li>- Vendor Number, Series Number, Dept, Point of Export, Destination, Mode of transport, Inbound Transit mode, Freight Forwarder</li> <li>- Season, Payment Currency, Method of Payment, Payment terms, Tax Code</li> </ul> <p>The following has been changed on the PO</p> <ul style="list-style-type: none"> <li>- Launch Pack Items and Sub-Line Items (Singles Items) and quantities</li> <li>- Deleted line items</li> </ul> <p>GM Purchase Orders differ between Clothing and Home in that Agent Fee, Agent Name and Agent Address will only be populated on a Home PO.</p>
Outcome	<p>Purchase order amendment sent to Vendors via GXS.</p> <p>Technical acknowledgement is received from the Vendor acknowledging successful delivery of the message to the Vendor.</p>
Test File Reference	POAMENDMENT_ORDCHG_002.edi

<b>Property</b>	<b>Definition / Reference</b>
	 POAMENDMENT_ORDCHG_002.edi

### 3.1.3 POAMENDMENT\_ORDCHG\_003

This test condition is to test ensure the implementation compliance for the PO amendment functional use case for Launch Pack PO's. Your implementation must be able to process the example test file.

<b>Property</b>	<b>Definition / Reference</b>
Test Case Reference	POAMENDMENT_ORDCHG_003
Business Context	Purchase Order Amendment – Cancellation of PO
Functional Requirement	The Cancellation of a Purchase Order for a Direct/FSV Supplier.
Applies To	Direct Supplier FSV Outlets FSV International
Test Case Definition	<p>Purchase Order amendment sent to GXS and Vendor mailbox determined by Vendor No.</p> <p>Cancelled Purchase Order forwarded to Vendor and created within Vendor business system.</p> <p>Purchase Order Cancellation contains the following information:</p> <ul style="list-style-type: none"> <li>- Message function Code = 1 (Cancelled)</li> <li>- Vendor Number, Name &amp; Address</li> <li>- Incoterm</li> <li>- PO Number, Issue Date</li> <li>- Shipment Date, Factory</li> <li>- Vendor Number, Series Number, Dept, Point of Export, Destination, Mode of transport, Inbound Transit mode, Freight Forwarder</li> <li>- Season, Payment Currency, Method of Payment, Payment terms, Tax Code</li> </ul>
Outcome	<p>Purchase order amendment sent to Vendors via GXS.</p> <p>Technical acknowledgement is received from the Vendor acknowledging successful delivery of the message to the Vendor.</p>
Test File Reference	POAMENDMENT_ORDCHG_003.edi   POAMENDMENT_ORDCHG_003.edi

## 4 UNDERSTANDING EDIFACT / EANCOM

### 4.1 WHAT IS EDIFACT?

**UN/EDIFACT:** United Nation's Directories for Electronic Data Interchange for Administration, Commerce and Transport. They comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, particular as related to trade in goods and services, between independent, computerised information systems.

All EANCOM<sup>®</sup> 2002 messages used by Marks and Spencer are based on the UN/EDIFACT directory D.01B which was released by UN/CEFACT in 2001.

### 4.2 EANCOM Message Structure

Each EANCOM message will have the following structure:

- ❖ Interchange / Envelope Header (UNB)
- ❖ Message Header Section (UNH)
- ❖ Detail Section (Any)
- ❖ Summary Section (UNT)
- ❖ Interchange / Envelope Trailer (UNZ)

The structure is shown the figure that follows:



Each data segment has a specific place within the sequence of segments in the message. They may occur in any of the following three sections of the message:

- ❖ Heading section - A segment occurring in this section relates to the entire message
- ❖ Detail section - A segment occurring in this section relates to the detail information only and will contain the business data i.e. contract, purchase order etc.
- ❖ Summary section - Only segments containing totals or control information may occur in the summary section, e.g. invoice total amount, number of lines in a purchase order

