

Darice Inc.  
EDI Purchase Order  
Ver. 4030

## Overall Outline and Looping Structure

Seg. ID	Name	Req.	Max. Use	Loop Repeat
ST	Transaction Set Header	M	1	
BEG	Beginning Segment for Purchase Order	M	1	
PER	Administrative Communications Contact	O	2	
FOB	F.O.B. Related Instructions	O	1	
CSH	Header Sale Condition	O	1	
ITD	Terms of Sale	M	1	
DTM	Date / Time Reference	M	4	
N9	-----Loop-----			1
N9	Reference Identification	M	1	
MTX	Text	M	20	
N1	-----Loop-----			2
N1	Name	M	1	
N3	Address Information	M	1	
N4	Geographic Information	M	1	
PO1	-----Loop-----			10000
PO1	Baseline Item Data	M	1	
PID	Product / Item Description	M	1	
PO4	Item Physical Details	O	1	
CTT	Transaction Totals	M	1	
AMT	Monetary Amount	M	1	
SE	Transaction Set Trailer	M	1	

## Legend and Abbreviation Key

Column Header	Code	Description
Ref		This is the segment identifier with the data element sequence number within the segment.
Id		This number may be used for direct reference into the ASC X12 Data Element Dictionary.
Element Name		This is the name assigned to the data element by ASC X12, in the ASC X12 Data Element Dictionary
	Code	Possible ID Element that may be used
	Name	This is the name assigned to the ID Element by ASC X12, in the ASC X12 Data Element Dictionary
	Shaded Area	Qualified Description or Explanation of Non-ID Elements set by Darice Inc.
Req		Required?
	M	Mandatory Data Element
	O	Optional Data Element
	C	Conditional based on prior optional Data Element
Type		Type of Character Structure
	ID	Predefined Data Element Identifier recognized and set by ASC X12
	A/N	A String Element from the basic ANSI Extended Character Set
	DT	Date Element based on Min/Max. 6/6 = YYMMDD, 8/8 = CCYYMMDD
	TM	Time Element for a 24 Hour Clock. HHMMSS
	Nn	Numeric with an implied decimal point at "n" positions from left of Element.
	R	Numeric containing an explicit decimal point. Leading and trailing zeros are suppressed
Min/Max		Minimum Size / Maximum Size

# ISA

## Interchange Control Header

Mandatory	Max: 1
Loop: N/A	Elem: 16

Ref	Id	Element Name	Req	Type	Min/Max
ISA01	I01	Authorization Information Qualifier	M	ID	2/2
		<u>Code</u> <u>Name</u>			
		00        No Authorization Info in ISA02			
ISA02	I02	Authorization Information	M	A/N	10/10
ISA03	I03	Security Information Qualifier	M	ID	2/2
		<u>Code</u> <u>Name</u>			
		00        No Security Info in ISA04			
ISA04	I04	Security Information	M	ID	10/10
ISA05	I05	Sender Interchange ID Qualifier	M	ID	2/2
		<u>Code</u> <u>Name</u>			
		01        Duns Number			
ISA06	I06	Sender Interchange ID	M	A/N	15/15
		192643716			
ISA07	I05	Receiver Interchange ID Qualifier	M	ID	2/2
ISA08	I07	Receiver Interchange ID	M	A/N	15/15
ISA09	I08	Interchange Date	M	DT	6/6
ISA10	I09	Interchange Time	M	TM	4/4
ISA11	I11	Interchange Control Standards Qualifier	M	ID	1/1
		<u>Code</u> <u>Name</u>			
		U        U.S. EDI Community of ASC X12			
ISA12	I11	Interchange Control Version Number	M	ID	5/5
		<u>Code</u> <u>Name</u>			
		00400    Standard Issued as ANSI X12.5			

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
ISA13	I12	Interchange Control Number Sequentially assigned ISA Control Number. Must match IEA02	M	N/0	1/9
ISA14	I13	Acknowledgement Requested <u>Code      Name</u> 1      Acknowledgement Requested	M	ID	1/1
ISA15	I14	Usage Indicator <u>Code      Name</u> P      Production Data T      Test Data	M	ID	1/1
ISA16	I15	Component Element Separator	M		1/1

