850 State of Ohio Standard Purchase Order (Version 4010)

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:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BEG	Beginning Segment for Purchase Order	M	1		
Not Used	040	CUR	Currency	O	1		
Used	050	REF	Reference Identification	O	>1		
Used	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	>1		
Not Used	080	FOB	F.O.B. Related Instructions	O	>1		
Not Used	090	CTP	Pricing Information	O	>1		
Not Used	095	PAM	Period Amount	O	10		
Not Used	110	CSH	Sales Requirements	O	5		
Not Used	115	TC2	Commodity	O	>1		
			LOOP ID - SAC			25	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	125	CUR	Currency	O	1		
Used	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
Not Used	140	DIS	Discount Detail	O	20		
Not Used	145	INC	Installment Information	O	1		
Not Used	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	185	SI	Service Characteristic Identification	O	>1		
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
Not Used	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	276	PCT	Percent Amounts	O	>1		
Not Used	280	CTB	Restrictions/Conditions	O	5		

Not Used	285	TXI	Tax Information	O	>1	

LOOP ID - AMT			>1

Not Used	287	AMT	Monetary Amount	O	1	
Not Used	289	REF	Reference Identification	O	>1	
Not Used	290	DTM	Date/Time Reference	O	1	
Not Used	292	PCT	Percent Amounts	O	>1	

LOOP ID - FA1			>1

Not Used	293	FA1	Type of Financial Accounting Data	O	1	
Not Used	294	FA2	Accounting Data	M	>1	

LOOP ID - N9			1000

Not Used	295	N9	Reference Identification	O	1	
Not Used	297	DTM	Date/Time Reference	O	>1	
Not Used	300	MSG	Message Text	O	1000	

LOOP ID - N1			200

Used	310	N1	Name	O	1	
Used	320	N2	Additional Name Information	O	2	
Used	330	N3	Address Information	O	2	
Used	340	N4	Geographic Location	O	>1	
Not Used	345	NX2	Location ID Component	O	>1	
Not Used	350	REF	Reference Identification	O	12	
Not Used	360	PER	Administrative Communications Contact	O	>1	
Not Used	365	SI	Service Characteristic Identification	O	>1	
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	

LOOP ID - LM			>1

Not Used	430	LM	Code Source Information	O	1	
Not Used	440	LQ	Industry Code	M	>1	

LOOP ID - SPI			>1

Not Used	450	SPI	Specification Identifier	O	1	
Not Used	460	REF	Reference Identification	O	5	
Not Used	470	DTM	Date/Time Reference	O	5	
Not Used	480	MSG	Message Text	O	50	

LOOP ID - N1			20

Not Used	490	N1	Name	O	1	
Not Used	500	N2	Additional Name Information	O	2	
Not Used	510	N3	Address Information	O	2	
Not Used	520	N4	Geographic Location	O	1	
Not Used	530	REF	Reference Identification	O	20	
Not Used	540	G61	Contact	O	1	
Not Used	550	MSG	Message Text	O	50	

LOOP ID - CB1			>1

Not Used	560	CB1	Contract and Cost Accounting Standards Data	O	1	
Not Used	570	REF	Reference Identification	O	20	
Not Used	580	DTM	Date/Time Reference	O	5	
Not Used	590	LDT	Lead Time	O	1	

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Not Used	600	MSG	Message Text	O	50		
			LOOP ID - ADV			>1	
Not Used	610	ADV	Advertising Demographic Information	O	1		
Not Used	620	DTM	Date/Time Reference	O	>1		
Not Used	630	MTX	Text	O	>1		

