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# 860 Purchase Order Change Request – Buyer Initiated

**Functional Group ID = PC**

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The purpose of this section is to present and explain the application of the ANSI ASC X12 standards as they pertain to the retail purchase order change function. A purchase order change, POC, is the method of communicating changes, additions, or deletions to a previously transmitted PO.

The segment layout is the same as the PO except the beginning segment, BCH, and the line item detail, POC. Additions are entered by following the same procedures used in the PO to specify the data.

A PO is deleted by entering a code 01 in the transaction set purpose, in the BCH segment.

The key data for the retail PO is defined as:

PO Number	BCH Segment
PO Date	BCH Segment
PO Type	BCH Segment
Buying Location	N1 Segment
Ship To Location	N1 Segment

Key data can NOT be changed. If business needs requires changes to any key data the PO must be deleted and reissued.

It is assumed that the receiver will make the changes, therefore, a PO Change acknowledgement is not required. If the changes cannot be made it is the responsibility of the receiver to notify the sender by other means. The only valid changes in the line items are:

Add an item, delete an item, increase the quantity of an item, and decrease the quantity of an item, and change the price of an item. There is no way to delete dates other than canceling and reissuing a PO without dates. As an alternative to canceling and reissuing a PO, the sender may change dates to adjust the processing windows to accommodate their business need.

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# Purchase Order Change (860)      VICS 004010

## ST Transaction Set Header

**Document:** 860 Purchase Order Change

**Level:** Header

**Usage:** Mandatory

**Max use:** 1

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

**Example:** ST^01^1020

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	143	TRANSACTION SET IDENTIFIER CODE	M	ID	3/3		
02	329	TRANSACTION SET CONTROL NUMBER	M	AN	4/9		

# BCH Beginning Segment For Purchase Order Change

Document: 860 Purchase Order Change

Level: Header

Usage: Mandatory

Max use: >1

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

Example: BCH^01^SA^0050217405^^^20040909^^^^^20040910

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	353	TRANSACTION SET PURPOSE CODE	M	ID	2/2	01 04	CANCELATION CHANGE
02	92	PURCHASE ORDER TYPE CODE	M	ID	2/2	SA DS	STAND ALONE DROPSHIP
03	324	PURCHASE ORDER NUMBER	M	AN	1/22		
06	373	DATE	M	DT	8/8		PURCHASE ORDER DATE
11	373	DATE	O	DT	8/8		PURCHASE ORDER CHANGE DATE

## REF Reference Numbers

Document: 860 Purchase Order Change

Level: Header

Usage: Optional

Max Use: 3

Purpose: To specify identifying information.

Example: REF^IA^0000123456

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	128	REFERENCE IDENTIFICATION QUALIFIER	M	ID	2/3	CO	CUSTOMER ORDER NUMBER
						IA	INTERNAL VENDOR NUMBER
02	127	REFERENCE IDENTIFICATION	C	AN	1/30		CUSTOMER SPECIAL ORDER NUMBER
							INTERNAL VENDOR NUMBER

## PER Administrative Communication Contact

Document: 860 Purchase Order Change

Level: Header

Usage: Optional

Max Use: 3

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

Example: PER^BD^BUYER NAME^TE^330-656-2600

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	366	CONTACT FUNCTION CODE	M	ID	2/2	BD	BUYER NAME OR DEPARTMENT
02	93	NAME	O	AN	1/60		
03	365	COMMUNICATION NUMBER QUALIFIER	C	ID	2/2	TE	TELEPHONE
04	364	COMMUNICATION NUMBER	C	AN	1/20		TELEPHONE NUMBER

## ITD Terms of Sale/Deferred Terms of Sale

Document: 860 Purchase Order Change

Level: Header

Usage: Optional

Max Use: 1

Purpose: To specify terms of sale

Example: ITD^^3^2^^60^^60

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
02	333	TERMS BASIS DATE CODE	O	ID	1/2	1	SHIP DATE
						3	INVOICE DATE
03	338	TERMS DISCOUNT PERCENT	O	R	1/6		
05	351	TERMS DISCOUNT DAYS DUE	C	NO	1/3		
07	386	TERMS NET DAYS	O	NO	1/3		

## DTM Date/Time Reference

Document: 860 Purchase Order Change

Level: Header

Usage: Optional

Max Use: 1

Purpose: To specify pertinent dates and times.

