



850 Purchase Order

X12/V4010/850: Purchase Order

Status: Final

Created: 7/23/2013
Modified: 8/4/2017

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.

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
050	REF	Reference Identification	O	>1			Used
060	PER	Administrative Communications Contact	O	3			Used
080	FOB	F.O.B. Related Instructions	O	>1			Used
110	CSH	Sales Requirements	O	5			Used
150	DTM	Date/Time Reference	O	10			Used
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		N1/260	Used
LOOP ID - N9					1000		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000		N1/300	Used
LOOP ID - N1					200		
310	N1	Name	O	1			Used
320	N2	Additional Name Information	O	2		N1/320	Used
330	N3	Address Information	O	2		N1/330	Used
340	N4	Geographic Location	O	>1			Used
350	REF	Reference Identification	O	12			Used
360	PER	Administrative Communications Contact	O	>1			Used
390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			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>
LOOP ID - PO1					100000	N2/010L	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
100	REF	Reference Identification	O	>1			Used
210	DTM	Date/Time Reference	O	10			Used
250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
289	MSG	Message Text	O	>1			Used
LOOP ID - SCH					200		
295	SCH	Line Item Schedule	O	1		N2/295	Used
LOOP ID - N1					200		
350	N1	Name	O	1			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

Notes:

- 1/260 Tech Data will use 4 lines maximum.
Up to 40 characters are allowed.
- 1/300 Tech Data can accept a maximum total of 15 lines of messages per order. Each message line cannot exceed 70 characters. Messages should only be included when absolutely necessary to process an order. All orders that contain messages require manual processing by our Sales team.
- 1/320 Tech Data can accept only one N2 per N1 loop.
- 1/330 Tech Data can accept only one N3 per N1 loop.
- 2/010L PO102 is required.
- 2/010 PO102 is required.
- 2/295 The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
- 3/010L The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
- 3/010 The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

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

Semantics:

1. The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

BEG Beginning Segment for Purchase Order

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 4

User Option (Usage): Must use

Purpose: 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

CodeList Summary (Total Codes: 65, Included: 1)

Code	Name
00	Original

BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use
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Description: Code specifying the type of Purchase Order

CodeList Summary (Total Codes: 77, Included: 10)

Code	Name
DS	Dropship Description: Used when a purchase order is requesting the shipment be delivered to a location different from the buyer's location. An address MUST be in the ship to address.
NE	New Order Description: Used for a standard single order.
R1	Retail Order Description: When a buying party it is shipping to a retail location; or Tech Data is acting as the warehouse facility for the buying party. User Note 1: Customer must have a special contract with Tech Data to use R1order type.
SA	Stand-alone Order Description: Used for a standard single order.
TM	Configuration Order (Time & Materials)
Z2	Government Order
Z3	Government Fulfillment Order User Note 1: An address MUST be in the Ship-to address.
Z5	Configuration-Government Fulfillment User Note 1: An address MUST be in the Ship-to address.
Z6	Configuration - Government Description: An address MUST be in the ship-to address.
Z7	Configuration - Fulfillment User Note 1: An address MUST be in the Ship-to address.

BEG03	324	Purchase Order Number	M	AN	1/22	Must use
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Description: Identifying number for Purchase Order assigned by the orderer/purchaser

BEG05	373	Date	M	DT	8/8	Must use
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Description: Date expressed as CCYYMMDD

User Note 1: The date assigned by the purchaser to the purchase order.

Semantics:

1. BEG05 is the date assigned by the purchaser to purchase order.

REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1505, Included: 7)

<u>Code</u>	<u>Name</u>
AH	Software License Number

User Note 1:

Used for software licensing renewal or upgrade orders only. Contains the license number.

AY	Floor Plan Approval Number
----	----------------------------

Description: This number is an internal Tech Data code that represents the floorplanner and varies by customer.

EU	End User's Purchase Order Number
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Q1	Quote Number
----	--------------

TH	Transportation Account Code (TAC)
----	-----------------------------------

Description: Third Party Freight Account Number.

