

**EDI Guide - Appendix F  
810 PBP (Performance Based Payments &  
Commercial Item Financing)**



**Prepared For:  
Defense Logistics Agency**

**Effective as of version 6.11.0.  
This guide remains valid until modified.**

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## History Page

<i>Version</i>	<i>Date</i>	<i>Change Description</i>
5.4.0-1	08/27/12	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. BIG Pos.20 – Updated all samples 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
5.4.1-2	02/25/13	ECP_0727 - FTP/EDI Guides IT1 Pos.010, IT101: Added MOCAS edit – 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN
5.5.0-1	06/06/13	CAMCG211 Updated to Version 5.5.0, January 2014
5.5.0-2	06/17/13	ECP_0742 FTP/EDI Guides IT1 Pos.010 IT101: Updated One Pay to 4N or 4N2A and updated second bullet under Notes for One Pay to 4N2A
5.5.0-3	09/30/13	WIT Issue 2637 DR_1080 v5.4 OAT 1 NTE Pos.30: Added "If NTE01 = "CAR", enter "FMS" to indicate FMS is being included on the document." to NTE02 and added codes to Reference Code lists.
5.6.0-1	01/07/14	WAWF-215 Updated to Version 5.6.0, August 2014
5.6.0-2	01/14/14	WAWF-206 REF Segment Pos.050: Added "NTE Segment (When FMS Shipment Number is used)" to list of Draft Indicator requirements under Notes section, 3 <sup>rd</sup> bullet.
5.6.0-3	01/17/14	WAWF-234 SLN Pos.200: Removed "Always in whole dollar amounts." From SLN06
5.6.0-4	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."
5.6.0-5	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-6	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.6.0-7	08/19/14	WAWF-1449

		<p>BIG Pos.020-                      BIG04: Added "Positions 10 through 13 may not be "0000"." to Contract Number edits for DoD FAR Contract.</p> <p>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.</p>
5.7.0-1	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015
5.7.0-2	11/06/14	<p>WAWF-1556 ECP0731 - FTP/EDI Guide Updates</p> <p>N1 pos. 070                      Added code "FE" to N101- Entity Identifier Codes.                      Added segments N105 and N106.                      Added sample.</p> <p>PER pos. 120                      Added code "CN" to PER01- Contact Function Code.                      PER02: Added conditional notes.                      PER03, PER04: Updated notes.                      Added segments PER05-PER08.                      Added sample.</p>
5.7.0-3	02/18/15	<p>WAWF-1908 ECP0794 guide updates</p> <p>BIG pos.020-                      BIG04: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)                      BIG05: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16)                      Updated samples                      Added BIG04 and BIG05 Contract Number and Delivery Order Edits</p> <p>REF pos. 050-                      REF02: Added S Uniform PIID (FAR 4.16)</p>
5.8.0-1	06/23/15	WAWF-2407 Updated to Version 5.8.0, November 2015
5.8.0-2	07/06/15	<p>WAWF-2427 ECP0794</p> <p>BIG pos. 020-                      Updated fiscal year in BIG04 and BIG05 Contract Number and Delivery Order Edits</p>
5.9.0-1	12/22/15	WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016
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>
5.10.0-1	11/21/16	<p>IRAPT-1721</p> <p>BIG pos.020-</p>

		BIG04 and BIG05 Contract Number and Delivery Order Edits: Increased fiscal year requirements by 1 for all edits of contract type DoD Contract (FAR).
5.12.1-1	07/09/18	WAWF-5755 Updated all instances of iRAPT to WAWF. Updated all instances of Issue Date to Effective Date.
6.10.0-1	09/01/21	ET-19775 Updated version. Title page: Added "This guide remains valid until modified."
6.10.0-2	09/08/21	ET-25005 BIG pos. 020- BIG04 and BIG05 Contract Number and Delivery Order Edits: DoD Contract (FAR)- Replaced all instances of "First 6 positions must be a valid government DoDAAC" with "Positions 1 and 2 cannot both be numeric". Uniform PIID (FAR 4.16)- Replaced all instances of "First 6 positions must be a valid government FEDAAC" with "Positions 1 and 2 must be numeric".
6.11.0	01/17/22	Agile-8422 1.6 N1 – Name Segment, Pos. No. 070 – Header N104 (WAWF Notes) – Removed DUNS+DUNS+4 Footnotes (Notes, N103 – Id Code Qualifier) – Removed DUNS+DUNS+4

