# Table of Contents

**Overview** ________________________________________________________________ 3  
What’s New in Revision 8.0 _____________________________________________________ 3  
Trademark Notice _____________________________________________________________ 4  
Copyright Notice ______________________________________________________________ 4  

**Getting Started** ___________________________________________________________ 5  
Internet Connection __________________________________________________________ 5  
Browsers ____________________________________________________________________ 5  
Adobe Acrobat™ _____________________________________________________________ 5  
Login ID and Password ________________________________________________________ 5  
Got Questions? _______________________________________________________________ 5  
Connecting ___________________________________________________________________ 6  

**EDI User Administrative Functions** __________________________________________ 7 
Adding a New User ____________________________________________________________ 8  
Changing Information for an Existing User _______________________________________ 10  
Disabling a User _____________________________________________________________ 11  

**Working with Purchase Orders** _____________________________________________ 12  
Email Notification ____________________________________________________________ 12  
Tabs on the Purchase Order Page _______________________________________________ 12  
Purchase Order Statuses _______________________________________________________ 13  
Icons on the Purchase Order Page ______________________________________________ 13  
Looking for New Purchase Orders ______________________________________________ 14  
Displaying a Purchase Order ___________________________________________________ 15  
Sorting the Display ___________________________________________________________ 16  
Printing a Purchase Order _____________________________________________________ 16  
Downloading Purchase Order Data _______________________________________________ 17  
Searching for Purchase Orders _________________________________________________ 19  
Summary ___________________________________________________________________ 20  

**Working with Change Orders** ______________________________________________ 21  
Email Notification ____________________________________________________________ 21  
Looking for New Purchase Order Changes _______________________________________ 21  
Opening New Purchase Order Changes __________________________________________ 22  
Printing Changed Orders ______________________________________________________ 25  
Downloading Change Order Data _________________________________________________ 27  
Summary ___________________________________________________________________ 27
Working with Invoices

Invoice Statuses

Tabs on the Invoice Page

Icons on the Invoice Page

Creating a Regular Invoice

Sending a Regular Invoice to Michaels

Saving a Regular Invoice

Creating Invoices for Store Allocation Orders

Sending Store Allocation Invoices to Michaels

Sorting the Display

Printing an Invoice

Deleting an Invoice

Downloading an Invoice

Searching for Invoices

Summary

Points of Contact

EDI Team

Accounts Payable Team

Appendix A

Comma Delimited File Format for PO Download

Appendix B

Automated Email
Welcome to Michaels’ web-based EDI system. The WebEDI system is a part of our Vendor Connect® process for communicating electronically with our vendors. With our WebEDI system, Michaels is able to exchange business information electronically with our vendors who do not have EDI capabilities with their customers or suppliers.

Overview

This guide describes the WebEDI system and how to use it. If you are familiar with the Internet and web browsers, it will have a very familiar look and feel.

You will use WebEDI to get your purchase orders from Michaels and return invoices to us.

When you pick up a purchase order, the WebEDI system sends us an acknowledgement indicating that you have opened, viewed, or printed your new orders. When you send an invoice to us, we will acknowledge it when it is accepted by our EDI system. In the future, Michaels will be expanding the WebEDI system to include additional types of business documents, so keep an eye open for changes. All information about the WebEDI system will be posted on our web site, www.VendorConnect.com.

Your data is safe on the WebEDI system. Your connection to it is through a secure Internet connection. Your data is kept apart from other vendors’ data, so you cannot see anyone else’s data nor can anyone else see yours.

The WebEDI system will keep your purchase orders online for 60 days after the end of the shipping window. Your invoices will also be kept on the system for 60 days after submission. If you need to keep them permanently, you can print them or download the data.

We welcome your suggestions for improvements in the WebEDI system and in this user’s guide. Please let us know about any suggestions by emailing the Michaels EDI Team at edi@michaels.com.

What’s New in Revision 8.0

- **New Data Fields in Purchase Orders**
  The purchase order now displays some additional information. FOB and currency (US dollars or Canadian dollars) are now included in the on-screen display, PDF and CSV downloads, and invoices. In addition, the system now accommodates longer PO notes (2500 characters rather than the 250 characters in previous versions).

- **Change Orders**
  Purchase order changes are now available on the WebEDI system. See the “Using PO Changes” section for more details.

- **Cancelled Orders**
  Cancelled orders (purchase orders that have been cancelled in their entirety) are now included in the PO list.

- **Reinstated Orders**
  Reinstated orders (previously cancelled orders that have been reinstated in their entirety) are now included in the PO list.
**Important Note**

Your purchase orders and invoices will stay on the WebEDI system for sixty (60) days after the end of the ship window and will then be purged. The Michaels EDI Group cannot manually purge old orders from the system, nor can we put them back after they purge.

