



# Ship to Home EDI

**875 Purchase Order**  
**Version: 005010UCS**



# How to Use This Documentation

## Data Element Attributes

- M = Mandatory (must be transmitted)
- X = Conditional (presence of this field is dependent on the value or presence of other data elements within the segment)
- O = Optional (the appearance of the element is either at the option of the sending party or based on agreement between the trading partners)

## Data Element Types

- AN = Alphanumeric
- NN = Numeric
  - 1st N signifies numeric
  - 2nd N signifies the number of decimal places to the right of a fixed, implied decimal point (the decimal point is not transmitted for this data element type)
- R = Numeric Decimal (decimal point required to be transmitted when fractional values are present)
- ID = Field contains a code value (codes are contained within predetermined lists maintained by the standards committee and are found in the appendix of ANSI manuals)
- DT = Date formatted in CCYYMMDD, where
  - CC = Century
  - YY = Last 2 digits of the year (00-99)
  - MM = Numeric month (01-12)
  - DD = Numeric day (01-31)
- TM = Time formatted in HHMM, where
  - HH = Military hour (00-23)
  - MM = Minute (00-59)

## Data Element Length

- The number to the left of the "/" specifies the minimum length of the field as required by the standard.
- The number to the right of the "/" specifies the maximum length of the field as required by the standard.
- When the minimum and maximum lengths are the same, this signifies the field has a fixed length.
- The minimum and maximum lengths do not include the decimal point (when data element is R).



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## Purchase Order Transaction Set (875)

**Purpose:** This document was created to assist our trading partners in the implementation of the 875 purchase order transaction set. This document contains those segments and elements supported by Kroger Ship to Home.

### Heading:

<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Loop Repeat</u>
ST	Transaction Set Header	M	1	
G50	Purchase Order Identification	M	1	
N9	Reference Identification	M	1	
G61	Contact	M	1	
G62	Date/Time	M	2	
NTE	Note/ Special Instruction	O	1	
G66	Transportation Instructions	M	1	
G23	Terms of Sale/ Deferred Terms of Sale	M	1	

### LOOP ID – 0100

N1	Party Identification	M	2	
N3	Address Information	M	2	
N4	Geographic Location	M	2	

### Detail:

<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Loop Repeat</u>
<u>LOOP ID – 0300</u>				<u>100</u>
G68	Line Item Detail (Product)	M	>1	
G69	Line Item Detail (Description)	O	1	
G70	Line Item Detail (Miscellaneous)	O	1	

### Summary:

<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Loop Repeat</u>
G76	Total Purchase Order	M	1	



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## Example 875 Purchase Order

ST\*875\*0001  
G50\*N\*20180705\*00222785\*\*\*\*SA  
N9\*IA\*12345  
G61\*BD\*Anita Buyer\*EM\*Anita.Buyer@Vitacost.com\*5619824180x2203  
G62\*02\*20150811  
NTE\*PUR\*IMPERATIVE to place PO#s on ALL INVOICES AND INDIVIDUAL SHIPPED BOXES  
G66\*DF\*T  
G23\*01\*3\*\*\*2\*\*10\*\*30  
N1\*BT\*Kroger Ship to Home\*9\*9496977000000  
N3\*5400 Broken Sound Blvd NW\*Suite 500  
N4\*Boca Raton\*FL\*33487\*US  
N1\*ST\*Kroger Ship to Home LV South\*9\*9496977000002  
N3\*840 Pilot Road\*Suite 7  
N4\*Las Vegas\*NV\*89119\*US  
N1\*VN\* Vendor Name\*9\*1234567890001  
N3\*123 Main Street\*Suite 1  
N4\*City\*ST\*89119\*US  
G68\*6\*CA\*6.00\*\*UK\*10036000406532\*UP\*036000406535  
G69\*Huggies Snug&Dry Diapers Size 1 - 44ct  
G70\*6  
G76\*6\*CA\*\*\*\*\*36.00



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# ST - Transaction Set Header

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 2

**User Option (Usage):** Mandatory

**Purpose:** To indicate the start of a transaction set and to assign a control number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
ST01	143	Transaction Set Identifier Code	M	ID	3/3

