

# 860 Purchase Order Change Request - Buyer Initiated - Version 004010

## Functional Group=PC

**Purpose:** This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

### 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	BCH	Beginning Segment for Purchase Order Change	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
130	ITD	Terms of Sale/Deferred Terms of Sale	O	5			Used
<b><u>LOOP ID - N9</u></b>					<b><u>1000</u></b>		
285	N9	Reference Identification	O	1			Used
290	MSG	Message Text	O	1000			Used
<b><u>LOOP ID - N1</u></b>					<b><u>200</u></b>		
300	N1	Name	O	1			Used
320	N3	Address Information	O	2			Used
330	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><u>LOOP ID - POC</u></b>					<b><u>&gt;1</u></b>		
010	POC	Line Item Change	O	1			Used
040	CTP	Pricing Information	O	>1			Used
<b><u>LOOP ID - PID</u></b>					<b><u>1000</u></b>		
050	PID	Product/Item Description	O	1			Used
292	MSG	Message Text	O	>1			Used
<b><u>LOOP ID - SCH</u></b>					<b><u>200</u></b>		
295	SCH	Line Item Schedule	O	1			Used
<b><u>LOOP ID - N1</u></b>					<b><u>200</u></b>		
340	N1	Name	O	1			Used
360	N3	Address Information	O	2			Used
370	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>
<b>LOOP ID - CTT</b>					<b>1</b>		
010	CTT	Transaction Totals	O	1		N3/010	Used
030	SE	Transaction Set Trailer	M	1			Must use

**Notes:**

3/010 Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

# 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>
ST01	143	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Must use
<b>Description:</b> Code uniquely identifying a Transaction Set						
<b>All valid standard codes are used. (Total Codes: 298)</b>						
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).

## Example:

*ST\*860\*0001*

# BCH Beginning Segment for Purchase Order Change

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 5

**User Option (Usage):** Must use

**Purpose:** To indicate the beginning of the Purchase Order Change 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>
BCH01	353	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying purpose of transaction set						
<b>CodeList Summary</b> (Total Codes: 65, Included: 2)						
<u>Code</u> <u>Name</u>						
01 Cancellation						
04 Change						
BCH02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code specifying the type of Purchase Order						
<b>CodeList Summary</b> (Total Codes: 69, Included: 1)						
<u>Code</u> <u>Name</u>						
SA Stand-alone Order						
BCH03	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						
BCH06	373	<b>Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD						
BCH11	373	<b>Date</b>	O	DT	8/8	Used
<b>Description:</b> Date expressed as CCYYMMDD						

## Semantics:

- BCH06 is the date assigned by the purchaser to purchase order.
- BCH11 is the date of the purchase order change request.

## Example:

**BCH\*04\*SA\*4500003366\*\*\*20101020\*\*\*\*\*20101028**

# CUR Currency

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

**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>
CUR01	98	<b>Entity Identifier Code</b>	M	ID	2/3	Must use

**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	<b>Currency Code</b>	M	ID	3/3	Must use
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**Description:** Code (Standard ISO) for country in whose currency the charges are specified

### Example:

**CUR\*BY\*USD**

# REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

**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>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

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

**Code Name**

DP Department Number  
IA Internal Vendor Number

REF02	127	Reference Identification	C	AN	1/30	Used
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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 contains the value "IA", REF02 will hold the internal vendor number.  
When REF01 contains the value "DP", REF02 will hold the purchasing group number.*

REF03	352	Description	C	AN	1/80	Used
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**Description:** A free-form description to clarify the related data elements and their content

**Hershey Usage:** *When REF01 contains the value "IA", REF03 will hold the vendor name.*

## Syntax Rules:

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

## Example:

**REF\*IA\*3002252\*XYZ Corporation**  
**REF\*DP\*303**

# PER Administrative Communications Contact

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 8

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>
PER01	366	Contact Function Code	M	ID	2/2	Must use

**Description:** Code identifying the major duty or responsibility of the person or group named

**CodeList Summary** (Total Codes: 230, Included: 3)

**Code Name**

- BD Buyer Name or Department
- OC Order Contact
- SU Supplier Contact

PER02	93	Name	O	AN	1/60	Used
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**Description:** Free-form name

