

# **850 Purchase Order**

**X12/V4010/850: 850 Purchase Order**

**Version: 1.0 Final**

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# 850 Purchase Order

## Functional Group=PO

**Purpose:** 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</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
010	ST	Transaction Set Header	M	1			Must use	3
020	BEG	Beginning Segment for Purchase Order	M	1			Must use	4
040	CUR	Currency	O	1			Used	6
050	REF	Reference Identification	O	>1			Used	7
150	DTM	Date/Time Reference	O	10			Used	8
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used	9
<b>LOOP ID - N9</b>					<b>1000</b>			10
295	N9	Reference Identification	O	1			Used	11
300	MSG	Message Text	O	1000			Used	12
<b>LOOP ID - N1</b>					<b>200</b>			13
310	N1	Name	O	1			Used	14
360	PER	Administrative Communications Contact	O	>1			Used	15
<b>LOOP ID - N1</b>					<b>200</b>			17
310	N1	Name	O	1			Used	18
320	N2	Additional Name Information	O	2			Used	20
330	N3	Address Information	O	2			Used	21
330	N3	Address Information	O	2			Used	22
340	N4	Geographic Location	O	>1			Used	23

**Detail:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
<b>LOOP ID - PO1</b>					<b>100000</b>	<b>N2/010L</b>		24
010	PO1	Baseline Item Data	M	1		N2/010	Must use	25
<b>LOOP ID - PID</b>					<b>1000</b>			27
050	PID	Product/Item Description	O	1			Used	28
<b>LOOP ID - N9</b>					<b>1000</b>			29
330	N9	Reference Identification	O	1			Used	30
340	MSG	Message Text	O	1000			Used	31
<b>LOOP ID - N1</b>					<b>200</b>			32
350	N1	Name	O	1			Used	33
400	PER	Administrative	O	3			Used	34

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
		Communications Contact						

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
<u>LOOP ID - CTT</u>						<u>1</u>	<u>N3/010L</u>	35
010	CTT	Transaction Totals	O	1		N3/010	Used	36
030	SE	Transaction Set Trailer	M	1			Must use	37

**Notes:**

- 2/010L PO102 is required.
- 2/010 PO102 is required.
- 3/010L 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.
- 3/010 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.

# ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

**Purpose:** To indicate the start of a transaction set and to assign a control number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use	1

**Description:** Code uniquely identifying a Transaction Set

**Example:** 850

**CodeList Summary** (Total Codes: 298, Included: 1)

**Code Name**

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use	1
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**Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

**Example:** 0001

# BEG Beginning Segment for Purchase Order

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 4

**User Option (Usage):** Must use

**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use	1

**Description:** Code identifying purpose of transaction set

**Example:** 00

**CodeList Summary** (Total Codes: 65, Included: 1)

**Code Name**

00 Original

BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use	1
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**Description:** Code specifying the type of Purchase Order

**Example:** SA

**Vendor Note:**

*If the purchase order is for a sample item, this value would be "SP" else the value is "SA".*

**OCT Programmer Note:**

*If the purchase order is for a sample item, this value would be "SP" else the value is "SA".*

*Sample orders are determined by the E1EDP19.QUALF equals "002" not existing, and the E1EDP19.KTEXT under the E1EDP19.QUALF equals "001", contains a value between two pound sign characters (#). This would be a sample material number.*

*Example: E1EDP19.KTEXT equals "#123456# Sample Material Description"*

*The Sample Number would be "123456"*

*The Material Description would be "Sample Material Description"*

**CodeList Summary** (Total Codes: 69, Included: 2)

**Code Name**

SA Stand-alone Order

SP Sample

BEG03	324	Purchase Order Number	M	AN	1/22	Must use	1
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**Description:** Identifying number for Purchase Order assigned by the orderer/purchaser

**Example:** 450000000

**OCT Programmer Note:**

*Populate from the E1EDK01.BELNR*

BEG05	373	Date	M	DT	8/8	Must use	1
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**Description:** Date expressed as CCYYMMDD

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
		<b>Example:</b> 20080922					
		<b>OCT Programmer Note:</b> <i>Populate with the current date.</i>					

# CUR Currency

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
CUR02	100	Currency Code	M	ID	3/3	Must use	1

