

# 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
<b>LOOP ID - N1</b>			-	-	<b>200</b>	-	-
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>
<b>LOOP ID - PO1</b>			-	-	<b>100000</b>	<b>N2/010L</b>	-
010	PO1	Baseline Item Data	M	1		N2/010	Must use
<b>LOOP ID - PID</b>			-	-	<b>1000</b>	-	-
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>
<b>LOOP ID - CTT</b>			-	-	<b>1</b>	<b>N3/010L</b>	-
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	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Must use
		<b>Description:</b> Code uniquely identifying a Transaction Set				
		<u>Code</u>		<u>Name</u>		
		850		Purchase Order		
ST02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> 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	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code identifying purpose of transaction set				
		<u>Code</u>		<u>Name</u>		
		00		Original		
BEG02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code specifying the type of Purchase Order				
		<u>Code</u>		<u>Name</u>		
		DS		Dropship		
		SA		Stand-alone Order		
BEG03	324	<b>Purchase Order Number</b>	M	AN	1/22	Must use
		<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser				
BEG05	373	<b>Date</b>	M	DT	8/8	Must use
		<b>Description:</b> 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	<b>Date/Time Qualifier</b>	M	ID	3/3	Must use
		<b>Description:</b> Code specifying type of date or time, or both date and time				
		<u>Code</u>		<u>Name</u>		
		002		Delivery Requested		
DTM02	373	<b>Date</b>	X	DT	8/8	Used
		<b>Description:</b> 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**

<b>Pos: 310</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**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	<b>Entity Identifier Code</b>	M	ID	2/3	Must use
		<b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual				
		<b>Code</b>		<b>Name</b>		
		BS		Bill and Ship To		
		BY		Buying Party (Purchaser)		
		DS		Distributor		
		ST		Ship To		
N102	93	<b>Name</b>	X	AN	1/60	Used
		<b>Description:</b> Free-form name				
N103	66	<b>Identification Code Qualifier</b>	X	ID	1/2	Used
		<b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)				
		<b>Code</b>		<b>Name</b>		
		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	<b>Identification Code</b>	X	AN	2/80	Used
		<b>Description:</b> 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	<b>Address Information</b> <b>Description:</b> Address information	M	AN	1/55	Must use
N302	166	<b>Address Information</b> <b>Description:</b> 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	<b>City Name</b>	O	AN	2/30	Used
		<b>Description:</b> Free-form text for city name				
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency				
N403	116	<b>Postal Code</b>	O	ID	3/15	Used
		<b>Description:</b> 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

<b>Pos: 010</b>	<b>Repeat:</b> <b>100000</b>
<b>Mandatory</b>	
<b>Loop: PO1 Elements: N/A</b>	

**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	<b>Assigned Identification</b>	O	AN	1/20	Used
		<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set				
PO102	330	<b>Quantity Ordered</b>	X	R	1/15	Used
		<b>Description:</b> Quantity ordered				
PO103	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Used
		<b>Description:</b> 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	<b>Unit Price</b>	X	R	1/17	Used
		<b>Description:</b> Price per unit of product, service, commodity, etc.				
PO106	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> 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	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO108	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> 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	<b>Product/Service ID</b>	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	<b>Item Description Type</b>	M	ID	1/1	Must use
		<b>Description:</b> Code indicating the format of a description				
		<u>Code</u>		<u>Name</u>		
		F		Free-form		
PID05	352	<b>Description</b>	X	AN	1/80	Used
		<b>Description:</b> 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	<b>Number of Included Segments</b>	M	NO	1/10	Must use
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments				
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> 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.