

## 850 Purchase Order

Functional Group ID: **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.*

The purpose of the 855 transaction transmitted to Sherwin-Williams is to acknowledge the receipt of a new Purchase Order.

### **A note on the BEG02, Purchase Order Type Code: (6/1/03)**

In support of the Supplier Collaboration projects, several different types of purchase orders have been added.

\* **'CN'** (Consigned Order) defines the SOI (Supplier Owned Inventory) Ship Order. This indicates that the order should be shipped against, but **not invoiced against**. This PO number should appear on all shipping documents. Once a month, a Pay Order will be transmitted with the vendor approved consumption quantities for the products for invoicing purposes.

\* **'KA'** (Agreement) defines the SOMI or SOI Pay Order (pay-o) within AAP (Automated Accounts Payable). This order type has already had an invoice generated at Sherwin-Williams. ***This order is an informational type only. Do not ship or invoice against this order type.***

\* **'KE'** (Basic Ordering Agreement) defines the SOMI or SOI Pay Order (pay-o) within AAP (Automated Accounts Payable). These order types contain consumption approved items (both quantity and pricing). These orders are used solely for invoicing purposes. ***Do not ship against this order type.***

\* **'KI'** (Indefinite Delivery Indefinite Quantity) defines the SOMI (Supplier Owned and Managed Inventory) Ship Order. This indicates the order number used on shipping documents for this product. ***This order is not to be used for invoicing purposes.*** This order is typically generated once a year, or with start-up on the SOMI process.

\* **'SO'** (Shipped Order) defines the SOMI or SOI Pay Order. These orders are used solely for invoicing purposes. ***Do not ship against this order type.***

**Heading:**

Seg ID	Name	Max Use	Loop Rep	Comments
ST	Transaction Set Header		1	
BEG	Beginning Segment for Purchase Orde		1	
PER	Administrative Communications Conta		3	
FOB	F.O.B. Related Instructions		1	
TD5	Carrier Details		12	
LOOP ID - N9			1000	
N9	Reference Identification		1	
MSG	Message Text	1000		
LOOP ID - N1			200	
N1	Name		1	
N2	Additional Name Information		2	
N3	Address Information		2	
N4	Geographic Location		1	

**Detail:**

Seg ID	Name	Max Use	Loop Rep	Comments
LOOP ID - PO1			100000	
PO1	Purchase Order Baseline Item Data		1	
LOOP ID - PID			1000	
PID	Product/Item Description		1	
DTM	Date/Time/Period		10	
LOOP ID - PKG			200	
PKG	Marking, Packaging, Loading		1	

**Summary:**

Seg ID	Name	Max Use	Loop Rep	Comments
CTT	Transaction Totals		1	
SE	Transaction Set Trailer		1	

\*\* *Indicates Future Use*

**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.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
<b>ST01</b>	143 Transaction Set Identifier Code	M ID 3/3
<b>ST02</b>	329 Transaction Set Control Number	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 transmi identifying numbers and dates.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
<b>BEG01</b>	353	Transaction Set Purpose Code 00 Original	M ID 2/2
<b>BEG02</b>	92	Purchase Order Type Code BK Blanket Order RL Release ( on a Blanket Order) SA Stand Alone Order CN Consigned Order (SOI Ship Order) KA Agreement (AAP Invoice created from this Pay Order) KE Agreement (AAP Invoice created from this Pay Order) KI Indefinite Delivery Indefinite Quantity (SOMI Ship Order) SO Shipped Order (SOMI or SOI Pay Order) IN Information Copy (Pre-load at electronic start-up - <i>not trar</i>	M ID 2/2
<b>BEG03</b>	324	Customer Purchase Order Number	M AN 1/22
<b>BEG04</b>	328	Customer Release Number	O AN 1/30
<b>BEG05</b>	323	Purchase Order Date	M DT 8/8