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - PO1			100000	
Must Use	010	PO1	Baseline Item Data	M	1		n2
Not Used	015	LIN	Item Identification	O	>1		
Not Used	018	SI	Service Characteristic Identification	O	>1		
Not Used	020	CUR	Currency	O	1		
Not Used	025	CN1	Contract Information	O	1		
Not Used	030	PO3	Additional Item Detail	O	25		
			LOOP ID - CTP			>1	
Not Used	040	CTP	Pricing Information	O	1		
Not Used	043	CUR	Currency	O	1		
Not Used	045	PAM	Period Amount	O	10		
Not Used	049	MEA	Measurements	O	40		
			LOOP ID - PID			1000	
Used	050	PID	Product/Item Description	O	1		
Not Used	060	MEA	Measurements	O	10		
Not Used	070	PWK	Paperwork	O	25		
Not Used	090	PO4	Item Physical Details	O	>1		
Not Used	100	REF	Reference Identification	O	>1		
Not Used	110	PER	Administrative Communications Contact	O	3		
			LOOP ID - SAC			25	
Not Used	130	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	135	CUR	Currency	O	1		
Not Used	137	CTP	Pricing Information	O	1		
Not Used	140	IT8	Conditions of Sale	O	1		
Not Used	142	CSH	Sales Requirements	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	165	INC	Installment Information	O	1		
Not Used	170	TAX	Tax Reference	O	>1		
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	235	TC2	Commodity	O	>1		
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	276	PCT	Percent Amounts	O	>1		
Not Used	280	MAN	Marks and Numbers	O	10		

Not Used	289	MSG	Message Text	O	>1	
Not Used	290	SPI	Specification Identifier	O	>1	
Not Used	291	TXI	Tax Information	O	>1	
Not Used	292	CTB	Restrictions/Conditions	O	>1	
			LOOP ID - QTY		>1	
Not Used	293	QTY	Quantity	O	1	
Not Used	294	SI	Service Characteristic Identification	O	>1	
			LOOP ID - SCH		200	
Not Used	295	SCH	Line Item Schedule	O	1	n3
Not Used	296	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	297	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	298	TD3	Carrier Details (Equipment)	O	12	
Not Used	299	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	300	REF	Reference Identification	O	>1	
			LOOP ID - PKG		200	
Not Used	305	PKG	Marking, Packaging, Loading	O	1	
Not Used	310	MEA	Measurements	O	>1	
Not Used	320	LS	Loop Header	O	1	
			LOOP ID - LDT		>1	
Not Used	321	LDT	Lead Time	O	1	
Not Used	322	QTY	Quantity	O	>1	
Not Used	323	MSG	Message Text	O	1	
Not Used	324	REF	Reference Identification	O	3	
			LOOP ID - LM		>1	
Not Used	325	LM	Code Source Information	O	1	
Not Used	326	LQ	Industry Code	M	>1	
Not Used	327	LE	Loop Trailer	O	1	
			LOOP ID - N9		1000	
Not Used	330	N9	Reference Identification	O	1	
Not Used	332	DTM	Date/Time Reference	O	>1	
Not Used	335	MEA	Measurements	O	40	
Not Used	340	MSG	Message Text	O	1000	
			LOOP ID - N1		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	383	QTY	Quantity	O	>1	
Not Used	385	NX2	Location ID Component	O	>1	
Not Used	390	REF	Reference Identification	O	12	
Not Used	400	PER	Administrative Communications Contact	O	3	
Not Used	405	SI	Service Characteristic Identification	O	>1	
Not Used	406	DTM	Date/Time Reference	O	1	
Not Used	410	FOB	F.O.B. Related Instructions	O	1	
Not Used	415	SCH	Line Item Schedule	O	200	
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	
			LOOP ID - LDT			>1
Not Used	462	LDT	Lead Time	O	1	
Not Used	464	MAN	Marks and Numbers	O	10	
Not Used	466	QTY	Quantity	O	5	
Not Used	468	MSG	Message Text	O	1	
Not Used	469	REF	Reference Identification	O	3	
			LOOP ID - SLN			1000
Not Used	470	SLN	Subline Item Detail	O	1	
Not Used	475	MSG	Message Text	O	>1	
Not Used	480	SI	Service Characteristic Identification	O	>1	
Not Used	490	PID	Product/Item Description	O	1000	
Not Used	500	PO3	Additional Item Detail	O	104	
Not Used	505	TC2	Commodity	O	>1	
Not Used	513	ADV	Advertising Demographic Information	O	>1	
Not Used	515	DTM	Date/Time Reference	O	10	
Not Used	516	CTP	Pricing Information	O	25	
Not Used	517	PAM	Period Amount	O	10	
Not Used	518	PO4	Item Physical Details	O	1	
Not Used	519	TAX	Tax Reference	O	3	
			LOOP ID - N9			>1
Not Used	523	N9	Reference Identification	O	1	
Not Used	524	DTM	Date/Time Reference	O	>1	
Not Used	525	MSG	Message Text	O	>1	
			LOOP ID - SAC			25
Not Used	526	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
Not Used	527	CUR	Currency	O	1	
Not Used	528	CTP	Pricing Information	O	1	
			LOOP ID - QTY			>1
Not Used	529	QTY	Quantity	O	1	
Not Used	530	SI	Service Characteristic Identification	O	>1	
			LOOP ID - N1			10
Not Used	535	N1	Name	O	1	
Not Used	540	N2	Additional Name Information	O	2	
Not Used	550	N3	Address Information	O	2	
Not Used	560	N4	Geographic Location	O	1	
Not Used	570	NX2	Location ID Component	O	>1	
Not Used	580	REF	Reference Identification	O	12	
Not Used	590	PER	Administrative Communications Contact	O	3	
Not Used	595	SI	Service Characteristic Identification	O	>1	
			LOOP ID - AMT			>1
Used	600	AMT	Monetary Amount	O	1	
Not Used	610	REF	Reference Identification	O	1	
Not Used	612	PCT	Percent Amounts	O	>1	
			LOOP ID - LM			>1
Not Used	620	LM	Code Source Information	O	1	
Not Used	630	LQ	Industry Code	M	>1	

