

Introduction

This guideline provides a description and technical lay-out of the data segments used when receiving EDI purchase orders (ASC X12 transaction set 850) from 3M.

The ASC X12 version presented in this guideline is 004010. If you cannot receive purchase orders in 004010, please consult your 3M EDI contact.

Suppliers returning EDI transactions to 3M, such as the invoice (810) or purchase order acknowledgement (855) are required to return certain data elements contained on the original purchase order. These include order number (BEG03), release number (BEG04) if applicable, line item number (PO101), unit of measure (PO103), and 3M part number (PO107). Description (PID05) is required if 3M part number is not available.

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

Note: For illustration purposes only, all examples use the 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:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
7	010	ST	Transaction Set Header	M	1		
8	020	BEG	Beginning Segment for Purchase Order	M	1		
9	040	CUR	Currency	O	1		
Not Used	050	REF	Reference Identification	O	>1		
Not Used	060	PER	Administrative Communications Contact	O	3		
10	070	TAX	Tax Reference	O	>1		
11	080	FOB	F.O.B. Related Instructions	O	>1		
Not Used	090	CTP	Pricing Information	O	>1		
Not Used	095	PAM	Period Amount	O	10		
Not Used	110	CSH	Sales Requirements	O	5		
Not Used	115	TC2	Commodity	O	>1		
LOOP ID - SAC						25	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	125	CUR	Currency	O	1		
12	130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1		
Not Used	140	DIS	Discount Detail	O	20		
Not Used	145	INC	Installment Information	O	1		
14	150	DTM	Date/Time Reference	O	10		
Not Used	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	185	SI	Service Characteristic Identification	O	>1		
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
15	210	PWK	Paperwork	O	25		
16	220	PKG	Marking, Packaging, Loading	O	200		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
17	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	250	TD3	Carrier Details (Equipment)	O	12		

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Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	270	MAN	Marks and Numbers	O	10
Not Used	276	PCT	Percent Amounts	O	>1
Not Used	280	CTB	Restrictions/Conditions	O	5
Not Used	285	TXI	Tax Information	O	>1
LOOP ID - AMT					>1
Not Used	287	AMT	Monetary Amount	O	1
Not Used	289	REF	Reference Identification	O	>1
Not Used	290	DTM	Date/Time Reference	O	1
Not Used	292	PCT	Percent Amounts	O	>1
LOOP ID - FA1					>1
Not Used	293	FA1	Type of Financial Accounting Data	O	1
Not Used	294	FA2	Accounting Data	M	>1
LOOP ID - N9					1000
18	295	N9	Reference Identification	O	1
Not Used	297	DTM	Date/Time Reference	O	>1
19	300	MSG	Message Text	O	1000
LOOP ID - N1					200
20	310	N1	Name	O	1
21	320	N2	Additional Name Information	O	2
22	330	N3	Address Information	O	2
23	340	N4	Geographic Location	O	>1
Not Used	345	NX2	Location ID Component	O	>1
Not Used	350	REF	Reference Identification	O	12
24	360	PER	Administrative Communications Contact	O	>1
Not Used	365	SI	Service Characteristic Identification	O	>1
Not Used	370	FOB	F.O.B. Related Instructions	O	1
Not Used	380	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	400	TD3	Carrier Details (Equipment)	O	12
Not Used	410	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	420	PKG	Marking, Packaging, Loading	O	200
LOOP ID - LM					>1
Not Used	430	LM	Code Source Information	O	1
Not Used	440	LQ	Industry Code	M	>1
LOOP ID - SPI					>1
Not Used	450	SPI	Specification Identifier	O	1
Not Used	460	REF	Reference Identification	O	5
Not Used	470	DTM	Date/Time Reference	O	5
Not Used	480	MSG	Message Text	O	50
LOOP ID - N1					20
Not Used	490	N1	Name	O	1
Not Used	500	N2	Additional Name Information	O	2
Not Used	510	N3	Address Information	O	2

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Not Used	520	N4	Geographic Location	O	1
Not Used	530	REF	Reference Identification	O	20
Not Used	540	G61	Contact	O	1
Not Used	550	MSG	Message Text	O	50
LOOP ID - CB1					>1
Not Used	560	CB1	Contract and Cost Accounting Standards Data	O	1
Not Used	570	REF	Reference Identification	O	20
Not Used	580	DTM	Date/Time Reference	O	5
Not Used	590	LDT	Lead Time	O	1
Not Used	600	MSG	Message Text	O	50
LOOP ID - ADV					>1
Not Used	610	ADV	Advertising Demographic Information	O	1
Not Used	620	DTM	Date/Time Reference	O	>1
Not Used	630	MTX	Text	O	>1

Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
LOOP ID - PO1						100000	
25	010	PO1	Baseline Item Data	M	1		n2
Not Used	015	LIN	Item Identification	O	>1		
Not Used	018	SI	Service Characteristic Identification	O	>1		
Not Used	020	CUR	Currency	O	1		
Not Used	025	CN1	Contract Information	O	1		
28	030	PO3	Additional Item Detail	O	25		
LOOP ID - CTP						>1	
Not Used	040	CTP	Pricing Information	O	1		
Not Used	043	CUR	Currency	O	1		
Not Used	045	PAM	Period Amount	O	10		
Not Used	049	MEA	Measurements	O	40		
LOOP ID - PID						1000	
29	050	PID	Product/Item Description	O	1		
30	060	MEA	Measurements	O	10		
31	070	PWK	Paperwork	O	25		
Not Used	090	PO4	Item Physical Details	O	>1		
Not Used	100	REF	Reference Identification	O	>1		
Not Used	110	PER	Administrative Communications Contact	O	3		
LOOP ID - SAC						25	
32	130	SAC	Service, Promotion, Allowance, or Charge Information	O	1		
Not Used	135	CUR	Currency	O	1		
Not Used	137	CTP	Pricing Information	O	1		
Not Used	140	IT8	Conditions of Sale	O	1		
Not Used	142	CSH	Sales Requirements	O	>1		

