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
0100	ST	Transaction Set Header	M	1			Must use
0200	BEG	Beginning Segment for Purchase Order	M	1			Must use
0400	CUR	Currency	O	1			Used
0500	REF	Reference Identification	O	>1			Used
0700	TAX	Tax Reference	O	>1			Used
0800	FOB	F.O.B. Related Instructions	O	>1			Used
1300	ITD	Terms of Sale/Deferred Terms of Sale	O	>1			Used
1500	DTM	Date/Time Reference	O	10			Used
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O	>1			Used
2800	CTB	Restrictions/Conditions	O	5			Used
LOOP ID - N1					**200**		
3100	N1	Name	O	1			Used
3200	N2	Additional Name Information	O	2			Used
3300	N3	Address Information	O	2			Used
3400	N4	Geographic Location	O	>1			Used
3600	PER	Administrative Communications Contact	O	>1			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					**100000**		
0100	PO1	Baseline Item Data	M	1		N2/0100	Must use
LOOP ID - PID					**1000**		
0500	PID	Product/Item Description	O	1			Used
1000	REF	Reference Identification	O	>1			Used
LOOP ID - SCH					**200**		
2950	SCH	Line Item Schedule	O	1		N2/2950	Used
LOOP ID - N1					**200**		
3500	N1	Name	O	1			Used
3600	N2	Additional Name Information	O	2			Used
3700	N3	Address Information	O	2			Used
3800	N4	Geographic Location	O	1			Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - CTT					**1**		

0100	CTT	Transaction Totals	O	1	N3/0100	Used
0300	SE	Transaction Set Trailer	M	1		Must use

Notes:

2/0100 PO102 is required.

2/2950 The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.

3/0100 The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

ST Transaction Set Header

Pos: 0100	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

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	M	ID	3/3	Must use

Description: Code uniquely identifying a Transaction Set

Code	Name
850	Purchase Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
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

Must be unique within the group.

Semantics:

1. The transaction set identifier (ST01) is 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: 0200	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 6

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**	**M**	**ID**	**2/2**	**Must use**

Description: Code identifying purpose of transaction set

Code	Name
00	Original
06	Confirmation

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG02	**92**	**Purchase Order Type Code**	**M**	**ID**	**2/2**	**Must use**

Description: Code specifying the type of Purchase Order

Code	Name
CN	Consigned Order
RR	Repair and Return
SA	Stand-alone Order
SO	Shipped Order
SS	Supply or Service Order
UE	Unit Exchange
WO	Warranty Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG03	**324**	**Purchase Order Number**	**M**	**AN**	**1/22**	**Must use**

Description: Identifying number for Purchase Order assigned by the orderer/purchaser

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG04	**328**	**Release Number**	**O**	**AN**	**1/30**	**Used**

Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG05	**373**	**Date**	**M**	**DT**	**8/8**	**Must use**

Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG06	**367**	**Contract Number**	**O**	**AN**	**1/30**	**Used**

Description: Contract number

Semantics:

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

CUR Currency

Pos: 0400	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CUR01	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
BY	Buying Party (Purchaser)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CUR02	100	**Currency Code**	**M**	**ID**	**3/3**	**Must use**

Description: Code (Standard ISO) for country in whose currency the charges are specified

CAD   Canadian Dollar
MXP   Mexican Peso
USA   US Dollar

Syntax:

1. CUR08 C0807 -- If CUR08 is present, then CUR07 is required
2. CUR09 C0907 -- If CUR09 is present, then CUR07 is required
3. CUR10 L101112 -- If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. CUR11 C1110 -- If CUR11 is present, then CUR10 is required
5. CUR12 C1210 -- If CUR12 is present, then CUR10 is required
6. CUR13 L131415 -- If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. CUR14 C1413 -- If CUR14 is present, then CUR13 is required
8. CUR15 C1513 -- If CUR15 is present, then CUR13 is required
9. CUR16 L161718 -- If CUR16 is present, then at least one of CUR17 or CUR18 is required.
10. CUR17 C1716 -- If CUR17 is present, then CUR16 is required
11. CUR18 C1816 -- If CUR18 is present, then CUR16 is required
12. CUR19 L192021 -- If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. CUR20 C2019 -- If CUR20 is present, then CUR19 is required
14. CUR21 C2119 -- If CUR21 is present, then CUR19 is required

Comments:

REF   Reference Identification

Pos: 0500   Max: >1
Heading - Optional
Loop: N/A   Elements: 3

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	**128**	**Reference Identification Qualifier**	**M**	**ID**	**2/3**	**Must use**

