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# 850

## PURCHASE ORDER

Functional Group - PO

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

### Interchange Header:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>
010	ISA	Interchange Control Header	M	1	
020	GS	Functional Group Header	M	1	

### Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>
010	ST	Transaction Set Header	M	1	
020	BEG	Beginning Segment for Purchase Order	O	1	
040	CUR	Currency	M	1	
050	REF	Reference Information	M	>1	
060	PER	Administrative Communications Contact	O	3	
080	FOB	F.O.B. Related Instructions	O	>1	
130	ITD	Terms of Sale	O	>1	
150	DTM	Date/Time Reference	O	10	
240	TD5	Carrier Details (Routing Sequence)	O	12	

LOOP ID - N9					1000
295	N9	Extended Reference Information	O	1	
300	MTX	Text	O	>1	

LOOP ID - N1					200
310	N1	Party Identification	M	1	
330	N3	Party Location	O	2	
340	N4	Geographic Location	O	>1	
360	PER	Administrative Communications Contact	O	>1	



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**Detail:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>
<b>LOOP ID - PO1</b>					<b>100000</b>
010	PO1	Baseline Item Data	M	1	
040	CTP	Pricing Information	O	>1	
050	PID	Description	M	1000	
090	PO4	Item Physical Details	O	>1	
190	SDQ	Destination Quantity	C	500	

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>
<b>LOOP ID - CTT</b>					<b>1</b>
010	CTT	Transaction Totals	M	1	
020	AMT	Monetary Amount Information	O	1	
030	SE	Transaction Set Trailer	M	1	

**Interchange Trailer:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>
010	GE	Functional Group Trailer	M	1	
020	IEA	Interchange Control Trailer	M	1	



Delimiters being used:

- Element: \*
- Segment: ~
- Sub-Element/Component: >

Encoding of data:

- UTF-8



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## ISA - Interchange Control Header Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
ISA01	101	Authorization Information Qualifier	M	ID	2/2	'00'
ISA02	102	Authorization Information	M	AN	10/10	10 Blanks
ISA03	103	Security Information Qualifier	M	ID	2/2	'00'
ISA04	104	Security Information	M	AN	10/10	10 Blanks
ISA05	105	Sender ID Qualifier	M	ID	2/2	Sender ID Qualifier
ISA06	106	Sender ID	M	AN	15/15	Sender ID
ISA07	107	Receiver ID Qualifier	M	ID	2/2	Receiver ID Qualifier
ISA08	108	Receiver ID	M	AN	15/15	Receiver ID
ISA09	109	Date	M	DT	6/6	YYMMDD Format
ISA10	110	Time	M	TM	4/4	HHMM Format
ISA11	165	Control Standard	M		1/1	'^'
ISA12	111	Control Version	M	ID	5/5	'00501'
ISA13	112	Interchange Control Number	M	N0	9/9	Sequential number assigned by vendor
ISA14	113	Acknowledgement Requested	M	ID	1/1	'0' - No '1' - Yes
ISA15	114	Test Indicator	M	ID	1/1	'T' - Test 'P' - Production
ISA16	115	Sub-Element	M		1/1	'>'

## GS - Functional Group Header Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
GS01	479	Functional ID	M	ID	2/2	PO
GS02	142	Sender ID	M	AN	2/15	Sender ID
GS03	124	Receiver ID	M	AN	2/15	Receiver ID
GS04	373	Date	M	DT	8/8	CCYYMMDD Format
GS05	337	Time	M	TM	4/8	HHMM, HHMMSS, or HHMMSSDD format
GS06	28	Group Control Number	M	N0	1/9	Sequential number assigned by vendor
GS07	455	Agency Code	M	ID	1/1	'X'
GS08	480	Version	M	AN	1/12	'005010'



**ST - Transaction Set Header**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
ST01	143	Transaction Set Identifier Code	M	ID	3/3	'850' – Purchase Order
ST02	329	Transaction Set Control Number	M	AN	4/9	Assigned by Sender

**BEG - Beginning Segment for Purchase Order**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	'00' – Original
BEG02	92	Purchase Order Type Code	M	ID	2/2	'KN' – Cross Dock Order 'SA' – Stand-alone Order
BEG03	324	Purchase Order Number	M	AN	1/22	
BEG05	373	Date	M	DT	8/8	PO Date

**CUR - Currency**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
CUR01	98	Entity Identifier Code	M	ID	2/3	'BY' – Buying Party
CUR02	100	Currency Code	M	ID	3/3	Any valid X12 code



**REF - Reference Information**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
REF01	128	Reference Identification Qualifier	M	ID	2/3	'GK' – Third Party Reference Number (Optional) 'IA' – Internal Vendor Number (Mandatory)
REF02	127	Reference Identification	M	AN	1/30	