**Hershey Usage:**

*When PER01 contains "BD", this and all following elements will contain the contact information for the buyer.*

*When PER01 contains "OC", this and all following elements will contain the contact information for the PO creator.*

*When PER01 contains "SU", this and all following elements will contain the contact information for the supplier.*

PER03	365	Communication Number Qualifier	C	ID	2/2	Used
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**Description:** Code identifying the type of communication number

**CodeList Summary** (Total Codes: 40, Included: 3)

**Code Name**

- EM Electronic Mail
- FX Facsimile
- TE Telephone

PER04	364	Communication Number	C	AN	1/80	Used
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**Description:** Complete communications number including country or area code when applicable

PER05	365	Communication Number Qualifier	C	ID	2/2	Used
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**Description:** Code identifying the type of communication number

**CodeList Summary** (Total Codes: 40, Included: 3)

**Code Name**

- EM Electronic Mail
- FX Facsimile
- TE Telephone

PER06	364	<b>Communication Number</b>	C	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER07	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>CodeList Summary</b> (Total Codes: 40, Included: 3)				
		<b>Code Name</b>				
		EM	Electronic Mail			
		FX	Facsimile			
		TE	Telephone			
PER08	364	<b>Communication Number</b>	C	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				

**Syntax Rules:**

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

**Example:**

*PER\*OC\*Buyer Joe\*TE\*717-555-5555 EXT 212\*FX\*717-555-5555\*EM\*buyerjoe@hersheys.com*  
*PER\*SU\*Supply Co\*TE\*910-555-5555 EXT 401\*FX\*910-555-5555\*EM\*BobTheVendor@supplyco.com*  
*PER\*BD\*Commodities\*TE\*717-555-5551 EXT 212\*FX\*717-555-5555\*EM\*headbuyer@hersheys.com*



# ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: 5
Heading - Optional	
Loop: N/A	Elements: 3

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>
ITD03	338	Terms Discount Percent	O	R	1/6	Used
<p><b>Description:</b> Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date</p> <p><b>User Note :</b> <i>Insert a decimal point to denote fractional percentages (ie. 1.5% = '1.5', 1% = "1").</i></p>						
ITD05	351	Terms Discount Days Due	C	N0	1/3	Used
<p><b>Description:</b> Number of days in the terms discount period by which payment is due if terms discount is earned</p>						
ITD07	386	Terms Net Days	O	N0	1/3	Used
<p><b>Description:</b> Number of days until total invoice amount is due (discount not applicable)</p>						

## Syntax Rules:

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

## Example:

**ITD\*\*\*1.5\*\*10\*\*30**

# N9 Reference Identification

Pos: 285	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>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

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

**Hershey Usage:** *This field holds the PO number for reference purposes.*

## Syntax Rules:

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

## Example:

**N9\*PO\*4500000001**

# MSG Message Text

Pos: 290	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>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use

**Description:** Free-form message text

**Hershey Usage:** *This element is used to represent header-level texts for the Purchase Order.*

## Example:

*MSG\*These are the delivery terms -*

# N1 Name

<b>Pos: 300</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**User Option (Usage):** Used

**Purpose:** 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

**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	<b>Name</b>	C	AN	1/60	Used
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**Description:** Free-form name

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

**User 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

**User 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

**User 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	<b>Identification Code</b>	C	AN	2/80	Used
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**Description:** Code identifying a party or other code

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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**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\*HSY3100008152**

**N1\*ST\*\*9\*0030020521004**

**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 text 'HSY' plus a 10-digit Hershey-defined address number (i.e. 3100008152) 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 is to a Hershey plant location, the N104 will be populated with the Hershey DUNS number (003002052) plus the 4 digit plant identifier (i.e. 1004). The N103 will be populated with a '9'. 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.*

**User Note:**

*This segment will only be used if all line items on the PO are to be shipped to the same location. If a line item differs, there will be a detail-level N1 loop for each changed line item.*

# N3 Address Information

Pos: 320	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>
N301	166	Address Information	M	AN	1/55	Must use
		Description: Address information				
N302	166	Address Information	O	AN	1/55	Used
		Description: Address information				