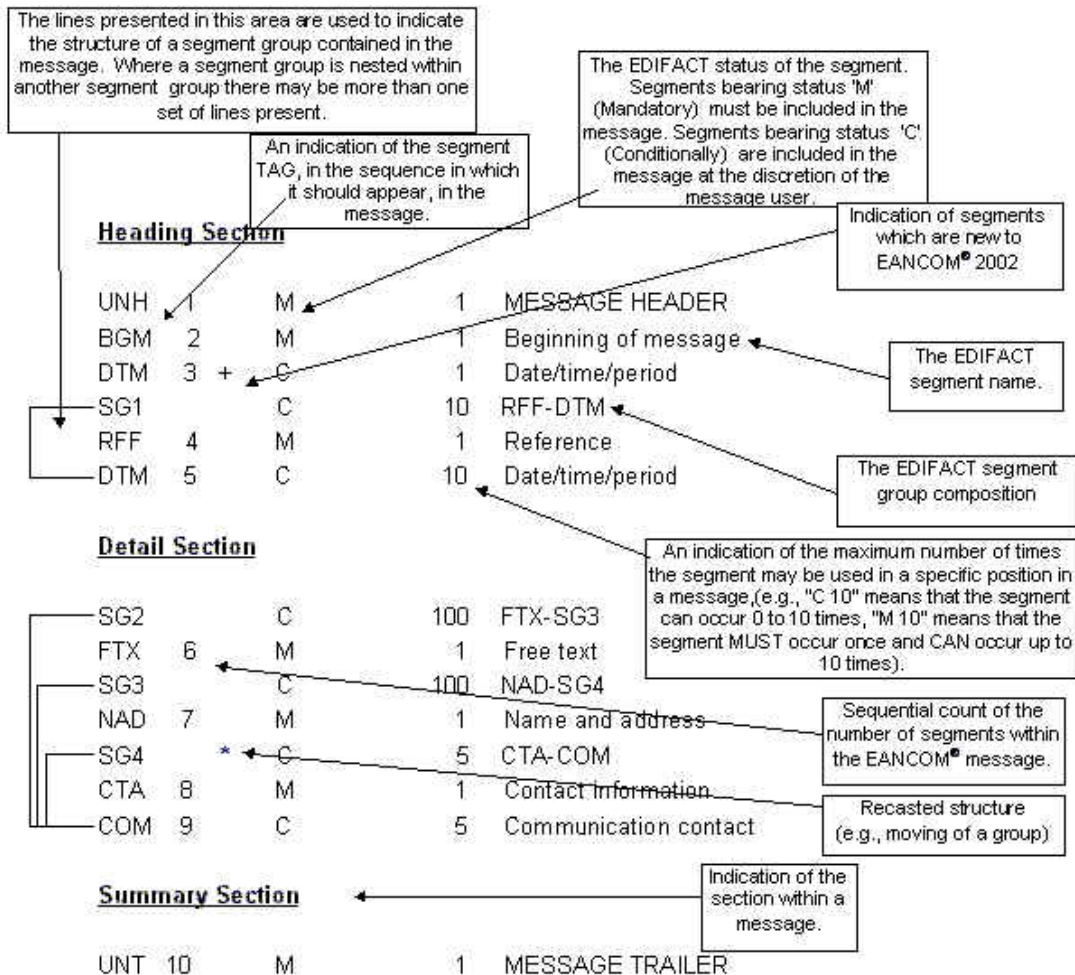
#### 4.2.1 Segments and Segment Groups

The same segment type may occur in more than one of the message sections, for example in the header and in the detail section, and/or more than once in the same section.

Some segments may be repeated a certain number of times at their specific location in the message. The status, Mandatory or Conditional, and the maximum number of repetitions of segment types are indicated in the message structure.

Within a message, specific groups of functionally related segments may be repeated; these groups are referred to as "segment groups". The maximum number of repetitions of a particular segment group at a specific location is included in the message definition.

A segment group may be nested within other segment groups, provided that the inner segment group terminates before any outer segment group terminates. The following taken from the EANCOM standard itself provides reference to the message structure with segments and segment groups.



A segment consists of the following:

- ❖ A segment tag: identifies the segment type
- ❖ Data element separators
- ❖ Simple and/or composite data elements,
- ❖ A segment terminator

Data elements can be defined as having a fixed or variable length.

A composite data element contains two or more component data elements.

A component data element is a simple data element used in a composite data element.

A data element can be qualified by another data element, the value of which is expressed as a code that gives specific meaning to the data. The data value of a qualifier is a code taken from an agreed set of code values.

### 4.3 Example EANCOM Message

Provided for reference is an example EANCOM message – note this is an example only.

