Greenlee Tools

850 Purchase Order

<div align="right">

Functional Group ID=PO

</div>

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.

Heading:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
2	010	ST	Transaction Set Header	M	1		
3	020	BEG	Beginning Segment for Purchase Order	M	1		
4	040	CUR	Currency	O	1		
5	050	REF	Reference Identification	O	>1		
6	060	PER	Administrative Communications Contact	O	3		
7	070	TAX	Tax Reference	O	>1		
8	150	DTM	Date/Time Reference	O	10		
			LOOP ID - N1			1	
9	310	N1	N1 Name-Ship to	O	1		
10	330	N3	ST Address Information	O	2		
11	340	N4	ST Geographic Location	O	>1		
12	310	N1	N1 Name-Bill to	O	1		
13	330	N3	BT Address Information	O	2		
14	340	N4	BT Geographic Location	O	>1		

Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - PO1			100000	
15	010	PO1	Baseline Item Data	M	1		n1
			LOOP ID - PID			1000	
17	050	PID	Product/Item Description	O	1		

Summary:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
18	010	CTT	Transaction Totals	O	1		n2
19	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. PO102 is required.
2. 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.

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	
Syntax Notes:		
Semantic Notes:	1	The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:		
Business Rules:	**1.**	ALWAYS call External Routine 'CheckCTT.SetCheckCTTCount'

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	**ST01**	**143**	**Transaction Set Identifier Code**	**M ID 3/3**
			Code uniquely identifying a Transaction Set	
			Greenlee Tools. requires this segment.	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
M	**ST02**	**329**	**Transaction Set Control Number**	**M AN 4/9**
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			Greenlee Tools. requires this segment.	

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	
Syntax Notes:		
Semantic Notes:	1 BEG05 is the date assigned by the purchaser to purchase order.	
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	**BEG01**	**353**	**Transaction Set Purpose Code**	**M**	**ID 2/2**
			Code identifying purpose of transaction set		
			Greenlee Tools. requires this segment.		
			00 Original		
M	**BEG02**	**92**	**Purchase Order Type Code**	**M**	**ID 2/2**
			Code specifying the type of Purchase Order		
			Greenlee Tools. requires this segment.		
			Business Rules:		
			Variable Name:BEG02POType		
			DS Dropship		
			NE New Order		
			NS New Store Opening		
			SA Stand-alone Order		
M	**BEG03**	**324**	**Purchase Order Number**	**M**	**AN 1/22**
			Identifying number for Purchase Order assigned by the orderer/purchaser		
			Greenlee Tools. requires this segment.		
	BEG04	**328**	**Release Number**	**O**	**AN 1/30**
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction		
M	**BEG05**	**373**	**Date**	**M**	**DT 8/8**
			Date expressed as CCYYMMDD		
			Greenlee Tools. requires this segment.		
R	**BEG07**	**587**	**Acknowledgment Type**	**O**	**ID 2/2**
			Code specifying the type of acknowledgment		
			Refer to 004010 Data Element Dictionary for acceptable code values.		

Segment:	**CUR** Currency	
Position:	040	
Loop:		
Level:	Heading	
Usage:	Optional	
Max Use:	1	
Purpose:	To specify the currency (dollars, pounds, francs, etc.) used in a transaction	
Syntax Notes:	1	If CUR08 is present, then CUR07 is required.
	2	If CUR09 is present, then CUR07 is required.
	3	If CUR10 is present, then at least one of CUR11 or CUR12 is required.
	4	If CUR11 is present, then CUR10 is required.
	5	If CUR12 is present, then CUR10 is required.
	6	If CUR13 is present, then at least one of CUR14 or CUR15 is required.
	7	If CUR14 is present, then CUR13 is required.
	8	If CUR15 is present, then CUR13 is required.
	9	If CUR16 is present, then at least one of CUR17 or CUR18 is required.
	10	If CUR17 is present, then CUR16 is required.
	11	If CUR18 is present, then CUR16 is required.
	12	If CUR19 is present, then at least one of CUR20 or CUR21 is required.
	13	If CUR20 is present, then CUR19 is required.
	14	If CUR21 is present, then CUR19 is required.
Semantic Notes:		
Comments:	1	See Figures Appendix for examples detailing the use of the CUR segment.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	CUR01	98	**Entity Identifier Code**	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			Greenlee Tools. requires this segment.	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
M	CUR02	100	**Currency Code**	M ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	
			Greenlee Tools. requires this segment.	