### Code List Summary

<u>Code</u>	<u>Name</u>
875	Grocery Products Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9
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**Please Note:** *The transaction set control number is used to determine if data has been lost or duplicated.*

## Example:

ST\*875\*0001

# G50 – Purchase Order Identification

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 4

**User Option (Usage):** Mandatory

**Purpose:** To transmit identifying dates and numbers for this transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G5001	473	Order Status Code	M	ID	1//

### Code List Summary

<u>Code</u>	<u>Name</u>
N	Original

G5002	373	Date	M	DT	8/8
G5003	324	Purchase Order Number	M	AN	1/22
G5007	92	Purchase Order Type Code	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
SA	Stand Alone Order

## Example:

G50\*N\*20180705\*00222785\*\*\*\*SA



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# N9 – Extended Reference Information

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 2

**User Option (Usage):** Mandatory

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N901	128	Reference Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
IA	Internal Vendor Number

N902	127	Reference Identification	M	AN	1/50
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## Example:

**N9\*IA\*12345**

# G61 - Contact

Max: 1      Heading – Optional      Loop: N/A      Elements: 5

**User Option (Usage):** Mandatory

**Purpose:** To identify a person or office to whom administrative communications should be directed

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G6101	366	Contact Function Code	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
BD	Buyer or Department

G6102	93	Name	M	AN	1/60
G6103	365	Communication Number Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
EM	Email

G6104	364	Communication Number – email address	M	AN	1/80
G6105	443	Contact Inq. Reference – phone number	M	AN	1/20

## Example:

**G61\*BD\*Anita Buyer\*EM\*Anita.Buyer@Vitacost.com\* 5619824180x2203**



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## G62 - Date/ Time

Max: 2

Heading – Optional

Loop: N/A

Elements: 2

**User Option (Usage):** Mandatory

**Purpose:** To specify pertinent dates and times

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G6201	374	Date/ Time Qualifier	M	ID	2/2

#### Code List Summary

<u>Code</u>	<u>Name</u>
02	Delivery Requested

G6202	373	Date	M	DT	8/8
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### Example:

**G62\*02\*20150811**

## NTE - Note/ Special Instruction

Max: 1

Heading – Optional

Loop: N/A

Elements: 2

**User Option (Usage):** Optional

**Purpose:** To transmit information in a free-form format, if necessary, for comment or special instruction

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
NTE01	363	Note Reference Code	O	ID	3/3

#### Code List Summary

<u>Code</u>	<u>Name</u>
PUR	Purchasing

NTE02	352	Description	M	AN	1/80
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### Example:

**NTE\*PUR\*IMPERATIVE to place PO#s on ALL INVOICES AND INDIVIDUAL SHIPPED BOXES**



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# G66 - Transportation Instructions

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 2

**User Option (Usage):** Mandatory

**Purpose:** To specify transportation instructions relating to shipment

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G6601	146	Shipment Method of Payment	M	ID	2/2

### FOB01 Code List Summary

<u>Code</u>	<u>Name</u>
DF	Defined by Buyer and Seller

G6602	91	Transportation Method/ Type Code	O	ID	1/1
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### FOB01 Code List Summary

<u>Code</u>	<u>Name</u>
T	Best Way (Shipper's option)

## Example:

G66\*DF\*T





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# G23 – Terms of Sale

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 5

**User Option (Usage):** Mandatory  
**Purpose:** To specify terms of the sale

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G2301	336	Terms Type Code	M	ID	2/2
<b>Code List Summary</b>					
<b>Code      Name</b>					
01      Basic					
22      Cash Discount Terms Apply					
PP      Prepayment					
G2302	333	Terms Basis Date Code	M	ID	1/2
<b>Code List Summary</b>					
<b>Code      Name</b>					
3      Invoice Date					
G2305	338	Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	X	R	1/6
G2307	351	Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned.	X	NN	1/3
G2309	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable)	M	NN	1/3

## Example:

G23\*01\*3\*\*\*2\*\*10\*\*30



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# N1 – Party Identification

Max: 2      Heading – Mandatory      Loop: 0100      Elements: 4

**User Option (Usage):** Mandatory

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N101	98	Entity ID Code	M	ID	2/3

