



Ultramar Ltd

IMPLEMENTATION GUIDE

for

electronic

data interchange

November 2002



TABLE OF CONTENTS

INTRODUCTION 1

 KEY CONTACTS 1

 EDI STANDARDS 1

 DOCUMENT PROCESSING FREQUENCY 1

 RESPONSIBILITY FOR COMMUNICATION COSTS 2

MAPPING 3

 DEFINITION OF SEGMENT FEATURES 3

 REMARK ON NUMERIC VALUES 3

 MAPPING REQUIREMENTS SUMMARY 4

 ENVELOPE 5

 HEADER 7

 DETAIL 9

 SUMMARY 10

ATTACHMENTS

LIST OF RETAIL OUTLET NUMBERS

AUTHORIZED PRODUCTS — ULTRAMAR LTD POLICY

YOUR KEY CONTACTS — TO COMPLETE AND RETURN

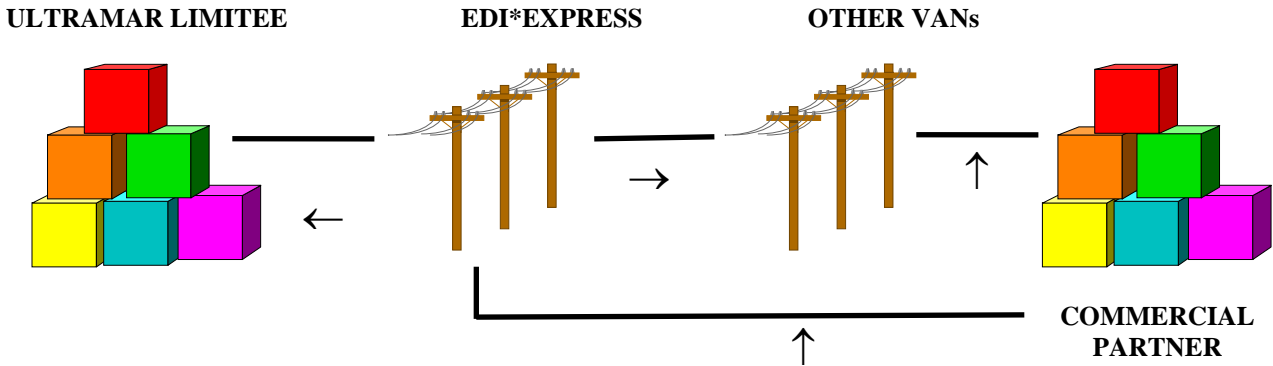
EDI SOLUTIONS



RESPONSIBILITY FOR COMMUNICATION COSTS

Document interchanges with Ultramar Ltd are conducted through the services of a value-added network (VAN). Ultramar Ltd are currently using GEIS' VAN, EDI*EXPRESS. Our commercial partners do not have to use the same network provider. Each VAN exchanges data with the other VANs through interconnections. To initiate an interconnection, a VAN must establish a communication link with another network. Documents sent to your VAN are forwarded to EDI*EXPRESS following a predefined interconnection path.

Responsibility for communication fees is shared between Ultramar Ltd and each of its commercial partners as shown below.



- | | | |
|----|---|-------------------------------------|
| 1. | Document interchanges between EDI*EXPRESS and Ultramar Ltd | Imputable to Ultramar Ltd |
| 2. | Document interchanges between EDI*EXPRESS and the commercial partner, or between another VAN and the commercial partner | Imputable to the commercial partner |
| 3. | All fees for interconnections between EDI*EXPRESS and other VANS | Imputable to the commercial partner |



MAPPING

DEFINITION OF SEGMENT FEATURES

Element:

Segment identifier combined with the data element sequence number within the segment.

Reference number:

Number assigned to the data element in the ANSI X12 standards.

Description:

Name given to the data element in the ANSI X12 standards.

Ultramar Usage:

Interpretation and use of data elements of ANSI X12 standards by Ultramar Ltd.

Element Usage:

Indicates if the segment is mandatory, for both ANSI X12 standards and for Ultramar Ltd

- “ M ” : Mandatory
- “ O ” : Optional
- “ X ” : Relational

Element Type :

Describes the required coding structure of the data element.

- “ ID ” : Identifier
- “ AN ” : Alphanumeric
- “ N0 ” : Whole number
- “ R_x ” : Real number having an explicit decimal point and up to *x* decimals
- “ DT ” : Date
- “ TM ” : Time

Size (minimum/maximum) :

Minimum and maximum field length. 02/02 would represent a fixed length of two characters, 01/10 would represent an element that may vary from one to ten characters in length.

