

## Introduction

This guideline provides a description and technical lay-out of the data segments recommended for use when creating EDI invoices (ASC X12 transaction set 810) for 3M. 3M can accept many valid ASC X12 data segments and elements; however, this guideline includes only those that are most commonly used.

The ASC X12 version presented in this guideline is 004010. If you cannot generate invoices in 004010, please consult your 3M EDI contact for information on other ASC X12 versions accepted by 3M.

Some general comments are:

1. Send only the data that is required to process the invoice. Do not send data segments or elements that have been labeled “not used”.
2. Do not send text or note data. Such data is usually not machine processable and diminishes the advantage and efficiency of electronic data interchange while increasing network costs.
3. We will use your sender IDs referenced in ISA06 and GS02 elements to map to your internal identifiers. All remit to locations require the nine digit zip code in element N403 which will be used to further identify the correct remit to location.
4. Maintain the integrity of 3M purchase order numbers including leading zeros.
5. Maintain the integrity of the 3M purchase order line item number on all invoices.
6. If you are able to collect tax, please provide data in the TXI segment. If you are unable to provide the state or other taxing jurisdiction code in TXI05, we must rely on the code in N402 within the “ship to” loop to determine which taxing jurisdiction is involved. If you are unable to collect tax, 3M will self-assess.
7. All invoices with bill to address of PO Box 33121 should be transmitted via EDI.
8. All text must be in UPPER case.

Examples of paper invoices and their ASC X12 interpretation can be found at the back of this guideline.

**Note: For illustration purposes only, all examples use an asterisk (\*) as the data element separator and a caret (^) as the segment terminator. In actual practice, values must be chosen that do not conflict with the data.**

# 810 Invoice

Functional Group ID=IN

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Invoice Transaction Set (810) 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 billing for goods and services provided.

## Heading:

Page <u>No.</u>	Pos. <u>No.</u>	Seg. <u>ID</u>	Name	Req. <u>Des.</u>	Max.Use	Loop <u>Repeat</u>	Notes and <u>Comments</u>
4	010	ST	Transaction Set Header	M	1		
5	020	BIG	Beginning Segment for Invoice	M	1		
Not Used	030	NTE	Note/Special Instruction	O	100		
Not Used	040	CUR	Currency	O	1		
6	050	REF	Reference Identification	O	12		
Not Used	055	YNQ	Yes/No Question	O	10		
Not Used	060	PER	Administrative Communications Contact	O	3		
LOOP ID - N1				200			
7	070	N1	Name	O	1		
8	080	N2	Additional Name Information	O	2		
9	090	N3	Address Information	O	2		
10	100	N4	Geographic Location	O	1		
Not Used	110	REF	Reference Identification	O	12		
Not Used	120	PER	Administrative Communications Contact	O	3		
Not Used	125	DMG	Demographic Information	O	1		
11	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
13	140	DTM	Date/Time Reference	O	10		
Not Used	150	FOB	F.O.B. Related Instructions	O	1		
Not Used	160	PID	Product/Item Description	O	200		
Not Used	170	MEA	Measurements	O	40		
Not Used	180	PWK	Paperwork	O	25		
Not Used	190	PKG	Marking, Packaging, Loading	O	25		
Not Used	200	L7	Tariff Reference	O	1		
Not Used	212	BAL	Balance Detail	O	>1		
Not Used	213	INC	Installment Information	O	1		
Not Used	214	PAM	Period Amount	O	>1		
LOOP ID - LM				10			
Not Used	220	LM	Code Source Information	O	1		
Not Used	230	LQ	Industry Code	M	100		
LOOP ID - N9				1			

## 3M Supplier Invoice

Not Used	240	N9	Reference Identification	O	1	
Not Used	250	MSG	Message Text	M	10	
<b>LOOP ID - V1</b>					<b>&gt;1</b>	
Not Used	260	V1	Vessel Identification	O	1	
Not Used	270	R4	Port or Terminal	O	>1	
Not Used	280	DTM	Date/Time Reference	O	>1	
<b>LOOP ID - FA1</b>					<b>&gt;1</b>	
Not Used	290	FA1	Type of Financial Accounting Data	O	1	
Not Used	300	FA2	Accounting Data	M	>1	

### Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
<b>LOOP ID - IT1</b>					<b>200000</b>		
14	010	IT1	Baseline Item Data (Invoice)	O	1		
Not Used	012	CRC	Conditions Indicator	O	1		
Not Used	015	QTY	Quantity	O	5		n1
Not Used	020	CUR	Currency	O	1		
Not Used	030	IT3	Additional Item Data	O	5		
Not Used	040	TXI	Tax Information	O	10		
Not Used	050	CTP	Pricing Information	O	25		
Not Used	055	PAM	Period Amount	O	10		
Not Used	059	MEA	Measurements	O	40		
<b>LOOP ID - PID</b>					<b>1000</b>		
16	060	PID	Product/Item Description	O	1		
Not Used	070	MEA	Measurements	O	10		
Not Used	080	PWK	Paperwork	O	25		
Not Used	090	PKG	Marking, Packaging, Loading	O	25		
Not Used	100	PO4	Item Physical Details	O	1		
Not Used	110	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	120	REF	Reference Identification	O	>1		
Not Used	125	YNQ	Yes/No Question	O	10		
Not Used	130	PER	Administrative Communications Contact	O	5		
Not Used	140	SDQ	Destination Quantity	O	500		
Not Used	150	DTM	Date/Time Reference	O	10		
Not Used	160	CAD	Carrier Detail	O	>1		
Not Used	170	L7	Tariff Reference	O	>1		
Not Used	175	SR	Requested Service Schedule	O	1		
<b>LOOP ID - SAC</b>					<b>25</b>		
Not Used	180	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	190	TXI	Tax Information	O	10		
<b>LOOP ID - SLN</b>					<b>1000</b>		
Not Used	200	SLN	Subline Item Detail	O	1		
Not Used	205	DTM	Date/Time Reference	O	1		
Not Used	210	REF	Reference Identification	O	>1		

