DLA

FedMall Quick Start Guide

Supplier Catalog Template

Version 1.1

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Document History

Revision History

Revision Number	Revision Date	Summary of Changes	Author
0.0.1	3/14/2016	Initial draft	Don Tennant
0.1.2	6/28/2016	Minor revision. Incremented the version number to remain in sync with referenced spreadsheet version. Described how to specify a contract ID for MarketPlace catalogs. Listed reference location for MRC code lookup (new section 2.4).	Don Tennant
0.1.3	1/24/2017	Minor revision. Provided additional clarification about how to manage the data formats when using Microsoft Excel to edit the template; added a new section 2.5 and updated the notes for the two date fields in section 3 “Field Descriptions.”	Don Tennant
0.1.4	2/2/2017	Inserted new section 2.7 to clarify the use of delimiters with optional fields. Expanded section 2.8 to include sample records. In section 3, clarified that the "Justifying Comment" fields are conditionally required. Updated URL in section 4.2, and clarified the origin of the note in section 4.3.	Don Tennant
0.1.5	2/14/2017	Marked Quantity Per Unit Pack and Days ARO as mandatory fields.	Don Tennant
0.1.6	5/02/2017	Added information about handling numeric content as text when viewing the catalog in Microsoft Excel to section 2.5.	Don Tennant
0.1.7	6/13/2017	Removed outdated URL from section 2.4.	Don Tennant
0.1.8	7/11/2017	Clarified allowable characters in Section 3	Don Tennant
0.2.0	2/05/2018	Added information related to additional supported file formats (Excel .xls and .xlsx files). Additional section to detail allowed values in the General Text field.	Eric Abe, Shanzeh Hammed
1.0	8/14/2018	Clarified the maximum file size for uploads (section 2.2).	Don Tennant
1.1	8/5/2019	X12 Unit of Materiel Measure Conversion Guide was missing updates that were part of ADC 1131 for GENCOM (Hazardous Material/Hazardous Waste Profile). Added the following: Parts Per Million (PPM), Parts Per Billion (PPB) and Cubic Yard.	Rebecca Wren USIT

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1. Introduction

1.1 Purpose

The purpose of this document is to assist suppliers with the generation of a valid Excel spreadsheet to create or maintain their catalog items in FedMall.

1.2 Audience

The intended audience of this planning document is:

- FedMall Suppliers
- FedMall Program Managers
- Communication Leads

1.3 Document References

This document is based on the following documents:

Document Name	Version	Owner
FedMall Supplier Catalog Template Spreadsheet	V0.1.8	IBM

2 Instructions

2.1 Summary of Procedure

- Complete the "Catalog Template" sheet with your catalog details. Do not modify the number or the order of the columns.
- Reference the "Field Descriptions" sheet and the "Additional Information" sheet for help on completing the data entry. You may leave optional fields blank.
- If the item already exists in FedMall, it will be overwritten. If it does not already exist in FedMall, it will be added. To delete an item, enter a "Y" in the first column (Archive); otherwise, leave the first column blank (or specify "N" in the first column).
- When complete, upload the file to FedMall via the Supplier Portal.

2.2 Catalog File Details

File Type	The file must be one of the following formats: (1) Plain text file with a .csv extension (2) Excel file (97-2003 format) with a .xls extension (3) Excel file with a .xlsx extension
Row Header	Use the headings on the "Catalog Template" sheet. The uploaded file must include the headings as its first row.
Field Delimiter	If creating a plain text .csv file, each field should be separated from adjacent fields with a delimiter, which is the caret (^) character. If you want to use Microsoft Excel to create your data file and then export it to delimited plain text file, instructions are provided below in section 2.5.
Rows	You may insert as many rows of data as will fit in the maximum file size (see below). This will typically be around 100,000 rows of data per uploaded file.
File Size	The size of the file will vary not only with the number of rows of data, but also with the content of each row. The file may not exceed a maximum size of 63 million bytes (about 60 Megabytes).
File Name	The file name must be less than 128 characters and cannot contain a caret (^) character.

2.3 Managing Images

All images are uploaded in an archive (.zip) file separate from the main catalog spreadsheet. Please see the "Image Upload Specification" document for complete details about how to structure that image file archive.

2.4 Using MRCs to Specify Additional Characteristics

The final field in the template, "Characteristic Information," represents a series of code-value pairs, where the code is a Master Requirements Code (MRC) as listed in the Master Requirements Directory (MRD), which in turn is managed by the Defense Logistics Agency (DLA) Logistics Information Services (DLIS).

If you don't already know a specific MRC code, you may search for individual codes in the Supplier Portal by accessing Product Information Management and adding/editing an item.

2.5 Formatting instructions for creating a .xls or .xlsx file

If you are creating a .xls or .xlsx file, the worksheet containing the catalog data must be the first sheet in the spreadsheet. When uploading .xls or .xlsx files, all worksheets within the file are ignored except for the first worksheet.

If necessary, you can move the catalog data worksheet by simply dragging the worksheet tab to the front of the other worksheet tabs contained within your spreadsheet.

2.6 Formatting instructions for creating a .csv file

If you are creating a .csv data file, special care needs to be taken to ensure that the proper formatting is used in the data file. Please see the following sections for details on this formatting.

2.6.1 Managing Number and Date Formats in Excel

If you are using Microsoft Excel to edit your data file (.csv), Excel may try to automatically convert the format of your numbers and dates from the required format. Examples include:

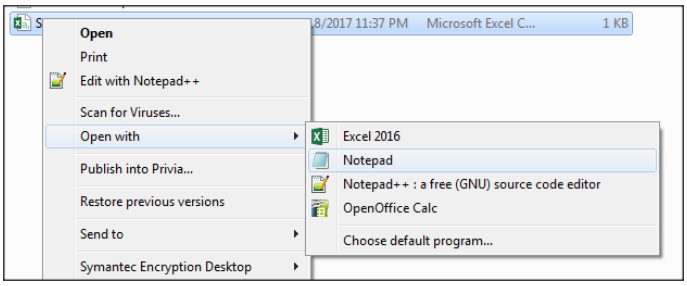
- Long numbers: If you enter a very long value, such as a part number, that only contains the digits 0-9, Excel may try to interpret this as a long number and display it in scientific notation (e.g. “1234567890123” would display as “1.23457E+12”).
- Dates: If you enter a value that Excel believes is a date, it will attempt to convert the value to its own format (e.g. “2017-01-24”, which is in the correct format, may be changed to “1/24/17” by Excel).
- Values with a leading zero: Excel will recognize that a CAGE code or part number with letters in it is text, e.g. “012AB”; however, if the value is all-numeric and starts with a zero, Excel will treat it as a number and trim the leading zero (e.g. “02468” is converted to “2468”).

Essentially, in all of these examples, Excel is attempting to format your data for you, when you want the data to be stored exactly as you enter it.

