

# 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. NO.	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
<b>Required</b>	<b>010</b>	<b>ST</b>	Transaction Set Header	<b>M</b>	<b>1</b>	
<b>Required</b>	020	BEG	Beginning Segment for Purchase Order	M	1	
	040	CUR	Currency	O	1	
<b>Not Used</b>	050	REF	Reference Identification	O	>1	
<b>Not Used</b>	060	PER	Administrative Communications Contact	O	3	
<b>Not Used</b>	080	FOB	F.O.B. Related Instructions	O	>1	
<b>Not Used</b>	090	CTP	Pricing Information	O	>1	
<b>Not Used</b>	110	CSH	Sales Requirements	O	5	
<b>LOOP ID - SAC</b>						<b>25</b>
<b>Not Used</b>	120	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
<b>Not Used</b>	125	CUR	Currency	O	1	
<b>Not Used</b>	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
<b>Used</b>	150	DTM	Date/Time Reference	O	10	
<b>Not Used</b>	190	PID	Product/Item Description	O	200	
<b>Not Used</b>	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
<b>LOOP ID - N9</b>						<b>1000</b>
<b>Not Used</b>	295	REF	Reference Identification	O	1	
<b>Not Used</b>	300	MSG	Message Text	O	1000	
<b>LOOP ID - N1</b>						<b>200</b>
<b>Required</b>	310	N1	Name	O	1	
<b>Not Used</b>	320	N2	Additional Name Information	O	2	
<b>Not Rec'd</b>	330	N3	Address Information	O	2	
<b>Not Rec'd</b>	340	N4	Geographic Location	O	>1	

## Detail

	POS. NO.	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
			<b>LOOP ID - PO1</b>			<b>100000</b>
Required	010	PO1	Baseline Item Data (Invoice)	M	1	
Not Used	020	CUR	Currency	O	1	
			<b>LOOP ID - CTP</b>			<b>&gt;1</b>
Not Used	040	CTP	Pricing Information	O	1	
Not Used	043	CUR	Currency	O	1	
			<b>LOOP ID - PID</b>			<b>1000</b>
Not Rec'd	050	PID	Product/Item Description	O	1	
Not Used	060	MEA	Measurements	O	10	
Not Used	090	PO4	Item Physical Details	O	>1	
Not Used	140	IT8	Conditions of Sale	O	1	
Not Used	190	SDQ	Destination Quantity	O	500	
Not Used	210	DTM	Date/Time Reference	O	10	

## Summary

	POS. NO.	SEG. ID	NAME	REQ. DES.	MAX USE	LOOP REPEAT
			<b>LOOP ID - CTT</b>			<b>1</b>
Required	010	CTT	Transaction Totals	O	1	
Not Used	020	AMT	Monetary Amount	O	1	
Required	030	SE	Transaction Set Trailer	M	1	

**Segment:** ST Transaction Set Header  
**Level:** Table/ Position 1/ 010  
**Loop:** \_\_\_\_\_  
**Usage:** Mandatory  
**Required**  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number.  
**Semantic:** 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).

### Data Element Summary:

	Ref. Des.	Data Element	Name	Attributes	Min/Max Length
Required	ST01	143	<b>Transaction Set Header Identifier</b> Code uniquely identifying a Transaction Set	M/Z ID	3/3
Required	ST02	329	<b>850 X12.1 Purchase Order Transaction set Control Number</b> 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

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Level:** Table/ Position 1/ 020  
**Loop:**  
**Usage:** Mandatory  
**Required**  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates  
**Semantic:** 1. BEG05 is the date assigned by the purchaser to purchase order.

**Data Element Summary:**

	Ref. Des.	Data Element	Name	Attributes	Min/Max Length
Required	BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set <b>Use of any code value other than '00' requires trading partner agreement.</b> <b>00 Original</b> <b>01 Cancellation</b> <b>07 Duplicate</b>	M ID	2/2
Required	BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order	M ID	2/2
Required	BEG03	324	<b>Purchase Order Number</b> Identifying number for Purchase Order assigned by the orderer/purchaser	M AN	1/22
Not Used	BEG04	328	<b>Release Number</b> Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	O AN	1/30
Required	BEG05	373	<b>Date</b> Date (CCYYMMDD)	M/Z DT	8/8
Remove	BEG06	367	<b>Contract Number</b> Contract Number	O AN	1/30
Remove	BEG07	587	<b>Acknowledgment Type</b> Code specifying the type of acknowledgment	O ID	2/2
Remove	BEG08	1019	<b>Invoice Type Code</b> Code defining the method by which invoices are to be processed	O ID	3/3

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**Segment:** DTM Date/Time Reference  
**Level:** Table/ Position 1/ 150  
**Loop:** \_\_\_\_\_  
**Usage:** Optional

**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax:** 1. R020306 - At least one of DTM02, DTM03 or DTM06 is required.

