

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.

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>
0100	ST	Transaction Set Header	M	1			Must use
0200	BEG	Beginning Segment for Purchase Order	M	1			Must use
0400	CUR	Currency	O	1			Used
0500	REF	Reference Identification	O	>1			Used
0700	TAX	Tax Reference	O	>1			Used
0800	FOB	F.O.B. Related Instructions	O	>1			Used
1300	ITD	Terms of Sale/Deferred Terms of Sale	O	>1			Used
1500	DTM	Date/Time Reference	O	10			Used
1850	SI	Service Characteristic Identification	O	>1			Used
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O	>1			Used
2800	CTB	Restrictions/Conditions	O	5			Used
LOOP ID - N1					200		
3100	N1	Name	O	1			Used
3200	N2	Additional Name Information	O	2			Used
3300	N3	Address Information	O	2			Used
3400	N4	Geographic Location	O	>1			Used
3600	PER	Administrative Communications Contact	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>
LOOP ID - PO1					100000	N2/0100L	
0100	PO1	Baseline Item Data	M	1		N2/0100	Must use
0180	SI	Service Characteristic Identification	O	>1			Used
LOOP ID - PID					1000		
0500	PID	Product/Item Description	O	1			Used
1000	REF	Reference Identification	O	>1			Used
LOOP ID - SCH					200	N2/2950L	
2950	SCH	Line Item Schedule	O	1		N2/2950	Used
LOOP ID - N1					200		
3500	N1	Name	O	1			Used
3600	N2	Additional Name Information	O	2			Used
3700	N3	Address Information	O	2			Used
3800	N4	Geographic Location	O	1			Used
4000	PER	Administrative Communications Contact	O	3			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					<u>1</u>	<u>N3/0100L</u>	
0100	CTT	Transaction Totals	O	1		N3/0100	Used
0300	SE	Transaction Set Trailer	M	1			Must use

Notes:

- 2/0100L PO102 is required.
- 2/0100 PO102 is required.
- 2/2950L The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
- 2/2950 The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
- 3/0100L 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.
- 3/0100 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.

ST Transaction Set Header

Pos: 0100	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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 Description: Code uniquely identifying a Transaction Set	M	ID	3/3	Must use
		Code Name 850 Purchase Order				
ST02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>Must be unique within the group.</i>	M	AN	4/9	Must use

Semantics:

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).

BEG Beginning Segment for Purchase Order

Pos: 0200	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 6

User Option (Usage): Must use

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 Description: Code identifying purpose of transaction set Code Name 00 Original 05 Replace 06 Confirmation	M	ID	2/2	Must use
BEG02	92	Purchase Order Type Code Description: Code specifying the type of Purchase Order Code Name BK Blanket Order (Quantity firm) CN Consigned Order RR Repair and Return SA Stand-alone Order SO Shipped Order SS Supply or Service Order UE Unit Exchange WO Warranty Order	M	ID	2/2	Must use
BEG03	324	Purchase Order Number Description: Identifying number for Purchase Order assigned by the orderer/purchaser	M	AN	1/22	Must use
BEG04	328	Release Number Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	O	AN	1/30	Used
BEG05	373	Date Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year	M	DT	8/8	Must use
BEG06	367	Contract Number Description: Contract number	O	AN	1/30	Used

Semantics:

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

CUR Currency

Pos: 0400	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

To specify the currency (dollars, pounds, pesos, 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 Description: Code identifying an organizational entity, a physical location, property or an individual	M	ID	2/3	Must use
		Code Name BY Buying Party (Purchaser)				
CUR02	100	Currency Code Description: Code (Standard ISO) for country in whose currency the charges are specified	M	ID	3/3	Must use
		CAD Canadian Dollar				
		MEX Mexican Peso				
		USA US Dollar				

Syntax Rules:

1. C0807 - If CUR08 is present, then CUR07 is required.
2. C0907 - If CUR09 is present, then CUR07 is required.
3. L101112 - If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. C1110 - If CUR11 is present, then CUR10 is required.
5. C1210 - If CUR12 is present, then CUR10 is required.
6. L131415 - If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. C1413 - If CUR14 is present, then CUR13 is required.
8. C1513 - If CUR15 is present, then CUR13 is required.
9. L161718 - If CUR16 is present, then at least one of CUR17 or CUR18 is required.
10. C1716 - If CUR17 is present, then CUR16 is required.
11. C1816 - If CUR18 is present, then CUR16 is required.
12. L192021 - If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. C2019 - If CUR20 is present, then CUR19 is required.
14. C2119 - If CUR21 is present, then CUR19 is required.

