850   Purchase Order

Functional Group=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.

Notes:

Initial   This Pubnet 850 standard, version 3060 is a subset of the full BISAC 850 standard, May 1999 – 3060, version 2
2/010   PO102 is required.
3/010   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.

Change Log:

1. October 2006: Add values related to ISBN-13 to data elements.
2. April 2020: Add back missing notes, descriptions, comments, semantics from the BISAC 3060 standards plus helpful notes from Booknet Canada standards

Heading:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
010	ST	Transaction Set Header	M	1			Required
020	BEG	Beginning Segment for Purchase Order	M	1			Required
050	REF	Reference Identification	O	12			Used
110	CSH	Sales Requirements	O	5			Used
150	DTM	Date/Time Reference	O	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
LOOP ID - N1					**200**		
310	N1	Name	O	1			Required
320	N2	Additional Name Information	O	2		N1/320	Used
330	N3	Address Information	O	2		N1/330	Used
340	N4	Geographic Location	O	>1		N1/340	Used
360	PER	Administrative Communications Contact	O	>1			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					**100000**		
010	PO1	Baseline Item Data	M	1		N2/010	Required
140	IT8	Conditions of Sale	O	1			Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - CTT					**1**		
010	CTT	Transaction Totals	O	1		N3/010	Required
030	SE	Transaction Set Trailer	M	1			Required

ST   Transaction Set Header

<table>
<tr><td>Pos: 010</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Mandatory</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 2</td></tr>
</table>

To indicate the start of a transaction set and to assign a control number

Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 850 selects the Purchase Order Transaction Set).

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	143	**Transaction Set Identifier Code**	M	ID	3/3	Required
		Description: Code uniquely identifying a Transaction Set				

Code	Name
850	X12.1 Purchase Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST02	329	**Transaction Set Control Number**	M	AN	4/9	Required
		Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				

BEG Beginning Segment for Purchase Order

Pos: 020 Max: 1
Heading - Mandatory
Loop: N/A Elements: 4

To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Semantics:

1. BEG05 is the date assigned by the purchaser to purchase order.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG01	**353**	**Transaction Set Purpose Code**	**M**	**ID**	**2/2**	**Required**

Description: Code identifying purpose of transaction set

Code	Name
00	Original

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG02	**92**	**Purchase Order Type Code**	**M**	**ID**	**2/2**	**Required**

Description: Code specifying the type of Purchase Order

Code	Name
NE	New Order

Description: Most commonly used value in the book industry is 'NE'.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG03	**324**	**Purchase Order Number**	**M**	**AN**	**1/22**	**Required**

Description: Identifying number for Purchase Order assigned by the orderer/purchaser

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG05	**373**	**Date**	**M**	**DT**	**6/6**	**Required**

Description: Date (YYMMDD)

REF   Reference Identification

To specify identifying information

Comments:

This REF segment (Promotion/Deal Reference Number) is used to indicate the promotional deal number of the order.PD #s must be provided by Vendors that support this functionality.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	**128**	**Reference Identification Qualifier**	**M**	**ID**	**2/3**	**Required**
		Description: Code Qualifying the Reference Identification				

Code	Name
PD	Promotion/Deal Number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF02	**127**	**Reference Identification**	**C**	**AN**	**1/30**	**Rec'd**
		Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				

CSH Sales Requirements

Pos: 110 Max: 5
Heading - Optional
Loop: N/A Elements: 3

To specify general conditions or requirements of the sale

Syntax:

P0607 -- If either CSH06 or CSH07 are present, then the others are required.

Semantics:

1. CSH06 identifies the source of the code value in CSH07.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH01	563	Sales Requirement Code	O	ID	1/2	Used

Description: Code to identify a specific requirement or agreement of sale

Code	Name
B	Back Order Only If New Item
N	No Back Order
O	Back Order If Items Are Out of Stock or Not Yet Published
Y	Back Order if Out of Stock

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH06	559	Agency Qualifier Code	C	ID	2/2	Used

Description: Code identifying the agency assigning the code values

Code	Name
BI	Book Industry Systems Advisory Committee

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH07	560	Special Services Code	C	ID	2/10	Used

Description: Code identifying the special service

Code	Name
CA	Cataloging Services
HC	Handling Service
LA	Labeling

DTM   Date/Time Reference

Pos: 150   Max: 10
Heading - Optional
Loop: N/A   Elements: 3

To specify pertinent dates and times

Syntax:
R020306 -- DTM02 is required.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM01	374	Date/Time Qualifier	M	ID	3/3	Required

Description: Code specifying type of date or time, or both date and time

Code	Name
014	Deferred Payment
037	Ship Not Before
175	Cancel if not shipped by

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM02	373	Date	C	DT	6/6	Required

Description: Date (YYMMDD)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM05	624	Century	O	N0	2/2	Required

