



# 850 Purchase Order

Functional Group ID=**PO**

## Introduction:

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. **Label Requirements: Note - All Drop Ship orders must include the Customer PO Number (correlating to REF|CO – Pg 7) on the Packing Slip.**

## Notes:

Supplier Outbound Regular or Drop Ship Purchase Order

## Heading:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
3	010	ST	Transaction Set Header	M	M	1	
4	020	BEG	Beginning Segment for Purchase Order	M	M	1	
5	050	REF	Reference Identification	C		>1	
6	050	REF	Reference Identification	C		>1	
7	050	REF	Reference Identification	C		>1	
8	120	ITD	Terms of Sales/Deferred Terms of Sale	M	M	>1	
9	150	DTM	Delivery Date	O		10	
LOOP ID - N1							200
10	300	N1	ABC Division Name	M	M	1	
11	348	N1	Vendor Name	M	M	1	
12	349	N1	Ship-To Name	O		1	
13	355	N3	Ship-To Address Information	O		1	
14	358	N4	Ship-To Geographic Location	O		1	
15	360	PER	Administrative Communications Contact	C		>1	

## Detail:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
LOOP ID - PO1							100000
16	010	PO1	Baseline Item Data	M	M	1	
LOOP ID - PID							1000
17	050	PID	Product/Item Description	O		1	
18	050	PID	Product/Item Description	O		1	
19	289	MSG	Message Text	O		>1	
20	289	MSG	Message Text	O		>1	

**Summary:**

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>
			LOOP ID - CTT				1
21	010	CTT	Transaction Totals	M	M	1	
22	030	SE	Transaction Set Trailer	M	M	1	

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Notes:** Example: ST|850|008123456~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
ST01	143	<b>Transaction Set Identifier Code</b> Code uniquely identifying a Transaction Set 850 Purchase Order	M ID 3/3	M
ST02	329	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set This will be the same PO Number that is being sent in the BEG03 Segment on the Purchase Order.	M AN 4/9	M

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates  
**Notes:** Example: BEG|00|NE|008123456|20120221~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 00 Original	M ID 2/2	M
BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order DS Dropship NE New Order	M ID 2/2	M
BEG03	324	<b>Purchase Order Number</b> Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22	M
BEG05	373	<b>Purchase Order Date</b> Date expressed as CCYYMMDD Date PO is generated	M DT 8/8	M

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Conditional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Notes:** Example: REF|RQ|SUPPLIER-12345~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification RQ Purchase Requisition Number	M ID 2/3	M
REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C AN 1/30	

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Conditional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Notes:** Example: REF|0B|CP9300213~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 0B State License Number	M ID 2/3	M
REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C AN 1/30	

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Conditional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Notes:** Example: REF|CO|CUSTORDER1234~

Label Requirements: Note - All Drop Ship orders must include the Customer PO Number (correlating to REF|CO – Pg 7) on the Packing Slip.

Data Element Summary				
<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification CO Customer Order Number	M ID 2/3	M
REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	C AN 1/30	

**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale  
**Position:** 120  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify terms of sale  
**Syntax Notes:** 1 If ITD03 is present, then ITD05 and ITD07 are required.  
**Comments:** 1 If the code in ITD01 is "05", then ITD07 is required.

**Notes:** When terms in ITD12 does not contain discount (0% or Net only), then only ITD07 should be populated i.e. 0% 14 days or Net 14 days.

When terms in ITD12 contain discount and net terms, then ITD03, 05 & 07 should be populated i.e. 2% 10 days Net 14.

Example:  
 Without Discount: ITD|05|3||||14||||NET 14~  
 With Discount: ITD|01|3|2||10||14~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
ITD01	336	<b>Terms Type Code</b> Code identifying type of payment terms 01 Basic 05 Discount Not Applicable	M ID 2/2	M
ITD02	333	<b>Terms Basis Date Code</b> Code identifying the beginning of the terms period 3 Invoice Date	M ID 1/2	M
ITD03	338	<b>Terms Discount Percent</b> Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	O R 1/6	O
ITD05	351	<b>Terms Discount Days Due</b> Number of days in the terms discount period by which payment is due if terms discount is earned	X N0 1/3	X
ITD07	386	<b>Terms Net Days</b> Number of days until total invoice amount is due (discount not applicable)	O N0 1/3	O
ITD12	352	<b>Description</b> A free-form description to clarify the related data elements and their content	O AN 1/80	O



