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SPA Process Efficiency: Recommended Best Practices in SPA Set-Up & Updates

Prepared for the Membership of NAED
By the Task Force on Process Efficiencies in SPA Set-Up & Updates

NAED's Mission

The National Association of Electrical Distributors (NAED) is the voice of electrical distribution, providing members with the best in tools, information, and assistance to help them thrive financially and to improve the electrical distribution channel. This is accomplished through promotion of networking, advocacy, education, and defined standards.

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Scope of this White Paper

This White Paper, *“Recommended Best Practices in SPA Set-Up & Updates,”* is designed to facilitate a dialogue among distributors and manufacturers for the purposes of making the Special Pricing Authorization (SPA) process more efficient and reducing costs for all parties involved. This document is not intended to express any views regarding individual manufacturers' decisions to provide SPAs, including whether, when, to whom or in what amount SPAs are provided. All distributors and manufacturers will continue to make their own independent decisions regarding pricing and other competitive issues.

Goal of NAED's SPA Set-Up & Updates Task Force

NAED brought together teams of manufacturers and distributors to develop solutions to make the process of SPA claim filing more efficient in 2004. In 2006, in recognition that many of the problems encountered in SPA Claim Filing originate when the SPA is set-up, another task force of volunteers formed. This group of dedicated distributors, manufacturers, and software vendors is committed to making the process of setting up and updating SPAs more efficient and reducing costs for all parties involved. It is the goal of the task forces that the recommendations contained in this white paper be adopted by September 1, 2007.

Thanks to Our Industry Volunteers

This White Paper, *“Recommended Best Practices in SPA Set-Up & Updates,”* is the result of an industry effort! Both distributors and manufacturers who work with SPAs on a day-to-day basis volunteered countless hours to help standardize the SPA Set-Up & Update Process to make it more efficient for all channel partners. And while most of the task force's interactions were via monthly hour-long conference calls, 31 volunteers flew to Chicago at their own expense for a 2-day face-to-face meeting in August 2006.

Distributors & Manufacturers Participating on the Taskforce

The taskforce includes volunteers from 16 distributors and 17 manufacturers:

Distributors

Border States Electric Supply Jack Schmitz* & Carolyn Trana*
Butler Supply, Inc. Charlene Wingerter

Cooper Electric Supply Co., a Division of Sonepar USA.....	Ron Cooper*
Crescent Electric Supply Company.....	Ron Schlader*
Eoff Electric Co., a Division of Sonepar USA.....	Jackie Angel
Graybar	Tony Muscarella*
Horizon Solutions.....	Pat Talma* & Don Harrington*
J.H. Larson Company	Margie Westphal
Kirby Risk Electrical Supply.....	Tracy Fink
Minnesota Electric Supply Co.	Rebecca Miller* & Larry Rock*
Rexel Inc.	Annie Warren
Stuart Irby Co., a Div. of Sonepar USA.....	Betty Staines* & Doug Sanders*
The H. Leff Electric Co.	Kerry Longo*
The Hite Company	Debbie Clark & Ron Eberhart
The Reynolds Company.....	Jason Brazeal
Werner Electric Supply Co.	Chris Ebben* & Tammy Paters

Manufacturers

ABB Inc., Low Voltage Products.....	Rich Limato*
Advance.....	Debbie Hamilton*
Cooper Bussmann	Steve Worley*
Cooper Crouse-Hinds.....	Lorraine Mott
Eaton Corporation.....	Brad Nanna* & Tracy Satcho*
EGS Electrical Group, LLC	Sandra Webb* & Charonna Johnson*
Fulham Co., Inc.	Richard White*
GE.....	Allan Czapor
Hoffman Enclosures	Cathy Hanson*
Hubbell	Greg McAleer*
Ideal Industries	Stacie Braffett & Donna Donnelly
OSRAM Sylvania.....	Jerry Hagerman* & John Wilson*
Panduit Corp.....	Bernie Westapher & Mike Zaida*
Rockwell Automation, Inc.	John Fields & Beth Schrock*
Square D/ Schneider Electric	Ann Adams
Siemens Energy & Automation, Inc.	Liz Norman
Thomas & Betts, Inc.	Ann Jaehn

Additional Key People

Also participating on the task force are representatives from industry software vendors including Jay Chacko of Activant Solutions, Kelly Watkins* of Infor, Josh Bultz* and Robin Newman* of Intuit Eclipse, and Matthew Peterson* of SAP. And besides the members of IDEA's Standards Committee who serve as volunteers on the task force, Marcy Rogers* represented IDEA at the task force's face-to-face meeting. NAED's General Legal Counsel, Ron Rucker,* and his partners Erwin O. Switzer III,* and Leo McDonald, Jr. provided legal guidance during all conference calls and the face-to-face meeting. Legal guidance was also provided by Sanford M. Pastroff, formerly of Sonnenschein Nath & Rosenthal LLP.