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## 1 General Instructions

The following pages represent the Wide Area Workflow (WAWF) Data Element/Segment Cross Reference for the reporting information via EDI, into WAWF, including UID information. The tables that follow present the usage of the Segments and data elements arrayed in Transaction Set Order. Only the Segments that WAWF accepts are outlined below. The information represents 810P (PBP/CIF) X12 transactions into Wide Area Workflow (WAWF). The EDI Guide was created using the latest revised draft of the Implementation Conventions.

**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 WAWF. This converts the text to text-only format and removes control characters that contain formatting information.

### **Sending Attachments to WAWF:**

**To send attachments to WAWF 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.**

**WAWF 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 WAWF.**

**To send attachments to WAWF 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\_WAWF\_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 WAWF.**

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT upload classified attachments into WAWF.**

PIEE Website:

<https://piee.eb.mil>

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 WAWF, not ANSI X12  |
| 5. Requirements     | Depicts whether the Segment is: <ul style="list-style-type: none"> <li><b>M</b> – Mandatory – Usage is required.</li> <li><b>O</b> – Optional – Can be used or not used.</li> <li><b>C</b> – Conditional – Contingent upon other 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.</li> <li><b>N/A</b> – Not Allowed</li> </ul> |
| 6. WAWF Notes       | Contains notations of the Field’s usage or restrictions within WAWF.  |

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

- **N<sub>v</sub>** Numeric Field where v = number of decimal positions, decimal implied (i.e. 300 will be read as 3.00)
- **R** Decimal number. Where value includes decimal, WAWF requires that decimal point and value be sent: WAWF will NOT imply or assume decimal points. Examples:
  - 300 will be read into WAWF as “300”
  - 3.00 will be read into WAWF as “3”
  - 3.5 will be read into WAWF at “3.5”
- **ID** Identifier
- **AN** Alpha/Numeric String
- **DT** All Date Fields will use formal CCYYMMDD
- **TM** All Time Fields will use the format HHMMSS

**Notes:**

- Above and below each Segment there are notes pertaining to WAWF. The values that WAWF accepts are also noted. WAWF ignores all codes not identified in this guide.
- 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.
- 810P (PBP/CIF) does not allow EBS EDI transactions.
- 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.

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

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
BIG01	Date	373	8/8	M	CCYYMMDD – Date of Invoice	DT
BIG02	Invoice Number	76	7/7	M	Request Number PBP: Must start with “PBPA” if not FMS-related or “PBPB” if FMS-related. CIF: Must start with “CFAA” if not FMS-related Or “CFAB” is FMS-related for Advance Payments. CIF: Must start with “CFIA” if not FMS related or “CFIB” if FMS related for Interim Payments. MOCAS: recommend that Request Number (BIG02) and Vendor’s Invoice Number (REF01) match.	AN
BIG03	Date	373	8/8	O	CCYYMMDD – Contract Effective Date	DT
BIG04	Purchase Order Number  DOD Contract(FAR)  Uniform PIID (FAR 4.16)	324	1/19  13/13  13/17	M	Contract Number No special characters allowed.  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 Number 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	N/A	N/A	Not used.	N/A

**Samples:**

BIG^20100708^PBPA417^20100708^HQ033710M0118^0417^^PB^00

BIG^20100708^PBPA417^20100708^HQ033710M0118^0417^^PB^01 (Void)

BIG^20100708^PBPA417^20100708^HQ033710M0118^0417^^PB^05 (Void & Replace)

BIG^20100621^CFIB719^20100621^HQ034710M0112^0699^^RQ^00 (Original)

BIG^20100621^CFIB719^20100621^HQ034710M0112^0699^^RQ^01 (Void)

BIG^20100621^CFIB719^20100621^HQ034710M0112^0699^^RQ^05 (Void & Replace)

**Notes:**

BIG04 – Procurement Instrument ID No. (PIIN) Use to indicate the 13 position AN contract or purchase order number. Do not use spaces or dashes.