Comments :

Additional details to clarify the description or content of the data element.

REMARK ON NUMERIC VALUES

All numeric values — quantities, amounts — must be sent as absolute values, except for element TDS01, where a minus sign may be used when applicable.



MAPPING REQUIREMENTS SUMMARY

Envelope

Seg.	Name	X12	Ultr.	Max.	Loop ID	Usage, Ultramar Ltd
ISA	Transaction Set Header	M	M	1		Identifies the beginning of the transmission
GS	Functional Group Header	M	M	1		Identifies the beginning of a functional group
GE	Functional Group Trailer	M	M	1		Indicates the end of a functional group
IEA	Interchange Control Trailer	M	M	1		Indicates the end of the transmission

Header

Seg.	Name	X12	Ultr.	Max.	Loop ID	Usage, Ultramar Ltd
ST	Transaction Set Header	M	M	1		Start of a transaction and control number
BIG	Beginning Segment for Inv.	M	M	1		Invoice date and number
REF	Reference Segment for Inv.	O	X	1		Reference required for credit notes
N1	Name	O	M	1	N1 (max. 2)	Identification of business partners
N3	Address Information	O	M	1	N1 (max. 2)	Address of partners
N4	Geographic Location	O	M	1	N1 (max. 2)	City, province, Ultramar Ltd retail outlets, and vendor number

Detail

Seg.	Name	X12	Ultr.	Max.	Loop ID	Usage, Ultramar Ltd
IT1	Baseline Item Data (Invoice)	O	M	1	IT1	Detail line
PID	Product Item Description	O	M	1	IT1	Item description
PO4	Item Physical Details	O	X	1	IT1	Number of units per pack

Summary

Seg.	Name	X12	Ultr.	Max.	Loop ID	Usage, Ultramar Ltd
TDS	Total Monetary Value Sum.	M	M	1		Invoice total
SAC	Service, Promotion, Allowance, Charge	O	O	n		Charges and/or allowances
SAC	Service, Promotion, Allowance, Charge	O	O	3		Tax amounts (GST, PST, HST)
CTT	Transaction Totals	M	M	1		Total number of line items in the transaction
SE	Transaction Set Trailer	M	M	1		End of the transaction



ENVELOPE

ISA : Interchange Control Header (mandatory)

The ISA segment marks the beginning of the transmission, identifies the partners, and provides control information.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
ISA01	I01	Auth. Inf. Qualifier	" 00 " : no authorization	M	M	ID	02/02	
ISA02	I02	Auth. Information	Fill with blanks	M	M	AN	10/10	
ISA03	I03	Sec. Inf. Qualifier	" 00 " : no authorization	M	M	ID	02/02	
ISA04	I04	Security Information	Fill with blanks	M	M	AN	10/10	
ISA05	I05	Interchange ID Qualifier	Vendor's choice	M	M	ID	02/02	
ISA06	I06	Interchange Sender ID	Vendor's choice	M	M	AN	15/15	
ISA07	I05	Interchange ID Qualifier	" ZZ " : mutually defined	M	M	ID	02/02	
ISA08	I07	Interchange Receiver ID	" ULTRAMAR COOP "	M	M	AN	13/15	
ISA09	I08	Interchange Date	YYMMDD format	M	M	DT	06/06	
ISA10	I09	Interchange Time	HHMM format	M	M	TM	04/04	
ISA11	I10	Interchange Control ID	" U " : X12	M	M	ID	01/01	
ISA12	I11	Interchange Version No.	" 00401 "	M	M	ID	05/05	
ISA13	I12	Interchange Control No.	Sequential number	M	M	N0	09/09	see Note 1
ISA14	I13	Acknowledgment Requested	" 0 " : no acknowledgment " 1 " : acknowledgment requested	M	M	ID	01/01	
ISA15	I14	Test Indicator	" P " : Production " T " : Test	M	M	ID	01/01	
ISA16	I15	Sub-element Separator	Vendor's choice	M	M	AN	01/01	

Note 1 : This sequential number, assigned by the sender, is incremented at each transmission.

GS : Functional Group Header (mandatory)

The GS segment identifies the beginning of a functional group of transactions and provides control information.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
GS01	479	Functional ID Code	" IN " : " invoice "	M	M	ID	02/02	
GS02	142	Application Sender's Code	Vendor number	M	M	AN	02/06	see Note 1
GS03	124	Application Rec.'s Code	" ULTRAMAR COOP "	M	M	AN	13/13	
GS04	373	Date	CCYYMMDD format	M	M	DT	08/08	
GS05	337	Time	HHMM format	M	M	TM	04/04	
GS06	28	Group Control Number	Sequential number	M	M	N0	01/09	
GS07	455	Responsible Agency Code	" X " : X12	M	M	ID	01/01	
GS08	480	Version/Release ID Code	" 004010VICS "	M	M	ID	10/10	

Note 1 : Your vendor number will be communicated to you before the first transmission.



