EDI Implementation Guide

810 Invoices

Version 4010 VICS

Michaels Stores, Inc.
and Subsidiaries and Affiliates

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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. Do not use

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

3. Variations from the standard VICS definitions are noted in the notes section of each segment. Variations from the VICS standard typically are changes in the number of loop repetitions, changes in the maximum lengths of an element, etc.

4. All segments or elements designated "M" (mandatory) must be provided to Michaels.

5. Make sure that the 810 EDI mappings take into account the items listed in the "Common EDI Invoice Pitfalls" section. Invoices that do not conform to these specifications will be rejected by Accounts Payable.

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Summary of Changes

Changes from Version 1.0 of Document

Date of Change: 01 November 2001

Segment	Change
BIG	Additional notes relating to format of invoice number
CUR	Now mandatory to Michaels
ITD	Now mandatory to Michaels
IT1	Clarification on notes relating to country of origin
IT1	Change to format of unit price element

Date of Change: 07 December 2001

Segment	Change
IT1	Clarification on notes relating to unit price element.

Date of Change: 23 August 2002

Segment	Change
ISA, GS GE, IEA	Added definitions for X.12 envelope structure
Examples	Removed example data from specs

Date of Change: 14 November 2002

Segment	Change
Various	Marked Michaels-required segments as mandatory. These were previously marked with the ANSI requirements indicator and noted as required by Michaels.
NA	Included "Common EDI Invoice Pitfalls"

Date of Change: 26 November 2003

Segment	Change
NA	Updated references to Michaels to reflect new company names.
Various	Clarification on notes relating to commonly questioned elements.
Appendix	Included section on rounding rules.
SAC	Included new allowance codes

Data Segment Sequence Chart

Header Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
	ISA	Interchange Control Header	M	1	
	GS	Functional Group Header	M	1	
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	
	GE	Functional Group Trailer	M	1	
	IEA	Interchange Control Trailer	M	1	

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Data Segment Descriptions

Segment: **ISA** Interchange Control Header
Position:
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To start and identify an interchange of zero or more functional groups and interchange-related control segments.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
ISA 01	I01	Authorization Information Qualifier	M	ID	2 / 2
		00 No authorization information present			
ISA 02	I02	Authorization Information	M	AN	10 / 10
		Leave blank			
ISA 03	I03	Security Information Qualifier	M	ID	2 / 2
		00 No security information present			
ISA 04	I04	Security Information	M	AN	10 / 10
		Leave blank			
ISA 05	I05	Interchange ID Qualifier	M	ID	2 / 2
		01 Duns (Dun and Bradstreet) number			
		08 UCC EDI communications ID			
		12 Phone number			
		ZZ Mutually defined			
ISA 06	I06	Interchange Sender ID	M	AN	15 / 15
		Left-justified, blank filled			
ISA 07	I05	Interchange ID Qualifier	M	ID	2 / 2
		01 Duns number.			
ISA 08	I07	Interchange Receiver ID	M	AN	15 / 15
		Use **054402896** for Michaels. Left-justified, blank filled			
ISA 09	I08	Interchange Date	M	DT	6 / 6
ISA 10	I09	Interchange Time	M	TM	4 / 4
ISA 11	I10	Interchange Control Standards ID	M	ID	1 / 1
		U ANSII X.12			
ISA 12	I11	Interchange Control Version Number	M	ID	5 / 5
		Use **00401** for Michaels			

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Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
ISA 13	I12	Interchange Control Number	M	N0	9 / 9
ISA 14	I13	Acknowledgement Requested **O** No TA1 acknowledgement requested	M	ID	1 / 1
ISA 15	I14	Usage Indicator **P** Production data	M	ID	1 / 1
ISA 16	I15	Component Element Separator Use **>** (greater-than) for Michaels	M		1 / 1

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Segment: **GS** Functional Group Header
Position:
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of a functional group and to provide control.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
GS 01	479	Functional Identifier Code	M	ID	2 / 2
		IN Invoice			
GS 02	142	Application Sender's Code	M	AN	2 / 15
		Generally the same code as used in ISA06.			
GS 03	124	Application Receiver's Code	M	AN	2 / 15
		Generally the same code as used in ISA08.			
GS 04	373	Date	M	DT	6 / 6
GS 05	337	Time	M	TM	4 / 8
GS 06	28	Group Control Number	M	N0	1 / 9
		This number must be unique to all 810 transactions sent to Michaels.			
GS 07	455	Responsible Agency Code	M	ID	1 / 2
		X ANSI X.12			
GS 08	480	Version Identifier Code	M	AN	1 / 12
		Use **004010VICS** for Michaels			

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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.	Type	Length Min/Max
ST 01	143	Transaction Set Identifier Code **810** Invoice	M	ID	3 / 3
ST 02	329	Transaction Set Control Number	M	AN	4 / 9

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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:
- All listed elements must be provided.
- The invoice number must be numeric only – no alphabetic or special characters. No leading zeros on the invoice number.

