

# 850 Purchase Order

Version 4010

## Functional Group = PO

This Standard 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 acknowledgement information.

AHR Note: Mandatory duplicate checking should be performed by all suppliers

### Heading:

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

LOOP ID – N9			O	1000
295	N9	Reference Identification	M	1
300	MSG	Message Text	O	1000

LOOP ID – N1			O	200
310	N1	Name	M	1
330	N3	Address Information	O	2
340	N4	Geographic Location	O	>1

**Detail:**

<u>Pos</u>	<u>ID</u>	<u>Segment Name</u>	<u>Req Use</u>	<u>Max</u>	<u>Repeat</u>
LOOP ID – PO1			M		100000
010	PO1	Baseline Item Data	M	1	
LOOP ID – PID			O		1000
050	PID	Product/Item Description	M	1	
100	REF	Reference Identification	O	>1	
140	IT8	Conditions of Sale	O	1	
210	DTM	Date/Time Reference	O	10	
289	MSG	Message Text	O	>1	
LOOP ID – N9			O		1000
330	N9	Reference Identification	M	1	
340	MSG	Message Text	O	1000	
LOOP ID – SLN			O		1000
470	SLN	Subline Item Detail	M	1	
490	PID	Message Text	O	1000	

**Summary:**

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

# ST Transaction Set Header

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

EDI Example:

**ST~850~0001^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Code uniquely identifying a Transaction Set
ST02	329	Transaction Set Control Number	M	AN	4/9	Unique control number within the functional group <b>Must match SE02</b>

# BEG Beginning Segment for Purchase Order

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

EDI Example:

**BEG~00~NE~8078123~~20020125^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
BEG01	353	Trans. Set Purpose Code	M	ID	2/2	Code identifying purpose of the transaction set: <b>00</b> - Original
BEG02	92	Purchase Order Type Code	M	ID	2/2	Code identifying type of order: <b>NE</b> – New Order <b>DS</b> – Drop Ship
BEG03	324	Purchase Order Number	M	AN	1/22	Identifying number for Purchase Order
BEG05	373	Purchase Order Date	M	DT	8/8	Date of PO Format = CCYYMMDD

# CUR Currency

To specify the currency (dollars, pounds, francs, etc.) used in a transaction.

EDI Example:  
**CUR~SE~USD^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
CUR01	98	Entity Identifier Code	M	ID	2/3	Code identifying an individual <b>SE</b> – Selling party
CUR02	100	Currency Code	M	AN	3/3	Country code in whose currency the charges are specified <b>USD</b> –U S Dollars

# REF Reference Identification

This segment can optionally be used to communicate contact names or departments.

EDI Example:

**REF~CR~CUSTOMERS REF ORD#^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
REF01	128	Reference Identification Qualifier	M	ID	2/2	CR=Customer Reference Order Number (who placed order)
REF02	127	Name	O	AN	1/30	The customers order number.

# PER Administrative Communications Contact

This segment can optionally be used to communicate contact names or departments.

EDI Example:

**PER~BD~TONY TUMA^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
PER01	366	Contact Function Code	M	ID	2/2	Code identifying the responsibility of the person named <b>AN</b> – Attention to <b>BD</b> – Buyer name
PER02	93	Name	O	AN	1/60	Free-form name

# FOB F.O.B. Related Instructions

This segment can optionally be used to communicate freight payment responsibility.

EDI Example:

**FOB~CC ~~~02~FOB^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
FOB01	146	Shipment Method of Payment	M	ID	2/2	Code identifying payment terms for transportation chgs. <b>CC</b> – Collect <b>PP</b> – Prepaid <b>PC</b> - Prepaid &Add <b>DF</b> - Expenses & Reimbursements
FOB04	334	Transportation Qualifier code	O	ID	2/2	Code identifying the source of the transport terms <b>02</b> –Terms Trade code
FOB05	335	Transportation Terms code	C	ID	3/3	Code identifying the terms for the shipment transport Responsibility <b>FOB</b> – Free on Board



# ITD Terms of Sale

This segment is used to specify the terms of the sale.  
Multiple iterations of this segment will be used for secondary terms or installments.

