## Finisybuine.

## 850 Purchase Order

## 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.

## Notes:

11/10/2005 - added notes to PO107/11/13 regarding usage of these elements in Prepack vs. nonPrepack orders.

## Heading:

| M | $\begin{aligned} & \text { Pos. } \\ & \text { No. } \end{aligned}$ | $\begin{aligned} & \text { Seg. } \\ & \underline{\mathrm{ID}} \end{aligned}$ | Name <br> Transaction Set Header | Req. $\frac{\text { Des. }}{\mathrm{M}}$ | $\frac{\text { Max.Use }}{1}$ | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| M | 020 | BEG | Beginning Segment for Purchase Order | M | 1 |  |  |
| M | 050 | REF | Reference Identification | M | 2 |  |  |
|  | 060 | PER | Administrative Communications Contact | O | 1 |  |  |
|  | 080 | FOB | F.O.B. Related Instructions | O | 1 |  |  |
|  | 110 | CSH | Sales Requirements | O | 1 |  |  |
|  | 130 | ITD | Terms of Sale/Deferred Terms of Sale | O | 1 |  |  |
|  | 150 | DTM | Date/Time Reference | O | 4 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
|  | 295 | N9 | Reference Identification | O | 1 |  |  |
|  | 300 | MSG | Message Text | O | 1000 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 2 |  |
| M | 070 | N1 | Name | M | 1 |  |  |
|  | 090 | N3 | Address Information | O | 2 |  |  |
|  | 100 | N4 | Geographic Location | O | 1 |  |  |

## Detail:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and <br> Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LOOP ID - PO1 |  |  | 100000 |  |
| M | 010 | PO1 | Baseline Item Data | M | 1 |  | n1 |
|  |  |  | LOOP ID - CTP |  |  | >1 |  |
|  | 040 | CTP | Pricing Information | O | 1 |  |  |
|  |  |  | LOOP ID - PID |  |  | 1000 |  |
|  | 050 | PID | Product/Item Description | O | 1 |  |  |


| 090 | PO4 | Item Physical Details | O | $>1$ |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 100 | REF | Reference Identification | O | $>1$ |  |
|  |  | LOOP ID - SLN |  | 1000 |  |
| 470 | SLN | Subline Item Detail | O | 1 |  |
| 490 | PID | Product/Item Description | O | 1000 |  |
| 516 | CTP | Pricing Information | O | 25 |  |

## Summary:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. <br> Des. | Max.Use | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LOOP ID - CTT |  |  | 1 |  |
| M | 010 | CTT | Transaction Totals | M | 1 |  | n2 |
| M | 030 | SE | Transaction Set Trailer | M | 1 |  |  |

## Transaction Set Notes

1. PO102 is required.
2. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

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:

## Ref. Data

## Data Element Summary

## Name

## Attributes

143 Transaction Set Identifier Code
M ID 3/3
Code uniquely identifying a Transaction Set $850 \quad$ Purchase Order

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 The number is sequentially assigned by the sender, starting with one within each functional group. For each functional group, the first transaction set control number will be 0001 and incremented by one for each additional transaction set within the group.


| Segment: | REF Reference Identification |
| ---: | :--- |
| Position: | 050 |
| Loop: |  |
| Level: | Heading |
| Usage: | Mandatory |
| Max Use: | 2 |
| Purpose: | To specify identifying information |
| yntax Notes: | $\mathbf{1}$ At least one of REF02 or REF03 is required. |
|  | $\mathbf{2}$ If either C04003 or C04004 is present, then the other is required. |
| Comments: | $\mathbf{3}$ If either C04005 or C04006 is present, then the other is required. |
| Notes: | Department \# and Vendor \# will always be present. |

## Data Element Summary

M

REF02

Segment:
Position: Loop: Level: Usage:
Max Use:
Purpose: Syntax Notes:

# PER Administrative Communications Contact 

060
Heading
Optional
1
To identify a person or office to whom administrative communications should be directed
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:

Ref. Data

## Data Element Summary

Des. PER01

PER02

Element Name
366 Contact Function Code
Code identifying the major duty or responsibility of the person or group named BD
93 Name
Free-form name
Buyer Name/ID

## Segment: <br> F@B f.o.B. Related Instructions

Position:
080
Loop: Level: Usage:
Max Use: Purpose: Syntax Notes:


## Segment: <br> CSH Sales Requirements

## Position:

Loop: Level: Usage:
Max Use:
Purpose:
Syntax Notes:
110

Heading
Optional
1
To specify general conditions or requirements of the sale
1 If CSH02 is present, then CSH03 is required.
2 If either CSH06 or CSH07 is present, then the other is required.
3 If either CSH09 or CSH10 is present, then the other is required.

