## 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.

## Heading:

| M | Pos. <br> $\frac{\text { No. }}{010}$ | Seg. $\frac{\mathrm{ID}}{\mathrm{ST}}$ | Name <br> Transaction Set Header | Req. $\frac{\text { Des. }}{\mathrm{M}}$ | $\underline{\text { Max.Use }}_{1}$ | Loop <br> Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| M | 020 | BEG | Beginning Segment for Purchase Order | M | 1 |  |  |
|  | 050 | REF | Reference Identification | O | >1 |  |  |
|  | 080 | FOB | F.O.B. Related Instructions | O | >1 |  |  |
|  | 130 | ITD | Terms of Sale/Deferred Terms of Sale | O | >1 |  |  |
|  | 240 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 12 |  |  |
|  |  |  | LOOP ID - N9 |  |  | 1000 |  |
|  | 295 | N9 | Reference Identification | O | 1 |  |  |
|  | 297 | DTM | Date/Time Reference | O | $>1$ |  |  |
|  | 300 | MSG | Message Text | O | 1000 |  |  |
|  |  |  | LOOP ID - N1 |  |  | 200 |  |
|  | 310 | N1 | Name | O | 1 |  |  |
|  | 320 | N2 | Additional Name Information | O | 2 |  |  |
|  | 330 | N3 | Address Information | O | 2 |  |  |
|  | 340 | N4 | Geographic Location | O | >1 |  |  |

## Detail:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LOOP ID - PO1 |  |  | 100000 |  |
| M | 010 | PO1 | Baseline Item Data | M | 1 |  | n1 |
|  |  |  | LOOP ID - PID |  |  | 1000 |  |
|  | 050 | PID | Product/Item Description | O | 1 |  |  |
|  | 140 | IT8 | Conditions of Sale | O | 1 |  |  |

## Summary:

|  | Pos. <br> No. | Seg. <br> ID | Name | Req. Des. | $\underline{\text { Max.Use }}$ | Loop Repeat | Notes and Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LOOP ID - CTT |  |  | 1 |  |
|  | 010 | CTT | Transaction Totals | O | 1 |  | n2 |
| M | 030 | SE | Transaction Set Trailer | M | 1 |  |  |

## Transaction Set Notes

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: <br> BEG Beginning Segment for Purchase Order

Position:
020
Loop: Level: Usage: Max Use: Purpose:

Syntax Notes: Semantic Notes: Comments:

| Data Element Summary |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| M |  | Data $\frac{\text { Element }}{353}$ | Name | Attributes |  |
|  |  |  | Transaction Set Purpose Code | M | ID 2/2 |
| M | BEG02 | 92 | Code identifying purpose of transaction set $00 \quad$ Original |  |  |
|  |  |  | Purchase Order Type Code | M | ID $\mathbf{2} / \mathbf{2}$ |
|  |  |  | Code specifying the type of Purchase Order |  |  |
| M | BEG03 |  | NE New Order |  |  |
|  |  | 324 | Purchase Order Number | M | AN 1/22 |
|  |  |  | Identifying number for Purchase Order assign |  | chaser |
|  | BEG04 | 328 | Release Number | 0 | AN 1/30 |
| M |  |  | Number identifying a release against a Purchas parties involved in the transaction |  | placed by the |
|  | BEG05 | 373 | Date | M | DT 8/8 |
|  |  |  | Date expressed as CCYYMMDD |  |  |
|  | BEG06 | 367 | Contract Number | 0 | AN 1/30 |
|  |  |  | Contract number |  |  |
|  | BEG07 | 587 | Acknowledgment Type | 0 | ID 2/2 |
|  |  |  | Code specifying the type of acknowledgment |  |  |
|  | BEG08 | 1019 | Invoice Type Code | O | ID 3/3 |
|  |  |  | Code defining the method by which invoices ar |  |  |


| Segment: | RTE Reference Identification |
| ---: | :--- |
| Position: | 050 |
| Loop: |  |
| Level: | Heading |
| Usage: | Optional |
| Max Use: | $>1$ |
| Purpose: | To specify identifying information |
| Syntax Notes: | $\mathbf{1}$ At least one of REF02 or REF03 is required. |
|  | $\mathbf{2}$ If either C04003 or C04004 is present, then the other is required. |
|  | $\mathbf{3}$ If either C04005 or C04006 is present, then the other is required. |
| Semantic Notes: | $\mathbf{1}$ REF04 contains data relating to the value cited in REF02. |
| Comments: |  |

