

850**Purchase Order – 2nd Draft****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.

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
010	ST	Transaction Set Header	M	1		
020	BEG	Beginning Segment for Purchase Order	M	1		
050	REF	Reference Identification	O	>1		
080	FOB	F.O.B. Related Instructions	O	>1		

<u>LOOP ID - SAC</u>						<u>25</u>
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
150	DTM	Date/Time Reference	O	10		

<u>LOOP ID - N1</u>						<u>200</u>
310	N1	Name	O	1		

Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
<u>LOOP ID - PO1</u>						<u>100000</u>
010	PO1	Baseline Item Data	M	1		N2/010
140	IT8	Conditions of Sale	O	1		

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
<u>LOOP ID - CTT</u>						<u>1</u>
010	CTT	Transaction Totals	O	1		N3/010
030	SE	Transaction Set Trailer	M	1		

Notes:

- 2/010 PO102 is required.
- 3/010 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.

ST Transaction Set Header – Standard

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

To indicate the start of a transaction set and to assign a control number

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ST01	143	Transaction Set Identifier Code <u>Code NAME</u>	M	ID	3/3
		850 Purchase Order			
ST02	329	Transaction Set Control Number	M	AN	4/9

Semantics:

- The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BEG Beginning Segment for Purchase Order – Standard

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/AElements: 5	

To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
BEG01	353	Transaction Set Purpose Code <u>Code</u> <u>NAME</u>	M	ID	2/2
		00 Original			
		02 Add			
		04 Change			
		05 Replace			
		SU Status Update			
		ZZ Mutually Defined			
BEG02	92	Purchase Order Type Code <u>Code</u> <u>NAME</u>	M	ID	2/2
		CP Change to Purchase Order			
		NE New Order			
BEG03	324	Purchase Order Number	M	AN	1/22
BEG04	328	Release Number	O	AN	1/30
BEG05	373	Date	M	DT	8/8

Semantics:

- BEG05 is the date assigned by the purchaser to purchase order.

REF Reference Identification – Standard

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

To specify identifying information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
REF01	128	Reference Identification Qualifier <u>Code NAME</u> PD Promotion/Deal Number	M	ID	2/3
REF02	127	Reference Identification	C	AN	1/30

Syntax:

- REF02 R0203 -- At least one of REF02 or REF03 is required.

Semantics:

- REF04 contains data relating to the value cited in REF02.

FOB F.O.B. Related Instructions – additional

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 1

To specify transportation instructions relating to shipment

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
FOB01	146	Shipment Method of Payment Code NAME	M	ID	2/2
		CC Collect			
		PP Prepaid (by Seller)			

Syntax:

C0302 -- If FOB03 is present, then FOB02 is required
 C0405 -- If FOB04 is present, then FOB05 is required
 C0706 -- If FOB07 is present, then FOB06 is required
 C0809 -- If FOB08 is present, then FOB09 is required

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

SAC Service, Promotion, Allowance, or Charge Information – additional

Pos: 120	Max: 1
Heading - Optional	
Loop: SACElements: 7	

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SAC01	248	<u>Allowance or Charge Indicator</u> <u>Code NAME</u>	M	ID	1/1
		A Allowance C Charge N No Allowance or Charge P Promotion Q Charge Request R Allowance Request S Service			
SAC02	1300	<u>Service, Promotion, Allowance, or Charge Code</u> <u>Code NAME</u>	C	ID	4/4
		C310 Discount			
SAC03	559	<u>Agency Qualifier Code</u> <u>Code NAME</u>	C	ID	2/2
		57 Washington			
SAC04	1301	<u>Agency Service, Promotion, Allowance, or Charge Code</u>	C	AN	1/10
SAC05	610	<u>Amount</u>	O	N2	1/15
SAC06	378	<u>Allowance/Charge Percent Qualifier</u> <u>Code NAME</u>	C	ID	1/1
		3 Discount/Gross			
		4 Discount/Net			
SAC07	332	<u>Percent</u>	C	R	1/6

Syntax:

1. SAC02 R0203 -- At least one of SAC02 or SAC03 is required.
2. SAC03 P0304 -- If either SAC03 or SAC04 are present, then the others are required.
3. SAC06 P0607 -- If either SAC06 or SAC07 are present, then the others are required.
4. SAC09 P0910 -- If either SAC09 or SAC10 are present, then the others are required.

5. SAC11 C1110 -- If SAC11 is present, then SAC10 is required
6. SAC13 L130204 -- If SAC13 is present, then at least one of SAC02 or SAC04 is required.
7. SAC14 C1413 -- If SAC14 is present, then SAC13 is required
8. SAC16 C1615 -- If SAC16 is present, then SAC15 is required

Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. SAC16 is used to identify the language being used in SAC15.

