



**EDI Implementation Guide**  
**850 Purchase Orders**  
**Version 4010 VICS**

**For Distribution Center (DC) Purchase Orders**

Michaels Stores, Inc.  
and Subsidiaries and Affiliates

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## Introduction

This document defines the EDI format for the purchase order transaction set (850) used by Michaels Stores, Inc. 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 distribution center (DC) purchase orders. This transaction set definition is used for Michaels DC orders only. This document is not to be used for store-direct or 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.

## **EDI Contacts**

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## **Summary of Changes**

### **Changes from Version 2.0.2 of Document**

Date of Change: 27 July 2005

<b>Segment</b>	<b>Change</b>
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

<b>Segment</b>	<b>Change</b>
N1	Removed N103/N104 when N101=BT
All	Clarifications of usage in segment descriptions

### **Changes from Version 2.0.4 of Document**

Date of Change: 27 July 2007

<b>Segment</b>	<b>Change</b>
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	
<b>N9 Loop</b>					<b>1000</b>
295	N9	Reference Identification	O	1	
300	MSG	Message Text	O	1000	
<b>N1 Loop</b>			<b>M</b>		<b>3</b>
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
<b>PO1 Loop</b>			<b>M</b>		<b>&gt;1</b>
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	

### 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	

## 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 <b>850</b> Purchase Order	M	ID	3 / 3
ST 02	329	Transaction Set Control Number	M	AN	4 / 9

### Sample Segment

ST\*850\*0001

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 <b>00</b> Original	M	ID	2 / 2
BEG 02	92	Purchase Order Type Code <b>SA</b> Standalone	M	ID	2 / 2
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 This element is provided for historical reasons. It is no longer relevant and can be safely ignored. This element will eventually be phased out by Michaels.	O	AN	1 / 30

### Sample Segment

BEG\*00\*SA\*123456\*\*20050727\*200507270001

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 have an event code.

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

### Sample Segment

REF\*PD\*CMAS1

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 <b>15</b> Receipt of Goods	O	ID	1 / 2
ITD 12	352	Description Text description of the terms of sale	O	AN	1 / 80

### 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. The two dates define the “ship window.”

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
DTM 01	374	Date/Time Qualifier	M	ID	3 / 3
		<b>001</b> Ship no later (latest ship date)			
		<b>010</b> 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 Identification Qualifier.  
 Notes:

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

### 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 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

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 <b>BT</b> Bill-to Party <b>ST</b> Ship-to Party	M	ID	2 / 3
N1 02	93	Name This element carries the name of the bill-to or ship-to party.	M	AN	1 / 60
N1 03	66	Identification Code Qualifier <b>92</b> Assigned by buyer or buyer's agent	C	ID	1 / 2
N1 04	67	Identification Code When N101=ST, this element carries the distribution center (DC) number where the product is to be shipped.	C	AN	2 / 80

### Sample Segment

N1\*BT\*MICHAELS AP DEPARTMENT  
 N1\*ST\*MICHAELS DC #1\*92\*01

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.

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		Req.	Type	Length
	Number	Name			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 <b>OC</b> Order Contact	M	ID	2 / 2
PER 02	93	Name This element carries the Michaels buyer code.	O	AN	1 / 60

### Sample Segment

PER\*OC\*BUY123

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 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.	C	R6	1 / 17
PO1 06	235	Product/Service ID Qualifier <b>IN</b> Buyer’s Item Number, to be understood as “Michaels SKU Number”	C	ID	2 / 2
PO1 07	234	Product/Service ID	C	AN	1 / 6
PO1 08	235	Product/Service ID Qualifier <b>UK</b> UPC Consumer Package Code	C	ID	2 / 2
PO1 09	234	Product/Service ID	C	AN	1 / 13
PO1 10	235	Product/Service ID Qualifier <b>VC</b> Vendor’s (Seller’s) Catalog Number	C	ID	2 / 2
PO1 11	234	Product/Service ID	C	AN	1 / 48

### Sample Segment

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



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 be phased out.

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

### 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 <b>F</b> Free-form	M	ID	1 / 1
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, tolerances, 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 <b>PD</b> Physical Dimensions	O	ID	2 / 2
MEA 03	739	Measurement Value	C	R5	1 / 20
MEA 04	355	Unit of Measure <b>CF</b> Cubic feet <b>LB</b> Pounds	M	ID	2 / 2

### 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 Michaels' item master file.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
PO4 02	357	Size	C	R6	1 / 8
PO4 03	355	Unit of Measure	C	ID	2 / 2

### Sample Segment

PO4\*\*24\*EA

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	NO	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 DC 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. Michaels DC orders are sent using a GS Sender ID of “054402896.”

### **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 Michaels DC order, the ISA and GS Receiver IDs on the 997s must be “054402896” and “054402896” respectively, unless other arrangements are made.