



EDI GUIDELINES

INVOICE 810

VERSION 4010

INVOICE 810

GLOSSARY OF TERMS

Segment:	Consists of a segment identifier, one or more data element each preceded by an element separator, and ending with a terminator (X12.6).	
Seg. Use:	Denotes if the segment is mandatory or optional for Blackhawk Network.	
Reference Des.:	Identifies the segment and the data element sequence number.	
Data Element Number:	This is the number assigned to the data element. This number may be used for direct reference into the ANSI X12 Data Dictionary.	
Data Element Name:	This is the description assigned to the data element.	
Element Usage:	M - Mandatory	Blackhawk Network requires this element.
	O - Optional	This element can be used.
	C - Conditional	The data element can be used only if other elements are used within the segment.

BLACKHAWK NETWORK'S FUNCTIONAL ACKNOWLEDGEMENT

- For inbound transactions, Blackhawk Network sends a 997 upon receipt and expects the trading partner to verify the receipt within a week of transmission.
- Blackhawk Network considers acknowledgment complete when the trading partner receives the AK1 and AK9 segments.

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Envelope and Group

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
ISA	Interchange Control Header	M	1	
GS	Functional Group Header	M	1	

Header

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
ST	Transaction Set Header	M	1	
BIG	Beginning Segment for Invoice	M	1	
REF	Reference Numbers	M	>1	
ITD	Terms of Sale/Deferred Terms of Sale	M	5	
DTM	Date/Time Reference	M	10	
FOB	F.O.B. Related Instructions	M	1	

LOOP ID – N1				200
N1	Name	O	1	
N2	Additional Name Information	O	2	
N3	Address Information	O	2	
N4	Geographic Location	O	1	

Detail

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
	Loop ID – IT1			200000
IT1	Baseline Item Data (Invoice)	M	1	
	Loop ID – PID			200000
PID	Product Item Description	O	1	
	Loop ID – IT1/SAC			10
SAC	Service, Promotion, Allowance or Charge Information	O	1	

Summary

Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
TDS	Total Monetary Value Summary	M	1	
CAD	Carrier Detail	O	1	
	Loop ID – SAC			10
SAC	Service, Promotion, Allowance or Charge Information	O	1	
	Loop ID – ISS			>1
ISS	Invoice Shipment Summary	M	1	
CTT	Transaction Totals	M	1	
SE	Transaction Set Trailer	M	1	

Envelope and Group

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Segment	Segment Name	Seg. Use	Max Use	Loop Repeat
GE	Functional Group Trailer	M	1	
IEA	Interchange Control Trailer	M	1	

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Segment: ISA - Interchange Control Header
Level: Envelope
Blackhawk Network
Usage: Mandatory
Purpose: To start and identify a transmission for a partner.

Ref. Des.	Data Element	Name	Element Usage
ISA01	101	Authorization Information Qualifier 00 No authorization information present.	M
ISA02	102	Authorization Information This field will be blank.	M
ISA03	103	Security Information Qualifier 00 No authorization information present.	M
ISA04	104	Security Information This field will be blank.	M
ISA05	105	Interchange ID Qualifier Blackhawk Network supports all valid codes.	M
ISA06	106	Interchange Sender ID The value in this field depends upon the code used in the ISA05.	M
ISA07	105	Blackhawk Network's Interchange ID Qualifier ZZ	M
ISA08	107	Blackhawk Network's Interchange Receiver ID BHNETWORK – for Production BHNETWORK – for Test	M
ISA09	108	Date The format is YYMMDD	M

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Segment: ISA - Interchange Control Header (Continued)
Level: Envelope
Blackhawk Network
Usage: Mandatory
Purpose: To start and identify a transmission for a partner.

Ref. Des.	Data Element	Name	Element Usage
ISA10	109	Time The format is HHMM (24 Hr.)	M
ISA11	110	Interchange Standards Identifier U U.S. EDI community of X12	M
ISA12	111	Interchange Version ID 00401 Version 4010	M
ISA13	112	Interchange Control Number A control number assigned by the interchange sender. The value entered in this field will match the value in the Interchange Control Number field on the Interchange Control Trailer (IEA02).	M
ISA14	113	Acknowledgment Requested 0 No acknowledgment requested.	M
ISA15	114	Test Indicator T Test Data P Production Data	M
ISA16	115	Subelement Separator : The value identified for retail use.	M

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Segment: GS - Functional Group Header
Level: Group
Blackhawk Network
Usage: Mandatory
Purpose: Indicates the beginning of a functional group and provides control information.