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**Trademark Notice**

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**Copyright Notice**

WebEDI User’s Guide

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Getting Started

*Internet Connection*
To use the WebEDI system, you need a connection to the Internet. You may have a dial-up connection to an Internet Service Provider (ISP), a broadband connection, a T1, or some other type of dedicated line to the Internet. Any of these connection types will work with WebEDI.

If you expect to receive a large number of purchase orders (as store-direct shipping vendors often do), you may consider installing a T1 line or subscribing to a broadband service to speed up the download of your orders.

*Browsers*
You will need a web browser to use the WebEDI system. The WebEDI system is built around Microsoft Internet Explorer™ version 6.0 or higher. Netscape Communicator™, Firefox™, and other browsers may not work properly with the WebEDI system, or may have unexpected and unknown behaviors.

*Adobe Acrobat™*
When you print a purchase order or invoice, the WebEDI system first converts it to an Adobe Portable Data Format (PDF™) document. PDF is a standardized way to display printed pages over the web. To see the PDF documents, you will need the free Adobe Acrobat™ reader. If you do not already have it, you can download it from Adobe's web site, [www.adobe.com](http://www.adobe.com).

*Login ID and Password*
Contact Michaels’ EDI Support group for your login information. We will assign you a WebEDI ID and password. Contact information for the EDI Support group is listed later in this guide.

*Got Questions?*
If you have a problem or a question about using the WebEDI site that is not covered in this guide or the online FAQ, send us an email with your question. Click on the “Got Questions?” link from any page to open a new email addressed to us. Send us your question and we will answer it as soon as possible.

Also, use the email link to let us know of new features you would like to see in the WebEDI site, problems you encounter, or errors in the user’s guide. We listen to your suggestions — most of the new features included in new releases of the WebEDI system come from vendor suggestions.
Connecting

When you have your WebEDI ID and password, you can connect to the WebEDI system by pointing your browser to our web site, www.VendorConnect.com, and clicking on “WebEDI” in the Applications section of the home page. The WebEDI login window is shown below – enter your ID and password in the boxes and click on “Logon”.

If you forget your WebEDI user ID or password, send an email to edi@michaels.com. Be sure to let us know your Michaels-assigned vendor number and the name of your company.

You will see any general announcements related to the WebEDI system on the log-in page. We will post an announcement for planned system outages, updates to the user’s guide or FAQ, tips, etc. If there are no announcements, the announcement box will indicate “No Recent Announcements”.

Note: Your ID and password for the WebEDI system are not the same as your ID and password for VendorConnect.com.

Note: You must be registered on VendorConnect.com to access the WebEDI system. Michaels requires all vendors to register on VendorConnect.com, and to ensure that their contact information and roles are kept current.
EDI User Administrative Functions

When Michaels first sets up a vendor on WebEDI, we assign a primary user. This user has administrative functions and manages access to the WebEDI system for their company. This user can add new users, change information for a user, or disable a user who no longer needs access to the system.

Note: Once Michaels sets up a vendor with an administrative user ID, we do not add additional users – this is the function of the administrative user since Michaels cannot know who is a valid user for the account. Also, note that Michaels does not provide forgotten passwords to any WebEDI user except the administrative user.

Important Note

Each person who uses the WebEDI system should have his or her own unique ID and password. Sharing a common ID and password between users can present security issues for the vendor.

If you share a common ID and password between users and one of the users leaves the company, he or she would still have access to the WebEDI system and can access your purchase orders and invoices. To prevent such unauthorized access by former employees, each user needs to be assigned a unique ID and password, and the administrative user should immediately disable the ID for any user who leaves the company and for users who no longer need access to this information.

Michaels cannot be and is not responsible for any problems that arise for a vendor when common ID’s are used or when unique IDs are not disabled for users who should no longer have access to the data. It is your responsibility to maintain your list of authorized users.

When an administrative user logs in to the WebEDI system, he will see the “User List” tab located in the red bar, along with the usual “Orders,” and “Invoices” tabs. Users who are not administrative users will not see the “User List” tab.
Adding a New User

Only an administrative user can add a new user. To add a new user, click on the “User List” tab. You will see the following page.

