



EDI Implementation Guide
850 Purchase Orders
Version 4010 VICS

For Distribution Center (DC) Purchase Orders

Michaels Stores, Inc.
and Subsidiaries and Affiliates

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

Contents

| | <u>Page</u> |
|-----------------------------|-------------|
| Introduction | 1 |
| Implementation Notes | 1 |
| EDI Contacts | 1 |
| Data Segment Sequence Chart | 3 |
| Data Segment Descriptions | 4 |

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 distribution center (DC) purchase orders. This document is not to be used for store-direct 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
(972) 409-1715

Jennifer Nelson
Manager, B2B Communications
(972) 409-5281

Carol Vu
EDI Specialist
(972) 409-1385

Summary of Changes

Changes from Version 1.0 of Document

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 |

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. |

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 | |
| N9 Loop | | | | | 1000 |
| 295 | N9 | Reference Identification | O | 1 | |
| 300 | MSG | Message Text | O | 1000 | |
| N1 Loop | | | | | 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 | | | | | >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 | |

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 00 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 00 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 01 Duns (Dun and Bradstreet) number | M | ID | 2 / 2 |
| ISA 06 | I06 | Interchange Sender ID Use 054402896 for Michaels | M | AN | 15 / 15 |
| ISA 07 | I05 | Interchange ID Qualifier 01 Duns number. 08 UCC EDI communications ID 12 Phone number ZZ 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 U ANSI X.12 | M | ID | 1 / 1 |
| ISA 12 | I11 | Interchange Control Version Number Use 00401 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 0 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 |

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 PO 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"> • 054402896 = DC orders • 054402896S = Store-direct orders • 054402896C = Corporate push orders with store allocations | 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 X ANSI X.12 | M | ID | 1 / 2 |
| GS 08 | 480 | Version Identifier Code Use 004010VICS 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 850 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 00 Original | M | ID | 2 / 2 |
| BEG 02 | 92 | Purchase Order Type Code SA 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 have an event code.

| Reference Designator | Element Number | Name | Req. | Type | Length |
|----------------------|----------------|--|------|------|---------|
| | | | | | Min/Max |
| REF 01 | 128 | Reference Identification Qualifier PD 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 15 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 |
| | | 001 Ship no later (latest ship date) | | | |
| | | 010 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 AH 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 BT Bill-to Party ST 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 92 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 OC 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 IN 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 UP 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 VC Vendor’s (Seller’s) Catalog Number | C | ID | 2 / 2 |
| PO1 11 | 234 | Product/Service ID | C | AN | 1 / 48 |
| PO1 12 | 235 | Product/Service ID Qualifier CH 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 be phased out.

| Reference Designator | Element Number | Name | Req. | Type | Length Min/Max |
|----------------------|----------------|---|------|------|----------------|
| CTP 02 | 236 | Price Identifier Code UCP 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 F 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 PD Physical Dimensions | O | ID | 2 / 2 |
| MEA 03 | 739 | Measurement Value | C | R5 | 1 / 20 |
| MEA 04 | 355 | Unit of Measure CF Cubic feet LB 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 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 |
| PO4 14 | 810 | Inner Pack | O | N0 | 1 / 6 |

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 |