Ref. Des.	Data Element	Name	Element Usage
GS01	479	Functional ID IN Invoice (810)	M
GS02	142	Application Sender's Code This is the same code as used in the (ISA06).	M
GS03	124	Blackhawk Network 's Application Receiver's Code BHNETWORK – for Production BHNETWORK– for Test	M
GS04	373	Data Interchange Date The format is CCYYMMDD	M
GS05	337	Data Interchange Time The time that the interchange was created in Blackhawk Network's system. The format is HHMM (24 Hr.)	M
GS06	28	Data Interchange Control Number Assigned number originated and maintained by the sender. The value entered in this field will match the one in the Functional Group Trailer (GE02).	M
GS07	455	Responsible Agency Code X Accredited standards committee X12.	M
GS08	480	Version 004010	M

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Segment: ST - Transaction Set Header
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To indicate the start of a transaction set and assign a control number.

Ref. Des.	Data Element	Name	Element Usage
ST01	143	Transaction Set Identifier Code 810 This is the code that identifies the transaction as an invoice	M
ST02	329	Transaction Set Control Number Assigned by the trading partner.	M

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Segment: BIG - Beginning Segment for Invoice
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To indicate the beginning of the invoice transaction set and to transmit identifying numbers and dates.

Ref. Des.	Data Element	Name	Element Usage
BIG01	373	Invoice Date Invoice issue date. Format is CCYYMMDD	M
BIG02	76	Invoice Number Identifying number assigned by issuer.	M
BIG04	324	Purchase Order Number This field contains Blackhawk Network's P.O. number.	M

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- Blackhawk Network requires the BIG04 to be sent by all merchandise vendors.
- Blackhawk Network's purchase order number is a "PO-" 7digit number.
- Each character of the purchase order number is valid even if it is a zero.

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Segment: REF - Reference Numbers
Level: Header
Blackhawk Network
Usage: Optional
Purpose: To transmit Blackhawk Network's account's payable vendor number.

Ref. Des.	Data Element	Name	Element Usage
REF01	128	Reference Number Qualifier IA Internal Vendor Number	M
REF02	127	Reference Number	M

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Segment: N1 - Name
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To identify the bill to locations for the purchase order.

Ref. Des.	Data Element	Name	Element Usage
N101	98	Entity Identifier Code BY Buying party	M
N102	93	Name Free-form name	M
N103	66	Identification Code Qualifier 9 DUNS with 4-character suffix (Blackhawk Network's DUNS # 61-895-1680) 92 Assigned by Blackhawk Network	M
N104	67	Identification Code The 4-digit location code transmitted will indicate either a store or distribution center location. This is used when the N103 value = '9'. When using the DUNS value, the 4 digit number is attached at the end of the DUNS value and the N103 = '9'.	M

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- The "BY" indicates the ultimate receiver of the product. For Blackhawk Network, this is a store or DC location.
- The code used in the N103 should be the same one that Blackhawk Network sends on the purchase order.
- When the N103 = '9' then the N104 must be the DUNS + four digit Blackhawk Network location code
- When the N103 = '92' then the N104 must be a valid four digit Blackhawk Network location code

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Segment: N2 – Additional Name Information
Level: Header
Blackhawk Network
Usage: Optional
Purpose: To specify additional names or those longer than 35 characters in length.

Ref. Des.	Data Element	Name	Element Usage
N201	93	Name Description: Free-form name	O
N202	93	Name Description: Free-form name	O

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Segment: N3 – Address Information
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To specify the location of the named party.

Ref. Des.	Data Element	Name	Element Usage
N301	166	Address Information Description: Address information	M
N302	166	Address Information Description: Address information	O

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Segment: N4 – Geographic Location
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To specify the geographic place of the named party.

Ref. Des.	Data Element	Name	Element Usage
N401	19	City Name Description: Free-form text for city name	M
N402	156	State of Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	M
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	M
N404	26	Country Code Description: Code identifying the country	M

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Segment: ITD - Terms of Sale
Level: Header
Blackhawk Network
Usage: Optional
Purpose: To specify the terms of sale.

Ref. Des.	Data Element	Name	Element Usage
ITD01	336	Terms Type Code 01 Basic 02 End of Month (EOM) 03 Fixed Date	M
ITD03	338	Terms Discount Percent The discount percent available to Blackhawk Network if an invoice is paid on or before the terms discount due date.	O
ITD04	370	Terms Discount Due Date The date the payment is due if the discount is to be earned. Format is CCYYMMDD.	C
ITD05	351	Terms Discount Days Due Number of days in discount period by which payment is due if discount is earned.	C
ITD06	446	Terms Net Due Date Date when total invoice amount becomes due. Format is CCYYMMDD.	O
ITD07	386	Terms Net Days Number of days until total invoice amount is due.	M
ITD08	362	Terms Discount Amount Total amount of terms discount	O
ITD13	765	Day of the Month Numeric value of the day of the month.	C

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- When the "01" terms type code is used, Blackhawk Network requires valid data in the ITD07. If a discount is offered; the ITD03, ITD05, and the ITD08 are all required.
- When the "02" terms type code is used, Blackhawk Network requires data in the ITD13.
- When the "03" terms type code is used, Blackhawk Network requires valid data in the ITD06. If a discount is offered; the ITD03, ITD04, and ITD08 all required.
- Please note that a value of zero is invalid within the Blackhawk Network invoice. It is preferred that the field or element is left blank instead of placing a zero.

