

# **Indigo Books & Music Inc. - Trade Drop Ship**

**X12/V4010/850 : 850 Purchase Order**

**Version: 2 Final**

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<b>Publication:</b>	<b>2020-11-25</b>
<b>Modified:</b>	<b>2024-07-10</b>

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# 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.

### User Note 1:

*Change History:*  
*July 2024:*  
 Added Optional N3\_02 for Address information

### Not Defined:

<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>
	ISA	Interchange Control Header	M	1			Must use
	GS	Functional Group Header	M	1			Must use

### 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
110	CSH	Sales Requirements	M	5			Must use
130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1			Used
150	DTM	Date/Time Reference	M	10			Must use
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used

<u>LOOP ID - N1</u>					<u>200</u>		
310	N1	Name	M	1			Must use
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	O	>1			Used

### 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>
<u>LOOP ID - PO1</u>					<u>100000</u>	<u>N2/010L</u>	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
<u>LOOP ID - CTP</u>					<u>&gt;1</u>		
040	CTP	Pricing Information	M	1			Must use
<u>LOOP ID - PID</u>					<u>1000</u>		
050	PID	Product/Item Description	M	1			Must use
<u>LOOP ID - N9</u>					<u>1000</u>		

<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>
295	N9	Reference Identification	M	1			Must use
300	MSG	Message Text	M	1000			Must use

**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>
<b><u>LOOP ID - CTT</u></b>					<b><u>1</u></b>	<b><u>N3/010L</u></b>	
010	CTT	Transaction Totals	M	1		N3/010	Must use
030	SE	Transaction Set Trailer	M	1			Must use

**Notes:**

- 2/010L PO102 is required.
- 2/010 PO102 is required.
- 3/010L 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.
- 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.

# ISA Interchange Control Header

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	Elements: 16

**User Option (Usage):** Must use

**Purpose:** To start and identify an interchange of zero or more functional groups and interchange-related control 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>	<u>Rep</u>
ISA01	I01	<b>Authorization Information Qualifier</b>	M	ID	2/2	Must use	1

**Description:** Code to identify the type of information in the Authorization Information

**CodeList Summary** (Total Codes: 7, Included: 1)

**Code Name**

00 No Authorization Information Present (No Meaningful Information in I02)

ISA02	I02	<b>Authorization Information</b>	M	AN	10/10	Must use	1
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**Description:** Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01)

ISA03	I03	<b>Security Information Qualifier</b>	M	ID	2/2	Must use	1
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**Description:** Code to identify the type of information in the Security Information

**All valid standard codes are used. (Total Codes: 2)**

ISA04	I04	<b>Security Information</b>	M	AN	10/10	Must use	1
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**Description:** This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03)

ISA05	I05	<b>Interchange ID Qualifier</b>	M	ID	2/2	Must use	1
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**Description:** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified

**User Note 1:**

ZZ

**CodeList Summary** (Total Codes: 38, Included: 1)

**Code Name**

ZZ Mutually Defined

ISA06	I06	<b>Interchange Sender ID</b>	M	AN	15/15	Must use	1
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**Description:** Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element

**User Note 1:**

NDIGOTRADEDS

ISA07	I05	<b>Interchange ID Qualifier</b>	M	ID	2/2	Must use	1
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**Description:** Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
ISA08	I07	<b>Interchange Receiver ID</b>	M	AN	15/15	Must use	1
		<b>Description:</b> Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them					
ISA09	I08	<b>Interchange Date</b>	M	DT	6/6	Must use	1
		<b>Description:</b> Date of the interchange					
ISA10	I09	<b>Interchange Time</b>	M	TM	4/4	Must use	1
		<b>Description:</b> Time of the interchange					
ISA11	I10	<b>Interchange Control Standards Identifier</b>	M	ID	1/1	Must use	1
		<b>Description:</b> Code to identify the agency responsible for the control standard used by the message that is enclosed by the interchange header and trailer					
		<b>All valid standard codes are used. (Total Codes: 1)</b>					
ISA12	I11	<b>Interchange Control Version Number</b>	M	ID	5/5	Must use	1
		<b>Description:</b> Code specifying the version number of the interchange control segments					
		<b>CodeList Summary</b> (Total Codes: 17, Included: 1)					
		<b>Code Name</b>					
		00401 Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997, Version 4, Release 1					
ISA13	I12	<b>Interchange Control Number</b>	M	N0	9/9	Must use	1
		<b>Description:</b> A control number assigned by the interchange sender					
ISA14	I13	<b>Acknowledgment Requested</b>	M	ID	1/1	Must use	1
		<b>Description:</b> Code sent by the sender to request an interchange acknowledgment (TA1)					
		<b>CodeList Summary</b> (Total Codes: 2, Included: 1)					
		<b>Code Name</b>					
		0 No Acknowledgment Requested					
ISA15	I14	<b>Usage Indicator</b>	M	ID	1/1	Must use	1
		<b>Description:</b> Code to indicate whether data enclosed by this interchange envelope is test, production or information					
		<b>CodeList Summary</b> (Total Codes: 3, Included: 2)					
		<b>Code Name</b>					
		P Production Data					
		T Test Data					
ISA16	I15	<b>Component Element Separator</b>	M		1/1	Must use	1
		<b>Description:</b> Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator					

