



850 Purchase Order

X12/V4010/850: 850 Purchase Order

Version: 3.2 Final

Company:	Insight Direct USA, Inc.
Modified:	12/5/2023

850 Purchase Order

Functional Group=PO

Purpose: 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</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Must use
020	BEG	Beginning Segment for Purchase Order	M	1			Must use
040	CUR	Currency	M	1			Must use
050	REF	Reference Identification	M	>1			Must use
060	PER	Administrative Communications Contact	M	1			Must use
060	PER	Administrative Communications Contact	O	1			Used
080	FOB	F.O.B. Related Instructions	M	1			Must use
110	CSH	Sales Requirements	O	1			Used
150	DTM	Date/Time Reference	M	1			Must use
240	TD5	Carrier Details (Routing Sequence/Transit Time)	M	1			Must use
LOOP ID - N9					1000		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used
LOOP ID - N1					1		
310	N1	Name	M	1			Must use
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	M	1			Must use
340	N4	Geographic Location	M	1			Must use
360	PER	Administrative Communications Contact	O	1			Used
LOOP ID - N1					1		
310	N1	Name	M	1			Must use
360	PER	Administrative Communications Contact	M	1			Must use

Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
LOOP ID - PO1					100000	N2/010L	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
100	REF	Reference Identification	O	>1			Used
110	PER	Administrative Communications Contact	O	1			Used

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
210	DTM	Date/Time Reference	O	2			Used
LOOP ID - N1					1		
350	N1	Name	O	1			Used

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
LOOP ID - CTT					1	N3/010L	
010	CTT	Transaction Totals	M	1		N3/010	Must use
030	SE	Transaction Set Trailer	M	1			Must use

ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use

Description: Code uniquely identifying a Transaction Set

Code List Summary (Total Codes: 298, Included: 1)

Code Name

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use
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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: 6

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use
Description: Code identifying purpose of transaction set						
Code List Summary (Total Codes: 65, Included: 1)						
Code Name						
00 Original						
BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use
Description: Code specifying the type of Purchase Order						
Code List Summary (Total Codes: 69, Included: 2)						
Code Name						
DS Dropship						
SA Stand-alone Order						
BEG03	324	Purchase Order Number	M	AN	1/22	Must use
Description: Identifying number for Purchase Order assigned by the orderer/purchaser						
BEG04	328	Release Number	O	AN	1/30	Used
Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction						
BEG05	373	Date	M	DT	8/8	Must use
Description: Date expressed as CCYYMMDD						
Insight Note: This is the date assigned by Insight to the purchase order.						
BEG06	367	Contract Number	O	AN	1/30	Used
Description: Contract number						
Insight Note: Insight Sales Order Number (Drop Ship Orders Only)						

Example:

BEG*00*SA*123456789**20060418

BEG*00*DS*567891234**20060424*0007961793

CUR Currency

Pos: 040	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

Purpose: To specify the currency (dollars, pounds, francs, etc.) used in a transaction

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	Entity Identifier Code	M	ID	2/3	Must use

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

Code List Summary (Total Codes: 1312, Included: 1)

Code Name

BY Buying Party (Purchaser)

CUR02	100	Currency Code	M	ID	3/3	Must use
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Description: Code (Standard ISO) for country in whose currency the charges are specified

Example:

CUR*BY*USD

CUR*BY*CAD

REF Reference Identification

Pos: 050	Max: >1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

Purpose: To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code List Summary (Total Codes: 1503, Included: 7)

Code Name

12 Billing Account

Insight Note:

Insight's shipping account number

AY Floor Plan Approval Number

CO Customer Order Number

Insight Note:

Insight Sales Order Number

CR Customer Reference Number

Insight Note:

*3rd-Party Billing Number
If REF01 = CR, the FOB01 will be "TP"*

EU End User's Purchase Order Number

Insight Note:

Customer's PO # on Insight Sales Order

QK Sales Program Number

SU Special Processing Code

Insight Note:

Unique code identifying the special handling requirements for the claim

REF02	127	Reference Identification	M	AN	1/30	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Insight Note:

When REF01 = QK, the following valid Gov/Ed for the REF02:

PAS - State and Local

PAF - Federal

EDK - K-12

EDH - Higher Education

When REF01 = SU, the following are valid for the REF02:

ZSAS - Signature Required and Saturday Delivery

ZSIG - Signature Required

ZSAT - Saturday Delivery only

ZSPC - Freight Hold

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ZVAS - no Freight Hold						
Example:						
REF*12*123456						
REF*AY*F01						
REF*CO*0007961793						
REF*CR*123456						
REF*EU*AY1234						
REF*QK*PAS						
REF*SU*ZSIG (Signature Required)						

