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:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
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
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
150	DTM	Date/Time Reference	O	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
LOOP ID - N9					**1000**		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used
LOOP ID - N1					**200**		
310	N1	Name	O	1			Used
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	O	>1			Used
360	PER	Administrative Communications Contact	O	>1			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					**100000**	**N2/010L**	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
LOOP ID - PID					**1000**		
050	PID	Product/Item Description	O	1			Used
090	PO4	Item Physical Details	O	>1			Used
LOOP ID - SAC					**25**		
130	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used
210	DTM	Date/Time Reference	O	10			Used
LOOP ID - N9					**1000**		
330	N9	Reference Identification	O	1			Used
340	MSG	Message Text	O	1000			Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
030	SE	Transaction Set Trailer	M	1			Must use

Notes:

2/010L   PO102 is required.
2/010   PO102 is required.

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	143	**Transaction Set Identifier Code** **Description:** Code uniquely identifying a Transaction Set **All valid standard codes are used.**	M	ID	3/3	Must use
ST02	329	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M	AN	4/9	Must use

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: 6**

User Option (Usage): Must use

To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG01	353	**Transaction Set Purpose Code** **Description:** Code identifying purpose of transaction set **All valid standard codes are used.**	M	ID	2/2	Must use
BEG02	92	**Purchase Order Type Code** **Description:** Code specifying the type of Purchase Order **All valid standard codes are used.**	M	ID	2/2	Must use
BEG03	324	**Purchase Order Number** **Description:** Identifying number for Purchase Order assigned by the orderer/purchaser	M	AN	1/22	Must use
BEG04	328	**Release Number** **Description:** Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	O	AN	1/30	Used
BEG05	373	**Date** **Description:** Date expressed as CCYYMMDD	M	DT	8/8	Must use
BEG06	367	**Contract Number** **Description:** Contract number	O	AN	1/30	Used

Semantics:

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

CUR   Currency

Pos: 040	**Max: 1**
Heading - Optional	
Loop: N/A	**Elements: 3**

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CUR01	98	**Entity Identifier Code** **Description:** Code identifying an organizational entity, a physical location, property or an individual **All valid standard codes are used.**	M	ID	2/3	Must use
CUR02	100	**Currency Code** **Description:** Code (Standard ISO) for country in whose currency the charges are specified	M	ID	3/3	Must use
CUR03	280	**Exchange Rate** **Description:** Value to be used as a multiplier conversion factor to convert monetary value from one currency to another	O	R	4/10	Used

PER　Administrative Communications Contact

Pos: 060	**Max: 3**
Heading - Optional	
Loop: N/A	**Elements: 4**

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code** **Description:** Code identifying the major duty or responsibility of the person or group named **All valid standard codes are used.**	M	ID	2/2	Must use
PER02	93	**Name** **Description:** Free-form name	O	AN	1/60	Used
PER03	365	**Communication Number Qualifier** **Description:** Code identifying the type of communication number **All valid standard codes are used.**	C	ID	2/2	Used
PER04	364	**Communication Number** **Description:** Complete communications number including country or area code when applicable	C	AN	1/80	Used

Syntax:

1. P0304 - If either PER03,PER04   is present, then all are required

FOB   F.O.B. Related Instructions

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

User Option (Usage): Used

To specify transportation instructions relating to shipment

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
FOB01	146	**Shipment Method of Payment** **Description:** Code identifying payment terms for transportation charges **All valid standard codes are used.**	M	ID	2/2	Must use

Semantics:

1. FOB01 indicates which party will pay the carrier.

ITD   Terms of Sale/Deferred Terms of Sale

Pos: 130   **Max: >1**
Heading - Optional
Loop: N/A   **Elements: 3**

User Option (Usage): Used

To specify terms of sale

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD03	338	**Terms Discount Percent** **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	O	R	1/6	Used
ITD05	351	**Terms Discount Days Due** **Description:** Number of days in the terms discount period by which payment is due if terms discount is earned	C	N0	1/3	Used
ITD07	386	**Terms Net Days** **Description:** Number of days until total invoice amount is due (discount not applicable)	O	N0	1/3	Used

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM01	374	**Date/Time Qualifier** **Description:** Code specifying type of date or time, or both date and time **All valid standard codes are used.**	M	ID	3/3	Must use
DTM02	373	**Date** **Description:** Date expressed as CCYYMMDD	C	DT	8/8	Used

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240   **Max: 12**
Heading - Optional
Loop: N/A   **Elements: 1**

User Option (Usage): Used

To specify the carrier and sequence of routing and provide transit time information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD504	91	**Transportation Method/Type Code** **Description:** Code specifying the method or type of transportation for the shipment **All valid standard codes are used.**	C	ID	1/2	Used