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
Used	010	CTT	Transaction Totals	O	1		n4
Used	020	AMT	Monetary Amount	O	1		n5
Must Use	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.

2. PO102 is required.

3. 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.

4. 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.

5. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

			Segment:	**ST** **Transaction Set Header**		

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

	Ref. Des.	Data Element	Name	Attributes
Must Use	ST01	143	**Transaction Set Identifier Code**	M ID 3/3
			Code uniquely identifying a Transaction Set	
			This is hard coded by mapper as "850".	
			850 Purchase Order	
Must Use	ST02	329	**Transaction Set Control Number**	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			Determined by mapper.	

| | | | | | Segment: | **BEG** **Beginning Segment for Purchase Order** |

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

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

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	BEG01	353	**Transaction Set Purpose Code**	**M ID 2/2**
			Code identifying purpose of transaction set	
			This is hard coded by mapper as "00".	
			00 Original	
Must Use	BEG02	92	**Purchase Order Type Code**	**M ID 2/2**
			Code specifying the type of Purchase Order	
			This is hard coded by mapper as "KN".	
			KN Purchase Order	
			Procurement instrument within the small purchasing threshold	
Must Use	BEG03	324	**Purchase Order Number**	**M AN 1/22**
			Identifying number for Purchase Order assigned by the orderer/purchaser	
			HEADER-LINE; DOCUMENT NUMBER TEXT SIZE 6	
Not Used	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	
Must Use	BEG05	373	**Date**	**M DT 8/8**
			Date expressed as CCYYMMDD	
			HEADER-LINE; DATE-OF-RECORD TEXT SIZE 8	
Not Used	BEG06	367	**Contract Number**	**O AN 1/30**
			Contract number	
Not Used	BEG07	587	**Acknowledgment Type**	**O ID 2/2**
			Code specifying the type of acknowledgment	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	BEG08	1019	**Invoice Type Code**	**O ID 3/3**
			Code defining the method by which invoices are to be processed	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	BEG09	1166	**Contract Type Code**	**O ID 2/2**
			Code identifying a contract type	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	BEG10	1232	**Purchase Category**	**O ID 2/2**
			Code identifying the broad category of products or services being acquired	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	BEG11	786	**Security Level Code**	**O ID 2/2**
			Code indicating the level of confidentiality assigned by the sender to the information following	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	BEG12	640	**Transaction Type Code**	**O ID 2/2**

Code specifying the type of transaction
Refer to 004010 Data Element Dictionary for acceptable code values.

