

850 Purchase Order

Functional Group ID=**PO**

Introduction:

This standard contains the format and establishes the data contents of the Purchase Order Transaction Set (850) for use within the context of Verizon Business Purchasing's Electronic Data Interchange (EDI) environment. The transaction provides for customary and established business and industry practice relative to the placement of purchase orders for goods and services. This transaction set should not be used to convey purchase order changes or purchase order acknowledgment information. Verizon Business Purchasing's uses information from the purchase order to match it with the Purchase Order Acknowledgment (855) and the Advance Ship Notice (856). Therefore, three fields from the original purchase order must be returned on these two transactions; the Purchase Order number, the Line Item number and the Buyer's Part Number.

Heading:

<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
0100	ST	Transaction Set Header	M	M	1		
0200	BEG	Beginning Segment for Purchase Order	M	M	1		
0400	CUR	Currency	O		1		
0500	REF	Reference Identification	O	Must Use	>1		
0600	PER	Administrative Communications Contact	O		3		
0800	FOB	F.O.B. Related Instructions	O		>1		
1100	CSH	Sales Requirements	O		5		
1300	ITD	Terms of Sale/Deferred Terms of Sale	O		>1		
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O		>1		
LOOP ID - N1						200	
3100	N1	Name	O		1		
3300	N3	Address Information	O		2		
3400	N4	Geographic Location	O		>1		
3100	N1	Name	O		1		
3200	N2	Additional Name Information	O		2		
3300	N3	Address Information	O		2		
3400	N4	Geographic Location	O		>1		
3100	N1	Name	O		1		
3200	N2	Additional Name Information	O		2		
3300	N3	Address Information	O		2		
3400	N4	Geographic Location	O		>1		

Detail:

<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - PO1						100000	
0100	PO1	Baseline Item Data	M	M	1		
LOOP ID - PID						1000	

Verizon Business Purchasing, LLC 850 Guide

0500	PID	Product/Item Description	O		1
1000	REF	Reference Identification	O		>1
1100	PER	Administrative Communications Contact	O		3
2100	DTM	Date/Time Reference	O		10
LOOP ID - SCH					200
2950	SCH	Line Item Schedule	M	M	1
	N9	Reference Identification Qualifier	M	M	1
	MTX	Material Group Text	M	M	1

Summary:

<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Base Guide</u>	<u>User Status</u>	<u>Max. Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - CTT							
0100	CTT	Transaction Totals	O		1		
0300	SE	Transaction Set Trailer	M	M	1		

Verizon Business Purchasing, LLC 850 Guide

Segment: **ST** Transaction Set Header
Position: 0100
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:
Notes: Example: ST*850*0001~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 850 Purchase Order	M 1 ID 3/3	M
ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M 1 AN 4/9	M

Verizon Business Purchasing, LLC 850 Guide

Segment: **BEG** Beginning Segment for Purchase Order
Position: 0200
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

Syntax Notes:

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

Comments:

Notes:

Example:
 BEG*00*SA*8300090603*20120417~
 BEG*00*SA*4505234803**20121002*****92~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original	M 1 ID 2/2	M
BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order BK Blanket Order (Quantity Firm) CN Consigned Order SA Stand-alone Order	M 1 ID 2/2	M
BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M 1 AN 1/22	M
BEG05	373	Date Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year	M 1 DT 8/8	M
BEG11	786	Security Level Code Code indicating the level of confidentiality assigned by the sender to the information following 92 Government Confidential	O 1 ID 2/2	

Verizon Business Purchasing, LLC 850 Guide

Segment: **CUR** Currency
Position: 0400
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the currency (dollars, pounds, francs, etc.) used in a transaction
Syntax Notes:
Semantic Notes:
Comments: 1 See Figures Appendix for examples detailing the use of the CUR segment.
Notes: Example:
 CUR*BY*USD~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
CUR01	98	Entity Identifier Code	M 1 ID 2/3	M
		Code identifying an organizational entity, a physical location, property or an individual		
		BY Buying Party (Purchaser)		
CUR02	100	Currency Code	M 1 ID 3/3	M
		Code (Standard ISO) for country in whose currency the charges are specified		
		USD United States Dollar		

