

**TRANSMITTAL FORM**  
**X12 DRAFT STANDARDS FOR TRIAL USE**  
**AND GUIDELINES**

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**PRIMARY DATA**

**KEY DATE:** \_\_\_\_\_

**SC UPDATE:**

PROJECT DELEGATE/ALTERNATE  
RESPONSIBLE SUBCOMMITTEE/TG#

Kim Van Pelt/Jim Keisler  
X12H, Materials Management

**PROJECT TITLE:** **Commodity Movement Services Transaction Set (873)**

BALLOT Document No.	ASC X12
REBUTTAL BALLOT Document No.	ASC X12
Previous Document No.	ASC X12
Project Proposal No.	PP-776
Associated DM No.	DM-106199

**SC answer yes or no:**

This is a management standard	YES/NO
Uses management segments/DEs	YES/NO
This is a control standard	YES/NO
Uses control segments/DEs	YES/NO _____

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**INSTRUCTIONS:** This form is a TURNAROUND DOCUMENT to record the history/status of an X12 project and is used to exchange information between the Secretariat and X12. Information is cumulative (add on). It is attached to a draft document before it is distributed; it is mandatory for sending documents to Secretariat, X12J Technical Assessment (TAS) and the Procedures Review Board (PRB).

**KEY DATE:** Date when the form is updated by the Secretariat.

**SC UPDATE:** Date when the form is updated with subcommittee (SC) information.

**PROJECT DELEGATE:** The SC designates one individual (one alternate is allowed) who has primary responsibility for communications on the project (delegate). The SC chair informs the Secretariat if the project delegate changes.

**INITIALIZATION:** Primary data is posted by the Secretariat after the project proposal is approved. The SC chair/delegate receive the initialized Transmittal Form from the Secretariat. The delegate records SC activity for the referenced document in the blanks provided. All other data is supplied by the Secretariat. The chair/delegate receive a new copy of the form whenever it is updated by the Secretariat.

**UPDATING:** At each document status change the Secretariat posts fresh data to the form and sends it to the SC chair/delegate. At the appropriate times, the delegate posts SC data and sends the form with the appropriate document to the Secretariat.

**SIGNATURES:** Wherever "INIT" shows next to a date, a subcommittee officer should initial.

**REFERENCE:** This form reflects the development and approval procedures in the STANDING DOCUMENT 2: OPERATIONS MANUAL. Please refer to this document for additional information on procedures requirements.

**HELP:** If you have questions about this form, contact the Secretariat's Technical Department (703) 548-7005.

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**DEVELOPMENT PHASE**

**PROJECT PROPOSAL:**

SC Approves PP	10/6/98
PP Received by Secretariat	10/6/98
PRB Approves PP	10/9/98

**DRAFT DOCUMENTS: (If drafts are revised, dates of review/approval are posted successively.)**

Document Received by Secretariat	10/30/98
Document Entered into Secretariat Database	11/2/98
SC Approves for Review by X12J TAS	10/7/98
X12J TAS Reviews Document	12/9/98
SC Approves for Final Review by X12J TAS	6/9/99
X12J TAS Conducts <b>Final</b> Review/Approves for X12 Vote	6/11/99

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**X12 BALLOT**

X12 45-DAY BALLOT DATA (Secretariat):

Ballot Mailed On	7/1/99
Ballot Closed On	8/16/99
Tally/Comments Sent to Chair/Delegate	8/31/99

**TALLY ANALYSIS:**

(1) Twenty percent (20%) of the ballots mailed must be returned or the issue is unresolved.

**RETURNS:**

719	Ballots Mailed		
146	Ballots Returned	( ___%)	20% RETURNED? YES

(2) Two-thirds (66-2/3%) approval of the ballots returned is required, no interest and abstentions are **not** counted. If 2/3 favorable vote is not received, the issue fails and is referred to the SC.

**ABSTAINED:**

48	Abstained
30	Abstained No Interest
78	Total Abstained

**ADJUSTED COUNT:**

146	Ballots Returned
78	Minus Total Abstained
68	Net Ballot Count

**APPROVED:**

65	Approved		
1	App'd W/Comment		
66	Total Approved	( 97.05%)	2/3 APPROVED? YES

(3) THREE PERCENT RULE: Net ballot count x 3% = 2\_ = number of disapprovals allowing this item to go forward to the PRB under the 3% Rule. Total disapproved on this ballot = 2

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**PART I: BALLOT RESPONSE**

**A. OPEN FORUM:** If there are disapprovals, an open forum is held at the next X12 meeting after the ballot. If the commentator is not present, comments are read at the forum. The Open Forum Report is attached to SC minutes. Vote Change Forms are forwarded to the Secretariat.