Segment:		**REF** Reference Identification		

Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
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

	Ref. Des.	Data Element	Name	Attributes	
Must Use	REF01	128	**Reference Identification Qualifier**	M	ID 2/3

Code qualifying the Reference Identification

Codes will be hard-coded by mapper.

12	Billing Account	
	Account number under which billing is rendered	
19	Division Identifier	
7T	Master Contract	
8X	Transaction Category or Type	
BB	Authorization Number	
	Proves that permission was obtained to provide a service	
DP	Department Number	
G1	Prior Authorization Number	
	An authorization number acquired prior to the submission of a claim	
KL	Contract Reference	
VR	Vendor ID Number	
X9	Internal Control Number	
	Number assigned by the managing office to provide internal processing information	
ZZ	Mutually Defined	

	Ref. Des.	Data Element	Name	Attributes	
Used	REF02	127	**Reference Identification**	X	AN 1/30

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

"12"   Individual Billing Account Number
"19"   CAS Vendor Address Code
"7T"   State Contract Number
"8X"   State Purchase Order Transaction Code
"BB"   State Release and Permit Number
"DP"   CAS State Agency Acronym
"G1"   State Pre-Approval Number
"KL"   State Contract Index Number
"VR"   CAS Vendor Number
"X9"   State Controlling Board Approval Number
"ZZ"   May Contain Mutually Agreed 12 Characters, as Input by Agency

HEADER-LINE;
  VENDOR-ACCOUNT-NUMBER TEXT SIZE 16 for "12".
  VENDOR-PAYEE-ADDRESS-CODE TEXT SIZE 2 for "19".
  TERM-CNT-BID-OIH-NUMBER TEXT SIZE 10 for "7T".

Not Used	**REF03**	**352**	**Description**	**X**	**AN 1/80**
			A free-form description to clarify the related data elements and their content		
Not Used	**REF04**	**C040**	**Reference Identifier**	**O**	
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier		
Not Used	**C04001**	**128**	**Reference Identification Qualifier**	**M**	**ID 2/3**
			Code qualifying the Reference Identification		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	**C04002**	**127**	**Reference Identification**	**M**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	**C04003**	**128**	**Reference Identification Qualifier**	**X**	**ID 2/3**
			Code qualifying the Reference Identification		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	**C04004**	**127**	**Reference Identification**	**X**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	**C04005**	**128**	**Reference Identification Qualifier**	**X**	**ID 2/3**
			Code qualifying the Reference Identification		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	**C04006**	**127**	**Reference Identification**	**X**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

			Segment:	**PER** Administrative Communications Contact

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

Semantic Notes:
Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	PER01	366	**Contact Function Code**	**M ID 2/2**
			Code identifying the major duty or responsibility of the person or group named	
			This will be hard coded by mapper as "IC" .	
			IC Information Contact	
Used	PER02	93	**Name**	**O AN 1/60**
			Free-form name	
			Name of customer placing order.	
			HEADER-LINE; AGENCY-CONTACT TEXT SIZE 20	
Used	PER03	365	**Communication Number Qualifier**	**X ID 2/2**
			Code identifying the type of communication number	
			This will hard coded by mapper as "TE".	
			TE Telephone	
Used	PER04	364	**Communication Number**	**X AN 1/80**
			Complete communications number including country or area code when applicable	
			Phone number of customer placing order. It will be communicated without dashes or parentheses (unformatted).	
			HEADER-LINE; AGENCY-PHONE-NUMBER TEXT SIZE 10	
Not Used	PER05	365	**Communication Number Qualifier**	**X ID 2/2**
			Code identifying the type of communication number	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	PER06	364	**Communication Number**	**X AN 1/80**
			Complete communications number including country or area code when applicable	
Not Used	PER07	365	**Communication Number Qualifier**	**X ID 2/2**
			Code identifying the type of communication number	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	PER08	364	**Communication Number**	**X AN 1/80**
			Complete communications number including country or area code when applicable	
Not Used	PER09	443	**Contact Inquiry Reference**	**O AN 1/20**
			Additional reference number or description to clarify a contact number	