<table>
<tr><td>**Segment:**</td><td>**REF** Reference Identification</td></tr>
<tr><td>**Position:**</td><td>050</td></tr>
<tr><td>**Loop:**</td><td></td></tr>
<tr><td>**Level:**</td><td>Heading</td></tr>
<tr><td>**Usage:**</td><td>Optional</td></tr>
<tr><td>**Max Use:**</td><td>>1</td></tr>
<tr><td>**Purpose:**</td><td>To specify identifying information</td></tr>
<tr><td>**Syntax Notes:**</td><td>1   At least one of REF02 or REF03 is required.</td></tr>
<tr><td></td><td>2   If either C04003 or C04004 is present, then the other is required.</td></tr>
<tr><td></td><td>3   If either C04005 or C04006 is present, then the other is required.</td></tr>
<tr><td>**Semantic Notes:**</td><td>1   REF04 contains data relating to the value cited in REF02.</td></tr>
<tr><td>**Comments:**</td><td></td></tr>
</table>

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	REF01	128	**Reference Identification Qualifier**	M	ID 2/3
			Code qualifying the Reference Identification		
			Greenlee Tools. requires this segment.		
			VR Vendor ID Number		
	REF02	127	**Reference Identification**	X	AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	**PER** Administrative Communications Contact		
Position:	060		
Loop:			
Level:	Heading		
Usage:	Optional		
Max Use:	3		
Purpose:	To identify a person or office to whom administrative communications should be directed		
Syntax Notes:	1	If either PER03 or PER04 is present, then the other is required.	
	2	If either PER05 or PER06 is present, then the other is required.	
	3	If either PER07 or PER08 is present, then the other is required.	
Semantic Notes:			
Comments:			

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	PER01	366	**Contact Function Code**	**M**	**ID 2/2**
			Code identifying the major duty or responsibility of the person or group named		
			Greenlee Tools. requires this segment.		
			BD Buyer Name or Department		
	PER02	93	**Name**	**O**	**AN 1/60**
			Free-form name		
	PER03	365	**Communication Number Qualifier**	**X**	**ID 2/2**
			Code identifying the type of communication number		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
	PER04	364	**Communication Number**	**X**	**AN 1/80**
			Complete communications number including country or area code when applicable		

Segment:	**TAX** Tax Reference	
Position:	070	
Loop:		
Level:	Heading	
Usage:	Optional	
Max Use:	>1	
Purpose:	To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the transaction	
Syntax Notes:	1	At least one of TAX01 or TAX03 is required.
	2	If either TAX02 or TAX03 is present, then the other is required.
	3	If either TAX04 or TAX05 is present, then the other is required.
	4	If either TAX06 or TAX07 is present, then the other is required.
	5	If either TAX08 or TAX09 is present, then the other is required.
	6	If either TAX10 or TAX11 is present, then the other is required.
Semantic Notes:		
Comments:	1	Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
	2	TAX01 is required if tax exemption is being claimed.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
TAX01	**325**	**Tax Identification Number**	X	AN 1/20
		Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number		
TAX02	**309**	**Location Qualifier**	X	ID 1/2
		Code identifying type of location		
		Refer to 004010 Data Element Dictionary for acceptable code values.		
TAX03	**310**	**Location Identifier**	X	AN 1/30
		Code which identifies a specific location		
TAX12	**441**	**Tax Exempt Code**	O	ID 1/1
		Code identifying exemption status from sales and use tax		
		Refer to 004010 Data Element Dictionary for acceptable code values.		