**Attended face-to-face meeting August 2006 in Chicago*

Recommended Best Practices in SPA Set-Up & Update


Introduction

Special Pricing Authorizations (SPAs) came into existence over 40 years ago as a mechanism to allow manufacturers to respond to the needs of specific customers in specific markets. In the ensuing years, the use of SPAs has proliferated, resulting in channel inefficiencies in the process of SPA set-up, updates, and claim filing.

While this document is not intended to express any views regarding individual manufacturers' decisions to provide SPAs—including *whether, when, to whom or in what amount SPAs are provided*—a general understanding of the SPA process is needed so the process of setting up and updating SPAs can be made more efficient for both manufacturers and distributors. Distributors and manufacturers will continue to make their own independent decisions regarding pricing and other competitive issues. Therefore, for the purposes of this white paper, the process of setting up, and updating SPAs begins when a manufacturer grants a special price to a distributor to meet a competitive situation on items sold through a distributor's stock.

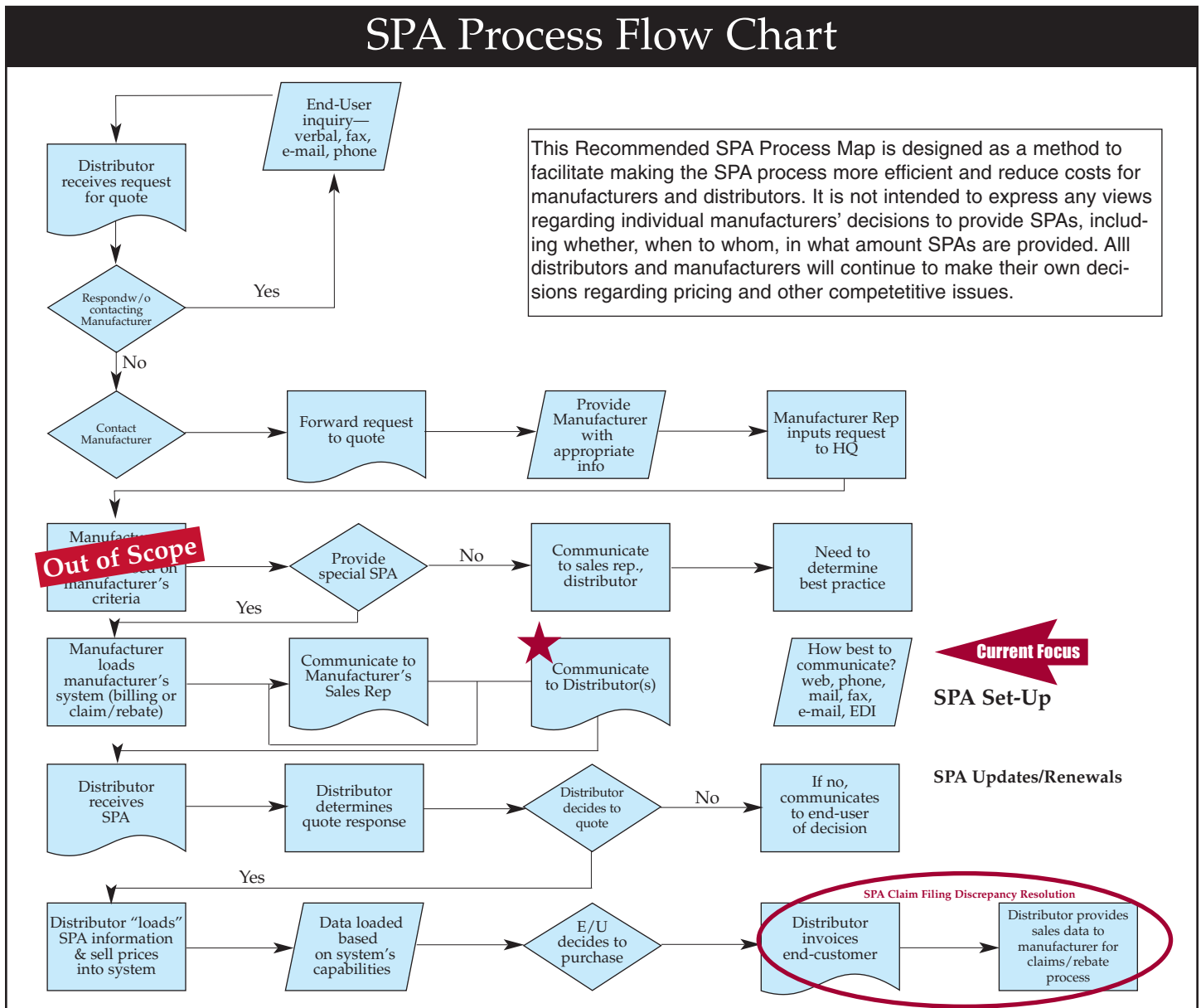
Definition of SPA

▶ **Special Pricing Authorization or SPA**—A discounted price granted by a manufacturer to a distributor to meet a competitive situation. *Note: Depending on a manufacturer's published procedures and guidelines, such transactions may be known as Ship and Debit Quote or Sale, Direct Ship Quote or Sale, Distributor Into Stock Price Program or Quote, or Promotional Quote. These 4 types of transactions are defined below:*

- 
- ▶ **Ship and Debit Quote or Sale**—Distributor ships from stock to end-customer and requests a rebate from the manufacturer for discounted amount as authorized by the manufacturer's published procedures and guidelines.
 - ▶ **Direct Ship Quote or Sale**—Manufacturer ships an order directly to the end-customer.
 - ▶ **Distributor Into Stock Price Program or Quote**—The resulting price (per item) reflected on a manufacturer's invoice to the distributor.
 - ▶ **Promotional Quote**—A special price offered by a manufacturer to a distributor on specific products for a limited period of time. A manufacturer generally requires some form of special designation by distributor at time of order entry to insure proper pricing.
- NOTE: It is recommended that blanket orders be handled as promotional quotes.*

The Overall Special Pricing Authorization Process

While each manufacturer has different published procedures and guidelines for Special Pricing Authorizations (SPAs), the overall SPA process is illustrated by the Process Map below.



