

# **Comfort chain**

**Specification of supplier invoice**

**EDIFACT INVOIC D93A**

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## Change History

| Date       | Int. version | Doc. version | Description   | Author        |
|------------|--------------|--------------|---|---------------|
| 2013-04-02 |              | 0.8          | Document created  | Anders Strand |
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| 2014-03-02 |              | 1.1.         | Update and proofs, as well as clarification of the data content.  | Jan Eriksson  |
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|            |              |              |   |               |
|            |              |              |   |               |
|            |              |              |   |               |

# 1 Foreword

The specification shall form ground for invoice EDIFACT messages from suppliers to Comfort members.

This specification shall not be considered as specification of EDIFACT standard, but as specification of demands and requests of information from the Comfort chain and their members.

The invoice messages D93A INVOIC EDIFACT syntax is used. If the syntax specification in this document diverge from the EDIFACT standard shall the syntax according to UN/EDIFACT INVOIC D93A be used.

If the data content, qualifiers and data usage diverge from the UN/EDIFACT standard, Comfort standard according to this document shall have precedence.

# 2 Messaging standard

Comfort uses EDIFACT d. 93A INVOIC as standard for message structure.

UNOC version 3 character set is used. This character set allows representation of a full repertoire of special characters, including accents in languages with Latin letters, including Swedish. This correlates to the international standard for character encoding according to ISO 8859,1.

Credit invoice (document type 381) are handled according EDIFACT standard i.e. amounts with positive sign (without preceding minus character) denotes a credited amount. A negative amount in a credit note denotes debiting.

To clarify segments for special attention, demands and requests from the Comfort chain and its members segments that could be considered as deviant from a simple basic invoice have been marked in blue color and/or in **bold text**.

# 3 Communication

Please contact OpusCapita Sweden AB for information on available communication alternatives.

## 4 Description

### 4.1. Segment description standard

For EDIFACT standard segment descriptions are used as below.

|     |               |             |
|-----|---------------|-------------|
| M   | (Mandatory)   | Mandatory   |
| (C) | (Conditional) | Conditional |

### 4.2 Segment description according to Comfort

To describe the Comfort's extended requirements the following codes and descriptions are used.

|     |               |   |
|-----|---------------|---|
| M   | (Mandatory)   | Mandatory.  |
| R   | (Recommended) | Recommended.  |
| (C) | (Conditional) | Usage is governed by specific circumstances.          |
| O   | (Optional)    | May be used to replace is not interpreted by Comfort. |
| X   | (Not used)    | Not read/not used.                                    |

## 5 Specification in table form

### 5.1 Description of UNA and the UNB segment

UNA is recommended to be used.

#### 5.1.1. UNA Service string

*Function:* To define which characters used as separators and indicators in the message that follows.

| Namesake          | Stand | Note      | Comfort | Example | Description                 |
|-------------------|-------|-----------|---------|---------|-----------------------------|
| UNA               | M     |           | R       |         | The recommended.            |
| Composite         | M     | an 1 .. 1 | M       | :       | Composite element separator |
| Element           | M     | an 1 .. 1 | M       | +       | Element separator           |
| Decimal           | M     | an 1 .. 1 | M       | .       | Decimal Symbol              |
| Release Character | M     | an 1 .. 1 | M       | ?       |                             |
| Reserved          | M     | an 1 .. 1 | M       | [SPACE] |                             |
| Terminator        | M     | an 1 .. 1 | M       | '       | Segment terminator          |

Example: UNA+.? '

### 5.1.2. UNB – Interchange header

*Function:* To initiate, identify and specify a transmission.

| Tag       | Name  | Stand | Note       | Comfort | Example       | Description  |
|-----------|---|-------|------------|---------|---------------|--|
| UNB       |   | M     |            | M       |               | Shall-requirements   |
| S001-0001 | Syntax Identifier                                 | M     | a..4       | M       | UNOC          |  |
| S001-0002 | Syntax version                                    | M     | an1        | M       | 3             |  |
| S002-0004 | Interchange Sender identification                 | M     | an 1 .. 35 | M       | 7381030012345 | UNB address assigned by the operator. Usually the organization number or EAN location numbers. |
| S002-0007 | Partner identification code qualifier interchange | (C)   | an 1 .. 4  | M       | 14            | “30” for org number, or “14” for GLN location no.  |
| S003-0010 | Interchange Recipient Identification              | M     | an 1 .. 35 | M       | 5560987654    | Company Registration Number  |
| S003-0007 | Partner identification code qualifier interchange | (C)   | an 1 .. 4  | M       | 30            | “30” for org number  |
| S004-0017 | Date  | M     | N6..8      | M       | 140301        | YYMMDD   |
| S004-0019 | Time  | M     | N4..4      | M       | 1701          | HHMM   |
| 0020      | Interchange control reference                     | M     | an 1 .. 14 | M       | IQ2WJ5        | Unique reference assigned by the sender  |
| S005      | Recipient's reference/password details            | (C)   | an 1 .. 14 | X       |               | Not used   |
| 0026      | Application Ref                                   | (C)   | an 1 .. 14 | X       |               | Not used   |
| 0029      | Processing ref. code                              | (C)   | a..1       | X       |               | Not used   |
| 0031      | Acknowledgement Request                           | (C)   | n 1 .. 1   | X       |               | Not used   |
| 0032      | Com Agreement                                     | (C)   | an 1 .. 35 | X       |               | Not used   |
| 0035      | Test Indicator                                    | (C)   | n 1 .. 1   | (C)     |               | Not used   |

Example: UNB+UNOC:3+7381030012345:14+5560987654:30+140228:2230+IQ2WJ5'

## 5.2. Invoice head

### 5.2.1. UNH-Message Header

*Function:* Identification and specification of the message.

| Tag       | Name                     | Stand | Note       | Comfort | Example | Description   |
|-----------|--------------------------|-------|------------|---------|---------|---|
| UNH       |                          | M     |            | M       |         | Shall-requirements  |
| 0062      | Message reference number | M     | an 1 .. 14 | M       | 0001    | Transmitter's unique message reference. The same reference is to be found in the message end (UNT). Is only used by the EDI software. |
| S009-0065 | Message Type             | M     | an 1 .. 6  | M       | INVOIC  | Name of the message   |
| S009-0052 | Message version          | M     | an 1 .. 3  | M       | (D)     | Draft   |
| S009-0054 | Message release          | M     | an 1 .. 3  | M       | 93A     |   |
| S009-0051 | Responsible Publisher    | M     | an 1 .. 3  | M       | UN      | United Nations  |
| S009-0057 | Publisher's code         | (C)   | an 1 .. 6  | (C)     | EAN008  | Version control numbers   |

Example: UNH+0001+INVOIC:D:93A:UN:EAN008'

## 5.3. Basic information

### 5.3.1. BGM-document type and document number

*Function:* Indication of the type and function of the communication, as well as the transfer of the identified number.

[Credit notes given under the EDIFACT standard, i.e. positive amount specified crediting and debiting the negative amount.](#)

| Tag       | Name               | Stand | Note       | Comfort | Example | Description  |
|-----------|--------------------|-------|------------|---------|---------|--|
| BGM       |                    | M     |            | M       |         | Shall-requirements   |
| C002-1001 | Message name, code | (C)   | an 1 .. 3  | M       | 380     | Invoice type:"380" code for invoice. "381" Code for credit note. |
| 1004      | Message number     | (C)   | an 1 .. 35 | M       | 4021470 | Unique identity of invoice number set issuer.                    |

Example: BGM+380+4021470'



## 5.4.DTM Document Date

*Function:* Specification of the date and/or time, or term.

| Tag       | Name                              | Stand | Note       | Comfort | Example  | Description   |
|-----------|-----------------------------------|-------|------------|---------|----------|---|
| DTM       |                                   | M     |            | M       |          | Shall-requirements  |
| C507 2005 | Date/time/period qualifier        | M     | an 1 .. 3  | M       | 137      | 137 Code for document date/date when the invoice is created.  |
| C507-2380 | Date/time/period                  | (C)   | an 1 .. 35 | M       | 20140228 | Invoice date (CCYMMDD)  |
| C507-2379 | Date/time/period format qualifier | (C)   | an 1 .. 3  | M       | 102      | 102 Specifies how dates are formatted in 2380, i.e. CCYMMDD. <a href="#">Note! The date format Shall be 102</a> |

Example: DTM+137:20140228:102'

### 5.4.1.DTM-Order Date

*Function:* Specification of date and/or time or period

| Tag       | Name                              | Stand | Note       | Comfort | Example  | Description   |
|-----------|-----------------------------------|-------|------------|---------|----------|---|
| DTM       |                                   | M     |            | M       |          | Shall-requirements  |
| C507 2005 | Date/time/period qualifier        | M     | an 1 .. 3  | M       | 4        | 4 code for order date, enter the date on which the order was created  |
| C507-2380 | Date/time/period                  | (C)   | an 1 .. 35 | M       | 20140227 | Order Date (CCYMMDD)  |
| C507-2379 | Date/time/period format qualifier | (C)   | an 1 .. 3  | M       | 102      | 102 Specifies how dates are formatted in 2380, i.e. CCYMMDD. <a href="#">Note! The date format Shall be 102</a> |

Example: DTM+4:20140227:102'

### 5.4.2. FTX – Goods Marking

*Function:* Information for the invoice in free text or encoded form.

