



# 850 Purchase Order

X12/V4010/850 : 850 Purchase Order

**Status: Final**

<b>Company:</b>	<b>CDW</b>
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# Table of Contents

<b>850</b>	<b>Purchase Order</b>	<b>1</b>
ST	Transaction Set Header	5
BEG	Beginning Segment for Purchase Order	6
REF	Reference Identification	7
PER	Administrative Communications Contact	8
FOB	F.O.B. Related Instructions	9
TD5	Carrier Details (Routing Sequence/Transit Time)	10
N9	Reference Identification	11
MSG	Message Text	12
N1	Name	13
N2	Additional Name Information	14
N3	Address Information	15
N4	Geographic Location	16
PER	Administrative Communications Contact	17
PO1	Baseline Item Data	18
PID	Product/Item Description	20
REF	Reference Identification	21
DTM	Date/Time Reference	22
MSG	Message Text	23
SLN	Subline Item Detail	24
CTT	Transaction Totals	27
SE	Transaction Set Trailer	28

# 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
240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12			Used
<b>LOOP ID - N9</b>					<b>1000</b>		
295	N9	Reference Identification	O	1			Used
300	MSG	Message Text	O	1000			Used
<b>LOOP ID - N1</b>					<b>200</b>		
310	N1	Name	O	1			Used
320	N2	Additional Name Information	O	2			Optional
330	N3	Address Information	O	2			Used
340	N4	Geographic Location	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>
<b>LOOP ID - PO1</b>					<b>100000</b>	<b>N2/010L</b>	
010	PO1	Baseline Item Data	M	1		N2/010	Must use
<b>LOOP ID - PID</b>					<b>1000</b>		
050	PID	Product/Item Description	O	1			Used
100	REF	Reference Identification	O	>1			Used
210	DTM	Date/Time Reference	O	10			Used
289	MSG	Message Text	O	>1			Used
<b>LOOP ID - SLN</b>					<b>1000</b>		
470	SLN	Subline Item Detail	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>
<b>LOOP ID - CTT</b>					<b>1</b>	<b>N3/010L</b>	

<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	CTT	Transaction Totals	O	1		N3/010	Used
030	SE	Transaction Set Trailer	M	1			Must use

**EXAMPLE 2:**

*Stock Order*

ST\*850\*0001~  
 BEG\*00\*SA\*PTJ4667\*\*20160725~  
 REF\*IA\*CTO~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 FOB\*PC~  
 DTM\*002\*20160808~  
 TD5\*\*\*M~  
 N1\*BT\*CDW\*1\*123456789~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*ST\*JIM DOE\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 PO1\*1\*2\*EA\*36.44\*\*BP\*CDW1234\*MG\*MFG1234\*VP\*VND1234\*UP\*123456789012~  
 PID\*F\*\*\*DESCRIPTION~  
 DTM\*002\*20160808~  
 CTT\*1~  
 SE\*21\*0001~

**EXAMPLE 3:**

*Hardware Drop Ship Order*

ST\*850\*0001~  
 BEG\*00\*DS\*PTH6965\*\*20160725~  
 REF\*EU\*OHD513879~  
 REF\*IA\*ABCDEF~  
 REF\*OQ\*1BNM766~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 FOB\*PP~  
 TD5\*\*\*M~  
 N1\*BT\*CDW\*1\*123456789~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*ST\*JIM DOE\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*EN\*CDW\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 PO1\*1\*2\*EA\*36.44\*\*BP\*CDW1234\*MG\*MFG1234\*VP\*VND1234\*UP\*123456789012~  
 PID\*F\*\*\*DESCRIPTION~  
 DTM\*002\*20160726~  
 CTT\*1~  
 SE\*27\*0001~

