

Purchase Order Specification EDI 850

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850 Purchase Order

FUNCTIONAL GROUP = PO

TABLE 1

USER REQ	REQ. DES.	MAX USE	POS NO.	SEGMENT ID	SEGMENT NAME
Must Use	М	1	10	ST	Transaction Set Header
Must Use	Μ	1	20	BEG	Beginning Segment for Purchase Order
	0	1	30	REF	Reference Identification
	0	1	70	SAC	Service, Promotion, Allowance, or Charge Information
	0	1	110	ITD	Terms of Sale/Deferred Terms of Sale
	Μ	10	130	DTM	Date/Time Reference
Must Use	0	12	150	TD5	Carrier Details (Routing Sequence/Transit Time)
				LOOP ID - N9	MAX: >1
	0	1	200	N9	MAX: >1 Reference Identification
	0 0	1 1	200 220		
	-	-		N9	Reference Identification
	-	-		N9	Reference Identification
Must Use	-	-		N9 MSG	Reference Identification Message Text
Must Use	0	1	220	N9 MSG LOOP ID - N1	Reference Identification Message Text MAX: 3
Must Use Must Use	O	1	220 310	N9 MSG LOOP ID - N1 N1	Reference Identification Message Text MAX: 3 Name

Administrative Communications Contact

TABLE 2

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>1

360

PER

USER REQ	-	MAX USE		SEGMENT ID	SEGMENT NAME
				LOOP ID - PO1	MAX: 100000
Must Use	Μ	1	10	PO1	Baseline Item Data
	_			LOOP ID - CTP	MAX: >1
	0	1	40	CTP	Pricing Information
				LOOP ID - PID	MAX: 1000
	0	1	50	PID	Product/Item Description
	0 0 0	>1 >1 1	90 100 110	PO4 REF SAC	Item Physical Details Reference Identification Service, Promotion, Allowance, or Charge Information
				LOOP ID - N9	MAX: >1
	0 0	1 1	200 210	N9 MSG	Reference Identification Message Text

USER REQ		MAX USE		SEGMENT ID	SEGMENT NAME
				LOOP ID - N9	MAX: >1
	0	1	300	N9	Reference Identification
	0	1	310	MSG	Message Text
Must Use	М	1	25	CTT	Transaction Totals
Must Use	М	1	30	SE	Transaction Set Trailer



S1

ST ° Transaction Set Header

User Req: MUST USE Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0010 Max Use: 1

Data Element Summary													
User Req	-	Ref. Des.	Data Element	Element Name	Data Min Type Len.		Max Len.						
	М	ST01	143	Transaction Set Identifier Code	ID	3	3						
				850 Purchase Order									
	М	ST <mark>02</mark>	329	Transaction Set Control Number	AN	4	9						

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BEG • Beginning Segment for Purchase Order

User Req: MUST USE Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0020 Max Use: 1

Data Element Summary

Bata Eloniont ear	·····a y						
User Req	Req. Des.	Ref. Des.	Data Element	Element Name	Data Min Type Len.		
	Μ	BEG <mark>01</mark>	353	Transaction Set Purpose Code	ID	2	2
				00 Original]		
	М	BEG <mark>02</mark>	92	Purchase Order Type Code	ID	2	2
	М	BEG <mark>03</mark>	324	Purchase Order Number	AN	1	22
	М	BEG <mark>05</mark>	373	Date	DT	8	8

Set Note: BEG02 (Purchase Order Type Code) - Will always default with "SA"

BEG03 (Purchase Order Number) - This will be used as the main key and needs to be returned on all corresponding documents.

BEG05 (Date) - Date the purchase order was remitted.





User Req: USED Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0030 Max Use: 1

Data Element Summary

User	Req. Ref.	Data	Element	Data Min Max
Req	Des. Des.	Element	Name	Type Len. Len.

М	REF <mark>01</mark>	128	Reference Identification Qualifier	ID	2	3	
			COCustomer Order NumberSTStore NumberIAInternal Vendor NumberPDPromotion/Deal NumberX9Internal Control NumberZZMutually DefinedITInternal Customer Number				
Х	REF <mark>02</mark>	127	Reference Identification	AN	1	30	

Syntax Notes: At least one of 02 and 03 is required. Set Note:

CO (CustomerOrder Number) - Indicates the end user's order number, typically provided on the packing slip.

