



Recommended Technical Standards

For

Point-of-Sale Reports

February 2017

POLICY STATEMENT POINT-OF-SALE REPORTING

The Electronic Components Industry Association and its distributor members endorse the following policy concerning the ownership and use of the proprietary information furnished by distributors to their suppliers in a Point-of-Sale Report:

The proprietary information furnished in a Point-of-Sale Report constitutes confidential trade secrets that are and shall remain the property of the reporting distributor.

This proprietary information is furnished to the suppliers for their internal use only (including suppliers' agents) and for the limited purposes of paying commissions to their sales representatives and studying their markets.

Suppliers and their representatives are expected to keep and maintain the proprietary information in a manner that will prevent its disclosure to any outside party. This obligation to prevent disclosure remains in effect after the termination of the distributorship arrangement by the distributor, manufacturer, or independent sales representative, for any reason whatsoever.

The proprietary information in a Point-of-Sale Report shall not be used by any of the supplier's personnel, agents or by any of the supplier's other authorized distributors to the detriment, or damage, of the distributor or the distributor's sales of any products to any of its customers.

This policy regarding the ownership and use of proprietary Point-of-Sale information should be incorporated into the distributor agreement between the distributor and manufacturer (including the independent sales representatives) whenever a Point-of-Sale Report is required.

Changes Included in February 2017 Revision

1. Addition of the Serial Number field to the Detail Record
2. Delete "POINT-OF-SALE FIELD DESCRIPTIONS & RECORD LAYOUT CHECKLIST"

Changes Included in May 2011 Revision

This update to the POS report is primarily to include addition of street address to all address records, Ship-to, Bill-to and Other Entity (End Customer). It has become increasingly difficult to match to the end customer for the purpose of lead management, opportunity tracking, industry and solution marketing efforts, as well as, account based commission processing. The addition of these fields will facilitate better matching Customer and End Customer records.

1. Changes to Field Name
 - a. Other Entity Identification to End Customer ID
 - b. Other Entity Name to End Customer Name
 - c. Other Entity City to End Customer City
 - d. Other Entity to End Customer State/Province
 - e. Other Entity Zip Code to End Customer Zip Code

2. New field Additions
 - a. Ship to Street Address
 - b. Bill to Street Address
 - c. End Customer Street Address

Changes Included in September 2006 Revision

This update to the POS report is primarily to include the Design Registration Number. As it becomes increasingly more difficult to track production of design wins, the addition of this field to the POS report will add an opportunity to better track the design registration process.

1. Changes to field length:
 - a. Distributor Name/ID
 - b. Manufacturer Name/ID
 - c. Branch ID
 - d. Customer ID
 - e. Customer Name
 - f. Customer city
 - g. Customer State/Province
 - h. Part Number
 - i. Other Entity Name
 - j. End Customer Part Number
2. Changes to Field Name
 - a. Customer ID to Ship to Customer ID
 - b. Customer Name to Ship to Customer Name
 - c. Customer City to Ship to Customer City
 - d. Customer State to Ship to customer State/Province
 - e. Customer Zip Code to Ship to Customer Zip Code
3. New field Additions
 - a. Design Registration Number
 - b. Length of Production
 - c. Bill to Customer ID
 - d. Bill to Customer Name
 - e. Bill to Customer City
 - f. Bill to Customer State/Province
 - g. Bill to Customer Zip Code

CHANGES INCLUDED IN July 2002 REVISION

1. **Addition of Sub-detail record:** The Sub-Detail record is used to include additional partner address information besides the ship-to customer address that is covered on the Detail record. The Sub-Detail record provides flexibility in the Point of Sale reporting process to cover emerging business tracking requirements. The presence of contract manufacturers and other non-end customer intermediaries may necessitate the identification of not only direct customers but also the end customer for the product. The Sub-Detail record has been added to support this and other requirements. Allowing the same record to be used to identify various partners in the supply chain creates flexibility. A two-character identifier code is used to describe the type of partner the address is for, i.e. BT for bill-to customer address.
2. **Changes to field length:**
 - a. Branch ID
 - b. Customer City
3. **Addition of Global Product Classification Code:** This code will allow companies to add product classification codes to the POS reporting data. This code can be an internally assigned code or the United Nations Standard Part and Service Code.
4. **Addition of Country Code:** This is the ISO standard country identification code.

