ELECTRONIC INVOICING GUIDE

eInvoicing Specifications for Suppliers

PURCHASE ORDER (PO) ACKNOWLEDGMENTS

PO Acknowledgment Validation Rules

This document describes the rules that must be followed to submit a PO Acknowledgement to ServiceMaster. All of the rules presented here are applicable regardless of the file format and transmission protocol used.

The following table summarizes ServiceMaster's field validation requirements for PO Acknowledgement uploads.

Field Name	Description	Data Format	Additional Field Validations	Required?
PO Number	PO number assigned by ServiceMaster	Number (8)	Exact Match to PO Supplier is invoicing Error Message if INVALID; Cannot find PO # XXXX. Please correct the PO number.	Required
ACK #	PO Acknowledgment number assigned by the Supplier	String (25)	Please note: Non-alphanumeric characters are not accepted, such as hyphens Supplier# + Acknowledgment# must be unique	Required

			Error Message if INVALID;	
			(1) Acknowledgment number cannot exceed 25 characters. Please correct.	
			(2) Acknowledgment number must be unique. ACK already exists with the number: <ACK #>	
			(3) Acknowledgment number must not contain a pipe character	
			Once the Acknowledgment is submitted, DCI Portal will convert the alphabetic characters in the ACK Number to UPPERCASE.	
ACK Date	Supplier-supplied Acknowledgment date	MM/DD/YYYY	ACK Date has no restrictions; can be post-dated as well as future-dated. Error Message if INVALID;	Required

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Acknowledgment Comments	Header-level Acknowledgment comments	Alphanumeric (250)	Acknowledgment must be in the following format "MM/DD/YYYY"	Optional

PO Acknowledgement Line item data:

Field Name	Description	Data Format *Numeric(10,2) indicates 10 digits incl. 2 decimals*	Additional Field Validations	Required?
PO Line#	PO Line Number Must be an EXACT MATCH to PO If PO is partially acknowledged, then include only the PO lines for which are being acknowledged.	String (10) Examples: 1, 2, 3	PO Line Number cannot be blank and must match PO Line.	Required
Buyer Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Buyer Item number Buyer Item number is mandatory.	Optional

Supplier Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Supplier Item number. Supplier Item number is mandatory.	Optional
QTY (Quantity)	The quantity of the line item data. Quantity can be less than or greater than the PO Quantity – No restrictions.	Number (15)	Error Message if INVALID; The quantity for line 1 should be a valid number Line item <#1> requires a positive quantity. Fractions may be expressed in decimal format. 1.0000 and greater are acceptable values. 0.9999 and lower are not acceptable values.	Required
UOM (Unit of Measure)	The unit of measure of the line item data	String (2)	Error Message if INVALID;	Required

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		See table below for exact 2 character string values.	UOM cannot be blank. Please edit or remove line item. The Unit of Measure for Item# '12345' does not match the PO	
	EXACT MATCH to PO			
ACK Line #	The line number of the ACK line item data	String (10) Examples: 1, 2, so on	Error Message if INVALID; The ACK Line Number is invalid ACK Line Number cannot be blank. Please edit or remove line item	Required
Unit Price	The unit price of the ACK line item data	Number (15,4)	Error Message if INVALID; Unit Price cannot be blank. (Zero is a valid value) Please edit or remove line item. The price for line 1 should be a valid number (avoid using commas, dollar signs and other extraneous characters)	Required

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			Unit Price cannot be less than zero	
Expected Delivery Date	Supplier-supplied Expected Delivery date	MM/DD/YYYY	Date must = greater or equal to today's date. Error Message if INVALID; Expected Delivery Date must be greater or equal to TODAY's date Acknowledgment must be in the following format "MM/DD/YYYY"	Required

The following units of measure must be used in the Line Item Unit of Measure field:

Code	Unit of Measure
BG	Bag
BK	Bucket
BT	Bottle
BX	Box
CA	Case
CN	Can
DR	Drum
DZ	Dozen
EA	Each
FT	Feet
GA	Gallon
GM	Gram
IN	Inch
JG	Jug

KI	Kit
LB	Pound
LN	Link Pack
LT	Liter
MB	Mini Bulk
OZ	Ounce
PA	Pail
PK	Package
PL	Pallet
PR	One Pair
PT	Pint
QT	Quart
RL	Roll
TM	Metric Ton
TN	Ton
TT	Tote
TU	Tube

Important Notes:

Please also note the following important notes about PO Acknowledgments for ServiceMaster:
- Purchase Orders will be in status, "Pending acknowledgment" until which time the PO Acknowledgement is completed.
- ServiceMaster does not limit the number of PO Acknowledgments each Purchase Order can have.

In a PO Acknowledgement Suppliers can:
1. Accept new PO's/PO Changes without changing line item values
2. Suggest changes to new POs with new line item values
   a. PO Acknowledgments will be Auto-approved if Exact PO line quantity and exact PO line price both match.
3. Accept PO changes with new line item values
4. Suppliers can edit designated PO values in the acknowledgment process
   a. When a PO Acknowledgment is submitted against a PO, where the ACK differs from the PO, then ServiceMaster must either accept or reject the PO Acknowledgment. If accepted, then ServiceMaster also updates the PO in the Procurement System and as such the DCI Portal also receives PO Updates.

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PO Acknowledgment Status Matrix

Status	Description
Draft	Supplier created ACK, but not submitted
Submitted	Supplier has submitted ACK
Approved	ServiceMaster or System (auto approve ACK's without changes) has Approved ACK
Rejected	ServiceMaster has Rejected ACK

- Supplier Number and associated Supplier details (including Remit-To address) are not included in the electronic Acknowledgment, as this information is derived from the Supplier User Profile, for whom is uploading/transmitting the electronic Acknowledgment.

- ServiceMaster's Business Unit is derived from the Purchase Order and will be ignored if included in the electronic Acknowledgment.

- All data values not captured in the above table, such as Buyer Name and phone/email, Freight Terms, Ship To address, etc. are derived from the Purchase Order and do not need to be included on the electronic Acknowledgment.