

Verizon Business Purchasing, LLC 855 Guide

855 Purchase Order Acknowledgment

Functional Group ID=**PR**

Introduction:

This Standard contains the format and establishes the data contents of the Purchase Order Acknowledgment Transaction Set (855) for use within the context of Verizon Business Purchasing Electronic Data Interchange (EDI) environment. The seller uses this transaction set to provide Verizon Business Purchasing with an acknowledgment to their original purchase order. Verizon Business Purchasing uses a three-way check to match the purchase order acknowledgment with the original purchase order; the purchase order number, the line item number, and the buyer's part number. The purchase order acknowledgment is also used to advise Verizon Business Purchasing that the merchandise has or will be shipped as requested, or to notify them of any quantity, price or shipping changes so that potential problems can be prevented prior to shipping or billing.

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>
010	ST	Transaction Set Header	O		1		
020	BAK	Beginning Segment for Purchase Order Acknowledgment	M	M	1		
050	REF	Reference Identification	O		>1		
060	PER	Administrative Communications Contact	O		3		
LOOP ID - N1						200	
300	N1	Name	M	M	1		
320	N3	Address Information	O		2		
330	N4	Geographic Location	O		1		
LOOP ID - N1						200	
300	N1	Name	O		1		
320	N3	Address Information	O		2		
330	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	
010	PO1	Baseline Item Data	M	M	1		
030	PO3	Additional Item Detail	O		25		
LOOP ID - ACK						104	
270	ACK	Line Item Acknowledgment	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						1	
010	CTT	Transaction Totals	O		1		
030	SE	Transaction Set Trailer	M	M	1		

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Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Optional
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*855*0012|

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 855 Purchase Order Acknowledgment	M 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 The data interchange control number must be identical to the same data element in the associated transaction set trailer, SE02.	M AN 4/9	M

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

Syntax Notes:

- Semantic Notes:**
- 1 BAK04 is the date assigned by the purchaser to purchase order.
 - 2 BAK08 is the seller's order number.

Comments:

Notes:

Example:

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BAK*00*AC*8300001330*20120112*****4000187439*20120113
BAK*00*AD*4504555632*20120103*****837460745*20120104
BAK*00*AE*4504582849*20120112*****4000187439*20120113
    