Open Forum Date (DATE) \_\_\_\_\_  
Vote Change Form(s) Received (NUMBER) \_\_\_\_\_

**ADJUSTED TALLY (Secretariat):**

\_\_\_ Net Ballot Count  
\_\_\_ Total Approved  
\_\_\_ Total Disapproved

**B. BALLOT COMMENT RESPONSE LETTER:** If disapprovals were received, the SC prepares a ballot comment response letter according to the required format, coordinates it with the SC chair, and sends it to the Secretariat.

Response Letter Reviewed by SC Chair (DATE/INIT) \_\_\_\_\_  
Response Letter Received by Secretariat (DATE) \_\_\_\_\_

**C. THREE PERCENT RULE:** If after the Open Forum there are 3% or fewer disapprovals remaining and no revisions are planned, the SC may proceed to PRB for approval to publish. For the PRB, ballot comment response letter addressing unresolved disapprovals is required. SC must vote to release the document for PRB review (see PRB Approval section). Otherwise proceed to Rebuttal Vote below.

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**PART II: X12 REBUTTAL VOTE**

The SC evaluates disapprovals received. If more than 3% of votes are disapprovals, or if revisions are made, Rebuttal Vote is required. See SD2: Operations Manual. If the SC decides to reballot or misses the one-year deadline, no Rebuttal Vote is held and the SC reverts to X12J TAS review and PRB approval for reballot. The prior ballot is invalidated. If the one-year deadline is not met, the Secretariat will issue a revised Transmittal Form to accommodate reballot.

**A. DOCUMENT REVISIONS:** If revisions are made, they are approved by the SC and reported to TAS. The revised document and a List of Revisions accompanies Rebuttal Vote.

Document Was Revised After Ballot (YES/NO) \_\_\_\_\_  
SC Approval of Changes (DATE/INIT) \_\_\_\_\_  
Changes Are Sent to Secretariat (DATE) \_\_\_\_\_  
Secretariat Processes Changes (DATE) \_\_\_\_\_  
Changes Are Reported to/Reviewed by X12J TAS (DATE/INIT) \_\_\_\_\_

**B. REBUTTAL VOTE:** Rebuttal vote consists of a ballot, the ballot comment response letter and the current document. X12 members who originally cast a ballot have 30 days to respond.

Rebuttal Vote Mailed by Secretariat (DATE) \_\_\_\_\_  
Rebuttal Vote Closing (DATE) \_\_\_\_\_  
Results Sent to Chair/Project Delegate (DATE) \_\_\_\_\_

**REBUTTAL VOTE TALLY:**

(3) TEN PERCENT RULE: Net ballot count x 10% = \_\_\_ = number of disapprovals preventing this item from going forward to the PRB under the 10% Rule. Total disapproved after rebuttal vote = \_\_\_ .

\_\_\_ Net Ballot Count  
\_\_\_ Total Approved  
\_\_\_ Total Disapproved

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**C. OPEN FORUM:** If there are unresolved disapprovals remaining, an open forum is held at the next X12 meeting after the Rebuttal Vote. If the commentor is not present, comments are read at the forum. The Open Forum Report is attached to SC minutes. Vote Change Forms are forwarded to the Secretariat.

Open Forum Date (DATE) \_\_\_\_\_  
Vote Change Form(s) Received (NUMBER) \_\_\_\_\_

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**D. FINAL TALLY (Secretariat):**

- \_\_\_ Net Ballot Count
- \_\_\_ Total Approved
- \_\_\_ Total Disapproved

DOES ITEM MEET 3% RULE? YES/NO \_\_\_\_\_  
DOES ITEM MEET 10% RULE? YES/NO \_\_\_\_\_

If there are more than 10% unresolved disapprovals the item is referred to the SC for further work.

\_\_\_\_\_  
\_\_\_\_\_

**X12J TAS APPROVAL**

The SC is responsible for preparing, copying, and distributing PRB review materials (see PRB Documentation Requirements).

SC Votes to Release Document to X12J TAS (DATE/INIT) \_\_\_\_\_  
X12J TAS Approves Publication (DATE) \_\_\_\_\_

\_\_\_\_\_

Secretariat Only:

If applicable: **VERSION/RELEASE/SUBRELEASE ID CODE ASSIGNED** \_\_\_\_\_

File Closed (Date/Initials) \_\_\_\_\_

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