

Alma January 2015 Release:

**Celebrating Simone
de Beauvoir's
birthday**

9th January



EDI Standard Supported in Alma

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Introduction

Purpose and Scope

The purpose of this document is to describe the standard format of Electronic Data Interchange (EDI) supported in Alma for incoming invoices and outgoing orders.

All other data interchange (order change, order response, claims, and so forth) is outside the scope of this document.

Note that Alma supports EDI that uses the following standards/versions:

- Message type – INVOICE or ORDERS
- Message version number – D
- Message release number – 96A
- Controlling agency – UN
- Association assigned code – EAN008

Any other version/standard is not supported. If one of the above elements is missing in the message header, the EDI is not supported by Alma.

Terms and Definitions

EDI – Stands for Electronic Data Interchange and is a transmission of standard electronic documents between computer systems of companies or business organizations

EDItEUR – This is the international group coordinating the development of the standards infrastructure for electronic commerce in the book, e-book, and serials sectors.

EDIFACT – Stands for Electronic Data Interchange for Administration, Commerce and Transport and is the international EDI standard developed under the United Nations. Maintenance and further development of this standard is handled by the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT), under the UN Economic Commission for Europe, in the Finance Domain working group, UN CEFACT TBG5. EDIFACT has been adopted by the International Organization for Standardization (ISO) as the ISO standard ISO 9735.

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Description

To support EDI for a specific vendor, the vendor itself must be defined properly as an EDI vendor within Alma. For details, refer to the *Alma Acquisitions Guide*.

Alma adopted the EDIFACT international standard detailed in <http://www.editeur.org/31/Library-Book-Supply/>, under “Using the Invoice for billing and for debit and credit notes.” This is the source of this document.

Structure of an Interchange

An interchange consists of the following segments:

- UNA - Service String Advice - Mandatory
- UNB - Interchange Header - Mandatory
- UNH - Message Header - Mandatory
- User Data Segments:
 - UNT Message Trailer - Mandatory
 - UNZ Interchange Trailer - Mandatory

The UNA segment is optional. If present, it specifies the special characters that are to be used to interpret the remainder of the message. EDItEUR recommends that the following five characters be used:

- Apostrophe ' = segment terminator
- Plus sign + = segment tag and data element separator
- Colon : = component data element separator
- Question mark ? = release character. Immediately preceding any of the special characters '+:?' , the question mark returns the special character to its normal usage. For example, 10?+10=20 means 10+10=20. A question mark is represented by ??. A release character is not counted when calculating the maximum length of the data element in which it occurs.

- Period . = decimal point. The period does not require a release character when it is a normal text punctuation mark.

UNA segment based on EDItEUR standard practice: “:+.? ’ ”

Note: There is a space between the last two characters: UNA:+.? ’ ”

Interchange Header

This header record should appear once in a file. It starts with the UNB segment.

The UNB segment identifies the sender and receiver of the transmission, specifies the character set used, and carries other “housekeeping” data for the transmission.

This segment is used to envelope the interchange and to identify both the party for which the interchange is intended and the party that sent the interchange. The principle of the UNB segment is the same as a physical envelope that covers one or more letters or documents and details the address to which delivery is to take place and the address from which the envelope has arrived.

Example of a UNB segment based on EDItEUR recommended practice:

UNB+UNOC:3+VendorEdiCode:EdiType+BuyerEdiCode:Type+Date:time+110'

- **VendorEdiCode** - identifies the vendor EDI code
- **EdiType** – vendor EDI type
- **BuyerEdiCode** – the buyer EDI code, as defined in the vendor’s system
- **Type** – the buyer’s EDI type
- **Date** – the message date in yymmdd format
- **Time** – the message time in hhmm format

Incoming Invoice

An EDI file may contain more than one invoice, with each invoice containing one or more invoice lines.

