# evo.com 850 Purchase Order

| Company:     | evo.com  |
|--------------|----------|
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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:**

| Pos          | ld     | Segment Name                                       | Req | <u>Max Use</u> | <u>Repeat</u> | <u>Notes</u> | <u>Usage</u> |
|--------------|--------|--|-----|----------------|---------------|--------------|--------------|
| 0100         | ST     | Transaction Set Header                             | М   | 1              |               |              | Must use     |
| 0200         | BEG    | Beginning Segment for<br>Purchase Order            | Μ   | 1              |               |              | Must use     |
| 0500         | REF    | Reference Information                              | М   | 2              |               |              | Must use     |
| 1300         | ITD    | Terms of Sale/Deferred<br>Terms of Sale            | 0   | >1             |               |              | Used         |
| 1500         | DTM    | Date/Time Reference                                | 0   | 1              |               |              | Used         |
| 2400         | TD5    | Carrier Details (Routing<br>Sequence/Transit Time) | 0   | 1              |               |              | Used         |
| LOOP ID - N9 |        |  |     |                | <u>1</u>      |              |              |
| 2950         | N9     | Extended Reference<br>Information                  | Μ   | 1              |               |              | Must use     |
| 3000         | MTX    | Text   | М   | 1              |               |              | Must use     |
| LOOP I       | D - N1 |  |     |                | <u>2</u>      |              |              |
| 3100         | N1     | Party Identification                               | М   | 1              |               |              | Must use     |
| 3300         | N3     | Party Location                                     | М   | 1              |               |              | Must use     |
| 3400         | N4     | Geographic Location                                | М   | 1              |               |              | Must use     |
| 3600         | PER    | Administrative<br>Communications Contact           | 0   | >1             |               |              | Used         |

#### Detail:

| <u>Pos</u> | <u>ld</u>      | Segment Name             | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Notes</u>    | <u>Usage</u> |
|------------|----------------|--------------------------|------------|----------------|---------------|-----------------|--------------|
| LOOP I     | <u>D - PO1</u> |                          | Ċ.         |                | <u>100000</u> | <u>N2/0100L</u> |              |
| 0100       | PO1            | Baseline Item Data       | М          | 1              |               | N2/0100         | Must use     |
| LOOP I     | <u>D - PID</u> |                          |            |                | <u>4</u>      |                 |              |
| 0500       | PID            | Product/Item Description | М          | 1              |               |                 | Must use     |
| 2100       | DTM            | Date/Time Reference      | 0          | 10             |               |                 | Used         |

#### Summary:

| Pos  | <u>ld</u> | Segment Name            | <u>Req</u> | Max Use | <u>Repeat</u> | <u>Notes</u>    | <u>Usage</u> |
|------|-----------|-------------------------|------------|---------|---------------|-----------------|--------------|
| LOOP | D - CTT   |                         |            |         | 1             | <u>N3/0100L</u> |              |
| 0100 | CTT       | Transaction Totals      | М          | 1       |               | N3/0100         | Must use     |
| 0300 | SE        | Transaction Set Trailer | М          | 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.

# **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>ld</u> | Element Name  | Req | <u>Type</u> | Min/Max | <u>Usage</u> |  |  |
|--|-----------|---|-----|-------------|---------|--------------|--|--|
| ST01   | 143       | Transaction Set Identifier Code   | Μ   | ID          | 3/3     | Must use     |  |  |
|  |           | Description: Code uniquely identifying a Transaction Set  |     |             |         |              |  |  |
| CodeList Summary (Total Codes: 318, Included: 1) |           |   |     |             |         |              |  |  |
|  |           | <u>Code</u> <u>Name</u>   |     |             |         |              |  |  |
|  |           | 850 Purchase Order  |     |             |         |              |  |  |
| ST02   | 329       | Transaction Set Control Number  | М   | AN          | 4/9     | Must use     |  |  |
|  |           | <b>Description:</b> Identifying control number the<br>functional group assigned by the originator |     | •           |         | nsaction 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.

