BIC EDI Standards
and
Implementation Guidelines

Library Supply

TRADACOMS
File format specifications

The Book Trade Order File

October 2009

ORDERS

Using the Book Trade Order message for library supply

Changes since March 2008 issue

October 2009 – changes:

Section 6. Copy-related data

Statement 'In other words, each group of copy-related data elements is headed by an occurrence of RTEX 268, the unique copy id' has been removed as RTEX 268 is not always the first element.

Section 8. Proposed Orders. New section on 'Supplier Selection' added.

Section 11.4. Order and Order Line Numbering: First sentence strongly recommending each order message should carry Customer Order Number in ORD/ORNO has been removed as this does not happen in practice.

Second sentence amended to state that each order line must carry a unique Customer Order Number in RTEX 082 (changed from 'strongly recommended').

Section 11.5. Reference numbers in Confirmation Orders: new section added to show where reference numbers supplied in an EDIFACT QUOTES message should be returned in the corresponding Confirmation Orders message.

Section 13. Book Trade Order File Header: FIL segment. Reference to using number supplied in FLGN for checking if files have been missed has been removed. In practice the number supplied in STX/SNRF is used for this purpose.

1 The Book Trade Order message

The Book Trade Order message is ANA TRADACOMS File Format 103, Version 2.

The library supply sector uses the Book Trade Order message and not the standard TRADACOMS Order message. The Book Trade Order is based on the Order message (File Format 4) with additional segments that allow bibliographic detail to be included as part of an order line, and make it possible to specify that a single order line is to be shared between a number of delivery locations and/or different fund accounts.

The structure of the Book Trade Order message is outlined in the table below.

Message	Consisting of Segments			Repeat as shown below
BTOHDR File header	MHD	=	Message Header	One occurrence only, at the start of the file
	TYP	=	Transaction Type	
	SDT	=	Supplier Details	
	CDT	=	Customer Details	
	DNA	=	Data Narrative	Repeat as necessary at header level
	FIL	=	File Details	
	MTR	=	Message Trailer	
BTOERS Order detail	MHD	=	Message Header	Repeat for each order
	CLO	=	Customer's Location	
	ORD	=	Order References	
	DIN	=	Delivery Instructions	
	DNA	=	Data Narrative	Repeat as necessary at order level
	OLD	=	Order Line Details	Repeat for each order line
	SDQ	=	Split Delivery Quantity	Repeat for each delivery within an order line
	DNC	=	Data Narrative	Repeatable within each SDQ
	BIB	=	Bibliographic Elements	One occurrence per line if required
	MUL	=	Multi-Volume/Part Work	One occurrence per line if required
	PUB	=	Publisher/Distributor	One occurrence per line if required
	DNB	=	Data Narrative	Repeatable within an order line
	OTR	=	Order Trailer	
	MTR	=	Message Trailer	
BTOTLR File trailer	MHD	=	Message Header	One occurrence only, at the end of the file
	OFT	=	Order File Totals	
	MTR	=	Message Trailer	

2 Book Trade Order message version number

The BIC Book Trade Order message version number for implementations which comply with this issue is L01. This version number should be sent as DNAC code 206 in the DNA segment in the message file header (BTOHDR). See section 11.2 below.

3 Functions of the Book Trade Order message

The functions of the Book Trade Order message are to enable a customer to communicate to a supplier:

(a)   A new order or orders (transaction code 0430 in BTOHDR TYP/TCDE);

(b)   A confirmation order (transaction code 0460 or 0465), responding to an EDIFACT QUOTES message sent by the supplier (see section 8);

(c)   The cancellation of one of more outstanding orders (transaction code 0400 – see section 9);

(d)   A chaser in respect of one or more outstanding orders (transaction code 0445 – see section 10); or

(e)   An order for retained approval or inspection items (transaction code 0435).

These message types must not be mixed within a single TRADACOMS file. Each type must always be sent in a separate file, with its own file header and trailer.

4 Specifying special processing requirements in orders

As detailed in sections 14-16, any departures from the standard processing "profile" agreed between a library and its supplier can be signalled by codes and/or free text in DNA, for the order as a whole, in DNB, for a complete order line, or in DNC, for a split order quantity.

Certain codes, however, can only logically be applied at particular levels, and this is indicated in the description of the various Data Narrative segments.

BIC Code List 204 is a standard set of servicing codes, with, in most cases, a corresponding negative. These codes can be used either to request a special servicing item which is *not* part of the library's agreed profile, or to cancel a servicing item which *is* part of the profile.

For example, code JK indicates that a plastic wallet is required on a paperback; JKN indicates that, although such walleting is part of the normal servicing profile, it is *not* required on the current order.

5 Ordering for multiple locations

Ordering for multiple locations is possible within a single Book Trade Order message. A "default" delivery location is specified in the CLO segment at the beginning of the message. This default can be overruled at line level by one or more repeats of the SDQ segment. The following rules apply when using SDQ:

(a)   The total of the SDQ/OQTY values in an order line must equal the value in OLD/OQTY.

(b)   It follows that, if one of the delivery locations for a split order line is the default location, there must be an SDQ segment which gives the details of the part delivery which is destined for the default location.

(c)   The DNC segment can carry details of fund accounts, special servicing requirements, etc which apply to the copies to be delivered to each location. The SDQ-DNC pair can also be used to specify such details for individual copies or sets of copies even though all are to be delivered to the same location.

Example: order line for a location other than the default

`OLD=1+9780123456789+++1+4'`	Line 1: four copies ordered
`SDQ=1+1+4+:B21'`	SDQ 1.1: four copies to branch B21

Note: no DNC is necessary - processing information will appear in the DNB segment as it qualifies ALL copies in the order line

Example: split order line with delivery to different locations

`OLD=1+9780123456789+++1+12'`	Line 1: twelve copies ordered
`SDQ=1+1+4+:B21'`	SDQ 1.1: four copies to branch B21
`DNC=1+1+1+204:JKN'`	DNC 1.1.1: do not jacket these copies
`SDQ=1+2+8+:B16'`	SDQ 1.2: eight copies to branch B16, normal processing

Example: different processing requirements with delivery to the same location

`OLD=1+9780123456789+++1+12'`	Line 1: twelve copies ordered
`SDQ=1+1+4+:B1'`	SDQ 1.1: four copies to branch B1
`DNC=1+1+1+204:JKN'`	DNC 1.1.1: do not jacket these copies
`SDQ=1+2+8+:B1'`	SDQ 1.2: eight copies to branch B1, normal processing

6 Copy-related data

In library practice, trading partners may wish to exchange a number of data elements which are specific not just to a particular title ordered but to a particular copy of that title. In such cases the library acquisitions system may assign a unique copy ID number which will be included in the Order message. Depending on the agreement between customer and supplier, other elements may also be supplied by the library at time of ordering, and linked to the unique copy ID, while the supplier may add others as part of the processing of the ordered item, in which case they must be communicated back to the customer by EDI so that they are already recorded in the library's database when the books arrive.

The complete set of data elements which are defined for this purpose are:

- Unique copy ID
- Accession number or barcode number
- Stock category
- Shelf mark or spine label (complete)
- Sequence code
- Classification
- Filing suffix
- Feature heading
- Size code
- Copy value
- Branch or location code
- Fund account number

In TRADACOMS, these copy-related data elements may be used in the following context:

> In a new order or confirmation order, transaction code 0430 or 0460, sent by a customer to a supplier.