2.6.1.1 First step: Understand the format that is actually saved in your file

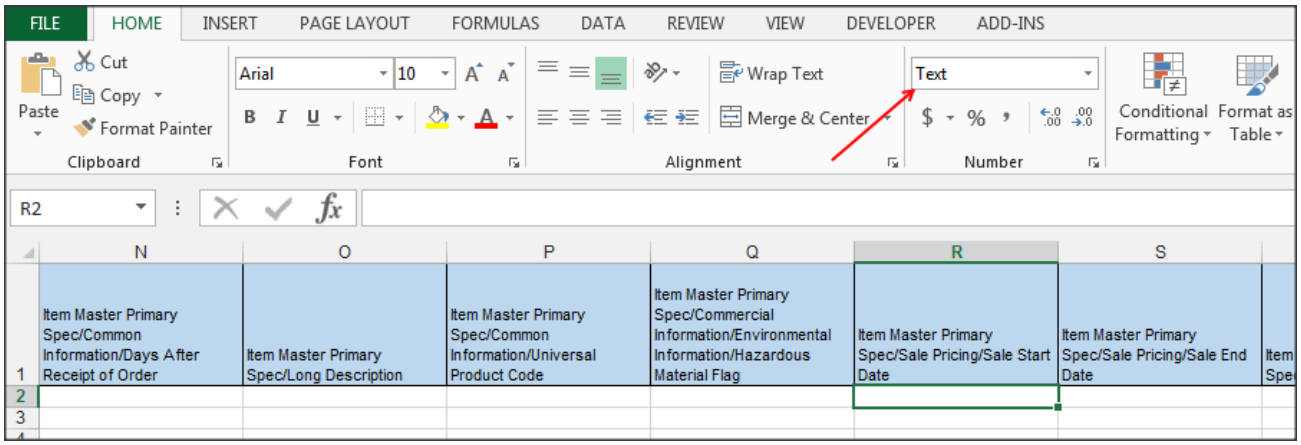
If you have an existing .csv file, the way to ensure that you understand what is actually in that file is to open it in a plain text editor, such as Notepad, rather than in Excel. To do this, you may choose one of these options:

- Open Notepad (from the Start menu), then select File -> Open, and open the .csv file.
- From Windows Explorer, right-click the file, select “Open With…” and then choose Notepad (or another text editor, such as Notepad++).



2.6.1.2 Entering new data into a template

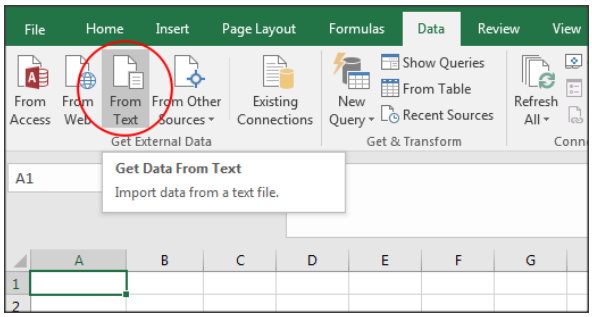
If you are creating a new catalog from scratch, you will want to start with a template. FedMall provides a sample template in addition to this Quick Start Guide. Before entering data into a blank cell, ensure that the format is correctly set to “Text.” Change the format of the cell(s) in question to “Text” instead of “General” or “Date.” You may do this globally for all cells in the template you are working with. (Hint: to select all cells at once, click any cell, and then tap Ctrl-A on your keyboard.)



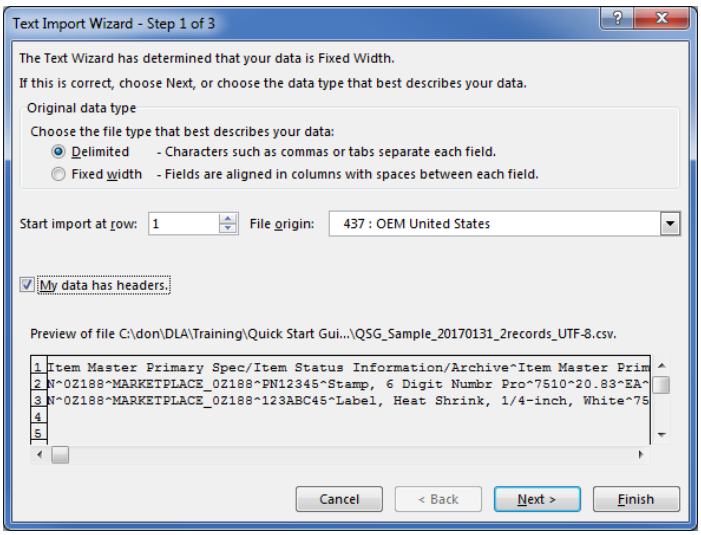
2.6.1.3 Working with an existing file

If you already have a .csv file and you open it in Excel, you may notice that Excel converts the values to their numeric and date formats automatically. This may happen when you open the .csv file: (1) from Excel's File -> Open menu, or (2) by double-clicking on the .csv file in Windows Explorer to open it in Excel.

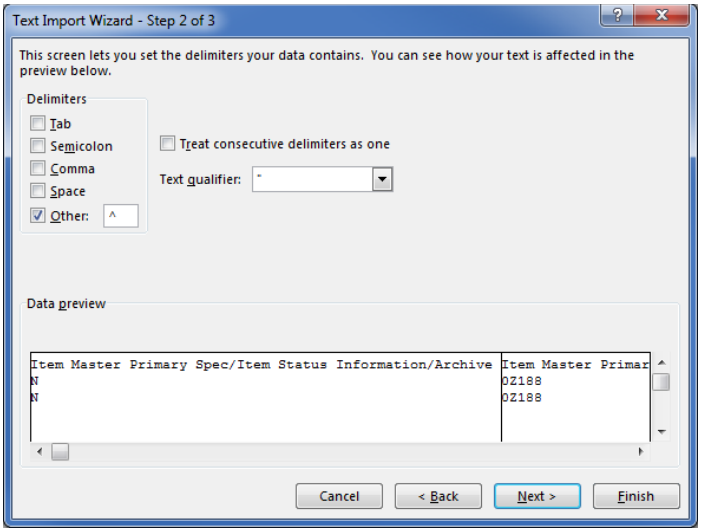
To avoid this issue, you may want to *import* the data when you open the file, rather than opening it directly. To do this, open Excel to a blank workbook. Before you import your data, set all fields in the worksheet to Text (as described in section 2.6.1.2), and select the "Get Data from Text" option from the Data tab.



