

ELECTRONIC COMMERCE with **POWER & TELEPHONE** **SUPPLY COMPANY**



Implementation Guide **850 – Purchase Order**

EDI – Electronic Data Interchange
ASC X12 Version 4010

Modified: October 5, 2009

850

Purchase Order

Functional Group=PO

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.

Segments:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
	ISA	Interchange Control Header	M	1		
	GS	Functional Group Header	M	1		

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
010	ST	Transaction Set Header	M	1		
020	BEG	Beginning Segment for Purchase Order	M	1		
050	REF	Reference Identification	O	>1		
080	FOB	F.O.B. Related Instructions	O	>1		

<u>LOOP ID - SAC</u>					<u>25</u>
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1	

130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1	
150	DTM	Date/Time Reference	O	10	
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	

<u>LOOP ID - N9</u>					<u>1000</u>
295	N9	Reference Identification	O	1	
300	MSG	Message Text	O	1000	

<u>LOOP ID - N1</u>					<u>200</u>
310	N1	Name	O	1	
330	N3	Address Information	O	2	
340	N4	Geographic Location	O	>1	

Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
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<u>LOOP ID - PO1</u>					<u>100000</u>
010	PO1	Baseline Item Data	M	1	N2/010

<u>LOOP ID - PID</u>					<u>1000</u>
050	PID	Product/Item Description	O	1	
100	REF	Reference Identification	O	>1	

<u>LOOP ID - SAC</u>					<u>25</u>
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130	SAC	Service, Promotion, Allowance, or Charge Information	O	1
210	DTM	Date/Time Reference	O	10
LOOP ID - N9				1000
330	N9	Reference Identification	O	1
340	MSG	Message Text	O	1000
LOOP ID - AMT				≥1
600	AMT	Monetary Amount	O	1

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
LOOP ID - CTT						1
010	CTT	Transaction Totals	O	1		N3/010
020	AMT	Monetary Amount	O	1		N3/020
030	SE	Transaction Set Trailer	M	1		

Segments:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
	GE	Functional Group Trailer	M	1		
	IEA	Interchange Control Trailer	M	1		

Notes:

- 2/010 PO102 is required.
- 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.
- 3/020 If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

EXAMPLE:

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ISA*00*      *00*      *01*034788521  *ZZ*your ID   *990601*1200*U*00401*000000020*0*P*>~
GS*PO*034788521*your ID*19990601*1200*10*X*004010~
ST*850*0001~
BEG*00*NE*01-100323**19990601**NA*IBM~
REF*RQ*01-100323*Requisition Number~
REF*PO*01-100323*Purchase Order Number~
REF*Q1*123456*Vendor's Quote Number~
REF*BU*HLJ*Buyer~
FOB*DF*****BY*RESPONSIBILITY OF RISK OF LOSS ~
SAC*C****109.75**0*0**0*0*06*Restocking Charge~
ITD***0**0**0*0**0*0*2% 10 DAYS NET 30~
DTM*004*19990601~
DTM*074*19990615~
TD5*****BEST WAY~
N9*CO*01-100323~
MSG*PURCHASE ORDER HEADER COMMENT~
NI*VN*Valued Vendor*12*1234567890~
  
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N3*Vendor Avenue*PO Box 123~
N4*Metropolis*ST*12345-6789~
N1*BT*POWER & TELEPHONE SUPPLY*12*9013246116~
N3*2668 YALE AVE~
N4*MEMPHIS*TN*38182-0383~
N1*ST*POWER & TELEPHONE SUPPLY*92*03~
N3*2673 YALE AVE~
N4*MEMPHIS*TN*38182-0383~
PO1*01*I*EA*100.00*PE*BP*A100*VP*UX-103~
PID*F*****A100's description~
REF*CT*123456A*Contract Number~
SAC*C*****109.75**0**0**0*06*Restocking Charge~
DTM*010*19990601~
DTM*074*19990615~
N9*BV*1~
MSG*LINE ITEM COMMENT~
AMT*I*100.00~
PO1*02*I*EA*200.00*PE*BP*Z900*VP*UT-111~
PID*F*****Z900's description~
AMT*I*200.00~
CTT*2*2~
AMT*TT*300.00~
SE*38*0001~
GE*1*10~
IEA*I*000000020~

