



# EDI Implementation Guide

TRANSACTION SET

**850**

Purchase Order

# 850

## Purchase Order

FUNCTIONAL GROUP ID=**PO**

### DATA SEGMENT SEQUENCE

#### Header

Seg. ID	Name	Req. Des.	Loop Repeat
<b>ST</b>	Transaction Set Header Segment	Mandatory	
<b>BEG</b>	Beginning Segment for Purchase Order	Mandatory	
<b>REF</b>	Reference Identification	Optional	
<b>FOB</b>	F.O.B. Related Instructions	Optional	
<b>ITD</b>	Terms of Sale/Deferred Terms of Sale	Optional	
<b>DTM</b>	Date/Time Reference	Optional	
<b>TD5</b>	Carrier Details	Optional	
<b>N9</b>	Reference Identification	Mandatory	N9/1000
<b>MSG</b>	Message Text	Optional	
<b>N1</b>	Name	Mandatory	N1/200
<b>N2</b>	Additional Name Information	Optional	
<b>N3</b>	Address Name Information	Optional	
<b>N4</b>	Geographic Location	Optional	
<b>PER</b>	Customer Phone Number		

#### Detail

Seg. ID	Name	Req. Des.	Loop Repeat
<b>PO1</b>	Purchase Order Baseline Item Data	Optional	PO1/100000

#### Summary

Seg. ID	Name	Req. Des.	Loop Repeat
<b>CTT</b>	Transaction Totals	Mandatory	
<b>SE</b>	Transaction Set Trailer	Mandatory	

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**Example: 850 Purchase Order**

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ISA~00~00~08~6123410000~XX~123456789~000501~2300~U~00400~000000001~0~P~:  
GS~PO~ODEP001~123456789~20000501~2300~1~X~004010.  
ST~850~100001.  
BEG~00~SA~5971515-1105~20000501.  
REF~EU~71220.  
REF~QC~083431107001. ( AOPS Order# )  
FOB~PP~DE.  
ITD~03~2~2~90~90.  
DTM~001~20000501.  
DTM~002~20000510.  
DTM~010~20000505.  
TD5~92~ST.  
N9~ME~PO COMMENTS.  
MSG~03612.  
MSG~ANY QUESTIONS CALL JANET 561 438-1414.  
N1~ST~OFFICE DEPOTT~93~1105.  
N2~KAREN WRIGHT.  
N3~9538 BOCA RIVER CIRCLE. **(Only sent when order is for a New Store or drop shipment)**  
N4~BOCA RATON~FL~33434. **(Only sent when order is for a New Store or dropshipment)**  
PER~DC~TE~5614384485.  
PO1~1~48~EA~3.7~VA~893-1~IN~0173179~UP~051131069060.  
PO1~2~10~EA~49~VA~RK2-KM~IN~0101893~UP~021200010279.  
CTT~2.  
SE~22~100001.  
GE~1~1.  
IEA~1~000000001.

# 850

## Purchase Order

**Segment:**       **ST**  
**Level:**           *Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
ST01	143	Transaction Set Identifier Code <i>Field Contents:</i> 850	M	ID	03/03
ST02	329	Transaction Set Control Number	M	AN	04/09

Example: ST~850~100001.

**Segment:**       **BEG**  
**Level:**           *Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
BEG01	353	Transaction Set Purchase Code <i>Field Contents:</i> 00 - Original *05 - Revised **01 - Cancellation	M	ID	02/02
BEG02	92	Purchase Order/Type Code <i>Field Contents:</i> DS – Drop Ship SA - Stand Alone Order NS – New Store	M	ID	02/02
BEG03	324	Purchase Order Number <i>Field Contents:</i> Purchase Order Number	O	AN	01/22
BEG05	373	Purchase Order Date <i>Field Contents:</i> PO Date (CCYY/MM/DD)	M	DT	08/08

Example: BEG~00~SA~5971515-1105~~20000501.

\* If there is any change, addition, or deduction to a previously transmitted purchase order, then a revision (BEG01=05) of the PO will be transmitted. The entire PO as it stands after the change will be transmitted.

\*\* If there is a cancellation of a previously transmitted PO, then a cancellation (BEG01=01) showing the entire PO will be transmitted.