**Heading - Mandatory** 

Max: 1

Elements: 4

Pos: 0200

Loop: N/A

### **BEG** Beginning Segment for Purchase Order

#### 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><br>BEG01 | <u>ld</u><br>353 | Element Name<br>Transaction Set Purpose Code  | <u>Req</u><br>M | <u>Type</u><br>ID | <u>Min/Max</u><br>2/2 | <u>Usage</u><br>Must use |  |  |  |
|---------------------|------------------|---|-----------------|-------------------|-----------------------|--------------------------|--|--|--|
|                     |                  | <b>Description:</b> Code identifying purpose of the second seco |                 |                   |                       |                          |  |  |  |
|                     |                  | CodeList Summary (Total Codes: 66, InclCodeName00Original01Cancellation05Replace  | luded: 3        | )                 |                       |                          |  |  |  |
| BEG02               | 92               | Purchase Order Type Code  | М               | ID                | 2/2                   | Must use                 |  |  |  |
|                     |                  | Description: Code specifying the type of FCodeList Summary (Total Codes: 76, Inc.CodeNameDSDropshipSAStand-alone Order  |                 |                   |                       |                          |  |  |  |
| BEG03               | 324              | Purchase Order Number   | Μ               | AN                | 1/22                  | Must use                 |  |  |  |
|                     |                  | Description: Identifying number for Purch   | ase Ord         | er assign         | ed by the orde        | rer/purchaser            |  |  |  |
| BEG05               | 373              | Date  | М               | DT                | 8/8                   | Must use                 |  |  |  |
|                     |                  | <b>Description:</b> Date expressed as CCYYMN the calendar year  | IDD whe         | ere CC re         | presents the fi       | rst two digits of        |  |  |  |

#### Semantics:

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

4

## **REF** Reference Information

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

#### User Option (Usage): Must use

Purpose: To specify identifying information

#### **Element Summary:**

| <u>Ref</u><br>REF01 | <u>ld</u><br>128 |   | ent Name<br>rence Identification Qualifier  | <u>Req</u><br>M | <u>Type</u><br>ID | <u>Min/Max</u><br>2/3 | <u>Usage</u><br>Must use |  |  |  |
|---------------------|------------------|---|---|-----------------|-------------------|-----------------------|--------------------------|--|--|--|
| KEFUI               | 120              |   |   |                 |                   | 2/3                   | Must use                 |  |  |  |
|                     |                  | Description: Code qualifying the Reference Identification |   |                 |                   |                       |                          |  |  |  |
|                     |                  | Code  | CodeList Summary (Total Codes: 1731, Included: 4)   |                 |                   |                       |                          |  |  |  |
|                     |                  | <u>Code</u>   | Name  |                 |                   |                       |                          |  |  |  |
|                     |                  | CO  | Customer Order Number   |                 |                   |                       |                          |  |  |  |
|                     |                  | DP  | Department Number   |                 |                   |                       |                          |  |  |  |
|                     |                  |   | User Note 1:  |                 |                   |                       |                          |  |  |  |
|                     |                  |   | Below is a list of values that may be   | e sent ir       | n the REF         | =02:                  |                          |  |  |  |
|                     |                  |   | <ul> <li>Snowsport Accessories</li> <li>Skiing</li> <li>Snowboarding</li> <li>Womens Technical Wear</li> <li>Bike</li> <li>Watersports</li> <li>Street Accessories</li> <li>Mens Technical Wear</li> <li>Camping</li> <li>Kids Technical Wear</li> <li>Mens Streetwear</li> <li>Surf</li> <li>Womens Streetwear</li> <li>Mens Footwear</li> <li>Womens Footwear</li> <li>Bags</li> <li>Skate</li> <li>Nordic</li> <li>Car Accessories</li> <li>Kids Streetwear</li> </ul> |                 |                   |                       |                          |  |  |  |
|                     |                  | IA  | Internal Vendor Number  |                 |                   |                       |                          |  |  |  |
|                     |                  | -   | User Note 1:  |                 |                   |                       |                          |  |  |  |
|                     |                  |   | Evo.com assigned vendor number  | - Manda         | atory             |                       |                          |  |  |  |
|                     |                  | MR  | Merchandise Type Code   |                 |                   |                       |                          |  |  |  |
|                     |                  |   | User Note 1:  |                 |                   |                       |                          |  |  |  |
|                     |                  |   | Below is a list of values that may be   | e sent ir       | n the REF         | =02:                  |                          |  |  |  |
|                     |                  |   | <ul> <li>Preseason</li> <li>In season</li> <li>Pre-book Closeout</li> <li>Closeout</li> <li>Reorder</li> </ul>  |                 |                   |                       |                          |  |  |  |
| REF02               | 127              | Refer   | rence Identification  | Μ               | AN                | 1/50                  | Must use                 |  |  |  |

