

# **850 Purchase Order**

## **Version: 1.0 Draft**

**Author:** BISAC SCEDI committee  
**Modified:** 09/23/2005

# 850 Purchase Order

Functional Group=**PO**

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>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Required
020	BEG	Beginning Segment for Purchase Order	M	1			Required
040	CUR	Currency	O	1			Used
050	REF	Reference Identification	O	>1			Rec'd
070	TAX	Tax Reference	O	>1			Used
080	FOB	F.O.B. Related Instructions	O	>1			Used
110	CSH	Sales Requirements	O	5			Used
<b><u>LOOP ID - SAC</u></b>					<b><u>25</u></b>		
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used
150	DTM	Date/Time Reference	O	10			Used
185	SI	Service Characteristic Identification	O	2			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
<b><u>LOOP ID - N1</u></b>					<b><u>200</u></b>		
310	N1	Name	O	1			Required
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	O	>1			Used
350	REF	Reference Identification	O	12			Used
360	PER	Administrative Communications Contact	O	>1			Used

## Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b><u>LOOP ID - PO1</u></b>					<b><u>100000</u></b>	<b><u>N2/010L</u></b>	
010	PO1	Baseline Item Data	M	1		N2/010	Required
018	SI	Service Characteristic Identification	O	5			Used
020	CUR	Currency	O	1			Not Rec'd
<b><u>LOOP ID - CTP</u></b>					<b><u>≥1</u></b>		
040	CTP	Pricing Information	O	1			Used
<b><u>LOOP ID - PID</u></b>					<b><u>1000</u></b>		

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
050	PID	Product/Item Description	O	1			Not Rec'd
100	REF	Reference Identification	O	>1			Used
<b>LOOP ID - SAC</b>					<b><u>25</u></b>		
130	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Used
140	IT8	Conditions of Sale	O	1			Used
190	SDQ	Destination Quantity	O	500			Not Rec'd
210	DTM	Date/Time Reference	O	10			Not Rec'd
293	CTB	Restrictions/ Conditions	O	>1			Used

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - CTT</b>					<b><u>1</u></b>	<b><u>N3/010L</u></b>	
010	CTT	Transaction Totals	O	1		N3/010	Required
030	SE	Transaction Set Trailer	M	1			Required

**Notes:**

2/010L PO102 is required.

2/010 PO102 is required.

3/010L 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.

3/010 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.

# ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Required

To indicate the start of a transaction set and to assign a control number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Required
<b>Description:</b> Code uniquely identifying a Transaction Set						
<b>Code Name</b>						
850 X12.1 Purchase Order						
ST02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Required
<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set						

## Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

# BEG Beginning Segment for Purchase Order

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 12

**User Option (Usage):** Required

To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Required

**Description:** Code identifying purpose of transaction set

**User:** Use of any code value other than '00' requires trading partner agreement.

### Code Name

00	Original
06	Confirmation
07	Duplicate
28	Query

**Description:** Note that this code could be used for a request for quote.

BEG02	92	Purchase Order Type Code	M	ID	2/2	Required
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**Description:** Code specifying the type of Purchase Order

### Code Name

BY	Buying
NE	New Order
NS	New Store Opening
OS	Special Order
RE	Reorder
RL	Release or Delivery Order

**Description:** Most commonly used value in the book industry is 'NE'.

**Description:** An order for goods and services placed against a pre-existing contract or blanket order

RO	Rush Order
SA	Stand-alone Order
SS	Supply or Service Order

BEG03	324	Purchase Order Number	M	AN	1/22	Required
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**Description:** Identifying number for Purchase Order assigned by the orderer/purchaser

**User:** Based upon past practices in the book industry, the recommended length for a PO number is up to a maximum of 13 characters.

BEG04	328	Release Number	O	AN	1/30	Used
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**Description:** Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction

**User:** Buyer's release number against original purchase order. For those purchase orders which may be incremental, such as BIN/HOLD, the release number must be unique for each additional release against the original purchase order.

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BEG05	373	<b>Date</b>	M	DT	8/8	Required
		<b>Description:</b> Date expressed as CCYYMMDD				
BEG06	367	<b>Contract Number</b>	O	AN	1/30	Used
		<b>Description:</b> Contract number				
BEG07	587	<b>Acknowledgment Type</b>	O	ID	2/2	Used
		<b>Description:</b> Code specifying the type of acknowledgment				
		<b>Code Name</b>				
		AC	Acknowledge - With Detail and Change			
		AE	Acknowledge - With Exception Detail Only			
		NA	No Acknowledgment Needed			
* BEG08	1019	<b>Invoice Type Code</b>	O	ID	3/3	Not Used
		<b>Description:</b> Code defining the method by which invoices are to be processed				
* BEG09	1166	<b>Contract Type Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying a contract type				
* BEG10	1232	<b>Purchase Category</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying the broad category of products or services being acquired				
* BEG11	786	<b>Security Level Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code indicating the level of confidentiality assigned by the sender to the information following				
* BEG12	640	<b>Transaction Type Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code specifying the type of transaction				

**Semantics:**

1. BEG05 is the date assigned by the purchaser to purchase order.

# CUR Currency

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 21

**User Option (Usage):** Used

To specify the currency (dollars, pounds, francs, etc.) used in a transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	<b>Entity Identifier Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				
		<b>Code</b>		<b>Name</b>		
		BY		Buying Party (Purchaser)		
		SE		Selling Party		
CUR02	100	<b>Currency Code</b>	M	ID	3/3	Required
		<b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified				
* CUR03	280	<b>Exchange Rate</b>	O	R	4/10	Not Used
		<b>Description:</b> Value to be used as a multiplier conversion factor to convert monetary value from one currency to another				
* CUR04	98	<b>Entity Identifier Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				
* CUR05	100	<b>Currency Code</b>	O	ID	3/3	Not Used
		<b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified				
* CUR06	669	<b>Currency Market/Exchange Code</b>	O	ID	3/3	Not Used
		<b>Description:</b> Code identifying the market upon which the currency exchange rate is based				
* CUR07	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR08	373	<b>Date</b>	O	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR09	337	<b>Time</b>	O	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR10	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR11	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR12	337	<b>Time</b>	C	TM	4/8	Not Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR13	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR14	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR15	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR16	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR17	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR18	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR19	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR20	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR21	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				

### Syntax Rules:

1. C0807 - If CUR08 is present, then CUR07 is required.
2. C0907 - If CUR09 is present, then CUR07 is required.
3. L101112 - If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. C1110 - If CUR11 is present, then CUR10 is required.
5. C1210 - If CUR12 is present, then CUR10 is required.
6. L131415 - If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. C1413 - If CUR14 is present, then CUR13 is required.
8. C1513 - If CUR15 is present, then CUR13 is required.
9. L161718 - If CUR16 is present, then at least one of CUR17 or CUR18 is required.

10. C1716 - If CUR17 is present, then CUR16 is required.
11. C1816 - If CUR18 is present, then CUR16 is required.
12. L192021 - If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. C2019 - If CUR20 is present, then CUR19 is required.
14. C2119 - If CUR21 is present, then CUR19 is required.

