EDI Implementation Guide

850 Purchase Orders

Version 4010 VICS

For Corporate-Push Purchase Orders

Michaels Stores, Inc.
and Subsidiaries and Affiliates

8000 Bent Branch Dr.
Irving, TX 75063
(972) 409-1300

850 Purchase Order

Contents

Introduction

This document defines the EDI format for the purchase order transaction set (850) used by Michaels Stores, Inc. Michaels follows the VICS subset of the ANSI X.12 standards. All purchase orders transmitted by Michaels will be in the format defined in this document.

Note: This document defines the 850 purchase order transaction for corporate-push purchase orders. This document is not to be used for store-direct purchase orders or distribution center (DC) purchase orders.

Implementation Notes

1. The following 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. 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.

EDI Contacts

David Henderson
EDI Coordinator
henderda@michaels.com

Trudy Julius
Manager, Vendor Relations & Communications
juliust@michaels.com

Steve Mabry
EDI Specialist
mabrys@michaels.com

General EDI Email: edi@michaels.com

Summary of Changes

Changes from Version 2.0.2 of Document

Date of Change: 27 July 2005

Segment	Change
PO1	Changed UPC qualifier from "UP" to "UK"
N/A	Included special notes for implementation following data segment descriptions.
All	Included sample data segments

Changes from Version 2.0.3 of Document

Date of Change: 14 December 2005

Segment	Change
N1	Removed N103/N104 for N1*BT
All	Added clarifications of segment usage

Changes from Version 2.0.4 of Document

Date of Change: 27 July 2007

Segment	Change
N/A	Updated EDI Contacts

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	BEG	Beginning Segment for Purchase Order	M	1	
050	REF	Reference Identification	O	2	
130	ITD	Terms of Sale/Deferred Terms of Sale	O	1	
150	DTM	Date/Time	M	2	
N9 Loop					**1000**
295	N9	Reference Identification	O	1	
300	MSG	Message Text	O	1000	
N1 Loop			**M**		**3**
070	N1	Name	M	1	
090	N3	Address	M	1	
100	N4	Geographic Location	M	1	
360	PER	Communications Contact	O	>1	

Detail Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
PO1 Loop			**M**		**>1**
010	PO1	Baseline Item Data	M	1	
040	CTP	Pricing Information	M	1	
050	PID	Product/Item Description	M	1	
060	MEA	Measurements	O	2	
090	PO4	Item Physical Details	O	1	
190	SDQ	Destination Quantity	O	>1	

Summary Section

Pos. No.	Seg. ID	Name	Req. Des.	Max Use	Loop Repeat
010	CTT	Transaction Totals	M	1	
030	SE	Transaction Set Trailer	M	1	

3

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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.	Type	Length Min/Max
ST 01	143	Transaction Set Identifier Code	M	ID	3 / 3
		850 Purchase Order			
ST 02	329	Transaction Set Control Number	M	AN	4 / 9

Sample Segment

```
ST*850*0001
```

4

Segment: **BEG** Beginning Segment for Purchase Order

Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the Purchase Order Transaction Set and to transmit identifying numbers and dates
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
BEG 01	353	Transaction Set Purpose Code	M	ID	2 / 2
		00 Original			
BEG 02	92	Purchase Order Type Code	M	ID	2 / 2
		SA Standalone			
BEG 03	324	Purchase Order Number	M	AN	1 / 22
BEG 05	373	Purchase Order Date	M	DT	8 / 8
BEG 06	367	Contract Number	O	AN	1 / 30
		This element is provided for historical purposes. It has no value today and can be safely ignored.			

Sample Segment

```
BEG*00*SA*123456**20050727*200507270001
```

5

Segment: **REF** Reference Identification
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify identifying information.
Notes: Michaels uses this segment to convey the promotional event code. Not all orders will have an event code.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
REF 01	128	Reference Identification Qualifier	M	ID	2 / 3
	PD	Promotion/Deal Number; to be understood as "event code."			
REF 02	127	Reference Identification	C	AN	1 / 30
		This element carries the event code.			

Sample Segment

```
REF*PD*CMAS1
```

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Segment: **ITD** Terms of Sale/Deferred Terms of Sale
Position: 130
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify terms of sale.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
ITD 02	333	Terms Basis Date Code	O	ID	1 / 2
		15 Receipt of Goods			
ITD 12	352	Description	O	AN	1 / 80
		Text description of the terms of sale			

Sample Segment

```
ITD**15**********NET 45 ROG
```

7

Segment: **DTM**   Date/Time Reference
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: Michaels: max usage = 2
Purpose: To specify pertinent dates and times.
Notes: There will be two iterations of this segment: (1) to indicate the earliest
              date to ship, and (2) to indicate the latest date to ship. The two dates de-
              fine the "ship window."

