

850 Purchase Order Version 004010IC

Functional Group=PO

Purpose: 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
040	CUR	Currency	O	1			Used
050	REF	Reference Identification	O	>1			Used
060	PER	Administrative Communications Contact	O	3			Used
080	FOB	F.O.B. Related Instructions	O	>1			Used
130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1			Used

<u>LOOP ID - N9</u>					<u>1000</u>		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used

<u>LOOP ID - N1</u>					<u>200</u>		
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>
<u>LOOP ID - PO1</u>					<u>100000</u>		
010	PO1	Baseline Item Data	M	1			Must use
<u>LOOP ID - CTP</u>					<u>>1</u>		
040	CTP	Pricing Information	O	1			Used
<u>LOOP ID - PID</u>					<u>1000</u>		
050	PID	Product/Item Description	O	1			Used
100	REF	Reference Identification	O	>1			Used
170	TAX	Tax Reference	O	>1			Used
210	DTM	Date/Time Reference	O	10			Used
<u>LOOP ID - SCH</u>					<u>200</u>		
295	SCH	Line Item Schedule	O	1			Used
<u>LOOP ID - N1</u>					<u>200</u>		
350	N1	Name	O	1			Used
370	N3	Address Information	O	2			Used
380	N4	Geographic Location	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>
<u>LOOP ID - CTT</u>					<u>1</u>		
010	CTT	Transaction Totals	O	1			Used

<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>
030	SE	Transaction Set Trailer	M	1			Must use

I/C Note:

This is a sub-set of the ANSI X12 standard for the 850 Purchase Order per the Uniform Code Council, Inc.'s "I/C EDI Industrial /Commercial Conventions and Implementation Guidelines for Electronic Data Interchange" , published in May 1998 .

The version in GS08 is 004010IC.

ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

Purpose: 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>	<u>Rep</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use	1

Description: Code uniquely identifying a Transaction Set

CodeList Summary (Total Codes: 298, Included: 1)

Code Name

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use	1
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Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

I/C Note : The number is sequentially assigned by the sender. The number must be unique within the functional group.

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).

Example:

ST*850*0001~

BEG Beginning Segment for Purchase Order

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

User Option (Usage): Must use

Purpose: 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>	<u>Rep</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use	1
Description: Code identifying purpose of transaction set							
CodeList Summary (Total Codes: 65, Included: 1)							
Code Name							
00 Original							
BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use	1
Description: Code specifying the type of Purchase Order							
CodeList Summary (Total Codes: 69, Included: 2)							
Code Name							
BK Blanket Order (Quantity Firm)							
SA Stand-alone Order							
BEG03	324	Purchase Order Number	M	AN	1/22	Must use	1
Description: Identifying number for Purchase Order assigned by the orderer/purchaser							
Hershey Usage: <i>Hershey's Purchase Order Number is 10 characters long: The value will be numeric with leading zeroes.</i>							
BEG05	373	Date	M	DT	8/8	Must use	1
Description: Date expressed as CCYYMMDD							

Semantics:

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

Example:

*BEG*00*SA*0045172863**20000103~*

CUR Currency

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

Purpose: To specify the currency (dollars, pounds, francs, etc.) used in a transaction

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>	<u>Rep</u>
CUR01	98	Entity Identifier Code	M	ID	2/3	Must use	1

Description: Code identifying an organizational entity, a physical location, property or an individual

CodeList Summary (Total Codes: 1312, Included: 1)

Code Name

BY Buying Party (Purchaser)

CUR02	100	Currency Code	M	ID	3/3	Must use	1
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Description: Code (Standard ISO) for country in whose currency the charges are specified

I/C Note : Refer to ISO 4217 - Codes for Representation of Currencies and Funds (Latest Release) for currency codes.(Available from American National Standards Institute, New York, NY.)