You will see a list of all users assigned to this vendor number. Click on the “New User” link above and to the right of the user list to open the following page.
To add a new user:

1. Enter a unique user ID for the new user. We recommend that you create IDs that begin with the vendor number, followed by a letter, a number, or the user's initials (ex. 100-A, 100-1, 100-jj, etc.)
2. Enter a password for this ID, and re-enter it in the “Confirm Password” box.
3. Enter the user's first and last names in the indicated boxes.
4. Enter the user’s email address in the email box. If the automated emails should be sent to more than one email address (for example, to a work email address and also to a home email address), enter the email addresses separated by commas (no spaces after the commas).
5. Leave the “Admin?” option at “No”. Administrative access will allow this user to add, change, or disable other users associated with the vendor number. WebEDI IDs that are the same as the vendor number have the administrative functions enabled already, and administrative functions should be handled from this ID.
6. Leave the “Enabled?” drop-down selection set to “Yes”. Changing it to “No” will disable the ID (see “Disabling a User” below).
7. If the user is to receive the automated emails indicating new orders have been posted to the mailbox, select “Yes” from the “Email reminder?” drop-down box. If the user is not to receive emails, select “No”.
8. Click on “Submit” to submit the new user.

All fields on the web page are required fields. If the user ID entered is already in use, you will receive an error message indicating this. Choose another user ID and re-submit.

The new user ID is available for use as soon as you submit the addition.
Changing Information for an Existing User

If information about an existing user needs to be changed (name, email address, password, etc.), follow the directions in this section to make the necessary changes. Only an administrative user can make changes to an existing user.

1. Click on the “User List” tab at the top right-hand corner of the web page. You will see the following page.

![Vendor User List Page](image1.png)

Vendor User List Page

2. Find the user whose information needs to be changed. Click on the pencil icon (✏️) to the right of the user’s name. You will see the following page.

![Vendor User List Page](image2.png)
3. Make all required changes in the fields provided. If you do not need to change the user’s password, leave the password fields blank.

4. Click on “Submit” to submit the changes. The changes will go into effect immediately.

**Disabling a User**

If an existing user leaves the company or, for whatever reason, no longer needs access to the data on the WebEDI system, the administrative user should disable their ID. To disable an ID, do one of the following:

1. From the user list, find the user to be disabled. Click on the round arrows icon (🔗). Clicking this icon toggles the user between enabled and disabled. The user’s status is then listed to the left of the icon. This change is effective immediately.

2. Alternatively, you can edit the user (see “Changing Information for an Existing User,” above). From the edit page, select “No” in the “Enabled?” drop-down box and click on “Submit”. The change will be effective immediately.

**Note:** At this time, you cannot delete a user — you can only disable them. A future version of the WebEDI system will include this ability.
Working with Purchase Orders

Once you log in to the WebEDI system, your first action will be to check for new purchase orders. This section outlines how to work with purchase orders posted on WebEDI.

Email Notification

The WebEDI system will send you an email when new orders are posted to your mailbox or when new orders remain unopened. Examples of the automated emails are included in the appendix. To ensure that you get your emails, make sure that the WebEDI system has your correct email address (see “EDI User Administrative Functions” in this guide for information on changing email addresses). We send the emails nightly and continue sending them until you have opened all your orders (viewing, downloading, or printing them).

Tabs on the Purchase Order Page

There are eight links on the Purchase Order page:

- **All Orders**: This link lists all purchase orders received, regardless of status.
- **New Orders**: This link lists only those orders with “new” status.
- **New Changed Orders**: This link lists only purchase order changes with “new” status.
- **Open Orders**: This link lists only those orders with “open” status.
- **Open Changed Orders**: This link lists only purchase order changes with “open” status.
- **Working Orders**: This link lists only those orders that have an “in-work” invoice started.
- **Sent Orders**: This link lists only those Michaels orders for which you have sent an invoice to Michaels.
- **Search**: This link opens a dialog box where you can look for purchase orders that meet your search criteria.
**Purchase Order Statuses**

Purchase orders have one of ten statuses. The status is listed in the “Order Status” column on all the purchase order screens. Any time the status of purchase order changes, the new status will be shown when you change or refresh the screen.

The statuses for purchase orders are:

- **New**
  - New purchase orders. These orders have not yet been opened.

- **New Change**
  - New change orders. These change orders have not yet been opened.

- **New Cancel**
  - New cancelled orders. These cancelled orders have not yet been opened.

- **New Reinstate**
  - New reinstated orders. These reinstated orders have not yet been opened.

- **Open**
  - Purchase orders you have viewed, downloaded, or printed.

- **Open Change**
  - Purchase order changes you have viewed, downloaded, or printed.

- **Open Cancel**
  - Cancelled purchase order you have viewed, downloaded, or printed.

- **Open Reinstate**
  - Reinstated purchase order you have viewed, downloaded, or printed.

- **Invoice Working**
  - Purchase orders for which you have started but not yet sent an invoice (Michaels PO’s only)

- **Sent**
  - Michaels purchase orders for which you have sent an invoice.