**Data Element Summary:**

	Ref. Des.	Data Element	Name	Attributes	Min/Max Length
Required	DTM01	374	<b>Date/ Time Qualifier</b> Code specifying type of date or time, or both date and time <b>010 Requested Ship</b> <b>037 Ship Not Before</b> <b>038 Ship No Later</b> <b>077 Requested for Delivery (Week of)</b> <b>087 Requested for Shipment (Week of)</b> <b>175 Cancel if not shipped by</b>	M ID	3/3
Required	DTM02	373	<b>Date</b> Date (CCYYMMDD)	X DT	8/8
Not Used	DTM03	337	<b>Time</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM	4/8
Not Used	DTM04	623	<b>Time Code</b> Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID	2/2
Not Used	DTM05	1250	<b>Date Time Period Format Qualifier</b> Code indicating the date format, time format, or date and time format	X ID	2/3
Not Used	DTM06	1251	<b>Date Time Period</b> Expression of a date, a time, or range of dates, times or dates and times	X AN	1/35

**Segment:** N1 Name  
**Level:** Table/ Position 1/ 310  
**Loop:** N1  
**Usage:** Optional  
**Required**  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax:** 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.

**Data Element Summary:**

	Ref. Des.	Data Element	Name		Attributes	Min/Max Length
Required	N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual	M	ID	2/2
Not Recommended	N102	93	<b>Name</b> Free-form name	X	AN	1/35
Recommended	N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix 12 Telephone Number (Phone)	X	ID	1/2
Recommended	N104	67	<b>Identification Code</b> Code identifying a party or other code	X	AN	2/20

**Segment:** N3 Address Information  
**Level:** Table/ Position 1/ 330  
**Loop:** \_\_\_\_\_  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party

**Data Element Summary:**

	Ref. Des.	Data Element	Name		Attributes	Min/Max Length
Required	N301	166	<b>Address Information</b> Address Information	M	AN	1/35
	N302	166	<b>Address Information</b> Address Information	O	AN	1/35

**Segment:** N4 Geographic Location  
**Level:** Table/ Position 1/ 340  
**Loop:** \_\_\_\_\_  
**Usage:** Optional

**Max Use:** >1

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

**Syntax:** 1. C0605 - If N406 is present, then N405 is required.

**Comments:** 1. N402 is required only if city name (N401) is in the U.S. or Canada.

**Data Element Summary:**

Ref. Des.	Data Element	Name	Attributes	Min/Max Length
N401	19	<b>City Name</b> Free-form text for city name	O AN	2/30
N402	156	<b>State or Province Code</b> Code (Standard State/Province) as defined by appropriate government agency	O ID	2/2
N403	116	<b>Postal Code</b> Code defining international postal zone code excluding punctuation and blanks	O ID	3/15
N404	26	<b>Country Code</b> Code identifying the country	O ID	2/3

**Segment:** PO1 Baseline Item Data  
**Level:** Table/ Position 2/ 010  
**Loop:** PO1  
**Usage:** Mandatory  
**Required**

**Max Use:** 1

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

**Syntax:**

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.

**Comments:**

1. See the Data Element Dictionary for a complete list of IDs.
2. PO101 is the line item identification.
3. PO106 through PO115 provide for different product/service IDs per each item. For example: UPC No., ISBN No., or SKU.