ST (Store Number) - used to identify the store where the order will get shipped for customer pickup. Will also be used to differentiate between D2S and D2C.

IA (Internal Vendor Number) - this is the number assigned by the merchant to identify the supplier.

PD (Promotion/Deal Number) - this is used to show the end users discount code for the order; typically required on the packing slip.

X9 (Internal Control Number) - this is the internal order number within the merchant's system; typically required on the packing slip.

IT (Internal Customer Number) - End User's customer ID; typically used on the packing slip

ZZ (Mutually Defined) - will be used to indicate gift wrap. "1" will be entered in REF02 to indicate the wrapping.



SAC • Service, Promotion, Allowance, or Charge Information

User Req: USED Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0070 Max Use: 1

Data Element Sur	nmary							
User Req	Req. Des.		Data Element	Element Name			Min Len.	Max Len.
	М	SAC <mark>01</mark>	248	Allowance or	Charge Indicator	ID	1	1
				C N A	Charge No Allowance or Charge Allowance			
	М	SAC <mark>02</mark>	1300	Service, Pror	notion, Allowance, or Charge Code	ID	4	4
				G821 H850 C310 ZZZZ	Shipping Tax Discount Mutually Defined			
	М	SAC <mark>05</mark>	610	Amount		N2	1	15

Syntax Notes: At least one of 02 and 03 is required. If any of 03 or 04 are present, then all are required. If any of 06 or 07 are present, then all are required. If any of 09 or 10 are present, then all are required. If 11 is present, then 10 is required. If 13 is present, then at least 02 or 04 is required. If 14 is present, then 13 is required. If 16 is present, then 15 is required.

Set Note: A (Allowance) = used to indicate an allowance to be applied to the purchase order total.

C (Charge) = used to indicate a charge to be applied to the purchase order total.

N (No Allowance or Charge) = used to show the end customer's charges or allowances. These will typically be used on the packing slip.

**C310 (Discount) will be the only code using "A" (Allowance) in SAC01.

**ZZZZ (Mutually Defined) will be used as a miscellaneous charge



ITD • Terms of Sale/Deferred Terms of Sale

User Req: USED Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0110 Max Use: 1

Data Element Summary User Req. Ref. Data Element Data Min Max Req Des. Des. Element Name Type Len. Len. ID 2 ITD01 336 Terms Type Code Μ 2 14 Previously agreed upon ITD02 333 Terms Basis Date Code Μ ID 1 2 ΖZ Mutually Defined 0 ITD03 338 Terms Discount Percent 6 R 1 0 ITD<mark>04</mark> 370 Terms Discount Due Date 8 DT 8 0 ITD05 351 Terms Discount Days Due 3 N0 1 ITD06 446 Terms Net Due Date 8 Μ DT 8 0 ITD07 386 Terms Net Days N0 1 3 0 ITD08 362 Terms Discount Amount N2 1 10

Syntax Notes: If 03 is present, then at least 04, 05 or 13 is required. If 08 is present, then at least 04, 05 or 13 is required. If 09 is present, then at least 10 or 11 is required.



DTM • Date/Time Reference

User Req: USED Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0130 Max Use: 10

Data Element Summary

User Req	Req. Des.	Ref. Des.	Data Element	Element Name		Min Len.	
	М		374	Date/Time Qualifier	ID	3	3
	IVI		374	010 Requested Ship 806 Customer Order		3	5
	0	DTM <mark>02</mark>	373	Date	DT	8	8

Syntax Notes: At least one of 02, 03 and 05 is required. If 04 is present, then 03 is required. If any of 05 or 06 are present, then all are required.

Set Note: 010 (Requested Ship Date) - will be used to show the latest the date an order can be shipped.

806 (Customer Order) - Will be used to show date when customer placed order; typically used on the packing slip.



