

EDI  
ELECTRONIC DATA INTERCHANGE  
850-PURCHASE ORDER (PO) SPECIFICATIONS

**ANSI X12 V4010**

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# Summary of Changes

Name	Section	Description of Change	Reason for Change
Customer's PO #	REF	Added CO qualifier	To be able to accept a "customer's order number" on POs
Currency	CUR	Added CUR Segment	Optional segment to define currency of order
Requested Delivery Date	DTM	Added line level DTM	DTM at line level exported only if provided and not at header

## Structure of This Guide

- Summary of Changes*** In this section, you will find the history of this document, from the day of its creation to its present state. Specifically, you will find:
- When this document was created
  - Who created it
  - What had been changed
  - Where the changes were located
  - Who changed it
  - When the change was made
- Structure of This Guide*** In this section, you will find a high-level description of what is in each section of this guide.
- Document Conventions*** In this section, you will find the typographical conventions that are used in this guide. You will also learn how to interpret the Segment Specifications and other pertinent information.
- Key Terms*** In this section, you will find a list of key terms and their definitions. You will also find the definition of codes and acronyms used in various sections of this document.
- Contact Information*** In this section, you will find information about your Technical Contact Person at LBMX:
- Name
  - Telephone Number
  - Fax Number
  - Email Address
- Purpose of This Transaction*** In this section, you will find a brief description of the business purposes of this document and how the Trading Partner intends to achieve these using this transaction set.
- Standard and Version*** In this section, you will find the Electronic Data Interchange Standards and version of these standards that Trading Partner supports and intends to use with our Trading Partners in Electronic Data Interchange.
- Segment Summary*** In this section, you will find an overview of all the segments that Trading Partner uses in this transaction set. You will find out whether these segments are mandatory or optional, and what their purposes are.
- Segment Specifications*** In this section, you will find a detailed definition of each segment. You will find out which data elements are included in each segment, and all the necessary information regarding each element.
- Sample Document*** In this section, you will find a sample document of Trading Partner's implementation of this transaction set.