Description: Reference information as defined for a particular Transaction Set or as

| <u>Ref</u> | <u>ld</u> | Element Name                                 | Req      | Туре | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|--|----------|------|----------------|--------------|
|            |           | specified by the Reference Identification Qu | ualifier |      |                |              |

#### 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.

| ITD | Terms of Sale/Deferred Terms of Sale | Pos: 1300   | Max: >1     |
|-----|--------------------------------------|-------------|-------------|
| שוו |                                      | Heading - 0 | Optional    |
|     | of Sale                              | Loop: N/A   | Elements: 1 |
|     |                                      |             |             |

User Option (Usage): Used

Purpose: To specify terms of sale

#### **Element Summary:**

| <u>Ref</u> | <u>ld</u> | Element Name | Req | Type | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|--------------|-----|------|----------------|--------------|
| ITD12      | 352       | Description  | Μ   | AN   | 1/80           | Must use     |

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

#### User Option (Usage): Used

Purpose: To specify pertinent dates and times

#### **Element Summary:**

| <u>Ref</u><br>DTM01 | <u>ld</u><br>374 | <u>Element Name</u><br>Date/Time Qualifier                     | <u>Req</u><br>M | <u>Type</u><br>ID | <u>Min/Max</u><br>3/3 | <u>Usage</u><br>Must use |  |
|---------------------|------------------|--|-----------------|-------------------|-----------------------|--------------------------|--|
|                     |                  | Description: Code specifying type of date                      | or time,        | or both o         | date and time         |                          |  |
|                     |                  | CodeList Summary (Total Codes: 1280, Included: 3)              |                 |                   |                       |                          |  |
|                     |                  | Code Name  |                 |                   |                       |                          |  |
|                     |                  | 001 Cancel After   |                 |                   |                       |                          |  |
|                     |                  | 002 Delivery Requested   |                 |                   |                       |                          |  |
|                     |                  | 010 Requested Ship   |                 |                   |                       |                          |  |
| DTM02               | 373              | Date   | М               | DT                | 8/8                   | Must use                 |  |
|                     |                  | <b>Description:</b> Date expressed as CCYYMN the calendar year | MDD whe         | ere CC re         | presents the fi       | rst two digits of        |  |

#### 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.

#### User Note 1:

If both header and detail level DTM segments are present, the detail level dates take priority.

