EDI Implementation Guide

810 Invoices

Version 4010 VICS

Michaels Stores, Inc.
and Subsidiaries and Affiliates

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810 Invoice

Contents

Introduction

This document defines the EDI format for the invoice transaction set (810) used by Michaels Stores, Inc. Michaels follows the VICS subset of the ANSI X.12 standards. All invoices submitted to Michaels must be in the format defined in this document.

Implementation Notes

1. The section descriptions list only those segments used by Michaels. Unused segments are not listed.

2. In the segment breakout listings, only those elements used by Michaels are listed. Unused elements are not listed.

3. All segments or elements designated "M" (mandatory) must be provided to Michaels. Segments or elements defined by ANSI as optional, but required by Michaels, are described in the notes section of each segment.

> **Make sure you read and understand the *Implementation Guidance* section of this document before you begin developing your EDI and back-office processes.**

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Summary of Changes

Changes from Version 2.1.6 of Document

Date of Change: 31 July 2006

Segment	Change
N/A	Included *Implementation Guidance* section. Added additional notes to the segments.
IT1	Removed requirement for reporting country of origin

Changes from Version 2.1.5 of Document

Date of Change: 25 April 2006

Segment	Change
SAC	Identify SAC 02 as "Allowance" or "Charge"

Changes from Version 2.1.4 of Document

Date of Change: 06 March 2006

Segment	Change
CUR	Corrected currency code for Canadian dollars

Changes from Version 2.1.3 of Document

Date of Change: 30 January 2006

Segment	Change
N1	Added implementation note regarding invoices for Canadian stores

Data Segment Sequence Chart

Header Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
010	ST	Transaction Set Header	M	1	
020	BIG	Beginning Segment for Invoice	M	1	
040	CUR	Currency	M	1	
		N1 Loop	**M**		**2**
070	N1	Name	M	1	
090	N3	Address	M	1	
100	N4	Geographic Location	M	1	
130	ITD	Terms of Sale/Deferred Terms of Sale	M	5	
140	DTM	Date/Time	M	10	

Detail Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
		IT1 Loop	**M**		**>1**
010	IT1	Baseline Item Data	M	1	
060	PID	Product/Item Description	M	1	

Summary Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
010	TDS	Total Monetary Value Summary	M	1	
030	CAD	Carrier Details	O	1	
040	SAC	Allowance, Charge, or Service	O	1	
060	ISS	Invoice Shipment Summary	M	1	
070	CTT	Transaction Total	M	1	
080	SE	Transaction Set Trailer	M	1	

Implementation Guidance

Please read and understand the following guidance for the EDI invoice before you begin developing your EDI maps and back-office processes. If you have any questions, please contact us at EDI@Michaels.com.

The following items are common mistakes found during certification of a vendor's EDI invoices. When first setting up the EDI 810, you can speed the certification process of your EDI invoices by avoiding these common errors. When creating your EDI maps, always follow the specifications, pay attention to the usage notes, and keep these common problems in mind. Once in production, the degree to which the specs are followed will determine the accuracy and timeliness of invoice payment.

Invoice numbers

Michaels does not accept invoices whose invoice number contains non-numeric characters. Make sure that the invoice number reported in the EDI data does not contain alphabetic characters or punctuation – it should be numeric only. Do not use the original purchase order number as your invoice number. Do not duplicate or reuse invoice numbers.

Examples:

Right: 123456, 401, 366229904
Wrong: 123-456, 401A, 8-322K

Leading zeros in the invoice number

Michaels does not accept invoices whose invoice number has leading zeros. Make sure you strip out any leading zeros from the invoice number before sending it to Michaels.

Examples:

Right: 123456
Wrong: 0123456, 00123456

Reporting DC and store numbers

When sending an invoice for an order shipped to a Michaels DC, the DC number must be two digits long. Use leading zeroes as necessary.

