



O.C. TANNER

The recognition experience®

ANSI X12 version 4010 850 Purchase Order

VERSION: 02.01

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Trading Partner: All

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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.

Segments:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
	ISA	Interchange Control Header	M	1			Used
	GS	Functional Group Header	M	1			Used

Heading:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
010	ST	Transaction Set Header	M	1			Must Use
020	BEG	Beginning Segment for Purchase Order	M	1			Must Use
150	DTM	Date/Time Reference	O	10			Must Use
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Must Use
LOOP ID - N1					200		
310	N1	Name	O	1			Must Use
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	O	1			Used
360	PER	Administrative Communications Contact	O	3			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					100000		
010	PO1	Purchase Order Baseline Item Data	M	1			Must Use
LOOP ID - PID					1000		
050	PID	Product/Item Description	O	1			Used
LOOP ID - SDQ					500		
190	SDQ	Destination Quantity	O	500			Not Used
LOOP ID - DTM					10		
210	DTM	Date/Time Reference	O	10			Not Used
LOOP ID - TD5					12		
250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Not Used
LOOP ID - SCH					200		
250	SCH	Carrier Details (Routing Sequence/Transit Time)	O	12			Not Used
LOOP ID - N9					1000		
330	N9	Reference Number	O	1000			Conditional
340	MSG	Message Text	O	1000			Conditional
LOOP ID - N1					200		
350	N1	Name	O	1			Not Used
360	N2	Additional Name Information	O	2			Not Used
370	N3	Address Information	O	2			Not Used
380	N4	Geographic Location	O	1			Not Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - CTT					200		
010	CTT	Transaction Totals	M	1			Used
030	SE	Transaction Set Trailer	M	1			Must Use

Segments:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
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	GE	Functional Group Trailer	M	1		Used
	IEA	Interchange Control Trailer	M	1		Used

Notes: SDQ, DTM, TD5, SCH and N1 segments are not passed at the detail level, unless special arrangements have been made.

ISA Interchange Control Header

POS:	Max: 1
Mandatory	
Loop: N/A	Elements: 16

To start and identify an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA01	I01	Authorization Information Qualifier Description: Code to identify the type of information in the Authorization Information <u>Code</u> <u>Name</u> 00 No Authorization Information Present (No Meaningful Information in I02)	M	ID	2/2	Must Use
ISA02	I02	Authorization Information Description: Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01)	M	AN	10/10	Must Use
ISA03	I03	Security Information Qualifier Description: Code to identify the type of information in the Security Information <u>Code</u> <u>Name</u> 00 No Security Information Present (No Meaningful Information in I04)	M	ID	2/2	Must Use
ISA04	I04	Security Information Description: This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03)	M	AN	10/10	Must Use
ISA05	I05	Interchange ID Qualifier Description: Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified. <u>Code</u> <u>Name</u> 01 Duns (Dun & Bradstreet) 09 X.121 (CCITT) 12 Phone (Telephone Companies) ZZ Mutually Defined	M	ID	2/2	Must Use
ISA06	I06	Interchange Sender ID Description: Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element	M	AN	15/15	Must Use
ISA07	I05	Interchange ID Qualifier Description: Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified <u>Code</u> <u>Name</u> 01 Duns (Dun & Bradstreet)	M	ID	2/2	Must Use
ISA08	I07	Interchange Receiver ID Description: Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this receiving ID to route data to them User Note: '001947688EDI'	M	AN	15/15	Must Use
ISA09	I08	Interchange Date Description: Date of the interchange	M	DT	6/6	Must Use
ISA10	I09	Interchange Time Description: Time of the interchange	M	TM	4/4	Must Use
ISA11	I10	Interchange Control Standards Identifier Description: Code to identify the agency responsible for the control	M	ID	1/1	Must Use