RECOMMENDED TECHNICAL STANDARDS FOR POINT-OF-SALE (POS) REPORT

The Point-of-Sale Report addresses the electronic components industry's need for a standardized methodology of reporting distributor sales information to manufacturers.

This technical standard is inclusive of data elements that are potentially required by trading partners. When implementing the standard, it should not be interpreted that all fields are required to be completed. Trading partners should concur as to which are to be included in the report when they develop their distributor/manufacturer agreements.

A Point-of-Sale Report is based on three main principles: the standardization of reporting formats, media, and data flow. Format and media specifications can vary from organization to organization, requiring the distributor to customize reporting. Information would be collected by the distributor, furnished directly to the manufacturer, who in turn would use the information to compensate their representatives and analyze their markets. Utilizing the Point-of Sale checklist, contained in the standard, trading partners would agree upon the specific information required in the report. Other fields would be left blank. Distributors would no longer be required to generate and distribute multiple copies of reports, with a variety of formats, media and information requirements. Manufacturers would be able to receive information in a single format, compile and sort data and provide comprehensive sales data to both branches and representatives.

Adoption of the Point-of-Sale Technical Standard will increase both the efficiency and accuracy of the supplied data and help to protect the confidentiality of the information.



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Point-of-Sale Information Guidelines

Introduction

In order to utilize the Point-of-Sale standards, trading partners must agree upon the parameters of reporting, including the selection of required fields of information and the medium to be used in communicating sales data from the distributor to the manufacturer. Decisions should be based on the computing capabilities of each organization, following the format specified in the Point-of-Sale standard.

Report Layout

Each Point-of-Sale file consists of four types of variable length records which together identify the trading partners involved and provide the necessary Point-of-Sale information.

Header Record: This identifies the distributor and the manufacturer as well as the reporting period ending date.

Detail Record: This record identifies the customer and ship-to location, part number, quantity, invoice number and date, unit cost, resale price and extension.

Sub-Detail Record: This identifies additional partner information besides the ship to customer. Emerging business tracking requirements call for distributors to identify not only their direct customers but frequently to identify the end customer as well. Allowing the same record to be used to identify various partners in the supply chain creates flexibility.

Summary Record: This record identifies the total number of detail records included.

How Standardization Could Save Time and Money for All

The streamlining of the Point-of-Sale (POS) reporting process through the computerized standardization of the reporting format can save time for everyone – manufacturers, distributors and reps. If a single format can be adopted by all partners: distributors could prepare all reports uniformly; and manufacturers could sort the data automatically and issue their reports more promptly, thus eliminating the need for representatives to seek “courtesy” reports from distributors. Representatives would not have to rekey their principals’ Point-of-Sale data for their own use.

POINT-OF-SALE FIELD DESCRIPTIONS & RECORD LAYOUT

All-inclusive list of possible information needed for Point-of-Sale reporting. Trading partners need to agree as to which field will be included in their Point-of-Sale reports. EIDX Transaction Set 867 reference fields are included for the use of organizations that are making the transition to EDI.

FIELD	TYPE (MIN/MAX LENGTH)	DESCRIPTION	EIDX TRANSACTION SET 867 EQUIVALENT FIELD SEGMENT & (MIN/MAX LENGTH)	
Header Record				
Record Type	Alpha (1/1)	Identifies header record and must contain value of "H"	ST01	(3/3)
Distributor Name/ID	Alpha (1/60)	Corporate name or ID of distributor submitting report	N102	(1/60)
Manufacturer Name/ID	Alpha (1/60)	Corporate name of distributor's supplier	N102	(1/60)
Report Ending Date	Date: YYYYMMDD (8/8)	Last sales transaction date for current reporting period.	DTM	(8/8)
Detail Record				
Record Type	Alpha (1/1)	Identifies detail record and must contain value of "L"	PTD	(2/2)
Branch ID	Alpha/Numeric (2/30)	Distributor's internal code for the specific location, branch, or facility servicing the customer. This could be a DUNS number	N104	(2/80)
Ship to Customer ID	Numeric (2/30)	Specific number assigned by distributor to identify individual ship-to locations of an end customer. This could be a DUNS number	N104	(2/80)
Ship to Customer Name	Alpha (1/60)	Identifies the name of the ship-to customer	N102	(1/60)
Ship to Street Address	Alpha (1/55)	The ship-to street address of the customer	N301	(1/55)
Ship to Customer City	Alpha (2/30)	The ship-to city of the customer	N401	(2/30)
Ship to Customer State/Province	Alpha (2/5)	The ship-to state/province of the customer	N402	(2/2)
Ship to Customer Zip Code	Alpha/Numeric (5/9)	The ship-to zip code of the customer	N403	(3/15)
Part Number	Alpha/Numeric (1/48)	Manufacturer's part number	LIN03	(1/48)
Serial Number	Alpha/Numeric (1/48)	Manufacturer's Serial number		(1/48)
Quantity	Numeric (1/10)	Number of units shipped, or if negative, the number of units returned. Example: "-100"	QTY02	(1/15)