All of these data elements are carried in Data Narrative segments as RTEX codes. The convention by which they are grouped is as shown in this example:

```
DNC=1+1+1++268:UNIQUECOPYID1:067:ACCESSIONNO1:269:SHELFMARK1:069:FUNDNO1'
DNC=1+1+2++275:COPYVALUE1'
DNC=1+1+3++268:UNIQUECOPYID2:067:ACCESSIONNO2:269:SHELFMARK2:069:FUNDNUMBER2'
DNC=1+1+4++275:COPYVALUE2'
```

Note, however, that the treatment of branch or location codes will be different in Book Trade Order and Invoice messages. The Book Trade Order message uses the SDQ segment and its associated Data Narrative to identify part orders which are destined for different branch locations, and RTEX 274 is not used. The Acknowledgement of Order and Invoice messages do not have the SDQ segment, so that it is necessary to use RTEX 274 in order to show the branch for which an individual copy is intended.

Example: split order line including unique copy IDs and delivery to different locations

`OLD=1+9780123456789+++1+3'`	Line 1: three copies ordered
`SDQ=1+1+2+:B1'`	SDQ 1.1: two copies to branch B1
`DNC=1+1+1++069:CANF:268:3348135:268:3348136'`	DNC 1.1.1: fund CANF for both copies, unique copy IDs
`SDQ=1+2+1+:B2'`	SDQ 1.2: one copy to branch B2
`DNC=1+2+1++069:CAREF:268:3348134'`	DNC 1.2.1: fund CAREF, unique copy ID

Example: order line for single location – multiple copies with unique copy IDs

`OLD=1+9780123456789+++1+5'`	Line 1: five copies ordered
`SDQ=1+1+5+:B21'`	SDQ 1.1: five copies to branch B21
`DNC=1+1+1++268:3412345:268:3412346:268:3412347:268:3412348'`	DNC 1.1.1: first four unique copy IDs (other processing applies to all copies – appears in DNB)
`DNC=1+1+2++268:3412349'`	DNC 1.1.2: second DNC segment needed for fifth unique copy ID

Note: when unique copy IDs are included DNC segments are required in ALL lines except those for a single copy.

7 Shelf mark or spine label processing

If the RTEX codes for individual component elements of the shelf mark are included in an order line, ie any of:
- 068 Classification number
- 270 Shelving sequence
- 271 Filing suffix
- 272 Feature heading
- 273 Size code

they will be processed by the library supplier in preference to RTEX 269 (shelf mark or spine label). RTEX 269 will be processed ONLY if individual elements have not been sent.

8 Proposed orders: showroom visits, suppliers' online databases

In a number of cases in public library supply, the supplier directly or indirectly provides the main information content of an order: directly, as a *showroom order list*, created after library staff have visited the supplier's showroom; or indirectly, as an *online database order list*, created by the customer entering orders through a supplier's online database.

Showroom order lists

A showroom order list is a file of title information with quantity and price details etc sent electronically by a supplier to a customer following a staff showroom visit to select items to be ordered, to enable the customer to confirm the order electronically with an EDI order message. The file is sent as an EDIFACT QUOTES message. There is no parallel TRADACOMS format for this application. The customer's response, however, may be a TRADACOMS confirmation order, ie a Book Trade Orders message coded 0460 or 0465 in BTOHDR TYP/TCDE.

Only one confirmation order may be sent in respect of one showroom order list.

The confirmation order (TCDE = 0460) may introduce changes in order details including reductions in order quantities, and order lines may be deleted; but the addition of new lines or increases in order quantities are not acceptable - these must be sent in a separate order message.

Order items and quantities must NOT be changed when using confirmation order (TCDE = 0465).

Both confirmation order types allow for copy detail to be added.

Each line in the confirmation order should include the supplier's unique reference to the line item, taken from the EDIFACT QUOTES message, and carried in the TRADACOMS order as RTEX 061 or 288, depending on whether the supplier has coded the QUOTES message with firm order line references or with quotation line references.

Online database order lists

An online database order list is a file of title information and accompanying order detail generated as a consequence of the library having entered an order through a supplier's online database. The supplier sends the order list back to the customer as an EDIFACT QUOTES message. Again, the customer's response may be a TRADACOMS confirmation order, coded 0460.

Supplier selection

More libraries are now delegating responsibility for a substantial part of their stock selection to their book supplier. An EDIFACT QUOTES message may be used by the supplier to notify its selections. As with Showroom order lists and Online database order lists the customer's response may be a TRADACOMS confirmation order, coded 0460.

9 Order cancellation

An outstanding order line may be cancelled by the customer sending an order cancellation which should carry full details of the original order line. The cancellation message must be in a Book Trade Order file labelled with transaction code 0400; the message header must be identical to the header sent on the original order; the order line should be as originally sent, except that, in general, it will have a different line sequence number. To ensure unambiguous identification, the line should always carry a unique customer order reference, as RTEX 082.

10 Order chasers

"Order chasers" may be sent in respect of outstanding order lines, to request the supplier to send an up-to-date report on the status of the order. The chaser message must be in a Book Trade Order file labelled with transaction code 0445. Each order chaser message must relate to one and only one original order message, and the CLO and ORD segments in the chaser message should be identical to the corresponding segments in the original order message.

In the expectation that order chasers will represent only a rather low proportion of order message traffic, it is suggested that for each outstanding line from the original order the full line detail should be sent, including a unique customer order reference, as RTEX 082, with two possible variations, shown in the table below.

OLD OQTY	The quantity as in the original order line, or the outstanding quantity if part of the original order quantity has already been supplied.
DNB RTEX	A chaser sequence number may be included, using RTEX code 096.

11 Additional Notes

11.1 Absence of Data

For a mandatory composite data element for which there is no available data, for example OLD/SPRO where neither EAN number nor supplier's product number (ISBN) can be given, it is customary to place one zero (0) in the first variable length sub-element, thus:

OLD=1+:0+...

The same principle applies for simple mandatory data elements (either alphanumeric or numeric).

The receiver of the file should be notified of data elements where this may occur in order that exception processing can take place.

This is not, however, regarded as good EDI practice, and such cases should be the exception rather than the rule.

11.2 Book Trade Order File Header (BTOHDR)

Note that while TRADACOMS permits a file of mixed order types to be sent, BIC does not recommend this practice, and the "Mixed Orders" transaction code is not included in the BIC subset code list.

Where a book has been supplied on approval, and the customer decides to retain the approval copy and order additional copies, two separate orders must be sent: one with transaction code 0435 for the retained approval copy, and one with transaction code 0430 for the additional copies.

11.3 Book Trade Order File Details (BTOERS)

Care is needed in using OLD/OUCT (ordering unit cost). In library supply it is used to send the RRP or publisher's list price, which may include VAT if applicable. The price actually charged to the library will depend on any discounts applied by the supplier. If a price is included in the order, it is intended only as an indication of the figure on which the library expects the discounted price to be based.

Measure-related fields which occur in OLD/UNOR, OLD/OQTY, and OLD/OUCT are not used in book orders, since books are sold by quantity, not by measure.

DNA and DNB segments can be used with appropriate DNAC or RTEX coding to specify particular order requirements, at order or order line level respectively.

11.4 Order and Order Line Numbering

Each order line must carry a sequence number in OLD/SEQA and a unique Customer Order Line Number as an RTEX element (RTEX code 082) in a DNB segment linked to each OLD.

In subsequent EDI messages relating to the order, each order line may be identified by a combination of Customer Order Number and the ISBN or other product ID, or by a combination of Customer Order Number and the original order line sequence number (carried as an RTEX element, code 043), or by a Customer Order Line Number (carried as an RTEX element, code 082). The last of these three methods is the most secure, and is very much to be preferred.

11.5 Reference numbers in Proposed Orders

If any of the following reference numbers are received in an EDIFACT QUOTES message they should be returned in the corresponding TRADACOMS confirmation order.