User Note 1:

Used with FOB segment to indicate freight charges for this order will be paid by the account number populated in REF02.

OTE	My Order Tracker End User
-----	---------------------------

OTR	My Order Tracker Reseller Events
-----	----------------------------------

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

User Note 1:

If the customer specifies TH in REF01, a valid carrier account number should be present in this element. The carrier account numbers should comply with each carriers format.

User Note 2:

If the customer specifies OTE use literal - End User Events

If the customer specifies OTR use literal - Reseller Events

REF04	C040	Reference Identifier	O	Comp		Used
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Description: To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

REF04-01	128	Reference Identification Qualifier	M	ID	2/3	Must use
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Description: Code qualifying the Reference Identification

User Note 1: Required when My Order Tracker is requested for the order.

CodeList Summary (Total Codes: 1505, Included: 1)

<u>Code</u>	<u>Name</u>
2H	Assigned by transaction set sender

User Note 1:

Required when REF01 = OTE or OTR

REF04-02	127	Reference Identification	M	AN	1/30	Must use
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

User Note 1:

Indicate the values requested for events that will trigger an email with qualifier OTE in REF01

OC - Send email when order is accepted

OS - Send email when order is shipped.

Indicate the values requested for events that will trigger an email with qualifier OTR in REF01

OC - Send email when order is accepted

OS - Send email when order is shipped

OX - Send email when order is cancelled.

Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

Semantics:

1. REF04 contains data relating to the value cited in REF02.

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: 2)</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>IC</td> <td>Information Contact</td> </tr> <tr> <td colspan="2">User Note 1: <i>Reseller contact information.</i></td> </tr> <tr> <td>RE</td> <td>Receiving Contact</td> </tr> <tr> <td colspan="2">User Note 1: <i>Used when requesting MOT (My Order Tracker) alerts for this order. The contact information should belong to the End User that will receive the MOT alerts.</i></td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	IC	Information Contact	User Note 1: <i>Reseller contact information.</i>		RE	Receiving Contact	User Note 1: <i>Used when requesting MOT (My Order Tracker) alerts for this order. The contact information should belong to the End User that will receive the MOT alerts.</i>	
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PER02	93	Name	O	AN	1/60	Used										
<p>Description: Free-form name</p> <p>User Note 1: <i>Tech Data uses a maximum of 35 characters.</i></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> <tr> <td colspan="2">Description: <i>Telephone number including area code.</i></td> </tr> </tbody> </table>							<u>Code</u>	<u>Name</u>	TE	Telephone	Description: <i>Telephone number including area code.</i>					
<u>Code</u>	<u>Name</u>															
TE	Telephone															
Description: <i>Telephone number including area code.</i>																
PER04	364	Communication Number	X	AN	1/80	Used										
<p>Description: Complete communications number including country or area code when applicable</p>																
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<u>Code</u>	<u>Name</u>															
EM	Electronic Mail															
User Note 1: <i>If the PER01 is IC contact information should belong to the reseller.</i>																
<i>If the PER01 is RE contact information should belong to the person to receive the MOT alerts.</i>																
PER06	364	Communication Number	X	AN	1/80	Used										
<p>Description: Complete communications number including country or area code when applicable</p> <p>User Note 1: <i>Tech Data uses a maximum of 70 characters.</i></p>																

Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

FOB F.O.B. Related Instructions

Pos: 080	Max: >1
Heading - Optional	
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: 1)

<u>Code</u>	<u>Name</u>
TP	Third Party Pay

User Note 1:

This segment is used with the REF01 = TH to indicate the freight will be paid by the account number listed in REF02.

Syntax Rules:

1. C0302 - If FOB03 is present, then FOB02 is required.
2. C0405 - If FOB04 is present, then FOB05 is required.
3. C0706 - If FOB07 is present, then FOB06 is required.
4. C0809 - If FOB08 is present, then FOB09 is required.