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
DTM 01	374	Date/Time Qualifier	M	ID	3 / 3
		001 Ship no later (latest ship date)			
		010 Ship not before (earliest ship date)			
DTM 02	373	Date	C	DT	8 / 8

Sample Segment

```
DTM*001*20050915

DTM*010*20050901
```

Segment: **N9**   Reference Identification
Position: 295
Loop: N9
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identifi-
                cation Qualifier.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N9 01	128	Reference Identification Qualifier	M	ID	2 / 3
		AH Agreement Number			
N9 02	127	Reference Identification	C	AN	1 / 30
		This element contains the value "COMMENTS."			

Sample Segment

```
N9*COMMENTS
```

9

Segment: **MSG** Message Text

Position: 300
Loop: N9
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free-form format that allows the transmission of text information.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
MSG 01	933	Free-form Message Text	M	AN	1 / 264

Sample Segment

```
MSG*THIS IS A COMMENT
```

10

Segment: **N1** Name
Position: 310
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 transmits two iterations of this loop: (1) to indicate ship-to information, (2) to indicate bill-to information.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N1 01	98	Entity Identifier Code	M	ID	2 / 3
		BT Bill-to Party			
		ST Ship-to Party			
N1 02	93	Name	M	AN	1 / 60
		This element carries the name of the bill-to or ship-to party.			
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=BT, this element carries the value "AP."			
		When N101=ST, this element carries the store or distribution center (DC) number where the product is to be shipped.			

Sample Segment

```
N1*BT*MICHAELS*92*AP

N1*ST*MICHAELS DC #1*92*01
```

11

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 used in the BT and ST iterations of the N1 loop.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N3 01	166	Address Information	M	AN	1 / 55
N3 02	166	Address Information	M	AN	1 / 55

Sample Segment

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

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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 used in the BT and ST iterations of the N1 loop.

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

Sample Segment

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

Segment: **PER**   Administrative Communication Contact
Position: 360
Loop: N1
Level: Heading
Usage: Mandatory for Michaels
Max Use: 1
Purpose: To identify a person or office to whom administrative communications
                 should be directed.
Notes: This segment is only used when N101=BT.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
PER 01	366	Contact Function Code	M	ID	2 / 2
		OC Order Contact			
PER 02	93	Name	O	AN	1 / 60
		This element carries the Michaels buyer code.			

Sample Segment

```
PER*OC*BUY123
```

14

Segment: **PO1** Baseline Item Data (Purchase Order)
Position: 010
Loop: PO1
Level: Detail
Usage: Mandatory
Max Use: 1 per loop
Purpose: To specify basic and most frequently used line item data.
Notes: Note that the qualifier used for the SKU is different from the SKU qualifier used in the invoice ("IN" in purchase order, "CB" in invoice).

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
PO1 02	330	Quantity Ordered	M	R6	1 / 15
PO1 03	355	Unit or Basis for Measurement Code	C	ID	2 / 2
PO1 04	212	Unit Price	C	R4	1 / 17

PO104 is a repetition of CTP03. Michaels conveys the unit price in PO104, but also in CTP03 to ensure backward compatibility with earlier processes and EDI map specs. The recipient of the data can obtain unit price information from either source.

PO1 06	235	Product/Service ID Qualifier	C	ID	2 / 2

    IN   Buyer's Item Number, to be understood as "Michaels SKU Number"

PO1 07	234	Product/Service ID	C	AN	1 / 6
PO1 08	235	Product/Service ID Qualifier	C	ID	2 / 2

    UK   UPC Consumer Package Code

PO1 09	234	Product/Service ID	C	AN	1 / 13
PO1 10	235	Product/Service ID Qualifier	C	ID	2 / 2

    VC   Vendor's (Seller's) Part Number

PO1 11	234	Product/Service ID	C	AN	1 / 48

Sample Segment

```
PO1**10*EA*1.49**IN*123456*UK*0123456789012*VC*ABC-123
```

15

Segment: **CTP** Pricing Information
Position: 040
Loop: PO1
Level: Detail
Usage: Mandatory for Michaels
Max Use: 1
Purpose: To specify pricing information.
Notes: This segment will be eventually phased out by Michaels.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
CTP 02	236	Price Identifier Code	C	ID	3 / 3
		UCP Unit Cost Price			
CTP 03	212	Unit Price	C	R6	1 / 17
		See note at PO104.			