```

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
BAK01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original	M ID 2/2	M
BAK02	587	Acknowledgment Type Code specifying the type of acknowledgment AC Acknowledge - With Detail and Change AD Acknowledge - With Detail, No Change AE Acknowledge - With Exception Detail Only	M ID 2/2	M
BAK03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22	M
BAK04	373	Date Date expressed as CCYYMMDD The date assigned by the purchaser to the purchase order.	M DT 8/8	M
BAK08	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Vendor's Reference Number	O AN 1/30	
BAK09	373	Date Date expressed as CCYYMMDD The date assigned by the sender to the acknowledgment.	M DT 8/8	M

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Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:
Notes:

Example:
 REF*L1*PUR*COMMENTS!
 REF*L1*11045545*COMMENTS!

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 L1 Letters or Notes	M 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 "PUR" Purchasing Information	M AN 1/30	M
REF03	352	Description A free-form field to pass comments to the Buyer/Purchasing group	O AN 1/80	

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Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:
Semantic Notes:
Comments:
Notes: Example: PER*OC*ARTHUR JONES|

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>
PER01	366	Contact Function Code	M ID 2/2	M
		Code identifying the major duty or responsibility of the person or group named		
		OC Order Contact		
PER02	93	Name	O AN 1/60	
		Free-form name		
		VERIZON buyer's name sent on the corresponding purchase order.		

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Segment: **N1** Name
Position: 300
Loop: N1 Mandatory
Level: Heading
Usage: Mandatory
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*VERIZON WAREHOUSE*92*5464613|
 The Identification Code in element N104 is maintained by VERIZON Logistics.

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	M ID 2/3	M
		Code identifying an organizational entity, a physical location, property or an individual		
		ST Ship To		
N102	93	Name	X AN 1/60	
		Free-form name		
		Ship to name identified on the corresponding purchase order.		
N103	66	Identification Code Qualifier	X 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 AN 2/80	
		Code identifying a party or other code		
		Ship to location code identified on the corresponding purchase order.		

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Segment: **N3** Address Information
Position: 320
Loop: N1 Mandatory
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 123*157 WEST 57TH STREET|

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 address line of the ship to location.	M AN 1/55	M
N302	166	Address Information Address information Second address line of the ship to location.	O AN 1/55	

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Segment:	N4 Geographic Location
Position:	330
Loop:	N1 Mandatory
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 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*CINCINNATI*OH*43017

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>
N401	19	City Name	O AN 2/30	
		Free-form text for city name		
		City in which the ship to location is located.		
N402	156	State or Province Code	O ID 2/2	
		Code (Standard State/Province) as defined by appropriate government agency		
		State in which the ship to location is located.		
N403	116	Postal Code	O ID 3/15	
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
		Zip Code in which the ship to location is located.		

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Segment: **N1** Name
Position: 300
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:
Notes: Example: N1*Sf*VENDOR WAREHOUSE

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>
N101	98	Entity Identifier Code	M ID 2/3	M
		Code identifying an organizational entity, a physical location, property or an individual		
		SF Ship From		
N102	93	Name	X AN 1/60	
		Free-form name		
		VENDOR WAREHOUSE		

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Segment: **N3** Address Information
Position: 320
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 123*157 WEST 57 STREET|

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>
N301	166	Address Information Address information First address line of the ship from location. PO BOX 123	M AN 1/55	M
N302	166	Address Information Address information Second address line of the ship from location. 157 WEST 57 STREET	O AN 1/55	

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Segment: **N4** Geographic Location
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: Example: N4*CINCINNATI*OH*43017|

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
N401	19	City Name Free-form text for city name CINCINNATI City in which the ship from location is located.	O AN 2/30	
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency OH State in which the ship from location is located.	O ID 2/2	
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) 43017 Zip Code in which the ship from location is located.	O ID 3/15	

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Segment: **PO1** Baseline Item Data
Position: 010
Loop: PO1 Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify basic and most frequently used line item data
Syntax Notes:

- 1 If PO103 is present, then PO102 is required.
- 2 If PO105 is present, then PO104 is required.
- 3 If either PO106 or PO107 is present, then the other is required.
- 4 If either PO108 or PO109 is present, then the other is required.

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: VERIZON requires the Buyer's Part Number (BP) be transmitted in each PO1 segment. Without this product ID, VERIZON cannot match the Purchase Order Acknowledgment with the original Purchase Order.
Example:
PO1~0010~1~EA~100.38~PE~BP~335205~VN~FR-1030-111

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
PO101	350	Purchase Order Line Number Alphanumeric characters assigned for differentiation within a transaction set The line item identification from the original purchase order. VERIZON Logistics must have the original line item number from the PO to match the POA with the PO.	O AN 1/20	
PO102	330	Quantity Ordered Quantity ordered The quantity ordered on the original purchase order.	X 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 The unit of measure code from the original purchase order.	O ID 2/2	
PO104	212	Unit Price Price per unit of product, service, commodity, etc. The unit price of material from the original purchase order. The price is sent with a decimal point only when needed, e.g. \$15.95 would be Maximum of seven whole digits and five decimal places.	X R 1/17	
PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item The Basis of Unit Price code from the original purchase order. Note: This value should be equivalent to the unit of measure basis.	O ID 2/2	
		HP Price per Hundred PE Price per Each PN Price per Ten TP Price per Thousand		
PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID	X ID 2/2	

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(234)

VERIZON recommends sending the Buyer's Part Number (BP) in PO106.

PO107	234	<p style="text-align: center;">BP Buyer's Part Number</p> <p>Product/Service ID X AN 1/48</p>
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Identifying number for a product or service

VERIZON's Part Number (associated to code 'BP' in PO106) ordered on the original purchase order.

PO108	235	<p>Product/Service ID Qualifier X ID 2/2</p>
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Code identifying the type/source of the descriptive number used in Product/Service ID (234)

VERIZON recommends sending the Vendor's (Seller's) Item Number (VN) in PO108.

PO109	234	<p style="text-align: center;">VN Vendor's (Seller's) Item Number</p> <p>Product/Service ID X AN 1/48</p>
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Identifying number for a product or service

Vendor's item number (associated to code 'VN' in PO108) ordered on the original purchase order.

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Segment: **PO3** Additional Item Detail

Position: 030

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 25

Purpose: To specify additional item-related data involving variations in normal price/quantity structure

Syntax Notes: 1 If PO304 is present, then at least one of PO303 or PO305 is required.

Semantic Notes:

Comments: 1 Some examples of price/quantity variations are: price in different units from the PO1 segment, price changes by date, or price changes by quantity (break and level).
2 PO307 defines the unit of measure for PO306.

Notes: Example:
PO3*QO*****100*HB!
PO3*QT***100.00*PD*100*QD!
PO3*UM*****100*DP!
PO3*UP***33.81*HP*320*FT.

Data Element Summary

<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Base Attributes</u>	<u>User Attributes</u>
PO301	371	Change Reason Code Code specifying the reason for price or quantity change QO Quantity Ordered QT Quantity Price Break UM Unit of Measure Difference UP Unit Price	M ID 2/2	M
PO304	212	Unit Price Price per unit of product, service, commodity, etc. New unit price of material. Used when PO301 = 'QT' or 'UP'. The price is sent with a decimal point only when needed, e.g. \$15.95 would be sent as "15.95", and \$29.00 would be sent as "29". Maximum of eight whole digits and five decimal places.	O R 1/17	
PO305	639	Basis of Unit Price Code Code identifying the type of unit price for an item New Unit Price Basis associated to the New Unit Price identified in PO304. Used when PO301 = 'QT' or 'UP'. Note: The new unit price basis should be equivalent to the new unit of measure basis. HP Price per Hundred PE Price per Each PN Price per Ten TP Price per Thousand	X ID 2/2	
PO306	380	Quantity Numeric value of quantity	M R 1/15	M
PO307	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 The new measurement code associated to the new quantity in PO306.	M ID 2/2	M

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Segment: **ACK** Line Item Acknowledgment
Position: 270
Loop: ACK Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To acknowledge the ordered quantities and specify the ready date for a specific line item
Syntax Notes:

- 1 If either ACK02 or ACK03 is present, then the other is required.
- 2 If ACK04 is present, then ACK05 is required.
- 3 If either ACK07 or ACK08 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

Verizon recommends sending the promised ship date in the ACK05.

Example:

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ACK*BP*500*QD*079*20120712!
ACK*DR***079*20120712!
ACK*IA***079*20120712!
ACK*IB*500*QD*079*20120712!
ACK*IC***079*20120712**VN*BRAND OR LABEL!
ACK*ID*!
ACK*IH***079*20120712!
ACK*IS***079*20120712**VN*BRAND OR LABEL!
    
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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>
ACK01	668	Line Item Status Code	M ID 2/2	M
		Code specifying the action taken by the seller on a line item requested by the buyer		
		BP Item Accepted - Partial Shipment, Balance Backordered		
		DR Item Accepted - Date Rescheduled		
		IA Item Accepted		
		IB Item Backordered		
		IC Item Accepted - Changes Made		
		ID Item Deleted		
		IH Item on Hold		
		IS Item Accepted - Substitution Made		
ACK02	380	Quantity	X R 1/15	
		Numeric value of quantity		
		Backordered Quantity		
		Used when ACK01 = 'BP' or 'IB'		
ACK03	355	Unit or Basis for Measurement Code	X ID 2/2	
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
		Unit of measure associated to the backorder quantity in ACK02.		
		Used when ACK01 = 'BP' or 'IB'		
ACK04	374	Date/Time Qualifier	M ID 3/3	M
		Code specifying type of date or time, or both date and time		
		To indicate the type of date.		
		Used when ACK01 = 'BP', 'DR', 'IA', 'IB', 'IC', 'IH', or 'IS'		
		079 Promised for Shipment		
ACK05	373	Date	M DT 8/8	M
		Date expressed as CCYYMMDD		
		The promised ship date of the item being acknowledged.		
		Used when ACK01 = 'BP', 'DR', 'IA', 'IB', 'IC', 'IH', or 'IS'		

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ACK07	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Used when ACK01 = 'IC' or 'IS'		
		VN		Vendor's (Seller's) Item Number
ACK08	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
		The changed or substituted vendor part number.		
		Used when ACK01 = 'IC' or 'IS'		

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Segment: **CTT** Transaction Totals
Position: 010
Loop: CTT Optional
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes:

Semantic Notes:

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

Notes: Example: CTT*2|

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 N0 1/6	M
Total number of line items in the transaction set				
Count of Purchase Order Line Items (PO1 segments) included in this transaction.				

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Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.
Notes: Example: SE*20*0012|

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 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 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		
		The data interchange control number must be identical to the same data element in the associated transaction set header, ST02.		