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FIELD	TYPE (MIN/MAX LENGTH)	DESCRIPTION	EIDX TRANSACTION SET 867 EQUIVALENT FIELD SEGMENT & (MIN/MAX LENGTH)	
Global Product Classification Code	Numeric (1/10)	Classification code assigned to the product. May be an internal code or the UNSPSC.		
Invoice Number	Alpha/Numeric (1/30)	Distributor's invoice number	REF02	(1/30)
Invoice Date	Date: YYYYMMDD (8/8)	Date of distributor's invoice	DTM	(8/8)
Unit Cost	Floating Decimal (2/14)	Regular Sale - Average cost of units in stock. Ship and debit sale - distributor's debited cost after ship and debit.	UIT02	(1/17)
Unit Price	Floating Decimal (2/14)	Resale price of one unit	UIT02	(1/17)
Resale Extension	Floating Decimal (2/15)	Single unit resale price multiplied by quantity shipped.	AMT02	(1/15)
Customer Order Number	Alpha/Numeric (1/30)	Customer purchase order number	PTD05	(1/30)
Ship Date	Date: YYYYMMDD (8/8)	Date units shipped	DTM	(8/8)
Ship/Debit Number	Alpha/Numeric (1/30)	Reference number assigned by manufacturer for approved Ship/Debit cost	REF02	(1/30)
Country Code	Alpha (2/3)	ISO Standard for ship-to country	N404	(2/3)
Design Registration Number	Alpha/Numeric (1/30)	The Design Registration Number assigned to this part for this application.	REF02	(1/30)
Length of production	Numeric (1/3)	The number of months of expected production of the assembly using this component		
Bill to Customer ID	Numeric (2/30)	Specific number assigned by distributor to identify individual bill-to locations of an end customer. This could be a DUNS number	N104	(2/80)
Bill to Customer Name	Alpha (1/60)	Identifies the name of the bill-to customer	N102	(1/60)
Bill to Street Address	Alpha (1/55)	The bill-to street address of the customer	N301	(1/55)
Bill to Customer City	Alpha (2/30)	The bill-to city of the customer	N401	(2/30)
Bill to Customer State/Province	Alpha (2/5)	The bill-to state/province of the customer	N402	(2/2)
Bill to Customer Zip Code	Alpha/Numeric (5/9)	The bill-to zip code of the customer	N403	(3/15)



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FIELD	TYPE (MIN/MAX LENGTH)	DESCRIPTION	EIDX TRANSACTION SET 867 EQUIVALENT FIELD SEGMENT & (MIN/MAX LENGTH)	
Currency Conversion				
Entity Identifier	Alpha/Numeric (2/2)	Code identifying organizational entity	CUR01	(2/3)
Currency Code	Alpha/Numeric (3/3)	Code (ISO) standard for country in whose currency the charges are specific	CUR02	(3/3)
Exchange Rate	Alpha/Numeric (4/6)	Value to be used to multiply conversion factor to convert monetary value from one currency to another	CUR03	(4/10)
Entity Identifier	Alpha/Numeric (2/2)	Code identifying organizational entity (BY=Buyer SE=Seller)	CUR01	(2/2)
Currency Code	Alpha/Numeric (3/3)	Code (ISO) standard for country's currency	CUR02	(3/3)
Exchange Date	Date: YYYYMMDD (8/8)	The effective date relating to the conversion	CUR08	(8/8)
Sub-Detail Record				
Record Type	Alpha (1/1)	Identifies sub-detail record and must contain the value of "O"	PDT	(2/2)
End Customer Identifier	Alpha/Numeric (2/2)	Code identifying organizational entity.	N101	(2/3)
End Customer Name	Alpha (1/60)	Identifies name of associated entity	N102	(1/60)
End Customer Street Address	Alpha (1/55)	Associated entity street address of the customer	N301	(1/55)
End Customer City	Alpha (2/30)	Associated entity city	N401	(2/30)
End Customer State/Province	Alpha (2/5)	The ship-to state/province of the customer	N402	(2/2)
End Customer Zip Code	Alpha/Numeric (5/9)	Associated entity zip code	N403	(3/15)
End Customer Country	Alpha (2/3)	Code (ISO) standard for ship-to country	N404	(2/3)
End Customer Part Number	Alpha/Numeric (1/48)	End customer part number for the component	LIN03	(1/48)
Summary Record				
Record Type	Alpha (1/1)	Identifies the total record and must contain value of "S"	CTT02	(1/10)
Total Number of Detail Records	Numeric (1/9)	Must contain the total number of detail records on tape/disk	SE01	(1/6)