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Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2	
Not Used	160	DIS	Discount Detail	O	20	
Not Used	165	INC	Installment Information	O	1	
34	170	TAX	Tax Reference	O	>1	
35	180	FOB	F.O.B. Related Instructions	O	>1	
Not Used	190	SDQ	Destination Quantity	O	500	
Not Used	200	IT3	Additional Item Data	O	5	
36	210	DTM	Date/Time Reference	O	10	
Not Used	235	TC2	Commodity	O	>1	
Not Used	240	TD1	Carrier Details (Quantity and Weight)	O	1	
37	250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	260	TD3	Carrier Details (Equipment)	O	12	
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	276	PCT	Percent Amounts	O	>1	
Not Used	280	MAN	Marks and Numbers	O	10	
38	289	MSG	Message Text	O	>1	
Not Used	290	SPI	Specification Identifier	O	>1	
Not Used	291	TXI	Tax Information	O	>1	
Not Used	292	CTB	Restrictions/Conditions	O	>1	
LOOP ID - QTY					>1	
Not Used	293	QTY	Quantity	O	1	
Not Used	294	SI	Service Characteristic Identification	O	>1	
LOOP ID - SCH					200	
Not Used	295	SCH	Line Item Schedule	O	1	n3
Not Used	296	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	297	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	298	TD3	Carrier Details (Equipment)	O	12	
Not Used	299	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	300	REF	Reference Identification	O	>1	
LOOP ID - PKG					200	
39	305	PKG	Marking, Packaging, Loading	O	1	
Not Used	310	MEA	Measurements	O	>1	
Not Used	320	LS	Loop Header	O	1	
LOOP ID - LDT					>1	
Not Used	321	LDT	Lead Time	O	1	
Not Used	322	QTY	Quantity	O	>1	
Not Used	323	MSG	Message Text	O	1	
Not Used	324	REF	Reference Identification	O	3	
LOOP ID - LM					>1	
Not Used	325	LM	Code Source Information	O	1	
Not Used	326	LQ	Industry Code	M	>1	
Not Used	327	LE	Loop Trailer	O	1	
LOOP ID - N9					1000	

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Not Used	330	N9	Reference Identification	O	1
Not Used	332	DTM	Date/Time Reference	O	>1
Not Used	335	MEA	Measurements	O	40
Not Used	340	MSG	Message Text	O	1000
LOOP ID - N1					200
40	350	N1	Name	O	1
41	360	N2	Additional Name Information	O	2
42	370	N3	Address Information	O	2
43	380	N4	Geographic Location	O	1
Not Used	383	QTY	Quantity	O	>1
Not Used	385	NX2	Location ID Component	O	>1
Not Used	390	REF	Reference Identification	O	12
Not Used	400	PER	Administrative Communications Contact	O	3
Not Used	405	SI	Service Characteristic Identification	O	>1
Not Used	406	DTM	Date/Time Reference	O	1
Not Used	410	FOB	F.O.B. Related Instructions	O	1
Not Used	415	SCH	Line Item Schedule	O	200
Not Used	420	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	430	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	440	TD3	Carrier Details (Equipment)	O	12
Not Used	450	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	460	PKG	Marking, Packaging, Loading	O	200
LOOP ID - LDT					>1
Not Used	462	LDT	Lead Time	O	1
Not Used	464	MAN	Marks and Numbers	O	10
Not Used	466	QTY	Quantity	O	5
Not Used	468	MSG	Message Text	O	1
Not Used	469	REF	Reference Identification	O	3
LOOP ID - SLN					1000
Not Used	470	SLN	Subline Item Detail	O	1
Not Used	475	MSG	Message Text	O	>1
Not Used	480	SI	Service Characteristic Identification	O	>1
Not Used	490	PID	Product/Item Description	O	1000
Not Used	500	PO3	Additional Item Detail	O	104
Not Used	505	TC2	Commodity	O	>1
Not Used	513	ADV	Advertising Demographic Information	O	>1
Not Used	515	DTM	Date/Time Reference	O	10
Not Used	516	CTP	Pricing Information	O	25
Not Used	517	PAM	Period Amount	O	10
Not Used	518	PO4	Item Physical Details	O	1
Not Used	519	TAX	Tax Reference	O	3
LOOP ID - N9					>1
Not Used	523	N9	Reference Identification	O	1
Not Used	524	DTM	Date/Time Reference	O	>1
Not Used	525	MSG	Message Text	O	>1

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			LOOP ID - SAC		25
Not Used	526	SAC	Service, Promotion, Allowance, or Charge Information	O	1
Not Used	527	CUR	Currency	O	1
Not Used	528	CTP	Pricing Information	O	1
			LOOP ID - QTY		>1
Not Used	529	QTY	Quantity	O	1
Not Used	530	SI	Service Characteristic Identification	O	>1
			LOOP ID - N1		10
Not Used	535	N1	Name	O	1
Not Used	540	N2	Additional Name Information	O	2
Not Used	550	N3	Address Information	O	2
Not Used	560	N4	Geographic Location	O	1
Not Used	570	NX2	Location ID Component	O	>1
Not Used	580	REF	Reference Identification	O	12
Not Used	590	PER	Administrative Communications Contact	O	3
Not Used	595	SI	Service Characteristic Identification	O	>1
			LOOP ID - AMT		>1
Not Used	600	AMT	Monetary Amount	O	1
Not Used	610	REF	Reference Identification	O	1
Not Used	612	PCT	Percent Amounts	O	>1
			LOOP ID - LM		>1
Not Used	620	LM	Code Source Information	O	1
Not Used	630	LQ	Industry Code	M	>1

Summary:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - CTT			1	
44	010	CTT	Transaction Totals	O	1		n4
Not Used	020	AMT	Monetary Amount	O	1		n5
45	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. PO102 is required.
3. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
4. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
5. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

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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*000000137^

Data Element Summary

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

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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*RL*T134876*070*20000317^
BEG*04*SA*0000123456**20000317^

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	BEG01	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original 04 Change 06 Confirmation 07 Duplicate	M ID 2/2
Required	BEG02	92	Purchase Order Type Code Code specifying the type of Purchase Order BE Blanket Order/Estimated Quantities (Not firm Commitment) RL Release or Delivery Order An order for goods and services placed against a pre-existing contract or blanket order SA Stand-alone Order	M ID 2/2
Required	BEG03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser	M AN 1/22
	BEG04	328	Release Number Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction Required for releases to blanket order. 3M release number is 3 characters.	O AN 1/30
Required	BEG05	373	Date Date expressed as CCYYMMDD	M DT 8/8
	BEG06	367	Contract Number Contract number	O AN 1/30

Segment:	CUR Currency
Position:	040
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To specify the currency (dollars, pounds, francs, etc.) used in a transaction
Syntax Notes:	<ol style="list-style-type: none"> 1 If CUR08 is present, then CUR07 is required. 2 If CUR09 is present, then CUR07 is required. 3 If CUR10 is present, then at least one of CUR11 or CUR12 is required. 4 If CUR11 is present, then CUR10 is required. 5 If CUR12 is present, then CUR10 is required. 6 If CUR13 is present, then at least one of CUR14 or CUR15 is required. 7 If CUR14 is present, then CUR13 is required. 8 If CUR15 is present, then CUR13 is required. 9 If CUR16 is present, then at least one of CUR17 or CUR18 is required. 10 If CUR17 is present, then CUR16 is required. 11 If CUR18 is present, then CUR16 is required. 12 If CUR19 is present, then at least one of CUR20 or CUR21 is required. 13 If CUR20 is present, then CUR19 is required. 14 If CUR21 is present, then CUR19 is required.
Semantic Notes:	
Comments:	1 See Figures Appendix for examples detailing the use of the CUR segment.
Notes:	3M Example(s): CUR*BY*USD^

Data Element Summary

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

Segment: **TAX** Tax Reference
Position: 070
Loop:
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the transaction

Syntax Notes:

- 1 At least one of TAX01 or TAX03 is required.
- 2 If either TAX02 or TAX03 is present, then the other is required.
- 3 If either TAX04 or TAX05 is present, then the other is required.
- 4 If either TAX06 or TAX07 is present, then the other is required.
- 5 If either TAX08 or TAX09 is present, then the other is required.
- 6 If either TAX10 or TAX11 is present, then the other is required.

