

December 15, 2000

TO: AHTD Members

## **POINT OF SALES GUIDELINES ESTABLISHED BY AHTD AND PTDA**

Recognizing the reality that POS requests will only increase in the future, PTDA initiated a project to develop guidelines for the use, process, benefits and ethics surrounding the provision of POS information which AHTD immediately embraced. The goal of the task force was to neither initiate nor encourage POS data collection by suppliers. Rather, for those distributor members that choose to provide POS data to their suppliers, the project was designed to clearly lay out the issues related to POS data, help protect the confidentiality of their proprietary information and reduce the time and costs to comply with POS data requests.

Meeting with the goal of making exchange of POS data mutually beneficial for both partners, the task force included distributor and manufacturer volunteers and professional staff from PTDA and the Association for High Technology Distribution (AHTD), legal counsel and Steve Epner of BSW Consulting Inc.

In 2000, PTDA and the Association for High Technology Distribution (AHTD) introduced the **Point-of-Sale Information Guidelines for the Industrial Distribution Industry**. Designed to simplify the transmission of point-of-sale (POS) information from distributors to their suppliers, the guidelines include:

- ? Outline of the benefits of a standardized format for POS data transmission.
- ? Policy and ethical guidelines for sharing POS data.
- ? Comparison of the current and proposed process for transmitting POS data.
- ? Sample distributor/supplier, supplier employee and supplier representative POS confidentiality agreements.
- ? Point-of-Sale Data Transmission Format.

The **Point-of-Sale Data Transmission Format** is a single-format, single-program system that can be installed and used easily. It allows distributors to issue information on their sales of supplier products in an ASCII format that is suitable for being transmitted via floppy disk, e-mail or the Internet without significant software expenditure. Use of a single format ensures accuracy and dramatically decreases the costs associated with providing this information.

**Point-of-Sales Information Guidelines  
For the  
Industrial Distribution Industry**

**Published by**

**Association for High Technology Distribution**

**And**

**Power Transmission Distributors Association**

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## Preface

Increasingly, industrial distributors are being asked to share Point-of-Sale (POS) information with their manufacturer suppliers. The type of information requested varies widely, based on each supplier's planned purpose for the information. Common requests include total sales of their product for a specific category, such as by county, state, zip code, Standard Industrial Classification (SIC) code or North American Industrial Classification System (NAICS) code. More detailed POS requests may include customer name and address, item sold, selling price and invoice date.

Once collected, POS data may be used by suppliers to calculate sales force compensation, to analyze sales trends by region or SIC/NAICS code, to plan production and inventory levels or for other purposes. Some suppliers share summary POS data with their distributors for their own planning purposes, but others do not.

From a distributor perspective, the requested POS information is often considered proprietary. In order to establish some minimum comfort level with this information exchange, there should be some parameters established to protect the confidentiality of both parties' information.

In 1999, in response to distributor member concerns that they were receiving an increased number of requests for Point-of-Sale (POS) data from their suppliers, the Power Transmission Distributors Association initiated a project to develop guidelines for transmission of POS data. In an attempt to make the project as broad-based as possible, input and participation was solicited from other industrial distributor associations. The final task force included distributor and manufacturer volunteers, as well as professional staff, from the Association for High Technology Distribution and the Power Transmission Distributors Association.

The goal of the task force was to neither initiate nor encourage POS data collection by suppliers. Rather, reflecting a reality where distributors are increasingly required to provide such data, the project was designed to clearly lay out the issues related to POS data, help protect distributor proprietary information and minimize costs for those distributors required to submit reports to multiple suppliers.

The enclosed documents were developed by the task force with the goal of making exchange of POS data mutually beneficial for distributor and supplier partners. The documents outline policy and ethical guidelines for sharing POS data, benefits of a standardized format for exchange of POS data, differences in the current and proposed systems, sample confidentiality agreements, a matrix of POS data and a standardized format for transmission of this data.

The enclosed Distributor/Supplier POS Confidentiality Agreement could serve as a stand-alone document or could be incorporated into the distribution agreement between the parties. The Supplier Employee POS Confidentiality Agreement and Supplier Representative POS Confidentiality Agreement are samples for those suppliers who do not already have confidentiality agreements with employees or representatives and who choose to use such a document as a means of reinforcing the supplier's obligation to maintain the confidentiality of the distributor's proprietary information.

## **Benefits of a Standardized Format for Exchange of Point-of-Sale Data**

Adoption of a standardized reporting format for transmission of Point-of-Sale (POS) data from distributors to their supplier partners will significantly streamline this process, leading to cost savings for all channel partners. Adoption of a single format would allow distributors to prepare reports for multiple vendors in a unified format; suppliers would be able to input, sort and analyze this data using an automated process.

Specifically, the following benefits are expected from use of a standardized format for POS data exchange:

- ? Industry-supported standard with cross-product line application.
- ? Reduced time to negotiate distributor-supplier agreements regarding transmission of POS data.
- ? Increased likelihood of suppliers receiving desired data due to ease of reporting.
- ? Reduced time for distributors' administrative personnel to prepare reports.
- ? Reduced distributor error in preparing reports, improving data quality.
- ? Reduced time for distributor and supplier information systems personnel to develop programs to exchange POS data.
- ? Eliminate rekeying of data by supplier personnel.