# **TD5** Carrier Details (Routing Sequence/Transit Time)

Pos: 2400 Max: 1 Heading - Optional Loop: N/A Elements: 2

User Option (Usage): Used

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

#### **Element Summary:**

| Ref           | ld  | Elem        | ent Name   | Req       | Туре      | <u>Min/Max</u>     | <u>Usage</u>     |
|---------------|---|-------------|--|-----------|-----------|--------------------|------------------|
| TD505         | 387   | Routi       | ing  | 0         | AN        | 1/35               | Used             |
|               |   |             | ription: Free-form description of the a ating carrier's identity                           | routing c | or reques | ted routing for s  | shipment, or the |
| TD512         | 284   | Servi       | ce Level Code  | Х         | ID        | 2/2                | Used             |
|               |   |             | ription: Code indicating the level of the devel of the devel of the transportation carrier | ransport  | ation ser | vice or the billin | g service        |
|               |   | Code        | List Summary (Total Codes: 71, Incl  | uded: 18  | 3)        |                    |                  |
|               |   | <u>Code</u> | Name   |           |           |                    |                  |
|               |   | 3D          | Three Day Service  |           |           |                    |                  |
|               |   | CG          | Ground   |           |           |                    |                  |
|               |   | СХ          | Express Service  |           |           |                    |                  |
|               |   | DC          | Delivery Confirmation  |           |           |                    |                  |
|               |   | ET          | Proof of Delivery (POD) with Signat  | ure       |           |                    |                  |
|               |   | FC          | First Class  |           |           |                    |                  |
|               |   | G2          | Standard Service   |           |           |                    |                  |
|               |   | IE          | Expedited Service - Worldwide  |           |           |                    |                  |
|               |   | IX          | Express Service - Worldwide  |           |           |                    |                  |
|               |   | ND          | Next Day Air   |           |           |                    |                  |
|               |   | ON          | Overnight  |           |           |                    |                  |
|               |   | PB          | Priority Mail  |           |           |                    |                  |
|               |   | ΡI          | Priority Mail Insured  |           |           |                    |                  |
|               |   | PO          | P.O. Box/Zip Code  |           |           |                    |                  |
|               |   | SA          | Same Day   |           |           |                    |                  |
|               |   | SC          | Second Day Air   |           |           |                    |                  |
|               |   | SE          | Second Day   |           |           |                    |                  |
|               |   | SG          | Standard Ground  |           |           |                    |                  |
| Syntax R      | ules:   |             |  |           |           |                    |                  |
| -<br>1. R0204 | 050612 -  | At least    | one of TD502, TD504, TD505, TD506  | 6 or TD5  | 12 is req | uired.             |                  |
|               |   |             | sent, then TD503 is required.  |           |           |                    |                  |
|               | 3. C0708 - If TD507 is present, then TD508 is required. |             |  |           |           |                    |                  |
|               |   | -           | sent, then TD511 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: 1 Optional Loop: N9 Elements: N/A

User Option (Usage): Used

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

#### Loop Summary:

| Pos  | <u>ld</u> | Segment Name                   | Req | Max Use | <b>Repeat</b> | <u>Usage</u> |
|------|-----------|--------------------------------|-----|---------|---------------|--------------|
| 2950 | N9        | Extended Reference Information | Μ   | 1       |               | Must use     |
| 3000 | MTX       | Text                           | М   | 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>ld</u> | Element Name  | Req       | Туре     | <u>Min/Max</u> | <u>Usage</u> |  |  |  |
|------------|-----------|---|-----------|----------|----------------|--------------|--|--|--|
| N901       | 128       | Reference Identification Qualifier  | Μ         | ID       | 2/3            | Must use     |  |  |  |
|            |           | Description: Code qualifying the Reference  | ce Identi | fication |                |              |  |  |  |
|            |           | CodeList Summary (Total Codes: 1731, Included: 1)   |           |          |                |              |  |  |  |
|            |           | Code Name   |           |          |                |              |  |  |  |
|            |           | L1 Letters or Notes   |           |          |                |              |  |  |  |
| N902       | 127       | Reference Identification  | М         | AN       | 1/50           | Must use     |  |  |  |
|            |           | <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier |           |          |                |              |  |  |  |
|            |           | <b>User Note 1:</b> N902 will contain the following 3 character code to identify the type of not follow in MTX02.                               |           |          |                |              |  |  |  |
|            |           | . GEN:General Note<br>. GFT: Gift Notes (to be included on the branded 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: 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>ld</u> | Element Name | Req | Type | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|--------------|-----|------|----------------|--------------|
| MTX02      | 1551      | Textual Data | Μ   | 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: 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:

| Pos  | <u>ld</u> | Segment Name                          | <u>Req</u> | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------|-----------|---------------------------------------|------------|----------------|---------------|--------------|
| 3100 | N1        | Party Identification                  | М          | 1              |               | Must use     |
| 3300 | N3        | Party Location                        | М          | 1              |               | Must use     |
| 3400 | N4        | Geographic Location                   | М          | 1              |               | Must use     |
| 3600 | PER       | Administrative Communications Contact | 0          | >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><br>N101 | <u>ld</u><br>98 | <u>Element Name</u><br>Entity Identifier Code   | <u>Req</u><br>M | <u>Type</u><br>ID | <u>Min/Max</u><br>2/3 | <u>Usage</u><br>Must use |  |  |  |
|--------------------|-----------------|---|-----------------|-------------------|-----------------------|--------------------------|--|--|--|
|                    |                 | <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual |                 |                   |                       |                          |  |  |  |
|                    |                 | CodeList Summary (Total Codes: 1500, In<br><u>Code</u> <u>Name</u><br>ST Ship To                              | ncluded:        | : 1)              |                       |                          |  |  |  |
| N102               | 93              | Name  | М               | AN                | 1/60                  | Must use                 |  |  |  |
|                    |                 | Description: Free-form name   |                 |                   |                       |                          |  |  |  |
| N103               | 66              | Identification Code Qualifier   | Х               | ID                | 1/2                   | Used                     |  |  |  |
|                    |                 | <b>Description:</b> Code designating the system Code (67)   | n/method        | d of code         | structure used        | for Identification       |  |  |  |
|                    |                 | CodeList Summary(Total Codes: 241, IndCodeName92Assigned by Buyer or Buyer's Agent                            |                 | 1)                |                       |                          |  |  |  |
| N104               | 67              | Identification Code   | х               | AN                | 2/80                  | Used                     |  |  |  |
|                    |                 | Description: Code identifying a party or ot   | her cod         | е                 |                       |                          |  |  |  |

#### 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:**

- 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: 1 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>ld</u> | Element Name                     | <u>Req</u> | <u>Type</u> | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|----------------------------------|------------|-------------|----------------|--------------|
| N301       | 166       | Address Information              | М          | AN          | 1/55           | Must use     |
|            |           | Description: Address information |            |             |                |              |
| N302       | 166       | Address Information              | 0          | 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>ld</u> | Element Name  | Req      | Type      | <u>Min/Max</u>  | <u>Usage</u> |
|------------|-----------|---|----------|-----------|-----------------|--------------|
| N401       | 19        | City Name   | М        | AN        | 2/30            | Must use     |
|            |           | Description: Free-form text for city name   |          |           |                 |              |
| N402       | 156       | State or Province Code  | М        | ID        | 2/2             | Must use     |
|            |           | Description: Code (Standard State/Provin agency                                       | ce) as d | efined by | y appropriate g | government   |
| N403       | 116       | Postal Code   | М        | ID        | 3/15            | Must use     |
|            |           | <b>Description:</b> Code defining international poblanks (zip code for United States) | ostal zo | ne code   | excluding pund  | ctuation and |
| N404       | 26        | Country Code  | 0        | 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>ld</u> | Element Name   | <u>Req</u> | Type     | <u>Min/Max</u>  | <u>Usage</u> |  |  |  |
|--|-----------|--|------------|----------|-----------------|--------------|--|--|--|
| PER01  | 366       | Contact Function Code  | М          | ID       | 2/2             | Must use     |  |  |  |
|  |           | <b>Description:</b> 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   | 0          | AN       | 1/60            | Used         |  |  |  |
|  |           | Description: Free-form name  |            |          |                 |              |  |  |  |
| PER03  | 365       | Communication Number Qualifier   | Х          | ID       | 2/2             | Used         |  |  |  |
| Description: Code identifying the type of communication number |           |  |            |          |                 |              |  |  |  |
|  |           | CodeList Summary (Total Codes: 42, Incl<br>Code Name<br>TE Telephone                               | uded: 1)   | )        |                 |              |  |  |  |
| PER04  | 364       | Communication Number   | Х          | AN       | 1/256           | Used         |  |  |  |
|  |           | <b>Description:</b> Complete communications no applicable  | umber ir   | ncluding | country or area | a code when  |  |  |  |
| PER05  | 365       | Communication Number Qualifier   | Х          | ID       | 2/2             | Used         |  |  |  |
|  |           | Description: Code identifying the type of communication number                                     |            |          |                 |              |  |  |  |
|  |           | CodeList Summary(Total Codes: 42, InclCodeNameEMElectronic Mail                                    | uded: 1)   | )        |                 |              |  |  |  |
| PER06  | 364       | Communication Number   | х          | AN       | 1/256           | Used         |  |  |  |
|  |           | <b>Description:</b> Complete communications ne applicable  | umber ir   | ncluding | country or area | a code when  |  |  |  |

