

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.

Notes:

This document defines the business requirements for the AAFES Catalog Drop Ship Purchase Order. All segments marked "RECOMMENDED", and elements marked "R", are required by AAFES and will always be transmitted in the AAFES catalog purchase order unless noted in the segment definition. All elements marked "M" are mandatory by the standards. All unmarked segments and elements will be transmitted as necessary in their respective segments.

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>
M	010	ST	Transaction Set Header	M	1		
M	020	BEG	Beginning Segment for Purchase Order	M	1		
Must Use	050	REF	Reference Identification	O	>1		
	060	PER	Administrative Communications Contact	O	3		
Rec	080	FOB	F.O.B. Related Instructions	O	>1		
Rec	110	CSH	Sales Requirements	O	5		
Rec	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
LOOP ID - N9						1000	
	295	N9	Reference Identification	O	1		
	300	MSG	Message Text	O	1000		
LOOP ID - N1						200	
Rec	310	N1	Name	O	1		
	320	N2	Additional Name Information	O	2		
	330	N3	Address Information	O	2		
	340	N4	Geographic Location	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	
M	010	PO1	Baseline Item Data	M	1		n1
Rec	030	PO3	Additional Item Detail	O	25		
LOOP ID - PID						1000	
Rec	050	PID	Product/Item Description	O	1		

Summary:

Army and Air Force Exchange Service

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
Rec	010	CTT	Transaction Totals	O	1		n2
M	030	SE	Transaction Set Trailer	M	1		

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

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set	M ID 2/2
			00 Original	This value will be transmitted on all production purchase orders.
			06 Confirmation	This value will be transmitted on all startup parallel test purchase orders.
M	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order	M ID 2/2
			RL Release or Delivery Order An order for goods and services placed against a pre-existing contract or blanket order	
M	BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
M	BEG05	373	Date Date expressed as CCYYMMDD	M DT 8/8
	BEG06	367	Contract Number Contract number	O AN 1/30

Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
Usage: Optional (Must Use)
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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification CR Customer Reference Number	M ID 2/3
R	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Catalog ticket number	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.

Semantic Notes:

Comments:

Notes:

**The PER segment will be transmitted if customer information is available.
 The PER segment may contain one or both telephone numbers.**

Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
M	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named	
			DC Delivery Contact	
			OC Order Contact	
	PER02	93	Name	O AN 1/60
			Free-form name	
	PER03	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			HP Home Phone Number	
	PER04	364	Communication Number	X AN 1/80
			Complete communications number including country or area code when applicable	
	PER05	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			WP Work Phone Number	
	PER06	364	Communication Number	X AN 1/80
			Complete communications number including country or area code when applicable	

Segment: **FOB** F.O.B. Related Instructions
Position: 080
Loop:
Level: Heading
Usage: Optional (Recommended)
Max Use: >1
Purpose: To specify transportation instructions relating to shipment
Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying the title passage location.
- 4 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

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	FOB01	146	Shipment Method of Payment Code identifying payment terms for transportation charges PP Prepaid (by Seller)	M ID 2/2
R	FOB02	309	Location Qualifier Code identifying type of location DE Destination (Shipping) OR Origin (Shipping Point)	X ID 1/2

Segment: **CSH Sales Requirements**
Position: 110
Loop:
Level: Heading
Usage: Optional (Recommended)
Max Use: 5
Purpose: To specify general conditions or requirements of the sale
Syntax Notes:

- 1 If CSH02 is present, then CSH03 is required.
- 2 If either CSH06 or CSH07 is present, then the other is required.
- 3 If either CSH09 or CSH10 is present, then the other is required.

Semantic Notes:

- 1 CSH03 is the maximum monetary amount value which the order must not exceed.
- 2 CSH04 is the account number to which the purchase amount is charged.
- 3 CSH05 is the date specified by the sender to be shown on the invoice.
- 4 CSH06 identifies the source of the code value in CSH07.

Comments:

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
R	<u>Des.</u> CSH01	<u>Element</u> 563 Sales Requirement Code	<u>O</u> ID 1/2
		Code to identify a specific requirement or agreement of sale	
		Y Back Order if Out of Stock	

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)
Position: 240
Loop:
Level: Heading
Usage: Optional (Recommended)
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.

