



Inbound Purchase Order Confirmation File Layout

The inbound Purchase Order Confirmation file is a fixed-length file with a carriage return and line feed required at the end of each record. Each file contains information for one PO Confirmation (one flat file per PO Confirmation). The naming convention for the file is:

PAxxxxxyyy, where
PA denotes file type

The **recommendation** for file naming is to use the Julian date plus a sequential number as indicated below:

xxxxx denotes Julian date;
yyy denotes a sequential number

If, however, this recommendation is difficult to implement, then the **minimal requirement** is to generate a unique, sequential number for the filename as indicated below:

xxxxxyyy denotes a sequential number

There is no file extension.

A PO Confirmation file is made up of the following records:

- ❖ File Header record
- ❖ Buying Org record
- ❖ Supplier Org record
- ❖ Buyer record
- ❖ PO Header record
- ❖ PO Header Adjustment (SAC) records
- ❖ Ship-To record
- ❖ Ship-To Name record
- ❖ Bill-To record
- ❖ Bill-To Name record
- ❖ Ship-From record
- ❖ Ship-From Name record
- ❖ Pickup-From record
- ❖ Pickup-From Name record
- ❖ Shipment Method record
- ❖ Broker record
- ❖ Carrier record
- ❖ Notes record
- ❖ Item Detail records
- ❖ Item Detail Notes records
- ❖ Item Detail Adjustment (SAC) records
- ❖ Item Detail Ship-From record
- ❖ File Trailer record

These records are described below. Fields marked with an asterisk* are required. If an optional field is not provided, spaces (blanks) need to be placed where the field would be.

Fields of type 'Char' and 'Date' should be left justified, and fields of type 'Number' should be right justified.

The column 'ITN Xref?' denotes whether ITN performs cross-reference to map buyer-assigned values (from the inbound PO Confirmation) to supplier-assigned values (in the outbound PO Confirmation).

File Header Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"FILE_HDR"
File Type*	Char	11-15	5	"PA"
File Version*	Char	16-25	10	"1.5"
File Date Stamp*	Char	26-33	8	YYYYMMDD
File Time Stamp*	Char	34-41	8	HHMMSSDD
End-of-Record delimiter*	Char	42	1	"~"

Buying Org Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"BUY_ORG"
Buying Org ID*	Char	Y 11-30	20	Buying Organization ID, as defined by the supplier organization
End-of-Record delimiter*	Char	31	1	"~"

Supplier Org Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"SUP_ORG"
Supplier Org ID*	Char	Y 11-30	20	Supplier Organization ID, as defined by the supplier organization
End-of-Record delimiter*	Char	31	1	"~"

Buyer Record - One record per file, as needed (this record is not required)

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"BUYER"
Buyer ID	Char	11-40	30	Buyer Id, as defined by the supplier organization
End-of-Record delimiter*	Char	41	1	"~"

PO Header Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"PO_HDR"
Confirmation Type*	Char	11-12	2	Denotes the type of PO Confirmation sent by the supplier: <ul style="list-style-type: none"> • "AD" – confirmed with no changes • "AC" – confirmed with changes • "AT" – accepted • "RD" – rejected • "AP" – Product Replenishment

