

850 Purchase Order

X12/V5010/850: 850 Purchase Order

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850 Purchase Order

Functional Group=**PO**

Purpose: This X12 Transaction Set 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>
0100	ST	Transaction Set Header	M	1			Must use
0200	BEG	Beginning Segment for Purchase Order	M	1			Must use
0500	REF	Reference Information	M	8			Must use
0600	PER	Administrative Communications Contact	O	1			Used
0800	FOB	F.O.B. Related Instructions	M	1			Must use
1100	CSH	Sales Requirements	O	1			Used
1300	ITD	Terms of Sale/Deferred Terms of Sale	O	1			Used
1500	DTM	Date/Time Reference	M	4			Must use
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O	1			Used
2500	TD3	Carrier Details (Equipment)	O	1			Used
LOOP ID - N9					<u>5</u>		
2950	N9	Extended Reference Information	M	1			Must use
3000	MTX	Text	M	>1			Must use
LOOP ID - N1					<u>7</u>		
3100	N1	Party Identification	M	1			Must use
3200	N2	Additional Name Information	O	1			Used
3300	N3	Party Location	M	2			Must use
3400	N4	Geographic Location	M	1			Must use
3600	PER	Administrative Communications Contact	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>
LOOP ID - PO1					<u>100000</u>	<u>N2/0100L</u>	
0100	PO1	Baseline Item Data	M	1		N2/0100	Must use
LOOP ID - CTP					<u>1</u>		
0400	CTP	Pricing Information	O	1			Used
LOOP ID - PID					<u>4</u>		
0500	PID	Product/Item Description	M	1			Must use
1000	REF	Reference Information	O	1			Used
LOOP ID - N9					<u>2</u>		

<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>
3300	N9	Extended Reference Information	M	1			Must use
3400	MTX	Text	M	>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	N3/0100L	
0100	CTT	Transaction Totals	M	1		N3/0100	Must use
0200	AMT	Monetary Amount Information	M	1		N3/0200	Must use
0300	SE	Transaction Set Trailer	M	1			Must use

Notes:

- 2/0100L PO102 is required.
- 2/0100 PO102 is required.
- 3/0100L 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.
- 3/0100 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.
- 3/0200 If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

User Note 1:

Change History

10/2/2015

- Added FOB01 qualifier 'TP' - Third Party Pay

10/13/2016

- Added FOB01 qualifier 'FO' - FOB Port of Call

01/12/2017

- Edited BEG03 (Purchase Order Number) User Note 1.

03/06/2020

Added allowed codes of CN and DF to FOB01

ST Transaction Set Header

Pos: 0100	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

CodeList Summary (Total Codes: 318, Included: 1)

Code Name

850 Purchase Order

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

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).
2. The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition. When used, this implementation convention reference takes precedence over the implementation reference specified in the GS08.

BEG Beginning Segment for Purchase Order

Pos: 0200	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

CodeList Summary (Total Codes: 66, Included: 1)

Code Name

00 Original

BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use
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Description: Code specifying the type of Purchase Order

CodeList Summary (Total Codes: 76, Included: 2)

Code Name

DS Dropship

SA Stand-alone Order

BEG03	324	Purchase Order Number	M	AN	1/22	Must use
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Description: Identifying number for Purchase Order assigned by the orderer/purchaser

User Note 1:

Purchase Order Number will be sent with 10 digits format, for example:

1000012345

2000067890

BEG05	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Semantics:

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

REF Reference Information

Pos: 0500	Max: 8
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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: 1731, Included: 8)

Code Name

11 Account Number

User Note 1:

Mandatory on Drop Ship Orders (BEG02 = DS)

19 Division Identifier

User Note 1:

Use to indicate logo on the packing slip.

AH Agreement Number

User Note 1:

State ID Number

BB Authorization Number

User Note 1:

Firearms Dealer ID Number

CO Customer Order Number

GK Third Party Reference Number

User Note 1:

Shipment Carrier Account #

IA Internal Vendor Number

KW Certification

User Note 1:

International ID

REF02	127	Reference Identification	M	AN	1/50	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Syntax Rules:

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

Semantics:

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

User Note 1:

One iteration of REF will always be sent for Vendor Number (REF01 = IA).