ISA Interchange Control Header

Pos:	Max: 1
- Mandatory	
Loop: N/A	Elements: 16

To start and identify an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ISA01	I01	Authorization Information Qualifier	M	ID	2/2
		<u>Code Name</u>			
		00 No Authorization Information Present (No Meaningful Information in I02)			
ISA02	I02	Authorization Information	M	AN	10/10
ISA03	I03	Security Information Qualifier	M	ID	2/2
		<u>Code Name</u>			
		00 No Security Information Present (No Meaningful Information in I04)			
ISA04	I04	Security Information	M	AN	10/10
ISA05	I05	Interchange ID Qualifier	M	ID	2/2
		<u>Code Name</u>			
		01 Duns (Dun & Bradstreet)			
		ZZ Mutually Defined			
ISA06	I06	Interchange Sender ID	M	AN	15/15
		Power & Telephone will use:			
		US Operations:			
		034788521 - Production ID			
		034788521T - Test ID			
		International Operations:			
		4165297047- Production ID			
		4165297047T- Test ID			
ISA07	I05	Interchange ID Qualifier	M	ID	2/2
		Power & Telephone will use:			
		Your Trading Partner ID Qualifier			
ISA08	I07	Interchange Receiver ID	M	AN	15/15
		Power & Telephone will use:			
		Your Trading Partner ID			
ISA09	I08	Interchange Date	M	DT	6/6
ISA10	I09	Interchange Time	M	TM	4/4

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ISA11	I10	Interchange Control Standards Identifier <u>Code Name</u> U U.S. EDI Community of ASC X12, TDCC, and UCS	M	ID	1/1
ISA12	I11	Interchange Control Version Number <u>Code Name</u> 00401 Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997	M	ID	5/5
ISA13	I12	Interchange Control Number	M	N0	9/9
ISA14	I13	Acknowledgment Requested <u>Code Name</u> 0 No Acknowledgment Requested 1 Interchange Acknowledgment Requested	M	ID	1/1
ISA15	I14	Usage Indicator <u>Code Name</u> P Production Data T Test Data	M	ID	1/1
ISA16	I15	Component Element Separator Power & Telephone will use: <i>3E - ">" will be used as the component element separator</i>	M		1/1

EXAMPLE:

ISA *00* *00* *01*034788521 *ZZ*your ID *990601*1200*U*00401*000000020*0*P*>~

GS Functional Group Header

Pos:	Max: 1
- Mandatory	
Loop: N/A	Elements: 8

To indicate the beginning of a functional group and to provide control information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
GS01	479	Functional Identifier Code <u>Code Name</u> PO Purchase Order (850)	M	ID	2/2
GS02	142	Application Sender's Code Power & Telephone will use: <i>Same information found in ISA06 without blanks or spaces</i>	M	AN	2/15
GS03	124	Application Receiver's Code Power & Telephone will use: <i>Element mutually agreed upon between Power & Telephone and Trading Partner</i>	M	AN	2/15
GS04	373	Date Power & Telephone will use: <i>Date expressed as CCYYMMDD eg. "19990601" for June 1, 1999</i>	M	DT	8/8
GS05	337	Time	M	TM	4/8
GS06	28	Group Control Number	M	N0	1/9
GS07	455	Responsible Agency Code <u>Code Name</u> X Accredited Standards Committee X12	M	ID	1/2
GS08	480	Version / Release / Industry Identifier Code <u>Code Name</u> 004010 Draft Standards Approved for Publication by ASC X12 Procedures Review Board through October 1997	M	AN	1/12

Semantics:

- GS04 is the group date.
- GS05 is the group time.
- The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.