PO Type	Char	13-14	2	Used to denote drop-ship order • “DR” – drop ship
PO #*	Char	15-36	22	PO number, as assigned by the buying organization
Customer Ref #	Char	37-66	30	Additional field to capture customer-specific reference data, as assigned by the buying organization
File Identifier #	Char	67-96	30	Additional field to capture customer-specific reference data, as assigned by the buying organization
Sales Order #*	Char	97-126	30	PO reference number, as assigned by supplier organization
ITN Order #*	Char	127-156	30	Assigned by ITN, used as a unique reference to the PO within the ITN application
PO Date	Date	157-164	8	Date PO was created (YYYYMMDD)
Order Confirmation Date*	Date	165-172	8	Date PO Confirmation was created (YYYYMMDD)
Estimated Delivery (or Pickup) Date*	Date	173-180	8	Estimated date of delivery (YYYYMMDD) Note: This field is required if Estimated Ship Date is not provided.
Estimated Ship Date	Date	181-188	8	Estimated date of shipping (YYYYMMDD) Note: This field is required if Estimated Delivery (or Pickup) Date is not provided.
Buyer Revision #	Char	189 – 198	10	Buyer order revision number. Following receipt of the PO transaction, this should match the buyer revision number received on the last PO.
Supplier Revision #	Char	199 – 208	10	Seller order revision number. This numeric revision number will increment for each new transaction for an order confirmation. It need not be contiguous from transaction to transaction, but will monotonically increase.
Transaction Purpose	Char	209 – 210	2	Transaction Purpose. • “00” – Original • “01” – Cancellation • “05” – Replace Based upon setup agreement, iTN may support multiple PO transmissions and confirmations. PO replacements must be agreed upon and pre-configured.
Pickup #	Char	211-240	30	Header-level pickup number.
Price Bracket ID	Char	241-270	30	Seller’s Price Bracket ID
End-of-Record delimiter*	Char	271	1	“~”

PO Header Adjustment Record (Service, Allowance, Promotion, or Charge Information) – Up to 5 records per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	“SAC_HDR”
Allowance or Charge Indicator*	Char	11	1	“A” – allowance “C” – charge
Service Allowance,	Char	12-15	4	Allowance or charge type. Examples:

Charge, or Promotion Code				<ul style="list-style-type: none"> • “C040” – Delivery • “D240” – Freight • “F800” – Promotional Allowance <p>Note: Accepted Codes are dependent upon trading relationship. Please confirm code acceptance with your trading partner.</p>
Agency Qualifier Code	Char	16-17	2	Qualifier code <ul style="list-style-type: none"> • “AS” – assigned by seller
Agency Service, Promotion, Allowance or Charge code	Char	18-27	10	Service, allowance, promotion, or charge code
Amount	Number	28-42	15	Total amount of service allowance or charge
Allowance/Charge Percent Qualifier	Char	43	1	<ul style="list-style-type: none"> • “1” – Item list cost • “2” – Item net cost • “3” – Discount/gross • “4” – Discount/net • “5” – Base price per unit • “6” – Base price amount • “7” – Base price amount less previous discount <p>Do not include if Percent below is not used.</p>
Percent	Number	44-49	6	Total % of service, promotion, allowance or charge
Rate	Number	50-58	9	Rate of service, promotion, allowance or charge
UOM Code	Char	59-60	2	Unit of measure: <ul style="list-style-type: none"> • “CA” – case • “DO” – dollar basis amount • “EA” – each • “LB” – pound • “KG” – kilogram <p>This UOM is used with the Quantity below not the Rate above. If Quantity is not included do not include this UOM code.</p>
Quantity	Number	61-75	15	Total # of items tied to the service, allowance, promotion, or charge
Quantity Range	Number	76-90	15	Total # of items (within a range) tied to the service allowance, promotion, or charge
Method of Handling Code	Char	91-92	2	<ul style="list-style-type: none"> • “01” – bill back • “02” – off invoice • “06” – charge to be paid by customer
Reference Id	Char	93-122	30	Reference code used to define service, allowance, promotion, or charge
Additional Reference ID	Char	123-142	20	Additional field to capture reference information
Description	Char	143-222	80	
End-of-Record delimiter*	Char	223	1	“~”

Ship-To Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"ADDR_ST"
Ship-To Address ID*	Char	Y 11-30	20	Address ID of Ship-To location, as assigned by the supplier organization
Ship-To Address 1	Char	31-85	55	
Ship-To Address 2	Char	86-140	55	
Ship-To City	Char	141-170	30	
Ship-To State	Char	171-172	2	
Ship-To Zip	Char	173-187	15	
Ship-To Country	Char	188-189	2	
End-of-Record delimiter*	Char	190	1	"~"

Ship-To Name Record - One record per file, as needed (this record is not required)

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"NAME_ST"
Ship-To Name	Char	11-70	60	Ship-To location Name
Ship-To Attention	Char	71-130	60	Drop Ship location contact name
End-of-Record delimiter*	Char	131	1	"~"