## 3M Supplier Invoice

Not Used	220	PID	Product/Item Description	O	1000	
Not Used	230	SAC	Service, Promotion, Allowance, or Charge Information	O	25	
Not Used	235	TC2	Commodity	O	2	
Not Used	237	TXI	Tax Information	O	10	
LOOP ID - N1					200	
Not Used	240	N1	Name	O	1	
Not Used	250	N2	Additional Name Information	O	2	
Not Used	260	N3	Address Information	O	2	
Not Used	270	N4	Geographic Location	O	1	
Not Used	280	REF	Reference Identification	O	12	
Not Used	290	PER	Administrative Communications Contact	O	3	
Not Used	295	DMG	Demographic Information	O	1	
LOOP ID - LM					10	
Not Used	300	LM	Code Source Information	O	1	
Not Used	310	LQ	Industry Code	M	100	
LOOP ID - V1					>1	
Not Used	320	V1	Vessel Identification	O	1	
Not Used	330	R4	Port or Terminal	O	>1	
Not Used	340	DTM	Date/Time Reference	O	>1	
LOOP ID - FA1					>1	
Not Used	350	FA1	Type of Financial Accounting Data	O	1	
Not Used	360	FA2	Accounting Data	M	>1	

### Summary:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
17	010	TDS	Total Monetary Value Summary	M	1		
18	020	TXI	Tax Information	O	10		
Not Used	030	CAD	Carrier Detail	O	1		
Not Used	035	AMT	Monetary Amount	O	>1		
LOOP ID - SAC					25		
20	040	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	050	TXI	Tax Information	O	10		
LOOP ID - ISS					>1		
Not Used	060	ISS	Invoice Shipment Summary	O	1		
Not Used	065	PID	Product/Item Description	O	1		
26	070	CTT	Transaction Totals	O	1		n2
27	080	SE	Transaction Set Trailer	M	1		

<b>Segment:</b>	<b>ST</b> Transaction Set Header																																									
<b>Position:</b>	010																																									
<b>Loop:</b>																																										
<b>Level:</b>	Heading																																									
<b>Usage:</b>	Mandatory																																									
<b>Max Use:</b>	1																																									
<b>Purpose:</b>	To indicate the start of a transaction set and to assign a control number																																									
<b>Syntax Notes:</b>																																										
<b>Semantic Notes:</b>	<p>1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).</p>																																									
<b>Comments:</b>																																										
<b>Notes:</b>	3M Example(s): ST*810*0081^																																									
<b>Data Element Summary</b>																																										
<table border="1"> <thead> <tr> <th align="center"><b>Ref.</b></th> <th align="center"><b>Data</b></th> <th align="center"><b>Attributes</b></th> </tr> <tr> <th align="center"><b>Des.</b></th> <th align="center"><b>Element</b></th> <th align="center"><b>Name</b></th> <th align="center"><b> </b></th> </tr> </thead> <tbody> <tr> <td align="center">Required</td> <td align="center">ST01</td> <td align="center">143</td> <td align="center">Transaction Set Identifier Code</td> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">M ID 3/3</td> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">Code uniquely identifying a Transaction Set</td> </tr> <tr> <td></td> <td></td> <td align="center">810</td> <td align="center">Invoice</td> </tr> <tr> <td align="center">Required</td> <td align="center">ST02</td> <td align="center">329</td> <td align="center">Transaction Set Control Number</td> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">M AN 4/9</td> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set</td> </tr> <tr> <td></td> <td></td> <td></td> <td align="center">Sender-assigned sequential control number to match control number on SE segment.</td> </tr> </tbody> </table>				<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>	<b>Des.</b>	<b>Element</b>	<b>Name</b>	<b> </b>	Required	ST01	143	Transaction Set Identifier Code				M ID 3/3				Code uniquely identifying a Transaction Set			810	Invoice	Required	ST02	329	Transaction Set Control Number				M AN 4/9				Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				Sender-assigned sequential control number to match control number on SE segment.
<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>																																								
<b>Des.</b>	<b>Element</b>	<b>Name</b>	<b> </b>																																							
Required	ST01	143	Transaction Set Identifier Code																																							
			M ID 3/3																																							
			Code uniquely identifying a Transaction Set																																							
		810	Invoice																																							
Required	ST02	329	Transaction Set Control Number																																							
			M AN 4/9																																							
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set																																							
			Sender-assigned sequential control number to match control number on SE segment.																																							

**Segment:** **BIG** Beginning Segment for Invoice  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of an invoice transaction set and transmit identifying numbers and dates

**Syntax Notes:****Semantic Notes:**

- 1 BIG01 is the invoice issue date.
- 2 BIG03 is the date assigned by the purchaser to purchase order.
- 3 BIG10 indicates the consolidated invoice number. When BIG07 contains code CI, BIG10 is not used.

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

1 BIG07 is used only to further define the type of invoice when needed.

## 3M Example(s):

BIG\*20001228\*182113\*\*N123456\*003\*\*PR^

BIG\*20000802\*20497\*\*AU21348\*\*\*CR^

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Required	<b>BIG01</b>	373	Date	M DT 8/8
			Date expressed as CCYYMMDD	
Required	<b>BIG02</b>	76	<b>Invoice Number</b>	M AN 1/22
			Identifying number assigned by issuer	
			Do not send dashes, slashes, spaces, or periods.	
Required	<b>BIG04</b>	324	<b>Purchase Order Number</b>	O AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser	
			Maintain the integrity of 3M purchase order number including leading zeros.	
	<b>BIG05</b>	328	<b>Release Number</b>	O AN 1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	
			Required for releases to blanket purchase orders. 3M release number is always three characters.	
	<b>BIG07</b>	640	<b>Transaction Type Code</b>	O ID 2/2
			Code specifying the type of transaction	
		CR	Credit Memo	
		PR	Product (or Service)	
			Invoice	

<b>Segment:</b>	<b>REF</b> Reference Identification
<b>Position:</b>	050
<b>Loop:</b>	
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	12
<b>Purpose:</b>	To specify identifying information
<b>Syntax Notes:</b>	<ul style="list-style-type: none"> <li>1 At least one of REF02 or REF03 is required.</li> <li>2 If either C04003 or C04004 is present, then the other is required.</li> <li>3 If either C04005 or C04006 is present, then the other is required.</li> </ul>
<b>Semantic Notes:</b>	<ul style="list-style-type: none"> <li>1 REF04 contains data relating to the value cited in REF02.</li> </ul>
<b>Comments:</b>	
<b>Notes:</b>	<p>3M Comments: Do not send unless specifically requested by 3M.</p> <p>3M Example(s): REF*PK*PL1234^</p>