		standard used by the message that is enclosed by the interchange header and trailer. All valid standard codes are used				
ISA12	I11	Interchange Control Version Number Description: This version number covers the interchange control segments <u>Code</u> <u>Name</u> 00401 Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997	M	ID	5/5	Must Use
ISA13	I12	Interchange Control Number Description: A control number assigned by the interchange sender	M	N0	9/9	Must Use
ISA14	I13	Acknowledgement Requested Description: Code sent by the sender to request an interchange acknowledgement (TA1) <u>Code</u> <u>Name</u> 0 No acknowledgement Requested	M	ID	1/1	Must Use
ISA15	I14	Usage Indicator Description: Code to indicate whether data enclosed by this interchange envelope is test, production or information <u>Code</u> <u>Name</u> P Production Data T Test Data	M	ID	1/1	Must Use
ISA16	I15	Component Element Separator Description: Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate the component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator	M		1//1	Must Use

GS Functional Group Header

POS:	Max: 1
Loop: N/A	Elements: 8

To indicate the beginning of a functional group and to provide control information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS01	479	Functional Identifier Code Description: Code identifying a group of application related transaction sets <u>Code</u> <u>Name</u> PO Purchase Order (850)	M	ID	2/2	Must Use
GS02	142	Application Sender's Code Description: Code identifying party sending transmission; codes agreed to by trading partners	M	AN	2/15	Must Use
GS03	124	Application Receiver's Code Description: Code identifying party receiving transmission. Codes agreed to by both trading partners User Note: '001947688EDI'	M	AN	2/15	Must Use
GS04	373	Date Description: Date expressed as CCYYMMDD	M	DT	8/8	Must Use
GS05	337	Time Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSDD, 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)	M	TM	4/8	Must Use
GS06	28	Group Control Number Description: Assigned number originated and maintained by the sender	M	N0	1/9	Must Use
GS07	455	Responsible Agency Code Description: Code used in conjunction with Data Element 480 to identify the issuer of the standard <u>Code</u> <u>Name</u> X Accredited Standards Committee X12	M	ID	1/2	Must Use
GS08	480	Version/Release/Industry Identifier Code Description: Code indicating the version, release, sub-release, and industry segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and sub-release, level of the version; and positions 7-12 are the industry or trade associations identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed. <u>Code</u> <u>Name</u> 004010 Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997	M	AN	1/12	Must Use

Semantics:

- GS04 is the group date.
- GS05 is the group time.
- The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.

Comments:

- A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.

ST Transaction Set Header

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

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 Description: Code uniquely identifying a Transaction Set <u>Code</u> <u>Name</u> 850 Purchase Order	M	ID	3/3	Must Use
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	Must Use

Semantics:

- 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).

Comments:

BEG Beginning Segment for Purchase Order

POS: 020	Max: 1
Loop: N/A	Heading - Mandatory
	Elements: 12

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG01	353	Transaction Set Purpose Code Description: Code identifying purpose of transaction set <u>Code</u> <u>Name</u> 00 Original	M	ID	2/2	Must Use
BEG02	92	Purchase Order Type Code Description: Code specifying the type of Purchase Order <u>Code</u> <u>Name</u> SA Stand-alone Order	M	ID	2/2	Must Use
BEG03	324	Purchase Order Number Description: Identifying number for Purchase Order assigned by the orderer/purchaser	M	AN	1/22	Must Use
BEG04	328	Release Number	O	AN	1/30	Not Used
BEG05	373	Date Description: Date expressed as CCYYMMDD	M	DT	8/8	Must Use
BEG06	367	Contract Number	O	AN	1/30	Not Used
BEG07	587	Acknowledgement Type	O	ID	2/2	Not Used
BEG08	1019	Invoice Type Code	O	ID	3/3	Not Used
BEG09	1166	Contract Type Code	O	ID	2/2	Not Used
BEG10	1232	Purchase Category	O	ID	2/2	Not Used
BEG11	786	Security Level Code	O	ID	2/2	Not Used
BEG12	640	Transaction Type Code	O	ID	2/2	Not Used

Semantics:

Comments:

DTM Date/Time Reference

POS: 150	Max: 10
Loop: DTM	Heading - Optional
	Elements: 6

To specify pertinent dates and times

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage						
DTM01	374	Date/Time Qualifier Description: Code specifying type of date or time, or both date and time <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>112</td> <td>Buyers Dock (Where item is not ship direct)</td> </tr> <tr> <td>069</td> <td>Promised for Delivery (Where item is ship direct)</td> </tr> </table>	<u>Code</u>	<u>Name</u>	112	Buyers Dock (Where item is not ship direct)	069	Promised for Delivery (Where item is ship direct)	M	ID	3/3	Must Use
<u>Code</u>	<u>Name</u>											
112	Buyers Dock (Where item is not ship direct)											
069	Promised for Delivery (Where item is ship direct)											
DTM02	373	Date Description: Date expressed as CCYYMMDD	C	DT	8/8	Used						
DTM03	337	Time	X	TM	4/8	Not Used						
DTM04	623	Time Code	O	ID	2/2	Not Used						
DTM05	1250	Date Time Period Format Qualifier	X	ID	2/3	Not Used						
DTM06	1251	Date Time Period	X	AN	1/35	Not Used						

Semantics:

Comments:

O. C. Tanner Company will pass either the date we would like the item(s) on our dock ("112") or the date we would like the item delivered ("069") for ship direct items only.

TD5 Carrier Details (Routing Sequence/Transit Time)

POS: 240 Max: 12
 Heading - Optional
 Loop: TD5 Elements: 15

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	Not Used
TD502	66	Identification Code Qualifier	X	ID	1/2	Not Used
TD503	67	Identification Code	X	AN	2/80	Not Used
TD504	91	Transportation Method/Type Code	X	ID	1/2	Not Used
TD505	387	Routing Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	X	AN	1/35	Used
TD506	368	Shipment/Order Status Code	X	ID	2/2	Not Used
TD507	309	Location Qualifier	O	ID	1/2	Not Used
TD508	310	Location Identifier	X	AN	1/30	Not Used
TD509	731	Transit Direction code	O	ID	2/2	Not Used
TD510	732	Transit Time Direction Qualifier	O	ID	2/2	Not Used
TD511	733	Transit Time	X	R	1/4	Not Used
TD512	284	Service Level Code	X	ID	2/2	Not Used
TD513	284	Service Level Code	X	ID	2/2	Not Used
TD514	284	Service Level Code	X	ID	2/2	Not Used
TD515	26	Country Code	O	ID	2/3	Not Used

Semantics:

Comments:

N1 Name

POS: 310	Max: 200
Loop: N1	Heading - Mandatory
	Elements: 6

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, property or an individual Code Name BY Buying Party (Purchaser)	M	ID	2/3	Must Use
N102	93	Name Description: Free-form name Value: "O C TANNER COMPANY"	X	AN	1/60	Used
N103	66	Identification Code Qualifier	X	ID	1/2	Not Used
N104	67	Identification Code	X	AN	2/80	Not Used
N105	706	Entity Relationship Code	O	ID	2/2	Not Used
N106	98	Entity Identifier code	O	ID	2/3	Not Used

Semantics:

Comments:

PER Administrative Communications Contact

POS: 360	Max: 1
Loop: N1	Heading - Optional
	Elements: 9

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 Description: Code identifying an organizational entity, a physical location, property or an individual <u>Code</u> <u>Name</u> BY Buying Party (Purchaser)	M	ID	2/2	Must Use
PER02	93	Name Description: Free-form name Value: "O C TANNER COMPANY"	O	AN	1/60	Used
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code</u> <u>Name</u> TE Telephone Number	X	ID	2/2	Used
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	X	AN	1/80	Used
PER05	365	Communication Number Qualifier	X	ID	2/2	Not Used
PER06	364	Communication Number	X	AN	1/80	Not Used
PER07	365	Communication Number Qualifier	X	ID	2/2	Not Used
PER08	364	Communication Number	X	AN	1/80	Not Used
PER09	443	Contact Inquiry Reference	O	AN	1/20	Not Used

Semantics:

Comments:

N1 Name

POS: 310	Max: 200
Loop: N1	Elements: 6
Heading - Optional	

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: <u>Code</u> <u>Name</u> ST Ship To	M	ID	2/3	Must Use
N102	93	Name Description: Free-form name	X	AN	1/60	Used
N103	66	Identification Code Qualifier Description: <u>Code</u> <u>Name</u> 12 Telephone Number 92 Assigned by Buyer or Buyers Agent	X	ID	2/2	Used
N104	67	Identification Code Description: Code identifying a party or other code	X	AN	2/80	Used
N105	706	Entity Relationship Code	O	ID	2/2	Not Used
N106	98	Entity Identifier Code	O	ID	2/3	Not Used

Semantics:**Comments:**

N103 is populated with "12" (Telephone Number) and N104 with the telephone number if the item has been determined to be a ship direct item.

N103 is populated with "92" (Assigned by Buyer or Buyers Agent) and N104 with the location code (Storage Location) if the item has been determined to NOT be a ship direct item.

N2 Additional Name Information

POS: 320	Max: 2
Heading - Optional	
Loop: N1-N2	Elements: 2

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	166	Name Description: Address information	M	AN	1/55	Must Use
N202	166	Name Description: Address information	O	AN	1/55	Used

Semantics:

Comments:

N3 Address Information

POS: 330	Max: 2
Heading - Optional	
Loop: N1-N3	Elements: 2

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	1/55	Must Use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

Semantics:

Comments:

N4 Geographic Location

POS: 340	Max: 1
Loop: N1-N4	Heading - Optional
	Elements: 6

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	O	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country	O	ID	2/3	Used
N405	309	Location Qualifier	X	ID	0/2	Not Used
N406	310	Location Qualifier	O	AN	1/30	Not Used

Semantics:

Comments:

PO1 Baseline Item Data

POS: 010

Max: 1

Detail - Mandatory

Loop: PO1

Elements: 25

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 Description: Alphanumeric characters assigned for differentiation within a transaction set	O	AN	1/20	Used
PO102	330	Quantity Ordered Description: Quantity ordered	X	R	1/15	Must Use
PO103	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <u>Code</u> <u>Name</u> EA Each	O	ID	2/2	Used
PO104	212	Unit Price Description: Price per unit of product, service, commodity, etc.	X	R	1/17	Used
PO105	639	Basis of Unit Price Code	O	ID	2/2	Not Used
PO106	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) <u>Code</u> <u>Name</u> IN Buyers Item Number	X	ID	2/2	Used
PO107	234	Product/Service ID Description: Identifying number for a product or service	X	AN	1/48	Used
PO108	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) <u>Code</u> <u>Name</u> VC Vendor (Seller's) Catalog Number	X	ID	2/2	Used
PO109	234	Product/Service ID Description: Identifying number for a product or service	X	AN	1/48	Used
PO110	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO111	234	Product/Service ID	X	AN	1/48	Not Used
PO112	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO113	234	Product/Service ID	X	AN	1/48	Not Used
PO114	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO115	234	Product/Service ID	X	AN	1/48	Not Used
PO115	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO117	234	Product/Service ID	X	AN	1/48	Not Used
PO118	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO119	234	Product/Service ID	X	AN	1/48	Not Used
PO120	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO121	234	Product/Service ID	X	AN	1/48	Not Used
PO122	235	Product/Service ID Qualifier	X	ID	2/2	Not used
PO123	234	Product/Service ID	X	AN	1/48	Not Used
PO124	235	Product/Service ID Qualifier	X	ID	2/2	Not Used
PO125	234	Product/Service ID	X	AN	1/48	Not Used

Semantics:

Comments:

PID Product/Item Description

POS: 050

Max: 1000

Detail - Optional

Loop: PO1 - PID

Elements: 9

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 Description: Code indicating the format of a description <u>Code</u> <u>Name</u> F Free-form	M	ID	1/1	Must Use
PID02	750	Description Description: A free-form description to clarify the related data elements and their content	O	ID	2/3	Must Use
PID03	559	Agency Qualifier Code	X	ID	2/2	Not Used
PID04	751	Product Description Code	X	AN	1/12	Not Used
PID05	352	Description Description: A free-form description to clarify the related data elements and their content	X	AN	1/80	Used
PID06	752	Surface/Layer/Position Code	O	ID	2/2	Not Used
PID07	822	Source Sub-qualifier	O	AN	1/15	Not Used
PID08	1073	Yes/No Condition or Response Code	O	ID	1/1	Not Used
PID09	819	Language code	O	ID	2/3	Not Used