TD5 • Carrier Details (Routing Sequence/Transit Time)

User Req: MUST USE Table/Area: 1 Loop: N/A Loop Section: N/A Position: 0150 Max Use: 12

Data Element Summary

User Req		Ref. Des.	Data Element	Element Name		Min Len.	Max Len.
	0	TD5 <mark>02</mark>	66	Identification Code Qualifier	ID	1	2
				2 Standard Carrier Alpha Code (SCAC)			
	Х	TD503	67	Identification Code	AN	2	80
	Μ	TD505	387	Routing	AN	1	35
	0	TD512	284	Service Level Code	ID	2	2

Syntax Notes: At least one of 02, 04, 05, 06 and 12 is required.

If 02 is present, then 03 is required.

If 07 is present, then 08 is required.

If 10 is present, then 11 is required.

If 13 is present, then 12 is required.

If 14 is present, then 13 is required.

If 15 is present, then 12 is required.

Set Note: TD503 Identification (CarrierCode) - this is the Standard Carrier Alpha Code (SCAC). If you are using your own custom shipping methods, these are set-up on the "Shipment Settings" page in the portal, the CarrierCode will automatically populate based on the ClassCode (TD505) submitted.

TD505 Routing (Classcode) - This is the field that will be a combination of both SCAC and ServiceLevel. If you map this to your partner's, the CarrierCode (TD503) and the ServiceLevelCode(TD512) will automatically populate accordingly. This will allow you to only keep track of one code (ClassCode) rather then 3. This should always be returned on the Shipment (856).

TD512 Service Level Code (ServiceLevelCode) - If you are using your own custom shipping methods, these are set-up on the "Shipment Settings" page in the portal, the ServiceLevelCode (TD512) will automatically populate based on the ClassCode (TD505) submitted.



N9

N9 • Reference Identification

User Req: USED Table/Area: 1 Loop: N9 Loop Section: N9 Position: 0200 Max Use: 1

User Req	Req.	Ref. Des.	Data Element	Element Name		Min Len.	Max
ney	Des.	Des.	Liement	Name	туре	Len.	Len.
	M	N9 <mark>01</mark>	128	Reference Identification Qualifier	ID	2	3
				L1 Letters or Notes			
	0	N9 <mark>02</mark>	127	Reference Identification	AN	1	30

Syntax Notes: At least one of 02 and 03 is required. If 06 is present, then 05 is required.

Set Note: N902 (Reference Identification) - "GFT" will be submitted to identify that a gift message will be supplied in the MSG segment.

MSG01 (Message Text) - Header gift message, will be used on the packing slip if one is required.



MSG ° Message Text

User Req: USED Table/Area: 1 Loop: N9 Loop Section: N9 Position: 0220 Max Use: 1

Data Element Summary

User Req	Req. Des.	Ref. Des.	Data Element	Element Name	Data Min Type Len.		
	М	MSG <mark>01</mark>	933	Free-Form Message Text	AN	1	264

Syntax Notes: If 03 is present, then 02 is required.

N1

N1 ° Name

User Req: MUST USE Table/Area: 1 Loop: N1 Loop Section: N1 Position: 0310 Max Use: >1

Data Element Summary

User Req	Req. Des.	Ref. Des.	Data Element	Element Name			Min Len.	Max Len.
	М	N1 <mark>01</mark>	98	Entity Identifi	er Code	ID	2	3
				BT ST OB	Bill-to-Party Ship To Ordered By			
	0	N102	93	Name		AN	1	60
	0	N1 <mark>03</mark>	66	Identification	Code Qualifier	ID	1	2
				92	Assigned by Buyer or Buyer's Agent			
	0	N1 <mark>04</mark>	67	Identification	Code	AN	2	80

Syntax Notes: At least one of 02 and 03 is required.

If any of 03 or 04 are present, then all are required.

Set Note: ST (Ship To Address) - will always be required.

BT (Bill To Address) - this will be the sender's bill to address.

OB (Ordered by Address) - will be used in drop ship scenarios where this is the Bill To Address for the end customer.