**Description:** Code (Standard ISO) for country in whose currency the charges are specified

# REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

**User Option (Usage):** Used

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use	1

**Description:** Code qualifying the Reference Identification

**Example:** IA

**CodeList Summary** (Total Codes: 1503, Included: 1)

**Code Name**

IA Internal Vendor Number

REF02	127	Reference Identification	X	AN	1/30	Used	1
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**Example:** 0000123456

**OCT Programmer Note:**

*Populate the field with E1EDKA1.PARTN where E1EDKA1.PARVW equals "LF"*

REF03	352	Description	X	AN	1/80	Used	1
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**Description:** A free-form description to clarify the related data elements and their content

**Example:** Vendor Company Name

**OCT Programmer Note:**

*Populate the field with E1EDKA1.NAME1 where E1EDKA1.PARVW equals "LF"*



# DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify pertinent dates and times

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use	1

**Description:** Code specifying type of date or time, or both date and time

**Vendor Note:** "069" where item is ship direct  
 "112" where item is NOT ship direct

**OCT Programmer Note:** DTM01 = "069" where item is ship direct  
 DTM01 = "112" where item is NOT ship direct  
 (Item is ship direct where Z1EDP01.MTPOS equals("BANS"))

**CodeList Summary** (Total Codes: 1112, Included: 2)

<u>Code</u>	<u>Name</u>
069	Promised for Delivery
112	Buyers Dock

DTM02	373	Date	X	DT	8/8	Used	1
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**Description:** Date expressed as CCYYMMDD

**Example:** 20081025

**Vendor Note:** The vendor must calculate the ship date for their system from the date we provide in this field.

**OCT Programmer Note:**  
 Populate this field with the Z1EDP01.EINDT .  
*If this value does not exist, generate an error email message explaining the dock date/promised for delivery date is missing.*

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify the carrier and sequence of routing and provide transit time information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
TD505	387	Routing	X	AN	1/35	Used	1

**Description:** Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

**Example:** UPS

**OCT Programmer Note:**

*Populate the field with Z1EDP01.BEZEI.*

# Loop Reference Identification

Pos: 295	Repeat: 1000
Optional	
Loop: N9	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
295	N9	Reference Identification	O	1		Used
300	MSG	Message Text	O	1000		Used

# N9 Reference Identification

Pos: 295	Max: 1
Heading - Optional	
Loop: N9	Elements: 2

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use	1

**Description:** Code qualifying the Reference Identification

**Example:** ZZ

**OCT Programmer Note:**

*Populate with "ZZ"*

**CodeList Summary** (Total Codes: 1503, Included: 1)

**Code Name**

ZZ Mutually Defined

N902	127	Reference Identification	X	AN	1/30	Used	1
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**Example:** MSG

**OCT Programmer Note:** *Populate with "MSG"*

# MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

**User Option (Usage):** Used

**Purpose:** To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use	1

**Description:** Free-form message text

**Example:** Special Instructions Here

**OCT Programmer Note:**

*Special Instructions: E1EDKT2.TDLINE where E1EDKT1.TDID equals "F01" and E1EDKT1.TSSPRAS\_ISO equals "EN"*

*Need to remove all characters that are not alpha/numeric, as they could be delimiters within the EDI message.*

*(SAP Idoc Header Level)*

*if E1EDK17.QUALF equals "001"*

*If E1EDK17.LKTEXT **DOES NOT** contain "ORIGIN" and thirdPartyBillingAcctNo is not empty then populate with "Ship Third Party Billing Account No " + thirdPartyBillingAcctNo + " Call before delivery."*

*else populate with "Ship Item Prepaid Direct"*

*If E1EDK17 segment does not exist, check SAP Idoc Detail Level*

*(SAP Idoc Detail Level)*

*If E1EDP17.QUALF equals "001"*

*If E1EDP17.LKTEXT **DOES NOT** contain "ORIGIN" and thirdPartyBillingAcctNo is not empty then populate with "Ship Third Party Billing Account No " + thirdPartyBillingAcctNo + " Call before delivery."*

*else populate with "Ship Item Prepaid Direct"*

*If E1EDP17 segment does not exist, populate this field with "Ship Item Prepaid Direct"*

*thirdPartyBillingAcctNo = E1EDP17.LKTEXT where E1EDP17.QUALF = "002" (Detail Level)*

*thirdPartyBillingAcctNo = E1EDK17.LKTEXT where E1EDK17.QUALF = "002" (Header Level)*