The SPA Claim Filing Task Force addressed SPA claim filing and discrepancy resolution in the white paper, "Recommended Best Practices in SPA Claim Filing." This White Paper addresses 2 general areas—the SPA Set-Up Process and the SPA Update Process. While the SPA Renewal Process is out of the scope of this task force, recommendations will be offered as to the timing of the process.

Description of SPA Set-Up and Updates

SPA Set-Up

For the purposes of this White Paper, SPA Set-Up involves:

- Transmitting an SPA Quotation to the Distributor
- Loading the SPA Quotation in the Distributor's system
- Synchronizing pricing information

SPA Updates

Updating an SPA involves any change to an SPA Quotation after the original transmission to the distributor.

SPA Set-Up: Timely Transmission of SPA Quotations

Current Situation

Depending on the manufacturer, the time elapsed between verbal authorization of an SPA Quotation and the transmission of written SPA documentation to a distributor ranges from 24 hours to over 30 days. Delays in providing written authorization of SPA Quotations—including all the information required to file an SPA Claim—can lead to pricing discrepancies with end-customers and disputes when the SPA Claim is filed, resulting in additional work for both channel partners.

Recommended Best Practice

✓ **Manufacturers:** If the decision is made to grant an SPA to a distributor, transmit documentation of the SPA Quotation—including all information needed for SPA Claim Filing—within 72 hours of any verbal authorization.

SPA Set-Up: Modes of Transmitting SPA Quotations

Current Situation

Distributors receive written SPA Quotations from manufacturers in a variety of fashions—*paper quotes that are faxed or mailed, printing information from the Internet, downloading files from the Internet, email attachments, Flat Files, and through EDI transmission. Each method has its own advantages and disadvantages.*

▶ **EDI Transmission:** EDI is the acronym for Electronic Data Interchange, a proven format for exchanging standard business documents that has been in use for more than 20 years. The **EDIPro 845**

Price Authorization Acknowledgement Transaction is the electrical industry's standard EDI transaction set for a manufacturer to provide a distributor with a specific SPA Quotation and for the distributor to quickly load the SPA Quotation into their business system without the possibility of introducing errors.

NOTE: EDI is the preferred method of transmission for many manufacturers and distributors.

▶ **Flat File Transmission:** Flat Files are data files that contain records without the structured relationships like the rows and columns of Excel ©. If EDI is not possible, Flat Files offer the next best method to achieve the advantages of automating the transmission and loading of SPA Quotations for both trading partners. *(A copy of the IDEA EDIPro 845 Flat File Standard is included in Appendix A).*

NOTE: IDEA converts EDI Transaction Sets into Flat Files and vice versa at no additional charge to IDEA members.

