

## Introduction

This guideline provides a description and technical lay-out of the data segments recommended for use when creating EDI purchase orders (ASC X12 transaction set 850) for 3M. 3M can accept many valid ASC X12 data segments and elements; however, this guideline includes only those that are most commonly required. If you have data requirements that are not covered in this document, please consult your 3M EDI contact.

The ASC X12 version presented in this guideline is 004010. If you cannot generate purchase orders in 004010, please consult your 3M EDI contact for information on the other ASC X12 versions accepted by 3M.

Some general recommendations are:

1. Send only the data that is required to process the purchase order. Not all segments or data elements defined in this guideline need to be sent. For example, do not send terms or freight carrier information if this is standard information that is mutually understood and applies to all orders. However, if there are special terms or carrier information which must be communicated, send this data in the appropriate segment (i.e., ITD and TD5 respectively).
2. Whenever possible, do not send miscellaneous text data. Such data is usually not machine processable and diminishes the advantage and efficiency of EDI.
3. 3M recommends the use of the Uniform Product Code (UPC) for product identification. In addition, you may send in a part or catalog number. Item description is not needed unless a UPC or part number that uniquely defines the product is not available.
4. Use location numbers for ship-to and charge-to addresses. This allows for the efficient lookup of address information.

Examples of paper copy purchase orders and their ASC X12 interpretation can be found at the back of this guideline.

**Note: For illustration purposes only, all examples use an asterisk (\*) as the data element separator and a caret (^) as the segment terminator. In actual practice, values must be chosen that do not conflict with the data.**

# 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:

| Page No.      | Pos. No. | Seg. ID | Name                                                 | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
|---------------|----------|---------|------------------------------------------------------|-----------|---------|-------------|--------------------|
| 3             | 010      | ST      | Transaction Set Header                               | M         | 1       |             |                    |
| 4             | 020      | BEG     | Beginning Segment for Purchase Order                 | M         | 1       |             |                    |
| 5             | 050      | REF     | Reference Identification                             | O         | >1      |             |                    |
| 6             | 060      | PER     | Administrative Communications Contact                | O         | 3       |             |                    |
| 7             | 080      | FOB     | F.O.B. Related Instructions                          | O         | >1      |             |                    |
| 8             | 110      | CSH     | Sales Requirements                                   | O         | 5       |             |                    |
| LOOP ID - SAC |          |         |                                                      |           |         | 25          |                    |
| 9             | 120      | SAC     | Service, Promotion, Allowance, or Charge Information | O         | 1       |             |                    |
| 11            | 130      | ITD     | Terms of Sale/Deferred Terms of Sale                 | O         | >1      |             |                    |
| 12            | 150      | DTM     | Date/Time Reference                                  | O         | 10      |             |                    |
| 13            | 240      | TD5     | Carrier Details (Routing Sequence/Transit Time)      | O         | 12      |             |                    |
| 15            | 270      | MAN     | Marks and Numbers                                    | O         | 10      |             |                    |
| LOOP ID - N1  |          |         |                                                      |           |         | 200         |                    |
| 16            | 310      | N1      | Name                                                 | O         | 1       |             |                    |
| 17            | 320      | N2      | Additional Name Information                          | O         | 2       |             |                    |
| 18            | 330      | N3      | Address Information                                  | O         | 2       |             |                    |
| 19            | 340      | N4      | Geographic Location                                  | O         | >1      |             |                    |

## Detail:

| Page No.      | Pos. No. | Seg. ID | Name                     | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
|---------------|----------|---------|--------------------------|-----------|---------|-------------|--------------------|
| LOOP ID - PO1 |          |         |                          |           |         | 100000      |                    |
| 20            | 010      | PO1     | Baseline Item Data       | M         | 1       |             | n1                 |
| LOOP ID - PID |          |         |                          |           |         | 1000        |                    |
| 23            | 050      | PID     | Product/Item Description | O         | 1       |             |                    |
| 24            | 100      | REF     | Reference Identification | O         | >1      |             |                    |
| 25            | 190      | SDQ     | Destination Quantity     | O         | 500     |             |                    |

### 3M Customer Purchase Order

|    |     |     |                     |     |   |    |
|----|-----|-----|---------------------|-----|---|----|
| 28 | 295 | SCH | LOOP ID - SCH       | 200 |   |    |
|    |     |     | Line Item Schedule  | O   | 1 | n2 |
| 30 | 350 | N1  | LOOP ID - N1        | 200 |   |    |
|    |     |     | Name                | O   | 1 |    |
| 31 | 380 | N4  | Geographic Location | O   | 1 |    |

### Summary:

| Page No. | Pos. No. | Seg. ID | Name                    | Req. Des. | Max.Use | Loop Repeat | Notes and Comments |
|----------|----------|---------|-------------------------|-----------|---------|-------------|--------------------|
| 32       | 010      | CTT     | LOOP ID - CTT           | 1         |         |             |                    |
|          |          |         | Transaction Totals      | O         | 1       |             | n3                 |
| 33       | 020      | AMT     | Monetary Amount         | O         | 1       |             | n4                 |
| 34       | 030      | SE      | Transaction Set Trailer | M         | 1       |             |                    |

### Transaction Set Notes

1. PO102 is required.
2. 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.
3. 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.
4. 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:**

**Notes:** 3M Example(s): ST\*850\*2344^

#### Data Element Summary

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

### 3M Customer Purchase Order

**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:** 3M Example(s): BEG\*00\*SA\*BYX12345\*\*19991201^

#### Data Element Summary

|          | <u>Ref.</u> | <u>Data</u>    | <u>Name</u>                                                                                                        | <u>Attributes</u> |
|----------|-------------|----------------|--------------------------------------------------------------------------------------------------------------------|-------------------|
|          | <u>Des.</u> | <u>Element</u> |                                                                                                                    |                   |
| Required | BEG01       | 353            | <b>Transaction Set Purpose Code</b>                                                                                | M ID 2/2          |
|          |             |                | Code identifying purpose of transaction set                                                                        |                   |
|          |             | 00             | Original                                                                                                           |                   |
|          |             |                | Use for original purchase orders.                                                                                  |                   |
|          |             | 06             | Confirmation                                                                                                       |                   |
|          |             |                | Use only if the order has already been placed (e.g., previously phoned or faxed).                                  |                   |
| Required | BEG02       | 92             | <b>Purchase Order Type Code</b>                                                                                    | M ID 2/2          |
|          |             |                | Code specifying the type of Purchase Order                                                                         |                   |
|          |             | CF             | Confirmation                                                                                                       |                   |
|          |             | NE             | New Order                                                                                                          |                   |
|          |             | SA             | Stand-alone Order                                                                                                  |                   |
| Required | BEG03       | 324            | <b>Purchase Order Number</b>                                                                                       | M AN 1/22         |
|          |             |                | Identifying number for Purchase Order assigned by the orderer/purchaser                                            |                   |
|          | BEG04       | 328            | <b>Release Number</b>                                                                                              | O AN 1/30         |
|          |             |                | Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction |                   |
| Required | BEG05       | 373            | <b>Date</b>                                                                                                        | M DT 8/8          |
|          |             |                | Date expressed as CCYYMMDD                                                                                         |                   |
|          | BEG06       | 367            | <b>Contract Number</b>                                                                                             | O AN 1/30         |
|          |             |                | Contract number                                                                                                    |                   |

**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:** 3M Example(s): REF\*DP\*678901^

| Data Element Summary |                            |                               |                                                                                                                             |                   |
|----------------------|----------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
|                      | <u>Ref.</u><br><u>Des.</u> | <u>Data</u><br><u>Element</u> | <u>Name</u>                                                                                                                 | <u>Attributes</u> |
| Required             | REF01                      | 128                           | Reference Identification Qualifier                                                                                          | M ID 2/3          |
|                      |                            |                               | Code qualifying the Reference Identification                                                                                |                   |
|                      |                            |                               | DP Department Number                                                                                                        |                   |
|                      |                            |                               | IA Internal Vendor Number                                                                                                   |                   |
|                      |                            |                               | PD Promotion/Deal Number                                                                                                    |                   |
| Required             | 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 |                   |