## Policy and Ethical Guidelines for Sharing Point-of-Sale Data

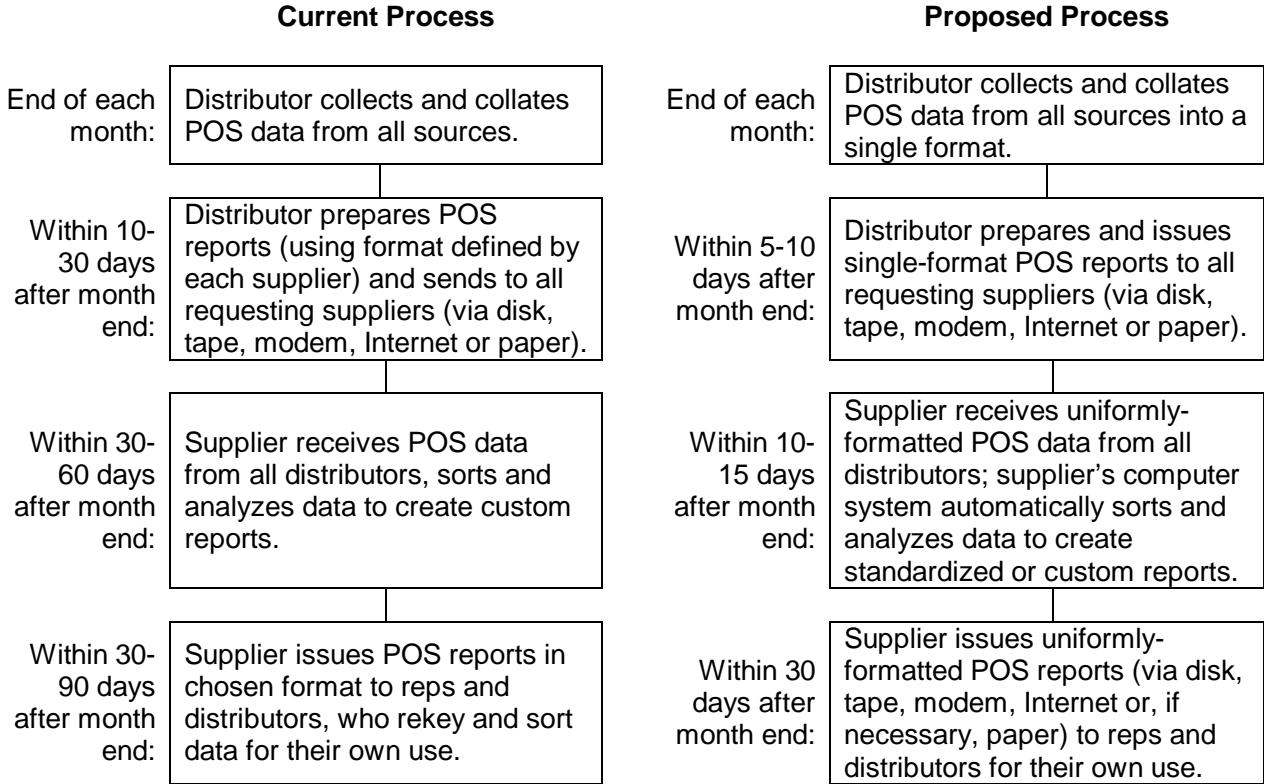
With the intent of insuring that the exchange of Point-of-Sale (POS) data between distribution channel partners is mutually beneficial, the Association for High Technology Distribution and the Power Transmission Distributors Association endorse the following policy concerning guidelines for the ownership and ethical use of the proprietary information:

1. Proprietary information furnished in a POS Report constitutes trade secrets that are and shall remain the property of the reporting distributor.
2. Proprietary POS data is furnished to suppliers for their internal use only (including suppliers' agents) and for the limited purposes of paying commissions to their sales representatives and studying their markets.
3. In exchange for providing POS data to their supplier partners, it is expected that distributors will receive summary data from their suppliers for studying their markets and developing marketing plans.
4. The categories of data that will be provided by distributors to suppliers and by suppliers to distributors are subject to negotiation between individual distributors and their supplier partners.
5. Suppliers and their representatives are expected to keep and maintain proprietary distributor information in a manner that will prevent disclosure to any outside party. This obligation to prevent disclosure remains in effect after the termination of the distributorship arrangement by the distributor, supplier or independent sales representative, for any reason whatsoever. Information that is publicly available, available to the supplier through another source, already known by the supplier or independently developed by the supplier will not be considered proprietary.
6. POS data or analysis derived from this data shall not be used by any supplier personnel, agent or other authorized distributors to the detriment of or to damage the distributor or that distributor's sales of any products to any of its customers.
7. Distributors and their representatives are expected to keep and maintain proprietary supplier data in a manner that will prevent disclosure to any outside party. POS and other market analysis provided by the supplier to the distributor shall not be used by any distributor personnel to the detriment of or to damage the supplier or that supplier's sales of any products to any of its customers.
8. This policy regarding the ownership and ethical use of proprietary Point-of-Sale information should be incorporated into a Distributor/Supplier POS Confidentiality Agreement that specifically addresses:
  - a. Information to be provided;
  - b. Information considered proprietary;
  - c. Use and purpose of proprietary information;
  - d. Disposition of the information in the event of termination;
  - e. Steps to protect confidentiality.

## Chart of Existing and Proposed Point-of-Sale Data Processes

Standardization of the reporting format for transmission of Point-of-Sale (POS) data will streamline this process, leading to savings in costs and personnel time by all channel partners. Adoption of a single format will allow distributors to prepare reports for multiple suppliers in a unified format; suppliers will be able to input, sort and analyze this data using an automated process. Reports analyzing this data can be created easily, providing valuable business data to both channel partners. The proposed process can also replace existing sales force compensation reports.

The following flowchart outlines the existing process for sharing POS data and the streamlined process that will result from adoption of the POS guidelines.



## Matrix of Point-of-Sale Data

The following types of data have been identified as candidates for inclusion in Point-of-Sale (POS) data transmission. For each category of desired data, a supplier is expected to identify why this information is desired as a starting point for negotiation.

