# Cornerstone 860 Purchase Order Change

**X12/V5010/860: 860 Purchase Order Change**

| | |
|---|---|
| **Author:** | **SPS Commerce** |
| **Company:** | **Cornerstone** |
| **Notes:** | **This guideline supports updates to the original PO either as a refresh of the order or as a delta/only what has changed on the order.** |

# 860 Purchase Order Change Request - Buyer Initiated

**Functional Group=PC**

**Purpose:** This X12 Transaction Set contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

## Heading:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Notes | Usage |
|-----|-----|-------------|-----|---------|--------|-------|-------|
| 0100 | ST | Transaction Set Header | M | 1 | | | Must use |
| 0200 | BCH | Beginning Segment for Purchase Order Change | M | 1 | | | Must use |
| 0400 | CUR | Currency | O | 1 | | | Used |
| 0500 | REF | Reference Information | M | 3 | | | Must use |
| 0600 | PER | Administrative Communications Contact | O | 2 | | | Used |
| 0800 | FOB | F.O.B. Related Instructions | O | 1 | | | Used |
| 1100 | CSH | Sales Requirements | O | 5 | | | Used |
| 1300 | ITD | Terms of Sale/Deferred Terms of Sale | O | 1 | | | Used |
| 1500 | DTM | Date/Time Reference | O | 10 | | | Used |
| 2400 | TD5 | Carrier Details (Routing Sequence/Transit Time) | O | 1 | | | Used |
| **LOOP ID - N9** | | | | | **1** | | |
| 2850 | N9 | Extended Reference Information | O | 1 | | | Used |
| 2900 | MTX | Text | O | >1 | | | Used |
| **LOOP ID - N1** | | | | | **5** | | |
| 3000 | N1 | Party Identification | O | 1 | | | Used |
| 3200 | N3 | Party Location | C | 2 | | | Used |
| 3300 | N4 | Geographic Location | O | 1 | | | Used |
| 3500 | PER | Administrative Communications Contact | O | >1 | | | Used |

## Detail:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Notes | Usage |
|-----|-----|-------------|-----|---------|--------|-------|-------|
| **LOOP ID - POC** | | | | | **>1** | | |
| 0100 | POC | Line Item Change | O | 1 | | | Must use |
| **LOOP ID - PID** | | | | | **10** | | |
| 0500 | PID | Product/Item Description | M | 1 | | | Must use |
| 0900 | PO4 | Item Physical Details | O | 1 | | | Used |
| 2000 | DTM | Date/Time Reference | O | 10 | | | Used |
| **LOOP ID - N9** | | | | | **1000** | | |

| Pos | Id | Segment Name | Req | Max Use | Repeat | Notes | Usage |
|-----|-----|------|-----|---------|--------|-------|-------|
| 3200 | N9 | Extended Reference Information | O | 1 | | | Used |
| 3260 | MTX | Text | O | >1 | | | Used |

## Summary:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Notes | Usage |
|-----|-----|------|-----|---------|--------|-------|-------|
| **LOOP ID - CTT** | | | | | **1** | **N3/0100L** | |
| 0100 | CTT | Transaction Totals | O | 1 | | N3/0100 | Used |
| 0300 | SE | Transaction Set Trailer | M | 1 | | | Must use |

## Notes:

3/0100L   Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

3/0100    Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC 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:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| ST01 | 143 | **Transaction Set Identifier Code** | M | ID | 3/3 | Must use |

**Description:** Code uniquely identifying a Transaction Set

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

| Code | Name |
|------|------|
| 860 | Purchase Order Change Request - Buyer Initiated |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| ST02 | 329 | **Transaction Set Control Number** | M | AN | 4/9 | Must use |

**Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

## 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.

# BCH Beginning Segment for Purchase Order Change

**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 Change Transaction Set and transmit identifying numbers and dates