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Required	REF01	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			PK	Packing List Number
Required	REF02	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

<b>Segment:</b>	<b>N1 Name</b>		
<b>Position:</b>	070		
<b>Loop:</b>	N1      Optional		
<b>Level:</b>	Heading		
<b>Usage:</b>	Optional		
<b>Max Use:</b>	1		
<b>Purpose:</b>	To identify a party by type of organization, name, and code		
<b>Syntax Notes:</b>	<p><b>1</b> At least one of N102 or N103 is required.</p> <p><b>2</b> If either N103 or N104 is present, then the other is required.</p>		
<b>Semantic Notes:</b>			
<b>Comments:</b>	<p><b>1</b> This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.</p> <p><b>2</b> N105 and N106 further define the type of entity in N101.</p>		
<b>Notes:</b>	3M Comments: Two N1 loops are required by 3M to identify remit to and ship to parties.		
	3M Example(s): N1*RE*ABC CO^ N1*ST*3M*92*0113^		

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>			<b>Attributes</b>
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
<b>Required</b>	<b>N101</b>		<b>98</b>	<b>Entity Identifier Code</b>	<b>M ID 2/3</b>
				Code identifying an organizational entity, a physical location, property or an individual	
			RE	Party to receive commercial invoice remittance	
			ST	Ship To	
<b>Required</b>	<b>N102</b>		<b>93</b>	<b>Name</b>	<b>X AN 1/60</b>
				Free-form name	
	<b>N103</b>		<b>66</b>	<b>Identification Code Qualifier</b>	<b>X ID 1/2</b>
				Code designating the system/method of code structure used for Identification Code (67)	
			92	Assigned by Buyer or Buyer's Agent	
				Used for ship to. If possible, return the 3M assigned ship to code sent in on the EDI Purchase Order (850).	
	<b>N104</b>		<b>67</b>	<b>Identification Code</b>	<b>X AN 2/80</b>
				Code identifying a party or other code	

**Segment:** **N2** Additional Name Information  
**Position:** 080  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**  
**Notes:** 3M Example(s): N2\*CHEMICAL DIV^

**Data Element Summary**

<b>Required</b>	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	
	N201	93	Name	M AN 1/60
			Free-form name	
	N202	93	Name	O AN 1/60
			Free-form name	

**Segment:** **N3** Address Information  
**Position:** 090  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party

**Syntax Notes:**

**Semantic Notes:**

**Comments:**

**Notes:** 3M Comments: Required by 3M.

3M Example(s):

N3\*PO BOX 5432^

N3\*1927 CASE AVE\*BLDG 427^

#### **Data Element Summary**

	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>	
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
<b>Required</b>	<b>N301</b>		<b>166</b>	<b>Address Information</b>	<b>M AN 1/55</b>
				Address information	
	<b>N302</b>		<b>166</b>	<b>Address Information</b>	<b>O AN 1/55</b>
				Address information	

<b>Segment:</b>	<b>N4 Geographic Location</b>
<b>Position:</b>	100
<b>Loop:</b>	N1 Optional
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify the geographic place of the named party
<b>Syntax Notes:</b>	1 If N406 is present, then N405 is required.
<b>Semantic Notes:</b>	
<b>Comments:</b>	<p>1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.</p> <p>2 N402 is required only if city name (N401) is in the U.S. or Canada.</p>
<b>Notes:</b>	<p>3M Comments: Required by 3M.</p> <p>3M Example(s): N4*CHICAGO*IL*606015432^</p>

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>
Required	N401	19	<b>City Name</b> O AN 2/30 Free-form text for city name
Required	N402	156	<b>State or Province Code</b> O ID 2/2 Code (Standard State/Province) as defined by appropriate government agency
Required	N403	116	<b>Postal Code</b> O ID 3/15 Code defining international postal zone code excluding punctuation and blanks (zip code for United States) Zip code for U.S. remittance address must be 9 digits (do not include dash).
	N404	26	<b>Country Code</b> O ID 2/3 Code identifying the country Use only if address is outside the U.S.

<b>Segment:</b>	<b>ITD Terms of Sale/Deferred Terms of Sale</b>
<b>Position:</b>	130
<b>Loop:</b>	
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	>1
<b>Purpose:</b>	To specify terms of sale
<b>Syntax Notes:</b>	<p>1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.</p> <p>2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.</p> <p>3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.</p> <p>1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.</p>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<p>1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.</p>
<b>Notes:</b>	<p>3M Comments: Required by 3M  If no discount applies, use: ITD01, ITD02, and ITD07.  If discount applies, use: ITD01, ITD02, ITD03, ITD05, and ITD07.</p> <p>3M Example(s):  ITD*05*3*****30^  ITD*08*3*2**10**30^</p>

#### Data Element Summary

		<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
				<b>Type</b>	
Required	ITD01		336	<b>Terms Type Code</b>	<b>O ID 2/2</b>
				Code identifying type of payment terms	
				02	End of Month (EOM)
				05	Discount Not Applicable
				08	Basic Discount Offered
				09	Proximo
				10	Instant
				ZZ	Mutually Defined
Required	ITD02		333	<b>Terms Basis Date Code</b>	<b>O ID 1/2</b>
				Code identifying the beginning of the terms period	
				3	Invoice Date
	ITD03		338	<b>Terms Discount Percent</b>	<b>O R 1/6</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	
	ITD04		370	<b>Terms Discount Due Date</b>	<b>X DT 8/8</b>
				Date payment is due if discount is to be earned expressed in format CCYYMMDD	
	ITD05		351	<b>Terms Discount Days Due</b>	<b>X N0 1/3</b>
				Number of days in the terms discount period by which payment is due if	

**3M Supplier Invoice**

		terms discount is earned	
<b>ITD06</b>	<b>446</b>	<b>Terms Net Due Date</b>	<b>O DT 8/8</b>
		Date when total invoice amount becomes due expressed in format	
		CCYYMMDD	
<b>ITD07</b>	<b>386</b>	<b>Terms Net Days</b>	<b>O N0 1/3</b>
		Number of days until total invoice amount is due (discount not applicable)	
<b>ITD08</b>	<b>362</b>	<b>Terms Discount Amount</b>	<b>O N2 1/10</b>
		Total amount of terms discount	

**Segment:** **DTM** Date/Time Reference  
**Position:** 140  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:**  
 1 At least one of DTM02 DTM03 or 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.