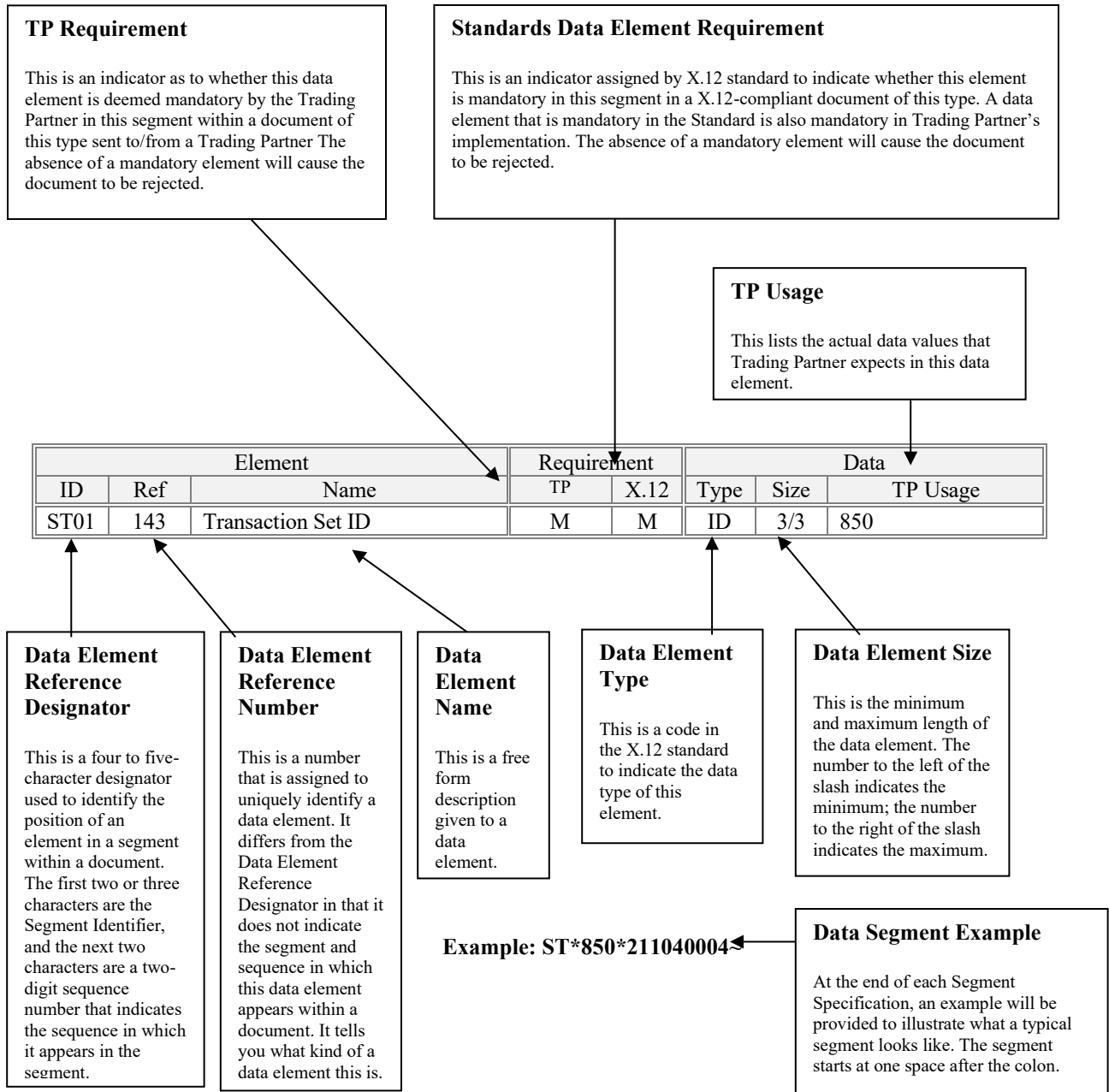
# Document Conventions

## Interpreting Segment Specifications

### Example: ST – Transaction Set Header (Mandatory)

#### Segment Identifier and Name

The Segment Identifier (ST in this case) is a two- or three-character designator that uniquely identifies a segment in the X.12 standard. The Name is a free-form descriptive label assigned to the segment.



## Key Terms

<b><i>Segment Identifier</i></b>	Each segment has a unique identifier, usually two or three characters long. This identifier serves as a label for the data within the segment.
<b><i>Data Element Reference Designator</i></b>	This is a structured four to five-character designator used to identify the position of an element in a segment within a document. The first two to three characters are the Segment Identifier, and the next two characters are a two-digit sequence that indicates the sequential order in which the data element appears in the segment identified by the Segment Identifier.
<b><i>Data Element Reference Number</i></b>	This is a number that is assigned to uniquely identify a data element. It differs from the Data Element Reference Designator in that it does not indicate the segment and sequence in which this data element appears within a document. It tells you what kind of a data element this is. You may find the definition of all data elements in the ASC X.12 Data Dictionary.
<b><i>Data Element Name</i></b>	This is a free-form description given to a data element. This name is assigned by the X.12 committee and corresponds to the name that is given in the ASC X.12 Data Dictionary.
<b><i>Trading Partner Requirement Indicator</i></b>	<p>This is an indicator assigned by Trading Partner to indicate to our Trading Partner whether a segment or a data element is mandatory in this document or segment within a document of this type sent to Trading Partner. Please note that:</p> <ul style="list-style-type: none"> <li>● Segments and elements that are mandatory in the X.12 standards are also mandatory by default in Trading Partner's Implementation.</li> <li>● The absence of a mandatory segment or element will cause the document to be rejected.</li> </ul> <p>The valid values of this indicator are:</p> <ul style="list-style-type: none"> <li>● <b>M</b> – This indicates that the segment or element is Mandatory</li> <li>● <b>O</b> – This indicates that the segment or element is Optional</li> <li>● <b>C</b> – This indicates that the segment or element is Conditionally Mandatory. If certain other segments or elements are used in the same document or segment, this segment must also be present.</li> </ul>
<b><i>X.12 Requirement Indicator</i></b>	<p>ASC X.12 standard requires certain segments in a transaction set and certain elements within a segment be always present in a transmitted document, and that certain segments and elements be present should other segments and elements are present in a document. This is an indicator assigned by ASC X.12 committee to indicate whether a segment or a data element is mandatory in this document or segment within a document of this type. Please note that:</p> <ul style="list-style-type: none"> <li>● Segments and elements that are mandatory in the X.12 standards are also mandatory by default in Trading Partner's Implementation.</li> <li>● The absence of a mandatory segment or element will cause the document to be rejected.</li> </ul>

The valid values of this indicator are:

- **M** – This indicates that the segment or element is Mandatory
- **O** – This indicates that the segment or element is Optional
- **C** – This indicates that the segment or element is Conditionally Mandatory. If certain other segments or elements are used in the same document or segment, this segment must also be present. For more information on the conditions governing a particular segment or element, please refer to the ASC X.12 Data Dictionary.