Semantics:

1. FOB01 indicates which party will pay the carrier.
2. FOB02 is the code specifying transportation responsibility location.
3. FOB06 is the code specifying the title passage location.
4. FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

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: 57, Included: 4)

<u>Code</u>	<u>Name</u>
N	No Back Order
BK	Ship Partial, Balance Back Order
NL	Cancel Line, No Back Order
SC	Ship Complete

Syntax Rules:

1. C0203 - If CSH02 is present, then CSH03 is required.
2. P0607 - If either CSH06 or CSH07 is present, then the other is required.
3. P0910 - If either CSH09 or CSH10 is present, then the other is required.

Semantics:

1. CSH03 is the maximum monetary amount value which the order must not exceed.
2. CSH04 is the account number to which the purchase amount is charged.
3. CSH05 is the date specified by the sender to be shown on the invoice.
4. CSH06 identifies the source of the code value in CSH07.

DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
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: 1111, Included: 3)

<u>Code</u>	<u>Name</u>
002	Delivery Requested
063	Do Not Deliver After
064	Do Not Deliver Before

DTM02	373	Date	X	DT	8/8	Used
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Description: Date expressed as CCYYMMDD

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 2

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)

CodeList Summary (Total Codes: 215, Included: 2)

<u>Code</u>	<u>Name</u>
91	Assigned by Seller or Seller's Agent
92	Assigned by Buyer or Buyer's Agent

TD503	67	Identification Code	X	AN	2/80	Used
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Description: Code identifying a party or other code

User Note 1: If TD502 is "92", a list of the buyer's carrier codes MUST be furnished to Tech Data.

If TD502 is "91", request a list of current Tech Data shipping conditions from the sales representative.

Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.
7. C1512 - If TD515 is present, then TD512 is required.

Semantics:

1. TD515 is the country where the service is to be performed.

Comments:

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

TD4 Carrier Details (Special Handling, or Hazardous Materials, or Both)

Pos: 260	Max: 5
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

Purpose: To specify transportation special handling requirements, or hazardous materials information, or both

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>
TD404	352	Description	X	AN	1/40	Used

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

User Note 1: Used to provide free form text message to be printed on the carrier's bill of lading. Allow 4 lines of 40 characters each.

Syntax Rules:

1. R010204 - At least one of TD401, TD402 or TD404 is required.
2. C0203 - If TD402 is present, then TD403 is required.

Semantics:

1. TD405 identifies if a Material Safety Data Sheet (MSDS) exists for this product. A "Y" indicates an MSDS exists for this product; an "N" indicates an MSDS does not exist for this product.

Comments:

1. Use to specify up to a 40 character text message on the bill of lading.

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	1/4	Must use

Description: Code qualifying the Reference Identification

CodeList Summary (Total Codes: 1506, Included: 2)

<u>Code</u>	<u>Name</u>
BX	Buyer's Shipment Mark Number
	User Note 1: <i>Messages to print on predefined shipment labels for retail orders (BEG02=R1) only.</i>
	User Note 2: <i>Predefined formats are identified by recipient ID in the N1 loop in the REF segment.</i>
L1	Letters or Notes
	User Note 1: <i>Notes for the internal Tech Data sales team.</i>

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

User Note 1: *For L1 or F use literal Special Instructions
For BX use literal Label Messages*

Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 3

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

User Note 1: *The maximum amount of characters for special messages allowed by Tech Data is 70 per line.*

The maximum amount of characters for retail label messages allowed by Tech Data is 35.

MSG02	934	Printer Carriage Control Code	X	ID	2/2	Used
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Description: Indicates a sequence to follow.

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

<u>Code</u>	<u>Name</u>
SS	Indicates a sequence number to follow

Indicates a sequence number to follow

Description: *Used for retail orders only with predefined setup.*

User Note 1:

Used for retail orders only.

User Note 2:

When N901 is BX this field is required.