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-----|-----|-----|-----|-----|
| BCH01 | 353 | **Transaction Set Purpose Code** | M | ID | 2/2 | Must use |

**Description:** Code identifying purpose of transaction set

**CodeList Summary** (Total Codes: 66, Included: 2)

| Code | Name |
|------|------|
| 01 | Cancellation |
| 05 | Replace |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-----|-----|-----|-----|-----|
| BCH02 | 92 | **Purchase Order Type Code** | M | ID | 2/2 | Must use |

**Description:** Code specifying the type of Purchase Order

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

| Code | Name |
|------|------|
| DS | Dropship |
| SA | Stand-alone Order |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-----|-----|-----|-----|-----|
| BCH03 | 324 | **Purchase Order Number** | M | AN | 1/22 | Must use |

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

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-----|-----|-----|-----|-----|
| BCH06 | 373 | **Date** | M | DT | 8/8 | Must use |

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

**User Note 1:** *Purchase Order Change Date*

## Semantics:

1. BCH06 is the date assigned by the purchaser to purchase order.
2. BCH09 is the seller's order number.
3. BCH10 is the date assigned by the sender to the acknowledgment.
4. BCH11 is the date of the purchase order change request.

# CUR Currency

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|------|------|------|------|------|
| CUR01 | 98 | **Entity Identifier Code** | M | ID | 2/3 | Must use |

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

**CodeList Summary** (Total Codes: 1500, Included: 1)

| Code | Name |
|------|------|
| BY | Buying Party (Purchaser) |

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

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

## 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:

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

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1731, Included: 3)

| Code | Name |
|------|------|
| 19 | Division Identifier |
| CO | Customer Order Number |
| IA | Internal Vendor Number |

> **User Note 1:**
> *Cornerstone assigned Vendor ID - Mandatory*

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| REF02 | 127 | **Reference Identification** | M | AN | 1/50 | Must use |

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

## Syntax Rules:

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

## Semantics:

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

> **User Note 1:**
>
> *When REF01 = 19, REF02 will contain one of the following division IDs. The division ID identifies the Cornerstone purchasing division and for drop ship orders what branded packing slip must be used.*
>
> *Garnet Hill*
> *Frontgate*
> *Ballard Designs*
> *Grandin Road*

# PER  Administrative Communications Contact

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| PER01 | 366 | **Contact Function Code** | M | ID | 2/2 | Must use |

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

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

| Code | Name |
|---|---|
| BD | Buyer Name or Department |

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

**Description:** Free-form name

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

**Description:** Code identifying the type of communication number

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

| Code | Name |
|---|---|
| TE | Telephone |

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

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

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

**Description:** Code identifying the type of communication number

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

| Code | Name |
|---|---|
| EM | Electronic Mail |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| 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.

# FOB  F.O.B. Related Instructions

**Pos: 0800        Max: 1**
**Heading - Optional**
**Loop: N/A      Elements: 5**

**User Option (Usage):** Used

**Purpose:** To specify transportation instructions relating to shipment

## Element Summary:

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

**Description:** Code identifying payment terms for transportation charges

**CodeList Summary** (Total Codes: 31, Included: 1)

| Code | Name |
|------|------|
| DF | Defined by Buyer and Seller |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| FOB02 | 309 | **Location Qualifier** | X | ID | 1/2 | Used |

**Description:** Code identifying type of location

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

| Code | Name |
|------|------|
| OR | Origin (Shipping Point) |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| FOB03 | 352 | **Description** | O | AN | 1/80 | Used |

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

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| FOB04 | 334 | **Transportation Terms Qualifier Code** | O | ID | 2/2 | Used |

**Description:** Code identifying the source of the transportation terms

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

| Code | Name |
|------|------|
| 01 | Incoterms |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| FOB05 | 335 | **Transportation Terms Code** | X | ID | 3/3 | Used |

**Description:** Code identifying the trade terms which apply to the shipment transportation responsibility

**CodeList Summary** (Total Codes: 24, Included: 1)

| Code | Name |
|------|------|
| FOB | Free on Board |

## 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: 5**
**Heading - Optional**
**Loop: N/A          Elements: 1**

**User Option (Usage):** Used

**Purpose:** To specify general conditions or requirements of the sale

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| 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.