EDIFACT QUOTES		
Segment	**Element**	**Description**
BGM (2)	DE 1004	Document/message number (Quotation number assigned by the document sender)
RFF (5)	DE 1154	When DE 1153 = ON (Buyer's purchase order number)
*RFF (28)	DE 1154	When DE 1153 = QLI (Supplier's unique quotation line number)
		When DE 1153 = SLI (Supplier's unique order line reference number)

* The EDIFACT QUOTES message should carry a supplier's unique reference to the line item.

The table below details the mapping of the reference numbers from the EDIFACT QUOTES message to the TRADACOMS confirmation order.

EDIFACT QUOTES			TRADACOMS Confirmation order	
Segment	**Element**		**Segment**	**Element**
BGM (2)	DE 1004		ORD	ORNO (2nd sub-element)
RFF (5)	DE 1154			
	DE 1153 = ON		ORD	ORNO (1st sub-element)
RFF (28)	DE 1154			
	DE 1153 = QLI		DNB	RTEX code 288
RFF (28)	DE 1154			
	DE 1153 = SLI		DNB	RTEX code 061

12 Examples of complete order transmissions

Example 1: standard "new order" message

In this example the transmission sender is the customer (library), and the transmission consists of a single Book Trade Order file within an STX-END envelope.

`STX=ANAA:1+5012345678987:LIBRARY+509`
`   8765432123:SUPPLIER+070618+24635`
`   9++BTOERS2'`
	Start of transmission: the sender's EAN/GLN is the same as that of the buyer, in CDT

`MHD=1+BTOHDR:2'`	Message 1: order file header
`TYP=0430'`	New order
`SDT=5098765432123'`	Supplier's EAN/GLN
`CDT=5012345678987'`	Library's EAN/GLN
`DNA=1+206:L01'`	
`DNA=2+207:008'`	Using BIC Code Lists Issue 8
`FIL=123+1+070618'`	File 123; transmitted on 18th June 2007
`MTR=8'`	End of message 1: eight segments
`MHD=2+BTOERS:2'`	Message 2: first order message
`CLO=:BA'`	Deliver to branch code BA (default branch)
`ORD=GA4142'`	Order number GA4142
`OLD=1+9783791324926+++1+1+129900'`	Order line 1: default servicing; one copy, RRP £12.99
`DNB=1+1++082:BA12345678:069:FUNDA:06` `   8:709.4:271:PEN'`	First DNB carries four RTEX elements – maximum allowed (customer order no., fund no., classification, filing suffix)
`DNB+1+2++073:USD:074:2500'`	Price 25.00 US dollars
`OLD=2+9780330349309+++1+2+69900'`	Order line 2: default servicing; two copies, RRP £6.99
`DNB=2+1+201:1+082:BA12345679:069:FUN` `   DA:068:791.43:271:THO'`	Highest priority order; four RTEX elements (customer order no., fund no., classification, filing suffix)
`DNB=2+2++275:699'`	Replacement value (copy value) £6.99
`OLD=3+9780851113915+++1+2+29900'`	Order line 3: two copies, RRP £2.99
`SDQ=3+1+1+:BA'`	One copy for default servicing to default branch BA
`SDQ=3+2+1+:BA'`	
`DNC=3+2+1+204:SLN'`	One copy 'do not sleeve' to default branch BA
`DNB=3+1++082:BA12345680:069:FUNDA:06` `   8:226.9:271:STO'`	Both copies - four RTEX elements (customer order no., fund no., classification, filing suffix)
`DNB=3+2++275:250'`	Replacement value (copy value) £2.50
`OTR=3'`	Order trailer: three order lines in this order message
`MTR=17'`	End of message 2: 17 segments
`MHD=3+BTOERS:2'`	Message 3: second order message
`CLO=:BA'`	Deliver to branch code BA (default branch)
`ORD=GA4143'`	New order number in ORNO (GA4143)

Example 1 (continued)

`OLD=1+978037304724x+++1+2+49900'`	Order line 1: 2 copies, RRP £4.99
`DNB=1+1+201:1+082:BA12345681:069:FUNDB:068:P:271:RIM'`	Highest priority order; four RTEX elements (customer order no., fund no., classification, filing suffix)
`DNB=1+2+204:JKN+275:499'`	'do not supply wallet', replacement value (copy value) £4.99
`OLD=2+:0+++1+1+29900'`	Order line 2: product number unknown; one copy, RRP £2.99
`BIB=2+Marrying a delacourt+Woods, Sherryl++PB+070705'`	Bibliographic details – title, author; paperback format; pub date 5th July 2007
`PUB=2+Silhouette'`	Publisher name
`DNB=2+1++082:BA12345682:069:FUNDB:068:P:271:WOO'`	Four RTEX elements (customer order no., fund no., classification, filing suffix)
`DNB=2+2++275:299'`	Replacement value (copy value) £2.99
`OLD=3+9780373271042+++1+4+29900'`	Order line 3: four copies, RRP £2.99
`SDQ=3+1+1+:AB'`	Split deliveries: one copy to branch AB
`SDQ=3+2+2+:CP'`	Two copies to branch CP
`SDQ=3+3+1+:DF'`	One copy to branch DF
`DNB=3+1++082:BA12345683:069:FUNDB:068:P:271:BAR'`	All copies: four RTEX codes (customer order no., fund no., classification, filing suffix)
`DNB=3+2++275:280'`	Replacement value (copy value) £2.80
`OLD=4+:WLS255+++1+2+109900'`	Order line 4: manufacturer's product number; two copies, RRP £10.99
`SDQ=4+1+1+:BA'`	Split deliveries
`DNC=4+1+1++069:FUNDA'`	One copy to default branch BA ; fund code FUNDA
`SDQ=4+2+1+:FG'`	
`DNC=4+2+1++069:FUNDB'`	One copy to branch FG; fund code FUNDB
`DNB=4+1++082:BA12345683:275:1099'`	Both copies: customer order no., replacement value (copy value) £10.99
`OTR=4'`	Order trailer: four order lines in this order message
`MTR=25'`	End of message 3: 25 segments
`MHD=4+BTOTLR:2'`	Message 4: order file trailer
`OFT=2'`	Two order messages in file
`MTR=3'`	End of message 4: three segments
`MHD=5+RSGRSG:2'`	Message 5: reconciliation message
`RSG=246359+5098765432123'`	
`MTR=3'`	End of message 5: three segments
`END=5'`	End of transmission: five messages

Example 2: confirmation order after a showroom visit

In this example a number of libraries are using a shared EDI gateway, and two files from different libraries are sent within a single STX-END envelope. Both are confirmation orders, following showroom visits by library staff, and EDIFACT QUOTES messages sent by the supplier listing the proposed orders placed during the visits. Bibliographic data appears in all order lines as agreed between trading partners. The order lines include copy-related data. There are supplier references at header and line level, which were communicated in the QUOTES messages from the supplier..

