

# **Ballard Ship To DC & Store 860 Purchase Order Change**

**X12/V5010/860: 860 Purchase Order Change**

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<b>Notes:</b>	<b>This guideline support Ship To DC/Store (SA) requirements. This guideline supports updates to the original PO either as a refresh of the order or as a delta/only what has changed on the order.</b>

# 860 Purchase Order Change Request - Buyer Initiated

Functional Group=**PC**

**Purpose:** This X12 Transaction Set contains the format and establishes the data contents of the Purchase Order Change Request - Buyer Initiated Transaction Set (860) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

**Heading:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
0100	ST	Transaction Set Header	M	1			Must use
0200	BCH	Beginning Segment for Purchase Order Change	M	1			Must use
0400	CUR	Currency	O	1			Used
0500	REF	Reference Information	M	2			Must use
0600	PER	Administrative Communications Contact	O	1			Used
0800	FOB	F.O.B. Related Instructions	O	1			Used
1100	CSH	Sales Requirements	O	1			Used
1300	ITD	Terms of Sale/Deferred Terms of Sale	O	1			Used
1500	DTM	Date/Time Reference	C	2			Used
2400	TD5	Carrier Details (Routing Sequence/Transit Time)	O	1			Used
<b>LOOP ID - N9</b>					<b>1000</b>		
2850	N9	Extended Reference Information	M	1			Must use
2900	MTX	Text	M	>1			Must use
<b>LOOP ID - N1</b>					<b>4</b>		
3000	N1	Party Identification	M	1			Must use
3200	N3	Party Location	C	2			Used
3300	N4	Geographic Location	C	1			Used
3500	PER	Administrative Communications Contact	O	1			Used

**Detail:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - POC</b>					<b>≥1</b>		
0100	POC	Line Item Change	M	1			Must use
<b>LOOP ID - PID</b>					<b>≥2</b>		
0500	PID	Product/Item Description	M	1			Must use
0900	PO4	Item Physical Details	O	1			Used
2000	DTM	Date/Time Reference	C	2			Used
<b>LOOP ID - N9</b>					<b>1000</b>		

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
3200	N9	Extended Reference Information	M	1			Must use
3260	MTX	Text	M	>1			Must use

**Summary:**

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
<b>LOOP ID - CTT</b>					<b>1</b>	<b>N3/0100L</b>	
0100	CTT	Transaction Totals	M	1		N3/0100	Must use
0200	AMT	Monetary Amount Information	O	5			Used
0300	SE	Transaction Set Trailer	M	1			Must use

**Notes:**

- 3/0100L Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.
- 3/0100 Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

**Change History:**

- 5/22/2025  
-PER05/06 added under the N1 Loop to include Email Address
- 10/09/2025  
-Added RZ (Replace All Values) as allowed Change Type Code (POC02)  
-Added Optional CTT02  
-Added Optional AMT Segment

# ST Transaction Set Header

Pos: 0100	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

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

## Element Summary:

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

**Description:** Code uniquely identifying a Transaction Set

**CodeList Summary** (Total Codes: 318, Included: 1)

**Code Name**

860 Purchase Order Change Request - Buyer Initiated

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use
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**Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

## Semantics:

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).
2. The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition. When used, this implementation convention reference takes precedence over the implementation reference specified in the GS08.

# BCH Beginning Segment for Purchase Order Change

Pos: 0200	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 5

**User Option (Usage):** Must use

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BCH01	353	<b>Transaction Set Purpose Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code identifying purpose of transaction set						
<b>CodeList Summary</b> (Total Codes: 66, Included: 2)						
<b>Code Name</b>						
01 Cancellation						
05 Replace						
BCH02	92	<b>Purchase Order Type Code</b>	M	ID	2/2	Must use
<b>Description:</b> Code specifying the type of Purchase Order						
<b>CodeList Summary</b> (Total Codes: 76, Included: 1)						
<b>Code Name</b>						
SA Stand-alone Order						
BCH03	324	<b>Purchase Order Number</b>	M	AN	1/22	Must use
<b>Description:</b> Identifying number for Purchase Order assigned by the orderer/purchaser						
BCH06	373	<b>Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year						
<b>User Note 1:</b> <i>Purchase Order Date</i>						
BCH11	373	<b>Date</b>	M	DT	8/8	Must use
<b>Description:</b> Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year						
<b>User Note 1:</b> <i>Purchase Order Change Date</i>						