Semantics:

Comments:

SDQ Destination Quantity

POS: 190

Max: 500

Detail - Optional

Loop: PO1 - SDQ

Elements: 23

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SDQ01	355	Unit or Basis for Measurement Code Description: <u>Code</u> <u>Name</u> EA Each	M	ID	2/2	Must Use
SDQ02	66	Identification Code Qualifier Description: <u>Code</u> <u>Name</u> 92 Assigned by Buyer or Buyers Agent	O	ID	1/2	Used
SDQ03	67	Identification Code Description: Code identifying a party or other code	M	AN	2/80	Used
SDQ04	380	Quantity Description: Numeric value of quantity	M	R	1/15	Used
SDQ05	67	Identification Code	X	AN	2/80	Not Used
SDQ06	380	Quantity	X	ID	2/2	Not Used
SDQ07	67	Identification Code	X	AN	2/80	Not Used
SDQ08	380	Quantity	X	ID	2/2	Not Used
SDQ09	67	Identification Code	X	AN	2/80	Not Used
SDQ10	380	Quantity	X	ID	2/2	Not Used
SDQ11	67	Identification Code	X	AN	2/80	Not Used
SDQ12	380	Quantity	X	ID	2/2	Not Used
SDQ13	67	Identification Code	X	AN	2/80	Not Used
SDQ14	380	Quantity	X	ID	2/2	Not Used
SDQ15	67	Identification Code	X	AN	2/80	Not Used
SDQ16	380	Quantity	X	ID	2/2	Not Used
SDQ17	67	Identification Code	X	AN	2/80	Not Used
SDQ18	380	Quantity	X	ID	2/2	Not Used
SDQ19	67	Identification Code	X	AN	2/80	Not Used
SDQ20	380	Quantity	X	ID	2/2	Not Used
SDQ21	67	Identification Code	X	AN	2/80	Not Used
SDQ22	380	Quantity	X	ID	2/2	Not Used
SDQ23	310	Location Identifier	O	AN	1/30	Not Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

DTM Date/Time Reference

POS: 210	Max: 10
Loop: PO1 - DTM	Elements: 6
Detail - Optional	

To specify pertinent dates and times

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage						
DTM01	374	Date/Time Qualifier Description: Code specifying type of date or time, or both date and time <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>112</td> <td>Buyers Dock (Where item is not ship direct)</td> </tr> <tr> <td>069</td> <td>Promised for Delivery (Where item is ship direct)</td> </tr> </table>	<u>Code</u>	<u>Name</u>	112	Buyers Dock (Where item is not ship direct)	069	Promised for Delivery (Where item is ship direct)	M	ID	3/3	Must Use
<u>Code</u>	<u>Name</u>											
112	Buyers Dock (Where item is not ship direct)											
069	Promised for Delivery (Where item is ship direct)											
DTM02	373	Date Description: Date expressed as CCYYMMDD	C	DT	8/8	Used						
DTM03	337	Time	X	TM	4/8	Not Used						
DTM04	623	Time Code	O	ID	2/2	Not Used						
DTM05	1250	Date Time Period Format Qualifier	X	ID	2/3	Not Used						
DTM06	1251	Date Time Period	X	AN	1/35	Not Used						

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.
 O.C. Tanner Co. will pass either the date we would like the item(s) on our dock ("112") or the date we would like the item delivered ("069") for ship direct items only.