MSG03	1470	Number	C	N0	1/1	Dependent
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Description: Sequence number 1-8

User Note 1: *When N901 is BX this field is required. Used with retail orders only.*

User Note 2: *The number identifies the position on the ship label to print the literal value. Valid values are 1 through 8.*

Syntax Rules:

1. C0302 - If MSG03 is present, then MSG02 is required.

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

N1**Name**

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 5

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: 1311, Included: 4)

<u>Code</u>	<u>Name</u>
BT	Bill To (If other than Purchaser)
EN	End User
ST	Ship To
WH	Warehouse

N102	93	Name	X	AN	1/35	Used
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Description: Free-form name**User Note 1:** Tech Data can accept a maximum of 35 characters for this field. Names longer than 35 will be abbreviated or truncated.**User Note 2:** When N101 = WH, use Tech Data's warehouse number

N103	66	Identification Code Qualifier	X	ID	1/2	Used
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Description: Code designating the system/method of code structure used for Identification Code (67)**CodeList Summary** (Total Codes: 215, Included: 3)

<u>Code</u>	<u>Name</u>
91	Assigned by Seller or Seller's Agent
92	Assigned by Buyer or Buyer's Agent

N104	67	Identification Code	X	AN	2/80	Used
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Description: Code identifying a party or other code

N106	98	Entity Identifier Code	O	ID	2/3	Used
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Description: Code identifying an organizational entity, a physical location, property or an individual**CodeList Summary** (Total Codes: 1311, Included: 8)

<u>Code</u>	<u>Name</u>
2F	State
2R	Federal Facility
2Y	General Medical and Surgical Facility
AT	Postsecondary Education Recipient
GE	General Agency (used for GSA - General Services Agency)
KR	Pre-kindergarten to Grade 12
KS	Pre-kindergarten to Grade 12 (E-Rate)
M8	Educational Institution

User Note 1:*Used only for Government or Educational orders.***Syntax Rules:**

1. R0203 - At least one of N102 or N103 is required.

2. P0304 - If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

N2**Additional Name
Information**

Pos: 320	Max: 2
Heading - Optional	
Loop: N1	Elements: 1

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	1/35	Must use

Description: Free-form name**User Note 1:** *Tech Data can accept a maximum of 35 characters for this field. Names longer than 35 will be abbreviated or truncated.***User Note 1:***Tech Data can accept a maximum of 35 characters for this field. Names longer than 35 will be abbreviated or truncated.*

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	1/35	Must use

Description: Address information**User Note 1:** Tech Data can accept a maximum of 35 characters for this field. Addresses longer than 35 will be abbreviated or truncated.

N302	166	Address Information	O	AN	1/35	Used
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Description: Address information**User Note 1:** Tech Data can accept a maximum of 35 characters for this field. Addresses longer than 35 will be abbreviated or truncated.

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
<p>Description: Free-form text for city name User Note 1: Tech Data can accept up to 30 characters for the city name. A validation routine is used to correspond City, State, and Zip code based on zip code. If more than 30 characters are submitted for a city name, the validation routine will produce a 30-character city name that is used on all of the shipping documents.</p>						
N402	156	State or Province Code	O	ID	2/2	Used
<p>Description: Code (Standard State/Province) as defined by appropriate government agency</p>						
N403	116	Postal Code	O	ID	3/9	Used
<p>Description: Code defining international postal zone code excluding punctuation and blanks (zip code for United States)</p>						
N404	26	Country Code	O	ID	2/3	Used
<p>Description: Code identifying the country</p>						

Syntax Rules:

1. C0605 - If N406 is present, then N405 is required.

Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

REF Reference Identification

Pos: 350	Max: 12
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Used

Purpose: 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

CodeList Summary (Total Codes: 1503, Included: 6)

<u>Code</u>	<u>Name</u>
1L	Group or Policy Number User Note 1: <i>End User's Group number</i> User Note 2: <i>Used only when Entity identifier code (N101) is EN.</i>
98	Recipient Label ID User Note 1: <i>Used for order type R1 order type only AND Entity identifier code (N101) is ST.</i>
CE	Class of Contract Code User Note 1: <i>Contract type</i> User Note 2: <i>Used only when Entity identifier code (N101) is EN.</i>
CT	Contract Number User Note 1: <i>Used only when Entity identifier code (N101) is EN.</i>
DP	Department Number User Note 1: <i>Government Cabinet Level</i> User Note 2: <i>Used only when Entity identifier code (N101) is EN.</i>
DX	Department/Agency Number User Note 1: <i>Government Agency</i> User Note 2: <i>Used only when Entity identifier code (N101) is EN.</i>

