

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.

Notes:

The 850 Purchase Order transaction guidelines have been included in the UCS standards implementation guidelines in addition to the 875-Grocery Products Purchase Order in order to meet emerging business needs. Efforts are being made by several sectors of the grocery industry to standardize their EDI usage and use UCS guidelines for EDI transactions. Some of these sectors Alcohol Beverage, Convenience Stores and Food Service, have already implemented the 850-Purchase Order. In addition, many UCS participants implement across industries and find it necessary to implement both the 850-Purchase Order and the 875-Grocery Products Purchase Order. The guidelines in the 850-Purchase Order have been aligned with the 875-Grocery Products Purchase Order to allow for easier implementation. The 875-Grocery Products Purchase Order continues to be the primary purchase order transaction set used by the grocery industry, however consenting trading partners may now choose to utilize the 850-Purchase Order, particularly those trading primarily in the alcohol beverage, food service or convenience store sectors.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	BEG	Beginning Segment for Purchase Order	M	1		
	150	DTM	Date/Time Reference	O	1		
						5	
M	310	N1	Name	M	1		
	340	N4	Geographic Location	O	>1		
	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	5		

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						5000	
M	010	PO1	Baseline Item Data	M	1		n1
						5	
	050	PID	Product/Item Description	O	1		
						10	
	130	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>	<u>Notes and Comments</u>
						1	
M	010	CTT	Transaction Totals	M	1		n2
M	020	AMT	Monetary Amount	M	1		n3
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.
3. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

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

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set HEB requires: "850"	M ID 3/3
			850 Purchase Order	
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 HEB requires: This is a system generated number to identify and distinguish between transaction sets.	M AN 9/9

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

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

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set HEB requires: " 00 " - Original	M ID 2/2
			00 Original Used for all original purchase order submissions.	
			01 Cancellation	
			05 Replace	
M	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order HEB requires: " NE " - New Order	M ID 2/2
			CP Change to Purchase Order	
			NE New Order	
M	BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser HEB requires: PO number consists of a 2 digit HEB Buyer number, "X" and 6 digit HEB PO number.	M AN 9/9
M	BEG05	373	Date Date expressed as YYYYMMDD HEB requires: " YYYYMMDD "	M DT 8/8

Segment: **DTM** Date/Time Reference
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

<u>Ref.</u>	<u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier	M ID 3/3
Code specifying type of date or time, or both date and time				
HEB requires: " 002 " - Delivery Requested, " 004 " - Purchase Order.				
		002	Delivery Requested	
		004	Purchase Order	
		177	Cancellation	
			Date on which the coverage or service is no longer in force	
M	DTM02	373	Date	M DT 8/8
Date expressed as YYYYMMDD				
HEB requires: " YYYYMMDD "				

Segment: **N1** Name
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: 1 At least one of N102 or N103 is required.
 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:
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.
Notes: Use this segment with a code in N104 whenever possible. This will eliminate the need to send complete name and address information in the N2 - N4 segments.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N101	Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity, a physical location, property or an individual HEB requires: " ST " - Ship To, " VN " - Vendor, " SF " - Ship From (optional)	
		SF Ship From Use of this code value is required for Bailment Purchase Orders	
		ST Ship To Use of this code value is required for Bailment Purchase Orders	
		VN Vendor Used to specify the supplier or the supplier's division in a multi-divisional organization. Use of this code value is required for Bailment Purchase Orders.	
N102	93	Name	O AN 1/35
		Free-form name	
N103	66	Identification Code Qualifier	O ID 1/1
		Code designating the system/method of code structure used for Identification Code (67) HEB requires: " 9 " - D-U-N-S+4	
		9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix The identification code consists of a 9-digit DUNS number for the party followed by a 4-character suffix defined by the party.	
N104	67	Identification Code	O AN 13/13
		Code identifying a party or other code HEB requires: D-U-N-S number with four character suffix.	

