

The Sherwin-Williams Company
EDI Transaction Rules & Overview

General Overview:

This section is intended to provide a brief and general overview of the EDI process and a high-level view of the rules associated with this process.

Background Information

- 1) Sherwin-Williams has approximately 2300 stores and 7 DSC's (warehouses) around the U.S.
- 2) Sherwin-Williams currently has approximately 1000 vendors who could receive both store and warehouse orders.
- 3) Sherwin-Williams sells a variety of paints, coatings, and related decorating products.
 - a) The five major product categories are:
 - i) Paint and Coatings
 - ii) Related painting supplies including window treatments and applicators
 - iii) Wallcovering
 - (1) Two types of wallcovering orders referred to in the guidelines are:
 - (a) Room Lot
 - (i) Room lot orders refer to specific wallcovering orders that are placed for a specific customer's request.
 - (ii) These orders are placed directly by the store or through our SWAT line (SWAT is the Sherwin-Williams 800 service).
 - (b) In-stock
 - (i) In-stock represents wallcovering stocked in a Sherwin-Williams store for resale. The introductory order (orders for new stores) is placed by Cleveland and subsequent replenishment orders are placed by the store.
 - (ii) These orders are currently being placed with vendors via a batch EDI transmission.
 - (2) The three types of wallcovering purchase orders are:
 - (a) Store Room lot
 - (b) SWAT Room lot
 - (c) In-stock
 - iv) Spray Equipment
 - v) Floorcovering
 - 4) The stores place their own orders. However, some orders are placed by the corporate office and shipped to the stores.
 - 5) The warehouse orders are placed by the corporate office, based on warehouse inventory levels.
 - 6) Sherwin-Williams will be implementing 3 transactions in Version 4010, with the uses defined below:
 - a) 850 Purchase Order
 - i) For all store and warehouse orders.
 - b) 855 Purchase Order Acknowledgment
 - i) For vendor to accept or deny a line item or entire orders
 - c) 810 Invoice
 - i) For all invoicing.

Purpose and Functionality

The objective of the EDI process is to accomplish the following:

- 1) Complete the automation of the purchase order process for Sherwin-Williams.
- 2) Provide vendors the purchasing expectations of Sherwin-Williams.
- 3) Provide better control over purchasing for the vendor and Sherwin-Williams.
- 4) Reduce pricing and quantity chargebacks to vendors.
- 5) Reduce discrepancy correspondence between Sherwin-Williams and vendors.
- 6) Provide a consistent method of purchasing from vendors.

Store Created Purchase Orders

- 1) The store will create a purchase order (850). This purchase order will contain our Sherwin-Williams SKU number, mfg. part number, quantity to be ordered, the unit cost and any additional costs expected (i.e. freight, handling, other charges). This purchase order will be transmitted via EDI to the appropriate vendor.
- 2) The purchase order will have one of the following indicators, to inform the vendor about the acceptable shipping status:
 - a) Ship complete
 - b) Ship partial - balance backorder
 - c) Ship partial - balance cancel

Acknowledgement of Store Purchase Orders

- 1) The vendor is responsible to acknowledge this purchase order (855) within two hours of receipt.
- 2) Upon the vendors review of the purchase order, the vendor must indicate on the PO Acknowledgment (855) one of the following:
 - a) Accept the entire purchase order
 - b) Reject entire purchase order
 - c) Reject one or more line items
- 3) The acknowledgment will contain the same information that was included on the purchase order (Sherwin-Williams SKU number, mfg. part number, quantity to be ordered, the unit cost and any additional costs expected).
 - a) The acknowledgment will also contain the following additional information; quantity available to ship, scheduled delivery date, and any revision to the Mfg. part number that might be required.
- 4) Any lines accepted by the vendor through the acknowledgment indicates that the vendor agrees to the product, quantity and unit cost that was entered on the purchase order (doc #850).
- 5) Any lines rejected can include reasons for the rejection (i.e. incorrect unit cost, unidentified mfg. part number, etc.)
- 6) Any line rejected by the vendor requires the store to create a new purchase order with the correct information (i.e. correct unit cost, correct mfg. part number, etc.)
- 7) The vendor's acknowledgment will be sent via EDI to Sherwin-Williams headquarters which will then forward it to the originating store.

Cancellation of Purchase Orders

- 1) Store must contact vendor by phone to request a cancellation
 - a) If vendor is able to cancel, store should go ahead and cancel the order with the vendor and then cancel the PO on the store system.
 - b) If the vendor can not cancel, the store should get an authorization to return so they can return the product when it arrives. Store should not cancel PO on the store system so they have something to receive against.

DSC Created Purchase Orders

- 1) DSC created purchases orders will follow the same rules as stated above for store created purchase orders with the following variations:
 - a) DSC's can issue Blanket Orders, with Releases against those orders. For more information, see the section below on Blanket Order and Release Order Processing.

Sherwin-Williams EDI Document Flow – All Possible Scenarios

The chart below provide possible document flow scenarios.