Based on input from task force of distributor and manufacturer volunteers, the following data fields are considered likely to be available upon manufacturer request.

Branch Code  
Part Number  
UPC  
Quantity  
Unit of Measure  
Unit Cost  
Ship To State/Province  
Ship To ZIP/Postal  
Ship To Country  
Bill To State/Province  
Bill To ZIP/Postal  
Bill To Country  
Customer Standard Industrial Classification (SIC) Code  
Customer North American Industrial Classification (NAICS) Code  
Product Description

The following data fields may be desired by suppliers, but provision of this information will more likely be dependent upon negotiation with each distributor partner on a "need to know" basis.

Customer Identification Number  
Ship To City  
Ship To County  
Bill To City  
Bill To County  
Customer Name  
Product Category/Family  
Product Category/Family Definition Code  
Unit Price  
Assembly

Based on negotiation with each distributor partner, additional fields may be defined by the user.

**Distributor/Supplier  
POS Confidentiality Agreement**

Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between  
\_\_\_\_\_ (“Distributor”) and \_\_\_\_\_ (“Supplier”).

**RECITALS**

- A. In connection with the distributorship arrangement between Supplier and Distributor, Distributor may from time to time furnish Supplier certain otherwise confidential information concerning Distributor’s business and customers, including, by way of example, sales information such as customer lists, point-of-sale reports, sales volume data, pricing data, and other information relating to customer methods, operations, financing and services of Distributor (“Proprietary Information”).
- B. The Proprietary Information is furnished to Supplier for Supplier’s internal use only and for the limited purposes of allocating sales commissions to Supplier’s sales representatives and performing market research and analysis.
- C. Supplier recognizes and respects Distributor’s proprietary rights and interest in the Proprietary Information.
- D. The Supplier may prepare summary reports for Distributor based upon Distributor’s and other distributors’ aggregated Proprietary Information.
- E. Distributor recognizes and respects Supplier’s proprietary rights and interest in such summary reports.

**In consideration of the above recitals, which are hereby made a part of the terms of this Agreement, and the promises set forth below, the parties hereby agree as follows:**

1. Proprietary Information furnished by Distributor to Supplier shall be expressly designated and conspicuously marked by Distributor as “CONFIDENTIAL,” either via a stamped hard copy or via a designation in an electronic communication. Proprietary Information shall not include information which (a) is or becomes generally available to the public through no fault of Supplier, or (b) becomes available to Supplier on a nonconfidential basis from a source which is not prohibited from disclosing such information to Supplier by a contractual, legal or fiduciary obligation, or (c) was already known to Supplier at the time of disclosure, or (d) was independently developed by Supplier by persons without access to the Proprietary Information.
2. Proprietary Information, so marked, shall be and remain the property of Distributor, and Supplier acknowledges that the Proprietary Information constitutes confidential trade secrets of Distributor. Supplier shall not, during the continuance of the distributorship arrangement with the Distributor or at any time thereafter, directly or indirectly, disclose to others or use any of the Proprietary Information for the benefit of any person, corporation, or other entity, or itself, or to the detriment or damage of Distributor or Distributor’s sales of any products to any of its customers.
3. Supplier agrees that it shall keep and maintain the Proprietary Information in a manner so as to prevent disclosure to any third party and to limit access to the Proprietary Information to such of its employees or agents, such as manufacturer representatives, as are required to have such access for the purposes described in Section B above. Supplier agrees to protect the confidentiality of the



Proprietary Information and agrees to assume responsibility for insuring that none of Supplier's employees or agents shall disclose any of the Proprietary Information other than as authorized by this Agreement.

4. Supplier may provide aggregated, summary information, which includes Proprietary Information, to Distributor and other distributors, provided that data from at least three distributors is included in each category such that Distributor's Proprietary Information is not revealed to third parties.

5. Distributor agrees that it shall keep and maintain such aggregated, summary data received from Supplier in a manner so as to prevent disclosure to any third party and to limit access to such data to such of its employees or agents as are required to have such access for the purposes of selling Supplier's products. Distributor agrees to protect the confidentiality of such data and agrees to assume responsibility for insuring that none of Distributor's employees or agents shall disclose such data other than as authorized by this Agreement.

6. Upon the termination of the distributorship arrangement by either party for any reason whatsoever, all point-of-sale reports and other tangible embodiments of Proprietary Information (whether preserved in hard copy, magnetic or electronic media or otherwise) and each and every copy, abstract, or reproduction of such Proprietary Information made by or for Supplier or received by Supplier and still in existence shall be destroyed by Supplier and within thirty (30) days of the termination of distributorship arrangement Supplier shall provide Distributor with written certification that said Proprietary Information has been destroyed and will not be used by any of Supplier's personnel or other authorized distributors or by any other person or entity to the detriment or damage of Distributor.

**IN WITNESS WHEREOF**, the parties have signed this Agreement on the date set forth above.

Distributor

Supplier

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**Supplier Employee POS  
Confidentiality Agreement**

In connection with the distributorship arrangement between Supplier and Distributor, the parties have entered into a Distributor/Supplier POS Confidentiality Agreement, pursuant to which Distributor has designated certain Proprietary Information provided to Supplier as "CONFIDENTIAL."

Upon being provided with any such Proprietary Information, Employee hereby agrees to utilize such Distributor Proprietary Information only for the limited purposes of allocating sales commissions to Supplier's sales representatives and/or performing market research and analysis. During and following his/her employment with Supplier, Employee agrees he/she will not, directly or indirectly, disclose to others or use any such Proprietary Information for the benefit of any person, corporation, or other entity, or himself/herself, or to the detriment or damage of Distributor or Distributor's sales of any products to any of its customers.