Specifies the identifier of the shipment so that the receiver easily can identify it.

| Tag       | Name                   | Stand | Note      | Comfort | Example | Description   |
|-----------|------------------------|-------|-----------|---------|---------|---|
| FTX       |                        | (C)   |           | (C)     |         | <b>Must be included if the buyer can enter goods brand at order entry.</b>  |
| 4451      | Text subject qualifier | M     | an 1 .. 3 | M       | MKS     | MKS - Cargo Marking   |
| 4453      | Text function, code    | (C)   | an 1 .. 3 | M       | 1       | Code that specifies how the application must process the text. 1 – for later use. The text does not affect the processing of the message. |
| C107      | Text Reference         | (C)   | an 1 .. 3 | X       |         | Not used  |
| C108/4440 | Free text line 1       | M     | an 1.70   | M       | 77529   | Identification of the shipment.   |
| C108/4440 | Free text line 2       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 3       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 4       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 5       | (C)   | an 1.70   | X       |         | Not used  |

Example: FTX+MKS+1++77529'

### 5.4.3. FTX – F-tax certificate

*Function:* Information for the invoice in free text or encoded form.

| Tag       | Name                   | Stand | Note      | Comfort | Example | Description   |
|-----------|------------------------|-------|-----------|---------|---------|---|
| FTX       |                        | (C)   |           | R       |         | Recommendation  |
| 4451      | Text subject qualifier | M     | an 1 .. 3 | M       | GENE    | GEN – General information related to the invoice.   |
| 4453      | Text function, code    | (C)   | an 1 .. 3 | M       | 1       | Code that specifies how the application must process the text. 1 – for later use. The text does not affect the processing of the message. |
| C107      | Text Reference         | (C)   | an 1 .. 3 | X       |         | Not used  |
| C108/4440 | Free text line 1       | M     | an 1.70   | M       |         | Used to indicate that the seller holds F-tax certificate.   |
| C108/4440 | Free text line 2       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 3       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 4       | (C)   | an 1.70   | X       |         | Not used  |
| C108/4440 | Free text line 5       | (C)   | an 1.70   | X       |         | Not used  |

Example 1: FTX+GEN+1++The company holds F-tax certificate'

#### 5.4.4 FTX – Order Type

*Function:* Information for invoice in free text or encoded form.

Order type specifies the manner in which the order was placed. E.g. Web order, or telephone order. The order type is specified with the code as below.

| Tag       | Name                   | Stand | Note      | Comfort | Example | Description  |
|-----------|------------------------|-------|-----------|---------|---------|--|
| FTX       |                        | (C)   |           | (C)     |         | <b>Shall be used when multiple order types is available.</b>   |
| 4451      | Text subject qualifier | M     | an 1 .. 3 | M       | COI     | COI-Order Information  |
| 4453      | Text function, code    | (C)   | an 1 .. 3 | M       | 1       | Code that specifies how the application must process the text. 1 – for later use. The text does not affect the processing of the message.                    |
| C107      | Text Reference         | (C)   | an 1 .. 3 | X       |         | Not used   |
| C108/4440 | Free text line 1       | M     | an 1.70   | M       |         | <b>Used to provide information on how the order is placed.</b><br><b>6 = EDI orders</b><br><b>61 = Phone/Fax</b><br><b>62 = Hämtorder</b><br><b>63 = Web</b> |
| C108/4440 | Free text line 2       | (C)   | an 1.70   | X       |         | Not used   |
| C108/4440 | Free text line 3       | (C)   | an 1.70   | X       |         | Not used   |
| C108/4440 | Free text line 4       | (C)   | an 1.70   | X       |         | Not used   |
| C108/4440 | Free text line 5       | (C)   | an 1.70   | X       |         | Not used   |

Example 1: FTX+COI+1+63'

Order type specifies how the order is placed. For example, if it is an EDI order, Web order, or if it is placed by telephone/fax etc.

### 5.4.5 SG 1 RFF, Reference to the customer's order number

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description  |
|-----------|---------------------|-------|---------------|---------|---------|--|
| RFF       |                     | (C)   |               | (C)     |         | <b>To be indicated if the buyer can leave their own order number upon order placement.</b> |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | ON      | On code for buyer's' order number'.  |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 77529   | The number of the reference  |

Example: RFF+ON:77529'

### 5.3.6 SG 1 RFF, reference to plant

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description   |
|-----------|---------------------|-------|---------------|---------|---------|---|
| RFF       |                     | (C)   |               | (C)     |         | <b>To be indicated if the buyer can specify this when ordering.</b> |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | AFZ     | AFZ code facility.  |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 471     | Reference to installation   |

Example 1: RFF+AFZ:471'

#### 5.4.7 SG 1 RFF customer number

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description                      |
|-----------|---------------------|-------|---------------|---------|---------|----------------------------------|
| RFF       |                     | (C)   |               | M       |         | Requirements                     |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | IT      | IT code for customer number.     |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | A123    | Customer number of the provider. |

Example: RFF+IT:A123'

Enter the customer number or the ID used by the buyer of the order was added. Important when the buyers can make use of multiple customer numbers at the same provider.

#### 5.4.8 SG 1 RFF, Reference to the project

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description   |
|-----------|---------------------|-------|---------------|---------|---------|---|
| RFF       |                     | (C)   |               | (C)     |         | <b>To be indicated if the buyer can specify this when ordering.</b> |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | AEP     | AEP project code number.  |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 41175   | Reference to project (s)  |

Example: RFF+AEP:41175'

#### 5.4.9 SG 1 RFF, reference to the supplier's order number

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description                            |
|-----------|---------------------|-------|---------------|---------|---------|--|
| RFF       |                     | (C)   |               | M       |         | Shall demand                           |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | VN      | VN code for the vendor's order number. |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 3627028 | Reference to order number              |

Example: RFF+VN:3627028'

#### 5.4.10. SG 1 RFF, reference to invoice for crediting

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description  |
|-----------|---------------------|-------|---------------|---------|---------|--|
| RFF       |                     | (C)   |               | M       |         | Recommendation for crediting   |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | (IV)    | (IV) the code that identifies that crediting for specified the invoice number. |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 3627028 | Number of the invoice this credit note concerns.                               |

Example: RFF+IV:3627028'

#### 5.4.11. SG 1 RFF, Reference to the packing slip

*Function:* Specification of a reference.

*Added in this version.* RFF+AAK is used for matching an invoice to a delivery note.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description  |
|-----------|---------------------|-------|---------------|---------|---------|--|
| RFF       |                     | (C)   |               | M       |         | Recommendation for crediting   |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | AAK     | AAK code indicating reference number refers to the detailed packing slip number. |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 3627028 | Number on the packing slip provided.   |

Example: RFF+AAK:3627028'

## 6SG 2 NAD

### Definitions of parties

A two party workflow is used. One seller (NAD+SU) and one buyer (NAD+BY). Delivery place and invoice recipient are only of informative character.

**NAD+SU** :Seller/vendor/invoice issuer. Please note that details of the party shall include:

- the unique ID for the party. Shall be number 10 digits without hyphens.
- Name of the party.
- Address (Street, p.o. box, zip code and city, as well as country code).

**NAD+BY** :Legal buyer. The party responsible for the purchase and is also the recipient of the invoice. Not necessarily the same as cargo receivers or clients. Please note that details of the Party shall include:

- the unique ID for the party. Shall be the buyer's VAT registration number 10 digits without hyphens.
- Name of the party.
- Address (Street, p.o. box, zip code and city, as well as country code). This is necessary as some Comfort members receives paper invoices by mail.

