

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.

Notes:

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.

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>
010	ST	Transaction Set Header	M	1		
020	BEG	Beginning Segment for Purchase Order	M	1		
030	NTE	Note/Special Instruction	F	100		
050	REF	Reference Numbers	O	12		
060	PER	Administrative Communications Contact	O	3		
150	DTM	Date/Time Reference	O	10		
LOOP ID - N1					200	
310	N1	Name	O	1		
360	PER	Administrative Communications Contact	O	3		

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	
010	PO1	Purchase Order Baseline Item Data	M	1		
LOOP ID - PID					1000	
050	PID	Product/Item Description	O	1		
100	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>
010	CTT	Transaction Totals	M	1		N3/010
030	SE	Transaction Set Trailer	M	1		

ST Transaction Set Header

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

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

Comments:

1. 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 Code 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.	M	AN	4/9

BEG Beginning Segment for Purchase Order

Pos: 020	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 Code Description: Code identifying purpose of transaction set. <u>Code Name</u> 00 Original	M	ID	2/2
BEG02	92	Purchase Order Type Code Description: Code specifying the type of 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
BEG05	323	Purchase Order Date Description: Date assigned by the purchaser to Purchase Order.	M	DT	6/6

NTE Note/Special Instruction

Pos: 030	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:

1. The NTE segment permits free-form information/data which, under 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. 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. <u>Code Name</u> GEN Entire Transaction Set LIN Line Item	O	ID	3/3
NTE02	3	Free Form Message Description: Free-form text.	M	AN	1/60

REF Reference Numbers

Pos: 050	Max: 12
Heading - Optional	
Loop: N/A	Elements: 2

To specify identifying numbers.

Syntax:

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

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.	C	AN	1/30						

PER Administrative Communications Contact

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 4

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

Syntax:

P0304 -- If either PER03 or PER04 are present, then the others are required.

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 name.	O	AN	1/35
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number.	C	ID	2/2
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable.	C	AN	7/25

DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

To specify pertinent dates and times

Syntax:

R0203 -- At least one of DTM02 or DTM03 is required.

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	M	ID	3/3
DTM02	373	Date Description: Date (YYMMDD). Baxter: If the credit card expiration date does not specify the day, use the last day of the month.	C	DT	6/6

N1 Name

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

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

Syntax:

R0203 -- At least one of N102 or N103 is required.
 P0304 -- If either N103 or N104 are present, then the others are 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	Entity Identifier Code Description: Code identifying an organizational entity or a physical location. <u>Code Name</u> BS Bill and Ship To DB Distributor Branch SE Selling Party SN Store ST Ship To SU Supplier/Manufacturer VN Vendor	M	ID	2/2
N102	93	Name Description: Free-form name.	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 or Buyer's Agent	C	ID	1/2
N104	67	Identification Code Description: Code identifying a party. 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	AN	2/17

PER Administrative Communications Contact

Pos: 360	Max: 3
Heading - Optional	
Loop: N1	Elements: 4

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

Syntax:

P0304 -- If either PER03 or PER04 are present, then the others are required.

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 name.	O	AN	1/35
PER03	365	Communication Number Qualifier Description: Code identifying the type of communication number.	C	ID	2/2
PER04	364	Communication Number Description: Complete communications number including country or area code when applicable.	C	AN	7/25

PO1 Purchase Order Baseline Item Data

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

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

Syntax:

- C0504 -- If PO105 is present, then PO104 is required.
- C0607 -- If PO106 is present, then PO107 is required.
- C0809 -- If PO108 is present, then PO109 is required.
- C1011 -- If PO110 is present, then PO111 is required.
- C1213 -- If PO112 is present, then PO113 is required.
- C1415 -- If PO114 is present, then PO115 is required.
- C1617 -- If PO116 is present, then PO117 is required.
- C1819 -- If PO118 is present, then PO119 is required.
- C2021 -- If PO120 is present, then PO121 is required.
- C2223 -- If PO122 is present, then PO123 is required.
- C2425 -- If PO124 is present, then PO125 is required.

Comments:

1. See the Data Dictionary for a complete list of ID's.
2. PO101 is the line item identification
3. 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.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>						
PO101	350	Assigned Identification Description: Alphanumeric characters assigned for differentiation within a transaction set. 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	1/11						
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 of measurement. Baxter: Items must be ordered in Baxter's selling unit of measure, which in most instances is case (CA).	M	ID	2/2						
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<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).	O	ID	2/2						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>																												
<p>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.</p>																																	
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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																												

PID Product/Item Description

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

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

Syntax:

- C0403 -- If PID04 is present, then PID03 is required.
- R0405 -- At least one of PID04 or PID05 is required.

Comments:

1. When PID01 is ``F'', PID04 is not used.
2. Use PID03 to indicate the organization that publishes the code list being referred to.
3. PID04 should be used for industry-specific product description codes.
4. Use PID06 when necessary to refer to the product surface or layer being described in the segment.

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

REF Reference Numbers

Pos: 100	Max: 12
Detail - Optional	
Loop: PO1	Elements: 2

To specify identifying numbers.

Syntax:

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

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.	C	AN	1/30

CTT Transaction Totals

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

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

Syntax:

C0304 -- If CTT03 is present, then CTT04 is required.

C0506 -- 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: 030	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 (ST) and ending (SE) segments).

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.	M	AN	4/9