

**SOUTHERN COMPANY
IMPLEMENTATION GUIDELINE FOR
ELECTRONIC DATA INTERCHANGE**

840

**REQUEST FOR
QUOTE**

IMPLEMENTATION GUIDELINE FOR EDI (VER.003030) 840 REQUEST FOR QUOTE

GS Group ID: RQ

Transaction Set Purpose:

The Purpose of this transaction is to transmit request for bid information from utility to supplier.

Best Practices:

Communication regarding RFQ clarification should be handled external to EDI.

A response to RFQ (843) should be returned to the customer even if the supplier does not wish to bid on the requested material. The 843 should specify the no bid situation.

SEGMENT: BQT Beginning Segment for Request for Quotation
LEVEL: Header
USAGE: Mandatory
MAX USE: 1
PURPOSE: To indicate the start of the Request for quotation transaction set and to transmit identifying numbers and dates.

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max	
BQT01	353	Transaction Set Purpose Code Code identifying the purpose of the transaction set 00 Original 04 Change 06 Confirmation	M	ID	2/2	
BQT02	586	RFQ Reference Number Identifying number for the RFQ assigned by buyer	M	AN	1/45	
BQT03	652	Request Quotation Control Date Year, Month, Day (YYMMDD) the RFQ was issued	M	DT	6/6	
BQT04	374	Date/Time Qualifier 106 Required By	X	ID	3/3	
bid due date	BQT05	373	Date (YYMMDD)	M	DT	6/6
USED BY GPCo	BQT06	92	PO Type Code Code specifying the type of PO RL Release SA Stand Alone Order	O	ID	2/2

Note: Elements BQT07 will not be used.

SEGMENT: REF Reference Numbers
LEVEL: Header
USAGE: Optional
MAX USE: 12
PURPOSE: To specify identifying numbers

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
REF01	128	Reference Number Qualifier Code qualifying the reference number RQ Purchase Request Number QR Quality Report Number	M	ID	2/2
REF02	127	Reference Number NNS Non Nuclear Safety (10CFR21 does not apply) NSR Nuclear Safety Related (10CFR21 applies)	M	AN	1/30

Note: Elements REF03 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

LEVEL: **SEGMENT:** PER Administrative Communications Contact
 Header
 USAGE: Optional
 MAX USE: 3
 PURPOSE: To identify a person or office to whom
 administrative communications should be directed

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
PER01	366	Contact Function Code Code identifying the major duty of the person or group named BD Buyer Name	M	ID	2/2
PER02	93	Name	O	AN	1/35
PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	O	ID	2/2
PER04	364	Communication Number Complete communications number including country or area code	X	AN	7/21

Notes: Elements PER05 and PER06 will not be used.

USED BY GPCo	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
			SEGMENT: FOB F.O.B. Related Instructions LEVEL: Header USAGE: Optional MAX USE: 1 PURPOSE: To specify transportation instructions relating to shipment			
			DATA ELEMENT SUMMARY			
	FOB01	146	Shipment Method of Payment Code identifying payment terms for transportation charges CC Collect CD Collect on Delivery CF Collect, Freight Credited Back to Customer PP Prepaid PS Paid by Seller (allowed) PU Pickup by Buyer ZZ Mutually Defined	M	ID	2/2
	FOB04	334	Transportation Qualifier Code Code identifying the source of the transportation terms 02 Trade Terms Code	O	ID	2/2
	FOB05	335	Transportation Terms code Code identifying the trade terms which apply to the shipment transportation responsibility FOB Free on Board	X	ID	3/3
	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes BY Buyer's Resp for Goods SE Seller's Resp for Goods ZZ Mutually Defined	X	ID	2/2
buyer's FOB description	FOB09	352	Description	O	AN	1/80

Notes: Elements FOB02, FOB03, FOB06, FOB07 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

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USED BY GPCo	<p>SEGMENT: ITD Terms of Sale/Deferred Terms of Sale</p> <p>LEVEL: Header</p> <p>USAGE: Optional</p> <p>MAX USE: 2</p> <p>PURPOSE: Terms of Sale/Deferred Terms of Sale</p> <p>DATA ELEMENT SUMMARY</p>					
	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
	ITD01	336	Terms Type Code Code identifying type of pymt terms 05 Discount not Applicable 08 Basic Discount Offered 09 Proximo	O	ID	2/2
	ITD02	333	Terms Basis Date Code Code identifying the beginning of the term period 3 Invoice Date 5 Invoice Receipt Date	M	ID	1/2
	ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent	O	R	1/6
	ITD05	351	Terms Discount Days due	X	N0	1/3
	ITD07	386	Terms Net Days	O	N0	1/3
buyer's term description	ITD12	352	Description	O	AN	1/80
	ITD13	765	Day of Month	X	N0	1/2

Note: Elements ITD04, ITD06, ITD08, ITD09, ITD10, ITD11 will not be used.