TD5 Carrier Details (Routing Sequence/Transit Time)

POS: 250 Max: 12
 Detail - Optional
 Loop: PO1 – TD5 Elements: 15

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	Not Used
TD502	66	Identification Code Qualifier	X	ID	1/2	Not Used
TD503	67	Identification Code	X	AN	2/80	Not Used
TD504	91	Transportation Method/Type Code	X	ID	1/2	Not Used
TD505	387	Routing Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	X	AN	1/35	Used
TD506	368	Shipment/Order Status Code	X	ID	2/2	Not Used
TD507	309	Location Qualifier	O	ID	1/2	Not Used
TD508	310	Location Identifier	X	AN	1/30	Not Used
TD509	731	Transit Direction code	O	ID	2/2	Not Used
TD510	732	Transit Time Direction Qualifier	O	ID	2/2	Not Used
TD511	733	Transit Time	X	R	1/4	Not Used
TD512	284	Service Level Code	X	ID	2/2	Not Used
TD513	284	Service Level Code	X	ID	2/2	Not Used
TD514	284	Service Level Code	X	ID	2/2	Not Used
TD515	26	Country Code	O	ID	2/3	Not Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

SCH Line Item Schedule

POS: 295	Max: 200
	Detail - Optional
Loop: PO1 - SCH	Elements: 12

To specify the data for scheduling a specific line-item

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SCH01	380	Quantity Description: Numeric value of quantity	M	R	1/15	Must Use
SCH02	355	Unit or Basis for Measurement Code Description: <u>Code</u> <u>Name</u> EA Each	M	ID	2/2	Must Use
SCH03	98	Entity Identifier Code	O	ID	2/3	Not Used
SCH04	93	Name	X	AN	1/60	Not Used
SCH05	374	Date/Time Qualifier Description: <u>Code</u> <u>Name</u> 112 Buyers Dock (Where item is not ship direct) 069 Promised for Delivery (Where item is ship direct)	M	ID	3/3	Must Use
SCH06	373	Date Description: Date expressed as CCYYMMDD	M	DT	8/8	Must Use
SCH07	337	Time	O	TM	4/8	Not Used
SCH08	374	Date/Time Qualifier	X	ID	3/3	Not Used
SCH09	373	Date	X	DT	8/8	Not Used
SCH10	337	Time	X	TM	4/8	Not Used
SCH11	326	Requested Reference Number	O	AN	1/45	Not Used
SCH12	350	Assigned Identification	O	AN	1/20	Not Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

DTM at the detail level is sent unless specific arrangements have been made with the O. C. Tanner Company to send the SCH segment.

N9 Reference Identification

POS: 340	Max: 1000
	Detail - Optional
Loop: PO1 – N9	Elements: 3

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N901	128	Reference Identification Qualifier Description: <u>Code</u> <u>Name</u> ZZ Mutually Defined	M	ID	2/3	Must Use
N902	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used
N903	369	Free-form Description	X	AN	1/45	Not Used
N904	373	Date	O	DT	8/8	Not Used
N905	337	Time	X	TM	4/8	Not Used
N906	623	Time Code	O	ID	2/2	Not Used
N907	C040	Reference Identifier	O			Not Used

Semantics:

Comments:

Only passed if the item has been determined to be a ship direct item.

MSG Message Text

POS: 340	Max: 1000
	Detail - Optional
Loop: PO1 - N9 - MSG	Elements: 3

To transmit identifying information as specified by the Reference Identification Qualifier

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
MSG01	933	Free-Form Message Text Description: Free-form message text	M	AN	1/264	Must Use
MSG02	934	Printer Carriage Control Code	X	ID	2/2	Not Used
MSG03	1470	Number	O	N	0/9	Not Used

Semantics:

Comments:

Only passed if the item has been determined to be a ship direct item.