**NAD+DP** :Information about the place of delivery. Shall be used if delivery place is other than the buyer, otherwise optional. Need not be the same as the buyer.

**NAD+IV** :Information on invoice payer. Used only if invoicebetalare is other legal party than the buyer, otherwise optional. Party responsible for the payment of the invoice. Need not be the same as the buyer.

### 6.1.– Sellers

*Function:* NAD-group is used to identify the transaction partners and associated information.

| Tag       | Name                      | Stand | Note          | Comfort | Example    | Description   |
|-----------|---------------------------|-------|---------------|---------|------------|---|
| NAD       |                           | (C)   |               | M       |            | The requirements of Comfort   |
| 3035      | Party qualifier           | M     | an 1 ..<br>3  | M       | SU         | SU – Sellers  |
| C082-3039 | Party id code             | M     | an 1 ..<br>17 | M       | 5560129206 | Identifier of party. Shall be the routing number.   |
| C082-1131 | Code Listing              | (C)   | an 1 ..<br>3  | X       |            | Not used  |
| C082-3055 | Code listing<br>Publisher | (C)   | an 1 ..<br>3  | M       | 91, or 9   | According to the agreement, 91 specifies the identifier is a routing number. 9 specifies that it is a GLN-code. |



|           |                          |     |            |          |             |                                    |
|-----------|--------------------------|-----|------------|----------|-------------|------------------------------------|
| C058      | Name and address         | (C) |            | X        |             | Not used                           |
| C080-3036 | Party name               | M   | an 1 .. 35 | <b>M</b> | Provider AB | Company, organization, etc.        |
| C080-3036 | Party name cont.         | (C) | an 1 .. 35 | (C)      |             | Department, C/O, etc.              |
| C059-3042 | Street and number/PO box | M   | an 1 .. 35 | <b>M</b> |             | Address field 1.                   |
| C059-3042 | Street and number/PO box | (C) | an 1 .. 35 | (C)      |             | Address field 2                    |
| 3164      | CITY                     | (C) | an 1 .. 35 | <b>M</b> | Stockholm   | The town's name in plain text      |
| 3229      | Country sub-entity       | (C) | an 1 .. 9  | X        |             | Not used                           |
| 3251      | ZIP/POSTAL CODE          | (C) | an 1 .. 9  | <b>M</b> | 11217       |                                    |
| 3207      | COUNTRY CODE             | (C) | an 1 .. 3  | <b>M</b> | SE          | Country code according to ISO 3166 |

Example: NAD+SU+7381030012345::9++Provider AB+Road 1+Stockholm++11217+SE'

### 6.1.1. Payment Details

Please provide only one payment channel (Bankgiro or Plusgiro) with accompanying payment reference (RFF+PQ).

### 6.1.2. FII — BankGiro Payments

*Function:* Specifies the payment bank transfer

| Tag       | Name                   | Stand | Note          | Comfort | Example   | Description                                   |
|-----------|------------------------|-------|---------------|---------|-----------|---|
| FII       |                        | (C)   |               | (C)     |           | If applicable                                 |
| 3035      | Partskvalificerare     | M     | an 1 ..<br>3  | M       | RH        | RH-code for ' vendor's financial institution' |
| C078-3194 | Account holder, number | (C)   | an 1 ..<br>17 | M       | 12345632  | The payee's bank giro number                  |
| C088-3433 | Institutionsnamnid     | (C)   | an 1 ..<br>11 | R       | <b>BK</b> | BK code for bank transfers                    |
| C088-3055 | Code Listing Publisher | (C)   | an 1 ..<br>3  | R       | 9         | 9 code assigned by EAN                        |

Example: FII+RH+12345632+BK'

### 6.1.3. FII — Plusgiro payments

*Function:* Specifies the payment account

| Tag       | Name                   | Stand | Note          | Comfort | Example   | Description                                   |
|-----------|------------------------|-------|---------------|---------|-----------|---|
| FII       |                        | (C)   |               | (C)     |           | If applicable                                 |
| 3035      | Partskvalificerare     | M     | an 1 ..<br>3  | M       | RH        | RH-code for ' vendor's financial institution' |
| C078-3194 | Account holder, number | (C)   | an 1 ..<br>17 | M       | 4784500-3 | The payee's bank giro number                  |
| C088-3433 | Institutionsnamnid     | (C)   | an 1 ..<br>11 | R       | <b>PO</b> | PO code for Giro                              |
| C088-3055 | Code Listing Publisher | (C)   | an 1 ..<br>3  | R       | 9         | 9 code assigned by EAN                        |

Example: FII+RB+47845003+PO::9'

#### 6.1.4.SG 3 RFF – VAT number

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note       | Comfort | Example        | Description   |
|-----------|---------------------|-------|------------|---------|----------------|---|
| RFF       |                     | (C)   |            | M       |                | The requirements from the Comfort   |
| C506-1153 | Reference qualifier | M     | an 1 .. 3  | M       | VA             | VA code for supplier order number   |
| C506-1154 | Reference number    | (C)   | an 1 .. 35 | M       | SE556012920601 | Reference to g/l VAT number in accordance with<country> <organisation number> <account> |

Example: RFF+VA:SE556012920601'

#### 6.1.5.SG 3 RFF – payment reference

*Function:* Specification of a reference.

| Tag       | Name                | Stand | Note       | Comfort | Example       | Description   |
|-----------|---------------------|-------|------------|---------|---------------|---|
| RFF       |                     | (C)   |            | M       |               | The requirements from the Comfort   |
| C506-1153 | Reference qualifier | M     | an 1 .. 3  | M       | PQ            | PQ code payment-reference, such as OCR.<br><b>If RFF+PQ is not specified, the invoice number will be used as payment reference.</b> |
| C506-1154 | Reference number    | (C)   | an 1 .. 35 | M       | 2020130101123 | The reference to payment  |

Example: RFF+PQ:2020130101123'

To avoid confusion, use only one FII+RB with associated Payment Reference.

### 6.1.6.SG 5 CTA – Contact (person)

*Function:* Identification of a person or a Department to whom communications shall be directed to

| Tag       | Name                         | Stand | Note       | Comfort | Example  | Description                                   |
|-----------|------------------------------|-------|------------|---------|----------|---|
| CTA       |                              | (C)   |            | R       |          | Recommended                                   |
| 3139      | Code for the type of contact | (C)   | an 1 .. 3  | R       | SU       | Suppliers contact                             |
| C056-3413 | Department Code/Employeeid   | (C)   | an 1 .. 17 | X       |          |   |
| C056-3412 | Name of contact              | (C)   | an 1 .. 35 | R       | Helpdesk | Contact the vendor for questions about orders |

Example: CTA+SU+:Anna Karlsson'

## 6.2.SG 2 NAD – Buyers

*Function:* NAD-group is used to identify the transaction partners and associated information.

As some buyers receives invoices in paper form, Party identifier, company name, address, postal code, city and country is mandatory.

| Tag       | Name                        | Stand | Note          | Comfort  | Example    | Description  |
|-----------|-----------------------------|-------|---------------|----------|------------|--|
| NAD       |                             | (C)   |               | M        |            | The requirements of Comfort  |
| 3035      | Party qualifier             | M     | an 1 ..<br>3  | M        | BY         | BY – Buyers  |
| C082-3039 | Party id code               | M     | an 1 ..<br>17 | <b>M</b> | 5565573150 | Code identifying the buyer.<br><b>Shall be organization-number,<br/>10 digits without hyphens.</b> |
| C082-1131 | Code Listing                | (C)   | an 1 ..<br>3  | X        |            | Not used   |
| C082-3055 | Code listing<br>Publisher   | (C)   | an 1 ..<br>3  | R        | 92         | 92-indicates that the partsID is assigned by the buyer.  |
| C058      | Name and address            | (C)   |               | X        |            | Not used   |
| C080-3036 | Party name                  | M     | an 1 ..<br>35 | <b>M</b> |            | <b>Company Name</b>  |
| C080-3036 | Party name cont.            | (C)   | an 1 ..<br>35 | (C)      |            | Department, C/O, etc.  |
| C059-3042 | Street and<br>number/PO box | M     | an 1 ..<br>35 | <b>M</b> |            | <b>Address field 1. Street Names</b>   |
| C059-3042 | Street and<br>number/PO box | (C)   | an 1 ..<br>35 | (C)      |            | Address field 2  |
| 3164      | CITY                        | (C)   | an 1 ..<br>35 | <b>M</b> |            | <b>The town's name in plain text</b>   |
| 3229      | Country sub-entity          | (C)   | an 1 ..<br>9  | X        |            | Not used   |
| 3251      | ZIP/POSTAL CODE             | (C)   | an 1 ..<br>9  | <b>M</b> |            | <b>Zip/Postal Code</b>   |
| 3207      | COUNTRY CODE                | (C)   | an 1 ..<br>3  | <b>M</b> |            | <b>Country Code</b> according to the ISO 3166  |