## 4.3.1 Singles Order Change

UNB+UNOA:4+5012068015509:14+44893672138+20100203:0831+00000000000114+ +ORDCHG++1'  
 UNH+00000000000012+ORDCHG:D:01B:UN:EAN007'  
 BGM+230:::ZP1+2010000658+1+NA'  
 DTM+137:20100106:102'  
 DTM+10:20091222:102'  
 PAI+:::42'  
 FTX+PUR+3++AU09:2009'  
 RFF+DM:0000000003297069'  
 RFF+ZZZ:N'  
 NAD+BY+1000::9++MARKS AND SPENCER GROUP PLC+NORTH WHARF ROAD , WATERSIDE  
 HOUSE+LONDON++W2 1NW+GB'  
 LOC+7+:::5306CML LUTTERWORTH NDC'  
 CTA+BJ+T28:MENS LEISUREWEAR'  
 NAD+SU+M08457::9++ SUPPLIER A++GAZIPUR++1712'  
 NAD+MP+1000000247::9++YOUNGONES FASHIONS LTD++CHITTAGONG++4223+BD'  
 NAD+FW+1300000001::9++APLL+WYNDHAM HOUSE, 6TH FLOOR, 189 MARSH+LONDON++E19 9SH+GB'  
 CUX+2:USD:9+3:USD:11'  
 PAT+1+6:::86:0+81'  
 PCD+12:0:13'  
 TDT+20++10+:SEA++SB'  
 LOC+11+:::CGP'  
 TOD+3++FOB:::FOB'  
 LIN+00011+2+6655174:SRV+1:00010'  
 PIA+5+000000020030396001:IN:::86'  
 IMD+E+35+:::UT:GREY MARL '  
 IMD+E+98+:::XXXL'  
 IMD+E+79+:::1102X BASIC CREW SWEAT UT, XXXL'  
 ALI++3'MOA+203:189'  
 FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
 PRI+AAA:189:CT:NTP:94.5:KGM'  
 CUX+2:USD:9'PAC++1+RJ'  
 QTY+52:1:DIS'  
 TAX+7+VAT+++:::0+S'  
 MOA+124:0'  
 UNS+S'  
 MOA+79:0'  
 CNT+2:1'  
 UNT+37+00000000000012'  
 UNZ+1+00000000000114



### 4.3.2 Launch Pack Order Change

UNB+UNOA:4+5012068015509:14+44893672138+20100126:0831+000000000000063+ +ORDCHG++1'  
 UNH+00000000000009+ORDCHG:D:01B:UN:EAN007'  
 BGM+230:::ZP1+2010000602+4+NA'  
 DTM+137:20100122:102'  
 DTM+10:20101116:102'  
 PAI+:::42'  
 FTX+PUR+3++SP10:2010'  
 RFF+DM:000000003273645'  
 RFF+ZZZ:N'  
 NAD+BY+1000::9++MARKS AND SPENCER GROUP PLC+NORTH WHARF ROAD , WATERSIDE  
 HOUSE+LONDON++W2 1NW+GB'  
 LOC+7+:::5636SWINDON NDC'  
 CTA+BJ+T28:MENS LEISUREWEAR'  
 NAD+SU+M08457::9++VENDOR A SRI LANKA++GAZIPUR++1712'  
 NAD+MP+1000000247::9++YOUNGONES FASHIONS LTD++CHITTAGONG++4223+BD'  
 NAD+FW+1300000001::9++APLL+WYNDHAM HOUSE, 6TH FLOOR, 189 MARSH+LONDON++E19 9SH+GB'  
 CUX+2:USD:9+3:USD:11'  
 PAT+1+6:::86:Z001+81'  
 PCD+12:0:13'  
 TDT+20++10+:SEA++SB'  
 LOC+11+:::CGP'  
 TOD+3++FOB:::FOB'  
 LIN+00010+3+3030233:SRV'  
 PIA+5+000000000020020189:IN::86'  
 PIA+1+11:GB::86'  
 IMD+E+79+:::3470'  
 QTY+21:100.000:EA'  
 ALI++3'  
 MOA+203:9450'  
 FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
 PRI+AAA:9450:CT:NTP:94.5:KGM'  
 CUX+2:USD:9'  
 PAC++1+RJ'  
 QTY+52:1:EA'  
 TAX+7+VAT+++:::0+S'  
 MOA+124:0'  
 LIN+00011+4+2856612:SRV+1:00010'  
 PIA+5+000000022001365001:IN::86'  
 IMD+E+35+:::GREY MARL'  
 IMD+E+98+:::S'