Sample Segment

```
CTP**UCP*1.49
```

Segment: **PID** Product/Item Description
Position: 050
Loop: PO1
Level: Detail
Usage: Mandatory for 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	C	AN	1 / 80

Sample Segment

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

Segment: **MEA** Measurements
Position: 060
Loop: PO1
Level: Detail
Usage: Mandatory for Michaels
Max Use: 2 for Michaels
Purpose: To specify physical measurements or counts, including dimensions, toler-ances, variances, and weights.
Notes: Michaels does not send item measurements at this time. This segment is included for future use.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
MEA 01	737	Measurement Reference ID Code	O	ID	2 / 2
		PD Physical Dimensions			
MEA 03	739	Measurement Value	C	R5	1 / 20
MEA 04	355	Unit of Measure	M	ID	2 / 2
		CF Cubic feet			
		LB Pounds			

Sample Segment

```
MEA*PD**0*LB

MEA*PD**0*CF
```

Segment: **PO4** Item Physical Details
Position: 090
Loop:
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the physical qualities, packaging, weights, and dimensions relating to the item.
Notes: This segment indicates the number of eaches per case as defined in the Michaels item master file.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
PO4 02	357	Size	C	R8	1 / 8
PO4 03	355	Unit of Measure	C	ID	2 / 2

Sample Segment

```
PO4**24*EA
```

19

Segment: **SDQ** Destination Quantity

Position: 190
Loop:
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify destination and quantity detail
Notes: Michaels will send up to ten (10) series of ID code/Quantity per SDQ segment. Each pair will indicate the number of items defined in IT1 to send to each store.

For store addresses, consult the store location listing posted on www.VendorConnect.com.

Note that the store numbers conveyed in SDQ03 are 5 digits long and have a leading zero. If 4-digit store numbers are required, read the rightmost four digits of the store number. If no leading zeros are required, read the element as an integer.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
SDQ 01	355	Unit of Measure **EA** Each	M	ID	2 / 2
SDQ 03-21	67	Identification Code This element carries the store number to which the quantity indicated in SDQ04 is to be shipped.	M	AN	2 / 80
SDQ 04-22	380	Quantity	M	N0	1 / 15

Sample Segment

SDQ*EA**00101*5*00102*5*00103*4*00104*6*00105*5*00106*10

Segment: **CTT** Transaction Totals
Position: 010
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
CTT 02	347	Hash Total	O	R6	1 / 10

Sample Segment

```
CTT*5*100
```

Segment: **SE** Transaction Set Trailer
Position: 030
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

Sample Segment

```
SE*45*0001
```

Implementation Guidance

This implementation guide defines the EDI data sent by Michaels for corporate orders, sometimes referred to as "allocation orders," "drop-ship orders," or "chain orders." Special notes and guidance relating to this type of order are provided below.

ISA/GS Sender ID

Michaels sends all EDI transactions using the ISA Sender Qualifier and ID (ISA05 and ISA06) of "01" and "054402896" respectively.

GS Sender IDs (GS02) vary depending on the order type. This enables the vendor to distinguish between different order types. Since each order type has an EDI data structure peculiar to that order type, it is important that your EDI system be able to distinguish between them during translation. Corporate orders are sent using a GS Sender ID of "054402896C."

997 Required

All EDI transactions sent by Michaels are expected to have a 997 returned. It is important that the ISA and GS Receiver IDs on the 997 match the ISA and GS Sender IDs on the 850 it is acknowledging. For a 997 against a corporate order, the ISA and GS Receiver IDs on the 997s must be "054402896" and "054402896C" respectively, unless other arrangements are made.

5-Digit Store Numbers

Note that the store numbers sent in the SDQ segments are five digits long and zero-padded. In store-direct orders, the store numbers are only four digits long, zero-padded.

Ship-To N1 Segment

Corporate orders have a ship-to location (N104, when N101=ST) of "00". This is flag to the vendor that the orders are not DC or store-direct orders. Ship-to locations and quantities are listed in the SDQ segments.

Customer Special Orders

Michaels uses the corporate order format to transmit customer special orders. When sending a customer special order, a note to this effect is typically placed in the MSG segment. The SDQ segment will then contain a single store/quantity indicating the store to which the item is to be shipped.