	Segment:	**ITD** Terms of Sale/Deferred Terms of Sale
	Position:	130
	Loop:	
	Level:	Heading
	Usage:	Optional
	Max Use:	>1
	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:

1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments:

1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Used	ITD01	336	**Terms Type Code**	O	ID 2/2

Code identifying type of payment terms

This is hard coded by mapper as "01" or "36".

01	Basic	
36	Contract Basis	

Terms are based on contract with vendor

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD02	333	**Terms Basis Date Code**	O	ID 1/2

Code identifying the beginning of the terms period

Refer to 004010 Data Element Dictionary for acceptable code values.

	Ref. Des.	Data Element	Name	Attributes	
Not Used	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

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD04	370	**Terms Discount Due Date**	X	DT 8/8

Date payment is due if discount is to be earned expressed in format CCYYMMDD

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD05	351	**Terms Discount Days Due**	X	N0 1/3

Number of days in the terms discount period by which payment is due if terms discount is earned

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD06	446	**Terms Net Due Date**	O	DT 8/8

Date when total invoice amount becomes due expressed in format CCYYMMDD

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD07	386	**Terms Net Days**	O	N0 1/3

Number of days until total invoice amount is due (discount not applicable)

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD08	362	**Terms Discount Amount**	O	N2 1/10

Total amount of terms discount

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD09	388	**Terms Deferred Due Date**	O	DT 8/8

Date deferred payment or percent of invoice payable is due expressed in format CCYYMMDD

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD10	389	**Deferred Amount Due**	X	N2 1/10

Deferred amount due for payment

	Ref. Des.	Data Element	Name	Attributes	
Not Used	ITD11	342	**Percent of Invoice Payable**	X	R 1/5

Amount of invoice payable expressed in percent

	Ref. Des.	Data Element	Name	Attributes	
Used	ITD12	352	**Description**	O	AN 1/80

A free-form description to clarify the related data elements and their content

For "01" this field contains terms special deleivery requirements, such as date of delivery or days after receipt of order by vendor, as input by the State agency in the accounting system.
For "36" this field contains terms as input by the State agency in the accounting system. Contract terms apply unless mutually agreed otherwise.

			HEADER-LINE;
			  DELIVERY-REQ TEXT SIZE 15 for "01".
			  VENDOR-TERMS TEXT SIZE 22 for "36".		

Not Used	ITD13	765	**Day of Month**	X	N0 1/2
			The numeric value of the day of the month between 1 and the maximum day of the month being referenced		
Not Used	ITD14	107	**Payment Method Code**	O	ID 1/2
			Code identifying type of payment procedures		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	ITD15	954	**Percent**	O	R 1/10
			Percentage expressed as a decimal		

Segment:		# N1 Name		

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

	Ref. Des.	Data Element	Name	Attributes	
Must Use	N101	98	**Entity Identifier Code**	M	ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

This will be hard-code by mapper as "BT", "ST", or "VN".

    BT   Bill-to-Party
    ST   Ship To
    VN   Vendor

Used	N102	93	**Name**	X	AN 1/60

Free-form name

HEADER-LINE;
  SHIP-TO-NAME TEXT SIZE 30 for "ST".
  BILL-TO-NAME TEXT SIZE 30 for "BT".
  VENDOR-NAME-1 TEXT SIZE 30 for "VN".

