

shopbop

850 Purchase Order

Version: 004010

Company:	Shopbop
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Notes

For PO Changes, vendors must choose between two options (not both) after receiving the original 850:

Option A) All changes communicated via 860

-or-

Option B) All changes communicated via a full replacement 850 (850FR) which means that the BEG01=01 or BEG01=05 will overwrite the original 850.

For full vendor instructions regarding shipping, invoices, and a list of ship-to location codes and corresponding addresses, please visit:

https://vendorservices.shopbop.com/resources/Vendor_Operations_Manual.pdf

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850 Purchase Order

Functional Group=PO

Purpose: 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>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>
010	ST	Transaction Set Header	M	1			Must use
020	BEG	Beginning Segment for Purchase Order	M	1			Must use
040	CUR	Currency	O	1			Optional
050	REF	Reference Identification	O	>1			Must use
LOOP ID - SAC					25		
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1			Optional
130	ITD	Terms of Sale/Deferred Terms of Sale	O	>1			Optional
150	DTM	Date/Time Reference	O	10			Must use
LOOP ID - N9					1000		
295	N9	Reference Identification	O	1			Must use
300	MSG	Message Text	O	1000			Must use
LOOP ID - N1					200		
310	N1	Name	O	1			Must use
330	N3	Address Information	O	2			Optional
340	N4	Geographic Location	O	>1			Optional
360	PER	Administrative Communications Contact	O	>1			Optional

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>
LOOP ID - PO1					100000	N2/010L	
010	PO1	Baseline Item Data	M	1			Must use
LOOP ID - CTP					>1		
040	CTP	Pricing Information	O	1			Must use
LOOP ID - PID					1000		
050	PID	Product/Item Description	O	1			Must use
190	SDQ	Destination Quantity	O	500			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>
LOOP ID - CTT					1	N3/010L	
010	CTT	Transaction Totals	O	1			Optional

<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>
030	SE	Transaction Set Trailer	M	1			Must use

Notes:

2/010L PO102 is required.

3/010L 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.

ST Transaction Set Header

Pos: 010	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

Code List Summary (Total Codes: 298, Included: 1)

Code Name

850 Purchase Order

ST02	329	Transaction Set Control Number	M	AN	4/9	Must use
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BEG Beginning Segment for Purchase Order

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 4

User Option (Usage): Must use

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

Element Summary:

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

Code List Summary (Total Codes: 65, Included: 4)

Code Name

00 Original

Shopbop Note:

Will send for final orders with known distribution locations and quantities.

01 Cancellation

Shopbop Note:

Only used 850FR

05 Replace

Shopbop Note:

Only used 850FR

14 Advance Notification

Shopbop Note:

Will be used to designate a bulk order to be updated later via 860 or 850FR with proper distribution locations and quantities.

BEG02	92	Purchase Order Type Code	M	ID	2/2	Must use
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Code List Summary (Total Codes: 69, Included: 2)

Code Name

DS Dropship

Shopbop Note:

*Dropship orders will be sent with N1*ST and no SDQ segments*

NE New Order

Shopbop Note:

*NE sent with 00 type code will contain the SDQ ship to locations and quantities
NE sent with 14 type code may not contain SDQ ship to locations and quantities*

BEG03	324	Purchase Order Number	M	AN	1/22	Must use
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BEG05	373	Date	M	DT	8/8	Must use
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Shopbop Note:

BEG01=01 or BEG01=05 will only be sent if vendor chooses 850FR.

CUR Currency

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 3

User Option (Usage): Optional

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
Code List Summary (Total Codes: 1312, Included: 1)						
		<u>Code</u> <u>Name</u>				
		BT Bill-to-Party				
CUR02	100	Currency Code	M	ID	3/3	Must use
CUR03	280	Exchange Rate	O	R	4/10	Must use

Shopbop Note:

All 850s are sent in USD. CUR segment will be sent to lock in currency exchange rate for international vendors.