# ITD   Terms of Sale/Deferred Terms of Sale

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

**User Option (Usage):** Used
**Purpose:** To specify terms of sale

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| ITD12 | 352 | **Description** | O | AN | 1/80 | Used |

> **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**

<div>

**Pos: 1500**          **Max: 10**

**Heading - Optional**

**Loop: N/A**     **Elements: 2**

</div>

**User Option (Usage):** Used

**Purpose:** To specify pertinent dates and times

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| DTM01 | 374 | **Date/Time Qualifier** | M | ID | 3/3 | Must use |

> **Description:** Code specifying type of date or time, or both date and time
>
> **CodeList Summary** (Total Codes: 1280, Included: 1)
>
> **Code  Name**
>
> 010    Requested Ship

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|--------------|-----|------|---------|-------|
| DTM02 | 373 | **Date** | X | DT | 8/8 | Must use |

> **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.

### User Note 1:

*One of either header or detail level ship date will always be provided. If both are present the detail level date should take precedence.*

# TD5 Carrier Details (Routing Sequence/Transit Time)

**Pos: 2400          Max: 1**
**Heading - Optional**
**Loop: N/A          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** | X | 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.
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: 2850**       **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 | Id | Segment Name | Req | Max Use | Repeat | Usage |
|------|------|------------------------------|------|---------|--------|-------|
| 2850 | N9 | Extended Reference Information | O | 1 | | Used |
| 2900 | MTX | Text | O | >1 | | Used |

# N9   Extended Reference Information

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|------|------|------|------|------|------|
| 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

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|------|------|------|------|------|------|
| N902 | 127 | **Reference Identification** | X | AN | 1/50 | Used |

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

   **User Note 1:** *The following codes will be sent in the N902 and will define the type of message in MXT02:*
   *- GEN: General Note*
   *- GFT:Gift 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: 2900        Max: >1**
**Heading - Optional**
**Loop: N9        Elements: 1**

**User Option (Usage):** Used
**Purpose:** To specify textual data

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|------|-----|------|---------|-------|
| 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: 3000**      **Repeat: 5**

**Optional**

**Loop: N1**      **Elements: N/A**

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Loop Summary:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Usage |
|------|------|---------------------------------------|------|---------|--------|-------|
| 3000 | N1 | Party Identification | O | 1 | | Used |
| 3200 | N3 | Party Location | C | 2 | | Used |
| 3300 | N4 | Geographic Location | O | 1 | | Used |
| 3500 | PER | Administrative Communications Contact | O | >1 | | Used |

# N1   Party Identification

| | |
|---|---|
| **Pos: 3000**   **Max: 1** | |
| **Heading - Optional** | |
| **Loop: N1**   **Elements: 4** | |

**User Option (Usage):** Used

**Purpose:** To identify a party by type of organization, name, and code

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| N101 | 98 | **Entity Identifier Code** | M | ID | 2/3 | Must use |

> **Description:** Code identifying an organizational entity, a physical location, property or an individual
>
> **CodeList Summary** (Total Codes: 1500, Included: 5)
>
> | Code | Name |
> |---|---|
> | AG | Agent/Agency |
> | BT | Bill-to-Party |
> | SO | Sold To If Different From Bill To |
> | ST | Ship To |
> | VN | Vendor |

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

> **Description:** Free-form name

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| 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 |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| 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: 3200        Max: 2**
**Heading - Conditional**
**Loop: N1        Elements: 2**