## Semantics:

1. BCH06 is the date assigned by the purchaser to purchase order.
2. BCH09 is the seller's order number.
3. BCH10 is the date assigned by the sender to the acknowledgment.
4. BCH11 is the date of the purchase order change request.

# CUR Currency

Pos: 0400	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CUR01	98	Entity Identifier Code	M	ID	2/3	Must use

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**CodeList Summary** (Total Codes: 1500, Included: 1)

**Code Name**

BY Buying Party (Purchaser)

CUR02	100	Currency Code	M	ID	3/3	Must use
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**Description:** Code (Standard ISO) for country in whose currency the charges are specified

## Syntax Rules:

1. C0807 - If CUR08 is present, then CUR07 is required.
2. C0907 - If CUR09 is present, then CUR07 is required.
3. L101112 - If CUR10 is present, then at least one of CUR11 or CUR12 is required.
4. C1110 - If CUR11 is present, then CUR10 is required.
5. C1210 - If CUR12 is present, then CUR10 is required.
6. L131415 - If CUR13 is present, then at least one of CUR14 or CUR15 is required.
7. C1413 - If CUR14 is present, then CUR13 is required.
8. C1513 - If CUR15 is present, then CUR13 is required.
9. L161718 - If CUR16 is present, then at least one of CUR17 or CUR18 is required.
10. C1716 - If CUR17 is present, then CUR16 is required.
11. C1816 - If CUR18 is present, then CUR16 is required.
12. L192021 - If CUR19 is present, then at least one of CUR20 or CUR21 is required.
13. C2019 - If CUR20 is present, then CUR19 is required.
14. C2119 - If CUR21 is present, then CUR19 is required.

## Comments:

1. See Figures Appendix for examples detailing the use of the CUR segment.

# REF Reference Information

Pos: 0500	Max: 2
Heading - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

**Purpose:** To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1731, Included: 2)

**Code Name**

19 Division Identifier

**User Note 1:**

*Optional - When present will include the value 'Ballard Designs'.*

IA Internal Vendor Number

**User Note 1:**

*Mandatory - Ballard assigned Vendor ID  
This value must be provided on all return documents associated with the Purchase Order.*

REF02	127	Reference Identification	M	AN	1/50	Must use
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

## Syntax Rules:

1. R0203 - At least one of REF02 or REF03 is required.

## Semantics:

1. REF04 contains data relating to the value cited in REF02.

# PER Administrative Communications Contact

Pos: 0600	Max: 1
Heading - Optional	
Loop: N/A	Elements: 6

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
<p><b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>CodeList Summary</b> (Total Codes: 238, Included: 1)</p> <p><b>Code Name</b> BD Buyer Name or Department</p>						
PER02	93	Name	M	AN	1/60	Must use
<p><b>Description:</b> Free-form name</p>						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 42, Included: 1)</p> <p><b>Code Name</b> TE Telephone</p>						
PER04	364	Communication Number	X	AN	1/256	Used
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 42, Included: 1)</p> <p><b>Code Name</b> EM Electronic Mail</p>						
PER06	364	Communication Number	X	AN	1/256	Used
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>						

## Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

# FOB F.O.B. Related Instructions

Pos: 0800	Max: 1
Heading - Optional	
Loop: N/A	Elements: 5

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOB01	146	Shipment Method of Payment	M	ID	2/2	Must use

