

# 850 Purchase Order

Functional Group ID=**PO**

## Introduction:

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. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
M	010	ST	Transaction Set Header	M	1		
M	020	BEG	Beginning Segment for Purchase Order	M	1		
Must Use	040	CUR	Currency	O	1		
	050	REF	Reference Identification	O	>1		
	060	PER	Administrative Communications Contact	O	3		
	080	FOB	F.O.B. Related Instructions	O	>1		
M	130	ITD	Terms of Sale/Deferred Terms of Sale	M	>1		
	150	DTM	Date/Time Reference	O	10		
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
						LOOP ID - N9	1000
	295	N9	Reference Identification	O	1		
	300	MSG	Message Text	O	1000		
						LOOP ID - N1	200
	310	N1	Name	O	1		
	320	N2	Additional Name Information	O	2		
	330	N3	Address Information	O	2		
	340	N4	Geographic Location	O	>1		
	350	REF	Reference Identification	O	12		
	360	PER	Administrative Communications Contact	O	>1		

## Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
						LOOP ID - PO1	100000
M	010	PO1	Baseline Item Data	M	1		n1
						LOOP ID - CTP	>1
Must Use	040	CTP	Pricing Information	O	1		
						LOOP ID - PID	1000
	050	PID	Product/Item Description	O	1		
	100	REF	Reference Identification	O	>1		
	210	DTM	Date/Time Reference	O	10		
	289	MSG	Message Text	O	>1		

291	TXI	Tax Information	O	>1
LOOP ID - N1				200
350	N1	Name	O	1
360	N2	Additional Name Information	O	2
370	N3	Address Information	O	2
380	N4	Geographic Location	O	1
390	REF	Reference Identification	O	12
LOOP ID - SLN				1000
470	SLN	Subline Item Detail	O	1
490	PID	Product/Item Description	O	1000

### Summary:

Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
LOOP ID - CTT					1	
010	CTT	Transaction Totals	O	1		n2
M	030	SE	Transaction Set Trailer	M	1	

### Transaction Set Notes

1. PO102 is required.
2. 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.

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:** 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).  
**Comments:**

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 850 Purchase Order	M ID 3/3
M	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

**Segment:** **BEG** Beginning Segment for Purchase Order  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Transaction Set and transmit identifying numbers and dates

**Syntax Notes:**  
**Semantic Notes:** 1 BEG05 is the date assigned by the purchaser to purchase order.

**Comments:**  
**Notes:** 855 is required to be returned on 850 (PO) and 860 (PO Change).

#### Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BEG01	353	<b>Transaction Set Purpose Code</b> Code identifying purpose of transaction set 00 Original 07 Duplicate	M ID 2/2
M	BEG02	92	<b>Purchase Order Type Code</b> Code specifying the type of Purchase Order BE Blanket Order/Estimated Quantities (Not firm Commitment) 3M uses SAP Schedule Agreements in place of blanket orders. 3M will send an 830 transaction to provide release information of material against the schedule agreement. CN Consigned Order DS Dropship FH Fabricate and Hold Sub-contract PO KN Purchase Order Procurement instrument within the small purchasing threshold ZZ Mutually Defined Indirect PO	M ID 2/2
M	BEG03	324	<b>Purchase Order Number</b> Identifying number for Purchase Order assigned by the orderer/purchaser 3M requires the PO Number be returned on the 855, 856, and 810 transactions.	M AN 1/22
M	BEG05	373	<b>Date</b> Date expressed as CCYYMMDD	M DT 8/8
	BEG06	367	<b>Contract Number</b> Contract number	O AN 1/30
	BEG08	1019	<b>Invoice Type Code</b> Code defining the method by which invoices are to be processed IEL Invoice Electronically INR Invoice Not Required (Such As Evaluated Receipts Settlements)	O ID 3/3

**Segment:** **CUR** Currency  
**Position:** 040  
**Loop:**  
**Level:** Heading  
**Usage:** Optional (Must Use)  
**Max Use:** 1  
**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction  
**Syntax Notes:**

- 1 If CUR08 is present, then CUR07 is required.
- 2 If CUR09 is present, then CUR07 is required.
- 3 If CUR10 is present, then at least one of CUR11 or CUR12 is required.
- 4 If CUR11 is present, then CUR10 is required.
- 5 If CUR12 is present, then CUR10 is required.
- 6 If CUR13 is present, then at least one of CUR14 or CUR15 is required.
- 7 If CUR14 is present, then CUR13 is required.
- 8 If CUR15 is present, then CUR13 is required.
- 9 If CUR16 is present, then at least one of CUR17 or CUR18 is required.
- 10 If CUR17 is present, then CUR16 is required.
- 11 If CUR18 is present, then CUR16 is required.
- 12 If CUR19 is present, then at least one of CUR20 or CUR21 is required.
- 13 If CUR20 is present, then CUR19 is required.
- 14 If CUR21 is present, then CUR19 is required.

**Semantic Notes:**  
**Comments:**

- 1 See Figures Appendix for examples detailing the use of the CUR segment.

#### Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	CUR01	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			BY Buying Party (Purchaser)	
M	CUR02	100	Currency Code	M ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	
			3M requires the Currency Code be returned on the 855 and 810 transactions.	

