

EDI Guide - Appendix H
810V - Non-Procurement Instruments Voucher

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Under:
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History Page

<i>Version</i>	<i>Date</i>	<i>Change Description</i>
5.4.0-1	8/27/12	CAMCG166 Removed all History prior to 5.4
5.4.0-2	10/11/12	ECP_0725 - FTP/EDI Guide Changes REF Pos.50: Added "ACC" to REF01 and "Draft" to REF02 for Draft Indicator; Added Sample and "ACC" to code list
5.4.0-3	12/6/12	WIT Issue 2501 v5.4 SIT REF Pos.50: Added additional "Draft" information to notes section
5.4.0-4	12/13/12	WIT Issue 2467 v5.4 SIT BIG Pos.20, BIG05: Updated Grant to Grant/Cooperative Agreement and added Non-Procurement Instruments to Description and Notes columns. REF Pos.50, REF02: Updated Grant to Grant/Cooperative Agreement and added Non-Procurement Instruments to "D"
5.4.1-1	02/19/13	CAMCG196 Updated to Version 5.4.1, July 2013
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5.6.0-2	04/06/14	WAWF-323 ECP0761 - FTP/EDI Guide Updates IT1 Pos. 010, IT01: Added "The letters "I" and "O" may not be used within the Line Item Number."
5.6.0-3	03/18/14	WAWF-487 WIT Issue 3758 v5.6 FTP Guide - Appendix A - Line 16 All Stock Part Number references updated to Product/Service ID and Stock Part Number Type references to Product/Service ID Qualifier.
5.6.0-4	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-5	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.6.0-6	08/19/14	WAWF-1449 BIG Pos.020- BIG04: Added "Positions 10 through 13 may not be "0000"." to Contract Number edits for DoD FAR Contract. BIG05: Added "Letters "I" and "O" are not allowed. The characters "A" and "P" are prohibited in the first position. "0000" is not an acceptable value." to Delivery Order edits for DoD FAR Contract.
5.7.0-1	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015
5.7.0-2	11/07/14	WAWF-1556 ECP0731 - FTP/EDI Guide Updates N1 pos. 070- Added "FE" to N101- Entity Identifier Codes. Added segments N105 and N106.

		<p>Added sample.</p> <p>PER pos. 120-</p> <p>Added "CN" to PER01- Contact Function Code.</p> <p>PER02: Added conditional notes</p> <p>Added segments PER03-PER08.</p> <p>Added sample.</p>
5.7.0-3	11/12/14	<p>WAWF-1677 TT 2536950 - T3 184 DR 1172 - Vendor Invoice # exceeding 25 characters</p> <p>REF pos. 050-</p> <p>REF02: Updated iRAPT min/max for invoice number to 1/22.</p>
5.7.0-4	02/21/15	<p>WAWF-1908 ECP0794 guide updates</p> <p>BIG pos. 020-</p> <p>BIG04: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)</p> <p>BIG05: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)</p> <p>Updated sample</p> <p>Added BIG04 and BIG05 Contract Number and Delivery Order Edits</p> <p>REF pos. 050-</p> <p>REF02: Added S Uniform PIID (FAR 4.16)</p>
5.8.0-1	06/23/15	<p>WAWF-2407 Updated to Version 5.8.0, November 2015</p>
5.8.0-2	07/06/15	<p>WAWF-2427 ECP0794</p> <p>BIG pos. 020-</p> <p>Updated fiscal year in BIG04 and BIG05 Contract Number and Delivery Order Edits</p>
5.8.0-3	08/24/15	<p>DR 1274</p> <p>BIG pos. 020-</p> <p>BIG09: Updated iRAPT min/max and requirements</p> <p>Added samples for final voucher indicator</p> <p>Notes: BIG09- Added "If 'IN' is entered, Final Voucher Indicator in iRAPT will be set to 'N.'"</p> <p>BIG09- Action Code: Added code "IN"</p>
5.9.0-1	12/18/15	<p>WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016</p>
5.9.0-2	02/12/16	<p>IRAPT-913</p> <p>General Instructions-</p> <p>Notes: Added the following-</p> <p>If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: "Please verify that this document is not a duplicate of INVNO001." This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria</p>

		<p>is met:</p> <ul style="list-style-type: none">• Contract Number and Delivery Order Number match.• Request/Invoice/Voucher Number match, excluding the trailing alpha character.• Previously submitted document status is not void.• Invoices must have the same gross amount.• Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.• For each matching Line Item, the Quantity Shipped and Unit Price match.
5.9.1-1	08/16/16	<p>WAWF-3303</p> <p>Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.</p>

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1 General Instructions

The following pages represent the iRAPT Data Element/Segment Cross Reference for reporting Non-Procurement Instruments Voucher information via EDI into iRAPT. The tables that follow present the usage of the Segments and Data Elements arrayed in Transaction Set Order. Only the Segments that iRAPT will accept are outlined below. The information represents 810V (Non-Procurement Instruments Voucher) X12 transactions into Invoicing, Receipt, Acceptance and Property Transfer (iRAPT).

NOTE: If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create EDI files, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to iRAPT. This converts the text to text-only format and removes control characters that contain formatting information.

