

850 Purchase Order

X12/V4010/850: 850 Purchase Order

Version: 2.10 Final

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850 Purchase Order

Functional Group=**PO**

Purpose: 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>	
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295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used

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

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

<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>
100	REF	Reference Identification	O	>1			Used
110	PER	Administrative Communications Contact	O	3			Used
210	DTM	Date/Time Reference	O	10			Used
LOOP ID - N1					200		
350	N1	Name	O	1			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					1	N3/010L	
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

Purpose: 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

CodeList Summary (Total Codes: 7, Included: 1)

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

CodeList Summary (Total Codes: 2, Included: 1)

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

CodeList Summary (Total Codes: 38, Included: 2)

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

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
Insight Note:						
<i>Test ID: 6309246701T, 6023333000CANT</i>						
<i>Production ID: 6309246701, 6023333000CAN</i>						
ISA07	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						
All valid standard codes are used. (Total Codes: 38)						
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. (Total Codes: 1)						
ISA12	I11	Interchange Control Version Number	M	ID	5/5	Must use
Description: Code specifying the version number of the interchange control segments						
CodeList Summary (Total Codes: 14, Included: 1)						
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. (Total Codes: 2)						
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						
CodeList Summary (Total Codes: 3, Included: 2)						
Code Name						
P Production Data						
T Test Data						
ISA16	I15	Component Element Separator	M		1/1	Must use

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

Purpose: 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

CodeList Summary (Total Codes: 240, Included: 1)

Code Name

PO Purchase Order (850)

GS02	142	Application Sender's Code	M	AN	2/15	Must use
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Description: Code identifying party sending transmission; codes agreed to by trading partners

Insight Note:

Test ID: 6309246701T, 6023333000CANT

Production ID: 6309246701, 6023333000CAN

GS03	124	Application Receiver's Code	M	AN	2/15	Must use
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Description: Code identifying party receiving transmission; codes agreed to by trading partners

GS04	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD

GS05	337	Time	M	TM	4/8	Must use
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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	N0	1/9	Must use
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Description: Assigned number originated and maintained by the sender

GS07	455	Responsible Agency Code	M	ID	1/2	Must use
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Description: Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480

CodeList Summary (Total Codes: 2, Included: 1)

Code Name

X Accredited Standards Committee X12

GS08	480	Version / Release / Industry Identifier Code	M	AN	1/12	Must use
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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

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

CodeList Summary (Total Codes: 39, Included: 1)

<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

Purpose: 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

CodeList Summary (Total Codes: 298, Included: 1)

Code Name

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use
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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: 6

User Option (Usage): Must use

Purpose: 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						
CodeList Summary (Total Codes: 65, Included: 1)						
<u>Code</u> <u>Name</u>						
00 Original						
BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use
Description: Code specifying the type of Purchase Order						
CodeList Summary (Total Codes: 69, Included: 2)						
<u>Code</u> <u>Name</u>						
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						
BEG04	328	Release Number	O	AN	1/30	Used
Description: Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction						
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:

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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

Purpose: 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

CodeList Summary (Total Codes: 1312, Included: 1)

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*

*CUR*BY*CAD*

REF Reference Identification

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

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1503, Included: 7)

Code Name

12	Billing Account	Insight Note: <i>Insight's shipping account number</i>
AY	Floor Plan Approval Number	
CO	Customer Order Number	Insight Note: <i>Insight Sales Order Number</i>
CR	Customer Reference Number	Insight Note: <i>3rd-Party Billing Number If REF01 = CR, the FOB01 will be "TP"</i>
EU	End User's Purchase Order Number	Insight Note: <i>Customer's PO # on Insight Sales Order</i>
QK	Sales Program Number	
SU	Special Processing Code	

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:

<i>PAS - State and Local</i>
<i>PAF - Federal</i>
<i>EDK - K-12</i>
<i>EDH - Higher Education</i>
<i>When REF01 =SU the following are valid code for REF02</i>
<i>ZSAS - Signature Required and Saturday Delivery</i>
<i>ZSIG - Signature Required</i>
<i>ZSAT - Saturday Delivery only</i>
<i>ZSPC - Freight Hold</i>
<i>ZVAS - no Freight Hold</i>

Example:

REF*12*123456

*REF*AY*F01*
*REF*CO*0007961793*
*REF*CR*123456*
*REF*EU*AY1234*
*REF*QK*PAS*
*REF*SU*ZSIG (Signature Required)*