**Semantic Notes:**

**Comments:**

**Notes:**

3M Example(s): DTM\*011\*20001223^

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>			<b>Attributes</b>
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
Required	<b>DTM01</b>		374	Date/Time Qualifier	M ID 3/3
				Code specifying type of date or time, or both date and time	
			011	Shipped	
			074	Requested for Delivery (Prior to and Including)	
Required	<b>DTM02</b>		373	Date	X DT 8/8
				Date expressed as CCYYMMDD	

<b>Segment:</b>	<b>IT1</b> Baseline Item Data (Invoice)
<b>Position:</b>	010
<b>Loop:</b>	IT1 Optional
<b>Level:</b>	Detail
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify the basic and most frequently used line item data for the invoice and related transactions
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If any of IT102 IT103 or IT104 is present, then all are required.</li> <li>2 If either IT106 or IT107 is present, then the other is required.</li> <li>3 If either IT108 or IT109 is present, then the other is required.</li> <li>4 If either IT110 or IT111 is present, then the other is required.</li> <li>5 If either IT112 or IT113 is present, then the other is required.</li> <li>6 If either IT114 or IT115 is present, then the other is required.</li> <li>7 If either IT116 or IT117 is present, then the other is required.</li> <li>8 If either IT118 or IT119 is present, then the other is required.</li> <li>9 If either IT120 or IT121 is present, then the other is required.</li> <li>10 If either IT122 or IT123 is present, then the other is required.</li> <li>11 If either IT124 or IT125 is present, then the other is required.</li> </ol>
<b>Semantic Notes:</b>	1 IT101 is the purchase order line item identification.
<b>Comments:</b>	<p>1 Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of IDs.</p> <p>2 IT106 through IT125 provide for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.</p>
<b>Notes:</b>	3M Comments: Required by 3M.
	3M Example(s): IT1*0101*2*EA*15.1364**BP*12-34-5678^

#### Data Element Summary

		<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
Required		IT101	350	<b>Assigned Identification</b>	O AN 1/20
				Alphanumeric characters assigned for differentiation within a transaction set	
				Maintain the integrity of the 3M purchase order line item number on all invoices. Our four character line item number consists of our item number in the first two positions and our shipment number in the next two positions.	
Required	IT102	358		<b>Quantity Invoiced</b>	X R 1/10
				Number of units invoiced (supplier units)	
Required	IT103	355		<b>Unit or Basis for Measurement Code</b>	X ID 2/2
				Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
Required	IT104	212		<b>Unit Price</b>	X R 1/17
				Price per unit of product, service, commodity, etc.	

**IT105 639 Basis of Unit Price Code O ID 2/2**

Code identifying the type of unit price for an item

Required only if pricing, as specified in IT103, is not based on 1 unit.

EXAMPLE:

IF: Quantity(IT102) = 10000

Unit of Measure(IT103) = FT(feet)

Price(IT104) = 25.00

Basis of Unit Price(IT105) = TP (Price per thousand feet)

THEN: Total value = 250.00

HP Price per Hundred

PD Price per Dozen

TP Price per Thousand

**IT106 235 Product/Service ID Qualifier X ID 2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

3M Part Number should be sent whenever possible.

BN Bar-Coded Serial Number

BP Buyer's Part Number

CR Contract Number

EC Engineering Change Level

MF Manufacturer

MG Manufacturer's Part Number

VC Vendor's (Seller's) Catalog Number

VP Vendor's (Seller's) Part Number

**IT107 234 Product/Service ID X AN 1/48**

Identifying number for a product or service

**IT108 235 Product/Service ID Qualifier X ID 2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

See IT106 for code list.

**IT109 234 Product/Service ID X AN 1/48**

Identifying number for a product or service

<b>Segment:</b>	<b>PID</b> Product/Item Description		
<b>Position:</b>	060		
<b>Loop:</b>	PID Optional		
<b>Level:</b>	Detail		
<b>Usage:</b>	Optional		
<b>Max Use:</b>	1		
<b>Purpose:</b>	To describe a product or process in coded or free-form format		
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PID04 is present, then PID03 is required.</li> <li>2 At least one of PID04 or PID05 is required.</li> <li>3 If PID07 is present, then PID03 is required.</li> <li>4 If PID08 is present, then PID04 is required.</li> <li>5 If PID09 is present, then PID05 is required.</li> </ol>		
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 Use PID03 to indicate the organization that publishes the code list being referred to.</li> <li>2 PID04 should be used for industry-specific product description codes.</li> <li>3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.</li> <li>4 PID09 is used to identify the language being used in PID05.</li> </ol>		
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.</li> <li>2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.</li> <li>3 PID07 specifies the individual code list of the agency specified in PID03.</li> </ol>		
<b>Notes:</b>	3M Comments: Send only if 3M part number is not identified in IT107 or IT109.		
	3M Example(s): PID*F****MISC MACHINE PARTS^		

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>			<b>Attributes</b>
		<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Required	<b>PID01</b>	349	Item Description	Type	M ID 1/1
				Code indicating the format of a description	
				F	Free-form
Required	<b>PID05</b>	352	Description		X AN 1/80
				A free-form description to clarify the related data elements and their content	

<b>Segment:</b>	<b>TDS</b> Total Monetary Value Summary
<b>Position:</b>	010
<b>Loop:</b>	
<b>Level:</b>	Summary
<b>Usage:</b>	Mandatory
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify the total invoice discounts and amounts
<b>Syntax Notes:</b>	
<b>Semantic Notes:</b>	<p>1 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable).</p> <p>2 TDS02 indicates the amount upon which the terms discount amount is calculated.</p> <p>3 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).</p> <p>4 TDS04 indicates the total amount of terms discount.</p> <p>1 TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.</p>
<b>Comments:</b>	
<b>Notes:</b>	3M Example(s): TDS*3027^

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
		<b>Des.</b>	<b>Element</b> <b>Name</b>	
Required	<b>TDS01</b>		<b>610</b> <b>Amount</b>	M N2 1/15
			Monetary amount	

**Segment:** **TXI** Tax Information

**Position:** 020

**Loop:**

**Level:** Summary

**Usage:** Optional

**Max Use:** 10

**Purpose:** To specify tax information

**Syntax Notes:**

- 1 At least one of TXI02 TXI03 or TXI06 is required.
- 2 If either TXI04 or TXI05 is present, then the other is required.
- 3 If TXI08 is present, then TXI03 is required.