# GS Functional Group Header

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	Elements: 8

**User Option (Usage):** Must use

**Purpose:** To indicate the beginning of a functional group and to provide control 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>	<u>Rep</u>
GS01	479	<b>Functional Identifier Code</b>	M	ID	2/2	Must use	1
<b>Description:</b> Code identifying a group of application related transaction sets							
<b>CodeList Summary</b> (Total Codes: 224, Included: 1)							
<b>Code Name</b>							
PO Purchase Order (850)							
GS02	142	<b>Application Sender's Code</b>	M	AN	2/15	Must use	1
<b>Description:</b> Code identifying party sending transmission; codes agreed to by trading partners							
<b>User Note 1:</b>							
NDIGOTRADEDS							
GS03	124	<b>Application Receiver's Code</b>	M	AN	2/15	Must use	1
<b>Description:</b> Code identifying party receiving transmission; codes agreed to by trading partners							
GS04	373	<b>Date</b>	M	DT	8/8	Must use	1
<b>Description:</b> Date expressed as CCYYMMDD							
GS05	337	<b>Time</b>	M	TM	4/8	Must use	1
<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)							
GS06	28	<b>Group Control Number</b>	M	N0	1/9	Must use	1
<b>Description:</b> Assigned number originated and maintained by the sender							
GS07	455	<b>Responsible Agency Code</b>	M	ID	1/2	Must use	1
<b>Description:</b> Code used in conjunction with Data Element 480 to identify the issuer of the standard							
<b>CodeList Summary</b> (Total Codes: 2, Included: 1)							
<b>Code Name</b>							
X Accredited Standards Committee X12							
GS08	480	<b>Version / Release / Industry Identifier Code</b>	M	AN	1/12	Must use	1
<b>Description:</b> Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade							

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
		association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed					

**Semantics:**

1. GS04 is the group date.
2. GS05 is the group time.
3. The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.

**Comments:**

1. A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.



# 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>	<u>Rep</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use	1

**Description:** Code uniquely identifying a Transaction Set

**CodeList Summary** (Total Codes: 298, Included: 1)

**Code Name**

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use	1
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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

## 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., 810 selects the Invoice Transaction Set).

# BEG Beginning Segment for Purchase Order

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

**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>	<u>Rep</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use	1
<b>Description:</b> Code identifying purpose of transaction set							
<b>CodeList Summary</b> (Total Codes: 65, Included: 1)							
<b>Code Name</b>							
00 Original							
BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use	1
<b>Description:</b> Code specifying the type of Purchase Order							
<b>User Note 1:</b>							
<i>"DS" indicates Drop Ship PO, where the vendor ships directly to consumer</i>							
<i>"DR" indicates Direct Ship PO, where the vendor Ships directly to the store</i>							
<b>CodeList Summary</b> (Total Codes: 69, Included: 2)							
<b>Code Name</b>							
DR Direct Ship							
DS Dropship							
BEG03	324	Purchase Order Number	M	AN	1/22	Must use	1
<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser							
<b>User Note 1:</b>							
<i>Purchase Order Number is 10 characters long (Min/Max 10)</i>							
BEG05	373	Date	M	DT	8/8	Must use	1
<b>Description:</b> Date expressed as CCYYMMDD							