## Data Element Summary




| Segment: | T1D Terms of Sale/Deferred Terms of Sale |
| :---: | :---: |
| Position: | 130 |
| Loop: |  |
| Level: | Heading |
| Usage: | Optional |
| Max Use: | >1 |
| Purpose: | To specify terms of sale |
| Syntax Notes: | 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. |
| Semantic Notes: | 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge. |
| Comments: | 1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required. |

## Data Element Summary



The numeric value of the day of the month between 1 and the maximum day of the month being referenced

| Segment: | TD5 Carrier Details (Routing Sequence/Transit Time) |  |
| :---: | :---: | :---: |
| Position: | 240 |  |
| Loop: |  |  |
| Level: | Heading |  |
| Usage: | Optional |  |
| Max Use: | 12 |  |
| 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 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. |  |
| Semantic Notes: Comments: | 1 TD515 is the country where the service is to be performed. |  |
|  | 1 Whe speci respo routi | hen specifying a routing sequence to be used for the shipment movement in lieu of cifying each carrier within the movement, use TD502 to identify the party ponsible for defining the routing sequence, and use TD503 to identify the actual ting sequence, specified by the party identified in TD502. |
| Data Element Summary |  |  |
| Ref. <br> Des. <br> TD501 | Data |  |
|  | Element | Name Attributes |
|  | 133 | Routing Sequence Code O ID 1/2 |
|  |  | Code describing the relationship of a carrier to a specific shipment movement Z Mutually Defined |
| TD505 | 387 | Routing $X$ AN 1/35 |
|  |  | Free-form description of the routing or requested routing for shipment, or the originating carrier's identity |

```
    Segment:
            Loop: N9 Optional
            Level: Heading
            Usage: Optional
        Max Use: 1
        Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
    Syntax Notes: 1 At least one of N902 or N903 is required.
            2 If N906 is present, then N905 is required.
            3 If either C04003 or C04004 is present, then the other is required.
            4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes: 1 N906 reflects the time zone which the time reflects.
    2 N907 contains data relating to the value cited in N902.
Comments:
```

| Ref. <br> Des. | Data <br> Element <br> N901 | Name <br> Reference Identification Qualifier <br> Code qualifying the Reference Identification <br> L1 |
| :--- | :---: | :--- |
| Letters or Notes | $\frac{\text { Attributes }}{\text { N902 }}$ | $\mathbf{1 2 7}$ | | ID 2/3 |
| :--- |
| Reference Identification <br> Reference information as defined for a particular Transaction Set or as <br> specified by the Reference Identification Qualifier |

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

## Semantic Notes:

## Comments:

Ref.
$\underline{\text { Des. }}$
DTM01

## DTM <br> Date/Time Reference

297
N9 Optional
Heading
Optional
$>1$
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

| Data <br> Element |  | Attributes |
| :---: | :---: | :---: |
|  | Name |  |
| 374 | Date/Time Qualifier | M ID 3/3 |
|  | Code specifying type of date or time, or both date and time |  |
|  | Refer to 004010 Data Element Dictionary for acceptable cod | values. |
| 373 | Date | X DT 8/8 |
|  | Date expressed as CCYYMMDD |  |
| 337 | Time | X TM 4/8 |
|  | Time expressed in 24-hour clock time as follows: HHMM, HHMMSSD, or HHMMSSDD, where $\mathrm{H}=$ hours ( $00-23$ ), M 59), $\mathrm{S}=$ integer seconds $(00-59)$ and $\mathrm{DD}=$ decimal seconds are expressed as follows: $\mathrm{D}=$ tenths $(0-9)$ and $\mathrm{DD}=$ hundre | HHMMSS, or = minutes $(00-$ decimal seconds ths (00-99) |
| 623 | Time Code | O ID 2/2 |
|  | Code identifying the time. In accordance with International Organization standard 8601, time can be specified by a + or in hours in relation to Universal Time Coordinate (UTC) tim restricted character, + and - are substituted by P and M in th Refer to 004010 Data Element Dictionary for acceptable co | tandards and an indication ; since + is a codes that follow values. |
| 1250 | Date Time Period Format Qualifier | X ID 2/3 |
|  | Code indicating the date format, time format, or date and | format |
|  | Refer to 004010 Data Element Dictionary for acceptable cod | values. |
| 1251 | Date Time Period | X AN 1/35 |
|  | Expression of a date, a time, or range of dates, times or dates | and times |