As of this release of the Michaels 810 EDI specs, the Michaels DC numbers are:

Basic Distribution Centers		Seasonal Distribution Centers	
01	Alliance (Ft. Worth), TX	91	Northwest (Auburn, WA)
04	Lancaster, CA	94	Southwest (Corona, CA)
07	Jacksonville, FL	97	Southeast (Jacksonville, FL)
08	Hazleton, PA	98	Northeast (Hazelton, PA)
09	New Lenox, IL		

When sending an invoice for an order shipped to a Michaels store, the store number must be four digits long. Use leading zeros as required.

Examples:

Right: 0101, 3649
Wrong: 101, 00101

Michaels' SKU number

The Michaels SKU number is mandatory on each line item reported on the invoice. The SKU number reported must be identical to the Michaels SKU number reported on the purchase order being invoiced.

Examples:

Right: SKU on PO: 012345   SKU on invoice: 012345
Wrong: SKU on PO: 012345   SKU on invoice: 12345

Note that the IT1 qualifier used for the SKU on the 810 is different from the SKU qualifier used in the purchase order ("IN" in purchase order, "CB" in invoice).

Currency codes

The currency code (CUR segment in the EDI data) is mandatory for all invoices sent to Michaels, whether for U.S. or Canadian stores. The currency code reported must match the codes listed in the EDI specifications.

Correct purchase order number

The Michaels purchase order number being reported in the BIG segment must be the purchase order number as it appears on the purchase order. Do not send additional information (store number, distribution center number, etc.) with the purchase order number.

Examples:

Right: PO number on PO: 123456   PO number on invoice: 123456
Wrong: PO number on PO: 123456   PO number on invoice: 123456-0101

Vendor number

You must list your Michaels-assigned vendor number in the N1 loop of the EDI data. The formatting for this loop is defined in the EDI specifications.

Proper allowance/charge codes

The list of permitted allowance/charge codes is in the EDI specifications. Do not use an allowance or charge code that is not listed there. If there are no allowances or charges on the invoice, do not send the SAC segment. Note that, when the SAC segment is used to convey an allowance or charge, SAC15 (Description) is required. Do not send negative numbers in allowances or charges.

Correct formatting for numbers

ANSI guidelines are not always consistent in how numbers, especially prices, are formatted. Follow the formatting (N for implied decimals, R for explicit decimals, etc.) indicated in the EDI specifications for all numbers.

Line items for zero quantities

Do not send an invoice line item if the quantity billed is zero.

Payment terms

All invoices sent to Michaels must include payment terms (ITD segment). Invoices without this segment will be rejected.

Missing ship date

All invoices sent to Michaels must include a ship date (DTM segment). Invoices without this segment will be rejected.

Date Formats

All date formats in the Michaels EDI 810 are CCYYMMDD.

Incorrect Units of Measure

The units of measure reported on your invoice must match the units of measure indicated on the original purchase order. The units of measure reported in your invoice must agree with the purchase order or the invoice will be rejected.

Rounding Rule

If your product price has more than two digits after the decimal point ("sub-penny pricing"), use the following rules to ensure your invoice will post in the Accounts Payable system.

- Determine the extended price for the line item (quantity * unit price)
- Round the extended price to two decimal places using standard financial rounding rules.
- Sum the rounded extended prices to determine the gross invoice amount.

Examples:

Right:	Item	Cost	Qty	Extended Cost
	Blue Widget	.985	25	24.63

Wrong:	Item	Cost	Qty	Extended Cost
	Blue Widget	.985	25	24.625
	Blue Widget	.985	25	24.62

Data Segment Descriptions

Segment:	**ST**	Transaction Set Header
Position:	010	
Loop:		
Level:	Heading	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the start of a transaction set and to assign a control number.	
Notes:		

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Usage
ST 01	143	Transaction Set Identifier Code **810** Invoice	M	ID	3 / 3	M
ST 02	329	Transaction Set Control Number	M	AN	4 / 9	M

Sample Segment

```
ST*810*0001
```

Segment: **BIG** Beginning Segment for Invoice
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of an invoice transaction set and to transmit identifying numbers and dates.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Usage
BIG 01	373	Invoice Date	M	DT	8 / 8	M
BIG 02	76	Invoice Number	M	AN	1 / 22	M
BIG 03	373	Purchase Order Date	M	DT	8 / 8	M
BIG 04	324	Purchase Order Number	M	AN	1 / 22	M

Sample Segment

```
BIG*20050727*123456789*20050601*123456
```

Implementation Notes

1. The invoice number must be numeric only — no alphabetic or special characters. Do not use leading zeros on the invoice number.

