850 Purchase Order

X12/V4010/850: 850 Purchase Order

Version: 2.0 Final

Author:	**Insight Direct USA, Inc.**
Modified:	**05/18/2006**

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.

Not Defined:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
	ISA	Interchange Control Header	M	1			Must use
	GS	Functional Group Header	M	1			Must use

Heading:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
010	ST	Transaction Set Header	M	1			Must use
020	BEG	Beginning Segment for Purchase Order	M	1			Must use
040	CUR	Currency	O	1			Used
050	REF	Reference Identification	O	>1			Used
060	PER	Administrative Communications Contact	O	3			Used
080	FOB	F.O.B. Related Instructions	M	>1			Used
110	CSH	Sales Requirements	O	5			Used
150	DTM	Date/Time Reference	M	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
LOOP ID - N9					**1000**		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used
LOOP ID - N1					**200**		
310	N1	Name	O	1			Used
320	N2	Additional Name Information	O	2			Used
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	O	>1			Used
LOOP ID - N1					**200**		
310	N1	Name	O	1			Used
360	PER	Administrative Communications Contact	O	>1			Used

Detail:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - PO1					**100000**	N2/010L	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
100	REF	Reference Identification	O	>1			Used

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
110	PER	Administrative Communications Contact	O	3			Used

Summary:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - CTT					**1**	**N3/010L**	
010	CTT	Transaction Totals	O	1		N3/010	Used
030	SE	Transaction Set Trailer	M	1			Must use

Not Defined:

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
	GE	Functional Group Trailer	M	1			Must use
	IEA	Interchange Control Trailer	M	1			Must use

ISA   Interchange Control Header

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	**Elements: 16**

User Option (Usage): Must use

To start and identify an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA01	I01	**Authorization Information Qualifier**	M	ID	2/2	Must use

Description: Code to identify the type of information in the Authorization Information

Code	Name
00	No Authorization Information Present (No Meaningful Information in I02)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA02	I02	**Authorization Information**	M	AN	10/10	Must use

Description: Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA03	I03	**Security Information Qualifier**	M	ID	2/2	Must use

Description: Code to identify the type of information in the Security Information

Code	Name
00	No Security Information Present (No Meaningful Information in I04)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA04	I04	**Security Information**	M	AN	10/10	Must use

Description: This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA05	I05	**Interchange ID Qualifier**	M	ID	2/2	Must use

Description: Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified

Code	Name
01	Duns (Dun & Bradstreet)

Insight Note:
Insight Test ID Qualifier

Code	Name
12	Phone (Telephone Companies)

Insight Note:
Insight Production ID Qualifier

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA06	I06	**Interchange Sender ID**	M	AN	15/15	Must use

Description: Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element

Insight Note: *Test ID: 6309246701T*
Production ID: 6309246701

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ISA07	I05	**Interchange ID Qualifier**	M	ID	2/2	Must use

Ref	Id	Element Name	Req	Type	Min/Max	Usage

Description: Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified
All valid standard codes are used.

| ISA08 | I07 | **Interchange Receiver ID** | M | AN | 15/15 | Must use |

Description: Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them

| ISA09 | I08 | **Interchange Date** | M | DT | 6/6 | Must use |

Description: Date of the interchange

| ISA10 | I09 | **Interchange Time** | M | TM | 4/4 | Must use |

Description: Time of the interchange

| ISA11 | I10 | **Interchange Control Standards Identifier** | M | ID | 1/1 | Must use |

Description: Code to identify the agency responsible for the control standard used by the message that is enclosed by the interchange header and trailer
All valid standard codes are used.

| ISA12 | I11 | **Interchange Control Version Number** | M | ID | 5/5 | Must use |

Description: Code specifying the version number of the interchange control segments

Code   Name
00401   Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997

| ISA13 | I12 | **Interchange Control Number** | M | N0 | 9/9 | Must use |

Description: A control number assigned by the interchange sender

| ISA14 | I13 | **Acknowledgment Requested** | M | ID | 1/1 | Must use |

Description: Code sent by the sender to request an interchange acknowledgment (TA1)
All valid standard codes are used.

