

850 Purchase Order

Functional Group ID=**PO**

Introduction:

This standard provides the format and establishes the data contents of a purchase order transaction set. The purchase order transaction set provides 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:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BEG	Beginning Segment for Purchase Order	M	1		
	030	NTE	Note/Special Instruction	F	100		
	040	CUR	Currency	O	1		
	050	REF	Reference Numbers	O	12		
Not Used	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	3		
	080	FOB	F.O.B. Related Instructions	O	1		
Not Used	090	CTP	Pricing Information	O	25		
Not Used	100	SSS	Special Services	O	25		
Not Used	110	CSH	Header Sale Condition	O	1		
Not Used	120	ITA	Allowance, Charge or Service	O	10		
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5		
Not Used	140	DIS	Discount Detail	O	20		
	150	DTM	Date/time/period	O	10		
	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	190	PID	Product/Item Description	O	200		
	200	MEA	Measurements	O	40		
	210	PWK	Paperwork	O	25		
	220	PKG	Marking, Packaging, Loading	O	200		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	250	TD3	Carrier Details (Equipment)	O	12		
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
	270	MAN	Marks and Numbers	O	10		
Not Used	280	CTB	Restrictions/ Conditions	O	5		
LOOP ID - N9						1000	
	290	N9	Reference Number	O	1		
	300	MSG	Message Text	O	1000		

		LOOP ID - N1		200
	310	N1	Name	O 1
	320	N2	Additional Name Information	O 2
	330	N3	Address Information	O 2
	340	N4	Geographic Location	O 1
	350	REF	Reference Numbers	O 12
	360	PER	Administrative Communications Contact	O 3
Not Used	370	FOB	F.O.B. Related Instructions	O 1
Not Used	380	TD1	Carrier Details (Quantity and Weight)	O 2
Not Used	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O 12
Not Used	400	TD3	Carrier Details (Equipment)	O 12
Not Used	410	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O 5
Not Used	420	PKG	Marking, Packaging, Loading	O 200

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
						100000	
LOOP ID - PO1							
Must Use	010	PO1	Purchase Order Baseline Item Data	M	1		
Not Used	020	CUR	Currency	O	1		
Not Used	030	PO3	Additional Item Detail	O	25		
Not Used	040	CTP	Pricing Information	O	25		
	049	MEA	Measurements	O	40		
						1000	
LOOP ID - PID							
	050	PID	Product/Item Description	O	1		
	060	MEA	Measurements	O	10		
	070	PWK	Paperwork	O	25		
	080	PKG	Marking, Packaging, Loading	O	200		
	090	PO4	Item Physical Details	O	1		
	100	REF	Reference Numbers	O	12		
Not Used	110	PER	Administrative Communications Contact	O	3		
Not Used	120	SSS	Special Services	O	25		
Not Used	130	ITA	Allowance, Charge or Service	O	10		
Not Used	140	IT8	Conditions of Sale	O	1		
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	160	DIS	Discount Detail	O	20		
Not Used	170	TAX	Tax Reference	O	3		
	180	FOB	F.O.B. Related Instructions	O	1		
Not Used	190	SDQ	Destination Quantity	O	500		
Not Used	200	IT3	Additional Item Data	O	5		
	210	DTM	Date/time/period	O	10		
	220	LDT	Lead Time	O	12		
	230	SCH	Line Item Schedule	O	200		n2
Not Used	240	TD1	Carrier Details (Quantity and Weight)	O	1		
Not Used	250	TD5	Carrier Details (Routing Sequence/Transit	O	12		

			Time)		
Not Used	260	TD3	Carrier Details (Equipment)	O	12
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
	280	MAN	Marks and Numbers	O	10
	290	AMT	Monetary Amount	O	1
LOOP ID - SLN					1000
Not Used	300	SLN	Subline Item Detail	O	1
Not Used	310	PID	Product/Item Description	O	1000
Not Used	320	PO3	Additional Item Detail	O	104
LOOP ID - N9					1000
	330	N9	Reference Number	O	1
	340	MSG	Message Text	O	1000
LOOP ID - N1					200
	350	N1	Name	O	1
	360	N2	Additional Name Information	O	2
	370	N3	Address Information	O	2
	380	N4	Geographic Location	O	1
Not Used	390	REF	Reference Numbers	O	12
Not Used	400	PER	Administrative Communications Contact	O	3
Not Used	410	FOB	F.O.B. Related Instructions	O	1
Not Used	420	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	430	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	440	TD3	Carrier Details (Equipment)	O	12
Not Used	450	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	460	PKG	Marking, Packaging, Loading	O	200

Summary:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n3
	020	AMT	Monetary Amount	O	1		
Must Use	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
3. 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:
Comments: 1 The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	ST01	143	Transaction Set Identifier Code	M ID 3/3
			Code uniquely identifying a Transaction Set	
			850 X12.1 Purchase Order	
Must Use	ST02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	

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:

Comments:

Notes:
1. Use code 00 for the original order; code 01 to cancel the original order; code 07 to transmit a duplicate of the original order; and code 22 to transmit information copies of the original order to addressees other than the selling party.
2. Buyer-initiated changes to the original order will be made using the 860 transaction set.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set <i>1. Use code 00 for the original order; code 01 to cancel the original order; code 07 to transmit a duplicate of the original order; and code 22 to transmit information copies of the original order to addressees other than the selling party.</i> <i>2. Buyer initiated changes to the original order will be made using the 860 transaction set.</i> 00 Original 01 Cancellation 07 Duplicate 22 Information Copy
Must Use	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order <i>1. Use code NE for purchase orders. Use code RL for all other types of orders against existing contracts.</i> <i>2. See Block 16, DD Form 1155.</i> NE New Order RL Release (Blanket Order) An order for goods and services placed against a pre-existing contract or blanket order

Must Use	BEG03	324	Purchase Order Number	M	AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser		
			<i>1. See Block 1, DD Form 1155.</i>		
			<i>2. Use for purchase order number when BEG02 is code NE.</i>		
			<i>3. When BEG02 is code RL enter a zero (0) in BEG03; transmit the call or order number in BEG04, and the contract number in BEG06.</i>		
	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		
			<i>1. Call or delivery order number.</i>		
			<i>2. See Block 2, DD Form 1155.</i>		
			<i>3. Number written as prescribed in DFARS 204.70.</i>		
Must Use	BEG05	323	Purchase Order Date	M	DT 6/6
			Date assigned by the purchaser to Purchase Order		
			<i>1. Date of the purchase order or delivery date.</i>		
			<i>2. Conversion to the 2-position number year, 3-position alpha month and 2-position numeric day, e.g., 94 JUN 22, may be required.</i>		
	BEG06	367	Contract Number	O	AN 1/30
			Contract number		
			<i>1. Generally not used except when another procurement instrument identification number is applicable, (e.g., other than the one carried in BEG03 or BEG04).</i>		
			<i>2. If a Federal Supply Schedule is cited, provide the expiration date of the schedule in the DTM segment.</i>		
	BEG07	587	Acknowledgment Type	O	ID 2/2
			Code specifying the type of acknowledgment		
			<i>1. Use code AK when an acknowledgment of the order is required. Use code NA when no acknowledgment is required.</i>		
			<i>2. See Block 16, DD Form 1155.</i>		
			<i>3. Acknowledgments will be made using the ASC X12 855 transaction set.</i>		
			AD		Acknowledge - With Detail, No Change
			AK		Acknowledge - No Detail or Change
			NA		No Acknowledgment Needed

Segment: **NTE** Note/Special Instruction
Position: 030
Loop:
Level: Heading
Usage: Floating
Max Use: 100
Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction

Syntax Notes:

Semantic Notes:

Comments: 1 The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
NTE01	363	Note Reference Code	O ID 3/3
		Code identifying the functional area or purpose for which the note applies	
		ORI Order Instructions	
Must Use	NTE02	3 Free Form Message	M AN 1/60
		Free-form text	

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 CUR11 is present, then CUR10 is required.
 - 4 If CUR12 is present, then CUR10 is required.
 - 5 If CUR14 is present, then CUR13 is required.
 - 6 If CUR15 is present, then CUR13 is required.
 - 7 If CUR17 is present, then CUR16 is required.
 - 8 If CUR18 is present, then CUR16 is required.
 - 9 If CUR20 is present, then CUR19 is required.
 - 10 If CUR21 is present, then CUR19 is required.