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

User Note 1: *This segment is used for Government and Educational orders where BEG02=Zx or for retail orders where BEG02 = R1.*

Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

Semantics:

1. REF04 contains data relating to the value cited in REF02.

PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 8

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: 3)						
		<u>Code</u>		<u>Name</u>		
		AN		Attention-to Party		
		IC		Information Contact		
		RE		Receiving Contact		
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)						
		<u>Code</u>		<u>Name</u>		
		TE		Telephone		
PER04	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
User Note 1: Tech Data can accept up to 25 characters for telephone numbers.						
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)						
		<u>Code</u>		<u>Name</u>		
		FX		Facsimile		
PER06	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
User Note 1: When N101 = "EN" and PER05 is = "FX", Tech Data will accept the end user's fax number.						
PER07	365	Communication Number Qualifier	X	ID	2/2	Used
Description: Code identifying the type of communication number						
CodeList Summary (Total Codes: 40, Included: 1)						
		<u>Code</u>		<u>Name</u>		
		EM		Electronic Mail		
PER08	364	Communication Number	X	AN	1/80	Used
Description: Complete communications number including country or area code when applicable						
User Note 1: When N101 = "EN" and PER07 = "EM", Tech Data will accept the end user's						

email address. Some manufacturers for certain products require this address.

User Note 2: *Max length for Tech Data is 70 characters.*

Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

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	Used
Description: Alphanumeric characters assigned for differentiation within a transaction set						
User Note 1: <i>Tech Data can accept up to 12 characters.</i>						
PO102	330	Quantity Ordered	X	R	1/15	Used
Description: Quantity ordered						
PO103	355	Unit or Basis for Measurement Code	O	ID	2/2	Used
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	Used
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	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>			
		VP	Vendor's (Seller's) Part Number			
		User Note 1: <i>Tech Data's material number.</i>				
PO107	234	Product/Service ID	X	AN	1/48	Used
Description: Identifying number for a product or service						
PO108	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			
PO109	234	Product/Service ID	X	AN	1/48	Used
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>			
		BP	Buyer'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>			
		UP	U.P.C. Consumer Package Code (1-5-5-1)			
PO113	234	Product/Service ID	X	AN	1/48	Used
Description: Identifying number for a product or service						

Syntax Rules:

1. C0302 - If PO103 is present, then PO102 is required.
2. C0504 - If PO105 is present, then PO104 is required.
3. P0607 - If either PO106 or PO107 is present, then the other is required.
4. P0809 - If either PO108 or PO109 is present, then the other is required.
5. P1011 - If either PO110 or PO111 is present, then the other is required.
6. P1213 - If either PO112 or PO113 is present, then the other is required.
7. P1415 - If either PO114 or PO115 is present, then the other is required.
8. P1617 - If either PO116 or PO117 is present, then the other is required.
9. P1819 - If either PO118 or PO119 is present, then the other is required.
10. P2021 - If either PO120 or PO121 is present, then the other is required.
11. P2223 - If either PO122 or PO123 is present, then the other is required.
12. P2425 - If either PO124 or PO125 is present, then the other is required.

Comments:

1. See the Data Element Dictionary for a complete list of IDs.
2. PO101 is the line item identification.
3. PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.

REF Reference Identification

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

User Option (Usage): Used
Purpose: 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

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

<u>Code</u>	<u>Name</u>
TH	Transportation Account Code (TAC)

Description: *Third Party freight account number.*

User Note 1:

Indicates a valid freight account number associated with the line level shipping condition (TD5), applies to this line only. Line level account number takes precedence over the header level shipping condition.