---

**GS**

Functional Group Header

Mandatory

Max: 1

Loop: N/A

Elem: 8

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>				
GS01	479	Functional Identifier Code	M	ID	2/2				
		<table border="1"><thead><tr><th><u>Code</u></th><th><u>Name</u></th></tr></thead><tbody><tr><td>PO</td><td>Purchase Order (850)</td></tr></tbody></table>	<u>Code</u>	<u>Name</u>	PO	Purchase Order (850)			
<u>Code</u>	<u>Name</u>								
PO	Purchase Order (850)								
GS02	142	Application Sender Code	M	A/N	2/15				
		192643716							
GS03	124	Application Receiver Code	M	A/N	2/15				
GS04	373	Transaction Group Date	M	DT	8/8				
GS05	337	Transaction Group Time	M	TM	4/8				
GS06	28	Group Control Number	M	N/0	1/9				
		Sequentially assigned Group Control Number. Must match GE02							
GS07	455	Responsible Agency Code	M	ID	1/2				
		<table border="1"><thead><tr><th><u>Code</u></th><th><u>Name</u></th></tr></thead><tbody><tr><td>X</td><td>Accredited Standards Committee X12</td></tr></tbody></table>	<u>Code</u>	<u>Name</u>	X	Accredited Standards Committee X12			
<u>Code</u>	<u>Name</u>								
X	Accredited Standards Committee X12								
GS08	480	Version / Release / Industry Identifier Code	M	AN	1/12				
		004030							

---

# ST

## Transaction Set Header

Mandatory	Max: 1
Loop: N/A	Elem: 2

Ref	Id	Element Name	Req	Type	Min/Max				
ST01	143	Transaction Set Identifier Code	M	ID	3/3				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>850</td><td>Purchase Order</td></tr></tbody></table>	Code	Name	850	Purchase Order			
Code	Name								
850	Purchase Order								
ST02	329	Transaction Set Control Number	M	AN	4/9				
		Sequentially assigned Transaction Control Number. Must match SE02							

---

# BEG

Beginning Segment for  
Purchase Order

Mandatory	Max: 1
Loop: N/A	Elem: 5

Ref	Id	Element Name	Req	Type	Min/Max				
BEG01	353	Transaction Set Purpose Code	M	ID	2/2				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>00</td><td>Original</td></tr></tbody></table>	Code	Name	00	Original			
Code	Name								
00	Original								
BEG02	92	Purchase Order Type Code	M	ID	2/2				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>SA</td><td>Stand Alone Order</td></tr></tbody></table>	Code	Name	SA	Stand Alone Order			
Code	Name								
SA	Stand Alone Order								
BEG03	324	Purchase Order Number	M	AN	1/22				
		Darice Inc. Purchase Order Number							
BEG05	373	Purchase Order Date	M	DT	8/8				
		Date Expressed as CCYYMMDD where CC is 1 <sup>st</sup> two digits of calendar year.							

# PER

## Administrative Communications Contact

Optional	Max: 2
Loop: N/A	Elem: 4

Ref	Id	Element Name	Req	Type	Min/Max						
PER01	366	Contact Function Code	M	ID	2/2						
		<table border="1"><tr><td><u>Code</u></td><td><u>Name</u></td></tr><tr><td>BD</td><td>Buyer Name or Department</td></tr><tr><td>SU</td><td>Supplier Contact</td></tr></table>	<u>Code</u>	<u>Name</u>	BD	Buyer Name or Department	SU	Supplier Contact			
<u>Code</u>	<u>Name</u>										
BD	Buyer Name or Department										
SU	Supplier Contact										
PER02	93	Name	M	AN	1/60						
		Free Form Info. Relating to PER01									
PER03	365	Communications Number Qualifier	C	ID	2/2						
		<table border="1"><tr><td><u>Code</u></td><td><u>Name</u></td></tr><tr><td>TE</td><td>Telephone</td></tr></table>	<u>Code</u>	<u>Name</u>	TE	Telephone					
<u>Code</u>	<u>Name</u>										
TE	Telephone										
PER04	365	Communication Number	C	AN	1/256						
		Telephone Number for Buyer when PER01=BD									



# FOB

## F.O.B. Related Instructions

Optional	Max: 1
Loop: N/A	Elem: 3

Ref	Id	Element Name	Req	Type	Min/Max						
FOB01	146	Shipment Method of Payment	M	ID	2/2						
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>PP</td><td>Prepaid by Seller</td></tr><tr><td>CC</td><td>Collect</td></tr></tbody></table>	Code	Name	PP	Prepaid by Seller	CC	Collect			
Code	Name										
PP	Prepaid by Seller										
CC	Collect										
FOB02	309	Location Qualifier									
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>OR</td><td>Origin</td></tr></tbody></table>	Code	Name	OR	Origin					
Code	Name										
OR	Origin										
FOB03	352	Description									
		Darice Inc. FOB Code for Reference									

# CHS

## Header Sale Condition

Optional	Max: 1
Loop: N/A	Elem: 1

Ref	Id	Element Name	Req	Type	Min/Max
CHS01	563	Sales Require Code	O	ID	1/2
		<u>Code</u> <u>Name</u>			
		Y          Backorder if Out of Stock			
		N          No Back Order			