2. The purchase number in BIG04 must be identical to the purchase order number on the Michaels order being invoiced. Likewise, the purchase order date reported in BIG03 must be the order date from the Michaels purchase order being invoiced.

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3.

Segment: **CUR** Currency
Position: 040
Loop:
Level: Heading
Usage: Mandatory for Michaels
Max Use: 1
Purpose: To specify the currency (dollars, pounds, francs, etc.) used in the transac-
tion. All prices (unit price, extended price, total amounts, etc.) will be de-
nominated in this currency.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Usage
CUR 01	98	Entity Identifier Code	M	ID	2 / 3	M
		BY Assigned by buyer				
CUR 02	100	Currency Code	M	AN	3 / 3	M
		CAD Canadian Dollars (C$)				
		USD U.S. Dollars (US$)				

Sample Segment

```
CUR*BY*USD

CUR*BY*CAD
```

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Segment:	**N1** Name
Position:	070
Loop:	N1
Level:	Heading
Usage:	Mandatory for Michaels
Max Use:	1 per loop
Purpose:	To identify a party by type of organization, name, and code.
Notes:	Michaels requires two iterations of this loop: (1) to indicate ship-to information, and (2) to indicate remit-to information.

Note special requirements for N104 in the notes below.

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
N1 01	98	Entity Identifier Code	M	ID	2 / 3	M
		RI Remit-to Party				
		ST Ship-to Party				
N1 02	93	Name	M	AN	1 / 60	M
		When N101=RI, this element carries the vendor's name.				
		When N101=ST, this element carries the value sent as the ship-to name in the 850 purchase order.				
N1 03	66	Identification Code Qualifier	M	ID	1 / 2	M
		92 Assigned by buyer or buyer's agent				
N1 04	67	Identification Code	M	AN	2 / 80	M
		When N101=RI, this element carries the Michaels vendor number of the vendor submitting the invoice.				
		When N101=ST, this element carries the store or distribution center (DC) number where the product will be shipped. The DC number must be two digits in length (use a leading zero), and the store number must be four digits in length (use leading zeros as required).				

Implementation Note

1. For invoices to Canadian stores, report the Canadian store number in N104 (N1*ST), not the cross-dock DC number.

2. The store number reported in N104 must be four digits long (use leading zeros as required). If reporting a DC number, it must be two digits long (use leading zeros as required.

Sample Segment

```
N1*RI*VENDOR NAME*92*12345

N1*ST*MICHAELS STORE #0101*92*0101    (For store orders, including shipments to Canadian stores)

N1*ST*MICHAELS DC #01*92*01           (For a DC order)
```

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Segment: **N3** Address
Position: 090
Loop: N1
Level: Heading
Usage: Mandatory for Michaels (see notes)
Max Use: 1 per loop
Purpose: To specify address information.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
N3 01	166	Address Information	M	AN	1 / 55	C

Sample Segment

```
N3*8000 BENT BRANCH DR.
```

Implementation Notes

1. This segment is not used when N101=RI (remit-to).

2. This segment is required for N1*ST (ship-to).

Segment: **N4** Geographic Location

Position: 100
Loop: N1
Level: Heading
Usage: Mandatory for Michaels (see notes)
Max Use: 1
Purpose: To specify the geographic location of the named party.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
N4 01	19	City Name	M	AN	2 / 30	C
N4 02	156	State or Province Code	M	ID	2 / 2	C
N4 03	116	Postal Code	M	ID	3 / 15	C