Semantic Notes:

Comments:

- 1 Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
- 2 TAX01 is required if tax exemption is being claimed.

Notes: 3M Example(s): TAX*8798349*SP*MN*****1^

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
TAX01	325	Tax Identification Number	X	AN 1/20
		Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number		
Required	TAX02	309 Location Qualifier	X	ID 1/2
		Code identifying type of location		
		SP State/Province		
Required	TAX03	310 Location Identifier	X	AN 1/30
		Code which identifies a specific location		
Required	TAX12	441 Tax Exempt Code	O	ID 1/1
		Code identifying exemption status from sales and use tax		
		1 Yes (Tax Exempt)		
		2 No (Not Tax Exempt)		
		7 Direct Pay ID		

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 Example(s): FOB*PC*FV*ST. PAUL MN^

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	
			DF	Defined by Buyer and Seller	
			NC	Service Freight, No Charge	
			PC	Prepaid but Charged to Customer	
			PP	Prepaid (by Seller)	
Required	FOB02	309	Location Qualifier		X ID 1/2
			Code identifying type of location		
			DE	Destination (Shipping)	
			FV	Free Alongside Vessel (Free On Board [F.O.B.] Point)	
			OR	Origin (Shipping Point)	
Required	FOB03	352	Description		O AN 1/80
			A free-form description to clarify the related data elements and their content		

3M Supplier Purchase Order

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

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

Semantic Notes:

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

Comments:

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

Notes: 3M Example(s):
ITD*05*3*****30*****NET 30 DAYS^
ITD*08*3*1**10**30*****1% 10 DAYS/NET 30^

Data Element Summary

	Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Required	ITD01	336	Terms Type Code		O ID 2/2
			Code identifying type of payment terms		
			02	End of Month (EOM)	
			05	Discount Not Applicable	
			08	Basic Discount Offered	
			09	Proximo	
			10	Instant	
			ZZ	Mutually Defined	
Required	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)		
Required	ITD12	352	Description		O AN 1/80
			A free-form description to clarify the related data elements and their content		

3M Supplier Purchase Order

ITD13 765 Day of Month X N0 1/2

The numeric value of the day of the month between 1 and the maximum day of the month being referenced

Day of month payment is due to gain discount. Used when ITD01 = 02 (EOM) or 09 (proximo).

3M Supplier Purchase Order

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 Example(s): DTM*074*20000417^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	DTM01	374	Date/Time Qualifier		M ID 3/3
			Code specifying type of date or time, or both date and time		
			055	Confirmed	
			074	Requested for Delivery (Prior to and Including)	
Required	DTM02	373	Date		X DT 8/8
			Date expressed as CCYYMMDD		

Segment: **PWK** Paperwork
Position: 210
Loop:
Level: Heading
Usage: Optional
Max Use: 25
Purpose: To identify the type or transmission or both of paperwork or supporting information
Syntax Notes: 1 If either PWK05 or PWK06 is present, then the other is required.
Semantic Notes:
Comments: 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
2 PWK07 may be used to indicate special information to be shown on the specified report.
3 PWK08 may be used to indicate action pertaining to a report.
Notes: 3M Example(s): PWK*BL*WS*****SEND A DUPLICATE PACKING LIST & BILL OF LADING TO 3M^

Data Element Summary

	Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Required	PWK01	755	Report Type Code		M ID 2/2
			Code indicating the title or contents of a document, report or supporting item		
			13	Certified Test Report	
			BL	Bill of Lading	
			BT	Blanket Test Results	
			CA	Certificate of Analysis	
			IV	Invoice	
			MS	Material Safety Data Sheet	
			VD	Data Request for Vendor's Specifications or Drawings.	
Required	PWK02	756	Report Transmission Code		O ID 1/2
			Code defining timing, transmission method or format by which reports are to be sent		
			BW	Best Way (Sender's Option)	
			SM	By Mail Before Shipping	
			TM	Separately, by Mail at Time of Shipping	
			WS	With Shipment (With Package)	
Required	PWK07	352	Description		O AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment:	PKG Marking, Packaging, Loading
Position:	220
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	200
Purpose:	To describe marking, packaging, loading, and unloading requirements
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of PKG04 PKG05 or PKG06 is required. 2 If PKG04 is present, then PKG03 is required. 3 If PKG05 is present, then PKG01 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 PKG04 should be used for industry-specific packaging description codes.
Comments:	<ol style="list-style-type: none"> 1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc. 2 If PKG01 equals "F", then PKG05 is used. If PKG01 equals "S", then PKG04 is used. If PKG01 equals "X", then both PKG04 and PKG05 are used. 3 Use PKG03 to indicate the organization that publishes the code list being referred to. 4 Special marking or tagging data can be given in PKG05 (description).
Notes:	3M Example(s): PKG*X*37***SHIP IN DAMAGE FREE BOX CAR. PALLETIZE MATERIAL^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	PKG01	349		Item Description Type	X ID 1/1
				Code indicating the format of a description	
			X	Semi-structured (Code and Text)	
Required	PKG02	753		Packaging Characteristic Code	O ID 1/5
				Code specifying the marking, packaging, loading and related characteristics being described	
			10	Shipping Package Labeling	
			34	Product Marking	
			35	Type of Package	
			36	Package Specifications	
			37	Package Protection	
			42	Placement on Carrier	
			43	Spacing Directions	
			44	Unloading Device	
			45	Unloading Equipment	
			68	Skid/Pallet Type	
Required	PKG05	352		Description	X AN 1/80
				A free-form description to clarify the related data elements and their content	

Segment:	TD5 Carrier Details (Routing Sequence/Transit Time)
Position:	240
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	12
Purpose:	To specify the carrier and sequence of routing and provide transit time information
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required. 2 If TD502 is present, then TD503 is required. 3 If TD507 is present, then TD508 is required. 4 If TD510 is present, then TD511 is required. 5 If TD513 is present, then TD512 is required. 6 If TD514 is present, then TD513 is required. 7 If TD515 is present, then TD512 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 TD515 is the country where the service is to be performed.
Comments:	<ol style="list-style-type: none"> 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.
Notes:	3M Example(s): TD5*****BEST WAY^