### 3M Customer Purchase Order

**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:** 3M Example(s): PER\*BD\*JANE SMITH\*TE\*6517853691^

#### Data Element Summary

|          | Ref.        | Data           |                                                                                |                   |
|----------|-------------|----------------|--------------------------------------------------------------------------------|-------------------|
|          | <u>Des.</u> | <u>Element</u> | <u>Name</u>                                                                    | <u>Attributes</u> |
| Required | PER01       | 366            | <b>Contact Function Code</b>                                                   | <b>M ID 2/2</b>   |
|          |             |                | Code identifying the major duty or responsibility of the person or group named |                   |
|          |             |                | BD Buyer Name or Department                                                    |                   |
|          |             |                | CW Confirmed With                                                              |                   |
|          |             |                | OC Order Contact                                                               |                   |
|          |             |                | RE Receiving Contact                                                           |                   |
|          | PER02       | 93             | <b>Name</b>                                                                    | <b>O AN 1/60</b>  |
|          |             |                | Free-form name                                                                 |                   |
|          | PER03       | 365            | <b>Communication Number Qualifier</b>                                          | <b>X ID 2/2</b>   |
|          |             |                | Code identifying the type of communication number                              |                   |
|          |             |                | EM Electronic Mail                                                             |                   |
|          |             |                | FX Facsimile                                                                   |                   |
|          |             |                | TE Telephone                                                                   |                   |
|          | PER04       | 364            | <b>Communication Number</b>                                                    | <b>X AN 1/80</b>  |
|          |             |                | 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 Comments: Use ONLY if transportation instructions for the order differ from the norm.

3M Example(s): FOB\*CC^

#### Data Element Summary

|          | <u>Ref.</u> | <u>Data</u> | <u>Element</u>                                                                 | <u>Name</u>                                | <u>Attributes</u> |
|----------|-------------|-------------|--------------------------------------------------------------------------------|--------------------------------------------|-------------------|
| Required | FOB01       | 146         | Shipment Method of Payment                                                     |                                            | M ID 2/2          |
|          |             |             | Code identifying payment terms for transportation charges                      |                                            |                   |
|          |             |             | CC                                                                             | Collect                                    |                   |
|          |             |             | CF                                                                             | Collect, Freight Credited Back to Customer |                   |
|          |             |             | PC                                                                             | Prepaid but Charged to Customer            |                   |
|          |             |             | PP                                                                             | Prepaid (by Seller)                        |                   |
|          |             |             | PU                                                                             | Pickup                                     |                   |
|          | FOB02       | 309         | Location Qualifier                                                             |                                            | X ID 1/2          |
|          |             |             | Code identifying type of location                                              |                                            |                   |
|          |             |             | DE                                                                             | Destination (Shipping)                     |                   |
|          |             |             | OR                                                                             | Origin (Shipping Point)                    |                   |
|          | FOB03       | 352         | Description                                                                    |                                            | O AN 1/80         |
|          |             |             | A free-form description to clarify the related data elements and their content |                                            |                   |

|                        |                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>CSH</b> Sales Requirements                                                                                                                                                                                                                                                                                                                                       |
| <b>Position:</b>       | 110                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Loop:</b>           |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                                                                             |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                            |
| <b>Max Use:</b>        | 5                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose:</b>        | To specify general conditions or requirements of the sale                                                                                                                                                                                                                                                                                                           |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If CSH02 is present, then CSH03 is required.</li> <li>2 If either CSH06 or CSH07 is present, then the other is required.</li> <li>3 If either CSH09 or CSH10 is present, then the other is required.</li> </ol>                                                                                                            |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 CSH03 is the maximum monetary amount value which the order must not exceed.</li> <li>2 CSH04 is the account number to which the purchase amount is charged.</li> <li>3 CSH05 is the date specified by the sender to be shown on the invoice.</li> <li>4 CSH06 identifies the source of the code value in CSH07.</li> </ol> |
| <b>Comments:</b>       |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Notes:</b>          | 3M Comments: Use this segment ONLY to indicate specific order conditions that differ from the norm. (e.g., do not backorder, ship complete, etc.)                                                                                                                                                                                                                   |
|                        | 3M Example(s): CSH*N^                                                                                                                                                                                                                                                                                                                                               |

## Data Element Summary

|          | <u>Ref.</u> | <u>Data</u>    | <u>Name</u>                                                  | <u>Attributes</u>            |
|----------|-------------|----------------|--------------------------------------------------------------|------------------------------|
|          | <u>Des.</u> | <u>Element</u> |                                                              |                              |
| Required | CSH01       | 563            | Sales Requirement Code                                       | O ID 1/2                     |
|          |             |                | Code to identify a specific requirement or agreement of sale |                              |
|          |             |                | N                                                            | No Back Order                |
|          |             |                | SC                                                           | Ship Complete                |
|          |             |                | SP                                                           | Ship Partial, Balance Cancel |
|          |             |                | Y                                                            | Back Order if Out of Stock   |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>SAC</b> Service, Promotion, Allowance, or Charge Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Position:</b>       | 120                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Loop:</b>           | SAC Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Max Use:</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose:</b>        | To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 At least one of SAC02 or SAC03 is required.</li> <li>2 If either SAC03 or SAC04 is present, then the other is required.</li> <li>3 If either SAC06 or SAC07 is present, then the other is required.</li> <li>4 If either SAC09 or SAC10 is present, then the other is required.</li> <li>5 If SAC11 is present, then SAC10 is required.</li> <li>6 If SAC13 is present, then at least one of SAC02 or SAC04 is required.</li> <li>7 If SAC14 is present, then SAC13 is required.</li> <li>8 If SAC16 is present, then SAC15 is required.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required.</li> <li>2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence.</li> <li>3 SAC08 is the allowance or charge rate per unit.</li> <li>4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge.</li> <li>5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used.</li> <li>6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion.</li> <li>7 SAC16 is used to identify the language being used in SAC15.</li> </ol> |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02.</li> <li>2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Notes:</b>          | <p>3M Comments: Use ONLY if there are special allowances or charges that differ from the norm. (e.g., special promotional allowances, free goods, etc.) Use at the header level if allowances/charges apply to the entire order.</p> <p>3M Example(s): SAC*A*****5*****02^</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Data Element Summary

| Ref.           | Data           |                                                                       |                   |
|----------------|----------------|-----------------------------------------------------------------------|-------------------|
| <u>Des.</u>    | <u>Element</u> | <u>Name</u>                                                           | <u>Attributes</u> |
| Required SAC01 | 248            | Allowance or Charge Indicator                                         | M ID 1/1          |
|                |                | Code which indicates an allowance or charge for the service specified |                   |

### 3M Customer Purchase Order

|              |             |                                                                                |                                 |                  |
|--------------|-------------|--------------------------------------------------------------------------------|---------------------------------|------------------|
|              |             | A                                                                              | Allowance                       |                  |
|              |             | C                                                                              | Charge                          |                  |
| <b>SAC02</b> | <b>1300</b> | <b>Service, Promotion, Allowance, or Charge Code</b>                           |                                 | <b>X ID 4/4</b>  |
|              |             | Code identifying the service, promotion, allowance, or charge                  |                                 |                  |
|              |             | A400                                                                           | Allowance Non-performance       |                  |
|              |             | D240                                                                           | Freight                         |                  |
|              |             | D500                                                                           | Handling                        |                  |
|              |             | E740                                                                           | New Store Allowance             |                  |
|              |             | E760                                                                           | New Warehouse Discount          |                  |
|              |             | F050                                                                           | Other (See related description) |                  |
|              |             | F420                                                                           | Placement and/or Removal Charge |                  |
|              |             | F800                                                                           | Promotional Allowance           |                  |
|              |             | H850                                                                           | Tax                             |                  |
|              |             | See ASC X12 code list for additional codes.                                    |                                 |                  |
| <b>SAC05</b> | <b>610</b>  | <b>Amount</b>                                                                  |                                 | <b>O N2 1/15</b> |
|              |             | Monetary amount                                                                |                                 |                  |
| <b>SAC06</b> | <b>378</b>  | <b>Allowance/Charge Percent Qualifier</b>                                      |                                 | <b>X ID 1/1</b>  |
|              |             | Code indicating on what basis allowance or charge percent is calculated        |                                 |                  |
| <b>SAC07</b> | <b>332</b>  | <b>Percent</b>                                                                 |                                 | <b>X R 1/6</b>   |
|              |             | Percent expressed as a percent                                                 |                                 |                  |
| <b>SAC12</b> | <b>331</b>  | <b>Allowance or Charge Method of Handling Code</b>                             |                                 | <b>O ID 2/2</b>  |
|              |             | Code indicating method of handling for an allowance or charge                  |                                 |                  |
|              |             | 02                                                                             | Off Invoice                     |                  |
|              |             | 03                                                                             | Vendor Check to Customer        |                  |
|              |             | 04                                                                             | Credit Customer Account         |                  |
|              |             | 05                                                                             | Charge to be Paid by Vendor     |                  |
|              |             | 06                                                                             | Charge to be Paid by Customer   |                  |
| <b>SAC15</b> | <b>352</b>  | <b>Description</b>                                                             |                                 | <b>X AN 1/80</b> |
|              |             | A free-form description to clarify the related data elements and their content |                                 |                  |

