



**850 - PURCHASE ORDER**  
**Specification and Vendor Reference Guide**  
**EDI ANSI X12 4010**

VCS 850 Specification - Revision: August 20, 2010

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# Set-Up and Contact Information

## Communications

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ISA Receiver ID Qualifier

**ZZ**

ISA Receiver ID

**DEDIFSCVCSP**

GS Receiver ID

**DEDIFSCVCSP**

## Connectivity

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Direct connection via sFTP protocol

Direct connection via AS2 protocol

VAN

## Contact Information

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Direct EDI has a team of specialists dedicated to guiding you through the VCS EDI enablement process. You can always reach us via email [edi.vcs@directedi.com](mailto:edi.vcs@directedi.com)

# 850 Purchase Order

Functional Group ID=**PO**

## Introduction:

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.

## Notes:

*1. Use this transaction set to issue procurement instruments to include Purchase/Delivery Orders and contracts for federal government purchases.*

*2. Use, if applicable, segments in Table 1 when the order contains one line item or multiple line items and the data to all the line items. Use the corresponding segments in Table 2 when the order contains multiple line items and the data varies among the line items.*

## Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BEG	Beginning Segment for Purchase Order	M	1		
	050	REF	Reference Numbers	O	2		
	080	FOB	F.O.B. Related Instructions	O	1		
	110	CSH	Header Sale Condition	O	1		
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	1		
	150	DTM	Date/Time Reference	O	3		
						LOOP ID - N1	2
Must Use	310	N1	Name	M	1		
	330	N3	Address Information	O	1		
	340	N4	Geographic Location	O	1		

## Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						LOOP ID - PO1	100000
Must Use	010	PO1	Baseline Item Data	M	1		n2
						LOOP ID - PID	1000
	050	PID	Product/Item Description	O	1		
	080	MSG	Message Text	O	25		
						LOOP ID - PKG	200
	300	PKG	Marking, Packaging, Loading	O	1		

## Summary:

850 Purchase Order

	<u>Pos.</u>	<u>Seg.</u>	<u>Name</u>	<u>Req.</u>	<u>Max.Use</u>	<u>Loop</u>	<u>Notes and</u>
	<u>No.</u>	<u>ID</u>		<u>Des.</u>		<u>Repeat</u>	<u>Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n5
Must Use	030	SE	Transaction Set Trailer	M	1		

**Transaction Set Notes**

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:** 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).  
**Comments:**

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	ST01	143	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set Refer to 003040 Data Element Dictionary for acceptable code values.	M ID 3/3
Must Use	ST02	329	<b>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 <i>Sender assigned</i>	M AN 4/9

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 00 Original	M ID 2/2
Must Use	BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order <i>Use to identify the type of procurement instrument represented by this transaction set.</i> SA Stand Alone	M ID 2/2
Must Use	BEG03	324	<b>Purchase Order Number</b> Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
Must Use	BEG05	323	<b>Purchase Order Date</b> Date assigned by the purchaser to Purchase Order <i>Format is YYYYMMDD.</i>	M DT 8/8

**Segment:** **REF** Reference Numbers  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify identifying numbers.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128	<b>Reference Number Qualifier</b> Code qualifying the Reference Number. KY Site Specific Procedures, Terms, And Conditions (Ship t to REF02 = S – Store, W – Warehouse) S2 Data Source (REF02 = O – Oracle, P – POMS)	M ID 2/2
Must Use	REF02	127	<b>Reference Number</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30

**Segment:** **FOB** **F.O.B. Related Instructions**

**Position:** 080

**Loop:**

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

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

- Syntax Notes:**
- 1 If FOB03 is present, then FOB02 is required.
  - 2 If FOB04 is present, then FOB05 is required.
  - 3 If FOB07 is present, then FOB06 is required.
  - 4 If FOB08 is present, then FOB09 is required.

- Semantic Notes:**
- 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.