Segment:	**DTM** Date/Time Reference				
Position:	150				
Loop:					
Level:	Heading				
Usage:	Optional				
Max Use:	10				
Purpose:	To specify pertinent dates and times				
Syntax Notes:	1	At least one of DTM02 DTM03 or DTM05 is required.			
	2	If DTM04 is present, then DTM03 is required.			
	3	If either DTM05 or DTM06 is present, then the other is required.			
Semantic Notes:					
Comments:					

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	DTM01	374	**Date/Time Qualifier**	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			Greenlee Tools. requires this segment.		
			002 Delivery Requested		
			010 Requested Ship		
			This is the preferred choice.		
			011 Shipped		
			106 Required By		
	DTM02	373	**Date**	X	DT 8/8
			Date expressed as CCYYMMDD		

Segment:	# N1 N1 Name-Ship to	
Position:	310	
Loop:	N1	Optional (Dependent)
Level:	Heading	
Usage:	Optional (Dependent)	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1	At least one of N102 or N103 is required.
	2	If either N103 or N104 is present, then the other is required.
Semantic Notes:		
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.
Business Rules:	1.	If BEG02POType EQ 'DS', then set Usage to 'Used'

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N101	98	**Entity Identifier Code**	**M**	**ID 2/3**
			Code identifying an organizational entity, a physical location, property or an individual		
			Greenlee Tools. requires this segment.		
			ST Ship To		
	N102	93	**Name**	**X**	**AN 1/60**
			Free-form name		
	N103	66	**Identification Code Qualifier**	**X**	**ID 1/2**
			Code designating the system/method of code structure used for Identification Code (67)		
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
			92 Assigned by Buyer or Buyer's Agent		
	N104	67	**Identification Code**	**X**	**AN 2/80**
			Code identifying a party or other code		

Segment:	**N3** ST Address Information	
Position:	330	
Loop:	N1	Optional (Dependent)
Level:	Heading	
Usage:	Optional (Dependent)	
Max Use:	2	
Purpose:	To specify the location of the named party	
Syntax Notes:		
Semantic Notes:		
Comments:		
Business Rules:	**1.** If BEG02POType EQ 'DS', then set Usage to 'Used'	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N301	166	**Address Information**	M	AN 1/55
			Address information		
			Greenlee Tools. requires this segment.		
	N302	166	**Address Information**	O	AN 1/55
			Address information		

Segment:	**N4** ST Geographic Location
Position:	340
Loop:	N1 Optional (Dependent)
Level:	Heading
Usage:	Optional (Dependent)
Max Use:	>1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the U.S. or Canada.
Business Rules:	1. If BEG02POType EQ 'DS', then set Usage to 'Used'

Data Element Summary

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

Segment:	**N1** N1 Name-Bill to	
Position:	310	
Loop:	N1	Optional (Dependent)
Level:	Heading	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1 At least one of N102 or N103 is required.	
	2 If either N103 or N104 is present, then the other is required.	
Semantic Notes:		
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.	
Usage Notes:	Greenlee Tools. requires this segment.	

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	**N101**	**98**	**Entity Identifier Code**	**M**	**ID 2/3**
			Code identifying an organizational entity, a physical location, property or an individual		
			Greenlee Tools. requires this segment.		
			BT Bill-to-Party		
	N102	**93**	**Name**	**X**	**AN 1/60**
			Free-form name		
	N103	**66**	**Identification Code Qualifier**	**X**	**ID 1/2**
			Code designating the system/method of code structure used for Identification Code (67)		
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
			92 Assigned by Buyer or Buyer's Agent		
	N104	**67**	**Identification Code**	**X**	**AN 2/80**
			Code identifying a party or other code		

Segment:	**N3** BT Address Information	
Position:	330	
Loop:	N1	Optional (Dependent)
Level:	Heading	
Usage:	Optional (Dependent)	
Max Use:	2	
Purpose:	To specify the location of the named party	
Syntax Notes:		
Semantic Notes:		
Comments:		
Business Rules:	1. If BEG02POType EQ 'DS', then set Usage to 'Used'	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N301	166	**Address Information**	M	AN 1/55
			Address information		
			Greenlee Tools. requires this segment.		
	N302	166	**Address Information**	O	AN 1/55
			Address information		

Segment:	**N4** **BT Geographic Location**
Position:	340
Loop:	N1 Optional (Dependent)
Level:	Heading
Usage:	Optional (Dependent)
Max Use:	>1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the U.S. or Canada.
Business Rules:	1. If BEG02POType EQ 'DS', then set Usage to 'Used'