#### **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:

| Pos  | <u>ld</u> | Segment Name        | Req | <u>Max Use</u> | <u>Repeat</u> | <u>Usage</u> |
|------|-----------|---------------------|-----|----------------|---------------|--------------|
| 0100 | PO1       | Baseline Item Data  | М   | 1              |               | Must use     |
| 0500 |           | Loop PID            | М   |                | 4             | Must use     |
| 2100 | DTM       | Date/Time Reference | 0   | 10             |               | Used         |

### **PO1** Baseline Item Data

Pos: 0100 Max: 1 Detail - Mandatory Loop: PO1 Elements: 12

#### User Option (Usage): Must use

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

#### **Element Summary:**

| <u>Ref</u><br>PO101 | <u>ld</u><br>350 | Element Name<br>Assigned Identification   | <u>Req</u><br>M  | <u>Type</u><br>AN | <u>Min/Max</u><br>1/20 | <u>Usage</u><br>Must use |  |  |  |  |
|---------------------|------------------|---|--|-------------------|------------------------|--------------------------|--|--|--|--|
|                     |                  | Description: Alphanumeric characters ass  | Description: Alphanumeric characters assigned for differentiation within a transaction set |                   |                        |                          |  |  |  |  |
| PO102               | 380              | Quantity  | М  | R                 | 1/15                   | Must use                 |  |  |  |  |
|                     |                  | Description: Numeric value of quantity  |  |                   |                        |                          |  |  |  |  |
| PO103               | 355              | Unit or Basis for Measurement Code  | М  | ID                | 2/2                    | Must use                 |  |  |  |  |
|                     |                  | <b>Description:</b> Code specifying the units in which a value is being expressed, or manner which a measurement has been taken |  |                   |                        |                          |  |  |  |  |
|                     |                  | CodeList Summary (Total Codes: 844, IndCodeNameCACaseEAEachINInchPLPallet/Unit Load   | cluded: 4  | 4)                |                        |                          |  |  |  |  |
| PO104               | 212              | Unit Price  | М  | R                 | 1/17                   | Must use                 |  |  |  |  |
|                     |                  | Description: Price per unit of product, serv  |  | -                 |                        |                          |  |  |  |  |
|                     |                  | User Note 1: EVO will be sending the Net  | -  |                   |                        |                          |  |  |  |  |
| PO106               | 235              | Product/Service ID Qualifier  | М  | ID                | 2/2                    | Must use                 |  |  |  |  |
|                     |                  | <b>Description:</b> Code identifying the type/sou<br>Product/Service ID (234)   | irce of th   | ne descri         | ptive number u         | sed in                   |  |  |  |  |
|                     |                  | CodeList Summary (Total Codes: 519, Inc   | cluded: '  | 1)                |                        |                          |  |  |  |  |
|                     |                  | Code Name<br>UP UCC - 12  |  |                   |                        |                          |  |  |  |  |
| PO107               | 234              | Product/Service ID  | М  | AN                | 1/48                   | Must use                 |  |  |  |  |
|                     |                  | Description: Identifying number for a prod  | uct or se  | ervice            |                        |                          |  |  |  |  |
| PO108               | 235              | Product/Service ID Qualifier  | Х  | ID                | 2/2                    | Used                     |  |  |  |  |
|                     |                  | <b>Description:</b> Code identifying the type/sou<br>Product/Service ID (234)   | irce of th   | ne descri         | ptive number u         | sed in                   |  |  |  |  |
|                     |                  | CodeList Summary (Total Codes: 519, Inc   | cluded: '  | 1)                |                        |                          |  |  |  |  |
|                     |                  | Code Name   |  |                   |                        |                          |  |  |  |  |
|                     |                  | SK Stock Keeping Unit (SKU) User Note 1:  |  |                   |                        |                          |  |  |  |  |
|                     |                  | Evo.com assigned item SKU   |  |                   |                        |                          |  |  |  |  |
|                     |                  |   |  |                   |                        |                          |  |  |  |  |