Example: DTM^010^20040917

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	374	DATE/TIME QUALIFIER	M	ID	3/3	010	REQUESTED SHIP DATE
02	373	DATE	C	DT	8/8		

## N9 Reference Identification

Document: 860 Purchase Order Change

Level: Header

Loop: N9

Usage: Optional

Max Use: 10

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

Example: N9^AH^^TEXT

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	128	FREE-FORM MESSAGE TEXT	M	ID	2/3	AH	AGREEMENT NUMBER
03	369	FREE FORM DESCRIPTION	C	AN	1/45	TEXT	



## MSG Message Text (Replaces NTE segment)

Document: 860 Purchase Order Change

Level: Header

Usage: Optional

Max Use: 4

Purpose: To provide a free-form format that allows the transmission of text information.

General Information: Additional MSG segments may be created depending on additional purchase order comments.

Example: MSG^IF YOU HAVE ANY QUESTIONS CONCERNING THIS ORDER PLEASE  
MSG^CONTACT  
MSG^BUYER  
MSG^330 656 2600  
MSG^EXT. 0000

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	933	FREE-FORM MESSAGE TEXT	M	AN	1/264		

# N1 Name

Document: 860 Purchase Order Change

Loop: N1

Level: Header

Usage: Optional

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

Example: N1^ST^JO-ANN FABRICS^92^0597

N1^OB^BUYER

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	98	ENTITY IDENTIFIER CODE	M	ID	2/3	ST	SHIP TO
						OB	ORDERED BY
02	93	NAME	C	AN	1/60		FREE-FORM NAME
							CUSTOMERS INITIAL (IF N101 = OB)
03	66	IDENTIFICATION CODE QUAL	C	ID	½	92	ASSIGNED BY BUYER OR BUYERS AGENT
04	67	IDENTIFICATION CODE	C	AN	2/4		JO-ANN STORES, INC. STORE NUMBER OR WAREHOUSE NUMBER

## N2 Additional Name Information

Document: 860 Purchase Order Change

Loop: N1

Level: Header

Usage: Optional

Purpose: To specify the location of the named party.

Example: N2^3502 SOUTH HENRY ST

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	93	ADDRESS INFORMATION	M	AN	1/60		
02	93	ADDRESS INFORMATION	M<	AN	1/60		

### N3 Address Information

Document: 860 Purchase Order Change

Loop: N1

Level: Header

Usage: Optional

Purpose: To specify the location of the named party.

Example: N3^3502 SOUTH HENRY ST

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	166	ADDRESS INFORMATION	M	AN	1/35		
02	166	ADDRESS INFORMATION	M<	AN	1/35		

## N4 Geographic Location

Document: 860 Purchase Order Change

Loop: N1

Level: Header

Usage: Optional

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

Example: N4^MUSKEGON^MI\*49441

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	19	CITY NAME	O	AN	2/30		
02	156	STATE OR PROVINCE CODE	O	ID	2/2		
03	116	POSTAL CODE	O	ID	3/15		

## POC Line Item Change

Document: 860 Purchase Order Change

Level: Detail

Loop: POC

Max Use: 1

Usage: Optional

Purpose: To specify changes to a line item

Example:

POC^0001^AI^40^0^YD^0.09^^UP^079856142400^SK^00000000002875771^VA^1012

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	350	ASSIGNED INDENTIFICATION	O	AN	1/6		PO LINE NUMBER
02	670	CHANGE OR RESPONSE TYPE CODE	M	ID	2/2	AI	ADD ADDITIONAL ITEMS
						DI	DELETE ITEM(S)
						RZ	REPLACE ALL VALUES
03	330	QUANTITY ORDERED	O	R	1/12		QUANTITY ORDERED
04	671	QUANTITY TO RECEIVE	C	R	1/9	0	WE'VE HARD CODED A ZERO IN THIS FIELD.
							PLEASE IGNORE THIS NUMBER AS IT IS JUST BEING USED AS A FILLER NUMBER FOR THE REQUIRED FIELD.
05	355	UNIT OR BASIS FOR MEASUREMENT CODE	M	ID	2/2	EA	EACHES
						YD	YARDS
						OA	PANELS
06	212	UNIT PRICE	C	R	1/15		
08	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	CB	JO-ANN UPC
						UP	UPC CONSUMER PACKAGE CODE
09	234	PRODUCT/SERVICE ID	C	AN	1/30		
10	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	SK	SKU NUMBER
11	234	PRODUCT/SERVICE ID	C	AN	1/30		JO-ANN STORES, INC. SKU NUMBER
12	235	PRODUCT/SERVICE ID QUAL	C	ID	2/2	VA	VENDOR IDENTIFYING NUMBER
13	234	PRODUCT/SERVICE ID	C	AN	1/30		VENDOR STYLE NUMBER

## CTP Pricing Information

Document: 860 Purchase Order Change

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify pricing information.

Example: CTP^^MSR^0.63

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
02	236	PRICE IDENTIFIER CODE	C	ID	3/3	MSR	MANUFACTURE'S SUGGESTED RETAIL
03	212	UNIT PRICE	C	R	1/15		PRICE PER UNIT OR ASSORTMENT PURCHASED

## PID Product/Item Description

Document: 860 Purchase Order Change

Loop: PID

Level: Detail

Usage: Mandatory

Max Use: 1

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

Example: PID^F^^^^3/8 POLY GRSGRN WHITE

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	349	ITEM DESCRIPTION TYPE	M	ID	1/1	F	FREE-FORM
05	352	DESCRIPTION	C	AN	1/45		PRODUCT DESCRIPTION



## PID Product/Item Description

Document: 860 Purchase Order Change

Loop: PID

Level: Detail

Usage: Mandatory

Max Use: 1

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

Example: PID^^F^^^ROLLED FACE IN

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	349	ITEM DESCRIPTION TYPE	M	ID	1/1	F	FREE-FORM
02	750	PRODUCT / PROCESS CHAR CODE	O	ID	2/3	08	PRODUCT
03	559	AGENCY QUAL. CODE	C	ID	2/2	VI	VICS
05	352	PRODUCT DESCRIPTION	C	AN	1/80		ROLLED FACE IN ROLLED FACE OUT NOT ROLLED TUBE/TUBE FACE IN TUBE/TUBE FACE OUT

## PO4 Item Physical Details

Document: 860 Purchase Order Change

Loop: POC

Level: Detail

Usage: Mandatory

Max Use:

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

General Information: Assortments equal 1 each

Example: PO4^^20^PH

PO4^^40^CA

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
02	357	SIZE	C	R	1/8		NUMBER OF EACHES, YARDS, OR PANELS PER STD. PACK (IF PO403 = PH)  NUMBER OF EACHES, YARDS OR PANELS PER CASE (IF PO403 = CA)
03	355	UNIT OF MEASURE CODE	C	ID	2/2	PH CA	PACK CASE

## SLN Subline Item Detail

Document: 860 Purchase Order Change

Level: Detail

Loop: POC/SLN

Max Use: 1000

Usage: Optional

Purpose: To specify product subline detail item data

Example:

SNL^1^^D^20^YD^0.09^^^UP^079856142400^SK^00000000002875771^VA^1012^VN^23  
50

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	350	ASSIGNED IDENTIFICATION	O	AN	1/20		PO LINE NUMBER
03	662	RELATIONSHIP CODE	M	ID	1/1	D	DELETE
						I	INCLUDED
						S	SUBSTITUTED
04	380	QUANTITY	C	R	1/15		
05	355	UNIT OR BASIS FOR MEASUREMENT CODE	M	ID	2/2	EA	EACHES
						YD	YARDS
						OA	PANELS
06	212	UNIT PRICE	C	R	1/17		
09	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	CB	JO-ANN UPC
						UP	UPC CONSUMER PACKAGE CODE
10	234	PRODUCT/SERVICE ID	C	AN	1/48		
11	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	SK	SKU NUMBER
12	234	PRODUCT/SERVICE ID	C	AN	1/48		JO-ANN STORES, INC. SKU NUMBER
13	235	PRODUCT/SERVICE ID QUAL	C	ID	2/2	VA	VENDOR IDENTIFYING NUMBER
14	234	PRODUCT/SERVICE ID	C	AN	1/48		VENDOR STYLE NUMBER