Example: NAD+BY+5565573150::92++Plumber company AB+12+City+Road 1+12345+SE'

### 6.2.1.SG 5 CTA – contact person

*Function:* Identification of a person or a Department that communications Shall be directed to

| Tag       | Name                         | Stand | Note       | Comfort | Example  | Description                  |
|-----------|------------------------------|-------|------------|---------|----------|------------------------------|
| CTA       |                              | (C)   |            | R       |          | Recommended                  |
| 3139      | Code for the type of contact | (C)   | an 1 .. 3  | R       | PD       | PD-code for order contact    |
| C056-3413 | Department Code/Employeeid   | (C)   | an 1 .. 17 | O       |          |                              |
| C056-3412 | Name of employee             | (C)   | an 1 .. 35 | R       | Anders S | The purchaser/Orderer's name |

Example: CTA+PD+:Anders Samuelsson'

### 6.3.SG 2 NAD – Delivery recipients

*Function:* NAD-group is used to identify the transaction partners and associated information.

[NAD+DP information/address to where goods have been delivered.](#)

| Tag       | Name                     | Stand | Note       | Comfort | Example          | Description   |
|-----------|--------------------------|-------|------------|---------|------------------|---|
| NAD       |                          | (C)   |            | (C)     |                  | Used if the delivery receiver is different from the buyer.  |
| 3035      | Party qualifier          | M     | an 1 .. 3  | M       | DP               | DP – Delivery Recipients  |
| C082-3039 | Party id code            | M     | an 1 .. 17 | R       |                  |   |
| C082-1131 | Code Listing             | (C)   | an 1 .. 3  | X       |                  | Not used  |
| C082-3055 | Code listing Publisher   | (C)   | an 1 .. 3  | R       |                  | According to the agreement, 91 specifies the identifier is a routing number. 9 specifies that it is a GLN-code. |
| C058      | Name and address         | (C)   |            | X       |                  | Not used  |
| C080-3036 | Party name               | M     | an 1 .. 35 | M       | Rörlägeriet AB   | Company, organization, etc.   |
| C080-3036 | Party name cont.         | (C)   | an 1 .. 35 | (C)     | Service          | Department, C/O, etc.   |
| C059-3042 | Street and number/PO box | M     | an 1 .. 35 | M       | Sorvaajankatu 13 | Address field 1.  |
| C059-3042 | Street and number/PO box | (C)   | an 1 .. 35 | (C)     |                  | Address field 2   |
| 3164      | CITY                     | (C)   | an 1 .. 35 | M       | City             | The town's name in plain text   |
| 3229      | Country sub-entity       | (C)   | an 1 .. 9  | X       |                  | Not used  |
| 3251      | ZIP/POSTAL CODE          | (C)   | an 1 .. 9  | M       | 442 34           |   |
| 3207      | COUNTRY CODE             | (C)   | an 1 .. 3  | M       |                  | Country code according to ISO 3166  |

Example: NAD+DP+5560987654::91++Construction+high street 4+City++12345+SE'

### 6.3.1. SG 5 CTA – contact person

*Function:* Identification of a person or a Department that communications Shall be directed to

| Tag       | Name                         | Stand | Note       | Comfort | Example      | Description                               |
|-----------|------------------------------|-------|------------|---------|--------------|---|
| CTA       |                              | (C)   |            | R       |              | Used when needed                          |
| 3139      | Code for the type of contact | (C)   | an 1 .. 3  | M       | PD           | PD code contact the Purchasing Department |
| C056-3413 | Department Code/Employee No  | (C)   | an 1 .. 17 | O       |              |   |
| C056-3412 | Name of employee             | (C)   | an 1 .. 35 | M       | Mats Larsson | Purchaser name                            |

Example: CTA+PD+:Mats Larsson'



#### 6.4.SG 2 NAD – Invoice recipient

*Function:* NAD-group is used to identify the transaction partners and associated information. **NAD+IV** is used if invoice receiver is different from the buyer. **NOTE!** If the invoice recipient has chosen paper format as invoice format the invoice will be delivered by post to the legal purchaser, I.e. the party specified in the NAD+BY.

| Tag       | Name                        | Stand | Note          | Comfort | Example             | Description  |
|-----------|-----------------------------|-------|---------------|---------|---------------------|--|
| NAD       |                             | (C)   |               | R       |                     | Must be specified if invoice recipient is other party than the buyer.                    |
| 3035      | Party qualifier             | M     | an 1 ..<br>3  | M       | (IV)                | IV – Invoice recipient   |
| C082-3039 | Party id code               | M     | an 1 ..<br>17 | M       | 5561073502          | Code to identify the party.<br>Example: EAN Code, VAT number.                            |
| C082-1131 | Code Listing                | (C)   | an 1 ..<br>3  | X       |                     | Not used   |
| C082-3055 | Code listing<br>Publisher   | (C)   | an 1 ..<br>3  | R       | 92                  | 9-code that is distributed by EAN.<br>92-code selected by the buyer himself (corporate). |
| C058      | Name and address            | (C)   |               | X       |                     | Not used   |
| C058-3124 | Name and address<br>cont'd  | (C)   | an 1 ..<br>35 | X       |                     | Not used   |
| C080-3036 | Party name                  | M     | an 1 ..<br>35 | R       | Rörläggeriet<br>AB  | Company, organization, etc.  |
| C080-3036 | Party name cont.            | (C)   | an 1 ..<br>35 | (C)     |                     | Department, C/O, etc.  |
| C059-3042 | Street and<br>number/PO box | M     | an 1 ..<br>35 | M       | Sorvaajankatu<br>13 | Address field 1.   |
| C059-3042 | Street and<br>number/PO box | (C)   | an 1 ..<br>35 | O       |                     | Address field 2  |
| 3164      | CITY                        | (C)   | an 1 ..<br>35 | M       | City                | The town's name in plain text  |
| 3229      | Country sub-entity          | (C)   | an 1 ..<br>9  | X       |                     | Not used   |
| 3251      | ZIP/POSTAL CODE             | (C)   | an 1 ..<br>9  | M       | 112 34              | Zip/Postal Code  |
| 3207      | COUNTRY CODE                | (C)   | an 1 ..<br>3  | M       | SEE                 | Country code according to ISO<br>3166  |

Example: NAD+IV+5560987654::91++RELATED FIRM AB+12+City+Road 1+12345+SE'

## SG 7 CUX, Currencies

*Function:* The group is used to specify the currency used in the document.

| Tag       | Name                       | Stand | Note      | Comfort | Example | Description  |
|-----------|----------------------------|-------|-----------|---------|---------|--|
| CUX       |                            | (C)   |           | M       |         | Shall-requirements   |
| C504-6347 | Currency details qualifier | M     | an 1 .. 3 | M       | 1       | The currency in which payment is to be made.               |
| C504-6345 | Currency, coded            | (C)   | an 1 .. 3 | M       | SEC     | Currency code under ISO 4217.                              |
| C504-6343 | Currency qualifier         | (C)   | an 1 .. 3 | R       | 4       | The code for the currency's Function: "4" Billing currency |

Example: CUX+1:SEK:4'

### 6.4.1.SG 8 PAT – terms of payment

*Function:* Specifies the terms of payment for the invoice.

| Tag       | Name                            | Stand | Note       | Comfort | Example | Description                                       |
|-----------|---------------------------------|-------|------------|---------|---------|---|
| PAT       |                                 | (C)   |            | M       |         | Shall-requirements                                |
| 4279      | Terms of payment type, code     | M     | an 1 .. 3  | M       | 3       | "3" code for due date                             |
| C110      | Terms Of Payment                | (C)   | an 1 .. 17 | X       |         | Not used  |
| C112-2475 | Conditional time reference code | M     | an 1 .. 3  | M       | 66      | "66" code for' due date as specified (in DTM+13)' |
| C112-2009 | Time relationship, code         | (C)   | an 1 .. 3  | R       | 1       | "1" code for the reference date                   |