GE : Functional Group Trailer (mandatory)

The GE segment indicates the end of a functional group and provides control information (the number of ST segments that are included in the group).

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
GE01	97	Number of ST Included	Number of ST segments	M	M	N0	01/06	
GE02	28	Group Control Number	Sequential number	M	M	N0	01/09	as in GS06

IEA - Interchange Control Trailer (mandatory)

The IEA segment indicates the end of an interchange of one or more functional groups and shows the number of GS segments that are included in the interchange.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
IEA01	I16	Number of GS	Number of GS segments	M	M	N0	01/05	
IEA02	I12	Interchange Control No.	Sequential number	M	M	N0	09/09	as in ISA13



HEADER

ST - Transaction Set Header (mandatory)

The ST segment indicates the start of a transaction and assigns a control number.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
ST01	0143	TS ID Code	" 810 " : invoice	M	M	ID	03/03	
ST02	0329	TS Control Number	Sequential number	M	M	AN	04/09	

BIG - Beginning Segment for Invoice (mandatory)

The BIG segment identifies the beginning of the invoice. **Must appear in each of the invoices included in the transmission.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
BIG01	0373	Invoice Date	CCYYMMDD format	M	M	DT	08/08	
BIG02	0076	Invoice Number	Invoice number	M	M	AN	01/10	
BIG07	0640	Transaction Type Code	" CR " : credit memo " DI " : debit invoice	O	M	ID	02/02	

REF - Reference Identification (conditional)

The REF segment refers to segment BIG07 and **must appear each time BIG07 specifies " CR "**.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
REF01	0128	Ref. ID Qualifier	" OI " : original invoice no	M	M	ID	02/02	
REF 02	0127	Reference Number	Number of the invoice in relation to which the credit memo is issued	X	M	AN	01/10	

N1 - Name (mandatory)

The N1 segment identifies the parties to this transaction and **must appear for each invoice.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
N101	0098	Entity ID Code	"ST": ship to "RE": remit to	M	M	ID	02/02	
N102	0093	Name	Name	X	M	AN	01/40	see Note 1

Note 1 : *If N101 = " ST ", write " RESEAU COOP ".*



N3 - Address Information (mandatory)

The N3 segment is used to specify the appropriate address information of the partners identified in the N1 segment and **must appear for each N1 segment.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
N301	0166	Address Information	Address	M	M	AN	01/40	see Note 1

Note 1 : *If N101 = " ST ", write the address of the Ultramar Ltd retail outlet.*

N4 - Geographic Location (mandatory)

The N4 segment specifies the city and province, as well as the identification code of the entity named in the N1 segment and **must appear for each N1 segment.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
N401	0019	City Name	City Name	O	M	AN	02/30	see Note 1
N402	0156	State or Province Code	" QC " : Quebec " PQ " : Quebec " ON " : Ontario " TN " : Newfoundland " NF " : Newfoundland " NB " : N-Brunswick " NE " : Nova-Scotia " NS " : Nova-Scotia " PE " : Pr.-Edward Isl.	O	M	ID	02/02	
N405	0309	Location Qualifier	" ZZ " : mutually defined	X	M	ID	02/02	
N406	0310	Location Identifier	Partner's identification	O	M	AN	01/06	see Note 2

Note 1 : *If N101 = " ST ", inscribe the city name for the retail outlet.*

Note 2 : *If N101 = " ST ", inscribe the number of retail outlet invoiced as defined in Attachment 1.
If N101 = " RE ", inscribe your vendor number as defined by Ultramar Ltd (as in element GS02).*



DETAIL

IT1 - Invoice Line Item (mandatory)

The IT1 segment identifies the individual line items on the invoice and **may appear from 1 to n times per invoice.**

All items, prior to shipping and invoicing, must have been approved by Ultramar Ltd' marketing group (see Attachment 2).

