

## 850 - Purchase Order (Map 2 - Short)

### DROP SHIP SUPPLIERS ONLY

Version 4010

(VPPOSP)

Grand & Toy EDI Guidelines

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## Segment Usage

| Segment ID | Segment Name | Required Use | Max Occurrence |
|------------|--------------|--------------|----------------|
|------------|--------------|--------------|----------------|

### HEADER SEGMENTS

|     |                                       |   |    |
|-----|---------------------------------------|---|----|
| ST  | Transaction Set Header                | M | 1  |
| BEG | Beginning Segment for Purchase Order  | M | 1  |
| REF | Reference Numbers                     | M | 5  |
| PER | Administrative/Communications Contact | M | 1  |
| TAX | Tax Reference                         | M | 1  |
| FOB | F.O.B. Related Information            | M | 1  |
| DTM | Date/Time Reference                   | M | 1  |
| MAN | Marks and Numbers                     | M | 10 |

|    |                             |              |   |
|----|-----------------------------|--------------|---|
| N1 | Name                        | M (loop)     | 1 |
| N2 | Additional Name Information | M            | 1 |
| N3 | Address Information         | M            | 2 |
| N4 | Geographic Location         | M (loop end) | 1 |

### DETAIL SEGMENTS

|     |                                   |          |    |
|-----|-----------------------------------|----------|----|
| PO1 | Purchase Order Baseline Item Data | M (loop) | 1  |
| CTP | Pricing Information               | M        | 1  |
| DTM | Date/Time Reference               | M        | 1  |
| 1AN | Marks and Numbers                 | M        | 10 |

### TRAILER SEGMENTS

|     |                          |   |   |
|-----|--------------------------|---|---|
| CTT | Transaction Totals       | M | 1 |
| AMT | Monetary Amount          | M | 1 |
| SE  | Transactions Set Trailer | M | 1 |

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#### ◆ ST - Transaction Set Header

| Data Element | Description                     | Length | Values Used                       |
|--------------|---------------------------------|--------|-----------------------------------|
| ST           | Segment Identifier              |        | ST                                |
| ST01         | Transaction Set Identifier Code | 3 – 3  | 850                               |
| ST02         | Transaction Set Control Number  | 4 – 9  | Sequential number assigned by G&T |

**Example:**

ST~850~000000001

#### ◆ BEG - Beginning Segment for PO

| Data Element | Description                  | Length | Values Used                      |
|--------------|------------------------------|--------|----------------------------------|
| BEG          | Segment Identifier           |        | BEG                              |
| BEG01        | Transaction Set Purpose Code | 2 – 2  | “00” Original                    |
| BEG02        | PO Type Code                 | 2 – 2  | “NE” New Order<br>“DS” Drop Ship |
| BEG03        | Purchase Order Number        | 1 – 22 | Purchase Order Number            |
| BEG05        | Purchase Order Date          | 8 – 8  | CCYYMMDD                         |

**Example:**

BEG~00~NE~123456~19981218

#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                           |
|--------------|----------------------------|--------|---------------------------------------|
| REF          | Segment Identifier         |        | REF                                   |
| REF01        | Reference Number Qualifier | 2 – 2  | EU - End User’s Purchase Order Number |
| REF02        | Reference Number           | 1 – 30 | End User’s Purchase Order Number      |

**Example:**

REF~EU~PO0801

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#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                        |
|--------------|----------------------------|--------|------------------------------------|
| REF          | Segment Identifier         |        | REF                                |
| REF01        | Reference Number Qualifier | 2 – 2  | DP - End User's Cost Centre Number |
| REF02        | Reference Number           | 1 – 30 | End User's Cost Centre Number      |

**Example:**

REF~DP~6587694

#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used       |
|--------------|----------------------------|--------|-------------------|
| REF          | Segment Identifier         |        | REF               |
| REF01        | Reference Number Qualifier | 2 – 2  | RU – Route Number |
| REF02        | Reference Number           | 1 – 30 | Route Number      |

**Example:**

REF~RU~R08

#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                 |
|--------------|----------------------------|--------|-----------------------------|
| REF          | Segment Identifier         |        | REF                         |
| REF01        | Reference Number Qualifier | 2 – 2  | CO – Customer Order         |
| REF02        | Reference Number           | 1 – 30 | Customer Sales Order Number |
| REF03        | Customer Language code     | 1 – 1  | E/F (English/French)        |

