



# Ship to Home EDI

**850 Purchase Order**  
**Version: 005010**



# 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).



850 Purchase Order

# Purchase Order Transaction Set (850)

**Purpose:** This document was created to assist our trading partners in the implementation of the 850 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	
BEG	Beginning Segment for Purchase Order	M	1	
REF	Reference Identification	M	1	
PER	Administrative Communications Contact	M	1	
FOB	F.O.B. Related Instructions	M	1	
CSH	Sales Requirements	M	1	

### LOOP ID – SAC

ITD	Terms of Sale/ Deferred Terms of Sale	M	1	
DTM	Date/Time Reference	M	2	

### LOOP ID – N9

N9	Extended Reference Information	O	1	
MTX	Text	O	1	

### LOOP ID – N1

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 – PO1</u>				<u>100</u>
PO1	Baseline Item Data	M	>1	
PID	Product/Item Description	O	1	
PO4	Item Physical Details	O	1	

## Summary:

<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Loop Repeat</u>
<u>LOOP ID – CTT</u>				<u>1</u>
CTT	Transaction Totals	M	1	
AMT	Monetary Amount	M	1	



850 Purchase Order

## Example 850 Purchase Order

ST\*850\*0001

BEG\*00\*SA\*00222785\*00222785-01\*20150728

REF\*IA\*12345\*Vendor Name

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

FOB\*DF\*\*\*\*\*SE\*Description of Loss

CSH\*N

ITD\*22\*3\*2\*\*10\*\*30

DTM\*002\*20150811

N9\*L1\*Transaction Note

MTX\*\*IMPERATIVE to place PO#s on ALL INVOICES AND INDIVIDUAL SHIPPED BOXES; PLEASE FULFILL PO IMMEDIATELY

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

PO1\*1\*6\*CA\*6.00\*UK\*10036000406532\*BP\*188624\*UP\*036000406535

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

P04\*6

PO1\*2\*24\*EA\*4.70\*VN\*A200102\*BP\*187749\*UP\*898669002011

PID\*F\*\*\*\*Oasis Moisturizing Mouth Spray for Dry Mouth Mild Mint -- 1 fl oz

CTT\*2

AMT\*TT\*148.8



850 Purchase Order

# 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>
850	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\*850\*0001**

# BEG - Beginning Segment for Purchase Order

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

**User Option (Usage):** Mandatory

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
BEG01	353	Transaction Set Purpose Code	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
00	Original

BEG02	92	Purchase Order Type Code	M	ID	2/2
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### Code List Summary

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

BEG03	324	Purchase Order Number	M	AN	1/22
BEG04	328	Release Number	O	AN	1/30
BEG05	373	Date	M	DT	8/8

## Example:

**BEG\*00\*SA\*00222785\*00222785-01\*20150728**



850 Purchase Order

# REF - Reference Identification

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

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>
REF01	128	Reference Qualifier	M	ID	2/2

### Code List Summary

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

REF02	127	Reference Identification	M	AN	1/80
REF03	352	Description - Vendor Name	M	AN	1/80

## Example:

*REF\*IA\*12345\*Vendor Name*

# PER - Administrative Communications Contact

Max: 1      Heading – Mandatory      Loop: N/A      Elements: 6

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>
PER01	366	Contact Function Code	M	ID	2/2

### Code List Summary

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

PER02	93	Name	M	AN	1/60
PER03	365	Communication Number Qualifier	M	ID	2/2

### Code List Summary

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

PER04	364	Communication Number – email address	M	AN	1/256
PER05	365	Communication Number Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
TE	Telephone

PER06	364	Communication Number – phone number	M	AN	1/256
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## Example:

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



850 Purchase Order

# FOB - F.O.B. Related Instructions

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

**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>
FOB01	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

FOB08	54	Risk of Loss Code	C	ID	2/2
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### FOB08 Code List Summary

<u>Code</u>	<u>Name</u>
BY	Risk of Loss in Transit to Destination is Buyer's
SE	Risk of Loss in Transit to Destination is Seller's

FOB09	352	Description	C	AN	1/80
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**Syntax:** If FOB09 is present, then FOB08 is required.