**Icons on the Purchase Order Page**

There are two icons on all the purchase order pages: view and download. These processes are discussed later in this section.

- **View**
  - Click this icon to view a purchase order

- **Download**
  - Click this icon to download the purchase order to a file on your computer.
Looking for New Purchase Orders

When you log in to the WebEDI system, the first screen you see will be your new orders screen. You can come back to the new orders screen at any time by first clicking on “Orders” at the top of the page, then clicking on the “New Orders” tab. The “New Orders” page is shown below.

New Orders Page

By default, all purchase orders and change orders are listed. In this example, there are three new orders to display. In addition, there are seven orders and one change order that have been previously viewed. This web page displays the ordering store or DC number, the purchase order number, the order status, and the order date. The action icons and check boxes for printing follow the basic information.

Allocation Orders Note: A “store allocation” order is one PO with multiple ship-to locations. When you receive a store allocation order, the store number listed on the order window will be “Store Allocation Order”.

Go to Page

If you have a large number of orders, you could have many pages of orders. To go to a specific page of orders, enter the page number in the “Go to Page” box above and to the right of your orders list. Clicking on “Go” will take you to that page.
**Displaying a Purchase Order**

To display a purchase order, click on the view (🔍) icon. A sample Michaels purchase order being viewed is shown below.
Sorting the Display

By default, WebEDI lists the purchase orders sequentially by purchase order number. You can sort the display on any of the orders tabs by clicking on the column headers. For example, to sort the orders by order date, click on the “Order Date” column heading. Click it once to sort in ascending order; click it again to sort the list in descending order.

Printing a Purchase Order

You can print the purchase order to use as a picking list or as a hard-copy record of the order. To print a purchase order, first click on the check box for the order you want to print then click on “Print Selected”. If you want to print several orders, click on the check boxes for the orders you want printed, then click “Print Selected”.

If you want to select all the displayed orders for printing, check the “select all” box as indicated in the figure below.

Allocation Order Note: If you receive a store allocation order on WebEDI, you will only be able to see the header, line item, and summary information. The store allocations are not displayed on the web pages. To obtain the store allocations, you will need to download the purchase order data – see “Downloading Purchase Order Data” later in this section for information on downloading the allocation data. Also, the “Ship To” field has a link to download the store allocations.
When you click “Print Selected,” a second window will open and launch Adobe Acrobat™ to display the purchase order(s) you selected for printing. From here, you can print the order(s) from your web browser or save the order(s) as a PDF document on your local computer. If you select more than one order to print, all the selected orders will be displayed in one PDF document.

Downloading Purchase Order Data

You can also download the purchase order data to your local computer. This option is useful if you want to load the order data to a spreadsheet, database, or other application. To download the data, do one of the following:

- If you have the order open for view, click on the “Download Order” link in the upper right part of the screen. Or,
- If you are at the order list screen, find the order you want to download, then click on the download icon.

In either case, you will then get a dialog box to save the file.

The download option saves the purchase order data in a standard CSV (comma-separated variable) format. This is a common format for uploading data to Microsoft Excel™, Microsoft Access™, and other applications. Refer to your application’s user guide or online help for information on importing the CSV file to your application. The file layout for the CSV file is listed in the appendix.
The default file name used when you save the downloaded data is the file name used internally to the web site. You can change the file name as desired in the “Save As…” dialog box.

-saving a downloaded purchase order
Searching for Purchase Orders

The search function allows you to search for purchase orders by one or more of these criteria:

- Purchase order number
- Ship-to location
- Ship date
If you search by ship date, you can enter a single date or a range of dates. If the date(s) you enter fall anywhere within the ship window of a purchase order, the search will select the order.

The search criteria are additive – the more criteria you enter, the narrower the search. You can search for orders that ship to a given location (regardless of date), or only those orders that ship to a given location on a given date or date range.

When entering a date or date range for the search, make sure you enter the date(s) in mm/dd/yyyy format (e.g. 05/16/2005).

You can also click on the calendar icon next to the date boxes to open a calendar. Click on the date on the calendar to enter the date into the date box.

**Summary**

Once you log in to the WebEDI system, you will go directly to the “New Orders” page to see your orders with a status of “New”. From there, you can open the order to view it, you can print it, or you can download the data to a CSV file. You can also search for orders that meet one of three criteria. The next step involves working with purchase order changes. This is the subject of the next section.
Working with Change Orders
Once you log in to the WebEDI system, your first action will be to check for new purchase orders. This section outlines how to work with purchase order changes posted on WebEDI.