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: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 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.
Notes: Use segments N2 - N4 only if address information for the referenced organization or company in the N1 segment cannot be derived from the code in N104.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
N405	309	Location Qualifier	O ID 2/2
		Code identifying type of location	
		HEB requires: " CA " - Country of origin.	
		CA Country of Origin	
N406	310	Location Identifier	O AN 2/15
		Code which identifies a specific location	

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)
Position: 390
Loop: N1 Mandatory
Level: Heading
Usage: Optional
Max Use: 5
Purpose: To specify the carrier and sequence of routing and provide transit time information
Syntax Notes:

- 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.
- 2 If TD502 is present, then TD503 is required.
- 3 At least one of TD502 TD504 TD505 TD506 or TD512 is required.
- 4 If TD510 is present, then TD511 is required.
- 5 If TD513 is present, then TD512 is required.
- 6 If TD514 is present, then TD513 is required.
- 7 If TD515 is present, then TD512 is required.

Semantic Notes:

- 1 TD515 is the country where the service is to be performed.

Comments:

- 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	TD504	91 Transportation Method/Type Code	M ID 2/2
Code specifying the method or type of transportation for the shipment			
HEB requires: " H " - Customer Pickup, " M " - Motor (Common Carrier).			
		H Customer Pickup	
			Use this code when the pick-up of products is responsibility of customer
		M Motor (Common Carrier)	
			Shipments made under class or commodity rates

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.
- 6 If either PO112 or PO113 is present, then the other is required.
- 7 If either PO114 or PO115 is present, then the other is required.
- 8 If either PO116 or PO117 is present, then the other is required.
- 9 If either PO118 or PO119 is present, then the other is required.
- 10 If either PO120 or PO121 is present, then the other is required.
- 11 If either PO122 or PO123 is present, then the other is required.
- 12 If either PO124 or PO125 is present, then the other is required.

Semantic Notes:
Comments:

- 1 See the Data Element Dictionary for a complete list of IDs.
- 2 PO101 is the line item identification.
- 3 PO106 through PO125 provide for ten different product/service IDs per each item.
For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>						
M	PO102	330	Quantity Ordered Quantity ordered <small>HEB requires: Up to a 5 digit real number / no decimal spaces.</small>	M R0 1/5						
M	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 <small>HEB requires: " EA " - each, " CA " - case, " LB " - pound.</small> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CA</td> <td>Case</td> </tr> <tr> <td>EA</td> <td>Each</td> </tr> <tr> <td>LB</td> <td>Pound</td> </tr> </table>	CA	Case	EA	Each	LB	Pound	M ID 2/2
CA	Case									
EA	Each									
LB	Pound									
M	PO104	212	Unit Price Price per unit of product, service, commodity, etc. <small>HEB requires: Up to a 8 digit real number / up to 4 decimal places.</small>	M R4 1/8						
M	PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item	M ID 2/2						
M	PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) <small>HEB REQUIRES: " UA " - U.P.C./EAN Case Code. If the PO1_06 is sent then the PO1_07 must be sent as well.</small> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">UA</td> <td>U.P.C./EAN Case Code (2-5-5)</td> </tr> </table> <p style="margin-left: 40px;"> <small>A 12-digit number identifying the manufacturers shipping unit</small> <small>Code is formatted as:</small> <small>*2 digit number system character (U.S. Grocery and General Merchandise = 00, 06, or 07; U.S. Drug= 03) (EAN = 2 digit county flag); *5 digit manufacturer identification number</small> <small>*5 digit item number</small> </p>	UA	U.P.C./EAN Case Code (2-5-5)	M ID 2/2				
UA	U.P.C./EAN Case Code (2-5-5)									
M	PO107	234	Product/Service ID Identifying number for a product or service	M AN 12/12						

HEB requires: Case Code (2-5-5).

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)

HEB requires: " VN " - Vendor's Item Number, " IN " - Buyer's Item Number.