PER Administrative Communications Contact

Pos: 0600	Max: 1
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
<p>Description: Code identifying the major duty or responsibility of the person or group named</p> <p>CodeList Summary (Total Codes: 238, Included: 1)</p> <p>Code Name</p> <p>BD Buyer Name or Department</p>						
PER02	93	Name	M	AN	1/60	Must use
<p>Description: Free-form name</p>						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 42, Included: 1)</p> <p>Code Name</p> <p>TE Telephone</p>						
PER04	364	Communication Number	X	AN	1/256	Used
<p>Description: Complete communications number including country or area code when applicable</p>						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 42, Included: 1)</p> <p>Code Name</p> <p>EM Electronic Mail</p>						
PER06	364	Communication Number	X	AN	1/256	Used
<p>Description: Complete communications number including country or area code when applicable</p>						

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.

FOB F.O.B. Related Instructions

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

User Option (Usage): Must use

Purpose: To specify transportation instructions relating to shipment

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>
FOB01	146	Shipment Method of Payment	M	ID	2/2	Must use

Description: Code identifying payment terms for transportation charges

CodeList Summary (Total Codes: 31, Included: 8)

Code Name

CC Collect
 CN Cost and Freight
 DD Delivered Duty Paid
 DF Defined by Buyer and Seller
 FO FOB Port of Call
 HP Half Prepaid
 PP Prepaid (by Seller)
 TP Third Party Pay

FOB06	309	Location Qualifier	X	ID	1/2	Used
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Description: Code identifying type of location

CodeList Summary (Total Codes: 184, Included: 1)

Code Name

KL Port of Loading

FOB07	352	Description	O	AN	1/80	Used
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Description: A free-form description to clarify the related data elements and their content

Syntax Rules:

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

CSH Sales Requirements

Pos: 1100	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

Purpose: To specify general conditions or requirements of the 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>
CSH01	563	Sales Requirement Code	O	ID	1/2	Used

Description: Code to identify a specific requirement or agreement of sale

User Note 1:

Backorders are not allowed on Drop Ship orders

CodeList Summary (Total Codes: 57, Included: 2)

Code Name

N No Back Order

Y Back Order if Out of Stock

Syntax Rules:

1. C0203 - If CSH02 is present, then CSH03 is required.
2. P0607 - If either CSH06 or CSH07 is present, then the other is required.
3. P0910 - If either CSH09 or CSH10 is present, then the other is required.

Semantics:

1. CSH03 is the maximum monetary amount value which the order must not exceed.
2. CSH04 is the account number to which the purchase amount is charged.
3. CSH05 is the date specified by the sender to be shown on the invoice.
4. CSH06 identifies the source of the code value in CSH07.

ITD Terms of Sale/Deferred Terms of Sale

Pos: 1300	Max: 1
Heading - Optional	
Loop: N/A	Elements: 11

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
		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				
ITD04	370	Terms Discount Due Date	X	DT	8/8	Used
		Description: Date payment is due if discount is to be earned expressed in format CCYYMMDD where CC represents the first two digits of the calendar year				
ITD05	351	Terms Discount Days Due	X	N0	1/3	Used
		Description: Number of days in the terms discount period by which payment is due if terms discount is earned				
ITD06	446	Terms Net Due Date	O	DT	8/8	Used
		Description: Date when total invoice amount becomes due expressed in format CCYYMMDD where CC represents the first two digits of the calendar year				
ITD07	386	Terms Net Days	O	N0	1/3	Used
		Description: Number of days until total invoice amount is due (discount not applicable)				
ITD08	362	Terms Discount Amount	O	N2	1/10	Used
		Description: Total amount of terms discount				
ITD09	388	Terms Deferred Due Date	O	DT	8/8	Used
		Description: Date deferred payment or percent of invoice payable is due expressed in format CCYYMMDD where CC represents the first two digits of the calendar year				
ITD10	389	Deferred Amount Due	X	N2	1/10	Used
		Description: Deferred amount due for payment				
ITD11	342	Percent of Invoice Payable	X	R	1/5	Used
		Description: Amount of invoice payable expressed in percent				
ITD12	352	Description	M	AN	1/80	Must use
		Description: A free-form description to clarify the related data elements and their content				
ITD14	107	Payment Method Type Code	O	ID	1/2	Used
		Description: Code identifying type of payment procedures				
		CodeList Summary (Total Codes: 37, Included: 4)				
		<u>Code</u>	<u>Name</u>			
		C	Pay By Check			

