



850 - PURCHASE ORDER
Specification and Vendor Reference Guide
EDI ANSI X12 4010

VCS 850 Specification - Revision: January 11, 2011

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Set-Up and Contact Information

Communications

ISA Receiver ID Qualifier

ZZ

ISA Receiver ID

DEDIFSCVCSP

GS Receiver ID

DEDIFSCVCSP

Connectivity

Direct connection via sFTP protocol

Direct connection via AS2 protocol

VAN

Contact Information

Direct EDI has a team of specialists dedicated to guiding you through the VCS EDI enablement process. You can always reach us via email edi.vcs@directedi.com

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.

Notes:

1. Use this transaction set to issue procurement instruments to include Purchase/Delivery Orders and contracts for federal government purchases.

2. Use, if applicable, segments in Table 1 when the order contains one line item or multiple line items and the data to all the line items. Use the corresponding segments in Table 2 when the order contains multiple line items and the data varies among the line items.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BEG	Beginning Segment for Purchase Order	M	1		
	050	REF	Reference Numbers	O	1		
	110	CSH	Header Sale Condition	O	1		
	150	DTM	Date/Time Reference	O	3		
						1	
	295	N9	Reference Identification	O	1		
	300	MSG	Message Text	O	1		
						2	
Must Use	310	N1	Name	M	1		
	330	N3	Address Information	O	1		
	340	N4	Geographic Location	O	1		

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						100000	
Must Use	010	PO1	Baseline Item Data	M	1		n2
						1000	
	050	PID	Product/Item Description	O	1		
	080	MSG	Message Text	O	25		

Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
4010							

850 Purchase Order						
Must Use	010	CTT	Transaction Totals	M	1	n5
Must Use	030	SE	Transaction Set Trailer	M	1	

Transaction Set Notes

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 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).
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set Refer to 003040 Data Element Dictionary for acceptable code values.	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>Sender assigned</i>	M AN 4/9

Segment: **BEG** Beginning Segment for Purchase Order
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original	M ID 2/2
Must Use	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order <i>Use to identify the type of procurement instrument represented by this transaction set.</i> SA Stand Alone	M ID 2/2
Must Use	BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
Must Use	BEG05	323	Purchase Order Date Date assigned by the purchaser to Purchase Order <i>Format is YYYYMMDD.</i>	M DT 8/8

Segment: **REF** Reference Numbers
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify identifying numbers.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	Reference Number Qualifier Code qualifying the Reference Number. KY Site Specific Procedures, Terms, And Conditions (Ship t to REF02 = S – Store, W – Warehouse)	M ID 2/2
Must Use	REF02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30

Segment: **CSH** Header Sale Condition
Position: 110
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify general conditions or requirements of the sale
Syntax Notes: 1 If CSH02 is present, then CSH03 is required.
 2 If either CSH06 or CSH07 is present, then the other is required.
Semantic Notes: 1 CSH04 is the account number to which the purchase amount is to be charged.
Comments:

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
CSH01	563	Sales Requirement Code	O ID 1/2
		N No Back Order	

Segment: **DTM** Date/Time Reference
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 DTM03 or DTM06 is required.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time	M ID 3/3
			001 Cancel After	
			002 Requested Delivery	
			037 Ship Not Before	
Must Use	DTM02	373	Date Date (YYYYMMDD)	X DT 8/8

Segment: **N9 Reference Identification**
Position: 295
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N901	128	Reference Identification Qualifier Code identifying an organizational entity, a physical location, or an individual L1 Letters or Notes	M ID 2/3
Must Use	N902	127	Reference Identification "Letters or Notes". See MSG segment	X AN 1/30

Segment: **MSG** Reference Identification
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To provide a free-form format that allows the transmission of text information

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264

- Segment:** **N1** Name
- Position:** 310
- Loop:** N1 Optional
- Level:** Heading
- Usage:** Optional
- Max Use:** 1
- Purpose:** To identify a party by type of organization, name, and code
- Syntax Notes:**
- 1 At least one of N102 or N103 is required.
 - 2 If either N103 or N104 is present, then the other is required.
- Semantic Notes:**
- 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 A "090" in the N104 element indicates a Special Order. Vendor should ship to the address specified in the N1, N3, and N4 segments, which may be either a VCS canteen or a customer's home address.

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	N101	98 Entity Identifier Code Code identifying an organizational entity, a physical location, or an individual VN Selling Party ST Ship To	M ID 2/2
	N102	93 Name Free-form name	X AN 1/35
Must Use	N103	66 Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 92 Assigned by Buyer or Buyer's Agent	X ID 1/2
Must Use	N104	67 Identification Code Code identifying a party or other code	X AN 2/17

- Identification Code – assigned by VCS**
- *Vendor Number (N101 = VN)*
 - *VCS Location Number (N101 = ST)*

Segment: **N3 Address Information**
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**
Position: 340
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
 2 At least one of the N401 or N405 must be present
 3 If N401 is present, then N402 is required.

Semantic Notes:
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 USA or Canada.

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
N401	19 City Name Free-form text for city name	O AN 2/19
N402	156 State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 4/9
N404	26 Country Code Code identifying the country Code which identifies a specific location	O ID 2/2

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 PO106 is present, then PO107 is required.

Semantic Notes:
Comments: 1 See the Data Dictionary for a complete list of ID's.
 2 PO101 is the line item identification.

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
	PO101	350 Assigned Identification	O AN 1/11
Must Use	PO102	330 Quantity Ordered Quantity ordered	X R 1/9
Must Use	PO103	355 Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O ID 2/2
	PO104	212 Unit Price Price per unit of product, service, commodity, etc.	X R 1/14
Must Use	PO105	639 Basis of Unit Price Code Code identifying the type of unit price for an item WE Wholesale Price per each	O ID 2/2
Must Use	PO106	235 Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) UK GTIN (1-2-5-5-1) BP VCS Part Number EN European Article Number (EAN) (2-5-5-1) UP U.P.C. Consumer Package Code (1-5-5-1)	X ID 2/2
Must Use	PO107	234 Product/Service ID Identifying number for a product or service	X AN 1/30

Segment: **PID** Product/Item Description
Position: 050
Loop: PID Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To describe a product or process in coded or free-form format
Syntax Notes:
 1 If PID04 is present, then PID03 is required.
 2 At least one of PID04 or PID05 is required.
Semantic Notes:
 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.
Comments:
 1 If PID01 = ``F", then PID05 is used. If PID01 = ``S", then PID04 is used. If PID01 = ``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.

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
Must Use	PID05	352 Description A free-form description to clarify the related data elements and their content <i>Descriptions such as general, dangerous article, remarks.</i> <i>Used on Oracle POs</i>	X AN 1/80

Segment: **MSG** Message Text
Position: 289
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 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.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	MSG01	933	Free-Form Message Text	M AN 1/264

Segment: **CTT** Transaction Totals
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
 2 If CTT05 is present, then CTT06 is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
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.

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
Must Use	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
Must Use	SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9