Comments:

1. See Figures Appendix for examples detailing the use of the CUR segment.

REF Reference Identification

Pos: 0500	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Used

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>
REF01	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification	M	ID	2/3	Must use
		Code Name L1 Letters or Notes				
		<i>If this code is sent, manual intervention is required and the Rail Industry expects interpretation and compliance.</i>				
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/50	Used
REF03	352	Description Description: A free-form description to clarify the related data elements and their content	C	AN	1/80	Used

Syntax Rules:

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

Semantics:

1. REF04 contains data relating to the value cited in REF02.

TAX Tax Reference

Pos: 0700	Max: >1
Heading - Optional	
Loop: N/A	Elements: 4

User Option (Usage): Used

To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the 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>
TAX01	325	Tax Identification Number Description: Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number	C	AN	1/20	Used
TAX02	309	Location Qualifier Description: Code identifying type of location Code Name SP State/Province	C	ID	1/2	Used
TAX03	310	Location Identifier Description: Code which identifies a specific location	C	AN	1/30	Used
TAX12	441	Tax Exempt Code Description: Code identifying exemption status from sales and use tax Code Name 5 Exempt (Not For Resale)	O	ID	1/1	Used

Syntax Rules:

1. R0103 - At least one of TAX01 or TAX03 is required.
2. P0203 - If either TAX02 or TAX03 is present, then the other is required.
3. P0405 - If either TAX04 or TAX05 is present, then the other is required.
4. P0607 - If either TAX06 or TAX07 is present, then the other is required.
5. P0809 - If either TAX08 or TAX09 is present, then the other is required.
6. P1011 - If either TAX10 or TAX11 is present, then the other is required.

Comments:

1. Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
2. TAX01 is required if tax exemption is being claimed.

FOB F.O.B. Related Instructions

Pos: 0800	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Used

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 Description: Code identifying payment terms for transportation charges Code Name CC Collect DF Defined by Buyer and Seller <i>Code "DF" indicates that the method of payment is not specified.</i> PC Prepaid but Charged to Customer PP Prepaid (by Seller) PU Pickup	M	ID	2/2	Must use
FOB06	309	Location Qualifier Description: Code identifying type of location Code Name CI City DE Destination (Shipping) OR Origin (Shipping Point)	C	ID	1/2	Used
FOB07	352	Description Description: A free-form description to clarify the related data elements and their content	O	AN	1/80	Used

Syntax Rules:

1. C0302 - If FOB03 is present, then FOB02 is required.
2. C0405 - If FOB04 is present, then FOB05 is required.
3. C0706 - If FOB07 is present, then FOB06 is required.
4. C0809 - If FOB08 is present, then FOB09 is required.

Semantics:

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.

ITD Terms of Sale/Deferred Terms of Sale

Pos: 1300	Max: >1
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

To specify terms of 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>
ITD01	336	Terms Type Code Description: Code identifying type of payment terms Code Name 05 Discount Not Applicable 08 Basic Discount Offered	O	ID	2/2	Used
ITD02	333	Terms Basis Date Code Description: Code identifying the beginning of the terms period Code Name 3 Invoice Date 5 Invoice Receipt Date	O	ID	1/2	Used
ITD03	338	Terms Discount Percent Description: Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date 2% = 2 or 2.0	O	R	1/6	Used
ITD05	351	Terms Discount Days Due Description: Number of days in the terms discount period by which payment is due if terms discount is earned	C	N0	1/3	Used
ITD07	386	Terms Net Days Description: Number of days until total invoice amount is due (discount not applicable)	O	N0	1/3	Used
ITD13	765	Day of Month Description: The numeric value of the day of the month between 1 and the maximum day of the month being referenced	C	N0	1/2	Used