| ISA15 | I14 | **Usage Indicator** | M | ID | 1/1 | Must use |

Description: Code to indicate whether data enclosed by this interchange envelope is test, production or information

Code   Name
P   Production Data
T   Test Data

| ISA16 | I15 | **Component Element Separator** | M | | 1/1 | Must use |

Description: Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator

GS   Functional Group Header

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	Elements: 8

User Option (Usage): Must use

To indicate the beginning of a functional group and to provide control information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS01	479	**Functional Identifier Code**	M	ID	2/2	Must use

Description: Code identifying a group of application related transaction sets

Code Name
PO   Purchase Order (850)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS02	142	**Application Sender's Code**	M	AN	2/15	Must use

Description: Code identifying party sending transmission; codes agreed to by trading partners

Insight Note: *Test ID: 6309246701T*
Production ID: 6309246701

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS03	124	**Application Receiver's Code**	M	AN	2/15	Must use

Description: Code identifying party receiving transmission; codes agreed to by trading partners

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS04	373	**Date**	M	DT	8/8	Must use

Description: Date expressed as CCYYMMDD

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS05	337	**Time**	M	TM	4/8	Must use

Description: 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)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS06	28	**Group Control Number**	M	N0	1/9	Must use

Description: Assigned number originated and maintained by the sender

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS07	455	**Responsible Agency Code**	M	ID	1/2	Must use

Description: Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480

Code Name
X   Accredited Standards Committee X12

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GS08	480	**Version / Release / Industry Identifier Code**	M	AN	1/12	Must use

Description: Code indicating the version, release, subrelease, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and subrelease, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed

Ref	**Id**	**Element Name**	**Req**	**Type**	**Min/Max**	**Usage**

Code   **Name**

004010   Draft Standards Approved for Publication by ASC X12 Procedures Review Board through October 1997

ST Transaction Set Header

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

User Option (Usage): Must use

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	143	**Transaction Set Identifier Code**	M	ID	3/3	Must use

> **Description:** Code uniquely identifying a Transaction Set
>
> **Code Name**
> 850   Purchase Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST02	329	**Transaction Set Control Number**	M	AN	4/9	Must use

> **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

BEG Beginning Segment for Purchase Order

<table>
<tr><td>Pos: 020</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Mandatory</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 5</td></tr>
</table>

User Option (Usage): Must use

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG01	353	**Transaction Set Purpose Code**	M	ID	2/2	Must use

Description: Code identifying purpose of transaction set

Code	Name
00	Original

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG02	92	**Purchase Order Type Code**	M	ID	2/2	Must use

Description: Code specifying the type of Purchase Order

Code	Name
DS	Dropship
SA	Stand-alone Order

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG03	324	**Purchase Order Number**	M	AN	1/22	Must use

Description: Identifying number for Purchase Order assigned by the orderer/purchaser

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG05	373	**Date**	M	DT	8/8	Must use

Description: Date expressed as CCYYMMDD

Insight Note: *This is the date assigned by Insight to the purchase order.*

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BEG06	367	**Contract Number**	O	AN	1/30	Used

Description: Contract number

Insight Note: *Insight Sales Order Number (Drop Ship Orders Only)*

Example:

BEG*00*SA*123456789**20060418
BEG*00*DS*567891234**20060424*0007961793

CUR Currency

<table>
<tr><td>Pos: 040</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 2</td></tr>
</table>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CUR01	98	**Entity Identifier Code**	M	ID	2/3	Must use

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

Code	Name
BY	Buying Party (Purchaser)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CUR02	100	**Currency Code**	M	ID	3/3	Must use

Description: Code (Standard ISO) for country in whose currency the charges are specified

Example:

*CUR*BY*USD*

REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	**Reference Identification Qualifier**	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code	Name
AY	Floor Plan Approval Number
CO	Customer Order Number