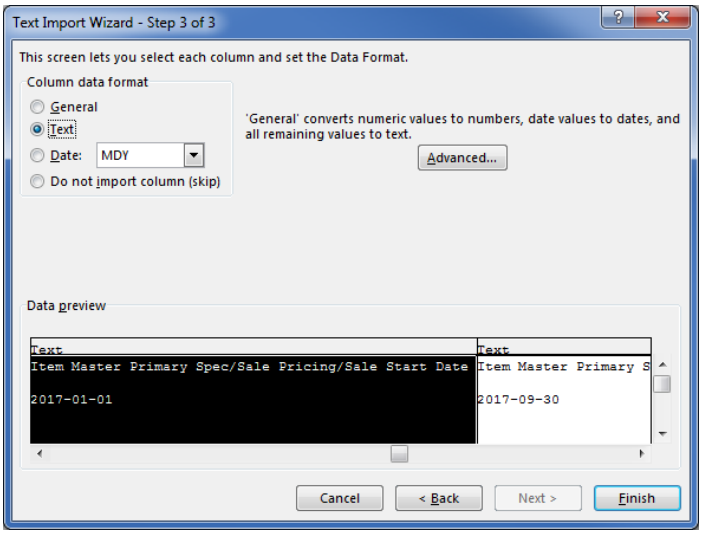
Select your .csv file in the Open dialog box, and then proceed through the steps of the Text Import Wizard. In Step 1, choose "Delimited" and select the check box next to "My data has headers."



In Step 2, specify that the delimiter is a caret (^) by checking the “Other” box and typing a caret in the blank field.



In Step 3, you may leave the default settings (“General”) for most fields, because you already set all fields to “Text” before you started the import wizard. However, Excel will still try to convert the date formats, so be explicit for the Sale Start Date and Sale End Date by selecting each of those columns in turn and choosing “Text” from the list of column data formats.



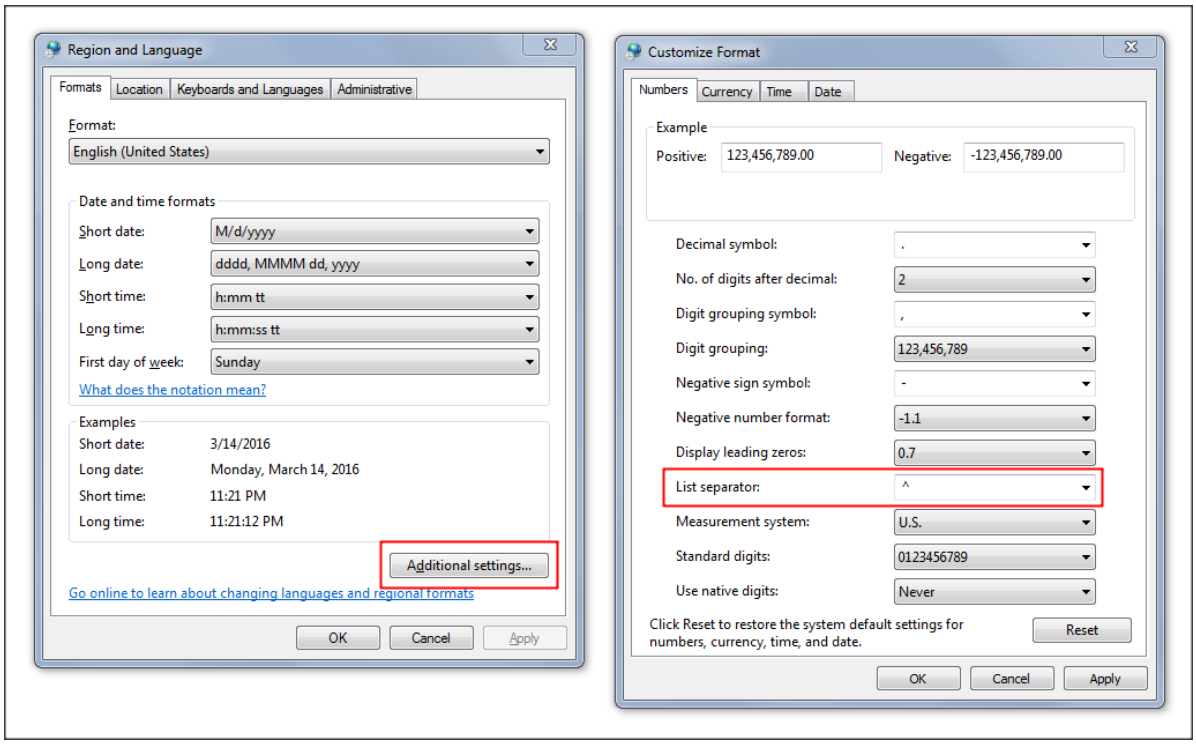
In the final step, you will be able to select where the imported data should go (e.g. cell A1 of your current, blank spreadsheet).

Your imported data will now be presented as all text values.

2.6.2 Exporting a Text File from Excel

You may create your catalog file in any text editor. You may also find it convenient to use Excel to maintain your data and then export the data from Excel to the delimited text file for import into FedMall.

- First, change your delimiter (“list separator”). Open Control Panel and then the “Region and Language” applet (or, click Start -> Run and type “intl.cpl”). On the Formats tab, click “Additional settings…”. Change the “List separator” value from its default (usually a comma) to the caret (Shift + 6 on most US keyboards). Click OK to save the change.



- In Excel, create your catalog. Ensure that the first row contains the column headers as listed in the "Catalog Template" sheet. Click File -> Save As. In Save As Type, select "CSV (Comma delimited) (*.csv)". Provide a file name and click Save. Excel will warn you that "some features in your workbook might be lost"; click Yes to keep using this format (Excel is warning you that some features, like formatting, won't be saved in a text file; this is to be expected).
- Confirm a successful export by opening the file in a plain text editor (such as Notepad). You should see the header row on the first line followed by your data, with a caret (^) character separating each data field ("column").

2.6.3 Maintaining Delimiters with Optional Fields

There must be a caret separating each field, even if an optional field is left blank. For example, if leaving OEM CAGE Code blank (between OEM Part Number and OEM Name), the fields might look like this:

```
…^PN12345^^Company Name^…
```

This same principle holds true at the end of the row. For example, if you leave the last five fields blank in a given row, that row would end with five carets (^^^^^), like this:

```
…^This item meets environmental regulations^^^^^
```