**User Option (Usage):** Used

**Purpose:** To specify the location of the named party

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|------|----------------------------|------|------|---------|----------|
| N301 | 166 | **Address Information** | M | AN | 1/55 | Must use |
| | | **Description:** Address information | | | | |
| N302 | 166 | **Address Information** | O | AN | 1/55 | Used |
| | | **Description:** Address information | | | | |

**User Note 1:**

*Will be provided when N101 = 'ST'*

# N4   Geographic Location

**Pos: 3300        Max: 1**
**Heading - Optional**
**Loop: N1        Elements: 4**

**User Option (Usage):** Used

**Purpose:** To specify the geographic place of the named party

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|------|------|------|------|------|
| N401 | 19 | **City Name** | M | AN | 2/30 | Must use |

**Description:** Free-form text for city name

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|------|------|------|------|------|
| N402 | 156 | **State or Province Code** | O | ID | 2/2 | Used |

**Description:** Code (Standard State/Province) as defined by appropriate government agency

**User Note 1:** *Will be provide for all U.S. addresses*

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|------|------|------|------|------|
| 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)

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|------|------|------|------|------|
| 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.

## User Note 1:

*Will be provided when N101 = 'ST'*

# PER  Administrative Communications Contact

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| PER01 | 366 | **Contact Function Code** | M | ID | 2/2 | Must use |

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

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

**Code  Name**
IC      Information Contact

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

**Description:** Free-form name

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

**Description:** Code identifying the type of communication number

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

**Code  Name**
TE      Telephone

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| PER04 | 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 Line Item Change

**User Option (Usage):** Used

**Purpose:** To specify changes to a line item

## Loop Summary:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Usage |
|------|------|----------------------|------|---------|--------|----------|
| 0100 | POC | Line Item Change | O | 1 | | Must use |
| 0500 | | Loop PID | M | | 10 | Must use |
| 0900 | PO4 | Item Physical Details | O | 1 | | Used |
| 2000 | DTM | Date/Time Reference | O | 10 | | Used |
| 3200 | | Loop N9 | O | | 1000 | Used |

# POC  Line Item Change

<table>
<tr><td><strong>Pos: 0100</strong></td><td><strong>Max: 1</strong></td></tr>
<tr><td colspan="2"><strong>Detail - Optional</strong></td></tr>
<tr><td><strong>Loop: POC</strong></td><td><strong>Elements: 12</strong></td></tr>
</table>

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

**Purpose:** To specify changes to a line item

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC01 | 350 | **Assigned Identification** | M | AN | 1/20 | Must use |

**Description:** Alphanumeric characters assigned for differentiation within a transaction set

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC02 | 670 | **Change or Response Type Code** | M | ID | 2/2 | Must use |

**Description:** Code specifying the type of change to the line item

**User Note 1:** *Deleted items will be removed from the Purchase Order Change entirely.*

**CodeList Summary** (Total Codes: 30, Included: 3)

| Code | Name |
|---|---|
| AI | Add Additional Item(s) |
| NC | Concurrent Item (No Change) |
| RZ | Replace All Values |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC03 | 380 | **Quantity** | M | R | 1/15 | Must use |

**Description:** Numeric value of quantity

**User Note 1:** *POC03 and POC04 will both be the new quantity left to recieve.*

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC04 | 671 | **Quantity Left to Receive** | M | R | 1/9 | Must use |

**Description:** Quantity left to receive as qualified by the unit of measure

**User Note 1:** *POC03 and POC04 will both be the new quantity left to recieve.*

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC05 | C001 | **Composite Unit of Measure** | M | Comp | | Must use |

**Description:** To identify a composite unit of measure (See Figures Appendix for examples of use)

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC05-01 | 355 | **Unit or Basis for Measurement Code** | M | ID | 2/2 | Must use |

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

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

| Code | Name |
|---|---|
| EA | Each |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC06 | 212 | **Unit Price** | M | R | 1/17 | Must use |

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

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| POC08 | 235 | **Product/Service ID Qualifier** | M | ID | 2/2 | Must use |

