



**Cardinal Distribution**  
 a Cardinal Health Company  
**850 Purchase Order Guidelines**

**Functional Group ID=PO**

**Introduction:**

The information presented in this document is provided to establish the requirements of Cardinal Distribution in passing documents electronically using EDI technology with our trading partners. Standards were developed using the "Industry Conventions and Implementation Guidelines for Electronic Data Interchange" documentation of the National Wholesale Druggists\* Association. Please contact our EDI Services Support Staff at (614) 757-5334 with any questions.

**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 Identification                            | O                | >1             |                    |                           |
|              | 060             | PER            | Administrative Communications Contact               | O                | 3              |                    |                           |
|              | 060             | PER            | Administrative Communications Contact               | O                | 3              |                    |                           |
| LOOP ID - N1 |                 |                |   |                  |                | 200                |                           |
|              | 310             | N1             | Cardinal Distribution, Division Name and DEA Number | O                | 1              |                    |                           |
|              | 311             | N1             | Vendor Information                                  | O                | 1              |                    |                           |
|              | 312             | N1             | Dropship/Customer DEA/HIN/DUNS                      | O                | 1              |                    |                           |
|              | 313             | N1             | Cross Dock DEA/HIN/DUNS                             | 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              |                    | n1                        |
| LOOP ID - PID |                 |                |                          |                  |                | 1000               |                           |
|               | 050             | PID            | Product/Item Description | O                | 1              |                    |                           |

**Summary:**

|               | <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 - CTT |                 |                |                         |                  |                | 1                  |                           |
|               | 010             | CTT            | Transaction Totals      | O                | 1              |                    | n2                        |
| Must Use      | 030             | SE             | Transaction Set Trailer | M                | 1              |                    |                           |

**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:**  
**Comments:**

**Data Element Summary**

|    | <u>Ref.</u> | <u>Data</u> | <u>Name</u>   | <u>Attributes</u> |
|----|-------------|-------------|---|-------------------|
| >> | <b>ST01</b> | <b>143</b>  | <b>Transaction Set Identifier Code</b><br>Code uniquely identifying a Transaction Set   | <b>M ID 3/3</b>   |
| >> | <b>ST02</b> | <b>329</b>  | <b>Transaction Set Control Number</b><br>Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set<br>This is a sequential control number | <b>M AN 4/9</b>   |

**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

**Syntax Notes:**  
**Comments:**

**Data Element Summary**

|    | <u>Ref.</u> | <u>Data</u>    | <u>Name</u>  | <u>Attributes</u> |
|----|-------------|----------------|--|-------------------|
| >> | <u>Des.</u> | <u>Element</u> |  |                   |
| >> | BEG01       | 353            | <b>Transaction Set Purpose Code</b><br>Code identifying purpose of transaction set<br>00 Original  | M ID 2/2          |
| >> | BEG02       | 92             | <b>Purchase Order Type Code</b><br>Code specifying the type of Purchase Order<br>DS Dropship<br>NE New Order   | M ID 2/2          |
| >> | BEG03       | 324            | <b>Purchase Order Number</b><br>Identifying number for Purchase Order assigned by the orderer/purchaser<br>Cardinal requires that the ENTIRE alphanumeric purchase order number be returned at the header level on the 810 invoice | M AN 1/22         |
| >> | BEG05       | 373            | <b>Date</b><br>Date expressed as CCYYMMDD<br>Original order date   | M DT 8/8          |

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading:  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Comments:**

**Data Element Summary**

| <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u>   | <u>Attributes</u> |
|------------------|---------------------|---|-------------------|
| >> REF01         | 128                 | Reference Identification Qualifier<br>Code qualifying the Reference Identification<br>VR Vendor ID Number   | M ID 2/3          |
| REF02            | 127                 | Reference Identification<br>Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30         |

**Segment:** **PER Administrative Communications Contact**  
**Position:** 060  
**Loop:**  
**Level:** Heading:  
**Usage:** Optional  
**Max Use:** 3  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

**Comments:**

**Data Element Summary**

| <u>Ref.</u> | <u>Data</u>  | <u>Name</u>   | <u>Attributes</u> |
|-------------|--------------|---|-------------------|
| >>          | <b>PER01</b> | <b>366</b><br><b>Contact Function Code</b><br>Code identifying the major duty or responsibility of the person or group named<br>BD Buyer Name or Department | <b>M ID 2/2</b>   |
|             | <b>PER02</b> | <b>93</b><br><b>Name</b><br>Free-form name<br>Buyer Name  | <b>O AN 1/60</b>  |
|             | <b>PER03</b> | <b>365</b><br><b>Communication Number Qualifier</b><br>Code identifying the type of communication number<br>TE Telephone                                    | <b>X ID 2/2</b>   |
|             | <b>PER04</b> | <b>364</b><br><b>Communication Number</b><br>Complete communications number including country or area code when applicable<br>Buyer Telephone Number        | <b>X AN 1/80</b>  |

