

850 Purchase Order O/B from CCBCC

X12/V4010/850: 850 Purchase Order

Version: 1.0 Draft

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|-------------------------|---------------------------|
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850 Purchase Order

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 |
| 130 | ITD | Terms of Sale/Deferred Terms of Sale | O | >1 | | | Must use |
| 150 | DTM | Date/Time Reference | O | 10 | | | Must use |
| LOOP ID - N1 | | | | | 200 | | |
| 310 | N1 | Name | O | 1 | | | Must use |
| 330 | N3 | Address Information | O | 2 | | | Must use |
| 340 | N4 | Geographic Location | O | >1 | | | Must use |

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> |
|----------------------|-----------|--------------------------|------------|----------------|---------------|----------------|--------------|
| 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 | | | Must use |

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> |
|----------------------|-----------|-------------------------|------------|----------------|---------------|----------------|--------------|
| LOOP ID - CTT | | | | | 1 | N3/010L | |
| 010 | CTT | Transaction Totals | O | 1 | | N3/010 | Must use |
| 020 | AMT | Monetary Amount | O | 1 | | N3/020 | Must use |
| 030 | SE | Transaction Set Trailer | M | 1 | | | Must use |

Notes:

- 2/010L PO102 is required.
- 2/010 PO102 is required.
- 3/010L The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
- 3/010 The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
- 3/020 If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

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 | Transaction Set Identifier Code | M | ID | 3/3 | Must use |
| Description: Code uniquely identifying a Transaction Set | | | | | | |
| Code Name | | | | | | |
| 850 Purchase Order | | | | | | |
| ST02 | 329 | Transaction Set Control Number | M | AN | 4/9 | Must use |
| Description: 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).

CCBCC Example:

ST*850*15000077~

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> |
|---|-----------|-------------------------------------|------------|-------------|----------------|--------------|
| BEG01 | 353 | Transaction Set Purpose Code | M | ID | 2/2 | Must use |
| Description: Code identifying purpose of transaction set | | | | | | |
| Code Name | | | | | | |
| 00 Original | | | | | | |
| BEG02 | 92 | Purchase Order Type Code | M | ID | 2/2 | Must use |
| Description: Code specifying the type of Purchase Order | | | | | | |
| Code Name | | | | | | |
| NE New Order | | | | | | |
| BEG03 | 324 | Purchase Order Number | M | AN | 1/22 | Must use |
| Description: Identifying number for Purchase Order assigned by the orderer/purchaser | | | | | | |
| BEG05 | 373 | Date | M | DT | 8/8 | Must use |
| Description: Date expressed as CCYYMMDD | | | | | | |

Semantics:

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

CCBCC Example:

*BEG*00*NE*4567890123**20070225~*

ITD Terms of Sale/Deferred Terms of Sale

| | |
|--------------------|-------------|
| Pos: 130 | Max: >1 |
| Heading - Optional | |
| Loop: N/A | Elements: 2 |

User Option (Usage): Must use

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> |
|---|-----------|-------------------------|------------|-------------|----------------|--------------|
| ITD01 | 336 | Terms Type Code | O | ID | 2/2 | Must use |
| Description: Code identifying type of payment terms | | | | | | |
| Code Name | | | | | | |
| 01 Basic | | | | | | |
| ITD05 | 351 | Terms Discount Days Due | X | N0 | 1/3 | Must use |
| Description: Number of days in the terms discount period by which payment is due if terms discount is earned | | | | | | |

Syntax Rules:

1. L03040513 - If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
2. L08040513 - If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
3. L091011 - If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantics:

1. ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments:

1. If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

CCBCC Example:

ITD*01****10~

DTM Date/Time Reference

| | |
|--------------------|-------------|
| Pos: 150 | Max: 10 |
| Heading - Optional | |
| Loop: N/A | Elements: 2 |

User Option (Usage): Must use

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> |
|------------|-----------|---------------------|------------|-------------|----------------|--------------|
| DTM01 | 374 | Date/Time Qualifier | M | ID | 3/3 | Must use |

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

Code Name

002 Delivery Requested

| | | | | | | |
|-------|-----|------|---|----|-----|----------|
| DTM02 | 373 | Date | X | DT | 8/8 | Must use |
|-------|-----|------|---|----|-----|----------|

Description: Date expressed as CCYYMMDD

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

CCBCC Example:

*DTM*002*20070301~*

Loop N1

| | |
|----------|---------------|
| Pos: 310 | Repeat: 200 |
| Optional | |
| Loop: N1 | Elements: N/A |