Comments:

- A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.

EXAMPLE:

*GS*PO*034788521*your ID*19990601*1200*10*X*004010~*

ST Transaction Set Header

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

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>
ST01	143	Transaction Set Identifier Code	M	ID	3/3
		<u>Code</u> <u>Name</u>			
		850 Purchase Order			
ST02	329	Transaction Set Control Number	M	AN	4/9

Semantics:

- The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

EXAMPLE:

ST*850*0001~

BEG Beginning Segment for Purchase Order

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 8

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>
BEG01	353	Transaction Set Purpose Code <u>Code Name</u> 00 Original	M	ID	2/2
BEG02	92	Purchase Order Type Code <u>Code Name</u> DR Direct Ship DS Dropship* NE New Order <i>*Note: when BEG02 = 'DS' you must use the address sent in the 'ST' NI loop as the shipping address.</i>	M	ID	2/2
BEG03	324	Purchase Order Number	M	AN	1/22
BEG04	328	Release Number	O	AN	1/30
BEG05	373	Date Power & Telephone will use: <i>Date expressed as CCYYMMDD eg. "19990601" for June 1, 1999</i>	M	DT	8/8
BEG06	367	Contract Number	O	AN	1/30
BEG07	587	Acknowledgment Type <u>Code Name</u> AC Acknowledge - With Detail and Change NA No Acknowledgment Needed	O	ID	2/2
BEG08	1019	Invoice Type Code <u>Code Name</u> IBM Invoice By Mail IEL Invoice Electronically	O	ID	3/3

Semantics:

- BEG05 is the date assigned by the purchaser to purchase order.

EXAMPLE:

BEG*00*NE*01-100323**19990601**NA*IBM~

REF Reference Identification

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

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>
REF01	128	Reference Identification Qualifier	M	ID	2/3
		<u>Code</u> <u>Name</u>			
		BU Buyer's Approval Mark			
		PO Purchase Order Number			
		Q1 Quote Number			
		RQ Purchase Requisition Number			
REF02	127	Reference Identification	C	AN	1/30
REF03	352	Description	C	AN	1/80

Syntax:

R0203 -- At least one of REF02 or REF03 is required.

Semantics:

- REF04 contains data relating to the value cited in REF02.

EXAMPLE:

REF*RQ*01-100323*Requisition Number~
 REF*PO*01-100323*Purchase Order Number~
 REF*Q1*123456*Vendor's Quote Number~
 REF*BU*HLJ*Buyer~

FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 5

To specify transportation instructions relating to shipment

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
FOB01	146	Shipment Method of Payment	M	ID	2/2
		<u>Code Name</u>			
		CC Collect			
		DF Defined by Buyer and Seller			
		PC Prepaid but Charged to Customer			
		PP Prepaid (by Seller)			
		PU Pickup			
FOB02	309	Location Qualifier	C	ID	1/2
		<u>Code Name</u>			
		ZZ Mutually Defined			
FOB03	352	Description	O	AN	1/80
FOB08	54	Risk of Loss Code	O	ID	2/2
		<u>Code Name</u>			
		BY Risk of Loss in Transit to Destination is Buyer's			
		SE Risk of Loss in Transit to Destination is Seller's			
		ZZ Mutually Defined			
FOB09	352	Description	C	AN	1/80

Syntax:

- C0302 -- If FOB03 is present, then FOB02 is required
- C0405 -- If FOB04 is present, then FOB05 is required
- C0706 -- If FOB07 is present, then FOB06 is required
- C0809 -- If FOB08 is present, then FOB09 is required

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

EXAMPLE:

*FOB*DF*ZZ*Metropolis, ST*****BY*RESPONSIBILITY OF RISK OF LOSS ~*

SAC Service, Promotion, Allowance, or Charge Information

Pos: 120	Max: 1
Heading - Optional	
Loop: SAC	Elements: 10

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SAC01	248	Allowance or Charge Indicator	M	ID	1/1
		<u>Code Name</u>			
		A Allowance			
		C Charge			
		N No Allowance or Charge			
		P Promotion			
		Q Charge Request			
		R Allowance Request			
		S Service			
SAC05	610	Amount	O	N2	1/15
SAC06	378	Allowance/Charge Percent Qualifier	C	ID	1/1
		<u>Code Name</u>			
		1 Item List Cost			
		2 Item Net Cost			
		3 Discount/Gross			
		4 Discount/Net			
		5 Base Price per Unit			
		6 Base Price Amount			
		7 Base Price Amount Less Previous Discount			
		8 Net Monthly On All Invoices Past Due			
		9 Late Payment Charge Base Amount			
		A Fuel Rate			
		Z Mutually Defined			
SAC07	332	Percent	C	R	1/6
SAC08	118	Rate	O	R	1/9
SAC09	355	Unit or Basis for Measurement Code	C	ID	2/2
		<u>Code Name</u>			
		DO Dollars, U.S.			
SAC10	380	Quantity	C	R	1/15
SAC11	380	Quantity	O	R	1/15
SAC12	331	Allowance or Charge Method of Handling Code	O	ID	2/2
		<u>Code Name</u>			
		05 Charge to be Paid by Vendor			
		06 Charge to be Paid by Customer			
		ZZ Mutually Defined			

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SAC13	127	Reference Identification	C	AN	1/30

Syntax:

- R0203 -- At least one of SAC02 or SAC03 is required.
- P0304 -- If either SAC03 or SAC04 are present, then the others are required.
- P0607 -- If either SAC06 or SAC07 are present, then the others are required.
- P0910 -- If either SAC09 or SAC10 are present, then the others are required.
- C1110 -- If SAC11 is present, then SAC10 is required
- L130204 -- If SAC13 is present, then at least one of SAC02 or SAC04 is required.
- C1413 -- If SAC14 is present, then SAC13 is required
- C1615 -- If SAC16 is present, then SAC15 is required

Semantics:

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.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. 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.

EXAMPLE:

SAC*C***109.75**0*0**0*0*06*Restocking Charge~

ITD

Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: >1
Heading - Optional	
Loop: N/A	Elements: 10

To specify terms of sale

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ITD03	338	Terms Discount Percent	O	R	1/6
ITD04	370	Terms Discount Due Date	C	DT	8/8
ITD05	351	Terms Discount Days Due	C	N0	1/3
ITD06	446	Terms Net Due Date	O	DT	8/8
ITD07	386	Terms Net Days	O	N0	1/3
ITD08	362	Terms Discount Amount	O	N2	1/10
ITD09	388	Terms Deferred Due Date	O	DT	8/8
ITD10	389	Deferred Amount Due	C	N2	1/10
ITD11	342	Percent of Invoice Payable	C	R	1/5
ITD12	352	Description	O	AN	1/80

Syntax:

L03040513 -- If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
 L08040513 -- If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
 L091011 -- If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantics:

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.

EXAMPLE:

*ITD**0**0**0**0**0**0*2% 10 DAYS NET 30~*

DTM Date/Time Reference

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

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>
DTM01	374	Date/Time Qualifier	M	ID	3/3
		<u>Code</u> <u>Name</u>			
		004 Purchase Order			
		074 Requested for Delivery (Prior to and Including)			
DTM02	373	Date	C	DT	8/8
		Power & Telephone will use:			
		<i>Date expressed as CCYYMMDD</i>			
		<i>eg. "19990601" for June 1, 1999</i>			

Syntax:

R020305 -- At least one of DTM02, DTM03 or DTM05 is required.

C0403 -- If DTM04 is present, then DTM03 is required

P0506 -- If either DTM05 or DTM06 are present, then the others are required.

