Verizon Business Purchasing, LLC   860 Guide

860 Purchase Order Change Request - Buyer Initiated

Functional Group ID=PC

Introduction:

This standard contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of Verizon Business Purchasing’s Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties. Verizon Business Purchasing uses information from the purchase order to match it with the Purchase Order Acknowledgement (855) and the Advanced Ship Notice (856). Therefore, three fields from the original purchase order and/or the PO Change order must be returned on these two transactions; the purchase order number, the line item number and the buyer's part number.

Heading:

Pos. No.	Seg. ID	Name	Base Guide	User Status	Max.Use	Loop Repeat	Notes and Comments
0100	ST	Transaction Set Header	M	M	1		
0200	BCH	Beginning Segment for Purchase Order Change	M	M	1		
0400	CUR	Currency	O		1		
0500	REF	Reference Identification	O		>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		5		
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O		12		
3000	N1	Name	O		1		
3200	N3	Address Information	O		2		
3300	N4	Geographic Location	O		>1		
3000	N1	Name	O		1		
3100	N2	Additional Name Information	O		2		
3200	N3	Address Information	O		2		
3300	N4	Geographic Location	O		>1		
3000	N1	Name	O		1		
3100	N2	Additional Name Information	O		2		
3200	N3	Address Information	O		2		
3300	N4	Geographic Location	O		>1		

Detail:

Pos. No.	Seg. ID	Name	Base Guide	User Status	Max.Use	Loop Repeat	Notes and Comments
		LOOP ID - POC				>1	
0100	POC	Line Item Change	O		1		
		LOOP ID - PID				1000	
0500	PID	Product/Item Description	O		1		
1000	REF	Reference Identification	O		>1		

Pos. No.	Seg. ID	Name	Base Guide	User Status	Max.Use	Loop Repeat	Notes and Comments
1100	PER	Administrative Communications Contact	O		3		
2000	DTM	Date/Time Reference	O		10		
		LOOP ID - SCH				200	
2950	SCH	Line Item Schedule	O		1		
	N9	Reference Identification Qualifier	M	M	1		
	MTX	Material Group Text	M	M	1		

Summary:

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

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*860*0001~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
ST01	**143**	**Transaction Set Identifier Code**	**M**	**1**	**ID 3/3**	**M**
		Code uniquely identifying a Transaction Set				
		860 PO Change Order				
ST02	**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				

Segment: **BCH** **Beginning Segment for Purchase Order Change**
Position: 0200
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Change Transaction Set and transmit identifying numbers and dates
Syntax Notes:
Semantic Notes: **1** BCH06 is the date assigned by the purchaser to purchase order.
Comments:
Notes: Example:
BCH*01*CN*4504695736*1**20120222~
BCH*04*SA*4504695700*1**20120722*******92~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
BCH01	**353**	**Transaction Set Purpose Code**	**M**	**1**	**ID 2/2**	**M**
		Code identifying purpose of transaction set				
		If the order has multiple PO Lines and only one Line is cancelled then it is a Change code. If all the PO Lines are cancelled on the order then it is a Cancellation code.				
		01 Cancellation				
		04 Change				
BCH02	**92**	**Purchase Order Type Code**	**M**	**1**	**ID 2/2**	**M**
		Code specifying the type of Purchase Order				
		BK Blanket Order (Quantity Firm)				
		CN Consigned Order				
		SA Stand-alone Order				
BCH03	**324**	**Purchase Order Number**	**M**	**1**	**AN 1/22**	**M**
		Identifying number for Purchase Order assigned by the orderer/purchaser				
BCH04	**328**	**Release Number**	**O**	**1**	**AN 1/30**	
		Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction				
		PO Revision Number				
BCH06	**373**	**Date**	**M**	**1**	**DT 8/8**	**M**
		Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year				
		Date assigned by the purchaser to the purchase order.				
BCH13	**786**	**Security Level Code**	**O**	**1**	**ID 2/2**	
		Code indicating the level of confidentiality assigned by the sender to the information following				
		92 Government Confidential				

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

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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				

