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# STATE OF NEW YORK



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## NYS EDI Invoice Standards

**Version: 2.0**

**1/27/2019**

## Table of Contents

<b>Overview.....</b>	<b>4</b>
<b>EDI Integration Steps .....</b>	<b>6</b>
<b>NYS EDI Invoice Format Standard .....</b>	<b>8</b>
<b>NYS Proper Invoice .....</b>	<b>29</b>
<b>NYS EDI Invoice Scenarios and Examples .....</b>	<b>30</b>

## Control Sheet

### Version History

Version	Amendment/Reason	Date
1.0	Original	12/28/2018
2.0	Revisions based on Project Officers feedback.	1/27/19

## OVERVIEW

New York State is committed to providing efficient ways to process vendor invoices, including providing vendors alternative means to electronically submit their invoices. Electronic Data Interchange, or EDI 810 transaction, is an industry standard way to communicate the vendor claim for payment of goods and/or services provided to their customers. This document explains the NYS use of EDI 810 within the Statewide Financial System (SFS) and the steps for our vendors to establish the infrastructure to submit invoices electronically.

### HOW DOES SFS EDI INVOICE PROCESS WORK

NYS SFS is a PeopleSoft ERP system that utilizes the PeopleSoft Integration Broker to process invoices from vendors. Figure 1 depicts the overall process.

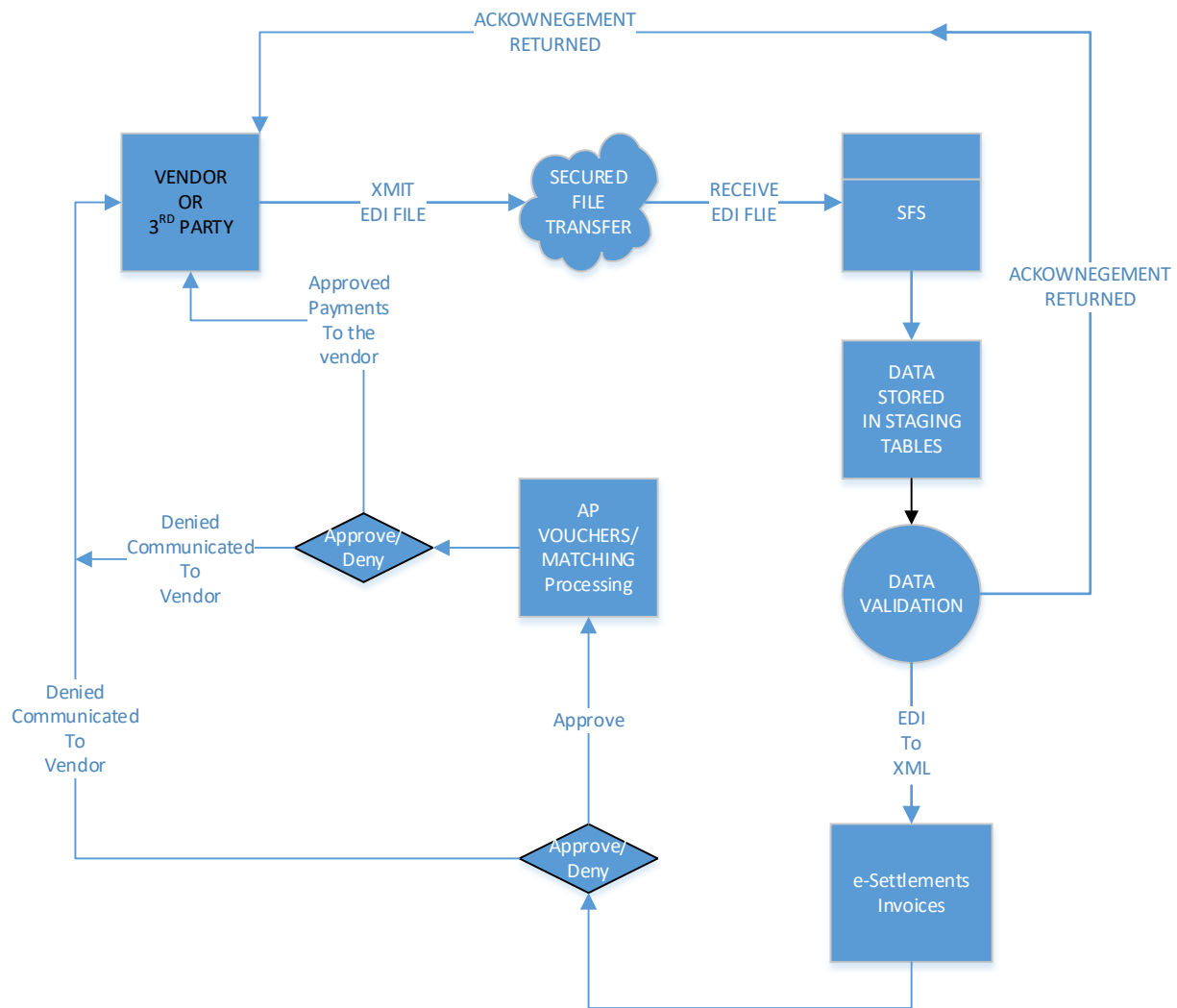


Figure 1

## SUBMITTING EDI 810 DOCUMENTS

Vendors can integrate with SFS directly or via a third party integration provider following the steps outlined in the [EDI Integration Steps](#) section in this document.

Vendors or Integration Providers will need to make arrangements to send their EDI 810 documents using the format and data standards provided in the [NYS EDI Invoice Standard](#) section in this document. The [NYS EDI Invoice Scenarios and Examples](#) section has invoice scenarios with examples to assist you or your integration provider in your EDI implementation with SFS. Failure to comply with the data standards or format standards may result in your transactions rejected or denied.

## SECURED FILE TRANSFERS

Each Vendor or Integration Provider will be assigned a unique certification information and a URL to submit your EDI documents. Certification and URL information will be provided to your technical resource(s) that is identified in your request for EDI Integration. Follow the steps outlined in the [EDI Integration Steps](#) section for more information.