EXAMPLE:

*DTM*004*19990601~*

*DTM*074*19990615~*

NOTE:

Power & Tel enforces dates sent at the item level. This date must be reported on outbound 855s to Powe & Tel.

TD5 Carrier Details (Routing Sequence/Transit Time)

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

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>
TD505	387	Routing	C	AN	1/35

Syntax:

- R0204050612 -- At least one of TD502, TD504, TD505, TD506 or TD512 is required.
- C0203 -- If TD502 is present, then TD503 is required
- C0708 -- If TD507 is present, then TD508 is required
- C1011 -- If TD510 is present, then TD511 is required
- C1312 -- If TD513 is present, then TD512 is required
- C1413 -- If TD514 is present, then TD513 is required
- C1512 -- If TD515 is present, then TD512 is required

Semantics:

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.

EXAMPLE:

TD5*****BEST WAY~

N9 Reference Identification

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

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>
N901	128	Reference Identification Qualifier	M	ID	2/3
		<u>Code</u> <u>Name</u>			
		CO Customer Order Number			
N902	127	Reference Identification	C	AN	1/30
		Power & Telephone will use:			
		<i>This element will reference the purchase order number associated with the comment in MSG01 when N901 is qualified with CO</i>			

Syntax:

R0203 -- At least one of N902 or N903 is required.
 C0605 -- If N906 is present, then N905 is required

Semantics:

- N906 reflects the time zone which the time reflects.
- N907 contains data relating to the value cited in N902.

EXAMPLE:

N9*CO*01-100323~

MSG Message Text

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

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>
MSG01	933	Free-Form Message Text	M	AN	1/264
		Power & Telephone will use:			
		<i>Purchase Order Header Comment</i>			

Syntax:

C0302 -- If MSG03 is present, then MSG02 is required

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

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.

EXAMPLE:

*MSG*PURCHASE ORDER HEADER COMMENT~*

N1

Name

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

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>
N101	98	Entity Identifier Code	M	ID	2/3
		<u>Code Name</u>			
		BT Bill-to-Party			
		ST Ship To			
		VN Vendor			
N102	93	Name	C	AN	1/60
N103	66	Identification Code Qualifier	C	ID	1/2
		<u>Code Name</u>			
		1 D-U-N-S Number, Dun & Bradstreet*			
		12 Telephone Number (Phone)			
		92 Assigned by Buyer or Buyer's Agent			
		ZZ Mutually Defined			

*Note: when N013 = 1 – you must use the address sent in the 'ST' N1 loop as the shipping address. This is only used when BEG02 is 'DS'

N104	67	Identification Code	C	AN	2/80
		Power & Telephone will use:			
		<i>The following short codes to identify Power & Telephone's Distribution Centers whenever "92" is used in N103:</i>			
		<i>02 - Lexington, NC Distribution Center</i>			
		<i>03 - Memphis, TN Distribution Center</i>			
		<i>07 - Reamstown, PA Distribution Center</i>			
		<i>09 - Des Moines, IA Distribution Center</i>			
		<i>11 - Dallas, TX Distribution Center</i>			
		<i>15 - Portland, OR Distribution Center</i>			
		<i>16 - Miami, FL Distribution Center</i>			
		<i>17 - Los Angeles, CA Distribution Center</i>			
		<i>24 – Memphis Cable Center</i>			
		<i>25 - Madison Group, Memphis, TN</i>			
		<i>27-Cincinnati, OH Distribution Center</i>			
		<i>28-Scranton,PA Distribution Center</i>			
		Power & Telephone International will use:			
		<i>01- Burlington, Canada</i>			
		<i>02- Dartmouth, Canada</i>			
		<i>03-Eastlink MM , Canada</i>			

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
		04-Bell Montreal, Canada			
		05-Bell Toronto, Canada			
		06-Eastlink MMP, Canada			
		07-Saskatchewan VM, Canada			
		21-Mexico City, Mexico			

For a complete list of Power & Telephone's Distribution Center addresses please contact the EDI help desk at edi@ptsupply.com

Syntax:

R0203 -- At least one of N102 or N103 is required.
 P0304 -- If either N103 or N104 are present, then the others are required.