|                        |                                                                                                                                                                                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>ITD</b> Terms of Sale/Deferred Terms of Sale                                                                                                                                                                                                                                                         |
| <b>Position:</b>       | 130                                                                                                                                                                                                                                                                                                     |
| <b>Loop:</b>           |                                                                                                                                                                                                                                                                                                         |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                 |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                |
| <b>Max Use:</b>        | >1                                                                                                                                                                                                                                                                                                      |
| <b>Purpose:</b>        | To specify terms of sale                                                                                                                                                                                                                                                                                |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.</li> <li>2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.</li> <li>3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.</li> </ol> |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.</li> </ol>                                                                                                                                                           |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>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.</li> </ol>                                                                                 |

**Notes:** 3M Comments: Use this segment ONLY if the terms for this order differ from the norm.

3M Example(s): ITD\*08\*3\*2\*\*10\*\*30^

#### Data Element Summary

| <u>Ref.</u> | <u>Data</u>                                                                                                                                  | <u>Attributes</u> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <u>Des.</u> | <u>Element Name</u>                                                                                                                          |                   |
| ITD01       | 336 Terms Type Code                                                                                                                          | O ID 2/2          |
|             | Code identifying type of payment terms                                                                                                       |                   |
|             | 04 Deferred or Installment                                                                                                                   |                   |
|             | 05 Discount Not Applicable                                                                                                                   |                   |
|             | 08 Basic Discount Offered                                                                                                                    |                   |
|             | 09 Proximo                                                                                                                                   |                   |
| 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                                                               |                   |

**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:** 3M Comments: Use this segment at the header level to specify dates that apply to the entire order.

3M Example(s): DTM\*002\*19991205^

#### Data Element Summary

|          | <u>Ref.</u> | <u>Data</u>    |                                                             | <u>Attributes</u>          |
|----------|-------------|----------------|-------------------------------------------------------------|----------------------------|
|          | <u>Des.</u> | <u>Element</u> | <u>Name</u>                                                 |                            |
| Required | DTM01       | 374            | Date/Time Qualifier                                         | M ID 3/3                   |
|          |             |                | Code specifying type of date or time, or both date and time |                            |
|          |             |                | 001                                                         | Cancel After               |
|          |             |                | 002                                                         | Delivery Requested         |
|          |             |                | 010                                                         | Requested Ship             |
|          |             |                | 037                                                         | Ship Not Before            |
|          |             |                | 038                                                         | Ship No Later              |
|          |             |                | 061                                                         | Cancel if Not Delivered by |
|          |             |                | 063                                                         | Do Not Deliver After       |
|          |             |                | 064                                                         | Do Not Deliver Before      |
|          |             |                | 106                                                         | Required By                |
| Required | DTM02       | 373            | Date                                                        | X DT 8/8                   |
|          |             |                | Date expressed as CCYYMMDD                                  |                            |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>TD5</b> Carrier Details (Routing Sequence/Transit Time)                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Position:</b>       | 240                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Loop:</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Max Use:</b>        | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Purpose:</b>        | To specify the carrier and sequence of routing and provide transit time information                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 At least one of TD502 TD504 TD505 TD506 or TD512 is required.</li> <li>2 If TD502 is present, then TD503 is required.</li> <li>3 If TD507 is present, then TD508 is required.</li> <li>4 If TD510 is present, then TD511 is required.</li> <li>5 If TD513 is present, then TD512 is required.</li> <li>6 If TD514 is present, then TD513 is required.</li> <li>7 If TD515 is present, then TD512 is required.</li> </ol> |
| <b>Semantic Notes:</b> | 1 TD515 is the country where the service is to be performed.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Comments:</b>       | 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.                                                                                                                                               |
| <b>Notes:</b>          | 3M Comments: Use this segment at the header level to specify carrier or routing details that apply to the entire order. Use ONLY if this information differs from the norm.                                                                                                                                                                                                                                                                                       |
|                        | 3M Example(s): TD5*O***AE^                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Data Element Summary

| <u>Ref.</u> | <u>Data</u>    | <u>Name</u>                                                                            | <u>Attributes</u> |
|-------------|----------------|----------------------------------------------------------------------------------------|-------------------|
| <u>Des.</u> | <u>Element</u> |                                                                                        |                   |
| TD501       | 133            | <b>Routing Sequence Code</b>                                                           | O ID 1/2          |
|             |                | Code describing the relationship of a carrier to a specific shipment movement          |                   |
|             |                | O Origin Carrier (Air, Motor, or Ocean)                                                |                   |
| TD502       | 66             | <b>Identification Code Qualifier</b>                                                   | X ID 1/2          |
|             |                | Code designating the system/method of code structure used for Identification Code (67) |                   |
|             |                | 2 Standard Carrier Alpha Code (SCAC)                                                   |                   |
| TD503       | 67             | <b>Identification Code</b>                                                             | X AN 2/80         |
|             |                | Code identifying a party or other code                                                 |                   |
| TD504       | 91             | <b>Transportation Method/Type Code</b>                                                 | X ID 1/2          |
|             |                | Code specifying the method or type of transportation for the shipment                  |                   |
|             |                | A Air                                                                                  |                   |
|             |                | AE Air Express                                                                         |                   |
|             |                | D Parcel Post                                                                          |                   |
|             |                | U Private Parcel Service                                                               |                   |
| TD505       | 387            | <b>Routing</b>                                                                         | X AN 1/35         |

### **3M Customer Purchase Order**

Free-form description of the routing or requested routing for shipment, or the originating carrier's identity

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>MAN</b> Marks and Numbers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Position:</b>       | 270                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Loop:</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Max Use:</b>        | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Purpose:</b>        | To indicate identifying marks and numbers for shipping containers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If either MAN04 or MAN05 is present, then the other is required.</li> <li>2 If MAN06 is present, then MAN05 is required.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 MAN01/MAN02 and MAN04/MAN05 may be used to identify two different marks and numbers assigned to the same physical container.</li> <li>2 When both MAN02 and MAN03 are used, MAN02 is the starting number of a sequential range and MAN03 is the ending number of that range.</li> <li>3 When both MAN05 and MAN06 are used, MAN05 is the starting number of a sequential range, and MAN06 is the ending number of that range.</li> </ol>                                                                        |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>1 When MAN01 contains code "UC" (U.P.C. Shipping Container Code) and MAN05/MAN06 contain a range of ID numbers, MAN03 is not used. The reason for this is that the U.P.C. Shipping Container code is the same on every carton that is represented in the range in MAN05/MAN06.</li> <li>2 MAN03 and/or MAN06 are only used when sending a range(s) of ID numbers. When both MAN02/MAN03 and MAN05/MAN06 are used to send ranges of ID numbers, the integrity of the two ID numbers must be maintained.</li> </ol> |
| <b>Notes:</b>          | <p>3M Comments: Send this segment ONLY if you want specific marks on all shipping containers for this order.</p> <p>3M Example(s): MAN*R*REQ#:12346^</p>                                                                                                                                                                                                                                                                                                                                                                                                 |

## Data Element Summary

|          | <u>Ref.</u> | <u>Data</u> | <u>Element</u> | <u>Name</u>                                                          | <u>Attributes</u> |
|----------|-------------|-------------|----------------|----------------------------------------------------------------------|-------------------|
| Required | MAN01       | 88          |                | <b>Marks and Numbers Qualifier</b>                                   | <b>M ID 1/2</b>   |
|          |             |             |                | Code specifying the application or source of Marks and Numbers (87)  |                   |
|          |             |             | R              | Originator Assigned                                                  |                   |
|          |             |             |                | Information originated by the initiator of the transaction           |                   |
| Required | MAN02       | 87          |                | <b>Marks and Numbers</b>                                             | <b>M AN 1/48</b>  |
|          |             |             |                | Marks and numbers used to identify a shipment or parts of a shipment |                   |