IMD+E+79+:::3470'  
QTY+21:100.000:EA'  
ALI++3'  
MOA+203:0'  
FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
PRI+AAA:0:CT:NTP:0:KGM'  
CUX+2:USD:9'  
PAC++1+RJ'  
QTY+52:1:DIS'  
LIN+00012+4+2856629:SRV+1:00010'  
PIA+5+000000022001365002:IN::86'  
IMD+E+35+:::GREY MARL'  
IMD+E+98+:::M'  
IMD+E+79+:::3470'  
QTY+21:100.000:EA'  
ALI++3'  
MOA+203:0'  
FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
PRI+AAA:0:CT:NTP:0:KGM'  
CUX+2:USD:9'  
PAC++1+RJ'  
QTY+52:1:DIS'  
LIN+00013+4+2856636:SRV+1:00010'  
PIA+5+000000022001365003:IN::86'  
IMD+E+35+:::GREY MARL'  
IMD+E+98+:::L'  
IMD+E+79+:::3470'  
QTY+21:100.000:EA'  
ALI++3'  
MOA+203:0'  
FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
PRI+AAA:0:CT:NTP:0:KGM'  
CUX+2:USD:9'  
PAC++1+RJ'  
QTY+52:5:I01'  
LIN+00014+4+2856643:SRV+1:00010'  
PIA+5+000000022001365004:IN::86'  
IMD+E+35+:::GREY MARL'  
IMD+E+98+:::X'  
IMD+E+79+:::3470'  
QTY+21:100.000:EA'  
ALI++3'

MOA+203:0'  
 FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
 PRI+AAA:0:CT:NTP:0:KGM'  
 CUX+2:USD:9'  
 PAC++1+RJ'  
 QTY+52:1:DIS'  
 LIN+00015+4+2856667:SRV+1:00010'  
 PIA+5+000000022001365006:IN::86'  
 IMD+E+35+:::GREY MARL'  
 IMD+E+98+:::XXL'  
 IMD+E+79+:::3470'  
 QTY+21:100.000:EA'  
 ALI++3'  
 MOA+203:0'  
 FTX+CHG+1++Z00:Z00FIRST VERSION, CREATE'  
 PRI+AAA:0:CT:NTP:0:KGM'  
 CUX+2:USD:9'  
 PAC++1+RJ'  
 QTY+52:1:DIS'  
 UNS+S'  
 MOA+79:9450'  
 CNT+2:6'  
 UNT+102+00000000000009'  
 UNZ+1+00000000000063'

### 4.3.3 Foods Order Change

UNB+UNOA:4+SENDERID:ZZZ+RECEIVERID:ZZZ+20100701:1032+0000000001796+ +ORDCHG++++1'  
 UNH+0000000000330+ORDCHG:D:01B:UN:EAN007'  
 BGM+230+0000439759+4+NA'  
 DTM+137:20100630:102'  
 DTM+2:20100701:102'  
 PAI+::42'  
 RFF+DM:000000001599870'  
 NAD+BY+1000::9'  
 CTA+BJ+F19:GROCERIES'  
 NAD+SU+F01234::9++4408'  
 CUX+2:GBP:9+3:GBP:11'  
 PAT+1+6::86:1+81'  
 PCD+12:0:13'  
 TDT+20++10+:SEA++SB'

TOD+3++DDP:::DDP'  
LIN+00010+3+00196932:SRV'  
PIA+5+000000000020006803:IN::86'  
IMD+F++::9:ESPRESSO DARK ROAST'  
QTY+21:25.000:001'  
MOA+203:275'  
PRI+AAA:275:CT:NTP:11:KGM'  
CUX+2:GBP:9'  
PAC+++PU'  
QTY+52:12'  
LIN+00020+3+00498180:SRV'  
PIA+5+000000000020017298:IN::86'  
IMD+F++::9:ORG NICARAGUAN'  
QTY+21:92.000:001'  
MOA+203:1426'  
PRI+AAA:1426:CT:NTP:15.5:KGM'  
CUX+2:GBP:9'  
PAC+++PU'  
QTY+52:12'  
LIN+00030+3+00518321:SRV'  
PIA+5+000000000020017878:IN::86'  
IMD+F++::9:FRENCH DARK ROAST'  
QTY+21:33.000:001'  
MOA+203:1485'  
PRI+AAA:1485:CT:NTP:45:KGM'  
CUX+2:GBP:9'  
PAC+++PU'  
QTY+52:12'  
UNS+S'  
MOA+79:3186'  
CNT+2:3'  
UNT+45+00000000000330'  
UNZ+1+00000000001796'

## 5 VERSION CONTROL

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The following versions of the document have been produced:

<i>Version</i>	<i>Status</i>	<i>Issue Date</i>	<i>Author</i>	<i>Comments</i>
1.00	Issued	15/11/2009	M&S	
1.01	Issued	19/02/2009	M&S	Inclusion of PO Type and Self-Bill Indicator flag Additional Message Examples Further guidance notes to support implementation
1.02	Issued	05/06/2010	M&S	Incorporation of food requirements
1.03	Issued	09/07/2010	M&S	Inclusion of foods message example.
1.04	Issued	30/10/2010	M&S	Addition of Estimated Display Until date