▶ **Internet-Based Applications:** Many manufacturers offer distributors the opportunity to print or download SPA Quotations from secure websites in .pdf, .txt, .dat, and/or Excel® format. But often the format of the data varies from manufacturer to manufacturer. And not only must distributors manually input .pdf files into their computer systems, they must often manipulate .txt, .dat, and Excel© files before uploading into their computer systems. Thus, the major advantages of automating the loading of SPA Quotations---*increased productivity, accuracy of data, and speed*---are lost.

▶ **E-mailing Files as Attachments:** Some manufacturers email SPA Quotations to distributors in .pdf, .txt, .dat, and/or Excel® format. As noted above, .pdf files require manual input by distributors. And unless manufacturers provide .txt, .dat, and/or Excel© files in a standard format, distributors must manipulate the data before uploading into their computer systems. Again, the major advantages of automating the loading of SPA quotations are not achieved.

Recommended Best Practice

The goal of the task force is to take cost out of the channel. Therefore, only the electronic transmission of SPA Quotations is recommended. In order of preference, the Recommended Best Practices for transmitting SPA Quotations to distributors are:

- (1. EDI transmission using IDEA's EDIPro 845 data formatting standard;
- (2. Flat File transmission in IDEA's EDIPro 845 flat file format; and
- (3. E-mailing an Excel© File formatted similar to IDEA's EDIPro 845 flat file standard.

NOTE: Since .pdf files require manual inputting by distributors into their computer system, e-mailing a .pdf file is not considered electronic transmission.

- ✓ **Manufacturers:** Offer 3 electronic options for SPA Quotation transmission: EDI, Flat File, and Excel©-with file formatting based on IDEA's EDIPro 845 Standard.
 - ✓ Convert existing .pdf and paper SPA Quotations to Excel© files congruent with IDEA's EDIPro 845 Flat File Standard by September 1, 2007.
 - ✓ Convert existing Excel© Quotations to be congruent with IDEA's EDIPro 845 Flat File Standard by September 1, 2007.

- ✓ **Distributors:** Use the electronic option for receiving SPA Quotations that best fits the needs of your individual company.
 - ✓ If you elect to receive SPA Quotations in Excel© via email, please establish a group email address. *(Not only will a group email reduce email administration, but if an individual is out of the office, other team members will have access to the SPA Quotation).*

SPA Set-Up: SPA Quotation Effective Date¹ and Expiration Date²

Recommended Best Practice

- ✓ **Manufacturers:** Specify the SPA Quotation Effective Date and the SPA Quotation Expiration Date on SPA Quotations.
 - ✓ Clearly specify in your published procedures and guidelines if the SPA Quotation Effective Date is the first date the distributor can accept an order from the end-customer, ship to the end-customer, or the first date the distributor can invoice the end-customer and qualify for the SPA.
 - ✓ Clearly specify in your published procedures and guidelines if the SPA Quotation Expiration Date is the last date the distributor can accept an order from the end-customer, the last date the distributor can ship to the end-customer, or the last date the distributor can invoice the end-customer and qualify for the SPA.
 - Manufacturers may want to consider an “internal” 30-day grace period for SPA Claim Filing after the SPA Quotation Expiration Date to minimize manual intervention for discrepancies caused by back-order situations.

¹ The SPA Quotation Effective Date is the start date of an SPA, to be used in accordance with the manufacturer’s published procedures and guidelines. Depending on the manufacturer, the date is the first date the distributor can ship to the end-customer or the first date the distributor can invoice the end-customer at the SPA price.

² The SPA Quotation Expiration Date is the end date of an SPA, to be used in accordance with the manufacturer’s published procedures and guidelines. Depending on the manufacturer, the date is the last date the distributor can ship to the end-customer or the last date the distributor can invoice the end-customer at the SPA price.

SPA Set-Up: *Branches Authorized to Use SPA Quotation*

Current Situation

End-customers often buy from multiple branch locations in a geographic market. Commercial problems arise when a price offered to an end-customer at one branch is not available from another branch in a geographic market. And some end-customers are also known to travel long distances to work on project jobs.

Recommended Best Practice

✓ **Manufacturers:** If the decision is made to grant an SPA to an end-customer, trading partners to discuss and jointly agree which branch locations are needed to service the specific end-customer at the level on the SPA Quotation. *NOTE: Branches not authorized to sell a manufacturer's product will not have access to the SPA Quotation.*

✓ **Distributors:** If you are aware that an end-customer using an SPA Quotation will be “traveling” outside the jointly defined geographical market for a big project, please contact the manufacturer to discuss available options.