Syntax Rules:

1. L03040513 - If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
2. L08040513 - If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
3. L091011 - If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantics:

1. ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments:

1. If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

*The following explains the use of the elements:
If ITD01 = "05"*

ITD07 is required
ITD03, ITD05, and ITD13 must not be sent
If ITD01 = "08"
ITD03, ITD05, and ITD 07 are required
ITD13 must not be sent
ITD03 must be greater than zero
If ITD01 = "09"
ITD13 is required
ITD03 is required for other than net proximo terms
ITD05 and ITD07 must not be sent,

DTM Date/Time Reference

Pos: 1500	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

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 Description: Code specifying type of date or time, or both date and time <i>Code "002" implies that shipment is expected as indicated; not before, not after.</i>	M	ID	3/3	Must use
		Code Name 002 Delivery Requested				
DTM02	373	Date Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year	C	DT	8/8	Used

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

SI Service Characteristic Identification

Pos: 1850	Max: >1
Heading - Optional	
Loop: N/A	Elements: 5

User Option (Usage): Used

To specify service characteristic 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>
SI01	559	Agency Qualifier Code Description: Code identifying the agency assigning the code values Code Name ZZ Mutually Defined	M	ID	2/2	Must use
SI02	1000	Service Characteristics Qualifier Description: Code from an industry code list qualifying the type of service characteristics <i>The following codes will be accepted:</i> <i>EQUIPMENT TYPE (position 1)</i> L = Locomotive C = Car M = Maintenance of Way Equipment O = Other N = None - no equipment number furnished <i>EMERGENCY TYPE (position 2)</i> O = Equipment out of service S = Safety emergency G = Gang or other personnel down and not working I = Inventory Stockout N = Not an emergency - this should be used to send equipment number for non-emergency orders <i>Level of EMERGENCY (position 3)</i> 1 = Causing immediate service delay 2 = Will cause service delays in 1-2 days 3 = Will cause service delays within 1 week N = Not an emergency	M	AN	2/3	Must use
SI03	234	Product/Service ID Description: Identifying number for a product or service <i>Equipment Identification Number should appear here</i> <i>SI04 and SI05 are repeated pairs of data elements 1000 and 234.</i>	M	AN	1/48	Must use
SI04	1000	Service Characteristics Qualifier Description: Code from an industry code list qualifying the type of service characteristics	C	AN	2/2	Used
SI05	234	Product/Service ID Description: Identifying number for a product or service User Note 2: SI05 is repeated pairs of data	C	AN	1/48	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<i>elements 1000 and 234.</i>				

Syntax Rules:

1. P0405 - If either SI04 or SI05 is present, then the other is required.
2. P0607 - If either SI06 or SI07 is present, then the other is required.
3. P0809 - If either SI08 or SI09 is present, then the other is required.
4. P1011 - If either SI10 or SI11 is present, then the other is required.
5. P1213 - If either SI12 or SI13 is present, then the other is required.
6. P1415 - If either SI14 or SI15 is present, then the other is required.
7. P1617 - If either SI16 or SI17 is present, then the other is required.
8. P1819 - If either SI18 or SI19 is present, then the other is required.
9. P2021 - If either SI20 or SI21 is present, then the other is required.

Comments:

1. SI01 defines the source for each of the service characteristics qualifiers.
2. If the SI is sent, the equipment number from the SI03 must be displayed on the packing list.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 2400	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Used

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 Description: Code designating the system/method of code structure used for Identification Code (67)	C	ID	1/2	Used
		Code Name 2 Standard Carrier Alpha Code (SCAC)				
TD503	67	Identification Code Description: Code identifying a party or other code	C	AN	2/80	Used
TD505	387	Routing Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	C	AN	1/35	Used

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.

Semantics:

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.