STORE & DSC				
850	850	850		
855	855(accept)	855 (deny)		
810				

Sherwin-Williams Blanket Order and Release Order Processing

The chart below describes the DSC Blanket Order and Release Order Processing that could occur for Sherwin-Williams:

DSC BLANKET & RELEASE PURCHASE ORDER INFORMATION			
BLANKET ORDER FLOW			
850	<input checked="" type="checkbox"/> Blanket order covering quantities for longer period of time (i.e.; 2-3 years)	BEG02	<input checked="" type="checkbox"/> "BK"
		BEG03	<input checked="" type="checkbox"/> PO Number
		BEG04	<input checked="" type="checkbox"/> Blank
		PO1	<input checked="" type="checkbox"/> Quantity and cost for entire term of the order
855	<input checked="" type="checkbox"/> Vendor returns 855 acknowledging blanket order	BAK03	<input checked="" type="checkbox"/> PO Number
		BAK05	<input checked="" type="checkbox"/> N/A, Release Number for Blanket Order
		PO1	<input checked="" type="checkbox"/> Quantity and cost for entire term of the order
RELEASE ORDER			
850	<input checked="" type="checkbox"/> Release order for quantities to ship now	BEG02	<input checked="" type="checkbox"/> "RL"
		BEG03	<input checked="" type="checkbox"/> PO Number
		BEG04	<input checked="" type="checkbox"/> Release Number
		PO1	<input checked="" type="checkbox"/> Quantity and cost for the quantity to be shipped now
855	<input checked="" type="checkbox"/> Vendor returns 855 with quantity to be shipped <input checked="" type="checkbox"/> Multiple 855's per 850, each representing another shipment over the term of the PO	BAK03	<input checked="" type="checkbox"/> PO Number
		BAK05	<input checked="" type="checkbox"/> Release Number
		PO1	<input checked="" type="checkbox"/> Quantity and cost for each individual shipments
810	<input checked="" type="checkbox"/> Vendor invoices for quantity and cost in each 855 <input checked="" type="checkbox"/> Multiple 810's per 855 <input checked="" type="checkbox"/> If no 810 sent for an 855 within 12 months, do not allow vendor to invoice	BIG04	<input checked="" type="checkbox"/> PO Number
		BIG05	<input checked="" type="checkbox"/> Release Number

Document # 850 in 4010 (Purchase Order)

Background Information:

- 1) Sherwin-Williams will be using the 850 for all store and warehouse purchase orders.
- 2) On a limited basis, an order maybe called into a vendor but the store must then follow-up and send it via EDI to the vendor.
 - a) These are identified by a PO Number with a “B” prefix. The “B” prefix PO’s will be confirming only (BEG02=”CF”).
- 3) Store PO’s typically contain less than 5 line items.
- 4) Warehouse (DSC) PO’s typically contain 25 – 30 line items.
- 5) Store & DSC orders should never have duplicate PO numbers.
- 6) If a 997 is not received from SPS within 24 hours for DSC orders and 48 hours for store orders, the PO Number prints out on a report at Sherwin-Williams.
 - a) Sherwin-Williams will contact SPS if any PO’s sent to SPS have not yet been acknowledged.

Functional Requirements:

- 1) The maximum length of the PO Number is 20 digits.
 - a) Appendix A displays the varying PO Number formats.
 - i) DSC orders can be identified by the Location Number in the N104 where the N101=”SN”.
 - ii) All DSC numbers are less than 1000.
- 2) If a vendor denies an entire PO (sent in the 855), Sherwin-Williams cancels the PO off their system.
- 3) Sherwin-Williams requires 997’s to be returned at the Transaction Level.
- 4) Vendor should turn around the following 850 data when returning the 855, with changes allowed as noted below:

SHERWIN-WILLIAMS 850 TO 855 MATRIX				
			CHANGES ALLOWED?	
ELEMENT DESCRIPTION	ELEMENT IN 850	ELEMENT IN 855	STORE	DSC
PO Number	BEG03	BAK03	N	N
PO Date	BEG05	BAK04	N	N
Release Number (Releases to Blanket Orders only)	BEG04	BAK05	N/A	N
Currency information	CUR	CUR	N	N
Vendor Number	REF where REF01="VR"	REF where REF01="VR"	N	N
Vendor Order Number	REF where REF01="VN"	REF where REF01="VN"	Y	Y
Ordered By Name	PER where PER01="BB"	PER where PER01="BB"	N	N
Authorized Rep. Name	PER where PER01="AA"	PER where PER01="AA"	N	N
FOB Information	FOB	FOB	N	N
Allowances & Charges	SAC in Header	SAC in Header	Y, amt. Only	Y, amt. Only
Scheduled Delivery Date	DTM where DTM01="002"	DTM where DTM01="067"	N	N
TD5 Carrier Details	TD5	TD5	N	N
Tax information	TXI	TXI	Y, amt. Only	Y, amt. Only
Ship To information	N1, N2, N3, N4, PER where N101="ST"	N1, N2, N3, N4, PER where N101="ST"	N	N
Vendor Information	N1, N2, N3, N4, PER where N101="VN"	N1, N2, N3, N4, PER where N101="VN"	N	N
Store/Warehouse information	N1, N2, N3, N4, PER where N101="SN"	N1, N2, N3, N4, PER where N101="SN"	N	N
PO1 Line Item information (except as noted below):	PO1	PO1	N	Y ①
Quantity	PO102	ACK02	Y ②	Y ②
Unit of Measure	PO103	ACK03	N	N
Unit Cost	PO104	PO104 ④	N	Y
Vendor's Item Number	PO108/09	ACK07/08	Y ③	Y ③
Item Description	PID	PID	N	N
Measurement Information	MEA segments	MEA segments	N	N
Allowances & Charges	SAC in Detail	SAC in Detail	N	N