**Description:** Code identifying payment terms for transportation charges

**CodeList Summary** (Total Codes: 31, Included: 1)

Code Name

DF Defined by Buyer and Seller

FOB02	309	Location Qualifier	X	ID	1/2	Used
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**Description:** Code identifying type of location

**CodeList Summary** (Total Codes: 184, Included: 1)

Code Name

OR Origin (Shipping Point)

FOB03	352	Description	O	AN	1/80	Used
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**Description:** A free-form description to clarify the related data elements and their content

FOB04	334	Transportation Terms Qualifier Code	O	ID	2/2	Used
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**Description:** Code identifying the source of the transportation terms

**CodeList Summary** (Total Codes: 3, Included: 1)

Code Name

01 Incoterms

FOB05	335	Transportation Terms Code	X	ID	3/3	Used
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**Description:** Code identifying the trade terms which apply to the shipment transportation responsibility

**CodeList Summary** (Total Codes: 24, Included: 1)

Code Name

FOB Free on Board

## Syntax Rules:

1. C0302 - If FOB03 is present, then FOB02 is required.
2. C0405 - If FOB04 is present, then FOB05 is required.
3. C0706 - If FOB07 is present, then FOB06 is required.
4. C0809 - If FOB08 is present, then FOB09 is required.

## Semantics:

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.

# CSH Sales Requirements

Pos: 1100	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify general conditions or requirements of the sale

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CSH01	563	Sales Requirement Code	O	ID	1/2	Used

**Description:** Code to identify a specific requirement or agreement of sale

**CodeList Summary** (Total Codes: 57, Included: 2)

**Code Name**

- N No Back Order
- Y Back Order if Out of Stock

## Syntax Rules:

1. C0203 - If CSH02 is present, then CSH03 is required.
2. P0607 - If either CSH06 or CSH07 is present, then the other is required.
3. P0910 - If either CSH09 or CSH10 is present, then the other is required.

## Semantics:

1. CSH03 is the maximum monetary amount value which the order must not exceed.
2. CSH04 is the account number to which the purchase amount is charged.
3. CSH05 is the date specified by the sender to be shown on the invoice.
4. CSH06 identifies the source of the code value in CSH07.

# ITD Terms of Sale/Deferred Terms of Sale

Pos: 1300	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

Purpose: To specify terms of sale

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ITD12	352	Description	O	AN	1/80	Used

Description: A free-form description to clarify the related data elements and their content

### Syntax Rules:

1. L03040513 - If ITD03 is present, then at least one of ITD04, ITD05 or ITD13 is required.
2. L08040513 - If ITD08 is present, then at least one of ITD04, ITD05 or ITD13 is required.
3. L091011 - If ITD09 is present, then at least one of ITD10 or ITD11 is required.

### Semantics:

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.

# DTM Date/Time Reference

Pos: 1500	Max: 2
Heading - Conditional	
Loop: N/A	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use

**Description:** Code specifying type of date or time, or both date and time

**CodeList Summary** (Total Codes: 1280, Included: 2)

**Code Name**

001 Cancel After

**User Note 1:**

*When the header-level DTM segment is included, a Cancel Date will always be provided.*

010 Requested Ship

**User Note 1:**

*When the header-level DTM segment is included, a Requested Ship Date will always be provided.*

DTM02	373	Date	M	DT	8/8	Must use
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**Description:** Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

## Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

### User Note 1:

*One of either header or detail level ship date will always be provided. If both are present the detail level date should take precedence.*

# TD5 Carrier Details (Routing Sequence/Transit Time)

Pos: 2400	Max: 1
Heading - Optional	
Loop: N/A	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify the carrier and sequence of routing and provide transit time information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TD505	387	Routing	O	AN	1/35	Used

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

**User Note 1:** *Used to provide the requested Ship Method for applicable orders.*

## Syntax Rules:

1. R0204050612 - At least one of TD502, TD504, TD505, TD506 or TD512 is required.
2. C0203 - If TD502 is present, then TD503 is required.
3. C0708 - If TD507 is present, then TD508 is required.
4. C1011 - If TD510 is present, then TD511 is required.
5. C1312 - If TD513 is present, then TD512 is required.
6. C1413 - If TD514 is present, then TD513 is required.
7. C1512 - If TD515 is present, then TD512 is required.