**EXAMPLE 4:**

License Order

ST\*850\*0001~  
 BEG\*00\*RN\*PTK6575\*\*20160725~  
 REF\*EU\*64792235~  
 REF\*IA\*ABCDEF~  
 REF\*OQ\*1BNM766~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 FOB\*PP~  
 TD5\*\*\*ZZ~  
 N1\*BT\*CDW\*1\*123456789~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*ST\*JIM DOE\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*EN\*CDW\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 PO1\*0000001\*1\*EA\*240.36\*\*MG\*3YF-00548~  
 REF\*AH\*5066615~  
 PID\*F\*\*\*DESCRIPTION~  
 DTM\*002\*20160808~  
 CTT\*1\*1~  
 SE\*28\*0001~

**EXAMPLE 5:**

Warranty Order

ST\*850\*0001~  
 BEG\*00\*RN\*PTJ3455\*\*20160725~  
 REF\*EU\*WEB~  
 REF\*IA\*ABCDEF~  
 REF\*OQ\*1BNM766~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 FOB\*PP~  
 TD5\*\*\*ZZ~  
 N1\*BT\*CDW\*1\*123456789~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*ST\*JIM DOE\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 N1\*EN\*CDW\*1\*123456789~  
 N2\*JANE DOE~  
 N3\*200 N MILWAUKEE AVE~  
 N4\*VERNON HILLS\*IL\*60061\*US~  
 PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~  
 PO1\*1\*2\*EA\*36.44\*\*BP\*CDW1234\*MG\*MFG1234\*VP\*VND1234\*UP\*123456789012~  
 PID\*F\*\*\*DESCRIPTION~  
 DTM\*002\*20160620~  
 SLN\*1\*\*O\*1\*EA\*933.99\*CP\*O\*MG\*PT363U-05Y01G\*MN\*TOS\*SN\*S5G111490H\*BP\*3960045\*TZ\*TOS  
 PORTEGE A30T-C I5-6200U 500GB 8G\*C6\*THL\*Z3\*20160613\*Z4\*DJQ6051\*JN\*HDHD412~  
 CTT\*1~

SE\*28\*0001~

**EXAMPLE 6:**

*Bid Order*

ST\*850\*0001~

BEG\*00\*BD\*PPPQ4326\*\*20160616~

REF\*EU\*HT35265~

REF\*IA\*ABCDEF~

PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~

FOB\*PP~

TD5\*\*\*M~

N1\*BT\*CDW\*1\*123456789~

N3\*200 N MILWAUKEE AVE~

N4\*VERNON HILLS\*IL\*60061\*US~

PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~

N1\*ST\*JIM DOE\*1\*123456789~

N2\*JANE DOE~

N3\*200 N MILWAUKEE AVE~

N4\*VERNON HILLS\*IL\*60061\*US~

PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~

N1\*EN\*CDW\*1\*123456789~

N2\*JANE DOE~

N3\*200 N MILWAUKEE AVE~

N4\*VERNON HILLS\*IL\*60061\*US~

PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~

PO1\*1\*2\*EA\*36.44\*\*BP\*CDW1234\*MG\*MFG1234\*VP\*VND1234\*UP\*123456789012~

PID\*F\*\*\*DESCRIPTION~

REF\*GC\*29238670CDW~

REF\*BD\*29238670~

DTM\*002\*20160620~

MSG\*Contract # 29238670CDW~

CTT\*1~

SE\*29\*0001~

# 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	<b>Transaction Set Identifier Code</b>	M	ID	3/3	Must use
		<b>Description:</b> Code uniquely identifying a Transaction Set <b>All valid standard codes are used.</b>				
ST02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				

## EXAMPLES:

*ST\*850\*0001~*

# 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:

<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	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code identifying purpose of transaction set				
		<b>Code Name</b>				
		00		Original		
BEG02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code specifying the type of Purchase Order				
		<b>Code Name</b>				
		BD		Bidding		
		DS		Dropship		
		RN		Electronic (Licence\Warranty) Order		
		SA		Stand-alone Order		
BEG03	324	<b>Purchase Order Number</b>	M	AN	1/22	Must use
		<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser				
BEG05	373	<b>Date</b>	M	DT	8/8	Must use
		<b>Description:</b> Date expressed as CCYYMMDD				

