## 850 Purchase Order

 Functional Group ID=P
## 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:

| User | Notes and |  | Seg. | Req. |  | $\underline{\text { Repeat }}$ | Loop <br> Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Attribute | No. | ID | Name | Des. | Max.Use |  |  |
| M | 010 | ST | Transaction Set Header | M | 1 |  |  |
| M | 020 | BEG | Beginning Segment for Purchase Order | M | 1 |  |  |
| M | 040 | CUR | Currency | M | 1 |  |  |
|  | 050 | REF | Reference Identification | O | >1 |  |  |
|  | 080 | FOB | F.O.B. Related Instructions | O | $>1$ |  |  |
| M | 110 | CSH | Sales Requirements | M | 2 |  |  |
|  |  |  | LOOP ID - SAC |  |  | 25 |  |
|  | 120 | SAC | Service, Promotion, Allowance, or Charge Information | O | 1 |  |  |
| M | 130 | ITD | Terms of Sale/Deferred Terms of Sale | M | >1 |  |  |
| M | 150 | DTM | Date/Time Reference | M | 10 |  |  |
|  | 240 | TD5 | Carrier Details (Routing Sequence/Transit <br> Time) | O | 12 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
| M | 295 | N9 | Reference Identification | M | 1 |  |  |
| M | 300 | MSG | Message Text | M | 1000 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 2000 |  |
| M | 310 | N1 | Name | M | 1 |  |  |
|  | 330 | N3 | Address Information | O | 2 |  |  |
|  | 340 | N4 | Geographic Location | O | >1 |  |  |

## Detail:

| User | Notes and |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Attribute | No. | ID | Name | Des. | Max.Use | Repeat | Comments |
|  |  |  | LOOP ID - PO1 |  |  | 100000 |  |
| M | 010 | PO1 | Baseline Item Data | M | 1 |  | n1 |
|  |  |  | LOOP ID - CTP |  |  | >1 |  |
|  | 040 | CTP | Pricing Information | O | 1 |  |  |
|  | 090 | PO4 | Item Physical Details | O | >1 |  |  |
|  | 190 | SDQ | Destination Quantity | O | 500 |  |  |
|  |  |  | LOOP ID - SLN |  |  | 1000 |  |
|  | 470 | SLN | Subline Item Detail | O | 1 |  |  |
|  | 516 | CTP | Pricing Information | O | 25 |  |  |

## Summary:



## 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: | $\mathbf{S T}$ Transaction Set Header |
| ---: | :--- |
| Position: | 010 |
| Loop: |  |
| Level: | Heading |
| Usage: | Must Use |
| Max Use: | 1 |
| Purpose: | To indicate the start of a transaction set and to assign a control number |
| Syntax Notes: |  |


| Ref. <br> Des. | Data <br> ST01 | $\frac{\text { Dlement }}{\mathbf{1 4 3}}$ |
| :--- | :---: | :--- |



|  |  |
| :---: | :---: |
| Position: Loop: | 040 |
| Level: | Heading |
| Usage: | Must Use |
| Max Use: | 1 |
| Purpose: | To specify the currency (dollars, pounds, francs, etc.) used in a transaction |
| Syntax Notes: | 1 If CUR08 is present, then CUR07 is required. |
|  | 2 If CUR09 is present, then CUR07 is required. |
|  | 3 If CUR10 is present, then at least one of CUR11 or CUR 12 is required. |
|  | 4 If CUR11 is present, then CUR10 is required. |
|  | 5 If CUR12 is present, then CUR10 is required. |
|  | 6 If CUR13 is present, then at least one of CUR14 or CUR 15 is required. |
|  | 7 If CUR14 is present, then CUR13 is required. |
|  | 8 If CUR15 is present, then CUR13 is required. |
|  | 9 If CUR16 is present, then at least one of CUR17 or CUR18 is required. |
|  | 10 If CUR17 is present, then CUR16 is required. |
|  | 11 If CUR18 is present, then CUR16 is required. |
|  | 12 If CUR19 is present, then at least one of CUR20 or CUR21 is required. |
|  | 13 If CUR20 is present, then CUR19 is required. |
|  | 14 If CUR21 is present, then CUR19 is required. |

## Data Element Summary

| Ref. <br> Des. | Data <br> Element <br> CUR 01 | Name <br> Entity <br> Identifier Code |
| :--- | :--- | :--- |$\quad$ M $\frac{\text { Attributes }}{\text { ID } 2 / 2}$

