DigiKey

850 PURCHASE ORDER

X12/V4010/850: 850 Purchase Order

Version	Description	Date
Initial-1.1	Original Document	05/08/2014
1.2	Remove MSG	09/05/2023

Purpose This is the EDI X12 guideline for DigiKey.

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850

Purchase Order

Functional Group=PO

Purpose: This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

Heading:

<u>Pos</u>	<u>ld</u>	Segment Name	Req	Max Use	Repeat	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Must use
020	BEG	Beginning Segment for Purchase Order	M	1			Must use
050	REF	Reference Identification	0	>1			Used
LOOP	D - N1				<u>200</u>		
310	N1	Name	M	1			Must use
360	PER	Administrative Communications Contact	0	>1			Used
390	TD5	Carrier Details (Routing Sequence/Transit Time)	0	12			Used

Detail:

<u>Pos</u>	<u>ld</u>	Segment Name	<u>Req</u>	Max Use	Repeat	<u>Notes</u>	<u>Usage</u>
LOOP	<u>ID - PO1</u>				100000	N2/010L	
010	PO1	Baseline Item Data	M	1			Must use
100	REF	Reference Identification	0	>1			Used
LOOP	ID - SCH				<u>200</u>	N2/295L	
295	SCH	Line Item Schedule	M	1			Used

Summary:

<u>Pos</u>	<u>ld</u>	Segment Name	<u>Req</u>	Max Use	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
LOOP	ID - CTT				<u>1</u>	N3/010L	
010	CTT	Transaction Totals	M	1			Must use
020	AMT	Monetary Amount	M	1		N3/020	Must use
030	SE	Transaction Set Trailer	М	1			Must use

Notes:

2/010L PO102 is required.

2/295L The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.

3/010L The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

3/020 If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

ST Transaction Set Header

Pos: 010 Max: 1 Heading - Mandatory Loop: N/A Elements: 2

User Option (Usage): Must use

Purpose: To indicate the start of a transaction set and to assign a control number

Element Summary:

Ref	<u>ld</u>	Element Name	Req	<u>Type</u>	Min/Max	<u>Usage</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use
		Description: Code uniquely identifying a T All valid standard codes are used. (Total				
ST02	329	Transaction Set Control Number	М	AN	4/9	Must use
		Description: Identifying control number that functional group assigned by the originator				saction set

Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BEG Beginning Segment for Purchase Order

Pos: 020 Max: 1 Heading - Mandatory Loop: N/A Elements: 4

User Option (Usage): Must use

Purpose: To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and

Element Summary:

Ref	<u>ld</u>	Element Name	Req	<u>Type</u>	Min/Max	<u>Usage</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use
		Description: Code identifying purpose of tr All valid standard codes are used. (Total				
BEG02	92	Purchase Order Type Code	М	ID	2/2	Must use
		Description: Code specifying the type of Plant Valid standard codes are used. (Total				
BEG03	324	Purchase Order Number	М	AN	1/22	Must use
		Description: Identifying number for Purcha	se Orde	r assigne	d by the order	er/purchaser
BEG05	373	Date	М	DT	8/8	Must use
		Description: Date expressed as CCYYMM	DD			

Semantics:

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

REF Reference Identification

Pos: 050 Max: >1 Heading - Optional Loop: N/A Elements: 2

User Option (Usage): Used

Purpose: To specify identifying information

Element Summary:

RefIdElement NameReqTypeMin/MaxUsageREF01128Reference Identification QualifierMID2/3Used

Description: Code qualifying the Reference Identification **Code List Summary** (Total Codes: 1503, Included: 1)

Code Name

PR Price Quote Number

REF02 127 Reference Identification M AN 1/30 Used

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

specified by the Reference Identification Qualifier

Loop Name

Pos: 310 Repeat: 200 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>ld</u>	Segment Name	Req	Max Use	Repeat	<u>Usage</u>
310	N1	Name	M	1		Must use
360	PER	Administrative Communications Contact	0	>1		Used
390	TD5	Carrier Details (Routing Sequence/Transit Time)	0	12		Used

