

Outbound Purchase Order File Layout

The outbound Purchase Order 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 (one flat file per PO). The naming convention for the file is:

POxxxxxyyy, where
PO denotes file type;
xxxxx denotes Julian date;
yyy denotes a sequential number

There is no file extension.

A PO file is made up of the following records:

- ❖ File Header record
- ❖ Buying Org record
- ❖ Supplier Org record
- ❖ Ordered By 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 Contract record
- ❖ Item Detail Notes records
- ❖ Item Detail Adjustment (SAC) records
- ❖ Item Detail Ship-From record
- ❖ File Trailer record

These records are described below. iTN will provide all fields marked with an asterisk – these are required fields in the iTN application. All other fields are optional and will be provided, depending on whether the buyer has provided this information to iTN in the inbound PO. If an optional field is not provided, spaces (blanks) will be placed in the position.

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

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



File Header Record - One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"FILE_HDR"
File Type*	Char	11-15	5	"PO"
File Version*	Char	16-25	10	"1.7"
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

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

Supplier Org Record - One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"SUP_ORG"
Supplier Org ID*	Char	Y 11-30	20	Supplier Organization ID, as defined by the seller organization
Vendor Reference Number	Char	31-50	20	Vendor Reference Number, defined by the buying organization and seller organization.
End-of-Record delimiter*	Char	51	1	"~"

Ordered By Org Record - One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"ORDER_ORG"
Supplier Org ID*	Char	Y 11-30	20	Ordered By Organization ID, as defined by the seller organization
End-of-Record delimiter*	Char	31	1	"~"

Buyer Record - One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"BUYER"
Buyer ID*	Char	11-40	30	Buyer Id, as defined by the seller organization
Buyer Name	Char	41-100	60	Buyer Name
End-of-Record delimiter*	Char	101	1	"~"



PO Header Record - One record required per file

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	"PO_HDR"
PO Type	Char	11-12	2	Used to denote drop-ship order <ul style="list-style-type: none"> • "DR" – Drop Ship • "CP" – Change to Purchase Order • "IN" – Information Copy • "NE" – New Order Note: This field is required if the order is a drop-ship order.
PO #*	Char	13-34	22	PO number, as assigned by the buying organization. PO number is unique for a Buyer ID
Customer Ref #	Char	35-64	30	Additional field to capture customer-specific reference data, as assigned by the buying organization
File Identifier #	Char	65-94	30	Additional field to capture customer-specific reference data, as assigned by the buying organization
iTN Order #*	Char	95-124	30	Assigned by iTN, used as a unique reference to the PO within the iTN application
PO Date*	Date	125-132	8	Date Purchase Order is created (YYYYMMDD)
Requested Delivery (or Pickup) Date*	Date	133-140	8	Date of requested delivery (or pickup) (YYYYMMDD). The iTN application qualifies the type of date based on the 'Shipping Method' field in the Shipment Method record: <ul style="list-style-type: none"> • if 'Shipping Method' = 'H' or 'CE', then use pickup date • else, use delivery date Note: This field is required if Requested Ship Date is not provided.
Requested Ship Date*	Date	141-148	8	Date of requested shipping Note: This field is required if Requested Delivery (or Pickup) Date is not provided.
Reference #	Char	149 – 178	30	Original PO number
Buyer Revision #	Char	179 – 188	10	Buyer order revision number. This numeric revision number will increment for each new transaction for an order. It need not be contiguous from transaction to transaction, but will monotonically increase.
Supplier Revision #	Char	189 – 198	10	Seller order revision number. Following confirmation receipt, this should match the supplier revision number received on the last confirmation.
Reserved	Char	199 – 218	30	Reserved
Transaction Purpose	Char	219 – 220	2	Transaction Purpose. <ul style="list-style-type: none"> • "00" – Original • "01" – Cancellation • "05" – Replace Based upon setup agreement, iTN may support multiple PO transmissions. PO replacements must be agreed upon and pre-configured.
Customer Release	Char	221-235	15	Customer Release Number
Price Bracket ID	Char	236-265	30	Buyer's Price Bracket ID

PO Link #	Char	266-287	22	PO Link Number used for combined shipments
Sales Order #*	Char	288-317	30	PO reference number, as assigned by supplier organization
PO Change Date	Date	318-325	8	Date Purchase Order was last modified- Use for PO Changes. (YYYYMMDD)
End-of-Record delimiter*	Char	326	1	“~”

PO Header Adjustment Record (Service, Promotion, Allowance, 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, Charge, or Promotion Code	Char	12-15	4	Allowance or charge type. Examples: <ul style="list-style-type: none"> • “C040” – Delivery • “D240” – Freight • “F800” – Promotional Allowance Note: Accepted Codes are dependent upon trading relationship. Please confirm code acceptance with your trading partner.
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 Do not include if Percent below is not used.
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	Y 59-60	2	Unit of measure: <ul style="list-style-type: none"> • “CA” – case • “DO” – dollar basis amount • “EA” – each • “LB” – pound • “KG” – kilogram This UOM is used with the Quantity below not the Rate above. If Quantity is not included do not include this UOM code.
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)

Field Name	Type	iTN Xref? / Position	Max Length	Description
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	Standard Carrier Alpha Code (SCAC)
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, as sent by the buyer. Any notes provided by the buyer will be sent by iTN to the supplier in the Purchase Order, however, it is up to the supplier to process the notes.
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.

