

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.

Notes:

This implementation convention is SACONS application specific. "SACONS" includes the Army SAACONS version 2.5, SACONS Federal (Navy and Civilian Agencies), and Department of Interior IDEAS applications.

We have referenced SACONS specific information through out this documentation. For SACONS specific segment related notes, refer to the "Notes" field for each segment. SACONS specific data element notes are printed in italics, following the data element description.

Data Element Summary Legend - one of the following codes will appear to the left of each data element:

X = data element not used

>> = data element is mandatory

"blank" = data element is either optional or conditional

Heading:

	Pos.	Seg.		Req.		Loop	Notes and
	No.	ID	Name	Des.	Max.Use	Repeat	Comments
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		
Not Used	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 Reference	O	10	
Not Used	160	LDT	Lead Time	O	12	
Not Used	180	LIN	Item Identification	O	5	n1
Not Used	190	PID	Product/Item Description	O	200	
Not Used	200	MEA	Measurements	O	40	
	210	PWK	Paperwork	O	25	
Not Used	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	
Not Used	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	
Not Used	320	N2	Additional Name Information	O	2	
	330	N3	Address Information	O	2	
	340	N4	Geographic Location	O	1	
Not Used	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
LOOP ID - PO1						100000	
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		
Not Used	049	MEA	Measurements	O	40		
LOOP ID - PID						1000	
	050	PID	Product/Item Description	O	1		
Not Used	060	MEA	Measurements	O	10		
Not Used	070	PWK	Paperwork	O	25		

Not Used	080	PKG	Marking, Packaging, Loading	O	200	
Not Used	090	PO4	Item Physical Details	O	1	
Not Used	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	
Not Used	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	
Not Used	210	DTM	Date/Time Reference	O	10	
Not Used	220	LDT	Lead Time	O	12	
Not Used	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 Time)	O	12	
Not Used	260	TD3	Carrier Details (Equipment)	O	12	
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	280	MAN	Marks and Numbers	O	10	
Not Used	290	AMT	Monetary Amount	O	1	
					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	
					1000	
Not Used	330	N9	Reference Number	O	1	
Not Used	340	MSG	Message Text	O	1000	
					200	
Not Used	350	N1	Name	O	1	
Not Used	360	N2	Additional Name Information	O	2	
Not Used	370	N3	Address Information	O	2	
Not Used	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.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n3
Not Used	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		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
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:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element Name</u>	
Must Use	BEG01	353 Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original <i>Used as specified.</i>	M ID 2/2
Must Use	BEG02	92 Purchase Order Type Code Code specifying the type of Purchase Order NE New Order <i>Used as specified.</i> RL Release (Blanket Order) An order for goods and services placed against a pre-existing contract or blanket order <i>Used as specified.</i>	M ID 2/2
Must Use	BEG03	324 Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser <i>Purchase order number as assigned by Contracting Office.</i>	M AN 1/22
	BEG04	328 Release Number Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction <i>BPA call number or delivery order number as assigned by Contracting Office.</i>	O AN 1/30
Must Use	BEG05	323 Purchase Order Date Date assigned by the purchaser to Purchase Order <i>Purchase order date.</i>	M DT 6/6
	BEG06	367 Contract Number Contract number <i>Other Agency Contract Number as entered by Contracting Office.</i>	O AN 1/30

BEG07

587

Acknowledgment Type

O ID 2/2

Code specifying the type of acknowledgment

AK Acknowledge - No Detail or Change

Used as specified.

NA No Acknowledgment Needed

Used as specified.

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	
		<i>Free form text comes from either a comments field in application or a continuation page linked to application - or, from both. All comments will be placed in the free form message segment.</i>	

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:

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
Must Use	<u>Des.</u>	<u>Element</u>		
	REF01	128	Reference Number Qualifier Code qualifying the Reference Number.	M ID 2/2
		65	Total Order Cycle Number <i>RFQ number or if RFQ number is blank, then PR number is used in REF02.</i>	
		AT	Appropriation Number <i>Accounting/Appropriation number as specified by Contracting Office is used in REF02.</i>	
		AX	Government Accounting Class Reference Number (ACRN) <i>Not used as separate segment but may be included as part of 'AT' segment.</i>	
		BD	Bid Number	
		DS	Defense Priorities Allocation System (DPAS) Priority Rating <i>Three character rating (i.e. C9E) is used in REF02.</i>	
		DX	Department/Agency Number <i>RFQ number associated with the award is used in REF02.</i>	
		RQ	Purchase Requisition No. <i>Purchase request number.</i>	
	REF02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>Contains reference numbers as detailed in REF02.</i>	C AN 1/30
	REF03	352	Description A free-form description to clarify the related data elements and their content	C AN 1/80

Contains reference information as detailed in REF02.

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.

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	
			<i>Used as specified.</i>	
	FOB02	309	Location Qualifier	C ID 1/2
			Code identifying type of location	
		DE	Destination (Shipping)	
			<i>Used as specified.</i>	
		OR	Origin (Shipping Point)	
			<i>Used as specified.</i>	
		ZZ	Mutually Defined	
			<i>Used as specified - when FOB point is other.</i>	
			<i>When ZZ is used, FOB03 will be "See Schedule".</i>	
	FOB03	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>When ZZ is used FOB03 will be "See Schedule".</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.		
Not Used	FOB06	309	Location Qualifier	C	ID 1/2
			Code identifying type of location		
			Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	FOB07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
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.