Not Used	N103	66	**Identification Code Qualifier**	X	ID 1/2

Code designating the system/method of code structure used for Identification Code (67)

Not Used	N104	67	**Identification Code**	X	AN 2/80

Code identifying a party or other code

Not Used	N105	706	**Entity Relationship Code**	O	ID 2/2

Code describing entity relationship

Refer to 004010 Data Element Dictionary for acceptable code values.

Not Used	N106	98	**Entity Identifier Code**	O	ID 2/3

Code identifying an organizational entity, a physical location, property or an individual
Refer to 004010 Data Element Dictionary for acceptable code values.

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. Des.	Data Element	Name	Attributes
Must Use	N201	93	Name	M AN 1/60
			Free-form name	
			Used for the "VN" only.	
			HEADER-LINE; VENDOR-NAME-2 TEXT SIZE 20 for "VN".	
Not Used	N202	93	Name	O AN 1/60
			Free-form name	

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. Des.	Data Element	Name	Attributes
Must Use	N301	166	**Address Information**	**M AN 1/55**
			Address information	

Street Address.

Mapped from HEADER-LINE;
  If SHIP-TO-STREET has data,
  then map SHIP-TO-STREET,
  else map SHIP-TO-LINE   TEXT SIZE 30   for "ST".

  If BILL-TO-STREET has data,
  then map BILL-TO-STREET,
  else map BILL-TO-LINE   TEXT SIZE 30 for "BT".

  If VENDOR-ADDRESS-1 has data,
  then map VENDOR-ADDRESS-1 ,
  else map VENDOR-ADDRESS-2   TEXT SIZE 30 for "VN".

	Ref. Des.	Data Element	Name	Attributes
Used	N302	166	**Address Information**	**O AN 1/55**
			Address information	

Contains additional address information.

Mapped from HEADER-LINE;
  If SHIP-TO-STREET has data,
  then map SHIP-TO-LINE,
  else record nothing   TEXT SIZE 30 for "ST".

Mapped from HEADER-LINE;
  If BILL-TO-STREET has data,
  then map BILL-TO-LINE,
  else record nothing   TEXT SIZE 30 for "BT".

If VENDOR-ADDRESS-1 has data,
  then map VENDOR-ADDRESS-2,
  else record nothing   TEXT SIZE 30 for "VN".

Segment:	**N4** Geographic Location			

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

	Ref. Des.	Data Element	Name	Attributes	
Used	N401	19	**City Name**	**O**	**AN 2/30**
			Free-form text for city name		
			HEADER-LINE; SHIP-TO-CITY TEXT SIZE 19 for "ST". BILL-TO-CITY TEXT SIZE 19 for "BT". VENDOR-CITY TEXT SIZE 19 for "VN".		
Used	N402	156	**State or Province Code**	**O**	**ID 2/2**
			Code (Standard State/Province) as defined by appropriate government agency		
			HEADER-LINE; SHIP-TO-STATE TEXT SIZE 2 for "ST". BILL-TO-STATE TEXT SIZE 2 for "BT". VENDOR-STATE TEXT SIZE 2 for "VN".		
Used	N403	116	**Postal Code**	**O**	**ID 3/15**
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
			Postal Zip Code without dashes (unformatted).		
			HEADER-LINE; SHIP-TO-ZIP TEXT SIZE 9 for "ST". BILL-TO-ZIP TEXT SIZE 9 for "BT". VENDOR-ZIP TEXT SIZE 9 for "VN".		
Not Used	N404	26	**Country Code**	**O**	**ID 2/3**
			Code identifying the country		
Not Used	N405	309	**Location Qualifier**	**X**	**ID 1/2**
			Code identifying type of location		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	N406	310	**Location Identifier**	**O**	**AN 1/30**
			Code which identifies a specific location		

