

850 Purchase Order

X12/V4010/850: 850 Purchase Order

Version: 2.0 Final

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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:

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

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			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

<u>LOOP ID - N9</u>			<u>1000</u>		
295	N9	Reference Identification	O	1	Used
300	MSG	Message Text	O	1000	Used

<u>LOOP ID - N1</u>			<u>200</u>		
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

<u>LOOP ID - N1</u>			<u>200</u>		
310	N1	Name	O	1	Used
360	PER	Administrative Communications Contact	O	>1	Used

Detail:

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

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

Summary:

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

Not Defined:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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)

ISA02	I02	Authorization Information	M	AN	10/10	Must use
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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)

ISA03	I03	Security Information Qualifier	M	ID	2/2	Must use
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Description: Code to identify the type of information in the Security Information

Code Name

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

ISA04	I04	Security Information	M	AN	10/10	Must use
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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)

ISA05	I05	Interchange ID Qualifier	M	ID	2/2	Must use
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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

12 Phone (Telephone Companies)

Insight Note:

Insight Production ID Qualifier

ISA06	I06	Interchange Sender ID	M	AN	15/15	Must use
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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

ISA07	I05	Interchange ID Qualifier	M	ID	2/2	Must use
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		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 <u>Code</u> <u>Name</u> 00401 Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997				
ISA13	I12	Interchange Control Number	M	NO	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 <u>Code</u> <u>Name</u> 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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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)						
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: <i>Test ID: 6309246701T</i> <i>Production ID: 6309246701</i>						
GS03	124	Application Receiver's Code	M	AN	2/15	Must use
Description: Code identifying party receiving transmission; codes agreed to by trading partners						
GS04	373	Date	M	DT	8/8	Must use
Description: Date expressed as CCYYMMDD						
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)						
GS06	28	Group Control Number	M	NO	1/9	Must use
Description: Assigned number originated and maintained by the sender						
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						
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						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<u>Code</u> <u>Name</u>				
		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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3	Must use
Description: Code uniquely identifying a Transaction Set						
Code Name						
850 Purchase Order						
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

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 5

User Option (Usage): Must use

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2	Must use
Description: Code identifying purpose of transaction set						
Code Name						
00 Original						
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						
BEG03	324	Purchase Order Number	M	AN	1/22	Must use
Description: Identifying number for Purchase Order assigned by the orderer/purchaser						
BEG05	373	Date	M	DT	8/8	Must use
Description: Date expressed as CCYYMMDD						
Insight Note: <i>This is the date assigned by Insight to the purchase order.</i>						
BEG06	367	Contract Number	O	AN	1/30	Used
Description: Contract number						
Insight Note: <i>Insight Sales Order Number (Drop Ship Orders Only)</i>						

Example:

```
BEG*00*SA*123456789**20060418
BEG*00*DS*567891234**20060424*0007961793
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CUR Currency

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	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)

CUR02	100	Currency Code	M	ID	3/3	Must use
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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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	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
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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

Pos: 060	Max: 3
Heading - Optional	
Loop: N/A	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	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						
PER02	93	Name	O	AN	1/60	Used
Description: Free-form name						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
TE Telephone						
PER04	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
FX Facsimile						
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	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

Pos: 110	Max: 5
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

To specify general conditions or requirements of the sale

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CSH01	563	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	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						
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD502	66	Identification Code Qualifier	X	ID	1/2	Used
<p>Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i></p> <p>Code Name</p> <p>2 Standard Carrier Alpha Code (SCAC)</p>						
TD503	67	Identification Code	X	AN	2/80	Used
<p>Description: Code identifying a party or other code</p> <p>Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i></p>						
TD504	91	Transportation Method/Type Code	X	ID	1/2	Used
<p>Description: Code specifying the method or type of transportation for the shipment</p> <p>Code Name</p> <p>T Best Way (Shippers Option)</p>						
TD505	387	Routing	X	AN	1/35	Used
<p>Description: Free-form description of the routing or requested routing for shipment, or the originating carrier's identity</p>						
TD512	284	Service Level Code	X	ID	2/2	Used
<p>Description: Code indicating the level of transportation service or the billing service offered by the transportation carrier</p> <p>Code Name</p> <p>3D Three Day Service</p> <p>CG Ground</p> <p>CX Express Service</p> <p>G2 Standard Service</p> <p>IX Express Service - Worldwide</p> <p>ND Next Day Air</p> <p>NM Next Morning</p> <p>ON Overnight</p> <p>PB Priority Mail</p> <p>PC Primary Service Area - Next Day By 9:30 AM</p> <p>R5 Manifest Freight</p> <p>SA Same Day</p> <p>SC Second Day Air</p>						

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:

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

Description: Code qualifying the Reference Identification

Code Name

L1 Letters or Notes

N902	127	Reference Identification	X	AN	1/30	Used
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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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	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

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use
Description: Code identifying an organizational entity, a physical location, property or an individual						
		<u>Code</u> <u>Name</u>				
		BT Bill-to-Party				
N102	93	Name	X	AN	1/60	Must use
Description: Free-form name						

Example:

*N1*BT*INSIGHT EAST*

PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	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						
PER02	93	Name	O	AN	1/60	Used
Description: Free-form name						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
TE Telephone						
PER04	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
EM Electronic Mail						
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO101	350	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	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

REF02	127	Reference Identification	X	AN	1/30	Used
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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

Pos: 110	Max: 3
Detail - Optional	
Loop: PO1	Elements: 6

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	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						
PER02	93	Name	O	AN	1/60	Used
Description: Free-form name						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
TE Telephone						
PER04	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
Code Name						
EM Electronic Mail						
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

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

User Option (Usage): Used

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTT01	354	Number of Line Items	M	NO	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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments	M	NO	1/10	Must use
		Description: Total number of segments included in a transaction set including ST and SE segments				
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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				
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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IEA01	I16	Number of Included Functional Groups	M	NO	1/5	Must use
Description: A count of the number of functional groups included in an interchange						
IEA02	I12	Interchange Control Number	M	NO	9/9	Must use
Description: A control number assigned by the interchange sender						