

850 Purchase Order

X12/V5010/850 : 850 Purchase Order

Version: 1.0

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Notes:	

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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
0400	CUR	Currency	O	1			Used
0500	REF	Reference Information	M	3			Must use
0800	FOB	F.O.B. Related Instructions	O	1			Used
1100	CSH	Sales Requirements	M	1			Must use
<u>LOOP ID - SAC</u>					<u>7</u>		
1200	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used
1300	ITD	Terms of Sale/Deferred Terms of Sale	M	1			Must use
1500	DTM	Date/Time Reference	M	2			Must use
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O	1			Used
<u>LOOP ID - N9</u>					<u>1000</u>		
2950	N9	Extended Reference Information	O	1			Used
3000	MTX	Text	O	>1			Used
<u>LOOP ID - N1</u>					<u>2</u>		
3100	N1	Party Identification	M	1			Must use
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>
<u>LOOP ID - PO1</u>					<u>100000</u>	<u>N2/0100L</u>	
0100	PO1	Baseline Item Data	M	1		N2/0100	Must use
<u>LOOP ID - PID</u>					<u>1000</u>		
0500	PID	Product/Item Description	M	1			Must use
1000	REF	Reference Information	O	>1			Used
<u>LOOP ID - SAC</u>					<u>25</u>		
1300	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used

<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 - N9					1000		
3300	N9	Extended Reference Information	O	1			Used
3400	MTX	Text	O	>1			Used
LOOP ID - AMT					>1		
6000	AMT	Monetary Amount Information	O	1			Used

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
LOOP ID - CTT					1	N3/0100L	
0100	CTT	Transaction Totals	M	1		N3/0100	Must use
0200	AMT	Monetary Amount Information	O	1		N3/0200	Used
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.

General Usage:

Suppliers will be required to support the receipt of Purchase Order data as part of the process of automating orders.

Change History:

- 04/04/2019
-Added the N101 code BT as an optional code
- 08/07/2019
-Added DTM01 codes 063 and 064 to create a delivery window for vendors.
- 09/19/2019
-Removed the FOB01 code of 'TP'
-Added the SAC segment.
- 03/10/2021
-Removed the list of values from CUR02
- 04/08/2021
-Updated SAC02 list

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: 3)

Code Name

DR Direct Ship

User Note 1:

Vendor ships directly to a store/franchise

DS Dropship

User Note 1:

Vendor ships directly to an end customer

SA Stand-alone Order

User Note 1:

Warehouse/Bulk orders

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

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

User Note 1: PO Date

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

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	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: 1)

Code Name

BY Buying Party (Purchaser)

CUR02	100	Currency Code	M	ID	3/3	Must use
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Description: Code (Standard ISO) for country in whose currency the charges are specified

Syntax Rules:

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

Comments:

1. See Figures Appendix for examples detailing the use of the CUR segment.

REF Reference Information

Pos: 0500	Max: 3
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: 4)

Code Name

19 Division Identifier

User Note 1:

Mandatory

Divisions may be sent as a single character:

S - Sally Beauty Supply

B - Beauty Systems Group

C - Canada

SBH - Sally Beauty Holdings

CO Customer Order Number

User Note 1:

Must be sent back on return documents if present.

DP Department Number

IA Internal Vendor Number

User Note 1:

Mandatory

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.

FOB F.O.B. Related Instructions

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

User Option (Usage): Used

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: 2)

Code Name

CC Collect
PP Prepaid (by Seller)

FOB02	309	Location Qualifier	X	ID	1/2	Used
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Description: Code identifying type of location

CodeList Summary (Total Codes: 184, Included: 2)

Code Name

DE Destination (Shipping)
PE Port of Entry

FOB03	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 - Mandatory	
Loop: N/A	Elements: 1

User Option (Usage): Must use

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

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.