N9   Reference Identification

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

User Option (Usage): Used

To transmit identifying information as specified by the Reference Identification Qualifier

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N901	128	**Reference Identification Qualifier** **Description:** Code qualifying the Reference Identification **All valid standard codes are used.**	M	ID	2/3	Must use
N903	369	**Free-form Description** **Description:** Free-form descriptive text	C	AN	1/45	Used

MSG   Message Text

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

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
MSG01	933	**Free-Form Message Text**	M	AN	1/264	Must use
		Description: Free-form message text				

N1 Name

User Option (Usage): Used

To identify a party by type of organization, name, and code

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	**Entity Identifier Code** **Description:** Code identifying an organizational entity, a physical location, property or an individual **All valid standard codes are used.**	M	ID	2/3	Must use
N102	93	**Name** **Description:** Free-form name	C	AN	1/60	Used
N103	66	**Identification Code Qualifier** **Description:** Code designating the system/method of code structure used for Identification Code (67) **All valid standard codes are used.**	C	ID	1/2	Used
N104	67	**Identification Code** **Description:** Code identifying a party or other code	C	AN	2/80	Used

Syntax:

1. R0203 - At least one of N102,N103 is required
2. P0304 - If either N103,N104   is present, then all are 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.

N2	**Additional Name Information**	**Pos: 320** **Max: 2** **Heading - Optional** **Loop: N1** **Elements: 2**

User Option (Usage): Used

To specify additional names or those longer than 35 characters in length

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	93	**Name** **Description:** Free-form name	M	AN	1/60	Must use
N202	93	**Name** **Description:** Free-form name	O	AN	1/60	Used

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N301	166	**Address Information** **Description:** Address information	M	AN	1/55	Must use
N302	166	**Address Information** **Description:** Address information	O	AN	1/55	Used

N4   Geographic Location

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

User Option (Usage): Used

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	**City Name**	O	AN	2/30	Used
		Description: Free-form text for city name				
N402	156	**State or Province Code**	O	ID	2/2	Used
		Description: Code (Standard State/Province) as defined by appropriate government agency				
N403	116	**Postal Code**	O	ID	3/15	Used
		Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	**Country Code**	O	ID	2/3	Used
		Description: Code identifying the country				

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.

PER   Administrative Communications Contact

Pos: 360	**Max: >1**
Heading - Optional	
Loop: N1	**Elements: 3**

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code** **Description:** Code identifying the major duty or responsibility of the person or group named **All valid standard codes are used.**	M	ID	2/2	Must use
PER02	93	**Name** **Description:** Free-form name	O	AN	1/60	Used
PER03	365	**Communication Number Qualifier** **Description:** Code identifying the type of communication number **All valid standard codes are used.**	C	ID	2/2	Used

PO1   **Baseline Item Data**

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Pos: 010   **Max: 1**
Detail - Mandatory
Loop: PO1   **Elements: 12**

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User Option (Usage): Must use

To specify basic and most frequently used line item data

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO102	330	**Quantity Ordered** **Description:** Quantity ordered	C	R	1/15	Used
PO103	355	**Unit or Basis for Measurement Code** **Description:** Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken **All valid standard codes are used.**	O	ID	2/2	Used
PO104	212	**Unit Price** **Description:** Price per unit of product, service, commodity, etc.	C	R	1/17	Used
PO105	639	**Basis of Unit Price Code** **Description:** Code identifying the type of unit price for an item **All valid standard codes are used.**	O	ID	2/2	Used
PO106	235	**Product/Service ID Qualifier** **Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234) **All valid standard codes are used.**	C	ID	2/2	Used
PO107	234	**Product/Service ID** **Description:** Identifying number for a product or service	C	AN	1/48	Used
PO108	235	**Product/Service ID Qualifier** **Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234) **All valid standard codes are used.**	C	ID	2/2	Used
PO109	234	**Product/Service ID** **Description:** Identifying number for a product or service	C	AN	1/48	Used
PO110	235	**Product/Service ID Qualifier** **Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234) **All valid standard codes are used.**	C	ID	2/2	Used
PO111	234	**Product/Service ID** **Description:** Identifying number for a product or service	C	AN	1/48	Used
PO112	235	**Product/Service ID Qualifier** **Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234) **All valid standard codes are used.**	C	ID	2/2	Used
PO113	234	**Product/Service ID** **Description:** Identifying number for a product or service	C	AN	1/48	Used

Syntax:

1. C0302 - If PO103 is present, then all of PO102 are required
2. C0504 - If PO105 is present, then all of PO104 are required
3. P0607 - If either PO106,PO107   is present, then all are required