# ITD

## Terms of Sale Deferred Terms of Sale

Mandatory	Max: 1
Loop: N/A	Elem: 12

Ref	Id	Element Name	Req	Type	Min/Max				
ITD01	336	Terms Type Code	M	ID	2/2				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>14</td><td>Previously Agreed Upon</td></tr></tbody></table>	Code	Name	14	Previously Agreed Upon			
Code	Name								
14	Previously Agreed Upon								
ITD02	333		M	ID	1/2				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>2</td><td>Delivery Date</td></tr></tbody></table>	Code	Name	2	Delivery Date			
Code	Name								
2	Delivery Date								
ITD03	338	Terms Discount Percent	M	R	1/6				
		Terms Discount Percentage, expressed as a Percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date. Terms Discount Percent is sent as an Implied Percentage, e.g. 5% is sent as 5, 1.5% is sent as 1.5. No Discount is sent as 0.							
ITD05	351	Terms Discount Days Due	M	N/0	1/3				
		Number of Days in the Terms Discount Period by which payment is due to qualify and earn the Terms Discount. No Terms Discount Days Due is sent as 0							
ITD07	386	Terms Net Days Due							
		Number of days until total invoice amount is due when discount not taken.							
ITD12	352	Description	O	AN	1/80				
		Free Form Description to clarify related data elements and their content.							

# DTM

Date / Time Reference

Mandatory

Max: 2

Loop: N/A

Elem: 2

Ref	Id	Element Name	Req	Type	Min/Max										
DTM01	374	Date / Time Qualifier	M	ID	3/3										
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>001</td><td>Cancel After (Optional)</td></tr><tr><td>002</td><td>Delivery Requested</td></tr><tr><td>037</td><td>Ship Not Before</td></tr><tr><td>038</td><td>Ship Not After</td></tr></tbody></table>	Code	Name	001	Cancel After (Optional)	002	Delivery Requested	037	Ship Not Before	038	Ship Not After			
Code	Name														
001	Cancel After (Optional)														
002	Delivery Requested														
037	Ship Not Before														
038	Ship Not After														
DTM02	373	Date	M	DT	8/8										
		Date Expressed as CCYYMMDD where CC is 1 <sup>st</sup> two digits of calendar year.													

# N9

## Reference Identification

Mandatory	Max: 1
Loop: N9	Elem: 16

Ref	Id	Element Name	Req	Type	Min/Max
N901	128	Reference Identification Qualifier	M	ID	2/3
The N9 Loop is used for sending Free Form Shipping Instructions					
<u>Code      Name</u>					
AH      Agreement Number					
N903	369	Free Form Description			
Always contains "SHIPPING INSTRUCTIONS FOLLOW"					

---

**MTX**

Text

Mandatory	Max: 20
Loop: N9	Elem: 2

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
MTX02	1551	Message Text Free Form Shipping Instructions	M	AN	40/40

---

**N1**

Name

Mandatory

Max: 1

Loop: N1

Elem: 2

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
N101	98	Entity Identifier Code	M	ID	2/3
		<u>Code</u> <u>Name</u>			
		BY    Buyer's Remit to Name and Address			
		ST    Ship to Name and Address			
N102		Name	M	AN	1/60
		Free Form Name			
N103	66	Identification Code Qualifier	O	ID	2/3
		<u>Code</u> <u>Name</u>			
		92    Assigned by Buyer			
		Only used with "ST" Qualified "N1" Segment			
N104		Identification Code	O	AN	2/80
		Ship-to Number			
		Only used with "ST" Qualified "N1" Segment			

---

**N3**

Address Information

Mandatory	Max: 1
Loop: N1	Elem: 2

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
N301	166	Address Information	M	AN	1/40
N302	166	Address Information	O	AN	1/40



---

**N4****Geographic Information**

Mandatory	Max: 1
Loop: N1	Elem: 16

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
N401	19	City Name	M	AN	2/30
N402	156	State or Province Code	M	ID	2/2
N403	116	Postal Code	O	AN	3/15
N404	26	Country Code	O	ID	2/3

