

Portland General Electric  
Implementation  
Standard

for

Electronic  
Data  
Interchange

TRANSACTION SET

850

Ver/Rel 004010

Purchase Order  
Outbound to Vendor

# 850 Purchase Order

Functional Group ID=**PO**

## Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information.

## Heading:

<u>Page No.</u>	<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>
3	010	ST	Transaction Set Header	M		1	
4	020	BEG	Beginning Segment for Purchase Order	M		1	
LOOP ID - N1						200	
5	310	N1	Name	O		1	
6	320	N2	Additional Name Information	O		2	
7	330	N3	Address Information	O		2	
8	340	N4	Geographic Location	O		>1	

## Detail:

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LOOP ID - PO1						100000	
9	010	PO1	Baseline Item Data	M		1	n1
LOOP ID - PID						1000	
10	050	PID	Product/Item Description	O		1	
11	100	REF	Reference Identification	O		>1	
12	210	DTM	Date/Time Reference	O		10	
LOOP ID - AMT						>1	
13	600	AMT	Monetary Amount	O		1	

## Summary:

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LOOP ID - CTT						1	
14	010	CTT	Transaction Totals	O		1	n2
15	030	SE	Transaction Set Trailer	M		1	

## Transaction Set Notes

1. PO102 is required.
2. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:** 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).  
**Comments:**

**Data Element Summary**

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

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

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

**Data Element Summary**

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

**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.  
 2 N105 and N106 further define the type of entity in N101.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
M	N101	98	<b>Entity Identifier Code</b> Code identifying an organizational entity, a physical location, property or an individual ST Ship To	M ID 2/3
	N102	93	<b>Name</b> Free-form name	X AN 1/60
	N103	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) 92 Assigned by Buyer or Buyer's Agent	X ID 1/2
	N104	67	<b>Identification Code</b> Code identifying a party or other code Ship to Store Number.	X AN 2/80

**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**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name Free-form name	M AN 1/60

**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**

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

**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 If N406 is present, then N405 is required.  
**Semantic Notes:**  
**Comments:** 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.  
 2 N402 is required only if city name (N401) is in the U.S. or Canada.

**Data Element Summary**

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

- Segment:** **PO1** **Baseline Item Data**
- Position:** 010
- Loop:** PO1 Mandatory
- Level:** Detail
- Usage:** Mandatory
- Max Use:** 1
- Purpose:** To specify basic and most frequently used line item data
- Syntax Notes:**
- 1 If PO103 is present, then PO102 is required.
  - 2 If PO105 is present, then PO104 is required.
  - 3 If either PO106 or PO107 is present, then the other is required.
  - 4 If either PO108 or PO109 is present, then the other is required.
  - 5 If either PO110 or PO111 is present, then the other is required.
  - 6 If either PO112 or PO113 is present, then the other is required.
  - 7 If either PO114 or PO115 is present, then the other is required.
  - 8 If either PO116 or PO117 is present, then the other is required.
  - 9 If either PO118 or PO119 is present, then the other is required.
  - 10 If either PO120 or PO121 is present, then the other is required.
  - 11 If either PO122 or PO123 is present, then the other is required.
  - 12 If either PO124 or PO125 is present, then the other is required.
- Semantic Notes:**
- Comments:**
- 1 See the Data Element Dictionary for a complete list of IDs.
  - 2 PO101 is the line item identification.
  - 3 PO106 through PO125 provide for ten different product/service IDs per each item.  
For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set	O AN 1/20
PO102	330	<b>Quantity Ordered</b> Quantity ordered	X R 1/15
PO103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken This value will generally be 'EA' or 'FT', but other X12 codes may be used. EA Each FT Foot	O ID 2/2
PO104	212	<b>Unit Price</b> Price per unit of product, service, commodity, etc.	X R 1/17
PO105	639	<b>Basis of Unit Price Code</b> Code identifying the type of unit price for an item CT Contract	O ID 2/2
PO106	235	<b>Product/Service ID Qualifier</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) IN Buyer's Item Number	X ID 2/2
PO107	234	<b>Product/Service ID</b> Identifying number for a product or service PGE Product Number.	X AN 1/48

- Segment:** **PID** **Product/Item Description**
- Position:** 050
- Loop:** PID Optional
- Level:** Detail
- Usage:** Optional
- Max Use:** 1
- Purpose:** To describe a product or process in coded or free-form format
- Syntax Notes:**
- 1 If PID04 is present, then PID03 is required.
  - 2 At least one of PID04 or PID05 is required.
  - 3 If PID07 is present, then PID03 is required.
  - 4 If PID08 is present, then PID04 is required.
  - 5 If PID09 is present, then PID05 is required.
- Semantic Notes:**
- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
  - 2 PID04 should be used for industry-specific product description codes.
  - 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
  - 4 PID09 is used to identify the language being used in PID05.
- Comments:**
- 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
  - 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
  - 3 PID07 specifies the individual code list of the agency specified in PID03.

**Data Element Summary**

Ref.	Data Element	Name	Attributes
M	PID01	Item Description Type	M ID 1/1
		Code indicating the format of a description	
		F Free-form	
	PID05	Description	X AN 1/80
		A free-form description to clarify the related data elements and their content	

**Segment:** **REF** Reference Identification  
**Position:** 100  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

- 1 REF04 contains data relating to the value cited in REF02.

**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification P4 Project Code WO Work Order Number Number assigned for work including material and labor beyond normal work required to fulfill a service order ZZ Mutually Defined	M ID 2/3
	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30
	REF03	352	<b>Description</b> A free-form description to clarify the related data elements and their content Elements can contain either job number and/or special handling instructions.	X AN 1/80

**Segment:** **DTM** **Date/Time Reference**  
**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 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

**Semantic Notes:**  
**Comments:**

**Data Element Summary**

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

**Segment:** **AMT** Monetary Amount  
**Position:** 600  
**Loop:** AMT Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To indicate the total monetary amount  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	AMT01	522	Amount Qualifier Code Code to qualify amount 1 Line Item Total	M ID 1/3
M	AMT02	782	Monetary Amount Monetary amount	M R 1/18

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

**Data Element Summary**

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

**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**

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