Hershey Usage: Code Values:

CAD Canadian Dollar

USD US Dollar

Example:

CUR*BY*CAD~

I/C Note:

This segment is only used when currency information varies from or is not included in the trading partner agreement

REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

Purpose: To specify identifying information

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>	<u>Rep</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use	1
Description: Code qualifying the Reference Identification							
CodeList Summary (Total Codes: 1503, Included: 1)							
Code Name							
CT Contract Number							
REF02	127	Reference Identification	C	AN	1/30	Must use	1

Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Hershey Usage: *This is the contract number against which the purchase order is placed.*

Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

Example:

REF*CT*0046000121~

PER Administrative Communications Contact

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

Purpose: To identify a person or office to whom administrative communications should be directed

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>	<u>Rep</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use	1
Description: Code identifying the major duty or responsibility of the person or group named							
CodeList Summary (Total Codes: 230, Included: 1)							
Code Name							
OC Order Contact							
PER02	93	Name	O	AN	1/60	Used	1
Description: Free-form name							
PER03	365	Communication Number Qualifier	C	ID	2/2	Used	1
Description: Code identifying the type of communication number							
CodeList Summary (Total Codes: 40, Included: 1)							
Code Name							
TE Telephone							
PER04	364	Communication Number	C	AN	1/80	Used	1
Description: Telephone number of purchase group of the PO document.							
PER05	365	Communication Number Qualifier	C	ID	2/2	Used	1
Description: Code identifying the type of communication number							
CodeList Summary (Total Codes: 40, Included: 1)							
Code Name							
FX Facsimile							
PER06	364	Communication Number	C	AN	1/80	Used	1
Description: Fax number of purchase group of the PO document.							

Example:

PER*OC*JOHN SMITH*TE*321-987-6543*FX*321-9876544~

FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Used

Purpose: To specify transportation instructions relating to shipment

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage	Rep
FOB01	146	Shipment Method of Payment	M	ID	2/2	Must use	1

Description: Code identifying payment terms for transportation charges

CodeList Summary (Total Codes: 28, Included: 8)

Code Name

CC Collect
 DF Defined by Buyer and Seller
 PB Customer Pick-up/Backhaul
 PC Prepaid but Charged to Customer
 PP Prepaid (by Seller)
 PS Paid by Seller
 PU Pickup
 TP Third Party Pay

FOB02	309	Location Qualifier	C	ID	1/2	Used	1
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Description: Code identifying type of location

I/C Note : This indicates who is responsible for providing and paying for transportation.

CodeList Summary (Total Codes: 172, Included: 3)

Code Name

DE Destination (Shipping)
 OR Origin (Shipping Point)
 PL Plant

FOB03	352	Description	O	AN	1/80	Used	1
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Description: A free-form description to clarify the related data elements and their content

Syntax Rules:

1. C0302 - If FOB03 is present, then FOB02 is required.

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.

Example:

FOB*CC~

I/C Note:

This segment is only used when FOB related instructions vary from or are not included in the trading partner agreement.

Hershey Usage:

Hershey, the majority of the time, will transmit "DF" in FOB01, and "PL" in FOB02. The actual Freight terms will be transmitted as text in FOB03.

ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: >1
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

Purpose: To specify terms of sale

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>	<u>Rep</u>
ITD02	333	Terms Basis Date Code	O	ID	1/2	Used	1
Description: Code identifying the beginning of the terms period							
CodeList Summary (Total Codes: 17, Included: 1)							
Code Name							
3 Invoice Date							
ITD03	338	Terms Discount Percent	O	R	1/6	Used	1
Description: Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date							
I/C Note : Include decimal point if not a whole number, e.g., 1.5% is sent as "1.5" and 1% is sent as "1".							
ITD04	370	Terms Discount Due Date	C	DT	8/8	Used	1
Description: Date payment is due if discount is to be earned expressed in format CCYYMMDD							
ITD05	351	Terms Discount Days Due	C	N0	1/3	Used	1
Description: Number of days in the terms discount period by which payment is due if terms discount is earned							
ITD06	446	Terms Net Due Date	O	DT	8/8	Used	1
Description: Date when total invoice amount becomes due expressed in format CCYYMMDD							
ITD07	386	Terms Net Days	O	N0	1/3	Used	1
Description: Number of days until total invoice amount is due (discount not applicable)							

Syntax Rules:

1. L03040513 - If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.

Example:

ITD**3*1**10**30~

I/C Note:

Typically this segment is not used, but may be necessary to reflect variances in terms of payment.

In the transitional period for the I/C sector, from paper to full automated EDI transactions, there may be a perceived need to send text data with the terms. Clearly the goal is to have the entire I/C sector participating in EDI. Therefore, if text data is needed to be sent for terms, ITD12 will contain the free form text. If additional text is needed, additional ITD segments will be used.