Routing Information is to be determined in the following order of priority:

- * Segment TD5
- * General letter of routing instructions furnished by the buyer
- * Customary routing

CTB Restrictions/Conditions

Pos: 2800	Max: 5
Heading - Optional	
Loop: N/A	Elements: 4

User Option (Usage): Used

To specify restrictions/conditions (such as shipping, ordering)

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>
CTB01	688	Restrictions/Conditions Qualifier Description: Code identifying the type of restriction/condition	M	ID	2/2	Must use
		Code Name OR Ordering				
CTB02	352	Description Description: A free-form description to clarify the related data elements and their content	C	AN	1/80	Used
CTB03	673	Quantity Qualifier Description: Code specifying the type of quantity	C	ID	2/2	Used
		Code Name 04 Discrete Quantity - Rejected Material: Disposition Replacement 05 Discrete Quantity - Rejected Material: Disposition Credit				
CTB04	380	Quantity Description: Numeric value of quantity	C	R	1/15	Used

Syntax Rules:

1. R020406 - At least one of CTB02, CTB04 or CTB06 is required.
2. P0304 - If either CTB03 or CTB04 is present, then the other is required.

This segment must be sent only when BEG02 = "WO".

Loop N1

Pos: 3100	Repeat: 200
Optional	
Loop: N1	Elements: N/A

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>
3100	N1	Name	O	1		Used
3200	N2	Additional Name Information	O	2		Used
3300	N3	Address Information	O	2		Used
3400	N4	Geographic Location	O	>1		Used
3600	PER	Administrative Communications Contact	O	>1		Used

Four N1 loops are required for each PO: One each for N101 = "BT", "BY", "SE", and "ST". The "SF" loop is optional and may be sent to one or more roads. The "ST" loop can be used for either permanent or non-permanent shipping addresses. The use of various segments and elements for each of the loops can be found in Table I of the Appendix.

The Buyer expects the "BT" loop to be returned on any invoice exactly as transmitted on the Purchase Order. (See Guideline for 810 RIFMAT).

N1 Name

Pos: 3100	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

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 Description: Code identifying an organizational entity, a physical location, property or an individual Code Name BT Bill-to-Party BY Buying Party (Purchaser) SE Selling Party SF Ship From ST Ship To	M	ID	2/3	Must use
N102	93	Name Description: Free-form name <i>If N101 = "BY", N102 will contain the legal name of the buyer.</i>	C	AN	1/60	Used
N103	66	Identification Code Qualifier Description: Code designating the system/method of code structure used for Identification Code (67) <i>Absence of code value in N103 when N101 = "ST" indicates that this address is not a permanent address. The seller is expected to utilize the information in segments N1, N2, N3, and N4, to package, label, and consign the material.</i> Code Name 92 Assigned by Buyer or Buyer's Agent <i>Use of code value "92" in N103 when N101 = "ST" notifies the supplier that the value in N104 is a code for a "permanent" ship to address, and that the information in segments N2, N3 and N4 is expected to change very infrequently. A receiver may elect to capture the N1 data on an internal table. However, the receiver is expected to compare the information as transmitted with the table data. If no table data is found, a new table record may be created. If table data is found and changes are detected, the use of code value "92" implies that the changes are permanent, that the table data can be changed, and that all open orders to this location can be adjusted to the new address.</i>	C	ID	1/2	Used
N104	67	Identification Code Description: Code identifying a party or other code	C	AN	2/80	Used

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.

2. N105 and N106 further define the type of entity in N101.

Four N1 loops are required for each PO: One each for N101 = "BT", "BY", "SE", and "ST". The "SF" loop is optional and may be sent to one or more roads. The "ST" loop can be used for either permanent or non-permanent shipping addresses. The use of various segments and elements for each of the loops can be found in Table I of the Appendix.

The Buyer expects the "BT" loop to be returned on any invoice exactly as transmitted on the Purchase Order. (See Guideline for 810 RIFMAT).

N2 Additional Name Information

Pos: 3200	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

To specify additional names

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>
N201	93	Name Description: Free-form name	M	AN	1/60	Must use
N202	93	Name Description: Free-form name	O	AN	1/60	Used

See Table I of the Appendix.

