





# 850 Purchase Order

FUNCTIONAL GROUP = PO

SEG.ID	NAME	REQ.	MAX USE	LOOP RPT
ST	Transaction Set Header	M	1	
BEG	Beginning Segment for Purchase Order	M	1	
REF	Reference Identification	M	1	
REF	Reference Identification	O	>1	
PER	Administrative Communications Contact	M	1	
FOB	F.O.B. Related Instructions	M	1	
ITD	Terms of Sale/Deferred Terms of Sale	M	1	
DTM	Date / Time Reference	M	1	
TD5	Carrier Details (Routing Sequence/Transit Time)	M	1	
LOOP ID - N9				1000
N9	Reference Information	O	1	
MSG	Message Text	O	1	
MSG	Message Text	O	1	
LOOP ID - N1				200
N1	Name	M	1	
N3	Address Information	M	1	
N4	Geographic Location	M	1	
PER	Administrative Communications Contact	O	1	
LOOP ID - PO1				100000
PO1	Baseline Item Data	M	1	
PID	Product / Item Description	M	1	
MSG	Message Text	O	1	
CTT	Transaction Totals	M	1	
SE	Transaction Set Trailer	M	1	

## ST Transaction Set Header

To indicate the start of a Transaction Set and to assign a control number

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>ST01</b>	<b>143</b>	<b>Transaction Set Header</b> Code uniquely identifying a Transaction Set	<b>M/Z</b>	<b>ID</b>	<b>3/3</b>
<b>ST02</b>	<b>329</b>	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the Transaction Set functional group assigned by the originator for a Transaction Set	<b>M</b>	<b>AN</b>	<b>4/9</b>

NOTES:

01	The Transaction Set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate Transaction Set definition (e.g., 850 selects the Purchase Order Transaction Set).
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## BEG Beginning Segment for Purchase Order

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

REF	ELEMENT ID	NAME	ATTRIBUTES		
BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of Transaction Set	M	ID	2/2
BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order <i>NE - New Order</i> <i>Vendor Ships Directly to the White Cap Location</i> <i>DR - Direct Ship</i> <i>Vendor Ships Directly to Customer</i>	M	ID	2/2
BEG03	324	<b>Purchase Order Number</b> <i>White Cap Purchase Order Number</i>	M	AN	1/22
BEG04	328	<b>Release Number</b> Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	M	AN	1/22
BEG05	373	<b>Date</b> Purchase Order Date - Date expressed as CCYYMMDD	M	DT	8/8

NOTES:

02	The BEG02 will indicate the type of Purchase Order, shipping to the White Cap location or directly to the Customer.
05	The BEG05 is the date assigned by the purchaser to the Purchase Order.



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## REF Reference Identification

To specify identifying information

REF	ELEMENT ID	NAME	ATTRIBUTES		
REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification <i>IA - Internal Vendor Number</i>	M	ID	2/3
REF02	127	<b>Reference Identification</b> <i>White Cap Vendor Number</i>	M	AN	1/30
REF03	352	<b>Description</b> <i>White Cap Vendor Name</i>	M	AN	1/80



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## REF Reference Identification

To specify identifying information

REF	ELEMENT ID	NAME	ATTRIBUTES		
REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification <i>F9 - Freight Payer Reference Number</i> <i>11 - Account Number</i>	M	ID	2/3
REF02	127	<b>Reference Identification</b> <i>F9 - White Cap's Freight Account Number for the carrier indicated in the TD05 segment</i> <i>11 - White Cap's Account Number with the Supplier</i>	M	AN	1/30



## PER Administrative Communications Contact

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

REF	ELEMENT ID	NAME	ATTRIBUTES		
PER01	366	<b>Contact Function Code</b> Code identifying the major duty or responsibility of the person or group named <i>BD - Buyer Name or Department</i>	M	ID	2/2
PER02	93	<b>Name</b> Free-form name <i>Buyer Name</i>	M	AN	1/60
PER03	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number <i>TE - Telephone</i>	O	ID	2/2
PER04	364	<b>Communication Number</b> Complete communications number including country or area code when applicable <i>Buyer's phone number</i>	O	AN	1/80
PER05	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number <i>EM - Electronic Mail</i>	O	ID	2/2
PER06	364	<b>Communication Number</b> Complete communications number including country or area code when applicable <i>Buyer's email address</i>	O	AN	1/80



