EDI Implementation Guide

860 Purchase Order Changes

Version 4010

Effective Date: 25 July 2008

Michaels Stores, Inc.
and Subsidiaries and Affiliates

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860 Purchase Order

Contents

Introduction

This document defines the EDI format for the purchase order change transaction set (860) used by Michaels Stores, Inc. All purchase order changes transmitted by Michaels will be in the format defined in this document. The 860 is also used to transmit notification of PO cancellation and the reinstatement of a previously cancelled order.

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.

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Summary of Changes

Date of Change: 22 February 2008

Segment	Change
N/A	New transaction specification.

Implementation Guidance

Use of the 860

This implementation guide defines the EDI data sent by Michaels for purchase order changes. Michaels only sends the segments that have data to be changed ("deltas", not a full copy of the revised order). The following segments will be sent in all 860s:

BCH   Beginning Segment for Purchase Order Change

N1   Name (vendor information)

Note that, since Michaels only sends the data elements that changed, plus other information needed to identify the order and line item, it is possible that vendors could receive a header-only 860. If all that changed in the order were the ship dates, the vendor would receive only the header level of the X.12 860.

ISA/GS Sender ID

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

Michaels sends all X.12 860 transactions using the GS Sender IDs (GS02) "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 860 it is acknowledging. Michaels expects vendors to return the 997s within one business day of transmission.

Ship-To N1 Segment

For store allocation orders, the ship-to location (N104) reported in N1*ST will be "00". This is a 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.

Seasonal Symbols

When used, seasonal symbols to be applied to cartons will be provided in the comments segments (N9/MSG).

Cancelled Orders

When Michaels cancels a purchase order in its entirety (not just line items), we will send an 860 to notify you of the cancellation. For a cancelled order, the element BCH01 will contain the value "01" (PO Cancellation) and the line items will be sent with a quantity of zero.

Reinstated Orders

When Michaels reinstates a previously cancelled purchase order, we will send an 860 notifying you of the reinstatement. For a reinstated order, the element BCH01 will contain the value "15" (Reinstatement) and the line items will be sent with the reinstated quantities. Note that, in a reinstated purchase order, other data elements (e.g. ship date, cancel date) may be changed by the Michaels buyer or merchandise analyst.

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	BCH	Beginning Segment for PO Change	M	1	
040	CUR	Currency	O	1	
050	REF	Reference Identification	O	1	
080	FOB	FOB Related Instructions	O	1	
130	ITD	Terms of Sale/Deferred Terms of Sale	O	1	
150	DTM	Date/Time	O	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	POC	Line Item Change	M	1	
040	CTP	Pricing Information	O	2	
050	PID	Product/Item Description	M	1	
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	O	1	
020	AMT	Monetary Amount	O	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	M	ID	3 / 3
		860 Purchase Order Change			
ST 02	329	Transaction Set Control Number	M	AN	4 / 9

Sample Segment

```
ST*860*0001
```

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

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
BCH 01	353	Transaction Set Purpose Code	M	ID	2 / 2
		01 PO Cancellation			
		04 PO Change			
		15 Reinstatement of previously cancelled order			
BCH 02	92	Purchase Order Type Code	M	ID	2 / 2
		SA Standalone			
BCH 03	324	Purchase Order Number	M	AN	1 / 22
BCH 05	327	Change Order Sequence Number	M	AN	1 / 8
BCH 06	373	Purchase Order Date	M	DT	8 / 8
BCH 11	373	PO Change Date	M	DT	8 / 8

Sample Segment

```
BCH*04*SA*123456**01*20071201*****20080114
```

Implementation Notes

1. A PO cancellation (BCH01=01) means that the order has been cancelled in its entirety.

2. A PO reinstatement (BCH01=15) means that a previously cancelled order has been reinstated to its last revision level.

3.

Segment:	**CUR** Currency
Position:	040
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To specify the currency used in the transaction.
Notes:	The currency used for the purchase order is determined during the vendor setup process. Only USD (U.S. Dollars) and CAD (Canadian dollars) are in use at this time for Michaels orders.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
CUR 01	98	Entity Identifier Code	M	ID	2 / 3
		BY Buying Party (Purchaser)			
CUR 02	100	Currency Code	M	ID	3 / 3
		CAD Canadian Dollars			
		USD U. S. Dollars			

Sample Segment

```
CUR*BY*CAD

CUR*BY*USD
```

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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 purchase order event code (if the order has one.

