

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.

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>
010	ST	Transaction Set Header	M	1		
020	BEG	Beginning Segment for Purchase Order	M	1		
050	REF	Reference Identification	O	>1		Used
080	FOB	F.O.B. Related Instructions	O	>1		Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		Used
LOOP ID - N9					1000	
295	N9	Reference Identification	O	1		Used
300	MSG	Message Text	O	1000		Used
LOOP ID - N1					200	
310	N1	Name	O	1		Used
330	N3	Address Information	O	2		Used
340	N4	Geographic Location	O	>1		Used
350	REF	Reference Identification	O	12		Used

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	
010	PO1	Baseline Item Data	M	1		Used
LOOP ID - PID					1000	
050	PID	Product/Item Description	O	1		Used
210	DTM	DATE/TIME Reference	O	10		Used
289	MSG	Message Text	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	M	1		Used

Transaction Set Notes

1. PO102 is required.
2. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

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) is 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>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 850 Purchase Order	M ID 3/3
ST02	329	Transaction Set Control Number 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

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:
Semantic Notes: 1 BEG05 is the date assigned by the purchaser to purchase order.
Comments:

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
BEG01	353	Transaction Set Purpose Code	M ID 2/2
		Code identifying purpose of transaction set	
		00 Original	
BEG02	92	Purchase Order Type Code	M ID 2/2
		Code specifying the type of Purchase Order	
		SA Stand Alone Order	
		DS Drop Ship	
BEG03	324	Purchase Order Number	M AN 1/22
		Identifying number for Purchase Order assigned by the purchaser	
		<i>Motion Industries uses an 13 character PO number (@@##-#####)</i>	
BEG04	328	Release Number	O AN 1/30
		Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction (<i>Not used by Motion Industries</i>)	
BEG05	373	Date	M DT 8/8
		Date expressed as CCYYMMDD	

Segment: **PER** Administrative Communications Contact

Position:
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
PER01	366	Contact Function Code Code identifying the responsible person	M ID 2/2
PER02	93	BD Buyer Name or department Name Free Form	O AN 1/60
PER03	365	TE Qualifier for telephone number	X ID 2/2
PER04	364	Phone number	X AN 1/80
PER05	365	FX Qualifier for fax number	X AN 1/80
PER06	364	Fax number	X AN 1/80
PER07	365	EM Qualifier for email address	X AN 2/2
PER08	364	Email address	X AN 1/80
PER09	443	Purchaser's job title	X AN 1/20

Motion Comments: Used

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.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
REF01	128	Reference Identification Qualifier	M ID 2/3
		Code qualifying the Reference Identification	
		CR Customer (Motion's) reference number	
REF02	352	Description	X AN 1/30
		A free-form description to clarify the related data elements and their content	

Motion Comments: Only used on branch orders (not DC stock orders).

Segment: **FOB** Related Instructions
Position: 080
Loop:
Level: Header
Usage: Optional
Max Use: 1
Purpose: To specify transportation instructions relating to shipment
Syntax Notes:

- 1 If FOB07 is present, then FOB06 is required
- 2 If FOB08 is present, then FOB09 is required

Semantic Notes:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB06 is the code specifying the title passage location
- 3 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

Ref. Des.	Data Element	Name	Attributes
FOB01	146	Shipment Method of Payment	M/Z ID 2/2
		Code Identifying payment terms for transportation charges	
		CC Collect	
		CF Collect, Freight Credited Back to Customer	
		PP Prepaid (by Seller)	
		TP Third Party Pay	
FOB06	309	Location Qualifier	X/Z ID 1/2
		Code identifying type of location	
		DE Destination (Shipping)	
		OR Origin (Shipping Point)	
FOB07	352	Description	O AN 1/80
		A free-form description to clarify the related data elements and their content	
FOB08	54	Risk of Loss Code	O/Z ID 2/2
		Code specifying where responsibility for the risk of loss passes	
		BY Risk of Loss in Transit to Destination is Buyer's	
		SE Risk of Loss in Transit to Destination is Seller's	
FOB09	352	Description	O AN 1/80
		A free-form description to clarify the related data elements and their content	

Motion Comments: **Used**

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	
Syntax Notes:	1 At least one of TD502 TD504 TD505 TD506 or TD512 is required. 2 If TD502 is present, then TD503 is required. 3 If TD507 is present, then TD508 is required. 4 If TD510 is present, then TD511 is required. 5 If TD513 is present, then TD512 is required. 6 If TD514 is present, then TD513 is required. 7 If TD515 is present, then TD512 is required.	
Semantic Notes:	1 TD515 is the country where the service is to be performed.	
Comments:	1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.	