Data Element Summary

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

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

Syntax Notes:

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

Semantic Notes:

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

Comments:

Notes: 3M Example(s): N9*ZZ**SEE BELOW^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	N901	128		Reference Identification Qualifier	M ID 2/3
				Code qualifying the Reference Identification	
				ZZ Mutually Defined	
Required	N903	369		Free-form Description	X AN 1/45
				Free-form descriptive text	

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Segment: **MSG** Message Text
Position: 300
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.
Notes: 3M Example(s): MSG*PLEASE LABEL PACKAGE: "PHONE NET CABLING"^

Data Element Summary

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

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Segment:	N1 Name
Position:	310
Loop:	N1 Optional
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	3M Example(s): N1*BT*3M COMPANY^ N1*ST*3M COMPANY*92*0824^

Data Element Summary				
	Ref.	Data	Attributes	
	Des.	Element	Name	
Required	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			BT Bill-to-Party	
			BY Buying Party (Purchaser)	
			CS Consolidator	
			ST Ship To	
			SU Supplier/Manufacturer	
Required	N102	93	Name	X AN 1/60
			Free-form name	
	N103	66	Identification Code Qualifier	X ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			12 Telephone Number (Phone)	
			92 Assigned by Buyer or Buyer's Agent	
			A copy of the 3M destination code booklet will be supplied upon request.	
	N104	67	Identification Code	X AN 2/80
			Code identifying a party or other code	

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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 Example(s): N2*BLDG 2^

Data Element Summary

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

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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 Example(s): N3*P.O. BOX 33121^

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

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Segment: **N4** Geographic Location
Position: 340
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: >1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: 3M Example(s): N4*ST PAUL*MN*551333121^

Data Element Summary

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

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

Syntax Notes:

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

Semantic Notes:**Comments:**

Notes: 3M Example(s): PER*IC*JANE DOE*TE*651/555-1234^

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
Required	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named	
			CW Confirmed With	
			Used if N101 = SU	
			IC Information Contact	
			Used if N101 = BY	
			SC Schedule Contact	
			Used if N101 = BY and is different than IC contact	
Required	PER02	93	Name	O AN 1/60
			Free-form name	
	PER03	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			FX Facsimile	
			TE Telephone	
	PER04	364	Communication Number	X AN 1/80
			Complete communications number including country or area code when applicable	

Segment:	PO1 Baseline Item Data
Position:	010
Loop:	PO1 Mandatory
Level:	Detail
Usage:	Mandatory
Max Use:	1
Purpose:	To specify basic and most frequently used line item data
Syntax Notes:	<ol style="list-style-type: none"> 1 If PO103 is present, then PO102 is required. 2 If PO105 is present, then PO104 is required. 3 If either PO106 or PO107 is present, then the other is required. 4 If either PO108 or PO109 is present, then the other is required. 5 If either PO110 or PO111 is present, then the other is required. 6 If either PO112 or PO113 is present, then the other is required. 7 If either PO114 or PO115 is present, then the other is required. 8 If either PO116 or PO117 is present, then the other is required. 9 If either PO118 or PO119 is present, then the other is required. 10 If either PO120 or PO121 is present, then the other is required. 11 If either PO122 or PO123 is present, then the other is required. 12 If either PO124 or PO125 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 See the Data Element Dictionary for a complete list of IDs. 2 PO101 is the line item identification. 3 PO106 through PO125 provide for ten different product/service IDs per each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.
Notes:	3M Example(s): PO1*0101*4*EA*42.95**BP*12-34-4158*EC*A*CR*87654321^

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Required	PO101	350 Assigned Identification	O AN 1/20
		Alphanumeric characters assigned for differentiation within a transaction set	
		Purchase order line number. 3M requires this number on any transaction returned to 3M, such as invoice (810), purchase order acknowledgment (855) and advance ship notice (856). 3M uses a 4 digit composite item/shipment number. For example: 0101 means item 1, shipment 1 0102 means item 1, shipment 2 0201 means item 2, shipment 1	
Required	PO102	330 Quantity Ordered	X R 1/15
		Quantity ordered	
Required	PO103	355 Unit or Basis for Measurement Code	O ID 2/2
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
Required	PO104	212 Unit Price	X R 1/17

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		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	
		Used only if pricing is per dozen, hundred or thousand.	
		HP Price per Hundred	
		PD Price per Dozen	
		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)	
		BP Buyer's Part Number	
		CR Contract Number	
		EC Engineering Change Level	
		MF Manufacturer	
		MG Manufacturer's Part Number	
		VC Vendor's (Seller's) Catalog Number	
		VN Vendor's (Seller's) Item Number	
		VP Vendor's (Seller's) Part Number	
PO107	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO108	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO106 for code list.	
PO109	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO110	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO106 for code list.	
PO111	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO112	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
		See PO106 for code list.	
PO113	234	Product/Service ID	X AN 1/48
		Identifying number for a product or service	
PO114	235	Product/Service ID Qualifier	X ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)	

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See PO106 for code list.				
PO115	234	Product/Service ID	X	AN 1/48
Identifying number for a product or service				
PO116	235	Product/Service ID Qualifier	X	ID 2/2
Code identifying the type/source of the descriptive number used in Product/Service ID (234)				
See PO106 for code list.				
PO117	234	Product/Service ID	X	AN 1/48
Identifying number for a product or service				

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Segment: **PO3 Additional Item Detail**
Position: 030
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 25
Purpose: To specify additional item-related data involving variations in normal price/quantity structure

Syntax Notes: 1 If PO304 is present, then at least one of PO303 or PO305 is required.

Semantic Notes:

Comments: 1 Some examples of price/quantity variations are: price in different units from the PO1 segment, price changes by date, or price changes by quantity (break and level).
2 PO307 defines the unit of measure for PO306.

Notes: 3M Comments: Used only if price is not based on 1, 12, 100, or 1000 ordered quantity units, as specified in PO103. (See comments under PO105.) For example: If 50 eaches are ordered at \$6.00 per case and there are 10 eaches per case, then PO102 = 5, PO103 = CA, PO104 = 6.00, PO306 = 50, and PO307 = EA.

