

850

Purchase Order

Functional Group=PO

This standard provides the format and establishes the data contents of a purchase order transaction set. The purchase order transaction set provides 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>
02	ST	Transaction Set Header	M	1		
03	BEG	Beginning Segment for Purchase Order Applications	M	1		
04	NTE	Note/Special Instruction	F	100		
06	REF	Reference Numbers	O	12		
07	PER	Administrative Communications Contact	O	3		
LOOP ID - N1					200	
10	N1	Name	O	1		
15	PER	Administrative Communications Contact	O	3		
22	DTM	Date/Time Reference	O	10		

Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
LOOP ID - PO1					100000	
34	PO1	Purchase Order Baseline Item Data	M	1		
36	J2X	Item Description	O	1000		
46	REF	Reference Numbers	O	12		

Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
70	CTT	Transaction Totals	M	1		
71	SE	Transaction Set Trailer	M	1		

ST Transaction Set Header

Pos: 02	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

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

Comments:

- The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ST01	143	Transaction Set Identifier Description: Code uniquely identifying a Transaction Set.	M	ID	3/3
		<u>Code</u> <u>Name</u> 850 X12.1 Purchase Order			
ST02	329	Transaction Set Control Number Description: Identifying control number assigned by the originator for a Transaction Set. Also see: Data Interchange Control Number (28.)	M	AN	4/9

BEG Beginning Segment for Purchase Order Applications

Pos: 03	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 5

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>
BEG01	353	Transaction Set Purpose Description: Code identifying purpose of transmitted set. <u>Code Name</u> 00 Original	M	ID	2/2
BEG02	92	Purchase Order Type Description: Code specifying the type of Purchase Order or Change to Purchase Order. <u>Code Name</u> NE New Order RL Release (Blanket Order) SA Stand-alone Order ZZ Mutually Defined	M	ID	2/2
BEG03	324	Purchase Order Number Description: Identifying number for Purchase Order assigned by the orderer/purchaser.	M	AN	1/22
BEG04	328	Release Number Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction. Baxter: Pass-through field. If Release Number is sent, it will be returned on the 855 and 810 and will also be printed on the packing slip.	O	AN	1/30
BEG06	323	Purchase Order Date Description: Date assigned by the purchaser to Purchase Order.	M	DT	6/6

NTE Note/Special Instruction

Pos: 04	Max: 100
Heading - Floating	
Loop: N/A	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

Comments:

The NTE permits free-form information/data which, under the ANSI X12 standard implementations, is not machine processable. The use of the "NTE" segment should therefore be avoided, if at all possible, in an automated environment.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
NTE01	363	Note Reference Code Description: Code identifying the functional area or purpose for which the note applies. Also see: Free Form Message (3). Baxter: NTE segments received with the GEN qualifier will be returned on the 855 and 810. Segments received with the LIN qualifier will be returned on the 855 and printed on the packing slip.	O	ID	3/3
		<u>Code Name</u> GEN Entire Transaction Set LIN Line Item			
NTE02	3	Free Form Message Description: Free-form text.	M	AN	1/60

REF Reference Numbers

Pos: 06	Max: 12
Heading - Optional	
Loop: N/A	Elements: 2

To transmit identifying numbers associated with the named party

Syntax:

At least one of REF02 or REF03 must be present.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>						
REF01	128	Reference Number Qualifier Description: Code qualifying the Reference Number. Baxter: A1 - OnCall Cross Reference Qualifier (Pass-through for 855, 810) CR - Credit Card Account Number (also requires expiration date in DTM segment)	M	ID	2/2						
		<table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Analysis number/Test number</td> </tr> <tr> <td>CR</td> <td>Customer Reference Number</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	A1	Analysis number/Test number	CR	Customer Reference Number			
<u>Code</u>	<u>Name</u>										
A1	Analysis number/Test number										
CR	Customer Reference Number										
REF02	127	Reference Number Description: Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. Also see Reference Number Qualifier, (128).	C	AN	1/30						

PER Administrative Communications Contact

Pos: 07	Max: 3
Heading - Optional	
Loop: N/A	Elements: 4

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

Syntax:

If PER03 is present, then PER04 is required.

Comments:

- This segment is used to specify who is to be contacted on various conditions related to the transaction. The term "Communication" in the title and purpose relates to interpersonal communications, not network or telecommunications contacts.