Code Name

E Electronic Payment System

User Note 1:*Payment to bank account*

L Letter of Credit

U Direct Pay to Others

User Note 1:*Escrow***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.

DTM Date/Time Reference

Pos: 1500	Max: 4
Heading - Mandatory	
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

User Note 1:

One of the following is required: Requested Delivery or Request Ship.

CodeList Summary (Total Codes: 1280, Included: 4)

Code Name

001	Cancel After
002	Delivery Requested
010	Requested Ship
077	Requested for Delivery (Week of)

DTM02	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

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.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 2400	Max: 1
Heading - Optional	
Loop: N/A	Elements: 5

User Option (Usage): Used

Purpose: To specify the carrier and sequence of routing and provide transit time 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>
TD504	91	Transportation Method/Type Code	X	ID	1/2	Used

Description: Code specifying the method or type of transportation for the shipment

CodeList Summary (Total Codes: 80, Included: 1)

Code Name

H Customer Pickup

TD505	387	Routing	O	AN	1/35	Used
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Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

TD512	284	Service Level Code	X	ID	2/2	Used
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Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier

CodeList Summary (Total Codes: 71, Included: 26)

Code Name

- AM A.M.
- CG Ground
- CX Express Service
- DC Delivery Confirmation
- DS Door Service
- ET Proof of Delivery (POD) with Signature
- FC First Class
- G2 Standard Service
- IE Expedited Service - Worldwide
- IX Express Service - Worldwide
- ND Next Day Air
- NH Next Day Hundred Weight
- ON Overnight
- PA Primary Service Area - Next Day by 10:30 A.M.
- PB Priority Mail
- PC Primary Service Area - Next Day By 9:30 AM
- PI Priority Mail Insured
- PM PM
- PO P.O. Box/Zip Code
- SA Same Day
- SC Second Day Air
- SD Saturday
- SE Second Day

Code Name

SG Standard Ground
 SH Second Day Hundred Weight
 SI Standard Ground Hundred Weight

TD513 284 **Service Level Code** X ID 2/2 Used

Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier

CodeList Summary (Total Codes: 71, Included: 26)

Code Name

AM A.M.
 CG Ground
 CX Express Service
 DC Delivery Confirmation
 DS Door Service
 ET Proof of Delivery (POD) with Signature
 FC First Class
 G2 Standard Service
 IE Expedited Service - Worldwide
 IX Express Service - Worldwide
 ND Next Day Air
 NH Next Day Hundred Weight
 ON Overnight
 PA Primary Service Area - Next Day by 10:30 A.M.
 PB Priority Mail
 PC Primary Service Area - Next Day By 9:30 AM
 PI Priority Mail Insured
 PM PM
 PO P.O. Box/Zip Code
 SA Same Day
 SC Second Day Air
 SD Saturday
 SE Second Day
 SG Standard Ground
 SH Second Day Hundred Weight
 SI Standard Ground Hundred Weight

TD514 284 **Service Level Code** O ID 2/2 Used

Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier

CodeList Summary (Total Codes: 71, Included: 25)

Code Name

AM A.M.
 CG Ground
 CX Express Service
 DC Delivery Confirmation
 ET Proof of Delivery (POD) with Signature

Code	Name
FC	First Class
G2	Standard Service
IE	Expedited Service - Worldwide
IX	Express Service - Worldwide
ND	Next Day Air
NH	Next Day Hundred Weight
ON	Overnight
PA	Primary Service Area - Next Day by 10:30 A.M.
PB	Priority Mail
PC	Primary Service Area - Next Day By 9:30 AM
PI	Priority Mail Insured
PM	PM
PO	P.O. Box/Zip Code
SA	Same Day
SC	Second Day Air
SD	Saturday
SE	Second Day
SG	Standard Ground
SH	Second Day Hundred Weight
SI	Standard Ground Hundred Weight

Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.
7. C1512 - If TD515 is present, then TD512 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.