# PO1

## Baseline Item Data

Mandatory	Max: 1
Loop: PO1	Elem: 11

Ref	Id	Element Name	Req	Type	Min/Max				
PO101	350	Assigned Identification Darice Inc. uses our Purchase Order Line Number	M	AN	1/20				
PO102	330	Quantity Ordered Quantity of our Purchasing Unit of Measure Ordered	M	R	1/15				
PO103	355	Unit or Basis for Measurement Code Our Purchasing Unit of Measure	M	ID	2/2				
PO104	212	Unit Price Price per Unit of PO103 and PO102	M	R	1/17				
PO106	235	Product/Service ID Qualifier <table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>IN</td><td>Buyer's Item Number</td></tr></tbody></table>	Code	Name	IN	Buyer's Item Number	M	ID	2/2
Code	Name								
IN	Buyer's Item Number								
PO107	234	Product Service ID Our Item Number	M	AN	1/30				
PO108	235	Product/Service ID Qualifier <table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>UP</td><td>UPC Number</td></tr></tbody></table>	Code	Name	UP	UPC Number	O	ID	2/2
Code	Name								
UP	UPC Number								
PO109	234	Product Service ID UPC Number	O	AN	1/30				
PO110	235	Product/Service ID Qualifier <table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>VN</td><td>Buyer's Item Number</td></tr></tbody></table>	Code	Name	VN	Buyer's Item Number	O	ID	2/2
Code	Name								
VN	Buyer's Item Number								
PO111	234	Product Service ID Vendor's (Style/Sku) Number	O	AN	1/30				

# PID

Product / Item Description

Mandatory

Max: 1

Loop: PO1

Elem: 5

Ref	Id	Element Name	Req	Type	Min/Max				
PID01	349	Item Description Type	M	ID	1/1				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>F</td><td>Free Form Description</td></tr></tbody></table>	Code	Name	F	Free Form Description			
Code	Name								
F	Free Form Description								
PID05	352	Description	M	AN	1/80				
		Free Form Description							

---

# PO4

## Item Physical Details

Optional	Max: 1
Loop: PO1	Elem: 1

---

Ref	Id	Element Name	Req	Type	Min/Max
-----	----	--------------	-----	------	---------

---

PO401	356	Pack	M	N/0	1/6
-------	-----	------	---	-----	-----

Quantity of our Stocking UOM per Purchasing UOM. This may help you convert all of Items Purchased into an "EA" (PO102, PO103).

---

**CTT**

Transaction Totals

Mandatory	Max: 1
Loop: N/A	Elem: 1

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
CTT01	354	Number of Line Items The Number of PO1 Segments in the transaction set.			

---

# AMT

Monetary Amount

Mandatory	Max: 1
Loop: N/A	Elem: 2

Ref	Id	Element Name	Req	Type	Min/Max				
AMT01	552	Amount Qualifier Code	M	ID	1/3				
		<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>TT</td><td>Total Transaction Amount</td></tr></tbody></table>	Code	Name	TT	Total Transaction Amount			
Code	Name								
TT	Total Transaction Amount								
AMT02	782	Monetary Amount	M	R	1/18				
		The Total Amount of the Purchase Order.							

---

# SE

## Transaction Set Trailer

Mandatory	Max: 1
Loop: N/A	Elem: 2

Ref	Id	Element Name	Req	Type	Min/Max
SE01	96	Number of Included Segments	M	N0	1/10
SE02	329	Transaction Set Control Number Transaction Set Control Number. Must Match (ST02)	M	AN	4/9

---

**GE**

Functional Group Trailer

Mandatory

Max: 1

Loop: N/A

Elem: 2

<b>Ref</b>	<b>Id</b>	<b>Element Name</b>	<b>Req</b>	<b>Type</b>	<b>Min/Max</b>
GE01	97	Number of Transaction Sets Included	M	N/0	1/6
GE02	28	Group Control Number Group Control Number. Must Match (GS06).	M	N/0	1/9



---

# IEA

## Interchange Control Trailer

Mandatory	Max: 1
Loop: N/A	Elem: 2

Ref	Id	Element Name	Req	Type	Min/Max
IEA01	I16	Number of Included Functional Groups	M	N/0	1/5
IEA02	I12	Interchange Control Number Interchange Control Number. Must Match (ISA13).	M	N/0	9/9

---

## Trading Partner Profile Setup

Purchase Order (850-4030)  
Please Fax to: (EDI Contact – below)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business Contact \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Technical Contact \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Sender's Van Used **ICC** \_\_\_\_\_

Receiver's Van Used \_\_\_\_\_

ISA Sender Qualifier **01** ID **192643716** \_\_\_\_\_

ISA Receiver Qualifier \_\_\_\_\_ ID \_\_\_\_\_

GS Sender Code **192643716** \_\_\_\_\_

GS Receiver Code \_\_\_\_\_

Signature \_\_\_\_\_

EDI Contact  
Vicki Koziol  
EDI Coordinator  
13000 Darice Pkwy.  
Strongsville, OH 44149  
Ph. 440-878-3540  
Fx. 440-238-3627  
Email [edisupport@darice.com](mailto:edisupport@darice.com)

Bill Santos  
EDI Manager  
13000 Darice Pkwy.  
Strongsville, OH 44149  
Ph. 440-238-9150 ext. 3334  
Fx. 440-238-3627  
Email [edisupport@darice.com](mailto:edisupport@darice.com)