***Data Element Type***

A data element can be of one of six types in ASC X.12:

Type	Description
ID	An identifier as defined in ASC X.12 Data Dictionary
AN	Alphanumeric
DT	Date
N	Numeric with implied decimals (no decimal point appears)
R	Numeric with explicit decimals (decimal point appears)
TM	Time

***Data Element Size***

All data elements are assigned a minimum and maximum length.

Example: 3/3

This indicates the minimum and maximum length of the data element. The number to the left of the slash indicates the minimum length; the number to the right of the slash indicates the maximum length.

In this example, it indicates that the data element has a minimum length of 3 and a maximum length of 3. That is, it is required to be of length 3.

***TP Usage***

This is a list of values of what Trading Partner is expecting to receive or send in a particular data element. A brief description or definition is attached where appropriate.

***Data Segment Example***

This is an example showing how a particular segment can be used in a transaction.

## Contact Information

### LBMX Technical Contact

Name	LBMX EDI Team
Phone	1.877.429.5269
Email	support@lbm.com
Web Site	www.lbm.com

## Purpose of This Transaction

The transaction set can be used to provide for customary and established business and industry practice relative to furnishing or requesting the price of goods or services in the form of a catalog.

Trading Partner intends to use this transaction set to place purchase orders for goods and services electronically with our trading partners.

## Standard and Version

### Preferred Standard and Version

Standard	Version
X.12	004010

### Also Supports

Standard	Version

### Notes

# Segment Summary

## Overview of Segments

Segment		Requirement		Data	
ID	Name	TP	X.12	Loop Level	Purpose
ISA	Interchange Control Header	M	M		Interchange start to identify sending/receiving parties, control numbers, standard, version and security information for groups of transactions
GS	Functional Group Header	M	M		Indicates the beginning of a group of transactions and provides control information
ST	Transaction Set Header	M	M		Indicates the start of a transaction set and to assign a control number
BEG	Beginning Segment for Purchase Order	M	M		Indicates the beginning of the purchase order transaction set and transmits identifying numbers and dates
REF	Reference Identification	C	O		To specify identifying information
PER	Administrative Communications Contacts	O	O		Identifies the Buyer and/or Receiving Party contact information
FOB	F.O.B. Related Instructions	M	O		
ITD	Terms of Sale	O	O		
DTM	Date Time Reference	M	O		Specifies pertinent dates and times
TD5	Carrier Details (Quantity & Weight)	O	O		
N9	Reference Identification	O	O	1	
MSG	Message Text	O	O		Free Form message pertaining to this Purchase Order
N1	Name	M	O	1	Identifies a party by type of organization name and code
N3	Address Information	O	O		Identifies the street address information
N4	Geographic Location	O	O		Identifies the City, Province, Postal Code, and Country
PO1	Baseline Item Data	M	M	1	Specifies basic and most frequently used line item data
PID	Product Item Description	M	O		Includes the Product Description
PO4	Item Physical Details	O	O		
REF	Reference Identification	O	O		To specify identifying information
MSG	Message Text	O	O		Free Form message pertaining to this Purchase Order
CTT	Transaction Totals	M	M		Transmits a hash total for a specific element in the transaction set
AMT	Monetary Amount	O	O		Indicates Total Dollar Amount for Purchase Order
SE	Transaction Set Trailer	M	M		Indicates the end of the transaction set and provides the count of the transmitted segments
GE	Functional Group Trailer	M	M		Indicates the ending of a group of transactions
IEA	Interchange Control Trailer	M	M		Indicates the end of the interchange

## Segment Delimiters

Type	Name	Character	Hex	Dec
Segment Delimiter	Tilde	~	7E	126
Element Separator	Asterisk	*	2A	42
Sub-element Separator	Caret	^	5E	94