Many times deferred terms are specified on the purchase order with only the knowledge the terms are to be based on a date value which is not known, e.g., invoice or delivery date. What is known is the percentage or dollar amount of each deferred installment, and the number of days after the date the terms are based on, that each installment will be due. In these cases, ITD01 will contain code 04, indicating deferred or installment terms and ITD02 will contain the appropriate terms basis date code (most typically code 3 for Invoice Date). ITD07 will contain the number of days after the term basis date that this installment is due.

Either ITD04 or ITD05 may be used, but not both.

Either ITD06 or ITD07 may be used, but not both.

N9 Reference Identification

Pos: 295	Max: 1
Heading - Optional	
Loop: N9	Elements: 2

User Option (Usage): Used

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

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>	<u>Rep</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use	1
Description: Code qualifying the Reference Identification							
CodeList Summary (Total Codes: 1503, Included: 1)							
Code Name							
PO Purchase Order Number							
N902	127	Reference Identification	C	AN	1/30	Used	1
Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier							
Hershey Usage: <i>Example: N9*PO*12345</i>							

Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.

Semantics:

- 1.

MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

User Option (Usage): Used

Purpose: To provide a free-form format that allows the transmission of text information

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>	<u>Rep</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use	1

Description: Free-form message text

Hershey Usage: Example: MSG*Deliver on 01/01/2001

N1 Name

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

User Option (Usage): Used

Purpose: While the N1 Loop is optional, the N1 segment within that loop is mandatory if the loop is 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>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

Description: Code identifying an organizational entity, a physical location, property or an individual

CodeList Summary (Total Codes: 1312, Included: 3)

Code Name

- BT Bill-to-Party
- SE Selling Party
- ST Ship To

N102	93	Name	C	AN	1/60	Used	1
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Description: Free-form name

N103	66	Identification Code Qualifier	C	ID	1/2	Used	1
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Description: Code designating the system/method of code structure used for Identification Code (67)

I/C Note : *DUNS# and DUNS+4 should be considered the primary and preferred method of identifying a location. ID qualifiers 91 and 92 require prior trading partner agreement and should be avoided.*

CodeList Summary (Total Codes: 215, Included: 3)

Code Name

- 1 D-U-N-S Number, Dun & Bradstreet

I/C Note :

A DUNS number is assigned by Dun & Bradstreet to uniquely identify a business location with separate and distinct operations.

Refer to U.S. DUNS Number assignment and lookup services available via EDI, on-line, several types of mainframe and PC media, through a 900 Number Service (900-990-3867), or in print from Dun & Bradstreet Information Services, Bethlehem, PA.

- 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix

I/C Note :

A DUNS+4 number is composed of the DUNS number assigned by Dun & Bradstreet and the 4 digit suffix assigned by the user company to identify a unique location (e.g., plant location, loading dock, department, etc.)

Refer to U.S. DUNS Number assignment and lookup services available via EDI, on-line, several types of mainframe and PC media, through a 900 Number Service (900-990-3867), or in print from Dun & Bradstreet Information Services, Bethlehem, PA.

- 92 Assigned by Buyer or Buyer's Agent

N104	67	Identification Code	C	AN	2/80	Used	1
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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.

Example:

N1*ST**92*HSY0003000195~
N1*ST**1*112233445~

I/C Note:

When a delivery is to a vendor, customer or storage location we will send a '92' qualifier in the N103 and in the N104 we will send 'HSY' plus our 10 digit Partner Number in the N104 for a total of 13 digits. The delivery street, city, state and zip will continue to appear in the N3 and N4 segments. Please cross reference the N104 to the address provided in the N3 and N4 segments.

When the ship to is a drop shipment N103 and N104 are not needed. Therefore complete ship to address must be provided in the N2, N3, and N4 segments.

When the ship to is not a drop shipment and the DUNS number is provided in N104 then N2, N3, and N4 are not needed.

Codes BY and BT in N101 are only needed when specifying a variance from the normal business relationship.