**Comments:**

1. See Figures Appendix for examples detailing the use of the CUR segment.

# REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 4

User Option (Usage): Rec'd

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Required
<b>Description:</b> Code Qualifying the Reference Identification						
<b>Code Name</b>						
AE Authorization for Expense (AFE) Number						
CT Contract Number						
FU Fund Code						
IT Internal Customer Number						
MR Merchandise Type Code						
<b>Description:</b> The merchandise type code may be used to indicate a new or used, test or reference type condition against the entire order. Code selection may be referenced under the 'GC' definitions in the appendix. Note: Use of the 'GC' in the PO1 segment at detail level overrides any condition set by this reference.						
PD Promotion/Deal Number						
PR Price Quote Number						
SB Sales Region Number						
REF02	127	<b>Reference Identification</b>	C	AN	1/30	Rec'd
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						
* REF03	352	<b>Description</b>	C	AN	1/80	Not Used
<b>Description:</b> A free-form description to clarify the related data elements and their content						
* REF04	C040	<b>Reference Identifier</b>	O	Comp		Not Used
<b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier						
*	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Not Used
<b>Description:</b> Code Qualifying the Reference Identification						
*	127	<b>Reference Identification</b>	M	AN	1/30	Not Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
<b>Description:</b> Code Qualifying the Reference Identification						
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
		<b>Description:</b> Code Qualifying the Reference Identification				
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				

### Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

### Semantics:

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

# TAX Tax Reference

Pos: 070	Max: >1
Heading - Optional	
Loop: N/A	Elements: 13

**User Option (Usage):** Used

To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TAX01	325	<b>Tax Identification Number</b>	C	AN	1/20	Used
		<b>Description:</b> Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number				
TAX02	309	<b>Location Qualifier</b>	C	ID	1/2	Used
		<b>Description:</b> Code identifying type of location				
		<u>Code</u>	<u>Name</u>			
		CC	Country			
		SP	State/Province			
TAX03	310	<b>Location Identifier</b>	C	AN	1/30	Used
		<b>Description:</b> Code which identifies a specific location				
* TAX04	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* TAX05	310	<b>Location Identifier</b>	C	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				
* TAX06	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* TAX07	310	<b>Location Identifier</b>	C	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				
* TAX08	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* TAX09	310	<b>Location Identifier</b>	C	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				
* TAX10	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* TAX11	310	<b>Location Identifier</b>	C	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				
TAX12	441	<b>Tax Exempt Code</b>	O	ID	1/1	Used
		<b>Description:</b> Code identifying exemption status from sales and use tax				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<u>Code</u> <u>Name</u>				
		0 Exempt (For Export)				
		1 Yes (Tax Exempt)				
		<b>Description:</b> Note: In Canada this code is used to designate a Harmonization Sales Tax Exemption.				
* TAX13	1179	<b>Customs Entry Type Group Code</b>	O	ID	1/1	Not Used
		<b>Description:</b> Code identifying a group of entry types as filed with U.S. Customs when goods enter the country				

### Syntax Rules:

1. R0103 - At least one of TAX01 or TAX03 is required.
2. P0203 - If either TAX02 or TAX03 is present, then the other is required.
3. P0405 - If either TAX04 or TAX05 is present, then the other is required.
4. P0607 - If either TAX06 or TAX07 is present, then the other is required.
5. P0809 - If either TAX08 or TAX09 is present, then the other is required.
6. P1011 - If either TAX10 or TAX11 is present, then the other is required.

### Comments:

1. Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
2. TAX01 is required if tax exemption is being claimed.

# FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
Loop: N/A	Elements: 9

**User Option (Usage):** Used

To specify transportation instructions relating to shipment

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	<b>Shipment Method of Payment</b>	M	ID	2/2	Required

**Description:** Code identifying payment terms for transportation charges

**Code Name**

BP Paid by Buyer

**Description:** The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location)

CC Collect

DF Defined by Buyer and Seller

PC Prepaid but Charged to Customer

PP Prepaid (by Seller)

PU Pickup

TP Third Party Pay

FOB02	309	<b>Location Qualifier</b>	C	ID	1/2	Used
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**Description:** Code identifying type of location

**Code Name**

DE Destination (Shipping)

OR Origin (Shipping Point)

* FOB03	352	<b>Description</b>	O	AN	1/80	Not Used
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**Description:** A free-form description to clarify the related data elements and their content

* FOB04	334	<b>Transportation Terms Qualifier Code</b>	O	ID	2/2	Not Used
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**Description:** Code identifying the source of the transportation terms

* FOB05	335	<b>Transportation Terms Code</b>	C	ID	3/3	Not Used
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**Description:** Code identifying the trade terms which apply to the shipment transportation responsibility

* FOB06	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
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**Description:** Code identifying type of location

* FOB07	352	<b>Description</b>	O	AN	1/80	Not Used
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**Description:** A free-form description to clarify the related data elements and their content

FOB08	54	<b>Risk of Loss Qualifier</b>	O	ID	2/2	Used
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**Description:** Code specifying where responsibility for risk of loss passes

**Code Name**

**Code Name**

BY Risk of Loss in Transit to Destination is Buyer's

SE Risk of Loss in Transit to Destination is Seller's

* FOB09	352	<b>Description</b>	C	AN	1/80	Not Used
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**Description:** A free-form description to clarify the related data elements and their content**Syntax Rules:**

1. C0302 - If FOB03 is present, then FOB02 is required.
2. C0405 - If FOB04 is present, then FOB05 is required.
3. C0706 - If FOB07 is present, then FOB06 is required.
4. C0809 - If FOB08 is present, then FOB09 is required.

**Semantics:**

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the 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.

# CSH Sales Requirements

Pos: 110	Max: 5
Heading - Optional	
Loop: N/A	Elements: 10

**User Option (Usage):** Used

To specify general conditions or requirements of the sale

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CSH01	563	<b>Sales Requirement Code</b>	O	ID	1/2	Used
		<b>Description:</b> Code to identify a specific requirement or agreement of sale				
		<b><u>Code</u> <u>Name</u></b>				
		B Back Order Only If New Item				
		C Consignment				
		N No Back Order				
		O Back Order If Items Are Out of Stock or Not Yet Published				
		Y Back Order if Out of Stock				
		BK Ship Partial - Balance Back Order				
		SC Ship Complete				
		SP Ship Partial,Balance Cancel				
		SS Ship Per Schedule				
		SW Ship Per Release or Buyer Authorization				
		<b>Description:</b> Ship after authorization is received				
* CSH02	306	<b>Action Code</b>	O	ID	1/2	Used
		<b>Description:</b> Code indicating type of action				
* CSH03	610	<b>Amount</b>	C	N2	1/15	Not Used
		<b>Description:</b> Monetary amount				
* CSH04	508	<b>Account Number</b>	O	AN	1/35	Not Used
		<b>Description:</b> Account number assigned				
* CSH05	373	<b>Date</b>	O	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
CSH06	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the agency assigning the code values				
		<b><u>Code</u> <u>Name</u></b>				
		BI Book Industry Systems Advisory Committee				
CSH07	560	<b>Special Services Code</b>	C	ID	2/10	Used
		<b>Description:</b> Code identifying the special service				
		<b><u>Code</u> <u>Name</u></b>				
		CA Cataloging Services				
		HC Handling Service				
		LA Labeling				

* CSH08	566	<b>Product/Service Substitution Code</b>	O	ID	1/2	Not Used
		<b>Description:</b> Code indicating product or service substitution conditions				
* CSH09	954	<b>Percent</b>	C	R	1/10	Not Used
		<b>Description:</b> Percentage expressed as a decimal				
* CSH10	1004	<b>Percent Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code to qualify percent				

### Syntax Rules:

1. C0203 - If CSH02 is present, then CSH03 is required.
2. P0607 - If either CSH06 or CSH07 is present, then the other is required.
3. P0910 - If either CSH09 or CSH10 is present, then the other is required.

### Semantics:

1. CSH03 is the maximum monetary amount value which the order must not exceed.
2. CSH04 is the account number to which the purchase amount is charged.
3. CSH05 is the date specified by the sender to be shown on the invoice.
4. CSH06 identifies the source of the code value in CSH07.