Semantic Notes:

- Comments:**
- 1 Monetary values are assumed to be expressed in the currency of the country of the transaction originator unless the optional CUR segment is used to specify a different currency. The CUR segment also permits the transaction originator to indicate a specific exchange rate, foreign exchange location and date/time as the basis for a currency conversion. Example 1. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the heading area of a transaction, would indicate that all monetary values appearing in the transaction are expressed in Canadian Dollars (CAD). (In this example the exchange rate is at the discretion of the receiver).

CUR*BY*CAD* N/L

Example 2. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the detail area of a transaction, describes a currency conversion for that particular item from U.S. dollars to Canadian dollars. It also indicates that a specific exchange rate, at a specified foreign exchange location on a given date/time be used as the basis for the currency conversion. Notes below the diagram describe the meaning of the element values.

- 2 CUR*BY*USD*1.20*SE*CAD*NY*007*840821*1400 N/L

1 2 3 4

1. Identifies the buyer's (BY) currency as U.S. dollars (USD).
2. The multiplier (1.20) is the exchange rate factor for the conversion.
3. Identifies the seller's (SE) currency as Canadian dollars (CAD).
4. Indicates the basis for the exchange rate as the New York Foreign Exchange (NY) and the effective date/time (007) as August 21, 1984 (840821) at 2:00 P.M. (1400).

The value for this item is to be converted to Canadian dollars (CAD) at the exchange rate of 1.20, based on the New York Foreign Exchange (NY) at 2:00 P.M. (1400) on August 21, 1984. The actual unit price conversion for the item

would be:

The unit price value 7.50 (U.S. dollars) multiplied by the exchange rate (1.20) equals 9.00 Canadian dollars (7.50 X 1.20 = 9.00) CUR07 through CUR21 provide for five (5) dates/times relating to the currency conversion, i.e., effective date, expiration date, etc.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	CUR01	98	Entity Identifier Code	M ID 2/2
			Code identifying an organizational entity or a physical location.	
			<i>Use code BY for the government and code SE for the contractor.</i>	
			BY	Buying Party (Purchaser)
			SE	Selling Party
Must Use	CUR02	100	Currency Code	M ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	
	CUR03	280	Exchange Rate	O R 4/6
			Value to be used as a multiplier conversion factor to convert monetary value from one currency to another	
	CUR04	98	Entity Identifier Code	O ID 2/2
			Code identifying an organizational entity or a physical location.	
			<i>Use code BY for the government and code SE for the contractor.</i>	
			BY	Buying Party (Purchaser)
			SE	Selling Party
	CUR05	100	Currency Code	O ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	
	CUR06	669	Currency Market/Exchange Code	O ID 3/3
			Code identifying the market upon which the currency exchange rate is based	
			<i>Use any code.</i>	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
	CUR07	374	Date/Time Qualifier	C ID 3/3
			Code specifying type of date or time, or both date and time	
			<i>Use code 007 for the date/time the cited rate will be effective (start), and code 036 for the date/time the cited rate will cease to be effective (stop).</i>	
			007	Effective
			036	Expiration
				Date coverage expires
	CUR08	373	Date	O DT 6/6
			Date (YYMMDD)	

	CUR09	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)		
Not Used	CUR10	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR11	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR12	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)		
Not Used	CUR13	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR14	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR15	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)		
Not Used	CUR16	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR17	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR18	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)		
Not Used	CUR19	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR20	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR21	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)		

Segment: **REF** Reference Numbers
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Notes: *At least two iterations of REF01/02 are required in order to carry the Unique Tracking Number (code 65) for the transaction set and relevant Purchase Request number (code IL) or requisition number (code RQ). The latter is required because vendors must provide it on their shipment.*

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
Must Use	REF01	128 Reference Number Qualifier	M ID 2/2

Code qualifying the Reference Number.

Use code AT for accounting and appropriation data; see Block 17, DD Form 1155. Use code BD or code PR as appropriate to complete Block 16, if required; use code DS for the priority rating of the order, Block 5; use code RQ for the requisition (MILSTRIP document) number, see Block 4; use code IL for purchase request number, see Block 4; use code CJ to cite clauses applicable to this order; use code ZZ for a master solicitation cite; use code DF for a DFARS cite; use code FA for a FAR cite; use code TC to describe other site specific procedures, terms, and conditions that are applicable to this order; use code DX for the RFQ number; use code IT for a local use number; use code AX for the ACRN; use code 65 for the Unique Tracking Number.

65	Total Order Cycle Number
AT	Appropriation Number
AX	Government Accounting Class Reference Number (ACRN)
BD	Bid Number
CJ	Clause Number
DF	Defense Federal Acquisition Regulations (DFAR)
DS	Defense Priorities Allocation System (DPAS) Priority Rating
DX	Department/Agency Number
FA	Federal Acquisition Regulations (FAR)
IL	Internal Order Number
IT	Internal Customer Number

PR	Price Quote Number
RQ	Purchase Requisition No.
TC	Vendor Terms
ZZ	Mutually Defined

REF02 127 Reference Number C AN 1/30
 Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

REF03 352 Description C AN 1/80
 A free-form description to clarify the related data elements and their content

1. When REF01 is code AT, REF03 will carry the long-line accounting data.

2. When REF01 is code ZZ, CJ, DX, IT, or TC, REF03 will carry the explanation, source, etc.

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Notes: *Use FOB segment here when FOB applies to the entire order. Use the FOB segment in the detail section when more than one FOB condition applies to a specific address at either the order or line item level. The same holds true for acceptance.*

Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
Must Use	FOB01	146	Shipment Method of Payment	M ID 2/2
			Code identifying payment terms for transportation charges	
			DF Defined by Buyer and Seller	
	FOB02	309	Location Qualifier	C ID 1/2
			Code identifying type of location	
			<i>1. Code ZZ will be used when the FOB point is Other.</i>	
			<i>2. See Block 8, DD Form 1155.</i>	
			DE Destination (Shipping)	
			OR Origin (Shipping Point)	
			ZZ Mutually Defined	
	FOB03	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>FOB03 will carry the location of the other site when FOB02 is code ZZ.</i>	
Not Used	FOB04	334	Transportation Terms Qualifier Code	O ID 2/2
			Code identifying the source of the transportation terms	
			Refer to 003010 Data Element Dictionary for acceptable code values.	