## SFS PROCESSING

Once the EDI file is transmitted, the file processing will be immediate. SFS loads 810 invoices throughout the day, so the vendor is not restricted by any schedule to send the 810 files to SFS. SFS processes first check the format of the 810 file to ensure the transactions can be loaded. Any errors will be logged. If the file is not in the proper format, all of the transactions within the file will be returned with an error code. If the file is in the proper format, the transactions are loaded into a staging area to perform data validations. Any data validation error will be logged. At this point in the process, each individual invoice will be treated as a separate invoice. Successful invoices that passed all validations will continue in the processing.

## ACKNOWLEDGEMENTS

SFS will send an electronic acknowledgement (success/failures) in response to all 810 transactions received. It is important that the vendor reconcile acknowledgments to insure that SFS has received the invoice for processing.

If something is out of compliance within the 810 EDI transactions, we will communicate the issue within the acknowledgement, and instruct you to correct and resend.

## E-SETTLEMENTS TO AP VOUCHERS

SFS EDI process creates EDI invoice into the SFS e-Settlements module. Vendors can access e-Settlements to view and attach any additional documentation for their invoices. Invoices in e-Settlements will be reviewed and approved by State agency resources. Approved invoices will go through the AP process. If the invoice is denied, a notification will be sent to the vendor. If the invoice is related to a PO, it will be applicable to the AP matching process. If the invoice failed in the matching process because the goods or services have not yet been received, the invoice may be denied. Invoices denied will be communicated to the vendor with an explanation as to why.

## PAYMENT PROCESS

AP vouchers that are successfully matched, if applicable, and approved will be paid based upon the negotiated payment terms between the State and the Vendor. As mentioned previously, vendors can access the SFS Vendor Portal to see the status and payment information on their invoices.

## EDI INTEGRATION STEPS

The following steps outline the process to establish submitting EDI invoices to SFS. Please note that this “hand shake” process is considered to be conducted in a test environment to ensure minimal issues in the production environment for both SFS and our vendor partners.

### 1 – CONTACT

Vendors who are interested in enrolling in electronic invoicing using EDI can initiate the process by contacting the SFS Vendor Help Desk by:

Phone: (518) 457-7717  
or (855) 233-8363  
Email: [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)

Please supply a technical and business contact for your organization. SFS requests key contacts for Customer Service. Contacts should be the resource(s) involved with this data from your internal system.

An SFS resource will contact the vendor business contact either by email or phone to exchange the following information:

- Link to the NYS SFS EDI Invoice Standards document
- SFS EDI Technical Contacts
- Credentials and URL to access the SFS Network

### 2 – SETUP

The vendor will prepare their systems to begin the “Hand Shake” process by:

- Establishing the connection with SFS environments using the credentials and URL provided by SFS
- Creating EDI 810 formatted file following the [NYS EDI Invoice Standard](#). The EDI 810 files should be representative of the invoices that you normally send to NYS. Review the [NYS EDI Invoice Scenarios and Examples](#) section for the types of invoices processed by SFS.

Note: Please communicate in advance of sending test files to the SFS Help Desk so we can be ready to monitor your progress and be prepared to assist with questions.

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### 3 – “HAND SHAKE” TESTING AND PRODUCTION READINESS

The vendor or integration provider is now ready to send EDI 810 file(s) to SFS. After sending a round of test file(s) and receiving the acknowledgement file(s) successfully, we are ready to turn on processing in the production environment.

To mitigate risks, SFS support team recommends that vendors test each of the below listed invoice scenarios in the [EDI Invoice Scenarios and Examples](#) section to ensure all possibilities of invoice exchange have been tested prior to production utilization.

When your organization is ready to send EDI 810 file into production, you must contact the SFS Help Desk using the contact information provided above, to indicate EDI 810 Production Go-Live. SFS resource(s) will then enable your vendor to access and transmit EDI files into SFS production.

## NYS EDI INVOICE FORMAT STANDARD

### *Introduction:*

This section contains the format and established data contents of the [NYS SFS EDI Invoice Transaction Set \(810\)](#).

NYS has documented standards about the information that the State considers to be on a [Proper Invoice](#). In addition, the SFS EDI Invoice has some custom EDI data standards. The table below includes the data elements and the link to the EDI 810 segment where they are to be placed in the file.

Data Elements	Description	810 Segment
Purchase Order Business Unit Purchase Order Number	Required for orders for goods or services where a PO was issued.	<a href="#">IT110</a> & <a href="#">IT111</a> <a href="#">BIG04</a>
Contract Number	Required if the purchase is related to a Contract agreement.	<a href="#">IT112</a> & <a href="#">IT113</a>
Invoice Number Invoice Date	Invoice number is required. Invoice number and Invoice date must be a unique combination. These values will be compared against the Invoices that have already been processed for the specific vendor and will be flagged as duplicate if they have already been processed before.	<a href="#">BIG02</a> BIG01
NYS Vendor ID	Each vendor is assigned a unique vendor identifier in the SFS. The vendor ID I is required for processing.	<a href="#">GS02</a>
Account Payable Business Unit	The AP Business Units are validated against our PeopleSoft records and will be flagged as invalid if the validation fails.	<a href="#">GS03</a>