**IN WITNESS WHEREOF**, Employee has signed this Agreement on the date set forth below.

EMPLOYEE

\_\_\_\_\_

Date: \_\_\_\_\_

**Supplier Representative POS  
Confidentiality Agreement**

In connection with the distributorship arrangement between Supplier and Distributor, the parties have entered into a Distributor/Supplier POS Confidentiality Agreement, pursuant to which Distributor has designated certain Proprietary Information provided to Supplier as "CONFIDENTIAL."

Upon being provided with any such Proprietary Information, Representative hereby agrees to utilize such Distributor Proprietary Information only for the limited purposes of allocating sales commissions to Supplier's sales representatives and/or performing market research and analysis. During and following its representation of Supplier, Representative agrees it will not, directly or indirectly, disclose to others or use any such Proprietary Information for the benefit of any person, corporation, or other entity, or itself, or to the detriment or damage of Distributor or Distributor's sales of any products to any of its customers.

**IN WITNESS WHEREOF**, Representative has signed this Agreement on the date set forth below.

REPRESENTATIVE

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

## **AHTD/PTDA Point-of-Sale Data Transmission Format Version 1.0**

The following format was developed by a joint task force of volunteers from the Association for High Technology Distribution (AHTD) and the Power Transmission Distributors Association (PTDA). This format is recommended for the electronic transmission of point-of-sale (POS) data between distributor and supplier and is designed for use by any firm in the industrial distribution industry. Endorsement of the format as written by other trade associations is welcome.

This format is designed to increase the efficiency of POS data transmission by providing a single format and providing common categorization of data. Decisions as to what information will be provided and appropriate uses of this data are open to negotiation between distributor and supplier.

Questions or suggested improvements may be directed to Patricia Lilly, AHTD (+1.215.564.3484; plilly@fernley.com) or Stephanie Kaplan, PTDA (+1.312.876.9461; sakaplan@ptda.org). The most recent version of the format is available on request from any of the sponsoring associations.

This format includes three files:

- ? The header file identifies the distributor that is transmitting the data and defines the general parameters of the database file.
- ? The data file contains information about distributor sales to customers and is submitted on a schedule negotiated between the distributor and supplier.
- ? The trailer file contains unique identification information referenced in the header record and indicates the total number of records transmitted as part of a single transmission.

To ensure the confidentiality of your POS data, 128-byte encryption or better is recommended. If you are sharing data with international trading partners, please verify that the encryption routine you have selected is approved for export under the national security regulations of your country.

### **Format Rules**

All fields are ASCII format, variable length, and "tab" delimited. Each record ends with a CR/LF (carriage return/line feed).

Physical decimal points must be used in all numeric fields that require them; a numeric field without a decimal will be considered an integer.

Distributors have discretion to provide or not provide any of the data fields except the ones marked as "M" (Mandatory). Consecutive fields marked "E" (Either) indicate that one of these fields must be supplied; both may be supplied if information is available. Distributors may ignore data fields that are not required for their application. If a field is not supplied, the position is filled with a "null" character; two delimiters in a row (tab tab) represent a null character.

All codes will use ASC X12 EDI standards where they are defined. Where relevant, the Definition and Comment line for each field refers to the ASC X12 table where field values can be found.

The date of this release is May 31, 2000, Version 1.0.

### Header Record

N	M	Field Name	Definition and Comments
1	M	Data Type	Identification field categorizing data; in most cases, this will read "Distributor Point-of-Sale Data."
2	M	Transmission Control Number	Numeric. This series is automatically assigned for each transmission from the distributor to a particular supplier, beginning with transmission zero. The numbering system rolls over with the first transmission sent in a new calendar year.
3	M	Distributor Name	Free format field with the distributor name.
4		Distributor Address	Free format field with the street address or P.O. Box where the distributor can be contacted.
5	E	Distributor Contact Phone Number	Numeric; formatted AAEEENNNNXXXX, where AAA indicates the area code, EEE indicates the exchange, NNNN indicates the number, and XXXX indicates the extension and no dashes are included. This is a phone number where a technical contact or person responsible for e-mailing this transmission may be reached.
6	E	Distributor E-mail Address	E-mail address where a technical contact or person responsible for e-mailing this transmission may be reached.

### Data Records

N	M	Field Name	Definition and Comments
1	M	Transaction Date	Numeric; formatted YYYYMMDD. For sales (field 7 is positive), this field indicated the date the invoice was generated for this line item; if summary billing is used, this is the date the invoice would normally have been generated. For returns (field 7 is negative), this field indicates the date credit was issued to the customer.
2	M	Transmission Record Number	Numeric; a sequential number representing this unique data record for this transaction date.
3	M	Distributor ID Duns+4 Number	Duns+4 number for this distributor. Where multiple Duns+4 numbers are available, use the selling facility, not the number of a conglomerate or holding company.
4		Branch Code	Alphanumeric. For use in designating for which branch data is submitted where the distributor uses a single Duns number for all locations.
5	E	Part Number	Alphanumeric. Supplier part number.
6	E	UPC	Numeric. Supplier UPC product number (13 digits).
7		Quantity	Numeric. Quantity of product sold (positive) or returned (negative). If not null, must be accompanied by a unit of measure.
8		Unit of Measure	Alphanumeric. The unit of measure sold or credited for this record. Use the attached list of ASC X12 standard codes (Table 355—Unit of Measurement Code). Use of a nonstandard code is not allowed.
9	M	Unit Cost	Numeric.
10	M	Unit Cost Identifier	Use the attached list of ASC X12 standard codes (Table 639—Unit Cost Identifier Codes). Use of a nonstandard code is not allowed.
11	M	Unit Cost Currency Code	Use the attached list of ISO standard codes (Table 4217—ISO 3-Letter Alphabetic Currency Codes). Use of a nonstandard code is not allowed.
12		Customer Identification Number	Alphanumeric. Internal "Ship To" identification.