1st instance will contain shipping directions

2nd instance will contain "TURNKEY" or "TURNKEY PLUS" text if applicable

N1 Name

POS: 350	Max: 200
Detail - Optional	
Loop: PO1 - N1	Elements: 6

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: <u>Code</u> <u>Name</u> ST Ship To	M	ID	2/3	Must Use
N102	93	Name Description: Free-form name	X	AN	1/60	Used
N103	66	Identification Code Qualifier Description: <u>Code</u> <u>Name</u> 12 Telephone Number 92 Assigned by Buyer or Buyers Agent	X	ID	2/2	Used
N104	67	Identification Code Description: Code identifying a party or other code	X	AN	2/80	Used
N105	706	Entity Relationship Code	O	ID	2/2	Not Used
N106	98	Entity Identifier Code	O	ID	2/3	Not Used

Semantics:**Comments:**

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

N103 is populated with "12" (Telephone Number) and N104 with the telephone number if the item has been determined to be a ship direct item.

N103 is populated with "92" (Assigned by Buyer or Buyers Agent) and N104 with the a location code (Storage Location) if the item has been determined to not be a ship direct item.

N2 Additional Name Information

POS: 320	Max: 2
Heading - Optional	
Loop: N1-N2	Elements: 2

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	166	Name Description: Address information	M	AN	1/55	Must Use
N302	166	Name Description: Address information	O	AN	1/55	Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

N3 Address Information

POS: 370 Max: 2
Detail - Optional
 Loop: PO1-N1-N3 Elements: 2

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	1/55	Must Use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

N4 Geographic Location

POS: 380	Max: 1
	Detail - Optional
Loop: PO1-N1-N4	Elements: 6

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	City Name Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	O	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country	O	ID	2/3	Used
N405	309	Location Qualifier	X	ID	0/2	Not Used
N406	310	Location Qualifier	O	AN	1/30	Not Used

Semantics:

Comments:

Segment will not be passed unless special arrangements have been made with the O.C. Tanner Co. EDI Department.

CTT Transaction Totals

POS: 010	Max: 1
Summary - Mandatory	
Loop: CTT	Elements: 7

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 Description: Total number of line items in the transaction set	M	NO	1/6	Must Use
CTT02	347	Hash Total	O	R	1/10	Not Used
CTT03	81	Weight	X	R	1/10	Not Used
CTT04	355	Unit or Basis for Measurement Code	X	ID	2/2	Not Used
CTT05	183	Volume	X	R	1/8	Not Used
CTT06	355	Unit or Basis for Measurement Code	X	ID	2/2	Not Used
CTT07	352	Description	O	AN	1/80	Not Used

Semantics:

Comments:

SE Transaction Set Trailer

POS: 030	Max: 1
Loop: N/A	Summary - Mandatory
	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	Must Use
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	Must Use

Semantics:

Comments:

GE Functional Group Trailer

POS:	Max: 1
	- Mandatory
Loop: N/A	Elements: 2

To indicate the end of a functional group and to provide control information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GE01	97	Number of Transaction Sets Included Description: Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element	M	N0	1/6	Must Use
GE02	28	Group Control Number Description: Assigned number originated and maintained by the sender	M	N0	1/9	Must Use

Semantics:

Comments:

IEA Interchange Control Trailer

POS:	Max: 1
	- Mandatory
Loop: N/A	Elements: 2

To define the end of an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IEA01	I16	Number of Included Functional Groups Description: A count of the number of functional groups included in an interchange	M	N0	1/5	Must Use
IEA02	I12	Interchange Control Number Description: A control number assigned by the interchange sender	M	N0	9/9	Must Use

Semantics:

Comments:

Sample PO Transaction Set

ISA*00* *00* *ZZ*001947688EDI *01*0123456789 *030529*1329*U*00401*000000002*0*T*:
GS*PO*001947688EDI*RECVCODE*20030529*1329*2*X*004010!
ST*850*000000002!
BEG*00*SA*PO NUM**20030508!
DTM*112*20030615!
TD5*****United Parcel Service!
N1*BY*O C TANNER COMPANY!
PER*BD*John Doe*TE*801 483 8317!
N1*ST*O C Tanner Company*92*ARTS!
N3*1825 South Main Street!
N4*Salt Lake City*UT*84115*US!
PO1*00010*1*EA*267.75**IN*123456*VC*12345!
PID*F****Item Description!
CTT*1!
SE*13*000000002!
GE*1*2!
IEA*1*000000002!