## Semantics:

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.

# Loop Extended Reference Information

Pos: 2850	Repeat: 1000
Optional	
Loop: N9	Elements: N/A

**User Option (Usage):** Used

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
2850	N9	Extended Reference Information	M	1		Must use
2900	MTX	Text	M	>1		Must use

# N9 Extended Reference Information

Pos: 2850	Max: 1
Heading - Mandatory	
Loop: N9	Elements: 2

**User Option (Usage):** Must use

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1731, Included: 1)

**Code Name**

L1 Letters or Notes

N902	127	Reference Identification	M	AN	1/50	Must use
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**User Note 1:** *The following codes will be sent in the N902 and will define the type of message in MXT02:*  
 - GEN: General Note

## Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

## Semantics:

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

# MTX Text

Pos: 2900	Max: >1
Heading - Mandatory	
Loop: N9	Elements: 1

**User Option (Usage):** Must use

**Purpose:** To specify textual data

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MTX02	1551	Textual Data	M	AN	1/4096	Must use

**Description:** To transmit large volumes of message text

## Syntax Rules:

1. C0102 - If MTX01 is present, then MTX02 is required.
2. C0302 - If MTX03 is present, then MTX02 is required.
3. C0504 - If MTX05 is present, then MTX04 is required.

## Semantics:

1. MTX05 is the number of lines to advance before printing.

## Comments:

1. If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

# Loop Party Identification

Pos: 3000	Repeat: 4
Mandatory	
Loop: N1	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
3000	N1	Party Identification	M	1		Must use
3200	N3	Party Location	C	2		Used
3300	N4	Geographic Location	C	1		Used
3500	PER	Administrative Communications Contact	O	1		Used

# N1 Party Identification

Pos: 3000	Max: 1
Heading - Mandatory	
Loop: N1	Elements: 4

**User Option (Usage):** Must use

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

## Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	98	Entity Identifier Code	M	ID	2/3	Must use

**Description:** Code identifying an organizational entity, a physical location, property or an individual

**CodeList Summary** (Total Codes: 1500, Included: 4)

**Code Name**

AG Agent/Agency

**User Note 1:**

*Optional - Denotes the Agent for applicable orders*

BT Bill-to-Party

**User Note 1:**

*Optional - Ballard legal entity that needs to be included on the invoice.*

ST Ship To

**User Note 1:**

*Mandatory*

VN Vendor

**User Note 1:**

*Optional*

N102	93	Name	M	AN	1/60	Must use
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**Description:** Free-form name

N103	66	Identification Code Qualifier	C	ID	1/2	Used
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**Description:** Code designating the system/method of code structure used for Identification Code (67)

**User Note 1:** *Will always be provided when N101=ST*

**CodeList Summary** (Total Codes: 241, Included: 1)

**Code Name**

92 Assigned by Buyer or Buyer's Agent

N104	67	Identification Code	C	AN	2/80	Used
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**Description:** Code identifying a party or other code

**User Note 1:** *Will always be provided when N101=ST*

*When N101 = ST, this field will include the Ballard DC or Store Number associated with the Purchase Order*

## Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

**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.

# N3 Party Location

Pos: 3200	Max: 2
Heading - Conditional	
Loop: N1	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	<b>Address Information</b>	M	AN	1/55	Must use
		<b>Description:</b> Address information				
N302	166	<b>Address Information</b>	O	AN	1/55	Used
		<b>Description:</b> Address information				

