



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

**For Corporate-Push Purchase Orders**

Michael's 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. 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**

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## **Summary of Changes**

### **Changes from Version 1.0 of Document**

Date of Change: 23 August 2002

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

### **Changes from Version 2.0 of Document**

Date of Change: 24 November 2003

<b>Segment</b>	<b>Change</b>
NA	Updated references to Michaels to reflect new company names.

## Data Segment Sequence Chart

### Header Section

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

## 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 <b>00</b> No authorization information present	M	ID	2 / 2
ISA 02	I02	Authorization Information Leave blank	M	AN	10 / 10
ISA 03	I03	Security Information Qualifier <b>00</b> No security information present	M	ID	2 / 2
ISA 04	I04	Security Information Leave blank	M	AN	10 / 10
ISA 05	I05	Interchange ID Qualifier <b>01</b> Duns (Dun and Bradstreet) number	M	ID	2 / 2
ISA 06	I06	Interchange Sender ID Use <b>054402896</b> for Michaels	M	AN	15 / 15
ISA 07	I05	Interchange ID Qualifier <b>01</b> Duns number. <b>08</b> UCC EDI communications ID <b>12</b> Phone number <b>ZZ</b> Mutually defined	M	ID	2 / 2
ISA 08	I07	Interchange Receiver ID	M	AN	15 / 15
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 <b>U</b> ANSI X.12	M	ID	1 / 1
ISA 12	I11	Interchange Control Version Number Use <b>00401</b> for Michaels	M	ID	5 / 5

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 <b>O</b> No TA1 acknowledgement requested	M	ID	1 / 1
ISA 15	I14	Usage Indicator <b>P</b> Production data	M	ID	1 / 1
ISA 16	I15	Component Element Separator Use > (greater-than) for Michaels	M		1 / 1

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 <b>PO</b> Purchase Order	M	ID	2 / 2
GS 02	142	Application Sender's Code Michaels uses three GS sender ID's to designate the type of purchase order being sent: <ul style="list-style-type: none"> <li>• 054402896 = DC orders</li> <li>• 054402896S = Store-direct orders</li> <li>• 054402896C = Corporate push orders with store allocations</li> </ul>	M	AN	2 / 15
GS 03	124	Application Receiver's Code Generally the same code as used in ISA08.	M	AN	2 / 15
GS 04	373	Date	M	DT	6 / 6
GS 05	337	Time	M	TM	4 / 8
GS 06	28	Group Control Number	M	NO	1 / 9
GS 07	455	Responsible Agency Code <b>X</b> ANSI X.12	M	ID	1 / 2
GS 08	480	Version Identifier Code Use <b>004010VICS</b> for Michaels	M	AN	1 / 12

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



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 contains the PO ship date.	O	AN	1 / 30

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 <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

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

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

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

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

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	M	ID	1 / 2
N1 04	67	Identification Code 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.	M	AN	2 / 80

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



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

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

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>UP</b> UPC Consumer Package Code	C	ID	2 / 2
PO1 09	234	Product/Service ID	C	AN	1 / 12
PO1 10	235	Product/Service ID Qualifier <b>VC</b> Vendor’s (Seller’s) Part Number	C	ID	2 / 2
PO1 11	234	Product/Service ID	C	AN	1 / 48
PO1 12	235	Product/Service ID Qualifier <b>CH</b> Country of Origin	C	ID	2 / 2
PO1 13	234	Product/Service ID	C	AN	1 / 48

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 <b>UCP</b> Unit Cost Price	C	ID	3 / 3
CTP 03	212	Unit Price See note at PO104.	C	R6	1 / 17

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

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 uses this segment to carry the product description.

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

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
PO4 14	810	Inner Pack	O	N0	1 / 6

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 eight (8) 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.michaelsvendors.com](http://www.michaelsvendors.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 <b>EA</b> Each	M	ID	2 / 2
SDQ 03	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	380	Quantity	M	R6	1 / 15



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

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

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 The number of ST segments within the group.	M	NO	1 / 6
GE 02	28	Group Control Number This must be the same number as is used in the GS segment (GS06) for the group.	M	NO	1 / 9

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 The number of GS segments within this transmission.	M	NO	1 / 5
IEA 02	I12	Interchange Control Number This must be the same number as is in the ISA segment (ISA13) for the transmission.	M	NO	9 / 9