# Loop SAC

Pos: 120	Repeat: 25
Optional	
Loop: SAC	Elements: N/A

**User Option (Usage):** Used

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

# SAC Service, Promotion, Allowance, or Charge Information

Pos: 120	Max: 1
Heading - Optional	
Loop: SAC	Elements: 16

**User Option (Usage):** Used

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	<b>Allowance or Charge Indicator</b>	M	ID	1/1	Required
<b>Description:</b> Code which indicates an allowance or charge for the service specified						
<b>Code Name</b>						
A Allowance						
C Charge						
P Promotion						
SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b>	C	ID	4/4	Used
<b>Description:</b> Code identifying the service, promotion, allowance, or charge						
<b>Code Name</b>						
A990 Cataloging Services						
B210 Co-op Credit						
E170 Labeling						
F800 Promotional Allowance						
* SAC03	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Not Used
<b>Description:</b> Code identifying the agency assigning the code values						
* SAC04	1301	<b>Agency Service, Promotion, Allowance, or Charge Code</b>	C	AN	1/10	Not Used
<b>Description:</b> Agency maintained code identifying the service, promotion, allowance, or charge						
SAC05	610	<b>Amount</b>	O	N2	1/15	Used
<b>Description:</b> Monetary amount						
* SAC06	378	<b>Allowance/ Charge Percent Qualifier</b>	C	ID	1/1	Not Used
<b>Description:</b> Code indicating on what basis allowance or charge percent is calculated						
* SAC07	332	<b>Percent</b>	C	R	1/6	Not Used
<b>Description:</b> Percent expressed as a percent						
SAC08	118	<b>Rate</b>	O	R	1/9	Used
<b>Description:</b> Rate expressed in the standard monetary denomination for the currency specified						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC09	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code Name</b>				
		UN Unit				
SAC10	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
* SAC11	380	<b>Quantity</b>	O	R	1/15	Not Used
		<b>Description:</b> Numeric value of quantity				
* SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code indicating method of handling for an allowance or charge				
* SAC13	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
* SAC14	770	<b>Option Number</b>	O	AN	1/20	Not Used
		<b>Description:</b> A unique number identifying available promotion or allowance options when more than one is offered				
* SAC15	352	<b>Description</b>	O	AN	1/80	Not Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
* SAC16	819	<b>Language Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)				

### Syntax Rules:

1. R0203 - At least one of SAC02 or SAC03 is required.
2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.
5. C1110 - If SAC11 is present, then SAC10 is required.
6. L130204 - If SAC13 is present, then at least one of SAC02 or SAC04 is required.
7. C1413 - If SAC14 is present, then SAC13 is required.

### Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity.
6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.

7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.

**Comments:**

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

# DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 6

**User Option (Usage):** Used

To specify pertinent dates and times

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	<b>Date/Time Qualifier</b>	M	ID	3/3	Required
<b>Description:</b> Code specifying type of date or time, or both date and time						
<b>Code Name</b>						
001 Cancel After						
002 Delivery Requested						
010 Requested Ship						
014 Deferred Payment						
037 Ship Not Before						
038 Ship No Later						
077 Requested for Delivery (Week of)						
087 Requested for Shipment (Week of)						
168 Release						
175 Cancel if not shipped by						
181 Stop Work (as of)						
182 Will Advise (as of)						
DTM02	373	<b>Date</b>	M	DT	8/8	Required
<b>Description:</b> Date expressed as CCYYMMDD						
* DTM03	337	<b>Time</b>	C	TM	4/8	Not Used
<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)						
* DTM04	623	<b>Time Code</b>	O	ID	2/2	Not Used
<b>Description:</b> 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						
* DTM06	1250	<b>Date Time Period Format Qualifier</b>	C	ID	2/3	Not Used
<b>Description:</b> Code indicating the date format, time format, or date and time format						
* DTM07	1251	<b>Date Time Period</b>	C	AN	1/35	Not Used
<b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times						

## Syntax Rules:

1. P0607 - If either DTM06 or DTM07 is present, then the other is required.

2. R020306 - At least one of DTM02, DTM03 or DTM06 is required.

# SI Service Characteristic Identification

Pos: 185	Max: 2
Heading - Optional	
Loop: N/A	Elements: 21

**User Option (Usage):** Used

To specify service characteristic data

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SI01	559	<b>Agency Qualifier Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying the agency assigning the code values				
		<b>Code Name</b>				
		BI				Book Industry Systems Advisory Committee
SI02	1000	<b>Service Characteristics Qualifier</b>	M	AN	2/2	Required
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
		<b>Code Name</b>				
		CR				Carton Rounding
						<b>Description:</b> Rounding should be done according to trading partner agreement.
		EX				Exact
SI03	234	<b>Product/Service ID</b>	M	AN	1/40	Required
		<b>Description:</b> Identifying number for a product or service				
		<b>Code Name</b>				
		BI				Book Industry Systems Advisory Committee
* SI04	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI05	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI06	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI07	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI08	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI09	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI10	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI11	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Identifying number for a product or service				
* SI12	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI13	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI14	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI15	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI16	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI17	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI18	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI19	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* SI20	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Not Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics				
* SI21	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				

### Syntax Rules:

1. P0405 - If either SI04 or SI05 is present, then the other is required.
2. P0607 - If either SI06 or SI07 is present, then the other is required.
3. P0809 - If either SI08 or SI09 is present, then the other is required.
4. P1011 - If either SI10 or SI11 is present, then the other is required.
5. P1213 - If either SI12 or SI13 is present, then the other is required.
6. P1415 - If either SI14 or SI15 is present, then the other is required.
7. P1617 - If either SI16 or SI17 is present, then the other is required.
8. P1819 - If either SI18 or SI19 is present, then the other is required.
9. P2021 - If either SI20 or SI21 is present, then the other is required.

### Comments:

1. SI01 defines the source for each of the service characteristics qualifiers.

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 15

**User Option (Usage):** Used

To specify the carrier and sequence of routing and provide transit time information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD501	133	<b>Routing Sequence Code</b>	O	ID	1/2	Used
		<b>Description:</b> Code describing the relationship of a carrier to a specific shipment movement				
		<b>Code Name</b>				
		B				Origin/Delivery Carrier (Any Mode)
TD502	66	<b>Identification Code Qualifier</b>	C	ID	1/2	Used
		<b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)				
		<b>Code Name</b>				
		2				Standard Carrier Alpha Code (SCAC)
TD503	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
* TD504	91	<b>Transportation Method/Type Code</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code specifying the method or type of transportation for the shipment				
* TD505	387	<b>Routing</b>	C	AN	1/35	Not Used
		<b>Description:</b> Free-form description of the routing or requested routing for shipment, or the originating carrier's identity				
* TD506	368	<b>Shipment/Order Status Code</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code indicating the status of an order or shipment or the disposition of any difference between the quantity ordered and the quantity shipped for a line item or transaction				
* TD507	309	<b>Location Qualifier</b>	O	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* TD508	310	<b>Location Identifier</b>	C	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				
* TD509	731	<b>Transit Direction Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> The point of origin and point of direction				
* TD510	732	<b>Transit Time Direction Qualifier</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code specifying the value of time used to measure the transit time				
* TD511	733	<b>Transit Time</b>	C	R	1/4	Not Used
		<b>Description:</b> The numeric amount of transit time				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD512	284	<b>Service Level Code</b>	C	ID	2/2	Used
<b>Description:</b> Code indicating the level of transportation service or the billing service offered by the transportation carrier						
<b>User:</b> <i>The codes listed are the codes commonly used within the industry. Trading partners may agree on other codes that are available.</i>						
<b>Code Name</b>						
3D Three Day Service						
G2 Standard Service						
ND Next Day Air						
<b>Description:</b> Delivery during business day hours of next business day						
NH Next Day Hundred Weight						
ON Overnight						
SE Second Day						
SG Standard Ground						
SH Second Day Hundred Weight						
SI Standard Ground Hundred Weight						
* TD513	284	<b>Service Level Code</b>	C	ID	2/2	Not Used
<b>Description:</b> Code indicating the level of transportation service or the billing service offered by the transportation carrier						
* TD514	284	<b>Service Level Code</b>	O	ID	2/2	Not Used
<b>Description:</b> Code indicating the level of transportation service or the billing service offered by the transportation carrier						
* TD515	26	<b>Country Code</b>	O	ID	2/3	Used
<b>Description:</b> Code identifying the country						

### Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.

