

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

TABLE OF CONTENTS

| | |
|----------|--|
| 1 | Preface |
| 2 | Benefits of a Standardized Format |
| 3 | Policy and Ethical Guidelines |
| 4 | Chart of POS Data Processes |
| 5 | Matrix of Point-of-Sale Data |
| 6 | POS Confidentiality Agreements |
| 7 | POS Transmission Format v.1.0 |

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

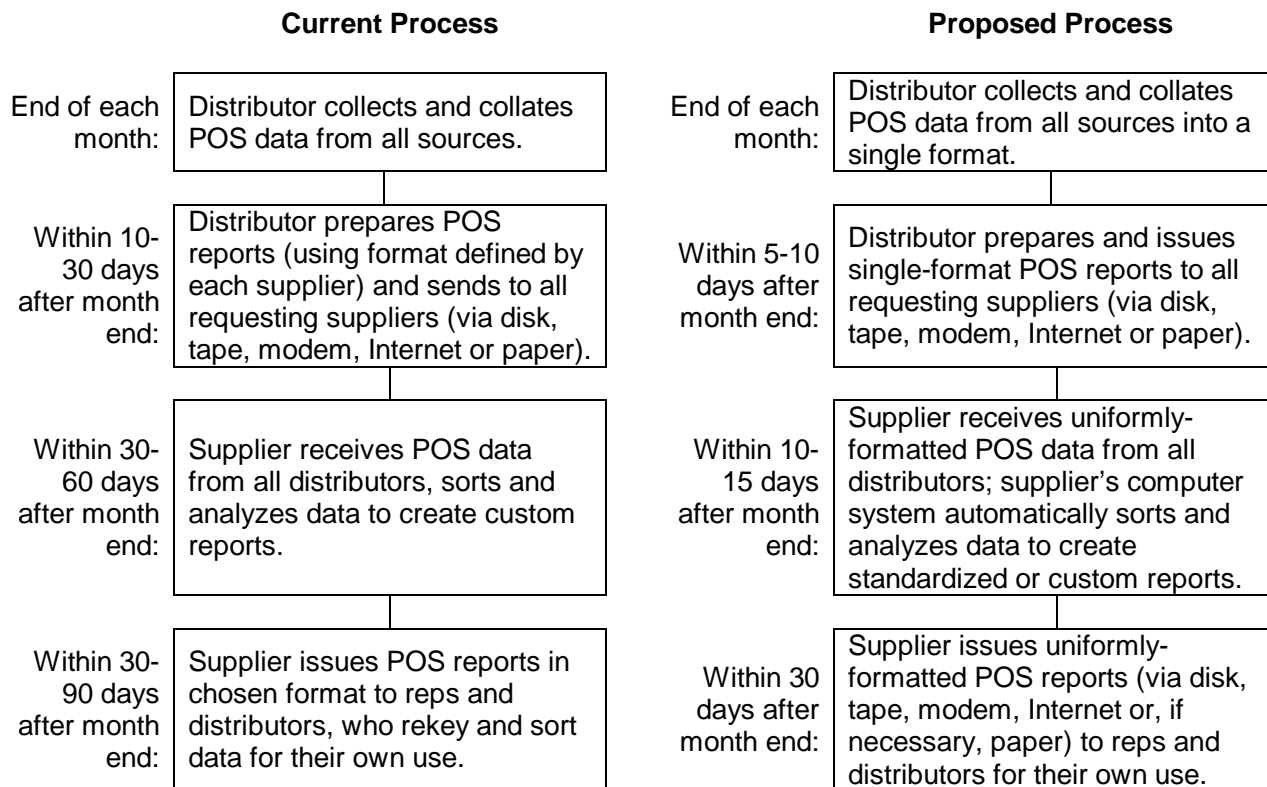
With the intent of insuring that the exchange of Point-of-Sale (POS) data between distribution channel partners is mutually beneficial, the Association for High Technology Distribution and the Power Transmission Distributors Association endorse the following policy concerning guidelines for the ownership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

| N | M | Field Name | Definition and Comments |
|----------|----------|-----------------------------|---|
| 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.

| Code | Explanation | Code | Explanation |
|-------------|------------------------------------|-------------|------------------------------|
| 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.

| Code | Country/Entity | Code | Country/Entity |
|-------------|--------------------------------|-------------|-------------------------------|
| 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.

| Code | Explanation | Code | Explanation | Code | Explanation |
|-------------|--------------------|-------------|----------------------|-------------|--------------------|
| 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.

| Code | State/Province | Code | State/Province |
|-------------|--------------------------------|-------------|--------------------------|
| 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.

| Code | Country/Entity | Code | Country/Entity |
|-------------|--------------------------------|-------------|-----------------------------------|
| 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 | Kazakstan | 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 | | |