# Segment Specifications

## ISA – Interchange Header (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
ISA01	I01	Authorization Information Qualifier	M	M	ID	2/2	<b>00</b> - No Authorization Information Present
ISA02	I02	Authorization Information	M	M	AN	10/10	Blank
ISA03	I03	Security Inform Qualifier	M	M	ID	2/2	<b>00</b> - No Authorization Information Present
ISA04	I04	Security Information	M	M	AN	10/10	Blank
ISA05	I05	Interchange ID Qualifier	M	M	ID	2/2	TP Qualifier
ISA06	I06	Interchange Sender ID	M	M	AN	15/15	TP ID
ISA07	I05	Interchange ID Qualifier	M	M	ID	2/2	Receiver Qualifier
ISA08	I07	Interchange Receiver ID	M	M	AN	15/15	Receiver ID
ISA09	I08	Interchange Date	M	M	DT	6/6	YYMMDD
ISA10	I09	Interchange Time	M	M	TM	4/4	HHMM
ISA11	I10	Interchange Control Standards ID	M	M	ID	1/1	<b>U</b> - U.S. EDI Community of ASC X12, TDCC, and UCS
ISA12	I11	Interchange Control Version Number	M	M	ID	5/5	00401
ISA13	I12	Interchange Control Number	M	M	N0	9/9	Control number
ISA14	I13	Acknowledgment Requested	M	M	ID	1/1	<b>0</b> - Acknowledgment not requested
ISA15	I14	Test Indicator	M	M	ID	1/1	<b>P</b> - Production Data <b>T</b> - Test Data
ISA16	I15	Sub-Element Separator	M	M	AN	1/1	^

Example:

```
ISA*00*      *00*      *ZZ*SENDERISAID *ZZ*RECEIVERISAID
*200521*1556*U*00401*000000001*0*P*^~
```

## GS – Functional Group Header (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
GS01	479	Functional Identifier Code	M	M	ID	2/2	<b>PO</b> - Purchase Order
GS02	142	Application Sender's Code	M	M	AN	2/15	Trading Partner's Sender ID
GS03	124	Application Receiver's Code	M	M	AN	2/15	Trading Partner's Receiver ID
GS04	373	Date	M	M	DT	8/8	CCYYMMDD
GS05	337	Time	M	M	TM	4/8	HHMM
GS06	28	Group control Number	M	M	N0	1/9	Control Number
GS07	455	Responsible Agency Code	M	M	ID	1/2	<b>X</b> - Accredited Standard Committee X12
GS08	480	Version/Release/ Industry Id Code	M	M	AN	1/12	004010

Example:

GS\*PO\*SENDERGSID\*RECEIVERGSID\*20200521\*1556\*101\*X\*004010~

---

**ST – Transaction Set Header (Mandatory)**

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
ST01	143	Transaction Set Identifier Code	M	M	ID	3/3	850
ST02	329	Transaction Set Control Number	M	M	AN	4/9	A unique ID identifying a transaction set generated for a trading partner

Example:

ST\*850\*0001~

## BEG – Beginning Segment for Purchase Order (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
BEG01	353	Transaction Set Purpose Code	M	M	ID	2/2	<b>00</b> - Original
BEG02	92	Purchase Order Type Code	M	M	ID	2/2	<b>CO</b> - Catalogue Order <b>NE</b> - New Order <b>DS</b> - Drop Ship
BEG03	324	Purchase Order Number	M	M	AN	1/22	
BEG04	328	Release Number	O	O	AN	1/30	
BEG05	373	Date	M	M	DT	8/8	CCYYMMDD

Example:

BEG\*00\*NE\*12345678\*\*20200422~

Notes:

Drop Ship POs will be identified by the BEG02 element (where BEG02 = **DS**). The drop ship address will be sent in the Ship To (N1\*ST) loop.

Job Site Delivery orders will be sent with a PO Type (BEG02) of “DS” with a Job Number.

## CUR – Currency Code (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
CUR01	98	Entity Identifier Code	O	O	AN	2/2	<b>BG</b> – Buying Group
CUR02	100	Currency Code	C	C	AN	3/3	See Note CUR02

Example:

CUR\*BG\*USD~

Notes:

If the currency is not specified by the buyer, a CUR segment will not be sent.