*SFS EDI INVOICE TRANSACTION SET (810)*

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
Must Use		<a href="#">ISA</a>	Interchange Control Header	M	1		
Must Use		<a href="#">GS</a>	Functional Group Header	M	1		
Must Use	10	<a href="#">ST</a>	Transaction Set Header	M	1		
Must Use	20	<a href="#">BIG</a>	Beginning Segment for Invoice	M	1		
Not Used	30	NTE	Note/Special Instruction	O	100		
	40	<a href="#">CUR</a>	Currency	O	1		
	50	<a href="#">REF</a>	Reference Identification	O	12		
Not Used	55	YNQ	Yes/No Question	O	10		
Must Use	60	<a href="#">PER</a>	Administrative Communications Contact	O	1		
			LOOP ID - N1			200	
	70	<a href="#">N1</a>	Name	O	1		Bill To Details
Not Used	80	N2	Additional Name Information	O	2		
	90	<a href="#">N3</a>	Address Information	O	2		
	100	<a href="#">N4</a>	Geographic Location	O	1		
Not Used	110	REF	Reference Identification	O	12		
Not Used	120	PER	Administrative Communications Contact	O	3		
Not Used	125	DMG	Demographic Information	O	1		
	130	<a href="#">ITD</a>	Terms of Sale/Deferred Terms of Sale	O	>1		
Not Used	140	DTM	Date/Time Reference	O	10		
Not Used	150	FOB	F.O.B. Related Instructions	O	1		

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
Not Used	160	PID	Product/Item Description	O	200		
Not Used	170	MEA	Measurements	O	40		
Not Used	180	PWK	Paperwork	O	25		
Not Used	190	PKG	Marking, Packaging, Loading	O	25		
Not Used	200	L7	Tariff Reference	O	1		
Not Used	212	BAL	Balance Detail	O	>1		
Not Used	213	INC	Installment Information	O	1		
Not Used	214	PAM	Period Amount	O	>1		
			LOOP ID - LM			10	
Not Used	220	LM	Code Source Information	O	1		
Not Used	230	LQ	Industry Code	M	100		
			LOOP ID - N9			1	
Not Used	240	N9	Reference Identification	O	1		
Not Used	250	MSG	Message Text	M	10		
			LOOP ID - V1			>1	
Not Used	260	V1	Vessel Identification	O	1		
Not Used	270	R4	Port or Terminal	O	>1		
Not Used	280	DTM	Date/Time Reference	O	>1		
			LOOP ID - FA1			>1	
Not Used	290	FA1	Type of Financial Accounting Data	O	1		
Not Used	300	FA2	Accounting Data	M	>1		

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
			LOOP ID - IT1			200000	
	10	<a href="#">IT1</a>	Baseline Item Data (Invoice)	O	1		
Not Used	12	CRC	Conditions Indicator	O	1		
Not Used	15	QTY	Quantity	O	5		n1
Not Used	20	CUR	Currency	O	1		
Not Used	30	IT3	Additional Item Data	O	5		
Not Used	40	TXI	Tax Information	O	10		
Not Used	50	CTP	Pricing Information	O	25		
Not Used	55	PAM	Period Amount	O	10		
Not Used	59	MEA	Measurements	O	40		
			LOOP ID - PID			1000	
	60	<a href="#">PID</a>	Product/Item Description	O	1		
Not Used	70	MEA	Measurements	O	10		
Not Used	80	PWK	Paperwork	O	25		
Not Used	90	PKG	Marking, Packaging, Loading	O	25		
Not Used	100	PO4	Item Physical Details	O	1		
Not Used	110	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	120	REF	Reference Identification	O	>1		
Not Used	125	YNQ	Yes/No Question	O	10		
Not Used	130	PER	Administrative Communications Contact	O	5		
Not Used	140	SDQ	Destination Quantity	O	500		

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
Not Used	150	DTM	Date/Time Reference	O	10		
Not Used	160	CAD	Carrier Detail	O	>1		
Not Used	170	L7	Tariff Reference	O	>1		
Not Used	175	SR	Requested Service Schedule	O	1		
			LOOP ID - SAC			25	
	180	<a href="#">SAC</a>	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	190	TXI	Tax Information	O	10		
			LOOP ID - SLN			1000	
Not Used	200	SLN	Subline Item Detail	O	1		
Not Used	205	DTM	Date/Time Reference	O	1		
Not Used	210	REF	Reference Identification	O	>1		
Not Used	220	PID	Product/Item Description	O	1000		
Not Used	230	SAC	Service, Promotion, Allowance, or Charge Information	O	25		
Not Used	235	TC2	Commodity	O	2		
Not Used	237	TXI	Tax Information	O	10		
Must Use	10	<a href="#">TDS</a>	Total Monetary Value Summary	M	1		
Not Used	20	TXI	Tax Information	O	10		
Not Used	30	CAD	Carrier Detail	O	1		
Not Used	35	AMT	Monetary Amount	O	>1		
			LOOP ID - ISS			>1	
Not Used	60	ISS	Invoice Shipment Summary	O	1		

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
Not Used	65	PID	Product/Item Description	O	1		
	70	<a href="#">CTI</a>	Transaction Totals	O	1		n2
Must Use	80	<a href="#">SE</a>	Transaction Set Trailer	M	1		
Must Use		<a href="#">GE</a>	Functional Group Trailer	M	1		
Must Use		<a href="#">IEA</a>	Interchange Control Trailer	M	1		

*ISA - INTERCHANGE CONTROL HEADER*

Segment:		ISA - Interchange Control Header				
Level:		Envelope				
Loop:		-----				
Usage:		Mandatory				
Max Use:		1				
Purpose:		To start and identify an interchange of zero or more functional groups and interchange-related control segments.				
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Elements</b>	<b>Name</b>		<b>Attributes</b>		
ISA01	101	Authorization Information Qualifier		M	ID	2/2
		00	<b>No Authorization Information Present</b>			
ISA02	102	Authorization Information		M	AN	10/10
		<b>This field will contain 10 spaces</b>				
ISA03	103	Security Information Qualifier		M	ID	2/2
		00	<b>No Security Information Present</b>			
ISA04	104	Security Information		M	AN	10/10
		<b>This field will contain 10 spaces</b>				
ISA05	105	Interchange ID Qualifier		M	ID	2/2
		ZZ	<b>Mutually Defined</b>			
ISA06	106	Interchange Sender ID		M	ID	15/15
		<b>This field will contain your Sender (Vendor) ID</b>				
ISA07	105	Interchange ID Qualifier		M	ID	2/2
		ZZ	<b>Mutually Defined</b>			
ISA08	107	Interchange Receiver ID		M	ID	15/15
		557460859	<b>This is the Duns Number for SFS</b>			
ISA09	108	Date		M	DT	6/6