SPA Set-Up: *Identifying Items on an SPA Quotation*

Current Situation

There are a plethora of options for identifying the items authorized on an SPA Quotation—*item/part number, catalog number, UPC/EAN/GTIN, and/or Vendor Product Group*³. And not only does the method for identifying the items authorized on an SPA Quotation vary by manufacturer, but the same manufacturer may include a combination of item/part numbers, catalog numbers, UPC/GTINs, and/or Vendor Product Groups on the same SPA Quotation.

³ A **Vendor Product Group** is a designation created by a manufacturer to group specific parts or families of parts. Note: Manufacturers group items for a variety of reasons—pricing purposes, product categorization, or item velocity. And some manufacturers have multiple levels of categorization.

Recommended Best Practice

- ✓ **Manufacturers:** Use the Vendor Product Group or UPC/GTIN as the primary identifier for items on an SPA Quotation; use your part number as the secondary identifier.
- ✓ Communicate the part numbers included in product groupings to distributors.
 - ✓ No product should be contained in more than 1 Vendor Product Group.

✓ **Distributors: Use the UPC/GTIN as the primary product identification number.**

NOTE: To prevent discrepancies in SPA Claim Filing, this requires that “new” items be added to the internal product master files during the time between when an SPA Quotation is verbally authorized and the SPA Quotation is transmitted.

SPA Set-Up: Pricing Communication Methodologies

Current Situation

There are numerous communication methodologies for providing pricing on an SPA Quotation—*Discount Multipliers*⁴, *Discount Percentages*⁵, and/or *net distributor cost*—and pricing can be “firm” for the duration of the SPA Quotation or “Price-in-Effect” (PIE) at the time of shipment. In addition, the number of decimal places used for pricing purposes also varies.

Likewise, individual distributors have different preferences in how they prefer to receive pricing on SPA Quotations and the number of decimal places used. As a result, problems can arise in SPA Claim Filing. For example, Discount Multipliers and Discount Percentages may reference old or expired pricing sheets, the items in a Vendor Product Groups may change, or automatic reconciliation programs may reject SPA Claims due to rounding errors.

Recommended Best Practice

✓ **Distributors and Manufacturers: Use no more than 4 decimal places for pricing purposes.**

Note: It is important to be consistent in the use of decimal places used to prevent discrepancies in SPA Claim Filing. Manufacturers, please make sure that the number of decimal places used in the SPA Quotation is consistent with the number of decimal places in IDW.

✓ **Manufacturers: If your SPA Quotation specifies “Price-in-Effect” (PIE), please provide either Discount Multipliers or Discount Percentages at the line item or Vendor Product Group level and the applicable Manufacturer's Price Sheet⁶ to facilitate automatic price changes.**

✓ Please minimize changes to Vendor Product Groups used for pricing purposes.

✓ If Vendor Product Groups must change, please provide updates to all affected SPA Quotations at least 30 days in advance of the effective date of the change.

⁴ **Discount Multiplier**—Number used to multiply against the pricing column on a designated distributor cost sheet, or suggested resale price, to determine net distributor cost.

⁵ **Discount Percentage**—The discount percentage supplied by the manufacturer to be applied to a designated distributor cost sheet, or suggested resale price, to determine net distributor cost.

SPA Set-Up: Terms & Conditions for SPA Quotations

Current Situation

Not only does every manufacturer require different information to request an SPA Quotation, there are also variations in SPA Quotation Terms & Conditions and SPA Claim Filing procedures. While paper versions of Terms & Conditions may be provided to distributor management, often the personnel dealing with SPAs on a daily basis may not have access to this information.

Recommended Best Practice

- ✓ **Manufacturers:** Post SPA Claim Filing instructions and “standard” SPA Quotation Terms & Conditions on a password protected website accessible to authorized distributor personnel.
 - ✓ Clearly state the information required to request an SPA Quotation and to file an SPA Claim.
 - ✓ Please specify your company's interpretation of the SPA Effective Date and SPA Expiration Date, i.e., ship date or invoice date.
 - ✓ Specify if SPA Quotations are for shipments through stock only, or may apply to direct shipments.
 - ✓ Communicate special Terms & Conditions that pertain only to specific SPA Quotations—including those negotiated by third parties—as part of the individual written SPA Quotation.
 - ✓ Provide, to the extent feasible, at least 60 days advance written notification of changes to SPA Claim Filing instructions and “standard” SPA Quotation Terms & Conditions.

⁶ **Manufacturer's Price Sheet**—Manufacturer's Suggested Resale Price, Published Distributor Cost, and/or List Price Sheet as specified by date and/or number as defined by a manufacturer's published procedures and guidelines.