**Segment:** **REF** Reference Identification  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

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

**Comments:**

**Notes:** The Ship To Address found in the N1 segment with ST qualifier is where the material should be shipped as it could differ from the plant/storage location codes.

These 2 REF segments represent the 3M Plant (PE) and storage location (M1). The combination of these 2 fields could be used to identify a unique ship to address, however, the buyer can manually change the ship to address on the order.

#### Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			M1 Material Storage Location	
			PE Plant Number	
	REF02	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

**Segment:** **PER** Administrative Communications Contact  
**Position:** 060  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 3  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

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

**Semantic Notes:**  
**Comments:**

**Data Element Summary**

M	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
	PER01	366	<b>Contact Function Code</b> Code identifying the major duty or responsibility of the person or group named BD Buyer Name or Department	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 TE Telephone	X ID 2/2
	PER04	364	<b>Communication Number</b> Complete communications 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 FX Facsimile	X ID 2/2
	PER06	364	<b>Communication Number</b> Complete communications number including country or area code when applicable	X AN 1/80
	PER07	365	<b>Communication Number Qualifier</b> Code identifying the type of communication number EM Electronic Mail	X ID 2/2
	PER08	364	<b>Communication Number</b> Complete communications number including country or area code when applicable	X AN 1/80

**Segment:** **FOB** F.O.B. Related Instructions  
**Position:** 080  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify transportation instructions relating to shipment  
**Syntax Notes:**

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

**Semantic Notes:**

- 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.

**Comments:**  
**Notes:** 3M requires that the FOB segment be returned on the Advanced Ship Notice (856).

#### Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>M</u> <u>ID</u> <u>2/2</u>
M	FOB01	146	<b>Shipment Method of Payment</b>	
			Code identifying payment terms for transportation charges	
		CC	Collect	
		PP	Prepaid (by Seller)	
	FOB02	309	<b>Location Qualifier</b>	X ID 1/2
			Code identifying type of location	
		DE	Destination (Shipping)	
		FV	Free Alongside Vessel (Free On Board [F.O.B.] Point)	
		OR	Origin (Shipping Point)	
		OV	On Vessel (Free On Board [FOB] point)	
		PB	Port of Discharge	
			Port where shipment is unloaded	
		PD	Place of Delivery	
		ZZ	Mutually Defined	
	FOB03	352	<b>Description</b>	O AN 1/80
			A free-form description to clarify the related data elements and their content	
	FOB04	334	<b>Transportation Terms Qualifier Code</b>	O ID 2/2
			Code identifying the source of the transportation terms	
		01	Incoterms	
	FOB05	335	<b>Transportation Terms Code</b>	X ID 3/3
			Code identifying the trade terms which apply to the shipment transportation responsibility	
		CFR	Cost and Freight	
			Seller pays cost and freight to named port of destination; buyer assumes all risks of loss and damage and additional costs incurred once goods are delivered on board the vessel; these are assumed by the buyer when the goods pass over the rail of the ship at the port of shipment	
		CIF	Cost, Insurance, and Freight	
			Seller pays cost and freight to named port of destination; buyer assumes all risks of loss and damage and additional costs incurred once goods are delivered onboard the	



	vessel; risks are assumed by the buyer when the goods pass over the rail of the ship at the port of shipment; seller must in addition procure (i.e. contract and pay for) marine insurance against the buyer's risk of loss or damage during shipment
CIP	<p>Carriage and Insurance Paid To</p> <p>Seller pays cost and freight to named port of destination; buyer assumes all risk of damage or loss and additional costs incurred once goods are delivered on board the vessel; these risks are assumed by the buyer when the goods pass over the rail of the ship at the port of shipment; seller must procure (i.e. contract and pay for) marine insurance against the buyer's risk of loss or damage during carriage; seller must in addition procure (i.e. contract and pay for) cargo insurance against the buyer's risk of loss or damage to the goods during carriage</p>
CPT	<p>Carriage Paid To</p> <p>Seller pays freight charges named to destination; the risk of loss or damage to the goods, as well as any additional costs due to events occurring after the time the goods have been delivered to other carrier, is transferred from the seller to the buyer when the goods have been delivered into the custody of the carrier</p>
DAF	<p>Delivered at Frontier</p> <p>Seller fulfills obligation to deliver when goods have been made available, cleared for export, at the named point and place at the frontier, but before the border of the adjoining country</p>
DDP	<p>Delivered Duty Paid</p> <p>Seller bears costs and risks involved in bringing goods to the named place in the country of importation including duties, taxes, and other official charges payable upon import</p>
DDU	<p>Deliver Duty Unpaid</p> <p>Seller bears costs and risks involved in bringing goods to the named place in country of importation exclusive of duties, taxes, or other official charges payable upon import, and the costs and risks of carrying out import formalities</p>
DEQ	<p>Delivered Ex Quay</p> <p>Seller bears all costs and risks involved, including duties, taxes, and other charges involved in delivering the goods to the quay (wharf) at the named port of destination, cleared for import; seller's obligation ends when the goods are available to the buyer on the quay (this term used only for sea or inland waterway shipments)</p>
DES	<p>Delivered Ex Ship</p> <p>Seller bears all costs and risks involved in bringing goods to the named port of destination; seller's obligation ends when goods are available to buyer on board the ship uncleared for import at named port of destination (this term used only for sea or inland waterway shipments)</p>
EXW	<p>Ex Works</p> <p>Buyer bears all costs and risks in taking the goods from the seller's premises to the desired location</p>
FAS	<p>Free Alongside Ship</p> <p>Seller's obligation ends when goods have been placed</p>

alongside the vessel on the quay or in lighters at the named port of shipment; buyer bears all costs and risks thereafter