Expression of a date, a time, or range of dates, times or dates and times

## Segment: <br> MSG Message Text

Position: 300 Loop: N9 Optional Level: Heading
Usage: Optional
Max Use:
Purpose: Syntax Notes:

To provide a free-form format that allows the transmission of text information 1 If MSG03 is present, then MSG02 is required.
1 MSG03 is the number of lines to advance before printing.
1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

## Data Element Summary

Ref. Data
Des.
Element Name
Attributes
933 Free-Form Message Text
M AN 1/264
Free-form message text



Segment:
Address Information
Position:
330
Loop: N1 Optional
Level:
Heading
Usage:
Optional
Max Use:
Purpose:
2
To specify the location of the named party

## Syntax Notes:

Semantic Notes: Comments:

| Data Element Summary |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| M | Ref. <br> Des. | Data Element | Name |  | Attributes |
|  | N301 | 166 | Address Information |  | M AN 1/55 |
|  |  |  | Address information |  |  |
|  |  |  | "2100 Latham" | If N104 = "001" |  |
|  |  |  | "260 Jordan Rd." | If N104 = "002" |  |
|  |  |  | "1410 Veterans Ave." | If N104 = "003" |  |
|  |  |  | "4925 Tablers Station Rd'" | If N104 = "004" |  |
|  | N302 | 166 | Address Information |  | O AN 1/55 |
|  |  |  | Address information |  |  |



| 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 PO 120 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 PO 101 is the line item identification. |  |
|  | $\begin{array}{ll} 3 & \mathrm{PO} \\ & \mathrm{Fo} \end{array}$ | O106 through PO125 provide for ten different product/service IDs per each item. or example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU. |
| Data Element Summary |  |  |
| $\begin{aligned} & \text { Ref. } \\ & \underline{\text { Des. }} \\ & \text { PO101 } \end{aligned}$ | Data Element |  |
|  |  | Name Attributes |
|  | 350 | Assigned Identification O AN 1/20 |
|  |  | Alphanumeric characters assigned for differentiation within a transaction set |
| 7 byte numeric PO line number |  |  |
| PO102 | 330 | Quantity Ordered $\quad$ X R 1/15 |
|  |  | Quantity ordered |
| PO103 | 355 | Unit or Basis for Measurement Code $\quad$ O ID 2/2 |
|  |  | Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken |
| PO104 | 212 | Unit Price $\quad$ X $\quad$ R 1/17 |
|  |  | Price per unit of product, service, commodity, etc. |
| PO105 | 639 | Basis of Unit Price Code $\quad$ O ID 2/2 |
|  |  | Code identifying the type of unit price for an item |
|  |  | Field will be blank unless PO104 contains a special or promotional cost |
|  |  | PR Promotion |
| PO106 | 235 | Product/Service ID Qualifier $\quad$ X ID 2/2 |
|  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |
|  |  | IN Buyer's Item Number |
| PO107 | 234 | Product/Service ID $\quad$ X AN 1/48 |
|  |  | Identifying number for a product or service |
|  |  | Orgill's item number formatted 999-9999 |
| PO108 | 235 | Product/Service ID Qualifier $\quad$ X ID 2/2 |
|  |  | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |
|  |  | UP U.P.C. Consumer Package Code (1-5-5-1) |
|  |  | VN Vendor's (Seller's) Item Number |
| PO109 | 234 | Product/Service ID $\quad$ X AN 1/48 |





```
    Segment:
    Position:
        Loop:
        Level:
        Usage:
    Max Use:
    Purpose:
    Syntax Notes:
Semantic Notes:
    Comments:
```


## CTT Tranastion Toals

```
010
CTT Optional
Summary
Optional 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.
1 This segment is intended to provide hash totals to validate transaction completeness and correctness.
```

Ref.
Des.
CTT01

CTT02

## Data Element Summary

Data
Element Name
Attributes
354 Number of Line Items
M N0 1/6

O R 1/10
347 Hash Total
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. $\qquad$ 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.

```
Segment: SE Transaction Set Trailer
Position: 030
        Loop:
        Level:
        Usage:
    Max 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)
    Syntax Notes:
Semantic Notes:
Comments:
1 SE is the last segment of each transaction set.
SE Transaction Set Trailer
030
Summary
Mandatory
1 segments (including the beginning (ST) and ending (SE) segments)
```

Ref.

## Des.

 SE01
## Data Element Summary

## Data

Element Name
Attributes
96 Number of Included Segments
M N0 1/10
Total number of segments included in a transaction set including ST and SE segments
Transaction Set Control Number
M AN 4/9
Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