Comments:

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

ITD

**Terms of Sale/Deferred Terms of Sale
- additional**

Pos: 130 Max: >1
Heading - Optional
Loop: N/AElements: 7

To specify terms of sale. We still need to decide upon which terms we are using while the PO is still open.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ITD01	336	<u>Terms Type Code</u> <u>Code NAME</u>	O	ID	2/2
		01 Basic			
		02 End of Month (EOM)			
		03 Fixed Date			
		04 Deferred or Installment			
		05 Discount Not Applicable			
		06 Mixed			
		07 Extended			
		08 Basic Discount Offered			
		09 Proximo			
		10 Instant			
		11 Elective			
		12 10 Days After End of Month (10 EOM)			
		13 Seller to advise buyer			
		14 Previously agreed upon			
		15 Special Proximo			
		16 Prompt Payment Act			
		17 Terms not Applicable			
		18 Fixed Date,Late Payment Penalty Applies			
		19 Liquidation			
		20 Progress Payment			
		21 Fast Pay			
		22 Cash Discount Terms Apply			
		23 Payment Due Upon Receipt of Invoice			
		24 Anticipation			
		25 Cash Account			
		26 Cash on Advance			
		27 Cash on Arrival			
		28 Cash per Vendor Request			
		29 Cash by State Law			
		30 Cash with Order			
		31 Cash on Delivery (COD)			
		32 Lease Agreement			
		33 Net Month Following Invoice (MFI)			
		34 Sell by Note			
		35 Supplier Floor Plan			
		36 Contract Basis			
		37 Credit Controlled			
		38 Dating Given			
		39 Trade Acceptance			
		40 Bill to Bill			
		41 Letter of Credit			
		42 Lump Sum			
		43 Fixed Fee			
		44 Cost Plus			
		45 Bank Transfer			
		46 Basic Commission Terms			

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
		-			
		47 Bill of Exchange			
		48 Cash Against Documents			
		49 Certified Check			
		50 Discount with Advance Payment			
		52 Discount with Prompt Pay			
		54 Installment Payments are Due Annually			
		55 Installment Payments are Due Semi-annually			
		56 Installment Payments are Due Monthly			
		57 Installment Payments are Due Quarterly			
		58 Irrevocable Letters of Credit			
		61 Payment Order Through Bank			
		63 Promissory Notes			
		64 Secured Account			
		65 Letters of Credit at Sight			
		CA Cancellation Option			
		CO Consignment			
		NC No Charge			
		PP Prepayment			
ITD02	333	Terms Basis Date Code	O	ID	1/2
		<u>Code</u> <u>NAME</u>			
		1 Ship Date			
		2 Delivery Date			
		3 Invoice Date			
		4 Specified Date			
		5 Invoice Receipt Date			
		6 Anticipated Delivery Date			
		7 Effective Date			
		8 Invoice Transmission Date			
		09 Purchase Order Date			
		10 Invoice Verification Date			
		11 Completion And Acceptance Date			
		12 Approval of Sample Date			
		13 Approval of Gage Date			
		14 Quality Approval Date			
		15 Receipt of Goods			
		16 Quarter Start Date			
ITD03	338	Terms Discount Percent	O	R	1/6
ITD04	370	Terms Discount Due Date	C	DT	8/8
ITD05	351	Terms Discount Days Due	C	N0	1/3
ITD06	446	Terms Net Due Date	O	DT	8/8
ITD07	386	Terms Net Days	O	N0	1/3

Syntax:

1. ITD03 L03040513 -- If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
2. ITD08 L08040513 -- If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
3. ITD09 L091011 -- If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantics:

1. ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments:

1. If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

DTM Date/Time Reference - additional

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

To specify pertinent dates and times. This segment occurs twice, the first instance for 'ship no earlier' and the second instance for 'ship no later'

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
DTM01	374	- Date/Time Qualifier <u>Code</u> <u>NAME</u>	M	ID	3/3
		037 Ship Not Before			
		038 Ship No Later			
DTM02	373	Date	C	DT	8/8

Syntax:

1. DTM02 R020305 -- At least one of DTM02, DTM03 or DTM05 is required.
2. DTM04 C0403 -- If DTM04 is present, then DTM03 is required
3. DTM05 P0506 -- If either DTM05 or DTM06 are present, then the others are required.