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**    **BIG08 -Transaction Purpose Codes**

PB Partial Bill (indicates PBP)	00 Original
RQ Request (indicates CIF)	01 Void
	05 Void & Replace

**BIG04 and BIG05 Contract Number and Delivery Order Edits**

**Contract Type is “DoD Contract (FAR)”;** **Fiscal Year 18 and later**

**Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 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.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and 18 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 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.
- For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.

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

**Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.

- Contract cannot contain "O" or "I" at any position.
- Positions 1 and 2 cannot both be numeric.
- Positions 7 and 8 (FY parameter) must be numeric and less than 18 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:
  - Positions 1 and 2 cannot both be numeric.
  - 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.
- Positions 1 and 2 must be numeric.
- 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.
- Positions 1 and 2 must be numeric.
- 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 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.
- For Acquisition, Delivery Order is required when the 9<sup>th</sup> 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>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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 If NTE01 = "CAR", enter "FMS" to indicate FMS is being included on the document.	AN

**Sample:**

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

NTE^CAR^FMS

**NTE01 - Reference Codes**

ADD – Document Level Comments

CAR – Other Related Information

**NTE02 - Reference Codes**

FMS – FMS Indicator

**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 Segment per transaction.

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

**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 must be at least one and no more than 12 instances of the REF per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
REF01	Reference Identification Qualifier	128	2/3	M	<p>Use SO for Shipper's Order (Invoice Number). This is the minimum required entry for a REF Segment for PBP or CIF.</p> <p>Use PX for Date of Last Communication and Date of Encumbrance Notification for a PBP transaction.</p> <p>MOCAS: Recommend that Request Number (BIG02) and Vendor's Invoice Number (REF01) match.</p> <p>Use "E9" to indicate an attachment. If "E9" is entered in REF01, enter the word "Attachment" in REF02 and the attachment name in REF03.</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  MOCAS	127	1/22  1/8  9/17	M   O	<p>Enter Shipper's Order (Invoice Number).</p> <p>Date of Last Communication.</p> <p>Date of Encumbrance Notification.</p> <p>This Field must include a plus symbol "+" to separate the two dates when reported</p>	AN

			1/30	C	simultaneously. If only one date is sent, then the “+” symbol must follow or proceed the date to indicate which date is being passed. (See samples below.)	
			1/19		If “E9” is entered in REF01, enter the word “Attachment” in REF02 and the attachment name in REF03.	
			1/1		If REF01 = “CT”, enter Reference Procurement Instrument Number or GSA Number in REF02	
					If “KL” is entered in REF01, enter the Contract Number Type in REF02, refer to the list below: 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 word “Attachment” in REF02 and the attachment name in REF03. Attachment name, including the extension, must not exceed the maximum field length of 80 characters.	AN

**Samples:**

REF^SO^87998798

REF^PX^20020103+20020201 (To report Date of Last Communication & Date of Encumbrance Notification)

REF^PX^20020103+ (To report Date of Last Communication)

REF^PX^+20020201 (To report Date of Encumbrance Notification)

REF^E9^Attachment^ExtraMaterial.doc (Attachment Sample)

REF^KL^A (Contract Type Reference Sample)

REF^CT^F0981908C7733 (Reference Procurement Sample)

REF^CT^GSA02F0013P (GSA Sample)

REF^ACC^Draft (Draft Indicator)

**Notes:**

- 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
  - NTE Segment (When FMS Shipment Number is used)

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**

- SO Shipper’s Order - Use to indicate the shipper’s Order/Invoice Number
- PX Use this code for PBP to Enter Date of Last Communication and Date of Encumbrance Notification
- E9 Attachment Code
- CT Reference procurement Instrument Number or GSA Number
- KL Contract Reference
- ACC Status (used to capture the Draft Indicator)

**1.6 N1 – Name Segment, Pos. No. 070 – Header**

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

If N102 is entered, follow WAWF 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, N2, 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 WAWF 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>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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 (Activity) – Mandatory only if Address data is being entered, otherwise should not be 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 Qualifier	66	1/2	C	Mandatory when submitting address data.	ID

					See codes below. Not used when submitting email addresses to which an additional workflow notice should be sent.	
N104	Identification Code	67	5/19	C	Mandatory when submitting address data. DoDAAC, CAGE, or MAPAC if applicable, plus extension 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^SV^ShipUSA^10^G85672

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

**Notes:**

- WAWF rejects transactions with codes other than those listed below.
- Vendor (PE or SE) is mandatory.
- Issue By DoDAAC (BY) is optional.
- Contract Administration Office DoDAAC (C4) is mandatory.
- Pay Office DoDAAC (PR) is mandatory.
- Service Performance Site DoDAAC (SV) is mandatory.