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
		When REF01="PD", this element carries the event code.			

Sample Segment

```
REF*PD*CMAS1              (event code = "CMAS1")
```

Implementation Notes

1. Not all orders carry event codes.

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Segment: **FOB** F.O.B. Related Instructions
Position: 080
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify transportation instructions related to shipment.
Notes:

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
FOB 01	146	Shipment Method of Payment	M	ID	2 / 2
		CC Collect			
		PP Prepaid			
FOB 02	309	Location Qualifier	C	ID	1 / 2
		DE Destination			
		OR Origin			
FOB 03	352	Description	O	AN	1 / 80
		F.O.B. point			

Sample Segment

```
FOB*CC*OR*DALLAS
```

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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
```

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
```

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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 to provide transit time.	
Notes:	Michaels uses the TD5 segment to convey ship-via locations to designate a shipping point. Not all orders have a ship-via location.	

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
TD5 05	387	Routing Ship-via location	C	AN	1 / 35

Sample Segment

```
TD5*****YANGTIAN, CHINA
```

Implementation Notes

1. Not all orders carry a ship-via location. Ship-via is primarily, but not exclusively, used for import orders.

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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: This segment, and the MSG segment accompanying it, is used to convey
             special instructions or notes for the purchase order. Not all purchase
             orders will have special instructions.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N9 01	128	Reference Identification Qualifier	M	ID	2 / 3
		PO Purchase Order			
N9 02	127	Reference Identification	C	AN	1 / 30
		This element contains the value "PO NOTES AND IN-STRUCTIONS".			

Sample Segment

```
N9*PO*PO NOTES AND INSRUCTIONS
```

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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 four iterations of this loop to indicate: (1) bill-to in-
            formation, (2) buying company (Michaels, Recollections, etc.), (3) ship-to
            information, and (4) vendor name and number.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
N1 01	98	Entity Identifier Code	M	ID	2 / 3
		BT Bill-to Party			
		BY Buying Party			
		ST Ship-to Party			
		SU Supplier Name			
N1 02	93	Name	M	AN	1 / 60
		• When N101=BT, this element will carry the bill-to name.			
		• When N101=BY, this element will carry the value "MICHAELS".			
		• When N101=ST, this element will carry the name of the Michaels store or DC to which the order is to be shipped.			
		• When N101=SU, this element will carry the vendor name.			
N1 03	66	Identification Code Qualifier	M	ID	1 / 2
		92 Assigned by buyer or buyer's agent			
		This element is not used when N101=BT or BY.			
N1 04	67	Identification Code	M	AN	2 / 80
		• This element is not used when N101=BT or BY.			
		• When N101=ST, this element carries the store or distribution center (DC) number where the product is to be shipped. Canadian orders should be cross-docked as required. See the *Michaels Vendor Requirements Manual* for more information about shipping to Canada.			
		• When N101=SU, this element will carry the Michaels-assigned vendor number for the vendor listed in N102.			

Sample Segment

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

N1*ST*MICHAELS STORES*92*0101

N1*SU*TEST VENDOR*92*99999

N1*BY*MICHAELS
```

Michaels
THE ARTS AND CRAFTS STORE

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 only 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	O	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 only 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
```

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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=BY or 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			
		TE Telephone			
PER 02	93	Name	O	AN	1 / 60
		When N101=BY, this element carries the Michaels buyer code (qualifier OC). When N101=SU, this element carries the vendor contact (qualifier OC) or the telephone number (qualifier TE).			
PER 03	366	Contact Function Code	M	ID	2 / 2
		TE Telephone			
PER 04	93	Contact Information	O	AN	1 / 60
		PER03/04 is only used when PER01/02 carries an order contact.			