Verizon Business Purchasing, LLC 850 Guide

Segment: **REF** Reference Identification
Position: 0500
Loop:
Level: Heading
Usage: Optional (Must Use)
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:
Notes:

Example:
 REF*VR*0640000761~
 REF*L1*TRV*0001~
 REF*L1*ORT*EFI~
 REF*L1*EST*Power~
 REF*AB*U13~
 REF*L1**For FOB U.S. Origin, Freight Collect, 3rd Party Billed shipments: Ship~

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification AB Acceptable Source Purchaser ID L1 Letters or Notes VR Vendor ID Number	M 1 ID 2/3	M
REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier TRV TEO revision number ORT TEO order type EST Engineering service type	X 1 AN 1/50	
REF03	352	Description A free-form description to clarify the related data elements and their content	X 1 AN 1/80	

Verizon Business Purchasing, LLC 850 Guide

Segment: **PER** Administrative Communications Contact
Position: 0600
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

Example:
 PER*OC*VZ SRM Pegas*TE*877-673-5580~
 PER*ZZ*ROBERT JONES*TE*877-673-5580*EM*robert.jones@verizon.com~

Data Element Summary

Ref.	Data		Base	User
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	<u>Attributes</u>
PER01	366	Contact Function Code	M 1 ID 2/2	M
		Code identifying the major duty or responsibility of the person or group named		
		OC Order Contact		
		ZZ Verizon Planner		
PER02	93	Name	O 1 AN 1/60	
		Free-form name		
PER03	365	Communication Number Qualifier	X 1 ID 2/2	
		Code identifying the type of communication number		
		TE Telephone		
PER04	364	Communication Number	X 1 AN 1/256	
		Complete communications number including country or area code when applicable		
PER05	365	Communication Number Qualifier	X 1 ID 2/2	
		Code identifying the type of communication number		
		EM Electronic Mail		
PER06	364	Communication Number	X 1 AN 1/256	
		Complete communications number including country or area code when applicable		

Verizon Business Purchasing, LLC 850 Guide

Segment: **FOB** F.O.B. Related Instructions
Position: 0800
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify transportation instructions relating to shipment
Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.

Semantic Notes:

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

Comments:

Notes:

Example:
 FOB*CC*OR**02*FOB~
 FOB*PC*OR**02*FOB~
 FOB*PP*DE**02*FOB~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
FOB01	146	Shipment Method of Payment	M 1 ID 2/2	M
		Code identifying payment terms for transportation charges		
		CC Collect		
		PC Prepaid but Charged to Customer		
		PO Prepaid Only		
		TP Third Party Pay		
FOB02	309	Location Qualifier	X 1 ID 1/2	
		Code identifying type of location		
		DE Destination (Shipping)		
		OR Origin (Shipping Point)		
FOB04	334	Transportation Terms Qualifier Code	O 1 ID 2/2	
		Code identifying the source of the transportation terms		
		02 Trade Terms Code		
FOB05	335	Transportation Terms Code	X 1 ID 3/3	
		Code identifying the trade terms which apply to the shipment transportation responsibility		
		FOB Free on Board		

Verizon Business Purchasing, LLC 850 Guide

Segment: **CSH** Sales Requirements
Position: 1100
Loop:
Level: Heading
Usage: Optional
Max Use: 5
Purpose: To specify general conditions or requirements of the sale
Syntax Notes: 1 If CSH02 is present, then CSH03 is required.
Semantic Notes: 1 CSH03 is the maximum monetary amount value which the order must not exceed.
Comments:
Notes: Example: CSH**1*240000~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
CSH02	306	Action Code	O 1 ID 1/2	
		Code indicating type of action		
		1 Add		
		2 Change (Update)		
CSH03	610	Amount	X 1 N2 1/15	
		Monetary amount		
		PO total amount		