> **Insight Note:**
> *Insight Sales Order Number*

CR	Customer Reference Number

> **Insight Note:**
> *3rd-Party Billing Number*
> *If REF01 = CR, the FOB01 will be "TP"*

EU	End User's Purchase Order Number

> **Insight Note:**
> *Customer's PO # on Insight Sales Order*

QK	Sales Program Number

REF02	127	**Reference Identification**	X	AN	1/30	Used

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

Insight Note: *Valid Gov/Ed codes that could appear for the REF01 = QK are:*
PAS - State and Local
PAF - Federal
EDK - K-12
EDH - Higher Education

Example:

*REF*AY*F01*
*REF*CO*0007961793*
*REF*CR*123456*
*REF*EU*AY1234*
*REF*QK*PAS*

PER Administrative Communications Contact

<table>
<tr><td>Pos: 060</td><td>Max: 3</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 6</td></tr>
</table>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code**	M	ID	2/2	Must use

Description: Code identifying the major duty or responsibility of the person or group named

Code	Name
BD	Buyer Name or Department

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	93	**Name**	O	AN	1/60	Used

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER03	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	Name
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	Name
FX	Facsimile

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Example:

*PER*BD*INSIGHT BUYER NAME*TE*800-555-5555*

FOB F.O.B. Related Instructions

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

User Option (Usage): Used

To specify transportation instructions relating to shipment

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
FOB01	146	**Shipment Method of Payment**	M	ID	2/2	Must use

Description: Code identifying payment terms for transportation charges

Code	Name
DE	Per Contract
TP	Third Party Pay

Insight Note:

If FOB01 = TP, then the 3rd party billing number will appear in the previous REF segment with REF01 = CR.

Example:

*FOB*DE*

CSH   Sales Requirements

<table>
<tr><td>Pos: 110</td><td>Max: 5</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N/A</td><td>Elements: 1</td></tr>
</table>

User Option (Usage): Used

To specify general conditions or requirements of the sale

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CSH01	563	**Sales Requirement Code**	O	ID	1/2	Used

Description: Code to identify a specific requirement or agreement of sale

Insight Note: *If CSH01 = BK, then backorders are allowed.*
If CSH01 = SC, then the entire order must be filled. Backorders are not allowed.

Code	Name
BK	Ship Partial - Balance Back Order
SC	Ship Complete

Example:

*CSH*BK*

DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Used

To specify pertinent dates and times

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM01	374	**Date/Time Qualifier**	M	ID	3/3	Must use

Description: Code specifying type of date or time, or both date and time

Code	Name
002	Delivery Requested

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DTM02	373	**Date**	X	DT	8/8	Used

Description: Date expressed as CCYYMMDD

Example:

*DTM*002*20060501*

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 5

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD502	66	**Identification Code Qualifier**	X	ID	1/2	Used

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

Insight Note: *This element is not used when TD504 = T (BEST WAY [Shipper Option])*

Code	Name
2	Standard Carrier Alpha Code (SCAC)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD503	67	**Identification Code**	X	AN	2/80	Used

Description: Code identifying a party or other code

Insight Note: *This element is not used when TD504 = T (BEST WAY [Shipper Option])*

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD504	91	**Transportation Method/Type Code**	X	ID	1/2	Used

Description: Code specifying the method or type of transportation for the shipment

Code	Name
T	Best Way (Shippers Option)

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD505	387	**Routing**	X	AN	1/35	Used

Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

Ref	Id	Element Name	Req	Type	Min/Max	Usage
TD512	284	**Service Level Code**	X	ID	2/2	Used

Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier

Code	Name
3D	Three Day Service
CG	Ground
CX	Express Service
G2	Standard Service
IX	Express Service - Worldwide
ND	Next Day Air
NM	Next Morning
ON	Overnight
PB	Priority Mail
PC	Primary Service Area - Next Day By 9:30 AM
R5	Manifest Freight
SA	Same Day
SC	Second Day Air

Code	**Name**
SD	Saturday
SG	Standard Ground
ST	Standard Class
ZZ	Mutually Defined

Insight Note:

For a list of carrier service levels that Insight will send, reference the Insight 850 Carrier Service Level Matrix.