Sending Attachments to iRAPT:

To send attachments to iRAPT that are related to an EDI transaction via SFTP, Vendors must use the attachment code "E9" (See REF Segment at Pos. 050) to associate the attachment with the transaction.

iRAPT provides Vendors the capability to manually FTP over attachments electronically. These attachments can then be referenced and attached to inbound EDI transactions. Please contact the Help Desk for assistance in setting up a directory on the FTP server to submit attachments using this method. Once set up with a directory, Vendors will need to FTP over their file as a separate action from submitting the EDI file. The attachment needs to be present on the server at the time the inbound EDI file is processed by iRAPT.

To send attachments to iRAPT via EDI, Vendors may also use the 841 EDI Transaction Set. Vendors may not use the 841 EDI Transaction Set for anything other than sending attachments.

Please refer to the EDI_iRAPT_Guide.doc for detailed EDI enveloping instructions for attachment data as only one document (i.e. one Transaction Set) can be transmitted with one 841 in an ISA/IEA when attachment data is submitted to iRAPT.

WARNING: Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) is designated for Sensitive Unclassified information ONLY. Do NOT upload classified attachments into iRAPT.

Website for detailed UID information:

<http://www.acq.osd.mil/dpap/pdi/uid/index.html>

Website for detailed RFID information:

<http://www.acq.osd.mil/log/rfid/index.htm>

Each Segment table includes the following:

1. Data Segment	X12 Segment
2. Description	X12 Name
3. Element	X12 Data Element Reference Number
4. Format & Min/Max	Specific to iRAPT, not ANSI X12
5. Requirements	Depicts whether the Segment is: <ul style="list-style-type: none"> M – Mandatory – Usage is required. O – Optional – Can be used or not used. C – Conditional – Contingent upon another criteria being met. (Field is not mandatory or optional, e.g. Extension Fields to Department of Defense Activity Address Codes (DoDAAC); use if a DoDAAC is present.)_See Notes Column for specific instructions. N/A – Not Allowed
6. iRAPT Notes	Contains notations of the Field’s usage or restrictions

Fields included within iRAPT display the “Type” Field depicting the value used.

- **Nv** Numeric Field where v = number of decimal positions, decimal implied (i.e. 300 will be read as 3.00)
- **R** Decimal number. If value includes decimal, then iRAPT requires decimal point and value be sent: iRAPT will NOT imply or assume decimal points. Examples:
 - 300 will be read into iRAPT as “300”
 - 3.00 will be read into iRAPT as “3”
 - 3.5 will be read into iRAPT as “3.5”
- **ID** Identifier
- **AN** Alphanumeric String
- **DT** All Date Fields use format CCYYMMDD
- **TM** All Time Fields use the format HHMMSS

Notes:

- Above and below each Segment there are notes pertaining to iRAPT. The values that iRAPT accepts are also noted. iRAPT will ignore all codes not identified in this guide.

- For Non-Procurement Instruments Voucher, iRAPT will restrict users who select Grant Approver to authorized DCMA or Office of Naval Research DoDAACs only.
- For Non-Procurement Instruments Voucher, iRAPT will allow Pay Office location codes for CAPS-C/W, IAPS-E, MOCAS, Navy ERP, One Pay and Standard.
- The word “must” in a Segment Note implies that the Segment is mandatory. The word “may” in a Segment Note implies that this Segment is Conditional based on the terms of the contract or the needs of the contractor.
- PayWeb will utilize the format outlined below to send EDI transaction sets to iRAPT.
- Currency codes that allow exactly two positions to the right of the decimal may be submitted via EDI.

Currency codes that allow greater than two positions to the right of the decimal may NOT be submitted via EDI.

Currency codes that allow zero or one position to the right of the decimal may be submitted via EDI, however, the following rules will be applied:

- When the amount field is defined as a numeric field (N2), the decimal positions must be submitted with one or two zeros as needed to meet the X12 requirement that exactly two decimals are required for N2 fields.
- When the amount field is defined as a decimal number field (R) or an alpha/numeric string (AN),
 - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
 - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
 - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: “Please verify that this document is not a duplicate of INVNO001.” This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria is met:
 - Contract Number and Delivery Order Number match.
 - Request/Invoice/Voucher Number match, excluding the trailing alpha character.
 - Previously submitted document status is not void.
 - Invoices must have the same gross amount.

- Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.
- For each matching Line Item, the Quantity Shipped and Unit Price match.