### Comments:

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

# Loop N1

Pos: 310	Repeat: 200
Optional	
Loop: N1	Elements: N/A

**User Option (Usage):** Required

To identify a party by type of organization, name, and code

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
310	N1	Name	O	1		Required
320	N2	Additional Name Information	O	2		Used
330	N3	Address Information	O	2		Used
340	N4	Geographic Location	O	>1		Used
350	REF	Reference Identification	O	12		Used
360	PER	Administrative Communications Contact	O	>1		Used

# N1 Name

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 6

**User Option (Usage):** Required

To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<b>Entity Identifier Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				
		<b><u>Code</u> <u>Name</u></b>				
		BS Bill and Ship To				
		BT Bill-to-Party				
		SF Ship From				
		ST Ship To				
		VN Vendor				
N102	93	<b>Name</b>	C	AN	1/35	Not Rec'd
		<b>Description:</b> Free-form name				
N103	66	<b>Identification Code Qualifier</b>	C	ID	1/2	Rec'd
		<b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)				
		<b><u>Code</u> <u>Name</u></b>				
		1 D-U-N-S Number,Dun & Bradstreet				
		9 D-U-N-S+4,D-U-N-S Number with Four Character Suffix				
		12 Telephone Number (Phone)				
		15 Standard Address Number (SAN)				
		<b>Description:</b> Recommended by the book industry.				
		91 Assigned by Seller or Seller's Agent				
		92 Assigned by Buyer or Buyer's Agent				
N104	67	<b>Identification Code</b>	C	AN	2/20	Rec'd
		<b>Description:</b> Code identifying a party or other code				
* N105	706	<b>Entity Relationship Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code describing entity relationship				
* N106	98	<b>Entity Identifier Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				

## Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

## 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.

# N2 Additional Name Information

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

To specify additional names or those longer than 35 characters in length

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	<b>Name</b>	M	AN	1/35	Required
		<b>Description:</b> Free-form name				
N202	93	<b>Name</b>	O	AN	1/35	Used
		<b>Description:</b> Free-form name				

# N3 Address Information

Pos: 330	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

To specify the location of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	<b>Address Information</b>	M	AN	1/35	Required
		<b>Description:</b> Address information				
N302	166	<b>Address Information</b>	O	AN	1/35	Used
		<b>Description:</b> Address information				

# N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

**User Option (Usage):** Used

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b>	O	AN	2/30	Used
		<b>Description:</b> Free-form text for city name				
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency				
N403	116	<b>Postal Code</b>	O	ID	3/15	Used
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	<b>Country Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code identifying the country				
* N405	309	<b>Location Qualifier</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code identifying type of location				
* N406	310	<b>Location Identifier</b>	O	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				

## Syntax Rules:

1. C0605 - If N406 is present, then N405 is required.

## 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.

# REF Reference Identification

Pos: 350	Max: 12
Heading - Optional	
Loop: N1	Elements: 4

**User Option (Usage):** Used

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Required
		<b>Description:</b> Code Qualifying the Reference Identification				
		<b>Code Name</b>				
		CO Customer Order Number				
		DP Department Number				
		IA Internal Vendor Number				
		IT Internal Customer Number				
REF02	127	<b>Reference Identification</b>	C	AN	1/30	Rec'd
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
* REF03	352	<b>Description</b>	C	AN	1/80	Not Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
* REF04	C040	<b>Reference Identifier</b>	O	Comp		Not Used
		<b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier				
*	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Not Used
		<b>Description:</b> Code Qualifying the Reference Identification				
*	127	<b>Reference Identification</b>	M	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
		<b>Description:</b> Code Qualifying the Reference Identification				
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
		<b>Description:</b> Code Qualifying the Reference Identification				
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				

**Syntax Rules:**

1. R0203 - At least one of REF02 or REF03 is required.

**Semantics:**

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

# PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 9

**User Option (Usage):** Used

To identify a person or office to whom administrative communications should be directed

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	<b>Contact Function Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying the major duty or responsibility of the person or group named				
		<b>Code Name</b>				
		DC Delivery Contact				
		OC Order Contact				
		SU Supplier Contact				
PER02	93	<b>Name</b>	O	AN	1/35	Used
		<b>Description:</b> Free-form name				
PER03	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>Code Name</b>				
		BN Beeper Number				
		CP Cellular Phone				
		EM Electronic Mail				
		EX Telephone Extension				
		FX Facsimile				
		TE Telephone				
PER04	364	<b>Communication Number</b>	C	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER05	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>User:</b> Refer to code list specified in 'PER03' for usage.				
PER06	364	<b>Communication Number</b>	C	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER07	365	<b>Communication Number Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>User:</b> Refer to code list specified in 'PER03' for usage.				
PER08	364	<b>Communication Number</b>	C	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* PER09	443	<b>Contact Inquiry Reference</b>	O	AN	1/20	Not Used

**Description:** Additional reference number or description to clarify a contact number

### Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

# Loop PO1

Pos: 010	Repeat: 100000
Mandatory	
Loop: PO1 Elements: N/A	

**User Option (Usage):** Required

To specify basic and most frequently used line item data

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	PO1	Baseline Item Data	M	1		Required
018	SI	Service Characteristic Identification	O	5		Used
020	CUR	Currency	O	1		Not Rec'd
040		Loop CTP	O		>1	Used
050		Loop PID	O		1000	Not Rec'd
100	REF	Reference Identification	O	>1		Used
130		Loop SAC	O		25	Used
140	IT8	Conditions of Sale	O	1		Used
190	SDQ	Destination Quantity	O	500		Not Rec'd
210	DTM	Date/Time Reference	O	10		Not Rec'd
293	CTB	Restrictions/ Conditions	O	>1		Used

## User:

*When the condition of a book needs to be specified the Grad Code qualifier is used. Normally items are supplied in accordance with standing order processing terms and conditions. When needed to further amplify or change these procedures or to specifically identify the line item for pricing, the Grade Code is used in the Product/Service ID Qualifier (DE235) as 'GC'. Acceptable values for DE234 are listed with the GC code value in DE235.*

# PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 25

**User Option (Usage):** Required

To specify basic and most frequently used line item data

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO101	350	<b>Assigned Identification</b>	O	AN	1/20	Rec'd
<p><b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set  <b>User:</b> <i>If used, this element should be unique within the PO1 segments in this transaction. For example the purchase order line item number.</i></p>						
PO102	330	<b>Quantity Ordered</b>	C	R	1/9	Required
<p><b>Description:</b> Quantity ordered</p>						
PO103	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Required
<p><b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken</p> <p><b>Code Name</b></p> <p>CA Case  <b>Description:</b> Note: For non-book items.</p> <p>CT Carton  EA Each  <b>Description:</b> Note: For non-book items.</p> <p>ST Set  UN Unit</p>						
PO104	212	<b>Unit Price</b>	C	R	1/17	Used
<p><b>Description:</b> Price per unit of product, service, commodity, etc.</p>						
PO105	639	<b>Basis of Unit Price Code</b>	O	ID	2/2	Used
<p><b>Description:</b> Code identifying the type of unit price for an item  <b>User:</b> <i>Standard Book Industry definitions should be applied to this element.</i></p> <p><b>Code Name</b></p> <p>CA Catalog  CT Contract  NC No Charge  <b>User:</b>  <i>The book industry uses this code to specify free goods</i></p> <p>NT Net  <b>Description:</b> Indicates a net unit price</p> <p>PE Price per Each  PR Promotion  SR Suggested Retail</p>						
PO106	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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**Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234)

**Code Name**

B1 Volume Set  
 B2 Library of Congress Code  
 B3 Edition Code  
 B4 Binding Code  
 B5 Title Code  
 B6 Author Code  
 B7 Publisher Code  
 CB Buyer's Catalog Number  
 EN European Article Number (EAN) (2-5-5-1)

**User:**

*ISBN-13*

GC Grade Code

**Description:** When using a qualifier value of GC then data element 234 should be one of the following values:

00 General Condition New or Used  
 01 New Condition Only  
 02 Used, Good Condition Only  
 03 Used, Poor Condition  
 04 Used, Any Condition  
 05 No Marked Complimentary Copies

IA Information Media Type

IB International Standard Book Number (ISBN)

**Description:** The ISBN is the recommended value for the first occurrence of element 235.

**User:**

*ISBN-10*

RY Record Keeping or Model Year

**Description:** Note: Year of publication

SJ Religious Retail Non-book Item

SK Stock Keeping Unit (SKU)

SL Seller's Lot Number

UK U.P.C./EAN Shipping Container Code (1-2-5-5-1)

**Description:** A 14-digit code that uniquely identifies the manufacturer's shipping unit, including the packaging indicator and check digit; the first digit is the packaging indicator, the next two digits are the number system characters, the next five digits are the manufacturer ID number, the second five digits are the item code, and the final digit is the check digit

**User:**

*UCC/EAN-14*

UP U.P.C. Consumer Package Code (1-5-5-1)

VE Vendor Color

VN Vendor's (Seller's) Item Number

PO107	234	<b>Product/Service ID</b>	C	AN	1/40	Used
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**Description:** Identifying number for a product or service

PO108	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO109	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO110	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO111	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO112	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO113	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO114	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO115	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO116	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO117	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO118	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO119	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO120	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO121	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO122	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO123	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
PO124	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>User:</b> Refer to code list specified in 'PO106' for usage.				
PO125	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				

### Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 is present, then the other is required.