Example:

*TD5**2*FDE**FEDEX*******CG*
*TD5****T*BESTWAY (SHIPPER OPTION)*******CG*

N9 Reference Identification

Pos: 295	**Max: 1**
Heading - Optional	
Loop: N9	**Elements: 2**

User Option (Usage): Used

To transmit identifying information as specified by the Reference Identification Qualifier

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N901	128	**Reference Identification Qualifier**	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code	Name
L1	Letters or Notes

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N902	127	**Reference Identification**	X	AN	1/30	Used

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

Example:
*N9*L1*MESSAGE TO FOLLOW*

MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

User Option (Usage): Used

To provide a free-form format that allows the transmission of text information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
MSG01	933	**Free-Form Message Text**	M	AN	1/264	Must use
		Description: Free-form message text				

Example:

*MSG*PLEASE SHIP ACCORDING TO ROUTING GUIDE*

N1   Name

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	**Entity Identifier Code**	M	ID	2/3	Must use

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

    Code   **Name**
    ST   Ship To

N102	93	**Name**	X	AN	1/60	Must use

    Description: Free-form name

N103	66	**Identification Code Qualifier**	X	ID	1/2	Used

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

    Code   **Name**
    92   Assigned by Buyer or Buyer's Agent

N104	67	**Identification Code**	X	AN	2/80	Used

    Description: Code identifying a party or other code

Example:

N1*ST*ABC CORP*92*2000234

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N201	93	**Name**	M	AN	1/60	Must use
		Description: Free-form name				
N202	93	**Name**	O	AN	1/60	Used
		Description: Free-form name				

Example:

N2*SUITE 2002A

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N301	166	**Address Information**	M	AN	1/55	Must use
		Description: Address information				
N302	166	**Address Information**	O	AN	1/55	Used
		Description: Address information				

Example:

*N3*215 CELEBRATION PLACE*

N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	**Elements: 4**

User Option (Usage): Used

To specify the geographic place of the named party

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N401	19	**City Name**	O	AN	2/30	Used
		Description: Free-form text for city name				
N402	156	**State or Province Code**	O	ID	2/2	Used
		Description: Code (Standard State/Province) as defined by appropriate government agency				
N403	116	**Postal Code**	O	ID	3/15	Used
		Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	**Country Code**	O	ID	2/3	Used
		Description: Code identifying the country				

Example:

*N4*KISSIMMEE*FL*34747*US*

N1 Name

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	**Entity Identifier Code**	M	ID	2/3	Must use

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

   Code Name
   BT   Bill-to-Party

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N102	93	**Name**	X	AN	1/60	Must use

   Description: Free-form name

Example:

N1*BT*INSIGHT EAST

PER Administrative Communications Contact

<table>
<tr><td>Pos: 360</td><td>Max: >1</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N1</td><td>Elements: 6</td></tr>
</table>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code**	M	ID	2/2	Must use

Description: Code identifying the major duty or responsibility of the person or group named

Code	Name
AP	Accounts Payable Department

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	93	**Name**	O	AN	1/60	Used

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER03	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	Name
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	Name
EM	Electronic Mail

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Example:

*PER*AP*ACCOUNTS PAYABLE DEPT*TE*800-555-5555*EM*_APDEPT@INSIGHT.COM*

PO1   Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	**Elements: 9**

User Option (Usage): Must use

To specify basic and most frequently used line item data

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO101	350	**Assigned Identification**	O	AN	1/20	Must use

Description: Alphanumeric characters assigned for differentiation within a transaction set

Insight Note: *This is the line item number that must be returned on subsequent documents to Insight such as the 855, 856, 810 and 870.*