Email Notification
The WebEDI system will send you an email when new PO changes are posted to your mailbox or when new PO changes remain unopened. Examples of the automated emails are included in the appendix. To ensure that you get your emails, make sure that the WebEDI system has your correct email address (see “EDI User Administrative Functions” in this guide for information on changing email addresses). We send the emails nightly and continue sending them until you have opened all your changed orders (viewing, downloading, or printing them).

Looking for New Purchase Order Changes
By default, all purchase orders and change orders are listed. In this example, there is a ‘New Canceled’ order to display.

Order Status shows ‘New Canceled’ Order
Opening New Purchase Order Changes

To view the new changes, click on “New Changed Orders”. This screen will show the details of the changes made to the original order. Only changes made to the original order will be displayed. The screen below shows the order as ‘Canceled’.

You can view the different versions of changes made to this order by clicking on the drop-down menu under “Changes”. See screen shot below:
You can also compare the different changes made to this order by clicking on the select drop-down menus. The first “Select” drop-down menu is the first version in the comparison. See screen shot below:

The first ‘Select’ drop-down menu

The second “Select” drop-down menu, contains a list of other versions of changes you may want to compare against. See screen shot below:

The second ‘Select’ drop-down menu
The following screen shot gives the result of the comparison. See below:
**Printing Changed Orders**

You can print the purchase order changes in the same way as printing Purchase Orders. To print a changed order, first click on the check box for the changed order you want to print, then click on “Print Selected”. If you want to print several, click on the check boxes for the changed orders you want printed, then click “Print Selected”.

If you want to select all the displayed orders for printing, check the “select all” box as indicated in the figure below.

![Image of order list with check boxes and print options](image-url)
When you click “Print Selected,” a second window will open and launch Adobe Acrobat™ to display the purchase order(s) you selected for printing. From here, you can print the order(s) from your web browser or save the order(s) as a PDF document on your local computer. If you select more than one order to print, all the selected orders will be displayed in one PDF document.
**Downloading Change Order Data**

You can also download the PO change data to your local computer. This option is useful if you want to load the changed order data to a spreadsheet, database, or other application. To download the data, do one of the following:

- If you have the order open for view, click on the “Download Order” link in the upper right part of the screen. Or,
- If you are at the order list screen, find the order you want to download, then click on the download icon.

In either case, you will then get a dialog box to save the file.

The download option saves the changed purchase order data in a standard CSV (comma-separated variable) format. This is a common format for uploading data to Microsoft Excel™, Microsoft Access™, and other applications. Refer to your application’s user guide or online help for information on importing the CSV file to your application. The file layout for the CSV file is listed in the appendix.

**Summary**

Once you log in to the WebEDI system, you will go directly to the “New Orders” page to see your changed orders with a status of “New”. From there, you can open the changed order to view it, you can print it, or you can download the data to a CSV file. You can also search for orders that meet one of three criteria. The final step in working with purchase orders is to use them to send an invoice back to Michaels. This is the subject of the next section.
Working with Invoices

Once you log in and have viewed, printed, and filled your new orders, your next action will be to create invoices from the purchase orders. This section tells you how to create and work with invoices on the WebEDI system.

Before reading further, be sure you read and understand this important note.

**Invoices for Import Vendors paid by DA or DP:** Do not use the WebEDI system to create an invoice if you are an import vendor paid by Document against Acceptance (DA) or Document against Payment (DP). These payments are handled by Accounts Payable through a separate process. If you are a DA or DP vendor and you create and send an invoice from the WebEDI system, the invoice will be rejected in the Accounts Payable system.

**Invoice Statuses**

Invoices have one of three statuses. The status is listed in the “Invoice Status” column on all the invoice pages. Whenever the status of invoice changes, the new status will be shown when you change or refresh the screen.

The statuses for invoices are:

- **Working**
  Invoices that have been not been sent to Michaels.

- **Sent**
  Invoices that have been sent to Michaels but not yet acknowledged.

- **Acknowledged**
  Invoices that have been sent to Michaels and have been posted to the Accounts Payable system for processing. Michaels has acknowledged the receipt of the invoice.

**Tabs on the Invoice Page**

There are five links on the Invoices page:

- **All Invoices**
  This link lists all invoices, regardless of status.

- **Working Invoices**
  This link lists only those invoices that are in work and have not been sent to Michaels.

- **Sent Invoices**
  This link lists only those invoices that have been sent to Michaels, but have not yet been acknowledged by Michaels.

- **Acknowledged Invoices**
  This link lists only those invoices you have sent to Michaels that have been acknowledged as posted in our accounts payable system. Note that an acknowledged invoice does not imply that the invoice is ready to be paid. An invoice acknowledgement only indicates that the invoice has been received at Michaels.