TD3 Carrier Details (Equipment)

Pos: 2500	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

Purpose: To specify transportation details relating to the equipment used by the carrier

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>
TD301	40	Equipment Description Code	O	ID	2/2	Used

Description: Code identifying type of equipment used for shipment

CodeList Summary (Total Codes: 139, Included: 4)

Code Name

CN	Container
RR	Rail Car
RT	Controlled Temperature Trailer (Reefer)
TL	Trailer (not otherwise specified)

Syntax Rules:

1. E0110 - Only one of TD301 or TD310 may be present.
2. C0203 - If TD302 is present, then TD303 is required.
3. C0405 - If TD304 is present, then TD305 is required.
4. P0506 - If either TD305 or TD306 is present, then the other is required.

Loop Extended Reference Information

Pos: 2950	Repeat: 5
Optional	
Loop: N9	Elements: N/A

User Option (Usage): Used

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

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>
2950	N9	Extended Reference Information	M	1		Must use
3000	MTX	Text	M	>1		Must use

N9 Extended Reference Information

Pos: 2950	Max: 1
Heading - Mandatory	
Loop: N9	Elements: 2

User Option (Usage): Must use

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: 1731, Included: 1)

Code Name

L1 Letters or Notes

N902	127	Reference Identification	M	AN	1/50	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

User Note 1:

GFT: Gift Message
GEN: General Note
SHP: Shipping Note

Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

MTX Text

Pos: 3000	Max: >1
Heading - Mandatory	
Loop: N9	Elements: 1

User Option (Usage): Must use

Purpose: To specify textual 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>
MTX02	1551	Textual Data	M	AN	1/4096	Must use

Description: To transmit large volumes of message text

Syntax Rules:

1. C0102 - If MTX01 is present, then MTX02 is required.
2. C0302 - If MTX03 is present, then MTX02 is required.
3. C0504 - If MTX05 is present, then MTX04 is required.

Semantics:

1. MTX05 is the number of lines to advance before printing.

Comments:

1. If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Loop Party Identification

Pos: 3100	Repeat: 7
Mandatory	
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>
3100	N1	Party Identification	M	1		Must use
3200	N2	Additional Name Information	O	1		Used
3300	N3	Party Location	M	2		Must use
3400	N4	Geographic Location	M	1		Must use
3600	PER	Administrative Communications Contact	O	1		Used

User Note 1:

The following Address groups are required: VN, BY, ST, and BT.

N1 Party Identification

Pos: 3100	Max: 1
Heading - Mandatory	
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

CodeList Summary (Total Codes: 1500, Included: 7)

Code Name

BT Bill-to-Party
 BY Buying Party (Purchaser)
 FA Facility

User Note 1:

Agent

RT Returned to

User Note 1:

Used with Drop Ship orders.

SO Sold To If Different From Bill To

User Note 1:

Used with Drop Ship Orders

ST Ship To

VN Vendor

N102	93	Name	M	AN	1/60	Must use
------	----	------	---	----	------	----------

Description: Free-form name

N103	66	Identification Code Qualifier	X	ID	1/2	Used
------	----	-------------------------------	---	----	-----	------

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

CodeList Summary (Total Codes: 241, Included: 2)

Code Name

92 Assigned by Buyer or Buyer's Agent
 UL Global Location Number (GLN)

User Note 1:

Used with BY for Drop Ship orders.

N104	67	Identification Code	X	AN	2/80	Used
------	----	---------------------	---	----	------	------

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.