Verizon Business Purchasing, LLC 850 Guide

Segment: **ITD** Terms of Sale/Deferred Terms of Sale
Position: 1300
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify terms of sale
Syntax Notes: 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
Semantic Notes:
Comments:
Notes:

Example:
ITD*****30~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
ITD03	338	Terms Discount Percent	O 1 R 1/6	
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date		
		Discount %		
ITD05	351	Terms Discount Days Due	X 1 N0 1/3	
		Number of days in the terms discount period by which payment is due if terms discount is earned		
		Discount Due Days		
ITD07	386	Terms Net Days	O 1 N0 1/3	
		Number of days until total invoice amount is due (discount not applicable)		
		Net Due Days		

Verizon Business Purchasing, LLC 850 Guide

Segment: **TD5** Carrier Details (Routing Sequence/Transit Time)
Position: 2400
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify the carrier and sequence of routing and provide transit time information
Syntax Notes: 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.
Semantic Notes:
Comments:
Notes:

Example:
 TD5*****ZZ~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
TD512	284	Service Level Code	X 1 ID 2/2	
		Code indicating the level of transportation service or the billing service offered by the transportation carrier		
		CB Consignee Billing Service		
		G2 Standard Service		
		ZZ Call Routing Center at 800-483-0015		

Verizon Business Purchasing, LLC 850 Guide

Segment: **N1** Name
Position: 3100
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes: 1 At least one of N102 or N103 is required.
Semantic Notes:
Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
Notes: Example: N1*PF*VERIZON C/O IRONDATA~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual PF Party to Receive Freight Bill	M 1 ID 2/3	M
N102	93	Name Free-form name VERIZON C/O IRONDATA	X 1 AN 1/60	

Verizon Business Purchasing, LLC 850 Guide

Segment: **N3** Address Information
Position: 3300
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes: Example: N3*3400 PLAYERS CLUB PKWY, SUITE 300~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
N301	166	Address Information	M 1 AN 1/55	M
		Address information		
		3400 PLAYERS CLUB PKWY, SUITE 300		

Verizon Business Purchasing, LLC 850 Guide

Segment:	N4 Geographic Location
Position:	3400
Loop:	N1 Optional
Level:	Heading
Usage:	Optional
Max Use:	>1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	Example: N4*Memphis*TN*38125*US~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N401	19	City Name Free-form text for city name MEMPHIS	O 1 AN 2/30	
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency TN	X 1 ID 2/2	
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) 38125	O 1 ID 3/15	
N404	26	Country Code Code identifying the country	X 1 ID 2/3	

Verizon Business Purchasing, LLC 850 Guide

Segment: **N1** Name
Position: 3100
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:

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

Semantic Notes:
Comments:

- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

Notes: Example:
 N1*BT*VzB Purchasing LLC*92*1274~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual BT Bill-to-Party	M 1 ID 2/3	M
N102	93	Name Free-form name VzB Purchasing LLC	X 1 AN 1/60	
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 92 Assigned by Buyer or Buyer's Agent	X 1 ID 1/2	
N104	67	Identification Code Code identifying a party or other code 1274	X 1 AN 2/80	

Verizon Business Purchasing, LLC 850 Guide

Segment: N2 Additional Name Information
Position: 3200
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Example:
 N2*Verizon Accounts Payable~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
N201	93	Name Free-form name	M 1 AN 1/60	M
N202	93	Name Free-form name	O 1 AN 1/60	

Verizon Business Purchasing, LLC 850 Guide

Segment: **N3** Address Information
Position: 3300
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Example:
 N3*PO Box 21076~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
N301	166	Address Information Address information PO Box 90251	M 1 AN 1/55	M
N302	166	Address Information Address information	O 1 AN 1/55	

Verizon Business Purchasing, LLC 850 Guide

Segment: **N4** Geographic Location
Position: 3400
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify the geographic place of the named party
Syntax Notes:

- 1 Only one of N402 or N407 may be present.
- 2 If N406 is present, then N405 is required.
- 3 If N407 is present, then N404 is required.

