



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

**Effective Date: 25 July 2008**

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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 all purchase order types (store-direct, DC, customer special order, and store-allocation) used by Michaels. Separate EDI specs are no longer used for different purchase order types.

## 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.

## **EDI Contacts**

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## **Summary of Changes**

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

Date of Change: 22 February 2008

<b>Segment</b>	<b>Change</b>
All	Replaced prior separate specs for all order types with one 850 spec. Extensive changes throughout the transaction definition to accommodate all order types.

## **Implementation Guidance**

This implementation guide defines the EDI data sent by Michaels for purchase orders. Be sure to review and understand this guidance before developing EDI maps for Michaels purchase orders.

### **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.12 850 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 850 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).

## 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	
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	
<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>4</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	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 <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

### Sample Segment

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

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 <b>BY</b> Buying Party (Purchaser)	M	ID	2 / 3
CUR 02	100	Currency Code <b>CAD</b> Canadian Dollars <b>USD</b> U. S. Dollars	M	ID	3 / 3

### Sample Segment

CUR\*BY\*CAD

CUR\*BY\*USD



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 <b>PD</b> Promotion/Deal Number; to be understood as "event code."	M	ID	2 / 3
REF 02	127	Reference Identification When REF01="PD", this element carries the event code.	C	AN	1 / 30

### Sample Segment

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

### Implementation Notes

1. Not all orders carry event codes.

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 <b>CC</b> Collect <b>PP</b> Prepaid	M	ID	2 / 2
FOB 02	309	Location Qualifier <b>DE</b> Destination <b>OR</b> Origin	C	ID	1 / 2
FOB 03	352	Description F.O.B. point	O	AN	1 / 80

### Sample Segment

FOB\*CC\*OR\*DALLAS

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: **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.

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: 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 <b>PO</b> Purchase Order	M	ID	2 / 3
N9 02	127	Reference Identification This element contains the value "PO NOTES AND INSTRUCTIONS".	C	AN	1 / 30

### Sample Segment

N9\*PO\*PO NOTES AND INSTRUCTIONS

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 four iterations of this loop to indicate: (1) bill-to information, (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
		<b>BT</b> Bill-to Party			
		<b>BY</b> Buying Party			
		<b>ST</b> Ship-to Party			
		<b>SU</b> Supplier Name			
N1 02	93	Name	M	AN	1 / 60
		<ul style="list-style-type: none"> <li>• When N101=BT, this element will carry the bill-to name.</li> <li>• When N101=BY, this element will carry the value "MICHAELS".</li> <li>• When N101=ST, this element will carry the name of the Michaels store or DC to which the order is to be shipped.</li> <li>• When N101=SU, this element will carry the vendor name.</li> </ul>			
N1 03	66	Identification Code Qualifier	M	ID	1 / 2
		<b>92</b> 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
		<ul style="list-style-type: none"> <li>• This element is not used when N101=BT or BY.</li> <li>• 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 <i>Michaels Vendor Requirements Manual</i> for more information about shipping to Canada.</li> <li>• When N101=SU, this element will carry the Michaels-assigned vendor number for the vendor listed in N102.</li> </ul>			

### Sample Segment

```
N1*ST*MICHAELS DC #1*92*01
N1*ST*MICHAELS STORES*92*0101
N1*SU*TEST VENDOR*92*99999
N1*BY*MICHAELS
```



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

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

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 <b>OC</b> Order Contact <b>TE</b> Telephone	M	ID	2 / 2
PER 02	93	Name 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).	O	AN	1 / 60
PER 03	366	Contact Function Code <b>TE</b> Telephone	M	ID	2 / 2
PER 04	93	Contact Information PER03/04 is only used when PER01/02 carries an order contact.	O	AN	1 / 60

### 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: **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	N0	1 / 15
PO1 03	355	Unit or Basis for Measurement Code	C	ID	2 / 2
PO1 04	212	Unit Price	C	R4	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>VN</b> Vendor’s (Seller’s) Item 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\*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 <b>RS</b> Resale	O	ID	2 / 2
CTP 02	236	Price Identifier Code <b>RTL</b> Retail <b>SPC</b> Special Price (to be understood as “Canadian pricing”)	C	ID	3 / 3
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 <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: **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 The number eaches per master case.	O	R0	1 / 8
PO4 03	355	Unit of Measure	C	ID	2 / 2
PO4 14	810	Inner Pack The number of eaches per inner pack.	O	N0	1 / 6

### Sample Segment

PO4\*\*4\*EA\*\*\*\*\*144

### Implementation Notes

- 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

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 PO1 to send to each store.
2. For store addresses, consult the store location listing posted on [www.VendorConnect.com](http://www.VendorConnect.com).

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 03-21	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 04-22	380	Quantity	M	NO	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.



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 PO1 segments.

Reference Designator	Element Number	Name	Req.	Type	Length Min/Max
CTT 01	354	Number of Line Items	M	NO	1 / 6

### Sample Segment

CTT\*5

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:

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

### Sample Segment

AMT\*TT\*52233

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