N1 Name

Pos: 310 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> N101	<u>ld</u> 98	Element Name Entity Identifier Code	Req M	Type ID	Min/Max 2/3	<u>Usage</u> Must use
		Description: Code identifying an organizat individual	ional ent	ity, a phy	sical location, p	oroperty or an
		Code List Summary (Total Codes: 1312, ICodeNameBTBill-to-PartySTShip To	ncluded:	2)		
N102	93	Name	Χ	AN	1/60	Used
		Description: Free-form name				
N103	66	Identification Code Qualifier	Χ	ID	1/2	Used
		Description: Code designating the system. Code (67) All valid standard codes are used. (Total			structure used f	or Identification
N104	67	Identification Code	Χ	AN	2/80	Used
		Description: Code identifying a party or otl	ner 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.

PER Administrative Communications Contact

Pos: 360 Max: >1 Heading - Optional Loop: N1 Elements: 4

User Option (Usage): Used

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

Element Summary:

<u>Ref</u> PER01	<u>Id</u> 366	Element Name Contact Function Code	<u>Req</u> M	Type ID	Min/Max 2/2	<u>Usage</u> Used
		Description: Code identifying the major du	ty or resp	ponsibility	y of the person	or group named
		Code List Summary (Total Codes: 230, Inc Code BD Name Buyer Name or Department	cluded: 1)		
PER02	93	Name	М	AN	1/60	Used
		Description: Free-form name				
PER03	365	Communication Number Qualifier	М	ID	2/2	Used
		Description: Code identifying the type of co	ommunio	cation nu	mber	
		Code List Summary (Total Codes: 40, Incl Code TE Name Telephone	uded: 1)			
PER04	364	Communication Number	М	AN	1/80	Used
		Description: Complete communications nu applicable	mber ind	cluding co	ountry or area c	ode when

Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 390 Max: 12 Heading - Optional Loop: N1 Elements: 1

User Option (Usage): Used

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

Element Summary:

 Ref
 Id
 Element Name
 Req
 Type
 Min/Max
 Usage

 TD505
 387
 Routing
 O
 AN
 1/35
 Used

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.

Loop Baseline Item Data

Repeat: 100000 Pos: 010

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>ld</u>	Segment Name	<u>Req</u>	Max Use	Repeat	<u>Usage</u>
010	PO1	Baseline Item Data	M	1		Must use
100	REF	Reference Identification	0	>1		Used
295		Loop SCH	M		200	Used

PO1 Baseline Item Data

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

User Option (Usage): Must use

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

Element Summary:

Ref PO101	<u>ld</u> 350	Element Na Assigned Id		<u>Req</u> M	<u>Type</u> AN	Min/Max 1/20	<u>Usage</u> Used
POTOT	350	=				.,	
DO 100		-	: Alphanumeric characters assi	_			
PO102	330	Quantity Or		М	R	1/15	Used
		•	: Quantity ordered				
PO103	355	Unit or Basi	s for Measurement Code	М	ID	2/2	Used
		•	: Code specifying the units in w surement has been taken	hich a v	alue is be	eing expressed,	or manner in
		Code List S Code EA	ummary (Total Codes: 794, Inc <u>Name</u> Each	luded: 1)		
PO104	212	Unit Price		М	R	1/17	Used
		Description	: Price per unit of product, servi	ce, com	modity, e	etc.	
PO105	639	Basis of Un	it Price Code	0	ID	2/2	Used
		Description	: Code identifying the type of ur	nit price	for an ite	m	
		Code List S Code PE	ummary (Total Codes: 91, Inclu <u>Name</u> Price per Each	uded: 1)			
PO106	235	Product/Ser	vice ID Qualifier	М	ID	2/2	Used
		Description Product/Serv	: Code identifying the type/sour rice ID (234)	ce of the	e descript	tive number use	ed in
		Code List S Code VP	ummary (Total Codes: 477, Inc <u>Name</u> Vendor's (Seller's) Part Numb)		
PO107	234	Product/Ser	vice ID	М	AN	1/48	Used
		Description	: Identifying number for a produ	ct or se	rvice		
PO108	235	Product/Ser	vice ID Qualifier	М	ID	2/2	Used
		Description Product/Serv	: Code identifying the type/sour rice ID (234)	ce of the	e descript	tive number use	ed in
		Code List S Code BP	ummary (Total Codes: 477, Ind <u>Name</u> Buyer's Part Number	luded: 1)		
PO109	234	Product/Ser	vice ID	М	AN	1/48	Used
		Description	: Identifying number for a produ	ct or se	vice		

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.