Loop Service, Promotion, Allowance, or Charge Information

Pos: 1200	Repeat: 7
Optional	
Loop: SAC	Elements: N/A

User Option (Usage): Used

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

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>
1200	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

User Note 1:

When the SAC segment is sent on the 850, it should be echoed back or updated on the purchase order acknowledgement (855) and sent on the invoice (810)

SAC Service, Promotion, Allowance, or Charge Information

Pos: 1200	Max: 1
Heading - Optional	
Loop: SAC	Elements: 4

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	Allowance or Charge Indicator	M	ID	1/1	Must use

Description: Code which indicates an allowance or charge for the service specified

CodeList Summary (Total Codes: 7, Included: 2)

Code Name

- A Allowance
- C Charge

SAC02	1300	Service, Promotion, Allowance, or Charge Code	M	ID	4/4	Must use
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Description: Code identifying the service, promotion, allowance, or charge

CodeList Summary (Total Codes: 1090, Included: 15)

Code Name

- A260 Advertising Allowance
- B840 Customer Account Identification
- B870 Customs Charge
- C000 Defective Allowance
- C220 Development Charge
- D170 Free Goods
- D240 Freight
- D242 Freight, International
- D530 Hazardous Cargo Charge
- F800 Promotional Allowance
- F970 Rebate
- G290 Regulatory Fee
- I170 Trade Discount
- X014 Prepaid Amount
- ZZZZ Mutually Defined

SAC05	610	Amount	M	N2	1/15	Must use
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Description: Monetary amount

SAC15	352	Description	M	AN	1/80	Must use
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Description: A free-form description to clarify the related data elements and their content

Syntax Rules:

1. R0203 - At least one of SAC02 or SAC03 is required.
2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.
5. C1110 - If SAC11 is present, then SAC10 is required.
6. C1413 - If SAC14 is present, then SAC13 is required.
7. C1615 - If SAC16 is present, then SAC15 is required.

Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. SAC16 is used to identify the language being used in SAC15.

Comments:

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction with SAC03 to further define SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

ITD Terms of Sale/Deferred Terms of Sale

Pos: 1300	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 3

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>
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

ITD05	351	Terms Discount Days Due	C	N0	1/3	Used
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Description: Number of days in the terms discount period by which payment is due if terms discount is earned

User Note 1: *If ITD03 is present, ITD05 is required.*

ITD12	352	Description	M	AN	1/80	Must use
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Description: A free-form description to clarify the related data elements and their content

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: 2
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

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

Code Name

- 001 Cancel After
- 002 Delivery Requested
- 063 Do Not Deliver After
- 064 Do Not Deliver Before

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: 3

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>
TD502	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: 1)

Code Name

2 Standard Carrier Alpha Code (SCAC)

TD503	67	Identification Code	X	AN	2/80	Used
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Description: Code identifying a party or other code

TD505	387	Routing	X	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

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.

Loop Extended Reference Information

Pos: 2950	Repeat: 1000
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	O	1		Used
3000	MTX	Text	O	>1		Used

N9 Extended Reference Information

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

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

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

Code Name

L1 Letters or Notes

N902	127	Reference Identification	X	AN	1/50	Used
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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:

GEN: General 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 - Optional	
Loop: N9	Elements: 1

User Option (Usage): Used

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	X	AN	1/4096	Used

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: 2
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
3300	N3	Party Location	M	2		Must use
3400	N4	Geographic Location	M	1		Must use
3600	PER	Administrative Communications Contact	O	1		Used

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: 3)

Code Name

BT	Bill-to-Party
SO	Sold To If Different From Bill To
ST	Ship To

User Note 1:

Mandatory

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: 1)

Code Name

92	Assigned by Buyer or Buyer's Agent
----	------------------------------------

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.

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: 1)				
		Code Name				
		IC Information 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: 2)				
		Code Name				
		EM Electronic Mail				
		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: 2)				
		Code Name				
		EM Electronic Mail				
		TE Telephone				
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
0500		Loop PID	M		1000	Must use
1000	REF	Reference Information	O	>1		Used
1300		Loop SAC	O		25	Used
3300		Loop N9	O		1000	Used
6000		Loop AMT	O		>1	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	O	AN	1/20	Used
		Description: Alphanumeric characters assigned for differentiation within a transaction set				
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)				
		<u>Code</u>	<u>Name</u>			
		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)				
		<u>Code</u>	<u>Name</u>			
		BP	Buyer's Part Number			
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	O	ID	2/2	Used
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		CodeList Summary (Total Codes: 519, Included: 2)				
		<u>Code</u>	<u>Name</u>			
		UP	UCC - 12			
		VP	Vendor's (Seller's) Part Number			
PO109	234	Product/Service ID	O	AN	1/48	Used
		Description: Identifying number for a product or service				
PO110	235	Product/Service ID Qualifier	O	ID	2/2	Used
		Description: Code identifying the type/source of the descriptive number used in				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		Product/Service ID (234)				
		CodeList Summary (Total Codes: 519, Included: 2)				
		Code		Name		
		UP		UCC - 12		
		VP		Vendor's (Seller's) Part Number		
PO111	234	Product/Service ID	O	AN	1/48	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 Product/Item Description