Description: Code qualifying the Reference Identification

Code	Name
JB	Job (Project) Number
KD	Special Instructions Number
L1	Letters or Notes

If this code is sent, manual intervention is required and the Rail Industry expects interpretation and compliance.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF02	**127**	**Reference Identification**	**C**	**AN**	**1/50**	**Used**

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

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF03	**352**	**Description**	**C**	**AN**	**1/80**	**Used**

Description: A free-form description to clarify the related data elements and their content

Syntax:

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

Semantics:

1.   REF04 contains data relating to the value cited in REF02.

TAX Tax Reference

Pos: 0700	**Max: >1**
Heading - Optional	
Loop: N/A	**Elements: 4**

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TAX01	**325**	**Tax Identification Number**	C	AN	1/20	Used

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

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TAX02	**309**	**Location Qualifier**	C	ID	1/2	Used

Description: Code identifying type of location

Code	Name
SP	State/Province

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TAX03	**310**	**Location Identifier**	C	AN	1/30	Used

Description: Code which identifies a specific location

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TAX12	**441**	**Tax Exempt Code**	O	ID	1/1	Used

Description: Code identifying exemption status from sales and use tax

Code	Name
5	Exempt (Not For Resale)

Syntax:

1. TAX01 R0103 -- At least one of TAX01 or TAX03 is required.
2. TAX02 P0203 -- If either TAX02 or TAX03 are present, then the others are required.
3. TAX04 P0405 -- If either TAX04 or TAX05 are present, then the others are required.
4. TAX06 P0607 -- If either TAX06 or TAX07 are present, then the others are required.
5. TAX08 P0809 -- If either TAX08 or TAX09 are present, then the others are required.
6. TAX10 P1011 -- If either TAX10 or TAX11 are present, then the others are 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.

FOB F.O.B. Related Instructions

Pos: 0800   Max: >1
Heading - Optional
Loop: N/A   Elements: 3

To specify transportation instructions relating to shipment

Element Summary:

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

Description: Code identifying payment terms for transportation charges

Code	Name
CC	Collect
DF	Defined by Buyer and Seller

Code "DF" indicates that the method of payment is not specified.

Code	Name
PC	Prepaid but Charged to Customer
PP	Prepaid (by Seller)
PU	Pickup

Ref	Id	Element Name	Req	Type	Min/Max	Usage
FOB06	**309**	**Location Qualifier**	**C**	**ID**	**1/2**	**Used**

Description: Code identifying type of location

Code	Name
CI	City
DE	Destination (Shipping)
OR	Origin (Shipping Point)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
FOB07	**352**	**Description**	**O**	**AN**	**1/80**	**Used**

Description: A free-form description to clarify the related data elements and their content

Syntax:

1. FOB03   C0302 -- If FOB03 is present, then FOB02 is required
2. FOB04   C0405 -- If FOB04 is present, then FOB05 is required
3. FOB07   C0706 -- If FOB07 is present, then FOB06 is required
4. FOB08   C0809 -- If FOB08 is present, then FOB09 is required

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

ITD Terms of Sale/Deferred Terms of Sale

Pos: 1300   Max: >1
Heading - Optional
Loop: N/A   Elements: 6

To specify terms of sale

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD01	**336**	**Terms Type Code**	**O**	**ID**	**2/2**	**Used**

Description: Code identifying type of payment terms

Code	Name
05	Discount Not Applicable
08	Basic Discount Offered
09	Proximo

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD02	**333**	**Terms Basis Date Code**	**O**	**ID**	**1/2**	**Used**

Description: Code identifying the beginning of the terms period

Code	Name
3	Invoice Date
5	Invoice Receipt Date
6	Anticipated Delivery Date

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD03	**338**	**Terms Discount Percent**	**O**	**R**	**1/6**	**Used**

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

2% = 2 or 2.0

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD05	**351**	**Terms Discount Days Due**	**C**	**N0**	**1/3**	**Used**

Description: Number of days in the terms discount period by which payment is due if terms discount is earned

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD07	**386**	**Terms Net Days**	**O**	**N0**	**1/3**	**Used**

Description: Number of days until total invoice amount is due (discount not applicable)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ITD13	**765**	**Day of Month**	**C**	**N0**	**1/2**	**Used**

Description: The numeric value of the day of the month between 1 and the maximum day of the month being referenced

Syntax:

L03040513 -- If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
L08040513 -- If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
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.