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	
		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>Vendor terms</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	
		<i>Used as specified.</i>	
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)	
		<i>Used as specified.</i>	
ITD08	362	Terms Discount Amount	O N2 1/10
		Total amount of terms discount	
Not Used	ITD09	Terms Deferred Due Date	O DT 6/6
		Date deferred payment or percent of invoice payable is due	

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 Refer to 003010 Data Element Dictionary for acceptable code values.	O	ID 1/1

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 or DTM03 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	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		002 Delivery Requested	
		<i>Used as specified.</i>	
	DTM02	373 Date	C DT 6/6
		Date (YYMMDD)	
		<i>Delivery date.</i>	
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: **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.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	PWK01	755	Report Type Code	M ID 2/2
			Code indicating the title and/or contents of a document or report.	
			CP Certificate of Compliance (Material Certification)	
			<i>Used as specified.</i>	
Must Use	PWK02	756	Report Transmission Code	M ID 2/2
			Code defining timing, transmission method or format by which reports are to be sent	
			EL Electronically Only	
			<i>Used as specified.</i>	
	PWK03	757	Report Copies Needed	O N0 1/2
			The number of copies of a report that should be sent to the addressee	
			<i>Used as specified.</i>	
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: **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</u> <u>Name</u>	
Must Use	N901	128 Reference Number Qualifier Code qualifying the Reference Number. 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. <i>Clause number is used.</i>	C AN 1/30
	N903	369 Free-form Description Free-form descriptive text <i>Clause title is used if provided.</i>	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: 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
	Des.	Element	Name	
Must Use	MSG01	933	Free-Form Message Text	M AN 1/264
			Free-form message text	
			<i>Continuation of the clause title or clause text.</i>	
Not Used	MSG02	934	Printer Carriage Control Code	O ID 2/2
			A field to be used for the control of the line feed of the receiving printer	

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.

Data Element Summary

<u>Ref.</u>	<u>Data</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.	
		BT Party to be Billed For Other Than Freight(Bill To)	
		<i>Payment office address</i>	
		BY Buying Party (Purchaser)	
		<i>Issued by address</i>	
		DA Delivery Address	
		MP Manufacturing Plant	
		OI Outside Inspection Agency	
		<i>Administrative office address</i>	
		PL Party to Receive Purchase Order	
		PR Payer	
		SE Selling Party	
		ST Ship To	
		<i>Ship to address</i>	
		SU Supplier/Manufacturer	
		SW Sealing Company	
		UC Ultimate Consignee	
		VN Vendor	
		<i>Vendor address</i>	
		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)

10 Department of Defense Activity Address Code (DODAAC)

Used as specified.

33 Commercial and Government Entity (CAGE)

Used as specified note: A valid cage code is required for vendor.

ZZ Mutually Defined

N104

67

Identification Code

C ID 2/17

Code identifying a party.

Department of Defense activity address when REF03="10"; Vendor Cage Code when N102 is "33"; Vendor Temporary Cage Code when N103 is "zz" Note: Cage Code and Temporary Cage Code must be 5 characters or less.

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 <i>Address line</i>	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

<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 <i>City</i>	C AN 2/19
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency <i>State Code (as specified)</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>Zip code</i>	O ID 4/9
N404	26	Country Code Code identifying the country	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: **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	
		AC	Administrative Contracting Officer <i>Contracting officer name and phone number</i>	
		BD	Buyer Name or Department <i>Buyer name and phone number</i>	
		HM	Hazardous Material Contact	
		OC	Order Contact	
		TA	Traffic Administrator	
	PER02	93	Name	O AN 1/35
			Free-form name <i>Buyer/Contracting Officer name</i>	
	PER03	365	Communication Number Qualifier	O ID 2/2
			Code identifying the type of communication number	
		TE	Telephone <i>Used as specified.</i>	
	PER04	364	Communication Number	C AN 7/21
			Complete communications number including country or area code when applicable <i>Buyer/Contracting Officer phone number</i>	

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>Line item number</i>		
Must Use	PO102	Quantity Ordered	M	R 1/9
		Quantity ordered		
		<i>Quantity ordered</i>		
Must Use	PO103	Unit or Basis for Measurement Code	M	ID 2/2
		Code identifying the basic unit of measurement.		
		<i>Unit of measure</i>		
		Refer to 003010 Data Element Dictionary for acceptable code values.		
	PO104	Unit Price	C	R 1/14
		Price per unit of product, service, commodity, etc.		
		<i>Price</i>		
Not Used	PO105	Basis of Unit Price Code	O	ID 2/2

Code identifying the type of unit price for an item
 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)		
			FT Federal Supply Classification		
			<i>Used as specified</i>		
	PO107	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
			<i>Federal supply class (4 digit code)</i>		
Not Used	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)		
			Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	PO109	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO111	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO113	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO115	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO117	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.

Not Used	PO119	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO121	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO123	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
Not Used	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.		
Not Used	PO125	234	Product/Service ID	C	AN 1/30
			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.

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. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PID01	349	Item Description Type Code indicating the format of a description <i>F for free form is used</i> 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	C AN 1/80
Not Used	PID06	752	Surface/Layer/Position Code Code indicating the product surface, layer or position that is being described Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2

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>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	CTT01	354	Number of Line Items	M N0 1/6
			Total number of line items in the transaction set	
			TOTAL NUMBER OF LINE ITEMS INCLUDED IN TRANSACTION SET	
	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.	
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: **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		Attributes
	Des.	Element	Name	
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.	