Example 1: PAT+3++66:1'

### 6.4.2. DTM – Due Date

*Function:* Specification of date and/or time or period

| Tag       | Name                  | Stand | Note          | Comfort | Example  | Description                                      |
|-----------|-----------------------|-------|---------------|---------|----------|--|
| DTM       |                       | (C)   |               | M       |          | Shall-requirement                                |
| C507-2005 | Date qualifier        | M     | an 1 ..<br>3  | M       | 13       | 13 due date-date when the invoice is to be paid. |
| C507-2380 | Date Indication       | (C)   | an 1 ..<br>35 | M       | 20130502 | Due Date. Must be in the format CCYYMMDD         |
| C507-2379 | Date format qualifier | (C)   | an 1 ..<br>3  | M       | 102      | 102 format for date in tag 2380 is CCYYMMDD      |

Example: DTM+13:20130502:102'

### 6.4.3. PCD — Interest On Late Payments

*Function:* Specifier of the terms of payment for the whole the invoice. Used where necessary, or where the payment conditions are not regulated in the agreement.

| Tag       | Name                   | Stand | Note         | Comfort | Example | Description   |
|-----------|------------------------|-------|--------------|---------|---------|---|
| PCD       |                        | (C)   |              | (C)     |         | Used when needed  |
| C501-5245 | % Type, code           | M     | an 1 ..<br>3 | M       | 15      | "15" code for interest on late payments                   |
| C501-5482 | Percentage             | (C)   | n 1 .. 8     | M       | 9       | Penalty interest rates percentages                        |
| C501-5249 | Meaning of percentages | (C)   | an 1 ..<br>3 | M       | 13      | "13" interest is applied to the total amount the invoices |
| C501-1131 | Code Listing           | (C)   | an 1 ..<br>3 | X       |         | Is not used   |
| C501-3055 | Code list Publishers   | (C)   | an 1 ..<br>3 | X       |         | Is not used   |

Example 1: PCD+15:9:13'

#### 6.4.4 SG 9-TDT – Transport

*Function:* Detailed specification about the modes of transport.

| Tag       | Name                      | Stand | Note          | Comfort | Example | Description                          |
|-----------|---------------------------|-------|---------------|---------|---------|--------------------------------------|
| TDT       |                           | (C)   |               | R       |         | Recommended                          |
| 8051      |                           | M     | an 1 ..<br>3  | M       |         | Qualifier for transport              |
| 8028      | For transport reference   | (C)   | an 1 ..<br>17 | X       |         | Not used                             |
| C220-8067 | Delivery/transport, coded | (C)   | an 1 ..<br>3  | X       |         | Not used                             |
| C220-8066 | Delivery/transport        | (C)   | an 1 ..<br>17 | M       |         | Modes of transport in free text form |

Example: TDT+1++:Lorry'

#### 6.4.5 SG 11 TOD – delivery terms

*Function:* Specification of delivery terms.

| Tag       | Name                                       | Stand | Note         | Comfort | Example       | Description                           |
|-----------|--|-------|--------------|---------|---------------|---------------------------------------|
| TOD       |  | (C)   |              | R       |               | Recommended                           |
| 4055      | Delivery Terms                             | (C)   | an 1 ..<br>3 | (C)     | 6             | Order with delivery information       |
| 4215      | Payment methods for transporting encrypted | (C)   | an 1 ..<br>3 | X       |               | Not used                              |
| C100-4053 |  | (C)   |              | X       |               | Not used                              |
| C100-1131 |  | (C)   |              | X       |               | Not used                              |
| C100-3055 |  | (C)   |              | X       |               | Not used                              |
| C100-4052 | Delivery terms free text                   | (C)   | an 1.70      | M       | Free Shipping | Delivery conditions in free text form |

Example: TOD+6++:::free shipping'

## 6.5.SG 22 Invoice lines

General: Shipping, pallet, and other fees shall be specified in separate invoice lines with unique article ID.

### 6.5.1 LIN – Invoice line

*Function:* Identification of a line item

| Tag       | Name                      | Stand | Note          | Comfort | Example | Description                          |
|-----------|---------------------------|-------|---------------|---------|---------|--------------------------------------|
| LIN       |                           | M     |               | M       |         | Shall-requirement                    |
| 1082      | Line Numbers              | (C)   | n 1 ..<br>6   | M       | 1       | Line numbers within the the invoice. |
| C212-7140 | Commodity code id         | (C)   | an 1 ..<br>35 | X       |         | Not used                             |
| C212-7143 | Commodity code type, code | (C)   | an 1 ..<br>3  | X       |         | Not used                             |

Example: LIN+1'

### 6.5.2. PIA - Product Identification

*Function:* Specification of additional product identification codes

| Tag       | Name                      | Stand | Note          | Comfort | Example | Description   |
|-----------|---------------------------|-------|---------------|---------|---------|---|
| PIA       |                           | (C)   |               | M       |         | Shall-requirement   |
| 4347      | Identification qualifier  | M     | an 1 ..<br>3  | M       | 5       | Code for the type of identification.<br>5-Item identification   |
| C212-7140 | Commodity Code            | (C)   | an 1 ..<br>35 | M       | 7082431 | What type of code used for items is determined by the parties.  |
| C212-7143 | Commodity code type, code | (C)   | an 1 ..<br>3  | M       | SA      | SA-the number is issued by the vendor<br>BP-the number is issued by the buyer. (Send PIA twice to specify both the SA and BP) |

Example: PIA+5+7082431:SA'

### 6.5.3 PIA - Material Class

*Function:* Specification of additional product identification codes

| Tag       | Name                      | Stand | Note          | Comfort | Example | Description   |
|-----------|---------------------------|-------|---------------|---------|---------|---|
| PIA       |                           | (C)   |               | (C)     |         | Used when needed  |
| 4347      | Identification qualifier  | M     | an 1 ..<br>3  | R       | 1       | Code for the type of identification.<br>1 – additional identification   |
| C212-7140 | Commodity Code            | (C)   | an 1 ..<br>35 | R       | L31     | Invoiced varas identifier in the form of material class                 |
| C212-7143 | Commodity code type, code | (C)   | an 1 ..<br>3  | R       | GU      | GU – vendor's internal article-group number/product classification code |

Example: PIA+1+L31:GU'

### 6.5.4 IMD - Item Description

*Function:* Description of an article in either industrial or free format

| Tag       | Name                           | Stand | Note       | Comfort | Example                       | Description  |
|-----------|--------------------------------|-------|------------|---------|-------------------------------|--|
| IMD       |                                | (C)   |            | M       |                               | Shall-requirement  |
| 7077      | Product description type, code | (C)   | an 1 .. 3  | M       | (F)                           | F-code free text   |
| 7081      | Item characteristic code       | (C)   | an 1 .. 3  | X       |                               | Not used   |
| C273-7009 | Commodity Code                 | (C)   | an 1 .. 7  | X       |                               | Not used   |
| C273-1131 | Code list qualifier            | (C)   | an 1 .. 3  | X       |                               | Not used   |
| C273-3055 | Code list Publishers           | (C)   | an 1 .. 3  | X       |                               | Not used   |
| C273-7008 | Item Description               | (C)   | an 1 .. 35 | M       | 225X75X75 Golvbr m sidoutl    | Article name in clear text.<br>Shipping Fee                        |
| C273-7008 | Item Description               | (C)   | an 1 .. 35 | (C)     | Type rebellion variable inlet | Article name in plain text<br>2. Continued from the previous item. |
| 7383      | Surface/layer indicator code   | (C)   | an 1 .. 3  | X       |                               | Not used   |

Example: IMD+F++:::225X75X75 Golvbr m sidoutl:Type rebellion variable inlet'

### 6.5.5. QTY-Quantity Invoiced

*Function:* Specification of quantity.

| Tag       | Name                   | Stand | Note      | Comfort | Example | Description   |
|-----------|------------------------|-------|-----------|---------|---------|---|
| QTY       |                        | (C)   |           | M       |         | Shall-requirement   |
| C186-6063 | Quantity qualifier     | M     | an 1 .. 3 | M       | 47      | Code specifying the quantity provided. "47" Invoiced quantity                           |
| C186-6060 | Quantity               | M     | n 1 .. 15 | M       | 1       | Quantity ordered. Decimal digits are preceded by a period (.) Maximum 3 decimal places. |
| C186-6411 | Measure unit specifier | (C)   | an 1 .. 3 | M       | ST      | Variable measure products only.   |