Segment:	**REF** **Reference Identification**
Position:	0500
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*VR*0640000451~ REF*L1*TRV*0001~ REF*L1*ORT*EFI~ REF*L1*EST*Power~ REF*AB*U08~ REF*L1**THIS PO IS FOR RESALE~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
REF01	**128**	**Reference Identification Qualifier**	**M**	**1**	**ID 2/3**	**M**
		Code qualifying the Reference Identification				
		AB Acceptable Source Purchaser ID				
		L1 Letters or Notes				
		VR Vendor ID Number				
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				
		TRV TEO revision number ORT TEO order type EST Engineering service type				
REF03	**352**	**Description**	**X**	**1**	**AN 1/80**	
		A free-form description to clarify the related data elements and their content				

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. Des.	Data Element	Name	Base Attributes			User Attributes
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 — Mutually Defined				
PER02	**93**	**Name**	**O**	**1**	**AN 1/60**	
		Free-form name				
		OC = Verizon Buyer/Purchasing Group ZZ = Verizon Planner				
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				

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				

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

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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				

Segment: **ITD** **Terms of Sale/Deferred Terms of Sale**
Position: 1300
Loop:
Level: Heading
Usage: Optional
Max Use: 5
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***0**0**30~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
ITD03	**338**	**Terms Discount Percent** 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 %	**O 1 R 1/6**	
ITD05	**351**	**Terms Discount Days Due** Number of days in the terms discount period by which payment is due if terms discount is earned Discount Due Days	**X 1 N0 1/3**	
ITD07	**386**	**Terms Net Days** Number of days until total invoice amount is due (discount not applicable) Net Due Days	**O 1 N0 1/3**	

Segment: **TD5** **Carrier Details (Routing Sequence/Transit Time)**
Position: 2400
Loop:
Level: Heading
Usage: Optional
Max Use: 12
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

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
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**

Segment:	**N1** **Name**
Position:	3000
Loop:	
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

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

Segment:	**N3 Address Information**
Position:	3200
Loop:	
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

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

Segment: **N4** **Geographic Location**
Position: 3300
Loop:
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

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

Segment:	**N1 Name**
Position:	3000
Loop:	
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

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
N101	**98**	**Entity Identifier Code**	**M**	**1**	**ID 2/3**	**M**
		Code identifying an organizational entity, a physical location, property or an individual				
		BT Bill-to-Party				
N102	**93**	**Name**	**X**	**1**	**AN 1/60**	
		Free-form name				
		In care of Verizon Communications				
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				
		1274				

Segment:	**N2** **Additional Name Information**
Position:	3100
Loop:	
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

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

Segment:	**N3 Address Information**
Position:	3200
Loop:	
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

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

Segment:	**N4 Geographic Location**
Position:	3300
Loop:	
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*Tulsa*OK*74121*US~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User 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				

Segment: **N1** **Name**
Position: 3000
Loop:
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*VERIZON*92*USMA1000~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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 = USMA1000				

Segment:	**N2 Additional Name Information**
Position:	3100
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	2
Purpose:	To specify additional names
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	Example: N2*VERIZON - NEW JERSEY~

Data Element Summary

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

Segment:	**N3 Address Information**
Position:	3200
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	2
Purpose:	To specify the location of the named party
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	Example: N3*6000 HADLEY RD~

Data Element Summary

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

Segment:	**N4 Geographic Location**
Position:	3300
Loop:	
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*SOUTH PLAINFIELD*NJ*07080*US~