2.6.4 Example

The first row of your .csv text file is a header row, and it should look like this:

```
Item Master Primary Spec/Item Status Information/Archive^Item Master Primary Spec/Common Information/Commercial and Government Entity Code^Item Master Primary Spec/Common Information/Contract Number^Item Master Primary Spec/Common Information/Part Number^Item Master Primary Spec/Common Information/Part Name^Item Master Primary Spec/Common Information/Federal Supply Class^Item Master Primary Spec/Pricing/Original Unit Price^Item Master Primary Spec/Pricing/Original Unit of Issue^Item Master Primary Spec/Pricing/Quantity Per Unit Pack^Item Master Primary Spec/Common Information/Original Equipment Manufacturer Part Number^Item Master Primary Spec/Common Information/Original Equipment Manufacturer CAGE Code^Item Master Primary Spec/Common Information/Original Equipment Manufacturer Name^Item Master Primary Spec/Short Description^Item Master Primary Spec/Common Information/Days After Receipt of Order^Item Master Primary Spec/Long Description^Item Master Primary Spec/Common Information/Universal Product Code^Item Master Primary Spec/Commercial Information/Environmental Information/Hazardous Material Flag^Item Master Primary Spec/Sale Pricing/Sale Start Date^Item Master Primary Spec/Sale Pricing/Sale End Date^Item Master Primary Spec/Sale Pricing/Sale Price^Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Standard Shipment Price^Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Expedited Shipment Price^Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Next Day Shipment Price^Item Master Primary Spec/Special Properties/Environmentally Preferred/Environmentally Preferred Indicator^Item Master Primary Spec/Special Properties/Environmentally Preferred/Justifying Comment^Item Master Primary Spec/Special Properties/Energy Star/Energy Star Indicator^Item Master Primary Spec/Special Properties/Energy Star/Justifying Comment^Item Master Primary Spec/Special Properties/Made in the USA/Made in the USA Indicator^Item Master Primary Spec/Special Properties/Made in the USA/Justifying Comment^Item Master Primary Spec/Characteristic Information
```

After including the header row on line 1 of your file, include one item record on each subsequent line (beginning with line 2) of the file. The following text represents two well-formed records that will pass file upload validations (although of course the CAGE code and contract number are fictitious). The first sample record only includes the mandatory fields; the second record has all fields completed.

```
N^AB123^MARKETPLACE_AB123^PN12345^Stamp, 6 Digit Numbr Pro^7510^20.83^EA^1^USST5546^^U. S. STAMP & SIGN^Professional Numberer, Self-Inking, Type Size 1 1/2, Six Digits, Black^2^Strong and fast to tackle even the biggest numbering jobs. Steel frame construction stands up to heavy-duty use. A self-inking pad saves time; there's no need to stop and re-ink. Includes replaceable stamp pad that delivers up to 10,000 impressions. Stamp Type: Numberer; Ink Types: Self-Inking; Impression Width: 1 5/8 inch; Impression Height: 3/8 inch.^^^^^^^^^^^^^^^

N^AB123^MARKETPLACE_AB123^123ABC45^Label, Heat Shrink, 1/4-inch, White^7510^35.57^RO^1^DYM18051^A1B2C^SANFORD LP^Rhino Heat Shrink Tubes Industrial Label Tape Cassette, 1/4 IN X 5 FT, White^1^Durable and smear-proof. Resistant to chemicals, solvents, grease, heat, moisture and other harsh elements. Industrial-strength adhesive for labels that stick and stay stuck. Easy-to-peel split backing for simple application. Label Size - text: 1/4 in x 5 ft.; Label Color(s): White; Machine Compatibility: Label Makers; Printed Text Color(s): Black.^71701180513^N^2017-01-01^2017-09-30^29.82^4.99^9.99^14.99^Y^This item is Green Certified^Y^This item received Energy Star Certification in 2017^Y^Manufactured in California with materials sourced from Maryland^AAAB|white~~~~~CGCY|Office supplies~~~~~ABGL|0.25 inches~~~~~ASHR|Varies
```

3 Field Descriptions

The following table provides descriptions of columns in the Supplier Catalog Template.

3.1 Notes

- Under ***Req?*** (i.e. Required?), options are:
  - **N:** No, not required. If this optional field isn't included, you will still need to include the delimiter (^) between fields.
  - **Y:** Yes, required field. Must be included for each row.
  - **C:** Conditionally required field. Must be included if another field is provided; see the field description for more information.
- Do not include a carat (^) or a pipe (|) within any field (e.g. within a description) in the file, except as a delimiter as specified in this document.
- Note that the ***Characteristic Information*** field (the very last field) may include more than one characteristics within the single field. See the field description for details about how to separate the characteristic (MRC Code) from its value for each characteristic.
- Because this is a text file, all values (including numbers) are stored as text. If using a spreadsheet to capture this data, ensure that you are setting the format of all fields as "text."
- Ensure that no fields include non-printable characters or any white space other than a standard space. In particular, do not include carriage returns or line feeds within the description fields.

3.2 Fields

Field Name	Position	Field Description	Format	Length	Req ?	Attribute Header (matches the column headers in the "Catalog Template" sheet)
Archive	1	This field indicates whether the item should be marked for deletion (archive). Valid values are "Y" (yes, archive; mark as deleted in the database) or "N" (no, default).	1 letter {Y, N}	1	N	Item Master Primary Spec/Item Status Information/Archive
Commercial and Government Entity Code	2	The CAGE code of the supplier; a 5-character alphanumeric code issued by the US Government	Exactly 5 uppercase letters and/or numbers {A-Z, 0-9}	5	Y	Item Master Primary Spec/Common Information/Commercial and Government Entity Code
Contract Number	3	The full contract number associated with this item's catalog. For MarketPlace catalogs without a contract, use the identifier MARKETPLACE_<CAGE>. That is, a single underscore character (_) separates the all-capital word "MARKETPLACE" from the supplier's CAGE code (5 alphanumeric characters). Example: MARKETPLACE_012AB.	Uppercase letters and/or numbers; underscore is allowed for MarketPlace. No hyphens. {A-Z, 0-9, _}	20	Y	Item Master Primary Spec/Common Information/Contract Number
Part Number	4	Your part number; the part number as captured by the vendor/supplier. Note: Part Numbers must be unique throughout the file and should not be duplicated within the same file.	Letters and/or numbers and/or hyphen. {A-Z, a-z, 0-9, -}	80	Y	Item Master Primary Spec/Common Information/Part Number
Part Name	5	Product name; the name of the item	General text; do *not* use caret (^) or pipe (|)	80	Y	Item Master Primary Spec/Common Information/Part Name

