

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:

	<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>
M	010	ST	Transaction Set Header	M	1		
M	020	BEG	Beginning Segment for Purchase Order	M	1		
	060	PER	Administrative Communications Contact	O	3		
						LOOP ID - N9	1000
	295	N9	Reference Identification	O	1		
	300	MSG	Message Text	O	1000		

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>
						LOOP ID - PO1	100000
M	010	PO1	Baseline Item Data	M	1		n1
						LOOP ID - SCH	200
	295	SCH	Line Item Schedule	O	1		n2
	297	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
						LOOP ID - N1	200
	350	N1	Name	O	1		
	370	N3	Address Information	O	2		
	380	N4	Geographic Location	O	1		
						LOOP ID - AMT	>1
	600	AMT	Monetary Amount	O	1		

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>
						LOOP ID - CTT	1
	010	CTT	Transaction Totals	O	1		n3
	020	AMT	Monetary Amount	O	1		n4
M	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. PO102 is required.
2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
3. 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.
4. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

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) is 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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 3/3
M	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	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

Syntax Notes:

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

Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2
M	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2
M	BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
M	BEG05	373	Date Date expressed as CCYYMMDD	M DT 8/8

Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2
	PER02	93	Name Free-form name	O AN 1/60

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
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:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/3
	N903	369	Free-form Description Free-form descriptive text	X AN 1/45

Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
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>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	MSG01	933	Free-Form Message Text	M AN 1/264
			Free-form message text	

- 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 PO120 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 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.

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set	O AN 1/20
PO102	330	Quantity Ordered Quantity ordered	X R 1/15
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 Refer to 004010 Data Element Dictionary for acceptable code values.	O ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc.	X R 1/17
PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item Refer to 004010 Data Element Dictionary for acceptable code values.	O ID 2/2
PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) Refer to 004010 Data Element Dictionary for acceptable code values.	X ID 2/2
PO107	234	Product/Service ID Identifying number for a product or service	X AN 1/48
PO108	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X ID 2/2

PO109 234 Refer to 004010 Data Element Dictionary for acceptable code values.
Product/Service ID X AN 1/48
Identifying number for a product or service

Segment: SCH Line Item Schedule
Position: 295
Loop: SCH Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the data for scheduling a specific line-item
Syntax Notes:

- 1 If SCH03 is present, then SCH04 is required.
- 2 If SCH08 is present, then at least one of SCH09 or SCH10 is required.
- 3 If SCH09 is present, then SCH08 is required.
- 4 If SCH10 is present, then SCH08 is required.

Semantic Notes:

- 1 SCH12 is the schedule identification.

Comments:

- 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	SCH01	380 Quantity Numeric value of quantity	M R 1/15
M	SCH02	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 Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2
M	SCH05	374 Date/Time Qualifier Code specifying type of date or time, or both date and time Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 3/3
M	SCH06	373 Date Date expressed as CCYYMMDD	M DT 8/8
	SCH12	350 Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set	O AN 1/20

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)

Position: 297

Loop: SCH Optional

Level: Detail

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:

- 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.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
TD504	91	Transportation Method/Type Code	X ID 1/2
		Code specifying the method or type of transportation for the shipment Refer to 004010 Data Element Dictionary for acceptable code values.	
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: **N1** Name
Position: 350
Loop: N1 Optional
Level: Detail
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 N105 and N106 further define the type of entity in N101.

Data Element Summary

Ref.	Data	Attributes
<u>Des.</u>	<u>Element</u> <u>Name</u>	<u>ID</u>
M	N101 98 Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/3
	N102 93 Name Free-form name	X AN 1/60

Segment: N3 Address Information
Position: 370
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 380
Loop: N1 Optional
Level: Detail
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.
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 U.S. or Canada.

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30
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 3/15

Segment: **AMT** Monetary Amount
Position: 600
Loop: AMT Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	AMT01	522	Amount Qualifier Code Code to qualify amount Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 1/3
M	AMT02	782	Monetary Amount Monetary amount	M R 1/18

Segment: **CTT** Transaction Totals

Position: 010

Loop: CTT Optional

Level: Summary

Usage: Optional

Max Use: 1

Purpose: To transmit a hash total for a specific element in the transaction set

- Syntax Notes:**
- 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.

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>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6
	CTT02	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. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	O R 1/10

Segment: **AMT** Monetary Amount
Position: 020
Loop: CTT Optional
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	AMT01	522	Amount Qualifier Code Code to qualify amount Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 1/3
M	AMT02	782	Monetary Amount Monetary amount	M R 1/18

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

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
M	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