1.1 ST Segment – Transaction Set Header, Pos. 010 - Header**NOTE:** There must be only one instance of ST per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
ST01	Transaction Header	143	3/3	M	810	ID
ST02	Transaction Set Control Number	329	4/9	M	Identifying control Number by Originator.	AN

Sample:

ST^810^0023

1.2 BIG Segment – Beginning Segment for Invoice, Pos. 020 - Header

NOTE: There must be only one instance of BIG per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
BIG01	Date	373	8/8	M	CCYYMMDD – Date of Invoice	DT
BIG02	Invoice Number MOCAS	76	2/22 7/8	M	Voucher Number First 3 positions alpha (BVN), 4th position is Alphanumeric, 5th – 7th positions are numeric, 8th position is only used for final shipment and is a Z. The Voucher Number will be converted to uppercase.	AN
BIG03	Date	373	8/8	O	CCYYMMDD – PO Date – Contract Issue Date	DT
BIG04	Purchase Order Number DoD Contract (FAR) Uniform PIID (FAR 4.16)	324	1/19 13/13 13/17	M	PO Number – Contract No. No special characters. If Contract Number Type is “DOD Contract (FAR),” please see notes below for Contract Number Edits. If Contract Number Type is “Uniform PIID (FAR 4.16),” please see notes below for Contract Number Edits. Enter GSA Contract Number in the REF02 Segment: Reference Procurement Instrument Number.	AN
BIG05	Release Number	328	0/19	C	Release Number – Delivery Order No. No special characters allowed.	AN

	DoD Contract (FAR)		0/13		When the selected Contract Number Type is "DoD Contract (FAR)," please see notes below for Delivery Order Edits.	
	Uniform PIID (FAR 4.16)		13/17		When the selected Contract Number Type is "Uniform PIID (FAR 4.16)," please see notes below for Delivery Order Edits.	
BIG06	Change Order Sequence Number	327	N/A	N/A	Not used.	N/A
BIG07	Transaction Type Code	640	2/2	M	See below.	ID
BIG08	Transaction Set Purpose Code	353	2/2	M	See below.	ID
BIG09	Action Code	306	1/2	M	See below.	ID

Samples:

BIG^20080101^000001^20080814^N0038311D9901^0004^^VH^00^F (Final)

BIG^20081001^000001^20080814^N0038315D9901^0004^^RH^00^IN (Not Final)

BIG^20081001^000001^20080814^N0038311D9901^0004^^DI^01^F (Void)

BIG^20081001^000001^20080814^N0038311D9901^0004^^DI^05^F (Void & Replace)

Notes:

- iRAPT will reject transactions with codes other than those listed below.
- iRAPT Field size limitations are noted above.
- BIG09 – If “F” is entered, Final Voucher Indicator in iRAPT will be set to “Y” If “IN” is entered, Final Voucher Indicator in iRAPT will be set to “N”.
- For Void or Void & Replace documents (when BIG08 = “01” for Void or “05” for Void & Replace), the following Key data elements cannot be changed:
 Contract Number, (BIG04)
 Delivery Order Number, (BIG05)
 Invoice Number, (BIG02)

BIG07 - Transaction Type Codes

VH Public Voucher

BIG08 - Transaction Purpose Codes

00 Original
01 Void
05 Void & Replace

BIG09 - Action Code

F Final
IN Not Final

BIG04 and BIG05 Contract Number and Delivery Order Edits

Contract Type is “DoD Contract (FAR)”; Fiscal Year 17 and later

Contract Number Edits:

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- First 6 positions must be a valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 17 and less than 66.
- Position 9 must be alpha.
- Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through 13 in the Contract Number may not be “0000.”

Delivery Order Number Edits:

- No special characters allowed.
- Must be 13 characters in length.
- Delivery Order Number may not contain "O" or "I" at any position.
- First 6 positions must be valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and 17 or greater and less than 66.
- Position 9 must be F.
- Position 10 through 13 in the Delivery Order Number may not be “0000” (all zeroes).
- Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, M, P, or V.
- For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.

Contract Type is “DoD Contract (FAR)”; Fiscal Year 16 and prior

Contract Number Edits:

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- First 6 positions must be a valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and less than 17 or greater than 65.
- Position 9 must be alpha.
- Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.
- Position 10 through 13 in the Contract Number may not be "0000."

Delivery Order Number Edits:

- No special characters allowed.
- Must be 0, 4, or 13 characters in length.
- May not contain "O" or "I" at any position.
- For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.
- Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.
- If the Delivery Order is 4 characters, the following edits will be applied:
 - The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.
 - "0000" is not acceptable value.
- If the Delivery Order is 13 characters, the following edits will be applied:
 - First 6 positions must be valid government DoDAAC.
 - Positions 7 and 8 must be numeric.
 - Position 9 must be F.
 - Positions 10 through 13 cannot be all zeroes.

Contract Type is "Uniform PIID (FAR 4.16)"

Contract Number Edits:

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Contract cannot contain "O" or "I" at any position.
- First 6 positions must be a valid government FEDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and 16 or greater.
- Position 9 must be alpha.
- Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through the end of the Contract Number may not be all zeroes.

Delivery Order Number Edits:

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Delivery Order Number may not contain "O" or "I" at any position.
- First 6 positions must be a valid government FEDAAC.
- Positions 7 and 8 must be numeric and 16 (FY parameter) or greater.
- Position 9 must be F.
- Position 10 through the end of the Delivery Order Number may not be all zeroes.
- Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, P, or V.
- For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.

1.3 NTE Segment – Note/Special Instruction, Pos. 030 – Header

NOTES: There may be multiple instances of the NTE Segment when NTE01="ADD".

Comments are mandatory if there is a previously submitted final Invoice against the Contract Number and Delivery Order.