Description: The first two characters in the designation of the year (CCYY)

TD5   Carrier Details (Routing Sequence/Transit Time)

Pos: 240   **Max: 12**
Heading - Optional
Loop: N/A   **Elements: 5**

To specify the carrier and sequence of routing and provide transit time information

Syntax:
R0204050612 -- At least one of TD502, TD505 or TD512 is required.
C0203 -- If TD502 is present, then TD503 is required

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.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD501	133	**Routing Sequence Code**	O	ID	1/2	Used
		Description: Code describing the relationship of a carrier to a specific shipment movement				

Code	Name
B	Origin/Delivery Carrier (Any Mode)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD502	66	**Identification Code Qualifier**	C	ID	1/2	Used
		Description: Code designating the system/method of code structure used for Identification Code (67)				

Code	Name
2	Standard Carrier Alpha Code (SCAC)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD503	67	**Identification Code**	C	AN	2/20	Used
		Description: Code identifying a party or other code				
TD505	387	**Routing**	C	AN	1/35	Used
		Description: Purchaser Account number with Carrier if purchaser pays shipping				
TD512	284	**Service Level Code**	C	ID	2/2	Used
		Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier				

Code	Name
3D	Three Day Service
G2	Standard Service
ME	Metro Pickup
ND	Next Day Air
	Description: Delivery during business day hours of next business day
NH	Next Day Hundred Weight
ON	Overnight
SE	Second Day
SG	Standard Ground
SH	Second Day Hundred Weight

Ref	Id	Element Name	Req	Type	Min/Max	Usage
	SI	Standard Ground Hundred Weight				

N1   Name

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

Syntax:
R0203 -- At least one of N102 or N103 is required.
P0304 -- If either N103 or N104 are present, then the others are 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.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	Entity Identifier Code	M	ID	2/2	Required

Description: Code identifying an organizational entity, a physical location, or an individual

-BT is used only when drop ship location is entered
-ST is always present

Code	Name
BT	Bill-to-Party
ST	Ship To

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N102	93	Name	C	AN	1/35	Not Rec'd

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N103	66	Identification Code Qualifier	C	ID	1/2	Rec'd

Description: Code designating the system/method of code structure used for Identification Code (67)

Code	Name
12	Telephone Number (Used for Drop Shipments)
15	Standard Address Number (SAN)

Description: Recommended by the book industry.

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N104	67	Identification Code	C	AN	2/20	Rec'd

Description: Code identifying a party or other code
Normal Case = SAN (15)
Customer Phone Number if Drop Shipment Without SAN (12)
(N2, N3 and N4 are required for Drop Shipment)

N2   Additional Name Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	**Elements: 2**

To specify additional names or those longer than 35 characters in length

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	**93**	**Name**	**M**	**AN**	**1/35**	**Required**
		Description: Free-form name				
N202	**93**	**Name**	**O**	**AN**	**1/35**	**Used**
		Description: Free-form name				

N3 Address Information

Pos: 330	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

To specify the location of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N301	166	**Address Information**	M	AN	1/35	Required
		Description: Address information				
N302	166	**Address Information**	O	AN	1/35	Used
		Description: Address information				

N4　Geographic Location

Pos: 340　　　　Max: >1
Heading - Optional
Loop: N1　　　Elements: 4

To specify the geographic place of the named party

Comments:
1. N402 is required only if city name (N401) is in the U.S. or Canada.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	**City Name**	O	AN	2/30	Used
		Description: Free-form text for city name				
N402	156	**State or Province Code**	O	ID	2/2	Used
		Description: Code (Standard State/Province) as defined by appropriate government agency				
N403	116	**Postal Code**	O	ID	3/15	Used
		Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	**Country Code**	O	ID	2/3	Used
		Description: Code identifying the country				

PER Administrative Communications Contact

To identify a person or office to whom administrative communications should be directed

Syntax:
P0304 -- If either PER03 or PER04 are present, then the others are required.
P0506 -- If either PER05 or PER06 are present, then the others are required.
P0708 -- If either PER07 or PER08 are present then the others are required.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code**	M	ID	2/2	Required

Description: Code identifying the major duty or responsibility of the person or group named

Code	Name
DC	Delivery Contact
OC	Order Contact
SU	Supplier Contact

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	93	**Name**	O	AN	1/35	Used

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER03	365	**Communication Number Qualifier**	C	ID	2/2	Used

Description: Code identifying the type of communication number

Code	Name
BN	Beeper Number
CP	Cellular Phone
EM	Electronic Mail
EX	Telephone Extension
FX	Facsimile
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	364	**Communication Number**	C	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	365	**Communication Number Qualifier**	C	ID	2/2	Used

Description: Code identifying the type of communication number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	364	**Communication Number**	C	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER07	365	**Communication Number Qualifier**	C	ID	2/2	Used

Description: Code identifying the type of communication number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER08	364	**Communication Number**	C	AN	1/80	Used

Description: Complete communications number including country or area

Ref	Id	Element Name	Req	Type	Min/Max	Usage

code when applicable

PO1   Baseline Item Data

To specify basic and most frequently used line item data

Syntax:
C0302 -- If PO103 is present, then PO102 is required
C0504 -- If PO105 is present, then PO104 is required
P0607 -- If either PO106 or PO107 are present, then the others are required.
P0809 -- If either PO108 or PO109 are present, then the others are required.
P1011 -- If either PO110 or PO111 are present, then the others are required.