13		Ship To City	Alphabetical. Customer city.
14		Ship To County	Alphabetical. Customer county.
15		Ship To State/Province	Customer state or province. Use the attached list of standard U.S. and Canadian postal abbreviation codes. Use of a nonstandard code is not allowed.
16		Ship To ZIP/Postal	Alphanumeric. Customer ZIP or Postal Code without punctuation marks.
17		Ship To Country	Customer country. Use the attached list of ISO standard codes (Table 3166-1—ISO 2-Letter Alphabetic Country Codes). Use of a nonstandard code is not allowed.
18		Bill To City	Alphabetical. Customer city.
19		Bill To County	Alphabetical. Customer county.
20		Bill To State/Province	Customer state or province. Use the attached list of standard U.S. and Canadian postal abbreviation codes. Use of a nonstandard code is not allowed.
21		Bill To ZIP/Postal	Alphanumeric. Customer ZIP or Postal Code without punctuation marks.
22		Bill To Country	Customer country. Use the attached list of ISO standard codes (Table 3166-1—ISO 2-Letter Alphabetic Country Codes). Use of a nonstandard code is not allowed.
23		SIC	Numeric. Customer Standard Industrial Classification code.
24		NAICS	Numeric. Customer North American Industrial Classification System code.
25		Customer Name	Alphanumeric.
26		Product Category/Family	Alphanumeric. Schema relating part number or UPC to a larger category that has been agreed to by distributor and supplier partner. Must be consistent over the reporting period.
27		Product Category/Family Definition Code	Alphanumeric. Use the list of codes developed by distributor and supplier.
28		Unit Price	Pretax unit price excluding freight, any charges for engineering support and total order discounts.
29		Unit Price Identifier	Use the attached list of ASC X12 standard codes (Table 639—Unit Cost Identifier Codes). Use of a nonstandard code is not allowed.
30		Unit Price Currency Code	Use the attached list of ISO standard codes (Table 4217—ISO 3-Letter Alphabetic Currency Codes). Use of a nonstandard code is not allowed.
31		Product Description	Free format field. Use if there is no part number or UPC code.
32		Assembly	Free format field. Use to indicate if referenced product is an assembly.

### Trailer Record

<b>N</b>	<b>M</b>	<b>Field Name</b>	<b>Definition and Comments</b>
1	M	Transmission Control Number	Numeric. This series is automatically assigned for each transmission from the distributor to a particular supplier, beginning with transmission zero. The numbering system rolls over with the first transmission sent in a new calendar year. This number must be the same as Field 2 in the Header Record
2	M	Record Count	Numeric. Number of Data Records in this transmission.

**Suggested Unit Cost Identifier Codes  
Data Element Dictionary Table 639  
ASC X12**

The following table reproduces ASC 12 – 639. Please use only codes that have been accepted into this standard.

<b>Code</b>	<b>Explanation</b>	<b>Code</b>	<b>Explanation</b>
AP	Advise Price	PT	Price per Ton
AW	Average Wholesale Price	PU	Quarterly Price per Unit
BD	Before Discount	PV	Provisional Price
BR	Broker	PY	Price per Yard
BW	Biweekly Price per Unit	QE	Quoted Price per Each
CA	Catalog	QH	Quoted Price per Hundred
CP	Current Price (Subject to Change)	QR	Previous Quoted Price
CT	Contract	QS	Quoted Price per Thousand
DI	Distributor	QT	Quoted
DR	Dealer	RC	Retail Price per Hundred
DS	Discount	RD	Retail Price per Dozen
EC	Estimated Credit	RE	Retail Price per Each
ES	Estimated	RM	Retail Price per Thousand
FX	Fixed Price	RS	Resale Price
HF	Per 100 Feet	RT	Retail
HP	Price per Hundred	SA	Semiannual Price per Unit
LC	Catalog Price per Hundred	SC	Submitted Contract
LD	Catalog Price per Dozen	SM	Semi Monthly Price per Unit
LE	Catalog Price per Each	SR	Suggested Retail
LM	Catalog Price per Thousand	ST	Standard
LR	Previous Catalog Price	SW	Submitted Wholesale
ME	Midterm Endorsement Price per Unit	TB	To be negotiated
NC	No Charge	TC	Contract Price per Hundred
NE	Not to Exceed	TD	Contract Price per Dozen
NQ	No Quote	TE	Contract Price per Each
NT	Net	TF	Per 1000 Feet
PA	Price per Troy Ounce	TM	Contract Price per Thousand
PB	Annual Price per Unit	TP	Price per Thousand
PD	Price per Dozen	UM	Price per Unit of Measure
PE	Price per Each	VQ	Verbal Quote
PF	Price per Foot	WC	Wholesale Price per Hundred
PM	Monthly Price per Unit	WD	Wholesale Price per Dozen
PN	Price per Ten	WE	Wholesale Price per Each
PO	Price per Ounce	WH	Wholesale
PP	Price per Pound	WI	Weekly Price per Unit
PR	Promotion	WM	Wholesale Price per Thousand
PS	Price per Thousand Square Foot		

**Suggested Currency Codes**  
**ISO 3-Letter Alphabetic Currency Codes**  
**ISO 4217**

The following table reproduces ISO 4217. Please use only codes that have been accepted into this standard. An asterisk indicates no currency code has been assigned to that country/entity.