Semantic Notes:
Comments:

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

Notes: Example:
 N4*Tulsa*OK*74121*US~

Data Element Summary

Ref. Des.	Data Element	Name	Base		User	
			Attributes		Attributes	
N401	19	City Name	O	1	AN	2/30
		Free-form text for city name				
		San Angelo				
N402	156	State or Province Code	X	1	ID	2/2
		Code (Standard State/Province) as defined by appropriate government agency				
		TX				
N403	116	Postal Code	O	1	ID	3/15
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
		76902				
N404	26	Country Code	X	1	ID	2/3
		Code identifying the country				

Verizon Business Purchasing, LLC 850 Guide

Segment: **N1** Name
Position: 3100
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:

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

Semantic Notes:
Comments:

- 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

Notes: Example:
 N1*ST*PA-CHD-PITTSBURGH CHURCH RD*92*USPA1960~

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N101	98	Entity Identifier Code	M 1 ID 2/3	M
		Code identifying an organizational entity, a physical location, property or an individual		
		ST Ship To		
N102	93	Name	X 1 AN 1/60	
		Free-form name		
		NJ-NJP8-SOUTH PLAINFIELD HADLE.B6A6		
N103	66	Identification Code Qualifier	X 1 ID 1/2	
		Code designating the system/method of code structure used for Identification Code (67)		
		92 Assigned by Buyer or Buyer's Agent		
N104	67	Identification Code	X 1 AN 2/80	
		Code identifying a party or other code		
		Plant/Storage Location Code		
		USPA1960		

Verizon Business Purchasing, LLC 850 Guide

Segment: N2 Additional Name Information
Position: 3200
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Example:
N2*VERIZON - PENNSYLVANIA~

Data Element Summary

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

Verizon Business Purchasing, LLC 850 Guide

Segment: **N3** Address Information
Position: 3300
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Example:
N3*130 CHURCH RD~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
N301	166	Address Information Address information First Line of Address	M 1 AN 1/55	M
N302	166	Address Information Address information Second Line of Address	O 1 AN 1/55	

Verizon Business Purchasing, LLC 850 Guide

Segment: **N4** Geographic Location
Position: 3400
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify the geographic place of the named party
Syntax Notes:

- 1 Only one of N402 or N407 may be present.
- 2 If N406 is present, then N405 is required.
- 3 If N407 is present, then N404 is required.

Semantic Notes:
Comments:

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

Notes: Example:
 N4*PITTSBURGH*PA*15209*US~

Data Element Summary

Ref. Des.	Data Element	Name	Base		User	
			Attributes		Attributes	
N401	19	City Name	O	1 AN 2/30		
		Free-form text for city name				
N402	156	State or Province Code	X	1 ID 2/2		
		Code (Standard State/Province) as defined by appropriate government agency				
N403	116	Postal Code	O	1 ID 3/15		
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	Country Code	X	1 ID 2/3		
		Code identifying the country				

Verizon Business Purchasing, LLC 850 Guide

Segment: **PO1** Baseline Item Data

Position: 0100

Loop: PO1 Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

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

Syntax Notes:

- 1 If PO103 is present, then PO102 is required.
- 2 If PO105 is present, then PO104 is required.
- 3 If either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 is present, then the other is required.
- 5 If either PO110 or PO111 is present, then the other is required.
- 6 If either PO112 or PO113 is present, then the other is required.
- 7 If either PO114 or PO115 is present, then the other is required.

