

Akademiese Inligtingsdiens Academic Information Service



GAELIC Libraries Workshop:
*Celebrating 10 years of the
Millennium/INNOPAC system in
GAELIC!*



University of the Witwatersrand

5 July 2007



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA



Electronic Ordering

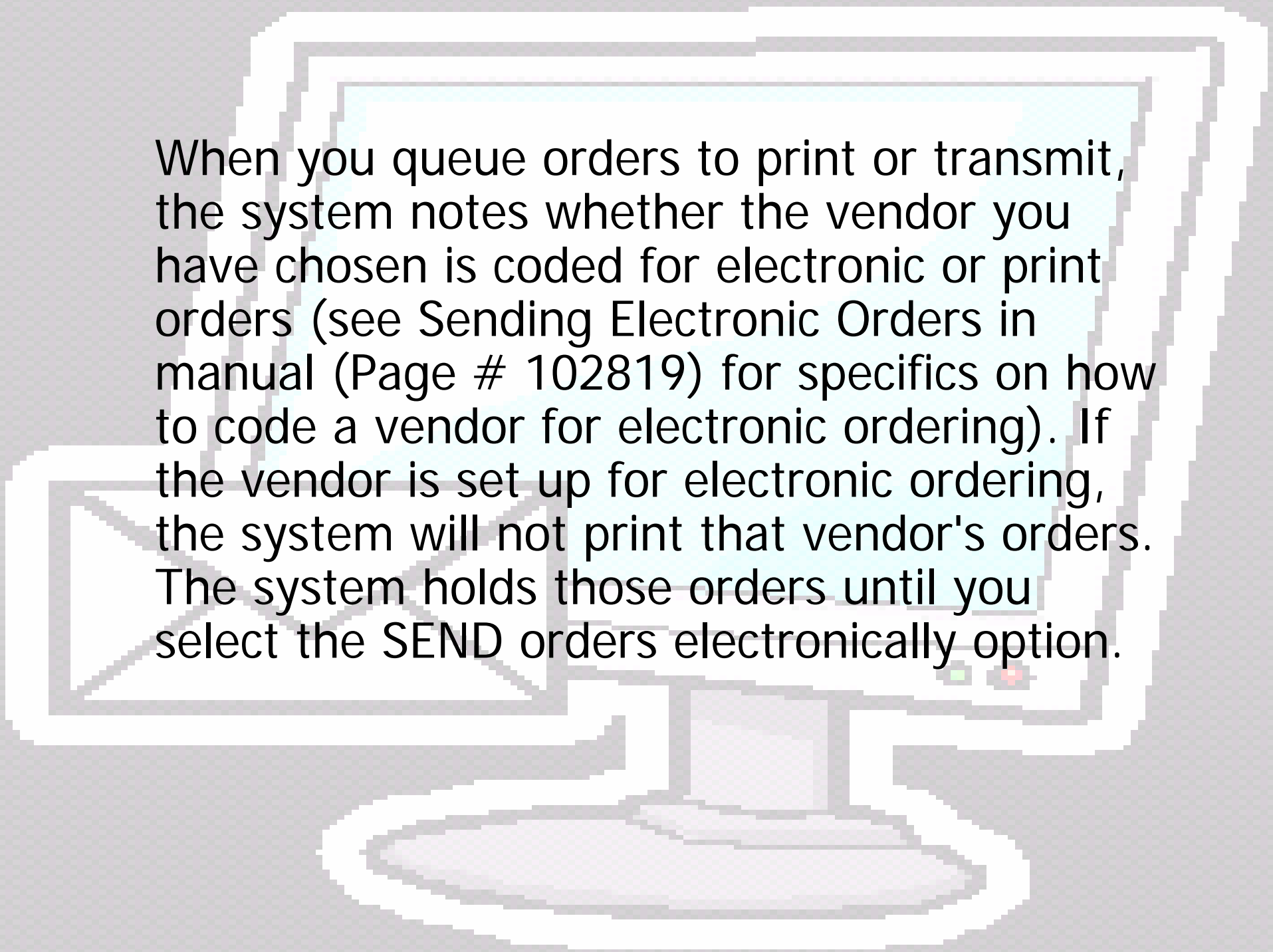
Presented by Heleen Steyn

Sending Orders Electronically Overview

Page # 102819

Purchase Orders can be sent electronically or printed and sent by mail.

- **Electronic Ordering** is an Innovative product that allows you to send orders electronically to vendors who are equipped to receive them.
- The system can send orders in either the BISAC (orders are sent using an electronic mail interchange)
OR
- EDIFACT (orders are sent via FTP)
- When you send orders electronically, the system places the orders in separate files in the BISAC or EDIFACT formats, as appropriate for each vendor.



