

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.

Notes:

- 2/010 PO102 is required.
- 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		
050	REF	Reference Identification	O	>1		
060	PER	Administrative Communications Contact	O	3		
150	DTM	Date/Time Reference	O	10		
LOOP ID - N9					1000	
295	N9	Reference Identification	O	1		
300	MSG	Message Text	O	1000		
LOOP ID - N1					200	
310	N1	Name	O	1		
360	PER	Administrative Communications Contact	O	>1		

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	Baseline Item Data	M	1		N2/010
LOOP ID - PID					1000	
050	PID	Product/Item Description	O	1		
100	REF	Reference Identification	O	>1		
LOOP ID - N9					1000	
330	N9	Reference Identification	O	1		
340	MSG	Message Text	O	1000		

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>LOOP ID - CTT</u>						<u>1</u>
010	CTT	Transaction Totals	O	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

Semantics:

- 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).

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 <u>Code Name</u> 850 Purchase Order	M	ID	3/3
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	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

Semantics:

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

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 or Delivery Order Description: An order for goods and services placed against a pre-existing contract or 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	373	Date Description: Date expressed as CCYYMMDD Baxter: Purchase Order Date	M	DT	8/8

REF Reference Identification

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

To specify identifying information

Syntax:

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

Semantics:

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

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 Identification Qualifier Description: Code qualifying the Reference Identification Baxter: A1 - OnCall Cross Reference Qualifier (Pass-through for 855, 810) CR - Credit Card Account Number (also requires expiration date in DTM segment) <u>Code Name</u> A1 Analysis number/Test number CR Customer Reference Number	M	ID	2/3
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/30

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:

1. PER03 P0304 -- If either PER03 or PER04 are present, then the others are required.
2. PER05 P0506 -- If either PER05 or PER06 are present, then the others are required.
3. PER07 P0708 -- If either PER07 or PER08 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 Baxter: Names longer than 35 characters will be truncated.	O	AN	1/60
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 Baxter: Communication numbers longer than 21 characters will be truncated.	C	AN	1/80

DTM Date/Time Reference

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

To specify pertinent dates and times

Syntax:

1. DTM02 R020305 -- At least one of DTM02, DTM03 or DTM05 is required.
2. DTM04 C0403 -- If DTM04 is present, then DTM03 is required
3. DTM05 P0506 -- If either DTM05 or DTM06 are present, then the others are 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, or both date and time	M	ID	3/3
		<u>Code</u> <u>Name</u> 036 Expiration Description: Date coverage expires			
DTM02	373	Date Description: Date expressed as CCYYMMDD	C	DT	8/8
		Baxter: If the credit card expiration date does not specify the day, use the last day of the month.			

N9 Reference Identification

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

To transmit identifying information as specified by the Reference Identification Qualifier

Syntax:

R0203 -- At least one of N902 or N903 is required.C0605 -- If N906 is present, then N905 is required

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

Baxter:

This N9 loop is used to send notes and information that applies to the entire order. Segments received within this loop structure 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>
N901	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification <u>Code Name</u> PO Purchase Order Number	M	ID	2/3
N902	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/30

MSG Message Text

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

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

Syntax:

C0302 -- If MSG03 is present, then MSG02 is required

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

Baxter:

MSG segments 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>
MSG01	933	Free-Form Message Text	M	AN	1/264
		Description: Free-form message text			

N1 Name

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

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

Syntax:

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 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.
2. N105 and N106 further define the type of entity in N101.