## Example:

N3\*1234 MAPLE ST~

# N4 Geographic Location

<b>Pos: 330</b>	<b>Max: &gt;1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**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>
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						
<b>User Note :</b> 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)						
<i>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</i>						
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)						
<b>User Note :</b> Refer to "National Zip Code and Post Office Directoryb, Publication 65" for codes. (Available from U.S. Postal Service, Washington DC)						
N404	26	<b>Country Code</b>	O	ID	2/3	Used
<b>Description:</b> Code identifying the country						
<b>User Note :</b> CA Canada MX Mexico US United States						
<i>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.)</i>						

## 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\*US**

# POC Line Item Change

Pos: 010                      Max: 1  
 Detail - Optional  
 Loop: POC                  Elements: 9

**User Option (Usage):** Used

**Purpose:** To specify changes to a 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>
POC01	350	<b>Assigned Identification</b>	O	AN	1/20	Used
<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set						
POC02	670	<b>Change or Response Type Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code specifying the type of change to the line item						
<b>CodeList Summary</b> (Total Codes: 29, Included: 4)						
<u>Code</u> <u>Name</u>						
AI    Add Additional Item(s)						
CA    Changes To Line Items						
DI    Delete Item(s)						
NC    Concurrent Item (No Change)						
POC03	330	<b>Quantity Ordered</b>	O	R	1/15	Used
<b>Description:</b> Quantity ordered						
POC04	671	<b>Quantity Left to Receive</b>	C	R	1/9	Used
<b>Description:</b> Quantity left to receive as qualified by the unit of measure						
POC05	C001	<b>Composite Unit of Measure</b>	C	Comp		Used
<b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)						
POC05-01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken						
<b>CodeList Summary</b> (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).						



POC08 235 **Product/Service ID Qualifier** C ID 2/2 Used

**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**

BP Buyer's Part Number

POC09 234 **Product/Service ID** C AN 1/48 Used

**Description:** Identifying number for a product or service

**Hershey Usage:**

*Hershey material number varies in length from 5 to 13 digits.*

POC10 235 **Product/Service ID Qualifier** C ID 2/2 Used

**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

**User Note:**

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

POC11 234 **Product/Service ID** C AN 1/48 Used

**Description:** Identifying number for a product or service

### Syntax Rules:

1. C030405 - If POC03 is present, then POC04 and POC05 are required.
2. P0809 - If either POC08 or POC09 is present, then the other is required.
3. P1011 - If either POC10 or POC11 is present, then the other is required.

### Semantics:

1. POC01 is the purchase order line item identification.

### Example:

**POC\*0010\*CA\*40\*15\*EA\*\*\*BP\*90039637\*VN\*#13GCDV**

# CTP Pricing Information

Pos: 040      Max: >1  
Detail - Optional  
Loop: POC      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>
CTP03	212	<b>Unit Price</b>	C	R	1/17	Used
<b>Description:</b> Price per unit of product, service, commodity, etc.						
CTP04	380	<b>Quantity</b>	C	R	1/15	Used
<b>Description:</b> Numeric value of quantity						
<b>User Note :</b> <i>This element represents a quantity component to the order unit, such as the 20 in "\$70 per 20 LB"</i>						
CTP05	C001	<b>Composite Unit of Measure</b>	C	Comp		Used
<b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)						
CTP05-01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use
<b>Description:</b> 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).

## 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.

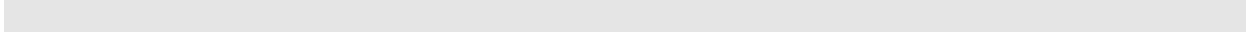
## Example:

**CTP\*\*\*399.99\*10\*EA**

11/4/2011

X12V4010

Purchase Order Change Request - Buyer  
Initiated - Version 004010 - 860



# PID Product/Item Description

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

**User Option (Usage):** Used

**Purpose:** To describe a product or process in coded or free-form format

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PID01	349	Item Description Type	M	ID	1/1	Must use