The invoice structure in EDI is as follows:

Invoice Information

- Header – The invoice header starts with the UNH segment:

```
UNH+INV001235+INVOIC:D:96A:UN:EAN008'
```

- **INV0012345** - sender's unique message reference. By convention, incorporates a sequence number of the message within the interchange
- **INVOIC** – invoice
- **D**
- **96A** = EDIFACT Directory D.96A
- **UN** = agency responsible
- **EAN008** = EAN version number

- The next segment is the BGM (Beginning of Message):

```
BGM+380+9701234+43'
```

- **380** – for invoice
- **9701234** – invoice number assigned by document sender; mandatory in EANCOM
- **43** – additional transmission; an EDI copy of an invoice or credit note sent also in paper form, the latter being the authoritative document for legal and tax purposes (**46** = provisional; use when the EDI invoice is in effect a priced delivery note, and payment will be made later in a consolidated paper invoice)

Note: The example above is an EDI copy of paper invoice number 9701234.

```
BGM+380:::JINV+269645+55 (adding JINV or JCRN specifies a serial invoice)
```

- **380** – for invoice
- **269646** - invoice number assigned by document sender; mandatory in EANCOM
- **JINV** – journal invoice (serial) - can be also **JCRN**
- **55** – serial
- The next segment is the DTM (Date Time Message):
 - DTM is generally the Date and Time fields in the EDI, where the +Number specifies what kind of date it is.
 - The invoice must contain at least one DTM+137, which is the invoice date.

- The next two segments are the NAD (Name and Address) of the buyer and the supplier

```
NAD+BY+5412345000176::9' - Buyer's EAN code
NAD+SU+4012345000094::9' - Supplier's EAN code
```

- Each record may be followed by an RFF record (Reference) of type API
 - API = additional party identification (EAN code). Use with a NAD segment coded BY in DE3035 for a coded identification, which is additional to the linked NAD segment. Typically, this may be a supplier's own code for a library account or customer department (EAN code).

```
RFF+API:AMALIV'
```

- IA = internal vendor number. Use with a NAD segment coded SU in DE 3035 when a library has multiple vendor references which apply to different types of business with the same supplier.

```
RFF+IA:30004'
```

- If there is a VAT number, there will be an RFF+VA record.

```
RFF+VA:123456789' - VAT number 123456789
```

- If there is a payment instruction there will be a PAT record.

```
PAT+1++5:3:D:30' - 30 day payment terms
```

The following is an example of an invoice header in EDI:

```
UNH+INV001235+INVOIC:D:96A:UN:EAN008'
BGM+380+SU445+43'
DTM+137:20010831:102'
NAD+BY+5412345000176::9'
RFF+API:123456789'
NAD+SU+4012345000094::9'
RFF+IA:123456789'
```

Invoice Lines

Each invoice must contain at least one invoice line.

An invoice line record starts with the segment LIN+ and the line number.

```
LIN+1' - line number 1
```

Following are the segments of the invoice line:

- **PIA** (Additional Product ID) - Unless the invoiced item is identified by an EAN article number in LIN segment 33, there must be one mandatory occurrence per invoice line (except sub-lines), coded 5 – or exceptionally, 5V in DE 4347 – to identify the product to which the line or sub-line refers. Additional occurrences, coded 1 or

1S in DE 4347, may be used to give additional identification codes for the invoiced item or to identify the item which was originally ordered if the invoiced item is a substitute (coded 4 in DE 4347).

```
PIA+5+0856674427:IB' - ISBN as the main identification of the item
supplied and invoiced
PIA+5+1234-45567 IS' - ISSN as the main identification of the item
supplied and invoiced
```

- **IMD (Item Description)** – Optional. Up to 10 repeats of IMD segment 35 may be used to give limited bibliographic details of the item to which the order response line refers. This is mandatory if the item is not identified by a code or codes in LIN segment 33 and/or PIA segment 34. Otherwise, a description should not normally be sent in an invoice line. See section L.8.2.3.

```
IMD+L+009+:::Harris, Robert' - author name, recommended form
IMD+F+BAU+:::Harris, Robert' - equivalent using EDItEUR alpha codes,
not recommended for new implementations
```