### User Note 1:

*Will be provided when N101 = ST*

# N4 Geographic Location

Pos: 3300	Max: 1
Heading - Conditional	
Loop: N1	Elements: 4

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b>	M	AN	2/30	Must use
		<b>Description:</b> Free-form text for city name				
N402	156	<b>State or Province Code</b>	O	ID	2/2	Used
		<b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency				
		<b>User Note 1:</b> Will be provide for all U.S. addresses				
N403	116	<b>Postal Code</b>	M	ID	3/15	Must use
		<b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)				
N404	26	<b>Country Code</b>	O	ID	2/3	Used
		<b>Description:</b> Code identifying the country				

## Syntax Rules:

1. E0207 - Only one of N402 or N407 may be present.
2. C0605 - If N406 is present, then N405 is required.
3. C0704 - If N407 is present, then N404 is required.

## 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.

## User Note 1:

*Will be provided when N101 = 'ST'*

# PER Administrative Communications Contact

Pos: 3500	Max: 1
Heading - Optional	
Loop: N1	Elements: 6

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	Contact Function Code	M	ID	2/2	Must use
<p><b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>CodeList Summary</b> (Total Codes: 238, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>IC Information Contact</p>						
PER02	93	Name	O	AN	1/60	Used
<p><b>Description:</b> Free-form name</p>						
PER03	365	Communication Number Qualifier	X	ID	2/2	Used
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 42, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>TE Telephone</p>						
PER04	364	Communication Number	X	AN	1/256	Used
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>						
PER05	365	Communication Number Qualifier	X	ID	2/2	Used
<p><b>Description:</b> Code identifying the type of communication number</p> <p><b>CodeList Summary</b> (Total Codes: 42, Included: 1)</p> <p><u>Code</u> <u>Name</u></p> <p>EM Electronic Mail</p>						
PER06	364	Communication Number	X	AN	1/256	Used
<p><b>Description:</b> Complete communications number including country or area code when applicable</p>						

## Syntax Rules:

1. P0304 - If either PER03 or PER04 is present, then the other is required.
2. P0506 - If either PER05 or PER06 is present, then the other is required.
3. P0708 - If either PER07 or PER08 is present, then the other is required.

# Loop Line Item Change

Pos: 0100      Repeat: >1  
 Conditional  
 Loop: POC    Elements: N/A

**User Option (Usage):** Used

**Purpose:** To specify changes to a line item

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
0100	POC	Line Item Change	M	1		Must use
0500		Loop PID	M		2	Must use
0900	PO4	Item Physical Details	O	1		Used
2000	DTM	Date/Time Reference	C	2		Used
3200		Loop N9	O		1000	Used

### User Note 1:

*Required unless BCH01=01.*

# POC Line Item Change

Pos: 0100 Max: 1  
 Detail - Mandatory  
 Loop: POC Elements: 12

**User Option (Usage):** Must use

**Purpose:** To specify changes to a line item

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
POC01	350	Assigned Identification	M	AN	1/20	Must use

**Description:** Alphanumeric characters assigned for differentiation within a transaction set

**User Note 1:** The purchase order line sequence number must be returned on return transactions.

POC02	670	Change or Response Type Code	M	ID	2/2	Must use
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**Description:** Code specifying the type of change to the line item

**CodeList Summary** (Total Codes: 30, Included: 8)

**Code Name**

- AI Add Additional Item(s)
- CT Change of Dates
- DI Delete Item(s)
- NC Concurrent Item (No Change)
- PC Price Change
- QD Quantity Decrease
- QI Quantity Increase
- RZ Replace All Values

**User Note 1:**

Used to communicate non-codified changes, such as a change to an Item Description.