REF Reference Identification

Pos: 050	Max: >1
Heading - Optional	
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

Code List Summary (Total Codes: 1503, Included: 3)

Code Name

IA Internal Vendor Number

Shopbop Note:

Shopbop's Internal vendor number

MR Merchandise Type Code

Shopbop Note:

Shopbop's Season Code

PG Product Group

Shopbop Note:

Vendor's Brand/Product Line

REF02	127	Reference Identification	X	AN	1/30	Must use
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Loop Service, Promotion, Allowance, or Charge Information

Pos: 120	Repeat: 25
Optional	
Loop: SAC	Elements: N/A

User Option (Usage): Optional

Purpose: To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

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>
120	SAC	Service, Promotion, Allowance, or Charge Information	O	1		Optional

SAC Service, Promotion, Allowance, or Charge Information

Pos: 120	Max: 1
Heading - Optional	
Loop: SAC	Elements: 5

User Option (Usage): Optional

Purpose: To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge

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>
SAC01	248	Allowance or Charge Indicator	M	ID	1/1	Must use
Code List Summary (Total Codes: 7, Included: 1)						
<u>Code</u> <u>Name</u>						
A Allowance						
SAC02	1300	Service, Promotion, Allowance, or Charge Code	X	ID	4/4	Optional
Code List Summary (Total Codes: 1053, Included: 1)						
<u>Code</u> <u>Name</u>						
C310 Discount						
SAC06	378	Allowance/Charge Percent Qualifier	X	ID	1/1	Optional
Code List Summary (Total Codes: 11, Included: 1)						
<u>Code</u> <u>Name</u>						
3 Discount/Gross						
SAC07	332	Percent	X	R	1/6	Optional
SAC15	352	Description	X	AN	1/80	Optional

ITD Terms of Sale/Deferred Terms of Sale

Pos: 130	Max: >1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Optional

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>
ITD01	336	Terms Type Code	O	ID	2/2	Optional

Code List Summary (Total Codes: 65, Included: 1)

Code Name

01 Basic

ITD12	352	Description	O	AN	1/80	Optional
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DTM Date/Time Reference

Pos: 150	Max: 10
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Must use

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

Code List Summary (Total Codes: 1112, Included: 2)

<u>Code</u>	<u>Name</u>
063	Do Not Deliver After
064	Do Not Deliver Before

DTM02	373	Date	X	DT	8/8	Must use
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Loop Reference Identification

Pos: 295	Repeat: 1000
Optional	
Loop: N9	Elements: N/A

User Option (Usage): Optional

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>
295	N9	Reference Identification	O	1		Must use
300	MSG	Message Text	O	1000		Must use

N9 Reference Identification

Pos: 295	Max: 1
Heading - Optional	
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

Code List Summary (Total Codes: 1503, Included: 1)

Code Name

L1 Letters or Notes

N902	127	Reference Identification	X	AN	1/30	Must use
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MSG Message Text

Pos: 300	Max: 1000
Heading - Optional	
Loop: N9	Elements: 1

User Option (Usage): Must use

Purpose: To provide a free-form format that allows the transmission of text 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>
MSG01	933	Free-Form Message Text	M	AN	1/264	Must use

Loop Name

Pos: 310	Repeat: 200
Optional	
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>
310	N1	Name	O	1		Must use
330	N3	Address Information	O	2		Optional
340	N4	Geographic Location	O	>1		Optional
360	PER	Administrative Communications Contact	O	>1		Optional

N1 Name

Pos: 310	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Must use

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

Element Summary:

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

Code List Summary (Total Codes: 1312, Included: 3)

Code Name

BY Buying Party (Purchaser)

ST Ship To

Shopbop Note:

Only used with dropship orders.