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.

EXAMPLE:

*NI*ST*POWER & TELEPHONE SUPPLY*92*03~*

N3

Address Information

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

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>
N301	166	Address Information	M	AN	1/55
N302	166	Address Information	O	AN	1/55

EXAMPLE:

N3*2673 YALE AVE~

N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

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>
N401	19	City Name	O	AN	2/30
N402	156	State or Province Code	O	ID	2/2
N403	116	Postal Code	O	ID	3/15
N404	26	Country Code	O	ID	2/3
N405	309	Location Qualifier	C	ID	1/2
		<u>Code</u> <u>Name</u>			
		SP State/Province			
N406	310	Location Identifier	O	AN	1/30

Syntax:

C0605 -- If N406 is present, then N405 is required

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.

EXAMPLE:

*N4*MEMPHIS*TN*38182-0383**SP*TN~*

PO1 Baseline Item Data

 Pos: 010 Max: 1
 Detail - Mandatory
 Loop: PO1 Elements: 9

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>
PO101	350	Assigned Identification	O	AN	1/20
PO102	330	Quantity Ordered	C	R	1/15
PO103	355	Unit or Basis for Measurement Code	O	ID	2/2
		<u>Code</u> <u>Name</u>			
		BX Box			
		EA Each			
		FT Foot			
		HU Hundred			
		HW Hundred Weight (Long)			
		LB Pound			
		MR Meter			
		PK Package			
		PR Pair			
		SH Sheet			
		TH Thousand			
		TL Thousand Feet (Linear)			
PO104	212	Unit Price	C	R	1/17
PO105	639	Basis of Unit Price Code	O	ID	2/2
		<u>Code</u> <u>Name</u>			
		TP Price per Thousand			
		HP Price per Hundred			
		HT Price Per 100,000			
		PE Price per Each			
		PF Price Per Foot			
		QE Quoted Price Per Each*			
PO106	235	Product/Service ID Qualifier	C	ID	2/2
		<u>Code</u> <u>Name</u>			
		BP Buyer's Part Number			
		PN Company Part Number			
PO107	234	Product/Service ID	C	AN	1/48
PO108	235	Product/Service ID Qualifier	C	ID	2/2
		<u>Code</u> <u>Name</u>			
		VP Vendor's (Seller's) Part Number			
		VN Vendor's (Seller's) Item Number			
PO109	234	Product/Service ID	C	AN	1/48

Syntax:

C0302 -- If PO103 is present, then PO102 is required
C0504 -- If PO105 is present, then PO104 is required
P0607 -- If either PO106 or PO107 are present, then the others are required.
P0809 -- If either PO108 or PO109 are present, then the others are required.
P1011 -- If either PO110 or PO111 are present, then the others are required.
P1213 -- If either PO112 or PO113 are present, then the others are required.
P1415 -- If either PO114 or PO115 are present, then the others are required.
P1617 -- If either PO116 or PO117 are present, then the others are required.
P1819 -- If either PO118 or PO119 are present, then the others are required.
P2021 -- If either PO120 or PO121 are present, then the others are required.
P2223 -- If either PO122 or PO123 are present, then the others are required.
P2425 -- If either PO124 or PO125 are present, then the others are required.

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.

EXAMPLE:

*PO1*10*I*EA*100.00*PE*BP*A100*VP*UX-103~*

PID Product/Item Description

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

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>
PID01	349	Item Description Type	M	ID	1/1
		<u>Code</u> <u>Name</u>			
		F Free-form			
PID05	352	Description	C	AN	1/80

Syntax:

- C0403 -- If PID04 is present, then PID03 is required
- R0405 -- At least one of PID04 or PID05 is required.
- C0703 -- If PID07 is present, then PID03 is required
- C0804 -- If PID08 is present, then PID04 is required
- C0905 -- If PID09 is present, then PID05 is required

Semantics:

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.