① The UPC or Sherwin-Williams SKU numbers cannot be changed (PO107 or PO111).

② Provided order is not marked Ship Complete (CSH01="SC").

③ Allowed in order for the vendor to change the way the vendor item number is displayed. This is not allowed to change the product being shipped.

④ Since ACK segment does not contain a place to change the Unit Cost, allow the vendors to change the Unit Cost in the PO1 segment.

EDI Requirements:

For any references to unit cost and unit quantity, the following is true:

- 1) All unit cost fields need to be populated with 4 decimal positions.
- 2) All unit quantity fields need to be populated with 2 decimal positions.
- 3) Any fields that contain extended amounts (results of quantity x cost) are expressed with 2 decimal positions.

Header Section:

- 1) BEG Segment
 - a) BEG01 identifies whether the transaction is an original order, a confirming order or for the interim a change (used only for DSC orders).
 - b) BEG02 identifies the type of Purchase Order using the following codes:
 - i) "BK" – for blanket orders
 - ii) "CF" – for orders called into the vendors and then followed up with an 850
 - iii) "NE" – for new orders
 - iv) "RL" – for releases to blanket orders
 - v) "SA" – for stand-alone orders
 - c) BEG03 identifies the Purchase Order number. This P.O. number must be used for all acknowledgements and invoices.
 - d) BEG04 identifies the release number for blanket order releases.
 - e) BEG05 identifies the date the order is being placed.
- 2) CUR Segment
 - a) This segment is used to specify the currency type involved with the order.
 - b) CUR02 identifies the type of currency the vendor will be paid. Either US dollars or Canadian dollars.
- 3) REF Segment
 - a) This segment is used to reference a vendor number.
 - b) REF02 contains the Sherwin Williams assigned 10 digit vendor number. This number identifies the vendor in the Sherwin Williams accounts payable system.
- 4) PER Segment (position 060)
 - a) This segment is used to identify the name of the person placing the order.
 - b) PER02 identifies the name of the person placing the order.
- 5) PER Segment (position 065)
 - a) This segment is used to identify the name of the person authorizing the order.
 - b) PER02 identifies the name of the person authorizing the order.
- 6) FOB Segment
 - a) This segment is used to identify the shipping method, risk of loss and the location the order is being shipped to.
 - b) FOB01 identifies the shipping method; Collect, Defined by Buyer and Seller, Prepaid but billed on a separate invoice, Prepaid & Add, Pickup.
 - c) FOB02 and FOB03 indicates where the product is to be sent. A specified Delivery Location, the store or the warehouse.
 - d) FOB08 and FOB09 indicates the risk of loss. Either FOB Shipping Point or FOB Destination.
- 7) CSH Segment
 - a) This segment is used to inform the vendor whether they can ship partially and if yes, should they backorder or cancel the remaining quantity.

- 8) SAC Segment
 - a) This segment is used to identify a service, promotion, allowance or charge.
 - b) SAC02 identifies the type of charge being incurred; Freight, handling, other or palletizing.
 - c) SAC05 identifies the dollar amount of the charge indicated in SAC02.
 - d) SAC15 allows for a description of the charge indicated in SAC02 (i.e. cut charge)
- 9) ITD Segment
 - a) This segment identifies the payment terms of the sale.
 - b) ITD02 identifies the beginning of the payment terms period. For all store orders this will be the Invoice date.
 - c) ITD03 identifies any payment terms discount percentage that might be applicable.
 - d) ITD05 and ITD07 identify the payment terms net days.
 - e) ITD08 identifies the terms discount amount.
- 10) DTM Segment
 - a) This segment identifies the date the goods should be delivered to the location identified in FOB02 above.
- 11) MEA Segment
 - a) This segment identifies the measurements (dimensions, tolerances, variances and weights) for DSC orders.
- 12) TD5 Segment
 - a) This segment identifies the transportation method and any special shipping required.
 - b) TD504 identifies the transportation method; Customer pickup, Motor (common carrier) or Best Way (Shippers Option).
 - c) TD505 displays the requested routing for shipment or the originating carrier's identity.
 - d) TD512 specifies any special shipping required. Either Overnight or 2nd day delivery.
- 13) CTB Segment
 - a) This segment identifies any restrictions or special conditions for shipping.
 - b) CTB02 is used to specify any restrictions or special conditions for shipping.
- 14) TXI Segment
 - a) This segment is used to identify any charges for GST or PST tax for Canadian stores and any other tax being charged.
- 15) N1 Segments
 - a) Sherwin Williams will include three N1 segments.
 - i) The first N1 segment where N101="ST" identifies the Ship To location if different than a Sherwin Williams store. For instance, an order may be delivered directly to the customer.
 - ii) The second N1 segment where N101="VN" identifies the vendor the order is being sent to.
 - iii) The third N1 segment where N101 = "SN" identifies the store or the warehouse placing the order.
 - iv) Each of the three N1 segments is followed by a PER segment that will identify a contact name, phone number and fax number.
 - b) The Store Number sent in the N104 where the N101="SN" has a maximum length of 5 digits. The first digit at this time will be a zero, which should be displayed.
 - i) Store numbers start at 1000.
 - ii) DSC numbers are all less than 1000.