Not Used	FOB05	335	Transportation Terms Code	C	ID 3/3
			Code identifying the trade terms which apply to the shipment transportation responsibility Refer to 003010 Data Element Dictionary for acceptable code values.		
	FOB06	309	Location Qualifier	C	ID 1/2
			Code identifying type of location		
			<i>1. Inspection/acceptance point. These will be the same unless specified otherwise.</i>		
			<i>2. Use code ZZ when the inspection and acceptance points will not be the same.</i>		
			DE Destination (Shipping)		
			OR Origin (Shipping Point)		
			ZZ Mutually Defined		
	FOB07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
			<i>If FOB06 is code ZZ, identify the locations of the inspection and acceptance points.</i>		
Not Used	FOB08	54	Risk of Loss Qualifier	O	ID 2/2
			Code specifying where responsibility for risk of loss passes Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	FOB09	352	Description	C	AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment: **ITD** Terms of Sale/Deferred Terms of Sale

Position: 130

Loop:

Level: Heading

Usage: Optional

Max Use: 5

Purpose: To specify terms of sale

Syntax Notes:

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantic Notes:

Comments: 1 If the code in ITD01 is 04, then ITD09 is required and either ITD11 or ITD12 is required. If the code in ITD01 equals 05, then ITD06 or ITD07 is required.

Notes: 1. *If no discount was offered, do not transmit this segment.*

2. *Generally, discounts will be specified by using a combination of ITD01, ITD03, ITD05, and/or ITD07.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
ITD01	336	Terms Type Code	O ID 2/2
		Code identifying type of payment terms	
		08 Basic Discount Offered	
ITD02	333	Terms Basis Date Code	O ID 1/2
		Code identifying the beginning of the terms period	
		<i>Use the same code as the one specified in ITD02 of the quote (843 transaction set) from which this order is being placed.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
ITD03	338	Terms Discount Percent	O R 1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
		<i>See Block 12, DD Form 1155.</i>	
ITD04	370	Terms Discount Due Date	C DT 6/6
		Date payment is due if discount is to be earned	
ITD05	351	Terms Discount Days Due	C N0 1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned	
ITD06	446	Terms Net Due Date	O DT 6/6
		Date when total invoice amount becomes due	
ITD07	386	Terms Net Days	O N0 1/3
		Number of days until total invoice amount is due (discount not applicable)	
ITD08	362	Terms Discount Amount	O N2 1/10

Total amount of terms discount

Used so that rounding off methodology will not be a factor.

Not Used	ITD09	388	Terms Deferred Due Date Date deferred payment or percent of invoice payable is due	O	DT 6/6
Not Used	ITD10	389	Deferred Amount Due Deferred amount due for payment	C	N2 1/10
Not Used	ITD11	342	Percent of Invoice Payable Amount of invoice payable expressed in percent	C	R 1/5
Not Used	ITD12	352	Description A free-form description to clarify the related data elements and their content	O	AN 1/80
	ITD13	765	Day of Month The numeric value of the day of the month between 1 and the maximum day of the month being referenced	C	N0 1/2
	ITD14	107	Payment Method Code Code identifying type of payment procedures	O	ID 1/1

1. This data element normally will not be used in DoD applications.

2. Any code may be used.

Refer to 003010 Data Element Dictionary for acceptable code values.

Segment: **DTM** Date/time/period
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 or DTM03 is required.
Semantic Notes:
Comments:

Notes: *Required delivery date will be provided in this segment as an actual date or in the LDT segment as a set number of calendar days after receipt of order. If the latter is used, omit this segment.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			<i>1. Use code 002 for the required delivery date; see Block 10; code 053 for the date of the request for the quotation; code 098 for the date of the quote; and code 036 for the expiration date of a Federal Supply Schedule.</i>	
			<i>2. When used here, the delivery date applies to the whole order. If not used here, the delivery date will be specified in the DTM, LDT, or SCH segment at the detail (Table 2) level.</i>	
		002	Delivery Requested	
		036	Expiration	
			Date coverage expires	
		053	Buyers Local	
		098	Bid (Effective)	
	DTM02	373	Date	C DT 6/6
			Date (YYMMDD)	
Not Used	DTM03	337	Time	C TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
			Refer to 003010 Data Element Dictionary for acceptable code values.	

Segment: **LDT** Lead Time
Position: 160
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify lead time for availability of products and services
Syntax Notes:
Semantic Notes:
Comments: 1 LDT04 is the effective date of lead time information.
Notes:

Required delivery date will be provided in this segment as a set number of calendar days after receipt of order or in the DTM segment as an actual date. If the latter is used, omit this segment.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	LDT01	345 Lead Time Code Code indicating the time range AF From date of PO receipt to delivery	M ID 2/2
Must Use	LDT02	380 Quantity Numeric value of quantity	M R 1/10
Must Use	LDT03	344 Unit of Time Period or Interval Code indicating the time period or interval Refer to 003010 Data Element Dictionary for acceptable code values.	M ID 2/2
Not Used	LDT04	373 Date Date (YYMMDD)	O DT 6/6

Segment: **MEA** Measurements
Position: 200
Loop:
Level: Heading
Usage: Optional
Max Use: 40
Purpose: To specify physical measurements, including dimension tolerances, weights and counts.

- Syntax Notes:**
- 1 At least one of MEA03 MEA05 MEA06 or MEA08 is required.
 - 2 If MEA03 is present, then MEA04 is required.
 - 3 If MEA05 is present, then MEA04 is required.
 - 4 If MEA06 is present, then MEA04 is required.
 - 5 If MEA07 is present, then MEA03 is required.
 - 6 Only one of MEA08 or MEA03 may be present.

Semantic Notes:

- Comments:**
- 1 When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed, use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

- Notes:**
1. *This segment can be used any time a measurement needs to be described for the entire order.*
 2. *It is also used to describe any variation in quantity applicable at the order level.*
 3. *See Block 19.*
 4. *Max Use: 10.*

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
MEA01	737 Measurement Reference ID Code Code specifying the application of physical measurement cited. <i>Use code CT for variation in quantity; use any code as may be applicable for describing other measurements.</i> Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2
MEA02	738 Measurement Qualifier Code identifying the type of measurement. <i>Use code PO for variation in quantity; other codes as applicable.</i> Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 1/3
MEA03	739 Measurement Value The value of the measurement	C R 1/10
MEA04	355 Unit or Basis for Measurement Code Code identifying the basic unit of measurement. <i>Use code P1 for variation in quantity; other codes as applicable.</i>	C ID 2/2

			Refer to 003010 Data Element Dictionary for acceptable code values.	
	MEA05	740	Range Minimum	C R 1/10
			The value specifying the minimum of the measurement range	
			<i>Variation in quantity under.</i>	
	MEA06	741	Range Maximum	C R 1/10
			The value specifying the maximum of the measurement range	
			<i>Variation in quantity over.</i>	
Not Used	MEA07	935	Measurement Significance Code	O ID 2/2
			Code used to benchmark, qualify or further define a measurement value	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	MEA08	936	Measurement Attribute Code	C ID 2/2
			Code used to express an attribute response when a numeric measurement value cannot be determined	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	MEA09	752	Surface/Layer/Position Code	O ID 2/2
			Code indicating the product surface, layer or position that is being described	
			Refer to 003010 Data Element Dictionary for acceptable code values.	

