

# Purchase Order (850)

VICS 004010

The transaction 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 acknowledgement information.

## BEG Beginning Segment For Purchase Order

Document: 850 Purchase Order

Level: Header

Usage: Mandatory

Purpose: To indicate the beginning of the purchase order transaction set and transmits identifying numbers and dates.

General Information: Purchase order number will have multiple locations. Relay generates a new Purchase Order Number with multiple locations. Special Order generates a new Purchase Order Number.

Example: BEG^00^SA^0000367405^^20000909

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	353	TRANS. SET PURPOSE CODE	M	ID	2/2	00	ORIGINAL PO
02	92	PURCHASE ORDER TYPE CODE	M	ID	2/2	SA	STAND ALONE
03	324	PURCHASE ORDER NUMBER	M	AN	1/22		
05	323	PURCHASE ORDER DATE	M	DT	8/8		

## REF Reference Numbers

Document: 850 Purchase Order

Level: Header

Usage: Mandatory

Purpose: To specify identifying information.

Example: REF^CO^0110890

REF^PD^PUSH

REF^IA^0000123456

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	128	REFERENCE IDENTIFICATION QUALIFIER	O	ID	2/2	PD	PROMOTIONAL DEAL
						CO	CUSTOMER ORDER NUMBER
						IA	INTERNAL VENDOR NUMBER
02	127	REFERENCE IDENTIFICATION	C	AN	1/30	PUSH	PUSH (RELAY) DISTRIBUTION
						123456	CUSTOMER SPECIAL ORDER NUMBER
						0000123456	VENDOR NUMBER ASSIGNED BY JO-ANN STORES, INC.

## Special Orders

**DO NOT CANCEL SPECIAL ORDERS. PLEASE BACKORDER IF NECESSARY.**

For ease in identification and receiving of Special Orders at store level, Jo-Ann Stores, Inc. asks that you provide as the first line of detail to the Packing List the following information:

- The words "Special Order"
- The Customer's Name or last initial (N1 segment of the 850 Purchase Order transmission)
- The Customer's Special Order Number (REF segment from the 850 Purchase Order transmission)

**Example: Special Order Jane Smith 123456**

## PER Administrative Communication Contact

Document: 850 Purchase Order

Level: Header

Usage: Optional

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

Example: PER^BD^SPECIAL ORDER DEPT

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	366	CONTACT FUNCTION CODE	O	ID	2/2	BD	BUYER NAME OR DEPARTMENT
02	93	NAME	O	AN	1/60		JO-ANN STORES, INC. CONTACT NAME OR DEPARTMENT

## ITD Terms of Sale/Deferred Terms of Sale

**Document:** 850 Purchase Order

**Level:** Header

**Usage:** Mandatory

**Purpose:** To specify terms of sale.

**General Information:** The percent is sent with a decimal point only when needed, e.g., 10.5% is sent as "10.5", and 2% is sent as "2".

**Example:** With Discount ITD^^3^2^^60

Without Discount ITD^^3^^^^^60

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
02	333	TERMS BASIS DATE CODE	O	ID	1/2	3	INVOICE DATE
03	338	TERMS DISCOUNT PERCENT	O	R	1/6		
05	351	TERMS DISCOUNT DAYS DUE	C	N0	1/3		
07	386	TERMS NET DAYS	O	N0	1/3		

## DTM Date/Time Reference

Document: 850 Purchase Order

Level: Header

Usage: Mandatory

Purpose: To specify pertinent dates and times.

Example: DTM^010^20000917

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		

## TD4 Carrier Details (Special Handling, or Hazardous Materials, Both)

Document: 850 Purchase Order

Level: Header

Usage: Optional

Purpose: To specify transportation special handling requirements, or hazardous materials information, or both.

Example: TD4^^^^ECONOMY

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
04	352	DESCRIPTION	C	AN	1/80		GRND RPS ECONOMY PRIORITY SEE ROUTING GUIDE

### Special Orders

Ship the Special Ordered merchandise according to the JO-ANN STORES, INC. Routing Guide, consolidating the shipment with the regular store stock order with the **exception of Overnight (Priority) and 2<sup>nd</sup> Day Air (Economy) as will be noted in this segment.**

## N9 Reference Identification

Document: 850 Purchase Order

Level: Header

Loop: N9 Usage: Optional Max Use: 1000

Usage: Mandatory

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

Example: N9^AH^NOTES

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	128	REFERENCE IDENTIFICATION QUALIFER	M	ID	2/3	AH	AGREEMENT NUMBER
02	127	REFERENCE IDENTIFICATION	C	AN	1/30	NOTES	

## MSG Message Text (Replaces NTE segment)

Document: 850 Purchase Order

Level: Header

Usage: Optional

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: 850 Purchase Order

Level: Header

Usage: Mandatory

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

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

N1^OB^G

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

### N3 Address Information

Document: 850 Purchase Order

Level: Header

Usage: Mandatory

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	1/55		

## N4 Geographic Location

Document: 850 Purchase Order

Level: Header

Usage: Mandatory

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		

# PO1 Purchase Order Baseline Item Data

Document: 850 Purchase Order

Level: Detail

Usage: Mandatory

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

Example:

PO1^1^20^YD^0.09^^UP^079856142400^SK^00000000002875771^VA^1012^VN^2350

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	350	ASSIGNED INDENTIFICATION	M	AN	1/20		PURCHASE ORDER LINE NUMBER
02	330	QUANTITY ORDERED	C	R	1/15		
03	335	UNIT OR BASIS FOR MEASUREMENT CODE	O	ID	2/2	EA	EACHES
						YD	YARDS
						OA	PANELS
04	212	UNIT PRICE	C	R	1/17		PRICE PER UNIT PURCHASED. SENT WITH DECIMAL POINT WHEN NEEDED
06	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	UP	UNIVERSAL PRODUCT CODE
						EN	EUROPEAN ARTICLE NUMBER
						CB	JO-ANN UPC
07	234	PRODUCT/SERVICE ID	C	AN	1/48		12 DIGIT UPC, CB OR 13 DIGIT EAN
08	235	PRODUCT/SERVICE ID QUAL	C	ID	2/2	SK	SKU NUMBER
09	234	PRODUCT/SERVICE ID	C	AN	1/48		JO-ANN STORES, INC. SKU NUMBER
10	235	PRODUCT/SERVICE ID QUAL	C	ID	2/2	VA	VENDOR IDENTIFYING NUMBER
11	234	PRODUCT/SERVICE ID	C	AN	1/48		VENDOR STYLE NUMBER
12	235	PRODUCT/SERVICE ID QUAL	C	ID	2/2	VN	VENDOR ITEM NUMBER
13	234	PRODUCT/SERVICE ID	C	AN	1/48		VENDOR SKU NUMBER

## CTP Pricing Information

Document: 850 Purchase Order

Level: Detail

Usage: Mandatory

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	M	R	1/17		PRICE PER UNIT OR ASSORTMENT PURCHASED

## PID Product/Item Description

Document: 850 Purchase Order

Level: Detail

Usage: Mandatory

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	1/80		PRODUCT DESCRIPTION

## PO4 Item Physical Details

Document: 850 Purchase Order

Level: Detail

Usage: Mandatory

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	PACK
						CA	CASE

## PKG Marking, Packaging, Loading

Document: 850 Purchase Order

Level: Detail

Usage: Mandatory

Purpose: To describe marking, packaging, loading, and unloading requirements.

Example: PKG^F^^^^ROLLED FACE IN

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	349	ITEM DESCRIPTION TYPE	C	ID	1/1	F	FREE-FORM
05	352	DESCRIPTION	C	AN	1/80		ROLLED FACE IN ROLLED FACE OUT NOT ROLLED TUBE/TUBE FACE IN TUBE/TUBE FACE OUT



## SLN Subline Item Detail

Document: 850 Purchase Order

Level: Detail

Usage: Optional

Purpose: To specify product subline detail item data.

General Information: This segment is populated only if the PO1 segment contains an assortment.

Example:

SLN^COMP^^I^1^EA^^^UP^652695054402^SK^00000000004897153^VA^2836^VN^210

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	350	ASSIGNED IDENTIFICATION	M	AN	1/20	COMP	COMPONENT
03	662	RELATIONSHIP CODE	M	ID	1/1	I	INCLUDED
04	380	QUANTITY	C	R	1/15		
05	C001	COMPOSITE UNIT OF MEASURE	C				
-1	355	UNIT OR BASIS OF MEASURE	M	ID	2/2	EA	EACHES
						YD	YARDS
						OA	PANELS
09	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	UP	UPC OF COMPONENT (1-5-5-1 FORMAT)
						EN	EAN OF COMPONENT (2-5-5-1 FORMAT)
						CB	JO-ANN UPC
10	234	PRODUCT/SERVICE ID	C	AN	1/48		12 DIGIT UPC, CB OR 13 DIGIT EAN
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 QUALIFIER	C	ID	2/2	VA	VENDOR IDENTIFYING NUMBER
14	234	PRODUCT/SERVICE ID	C	AN	1/48		VENDOR STYLE NUMBER
15	235	PRODUCT/SERVICE ID QUALIFIER	C	ID	2/2	VN	VENDOR ITEM NUMBER
16	234	PRODUCT/SERVICE ID	C	AN	1/48		VENDOR SKU NUMBER

## PID Product/Item Description

Document: 850 Purchase Order

Level: Detail

Usage: Optional

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

Example: PID^F^^^^10" PM HEXAGON BOX

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: 850 Purchase Order

Level: Summary

Usage: Mandatory

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 "PO1" SEGMENTS.

## AMT Monetary Amount

Document: 850 Purchase Order

Level: Summary

Usage: Mandatory

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

Example: AMT^TT^34.08

ELEMENT		NAME	ATTRIBUTES			CONSTANT	VALUE
ID	#						
01	522	AMOUNT QUALIFIER CODE	M	ID	1/3	TT	TOTAL TRANSACTION AMOUNT
02	782	MONETARY AMOUNT	M	R	1/18		