EXAMPLE:

*PID*F****A100's description~*

REF Reference Identification

Pos: 100	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

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>
REF01	128	Reference Identification Qualifier	M	ID	2/3
		<u>Code</u> <u>Name</u>			
		CT Contract Number			
REF02	127	Reference Identification	C	AN	1/30
REF03	352	Description	C	AN	1/80

Syntax:

R0203 -- At least one of REF02 or REF03 is required.

Semantics:

- REF04 contains data relating to the value cited in REF02.

EXAMPLE:

*REF*CT*123456A*Contract Number~*

SAC Service, Promotion, Allowance, or Charge Information

Pos: 130	Max: 1
Detail - Optional	
Loop: SAC	Elements: 10

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SAC01	248	Allowance or Charge Indicator	M	ID	1/1
		<u>Code Name</u>			
		A Allowance			
		C Charge			
		P Promotion			
		Q Charge Request			
		S Service			
SAC05	610	Amount	O	N2	1/15
SAC06	378	Allowance/Charge Percent Qualifier	C	ID	1/1
		<u>Code Name</u>			
		1 Item List Cost			
		2 Item Net Cost			
		3 Discount/Gross			
		4 Discount/Net			
		5 Base Price per Unit			
		6 Base Price Amount			
		7 Base Price Amount Less Previous Discount			
		8 Net Monthly On All Invoices Past Due			
		9 Late Payment Charge Base Amount			
		A Fuel Rate			
		Z Mutually Defined			
SAC07	332	Percent	C	R	1/6
SAC08	118	Rate	O	R	1/9
SAC09	355	Unit or Basis for Measurement Code	C	ID	2/2
		<u>Code Name</u>			
		DO Dollars, U.S.			
SAC10	380	Quantity	C	R	1/15
SAC11	380	Quantity	O	R	1/15
SAC12	331	Allowance or Charge Method of Handling Code	O	ID	2/2
		<u>Code Name</u>			
		05 Charge to be Paid by Vendor			
		06 Charge to be Paid by Customer			
		ZZ Mutually Defined			
SAC13	127	Reference Identification	C	AN	1/30

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
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Syntax:

- R0203 -- At least one of SAC02 or SAC03 is required.
- P0304 -- If either SAC03 or SAC04 are present, then the others are required.
- P0607 -- If either SAC06 or SAC07 are present, then the others are required.
- P0910 -- If either SAC09 or SAC10 are present, then the others are required.
- C1110 -- If SAC11 is present, then SAC10 is required
- L130204 -- If SAC13 is present, then at least one of SAC02 or SAC04 is required.
- C1413 -- If SAC14 is present, then SAC13 is required
- C1615 -- If SAC16 is present, then SAC15 is required

Semantics:

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.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. 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.

EXAMPLE:

SAC*C****109.75*****06*Restocking Charge~

DTM Date/Time Reference

Pos: 210	Max: 10
Detail - Mandatory	
Loop: PO1	Elements: 2

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>
DTM01	374	Date/Time Qualifier	M	ID	3/3
		<u>Code</u> <u>Name</u>			
		010 Requested Ship			
		074 Requested for Delivery (Prior to and Including)			
DTM02	373	Date	C	DT	8/8
		Power & Telephone will use:			
		<i>Date expressed as CCYYMMDD</i>			
		<i>eg. "19990601" for June 1, 1999</i>			

Syntax:

R020305 -- At least one of DTM02, DTM03 or DTM05 is required.

C0403 -- If DTM04 is present, then DTM03 is required

P0506 -- If either DTM05 or DTM06 are present, then the others are required.