4. P0809 - If either PO108,PO109   is present, then all are required
5. P1011 - If either PO110,PO111   is present, then all are required
6. P1213 - If either PO112,PO113   is present, then all are required

Comments:

1. See the Data Element Dictionary for a complete list of IDs.
2. PO101 is the line item identification.

PID   **Product/Item Description**

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Pos: 050   Max: 1
Detail - Optional
Loop: PID   Elements: 3

</div>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PID01	349	**Item Description Type** **Description:** Code indicating the format of a description **All valid standard codes are used.**	M	ID	1/1	Must use
PID04	751	**Product Description Code** **Description:** A code from an industry code list which provides specific data about a product characteristic	C	AN	1/12	Used
PID05	352	**Description** **Description:** A free-form description to clarify the related data elements and their content	C	AN	1/80	Used

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.

PO4   Item Physical Details

Pos: 090	**Max: >1**
Detail - Optional	
Loop: PO1	**Elements: 3**

User Option (Usage): Used

To specify the physical qualities, packaging, weights, and dimensions relating to the item

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO401	356	**Pack** **Description:** The number of inner containers, or number of eaches if there are no inner containers, per outer container	O	N0	1/6	Used
PO402	357	**Size** **Description:** Size of supplier units in pack	C	R	1/8	Used
PO403	355	**Unit or Basis for Measurement Code** **Description:** Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken **All valid standard codes are used.**	C	ID	2/2	Used

Syntax:

1. P0203 - If either PO402,PO403   is present, then all are required

Comments:

1. PO403 - The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. For example: If the carton contains 24 12-Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".

SAC Service, Promotion, Allowance, or Charge Information

Pos: 130   **Max: 1**
Detail - Optional
Loop: SAC   **Elements: 8**

User Option (Usage): Used

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SAC01	248	**Allowance or Charge Indicator** **Description:** Code which indicates an allowance or charge for the service specified **All valid standard codes are used.**	M	ID	1/1	Must use
SAC02	1300	**Service, Promotion, Allowance, or Charge Code** **Description:** Code identifying the service, promotion, allowance, or charge **All valid standard codes are used.**	C	ID	4/4	Used
SAC03	559	**Agency Qualifier Code** **Description:** Code identifying the agency assigning the code values **All valid standard codes are used.**	C	ID	2/2	Used
SAC05	610	**Amount** **Description:** Monetary amount	O	N2	1/15	Used
SAC08	118	**Rate** **Description:** Rate expressed in the standard monetary denomination for the currency specified	O	R	1/9	Used
SAC09	355	**Unit or Basis for Measurement Code** **Description:** Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken **All valid standard codes are used.**	C	ID	2/2	Used
SAC10	380	**Quantity** **Description:** Numeric value of quantity	C	R	1/15	Used
SAC12	331	**Allowance or Charge Method of Handling Code** **Description:** Code indicating method of handling for an allowance or charge **All valid standard codes are used.**	O	ID	2/2	Used

Syntax:

1. R0203 - At least one of SAC02,SAC03 is required
2. P0910 - If either SAC09,SAC10 is present, then all are required

Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.

DTM Date/Time Reference

Pos: 210   **Max: 10**
Detail - Optional
Loop: PO1   **Elements: 3**

User Option (Usage): Used

To specify pertinent dates and times

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM01	374	**Date/Time Qualifier** **Description:** Code specifying type of date or time, or both date and time **All valid standard codes are used.**	M	ID	3/3	Must use
DTM02	373	**Date** **Description:** Date expressed as CCYYMMDD	C	DT	8/8	Used
DTM03	337	**Time** **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)	C	TM	4/8	Used

Syntax:

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

N9   Reference Identification

Pos: 330	Max: 1
Detail - Optional	
Loop: N9	**Elements: 2**

User Option (Usage): Used

To transmit identifying information as specified by the Reference Identification Qualifier

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N901	128	**Reference Identification Qualifier** **Description:** Code qualifying the Reference Identification **All valid standard codes are used.**	M	ID	2/3	Must use
N903	369	**Free-form Description** **Description:** Free-form descriptive text	C	AN	1/45	Used

MSG   Message Text

<table>
<tr><td>Pos: 340</td><td>Max: 1000</td></tr>
<tr><td colspan="2">Detail - Optional</td></tr>
<tr><td>Loop: N9</td><td>Elements: 1</td></tr>
</table>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
MSG01	933	**Free-Form Message Text**	M	AN	1/264	Must use
		Description: Free-form message text				

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SE01	96	**Number of Included Segments** **Description:** Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M	AN	4/9	Must use

Comments:

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