

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		
Not Used	070	TAX	Tax Reference	O	>1		
	080	FOB	F.O.B. Related Instructions	O	>1		
Not Used	090	CTP	Pricing Information	O	>1		
Not Used	095	PAM	Period Amount	O	10		
Not Used	110	CSH	Sales Requirements	O	5		
Not Used	115	TC2	Commodity	O	>1		
LOOP ID - SAC						25	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	125	CUR	Currency	O	1		
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
Not Used	140	DIS	Discount Detail	O	20		
Not Used	145	INC	Installment Information	O	1		
	150	DTM	Date/Time Reference	O	10		
Not Used	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	185	SI	Service Characteristic Identification	O	>1		
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
Not Used	210	PWK	Paperwork	O	25		
Not Used	220	PKG	Marking, Packaging, Loading	O	200		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	250	TD3	Carrier Details (Equipment)	O	12		
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
Not Used	270	MAN	Marks and Numbers	O	10		
Not Used	276	PCT	Percent Amounts	O	>1		
Not Used	280	CTB	Restrictions/Conditions	O	5		
Not Used	285	TXI	Tax Information	O	>1		
LOOP ID - AMT						>1	
Not Used	287	AMT	Monetary Amount	O	1		

Not Used	289	REF	Reference Identification	O	>1
Not Used	290	DTM	Date/Time Reference	O	1
Not Used	292	PCT	Percent Amounts	O	>1
LOOP ID - FA1					>1
Not Used	293	FA1	Type of Financial Accounting Data	O	1
Not Used	294	FA2	Accounting Data	M	>1
LOOP ID - N9					1000
	295	N9	Reference Identification	O	1
Not Used	297	DTM	Date/Time Reference	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
Not Used	345	NX2	Location ID Component	O	>1
	350	REF	Reference Identification	O	12
	360	PER	Administrative Communications Contact	O	>1
Not Used	365	SI	Service Characteristic Identification	O	>1
Not Used	370	FOB	F.O.B. Related Instructions	O	1
Not Used	380	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	400	TD3	Carrier Details (Equipment)	O	12
Not Used	410	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	420	PKG	Marking, Packaging, Loading	O	200
LOOP ID - LM					>1
Not Used	430	LM	Code Source Information	O	1
Not Used	440	LQ	Industry Code	M	>1
LOOP ID - SPI					>1
Not Used	450	SPI	Specification Identifier	O	1
Not Used	460	REF	Reference Identification	O	5
Not Used	470	DTM	Date/Time Reference	O	5
Not Used	480	MSG	Message Text	O	50
LOOP ID - N1					20
Not Used	490	N1	Name	O	1
Not Used	500	N2	Additional Name Information	O	2
Not Used	510	N3	Address Information	O	2
Not Used	520	N4	Geographic Location	O	1
Not Used	530	REF	Reference Identification	O	20
Not Used	540	G61	Contact	O	1
Not Used	550	MSG	Message Text	O	50
LOOP ID - CB1					>1
Not Used	560	CB1	Contract and Cost Accounting Standards Data	O	1
Not Used	570	REF	Reference Identification	O	20
Not Used	580	DTM	Date/Time Reference	O	5
Not Used	590	LDT	Lead Time	O	1
Not Used	600	MSG	Message Text	O	50
LOOP ID - ADV					>1