- **Search**
  This link opens a search dialog box where you can look for invoices that meet your search criteria.
Icons on the Invoice Page

There are three icons on all the invoice pages: view, delete, and download. The uses of these icons are discussed later in this section.

- **View**
  Click this icon to view an invoice

- **Delete**
  Click this icon to delete an invoice before sending it to Michaels. Once you send an invoice, you cannot delete it from the WebEDI system – it will be automatically purged 60 days after the cancellation date of the purchase order being invoiced.

- **Download**
  Click this icon to download an invoice to your computer. You can use this option to save an invoice for audit purposes or as a record of the invoice to Michaels.

Creating a Regular Invoice

A “regular” invoice is an invoice for a store-direct or DC order. Store allocation invoices are described later in this section.

You create an invoice from the purchase order. To do this, open the purchase order to be invoiced (see “Displaying a Purchase Order”) and click on the “Create Invoice” link. When you create an invoice from a purchase order, the WebEDI system displays an invoice form in the browser.

Required Information

To create the invoice, you must fill in the following text boxes:

- **Invoice Number**
  Must be numeric only (no alphabetic characters, punctuation, or special characters), and cannot begin with a zero. The invoice number defaults to 0 (zero), and you need to change it to a valid invoice number.

- **Ship Date**
  Enter the date the items were shipped. Note that the ship date must be in the shipment window. Enter the ship date in **MM/DD/YYYY** format. You cannot create an invoice for a future ship date (i.e. the ship date is later than the invoice date; the invoice date is always the current system date).

- **Quantity Shipped**
  Enter the number of each item shipped. The default values are the order quantities from the purchase orders. If an item was not shipped, enter a zero. If you enter a zero for all line items (create a zero-dollar invoice), the WebEDI system will not allow you to send the invoice. If you short-ship an order, enter the quantity being invoiced.
Optional Information

The following text boxes are optional. Only use them as indicated.

Load Number
Enter the load number assigned to the shipment by Michaels Transportation Department. This field is only used for truckload or less-than-truckload (LTL) shipments. **If you do not have a load number, leave this field blank. Do not use UPS tracking numbers in this field.** Use only one load number per invoice. Load numbers must be numeric – no alphabetic characters, spaces, or punctuation characters are allowed.

Allowance
If there are special charges or allowances, select the appropriate charge or allowance type from the drop-down box. Enter the amount of the charge or allowance in the text box next to the allowance type. The Web-EDI system allows you to enter up to two charges and allowances.

Sales Tax
Enter any applicable sales taxes.

Currency Code
The currency code for the invoice is set to U.S. dollars (USD) by default. If you are a Canadian vendor and wish to be paid in Canadian dollars (CAD), select “CAD” from the “Currency” drop-down box.
Sending a Regular Invoice to Michaels

Once you have finished creating the invoice, you are ready to send it to Michaels for posting and payment. To send the invoice, click on the “Send Invoice” link.

When you send the invoice, you will see a pop-up window showing the invoice total amount. This is your opportunity to verify that the amount of the invoice is correct before sending it in to Michaels.

Note: The WebEDI system will not allow you to send an invoice prior to the ship date of the purchase order.

Once you send the invoice, the invoice and the original purchase order will have a status of “Invoice Sent”. You can see a list of sent invoices by clicking on the “Sent Invoices” or “Acknowledged Invoices” tab. When your invoice is received at Michaels, we will send an invoice acknowledgement to your WebEDI account. When the acknowledgement is received by the WebEDI system, the status will change to “Invoice Acknowledged”.

Note: If you change the quantities of items invoiced, include allowances or credits, add tax, or add freight charges, the invoice total will not reflect these changes until you save or send the invoice. Clicking on “Save Invoice” or “Send Invoice” will recalculate the invoice using any changes you made.

Note: The visual recalculation function only works in Internet Explorer 6.0 or higher. Users of other browsers may not see the recalculated invoice values displayed. As indicated above, the recalculation actually took place, although you only see it when using Internet Explorer 6.0 or higher.
Saving a Regular Invoice

You may need to save an invoice that is in work for later submission. To save an invoice, click on the “Save Invoice” link. The invoice will be saved in the WebEDI system and will not be sent at this time. You can open and send it later.

Creating Invoices for Store Allocation Orders

Michaels does not accept master invoices for store allocation orders; we require a separate purchase order for each store receiving goods. So, an allocation order with 100 stores in the allocation will require 100 invoices, one for each store.

Creating invoices for allocation orders starts out the same way as creating a regular invoice. Open the purchase order to be invoiced (see “Displaying a Purchase Order”) and click on the “Create Invoice” link. At this point, you will see the screen below.