**Example:**

REF~CO~94561400~E

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#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                             |
|--------------|----------------------------|--------|---|
| REF          | Segment Identifier         |        | REF                                     |
| REF01        | Reference Number Qualifier | 2 – 2  | CR – End Users Bill to Purchase Order # |
| REF02        | Reference Number           | 1 – 30 | End User's Purchase Order Number        |

**Example:**

REF~CR~PO0901

#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                    |
|--------------|----------------------------|--------|--------------------------------|
| REF          | Segment Identifier         |        | REF                            |
| REF01        | Reference Number Qualifier | 2 – 2  | BF – G&T Vendor Account Number |
| REF02        | Reference Number           | 1 – 30 | Vendor Account Number          |
| REF03        | Customer Language code     | 1 – 1  | E/F (English/French)           |

**Example:**

REF~BF~14010073569~E

#### ◆ REF – Reference Numbers

| Data Element | Description                | Length | Valued Used                            |
|--------------|----------------------------|--------|--|
| REF          | Segment Identifier         |        | REF                                    |
| REF01        | Reference Number Qualifier | 2 – 2  | OR – Balance of Order Reference Number |
| REF02        | Reference Number           | 1 – 30 | Bal of Order: Ref#                     |
| REF03        | Customer Language code     | 1 – 1  | E/F (English/French)                   |

**Example:**

REF~OR~ BAL OF ORDER: REF# 029734~E

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#### ◆ PER – Administrative/Communications Contact

| Data Element | Description             | Length | Valued Used                     |
|--------------|-------------------------|--------|---------------------------------|
| PER          | Segment Identifier      |        | PER                             |
| PER01        | Segment Identifier Code | 2 – 2  | “BD” Buyer/Department Qualifier |
| PER02        | Buyer’s Name            | 1 – 35 | Buyer’s Name                    |

**Example:**

PER~BD~JANE DOE

#### ◆ TAX – Tax Reference

| Data Element | Description               | Length | Valued Used        |
|--------------|---------------------------|--------|--------------------|
| TAX          | Segment Identifier        |        | TAX                |
| TAX01        | Tax Identification number | 1 – 20 | 6541009            |
| TAX02        | Location Qualifier        | 1 – 2  | “AC” City & State  |
| TAX03        | Location Qualifier        | 1 – 25 | “ON” Province Code |

**Example:**

TAX~6541009~AC~ON

#### ◆ FOB – F.O.B. Related Information

| Data Element | Description                | Length | Valued Used                      |
|--------------|----------------------------|--------|----------------------------------|
| FOB          | Segment Identifier         |        | FOB                              |
| FOB01        | Shipment Method of Payment | 2 – 2  | “DF” Defined by buyer and Seller |
| FOB02        | Location Qualifier         | 1 – 2  | “DE” Destination                 |
| FOB03        | Description                | 1 – 80 | FOB Description                  |

**Example:**

FOB~DF~DE~DESTINATION

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#### ◆ DTM – Date/Time

| Data Element | Description         | Length | Valued Used                   |
|--------------|---------------------|--------|-------------------------------|
| DTM          | Segment Identifier  |        | DTM                           |
| DTM01        | Date/Time Qualifier | 3 – 3  | “002” Delivery Requested Date |
| DTM02        | Date                | 8 – 8  | Delivery Date CCYYMMDD        |

**Example:**

DTM\*002\*19990101

#### ◆ MAN – Marks & Numbers - Note/Special Instruction

| Data Element | Description            | Length | Valued Used         |
|--------------|------------------------|--------|---------------------|
| MAN          | Segment Identifier     |        | MAN                 |
| MAN01        | Marks/Number Qualifier | 1 – 2  | “S” Entire Shipment |
| MAN02        | Marks and Numbers      | 1 – 48 | Message             |

**Example:**

MAN~S~PLEASE SHIP VIA WESTERN LOGISTICS

#### ◆ N1 – Name – Ship to Name

| Data Element | Description        | Length | Valued Used   |
|--------------|--------------------|--------|---|
| N1           | Segment Identifier |        | N1  |
| N101         | Entity ID Code     | 2 – 2  | “ST” Ship to  |
| N102         | Name               | 1 – 35 | Ship to Name  |
| N103         | ID Code Qualifier  | 1 – 2  | “9”   |
| N104         | ID Code            | 2 – 17 | 9 Digits Dun’s # w/4 digit extension<br>999999999999 for Drop/Direct Ship Order |