VN Vendor

N102	93	Name	X	AN	1/60	Must use
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N3 Address Information

Pos: 330	Max: 2
Heading - Optional	
Loop: N1	Elements: 2

User Option (Usage): Optional

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	Address Information	M	AN	1/55	Must use
N302	166	Address Information	O	AN	1/55	Optional

Shopbop Note:

*Only sent with N1*ST*

N4 Geographic Location

Pos: 340	Max: >1
Heading - Optional	
Loop: N1	Elements: 4

User Option (Usage): Optional

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	City Name	O	AN	2/30	Optional
N402	156	State or Province Code	O	ID	2/2	Optional
N403	116	Postal Code	O	ID	3/15	Optional
N404	26	Country Code	O	ID	2/3	Optional

Shopbop Note:

*Only sent with N1*ST*

PER Administrative Communications Contact

Pos: 360	Max: >1
Heading - Optional	
Loop: N1	Elements: 6

User Option (Usage): Optional

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PER01	366	Contact Function Code	M	ID	2/2	Must use

Code List Summary (Total Codes: 230, Included: 3)

Code Name

BD Buyer Name or Department

Shopbop Note:

Main contact

IC Information Contact

Shopbop Note:

Alternate contact

SU Supplier Contact

PER02	93	Name	O	AN	1/60	Must use
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PER03	365	Communication Number Qualifier	X	ID	2/2	Optional
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Code List Summary (Total Codes: 40, Included: 1)

Code Name

TE Telephone

PER04	364	Communication Number	X	AN	1/80	Optional
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PER05	365	Communication Number Qualifier	X	ID	2/2	Optional
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Code List Summary (Total Codes: 40, Included: 1)

Code Name

EM Electronic Mail

PER06	364	Communication Number	X	AN	1/80	Optional
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Loop Baseline Item Data

Pos: 010 Repeat: 100000
 Mandatory
 Loop: PO1 Elements: N/A

User Option (Usage): Must use

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

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>
010	PO1	Baseline Item Data	M	1		Must use
040		Loop CTP	O		>1	Must use
050		Loop PID	O		1000	Must use
190	SDQ	Destination Quantity	O	500		Must use

PO1 Baseline Item Data

Pos: 010	Max: 1
Detail - Mandatory	
Loop: PO1	Elements: 12

User Option (Usage): Must use

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
PO101	350	Assigned Identification	O	AN	1/20	Must use

Shopbop Note: PO line number must be returned on all inbound transaction to Shopbop (ex: 810, 856).

PO102	330	Quantity Ordered	X	R	1/15	Must use
PO103	355	Unit or Basis for Measurement Code	O	ID	2/2	Must use

Code List Summary (Total Codes: 794, Included: 1)

Code Name

EA Each

PO104	212	Unit Price	X	R	1/17	Must use
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Shopbop Note: This is the vendor cost to Shopbop.

PO106	235	Product/Service ID Qualifier	X	ID	2/2	Must use
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Code List Summary (Total Codes: 477, Included: 1)

Code Name

VN Vendor's (Seller's) Item Number

PO107	234	Product/Service ID	X	AN	1/48	Must use
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PO108	235	Product/Service ID Qualifier	X	ID	2/2	Optional
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Code List Summary (Total Codes: 477, Included: 1)

Code Name

UP U.P.C. Consumer Package Code (1-5-5-1)

PO109	234	Product/Service ID	X	AN	1/48	Optional
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PO110	235	Product/Service ID Qualifier	X	ID	2/2	Optional
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Code List Summary (Total Codes: 477, Included: 1)

Code Name

EN European Article Number (EAN) (2-5-5-1)

PO111	234	Product/Service ID	X	AN	1/48	Optional
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PO112	235	Product/Service ID Qualifier	X	ID	2/2	Optional
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Code List Summary (Total Codes: 477, Included: 1)

Code Name

BP Buyer's Part Number

Shopbop Note:

Shopbop's internal part number must be returned on all inbound transaction to Shopbop (ex: 810, 856).