## FOB F.O.B. Related Instructions

To specify transportation instructions relating to shipment

REF	ELEMENT ID	NAME	ATTRIBUTES		
<b>FOB01</b>	<b>146</b>	<b>Shipment Method of Payment</b>	<b>M</b>	<b>ID</b>	<b>2/2</b>
		Code identifying payment terms for transportation charges			
		<i>CC - Collect</i>			
		<i>Buyer selects Collect - Buyer pays Freight</i>			
		<i>DF - Defined by Buyer and Seller</i>			
		<i>Buyer selects TBD - To be determined</i>			
		<i>PC - Prepaid but Charged to Customer</i>			
		<i>Buyer selects Prepaid and Add - Vendor pays freight and invoices buyer</i>			
		<i>PP - Prepaid (by Seller)</i>			
		<i>Buyer selects Prepaid - Vendor pays freight</i>			
		<i>PU - Pickup</i>			
		<i>Buyer selects Will Call - Buyer picks up freight</i>			
		<i>TP - Third Party Pay</i>			
		<i>Buyer selects 3<sup>RD</sup> Party - 3<sup>RD</sup> Party</i>			
<b>FOB02</b>	<b>309</b>	<b>Location Qualifier</b>	<b>M</b>	<b>ID</b>	<b>2/2</b>
		Code identifying type of location			
		<i>DE - Destination (Shipping)</i>			
		<i>OR - Origin (Shipping Point)</i>			

NOTES:

01	FOB01 indicates which party will pay the carrier.
02	FOB02 is the code specifying transportation responsibility location.





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## ITD Terms of Sale/Deferred Terms of Sale

To specify terms of sale

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>ITD12</b>	<b>352</b>	<b>Description</b> A free-form description to clarify the related data elements and their content	<b>O</b>	<b>AN</b>	<b>1/80</b>



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## DTM Date / Time Reference

To specify pertinent dates and times

REF	ELEMENT ID	NAME	ATTRIBUTES		
DTM01	374	<b>Date / Time Qualifier</b> Code specifying type of date <i>002 - Delivery Requested</i>	M	ID	3/3
DTM02	373	<b>Date</b> Date expressed as CCYYMMDD	M	DT	8/8



## TD5 Carrier Details (Routing Sequence/Transit Time)

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

REF	ELEMENT ID	NAME	ATTRIBUTES		
TD502	66	<b>Identification Code Qualifier</b> Code designating the system/method of code structure used for Identification Code (67) <i>2 - Standard Carrier Alpha Coded (SCAC)</i>	X	ID	2/2
TD503	67	<b>Identification Code</b> Code identifying a party or other code <i>White Cap will be sending the SCAC code of the carrier selected to use for the Purchase Order</i>	X	AN	2/80
TD505	387	<b>Routing</b> Free-form description of the routing or requested routing for shipment, or the originating carrier's identity <i>Carrier requested by White Cap</i>	X	AN	1/35

NOTES:

02	At least one of TD502, TD504, TD505, TD506 or TD512 is required
02	If the TD502 is present, then the TD503 is required

## N9 Reference Identification

To transmit identifying information as specified by the Reference Identification Qualifier

REF	ELEMENT ID	NAME	ATTRIBUTES		
N901	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification <i>ZZ - Mutually Defined</i>	M	ID	2/3
N903	369	<b>Free-form Description</b> Free-form descriptive text <i>"PO Notes from Buyer"</i>	M	AN	1/45



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## MSG Message Text

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

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>MSG01</b>	<b>933</b>	<b>Free-Form Message Text</b> Message text limited to 80 characters	<b>M</b>	<b>AN</b>	<b>1/264</b>



# N1 Name

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

REF	ELEMENT ID	NAME	ATTRIBUTES		
N101	98	<b>Entity Identifier Code</b> <i>BT - Bill To Party</i> <i>OB - Ordered By</i> <i>ST - Ship To</i> <i>VN - Vendor</i>	M	ID	2/3
N102	93	<b>Name</b> <i>BT - WC Headquarters</i> <i>OB - White Cap Location Name</i> <i>ST - Ship To Location Name</i> <i>VN - Vendor Name</i>	M	AN	1/60
N103	66	<b>Identification Code Qualifier</b> <i>92 - Assigned by Buyer or Buyer's Agent</i>	X	ID	1/2
N104	67	<b>Identification Code</b> <i>OB - White Cap Location Code</i> <i>ST - White Cap Location Code, if Ship To is a White Cap Location</i> <i>VN - Purchasing Vendor Site</i>	X	AN	2/80

NOTES:

01	The N1*ST will indicate the ship to address for the entire order, this will either be a White Cap Location or if a Direct Ship, it will be the customer address.
01	The use of N1*OB is mandatory. This must include the N103 and N104 (White Cap Location number). This is the information that must be returned on Invoices.
01	The use of N1*VN is mandatory. This must include the N103 and N104 (Vendor Purchasing Site MUST be returned on the 855 and 856).
02	At least one of the N102 or N103 is required.
03	If either N103 or N104 is present, then the other is required.
03	The N103 will only be sent if the address is a White Cap location.
04	The N104 will only be sent if the address is a White Cap location.