N2 Additional Name Information

Pos: 3200	Max: 1
Heading - Optional	
Loop: N1	Elements: 1

User Option (Usage): Used

Purpose: To specify additional names

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>
N201	93	Name	M	AN	1/60	Must use

Description: Free-form name

N3 Party Location

Pos: 3300	Max: 2
Heading - Mandatory	
Loop: N1	Elements: 2

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				
N302	166	Address Information	O	AN	1/55	Used
		Description: Address information				

N4 Geographic Location

Pos: 3400	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 4

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	M	AN	2/30	Must use
		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	M	ID	3/15	Must use
		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				

Syntax Rules:

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

PER Administrative Communications Contact

Pos: 3600	Max: 1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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: 238, Included: 3)

Code Name

CR Customer Relations
IC Information Contact
RE Receiving Contact

PER02	93	Name	O	AN	1/60	Used
-------	----	------	---	----	------	------

Description: Free-form name

PER03	365	Communication Number Qualifier	X	ID	2/2	Used
-------	-----	--------------------------------	---	----	-----	------

Description: Code identifying the type of communication number

CodeList Summary (Total Codes: 42, Included: 1)

Code Name

TE Telephone

PER04	364	Communication Number	X	AN	1/256	Used
-------	-----	----------------------	---	----	-------	------

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

PER05	365	Communication Number Qualifier	X	ID	2/2	Used
-------	-----	--------------------------------	---	----	-----	------

Description: Code identifying the type of communication number

CodeList Summary (Total Codes: 42, Included: 1)

Code Name

EM Electronic Mail

PER06	364	Communication Number	X	AN	1/256	Used
-------	-----	----------------------	---	----	-------	------

Description: 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.

Loop Baseline Item Data

Pos: 0100 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>
0100	PO1	Baseline Item Data	M	1		Must use
0400		Loop CTP	O		1	Used
0500		Loop PID	M		4	Must use
1000	REF	Reference Information	O	1		Used
3300		Loop N9	O		2	Used

PO1 Baseline Item Data

Pos: 0100	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 10

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	M	AN	1/20	Must use

Description: Alphanumeric characters assigned for differentiation within a transaction set

User Note 1:

Line Number sent on the PO must be sent back on all return documents to aid in reconciling order where the same SKU is on multiple lines.

PO102	380	Quantity	M	R	1/15	Must use
-------	-----	----------	---	---	------	----------

Description: Numeric value of quantity

PO103	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

CodeList Summary (Total Codes: 844, Included: 1)

Code Name

EA Each

PO104	212	Unit Price	M	R	1/17	Must use
-------	-----	------------	---	---	------	----------

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

PO106	235	Product/Service ID Qualifier	M	ID	2/2	Must use
-------	-----	------------------------------	---	----	-----	----------

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

CodeList Summary (Total Codes: 519, Included: 1)

Code Name

SK Stock Keeping Unit (SKU)

PO107	234	Product/Service ID	M	AN	1/48	Must use
-------	-----	--------------------	---	----	------	----------

Description: Identifying number for a product or service

PO108	235	Product/Service ID Qualifier	C	ID	2/2	Used
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Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)

User Note 1:

At least one of the following must be sent: VN, EN, UK, or UP.

CodeList Summary (Total Codes: 519, Included: 1)

Code Name

VN Vendor's (Seller's) Item Number

PO109	234	Product/Service ID	X	AN	1/48	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>
PO110	235	Product/Service ID Qualifier	C	ID	2/2	Used
Description: Identifying number for a product or service						
Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)						
User Note 1: <i>At least one of the following must be sent: VN, EN, UK, or UP.</i>						
CodeList Summary (Total Codes: 519, Included: 3)						
Code Name						
EN EAN/UCC - 13						
UK GTIN 14-digit Data Structure						
UP UCC - 12						
PO111	234	Product/Service ID	X	AN	12/14	Used
Description: Identifying number for a product or service						

Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
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.

Semantics:

1. PO102 is quantity ordered.

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.

Loop Pricing Information

Pos: 0400	Repeat: 1
Optional	
Loop: CTP	Elements: N/A

User Option (Usage): Used

Purpose: To specify pricing information

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>
0400	CTP	Pricing Information	O	1		Used

CTP Pricing Information

Pos: 0400	Max: 1
Detail - Optional	
Loop: CTP	Elements: 2

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>
CTP02	236	Price Identifier Code	M	ID	3/3	Must use
Description: Code identifying pricing specification						
CodeList Summary (Total Codes: 168, Included: 1)						
<u>Code</u> <u>Name</u>						
RTL Retail						
CTP03	212	Unit Price	M	R	1/17	Must use
Description: Price per unit of product, service, commodity, etc.						