Use the NTE instead of the REF segment at Pos. 050 – Header.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
NTE01	Note Reference Code	363	3/3	M	Enter "ADD" to submit Document Level Comments	ID
NTE02	Description	352	1/80	C	If NTE01 = "ADD", enter Document Level Comments	AN

Sample:

NTE^ADD^These are the initiators document level comments.

NTE01 - Reference Codes

ADD – Document Level Comments

Notes:

- The delimiter character “^” is not allowed in comments.
- The comments will be concatenated into a single comment which may not exceed 2000 characters.

1.4 CUR Segment – Currency, Pos. 040 – Header

NOTE: There may be one instance of CUR per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
CUR01	Entity ID Code	98	2/2	M	iRAPT only accepts "BY" for Buying Party (Purchaser). "BY" must be capitalized.	ID
CUR02	Currency Code	100	3/3	M		AN

Sample:

CUR^BY^EUR

Notes:

Currency codes that allow exactly two positions to the right of the decimal may be submitted via EDI.

Currency codes that allow greater than two positions to the right of the decimal may NOT be submitted via EDI.

Currency codes that allow zero or one position to the right of the decimal may be submitted via EDI, however, the following rules will be applied:

- When the amount field is defined as a numeric field (N2), the decimal positions must be submitted with one or two zeros as needed to meet the X12 requirement that exactly two decimals are required for N2 fields.
- When the amount field is defined as a decimal number field (R) or an alpha/numeric string (AN),
 - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
 - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
 - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.

1.5 REF Segment – Reference Identification, Pos. 050 - Header

NOTE: There may be up to twelve instances of the REF Segment per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
REF01	Reference Identification Qualifier	128	2/3	M	<p>Invoice Number Indicator</p> <p>Enter “E9” to indicate an attachment.</p> <p>Enter “KL” for “Contract Number Type”</p> <p>If the value is not provided, the transaction will be defaulted to a value of B - DoD Contract (FAR), and all associated edits for Contract Number and Delivery Order number structure associated with DOD Contract (FAR) will be applied to the inbound file and if not met the file will fail.</p> <p>Enter “CT” for Reference Procurement Instrument Number or GSA Number</p> <p>Enter “ACC” for Status to capture Draft Indicator. See additional notes below.</p>	ID
REF02	Reference Identification	127	1/22	C	<p>Invoice Number</p> <p>If “E9” is entered in REF01, enter the word “Attachment” in REF02 and the attachment name in REF03.</p> <p>If REF01 = “CT”, enter Reference Procurement Instrument Number or GSA Number in REF02</p> <p>If “KL” is entered in REF01, enter the Contract Number Type in REF02, refer to the list below:</p>	AN
			1/19			
			1/1			

					A Cooperative Agmt. B DoD Contract (FAR) C DoD Contract (Non FAR) D Grant/Cooperative Agreement; Non-Procurement Instruments E Intragovernmental F Intergovernmental G International Agmt. I Non-DoD Contract (FAR) J Non-DoD Contract (Non FAR) K Other Agreement S Uniform PIID (FAR 4.16)	
			5/5		If REF01 = "ACC" enter "Draft"	
REF03	Description	352	1/80	C	If "E9" is entered in REF01, enter the attachment name in REF03. Attachment name, including the extension, must not exceed the maximum field length of 80 characters.	AN

Samples:

REF^IK^12345678

REF^E9^Attachment^ExtraMaterial.doc

REF^CT^F0981908C7733 (Reference Procurement Sample)

REF^CT^GSA02F0013P (GSA Sample)

REF^ACC^Draft (Draft Indicator)

Notes:

- iRAPT will reject transactions with codes other than the ones noted below. If REF01 is used, REF02 is required.
- The attachment referenced by the "E9" code in the table above represents functionality whereby an attachment can be submitted independently and associated to a submitted EDI transaction. Vendors have the ability to have the SAM set up an attachment directory

that will allow the vendor to submit attachments for EDI transactions directly to the FTP Server.

- There may be multiple instances of attachments per transaction as long as the total number of REF Segments does not exceed 12.

- When EDI submissions are identified as a “Draft”, the system will process them inbound using the following minimal data set requirements:
 - Vendor CAGE
 - Contract Number Type (Defaults to DoD Contract (FAR) if not entered)
 - Contract Number
 - Delivery Order Number
 - Pay Official DoDAAC
 - Document Type
 - Routing DoDAACs depending on the document type and pay system
 - Invoice/Shipment Number depending on the document type
 - If any Line Item data is submitted, the Item No is mandatory

Once submitted as a “Draft”, all documents must be processed via the web interface using the current “Save and Continue” functionality. There will be no ability to “add to a document” via additional electronic submissions.

REF01 - Reference Id Qualifier

IK	Invoice Number Code
E9	Attachment Code
CT	Reference procurement Instrument Number or GSA Number
ACC	Status (used to capture the Draft Indicator)

1.6 N1 – Name Segment, Pos. 070 – Header

NOTES: There must be at least four instances of N1 per Loop.

If N102 is entered, follow iRAPT specific requirements below for entering Address data. If all Address Fields are left blank (N102, N2, N3, and N4) Address information will be defaulted.