`STX=ANAA:1+5012345678987:LIBRARY+509`
    `8765432123:SUPPLIER+070610+24636`
    `3++BTOERS2'`
	Start of transmission: the sender's EAN/GLN is different from that of the buyer, in CDT

`MHD=1+BTOHDR:2'`	Message 1: First order file header
`TYP=0460'`	Confirmation order
`SDT=5098765432123'`	Supplier's EAN/GLN
`CDT=5056767676898'`	Library's EAN/GLN
`DNA=1+206:L01'`	
`DNA=2+207:008'`	Using BIC Code Lists issue 8
`FIL=130+1+070610'`	File 130: transmitted on 10th June 2007
`MTR=8'`	End of message 1: eight segments
`MHD=2+BTOERS:2'`	Message 2: First order message, first file
`CLO=:MAIN'`	Deliver to branch code MAIN (default branch)
`ORD=CONF18:JUN07'`	'JUN07' is a reference from the supplier's QUOTES message
`OLD=1+9781903506026+++1+2+69900'`	Order line 1: two copies, RRP £6.99
`SDQ=1+1+1+:MAIN'`	Split deliveries
`DNC=1+1+1++268:123456:069:NFIC'`	One copy to default branch MAIN: unique copy id 123456, fund NFIC
`SDQ=1+2+1+:BRN1'`	
`DNC=1+2+1++268:123457:069:NFIC1'`	One copy to branch BRN1: unique copy id 123457, fund NFIC1
`BIB=1+Bent not broken+Roche, Lauren` `++PB'`	Bibliographic details: title, author; paperback format
`PUB=1+Zymurgy'`	Publisher name
`DNB=1+1++082:MA12457891:288:JUN101:0` `70:ANF:068:362.7'`	Both copies: customer order no., supplier reference, stock category, classification
`DNB=1+2++271:ROC:275:699'`	Filing suffix, replacement value (copy value) £6.99

Example 2 (continued)

`OLD=2+9780767904109+++1+1+129900'`	Order line 2: one copy, RRP £12.99
`BIB=2+Watching the tree; a Chinese daughter re:flects on happiness +Mah, Adeline Yen++PB'`	Bibliographic details: title, author; paperback format
`PUB=2+Broadway books'`	Publisher name
`DNB=2+1++268:123458:082:MA12457892:2 88:JUN103:070:ANF'`	RTEX codes: unique copy id, customer order no., supplier reference, stock category
`DNB=2+2++068:181:271:MAH:275:1299'`	Classification, filing suffix, replacement value (copy value) £12.99
`OTR=2'`	Order trailer: two order lines in this order message
`MTR=19'`	End of message 2: 19 segments in first order message, first file
`MHD=3+BTOERS:2'`	Message 3: Second order message, first file
`CLO=:MAIN'`	Deliver to branch code MAIN (default branch)
`ORD=CONF18:MAY07'`	Different supplier reference
`OLD=1+978041524444x+++1+1+99900'`	Order line 1: one copy, RRP £9.99
`BIB=1+On religion+Caputo, John D.+Th inking in Action+HB'`	Bibliographic details: title, author; hardback format
`PUB=1+Routledge'`	Publisher name
`DNB=1+1++268:123459:082:MA12457892:2 88:MAY101:070:ANF'`	RTEX codes: unique copy id, customer order no., supplier reference, stock category
`DNB=1+2++069:NFIC:068:210:271:CAP:27 5:799'`	Fund no., classification, filing suffix, replacement value (copy value) £7.99
`OTR=1'`	Order trailer: one order line in this order message
`MTR=10'`	End of message 3: Ten segments in second order message, first file
`MHD=4+BTOTLR:2'`	Message 4: First order file trailer
`OFT=2'`	Two order messages in file
`MTR=3'`	End of message 4: three segments
`MHD=5+BTOHDR:2'`	Message 5: Second order file header
`TYP=0460'`	Confirmation order
`SDT=5098765432123'`	Supplier's EAN/GLN
`CDT=5043546876542'`	Different buyer library (EAN/GLN)
`DNA=1+206:L01'`	
`DNA=2+207:005'`	Using BIC Code Lists issue 5
`FIL=214+1+070610'`	File 214: transmitted on 10th June 2007
`MTR=8'`	End of message 5: eight segments
`MHD=6+BTOERS:2'`	Message 6: First order message, second file
`CLO=:FG'`	Deliver to branch code FG (default branch)
`ORD=SUPMAY1:SRMAY01'`	Customer order no. SUPMAY1, supplier order no. SRMAY01

Example 2 (continued)

`OLD=1+9780440864240+++1+3+109900'`	Order line 1: three copies, RRP £10.99
`SDQ=1+1+:FG'`	
`DNC=1+1++268:345678:268:345679:268:3` `    45680'`	Several unique copy numbers in a single DNC segment (for default branch)
`BIB=1+Bad dreams+Fine, Anne++HB'`	Bibliographic details: title, author; hardback format
`PUB=1+Yearling'`	Publisher name
`DNB=1+1++082:FG45678901:288:SRMAY15:` `    070:JF:O69:SUPP1'`	RTEX codes: customer order no., supplier reference, stock category, fund no.
`DNB=1+2++275:999'`	Replacement value (copy value) £9.99
`OTR=1'`	Order trailer: one order line in this order message
`MTR=12'`	End of message 6: twelve segments in the first order message, second file
`MHD=7+BTOTLR:2'`	Message 7: Second order file trailer
`OFT=1'`	One order message in file
`MTR=3'`	End of message 7: three segments
`MHD=8+RSGRSG:2'`	Message 8: reconciliation message
`RSG=246363+5098765432123'`	
`MTR=3'`	End of message 8: three segments
`END=8'`	End of transmission: eight messages

Example 3: order for retained approval items

`STX=ANAA:1+5012345678987:LIBRARY+509`
`8765432123:SUPPLIER+070612+24637`
`0++BTOERS2'`
	Start of transmission: the sender's EAN/GLN is the same as that of the buyer, in CDT

`MHD=1+BTOHDR:2'`	Message 1: order file header
`TYP=0435'`	Order for retained approval items
`SDT=5098765432123'`	Supplier's EAN/GLN
`CDT=5012345678987'`	Library's EAN/GLN
`DNA=1+206:L01'`	
`DNA=2+207:008'`	Using BIC Code Lists Issue 8
`FIL=30+1+070611'`	File 30: transmitted on 11th June 2007
`MTR=8'`	End of message 1: eight segments
`MHD=2+BTOERS:2'`	Message 2: first order message
`CLO=:CD'`	Deliver to branch code CD (default branch)
`ORD=APP4'`	Order number
`OLD=1+9781899541241+++1+1+169900'`	Order line 1: one copy, RRP £16.99
`DNB=1+1++082:BA12345701:069:FUNDA:07` `0:ANF:275:1500'`	RTEX codes: customer order no., fund no., stock category, replacement value (copy value) £15.00
`OTR=1'`	Order trailer: one order line in this order message
`MTR=7'`	End of message 2: seven segments
`MHD=3+BTOTLR:2'`	Message 3: order file trailer
`OFT=1'`	One order message in file
`MTR=3'`	End of message 3: three segments
`MHD=4+RSGRSG:2'`	Message 4: reconciliation message
`RSG=246370+5098765432123'`	
`MTR=3'`	End of message 4: three segments
`END=4'`	End of transmission: four messages

BTOERS order format for library supply

Example 4: new order, for further copies of approval items

`STX=ANAA:1+5012345678987:LIBRARY+509`
`    8765432123:SUPPLIER+011012+24637`
`    1++BTOERS2'`
	Start of transmission: the sender's EAN/GLN is the same as that of the buyer, in CDT

`MHD=1+BTOHDR:2'`	Message 1: order file header
`TYP=0430'`	Normal order
`SDT=5098765432123'`	Supplier's EAN/GLN
`CDT=5012345678987'`	Library's EAN/GLN
`DNA=1+206:L01'`	
`DNA=2+207:008'`	Using BIC Code Lists Issue 8
`FIL=141+1+070611'`	File 141: transmitted on 11th June 2007
`MTR=8'`	End of message 1: eight segments
`MHD=2+BTOERS:2'`	Message 2: first order message
`CLO=:CD'`	Deliver to branch code CD (default branch)
`ORD=APPORD4'`	Order number
`OLD=1+9781899541241+++1+3+159900'`	Order line 1: three copies, RRP £15.99
`DNB=1+1++082:BA12345704:069:FUNDA:07` `    0:ANF:275:1500'`	RTEX codes: customer order no., fund no., stock category, replacement value (copy value) £15.99
`OTR=1'`	Order trailer: one order line in this order message
`MTR=7'`	End of message 2: seven segments
`MHD=3+BTOTLR:2'`	Message 3: order file trailer
`OFT=1'`	One order message in file
`MTR=3'`	End of message 3: three segments
`MHD=4+RSGRSG:2'`	Message 4: reconciliation message
`RSG=246371+5098765432123'`	
`MTR=3'`	End of message 4: three segments
`END=4'`	End of transmission: 4 messages

PLEASE NOTE: the final column in the table in this version of the format contains an amalgamation of BIC 'comments' and TRADACOMS 'remarks'.