- Inspect By DoDAAC (L1) is optional.
- LPO (PO) is mandatory for One Pay, not allowed for MOCAS, and optional for CAPS-C/W.
- Standard Pay DoDAACs – EDI inbound with a Standard Pay DoDAAC will only allow document types to be submitted that the Pay DoDAAC is signed up for and activated to receive Standard Workflow Extracts for. If any other document type is submitted for which the Standard Pay DoDAAC is not signed up to receive Standard Extracts, the document will be rejected with an error message.
- Standard Pay DoDAAC LPO Edit – WAWF does not allow the entry of an LPO Location Code if the Pay office on the document is a Standard Pay DoDAAC. If an LPO is given, the file will be rejected with an error message, therefore when N101 = PO (LPO DoDAAC is not allowed for the Standard Pay System).
- Standard Pay DoDAAC Inspect By Edit – WAWF does not allow the entry of an Inspect By Location Code for Standard Pay DoDAACs. If Inspect By is given, the file will be submitted successfully with a message, Received N101 = L1 (Inspect By Location) will be ignored when the Ship to Location is registered for a Standard Pay Request Workflow transaction.
- A Contractor DoDAAC may be submitted in any field where a CAGE is permitted except where N101 = PE or SE for Vendor.

### **N101 - Entity Identifier Codes**

BY Bill To (Issue By)	SV Svc Performance Site
C4 Contract Administration Office	L1 Inspect By
PE Payee	FE Mail Address
PO Party to Receive Invoice (LPO)	
PR Payer	
SE Selling Party	

### **N103 - Id Code Qualifier**

10	DoDAAC
33	CAGE Code
A2	MAPAC

### **N106 - Entity Identifier Code**



NP – Notify Party for Shipper’s Order

**1.7 N2 Segment, Pos. No. 080 – Header**

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

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

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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. No. 090 – Header**

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

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

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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. 100 – Header**

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

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

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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 Ship To Address is an APO or FPO, then cite the APO or FPO ZIP Code.	ID
N404	Country Code	26	2/3	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^^28000^SP

US Military Address

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

***Note:***

If an APO/FPO Address is being entered, the Vendor must enter the information 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 must be entered as part of N1 Loop for Payee/Selling Party to identify the user submitting the transaction – User ID.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
PER01	Contact Function Code	366	2/2	M	See code below.	ID
PER02	Name – free form	93	8/30	C	Not used. Mandatory when submitting the N1 Loop for Payee.  WAWF User ID: This User ID is for the individual responsible for the document/transaction being submitted.  The User ID is the personal WAWF 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 mail address.	AN
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**Sample:**

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

**Notes:**

WAWF 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 Contract

**PER03**

TE Telephone

**1.11 ITD Segment – Terms of Sale/Deferred Terms of Sale, Pos. 130 – Skip this Line**

**1.12 DTM Segment – Date/Time Reference, Pos. 140 – Header - Used for PBP only.**

**NOTE:** There may be one instance of DTM per transaction.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
DTM01	Date/Time Qualifier	374	3/3	M	458 Certification – Date of most recent written financial information for PBP	ID
DTM02	Date	373	8/8	M	CCYYMMDD	DT