PER Administrative Communications Contact

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

User Option (Usage): Used

Purpose: 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
<p>Description: Code identifying the major duty or responsibility of the person or group named</p> <p>CodeList Summary (Total Codes: 230, Included: 1)</p> <p>Code Name</p> <p>BD Buyer Name or Department</p>						
PER02	93	Name	O	AN	1/60	Used
<p>Description: Free-form name</p>						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 40, Included: 1)</p> <p>Code Name</p> <p>TE Telephone</p>						
PER04	364	Communication Number	X	AN	1/80	Used
<p>Description: Complete communications number including country or area code when applicable</p>						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 40, Included: 1)</p> <p>Code Name</p> <p>FX Facsimile</p>						
PER06	364	Communication Number	X	AN	1/80	Used
<p>Description: Complete communications number including country or area code when applicable</p>						

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

Purpose: 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

CodeList Summary (Total Codes: 28, Included: 2)

<u>Code</u>	<u>Name</u>
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

Purpose: 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

CodeList Summary (Total Codes: 54, Included: 2)

Code Name

BK	Ship Partial - Balance Back Order
SC	Ship Complete

Example:

CSH*BK

In this example backorders are allowed. If a partial quantity is available for a line, it should be shipped and the remaining quantity should be backordered.

CSH*SC

This is Fill/Kill at the order level. In this example the order must be shipped complete. If the entire order can not be shipped together, then the entire order should be rejected. No backorders are allowed.

CSH*BK

CSH*SC

In this example, the order can be backordered but the shipment must be held until all products are available to ship.

NO CSH SEGMENT

If no CSH segment is sent, then the order is Fill/Kill at the line. If there is not enough product to ship for a particular line, the entire line should be rejected. All other lines with available product should be shipped.

DTM Date/Time Reference

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

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1112, Included: 1)

<u>Code</u>	<u>Name</u>
002	Delivery Requested

DTM02	373	Date	X	DT	8/8	Used
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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

Purpose: 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
Description: Code designating the system/method of code structure used for Identification Code (67)						
Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i>						
CodeList Summary (Total Codes: 215, Included: 1)						
Code Name						
2 Standard Carrier Alpha Code (SCAC)						
TD503	67	Identification Code	X	AN	2/80	Used
Description: Code identifying a party or other code						
Insight Note: <i>This element is not used when TD504 = T (BEST WAY [Shipper Option])</i>						
TD504	91	Transportation Method/Type Code	X	ID	1/2	Used
Description: Code specifying the method or type of transportation for the shipment						
CodeList Summary (Total Codes: 71, Included: 1)						
Code Name						
T Best Way (Shippers Option)						
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						
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						
CodeList Summary (Total Codes: 66, Included: 15)						
Code Name						
3D Three Day Service						
CG Ground						
CX Express Service						
IX Express Service - Worldwide						
ND Next Day Air						
NM Next Morning						
ON Overnight						
PB Priority Mail						
PI Priority Mail Insured						
SA Same Day						
SC Second Day Air						

<u>Code</u>	<u>Name</u>
SD	Saturday
SE	Second Day
SG	Standard Ground
ST	Standard Class

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

Purpose: 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

CodeList Summary (Total Codes: 1503, Included: 1)

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

Purpose: 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**Purpose:** 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				
		CodeList Summary (Total Codes: 1312, Included: 1)				
		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)				
		CodeList Summary (Total Codes: 215, Included: 1)				
		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

Purpose: 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

Purpose: 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

Purpose: 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*

PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

Purpose: 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
<p>Description: Code identifying the major duty or responsibility of the person or group named</p> <p>CodeList Summary (Total Codes: 230, Included: 1)</p> <p>Code Name</p> <p>IC Information Contact</p>						
PER02	93	Name	O	AN	1/60	Used
<p>Description: Free-form name</p>						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 40, Included: 1)</p> <p>Code Name</p> <p>TE Telephone</p>						
PER04	364	Communication Number	X	AN	1/80	Used
<p>Description: Complete communications number including country or area code when applicable</p>						

Insight Note:

Example:

PER*IC*BOB SMITH*TE*800-555-5555

N1 Name

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

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1312, Included: 1)

Code Name

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

Purpose: 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						
CodeList Summary (Total Codes: 230, Included: 1)						
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						
CodeList Summary (Total Codes: 40, Included: 1)						
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						
CodeList Summary (Total Codes: 40, Included: 1)						
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: 13

User Option (Usage): Must use

Purpose: 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				
		CodeList Summary (Total Codes: 794, Included: 1)				
		<u>Code</u>	<u>Name</u>			
		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				
		CodeList Summary (Total Codes: 91, Included: 1)				
		<u>Code</u>	<u>Name</u>			
		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)				
		CodeList Summary (Total Codes: 477, Included: 1)				
		<u>Code</u>	<u>Name</u>			
		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)				
		CodeList Summary (Total Codes: 477, Included: 1)				