Semantic Notes:

Comments:

- 1 See the Data Element Dictionary for a complete list of IDs.
- 2 PO101 is the line item identification.
- 3 PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

Notes:

Example:
 PO1*0010*10*EA*1.17*BP*87056767*VN*2651-110*MF*2651-110*CI*CLEIcode~
 PO1*00010*-10*EA*123*PE*BP*11011940*****RA*RETURNS ITEM~
 PO1*00010*1*AU*1200*PE*BP*SERVICE*VN*SERVICE~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set Purchase Order Line Number	O 1	AN 1/20
PO102	330	Quantity Ordered Quantity ordered Returns item (RA) will have negative quantity	X 1	R 1/15
PO103	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O 1	ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc.	X 1	R 1/17
PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item HP Price per Hundred PE Price per Each PN Price per Ten TP Price per Thousand	O 1	ID 2/2
PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234) BP Buyer's Part Number	X 1	ID 2/2
PO107	234	Product/Service ID Identifying number for a product or service	X 1	AN 1/48
PO108	235	Product/Service ID Qualifier	X 1	ID 2/2

Verizon Business Purchasing, LLC 850 Guide

		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		VN	Vendor's (Seller's) Item Number	
PO109	234	Product/Service ID	X	1 AN 1/48
		Identifying number for a product or service		
PO110	235	Product/Service ID Qualifier	X	1 ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MF	Manufacturer	
PO111	234	Product/Service ID	X	1 AN 1/48
		Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier	X	1 ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CI	Common Language Equipment Identifier (CLEI)	
PO113	234	Product/Service ID	X	1 AN 1/48
		Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier	X	1 ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		PO102 = Negative Quantity		
		RA	Return Code	
PO115	234	Product/Service ID	X	1 AN 1/48
		Identifying number for a product or service		
		"RETURNS ITEM"		

Verizon Business Purchasing, LLC 850 Guide

Segment: **PID** Product/Item Description
Position: 0500
Loop: PID Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To describe a product or process in coded or free-form format
Syntax Notes:

- 1 If PID04 is present, then PID03 is required.
- 2 At least one of PID04 or PID05 is required.

Semantic Notes:

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

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.

Notes: Example: PID*F****BLK TONER 5K YIELD HL-4040CN HL-4070CDW~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>	<u>User</u> <u>Attributes</u>
PID01	349	Item Description Type Code indicating the format of a description F Free-form	M 1 ID 1/1	M
PID05	352	Description A free-form description to clarify the related data elements and their content	X 1 AN 1/80	

Verizon Business Purchasing, LLC 850 Guide

Segment: **REF** Reference Identification
Position: 1000
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes: 1 REF04 contains data relating to the value cited in REF02.
Comments:
Notes:

Example:
REF*L1*2569403:1 BLK TONER 5K YIELD HL-4040CN HL-4070CDW~
REF*X9*1002995792~
REF*YN*JOHN SMITH~
REF*WO*VzOrder~
REF*C1*COPAA0538599~
REF*L1*CLL*LYFDMABA~
REF*L1*TLN*4~
REF*L1*PRJ*1A0T9UY~
REF*L1**FPQ_NUM~
REF*L1*VCN*SPOTBUY~

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
REF01	128	Reference Identification Qualifier	M 1 ID 2/3	M
		Code qualifying the Reference Identification		
		C1 Customer material specification number		
		L1 Letters or Notes		
		WO Work Order Number		
		Number assigned for work including material and labor beyond normal work required to fulfill a service order		
		X9 Internal Control Number (Shopping Cart Number)		
		Number assigned by the managing office to provide internal processing information		
		YN Receiver ID Qualifier (Deliver to info)		
REF02	127	Reference Identification	X 1 AN 1/50	
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
		CLL CLLI Code		
		TLN TEO line (VZ Print #)		
		PRJ VZ Project ID		
		FPQ_NUM Firm Price Quote number		
		VCN Vendor Contract number		
REF03	352	Description	X 1 AN 1/80	
		A free-form description to clarify the related data elements and their content		
		L1 = Long Item Text (Catalog Orders)		

Verizon Business Purchasing, LLC 850 Guide

Segment: **PER** Administrative Communications Contact
Position: 1100
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