**Sample:**

DTM^458^20080306



**1.13 FA1 Segment – Type of Financial Accounting Data – Skip this Line**

**1.14 FA2 Segment – Accounting Data – Skip this Line**

**1.15 IT1 Segment – Base Item Data, Pos. 010 – Detail**

**NOTES:** There must be at least one instance of the IT1 Segment.

The combination of IT1 Segments (with IT101 = “CLIN” or “NONE”) and SLN Segments (with SLN01 = “CLIN” or “NONE”) may not exceed a total of 999 instances combined for the entire document.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
IT101	Assigned Identification	350	3/6	M	Either a CLIN/SLIN/ELIN or the words NONE, ACRN, or FMS are allowed.  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.	AN
	MOCAS		4/6	M	4N, 4N2A, 1A3AN, “NONE” or “NONE”NN	
	One Pay		4/6	M	4N, 4N2A	
IT102	Quantity Invoiced	358	1/1	M	Enter “1” for Numeric Value  If DSS or DMLSS Ship To, Quantity must be a whole number with maximum field size of 10.	R
IT103	Unit or Basis of Measurement Code	355	2/2	M	Enter “EA” for Each	ID
IT104	Unit Price	212	1/16	M	Negative Amount Allowed	R9.6
	MOCAS, One Pay		1/15			R9.5

**Samples:**

- IT1^0001^1^EA^2500.25 (CLIN)
- IT1^0001^1^EA^-500 (Negative Value)
- IT1^FMS^1^EA^200 (FMS)
- IT1^ACRN^1^EA^100 (ACRN)
- IT1^NONE^1^EA^50 (NONE)

**Notes:**

- IT101 for a CLIN, SLIN or ELIN for MOCAS, IAPS-E, CAPS-C/W: 4 AN or 6 AN
- IT101 for CLIN/SLIN for One Pay: 4 N or 4 N PLUS 2 A.
- The IT1 Segment is not used for ACRN for One Pay.
- If IT101 = ACRN or FMS, then IT104 should be the total amount of the documents.

**1.16 REF Segment – Reference Identification, Pos. 120 – Detail**

**NOTES:** There may be multiple instances of the REF Segment per transaction.

The REF Segment is used to report ACRN and SDN information for One Pay.

Single and multiple ACRN information may also be reported in the REF Segment.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
REF01	Reference Identification Qualifier	128	2/2	M	AT ACRN CA SDN 12 AAA 11 Purchase Request Number	ID
REF02	Reference Identification – number cited in Field 1.  One Pay	127	2/2  1/30  13/15  6/6  1/30	O	Enter ACRN if REF01 is “AT”. Enter SDN if REF01 is “CA”.  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 REF01 is “12”.  Enter Purchase Request Number if REF01 = “11”	AN
REF03	Description	352	1/13	C	ACRN Dollar Amount – enter when multiple ACRNs are reported. No dollar signs are allowed, only numbers and decimals values. (example: 500.00 or 200.16) Type is R9.2 for ACRN price only. Negative dollar amounts allowed for ACRN	AN

***Samples:***

REF^AT^AA (Single ACRN)

REF^CA^134324332432 (SDN)

REF^AT^AA^600.50 (Multiple ACRNS)

REF^AT^AB^500

REF^12^068688 (AAA)

***Notes:***

- ACRN must be two alphanumeric characters.
- Except for One Pay documents, if a 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 (>1) 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.

**1.17 SLN Segment – Sub Line Item Detail, Pos. 200 – Detail**

**NOTES:** There must be at least one instance of the SLN in the Subline detail.

The combination of IT1 Segments (with IT101 = “CLIN” or “NONE”) and SLN Segments (with SLN01 = “CLIN” or “NONE”) may not exceed a total of 999 instances combined for the entire document.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
SLN01	Assigned Identification	350	3/6	M	Will repeat value in IT101 Either a CLIN/SLIN/ELIN or the words NONE, ACRN, or FMS are allowed.	AN
SLN02	Assigned Identification	350	1/10 2/2	M	Event Identifier  ACRN or FMS Country Code  For CIF: If the contract does not have an event identifier, use “NONE” if there is only 1 event being entered, or use “CF,” followed by 01, 02, etc.	AN
SLN03	Relationship Code	662	1/1	M	Enter “I” for Included	ID
SLN04	Quantity	380	1/11	M	Quantity of the Event – number of times event occurred  If DSS or DMLSS Ship To, Quantity must be a whole number with maximum field size of 10.	R
SLN05	Unit or Basis for Measurement Code  MOCAS	355	2/2	M	Any valid Unit of Measure  When a MOCAS DoDAAC is used and “LO” (lot) code is used as the Unit of Measure and zero is reported for Quantity Shipped, the total for the Line Item will be computed to be the unit price amount.	ID
SLN06	Unit Price	212	1/12	O	Unit Price for the Event Negative Amount allowed.	R