## Comments:




| ITD08 | 362 | Terms Discount Amount <br> Total amount of terms discount <br> Description <br> A free-form description to clarify the related data elements and their content |
| :--- | :--- | :--- | :--- | :--- |
| ITD12 | 352 | O |


| Segment: | DTM Date/Time Reference |
| ---: | :--- |
| Position: | 150 |
| Loop: |  |
| Level: | Heading |
| Usage: | Optional |
| Max Use: | 4 |
| Purpose: | To specify pertinent dates and times |
| yntax Notes: | $\mathbf{1}$ At least one of DTM02 DTM03 or DTM05 is required. |
|  | $\mathbf{2}$ If DTM04 is present, then DTM03 is required. |
| Comments: | $\mathbf{3}$ If either DTM05 or DTM06 is present, then the other is required. |
| Notes: | This segment is used to specify order processing dates. |

Data Element Summary
Ref. Data
Des.
M DTM01
Element Name
Attributes
374 Date/Time Qualifier
M ID 3/3
Code specifying type of date or time, or both date and time
002 Delivery Requested
Target Date
037 Ship Not Before
038 Ship No Later
063

373
Do Not Deliver After
Cancel Date

Date expressed as CCYYMMDD

```
    Segment:
        N9
        Reference Identification
    Position:
        Loop: N9
        N9 Optional
        Level: Heading
        Usage: Optional
    Max Use: 1
    Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
    2 If N906 is present, then N905 is required.
    3 If either C04003 or C04004 is present, then the other is required.
    4 If either C04005 or C04006 is present, then the other is required.
Comments:
```

Ref. Data

Des.
N901

## Data Element Summary

## Data

Element Name

## Attributes

128 Reference Identification Qualifier
M ID 2/3
Code qualifying the Reference Identification
L1 Letters or Notes
N902
Reference Identification
M AN 1/30
Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier SPECIAL INSTRUCTIONS

| 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 |  |  |  |
| Syntax Notes: | 1 If MSG03 is present, then MSG02 is required. |  |  |  |
| Comments: | 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc. |  |  |  |
|  | 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required. |  |  |  |
| Notes: | This segment will contain any text clauses for the agreement referenced in the previous N9 segment. |  |  |  |
| Data Element Summary |  |  |  |  |
| Ref. | Data |  |  |  |
| Des. | Element | Name |  | butes |
| MSG01 | 933 | Free-Form Message Text | M | AN 1/264 |
|  |  | Free-form message text |  |  |

Segment: ..... N1
Name
Position: ..... 070
Loop: N1 ..... Mandatory
Level:

        Heading
        Usage: Mandatory
    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



N102

N103
M

M
M N104
Data
Element Name

Attributes
M ID 2/3
Entity Identifier Code
Code identifying an organizational entity, a physical location, property or an individual
BT Bill-to-Party

ST Ship To
93 Name
Free-form name
66 Identification Code Qualifier
M ID 1/2
Code designating the system/method of code structure used for Identification Code (67)

92 Assigned by Buyer or Buyer's Agent
dentification Code
M AN 2/80
Code identifying a party or other code

## Location Code

Segment: N3 Address Information

Position: Loop Level: Heading
Usage: Optional
Max Use: 2
Purpose:
Syntax Notes: Comments:

| Data Element Summary |  |  |  |
| :---: | :---: | :---: | :---: |
| Ref. <br> Des. | Data |  |  |
|  | Element | Name | Attributes |
| 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: 100
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use:
Purpose:
Syntax Notes: Comments:

1
To specify the geographic place of the named party
1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.

## Data Element Summary




| M | PO107 | 234 | Product/Service ID <br> Identifying number for a product or service | AN 1/48 |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  | UPC Code |  |
|  | PO108 | 235 | Product/Service ID Qualifier O | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) <br> SK <br> Stock Keeping Unit (SKU) |  |
|  | PO109 | 234 | Product/Service ID X | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |
|  |  |  | Finish Line SKU \# |  |
|  | PO110 | 235 | Product/Service ID Qualifier X | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) <br> VA <br> Vendor's Style Number |  |
| M | PO111 | 234 | Product/Service ID M | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |
|  |  |  | Style Number |  |
|  |  |  | Will not be sent for Prepack POs (PO103=CA) |  |
|  | PO112 | 235 | Product/Service ID Qualifier X | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |  |
|  |  |  | CM National Retail Merchants Association Color | Code |
| M | PO113 | 234 | Product/Service ID M | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |
|  |  |  | TFL Color |  |
|  |  |  | Will not be sent for Prepack POs (PO103=CA) |  |
|  | PO114 | 235 | Product/Service ID Qualifier X | ID 2/2 |
|  |  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) <br> IZ <br> Buyer's Size Code |  |
| M | PO115 | 234 | Product/Service ID M | AN 1/48 |
|  |  |  | Identifying number for a product or service |  |
|  |  |  | TFL Size |  |
|  |  |  | Will not be sent for Prepack POs (PO103=CA) |  |

```
    Segment: CTP Pricing Information
    Position: 040
        Loop: CTP Optional
        Level: Detail
        Usage: Optional
    Max Use: 1
    Purpose: To specify pricing information
Syntax Notes: }1\mathrm{ If either CTP04 or CTP05 is present, then the other is required.
    2 If CTP06 is present, then CTP07 is required.
        3 If CTP09 is present, then CTP02 is required.
        4 If CTP10 is present, then CTP02 is required.
        5 If CTP11 is present, then CTP03 is required.
Comments: 1 See Figures Appendix for an example detailing the use of CTP03 and CTP04.
        See Figures Appendix for an example detailing the use of CTP03, CTP04 and
        CTP07.
```

                                    Data Element Summary
        Ref. Data
        Des. Element Name
        Attributes
        \(\xrightarrow[\text { Ces. }]{ }\)
        M
        CTP03
    212 Unit Price
        Retail price
        Price per unit of product, service, commodity, etc.
        Retail Price
    
## Segment: <br> PID Product/Item Description

Position:
Loop Level: Usage:
Max Use: Purpose: Syntax Notes:

Comments:

Ref.
Des. PID01

PID05

050
PID Optional
Detail
Optional
1
To describe a product or process in coded or free-form format
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.
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

Data
Element Name
349 Item Description Type
Code indicating the format of a description
F Free-form
The description will be found in PID05.

Description
Attributes
M ID 1/1
M $1 / 1$

A free-fo Item Description





## Segment: <br> P】D Product/Item Description

Position:
Loop: Level:

490
SLN Optional
Detail
Usage: Optional
Max Use:
Purpose:

Ref.
Des. PID01

1000
To describe a product or process in coded or free-form format
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.
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

Data
Element Name
349 Item Description Type
Code indicating the format of a description
F Free-form
The description will be found in PID05.

Attributes
M ID 1/1

M AN 1/80
Description
A free-form description to clarify the related data elements and their content Item Description

| Segment: | CTP Pricing Information |
| ---: | :--- |
| Position: | 516 |
| Loop: | SLN Optional |
| Level: | Detail |
| Usage: | Optional |
| Max Use: | 25 |
| Purpose: | To specify pricing information |
| Syntax Notes: | $\mathbf{1}$ If either CTP04 or CTP05 is present, then the other is required. |
|  | $\mathbf{2}$ If CTP06 is present, then CTP07 is required. |
|  | $\mathbf{3}$ If CTP09 is present, then CTP02 is required. |
|  | $\mathbf{4}$ If CTP10 is present, then CTP02 is required. |
| Comments: | $\mathbf{5}$ If CTP11 is present, then CTP03 is required. |
|  |  |
|  | See Figures Appendix for an example detailing the use of CTP03 and CTP04. |
|  | STP07. |

Data Element Summary
Ref. Data
Des. Element Name
Attributes
Price Identifier Code
X ID 3/3
Code identifying pricing specification
RES Resale
Retail price
212 Unit Price X R 1/17
Price per unit of product, service, commodity, etc.
Retail Price


#### Abstract

Segment: CTT Transaction Totals

\section*{Position:} Loop: Level:

010 CTT Mandatory

Usage: Mandatory Max Use: 1

Purpose: Syntax Notes: 1 If either CTT03 or CTT04 is present, then the other is required. To transmit a hash total for a specific element in the transaction set

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

## Ref. Data

Des. CTT01

Element Name
354 Number of Line Items

Attributes
M N0 1/6

Total number of line items in the transaction set The number of PO1 segments present in the transaction set

```
        Segment: SE Transaction Set Trailer
        Position: 030
        Loop:
        Level:
        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:
```

030

Summary
Mandatory 1
segments (including the beginning (ST) and ending (SE) segments)
1 SE is the last segment of each transaction set.

## Data Element Summary

Ref.
Des. SE01

## Attributes

96 Number of Included Segments
M N0 1/10
Total number of segments included in a transaction set including ST and SE segments
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.