Example:
 PER*RQ*T.SMITH*TE*916-357-3346*EM*TINA.SMITH@VERIZON.COM~
 PER*SM*J.JONES*TE* 908-559-5614~

Data Element Summary

Ref.	Data		Base	User
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	<u>Attributes</u>
PER01	366	Contact Function Code	M 1 ID 2/2	M
		Code identifying the major duty or responsibility of the person or group named		
		RE Receiving Contact		
		RQ Requestor (End User)		
		SM Submitting Contact (Keyed By)		
PER02	93	Name	O 1 AN 1/60	
		Free-form name		
PER03	365	Communication Number Qualifier	X 1 ID 2/2	
		Code identifying the type of communication number		
		TE Telephone		
PER04	364	Communication Number	X 1 AN 1/256	
		Complete communications number including country or area code when applicable		
PER05	365	Communication Number Qualifier	X 1 ID 2/2	
		Code identifying the type of communication number		
		EM Electronic Mail		
PER06	364	Communication Number	X 1 AN 1/256	
		Complete communications number including country or area code when applicable		

Verizon Business Purchasing, LLC 850 Guide

Segment: **DTM** Date/Time Reference
Position: 2100
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.

Semantic Notes:

Comments:

Notes:

Example:
DTM*010*20120127~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
DTM01	374	Date/Time Qualifier	O 1 ID 3/3	
		Code specifying type of date or time, or both date and time		
		010 Requested Ship		
DTM02	373	Date	X 1 DT 8/8	
		Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year		

Verizon Business Purchasing, LLC 850 Guide

Segment: **SCH** Line Item Schedule
Position: 2950
Loop: SCH Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify the data for scheduling a specific line-item
Syntax Notes:
Semantic Notes:
Comments: 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.
Notes: Example:
 SCH*2*EA***002*20120215~

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Base</u> <u>Attributes</u>			<u>User</u> <u>Attributes</u>
SCH01	380	Quantity Numeric value of quantity Quantity for delivery	M	1	R 1/15	M
SCH02	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Unit of Measure	M	1	ID 2/2	M
SCH05	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 002 Delivery Requested	M	1	ID 3/3	M
SCH06	373	Date Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year Received by Date (CCYYMMDD)	M	1	DT 8/8	M

Verizon Business Purchasing, LLC 850 Guide

Segment: **N9** Reference Identification Qualifier

Position:
Loop: N9 Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify Reference Identification Qualifier
Syntax Notes:
Semantic Notes:
Comments: 1 N9 specifies the Reference Identification Qualifier
Notes: Example:
 N9*E9**PO Line Comments~

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N901	128	Reference Identification Qualifier Value is Hardcoded to E9	M 1 ID 2/3	M
N903	369	Free form Description Text Value is Hardcoded to 'PO Line Comments'	M 1 AN 1/45	M

Verizon Business Purchasing, LLC 850 Guide

Segment: **MTX** Material group text
Position:
Loop: MTX Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify alphanumeric Text field
Syntax Notes:
Semantic Notes:
Comments: 1 MTX01 specifies the qualifier for material group and MTX02 contains material group data.
Notes: Example:
 MTX*EBC*123456789~

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
MTX01	363	Note Reference Code Code specifying the material group	M 1 R 3/3	M
MTX02	1551	Message Text Material group data for product/item being used	M 1 AN 9/9	M

Verizon Business Purchasing, LLC 850 Guide

Segment: **CTT** Transaction Totals
Position: 0100
Loop: CTT Optional
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes:
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.
Notes: Example: CTT*3~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Base</u>	<u>User</u>
<u>Des.</u>	<u>Element</u>		<u>Attributes</u>	<u>Attributes</u>
CTT01	354	Number of Line Items	M 1 N0 1/6	M
		Total number of line items in the transaction set		
		Number of PO1 segments		

Verizon Business Purchasing, LLC 850 Guide

Segment: **SE** Transaction Set Trailer
Position: 0300
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.
Notes: Example: SE*32*0017~

Data Element Summary

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