3M Example(s): PO3*AQ*****50*EA^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	PO301	371	Change Reason Code		M ID 2/2
			Code specifying the reason for price or quantity change		
			AQ	Alternate Quantity and Unit of Measure	
Required	PO306	380	Quantity		M R 1/15
			Numeric value of quantity		
Required	PO307	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		

Segment:	PID	Product/Item Description
Position:	050	
Loop:	PID	Optional
Level:	Detail	
Usage:	Optional	
Max Use:	1	
Purpose:	To describe a product or process in coded or free-form format	
Syntax Notes:	<ol style="list-style-type: none"> 1 If PID04 is present, then PID03 is required. 2 At least one of PID04 or PID05 is required. 3 If PID07 is present, then PID03 is required. 4 If PID08 is present, then PID04 is required. 5 If PID09 is present, then PID05 is required. 	
Semantic Notes:	<ol style="list-style-type: none"> 1 Use PID03 to indicate the organization that publishes the code list being referred to. 2 PID04 should be used for industry-specific product description codes. 3 PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate. 4 PID09 is used to identify the language being used in PID05. 	
Comments:	<ol style="list-style-type: none"> 1 If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used. 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment. 3 PID07 specifies the individual code list of the agency specified in PID03. 	
Notes:	3M Example(s): PID*F****FILTER 5C422^	

Data Element Summary

	Ref.	Data	Attributes
	<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: **MEA** Measurements

Position: 060

Loop: PID Optional

Level: Detail

Usage: Optional

Max Use: 10

Purpose: To specify physical measurements or counts, including dimensions, tolerances, variances, and weights (See Figures Appendix for example of use of C001)

Syntax Notes:

- 1 At least one of MEA03 MEA05 MEA06 or MEA08 is required.
- 2 If MEA05 is present, then MEA04 is required.
- 3 If MEA06 is present, then MEA04 is required.
- 4 If MEA07 is present, then at least one of MEA03 MEA05 or MEA06 is required.
- 5 Only one of MEA08 or MEA03 may be present.

Semantic Notes: 1 MEA04 defines the unit of measure for MEA03, MEA05, and MEA06.

Comments: 1 When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed, use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

Notes: 3M Example(s): MEA*SH*PO**EA*10*10^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Required	MEA01	737 Measurement Reference ID Code	O ID 2/2
		Code identifying the broad category to which a measurement applies	
		SH Shipping Tolerance	
Required	MEA02	738 Measurement Qualifier	O ID 1/3
		Code identifying a specific product or process characteristic to which a measurement applies	
		PO Percent of Order (-, +)	
		Expression of allowable variance of order expressed either as absolute (for example 92% to 110%) or relative percent (for example - 8% to + 10%)	
Required	MEA04	C001 Composite Unit of Measure	X
		To identify a composite unit of measure (See Figures Appendix for examples of use)	
Required	C00101	355 Unit or Basis for Measurement Code	M ID 2/2
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
Required	MEA05	740 Range Minimum	X R 1/20
		The value specifying the minimum of the measurement range	
		Shipping tolerance "from" percent of quantity ordered.	
Required	MEA06	741 Range Maximum	X R 1/20
		The value specifying the maximum of the measurement range	
		Shipping tolerance "to" percent of quantity ordered.	

Segment: **PWK** Paperwork
Position: 070
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 25
Purpose: To identify the type or transmission or both of paperwork or supporting information
Syntax Notes: 1 If either PWK05 or PWK06 is present, then the other is required.
Semantic Notes:
Comments: 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
2 PWK07 may be used to indicate special information to be shown on the specified report.
3 PWK08 may be used to indicate action pertaining to a report.
Notes: 3M Example(s): PWK*BL*WS*****SEND A DUPLICATE PACKING LIST & BILL OF LADING TO 3M^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Required	PWK01	755	Report Type Code	M ID 2/2
			Code indicating the title or contents of a document, report or supporting item	
			13 Certified Test Report	
			BL Bill of Lading	
			BT Blanket Test Results	
			CA Certificate of Analysis	
			IV Invoice	
			MS Material Safety Data Sheet	
			VD Data Request for Vendor's Specifications or Drawings.	
Required	PWK02	756	Report Transmission Code	O ID 1/2
			Code defining timing, transmission method or format by which reports are to be sent	
			BW Best Way (Sender's Option)	
			SM By Mail Before Shipping	
			TM Separately, by Mail at Time of Shipping	
			WS With Shipment (With Package)	
Required	PWK07	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment:	SAC Service, Promotion, Allowance, or Charge Information
Position:	130
Loop:	SAC Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of SAC02 or SAC03 is required. 2 If either SAC03 or SAC04 is present, then the other is required. 3 If either SAC06 or SAC07 is present, then the other is required. 4 If either SAC09 or SAC10 is present, then the other is required. 5 If SAC11 is present, then SAC10 is required. 6 If SAC13 is present, then at least one of SAC02 or SAC04 is required. 7 If SAC14 is present, then SAC13 is required. 8 If SAC16 is present, then SAC15 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required. 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. 3 SAC08 is the allowance or charge rate per unit. 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. 5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used. 6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion. 7 SAC16 is used to identify the language being used in SAC15.
Comments:	<ol style="list-style-type: none"> 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. 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.
Notes:	3M Example(s): SAC*A*A380****5*.1*2^

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	
		A Allowance	
	SAC02	1300 Service, Promotion, Allowance, or Charge Code	X ID 4/4
		Code identifying the service, promotion, allowance, or charge	

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		A380	Allowance Advance		
SAC06	378	Allowance/Charge Percent Qualifier		X	ID 1/1
		Code indicating on what basis allowance or charge percent is calculated			
		5	Base Price per Unit		
SAC07	332	Percent		X	R 1/6
		Percent expressed as a percent			
SAC08	118	Rate		O	R 1/9
		Rate expressed in the standard monetary denomination for the currency specified			
SAC12	331	Allowance or Charge Method of Handling Code		O	ID 2/2
		Code indicating method of handling for an allowance or charge			
		02	Off Invoice		

Segment: **TAX** Tax Reference

Position: 170

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To provide data required for proper notification/determination of applicable taxes applying to the transaction or business described in the transaction

Syntax Notes:

- 1 At least one of TAX01 or TAX03 is required.
- 2 If either TAX02 or TAX03 is present, then the other is required.
- 3 If either TAX04 or TAX05 is present, then the other is required.
- 4 If either TAX06 or TAX07 is present, then the other is required.
- 5 If either TAX08 or TAX09 is present, then the other is required.
- 6 If either TAX10 or TAX11 is present, then the other is required.

Semantic Notes:

Comments:

- 1 Tax ID number is, in many instances, referred to as a Tax Exemption Number. The paired (combined) use of data elements 309 and 310 provides for the designation of five taxing jurisdictions.
- 2 TAX01 is required if tax exemption is being claimed.