### Code List Summary

<u>Code</u>	<u>Name</u>
BT	Bill to
ST	Ship to
VN	Vendor

N102	93	Name	M	AN	1/60
N103	66	ID Code Qualifier	M	ID	1/2

### Code List Summary

<u>Code</u>	<u>Name</u>
9	DUNS+4, DUNS number with suffix

N104	67	ID Code	M	AN	13/13
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### Code List Summary

<u>Code</u>	<u>Name</u>
9496977000000	Kroger Ship to Home Corporate Office, FL
9496977000001	Kroger Ship to Home NC Warehouse
9496977000002	Kroger Ship to Home NV Warehouse
9496977000003	Kroger Ship to Home MZ Warehouse

## Example:

**N1\*BT\*Kroger Ship to Home\*9\*9496977000000**  
**N1\*ST\*Kroger Ship to Home LV South\*9\*9496977000002**  
**N1\*VN\*Vendor Name\*9\*123456789000**



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## N3- Address Information

Max: 2      Heading – Mandatory      Loop: 0100      Elements: 2

**User Option (Usage):** Mandatory

**Purpose:** To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N301	166	Address 1	M	AN	1/55
N302	166	Address 2	O	AN	1/55

### Example:

*N3\*840 Pilot Road\*Suite 7*

## N4 - Geographic Location

Max: 2      Heading – Mandatory      Loop: 0100      Elements: 4

**User Option (Usage):** Mandatory

**Purpose:** To specify the geographic place of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
N401	19	City Name	M	AN	2/30
N402	156	State Code	M	ID	2/2
N403	116	Postal Code	M	ID	3/15
N404	26	Country Code	M	ID	2/3

### Please Note:

*For Canadian postal codes, the Canadian Standard Postal Format must be used. The postal code should be uppercase and expressed in the format of ANA NAN, where A=alpha and N=numeric. It should have one space between the first three and last three positions.*

*The value in the N404 country code will include the three letter ISO 3166 international standard code (USA/CAN).*

### Example:

*N4\*Las Vegas\*NV\*89119\*US*



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## G68 – Line Item Detail (Product)

Max: 1      Heading – Mandatory      Loop: 0300      Elements: 7

**User Option (Usage):** Mandatory

**Purpose:** To specify basic and most frequently used line item data

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G6801	330	Quantity Ordered	M	NN	1/15
G6802	355	Unit or Basis for Measurement Code	M	ID	2/2

#### Code List Summary

##### Code      Name

EA	Each
CA	Case
PL	Pallet

G6803	212	Unit Price	M	R	1/9
G6805	235	Product/ Service ID Qualifier	M	ID	2/2

#### Code List Summary

##### Code      Name

UK	Case UPC Number
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G6806	234	Product/ Service ID – Case UPC Number	M	AN	1/48
G6807	235	Product/ Service ID Qualifier	M	ID	2/2

#### Code List Summary

##### Code      Name

UP	UPC Number
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G6808	234	Product/ Service ID – UPC Number (1-5-5-1 format)	M	AN	1/48
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### Example:

G68\*6\*CA\*6.00\*\*UK\*10036000406532\* UP\*036000406535

## G69 – Line Item Detail (Description)

Max: 1      Heading – Mandatory      Loop: 0300      Elements: 1

**User Option (Usage):** Mandatory

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

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G6901	352	Free-form Description	M	AN	1/45

### Example:

G69\*Huggies Snug&Dry Diapers Size 1 - 44ct



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# G70 – Line Item Detail (Miscellaneous)

Max: 1      Heading – Optional      Loop: 0300      Elements: 1

**User Option (Usage):** Optional

**Purpose:** To specify the number of individual units contained per Unit of Measure

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G7001	356	Pack – Number of inner containers per outer container	X	NN	1/6

## Example:

G70\*6

# G76 – Total Purchase Order

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 3

**User Option (Usage):** Mandatory

**Purpose:** To indicate the total monetary amount

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
G7601	330	Total quantity ordered	M	NN	1/15
G7602	355	Unit or Basis for Measurement Code	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
EA	Each
CA	Case
PL	Pallet

G7608	782	Total Monetary Amount of Purchase Order	M	R	1/15
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## Example:

G76\*6\*CA\*\*\*\*\*36.00