SEGMENT: DTM Date/Time Reference
LEVEL: Header
USAGE: Optional
MAX USE: 10
PURPOSE: To specify pertinent dates and times

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
Date material is requested	DTM01	<i>Date/Time Qualifier</i> Code specifying type of date or time, or both 002 Delivery Requested (Need Date)	M	ID	3/3
	DTM02	<i>Date (YYMMDD)</i>	X	DT	6/6
	DTM05	<i>Century</i>	O	N0	2/2

Note: Elements DTM03, DTM04 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

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SEGMENT: TD5 Carrier Details (Routing Sequence/Transit Time)
LEVEL: Header
USAGE: Optional
MAX USE: 12
PURPOSE: To specify the carrier, sequence of routing and to provide transit time information

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
TD501	133	<i>Routing Sequence Code</i> Code describing the relationship of a carrier to a specific shipment movement B Origin/Delivery Carrier	O	ID	1/2
TD505	387	<i>Routing (Carrier Name- Ship via)</i>	X	AN	1/35

Note: Elements TD502, TD503, TD504, TD506, TD507, TD508, TD509, TD510, TD511 will not be used.

SEGMENT: N9 Reference Number
LEVEL: Header
LOOP: N9 **REPEAT:** 1000
USAGE: Optional
MAX USE: 1
PURPOSE: To transmit identifying numbers and descriptive information as specified by the reference number qualifier

DATA ELEMENT SUMMARY

	Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
USED BY SNC	N901	128	Reference Number Qualifier	M	ID	2/2
USED BY SNC			C3 Customer Specification Number			
			SU Special Processing Code			
			L1 Letters or Notes			
utility attachment/ clause no	N902	127	Reference Number	X	AN	1/30
revision no	N903	369	Description	X	AN	1/45
revision date	N904	373	Date	O	DT	6/6
revision time	N905	337	Time	O	TM	4/6

NOTE: If N901 = SU , this signifies that the referenced requirements is not in the standardized attachments that have been sent via hard copy. An MSG segment must be included.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: MSG Message Text
LEVEL: Header
LOOP: N9
USAGE: Optional
MAX USE: 1000
PURPOSE: To provide a free form format that would allow the transmission of text information

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
MSG01	933	<i>Free-form Message Text</i>	M	AN	1/264

NOTE: Elements MSG02 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: N1 Name
LEVEL: Header
LOOP: N1 **REPEAT:** 200
USAGE: Optional
MAX USE: 1
PURPOSE: To identify a party by type of organization, name and code

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
SNC data	N101	98	<i>Entity Identifier Code</i> Code identifying an organizational entity or a physical location AG Agent BY Buyer VN Vendor ST Ship to X1 Mail to	M	ID 2/2
	N102	93	<i>Name</i>	X	AN 1/35
	N103	66	<i>Identification Code Qualifier</i> Code designating the system/method of code structure used for N104 1 Duns Number 92 Assigned by Buyer	X	ID 1/2
	N104	67	<i>Identification Code</i> Code identifying a party	X	ID 2/17
	Mail bid response				

NOTE: If N101 = 'VN' and N103 = '92' then N104 = buyer assigned vendor code
If N101 = 'ST' and N103 = '92' then N104 = ship-to location

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: N2 Additional Name Information
LEVEL: Header
LOOP: N1
USAGE: Optional
MAX USE: 2
PURPOSE: To specify additional names or those longer than 35 characters in length

DATA ELEMENT SUMMARY

segment used in ST & VN loop

Reference	Data	Attributes				
Designation	Element	Name	Usage	Type	Min/Max	
N201	93	<i>Name</i>	M	AN	1/35	
N202	93	<i>Name</i>	O	AN	1/35	

SEGMENT: N3 Address Information
LEVEL: Header
LOOP: N1
USAGE: Optional
MAX USE: 2
PURPOSE: To specify the location of the named party

DATA ELEMENT SUMMARY

segment used in ST & X1 loop	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
	N301	166	<i>Address Information</i>	M	AN	1/35
	N302	166	<i>Address Information</i>	O	AN	1/35

IMPLEMENTATION GUIDELINE FOR EDI

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SEGMENT: N4 Geographic Location
LEVEL: Header
LOOP: N1
USAGE: Optional
MAX USE: 1
PURPOSE: To specify the geographic place of the named party

DATA ELEMENT SUMMARY

segment used in ST & X1 loop	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
	N401	19	<i>City Name</i>	X	AN	2/19
	N402	156	<i>Sate or Province Code</i>	X	ID	2/2
	N403	116	<i>Postal Code</i>	O	ID	5/9