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
IT102	0358	Quantity Invoiced	Quantity invoiced	X	M	R2	01/09	
IT104	0212	Unit Price	Price of item per unit	X	M	R2	01/10	
IT106	0235	Prod/Service ID Qualifier	"VN": Vendor Item No. "UP": UPC	X	M	ID	02/02	see Note 1
IT107	0234	Prod/Service ID	Vendor item number or UPC Code	X	M	AN	01/12	see Note 2 see Note 4
IT108	0235	Prod/Service ID Qualifier	"VN": Vendor Item No. "UP": UPC	X	O	ID	02/02	
IT109	0234	Prod/Service ID	Vendor item number or UPC Code	X	X	AN	01/12	see Note 4
IT110	0235	Prod/Service ID Qualifier	"RA": Return	X	X	ID	02/02	see Note 3

Note 1 : Inscribe "VN" if the item is defined by the vendor item number (VIN) or "UP" if the item is defined by its UPC code. To use both VIN and UPC, select the IT106-IT107 segments to identify the VIN and the IT108-IT109 segments to give the UPC.

Note 2 : Inscribe the VIN or UPC according to your qualifier at the IT106 segment.

Note 3 : Inscribe "RA" if it a returned item.

Note 4 : One specific UPC code can not belong to two different "VN" Vendor item No.

PID - Product Item Description (mandatory)

The PID segment describes the items identified in IT1, and **must appear once per item defined in the IT1 segment.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comment.
PID01	0349	Item description type	"F": Free form	M	M	ID	01/01	
PID05	0352	Description	Product description	X	M	AN	01/40	

PO4 - Item Physical Details (conditional)

The PO4 segment describes certain physical attributes of the item and **is required when the UPC code is used in the IT1 segment.**

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
PO401	0356	Pack	Number of units per pack	O	X	N0	01/05	



SUMMARY

TDS - Total Monetary Value Summary (mandatory)

The TDS segment identifies the total invoice amount and **must appear once and only once per invoice**.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
TDS01	0610	Total Invoice Amount	Total invoice amount including taxes, charges and allowances	M	M	N2	01/10	

SAC - Service, Promotion, Allowance or Charge Information (optional)

The SAC segment identifies the charges and allowances appearing on the invoice and **may appear from 0 to n times per invoice**.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
SAC01	0248	Allow/Charge Indicator	" A " : Allocation " C " : Charge	M	M	ID	01/01	
SAC02	1300	Allow/Charge Code	"C040": delivery "C110": deposit (for containers "C680": environmental protection service "F800": promo allowance "G510": returnable containers "G740": delivery	X	M	ID	04/04	see Note 1
SAC05	0610	Amount	Amount	O	M	N2	01/10	

Note 1 : *Charges C040 or C680 in SAC02 can only be used by vendors having obtained prior authorization from Ultramar Ltd.*

SAC - Service, Promotion, Allowance or Charge Information (optional)

The SAC segment identifies the total tax amounts of the invoice and **may appear from 0 to 3 times per invoice**.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
SAC01	0248	Allow/Charge Indicator	" A " : Allowance " C " : Charge	M	M	ID	01/01	see Note 1
SAC02	1300	Allowance/Charge Code	" D360 " : GST " H680 " : GST " H700 " : PST PEI " H750 " : PST ONTARIO " H770 " : QST " H850 " : HST	X	M	ID	04/04	
SAC05	0610	Amount	Amount	O	M	N2	01/10	

Note 1 : *SAC01 is used here to indicate whether the tax amount in SAC02 is positive or negative. For instance, value " A " indicates that the amount in SAC02 is negative.*



CTT - Transaction Totals (mandatory)

The CTT segment transmits the number of line items included in the transaction.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
CTT01	0354	Number of Line Items	Total number of line items	M	M	N0	01/06	

SE - Transaction Set Trailer (mandatory)

The SE segment indicates the end of a transaction and provides the count of transmitted segments (including the ST and SE segments). The SE segment **must appear once for each ST segment**.

Elem.	Ref.	ANSI VICS Description	Usage, Ultramar Ltd	X12	Ultr.	Type	Size	Comments
SE01	0096	Number of Incl. Seg.	Segment count	M	M	N0	01/10	
SE02	0329	TS Control Number	Sequential number	M	M	AN	04/09	as in ST02

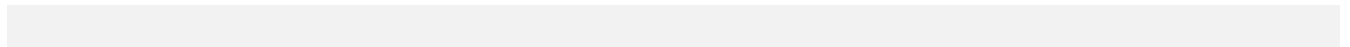




ATTACHMENT 1

LIST OF RETAIL OUTLET NUMBERS

N.B. : We frequently update this list. Please indicate at Attachment 3 the name and electronic address of the person to whom we should send these updates.