- **QTY (Quantity)** – number of copies

```
QTY+47:9' - refers to 9 copies
```

- **MOA (Monetary Amount)** – line item amount

```
MOA+203:66.44'
```

- **PRI (Price)** – item price

```
PRI+AAE:3.33'
```

- **RFF+LI** - buyer's order line number (PO line number). Note that the order line number can be identified by RFF+SLI, the supplier's unique order line reference, instead. In this case, RFF+LI is not sent.
- More fields can be added if needed by the invoice line
 - Discount, Tax From/To dates, issue/volume, and so forth - all can be found in *EDItEUR Library EDI Implementation Guidelines, Version 1.2*.

Invoice Summary

The summary section starts with the UNS, must appear once per invoice, and should contain the summary of the invoice:

- **UNS+S'** - summary section
- **CNT (Counter)** - number of line items

```
CNT+2:2' - number of line items = 2
```

- **MOA+79** - total line item amounts

```
MOA+79:67.39'
```

- **MOA+129** - total before tax and payment discount

MOA+129:67.39'

- **MOA+176** - total tax amount

MOA+176:0'

- **MOA+86** - total after tax, before payment discount

MOA+86:67.39'

- **MOA+9** - total amount payable

MOA+86:67.39'

- **TAX+7+VAT+++Z'** tax summary: zero rate
- **MOA+125:67.39'** amount taxable at zero rate
- **MOA+124:0'** amount of tax payable

Message Trailer

The EDI trailer record counts all the segments in the EDI file and is mandatory in the EDI.

The trailer segment is "UNT."

- **UNT** - MESSAGE TRAILER. One mandatory occurrence per message. Number of segments in message. Count includes the UNH and UNT segments.
- **+ 0062** Message reference number M and 14. The reference number given here must be the same as that specified in the UNH segment.

Example:

UNT+2345+ME000001' 2345 - segments in message reference ME000001

EDI Trailer

UNZ segment ends the transmission

UNZ+3+INV73529'- Three messages in this interchange.

