



Cardinal Distribution
a Cardinal Health Company
850 Purchase Order Guidelines

Functional Group ID=PO

Introduction:

The information presented in this document is provided to establish the requirements of Cardinal Distribution in passing documents electronically using EDI technology with our trading partners. Standards were developed using the "Industry Conventions and Implementation Guidelines for Electronic Data Interchange" documentation of the National Wholesale Druggists* Association. Please contact our EDI Services Support Staff at (614) 757-5334 with any questions.

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>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BEG	Beginning Segment for Purchase Order	M	1		
	050	REF	Reference Identification	O	>1		
	060	PER	Administrative Communications Contact	O	3		
	060	PER	Administrative Communications Contact	O	3		
LOOP ID - N1						200	
	310	N1	Cardinal Distribution, Division Name and DEA Number	O	1		
	311	N1	Vendor Information	O	1		
	312	N1	Dropship/Customer DEA/HIN/DUNS	O	1		
	313	N1	Cross Dock DEA/HIN/DUNS	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	
Must Use	010	PO1	Baseline Item Data	M	1		n1
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	
	010	CTT	Transaction Totals	O	1		n2
Must Use	030	SE	Transaction Set Trailer	M	1		

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
Syntax Notes:
Comments:

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
>>	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set	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 This is a sequential control number	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

Syntax Notes:
Comments:

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</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 DS Dropship NE New Order	M ID 2/2
>>	BEG03	324 Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser Cardinal requires that the ENTIRE alphanumeric purchase order number be returned at the header level on the 810 invoice	M AN 1/22
>>	BEG05	373 Date Date expressed as CCYYMMDD Original order date	M DT 8/8

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

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Comments:

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
>> REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification VR Vendor ID 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	X AN 1/30

Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading:
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Comments:

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
>> PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named BD Buyer Name or Department	M ID 2/2
PER02	93	Name Free-form name Buyer 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 Buyer Telephone Number	X AN 1/80

Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading:
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Comments:

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
>> PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named EA EDI Coordinator	M ID 2/2
PER02	93	Name Free-form name EDI Services Group	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 EDI Support Line Telephone Number	X AN 1/80

Segment: **N1 Cardinal Distribution, Division Name and DEA Number**
Position: 310
Loop: N1 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is 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.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
>> N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual BS Bill and Ship To BT Bill-to-Party	M ID 2/3
N102	93	Name Free-form name	X AN 1/60
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 11 Drug Enforcement Administration (DEA)	X ID 1/2
N104	67	Identification Code Code identifying a party or other code Please contact the EDI Services Group for a complete listing of all divisions and their respective DEA numbers	X AN 2/80

Segment: **N1 Vendor Information**
Position: 311
Loop: N1 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is 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.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
>> N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual Qualifier sent on all purchase orders	M ID 2/3
		SU Supplier/Manufacturer	
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 11 Drug Enforcement Administration (DEA)	X ID 1/2
N104	67	Identification Code Code identifying a party or other code	X AN 2/80

Segment: **N1** Dropship/Customer DEA/HIN/DUNS
Position: 312
Loop: N1 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is 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.
Notes: Used for dropship purchase orders only

Data Element Summary

Ref.	Data			
<u>Des.</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		
		ST Ship To		
N103	66	Identification Code Qualifier	X	ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)		
		1 D-U-N-S Number, Dun & Bradstreet		
		11 Drug Enforcement Administration (DEA)		
		21 Health Industry Number (HIN)		
N104	67	Identification Code	X	AN 2/80
		Code identifying a party or other code		

Segment: **N1** Cross Dock DEA/HIN/DUNS
Position: 313
Loop: N1 Optional
Level: Heading:
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is 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.
Notes: Used for cross dock purchase orders only

Data Element Summary

Ref.	Data			
<u>Des.</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		
		OB Ordered By		
N103	66	Identification Code Qualifier	X	ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)		
		1 D-U-N-S Number, Dun & Bradstreet		
		11 Drug Enforcement Administration (DEA)		
		21 Health Industry Number (HIN)		
N104	67	Identification Code	X	AN 2/80
		Code identifying a party or other code		

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
Syntax Notes:

- 1 If PO103 is present, then PO102 is required.
- 2 If PO105 is present, then PO104 is required.
- 3 If either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 is present, then the other is 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.

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	O AN 1/20
PO102	330	Quantity Ordered Quantity ordered	X 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 CT Carton EA Each	O ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc.	X R 1/17
PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) N4 National Drug Code in 5-4-2 Format 5-digit manufacturer ID, 4-digit product ID, 2-digit trade package size UI U.P.C. Consumer Package Code (1-5-5)	X ID 2/2
PO107	234	Product/Service ID Identifying number for a product or service Cardinal REQUIRES that this number be returned on the 810 invoice at the detail level	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 Cardinal requests that this item number be returned on the invoice at the detail level	X AN 1/48

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
Syntax Notes:

- 1 If PID04 is present, then PID03 is required.
- 2 At least one of PID04 or PID05 is required.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID04 is required.
- 5 If PID09 is present, then PID05 is required.

Comments:

- 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
- 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
- 3 PID07 specifies the individual code list of the agency specified in PID03.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
>> PID01	349	Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
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 Optional
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If either CTT03 or CTT04 is present, then the other is required.
 2 If either CTT05 or CTT06 is present, then the other is required.
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
>> CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6
CTT02	347	Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element. Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	O R 1/10

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)

Syntax Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</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 This number must be the same as the number in the ST {ST02} segment for this transaction set M AN 4/9