All addressing Segments (N102, N3, and N4) must be **completed** if an address is being entered. If a Location Code is being entered, then addressing data is not necessary. If Address data is being entered, these Fields at a minimum must be entered:

- For U.S. Addresses, Fields N102, N301, N401, N402, and N403 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields N102, N301, N401, N402, N403, and N404 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields N102, N301, N403, N405, and N406 are the minimum required to complete the Address. Other Fields are optional.

For entry of an APO/FPO address, enter the APO/FPO Zip Code in the N403, the Military Address Indicator (i.e. AR) in the N405 and the APO/FPO code (i.e. AA, AE, or AP) in the N406.

The N1 loop may also be used to submit email addresses to which iRAPT will forward an additional workflow notice for the document. When submitting email addresses, only the N1 and PER segments should be submitted in the N1 loop.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
N101	Entity Identifier	98	2/2	M	See codes below. To submit email addresses to which an additional workflow notice should be sent, submit "FE" in N101.	ID
N102	Name – Free form name	93	1/60	C	Name (Activity1) – Mandatory only if Address data is being entered. To submit email addresses to which an additional workflow notice should be sent, enter the name of the organization in N102 when N101 = "FE".	AN
N103	Identification Code	66	1/2	M	Mandatory when	ID

	Qualifier				submitting address data. See codes below. Not used when submitting email addresses to which an additional workflow notice should be sent.	
N104	Identification Code – code sited in Field 3	67	5/19	C	Mandatory when submitting address data. Enter CAGE, DUNS, DUNS+4, DoDAAC, or MAPAC if applicable. Extensions are not allowed when N101 has an identifier code of BY, C4 or PR. Not used when submitting email addresses to which an additional workflow notice should be sent.	AN
N105	Entity Relationship Code	706	N/A	N/A	Not used.	N/A
N106	Entity Identifier Code	98	2/2	C	Not used when submitting address data. Used when submitting email addresses to which an additional workflow notice should be sent. NP – Notify Party for Shipper's Order	AN

Samples:

N1^BY^^10^G85672

N1^FE^DCMA^^^NP (Sample for submitting email addresses)

Notes:

- iRAPT rejects transactions with codes other than those listed below.
- Vendor (PE) is mandatory.
- Issue By DoDAAC (BY) is optional and must be a valid DoDAAC.

- Admin DoDAAC (C4) is mandatory and must be a valid DoDAAC.
- Pay Office DoDAAC (PR) is mandatory and must be a valid DoDAAC.
- Post Award Office/Grant Approver (SV) is mandatory and must be a valid DoDAAC.
- For Post Award Office/Grant Approver, only DCMA or Office of Naval Research DoDAACs are allowed.

N101 - Entity Identifier Codes

BY	Bill To (Buying Party)	PR	Payer
C4	Contract Administration Office	SV	Service Performance Site
PE	Payee	FE	Mail Address

N103 - Id Code Qualifier

1	D-U-N-S Number, Dun & Bradstreet
9	D-U-N-S+4, D-U-N-S Number with four character suffix
10	DoDAAC
33	CAGE Code
A2	MAPAC

N106 - Entity Identifier Code

NP – Notify Party for Shipper's Order

1.7 N2 Segment, Pos. 080 - Header

NOTES: There may be one instance of N2 per N1 Loop.

Refer to Address rules for iRAPT, noted in N1 Segment.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
N201	Name – free form	93	1/60	C	Name Activity 2	AN
N202	Name – free form	93	1/60	O	Name Activity 3	AN

Sample:

N2^Name Activity 2

1.8 N3 Segment, Pos. 080 - Header

NOTES: There may be up to two instances of the N3 for each N1 Loop.

Refer to Address rules for iRAPT, noted in N1 Segment.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
N301	Address Information	166	1/55	C		AN
N302	Address Information	166	1/55	O		AN

Sample:

N3^Address Information

1.9 N4 Segment, Pos. 090 - Header

NOTES: There may be one instance of N4 per N1 Loop.

Refer to Address rules for iRAPT, noted in N1 Segment.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
N401	City Name	19	2/30	C		AN
N402	State or Province Code	156	2/2	C		ID
N403	Postal Code	116	3/15	C	If the Service Approver To Address is an APO or FPO, then cite the APO or FPO Zip Code.	ID
N404	Country Code	26	2/2	C		ID
N405	Location Qualifier	309	2/2	C	Enter AR for Armed Service Location Designator (For APO/FPO).	ID
N406	Location Identifier	310	2/6	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco Example: FPO AP, APO AE	AN

Samples:

US Address

N4^Orlando^FL^32043

Non-US Address

N4^Madrid^Spain^28000^SP

US Military Address

N4^^^96612-2872^^AR^FPO AP (i.e. Ship Address: USS ABRAHAM LINCOLN CVN 72 FPO AP 96612-2872)

N405 – Location Qualifier

AR Armed Services Location Destination (Use to indicate an APO or FPO)

Note:

If an APO/FPO Address is being entered, the Vendor must enter the information (noted above in Notes section) in the N403, N405, and N406.

1.10 PER Segment – Administrative Communications Contact, Pos. 120 - Header

NOTES: There must be one instance of PER per transaction.