**Semantic Notes:**

- 1 TXI02 is the monetary amount of the tax.
- 2 TXI03 is the tax percent expressed as a decimal.
- 3 TXI07 is a code indicating the relationship of the price or amount to the associated segment.

**Comments:****Notes:** 3M Example(s):

TXI\*ST\*6.0924\*1.5\*CD\*AL^(Alabama State Tax)

TXI\*CT\*1.5231\*.375\*CD\*MORGAN CTY^(Morgan County Tax)

**Data Element Summary**

		<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
Required	TXI01		963	<b>Tax Type Code</b>	M ID 2/2
				Code specifying the type of tax	
			CP	County/Parish Sales Tax	
			CS	City Sales Tax	
			CT	County Tax	
			FT	Federal Excise Tax	
			LS	State and Local Sales Tax	
			LT	Local Sales Tax (All Applicable Sales Taxes by Taxing Authority Below the State Level)	
			MT	Metropolitan Transit Tax	
			ST	State Sales Tax	
			VA	Value Added Tax	
Required	TXI02	782	Monetary Amount		X R 1/18
				Monetary amount	
	TXI03	954	Percent		X R 1/10
				Percentage expressed as a decimal	
Required	TXI04	955	Tax Jurisdiction Code Qualifier		X ID 2/2
				Code identifying the source of the data used in tax jurisdiction code	
			CD	Customer defined	
Required	TXI05	956	Tax Jurisdiction Code		X AN 1/10
				Code identifying the taxing jurisdiction	

**3M Supplier Invoice**

Should contain the two character state abbreviation.

<b>Segment:</b>	<b>SAC</b> Service, Promotion, Allowance, or Charge Information		
<b>Position:</b>	040		
<b>Loop:</b>	SAC Optional		
<b>Level:</b>	Summary		
<b>Usage:</b>	Optional		
<b>Max Use:</b>	1		
<b>Purpose:</b>	To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge		
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 At least one of SAC02 or SAC03 is required.</li> <li>2 If either SAC03 or SAC04 is present, then the other is required.</li> <li>3 If either SAC06 or SAC07 is present, then the other is required.</li> <li>4 If either SAC09 or SAC10 is present, then the other is required.</li> <li>5 If SAC11 is present, then SAC10 is required.</li> <li>6 If SAC13 is present, then at least one of SAC02 or SAC04 is required.</li> <li>7 If SAC14 is present, then SAC13 is required.</li> <li>8 If SAC16 is present, then SAC15 is required.</li> </ol>		
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.</li> <li>2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.</li> <li>3 SAC08 is the allowance or charge rate per unit.</li> <li>4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.</li> <li>5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.</li> <li>6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.</li> <li>7 SAC16 is used to identify the language being used in SAC15.</li> </ol>		
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.</li> <li>2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.</li> </ol>		
<b>Notes:</b>	3M Comments: 3M requires a code in SAC02. 3M prefers to have tax charges billed in the summary TXI segment.		
	3M Example(s): SAC*C*D240***1240*****06^ SAC*A*H000***2700*****04^		

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>	
		<b>Des.</b>	<b>Element</b>	<b>Name</b>	
Required	SAC01	248	Allowance or Charge Indicator	M	ID 1/1

**3M Supplier Invoice**

			Code which indicates an allowance or charge for the service specified	
			A Allowance	
			C Charge	
<b>Required</b>	<b>SAC02</b>	<b>1300</b>	<b>Service, Promotion, Allowance, or Charge Code</b>	<b>X ID 4/4</b>
			Code identifying the service, promotion, allowance, or charge	
			A130 Additional Material	
			A170 Adjustments	
			A260 Advertising Allowance	
			A310 Air Express Charge	
			A320 Air Transportation Charge	
			A410 "Alterations"	
			A470 Art Work	
			A480 Assembly	
			A540 Beaming Charge	
			A730 Brokerage or Duty	
			A880 Cancellation Charge	
			B030 Certificate of Origin	
			B050 Certification	
			B310 Commission Amount	
			B320 Competitive Allowance	
			B560 Container Allowance	
			B570 Container Deposits	
			B750 Core Charge	
			B790 Crafting	
			B850 Customer Equipment Allowance	
			B860 Customs Broker Fee	
			B940 Cutting Charge	
			C010 Deficit Freight	
			C030 Delivery Surcharge	
			C040 Delivery	
			C080 Demurrage	
			C110 Deposit	
			C210 Determined Freight	
			C220 Development Charge	
			C310 Discount	
			C350 Distributor Discount/Allowance	
			C480 Drum Cost	
			C490 Drum Deposit	
			C530 Duty Charge	
			C550 Early Payment Allowance	
			C640 Energy charge	

**3M Supplier Invoice**

C660	Engineering Charge
C670	Engraving
C680	Environmental Protection Service
C870	Expediting Fee
C880	Expediting Premium
C930	Export Shipping Charge
C990	Fabrication Charge
D040	Finance Charge
D180	Freight Based on Dollar Minimum
D190	Freight Charges to Border
D200	Freight Charges to Destination
D210	Freight Equalization
D220	Freight Passthrough
D230	Freight Surcharge
D240	Freight
D330	Gold Factor
D420	Grinding
D450	Grouped Items
	Indicates the pricing for this line is related to the pricing of some other item either in this transaction or some prior transaction(s)
D500	Handling
D530	Hazardous Cargo Charge
D540	Hazardous Materials Handling Fee - Domestic
D580	Heat Treat Charge
D640	Holding Charge
D760	Income Freight (Manufacturing to Shipping Point)
D800	Inland Transportation
D820	Inside Delivery
D860	Inspection Fee
D880	Installation & Warranty
D890	Installation and Training
D900	Installation
D920	Insurance Fee
D940	Insurance Premium
D980	Insurance
E065	Invoice Adjustment
E170	Labeling
E180	Labor (Repair and Return Orders)
E190	Labor Charges
E210	Labor Service