CUR02: A list of supported currency codes

Code	Description
AUS	Australia Dollar
CAD	Canadian Dollar
EUR	Euros
GBP	British Pounds
MXP	Mexican Peso
NZD	New Zealand Dollar
USD	US Dollar

## REF – Reference Identification (Conditional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
REF01	128	Reference Identification Code Qualifier	O	O	ID	2/3	<b>PD</b> - Promotion/ Deal Number <b>11</b> - Account Number <b>JB</b> - Job/Project Number <b>CO</b> - Customer's Order Number
REF02	127	Reference Identification	C	C	AN	1/30	<b>PD</b> - Promotion/ Deal Number <b>11</b> - Account Number <b>JB</b> - Job/Project Number <b>CO</b> - Customer's Order Number

Example:

REF\*PD\*Promo#~  
REF\*JB\*QRS-11234  
REF\*CO\*PO123846

Notes:

If you receive a promotion number on your purchase order, please ensure you automatically apply any applicable promotional discounts/terms/etc. to the order.

Job Site Delivery orders will be sent with a PO Type of "DS" with a Job Number in REF02 where REF01 is "JB"

PER – Administrative Communications Contact (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
PER01	366	Contact Function Code	M	M	ID	2/2	See Note PER01
PER02	93	Name	O	M	AN	1/60	
PER03	365	Communication Number Qualifier	O	O	ID	2/2	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email
PER04	364	Communication Number	C	C	AN	1/80	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email
PER05	365	Communication Number Qualifier	O	O	ID	2/2	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email
PER06	364	Communication Number	C	C	AN	1/80	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email
PER07	365	Communication Number Qualifier	O	O	ID	2/2	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email
PER08	364	Communication Number	C	C	AN	1/80	<b>TE</b> - Telephone <b>FX</b> - Fax <b>EM</b> - Email

Example:

PER\*BD\*BuyerName\*TE\*1112223333\*FX\*1112224444\*EM\*contactemail@buyer.com~

PER\*BD\*BuyerName\*EM\*contactemail@buyer.com~

Notes:

PER01: Administrative Communications Contact used by Trading Partner

Qualifier	Description	Usage
BD	Buyer Name	Buying Party Contact Person or Department
RE	Receiving Contact	Receiving Party Contact Person or Department

PER04/PER06/PER08 values are not fixed position values. The preceding qualifier in PER03/PER05/PER07 will denote the type of contact information being sent in the related position.

Where receiving contact information was not provided, LBMX will duplicate the buying party information from PER\*BD to PER\*RE

## FOB – F.O.B. Related Instructions (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
FOB01	146	Shipment Method of Payment	M	M	ID	2/2	See Note FOB01

Example:

FOB\*PP~

Notes:

FOB01 – Shipment Method of Payment

Code	Description
CC	Collect
PC	Prepaid but Charged to Customer
PP	Prepaid (by Seller)
PU	Pickup
DF	Defined by Buyer and Seller
TP	Third Party Pay

Notes:

Unless specifically identified by the buyer, **DF** will be sent

### ITD – Terms of Sale (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
ITD01	336	Terms Type Code	O	O	ID	2/2	<b>01</b> - Basic <b>14</b> - As per Agreement
ITD03	338	Terms Discount Percent	O	O	R3	1/6	
ITD04	370	Terms Discount Due Date	C	C	DT	8/8	CCYYMMDD
ITD05	351	Terms Discount Days Due	C	C	N0	1/3	
ITD06	446	Terms Net Due Date	O	O	DT	8/8	CCYYMMDD
ITD08	362	Terms Discount Amount	O	O	N2	1/10	
ITD12	352	Description	O	O	AN	1/30	

Example:

ITD\*01\*\*\*\*\*2% NET 30~

## DTM – Date Time Reference (Mandatory) - *max 2 iterations*

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
DTM01	374	Date Time Qualifier	M	M	ID	3/3	See Note DTM01
DTM02	373	Date	C	M	DT	8/8	CCYYMMDD

Example:

DTM\*002\*20200322~

Notes:

DTM01: Date Time Qualifier used by Trading Partner

Qualifier	Description	Usage
010	Requested Ship	The date which the Buyer requests the order be shipped.
002	Requested Delivery Date	The date which the Buyer requests the order be delivered. <b>Minimally, you will always receive this date.</b>