# Loop Name (Buying Party)

Pos: 310	Repeat: 200
Optional	
Loop: N1	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
310	N1	Name	O	1		Used
360	PER	Administrative Communications Contact	O	>1		Used

# N1 Name

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**Example:** BY

**CodeList Summary** (Total Codes: 1312, Included: 1)

**Code Name**

BY Buying Party (Purchaser)

N102	93	Name	X	AN	1/60	Used	1
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**Description:** Free-form name

**Example:** OC Tanner Company

**OCT Programmer Note:** "OC Tanner Company"

# PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

Purpose: To identify a person or office to whom administrative communications should be directed

## Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage	Rep
PER01	366	Contact Function Code	M	ID	2/2	Must use	1
<p><b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>Example:</b> BD</p> <p><b>CodeList Summary</b> (Total Codes: 230, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>BD Buyer Name or Department</p>							
PER02	93	Name	O	AN	1/60	Used	1
<p><b>Description:</b> Free-form name</p> <p><b>Example:</b> John Doe</p> <p><b>OCT Programmer Note:</b> <i>Populate with E1EDKA1.BNAME where E1EDKA1.QUALF equals "AG"</i></p>							
PER03	365	Communication Number Qualifier	X	ID	2/2	Used	1
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>Example:</b> TE</p> <p><b>CodeList Summary</b> (Total Codes: 40, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>TE Telephone</p>							
PER04	364	Communication Number	X	AN	1/80	Used	1
<p><b>Description:</b> Complete communications number including country or area code when applicable</p> <p><b>Example:</b> 1231231234</p> <p><b>OCT Programmer Note:</b> <i>Populate with E1EDKA1.TELF1 where E1EDKA1.QUALF equals "AG"</i></p>							
PER05	365	Communication Number Qualifier	X	ID	2/2	Used	1
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>Example:</b> EM</p> <p><b>CodeList Summary</b> (Total Codes: 40, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>EM Electronic Mail</p>							



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
PER06	364	Communication Number	X	AN	1/80	Used	1

**Description:** Complete communications number including country or area code when applicable

**Example:** Jane.Doe@octanner.com

**OCT Programmer Note:**

Populate with E1EDKA1.ILNNR where E1EDKA1.PARVW equals "BK".

*If this field does not exist or is empty, the value should be hard-coded with "purchaseorders@octanner.com"*

# Loop Name (Ship To)

Pos: 310	Repeat: 200
Optional	
Loop: N1	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
310	N1	Name	O	1		Used
320	N2	Additional Name Information	O	2		Used
330	N3	Address Information	O	2		Used
330	N3	Address Information	O	2		Used
340	N4	Geographic Location	O	>1		Used

### OCT Programmer Note:

*Z1EDPA1.values where Z1EDPA1 exists (Detail Level) else*

*E1EDPA1.values where E1EDPA1.PARVW equals "WE" (Detail Level (first occurrence)) else*

*E1EDKA1.values where E1EDKA1.PARVW equals "WE" (Header Level) else*

*generate an error email message stating the shipping address could not be identified.*

# N1 Name

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**Example:** ST

**CodeList Summary** (Total Codes: 1312, Included: 1)

**Code Name**

ST Ship To

N102	93	Name	X	AN	1/60	Used	1
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**Description:** Free-form name

**Example:** ABC Company

**OCT Programmer Note:**

*Populated with NAME1.*

*If NAME1 is blank, then populate with NAME2.*

*If NAME1 and NAME2 are empty, generate an error email message for this purchase order explaining that the NAME1 and NAME2 fields are empty.*

N103	66	Identification Code Qualifier	X	ID	1/2	Used	1
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**Description:** Code designating the system/method of code structure used for Identification Code (67)

**Example:** 12

**OCT Programmer Note:** *If Z1EDP01.MTPOS equals "BANS" then this field should be populated with a "12"*

*If Z1EDP01.MTOPS does NOT equal "BANS" or Z1EDP01 segment is missing, populate this field with "92"*

**CodeList Summary** (Total Codes: 215, Included: 2)

**Code Name**

12 Telephone Number (Phone)

92 Assigned by Buyer or Buyer's Agent

N104	67	Identification Code	X	AN	2/80	Used	1
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**Description:** Code identifying a party or other code