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

Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

Semantics:

1. REF04 contains data relating to the value cited in REF02.

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: 3)

<u>Code</u>	<u>Name</u>
002	Delivery Requested
063	Do Not Deliver After
064	Do Not Deliver Before

DTM02	373	Date	X	DT	8/8	Used
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Description: Date expressed as CCYYMMDD

Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 250	Max: 12
Detail - Optional	
Loop: PO1	Elements: 2

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)

CodeList Summary (Total Codes: 215, Included: 2)

<u>Code</u>	<u>Name</u>
91	Assigned by Seller or Seller's Agent
92	Assigned by Buyer or Buyer's Agent

TD503	67	Identification Code	X	AN	2/80	Used
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Description: Code identifying a party or other code

User Note 1: If TD502 is "92", a list of carrier values MUST be furnished to Tech Data.

If TD502 is "91" or "94", request a list from the sales representative or go to the list on Techdata.com.

Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.
7. C1512 - If TD515 is present, then TD512 is required.

Semantics:

1. TD515 is the country where the service is to be performed.

Comments:

1. When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.

MSG Message Text

Pos: 289	Max: >1
Detail - Optional	
Loop: PO1	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

User Note 1: *The maximum amount of characters allowed by Tech Data for line level text message is 70. This message is viewed by the Tech Data sales team.*

Syntax Rules:

1. C0302 - If MSG03 is present, then MSG02 is required.

Semantics:

1. MSG03 is the number of lines to advance before printing.

Comments:

- 1.

SCH Line Item Schedule

Pos: 295	Max: 1
Detail - Optional	
Loop: SCH	Elements: 4

User Option (Usage): Used

Purpose: To specify the data for scheduling a specific line-item

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>
SCH01	380	Quantity	M	R	1/15	Must use
		Description: Numeric value of quantity				
SCH02	355	Unit or Basis for Measurement Code	M	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		
SCH05	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		
SCH06	373	Date	M	DT	8/8	Must use
		Description: Date expressed as CCYYMMDD				

Syntax Rules:

1. C0304 - If SCH03 is present, then SCH04 is required.
2. L080910 - If SCH08 is present, then at least one of SCH09 or SCH10 is required.
3. C0908 - If SCH09 is present, then SCH08 is required.
4. C1008 - If SCH10 is present, then SCH08 is required.

Semantics:

1. SCH12 is the schedule identification.

Comments:

1. SCH05 specifies the interpretation to be used for SCH06 and SCH07.

N1**Name**

Pos: 350	Max: 1
Detail - 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)

<u>Code</u>	<u>Name</u>
WH	Warehouse

N102	93	Name	X	AN	1/60	Used
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Description: Free-form name**User Note 1:** *Tech Data's warehouse number***Syntax Rules:**

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

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

Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

Comments:

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

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	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				

Comments:

1. SE is the last segment of each transaction set.

Sample EDI 850 Customer inbound

BEG*00*DS*PONUMBER-022**20170818~
REF*AH*LICNUMBER~
REF*EU*ENDUSERPO~
PER*IC*BOB JONES*TE*800-555-1212*EM*CUSTOMER.SUPPORT@ACME.COM~
N1*ST*MARGARITAVILLE~
N2*ATTN JIMMY BUFFETT~
N3*1114 CELEBRITY CIRCLE~
N4*MYRTLE BEACH*SC*29577*US~
PER*IC*JIMMY BUFFETT*TE*843-448-5455*EM*JIMMY@COCONUTTELEGRAPH.COM~
N1*EN*KENNY CHESNEY~
N3*1234 RODEO DR~
N4*MYRTLE BEACH*SC*29577*US~
REF*CT*CONTRACT NUM~
PER*IC*KENNY CHESNEY*TE*8005554444*FX*8435554444*EM*KENNY@YAHOO.COM~
PO1*0001*8*EA*0.01**VP*10145943*MG*N20-FAN5~
PO1*0002*4*EA*27.58**VP*10117134*MG*CAB-C19-CBN~
PO1*0003*4*EA*396.40**VP*10152080*MG*UCSB-PSU-2500ACPL~
CTT*3~