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
TD501	133	Routing Sequence Code	O ID 1/2
		Code describing the relationship of a carrier to a specific shipment movement	
		O Origin Carrier (Air, Motor, or Ocean)	
TD502	66	Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		2 Standard Carrier Alpha Code (SCAC)	
TD503	67	Identification Code	X AN 2/80
		Code identifying a party or other code	
		SCAC	
TD504	91	Transportation Method/Type Code	X ID 1/2
		Code specifying the method or type of transportation for the shipment	
		AF Air Freight	
		H Customer Pick-Up	
		M Motor Freight	
		SR Supplier Truck	
		ZZ Mutually defined	
TD505	387	Routing	X AN 1/35
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	

Motion Comments: **Used**

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
Syntax Notes: 1 At least one of N902 or N903 is required
Semantic Notes:
Comments:

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
N901	128	Reference Identification Qualifier Code qualifying the Reference Identification ZZ Mutually Defined	M ID 2/3
N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Free-form descriptive text	X AN 1/30

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

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
MSG01	933	Free Form Message Text Free form message text	M AN 1/264

Motion Comments: **Used** (Contains terms and conditions)

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:	<ol style="list-style-type: none"> 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:	<ol style="list-style-type: none"> 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>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual BT Bill-to-Party ST Ship To PF Party to receive freight Bill	M ID 2/3
N102	93	Name Free-form name	X AN 1/60
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 91 Assigned by Seller	X ID 1/2
N104	67	Identification Code Code identifying a party or other code <i>If BEG-02 = DS then N1-03 and N1-04 will be blank in the ST loop.</i>	X AN 2/80

Motion Comments: **Used**

Segment: N3 Address Information

Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
N301	166	Address Information Address information	M AN 1/55
N302	166	Address Information Address information	O AN 1/55

Motion Comments: Used

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.
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 U.S. or Canada.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
N401	19	City Name Free-form text for city name	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks.	O ID 3/15

Motion Comments: Used

Segment: REF Reference Identification

Position: 350
Loop: N1
Level: Heading
Usage: Optional
Max Use: 12
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.
Semantic Notes:
1 REF04 contains data relating to the value cited in REF02.
Comments:

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification EU End User's PO number (Motion's Customer) RE End User's Release Number (Motion's Customer) 12 Third Party Freight Billing Account number	M ID 2/3
REF02	352	Description A free-form description to clarify the related data elements and their content	X AN 1/30

Motion Comments: Used

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:	<ol style="list-style-type: none"> 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. 5 If either PO110 or PO111 is present, then the other is required. 6 If either PO112 or PO113 is present, then the other is required. 7 If either PO114 or PO115 is present, then the other is required. 8 If either PO116 or PO117 is present, then the other is required. 9 If either PO118 or PO119 is present, then the other is required. 10 If either PO120 or PO121 is present, then the other is required. 11 If either PO122 or PO123 is present, then the other is required. 12 If either PO124 or PO125 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 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	Assigned Identification	O AN 1/20
		Alphanumeric characters assigned for differentiation within a transaction set	
PO102	330	Quantity Ordered	X R 1/15
		Quantity ordered	
PO103	355	Unit or Basis for Measurement Code	O ID 2/2
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
		Refer to 004010 Data Element Dictionary for acceptable code values.	
PO104	212	Unit Price	X R 1/17
		Price per unit of product, service, commodity, etc.	
PO105	639	Basis of Unit Price Code	O ID 2/2
		Code identifying the type of unit price for an item (Not Used)	
PO106	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		VP Vendor Part Number	
PO107	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO108	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		UP U.P.C. Consumer Package Code (1-5-5-1)	

PO109	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO110	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		SK Stock Keeping Unit (SKU – Motion’s Item Number)		
PO111	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		IN Buyer’s Item Number (Motion’s Customer Stock Number – Only present when BEG-02 = “DS”)		
PO113	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		PN Company Part Number (Motion’s Part Number)		
PO115	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		

Motion Comments: **Used. PO1 pairs are not element specific. ID qualifier and ID will populate in the first available element. Suppliers must read the qualifier not the element.**

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:	<ol style="list-style-type: none"> 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. 	
Semantic Notes:	<ol style="list-style-type: none"> 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. 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate. 4 PID09 is used to identify the language being used in PID05. 	
Comments:	<ol style="list-style-type: none"> 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

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

Motion Comments: **Used**

Segment: DTM Date/Time Reference

Position: 210
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 002 Delivery Requested	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8

Motion Comments: Used

Segment: MSG Message Text

Position: 289
Loop: PO1
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
MSG01	933	Free Form Message Text Free form message text	M AN 1/264

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.
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>
CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6
CTT02	347	Hash Total Total number of item quantities	M N0 1/6

Motion Comments: **Used**

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

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