Segment: **PWK** Paperwork
Position: 210
Loop:
Level: Heading
Usage: Optional
Max Use: 25
Purpose: To specify the type and transmission of paperwork relating to a product, order or report.

Syntax Notes: 1 If either PWK05 or PWK06 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
 - 2 PWK07 may be used to indicate special information to be shown on the specified report.
 - 3 PWK08 may be used to indicate action pertaining to a report.

Notes: *Use this segment to indicate which paperwork must be provided with the delivery or as specified in this order.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	PWK01	755	Report Type Code	M ID 2/2
			Code indicating the title and/or contents of a document or report.	
			<i>Use when additional information will have to accompany the shipment, will have to follow under separate cover, be provided electronically, or provided in some other, specified manner.</i>	
			CP	Certificate of Compliance (Material Certification)
			MR	Material Inspection and Receiving Report
			MS	Material Safety Data Sheet
			PD	Proof of Delivery
			SN	Shipping Notice
Must Use	PWK02	756	Report Transmission Code	M ID 2/2
			Code defining timing and transmission method by which reports are to be sent	
			<i>While any code can be used, code EL is preferred when response can be made electronically, using one of the transaction sets specifically designed for the purpose, and made a part of the RFQ system. All paperwork can be satisfied by forwarding the data by mail, when code BM is used.</i>	
			BM	By Mail
			EL	Electronically Only
			WS	With Shipment (With Package)
	PWK03	757	Report Copies Needed	O N0 1/2
			The number of copies of a report that should be sent to the addressee	
Not Used	PWK04	98	Entity Identifier Code	O ID 2/2

			Code identifying an organizational entity or a physical location. Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	PWK05	66	Identification Code Qualifier	C	ID 1/2
			Code designating the system/method of code structure used for Identification Code (67) Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	PWK06	67	Identification Code	C	ID 2/17
			Code identifying a party.		
	PWK07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	PWK08	704	Paperwork/Report Action Code	O	ID 1/2
			Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required Refer to 003010 Data Element Dictionary for acceptable code values.		

Segment: **PKG** Marking, Packaging, Loading
Position: 220
Loop:
Level: Heading
Usage: Optional
Max Use: 200
Purpose: To describe marking, packaging, loading, and unloading requirements
Syntax Notes:

- 1 If PKG04 is present, then PKG03 is required.
- 2 At least one of PKG04 or PKG05 is required.

Semantic Notes:

Comments:

- 1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc.
- 2 When PKG01 is "F", PKG04 is not used. PKG01 relates only to PKG04 and PKG05.
- 3 Use PKG03 to indicate the organization that publishes the code list being referred to.
- 4 PKG04 should be used for industry-specific packaging description codes.
- 5 Special marking or tagging data can be given in PKG05 (description).

Notes:

1. *A table might be required to convert DoD to ASC X12 packaging codes.*
2. *See Block 19.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	PKG01	349	Item Description Type	M ID 1/1
			Code indicating the format of a description	
			F Free-form	
			S Structured (From Industry Code List)	
	PKG02	753	Packaging Characteristic Code	O ID 1/5
			Code specifying the marking, packaging, loading and related characteristics being described	
			<i>1. Use any code.</i>	
			<i>2. Use code 35 for unitizing; code 36 for pack/preservation and code 37 for packing.</i>	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
	PKG03	559	Agency Qualifier Code	C ID 2/2
			Code identifying the agency assigning the code values	
			DD Department of Defense	
			Responsible for Military Specification	
	PKG04	754	Packaging Description Code	C ID 1/7
			A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product	

Segment: **MAN** Marks and Numbers
Position: 270
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To indicate identifying marks and numbers for shipping containers
Syntax Notes:
Semantic Notes:
Comments:
Notes: *Use this segment when marks and numbers cannot be described as an address in the following N1 loop.*

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	MAN01	88	Marks and Numbers Qualifier	M ID 1/2
			Code specifying the application or source of Marks and Numbers (87)	
			S Entire Shipment	
Must Use	MAN02	87	Marks and Numbers	M AN 1/45
			Marks and numbers used to identify a shipment or parts of a shipment	
			<i>1. Use to carry additional Mark For data that cannot be carried in the N1-N4 segments.</i>	
			<i>2. See Block 19.</i>	

Segment: **N9 Reference Number**
Position: 290
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	N901	128 Reference Number Qualifier	M ID 2/2
		Code qualifying the Reference Number.	
		<i>1. Use any code that helps clarify the order.</i>	
		<i>2. See Block 19.</i>	
		<i>3. When N901 is code CJ, carry the clause number in N902 and the clause date in N904.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
	N902	127 Reference Number	C AN 1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
	N903	369 Free-form Description	C AN 1/45
		Free-form descriptive text	
	N904	373 Date	O DT 6/6
		Date (YYMMDD)	
		<i>Required when N901 is code CJ.</i>	
Not Used	N905	337 Time	O TM 4/4
		Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	

Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

	Ref.	Data	Attributes
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	MSG01	933 Free-Form Message Text Free-form message text	M AN 1/264
Not Used	MSG02	934 Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2

Segment: **N1** Name
Position: 310
Loop: N1 Optional
Level: Heading
Usage: Optional
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.

Notes: *Whenever possible, addresses should be described using N101, N103, and N104. Use the long-line address only when necessary.*

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
Must Use	N101	98 Entity Identifier Code	M ID 2/2

Code identifying an organizational entity or a physical location.

Use code BY for Issued By, Block 6, DD Form 1155; use code OI for Administered By, Block 7; use codes SE, SU, VN, or ZZ for contractor, Block 9; use code BT for Mail Invoice To, Block 13; use code ST for Ship To, Block 14; and use code PR for Payment Will be Made By, Block 15. Use code MP when facility (Block 9) is different from the address given for the contractor. Do not send a facility code if it is the same code as that sent for the contractor. In a second iteration of the NI loop, use code PL if the party to receive the order is other than the listed contractor (e.g., an agent); use code SW if there is a separate location for packaging; use code UC to represent a Mark For, if an address (use the MAN segment otherwise).

2. Use code SE when selling party is a large business; code ZZ when a small business; code SU when small disadvantaged; code VN when woman-owned; and code DA when services are ordered, to indicate the site where they are Performed At.

BT	Party to be Billed For Other Than Freight(Bill To)
BY	Buying Party (Purchaser)
DA	Delivery Address
MP	Manufacturing Plant
OI	Outside Inspection Agency
PL	Party to Receive Purchase Order
PR	Payer
RI	Remit To

SE	Selling Party
ST	Ship To
SU	Supplier/Manufacturer
SW	Sealing Company
UC	Ultimate Consignee
VN	Vendor
ZZ	Mutually Defined

N102 93 Name **C AN 1/35**
Free-form name

N103 66 Identification Code Qualifier **C ID 1/2**
Code designating the system/method of code structure used for Identification Code (67)

1. When N101 is code BT, BY, OI, or PR, use code 10. When N101 is code SE, MP, PL, ZZ, SU, or VN, use code 33 if a valid CAGE code has been assigned, or a code ZZ if a temporary CAGE code has been assigned. When N101 is code ST, DA, or UC, either code 10, code 33, or code ZZ could be used. Code 10 would be used if the Mark For is a DoD address with a DoDACC. If the Mark For is a contractor, codes 33 or ZZ are used when a CAGE or temporary CAGE code has been assigned. In all other cases, the long-line address must be given (e.g., using N102, etc.). When code BY is used, it will be understood that code 10 in this application refers to the DFARS Appendix G (formerly Appendix N) code. When N101 is code SW, use code 33, ZZ, or the long-line address.