Notes: 3M Example(s): TAX*8798349*SP*MN*****1^

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
TAX01	325	Tax Identification Number	X AN 1/20
		Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number	
TAX02	309	Location Qualifier	X ID 1/2
		Code identifying type of location	
		SP State/Province	
TAX03	310	Location Identifier	X AN 1/30
		Code which identifies a specific location	
TAX12	441	Tax Exempt Code	O ID 1/1
		Code identifying exemption status from sales and use tax	
		1 Yes (Tax Exempt)	
		2 No (Not Tax Exempt)	
		7 Direct Pay ID	

Segment: **FOB** F.O.B. Related Instructions**Position:** 180**Loop:** PO1 Mandatory**Level:** Detail**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 Example(s): FOB*PC*FV*ST. PAUL MN^**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	
			DF	Defined by Buyer and Seller	
			NC	Service Freight, No Charge	
			PC	Prepaid but Charged to Customer	
			PP	Prepaid (by Seller)	
Required	FOB02	309	Location Qualifier		X ID 1/2
			Code identifying type of location		
			DE	Destination (Shipping)	
			FV	Free Alongside Vessel (Free On Board [F.O.B.] Point)	
			OR	Origin (Shipping Point)	
Required	FOB03	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: 210

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 10

Purpose: To specify pertinent dates and times

Syntax Notes:

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

Semantic Notes:

Comments:

Notes: 3M Example(s):
DTM*010*20000417^
DTM*074*20000423^

Data Element Summary

	Ref.	Data	Name	Attributes
	<u>Des.</u>	<u>Element</u>		
Required	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			010 Requested Ship	
			060 Engineering Change Level	
			074 Requested for Delivery (Prior to and Including)	
Required	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	

Segment:	TD5 Carrier Details (Routing Sequence/Transit Time)
Position:	250
Loop:	PO1 Mandatory
Level:	Detail
Usage:	Optional
Max Use:	12
Purpose:	To specify the carrier and sequence of routing and provide transit time information
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required. 2 If TD502 is present, then TD503 is required. 3 If TD507 is present, then TD508 is required. 4 If TD510 is present, then TD511 is required. 5 If TD513 is present, then TD512 is required. 6 If TD514 is present, then TD513 is required. 7 If TD515 is present, then TD512 is required.
Semantic Notes:	1 TD515 is the country where the service is to be performed.
Comments:	1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502.
Notes:	3M Example(s): TD5*****BEST WAY^

Data Element Summary

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

3M Supplier Purchase Order

Segment: **MSG** Message Text
Position: 289
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To provide a free-form format that allows the transmission of text information
Syntax Notes: 1 If MSG03 is present, then MSG02 is required.
Semantic Notes: 1 MSG03 is the number of lines to advance before printing.
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2 If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.
Notes: 3M Example(s): MSG*PLEASE LABEL EACH PART^

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

Segment:	PKG Marking, Packaging, Loading
Position:	305
Loop:	PKG Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To describe marking, packaging, loading, and unloading requirements
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of PKG04 PKG05 or PKG06 is required. 2 If PKG04 is present, then PKG03 is required. 3 If PKG05 is present, then PKG01 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 PKG04 should be used for industry-specific packaging description codes.
Comments:	<ol style="list-style-type: none"> 1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc. 2 If PKG01 equals "F", then PKG05 is used. If PKG01 equals "S", then PKG04 is used. If PKG01 equals "X", then both PKG04 and PKG05 are used. 3 Use PKG03 to indicate the organization that publishes the code list being referred to. 4 Special marking or tagging data can be given in PKG05 (description).
Notes:	3M Example(s): PKG*X*37***PLEASE LABEL PACKAGE: "PHONE NET CABLING"^^

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Required	PKG01	349	Item Description Type		X ID 1/1
				Code indicating the format of a description	
			X	Semi-structured (Code and Text)	
Required	PKG02	753	Packaging Characteristic Code		O ID 1/5
				Code specifying the marking, packaging, loading and related characteristics being described	
			10	Shipping Package Labeling	
			34	Product Marking	
			35	Type of Package	
			36	Package Specifications	
			37	Package Protection	
			42	Placement on Carrier	
			43	Spacing Directions	
			44	Unloading Device	
			45	Unloading Equipment	
			68	Skid/Pallet Type	
Required	PKG05	352	Description		X AN 1/80
				A free-form description to clarify the related data elements and their content	

3M Supplier Purchase Order

Segment:	N1 Name
Position:	350
Loop:	N1 Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	3M Comments: Ship to name/address (ST N1 loop) sent at the header level if the same address applies to all line items. 3M Example(s): N1*ST*3M COMPANY*92*01D1J120^

Data Element Summary

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

3M Supplier Purchase Order

Segment: **N2** Additional Name Information
Position: 360
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:
Notes: 3M Example(s): N2*BLDG 2^

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

3M Supplier Purchase Order

Segment: **N3** Address Information
Position: 370
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes: 3M Example(s): N3*6200 JACKSON RD^

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

3M Supplier Purchase Order

Segment: **N4 Geographic Location**
Position: 380
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes: 3M Example(s): N4*ANN ARBOR*MI*48103^

Data Element Summary

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

3M Supplier Purchase Order

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*2^

Data Element Summary

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

3M Supplier Purchase Order

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*47*000000137^

Data Element Summary

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

Purchase Order Examples

This section contains two examples to illustrate the use of Transaction Set 850.

They are:

- A release to a previously transmitted blanket order.
- A stand-alone change purchase order containing multiple items with multiple shipments.

Note that because of constraints in the EDI standard, each shipment of a 3M line item must be treated as a separate EDI line item. Thus the line items on the paper P.O. do not match the EDI line items. Example 2 shows both the paper and EDI versions of this type of P.O.

Example 1

This is a release to a previously transmitted blanket order. This order release contains multiple items with the same requested ship date, but with different requested delivery dates.

Purchase Order

Send Original Invoice to:

3M Accounts PAYABLE PURCHASE ORDER
P.O. Box 33121
St. Paul, MN 55133-3121

Send all other papers to
the purchasing agent
at this address:

P.O. BOX 33327, St. Paul MN 55133

- Complete The Attached Acknowledgment Copy and Return It Promptly To Purchasing Agent.
- Show On Each Container 3M Purchase Order Number, 3M Material Code Number and Quantity Therein.
- Attach Itemized Packing List To Outside of Shipment.