<b>Code</b>	<b>Country/Entity</b>	<b>Code</b>	<b>Country/Entity</b>
AFA	Afghanistan	CLP/CLF	Chile
ALL	Albania	CNY	China
DZD	Algeria	AUD	Christmas Island
USD	American Samoa	AUD	Cocos (Keeling) Islands
ESP/FRF/ADP	Andorra	COP	Colombia
AON/AOR	Angola	KMF	Comoros
XCD	Anguilla	XAF	Congo
*	Antarctica	ZRN	Congo, Democratic Rep. of the
XCD	Antigua and Barbuda	NZD	Cook Islands
ARS	Argentina	CRC	Costa Rica
AMD	Armenia	XOF	Côte D'ivoire
AWG	Aruba	HRK	Croatia
AUD	Australia	CUP	Cuba
ATS	Austria	CYP	Cyprus
AZM	Azerbaijan	CZK	Czech Republic
BSD	Bahamas	DKK	Denmark
BHD	Bahrain	DJF	Djibouti
BDT	Bangladesh	XCD	Dominica
BBD	Barbados	DOP	Dominican Republic
BYB	Belarus	TPE/IDR	East Timor
BEF	Belgium	ECS/ECV	Ecuador
BZD	Belize	EGP	Egypt
XOF	Benin	SVC	El Salvador
BMD	Bermuda	XAF	Equatorial Guinea
INR/BTN	Bhutan	ERN	Eritrea
BOB/BOV	Bolivia	EEK	Estonia
BAM	Bosnia and Herzegovina	ETB	Ethiopia
BWP	Botswana	FKP	Falkland Islands(Malvinas)
NOK	Bouvet Island	DKK	Faroe Islands
BRL	Brazil	FJD	Fiji
USD	British Indian Ocean Territory	FIM	Finland
BND	Brunei Darussalam	FRF	France
BGL	Bulgaria	FRF	French Guiana
XOF	Burkina Faso	XPF	French Polynesia
BIF	Burundi	FRF	French Southern Territories
KHR	Cambodia	XAF	Gabon
XAF	Cameroon	GMD	Gambia
CAD	Canada	GEL	Georgia
CVE	Cape Verde	DEM	Germany
KYD	Cayman Islands	GHC	Ghana
XAF	Central African Republic	GIP	Gibraltar
XAF	Chad	GRD	Greece



**Suggested Currency Codes—CONTINUED**  
**ISO 3-Letter Alphabetic Currency Codes**  
**ISO 4217**

DKK	Greenland	MKD	Macedonia, the Former Yugoslav Republic of
XCD	Grenada	MGF	Madagascar
FRF	Guadeloupe	MWK	Malawi
USD	Guam	MYR	Malaysia
GTQ	Guatemala	MVR	Maldives
GNF	Guinea	XOF	Mali
GWP/XOF	Guinea-Bissau	MTL	Malta
GYD	Guyana	USD	Marshall Islands
HTG/USD	Haiti	FRF	Martinique
AUD	Heard Island and McDonald Islands	MRO	Mauritania
ITL	Holy See (Vatican City State)	MUR	Mauritius
HNL	Honduras	*	Mayotte
HKD	Hong Kong	MXN/MXV	Mexico
HUF	Hungary	USD	Micronesia, Federated States of
ISK	Iceland	MDL	Moldova, Republic of
INR	India	FRF	Monaco
IDR	Indonesia	MNT	Mongolia
IRR	Iran (Islamic Republic of)	XCD	Montserrat
IQD	Iraq	MAD	Morocco
IEP	Ireland	MZM	Mozambique
ILS	Israel	MMK	Myanmar
ITL	Italy	ZAR/NAD	Namibia
JMD	Jamaica	AUD	Nauru
JPY	Japan	NPR	Nepal
JOD	Jordan	NLG	Netherlands
KZT	Kazakhstan	ANG	Netherlands Antilles
KES	Kenya	XPF	New Caledonia
AUD	Kiribati	NZD	New Zealand
KPW	Korea, Democratic People's Rep. of	NIO	Nicaragua
KRW	Korea, Republic of	XOF	Niger
KWD	Kuwait	NGN	Nigeria
KGS	Kyrgyzstan	NZD	Niue
LAK	Lao People's Democratic Republic	AUD	Norfolk Island
LVL	Latvia	USD	Northern Mariana Islands
LBP	Lebanon	NOK	Norway
ZAR/ZAL/LSL	Lesotho	OMR	Oman
LRD	Liberia	*	Palestinian Territory, Occupied
LYD	Libyan Arab Jamahiriya	PKR	Pakistan
CHF	Liechtenstein	USD	Palau
LTL	Lithuania	PAB/USD	Panama
LUF	Luxembourg	PGK	Papua New Guinea
MOP	Macau	PYG	Paraguay