**Segment:** **PER** Administrative Communications Contact  
**Position:** 060  
**Loop:**  
**Level:** Heading:  
**Usage:** Optional  
**Max Use:** 3  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

**Comments:**

**Data Element Summary**

| Ref.        | Data           | Name  | Attributes        |
|-------------|----------------|---|-------------------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u>   | <u>Attributes</u> |
| >>          | <b>PER01</b>   | <b>366</b><br><b>Contact Function Code</b><br>Code identifying the major duty or responsibility of the person or group named<br>EA EDI Coordinator              | <b>M ID 2/2</b>   |
|             | <b>PER02</b>   | <b>93</b><br><b>Name</b><br>Free-form name<br>EDI Services Group  | <b>O AN 1/60</b>  |
|             | <b>PER03</b>   | <b>365</b><br><b>Communication Number Qualifier</b><br>Code identifying the type of communication number<br>TE Telephone  | <b>X ID 2/2</b>   |
|             | <b>PER04</b>   | <b>364</b><br><b>Communication Number</b><br>Complete communications number including country or area code when applicable<br>EDI Support Line Telephone Number | <b>X AN 1/80</b>  |

**Segment:** **N1** Cardinal Distribution, Division Name and DEA Number  
**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.  
**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.  
 2 N105 and N106 further define the type of entity in N101.

**Data Element Summary**

| Ref.        | Data           | Name   | Attributes       |
|-------------|----------------|--|------------------|
| <u>Des.</u> | <u>Element</u> |  |                  |
| >> N101     | 98             | <b>Entity Identifier Code</b>  | <b>M ID 2/3</b>  |
|             |                | Code identifying an organizational entity, a physical location, property or an individual                      |                  |
|             |                | BS Bill and Ship To  |                  |
|             |                | BT Bill-to-Party   |                  |
| N102        | 93             | <b>Name</b>  | <b>X AN 1/60</b> |
|             |                | Free-form name   |                  |
| N103        | 66             | <b>Identification Code Qualifier</b>   | <b>X ID 1/2</b>  |
|             |                | Code designating the system/method of code structure used for Identification Code (67)                         |                  |
|             |                | 11 Drug Enforcement Administration (DEA)   |                  |
| N104        | 67             | <b>Identification Code</b>   | <b>X AN 2/80</b> |
|             |                | Code identifying a party or other code   |                  |
|             |                | Please contact the EDI Services Group for a complete listing of all divisions and their respective DEA numbers |                  |

**Segment:** **N1 Vendor Information**  
**Position:** 311  
**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.  
**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.  
 2 N105 and N106 further define the type of entity in N101.

**Data Element Summary**

| <u>Ref.</u>    | <u>Data</u> | <u>Name</u>   | <u>Attributes</u> |
|----------------|-------------|---|-------------------|
| >> <b>N101</b> | <b>98</b>   | <b>Entity Identifier Code</b><br>Code identifying an organizational entity, a physical location, property or an individual<br>Qualifier sent on all purchase orders | <b>M ID 2/3</b>   |
|                |             | SU Supplier/Manufacturer  |                   |
| <b>N103</b>    | <b>66</b>   | <b>Identification Code Qualifier</b><br>Code designating the system/method of code structure used for Identification Code (67)                                      | <b>X ID 1/2</b>   |
|                |             | 11 Drug Enforcement Administration (DEA)  |                   |
| <b>N104</b>    | <b>67</b>   | <b>Identification Code</b><br>Code identifying a party or other code  | <b>X AN 2/80</b>  |



**Segment:** **N1** Dropship/Customer DEA/HIN/DUNS  
**Position:** 312  
**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.  
**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.  
 2 N105 and N106 further define the type of entity in N101.  
**Notes:** Used for dropship purchase orders only

**Data Element Summary**

| Ref.        | Data           |   |                   |         |
|-------------|----------------|---|-------------------|---------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u>   | <u>Attributes</u> |         |
| >> N101     | 98             | <b>Entity Identifier Code</b>   | M                 | ID 2/3  |
|             |                | Code identifying an organizational entity, a physical location, property or an individual |                   |         |
|             |                | ST Ship To  |                   |         |
| N103        | 66             | <b>Identification Code Qualifier</b>  | X                 | ID 1/2  |
|             |                | Code designating the system/method of code structure used for Identification Code (67)    |                   |         |
|             |                | 1 D-U-N-S Number, Dun & Bradstreet  |                   |         |
|             |                | 11 Drug Enforcement Administration (DEA)  |                   |         |
|             |                | 21 Health Industry Number (HIN)   |                   |         |
| N104        | 67             | <b>Identification Code</b>  | X                 | AN 2/80 |
|             |                | Code identifying a party or other code  |                   |         |