Supplier No. **SD2468-01 A0824 0824**

TO **SMDB TEST SUPPLIER INC.
123 MAIN ST
ST PAUL MN 55133-1133**

On Billing & Shipping Papers &
All Correspondence Show This

T134876-070

ORDER NUMBER

S
H
I
P

T
O

**3M COMPANY
BLDG 2
935 BUSH
ST PAUL MN 55106**

Date 03/17/2000	Invoice Terms NET 30 DAYS	Ship Date 04/17/2000
Ship Via BEST WAY	F.O.B. ST. PAUL, MN	Freight Terms PREPAID AND CHARGE
Tax Status 1. TAXABLE <input type="checkbox"/>	2. NON-TAXABLE State: MN <input type="checkbox"/>	OTHER State: <input type="checkbox"/>
State: _____		TAX EXEMPT # 8798349

Item	Quantity	Unit	Description	Price	Unit
0101	4	EA	12-34-4153 ENGINEERING CHANGE LEVEL: A FILTER 5C422 DATE 3/16/98 CONTRACT NUMBER: 87654321 ALLOWABLE QTY TOLERANCE: UNDER: 10% OVER: 10% SHIP 4 EA 4-17-2000 TO ARRIV BY 4-23-2000	42.95	EA
0201	2	EA	22-20-4187 NET CABLING ALLOWABLE QTY TOLERANCE: UNDER: 10% OVER: 10% SHIP 2 EA 4-17- 2000 TO ARRIV BY 4-20-2000 PLEASE LABEL PACKAGE: "PHONE NET CABLING"	1.50	EA

DIRECT ALL INFO TO - (705) JANE DOE 651/555-1234 ##

SEND A CO-SHIPMENT SAMPLE OF EACH LOT WITH SHIPMENT. SEND A DUPLICATE PACKING LIST & BILL OF LADING TO 3M. SHIP IN DAMAGE FREE BOC CAR. PALLETIZE MATERIAL

The 3M purchase order number, release number and purchasing agent code must be shown on your bill of lading as a part of the "ship to" address just as it appears on the purchase order. All invoices billing sales tax must include the rate and the name of state and local taxing unit which is being charged. Invoices not including this information will be returned.

Minnesota Mining & Manufacturing Company

Purchasing Agent

3M Supplier Purchase Order

ASC X12 FORMAT

ST*850*000000137 ^

BEG*00*RL*T134876*070*20000317 ^

CUR*BY*USD ^

TAX*8798349*SP*MN***1 ^**

FOB*PC*FV*ST. PAUL MN ^

ITD*05*3***30*****NET 30 DAYS ^**

DTM*074*20000423 ^

PWK*BL*WS***SEND A DUPLICATE
PACKING LIST& BILL OF LADING TO 3M ^**

PKG*X*37*SHIP IN DAMAGE FREE
BOX CAR. PALLETIZE MATERIAL ^**

TD5***BEST WAY ^**

N9*ZZSEE BELOW ^**

**MSG*PLEASE LABEL PACKAGE:
"PHONE NET CABLING" ^**

N1*BT*3M COMPANY ^

N3*P.O. BOX 33121 ^

N4*ST. PAUL*MN*551333121 ^

N1*ST*3M COMPANY*92*0824 ^

N2*BLDG 2 ^

N3*935 BUSH ^

INTERPRETATION

ASC X12 Transaction Set: 850

Transaction Set Control Number: 000000137

Original Release To Blanket
Purchase Order Number: T134876
Release Number: 070
P.O. Date: 03/17/2000

Buyer's Currency: U.S. Dollars

Minnesota Tax Exempt ID: 8798349

Shipment Method of Payment:
PC=prepaid and charged to customer
FOB Point: FV=free alongside vessel,
St. Paul MN

Terms Type: 05=discount not applicable
Terms Basis Date: 3=invoice date
Terms Net Days: 30

Requested Delivery by Date: 04/23/2000

Bill of Lading Report with
Shipment: Send a Duplicate
Packing List & Bill of Lading to 3M

Item Description Type:
X=semi-structured (code and text)
Packaging Protection: Ship in Damage Free
Box Car. Palletize Material

Routing: Best Way

Reference Identification: See Below

Msg: Label Package: "Phone Net Cabling"

Bill To: 3M Company

P.O. Box 33121

St. Paul, MN 55133-3121

Ship To: 3M Company
3M Assigned Ship To Number: 0824

Bldg 2

935 Bush

3M Supplier Purchase Order

N4*ST PAUL*MN*55106^

St Paul, MN 55106

**PER*IC*JANE DOE*TE
*651/555-1234^**

Information Contact: Jane Doe
Telephone Number: 651/555-1234

**N1*SU*SMDB TEST SUPPLIER INC
*92*SD246801^**

Supplier: SMDB Test Supplier Inc
3M-Assigned Supplier Number: SD246801

N3*123 MAIN ST^

123 Main St

N4*ST PAUL*MN*551331133^

St Paul, MN 55133-1133

N1*BY*3M COMPANY^

Buyer: 3M Company

N3*P.O. BOX 33327^

P.O. Box 33327

N4*ST PAUL*MN*55133^

St Paul, MN 55133

**PER*IC*JANE DOE*TE
*651/555-1234^**

Information Contact: Jane Doe
Telephone Number: 651/555-1234

PO1*0101*4*EA*42.95BP
*12-34-4158*EC*A*CR*87654321^**

Line Item Number:0101
Quantity: 4 Each
Unit Price: \$42.95
Buyer's Part Number: 12-34-4158
Engineering Change Level: A
Contract Number: 87654321

PID*F**FILTER 5C422^**

Description: Filter 5C422

MEA*SH*POEA*10*10^**

Shipping Tolerance: From 10%
Under To 10% Over Ordered Quantity
Unit of Measure: EA=each

SAC*A*A380***5*.1*2^**

Invoice Allowance: 10 Percent
of Base Price Per Unit

FOB*PC*FV*ST. PAUL MN^

Shipment Method of Payment:
PC=prepaid and charged to customer
FOB Point: FV=free alongside vessel,
St. Paul MN

DTM*010*20000417^

Requested Ship Date: 04/17/2000

DTM*074*20000423^

Requested Deliver By Date: 4/23/2000

TD5***BEST WAY^**

Routing: Best Way

PO1*0201*2*EA*1.5BP
*22-20-4187^**

Line Item Number: 0201
Quantity: 2 Each
Unit Price: \$1.50
Buyer's Part Number: 22-20-4187

3M Supplier Purchase Order

PID*F**NET CABLING^**

Description: Net Cabling

MEA*SH*POEA*10*10^**

Shipping Tolerance: From 10%
Under To 10% Over Ordered Quantity
Unit of Measure: EA=each

TAX*8798349*SP*MN***1^**

MN Tax Exempt ID #8798349

DTM*010*20000417^

Requested Ship Date: 04/17/2000

DTM*074*20000420^

Requested Deliver By Date: 4/20/2000

MSG*PLEASE LABEL EACH PART^

Msg: Please Label Each Part

PKG*X*37*PLEASE LABEL PACKAGE:
"PHONE NET CABLING"^**

Packaging Instructions: Please Label
Package: "Phone Net Cabling"

N1*ST*3M COMPANY*92*01D1J120^

Ship to 3M Company
3M Ship To Code: 01D1J120

N2*BLDG 2^

Bldg 2

N3*6200 JACKSON RD

6200 Jackson Rd

N4*ANN ARBOR*MI*48103^

Ann Arbor, MI 48103

CTT*2*6^

Number of Line Items: 2
Total Accumulated Quantity (Sum of All
PO102 elements): 6

SE*50*000000137^

Number of Segments: 50
Transaction Set Control Number: 000000137

NOTE: Sample purchase order contains fictitious data.