E220	Labor, Modify
E270	Late Order Charge
E280	Late Payment Charge
E290	Layout/Design
E360	License and Title
E480	Machining Charge
E510	Mailing - Postage Cost
E580	Memo Returnable Container
E610	Messenger Service
E620	Metals Surcharge
E640	Mileage Fee (For Repair and Return)
E650	Mileage or Travel
E660	Monthly Rental
E680	Mounting
E820	Non-returnable Containers
E890	Ocean Freight
E940	One Time Engineering Charge
E970	Onetime Tooling
F110	Overrun Charge
F150	Packaging Service
F180	Pallet
F190	Palletizing
F210	Parish/County Sales Tax (only)
F430	Plating
F460	Postage
F510	Precious Metal Content
F550	Premium Charge
F560	Premium Transportation
F770	Professional Fees
F800	Promotional Allowance
F810	Promotional Discount
F820	Proof & Composition
F910	Quantity Discount
F920	Quantity Surcharge
F970	Rebate
G200	Reel Deposit
G250	Refurbishing Charge
G330	Rental Charge
G360	Repack Charge
G370	Repair at Buyers Expense Charge
G400	Repair

G470	Restocking Charge
G510	Returnable Container
G530	Rework
G580	Royalties
G590	Salvage
G660	Scrap Allowance
G740	Service Charge
G760	Set-up
G770	Shearing
G830	Shipping and Handling
G870	Shrink-Wrap Charge
G970	Small Order Charge
H000	Special Allowance
H030	Special Credit
H060	Special Equipment Charge
H070	Special Finish Charge
H090	Special Handling
H110	Special Packaging
H170	Special Tooling Charge
H180	Special Tooling rework charge
H330	State Sales Charge
H370	Stenciling Charge
H450	Strapping
H520	Super Bag Charge
H550	Surcharge
H590	Tank Car Allowance
H600	Tank Rental
H660	Tax - Federal Excise Tax, FET
H740	Tax - Sales and Use
H770	Tax - State Tax
H790	Tax - Use Tax
H920	Temporary Allowance
H930	Temporary Voluntary Allowance
I000	Testing
I090	Tool Charge
I100	Tooling Rework Charge
I110	Tooling
I120	Tools for Printing
I170	Trade Discount
I180	Trade In
I250	Transportation Charge (Minimum Rate)

**3M Supplier Invoice**

			I260	Transportation Direct Billing	
			I270	Transportation Third Party Billing	
			I280	Transportation Vendor Provided	
			I420	Up Charge	
			I490	Vehicle Prep Charge (Courtesy Delivery)	
			I500	Vendor Freight	
			I580	Warehousing	
			I590	Warranties	
			ZZZZ	Mutually Defined	
<b>Required</b>	<b>SAC05</b>	<b>610</b>	<b>Amount</b>		<b>O N2 1/15</b>
				Monetary amount	
<b>Required</b>	<b>SAC12</b>	<b>331</b>	<b>Allowance or Charge Method of Handling Code</b>		<b>O ID 2/2</b>
				Code indicating method of handling for an allowance or charge	
			04	Credit Customer Account	
			06	Charge to be Paid by Customer	
	<b>SAC15</b>	<b>352</b>	<b>Description</b>		<b>X AN 1/80</b>
				A free-form description to clarify the related data elements and their content	

<b>Segment:</b>	<b>CTT</b> Transaction Totals
<b>Position:</b>	070
<b>Loop:</b>	
<b>Level:</b>	Summary
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To transmit a hash total for a specific element in the transaction set
<b>Syntax Notes:</b>	<b>1</b> If either CTT03 or CTT04 is present, then the other is required. <b>2</b> If either CTT05 or CTT06 is present, then the other is required.
<b>Semantic Notes:</b>	
<b>Comments:</b>	<b>1</b> This segment is intended to provide hash totals to validate transaction completeness and correctness.
<b>Notes:</b>	3M Example(s): CTT*1^

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Required	CTT01	354	Number of Line Items	M N0 1/6
Total number of line items in the transaction set				
Total number of IT1 segments in transaction set.				

**Segment:** **SE** Transaction Set Trailer  
**Position:** 080  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

**Syntax Notes:****Semantic Notes:**

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

**Notes:** 3M Example(s): SE\*14\*0081^

**Data Element Summary**

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

## **Invoice Examples**

This section contains three examples to illustrate the use of Transaction Set 810.

They are:

- A single-line item invoice using minimal ASC X12 segments required by 3M.
- A multi-line item invoice using most of the ASC X12 segments that 3M will accept.
- A credit memo.

**3M Supplier Invoice****Example 1**

This is an example of a very basic invoice using minimal ASC X12 segments.

INVOICE		ABC COMPANY	
PAGE	1 OF 1	PURCHASE ORDER	N123456
DIRECT INQUIRIES TO:	ABC COMPANY	INVOICE NO.	182113
CREDIT DEPARTMENT	KANSAS CITY, MO 00213-6297	TYPE	ORIGINAL
		DATE	12-28-2000
		TERMS OF SALE	
		NET 30 DAYS	

SHIP TO: 0113 CHARGE TO: 1627

3M 1927 Case Ave. Bl dg 427 St. Paul , MN 55119	3M Company P. O. Box 33121 St. Paul , MN 55133-3121
--	---