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

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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 trans-
action. All prices (unit price, extended price, total amounts, etc.) will be
denominated in this currency.
Notes: This segment is mandatory for Michaels.

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

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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 in-formation, and (2) to indicate remit-to information.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N1 01	98	Entity Identifier Code	M	ID	2 / 3
		RI Remit-to Party			
		ST Ship-to Party			
N1 02	93	Name	M	AN	1 / 60
		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
		92 Assigned by buyer or buyer's agent			
N1 04	67	Identification Code	M	AN	2 / 80
		When N101=RI, this element carries the Michaels'-assigned vendor number for the supplier submitting the invoice.			
		When N101=ST, this element carries the store or distribution center (DC) number where the product will be shipped. Do not send leading zeros on store numbers.			

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: This segment is not used when N101=RI (remit-to). This segment is required when N101=ST (ship-to).

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

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: This segment is not used when N101=RI (remit-to). This segment is required when N101=ST (ship-to).

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

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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:
- This segment is mandatory for Michaels. The vendor may send the terms stated on the original purchase order, or send alternate terms.
- ITD12 (description) is required by Michaels.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
ITD 01	336	Terms Type Code	M	ID	2 / 2
		01 Basic			
ITD 02	333	Terms Basis Date Code	M	ID	1 / 2
		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
		The percent is sent with a decimal point only when needed; e.g. 10.5% is sent as "10.5", and 2% as "2".			
ITD 04	370	Terms Discount Due Date	C	DT	8 / 8
ITD 05	351	Terms Discount Days Due	C	N0	1 / 3
ITD 06	446	Terms Net Due Date	O	DT	8 / 8
ITD 07	386	Terms Net Days	O	N0	1 / 3
ITD 08	362	Terms Discount Amount	O	N2	1 / 10
ITD 09	388	Terms Deferred Due Date	O	DT	8 / 8
ITD 12	352	Description	M	AN	1 / 80
ITD 15	954	Percent	O	R6	1 / 10

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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: This segment is used to indicate the shipping date.

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

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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: • Michaels requires the unit price element to be transmitted with explicit decimal points. Use no more than four digits after the decimal point.

            • Country of origin (IT112/13) is mandatory when submitting invoices for Canadian stores. When providing country of origin (IT113), Michaels requires the two-digit ISO country code. ISO country codes are available at `http://www.cordis.lu/en/src/d_007_en.htm` and other locations on the internet.

            • Do not send line items if the quantity invoiced (IT102) is zero.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
IT1 02	358	Quantity Invoiced	M	R0	1 / 10
IT1 03	355	Unit or Basis for Measurement Code	M	ID	2 / 2
IT1 04	212	Unit Price	M	R4	1 / 17
IT1 06	235	Product/Service ID Qualifier	C	ID	2 / 2
		CB Buyer's Catalog Number, to be understood as "Michaels SKU Number"			
IT1 07	234	Product/Service ID	C	AN	1 / 48
IT1 08	235	Product/Service ID Qualifier	C	ID	2 / 2
		UP UPC Consumer Package Code			
IT1 09	234	Product/Service ID	C	AN	1 / 48
IT1 10	235	Product/Service ID Qualifier	C	ID	2 / 2
		VN Vendor's (Seller's) Item Number			
IT1 11	234	Product/Service ID	C	AN	1 / 48
IT1 12	235	Product/Service ID Qualifier	C	ID	2 / 2
		CH Country of Origin			
IT1 13	234	Product/Service ID	C	AN	2 / 2

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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.	Type	Length Min/Max
PID 01	349	Item Description Type	M	ID	1 / 1
		F Free-form			
PID 05	352	Description	M	AN	1 / 80

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:	Michaels requires the value carried in TDS01 to be in N2-format (2 decimals, implied decimal point). The value used in TDS01 is the net amount of the invoice.