			Segment:	**PO1** Baseline Item Data

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

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Used	**PO101**	**350**	**Assigned Identification**	**O AN 1/20**

Alphanumeric characters assigned for differentiation within a transaction set

Contains the accounting system line number of the item ordered.
DETAIL-LINE;
  ITEM-NUMBER TEXT SIZE 3

	Ref. Des.	Data Element	Name	Attributes
Used	**PO102**	**330**	**Quantity Ordered**	**X R 1/15**

Quantity ordered

Contains the total quantity of items ordered.
DETAIL-LINE;
  QUANTITY UNSIGNED NUMERIC SIZE 7

	Ref. Des.	Data Element	Name	Attributes
Used	**PO103**	**355**	**Unit or Basis for Measurement Code**	**O ID 2/2**

Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken
"EA" Each.
This is hard coded by mapper as "EA".
    EA   Each

	Ref. Des.	Data Element	Name	Attributes
Used	**PO104**	**212**	**Unit Price**	**X R 1/17**

Price per unit of product, service, commodity, etc.

Contains the contract unit price of the item ordered.
DETAIL-LINE;
  UNIT-PRICE-X RIGHT OVERPUNCHED NUMERIC SIZE 10 SCALE -3

	Ref. Des.	Data Element	Name	Attributes
Used	**PO105**	**639**	**Basis of Unit Price Code**	**O ID 2/2**

Code identifying the type of unit price for an item
This is hard coded by mapper as "CT".
    CT   Contract

	Ref. Des.	Data Element	Name	Attributes
Used	**PO106**	**235**	**Product/Service ID Qualifier**	**X ID 2/2**

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

			"VP" Vendor Catalog Number.		
			This is hard coded by mapper as "VP".		
			VP	Vendor's (Seller's) Part Number	
Used	**PO107**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains vendor catalog number specifically identifying item ordered.		
			DETAIL-LINE; VENDOR-CATALOG-NUMBER TEXT SIZE 28		
Used	**PO108**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "CG".		
			CG	Commodity Grouping	
Used	**PO109**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains NIGP Class-Code.		
			DETAIL-LINE; CLASS-CODE TEXT SIZE 3		
Used	**PO110**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "C3".		
			C3	Classification	
Used	**PO111**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains NIGP Item-Code.		
			DETAIL-LINE; ITEM-CODE TEXT SIZE 2		
Used	**PO112**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "GQ".		
			GQ	Group Qualifier Code	
Used	**PO113**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains NIGP Group-Code.		
			DETAIL-LINE; GROUP-CODE TEXT SIZE 2		
Used	**PO114**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "CN".		
			CN	Commodity Name	
Used	**PO115**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains NIGP Detail-Code.		
			DETAIL-LINE; DETAIL-CODE TEXT SIZE 3		
Used	**PO116**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "KF".		
			KF	Item Type Number	
Used	**PO117**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains NIGP Check-Digit.		

			DETAIL-LINE;		
			CHECK-DIGIT TEXT SIZE 1		
Used	**PO118**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			This is hard coded by mapper as "PI".		
			PI Purchaser's Item Code		
Used	**PO119**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
			Contains unit of measure as entered in accounting system by agency.		
			DETAIL-LINE;		
			UNITS TEXT SIZE 4		
Not Used	**PO120**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	**PO121**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
Not Used	**PO122**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	**PO123**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		
Not Used	**PO124**	**235**	**Product/Service ID Qualifier**	**X**	**ID 2/2**
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	**PO125**	**234**	**Product/Service ID**	**X**	**AN 1/48**
			Identifying number for a product or service		

Segment:	**PID** Product/Item Description		
Position:	050		
Loop:	PID	Optional	
Level:	Detail		
Usage:	Optional		
Max Use:	1		
Purpose:	To describe a product or process in coded or free-form format		