13 Book Trade Order file header

Each Book Trade Order file begins with an order file header BTOHDR. The expected content of the Book Trade Order file header is as follows:

	MHD	**MESSAGE HEADER**	**M**			**One mandatory occurrence per order file header**
=	MSRF	Message reference	M	V	9(12)	Consecutive count of messages within the transmissions: start at 1 and increment by 1 for each new message header.
	TYPE	Type of message	M			
+		Type	M	F	(X)6	Always 'BTOHDR'
:		Version no	M	F	9(1)	Always '2' for this version

Example:

```
MHD=1+BTOHDR:2'
```
Message number 1 in this transmissions

	TYP	**TRANSACTION TYPE DETAILS**	**M**			**One mandatory occurrence per order file header, to specify the type of order. Order types must not be mixed within a single order file.**
=	TCDE	Transaction code	M	F	9(4)	Code List 2: BIC authorised values are: 0430 Normal order 0435 Order for retained approval or inspection items 0400 Order cancellation 0445 Order chaser 0460 Confirmation order, responding to an EDIFACT QUOTES message (see section 8 for details) 0465 Confirmation order, responding to an EDIFACT QUOTES message (see section 8 for details)
+	TTYP	Transaction type	C	V	X(12)	Do not use: this field is redundant, but those receiving EDI orders should accept incoming messages in which it is included.

Example:

```
TYP=0430'
```
Normal order

	SDT	SUPPLIER DETAILS	M			One mandatory occurrence per order file header, to identify the supplier to whom the order file is addressed.
	SIDN	Supplier's identity	M			One mandatory occurrence per SDT segment, to give the coded identity of the supplier, preferably as an EAN location number (GLN). Either a GLN or an alternative supplier code (or both) must be sent.
=		Supplier's EAN location number	C	F	9(13)	EAN location number (GLN) identifying the supplier.
:		Supplier's identity allocated by customer	C	V	X(17)	An alternative supplier code as agreed between the trading partners if an EAN location number cannot be used.
+	SNAM	Supplier's name	C	V	X(40)	Supplier's legal name as printed on invoices. The SNAM element is *not recommended* – the coded ID in SIDN is sufficient.
	SADD	Supplier's address	C			A maximum of five lines to give the supplier's address. The SADD element is *not recommended* – the coded ID in SIDN is sufficient.
+		Supplier's address line 1	C	V	X(35)	
:		Supplier's address line 2	C	V	X(35)	
:		Supplier's address line 3	C	V	X(35)	
:		Supplier's address line 4	C	V	X(35)	
:		Supplier's post code	C	V	X(8)	
	VATN	Supplier's VAT registration no	C			The VATN element is *not recommended*. The coded ID in SIDN is sufficient.
+		VAT number – numeric	C	F	9(9)	Trader's VAT number allocated by HMR&C.
:		VAT number – alphanumeric	C	V	X(17)	Government department or non-UK VAT number.

Example:

```
SDT=5012345678907'
```
                                 EAN location number (GLN) only

	CDT	CUSTOMER DETAILS	M			One mandatory occurrence per order file header, to identify the customer who is the sender of the order file.
	CIDN	Customer's identity	M			
=		Customer's EAN location no	C	F	9(13)	EAN location number (GLN) identifying the customer. Use of the EAN number is strongly recommended.
:		Customer's identity allocated by supplier	C	V	X(17)	An alternative customer code as agreed between the trading partners if an EAN location number (GLN) cannot be used.
+	CNAM	Customer's name	C	V	X(40)	Customer's registered legal name. The CNAM element is *not recommended* – the coded ID in CIDN is sufficient.
	CADD	Customer's address	C			A maximum of five lines to give the customer's address. The CADD element is *not recommended* – the coded ID in CIDN is sufficient.
+		Customer's address line 1	C	V	X(35)	
:		Customer's address line 2	C	V	X(35)	
:		Customer's address line 3	C	V	X(35)	
:		Customer's address line 4	C	V	X(35)	
:		Customer's post code	C	V	X(8)	
	VATR	Customer's VAT registration no	C			Required only in orders to suppliers in a different EU country (for which TRADACOMS may not normally be used).
+		VAT registration no – numeric	C	F	9(9)	UK VAT number allocated by HMR&C.
:		VAT registration no – alphanumeric	C	V	X(17)	Government department or non-UK VAT number.

Example:

```
CDT=5012345678907'
```
EAN location number (GLN) only

	DNA	DATA NARRATIVE	C			Two occurrences are recommended, but not mandatory, to show the BIC message and code list versions used in the order file. Otherwise not used.
=	SEQA	First level sequence number	M	V	9(10)	Starts at 1 and incremented by 1 for each repeat of this segment in this message.
	DNAC	Data narrative code	C			Use only for BIC message and code list version number.
+		Code table number	C	V	9(4)	Number of relevant code list: 206 BIC message version number: L01 for this issue 207 BIC code list version number
:		Code value	C	V	X(3)	Code value from code list
	RTEX	Registered text	C			The only RTEX code which may be used in this segment is: 073 Currency code, format X(3), from Code List 31: used here to specify a default currency for the message, mandatory when the currency is not £ sterling
+		1st registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		2nd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		3rd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		4th registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
	GNAR	General narrative	C			Do not use
+		General narrative line 1	C	V	X(40)	
:		General narrative line 2	C	V	X(40)	
:		General narrative line 3	C	V	X(40)	
:		General narrative line 4	C	V	X(40)	

Example:

```
DNA=1+206:L01'
DNA=2+207:008'
```

BTOERS version L01
BIC code lists issue 008

	FIL	FILE DETAILS	M			One occurrence is mandatory in each order file header to specify the file sequence number, version number and date
=	FLGN	File generation number	M	V	9(4)	This number must be sequential for each successive Book Trade Order file exchanged between trading partners, regardless of the route by which it is sent.
+	FLVN	File version number	M	V	9(4)	Indicates when more than one attempt has been made to send the same file: for each retransmission, FLVN is increased by 1, while FLGN remains the same; the original transmission is always '1'.
+	FLDT	File creation date	M	F	9(6)	Date the file is created. Format: YYMMDD
+	FLID	File (reel) identification	C	V	X(6)	Reference on the outside of the reel containing the file: do not use. This field is applicable only if TRADACOMS files are exchanged on optical or magnetic media.

Example:

```
FIL=1207+1+050302'
```

File sequence number 1207, original transmission, created 2 March 2005

	MTR	MESSAGE TRAILER	M			One mandatory occurrence per order file header
=	NOSG	Number of segments in message	M	V	9(10)	Control count of the number of segments comprising the BTOHDR order file header. The count includes the MHD and MTR segments surrounding the header.