FCA

Free Carrier

Seller fulfills his obligation when goods are handed over, cleared for export, and into the charge of the carrier named by the buyer at the named place or location

FOB

Free on Board

ZZZ

Mutually Defined

Used if the incoterms code is DAP or DAT. These incoterms codes were added in 2010 and are not available in the ANSI 004010 standard. The actual incoterms codes "DAP" or "DAT" will be sent in the FOB07.

**FOB06 309 Location Qualifier X ID 1/2**

Code identifying type of location

Used only if incoterms codes are "DAP" or "DAT".

ZZ

Mutually Defined

**FOB07 352 Description O AN 1/80**

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

This field will only be populated with the incoterms code of "DAP" or "DAT". These incoterms codes were added in 2010 and are not available in the ANSI 004010 standard. "ZZZ" will be sent in the FOB05 to indicate that the FOB07 field contains the incoterms code of "DAP" or "DAT".

**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale  
**Position:** 130  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** >1  
**Purpose:** To specify terms of sale  
**Syntax Notes:**

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

**Semantic Notes:**

- 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.

**Comments:**

- 1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

#### Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
ITD01	336	<b>Terms Type Code</b> Code identifying type of payment terms 02 End of Month (EOM) 05 Discount Not Applicable 06 Mixed 08 Basic Discount Offered 09 Proximo 10 Instant 14 Previously agreed upon ZZ Mutually Defined	O ID 2/2
ITD02	333	<b>Terms Basis Date Code</b> Code identifying the beginning of the terms period 3 Invoice Date	O ID 1/2
ITD03	338	<b>Terms Discount Percent</b> Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	O R 1/6
ITD05	351	<b>Terms Discount Days Due</b> Number of days in the terms discount period by which payment is due if terms discount is earned	X N0 1/3
ITD07	386	<b>Terms Net Days</b> Number of days until total invoice amount is due (discount not applicable)	O N0 1/3
ITD12	352	<b>Description</b> A free-form description to clarify the related data elements and their content	O AN 1/80
ITD13	765	<b>Day of Month</b> The numeric value of the day of the month between 1 and the maximum day of the month being referenced	X N0 1/2

**Segment:** **DTM** Date/Time Reference  
**Position:** 150  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:**

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

**Semantic Notes:**

**Comments:**

**Notes:** These DTM segments will only be sent if applicable for a schedule agreement.

**Data Element Summary**

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		373 Order Start	
		374 Order End	
		Point after which data can no longer be used (or becomes invalid for use)	
	DTM02	373 Date	X DT 8/8
		Date expressed as CCYYMMDD	

**Segment:** **TD5** Carrier Details (Routing Sequence/Transit Time)  
**Position:** 240  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify the carrier and sequence of routing and provide transit time information  
**Syntax Notes:**

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

**Semantic Notes:**

- 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.

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Routing</u>	<u>X AN 1/35</u>
TD505	387	Routing	X AN 1/35
		Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	

**Segment:** N9 Reference Identification  
**Position:** 295  
**Loop:** N9 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier  
**Syntax Notes:**

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

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

**Comments:**

**Data Element Summary**

<b>Ref. Des.</b>	<b>Data Element</b>	<b>Name</b>	<b>Attributes</b>
M	N901	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification KK Delivery Reference KZ Master Solicitation Procedures, Terms, and Conditions A set of standard procedures, terms, and conditions, applicable to a category of procurement, which will be incorporated into all procurement actions in that category by referencing its unique number rather than by incorporating the lengthy details it represents 3M PO Terms and Conditions L1 Letters or Notes See 3M comments. ZZ Mutually Defined Country Specific Text - sent only if it is a legal requirement for a country. See appendix.
	N902	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**Segment:** **MSG** Message Text  
**Position:** 300  
**Loop:** N9 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1000  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Syntax Notes:** 1 If MSG03 is present, then MSG02 is required.  
**Semantic Notes:** 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.

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264

**Segment:** **N1** Name  
**Position:** 310  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:**

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

**Semantic Notes:**  
**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.

**Notes:** Ship To (ST) name and address loop will be sent at the header if it applies to all items on the order. It will appear at detail level if the ship to address varies by item.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>	<u>Entity Identifier Code</u>	<u>M ID 2/3</u>
M	N101	98	
		BT	Bill-to-Party
		II	Issuer of Invoice
			Required by 3M to be returned on the 810.
		PL	Party to Receive Purchase Order
		ST	Ship To
			Required by 3M to be returned on the 810.
			The Ship To Address is where material should be shipped.
		VN	Vendor
			Required by 3M to be returned on the 810, 855, and 856.
	N102	93	
		Name	X AN 1/60
		Free-form name	
	N103	66	
		Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		92	Assigned by Buyer or Buyer's Agent
	N104	67	
		Identification Code	X AN 2/80
		Code identifying a party or other code	
			3M assigned vendor number, plant, or company code. May differ by address type. Please return the value sent on the 850 for the specific N101 qualifier used.