User Option (Usage): Must use

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

Loop Summary:

| <u>Pos</u> | <u>Id</u> | <u>Segment Name</u> | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------------|-----------|---------------------|------------|----------------|---------------|--------------|
| 310 | N1 | Name | O | 1 | | Must use |
| 330 | N3 | Address Information | O | 2 | | Must use |
| 340 | N4 | Geographic Location | O | >1 | | Must use |

N1 Name

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

User Option (Usage): Must use

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 | Entity Identifier Code | M | ID | 2/3 | Must use |
| Description: Code identifying an organizational entity, a physical location, property or an individual | | | | | | |
| Code Name | | | | | | |
| ST Ship To | | | | | | |
| N102 | 93 | Name | X | AN | 1/60 | Must use |
| Description: Free-form name | | | | | | |
| N103 | 66 | Identification Code Qualifier | X | ID | 1/2 | Must use |
| Description: Code designating the system/method of code structure used for Identification Code (67) | | | | | | |
| Code Name | | | | | | |
| 09 | | | | | | |
| N104 | 67 | Identification Code | X | AN | 2/80 | Must use |
| 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.
2. N105 and N106 further define the type of entity in N101.

CCBCC Example:

*N1*ST*Charlotte*09*0567891230012~*

N3 Address Information

| | |
|--------------------|-------------|
| Pos: 330 | Max: 2 |
| Heading - Optional | |
| Loop: N1 | Elements: 1 |

User Option (Usage): Must use

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

CCBCC Example:

*N3*123 Charlotte Rd.~*

N4 Geographic Location

| | |
|--------------------|-------------|
| Pos: 340 | Max: >1 |
| Heading - Optional | |
| Loop: N1 | Elements: 3 |

User Option (Usage): Must use

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 | City Name | O | AN | 2/30 | Must use |
| | | Description: Free-form text for city name | | | | |
| N402 | 156 | State or Province Code | O | ID | 2/2 | Must use |
| | | Description: Code (Standard State/Province) as defined by appropriate government agency | | | | |
| N403 | 116 | Postal Code | O | ID | 3/15 | Must use |
| | | Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | | | | |

Syntax Rules:

1. C0605 - If N406 is present, then N405 is required.

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

CCBCC Example:

*N4*CHARLOTTE*NC*12345~*

Loop PO1

| | |
|-----------|-------------------|
| Pos: 010 | Repeat: 100000 |
| Mandatory | |
| Loop: PO1 | Elements: N/A |

User Option (Usage): Must use

Purpose: To specify basic and most frequently used line item data

Loop Summary:

| <u>Pos</u> | <u>Id</u> | <u>Segment Name</u> | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------------|-----------|---------------------|------------|----------------|---------------|--------------|
| 010 | PO1 | Baseline Item Data | M | 1 | | Must use |
| 050 | | Loop PID | O | | 1000 | Must use |

PO1 Baseline Item Data

| | |
|--------------------|-------------|
| Pos: 010 | Max: 1 |
| Detail - Mandatory | |
| Loop: PO1 | Elements: 9 |

User Option (Usage): Must use

Purpose: To specify basic and most frequently used line item data

Element Summary:

| <u>Ref</u> | <u>Id</u> | <u>Element Name</u> | <u>Req</u> | <u>Type</u> | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|--|--|-------------|----------------|--------------|
| PO101 | 350 | Assigned Identification | O | AN | 1/20 | Must use |
| | | Description: Alphanumeric characters assigned for differentiation within a transaction set | | | | |
| PO102 | 330 | Quantity Ordered | X | R | 1/15 | Must use |
| | | Description: Quantity ordered | | | | |
| PO103 | 355 | Unit or Basis for Measurement Code | O | ID | 2/2 | Must use |
| | | Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken | | | | |
| | | Code Name | | | | |
| | | EA | Each | | | |
| PO104 | 212 | Unit Price | X | R | 1/17 | Must use |
| | | Description: Price per unit of product, service, commodity, etc. | | | | |
| PO105 | 639 | Basis of Unit Price Code | O | ID | 2/2 | Must use |
| | | Description: Code identifying the type of unit price for an item | | | | |
| | | Code Name | | | | |
| | | CT | Contract | | | |
| PO106 | 235 | Product/Service ID Qualifier | X | ID | 2/2 | Must use |
| | | Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | | | |
| | | Code Name | | | | |
| | | UA | U.P.C./EAN Case Code (2-5-5) | | | |
| | | VN | Vendor's (Seller's) Item Number | | | |
| PO107 | 234 | Product/Service ID | X | AN | 1/48 | Must use |
| | | Description: Identifying number for a product or service | | | | |
| PO108 | 235 | Product/Service ID Qualifier | X | ID | 2/2 | Must use |
| | | Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) | | | | |
| | | Code Name | | | | |
| | | PD | Part Number Description | | | |
| | | UP | U.P.C. Consumer Package Code (1-5-5-1) | | | |
| PO109 | 234 | Product/Service ID | X | AN | 1/48 | Used |
| | | Description: Identifying number for a product or service | | | | |