Syntax Rules:

1. P0405 - If either CTP04 or CTP05 is present, then the other is required.
2. C0607 - If CTP06 is present, then CTP07 is required.
3. C0902 - If CTP09 is present, then CTP02 is required.
4. C1002 - If CTP10 is present, then CTP02 is required.
5. C1103 - If CTP11 is present, then CTP03 is required.

Semantics:

1. CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.
2. CTP08 is the rebate amount.

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.

User Note 1:

Used on the Packing Slip for drop ship orders.

Loop Product/Item Description

Pos: 0500	Repeat: 4
Mandatory	
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>
0500	PID	Product/Item Description	M	1		Must use

User Note 1:

Product Description (PID02 = 08) is required.

PID Product/Item Description

Pos: 0500	Max: 1
Detail - Mandatory	
Loop: PID	Elements: 3

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

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

Code Name

F Free-form

PID02	750	Product/Process Characteristic Code	O	ID	2/3	Used
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Description: Code identifying the general class of a product or process characteristic

CodeList Summary (Total Codes: 238, Included: 4)

Code Name

08 Product
73 Vendor color description
74 Vendor size description
92 Fabric Description

PID05	352	Description	X	AN	1/80	Used
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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.

REF Reference Information

Pos: 1000	Max: 1
Detail - Optional	
Loop: PO1	Elements: 2

User Option (Usage): Used

Purpose: To specify identifying information

Element Summary:

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

Description: Code qualifying the Reference Identification

CodeList Summary (Total Codes: 1731, Included: 1)

Code Name

HS Harmonized Code System (Canada)

REF02	127	Reference Identification	M	AN	1/50	Must use
-------	-----	--------------------------	---	----	------	----------

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

Syntax Rules:

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

Semantics:

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

Loop Extended Reference Information

Pos: 3300	Repeat: 2
Optional	
Loop: N9	Elements: N/A

User Option (Usage): Used

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

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>
3300	N9	Extended Reference Information	M	1		Must use
3400	MTX	Text	M	>1		Must use

N9 Extended Reference Information

Pos: 3300	Max: 1
Detail - Mandatory	
Loop: N9	Elements: 2

User Option (Usage): Must use

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: 1731, Included: 1)

Code Name

L1 Letters or Notes

N902	127	Reference Identification	M	AN	1/50	Must use
------	-----	--------------------------	---	----	------	----------

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

User Note 1:

PRN: Personalization Note

GFT: Gift Note

If a Gift Note is present, do not put retail price on packing slip.

Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

MTX Text

Pos: 3400	Max: >1
Detail - Mandatory	
Loop: N9	Elements: 1

User Option (Usage): Must use

Purpose: To specify textual 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>
MTX02	1551	Textual Data	M	AN	1/4096	Must use

Description: To transmit large volumes of message text

Syntax Rules:

1. C0102 - If MTX01 is present, then MTX02 is required.
2. C0302 - If MTX03 is present, then MTX02 is required.
3. C0504 - If MTX05 is present, then MTX04 is required.

Semantics:

1. MTX05 is the number of lines to advance before printing.

Comments:

1. If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Loop Transaction Totals

Pos: 0100 Repeat: 1
 Mandatory
 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>
0100	CTT	Transaction Totals	M	1		Must use
0200	AMT	Monetary Amount Information	M	1		Must use

CTT Transaction Totals

Pos: 0100	Max: 1
Summary - Mandatory	
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	M	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. 18E2 Fifth occurrence of value being hashed. ----- 1873 Hash Total

User Note 1:
Total Quantity

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.

AMT Monetary Amount Information

Pos: 0200	Max: 1
Summary - Mandatory	
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				
		CodeList Summary (Total Codes: 1765, Included: 1)				
		<u>Code</u> <u>Name</u>				
		TT Total Transaction Amount				
AMT02	782	Monetary Amount	M	R	1/18	Must use
		Description: Monetary amount				

SE Transaction Set Trailer

Pos: 0300	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.