Michaels
THE ARTS AND CRAFTS STORE®

EDI Implementation Guide

850 Purchase Orders

Version 4010 VICS

For Store-Direct Purchase Orders

Michaels Stores, Inc.
and Subsidiaries and Affiliates

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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 store-direct purchase orders. This document is not to be used for distribution center (DC) or corporate (store allocation) 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.

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Summary of Changes

Changes from Version 2.0 of Document

Date of Change: 24 November 2003

Segment	Change
NA	Updated references to Michaels to reflect new company names.

Changes from Version 2.0.1 of Document

Date of Change: 24 November 2003

Segment	Change
PO109	Changed max length of PO109 to allow for Sunrise 2005-compliant UPCs.
NA	Updated contact list.

Changes from Version 2.0.2 of Document

Date of Change: 27 July 2005

Segment	Change
PO1	Changed UPC qualifier from "UP" to "UK"
NA	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: 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	
130	ITD	Terms of Sale/Deferred Terms of Sale	O	1	
150	DTM	Date/Time	M	2	
240	TD5	Carrier Details (Routing Sequence)	O	1	
		N9 Loop			**1000**
295	N9	Reference Identification	O	1	
300	MSG	Message Text	O	1000	
		N1 Loop	**M**		**4**
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	
050	PID	Product/Item Description	M	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: When BEG01="07," the transaction was resent by the store. The "07" flag is to indicate that the PO has been previously sent.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
BEG 01	353	Transaction Set Purpose Code	M	ID	2 / 2
		00 Original			
		07 Duplicate			
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 contains the PO ship date. Michaels is phasing out this element. It can be safely ignored.			

Sample Segment

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

5

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
```

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. Together, they define 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: **TD5** Carrier Details (Routing Sequence)
Position: 240
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the carrier and sequence of routing and provide transit time information.
Notes: Michaels uses this segment to convey ship-via information.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
TD5 02	66	Identification Code Qualifier	C	ID	1 / 2
		92 Assigned by buyer			
TD5 03	67	Identification Code	C	AN	2 / 80
		This element carries the text of the ship-via information.			

Sample Segment

```
TD5**92*UPS GROUND
```

8

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*AH*COMMENTS
```

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 infor-
               mation.
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
```

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 three iterations of this loop: (1) to indicate ship-to information, (2) to indicate bill-to information, and (3) to indicate the supplier.

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			
		SU Supplier Name			
N1 02	93	Name	M	AN	1 / 60
		This element carries the name of the bill-to or ship-to party, or the supplier name.			
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.			
		When N101=SU, this element carries the Michaels-assigned vendor code for the supplier.			

Sample Segment

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

N1*ST*MICHAELS STORE #0101*92*0101

N1*SU*VENDOR NAME*92*12345
```

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, ST, and SU 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 DRIVE
```

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, ST, and SU 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
```

13

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=SU.

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 name of the vendor contact.			

Sample Segment

```
PER*OC*JOHN SMITH
```

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	R6	1 / 17
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
		VN Vendor's (Seller's) Item Number			
PO1 11	234	Product/Service ID	C	AN	1 / 48

Sample Segment

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

15

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.
```

16

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 store-direct orders. This order type is used to send orders ordered directly by a store, auto-replenishment orders, and new-store orders. Special notes and guidelines 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. Store orders are sent using a GS Sender ID of "054402896S."

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 store order, the ISA and GS Receiver IDs on the 997s must be "054402896" and "054402896S" respectively, unless other arrangements are made.