### 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.

### User:

*When the condition of a book needs to be specified the Grad Code qualifier is used. Normally items are supplied in accordance with standing order processing terms and conditions. When needed to further amplify or change these procedures or to specifically identify the line item for pricing, the Grade Code is used in the Product/Service ID Qualifier (DE235) as 'GC'. Acceptable values for DE234 are listed with the GC code value in DE235.*

# SI Service Characteristic Identification

Pos: 018	Max: 5
Detail - Optional	
Loop: PO1	Elements: 21

User Option (Usage): Used

To specify service characteristic data

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SI01	559	<b>Agency Qualifier Code</b>	M	ID	2/2	Required
<b>Description:</b> Code identifying the agency assigning the code values						
<b>Code Name</b>						
BI Book Industry Systems Advisory Committee						
SI02	1000	<b>Service Characteristics Qualifier</b>	M	AN	2/2	Required
<b>Description:</b> Code from an industry code list qualifying the type of service characteristics						
<b>Code Name</b>						
AT Adopted Title						
B1 Volume Set						
B2 Library of Congress Code						
B3 Editor Code						
B4 Binding Code						
B5 Title Code						
B6 Author Code						
B7 Publisher Code						
BN Bar Coded Serial Number						
CB Buyer's Catalog Number						
EN European Article Number						
<b>Description:</b> ISBN-13						
F9 Former Publisher						
IM Imprint (Trademark Code of Subsidiary)						
JN Job Number						
NT Non-Adopted Title						
PL Purchaser's Line Number						
SJ Religious Retail Non-book item						
UK UCC/EAN-14						
VE Vendor Color						
SI03	234	<b>Product/Service ID</b>	M	AN	1/40	Required
<b>Description:</b> Identifying number for a product or service						
SI04	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
<b>Description:</b> Code from an industry code list qualifying the type of service characteristics						
<b>User:</b> Refer to code list specified in 'SI02' for usage.						
SI05	234	<b>Product/Service ID</b>	C	AN	1/40	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Identifying number for a product or service				
SI06	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI07	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI08	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI09	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI10	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI11	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI12	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI13	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI14	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI15	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI16	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI17	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				
SI18	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
		<b>Description:</b> Code from an industry code list qualifying the type of service characteristics <b>User:</b> Refer to code list specified in 'SI02' for usage.				
SI19	234	<b>Product/Service ID</b>	C	AN	1/40	Used
		<b>Description:</b> Identifying number for a product or service				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SI20	1000	<b>Service Characteristics Qualifier</b>	C	AN	2/2	Used
<b>Description:</b> Code from an industry code list qualifying the type of service characteristics						
<b>User:</b> Refer to code list specified in 'SI02' for usage.						
SI21	234	<b>Product/Service ID</b>	C	AN	1/40	Used
<b>Description:</b> Identifying number for a product or service						

### Syntax Rules:

1. P0405 - If either SI04 or SI05 is present, then the other is required.
2. P0607 - If either SI06 or SI07 is present, then the other is required.
3. P0809 - If either SI08 or SI09 is present, then the other is required.
4. P1011 - If either SI10 or SI11 is present, then the other is required.
5. P1213 - If either SI12 or SI13 is present, then the other is required.
6. P1415 - If either SI14 or SI15 is present, then the other is required.
7. P1617 - If either SI16 or SI17 is present, then the other is required.
8. P1819 - If either SI18 or SI19 is present, then the other is required.
9. P2021 - If either SI20 or SI21 is present, then the other is required.

### Comments:

1. SI01 defines the source for each of the service characteristics qualifiers.

# CUR Currency

Pos: 020	Max: 1
Detail - Optional	
Loop: PO1	Elements: 21

**User Option (Usage):** Not Rec'd

To specify the currency (dollars, pounds, francs, etc.) used in a transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	<b>Entity Identifier Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				
		<b>Code</b>		<b>Name</b>		
		BY		Buying Party (Purchaser)		
		SE		Selling Party		
CUR02	100	<b>Currency Code</b>	M	ID	3/3	Required
		<b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified				
* CUR03	280	<b>Exchange Rate</b>	O	R	4/10	Not Used
		<b>Description:</b> Value to be used as a multiplier conversion factor to convert monetary value from one currency to another				
* CUR04	98	<b>Entity Identifier Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying an organizational entity, a physical location, or an individual				
* CUR05	100	<b>Currency Code</b>	O	ID	3/3	Not Used
		<b>Description:</b> Code (Standard ISO) for country in whose currency the charges are specified				
* CUR06	669	<b>Currency Market/Exchange Code</b>	O	ID	3/3	Not Used
		<b>Description:</b> Code identifying the market upon which the currency exchange rate is based				
* CUR07	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR08	373	<b>Date</b>	O	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR09	337	<b>Time</b>	O	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR10	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR11	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR12	337	<b>Time</b>	C	TM	4/8	Not Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR13	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR14	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR15	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR16	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR17	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR18	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
* CUR19	374	<b>Date/Time Qualifier</b>	C	ID	3/3	Not Used
		<b>Description:</b> Code specifying type of date or time, or both date and time				
* CUR20	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* CUR21	337	<b>Time</b>	C	TM	4/8	Not Used
		<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				

### Syntax Rules:

1. C0807 - If CUR08 is present, then CUR07 is required.
2. C0907 - If CUR09 is present, then CUR07 is required.
3. L101112 - If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. C1110 - If CUR11 is present, then CUR10 is required.
5. C1210 - If CUR12 is present, then CUR10 is required.
6. L131415 - If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. C1413 - If CUR14 is present, then CUR13 is required.
8. C1513 - If CUR15 is present, then CUR13 is required.
9. L161718 - If CUR16 is present, then at least one of CUR17 or CUR18 is required.

10. C1716 - If CUR17 is present, then CUR16 is required.
11. C1816 - If CUR18 is present, then CUR16 is required.
12. L192021 - If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. C2019 - If CUR20 is present, then CUR19 is required.
14. C2119 - If CUR21 is present, then CUR19 is required.