2. Use code ZZ for a temporary CAGE code when the permanent one is not yet assigned.

10	Department of Defense Activity Address Code (DODAAC)
33	Commercial and Government Entity (CAGE)
ZZ	Mutually Defined

N104 67 Identification Code **C ID 2/17**
Code identifying a party.

Segment: **N2** Additional Name Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N201	93	Name Free-form name	M AN 1/35
	N202	93	Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**

Position: 340

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other 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 USA or Canada.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name Free-form text for city name	C AN 2/19
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency <i>Use any code.</i>	C ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>Use only when the "party's" address has no ZIP code but may have another type of postal code (e.g., in a foreign country).</i>	O ID 4/9
N404	26	Country Code Code identifying the country <i>A translation table will be required to convert those standard codes used by ANSI to those used by the DoD, as contained in DoD 5000.12-M.</i>	O ID 2/2
Not Used	N405	309 Location Qualifier Code identifying type of location Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	C AN 1/25

Segment: **REF** Reference Numbers
Position: 350
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	REF01	128	Reference Number Qualifier	M ID 2/2
			Code qualifying the Reference Number.	
			<i>Use code IT for the buyer's office symbol; use code DS for the criticality designator.</i>	
			DS	Defense Priorities Allocation System (DPAS) Priority Rating
			IT	Internal Customer Number
	REF02	127	Reference Number	C AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
	REF03	352	Description	C AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment: **PER** Administrative Communications Contact
Position: 360
Loop: N1 Optional
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 PER03 is present, then PER04 is required.
Semantic Notes:
Comments:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PER01	366	Contact Function Code M ID 2/2
			Code identifying the major duty or responsibility of the person or group named
			<i>1. Use code BD for the name of the Contracting/Ordering Officer. See Block 24, DD Form 1155.</i>
			<i>2. While codes HM, TA, and AC do not map to a specific place on the DD Form 1155, it is possible that the information might have to be passed to a contractor in a given situation. Use code OC for the buyer.</i>
		AC	Administrative Contracting Officer
		BD	Buyer Name or Department
		HM	Hazardous Material Contact
		OC	Order Contact
		TA	Traffic Administrator
PER02	93	Name	O AN 1/35
			Free-form name
PER03	365	Communication Number Qualifier	O ID 2/2
			Code identifying the type of communication number
			<i>Use any code, although code EM is preferred.</i>
		EM	Electronic Mail
		FX	Facsimile
		TE	Telephone
PER04	364	Communication Number	C AN 7/21
			Complete communications number including country or area code when applicable

Segment: **PO1** Purchase Order Baseline Item Data

Position: 010

Loop: PO1 Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Purpose: To specify basic and most frequently used purchase order line item data

Syntax Notes:

- 1 If PO105 is present, then PO104 is required.
- 2 If PO106 is present, then PO107 is required.
- 3 If PO108 is present, then PO109 is required.
- 4 If PO110 is present, then PO111 is required.
- 5 If PO112 is present, then PO113 is required.
- 6 If PO114 is present, then PO115 is required.
- 7 If PO116 is present, then PO117 is required.
- 8 If PO118 is present, then PO119 is required.
- 9 If PO120 is present, then PO121 is required.
- 10 If PO122 is present, then PO123 is required.
- 11 If PO124 is present, then PO125 is required.

Semantic Notes:

Comments:

- 1 See the Data Dictionary for a complete list of ID's.
- 2 PO101 is the line item identification.
- 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
PO101	350	Assigned Identification	O	AN 1/6
		Alphanumeric characters assigned for differentiation within a transaction set		
		<i>1. The line number as assigned by the buying activity.</i>		
		<i>2. See Block 18.</i>		
Must Use	PO102	Quantity Ordered	M	R 1/9
		Quantity ordered		
		<i>See Block 20.</i>		
Must Use	PO103	Unit or Basis for Measurement Code	M	ID 2/2
		Code identifying the basic unit of measurement.		
		<i>1. DoD uses DoD Manual 5000.12-M for unit of measurement codes. Translation of some codes may be required.</i>		
		<i>2. See Block 21.</i>		
		Refer to 003010 Data Element Dictionary for acceptable code values.		

PO104	212	Unit Price	C R 1/14
		Price per unit of product, service, commodity, etc. <i>See Block 22.</i>	
PO105	639	Basis of Unit Price Code	O ID 2/2
		Code identifying the type of unit price for an item <i>Any applicable code may be used. Some of the more common ones will be CT for an order placed against a priced contract, ES when the price is estimated, QT when the price is based on quote.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
PO106	235	Product/Service ID Qualifier	O ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234) <i>1. Use any code. However, selected codes should be the same as those used in the original RFQ and/or provided in the quote.</i> <i>2. Code IN is the line item number from the RFQ; when used, code VN is the seller's line item number from the quote.</i> <i>3. When code PD or SV is used, insert the noun or verb description in a Product/Service ID data element.</i>	
		FS National Stock Number	
		FT Federal Supply Classification	
		IN Buyer's Item Number	
		MG Manufacturer's Part Number	
		PD Part Number Description	
		PG Packaging Specification Number	
		SI Standard Industrial Classification Code	
		SV Service Rendered	
		SW Stock Number	
		VN Vendor's (Seller's) Item Number	
		VP Vendor's (Seller's) Part Number	
PO107	234	Product/Service ID	C AN 1/30
		Identifying number for a product or service	
PO108	235	Product/Service ID Qualifier	O ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234) <i>PO108 through PO125 will be used in pairs (e.g., PO108 and 09), as required, to carry additional information regarding the product or service.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
PO109	234	Product/Service ID	C AN 1/30
		Identifying number for a product or service	

PO110	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO111	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO113	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO115	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO116	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO117	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO118	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO119	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO120	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO121	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		
PO122	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO123	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		

PO124	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
PO125	234	Product/Service ID	C	AN 1/30
		Identifying number for a product or service		

Segment: **MEA** Measurements
Position: 049
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 40
Purpose: To specify physical measurements, including dimension tolerances, weights and counts.

- Syntax Notes:**
- 1 At least one of MEA03 MEA05 MEA06 or MEA08 is required.
 - 2 If MEA03 is present, then MEA04 is required.
 - 3 If MEA05 is present, then MEA04 is required.
 - 4 If MEA06 is present, then MEA04 is required.
 - 5 If MEA07 is present, then MEA03 is required.
 - 6 Only one of MEA08 or MEA03 may be present.

Semantic Notes:

- Comments:**
- 1 When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed, use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

- Notes:**
1. *This segment can be used any time a measurement needs to be described for an item in the order.*
 2. *It is also used to describe any variation in quantity applicable at the line item level.*

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
MEA01	737	Measurement Reference ID Code	O ID 2/2
		Code specifying the application of physical measurement cited.	
		<i>Use code CT for variation in quantity; use any code as may be applicable for describing other measurements.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA02	738	Measurement Qualifier	O ID 1/3
		Code identifying the type of measurement.	
		<i>Use code PO for variation in quantity; other codes as applicable.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA03	739	Measurement Value	C R 1/10
		The value of the measurement	
MEA04	355	Unit or Basis for Measurement Code	C ID 2/2
		Code identifying the basic unit of measurement.	
		<i>Use code PI for variation in quantity; other codes as applicable.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA05	740	Range Minimum	C R 1/10
		The value specifying the minimum of the measurement range	

Variation in quantity under.