Field Name	Position	Field Description	Format	Length	Req ?	Attribute Header (matches the column headers in the "Catalog Template" sheet)
Product Service Code	6	The PSC (product service code) includes all of the Federal Service Code (FSC) numbers and includes additional codes; PSCs are 4 alphanumeric characters long.	Exactly 4 uppercase letters and/or numbers {A-Z, 0-9}	4	Y	Item Master Primary Spec/Common Information/Federal Supply Class
Price	7	This is the customer cost; note: for FOB Destination, this price must include the shipment costs. Enter the price as a number with up to two decimal digits; do not include the dollar sign.	Numbers and decimal point (no commas or dollar sign). {0-9, .}	20	Y	Item Master Primary Spec/Pricing/Original Unit Price
Unit of Issue	8	This is a word such as "each," "box," or "carton," to describe the unit associated with the quantity. Use a valid code from the list provided in the next sheet.	Uppercase letters and/or numbers {A-Z, 0-9}	2	Y	Item Master Primary Spec/Pricing/Original Unit of Issue
Quantity per Unit Pack	9	Also known as the quantity per unit of issue; this is the number of items in each box, carton, etc.	Whole number {0-9}	20	Y	Item Master Primary Spec/Pricing/Quantity Per Unit Pack
OEM Part Number	10	The original equipment manufacturer (OEM) part number; do not modify with a prefix or suffix	General text; do *not* use caret (^) or pipe (|)	80	Y	Item Master Primary Spec/Common Information/Original Equipment Manufacturer Part Number
OEM CAGE Code	11	The original equipment manufacturer (OEM)'s 5-character Commercial and Government Entity (CAGE) code	Exactly 5 uppercase letters and/or numbers {A-Z, 0-9}	5	N	Item Master Primary Spec/Common Information/Original Equipment Manufacturer CAGE Code
OEM Name	12	The original equipment manufacturer (OEM) name; the name of the company that manufactured the item	General text; do *not* use caret (^) or pipe (|)	80	Y	Item Master Primary Spec/Common Information/Original Equipment Manufacturer Name
Description	13	Detailed description of the item (spell out key words)	General text; do *not* use caret (^) or pipe (|)	254	Y	Item Master Primary Spec/Short Description
Days ARO	14	Time frame from receipt of order (ARO = After Receipt of Order) to shipping; this is not the same as the time frame for the delivery of an order.	Whole number {0-9}	20	Y	Item Master Primary Spec/Common Information/Days After Receipt of Order
Expanded Description	15	Long description of the item.	General text; do *not* use caret (^) or pipe (|)	3000	Y	Item Master Primary Spec/Long Description
UPC	16	The universal product code ("bar code") number. Use only digits 0 through 9; do not include the hyphen (-) character.	Numerals only (do not use hyphens). {0-9}	12	N	Item Master Primary Spec/Common Information/Universal Product Code
Hazardous Material Flag	17	Indicates hazardous material (HAZMAT) classification. Valid values are "Y" (yes, HAZMAT) or "N" (no).	1 letter {Y, N}	1	N	Item Master Primary Spec/Commercial Information/Environmental Information/Hazardous Material Flag
Sale Start Date	18	The date (date only, no time) at which point the sale price will be effective. Use format YYYY-MM-DD, e.g. 2015-12-17. Note: If using Microsoft Excel to create a .csv file , change the format to "Text" (instead of "Date" or "General") to prevent Excel from converting the numbers into its own data format.	Numerals and hyphens only. {0-9, -}	10	N	Item Master Primary Spec/Sale Pricing/Sale Start Date

Field Name	Position	Field Description	Format	Length	Req ?	Attribute Header (matches the column headers in the "Catalog Template" sheet)
Sale End Date	19	The date (date only, no time) at which point the sale price will no longer be effective. Use format YYYY-MM-DD, e.g. 2015-12-17. Note: If using Microsoft Excel to create a .csv file, change the format to "Text" (instead of "Date" or "General") to prevent Excel from converting the numbers into its own data format.	Numerals and hyphens only. {0-9, -}	10	N	Item Master Primary Spec/Sale Pricing/Sale End Date
Sale Price	20	Enter the price as a number with up to two decimal digits; do not include the dollar sign.	Numbers and decimal point (no commas or dollar sign). {0-9, .}	20	N	Item Master Primary Spec/Sale Pricing/Sale Price
Standard Shipment Price	21	Enter the price as a number with up to two digits after the decimal; do not include the dollar sign.	Numbers and decimal point (no commas or dollar sign). {0-9, .}	10	N	Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Standard Shipment Price
Expedited Shipment Price	22	Enter the price as a number with up to two digits after the decimal; do not include the dollar sign.	Numbers and decimal point (no commas or dollar sign). {0-9, .}	10	N	Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Expedited Shipment Price
Next Day Shipment Price	23	Enter the price as a number with up to two digits after the decimal; do not include the dollar sign.	Numbers and decimal point (no commas or dollar sign). {0-9, .}	10	N	Item Master Primary Spec/Commercial Information/Shipping Information/Shipment Level of Service/Next Day Shipment Price
Environmentally Preferred Indicator	24	Indicates whether this item is environmentally preferred. Valid values are "Y" (yes) or "N" (no).	1 letter {Y, N}	1	N	Item Master Primary Spec/Special Properties/Environmentally Preferred/Environmentally Preferred Indicator
Environmentally Preferred Justifying Comment	25	Free text comments to justify the indicator. Required only if the associated indicator is "Y"; otherwise, leave blank.	General text; do *not* use caret (^) or pipe (|)	3000	C	Item Master Primary Spec/Special Properties/Environmentally Preferred/Justifying Comment
Energy Star Indicator	26	Indicates whether this item is Energy Star certified. Valid values are "Y" (yes) or "N" (no).	1 letter {Y, N}	1	N	Item Master Primary Spec/Special Properties/Energy Star/Energy Star Indicator
Energy Star Justifying Comment	27	Free text comments to justify the indicator. Required only if the associated indicator is "Y"; otherwise, leave blank.	General text; do *not* use caret (^) or pipe (|)	3000	C	Item Master Primary Spec/Special Properties/Energy Star/Justifying Comment
Made in the USA Indicator	28	Indicates whether this item is made in the USA. Valid values are "Y" (yes) or "N" (no).	1 letter {Y, N}	1	N	Item Master Primary Spec/Special Properties/Made in the USA/Made in the USA Indicator
Made in the USA Justifying Comment	29	Free text comments to justify the indicator. Required only if the associated indicator is "Y"; otherwise, leave blank.	General text; do *not* use caret (^) or pipe (|)	3000	C	Item Master Primary Spec/Special Properties/Made in the USA/Justifying Comment

Field Name	Position	Field Description	Format	Length	Req ?	Attribute Header (matches the column headers in the "Catalog Template" sheet)
Characteristic Information	30	List of Master Requirement Codes (MRC). Format string as one or more code-value pairs. Separate the code from its value with the pipe (|) character. Separate each code-value pair with five (5) tilde characters (~~~~~). Format is: code1|value1~~~~~code2|value2~~~~~code3|value3~~~~~code4|value4. Do not use the delimiters (i.e. the pipe character or five consecutive tildes) in either the codes or the values provided. A maximum of 100 code-value pairs may be included per item.	Code: 4 uppercase letters. {A-Z} Value: General text; do *not* use caret (^) or pipe (|).	13595	N	Item Master Primary Spec/Characteristic Information

4 Additional Information: X12 Codes

4.1 Overview

FedMall uses X12 codes on all outbound requisitions and purchase orders. For those vendors who are using the DoD codes, please use the conversions available in the table below. All codes in vendor catalog uploads should be X12 codes as listed below.

4.2 Notes

Number of codes: 485

Reference URL: http://www.dlmso.dla.mil/eApplications/LogDataAdmin/dlmsansiconverguides.asp

4.3 Codes

Notes: The following note is provided verbatim from the source document on the DLA.mil site:
ALL X12 CODE VALUES WITHOUT TRAILING ASTERISKS (*) HAVE BEEN APPROVED BY THE ASC X12 COMMITTEE FOR USE IN ALL VERSION RELEASES OF ANSI X12. A SINGLE ASTERISK (*) INDICATES THAT X12 CODE VALUES ARE AUTHORIZED FOR USE IN VERSION RELEASES 005020 AND AN ALL SUBSEQUENT VERSIONS. THE X12 CODE VALUES FOLLOWED BY A DOUBLE ASTERISK (**) HAVE BEEN APPROVED FOR VERSION RELEASE 005030 AND ALL SUBSEQUENT VERSIONS.