**Data Element Summary:**

	Ref. Des.	Data Element	Name	Attributes	Min/Max Length
Recommended	PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set <b>If used, this element should be unique within the PO1 segments in this transaction. For example the purchase order line item number.</b>	O AN	1/20
Required	PO102	330	<b>Quantity Ordered</b> Quantity Ordered	X R	1/9
Required	PO103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <b>CA Case</b> <i>Note: For non-book items</i> <b>CT Carton</b> <b>EA Each</b> <i>Note: For non-book items</i> <b>ST Set</b> <b>UN Unit</b>	O ID	2/2
	PO104	212	<b>Unit Price</b> Price per unit of product, service, commodity, etc.	X R	1/17
	PO105	639	<b>Basis of Unit Price Code</b> Code identifying the type of unit price for an item <b>Standard Book Industry definitions should be applied to this element.</b> <b>CA Catalog</b> <b>CT Contract</b> <b>NC No Charge</b> <b>NT Net</b> <b>PE Price per Each</b> <b>PR Promotion</b> <b>SR Suggested Retail</b>	O ID	2/2
	PO106	235	<b>Product/ Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) <b>CB Buyer's Catalog Number</b> <b>EN European Article Number (EAN) (2-5-5-1)</b> <b>IB International Standard Book Number (ISBN)</b> <i>The ISBN is the preferred product identifier.</i> <b>UP U.P.C. Consumer Package Code (1-5-5-1)</b> <b>VN Vendor's Item Number</b>	X ID	2/2
	PO107	234	<b>Product/ Service ID</b> Identifying number for a product or service	X AN	1/40

PO108	235	<b>Product/ Service ID Qualifier</b>	X	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		<b>Refer to code list specified in 'PO106' for usage.</b>			
PO109	234	<b>Product/ Service ID</b>	X	AN	1/40
		Identifying number for a product or service			
PO110	235	<b>Product/ Service ID Qualifier</b>	X	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		<b>Refer to code list specified in 'PO106' for usage.</b>			
PO111	234	<b>Product/ Service ID</b>	X	AN	1/40
		Identifying number for a product or service			
PO112	235	<b>Product/ Service ID Qualifier</b>	X	ID	2/2
		Code identifying the type/source of the descriptive			
		<b>Refer to code list specified in 'PO106' for usage.</b>			
PO113	234	<b>Product/ Service ID</b>	X	AN	1/40
		Identifying number for a product or service			
PO114	235	<b>Product/ Service ID Qualifier</b>	X	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		<b>Refer to code list specified in 'PO106' for usage.</b>			
PO115	234	<b>Product/ Service ID</b>	X	AN	1/40
		Identifying number for a product or service			

**Segment:** PID Product/Item Description

**Level:** Table/ Position 2/ 050

**Loop:** PID

**Usage:** Optional

**Not Recommended**

**Max Use:** 1

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

**Syntax:**

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.

**Semantic:**

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.

**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.

**Notes:** This segment is primarily used by the library community to order titles that have not yet been assigned an ISBN.

**Data Element Summary:**

	Ref. Des.	Data Element	Name	Attributes	Min/Max Length
Required	PID01	349	<b>Item Description Type</b>	M ID	1/1
			Code indicating the format of a description		
	PID02	750	<b>Product/ Process Characteristic Code</b>	O ID	2/3
			Code identifying the general class of a product or process characteristic		
	PID03	559	<b>Agency Qualifier Code</b>	X/Z ID	2/2
			Code identifying the agency assigning the code values		
	PID04	751	<b>Product Description Code</b>	X/Z AN	1/12
			A code from an industry code list which provides specific data about a product characteristic		
	PID05	352	<b>Description</b>	X AN	1/80
			A free-form description to clarify the related data elements and their content		
			International Standards Organization (ISO 639)		



**Segment:** CTT Transaction Totals  
**Level:** Table/ Position 3/ 010  
**Loop:** \_\_\_\_\_  
**Usage:** Optional  
**Required**  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Comments:** 1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

**Data Element Summary:**

	Ref. Des.	Data Element	Name		Attributes	Min/Max Length
Required	CTT01	354	<b>Number of Line Items</b>	M	NO	1/6
			Total number of line items in the transaction set			
	CTT02	347	<b>Hash Total</b>	O	R	1/10
			Sum of values of the specified data element.			

**Segment:** SE Transaction Set Trailer  
**Level:** Table/ Position 3/ 030  
**Loop:** \_\_\_\_\_  
**Usage:** Mandatory  
**Required**  
**Max Use:** 1  
**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)

**Comments:** 1. SE is the last segment of each transaction set.

**Data Element Summary:**

	Ref. Des.	Data Element	Name		Attributes	Min/Max Length
Required	SE01	96	<b>Number of Included Segments</b>	M	NO	1/10
			Total number of segments included in a transaction set including ST and SE segments			
Required	SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set			