N3 Address Information

Pos: 3300	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

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>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

See Table I of the Appendix.

N4 Geographic Location

Pos: 3400	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

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 Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	C	ID	2/2	Used
<i>See Table III of the Appendix for Canadian provinces and US State codes.</i>						
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country CA Canada MX Mexico US United States	C	ID	2/3	Used

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.

See Table I of the Appendix.

PER Administrative Communications Contact

Pos: 3600	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

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 Description: Code identifying the major duty or responsibility of the person or group named Code Name BD Buyer Name or Department RD Receiving Dock	M	ID	2/2	Must use
PER02	93	Name Description: Free-form name	O	AN	1/60	Used
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number Code Name EM Electronic Mail FX Facsimile TE Telephone	C	ID	2/2	Used
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	C	AN	1/256	Used
PER05	365	Communication Number Qualifier Description: Code identifying the type of communication number Code Name EM Electronic Mail FX Facsimile TE Telephone	C	ID	2/2	Used
PER06	364	Communication Number Description: Complete communications number including country or area code when applicable	C	AN	1/256	Used

Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

See Table I of the Appendix.

If the PER segment is sent and N101 = "BY", then PER01 = "BD"; if N101 = "ST", then PER01 = "RD".

Loop PO1

Pos: 0100	Repeat: 100000
Mandatory	
Loop: PO1	Elements: N/A

To specify basic and most frequently used line item data

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>
0100	PO1	Baseline Item Data	M	1		Must use
0180	SI	Service Characteristic Identification	O	>1		Used
0500		Loop PID	O		1000	Used
1000	REF	Reference Identification	O	>1		Used
2950		Loop SCH	O		200	Used
3500		Loop N1	O		200	Used

PO1 Baseline Item Data

Pos: 0100	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 11

User Option (Usage): Must use

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 Description: Alphanumeric characters assigned for differentiation within a transaction set	O	AN	1/20	Used
PO102	330	Quantity Ordered Description: Quantity ordered	C	R	1/15	Used
PO103	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <i>See Table IV of the Appendix for unit or basis for measurement codes.</i>	O	ID	2/2	Used
PO104	212	Unit Price Description: Price per unit of product, service, commodity, etc. <i>Unit price will be expressed in the Unit Of Measure Code as specified in PO103. Unit Price will be net of gross price, trade discounts and item-specific mark-ups, but will not be adjusted for payment terms or any order-specific charges.</i>	C	R	1/17	Used
PO105	639	Basis of Unit Price Code Description: Code identifying the type of unit price for an item Code Name CA Catalog CT Contract ES Estimated QT Quoted	O	ID	2/2	Used
PO106	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234) <i>PO106 through PO111 are repeated pairs of data elements 235 and 234.</i> Code Name MF Manufacturer PI Purchaser's Item Code VP Vendor's (Seller's) Part Number	C	ID	2/2	Used
PO107	234	Product/Service ID Description: Identifying number for a product or service	C	AN	1/48	Used
PO108	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)	C	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO109	234	Product/Service ID Description: Identifying number for a product or service	C	AN	1/48	Used
PO110	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)	C	ID	2/2	Used
PO111	234	Product/Service ID Description: Identifying number for a product or service	C	AN	1/48	Used

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.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 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.