**Comments:**

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>FOB01</b>	<b>146 Shipment Method of Payment</b> Code identifying payment terms for transportation charges DF Defined by Buyer and Seller	<b>M ID 2/2</b>
	<b>FOB02</b>	<b>309 Location Qualifier</b> Code identifying type of location DE Destination (Shipping) FV Free Alongside Vessel (Free On Board [F.O.B.] Point) OR Origin (Shipping Point)	<b>X ID 1/2</b>
	<b>FOB03</b>	<b>352 Description</b> A free-form description to clarify the related data elements and their content <i>Contains descriptions such as: Origin, Destination, FAS Vessel, Inside delivery or Tailgate delivery.</i>	<b>O AN 1/80</b>



**Segment:** **CSH** Header Sale Condition  
**Position:** 110  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify general conditions or requirements of the sale  
**Syntax Notes:** 1 If CSH02 is present, then CSH03 is required.  
 2 If either CSH06 or CSH07 is present, then the other is required.  
**Semantic Notes:** 1 CSH04 is the account number to which the purchase amount is to be charged.  
**Comments:**

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
CSH01	563	Sales Requirement Code	O ID 1/2
		N No Back Order	
CSH06	559	Agency Qualifier Code	X ID 2/2
		Code identifying the agency assigning the code values	
		AB Assigned by Buyer	
CSH07	560	Special Services Code	X ID 2/10
		Code identifying the special service	
		IM Inspect at Destination	
		IO Inspect at Origin	

**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale  
**Position:** 130  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 5  
**Purpose:** To specify terms of sale  
**Syntax Notes:** 1 If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.  
 2 If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.  
 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.  
**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.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
ITD01	336	<b>Terms Type Code</b> Code identifying type of payment terms 16 Prompt Payment Act	O ID 2/2
ITD02	333	<b>Terms Basis Date Code</b> Code identifying the beginning of the terms period 5 Invoice Receipt Date	O ID 1/2
ITD03	338	<b>Terms Discount Percent</b>	O R 1/6
ITD05	351	<b>Terms Discount Days Due</b>	X N0 1/3
ITD07	386	<b>Terms Net Days</b>	O N0 1/3
Must Use ITD12	352	<b>Description</b> A free-form description to clarify the related data elements and their content <i>Payment terms.</i>	O AN 1/80

**Segment:** **DTM** Date/Time Reference  
**Position:** 150  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:** 1 At least one of DTM02 DTM03 or DTM06 is required.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 001 Cancel After 002 Requested Delivery 037 Ship Not Before	M ID 3/3
Must Use	DTM02	373	<b>Date</b> Date (YYYYMMDD)	X DT 8/8

**Segment:** **N1** Name  
**Position:** 310  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:**  
 1 At least one of N102 or N103 is required.  
 2 If either N103 or N104 is present, then the other is required.  
**Semantic Notes:**  
**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**

	<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element Name</b>	
<b>Must Use</b>	<b>N101</b>	<b>98 Entity Identifier Code</b> Code identifying an organizational entity, a physical location, or an individual VN Selling Party ST Ship To	<b>M ID 2/2</b>
	<b>N102</b>	<b>93 Name</b> Free-form name	<b>X AN 1/35</b>
<b>Must Use</b>	<b>N103</b>	<b>66 Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 9 D-U-N-S+4 Used only on POMS orders with N101 = VN. Currently the vendor identification number is sent in lieu of the DUNS#. On invoice "92" qualifier must be used regardless of qualifier received on PO. 92 Assigned by Buyer or Buyer's Agent	<b>X ID 1/2</b>
<b>Must Use</b>	<b>N104</b>	<b>67 Identification Code</b> Code identifying a party or other code	<b>X AN 2/17</b>

**Identification Code – assigned by VCS**

- **Vendor Number (N101 = VN)**
- **VCS Location Number (N101 = ST)**

**Segment:** **N3** Address Information  
**Position:** 330  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>N301</b>	<b>166</b>	<b>Address Information</b> Address information	<b>M AN 1/35</b>
	<b>N302</b>	<b>166</b>	<b>Address Information</b> Address information	<b>O AN 1/35</b>

- Segment:** **N4 Geographic Location**
- Position:** 340
- Loop:** N1 Optional
- Level:** Heading
- Usage:** Optional
- Max Use:** 1
- Purpose:** To specify the geographic place of the named party
- Syntax Notes:**
- 1 If N406 is present, then N405 is required.
  - 2 At least one of the N401 or N405 must be present
  - 3 If N401 is present, then N402 is required.
- Semantic Notes:**
- 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 USA or Canada.

