

# 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:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
2	010	ST	Transaction Set Header	M	1		
3	020	BEG	Beginning Segment for Purchase Order	M	1		
4	050	REF	Reference Identification	M	1		
5	503	MSG	Free-Form Message	O	5		
6	060	PER	Buyer information	O	1		
7	080	FOB	Shipment method of payment	O	1		
8	130	ITD	Invoice terms	O	1		
9	150	DTM	Date/Time Reference	M	4		
			LOOP ID - N1			200	
10	310	N1	Ship To	M	1		
11	330	N3	Address Information	O	1		
12	340	N4	Geographic Location	O	1		

## Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - PO1			100000	
13	010	PO1	Baseline Item Data	M	1		
14	050	PID	Product/Item description	M	1		
15	090	P04	Item physical details	O	1		
16	100	REF	Reference Identification	O	4		

## Summary:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
17	010	CTT	Transaction Totals	M	1		
18	020	AMT	Monetary Amount	M	1		
19	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:**  
**Semantic Notes:** 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).  
**Comments:**

**Data Element Summary**

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

**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:**  
**Semantic Notes:** 1 BEG05 is the date assigned by the purchaser to purchase order.  
**Comments:**

**Data Element Summary**

<u>Ref.</u>	<u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
M	BEG01	353	<b>Transaction Set Purpose Code</b>	M	ID 2/2
			Code identifying purpose of transaction set		
			00		Original
M	BEG02	92	<b>Purchase Order Type Code</b>	M	ID 2/2
			Code specifying the type of Purchase Order		
			SA		Stand-alone Order
M	BEG03	324	<b>Purchase Order Number</b>	M	AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser		
M	BEG05	373	<b>Date</b>	M	DT 8/8
			Date expressed as CCYYMMDD		

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

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
REF01	128	<b>Reference Identification Qualifier</b>	M	ID 2/3
		Code qualifying the Reference Identification		
		DP		Department data follows
REF02	127	<b>Reference Identification</b>	X	AN 1/30
		Department number		
REF03	352	<b>Description</b>	X	AN 1/80
		Department Description		

**Segment:** **MSG** Message Identification  
**Position:** 503  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 5  
**Purpose:** Purchase order comments  
**Syntax Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
MSG01	933	Free Form Message text	O	AN 1/264
		Order Comments		

**Segment:** **PER** Administrative communications contact  
**Position:** 060  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify identifying information  
**Syntax Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
PER01	366	Contact function code	M	ID 2/2
		BD		
PER02	93	Name	X	AN 1/60
		Buyer Name		

**Segment:** **FOB** FOB related instructions  
**Position:** 080  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify identifying information  
**Syntax Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
FOB01	146	Shipment method of payment	M	ID 2/2
FOB09	352	Description	X	AN 1/80

**Segment:** **ITD** Terms of Sale  
**Position:** 130  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify identifying information  
**Syntax Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
ITD12	352	Invoice terms description	M AN 1/80



**Segment:** **DTM** Date/Time Reference  
**Position:** 150  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 4  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 037 Do not ship before 038 Do not ship after 063 Do not deliver after 064 Do not deliver before	M ID 3/3
	DTM02	373	<b>Date</b> Date expressed as CCYYMMDD	X DT 8/8

**Segment:** **N1** Ship To  
**Position:** 310  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N101	98	Entity Identifier Code
			M   ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual
		ST	Ship To
	N102	93	Name
			X   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
			Warehouse id code

**Segment: N3 Address Information**

**Position:** 330  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

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

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

**Data Element Summary**

<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</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
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/15
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
N404	26	Country Code	O ID 2/3

**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.
  - 5 If either PO110 or PO111 is present, then the other is required.

**Semantic Notes:**  
**Comments:**

**Data Element Summary**

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

**Segment:** **PID** Product/Item information  
**Position:** 050  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify the item description  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>	
PID01	349	Item description type	M	ID 1/1
		F - Free-form text		
PID05	352	Item description	O	AN 1/80

**Segment:** **P04** Item physical details  
**Position:** 090  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the item physical details  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>	
<u>Des.</u>	<u>Element</u>			
P0401	356	Pack	M	N0 1/6
		Number of items per pack		

**Segment:** **REF** Reference Identification  
**Position:** 100  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 4  
**Purpose:** To specify identifying information  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

Ref. Des.	Data Element	Name	Attributes
M	REF01	128	Reference Identification Qualifier
			M   ID 2/3
			Code qualifying the Reference Identification
			ZZ   Mutually Defined
	REF02	127	Reference Identification
			X   AN 1/70
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier
			Item comments or special instructions



**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  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

**Data Element Summary**

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

**Segment:** **AMT** Monetary Amount  
**Position:** 020  
**Loop:** CTT Mandatory  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the total monetary amount  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

Ref. Des.	Data Element	Name	Attributes
M	AMT01	522	Amount Qualifier Code
			M ID 1/3
			Code to qualify amount
		TT	Total Transaction Amount
M	AMT02	782	Monetary Amount
			M R 1/18
			Monetary amount
			Total transaction amount

**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:**

**Semantic Notes:**

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

**Data Element Summary**

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