16) SPI Segment

- a) This segment is only used to meet X12 syntax requirements, in order to use the following MSG segment.

17) MSG Segment

- a) This segment is used to display legalese relating to accepting the order.

Detail Section:

1) PO1 Segment

- a) This segment is used to specifically identify the quantity, cost and product being ordered.
- b) PO102 identifies the quantity being ordered.
- c) The Unit of Measure codes listed for the PO103 is a full list of valid codes that will be sent in an 850.
- d) PO104 identifies the unit cost for the product being ordered.
- e) PO105 identifies the basis of unit price.
- f) PO106 and PO107 will be the Sherwin Williams SKU number. This number is used by Sherwin Williams to identify specific products. These fields will be required to be returned on the 855 and 810 PO108 and PO109 will be the manufacturers item number. For Wallcovering orders this will be the pattern number.
- g) PO110 & PO111 UPC codes will typically be sent; however, if the UPC code is not available, these lines will be blank.
- h) Starting with the PO112, the remaining qualifiers and ID's through the PO125, will only be used for Window Treatments, Wallcovering, or Floorcovering orders; therefore, they should be flagged as Optional.

2) MEA Segments

- a) The MEA segments will only be sent for Window Treatments or Floorcovering orders.

3) SAC Segment

- a) This segment is used to identify a promotional unit cost for the product ordered.
- b) SAC01 and SAC02 identifies the product as having a promotional cost.
- c) SAC05 identifies the dollar amount of the charge indicated in SAC02.
- d) SAC15 allows for a description of the promotional cost.

4) MSG Segment

- a) This segment is used for Window Treatment orders to identify any specialty bracket requirements.
- b) Up to 3 lines of bracket information can be sent in the MSG segments.

5) AMT Segment

- a) The AMT represents the total dollar amount of a given line item.

Summary Section:

1) CTT Segment

- a) This segment totals the number of lines being sent and creates a hash total to validate transaction completeness and correctness.

2) AMT Segment

- a) This segment provides a total dollar amount for the P.O. including detail lines (PO1), taxes (TXI) and charges (SAC).

Document # 855 in 4010 (Purchase Order Acknowledgment)

Background Information:

- 1) To date, Sherwin-Williams has used the 855 on a limited basis with some wallcovering orders.
 - a) The 855 will be implemented for all vendors and on all orders.
- 2) Each PO received by a vendor must be acknowledged with an 855.
- 3) Sherwin-Williams expects the vendors to return an 855 within two hours.
- 4) The chart below under Functional Requirements displays all of the functional capabilities associated with the 855.

Functional Requirements:

- 1) A vendor can not invoice an 850 without first returning an 855 Always return line item detail in the 855's for both store and DSC orders.
- 2) Below is a chart reflecting the functionality of the 855 in relation to the 850. The chart includes both Store and DSC orders, which includes different functionality:

855 PO ACKNOWLEDGMENT FUNCTIONALITY			
STORE		DSC	
HEADER LEVEL – BAK02			
CODE	USAGE	CODE	USAGE
AD	<input checked="" type="checkbox"/> Accept entire PO	AD	<input checked="" type="checkbox"/> Accept entire PO
AC	<input checked="" type="checkbox"/> Accept/Deny line item 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Change quantity – lower only 1. Allow only if not ship complete (CSH01≠"SC" in 850)	AC	<input checked="" type="checkbox"/> Accept/Deny line item 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Change quantity – increase & lower 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Change Unit Cost – increase & lower
RD	<input checked="" type="checkbox"/> Deny entire PO	RD	<input checked="" type="checkbox"/> Deny entire PO
AE	<input checked="" type="checkbox"/> Accept, but need change to Mfg. Part Number, <input checked="" type="checkbox"/> Accept, but change SAC or TXI	AE	<input checked="" type="checkbox"/> Accept, but need change to Mfg. Part Number, <input checked="" type="checkbox"/> Accept, but change SAC or TXI