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
<b>Des.</b>	<b>Element Name</b>	
<b>N401</b>	<b>19 City Name</b> Free-form text for city name	<b>O AN 2/19</b>
<b>N402</b>	<b>156 State or Province Code</b> Code (Standard State/Province) as defined by appropriate government agency	<b>O ID 2/2</b>
<b>N403</b>	<b>116 Postal Code</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	<b>O ID 4/9</b>
<b>N404</b>	<b>26 Country Code</b> Code identifying the country Code which identifies a specific location	<b>O ID 2/2</b>

**Segment:** **PO1** **Baseline Item Data**  
**Position:** 010  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify basic and most frequently used line item data  
**Syntax Notes:**  
 1 If PO103 is present, then PO102 is required.  
 2 If PO105 is present, then PO104 is required.  
 3 If PO106 is present, then PO107 is required.

**Semantic Notes:**  
**Comments:**  
 1 See the Data Dictionary for a complete list of ID's.  
 2 PO101 is the line item identification.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
			<b>350</b>	<b>Assigned Identification</b>	<b>O AN 1/11</b>
<b>Must Use</b>	<b>PO102</b>		<b>330</b>	<b>Quantity Ordered</b> Quantity ordered	<b>X R 1/9</b>
<b>Must Use</b>	<b>PO103</b>		<b>355</b>	<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>O ID 2/2</b>
	<b>PO104</b>		<b>212</b>	<b>Unit Price</b> Price per unit of product, service, commodity, etc.	<b>X R 1/14</b>
<b>Must Use</b>	<b>PO105</b>		<b>639</b>	<b>Basis of Unit Price Code</b> Code identifying the type of unit price for an item WE Wholesale Price per each	<b>O ID 2/2</b>
<b>Must Use</b>	<b>PO106</b>		<b>235</b>	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) UK GTIN (1-2-5-5-1) BP VCS Part Number EN European Article Number (EAN) (2-5-5-1) UP U.P.C. Consumer Package Code (1-5-5-1)	<b>X ID 2/2</b>
<b>Must Use</b>	<b>PO107</b>		<b>234</b>	<b>Product/Service ID</b> Identifying number for a product or service	<b>X AN 1/30</b>

**Segment:** **PID** Product/Item Description  
**Position:** 050  
**Loop:** PID Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To describe a product or process in coded or free-form format  
**Syntax Notes:**  
 1 If PID04 is present, then PID03 is required.  
 2 At least one of PID04 or PID05 is required.  
**Semantic Notes:**  
 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 = ``F", then PID05 is used. If PID01 = ``S", then PID04 is used. If PID01 = ``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.

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element Name</b>	
Must Use	PID01	349 <b>Item Description Type</b> Code indicating the format of a description F Free-form	M ID 1/1
Must Use	PID05	352 <b>Description</b> A free-form description to clarify the related data elements and their content <i>Descriptions such as general, dangerous article, remarks.</i> <i>Used on Oracle POs</i>	X AN 1/80



**Segment:** **MSG** Message Text  
**Position:** 289  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Syntax Notes:** 1 If MSG03 is present, then MSG02 is required.  
**Semantic Notes:** 1 MSG03 is the number of lines to advance before printing.  
**Comments:** 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.  
 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	MSG01	933	Free-Form Message Text	M AN 1/264

**Segment:** **PKG** Marking, Packaging, Loading  
**Position:** 080  
**Loop:** PKG  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 200  
**Purpose:** To describe marking, packaging, loading, and unloading requirements  
**Syntax Notes:** 1 At least one of PKG04 or PKG05 required.  
 2 If PKG04 is present, then PKG03 is required.

**Data Element Summary**

	<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>PKG01</b>	<b>349</b>	<b>Item Description Type</b> Code indicating the format of a description F Free-form	<b>X ID 1/1</b>
<b>Must Use</b>	<b>PKG05</b>	<b>352</b>	<b>Description</b> A free-form description to clarify the related data elements and their content	<b>X AN 1/80</b>

**Segment:** **CTT** Transaction Totals  
**Position:** 010  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Syntax Notes:** 1 If CTT03 is present, then CTT04 is required.  
 2 If CTT05 is present, then CTT06 is required.  
**Semantic Notes:**  
**Comments:** 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6

**Segment:** **SE** Transaction Set Trailer  
**Position:** 030  
**Loop:**  
**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).  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 SE is the last segment of each transaction set.

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>SE01</b>	<b>96</b>	<b>Number of Included Segments</b> Total number of segments included in a transaction set including ST and SE segments	<b>M N0 1/10</b>
<b>Must Use</b>	<b>SE02</b>	<b>329</b>	<b>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	<b>M AN 4/9</b>