## Semantics:

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

# CUR Currency

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

**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>	<u>Rep</u>
CUR01	98	Entity Identifier Code	M	ID	2/3	Must use	1

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

**CodeList Summary** (Total Codes: 1312, Included: 1)

**Code Name**

SE Selling Party

CUR02	100	Currency Code	M	ID	3/3	Must use	1
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**Description:** Code (Standard ISO) for country in whose currency the charges are specified

**User Note 1:**

*CAD = Canada*  
*USD = US*  
*GBP = Great Britain Pound*  
*EUR = European*

# 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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Used	1

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1503, Included: 2)

**Code Name**

CO Customer Order Number

IA Internal Vendor Number

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

## Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

# CSH Sales Requirements

Pos: 110	Max: 5
Heading - Mandatory	
Loop: N/A	Elements: 1

**User Option (Usage):** Must use

**Purpose:** To specify general conditions or requirements of the sale

## 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>	<u>Rep</u>
CSH01	563	Sales Requirement Code	M	ID	1/2	Must use	1

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

**CodeList Summary** (Total Codes: 54, Included: 1)

**Code Name**

N No Back Order

# ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

**User Option (Usage):** Used

**Purpose:** To specify terms of sale

### User Note 1:

ITD\*01\*03\*\*\*\*\*60

### 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>	<u>Rep</u>
ITD01	336	<b>Terms Type Code</b>	O	ID	2/2	Used	1
<b>Description:</b> Code identifying type of payment terms							
<b>CodeList Summary</b> (Total Codes: 65, Included: 1)							
<u>Code</u> <u>Name</u>							
01 Basic							
ITD02	333	<b>Terms Basis Date Code</b>	O	ID	1/2	Used	1
<b>Description:</b> Code identifying the beginning of the terms period							
<b>CodeList Summary</b> (Total Codes: 17, Included: 1)							
<u>Code</u> <u>Name</u>							
3 Invoice Date							
ITD12	352	<b>Description</b>	O	AN	1/80	Used	1
<b>Description:</b> A free-form description to clarify the related data elements and their content							

# DTM Date/Time Reference

Pos: 150	Max: 10
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>	<u>Rep</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use	1

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

**CodeList Summary** (Total Codes: 1112, Included: 2)

<u>Code</u>	<u>Name</u>
002	Delivery Requested
118	Requested Pick-up

DTM02	373	Date	M	DT	8/8	Must use	1
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**Description:** Date expressed as CCYYMMDD

**User Note 1:**

*002 is used to indicate the date on which the Purchase Order is to be delivered by*

*118 is used to indicate the date on which the Purchase Order is to be shipped or picked up. This date, described by Indigo as the Carrier Handover Date ( CHO ) is provided for all Purchase Orders*

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 4

**User Option (Usage):** Used

**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>	<u>Rep</u>
TD502	66	Identification Code Qualifier	O	ID	1/2	Used	1

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

**CodeList Summary** (Total Codes: 215, Included: 1)

### Code Name

2 Standard Carrier Alpha Code (SCAC)

TD503	67	Identification Code	O	AN	2/80	Used	1
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**Description:** Code identifying a party or other code

TD505	387	Routing	O	AN	1/35	Used	1
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**Description:** Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

TD512	284	Service Level Code	O	ID	2/2	Used	1
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**Description:** Code indicating the level of transportation service or the billing service offered by the transportation carrier

### **User Note 1:**

**ES** Expedited Service used for Premium Shipping

**G2** Standard Service used for Standard Shipping

**SE** Second Day used for Next Day

**CodeList Summary** (Total Codes: 66, Included: 3)

### Code Name

ES Expedited Service

G2 Standard Service

SE Second Day

## Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.