Code identifying an organizational entity, a physical location, property or an individual BY Buying Party (Purchaser)
CUR02 100 Currency Code M ID 3/3 Code (Standard ISO) for country in whose currency the charges are specified USD United StatesDollars

## Segment: REF Reference Identification <br> Position: <br> 050

Loop:
Level:
Usage:
Heading
Max Use:
Purpose: To specify identifying information

Notes:

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

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

080
Heading
Optional
$>1$
To specify transportation instructions relating to shipment
1 If FOB03 is present, then FOB02 is required.
2 If FOB04 is present, then FOB05 is required.
3 If FOB07 is present, then FOB06 is required.
4 If FOB08 is present, then FOB09 is required.
Ref. Data

Des. Element
FOB01

Code identifying type of location

| Name |  | Attributes |
| :---: | :---: | :---: |
| Shipment Method of Payment |  | M ID 2/2 |
| Code identifying payment terms for transportation charges |  |  |
| CC | Collect |  |
| DF | Defined by Buyer and Seller |  |
| PC | Prepaid but Charged to Customer |  |
| PP | Prepaid (by Seller) |  |
| Location Qualifier |  | ID $\mathbf{2} / \mathbf{2}$ |
| Code identifying type of location |  |  |
| DE | Destination (Shipping) |  |
| OR | Origin (Shipping Point) |  |
| Description |  | AN 1/30 |

Description
Origin (Shipping Point)

A free-form description to clarify the related data elements and their content Free form description of shipping point
FOB04 334 Transportation Terms Qualifier Code ID 2/2
Code identifying the source of the transportation terms
01 Incoterms
FOB05 335 Transportation Terms Code
Code identifying the trade terms which apply to the shipment transportation responsibility

CIF Cost, Insurance, and Freight
Seller pays cost and freight to named port of destination; buyer assumes all risks of loss and damage and additional costs incurred once goods are delivered onboard the vessel; risks are assumed by the buyer when the goods pass over the rail of the ship at the port of shipment; seller must in addition procure (i.e. contract and pay for) marine
Segment:
Position:
Loop:
Level:
Usage:
Max Use:
Purpose:
Syntax Notes:
Ref. Data

| Des. | Element | $\underline{\text { Name }}$ |
| :--- | :--- | :--- |
| CSH01 | 563 | $\quad$ Attributes |
| Sales Requirement Code 1/2 |  |  |

Code to identify a specific requirement or agreement of sale

| P2 | Ship As Soon As Possible |
| :--- | :--- |
| P3 | May Preship |
| P4 | Do Not Preship |

Segment: SAC Service, Promotion, Allowance, or Charge Information
Position: 120
Loop: SAC
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
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 SAC 13 is required.
8 If SAC16 is present, then SAC15 is required.

## Data Element Summary



| SAC04 1301 | Agency Service, Promotion, Allowance, or Charge Code <br> Agency maintained code identifying the service, promotion, allowance, or <br> charge |
| :--- | :--- | :--- | :--- |
| VICS Item Special Processing Code example TC020102. |  |

## Segment:

 Position: Loop: Level: Usage: Max Use: Purpose: Syntax Notes:
## Ref. Data

Des. Element ITD01

## ITD Terms of Sale/Deferred Terms of Sale

 130Heading Must Use
$>1$
To specify terms of sale
1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

## Data Element Summary

$\frac{\text { Name }}{\text { Terms Type Code }} \quad$ M $\frac{\text { Attributes }}{\text { ID } 2 / 2}$

Code identifying type of payment terms

| 01 | Basic |
| :--- | :--- |
| 02 | End of Month (EOM) |
| 14 | Previously agreed upon |

ITD03

ITD04

338

A free-form description to clarify the related data elements and their content Description of where the ticket is to be placed on the garment.
Description AN 1/80

14 Previously agreed upon

ITD02 33
333
ITD02
Terms Basis Date Code

M ID $\mathbf{1} / \mathbf{2}$
Code identifying the beginning of the terms period

Terms Discount Percent R 1/6
Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date
Terms Discount Percentage of Sales agreement

## Terms Discount Due Date

DT 6/6
Date payment is due if discount is to be earned expressed in format
CCYYMMDD
Date payment is due if dicount is to be earned
Terms Discount Days Due
N0 1/3
Number of days in the terms discount period by which payment is due if terms discount is earned

Number of days in the terms discount period.