Continued

DETAIL LEVEL – ACK01			
STORE		DSC	
CODE	USAGE	CODE	USAGE
IA	<input checked="" type="checkbox"/> Accept with No changes	IA	<input checked="" type="checkbox"/> Accept with No changes
IR	<input checked="" type="checkbox"/> Item Rejected	IR	<input checked="" type="checkbox"/> Item Rejected
IC	<input checked="" type="checkbox"/> Accept line item, but change Mfg. Part Number only	IC	<input checked="" type="checkbox"/> Accept line item, but change Mfg. Part Number only
BP	<input checked="" type="checkbox"/> Item Accepted – Partial Ship/Balance Backordered 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Allow change to Mfg. Part Number	IB	<input checked="" type="checkbox"/> Item Backordered 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Allow change to Mfg. Part Number
IB	<input checked="" type="checkbox"/> Item Backordered 1. Allow only if not ship complete (CSH01≠"SC" in 850) <input checked="" type="checkbox"/> Allow change to Mfg. Part Number	IQ	<input checked="" type="checkbox"/> Item Accepted, but full balance not available 1. Allow only if not ship complete (CSH01≠"SC" in 850) 2. Allow quantity to be lowered <input checked="" type="checkbox"/> Allow change to Mfg. Part Number
IQ	<input checked="" type="checkbox"/> Item Accepted, but full balance not available/Balance Canceled 1. Allow only if not ship complete (CSH01≠"SC" in 850) 2. Allow quantity to be lowered <input checked="" type="checkbox"/> Allow change to Mfg. Part Number	IP	<input checked="" type="checkbox"/> Item Accepted, but multiple changes: <input checked="" type="checkbox"/> Cost Change <input checked="" type="checkbox"/> Quantity Change 1. Allow only if not ship complete (CSH01≠"SC" in 850) 2. Allow change to quantity and cost <input checked="" type="checkbox"/> Mfg. Part Number Change

EDI Requirements:

For any references to unit cost and unit quantity, the following is true:

- 1) All unit cost fields need to be populated with 4 decimal positions.
- 2) All unit quantity fields need to be populated with 2 decimal positions.
- 3) Any fields that contain extended amounts (results of quantity x cost) are expressed with 2 decimal positions.

Header Section:

- 1) BAK Segment
 - a) This segment is used to begin the acknowledgment of an 850 Purchase Order.
 - b) See chart on previous pages for definition of each BAK02 code.
 - c) BAK03 identifies the Purchase Order number. This must be the same number sent in the BEG03 of the 850 Purchase Order.
 - d) BAK04 identifies the date the order was placed.
 - e) BAK05 identifies the release number for blanket order releases.
- 2) CUR Segment
 - a) This segment is used to specify the currency type involved with the order.
 - b) CUR02 identifies the type of currency the vendor will be paid. Either US dollars or Canadian dollars.
 - c) No changes can be made to this segment.
- 3) REF Segment (position 050)
 - a) This segment is used to reference a vendor number.
 - b) Where REF01 = "VR" REF02 contains the Sherwin Williams assigned 10 digit vendor number. This number identifies the vendor in the Sherwin Williams accounts payable system.
 - c) No changes can be made to this segment.
- 4) REF Segment (position 055)
 - a) This segment is used for a vendor to enter an order number.
 - b) Where REF01 = "VN" REF02 should allow the vendor to enter an Order Number which corresponds to their own internal systems.
 - c) Allow for this number to be 30 characters in length.
- 5) PER Segment (position 060)
 - a) This segment is used to identify the name of the person placing the order.
 - b) PER02 identifies the name of the person placing the order.
 - c) No changes can be made to this segment.
- 6) PER Segment (position 065)
 - a) This segment is used to identify the name of the person authorizing the order.
 - b) PER02 identifies the name of the person authorizing the order.
 - d) No changes can be made to this segment.
- 7) FOB Segment
 - a) This segment is used to identify the shipping method, risk of loss and the location the order is being shipped to.
 - b) FOB01 identifies the shipping method; Collect, Defined by Buyer and Seller, Prepaid but billed on a separate invoice, Prepaid & Add, Pickup.
 - c) FOB02 and FOB03 indicate where the product is to be sent. A specified Delivery Location, the store or the warehouse.
 - d) FOB08 and FOB09 indicate the risk of loss. Either FOB Shipping Point or FOB Destination.
 - e) No changes can be made to this segment.