**Segment:** N2 Additional Name Information  
**Position:** 320  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name Free-form name	M AN 1/60
	N202	93	Name Free-form name	O AN 1/60

**Segment:** N3 Address Information  
**Position:** 330  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

**Segment:** **N4 Geographic Location**  
**Position:** 340  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify the geographic place of the named party  
**Syntax Notes:** 1 If N406 is present, then N405 is required.  
**Semantic Notes:**  
**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.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
N404	26	Country Code Code identifying the country	O ID 2/3
N405	309	Location Qualifier Code identifying type of location 34 District RG Region Code Qualifies a code that identifies a geographic area where transportation rates apply	X ID 1/2
N406	310	Location Identifier Code which identifies a specific location	O AN 1/30

**Segment:** **REF** Reference Identification  
**Position:** 350  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

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

**Comments:**

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 61 Taxing Authority Identification Number VX Value-Added Tax Registration Number (Europe)	M ID 2/3
	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

**Segment:** **PER** Administrative Communications Contact  
**Position:** 360  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To identify a person or office to whom administrative communications should be directed  
**Syntax Notes:**

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

**Semantic Notes:**  
**Comments:**  
**Notes:** Sent in "VN" N1 loop.

**Data Element Summary**

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366 Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named SR Sales Representative or Department	
	PER02	93 Name	O AN 1/60
		Free-form name	
	PER03	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number TE Telephone	
	PER04	364 Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	

<b>Segment:</b>	<b>PO1</b> Baseline Item Data
<b>Position:</b>	010
<b>Loop:</b>	PO1 Mandatory
<b>Level:</b>	Detail
<b>Usage:</b>	Mandatory
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify basic and most frequently used line item data
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PO103 is present, then PO102 is required.</li> <li>2 If PO105 is present, then PO104 is required.</li> <li>3 If either PO106 or PO107 is present, then the other is required.</li> <li>4 If either PO108 or PO109 is present, then the other is required.</li> <li>5 If either PO110 or PO111 is present, then the other is required.</li> <li>6 If either PO112 or PO113 is present, then the other is required.</li> <li>7 If either PO114 or PO115 is present, then the other is required.</li> <li>8 If either PO116 or PO117 is present, then the other is required.</li> <li>9 If either PO118 or PO119 is present, then the other is required.</li> <li>10 If either PO120 or PO121 is present, then the other is required.</li> <li>11 If either PO122 or PO123 is present, then the other is required.</li> <li>12 If either PO124 or PO125 is present, then the other is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 See the Data Element Dictionary for a complete list of IDs.</li> <li>2 PO101 is the line item identification.</li> <li>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.</li> </ol>
<b>Notes:</b>	<p>3M allows different units of measures for the quantity shipped and for the price. 3M considers the price in the CTP03 as the PO price. The quantity in the PO102 is the quantity in the shipping unit of measure. The quantity in the CTP04 is the quantity in the pricing unit of measure.</p> <p>If necessary the vendor can calculate the price in shipping unit of measure using the following formula:  Price in shipping uom = ((CTP03/CTP07) x CTP04) / PO102</p> <p>Example:  Outbound PO:  PO1*00010*10*EA***BP*7000138216*****RP*CT060921468~  CTP**UCP*22.23*10*AS*SEL*5~</p> <p>Calculation:  Price in shipping uom = ((CTP03/CTP07) x CTP04) / PO102  = ((22.23 / 5) x 10) / 10  = \$4.446 EA</p>

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
PO101	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set 3M assigned PO line number. Required to be returned on the 810, 855, and 856.	<b>O AN 1/20</b>
PO102	330	<b>Quantity Ordered</b> Quantity ordered Quantity in shipping unit of measure (PO103).	<b>X R 1/15</b>
PO103	355	<b>Unit or Basis for Measurement Code</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Refer to 004010 Data Element Dictionary for acceptable code values.	<b>O ID 2/2</b>

<b>PO106</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		BP Buyer's Part Number		
<b>PO107</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO108</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		VP Vendor's (Seller's) Part Number		
<b>PO109</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO110</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		UK U.P.C./EAN Shipping Container Code (1-2-5-5-1)		
		A 14-digit code that uniquely identifies the manufacturer's shipping unit, including the packaging indicator and check digit; the first digit is the packaging indicator, the next two digits are the number system characters, the next five digits are the manufacturer ID number, the second five digits are the item code, and the final digit is the check digit		
<b>PO111</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO112</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MF Manufacturer		
<b>PO113</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO114</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MG Manufacturer's Part Number		
<b>PO115</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO116</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		RP Replaced Part Number		
		Part number previously used by 3M for this material.		
<b>PO117</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		
<b>PO118</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>	<b>X</b>	<b>ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		EC Engineering Change Level		
<b>PO119</b>	<b>234</b>	<b>Product/Service ID</b>	<b>X</b>	<b>AN 1/48</b>
		Identifying number for a product or service		

**Segment:** **CTP Pricing Information**

**Position:** 040

**Loop:** CTP Optional (Must Use)

**Level:** Detail

**Usage:** Optional (Must Use)

**Max Use:** 1

**Purpose:** To specify pricing information

**Syntax Notes:**

- 1 If either CTP04 or CTP05 is present, then the other is required.
- 2 If CTP06 is present, then CTP07 is required.
- 3 If CTP09 is present, then CTP02 is required.
- 4 If CTP10 is present, then CTP02 is required.
- 5 If CTP11 is present, then CTP03 is required.