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

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

| | | **Code** | **Name** | | | | |
|---|---|---|---|---|---|---|---|
| | | SK | Stock Keeping Unit (SKU) | | | | |

**User Note 1:**

*Cornerstone assigned item SKU*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POC09 | 234 | **Product/Service ID** | M | AN | 1/48 | Must use |

**Description:** Identifying number for a product or service

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POC10 | 235 | **Product/Service ID Qualifier** | X | 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: 1)

| **Code** | **Name** |
|---|---|
| VN | Vendor's (Seller's) Item Number |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POC11 | 234 | **Product/Service ID** | X | AN | 1/48 | Used |

**Description:** Identifying number for a product or service

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POC12 | 235 | **Product/Service ID Qualifier** | X | 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: 1)

| **Code** | **Name** |
|---|---|
| UP | UCC - 12 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| POC13 | 234 | **Product/Service ID** | X | AN | 1/48 | Used |

**Description:** Identifying number for a product or service

## Syntax Rules:

1. P0305 - If either POC03 or POC05  is present, then the other is required.
2. C0405 - If POC04 is present, then POC05 is required.
3. C0706 - If POC07 is present, then POC06 is required.
4. P0809 - If either POC08 or POC09  is present, then the other is required.
5. P1011 - If either POC10 or POC11  is present, then the other is required.
6. P1213 - If either POC12 or POC13  is present, then the other is required.
7. P1415 - If either POC14 or POC15  is present, then the other is required.
8. P1617 - If either POC16 or POC17  is present, then the other is required.
9. P1819 - If either POC18 or POC19  is present, then the other is required.
10. P2021 - If either POC20 or POC21  is present, then the other is required.
11. P2223 - If either POC22 or POC23  is present, then the other is required.
12. P2425 - If either POC24 or POC25  is present, then the other is required.
13. P2627 - If either POC26 or POC27  is present, then the other is required.

## Semantics:

1. POC01 is the purchase order line item identification.
2. POC03 is quantity ordered.

# Loop Product/Item Description

**Pos: 0500          Repeat: 10**

**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 | Id | Segment Name | Req | Max Use | Repeat | Usage |
|------|------|------------------------|-----|---------|--------|----------|
| 0500 | PID | Product/Item Description | M | 1 | | Must use |

# PID   Product/Item Description

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

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|------------|-----|------|---------|-------|
| PID01 | 349 | **Item Description Type** | M | ID | 1/1 | Must use |

**Description:** Code indicating the format of a description

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

| Code | Name |
|------|------|
| F | Free-form |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|------------|-----|------|---------|-------|
| PID02 | 750 | **Product/Process Characteristic Code** | M | ID | 2/3 | Must use |

**Description:** Code identifying the general class of a product or process characteristic

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

| Code | Name |
|------|------|
| 08 | Product |

**User Note 1:**

*Mandatory*

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|------------|-----|------|---------|-------|
| PID05 | 352 | **Description** | X | AN | 1/80 | Must use |

**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.

# PO4   Item Physical Details

**User Option (Usage):** Used

**Purpose:** To specify the physical qualities, packaging, weights, and dimensions relating to the item

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-----|-----|-----|-----|-----|
| PO401 | 356 | **Pack** | O | N0 | 1/6 | Used |

> **Description:** The number of inner containers, or number of eaches if there are no inner containers, per outer container

## Syntax Rules:

1. P0203 - If either PO402 or PO403  is present, then the other is required.
2. C0506 - If PO405 is present, then PO406 is required.
3. P0607 - If either PO406 or PO407  is present, then the other is required.
4. P0809 - If either PO408 or PO409  is present, then the other is required.
5. C1013 - If PO410 is present, then PO413 is required.
6. C1113 - If PO411 is present, then PO413 is required.
7. C1213 - If PO412 is present, then PO413 is required.
8. L13101112 - If PO413 is present, then at least one of PO410, PO411 or PO412 is required.
9. C1716 - If PO417 is present, then PO416 is required.
10. C1804 - If PO418 is present, then PO404 is required.