In the “Number” box, enter the beginning number of the invoices. The WebEDI system will create as many invoices as required, with the invoice number of each invoice numbered sequentially from this starting number. You can also enter the ship date for these invoices (the default value is the current date). All the invoices will have the same quantity invoiced as the quantity ordered, and no allowances or credits included.

Note: The invoice acknowledgement process only indicates that your invoice was received by Michaels. It does not imply that the invoice was accepted by Accounts Payable for payment — there could be errors in the invoice that prevent payment. In that case, you will be contacted by Michaels Accounts Payable with the details of the error.
At this point, you have a decision to make: create the invoices and save without sending, or create the invoices and send them to Michaels. It is always safer to “create and save" your invoices — you can always send them later once you know they are correct. If you use the “create and send" option, you cannot go back and edit the invoices.

**Create and Save:** If you need to make changes to one or more invoices (for example, some orders were short-shipped and the invoice quantity needs to be changed, some invoices need tax added to the invoice total, or some invoices need special allowances or charges), click on the “Create" button. The invoices will be created and saved, but not sent. You can then edit the invoice, make any required changes (including changing the invoice number), and send it later.

**Create and Send:** If none of the invoices need any changes (all allocations were filled with the ordered quantities, and no charges or allowances are required), click on the “Create and Send” button. The invoices will be created and automatically sent to Michaels for payment. Once you click on “Create and Send,” there is no opportunity to revise any of the invoices for this purchase order.

**Note:** It may take a few minutes to create all the invoices depending on how many are needed. While the invoices are being created, the two buttons will be grayed out to prevent duplicate transmissions of invoices. Please wait until the system finishes creating the orders before proceeding.

**Sending Store Allocation Invoices to Michaels**

If you created store allocation invoices but need to make changes to one or more of the invoices, you should select the “Create" option above. The invoices are stored in your “Working Invoices" list on the Invoices page. Once you finish making any required changes, you are ready to send them to Michaels for posting and payment. To send the invoices to Michaels, select the invoices to be sent from the “Working Invoices" list then click on the “Send Selected" link.

**Sorting the Display**

By default, WebEDI lists the invoices sequentially by invoice number. You can sort the display on any of the invoice tabs by clicking on the column headers. For example, to sort the invoices by invoice date, click on the “Invoice Date" column heading. Click it once to sort in ascending order; click it again to sort the list in descending order.
Printing an Invoice

You may want to print an invoice for your records. To print an invoice, click on the “Invoices” tab at the top of the page, click on the “Working Invoices” or “Acknowledged Invoices” tab (depending on whether or not you have sent the invoice to Michaels). Click on the check box for the invoice you want printed. If you want to print more than one invoice, click the check boxes for the invoices you want printed. Then, click on “Print Selected”. When you click “Print Selected,” a second window will open and launch Adobe Acrobat™ to display the invoice. From here, you can print the invoice from your web browser, or save the invoice as a PDF document on your local computer.

Deleting an Invoice

You have the option of deleting an invoice from the WebEDI system. This function is useful if you created an invoice in error. To delete an invoice, click on the delete icon. You cannot delete invoices that have been sent to Michaels (acknowledged or unacknowledged) – they will automatically purge from the WebEDI system 60 days after you send them.

To log out of the WebEDI system, click on the “Sign Out” tab at the top of any page.

Downloading an Invoice

You can also download the invoice data to your local computer. This option is useful if you want to load the invoice data to a spreadsheet, database, or other application if you want a record of the invoice. To download the data, do one of the following:

• If you have the invoice open for view, click on the “Download Invoice” link in the upper right part of the screen. Or,

• If you are at the screen that lists the invoices, find the invoice you want to download, then click on the download icon.

In either case, you will then get a dialog box to save the file.

The download option saves the invoice data in a standard CSV (comma-separated variable) format. This is a common format for uploading data to Microsoft Excel™, Microsoft Access™, and other applications. Refer to your application’s user guide or online help for information on importing the CSV file to your application.

The default file name used when you save the downloaded data is the file name used behind the scenes in the web site. You can change the file name as desired in the “Save As...” dialog box.
**Searching for Invoices**

The search function allows you to search for invoices by one or more of these criteria:

- Invoice number
- Ship-to location
- Ship date

If you search by ship date, you can enter a single date or a range of dates. If the date(s) you enter fall anywhere within the ship window of the purchase, the search will select the invoice.

The search criteria are additive – the more criteria you enter, the narrower the search. You can search for invoices that shipped to a given location (regardless of date), or only those orders that shipped to a given location on a given date or date range.

When entering a date or date range for the search, make sure you enter the date(s) in mm/dd/yyyy format (e.g. 05/16/2005).

You can also click on the calendar icon next to the date boxes to open a calendar. Click on the date on the calendar to enter the date into the date box.