***Sample:***

SLN^9879^9787^I^1^EA^500

***Notes:***

- SLN01: When a CLIN or the word “NONE”, then SLN02 is the event identifier, SLN03 is “I” and SLN05 quantity is Unit of Measure and SLN06 is Price.
- SLN01: When “ACRN”, the actual ACRN code is in SLN02.
- The SLN Segment is not used for ACRN for One Pay.



**1.18 REF Segment – Reference Identification, Pos. 210 – Detail**

**NOTES:** PBP documents must have a Payment Category for events (REF01=9V) and “C” or “S” in REF02. The “C” or “S” in REF02 are not used on CIF documents.

There may be multiple REF Segments per transaction since both single and multiple ACRN information may also be reported in the REF.

REF will be ignored by WAWF if segment is submitted when IT101 = ACRN.

This REF01=AX is not allowed for One Pay. ACRN information is only reported on the ACRN worksheet using the SLN Segment for One Pay.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
REF01	Reference Identification Qualifier	128	2/2	M	9V Payment Category (use only on PBP) AX ACRN (use on PBP/CIF)	ID
REF02	Reference Identification – number cited in Field 1.	127	1/2  2/2	O	Use code “C” to indicate a “sequential” or “cumulative” Line Item.  Use code “S” to indicate a “serviceable” Line Item.  Enter ACRN if REF01 is AX.	AN
REF03	Description	352	1/13	C	ACRN Dollar Amount – enter when multiple ACRNs are reported. 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^9V^C

REF^AX^AA

REF^AX^AA^600

REF^AX^AB^500

**PBP Document Sample for a CLIN LOOP:**

IT1^0301AB^1^EA^8746678.6  
 SLN^0301AB^6^I^1^EA^8746678.6  
 REF^9V^C  
 REF^AX^BP  
 PID^F^^^^PLACE REMAINING TOP 40 POS  
 IT1^0302AB^1^EA^500.00  
 SLN^0302AB^3^I^1^EA^500.00  
 REF^9V^C  
 REF^AX^BQ^400.00  
 REF^AX^AA^100.00  
 PID^F^^^^PLACE REMAINING TOP 40 POS

**CIF Document Sample – Multiple ACRNS per Event:**

IT1^NONE^1^EA^1000  
 SLN^NONE^CF01^I^2^EA^500  
 REF^AX^AA^300.00  
 REF^AX^AB^300.00  
 REF^AX^AC^400.00  
 PID^F^^^^DCMA184

**Notes:**

- ACRN is optional and must be two alphanumeric characters.
- 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.
- If multiple ACRNs (>1) 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.

**1.19 PID Segment – Product/Item Description, Pos. 220 – Detail**

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

The PID Loop may loop up to 25 times per SLN Loop.

PID Segment will be ignored by WAWF if segment is submitted when IT101 = ACRN.

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
PID01	Item Description Type	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	Free Form Description	AN

**Sample:**

PID^F^^^^9mm Ammo Rounds

**Notes:**

- WAWF allows for one to 75 characters of description in the PID05.
- WAWF will not allow more than 25 instances of PID Segment per SLN Loop.
- WAWF rejects transactions without a PID.

**PID01 – Item Description Type**

F Free Form

**1.20 LM – Code Source Information - Waiting on DCD – Skip this Line**

**1.21 LQ Segment - Waiting on DCD – Skip this Line**

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

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

<i>Segment</i>	<i>Description</i>	<i>Element</i>	<i>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
TDS01	Amount	610	1/15	M	Total Amount  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.

**1.23 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>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF 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>WAWF Min/Max</i>	<i>WAWF Req.</i>	<i>WAWF Notes</i>	<i>Type</i>
SE01	Number of included Segment, including ST and SE.	96	1/10	M		NO
SE02	Transaction Set Control Number	329	4/9	M	Same number used in ST02 must be cited.	AN

**Sample:**

SE^250^0023