Not Used	610	ADV	Advertising Demographic Information	O	1
Not Used	620	DTM	Date/Time Reference	O	>1
Not Used	630	MTX	Text	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		n2
Not Used	015	LIN	Item Identification	O	>1		
Not Used	018	SI	Service Characteristic Identification	O	>1		
Not Used	020	CUR	Currency	O	1		
Not Used	025	CN1	Contract Information	O	1		
Not Used	030	PO3	Additional Item Detail	O	25		
			LOOP ID - CTP			>1	
Must Use	040	CTP	Pricing Information	O	1		
Not Used	043	CUR	Currency	O	1		
Not Used	045	PAM	Period Amount	O	10		
Not Used	049	MEA	Measurements	O	40		
			LOOP ID - PID			1000	
	050	PID	Product/Item Description	O	1		
Not Used	060	MEA	Measurements	O	10		
Not Used	070	PWK	Paperwork	O	25		
Not Used	090	PO4	Item Physical Details	O	>1		
	100	REF	Reference Identification	O	>1		
Not Used	110	PER	Administrative Communications Contact	O	3		
			LOOP ID - SAC			25	
Not Used	130	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	135	CUR	Currency	O	1		
Not Used	137	CTP	Pricing Information	O	1		
Not Used	140	IT8	Conditions of Sale	O	1		
Not Used	142	CSH	Sales Requirements	O	>1		
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	160	DIS	Discount Detail	O	20		
Not Used	165	INC	Installment Information	O	1		
Not Used	170	TAX	Tax Reference	O	>1		
Not Used	180	FOB	F.O.B. Related Instructions	O	>1		
Not Used	190	SDQ	Destination Quantity	O	500		
Not Used	200	IT3	Additional Item Data	O	5		
	210	DTM	Date/Time Reference	O	10		
Not Used	235	TC2	Commodity	O	>1		
Not Used	240	TD1	Carrier Details (Quantity and Weight)	O	1		
Not Used	250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	260	TD3	Carrier Details (Equipment)	O	12		
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
Not Used	276	PCT	Percent Amounts	O	>1		
Not Used	280	MAN	Marks and Numbers	O	10		
	289	MSG	Message Text	O	>1		
Not Used	290	SPI	Specification Identifier	O	>1		

	291	TXI	Tax Information	O	>1	
Not Used	292	CTB	Restrictions/Conditions	O	>1	
					LOOP ID - QTY >1	
Not Used	293	QTY	Quantity	O	1	
Not Used	294	SI	Service Characteristic Identification	O	>1	
					LOOP ID - SCH 200	
Not Used	295	SCH	Line Item Schedule	O	1	n3
Not Used	296	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	297	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	298	TD3	Carrier Details (Equipment)	O	12	
Not Used	299	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	300	REF	Reference Identification	O	>1	
					LOOP ID - PKG 200	
Not Used	305	PKG	Marking, Packaging, Loading	O	1	
Not Used	310	MEA	Measurements	O	>1	
Not Used	320	LS	Loop Header	O	1	
					LOOP ID - LDT >1	
Not Used	321	LDT	Lead Time	O	1	
Not Used	322	QTY	Quantity	O	>1	
Not Used	323	MSG	Message Text	O	1	
Not Used	324	REF	Reference Identification	O	3	
					LOOP ID - LM >1	
Not Used	325	LM	Code Source Information	O	1	
Not Used	326	LQ	Industry Code	M	>1	
Not Used	327	LE	Loop Trailer	O	1	
					LOOP ID - N9 1000	
Not Used	330	N9	Reference Identification	O	1	
Not Used	332	DTM	Date/Time Reference	O	>1	
Not Used	335	MEA	Measurements	O	40	
Not Used	340	MSG	Message Text	O	1000	
					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	
Not Used	383	QTY	Quantity	O	>1	
Not Used	385	NX2	Location ID Component	O	>1	
	390	REF	Reference Identification	O	12	
Not Used	400	PER	Administrative Communications Contact	O	3	
Not Used	405	SI	Service Characteristic Identification	O	>1	
Not Used	406	DTM	Date/Time Reference	O	1	
Not Used	410	FOB	F.O.B. Related Instructions	O	1	
Not Used	415	SCH	Line Item Schedule	O	200	
Not Used	420	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	430	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	440	TD3	Carrier Details (Equipment)	O	12	
Not Used	450	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	460	PKG	Marking, Packaging, Loading	O	200	