Sample Segment

```
N4*IRVING*TX*75063
```

Implementation Notes

1. This segment is not used when N101=RI (remit-to).

2. This segment is required for N1*ST (ship-to).

Segment: **ITD** Terms of Sale/Deferred Terms of Sale
Position: 130
Loop:
Level: Heading
Usage: Mandatory to Michaels
Max Use: 5
Purpose: To specify terms of sale.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
ITD 01	336	Terms Type Code	M	ID	2 / 2	M
		01 Basic				
ITD 02	333	Terms Basis Date Code	M	ID	1 / 2	M
		1 Ship date				
		2 Delivery date				
		3 Invoice date				
		7 Effective date				
		8 Invoice transmission date				
ITD 03	338	Terms Discount Percent	O	R3	1 / 6	O
ITD 04	370	Terms Discount Due Date	C	DT	8 / 8	C
ITD 05	351	Terms Discount Days Due	C	N0	1 / 3	C
ITD 06	446	Terms Net Due Date	O	DT	8 / 8	O
ITD 07	386	Terms Net Days	O	N0	1 / 3	O
ITD 08	362	Terms Discount Amount	O	N2	1 / 10	O
ITD 09	388	Terms Deferred Due Date	O	DT	8 / 8	O
ITD 12	352	Description	M	AN	1 / 80	M
ITD 15	954	Percent	O	R6	1 / 10	O

Sample Segment

```
ITD*01*3****20050925*45*****NET 45 DAYS
```

Implementation Notes

1. ITD12 (description) is required by Michaels. Send a text description of the payment terms (e.g. "Net 45 ROG," "New Store Terms," etc.)

Segment: **DTM** Date/Time Reference

Position: 140
Loop:
Level: Heading
Usage: Mandatory to Michaels
Max Use: 1 for Michaels
Purpose: To specify pertinent dates and times.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
DTM 01	374	Date/Time Qualifier	M	ID	3 / 3	M
		011 Shipped				
DTM 02	373	Date	C	DT	8 / 8	M

Sample Segment

```
DTM*011*20050701
```

Implementation Notes

1. This segment is used to indicate the date the order was shipped.

2. The ship date cannot be later than the invoice date.

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Segment: **IT1** Baseline Item Data (Invoice)

Position: 010
Loop: IT1
Level: Detail
Usage: Mandatory
Max Use: 1 per loop
Purpose: To specify the basic and most frequently used item data for the invoice and related transactions.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
IT1 02	358	Quantity Invoiced	M	R0	1 / 10	M
IT1 03	355	Unit or Basis for Measurement Code	M	ID	2 / 2	M
IT1 04	212	Unit Price	M	R4	1 / 17	M
IT1 06	235	Product/Service ID Qualifier	C	ID	2 / 2	M
		CB Buyer's Catalog Number, to be understood as "Michaels SKU Number"				
IT1 07	234	Product/Service ID	C	AN	1 / 48	M
IT1 08	235	Product/Service ID Qualifier	C	ID	2 / 2	O
		UK UPC Consumer Package Code				
IT1 09	234	Product/Service ID	C	AN	1 / 48	O
IT1 10	235	Product/Service ID Qualifier	C	ID	2 / 2	
		VN Vendor's (Seller's) Item Number				O
IT1 11	234	Product/Service ID	C	AN	1 / 48	O

Sample Segment

```
IT1**10*EA*1.49**CB*123456*UK*0123456789012*VN*ABC-123

IT1**5*EA*0.2345**CB*987654*UK*0123456789010*VN*XYZ-99
```

Implementation Notes

1. Do not send a line item if the quantity being invoiced (IT102) is zero.

2. The unit price element must be sent using explicit decimal points (as required). Use no more than four digits after the decimal point.

3. The Michaels SKU must be identical to the SKU number reported on the purchase order being invoiced.

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Segment: **PID** Product/Item Description

Position: 060
Loop: IT1/PID
Level: Detail
Usage: Mandatory to Michaels
Max Use: 1 for Michaels
Purpose: To describe a product or process in coded or free-form format.
Notes: Michaels uses this segment to carry the product description.

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
PID 01	349	Item Description Type	M	ID	1 / 1	M
		F Free-form				
PID 05	352	Description	M	AN	1 / 80	M

Sample Segment

```
PID*F****PAINT, FIRE-ENGINE RED, 2 OZ.
```

Implementation Notes

1. Use the same product description here as was transmitted in the original Michaels purchase order being invoiced.

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Segment: **TDS** Total Monetary Value Summary
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To specify the total invoice discounts and amounts.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
TDS 01	610	Total Invoice Amount	M	N2	1 / 15	M

Sample Segment

```
TDS*1495
```

Implementation Notes

1. The value reported in TDS01 must be in N2-format (2 decimals, implied decimal point).

2. The value used in TDS01 is the net amount of the invoice (gross invoice amount ± any charges/allowances reported in the SAC segment).