		<b>Format is YYMMDD</b>				
ISA10	I09	Time		M	TM	4/4
		<b>Format is HHMM; 24 hour clock</b>				
ISA11	I10	Interchange Standards Identifier		M	ID	1/1
		<b>U</b>	<b>U.S. EDI Community of X12</b>			
ISA12	I11	Interchange Control Version Number		M	ID	5/5
		<b>00401</b>	<b>Version 4, Release 1</b>			
ISA13	I12	Interchange Control Number		M	NO	9/9
		<b>Unique Number</b>	<b>Assigned by the Supplier</b>			
ISA14	I13	Acknowledgement Requested		M	ID	1/1
		<b>0</b>	<b>No Acknowledgement Requested</b>			
		<b>1</b>	<b>Acknowledgement Requested</b>			
ISA15	I14	Test Indicator		M	ID	1/1
		<b>P</b>	<b>Production Data</b>			
		<b>T</b>	<b>Test Data</b>			
ISA16	I15	Sub element Separator		M	AN	1/1
		<b>&gt;</b>	<b>Not Used - We will ignore if User sends</b>			

**GS - FUNCTIONAL GROUP HEADER**

<b>Segment:</b>	<b>GS - Functional Group Header</b>					
<b>Level:</b>	<b>Envelope</b>					
<b>Loop:</b>	-----					
<b>Usage:</b>	<b>Mandatory</b>					
<b>Max Use:</b>	<b>1</b>					
<b>Purpose: To indicate the beginning of a functional group and to provide control information.</b>						
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
GS01	479	Functional Identifier Code		M	ID	2/2

		IN	Invoice			
GS02	142	Application Sender's Code		M	AN	2/15
		<b>This field will contain your Vendor ID</b>	<b>In case of Integrators, we can have multiple Vendor IDs for Each ISA</b>			
GS03	124	Application Receiver's Code		M	AN	2/15
		<b>Enter the NY Accounts Payable Bus Unit</b>				
GS04	373	Date		M	DT	8/8
		<b>Format is CCYYMMDD</b>				
GS05	337	Time		M	TM	4/8
		<b>Format is HHMM; 24 hour clock</b>				
GS06	28	Group Control Number		M	No	1/9
		<b>This number uniquely identifies the functional group</b>	<b>Provided by the Sender</b>			
GS07	455	Responsible Agency Code		M	ID	1/2
		X	<b>Accredited Standards Committee X12</b>			
GS08	480	Version / Release / Industry Identifier Code		M	AN	1/12
		<b>00401</b>				

*ST - Transaction Set Header*

<b>Segment:</b>	<b>ST - Transaction Set Header</b>					
<b>Level:</b>	<b>Header</b>					
<b>Loop:</b>	-----					
<b>Usage:</b>	<b>Mandatory</b>					
<b>Max Use:</b>	<b>1</b>					
<b>Purpose: To indicate the start of a transaction set and to assign a control number.</b>						
---- Data Element Summary ----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>	<b>Attributes</b>			
ST01	143	Transaction Set Identifier Code		M	ID	3/3
		<b>810</b>	<b>Invoice</b>			



ST02	329	Transaction Set Control Number		M	AN	4/9	
		<b>This number uniquely identifies the transaction set</b>					

**BIG - BEGINNING SEGMENT FOR INVOICE**

<b>Segment:</b>	<b>BIG - Beginning Segment for Invoice</b>						
<b>Level:</b>	Header						
<b>Loop:</b>	-----						
<b>Usage:</b>	Mandatory						
<b>Max Use:</b>	1						
<b>Purpose:</b>	To indicate the beginning of the invoice transaction set and to transmit identifying numbers and dates.						
----Data Element Summary----							
<b>Ref.</b>	<b>Data</b>						
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>			
BIG01	245	Invoice Date		M	DT	8/8	
		CCYMMDD	Invoice Issue Date				
BIG02	76	Invoice Number		M	AN	1/22	
		Identifying number assigned by issuer					
BIG03	323	Purchase Order Dt		O	DT	8/8	
		CCYMMDD	This is optional				
BIG04	324	Purchase Order No.		M	AN	1/22	
		Purchase Order number					
BIG07	640	Trans Type Code		M	ID	2/2	
		DR	Debit Memo				
		CR	Credit Memo				
		AD	Adjustment				

*CUR - CURRENCY*

<b>Segment:</b>	CUR - Currency					
<b>Level:</b>	Header					
<b>Loop:</b>	-----					
<b>Usage:</b>	Mandatory					
<b>Max Use:</b>	1					
<b>Purpose:</b>	To specify the currency (dollars, pounds, francs, etc.) used in a transaction					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
CUR01	98	Entity Identifier Code		M	ID	2/3
		<b>Code</b>	<b>Name</b>			
		<b>BY</b>	<b>Buying Party</b>			
CUR02	100	Currency Code		M	ID	3/3
	The currency code used is the three letter ISO 4217 international standard code (USD/CAD/MXN)					

*REF - REFERENCE IDENTIFICATION*

<b>Segment:</b>	REF - Reference Identification					
<b>Level:</b>	Header					
<b>Loop:</b>	-----					
<b>Usage:</b>	Mandatory					
<b>Max Use:</b>	1					
<b>Purpose:</b>	To specify identifying information					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
REF01	128	Reference Identification Qualifier		O	ID	2/3

		Code	Name			
		AC	Vendor NYS Customer Account Number			
REF02	127	Reference Identification		O	ID	1/10
		Enter the Customer Account Number				