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## N3 Address Information

To specify the location of the named party

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>N301</b>	<b>166</b>	<b>Address Information</b>	<b>M</b>	<b>AN</b>	<b>1/55</b>
<b>N302</b>	<b>166</b>	<b>Address Information</b>	<b>O</b>	<b>AN</b>	<b>1/55</b>

## N4 Geographic Location

To specify the geographic place of the named party

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>N401</b>	<b>19</b>	<b>City Name</b>	<b>O</b>	<b>AN</b>	<b>2/30</b>
<b>N402</b>	<b>156</b>	<b>State or Province Code</b>	<b>O</b>	<b>ID</b>	<b>2/2</b>
<b>N403</b>	<b>116</b>	<b>Postal Code</b>	<b>O</b>	<b>ID</b>	<b>3/15</b>
<b>N404</b>	<b>26</b>	<b>Country Code</b>	<b>O</b>	<b>ID</b>	<b>2/3</b>



## PER Administrative Communications Contact

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

REF	ELEMENT ID	NAME	ATTRIBUTES		
PER01	366	<b>Contact Function Code</b> Code identifying the major duty or responsibility of the person or group named <i>RE - Receiving Contact</i>	M	ID	2/2
PER02	93	<b>Name</b> Free-form name	O	AN	1/60
PER03	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number <i>TE - Telephone Number</i>	X	ID	2/2
PER04	364	<b>Communication Number</b> Complete communication number including country or area code when applicable	X	AN	1/80
PER05	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number <i>FX - Facsimile</i>	X	ID	2/2
PER06	364	<b>Communication Number</b> Complete communication number including country or area code when applicable	X	AN	1/80



## PO1 Baseline Item Data

To specify basic and most frequently used line item data

REF	ELEMENT ID	NAME	ATTRIBUTES		
PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set <i>White Cap PO Line Number</i>	M	AN	1/20
PO102	330	<b>Quantity Ordered</b>	M	R	1/15
PO103	355	<b>Unit or Basis of Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	M	ID	2/2
PO104	212	<b>Unit Price</b>	M	R	1/17
PO106	235	<b>Product / Service ID Qualifier</b> Code identifying the type / source of the descriptive number used in Product / Service ID (234) <i>IN - Buyer's Item Number</i>	M	ID	2/2
PO107	234	<b>Product / Service ID</b> Identifying number for a product or service <i>White Cap Item Number</i>	M	AN	1/48
PO108	235	<b>Product / Service ID Qualifier</b> Code identifying the type / source of the descriptive number used in Product / Service ID (234) <i>VN - Vendor's Item Number</i>	O	ID	2/2
PO109	234	<b>Product / Service ID</b> Identifying number for a product or service <i>Vendor's Item Number</i>	O	AN	1/48

NOTES:

06	If either the PO106 or PO107 is present, then the other is required.
08	If either the PO108 or PO109 is present, then the other is required.

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## PID Product / Item Description

To describe a product or process in coded or free-form format

REF	ELEMENT ID	NAME	ATTRIBUTES		
PID01	349	<b>Item Description Type</b> Code indicating the format of a description <i>F - Free-form</i>	M	ID	1/1
PID05	352	<b>Description</b> A free-form description to clarify the related data elements and their content	M	AN	1/80

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## MSG Message Text

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

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>MSG01</b>	<b>933</b>	<b>Free-Form Message Text</b> Message text limited to 80 characters	<b>M</b>	<b>AN</b>	<b>1/264</b>



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## CTT Transaction Totals

To transmit a hash total for a specific element in the Transaction Set

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>CTT01</b>	<b>354</b>	<b>Number of Line Items</b> Total number of line items (PO1 segments) in the Transaction Set	<b>M</b>	<b>NO</b>	<b>1/6</b>

## SE Transaction Set Trailer

To indicate the end of the Transaction Set and provide the count of the transmitted segments (including the beginning [ST] and the ending [SE] segments)

<i>REF</i>	<i>ELEMENT ID</i>	<i>NAME</i>	<i>ATTRIBUTES</i>		
<b>SE01</b>	<b>96</b>	<b>Number of Included Segments</b> Total number of segments included in a Transaction Set including the ST and SE segments	<b>M</b>	<b>NO</b>	<b>1/10</b>
<b>SE02</b>	<b>329</b>	<b>Transaction Set Control Number</b> Identifying control number that must be unique within the Transaction Set functional group assigned by the originator for a Transaction Set	<b>M</b>	<b>AN</b>	<b>4/9</b>