### EXAMPLES:

*BEG\*00\*BD\*PPPQ4326\*\*20160616~*



# 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:

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

**Description:** Code qualifying the Reference Identification

**Code Name**

12 Flooring or Billing Account

**Description:** Account number under which billing is rendered

EU End User's Purchase Order Number

IA Internal Vendor Number

OQ CDW's Sales Order Number

REF02	127	Reference Identification	X	AN	1/30	Used
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## EXAMPLES:

REF\*EU\*HT35265~  
REF\*IA\*ABCDEF~

# 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
		<b>Description:</b> Code identifying the major duty or responsibility of the person or group named				
		<b>Code Name</b>				
		IC		Information Contact		
PER02	93	Name	O	AN	1/60	Used
		<b>Description:</b> Free-form name				
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>Code Name</b>				
		TE		Telephone		
PER04	364	Communication Number	X	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>Code Name</b>				
		EM		Electronic Mail		
PER06	364	Communication Number	X	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				

### EXAMPLES:

PER\*IC\*JOHN DOE\*TE\*8667824239\*EM\*JOHNDOE@CDW.COM~

# 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

**Code Name**

BP Paid by Buyer

**Description:** *The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location)*

CA Advance Collect

CC Collect

MX Mixed

PA Advance Prepaid

PC Prepaid but Charged to Customer

PP Prepaid (by Seller)

PS Paid by Seller

**Description:** *The seller agrees to the transportation payment term requiring the seller to pay transportation charges to a specified location (origin or destination location)*

TP Third Party Pay

## EXAMPLES:

FOB\*PP~

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 240	Max: 12
Heading - Optional	
Loop: N/A	Elements: 1

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>
TD504	91	Transportation Method/Type Code	X	ID	1/2	Used

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

**Code Name**

- 7 Mail  
Description: Type of transportation provided by the U.S. Postal Service
- A Air
- D Parcel Post
- E Expedited Truck
- J Motor
- M Motor (Common Carrier)
- P Private Carrier
- AE Air Express
- AF Air Freight
- MP Motor (Package Carrier)
- ZZ Mutually defined

## EXAMPLES:

TD5\*\*\*\*M~

# 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
<b>Description:</b> Code qualifying the Reference Identification						
<b>Code Name</b>						
L1 Letters or Notes						
N902	127	Reference Identification	X	AN	1/30	Used
<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier						

# 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

# N1 Name

<b>Pos: 310</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 4</b>

**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	<b>Entity Identifier Code</b>	M	ID	2/3	Must use

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

**Code Name**

- BT Bill-to-Party
- EN End User
- ST Ship To

N102	93	<b>Name</b>	X	AN	1/60	Used
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**Description:** Free-form name

N103	66	<b>Identification Code Qualifier</b>	X	ID	1/2	Used
------	----	--------------------------------------	---	----	-----	------

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

**Code Name**

- 1 D-U-N-S Number, Dun & Bradstreet
- 12 Telephone Number (Phone)
- 91 Assigned by Seller or Seller's Agent
- 92 Assigned by Buyer or Buyer's Agent

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

## EXAMPLES:

*N1\*ST\*JIM DOE\*1\*123456789~*  
*N1\*EN\*JANE DOE\*1\*123456789~*

# N2 Additional Name Information

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

**User Option (Usage):** Optional

**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	<b>Name</b>	M	AN	1/60	Must use
		<b>Description:</b> Free-form name				
N202	93	<b>Name</b>	O	AN	1/60	Used
		<b>Description:</b> Free-form name				

## EXAMPLES:

*N2\*JANE DOE~*



# 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	<b>Address Information</b>	M	AN	1/55	Must use
		<b>Description:</b> Address information				
N302	166	<b>Address Information</b>	O	AN	1/55	Used
		<b>Description:</b> Address information				