*PER - ADMINISTRATIVE COMMUNICATIONS CONTACT*

<b>Segment:</b>	<b>PER - Administrative Communications Contact</b>					
<b>Level:</b>	Header					
<b>Loop:</b>	-----					
<b>Usage:</b>	Mandatory					
<b>Max Use:</b>	1					
<b>Purpose:</b>	To identify a person or office on the Vendor Side to whom EDI 810 file transmission administrative communications should be directed					
----Data Element Summary----						
Ref.	Data					
Des.	Element	Name		Attributes		
PER01	366	Contact Function Code		M	ID	2/2
		EC	Sender EDI Contact			
PER02	93	Name		M	AN	1/60
		Enter Contact Name				
PER03	365	Communication Number Qualifier		M	ID	2/2
		EM	Email			
PER04	364	Communication Number		M	AN	1/80
		Enter Sender Contact Email				

*N1 - NAME*

<b>Segment:</b>	<b>N1 - Name</b>					
<b>Level:</b>	Header					
<b>Loop:</b>	N1					
<b>Usage:</b>	Mandatory					
<b>Max Use:</b>	1					
<b>Purpose:</b>	To identify a party by type of organization, name and code					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
N101	98	Entity Identifier		M	ID	2/3
		<b>Code</b>	<b>Name</b>			
		<b>BY</b>	<b>Bill To</b>			
N102	93	Name		M	AN	1/60
		<b>Enter Vendor Name Here</b>				
N103	66	Identification Code Qualifier		M	ID	1/2
		<b>Code</b>	<b>Name</b>			
		<b>92 Assigned by Buyer or Buyer's Agent</b>				
N104	67	Identification Code		M	AN	2/80
		<b>Enter Vendor Location Code Here</b>				

*N3 - ADDRESS INFORMATION*

<b>Segment:</b>	<b>N3 - Address Information</b>					
<b>Level:</b>	Header					
<b>Loop:</b>	N1					
<b>Usage:</b>	Optional					
<b>Max Use:</b>	1					

<b>Purpose:</b>	To specify the location of the named party.					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
N301	166	Address Information		M	AN	1/55
		Enter Address - first 55 char				
N302	166	Address Information		O	AN	1/55
		Enter Address - next 55 char				

*N<sub>4</sub> - GEOGRAPHIC LOCATION*

<b>Segment:</b>	N <sub>4</sub> - Geographic Location					
<b>Level:</b>	Header					
<b>Loop:</b>	N <sub>1</sub>					
<b>Usage:</b>	Optional					
<b>Max Use:</b>	1					
<b>Purpose:</b>	To specify the geographic location for the named party.					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
N401	19	City Name		O	AN	2/1
		Free-form text for city name				
N402	156	State or Province Code		O	ID	2/2
		Required only if the city name is in the USA or Canada				
N403	116	Postal Code		O	ID	3/15
		Postal Code				
N404	26	Country Code		O	ID	2/3
		Identifying the country				

*ITD - TERMS OF SALE / DEFERRED TERMS OF SALE*

<b>Segment:</b>		ITD - Terms of Sale / Deferred Terms of Sale				
<b>Level:</b>		Header				
<b>Loop:</b>		-----				
<b>Usage: Optional</b>						
<b>Max Use: 1</b>						
<b>Purpose:</b>		To specify terms of sale. (enter the highlighted fields)				
----Data Element Summary----						
Ref.	Data					
Des.	Element	Name		Attributes		
ITD01	336	Terms Type Code		O	ID	2/2
			1 - Basic			
ITD02	333	Terms Basis Date Code		O	ID	1/2
ITD03	338	Terms Discount Percent		O	R	1/6
ITD04	370	Terms Discount Due Date		O	DT	8/8
ITD05	351	Terms Discount Days Due		O	No	1/3
ITD06	446	Terms Net Due Date		O	DT	8/8
ITD07	386	Terms Net Days		O	No	1/3
ITD08	362	Terms Discount Amount		O	N2	1/10
ITD09	388	Terms Deferred Due Date		O	DT	8/8
ITD10	389	Deferred Amount Due		O	N2	1/10
ITD11	342	Percent of Invoice Payable		O	R	1/5
ITD12	352	Description		O	AN	1/80
		<b>Enter Payment Terms Code here</b>				

*IT1- BASELINE ITEM DATA (INVOICE)*

<b>Segment: IT1- Baseline Item Data (Invoice)</b>					
<b>Level:</b>	<b>Detail</b>				

<b>Loop:</b>	IT1					
<b>Usage:</b>	Mandatory					
<b>Purpose:</b>	To specify frequently used line item data for the invoice and related transactions.					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
IT101	350	Assigned Identification		O	AN	1/20
		<b>Voucher Line Item Number</b>				
IT102	358	Quantity Invoiced		C	R	1/10
IT103	355	Unit of Measurement Code		C	ID	2/2
		<b>EA</b>	<b>Each</b>			
IT104	212	Unit Price (Cost)		C	R	1/17
		<b>Cost amount per unit specified</b>				
IT105	639	Basis of Unit Price Code		O	ID	2/2
IT106	235	Product/Service ID Qualifier		C	ID	2/2
		<b>BP</b>	<b>Buyer Item Number</b>			
		<b>SV</b>	<b>Service Rendered</b>			
IT107	234	Product/Service ID		C	AN	1/48
		<b>Enter Value if IT106=BP otherwise populate PID05</b>				
IT108	235	Product/Service ID Qualifier		C	ID	2/2
		<b>SC</b>	<b>PO Schedule</b>			
IT109	234	Product/Service ID		C	AN	1/48
		<b>Enter Value if IT108=SC</b>				
IT110	235	Product/Service ID Qualifier		C	ID	2/2
		<b>BU</b>	<b>PO Business Unit</b>			
IT111	234	Product/Service ID		C	AN	1/48
		<b>Enter Value if IT110=BU</b>				
IT112	235	Product/Service ID Qualifier		C	ID	2/2

		<b>CA</b>	<b>Contract</b>			
IT113	234	Product/Service ID		C	AN	1/48
		<b>Enter Value if IT112=CA</b>				
IT114	235	Product/Service ID Qualifier		C	ID	2/2
		<b>PL</b>	<b>PO Line</b>			
IT115	234	Product/Service ID		C	AN	1/48
		<b>Enter Value if IT114=PL</b>				