Baxter:

The first occurrence of a PER segment with the BD qualifier (PER01) at the header level will be returned on the packing slip as an Order Message and will also be returned in the 855 as the first occurrence of the PER segment.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</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	M	ID	2/2
PER02	93	Name Description: Free-form organization name, official title, or related information.	O	AN	1/35
PER03	365	Communication Number Qualifier Description: Code identifying the type of communications used in Communication Number (364). Also see: Communication Number (364).	O	ID	2/2
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable. Also see: Communications Number Qualifier (365).	C	AN	7/21

N1

Name

Pos: 10	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

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

Syntax:

At least one of N102 or N103 must be present. 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.

Baxter:

Ship-to (N101=ST, BT, or DB) must be specified in an N1 segment (preferred) or alternatively in the GS segment. Supplier (N101=SE, SU, or VN) and Facility ID (N101=SN) if received, will be returned on the 855 and 810.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N101	98	Organization Identifier Description: Code identifying the type of party being defined. <u>Code Name</u> BS Bill and Ship To DB Distributor Branch Number SE Selling Party SN Store Number ST Ship To SU Supplier/Manufacturer VN Vendor	M	ID	2/2
N102	93	Name Description: Free-form organization name, official title, or related information.	C	AN	1/35
N103	66	Identification Code Qualifier Description: Code designating the system/method of code structure used for Identification Code (67). <u>Code Name</u> 21 Health Care Industry I.D. Number 91 Assigned by Seller or Seller's Agent 92 Assigned by Buyer	C	ID	1/2
N104	67	Identification Code Description: Code identifying one of the parties in the transaction. See Identification Code Qualifier (66). Baxter: Please coordinate with Baxter EDI Implementation Coordinator. Baxter can accept a 1-15 character ship-to code and a 1-10 character Vendor ID.	C	ID	2/17

PER Administrative Communications Contact

Pos: 15	Max: 3
Heading - Optional	
Loop: N1	Elements: 4

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

Syntax:

If PER03 is present, then PER04 is required.

Comments:

- 1.

Baxter:

The first occurrence of a PER segment with the BD qualifier (PER01) at the header level will be returned on the packing slip as an Order Message and will also be returned in the 855 as the first occurrence of the PER segment.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</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	M	ID	2/2
PER02	93	Name Description: Free-form organization name, official title, or related information.	O	AN	1/35
PER03	365	Communication Number Qualifier Description: Code identifying the type of communications used in Communication Number (364). Also see: Communication Number (364).	O	ID	2/2
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable. Also see: Communications Number Qualifier (365).	C	AN	7/21

DTM Date/Time Reference

Pos: 22	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

To specify pertinent dates and times

Syntax:

At least one of DTM02 or DTM03 must be present.

Baxter:

This segment is required if a credit card number is sent in the REF segment (REF01=CR).

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
DTM01	374	Date/Time Qualifier Description: Code specifying type of date or time. <u>Code Name</u> 036 Expiration Date/Time	M	ID	3/3
DTM02	373	Date Description: Date (YYMMDD). Also see: Date Qualifier (432). Baxter: If the credit card expiration date does not specify the day, use the last day of the month.	C	DT	6/6

PO1 Purchase Order Baseline Item Data

Pos: 34	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 9

To specify basic and most frequently used purchase order line item data

Syntax:

If PO105 is present, then PO104 is required. If PO106 is present, then PO107 is required. If PO108 is present, then PO109 is required. If PO110 is present, then PO111 is required. If PO112 is present, then PO113 is required. If PO114 is present, then PO115 is required. If PO116 is present, then PO117 is required. If PO118 is present, then PO119 is required. If PO120 is present, then PO121 is required. If PO122 is present, then PO123 is required. If PO124 is present, then PO125 is required.

Comments:

- PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU. See the Data Dictionary for a complete list of ID's.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>								
PO101	350	Purchase Order Line Number Description: Identifying number or code for a purchase order line item. Baxter: The use of a PO line number is recommended in order to facilitate the matching process for receiving an electronic invoice. If specified, this line number will be returned on the 855, 810, and packing list. If line number is not received, Baxter will sequentially assign values.	O	AN	1/6								
PO102	330	Quantity Ordered Description: Quantity ordered. Baxter: Whole numbers only.	M	R	1/9								
PO103	355	Unit of Measurement Code Description: Code identifying the basic unit measurement. Baxter: Items must be ordered in Baxter's selling unit of measure, which in most instances is case (CA). <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>CA</td> <td>Case</td> </tr> <tr> <td>EA</td> <td>Each</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	CA	Case	EA	Each	M	ID	2/2		
<u>Code</u>	<u>Name</u>												
CA	Case												
EA	Each												
PO106	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234). Baxter: Up to three pairs of Product ID Qualifier/Product ID are accepted and will be returned on the 855 and 810. Baxter's item number can be qualified with VC, VI, VN, or VP. Customer's internal product ID can be qualified with BP, CB, IN, PI, or PN. Universal item numbers are for pass-through use only and can be qualified by HI, UK, ND, N4, or JP. <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>BP</td> <td>Buyer's Part Number</td> </tr> <tr> <td>CB</td> <td>Buyer's Catalog Number</td> </tr> <tr> <td>HI</td> <td>HIBC (Health Care Industry Bar Code)</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	BP	Buyer's Part Number	CB	Buyer's Catalog Number	HI	HIBC (Health Care Industry Bar Code)	O	ID	2/2
<u>Code</u>	<u>Name</u>												
BP	Buyer's Part Number												
CB	Buyer's Catalog Number												
HI	HIBC (Health Care Industry Bar Code)												

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
		IN Buyer's Item Number			
		JP Package Type Code			
		N4 National Drug Code in 5-4-2 format			
		ND National Drug Code (NDC)			
		PI Purchaser's Item Code			
		PN Company Part Number			
		UK U.P.C./EAN Shipping Container Code (1-2-5-5-1)			
		VC Vendor's (Seller's) Catalog Number			
		VI Vendor's Item Code			
		VN Vendor's (Seller's) Item Number			
		VP Vendor's (Seller's) Part Number			
PO107	234	Product/Service ID Description: Identifying number for a product or service.	C	AN	1/30
PO108	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234). Baxter: See PO106 for notes and code list.	O	ID	2/2
PO109	234	Product/Service ID Description: Identifying number for a product or service.	C	AN	1/30
PO110	235	Product/Service ID Qualifier Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234). Baxter: See PO106 for notes and code list.	O	ID	2/2
PO111	234	Product/Service ID Description: Identifying number for a product or service.	C	AN	1/30

J2X Item Description

Pos: 36	Max: 1000
Detail - Optional	
Loop: PO1	Elements: 2

To describe an item in either an industry standard or free-form format

Comments:

- J2X is provided for use within industries, trade or distributor groups. J2X permits segment structuring within these groups, providing all members of the group are aware of and agree to use the structure provided. J2X is intended to preclude the need for non-generic item line segment creation by ASC X12 for highly specialized group uses. J2X01 and J2X02 should be used together if a non free-form description is used. J2X03 (Description) is normally used to clarify item identity, specifications, etc.

Baxter:

If the customer sends their item description, Baxter will accept it and return it on the 855 as a NTE segment.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
J2X02	349	Item Description Type Description: Code indicating the format of a description. <u>Code</u> <u>Name</u> F Free-form	O	ID	1/1
J2X03	372	Item Description Description: Description of the item conforming to standards for that item. Also see: Item Description Qualifier (348), Item Description Type (349).	M	AN	1/80

REF Reference Numbers

Pos: 46	Max: 12
Detail - Optional	
Loop: PO1	Elements: 2

To transmit identifying numbers associated with the named party

Syntax:

At least one of REF02 or REF03 must be present.

Baxter:

Up to two REF segments per line are supported as pass-through fields only. The REF02 field, if sent, will be returned on the 855 as an item message (NTE.LIN) and will also be printed on the packing slip.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
REF01	128	Reference Number Qualifier Description: Code qualifying the Reference Number.	M	ID	2/2
REF02	127	Reference Number Description: Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. Also see Reference Number Qualifier, (128).	C	AN	1/30

CTT Transaction Totals

Pos: 70	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 1

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

Syntax:

If CTT03 is present, then CTT04 is required. If CTT05 is present, then CTT06 is required.

Comments:

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
CTT01	354	Number of Line Items	M	N0	1/6
Description: Total number of line items in the transaction set.					

SE Transaction Set Trailer

Pos: 71	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

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

Comments:

- SE is the last segment of each transaction set.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
SE01	96	Number of Included Segments Description: Total number of segments included in a transaction set including ST and SE segments.	M	N0	1/6
SE02	329	Transaction Set Control Number Description: Identifying control number assigned by the originator for a Transaction Set. Also see: Data Interchange Control Number (28.)	M	AN	4/9