## TD5 – Carrier Details - Routing Sequence/Transit Time (Optional) - *max 2 iterations*

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
TD502	66	Identification Code Qualifier	O	O	ID	1/2	2 – SCAC Code 25 – Carrier's Customer Code
TD503	67	Identification Code	C	C	AN	2/80	(2) Standard Carrier Alpha Code (SCAC) (25) Carrier Account Number
TD504	91	Transportation Method/Type Code	C	C	ID	1/2	Method of Transport (See Note TD504)
TD505	387	Routing	C	C	AN	1/35	Free-form description of carrier
TD512	284	Service Level Code	C	O	ID	2/2	Code describing requested level of service (See Note TD512)

Example:

*Basic* - TD5\*\*\*\*\*Best Way~

*SCAC Code* - TD5\*\*2\*SDCR\*M\*Sameday Ground\*\*\*\*\*SA~

*Carrier Account Number* - TD5\*\*25\*998755690\*MP\*FEDEX\*\*\*\*\*G2~

Notes:

If TD502 is present, then TD503 is required.

Two TD5 segments will be sent if both an SCAC code and Carrier Account Number are present.

TD504: Transportation Method/Type Code

Code	Description
AE	Air Express
C	Consolidation
FL	Motor (Flatbed)
H	Customer Pick Up
K	Backhaul
L	Contract Carrier
LT	Less than Trailer Load (LTL)
M	Motor (Common Carrier)
MP	Motor (Package Carrier)
R	Rail
RC	Rail, Les than Carload
SR	Supplier Truck
T	Best Way (Shipper's Option)
U	Private Parcel Service

TD512: Service Level Code

Code	Description
3D	Three Day Service
AM	A.M. Service
DC	Delivery Confirmation
DS	Door Service
ES	Expediated Service
ET	Proof of Delivery (POD) with Signature
FC	First Class
G2	Standard Service
ND	Next Day Air
NM	Next Morning
ON	Overnight
PB	Priority Mail
PI	Priority Mail Insured
PM	P.M. Service
SA	Same Day
SD	Saturday Service
SE	Second Day

## N9 – Reference Identification (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
N901	128	Reference Identification Qualifier	M	M	ID	2/3	<b>ZZ</b> - Mutually Defined
N903	369	Free-Form Description	O	C	AN	1/45	Purchase Order Note

## MSG – Message Text (Optional) - *max 10 iterations*

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
MSG01	933	Free-Form Message Text	M	M	AN	1/264	

Example:

N9\*ZZ\*\*Purchase Order Note~  
 MSG\*Free-form message pertaining to this PO~  
 MSG\*Please package in bubble wrap, one per box~  
 MSG\*Mark order for client #1123938~

## N1 – Name (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
N101	98	Entity Identifier Code	M	M	ID	2/3	<b>SU</b> - Supplier <b>OB</b> - Ordered By <b>BT</b> - Bill To <b>ST</b> - Ship To
N102	93	Name	C	M	AN	1/60	Company Name
N103	66	ID Code Qualifier	C	M	ID	1/ 2	<b>92</b> - Assigned by Buyer/ Buyer's Agent
N104	67	ID Code	C	M	AN	2/80	<b>SU</b> - TP's A/P Vendor # <b>OB</b> - Ordered By Store # <b>BT</b> - not applicable <b>ST</b> - Ship To Store #

Example:

N1\*SU\*Vendor Company Name\*92\*1234~  
 N1\*OB\*Vendor Company Name\*92\*1234~  
 N1\*BT\*Vendor Company Name~  
 N1\*ST\*Vendor Company Name\*92\*1234~

Notes:

The Trading Partner's Internal Vendor Number for your company will be communicated to you by the Trading Partner.

Where BEG02 = **DS** (*Drop Ship*), you will receive the ordering location's store number in N104 of the N1\*ST loop, along with the physical address of the drop ship location in the N1\*ST loop.

### N3 – Address Information (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
N301	166	Address Information	M	M	AN	1/55	Street Address
N302	166	Address Information	O	O	AN	1/55	Street Address

Example:

N3\*1440 VENDOR ADDRESS 1\*VENDOR ADDRESS 2~

### N4 – Geographic Location (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
N401	19	City Name	O	M	AN	2/30	
N402	156	State or Province Name	O	M	ID	2	
N403	116	Postal Code	O	M	ID	3/15	
N404	26	Country Code	O	O	ID	2/3	<b>AUS</b> - Australia <b>CAN</b> - Canada <b>CRI</b> - Costa Rica <b>GBR</b> - United Kingdom <b>MEX</b> - Mexico <b>NZL</b> - New Zealand <b>USA</b> - United States

Example:

N4\*CITY\*ON\*A1A 2B2\*CAN~

PO1 – Baseline Item Data (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
PO101	350	Assigned Identification	O	M	AN	1/20	Line number
PO102	330	Quantity Ordered	C	M	R	1/15	
PO103	355	Unit or Basis for Measurement	O	M	ID	2/2	
PO104	212	Unit Price	C	C	R	1/17	
PO105	639	Basis Unit Price Code	O	O	ID	2/2	<b>PE</b> – Price per Each
PO106	235	Product Service ID Qualifier	C	M	ID	2/2	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code
PO107	234	Product Service ID	C	M	AN	1/48	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code
PO108	235	Product Service ID Qualifier	C	C	ID	2/2	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code
PO109	234	Product Service ID	C	C	AN	1/48	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code
PO110	235	Product Service ID Qualifier	C	C	ID	2/2	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code
PO111	234	Product Service ID	C	C	AN	1/48	<b>VP</b> - Vendor’s Part Number <b>BP</b> - Buyer’s Part Number <b>UP</b> - UPC Code

Example:

PO1\*1\*15\*EA\*12.27\*PE\*VP\*12345678\*BP\*12121\*UP\*123456789012345~

PO1\*1\*15\*EA\*12.27\*\*VP\*1234567~

PO1\*1\*15\*EA\*12.27\*\*BP\*12345678\*VP\*12121

Notes:

At a minimum, Vendor’s Part Number is mandatory on all Purchase Orders.

PO107/PO109/PO111 are not fixed position values. The preceding qualifier in PO106/PO108/PO110 will denote the type of product information being sent in the related position.

**PID – Product Item Description (Mandatory) - *max 10 iterations***

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
PID01	349	Item Description Type	M	M	ID	1/1	<b>F</b> - Free-from
PID05	352	Description	C	M	AN	1/80	Free-form description of the item

Example:

PID\*F\*\*\*\*TYPE B FORMAT 34 ENTRY BORE SPROCKET~  
 PID\*F\*\*\*\*IRON CAST, 2MM LINED

## PO4 – Item Physical Details (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
PO401	356	Pack	O	O	N0	1/6	The number of inner containers, or number of eaches if there are no inner containers, per outer container
PO402	357	Size	C	C	R	1/8	Size of supplier units in pack
PO403	355	Unit or Basis for Measurement	C	C	ID	2/2	EA - each
PO406	384	Gross Weight per Pack	C	C	R	1/9	Numeric value of gross weight per pack
PO407	355	Gross Weight Pack UOM	C	C	ID	2/2	
PO408	385	Gross Volume per Pack	C	C	R	1/9	Numeric value of gross volume per pack
PO409	355	Gross Volume Pack UOM	C	C	ID	2/2	
PO410	82	Length	C	C	R	1/8	Largest horizontal dimension of an object measured when the object is in the upright position
PO411	189	Width	C	C	R	1/8	Shorter measurement of the two horizontal dimensions measured with the object in the upright position
PO412	65	Height	C	C	R	1/8	Vertical dimension of an object measured when the object is in the upright position
PO413	355	UOM Description	C	C	ID	2/2	

Example:

PO4\*12\*1\*EA~

### DTM – Date Time Reference (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
DTM01	374	Date Time Qualifier	M	M	ID	3/3	See Note DTM01
DTM02	373	Date	C	M	DT	8/8	CCYYMMDD

Example:

DTM\*002\*20200322~

Notes:

DTM01: Date Time Qualifier used by Trading Partner

A line level DTM segment is only included if provided by the buyer and there is not already a header level requested delivery date.

Qualifier	Description	Usage
002	Requested Delivery Date	The date which the Buyer requests the order be delivered.

## REF – Reference Identification (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
REF01	128	Reference Identification Code Qualifier	O	O	ID	2/3	<b>PD</b> - Promotion/Deal Number
REF02	127	Reference Identification	C	C	AN	1/30	Promotion/Deal Number

Example:

REF\*PD\*Promo#~

Notes:

If you receive a promotion number on your purchase order, please ensure you automatically apply any applicable promotional discounts/terms/etc. to the order.

Where a promotion or quote number is provided at both the header and detail level, the detail level value overrides the header level value for that line.