**Example:** 9991237777

**Vendor Note:** *0200: O.C. Tanner Company, 1825 S. State St., Salt Lake City, UT 84115 (ARTS, ADC)*

*2400: O.C. Tanner Company, 175 W. 2700 S., Salt Lake City, UT 84115 (SDC)*

*2900: O.C. Tanner Company, 1930 S. State St., Salt Lake City, UT 84115 (UVC, Floor Stock)*

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
		<b>OCT Programmer Note:</b>					
		<i>If Z1EDPA1 segment is missing, send an error email message for this purchase order explaining that the Z2EDPA1 segment was missing.</i>					
		<i>If Z1EDP01.MTPOS equals "BANS" then this field should be populated with Z1EDPA1.TELF1.</i>					
		<i>Remove any characters other than numeric or alpha characters from this value when passing.</i>					
		<i>If the Z2EDPA1.TELF1 is empty then send error email message for this purchase order explaining the Z1EDPA1.TELF1 (Telephone Number) was empty.</i>					
		<i>If Z1EDP01.MTPOS does NOT equal "BANS" then populate with the value map response of Z1EDP01.LGORT value.</i>					
		<i>If the Z1EDP01.MTPOS is empty, send an error email message for this purchase order explaining the Z1EDP01.LGORT was empty.</i>					
		<i>If the result of the lookup is empty, send an error email message for this purchase order explaining the value provided in the Z1EDP01.MTPOS did not exist in the value map.</i>					

# N2 Additional Name Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify additional names or those longer than 35 characters in length

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N201	93	Name	M	AN	1/60	Must use	1
		<b>Description:</b> Free-form name <b>Example:</b> Additional Name Information <b>OCT Programmer Note:</b> <i>Populated with NAME2, unless NAME2 was used to populate N102 NAME segment</i>					
N202	93	Name	O	AN	1/60	Used	1
		<b>Description:</b> Free-form name <b>Example:</b> Additional Name Information					

# N3 Address Information

Pos: 330	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

Purpose: To specify the location of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N301	166	Address Information	M	AN	1/55	Must use	1

**Description:** Address information

**Example:** 123 Street

**OCT Programmer Note:** Populated with one of the following:  
 STRAS unless STRAS is empty,  
 then populate with STRS2, unless STRS2 is empty,  
 then populate with NAME3, unless NAME3 is empty,  
 then populate with NAME4, unless NAME4 is empty,  
 then send an error email message about the four fields which should contain the shipping address, being empty.

N302	166	Address Information	O	AN	1/55	Used	1
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**Description:** Address information

**Example:** Bldg 123

**OCT Programmer Note:** Populated with one of the following:  
 STRS2 unless STRS2 is empty,  
 then populate with NAME3, unless NAME3 is empty,  
 then populate with NAME4, unless NAME4 is empty.

## OCT Programmer Note:

N3 Address Information is determined from STRAS, STRS2, NAME3 and NAME4.  
 If a field is empty, they roll up.

# N3 Address Information

Pos: 330	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify the location of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N301	166	Address Information	M	AN	1/55	Must use	1

**Description:** Address information

**Example:** Suite 456

**Vendor Note:** *Populated with one of the following:  
NAME3 unless NAME3 is empty,  
then populate with NAME4, unless NAME4 is empty.*

**OCT Programmer Note:** *Populated with one of the following:  
STRAS unless STRAS is empty,  
then populate with STRS2, unless STRS2 is empty,  
then populate with NAME3, unless NAME3 is empty,  
then populate with NAME4, unless NAME4 is empty,  
then send an error email message about the four fields which should contain the shipping  
address, being empty.*

N302	166	Address Information	O	AN	1/55	Used	1
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**Description:** Address information

**OCT Programmer Note:** *Populated with one of the following:  
NAME4*

# N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

**User Option (Usage):** Used

**Purpose:** To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N401	19	<b>City Name</b>	O	AN	2/30	Used	1
		<b>Description:</b> Free-form text for city name					
		<b>Example:</b> Anytown					
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used	1
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency					
		<b>Example:</b> XX					
N403	116	<b>Postal Code</b>	O	ID	3/15	Used	1
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)					
		<b>Example:</b> 123456789					
N404	26	<b>Country Code</b>	O	ID	2/3	Used	1
		<b>Description:</b> Code identifying the country					
		<b>Example:</b> US					





# PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 10

**User Option (Usage):** Must use

**Purpose:** To specify basic and most frequently used line item data

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
PO101	350	<b>Assigned Identification</b>	O	AN	1/20	Used	1
<p><b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set  <b>Example:</b> 00010</p>							
PO102	330	<b>Quantity Ordered</b>	X	R	1/15	Used	1
<p><b>Description:</b> Quantity ordered  <b>Example:</b> 1</p> <p><b>OCT Programmer Note:</b>  <i>Populate with the E1EDP01.MENGE</i></p>							
PO103	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Used	1
<p><b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken  <b>Example:</b> EA</p> <p><b>CodeList Summary</b> (Total Codes: 794, Included: 1)  <u>Code</u> <u>Name</u>                      EA Each</p>							
PO104	212	<b>Unit Price</b>	X	R	1/17	Used	1
<p><b>Description:</b> Price per unit of product, service, commodity, etc.  <b>Example:</b> 145.74</p> <p><b>OCT Programmer Note:</b>  <i>Populate with the E1EDP01.VPREI</i></p>							
PO106	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used	1
<p><b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)  <b>Example:</b> IN</p> <p><b>CodeList Summary</b> (Total Codes: 477, Included: 1)  <u>Code</u> <u>Name</u>                      IN Buyer's Item Number</p>							
PO107	234	<b>Product/Service ID</b>	X	AN	1/48	Used	1
<p><b>Description:</b> Identifying number for a product or service  <b>Example:</b> 123456</p> <p><b>Vendor Note:</b>  <i>If the purchase order is for a sample, the material part number will be populated with</i></p>							

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
		"000000"					
		<b>OCT Programmer Note:</b> Populate this field with E1EDP19.IDTNR value where E1EDP19.QUALF equals "001". If this segment does not exist or the field is empty, then hard code the value "000000" in this field.					
PO108	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used	1
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) <b>Example:</b> VN <b>CodeList Summary</b> (Total Codes: 477, Included: 1) <u>Code</u> <u>Name</u> VN Vendor's (Seller's) Item Number					
PO109	234	<b>Product/Service ID</b>	X	AN	1/48	Used	1
		<b>Description:</b> Identifying number for a product or service <b>Example:</b> 99991234 <b>OCT Programmer Note:</b> Populate this field with the E1EDP19.IDTNR value where E1EDP19.QUALF equals "002" If the segment does not exist or the field is empty, then attempt to pull a sample number from the E1EDP19.KTEXT field between the pound signs (#), where E1EDP19.QUALF equals "001".  <i>If there is no E1EDP19.KTEXT field, or it is empty, or there is no value found between the pound signs (#), then send an error message stating that the vendor number or sample number could not be identified on this purchase order.</i>  Example: E1EDP19.KTEXT equals "#123456# Sample Material Description" The Sample Number would be "123456" The Material Description would be "Sample Material Description"					
PO110	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used	1
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) <b>Example:</b> UP <b>CodeList Summary</b> (Total Codes: 477, Included: 1) <u>Code</u> <u>Name</u> UP U.P.C. Consumer Package Code (1-5-5-1)					
PO111	234	<b>Product/Service ID</b>	X	AN	1/48	Used	1
		<b>Description:</b> Identifying number for a product or service <b>Example:</b> 123456789012 <b>OCT Programmer Note:</b> Populate with E1EDP19.IDTNR where E1EDK19.QUALF equals "003"					

# Loop Product/Item Description

Pos: 050	Repeat: 1000
Optional	
Loop: PID	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To describe a product or process in coded or free-form format

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
050	PID	Product/Item Description	O	1		Used

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 2

**User Option (Usage):** Used

**Purpose:** To describe a product or process in coded or free-form format

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
PID01	349	Item Description Type	M	ID	1/1	Must use	1

**Description:** Code indicating the format of a description

**Example:** F

**CodeList Summary** (Total Codes: 3, Included: 1)

**Code Name**

F Free-form

PID05	352	Description	X	AN	1/80	Used	1
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**Description:** A free-form description to clarify the related data elements and their content

**Example:** Material Description

**Notes:** Where E1EDP19.QUALF equals "001"

**OCT Programmer Note:**

Populate this field with the value from E1EDP19.KTEXT where E1EDP19.QUALF equals "001"

If the field contains pound signs (#), pull the value after the second pound sign (#) and on.  
 Remove any characters other than numeric or alpha characters from this value when passing.