PO102	330	**Quantity Ordered**	X	R	1/15	Must use

Description: Quantity ordered

PO103	355	**Unit or Basis for Measurement Code**	O	ID	2/2	Must use

Description: Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

Code Name
EA   Each

PO104	212	**Unit Price**	X	R	1/17	Must use

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

PO105	639	**Basis of Unit Price Code**	O	ID	2/2	Used

Description: Code identifying the type of unit price for an item

Code Name
CP   Current Price (Subject to Change)

PO106	235	**Product/Service ID Qualifier**	X	ID	2/2	Must use

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

Code Name
BP   Buyer's Part Number

PO107	234	**Product/Service ID**	X	AN	1/48	Must use

Description: Identifying number for a product or service

PO108	235	**Product/Service ID Qualifier**	X	ID	2/2	Must use

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

Code Name
VP   Vendor's (Seller's) Part Number

PO109	234	**Product/Service ID**	X	AN	1/48	Must use

Ref	**Id**	**Element Name**	**Req**	**Type**	**Min/Max**	**Usage**

Description: Identifying number for a product or service

Example:

*PO1*00001*1*EA*396.01*CP*BP*25R8904*VP*25R8904*

REF   Reference Identification

Pos: 100	**Max: >1**
Detail - Optional	
Loop: PO1	**Elements: 2**

User Option (Usage): Used

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	128	**Reference Identification Qualifier**	M	ID	2/3	Must use

Description: Code qualifying the Reference Identification

Code	Name
BB	Authorization Number
PLA	Product Licensing Agreement Number

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF02	127	**Reference Identification**	X	AN	1/30	Used

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

Insight Note:

This segment is used for Software License Orders.

Example:

REF*BB*12345AU
REF*PLA*99F99SE

PER Administrative Communications Contact

<table>
<tr><td>Pos: 110</td><td>Max: 3</td></tr>
<tr><td colspan="2">Detail - Optional</td></tr>
<tr><td>Loop: PO1</td><td>Elements: 6</td></tr>
</table>

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	**Contact Function Code**	M	ID	2/2	Must use

Description: Code identifying the major duty or responsibility of the person or group named

Code	**Name**
FF	Licensee

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER02	93	**Name**	O	AN	1/60	Used

Description: Free-form name

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER03	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	**Name**
TE	Telephone

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER04	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER05	365	**Communication Number Qualifier**	X	ID	2/2	Used

Description: Code identifying the type of communication number

Code	**Name**
EM	Electronic Mail

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER06	364	**Communication Number**	X	AN	1/80	Used

Description: Complete communications number including country or area code when applicable

Insight Note:

This segment is used for Software License Orders.

Example:

PER*FF*JOE SMITH*TE*800-444-4444 ext 1234*EM*JSMITH@XYZ.COM

CTT Transaction Totals

User Option (Usage): Used

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
CTT01	354	**Number of Line Items**	M	N0	1/6	Must use

> **Description:** Total number of line items in the transaction set

Example:

*CTT*1*

SE Transaction Set Trailer

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

User Option (Usage): Must use

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:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SE01	96	**Number of Included Segments**	M	N0	1/10	Must use

Description: Total number of segments included in a transaction set including ST and SE segments

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SE02	329	**Transaction Set Control Number**	M	AN	4/9	Must use

Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

GE   Functional Group Trailer

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

To indicate the end of a functional group and to provide control information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GE01	97	**Number of Transaction Sets Included**	M	N0	1/6	Must use

Description: Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element

Ref	Id	Element Name	Req	Type	Min/Max	Usage
GE02	28	**Group Control Number**	M	N0	1/9	Must use

Description: Assigned number originated and maintained by the sender

IEA Interchange Control Trailer

Pos:	Max: 1
Not Defined - Mandatory	
Loop: N/A	**Elements: 2**

User Option (Usage): Must use

To define the end of an interchange of zero or more functional groups and interchange-related control segments

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IEA01	I16	**Number of Included Functional Groups**	M	N0	1/5	Must use

Description: A count of the number of functional groups included in an interchange

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IEA02	I12	**Interchange Control Number**	M	N0	9/9	Must use

Description: A control number assigned by the interchange sender