Example:

```
MTR=8'
```
Eight segments, including two occurrences of DNA

Example of a complete Book Trade Order file header:

```
MHD=1+BTOHDR:2'
TYP=0430'
SDT=5012345678987'
CDT=5098765432123'
DNA=1+206:L01'
DNA=2+207:008'
FIL=4125+1+050302'
MTR=8'
```

Message header
Transaction code: "new orders"
Supplier EAN location (GLN) code
Customer EAN location (GLN) code
BIC message version number L01
BIC code list version number 008
File sequence number 4125, original transmission, 2 March 2005
Message trailer: eight segments

14 Book Trade Order "message level" content

A Book Trade Order file must carry one or more order messages, identified as "BTOERS". Each order message begins with a group of "message level" segments MHD to DNA, whose content is as follows:

	MHD	MESSAGE HEADER	M			One mandatory occurrence per order message
=	MSRF	Message reference	M	V	9(12)	Consecutive count of messages within the transmission
	TYPE	Type of message	M			
+		Type	M	F	X(6)	Always 'BTOERS'
:		Version number	M	F	9(1)	Always '2' for this version

Example:

```
MHD=2+BTOERS:2'
```
         Message number 2 in this transmission

	CLO	CUSTOMER'S LOCATION	M			One occurrence is mandatory in each order message to identify the delivery location for the order, preferably expressed as an EAN location number (GLN) or as an alternative agreed code. **Must be included even if it is the same as CDT in the file header.**
	CLOC	Customer's location	M			One of the following three customer references must be present:
=		Customer's EAN location number	C	F	9(13)	EAN location number (GLN) identifying the customer's location.
:		Customer's own location code	C	V	X(17)	Customer's own identity for the location: eg branch or department code.
:		Supplier's identification of customer's location	C	V	X(17)	Supplier's reference for the customer's location: SAN of customer's delivery location.
+	CNAM	Customer's name	C	V	X(40)	Customer's registered legal name. The CNAM element is *not recommended* – the coded ID in CLOC is sufficient.
	CADD	Customer's address	C			A maximum of five lines to give the customer's address. The CADD element is *not recommended* – the coded ID in CLOC is sufficient.
+		Customer's address line 1	C	V	X(35)	
:		Customer's address line 2	C	V	X(35)	
:		Customer's address line 3	C	V	X(35)	
:		Customer's address line 4	C	V	X(35)	
:		Customer's post code	C	V	X(8)	

Example:

```
CLO=5012345678907'
```
EAN location number (GLN) only

	ORD	ORDER REFERENCES	M			One occurrence is mandatory in each order message to carry a unique identification of the order.
	ORNO	Order number and date	M			
=		Customer's order number	C	V	X(17)	As allocated by the customer to identify the order. It is strongly recommended that all order messages should carry a unique customer's order number rather than simply the date of placing the order.
:		Supplier's order number	C	V	X(17)	As allocated by the supplier to identify the order. Not used unless confirming a provisional order for which the supplier has already provided its own order reference.
:		Date order placed by customer	C	F	9(6)	Provided an order number is sent, the order date is not required, since it can be assumed to be the (mandatory) file creation date in FIL FLDT in the order header. Format: YYMMDD
:		Date order received by supplier	C	F	9(6)	Do not use
+	CLAS	Order classification	C	F	X(1)	Code List 6: do not use.
+	ORCD	Order code	C	F	X(1)	Redundant: do not use. Those receiving EDI orders should be prepared, however, to accept messages in which it is included.
	SCRF	Specification / contract references	C			
+		Specification number	C	V	X(17)	Specification number to which the order relates: do not use.
:		Contract number	C	V	X(17)	Contract number to which the order relates: do not use.

Example:

```
ORD=135972::050302'
```

Order number 135972, 2 March 2005

	DIN	DELIVERY INSTRUCTIONS	C			One occurrence may optionally be sent in each order message to specify the earliest and/or latest date for fulfilling the order.
=	EDAT	Earliest delivery date	C	F	9(6)	The earliest acceptable date for delivery. Use only when there is a particular reason to delay delivery and invoicing of the order, eg to a new financial year. Format: YYMMDD
+	LDAT	Latest delivery date	C	F	9(6)	The latest acceptable date for delivery, implying that items not delivered by this date should be cancelled. Format: YYMMDD
	RATM	Required arrival time	C			Do not use
+		Earliest time	C	F	9(4)	HHMM
:		Latest time	C	F	9(4)	HHMM
	DINS	Delivery instruction narrative	C			May be used for delivery instructions in plain text.
+		Delivery instruction line 1	C	V	X(40)	
:		Delivery instruction line 2	C	V	X(40)	
:		Delivery instruction line 3	C	V	X(40)	
:		Delivery instruction line 4	C	V	X(40)	

Example:
```
DIN=+050601'
```
Cancel if not delivered by 1 June 2005

	DNA	DATA NARRATIVE	C			One or more occurrences are optional to carry coded or free text elements as specified below.
=	SEQA	First level sequence number	M	V	9(10)	Starts at 1 and incremented by 1 for each first level repeat
	DNAC	Data narrative code	C			Coded data identified by a code list number
+		Code table number	C	V	9(4)	The identifying number of the relevant code list. Code lists that may be used in this context are: 201 Order priority codes, included only if something other than normal priority is requested for the order as a whole. RTEX 230 may be used to detail more specific order priority requests. 203 Order qualifier: may be used to indicate that the order as a whole is an exception to the norms agreed as part of the trading relationship, in respect of whether part orders are acceptable (code values PTY and PTN). 204 Special servicing instructions, coded, where these represent a departure from the customer's normal profile agreed with the supplier. See Section 4. RTEX 231 may be used to detail servicing requirements which cannot be coded.
:		Code value	C	V	X(3)	A value from the specified code list
	RTEX	Registered text	C			Data elements identified by RTEX codes from Code List 24. The same RTEX element may be repeated up to four times, or up to four different RTEX elements may be sent in one Data Narrative segment. Valid RTEX codes in this context are as follows: 069 Budget allocation code or fund number. 070 Stock category. 230 Special order priority request which cannot be coded in DNAC. 231 Special processing instruction which cannot be coded in DNAC.
+		1st registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		2nd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		3rd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		4th registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	

	DNA	**DATA NARRATIVE** *(continued)*				
	GNAR	General narrative	C			Do not use
+		General narrative line 1	C	V	X(40)	
:		General narrative line 2	C	V	X(40)	
:		General narrative line 3	C	V	X(40)	
:		General narrative line 4	C	V	X(40)	

Example:

```
DNA=1+203:PTN+069:G24'
```
Part orders not acceptable; fund number G24

Example showing Book Trade Order "message level" segments MHD to DNA:

```
MHD=2+BTOERS:2'
CLO=5098765432234'
ORD=95TD0137'
DNA=1+203:PTN'
```
Message header
Delivery location: EAN number (GLN)
Order number 95TD0137
Part orders not acceptable

15 Book Trade Order "line level" content

A Book Trade Order message may carry one or more order lines. Each order line consists of a group of "line level" segments OLD to DNB, whose content is as follows:

	OLD	ORDER LINE DETAILS	M			One occurrence is mandatory in each order line
=	SEQA	First level sequence number	M	V	9(10)	Starts at 1 and is incremented by 1 for each segment of this type in the message.
	SPRO	Supplier's product number	M			Either the EAN-13 article number or ISBN-13 should if possible be sent.
+		EAN-13 article number for the traded unit	C	F	9(13)	"Bookland" EAN-13 article number or ISBN-13.
:		Supplier's code for the traded unit	C	V	X(30)	ISBN-10, without hyphens or spaces. If no EAN-13, ISBN-13 or ISBN-10 is available, insert a single zero in this subfield and send description in BIB, MUL, PUB segments. This will almost inevitably mean that the order line will be placed into an exception routine for manual processing. Note: from January 2007 an ISBN-10 should no longer be transmitted. However, trading partners should be prepared to accept them in incoming messages.
:		DUN-14 code for the traded unit	C	F	9(14)	Do not use
+	SACU	Supplier's EAN Code for the designated consumer unit	C	F	9(13)	Do not use
	CPRO	Customer's product number	C			Do not use: any code sent in this field will be ignored by the receiver unless specifically agreed otherwise.
+		Customer's own brand EAN number	C	F	9(15)	
:		Customer's item code	C	V	X(30)	
	UNOR	Unit of ordering	M			
+		Consumer units in traded unit	C	V	9(15)	Number of consumer units making up the supplier's traded unit. .Mandatory: always 1 in book supply.
:		Ordering measure	C	V	9(10)V9(3)	Do not use
:		Measure indicator	C	V	X(6)	Do not use
	OQTY	Quantity ordered	M			
+		Number of traded units ordered	C	V	9(15)	Mandatory: number of copies ordered.
:		Total measure ordered	C	V	9(10)V9(3)	Do not use
:		Measure indicator	C	V	X(6)	Do not use