Bill-To Record - One record required per file

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"ADDR_BT"
Bill-To Address ID*	Char	Y 11-30	20	Address ID of Bill-To location, as assigned by the supplier organization
Bill-To Address 1	Char	31-85	55	
Bill-To Address 2	Char	86-140	55	
Bill-To City	Char	141-170	30	
Bill-To State	Char	171-172	2	
Bill-To Zip	Char	173-187	15	
Bill-To Country	Char	188-189	2	
End-of-Record delimiter*	Char	190	1	"~"

Bill-To Name Record - One record per file, as needed (this record is not required)

<i>Field Name</i>	<i>Type</i>	<i>ITN Xref? / Position</i>	<i>Max Length</i>	<i>Description</i>
Record ID*	Char	1-10	10	"NAME_BT"
Bill-To Name	Char	11-70	60	Bill-To location Name
End-of-Record delimiter*	Char	71	1	"~"

Ship-From Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"ADDR_SF"
Ship-From Address ID	Char	11-30	20	Address ID of Ship-From location
Ship-From Address 1	Char	31-85	55	
Ship-From Address 2	Char	86-140	55	
Ship-From City	Char	141-170	30	
Ship-From State	Char	171-172	2	
Ship-From Zip	Char	173-187	15	
Ship-From Country	Char	188-189	2	
End-of-Record delimiter*	Char	190	1	"~"

Ship-From Name Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"NAME_SF"
Ship-From Name	Char	11-70	60	Ship-From location Name
End-of-Record delimiter*	Char	71	1	"~"

Pickup-From Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"ADDR_PU"
Pickup Address ID	Char	11-30	20	Address ID of Pickup location
Pickup Address 1	Char	31-85	55	
Pickup Address 2	Char	86-140	55	
Pickup City	Char	141-170	30	
Pickup State	Char	171-172	2	
Pickup Zip	Char	173-187	15	
Pickup Country	Char	188-189	2	
End-of-Record delimiter*	Char	190	1	"~"

Pickup-From Name Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"NAME_PU"
Pickup-From Name	Char	11-70	60	Pickup-From location Name
End-of-Record delimiter*	Char	71	1	"~"

Shipment Method Record - One record required per file

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"SH METH"
Shipping Method*	Char	11-12	2	Method of shipment: <ul style="list-style-type: none"> • "H" – customer pickup • "M" – motor (common carrier)
Shipping Method of Payment	Char	13-14	2	Payment of shipping method: <ul style="list-style-type: none"> • "BP" – paid by buyer • "CC" – customer collect • "PC" – prepaid but charged to customer • "PP" – pre paid by seller • "PB" – customer pickup (backhaul) • "TP" – third party bill
End-of-Record delimiter*	Char	15	1	"~"

Broker Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"BRK"
Broker ID	Char	11-30	20	Broker ID
Broker Name	Char	31-65	35	
Broker Contact Name	Char	66-125	60	
Broker Contact Phone	Char	126-140	15	
End-of-Record delimiter*	Char	141	1	"~"

Carrier Record - One record per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"CARR"
Carrier ID	Char	11-30	20	SCAC (Standard Carrier Alpha Code) id
Carrier Name	Char	31-65	35	
Carrier Contact Phone	Char	66-80	15	
End-of-Record delimiter*	Char	81	1	"~"

Notes Record – Up to 30 records per file, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"NOTES"
Notes/comments	Char	11-274	264	Notes or comments related to the purchase order confirmation, as sent by the supplier
End-of-Record delimiter*	Char	275	1	"~"

Item Detail Record - One for each item on the PO. At least one item must exist in the PO Confirmation.