### 3M Customer Purchase Order

|                        |                                                                                                                                                                                                                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>N1</b> Name                                                                                                                                                                                                                                                                                                        |
| <b>Position:</b>       | 310                                                                                                                                                                                                                                                                                                                   |
| <b>Loop:</b>           | N1 Optional                                                                                                                                                                                                                                                                                                           |
| <b>Level:</b>          | Heading                                                                                                                                                                                                                                                                                                               |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                              |
| <b>Max Use:</b>        | 1                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose:</b>        | To identify a party by type of organization, name, and code                                                                                                                                                                                                                                                           |
| <b>Syntax Notes:</b>   | <b>1</b> At least one of N102 or N103 is required.<br><b>2</b> If either N103 or N104 is present, then the other is required.                                                                                                                                                                                         |
| <b>Semantic Notes:</b> |                                                                                                                                                                                                                                                                                                                       |
| <b>Comments:</b>       | <b>1</b> 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.<br><b>2</b> N105 and N106 further define the type of entity in N101. |
| <b>Notes:</b>          | 3M Comments: Whenever possible, send the N1 segment with a code in N104. This will eliminate the need to send complete name/address information in subsequent N2 - N4 segments.<br>3M Example(s): N1*ST**1*987654321^                                                                                                 |

| Data Element Summary |                |                                                                                           |                                                      |                 |
|----------------------|----------------|-------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------|
| Ref.                 | Data           |                                                                                           |                                                      |                 |
| <u>Des.</u>          | <u>Element</u> | <u>Name</u>                                                                               | <u>Attributes</u>                                    |                 |
| <b>Required</b>      | <b>N101</b>    | <b>98</b>                                                                                 | <b>Entity Identifier Code</b>                        | <b>M ID 2/3</b> |
|                      |                | Code identifying an organizational entity, a physical location, property or an individual |                                                      |                 |
|                      |                | BS                                                                                        | Bill and Ship To                                     |                 |
|                      |                | BT                                                                                        | Bill-to-Party                                        |                 |
|                      |                | ST                                                                                        | Ship To                                              |                 |
| <b>N102</b>          | <b>93</b>      | <b>Name</b>                                                                               | <b>X</b>                                             | <b>AN 1/60</b>  |
|                      |                | Free-form name                                                                            |                                                      |                 |
| <b>N103</b>          | <b>66</b>      | <b>Identification Code Qualifier</b>                                                      | <b>X</b>                                             | <b>ID 1/2</b>   |
|                      |                | Code designating the system/method of code structure used for Identification Code (67)    |                                                      |                 |
|                      |                | 1                                                                                         | D-U-N-S Number, Dun & Bradstreet                     |                 |
|                      |                | 9                                                                                         | D-U-N-S+4, D-U-N-S Number with Four Character Suffix |                 |
|                      |                | 91                                                                                        | Assigned by Seller or Seller's Agent                 |                 |
|                      |                | 92                                                                                        | Assigned by Buyer or Buyer's Agent                   |                 |
| <b>N104</b>          | <b>67</b>      | <b>Identification Code</b>                                                                | <b>X</b>                                             | <b>AN 2/80</b>  |
|                      |                | Code identifying a party or other code                                                    |                                                      |                 |

## 3M Customer Purchase Order

**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:** 3M Comments: Use segments N2 - N4 ONLY if address information cannot be identified by a code in N104.

3M Example(s): N2\*C/O ANDERSON CORP.^

### Data Element Summary

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

## 3M Customer Purchase Order

**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:** 3M Comments: Use segments N2 - N4 ONLY if address information cannot be identified by a code in N104.

3M Example(s): N3\*1513 E. 5TH AVE.^

### Data Element Summary

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

|                        |                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>N4 Geographic Location</b>                                                                                                                                                 |
| <b>Position:</b>       | 340                                                                                                                                                                           |
| <b>Loop:</b>           | N1 Optional                                                                                                                                                                   |
| <b>Level:</b>          | Heading                                                                                                                                                                       |
| <b>Usage:</b>          | Optional                                                                                                                                                                      |
| <b>Max Use:</b>        | >1                                                                                                                                                                            |
| <b>Purpose:</b>        | To specify the geographic place of the named party                                                                                                                            |
| <b>Syntax Notes:</b>   | 1 If N406 is present, then N405 is required.                                                                                                                                  |
| <b>Semantic Notes:</b> |                                                                                                                                                                               |
| <b>Comments:</b>       | 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.<br>2 N402 is required only if city name (N401) is in the U.S. or Canada. |
| <b>Notes:</b>          | 3M Comments: Use segments N2 - N4 ONLY if address information cannot be identified by a code N104.<br>3M Example(s): N4*NEW YORK*NY*012345811^                                |

## Data Element Summary

| <b>Ref.</b> | <b>Data</b>                                                                                                                          | <b>Attributes</b> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Des.</b> | <b>Element Name</b>                                                                                                                  |                   |
| <b>N401</b> | <b>19 City Name</b><br>Free-form text for city name                                                                                  | <b>O AN 2/30</b>  |
| <b>N402</b> | <b>156 State or Province Code</b><br>Code (Standard State/Province) as defined by appropriate government agency                      | <b>O ID 2/2</b>   |
| <b>N403</b> | <b>116 Postal Code</b><br>Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | <b>O ID 3/15</b>  |
| <b>N404</b> | <b>26 Country Code</b><br>Code identifying the country                                                                               | <b>O ID 2/3</b>   |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>PO1</b> Baseline Item Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Position:</b>       | 010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Loop:</b>           | PO1 Mandatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Level:</b>          | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Usage:</b>          | Mandatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Max Use:</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Purpose:</b>        | To specify basic and most frequently used line item data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If PO103 is present, then PO102 is required.</li> <li>2 If PO105 is present, then PO104 is required.</li> <li>3 If either PO106 or PO107 is present, then the other is required.</li> <li>4 If either PO108 or PO109 is present, then the other is required.</li> <li>5 If either PO110 or PO111 is present, then the other is required.</li> <li>6 If either PO112 or PO113 is present, then the other is required.</li> <li>7 If either PO114 or PO115 is present, then the other is required.</li> <li>8 If either PO116 or PO117 is present, then the other is required.</li> <li>9 If either PO118 or PO119 is present, then the other is required.</li> <li>10 If either PO120 or PO121 is present, then the other is required.</li> <li>11 If either PO122 or PO123 is present, then the other is required.</li> <li>12 If either PO124 or PO125 is present, then the other is required.</li> </ol> |
| <b>Semantic Notes:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>1 See the Data Element Dictionary for a complete list of IDs.</li> <li>2 PO101 is the line item identification.</li> <li>3 PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Notes:</b>          | 3M Example(s): PO1*1*800*EA*1.5**UK*00012223451231*IN*22345^                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Data Element Summary

| <b>Ref.</b>  | <b>Data</b>                                                                                                    | <b>Attributes</b> |
|--------------|----------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Des.</b>  | <b>Element Name</b>                                                                                            |                   |
| <b>PO101</b> | <b>350 Assigned Identification</b>                                                                             | <b>O AN 1/20</b>  |
|              | Alphanumeric characters assigned for differentiation within a transaction set                                  |                   |
|              | Line number is required if you wish to receive this back in subsequent EDI documents. (e.g, 810, 855, etc.)    |                   |
| <b>PO102</b> | <b>330 Quantity Ordered</b>                                                                                    | <b>X R 1/15</b>   |
|              | Quantity ordered                                                                                               |                   |
| <b>PO103</b> | <b>355 Unit or Basis for Measurement Code</b>                                                                  | <b>O ID 2/2</b>   |
|              | Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken |                   |
|              | BX Box                                                                                                         |                   |
|              | CA Case                                                                                                        |                   |
|              | CT Carton                                                                                                      |                   |
|              | EA Each                                                                                                        |                   |
|              | FT Foot                                                                                                        |                   |

### 3M Customer Purchase Order

|    |         |
|----|---------|
| KT | Kit     |
| LB | Pound   |
| PK | Package |
| RL | Roll    |

See ASC X12 code list for additional codes.

**PO104 212 Unit Price X R 1/17**

Price per unit of product, service, commodity, etc.