**Semantic Notes:**

- 1 CTP07 is a multiplier factor to arrive at a final discounted price. A multiplier of .90 would be the factor if a 10% discount is given.
- 2 CTP08 is the rebate amount.

**Comments:**

- 1 See Figures Appendix for an example detailing the use of CTP03 and CTP04. See Figures Appendix for an example detailing the use of CTP03, CTP04 and CTP07.

**Notes:**

3M allows different units of measures for the quantity shipped and for the price. 3M considers the price in the CTP03 as the PO price. The quantity in the PO102 is the quantity in the shipping unit of measure. The quantity in the CTP04 is the quantity in the pricing unit of measure.

If necessary the vendor can calculate the price in shipping unit of measure using the following formula:

$$\text{Price in shipping uom} = ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102}$$

Example:

Outbound PO:

```
PO1*00010*10*EA***BP*7000138216*****RP*CT060921468~
CTP**UCP*22.23*10*AS*SEL*5~
```

Calculation:

$$\begin{aligned} \text{Price in shipping uom} &= ((\text{CTP03}/\text{CTP07}) \times \text{CTP04}) / \text{PO102} \\ &= ((22.23 / 5) \times 10) / 10 \\ &= \$4.446 \text{ EA} \end{aligned}$$

#### Data Element Summary

Ref.	Data Element	Name	Attributes
M	CTP02	236 Price Identifier Code Code identifying pricing specification UCP Unit cost price	M ID 3/3
M	CTP03	212 Unit Price Price per unit of product, service, commodity, etc. Unit price in pricing unit of measure (CTP05).	M R 1/17
M	CTP04	380 Quantity Numeric value of quantity Quantity in pricing unit of measure (CTP05).	M R 1/15
M	CTP05	C001 Composite Unit of Measure To identify a composite unit of measure (See Figures Appendix for examples of use)	M
M	C00101	355 Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Refer to 004010 Data Element Dictionary for acceptable code values.	M ID 2/2



<b>M</b>	<b>CTP06</b>	<b>648</b>	<b>Price Multiplier Qualifier</b> Code indicating the type of price multiplier SEL Selling Multiplier	<b>M ID 3/3</b>
<b>M</b>	<b>CTP07</b>	<b>649</b>	<b>Multiplier</b> Value to be used as a multiplier to obtain a new value	<b>M R 1/10</b>

**Segment:** **PID** Product/Item Description

**Position:** 050

**Loop:** PID Optional

**Level:** Detail

**Usage:** Optional

**Max Use:** 1

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

**Syntax Notes:**

- 1 If PID04 is present, then PID03 is required.
- 2 At least one of PID04 or PID05 is required.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID04 is required.
- 5 If PID09 is present, then PID05 is required.

**Semantic Notes:**

- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
- 2 PID04 should be used for industry-specific product description codes.
- 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
- 4 PID09 is used to identify the language being used in PID05.

**Comments:**

- 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
- 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
- 3 PID07 specifies the individual code list of the agency specified in PID03.

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PID01	349 Item Description Type	M ID 1/1
		Code indicating the format of a description	
		F Free-form	
	PID05	352 Description	X AN 1/80
		A free-form description to clarify the related data elements and their content	

**Segment:** **REF** Reference Identification  
**Position:** 100  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

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

**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			2H	Assigned by transaction set sender Used by 3M to indicate what transactions should be returned for this item. ASN POA BOTH
			CO	Customer Order Number
			HS	Harmonized Code System (Canada)
			M1	Material Storage Location
			PE	Plant Number
			ZZ	Mutually Defined Used to indicate the material is batch managed and/or a serial number is required in the ASN, based on the text sent in REF02. (BATCH MANAGED or SERIAL NUMBER REQUIRED). If both are required, 2 REF segments with a ZZ in REF01 will be sent.
	REF02	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

**Segment:** **DTM** Date/Time Reference  
**Position:** 210  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:**

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

**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	<b>Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 002 Delivery Requested	<b>M ID 3/3</b>
	DTM02	373	<b>Date</b> Date expressed as CCYYMMDD	<b>X DT 8/8</b>

**Segment:** **MSG** Message Text  
**Position:** 289  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To provide a free-form format that allows the transmission of text information  
**Syntax Notes:** 1 If MSG03 is present, then MSG02 is required.  
**Semantic Notes:** 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.

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264

**Segment:** **TXI** Tax Information  
**Position:** 291  
**Loop:** PO1 Mandatory  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** >1  
**Purpose:** To specify tax information  
**Syntax Notes:**

- 1 At least one of TXI02 TXI03 or TXI06 is required.
- 2 If either TXI04 or TXI05 is present, then the other is required.
- 3 If TXI08 is present, then TXI03 is required.