## ITD06 <br> 446



Terms Net Due Date
DT 6/6
Date when total invoice amount becomes due expressed in format CCYYMMDD
Date when total invoice amount becomes due.

Number of days until total invoice amount is due (discount not applicable)
Number of days untill invoice amount is due.

## Segment: DTM Date/Time Reference

Position:
150
Loop:
Level:
Usage:
Heading
Max Use: Purpose: Syntax Notes:

Must Use
10
To specify pertinent dates and times
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.

## Data Element Summary



Date expressed as CCYYMMDD

## Segment:

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

## TD5

240
Heading
Optional 12
To specify the carrier and sequence of routing and provide transit time information
1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.
2 If TD502 is present, then TD503 is required.
3 If TD507 is present, then TD508 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.


| Segment: | MSG Message Text |
| ---: | :--- |
| Position: | 300 |
| Loop: | N9 |

Level: Heading
Usage: Must Use
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.

## Data Element Summary

| Ref. <br> Des. | Data <br> Element |
| :---: | :---: |
| MSG01 | 933 |

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

| Ref. | Data <br> Des. |
| :--- | :---: |
| Element |  |
| N101 | 98 |

N102

N103
Name
M $\frac{\text { Attributes }}{\text { AN 1/264 }}$
Free-Form Message Text
Free-form message text


| Segment: | N3 Address Information |
| ---: | :--- |
| Position: | 330 |
| Loop: | N 1 |
| Level: | Heading |
| Usage: | Optional |
| Max Use: | 2 |
| Purpose: | To specify the location of the named party |
| yyntax Notes: |  |

Data Element Summary
Ref. Data

| Hub Distributing - EDI Guidelines |  |  |  |
| :---: | :---: | :---: | :---: |
| Des. | Element | Name | Attributes |
| N301 | 166 | Address Information | AN 1/35 |
|  | Address information |  |  |
|  | 5100 Shea Center Drive |  |  |
| N302 | 166 | Address Information | AN 1/55 |
|  |  | Address information |  |
|  |  | PO Box 5996 |  | N4 Geographic Location

Address information
PO Box 5996

340
N1
Segment:
Position:
Loop:
Level:
Usage:
Max Use:
Purpose:
Syntax Notes:

Heading
Optional
>1
To specify the geographic place of the named party
1 If N406 is present, then N405 is required.

## Data Element Summary

Ref. Data

Des. Element
N401

N402

116

N404

Attributes
AN 2/30
Free-form text for city name
Ontario
State or Province Code
ID 2/2
Code (Standard State/Province) as defined by appropriate government agency CA
Postal Code ID 3/15

Code defining international postal zone code excluding punctuation and blanks (zip code for United States) 917617834
26 Country Code
ID 2/2
Code identifying the country
US

Segment: PO1 Baseline Item Data
Position: 010
Loop: PO1
Level: Detail
Usage: Must Use
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 PO 124 or PO 125 is present, then the other is required.

## Data Element Summary




| Segment: | PO4 Item Physical Details |
| ---: | :--- |
| Position: | 090 |
| Loop: | PO1 |
| Level: | Detail |
| Usage: | Optional |
| Max Use: | $>1$ |
| Purpose: | To specify the physical qualities, packaging, weights, and dimensions relating to the item |
| Syntax Notes: | $\mathbf{1}$ If either PO402 or PO403 is present, then the other is required. |
|  | $\mathbf{2}$ If PO405 is present, then PO406 is required. |
|  | $\mathbf{3}$ If either PO406 or PO407 is present, then the other is required. |
|  | $\mathbf{4}$ If either PO408 or PO409 is present, then the other is required. |
|  | $\mathbf{5}$ If PO410 is present, then PO413 is required. |
|  | $\mathbf{7}$ If PO411 is present, then PO413 is required. |
|  | $\mathbf{8}$ If PO413 is present, then PO413 is required. |
|  | $\mathbf{9}$ If PO417 is present, then at least one of PO410 PO411 or PO412 is required. |
|  | $\mathbf{1 0}$ If PO418 is present, then PO416 is required. |

## Data Element Summary

| Ref. | Data |  |
| :---: | :---: | :---: |
| Des. | Element | Name |
| PO401 | 356 | Pack |