*PID - PRODUCT/ITEM DESCRIPTION*

<b>Segment:</b>		<b>PID - Product/Item Description</b>				
<b>Level:</b>		<b>Detail</b>				
<b>Loop:</b>		<b>IT1/PID</b>				
<b>Usage: Conditional</b>						
<b>Max Use:</b>		<b>1</b>				
<b>Purpose:</b>		<b>To describe a product or process in free-form format.</b>				
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
PID01	349	Item Description Type		M	ID	1/1
		<b>F</b>	<b>Free-Form Description</b>			
PID02	750	Product Characteristic Code		O	ID	2/3
PID03	352	Agency Qualifier Code		C	AN	2/2
		<b>VN</b>	<b>Vendor Item Code</b>			
PID04	352	Product Description Code		C	AN	1/12
		<b>Enter Vendor Item Number</b>				
PID05	352	Description		C	AN	1/80



		Enter Free Form Description				
--	--	-----------------------------	--	--	--	--

**SAC - SERVICE, PROMOTION, ALLOWANCE, OR CHARGE INFORMATION**

<b>Segment: SAC - Service, Promotion, Allowance, or Charge Information</b>						
<b>Level:</b>	<b>Summary</b>					
<b>Loop:</b>	SAC					
<b>Usage: Optional</b>						
<b>Max Use:</b>	1					
<b>Purpose:</b>	To specify Allowances, Charges, Services or other promotions.					
----Data Element Summary----						
<b>Ref.</b>	<b>Data</b>					
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>		
SAC01	248	Allowance Indicator		M	ID	1/1
		C	<b>Charge</b>			
SAC02	1300	Service, Promotion, Allowance or Charge Code		C	ID	4/4
		D240	<b>Freight</b>			
		G740	<b>Service Charge (Miscellaneous)</b>			
SAC03	559	Agency Qualifier Code		C	ID	2/2
SAC04	1301	Agency Service, Promotion, Allowance or Charge code		C	AN	1/10
SAC05	610	Total Amount		O	N2	1/15
		<b>Enter Amount of Charge here</b>				
SAC06	378	Allowance/Charge Percent Qualifier		C	ID	1/1
SAC07	332	Allowance /Charge Percent		C	R	1/6
SAC12	331	Allowance or Charge Method of Handling		O	ID	2/2

**TDS - TOTAL MONETARY VALUE SUMMARY**

<b>Segment:</b>	TDS - Total Monetary Value Summary				
<b>Level:</b>	<b>Summary</b>				

<b>Loop:</b>	-----				
<b>Usage:</b>	Mandatory				
<b>Max Use:</b>	1				
<b>Purpose:</b>	To specify the total invoice discounts and amounts.				
----Data Element Summary----					
<b>Ref.</b>	<b>Data</b>				
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>	
TDS01	610	Total Invoice Amount		M	N2 1/15
		<b>Amount of invoice (including charges, less allowances)</b>			
TDS02	610	Amount Subject to Terms Discount		O	N2 1/15
TDS03	610	Discounted Amount Due		O	N2 1/15
TDS04	610	Terms Discount Amount		O	N2 1/15

**CTT - TRANSACTION TOTALS**

<b>Segment: CTT - Transaction Totals</b>					
<b>Level:</b>	Summary				
<b>Loop:</b>	-----				
<b>Usage:</b>	Mandatory				
<b>Max Use:</b>	1				
<b>Purpose: To transmit a hash total for a specific element in the transaction set.</b>					
---- Data Element Summary ----					
<b>Ref.</b>	<b>Data</b>				
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>	
CTT01	354	Number of line items		M	No 1/6
<b>Total number of IT1 segments (line items) in the transaction set</b>					

**SE - TRANSACTION SET TRAILER**

<b>Segment: SE - Transaction Set Trailer</b>					
<b>Level:</b>	Summary				

Loop:	-----					
Usage:	Mandatory					
Max Use:	1					
<b>Purpose:</b> To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).						
---- Data Element Summary ----						
Ref.	Data					
Des.	Element	Name		Attributes		
SE01	96	Number of Included Segments		M	No	1/10
SE02	329	Transaction Set Control Number		M	AN	4/9
		<b>The SE02 field must be the same as the ST02</b>				

*GE – FUNCTIONAL GROUP TRAILER*

<b>Segment:</b> GE – Functional Group Trailer						
Level:	Summary					
Loop:	-----					
Usage:	Mandatory					
Max Use:	1					
<b>Purpose:</b> To indicate the end of a functional group and to provide control information						
---- Data Element Summary ----						
Ref.	Data					
Des.	Element	Name		Attributes		
SE01	96	Number of Included Transaction Sets		M	No	1/6
		<b>All ST count in the GS envelope</b>				
SE02	329	Transaction Set Control Number		M	AN	1/9
		<b>The GE02 field must be the same as the GS06</b>				

*IEA – INTERCHANGE CONTROL TRAILER*

<b>Segment: IEA – Interchange Control Trailer</b>					
<b>Level:</b>	<b>Summary</b>				
<b>Loop:</b>	-----				
<b>Usage:</b>	<b>Mandatory</b>				
<b>Max Use:</b>	<b>1</b>				
<b>Purpose: To define the end of an interchange of zero or more functional groups and interchange-related control segments</b>					
---- Data Element Summary ----					
<b>Ref.</b>	<b>Data</b>				
<b>Des.</b>	<b>Element</b>	<b>Name</b>		<b>Attributes</b>	
IEA01	116	Number of Included Segments		M	No 1/5
		<b>Number of Included Functional Groups (GS)</b>			
IEA02	112	Transaction Set Control Number		M	AN 9/9
		<b>Interchange Control Number</b>			

**NYS PROPER INVOICE**

**WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE**

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

- 1 **Vendor Identification** – your legal business name, remit-to address, NYS Vendor ID#, and contact information in case there are questions.
- 2 **Invoice Date** – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered or rendered.
- 3 **Unique Invoice Number** – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.
- 4 **Bill to** – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your agency's contact to help us if there are questions.
- 5 **Purchase Order (PO) Number** – if you received a PO, include the PO number.