Ultramar Ltd

ATTACHMENT 2

AUTHORIZED PRODUCTS — ULTRAMAR LTD POLICY



Memorandum

To: All Coop Network vendors
CC: C. Houle, Coop Network Director
From: Mario Sauvé, Director, Purchasing and marketing
Date: January 15th, 2002
Re : Adaptation to a new technology

We wish to hereby notify you that our company will soon initiate tests with your company with the aim of using an EDI electronic billing system, which requires your cooperation. Indeed, it is important for us that your delivery personnel leave with us only products that we have previously authorized, with the proper Ultramar price structures. All new products will have to be approved by our headquarters before their delivery to retail outlets.

We also would like to point out that it is indispensable to insure timely follow up of product or price changes (green sheet), of temporary rebates (pink sheet), of new products (blue sheet), and to always update the price list promptly.

The invoices will be processed electronically. This is why we ask you to be very vigilant because every unauthorized product or incorrect price will cause the invoice rejection by the system, which may occasion payment delays.

As we all very well know, the excellence of a partnership depends on, among other things, its quality and its management efficiency. Together, we are thus looking forward to an outstanding, long lasting success.

Thank you for your attention. We rely on your full cooperation.



Ultramar Ltd

ATTACHMENT 3

YOUR KEY CONTACTS — TO COMPLETE AND RETURN

EDI PARTNER FORM— RESSOURCES

CORPORATE NETWORK

ULTRAMAR Ltd

IDENTIFICATION OF THE EDI PARTNER

COMPANY

ADDRESS

KEY CONTACTS

NAME	FONCTION	Tel. / E-mail address

INTERCHANGE INFORMATION

ID Qualifier (ISA05)	
Sender ID (ISA06)	

RETURN TO:

EDI COORDINATOR

BY FAX: (514) 499-6266

BY MAIL: COOP NETWORK
ULTRAMAR LTD
2200 MCGILL COLLEGE
MONTREAL, QC H3A 3L3



Ultramar Ltd

ATTACHMENT 4

EDI SOLUTIONS



EDI SOLUTIONS

This section is intended for our vendors who have not started exchanging commercial information using electronic data interchange—who are not “EDI-ready.”

Advantages of EDI invoicing

EDI represents the most advanced state of electronic commerce available today, and is fast becoming a requirement for conducting business in many areas. The primary benefits are speed and accuracy. Transactions done with EDI are less subject to error and are more efficient.

Using EDI with us means your invoices are transferred almost directly from your invoicing system to our accounts payable system, a shortcut with many advantages, for example:

- all invoices reach their destination — goodbye to requests for duplicates
- document transfer delays are eliminated — your invoices become part of our payable files within 24 hours
- no calculation or transcription errors — no information is lost during processing, thus no time is wasted in searching and correcting errors
- invoice administration becomes easier — simplifying things for both parties

How to become EDI-ready

- Analyze Your EDI Potential

To enter an EDI partnership with us, it is not always necessary to acquire your EDI system and to develop in-house expertise. It will depend on your transaction volume and on the number of EDI partners you plan having. To quickly analyze your EDI potential, a brief estimate may be useful. If you foresee over 1000 transactions per year, there is a good chance that acquiring an EDI system will be profitable. If you foresee less than 1000 transactions per year, it is likely that a third-party EDI service would allow you to reap the benefits of EDI, at a minimal investment.

- Third-party EDI Service

A third-party service provider is an independent company that owns an EDI system and the expertise to make it available to other companies. To begin with, you invest a modest amount of money to have a specific commercial transaction defined and tested. Let's use the detailed invoice to Ultramar Ltd Coop Network as an example. The invoices are sent to your third-party EDI service provider who ensures their conversion to EDI format and transmits them to our EDI mailbox. Your payment for this service is proportional to your transaction volume. In actual practice you will send your invoices to your third-party EDI service by electronic mail in the data format produced by your invoicing system.

EDI is also accessible for companies that do not use a computerized invoicing system. This is done by FaxEDI, another EDI solution. FaxEDI is useful for small transaction volumes because the vendor's invoices are communicated on paper (by fax). However, the invoicing data has to be re-keyed before being converted to EDI format, which will increase the cost per transaction.

- Autonomous Systems

There is a wide range of EDI software packages in the market. Some of them are single-user microcomputer-based systems, others, on various platforms, have multi-user capabilities; some packages are designed for seamless



integration to your accounting or database software. If you are unfamiliar with EDI, make sure you get solid training, and contract a firm experienced in EDI services.

EDI Solutions

- Autonomous Systems and FaxEDI

Contact: GE Information Systems

- Third-party EDI Service

Search the Internet using “edi ” as a keyword. You will find extensive information on the use and benefits of EDI, and can contact third-party EDI service providers directly.