**PO105 639 Basis of Unit Price Code O ID 2/2**

Code identifying the type of unit price for an item

|    |                    |
|----|--------------------|
| HP | Price per Hundred  |
| NC | No Charge          |
| PE | Price per Each     |
| TP | Price per Thousand |

**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)

UPC numbers-

3M prefers the UPC number for product identification. The correct UPC qualifier to use depends on the format of the UPC number supplied to you by the 3M Division. This format is described in the code description. For example, use "UI" for an 11 - digit UPC number, excluding the check digit; use "UP" for a 12 - digit UPC including the check digit.

Other product identifiers-

If you wish to see your part number on the packing list and invoice, send in this number in addition to the UPC. Use one of the following qualifiers: "IN", "IT", "SK".

|    |                                                                                                                                                                                                                                                                                                                                                                       |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DR | Drawing Revision Number                                                                                                                                                                                                                                                                                                                                               |
| EC | Engineering Change Level                                                                                                                                                                                                                                                                                                                                              |
| IN | Buyer's Item Number                                                                                                                                                                                                                                                                                                                                                   |
| IT | Buyer's Style Number                                                                                                                                                                                                                                                                                                                                                  |
| SK | Stock Keeping Unit (SKU)                                                                                                                                                                                                                                                                                                                                              |
| UA | U.P.C./EAN Case Code (2-5-5)                                                                                                                                                                                                                                                                                                                                          |
| UD | U.P.C./EAN Consumer Package Code (2-5-5)                                                                                                                                                                                                                                                                                                                              |
| UE | U.P.C./EAN Module Code (2-5-5)                                                                                                                                                                                                                                                                                                                                        |
| UI | U.P.C. Consumer Package Code (1-5-5)                                                                                                                                                                                                                                                                                                                                  |
| 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 |
| UP | U.P.C. Consumer Package Code (1-5-5-1)                                                                                                                                                                                                                                                                                                                                |

### 3M Customer Purchase Order

|              |            |                                                                                             |                                    |                |
|--------------|------------|---------------------------------------------------------------------------------------------|------------------------------------|----------------|
|              |            | VC                                                                                          | Vendor's (Seller's) Catalog Number |                |
|              |            | VN                                                                                          | Vendor's (Seller's) Item Number    |                |
| <b>PO107</b> | <b>234</b> | <b>Product/Service ID</b>                                                                   | <b>X</b>                           | <b>AN 1/48</b> |
|              |            | Identifying number for a product or service                                                 |                                    |                |
| <b>PO108</b> | <b>235</b> | <b>Product/Service ID Qualifier</b>                                                         | <b>X</b>                           | <b>ID 2/2</b>  |
|              |            | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |                                    |                |
|              |            | See PO106 for code list.                                                                    |                                    |                |
| <b>PO109</b> | <b>234</b> | <b>Product/Service ID</b>                                                                   | <b>X</b>                           | <b>AN 1/48</b> |
|              |            | Identifying number for a product or service                                                 |                                    |                |
| <b>PO110</b> | <b>235</b> | <b>Product/Service ID Qualifier</b>                                                         | <b>X</b>                           | <b>ID 2/2</b>  |
|              |            | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |                                    |                |
|              |            | See PO106 for code list                                                                     |                                    |                |
| <b>PO111</b> | <b>234</b> | <b>Product/Service ID</b>                                                                   | <b>X</b>                           | <b>AN 1/48</b> |
|              |            | Identifying number for a product or service                                                 |                                    |                |
| <b>PO112</b> | <b>235</b> | <b>Product/Service ID Qualifier</b>                                                         | <b>X</b>                           | <b>ID 2/2</b>  |
|              |            | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |                                    |                |
|              |            | See PO106 for code list                                                                     |                                    |                |
| <b>PO113</b> | <b>234</b> | <b>Product/Service ID</b>                                                                   | <b>X</b>                           | <b>AN 1/48</b> |
|              |            | Identifying number for a product or service                                                 |                                    |                |
| <b>PO114</b> | <b>235</b> | <b>Product/Service ID Qualifier</b>                                                         | <b>X</b>                           | <b>ID 2/2</b>  |
|              |            | Code identifying the type/source of the descriptive number used in Product/Service ID (234) |                                    |                |
|              |            | See PO106 for code list                                                                     |                                    |                |
| <b>PO115</b> | <b>234</b> | <b>Product/Service ID</b>                                                                   | <b>X</b>                           | <b>AN 1/48</b> |
|              |            | Identifying number for a product or service                                                 |                                    |                |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>PID</b> Product/Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Position:</b>       | 050                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Loop:</b>           | PID Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Level:</b>          | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Max Use:</b>        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Purpose:</b>        | To describe a product or process in coded or free-form format                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If PID04 is present, then PID03 is required.</li> <li>2 At least one of PID04 or PID05 is required.</li> <li>3 If PID07 is present, then PID03 is required.</li> <li>4 If PID08 is present, then PID04 is required.</li> <li>5 If PID09 is present, then PID05 is required.</li> </ol>                                                                                                                                                                                                         |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 Use PID03 to indicate the organization that publishes the code list being referred to.</li> <li>2 PID04 should be used for industry-specific product description codes.</li> <li>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.</li> <li>4 PID09 is used to identify the language being used in PID05.</li> </ol> |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>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.</li> <li>2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.</li> <li>3 PID07 specifies the individual code list of the agency specified in PID03.</li> </ol>                                                                                                                                       |
| <b>Notes:</b>          | <p>3M Comments: Send product description ONLY if no mutually understood product identifier (e.g., UPC number) is being sent for this item or if additional description is required to identify the product (e.g., non-standard or special cut items).</p> <p>3M Example(s): PID*F****471 PLSTC TP WHITE 1/2 X 36 YD BULK^</p>                                                                                                                                                                                                           |

## Data Element Summary

|          | <u>Ref.</u> | <u>Data</u>                                                                    | <u>Attributes</u> |
|----------|-------------|--------------------------------------------------------------------------------|-------------------|
|          | <u>Des.</u> | <u>Element</u> <u>Name</u>                                                     |                   |
| Required | PID01       | 349 Item Description Type                                                      | M ID 1/1          |
|          |             | Code indicating the format of a description                                    |                   |
|          |             | F Free-form                                                                    |                   |
| Required | 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:** 3M Example(s): REF\*CT\*XZ234-A^

**Data Element Summary**

|                 | <u>Ref.</u>  | <u>Data</u>    | <u>Name</u>                                                                                                                 | <u>Attributes</u> |
|-----------------|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
|                 | <u>Des.</u>  | <u>Element</u> |                                                                                                                             |                   |
| <b>Required</b> | <b>REF01</b> | <b>128</b>     | <b>Reference Identification Qualifier</b>                                                                                   | <b>M ID 2/3</b>   |
|                 |              |                | Code qualifying the Reference Identification                                                                                |                   |
|                 |              |                | CT Contract Number                                                                                                          |                   |
|                 |              |                | PR Price Quote Number                                                                                                       |                   |
|                 |              |                | WS Warehouse storage location number                                                                                        |                   |
| <b>Required</b> | <b>REF02</b> | <b>127</b>     | <b>Reference Identification</b>                                                                                             | <b>X AN 1/30</b>  |
|                 |              |                | Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier |                   |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>SDQ</b> Destination Quantity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Position:</b>       | 190                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Loop:</b>           | PO1 Mandatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Level:</b>          | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Max Use:</b>        | 500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Purpose:</b>        | To specify destination and quantity detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Syntax Notes:</b>   | <ol style="list-style-type: none"> <li>1 If either SDQ05 or SDQ06 is present, then the other is required.</li> <li>2 If either SDQ07 or SDQ08 is present, then the other is required.</li> <li>3 If either SDQ09 or SDQ10 is present, then the other is required.</li> <li>4 If either SDQ11 or SDQ12 is present, then the other is required.</li> <li>5 If either SDQ13 or SDQ14 is present, then the other is required.</li> <li>6 If either SDQ15 or SDQ16 is present, then the other is required.</li> <li>7 If either SDQ17 or SDQ18 is present, then the other is required.</li> <li>8 If either SDQ19 or SDQ20 is present, then the other is required.</li> <li>9 If either SDQ21 or SDQ22 is present, then the other is required.</li> </ol> |
| <b>Semantic Notes:</b> | <ol style="list-style-type: none"> <li>1 SDQ23 identifies the area within the location identified in SDQ03, SDQ05, SDQ07, SDQ09, SDQ11, SDQ13, SDQ15, SDQ17, SDQ19, and SDQ21.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Comments:</b>       | <ol style="list-style-type: none"> <li>1 SDQ02 is used only if different than previously defined in the transaction set.</li> <li>2 SDQ03 is the store number.</li> <li>3 SDQ23 may be used to identify areas within a store, e.g., front room, back room, selling outpost, end aisle display, etc. The value is agreed to by trading partners or industry conventions.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Notes:</b>          | <p>3M Comments: Use this segment for orders having multiple ship-to locations. Specify the individual location by using a location ID; the quantity to ship should follow each location ID. The sum of all SDQ quantity elements should equal the total quantity indicated in the preceding PO1 quantity element (PO102). Since the ship-to locations are indicated at the line item level, do not use header N1 with ST or BS in N101.</p> <p>3M Example(s): SDQ*EA*92*69283*100*83115*50*77721*100^</p>                                                                                                                                                                                                                                            |