**Description:** Code indicating the format of a description

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

**Code Name**

F Free-form

PID05	352	Description	C	AN	1/80	Used
-------	-----	-------------	---	----	------	------

**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~*

# MSG Message Text

Pos: 292	Max: >1
Detail - Optional	
Loop: POC	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>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use

**Description:** Free-form message text

## Example:

*MSG\*Deliver on 01/01/2001*  
*MSG\* 010 Deliv Addr chg: to:200071787*

## Hershey Usage:

*This segment is used for two primary purposes. Firstly, any item texts (packaging instructions, material specifications, etc.) will be presented in this segment. Additionally, a text representation of the changes to the purchase order (i.e. Quantity Change, Delivery Address Change) will be displayed here as well. There may be many messages for each line item, depending upon the extent of the change to the item.*

# SCH Line Item Schedule

Pos: 295                      Max: 1  
 Detail - Optional  
 Loop: SCH                  Elements: 4

**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>
SCH01	380	<b>Quantity</b>	M	R	1/15	Must use

**Description:** Numeric value of quantity

SCH02	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use
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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	<b>Date/Time Qualifier</b>	M	ID	3/3	Must use
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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	<b>Date</b>	M	DT	8/8	Must use
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**Description:** Date expressed as CCYYMMDD

## Comments:

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

## Example:

**SCH\*30\*EA\*\*\*002\*19980803**

**User Note:**

*This segment is used to specify scheduled release dates of quantities ordered. There will be multiple SCH segments for each POC Segment.*

*When using this segment, the unit of measure identified in SCH02 must be the same as the unit of measure used in POC05-01.*

*The sum of all SCH quantities (SCH01) must equal POC03.*

# N1 Name

<b>Pos: 340</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**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>
N101	98	<b>Entity Identifier Code</b>	M	ID	2/3	Must use

**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	<b>Name</b>	C	AN	1/60	Used
------	----	-------------	---	----	------	------

**Description:** Free-form name

N103	66	<b>Identification Code Qualifier</b>	C	ID	1/2	Used
------	----	--------------------------------------	---	----	-----	------

**Description:** Code designating the system/method of code structure used for Identification Code (67)

**User 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**

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

**User 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

**User 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.*

N104	67	<b>Identification Code</b>	C	AN	2/80	Used
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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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*HSY3100008152
N1*ST**9*0030020521004
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 text 'HSY' plus a 10-digit Hershey-defined address number (i.e. 3100008152) 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 is to a Hershey plant location, the N104 will be populated with the Hershey DUNS number (003002052) plus the 4 digit plant identifier (i.e. 1004). The N103 will be populated with a '9'. 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.*

### User Note:

*This segment is not necessary if all line items on the PO are to be shipped to the same location, as a header-level N1 segment will be populated with all relevant information. If any line item differs, there will be a detail-level N1 loop for each changed line item*

# N3 Address Information

Pos: 360	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>
N301	166	<b>Address Information</b>	M	AN	1/55	Must use
		<b>Description:</b> Address information				
N302	166	<b>Address Information</b>	O	AN	1/55	Used
		<b>Description:</b> Address information				

## Example:

*N3\*1234 MAPLE ST~*

# N4 Geographic Location

<b>Pos: 370</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**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>
N401	19	<b>City Name</b>	O	AN	2/30	Used

**Description:** Free-form text for city name

N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
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**Description:** Code (Standard State/Province) as defined by appropriate government agency

**User 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	<b>Postal Code</b>	O	ID	3/15	Used
------	-----	--------------------	---	----	------	------

**Description:** Code defining international postal zone code excluding punctuation and blanks (zip code for United States)

**User Note :** Refer to "National Zip Code and Post Office Directoryb, Publication 65" for codes. (Available from U.S. Postal Service, Washington DC)

N404	26	<b>Country Code</b>	O	ID	2/3	Used
------	----	---------------------	---	----	-----	------

**Description:** Code identifying the country

**User 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>
CTT01	354	Number of Line Items	M	NO	1/6	Must use

**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 POC segments.

## 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>
SE01	96	<b>Number of Included Segments</b>	M	N0	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:

- SE is the last segment of each transaction set.

## Example:

*SE\*4\*0001*