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

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Segment: **CAD**   Carrier Details

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

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

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 specify the amount or percentage for the service, promotion, or allowance.	
Notes:	• SAC15 must be used when there are allowances or charges.	
	• Do not send SAC segments if the allowance or charge amount is zero.	
	• Do not use Allowance/Charge codes (SAC02) that are not in the list below.	

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
SAC 01	248	Allowance or Charge Indicator	M	ID	1 / 1
		A Allowance			
		C Charge			
SAC 02	1300	Service, Promotion, Allowance, or Charge Code	C	ID	4 / 4
		B780 Cost of goods allowance			
		B950 Defective goods allowance			
		C280 Freight allowance			
		D240 Freight charge			
		E740 New store discount			
		H680 GST (Canada)			
		H730 Local sales tax			
		H770 State tax			
		I060 Ticketing charges			
SAC 05	610	Amount	O	N2	1 / 15
SAC 09	355	Unit or Basis for Measurement Code	C	ID	2 / 2
SAC 11	380	Quantity	C	R0	1 / 15
SAC 12	331	Allowance or Charge Method Handling Code	O	ID	2 / 2
		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 14	770	Option Number	O	AN	1 / 20
SAC 15	352	Description	M	AN	1 / 80

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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.	Type	Length Min/Max
ISS 01	382	Number of Units Shipped	M	R0	1 / 10
ISS 02	355	Unit or Basis for Measurement Code	M	ID	2 / 2

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.	Type	Length Min/Max
CTT 01	354	Number of Line Items	M	N0	1 / 6

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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.	Type	Length Min/Max
SE 01	96	Number of Included Segments	M	N0	1 / 10
SE 02	329	Transaction Set Control Number	M	AN	4 / 9

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Segment: **GE** Transaction Group Trailer

Position:
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of a functional group and to provide control information.

Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
GE 01	97	Number of Transaction Sets Included	M	N0	1 / 6
		The number of ST segments within the group.			
GE 02	28	Group Control Number	M	N0	1 / 9
		This must be the same number as is used in the GS segment (GS06) for the group.			

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Segment: **IEA** Interchange Control Trailer

Position:
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To define the end of an interchange of zero or more functional groups and interchange-related control segments.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
IEA 01	I16	Number of Included Groups	M	N0	1 / 5
		The number of GS segments within this transmission.			
IEA 02	I12	Interchange Control Number	M	N0	9 / 9
		This must be the same number as is in the ISA segment (ISA13) for the transmission.			

Common EDI Invoice Pitfalls

The following items are common mistakes found during certification of a vendor's EDI invoices. 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.

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

Leading zeros in the invoice number or store 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. Do not send leading zeros on the four-digit Michaels store number.

Country-of-origin codes

Country-of-origin information is required for invoices against store-direct purchase orders for Canadian stores; it is not needed for invoices against U.S. store-direct orders. When sending country codes, use the correct 2-digit ISO country code. ISO codes are available at numerous web sites, including www.cordis.lu/en/src/d_007_en.htm.

Michaels' SKU number

The Michaels SKU number is mandatory on each line item reported on the invoice. Other identifying information (UPC and vendor item number) is beneficial if there are questions about the item being invoiced, and should be transmitted along with the Michaels SKU number. Note that the SKU number reported must be the six-digit Michaels SKU number without the "10" or "30" prefix.

Note that the qualifier used for the SKU 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 correct six- or seven-digit Michaels purchase order number exactly as it appears on the purchase order. Do not send additional information (store number, distribution center number, etc.) with the purchase order number.

Vendor code

You must list your Michaels-assigned vendor code 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.

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. The rule for formatting prices is: use explicit decimal points in unit prices (IT104), but use no decimal points in the invoice total (TDS01).

Line items for zero quantities

Do not send an invoice line item if the quantity being billed is zero. If the item has a zero quantity, do not send the line item.

Payment terms

All invoices sent to Michaels must include payment terms (ITD segment). Invoices without this segment will be rejected. Payment terms indicated in this segment must be one of the following:

- Payment terms indicated on the purchase order
- Alternate discount and payment terms offered by the vendor for this invoice

Missing ship date

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

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 has more than two digits after the decimal point ("sub-penny pricing"), use the following rule to ensure your invoice will post in the Accounts Payable system. Determine the extended price for the line item (quantity * unit price), then round the extended price to two decimal places using standard financial rounding rules. Sum the rounded extended prices to determine the gross invoice amount.