Example 2

This is a stand-alone change purchase order which contains multiple items with multiple shipments. It also contains items whose ordering unit of measure differs from their pricing unit of measure.

Purchase Order

Send Original Invoice to:

3M Accounts PAYABLE PURCHASE ORDER
P.O. Box 33121
St. Paul, MN 55133-3121

Send all other papers to
the purchasing agent

at this address: **P.O. BOX 33327, St. Paul MN 55133**

- Complete The Attached Acknowledgment Copy and Return It Promptly To Purchasing Agent.
- Show On Each Container 3M Purchase Order Number, 3M Material Code Number and Quantity Therein.
- Attach Itemized Packing List To Outside of Shipment.

Supplier No. **SD2468-01 A0824 0824**

TO **SMDB TEST SUPPLIER INC.
123 MAIN ST
ST PAUL MN 55133-1133**

On Billing & Shipping Papers &
All Correspondence Show This

STP12345678

ORDER NUMBER

S
H
I
P

T
O

**3M COMPANY
BLDG 2
935 BUSH
ST PAUL MN 55106**

Date 03/17/2000	Invoice Terms 1% 10 DAYS/NET 30	Ship Date SEE BELOW
Ship Via BEST WAY	F.O.B. DEST	Freight Terms COLLECT
Tax Status 1. TAXABLE <input checked="" type="checkbox"/> MN State	2. NON-TAXABLE State: <input type="checkbox"/>	OTHER State: <input type="checkbox"/>
	Origin Zip Code: 55133	

Item	Quantity	Unit	Description	Price	Unit
01	2000	EA	CABLE, 22AWG	115.00	/M
			SHIP 1000 EA 4-17-2000 TO ARRIV BY 4-23-2000		
			SHIP 1000 EA 4-21-2000 TO ARRIV BY 4-27-2000	100.00	/M
02	7	BX	CONNECTORS	2.50	BX
			SHIP 3 BX 4-21-2000 TO ARRIV BY 4-27-2000		
			SHIP 4 BX 4-29-2000 TO ARRIV BY 5-04-2000		

DIRECT ALL INFO TO – (705) JANE DOE 651/555-1234 ##

The 3M purchase order number, release number and purchasing agent code must be shown on your bill of lading as a part of the “ship to” address just as it appears on the purchase order. All invoices billing sales tax must include the rate and the name of state and local taxing unit which is being charged. Invoices not including this information will be returned.

Minnesota Mining & Manufacturing Company

Purchasing Agent

3M Supplier Purchase Order

ASC X12 FORMAT

ST*850*000000138^

BEG*04*SA*0000123456**20000317^

TAX**SP*MN*****2^

FOB*CC*DE*DEST.^

ITD*08*3*1**10**30****
*1% 10 DAYS/NET 30^

TD5*****BEST WAY^

N1*BT*3M COMPANY^

N3*P.O. BOX 33121^

N4*ST. PAUL*MN*551333121^

N1*ST*3M COMPANY*92
*01T2M100^

N2*BLDG 2^

N3*935 BUSH^

N4*ST PAUL*MN*55106^

PER*IC*JANE DOE*TE
*651/555-1234^

N1*SU*SMDB TEST SUPPLIER INC
*92*SD246801^

N3*123 MAIN ST^

N4*ST PAUL*MN*551331133^

N1*BY*3M COMPANY^

N3*P.O. BOX 33327^

INTERPRETATION

ASC X12 Transaction Set: 850
Transaction Set Control Number:
000000138

Stand-Alone CHANGE order
PO Number: 0000123456
P.O. Date: 03/17/2000

Tax State: MN
Tax Exempt Code: 2=taxable

Shipment Method of Payment
CC=collect
FOB Point: DE=destination

Terms Type: 08=basic discount offered
Terms Basis Date: 3=invoice date
Terms Discount Percent: 1%
Terms Discount Days Due: 10
Terms Net Days: 30

Routing: Best Way

Bill To: 3M Company

P.O. Box 33121

St. Paul, MN 55133-3121

Ship To: 3M Company
3M-Assigned Ship To Number: 01T2M100

Bldg 2

935 Bush

St. Paul, MN 55106

Information Contact: Jane Doe
Telephone Number: 651/555-1234

Supplier: SMDB Test Supplier Inc
3M-Assigned Supplier Number: SD246801

123 Main St

St. Paul, MN 55133-1133

Buyer: 3M Company

P.O. Box 33327

3M Supplier Purchase Order

N4*ST PAUL*MN*55133^

St. Paul, MN 55133

**PER*IC*JANE DOE*TE
*651/555-1234^**

Information Contact: Jane Doe
Telephone Number: 651/555-1234

PO1*0101*1000*EA*115*TP^

Line Item Number: 0101
Quantity: 1000 each
Unit Price: \$115 per thousand
(Total Value is \$115)

PID*F**CABLE, 22AWG^**

Description: Cable, 22 AWG

DTM*010*20000417^

Requested Ship Date: 04/17/2000

DTM*074*20000423^

Requested Deliver by Date: 04/23/2000

PO1*0102*1000*EA*100*TP^

Line Item Number: 0102
Quantity: 1000 Each
Unit Price: \$100 per thousand
(Total Value is \$100)

PID*F**CABLE, 22 AWG^**

Description: Cable, 22 AWG

DTM*010*20000421^

Requested Ship Date: 04/21/2000

DTM*074*20000427^

Requested Deliver By Date: 4/27/2000

PO1*0201*3*Bx*2.5^

Line Item Number: 0201
Quantity: 3 Boxes
Unit Price: \$2.50

PID*F**CONNECTORS^**

Description: connectors

DTM*010*20000421^

Requested Ship Date: 04/21/2000

DTM*074*20000427^

Requested Deliver By Date: 04/27/2000

PO1*0202*4*Bx*2.5^

Line Item Number: 0202
Quantity: 4 Boxes
Unit Price: \$2.50

PID*F**CONNECTORS^**

Description: connectors

DTM*010*20000429^

Requested Ship Date: 04/29/2000

DTM*074*20000504^

Requested Deliver By Date: 05/04/2000

TD5***BEST WAY^**

Routing Best Way

3M Supplier Purchase Order

CTT*4*2007^

Number of Line Items: 4
Total Accumulated Quantity (Sum of All
PO102 elements): 2,007

SE*40*000000138^

Number of Segments: 40
Transaction Set Control Number: 000000138

NOTE: Sample purchase order contains fictitious data.