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Segment: DTM - Date/Time References
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To specify the ship date.

Ref. Des.	Data Element	Name	Element Usage
DTM01	374	Date/Time Qualifier 011 Shipped	M
DTM02	373	Date Format is CCYYMMDD	M

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Segment: FOB - F.O.B. Related Instructions
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To specify the transportation method.

Ref. Des.	Data Element	Name	Element Usage
FOB01	146	Shipment Method of Payment	M
		CC Collect	
		CF Collect, Freight Credited Back to Customer	
		DF Defined by Buyer and Seller	
		MX Mixed	
		PC Prepaid but Charged to Customer	
		PO Prepaid Only	
		PP Prepaid by Seller	

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- The use of this segment will help solve potential freight issues.

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Segment: IT1 - Baseline Item Data (Invoice)
Level: Header
Blackhawk Network
Usage: Mandatory
Purpose: To specify the basic line item data for the invoice.

Ref. Des.	Data Element	Name	Element Usage
IT102	358	Quantity Invoiced	M
IT103	355	Unit of Measurement Code EA Each	M
IT104	212	Unit Price	M
IT106	235	Product/Service ID Qualifier UP UPC-A (1-5-5-1) UI UPC- (1-5-5)	M
IT107	234	Product/Service ID	C

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- The quantity invoiced should equal the quantity shipped.
- Blackhawk Network requires "UP". The "UI" is acceptable. No other qualifiers will be accepted.
- The Product ID must be the same one that was sent on Blackhawk Network's purchase order.
- Unit of Measure is always in (EA=eaches)

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Segment: PID – Product/Item Description
Level: Detail
Blackhawk Network
Usage: Optional
Purpose: To describe a product or process in the coded or free-form format

Ref. Des.	Data Element	Name	Element Usage				
PID01	348	Item Description Type Description: Code indicating the format of a description <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Name</u></td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">Free-form</td> </tr> </table>	<u>Code</u>	<u>Name</u>	F	Free-form	O
<u>Code</u>	<u>Name</u>						
F	Free-form						
PID05	352	Description Description: A free-form description to clarify the related data elements and their content	C				

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Segment: SAC - Service, Promotion, Allowance, or Charge
Level: Detail
Blackhawk Network
Usage: Optional
Purpose: To identify a service, promotion, allowance or charge and to specify the amount for the service, promotion, allowance or charge.

Ref. Des.	Data Element	Name	Element Usage
SAC01	248	Allowance or Charge Indicator A Allowance C Charge N No allowance or Charge	M
SAC02	1300	Service, Allowance, Charge Code Code identifying the type of charge or allowance D240 Freight ZZZZ Mutually Defined	C
SAC05	610	Amount Total dollar amount for the allowance/charge	M
SAC12	331	Allowance or Charge Method of Handling Code 02 Off Invoice 06 Charge to be paid by Customer	M

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- Blackhawk Network supports all ANSI codes for data element 1300.

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Segment: TDS - Total Monetary Value Summary
Level: Summary
Blackhawk Network
Usage: Mandatory
Purpose: To identify the total invoice discounts and amounts.

Ref. Des.	Data Element	Name	Element Usage
TDS01	610	Amount Amount of invoice before terms discount	M
TDS02	610	Amount Amount upon which the terms discount amount is calculated.	C
TDS03	610	Amount Amount of invoice due if paid by terms discount due date.	O

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Segment: CAD - Carrier Detail
Level: Summary
Blackhawk Network
Usage: Optional
Purpose: To specify transportation details for the invoice.

Ref. Des.	Data Element	Name	Element Usage
CAD01	91	Transportation Method/Type Code	M
CAD04	140	Standard Carrier Alpha Code	C
CAD05	387	Routing Free-form description.	C
CAD07	128	Reference Number Qualifier BM Bill of Lading Number CN Carrier's Pro Number	O
CAD08	127	Reference Number	C

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- Blackhawk Network prefers that this segment be sent; if the information is available.
- Blackhawk Network prefers the use of the CAD01 and CAD04 elements.
- The CAD05 should be used when sending the CAD04.
- The "CN" code is preferred.

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Segment: SAC - Service, Promotion, Allowance, or Charge
Level: Summary
Blackhawk Network
Usage: Optional
Purpose: To identify a service, promotion, allowance or charge and to specify the amount for the service, promotion, allowance or charge.