N3 Address Information

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

User Option (Usage): Used

Purpose: 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>	<u>Rep</u>
N301	166	Address Information	M	AN	1/55	Must use	1
		Description: Address information					
N302	166	Address Information	O	AN	1/55	Used	1
		Description: Address information					

Example:

N3*1234 MAPLE ST~

N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

Purpose: 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>	<u>Rep</u>
N401	19	City Name	O	AN	2/30	Used	1
Description: Free-form text for city name							
N402	156	State or Province Code	O	ID	2/2	Used	1
Description: Code (Standard State/Province) as defined by appropriate government agency							
I/C Note : Refer to "National Zip Code and Post Office Directory" for names, abbreviations and codes for the 50 states, the District of Columbia, and the outlying areas of the U.S. (Available from U.S. Postal Service, Washington DC)							
Canada Provinces:							
AB - Alberta, BC - British Columbia, MB - Manitoba, NB New Brunswick, NF - Newfoundland, NS - Nova Scotia, NT - North West Territories, ON - Ontario, PE - Prince Edward Island, PQ - Quebec, SK - Saskatchewan, YT - Yukon							
N403	116	Postal Code	O	ID	3/15	Used	1
Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)							
I/C Note : Refer to "National Zip Code and Post Office Directoryb, Publication 65" for codes. (Available from U.S. Postal Service, Washington DC)							
N404	26	Country Code	O	ID	2/3	Used	1
Description: Code identifying the country							
I/C Note : Code values:							
CA Canada							
MX Mexico							
US United States							
Refer to ISO 3166 - Codes for Representation of Names of Countries (Latest Release) for other two digit alpha country codes.(Available from American National Standards Institute, New York, NY.)							

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.

Example:

N4*APPLE GROVE*CA*98765~

PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 11

User Option (Usage): Must use

Purpose: Both the PO1 Loop and the PO1 segment within the loop are mandatory.

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>	<u>Rep</u>
PO101	350	Assigned Identification	O	AN	1/20	Used	1

Description: Alphanumeric characters assigned for differentiation within a transaction set

Hershey Usage: This element is the order line number. All 5 Digits of this number, including leading zeroes, must be captured and returned on the Invoices to Hershey.

PO102	330	Quantity Ordered	C	R	1/15	Must use	1
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Description: Quantity ordered

PO103	355	Unit or Basis for Measurement Code	O	ID	2/2	Used	1
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Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

CodeList Summary (Total Codes: 794, Included: 12)

Code Name

- BG Bag
- BX Box
- CA Case
- DR Drum
- EA Each
- FT Foot
- GA Gallon
- LB Pound
- PL Pallet/Unit Load
- PT Pint
- RL Roll
- TN Net Ton (2,000 LB).

PO104	212	Unit Price	C	R	1/17	Used	1
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Description: Price per unit of product, service, commodity, etc.

I/C Note : The price is sent with a decimal point only when needed, e.g. \$15.95 would be sent as "15.95", and \$29.00 would be sent as "29".

I/C Note 2: To indicate free goods, use a single zero (0) in PO104 and code NC in PO105.

Hershey Usage: If CTP Segment present, PO104 and PO105 will not be used.

PO105	639	Basis of Unit Price Code	O	ID	2/2	Used	1
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Description: Code identifying the type of unit price for an item

I/C Note : This data element is used to clarify or alter the basis of unit price. The unit price expressed in PO104 is always in the same terms as the unit of measure in PO103, unless otherwise specified in PO105. For example, unit of measure equals EA but priced per hundred.

Hershey Usage: If CTP Segment present, PO104 and PO105 will not be used.

CodeList Summary (Total Codes: 91, Included: 12)

Code Name

CT Contract
 HF Per 100 Feet
 HP Price per Hundred
 HT Price Per 100,000
 NC No Charge
 PE Price per Each
 PF Price Per Foot
 PN Price per Ten
 PP Price per Pound
 TF Per 1000 Feet
 TP Price per Thousand
 TT Price Per 10,000

PO106 235 **Product/Service ID Qualifier** C ID 2/2 Used 1

Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)

I/C Note : SCC-14 (code UK) or the U.OP.C. Consumer Packaging Code (UP) are the preferred methods of identifying a part number.

CodeList Summary (Total Codes: 477, Included: 1)

Code Name

BP Buyer's Part Number

PO107 234 **Product/Service ID** C AN 1/48 Used 1

Description: Identifying number for a product or service

Hershey Usage: Hershey material number varies in length from 5 to 13 digits

PO108 235 **Product/Service ID Qualifier** C ID 2/2 Used 1

Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)

CodeList Summary (Total Codes: 477, Included: 1)

Code Name

VN Vendor's (Seller's) Item Number

I/C Note :

Vendor refers to supplier of goods regardless of source, e.g., manufacturer, distributor or other source.

PO109 234 **Product/Service ID** C AN 1/48 Used 1

Description: Identifying number for a product or service

PO110 235 **Product/Service ID Qualifier** C ID 2/2 Used 1

Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)

PO111 234 **Product/Service ID** C AN 1/48 Used 1

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.