PER Segment must be entered as part of N1 Loop for Payee to identify user-submitting transaction – User ID.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
PER01	Contact Function Code	366	2/2	M	See code below.	ID
PER02	Name – free form	93	8/30	NC	Mandatory when submitting the N1 Loop for Payee. iRAPT User ID: This User ID is for the individual responsible for the document/transaction being submitted. The User ID is the personal iRAPT User ID for Web access. Not used when submitting the N1 Loop for email addresses.	AN
PER03	Communication Number Qualifier	365	2/2	C	Only used when submitting the N1 Loop for email addresses. EM – Electronic Mail	ID
PER04	Communication Number	364	1/80	C	Only used when submitting the N1 Loop for email addresses. Enter email address.	AN
PER05	Communication Number Qualifier	365	2/2	C	Only used when submitting the N1 Loop for email addresses. EM – Electronic Mail	ID
PER06	Communication Number	364	1/80	C	Only used when submitting the N1 Loop for email addresses. Enter email address.	AN

PER07	Communication Number Qualifier	365	2/2	C	Only used when submitting the N1 Loop for email addresses. EM – Electronic Mail	ID
PER08	Communication Number	364	1/80	C	Only used when submitting the N1 Loop for email addresses. Enter email address.	AN

Sample:

PER^CN^^EM^john@gmail.com^EM^jane@gmail.com^EM^mark@gmail.com

Notes:

iRAPT will ignore codes other than the ones noted below.

When submitting email addresses, the PER segment may be repeated up to three times per N1 Loop, allowing for a total of nine email addresses.

PER01 - Contact Function Code

IC Information Contact

CN General Contact

1.11 ITD Segment – Pos. 130 – Header – Not Used.

1.12 DTM Segment – Date/Time Reference, Pos. 140 - Header

NOTES: There must be two instances of DTM.

iRAPT only accepts DTM at the Document level, not the Line Item level.

Use two iterations of the Segment when a range of dates (expressed as period start – period end) is required.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
DTM01	Date/Time Qualifier	374	3/3	M	See codes below.	ID
DTM02	Date	373	8/8	M	Date - CCYYMMDD	DT

Samples:

DTM^193^20080803

DTM^194^20080930

DTM01 – *Date/Time Qualifier*

193 Period Start

194 Period End

186 Invoice Period Start

187 Invoice Period End

1.13 FA1 Segment – Pos. 290 - Header – Not used.

1.14 FA2 Segment – Accounting Data, Pos. 300 - Header – Not used.

1.15 IT1 Segment – Base Item Data, Pos. 10 - Detail

NOTES: There must be one instance of IT1 per Line Item (IT1) Loop.

The IT1 Loop must loop one to 999 times per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
IT101	Assigned Identification – CLIN, SLIN or ELIN One Pay	350	4/6	M	Line Item Number or “NONE” If characters are sent in lowercase, then they will be converted to uppercase. The letters “I” and “O” may not be used within the Line Item Number. 4 N or 4 N and 2 A	AN
IT102	Quantity Invoiced MOCAS	358	1/10 1/8	M	Number allows 8 before the decimal and 2 after the decimal (R8.2). (The Field size noted, 1/10 is the ANSI Field size, however for iRAPT Field size is R8.2) No decimals allowed.	R8.2 N
IT103	Unit or Basis of Measurement Code	355	2/2	M	Unit of Measure Codes	ID
IT104	Unit Price	212	1/16	M		R9.6
IT105	Basis of Unit Price Code	639	N/A	N/A	Not used.	N/A
IT106	Product/Service ID Qualifier	235	2/2	M	“VP” is the only code allowed.	ID
IT107	Product Service ID	234	1/25	M	iRAPT requires “NONE” in IT107.	AN

Samples:

IT1^0001AB^50^EA^2500.25^^VP^NONE

or

IT1^NONE^50^EA^2500.25^^VP^NONE

Notes:

- IT103 refer to Unit of Measure document on Web.

- “VP” is required for Product/Service ID Qualifier in IT106, followed by “NONE” in IT107.
- iRAPT will not reject the transaction if the IT106/IT107 values are not “VP” and “NONE” respectively. Instead, iRAPT will default the IT106/IT107 to “VP” and “NONE” respectively, and process the transaction.

IT106 - *Product/Service ID Qualifiers*

VP Vendor’s Part Number

1.16 PID Segment – Product/Item Description, Pos. 060 – Detail

NOTES: There must be at least one instance of PID per PID Loop.

The PID Loop may loop one to 25 times per IT1 Loop.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
PID01	Item Description Type F = Free Form	349	1/1	M	See code below.	ID
PID02	Product/Process Characteristic Code	750	N/A	N/A	Not used.	N/A
PID03	Association Qualifier Code	559	N/A	N/A	Not used.	N/A
PID04	Produce Description Code	751	N/A	N/A	Not used.	N/A
PID05	Description	352	1/75	M	iRAPT is limited to 75.	AN

Sample:

PID^F^^^^This is the long description for the Line Item

Notes:

- iRAPT application will allow up to 25 loops of PID Segment.
- iRAPT rejects transactions without a PID.