EDI Example:  
**ITD~08~3~2~10~30~2%10/N30^**

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
ITD01	336	Terms Type Code	O	ID	2/2	Code identifying type of payment terms <b>01</b> -Basic <b>02</b> -EOM <b>03</b> -Fixed Date <b>04</b> -Installment <b>08</b> -Basic Discount <b>09</b> - Proximo
ITD02	333	Terms Basis Date Code	O	ID	1/2	Code identifying the beginning of the terms period <b>3</b> - Invoice Date <b>4</b> -Specified Date
ITD03	338	Terms Discount Percent	O	R	1/6	Discount % available if invoice is paid on or before Disc. Due Date
ITD04	370	Terms Discount Due Date	C	DT	8/8	Date payment is due if Discount is to be earned Format = CCMMDDYY
ITD05	351	Terms Discount Days Due	C	N0	1/3	Number of days in the Terms discount period
ITD06	446	Terms Net Due Date	O	DT	8/8	Date when total invoice amount Due Format = CCMMDDYY
ITD07	386	Terms Net Days	O	N0	1/3	Number of days until total invoice amount is due
ITD11	342	Percent of Invoice Payable	C	N0	1/3	Percent of invoice payable in installments (term=ITD07)
ITD12	352	Description	O	AN	1/80	Free-form description to clarify the terms

# TD5 Carrier Details (Routing Sequence/ Transit Time)

This segment can be used to specify a carrier preference and/or method of shipping.

EDI Example:

**TD5~~~~ZZ~USE AHR ROUTING GUIDE^**

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
TD504	91	Transportation Method/Type Code	C	ID	1/2	Code specifying the method of transportation for the shipment <b>ZZ</b> -Mutually Defined
TD505	387	Routing	C	AN	1/35	Free form description of the routing for the shipment

# MAN Marks and Numbers

This segment is included when information is to be printed on shipping papers or package labels.

EDI Example:

**MAN~R~801456~AHR PO# MUST BE ON EACH CTN, B/L, AND PACKSLIP^**

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
MAN01	88	Marks & Numbers Qualifier	O	ID	1/2	Code specifying the application or source of marks & numbers <b>R</b> -Originator assigned
MAN02	87	Marks & Numbers	O	AN	1/22	AHR purchase order number
MAN03	87	Marks & Numbers	O	AN	1/48	'AHR PO# must be on each Ctn., B/L, and Pack Slip'

# N9 Reference Identification

To transmit identifying information specific to the entire order.

EDI Example:

**N9~KD~~SEE MSG^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
N901	128	Reference Identification Qualifier	M	ID	2/3	Code qualifying the description <b>KD</b> -Special instructions #
N903	369	Free-Form Description	C	AN	1/45	Free form description

# MSG Message Text

To provide a free-form format that allows the transmission of text information

EDI EXAMPLE:

**MSG~ MIN ORDER \$10 - PPD FRT ^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
MSG01	933	Free-form Message Text	O	AN	1/264	To specify text informational data

# N1 Name

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

EDI Example:

**N1~SU~ABC CORPORATION~92~D7L^**

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
N101	98	Entity Identifier Code	M	ID	2/3	Code identifying an organization or location <b>ST</b> - Ship To <b>BT</b> -Bill To <b>SU</b> -Supplier/Mfg.
N102	93	Name	C	AN	1/60	Free form name
N103	66	Identification Code Qualifier	C	ID	1/2	ID qualifier <b>92</b> -Assigned by Buyer <b>54</b> - Warehouse
N104	67	ID Code	C	AN	2/80	AHR Supplier code, AHR Warehouse #, Customer number (drop ship orders)

# N3 Address Information

To specify the location of the named party

EDI Example:

**N3~100 S. MILWAUKEE RD.~SUITE 200^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
N301	166	Address Information	M	AN	1/55	Address Information
N302	166	Address Information	O	AN	1/55	Additional Address Information

# N4 Geographic Location

To specify the geographic place of the named party

EDI Example:

**N4~CHICAGO~IL~60608^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
N401	19	City Name	O	AN	2/30	Free-form text for city name
N402	156	State or Province Code	O	ID	2/2	State Code as defined by government agency
N403	116	Postal Code	O	ID	3/15	Zip code (excluding punctuation and blanks)



# PO1 Baseline Item Data

To specify line item data

EDI Example:

**PO1~10~2~EA~31.95~~BP~XYZ1234~VN~12345HB~UA~123456789012^**

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
PO101	350	Assigned Identification	O	AN	1/20	Unique order line number assigned by the buyer (increments of 10)
PO102	330	Quantity Ordered	C	R	1/15	Quantity ordered
PO103	355	Unit or Basis for Measurement Code	O	ID	2/2	Code specifying the unit of measurement <b>EA</b> - Each <b>PR</b> - Pair <b>CA</b> - Case
PO104	212	Unit Price	C	R	1/17	Price per unit of product
PO106	235	Product ID Qualifier	C	ID	2/2	Code identifying the source of the Product ID <b>BP</b> - Buyer's Part#
PO107	234	Product/Service ID	C	AN	1/48	Identifying number for a product (AHR item number)
PO108	235	Product ID Qualifier	C	ID	2/2	Identification code <b>VN</b> - Vendor's Item Number
PO109	234	Product/Service ID	C	AN	1/48	Identifying number for a product (Vendor Item No.)
PO110	235	Product ID Qualifier	C	ID	2/2	Identification Code <b>UA</b> - Vendor's UPC Code
PO111	234	Product/Service ID	C	AN	1/48	Identifying UPC Number for Product

# PID Product / Item Description

To describe a product in free-form format

EDI Example:

**PID~F~~~~ LUGGAGE CART 23"W X 71"H X 43"L^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
PID01	349	Item Description Type	M	ID	1/1	Code indicating the format of a description <b>F</b> – Free-form
PID05	352	Description	C	AN	1/80	A Free-form description to clarify the related data elements

# REF Reference Identification

To specify identifying information

EDI Example:

**REF~CO~6102601^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
REF01	128	Reference ID Qualifier	M	ID	2/3	Code qualifying the Reference ID <b>CT</b> – Contract # <b>CO</b> – American Hotel Sales Order # (Drop Ship only)
REF02	127	Reference Identification	C	AN	1/30	Reference information as defined by the REF01 qualifier

# IT8 Conditions of Sale

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

EDI Example:

**IT8~N^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
IT801	563	Sales Requirement Code	O	ID	1/2	N-No Backorder Y-Backorder if Out of Stock

# DTM Date / Time Reference

To specify pertinent dates at the item level

EDI Example:

**DTM~002~20020128^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Code specifying type of date <b>002</b> – Delivery Requested
DTM02	373	Date	M	DT	8/8	Date format = CCYYMMDD

# MSG    Message Text

To provide a free-form format that allows the transmission of text information

EDI EXAMPLE:

**MSG~LUGGAGE CART 23X71X 43 BRASS PLATED W/ BLACK PNEUMATIC  
WHEELS^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
MSG01	933	Free-form Message Text	O	AN	1/264	To specify text informational data

# N9 Reference Identification

To transmit identifying information specific to the entire order.

EDI Example:

**N9~KD~~SEE MSG^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
N901	128	Reference Identification Qualifier	M	ID	2/3	Code qualifying the description <b>KD</b> -Special instructions #
N903	369	Free-Form Description	C	AN	1/45	Free form description

# MSG    Message Text

To provide a free-form format that allows the transmission of text information

EDI EXAMPLE:

**MSG~SHIP TO ARRIVE NO SOONER THAN 3/5^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
MSG01	933	Free-form Message Text	O	AN	1/264	To specify text informational data



# SLN Subline Item Detail

To specify product Subline detail item data

EDI EXAMPLE:

SLN~20~~I~3~EA~0~~~BP~ZZZS79CO-GREEN~VN~ GR^

Element Summary:

Elem ID	Elem No.	Name	Req. Des.	Data Type	Min/Max Length	Comments
SLN01	350	Assigned identification	M	AN	1/20	Unique characters assigned for differentiation within the baseline item
SLN03	662	Relationship Code	M	ID	1/1	Code indicating the relationship between entities <b>I</b> – Included
SLN04	380	Quantity	C	R	1/15	Quantity
SLN05	C001	Composite Unit of Measure	C	Comp		
	355	Unit of measure	M	ID	2/2	Code specifying the units being expressed <b>EA</b> – Each <b>PC</b> – Piece <b>CA</b> – Case
SLN06	212	Unit price	C	R	1/17	Price per unit of product
SLN09	235	Product Qualifier	C	ID	2/2	Code identifying the product number in SLN10 <b>BP</b> – Buyer's Part#
SLN10	234	Product ID	C	AN	1/48	AHR part number
SLN11	235	Product Qualifier	C	ID	2/2	Code identifying the product number in SLN12 <b>VN</b> – Vendor's Item Number
SLN12	234	Product ID	C	AN	1/48	Vendor part number

# PID Product / Item Description

To describe a Subline product in free-form format

EDI Example:

**PID~F~~~~ HUNTER GREEN^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
PID01	349	Item Description Type	M	ID	1/1	Code indicating the format of a description <b>F</b> – Free-form
PID05	352	Description	C	AN	1/80	A Free-form description to clarify the related data elements

# CTT Transaction Totals

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

EDI Example:

**CTT~3~8^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
CTT01	354	Number of line items	M	N0	1/6	Total number of line items (PO1 segments) in the transaction set
CTT02	347	Hash total	O	R	1/10	Sum of the values of the PO102 elements

# SE Transaction Set Trailer

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

EDI Example:

**SE~37~0001^**

Element Summary:

<b>Elem ID</b>	<b>Elem No.</b>	<b>Name</b>	<b>Req. Des.</b>	<b>Data Type</b>	<b>Min/Max Length</b>	<b>Comments</b>
SE01	96	Number of included segments	M	N0	1/10	Total number of segments (incl. ST and SE)
SE02	329	Transaction set control number	M	AN	4/9	Unique identifying control number within the transaction set functional group <b>Must match ST02</b>

## Example Transaction

ST~850~0029^  
BEG~00~DS~8765432~~20020129^  
CUR~SE~USD^  
REF~CR~THE CUSTOMERS PO^  
PER~AN~JANE SMITH^  
PER~BD~BOB WHITE^  
FOB~CC~~~02~FOB^  
ITD~09~4~2~20020215~~~~~2% DISC IF PD ON 15<sup>TH</sup> OF NEXT MONTH^  
TD5~ZZ~USE AHR ROUTING GUIDE^  
MAN~R~8765432~AHR PO# MUST BE ON EACH CTN, B/L, AND PACKSLIP^  
N9~KD~SEE MSG^  
MSG~MIN ORDER \$10; PPD FRT^  
N1~ST~MY HOTEL CUSTOMER~92~32244HIN^  
N3~150 W. MAPLE ST.^  
N4~ANYTOWN~NY~60100^  
N1~BT~AMERICAN HOTEL REGISTER~~^  
N3~100 S. MILWAUKEE RD.^  
N4~VERNON HILLS~IL~60061^  
N1~SU~LINEN MFG. CORP.~92~L7G^  
N3~123 INDUSTRIAL AVE.^  
N4~NEWARK~NJ~21045^  
PO1~10~2~EA~56.45~~BP~MLM123BBP~VN~PB99864^  
PID~F~LUGGAGE CART 23 X 72X 43^  
REF~CO~6102601^  
IT8~Y^  
DTM~002~20020201^  
MSG~LUGGAGE CART 23X72X43 BRASS WITH BLACK PNEUMATIC^  
MSG~WHEELS, 1 YR WARRANTY^  
PO1~20~1~CS~141.97~~BP~L7G9898T~VN~TS82-GR~UA~123456789012^  
PID~F~~~~HAND TOWEL^  
IT8~Y^  
DTM~002~20020228^  
MSG~20X15 HAND TOWELS HUNTER GREEN ^  
SLN~30~~I~1~EA~~~~BP~ZZZL7GCO-GREEN~VN~GR^  
PID~F~~~~HUNTER GREEN^  
CTT~2~3^  
SE~37~0029^