Comments:

- 1. See the Data Element Dictionary for a complete list of IDs.
- 2. PO101 is the line item identification.

Reference Identification REF

Pos: 100 Max: >1 **Detail - Optional** Loop: PO1 Elements: 2

User Option (Usage): Used **Purpose:** To specify identifying information

Element Summary:

Ref	<u>ld</u>	Element N	<u>ame</u>	Req	<u>Type</u>	Min/Max	<u>Usage</u>
REF01	128	Reference	Identification Qualifier	0	ID	2/3	Used
		Description: Code qualifying the Reference Identification					
		Code List	Summary (Total Codes: 1503,	Included:	1)		
		<u>Code</u>	<u>Name</u>				
		PR	Price Quote Number				
REF02	127	Reference	Identification	0	AN	1/30	Used

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.

Loop Line Item Schedule

Pos: 295 Repeat: 200

Mandatory

Loop: SCH Elements: N/A

User Option (Usage): Used

Purpose: To specify the data for scheduling a specific line-item

Loop Summary:

PosIdSegment NameReqMax UseRepeatUsage295SCHLine Item ScheduleM1Used

Line Item Schedule SCH

Pos: 295 Max: 1 **Detail - Mandatory** Loop: SCH Elements: 4

User Option (Usage): Used **Purpose:** To specify the data for scheduling a specific line-item

Element Summary:

Ref SCH01	<u>ld</u> 380	Element Name Quantity	<u>Req</u> M	<u>Type</u> R	Min/Max 1/15	<u>Usage</u> Must use
		Description: Numeric value of quan	tity			
SCH02	355	Unit or Basis for Measurement Co	de M	ID	2/2	Must use
		Description: Code specifying the ur which a measurement has been take		/alue is be	eing expressed	, or manner in
		Code List Summary (Total Codes: Code Name EA Each	794, Included:	1)		
SCH05	374	Date/Time Qualifier	М	ID	3/3	Must use
		Description: Code specifying type of	of date or time,	or both da	ate and time	
		Code List Summary (Total Codes:CodeName002Delivery Requested010Requested Ship	1112, Included	: 2)		
SCH06	373	Date	М	DT	8/8	Must use
		Description: Date expressed as CC	YYMMDD			

Comments:

1. SCH05 specifies the interpretation to be used for SCH06.

Loop Transaction Totals

Pos: 010 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>ld</u>	Segment Name	<u>Req</u>	Max Use	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	M	1		Must use
020	AMT	Monetary Amount	M	1		Must use

CTT Transaction Totals

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

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>ld</u>	Element Name	Req	<u>Type</u>	Min/Max	<u>Usage</u>
CTT01	354	Number of Line Items	M	N0	1/6	Must use
		Description: Total number of line items in t	he trans	action se	t	
CTT02	347	Hash Total	0	R	1/10	Used
		Description: Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of				

Comments:

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

AMT Monetary Amount

Pos: 020 Max: 1 Summary - Mandatory Loop: CTT Elements: 2

User Option (Usage): Must use

Purpose: To indicate the total monetary amount

Element Summary:

RefIdElement NameReqTypeMin/MaxUsageAMT01522Amount Qualifier CodeMID1/3Must use

Description: Code to qualify amount

Code List Summary (Total Codes: 1473, Included: 1)

CodeName2Batch Total

AMT02 782 **Monetary Amount** M R 1/18 Must use

Description: Monetary amount

SE Transaction Set Trailer

Pos: 030 Max: 1 Summary - Mandatory Loop: N/A Elements: 2

User Option (Usage): Must use

Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Element Summary:

Ref	<u>ld</u>	Element Name	Req	<u>Type</u>	Min/Max	<u>Usage</u>
SE01	96	Number of Included Segments	М	N0	1/10	Must use
		Description: Total number of segments inc segments	luded in	a transa	ction set includ	ing ST and SE
SE02	329	Transaction Set Control Number	М	AN	4/9	Must use
		Description: Identifying control number tha functional group assigned by the originator f				saction set

Comments:

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