## Data Element Summary

| Ref.                                                                                                           | Data           |                                        |                   |
|----------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------|-------------------|
| <u>Des.</u>                                                                                                    | <u>Element</u> | <u>Name</u>                            | <u>Attributes</u> |
| Required                                                                                                       | SDQ01          | 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 |                |                                        |                   |
|                                                                                                                |                | BX                                     | Box               |
|                                                                                                                |                | CA                                     | Case              |
|                                                                                                                |                | CT                                     | Carton            |
|                                                                                                                |                | EA                                     | Each              |
|                                                                                                                |                | FT                                     | Foot              |
|                                                                                                                |                | KT                                     | Kit               |
|                                                                                                                |                | LB                                     | Pound             |
|                                                                                                                |                | PK                                     | Package           |

### 3M Customer Purchase Order

|          |       | RL                                                                                     | Roll                                                 |   |         |
|----------|-------|----------------------------------------------------------------------------------------|------------------------------------------------------|---|---------|
|          |       | See ASC X12 code list for additional codes.                                            |                                                      |   |         |
|          | SDQ02 | 66                                                                                     | Identification Code Qualifier                        | O | ID 1/2  |
|          |       | Code designating the system/method of code structure used for Identification Code (67) |                                                      |   |         |
|          |       | 1                                                                                      | D-U-N-S Number, Dun & Bradstreet                     |   |         |
|          |       | 9                                                                                      | D-U-N-S+4, D-U-N-S Number with Four Character Suffix |   |         |
|          |       | 91                                                                                     | Assigned by Seller or Seller's Agent                 |   |         |
|          |       | 92                                                                                     | Assigned by Buyer or Buyer's Agent                   |   |         |
| Required | SDQ03 | 67                                                                                     | Identification Code                                  | M | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
| Required | SDQ04 | 380                                                                                    | Quantity                                             | M | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ05 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ06 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ07 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ08 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ09 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ10 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ11 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ12 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ13 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ14 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ15 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |
|          | SDQ16 | 380                                                                                    | Quantity                                             | X | R 1/15  |
|          |       | Numeric value of quantity                                                              |                                                      |   |         |
|          | SDQ17 | 67                                                                                     | Identification Code                                  | X | AN 2/80 |
|          |       | Code identifying a party or other code                                                 |                                                      |   |         |

### 3M Customer Purchase Order

|              |            |                                                                      |          |                |
|--------------|------------|----------------------------------------------------------------------|----------|----------------|
| <b>SDQ18</b> | <b>380</b> | <b>Quantity</b><br>Numeric value of quantity                         | <b>X</b> | <b>R 1/15</b>  |
| <b>SDQ19</b> | <b>67</b>  | <b>Identification Code</b><br>Code identifying a party or other code | <b>X</b> | <b>AN 2/80</b> |
| <b>SDQ20</b> | <b>380</b> | <b>Quantity</b><br>Numeric value of quantity                         | <b>X</b> | <b>R 1/15</b>  |
| <b>SDQ21</b> | <b>67</b>  | <b>Identification Code</b><br>Code identifying a party or other code | <b>X</b> | <b>AN 2/80</b> |
| <b>SDQ22</b> | <b>380</b> | <b>Quantity</b><br>Numeric value of quantity                         | <b>X</b> | <b>R 1/15</b>  |

**Segment:** **SCH** Line Item Schedule

**Position:** 295

**Loop:** SCH Optional

**Level:** Detail

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the data for scheduling a specific line-item

**Syntax Notes:**

- 1 If SCH03 is present, then SCH04 is required.
- 2 If SCH08 is present, then at least one of SCH09 or SCH10 is required.
- 3 If SCH09 is present, then SCH08 is required.
- 4 If SCH10 is present, then SCH08 is required.

**Semantic Notes:** 1 SCH12 is the schedule identification.

**Comments:** 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.

**Notes:** 3M Comments: Use SCH segments to specify multiple shipments of the same item to a common destination. The sum of the quantities in the SCH segments must equal the quantity in the preceding PO1 segment (PO102).

3M Example(s): SCH\*50\*EA\*\*\*002\*19991215^

#### Data Element Summary

|          | <u>Ref.</u> | <u>Data</u> | <u>Element</u>                     | <u>Name</u>                                                                                                    | <u>Attributes</u> |
|----------|-------------|-------------|------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------|
| Required | SCH01       | 380         | Quantity                           |                                                                                                                | M R 1/15          |
|          |             |             |                                    | Numeric value of quantity                                                                                      |                   |
| Required | SCH02       | 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 |                   |
|          |             |             | BX                                 | Box                                                                                                            |                   |
|          |             |             | CA                                 | Case                                                                                                           |                   |
|          |             |             | CT                                 | Carton                                                                                                         |                   |
|          |             |             | EA                                 | Each                                                                                                           |                   |
|          |             |             | FT                                 | Foot                                                                                                           |                   |
|          |             |             | KT                                 | Kit                                                                                                            |                   |
|          |             |             | LB                                 | Pound                                                                                                          |                   |
|          |             |             | PK                                 | Package                                                                                                        |                   |
|          |             |             | RL                                 | Roll                                                                                                           |                   |
|          |             |             |                                    | See ASC X12 code list for additional codes.                                                                    |                   |
| Required | SCH05       | 374         | Date/Time Qualifier                |                                                                                                                | M ID 3/3          |
|          |             |             |                                    | Code specifying type of date or time, or both date and time                                                    |                   |
|          |             |             | 001                                | Cancel After                                                                                                   |                   |
|          |             |             | 002                                | Delivery Requested                                                                                             |                   |
|          |             |             | 010                                | Requested Ship                                                                                                 |                   |
|          |             |             | 037                                | Ship Not Before                                                                                                |                   |
|          |             |             | 038                                | Ship No Later                                                                                                  |                   |

**3M Customer Purchase Order**

|     |                            |
|-----|----------------------------|
| 061 | Cancel if Not Delivered by |
| 063 | Do Not Deliver After       |
| 064 | Do Not Deliver Before      |
| 106 | Required By                |

|                            |              |            |             |                 |
|----------------------------|--------------|------------|-------------|-----------------|
| <b>Required</b>            | <b>SCH06</b> | <b>373</b> | <b>Date</b> | <b>M DT 8/8</b> |
| Date expressed as CCYYMMDD |              |            |             |                 |