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	“PO_DTL”
Line #*	Char	11-14	4	Line number on PO
Buyer SKU*	Char	Y 15-34	20	Either Buyer SKU, Supplier SKU, or UPC is required
Supplier SKU*	Char	Y 35-54	20	Either Buyer SKU, Supplier SKU, or UPC is required
UPC*	Char	55-68	14	Either Buyer SKU, Supplier SKU, or UPC is required
Description	Char	69-148	80	Description of item
Quantity*	Number	149-163	15	Quantity ordered
UOM*	Char	164-165	2	Purchasing unit of measure for item: <ul style="list-style-type: none"> • “BX” – box • “CA” – case • “EA” – each • “LB” – pound • “PC” – piece • “BG” – bag • “DR” – drum • “GA” – gallon • “PA” – pail • “OZ” – ounce • “CN” – can • “UN” – unit • “TE” – tote • “CS” – cassette • “PK” – package • “KG” – kilogram
Price	Number	166-180	15	Unit price for item
Bid Number/Contract Number	Char	181-210	30	A unique number referencing a contract/agreement for product for a specific customer.
Weight Agreement Number	Char	211-240	30	A unique number referencing an agreement for a product based on a weight criteria
Price UOM	Char	241-242	2	<ul style="list-style-type: none"> • “PP” – price per pound • “PE” – price per each

				<ul style="list-style-type: none"> • “TE” – contract price per each • “PO” – price per ounce • “PK” – price per kilogram
iTN Line ID	Char	243-252	10	iTradeNetwork unique line identifier
Supplier Line ID	Char	253-262	10	Supplier unique line identifier. Note that this identifier is persisted and returned from a previous order confirmation for the same order and line.
Seller Adjusted Price	Number	263-277	15	Seller Adjusted Unit price for item
Line Item Change Flag	Char	278	1	<ul style="list-style-type: none"> • “Y” – Line item change • “N” – No Line item change
End-of-Record delimiter*	Char	279	1	“~”

Item Contract Record - One for each item on the PO. (this record is not required)

Field Name	Type	iTN Xref? / Position	Max Length	Description
Record ID*	Char	1-10	10	“PO_CTR_DTL”
Contract	Char	11-25	15	Contract Number or ID
Contract Price	Number	26-36	11	Contract Unit Price (ie 4.55) or contract unit price range (ie 4.55-5.12)
Quantity	Number	37-51	15	Quantity
Quantity UOM	Char	52-53	2	Unit of measure for item: <ul style="list-style-type: none"> • “BX” – box • “CA” – case • “EA” – each • “LB” – pound • “PC” – piece • “BG” – bag • “DR” – drum • “GA” – gallon • “PA” – pail • “OZ” – ounce • “CN” – can • “UN” – unit • “TE” – tote • “CS” – cassette • “PK” – package • “KG” – kilogram
Contract Type	Char	54-103	50	Contract Type Description
Contract Customer	Char	104-133	30	Contract Customer Name
End-of-Record delimiter*	Char	134	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)

<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	"SAC_DTL"
Allowance or Charge Indicator*	Char	11	1	"A" – allowance "C" – charge "P" – promotion
Service Allowance, Charge, or Promotion Code	Char	12-15	4	Allowance or charge type. Examples: <ul style="list-style-type: none"> • "C040" – Delivery • "D240" – Freight • "F800" – Promotional Allowance Note: Accepted Codes are dependent upon trading relationship. Please confirm code acceptance with your trading partner.
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 Do not include if Percent below is not used.
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	Y 59-60	2	Unit of measure: <ul style="list-style-type: none"> • "CA" – case • "DO" – dollar basis amount • "EA" – each • "LB" – pound • "KG" – kilogram This UOM is used with the Quantity below not the Rate above. If Quantity is not included do not include this UOM code.
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)

<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_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

<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_TTL”
Total # of line items*	Number	11-16	6	Total number of line items
Total Quantity Ordered*	Number	17-26	10	Total number of units ordered
Total Gross Weight	Number	27-36	10	Note: If Total Gross Weight is present, Total Gross Weight UOM must also be provided.
Total Gross Weight UOM	Char	37-38	2	UOM of Gross Weight: <ul style="list-style-type: none"> • “LB” – pound • “GA” – gallon • “OZ” – ounce Note: If Total Gross Weight UOM is present, Total Gross Weight value must also be provided.
Total # of Cubes	Number	39-48	10	Note: If Total # of Cubes is present, Total # of Cubes UOM must also be provided.
Total # of Cubes UOM	Char	49-50	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	51	1	“~”

Change Notes:

5/19/2003- Original 1.3 version published

8/11/2006- Added Reference #, buyer and seller revisions, and PO Cancel indicator to PO_HDR

3/31/2010- Changes from spec 1.3

- File Version set to 1.4
- EFS changed to iTN for all occurrences
- EFS changed logo to iTradeNetwork
- Ordered-By Org Record added
- PO Types NE, IN, CP added in addition to DR
- Revision number added for Buyer and Supplier
- Transaction purpose codes 00, 01, 05 added, CE replaced by 01
- Customer Release number added to the PO_HDR
- Original Order number added to the PO_HDR
- Buyer's Price Bracket ID added to PO_HDR
- PO Link # added to PO_HDR
- 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 850 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.
- Item unique identifiers for iTN and Supplier
- Item Contract Record added
- Item Ship From Record added

11/8/2011-Changes from spec 1.4

- File Version set to 1.5
- Sales Order Number added to the end of the PO_HDR record.

2/21/2012 Changes from spec 1.5

- File Version set to 1.6
- Seller Adjusted Price added to PO_DTL record.

10/31/2012 Changes from spec 1.6

- File Version set to 1.7
- Line Item change flag added to PO_DTL record.
- PO Last update date added to PO_HDR record.

3/18/2013 Changes from spec 1.7

- File Version set to 1.8
- Vendor Reference number added to SUP_ORG record.
- iTradeNetwork logo updated.