# Loop Name

Pos: 310	Repeat: 200
Mandatory	
Loop: N1	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
310	N1	Name	M	1		Must use
320	N2	Additional Name Information	O	2		Used
330	N3	Address Information	O	2		Used
340	N4	Geographic Location	O	>1		Used

# 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

## User Note 1:

*If N1\_03 and 04 are present it is a Ship to Store Order.  
N1\_03 and 04 are not used on Drop Ship POs.*

## 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>	<u>Rep</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use	1

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

**CodeList Summary** (Total Codes: 1312, Included: 3)

### Code Name

BT	Bill-to-Party
ST	Ship To
VN	Vendor

N102	93	Name	M	AN	1/60	Must use	1
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**Description:** Free-form name

N103	66	Identification Code Qualifier	O	ID	1/2	Used	1
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**Description:** Code designating the system/method of code structure used for Identification Code (67)

### User Note 1:

*If N1\_03 is present it is a Ship to Store Order.*

**CodeList Summary** (Total Codes: 215, Included: 2)

### Code Name

1	D-U-N-S Number, Dun & Bradstreet
15	Standard Address Number (SAN)

N104	67	Identification Code	O	AN	2/80	Used	1
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**Description:** Code identifying a party or other code

### User Note 1:

*If N1\_04 is present it is a Ship to Store Order.*

## Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is 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.

# N2 Additional Name Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 1

**User Option (Usage):** Used

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

## 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>	<u>Rep</u>
N201	93	Name	O	AN	1/60	Used	1

**Description:** Free-form name

# N3 Address Information

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

**User Option (Usage):** Used

**Purpose:** To specify the location 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>	<u>Rep</u>
N301	166	<b>Address Information</b>	M	AN	1/55	Must use	1
		<b>Description:</b> Address information					
N302	166	<b>Address Information</b>	O	AN	1/55	Used	1
		<b>Description:</b> Address information					

# N4 Geographic Location

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

**User Option (Usage):** Used

**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>	<u>Rep</u>
N401	19	<b>City Name</b>	O	AN	2/30	Used	1
		<b>Description:</b> Free-form text for city name					
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used	1
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency					
N403	116	<b>Postal Code</b>	O	ID	3/15	Used	1
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)					
N404	26	<b>Country Code</b>	O	ID	2/3	Used	1
		<b>Description:</b> Code identifying the country					

## 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.



# 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>	<u>Rep</u>
PO101	350	<b>Assigned Identification</b>	M	AN	1/20	Must use	1
<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set							
<b>User Note 1:</b> <i>PO101 must be non-sequential and returned on all documents</i>							
PO102	330	<b>Quantity Ordered</b>	M	R	1/15	Must use	1
<b>Description:</b> Quantity ordered							
PO103	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use	1
<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken							
<b>CodeList Summary</b> (Total Codes: 794, Included: 1)							
<u>Code</u> <u>Name</u>							
EA Each							
PO104	212	<b>Unit Price</b>	M	R	1/17	Must use	1
<b>Description:</b> Price per unit of product, service, commodity, etc.							
PO105	639	<b>Basis of Unit Price Code</b>	M	ID	2/2	Must use	1
<b>Description:</b> Code identifying the type of unit price for an item							
<b>CodeList Summary</b> (Total Codes: 91, Included: 1)							
<u>Code</u> <u>Name</u>							
NT Net							
PO106	235	<b>Product/Service ID Qualifier</b>	M	ID	2/2	Must use	1
<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)							
<b>CodeList Summary</b> (Total Codes: 477, Included: 4)							
<u>Code</u> <u>Name</u>							
EN European Article Number (EAN) (2-5-5-1)							
IB International Standard Book Number (ISBN)							
UK U.P.C./EAN Shipping Container Code (1-2-5-5-1)							
UP U.P.C. Consumer Package Code (1-5-5-1)							
PO107	234	<b>Product/Service ID</b>	M	AN	1/48	Must use	1
<b>Description:</b> Identifying number for a product or service							
PO108	235	<b>Product/Service ID Qualifier</b>	M	ID	2/2	Must use	1

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)					
		<b>CodeList Summary</b> (Total Codes: 477, Included: 6)					
		<b>Code Name</b>					
		EN					
		European Article Number (EAN) (2-5-5-1)					
		IB					
		International Standard Book Number (ISBN)					
		MG					
		Manufacturer's Part Number					
		UK					
		U.P.C./EAN Shipping Container Code (1-2-5-5-1)					
		UP					
		U.P.C. Consumer Package Code (1-5-5-1)					
		VN					
		Vendor's (Seller's) Item Number					
PO109	234	<b>Product/Service ID</b>	M	AN	1/48	Must use	1

**Description:** Identifying number for a product or service

### Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.