**NYS Vendor**  
 Your Legal Address  
 State 206  
 Albany, NY 12205  
 Phone (518) 4xx-7xxx  
 NYVendor@vendor.com  
 Fed ID # 26-1234567  
 Vendor ID 010000000

**Invoice**  
 Date: 9/17/2018  
 Invoice #: 1718543

**Bill to**  
 Office of the State Comptroller  
 110 State Street  
 Albany, NY 12236  
 ATTN: Finance Office

Quantity	Description	U/M	Rate	Amount
50	A full description of what was provided. Including dates of service and PO line # if applicable.	Hours	30.00	1,500.00
<b>Total</b>				\$1,500.00

PO No. 18P9254  
 Terms 2/10, net 30

Received  
 Sept 19 2018  
 Finance Office



The invoice must be delivered to the designated payment office specified in your agreement or on the PO you received. NYS will not accept invoices for items or quantities not delivered.

- 6 **Payment Term** – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the PO or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as required by law.
- 7 **Quantity** – of goods, property, or services delivered for each invoice line item.
- 8 **Description** – of the item being billed including PO line #, item #, contract #, and/or dates of service if applicable and available.
- 9 **Unit of Measure** – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.
- 10 **Rate** – the unit price as authorized in the PO or agreement.
- 11 **Total** – the payment amount being requested for the invoice.

Thank you for your help. NYS is committed to paying your invoices timely upon receipt of an invoice containing the information above.

**NYS EDI INVOICE SCENARIOS AND EXAMPLES**

The following invoice scenarios are the types of invoices that the vendor’s may look to process in the NYS SFS EDI Invoice solution.

- PO Invoice for a Single item. [Example 1](#)
- PO Invoice for a Single item Miscellaneous charge (SAC). [Example 2](#)
- PO Invoice for Multi-item. [Example 3](#)
- Non-PO invoice. [Example 4](#)
- Credit memo. [Example 5](#)

Note: The invoice scenarios are just a sample of frequent scenarios experienced in SFS but are by no means the complete set of scenarios that SFS EDI Invoice solution can process.

*EXAMPLE 1: PO INVOICE FOR A SINGLE ITEM*

Business scenario: Agency business unit DHS01 issued a PO to ACME for item EVAS-AN1-XOP-2. After delivering the item ACME transmits the 810 transaction.

Key details include:

- The invoice date is **11/03/2018**, the invoice number is **1001** for purchase order **0000004623**
- The invoice has one invoice line – Vendor Product Number **EVAS-AN1-XOP-2**. The line item is for **10** EA of material at a cost of **10.00** each.
- The total TDS invoice calculation:  $10 \times 1 = 10.00$  Two implied decimal points

```

ISA*00*      *00*      *ZZ*1000053962  *ZZ*DHS01      *110318*1304*U*00401*00000001*o*T*>~
GS*IN*1000053962*DHS01*20181103*1304*1*X*004010~
ST*810*0001~
  BIG*20180918*1001*20181103*0000004623***DR~
  NTE*GEN*these are Comments~
  NTE*GEN*SFS will not process~
  CUR*BY*USD~
  PER*EC*Jon Doe*EM*jon.doe@sfs.ny.gov~
  N1*BY*ACME*92*MAINCHECK~
  N3*1 ACME WAY~
  N4*CHAMPLAIN*NY*12919*USA~
  ITD*1*****30~
    
```

IT1\*1\*EA\*10.00\*\*\*\*SC\*1\*BU\*DHS01\*\*\*PL\*1~  
 PID\*F\*1\*VN\*EVAS-AN1-XOP-2\*3-Yr Premium AT TF/RA Support, 7710~  
 SAC\*C\*D240\*\*\*0.00\*\*~  
 SAC\*C\*G740\*\*\*0.00\*\*~  
 TDS\*10\*\*\*~  
 CTT\*1~  
 SE\*1\*0001~  
 GE\*1\*1304~  
 IEA\*1\*000000001~ST\*810\*0001~

*EXAMPLE 2: PO INVOICE FOR A SINGLE ITEM SINGLE ITEM WITH MISCELLANEOUS CHARGE (SAC)*

Business scenario: Agency business unit DHS01 issued a PO to ACME for item **EVAS-AN1-XOP-2**. While delivering the item ACME was asked to install the part. After delivering and installing the item ACME transmits the 810 transaction and charging a miscellaneous fee of \$1.

Key details include:

- The invoice date is **11/03/2018**, the invoice number is **1001** for purchase order **0000004623**
- The invoice has one invoice line – Vendor Product Number **EVAS-AN1-XOP-2**. The line item is for **10 EA** of material at a cost of **10.00** each.
- Miscellaneous charge amount of \$1 is located at the SAC line
- The total TDS invoice calculation: **(10 x 1) +1= 11.00** Two implied decimal points

ISA\*00\* \*00\* \*ZZ\*1000053962 \*ZZ\*DHS01 \*110318\*1304\*U\*00401\*000000001\*o\*T\*>~  
 GS\*IN\*1000053962\*DHS01\*20181103\*1304\*1\*X\*004010~  
 ST\*810\*0001~  
 BIG\*20180918\*1001\*20181103\*0000004623\*\*\*DR~  
 NTE\*GEN\*these are Comments~  
 NTE\*GEN\*SFS will not process~  
 CUR\*BY\*USD~  
 PER\*EC\*Jon Doe\*EM\*jon.doe@sfs.ny.gov~  
 N1\*BY\*ACME\*92\*MAINCHECK~  
 N3\*34 ACME WAY~

N4\*CHAMPLAIN\*NY\*12919\*USA~  
 ITD\*1\*\*\*\*\*30~  
 IT1\*1\*1\*EA\*10.00\*\*\*\*\*BU\*DHS01\*\*\*\*~  
 PID\*F\*1\*VN\*EVAS-AN1-XOP-2\*3-Yr Premium AT TF/RA Support, 7710~  
 SAC\*C\*G740\*\*\*1.00\*\*~  
 TDS\*11\*\*\*~  
 CTT\*1~  
 SE\*1\*0001~  
 GE\*1\*1304~  
 IEA\*1\*000000001~ST\*810\*0001~

---

**EXAMPLE 3: PO INVOICE FOR MULTI ITEM**

Business scenario: Agency business unit DHS01 issued a PO to ACME for two item EVAS-AN1-XOP-2 and EVAS-AN1-XOP-5. After delivering the items ACME transmits the 810 transaction.

