

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	
	130	ITD	Terms of Sale/Deferred Terms of Sale	O		>1	
	150	DTM	Date/Time Reference	O		10	
LOOP ID - N1						200	
	310	N1	Name	O		1	
	330	N3	Address Information	O		2	
	340	N4	Geographic Location	O		>1	
	360	PER	Administrative Communications Contact	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>
LOOP ID - PO1						100000	
M	010	PO1	Baseline Item Data	M		1	n1
LOOP ID - PID						1000	
	050	PID	Product/Item Description	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	n2
M	030	SE	Transaction Set Trailer	M		1	

Transaction Set Notes

1. PO102 is required.
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: **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:
Notes: Example : ST*850*0001

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	ST01	143	Transaction Set Identifier Code	M ID 3/3
			Code uniquely identifying a Transaction Set	
			850 Purchase Order	
M	ST02	329	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	

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:
Notes:

Example: BEG*00*NE*N8095301**19980430
 BEG*00*OS*8095301**19980430*vendor number (Special Order)

 BEG06 - Used only for Special Orders

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 00 Original	M ID 2/2
M	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order NE New Order OS Special Order	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
	BEG06	367	Vendor Number Contract number vendor number Pep Boys uses for you	O AN 1/30

Segment: **ITD** 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.

Notes:

Example: ITD*01*3*2**60**90

Note: This Segment not used for Special Orders

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
ITD01	336	Terms Type Code	O ID 2/2
		Code identifying type of payment terms	
		01 Basic	
ITD02	333	Terms Basis Date Code	O ID 1/2
		Code identifying the beginning of the terms period	
		3 Invoice Date	
ITD03	338	Terms Discount Percent	O R 1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
ITD05	351	Terms Discount Days Due	X N0 1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned	
ITD07	386	Terms Net Days	O N0 1/3
		Number of days until total invoice amount is due (discount not applicable)	

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 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.

Semantic Notes:

Comments:

Notes:

Example: DTM*002*19980430
 DTM*010*19980427
 DTM*938*20040412 (Special Order Only)

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		002 Delivery Requested	
		010 Requested Ship	
		938 Order	
	DTM02	373 Date	X DT 8/8
		Date expressed as CCYYMMDD	

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 N105 and N106 further define the type of entity in N101.
Notes: Example: N1*ST*PEP BOYS*ZZ*14011

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N101	98 Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		ST Ship To	
	N102	93 Name	X AN 1/60
		Free-form name	
	N103	66 Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		ZZ Mutually Defined	
	N104	67 Identification Code	X AN 2/80
		Code identifying a party or other code	
		N1-04 is the Pep Boys warehouse number(or the Pep Boys store number for drop-ship orders)	

Segment: N3 Address Information
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Example: N3*2640 EAST 45TH STREET

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</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: 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.
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.
Notes: Example: N4*LOS ANGELES*CA*90058

Data Element Summary

<u>Ref.</u>	<u>Data</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: **PER** Administrative Communications Contact
Position: 360
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: >1
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:

Notes:

Example: PER*OC**AD*2155551212
 Note: This segment only used for Special Orders

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
M	PER01	366 Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named OC Order Contact	
	PER03	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number AD Delivery Location Phone	
	PER04	364 Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	

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.

Notes:

Example:
 PO1*009*180*EA***BP*8006747*VP*PF52*UP*03666624066*TP*UMF*MD*02

PO106,PO107,PO110,PO111 - Not used for Special Orders
 PO112,PO113,PO114,PO115 - Used only for Special Orders

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u> <u>Name</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 EA Each	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) BP Buyer's Part Number	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) VP Vendor's (Seller's) Part Number	X ID 2/2
PO109	234 Product/Service ID Identifying number for a product or service	X AN 1/48
PO110	235 Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) EN European Article Number (EAN) (2-5-5-1)	X ID 2/2

		UK	U.P.C./EAN Shipping Container Code (1-2-5-5-1) A 14-digit code that uniquely identifies the manufacturer's shipping unit, including the packaging indicator and check digit; the first digit is the packaging indicator, the next two digits are the number system characters, the next five digits are the manufacturer ID number, the second five digits are the item code, and the final digit is the check digit		
		UP	U.P.C. Consumer Package Code (1-5-5-1)		
		ZZ	Mutually Defined		
PO111	234	Product/Service ID		X	AN 1/48
			Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier		X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		TP	Product Type Code		
PO113	234	Product/Service ID		X	AN 1/48
			Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier		X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MD	Method of Delivery Code		
PO115	234	Product/Service ID		X	AN 1/48
			Identifying number for a product or service		
		01	Ships in 3 - 5 business days		
		02	Ships next business day		
		03	Expedite - 24/48 hour Guarantee		
		04	Two Day Air		
		05	International Ship		
		06	Your Truck		
		07	Pickup		

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.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID04 is required.
- 5 If PID09 is present, then 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.
- 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.

Notes:

Example: PID*F****PART DESCRIPTION

Note: This segment only used for Special Orders

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PID01	349 Item Description Type	M ID 1/1
		Code indicating the format of a description	
		F Free-form	
	PID05	352 Description	X AN 1/80
		A free-form description to clarify the related data elements and their content	

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.
Notes: Example: CTT*5*90

Data Element Summary

Ref.	Data Element	Name	Attributes
M	CTT01	354 Number of Line Items	M N0 1/6
		Total number of line items in the transaction set	
	CTT02	347 Hash Total	O R 1/10
		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.	

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.

Notes: Example: SE*15*0001

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
M	SE02	329	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	