**PER - Administrative Communications Contact**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
PER01	366	Contact Function Code	M	ID	2/2	'BD' – Buyer
PER02	93	Name	O	AN	1/60	Buyer Name
PER03	365	Communication Number Qualifier	O	ID	2/2	'TE' – Telephone
PER04	364	Communication Number	O	AN	1/80	Phone #
PER05	365	Communication Number Qualifier	O	ID	2/2	'EM' – Email
PER06	364	Communication Number	O	AN	1/80	Email Address



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## FOB - F.O.B. Related Instructions

Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
FOB01	146	Shipment Method of Payment	M	ID	2/2	'CC' – Collect 'DF' – Defined by Buyer and Seller 'PP' – Prepaid (Seller)
FOB02	309	Location Qualifier	X	ID	1/2	'DE' – Destination (Shipping) 'OR' – Origin
FOB03	352	Description	O	AN	1/80	
FOB04	334	Transportation Terms Qualifier Code	X	ID	2/2	'01' – Incoterms
FOB05	335	Transportation Terms Code	X	ID	3/3	'CFR' – Cost and Freight 'CIF' – Cost, Insurance, and Freight 'DDP' – Delivered Duty Paid 'DES' – Delivered Ex Ship 'EXW' – Ex Works 'FAS' – Free Alongside Ship 'FCA' – Free Carrier 'FOB' – Free on Board

## ITD - Terms of Sale

Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
ITD12	352	Description	M	AN	1/80	Terms Description

## DTM - Date/Time Reference

Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
DTM01	374	Date/Time Qualifier	M	ID	3/3	'002' – Delivery Requested
DTM02	373	Date	M	DT	8/8	



**TD5 - Carrier Details (Routing Sequence)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
TD505	387	Routing	M	AN	1/35	Delivery Method
TD512	284	Service Level Code	O	ID	2/2	'CG' – Ground 'ND' – Next Day Air 'ON' - Overnight

**N9 - Extended Reference Information**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
N901	128	Reference Identification Qualifier	M	ID	2/3	'L1' – Letters or Notes
N902	127	Reference Identification	M	AN	1/80	'GEN' – General Note 'SHP' – Shipping Note 'SPE' – Special Notes/Pricing

**MTX - Text (Loop N9)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
MTX02	1551	Textual Data	M	AN	1/4096	



**N1 - Party Identification**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
N101	98	Entity Identifier Code	M	ID	2/3	'ST' – Ship To (Mandatory) 'BT' – Bill To (Optional)
N102	93	Name	O	AN	1/60	
N103	66	Identification Code Qualifier	M	ID	1/2	'92' – Assigned by Buyer or Buyer's Agent
N104	67	Identification Code	M	AN	2/80	

**N3 - Party Location (Loop N1)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
N301	166	Address Information	M	AN	1/55	
N302	166	Address Information	O	AN	1/55	

**N4 - Geographic Identification (Loop N1)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
N401	19	City Name	M	AN	2/30	City
N402	156	State or Province Code	O	ID	2/2	State or Province
N403	116	Postal Code	M	ID	3/15	Postal Code
N404	26	Country Code	O	ID	2/3	Country



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PER - Administrative Communications Contact (Loop N1)  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
PER01	366	Contact Function Code	M	ID	2/2	'IC' – Information Contact
PER02	92	Name	O	AN	1/60	
PER03	365	Communication Number Qualifier	X	ID	2/2	'TE' – Telephone
PER04	364	Communication Number	X	AN	1/256	Phone #
PER05	365	Communication Number Qualifier	X	ID	2/2	'EM' – Electronic Mail
PER06	364	Communication Number	X	AN	1/256	Email



**PO1 - Baseline Item Data (Detail)**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
PO101	350	Assigned Identification	M	AN	1/20	Line #
PO102	380	Quantity Ordered	M	R	1/15	Quantity Ordered
PO103	355	Unit or Basis for Measurement Code	M	ID	2/2	'CA' - Case 'EA' - Each 'LB' - Pound 'PK' - Package
PO104	212	Unit Price	M	R	1/17	Unit Price
PO106	235	Product/Service ID Qualifier	C	ID	2/2	'VN' - Vendor Item Number
PO107	234	Product/Service ID	C	AN	1/48	Vendor Item #
PO108	235	Product/Service ID Qualifier	C	ID	2/2	'UP' - UPC
PO109	234	Product/Service ID	C	AN	1/48	UPC #
PO110	235	Product/Service ID Qualifier	C	ID	2/2	'SK' - Stock Keeping Unit (SKU)
PO111	234	Product/Service ID	C	AN	1/48	ABC Store's SKU #
*At least 1 of PO106/07 or PO108/09 will always be provided						

**CTP - Pricing Information (Loop PO1)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Values/Comments
CTP08	782	Monetary Amount	O	R	1/18	



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**PID - Product/Item Description (Loop PO1)**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Values/Comments
PID01	349	Item Description type	M	ID	1/1	'F' – Free-form
PID02	750	Product/Process Characteristic Code	M	ID	2/3	'08' – Buyer Product Description (Mandatory) '91' – Buyer's Item Size Description (Optional)
PID05	352	Description	M	AN	1/80	Item Description