Ref. Des.	Data Element	Name	Element Usage
SAC01	248	Allowance or Charge Indicator A Allowance C Charge N No allowance or Charge	M
SAC02	1300	Service, Allowance, Charge Code Code identifying the type of charge or allowance D240 Freight ZZZZ Mutually Defined	C
SAC05	610	Amount Total dollar amount for the allowance/charge	M
SAC12	331	Allowance or Charge Method of Handling Code 02 Off Invoice 06 Charge to be paid by Customer	M

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- Blackhawk Network supports all ANSI codes for data element 1300.

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Segment: ISS - Invoice Shipment Summary
Level: Summary
Blackhawk Network
Usage: Mandatory
Purpose: To specify the total number of units shipped.

Ref. Des.	Data Element	Name	Element Usage
ISS01	382	Number of Units Shipped	M
ISS02	355	Unit of Measurement Code EA Each	M
ISS03	81	Weight	O
ISS04	355	Unit of Measurement Code LB Pound	O

BLACKHAWK NETWORK'S SEGMENT USAGE COMMENTS

- Blackhawk Network requires that each invoice must show the number of units in EA=eaches sent.

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Segment: CTT - Transaction Totals
Level: Summary
Blackhawk Network
Usage: Mandatory
Purpose: To provide total line items to validate transaction completeness and correctness.

Ref. Des.	Data Element	Name	Element Usage
CTT01	354	Number of Line Items Total number of line items (IT1 segments) present in the transaction set.	M

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Segment: SE - Transaction Set Trailer
Level: Summary
Blackhawk Network
Usage: Mandatory
Purpose: To indicate the end of the transaction set and to provide the count of the segments transmitted within the transaction set.

Ref. Des.	Data Element	Name	Element Usage
SE01	96	Number of Included Segments The total number of segments included in a transaction set including the ST and SE segments.	M
SE02	329	Transaction Set Control Number The identifying transaction set control number. This must be the same number as in the ST02.	M

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Segment: GE - Functional Control Trailer
Level: Group
Blackhawk Network
Usage: Mandatory
Purpose: Indicates the end of a functional group and provides control information.

Ref. Des.	Data Element	Name	Element Usage
GE01	97	Number of Included Transaction Sets This field represents the number of transaction sets (ST/SE) included in the functional group (GS/GE).	M
GE02	28	Data Interchange Control Number This must be the same number that was entered in the (GS06) field for the group.	M

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Segment: IEA - Interchange Control Trailer
Level: Envelope
Blackhawk Network
Usage: Mandatory
Purpose: To define the end of an interchange for a partner and to provide control information.

Ref. Des.	Data Element	Name	Element Usage
IEA01	116	Number of Included Groups This field represents the number of GS segments within the transmission.	M
IEA02	112	Interchange Control Number The number in this field must match the one in the ISA segment (ISA13).	M

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Example of 810 Invoice transaction on which a discount is not applicable:

ISA*00* *00* *sender's qual*sender's COMM ID *ZZ*BHNETWORK *080628*1657*U*00401*000000005*0*T*::~~
GS*IN*sender's COMM ID*BHNETWORK*20080628*1657*810000004*X*004010~
ST*810*000000010~
BIG*20080508*sender's invoice number** Blackhawk Network PO number~
REF*IA*sender's Blackhawk Network vendor number~
N1*BY**92*61-895-1680~
ITD*01*****30~
DTM*011*20080508~
FOB*CC~
IT1*000001*180*EA*2.75**CB*SKU information*UP*UPC information~
TDS*74250~
CAD***CFWY*CONSOLIDATED FRTWAYS**CN*257293411~
ISS*180*EA*483*LB~
CTT*1~
SE*13*000000010~
GE*1*810000004~
IEA*1*000000005~

Example of 810 Invoice transaction with a discount included:

ISA*00* *00* *qualifier*sender ID *ZZ*BHNETWORK *081128*1414*U*00401*000000001*1*T*::~~
GS*IN*sender ID*BHNETWORK*20081128*1414*281414398*X*004010~
ST*810*281414440~
BIG*20081109*invoice number** Blackhawk Network PO number~
REF*IA* Blackhawk Network vendor number~
N1*BY**92*61-895-1680~
ITD*01**2**60**61*14015~
DTM*011*20081109~
FOB*PP~
IT1**96*EA*13** CB*12205887*UP*633040701011~
IT1**48*EA*44.18** CB*12209978*UP*633040763019~
IT1**205*EA*17.75** CB*12206767*UP*633040656052~
TDS*700739~
ISS*349*EA~
CTT*3~
SE*14*281414440~
GE*1*281414398~
IEA*1*000000001~