Segment: **CAD** Carrier Details

Position: 030
Loop:
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To specify transportation details for the transaction.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
CAD 05	387	Routing	O	AN	1 / 35	M
		Free-form description of the routing or requested routing for shipment.				

Sample Segment

```
CAD*****FEDEX GROUND

CAD*****ROADWAY EXPRESS
```

Segment: **SAC** Service, Promotion, Allowance, or Charge Information
Position: 040
Loop:
Level: Summary
Usage: Optional
Max Use: 25
Purpose: To request or identify a service, promotion, allowance, or charge; to spec-
ify the amount or percentage for the service, promotion, or allowance.
Notes: This segment is optional. Use only when charges or allowances are being
reported in the invoice.

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
SAC 01	248	Allowance or Charge Indicator	M	ID	1 / 1	M
		A Allowance				
		C Charge				
SAC 02	1300	Service, Promotion, Allowance, or Charge Code	C	ID	4 / 4	M
		B780 Cost of goods allowance (A)				
		B950 Defective goods allowance (A)				
		C280 Freight allowance (A)				
		D240 Freight charge (C)				
		E740 New store discount (A)				
		H680 GST (Canada) (C)				
		H730 Local sales tax (C)				
		H770 State tax (C)				
		I060 Ticketing charges (C)				
SAC 05	610	Amount	O	N2	1 / 15	M
SAC 09	355	Unit or Basis for Measurement Code	C	ID	2 / 2	O
SAC 11	380	Quantity	C	R0	1 / 15	O
SAC 12	331	Allowance or Charge Method Handling Code	O	ID	2 / 2	M
		01 Bill back				
		02 Off invoice				
		03 Vendor check to customer				
		04 Credit to customer account				
		05 Charge to be paid by vendor				
		06 Charge to be paid by customer				
SAC 15	352	Description	M	AN	1 / 80	C

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Sample Segment

```
SAC*A*B780***100*******02***COST OF GOODS ALLOWANCE

SAC*C*D240***5742*******02***FREIGHT CHARGE
```

Implementation Notes

1. Do not transmit this segment when no allowances or charges are being reported.

2. SAC15 must be used when there are allowances or charges. Transmit a short description of the allowance or charge type.

3. Do not send SAC segments if the allowance or charge amount is zero.

4. Only use Allowance/Charge codes (SAC02) provided in the list. Do not use SAC02 codes not listed above.

5. In SAC01, do not report a charge as an allowance, or an allowance as a charge. When in doubt, refer to the SAC02 element notes (A=allowance, C=charge).

6. Do not use negative numbers when reporting charges or allowances.

Segment: **ISS** Invoice Shipment Summary

Position: 060
Loop:
Level: Summary
Usage: Mandatory to Michaels
Max Use: 1 for Michaels
Purpose: To specify summary details of total items shipped in terms of quantity, weight, and volume.
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
ISS 01	382	Number of Units Shipped	M	R0	1 / 10	M
ISS 02	355	Unit or Basis for Measurement Code	M	ID	2 / 2	M

Sample Segment

```
ISS*10*EA
```

Segment: **CTT** Transaction Totals

Position: 070
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set.
Notes: CTT01 is the total number of IT1 segments.

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
CTT 01	354	Hash Total (Count of Line Items)	M	N0	1 / 6	M

Sample Segment

```
CTT*10
```

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Segment: **SE** Transaction Set Trailer
Position: 080
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and to provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).
Notes:

Reference Designator	Element Number	Name	Req. Des.	Type	Length Min/Max	Michaels Req.
SE 01	96	Number of Included Segments	M	N0	1 / 10	M
SE 02	329	Transaction Set Control Number	M	AN	4 / 9	M

Sample Segment

```
SE*45*0001
```