**Example:**

N1~ST~OUR CUSTOMER~9~999999999999

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## N2 – Attention Name – Ship to

| Data Element | Description                 | Length | Valued Used    |
|--------------|-----------------------------|--------|----------------|
| N2           | Segment Identifier          |        | N2             |
| N201         | Deliver to the Attention of | 1 –35  | Attention Line |
| N202         | Name                        | 1 – 35 | Ship To Name 2 |

**Example:**

N2~PURCHASING DEPARTMENT

## ◆ N3 – Address – Ship to Address Line 3

| Data Element | Description         | Length | Valued Used      |
|--------------|---------------------|--------|------------------|
| N3           | Segment Identifier  |        | N3               |
| N301         | Address Information | 1 –35  | Street Address 1 |

**Example:**

N3~123 FUN PARK DR

## ◆ N3 – Address – Ship to Address Line 2

| Data Element | Description         | Length | Valued Used      |
|--------------|---------------------|--------|------------------|
| N3           | Segment Identifier  |        | N3               |
| N301         | Address Information | 1 –35  | Street Address 2 |

**Example:**

N3~SUITE 112

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## N4 – Geographic Location – Ship to Address

| Data Element | Description        | Length | Valued Used |
|--------------|--------------------|--------|-------------|
| N4           | Segment Identifier |        | N4          |
| N401         | City Name          | 2 – 19 | City        |
| N402         | Province           | 2 – 2  | Province    |
| N403         | Postal Code        | 3 – 9  | Postal Code |

**Example:**

N4~VAUGHAN~ON~L4L 9C7

## ◆ N1 – Name – Bill to Name

| Data Element | Description                | Length | Valued Used                          |
|--------------|----------------------------|--------|--------------------------------------|
| N1           | Segment Identifier         |        | N1                                   |
| N101         | Entity Identification Code | 2 – 2  | “BT” Bill to                         |
| N102         | Name                       | 1 – 35 | Bill to Name                         |
| N103         | ID Code Qualifier          | 1 – 2  | “9”                                  |
| N104         | ID Code                    | 2 – 17 | 9 Digits Dun’s # w/4 digit extension |

**Example:**

N1~BT~G&T DON MILLS WAREHOUSE~9~2041390830001

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### ◆ PO1 – Purchase Order Baseline Item Data

| Data Element | Description                  | Length | Values Used             |
|--------------|------------------------------|--------|-------------------------|
| PO1          | Segment Identifier           |        | PO1                     |
| PO101        | Assigned Identification      | 1 – 11 | Line Number             |
| PO102        | Quantity Ordered             | 1 – 15 | Quantity Ordered        |
| PO103        | Unit of Measure Code         | 2 – 2  | Unit of Measure Code    |
| PO104        | Unit Price                   | 1 – 17 | Unit Price              |
| PO105        | Basis of Unit Price Code     | 2 – 2  | Not Used                |
| PO106        | Product/Service ID Qualifier | 2 – 2  | IN- G&T Product Number  |
| PO107        | Product/Service ID           | 1 – 30 | G&T Product Number      |
| PO108        | Product/Service ID Qualifier | 2 – 2  | VN- Buyer's Part Number |
| PO109        | Product/Service ID           | 1 – 30 | Vendor Product Number   |
| PO110        | Product/Service ID Qualifier | 2 – 2  | UP- UPC Code            |
| PO111        | Product/Service ID           | 1 – 30 | Universal Product Code  |

#### Example:

PO1~1.00~36~EA~32.40~~IN~19189~VN~19189~UP~2738619189

### ◆ CTP – Pricing Information

| Data Element | Description         | Length  | Valued Used                    |
|--------------|---------------------|---------|--------------------------------|
| CTP          | Segment Identifier  |         | CTP                            |
| CTP01        | Class Of Trade Code | 2 - 2   | “GR” General Retail            |
| CTP03        | Unit Price          | 15 - 15 | Net unit price with 2 decimals |