SI Service Characteristic Identification

Pos: 0180	Max: >1
Detail - Optional	
Loop: PO1	Elements: 5

User Option (Usage): Used

To specify service characteristic 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>
SI01	559	Agency Qualifier Code Description: Code identifying the agency assigning the code values Code Name ZZ Mutually Defined	M	ID	2/2	Must use
SI02	1000	Service Characteristics Qualifier Description: Code from an industry code list qualifying the type of service characteristics User Note 2: <i>The following codes will be accepted:</i> <i>EQUIPMENT TYPE (position 1)</i> <i>L = Locomotive</i> <i>C = Car</i> <i>M = Maintenance of Way Equipment</i> <i>O = Other</i> <i>N = None - no equipment number furnished</i> <i>EMERGENCY TYPE (position 2)</i> <i>O = Equipment out of service</i> <i>S = Safety emergency</i> <i>G = Gang or other personnel down and not working</i> <i>I = Inventory Stockout</i> <i>N = Not an emergency - this should be used to send equipment number for non-emergency orders</i> <i>Level of EMERGENCY (position 3)</i> <i>1 = Causing immediate service delay</i> <i>2 = Will cause service delays in 1-2 days</i> <i>3 = Will cause service delays within 1 week</i> <i>N = Not an emergency</i>	M	AN	2/2	Must use
SI03	234	Product/Service ID Description: Identifying number for a product or service <i>Identifying number for a product or service</i> <i>SI04 and SI05 are repeated pairs of data elements 1000 and 234.</i>	M	AN	1/48	Must use
SI04	1000	Service Characteristics Qualifier Description: Code from an industry code list qualifying the type of service characteristics	C	AN	2/2	Used
SI05	234	Product/Service ID Description: Identifying number for a product or service	C	AN	1/48	Used

Syntax Rules:

1. P0405 - If either SI04 or SI05 is present, then the other is required.
2. P0607 - If either SI06 or SI07 is present, then the other is required.
3. P0809 - If either SI08 or SI09 is present, then the other is required.
4. P1011 - If either SI10 or SI11 is present, then the other is required.
5. P1213 - If either SI12 or SI13 is present, then the other is required.
6. P1415 - If either SI14 or SI15 is present, then the other is required.
7. P1617 - If either SI16 or SI17 is present, then the other is required.
8. P1819 - If either SI18 or SI19 is present, then the other is required.
9. P2021 - If either SI20 or SI21 is present, then the other is required.

Comments:

1. SI01 defines the source for each of the service characteristics qualifiers.
2. If the SI is sent, the equipment number from the SI03 must be displayed on the packing list.

Loop PID

Pos: 0500	Repeat: 1000
Optional	
Loop: PID	Elements: N/A

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>
0500	PID	Product/Item Description	O	1		Used

PID Product/Item Description

Pos: 0500	Max: 1
Detail - Optional	
Loop: PID	Elements: 2

User Option (Usage): Used

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>
PID01	349	Item Description Type Description: Code indicating the format of a description	M	ID	1/1	Used
		Code Name F Free-form				
PID05	352	Description Description: A free-form description to clarify the related data elements and their content	C	AN	1/80	Used

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.
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.

REF Reference Identification

Pos: 1000	Max: >1
Detail - Optional	
Loop: PO1	Elements: 3

User Option (Usage): Used

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>
REF01	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification	M	ID	2/3	Used
<p><i>If code "C1" or "98" is sent, the date of the specification may be sent in REF03 in the format MMDDYYYY.</i></p>						
<p>Code Name</p> <p>98 Container/Packaging Specification Number Description: A numeric or alphanumeric identification assigned to a unique packaging/container configuration</p> <p>BO Bin Location Number C1 Customer material specification number JB Job (Project) Number KD Special Instructions Number L1 Letters or Notes PW Prior purchase order number</p>						
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/50	Used
REF03	352	Description Description: A free-form description to clarify the related data elements and their content	C	AN	1/80	Used

Syntax Rules:

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

Semantics:

1. REF04 contains data relating to the value cited in REF02.

Loop SCH

Pos: 2950	Repeat: 200
Optional	
Loop: SCH	Elements: N/A

To specify the data for scheduling a specific line-item

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>
2950	SCH	Line Item Schedule	O	1		Used

Use of this segment will override the use of segment CSH and DTM (if sent) for this line item.