Comments:

1. PO101 is the line item identification.
2. PO102 is required.
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.

Example:

PO1*1*6**5.74**UK*00054321876547~
PO1*1*6*EA*5.74**UP*054321876547~

I/C Note:

PO106 through PO113 provide for four different product/service IDs for each item. If only one product/service ID is provided, PO106 and PO107 are used. PO108 and PO109 would be used for other reference ID's for the same product. Multiple product/service ID's can be presented in any sequence.

I/C Note 2:

The codes listed for PO106 apply to every occurrence of Data Element 235 in the PO1 segment.

CTP Pricing Information

Pos: 040	Max: 1
Detail - Optional	
Loop: CTP	Elements: 3

User Option (Usage): Used

Purpose: To specify pricing information

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>	<u>Rep</u>
CTP03	212	Unit Price	C	R	1/17	Used	1
		Description: Price per unit of product, service, commodity, etc.					
CTP04	380	Quantity	C	R	1/15	Used	1
		Description: Numeric value of quantity					
CTP05	C001	Composite Unit of Measure	C	Comp		Used	1
		Description: To identify a composite unit of measure(See Figures Appendix for examples of use)					
CTP05-01	355	Unit or Basis for Measurement Code	M	ID	2/2	Must use	1

Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

CodeList Summary (Total Codes: 794, Included: 4)

Code Name

BX Box
 CA Case
 EA Each
 PL Pallet/Unit Load

Syntax Rules:

1. P0405 - If either CTP04 or CTP05 is present, then the other is required.

Comments:

1. See Figures Appendix for an example detailing the use of CTP03 and CTP04.
2. See Figures Appendix for an example detailing the use of CTP03, CTP04 and CTP07.

Hershey Usage:

If CTP Segment present, PO104 and PO105 will not be used.

PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 2

User Option (Usage): Used

Purpose: While the PO1/PID Loop is optional, the PID segment within the loop is mandatory if the loop is 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>	<u>Rep</u>
PID01	349	Item Description Type	M	ID	1/1	Must use	1

Description: Code indicating the format of a description

CodeList Summary (Total Codes: 3, Included: 1)

<u>Code</u>	<u>Name</u>
F	Free-form

PID05	352	Description	C	AN	1/80	Must use	1
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Description: A free-form description to clarify the related data elements and their content

Syntax Rules:

1. R0405 - At least one of PID04 or PID05 is required.

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.

Example:

*PID*F****RUBBER GRIP~*

I/C Note:

This segment is used when there is no primary product identification specified in the PO1 segment or when that primary product identification in the PO1 segment is not sufficient to fully describe the product.

REF Reference Identification

Pos: 100	Max: >1
Detail - Optional	
Loop: PO1	Elements: 2

User Option (Usage): Used

Purpose: To specify identifying information

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>	<u>Rep</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use	1

Description: Code qualifying the Reference Identification

CodeList Summary (Total Codes: 1503, Included: 2)

Code Name

CT Contract Number

GV Third Party Purchase Order Number

REF02	127	Reference Identification	C	AN	1/30	Must use	1
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Hershey Usage:

When REF01 equals 'CT', this is the contract number against which the purchase order is placed.

When REF01 equals 'GV', this is the Customer's purchase order #.

Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

Example:

REF*CT*0046000121~
REF*GV*12345~

I/C Note:

This segment is used to convey line item information the sender wants returned on subsequent documents, e.g., P.O.Acknowledgment, Ship Notice, Invoice. This segment can also be used to convey line item information to the seller regarding special pricing quote number, contract number etc.

TAX Tax Reference

Pos: 170	Max: >1
Detail - Optional	
Loop: PO1	Elements: 4

User Option (Usage): Used

Purpose: To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the transaction

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>	<u>Rep</u>
TAX01	325	Tax Identification Number	C	AN	1/20	Must use	1

Description: Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number

I/C Note : Tax exemption number

US - 23-0691590

Canada - 87775-0935-RT0001

TAX02	309	Location Qualifier	C	ID	1/2	Used	1
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Description: Code identifying type of location

CodeList Summary (Total Codes: 172, Included: 2)

Code Name

CC Country
SP State/Province

TAX03	310	Location Identifier	C	AN	1/30	Used	1
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Description: Code which identifies a specific location

US = United States

CA = Canada

I/C Note : Use ISO 3166 for two digit alpha country codes when using code CC in TAX02. Use standard state or province codes when using code SP in TAX02.