## EXAMPLES:

*N3\*200 N MILWAUKEE AVE~*

# 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	<b>City Name</b>	O	AN	2/30	Used
		<b>Description:</b> Free-form text for city name				
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency				
N403	116	<b>Postal Code</b>	O	ID	3/15	Used
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	<b>Country Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code identifying the country				

## EXAMPLES:

*N4\*VERNON HILLS\*IL\*60061\*US~*

# PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 9

**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	<b>Contact Function Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code identifying the major duty or responsibility of the person or group named				
		<b>Code Name</b>				
		IC		Information Contact		
PER02	93	<b>Name</b>	O	AN	1/60	Used
		<b>Description:</b> Free-form name				
PER03	365	<b>Communication Number Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>Code Name</b>				
		TE		Telephone		
PER04	364	<b>Communication Number</b>	X	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER05	365	<b>Communication Number Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>Code Name</b>				
		EM		Electronic Mail		
PER06	364	<b>Communication Number</b>	X	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER07	365	<b>Communication Number Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type of communication number				
		<b>All valid standard codes are used.</b>				
PER08	364	<b>Communication Number</b>	X	AN	1/80	Used
		<b>Description:</b> Complete communications number including country or area code when applicable				
PER09	443	<b>Contact Inquiry Reference</b>	O	AN	1/20	Used
		<b>Description:</b> Additional reference number or description to clarify a contact number				

# PO1 Baseline Item Data

Pos: 010      Max: 1  
 Detail - Mandatory  
 Loop: PO1    Elements: 12

**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	<b>Assigned Identification</b>	O	AN	1/20	Must use
<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set						
<b>User Note 1:</b> CDW's PO Line Number. Should be returned on 855, 856, 810 and 870.						
PO102	330	<b>Quantity Ordered</b>	X	R	1/15	Must use
<b>Description:</b> Quantity ordered						
PO103	355	<b>Unit or Basis for Measurement Code</b>	O	ID	2/2	Must use
<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken						
<b>Code Name</b>						
EA    Each						
PO104	212	<b>Unit Price</b>	X	R	1/17	Must use
<b>Description:</b> Price per unit of product, service, commodity, etc.						
PO106	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Must use
<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)						
<b>Code Name</b>						
BP    Buyer's Part Number						
PO107	234	<b>Product/Service ID</b>	X	AN	1/48	Must use
<b>Description:</b> Identifying number for a product or service						
PO108	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Must use
<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)						
<b>Code Name</b>						
MG    Manufacturer's Part Number						
PO109	234	<b>Product/Service ID</b>	X	AN	1/48	Must use
<b>Description:</b> Identifying number for a product or service						
PO110	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)						
<b>Code Name</b>						
VP    Vendor's (Seller's) Part Number						

PO111	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
PO112	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b><u>Code Name</u></b>				
		UP U.P.C. Consumer Package Code (1-5-5-1)				
PO113	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				

**EXAMPLES:**

*PO1\*1\*2\*EA\*36.44\*\*BP\*CDW1234\*MG\*MFG1234\*VP\*VND1234\*UP\*123456789012~*

# PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 2

**User Option (Usage):** Used

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

## 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>
PID01	349	Item Description Type	M	ID	1/1	Must use

**Description:** Code indicating the format of a description

**Code Name**

F Free-form

PID05	352	Description	X	AN	1/80	Used
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**Description:** A free-form description to clarify the related data elements and their content

## EXAMPLES:

*PID\*F\*\*\*\*DESCRIPTION~*

# 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

**Code Name**

AH License Authorization Number

BB Manufacturer Authorization Number

**Description:** *Proves that permission was obtained to provide a service*

BD CDW Bid Request Number

CT Contract Number

GC Bid Contract Number

REF02	127	Reference Identification	X	AN	1/30	Used
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## EXAMPLES:

REF\*GC\*29238670CDW~  
REF\*BD\*29238670~

# 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
<b>Description:</b> Code specifying type of date or time, or both date and time						
<b>Code Name</b>						
002 Delivery Requested						
DTM02	373	Date	X	DT	8/8	Used
<b>Description:</b> Date expressed as CCYYMMDD						