LINE ITEM #	QUANTITY	UNIT	PART NO	UNIT PRICE	TOTAL AMOUNT
0101	2	Each	12-34-5678	15.1364 EA	30.27

DISCOUNT ALLOWED IF PAYMENT IS POSTMARKED BY N/A	DISCOUNT PAYMENT N/A
--	----------------------

TOTAL PAYMENT DUE 1/27/00	TOTAL PAYMENT 30.27
---------------------------	---------------------

REMITTANCE ADVICE	DETACH AND RETURN WITH PAYMENT
-------------------	--------------------------------

1627 3M COMPANY P. O. Box 33121 St. Paul , MN 55133-3121	REMIT TO ABC Company P. O. Box 5432 Chicago, IL 60601-5432	TERMS DIS FREIGHT TAX COUNTY TAX	0.00 0.00 0.00 0.00
---	---	---	------------------------------

MARK FOR ADDRESS CHANGE  
NOTE CHANGES ON REVERSE SIDE OF ADVICE

INVOICE		AMOUNT		
INVOICE NO.	DATED	TERMS OF SALE	TOTAL PAYMENT...	30.27
182113	12/28/00	NET 30 DAYS	AMOUNT REMITTED	

**ASC X12 FORMAT**  
**ST\*810\*0081^**

**BIG\*20001228\*182113  
\*\*N123456\*003\*\*PR^**

**INTERPRETATION**

ASC X12 Transaction Set: 810  
Transaction Set Control Number: 0081

Invoice Date: 12/28/2000  
Invoice Number: 182113  
P.O. Number: N123456  
Release Number: 003  
Transaction Type: PR=product or Service  
(invoice)

**N1\*RE\*ABC CO^**

Remit To: ABC Co.

**N3\*PO BOX 5432^**

P.O. Box 5432

**N4\*CHICAGO\*IL\*606015432^**

Chicago, IL 60601-5432

**N1\*ST\*3M\*92\*0113^**

Ship To: 3M  
3M-Assigned Location Number: 0113

**N3\*1927 CASE AVE\*BLDG 427^**

1927 Case Ave., Bldg.427

**N4\*ST PAUL\*MN\*55119^**

St. Paul, MN 55119

**ITD\*05\*3\*\*\*\*\*30^**

Terms Type: 05=discount not applicable  
Terms Basis Date: 3=invoice date  
Terms Net Days: 30

**DTM\*011\*20001223^**

Shipped Date: 12/23/2000

**IT1\*0101\*2\*EA\*15.1364\*\*BP  
\*12-34-5678^**

Line Item Number: 0101  
Quantity: 2 Each  
Unit Price: \$15.1364  
Buyer's Part Number: 12-34-5678

**TDS\*3027^**

Total Invoice Amount: \$30.27

**CTT\*1^**

Number of Line Items: 1

**SE\*14\*0081^**

Number of Segments: 14  
Transaction Set Control Number: 0081

**NOTE: Sample invoice contains fictitious data.**

## 3M Supplier Invoice

## Example 2

This is an example of a multi-line item invoice using most of the ASC X12 segments that 3M will accept.

		INVOICE	ABC COMPANY
PAGE	1 OF 1	PURCHASE ORDER. . 0000034045	INVOICE NO. . . . . DE93722
DI RECT INQUIRIES TO:		TYPE. . . . .	ORIGINAL
CREDIT DEPT		DATE. . . . .	12-29-2000
COMPLEX COMPANY	RELEASE NO	TERMS OF SALE	
P. O. BOX 6932	ORDER DATE	2% 10, NET 30	
MINNEAPOLIS, MN	SHIP DATE		
55144-6339			

SHIP TO: 01D1J120 CHARGE TO: 1627

3M Company  
P. O. Box 33121  
St. Paul, MN 55133-3121

LINE	ITEM #	QUANTITY	UNIT	PART NO./DESC	COMPLEX CO. P/N	UNIT PRICE	TOTAL AMOUNT
0101		1000	Each	22-10-012A	1234XQKFF	20.80/M	20.80
0201		1	Each	Tool Charge		72.14 EA	72.14
0301		4	Each	22-10-023B	6543L1PQ	60.63 EA	242.52
0402		2	Each	Misc Machine Parts	JKLM53	21.70 EA	43.40
0801		3	Each	22-23-057F		9.10 EA	27.30
1.5 AL state tax							6.09
.375 Morgan County tax							1.52
Delivery charge							12.40

REMITTANCE ADVICE DETACH AND RETURN WITH PAYMENT

MARK FOR ADDRESS CHANGE  
NOTE CHANGES ON REVERSE SIDE OF ADVISE

I N V O I C E N O.	D A T E D	T E R M S O F S A L E	I N V O I C E A M O U N T
0000034045	12/29/2000	2% 10, NET 30	T O T A L P A Y M E N T . . . 426.17
			A M O U N T R E M I T T E D
			AMOUNT REMITTED

**ASC X12 FORMAT**

**ST\*810\*0407^**

**BIG\*20001229\*DE93722  
\*\*0000034045\*\*\*PR^**

**INTERPRETATION**

ASC X12 Transaction Set: 810  
Transaction Set Control Number: 0407

Invoice Date: 12/29/2000  
Invoice Number: DE93722  
P.O. Number: 0000034045  
Transaction Type: PR=product or service (invoice)

**N1\*RE\*COMPLEX CO^**

Remit To: Complex Company

**N2\*CHEMICAL DIV^**

Chemical Division

**N3\*P O BOX 6339^**

P.O. Box 6339

**N4\*MPLS\*MN\*551446339^**

Mpls., MN 55144-6339

**N1\*ST\*3M\*92\*01D1J120^**

Ship To: 3M  
3M-Assigned Location Number: 01D1J120

**N2\*FILM DIV^**

Film Division

**N3\*STATE DOCK RD^**

State Dock Road

**N4\*DECATUR\*AL\*35603^**

Decatur, AL 35603

**ITD\*08\*3\*2\*\*10\*\*30^**

Terms Type: 08=basic discount offered  
Terms Basis Date: 3=invoice date  
Terms Discount Percent: 2%  
Terms Discount Days Due: 10  
Terms Net Days: 30

**DTM\*011\*20001228^**

Shipped Date: 12/28/2000

**IT1\*0101\*1000\*EA\*20.8\*TP\*BP  
\*22-10-012A\*VP\*1234XQKFF^**

Line Item Number: 0101  
Quantity: 1,000 Each  
Unit Price: \$20.80  
Basis of Unit Price: TP=price per thousand  
Buyer's Part Number: 22-10-012A  
Seller's Part Number: 1234XQKFF