MEA06 741 Range Maximum C R 1/10
The value specifying the maximum of the measurement range

Variation in quantity over.

Not Used MEA07 935 Measurement Significance Code O ID 2/2
Code used to benchmark, qualify or further define a measurement value
Refer to 003010 Data Element Dictionary for acceptable code values.

Not Used MEA08 936 Measurement Attribute Code C ID 2/2
Code used to express an attribute response when a numeric measurement value cannot be determined
Refer to 003010 Data Element Dictionary for acceptable code values.

Not Used MEA09 752 Surface/Layer/Position Code O ID 2/2
Code indicating the product surface, layer or position that is being described
Refer to 003010 Data Element Dictionary for acceptable code values.

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.

Semantic Notes:

Comments: 1 When PID01 is "F", PID04 is not used.

2 Use PID03 to indicate the organization that publishes the code list being referred to.

3 PID04 should be used for industry-specific product description codes.

4 Use PID06 when necessary to refer to the product surface or layer being described in the segment.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	PID01	349	Item Description Type Code indicating the format of a description Refer to 003010 Data Element Dictionary for acceptable code values.	M ID 1/1
Not Used	PID02	750	Product/Process Characteristic Code Code specifying the product or process characteristic being described. Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/3
Not Used	PID03	559	Agency Qualifier Code Code identifying the agency assigning the code values Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 2/2
Not Used	PID04	751	Product Description Code A code from an industry code list which provides specific data about a product characteristic	C ID 1/12
	PID05	352	Description A free-form description to clarify the related data elements and their content <i>1. When a PO1 qualifier uses code SV or PD, PID05 can carry an additional free-form description of the contracted services, if necessary. It may also be used for an explanation of a contract condition, in lieu of using the NTE segment.</i> <i>2. See Block 19.</i>	C AN 1/80
Not Used	PID06	752	Surface/Layer/Position Code Code indicating the product surface, layer or position that is being	O ID 2/2

described

Refer to 003010 Data Element Dictionary for acceptable code values.

Segment: **MEA** Measurements
Position: 060
Loop: PID Optional
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify physical measurements, including dimension tolerances, weights and counts.

- Syntax Notes:**
- 1 At least one of MEA03 MEA05 MEA06 or MEA08 is required.
 - 2 If MEA03 is present, then MEA04 is required.
 - 3 If MEA05 is present, then MEA04 is required.
 - 4 If MEA06 is present, then MEA04 is required.
 - 5 If MEA07 is present, then MEA03 is required.
 - 6 Only one of MEA08 or MEA03 may be present.

Semantic Notes:

- Comments:**
- 1 When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed, use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

Notes: *This segment can be used any time a measurement needs to be described in the preceding PID segment.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
MEA01	737	Measurement Reference ID Code	O ID 2/2
		Code specifying the application of physical measurement cited.	
		<i>Use any code.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA02	738	Measurement Qualifier	O ID 1/3
		Code identifying the type of measurement.	
		<i>Use any code.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA03	739	Measurement Value	C R 1/10
		The value of the measurement	
MEA04	355	Unit or Basis for Measurement Code	C ID 2/2
		Code identifying the basic unit of measurement.	
		<i>Use any code.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
MEA05	740	Range Minimum	C R 1/10
		The value specifying the minimum of the measurement range	
		<i>Variation in quantity under.</i>	
MEA06	741	Range Maximum	C R 1/10
		The value specifying the maximum of the measurement range	

Variation in quantity over.

Not Used	MEA07	935	Measurement Significance Code	O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	MEA08	936	Measurement Attribute Code	C	ID 2/2
			Code used to express an attribute response when a numeric measurement value cannot be determined Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	MEA09	752	Surface/Layer/Position Code	O	ID 2/2
			Code indicating the product surface, layer or position that is being described Refer to 003010 Data Element Dictionary for acceptable code values.		

Segment: **PWK** Paperwork
Position: 070
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 25
Purpose: To specify the type and transmission of paperwork relating to a product, order or report.

Syntax Notes: 1 If either PWK05 or PWK06 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
 - 2 PWK07 may be used to indicate special information to be shown on the specified report.
 - 3 PWK08 may be used to indicate action pertaining to a report.

Notes: *Use this segment to indicate which paperwork must be provided with the delivery or as specified in this order.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	PWK01	755	Report Type Code	M ID 2/2
			Code indicating the title and/or contents of a document or report.	
			<i>Use when additional information will have to accompany the shipment, will have to follow under separate cover, be provided electronically, or provided in some other, specified manner.</i>	
			CP	Certificate of Compliance (Material Certification)
			MR	Material Inspection and Receiving Report
			MS	Material Safety Data Sheet
			PD	Proof of Delivery
			SN	Shipping Notice
Must Use	PWK02	756	Report Transmission Code	M ID 2/2
			Code defining timing and transmission method by which reports are to be sent	
			<i>While any code can be used, code EL is preferred when response can be made electronically, using one of the transaction sets specifically designed for the purpose, and made a part of the RFQ system. All paperwork can be satisfied by forwarding the data by mail, when code BM is used.</i>	
			BM	By Mail
			EL	Electronically Only
			WS	With Shipment (With Package)
	PWK03	757	Report Copies Needed	O N0 1/2
			The number of copies of a report that should be sent to the addressee	
Not Used	PWK04	98	Entity Identifier Code	O ID 2/2

			Code identifying an organizational entity or a physical location. Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	PWK05	66	Identification Code Qualifier	C	ID 1/2
			Code designating the system/method of code structure used for Identification Code (67) Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	PWK06	67	Identification Code	C	ID 2/17
			Code identifying a party.		
	PWK07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	PWK08	704	Paperwork/Report Action Code	O	ID 1/2
			Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required Refer to 003010 Data Element Dictionary for acceptable code values.		

Segment: **PKG** Marking, Packaging, Loading
Position: 080
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 200
Purpose: To describe marking, packaging, loading, and unloading requirements
Syntax Notes:

- 1 If PKG04 is present, then PKG03 is required.
- 2 At least one of PKG04 or PKG05 is required.

Semantic Notes:

- Comments:**
- 1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc.
 - 2 When PKG01 is "F", PKG04 is not used. PKG01 relates only to PKG04 and PKG05.
 - 3 Use PKG03 to indicate the organization that publishes the code list being referred to.
 - 4 PKG04 should be used for industry-specific packaging description codes.
 - 5 Special marking or tagging data can be given in PKG05 (description).