| PO109 | 234 | Product/Service ID  | Х         | AN     | 1/48 | Used |  |  |
|-------|-----|---|-----------|--------|------|------|--|--|
|       |     | Description: Identifying number for a produ   | ict or se | ervice |      |      |  |  |
| PO110 | 235 | Product/Service ID Qualifier  | Х         | ID     | 2/2  | Used |  |  |
|       |     | <b>Description:</b> Code identifying the type/source of the descriptive number of Product/Service ID (234)      |           |        |      |      |  |  |
|       |     | CodeList Summary (Total Codes: 519, Incl  | luded: 1  | )      |      |      |  |  |
|       |     | Code Name   |           |        |      |      |  |  |
|       |     | VN Vendor's (Seller's) Item Number  |           |        |      |      |  |  |
| PO111 | 234 | Product/Service ID  | Х         | AN     | 1/48 | Used |  |  |
|       |     | Description: Identifying number for a produ   | ict or se | ervice |      |      |  |  |
| PO112 | 235 | Product/Service ID Qualifier  | Х         | ID     | 2/2  | Used |  |  |
|       |     | <b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) |           |        |      |      |  |  |
|       |     | CodeList Summary (Total Codes: 519, Incl  | luded: 1  | )      |      |      |  |  |
|       |     | Code Name   |           |        |      |      |  |  |
|       |     | MG Manufacturer's Part Number   |           |        |      |      |  |  |
| PO113 | 234 | Product/Service ID  | Х         | AN     | 1/48 | Used |  |  |
|       |     | Description: Identifying number for a produ   | ict or se | ervice |      |      |  |  |

#### 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: 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:

| Pos  | <u>ld</u> | Segment Name             | Req | Max Use | <u>Repeat</u> | <u>Usage</u> |
|------|-----------|--------------------------|-----|---------|---------------|--------------|
| 0500 | PID       | Product/Item Description | Μ   | 1       |               | Must use     |