I/C Note 2: Refer to ISO 3166 - Codes for Representation of Names of Countries (Latest Release) for country codes.(Available from American National Standards Institute, New York, NY.)

Refer to "National Zip Code and Post Office Directory" for names, abbreviations and codes for the 50 states, the District of Columbia, and the outlying areas of the U.S. (Available from U.S. Postal Service, Washington DC)

Canada Provinces:

AB - Alberta, BC - British Columbia, MB - Manitoba, NB New Brunswick, NF - Newfoundland, NS - Nova Scotia, NT - North West Territories, ON - Ontario, PE - Prince Edward Island, PQ - Quebec, SK - Saskatchewan, YT - Yukon

TAX12	441	Tax Exempt Code	O	ID	1/1	Used	1
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Description: Code identifying exemption status from sales and use tax

CodeList Summary (Total Codes: 34, Included: 11)

Code Name

0 Exempt (For Export)
1 Yes (Tax Exempt)
3 Exempt (For Resale)

<u>Code</u>	<u>Name</u>
7	Direct Pay ID
8	Exempt (Sale to U.S. Government)
9	Exempt (Per State Law)
B	Material Taxable, Labor Exempt
F	Exempt (Goods and Services Tax)
G	Exempt (Provincial Sales Tax)
T	Totally Exempt
U	Usage Exempt

Syntax Rules:

1. R0103 - At least one of TAX01 or TAX03 is required.
2. P0203 - If either TAX02 or TAX03 is present, then the other is required.

Comments:

1. Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
2. TAX01 is required if tax exemption is being claimed.

Example:

TAX*98423634*SP*CA*U~

I/C Note:

This segment is used only when line item tax information is different from tax information conveyed in TAX segment in header level.

DTM Date/Time Reference

Pos: 210	Max: 10
Detail - Optional	
Loop: PO1	Elements: 2

User Option (Usage): Used

Purpose: 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>	<u>Rep</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use	1

Description: Code specifying type of date or time, or both date and time

CodeList Summary (Total Codes: 1112, Included: 1)

Code Name

002 Delivery Requested

DTM02	373	Date	C	DT	8/8	Must use	1
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Description: Date expressed as CCYYMMDD

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.

Example:

*DTM*002*19980507~*

I/C Note:

This segment is used only when line item ship/delivery requirements differ from ship/delivery requirements identified in the DTM segment at the header level.

SCH Line Item Schedule

Pos: 295	Max: 1
Detail - Optional	
Loop: SCH	Elements: 5

User Option (Usage): Used

Purpose: While the PO1/SCH Loop is optional, the SCH segment within that loop is mandatory if the loop is used.

To specify the data for scheduling a specific line-item

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>	<u>Rep</u>
SCH01	380	Quantity	M	R	1/15	Must use	1

Description: Numeric value of quantity

SCH02	355	Unit or Basis for Measurement Code	M	ID	2/2	Must use	1
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Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

CodeList Summary (Total Codes: 794, Included: 12)

<u>Code</u>	<u>Name</u>
BG	Bag
BX	Box
CA	Case
DR	Drum
EA	Each
FT	Foot
GA	Gallon
LB	Pound
PL	Pallet/Unit Load
PT	Pint
RL	Roll
TN	Net Ton (2,000 LB).

SCH05	374	Date/Time Qualifier	M	ID	3/3	Must use	1
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Description: Code specifying type of date or time, or both date and time

CodeList Summary (Total Codes: 1112, Included: 1)

<u>Code</u>	<u>Name</u>
002	Delivery Requested

SCH06	373	Date	M	DT	8/8	Must use	1
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Description: Date expressed as CCYYMMDD

SCH07	337	Time	O	TM	4/8	Used	1
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Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Semantics:

- 1.

Comments:

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

Example:

SCH*30*EA***071*19980803*074*19980807~

I/C Note:

This segment is used to specify scheduled release dates of quantities ordered. There will be multiple SCH segments for each PO1 segment. This segment is used in place of the DTM segment due to multiple release dates/quantities.

I/C Note 2:

When using this segment, the unit of measure identified in SCH02 must be the same as the unit of measure used in PO103.

The sum of all SCH quantities (SCH01) must equal PO102.