### 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.



# Loop Pricing Information

Pos: 040	Repeat: >1
Mandatory	
Loop: CTP	Elements: N/A

**User Option (Usage):** Must use

**Purpose:** To specify pricing information

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
040	CTP	Pricing Information	M	1		Must use

# CTP Pricing Information

Pos: 040	Max: 1
Detail - Mandatory	
Loop: CTP	Elements: 4

**User Option (Usage):** Must use

**Purpose:** To specify pricing 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>	<u>Rep</u>
CTP02	236	<b>Price Identifier Code</b>	M	ID	3/3	Must use	1
<b>Description:</b> Code identifying pricing specification							
<b>CodeList Summary</b> (Total Codes: 164, Included: 1)							
<u>Code</u> <u>Name</u>							
SLP Suggested List Price							
CTP03	212	<b>Unit Price</b>	M	R	1/17	Must use	1
<b>Description:</b> Price per unit of product, service, commodity, etc.							
CTP06	648	<b>Price Multiplier Qualifier</b>	O	ID	3/3	Used	1
<b>Description:</b> Code indicating the type of price multiplier							
<b>CodeList Summary</b> (Total Codes: 6, Included: 1)							
<u>Code</u> <u>Name</u>							
DIS Discount Multiplier							
CTP07	649	<b>Multiplier</b>	O	R	1/10	Used	1
<b>Description:</b> Value to be used as a multiplier to obtain a new value							
<b>User Note 1:</b>							
<i>Multiplier of .8 = 20% discount</i>							
<i>Multiplier of .6 = 40% discount</i>							

## Syntax Rules:

1. C0607 - If CTP06 is present, then CTP07 is required.

## Semantics:

1. CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.

# Loop Product/Item Description

Pos: 050	Repeat: 1000
Mandatory	
Loop: PID	Elements: N/A

**User Option (Usage):** Must use

**Purpose:** To describe a product or process in coded or free-form format

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
050	PID	Product/Item Description	M	1		Must use
295		Loop N9	M		1000	Must use

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Mandatory	
Loop: PID	Elements: 2

**User Option (Usage):** Must use

**Purpose:** To describe a product or process in coded or free-form format

## 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>	<u>Rep</u>
PID01	349	Item Description Type	M	ID	1/1	Must use	1

**Description:** Code indicating the format of a description

**CodeList Summary** (Total Codes: 3, Included: 1)

Code Name

F Free-form

PID05	352	Description	M	AN	1/80	Must use	1
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**Description:** A free-form description to clarify the related data elements and their content

## Syntax Rules:

1. R0405 - At least one of PID04 or PID05 is required.

## Comments:

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.

# Loop Reference Identification

Pos: 295	Repeat: 1000
Mandatory	
Loop: N9	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
295	N9	Reference Identification	M	1		Must use
300	MSG	Message Text	M	1000		Must use

# N9 Reference Identification

Pos: 295	Max: 1
Detail - Mandatory	
Loop: N9	Elements: 2

**User Option (Usage):** Must use

**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>	<u>Rep</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use	1

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1503, Included: 1)

### Code Name

L1 Letters or Notes

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

### **User Note 1:**

*When N901 = L1 the N902 will contain one of the following 3 character codes to identify the type of note to follow in MSG01.*

*GFT: Gift Message*

*CCG: Customized Message*

## Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.

# MSG Message Text

Pos: 300	Max: 1000
Detail - Mandatory	
Loop: N9	Elements: 1

**User Option (Usage):** Must use

**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>	<u>Rep</u>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use	1

**Description:** Free-form message text

**User Note 1:**

*If N901 = L1 & N902 = GFT then MSG01 will contain a Gift Message*

*If N901 = L1 & N902 = CCG then MSG01 will contain a Customized Message*

# Loop Transaction Totals

Pos: 010	Repeat: 1
Mandatory	
Loop: CTT	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	M	1		Must use



# 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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>	<u>Rep</u>
CTT01	354	Number of Line Items	M	NO	1/6	Must use	1

**Description:** Total number of line items in the transaction set

## Comments:

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

# 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>	<u>Rep</u>
SE01	96	<b>Number of Included Segments</b>	M	N0	1/10	Must use	1
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments					
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use	1
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set					

## Comments:

- SE is the last segment of each transaction set.