**Semantic Notes:**

- 1 TXI02 is the monetary amount of the tax.
- 2 TXI03 is the tax percent expressed as a decimal.
- 3 TXI07 is a code indicating the relationship of the price or amount to the associated segment.

**Comments:**

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>	<u>Tax Type Code</u>	<u>M</u> <u>ID</u> <u>2/2</u>
M	TXI01	963	
		Code specifying the type of tax	
		CA City Tax	
		Service Tax imposed by City	
		CG Federal Value-added Tax (GST) on Goods	
		CT County Tax	
		OH Other Taxes	
		SP State/Provincial Tax	
		State tax levied which excludes sales or excise taxes	
		VA Value Added Tax	
		ZZ Mutually Defined	
		Used when TXI:06 is tax exempt (1) or direct pay (7).	
	TXI03	954 Percent	X R 1/10
		Percentage expressed as a decimal	
	TXI06	441 Tax Exempt Code	X ID 1/1
		Code identifying exemption status from sales and use tax	
		1 Yes (Tax Exempt)	
		2 No (Not Tax Exempt)	
		7 Direct Pay ID	
	TXI09	325 Tax Identification Number	O AN 1/20
		Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number	
		Sent only if applicable for tax exemption certificate.	
	TXI10	350 Assigned Identification	O AN 1/20
		Alphanumeric characters assigned for differentiation within a transaction set	
		Description of tax from 3M's ERP. For informational use only.	

**Segment:** **N1** Name  
**Position:** 350  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:**

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

**Semantic Notes:**  
**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.

**Notes:** Ship To (ST) name and address loop will be sent at the header if it applies to all items on the order. It will appear at detail level if the ship to address varies by item.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
M	N101	98 <b>Entity Identifier Code</b>	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		ST Ship To	
	N102	93 <b>Name</b>	X AN 1/60
		Free-form name	
	N103	66 <b>Identification Code Qualifier</b>	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		92 Assigned by Buyer or Buyer's Agent	
	N104	67 <b>Identification Code</b>	X AN 2/80
		Code identifying a party or other code	

**Segment:** **N2** Additional Name Information  
**Position:** 360  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	
M	N201	93	Name Free-form name	M AN 1/60
	N202	93	Name Free-form name	O AN 1/60



**Segment:** N3 Address Information  
**Position:** 370  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

**Segment:** **N4 Geographic Location**  
**Position:** 380  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify the geographic place of the named party  
**Syntax Notes:** 1 If N406 is present, then N405 is required.  
**Semantic Notes:**  
**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.

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/15
N404	26	Country Code Code identifying the country	O ID 2/3
N405	309	Location Qualifier Code identifying type of location 34 District RG Region Code Qualifies a code that identifies a geographic area where transportation rates apply	X ID 1/2
N406	310	Location Identifier Code which identifies a specific location	O AN 1/30

**Segment:** **REF** Reference Identification  
**Position:** 390  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying information  
**Syntax Notes:**

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

**Semantic Notes:**

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

**Comments:**

**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	REF01	128	<b>Reference Identification Qualifier</b> Code qualifying the Reference Identification 61 Taxing Authority Identification Number VX Value-Added Tax Registration Number (Europe)	M ID 2/3
	REF02	127	<b>Reference Identification</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

<b>Segment:</b>	<b>SLN</b> Subline Item Detail
<b>Position:</b>	470
<b>Loop:</b>	SLN      Optional
<b>Level:</b>	Detail
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To specify product subline detail item data
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If either SLN04 or SLN05 is present, then the other is required.</li> <li>2 If SLN07 is present, then SLN06 is required.</li> <li>3 If SLN08 is present, then SLN06 is required.</li> <li>4 If either SLN09 or SLN10 is present, then the other is required.</li> <li>5 If either SLN11 or SLN12 is present, then the other is required.</li> <li>6 If either SLN13 or SLN14 is present, then the other is required.</li> <li>7 If either SLN15 or SLN16 is present, then the other is required.</li> <li>8 If either SLN17 or SLN18 is present, then the other is required.</li> <li>9 If either SLN19 or SLN20 is present, then the other is required.</li> <li>10 If either SLN21 or SLN22 is present, then the other is required.</li> <li>11 If either SLN23 or SLN24 is present, then the other is required.</li> <li>12 If either SLN25 or SLN26 is present, then the other is required.</li> <li>13 If either SLN27 or SLN28 is present, then the other is required.</li> </ol>
<b>Semantic Notes:</b>	<ol style="list-style-type: none"> <li>1 SLN01 is the identifying number for the subline item.</li> <li>2 SLN02 is the identifying number for the subline level. The subline level is analogous to the level code used in a bill of materials.</li> <li>3 SLN03 is the configuration code indicating the relationship of the subline item to the baseline item.</li> <li>4 SLN08 is a code indicating the relationship of the price or amount to the associated segment.</li> </ol>
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 See the Data Element Dictionary for a complete list of IDs.</li> <li>2 SLN01 is related to (but not necessarily equivalent to) the baseline item number. Example: 1.1 or 1A might be used as a subline number to relate to baseline number 1.</li> <li>3 SLN09 through SLN28 provide for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.</li> </ol>
<b>Notes:</b>	<p>Sub-line information for Sub-contracting POs (BEG02 = "FH") will need to be sent back to 3M on the Advanced Ship Notice (856). Vendor must return all components on the ASN as specified on the PO. If 1 or more of the components are not consumed, the vendor should send the segment for the component with 0(zero) quantity and the UoM of the component.</p> <p>Sub-line information for Indirect POs with service lines (BEG02 = "ZZ") will need to be sent on the Purchase Order Acknowledgement (855).</p>