## PID Product/Item Description

Document: 860 Purchase Order Change

Level: Detail

Loop: POC/SLN

Max Use: 1000

Usage: Optional

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

Example: PID^F

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	349	ITEM DESCRIPTION TYPE	M	ID	1/1	F	FREE-FORM
05	352	DESCRIPTION	C	AN	1/80		COMPONENT SKU DESCRIPTION

## CTT Transaction Totals

Document: 860 Purchase Order Change

Loop: CTT

Level: Summary

Usage: Mandatory

Max Use: 1

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

Example: CTT^26

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	354	NUMBER OF LINE ITEMS	M	NO	1/6		TOTAL NUMBER OF "POC" SEGMENTS.

## SE Transaction Set Trailer

Document: 860 Purchase Order Change

Level: Summary

Usage: Mandatory

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.)

Example: SE^2^10

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	96	NUMBER OF INCLUDED SEGMENTS	M	NO	1/10	2	
02	329	TRANSACTION SET CONTROL NUMBER	M	AN	4/9		

**SAMPLE PO CHANGE**

ISA^00^ ^00^ ^01^002944684JAS ^ZZ^1234567890  
^041020^1957^U^00401^000000266^0^P^@  
GS^PC^002944684JAS^1234567890^20041020^1957^266^X^004010VICS  
ST^860^0001  
BCH^04^SA^0056687265^^^20041005^^^^^20041020  
REF^IA^0000171390  
PER^BD^JEANINE ANTHONY  
ITD^^3^2^^60  
DTM^010^20041105  
N1^OB^JO-ANN FABRICS  
N3^5555 DARROW ROAD  
N4^Hudson^OH^44236  
N1^ST^VISALIA MAIN WAREHOUSE^92^DC04  
N2^JOANN STORES INC #DC04  
N3^2500 NORTH PLAZA DRIVE  
N4^VISALIA^CA^932919308  
POC^00003^DI^6^0^EA^12.27^^UP^071617683900^SK^000000000006640395^VA^683  
9AB  
CTP^^MSR^29.99  
PID^F^08^VI^^Not Rolled  
PID^F^^^^ARTBIN WATERCOLOR BOX  
PO4^^6^CA  
PO4^^1^PH  
CTT^1  
SE^21^0001  
GE^1^266  
IEA^1^000000266

ISA^00^ ^00^ ^01^002944684JAS ^ZZ^1234567890  
^041029^1201^U^00401^000060230^0^P^\_  
GS^PC^002944684JAS^1234567890^20041029^1201^104^X^004010VICS  
ST^860^0003  
BCH^04^SA^0056328342^^^20040917^^^^^20041029  
REF^IA^0000104940  
PER^BD^SALLY KANE  
ITD^^3^2^^60  
DTM^010^20041217  
N9^AH^^TEXT  
MSG^revised shipdate per vendor RF 9/21  
N9^AH^^TEXT  
MSG^changed ship date to 12/17/04 per vendor rf/ch  
N9^AH^^TEXT  
MSG^revised quantities RF 10/20  
N1^OB^JO-ANN FABRICS  
N3^5555 DARROW ROAD  
N4^Hudson^OH^44236  
N1^ST^VISALIA ROT WAREHOUSE^92^DC05  
N2^JOANN STORES INC #DC05  
N3^2500 NORTH PLAZA DRIVE  
N4^VISALIA^CA^932919308  
POC^00001^RZ^2587^0^YD^2.55^^CB^400075486394^SK^000000000007548639^VA^C  
HAM-M4797

CTP^^MSR^9.99  
PID^F^08^VI^^Rolled Face In  
PID^F^^^^BLK MET GEO  
PO4^^96^CA  
PO4^^8^PH  
CTT^1  
SE^27^0003  
GE^1^104  
IEA^1^000060230