EDI Invoice Example

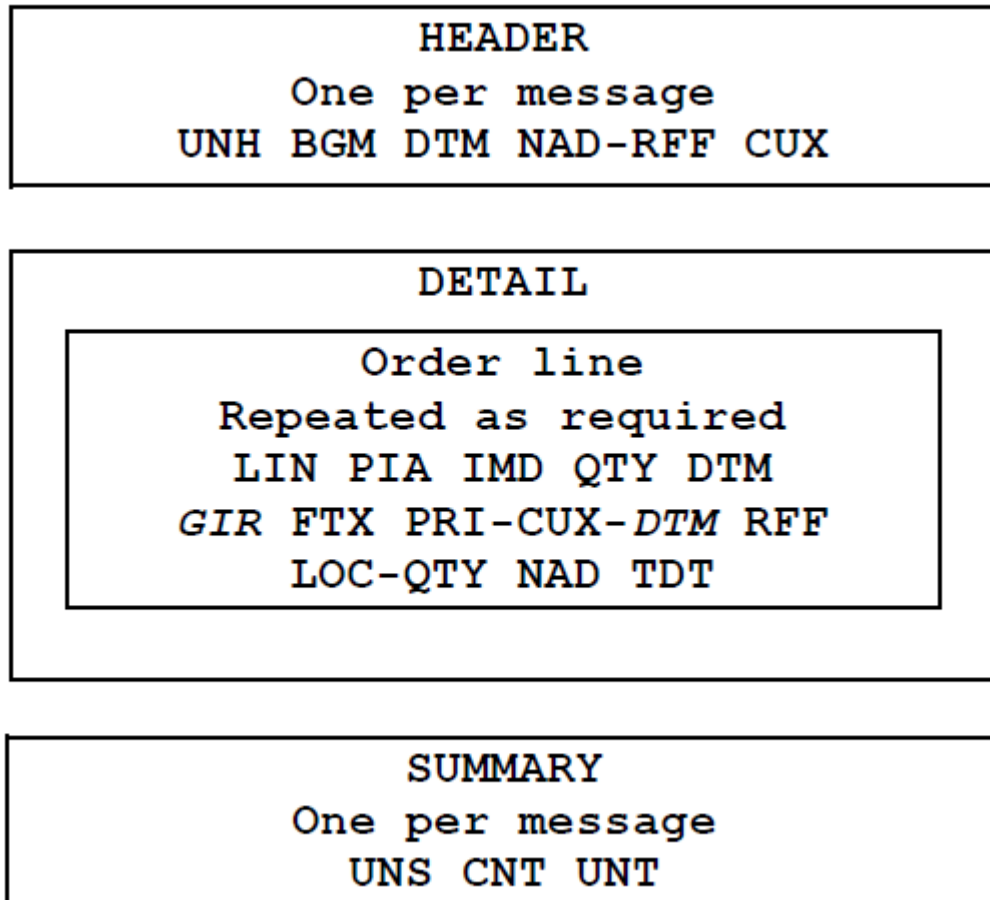
```
UNA:+.? UNB+UNOC:2+0142948:31B+3451291:31B+120612:1447+158'  
UNH+230+INVOIC:D:96A:UN:EAN008  
BGM+380+456365  
DTM+137:20120611:102  
CUX+2:USD:4  
LIN+1  
PIA+5+0752470108:IB  
IMD+L+050+:::TUDOR SURVIVOR?: THE LIFE AND TIMES  
IMD+L+050+:::OF WILLIAM PAULET.  
IMD+L+010+:::SCARD, MARGARET  
IMD+L+110+:::STROUD  
QTY+47:1  
MOA+203:23.26  
PRI+AAB:23.26  
PRI+AAA:23.26  
RFF+SLI:60001421638  
UNS+S  
CNT+1:1  
CNT+2:1  
MOA+9:23.26  
MOA+79:23.26  
UNT+21+21  
UNZ+1+158
```

Outgoing EDI Orders

Some vendors support the use of EDI orders to handle orders for their inventory. Alma supports sending orders to vendors via EDI.

In Alma, EDI is defined as one of the possible channels of communication with the vendors (in addition to emails, SMS, and submission). If a vendor is defined as an EDI vendor that supports orders (that is, the **POs** check box is selected in the EDI Information tab), Alma attempts to send the order via EDI.

Alma has adopted the EDIFACT international standard for orders detailed in <http://www.editeur.org/31/Library-Book-Supply/> under “**Using the Purchase Order for Book Orders.**” This is the source for the current document.



Order Information

- Header – The order message header starts with the UNH segment. There is one mandatory occurrence per message:

UNH+ME001234+ORDERS:D:96A:UN:EAN008'

- **UNH** – message header
- **ME001234** – the sender's unique message reference number. By convention, incorporates a sequence number of the message within the interchange.
- **ORDERS** – purchase order
- **D** – message type version number
- **96A** = message type release number - EDIFACT Directory D.96A
- **UN** = controlling agency
- **EAN008** = association-assigned code - EAN version number

- BGM (Beginning of Message) - There is one mandatory occurrence per message:

```
BGM+220+967634+9'
```

- 220 - document/message code:
 - 220 – order
 - 224 – rush order
 - 228 – sample order. (Use for an order for approval or inspection copies.)
 - 22C - continuation order (EDItEUR code) - Use for continuation orders for all volumes in a series or set.
- 967634 - document/message number - order number assigned by document sender: mandatory in EANCOM
- 9 - message function, coded - mandatory in EANCOM:
 - 9 – original
 - 7 – duplicate
- DTM (Date Time Message) - There is one mandatory occurrence, to provide the message date:

```
DTM+137:20120910:102'
```