**Comments:**

1. See Figures Appendix for examples detailing the use of the CUR segment.

# Loop CTP

Pos: 040	Repeat: >1
Optional	
Loop: CTP	Elements: N/A

User Option (Usage): Used

To specify pricing information

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
040	CTP	Pricing Information	O	1		Used

# CTP Pricing Information

Pos: 040	Max: 1
Detail - Optional	
Loop: CTP	Elements: 11

**User Option (Usage):** Used

To specify pricing information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* CTP01	687	<b>Class of Trade Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code indicating class of trade				
CTP02	236	<b>Price Identifier Code</b>	C	ID	3/3	Used
		<b>Description:</b> Code identifying pricing specification				
		<b>Code Name</b>				
		CAT				Catalog Price
		NET				Net Item Price
		PRP				Promotional price
		SLP				Retail/List/Suggested Selling Price
CTP03	212	<b>Unit Price</b>	O	R	1/17	Used
		<b>Description:</b> Price per unit of product, service, commodity, etc.				
CTP04	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
CTP05	C001	<b>Composite Unit of Measure</b>	C	Comp		Used
		<b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)				
	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code Name</b>				
		EA				Each
		UN				Unit
*	1018	<b>Exponent</b>	O	R	1/15	Not Used
		<b>Description:</b> Power to which a unit is raised				
*	649	<b>Multiplier</b>	O	R	1/10	Not Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
*	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
*	1018	<b>Exponent</b>	O	R	1/15	Not Used
		<b>Description:</b> Power to which a unit is raised				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
*	649	<b>Multiplier</b>	O	R	1/10	Not Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
*	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
*	1018	<b>Exponent</b>	O	R	1/15	Not Used
		<b>Description:</b> Power to which a unit is raised				
*	649	<b>Multiplier</b>	O	R	1/10	Not Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
*	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
*	1018	<b>Exponent</b>	O	R	1/15	Not Used
		<b>Description:</b> Power to which a unit is raised				
*	649	<b>Multiplier</b>	O	R	1/10	Not Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
*	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
*	1018	<b>Exponent</b>	O	R	1/15	Not Used
		<b>Description:</b> Power to which a unit is raised				
*	649	<b>Multiplier</b>	O	R	1/10	Not Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
CTP06	648	<b>Price Multiplier Qualifier</b>	O	ID	3/3	Used
		<b>Description:</b> Code indicating the type of price multiplier				
		<b>User:</b> <i>The multiplier is used to compute the price after the discount is applied (e.g. A multiplier of '.8' reflects a 20% discount.)</i>				
		<b>Code</b>	<b>Name</b>			
		DIS	Discount Multiplier			
CTP07	649	<b>Multiplier</b>	C	R	1/10	Used
		<b>Description:</b> Value to be used as a multiplier to obtain a new value				
		<b>User:</b> <i>The value is a REAL number. The value is represented in decimal form. A discount of 20% would have a value in this element of .8</i>				
* CTP08	782	<b>Monetary Amount</b>	O	R	1/15	Not Used
		<b>Description:</b> Monetary amount				
* CTP09	639	<b>Basis of Unit Price Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type of unit price for an item				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* CTP10	499	<b>Condition Value</b>	O	AN	1/10	Not Used
		<b>Description:</b> Identifies rate restrictions or provisions				
* CTP11	289	<b>Multiple Price Quantity</b>	O	N0	1/2	Not Used
		<b>Description:</b> Quantity of units for a given price, e.g., 3 for \$10.00				

### Syntax Rules:

1. P0405 - If either CTP04 or CTP05 is present, then the other is required.
2. C0607 - If CTP06 is present, then CTP07 is required.
3. C0902 - If CTP09 is present, then CTP02 is required.
4. C1002 - If CTP10 is present, then CTP02 is required.

### Semantics:

1. CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.
2. CTP08 is the rebate amount.

### Comments:

1. See Figures Appendix for an example detailing the use of CTP03 and CTP04.
2. See Figures Appendix for an example detailing the use of CTP03, CTP04 and CTP07.

# Loop PID

Pos: 050	Repeat: 1000
Optional	
Loop: PID	Elements: N/A

User Option (Usage): Not Rec'd

To describe a product or process in coded or free-form format

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
050	PID	Product/Item Description	O	1		Not Rec'd

### User:

*This segment is primarily used by the library community to order titles that have not yet been assigned an ISBN.*

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 9

User Option (Usage): Not Rec'd

To describe a product or process in coded or free-form format

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PID01	349	<b>Item Description Type</b>	M	ID	1/1	Required
		<b>Description:</b> Code indicating the format of a description				
		<b>Code Name</b>				
		F		Free-form		
		S		Structured (From Industry Code List)		
PID02	750	<b>Product/Process Characteristic Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code identifying the general class of a product or process characteristic				
		<b>Code Name</b>				
		08		Product		
PID03	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code identifying the agency assigning the code values				
		<b>Code Name</b>				
		BI		Book Industry Systems Advisory Committee		
PID04	751	<b>Product Description Code</b>	C	AN	1/12	Used
		<b>Description:</b> A code from an industry code list which provides specific data about a product characteristic				
		<b>Code Name</b>				
		A2		Author (81-160 characters)		
		B1		Volume Set		
		B4		Binding code (physical features)		
		B6		Author Code		
		B7		Publisher Code		
		P1		Publisher (1st 80 characters)		
		P2		Publisher (81-160 characters)		
		A1		Author (1st 80 characters)		
		B3		Edition Code		
		B5		Title Code		
		T1		Title (1st 80 characters)		
		T2		Title (81-160 characters)		
		T3		Title (161-240 characters)		
PID05	352	<b>Description</b>	C	AN	1/80	Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
		<b>User:</b> This element is the description for 'PID04'.				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* PID06	752	<b>Surface/Layer/Position Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code indicating the product surface, layer or position that is being described				
* PID07	822	<b>Source Subqualifier</b>	O	AN	1/15	Not Used
		<b>Description:</b> A reference that indicates the table or text maintained by the Source Qualifier				
* PID08	1073	<b>Yes/No Condition or Response Code</b>	O	ID	1/1	Not Used
		<b>Description:</b> Code indicating a Yes or No condition or response				
* PID09	819	<b>Language Code</b>	O	ID	2/3	Not Used
		<b>Description:</b> Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)				

### Syntax Rules:

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.
3. C0703 - If PID07 is present, then PID03 is required.
4. C0803 - If PID08 is present, then PID03 is required.

### Semantics:

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.

### User:

*This segment is primarily used by the library community to order titles that have not yet been assigned an ISBN.*

# REF Reference Identification

Pos: 100	Max: >1
Detail - Optional	
Loop: PO1	Elements: 4

User Option (Usage): Used

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Required
<b>Description:</b> Code Qualifying the Reference Identification						
<b>Code Name</b>						
AE Authorization for Expense (AFE) Number						
CR Customer Reference Number						
<b>Description:</b> The data coded with 'CR' is the customer's order line identifier. The vendor must hold this identifier and send it back to the customer on the purchase order acknowledgement and/or invoice. This is an extremely important piece of data. Each repetition of Table 2 MUST have a customer reference number defined.						
FU Fund Code						
<b>Description:</b> Defense Fuel Supply Center to bill back fuel purchases to the appropriate service or agency account fund						
MR Merchandise Type Code						
<b>Description:</b> The merchandise type code may be used to indicate a new or used, text or reference type condition against the entire order. Code selection may be referenced under the 'GC' definitions in the appendix. NOTE: Use of the 'GC' in the PO1 segment at detail level overrides any condition set by this reference.						
PD Promotion/Deal Number						
SB Sales Region Number						
REF02	127	<b>Reference Identification</b>	C	AN	1/30	Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						
* REF03	352	<b>Description</b>	C	AN	1/80	Not Used
<b>Description:</b> A free-form description to clarify the related data elements and their content						
* REF04	C040	<b>Reference Identifier</b>	O	Comp		Not Used
<b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier						
*	128	<b>Reference Identification Qualifier</b>	M	ID	2/3	Not Used
<b>Description:</b> Code Qualifying the Reference Identification						
*	127	<b>Reference Identification</b>	M	AN	1/30	Not Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
<b>Description:</b> Code Qualifying the Reference Identification						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
*	128	<b>Reference Identification Qualifier</b>	C	ID	2/3	Not Used
		<b>Description:</b> Code Qualifying the Reference Identification				
*	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				

### Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

### Semantics:

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

# Loop SAC

Pos: 130	Repeat: 25
Optional	
Loop: SAC Elements: N/A	

**User Option (Usage):** Used

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
130	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Used