The following explains the use of the elements:

If ITD01 = "05"

ITD07 is required

ITD03, ITD05, and ITD13 must not be sent

If ITD01 = "08"

ITD03, ITD05, and ITD 07 are required

ITD13 must not be sent

ITD03 must be greater than zero

If ITD01 = "09"

ITD13 is required

ITD03 is required for other than net proximo terms

ITD05 and ITD07 must not be sent,

DTM Date/Time Reference

Pos: 1500   Max: 10
Heading - Optional
Loop: N/A   Elements: 2

To specify pertinent dates and times

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
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 "002" implies that shipment is expected as indicated; not before, not after.

Code	Name
002	Delivery Requested

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM02	**373**	**Date**	**C**	**DT**	**8/8**	**Used**

Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Syntax:

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

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 2400   Max: >1
Heading - Optional
Loop: N/A   Elements: 3

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD502	66	**Identification Code Qualifier**	C	ID	1/2	Used

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

Code	Name
2	Standard Carrier Alpha Code (SCAC)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD503	67	**Identification Code**	C	AN	2/80	Used

Description: Code identifying a party or other code

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD505	387	**Routing**	C	AN	1/35	Used

Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

Syntax:

R0204050612 -- At least one of TD502, TD504, TD505, TD506 or TD512 is required.
C0203 -- If TD502 is present, then TD503 is required

Semantics:

1. TD515 is the country where the service is to be performed.

Comments:

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

Routing Information is to be determined in the following order of priority:
* Segment TD5
* General letter of routing instructions furnished by the buyer
* Customary routing

CTB Restrictions/Conditions

Pos: 2800   Max: 5
Heading - Optional
Loop: N/A   Elements: 4

To specify restrictions/conditions (such as shipping, ordering)

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTB01	**688**	**Restrictions/Conditions Qualifier**	**M**	**ID**	**2/2**	**Must use**

Description: Code identifying the type of restriction/condition

Code	Name
OR	Ordering

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTB02	**352**	**Description**	**C**	**AN**	**1/80**	**Used**

Description: A free-form description to clarify the related data elements and their content

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTB03	**673**	**Quantity Qualifier**	**C**	**ID**	**2/2**	**Used**

Description: Code specifying the type of quantity

Code	Name
04	Discrete Quantity - Rejected Material: Disposition Replacement
05	Discrete Quantity - Rejected Material: Disposition Credit

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTB04	**380**	**Quantity**	**C**	**R**	**1/15**	**Used**

Description: Numeric value of quantity

Syntax:

R020406 -- At least one of CTB02, CTB04 or CTB06 is required.
P0304 -- If either CTB03 or CTB04 are present, then the others are required.

This segment must be sent only when BEG02 = "WO".

N1 Name

Pos: 3100	**Max: 1**
Heading - Optional	
Loop: N1	**Elements: 4**

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**	M	ID	2/3	**Must use**

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

Code	Name
BT	Bill-to-Party
BY	Buying Party (Purchaser)
SE	Selling Party
SF	Ship From
ST	Ship To

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N102	93	**Name**	C	AN	1/60	**Used**

Description: Free-form name

If N101 = "BY", N102 will contain the legal name of the buyer.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N103	66	**Identification Code Qualifier**	C	ID	1/2	**Used**

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

Absence of code value in N103 when N101 = "ST" indicates that this address is not a permanent address. The seller is expected to utilize the information in segments N1, N2, N3, and N4, to package, label, and consign the material.

Code	Name
92	Assigned by Buyer or Buyer's Agent

Use of code value "92" in N103 when N101 = "ST" notifies the supplier that the value in N104 is a code for a "permanent" ship to address, and that the information in segments N2, N3 and N4 is expected to change very infrequently. A receiver may elect to capture the N1 data on an internal table. However, the receiver is expected to compare the information as transmitted with the table data. If no table data is found, a new table record may be created. If table data is found and changes are detected, the use of code value "92" implies that the changes are permanent, that the table data can be changed, and that all open orders to this location can be adjusted to the new address.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N104	67	**Identification Code**	C	AN	2/80	**Used**

Description: Code identifying a party or other code

Syntax:

1. N102   R0203 -- At least one of N102 or N103 is required.
2. N103   P0304 -- If either N103 or N104 are present, then the others 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.
2. N105 and N106 further define the type of entity in N101.

Four N1 loops are required for each PO: One each for N101 = "BT", "BY", "SE", and "ST". The "SF" loop is optional and may be sent to one or more roads. The "ST" loop can be used for either permanent or non-permanent shipping addresses. The use of various segments and elements for each of the loops can be found in Table I of the Appendix.