**Suggested Currency Codes—CONTINUED**  
**ISO 3-Letter Alphabetic Currency Codes**  
**ISO 4217**

PEN	Peru	SEK	Sweden
PHP	Philippines	CHF	Switzerland
NZD	Pitcairn	SYP	Syrian Arab Republic
PLN	Poland	TWD	Taiwan, Province of China
PTE	Portugal	TJR	Tajikistan
USD	Puerto Rico	TZS	Tanzania, United Rep. of
QAR	Qatar	THB	Thailand
FRF	Reunion	XOF	Togo
ROL	Romania	NZD	Tokelau
RUR/RUB	Russian Federation	TOP	Tonga
RWF	Rwanda	TTD	Trinidad and Tobago
SHP	Saint Helena	TND	Tunisia
XCD	Saint Kitts and Nevis	TRL	Turkey
XCD	Saint Lucia	TMM	Turkmenistan
FRF	Saint Pierre and Miquelon	USD	Turks and Caicos Islands
XCD	Saint Vincent and The Grenadines	AUD	Tuvalu
WST	Samoa	UGX	Uganda
ITL	San Marino	UAH	Ukraine
STD	Sao Tome and Principe	AED	United Arab Emirates
SAR	Saudi Arabia	GBP	United Kingdom
XOF	Senegal	USD/USS/USN	United States
SCR	Seychelles	USD	United States Minor: Outlying Islands
SLL	Sierra Leone	UYU	Uruguay
SGD	Singapore	UZS	Uzbekistan
SKK	Slovakia	VUV	Vanuatu
SIT	Slovenia	VEB	Venezuela
SBD	Solomon Islands	VND	Viet Nam
SOS	Somalia	USD	Virgin Islands, British
ZAR	South Africa	USD	Virgin Islands, U.S.
*	South Georgia/South Sandwich Islands	XPF	Wallis and Futuna
ESP	Spain	MAD	Western Sahara
LKR	Sri Lanka	YER	Yemen
SDD	Sudan	YUM	Yugoslavia
SRG	Suriname	ZMK	Zambia
NOK	Svalbard and Jan Mayen	ZWD	Zimbabwe
SZL	Swaziland		

**Suggested Unit of Measure Codes  
Data Element Dictionary Table 355  
ASC X12**

The following table is a subset of the full ASC X12 – 355. These are common units of measure that can be used in the pricing tables. Additional codes may be added at any time. Please only use codes that have been accepted into the EDI standard. Additional code use should be reported to PTDA so that additional codes may be added to this table.

<b>Code</b>	<b>Explanation</b>	<b>Code</b>	<b>Explanation</b>	<b>Code</b>	<b>Explanation</b>
AM	Machine Unit	GA	Gallons	OP	Two Pack
AY	Assembly	GI	Imperial Gallon	P3	Three Pack
BG	Bag	HB	Hundred Boxes	P4	Four Pack
BK	Book	HC	Hundred Count	P6	Six Pack
BT	Belt	HF	Hundred Feet	P8	Eight Pack
BX	Box	HU	Hundred	P9	Nine Pack
C4	Car Load	IN	Inches	PC	Piece
CA	Case	KE	Keg	PK	Package
CC	Cubic Centimeter	KG	Kilogram	PL	Pallet/Unit Load
CF	Cubic Feet	KK	Hundred Kilograms	PR	Pair
CG	Card	KT	Kit	RD	Rod
CH	Container	LA	Pounds per cubic In.	RE	Reel
CI	Cubic Inches	LB	Pound	RL	Roll
CL	Cylinder	LF	Linear Foot	SF	Square Foot
CM	Centimeter	LK	Link	SH	Sheet
CP	Crate	LT	Liters	SI	Square Inch
CT	Carton	LY	Linear Yard	SL	Sleeve
DP	Dozen Pair	MR	Meter	SO	Spool
DR	Drum	NB	Barge	SV	Skid
DZ	Dozen	NC	Car	TB	Tube
EA	Each	NL	Load	TC	Truck Load
FO	Fluid Ounce	NS	Short Ton (2000 lbs)	TH	Thousand
FT	Foot	NT	Trailer	TK	Tank

## Suggested Customer State/Province Codes

The following codes are based on U.S. and Canadian postal abbreviations. Please use only codes listed below.

<b>Code</b>	<b>State/Province</b>	<b>Code</b>	<b>State/Province</b>
AL	Alabama	NB	New Brunswick
AK	Alaska	NH	New Hampshire
AB	Alberta	NJ	New Jersey
AS	American Samoa	NM	New Mexico
AZ	Arizona	NY	New York
AR	Arkansas	NF	Newfoundland
BC	British Columbia	NC	North Carolina
CA	California	ND	North Dakota
CO	Colorado	MP	Northern Mariana Islands
CT	Connecticut	NT	Northwest Territories
DE	Delaware	NS	Novia Scotia
DC	District Of Columbia	OH	Ohio
FM	Federated States Of Micronesia	OK	Oklahoma
FL	Florida	ON	Ontario
GA	Georgia	OR	Oregon
GU	Guam	PW	Palau
HI	Hawaii	PA	Pennsylvania
ID	Idaho	PE	Prince Edward Island
IL	Illinois	PR	Puerto Rico
IN	Indiana	PQ	Quebec
IA	Iowa	RI	Rhode Island
KS	Kansas	SK	Saskatchewan
KY	Kentucky	SC	South Carolina
LA	Louisiana	SD	South Dakota
ME	Maine	TN	Tennessee
MB	Manitoba	TX	Texas
MH	Marshall Islands	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VI	Virgin Islands
MI	Michigan	VA	Virginia
MN	Minnesota	WA	Washington
MS	Mississippi	WV	West Virginia
MO	Missouri	WI	Wisconsin
MT	Montana	WY	Wyoming
NE	Nebraska	YT	Yukon Territory
NV	Nevada		

**Suggested Customer Country Codes**  
**ISO 2-Letter Alphabetic Country Codes**  
**ISO 3166-1**

The following table reproduces ISO 3166-1. Please use only codes that have been accepted into this standard.