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**Segment: PER Administrative Communication Contact****Position:** 060**Loop:** N1**Level:** Heading**Usage:** Optional**Max Use:** 3**Purpose:** To identify a person or office to whom administrative communications should be directed.**Data Element Summary**

Ref Des	Ref No	Name	Attributes
<b>PER01</b>	366	Contact Function Code	X ID 2/2
	BD	Buyer Name or Department	
	IC	Information Contact	
	SC	Schedule Contact	
<b>PER02</b>	93	Name	O AN 1/60
<b>PER03</b>	365	Communication Number Qualifier	X ID 2/2
	TE	Telephone	
<b>PER04</b>	364	Communication Number	X ID 1/80
<b>PER05</b>	365	Communication Number Qualifier	X ID 2/2
	EM	Electronic Mail	
	FX	Facsimile	
<b>PER06</b>	364	Communication Number	X ID 1/80



**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.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
<b>FOB01</b>	146	Shipment Method of Payment	M ID 2/2
	CC	Collect	
	DE	Per Contract	
	PC	Prepaid but Charged to Customer	
	PP	Prepaid (by Seller)	
<b>FOB02</b>	309	Location Qualifier	C ID 1/2
	AC	City and State	
<b>FOB03</b>	352	Description	O AN 1/80
		FOB City - cc 1-20	
		FOB State - cc 21-22	

**Segment:** TD5 **Carrier Details (Routing Sequence/Transit Time)**  
**Position:** 240  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify the carrier and sequence of routing and provide transit time information.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
TD504	91	Transportation Method/Type Code	X ID 1/2
		LT -> LB Dry Pounds	
		MB -> BB Bulk Bag	
		PG -> PB Piggy Back	
		PT -> TL Truck Load	
		R -> TC Tank Car	
		RR -> TW Tank Wagon	
		T -> BK Dry Bulk Truck	
		VE -> HC Hopper Car	
TD505	387	Routing	X AN 1/35

**\*\* Indicates Future Use**

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**Segment:** N9      **Reference Identification**  
**Position:** 295  
**Loop:** N9  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
N901	128	Refernce Identification Qualifier ZZ              Mutually Defined	M    ID    2/3
N903	369	Free-Form Description 'Receive Dock' 'Comments'	C    AN    1/45

\*\*      *Indicates Future Use*

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**Segment:** **MSG** Message Text  
**Position:** 300  
**Loop:** N9  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1000  
**Purpose:** To provide free-form format that allows the transmission of text information.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
<b>MSG01</b>	933 Free-Form Message Text	M AN 1/264

**Segment:** N1    **Name**  
**Position:** 310  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name and code.

#### Data Element Summary

Ref Des	Ref No	Name	Attributes		
N101	98	Entity Identifier Code ST            Ship To	M	ID	2/3
N102	93	Name	C	AN	1/60
N103	66	Identification Code Qualifier 6            Plant Code	C	ID	1/2
N104	67	Identification Code From Site Code Listing	C	AN	2/80

**Segment:** N2    **Additional Name Information**  
**Position:** 320  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 60 characters in length.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
N201	93 Name Specified Receiving Area	M AN 1/60



**Segment:** N3    **Address Information**  
**Position:** 330  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
N301	166 Address Information	M AN 1/55
N302	166 Address Information	O AN 1/55

**Segment:** N4    **Geographic Location**  
**Position:** 340  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
N401	19 City Name	O AN 2/30
N402	156 State or Province Code	O ID 2/2
N403	116 Postal Code	O ID 3/15
N404	26 Country Code	O ID 2/3

**\*\*        *Indicates Future Use***

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**Segment:** N1    **Name**  
**Position:** 310  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name and code.