#### Data Element Summary

<u>Ref.</u>	<u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SLN01	350	<b>Assigned Identification</b> Alphanumeric characters assigned for differentiation within a transaction set Subline Item Number (Counter)	M AN 1/20
M	SLN03	662	<b>Relationship Code</b> Code indicating the relationship between entities I                      Included	M ID 1/1
	SLN04	380	<b>Quantity</b> Numeric value of quantity	X R 1/15
	SLN05	C001	<b>Composite Unit of Measure</b> To identify a composite unit of measure (See Figures Appendix for examples)	X

M	C00101	355	of use) <b>Unit or Basis for Measurement Code</b>	M	ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken Refer to 004010 Data Element Dictionary for acceptable code values.		
	SLN06	212	<b>Unit Price</b>	X	R 1/17
			Price per unit of product, service, commodity, etc.		
			Used only on Indirect POs with Service Lines		
	SLN09	235	<b>Product/Service ID Qualifier</b>	X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234) A7 Subline Item Number A further subdivision of a contract or exhibit line item that identifies a specific part of that contract or exhibit line item		
	SLN10	234	<b>Product/Service ID</b>	X	AN 1/48
			Identifying number for a product or service		
	SLN11	235	<b>Product/Service ID Qualifier</b>	X	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234) EC Engineering Change Level		
	SLN12	234	<b>Product/Service ID</b>	X	AN 1/48
			Identifying number for a product or service		

**Segment:** **PID** Product/Item Description

**Position:** 490

**Loop:** SLN Optional

**Level:** Detail

**Usage:** Optional

**Max Use:** 1000

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

**Syntax Notes:**

- 1 If PID04 is present, then PID03 is required.
- 2 At least one of PID04 or PID05 is required.
- 3 If PID07 is present, then PID03 is required.
- 4 If PID08 is present, then PID04 is required.
- 5 If PID09 is present, then PID05 is required.

**Semantic Notes:**

- 1 Use PID03 to indicate the organization that publishes the code list being referred to.
- 2 PID04 should be used for industry-specific product description codes.
- 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
- 4 PID09 is used to identify the language being used in PID05.

**Comments:**

- 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
- 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
- 3 PID07 specifies the individual code list of the agency specified in PID03.

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PID01	349 Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
	PID05	352 Description A free-form description to clarify the related data elements and their content	X AN 1/80

**Segment:** **CTT** Transaction Totals  
**Position:** 010  
**Loop:** CTT Optional  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Syntax Notes:**

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

**Semantic Notes:**  
**Comments:**

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

**Data Element Summary**

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M		354	Number of Line Items Total number of line items in the transaction set	M N0 1/6

**Segment:** **SE** Transaction Set Trailer  
**Position:** 030  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**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)

**Syntax Notes:**

**Semantic Notes:**

**Comments:** 1 SE is the last segment of each transaction set.

**Data Element Summary**

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
M	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	



# APPENDIX

## Transaction Example for Standard PO:

ISA\*00\*                   \*00\*                   \*ZZ\*SENDERID                   \*ZZ\*RECEIVERID  
      \*150217\*1316\*U\*00401\*000185215\*0\*P\*>~

GS\*PO\*SENDERID\*RECEIVERID\*CCYMMDD\*HHMM\*123\*X\*004010~  
ST\*850\*45699~  
BEG\*00\*KN\*3MPONUMBER\*\*CCYMMDD\*\*\*IEL~  
CUR\*BY\*CAD~  
REF\*PE\*2000~  
REF\*M1\*1003~  
PER\*BD\*Name of 3M Buyer\*TE\*(123) 456-7890 Ext 123\*FX\*(123)  
      198-7654\*EM\*3Mbuyer@mmm.com~

FOB\*PP\*ZZ\*DESTINATION\*01\*DDP~  
ITD\*05\*3\*\*\*\*\*60\*\*\*\*\*Net 60 Days\*0~  
TD5\*\*\*\*\*Truck~  
N9\*KZ\*PO Terms and Conditions~  
MSG\*For PO terms and conditions and MSDS treatment see www.3M.ca~  
N9\*KK\*Freight Terms~  
MSG\*For PO terms and conditions and MSDS treatment see www.3M.ca~  
N1\*VN\*SUPPLIER\*92\*0001234567~

N3\*456 VENDOR ROAD ~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*ST\*3M Brockville - Tape\*92\*20001000~  
N3\*60 CALIFORNIA AVENUE, BLDG # 501~  
N4\*BROCKVILLE\*ON\*K6V 5W1\*CA\*34\*Company~  
REF\*VX\*3M VATID~ (if applicable)  
REF\*61\*Non VAT Tax ID~ (if applicable)  
N1\*PL\*SUPPLIER\*92\*0004123567~