EXAMPLE:

*DTM*010*19990601~*

NOTE:

Power & Tel enforces dates sent at the item level. This date must be reported on outbound 855s to Powe & Tel.

N9 Reference Identification

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

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>
N901	128	Reference Identification Qualifier	M	ID	2/3
		<u>Code</u> <u>Name</u>			
		BV Purchase Order Line Item Identifier (Buyer)			
N902	127	Reference Identification	C	AN	1/30
		Power & Telephone will use:			
		<i>This element will reference the line item associated with the comment in MSG01 when N901 is qualified with BV</i>			

Syntax:

R0203 -- At least one of N902 or N903 is required.
 C0605 -- If N906 is present, then N905 is required

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

EXAMPLE:

N9*BV*1~

MSG Message Text

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

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>
MSG01	933	Free-Form Message Text	M	AN	1/264
		Power & Telephone will use:			
		<i>Line Item Comment</i>			

Syntax:

C0302 -- If MSG03 is present, then MSG02 is required

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

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.

EXAMPLE:

*MSG*LINE ITEM COMMENT~*

AMT Monetary Amount

 Pos: 600 Max: 1
 Detail - Optional
 Loop: AMT Elements: 3

To indicate the total monetary amount

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
AMT01	522	Amount Qualifier Code	M	ID	1/3
		<u>Code</u> <u>Name</u>			
		I Line Item Total			
AMT02	782	Monetary Amount	M	R	1/18
AMT03	478	Credit/Debit Flag Code	O	ID	1/1
		<u>Code</u> <u>Name</u>			
		C Credit			
		D Debit			

EXAMPLE:

AMT*1*100.00~

CTT Transaction Totals

 Pos: 010 Max: 1
 Summary - Optional
 Loop: CTT Elements: 2

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>
CTT01	354	Number of Line Items	M	N0	1/6
CTT02	347	Hash Total	O	R	1/10

Syntax:

P0304 -- If either CTT03 or CTT04 are present, then the others are required.
 P0506 -- If either CTT05 or CTT06 are present, then the others are required.

Comments:

1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

EXAMPLE:

*CTT*2*2~*

AMT Monetary Amount

Pos: 020	Max: 1
Summary - Optional	
Loop: CTT	Elements: 3

To indicate the total monetary amount

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
AMT01	522	Amount Qualifier Code	M	ID	1/3
		<u>Code</u> <u>Name</u>			
		TT Total Transaction Amount			
AMT02	782	Monetary Amount	M	R	1/18
AMT03	478	Credit/Debit Flag Code	O	ID	1/1
		<u>Code</u> <u>Name</u>			
		C Credit			
		D Debit			

EXAMPLE:

AMT*TT*300.00~

SE Transaction Set Trailer

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

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>
SE01	96	Number of Included Segments	M	N0	1/10
SE02	329	Transaction Set Control Number	M	AN	4/9

Comments:

- SE is the last segment of each transaction set.

EXAMPLE:

SE*38*0001~

GE Functional Group Trailer

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

To indicate the end of a functional group and to provide control information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
GE01	97	Number of Transaction Sets Included	M	N0	1/6
GE02	28	Group Control Number	M	N0	1/9

Semantics:

- The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header, GS06.

Comments:

- The use of identical data interchange control numbers in the associated functional group header and trailer is designed to maximize functional group integrity. The control number is the same as that used in the corresponding header.

EXAMPLE:

*GE*1*10~*

IEA Interchange Control Trailer

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

To define the end of an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
IEA01	I16	Number of Included Functional Groups	M	N0	1/5
IEA02	I12	Interchange Control Number	M	N0	9/9

EXAMPLE:

IEA*1*000000020~



**POWER & TELEPHONE SUPPLY COMPANY
CONTACT LIST**

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Power & Telephone Supply Company will use the Softshare VAN as its VAN services provider. Please use the following trading partner ID and qualifiers for Power & Telephone Supply Company:

01/034788521 production
01/034788521T test