850   Purchase Order

Functional Group=PO

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:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
010	ST	Transaction Set Header	M	1			Required
020	BEG	Beginning Segment for Purchase Order	M	1			Required
050	REF	Reference Identification	O	12			Used
110	CSH	Sales Requirements	O	5			Used
150	DTM	Date/Time Reference	O	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used

LOOP ID - N1					200		
310	N1	Name	O	1			Required
320	N2	Additional Name Information	O	2		N1/320	Used
330	N3	Address Information	O	2		N1/330	Used
340	N4	Geographic Location	O	>1		N1/340	Used
360	PER	Administrative Communications Contact	O	>1			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					100000		
010	PO1	Baseline Item Data	M	1		N2/010	Required
140	IT8	Conditions of Sale	O	1			Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - CTT					1		
010	CTT	Transaction Totals	O	1		N3/010	Required
030	SE	Transaction Set Trailer	M	1			Required

ST   Transaction Set Header

<table>
<tr><td>Pos: 010</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Mandatory</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 2</td></tr>
</table>

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

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).

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	**143**	**Transaction Set Identifier Code** **Description:** Code uniquely identifying a Transaction Set	**M**	**ID**	**3/3**	**Required**

	Code	Name
	850	X12.1 Purchase Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST02	**329**	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	**M**	**AN**	**4/9**	**Required**

BEG   Beginning Segment for Purchase Order

<table>
<tr><td>Pos: 020</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Mandatory</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 4</td></tr>
</table>

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

Semantics:

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG01	**353**	**Transaction Set Purpose Code** **Description:** Code identifying purpose of transaction set	**M**	**ID**	**2/2**	**Required**

Code	Name
00	Original

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG02	**92**	**Purchase Order Type Code** **Description:** Code specifying the type of Purchase Order	**M**	**ID**	**2/2**	**Required**

Code	Name
NE	New Order **Description:** Most commonly used value in the book industry is 'NE'.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG03	**324**	**Purchase Order Number** **Description:** Identifying number for Purchase Order assigned by the orderer/purchaser	**M**	**AN**	**1/22**	**Required**
BEG05	**373**	**Date** **Description:** Date (YYMMDD)	**M**	**DT**	**6/6**	**Required**

REF   Reference Identification

To specify identifying information

Semantics:

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	**128**	**Reference Identification Qualifier**	**M**	**ID**	**2/3**	**Required**
		Description: Code Qualifying the Reference Identification				

	Code	Name
	PD	Promotion/Deal Number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF02	**127**	**Reference Identification**	**C**	**AN**	**1/30**	**Rec'd**
		Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				

CSH   Sales Requirements

To specify general conditions or requirements of the sale

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.

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

Code	Name
B	Back Order Only If New Item
N	No Back Order
O	Back Order If Items Are Out of Stock or Not Yet Published
Y	Back Order if Out of Stock

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH06	**559**	**Agency Qualifier Code**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the agency assigning the code values

Code	Name
BI	Book Industry Systems Advisory Committee

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH07	**560**	**Special Services Code**	**C**	**ID**	**2/10**	**Used**

Description: Code identifying the special service

Code	Name
CA	Cataloging Services
HC	Handling Service
LA	Labeling

DTM   Date/Time Reference

Pos: 150	**Max: 10**
Heading - Optional	
Loop: N/A	**Elements: 3**

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**	**Required**

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

Code	Name
014	Deferred Payment
037	Ship Not Before
175	Cancel if not shipped by

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM02	**373**	**Date**	**C**	**DT**	**6/6**	**Required**

Description: Date (YYMMDD)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM05	**624**	**Century**	**O**	**N0**	**2/2**	**Required**

Description: The first two characters in the designation of the year (CCYY)

TD5   Carrier Details (Routing Sequence/Transit Time)

Pos: 240   Max: 12
Heading - Optional
Loop: N/A   Elements: 5

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD501	**133**	**Routing Sequence Code**	**O**	**ID**	**1/2**	**Used**

Description: Code describing the relationship of a carrier to a specific shipment movement

Code	Name
B	Origin/Delivery Carrier (Any Mode)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD502	**66**	**Identification Code Qualifier**	**C**	**ID**	**1/2**	**Used**

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

Code	Name
2	Standard Carrier Alpha Code (SCAC)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD503	**67**	**Identification Code**	**C**	**AN**	**2/20**	**Used**

