**X12 Corporate Administrative
Policy and Procedure**

CAP14 - X12 Examples Website

The X12 Examples Website

1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and the associated procedures. X12 members agree to adhere to X12's policies and procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges. Any party may submit a revision suggestion at x12.org/maintenance-requests.

2 Authority

X12 maintains corporate rules which define overall corporate policies and procedures. X12's primary organizational policies are established in the *CAP01 - X12 Bylaws*. The policies established herein supplement the *X12 Bylaws* to establish X12's Examples website policies in full; no related lower-level governance shall be permitted.

3 Background

X12 understands the importance of providing reference materials to assist implementers. The X12 Examples website provides convenient online access to X12 transaction examples, including the data stream and a description of the associated scenario.

4 Examples Website Policy

The Examples website includes examples developed by X12 committees and examples contributed by implementers.

All examples presented on this website are intended to be educational. The examples do not supersede or override the requirements of the underlying X12 products, including transaction sets, technical reports, schema or any other official X12 product. If there is any discrepancy between an example on the Examples website and the requirements of the X12 product from which it is derived, the underlying X12 product requirements prevail. For example, if a posted example is inconsistent or conflicts with instructions in the corresponding implementation guide, the implementation guides' instructions prevail.

Properly cited links to this website may be used to refer trading partners or other interested parties to these examples without an express consent from X12.

Examples posted on this website are considered to be in the public domain. Contributors accept forfeit of related intellectual property rights as a condition of any content contribution to this website.

X12 is responsible only for the syntactical accuracy of posted examples; other types of accuracy are the responsibility of the contributor.

All examples must comply with the following requirements:
- Meet the requirements and criteria established herein.
- Include a descriptive scenario and the associated data stream.
- Describe a real-world business scenario.
- Use fictional individuals and de-identified information.
  - Fictional individuals in the examples cannot be characters from books, plays, movies, songs or any other copyrighted or public domain character.
- Be syntactically accurate based on the applicable version of the EDI Standard.
- Be syntactically accurate based on the applicable version of an X12 implementation guide.

In addition to the requirements above, examples contributed by an X12 group must:
- Be approved by majority vote of the developing group.
- Be contributed by the developing group's chair or co-chair.
- If posted, the contributed example will identify the developing group.

In addition to the requirements above, examples contributed by implementers must meet the following requirements:
- The contributor must provide contact information with the submission.
- If the example is being contributed on behalf of an organization and not the individual submitting the example, the contributor shall have the organization's consent to contribute the example.
- The contributor must attest to the veracity of the business scenario described.
- If posted, the contributed example will include the name of the contributing organization or the contributor, unless the submission includes a request that the contributor not be publicly identified.

Once an example has been accepted and posted:
- The contributor may revoke the example after it is posted by submitting a written request to X12 at examples@x12.org.
- The contributor may submit revisions to the example after it is posted by submitting a written request to X12 at examples@x12.org.

X12 reserves the right to decline to publish any contributed example.

5 Examples Website Procedures

All examples submitted for consideration shall follow this process.

1. A contributor creates and approves a stand-alone example describing a specific business use of an X12 product, including a detailed description of the business scenario and the associated data stream.
   a. If the example is developed by an X12 committee, subcommittee, or subordinate group, the group's chair or co-chair shall be recognized as the contributor.
   b. If the example is developed by or on behalf of an organization that implements X12 products, an employee representative of the organization shall be recognized as the contributor.
   c. If the example is developed by or on behalf of a vendor or clearinghouse, an employee representative of the organization shall be recognized as the contributor.
   d. If the example is developed by or on behalf of an association or other industry group, an official representative of the group shall be recognized as the contributor.
   e. If the example is developed by an individual implementer or solution developer, the individual shall be recognized as the contributor.
2. The contributor submits the example to examples@x12.org for verification.
3. X12 staff verifies the syntactical accuracy of the example and ensures it complies with all requirements herein.
4. If the example passes the syntax verification and complies with all other requirements described herein, staff archives the example for historical purposes and posts it on the Examples website.
5. If the example does not pass the syntax verification
   a. Staff notifies the contributor of the syntax issue(s).
   b. The contributor may choose to retract the example or to correct the issue(s) and revert to step 1 above.

6 Terminology

To ensure consistent use of terms, definitions, and acronyms across X12 products and activities, X12 maintains the **Wordbook**, a comprehensive corporate glossary. The included terms are either proprietary to X12, cite definitions published by another authority, or represent common terms and definitions that are relevant to X12's work. The terms and definitions defined in the **Wordbook** shall be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at wordbook.x12.org.

7 Document History

A new version of this document is effective on the approval date.

Approved	Description
04/10/2020	V5: Simplified the process section.
09/22/2016	V4: Revised to reflect the organization's name change and other minor revisions for clarity.
06/14/2016	V3: Converted ADP19 to a corporate policy and procedure.
12/10/2013	V2: Revision approved by Steering.
10/30/2013	New policy and procedure approved by Steering.