

Transcepta EDI Data Requirements

Supported EDI Document Versions

Transcepta prefers to receive x12 810 documents (version 4010); however, Transcepta can also process the following document types and versions:

| Document Type | Version |
|---------------|----------|
| 210 | 4010 |
| 210 | 4030 |
| 210 | 4060 |
| 210 | 5040 |
| 810 | 4010 |
| 810 | 4010VICS |
| 810 | 4010UCS |
| 810 | 4030 |
| 810 | 5010 |
| 810 | 5040 |
| 880 | 4010 |
| 880 | 4010UCS |
| 880 | 4030 |
| 880 | 5040 |

File Naming Convention

Transcepta prefers to receive uniquely named EDI files with an .EDI extension. Other naming conventions can be configured upon request; *however, we request that all files from your company be sent to Transcepta with a consistent file extension or file name convention, whenever possible.*

Required Header Fields

The following header level fields are required. Our system cannot process invoices that do not contain the following information:

- Customer Bill-to &/or Ship-to Name in N1 segment where N101 = "BT" or "ST"
- Invoice Date in BIG01

- Invoice Number in BIG02
- Total Invoice Amount in TDS01
- Vendor Number - If the buyer only has 1 vendor number in their Accounts Payable system for the vendor, then this field is not required. Otherwise it may appear in a number of places to be negotiated with Transcepta in advance. For example, N104 in vendor address block where N101 = "VN" or "RE".

Recommended Header Fields

These fields are not technically required for our system to process invoices; however they represent the basic information that most Accounts Payable departments expect to see on invoices in order to approve them for payment. For that reason, we strongly recommend that these fields should be included on invoices as well:

- Customer Number in N104 where N101 = "BT"
- Customer Billing Address in N2-N4 segments where N101 = "BT" P
- Payment Terms in ITD segment
- Purchase Order Number (often required by buyers) in BIG04
- Remit-to Name and Address in N1-N4 segments where N101 = "RE"

Required Line Item Fields

The minimum information required for each line item on the invoice is:

- Quantity in IT102
- Unit Price in IT104

Recommended Line Item Fields

Like the recommended header fields, these fields are not technically required for our system to process invoices; however including them on invoices makes it easier and faster for most Accounts Payable departments to approve the invoices for payment. For example, most buyers will not pay invoices unless they have at least a part number and/or a description of the charges.

- Customer Part Number in IT1 segment (we recognize many Product/Service ID Qualifiers such as "BP", "CB", "IN" or "PI")
- Item Description in PID segment
- Units of Measure in IT103

- Vendor Part Number in IT1 segment (we recognize many Product/Service ID Qualifiers such as "VC", "VP" or "VN")

Miscellaneous Charge Fields

Many companies bill for miscellaneous charges that are not reflected in the line items, such as sales tax or freight. They should be included also so that the invoice totals can be validated. Tax usually comes to us in TXI or SAC segments and other charges are usually in SAC segments.

Validation

Invoices are required to add up. The checks we perform are:

1. The line item extension will be calculated automatically for use in step 2 below. The value is found by multiplying the quantity (IT102) times the unit price (IT104). If line-level SAC segments are included, these amounts will then be added or subtracted (based on whether SAC01 = "C" or SAC01 = "A," respectively) to arrive at the final extension.
2. The Total Invoice Amount (TDS01) must equal the sum of the Total Line Item Amounts for each line item plus header level miscellaneous amounts such as sales tax or freight in TXI and/or SAC segments. If the vendor offers discount payment terms (e.g., 2% 10 Net 30), these discounts should not be reflected in the TDS01.

Buyer-Specific Required Fields

The above information describes the minimum requirements to process invoices through the Transcepta system. However specific Transcepta buyers may require additional information. Please contact Transcepta Support for details about buyer-specific requirements.