**Segment:** **N1** Cross Dock DEA/HIN/DUNS  
**Position:** 313  
**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.  
**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.  
 2 N105 and N106 further define the type of entity in N101.  
**Notes:** Used for cross dock purchase orders only

**Data Element Summary**

| Ref.        | Data           |   |                   |         |
|-------------|----------------|---|-------------------|---------|
| <u>Des.</u> | <u>Element</u> | <u>Name</u>   | <u>Attributes</u> |         |
| >> N101     | 98             | <b>Entity Identifier Code</b>   | M                 | ID 2/3  |
|             |                | Code identifying an organizational entity, a physical location, property or an individual |                   |         |
|             |                | OB Ordered By   |                   |         |
| N103        | 66             | <b>Identification Code Qualifier</b>  | X                 | ID 1/2  |
|             |                | Code designating the system/method of code structure used for Identification Code (67)    |                   |         |
|             |                | 1 D-U-N-S Number, Dun & Bradstreet  |                   |         |
|             |                | 11 Drug Enforcement Administration (DEA)  |                   |         |
|             |                | 21 Health Industry Number (HIN)   |                   |         |
| N104        | 67             | <b>Identification Code</b>  | X                 | AN 2/80 |
|             |                | Code identifying a party or other code  |                   |         |

**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 either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 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 PO125 provide for ten different product/service IDs per each item.  
For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

**Data Element Summary**

| <u>Ref.</u> | <u>Data</u>    | <u>Name</u>   | <u>Attributes</u> |
|-------------|----------------|---|-------------------|
| <u>Des.</u> | <u>Element</u> |   |                   |
| PO101       | 350            | <b>Assigned Identification</b><br>Alphanumeric characters assigned for differentiation within a transaction set   | O AN 1/20         |
| PO102       | 330            | <b>Quantity Ordered</b><br>Quantity ordered   | X R 1/15          |
| PO103       | 355            | <b>Unit or Basis for Measurement Code</b><br>Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken<br>CA Case<br>CT Carton<br>EA Each  | O ID 2/2          |
| PO104       | 212            | <b>Unit Price</b><br>Price per unit of product, service, commodity, etc.  | X R 1/17          |
| PO106       | 235            | <b>Product/Service ID Qualifier</b><br>Code identifying the type/source of the descriptive number used in Product/Service ID (234)<br>N4 National Drug Code in 5-4-2 Format<br>5-digit manufacturer ID, 4-digit product ID, 2-digit trade package size<br>UI U.P.C. Consumer Package Code (1-5-5) | X ID 2/2          |
| PO107       | 234            | <b>Product/Service ID</b><br>Identifying number for a product or service<br>Cardinal REQUIRES that this number be returned on the 810 invoice at the detail level   | X AN 1/48         |
| PO108       | 235            | <b>Product/Service ID Qualifier</b><br>Code identifying the type/source of the descriptive number used in Product/Service ID (234)<br>IN Buyer's Item Number  | X ID 2/2          |
| PO109       | 234            | <b>Product/Service ID</b><br>Identifying number for a product or service<br>Cardinal requests that this item number be returned on the invoice at the detail level  | X AN 1/48         |

**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.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID04 is required.
- 5 If PID09 is present, then PID05 is required.

**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.
- 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
- 3 PID07 specifies the individual code list of the agency specified in PID03.

**Data Element Summary**

| <u>Ref.</u> | <u>Data</u>    | <u>Name</u>  | <u>Attributes</u> |
|-------------|----------------|--|-------------------|
| <u>Des.</u> | <u>Element</u> |  |                   |
| >> PID01    | 349            | <b>Item Description Type</b><br>Code indicating the format of a description<br>F Free-form           | M ID 1/1          |
| PID05       | 352            | <b>Description</b><br>A free-form description to clarify the related data elements and their content | X AN 1/80         |

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

**Data Element Summary**

| <u>Ref.</u> | <u>Data</u> | <u>Name</u>   | <u>Attributes</u> |
|-------------|-------------|---|-------------------|
| >> CTT01    | 354         | <b>Number of Line Items</b><br>Total number of line items in the transaction set  | <b>M N0 1/6</b>   |
| CTT02       | 347         | <b>Hash Total</b><br>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. | <b>O R 1/10</b>   |

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

#### Data Element Summary

| Ref.        | Data           |             |   |
|-------------|----------------|-------------|---|
| <u>Des.</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u>   |
| >>          | SE01           | 96          | <b>Number of Included Segments</b><br>Total number of segments included in a transaction set including ST and SE segments<br><b>M N0 1/10</b>   |
| >>          | SE02           | 329         | <b>Transaction Set Control Number</b><br>Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set<br>This number must be the same as the number in the ST {ST02} segment for this transaction set<br><b>M AN 4/9</b> |