#### Data Element Summary

Ref Des	Ref No	Name	Attributes		
N101	98	Entity Identifier Code	M	ID	2/3
	BT	Bill To Party for Other Than Freight			
N102	93	Name	C	AN	1/60
N103	66	Identification Code Qualifier	C	ID	1/2
	92	Assigned by Buyer			
N104	67	Identification Code	C	AN	2/80
	A	Sherwin-Williams (HQ)			

**Segment:** N3      **Address Information**  
**Position:** 330  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
N301	166 Address Information	M AN 1/55
N302	166 Address Information	O AN 1/55

**Segment:** N4      **Geographic Location**  
**Position:** 340  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
N401	19 City Name	O AN 2/30
N402	156 State or Province Code	O ID 2/2
N403	116 Postal Code	O ID 3/15
N404	26 Country Code	O ID 2/3

**\*\*      *Indicates Future Use***

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**Segment:** N1    **Name**  
**Position:** 310  
**Loop:** 87  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name and code.

#### Data Element Summary

Ref Des	Ref No	Name	Attributes
N101	98	Entity Identifier Code CA            Carrier	M    ID    2/3
N102	93	Name	C    AN    1/60



**Segment:** N1    **Name**  
**Position:** 310  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name and code.

### Data Element Summary

Ref Des	Ref No	Name	Attributes
N101	98	Entity Identifier Code	M ID 2/3
	RI	Remit To	
N102	93	Name	C AN 1/60
N103	66	Identification Code Qualifier	C ID 1/2
	92	Assigned by Buyer or Buyer's Agent	
N104	67	Identification Code Vendor Number a la SW	C AN 2/80

**Segment:** N3      **Address Information**  
**Position:** 330  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes		
N301	166 Address Information	M	AN	1/55
N302	166 Address Information	O	AN	1/55

**Segment:** **N4**    **Geographic Location**  
**Position:** 340  
**Loop:** N1  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
<b>N401</b>	19 City Name	O AN 2/30
<b>N402</b>	156 State or Province Code	O ID 2/2
<b>N403</b>	116 Postal Code	O ID 3/15
<b>N404</b>	26 Country Code	O ID 2/3

**\*\*        *Indicates Future Use***

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**Segment:** PO1 Purchase Order Baseline Item Data  
**Position:** 010  
**Loop:** PO1  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify basic and most frequently used purchase order line item data.

**Data Element Summary**

Ref Des	Ref No Name	Attributes
PO101	350 Assigned Identification Line Number	O AN 1/20
PO102	330 Quantity Ordered	C R 1/15
PO103	355 Unit of Basis for Measurement Code CA Case CT Carton EA EACH GA Gallon HC Hundred Count KG Kilogram LB Pound PC Piece SH Sheet SY Square Yard TH Thousand TN Ton	M ID 2/2
PO104	212 Unit Price	C R 1/17
PO105	639 Basis of Unit Price Code CT Contract	O ID 2/2
PO106	235 Product/Service ID Qualifier BP Buyer's Part Number	O ID 2/2
PO107	234 Product/Service ID	C AN 1/48

**Segment:** PID **Product/Item Description**  
**Position:** 050  
**Loop:** PID  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To describe a product or process in coded or free-form format.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes		
PID01	349	Item Description Type	M	ID	1/1
	F	Free-form			
PID05	352	Description	C	AN	1/80

**Segment:** DTM **Date/Time/Period**  
**Position:** 210  
**Loop:** PO1  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
DTM01	374	Date/Time Qualifier	M ID 3/3
	002	Buyer's Dock	
	010	Requested Ship	
DTM02	373	Date YYYYMMDD	C DT 8/8
DTM03	337	Time HHMMSS - 24 hour clock	C TM 4/8

**Segment:** **PKG Marking, Packaging, Loading**  
**Position:** 305  
**Loop:** PKG  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 200  
**Purpose:** To describe marking, packaging, loading and unloading requirements.

