

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.

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> |
|---------------------|-----------|--------------------------------------|------------|----------------|---------------|--------------|--------------|
| 010 | ST | Transaction Set Header | M | 1 | | | Must use |
| 020 | BEG | Beginning Segment for Purchase Order | M | 1 | | | Must use |
| 150 | DTM | Date/Time Reference | O | 10 | | | Used |
| LOOP ID - N1 | | | | | 200 | | |
| 310 | N1 | Name | O | 1 | | | Used |
| 330 | N3 | Address Information | O | 2 | | | Used |
| 340 | N4 | Geographic Location | O | >1 | | | Used |

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> |
|----------------------|-----------|--------------------------|------------|----------------|---------------|----------------|--------------|
| LOOP ID - PO1 | | | | | 100000 | N2/010L | |
| 010 | PO1 | Baseline Item Data | M | 1 | | N2/010 | Must use |
| LOOP ID - PID | | | | | 1000 | | |
| 050 | PID | Product/Item Description | O | 1 | | | Used |

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> |
|----------------------|-----------|-------------------------|------------|----------------|---------------|----------------|--------------|
| LOOP ID - CTT | | | | | 1 | N3/010L | |
| 010 | CTT | Transaction Totals | O | 1 | | N3/010 | Used |
| 030 | SE | Transaction Set Trailer | M | 1 | | | Must use |

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

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> |
|------------|-----------|---|------------|----------------|----------------|--------------|
| ST01 | 143 | Transaction Set Identifier Code | M | ID | 3/3 | Must use |
| | | Description: Code uniquely identifying a Transaction Set | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | 850 | | Purchase Order | | |
| ST02 | 329 | Transaction Set Control Number | M | AN | 4/9 | Must use |
| | | Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | | | | |

Semantics:

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).

BEG Beginning Segment for Purchase Order

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

User Option (Usage): Must use

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> |
|------------|-----------|---|------------|-------------------|----------------|--------------|
| BEG01 | 353 | Transaction Set Purpose Code | M | ID | 2/2 | Must use |
| | | Description: Code identifying purpose of transaction set | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | 00 | | Original | | |
| BEG02 | 92 | Purchase Order Type Code | M | ID | 2/2 | Must use |
| | | Description: Code specifying the type of Purchase Order | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | DS | | Dropship | | |
| | | SA | | Stand-alone Order | | |
| BEG03 | 324 | Purchase Order Number | M | AN | 1/22 | Must use |
| | | Description: Identifying number for Purchase Order assigned by the orderer/purchaser | | | | |
| BEG05 | 373 | Date | M | DT | 8/8 | Must use |
| | | Description: Date expressed as CCYYMMDD | | | | |

Semantics:

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

DTM Date/Time Reference

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

User Option (Usage): Used

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> |
|------------|-----------|---|------------|--------------------|----------------|--------------|
| DTM01 | 374 | Date/Time Qualifier | M | ID | 3/3 | Must use |
| | | Description: Code specifying type of date or time, or both date and time | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | 002 | | Delivery Requested | | |
| DTM02 | 373 | Date | X | DT | 8/8 | Used |
| | | Description: Date expressed as CCYYMMDD | | | | |

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

Loop N1

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

User Option (Usage): Used

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 |
| 330 | N3 | Address Information | O | 2 | | Used |
| 340 | N4 | Geographic Location | O | >1 | | Used |

N1

Name

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

User Option (Usage): Used

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> |
|------------|-----------|---|------------|--|----------------|--------------|
| N101 | 98 | Entity Identifier Code | M | ID | 2/3 | Must use |
| | | Description: Code identifying an organizational entity, a physical location, property or an individual | | | | |
| | | Code | | Name | | |
| | | BS | | Bill and Ship To | | |
| | | BY | | Buying Party (Purchaser) | | |
| | | DS | | Distributor | | |
| | | ST | | Ship To | | |
| N102 | 93 | Name | X | AN | 1/60 | Used |
| | | Description: Free-form name | | | | |
| N103 | 66 | Identification Code Qualifier | X | ID | 1/2 | Used |
| | | Description: Code designating the system/method of code structure used for Identification Code (67) | | | | |
| | | Code | | Name | | |
| | | 9 | | D-U-N-S+4, D-U-N-S Number with Four Character Suffix | | |
| | | 11 | | Drug Enforcement Administration (DEA) | | |
| | | 92 | | Assigned by Buyer or Buyer's Agent | | |
| N104 | 67 | Identification Code | X | AN | 2/80 | Used |
| | | Description: Code identifying a party or other code | | | | |

Syntax Rules:

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

N3 Address Information

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

User Option (Usage): Used

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> |
|------------|-----------|---|------------|-------------|----------------|--------------|
| N301 | 166 | Address Information Description: Address information | M | AN | 1/55 | Must use |
| N302 | 166 | Address Information Description: Address information | O | AN | 1/55 | Used |