**PO4 - Item Physical Details (Loop PO1)**  
Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
PO401	356	Pack	O	N0	1/6	
PO402	357	Size	O	R	1/8	
PO403	355	Unit or Basis for Measurement Code	O	ID	2/2	'EA' - Each



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**SDQ - Destination Quantity (Loop PO1)**  
 Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
SDQ01	355	Unit or Basis for Measurement Code	M	ID	2/2	'CA' – Case 'EA' – Each
SDQ02	66	Identification Code Qualifier	M	ID	2/2	'92' – Assigned by Buyer or Buyer's Agent
SDQ03	67	Identification Code	M	AN	2/80	
SDQ05	67	Identification Code	M	AN	2/80	
SDQ07	67	Identification Code	M	AN	2/80	
SDQ09	67	Identification Code	M	AN	2/80	
SDQ11	67	Identification Code	M	AN	2/80	
SDQ13	67	Identification Code	M	AN	2/80	
SDQ15	67	Identification Code	M	AN	2/80	
SDQ17	67	Identification Code	M	AN	2/80	
SDQ19	67	Identification Code	M	AN	2/80	
SDQ21	67	Identification Code	M	AN	2/80	

\*Required when BEG02 = KN



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## CTT - Transaction Totals (Summary) Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
CTT01	354	Number of Line Items	M	N0	1/6	Total number of PO1 segments

## AMT - Monetary Amount Optional segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
AMT01	522	Amount Qualifier Code	O	ID	1/3	'TT' – Total Transaction Amount
AMT02	782	Monetary Amount	O	R	1/18	Total Order Cost



**SE - Transaction Set Trailer**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
SE01	96	Number of Included Segments	M	N0	1/10	Number of included segments contained in the PO. From and Including ST and SE.
SE02	329	Transaction Set Control Number	M	AN	4/9	Same as ST02

**GE - Functional Group Trailer**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
GE01	97	Number of Transaction Sets Included	M	ID	1/6	Number of Transaction Sets Included in the Functional Group
GE02	28	Group Control Number	M	AN	1/9	Sequential Number Assigned by Vendor

**IEA - Interchange Control Trailer**  
Mandatory segment

Ref	Ref ID	Description	Req	Type	Min / Max	Qualifiers/Definitions
IEA01	116	Number of Functional Groups Included	M	N0	1/5	Number of Functional Groups Included in transmission
IEA02	112	Interchange Control Number	M	N0	9/9	Sequential Number Assigned by Vendor



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**SEGMENT USAGE EXAMPLES**

ISA\*00\* \*00\* \*ZZ\*SENDER \*12\*RECEIVER \*240404\*0955\*^A\*00501\*000000001\*0\*P\*>~  
GS\*PO\*SENDER\*RECEIVER\*20240404\*0955\*1\*X\*005010~  
ST\*850\*0001~  
BEG\*00\*SA\*PO100\*\*20240404~  
CUR\*BY\*USD~  
REF\*GK\*ORD123~  
REF\*IA\*VENDNUM~  
PER\*BD\*Name\*TE\*123-456-7890\*EM\*email@email.com~  
FOB\*DF\*DE\*FOB Description\*01\*CFR~  
ITD\*\*\*\*\*Net 30 Days~  
DTM\*002\*20240407~  
TD5\*\*\*\*Routing\*\*\*\*\*CG~  
N9\*L1\*GEN~  
MTX\*\*General Note~  
N9\*L1\*SHP~  
MTX\*\*Shipping Note~  
N9\*L1\*SPE~  
MTX\*\*Special Note~  
N1\*ST\*ST Name\*92\*ST Code~  
N3\*ST Address 1\*ST Address 2~  
N4\*ST City\*PA\*16066\*US~  
PER\*IC\*Name\*TE\*987-654-0321\*EM\*email@email.com~  
N1\*BT\*BT Name\*92\*BT Code~  
N3\*BT Address 1\*BT Address 2~  
N4\*BT City\*PA\*16066\*US~  
PER\*IC\*Name\*TE\*987-654-0321\*EM\*email@email.com~  
PO1\*1\*50\*CA\*5.97\*\*VN\*111222\*UP\*123456789012\*SK\*333444~  
CTP\*\*\*\*\*298.5~  
PID\*F\*08\*\*\*Item Description 1~  
PID\*F\*91\*\*\*Size 1~  
PO4\*2\*25\*EA~  
PO1\*2\*10\*CA\*1.97\*\*VN\*555666\*UP\*345678901234\*SK\*777888~  
CTP\*\*\*\*\*19.7~  
PID\*F\*08\*\*\*Item Description 2~  
PID\*F\*74\*\*\*Size 2~  
PO4\*1\*10\*EA~  
CTT\*2~  
AMT\*TT\*318.2~  
SE\*37\*0001~  
GE\*1\*1~  
IEA\*1\*000000001~