**Segment:** **DTM** Delivery Date  
**Position:** 150  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Notes:** Example: DTM|002|20120303~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
DTM01	374	<b>Delivery Date Qualifier</b> Code specifying type of date or time, or both date and time 002 Delivery Requested	M ID 3/3	M
DTM02	373	<b>Delivery Date</b> Date expressed as CCYYMMDD	M DT 8/8	M

**Segment:** **N1** ABC Division Name  
**Position:** 300  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Notes:** Example: N1|BT|ABC DC Sacramento|11|RA0310603~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual BS Bill and Ship To BT Bill-to-Party	M ID 2/3	M
N102	93	<b>ABC Division Name</b> Free-form name	C AN 1/60	
N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix 11 Drug Enforcement Administration (DEA) 21 Health Industry Number (HIN) UL GLN/UCC/EAN Location Code	C ID 1/2	
N104	67	<b>ABC Division Identifier</b> Code identifying a party or other code	C AN 2/80	

**Segment:** **N1** Vendor Name  
**Position:** 348  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Notes:** Example: N1|SU|MY PHARMACEUTICALS, INC|21|041GT4100~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual SU Supplier/Manufacturer	M ID 2/3	M
N102	93	<b>Vendor Name</b> Free-form name	O AN 1/60	
N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix 11 Drug Enforcement Administration (DEA) 21 Health Industry Number (HIN) 91 Unique ID UL GLN/UCC/EAN Location Code	M ID 1/2	M
N104	67	<b>Vendor Identification Code</b> Code identifying a party or other code	M AN 2/80	M

**Segment:** **N1 Ship-To Name**  
**Position:** 349  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Notes:** Example: N1|ST|CUSTOMER FIRST STREET PHARMACY|91|010004444~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual ST Ship To	M ID 2/3	M
N102	93	<b>Ship-To Name</b> Free-form name	O AN 1/60	
N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix 11 Drug Enforcement Administration (DEA) 21 Health Industry Number (HIN) 91 Unique ID UL GLN/UCC/EAN Location Code	C ID 1/2	
N104	67	<b>Ship-To Identification Code</b> Code identifying a party or other code	C AN 2/80	

**Segment:** **N3 Ship-To Address Information**  
**Position:** 355  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the location of the named party  
**Notes:** Example: N3|1234 EAST FIRST STREET|SUITE 256~

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
N301	166	<b>Address Information</b> Address information	M AN 1/55	M
N302	166	<b>Address Information</b> Address information	O AN 1/55	

**Segment:** **N4 Ship-To Geographic Location**  
**Position:** 358  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party  
**Notes:** Example: N4|LOS ANGELES|CA|90063~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30	
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2	
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15	
N404	26	Country Code Code identifying the country	O ID 2/3	

**Segment:** **PER** Administrative Communications Contact  
**Position:** 360  
**Loop:** N1 Mandatory  
**Level:** Heading  
**Usage:** Conditional  
**Max Use:** >1  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Notes:** Example: PER|IC|Matt Baker|EM|dummy@firststreetpharma.com|TE|800-562-2526~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
PER01	366	<b>Contact Function Code</b> Code identifying the major duty or responsibility of the person or group named IC Information Contact	M ID 2/2	M
PER02	93	<b>Name</b> Free-form name	O AN 1/60	
PER03	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number EM Electronic Mail	C ID 2/2	
PER04	364	<b>Communication Number</b> Complete communications number including country or area code when applicable	C AN 1/80	
PER05	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number TE Telephone	C ID 2/2	
PER06	364	<b>Communication Number</b> Complete communications number including country or area code when applicable	C AN 1/80	

**Segment:** **PO1** **Baseline Item Data**  
**Position:** 010  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To specify basic and most frequently used line item data  
**Notes:** Example: PO1|1|24|EA|60||ND|4726195022~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set	O AN 1/20	
PO102	330	<b>Quantity Ordered</b> Quantity ordered	M R 1/15	M
PO103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken CA Case DE Deal DZ Dozen EA Each PK Package	M ID 2/2	M
PO104	212	<b>Unit Price</b> Price per unit of product, service, commodity, etc. Net Invoice Cost	M R 1/17	M
PO106	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) N4 National Drug Code in 5-4-2 Format UP U.P.C. Consumer Package Code (1-5-5-1) ND National Drug Code (NDC) NH National Health Related Item Code UI U.P.C. Consumer Package Code (1-5-5) UN U.P.C. Case Code Number (1-1-5-5) UA U.P.C./EAN Case Code (2-5-5) VC Vendor's (Seller's) Catalog Number	M ID 2/2	
PO107	234	<b>Product/Service ID</b> Identifying number for a product or service	C AN 1/48	