**IT1\*0201\*1\*EA\*72.14^**

Line Item Number: 0201  
Quantity: 1 Each  
Unit price: \$72.14

**PID\*F\*\*\*\*TOOL CHARGE^**

Description: Tool Charge

**3M Supplier Invoice**

**IT1\*0301\*4\*EA\*60.63\*\*BP  
\*22-10-023B\*VP\*6543L1PQ^**

Line Item Number: 0301  
Quantity: 4 Each  
Unit Price: \$60.63  
Buyer's Part Number: 22-10-023B  
Seller's Part Number: 6543L1PQ

**IT1\*0402\*2\*EA\*21.7\*\*VP\*JKLM53^**

Line Item Number: 0402  
Quantity: 2 Each  
Unit Price: \$21.70  
Seller's Part Number: JKLM53

**PID\*F\*\*\*\*MISC MACHINE PARTS^**

Free-Form Description:  
Miscellaneous Machine Parts

**IT1\*0801\*3\*EA\*9.1\*\*BP\*22-23-057F^**

Line Item Number: 0801  
Quantity: 3 Each  
Unit Price: \$9.10  
Buyer's Part Number: 22-23-057F

**TDS\*42617^**

Total Invoice Amount: \$426.17

**TXI \*ST\*6.0924\*1.5\*CD\*AL^**

Tax Type: ST=state sales tax  
Monetary Amount: \$6.0924  
Percent: 1.5%  
Tax Jurisdiction: Alabama

**TXI \*CT\*1.5231\*.375\*CD  
\*MORGAN CTY^**

Tax Type: CT=county tax  
Monetary Amount: \$1.5231  
Percent: .375%  
Tax Jurisdiction: Morgan County

**SAC\*C\*C040\*\*\*\*1240\*\*\*\*\*06^**

Allowance/Charge Indicator: C=charge  
Service Charge Code: C040=delivery  
Charge Total Amount: \$12.40  
Method of Handling: 06=charge to  
be paid by customer

**CTT\*5^**

Number of Line Items: 5

**SE\*25\*0407^**

Number of Segments: 25  
Transaction Set Control Number: 0407

**NOTE: Sample invoice contains fictitious data.**

**3M Supplier Invoice****Example 3**

This is an example of a credit memo.

CREDIT INVOICE		ABC COMPANY				
PAGE	1 OF 1	PURCHASE ORDER	NO. 20497			
DI RECT INQUIRIES TO:		RELEASE NO.	TYPE. ORIGINAL			
CREDIT DEPT		ORDER DATE	DATE. 08-02-2000			
ABC COMPANY		SHIP DATE	TERMS OF SALE			
KANSAS CITY, MO			NET 1 DAY			
00213-6297						
SHIP TO:	0113	CHARGE TO:	1627			
3M 1927 Case Ave. Bl dg 427 St. Paul , MN 55119		3M Company P. O. Box 33121 St. Paul , MN 55133-3121				
LINE	ITEM #	QUANTITY	UNIT	PART NO	UNIT PRICE	TOTAL AMOUNT
0101	2	Each		11-1234-5678-0	325.00 EA	650.00 CR
Freight charges						27.00 CR
DISCOUNT ALLOWED IF PAYMENT IS POSTMARKED BY N/A				DISCOUNT PAYMENT N/A		
TOTAL PAYMENT DUE 08-03-2000				TOTAL PAYMENT 677.00 CRI		
REMITTANCE ADVICE				DETACH AND RETURN WITH PAYMENT		
1627		REMIT TO			TERMS DIS	0.00
3M COMPANY		ABC Company			FREIGHT	27.00 CR
P. O. Box 33121		P. O. Box 5432			TAX	0.00
St. Paul , MN 55133-3121		Chicago, IL 60601-5432			COUNTY TAX	0.00
<input type="checkbox"/> MARK FOR ADDRESS CHANGE NOTE CHANGES ON REVERSE SIDE OF ADVICE						
INVOICE NO.		DATED	TERMS OF SALE	INVOICE AMOUNT		
20497		08/02/2000	NET 1 DAY	TOTAL PAYMENT... 677.00 CR		
				AMOUNT REMITTED		

**ASC X12 FORMAT**

**ST\*810\*1725^**

**BIG\*20000802\*20497\*\*AU21348**  
\*\*\*CR^

**N1\*RE\*ABC CO^**

**N3\*PO BOX 5432^**

**N4\*CHICAGO\*IL\*606015432^**

**N1\*ST\*3M\*92\*0113^**

**N3\*1927 CASE AVE\*BLDG 427^**

**N4\*ST PAUL\*MN\*55119^**

**ITD\*05\*3\*\*\*\*\*1^**

**IT1\*0101\*2\*EA\*325\*\*BP**  
\*11-1234-5678-0^

**TDS\*67700^**

**SAC\*A\*C040\*\*\*2700\*\*\*\*\*04**  
\*\*DELIVERY^

**CTT\*1^**

**SE\*14\*1725^**

**INTERPRETATION**

ASC X12 Transaction Set: 810  
Transaction Set Control Number: 1725

Invoice Date: 8/2/2000  
Invoice Number: 20497  
P.O. Number: AU21348  
Transaction Type: CR=credit memo

Remit To: ABC Co

P.O. Box 5432

Chicago, IL 60601-5432

Ship To: 3M  
3M-Assigned Location Number: 0113

1927 Case Ave., Bldg. 427

St. Paul, MN 55119

Terms Type: 05=discount not applicable  
Terms Basis Date: 3=invoice date  
Terms Net Days: 1

Line Item Number: 0101  
Quantity: 2 Each  
Unit Price: \$325.00 CR  
Buyer's Part Number: 11-1234-5678-0

Total Invoice Amount: \$677.00 CR

Allowance/Charge Indicator: A=allowance  
Service Charge Code: C040=delivery  
Charge Total Amount: \$27.00  
Method of Handling: 04=credit  
customer account

Number of Line Items: 1

Number of segments: 14  
Transaction Set Control Number: 1725

**NOTE: Sample credit memo contains fictitious data.**