PER Administrative Communications Contact

Pos: 060	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 6

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
Description: Code identifying the major duty or responsibility of the person or group named						
Code List Summary (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u> BD Buyer Name or Department						
PER02	93	Name	M	AN	1/60	Must use
Description: Free-form name						
PER03	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u> TE Telephone						
PER04	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	O	ID	2/2	Used
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u> FX Facsimile						
PER06	364	Communication Number	O	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						

Example:

PER*BD*INSIGHT BUYER NAME*TE*800-555-5555*FX*630-351-7334

PER Administrative Communications Contact

Pos: 060	Max: 1
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
Description: Code identifying the major duty or responsibility of the person or group named						
Code List Summary (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u>						
IC Information Contact						
PER02	93	Name	M	AN	1/60	Must use
Description: Free-form name						
PER03	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
TE Telephone						
PER04	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
EM Electronic Mail						
PER06	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						

Insight Note:

The order contact data will be provided for dropship order types if captured during the sales order creation.

Example:

*PER*IC*CUSTOMER PO CONTACT*TE*800-777-7777*EM*CUSTOMERPOCONTACT@CUSTOMER.COM*

FOB F.O.B. Related Instructions

Pos: 080	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 1

User Option (Usage): Must use

Purpose: To specify transportation instructions relating to shipment

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	Shipment Method of Payment	M	ID	2/2	Must use

Description: Code identifying payment terms for transportation charges

Code List Summary (Total Codes: 28, Included: 2)

Code Name

DE	Per Contract
TP	Third Party Pay

Insight Note:

If FOB01 = TP, then the 3rd party billing number will appear in the previous REF segment with REF01 = CR.

Example:

FOB*DE

CSH Sales Requirements

Pos: 110	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

Purpose: To specify general conditions or requirements of the sale

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH01	563	Sales Requirement Code	M	ID	1/2	Must use

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

Code List Summary (Total Codes: 54, Included: 2)

Code Name

BK Ship Partial - Balance Back Order

SC Ship Complete

Example:

CSH*BK

In this example backorders are allowed. If a partial quantity is available for a line, it should be shipped and the remaining quantity should be backordered.

CSH*SC

This is Fill/Kill at the order level. In this example the order must be shipped complete. If the entire order can not be shipped together, then the entire order should be rejected. No backorders are allowed.

CSH*BK

CSH*SC

In this example, the order can be backordered but the shipment must be held until all products are available to ship.

NO CSH SEGMENT

If no CSH segment is sent, then the order is Fill/Kill at the line. If there is not enough product to ship for a particular line, the entire line should be rejected. All other lines with available product should be shipped.

DTM Date/Time Reference

Pos: 150	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

Purpose: To specify pertinent dates and times

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use

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

Code List Summary (Total Codes: 1112, Included: 1)

Code Name

002 Delivery Requested

DTM02	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD

Example:

DTM*002*20060501

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 5

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD502	66	Identification Code Qualifier	O	ID	1/2	Used
Description: Code designating the system/method of code structure used for Identification Code (67)						
Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i>						
Code List Summary (Total Codes: 215, Included: 1)						
<u>Code</u> <u>Name</u> 2 Standard Carrier Alpha Code (SCAC)						
TD503	67	Identification Code	O	AN	2/80	Used
Description: Code identifying a party or other code						
Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i>						
TD504	91	Transportation Method/Type Code	O	ID	1/2	Used
Description: Code specifying the method or type of transportation for the shipment						
Code List Summary (Total Codes: 71, Included: 1)						
<u>Code</u> <u>Name</u> T Best Way (Shippers Option)						
TD505	387	Routing	M	AN	1/35	Must use
Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity						
TD512	284	Service Level Code	M	ID	2/2	Must use
Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier						
Code List Summary (Total Codes: 66, Included: 15)						
<u>Code</u> <u>Name</u> 3D Three Day Service CG Ground CX Express Service IX Express Service - Worldwide ND Next Day Air NM Next Morning ON Overnight PB Priority Mail PI Priority Mail Insured SA Same Day SC Second Day Air						

<u>Code</u>	<u>Name</u>
SD	Saturday
SE	Second Day
SG	Standard Ground
ST	Standard Class

Insight Note:

For a list of carrier service levels that Insight will send, reference the Insight 850 Carrier Service Level Matrix.