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"PO_DTL"
Line Item Status	Char	11-12	2	Support of this line item status code is dependent per supplier. Possible values are: <ul style="list-style-type: none"> • "IA" – item accepted • "IR" – item rejected • "IC" – item accepted; change made • "AR" – item accepted and released for shipment • "ZZ" – item not Acknowledged by Manufacturer
Line #*	Char	13-16	4	Line number on PO. The supplier must retain the sequence of line items sent in the outbound PO. If the supplier adds items in the PO Confirmation, the additional items must be added to the end of the list.
Buyer SKU*	Char	17-36	20	Either Buyer SKU, Supplier SKU, or UPC is required
Supplier SKU*	Char	37-56	20	Either Buyer SKU, Supplier SKU, or UPC is required
UPC*	Char	57-70	14	Either Buyer SKU, Supplier SKU, or UPC is required
Substitute Flag	Char	71	1	"Y", "N" – denotes whether the item was substituted by the supplier
Substitute Product SKU	Char	72-91	20	Supplier-assigned SKU for the substituted item
Description	Char	92-171	80	Description of the item, as assigned by the supplier
Quantity Ordered*	Number	172-186	15	Quantity ordered
Quantity Confirmed*	Number	187-201	15	Quantity confirmed
UOM*	Char	202-203	2	Quantity confirmed unit of measure: <ul style="list-style-type: none"> • "BX" – box • "CA" – case • "EA" – each • "LB" – pound • "KG" – kilogram • "PC" – piece • "BG" – bag • "DR" – drum • "GA" – gallon • "PA" – pail • "OZ" – ounce • "CN" – can • "UN" – unit • "TE" – tote • "CS" – cassette • "PK" – package
Price Ordered*	Number	204-218	15	Unit price ordered
Price Confirmed*	Number	219-233	15	Unit price confirmed for item
Price UOM	Char	234-235	2	<ul style="list-style-type: none"> • "PP" – price per pound • "PK" – price per kilogram • "PE" – price per each

				<ul style="list-style-type: none"> • “TE” – contract price per each • “PO” – price per ounce
Pack	Char	236-241	6	
Size	Char	242-249	8	
Brand	Char	250-264	15	
Gross Weight	Number	265-274	10	Note: If Gross Weight is present, Gross Weight UOM must also be provided.
Gross Weight UOM	Char	275-276	2	UOM of Gross Weight: <ul style="list-style-type: none"> • “LB” – pound • “KG” – kilogram • “GA” – gallon • “OZ” – ounce Note: If Gross Weight UOM is present, Gross Weight value must also be provided.
Net Weight	Number	277-286	10	Note: If Net Weight is present, Net Weight UOM must also be provided.
Net Weight UOM	Char	287-288	2	UOM of Net Weight: <ul style="list-style-type: none"> • “LB” – pound • “KG” – kilogram • “GA” – gallon • “OZ” – ounce Note: If Net Weight UOM is present, Net Weight value must also be provided.
Bid Number/Contract Number	Char	289-318	30	A unique number referencing a contract/agreement for product for a specific customer.
Weight Agreement Number	Char	319-348	30	A unique number referencing an agreement for a product based on a weight criteria
End-of-Record delimiter*	Char	349	1	“~”

Item Detail Notes – Up to 30 records for each Item Detail record, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	“NOTES_DTL”
Notes	Char	11-274	264	
End-of-Record delimiter*	Char	275	1	“~”

Item Detail Adjustment Record (Service, Allowance, Promotion, or Charge Information) – Up to 5 records for each Item Detail record, as needed (this record is not required)

Field Name	Type	ITN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	“SAC_DTL”