Example: QTY+47:1:PCS'

### 6.5.6 ALI – Bonus information

*Function:* Specification of bonus. **Only used if applicable.**

| Tag  | Name                           | Stand | Note      | Comfort | Example | Description   |
|------|--------------------------------|-------|-----------|---------|---------|---|
| ALI  |                                | (C)   |           | (C)     |         | Required it applicable.   |
| 3239 | Country Of Origin              | (C)   |           | X       |         | Not used  |
| 9213 |                                | (C)   |           |         |         | Not used  |
| 4183 | Special conditions for article | (C)   | an 1 .. 3 | M       | 6       | Code that indicates if the line item is a or not.<br>5 = Non a.<br>6 = A. |

Example: ALI+++6'

### 6.5.7 DTM – Delivery Date

*Function:* Specification of date and/or time or period

| Tag       | Name                  | Stand | Note       | Comfort | Example  | Description                                     |
|-----------|-----------------------|-------|------------|---------|----------|---|
| DTM       |                       | M     |            | R       |          | Recommendation                                  |
| C507 2005 | Date qualifier        | M     | an 1 .. 3  | M       | 35       | 35 – delivery date                              |
| C507-2380 | Date Indication       | (C)   | an 1 .. 35 | M       | 20130320 | Dates shall be specified in the format CCYYMMDD |
| C507-2379 | Date format qualifier | (C)   | an 1 .. 3  | R       | 102      | 102 format for date in tag 2380 is CCYYMMDD     |

Example: DTM+35:20130320:102'



### 6.5.8.SG 23 MOA-line amounts

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description                                    |
|-----------|-----------------------|-------|-----------|---------|---------|--|
| MOA       |                       | (C)   |           | M       |         | Shall-requirement                              |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 203     | "203" Code for 'line amount', net amount       |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 950.68  | Line amount in digits with two decimal places. |
| C516-6345 | Currency              | (C)   | an 1 .. 3 | R       | SEC     | Value for line amount.                         |

Example: MOA+203:950.68:SEK'

### 6.5.9 SG 25 PRI – unit price, net

*Function:* Specification of price information

**NOTE!** The invoice must contain both the gross price and net price.

That is, if an article is sold discounted both the undiscounted, and the discounted price shall be provided.

| Tag       | Name                   | Stand | Note      | Comfort | Example | Description  |
|-----------|------------------------|-------|-----------|---------|---------|--|
| PRI       |                        | M     |           | M       |         | Shall requirement.   |
| C509-5125 | Price qualifier        | M     | an 1 .. 3 | M       | AAA     | AAA – Calculated net excluding taxes/VAT.                          |
| C509-5118 | Price                  | (C)   | n 1 .. 15 | M       | 95.00   | The Price. Decimal digits is preceded by point. Maximum 4 decimals |
| C509-5375 | Price type, code       | (C)   | an 1 .. 3 | X       |         | Not used   |
| C509-5387 | Price type qualifier   | (C)   | an 1 .. 3 | X       |         | Not used   |
| C509-5284 | Unit price basis       | (C)   | n 1 .. 9  | R       |         | Number of units price concerns.                                    |
| C509-6411 | Measure unit specifier | (C)   | an 1 .. 3 | R       | ST      | Specifies what the price is.                                       |

Example: PRI+AAA:95.00::::ST'

### 6.5.10 SG 25 PRI – unit price, gross

*Function:* Specification of the amount of money

**NOTE! The invoice shall contain both the gross price and net price when discounted articles.**

| Tag       | Name                   | Stand | Note         | Comfort | Example | Description  |
|-----------|------------------------|-------|--------------|---------|---------|--|
| PRI       |                        | M     |              | M       |         | Shall- requirement .   |
| C509-5125 | Price qualifier        | M     | an 1 ..<br>3 | M       | AAB     | AAB – gross price excluding taxes/rebates.                         |
| C509-5118 | Price                  | (C)   | n 1 ..<br>15 | M       | 3510    | The Price. Decimal digits is preceded by point. Maximum 4 decimals |
| C509-5375 | Price type, code       | (C)   | an 1 ..<br>3 | X       |         | Not used   |
| C509-5387 | Price type qualifier   | (C)   | an 1 ..<br>3 | X       |         | Not used   |
| C509-5284 | Unit price basis       | (C)   | n 1 ..<br>9  | R       |         | Number of units price concerns.                                    |
| C509-6411 | Measure unit specifier | (C)   | an 1 ..<br>3 | R       | ST      | Specifies what the price is.                                       |

Example: PRI+AAB:3510:::1:PCS'

### 6.5.11. SG 26 RFF, Reference to the buyer's order

*Function:* Specification of reference

| Tag       | Name                | Stand | Note          | Comfort  | Example | Description   |
|-----------|---------------------|-------|---------------|----------|---------|---|
| RFF       |                     | (C)   |               | R        |         | Recommendation.                                       |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | <b>M</b> | ON      | On – the buyer's purchase number                      |
| C506-1154 | Reference number    | (C)   | an 1 ..<br>35 | <b>M</b> | 730134  | Reference   |
| C506-1156 | Line number         | (C)   | an 1 ..<br>6  | <b>R</b> | 1       | Line numbers in the order that invoice line refers to |

Example: RFF+ON:730134:1'

### 6.5.12 SG 26 RFF, reference to the supplier's order

*Function:* Specification of reference

| Tag       | Name                | Stand | Note          | Comfort  | Example  | Description   |
|-----------|---------------------|-------|---------------|----------|----------|---|
| RFF       |                     | (C)   |               | R        |          | Recommendation.                                       |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | <b>M</b> | VN       | VN – supplier purchase order number                   |
| C506-1154 | Reference number    | (C)   | an 1 ..<br>35 | <b>M</b> | 57310845 | Reference   |
| C506-1156 | Line Numbers        | (C)   | an 1 ..<br>6  | <b>R</b> | 1        | Line numbers in the order that invoiceraden refers to |

Example: RFF+VN:57310845:1'

### 6.5.13. SG 1 RFF, Reference to the packing slip

*Function:* Specification of a reference.

*Added in this version.* RFF+AAK is used to match invoice to delivery note.

| Tag       | Name                | Stand | Note          | Comfort | Example | Description  |
|-----------|---------------------|-------|---------------|---------|---------|--|
| RFF       |                     | (C)   |               | C       |         | Required for Comfort members using Symbrio system                                |
| C506-1153 | Reference qualifier | M     | an 1 ..<br>3  | M       | AAK     | AAK code indicating reference number refers to the detailed packing slip number. |
| C506-1154 | Reference Number    | (C)   | an 1 ..<br>35 | M       | 3627028 | Number on the packing slip provided.   |

Example: RFF+AAK:3627028'

### 6.5.14. SG 26 RFF, reference to the supplier's order

*Function:* Specification of reference

| Tag       | Name         | Stand | Note          | Comfort | Example | Description                          |
|-----------|--------------|-------|---------------|---------|---------|--------------------------------------|
| RFF       |              | M     |               | M       |         | Shall requirements.                  |
| C506-1153 | Qualifier    | M     | an 1 ..<br>3  | M       | 7       | 7 indicates that there is a treasure |
| C241-5153 | Tax Type     | M     | an 1 ..<br>3  | M       | VAT     | Sales Tax                            |
| C243-5278 | Rate         | M     | an 1 ..<br>17 | M       | 25      | Sales Tax Rate                       |
| C506-1156 | Line Numbers | M     | an 1 ..<br>3  | M       | S       | Rate encoded                         |

Example: TAX+7+VAT+++:::25+S'

### 6.5.15. SG 35 ALC – Discounts/supplements

*Function:* A segment identifying the charge or allowance.

From shall be used when the discount is given on the line item. Comfort uses a total of 4 groups of discounts.

Discount type is specified in the codes as:

- **R1** = Discount according to discount letter. Synonymous "customer discount", "chain discount" etc.
- **R2** = Order Type Discount. Discount that is granted on the basis of the manner in which orders are placed. For example, the Web discount 5%.
- **R3** = Local discount. Discount provided in addition to falling under R1. For example, a discount as a single Comfort member, or an additional discount for orders under a special project e etc.
- **R4** = is used only if additional discounts are given, and which do not fall under any of the previous types of discounts.

If the supplier makes use of multiple discount types, these are summarized and reported in accordance with the above.

