



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:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
M	010	ST	Transaction Set Header	M	1	
M	020	BEG	Beginning Segment for Purchase Order	M	1	
	050	REF	Reference Identification	O	>1	
	060	PER	Administrative Communications Contact	O	3	
	080	FOB	F.O.B. Related Instructions	O	>1	
LOOP ID - SAC						25
	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	
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
LOOP ID - N9						1000
	295	N9	Reference Identification	O	1	
	300	MSG	Message Text	O	1000	
LOOP ID - N1						200
	310	N1	Name	O	1	
	320	N2	Additional Name Information	O	2	
	330	N3	Address Information	O	2	
	340	N4	Geographic Location	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>
LOOP ID - PO1						100000
M	010	PO1	Baseline Item Data	M	1	
LOOP ID - PID						1000
	050	PID	Product/Item Description	O	1	
	090	PO4	Item Physical Details	O	>1	
LOOP ID - SAC						25
	120	SAC	Service, Promotion, Allowance, or Charge Information	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>
-----------------	----------------	-------------	------------------	----------------	--------------------



duane reade

		LOOP ID - CTT	1	
	010	CTT	O	1
M	030	SE	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
Notes: ST*850*00001

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 850 Purchase Order	M ID 3/3
M	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	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
Notes: BEG*00*SA*400635**20010629

Data Element Summary

Ref.	Data	Attributes	
<u>Des.</u>	<u>Element</u> <u>Name</u>		
M	BEG01 353 Transaction Set Purpose Code	M	ID 2/2
	Code identifying purpose of transaction set		
	00 Original		
M	BEG02 92 Purchase Order Type Code	M	ID 2/2
	SA Stand-alone Order		
M	BEG03 324 Purchase Order Number	M	AN 1/22
	Identifying number for Purchase Order assigned by the orderer/purchaser		
	Retailer's original purchase order number		
	Note: This value MUST appear in the 810 Invoice in the BIG-04.		
	BEG04 328 Release Number	O	AN 1/30
	Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction		
	Retailer's release against the purchase order, if used		
M	BEG05 373 Date	M	DT 8/8
	Date expressed as CCYYMMDD		
	Retailer's original purchase order date		



Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
Usage: Mandatory
Max Use: >1
Purpose: To specify identifying information
Special: This segment contains Duane Reade's Vendor Account Number for this order.
Notes: REF*VR*2653

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification VR Vendor ID Number M ID 2/3
>>	REF02	127	Reference Identification Duane Reade assigned Vendor Account Number for this Purchase Order. 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
Notes: PER*BD*Name of Buyer or Department

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	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's 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's Telephone Number)	X AN 1/80



Segment: **FOB** F.O.B. Related Instructions
Position: 080
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify transportation instructions relating to shipment
Notes: FOB*PP

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
M	<u>Des.</u> FOB01	<u>Element</u> 146 Shipment Method of Payment	M ID 2/2
		Code identifying payment terms for transportation charges Refer to 004010 Data Element Dictionary for acceptable code values.	



Segment: **SAC** Service, Promotion, Allowance, or Charge Information

Position: 120
Loop: SAC Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge
Notes: SAC*A*B950***34759*1*2*****DAMAGE ALLOWANCE

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
M	SAC01	248 Allowance or Charge Indicator Code which indicates an allowance or charge for the service specified A Allowance C Charge N No Allowance or Charge R Allowance Request	M ID 1/1
	SAC02	1300 Service, Promotion, Allowance, or Charge Code Code identifying the service, promotion, allowance, or charge This value must appear exactly as represented here in the corresponding SAC-02 of the 810 Invoice for this Purchase Order. A260 Advertising Allowance B950 Damaged Merchandise C320 Display Allowance E730 New Item Allowance F050 Other (See related description) F340 Pick/Up F800 Promotional Allowance I570 Warehouse	X ID 4/4

Note: This value must appear exactly as represented in the SUMMARY SAC-02 of the 810 Invoice.

SAC05	610	Amount Monetary amount	O N2 1/15
SAC06	378	Allowance/Charge Percent Qualifier Code indicating on what basis allowance or charge percent is calculated 1 Item List Cost 2 Item Net Cost	X ID 1/1
SAC07	332	Percent Percent expressed as a percent	X R 1/6
SAC15	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80



Segment: **ITD** Terms of Sale/Deferred Terms of Sale

Position: 130
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify terms of sale
Notes: ITD*02**2*20010629*30*****2% 30 DAYS

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
ITD01	336	Terms Type Code Code identifying type of payment terms 02 End of Month (EOM)	O ID 2/2
ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date The percent is sent with a decimal point only when needed, e.g., 10.5% is sent as "10.5", and 2% is sent as "2".	O R 1/6
ITD04	370	Terms Discount Due Date Date payment is due if discount is to be earned expressed in format CCYYMMDD	X DT 8/8
ITD05	351	Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned	X N0 1/3
ITD06	446	Terms Net Due Date Date when total invoice amount becomes due expressed in format CCYYMMDD	O DT 8/8
ITD07	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable)	O N0 1/3
ITD12	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80



Segment: **DTM** Date/Time Reference
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Notes: DTM*002*20010605

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	DTM01	374	Date/Time Qualifier	M ID 3/3
			002 Delivery Requested	
>>	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	



Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)
Position: 240
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify the carrier and sequence of routing and provide transit time information
Notes: TD5*****M*Carrier Name or Routing Description

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
TD504	91	Transportation Method/Type Code	M Motor (Common Carrier)	X ID 1/2
TD505	387	Routing	Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	X AN 1/35



Segment: N9 Reference Identification
Position: 295
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Notes: N9*SU*SU

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification SU Special Processing Code	M ID 2/3
X	N902	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: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Notes: MSG*SPECIAL INSTRUCTIONS GO HERE

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264



Segment: N1 Name
Position: 070
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Notes: N1*ST*Duane Reade Warehouse*9*0119889950001

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N101	98 Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual BT Bill-to-Party ST Ship To	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) 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	X ID 1/2
	N104	67 Identification Code Code identifying a party or other code This is the location code as defined by N103. The location code may be a formal number, e.g., DUNS, or it may be assigned by either the buyer or seller. The location refers to a store, warehouse, distribution center, plant, etc. Location codes are used to alleviate the need to send complete names and addresses.	X AN 2/80



Segment: N2 Additional Name Information
Position: 080
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Notes: N2*Additional Address Info

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93	Name Free-form name	M AN 1/60



Segment: N3 Address Information
Position: 090
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Notes: N3*50-02 55TH Avenue

Data Element Summary

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



Segment: N4 Geographic Location
Position: 100
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Notes: N4*Maspeth*NY*11378

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
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)	



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
Notes: PO1**72*CA*36.48** UP*319810004246* VC*0387*IN*123456

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
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	O ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc. The price is sent with a decimal point only when needed, e.g., \$15.95 would be sent as "15.95", and \$29.00 would be sent as "29".	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) IN Buyer's Item Number ND National Drug Code (NDC) UA U.P.C./EAN Case Code (2-5-5) UP U.P.C. Consumer Package Code (1-5-5-1) VC Vendor's (Seller's) Catalog Number	X ID 2/2
PO107	234	Product/Service ID Identifying number for a product or service	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 ND National Drug Code (NDC) UA U.P.C./EAN Case Code (2-5-5) UP U.P.C. Consumer Package Code (1-5-5-1) VC Vendor's (Seller's) Catalog Number	X ID 2/2
PO109	234	Product/Service ID Identifying number for a product or service	X AN 1/48
PO110	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 ND National Drug Code (NDC) UA U.P.C./EAN Case Code (2-5-5) UP U.P.C. Consumer Package Code (1-5-5-1)	X ID 2/2



duane reade

PO111 234 VC Vendor's (Seller's) Catalog Number X AN 1/48
Product/Service ID
Identifying number for a product or service

Usage Note: The default sequence for Product Identification sent by Duane Reade is:

PO106=UP
PO108=VC
PO110=IN.

The sequence of Qualifiers and their corresponding values can be changed by Duane Reade upon request.



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
Notes: PID*F*****DISTILLED WATER

Data Element Summary

Ref.	Data Element	Name	Attributes
M	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
		The description will be found in PID05.	
	PID05	352 Description A free-form description to clarify the related data elements and their content	X AN 1/80



Segment: **PO4** Item Physical Details
Position: 090
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify the physical qualities, packaging, weights, and dimensions relating to the item
Notes: PO4*12

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
PO401	356	Pack	O N0 1/6
		The number of inner containers, or number of eaches if there are no inner containers, per outer container	



Segment: SAC Service, Promotion, Allowance, or Charge Information
Position: 130
Loop: SAC Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge
Notes: SAC*A*F050***34759*1*2*****MULTIPLE ALLOWANCES APPLIED

Data Element Summary

Ref.	Data Element	Name	Attributes
M	SAC01	248 Allowance or Charge Indicator Code which indicates an allowance or charge for the service specified A Allowance C Charge N No Allowance or Charge R Allowance Request	M ID 1/1
	SAC02	1300 Service, Promotion, Allowance, or Charge Code Code identifying the service, promotion, allowance, or charge This value must appear exactly as represented here in the corresponding SAC-02 of the 810 Invoice for this Purchase Order. A260 Advertising Allowance B950 Damaged Merchandise C320 Display Allowance E730 New Item Allowance F050 Other (See related description) F800 Promotional Allowance I570 Warehouse	X ID 4/4
	SAC05	610 Amount Monetary amount	O N2 1/15
	SAC06	378 Allowance/Charge Percent Qualifier Code indicating on what basis allowance or charge percent is calculated 1 Item List Cost 2 Item Net Cost	X ID 1/1
	SAC07	332 Percent Percent expressed as a percent	X R 1/6
	SAC08	118 Rate Rate expressed in the standard monetary denomination for the currency specified	O R 1/9
	SAC12	331 Allowance or Charge Method of Handling Code Code indicating method of handling for an allowance or charge 02 Off Invoice	O ID 2/2
	SAC15	352 Description A free-form description to clarify the related data elements and their content	O 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
Notes: CTT*1*72

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	CTT01	354	Number of Line Items Total number of line items in the transaction set The number of PO1 segments present 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)
Notes: SE*23*0001

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
M	SE02	329	Transaction Set Control Number	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	
			This must be the same number as is in the ST segment (ST02) for the transaction set.	