Key details include:

- The invoice date is **11/03/2018**, the invoice number is **1001** for purchase order **0000004623**
- The invoice has two invoice lines one for each item **EVAS-AN1-XOP-2** and **EVAS-AN1-XOP-5**.
- The total TDS invoice calculation:  $10 \times 1 + 20 \times 1 = 30.00$  Two implied decimal points

ISA\*00\* \*00\* \*ZZ\*1000053962 \*ZZ\*DHS01 \*110318\*1304\*U\*00401\*000000001\*0\*T\*>~  
 GS\*IN\*1000053962\*DHS01\*20181103\*1304\*1\*X\*004010~  
 ST\*810\*0001~  
 BIG\*20180918\*1001\*20181103\*0000004623\*\*\*DR~  
 NTE\*GEN\*these are Comments~  
 NTE\*GEN\*SFS will not process~  
 CUR\*BY\*USD~  
 PER\*EC\*Jon Doe\*EM\*jon.doe@sfs.ny.gov~  
 N1\*BY\*ACME\*92\*MAINCHECK~  
 N3\*34 ACME WAY~  
 N4\*CHAMPLAIN\*NY\*12919\*USA~



ITD\*1\*\*\*\*\*30~  
 IT1\*1\*EA\*10.00\*\*\*\*SC\*1\*BU\*DHS01\*\*\*PL\*1~  
 IT1\*1\*2\*EA\*20.00\*\*\*\*SC\*1\*BU\*DHS01\*\*\*PL\*2~  
 PID\*F\*1\*VN\*EVAS-AN1-XOP-2\*3-Yr Premium AT TF/RA Support, 7710~  
 PID\*F\*1\*VN\*EVAS-AN1-XOP-5\*5-Yr Premium AT TF/RA Support, 7710~  
 TDS\*30\*\*\*~  
 CTT\*1~  
 SE\*1\*0001~  
 GE\*1\*1304~  
 IEA\*1\*00000001~ST\*810\*0001~

---

*EXAMPLE 4: NON PO INVOICE*

Business scenario: Agency business unit DHS01 purchases electricity from ACME Power Inc. ACME Power Inc. transmits the 810 transaction billing DHS, customer account number 1002345, for their monthly bill.

Key details include:

- PID Product Free-Form Description (**Monthly Electric usage fee**) is required.
- REF\*AC\*1002345\* SFS will use the Customer Account number to derive the Voucher Template that will provided the Accounting Distribution(s) for the invoice.

ISA\*00\* \*00\* \*ZZ\*1000053962 \*ZZ\*DHS01 \*110318\*1304\*U\*00401\*00000001\*o\*T\*>~  
 GS\*IN\*1000053962\*DHS01\*20181103\*1304\*1\*X\*004010~  
 ST\*810\*0001~  
 BIG\*20180918\*1001\*20181103\*\*\*\*DR~  
 NTE\*GEN\*these are Comments~  
 NTE\*GEN\*SFS will not process~  
 CUR\*BY\*USD~  
 REF\*AC\*1002345\*  
 PER\*EC\*Jon Doe\*EM\*jon.doe@sfs.ny.gov~  
 N1\*BY\*ACME Power Inc\*92\*MAINCHECK~  
 N3\*34 Power WAY~

N4\*CHAMPLAIN\*NY\*12919\*USA~  
 ITD\*1\*\*\*\*\*90~  
 IT1\*1\*1\*EA\*10000.00\*\*\*\*\*~  
 PID\*F\*1\* \* **Monthly Electric usage fee** ~  
 SAC\*C\*D240\*\*\*0.00\*\*~  
 TDS\*11\*\*\*~  
 CTT\*1~  
 SE\*1\*0001~  
 GE\*1\*1304~  
 IEA\*1\*000000001~ST\*810\*0001~

---

**EXAMPLE 5: CREDIT MEMO INVOICE**

Business scenario: ACME Power Inc. determines an error in the monthly billing for DHS electricity bill and transmits the credit memo 810 transaction.

Key details include:

- Note BIG07 determines the 810 is a credit. No negative values should be sent.
- NTE segment should be used to give further free form details related to credit if it does not relate to a particular good or service.

ISA\*00\* \*00\* \*ZZ\*1000053962 \*ZZ\*DHS01 \*110318\*1304\*U\*00401\*000000001\*o\*T\*>~  
 GS\*IN\*1000053962\*DHS01\*20181103\*1304\*1\*X\*004010~  
 ST\*810\*0001~  
 BIG\*20180918\*1001\*20181103\*\*\*\*CR~  
 NTE\*GEN\*these are Comments~  
 NTE\*GEN\*SFS will not process~  
 CUR\*BY\*USD~  
 REF\*AC\*1002345\*  
 PER\*EC\*Jon Doe\*EM\*jon.doe@sfs.ny.gov~  
 N1\*BY\*ACME Power Inc\*92\*MAINCHECK~  
 N3\*34 Power WAY~  
 N4\*CHAMPLAIN\*NY\*12919\*USA~

ITD\*1\*\*\*\*\*90~  
IT1\*1\*1\*EA\*10.00\*\*\*\*\*~  
PID\*F\*1\* \* **Billing Adjustment**~  
TDS\*10\*\*\*~  
CTT\*1~  
SE\*1\*0001~  
GE\*1\*1304~  
IEA\*1\*000000001~ST\*810\*0001~