N4 Geographic Location

| | |
|--------------------|-------------|
| Pos: 340 | Max: >1 |
| Heading - Optional | |
| Loop: N1 | Elements: 3 |

User Option (Usage): Used

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> |
|--|-----------|-------------------------------|------------|-------------|----------------|--------------|
| N401 | 19 | City Name | O | AN | 2/30 | Used |
| Description: Free-form text for city name | | | | | | |
| N402 | 156 | State or Province Code | O | ID | 2/2 | Used |
| Description: Code (Standard State/Province) as defined by appropriate government agency | | | | | | |
| N403 | 116 | Postal Code | O | ID | 3/15 | Used |
| Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | | | | | | |

Syntax Rules:

1. 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.

Loop PO1

| | |
|--------------------------------|---------------------------|
| Pos: 010 | Repeat: 100000 |
| Mandatory | |
| Loop: PO1 Elements: N/A | |

User Option (Usage): Must use

To specify basic and most frequently used line item data

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 | PO1 | Baseline Item Data | M | 1 | | Must use |
| 050 | | Loop PID | O | | 1000 | Used |

PO1 Baseline Item Data

| | |
|--------------------|-------------|
| Pos: 010 | Max: 1 |
| Detail - Mandatory | |
| Loop: PO1 | Elements: 8 |

User Option (Usage): Must use

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> |
|------------|-----------|--|------------|--|----------------|--------------|
| PO101 | 350 | Assigned Identification | O | AN | 1/20 | Used |
| | | Description: Alphanumeric characters assigned for differentiation within a transaction set | | | | |
| PO102 | 330 | Quantity Ordered | X | R | 1/15 | Used |
| | | Description: Quantity ordered | | | | |
| PO103 | 355 | Unit or Basis for Measurement Code | O | ID | 2/2 | Used |
| | | Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | CA | | Case | | |
| | | EA | | Each | | |
| PO104 | 212 | Unit Price | X | R | 1/17 | Used |
| | | Description: Price per unit of product, service, commodity, etc. | | | | |
| PO106 | 235 | Product/Service ID Qualifier | X | ID | 2/2 | Used |
| | | Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | MG | | Manufacturer's Part Number | | |
| | | VA | | Vendor's Style Number | | |
| | | VC | | Vendor's (Seller's) Catalog Number | | |
| | | VI | | Vary Item Product Number | | |
| | | VN | | Vendor's (Seller's) Item Number | | |
| | | VP | | Vendor's (Seller's) Part Number | | |
| PO107 | 234 | Product/Service ID | X | AN | 1/48 | Used |
| | | Description: Identifying number for a product or service | | | | |
| PO108 | 235 | Product/Service ID Qualifier | X | ID | 2/2 | Used |
| | | Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | CB | | Buyer's Catalog Number | | |
| | | IN | | Buyer's Item Number | | |
| | | N4 | | National Drug Code in 5-4-2 Format | | |
| | | ND | | National Drug Code (NDC) | | |
| | | PI | | Purchaser's Item Code | | |
| | | UP | | U.P.C. Consumer Package Code (1-5-5-1) | | |
| PO109 | 234 | Product/Service ID | X | AN | 1/48 | Used |

Description: Identifying number for a product or service

Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 is present, then the other is 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.

Loop PID

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

User Option (Usage): Used

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

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> |
|------------|-----------|--|------------|-------------|----------------|--------------|
| PID01 | 349 | Item Description Type | M | ID | 1/1 | Must use |
| | | Description: Code indicating the format of a description | | | | |
| | | <u>Code</u> | | <u>Name</u> | | |
| | | F | | Free-form | | |
| PID05 | 352 | Description | X | AN | 1/80 | Used |
| | | Description: A free-form description to clarify the related data elements and their content | | | | |

Syntax Rules:

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.
3. C0703 - If PID07 is present, then PID03 is required.
4. C0804 - If PID08 is present, then PID04 is required.
5. 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.

Loop CTT

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

User Option (Usage): Used

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

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> |
|------------|-----------|----------------------|------------|-------------|----------------|--------------|
| CTT01 | 354 | Number of Line Items | M | NO | 1/6 | Must use |

Description: Total number of line items in the transaction set

Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

Comments:

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

SE Transaction Set Trailer

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

User Option (Usage): Must use

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> |
|------------|-----------|---|------------|-------------|----------------|--------------|
| SE01 | 96 | Number of Included Segments | M | NO | 1/10 | Must use |
| | | Description: Total number of segments included in a transaction set including ST and SE segments | | | | |
| SE02 | 329 | Transaction Set Control Number | M | AN | 4/9 | Must use |
| | | Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | | | | |

Comments:

1. SE is the last segment of each transaction set.