Description: Code identifying a party or other code

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD505	**387**	**Routing**	**C**	**AN**	**1/35**	**Used**

Description: Purchaser Account number with Carrier if purchaser pays shipping

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD512	**284**	**Service Level Code**	**C**	**ID**	**2/2**	**Used**

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

Code	Name
3D	Three Day Service
G2	Standard Service
ME	Metro Pickup
ND	Next Day Air

       Description: Delivery during business day hours of next business day

Code	Name
NH	Next Day Hundred Weight
ON	Overnight
SE	Second Day
SG	Standard Ground
SH	Second Day Hundred Weight
SI	Standard Ground Hundred Weight

N1   Name

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** **Description:** Code identifying an organizational entity, a physical location, or an individual	**M**	**ID**	**2/2**	**Required**

-BT is used only when drop ship location is entered
-ST is always present

	Code	Name
BT	Bill-to-Party
ST	Ship To

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N102	**93**	**Name** **Description:** Free-form name	**C**	**AN**	**1/35**	**Not Rec'd**
N103	**66**	**Identification Code Qualifier** **Description:** Code designating the system/method of code structure used for Identification Code (67)	**C**	**ID**	**1/2**	**Rec'd**

Code	Name
12	Telephone Number (Used for Drop Shipments)
15	Standard Address Number (SAN)
	Description: Recommended by the book industry.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N104	**67**	**Identification Code** **Description:** Code identifying a party or other code Normal Case = SAN (15) Customer Phone Number if Drop Shipment Without SAN (12) (N2, N3 and N4 are required for Drop Shipment)	**C**	**AN**	**2/20**	**Rec'd**

N2 Additional Name Information

Pos: 320   **Max: 2**
Heading - Optional
Loop: N1   **Elements: 2**

To specify additional names or those longer than 35 characters in length

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	93	**Name** **Description:** Free-form name	M	AN	1/35	**Required**
N202	93	**Name** **Description:** Free-form name	O	AN	1/35	**Used**

N3 Address Information

<div style="border:1px solid black">
Pos: 330   Max: 2
Heading - Optional
Loop: N1   Elements: 2
</div>

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N301	**166**	**Address Information** **Description:** Address information	**M**	**AN**	**1/35**	**Required**
N302	**166**	**Address Information** **Description:** Address information	**O**	**AN**	**1/35**	**Used**

N4   **Geographic Location**

Pos: 340   Max: >1
Heading - Optional
Loop: N1   Elements: 4

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	**19**	**City Name**	**O**	**AN**	**2/30**	**Used**
		Description: Free-form text for city name				
N402	**156**	**State or Province Code**	**O**	**ID**	**2/2**	**Used**
		Description: Code (Standard State/Province) as defined by appropriate government agency				
N403	**116**	**Postal Code**	**O**	**ID**	**3/15**	**Used**
		Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	**26**	**Country Code**	**O**	**ID**	**2/3**	**Used**
		Description: Code identifying the country				

PER Administrative Communications Contact

Pos: 360   Max: >1
Heading - Optional
Loop: N1   Elements: 8

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**	**Required**

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

Code	Name
DC	Delivery Contact
OC	Order Contact
SU	Supplier Contact

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	**93**	**Name**	**O**	**AN**	**1/35**	**Used**

Description: Free-form name

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

Description: Code identifying the type of communication number

Code	Name
BN	Beeper Number
CP	Cellular Phone
EM	Electronic Mail
EX	Telephone Extension
FX	Facsimile
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	**364**	**Communication Number**	**C**	**AN**	**1/80**	**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**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the type of communication number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	**364**	**Communication Number**	**C**	**AN**	**1/80**	**Used**

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

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER07	**365**	**Communication Number Qualifier**	**C**	**ID**	**2/2**	**Used**

Description: Code identifying the type of communication number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER08	**364**	**Communication Number**	**C**	**AN**	**1/80**	**Used**

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

PO1   Baseline Item Data

Pos: 010   Max: 1
Detail - Mandatory
Loop: PO1   Elements: 11

To specify basic and most frequently used line item data

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO101	**350**	**Assigned Identification**	O	AN	1/20	**Rec'd**
		Description: Alphanumeric characters assigned for differentiation within a transaction set				
PO102	**330**	**Quantity Ordered**	C	R	1/9	**Required**
		Description: Quantity ordered				
PO103	**355**	**Unit or Basis for Measurement Code**	O	ID	2/2	**Required**
		Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				