PID01 – Item Description Type

F Free Form

1.17 REF Segment – Reference Identification, Pos. 120 - Detail

NOTE: There may be one or more instances of Line Item (IT1) Loop.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
REF01	Reference Identification Qualifier	128	2/2	M	See codes below	ID
REF02	Reference Identification One Pay	127	2/2 1/30 13/15 6/6 1/30	O	Enter ACRN if “AT” is entered in REF01 Enter SDN if “CA” is entered in REF01 Standard Document Number (SDN) must be 13, 14 or 15 alphanumeric characters for One Pay when AAI is not found in the DOD AAI table. Standard Document Number (SDN) must be 9, 13, 14 or 15 alphanumeric characters for One Pay when AAI is found in the DOD AAI table. Enter AAA if “12” is entered in REF01. Enter Purchase Request Number if “11” is entered in REF01.	AN
REF03	Description	352	1/13	C	ACRN Dollar Amount – enter when multiple ACRNs are reported. The dollar amount is required for a single ACRN when the Pay System is One Pay. No dollar signs are allowed, only numbers and decimals values. (Example: 500.00 or 200.16) Type is R10.2 for ACRN price only. Negative dollar amounts allowed for ACRN.	AN

Samples:

REF^AT^AB

REF^AT^AA^500

REF^AT^AB^300

Notes:

- iRAPT will ignore REF01 codes other than those listed below.
- iRAPT will ignore REF01 if REF02 is not populated.
- iRAPT will use Reference Code AT for ACRN if only an ACRN is being submitted and no other FA-type data is being submitted.
- Standard Document Number (SDN) is optional and can be up to 30 alphanumeric characters.
- ACRN is optional and if used must be 2 alphanumeric characters.
- Except for One Pay documents, if single ACRN is submitted, the ACRN dollar amount is optional in REF03. However, if submitted, the amount must match the extended Line Item total. One Pay ACRN entries must have ACRN amounts in REF03.
- If multiple ACRNs are submitted, the ACRN dollar amount is mandatory in REF03 and the sum of the ACRN dollar amounts must balance to the extended Line Item total.
- For One Pay and EBS, ACRN amount must be between -999,999,999.99 and 999,999,999.99 and can only contain up to 2 digits to the right of the decimal. For all other pay systems, ACRN amount must be between -9,999,999,999.99 and 9,999,999,999.99 and can only contain up to 2 digits to the right of the decimal.

REF01 - Reference Codes

CA Standard Document Number (SDN)

AT ACRN

12 Billing Account (used to report Accounting Station Identifier - AAA)

11 Purchase Request Number

1.18 FA1 Segment – Pos. 350 – Detail - Not used.

1.19 FA2 Segment – Accounting Data, Pos. 360 - Detail – Not used.

1.20 TDS – Segment – Total Monetary Value Summary, Pos. 010 - Summary

NOTES: There must be only one instance of TDS per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
TDS01	Amount	610	1/15	M	Total amount of Invoice, before discount. iRAPT requires TDS01 to be reported. The total amount of the Invoice reported must be correct according to the data submitted with the document or the document will be rejected by iRAPT. This Field is affected by currency code. See notes below.	N2

Sample:

TDS^75268

Notes:

TDS01 – Amount

Currency codes that allow exactly two positions to the right of the decimal may be submitted via EDI.

Currency codes that allow greater than two positions to the right of the decimal may NOT be submitted via EDI.

Currency codes that allow zero or one position to the right of the decimal may be submitted via EDI, however, the following rules will be applied:

- When the amount field is defined as a numeric field (N2), the decimal positions must be submitted with one or two zeros as needed to meet the X12 requirement that exactly two decimals are required for N2 fields.
- When the amount field is defined as a decimal number field (R) or an alpha/numeric string (AN),
 - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
 - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
 - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.

1.21 TXI Segment – Tax Information, Pos. 020 – Summary

NOTE: There may be one instance of TXI per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
TXI01	Tax Type Code	963	2/2	M	See codes below.	ID
TXI02	Monetary Amount	782	1/16	M	Should be the same type as Unit Price. This Field is affected by currency code. See notes below.	R9.6

Sample:

TXI^CA^787.25

Notes:

- iRAPT will only allow for Tax Type codes listed below in the TXI01.
- iRAPT assumes that any tax amount provided in this Segment is “Added” – therefore no TXI07 is required.

TXI02 – Monetary Amount

Currency codes that allow exactly two positions to the right of the decimal may be submitted via EDI.

Currency codes that allow greater than two positions to the right of the decimal may NOT be submitted via EDI.

Currency codes that allow zero or one position to the right of the decimal may be submitted via EDI, however, the following rules will be applied:

- When the amount field is defined as a numeric field (N2), the decimal positions must be submitted with one or two zeros as needed to meet the X12 requirement that exactly two decimals are required for N2 fields.
- When the amount field is defined as a decimal number field (R) or an alpha/numeric string (AN),
 - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
 - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
 - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.

Pay System Edit Notes:

- MOCAS does not use the TXI Segment.
- One Pay allows taxes, yet is limited to 3 tax Segments per Invoice and is optional.
- One Pay – Since TXI02 matches the Unit Price, up to five positions to the right of the decimal point are allowed (R9.5).
- CAPS-C/W allows taxes.
- IAPS-E allows taxes; each value may be entered only once and is optional.