**NOTE! A discount type may appear only once, and they'll appear in the order 1-4.**

The size and amount are reported in SG37/PCD and (or) SG38/MOA

| Tag       | Name                                | Stand | Note       | Comfort  | Example | Description  |
|-----------|-------------------------------------|-------|------------|----------|---------|--|
| ALC       |                                     | (C)   |            | (C)      |         | <b>Must be specified if a line item is eligible for discount (s).</b>  |
| 5463      | Discount/supplement qualifiers      | M     | an 1 .. 3  | M        | (A)     | Code for discount/charge<br>A (Discount)/C (charge)  |
| C552-1230 | Replacement or chargenummer         | (C)   | an 1 .. 35 | <b>M</b> | R1      | <b>R1 = Discount under discount letters<br/>R2 = Discount for EDI/Web-ordering<br/>R3 = Local discount<br/>(Submit an ALC for each type of discount)</b> |
| 4471      | Settlement, code                    | (C)   | an 1 .. 3  | X        |         | Not used   |
| 1227      | Calculation sequence indicator code | (C)   | an 1 .. 3  | X        |         | Not used   |

|           |                        |     |              |   |    |   |
|-----------|------------------------|-----|--------------|---|----|---|
| C214-7161 | Special services, code | M   | an 1 ..<br>3 | R | DI | Code for special service<br>DI-Discount |
| C214-1131 | Code listing Publisher | (C) | an 1 ..<br>3 | X |    | Not used                                |
| C214-3055 | Code Editor, code      | (C) | an 1 ..<br>3 | R | 9  | Code for code list issuer               |

Example: ALC+A+R1+++DI::9'

### 6.5.16 SG 37 PCD, Percentage details

*Function:* Percentage information

| Tag       | Name                 | Stand | Note         | Comfort | Example | Description   |
|-----------|----------------------|-------|--------------|---------|---------|---|
| PCD       |                      | (C)   |              | M       |         | It must be stated whether the discount (s) given        |
| C501-5245 | Percentage qualifier | M     | an 1 ..<br>3 | M       | 1       | Code for discount/supplement<br>1-Discount/2 extensions |
| C501-5482 | Percentage           | (C)   | n 1 ..<br>8  | M       | 41.5    | Percentage  |

Example: PCD+1:41.5'

### 6.5.17 SG 38 MOA – discount, or fee amounts

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note         | Comfort | Example | Description  |
|-----------|-----------------------|-------|--------------|---------|---------|--|
| MOA       |                       | (C)   |              | R       |         | Recommendation. In conjunction with ALC/PCD  |
| C516-5025 | Amount type qualifier | M     | an 1 ..<br>3 | M       | 8       | "8" Code for ' line amount',   |
| C516-5004 | Monetary amount       | (C)   | n 1 ..<br>18 | M       | 50.00   | Discount amount in figures, preferably with two decimal places. I.e. how much discount in SEK given for the item with the current discount code. |

Example: MOA+8:50.00'

## 6.6. Summary

### 6.6.1. UNS – Total start

*Function:* Separation of the detail and summary sections of the message

| Tag  | Name               | Stand | Note | Comfort | Example | Description                 |
|------|--------------------|-------|------|---------|---------|-----------------------------|
| UNS  |                    | M     |      | M       |         | Shall-requirement           |
| 0081 | Section Identifier | M     | A1   | M       | S       | The "S" Code for summation. |

Example: UNS+S'

### 6.6.2. CNT, Control Total

*Function:* Provide message control totals

| Tag       | Name               | Stand | Note         | Comfort | Example | Description                            |
|-----------|--------------------|-------|--------------|---------|---------|--|
| CNT       |                    | (C)   |              | M       |         | Shall-requirement                      |
| C270-6069 | Controll qualifier | M     | an 1<br>.. 3 | M       | 2       | 2 - Code for number of rows.           |
| C270-6066 | Control Value      | M     | n 1 ..<br>18 | M       | 3       | The numerical number of invoice lines. |

Example: CNT+2:3'

### 6.6.3 SG 45 MOA – Amount to pay

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note         | Comfort | Example | Description   |
|-----------|-----------------------|-------|--------------|---------|---------|---|
| MOA       |                       | M     |              | M       |         | Shall-requirement   |
| C516-5025 | Amount type qualifier | M     | an 1<br>.. 3 | M       | 9       | 9-Code for' amount to pay                                   |
| C516-5004 | Monetary amount       | (C)   | n 1 ..<br>18 | M       | 2538    | Line amount in figures, preferably with two decimal places. |

Example: MOA+9:2538'

#### 6.6.4. SG 45 MOA – row total

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description   |
|-----------|-----------------------|-------|-----------|---------|---------|---|
| MOA       |                       | M     |           | M       |         | Shall-requirement   |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 79      | 79-Code for the ' total row total'                          |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 2030.68 | Line amount in figures, preferably with two decimal places. |

Example: MOA+79:2030.68'

#### 6.6.5. SG 45 MOA – Taxable amount

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description   |
|-----------|-----------------------|-------|-----------|---------|---------|---|
| MOA       |                       | M     |           | (C)     |         | Shall-requirement   |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 125     | 125-Code for ' taxable amount'                              |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 2030.68 | Line amount in figures, preferably with two decimal places. |

Example: MOA+125:2030.68'

#### 6.6.6 SG 45 MOA – invoice rounding account

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description   |
|-----------|-----------------------|-------|-----------|---------|---------|---|
| MOA       |                       | M     |           | (C)     |         | Used when needed  |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 165     | 165-Code for ' Amount adjustment'                           |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 0.35    | Line amount in figures, preferably with two decimal places. |

Example: MOA+165:0.35'



### 6.6.7 SG 45 MOA – total tax amount

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description   |
|-----------|-----------------------|-------|-----------|---------|---------|---|
| MOA       |                       | M     |           | (C)     |         | Shall-requirement   |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | R       | 176     | 176-Code for 'total tax/fee amount'                         |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | R       | 507.67  | Line amount in figures, preferably with two decimal places. |

Example: MOA+176:507.67'

### 6.6.8 SG 47 TAX-sales tax component summary

*Function:* Specification of the relevant VAT/tax/fee details

| Tag       | Name                          | Stand | Note       | Comfort | Example | Description                            |
|-----------|-------------------------------|-------|------------|---------|---------|--|
| TAX       |                               | (C)   |            | (C)     |         | Shall-requirement                      |
| 5283      | Duty/tax/fee qualifiers       | M     | an 1 .. 3  | R       | 7       | 7 Code for tax                         |
| C241-5153 | Duty/tax/fee type, code       | (C)   | an 1 .. 3  | R       | VAT     | VAT Default VAT                        |
| C533-5289 | Duty/tax/fee account id       | C/M   | an 1 .. 6  | X       |         | Not used                               |
| 5286      | Duty/tax/fee assessment basis | (C)   | an 1 .. 15 | X       |         | Not used                               |
| C243-5279 | Duty/tax/fee rate detection   | (C)   |            | X       |         | Not used                               |
| C243-1131 | Code listing Publisher        | (C)   |            | X       |         | Not used                               |
| C243-3055 | Code Editor, code             | (C)   |            | X       |         | Not used                               |
| C243-5278 | Duty/tax/fee rate             | (C)   | an 1 .. 17 | R       | 25      | VAT rate is specified as a percentage. |
| 5305      | Duty/tax/fee category, code   | (C)   | an 1 .. 3  | R       | S       | Standard tax                           |

Example: TAX+7+VAT+++:::25+S'

### 6.6.9 MOA – total taxable amount per rate

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description  |
|-----------|-----------------------|-------|-----------|---------|---------|--|
| MOA       |                       | (C)   |           | M       |         | Shall-requirement  |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 125     | 125-Code for 'taxable amount'                                |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 2030.68 | The taxable amount of the current sales tax rate in figures. |

Example: MOA+125:2030.68'

### 6.6.10 MOA – total tax amount per rate

*Function:* Specification of the amount of money

| Tag       | Name                  | Stand | Note      | Comfort | Example | Description   |
|-----------|-----------------------|-------|-----------|---------|---------|---|
| MOA       |                       | (C)   |           | M       |         | The requirements from the Comfort                     |
| C516-5025 | Amount type qualifier | M     | an 1 .. 3 | M       | 124     | 124 – code of the sales tax amount                    |
| C516-5004 | Monetary amount       | (C)   | n 1 .. 18 | M       | 507.67  | Tax amount for the current sales tax rate in figures. |