DOD CODE *(for reference only)*	NAME/DEFINITION	X12 CODE (to be used in FedMall)
SC	SECOND	3
5	LIFT	5
7	STRAND	7
9	TIRE	9
GP	GROUP	10
OT	OUTFIT	11
PZ	PACKET	12
RA	RATION	13
SO	SHOT	14
SX	STICK	15
17	100 POUND DRUM	17
18	55 GALLON DRUM	18
19	TANK TRUCK	19
1N	COUNT	1N
1O	SEASON	1O
1P	TANK CAR	1P
FR	FRAME	1Q
1R	TRANSACTION	1R
1X	QUARTER MILE	1X
20	20 FOOT CONTAINER	20
21	40 FOOT CONTAINER	21
2D	SHIP SET	2D
MB	BRITISH THERMAL UNITS/HOUR	2I

DB	DECIBEL	2N
KC	KILOCURIE	2R
2U	MEGAGRAM	2U
2W	BIN	2W
43	SUPER BULK BAG (SAME SIZE AS PALLET)	43
44	500 KILOGRAM BULK BAG	44
45	300 KILOGRAM BULK BAG	45
46	25 KILOGRAM BULK BAG	46
47	50 POUND BAG	47
48	BULK CAR LOAD	48
4A	BOBBIN	4A
4B	CAP	4B
4E	20-PACK	4E
4F	100-PACK	4F
4G	MICROLITER	4G
51	ACTUAL TONNES	51
57	MESH	57
58	NET KILOGRAMS	58
59	PARTS PER MILLION (PPM)	59 (GenComm EQUALIVANT IS PPM)
5B	BATCH	5B
5D	PROOF GALLONS	5D
5G	PUMP	5G
5H	STAGE	5H
5I	STANDARD CUBE FOOT	5I
61	PARTS PER BILLION (PPB)	61 (GenComm EQUALIVANT IS PPM)
VT	VOLT	70
7A	LANDINGS	7A
7C	FLIGHT HOURS	7C
8C	CORD	8C
8D	DUTY	8D
8P	PROJECT	8P
8R	PROGRAM	8R
8S	SESSION	8S
K2	SQUARE KILOMETER	8U
91	STOKE	91
94	CURL UNIT	94
95	20,000 GALLON TANKCAR	95
96	10,000 GALLON TANKCAR	96
97	10 KILOGRAM DRUM	97
98	15 KILOGRAM DRUM	98
WT	WATT	99
AP	APOTHECARY POUND	9A (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
BQ	BRIQUET	9B (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)

FD	FOLD	9F (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
AO	APOTHECARY OUNCE	9O (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
PI	PILLOW	9P (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
ST	SEAT	9S (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
9Y	FAMILY UNIT	9Y
US	USP UNIT	9Z (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
BA	BALL	AA
AB	BULK PACK	AB
AC	ACRE	AC
YT	BYTE	AD
CG	CENTIGRAM	AF
AJ	COP (CYLINDRICAL OR CONICAL MASS)	AJ
FA	FATHOM	AK
AL	ACCESS LINES	AL
AM	AMPOULE	AM
AR	SUPPOSITORY	AR
AT	ASSORTMENT	AS
AV	CAPSULE	AV
AW	POWDER-FILLED VIAL	AW
AX	TWENTY	AX
AY	ASSEMBLY	AY
B0	BRITISH THERMAL UNITS PER CUBIC FOOT	B0
BY	BUNK	B2
B3	BATTING POUND	B3
B4	BARREL IMPERIAL	B4
B5	BILLET	B5
B6	BUN	B6
B7	CYCLE	B7
B8	BOARD	B8
B9	BATT	B9
BE	BALE	BA
BB	BASS BOX	BB
BC	BUCKET	BC
BD	BUNDLE	BD
BM	BEAM	BE
BF	BOARD FOOT	BF
BG	BAG	BG
BH	BRUSH	BH
BR	BAR	BI
BJ	BAND	BJ
BK	BOOK	BK

BZ	BLOCK	BL
BO	BOLT	BM
BN	BULK	BN
BT	BOTTLE	BO
BP	100 BOARD FEET	BP
BL	BARREL	BR
BS	BASKET	BS
BI	BELT	BT
BU	BUSHEL (32 DRY QUARTS)	BU
BV	BUSHEL DRY IMPERIAL	BV
BW	BASE WEIGHT	BW
BX	BOX	BX
ZF	MILLION BTUS/DEKATHERM	BZ
C0	CALLS	C0
C1	COMPOSITE PRODUCT POUNDS (TOTAL WEIGHT)	C1
C7	CARSET	C2
C4	CARLOAD	C4
C5	COST	C5
C6	CELL	C6
C8	CUBIC DECIMETER	C8
C9	COIL GROUP	C9
CS	CASE	CA
CB	CARBOY	CB
CC	CUBIC CENTIMETER	CC
CD	CUBIC YARD	CY (FLIS UNIT OF ISSUE AND UNIT OF MEASURE. GenComm EQUALIVANT IS Y)
KR	KARAT (CARAT)	CD
CF	CUBIC FOOT	CF
CQ	CARD	CG
CO	CONTAINER	CH
CI	CUBIC INCH	CI
CE	CONE	CJ
CR	CONNECTOR	CK
CY	CYLINDER	CL
CM	CENTIMETER	CM
CN	CAN	CN
CP	CRATE	CP
CA	CARTRIDGE	CQ
CZ	CUBIC METER	CR
CX	CASSETTE	CS
CT	CARTON	CT
CU	CUP	CU
CV	COVER	CV
HP	HUNDRED POUNDS	CW
CL	COIL	CX

CD	CUBIC YARD	CY
C3	COMBO	CZ
DA	DAY	DA
DM	DRAM	DF
DG	DECIGRAM	DG
MI	MILE	DH
DI	DISPENSER	DI
DC	DECAGRAM	DJ
KM	KILOMETER	DK
DL	DECILITER	DL
DE	DECIMETER	DM
DO	DOLLARS U.S.	DO
DP	DOZEN PAIR	DP
DQ	DATA RECORD	DQ
DR	DRUM	DR
DS	DISPLAY	DS
DT	DRY TON	DT
DU	DYNE	DU
DK	DEGREES, KELVIN	DV
DX	CALENDAR DAYS (NUMBER OF)	DW
DY	DIRECTORY BOOKS	DY
DZ	DOZEN	DZ
E1	HECTOMETER	E1
EA	EACH	EA
EB	ELECTRONIC MAIL BOXES	EB
EE	EMPLOYEES	EE
EH	KNOTS	EH
EJ	LOCATIONS	EJ
EP	ELEVEN PACK	EP
EQ	EQUIVALENT GALLONS	EQ
EV	ENVELOPES	EV
IU	INTERNATIONAL UNIT	F2
F4	MINIM	F4
F6	PRICE PER SHARE	F6
DF	FAHRENHEIT	FA
FB	FIELDS	FB
FC	1000 CUBIC FEET	FC
FE	TRACK FOOT	FE
FF	HUNDRED CUBIC METERS	FF
FG	TRANSDERMAL PATCH	FG
FJ	SIZING FACTOR	FJ
FK	FIBER	FK
FL	FLAKE TON	FL
FM	MILLION CUBIC FEET	FM
FO	FLUID OUNCE	FO