 (continued)

	OLD	ORDER LINE DETAILS *(continued)*				
	OUCT	Ordering unit cost	C			In library supply only, used to send the RRP or publisher's list price, which may include VAT if applicable. The price actually charged to the library will depend on any discounts applied by the supplier. If a price is included in the order, it is intended only as an indication of the figure on which the library expects the discounted price to be based. For currencies other than £ sterling use RTEX in DNB (codes 073 and 074)
+		Cost price	C	V	9(10)V9(4)	The RRP or publisher's list price in £ with four places of decimals, eg £15.99 is sent as 159900
:		Measure indicator	C	V	X(6)	Do not use
+	PIND	Special price indicator	C	V	X(4)	Code List 5: F Free of charge P Promotional price, eg pre-publication special price.
+	TFIN	To follow indicator	C	F	X(1)	Indicates a departure from the parties' agreed default on the recording of outstanding orders or "dues". If not entered, an agreed default will apply. Code List 8: T Record dues, N Do not record dues
	TDES	Traded unit description	C			Do not use. Where it is necessary to send a description of the item ordered, structured bibliographic data in the BIB, MUL and PUB segments is preferred.
+		Traded unit description line 1	C	V	X(40)	
:		Traded unit description line 2	C	V	X(40)	
	SCRF	Specification / contract references	C			
+		Specification number	C	V	X(17)	Specification number to which the order line relates: do not use
:		Contract number	C	V	X(17)	Contract number to which the order line relates: do not use

Example:

```
OLD=1+9780752858791+++1+2+129900'
```
Two copies of ISBN-13 978-0-75285-879-1, RRP £12.99

		SDQ	SPLIT DELIVERY QUANTITY	C			The SDQ segment and its associated DNC segment are used in two ways: **(a) To handle split deliveries or different processing requirements for parts of an order line item, in which case there will be two or more occurrences of the SDQ segment, each identifying a part of the order, and typically a library branch code.** **(b) To handle special delivery or processing requirements for an individual order line as a whole, in which case there will be only one occurrence of the SDQ segment.**
=	SEQA		First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the DNB segment belongs
+	SEQB		Second level sequence number	M	V	9(10)	Starts at 1 and incremented by 1 for each repeat of this segment in the order line
	OQTY		Quantity ordered	M			
+			Number of traded units ordered	C	V	9(15)	Mandatory: carries the part order quantity. The sum of the SDQ/OQTY elements in an order line must equal the value in OLD/OQTY.
:			Total measure ordered	C	V	9(10)V9(3)	Do not use
:			Measure indicator	C	V	X(6)	Do not use
	CLOC		Customer's location	M			Gives a branch code/delivery location for the part order. While EAN (GLN) location numbers can be used, in practice most applications will use a more compact branch code in the sub-element for Customer's own location code. When different servicing instructions and/or fund codes apply to items for the same delivery location, a library may assign several "branch codes" for the same location, ie codes that identify different requirements but are all mapped on to the same delivery location.
+			Customer's EAN location number	C	F	9(13)	EAN location number (GLN) identifying a branch or delivery location
:			Customer's own location code	C	V	X(17)	Customer's own identity for the location: use for a library-assigned branch code
:			Supplier's identification of customer's location	C	V	X(17)	Supplier's reference for the customer's location: not used in library supply

Example:

```
SDQ=1+1+3+:B7'
```

Three copies for branch B7

	DNC	DATA NARRATIVE	C			**One or more occurrences are optional to carry coded or free text elements as specified below; used to send processing instructions for a part-order identified in the linked SDQ segment**
=	SEQA	First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the DNC segment belongs
+	SEQB	Second level sequence number	M	V	9(10)	Must match SEQB in the SDQ segment to which the DNC segment is linked
+	SEQC	Third level sequence number	M	V	9(10)	Starts at 1 and incremented by 1 for each repeat of this segment in the SDQ-DNC group
	DNAC	Data narrative code	C			Coded data identified by a code list number
+		Code table number	C	V	9(4)	The identifying number of the relevant code list. Code lists that may be used in this context are: 204 Special servicing instructions, coded, where these represent a departure from the customer's normal profile agreed with the supplier. See Section 4. RTEX 231 may be used to detail servicing requirements which cannot be coded.
:		Code value	C	V	X(3)	A value from the specified code list
	RTEX	Registered text	C			Data elements identified by RTEX codes from Code List 24. The same RTEX element may be repeated up to four times, or up to four different RTEX elements may be sent in one Data Narrative segment. Valid RTEX codes in this context are as follows:
+		1st registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	067 Accession number
:		2nd registered application code	C	V	X(3)	068 Classification number
:		Application text	C	V	X(40)	069 Budget allocation code or fund number
:		3rd registered application code	C	V	X(3)	070 Stock category
:		Application text	C	V	X(40)	231 Special processing instruction which cannot be coded in DNAC.
:		4th registered application code	C	V	X(3)	268 Unique copy ID assigned by a library acquisitions system
:		Application text	C	V	X(40)	269 Shelf mark or spine label (see Section 7 for details) 270 Shelving sequence 271 Filing suffix 272 Feature heading 273 Size code 274 Branch/location code 275 Replacement value (copy value) See Section 6 for details of how these DNC/RTEX elements may be used in library orders to communicate copy-related data.

(continued)

	DNC	DATA NARRATIVE *(continued)*				
	GNAR	General narrative	C			Do not use
+		General narrative line 1	C	V	X(40)	
:		General narrative line 2	C	V	X(40)	
:		General narrative line 3	C	V	X(40)	
:		General narrative line 4	C	V	X(40)	

Example:

```
DNC=1+2+1++069:CAREF:268:3348134'
```

DNC segment 1.2.1: charge to fund CAREF; unique copy id 3348134

	BIB	BIBLIOGRAPHIC ELEMENTS	C			**One optional occurrence per order line to give bibliographic detail of the item ordered. This segment is mandatory for items without a valid product code in the OLD/SPRO element.** **BIC recommends that this segment is ONLY used if no valid product code is available.**
=	SEQA	First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the BIB segment belongs
	TITL	Title	C			Full title of the publication
+		Title line 1	C	V	X(40)	
:		Title line 2	C	V	X(40)	
:		Title line	C	V	X(40)	
	ATHR	Author	C			Authorship of the publication
+		Author line 1	C	V	X(40)	
:		Author line 2	C	V	X(40)	
+	SERS	Series	C	V	X(40)	Series title
+	FORM	Format codified	C	V	X(5)	Format code: Code List 202. May carry either a single two-letter code or two codes separated by /, eg PB (paperback book), HB/AC (hardback book with audio cassette)
+	PBDT	Publication date	C	F	9(6)	Format: YYMMDD
+	EDIT	Edition	C	V	X(10)	Edition statement