			LOOP ID - LDT		>1
Not Used	462	LDT	Lead Time	O	1
Not Used	464	MAN	Marks and Numbers	O	10
Not Used	466	QTY	Quantity	O	5
Not Used	468	MSG	Message Text	O	1
Not Used	469	REF	Reference Identification	O	3
			LOOP ID - SLN		1000
	470	SLN	Subline Item Detail	O	1
Not Used	475	MSG	Message Text	O	>1
Not Used	480	SI	Service Characteristic Identification	O	>1
	490	PID	Product/Item Description	O	1000
Not Used	500	PO3	Additional Item Detail	O	104
Not Used	505	TC2	Commodity	O	>1
Not Used	513	ADV	Advertising Demographic Information	O	>1
Not Used	515	DTM	Date/Time Reference	O	10
Not Used	516	CTP	Pricing Information	O	25
Not Used	517	PAM	Period Amount	O	10
Not Used	518	PO4	Item Physical Details	O	1
Not Used	519	TAX	Tax Reference	O	3
			LOOP ID - N9		>1
Not Used	523	N9	Reference Identification	O	1
Not Used	524	DTM	Date/Time Reference	O	>1
Not Used	525	MSG	Message Text	O	>1
			LOOP ID - SAC		25
Not Used	526	SAC	Service, Promotion, Allowance, or Charge Information	O	1
Not Used	527	CUR	Currency	O	1
Not Used	528	CTP	Pricing Information	O	1
			LOOP ID - QTY		>1
Not Used	529	QTY	Quantity	O	1
Not Used	530	SI	Service Characteristic Identification	O	>1
			LOOP ID - N1		10
Not Used	535	N1	Name	O	1
Not Used	540	N2	Additional Name Information	O	2
Not Used	550	N3	Address Information	O	2
Not Used	560	N4	Geographic Location	O	1
Not Used	570	NX2	Location ID Component	O	>1
Not Used	580	REF	Reference Identification	O	12
Not Used	590	PER	Administrative Communications Contact	O	3
Not Used	595	SI	Service Characteristic Identification	O	>1
			LOOP ID - AMT		>1
Not Used	600	AMT	Monetary Amount	O	1
Not Used	610	REF	Reference Identification	O	1
Not Used	612	PCT	Percent Amounts	O	>1
			LOOP ID - LM		>1
Not Used	620	LM	Code Source Information	O	1
Not Used	630	LQ	Industry Code	M	>1

Summary:

<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 - CTT			1	
010	CTT	Transaction Totals	O	1		n4
Not Used	020	AMT	Monetary Amount	O	1	n5
M	030	SE	Transaction Set Trailer	M	1	

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. PO102 is required.
3. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
4. 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.
5. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

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:
Business Rules: Variable Name: STST

Data Element Summary

	<u>Ref. Des.</u>	<u>Data 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).
 Example: BEG*00*KN*4800002559**20130611*123478*AC*IEL~

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original 07 Duplicate	M ID 2/2
M	BEG02	92	Purchase Order Type Code 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	Purchase Order Number 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	Date Date expressed as CCYYMMDD	M DT 8/8
	BEG06	367	Contract Number Contract number	O AN 1/30
	BEG08	1019	Invoice Type Code 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.

Notes: Example: CUR*BY*CAD~

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</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.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</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:

Notes: Example: PER*BD*Buyer,Bob*TE*(613) 555-5555 Ext 123*FX*(613) 555-5556*EM*bbuyer@mmm.com~

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
M	PER01	366 Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named	
		BD Buyer Name 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	
	PER05	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		FX Facsimile	
	PER06	364 Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	
	PER07	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		EM Electronic Mail	
	PER08	364 Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	

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).

Example: FOB*CC*OV*FOB CA*01*FOB~
 FOB*CC*OV*FOB CA*01*ZZZ*ZZ*DAT~

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
M	FOB01	146 Shipment Method of Payment Code identifying payment terms for transportation charges CC Collect PP Prepaid (by Seller)	M ID 2/2
	FOB02	309 Location Qualifier 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	X ID 1/2
	FOB03	352 Description A free-form description to clarify the related data elements and their content	O AN 1/80
	FOB04	334 Transportation Terms Qualifier Code Code identifying the source of the transportation terms 01 Incoterms	O ID 2/2
	FOB05	335 Transportation Terms Code 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;	X ID 3/3

	<p>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</p>
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: Optional

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.

Notes: Example: ITD*08*3*2**0*****2% 10th Prox*10~

ITD*08*3*2**10**30*****2% 10 Net 30~

ITD*08*3*****30*****Net 30 Days~

Data Element Summary

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

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.