Data Element Summary

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

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			

Syntax Notes:		
	1	If PO103 is present, then PO102 is required.
	2	If PO105 is present, then PO104 is required.
	3	If either PO106 or PO107 is present, then the other is required.
	4	If either PO108 or PO109 is present, then the other is required.
	5	If either PO110 or PO111 is present, then the other is required.
	6	If either PO112 or PO113 is present, then the other is required.
	7	If either PO114 or PO115 is present, then the other is required.
	8	If either PO116 or PO117 is present, then the other is required.
	9	If either PO118 or PO119 is present, then the other is required.
	10	If either PO120 or PO121 is present, then the other is required.
	11	If either PO122 or PO123 is present, then the other is required.
	12	If either PO124 or PO125 is present, then the other is required.

Semantic Notes:

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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
	PO101	350	**Assigned Identification**	O	AN 1/20
			Alphanumeric characters assigned for differentiation within a transaction set		
M	PO102	330	**Quantity Ordered**	M	R 1/15
			Quantity ordered		
			Greenlee Tools. requires this segment.		
	PO103	355	**Unit or Basis for Measurement Code**	O	ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
	PO104	212	**Unit Price**	X	R 1/17
			Price per unit of product, service, commodity, etc.		
	PO105	639	**Basis of Unit Price Code**	O	ID 2/2
			Code identifying the type of unit price for an item		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
>>	PO106	235	**Product/Service ID Qualifier**	X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			Greenlee Tools. requires this segment.		
			UP U.P.C. Consumer Package Code (1-5-5-1)		
	PO107	234	**Product/Service ID**	X	AN 1/48
			Identifying number for a product or service		
	PO108	235	**Product/Service ID Qualifier**	X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			VC Vendor's (Seller's) Catalog Number		
	PO109	234	**Product/Service ID**	X	AN 1/48

Identifying number for a product or service

| **PO110** | **235** | **Product/Service ID Qualifier** | **X** | **ID 2/2** |

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

    BP   Buyer's Part Number

| **PO111** | **234** | **Product/Service ID** | **X** | **AN 1/48** |

Identifying number for a product or service

| **PO112** | **235** | **Product/Service ID Qualifier** | **X** | **ID 2/2** |

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

    SK   Stock Keeping Unit (SKU)

| **PO113** | **234** | **Product/Service ID** | **X** | **AN 1/48** |

Identifying number for a product or service

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	
Syntax Notes:	1	If PID04 is present, then PID03 is required.
	2	At least one of PID04 or PID05 is required.
	3	If PID07 is present, then PID03 is required.
	4	If PID08 is present, then PID04 is required.
	5	If PID09 is present, then PID05 is required.
Semantic Notes:	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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	PID01	349	**Item Description Type**	M	ID 1/1
			Code indicating the format of a description		
			Greenlee Tools. requires this segment.		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
	PID05	352	**Description**	X	AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment:	**CTT** **Transaction Totals**
Position:	010
Loop:	CTT Optional
Level:	Summary
Usage:	Optional
Max Use:	1
Purpose:	To transmit a hash total for a specific element in the transaction set
Syntax Notes:	1 If either CTT03 or CTT04 is present, then the other is required.
	2 If either CTT05 or CTT06 is present, then the other is required.
Semantic Notes:	
Comments:	1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	CTT01	354	**Number of Line Items**	M	N0 1/6

Total number of line items in the transaction set

Greenlee Tools. requires this segment.

	CTT02	347	**Hash Total**	O	R 1/10

Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.

Example:

-.0018 First occurrence of value being hashed.

.18 Second occurrence of value being hashed.

1.8 Third occurrence of value being hashed.

18.01 Fourth occurrence of value being hashed.

1855 Hash total prior to truncation.

855 Hash total after truncation to three-digit field.

	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)
	Syntax Notes:	
	Semantic Notes:	
	Comments:	1 SE is the last segment of each transaction set.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	SE01	96	**Number of Included Segments**	M N0 1/10

Total number of segments included in a transaction set including ST and SE segments

Greenlee Tools. requires this segment.

M	SE02	329	**Transaction Set Control Number**	M AN 4/9

Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

Greenlee Tools. requires this segment.