### 3M Customer Purchase Order

|                        |                                                                                                                                                                                                                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>N1</b> Name                                                                                                                                                                                                                                                                                                        |
| <b>Position:</b>       | 350                                                                                                                                                                                                                                                                                                                   |
| <b>Loop:</b>           | N1 Optional                                                                                                                                                                                                                                                                                                           |
| <b>Level:</b>          | Detail                                                                                                                                                                                                                                                                                                                |
| <b>Usage:</b>          | Optional                                                                                                                                                                                                                                                                                                              |
| <b>Max Use:</b>        | 1                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose:</b>        | To identify a party by type of organization, name, and code                                                                                                                                                                                                                                                           |
| <b>Syntax Notes:</b>   | <b>1</b> At least one of N102 or N103 is required.<br><b>2</b> If either N103 or N104 is present, then the other is required.                                                                                                                                                                                         |
| <b>Semantic Notes:</b> |                                                                                                                                                                                                                                                                                                                       |
| <b>Comments:</b>       | <b>1</b> 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.<br><b>2</b> N105 and N106 further define the type of entity in N101. |
| <b>Notes:</b>          | 3M Comments: Use the N1 loop at the line item level ONLY if you need to identify the end customer for this item.<br><br>3M Example(s):<br>N1*EN*SANFORD COMPANY*91*XYZ1234^                                                                                                                                           |

| Data Element Summary |                |                                                                                           |                   |                |
|----------------------|----------------|-------------------------------------------------------------------------------------------|-------------------|----------------|
| Ref.                 | Data           |                                                                                           |                   |                |
| <u>Des.</u>          | <u>Element</u> | <u>Name</u>                                                                               | <u>Attributes</u> |                |
| <b>Required</b>      | <b>N101</b>    | <b>98 Entity Identifier Code</b>                                                          | <b>M</b>          | <b>ID 2/3</b>  |
|                      |                | Code identifying an organizational entity, a physical location, property or an individual |                   |                |
|                      |                | EN End User                                                                               |                   |                |
|                      | <b>N102</b>    | <b>93 Name</b>                                                                            | <b>X</b>          | <b>AN 1/60</b> |
|                      |                | Free-form name                                                                            |                   |                |
|                      |                | End customer name or STOCK.                                                               |                   |                |
|                      | <b>N103</b>    | <b>66 Identification Code Qualifier</b>                                                   | <b>X</b>          | <b>ID 1/2</b>  |
|                      |                | Code designating the system/method of code structure used for Identification Code (67)    |                   |                |
|                      |                | 1 D-U-N-S Number, Dun & Bradstreet                                                        |                   |                |
|                      |                | 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix                                    |                   |                |
|                      |                | 91 Assigned by Seller or Seller's Agent                                                   |                   |                |
|                      |                | 92 Assigned by Buyer or Buyer's Agent                                                     |                   |                |
|                      | <b>N104</b>    | <b>67 Identification Code</b>                                                             | <b>X</b>          | <b>AN 2/80</b> |
|                      |                | Code identifying a party or other code                                                    |                   |                |

### 3M Customer Purchase Order

|                        |                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Segment:</b>        | <b>N4 Geographic Location</b>                                                                                                                                                 |
| <b>Position:</b>       | 380                                                                                                                                                                           |
| <b>Loop:</b>           | N1 Optional                                                                                                                                                                   |
| <b>Level:</b>          | Detail                                                                                                                                                                        |
| <b>Usage:</b>          | Optional                                                                                                                                                                      |
| <b>Max Use:</b>        | 1                                                                                                                                                                             |
| <b>Purpose:</b>        | To specify the geographic place of the named party                                                                                                                            |
| <b>Syntax Notes:</b>   | 1 If N406 is present, then N405 is required.                                                                                                                                  |
| <b>Semantic Notes:</b> |                                                                                                                                                                               |
| <b>Comments:</b>       | 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.<br>2 N402 is required only if city name (N401) is in the U.S. or Canada. |
| <b>Notes:</b>          | Use ONLY to send in city/state for the end customer identified in the preceding N1.<br>3M Example(s): N4*NEW YORK*NY*012341000^                                               |

| Data Element Summary |                |                                                                                                            |                   |
|----------------------|----------------|------------------------------------------------------------------------------------------------------------|-------------------|
| Ref.                 | Data           |                                                                                                            |                   |
| <u>Des.</u>          | <u>Element</u> | <u>Name</u>                                                                                                | <u>Attributes</u> |
| N401                 | 19             | City Name                                                                                                  | O AN 2/30         |
|                      |                | Free-form text for city name                                                                               |                   |
| N402                 | 156            | State or Province Code                                                                                     | O ID 2/2          |
|                      |                | Code (Standard State/Province) as defined by appropriate government agency                                 |                   |
| N403                 | 116            | Postal Code                                                                                                | O ID 3/15         |
|                      |                | Code defining international postal zone code excluding punctuation and blanks (zip code for United States) |                   |
| N404                 | 26             | Country Code                                                                                               | O ID 2/3          |
|                      |                | Code identifying the country                                                                               |                   |

**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:** 3M Example(s): CTT\*3^

#### Data Element Summary

|                                                   | <u>Ref.</u> | <u>Data</u>    |                      | <u>Attributes</u> |
|---------------------------------------------------|-------------|----------------|----------------------|-------------------|
|                                                   | <u>Des.</u> | <u>Element</u> | <u>Name</u>          |                   |
| Required                                          | CTT01       | 354            | Number of Line Items | M N0 1/6          |
| Total number of line items in the transaction set |             |                |                      |                   |
| This is the total number of PO1 segments.         |             |                |                      |                   |

### 3M Customer Purchase Order

**Segment:** **AMT** Monetary Amount  
**Position:** 020  
**Loop:** CTT Optional  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To indicate the total monetary amount  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

**Notes:** 3M Comments: Use to transmit the total dollar amount of the order.

3M Example(s): AMT\*TT\*241.74^

#### Data Element Summary

|          | <u>Ref.</u><br><u>Des.</u> | <u>Data</u><br><u>Element</u> | <u>Name</u>                                                                           | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|---------------------------------------------------------------------------------------|-------------------|
| Required | AMT01                      | 522                           | <b>Amount Qualifier Code</b><br>Code to qualify amount<br>TT Total Transaction Amount | <b>M ID 1/3</b>   |
| Required | AMT02                      | 782                           | <b>Monetary Amount</b><br>Monetary amount                                             | <b>M R 1/18</b>   |

**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.

**Notes:** 3M Example(s): SE\*10\*2344^

**Data Element Summary**

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

## Purchase Order Examples

This section contains three examples to illustrate the use of Transaction Set 850 under certain circumstances:

- A simple, stand-alone purchase order
- A stand-alone purchase order with multiple requested delivery dates
- A stand-alone purchase order that provides end customer information at the line item level

### Example 1

This is an example of a simple, stand-alone purchase order. The bill-to and ship-to accounts can be identified by a DUNS number; all items are identified by a UPC number and a buyer part number. The requested delivery date applies to all items on the order and therefore appears at the header level.

**PURCHASE ORDER: BYX12345**

12/01/1999

**TO:** Selling Company  
101 1<sup>st</sup> Street  
Hometown, NY 77775-1112

**BILL TO:** ABC Distributer  
P.O. Box 500  
Anytown, NJ 66678-1234  
DUNS Number: 123456789

**SHIP TO:** ABC Warehouse  
2222 Main Street  
Anytown, NJ 66678-1234  
DUNS Number: 987654321

**REQUIRED DELIVERY DATE:** 12/05/1999

| ITEM | QUANTITY | UNIT | ITEM AND DESCRIPTION                             | PRICE |
|------|----------|------|--------------------------------------------------|-------|
| 1    | 800      | Each | 00012223451231<br>#22345 Connectors              | 1.50  |
| 2    | 100      | Case | 50012223666784<br>#55556 Cable Splicing Kits     | 22.34 |
| 3    | 24       | Each | 00012223451230<br>#66667-1 Vinyl Insulated Rings | 22.95 |

3M Customer Purchase Order

**ASC X12 FORMAT**

**ST\*850\*2344^**

**BEG\*00\*SA\*BYX12345\*\*19991201^**

**DTM\*002\*19991205^**

**N1\*BT\*\*1\*123456789^**

**N1\*ST\*\*1\*987654321^**

**PO1\*1\*800\*EA\*1.5\*\*UK  
\*00012223451231\*IN  
\*22345^**

**PO1\*2\*100\*CA\*22.34\*\*UK  
\*50012223666784\*IN  
\*55556^**

**PO1\*3\*24\*EA\*22.95\*\*UK  
\*00012223451230\*IN  
\*66667-1^**

**CTT\*3^**

**SE\*10\*2344^**

**INTREPRETATION**

ASC X12 Transaction Set: 850 Transaction Set  
Control Number: 2344

Original P.O. Number: BYX12345  
P.O. Date: 12/01/1999

Requested Delivery Date: 12/05/1999

Bill-to DUNS Number: 123456789  
ABC Distributor  
P.O. Box 500  
Anytown, NJ 66678-1234

Ship-to DUNS Number: 987654321  
ABC Warehouse  
2222 Main Street  
Anytown, NJ 66678-1234

Line Item Number: 1  
Quantity: 800  
Unit of Measure: EA=each  
Unit Price: \$1.50  
UPC Number: 00012223451231  
Buyer's Item Number: 22345

Line Item Number: 2  
Quantity: 100  
Unit of Measure: CA=case  
Unit Price: \$22.34  
UPC Number: 50012223666784  
Buyer's Item Number: 55556

Line Item Number: 3  
Quantity: 24  
Unit of Measure: EA=each  
Unit Price: \$22.95  
UPC Number: 00012223451230  
Buyer's Item Number: 66667-1

Number of Line Items: 3

Number of Segments: 10  
Transaction Set Control Number:  
2344

**NOTE: Sample purchase order contains fictitious data.**

**Example 2**

This is an example of a purchase order which has multiple requested delivery dates per line item.