Example:

```
BIB=Don Quixote+Miguel de Cervantes, tr. Edith Grossman++HB'
```

	MUL	**MULTI-VOLUME / PART WORK**	C			**One optional occurrence per order line to give bibliographic detail if the item ordered is a part of a multi-volume work**
=	SEQA	First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the MUL segment belongs
+	VOLN	Volume / part number	C	F	9(6)	Number to identify the volume or part
+	STDT	Start date	C	F	9(6)	Do not use (this element was originally defined to support the placing of continuation orders by EDI, which has not been implemented in practice)
+	VOLT	Volume title	C	V	X(40)	Title of volume or part

Example:

```
MUL=1+2++The Kingdom of Jerusalem'
```

	PUB	**PUBLISHER / DISTRIBUTOR**	C			**One optional occurrence per order line to identify the publisher and/or distributor of the item ordered**
=	SEQA	First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the PUB segment belongs
+	PNAM	Publisher name	C	V	X(40)	Publisher's name
	PADD	Publisher address	C			A maximum of 5 lines to give the publisher's address
+		Publisher's address line 1	C	V	X(35)	
:		Publisher's address line 2	C	V	X(35)	
:		Publisher's address line 3	C	V	X(35)	
:		Publisher's address line 4	C	V	X(35)	
:		Publisher's post code	C	V	X(8)	
+	DIST	Distributor's name	C	V	X(40)	Distributor's name

Example:

```
PUB=1+Secker & Warburg'
```

	DNB	**DATA NARRATIVE**	**C**			**One or more occurrences are optional to carry coded or free text elements as specified below. This segment carries data which qualifies the order line as a whole.**
=	SEQA	First level sequence number	M	V	9(10)	Must match OLD/SEQA in the line to which the DNB segment belongs
+	SEQB	Second level sequence number	M	V	9(10)	Starts at 1 and incremented by 1 for each repeat of this segment in the order line
	DNAC	Data narrative code	C			Coded data identified by a code list number
+		Code table number	C	V	9(4)	The identifying number of the relevant code list. Code lists that may be used in this context are: 201 Order priority codes, included only if something other than normal priority is requested for the order line. RTEX 230 may be used to detail more specific order priority requests. 203 Order qualifier: may be used to indicate that the order line is an exception to the norms agreed as part of the trading relationship, in respect of whether part orders are acceptable (code values PTY and PTN). 204 Special servicing instructions, coded, where these represent a departure from the customer's normal profile agreed with the supplier. See Section 4. RTEX 231 may be used to detail servicing requirements which cannot be coded.
:		Code value	C	V	X(3)	A value from the specified code list

(continued)

	DNB	DATA NARRATIVE *(continued)*				
	RTEX	Registered text	C			Data elements identified by RTEX codes from Code List 24. The same RTEX element may be repeated up to four times, or up to four different RTEX elements may be sent in one Data Narrative segment. It is strongly recommended that a unique customer order line number (RTEX 082) should always be carried.
+		1st registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		2nd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		3rd registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	
:		4th registered application code	C	V	X(3)	
:		Application text	C	V	X(40)	

Valid RTEX codes in this context are as follows:

061   Seller's order line reference: use when confirming a showroom order to which the supplier has attached order line references.

067   Accession number

068   Classification number

069   Budget allocation code or fund number

070   Stock category

073   Currency code, from Code List 31 (or from the full ISO code list), if the price quoted in the order is not in £ sterling.

074   Retail selling price on which the customer expects this order to be based. Two decimal places. Use only for currencies other than £ sterling (OLD/OUCT should be used for £ sterling)

082   Customer order number (at line level): strongly recommended

(continued)

	RTEX	*(continued)*				095	Discount percentage expected by the customer, with 3 decimal places. Included only if different from standard terms agreed between the partners, or different from terms specified for the message as a whole in the Book Trade Order message header.
						096	Chaser sequence number (in order chasers only)
						230	Special order priority request which cannot be coded in DNAC
						231	Special processing instruction which cannot be coded in DNAC
						268	Unique copy ID assigned by a library acquisitions system
						269	Shelf mark or spine label
						270	Shelving sequence
						271	Filing suffix
						272	Feature heading
						273	Size code
						275	Replacement value (copy value)
						288	Seller's quotation line reference: use when the order line refers to a seller's quotation.
						295	Catalogue or price list reference: use to indicate the source from which the price and/or other product details were taken, eg a supplier's CD-ROM.
						977	Latest acceptable date (ie cancel order line if still unavailable at this date)
	GNAR	General narrative	C				Do not use
+		General narrative line 1	C	V	X(40)		
:		General narrative line 2	C	V	X(40)		
:		General narrative line 3	C	V	X(40)		
:		General narrative line 4	C	V	X(40)		

Example:

```
DNB=1+1+204:NS+082:2005001876'
```
No servicing; order line reference 2005001876

Example showing Book Trade Order "line level" segments OLD to DNB:

```OLD=1+9780471512354+++1+1+129900'```	Line 1: ISBN-13, UNOR = 1, OQTY = 1, OUCT = £12.99
```BIB=1+Information retrieval online+Lancaster F W, Fayen E G++HB'```	Title, author, format
```DNB=1+1++069:35:082:95GH1473'```	DNB segment 1.1. Fund number 35, customer order line number 95GH1473

Example showing Book Trade Order "line level" segments OLD to DNB including SDQ/DNC segments:

```OLD=2+9780471512354+++1+5+109900'```	Line 2: ISBN-13, UNOR = 1, OQTY = 5, OUCT = £10.99
```SDQ=2+1+3+:BN'```	SDQ segment 2.1: three copies for location BN
```DNC=2+1+1++069:FUNDA'```	DNC segment 2.1.1: charge these three copies to FUNDA
```SDQ=2+2+1+:CK'```	SDQ segment 2.2: 1 one copy for location CK
```DNC=2+2+1++069:FUNDB'```	DNC segment 2.2.1: charge this one copy to FUNDB
```SDQ=2+3+1+:CK'```	SDQ segment 2.3: one copy for location CK
```DNC=2+3+1++069:FUNDC'```	DNC segment 2.3.1: charge this one copy to FUNDC
```DNB=2+1++082:LC01017274:068:344.046:271:LEG'```	DNB segment 2.1: customer order line no LC01017274, classification 344.046, filing suffix LEG

16 Order message trailer

	OTR	ORDER TRAILER	M			**One occurrence is mandatory at the end of each order message**
=	LORD	Lines ordered	M	V	9(10)	Number of order detail lines in the order message

Example:

`OTR=14'`   14 order lines in this order message

	MTR	MESSAGE TRAILER	M			**One occurrence is mandatory at the end of each order message**
=	NOSG	Number of segments in message	M	V	9(10)	Control count of the number of segments comprising message. The count includes the MHD and MTR segments surrounding the message

Example:

`MTR=54'`   54 segments in this order message

17 Order file trailer

	MHD	MESSAGE HEADER	M			**One occurrence is mandatory at the end of each order file**
=	MSRF	Message reference	M	V	9(12)	Consecutive count of messages within the transmission
	TYPE	Type of message	M			
+		Type	M	F	X(6)	Always 'BTOTLR'
:		Version number	M	F	9(1)	Always '2' for this version

Example:

`MHD=5+BTOTLR:2'`   Message number 5 in this transmission

	OFT	ORDER FILE TOTALS	M			**One occurrence is mandatory at the end of each order file**
=	FTOR	File total number of orders	M	V	9(10)	Total number of order messages in the file

Example:

`OFT=3'`   Three order messages in this file

	MTR	MESSAGE TRAILER	M			**One occurrence is mandatory at the end of each order file**
=	NOSG	Number of segments in message	M	V	9(10)	Control count of the number of segments comprising message. Includes the MHD and MTR segments

Example:

`MTR=3'`   Three segments in order file trailer