POC03	380	Quantity	M	R	1/15	Must use
-------	-----	----------	---	---	------	----------

**Description:** Numeric value of quantity

**User Note 1:** POC03 and POC04 will both be the new quantity left to receive.

POC04	671	Quantity Left to Receive	M	R	1/9	Must use
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**Description:** Quantity left to receive as qualified by the unit of measure

**User Note 1:** POC03 and POC04 will both be the new quantity left to receive.

POC05	C001	Composite Unit of Measure	M	Comp		Must use
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**Description:** To identify a composite unit of measure (See Figures Appendix for examples of use)

POC05-01	355	Unit or Basis for Measurement Code	M	ID	2/2	Must use
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**Description:** Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

**CodeList Summary** (Total Codes: 844, Included: 1)

**Code Name**

- EA Each

POC06 212 **Unit Price** M R 1/17 Must use

**Description:** Price per unit of product, service, commodity, etc.

POC08 235 **Product/Service ID Qualifier** M ID 2/2 Must use

**Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234)

**CodeList Summary** (Total Codes: 519, Included: 1)

**Code Name**

SK Stock Keeping Unit (SKU)

**User Note 1:**

*Ballard assigned SKU number*

POC09 234 **Product/Service ID** M AN 1/48 Must use

**Description:** Identifying number for a product or service

**User Note 1:** *The Ballard SKU # along with the associated Line Sequence Number must be returned for all items on all return documents.*

POC10 235 **Product/Service ID Qualifier** X ID 2/2 Used

**Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234)

**CodeList Summary** (Total Codes: 519, Included: 1)

**Code Name**

VN Vendor's (Seller's) Item Number

POC11 234 **Product/Service ID** X AN 1/48 Used

**Description:** Identifying number for a product or service

POC12 235 **Product/Service ID Qualifier** X ID 2/2 Used

**Description:** Code identifying the type/source of the descriptive number used in Product/Service ID (234)

**CodeList Summary** (Total Codes: 519, Included: 1)

**Code Name**

UP UCC - 12

POC13 234 **Product/Service ID** X AN 1/48 Used

**Description:** Identifying number for a product or service

**Syntax Rules:**

1. P0305 - If either POC03 or POC05 is present, then the other is required.
2. C0405 - If POC04 is present, then POC05 is required.
3. C0706 - If POC07 is present, then POC06 is required.
4. P0809 - If either POC08 or POC09 is present, then the other is required.
5. P1011 - If either POC10 or POC11 is present, then the other is required.
6. P1213 - If either POC12 or POC13 is present, then the other is required.
7. P1415 - If either POC14 or POC15 is present, then the other is required.
8. P1617 - If either POC16 or POC17 is present, then the other is required.
9. P1819 - If either POC18 or POC19 is present, then the other is required.

10. P2021 - If either POC20 or POC21 is present, then the other is required.
11. P2223 - If either POC22 or POC23 is present, then the other is required.
12. P2425 - If either POC24 or POC25 is present, then the other is required.
13. P2627 - If either POC26 or POC27 is present, then the other is required.

**Semantics:**

1. POC01 is the purchase order line item identification.
2. POC03 is quantity ordered.

# Loop Product/Item Description

Pos: 0500	Repeat: 2
Mandatory	
Loop: PID	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
0500	PID	Product/Item Description	M	1		Must use

### User Note 1:

*If the Item Description exceeds 80 characters, a second PID iteration will be included with the remaining characters.*

# PID Product/Item Description

Pos: 0500	Max: 1
Detail - Mandatory	
Loop: PID	Elements: 3

**User Option (Usage):** Must use

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

## Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PID01	349	Item Description Type	M	ID	1/1	Must use

**Description:** Code indicating the format of a description

**CodeList Summary** (Total Codes: 3, Included: 1)

**Code Name**

F Free-form

PID02	750	Product/Process Characteristic Code	M	ID	2/3	Must use
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**Description:** Code identifying the general class of a product or process characteristic

**CodeList Summary** (Total Codes: 238, Included: 1)

**Code Name**

08 Product

**User Note 1:**

*Mandatory*

PID05	352	Description	M	AN	1/80	Must use
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**Description:** A free-form description to clarify the related data elements and their content

## Syntax Rules:

1. C0403 - If PID04 is present, then PID03 is required.
2. R0405 - At least one of PID04 or PID05 is required.
3. C0703 - If PID07 is present, then PID03 is required.
4. C0804 - If PID08 is present, then PID04 is required.
5. C0905 - If PID09 is present, then PID05 is required.