Sample Segment

```
N1*BY*MICHAELS

PER*OC*BUY123


N1*SU*VENDOR NAME*92*12345

PER*OC*JOHN JONES*TE*800-555-1212          or

PER*TE*800-555-1212
```

Segment: **POC** Line Item Change
Position: 010
Loop: POC
Level: Detail
Usage: Mandatory
Max Use: 1 per loop
Purpose: To specify changes to a line item.
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
POC 02	670	Change or Response Type Code	M	ID	2 / 2
		MU Multiple Changes			
POC 03	330	Quantity Ordered	O	R0	1 / 15
POC 05	355	Unit or Basis for Measurement Code	C	ID	2 / 2
POC 06	212	Unit Price	C	R4	1 / 17
POC 08	235	Product/Service ID Qualifier	C	ID	2 / 2
		IN Buyer's Item Number, to be understood as "Michaels SKU Number"			
POC 09	234	Product/Service ID	C	AN	1 / 6
POC 10	235	Product/Service ID Qualifier	C	ID	2 / 2
		UK UPC Consumer Package Code			
POC 11	234	Product/Service ID	C	AN	1 / 13
POC 12	235	Product/Service ID Qualifier	C	ID	2 / 2
		VN Vendor's (Seller's) Item Number			
POC 13	234	Product/Service ID	C	AN	1 / 48

Sample Segment

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

Segment: **CTP** Pricing Information
Position: 040
Loop: PO1
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify pricing information.
Notes: Michaels uses this segment to carry U.S. and Canadian pre-priced retail amounts. See *Implementation Notes* for the usage of this segment.

Reference Designator	Element Number	Name		Req.	Type	Length Min/Max
CTP 01	687	Class of Trade Code		O	ID	2 / 2
		RS	Resale			
CTP 02	236	Price Identifier Code		C	ID	3 / 3
		RTL	Retail			
		SPC	Special Price (to be understood as "Canadian pricing")			
CTP 03	212	Unit Price		C	R2	1 / 15

Sample Segment

```
CTP*RS*RTL*9.95          (Indicating US pre-priced retail of $9.95)

CTP*RS*SPC*12.95         (Indicating Canadian pre-priced retail of $12.95)
```

Implementation Notes

1. This segment is only used when the item defined in the PO1 segment is to be pre-priced.

2. When CTP02=RTL, the dollar amount presented in CTP03 will contain the US pre-priced retail amount.

3. When CTP02=SPC, the dollar amount presented in CTP03 will contain the Canadian pre-priced retail amount.

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: **PO4** Item Physical Details
Position: 090
Loop:
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the physical qualities, packaging, weights, and dimensions re-
lating 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	O	R0	1 / 8
		The number eaches per master case.			
PO4 03	355	Unit of Measure	C	ID	2 / 2
PO4 14	810	Inner Pack	O	N0	1 / 6
		The number of eaches per inner pack.			

Sample Segment

```
PO4**4*EA***********144
```

Implementation Notes

1. The PO4 segment is used to convey configuration information.

   An example configuration is 1-6-12 (selling unit = 1, 6 sellable eaches per inner
   pack, 12 sellable eaches per master case). These are mapped as follows:

   Selling Unit Size (1) —> not provided

   Inner Pack Size (6) —> PO414

   Master Case Size (12) —> PO402

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Segment: **SDQ** Destination Quantity
Position: 190
Loop:
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify destination and quantity detail
Notes: 1. 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 POC to send to each store.

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

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

Sample Segment

```
SDQ*EA**0101*5*0102*5*0103*4*0104*6*0105*5*0106*10
```

Implementation Notes

1. This segment is only used for corporate (AKA "store allocation" or "drop-ship") orders.

2. For customer special orders issued as a corporate order, the SDQ segment will carry a single store/quantity.

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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 POC segments.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
CTT 01	354	Number of Line Items	M	N0	1 / 6

Sample Segment

```
CTT*5
```

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Segment: **AMT**   Monetary Totals
Position: 020
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the total monetary amount of the purchase order.
Notes: This amount indicates the dollar value of the purchase order after the changes have been applied.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
AMT 01	522	Amount Qualifier Code	M	ID	1 / 3
		TT Total transaction amount			
AMT 02	782	Monetary Amount	M	R2	1 / 18

Sample Segment

```
AMT*TT*52233
```

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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
```