MINIMUM/MAXIMUM (Length Min/Max) This is the minimum and maximum permitted field length

2/2 Fixed length of 2 characters 1/10 Minimum Length of 1 character and maximum length of 10 characters permitted

HARD COPY EXAMPLE

HEADER RECORD

Pointe of sale report for:

<u>Record Type</u>	<u>Distributors Name</u>	<u>Manufacturers Name</u>	<u>Report Ending Date</u>
1 Character	1-60 Characters	1-60 Characters	8 Characters
H	ABC Distributing	XYZ, Inc.	19931014

DETAIL RECORD

<u>Record Type</u>	<u>Branch ID</u>	<u>Ship To Customer ID</u>	<u>Ship To Customer Name</u>	<u>Ship To Customer Address</u>	<u>Ship To Customer City</u>	<u>Ship To Customer State</u>	<u>Ship To Customer Zip Code</u>	<u>Part Number</u>	<u>Serial Number</u>	<u>Quantity</u>	<u>Global Product Classification Code</u>
1 Character	2-30 Character	2-30 Character	1-60 Character	1-55 Character	1-60 Character	2-5 Character	5-9 Character	1-48 Character	1-48 Character	1-10 Character	1-10 Character
L	CHI	12345	Acme Co.	1234 Main Street	CHICAGO	IL	60601-0234	670DC429A	125	1000	12345678
<u>Invoice Number</u>	<u>Invoice date</u>	<u>Unit Cost</u>	<u>Unit Price</u>	<u>Resale Extension</u>	<u>Customer Order Number</u>	<u>Ship Date</u>	<u>Ship/Debit Number</u>	<u>Country Code</u>			
1-30Character	8 Character	2-14 Character	2-14 Character	2-15 Character	1-30Character	8 Character	1-30 Character	2-3 Character			
AA10101	19931101	2.08	2.15	2150	B129465A	19940612	SD12345	US			
<u>Design Registration Number</u>	<u>Length of Production</u>	<u>Bill to Customer ID</u>	<u>Bill to Customer Name</u>	<u>Bill to Customer Address</u>	<u>Bill to Customer City</u>	<u>Bill to Customer State/Province</u>	<u>Bill to Customer Zip Code</u>				
1-30 Character	1-3 Character	2-30 Character	1-60 Character	1-55 Characters	1-60 Character	2/5 Character	5-9 Character				
F456789Q	24	E12345	Ace	1234 Main Street	Chicago	IL	60601				

CURRENCY CONVERSION

<u>Entity Identifier</u>	<u>Currency Code</u>	<u>Exchange Rate</u>	<u>Entity Identifier</u>	<u>Currency Code</u>	<u>Exchange Date</u>
2 Character	3 Character	4-6 Character	2 Character	3 Character	8 Character
BY	USD	1.2	SE	CAD	19940612

SUB-DETAIL RECORD

<u>Record Type</u>	<u>End Customer Identifier</u>	<u>End Customer Name</u>	<u>End Customer Address</u>	<u>End Customer City</u>	<u>End Customer State</u>	<u>End Customer Zip Code</u>	<u>End Customer Country</u>	<u>End Customer Part Number</u>
1 Character	2 Character	1-60 Character	1-60 Character	1-60 Character	2/5 Character	5-9 Character	2-3 Character	1-48 Character
O	EN	Big Customer	2345 Main Street	Atlanta	GA	30005	US	1569874



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SUMMARY RECORD

<u>Record Type</u>	<u>Total Number Of Detail Records</u>
1 Character S	1-9 Character 321

LEGEND

BY=BUYER

SE=SELLER

USD=UNITED STATES DOLLARS

CAD=CANADIAN DOLLARS

EN=END USER