**Note:** Transaction set 860, PO Change, is not currently being used

**Segment:** REF  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
REF01	128	Reference Identification Qualifier <i>Field Contents:</i> EU - Document Number	M	ID	02/03
REF02	127	Reference Identification <i>Field Contents:</i> Customer Order Number	C	ID	01/30

Example: REF~EU~71220

**Segment:** REF  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
REF01	128	Reference Identification Qualifier <i>Field Contents:</i> QC - Document Number	M	ID	02/03
REF02	127	Reference Identification <i>Field Contents:</i> Office Depot Customer Order Number	C	ID	01/12

Example: REF~QC~083431107001.  
Office Depot Customer Purchase Order Number. ( AOPS Order# )

**Segment:**       **FOB**  
*Level:*           *Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
FOB01	146	Shipment Method of Payment <i>Field Contents:</i> CC - Collect CF - Full Freight Allowance DF - Other MX - Prepaid to Consolidator PC - Prepay and Add to Invoice PP - Prepaid	M	ID	02/02
FOB02	309	Location Qualifier <i>Field Contents:</i> DE - FOB Destination OR - FOB Origin	C	ID	01/02
FOB03	352	Description <i>Field Contents:</i> * SHIP VIA INSTRUCTIONS	O	AN	01/80

Example: FOB~PP~DE.

\* 'SHIP VIA INSTRUCTIONS' will be transmitted only if other than specified in the standard routing guide.

**Segment:**       **CSH**  
*Level:*           *Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
CSH01	563	Sales Requirement Code <i>Field Contents:</i> * Y - Back Orders for this PO are allowed * N - Back Orders for this PO are NOT allowed	O	ID	01/02

Example: CSH~Y.

\* Back order status will be transmitted only if other than specified in the vendor purchasing profile.

**Segment:** ITD  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
ITD01	336	Terms Type Code <i>Field Contents:</i> 03 - Fixed Date 09 - EOM/PROXIMO	O	ID	02/02
ITD02	333	Terms Basis Date Code <i>Field Contents:</i> 2	O	ID	01/02
ITD03	338	Terms Discount Percent <i>Field Contents:</i> Terms Discount Percentage	O	R	01/06
ITD05	351	Terms Discount Days Due <i>Field Contents:</i> Number of Days to Take Discount	C	N0	01/03
ITD07	386	Terms Net Days <i>Field Contents:</i> Number of Days Until Net is Due	O	N0	01/03

Example: ITD~03~2~2~~90~~90.

**Segment:** DTM  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
DTM01	374	Date/Time Qualifier <i>Field Contents:</i> 001 - Cancel After Date	M	ID	03/03
DTM02	373	Date <i>Field Contents:</i> Date (CCYY/MM/DD)	C	DT	08/08

Example: DTM~001~20000501.

**Segment:** DTM  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
DTM01	374	Date/Time Qualifier	M	ID	03/03
		<b>Field Contents:</b> 002 - Date Shipment Must Arrive at Location			
DTM02	373	Date	C	DT	08/08
		<b>Field Contents:</b> Date (CCYY/MM/DD)			

Example: DTM~002~20000510.

**Segment:** DTM  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
DTM01	374	Date/Time Qualifier	M	ID	03/03
		<b>Field Contents:</b> 010 - Date Expected to Ship			
DTM02	373	Date	C	DT	08/08
		<b>Field Contents:</b> Date ( CCYY/MM/DD)			

Example: DTM~010~20000505.

**Segment:** TD5  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
TD502	66	Identification Code Qualifier	C	ID	01/02
		<b>Field Contents:</b> 92 – Assigned by Buyer			
TD503	67	Identification Code	C	A/N	02/80
		<b>Field Contents:</b> ST – Standard ND – Next Day			

Example: TD5~~92~ST.



**Segment:** N9  
*Level:* Summary

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N901	128	Reference Identification Qualifier	M	ID	02/03
<i>Field Contents:</i> ME – Message Address or ID					
N902	127	Reference Identification	C	AN	01/30
<i>Field Contents:</i> PO Comments					

Example: Example: N9~ME~PO COMMENTS.

**Segment:** MSG  
*Level:* Summary

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
MSG01	933	Message Text	M	AN	01/264
<i>Field Contents:</i> Free-Form Message Text					

Example: Example: MSG~03612.

**Segment:** MSG  
*Level:* Summary

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
MSG01	933	Message Text	M	AN	01/264
<i>Field Contents:</i> Free-Form Message Text					

Example: MSG~ANY QUESTIONS CALL JANET 561-438-1414.