- 8) SAC Segments
 - a) This segment is used to identify a service, promotion, allowance or charge.
 - b) SAC02 identifies the type of charge being incurred; Freight, handling, other or palletizing.
 - c) SAC05 identifies the dollar amount of the charge indicated in SAC02.
 - d) SAC15 allows for a description of the charge indicated in SAC02 (i.e. cut charge)
 - e) Vendor can change the dollar amount of any charges sent through in SAC segments.
- 9) DTM Segment
 - a) This segment identifies the date the goods should be delivered to the location identified in FOB02 above.
 - b) No changes can be made to this segment.
- 10) TD5 Segment
 - a) This segment identifies the transportation method and any special shipping required.
 - b) TD504 identifies the transportation method; Customer pickup, Motor (common carrier) or Best Way (Shippers Option).
 - c) TD505 displays the requested routing for shipment or the originating carrier's identity.
 - d) TD512 specifies any special shipping required. Either Overnight or 2nd day delivery.
 - e) No changes can be made to this segment.
- 11) TXI Segments
 - a) This segment is used to identify any charges for GST or PST tax for Canadian stores and any other tax being charged.
 - b) Vendor can change the dollar amount of any charges sent through in TXI segments.
 - c) Vendors can not add any additional taxes or change the tax type code.
- 12) N1 Segments
 - a) The 855 should always send three N1 segments: Ship To, Store and Vendor.
 - i) The first N1 segment where N101="ST" identifies the Ship To location if different than a Sherwin Williams store. For instance, an order may be delivered directly to the customer.
 - ii) The second N1 segment where N101 = "VN" identifies the vendor the order is being sent to.
 - iii) The third N1 segment where N101 = "SN" identifies the store or the warehouse placing the order.
 - i) Each of the three N1 segments is followed by a PER segment that will identify a contact name, phone number and fax number.
 - b) The Store Number sent in the N104 where the N101="SN" has a maximum length of 5 digits. The first digit at this time will be a zero, which should be displayed.
 - i) Store numbers start at 1000.
 - ii) DSC numbers are all less than 1000.
 - c) No changes can be made to these segments.

Detail Section:

- 1) The detail section of the 855 begins with a copy of the following 850 segments;
 - a) PO1
 - b) MEA including the PID
 - c) MSG
 - d) SAC
 - e) Vendors can change the Unit Cost in the PO104 of the 855 for DSC orders only.
 - i) The ACK does not contain a place to enter a revised Unit Cost; therefore, the PO104 will need to be used.
 - f) For the PO108 & PO109, the vendor can enter or change the Vendor Item Number in the ACK08.
 - i) If the information is not sent in the 850 (PO109 & PO109), allow the vendors to add this information in the ACK08 and return the “VN” in the ACK07.
 - ii) If the vendor needs to change the Vendor Item Number sent in the PO109 of the 850, allow them to enter the correct number in the ACK08 and return the “VN” in the ACK07.
- 2) ACK Segment
 - d) This segment is used to acknowledge an 850 Purchase Order by line.
 - a) ACK01 see the chart above for functionality of the ACK01 codes.
 - b) ACK02 is used to enter the quantity that is available to ship now if the ordered quantity is not available and the PO is not marked ship complete.
 - c) ACK04 & ACK05 are used to enter the date the item is scheduled for delivery to Sherwin Williams.
 - d) ACK07 & ACK08 are available for the vendor to adjust the Vendor’s item number if it is incorrect.
- 3) AMT Segment
 - a) Calculate the Total Line Item by taking the ACK02 Quantity times the PO104 Unit Cost.
- 4) N9 Segment
 - a) This segment is only used to meet X12 syntax requirements, in order to use the following MSG segment.
- 5) MSG Segment (pos. 360)
 - a) This segment is used to return bracket information on Window Treatment orders.
- 6) MSG Segment (pos. 365)
 - a) This MSG segment is required when the vendor selects “IR” Item Rejected in the ACK01, to enter the reason for rejection.

Summary Section:

- 1) CTT Segment
 - a) This segment totals the number of lines being sent and creates a hash total to validate transaction completeness and correctness.
- 2) AMT Segment
 - a) Calculate the Total PO Amount by taking the total of all line item AMT values plus Taxes (TXI segments) & Charges (SAC segments).

Document # 810 in 4010 (Invoice)

Background Information:

- 1) Sherwin-Williams requires all vendors, to send the 810 in order to receive payment.

Functional Requirements:

- 1) An 810 is not allowed for any line item or summary charge without first having:
 - a) An 855 for all 850's
- 2) Only one PO per 810 is allowed.
- 3) Partial invoices for a single 850 is allowed.
- 4) Vendors should turn-around data from the 850/855 into the 810, with changes allowed noted below:

SHERWIN-WILLIAMS 850/855 TO 810 MATRIX						
ELEMENT DESCRIPTION	ELEMENT IN 850	ELEMENT IN 855, IF CHANGES MADE			ELEMENT IN 810	EDIT Y/N
PO Number	BEG03	N/A			BIG04	N
Release Number	BEG04	BAK05			BIG05	N
PO Date	BEG05	N/A			BIG03	N
Vendor Number	REF02 where REF01="VR"	N/A			REF02 where REF01="VR"	N
Vendor Order Number	N/A	REF02 where REF01="VN"			REF02 where REF01="VN"	N
Ordered By Name	PER where PER01="BB"	N/A			PER where PER01="BB"	N
Ship To information	N1, N2, N3, N4, PER where N101="ST"	N/A			N1, N2, N3, N4, PER where N101="ST"	N
Vendor Information	N1, N2, N3, N4, PER where N101="VN"	N/A			N1, N2, N3, N4, PER where N101="VN"	N
Store/Warehouse information	N1, N2, N3, N4, PER where N101="SN"	N/A			N1, N2, N3, N4, PER where N101="SN"	N
Terms	ITD	N/A			ITD	N
FOB Information	FOB	N/A			FOB	N
Quantity	PO102	ACK02			IT102	N
Unit of Measure	PO103	ACK03			IT102	N
Unit Cost	PO104	PO104			IT104	N
SKU Number	PO106/07 where PO106="SK"	N/A			IT106/07 where IT106="SK"	N
Vendor's Item Number	PO108/09 where PO108="VN"	ACK07/08 where ACK07="VN"			IT108/09 where IT108="VN"	Y
UPC Code	PO110/11 where PO110="UP" or "UD"	N/A			IT110/11 where IT110="UP" or "UD"	N
Original Quantity ordered	PO102	N/A			QTY02	N
Item Description	PID	N/A			PID	N
Allowances and Charges	SAC in Detail	SAC in Detail			SAC in Detail	N
Tax information	TXI in Header	TXI in Header			TXI in Summary	N
Allowances and Charges	SAC in Header	SAC in Header			SAC in Summary	N

EDI Requirements:

For any references to unit cost and unit quantity, the following is true:

- 1) All unit cost fields need to be populated with 4 decimal positions.
- 2) All unit quantity fields need to be populated with 2 decimal positions.
- 3) Any fields that contain extended amounts (results of quantity x cost) are expressed with 2 decimal positions.

Header Section:

- 1) BIG Segment
 - a) This segment is used to identify the invoice date, number, and the original PO number.
 - b) BIG01 should be the invoice date.
 - c) BIG02 should be the invoice number
 - d) BIG03 should be the original PO date.
 - e) BIG04 should be the original PO number.
 - f) BIG05 should be the release number for Blanket Order releases.
- 2) NTE01="INV" Segment
 - a) This segment allows the vendor to send special instructions relating to the invoice in the NTE segments.
 - b) Each NTE would contain 80 characters maximum of data.
 - c) Vendors can send up to ten 80-character lines of instructions on the 810. This equates to 10 repetitions of the NTE segment.
- 3) NTE01="REV" Segment
 - a) This segment would only be used for the vendor to enter 1 80-character Remit to message.
- 4) CUR Segment
 - a) This segment is used to specify the currency type involved with the order.
 - b) CUR02 identifies the type of currency the vendor will be paid. Either US dollars or Canadian dollars.
 - c) No changes can be made to this segment.
- 5) REF01="CR" Segment
 - a) This is only used when a vendor has assigned a unique trading partner number for Sherwin-Williams within their system.
- 6) REF01="VN" Segment
 - a) The vendor should be allowed to enter an Order Number which corresponds to their own internal systems.
 - b) Allow for this number to be 30 characters in length.
- 7) REF01="VR" Segment
 - a) The Sherwin Williams assigned 10-digit vendor number.
 - b) This number identifies the vendor in the Sherwin Williams accounts payable system.
 - c) No changes can be made to this segment.
- 8) PER Segment
 - a) This segment is used to identify the name of the person placing the order.
 - b) PER02 identifies the name of the person placing the order.
 - c) No changes can be made to this segment.
- 9) The three N1 loops where N101="SN" and N101="ST" and N101="VN" and the PER segments following each N1 loop.
 - a) Vendor can not change this information from the original order.
 - b) These segments should be turned around from the original 850.

- 10) ITD Segment.
 - a) Will not be changed from the original order.
 - b) Do not overwrite this information from the original 850.
- 11) DTM Segment
 - a) Vendors need to enter the actual shipped date, which must be equal to or less than the day they completing the 810.
 - b) The date may not be in the future.
- 12) FOB segment
 - a) Should be turned around from the original 850.
 - b) No changes should be made to this segment.
 - c) Only the FOB01 is used to indicate the method of payment.

Detail Section:

- 1) IT1 Segment
 - a) This segment is used to create the invoice line item detail.
 - b) Vendors are not allowed to add a line item to an invoice that is not on an 850, 855.
 - c) IT102 identifies the quantity being invoiced.
 - d) IT104 identifies the unit cost for the item.
 - e) IT106 & IT107 will be the Sherwin Williams SKU number. This number is used by Sherwin Williams to identify specific products
 - f) IT108 & IT109 will be the vendor's item number. For Wallcovering orders this will be the pattern number.
 - g) IT110 & IT111 UPC codes will typically be sent; however, if the UPC code is not available, these lines will be blank.
 - h) IT113 – select one of the purchase codes noted.
 - i) “01” – Merchandise / Resale
 - ii) “02” – Samples
 - iii) “03” – Expense
 - iv) “04” – Fixed Assets
 - v) “05” – Miscellaneous
- 2) QTY Segment
 - a) This segment relates to the original (full) quantity ordered for a given line item.
 - i) See the matrix above to determine where to obtain this information.
- 3) IT3 Segment
 - a) Only one IT3 is sent per line item and the quantity in IT301 should be the same as the quantity in IT102 if UOM is the same.
- 4) PID Segment
 - a) Display the PID information from the original 850.
 - b) No changes can be made to this segment.
- 5) MEA Segment
 - a) Display the MEA segments from the original 850
 - b) No changes can be made to this segment.
- 6) REF Segment
 - a) REF01="D4 or SE"
 - i) This segment is used for the vendor to communicate a roll number or serial number for the products being billed.