## Example:

*FOB\*DF\*\*\*\*\*SE\*Description of Loss*

# CSH - Sales Requirements

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

**User Option (Usage):** Mandatory

**Purpose:** To specify general conditions or requirements 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>
CSH01	563	Sales Requirement Code	M	ID	1/1

### Code List Summary

<u>Code</u>	<u>Name</u>
N	No Backorders
Y	Backorder if Out of Stock

## Example:

*CSH\*N*



850 Purchase Order

# ITD – Terms of Sale/ Deferred Terms of Sale

Max: 1      Heading – Mandatory      Loop: SAC      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>
ITD01	336	Terms Type Code	M	ID	2/2
<b>Code List Summary</b>					
		<u>Code</u> <u>Name</u>			
		01      Basic			
		22      Cash Discount Terms Apply			
		PP      Prepayment			
ITD02	333	Terms Basis Date Code	M	ID	1/2
<b>Code List Summary</b>					
		<u>Code</u> <u>Name</u>			
		3      Invoice Date			
ITD03	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
ITD05	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
ITD07	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable)	M	NN	1/3

## Example:

*ITD\*22\*3\*2\*\*10\*\*30*





850 Purchase Order

# DTM - Date/ Time Reference

Max: 2      Heading – Mandatory      Loop: SAC      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>
DTM01	374	Date/ Time Qualifier	M	ID	3/3

### Code List Summary

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

DTM02	373	Date	M	DT	8/8
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## Example:

*DTM\*002\*20150811*

# N9 – Extended Reference Information

Max: 1      Heading – Optional      Loop: N9      Elements: 2

**User Option (Usage):** Optional

**Purpose:** To transmit identifying information as specified by the Reference Identification Qualifier

## Element Summary:

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

### Code List Summary

<u>Code</u>	<u>Name</u>
L1	Letters or Notes

N902	127	Reference Identification *Use "Transaction Note"	X	AN	1/80
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## Example:

*N9\*L1\* Transaction Note*



850 Purchase Order

# MTX - Text

Max: 1      Heading – Optional      Loop: N9      Elements: 1

**User Option (Usage):** Optional

**Purpose:** To specify notes specific to the purchase order request

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
MTX01	363	Note Reference Code	O	ID	3/3
MTX02	1551	Textual Data	O	AN	1/4096

## Example:

**MTX\*\* IMPERATIVE to place PO#s on ALL INVOICES AND INDIVIDUAL SHIPPED BOXES; PLEASE FULFILL PO IMMEDIATELY**

# N1 – Party Identification

Max: 2      Heading – Mandatory      Loop: N1      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**



850 Purchase Order

## N3- Address Information

Max: 2      Heading – Mandatory      Loop: N1      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: N1      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*



850 Purchase Order

# PO1- Baseline Item Data

Max: 1      Heading – Mandatory      Loop: PO1      Elements: 12

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>
PO101	350	Assigned Identification – Purchase order line number	M	AN	1/20
PO102	330	Quantity Ordered	M	NN	1/15
PO103	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

PO104	212	Unit Price	M	R	1/17
PO106	235	Product/ Service ID Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
VN	Vendor Item Number
UK	Case UPC (1-2-5-5-1 format)

PO107	234	Product/ Service ID –Item Number	O	AN	1/48
PO108	235	Product/ Service ID Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
BP	Buyer's Item Number

PO109	234	Product/ Service ID – Kroger Ship to Home Item Number	M	AN	1/48
PO110	235	Product/ Service ID Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
UP	UPC Number

PO111	234	Product/ Service ID – UPC Number (1-5-5-1 format)	M	AN	1/48
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Please Note: The Assigned Line ID should always be sent in ascending, numerical order but may not always be sent with sequential numbering. It may not be sequential when orders are split between vendors to fulfill a customer's project or when service items are included on the order.

## Example:

PO1\*1\*6\*CA\*6.00\*UK\*10036000406532\*BP\*188624\*UP\*036000406535  
PO1\*2\*24\*EA\*4.70\*VN\*A200102\*BP\*187749\*UP\*898669002011



850 Purchase Order

# PID - Product/ Item Description

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

**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>
PID01	349	Item Description Type	M	ID	1/1

### Code List Summary

<u>Code</u>	<u>Name</u>
F	Free Form

PID05	352	Description	M	AN	1/80
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## Example:

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

# PO4 – Item Physical Details

Max: 1      Heading – Optional      Loop: N/A      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>
PO401	356	Pack – Number of inner containers per outer container	X	NN	1/6

## Example:

*PO4\*6*

# CTT - Transaction Totals

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

**User Option (Usage):** Mandatory

**Purpose:** To transmit a hash total for a specific element in the transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>
CTT01	354	Number of Line Items	M	NN	1/6

## Example:

*CTT\*2*



850 Purchase Order

# AMT - Monetary Amount

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

**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>
AMT01	522	Amount Qualifier	M	ID	2/2

### Code List Summary

<u>Code</u>	<u>Name</u>
TT	Total Transaction Amount

AMT02	782	Monetary Amount	M	R	1/18
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## Example:

**AMT\*TT\*148.80**