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, a physical location, property or an individual <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	2/3
N102	93	Name Description: Free-form name Baxter: Names longer than 35 characters will be truncated.	C	AN	1/60
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 Industry Number (HIN) 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 or other code 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	2/80

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
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PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

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

Syntax:

1. PER03 P0304 -- If either PER03 or PER04 are present, then the others are required.
2. PER05 P0506 -- If either PER05 or PER06 are present, then the others are required.
3. PER07 P0708 -- If either PER07 or PER08 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 Baxter: Names longer than 35 characters will be truncated.	O	AN	1/60
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 Baxter: Communication numbers longer than 21 characters will be truncated.	C	AN	1/80

PO1 Baseline Item Data

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

To specify basic and most frequently used line item data

Syntax:

1. PO103 C0302 -- If PO103 is present, then PO102 is required
2. PO105 C0504 -- If PO105 is present, then PO104 is required
3. PO106 P0607 -- If either PO106 or PO107 are present, then the others are required.
4. PO108 P0809 -- If either PO108 or PO109 are present, then the others are required.
5. PO110 P1011 -- If either PO110 or PO111 are present, then the others are required.
6. PO112 P1213 -- If either PO112 or PO113 are present, then the others are required.
7. PO114 P1415 -- If either PO114 or PO115 are present, then the others are required.
8. PO116 P1617 -- If either PO116 or PO117 are present, then the others are required.
9. PO118 P1819 -- If either PO118 or PO119 are present, then the others are required.
10. PO120 P2021 -- If either PO120 or PO121 are present, then the others are required.
11. PO122 P2223 -- If either PO122 or PO123 are present, then the others are required.
12. PO124 P2425 -- If either PO124 or PO125 are present, then the others are 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.

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. Line numbers longer than 8 characters/digits will be truncated.	O	AN	1/20						
PO102	330	Quantity Ordered Description: Quantity ordered Baxter: Whole numbers only.	C	R	1/15						
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 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	O	ID	2/2
<u>Code</u>	<u>Name</u>										
CA	Case										
EA	Each										

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
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.	C	ID	2/2
		<u>Code Name</u> BP Buyer's Part Number CB Buyer's Catalog Number HI HIBC (Health Care Industry Bar Code) 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 Vary Item Product Number 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 Baxter: Product/Service IDs longer than 30 characters will be truncated.	C	AN	1/48
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.	C	ID	2/2
PO109	234	Product/Service ID Description: Identifying number for a product or service Baxter: Product/Service IDs longer than 30 characters will be truncated.	C	AN	1/48
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.	C	ID	2/2
PO111	234	Product/Service ID Description: Identifying number for a product or service Baxter: Product/Service IDs longer than 30 characters will be truncated.	C	AN	1/48

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.
 C0703 -- If PID07 is present, then PID03 is required
 C0804 -- If PID08 is present, then PID04 is required
 C0905 -- If PID09 is present, then PID05 is required

Semantics:

1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

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.

Baxter:

If the customer sends their item description, Baxter will accept it and return it on the 855 as a MSG 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 Identification

Pos: 100	Max: >1
Detail - Optional	
Loop: PO1	Elements: 2

To specify identifying information

Syntax:

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

Semantics:

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

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 (N9/MSG) 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 Identification Qualifier Description: Code qualifying the Reference Identification	M	ID	2/3
REF02	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/30

N9 Reference Identification

Pos: 330	Max: 1
Detail - Optional	
Loop: N9	Elements: 2

To transmit identifying information as specified by the Reference Identification Qualifier

Syntax:

R0203 -- At least one of N902 or N903 is required.C0605 -- If N906 is present, then N905 is required

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

Baxter:

This N9 loop is used to send notes and information that apply to individual line items. Segments received within this loop structure will be returned on the 855 and 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>
N901	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification <u>Code Name</u> BV Purchase Order Line Item Identifier (Buyer)	M	ID	2/3
N902	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C	AN	1/30

MSG Message Text

Pos: 340	Max: 1000
Detail - Optional	
Loop: N9	Elements: 1

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

Syntax:

C0302 -- If MSG03 is present, then MSG02 is required

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

Baxter:

MSG segments received will be returned on the 855 and 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>
MSG01	933	Free-Form Message Text	M	AN	1/264
		Description: Free-form message text			

CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 1

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

Syntax:

1. CTT03 P0304 -- If either CTT03 or CTT04 are present, then the others are required.
2. CTT05 P0506 -- If either CTT05 or CTT06 are present, then the others are 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	1/10
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	M	AN	4/9