Example:

TD5**2**FDE**FEDEX*****CG

TD5****T*BESTWAY (SHIPPER OPTION)*****CG

N9 Reference Identification

Pos: 295	Max: 1
Heading - Optional	
Loop: N9	Elements: 2

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code List Summary (Total Codes: 1503, Included: 1)

Code Name

L1 Letters or Notes

N902	127	Reference Identification	M	AN	1/30	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Example:

N9*L1*MESSAGE TO FOLLOW

MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

User Option (Usage): Used

Purpose: To provide a free-form format that allows the transmission of text information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use

Description: Free-form message text

Example:

MSG*PLEASE SHIP ACCORDING TO ROUTING GUIDE

N1 Name

Pos: 310	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 4

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use
Description: Code identifying an organizational entity, a physical location, property or an individual						
Code List Summary (Total Codes: 1312, Included: 1)						
Code Name						
ST Ship To						
N102	93	Name	M	AN	1/60	Must use
Description: Free-form name						
N103	66	Identification Code Qualifier	M	ID	1/2	Must use
Description: Code designating the system/method of code structure used for Identification Code (67)						
Code List Summary (Total Codes: 215, Included: 1)						
Code Name						
92 Assigned by Buyer or Buyer's Agent						
N104	67	Identification Code	M	AN	2/80	Must use
Description: Code identifying a party or other code						

Example:

N1*ST*ABC CORP*92*2000234

N2

Additional Name Information

Pos: 320

Max: 2

Heading - Optional

Loop: N1

Elements: 2

User Option (Usage): Used
Purpose: 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	1/60	Must use
		Description: Free-form name				
N202	93	Name	O	AN	1/60	Used
		Description: Free-form name				

Example:

N2*SUITE 2002A

N3 Address Information

Pos: 330	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 2

User Option (Usage): Must use
Purpose: 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	1/55	Must use
Description: Address information						
N302	166	Address Information	O	AN	1/55	Used
Description: Address information						

Example:

N3*215 CELEBRATION PLACE

N4 Geographic Location

Pos: 340	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 4

User Option (Usage): Must use

Purpose: To specify the geographic place of the named party

Element Summary:

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

Example:

N4*KISSIMMEE*FL*34747*US

PER Administrative Communications Contact

Pos: 360	Max: 1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
Description: Code identifying the major duty or responsibility of the person or group named						
Code List Summary (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u>						
IC Information Contact						
PER02	93	Name	O	AN	1/60	Used
Description: Free-form name						
PER03	365	Communication Number Qualifier	O	ID	2/2	Used
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
TE Telephone						
PER04	364	Communication Number	O	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	O	ID	2/2	Used
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
EM Electronic Mail						
PER06	364	Communication Number	O	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						

Example:

PER*IC*BOB SMITH*TE*800-555-5555*EM*Bob.Smith@case.com

N1	Name	Pos: 310	Max: 1
		Heading - Mandatory	
		Loop: N1	Elements: 2

User Option (Usage): Must use
Purpose: To identify a party by type of organization, name, and code

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	Entity Identifier Code	M	ID	2/3	Must use
Description: Code identifying an organizational entity, a physical location, property or an individual						
Code List Summary (Total Codes: 1312, Included: 1)						
Code Name						
BT Bill-to-Party						
N102	93	Name	M	AN	1/60	Must use
Description: Free-form name						

Example:
N1*BT*INSIGHT DIRECT USA, INC.

PER Administrative Communications Contact

Pos: 360	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 6

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
Description: Code identifying the major duty or responsibility of the person or group named						
Code List Summary (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u>						
AP Accounts Payable Department						
PER02	93	Name	M	AN	1/60	Must use
Description: Free-form name						
PER03	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
TE Telephone						
PER04	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u>						
EM Electronic Mail						
PER06	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						

Example:

PER*AP*ORDER FLOW TEAM*TE*480-333-3000*EM*LICENSING@INSIGHT.COM

PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 9

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
PO101	350	Assigned Identification	M	AN	1/20	Must use				
Description: Alphanumeric characters assigned for differentiation within a transaction set										
Insight Note: This is the line item number that must be returned on subsequent documents to Insight such as the 855, 856, 810 and 870.										
PO102	330	Quantity Ordered	M	R	1/15	Must use				
Description: Quantity ordered										
PO103	355	Unit or Basis for Measurement Code	M	ID	2/2	Must use				
Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken										
Code List Summary (Total Codes: 794, Included: 1)										
<table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>EA</td><td>Each</td></tr></table>							<u>Code</u>	<u>Name</u>	EA	Each
<u>Code</u>	<u>Name</u>									
EA	Each									
PO104	212	Unit Price	M	R	1/17	Must use				
Description: Price per unit of product, service, commodity, etc.										
PO105	639	Basis of Unit Price Code	M	ID	2/2	Must use				
Description: Code identifying the type of unit price for an item										
Code List Summary (Total Codes: 91, Included: 1)										
<table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>CP</td><td>Current Price (Subject to Change)</td></tr></table>							<u>Code</u>	<u>Name</u>	CP	Current Price (Subject to Change)
<u>Code</u>	<u>Name</u>									
CP	Current Price (Subject to Change)									
PO106	235	Product/Service ID Qualifier	M	ID	2/2	Must use				
Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)										
Code List Summary (Total Codes: 477, Included: 1)										
<table><tr><th><u>Code</u></th><th><u>Name</u></th></tr><tr><td>BP</td><td>Buyer's Part Number</td></tr></table>							<u>Code</u>	<u>Name</u>	BP	Buyer's Part Number
<u>Code</u>	<u>Name</u>									
BP	Buyer's Part Number									
PO107	234	Product/Service ID	M	AN	1/48	Must use				
Description: Identifying number for a product or service										
PO108	235	Product/Service ID Qualifier	M	ID	2/2	Must use				
Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)										
Code List Summary (Total Codes: 477, Included: 1)										