Updating SPA Quotations

Current Situation

When updates or changes are made to an SPA Quotation, some manufacturers add a SPA Version Number⁷ to SPA Quote Number⁸, while other manufacturers provide a new SPA Quote Number. The provision of a new SPA Quote number requires distributors to maintain cross-references of SPA Quote Numbers to maintain history of the changes and updates.

Recommended Best Practice

- ✓ **Manufacturers:** When any updates or changes are made to an SPA Quotation, update the SPA Quotation Effective Date at the line item level to reflect the change. (*This will preclude the need for SPA Version Numbers and/or creating new SPA Quote Numbers*).
 - ✓ When updating SPA Quotations via EDI or Flat File, transmit information only about the line items that have changed—“Changes Only”—instead of transmitting the entire updated SPA Quotation.
 - ✓ If you choose to continue using SPA Version Numbers, please use a maximum of 3 decimal places.
- ✓ **Distributors:** Please make sure that everyone who deals with SPA Quotations is informed of any updates to the SPA Quotation.

SPA Updates: Product Changes

Current Situation

Many times the SPA Department is not aware of products changes—*discontinued, substituted, and/or a new product introduced*—on SPA Quotations until an SPA Claim is rejected.

Recommended Best Practice

- ✓ **Manufacturers:** If the products on an SPA Quotation are discontinued, substituted, and/or otherwise changed, provide updated SPA Quotations to distributors at least 30 days prior to the effective date of the change.
 - ✓ Subject to your published procedures and guidelines, allow distributors to continue claiming the original items on the SPA Quotation until their inventory is depleted.

SPA Updates: Price Changes

Current Situation

Having the most current pricing allows distributors to run their businesses effectively and efficiently service end-customers. The impact of prices that are not up-to-date ripples through the supply chain, requiring massive amounts of manual intervention for both distributors and manufacturers to resolve discrepancies. And end-customers often require at least 30 days advance notification of actual price updates.

⁷ SPA Version Number—A tool used to identify whether the distributor is in possession of the most current SPA document in effect.

⁸ SPA Quote Number—A manufacturer-designated reference number or name of a specific SPA Quotation.

Recommended Best Practices

- ✓ **Manufacturers: If prices on an SPA Quotation change, provide updated SPA Quotations to distributors at least 60 days prior to the effective date.**

SPA Updates: Unit of Measure Changes

Current Situation

Units of measure vary by product—*price each, price per hundred, price per thousand, price per foot, price per 100 feet, price per 1,000 feet, and price per pound*. Occasionally manufacturers change units of measure. When this occurs, distributors must re-price all items in their inventory, including items on SPA Quotations. If the pricing is not updated to reflect the new unit of measure, the end-customer may be invoiced in error, creating discrepancies in the SPA Claim Filing process.

Recommended Best Practices

- ✓ **Manufacturers: Please minimize changes to units of measure.**
 - ✓ If units of measure are changed, please provide updates to all affected SPA Quotations at least 60 days in advance of the effective date of the change.

Comments on SPA Renewals

This document is not intended to express any views regarding individual manufacturers' decisions to provide SPAs—including *whether, when, to whom or in what amount SPAs are provided*. Distributors and manufacturers will continue to make their own independent decisions regarding pricing and other competitive issues.

Recommended Best Practices

- ✓ **Manufacturers: Please begin the renewal process 90 days in advance of the SPA Quotation Expiration Date to allow time for analysis and negotiation.**
 - ✓ If the decision is made to renew or cancel an SPA Quotation, please provide written notification to the distributor at least 60 days in advance.



Appendix A—IDEA Flat File Standard, Convertible to EDIPro 845

Special Pricing Authorization Flat File

SPA1.06 13-Sep-06

Description

The flat file is delimited by pipe (|) characters (ASCII 0x7C).
The sender and receiver ID's should be exchanged and applied prior to transmission.