N1 Name

Pos: 350	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

Purpose: While the PO1/N1 Loop is optional, the N1 segment within that loop is mandatory if the loop is 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>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

Description: Code identifying an organizational entity, a physical location, property or an individual

CodeList Summary (Total Codes: 1312, Included: 1)

Code Name

ST Ship To

N102	93	Name	C	AN	1/60	Used	1
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Description: Free-form name

N103	66	Identification Code Qualifier	C	ID	1/2	Used	1
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Description: Code designating the system/method of code structure used for Identification Code (67)

I/C Note : *DUNS# and DUNS+4 should be considered the primary and preferred method of identifying a location. ID qualifiers 91 and 92 require prior trading partner agreement and should be avoided.*

CodeList Summary (Total Codes: 215, Included: 2)

Code Name

9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix

I/C Note :

A DUNS+4 number is composed of the DUNS number assigned by Dun & Bradstreet and the 4 digit suffix assigned by the user company to identify a unique location (e.g., plant location, loading dock, department, etc.)

Refer to U.S. DUNS Number assignment and lookup services available via EDI, on-line, several types of mainframe and PC media, through a 900 Number Service (900-990-3867), or in print from Dun & Bradstreet Information Services, Bethlehem, PA.

92 Assigned by Buyer or Buyer's Agent

N104	67	Identification Code	C	AN	2/80	Used	1
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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.

Example:

N1*ST*92*0030020520003000195
N1*ST*9*003002052XXXX

Hershey Usage:

When the delivery is to a supplier, customer or storage location, the vendor number of the supplier will be presented in the N104, prefixed with the DUNS number (003002052) plus Hershey's Vendor Number (i.e. 0003000195). The N103 will be populated with a '92'. The delivery street, city, state and zip will appear in the N3 and N4 segments.

When the delivery address is manually created at the line item level, the N104 will be populated with the Hershey's DUNS number (003002052) plus 'XXXX'. The 'XXXX' will indicate that this is a manually edited delivery address. The N103 will be populated with a '9'. The delivery street, city, state, and zip will appear in the N3 and N4 segments.

N3 Address Information

Pos: 370	Max: 2
Detail - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

Purpose: 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>	<u>Rep</u>
N301	166	Address Information	M	AN	1/55	Must use	1
		Description: Address information					
N302	166	Address Information	O	AN	1/55	Used	1
		Description: Address information					

Example:

N3*1234 MAPLE ST~

N4 Geographic Location

Pos: 380	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

Purpose: 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>	<u>Rep</u>
N401	19	City Name	O	AN	2/30	Used	1
Description: Free-form text for city name							
N402	156	State or Province Code	O	ID	2/2	Used	1
Description: Code (Standard State/Province) as defined by appropriate government agency							
I/C Note : Refer to "National Zip Code and Post Office Directory" for names, abbreviations and codes for the 50 states, the District of Columbia, and the outlying areas of the U.S. (Available from U.S. Postal Service, Washington DC)							
Canada Provinces:							
AB - Alberta, BC - British Columbia, MB - Manitoba, NB New Brunswick, NF - Newfoundland, NS - Nova Scotia, NT - North West Territories, ON - Ontario, PE - Prince Edward Island, PQ - Quebec, SK - Saskatchewan, YT - Yukon							
N403	116	Postal Code	O	ID	3/15	Used	1
Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)							
I/C Note : Refer to "National Zip Code and Post Office Directoryb, Publication 65" for codes. (Available from U.S. Postal Service, Washington DC)							
N404	26	Country Code	O	ID	2/3	Used	1
Description: Code identifying the country							
I/C Note : Code values:							
CA Canada							
MX Mexico							
US United States							
Refer to ISO 3166 - Codes for Representation of Names of Countries (Latest Release) for other two digit alpha country codes.(Available from American National Standards Institute, New York, NY.)							

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.

Example:

N4*SILVER*CA*94532~

CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 1

User Option (Usage): Used

Purpose: While the CTT Loop is optional, the CTT segment within the loop is mandatory if the loop is 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>	<u>Rep</u>
CTT01	354	Number of Line Items	M	N0	1/6	Must use	1

Description: Total number of line items in the transaction set

Comments:

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

Example:

CTT*3~

SE Transaction Set Trailer

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

User Option (Usage): Must use

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)

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>	<u>Rep</u>
SE01	96	Number of Included Segments	M	N0	1/10	Must use	1

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	1
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Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

I/C Note : *This control number must match the control number in the ST segment.*

Comments:

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

Example:

SE*19*0001~