The Buyer expects the "BT" loop to be returned on any invoice exactly as transmitted on the Purchase Order. (See Guideline for 810 RIFMAT).

N2 Additional Name Information

Pos: 3200	**Max: 2**
Heading - Optional	
Loop: N1	**Elements: 2**

To specify additional names

Element Summary:

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

See Table I of the Appendix.

N3 Address Information

Pos: 3300	**Max: 2**
Heading - Optional	
Loop: N1	**Elements: 2**

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
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				

See Table I of the Appendix.

N4   **Geographic Location**

Pos: 3400   Max: >1
Heading - Optional
Loop: N1   Elements: 4

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**	**C**	**ID**	**2/2**	**Used**
		Description: Code (Standard State/Province) as defined by appropriate government agency				
		See Table III of the Appendix for Canadian provinces and US State codes.				
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**	**C**	**ID**	**2/3**	**Used**
		Description: Code identifying the country				
		CA Canada				
		MX Mexico				
		US United States				

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.

See Table I of the Appendix.

PER Administrative Communications Contact

Pos: 3600	**Max: >1**
Heading - Optional	
Loop: N1	**Elements: 8**

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**	**M**	**ID**	**2/2**	**Must use**

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

Code	Name
BD	Buyer Name or Department
IC	Information Contact
RD	Receiving Dock

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	**93**	**Name**	**O**	**AN**	**1/60**	**Used**

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER03	**365**	**Communication Number Qualifier**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the type of communication number

Code	Name
EM	Electronic Mail
FX	Facsimile
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	**364**	**Communication Number**	**C**	**AN**	**1/256**	**Used**

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	**365**	**Communication Number Qualifier**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the type of communication number

Code	Name
EM	Electronic Mail
FX	Facsimile
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	**364**	**Communication Number**	**C**	**AN**	**1/256**	**Used**

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER07	**365**	**Communication Number Qualifier**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the type of communication number

Code	Name
EM	Electronic Mail
FX	Facsimile
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER08	**364**	**Communication Number**	**C**	**AN**	**1/256**	**Used**

Description: Complete communications number including country or area code when applicable

Syntax:

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

See Table I of the Appendix.

If the PER segment is sent and N101 = "BY", then PER01 = "BD"; if N101 = "ST", then PER01 = "RD".

PO1 Baseline Item Data

Pos: 0100   Max: 1
Detail - Mandatory
Loop: PO1   Elements: 11

To specify basic and most frequently used line item data

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO101	**350**	**Assigned Identification**	O	AN	1/20	**Used**

Description: Alphanumeric characters assigned for differentiation within a transaction set

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO102	**330**	**Quantity Ordered**	C	R	1/15	**Used**

Description: Quantity ordered

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO103	**355**	**Unit or Basis for Measurement Code**	O	ID	2/2	**Used**

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

See Table IV of the Appendix for unit or basis for measurement codes.

All valid standard codes are used.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO104	**212**	**Unit Price**	C	R	1/17	**Used**

Description: Price per unit of product, service, commodity, etc.

Unit price will be expressed in the Unit Of Measure Code as specified in PO103. Unit Price will be net of gross price, trade discounts and item-specific mark-ups, but will not be adjusted for payment terms or any order-specific charges.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO105	**639**	**Basis of Unit Price Code**	O	ID	2/2	**Used**

Description: Code identifying the type of unit price for an item

Code	Name
CA	Catalog
CT	Contract
ES	Estimated
QT	Quoted

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO106	**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)

PO106 through PO111 are repeated pairs of data elements 235 and 234.

Code	Name
MF	Manufacturer
PI	Purchaser's Item Code
VP	Vendor's (Seller's) Part Number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO107	**234**	**Product/Service ID**	C	AN	1/48	**Used**

Description: Identifying number for a product or service

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO108	**235**	**Product/Service ID Qualifier**	C	ID	2/2	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
PO109	**234**	**Product/Service ID**	**C**	**AN**	**1/48**	**Used**
		Description: Identifying number for a product or service				
PO110	**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)				
PO111	**234**	**Product/Service ID**	**C**	**AN**	**1/48**	**Used**
		Description: Identifying number for a product or service				

Syntax:

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

PID Product/Item Description

Pos: 0500	**Max: 1**
Detail - Optional	
Loop: PID	**Elements: 2**

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**	M	ID	1/1	Used

Description: Code indicating the format of a description

Code	Name
F	Free-form

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PID05	**352**	**Description**	C	AN	1/80	Used

Description: A free-form description to clarify the related data elements and their content

Syntax:

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.