Example: E1EDP19.KTEXT: "#123456# Sample Material Description"

The Sample Number would be "123456"

The Material Description would be "Sample Material Description"

The Info Record PO Text is not currently passing from the SAP Idoc to the EDI transaction. This data is identified on the SAP Idoc under the looping segment E1EDPT2.TDLINE where E1EDPT1 equals "F02" and TSSPRAS\_ISO equals "EN". Note remove special characters, as they may be EDI delimiters.

# Loop Reference Identification

Pos: 330	Repeat: 1000
Optional	
Loop: N9	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
330	N9	Reference Identification	O	1		Used
340	MSG	Message Text	O	1000		Used

# N9 Reference Identification

Pos: 330	Max: 1
Detail - Optional	
Loop: N9	Elements: 2

**User Option (Usage):** Used

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use	1

**Description:** Code qualifying the Reference Identification

**Example:** ZZ

**OCT Programmer Note:**

*Populate with "ZZ"*

**CodeList Summary** (Total Codes: 1503, Included: 1)

**Code Name**

ZZ Mutually Defined

N902	127	Reference Identification	X	AN	1/30	Used	1
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**Example:** MSG

**OCT Programmer Note:**

*Populate with "MSG"*

# MSG Message Text

Pos: 340	Max: 1000
Detail - Optional	
Loop: N9	Elements: 1

**User Option (Usage):** Used

**Purpose:** To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use	1

**Description:** Free-form message text

**Example:** Message text

**OCT Programmer Note:**

*Personalization: E1EDPT2.TDLINE where E1EDPT1.TDID equals "F04" and E1EDPT1.TSSPRAS\_ISO equals "EN" To be separated by /N within the TDLINE, looping through the MSG segments.*

*Detailed Product Description: E1EDPT2.TDLINE where E1EDPT1.TDID equals "F02" and E1EDPT1.TSSPRAS\_ISO equals "EN"*

*Need to remove all characters that are not alpha/numeric, as they could be delimiters within the EDI message.*



# Loop Name (Employee)

Pos: 350	Repeat: 200
Optional	
Loop: N1	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
350	N1	Name	O	1		Used
400	PER	Administrative Communications Contact	O	3		Used

# N1 Name

Pos: 350	Max: 1
Detail - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**Example:** AAP

**CodeList Summary** (Total Codes: 1312, Included: 1)

**Code Name**

AAP Employee

N102	93	Name	X	AN	1/60	Used	1
------	----	------	---	----	------	------	---

**Description:** Free-form name

**Example:** Recipient Name

**OCT Programmer Note:**

*Populated with Z1EDP01.ZZEMPNAME*

# PER Administrative Communications Contact

Pos: 400	Max: 3
Detail - Optional	
Loop: N1	Elements: 6

**User Option (Usage):** Used

**Purpose:** To identify a person or office to whom administrative communications should be directed

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
PER01	366	<b>Contact Function Code</b>	M	ID	2/2	Must use	1
<p><b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>CodeList Summary</b> (Total Codes: 230, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>UR Ultimate Receiver</p>							
PER02	93	<b>Name</b>	O	AN	1/60	Used	1
<p><b>Description:</b> Free-form name</p>							
PER03	365	<b>Communication Number Qualifier</b>	X	ID	2/2	Used	1
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 40, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>TE Telephone</p>							
PER04	364	<b>Communication Number</b>	X	AN	1/80	Used	1
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>							
PER05	365	<b>Communication Number Qualifier</b>	X	ID	2/2	Used	1
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 40, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>EM Electronic Mail</p>							
PER06	364	<b>Communication Number</b>	X	AN	1/80	Used	1
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>							

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# Loop Transaction Totals

Pos: 010	Repeat: 1
Optional	
Loop: CTT	Elements: N/A

**User Option (Usage):** Used

**Purpose:** To transmit a hash total for a specific element in the transaction set

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	O	1		Used

# CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 1

**User Option (Usage):** Used

**Purpose:** To transmit a hash total for a specific element in the transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
CTT01	354	Number of Line Items	M	N0	1/6	Must use	1

**Description:** Total number of line items in the transaction set

**Example:** 1

# SE Transaction Set Trailer

Pos: 030	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

**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)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
SE01	96	<b>Number of Included Segments</b>	M	N0	1/10	Must use	1
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments					
		<b>Example:</b> 1					
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use	1
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set					
		<b>Example:</b> 0001					