Note: Elements N404, N405, N406 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: PO1 Purchase Order Baseline Item Data
LEVEL: Detail
LOOP: PO1 **REPEAT:** 1000
USAGE: Mandatory
MAX USE: 1
PURPOSE: To specify basic and most frequently used purchase order line item data

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
PO101	350	<i>Assigned Identification</i> RFQ line number	O	AN	1/6
PO102	330	<i>Quantity Requested</i>	M	R	1/9
PO103	355	<i>Unit of Measure</i>	M	ID	2/2
PO106	235	<i>Product/Service Id Qualifier</i> Code identifying the type/source of the data in Product/Service ID (234) BP Buyers Part Number MF Manufacturer Name MG Manf Part Number SW Stock Number VP Vendor Part Number	O	ID	2/2
PO107	234	<i>Product /Service ID</i> Identifying number for a product or service	X	AN	1/30

Note: Elements PO104 and Po105 will not be used.

NOTE: PO108 thru PO125 will be used to identify multiple manufacturer name and part numbers.

SEGMENT: PID Product/Item Description
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 1000
PURPOSE: To describe a product or process in coded or free form format

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
PID01	349	<i>Item Description Code</i> Code indicating the format of a description F Free-form	M	ID	1/1
PID05	352	<i>Description</i>	X	AN	1/80

Note: Elements PID02, PID03, PID04, PID06, PID07, PID08 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

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SEGMENT: REF Reference Numbers
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 12
PURPOSE: To specify identifying numbers

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
signifies expediting code	128	Reference Number Qualifier	M	ID	2/2
		Code qualifying the reference number			
		PH Priority Rating			
		MF Manufacturers Part No RQ Purchase Requisition No			
REF02	127	Reference Number	M	AN	1/30
REF03	352	Description	O	AN	1/80

specifies manf name if REF01 = 'MF'

NOTE: used only if sending more than 4 PAIRS of manufacturer name and part number. First four pair go in PO1 segment

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: ITD Terms of Sale/Deferred Terms of Sale
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 2
PURPOSE: Terms of Sale/Deferred Terms of Sale

DATA ELEMENT SUMMARY

USED BY GPCo	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
	ITD01	336	Terms Type Code Code identifying type of pymt terms 05 Discount not Applicable 08 Basic Discount Offered 09 Proximo	O	ID	2/2
	ITD02	333	Terms Basis Date Code Code identifying the beginning of the term period 3 Invoice Date 5 Invoice Receipt Date	M	ID	1/2
	ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent	O	R	1/6
	ITD05	351	Terms Discount Days due	X	N0	1/3
	ITD07	386	Terms Net Days	O	N0	1/3
buyer's term description	ITD12	352	Description	O	AN	1/80
	ITD13	765	Day of Month	X	N0	1/2

Note: Elements ITD04, ITD06, ITD08, ITD09, ITD10, ITD11 will not be used.

SEGMENT: FOB F.O.B. Related Instructions
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 1
PURPOSE: To specify transportation instructions relating to shipment

DATA ELEMENT SUMMARY

USED BY GPCo	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
	FOB01	146	<i>Shipment Method of Payment</i> Code identifying payment terms for transportation charges CC Collect CD Collect on Deliver CF Collect, Freight Credited Back to Customer PP Prepaid PS Paid by Seller (Allowed) PU Pickup by Buyer ZZ Mutually Defined	M	ID	2/2
	FOB04	334	<i>Transportation Qualifier Code</i> Code identifying the source of the transportation terms 02 Trade Terms Code	O	ID	2/2
	FOB05	335	<i>Transportation Terms code</i> Code identifying the trade terms which apply to the shipment transportation responsibility FOB Free on Board	X	ID	3/3
	FOB08	54	<i>Risk of Loss Qualifier</i> Code specifying were responsibility for risk of loss passes BY Buyer's Resp for Goods SE Seller's Resp for Goods ZZ Mutually Defined	X	ID	2/2
buyer's FOB description	FOB09	352	<i>Description</i>	O	AN	1/80

Note: Elements FOB02, FOB03, FOB06, FOB07 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: DTM Date/Time Reference
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 10
PURPOSE: To specify pertinent dates and times

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max	
date material is requested	DTM01	374	<i>Date/Time Qualifier</i> 002 Delivery Requested (Need Date)	M	ID	3/3
	DTM02	373	<i>Date (YYMMDD)</i>	X	DT	6/6
	DTM05	624	<i>Century</i>	O	N0	2/2

Note: Elements DTM03, DTM04 will not be used.