## EXAMPLES:

*DTM\*002\*20160620~*



# 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

## EXAMPLES:

*MSG\*Contract # 29238670CDW~*

# SLN Subline Item Detail

Pos: 470	Max: 1
Detail - Optional	
Loop: SLN	Elements: 25

**User Option (Usage):** Used

**Purpose:** To specify product subline detail 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>
SLN01	350	<b>Assigned Identification</b>	M	AN	1/20	Must use
		<b>Description:</b> Alphanumeric characters assigned for differentiation within a transaction set				
SLN03	662	<b>Relationship Code</b>	M	ID	1/1	Must use
		<b>Description:</b> Code indicating the relationship between entities				
		<b><u>Code</u> <u>Name</u></b>				
		O Information Only				
		<b>Description:</b> Charges which relate to but may not be included in or added to the unit price of the SLN. (i.e., compute WATS calculation based upon usage amounts)				
SLN04	380	<b>Quantity</b>	X	R	1/15	Used
		<b>Description:</b> Numeric value of quantity				
SLN05	C001	<b>Composite Unit of Measure</b>	X	Comp		Used
		<b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)				
SLN05-01	355	<b>Unit or Basis for Measurement Code</b>	M	ID	2/2	Must use
		<b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
		<b><u>Code</u> <u>Name</u></b>				
		EA Each				
SLN06	212	<b>Unit Price</b>	X	R	1/17	Used
		<b>Description:</b> Price per unit of product, service, commodity, etc.				
SLN07	639	<b>Basis of Unit Price Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code identifying the type of unit price for an item				
		<b><u>Code</u> <u>Name</u></b>				
		CP Current Price (Subject to Change)				
SLN08	662	<b>Relationship Code</b>	O	ID	1/1	Used
		<b>Description:</b> Code indicating the relationship between entities				
		<b><u>Code</u> <u>Name</u></b>				
		O Information Only				
		<b>Description:</b> Charges which relate to but may not be included in or added to the unit price of the SLN. (i.e., compute WATS calculation based upon usage amounts)				
SLN09	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>Code Name</b> MG Manufacturer's Part Number				
SLN10	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN11	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>Code Name</b> MN CDW's 3 digit manufacturer part code				
SLN12	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN13	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>Code Name</b> SN Serial Number				
SLN14	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN15	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>Code Name</b> BP Buyer's Part Number				
SLN16	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN17	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<b>Code Name</b> TZ Hardware Product Description				
SLN18	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN19	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<u>Code Name</u> C6 Asset Type (Hardware)				
SLN20	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN21	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<u>Code Name</u> Z3 Hardware Invoice Date				
SLN22	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN23	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<u>Code Name</u> Z4 Hardware Invoice Number				
SLN24	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				
SLN25	235	<b>Product/Service ID Qualifier</b>	X	ID	2/2	Used
		<b>Description:</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
		<u>Code Name</u> JN Hardware Sales Order Number				
SLN26	234	<b>Product/Service ID</b>	X	AN	1/48	Used
		<b>Description:</b> Identifying number for a product or service				

**EXAMPLES:**

SLN\*1\*\*O\*1\*EA\*933.99\*CP\*O\*MG\*PT363U-05Y01G\*MN\*TOS\*SN\*S5G111490H\*BP\*3960045\*TZ\*TOS  
 PORTEGE A30T-C I5-6200U 500GB 8G\*C6\*THL\*Z3\*20160613\*Z4\*DJQ6051\*JN\*HDHD412~

**USAGE:**

*Will provide hardware related information applicable to the warranty being purchased*

# 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	N0	1/6	Must use

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

## EXAMPLES:

*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	<b>Number of Included Segments</b>	M	N0	1/10	Must use
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments				
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				

## EXAMPLES:

*SE\*29\*0001~*