## Semantics:

1. Use PID03 to indicate the organization that publishes the code list being referred to.
2. PID04 should be used for industry-specific product description codes.
3. PID08 describes the physical characteristics of the product identified in PID04. A "Y" indicates that the specified attribute applies to this item; an "N" indicates it does not apply. Any other value is indeterminate.
4. PID09 is used to identify the language being used in PID05.

## Comments:

1. If PID01 equals "F", then PID05 is used. If PID01 equals "S", then PID04 is used. If PID01 equals "X", then both PID04 and PID05 are used.
2. Use PID06 when necessary to refer to the product surface or layer being described in the segment.
3. PID07 specifies the individual code list of the agency specified in PID03.

# PO4 Item Physical Details

Pos: 0900	Max: 1
Detail - Optional	
Loop: POC	Elements: 1

**User Option (Usage):** Used

**Purpose:** To specify the physical qualities, packaging, weights, and dimensions relating to the item

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PO401	356	Pack	O	N0	1/6	Used

**Description:** The number of inner containers, or number of eaches if there are no inner containers, per outer container

## Syntax Rules:

1. P0203 - If either PO402 or PO403 is present, then the other is required.
2. C0506 - If PO405 is present, then PO406 is required.
3. P0607 - If either PO406 or PO407 is present, then the other is required.
4. P0809 - If either PO408 or PO409 is present, then the other is required.
5. C1013 - If PO410 is present, then PO413 is required.
6. C1113 - If PO411 is present, then PO413 is required.
7. C1213 - If PO412 is present, then PO413 is required.
8. L13101112 - If PO413 is present, then at least one of PO410, PO411 or PO412 is required.
9. C1716 - If PO417 is present, then PO416 is required.
10. C1804 - If PO418 is present, then PO404 is required.

## Semantics:

1. PO415 is used to indicate the relative layer of this package or range of packages within the layers of packaging. Relative Position 1 (value R1) is the innermost package.
2. PO416 is the package identifier or the beginning package identifier in a range of identifiers.
3. PO417 is the ending package identifier in a range of identifiers.
4. PO418 is the number of packages in this layer.

## Comments:

1. PO403 - The "Unit or Basis for Measure Code" in this segment position is for purposes of defining the unit of measure of the "Size" identified in the PO402. For example: If the carton contains 24 12-Ounce packages, it would be described as follows: Data element 356 = "24"; Data element 357 = "12"; Data element 355 = "OZ".
2. PO413 defines the unit of measure for PO410, PO411, and PO412.

# DTM Date/Time Reference

Pos: 2000	Max: 2
Detail - Conditional	
Loop: POC	Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTM01	374	Date/Time Qualifier	M	ID	3/3	Must use

**Description:** Code specifying type of date or time, or both date and time

**CodeList Summary** (Total Codes: 1280, Included: 2)

**Code Name**

001 Cancel After

**User Note 1:**

*When the line-level DTM segment is included, a Cancel Date will always be provided.*

010 Requested Ship

**User Note 1:**

*When the line-level DTM segment is included, a Requested Ship Date will always be provided.*

DTM02	373	Date	M	DT	8/8	Must use
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**Description:** Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

## Syntax Rules:

1. R020305 - At least one of DTM02, DTM03 or DTM05 is required.
2. C0403 - If DTM04 is present, then DTM03 is required.
3. P0506 - If either DTM05 or DTM06 is present, then the other is required.

