

850 Purchase Order

Functional Group ID=**PO**

Introduction:

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.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	BEG	Beginning Segment for Purchase Order	M	1		
M	050	REF	Reference Identification	M	>1		
M	110	CSH	Sales Requirements	M	1		
M	110	CSH	Sales Requirements	M	1		
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
M	150	DTM	Date/Time Reference	M	3		
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
						LOOP ID - N1	200
M	310	N1	Name	M	1		
M	330	N3	Address Information	M	2		
M	340	N4	Geographic Location	M	>1		
	360	PER	Administrative Communications Contact	O	>1		

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						LOOP ID - PO1	100000
M	010	PO1	Baseline Item Data	M	1		n1
						LOOP ID - CTP	>1
	040	CTP	Pricing Information	O	1		
	040	CTP	Pricing Information	O	1		
						LOOP ID - PID	1000
	050	PID	Product/Item Description	O	1		

Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						LOOP ID - CTT	1
M	010	CTT	Transaction Totals	M	1		n2
M	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. PO102 is required.

2. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 850 Purchase Order	M ID 3/3
ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

Segment: **BEG** Beginning Segment for Purchase Order
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates
Notes: For Release Orders, BEG04 will indicate PO Number from Blanket Order (BK) when BEG02 = RL.
 Orders that contain a dash (-) and will identify the actual Ship To location.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original	M ID 2/2
BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order BK Blanket Order (Quantity Firm) CN Consigned Order DS Dropship RL Release or Delivery Order SA An order for goods and services placed against a pre-existing contract or blanket order Stand-alone Order	M ID 2/2
BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
BEG04	328	Release Number Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	O AN 1/30
BEG05	373	Date Date expressed as CCYYMMDD	M DT 8/8

Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
Usage: Mandatory
Max Use: >1
Purpose: To specify identifying information

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification IA Internal Vendor Number	M ID 2/3
REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/30

Segment: **CSH** Sales Requirements
Position: 110
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To specify general conditions or requirements of the sale

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
CSH01	563	Sales Requirement Code	M ID 1/2
		Code to identify a specific requirement or agreement of sale	
		P4	Do Not Preship

Segment: **CSH** Sales Requirements
Position: 110
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To specify general conditions or requirements of the sale

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
CSH01	563	Sales Requirement Code	M ID 1/2
		Code to identify a specific requirement or agreement of sale	
		N	No Back Order
		Y	Back Order if Out of Stock

Segment: **ITD** Terms of Sale/Deferred Terms of Sale
Position: 130
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify terms of sale

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
ITD01	336	Terms Type Code Code identifying type of payment terms 01 Basic 02 End of Month (EOM)	O ID 2/2
ITD02	333	Terms Basis Date Code Code identifying the beginning of the terms period 2 Delivery Date 3 Invoice Date	O ID 1/2
ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	O R 1/6
ITD05	351	Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned	X N0 1/3
ITD07	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable)	O N0 1/3

Segment: **DTM** Date/Time Reference
Position: 150
Loop:
Level: Heading
Usage: Mandatory
Max Use: 3
Purpose: To specify pertinent dates and times

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
DTM01	374	Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		001 Cancel After	
		002 Delivery Requested	
		010 Requested Ship	
DTM02	373	Date	M DT 8/8
		Date expressed as CCYYMMDD	

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)
Position: 240
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify the carrier and sequence of routing and provide transit time information

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
TD501	133	Routing Sequence Code	M ID 1/2
		Code describing the relationship of a carrier to a specific shipment movement	
		O Origin Carrier (Air, Motor, or Ocean)	
TD502	66	Identification Code Qualifier	M ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		2 Standard Carrier Alpha Code (SCAC)	
		92 Assigned by Buyer or Buyer's Agent	
TD503	67	Identification Code	M AN 2/80
		Code identifying a party or other code	
		001 = MOST ECONOMICAL	
		003 = SAIA OVER 226 LBS	
		004 = ROADWAY	
		005 = AMERICAN FREIGHTWAY	
		006 = UPS THIRD PARTY	
		007 = LONE STAR OVERNIGHT	
		008 = FEDEX THIRD PARTY	
TD505	387	Routing	M AN 1/35
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	
TD512	284	Service Level Code	M ID 2/2
		Code indicating the level of transportation service or the billing service offered by the transportation carrier	
		3D Three Day Service	
		CG Ground	
		ND Next Day Air	
		Delivery during business day hours of next business day	
		SE Second Day	