		<u>Code</u>	<u>Name</u>				
		VP	Vendor's (Seller's) Part Number				
PO109	234	Product/Service ID		X	AN	1/48	Must use
Description: Identifying number for a product or service							
PO110	235	Product/Service ID Qualifier		X	ID	2/2	Used
Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)							
CodeList Summary (Total Codes: 477, Included: 1)							
		<u>Code</u>	<u>Name</u>				
		MG	Manufacturer's Part Number				
PO111	234	Product/Service ID		X	AN	1/48	Used
Description: Identifying number for a product or service							
PO112	235	Product/Service ID Qualifier		X	ID	2/2	Used
Description: Code identifying the type/source of the descriptive number used in Product/Service ID (234)							
CodeList Summary (Total Codes: 477, Included: 1)							
		<u>Code</u>	<u>Name</u>				
		MF	Manufacturer				
PO113	234	Product/Service ID		X	AN	1/48	Used
Description: Identifying number for a product or service							

Example:

*PO1*00010*1*EA*396.01*CP*BP*25R8904*VP*25R8904*MF*Manufacturer Name*

REF Reference Identification

Pos: 100	Max: >1
Detail - Optional	
Loop: PO1	Elements: 3

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1503, Included: 11)

Code Name

- 11 Account Number
- AH Agreement Number
- BB Authorization Number
- CT Contract Number
- PD Promotion/Deal Number
- PG Product Group
- PR Price Quote Number
- Q1 Quote Number
- S6 Stock Number
- SE Serial Number
- PLA Product Licensing Agreement 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

REF03	352	Description	X	AN	1/80	Used
-------	-----	-------------	---	----	------	------

Description: A free-form description to clarify the related data elements and their content

Insight Note:

The Serial numbers will be placed in this element because the max length of a serial number can be up to 50 characters and REF02 only allows for 30 characters

Insight Note:

This segment is used for Software License Orders.

Example:

- REF*11*Redhat account number*
- REF*BB*12345AU*
- REF*PLA*99F99SE*
- REF*AH*Master Agreement*
- REF*Q1*Customer Quote*
- REF*SE**Serial Number*
- REF*S6* Initial Stock Number*
- REF*CT*Enrollment Number*
- REF*PG*Program Code*
- REF*PD*Deal Registration Number*

*REF*PR*Price Quote Number (Special Pricing indicator)*

PER Administrative Communications Contact

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

User Option (Usage): Used

Purpose: 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				
<p>Description: Code identifying the major duty or responsibility of the person or group named</p> <p>CodeList Summary (Total Codes: 230, Included: 1)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>FF</td> <td>Licensee</td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	FF	Licensee
<u>Code</u>	<u>Name</u>									
FF	Licensee									
PER02	93	Name	O	AN	1/60	Used				
<p>Description: Free-form name</p>										
PER03	365	Communication Number Qualifier	X	ID	2/2	Used				
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 40, Included: 1)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>TE</td> <td>Telephone</td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	TE	Telephone
<u>Code</u>	<u>Name</u>									
TE	Telephone									
PER04	364	Communication Number	X	AN	1/80	Used				
<p>Description: Complete communications number including country or area code when applicable</p>										
PER05	365	Communication Number Qualifier	X	ID	2/2	Used				
<p>Description: Code identifying the type of communication number</p> <p>CodeList Summary (Total Codes: 40, Included: 1)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>EM</td> <td>Electronic Mail</td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	EM	Electronic Mail
<u>Code</u>	<u>Name</u>									
EM	Electronic Mail									
PER06	364	Communication Number	X	AN	1/80	Used				
<p>Description: Complete communications number including country or area code when applicable</p>										

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*

DTM Date/Time Reference

Pos: 210	Max: 10
Detail - Optional	
Loop: PO1	Elements: 2

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1112, Included: 2)

<u>Code</u>	<u>Name</u>
092	Contract Effective
093	Contract Expiration

DTM02	373	Date	X	DT	8/8	Used
-------	-----	------	---	----	-----	------

Description: Date expressed as CCYYMMDD

N1 Name

Pos: 350	Max: 1
Detail - Optional	
Loop: N1	Elements: 4

User Option (Usage): Used

Purpose: 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				
		CodeList Summary (Total Codes: 1312, Included: 1)				
		Code Name				
		SF		Ship From		
N102	93	Name	X	AN	1/60	Used
		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)				
		CodeList Summary (Total Codes: 215, Included: 1)				
		Code Name				
		54		Warehouse		
N104	67	Identification Code	X	AN	2/80	Used
		Description: Code identifying a party or other code				

Example:

This segment is strictly for Canada orders.

*N1*Sf**54*10*

CTT Transaction Totals

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

User Option (Usage): Used

Purpose: 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

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)

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	N0	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

Purpose: 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

Purpose: 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	N0	1/5	Must use
		Description: A count of the number of functional groups included in an interchange				
IEA02	I12	Interchange Control Number	M	N0	9/9	Must use
		Description: A control number assigned by the interchange sender				