### User Note 1:

*One of either header or detail level ship date will always be provided. If both are present the detail level date should take precedence.*

# Loop Extended Reference Information

Pos: 3200    Repeat: 1000  
 Optional  
 Loop: N9    Elements: N/A

**User Option (Usage):** Used

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
3200	N9	Extended Reference Information	M	1		Must use
3260	MTX	Text	M	>1		Must use

# N9 Extended Reference Information

Pos: 3200	Max: 1
Detail - Mandatory	
Loop: N9	Elements: 2

**User Option (Usage):** Must use

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier	M	ID	2/3	Must use

**Description:** Code qualifying the Reference Identification

**CodeList Summary** (Total Codes: 1731, Included: 1)

**Code Name**

L1 Letters or Notes

N902	127	Reference Identification	M	AN	1/50	Must use
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**Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

**User Note 1:** *The following codes will be sent in the N902 and will define the type of message in MXT02:*  
 - CCG: Customization

## Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

## Semantics:

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

# MTX Text

Pos: 3260	Max: >1
Detail - Mandatory	
Loop: N9	Elements: 1

**User Option (Usage):** Must use  
**Purpose:** To specify textual data

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MTX02	1551	Textual Data	M	AN	1/4096	Must use

**Description:** To transmit large volumes of message text

### Syntax Rules:

1. C0102 - If MTX01 is present, then MTX02 is required.
2. C0302 - If MTX03 is present, then MTX02 is required.
3. C0504 - If MTX05 is present, then MTX04 is required.

### Semantics:

1. MTX05 is the number of lines to advance before printing.

### Comments:

1. If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

### User Note 1:

*If items are being customized (colors, personalization ect) those details will be sent in the MTX02, with N902 = CCG.*

# Loop Transaction Totals

Pos: 0100	Repeat: 1
Mandatory	
Loop: CTT	Elements: N/A

**User Option (Usage):** Must use

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

## Loop Summary:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Usage</u>
0100	CTT	Transaction Totals	M	1		Must use
0200	AMT	Monetary Amount Information	O	5		Used

# CTT Transaction Totals

Pos: 0100      Max: 1  
 Summary - Mandatory  
 Loop: CTT      Elements: 2

**User Option (Usage):** Must use

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CTT01	354	<b>Number of Line Items</b>	M	N0	1/6	Must use

**Description:** Total number of line items in the transaction set

CTT02	347	<b>Hash Total</b>	O	R	1/10	Used
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**Description:** Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element. Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. 18E2 Fifth occurrence of value being hashed. ----- 1873 Hash Total

**User Note 1:** Used to communicate a summary quantity total

## Syntax Rules:

1. P0304 - If either CTT03 or CTT04 is present, then the other is required.
2. P0506 - If either CTT05 or CTT06 is present, then the other is required.

## Comments:

1. This segment is intended to provide hash totals to validate transaction completeness and correctness.

# AMT Monetary Amount Information

Pos: 0200      Max: 5  
 Summary - Optional  
 Loop: CTT      Elements: 2

**User Option (Usage):** Used

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
AMT01	522	Amount Qualifier Code	M	ID	1/3	Must use

**Description:** Code to qualify amount

**CodeList Summary** (Total Codes: 1765, Included: 1)

**Code Name**

TT Total Transaction Amount

**User Note 1:**

*Total amount of the transaction. Sum of the item qty \* price.*

AMT02	782	Monetary Amount	M	R	1/18	Must use
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**Description:** Monetary amount

# SE Transaction Set Trailer

Pos: 0300	Max: 1
Summary - Mandatory	
Loop: N/A	Elements: 2

**User Option (Usage):** Must use

**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)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	<b>Number of Included Segments</b>	M	N0	1/10	Must use
		<b>Description:</b> Total number of segments included in a transaction set including ST and SE segments				
SE02	329	<b>Transaction Set Control Number</b>	M	AN	4/9	Must use
		<b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set				

## Comments:

1. SE is the last segment of each transaction set.