**Data Element Summary**

Ref Des	Ref No	Name	Attributes
<b>PKG01</b>	349	Item Description Type	C ID 1/1
	X	Semi-Structured (Code and Text)	
<b>PKG02</b>	753	Packaging Characteristic Code	O ID 1/5
	35	Type of Package	
<b>PKG03</b>	559	Agency Qualifier Code	C ID 2/2
	AB	Assigned by Buyer	
<b>PKG04</b>	754	Packaging Description Code	C AN 1/7
	BB	Bulk Bags	
	BC	Box Car	
	BK	Dry Bulk Truck	
	BR	Brush	
	BV	500 LB Bulk Bag	
	B1	1000 LB Bulk Bag	
	B5	1500 LB Bulk Bag	
	B7	1700 LB Bulk Bag	
	B9	900 LB Bulk Bag	
	CA	Can	
	CB	Static Free Bag (2000 LB)	
	CG	Hundred Gallons	
	CP	Combination Pounds	
	CT	Carton	
	C1	Static Free Bag (1000 LB)	
	DR	Drum	
	EA	Each	
	GA	Gallon	
	GM	Gram	
HC	Hopper Car		
HP	Half Pint		



KG	Kilogram
KT	Kit
LA	Label
LB	Dry Pounds
MN	Minimum Freight Charge
OZ	Ounces
PA	5 Gallon Pail
PB	Piggyback
PT	Pint
QT	Quart
RL	Roller
RO	Roll of Labels
SH	Sheets of Paper
SS	Super Sack
SY	Square Yard
S1	1104 LB Super Sack
S2	2204 LB Super Sack
TB	Tote Bin
TC	Tank Car
TL	Truck Load
TN	Tons
TW	Tank Wagon
WP	Wet Pounds
WW	Wet Wet Pounds
01	10.5 -11 oz. Caulk
02	2 & 1/2 Gal. Pail
04	1 oz.
05	6 oz.
06	12 oz.
07	2 oz.
08	3 oz.
09	4 oz.
11	6 oz. Spray
12	Half Pint
13	Pint
14	Quart
15	1/2 Gallon
16	Gallon
17	Pail 2 Gallon
18	Spray Can 12-14 oz.
19	Kit, approx. 4 Gal.
20	Five Gallon
21	Spray Can 16 oz.

22	Kit 6-L/2 Gal.
23	Spray Can 20 oz.
24	Spray Can 10 - 11 oz.
25	1/4 Drum Gallons
26	1/2 Drum Gallons
27	Drum in Gallons
28	Gallons in a Tote
29	Gallons in a Tankwagon
30	Kit 3 Gallons
31	Gallons in a Tote
32	3.5 Gallon Pail
34	3 oz.
36	2 Gallon Kit
44	5 LB Tub
45	8.2 LB per Gallon
47	Zinc Clad Zinc DST22# Can
48	16 - 24 lbs. In a 1 gallon pail
50	50 lb bag
51	lbs. In 5 Gallon Pkg (40-60 lbs)
52	lbs in Bag up to 80 lbs
53	(5 gallon) 8 lb. Pail
57	lbs in 1/2 Drum up to 480 lbs
58	lbs in Drum over 481 lbs
60	lbs in a Tank Wagon
61	Gallons in a Tote
65	1/4 Purdy Cover
66	3/8 Purdy Cover
67	1/2 Purdy Cover
71	1" Purdy Cover
73	1 1/2" Purdy Brush
75	2" Purdy Brush
77	2 1/2" Purdy Brush
78	3" Purdy Brush
79	3 1/2" Purdy Brush
80	4" Purdy Brush
84	3" & 6" Weaver
86	7" Purdy Frame
88	Edge Tool
89	9" Purdy Frame
92	14" Purdy Complete
94	24" Purdy Complete
95	Armour Seal-480sq/ft

99            Each

<b>PKG05</b>	352 Description	X	AN	1/80
PKG06	400 Unit Load Option Code	O	ID	2/2
	01      Palletized			
	04      Slip Sheet			

**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.

#### Data Element Summary

Ref Des	Ref No Name	Attributes
CTT01	354 Number of Line Items	M NO 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)

#### Data Element Summary

Ref Des	Ref No	Name	Attributes		
SE01	96	Number of Included Segments	M	NO	1/10
SE02	329	Transaction Set Control Number	M	AN	4/9

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