Comments:
1. PO101 is the line item identification.
2. PO106 through PO111 provide for three different product/service IDs per each item.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO101	350	**Assigned Identification**	O	AN	1/20	Rec'd
		Description: Alphanumeric characters assigned for differentiation within a transaction set				
PO102	330	**Quantity Ordered**	C	R	1/9	Required
		Description: Quantity ordered				
PO103	355	**Unit or Basis for Measurement Code**	O	ID	2/2	Required
		Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				

Code	Name
UN	Unit

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO104	212	**Unit Price**	C	R	1/17	Used
		Description: Price per unit of product, service, commodity, etc.				
PO105	639	**Basis of Unit Price Code**	O	ID	2/2	Used
		Description: Code identifying the type of unit price for an item				

Code	Name
NT	Net
	Description: Indicates a net unit price
SR	Suggested Retail

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO106	235	**Product/Service ID Qualifier**	C	ID	2/2	Used
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

Code	Name
IB	International Standard Book Number (ISBN)
	Description: The ISBN is the recommended value for the first occurrence of element 235.
UP	Universal Product Code (UPC) Used for ordering non-book product
SK	Stock Keeping Unit (SKU) - Used for ordering non-book

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		product				
		EN (ISBN-13) – Effectively doubles the number of ISBNs available.				
		UK UCC/EAN-14: Used when a leading digit is added to the ISBN-13 that specifies the packaging level (such as a carton). When the packaging level is greater than a unit (such as a carton), a new check digit must be calculated.				
PO107	**234**	**Product/Service ID**	**C**	**AN**	**1/40**	**Used**
		Description: Identifying number for a product or service				
PO108	**235**	**Product/Service ID Qualifier**	**C**	**ID**	**2/2**	**Used**
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

                                    Code   **Name**

       B1   Volume Set

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO109	**234**	**Product/Service ID**	**C**	**AN**	**1/40**	**Used**
		Description: Identifying number for a product or service				
PO110	**235**	**Product/Service ID Qualifier**	**C**	**ID**	**2/2**	**Used**
		Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

                                    Code   **Name**

       B2   Library of Congress Code

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO111	**234**	**Product/Service ID**	**C**	**AN**	**1/40**	**Used**
		Description: Identifying number for a product or service				

IT8   Conditions of Sale

Pos: 140   Max: 1
Detail - Optional
Loop: PO1   Elements: 3

To specify general conditions or requirements and to detail conditions for substitution of alternate products

Syntax:
R0102030507 -- At least one of IT801, IT802 or IT803 is required.

Semantics:
1. IT803 is the maximum monetary amount value which the order must not exceed.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT801	**563**	**Sales Requirement Code**	C	ID	1/2	Used

Description: Code to identify a specific requirement or agreement of sale

Code	Name
B	Back Order Only If New Item
N	No Back Order
O	Back Order If Items Are Out of Stock or Not Yet Published
Y	Back Order if Out of Stock

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT802	**564**	**Do-Not-Exceed Action Code**	C	ID	1/1	Used

Description: Code indicating the action to be taken if the order amount exceeds the value of Do-Not-Exceed Amount (565)

Code	Name
0	Cancel Balance of Order/Item that Exceeds Value Specified in Data Element 610
1	Cancel Entire Order/Item

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IT803	**610**	**Amount**	C	N2	1/15	Used

Description: Monetary amount

CTT   **Transaction Totals**

<div style="border:1px solid">

Pos: 010   **Max: 1**
Summary - Optional
Loop: CTT   Elements: 2

</div>

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

Comments:

1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTT01	354	**Number of Line Items**	M	N0	1/6	Required

Description: Total number of line items in the transaction set

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTT02	347	**Hash Total**	O	R	1/10	Used

Description: 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.

SE   Transaction Set Trailer

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Comments:

1. SE is the last segment of each transaction set.
2. SE02 must match the ST control number (ST02)

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SE01	**96**	**Number of Included Segments**	**M**	**N0**	**1/10**	**Required**
		Description: Total number of segments included in a transaction set including ST and SE segments				
SE02	**329**	**Transaction Set Control Number**	**M**	**AN**	**4/9**	**Required**
		Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				