Notes: *A table might be required to convert DoD to ASC X12 packaging codes.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use	PKG01	349	Item Description Type	M ID 1/1
			Code indicating the format of a description	
			<i>See Block 19.</i>	
		F	Free-form	
		S	Structured (From Industry Code List)	
	PKG02	753	Packaging Characteristic Code	O ID 1/5
			Code specifying the marking, packaging, loading and related characteristics being described	
			<i>Use any code. Use code 35 for unitizing; use code 36 for pack/preservation and use code 37 for packing.</i>	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
	PKG03	559	Agency Qualifier Code	C ID 2/2
			Code identifying the agency assigning the code values	
		DD	Department of Defense Responsible for Military Specification	
	PKG04	754	Packaging Description Code	C ID 1/7
			A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product	
			<i>Use any code.</i>	
	PKG05	352	Description	C AN 1/80
			A free-form description to clarify the related data elements and their	

content

Segment: **PO4** Item Physical Details
Position: 090
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the physical qualities, packaging, weights, and dimensions relating to the item

- Syntax Notes:**
- 1 If PO402 is present, then PO403 is required.
 - 2 If PO405 is present, then at least one of PO406 or PO407 is required.
 - 3 If PO408 is present, then PO409 is required.
 - 4 If PO413 is present, then at least one of PO410 PO411 or PO412 is required.

Semantic Notes:

- Comments:**
- 1 PO403 - The "Unit of Measure Code" (Element #355) in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. Example: If the carton contains 24 12-Ounce packages, it would be described as follows: Element 356 = 24; Element 357 = 12; Element 355 = OZ.
 - 2 PO410 defines the unit of measure for PO408, PO409, and PO410.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
PO401	356	Pack	O N0 1/6
		Number of inner pack units per outer pack unit	
		<i>See Block 19.</i>	
PO402	357	Size	O R 1/8
		Size of supplier units in pack	
PO403	355	Unit or Basis for Measurement Code	C ID 2/2
		Code identifying the basic unit of measurement.	
		<i>1. Use any code.</i>	
		<i>2. Translation may be required.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
PO404	103	Packaging Code	O ID 5/5
		Code identifying the type of packaging; Part 1: Packaging Form, Part 2: Packaging Material	
		<i>These codes are X12 codes. A translation table will be required to convert them to DoD codes, to the extent that the DoD codes differ from the X12 codes.</i>	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
PO405	187	Weight Qualifier	O ID 1/2
		Code defining the type of weight	

Use any code.

Refer to 003010 Data Element Dictionary for acceptable code values.

PO406 384 Gross Weight per Pack C R 1/9

Numeric value of gross weight per pack

PO407 355 Unit or Basis for Measurement Code C ID 2/2

Code identifying the basic unit of measurement.

1. Use any code.

2. See the note at PO403.

Refer to 003010 Data Element Dictionary for acceptable code values.

PO408 385 Gross Volume per Pack O R 1/9

Numeric value of gross volume per pack

PO409 355 Unit or Basis for Measurement Code C ID 2/2

Code identifying the basic unit of measurement.

1. Use any code.

2. See the note at PO403.

Refer to 003010 Data Element Dictionary for acceptable code values.

PO410 82 Length C R 1/8

Largest horizontal dimension of an object measured when the object is in the upright position

PO411 189 Width C R 1/8

Shorter measurement of the two horizontal dimensions measured with the object in the upright position

PO412 65 Height C R 1/8

Vertical dimension of an object measured when the object is in the upright position

PO413 355 Unit or Basis for Measurement Code O ID 2/2

Code identifying the basic unit of measurement.

1. Use any code.

2. See the note at PO403.

Refer to 003010 Data Element Dictionary for acceptable code values.

Segment: **REF** Reference Numbers
Position: 100
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	REF01	128	Reference Number Qualifier Code qualifying the Reference Number. <i>Use any applicable code at the line item level, e.g., qualifier codes RQ or IL when the requisition or purchase request are different at the line item level. Use code AX for the ACRN; use code DX for the RFQ number; use code IX for the RFQ line item number; use code PR for the price quote number.</i> Refer to 003010 Data Element Dictionary for acceptable code values.	M ID 2/2
	REF02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C AN 1/30
	REF03	352	Description A free-form description to clarify the related data elements and their content	C AN 1/80

Segment: **FOB** F.O.B. Related Instructions

Position: 180

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

- Syntax Notes:**
- 1 If FOB03 is present, then FOB02 is required.
 - 2 If FOB04 is present, then FOB05 is required.
 - 3 If FOB07 is present, then FOB06 is required.
 - 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

- Comments:**
- 1 FOB01 indicates which party will pay the carrier.
 - 2 FOB02 is the code specifying transportation responsibility location.
 - 3 FOB06 is the code specifying title passage location.
 - 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Notes: *Use FOB segment here when the FOB point applies to the line item level.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use	FOB01	146	Shipment Method of Payment	M ID 2/2
			Code identifying payment terms for transportation charges	
			DF Defined by Buyer and Seller	
	FOB02	309	Location Qualifier	C ID 1/2
			Code identifying type of location	
			<i>Code ZZ will be used when the FOB point is Other. See Block 8, DD Form 1155.</i>	
			DE Destination (Shipping)	
			OR Origin (Shipping Point)	
			ZZ Mutually Defined	
	FOB03	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>FOB03 will carry the location of the other site when FOB02 is code ZZ.</i>	
Not Used	FOB04	334	Transportation Terms Qualifier Code	O ID 2/2
			Code identifying the source of the transportation terms	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	FOB05	335	Transportation Terms Code	C ID 3/3
			Code identifying the trade terms which apply to the shipment transportation responsibility	
			Refer to 003010 Data Element Dictionary for acceptable code values.	

	FOB06	309	Location Qualifier	C	ID 1/2
			Code identifying type of location		
			<i>1. Inspection/acceptance point. Assumed to be the same unless specified otherwise.</i>		
			<i>2. Use code ZZ when the inspection and acceptance points will not be the same.</i>		
			DE Destination (Shipping)		
			OR Origin (Shipping Point)		
			ZZ Mutually Defined		
	FOB07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
			<i>If FOB06 is code ZZ, identify the locations of the inspection and acceptance points.</i>		
Not Used	FOB08	54	Risk of Loss Qualifier	O	ID 2/2
			Code specifying where responsibility for risk of loss passes		
			Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	FOB09	352	Description	C	AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment: **DTM** Date/time/period
Position: 210
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:

Notes: *Required delivery date will be provided in this segment as an actual date or in the LDT segment as a set number of calendar days after receipt of order. If the latter is used, omit this segment.*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			<i>Use code 002 for the required delivery date; see Block 10; use when delivery applies to the entire line item; use the SCH segment when deliveries will differ by the quantity and/or date.</i>	
		002	Delivery Requested	
	DTM02	373	Date	C DT 6/6
			Date (YYMMDD)	
Not Used	DTM03	337	Time	C TM 4/4
			Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
			Refer to 003010 Data Element Dictionary for acceptable code values.	

Segment: **LDT** Lead Time
Position: 220
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 12
Purpose: To specify lead time for availability of products and services

Syntax Notes:

Semantic Notes:

Comments: 1 LDT04 is the effective date of lead time information.

Notes: *Required delivery date will be provided in this segment as a set number of calendar days after receipt of order or in the DTM segment as an actual date. If the latter is used, omit this segment.*

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	LDT01	345 Lead Time Code Code indicating the time range AF From date of PO receipt to delivery	M ID 2/2
Must Use	LDT02	380 Quantity Numeric value of quantity	M R 1/10
Must Use	LDT03	344 Unit of Time Period or Interval Code indicating the time period or interval DA Calendar Days	M ID 2/2
Not Used	LDT04	373 Date Date (YYMMDD)	O DT 6/6

Segment: SCH Line Item Schedule
Position: 230
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 200
Purpose: To specify the data for scheduling a specific line-item
Syntax Notes:

- 1 If SCH03 is present, then SCH04 is required.
- 2 If SCH09 is present, then SCH08 is required.