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**MSG – Message Text (Optional) - *max 10 iterations***

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
MSG01	933	Free-Form Message Text	M	M	AN	1/264	

Example:

MSG\*Free-form message pertaining to this PO~

## CTT – Transaction Totals (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
CTT01	354	Number of Line Items	M	M	N0	1/6	
CTT02	347	Hash Total	O	O	R	1/10	Sum of PO102
CTT03	81	Weight	O	O	R	1/10	
CTT04	355	Unit or Basis for Measurement	C	C	ID	2/2	<b>LB</b> - Pound <b>KG</b> - Kilogram
CTT05	183	Volume	O	O	R	1/8	
CTT06	355	Unit or Basis for Measurement	C	C	ID	2/2	<b>SF</b> - Square Foot <b>SM</b> - Square Meter

Example:

CTT\*2\*15~

## AMT – Monetary Amount (Optional)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
AMT01	522	Amount Qualifier Code	O	O	ID	1/3	<b>TT</b> - Total Amount
AMT02	782	Monetary Amount	O	O	R	1/18	Total PO Amount

Example:

AMT\*TT\*184.05~

## SE – Transaction Set Trailer (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
SE01	96	Number of Included Segments	M	M	N0	1/10	
SE02	329	Transaction Set Control Number	M	M	AN	4/9	

Example:

SE\*14\*0001~

## GE – Functional Group Trailer (Mandatory)

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
GE01	97	Number of Transaction Sets Included	M	M	N0	1/6	
GE02	28	Group Control Number	M	M	N0	1/9	

Example:

GE\*1\*101~

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**IEA – Interchange Control Trailer (Mandatory)**

Element			Requirement		Data		
ID	Ref	Name	X.12	TP	Type	Size	TP Usage
IEA01	I16	Number of Included Functional Groups	M	M	N0	1/5	
IEA02	I12	Interchange Control Number	M	M	N0	9/9	

Example:

IEA\*2\*000000001

# Sample Document

ISA\*00\* \*00\* \*ZZ\*SENDERISAID \*ZZ\*RECEIVERISAID \*200328\*0821\*U\*00401\*000001011\*0\*P\*^~  
GS\*PO\*SENDERISAID\*RECEIVERISAID\*20200328\*0821\*101\*X\*004010~  
ST\*850\*0001~  
BEG\*00\*NE\*67006715\*\*20200328~  
CUR\*BG\*USD~  
REF\*PD\*CT123456~  
PER\*BD\*BuyerName\*TE\*1112223333\*EM\*contactemail@buyer.com~  
PER\*RE\*ReceiverName\*TE\*4445556666\*EM\*contactemail@receiver.com~  
DTM\*002\*20200415~  
DTM\*010\*20200421~  
TD5\*\*2\*SDCR\*M\*Sameday Ground\*\*\*\*\*SA~  
TD5\*\*25\*998755690~  
N9\*ZZ\*\*PO NOTES~  
MSG\*Free-form message pertaining to this PO~  
N1\*SU\*Vendor Company Name\*92\*1234567891234~  
N1\*OB\*ABC SUPPLY - LINCOLN\*92\*0123456781234~  
N3\*1234 STATE ST.~  
N4\*SOMEWHERE\*DK\*12345\*US~  
N1\*ST\*ABC SUPPLY - LINCOLN\*92\*0123456781234~  
N3\*1234 STATE ST.~  
N4\*SOMEWHERE\*DK\*12345\*US~  
N1\*BT\*ABC SUPPLY - LINCOLN\*0123456781234~  
N3\*1234 STATE ST.~  
N4\*SOMEWHERE\*DK\*12345\*US~  
PO1\*10\*8\*EA\*47.81\*\*BP\*667558\*VP\*TAXFASCIA8SA\*UP\*652835013474~  
PID\*F\*\*\*\*1X8X12 TREX FASCIA ORGIN SADDLE~  
PID\*F\*\*\*\*BLUE EDGES~  
PO4\*1\*4\*EA~  
PO1\*20\*32\*EA\*26.3\*\*VP\*TAXCC90\*UP\*652835051179~  
PID\*F\*\*\*\*TREX UNIVERSAL CONNECTOR CLIP-90 PC~  
PO4\*1\*16\*EA~  
REF\*PD\*98765432~  
MSG\*Free-form message pertaining to this PO LINE~  
CTT\*2\*40~  
AMT\*TT\*1224.08~  
SE\*30\*0001~  
GE\*1\*101~  
IEA\*1\*000001011~