Notes:

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Routing</u>	<u>X AN 1/35</u>
R	TD505	387	Routing
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	

Segment: **N9 Reference Identification**
Position: 295
Loop: N9 Optional
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.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes: **The N9 segment will be transmitted if the MSG segment contains a message or monogram.**

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	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 Msg/Monogram.	X AN 1/30

Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
 2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.
Notes: **The MSG segment will contain any message's to be sent or monogram information.**

Data Element Summary

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

- Segment:** **N1** Name
- Position:** 310
- Loop:** N1 Optional (Recommended)
- Level:** Heading
- Usage:** Optional (Recommended)
- 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.
- Semantic Notes:**
- 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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual BT Bill-to-Party RT Returned to Location to which goods have or will be returned ST Ship To When used the N103 and N104 are NOT REQUIRED. VN Vendor When used, the N1 segment will be transmitted without corresponding N2, N3, and N4.	M ID 2/3
R	N102	93	Name Free-form name	X AN 1/60
R	N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	X ID 1/2
R	N104	67	Identification Code Code identifying a party or other code	X AN 2/80

Segment: **N2 Additional Name Information**
Position: 320
Loop: N1 Optional (Recommended)
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data	Name	Attributes
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93	Name Free-form name	M AN 1/60

Segment: **N3** Address Information
Position: 330
Loop: N1 Optional (Recommended)
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

This segment may repeat a maximum of two times to contain all address information.

Data Element Summary

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

Segment: **N4 Geographic Location**
Position: 340
Loop: N1 Optional (Recommended)
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

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
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 (zip code for United States)	O ID 3/15
N404	26	Country Code Code identifying the country	O ID 2/3

- 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.
 - 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:**
- 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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
R	PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set This element will contain the purchase order item line number.	O AN 1/20
R	PO102	330	Quantity Ordered Quantity ordered	X R 1/15
R	PO103	355	Unit or Basis for Measurement Code 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.	O ID 2/2
R	PO104	212	Unit Price Price per unit of product, service, commodity, etc.	X R 1/17
R	PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item WH Wholesale	O ID 2/2
R	PO106	235	Product/Service ID Qualifier 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)	X ID 2/2
R	PO107	234	Product/Service ID Identifying number for a product or service	X AN 1/48
	PO108	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) PI Purchaser's Item Code	X ID 2/2
	PO109	234	Product/Service ID Identifying number for a product or service	X AN 1/48

			AAFES item number.	
	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)	
			VA Vendor's Style Number	
	PO111	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
R	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)	
			CB Buyer's Catalog Number	
R	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)	
			IB International Standard Book Number (ISBN)	
	PO115	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
	PO116	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
			U2 U.P.C. Shipping Container Code (1-2-5-5)	
			A 13-digit code that uniquely identifies the manufacturer's shipping unit, including the packaging indicator; the first digit is the packaging indicator, the next two digits are the number system characters, the next five digits are the manufacturer ID number, and the remaining five digits are the item code	
	PO117	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
	PO118	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
			EN European Article Number (EAN) (2-5-5-1)	
	PO119	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	

Segment: **PO3 Additional Item Detail**
Position: 030
Loop: PO1 Mandatory
Level: Detail
Usage: Optional (Recommended)
Max Use: 25
Purpose: To specify additional item-related data involving variations in normal price/quantity structure

- Syntax Notes:** 1 If PO304 is present, then at least one of PO303 or PO305 is required.
Semantic Notes:
Comments: 1 Some examples of price/quantity variations are: price in different units from the PO1 segment, price changes by date, or price changes by quantity (break and level).
 2 PO307 defines the unit of measure for PO306.

Notes: **The PO3 segment will be used to transmit the sell price.**

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PO301	371	Change Reason Code Code specifying the reason for price or quantity change UP Unit Price	M ID 2/2
R	PO303	236	Price Identifier Code Code identifying pricing specification RES Resale	X ID 3/3
R	PO304	212	Unit Price Price per unit of product, service, commodity, etc.	O R 1/17
M	PO306	380	Quantity Numeric value of quantity	M R 1/15
M	PO307	355	Unit or Basis for Measurement Code 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.	M ID 2/2

Segment:	PID Product/Item Description
Position:	050
Loop:	PID Optional (Recommended)
Level:	Detail
Usage:	Optional (Recommended)
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.
Notes:	AAFES max use is thirty.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
R	PID05	352 Description 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 (Recommended)
Level: Summary
Usage: Optional (Recommended)
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>
M	CTT01	354	Number of Line Items Total number of line items in the transaction set	M N0 1/6
	CTT03	81	Weight Numeric value of weight	X R 1/10
	CTT04	355	Unit or Basis for Measurement Code 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.	X ID 2/2

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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
M	SE02	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