- 137 - date/time/period qualifier:
 - 137 = message date (CCYYMMDD)
- 20120910 - date/time/period - date in prescribed format
- 102 - date/time/period format code - 102 = code for CCYYMMDD date format
- NAD (Name and Address) - In this application, there will be two mandatory occurrences per message to show buyer and supplier, and up to two additional occurrences to show a delivery address and an invoicing address, if different from the buyer's address. Note that only NAD and RFF segments 9 and 11 are used in this application

```
NAD+BY+5013546027856::9'  
NAD+SU+5013546027856::9'
```

- BY/SU – qualifier:
 - BY – Buyer
 - DP = delivery party, if different from buyer
 - IV = invoiced party, if different from buyer
 - SU = supplier

- **5013546027856 - PARTY IDENTIFICATION** - If possible, use coded - preferably an EAN code. The following is an example of a name and address:

```
NAD+BY+++Stadt- und Universitätsbibliothek Buyer identified by
structured text
:FfM:Erwerbungsabteil+Bockenheimer Landstrasse 134:PO Box
1006+FRANKFURT++60325+DE'
```

- **RFF REFERENCE** - One or two optional occurrences per segment group:

```
RFF+API:DAWS'
```

- **API** - reference qualifier:

- **API** = additional party identification. Use with a NAD segment coded BY in DE 3035 for a coded identification, which is additional to the linked NAD segment. Typically, this may be a supplier's own code for a library account or customer department (EAN code).
- **IA** = internal vendor number. Use with a NAD segment coded SU in DE 3035 when a library has multiple vendor references which apply to different types of business with the same supplier.
- **VA** = VAT registration number

- **CUX CURRENCIES** - Required in international trading, otherwise optional. One occurrence per message to show the default currency in which prices in the order are provided.

```
CUX+2:GBP:9'
```

- **2** - currency details qualifier:

- **2** – reference currency

- **GBP** - currency, code - ISO 4217 three-alpha code:

- **GBP** – Great Britain pound
- **USD** – United States dollar...

- **9** - currency qualifier

- **9** – order currency

- Order line (LIN-PIA-IMD-QTY-DTM – repeated as required)

- **LIN LINE ITEM** – One mandatory occurrence per order line. In this application, the LIN segment is used only to carry the line sequence number, or the line sequence number and an EAN-13 article number. Sub-lines are not used in library book orders.

```
LIN+1++9780203135358:EN'
```

- **1** – line item number, line sequence number, starting at one and incremented by one for each successive line. For example, *LIN+5'* = line item number 5.
- **9780203135358** – item number EAN-13 article number (optional)
- **EN** – item number type, coded
 - **EN** = EAN: mandatory if an EAN-13 article number is used
- **PIA ADDITIONAL PRODUCT ID** – One or more occurrences are used in this application to send an ISBN and/or a supplier's own product code – either as the main product identifier (where no EAN number was given in LIN segment 39), or as an additional identifier. If no product code is available, the PIA segment is omitted, and the product must be fully identified by a description in IMD segment 41. An additional occurrence may be used to identify an acceptable substitute for the product ordered.

```
PIA+5+0203135350:IB'
```

- **5** – Product ID function code:
 - **1** = additional identification - Use when the PIA segment carries an identifier in addition to the main product identifier (for example, a supplier's own code sent in addition to the ISBN or EAN number).
 - **1S** = additional identification - an identification number for a multi-volume or multi-part set to which the product belongs
 - **2** = identification of an acceptable substitute
 - **5** = main product identification - Use when the PIA segment carries the main product code (normally the ISBN).
 - **5S** = 'start from' product number (EDItEUR code) - Use only in a continuation order message coded 22C in BGM DE 1001, to give the ISBN or other identifier of the volume in a series from which the order begins (see also IMD segment 41).
 - **5V** = 'set or series including' product number (EDItEUR code) - Use when the order refers to a set or series for which the only ISBN or other product number available at the time of ordering is that of one or more volumes or parts (see section L.1.6).