| <u>Ref</u> | <u>Id</u> | <u>Element Name</u> | <u>Req</u> | <u>Type</u> | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|---------------------|------------|-------------|----------------|--------------|
|------------|-----------|---------------------|------------|-------------|----------------|--------------|

Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 is present, then the other is required.

Comments:

1. See the Data Element Dictionary for a complete list of IDs.
2. PO101 is the line item identification.
3. PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

CCBCC Example:

```
PO1*001*10*EA*123.45*CT*VN*98765321*UP*012345678912~
```

Loop PID

| | |
|-----------|---------------|
| Pos: 050 | Repeat: 1000 |
| Optional | |
| Loop: PID | Elements: N/A |

User Option (Usage): Must use

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

Loop Summary:

| <u>Pos</u> | <u>Id</u> | <u>Segment Name</u> | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------------|-----------|--------------------------|------------|----------------|---------------|--------------|
| 050 | PID | Product/Item Description | O | 1 | | Must use |

PID Product/Item Description

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

User Option (Usage): Must use

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 | | | | | | |
| Code Name | | | | | | |
| F Free-form | | | | | | |
| PID05 | 352 | Description | X | AN | 1/80 | Must use |
| Description: A free-form description to clarify the related data elements and their content | | | | | | |

Syntax Rules:

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.
3. C0703 - If PID07 is present, then PID03 is required.
4. C0804 - If PID08 is present, then PID04 is required.
5. C0905 - If PID09 is present, then PID05 is required.

Semantics:

1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

Comments:

1. If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
2. Use PID06 when necessary to refer to the product surface or layer being described in the segment.
3. PID07 specifies the individual code list of the agency specified in PID03.

CCBCC Example:

PID*F****RAW MATERIAL CONCENTRATE~

Loop CTT

| | |
|------------------|----------------------|
| Pos: 010 | Repeat: 1 |
| Optional | |
| Loop: CTT | Elements: N/A |

User Option (Usage): Must use

Purpose: To transmit a hash total for a specific element in the transaction set

Loop Summary:

| <u>Pos</u> | <u>Id</u> | <u>Segment Name</u> | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------------|-----------|---------------------|------------|----------------|---------------|--------------|
| 010 | CTT | Transaction Totals | O | 1 | | Must use |
| 020 | AMT | Monetary Amount | O | 1 | | Must use |

CTT Transaction Totals

Pos: 010 Max: 1
 Summary - Optional
 Loop: CTT Elements: 2

User Option (Usage): Must use

Purpose: 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 | N0 | 1/6 | Must use |

Description: Total number of line items in the transaction set

| | | | | | | |
|-------|-----|------------|---|---|------|----------|
| CTT02 | 347 | Hash Total | O | R | 1/10 | Must use |
|-------|-----|------------|---|---|------|----------|

Description: Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element. Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.

Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

Comments:

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

CCBCC Example:

CTT*1*123.45~

AMT Monetary Amount

| | |
|--------------------|-------------|
| Pos: 020 | Max: 1 |
| Summary - Optional | |
| Loop: CTT | Elements: 2 |

User Option (Usage): Must use

Purpose: To indicate the total monetary amount

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> |
|------------|-----------|--|------------|-------------|----------------|--------------|
| AMT01 | 522 | Amount Qualifier Code | M | ID | 1/3 | Must use |
| | | Description: Code to qualify amount | | | | |
| | | Code | | Name | | |
| | | 2 | | Batch Total | | |
| AMT02 | 782 | Monetary Amount | M | R | 1/18 | Must use |
| | | Description: Monetary amount | | | | |

CCBCC Example:

AMT*1*1234.50~

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 | Number of Included Segments | M | N0 | 1/10 | Must use |
| | | 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 |
| | | Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | | | | |

Comments:

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