Code	Name
UN	Unit

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO104	**212**	**Unit Price**	C	R	1/17	**Used**
		Description: Price per unit of product, service, commodity, etc.				
PO105	**639**	**Basis of Unit Price Code**	O	ID	2/2	**Used**
		Description: Code identifying the type of unit price for an item				

Code	Name
NT	Net
	Description: Indicates a net unit price
SR	Suggested Retail

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO106	**235**	**Product/Service ID Qualifier**	C	ID	2/2	**Used**
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

Code	Name
IB	International Standard Book Number (ISBN)
	Description: The ISBN is the recommended value for the first occurrence of element 235.
UP	Universal Product Code (UPC) Used for ordering non-book product
SK	Stock Keeping Unit (SKU) - Used for ordering non-book product
EN	(ISBN-13) – Effectively doubles the number of ISBNs available.
UK	UCC/EAN-14: Used when a leading digit is added to the ISBN-13 that specifies the packaging level (such as a carton). When the packaging level is greater than a unit (such as a carton), a new check digit must be calculated.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO107	**234**	**Product/Service ID**	C	AN	1/40	**Used**
		Description: Identifying number for a product or service				
PO108	**235**	**Product/Service ID Qualifier**	C	ID	2/2	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage

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

	Code	Name

IB   International Standard Book Number (ISBN)
    Description: The ISBN is the recommended value for the first occurrence of element 235.
UP   Universal Product Code (UPC) Used for ordering non-book product
SK   Stock Keeping Unit (SKU) - Used for ordering non-book product
EN   (ISBN-13) – Effectively doubles the number of ISBNs available.
UK   UCC/EAN-14: Used when a leading digit is added to the ISBN- 13 that specifies the packaging level (such as a carton). When the packaging level is greater than a unit (such as a carton), a new check digit must be calculated.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO109	**234**	**Product/Service ID**	C	AN	1/40	Used

Description: Identifying number for a product or service

| **PO110** | **235** | **Product/Service ID Qualifier** | C | ID | 2/2 | Used |

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

	Code	Name

IB   International Standard Book Number (ISBN)
    Description: The ISBN is the recommended value for the first occurrence of element 235.
UP   Universal Product Code (UPC) Used for ordering non-book product
SK   Stock Keeping Unit (SKU) - Used for ordering non-book product
EN   (ISBN-13) – Effectively doubles the number of ISBNs available.
UK   UCC/EAN-14: Used when a leading digit is added to the ISBN- 13 that specifies the packaging level (such as a carton). When the packaging level is greater than a unit (such as a carton), a new check digit must be calculated.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO111	**234**	**Product/Service ID**	C	AN	1/40	Used

Description: Identifying number for a product or service

IT8 Conditions of Sale

Pos: 140   **Max: 1**
Detail - Optional
Loop: PO1   **Elements: 3**

To specify general conditions or requirements and to detail conditions for substitution of alternate products

Semantics:

1. IT803 is the maximum monetary amount value which the order must not exceed.
2. IT804 is the account number to which the purchase amount is to be charged.
3. IT805 is the date specified by the sender to be shown on the invoice.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT801	**563**	**Sales Requirement Code**	C	ID	1/2	Used

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

Code	Name
B	Back Order Only If New Item
N	No Back Order
O	Back Order If Items Are Out of Stock or Not Yet Published
Y	Back Order if Out of Stock

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT802	**564**	**Do-Not-Exceed Action Code**	C	ID	1/1	Used

Description: Code indicating the action to be taken if the order amount exceeds the value of Do-Not-Exceed Amount (565)

Code	Name
0	Cancel Balance of Order/Item that Exceeds Value Specified in Data Element 610
1	Cancel Entire Order/Item

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT803	**610**	**Amount**	C	N2	1/15	Used

Description: Monetary amount

CTT   Transaction Totals

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

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	Required
		Description: Total number of line items in the transaction set				
CTT02	347	**Hash Total**	O	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 the data element.Example:-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ------- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.				

SE Transaction Set Trailer

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

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** **Description:** Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Required
SE02	329	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M	AN	4/9	Required