Data Element Summary

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

Segment: **POC** **Line Item Change**
Position: 0100
Loop: POC   Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify changes to a line item
Syntax Notes:
1 If POC03 is present, then both POC04 and POC05 are required.
2 If POC07 is present, then POC06 is required.
3 If either POC08 or POC09 is present, then the other is required.
4 If either POC10 or POC11 is present, then the other is required.
5 If either POC12 or POC13 is present, then the other is required.
6 If either POC14 or POC15 is present, then the other is required.
7 If either POC16 or POC17 is present, then the other is required.
Semantic Notes: **1** POC01 is the purchase order line item identification.
Comments:
Notes: Example:
POC*0010*CA*10*5*EA*1.17*PE*87056722*VN*2651-110
POC*00020*AI*3*0*EA*170*PE*BP*700261800*VN*408812393*MF*408812382~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
POC01	**350**	**Assigned Identification**	**O**	**1**	**AN 1/20**	
		Alphanumeric characters assigned for differentiation within a transaction set				
		Purchase Order Line Number				
POC02	**670**	**Change or Response Type Code**	**M**	**1**	**ID 2/2**	**M**
		Code specifying the type of change to the line item				
		AI Add Additional Item(s)				
		CA Changes To Line Items				
		DI Delete Item(s)				
POC03	**330**	**Quantity Ordered**	**O**	**1**	**R 1/15**	
		Quantity ordered				
POC04	**671**	**Quantity Left to Receive**	**X**	**1**	**R 1/9**	
		Quantity left to receive as qualified by the unit of measure				
POC05	**C001**	**Composite Unit of Measure**	**X**	**1**		
		To identify a composite unit of measure (See Figures Appendix for examples of use)				
POC06	**212**	**Unit Price**	**X**	**1**	**R 1/17**	
		Price per unit of product, service, commodity, etc.				
POC07	**639**	**Basis of Unit Price Code**	**O**	**1**	**ID 2/2**	
		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				
POC08	**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)				
		BP Buyer's Part Number				
POC09	**234**	**Product/Service ID**	**X**	**1**	**AN 1/48**	
		Identifying number for a product or service				
POC10	**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)			
		VN Vendor's (Seller's) Item Number			
POC11	**234**	**Product/Service ID**	**X**	**1**	**AN 1/48**
		Identifying number for a product or service			
POC12	**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			
POC13	**234**	**Product/Service ID**	**X**	**1**	**AN 1/48**
		Identifying number for a product or service			
POC14	**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)			
POC15	**234**	**Product/Service ID**	**X**	**1**	**AN 1/48**
		Identifying number for a product or service			
POC16	**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)			
		RA Return Code			
POC17	**234**	**Product/Service ID**	**X**	**1**	**AN 1/48**
		Identifying number for a product or service			
		"RETURNS ITEM"			

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.
Semantic Notes:	
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****STUB CABLE C10A1 200PR 24GA 50FT~

Data Element Summary

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

Segment: **REF** **Reference Identification**
Position: 1000
Loop: POC Optional
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:
Comments:
Notes:

Example:
REF*WO*1143124~
REF*X9*BH6A01GFLS~
REF*C1*BH6A01GFLS~
REF*L1*CLL*NYQRNYEB~
REF*L1*TLN*5~
REF*L1*PRJ*1A0T9UY~
REF*L1**FPQ_NUM~
REF*L1*VCN*SPOTBUY~
REF*X9*1002995792~
REF*YN*TINA SMITH~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
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 Number assigned by the managing office to provide internal processing information
YN	Receiver ID Qualifier

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
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

Ref. Des.	Data Element	Name	Base Attributes	User Attributes
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)

Segment: **PER** **Administrative Communications Contact**
Position: 1100
Loop: POC Optional
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* JT.MANNO*TE*916-357-3346*EM*TINA.MANNO@VERIZON.COM~
PE*SM* J.REDLEY*TE*908-559-5614~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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 (Recipient)				
		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				

Segment:	**DTM Date/Time Reference**
Position:	2000
Loop:	POC Optional
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.
Semantic Notes:	
Comments:	
Notes:	Example: DTM*010*20131204~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
DTM01	**374**	**Date/Time Qualifier**	**M**	**1**	**ID 3/3**	**M**
		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				

Segment:	**SCH Line Item Schedule**
Position:	2950
Loop:	SCH Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the data for scheduling a specific line-item
Syntax Notes:	**1** If SCH03 is present, then SCH04 is required.
Semantic Notes:	
Comments:	**1** SCH05 specifies the interpretation to be used for SCH06 and SCH07.
Notes:	Example: SCH*6*EA***002*20131015~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
SCH01	**380**	**Quantity** Numeric value of quantity	**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	**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	**M**	**1**	**DT 8/8**	**M**

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

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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**

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

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
MTX01	**363**	**Note Reference Code** Numeric value of quantity	**M**	**1**	**R 3/3**	**M**
MTX02	**1551**	**Message Text** Material group data for product/item being used	**M**	**1**	**AN 9/9**	**M**

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*1~

Data Element Summary

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

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*13*001~

Data Element Summary

Ref. Des.	Data Element	Name	Base Attributes			User Attributes
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				