N3\*456 VENDOR ROAD~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*II\*SUPPLIER\*92\*0001234567~

N3\*456 VENDOR ROAD~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*BT\*3M CANADA COMPANY~  
N3\*P.O. BOX 5840~  
N4\*LONDON\*ON\*N6A 5S2\*CA~  
PO1\*00010\*2280\*EA\*\*\*BP\*7000123456\*VP\*EX988955444\*\*\*\*\*RP\*EX988955444~

CTP\*\*UCP\*155.57\*2280\*EA\*SEL\*100~  
PID\*F\*\*\*\*LINE ITEM DESCRIPTION~  
REF\*2H\*BOTH~  
REF\*ZZ\*BATCH MANAGED~  
REF\*ZZ\*SERIAL NUMBER REQUIRED~  
TXI\*SP\*\*13\*\*\*2\*\*\*\*Ontario HST~ (3M Canada tax example)  
TXI\*SP\*\*4\*\*\*2\*\*\*\*NY - STATE SALES/USE~ (3M USA tax example)  
DTM\*002\*20150722~  
CTT\*1~  
SE\*41\*45699~  
GE\*1\*123~  
IEA\*1\*000185214~

Transaction Example for Subcontracting PO (BEG02 = FH):

ISA\*00\*                   \*00\*                   \*ZZ\*SENDERID                   \*ZZ\*RECEIVERID  
          \*150511\*1536\*U\*00401\*000000001\*0\*P\*>~  
GS\*PO\*SENDERID\*RECEIVERID\*CCYMMDD\*HHMM\*123456007\*X\*004010~  
ST\*850\*0002~  
BEG\*00\*FH\*3MPONUMBER\*\*CCYMMDD\*\*\*IEL~  
CUR\*BY\*USD~  
REF\*PE\*3118~  
REF\*M1\*5003~  
PER\*BD\*Name of 3M Buyer\*TE\*(123) 456-7890 Ext 123\*FX\*(123)  
          198-7654\*EM\*3Mbuyer@mmm.com~  
FOB\*CC\*FV\*PLACE OF DELIVERY\*01\*FCA~  
ITD\*05\*3\*\*\*\*\*60\*\*\*\*\*Net 60 Days\*0~  
TD5\*\*\*\*\*Truck~  
N9\*KZ\*PO Terms and Conditions~

MSG\*For PO terms and conditions please visit <http://3m.com/supplierterms>~

N1\*VN\*SUPPLIER\*92\*0001234567~

N3\*456 VENDOR ROAD ~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*ST\*DIFFERENT COMPANY\*92\*3118~

N3\*CALLE 121 ESTE~

N4\*PANAMA\*8\*\*PA~

REF\*VX\*VATID~ (if applicable)

N1\*PL\*SUPPLIER\*92\*0001234567~

N3\*456 VENDOR ROAD~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*II\*SUPPLIER\*92\*0001234567~

N3\*456 VENDOR ROAD~

N4\*ANYTOWN\*ON\*A1A 1A1\*CA~

N1\*BT\*3M PANAMA PACIFICO S. DE R.L.~

N3\*PANAMERICA CORP CENTER NORTE\*CALLE C FINAL~

N4\*EDIFICIO\*\*9116\*PA~

PO1\*00010\*60000\*EA\*\*\*BP\*4010090210\*VP\*78123456789\*\*\*\*\*RP\*78123456789~

CTP\*\*UCP\*7.94\*60000\*EA\*SEL\*100~

PID\*F\*\*\*\*LINE ITEM DESCRIPTION~

REF\*2H\*BOTH~

REF\*ZZ\*BATCH MANAGED~

DTM\*002\*20150629~

SLN\*1\*\*I\*60\*KG\*\*\*\*A7\*000000001100001977~

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

SLN\*2\*\*I\*14015.993\*KG\*\*\*\*A7\*000000004010001921~

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

TXI\*ZZ\*\*\*\*\*1~

CTT\*1~

SE\*39\*0002~

GE\*1\*123456007~

IEA\*1\*000000001~

## **Country Specific Requirements**

### **3M Germany**

Managing Director text will be found at the header in the N9 and MSG segments.

#### **ANSI Fields:**

N901 = ZZ

N902 = MD TEXT

MSG01 = SITZ- 41453 NEUSS, HANDELSREGISTER- HRB 1878 AMTSGERICHT NEUSS, VORSIT:ZENDER DES AUFSICHTSRATES- KURT-HENNING WIETHOFF GESCHAFTSFUHRER- REZA: VAZIRI, DR. JOERG DEDERICHS,MICHAEL PETERS, STEFAN SCHULZ, VORSITZEND:ER DER GESCHAFTSFUHRUNG- CHANGED

### **3M Italy**

Italy extended address information will be found at the header in the N9 and MSG segments.

#### **ANSI Fields:**

N901 = ZZ

N902 = 3M ITALIA SRL

MSG01 = CAPITALE SOCIALE € 9.150.000 I.V., CF E N. ISCR. R.I. DI MILANO 00100190610 P.IVA  
12971700153, SOC. CON UNICO SOCIO SOGGETTA A DIR. E COORD. DI 3M COMPANY