# SAC Service, Promotion, Allowance, or Charge Information

Pos: 130	Max: 1
Detail - Optional	
Loop: SAC	Elements: 16

**User Option (Usage):** Used

To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC01	248	<b>Allowance or Charge Indicator</b>	M	ID	1/1	Required
<b>Description:</b> Code which indicates an allowance or charge for the service specified						
<b>Code Name</b>						
A Allowance						
C Charge						
P Promotion						
SAC02	1300	<b>Service, Promotion, Allowance, or Charge Code</b>	C	ID	4/4	Used
<b>Description:</b> Code identifying the service, promotion, allowance, or charge						
<b>Code Name</b>						
A990 Cataloging Services						
B210 Co-op Credit						
E170 Labeling						
F800 Promotional Allowance						
* SAC03	559	<b>Agency Qualifier Code</b>	C	ID	2/2	Not Used
<b>Description:</b> Code identifying the agency assigning the code values						
* SAC04	1301	<b>Agency Service, Promotion, Allowance, or Charge Code</b>	C	AN	1/10	Not Used
<b>Description:</b> Agency maintained code identifying the service, promotion, allowance, or charge						
SAC05	610	<b>Amount</b>	O	N2	1/15	Used
<b>Description:</b> Monetary amount						
* SAC06	378	<b>Allowance/ Charge Percent Qualifier</b>	C	ID	1/1	Not Used
<b>Description:</b> Code indicating on what basis allowance or charge percent is calculated						
* SAC07	332	<b>Percent</b>	C	R	1/6	Not Used
<b>Description:</b> Percent expressed as a percent						
SAC08	118	<b>Rate</b>	O	R	1/9	Used
<b>Description:</b> Rate expressed in the standard monetary denomination for the currency specified						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SAC09	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b>Code Name</b>				
		EA Each				
		<b>Description:</b> For non-book items.				
		UN Unit				
SAC10	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
* SAC11	380	<b>Quantity</b>	O	R	1/15	Not Used
		<b>Description:</b> Numeric value of quantity				
* SAC12	331	<b>Allowance or Charge Method of Handling Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code indicating method of handling for an allowance or charge				
* SAC13	127	<b>Reference Identification</b>	C	AN	1/30	Not Used
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
* SAC14	770	<b>Option Number</b>	O	AN	1/20	Not Used
		<b>Description:</b> A unique number identifying available promotion or allowance options when more than one is offered				
* SAC15	352	<b>Description</b>	O	AN	1/80	Not Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
* SAC16	819	<b>Language Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)				

### Syntax Rules:

1. R0203 - At least one of SAC02 or SAC03 is required.
2. P0304 - If either SAC03 or SAC04 is present, then the other is required.
3. P0607 - If either SAC06 or SAC07 is present, then the other is required.
4. P0910 - If either SAC09 or SAC10 is present, then the other is required.
5. C1110 - If SAC11 is present, then SAC10 is required.
6. L130204 - If SAC13 is present, then at least one of SAC02 or SAC04 is required.
7. C1413 - If SAC14 is present, then SAC13 is required.

### Semantics:

1. If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.
2. SAC05 is the total amount for the service, promotion, allowance, or charge.
3. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.
4. SAC08 is the allowance or charge rate per unit.
5. SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase

order or invoice quantity.

6. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.
7. SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.
8. SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.

**Comments:**

1. SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.
2. In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.

# IT8 Conditions of Sale

Pos: 140	Max: 1
Detail - Optional	
Loop: PO1	Elements: 27

**User Option (Usage):** Used

To specify general conditions or requirements and to detail conditions for substitution of alternate products

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IT801	563	<b>Sales Requirement Code</b>	C	ID	1/2	Used
		<b>Description:</b> Code to identify a specific requirement or agreement of sale				
		<b><u>Code</u> <u>Name</u></b>				
		B Back Order Only If New Item				
		C Consignment				
		N No Back Order				
		O Back Order If Items Are Out of Stock or Not Yet Published				
		Y Back Order if Out of Stock				
		BK Ship Partial - Balance Back Order				
		SC Ship Complete				
		SP Ship Partial,Balance Cancel				
		SS Ship Per Schedule				
		SW Ship Per Release or Buyer Authorization				
		<b>Description:</b> Ship after authorization is received				
IT802	306	<b>Action Code</b>	X	ID	1/2	Used
		<b>Description:</b> Code indicating type of action				
		<b><u>Code</u> <u>Name</u></b>				
		B Cancel Balance of Order/Item that Exceeds Value Specified in Data Element 610				
		G Cancel Entire Order/Item				
IT803	610	<b>Amount</b>	C	N2	1/15	Used
		<b>Description:</b> Monetary amount				
* IT804	508	<b>Account Number</b>	O	AN	1/35	Not Used
		<b>Description:</b> Account number assigned				
* IT805	373	<b>Date</b>	C	DT	6/6	Not Used
		<b>Description:</b> Date (YYMMDD)				
* IT806	559	<b>Agency Qualifier Code</b>	O	ID	2/2	Not Used
		<b>Description:</b> Code identifying the agency assigning the code values				
* IT807	566	<b>Product/Service Substitution Code</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code indicating product or service substitution conditions				
* IT808	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* IT809	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT810	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT811	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT812	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT813	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT814	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT815	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT816	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT817	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT818	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT819	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT820	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT821	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT822	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT823	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
* IT824	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT825	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				
* IT826	235	<b>Product/Service ID Qualifier</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
* IT827	234	<b>Product/Service ID</b>	C	AN	1/40	Not Used
		<b>Description:</b> Identifying number for a product or service				

### Syntax Rules:

1. R0102030507 - At least one of IT801, IT802, IT803, IT805 or IT807 is required.
2. P0809 - If either IT808 or IT809 is present, then the other is required.
3. P1011 - If either IT810 or IT811 is present, then the other is required.
4. P1213 - If either IT812 or IT813 is present, then the other is required.
5. P1415 - If either IT814 or IT815 is present, then the other is required.
6. P1617 - If either IT816 or IT817 is present, then the other is required.
7. P1819 - If either IT818 or IT819 is present, then the other is required.
8. P2021 - If either IT820 or IT821 is present, then the other is required.
9. P2223 - If either IT822 or IT823 is present, then the other is required.
10. P2425 - If either IT824 or IT825 is present, then the other is required.
11. P2627 - If either IT826 or IT827 is present, then the other is required.

### Semantics:

1. IT803 is the maximum monetary amount value which the order must not exceed.
2. IT804 is the account number to which the purchase amount is to be charged.
3. IT805 is the date specified by the sender to be shown on the invoice.

### Comments:

1. Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of IDs.
2. IT808 through IT827 provides for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

# SDQ Destination Quantity

Pos: 190	Max: 500
Detail - Optional	
Loop: PO1	Elements: 23

User Option (Usage): Not Rec'd

To specify destination and quantity detail

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SDQ01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Required
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<u>Code</u> <u>Name</u>				
		UN Unit				
SDQ02	66	<b>Identification Code Qualifier</b>	O	ID	1/2	Used
		<b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)				
		<u>Code</u> <u>Name</u>				
		1 D-U-N-S Number,Dun & Bradstreet				
		9 D-U-N-S+4,D-U-N-S Number with Four Character Suffix				
		15 Standard Address Number (SAN)				
		91 Assigned by Seller or Seller's Agent				
		92 Assigned by Buyer or Buyer's Agent				
SDQ03	67	<b>Identification Code</b>	M	AN	2/20	Required
		<b>Description:</b> Code identifying a party or other code				
SDQ04	380	<b>Quantity</b>	M	R	1/15	Required
		<b>Description:</b> Numeric value of quantity				
SDQ05	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ06	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ07	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ08	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ09	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SDQ10	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ11	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ12	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ13	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ14	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ15	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ16	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ17	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ18	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ19	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ20	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SDQ21	67	<b>Identification Code</b>	C	AN	2/20	Used
		<b>Description:</b> Code identifying a party or other code				
		<b>User:</b> Refer to code list specified in 'SDQ03' for usage.				
SDQ22	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
* SDQ23	310	<b>Location Identifier</b>	O	AN	1/30	Not Used
		<b>Description:</b> Code which identifies a specific location				

**Syntax Rules:**

1. P0506 - If either SDQ05 or SDQ06 is present, then the other is required.
2. P0708 - If either SDQ07 or SDQ08 is present, then the other is required.
3. P0910 - If either SDQ09 or SDQ10 is present, then the other is required.
4. P1112 - If either SDQ11 or SDQ12 is present, then the other is required.
5. P1314 - If either SDQ13 or SDQ14 is present, then the other is required.
6. P1516 - If either SDQ15 or SDQ16 is present, then the other is required.
7. P1718 - If either SDQ17 or SDQ18 is present, then the other is required.
8. P1920 - If either SDQ19 or SDQ20 is present, then the other is required.
9. P2122 - If either SDQ21 or SDQ22 is present, then the other is required.