Allowance or Charge Indicator*	Char	11	1	<p>“A” – allowance “C” – charge “P” – promotion</p>
Service Allowance, Charge, or Promotion Code	Char	12-15	4	<p>Allowance or charge type. Examples:</p> <ul style="list-style-type: none"> • “C040” – Delivery • “D240” – Freight • “F800” – Promotional Allowance <p>Note: Accepted Codes are dependent upon trading relationship. Please confirm code acceptance with your trading partner.</p>
Agency Qualifier Code	Char	16-17	2	<p>Qualifier code</p> <ul style="list-style-type: none"> • “AS” – assigned by seller
Agency Service, Promotion, Allowance or Charge code	Char	18-27	10	Service, allowance, promotion, or charge code
Amount	Number	28-42	15	Total amount of service allowance or charge
Allowance/Charge Percent Qualifier	Char	43	1	<ul style="list-style-type: none"> • “1” – Item list cost • “2” – Item net cost • “3” – Discount/gross • “4” – Discount/net • “5” – Base price per unit • “6” – Base price amount • “7” – Base price amount less previous discount <p>Do not include if Percent below is not used.</p>
Percent	Number	44-49	6	Total % of service, promotion, allowance or charge
Rate	Number	50-58	9	Rate of service, promotion, allowance or charge
UOM Code	Char	59-60	2	<p>Unit of measure:</p> <ul style="list-style-type: none"> • “CA” – case • “DO” – dollar basis amount • “EA” – each • “LB” – pound • “KG” – kilogram <p>This UOM is used with the Quantity below not the Rate above. If Quantity is not included do not include this UOM code.</p>
Quantity	Number	61-75	15	Total # of items tied to the service, allowance, promotion, or charge
Quantity Range	Number	76-90	15	Total # of items (within a range) tied to the service allowance, promotion, or charge
Method of Handling Code	Char	91-92	2	<ul style="list-style-type: none"> • “01” – bill back • “02” – off invoice • “06” – charge to be paid by customer
Reference Id	Char	93-122	30	Reference code used to define service, allowance, promotion, or charge
Additional Reference ID	Char	123-142	20	Additional field to capture reference information
Description	Char	143-222	80	
End-of-Record delimiter*	Char	223	1	“~”

Item Detail Ship-From Record - One record per file, as needed (this record is not required)

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"ADDR_SFDTL"
Ship-From Address ID	Char	11-30	20	Address ID of Ship-From location
Ship-From Address 1	Char	31-85	55	
Ship-From Address 2	Char	86-140	55	
Ship-From City	Char	141-170	30	
Ship-From State	Char	171-172	2	
Ship-From Zip	Char	173-187	15	
Ship-From Country	Char	188-189	2	
End-of-Record delimiter*	Char	190	1	"~"

File Trailer Record – One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"FILE_TTL"
Total # of line items*	Number	11-16	6	Total number of line items
Total Gross Weight	Number	17-26	10	Note: If Total Gross Weight is present, Total Gross Weight UOM must also be provided.
Total Gross Weight UOM	Char	27-28	2	UOM of Gross Weight: <ul style="list-style-type: none"> • "LB" – pound • "KG" – kilogram • "GA" – gallon • "OZ" – ounce Note: If Total Gross Weight UOM is present, Total Gross Weight value must also be provided.
Total # of Cubes	Number	29-38	10	Note: If Total # of Cubes is present, Total # of Cubes UOM must also be provided.
Total # of Cubes UOM	Char	39-40	2	UOM of Total # of Cubes: <ul style="list-style-type: none"> • "CY" – cubic yard • "CI" – cubic inches • "CF" – cubic feet Note: If Total # of Cubes UOM is present, Total # of Cubes value must also be provided.
End-of-Record delimiter*	Char	41	1	"~"



Change Notes:

5/19/2003- Original 1.3 version published

10/5/2010- Changes from original version to version 1.4

- EFS changed to iTN for all occurrences
- EFS logo changed to iTradeNetwork
- Allowance and Charge examples abridged
- SAC Notes indicating accepted codes are dependent upon trading partner relationship. Removed specific SAC codes. Removed SAC EDI Notation. For SAC notation, please refer to EDI 855 v. 1.4 specifications
- Kept only 2 original shipment methods, H for pickup and M for delivered
- Kilogram option added for weight UOM and price UOM at header and detail
- Buyer and Supplier revision numbers added to PO_HDR
- Transaction purpose code added to PO_HDR
- Detail-level ship from location added using new record ADDR_SFDTL

12/6/2011-

- Modified PO Header to adjust the position of the transaction purpose

8/24/2102- Changes from version 1.4 to version 1.5

- Seller's Price Bracket added to PO_HDR position 241

9/8/2015-

- iTradeNetwork Logo updated. No additional changes made.

10/22/2015-

- Changed the file version on FILE_HDR from 1.4 to 1.5
- Added header-level pickup number to PO_HDR at position 211