N2 • Additional Name Information

User Req: USED Table/Area: 1 Loop: N1 Loop Section: N1 Position: 0320 Max Use: >1

User Req	Req. Des.	Ref. Des.	Data Element	Element Name	Data Min Ma Type Len. Le
	М	N2 <mark>01</mark>	93	Name	AN 1 60
	0	N202	93	Name	AN 1 60

Set Note: N201 (Name) - First Name N202 (Name) - Last Name



N3 • Address Information

User Req: MUST USE Table/Area: 1 Loop: N1 Loop Section: N1 Position: 0330 Max Use: >1

Data Element Summary

User Req		Ref. Des.	Data Element	Element Name			Max Len.
	М	N301	166	Address Information	AN	1	55
	0	N3 <mark>02</mark>	166	Address Information	AN	1	55



N4 ° Geographic Location

User Req: MUST USE Table/Area: 1 Loop: N1 Loop Section: N1 Position: 0340 Max Use: >1

Data Element Summary

	Req. Des.		Data Element	Element Name	Data Min Type Len.		Max Len.
C	С	N4 <mark>01</mark>	19	City Name	AN	2	30
C	С	N4 <mark>02</mark>	156	State or Province Code	ID	2	2
C	С	N4 <mark>03</mark>	116	Postal Code	ID	3	15
C	С	N4 <mark>04</mark>	26	Country Code	ID	2	3

Syntax Notes: If 06 is present, then 05 is required.



PER • Administrative Communications Contact

User Req:	USED
Table/Area:	1
Loop:	N1
Loop Section:	N <mark>1</mark>
Position:	0 <mark>36</mark> 0
Max Us <mark>e:</mark>	>1

Data Element Su	ımmary	,					
User Req	Req. Des.	Ref. Des.	Data Element	Element Name		Min Len.	Max Len.
	М	PER01	366	Contact Function Code	ID	2	2
			Г	IC Information Contact			
	0	PER02	93	Name	AN	1	60
	0	PE <mark>R</mark> 03	365	Communication Number Qualifier	ID	2	2
				EM Electronic Mail			
	0	PER04	364	Communication Number	AN	1	80
	0	PER05	365	Communication Number Qualifier	ID	2	2
				TE Telephone			
	0	PER06	364	Communication Number	AN	1	80

Syntax Notes: If any of 03 or 04 are present, then all are required. If any of 05 or 06 are present, then all are required. If any of 07 or 08 are present, then all are required.



PO1 • Baseline Item Data

User Req: MUST USE Table/Area: 2 Loop: PO1 Loop Section: PO1 Position: 0010 Max Use: 1

Data Element Summary											
User Req	Req. Des.	Ref. Des.	Data Element	Element Name		a Min e Len.	Max Len.				
	М	PO1 <mark>01</mark>	350	Assigned Identification	AN	1	20				
	М	PO1 <mark>02</mark>	330	Quantity Ordered	R	1	15				
	М	PO1 <mark>03</mark>	355	Unit or Basis for Measurement Code	ID	2	2				
				EA Each]						
	М	PO1 <mark>04</mark>	212	Unit Price	R	1	17				
	0	PO1 <mark>05</mark>	639	Basis of Unit Price Code	ID	2	2				
				TE Contract Price per Each]						
	М	PO106	235	Product/Service ID Qualifier	ID	2	2				
				VN Vendor's (Seller's) Item Number	J						
	Х	PO1 <mark>07</mark>	234	Product/Service ID	AN	1	48				
	0	PO1 <mark>08</mark>	235	Product/Service ID Qualifier	ID	2	2				
				IN Buyer's Item Number							
	Х	PO1 <mark>09</mark>	234	Product/Service ID	AN	1	48				
	0	PO1 <mark>10</mark>	235	Product/Service ID Qualifier	ID	2	2				
				UP U.P.C. Consumer Package Code (1-5-5-1)							
	Х	PO111	234	Product/Service ID	AN	1	48				

Syntax Notes: If 03 is present, then 02 is required.

If 05 is present, then 04 is required.

If any of 06 or 07 are present, then all are required.

If any of 08 or 09 are present, then all are required.

If any of 10 or 11 are present, then all are required.