Code Name

VP Vendor's (Seller's) Part Number

PO109 234 **Product/Service ID** M AN 1/48 Must use**Description:** Identifying number for a product or service**Example:***PO1*00010*1*EA*396.01*CP*BP*25R8904*VP*25R8904*

REF Reference Identification

Pos: 100	Max: >1
Detail - Optional	
Loop: PO1	Elements: 3

User Option (Usage): Used

Purpose: To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code List Summary (Total Codes: 1503, Included: 12)

Code Name

11	Account Number
AH	Agreement Number
BB	Authorization Number
CT	Contract Number
PD	Promotion/Deal Number
PG	Product Group
PR	Price Quote Number
Q1	Quote Number
S6	Stock Number
SE	Serial Number
CNO	Hold Number
PLA	Product Licensing Agreement Number

REF02	127	Reference Identification	M	AN	1/30	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

REF03	352	Description	O	AN	1/80	Used
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Description: A free-form description to clarify the related data elements and their content

Insight Note:

The Serial numbers will be placed in this element because the max length of a serial number can be up to 50 characters and REF02 only allows for 30 characters

Example:

REF*11*Redhat account number

REF*BB*12345AU

REF*PLA*99F99SE

REF*AH*Master Agreement

REF*Q1*Customer Quote

REF*SE**Serial Number

REF*S6* Initial Stock Number

REF*CT*Enrollment Number

REF*PG*Program Code

REF*PD*Deal Registration Number

REF*PR*Price Quote Number (Special Pricing indicator)

*REF*CNO*Commitment Number(Hold Number)*

PER Administrative Communications Contact

Pos: 110	Max: 1
Detail - Optional	
Loop: PO1	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
Description: Code identifying the major duty or responsibility of the person or group named						
Code List Summary (Total Codes: 230, Included: 1)						
<u>Code</u> <u>Name</u> FF Licensee						
PER02	93	Name	M	AN	1/60	Must use
Description: Free-form name						
PER03	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u> TE Telephone						
PER04	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	M	ID	2/2	Must use
Description: Code identifying the type of communication number						
Code List Summary (Total Codes: 40, Included: 1)						
<u>Code</u> <u>Name</u> EM Electronic Mail						
PER06	364	Communication Number	M	AN	1/80	Must use
Description: Complete communications number including country or area code when applicable						

Insight Note:

This segment is used for Software License Orders.

Example:

PER*FF*JOE SMITH*TE*800-444-4444 ext 1234*EM*JSMITH@XYZ.COM

DTM Date/Time Reference

Pos: 210	Max: 2
Detail - Optional	
Loop: PO1	Elements: 2

User Option (Usage): Used

Purpose: To specify pertinent dates and times

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use

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

Code List Summary (Total Codes: 1112, Included: 2)

Code Name

092 Contract Effective

093 Contract Expiration

DTM02	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD

Example:

DTM*092*01012022

DTM*093*12312022

N1 Name

Pos: 350	Max: 1
Detail - Optional	
Loop: N1	Elements: 3

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use
Description: Code identifying an organizational entity, a physical location, property or an individual						
Code List Summary (Total Codes: 1312, Included: 1)						
Code Name						
SF Ship From						
N103	66	Identification Code Qualifier	M	ID	1/2	Must use
Description: Code designating the system/method of code structure used for Identification Code (67)						
Code List Summary (Total Codes: 215, Included: 1)						
Code Name						
54 Warehouse						
N104	67	Identification Code	M	AN	2/80	Must use
Description: Code identifying a party or other code						

Example:

This segment is strictly for Canada orders.

*N1*Sf**54*10*

CTT Transaction Totals

Pos: 010

Max: 1

Summary - Mandatory

Loop: CTT

Elements: 1

User Option (Usage): Must use

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

Element Summary:

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

Description: Total number of line items in the transaction set

Example:

CTT*1

SE Transaction Set Trailer

Pos: 030	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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)

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments	M	N0	1/10	Must use
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	Must use
Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set						