REF Reference Identification

> **Pos: 1000   Max: >1**
> **Detail - Optional**
> **Loop: PO1   Elements: 3**

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	**128**	**Reference Identification Qualifier**	M	ID	2/3	Used

Description: Code qualifying the Reference Identification

If code "C1" or "98" is sent, the date of the specification may be sent in REF03 in the format MMDDYYYY.

Code	Name
98	Container/Packaging Specification Number
BO	Bin Location Number
C1	Customer material specification number
JB	Job (Project) Number
KD	Special Instructions Number
L1	Letters or Notes
PW	Prior purchase order number
SA	Salesperson

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF02	**127**	**Reference Identification**	C	AN	1/50	Used

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

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF03	**352**	**Description**	C	AN	1/80	Used

Description: A free-form description to clarify the related data elements and their content

Syntax:

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

Semantics:

1.   REF04 contains data relating to the value cited in REF02.

SCH Line Item Schedule

Pos: 2950	Max: 1
Detail - Optional	
Loop: SCH	**Elements: 4**

To specify the data for scheduling a specific line-item

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SCH01	**380**	**Quantity**	**M**	**R**	**1/15**	**Must use**

Description: Numeric value of quantity

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SCH02	**355**	**Unit or Basis for Measurement Code**	**M**	**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

See Table IV of the Appendix for unit or basis for measurement codes.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SCH05	**374**	**Date/Time Qualifier**	**M**	**ID**	**3/3**	**Must use**

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

Codes "002", "010', and "077" imply that shipment/delivery is expected as indicated; not before, not after. Code "074" implies that shipment is expected upon reciept of order, with delivery expected no later then SCH06.

Code	Name
002	Delivery Requested
010	Requested Ship
037	Requested Ship Not Before
038	Requested Ship No Later Than
039	Requested Ship Week of
074	Requested for Delivery (Prior to and Including)
077	Requested for Delivery (Week of)
176	Expedited on

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SCH06	**373**	**Date**	**M**	**DT**	**8/8**	**Must use**

Semantics:

Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

1.   SCH12 is the schedule identification.

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

Use of this segment will override the use of segment CSH and DTM (if sent) for this line item.

N1 Name

Pos: 3500   Max: 1
Detail - Optional
Loop: N1   Elements: 4

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**	**M**	**ID**	**2/3**	**Must use**

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

Code	Name
ST	Ship To

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N102	**93**	**Name**	**C**	**AN**	**1/60**	**Used**

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N103	**66**	**Identification Code Qualifier**	**C**	**ID**	**1/2**	**Used**

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

Code	Name
92	Assigned by Buyer or Buyer's Agent

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N104	**67**	**Identification Code**	**C**	**AN**	**2/80**	**Used**

Description: Code identifying a party or other code

Syntax:

1. N102   R0203 -- At least one of N102 or N103 is required.
2. N103   P0304 -- If either N103 or N104 are present, then the others 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.
2. N105 and N106 further define the type of entity in N101.

N2 Additional Name Information

Pos: 3600	**Max: 2**
Detail - Optional	
Loop: N1	**Elements: 2**

To specify additional names

Element Summary:

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

N3 Address Information

<div style="text-align: right">
Pos: 3700   Max: 2
Detail - Optional
Loop: N1   Elements: 2
</div>

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
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				

N4 Geographic Location

Pos: 3800   Max: 1
Detail - Optional
Loop: N1   Elements: 4

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**	**C**	**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**	**C**	**ID**	**2/3**	**Used**
		Description: Code identifying the country				

CA   Canada
MX   Mexico
US   United States

Syntax:

1. N402   E0207 -- Only one of N402 or N407 may be present.
2. N406   C0605 -- If N406 is present, then N405 is required
3. N407   C0704 -- If N407 is present, then N404 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.

CTT **Transaction Totals**

Pos: 0100   **Max: 1**
Summary - Optional
Loop: CTT   Elements: 1

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTT01	**354**	**Number of Line Items**	**M**	**N0**	**1/6**	**Must use**
		Description: Total number of line items in the transaction set				

Syntax:

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

Comments:

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

SE Transaction Set Trailer

Pos: 0300   Max: 1
Summary - Mandatory
Loop: N/A   Elements: 2

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**	**M**	**N0**	**1/10**	**Must use**

Description: Total number of segments included in a transaction set including ST and SE segments

Ref	Id	Element Name	Req	Type	Min/Max	Usage
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

Must be identical to the transaction set control number in the ST segment.

Comments:

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