| Element Summary: |  |  |              |             |                |                  |  |  |
|------------------|--|--|--------------|-------------|----------------|------------------|--|--|
| <u>Ref</u>       | <u>ld</u>  | Element Name   | <u>Req</u>   | <u>Type</u> | <u>Min/Max</u> | <u>Usage</u>     |  |  |
| PID01            | 349  | Item Description Type  | М            | ID          | 1/1            | Must use         |  |  |
|                  | Description: Code indicating the format of a description |  |              |             |                |                  |  |  |
|                  |  | CodeList Summary (Total Codes: 3, Inc  | luded: 1)    |             |                |                  |  |  |
|                  | Code Name  |  |              |             |                |                  |  |  |
|                  |  | F Free-form  |              |             |                |                  |  |  |
| PID02            | 750  | Product/Process Characteristic Code  | М            | ID          | 2/3            | Must use         |  |  |
|                  |  | Description: Code identifying the general class of a product or process characteristic |              |             |                |                  |  |  |
|                  | CodeList Summary (Total Codes: 238, Included: 3)         |  |              |             |                |                  |  |  |
|                  |  |  |              |             |                |                  |  |  |
|                  |  | 08 Product   |              |             |                |                  |  |  |
|                  |  | User Note 1:   |              |             |                |                  |  |  |
|                  |  | Required   |              |             |                |                  |  |  |
|                  |  | 73 Vendor color description  |              |             |                |                  |  |  |
|                  |  | 74 Vendor size description   |              |             |                |                  |  |  |
| PID05            | 352  | Description  | М            | AN          | 1/80           | Must use         |  |  |
|                  |  | Description: A free-form description to c  | larify the r | elated da   | ata elements a | nd their content |  |  |

**Product/Item Description** 

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

#### 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.

User Option (Usage): Must use

PID

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

# **DTM** Date/Time Reference

| Pos: 2100         | Max: 10     |  |  |  |  |
|-------------------|-------------|--|--|--|--|
| Detail - Optional |             |  |  |  |  |
| Loop: PO1         | Elements: 2 |  |  |  |  |

#### User Option (Usage): Used

Purpose: To specify pertinent dates and times

#### **Element Summary:**

| <u>Ref</u> | <u>ld</u> | Element Name   | <u>Req</u> | <u>Type</u> | <u>Min/Max</u>  | <u>Usage</u>      |
|------------|-----------|--|------------|-------------|-----------------|-------------------|
| DTM01      | 374       | Date/Time Qualifier  | Μ          | ID          | 3/3             | Must use          |
|            |           | Description: Code specifying type of date                      | or time,   | or both o   | date and time   |                   |
|            |           | CodeList Summary (Total Codes: 1280, I                         | ncluded:   | 2)          |                 |                   |
|            |           | Code Name  |            |             |                 |                   |
|            |           | 002 Delivery Requested   |            |             |                 |                   |
|            |           | 010 Requested Ship   |            |             |                 |                   |
| DTM02      | 373       | Date   | М          | DT          | 8/8             | Must use          |
|            |           | <b>Description:</b> Date expressed as CCYYMN the calendar year | /IDD whe   | ere CC re   | presents the fi | rst two digits of |

#### **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.

#### User Note 1:

If both header and detail level DTM segments are present, the detail level dates take priority.

### **Loop Transaction Totals**

Pos: 0100 Repeat: 1 Optional Loop: CTT Elements: N/A

#### User Option (Usage): Used

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

#### Loop Summary:

| Pos  | <u>ld</u> | Segment Name       | <u>Req</u> | Max Use | <u>Repeat</u> | <u>Usage</u> |
|------|-----------|--------------------|------------|---------|---------------|--------------|
| 0100 | CTT       | Transaction Totals | Μ          | 1       |               | Must use     |

# **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>ld</u> | Element Name         | <u>Req</u> | Туре | <u>Min/Max</u> | <u>Usage</u> |
|------------|-----------|----------------------|------------|------|----------------|--------------|
| CTT01      | 354       | Number of Line Items | М          | 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.

# **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> | ld  | Element Name  | Req       | <u>Type</u> | <u>Min/Max</u>   | <u>Usage</u>    |
|------------|-----|---|-----------|-------------|------------------|-----------------|
| SE01       | 96  | Number of Included Segments   | М         | N0          | 1/10             | Must use        |
|            |     | <b>Description:</b> Total number of segments incoments  | cluded ir | n a transa  | action set inclu | iding ST and SE |
| SE02       | 329 | Transaction Set Control Number  | М         | AN          | 4/9              | Must use        |
|            |     | <b>Description:</b> Identifying control number the<br>functional group assigned by the originator |           |             |                  | nsaction set    |

#### **Comments:**

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