USE Field Color Key	
M	Mandatory Fields
Mc	Mandatory - Conditional on something
C	Conditional Fields can be made Mandatory If Mutually Agreed Upon Between Trading Partners

Convertible to EDIPro 845

Record Layout

SPA Record							
Field #	Field Name	Use	Format	Description	Examples	Comments	EDI Record ID
1	Record ID	M	X(8)	Price Delivery	SPA1.06	Used for both SPA and Into Stock Neg Pricing	ENV
2	Sender's ID Qualifier	Mc	X(2)	Sender's ID Qualifier	12	Only required for conversion to EDI. For non-EDI companies, a qualifier of 12 indicating (telephone number) would be used.	ENV
3	Sender's ID	Mc	X(15)	Sender's Identifier Code	7024569933	Only required for conversion to EDI.	ENV
4	Receiver's ID Qualifier	Mc	X(2)	Receiver's ID Qualifier	12	Only required for conversion to EDI. For non-EDI companies, a qualifier of 12 indicating (telephone number) would be used.	ENV
5	Receiver's ID	Mc	X(15)	Receiver's Identifier Code	5329872200	Only required for conversion to EDI.	ENV
6	Transaction Set Purpose	M	X(02)	Transaction Set Purpose	00	00 - Original, 30 - Renewal, 04 - Change, 56 - Expired, 14 Advance Notice, 16 Proposal	BPA / 0353
7	Date	M	X(8)	Date	20030101	CCYYMMDD	BPA / 0373
8	Currency	C	X(3)	Currency	USD	CAD - Canadian Dollars, MXP - Mexican Peso, USD - United States Dollars	CUR / 0100
9	Manufacturer Name	M	X(35)	Manufacturer Name	Siemens	Required if not converting to EDI	N1 / 0093
10	Price Quote Number	M	X(30)	Quote Number	PR38956	Quote Number	CON / 0127
11	Quote Name	C	X(30)	Quote Name	Durham Public Schools	Contract Reference. Required in conjunction with, or instead of, Price Quote Number for specific trading partner agreements.	CON / 0127
12	Revision Number	C	X(30)	Version Number	001	Revision Number	REF / 0127
13	Quote Status Code	M	X(2)	Quote Status Code	OC	Contract Status Code: OC - Original, EX - Expired, CR - Renewed, CM - Modified, CC - Cancelled, PR - Proposed	CON / 0846
14	Effective Date	M	X(8)	Quotation Effective Date	20030110	Contract Effective Date. Required if available	DTM / 0373
15	Expiration Date	Mc	X(8)	Quotation Expiration Date	20040109	Contract Expiration Date. Required if available	DTM / 0373
16	Product Transfer Type Code	Mc	X(2)	Transaction Type	SD	Transaction Type: DS - Drop Ship Sale, SD - Ship and Debit Sale, SS - Stock Sale, CS - Contract Sale	PAD / 0621
17	Buyer Name	C	X(60)	Buyer Name	Jane Smith		PER / 0093
18	Distributor Name	M	X(60)	Distributor Name	ABC Distributor	Required if not converting to EDI	N1 / 0093
19	Distributor Branch ID	M	X(80)	Manufacturer's Branch code for Distributor location	0001	Alphanumeric code identifying branch	N1 / 0067
20	Distributor Address 1	M	X(55)	Distributor Address 1	15 Lasalle St		N3 / 0166
21	Distributor Address 2	M	X(55)	Distributor Address 2	Suite 410		N3 / 0166
22	Distributor City	M	X(30)	Distributor City	Chicago		N4 / 0019
23	Distributor State or Province	M	X(2)	Distributor State or Province	IL		N4 / -156
24	Distributor Zip or Postal Code	M	X(15)	Distributor Zip or Postal Code	60601		N4 / 0116
25	Distributor Country	M	X(3)	Distributor Country Code	USA	CAN - Canada, MEX - Mexico, USA - United States	N4 / 0026
26	End User ID	Mc	X(15)	End-Customer Number	1+1904	Distributor Account Number for End User-Customer ID. Required if Account Numbers have been assigned.	N1 / 0067
27	End User Name	C	X(35)	End-Customer Name	Contractor Bob	End User Name	N1 / 0093
28	End User Address 1	C	X(55)	End-Customer Address 1	20 Pine St	Address Information	N3 / 0166
29	End User Address 2	C	X(55)	End-Customer Address 2	Suite 2	Address Information	N3 / 0166
30	End User City	C	X(30)	End-Customer City	Tucson		N4 / 0019
31	End User State	C	X(2)	End-Customer State	AZ		N4 / 0156
32	End User Zip	C	X(15)	End-Customer Zip	85421		N4 / 0116
33	End User Country	C	X(3)	End-Customer Country	USA	CAN - Canada, MEX - Mexico, USA - United States	N4 / 0026
34	Product Group Code	C	X(12)	Vendor Product Group Code	T4B	Price Group / Product Group / Class Code / Sub Class Code. Required for Pricing by product categories.	PID / 0751
35	Product Group Name	C	X(80)	Vendor Product Group Name	Terminals		PID / 0352
36	Line Item Number	C	X(20)	Line Item Number	1		LIN / 0350
37	UPC/EAN/GTIN Qualifier	Mc	X(2)	UPC/EAN/GTIN Qualifier	UK	Required if using UPC/EAN/GTIN. See Appendix A2 for allowable values	LIN / 0235
38	UPC/EAN/GTIN Number	Mc	X(15)	UPC/EAN/GTIN Number	00783643148192	Required if Vendor Catalog Number or NAED Code is not provided.	LIN / 0234
39	Vendor Catalog Number	Mc	X(48)	Item Part Number	BZOR5A12	Required if UPC/EAN/GTIN number or NAED Code is not provided.	LIN / 0234