**Segment:** N1  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N101	98	Entity Identifier Code <i>Field Contents:</i> ST	M	ID	02/03
N102	93	Name <i>Field Contents:</i> * Ship-To Name	C	AN	01/60
N103	66	Identification Code Qualifier <i>Field Contents:</i> 93 – Assigned by the Seller	C	ID	01/02
N104	67	Identification Code <i>Field Contents:</i> Location Number Code for Ship-To	C	AN	02/80

Example: N1~ST~KAREN WRIGHT~93~1105

Note: The N104, which contains the Office Depot location number code for the ship-to, will always be transmitted.

Note: If the N102,N3,and N4 are transmitted, this indicates a new store location address and your master file must be updated and the PO handled accordingly.

**Segment:** N2  
*Level:* Header

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N201	93	Entity Identifier Code <i>Field Contents:</i> Contact Name	M	AN	01/60

Example: N2~KAREN WRIGHT.

**Segment: N3**  
*Level: Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N301	166	Address Information <i>Field Contents: *Address</i>	M	AN	01/55
N302	166	Address Information <i>Field Contents: *Address</i>	O	AN	01/55

Example: N3~9538 BOCA RIVER CIRCLE.

Note: If the N3 (along with the N102 and N4) is transmitted, this is a new store location address and your master file must be updated and the PO handled accordingly.

**Segment: N4**  
*Level: Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
N401	19	City Name <i>Field Contents: *City Name</i>	O	AN	02/30
N402	156	State or Province Code <i>Field Contents: *State/Province Code</i>	O	ID	02/02
N403	116	Postal Code <i>Field Contents: *Zip/Postal Code</i>	O	ID	03/15

Example: N4~BOCA RATON~FL~33431.

Note: If the N4 (along with the N102 and N3) is transmitted, this is a new store location address and your master file must be updated and the PO handled accordingly.

**Segment: PER**  
*Level: Header*

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
PER01	366	Contact Functional Code <i>Field Contents: DC-Delivery Contact</i>	M	ID	02/02
PER03	365	Communication Number Qualifier <i>Field Contents: TE-Telephone</i>	C	ID	02/02
PER04	364	Communication Number <i>Field Contents: Communication Phone</i>	C	AN	01/80

Example: PER~DC~~TE~5614384485.

**Segment:** PO1  
*Level:* Detail

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
PO101	350	Assigned Identification <b>Field Contents:</b> PO Line Number	O	AN	01/20
PO102	330	Quantity Ordered <b>Field Contents:</b> Quantity Ordered	C	R	01/15
PO103	355	Unit of Measurement Code <b>Field Contents:</b> Unit of Measure Code	O	ID	02/02
PO104	212	Unit Price <b>Field Contents:</b> Price Per Unit	C	R	01/17
PO105	639	Basis of Unit Price Code <b>Field Contents:</b> * NC - No Charge	O	ID	02/02
PO106	235	Product/Service ID Qualifier <b>Field Contents:</b> VA	C	ID	02/02
PO107	234	Product Service ID <b>Field Contents:</b> Vendor Style Number	C	AN	01/48
PO108	235	Product/Service ID Qualifier <b>Field Contents:</b> IN	C	ID	02/02
PO109	234	Product Service ID <b>Field Contents:</b> Office Depot Item Number (SKU #)	C	AN	01/48
PO110	235	Product Service ID <b>Field Contents:</b> UP	C	ID	02/02
PO111	234	Product Service ID <b>Field Contents:</b> UPC Consumer Package Code	C	AN	01/48

Example: PO1~1~48~EA~3.7~~VA~893-1~IN~0173179~UP~ 051131069060.  
PO1~2~10~EA~49~~VA~RK2-KM~IN~0101893~UP~021200010279.

**Segment:** CTT  
*Level:* Summary

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
CTT01	354	Number of Line Items	M	N0	01/06

**Field Contents:** Total Number of PO1 Segments

Example: CTT~2.

**Segment:** SE  
*Level:* Summary

### Data Element Summary

Segment	Data Element	ANSI Field Name	ANSI Field Attributes		
			Req	Type	Length
SE01	96	Number of Included Segments	M	N0	01/10
SE02	329	Transaction Set Control Number	M	AN	04/09

Example: SE~22~100001.