IN Buyer's Item Number

VN Vendor's (Seller's) Item Number

PO109 **234** **Product/Service ID** **O** **AN 12/12**

Identifying number for a product or service

HEB requires: U.P.C. or N.D.C. code.

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

Syntax Notes:

- 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.

Semantic Notes:

- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
- 2 PID04 should be used for industry-specific product description codes.
- 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
- 4 PID09 is used to identify the language being used in PID05.

Comments:

- 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

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
PID01	349	Item Description Type Code indicating the format of a description HEB requires: " F " - Free Form.	O ID 1/1
		F Free-form	
		Use free-form text to report brand name and other characteristics associated with the product/item that cannot be captured using structured text from an industry code list.	
PID05	352	Description A free-form description to clarify the related data elements and their content	O AN 1/30

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

- Syntax Notes:**
- 1 At least one of SAC02 or SAC03 is required.
 - 2 If either SAC03 or SAC04 is present, then the other is required.
 - 3 If either SAC06 or SAC07 is present, then the other is required.
 - 4 If either SAC09 or SAC10 is present, then the other is required.
 - 5 If SAC11 is present, then SAC10 is required.
 - 6 If SAC13 is present, then at least one of SAC02 or SAC04 is required.
 - 7 If SAC14 is present, then SAC13 is required.
 - 8 If SAC16 is present, then SAC15 is required.

- Semantic Notes:**
- 1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
 - 2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
 - 3 SAC08 is the allowance or charge rate per unit.
 - 4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
 - 5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
 - 6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
 - 7 SAC16 is used to identify the language being used in SAC15.

- Comments:**
- 1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
 - 2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

Notes: SAC09 and SAC10 are required when SAC08 is used and, SAC09 and SAC10 are different than item detail in PO102 and PO103.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	SAC01	248 Allowance or Charge Indicator	M ID 1/1
		Code which indicates an allowance or charge for the service specified	
		A Allowance	
		C Charge	
M	SAC02	1300 Service, Promotion, Allowance, or Charge Code	M ID 4/4
		Code identifying the service, promotion, allowance, or charge	
		HEB requires: C310	
		C310 Discount	
	SAC08	118 Rate	O R4 1/5
		Rate expressed in the standard monetary denomination for the currency specified	
		HEB requires: Up to a 5 digit real number / up to 4 decimal places.	
	SAC12	331 Allowance or Charge Method of Handling Code	O ID 2/2
		Code indicating method of handling for an allowance or charge	

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: 1 If either CTT03 or CTT04 is present, then the other is required.
 2 If either CTT05 or CTT06 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	CTT01	354	Number of Line Items Total number of line items in the transaction set HEB requires: Number of PO1 segments sent.	M N0 1/6
M	CTT03	81	Weight Numeric value of weight HEB requires: Up to a 6 digit real number / up to 2 decimal places.	M R2 1/6
	CTT04	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 HEB requires: " LB " - pound. LB Pound OZ Ounce - Av UN Unit	O ID 2/2
	CTT05	183	Volume Value of volumetric measure HEB requires: Up to a 5 digit real number / up to 3 decimal places.	O R3 1/5
	CTT06	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 HEB requires: " CF " - cubic feet. CF Cubic Feet	O ID 2/2

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

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	AMT01	522	Amount Qualifier Code Code to qualify amount HEB requires: " TT " - Total Transaction Amount.	M ID 2/2
			TT Total Transaction Amount	
M	AMT02	782	Monetary Amount Monetary amount HEB requires: Up to a 10 digit real number / up to 2 decimal places.	M R2 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)

Syntax Notes:

Semantic Notes:

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

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
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	
			<small>When used in the SE segment, the count includes the total number of segments in the transaction including the ST and SE segments.</small>	
M	SE02	329	Transaction Set Control Number	M AN 9/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<small>HEB requires: Same number used in ST02.</small>	