## Semantics:

1. PO415 is used to indicate the relative layer of this package or range of packages within the layers of packaging. Relative Position 1 (value R1) is the innermost package.
2. PO416 is the package identifier or the beginning package identifier in a range of identifiers.
3. PO417 is the ending package identifier in a range of identifiers.
4. PO418 is the number of packages in this layer.

## Comments:

1. PO403 - The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the unit of measure of the "Size" identified in the PO402.  For example: If the carton contains 24 12-Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".
2. PO413 defines the unit of measure for PO410, PO411, and PO412.

# DTM　Date/Time Reference

| Pos: 2000 | Max: 10 |
| --- | --- |
| **Detail - Optional** | |
| **Loop: POC** | **Elements: 2** |

**User Option (Usage):** Used

**Purpose:** To specify pertinent dates and times

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
| --- | --- | --- | --- | --- | --- | --- |
| DTM01 | 374 | **Date/Time Qualifier** | M | ID | 3/3 | Must use |

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

**CodeList Summary** (Total Codes: 1280, Included: 1)

| Code | Name |
| --- | --- |
| 010 | Requested Ship |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
| --- | --- | --- | --- | --- | --- | --- |
| DTM02 | 373 | **Date** | M | DT | 8/8 | Must use |

**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.

## User Note 1:

*One of either header or detail level ship date will always be provided. If both are present the detail level date should take precedence.*

# Loop Extended Reference Information

| | |
|---|---|
| **Pos: 3200** | **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:

| Pos | Id | Segment Name | Req | Max Use | Repeat | Usage |
|------|------|-----------------------------|------|---------|--------|-------|
| 3200 | N9 | Extended Reference Information | O | 1 | | Used |
| 3260 | MTX | Text | O | >1 | | Used |

# N9 Extended Reference Information

<div style="border:1px solid black">

**Pos: 3200          Max: 1**
**Detail - Optional**
**Loop: N9          Elements: 2**

</div>

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| 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 |

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| N902 | 127 | **Reference Identification** | M | AN | 1/50 | Must use |

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

**User Note 1:** *The following codes will be sent in the N902 and will define the type of message in MXT02:*

*- CCG: Customization*

## 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: 3260** | **Max: >1** |
| **Detail - Optional** | |
| **Loop: N9** | **Elements: 1** |

**User Option (Usage):** Used
**Purpose:** To specify textual data

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|---|---|---|---|---|---|---|
| MTX02 | 1551 | **Textual Data** | M | AN | 1/4096 | Must use |

**Description:** To transmit large volumes of message text

## Syntax Rules:

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

## Semantics:

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

## Comments:

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

### User Note 1:

*If items are being customized (colors, personalization ect) those details will be sent in the MTX02, with N902 = CCG.*

# 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 | Id | Segment Name | Req | Max Use | Repeat | Usage |
|---|---|---|---|---|---|---|
| 0100 | CTT | Transaction Totals | O | 1 | | Used |

# CTT  **Transaction Totals**

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

**User Option (Usage):** Used

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

## Element Summary:

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|-----|-----|-------------|-----|------|---------|-------|
| CTT01 | 354 | **Number of Line Items** | M | N0 | 1/6 | Must use |

**Description:** Total number of line items in the transaction set

## Syntax 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**

**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 | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|--------------|-----|------|---------|-------|
| SE01 | 96 | **Number of Included Segments** | M | N0 | 1/10 | Must use |

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

| Ref | Id | Element Name | Req | Type | Min/Max | Usage |
|------|-----|--------------|-----|------|---------|-------|
| SE02 | 329 | **Transaction Set Control Number** | M | AN | 4/9 | Must use |

**Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

## Comments:

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