SEGMENT: TD5 Carrier Details (Routing Sequence/Transit Time)
LEVEL: Detail
LOOP: PO1
USAGE: Optional
MAX USE: 12
PURPOSE: To specify the carrier, sequence of routing and to provide transit time information

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
TD501	133	<i>Routing Sequence Code</i> Code describing the relationship of a carrier to a specific shipment movement B Origin/Delivery Carrier	O	ID	1/2
TD505	387	<i>Routing (Carrier Name)</i>	X	AN	1/35

Note: Elements TD502, TD503, TD504, TD506, TD507, TD508, TD509, TD510, TD511 will not be used.

SEGMENT: N9 Reference Number
LEVEL: Detail
LOOP: N9 **REPEAT:** 1000
USAGE: Optional
MAX USE: 1
PURPOSE: To transmit identifying numbers and descriptive information as specified by the reference number qualifier

DATA ELEMENT SUMMARY

	Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
notes	N901	128	Reference Number Qualifier	M	ID	2/2
USED BY SNC			C3 Customer Specification Number			
USED BY SNC			SU Special Processing Code			
			L1 Letters or Notes			
utility attachment/ clause no	N902	127	Reference Number	X	AN	1/30
revision no	N903	369	Description	X	AN	1/45
revision date	N904	373	Date	O	DT	6/6
revision time	N905	337	Time	O	TM	4/6

NOTE: If N901 = SU , this signifies that the referenced requirements is not in the standardized attachments that have been sent via hard copy. An MSG segment must be included.

SEGMENT: MSG Message Text
LEVEL: Detail
LOOP: N9
USAGE: Optional
MAX USE: 1000
PURPOSE: To provide a free form format that would allow the transmission of text information

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
MSG01	933	<i>Free-form Message Text</i>	M	AN	1/264

NOTE: Elements MSG02 will not be used.

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: N1 Name
LEVEL: Detail
LOOP: PO1/N1 **REPEAT:** 200
USAGE: Optional
MAX USE: 1
PURPOSE: To identify a party by type of organization, name and code

DATA ELEMENT SUMMARY

USED BY GPCo	Reference	Data	Attributes			
	Designation	Element	Name	Usage	Type	Min/Max
specifies ship to location id	N101	98	Entity Identifier Code Code identifying an organizational entity or a physical location ST Ship to	M	ID	2/2
	N102	93	Name	X	AN	1/35
	N103	66	Identification Code Qualifier Code designating the system/method of code structure used for N104 92 Assigned by Buyer	X	ID	1/2
	N104	67	Identification Code Code identifying a party	X	ID	2/17

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: N2 Additional Name Information
LEVEL: Detail
LOOP: PO1/N1
USAGE: Optional
MAX USE: 2
PURPOSE: To specify additional names or those longer than 35 characters in length

DATA ELEMENT SUMMARY

USED BY
 GPCo

Reference	Data	Attributes			
Designation	Element	Name	Usage	Type	Min/Max
N201	93	<i>Name</i>	M	AN	1/35
N202	93	<i>Name</i>	O	AN	1/35

SEGMENT: N3 Address Information
LEVEL: Detail
LOOP: PO1/N1
USAGE: Optional
MAX USE: 2
PURPOSE: To specify the location of the named party

DATA ELEMENT SUMMARY

USED BY
 GPCo

Reference	Data	Attributes			
Designation	Element	Name	Usage	Type	Min/Max
N301	166	<i>Address Information</i>	M	AN	1/35
N302	166	<i>Address Information</i>	O	AN	1/35

IMPLEMENTATION GUIDELINE FOR EDI

(VER.003030) 840 REQUEST FOR QUOTE

SEGMENT: N4 Geographic Location
LEVEL: Detail
LOOP: PO1/N1
USAGE: Optional
MAX USE: 1
PURPOSE: To specify the geographic place of the named party

DATA ELEMENT SUMMARY

USED BY
 GPCo

Reference	Data	Attributes			
Designation	Element	Name	Usage	Type	Min/Max
N401	19	<i>City Name</i>	X	AN	2/19
N402	156	<i>Sate or Province Code</i>	X	ID	2/2
N403	116	<i>Postal Code</i>	O	ID	5/9

Note: Elements N404, N405, N406 will not be used.

LEVEL: **SEGMENT:** CTT Transaction Totals
 Summary
 USAGE: Mandatory
 MAX USE: 1
 PURPOSE: To transmit a hash total for a specific element in
 the transaction set

DATA ELEMENT SUMMARY

Reference Designation	Data Element	Name	Usage	Attributes Type	Min/Max
CTT01	354	<i>Number of Line Items</i> Total number of line items in RFQ	M	N0	1/6

Note: Elements CTT02, CTT03, CTT04, CTT05, CTT06, CTT07 will not be used.