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

Semantic Notes:
1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

Comments:
1. If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
2. Use PID06 when necessary to refer to the product surface or layer being described in the segment.
3. PID07 specifies the individual code list of the agency specified in PID03.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**PID01**	**349**	**Item Description Type** Code indicating the format of a description	**M ID 1/1**
			This is hard coded by mapper as "F".	
			F Free-form	
Not Used	**PID02**	**750**	**Product/Process Characteristic Code** Code identifying the general class of a product or process characteristic	**O ID 2/3**
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	**PID03**	**559**	**Agency Qualifier Code** Code identifying the agency assigning the code values	**X ID 2/2**
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	**PID04**	**751**	**Product Description Code** A code from an industry code list which provides specific data about a product characteristic	**X AN 1/12**
Used	**PID05**	**352**	**Description** A free-form description to clarify the related data elements and their content	**X AN 1/80**
			Item Description. This may occur multiple times each 40 characters for each line item. SUB-LINE; DESCRIPTION-INFORMATION TEXT SIZE 40	
Not Used	**PID06**	**752**	**Surface/Layer/Position Code** Code indicating the product surface, layer or position that is being described	**O ID 2/2**
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	**PID07**	**822**	**Source Subqualifier** A reference that indicates the table or text maintained by the Source Qualifier	**O AN 1/15**
Not Used	**PID08**	**1073**	**Yes/No Condition or Response Code** Code indicating a Yes or No condition or response	**O ID 1/1**
			Refer to 004010 Data Element Dictionary for acceptable code values.	
Not Used	**PID09**	**819**	**Language Code** Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	**O ID 2/3**

		Segment:	**AMT** Monetary Amount

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

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522	**Amount Qualifier Code**	M ID 1/3
			Code to qualify amount	

This will be hard coded by mapper as "1".

	1		Line Item Total	
Must Use	AMT02	782	**Monetary Amount**	M R 1/18
			Monetary amount	

DETAIL-LINE;
  AMOUNT-X RIGHT OVERPUNCHED NUMERIC SIZE 10 SCALE -2

Used	AMT03	478	**Credit/Debit Flag Code**	O ID 1/1
			Code indicating whether amount is a credit or debit	

This will be hard coded by mapper as "D".

| | D | | Debit | |

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

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	CTT01	354	**Number of Line Items**	M	N0 1/6
			Total number of line items in the transaction set		
			This is determined by mapper.		
Not Used	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**	X	R 1/10
			Numeric value of weight		
Not Used	CTT04	355	**Unit or Basis for Measurement Code**	X	ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
Not Used	CTT05	183	**Volume**	X	R 1/8
			Value of volumetric measure		
Not Used	CTT06	355	**Unit or Basis for Measurement Code**	X	ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
			Refer to 004010 Data Element Dictionary for acceptable code values.		
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:	CTT Optional
	Level:	Summary
	Usage:	Optional
	Max Use:	1
	Purpose:	To indicate the total monetary amount
	Syntax Notes:	
	Semantic Notes:	
	Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	AMT01	522	**Amount Qualifier Code**	M ID 1/3
			Code to qualify amount	
			This will be hard coded by mapper as "CE".	
			CE Summary Amount	
			The total and condensed amount	
Must Use	AMT02	782	**Monetary Amount**	M R 1/18
			Monetary amount	
			Total purchase order amount of all items ordered.	
			HEADER-LINE;	
			TOTAL-DOCUMENT-AMOUNT RIGHT OVERPUNCHED NUMERIC SIZE 15 SCALE -2	
Used	AMT03	478	**Credit/Debit Flag Code**	O ID 1/1
			Code indicating whether amount is a credit or debit	
			This will be hard coded by mapper as "D".	
			D Debit	

	Segment:	**SE** Transaction Set Trailer
	Position:	030
	Loop:	
	Level:	Summary
	Usage:	Mandatory
	Max Use:	1
	Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:		
Semantic Notes:		
	Comments:	1 SE is the last segment of each transaction set.

Data Element Summary

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