40	Buyer Part Number	Mc	X(48)	Buyer part Number	CESCO999	Optional: As agreed upon between the mfg and distributor	LIN / 0234
40	NAED Code	C	X(30)	NAED Assigned Product code		Required if UPC/EAN/GTIN number or Vendor Catalog Number is not provided.	LIN / 0234
41	Item Description	C	X(80)	Item Description	Wiring Accessory		PID / 352
42	Unit Price	Mc	S9(9),9999	Unit Price	14.29	Price per unit, after applying multiplier (if applicable) from field 45. Required if Product Group Code is not used.	CTP / 0212
43	Price UOM	Mc	X(2)	Price Unit of Measure	PE	See Appendix A1 for allowable values. Required with Unit Price field.	CTP / 0639
44	Price Sheet	C	X(30)	Manufacturer's Price Sheet	SD-88776	Price Sheet Number / Name that price applies to	REF / 0127
45	Discount Multiplier	Mc	9(10)	Discount Multiplier	.85	e.g. \$16.82 X .85 = \$14.29 (unit price). Required if Unit Price is not provided.(Category Priced Products)	CTP / 0649
46	Discount Percentage	Mc	9(10)	Discount Percentage	.15	e.g. \$16.82 X .15 = \$2.52 (unit price). Required if Unit Price is not provided.(Category Priced Products)	CTP / 0649
47	Minimum Order Quantity	C	9(15)	Minimum Order Quantity	1,000		CTB / 0380
48	Maximum Order Quantity	C	9(15)	Maximum Order Quantity	50,000		CTB / 0380
49	Minimum Order Value	C	9(15)	Minimum Value	500		CTB / 0610
50	Base Price Type	C	X(3)	Base Price Type	LPR, CAT, PAQ or QTE	Base Price Type applicable to Unit Price (field 42) LPR - List CAT - Book, PAQ (price Break Qty), QTE (quote)	CTP / 0236
51	Pricing Condition	C	X(3)	Pricing Condition	FUP	Pricing condition applicable to Unit Price (field 42) FUP - Firm Price, PIE - Price In Effect (Non-Firm)**	CTP / 0236
52	Previous Quote/Contract Number	C	X(30)	Previous Quote/Contract Number	PR38956002	For use when new quote/contract number is issued for changes/revisions.	REF / 0127
53	Number of Line Items	M	X(6)	Number of Line Items		Line item number (1,2,3,...). The first record must start with 1 to indicate the beginning of the document.	
1	END	M	X(8)	End Record	END		
53	Total Number of Line Items	M	X(6)	Total Number of Line Items		Total Number of Line Items	

Appendix A1 - Field 43

Allowable Values
HF - Per 100 Feet
HP - Price per Hundred
NC - No Charge
PE - Price per Each
PF - Price Per Foot
PP - Price per Pound
TF - Per 1000 Feet
TP - Price per Thousand
UM - Price per Unit of Measure

Appendix A2 - Field 37

Allowable Values
EN-European Article Number (EAN) (2-5-5-1)
U2-U.P.C. Shipping Container Code (1-2-5-5)
UD-U.P.C./EAN Consumer Package Code (2-5-5)
UI-U.P.C. Consumer Package Code (1-5-5)
UK-U.P.C./EAN Shipping Container Code (1-2-5-5-1)
UP-U.P.C. Consumer Package Code (1-5-5-1)

IDEA Note: The X12 qualifier "PIE" actually stands for "Price In Effect at time of shipment". However, for the use of this field solely within the SPA Flat File, it is to be used to reflect a "Non-Firm Price In Effect" only.

This flat file is designed to support both SPA pricing and Into Stock Negotiated Pricing

To view the most up-to-date version, please visit www.idea-esolutions.com or call Dave Frenkel, IDEA Standards Manager @ 703.562.4610.

What You Can Do

What can you do to make sure the **Best Practices in SPA Set-Up & Updates** is up-to-date?

Tell us if we missed anything! Please email your comments to customerservice@naed.org

or call 1.888.791.2512.



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