- 7) REF Segment
 - a) REF01="BV"
 - i) This segment is used for the vendor to communicate a sidemark for the line item.
- 8) SAC Segment
 - a) This segment is used to identify a promotional unit cost for the product ordered.
 - b) SAC01 and SAC02 identifies the product as having a promotional cost.
 - c) SAC05 identifies the dollar amount of the charge indicated in the SAC02.
 - d) SAC15 allows for a description of the promotional cost.
- 9) SLN Segment
 - a) The SLN segment is sent when the vendor needs to enter components of the item number being invoiced, or for dye lot information.
 - b) This information is not pulled through from any other documents; therefore, it will need to be entered by the vendor.
- 10) REF Segment (part of the SLN loop)
 - a) REF01="D4 or SE"
 - i) This segment is used for the vendor to communicate a roll number of the dye lot or serial number of the component.
- 11) PID Segment (part of the SLN loop)
 - a) This segment is used for the vendor to enter a description of the component or dye lot.

Summary Section:

- 1) TDS Segment
 - a) The TDS01 should be calculated as follows: $(IT102 \times IT104) + SAC05$ + the tax amount calculated as noted below from the Summary level:
 - i) TXI02, if an amount is present or
 - ii) TXI03 percent times the Total PO Amount (excluding Charges in SAC).
- 2) TXI Segment
 - a) This segment is used to identify any charges for GST or PST tax for Canadian stores and any other tax being charged.
- 3) CAD Segment
 - a) This segment is used to enter a Bill of Lading number.
 - b) At this time, Sherwin Williams does not have a list of valid codes to enter in the CAD01. Allow the vendor to enter any 1 or 2-digit code.
- 4) SAC Segment
 - a) This segment is used to identify a service, promotion, allowance or charge.
 - b) SAC02 identifies the type of charge being incurred; Freight, handling, other or palletizing.
 - b) SAC05 identifies the dollar amount of the charge indicated in SAC02.
 - c) SAC15 allows for a description of the charge indicated in SAC02 (i.e. cut charge).
- 5) ISS Segment
 - a) This segment is used to summarize to total number of units, and weight of items being shipped.
- 6) CTT Segment
 - a) This segment totals the number of lines being sent and creates a hash total to validate transaction completeness and correctness

APPENDIX A - Store & DSC Purchase Order Number Formats

Initial Automated P.O.

<u>Prefix</u>	<u>Store #</u>	<u>Sequential number</u>
A	01234	5678901
A012345678901		

Store Manual P.O.

<u>Prefix</u>	<u>Sequential number</u>
B	1234567
B1234567	

Initial Store P.O. (New Store)

<u>Prefix</u>	<u>Store #</u>	<u>Sequential number</u>
I	01234	5678901
I012345678901		

Force shipment of product P.O.

<u>Prefix</u>	<u>Store #</u>	<u>Sequential number</u>
F	01234	5678901
F012345678901		

In Stock Wallcovering P.O.

<u>Prefix</u>	<u>Random Alpha Character</u>	<u>Sequential number</u>
E	H	12345
EH12345		

SWAT Book Order Wallcovering P.O.

<u>Prefix</u>	<u>Sequential number</u>	<u>Store #</u>
AT	5678901	A1234
AT5678901A1234		

Store P.O. for special costed product

<u>Prefix</u>	<u>Store #</u>	<u>Sequential number</u>
H	01234	5678901
H012345678901		

DSC P.O.

<u>Prefix</u>	<u>Sequential number</u>
DC	12345
DC12345	

Dyment P.O. (Non-Merchandise) Future item.

<u>Prefix</u>	<u>Sequential number</u>
DY	1234

Store P.O. for Select Products

<u>Prefix</u>	<u>Store #</u>	<u>Year</u>	<u>Week#</u>	<u>Cycle</u>
P	01234	yyyy	12	0
P012342004120				

Store P.O. for Select Products

<u>Prefix</u>	<u>Store #</u>	<u>Year</u>	<u>Week#</u>	<u>Cycle</u>
M	01234	yyyy	12	0
M012342004120				

Store P.O. for Select Products

<u>Prefix</u>	<u>Store #</u>	<u>Year</u>	<u>Week#</u>	<u>Cycle</u>
C	01234	yyyy	12	0
C012342004120				