CTP • **Pricing Information**

User Req: USED Table/Area: 2



Po	ection	: CTP : PO1;CTP : 0040 : 1					
Data Element Sun	-						
User Req. Req Des.		Ref. Des.	Data Element	Element Name	Data Type	Max Len.	
·					,		
	0	CTP <mark>02</mark>	236	Price Identifier Code	ID	3	3
				RTL Retail			
	0	CTP <mark>03</mark>	212	Unit Price	R	1	17

Syntax Notes: If any of 04 or 05 are present, then all are required.

- If 06 is present, then 07 is required.
- If 09 is present, then 02 is required.
- If 10 is present, then 02 is required.
- If 11 is present, then 03 is required.
- Set Note: RTL (Retail Price) this will be the price paid by the end customer. Will be used on the packing slip if mandatory.



PID • **Product/Item Description**

User Req: USED Table/Area: 2 Loop: PID Loop Section: PO1;PID Position: 0050 Max Use: 1

Data Element Summary

	Ref. Des.	Data Element	Element Name		Data Type	Min Len.	Max Len.
М	PID <mark>01</mark>	349	Item Description Type		ID	1	1
			F Free-form				
0	PID <mark>02</mark>	750	Product/Process Characteristic Cod	e	ID	2	3
			08ProductSIZSizing35ColorZZMutually Defined				
0	PID <mark>05</mark>	352	Description		AN	1	80

Syntax Notes: If 04 is present, then 03 is required. At least one of 04 and 05 is required. If 07 is present, then 03 is required. If 08 is present, then 04 is required. If 09 is present, then 05 is required.

Set Note: 08 (Product) - General Product description. Will be used on the packing slip if mandatory.

SIZ (Sizing) - Size attribute of the product. Will be used on the packing slip if mandatory.

35 (Color) - Color attribute of the product. Will be used on the packing slip if mandatory.

ZZ (Mutually Defined) - Any additional product attributes will be submitted here.



PO4 ° Item Physical Details

User Req: USED Table/Area: 2 Loop: PO1 Loop Section: PO1 Position: 0090 Max Use: >1

Data Element Summary

User Req. Req Des.		Data Element	Element Name		Min Len.	Max Len.
0	PO4 <mark>06</mark>	384	Gross Weight per Pack	R	1	9
0	PO4 <mark>07</mark>	355	Unit or Basis for Measurement Code	ID	2	2
			LB Pound			
Syntax Notes:						

- If 11 is present, then 13 is required.
- If 12 is present, then 13 is required.
- If 13 is present, then at least 10, 11 or 12 is required.
- If 17 is present, then 16 is required.
- If 18 is present, then 04 is required.

Set Note: PO406 (Weight) - Weight of 1 unit of product.



REF • Reference Identification

User Req: USED Table/Area: 2 Loop: PO1 Loop Section: PO1 Position: 0100 Max Use: >1

Data Element Summary

User Req	Req. Des.	Ref. Des.			Data M Type Lo		
	М	REF <mark>01</mark>	128	Reference Identification Qualifier	ID	2	3
				ZZ Mutually Defined			
	Х	REF <mark>02</mark>	127	Reference Identification	AN	1	30

Syntax Notes: At least one of 02 and 03 is required.

Set Note: ZZ (Mutually Defined) - will be used to indicate gift wrap. "1" will be entered in REF02 to indicate the wrapping.



SAC • Service, Promotion, Allowance, or Charge Information

User Req: USED Table/Area: 2 Loop: PO1 Loop Section: PO1 Position: 0110 Max Use: 1

Data Element Summary User Req. Ref. Data Element Data Min Max Req Des. Des. Element Name Type Len. Len. Allowance or Charge Indicator Μ SAC01 248 ID 1 1 А Allowance Ν No Allowance or Charge С Charge 1300 SAC02 Service, Promotion, Allowance, or Charge Code ID Μ 4 4 C310 Discount G821 Shipping H850 Tax ZZZZ Mutually Defined SAC05 610 Amount N2 1 15 Х

Syntax Notes: At least one of 02 and 03 is required. If any of 03 or 04 are present, then all are required. If any of 06 or 07 are present, then all are required. If any of 09 or 10 are present, then all are required. If 11 is present, then 10 is required. If 13 is present, then at least 02 or 04 is required. If 14 is present, then 13 is required. If 16 is present, then 15 is required.