Pos: 0500	Repeat: 1000
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

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	M	ID	2/3	Must use
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Description: Code identifying the general class of a product or process characteristic

CodeList Summary (Total Codes: 238, Included: 1)

Code Name

08 Product

PID05	352	Description	M	AN	1/80	Must use
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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

DP Department Number

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.

Loop Service, Promotion, Allowance, or Charge Information

Pos: 1300	Repeat: 25
Optional	
Loop: SAC	Elements: N/A

User Option (Usage): Used

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

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>
1300	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

User Note 1:

When the SAC segment is sent on the 850, it should be echoed back or updated on the purchase order acknowledgement (855) and sent on the invoice (810)

SAC Service, Promotion, Allowance, or Charge Information

Pos: 1300	Max: 1
Detail - Optional	
Loop: SAC	Elements: 4

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	Allowance or Charge Indicator	M	ID	1/1	Must use

Description: Code which indicates an allowance or charge for the service specified

CodeList Summary (Total Codes: 7, Included: 2)

Code Name

- A Allowance
- C Charge

SAC02	1300	Service, Promotion, Allowance, or Charge Code	M	ID	4/4	Must use
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Description: Code identifying the service, promotion, allowance, or charge

CodeList Summary (Total Codes: 1090, Included: 15)

Code Name

- A260 Advertising Allowance
- B840 Customer Account Identification
- B870 Customs Charge
- C000 Defective Allowance
- C220 Development Charge
- D170 Free Goods
- D240 Freight
- D242 Freight, International
- D530 Hazardous Cargo Charge
- F800 Promotional Allowance
- F970 Rebate
- G290 Regulatory Fee
- I170 Trade Discount
- X014 Prepaid Amount
- ZZZZ Mutually Defined

SAC05	610	Amount	M	N2	1/15	Must use
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Description: Monetary amount

SAC15	352	Description	M	AN	1/80	Must use
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Description: A free-form description to clarify the related data elements and their content

Syntax Rules:

1. R0203 - At least one of SAC02 or SAC03 is required.
2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.
5. C1110 - If SAC11 is present, then SAC10 is required.
6. C1413 - If SAC14 is present, then SAC13 is required.
7. C1615 - If SAC16 is present, then SAC15 is required.

Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.
9. SAC16 is used to identify the language being used in SAC15.

Comments:

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction with SAC03 to further define SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

Loop Extended Reference Information

Pos: 3300	Repeat: 1000
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	O	1		Used
3400	MTX	Text	O	>1		Used

N9 Extended Reference Information

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

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

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

Code Name

L1 Letters or Notes

N902	127	Reference Identification	X	AN	1/50	Used
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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:

GEN: General 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: 3400	Max: >1
Detail - Optional	
Loop: N9	Elements: 1

User Option (Usage): Used

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	X	AN	1/4096	Used

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 Monetary Amount Information

Pos: 6000	Repeat: >1
Optional	
Loop: AMT	Elements: N/A

User Option (Usage): Used

Purpose: To indicate the total monetary amount

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>
6000	AMT	Monetary Amount Information	O	1		Used

AMT Monetary Amount Information

Pos: 6000 Max: 1
 Detail - Optional
 Loop: AMT Elements: 2

User Option (Usage): Used

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)						
Code Name						
1 Line Item Total						
AMT02	782	Monetary Amount	M	R	1/18	Must use
Description: Monetary amount						

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	O	1		Used

CTT Transaction Totals

Pos: 0100	Max: 1
Summary - Mandatory	
Loop: CTT	Elements: 1

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

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 - Optional
 Loop: CTT Elements: 2

User Option (Usage): Used

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)						
Code Name						
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.