FT	FOOT	FT
FU	FURLONG	FU
GB	GALLONS PER MINUTE	G2
GI	GILL (IMPERIAL)	G5
GL	GALLON	GA
GG	GREAT GROSS	GG
IG	IMPERIAL GALLON	GI
GM	GRAM	GR
GR	GROSS	GS
GN	GRAIN	GX
H2	HALF LITER	H2
H4	HECTOLITER	H4
HK	HANK	HA
HX	HUNDRED BOXES	HB
HC	HUNDRED COUNT	HC
HZ	HALF DOZEN	HD
HF	HUNDRED FEET	HF
HG	HECTOGRAM	HG
HA	HUNDRED CUBIC FEET	HH
HI	HUNDRED SHEETS	HI
KH	HUNDREDS OF KILOGRAMS	HK
HL	HUNDRED FEET (LINEAR)	HL
HO	HUNDRED TROY OUNCES	HO
HQ	HECTARE	HQ
HR	HOUR	HR
HS	HUNDRED SQUARE FEET	HS
HT	HALF HOUR	HT
HD	HUNDRED	HU
HW	HUNDRED WEIGHT – SHORT (HUNDRED WEIGHT)	HV
CW	HUNDRED WEIGHT (LONG)	HW
HB	HOSPITAL BEDS	HX (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
HY	HUNDRED YARDS	HY
I1	PERSONS, CAPACITY	
PX	PELLET	I2 (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
PN	PERSON	IE
IH	INHALER	IH
IM	IMPRESSION	IM
IN	INCH	IN
IP	INSURANCE POLICY	IP
IS	STOP	IS
JB	JOB	JA
JU	JUMBO	JB
JO	JOINT	JO

JR	JAR	JR
JG	JUG	JU
K6	KILOLITER	K6
K7	KILOWATT	K7
KV	KILOVOLT	K8 (X12 VERSION RELEASE 006050 MIGRATION CODE. REFER TO ADC 1008.)
CK	CAKE	KA
KE	KEG	KE
KF	KILOPACKET	KF
KG	KILOGRAM	KG
KZ	KILOWATT-HOUR	KH
KK	100 KILOGRAMS	KK
KT	KIT	KT
KU	TASK	KU
DK	KELVIN	KV
L5	LITERS AT 15 DEGREES CELSIUS	L5 (LOCAL CODE SUBMITTED FOR INCLUSION IN X12. REFER TO ADC 1108.)
LB	POUND (AVOIRDUPOIS)	LB
LE	LITE	LE
LF	LINEAR FOOT	LF
LO	LONG TON	LG
LN	LINEAR INCH	LI
LJ	LARGE SPRAY	LJ
LK	LINK	LK
LM	LINEAR METER	LM
LG	LENGTH	LN
LT	LOT	LO
LR	LAYER	LR
LS	LUMP SUM	LS
LI	LITER	LT
LY	LINEAR YARD	LY
M0	MAGNETIC TAPE	M0
M3	MAT	M3
M5	MICROGRAM	MC
MD	AIR DRY METRIC TON	MD
MG	MILLIGRAM	ME
MJ	METRIC GROSS TON	MG
MH	METRIC	MI
MT	MINUTE	MJ
ML	MILLILITER	ML
MM	MILLIMETER	MM
MA	METRIC NET TON	MN
MO	MONTH	MO
M6	METRIC TON	MP
MQ	1000 METERS	MQ

MR	METER	MR
MS	SQUARE MILLIMETER	MS
MK	METRIC LONG TON	MT
MZ	MIXED	MX
N2	NUMBER OF LINES	N2
N7	PART	N7
N9	CARTRIDGE NEEDLE	N9
NA	MILLIGRAMS PER KILOGRAM (MG/KG)	NA (GenComm EQUALIVIALNT IS MG/KG)
NB	BARGE	NB
NC	CAR	NC
ND	NET BARRELS	ND
NE	NET LITERS	NE
NF	MESSAGES	NF
NG	NET GALLONS	NG
NI	NET IMPERIAL GALLONS	NI
NJ	NUMBER OF SCREENS	NJ
NK	NIGHTS	NK
NL	LOAD	NL
NM	NAUTICAL MILE	NM
NN	TRAIN	NN
NS	SHORT TON	NS
NT	TRAILER	NT
NV	VEHICLE	NV
NX	PARTS PER THOUSAND	NX
GT	THOUSAND GALLONS PER DAY	NZ (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
OA	PANEL	OA
OL	OUTLET	OB (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
OC	BILLBOARD	OC
GX	APOTHECARY GRAIN	OG (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
OP	TWO PACK	OP
OU	OPERATING UNIT	OU (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
OZ	OUNCE - AV	OZ
P0	PAGE - ELECTRONIC	P0
P1	PERCENT	P1
P2	POUNDS PER FOOT	P2
P3	THREE PACK	P3
P4	FOUR PACK	P4
P5	FIVE PACK	P5
P6	SIX PACK	P6
P7	SEVEN PACK	P7
P8	EIGHT PACK	P8
P9	NINE PACK	P9

PL	PAIL	PA
PB	PAIR INCHES	PB
PC	PIECE	PC
PD	PAD	PD
PE	POUNDS EQUIVALENT	PE
PF	PALLET (LIFT)	PF
PO	POUNDS GROSS	PG
PH	PACK (PAK)	PH
PY	PITCH	PI
PG	PACKAGE	PK
PJ	PALLET/UNIT LOAD	PL
PS	POUNDS NET	PN
PM	PLATE	PP
PR	PAIR	PR
PT	PINT	PT
PU	MASS POUNDS	PU
PV	HALF PINT	PV
PP	PINT IMPERIAL	PX
PK	PECK DRY US	PY
PQ	PECK DRY IMPERIAL	PZ
ME	MEAL	Q3
FY	FIFTY	Q4
TF	TWENTY-FIVE	Q5
TS	THIRTY-SIX	Q6
TD	TWENTY-FOUR	Q7
FV	FIVE	Q9 (X12 VERSION RELEASE 005030 MIGRATION CODE. REFER TO ADC 1008.)
QC	CHANNEL	QC
QU	QUARTER DOZEN	QD
QE	PHOTOGRAPHS	QE
QF	QUARTER	QF **
QK	QUARTER KILOGRAM	QK
QR	QUIRE	QR
QS	QUART DRY U.S.	QS
QT	QUART	QT
QI	QUART IMPERIAL	QU
R4	CALORIE	R4
R5	THOUSANDS OF DOLLARS	R5
R9	THOUSAND CUBIC METERS	R9
RR	RACK	RA
RB	RADIAN	RB
RC	ROD (AREA) - 16.25 SQUARE YARDS	RC
RD	ROD (LENGTH) - 5.5 YARDS	RD
RL	REEL	RE
RG	RING	RG