- **0203135350** – item number, product code
- **IB** - item number type, coded:
 - **EN** = EAN-13 article number
 - **IB** = ISBN (International Standard Book Number)
 - **IM** = ISMN (International Standard Music Number)
 - **IS** = ISSN (International Standard Serial Number) - Use only in a continuation order message coded 22C in BGM DE 1001, to identify the series to which the order applies.
 - **MF** = manufacturer's article number
 - **SA** = supplier's article number
- **IMD ITEM DESCRIPTION** – Optional: up to 99 repeats of IMD segment may be used to give bibliographic details of the item to which the order line refers. This is mandatory if the item is not identified by a code or codes in LIN segment 39 and/or PIA segment 40.

Where the text of a bibliographic data element exceeds 70 characters, additional repeats of the segment, carrying the same code in DE 7081, may be used as “continuation” segments.

```
IMD+L+009+:::Jackson author'
IMD+L+010+:::Jackson author'
IMD+L+050+:::Contemporary debates on terrorism'
```

- **L** – Item description type code:
 - **C** = coded, EDItEUR format codes in DE 7009, DE 7081 = BFM. (This code will be withdrawn in a future general revision of EDItEUR standards; do not use in new implementations.)
 - **F** = free-form, EDItEUR alpha codes in DE 7081. (These codes will be withdrawn in a future general revision of EDItEUR standards; do not use in new implementations.)
 - **L** = text, EDItEUR numeric codes in DE 7081 (EDItEUR code)
- **009,010,050....** – Item characteristic code:

A table describing all the possible values and their meaning can be found in *EDItEUR Library EDI Implementation Guidelines, Version 1.2* on the EDItEUR Web site. The following are some examples:

- 001 – short author/title description, for example, **PRESTON/FRANCO: A BIOGRAPHY, 2ND ED**
- 009 – name of book author, editor or other contributor (unstructured), for example, **Paul Preston**

- 010 – name of first author, editor, and so forth(surname or entry element), for example, **Preston**
 - 050 – title, for example, **Franco: a Biography**
 - 080 – volume or part number, for example, **Volume 2**
 - 100 – edition statement, for example, **2nd ed**
 - 109 – publisher, unstructured, for example, **HarperCollins**
 - 110 – place of publisher, for example, **London**
 - 170 – date of publication, for example, **1997**
 - 220 – binding, for example, **paperback**
- QTY QUANTITY – One mandatory occurrence per order line to provide the quantity ordered

QTY+21:1'

- **21** - quantity qualifier:
 - **21** – ordered quantity
 - **1** – quantity (one copy ordered)
- FTX FREE TEXT – One or more optional occurrences (up to a maximum of 99 per order line), using EDItEUR Code Lists 4441:1B, 3B, 4B or 10B to indicate, in coded form, conditions that apply to the order line, and which are exceptions to the parties' general trading agreement. The segment may also be used to attach a free text message to the order line, but this is to be avoided if possible.
- PRI PRICE DETAILS – One mandatory occurrence per repeat of SG28 to specify a unit price. In library book supply, where the basis of an order is normally the publisher's fixed or suggested retail price – which may be quoted with or without tax where applicable, and with discounts and/or servicing charges applied thereafter – the most commonly expected coding of the PRI segment is: **DE 5125 = AAB or AAE DE 5375 = CA DE 5387 = SRP or RTP**

PRI+AAB:100.0:CA'

- **AAB** – price qualifier:
 - **AAA** = calculation price net (the unit price which will actually be charged by the supplier excluding tax, but including any allowances or charges)
 - **AAB** = calculation price gross (the supplier's unit price excluding all taxes, allowances, or charges)
 - **AAE** = information price (including tax, but excluding any allowances or charges)