#### Example:

CTP~GR~~4.98

### ◆ DTM – Date/Time

| Data Element | Description         | Length | Valued Used                   |
|--------------|---------------------|--------|-------------------------------|
| DTM          | Segment Identifier  |        | DTM                           |
| DTM01        | Date/Time Qualifier | 3 – 3  | “002” Delivery Requested Date |
| DTM02        | Date                | 8 – 8  | Delivery Date CCYYMMDD        |

#### Example:

DTM~002~19990101

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## ◆ MAN – Marks And Numbers -Note/Special Instruction

(Could be multiple NTE segments for 1 P01)

| Data Element | Description             | Length | Valued Used                 |
|--------------|-------------------------|--------|-----------------------------|
| MAN          | Segment Identifier      |        | MAN                         |
| MAN01        | Marks/Numbers Qualifier | 1 – 2  | “L” – Line Item Only        |
| MAN02        | Marks and Numbers       | 1 – 48 | Product Note or Instruction |

**Example:**

MAN~L~99 JAN COMM FLYER

## CTT – Transaction Total

| Data Element | Description        | Length | Valued Used            |
|--------------|--------------------|--------|------------------------|
| CTT          | Segment Identifier |        | CTT                    |
| DTM01        | Number of Lines    | 1 – 6  | Sum of PO1 Lines Items |

**Example:**

CTT~1

## ◆ AMT – Monetary Amount

| Data Element | Description           | Length | Valued Used            |
|--------------|-----------------------|--------|------------------------|
| AMT          | Segment Identifier    |        | AMT                    |
| AMT01        | Amount Qualifier Code | 1 – 2  | TT – Transaction Total |
| AMT02        | Monetary Amount       | 1 – 15 | Total PO Dollar Amount |

**Example:**

AMT~TT~1166.40

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### ◆ SE - Transaction Set Trailer

| Data Element | Description                    | Length | Values Used  |
|--------------|--------------------------------|--------|--|
| SE           | Segment Identifier             |        | SE   |
| SE01         | Number of Included Segments    | 1 – 6  | Count of segments present in the Transaction Set including the ST and SE |
| SE02         | Transaction Set Control Number | 4 – 9  | Control number assigned by the sender                                    |

**Example:**

SE~15~000000001

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## EXAMPLES

### Replenishment Order Example

ST~850~000000001  
BEG~00~NE~123456~19981218  
PER~BD~LEE-ANNE SMITH  
DTM~002~19980101  
TAX~6541009~AC~ON  
MAN~S~PLEASE RUSH DELIVERY  
N1~ST~G&T VAUGHAN DISTRIBUTION CTR~9~2041390830016  
N3~200 AVIVA PARK DR  
N4~VAUGHAN~ON~L4L 9C7  
N1~BT~G&T DON MILLS WAREHOUSE~9~2041390830001  
PO1~1.00~36~EA~32.40~~IN~19189~VN~19189~UP~2738619189  
DTM\*002\*19990101  
MAN~L~99 JAN COMM FLYER  
CTT~1  
AMT~TT~1166.40  
SE~18~000000001

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## EXAMPLES

### Drop Ship Order Example

ST~850~000000001  
BEG~00~DS~123456~19981218  
REF~EU~PO0801  
REF~DP~6587694  
REF~RU~R08  
REF~CO~001239~E  
REF~CR~PO0901  
REF~BF~14010073569~E  
REF~OR~ REF~OR~ BAL OF ORDER: REF# 029734~E  
PER~BD~JANE DOE  
TAX~6541009~AC~ON  
FOB~DF~DE~DESTINATION  
DTM~002~19990101  
MAN~S~PLEASE SHIP VIA WESTERN LOGISTICS  
N1~ST~OUR CUSTOMER~9~9999999999999  
N2~PURCHASING DEPARTMENT  
N3~123 FUN PARK DR  
N3~SUITE 112  
N4~VAUGHAN~ON~L41 9C8  
N1~BT~G&T DON MILLS WAREHOUSE~9~2041390830001  
PO1~1.00~36~EA~32.40~~IN~DT019189~VN~019189~UP~2738619189  
CTP~GR~~4.98  
MAN~L~ITEM SUBSTITUTED FOR5454544  
DTM\*002\*19990101  
CTT~1  
AMT~TT~1166.40  
SE~15~000000001