<b>Code</b>	<b>Country/Entity</b>	<b>Code</b>	<b>Country/Entity</b>
AF	Afghanistan	CL	Chile
AL	Albania	CN	China
DZ	Algeria	CX	Christmas Island
AS	American Samoa	CC	Cocos (Keeling) Islands
AD	Andorra	CO	Colombia
AO	Angola	KM	Comoros
AI	Anguilla	CG	Congo
AQ	Antarctica	CD	Congo, Democratic Republic of the
AG	Antigua and Barbuda	CK	Cook Islands
AR	Argentina	CR	Costa Rica
AM	Armenia	CI	Côte D'ivoire
AW	Aruba	HR	Croatia
AU	Australia	CU	Cuba
AT	Austria	CY	Cyprus
AZ	Azerbaijan	CZ	Czech Republic
BS	Bahamas	DK	Denmark
BH	Bahrain	DJ	Djibouti
BD	Bangladesh	DM	Dominica
BB	Barbados	DO	Dominican Republic
BY	Belarus	TP	East Timor
BE	Belgium	EC	Ecuador
BZ	Belize	EG	Egypt
BJ	Benin	SV	El Salvador
BM	Bermuda	GQ	Equatorial Guinea
BT	Bhutan	ER	Eritrea
BO	Bolivia	EE	Estonia
BA	Bosnia and Herzegovina	ET	Ethiopia
BW	Botswana	FK	Falkland Islands(Malvinas)
BV	Bouvet Island	FO	Faroe Islands
BR	Brazil	FJ	Fiji
IO	British Indian Ocean Territory	FI	Finland
BN	Brunei Darussalam	FR	France
BG	Bulgaria	GF	French Guiana
BF	Burkina Faso	PF	French Polynesia
BI	Burundi	TF	French Southern Territories
KH	Cambodia	GA	Gabon
CM	Cameroon	GM	Gambia
CA	Canada	GE	Georgia
CV	Cape Verde	DE	Germany
KY	Cayman Islands	GH	Ghana
CF	Central African Republic	GI	Gibraltar
TD	Chad	GR	Greece

**Suggested Customer Country Codes—CONTINUED**  
**ISO 2-Letter Alphabetic Country Codes**  
**ISO 3166-1**

GL	Greenland	MY	Malaysia
GD	Grenada	MV	Maldives
GP	Guadeloupe	ML	Mali
GU	Guam	MT	Malta
GT	Guatemala	MH	Marshall Islands
GN	Guinea	MQ	Martinique
GW	Guinea-Bissau	MR	Mauritania
GY	Guyana	MU	Mauritius
HT	Haiti	YT	Mayotte
HM	Heard Island and McDonald Islands	MX	Mexico
VA	Holy See (Vatican City State)	FM	Micronesia, Federated States of
HN	Honduras	MD	Moldova, Republic of
HK	Hong Kong	MC	Monaco
HU	Hungary	MN	Mongolia
IS	Iceland	MS	Montserrat
IN	India	MA	Morocco
ID	Indonesia	MZ	Mozambique
IR	Iran (Islamic Republic of)	MM	Myanmar
IQ	Iraq	NA	Namibia
IE	Ireland	NR	Nauru
IL	Israel	NP	Nepal
IT	Italy	NL	Netherlands
JM	Jamaica	AN	Netherlands Antilles
JP	Japan	NC	New Caledonia
JO	Jordan	NZ	New Zealand
KZ	Kazakhstan	NI	Nicaragua
KE	Kenya	NE	Niger
KI	Kiribati	NG	Nigeria
KP	Korea, Democratic People's Rep. of	NU	Niue
KR	Korea, Republic of	NF	Norfolk Island
KW	Kuwait	MP	Northern Mariana Islands
KG	Kyrgyzstan	NO	Norway
LA	Lao People's Democratic Republic	OM	Oman
LV	Latvia	PS	Palestinian Territory, Occupied
LB	Lebanon	PK	Pakistan
LS	Lesotho	PW	Palau
LR	Liberia	PA	Panama
LY	Libyan Arab Jamahiriya	PG	Papua New Guinea
LI	Liechtenstein	PY	Paraguay
LT	Lithuania	PE	Peru
LU	Luxembourg	PH	Philippines
MO	Macau	PN	Pitcairn
MK	Macedonia, the Former Yugoslav Republic of	PL	Poland
MG	Madagascar	PT	Portugal
MW	Malawi	PR	Puerto Rico

**Suggested Customer Country Codes—CONTINUED**  
**ISO 2-Letter Alphabetic Country Codes**  
**ISO 3166-1**

QA	Qatar	TW	Taiwan, Province of China
RE	Reunion	TJ	Tajikistan
RO	Romania	TZ	Tanzania, United Republic of
RU	Russian Federation	TH	Thailand
RW	Rwanda	TG	Togo
SH	Saint Helena	TK	Tokelau
KN	Saint Kitts and Nevis	TO	Tonga
LC	Saint Lucia	TT	Trinidad and Tobago
PM	Saint Pierre and Miquelon	TN	Tunisia
VC	Saint Vincent and The Grenadines	TR	Turkey
WS	Samoa	TM	Turkmenistan
SM	San Marino	TC	Turks and Caicos Islands
ST	Sao Tome and Principe	TV	Tuvalu
SA	Saudi Arabia	UG	Uganda
SN	Senegal	UA	Ukraine
SC	Seychelles	AE	United Arab Emirates
SL	Sierra Leone	GB	United Kingdom
SG	Singapore	US	United States
SK	Slovakia	UM	United States Minor: Outlying Islands
SI	Slovenia	UY	Uruguay
SB	Solomon Islands	UZ	Uzbekistan
SO	Somalia	VU	Vanuatu
ZA	South Africa	VE	Venezuela
GS	South Georgia/South Sandwich Islands	VN	Viet Nam
ES	Spain	VG	Virgin Islands, British
LK	Sri Lanka	VI	Virgin Islands, U.S.
SD	Sudan	WF	Wallis and Futuna
SR	Suriname	EH	Western Sahara
SJ	Svalbard and Jan Mayen	YE	Yemen
SZ	Swaziland	YU	Yugoslavia
SE	Sweden	ZM	Zambia
CH	Switzerland	ZW	Zimbabwe
SY	Syrian Arab Republic		