Segment: **N1** Name
Position: 310
Loop: N1 Mandatory
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Notes: N103 and N104 will be sent on all orders, except when BEG02 = DS.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
N101	98		Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			BT Bill-to-Party	
			ST Ship To	
N102	93		Name	M AN 1/60
			Free-form name	
N103	66		Identification Code Qualifier	X ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			92 Assigned by Buyer or Buyer's Agent	
N104	67		Identification Code	X AN 2/80
			Code identifying a party or other code	
			N104 contains the 4 character Store/Warehouse code.	

Segment: **N3** Address Information
Position: 330
Loop: N1 Mandatory
Level: Heading
Usage: Mandatory
Max Use: 2
Purpose: To specify the location of the named party

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
N301	166	Address Information Address information	M AN 1/55
N302	166	Address Information Address information	O AN 1/55

Segment: **N4** Geographic Location
Position: 340
Loop: N1 Mandatory
Level: Heading
Usage: Mandatory
Max Use: >1
Purpose: To specify the geographic place of the named party

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name Free-form text for city name	M AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	M ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	M ID 3/15
N404	26	Country Code Code identifying the country	O ID 2/3

Segment: **PER** **Administrative Communications Contact**
Position: 360
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named CN General Contact	M ID 2/2
PER02	93	Name Free-form name	O AN 1/60
PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X ID 2/2
PER04	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80
PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail	X ID 2/2
PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80

Segment: **PO1** **Baseline Item Data**
Position: 010
Loop: PO1 Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify basic and most frequently used line item data

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set	M AN 1/20
PO102	330	Quantity Ordered Quantity ordered	M R 1/15
PO103	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken CA Case EA Each	M ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc.	M R 1/17
PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) UP U.P.C. Consumer Package Code (1-5-5-1)	X ID 2/2
PO107	234	Product/Service ID Identifying number for a product or service	X AN 1/48
PO108	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) IN Buyer's Item Number	X ID 2/2
PO109	234	Product/Service ID Identifying number for a product or service	X AN 1/48
PO110	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) VA Vendor's Style Number	X ID 2/2
PO111	234	Product/Service ID Identifying number for a product or service	X AN 1/48

Segment: **CTP Pricing Information**
Position: 040
Loop: CTP Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify pricing information
Notes: MSR is the "compare to" price for purposes of price ticket creation.

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
CTP02	236	Price Identifier Code Code identifying pricing specification MSR Manufacturer's Suggested Retail	X ID 3/3
CTP03	212	Unit Price Price per unit of product, service, commodity, etc.	X R 1/17

Segment: **CTP Pricing Information**
Position: 040
Loop: CTP Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify pricing information
Notes: RES is the product selling price.

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
CTP02	236	Price Identifier Code Code identifying pricing specification RES Resale	X ID 3/3
CTP03	212	Unit Price Price per unit of product, service, commodity, etc.	X R 1/17

Segment: **PID** Product/Item Description
Position: 050
Loop: PID Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To describe a product or process in coded or free-form format

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
PID01	349	Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
PID02	750	Product/Process Characteristic Code Code identifying the general class of a product or process characteristic 08 Product 73 Vendor color description 74 Vendor size description 75 Buyer's Color Description 91 Buyer's Item Size Description	O ID 2/3
PID05	352	Description A free-form description to clarify the related data elements and their content	X AN 1/80

Segment: **CTT** Transaction Totals
Position: 010
Loop: CTT Mandatory
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
CTT01	354	Number of Line Items	M N0 1/6
		Total number of line items in the transaction set	

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9