## Attributes

Pack
N0 1/1
The number of inner containers, or number of eaches if there are no inner containers, per outer container
The value of the PO401 will always be 1. This is the number of inner pack units per outer pack units.
PO414
Inner Pack
N0 1/6
The number of eaches per inner container

Segment:
Position:
SDO Destination Quantity
190
Loop:
PO1
Level:
Usage:
Max Use:
Purpose:
Syntax Notes:
Detail
Optional
500
To specify destination and quantity detail
1 If either SDQ05 or SDQ06 is present, then the other is required.
2 If either SDQ07 or SDQ08 is present, then the other is required.
3 If either SDQ09 or SDQ10 is present, then the other is required.
4 If either SDQ11 or SDQ12 is present, then the other is required.
5 If either SDQ13 or SDQ14 is present, then the other is required.
6 If either SDQ15 or SDQ16 is present, then the other is required.
7 If either SDQ17 or SDQ18 is present, then the other is required.
8 If either SDQ19 or SDQ20 is present, then the other is required.
9 If either SDQ21 or SDQ22 is present, then the other is required.

## Data Element Summary

| Ref. <br> Des. | Data <br> Element |
| :--- | :---: |
| $\underline{\text { SDQ01 }}$ | $\frac{355}{}$ |

Name Unit or Basis for Measurement Code

Attributes
M 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
Identification Code Qualifier
M ID 1/2
Code designating the system/method of code structure used for Identification


Segment: SLN Subline Item Detail
Position: 470
Loop: PO1-SLN
Level: Detail
Usage: Optional
Max Use: $\quad 1$
Purpose: $\quad$ To specify product subline detail item data

Syntax Notes: 1 If either SLN04 or SLN05 is present, then the other is required.
2 If SLN07 is present, then SLN06 is required.
3 If SLN08 is present, then SLN06 is required.
4 If either SLN09 or SLN10 is present, then the other is required.
5 If either SLN11 or SLN12 is present, then the other is required.
6 If either SLN13 or SLN14 is present, then the other is required.
7 If either SLN15 or SLN16 is present, then the other is required.
8 If either SLN17 or SLN18 is present, then the other is required.
9 If either SLN19 or SLN20 is present, then the other is required.
10 If either SLN21 or SLN22 is present, then the other is required.
11 If either SLN23 or SLN24 is present, then the other is required.
12 If either SLN25 or SLN26 is present, then the other is required.
13 If either SLN27 or SLN28 is present, then the other is required.
Notes: This record will only be sent if the preeeding (parent) PO1 record has speciffied a "PK" (prepack) in the PO103 field. This segment will be grouped together with the following CTP segment to specify every different item in the prepack.

When the SLN09 $=\mathrm{IN}$, then the SLN10 will be Hub's 10 digit prepack ID.
The SLN11 - SLN24, will detail out all available infomration about a particual line item further iidentication and ticketing purposes, inclueing Hub's internal UPC number for the product.


## Segment: <br> CTP <br> Pricing Information

Position:
516
PO1-SLN
Loop:
Level:
Usage:
Max Use:
Detail
Optional
Purpose:
25
To specify pricing information
1 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.

## Data Element Summary

| Ref. <br> Des. | Data Element | Name |  | Attributes |
| :---: | :---: | :---: | :---: | :---: |
| CTP01 | 687 | Class of Trade Code |  | ID 2/2 |
| Code indicating class of trade |  |  |  |  |
| CTP02 |  | RS | Resale |  |
|  | 236 | Price Identifier Code |  | ID 3/3 |
|  |  | Code ident | cing specification |  |
|  |  | RES | Resale |  |
| CTP03 | 212 | Unit Price |  | R 1/17 |

Price per unit of product, service, commodity, etc.
The retail price in U.S. dollars which goes on the ticket.

## Segment: <br> CTT Transaction Totals

Position:
010
Loop:
CTT
Level:
Summary
Usage:
Max Use:
Optional
Purpose:
Syntax Notes:
1
To transmit a hash total for a specific element in the transaction set
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.

## Data Element Summary

| Ref. <br> Des. | Data <br> Element <br> CTT01 | Name | Namber of Line Items <br> Total number of line items in the transaction set |
| :--- | :---: | :--- | :--- |
| CTT02 | $\mathbf{3 4 7}$ | Hash Total | M |

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.