TXI01 - Tax Type Code

CA City Tax

FI FITW

FD Federal Tax

FT Federal Excise Tax

GR Gross Receipts Tax

LO Local Tax (Not Sales Tax)

LS State & Local Sales Tax

SA State Fuel Tax

SE State Excise Tax

1.22 SAC Segment –Pos. 040 – Summary

NOTE: There may be one instance of SAC for each SAC Loop.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
SAC01	Allowance or Charge Indicator	248	1/1	M	A for Allowance or C for Charge	ID
SAC02	Service Promotion Allowance or Charge Code	1300	4/4	M	See list of accepted codes for 810CV	ID
SAC03	Agency Qualifier Code	559	N/A	N/A	Not used.	N/A
SAC04	Agency Service Code	1301	N/A	N/A	Not used.	N/A
SAC05	Amount	610	1/15	M	Amount This Field is affected by currency code. See notes below.	N2
SAC06	Allowance/Charge Percent Qualifier	378	N/A	N/A	Not used.	N/A
SAC07	Percent	332	N/A	N/A	Not used.	N/A
SAC08	Rate	118	N/A	N/A	Not used.	N/A
SAC09	Unit or Basis of Measurement Code	355	N/A	N/A	Not used.	N/A
SAC10	Quantity	380	N/A	N/A	Not used.	N/A
SAC11	Quantity	380	N/A	N/A	Not used.	N/A
SAC12	Allowance/Charge Method Handling Code	331	N/A	N/A	Not used.	N/A
SAC13	Reference Number	127	N/A	N/A	Not used.	N/A
SAC14	Option Number	770	N/A	N/A	Not used.	N/A
SAC15	Description – free form description	352	1/75	O	Description If not entered, iRAPT will default to the Description of the Fee/Allowance.	AN

Sample:

SAC^C^B050^^^2500^^^^^^^description

Notes:

- **All Entitlement Systems** require the attachment of a document substantiating miscellaneous transportation charges greater than \$100.
- iRAPT will reject transactions that include a code not listed below.

Pay System Edit Notes:

- **MOCAS:** Optional and only allows for I260 or F460 in the SAC02.
 - **Note:** Allowances are NOT permitted for MOCAS.
- **One Pay:** Optional and allows any valid miscellaneous fee, yet only allows for 3 fees and allowances per Invoice. However, if Vendor wants to submit direct transportation charges (Miscellaneous Charge Code I260) then must submit as CLIN9999, with line item type of 1, Product/Service ID of "NONE," Product/Service ID Qualifier of VP, Quantity of 1, Unit of Measure of EA, and Unit Price of the amount they are claiming.
- **CAPS-C/W:** For miscellaneous fees, only I260 is allowed. Allowances are not allowed.
- **IAPS-E:** Charge code F690 is not allowed in SAC02.
- **Navy ERP:** For miscellaneous fees, I260 is not allowed.
- **Standard:** Optional

SAC02 - Service, Promotion, Allowance or Charge Code

Charges (SAC01 = C)

B050 Certification
 B570 Container Deposits
 B660 Continuous Mileage
 C040 Delivery
 D340 Goods & Services
 D900 Installation
 D980 Insurance
 F110 Overrun Charge
 F155 Packaging
 F460 Postage
 F650 Preparation
 F920 Quantity Surcharge
 I260 Transportation Direct Billing

Allowances (SAC01 = A)

B560 Container Allowance
B950 Damaged Merchandise
C310 Discount
D350 Goods & Services Credit
F810 Promotional Discount
F910 Quantity Discount
I170 Trade Discount
I180 Trade In

Charge or Allowance (SAC01 = A or C)

F050 Other (see description in SAC15)
F680 Price Deviation
F690 Prior Balance

SAC05 – Amount

Currency codes that allow exactly two positions to the right of the decimal may be submitted via EDI.

Currency codes that allow greater than two positions to the right of the decimal may NOT be submitted via EDI.

Currency codes that allow zero or one position to the right of the decimal may be submitted via EDI, however, the following rules will be applied:

- When the amount field is defined as a numeric field (N2), the decimal positions must be submitted with one or two zeros as needed to meet the X12 requirement that exactly two decimals are required for N2 fields.
- When the amount field is defined as a decimal number field (R) or an alpha/numeric string (AN),
 - The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
 - The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
 - If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.

1.23 CTT Segment – Transaction Totals, Pos 070 - Summary

NOTE: There must be one instance of CTT per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
CTT01	Number of Line Items	354	1/6	M	Number of times IT1 Loop was used.	N0

Sample:

CTT^10

1.24 SE Segment – Transaction Set Trailer, Pos. 080 - Summary**NOTE:** There must be only one instance of SE per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>iRAPT Min/Max</i>	<i>iRAPT Req.</i>	<i>iRAPT Notes</i>	<i>Type</i>
SE01	Number of included Segments, including ST and SE.	96	1/10	M		N0
SE02	Transaction Set Control Number	329	4/9	M	Same number as in ST02 should be cited.	AN

Sample:

SE^250^0023