SCH Line Item Schedule

Pos: 2950	Max: 1
Detail - Optional	
Loop: SCH	Elements: 4

User Option (Usage): Used

To specify the data for scheduling a specific line-item

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>
SCH01	380	Quantity Description: Numeric value of quantity	M	R	1/15	Must use
SCH02	355	Unit or Basis for Measurement Code Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	M	ID	2/2	Must use
		<i>See Table IV of the Appendix for unit or basis for measurement codes.</i>				
SCH05	374	Date/Time Qualifier Description: Code specifying type of date or time, or both date and time	M	ID	3/3	Must use
		<i>Codes "002", "010", and "077" imply that shipment/delivery is expected as indicated; not before, not after. Code "074" implies that shipment is expected upon receipt of order, with delivery expected no later than SCH06.</i>				
		Code Name				
		002 Delivery Requested				
		010 Requested Ship				
		074 Requested for Delivery (Prior to and Including)				
		176 Expedited on				
SCH06	373	Date Description: Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year	M	DT	8/8	Must use

Semantics:

- SCH12 is the schedule identification.

Comments:

- SCH05 specifies the interpretation to be used for SCH06 and SCH07.

Use of this segment will override the use of segment CSH and DTM (if sent) for this line item.

Loop N1

Pos: 3500	Repeat: 200
Optional	
Loop: N1	Elements: N/A

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>
3500	N1	Name	O	1		Used
3600	N2	Additional Name Information	O	2		Used
3700	N3	Address Information	O	2		Used
3800	N4	Geographic Location	O	1		Used
4000	PER	Administrative Communications Contact	O	3		Used

N1 Name

Pos: 3500	Max: 1
Detail - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

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 Description: Code identifying an organizational entity, a physical location, property or an individual	M	ID	2/3	Must use
N102	93	Code Name ST Ship To Name Description: Free-form name	C	AN	1/60	Used

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.
2. N105 and N106 further define the type of entity in N101.

N2 Additional Name Information

Pos: 3600	Max: 2
Detail - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

To specify additional names

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>
N201	93	Name Description: Free-form name	M	AN	1/60	Must use
N202	93	Name Description: Free-form name	O	AN	1/60	Used

N3 Address Information

Pos: 3700	Max: 2
Detail - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

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>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

N4 Geographic Location

Pos: 3800	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

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 Description: Free-form text for city name	O	AN	2/30	Used
N402	156	State or Province Code Description: Code (Standard State/Province) as defined by appropriate government agency	C	ID	2/2	Used
N403	116	Postal Code Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	Country Code Description: Code identifying the country <i>CA Canada</i> <i>MX Mexico</i> <i>US United States</i>	C	ID	2/3	Used

Syntax Rules:

1. E0207 - Only one of N402 or N407 may be present.
2. C0605 - If N406 is present, then N405 is required.
3. C0704 - If N407 is present, then N404 is required.

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.

PER Administrative Communications Contact

Pos: 4000	Max: 3
Detail - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

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 Description: Code identifying the major duty or responsibility of the person or group named <u>Code Name</u> BD Buyer Name or Department RD Receiving Dock	M	ID	2/2	Must use
PER02	93	Name Description: Free-form name	O	AN	1/60	Used
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code Name</u> EM Electronic Mail FX Facsimile TE Telephone	C	ID	2/2	Used
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable	C	AN	1/256	Used
PER05	365	Communication Number Qualifier Description: Code identifying the type of communication number <u>Code Name</u> EM Electronic Mail FX Facsimile TE Telephone	C	ID	2/2	Used
PER06	364	Communication Number Description: Complete communications number including country or area code when applicable	C	AN	1/256	Used

Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

Loop CTT

Pos: 0100	Repeat: 1
Optional	
Loop: CTT	Elements: N/A

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>
0100	CTT	Transaction Totals	O	1		Used

CTT Transaction Totals

Pos: 0100	Max: 1
Summary - Optional	
Loop: CTT	Elements: 1

User Option (Usage): Used

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>
CTT01	354	Number of Line Items	M	NO	1/6	Must use
Description: Total number of line items in the transaction set						

Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

Comments:

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

SE Transaction Set Trailer

Pos: 0300	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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 Description: Total number of segments included in a transaction set including ST and SE segments	M	NO	1/10	Must use
SE02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>Must be identical to the transaction set control number in the ST segment.</i>	M	AN	4/9	Must use

Comments:

1. SE is the last segment of each transaction set.

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