- **AAF** = information price (including all taxes, allowances, or charges)
- **100.0** – price mandatory unless DE 5387 = FOC or NQT. Price, in the format NN.DD, where NN is an integer of up to 11 digits, and DD represents up to 4 decimal places. Insignificant zeros are not sent (for example, 5.2 is sent, not 5.20 or 05.20).
- **CA** – price type, coded optional; the following code values may be used:
 - **CA** = publisher’s catalogue price
 - **DI** = distributor’s (that is, a bookseller’s or an agent’s) price
 - **NE** = not to exceed. Use in order to set an upper limit when the price is not known.
 - **PV** = provisional price. Use if the publisher’s firm price is not known on the order date.
 - **QT** = quoted price
- **CUX CURRENCIES** – May be used if, and only if, the price in PRI segment 49 is not in the order currency. Exchange rates are not provided in this application.

CUX+2:USD:10'

- **2** – Currency details qualifier
 - **2** – reference currency
- **USD** – Currency, code
- **10** – Currency qualifier
 - **10** – pricing currency
- **RFF REFERENCE** - Up to 10 occurrences per order line may be used to provide references that apply to the current line only. The buyer’s unique order line number (LI or LCO) is mandatory in this application and should appear in the first occurrence of the RFF segment.

RFF+LI:0528837'

- **LI** – reference qualifier:
 - **AE** - authorization for expense number. Use for a library’s “blanket” purchase authorization number, covering multiple orders.
 - **BFN** - buyer’s fund number (EDItEUR code)
 - **IA** - internal vendor number. Use for the buyer’s internal reference for the supplier, when a library has multiple vendor references that apply to different types of business with the same supplier

- **LCO** - library's continuation order number. Use only in a message coded 22C in BGM segment 2, DE 1001 (EDItEUR code)
- **LI** - buyer's unique order line number (mandatory)
- **QLI** - supplier's unique quotation line number (EDItEUR code)
- **SLI** - supplier's unique order line reference number (EDItEUR code)
- **0528837** – reference number
- **LOC PLACE/LOCATION IDENTIFICATION** – Indicates a special delivery location for the whole quantity, or for partial quantities of the order line.
- **QTY QUANTITY** – May be used to indicate the delivery quantity for the location specified in LOC segment 58.
- **TDT DETAILS OF TRANSPORT** – One optional occurrence per order line is used to request a specific transport method.
- **UNS SECTION CONTROL** – One mandatory occurrence per message:

UNS+S'

- **S** – Summary
- **CNT CONTROL TOTAL** – At least one occurrence per message is recommended, to send a control total of the number of line items.

CNT+1:00003'
CNT+2:1'

- **1,2** – control qualifier
 - **1** – total value of QTY segments in the message (sum of DE 6060s from QTY segment 43)
 - **2** – number of line items (LIN segments) in the message
- **1** – control total sent as an integer
- **UNT MESSAGE TRAILER** – One mandatory occurrence per message:

UNT+48+PO-1234'

- **48** – Number of segments in message Count includes the UNH and UNT segments
- **PO-1234** – Message reference number

EDI Order Example

```
UNA:+.? '
UNB+UNOC:3+BOC-SER:14+16945102:31B+120625:0613+1528'
UNH+106+ORDERS:D:96A:UN:EAN008'
BGM+220+106+9'
DTM+137:20120625:102'
NAD+BY+BOC-SER::9'
NAD+SU+16945102::31B'
RFF+API:Automation_EDIVendorAcc'
CUX+2:ALL:9'
LIN+1'
PIA+5+1014-7268:IS'
IMD+L+050+:::The World Bank research observer.'
IMD+L+109+:::World Bank,'
IMD+L+110+:::Tonga Vanuatu (Londo'
QTY+21:3'
PRI+AAB:100.0'
CUX+2:USD:10'
RFF+LI:POL-26135'
RFF+BFN:AutoQAFund'
LOC+20+58670:::92'
UNS+S'
CNT+1:00003'
CNT+2:1'
UNT+000022+106'
UNZ+1+1528'
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