**Summary**

You can go to the invoice list from any WebEDI page by clicking on the “Invoices” tab located in the upper right part of the page. You will go directly to the “Working Invoices” page to see your invoices with a status of “Working”. From there, you can open the invoice to view it, you can print it, you can send it to Michaels, or you can delete it.
Points of Contact
For assistance with the WebEDI system, or for EDI questions, contact the EDI Support Team. Questions relating to invoices, invoice payment, and payment status should be directed to Accounts Payable.

**EDI Team**
General email: edi@michaels.com

**Accounts Payable Team**
AP research and invoice certification: MerchSupport@michaels.com
General email: apedi@michaels.com
Appendix A

Comma Delimited File Format for PO Download

This section defines the CSV (comma-separated variable) file created when you download a purchase order from the WebEDI system. The CSV file can then be imported into Microsoft Excel™, Microsoft Access™, or other back-office systems that can import a CSV file.

The first character of each field identifies the records. Each transaction should have at least one (HDR) “Header” and one or more (DTL) “Detail” record. Fields within each record are delimited with a comma. Records will be delimited with a CR/LF.

Header Record

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Static data / Header Record Identifier</td>
<td>“HDR”</td>
</tr>
<tr>
<td>2</td>
<td>Michaels PO Number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Buyer ID</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Purchase Order Date</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ship Date</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cancel Date</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PO Terms</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FOB Point</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ship Via</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Freight</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Vendor Number</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Ship-to Location</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Shipper Contact</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Ship Point</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Country of Origin</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Bill-to Name</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Bill-to Address 1</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Bill-to Address 2</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Bill-to Address 3</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Bill-to City</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Bill-to State</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Bill to Zip</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Bill-to Phone</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Ship-to Name</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Ship-to Name 2</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Ship-to Address 1</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Ship-to Address 2</td>
<td></td>
</tr>
</tbody>
</table>
### Field Number | Description | Format
--- | --- | ---
28 | Ship-to City |  
29 | Ship-to State |  
30 | Ship-to Zip |  
31 | Ship-to Phone |  
32 | Vendor Name |  
33 | Vendor Street Address 1 |  
34 | Vendor Street Address 2 |  
35 | Vendor Street Address 3 |  
36 | Vendor City |  
37 | Vendor State |  
38 | Vendor ZIP Code |  
39 | Vendor Contact Phone Number |  
40 | Vendor Contact Name |  
41 | Event Code |  
42 | Total Cube |  
43 | Total Weight |  
44 | Allowances |  
45 | PO Total Dollar Amount |  
46 | Currency Code |  
49 | FOB Location |  
50 | PO Change Status (change, cancel, reinstate) |  
51 | PO Change Sequence Number |  

### Comments Record

| Field Number | Description | Format |
--- | --- | --- |
1 | Static data / Comments Record Identifier | “COM” |
2 | Comments |  |

---

*Michaels WebEDI User Guide*
Revision 8.0, 01 August 2011

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39
### Detail Record

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Static data / Detail Record Identifier</td>
<td>&quot;DTL&quot;</td>
</tr>
<tr>
<td>2</td>
<td>Michaels SKU Number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vendor Product Number/Vendor SKU</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Item Description</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SKU Line Count</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Number of Eaches in Inner Pack</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Number of Eaches in Master Carton</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Number of Units Ordered</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Unit of Measure of Unit Ordered</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>UOM Cost</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Line Item Extended Cost</td>
<td></td>
</tr>
</tbody>
</table>

### Allocation Record (Store Allocation Orders Only)

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Static data / Allocation Record Identifier</td>
<td>&quot;SDQ&quot;</td>
</tr>
<tr>
<td>2</td>
<td>Michaels Store Number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of eaches to be sent to the store</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Michaels SKU number</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Vendor Item Number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>UPC</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Item Description</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

Automated Email

The WebEDI system includes automated email notifications to users when new purchase orders are placed in your mailbox.

The system sends emails to all users with a valid email address and whose email option is set to “Yes” (see “Vendor Administrative Functions” earlier in this guide for more information on setting up automated email notifications).

The following is an example of the email that is sent by the system.

From: edi@michaels.com
To: james_bond@007.com
Subject: Michaels: New Purchase Orders on WebEDI Site for Vendor 007

A new PO had been posted for you from Michaels Stores in your mailbox 007. Please visit the Michaels Vendor Connect website (http://www.michaelsedi.com) to retrieve the orders.

Michaels EDI Team
edi@michaels.com

The email includes the mailbox number that received the new orders. If you have more than one WebEDI mailbox, this will tell you in which mailbox to look for the new orders.