**Semantics:**

1. SDQ23 identifies the area within the location identified in SDQ03, SDQ05, SDQ07, SDQ09, SDQ11, SDQ13, SDQ15, SDQ17, SDQ19, and SDQ21.

**Comments:**

1. SDQ02 is used only if different than previously defined in the transaction set.
2. SDQ03 is the store number.
3. SDQ23 may be used to identify areas within a store, e.g., front room, back room, selling outpost, end aisle display, etc. The value is agreed to by trading partners or industry conventions.

# DTM Date/Time Reference

Pos: 210	Max: 10
Detail - Optional	
Loop: PO1	Elements: 6

User Option (Usage): Not Rec'd

To specify pertinent dates and times

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	<b>Date/Time Qualifier</b>	M	ID	3/3	Required
<b>Description:</b> Code specifying type of date or time, or both date and time						
<b>Code Name</b>						
001 Cancel After						
002 Delivery Requested						
010 Requested Ship						
037 Ship Not Before						
038 Ship No Later						
077 Requested for Delivery (Week of)						
087 Requested for Shipment (Week of)						
168 Release						
175 Cancel if not shipped by						
181 Stop Work (as of)						
182 Will Advise (as of)						
DTM02	373	<b>Date</b>	M	DT	8/8	Required
<b>Description:</b> Date expressed as CCYYMMDD						
* DTM03	337	<b>Time</b>	C	TM	4/8	Not Used
<b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)						
* DTM04	623	<b>Time Code</b>	O	ID	2/2	Not Used
<b>Description:</b> 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						
* DTM06	1250	<b>Date Time Period Format Qualifier</b>	C	ID	2/3	Not Used
<b>Description:</b> Code indicating the date format, time format, or date and time format						
* DTM07	1251	<b>Date Time Period</b>	C	AN	1/35	Not Used
<b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times						

## Syntax Rules:

1. P0607 - If either DTM06 or DTM07 is present, then the other is required.
2. R020306 - At least one of DTM02, DTM03 or DTM06 is required.

# CTB Restrictions/ Conditions

Pos: 293	Max: >1
Detail - Optional	
Loop: PO1	Elements: 6

**User Option (Usage):** Used

To specify restrictions/conditions (such as shipping, ordering)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTB01	688	<b>Restrictions/Conditions Qualifier</b>	M	ID	2/2	Required
		<b>Description:</b> Code identifying the type of restriction/condition				
		<b><u>Code</u> <u>Name</u></b>				
		NR Nonreturnable				
* CTB02	352	<b>Description</b>	C	AN	1/80	Not Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				
CTB03	673	<b>Quantity Qualifier</b>	C	ID	2/2	Used
		<b>Description:</b> Code specifying the type of quantity				
		<b><u>Code</u> <u>Name</u></b>				
		FL Units				
CTB04	380	<b>Quantity</b>	C	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
* CTB05	522	<b>Amount Qualifier Code</b>	C	ID	1/2	Not Used
		<b>Description:</b> Code to qualify amount				
* CTB06	610	<b>Amount</b>	C	N2	1/15	Not Used
		<b>Description:</b> Monetary amount				

## Syntax Rules:

1. R020406 - At least one of CTB02, CTB04 or CTB06 is required.
2. P0304 - If either CTB03 or CTB04 is present, then the other is required.
3. P0506 - If either CTB05 or CTB06 is present, then the other is required.

# Loop CTT

Pos: 010	Repeat: 1
Optional	
Loop: CTT	Elements: N/A

**User Option (Usage):** Required

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
010	CTT	Transaction Totals	O	1		Required

# CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 7

**User Option (Usage):** Required

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTT01	354	<b>Number of Line Items</b>	M	N0	1/6	Required
		<b>Description:</b> Total number of line items in the transaction set				
CTT02	347	<b>Hash Total</b>	O	R	1/10	Used
		<b>Description:</b> 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.				
* CTT03	81	<b>Weight</b>	C	R	1/10	Not Used
		<b>Description:</b> Numeric value of weight				
* CTT04	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
* CTT05	183	<b>Volume</b>	C	R	1/8	Not Used
		<b>Description:</b> Value of volumetric measure				
* CTT06	355	<b>Unit or Basis for Measurement Code</b>	C	ID	2/2	Not Used
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
* CTT07	352	<b>Description</b>	O	AN	1/80	Not Used
		<b>Description:</b> A free-form description to clarify the related data elements and their content				

## Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

## Comments:

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

# SE Transaction Set Trailer

Pos: 030	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Required

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	<b>Number of Included Segments</b>	M	N0	1/10	Required
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments				
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Required
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				

## Comments:

1. SE is the last segment of each transaction set.

# Appendix

## All Included Elements in All Included Segments

<u>Id</u>	<u>Elements</u>	<u>Used in Segments</u>
C001	Composite Unit of Measure	CTP
19	City Name	N4
26	Country Code	N4
54	Risk of Loss Qualifier	FOB
66	Identification Code Qualifier	N1, SDQ, TD5
67	Identification Code	N1, SDQ, TD5
92	Purchase Order Type Code	BEG
93	Name	N1, N2, PER
96	Number of Included Segments	SE
98	Entity Identifier Code	CUR, N1
100	Currency Code	CUR
116	Postal Code	N4
118	Rate	SAC
127	Reference Identification	REF
128	Reference Identification Qualifier	REF
133	Routing Sequence Code	TD5
143	Transaction Set Identifier Code	ST
146	Shipment Method of Payment	FOB
156	State or Province Code	N4
166	Address Information	N3
212	Unit Price	CTP, PO1
234	Product/Service ID	PO1, SI
235	Product/Service ID Qualifier	PO1
236	Price Identifier Code	CTP
248	Allowance or Charge Indicator	SAC
284	Service Level Code	TD5
306	Action Code	IT8
309	Location Qualifier	FOB, TAX
310	Location Identifier	TAX
324	Purchase Order Number	BEG
325	Tax Identification Number	TAX
328	Release Number	BEG
329	Transaction Set Control Number	SE, ST
330	Quantity Ordered	PO1
347	Hash Total	CTT
349	Item Description Type	PID
350	Assigned Identification	PO1
352	Description	PID
353	Transaction Set Purpose Code	BEG
354	Number of Line Items	CTT
355	Unit or Basis for Measurement Code	CTP, PO1, SAC, SDQ

<b><u>Id</u></b>	<b><u>Elements</u></b>	<b><u>Used in Segments</u></b>
364	Communication Number	PER
365	Communication Number Qualifier	PER
366	Contact Function Code	PER
367	Contract Number	BEG
373	Date	BEG, DTM
374	Date/Time Qualifier	DTM
380	Quantity	CTB, CTP, SAC, SDQ
441	Tax Exempt Code	TAX
559	Agency Qualifier Code	CSH, PID, SI
560	Special Services Code	CSH
563	Sales Requirement Code	CSH, IT8
587	Acknowledgment Type	BEG
610	Amount	IT8, SAC
639	Basis of Unit Price Code	PO1
648	Price Multiplier Qualifier	CTP
649	Multiplier	CTP
673	Quantity Qualifier	CTB
688	Restrictions/Conditions Qualifier	CTB
750	Product/Process Characteristic Code	PID
751	Product Description Code	PID
1000	Service Characteristics Qualifier	SI
1300	Service, Promotion, Allowance, or Charge Code	SAC

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