RH	RUNNING OR OPERATING HOURS	RH
RK	ROLL-METRIC MEASURE	RK
RO	ROLL	RL
RM	REAM	RM
RN	REAM-METRIC MEASURE	RN
RE	ROUND	RO
RP	POUNDS PER REAM	RP
RS	RESETS	RS
RT	REVENUE TON MILES	RT
RU	RUN	RU
RX	THOUSAND ROUNDS	RX
S5	SIXTY-FOURTHS OF AN INCH	S5
S6	SESSIONS	S6
S7	STORAGE UNITS	S7
SW	STANDARD ADVERTISING UNIT	S8
S9	SLIP SHEET	S9
SA	SANDWICH	SA
M2	SQUARE MILE	SB
C2	SQUARE CENTIMETER	SC
SN	SECTION (640 ACRES OR ONE SQUARE MILE)	SE
SF	SQUARE FOOT	SF
SG	SEGMENT	SG
SH	SHEET	SH
SI	SQUARE INCH	SI
SJ	SACK	SJ
SR	SPLIT TANKTRUCK	SK
SV	SLEEVE	SL
SM	SQUARE METER	SM
SU	SQUARE ROD	SN
SL	SPOOL	SO
S8	SHELF PACKAGE	SP
SQ	SQUARE	SQ
SP	STRIP	SR
SS	SHEET-METRIC MEASURE	SS
SE	SET	ST
SD	SKID	SV
SK	SKEIN	SW
SB	SHIPMENT	SX
SY	SQUARE YARD	SY
SZ	SYRINGE	SZ
T1	THOUSAND POUNDS GROSS	T1
T3	THOUSAND PIECES	T3
T4	THOUSAND BAGS	T4
T5	THOUSAND CASINGS	T5
T6	THOUSAND GALLONS	T6

T7	THOUSAND IMPRESSIONS	T7
T8	THOUSAND LINEAR INCHES	T8
T9	THOUSAND KILOWATT HOURS/MEGAWATT-HOUR	T9
TA	TENTH CUBIC FOOT	TA
TU	TUBE	TB
TC	TRUCK LOAD	TC
TG	GROSS TON	TG
MX	THOUSAND	TH
TI	THOUSAND SQUARE INCHES	TI
TJ	THOUSAND SQUARE CENTIMETERS	TJ
TK	TANK	TK
MF	THOUSAND FEET	TL
TM	THOUSAND FEET (BOARD)	TM
TN	NET TON (2,000 POUNDS)	TN
TO	TROY OUNCE	TO
TV	TEN-PACK	TP
TQ	THOUSAND FEET	TQ
TR	TEN SQUARE FEET	TR
TZ	THOUSAND SQUARE FEET	TS
TL	THOUSAND LINEAR METERS	TT
TX	THOUSAND LINEAR YARDS	TU
TH	THOUSAND KILOGRAMS	TV
TW	THOUSAND SHEETS	TW
TP	TROY POUND	TX
TY	TRAY	TY
MC	THOUSAND CUBIC FEET	TZ
U1	TREATMENT	U1
TT	TABLET	U2
TE	TEN	U3
U5	TWO HUNDRED FIFTY	U5
U6	UNITED STATES GALLONS @ 60 DEGREES FAHRENHEIT	U6 (MIGRATION CODE APPROVED FOR VERSION TO BE PUBLISHED JAN 2014. REFER TO ADC 1008.)
UH	TEN THOUSAND YARDS	UH
UL	UNITLESS	UL
UM	MILLION UNITS	UM
UN	UNIT	UN
UP	TROCHE	UP
UQ	WAFER	UQ
AD	APOTHECARY DRAM	UX
V1	FLAT	V1
V2	POUCH	V2
VC	FIVE HUNDRED	VC
VI	VIAL	VI
VS	VISIT	VS

W2	WET KILO	W2
WB	WET POUND	WB
WD	WORK DAY	WD
WE	WET TON	WE
WG	WINE GALLON	WG
WH	WHEEL	WH
WK	WEEK	WK
DW	PENNYWEIGHT	WP
WR	WRAP	WR
CH	CHAIN	X1
X2	BUNCH	X2
X3	CLOVE	X3
X4	DROP	X4
X5	HEAD	X5
X6	HEART	X6
X7	LEAF	X7
X8	LOAF	X8
X9	PORTION	X9
Y1	SLICE	Y1
TB	TABLESPOON	Y2
T2	TEASPOON	Y3
Y4	TUB	Y4
YD	YARD	YD
YL	100 LINEAL YARDS	YL
YR	YEAR	YR
Z1	LIFT VAN	Z1
Z2	CHEST	Z2
Z3	CASK	Z3
HH	HOGSHEAD	Z4
Z5	LUG	Z5
PA	PAGE	ZP
B2	BARREL, DRY	ZW (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
B1	BARREL, LIQUID	ZX (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)
AS	APOTHECARY SCRUPLE	ZY (X12 VERSION RELEASE 005020 MIGRATION CODE. REFER TO ADC 1008.)

5 Additional Information: General Text

5.1 Overview

Many fields, outlined in Section 3.2, include the use of “General Text” within their format. The permitted characters vary depending on the field; however, the majority of acceptable characters to use in General Text are listed below.

5.2 Permitted Characters

Uppercase letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Lowercase letters: a b c d e f g h i j k l m n o p q r s t u v w x y z
Numerals: 0 1 2 3 4 5 6 7 8 9
Symbols: {space} ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] _ ` { } ~

5.3 Prohibited Characters

There are a number of characters that seem similar to those listed above but do *not* qualify as General Text. The following examples show common misuses of characters:

- While the hyphen (-) character is permitted the em-dash (—) and en-dash (–) are not.
- Regular double quotation marks (") must be used rather than special double quotation marks (“). The same rule applies for single quotation marks, regular (') versus special (‘).
  Note: Microsoft Office autocorrects regular quotation marks to special quotation marks but this can be avoided by pressing Ctrl+Z (or “undo”) after typing the character. Notepad produces these characters in their correct form.

The following characters are also prohibited:

- Symbols: caret (^) and pipe (|)
- Symbols greater than DEC 126 on the ASCII table
  Note: Users with technical backgrounds are likely to be familiar with the ASCII table. For unfamiliar users, the ASCII table can be accessed at https://www.ascii-code.com/