**PURCHASE ORDER: ABC99876**

10/01/1999

**TO:** Selling Company  
100 1<sup>st</sup> Street  
Hometown, NY 77775-1112

**BILL TO:** XYZ Supply  
2345 1<sup>st</sup> Avenue  
New York, NY 01234-2345  
DUNS Number: 992345123

**SHIP TO:** XYZ Supply  
2345 1<sup>st</sup> Avenue  
New York, NY 01234-2345  
DUNS Number: 992345123

## NOTE DELIVERY SCHEDULE BELOW

| ITEM | QUANTITY | UNIT | ITEM AND DESCRIPTION                                                                                                    | PRICE |
|------|----------|------|-------------------------------------------------------------------------------------------------------------------------|-------|
| 1    | 800      | Each | 01222345123<br>#22345 Connectors<br>Deliver 200 on 10/15/1999<br>Deliver 400 on 11/15/1999<br>Deliver 200 on 12/15/1999 | 1.50  |
| 2    | 100      | Case | 01222366678<br>#55556 Cable Splicing Kits<br>Deliver 50 on 10/15/1999<br>Deliver 50 on 12/15/1999                       | 22.34 |
| 3    | 24       | Each | 01222377123<br>#66667-1 Vinyl Insulated Rings<br>Deliver on 10/15/1999                                                  | 22.95 |

**ASC X12 FORMAT**

**ST\*850\*4462^**

**BEG\*00\*SA\*ABC99876\*  
\*19991001^**

**N1\*BS\*\*1\*992345123^**

**PO1\*1\*800\*EA\*1.5\*\*UI  
\*01222345123\*IN  
\*22345^**

**SCH\*200\*EA\*\*\*002  
\*19991015^**

**SCH\*400\*EA\*\*\*002  
\*19991115^**

**SCH\*200\*EA\*\*\*002  
\*19991215^**

**PO1\*2\*100\*CA\*22.34\*\*UI  
\*01222366678\*IN  
\*55556^**

**SCH\*50\*EA\*\*\*002\*19991015^**

**SCH\*50\*EA\*\*\*002\*19991215^**

**PO1\*3\*24\*EA\*22.95\*\*UI  
\*01222377123\*IN  
\*66667-1^**

**SCH\*24\*EA\*\*\*002  
\*19991015^**

**INTERPRETATION**

ASC X12 Transaction Set: 850 Transaction Set  
Control Number: 4462

Original P.O. Number: ABC99876  
P.O. Date: 10/01/1999

Bill-to/Ship-to  
DUNS Number: 992345123  
XYZ Supply  
2345 1st Avenue  
New York, NY 01234-2345

Line Item Number: 1  
Quantity: 800  
Unit of Measure: EA=each  
Unit Price: \$1.50  
UPC Number: 01222345123  
Buyer's Item Number: 22345

Deliver 200 on 10/15/1999

Deliver 400 on 11/15/1999

Deliver 200 on 12/15/1999

Line Item Number: 2  
Quantity: 100  
Unit of Measure: CA=case  
Unit Price: \$22.34  
UPC Number: 01222366678  
Buyer's Item Number: 55556

Deliver 50 on 10/15/1999

Deliver 50 on 12/15/1999

Line Item Number: 3  
Quantity: 24  
Unit of Measure: EA=each  
Unit Price: \$22.95  
UPC Number: 01222377123  
Buyer's Item Number: 66667-1

Deliver 24 on 10/15/1999

**3M Customer Purchase Order**

**CTT\*3^**

Number of Line Items: 3

**SE\*14\*4462^**

Number of Segments: 14

Transaction Set Control Number: 4462

**NOTE: Sample purchase order contains fictitious data.**

**Example 3**

This is an example of a stand-alone purchase order that provides end customer (“mark-for”) information at the line item level. The requested delivery date applies to all items on the order. Terms which apply just to this order are also included. Items 1 and 2 are identified by a standard UPC and part number. Item 3 is a special-cut item and is identified only by buyer part number and description.

**PURCHASE ORDER: WA2345 - 1**

10/01/1999

**TO:** Selling Company  
101 1<sup>st</sup> Street  
Hometown, NY 77775-1112

**BILL TO:** ABC Distributor  
P.O. Box 500  
Anytown, NJ 66678-1234  
DUNS Number: 123456789

**SHIP TO:** ABC Warehouse  
2222 Main Street  
Anytown, NJ 66678-1234  
DUNS Number: 987654321

**REQUIRED DELIVERY DATE:** 10/30/1999

**CONTRACT #:** 982341-A

**TERMS:** Discount 2% 10 net 30

| ITEM           | QUANTITY | UNIT | ITEM AND DESCRIPTION                                                                                   | PRICE    |
|----------------|----------|------|--------------------------------------------------------------------------------------------------------|----------|
| 1              | 200      | Each | 01222345123<br>#22345 Connectors<br>End User: XYZ1234<br>Sanford Company<br>Worthington, TX 66234      | 1.50     |
| 2              | 150      | Case | 01222366678<br>#55556 Cable Splicing Kits                                                              | 22.34    |
| 3              | 24       | Each | #23456<br>471 PLSTC TP WHITE<br>½ X 36 YD BULK<br>End User: ABC5678<br>XYZ Company<br>Dallas, TX 66782 | 4.77     |
| TOTAL PO VALUE |          |      |                                                                                                        | \$241.74 |

**ASC X12 FORMAT**

**ST\*850\*2345^**

**BEG\*00\*SA\*WA2345-1\*  
\*19991001\*982341-A^**

**ITD\*08\*3\*2\*\*10\*\*30^**

**DTM\*002\*19991030^**

**N1\*BT\*\*1\*123456789^**

**N1\*ST\*\*1\*987654321^**

**PO1\*1\*200\*EA\*1.5\*\*UI  
\*01222345123\*IN  
\*22345^**

**N1\*EN\*\*91\*XYZ1234^**

**PO1\*2\*150\*CA\*22.34\*\*UI  
\*01222366678\*IN  
\*55556^**

**PO1\*3\*24\*EA\*4.77\*\*IN  
\*23456^**

**PID\*F\*\*\*\*471 PLSTC TP  
WHITE ½ x 36 YD BULK^**

**INTERPRETATION**

ASC X12 Transaction Set:850  
Transaction Set Control Number:  
2345

Original P.O. Number: WA2345-1  
P.O. Date: 10/01/1999  
Contract Number: 982341-A

Terms: 2% 10 net 30

Requested Delivery Date: 10/30/1999

Bill-to DUNS Number: 123456789  
ABC Distributor  
P.O. Box 500  
Anytown, NJ 66678-1234

Ship-to DUNS Number: 987654321  
ABC Warehouse  
2222 Main Street  
Anytown, NJ 66678-1234

Line Item Number: 1  
Quantity: 200  
Unit of Measure: EA=each  
Unit Price: \$1.50  
UPC Number: 01222345123  
Buyer's Item Number: 22345

End Location Code:  
XYZ1234

Line Item Number: 2  
Quantity: 150  
Unit of Measure: CA=case  
Unit Price: \$22.34  
UPC Number: 01222366678  
Buyer's Item Number: 55556

Line Item Number: 3  
Quantity: 24  
Unit of Measure: EA=each  
Unit Price: \$4.77  
Buyer's Item Number: 23456

Item Description:  
471 plastic TP white  
½ X 36 yd bulk

**3M Customer Purchase Order**

**N1\*EN\*\*91\*ABC5678^**

End User: ABC5678  
XYZ Company  
Dallas, TX 66782

**CTT\*3^**

Number of Line Items: 3

**AMT\*TT\*241.74**

Total Order Amount: \$241.74

**SE\*15\*2345^**

Number of Segments: 15  
Transaction Set Control Number:  
2345

**NOTE: Sample purchase order contains fictitious data.**