N1 Name - Standard

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

To identify a party by type of organization, name, and code

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N101	98	Entity Identifier Code Code NAME	M	ID	2/3
		ST Ship To			
N102	93	Name	C	AN	1/60
N103	66	Identification Code Qualifier Code NAME	C	ID	1/2
		15 Standard Address Number (SAN)			
N104	67	Identification Code	C	AN	2/80

Syntax:

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 P0304 -- If either N103 or N104 are present, then the others are required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

PO1 Baseline Item Data – Standard

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 7

To specify basic and most frequently used line item data

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max
PO101	350	Assigned Identification	O	AN	1/20
PO102	330	Quantity Ordered	C	R	1/15
PO103	355	Unit or Basis for Measurement Code	O	ID	2/2
		<u>Code</u> <u>NAME</u>			
		12 Packet			
		AB Bulk Pack			
		CA Case			
		CT Carton			
		EA Each			
		PF Pallet (Lift)			
		PH Pack (PAK)			
		PK Package			
		UN Unit			
PO104	212	Unit Price	C	R	1/17
PO105	639	Basis of Unit Price Code	O	ID	2/2
		<u>Code</u> <u>NAME</u>			
		PE Price per Each			
PO106	235	Product/Service ID Qualifier	C	ID	2/2
		<u>Code</u> <u>NAME</u>			
		BP Buyer's Part Number			
		CB Buyer's Catalog Number			
		MG Manufacturer's Part Number			
		MN Model Number			
		UP U.P.C. Consumer Package Code (1-5-5-1)			
		VC Vendor's (Seller's) Catalog Number			
		ZZ Mutually Defined			
PO107	234	Product/Service ID	C	AN	1/48

Syntax:

C0302 -- If PO103 is present, then PO102 is required
 C0504 -- If PO105 is present, then PO104 is required
 P0607 -- If either PO106 or PO107 are present, then the others are required.
 P0809 -- If either PO108 or PO109 are present, then the others are required.
 P1011 -- If either PO110 or PO111 are present, then the others are required.
 P1213 -- If either PO112 or PO113 are present, then the others are required.
 P1415 -- If either PO114 or PO115 are present, then the others are required.
 P1617 -- If either PO116 or PO117 are present, then the others are required.
 P1819 -- If either PO118 or PO119 are present, then the

others are required.P2021 -- If either PO120 or PO121 are present, then the others are required.P2223 -- If either PO122 or PO123 are present, then the others are required.P2425 -- If either PO124 or PO125 are present, then the others are required.

Comments:

1. See the Data Element Dictionary for a complete list of IDs.
2. PO101 is the line item identification.
3. PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

IT8 Conditions of Sale – Standard

Pos: 140	Max: 1
Detail - Optional	
Loop: PO1	Elements: 2

To specify general conditions or requirements and to detail conditions for substitution of alternate products

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
IT801	563	<u>Sales Requirement Code</u> <u>Code NAME</u>	C	ID	1/2
		B Back Order Only If New Item N No Back Order O Back Order If Items Are Out of Stock or Not Yet Published IS Substitute Item Allowed NS No Substitutes			
IT807	566	<u>Product/Service Substitution Code</u> <u>Code NAME</u>	C	ID	1/2
		A No Quantity or Unit of Measure Change Allowed X Equivalent Item Substitution Y Alternate Item Substitution Allowed B0 No Substitution Allowed			

Syntax:

- IT801 R0102030507 -- At least one of IT801, IT802, IT803, IT805 or IT807 is required.
- IT808 P0809 -- If either IT808 or IT809 are present, then the others are required.
- IT810 P1011 -- If either IT810 or IT811 are present, then the others are required.
- IT812 P1213 -- If either IT812 or IT813 are present, then the others are required.
- IT814 P1415 -- If either IT814 or IT815 are present, then the others are required.
- IT816 P1617 -- If either IT816 or IT817 are present, then the others are required.
- IT818 P1819 -- If either IT818 or IT819 are present, then the others are required.
- IT820 P2021 -- If either IT820 or IT821 are present, then the others are required.
- IT822 P2223 -- If either IT822 or IT823 are present, then the others are required.
- IT824 P2425 -- If either IT824 or IT825 are present, then the others are required.
- IT826 P2627 -- If either IT826 or IT827 are present, then the others are required.

Semantics:

- IT803 is the maximum monetary amount value which the order must not exceed.
- IT804 is the account number to which the purchase amount is to be charged.
- IT805 is the date specified by the sender to be shown on the invoice.

Comments:

- Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of IDs.
- IT808 through IT827 provides for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

CTT Transaction Totals – Standard

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 2

To transmit a hash total for a specific element in the transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
CTT01	354	Number of Line Items	M	N0	1/6
CTT02	347	Hash Total	O	R	1/10

Syntax:

1. CTT03 P0304 -- If either CTT03 or CTT04 are present, then the others are required.
2. CTT05 P0506 -- If either CTT05 or CTT06 are present, then the others are required.

Comments:

1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

SE**Transaction Set Trailer - Standard**

Pos: 030	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SE01	96	Number of Included Segments	M	N0	1/10
SE02	329	Transaction Set Control Number	M	AN	4/9

Comments:

- SE is the last segment of each transaction set.