Example: DTM*373*20130708~

DTM*374*20140708~

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Date/Time Qualifier</u>	
M	DTM01	374		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.

Notes: Example: TD5*****Carrier Detail~

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u> TD505	<u>Element</u> 387	<u>Routing</u>	<u>X</u> 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:

Notes: Example: N9*KZ*PO Terms and Conditions~

N9*KK*Freight Terms~

N9*L1*SEE COMMENTS~

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128 Reference Identification Qualifier	M ID 2/3
		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 Reference Identification	X AN 1/30
		Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

MSG Message Text

- 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.

Example: N1*VN*TEST VENDOR LLC*92*0010000065~

N1*PL*TEST VENDOR LLC*92*0010000065~

N1*II*TEST VENDOR LLC*92*0010000065~

N1*BT*3M CANADA COMPANY~

N1*ST*3M CANADA COMPANY*92*2000~

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N101	98 Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		BT Bill-to-Party	
		II Issuer of Invoice	
		PL Party to Receive Purchase Order	
		ST Ship To	
		VN Vendor	
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:

Notes: Example: N2*PAPER DIVISION~

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</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:
Notes:

Example: N3*1000 OXFORD STREET EAST~

Data Element Summary

	Ref.	Data		Attributes
	Des.	Element	Name	
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.
Notes: Example: N4*LONDON*ON*N6A 4T1*CA~

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
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	Reference Identification Qualifier Code qualifying the Reference Identification 61 Taxing Authority Identification Number VX Value-Added Tax Registration Number (Europe)	M ID 2/3
	REF02	127	Reference Identification 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			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</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	

Segment: **PO1** **Baseline Item Data**
Position: 010
Loop: PO1 Mandatory
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To specify basic and most frequently used line item data
Syntax Notes:

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

Semantic Notes:

Comments:

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

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:

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

Example:

```
PO1*00010*240*EA***BP*0000000071*VP*VENDORSKU*UK*04710367340423*
MF*PV4010*MG*MFG_PART*RP*23344~
```

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u> <u>Name</u>	
PO101	350 Assigned Identification	O AN 1/20
	Alphanumeric characters assigned for differentiation within a transaction set 3M assigned PO line number. Required to be returned on the 810, 855, and 856.	
PO102	330 Quantity Ordered	X R 1/15
	Quantity ordered Quantity in shipping unit of measure (PO103).	
PO103	355 Unit or Basis for Measurement Code	O 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.		
PO106	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		BP Buyer's Part Number		
PO107	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO108	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		VP Vendor's (Seller's) Part Number		
PO109	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO110	235	Product/Service ID Qualifier	X	ID 2/2
		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		
PO111	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MF Manufacturer		
PO113	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		MG Manufacturer's Part Number		
PO115	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO116	235	Product/Service ID Qualifier	X	ID 2/2
		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.		
PO117	234	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
PO118	235	Product/Service ID Qualifier	X	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		EC Engineering Change Level		
PO119	234	Product/Service ID	X	AN 1/48
		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:

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

Example: CTP**UCP*100*96.000*CS*SEL*1~

Price of \$100.00 per 1 CS.

96 CS = 240 EA (from PO102 and PO103)

CTP**UCP*5*12.00*CS*SEL*1000~

Price of \$5 per 1000 CS or \$5/1000=\$.005 per CS

12 CS = 35000 EA (from PO102 and PO103)

CTP**UCP*10*25.000*CS*SEL*25~

Price of \$10.00 per 25 CS or \$10/25=\$.40 per CS.

25 CS = 100 EA (from PO102 and PO103)

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	CTP02	236 Price Identifier Code	M ID 3/3
		Code identifying pricing specification	
		UCP Unit cost price	
M	CTP03	212 Unit Price	M R 1/17
		Price per unit of product, service, commodity, etc.	
		Unit price in pricing unit of measure (CTP05).	
M	CTP04	380 Quantity	M R 1/15

Numeric value of quantity

Quantity in pricing unit of measure (CTP05).