Semantic Notes:

Comments: 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.

Notes: *Use to describe a partial delivery at the line item level.*

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	SCH01	380 Quantity Numeric value of quantity	M R 1/10
Must Use	SCH02	355 Unit or Basis for Measurement Code Code identifying the basic unit of measurement. <i>DoD uses DoD 5000.12-M for unit of measurement codes.</i>	M ID 2/2
Not Used	SCH03	98 Entity Identifier Code Code identifying an organizational entity or a physical location. Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2
Not Used	SCH04	93 Name Free-form name	C AN 1/35
Must Use	SCH05	374 Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Code 002 is the required delivery date.</i>	M ID 3/3
Must Use	SCH06	373 Date Date (YYMMDD)	M DT 6/6
Not Used	SCH07	337 Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	O TM 4/4
Not Used	SCH08	374 Date/Time Qualifier Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 3/3
Not Used	SCH09	373 Date Date (YYMMDD)	O DT 6/6
Not Used	SCH10	337 Time	O TM 4/4

Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)

Segment: **MAN** Marks and Numbers
Position: 280
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To indicate identifying marks and numbers for shipping containers
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	MAN01	88	Marks and Numbers Qualifier	M ID 1/2
			Code specifying the application or source of Marks and Numbers (87)	
			<i>Code L will be used to indicate that the order has Mark For instructions in addition to the Ship To, and it is applicable at the line item level.</i>	
			L Line Item Only	
Must Use	MAN02	87	Marks and Numbers	M AN 1/45
			Marks and numbers used to identify a shipment or parts of a shipment	
			<i>Mark For information that cannot be carried in the N1-N4 segments will be carried in this data element.</i>	

Segment: **AMT** Monetary Amount
Position: 290
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:

- 1 If AMT is used in the detail area of transaction set 850, 855, 860 or 865, AMT02 will indicate total line amount as calculated by the sender. If AMT is used in the summary area of transaction set 850, 855, 860 or 865, AMT02 will indicate total transaction amount as calculated by the sender.
- 2 If segment AMT is used in Table 2 of the 850, 855, 860 or 865 transaction sets, then AMT01 = 01. If it is used in Table 3 of those transaction sets, then AMT01 = TT.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	AMT01	522	Amount Qualifier Code Code to qualify amount <i>See Block 23.</i>	M ID 1/2
			1 Line Item Total	
Must Use	AMT02	782	Monetary Amount Monetary amount <i>The total amount of the line item.</i>	M R 1/15

Segment: **N9** Reference Number
Position: 330
Loop: N9 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	N901	128 Reference Number Qualifier Code qualifying the Reference Number. <i>Use any code that helps clarify the line item.</i> Refer to 003010 Data Element Dictionary for acceptable code values.	M ID 2/2
	N902	127 Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C AN 1/30
	N903	369 Free-form Description Free-form descriptive text	C AN 1/45
Not Used	N904	373 Date Date (YYMMDD)	O DT 6/6
Not Used	N905	337 Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	O TM 4/4

Segment: **MSG** Message Text
Position: 340
Loop: N9 Optional
Level: Detail
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264
Not Used	MSG02	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2

Segment: **N1** Name

Position: 350

Loop: N1 Optional

Level: Detail

Usage: Optional

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.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	N101	98	Entity Identifier Code	M ID 2/2
			Code identifying an organizational entity or a physical location.	
			<i>1. Use code ST for Ship To.</i>	
			<i>2. Use code UC for Mark For, when an address.</i>	
			ST Ship To	
			UC Ultimate Consignee	
N102	93	Name		C AN 1/35
			Free-form name	
N103	66	Identification Code Qualifier		C ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			<i>When N101 is code ST or UC, use code 10 when a DoD address. Use code 33 or ZZ, when a contractor with a CAGE or temporary CAGE code. Use a long-line address when no code number applies.</i>	
			10 Department of Defense Activity Address Code (DODAAC)	
			33 Commercial and Government Entity (CAGE)	
			ZZ Mutually Defined	
N104	67	Identification Code		C ID 2/17
			Code identifying a party.	

Segment: **N2** Additional Name Information
Position: 360
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N201	93	Name Free-form name	M AN 1/35
	N202	93	Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 370
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: N4 Geographic Location

Position: 380

Loop: N1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other 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 USA or Canada.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
N401	19	City Name Free-form text for city name	C AN 2/19
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency <i>Use any code.</i>	C ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>Use only when the "ship-to" address has no zip code but may have another type of postal code (e.g., in a foreign country).</i>	O ID 4/9
N404	26	Country Code Code identifying the country <i>1. Translation table may be required.</i> <i>2. Use any code.</i>	O ID 2/2
Not Used	N405	309 Location Qualifier Code identifying type of location Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	C AN 1/25

Segment: **CTT Transaction Totals**

Position: 010

Loop:

Level: Summary

Usage: Mandatory

Max Use: 1

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

Syntax Notes: 1 If CTT03 is present, then CTT04 is required.

2 If CTT05 is present, then CTT06 is required.

Semantic Notes:

Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	CTT01	354 Number of Line Items	M N0 1/6
		Total number of line items in the transaction set	
		<i>Accumulation of number of POI segments.</i>	
	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:	
		<i>-.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.</i>	
		<i>CTT02 is the sum of the value of quantities ordered (PO102), for each PO1 segment.</i>	
		<i>Example:</i>	
		<i>-.0018 First occurrence of value being hashed..</i>	
		<i>.18 Second occurrence of value being hashed.</i>	
		<i>1.8 Third occurrence of value being hashed.</i>	
		<i>18.01 Fourth occurrence of value being hashed.</i>	
		<i>-----</i>	
		<i>1855 Hash total prior to truncation</i>	
		<i>855 Hash total after truncation to three-digit field</i>	
Not Used	CTT03	81 Weight	O R 1/8
		Numeric value of weight	
Not Used	CTT04	355 Unit or Basis for Measurement Code	C ID 2/2

			Code identifying the basic unit of measurement. Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	CTT05	183	Volume	O R 1/8
			Value of volumetric measure	
Not Used	CTT06	355	Unit or Basis for Measurement Code	C ID 2/2
			Code identifying the basic unit of measurement. Refer to 003010 Data Element Dictionary for acceptable code values.	
Not Used	CTT07	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment: **AMT** Monetary Amount
Position: 020
Loop:
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:

- 1 If AMT is used in the detail area of transaction set 850, 855, 860 or 865, AMT02 will indicate total line amount as calculated by the sender. If AMT is used in the summary area of transaction set 850, 855, 860 or 865, AMT02 will indicate total transaction amount as calculated by the sender.
- 2 If segment AMT is used in Table 2 of the 850, 855, 860 or 865 transaction sets, then AMT01 = 01. If it is used in Table 3 of those transaction sets, then AMT01 = TT.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522	Amount Qualifier Code Code to qualify amount <i>See Block 25.</i>	M ID 1/2
			TT Total Transaction Amount	
Must Use	AMT02	782	Monetary Amount Monetary amount <i>1. The total amount of the order.</i> <i>2. Not used for single line awards.</i>	M R 1/15

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.	Data		
	Des.	Element	Name	Attributes
Must Use	SE01	96	Number of Included Segments	M N0 1/6
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	
			<i>This is the same number as the one in ST02.</i>	