**Segment:** **PID** Product/Item Description  
**Position:** 050  
**Loop:** PID Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To describe a product or process in coded or free-form format  
**Notes:** Example: PID|X|||ASPERIN MG 50 100~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
PID01	349	Item Description Type Code indicating the format of a description X Semi-structured (Code and Text)	M ID 1/1	M
PID05	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80	

**Segment:** **PID** Product/Item Description  
**Position:** 050  
**Loop:** PID Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To describe a product or process in coded or free-form format  
**Notes:** Example: PID|S|DF|DR|TAB~

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
PID01	349	<b>Item Description Type</b> Code indicating the format of a description S Structured (From Industry Code List)	M ID 1/1	M
PID02	750	<b>Product/Process Characteristic Code</b> Code identifying the general class of a product or process characteristic DF Dosage Form A description of the product's physical form, such as caplet, tablet, or capsule	O ID 2/3	
PID03	559	<b>Agency Qualifier Code</b> Code identifying the agency assigning the code values DR National Wholesale Druggists Association	O ID 2/2	
PID04	751	<b>Product Description Code</b> A code from an industry code list which provides specific data about a product characteristic	O AN 1/12	
PID05	352	<b>Description</b> A free-form description to clarify the related data elements and their content	O AN 1/80	

**Segment:** **MSG** Message Text  
**Position:** 289  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Notes:** Example: MSG|Line item text Dropship~

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
MSG01	933	Free-Form Message Text Free-form message text	O AN 1/264	

**Segment:** **MSG** Message Text  
**Position:** 289  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Notes:** Example: MSG|Test Shipping Instructions:~

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264	M

**Segment:** **CTT** Transaction Totals  
**Position:** 010  
**Loop:** CTT Mandatory  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Notes:** Example: CTT|1~

**Data Element Summary**

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
CTT01	354	Number of Line Items	M N0 1/6	M
		Total number of line items in the transaction set		
		Total number of PO1 segments in the transaction.		

**Segment:** **SE** Transaction Set Trailer  
**Position:** 030  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)  
**Notes:** Example: SE|19|008123456~

**Data Element Summary**

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
SE01	96	<b>Number of Included Segments</b> Total number of segments included in a transaction set including ST and SE segments	M N0 1/10	M
SE02	329	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set This will be the same as the 'ST02'	M AN 4/9	M

**SAMPLE DATA**

**850 REGULAR PURCHASE ORDER**

ST|850|008123456~  
BEG|00|NE|008123456| |20120221  
ITD|01|3|2||10||14~  
DTM|002|20120303~  
N1|BS|ABC DC Sacramento|11|RA0310603~  
N1|SU|MY PHARMACEUTICALS, INC|21|041GT4100~  
PO1|1|24|EA|60| |ND|4726195022~  
PID|X| | | |ASPERIN           MG   50   100~  
PID|S|DF|DR|TAB~  
CTT|1~  
SE|10|008123456~

**SAMPLE DATA**

**850 DROP SHIP PURCHASE ORDER**

ST|850|008123456~  
BEG|00|NE|008123456| |20120221  
ITD|01|3|2||10||14~  
REF|RQ|SUPPLIER-12345~  
REF|OB|CP9300213~  
REF|CO|SUPPLIER - IN~  
DTM|002|20120303~  
N1|BT|ABC DC Sacramento|11|RA0310603~  
N1|SU|MY PHARMACEUTICALS, INC|21|041GT4100~  
N1|ST|CUSTOMER FIRST STREET PHARMACY|91|010004444~  
N3|1234 EAST FIRST STREET~  
N4|LOS ANGELES|CA|90063~  
PER|IC|Matt Baker|EM|dummy@firststreetpharma.com|TE|800-562-2526~  
PO1|1|24|EA|60| |ND|4726195022~  
PID|X| | | |ASPERIN           MG   50   100~  
PID|S|DF|DR|TAB~  
MSG|Line item text Dropship~  
MSG|Test Shipping Instructions:~  
CTT|1~  
SE|19|008123456~