Example: MOA+124:507.67'

## 6.7. Message Out

### 6.7.1 UNT – Message End

*Function:* Clearance and control of message

| Tag  | Name                                  | Stand | Note       | Comfort | Example | Description   |
|------|---------------------------------------|-------|------------|---------|---------|---|
| UNT  |                                       | M     |            | M       |         | The requirements from the Comfort                   |
| 0074 | The number of segments in the message | M     | n 1 .. 10  | M       | 76      | Number of segments in the message — UNH even UNT.   |
| 0062 | Message reference number              | M     | an 1 .. 14 | M       | 145527  | The same reference number as specified in UNH 0062. |

Example: UNT+76+145527'

### 6.7.2 UNZ – Interchange trailer

*Function:* To complete a transfer

| Tag  | Name                          | Stand | Note       | Comfort | Example | Description   |
|------|-------------------------------|-------|------------|---------|---------|---|
| UNZ  |                               | M     |            | M       |         | The requirements from the Comfort                             |
| 0036 | Interchange control count     | M     | n 1 .. 6   | M       | 1       | Number of messages in the file (UNB-UNZ)                      |
| 0020 | Interchange control reference | M     | an 1 .. 14 | M       | 5191    | The same unique reference number that you entered in UNB 0020 |

Example: UNZ+1+5159'

## 7 Attachments

### 7.1 example 1.

Example of basic Comfort invoice with four invoice lines

```
UNA:+.?'
UNB+UNOC:3+7381030012345:+5560987654 14:30+140228:2230+IQ2WJ5'
UNH+0001+INVOIC:D:93A:UN:EAN008'
BGM+380+4021470'
DTM+137:20140228:102'
DTM+4:20140227:102'
FTX+MKS+1 ++ 77529'
FTX+COI+1+63'
RFF+ON:77529'
RFF+VN:3627028'
RFF+IT:670855'
RFF+AEP:77529'
NAD+BY+5560987654::91 ++ RELATED FIRM AB+12+City+SHORTCUT+12345+WATCH'
RFF+VA:SE556098765401'
RFF+XA:5560987654'
CTA+IC +:OLA F'
NAD+IV+5560987654::91++RÖRFIRMAN AB+GENVÄGEN 12+Staden++12345+SE'
NAD+DP+5560987654::91++Bygget+Stora gatan 4+Staden++12345+SE'
NAD+SU+7381030012345::91++Leverantören+Vägen 1+Annanstad++28398+SE'
FII+RH+12345632:Bankgiro'
FII+RH+49325489:Postgiro'
RFF+AP:402147094'
RFF+PQ:402147094'
RFF+VA:SE556839450501'
RFF+XA:5568394505'
CTA+SU+:Anna Karlsson'
COM+anna@leverantoren.se:EM'
CUX+2:SEK:4'
PAT+3++66:1'
DTM+13:20140331:102'
LIN+1'
PIA+5+234543:SA'
PIA+5+7393792111110:EN'
IMD+F++:::Kokboken Enkla soppor'
QTY+47:1:PCE'
MOA+203:21.28'
PRI+AAB:66.50'
PRI+AAA:21.28'
RFF+ON:77529'
RFF+VN:3627028'
TAX+7+VAT+++:::25+S'
ALC+A+R1+++DI:::9'
MOA+8:45.22'
LIN+2'
PIA+5+1942473:SA'
PIA+5+7385274100369:EN'
IMD+F++:::Kastrull 2 liter'
QTY+47:1:PCE'
MOA+203:32.32'
PRI+AAB:101.00'
PRI+AAA:32.32'
RFF+ON:77529'
```

RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R1+++DI::9'  
MOA+8:68.68'  
LIN+3'  
PIA+5+3106360:SA'  
PIA+5+7391598712340:EN'  
IMD+F+++:::Exotisk kryddblandning'  
QTY+47:1:PCE'  
MOA+203:26.75'  
PRI+AAB:61.50'  
PRI+AAA:26.75'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R2+++DI::9'  
MOA+8:34.75'  
LIN+4'  
PIA+5+8073653:SA'  
PIA+5+7396524811237:EN'  
IMD+F+++:::Spik 4 tum'  
QTY+47:1:PCE'  
MOA+203:48.50'  
PRI+AAB:109.00'  
PRI+AAA:48.50'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R1+++DI::9'  
MOA+8:30.50'  
ALC+A+R3+++DI::9'  
MOA+8:30.00'  
UNS+S'  
CNT+2:4'  
MOA+86:128.85'  
MOA+9:161.00'  
MOA+165:-0.06'  
MOA+79:128.85'  
MOA+131:0.00'  
MOA+125:128.85'  
MOA+176:32.21'  
TAX+7+VAT++128.85+:::25+S'  
MOA+125:128.85'  
MOA+124:32.21'  
UNT+95+0001'  
UNZ+1+IQ2WJ5'

## Exempel 2

Basic credit note with four lines. Document type is 381 and intends crediting of all lines in the corresponding invoice.

UNA:+. ? '  
UNB+UNOC:3+7381030012345:14+5560987654:30+140228:2230+IQ2WJ5'  
UNH+0001+INVOIC:D:93A:UN:EAN008'  
BGM+381+4021470'  
DTM+137:20140228:102'  
DTM+4:20140227:102'  
FTX+MKS+1++77529'

FTX+COI+1+63'  
RFF+ON:77529'  
RFF+VN:3627028'  
RFF+IT:670855'  
RFF+AEP:77529'  
NAD+BY+5560987654::91++RÖRFIRMAN AB+GENVÄGEN 12+Staden++12345+SE'  
RFF+VA:SE556098765401'  
RFF+XA:5560987654'  
CTA+IC+:OLA FLYSJÖ'  
NAD+IV+5560987654::91++RÖRFIRMAN AB+GENVÄGEN 12+Staden++12345+SE'  
NAD+DP+5560987654::91++Bygget+Stora gatan 4+Staden++12345+SE'  
NAD+SU+7381030012345::91++Leverantören+Vägen 1+Annanstad++28398+SE'  
FII+RH+12345632:Bankgiro'  
FII+RH+49325489:Postgiro'  
RFF+AP:402147094'  
RFF+PQ:402147094'  
RFF+VA:SE556839450501'  
RFF+XA:5568394505'  
CTA+IC+:Helpdesk'  
COM+helpdesk@leverantoren.se:EM'  
CUX+2:SEK:4'  
PAT+3++66:1'  
DTM+13:20140331:102'  
LIN+1'  
PIA+5+234543:SA'  
PIA+5+7393792111110:EN'  
IMD+F++::Kokboken Enkla soppor'  
QTY+47:1:PCE'  
MOA+203:21.28'  
PRI+AAB:66.50'  
PRI+AAA:21.28'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R1+++DI:::9'  
MOA+8:45.22'  
LIN+2'  
PIA+5+1942473:SA'  
PIA+5+7385274100369:EN'  
IMD+F++:::Kastrull 2 liter'  
QTY+47:1:PCE'  
MOA+203:32.32'  
PRI+AAB:101.00'  
PRI+AAA:32.32'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R1+++DI:::9'  
MOA+8:68.68'  
LIN+3'  
PIA+5+3106360:SA'  
PIA+5+7391598712340:SA'  
IMD+c++:::Exotic spice mix'  
QTY+47:1:PCE'  
MOA+203:26.75'  
PRI+AAB:61.50'  
PRI+AAA:26.75'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R2+++ DI:::9'  
MOA+8:34.75'  
LIN+4'  
PIA+5+8073653:SA'

PIA+5+7396524811237:a'  
IMD+c+:::Nail 4 inch'  
QTY+47:1:PCE'  
MOA+203:48.50'  
PRI+AAB:109.00'  
PRI+AAA:48.50'  
RFF+ON:77529'  
RFF+VN:3627028'  
TAX+7+VAT+++:::25+S'  
ALC+A+R1+++ DI::9'  
MOA+8:30.50'  
ALC+A+R3+++ DI::9'  
MOA+8:30.00'  
UNS+S'  
CNT+2:4'  
MOA+86:128.85'  
MOA+9:161.00'  
MOA+165:-0.06'  
MOA+79:128.85'  
MOA+131:0.00'  
MOA+125:128.85'  
MOA+176:32.21'  
TAX+7+VAT++ 128.85 +:::25+S'  
MOA+125:128.85'  
MOA+124:32.21'  
UNT+95+0001'  
UNZ+1+IQ2WJ5'

**Remarks:**