M	CTP05	C001	Composite Unit of Measure	M
			To identify a composite unit of measure (See Figures Appendix for examples of use)	
M	C00101	355	Unit or Basis for Measurement Code	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.	
M	CTP06	648	Price Multiplier Qualifier	M ID 3/3
			Code indicating the type of price multiplier	
			SEL Selling Multiplier	
M	CTP07	649	Multiplier	M R 1/10
			Value to be used as a multiplier to obtain a new value	

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.

Notes: Example: PID*F****4032 SCOTCHMOUNT DEL-CTD FOAMTAPE 76MMX~

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:

Notes: REF*HS*0903000000~

Data Element Summary

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

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:

Notes: Example: DTM*002*20130708~

Data Element Summary

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<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	
			002 Delivery Requested	
	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	

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. Des.</u>	<u>Data 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

Ref.	Data Element	Name	Attributes
M	TXI01	963 Tax Type Code	M ID 2/2
		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 Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		ST Ship To	
	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	

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

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

Segment: **SLN** Subline Item Detail

Position: 470

Loop: SLN Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify product subline detail item data

Syntax Notes:

- 1 If either SLN04 or SLN05 is present, then the other is required.
- 2 If SLN07 is present, then SLN06 is required.
- 3 If SLN08 is present, then SLN06 is required.
- 4 If either SLN09 or SLN10 is present, then the other is required.
- 5 If either SLN11 or SLN12 is present, then the other is required.
- 6 If either SLN13 or SLN14 is present, then the other is required.
- 7 If either SLN15 or SLN16 is present, then the other is required.
- 8 If either SLN17 or SLN18 is present, then the other is required.
- 9 If either SLN19 or SLN20 is present, then the other is required.
- 10 If either SLN21 or SLN22 is present, then the other is required.
- 11 If either SLN23 or SLN24 is present, then the other is required.
- 12 If either SLN25 or SLN26 is present, then the other is required.
- 13 If either SLN27 or SLN28 is present, then the other is required.

Semantic Notes:

- 1 SLN01 is the identifying number for the subline item.
- 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.
- 3 SLN03 is the configuration code indicating the relationship of the subline item to the baseline item.
- 4 SLN08 is a code indicating the relationship of the price or amount to the associated segment.

Comments:

- 1 See the Data Element Dictionary for a complete list of IDs.
- 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.
- 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.

Notes:

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.

Sub-line information for Indirect POs with service lines (BEG02 = "ZZ") will need to be sent on the Purchase Order Acknowledgement (855).
 Example: SLN*1*24356*I*23*EA****A7*3400089443*EC*3234~

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
M	SLN01	350 Assigned Identification	M AN 1/20
		Alphanumeric characters assigned for differentiation within a transaction set Subline Item Number (Counter)	
M	SLN03	662 Relationship Code	M ID 1/1
		Code indicating the relationship between entities I Included	
	SLN04	380 Quantity	X R 1/15
		Numeric value of quantity	
	SLN05	C001 Composite Unit of Measure	X
		To identify a composite unit of measure (See Figures Appendix for examples of use)	
M	C00101	355 Unit or Basis for Measurement Code	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	Unit Price	X	R 1/17
		Price per unit of product, service, commodity, etc.		
		Used only on Indirect POs with Service Lines		
SLN09	235	Product/Service ID Qualifier	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	Product/Service ID	X	AN 1/48
		Identifying number for a product or service		
SLN11	235	Product/Service ID Qualifier	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	Product/Service ID	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
Des.	Element		
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

CTT Transaction Totals

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.

Notes: Example: CTT*3~

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
M	CTT01	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.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
M	SE02	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

APPENDIX

Transaction Example for Standard PO:

ISA*00* *00* *ZZ*SENDERID *ZZ*RECEIVERID *150217*1316*U*00401*000185215*0*P*>~
GS*PO*SENDERID*RECEIVERID*CCYYMMDD*HHMM*123*X*004010~
ST*850*45699~
BEG*00*KN*3MPONUMBER**CCYYMMDD***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*VATID~ (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~
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*367*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~
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*38*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