PO113	234	Product/Service ID	X	AN	1/48	Optional
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Loop Pricing Information

Pos: 040	Repeat: >1
Optional	
Loop: CTP	Elements: N/A

User Option (Usage): Must use

Purpose: To specify pricing information

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>
040	CTP	Pricing Information	O	1		Must use

CTP Pricing Information

Pos: 040	Max: 1
Detail - Optional	
Loop: CTP	Elements: 2

User Option (Usage): Must use

Purpose: To specify pricing 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>
CTP02	236	Price Identifier Code	X	ID	3/3	Must use

Code List Summary (Total Codes: 164, Included: 1)

Code Name

MSR Manufacturer's Suggested Retail

CTP03	212	Unit Price	X	R	1/17	Must use
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Shopbop Note: *This is the agreed upon MSRP*

Loop Product/Item Description

Pos: 050	Repeat: 1000
Optional	
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>
050	PID	Product/Item Description	O	1		Must use

PID Product/Item Description

Pos: 050	Max: 1
Detail - Optional	
Loop: PID	Elements: 3

User Option (Usage): Must use

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

Element Summary:

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

Code List Summary (Total Codes: 3, Included: 1)

Code Name

F Free-form

PID02	750	Product/Process Characteristic Code	O	ID	2/3	Optional
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Code List Summary (Total Codes: 217, Included: 4)

Code Name

08 Product

Shopbop Note:

Product Description

74 Vendor size description

75 Buyer's Color Description

92 Fabric Description

PID05	352	Description	X	AN	1/80	Optional
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Shopbop Note:

PID could occur up to 4 times for product description, color, material and size attributes.

SDQ Destination Quantity

Pos: 190	Max: 500
Detail - Optional	
Loop: PO1	Elements: 22

User Option (Usage): Must use

Purpose: To specify destination and quantity detail

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>
SDQ01	355	Unit or Basis for Measurement Code	M	ID	2/2	Must use
Code List Summary (Total Codes: 794, Included: 1)						
		<u>Code</u> <u>Name</u>				
		EA Each				
SDQ02	66	Identification Code Qualifier	O	ID	1/2	Must use
Code List Summary (Total Codes: 215, Included: 1)						
		<u>Code</u> <u>Name</u>				
		92 Assigned by Buyer or Buyer's Agent				
SDQ03	67	Identification Code	M	AN	2/80	Must use
SDQ04	380	Quantity	M	R	1/15	Must use
SDQ05	67	Identification Code	X	AN	2/80	Optional
SDQ06	380	Quantity	X	R	1/15	Optional
SDQ07	67	Identification Code	X	AN	2/80	Optional
SDQ08	380	Quantity	X	R	1/15	Optional
SDQ09	67	Identification Code	X	AN	2/80	Optional
SDQ10	380	Quantity	X	R	1/15	Optional
SDQ11	67	Identification Code	X	AN	2/80	Optional
SDQ12	380	Quantity	X	R	1/15	Optional
SDQ13	67	Identification Code	X	AN	2/80	Optional
SDQ14	380	Quantity	X	R	1/15	Optional
SDQ15	67	Identification Code	X	AN	2/80	Optional
SDQ16	380	Quantity	X	R	1/15	Optional
SDQ17	67	Identification Code	X	AN	2/80	Optional
SDQ18	380	Quantity	X	R	1/15	Optional
SDQ19	67	Identification Code	X	AN	2/80	Optional
SDQ20	380	Quantity	X	R	1/15	Optional
SDQ21	67	Identification Code	X	AN	2/80	Optional
SDQ22	380	Quantity	X	R	1/15	Optional

Loop Transaction Totals

Pos: 010	Repeat: 1
Optional	
Loop: CTT	Elements: N/A

User Option (Usage): Optional

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>
010	CTT	Transaction Totals	O	1		Optional

CTT Transaction Totals

Pos: 010	Max: 1
Summary - Optional	
Loop: CTT	Elements: 2

User Option (Usage): Optional

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	Number of Line Items	M	N0	1/6	Must use
Shopbop Note: <i>Total number of line items</i>						
CTT02	347	Hash Total	O	R	1/10	Optional
Shopbop Note: <i>Total quantity ordered</i>						

SE Transaction Set Trailer

Pos: 030	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	Number of Included Segments	M	N0	1/10	Must use
SE02	329	Transaction Set Control Number	M	AN	4/9	Must use