Set Note: A (Allowance) = used to indicate an allowance to be applied to the purchase order total.

C (Charge) = used to indicate a charge to be applied to the purchase order total.

N (No Allowance or Charge) = used to show the end customer's charges or allowances. These will typically be used on the packing slip.

**C310 (Discount) will be the only code using "A" (Allowance) in SAC01. **ZZZZ (Mutually Defined) will be used as a miscellaneous charge



N9

N9 • Reference Identification

User Req: USED Table/Area: 2 Loop: N9 Loop Section: PO1;N9 Position: 0200 Max Use: 1

Data Element Summary

User Req	-	Ref. Des.	Data Element	Element Name	Data Min Type Len.		Max Len.
	М	N901	128	Reference Identification Qualifier	ID	2	3
				ZZ Mutually Defined		_	
	0	N9 <mark>02</mark>	127	Reference Identification	AN	1	30

Syntax Notes: At least one of 02 and 03 is required. If 06 is present, then 05 is required.

Set Note: N902 (Reference Identification) - "Special Instructions" will be entered here to identify that there are special customizations or notes required for the product. These notes will be entered in the MSG segment.



MSG ° Message Text

User Req: USED Table/Area: 2 Loop: N9 Loop Section: PO1;N9 Position: 0210 Max Use: 1

Data Element Summary

User Req	Req. Des.	Ref. Des.	Data Element	Element Name	Data Min Type Len.	
	М	MSG <mark>01</mark>	933	Free-Form Message Text	AN 1	264
	Syntax Notes	: If 03 is pr	esent, then 0	2 is required.		

Set Note: MSG01 (Message Text) - Free form text describing special notes or customizations for the product.



N9

N9 ° Reference Identification

User Req: USED Table/Area: 2 Loop: N9 Loop Section: PO1;N9 Position: 0300 Max Use: 1

Data Element Summary								
User Req	Req. Des.	Ref. Des.	Data Element	Element Name		a Min e Len.	Max Len.	
	М	N9 <mark>01</mark>	128	Reference Identification Qualifier L1 Letters or Notes	ID J	2	3	
	0	N9 <mark>02</mark>	127	Reference Identification	AN	1	30	

Syntax Notes: At least one of 02 and 03 is required. If 06 is present, then 05 is required.

Set Note: N902 (Reference Identification) - "GFT" will be submitted to identify that an item level gift message will be supplied in the MSG segment.



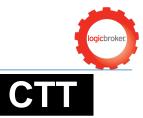
MSG ° Message Text

User Req: USED Table/Area: 2 Loop: N9 Loop Section: PO1;N9 Position: 0310 Max Use: 1

Data Element Summary

User Req		-	Ref. Des.		Data Element Element Name		Data Min Type Len.		
	М		MSG <mark>01</mark>		933	Free-Form Message Text	AN	1	264
	Syntax No	otes:	: If 03 is p	ores	ent, then 02	is required.			

Set Note: MSG01 (Message Text) - Item level gift message, will be used on the packing slip if one is required.



CTT ° Transaction Totals

User Req: MUST USE Table/Area: 2 Loop: N/A Loop Section: N/A Position: 0025 Max Use: 1

Data Element Summary

User Req	-	Ref. Des.	Data Element	Element Name	Data Min Type Len.	
	Μ	CTT <mark>01</mark>	354	Number of Line Items	N0 1	6
Syntax	x Notes	: If any of 0	3 or 04 are pi	resent, then all are required.		

If any of 05 or 06 are present, then all are required.



SE • Transaction Set Trailer

User Req: MUST USE Table/Area: 2 Loop: N/A Loop Section: N/A Position: 0030 Max Use: 1

Data Element Summary

User Req		Ref. Des.	Data Element	Element Name	Data Min Type Len.		Max Len.
	М	SE <mark>01</mark>	96	Number of Included Segments	N0	1	10
	М	SE <mark>02</mark>	329	Transaction Set Control Number	AN	4	9