When you queue orders to print or transmit, the system notes whether the vendor you have chosen is coded for electronic or print orders (see Sending Electronic Orders in manual (Page # 102819) for specifics on how to code a vendor for electronic ordering). If the vendor is set up for electronic ordering, the system will not print that vendor's orders. The system holds those orders until you select the SEND orders electronically option.

Preparing for Electronic Ordering

Page # 102820

The following actions are required in order to use electronic ordering:

- Acquire **Electronic Ordering** from Innovative.
- Have Innovative set up an email interface (for BISAC) or FTP interface (for EDIFACT) between **Electronic Ordering** and the Internet.
- Contact the vendors for the information you need from them.
- Determine your library's SAN (**S**tandard **A**ddress **N**umber). See the American Library Directory.
- Prepare the vendor records for electronic ordering.

Contacting the Vendors

You will require information from the vendors to correctly prepare your vendor records. Contact each vendor and determine e.g. the following:

- Can the vendor receive orders electronically?
- Vendor's email address for BISAC electronic ordering?
- If ordering via EDIFACT, the vendor's FTP address, login, and password?
- Etc.

Some characteristics of the 2 formats:

- The BISAC format supports 10-digit ISBNs only, not the new 13-digit ISBN standard. Any 13-digit ISBNs are truncated to ten digits.
- The EDIFACT format supports the transmission of both 10- and 13-digit ISBNs. During the creation of EDIFACT orders, Millennium puts both a 10- and 13-digit version of the ISBN in separate segments of the order.

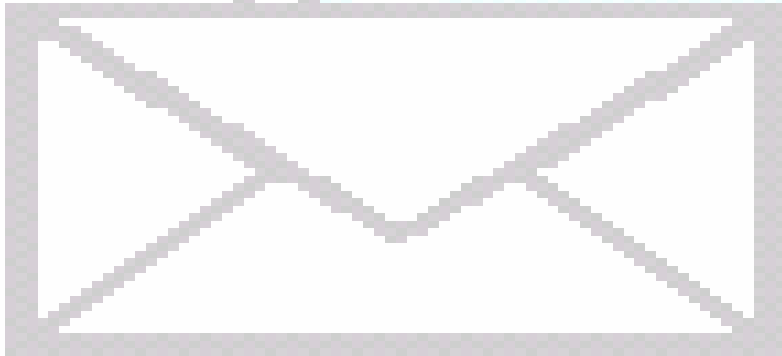
Some characteristics of the 2 formats (continued):

If the record has only a 10-digit ISBN, Millennium stores it in one segment, and then creates a 13-digit ISBN by appending '978' to the beginning of the existing ISBN and recalculates the check-digit. This 13-digit ISBN is stored in a separate segment of the EDIFACT order. Millennium can also convert a 13-digit ISBN to 10-digits by removing the '978' prefix, and then puts both versions in the outgoing order.

Some characteristics of the 2 formats (continued):

- By sending both a 10- and 13-digit version of the ISBN, Millennium ensures that all EDIFACT vendors can interpret the order during the transition period.
- Because the BISAC format is used for machine-to-machine transmission, sending any information that needs to be read and interpreted by a person (e.g. the vendor note RUSH) usually slows down the processing of the order. Notes should only be used to fully distinguish the title being ordered.

The reason for using EDIFACT electronic ordering is mainly to accommodate the 13 digit ISBN.



The tables below shows the fields from Innovative records which are sent when an order is transmitted to a BISAC, or an EDIFACT vendor.

Also the maximum number of characters allowed for each field.

The fields in the record and the maximum number of characters sent for each field are established by the BISAC, or the EDIFACT format **not** by Innovative.

If the field in the Innovative record is longer than the number of characters allowed, the field is truncated.

Bibliographic record: Fields Sent to BISAC Vendor

Field and Tag	Maximum characters
ISBN (i)	10
EDITION (e)	2 (numeric only)
TITLE (t)	74
AUTHOR (a)	23
PUBLISHER (p)	20, with leading spaces stripped

Bibliographic record: Fields Sent to EDIFACT Vendor

Field and Tag	Maximum characters
ISBN (i)	13
EDITION (e)	70
TITLE (t)	70
AUTHOR	70
PUBLISHER (p)	70
CALL NUMBER (c)	128

Order record: Fields Sent to BISAC Vendor

Field and Tag	Maximum characters
ORDER RECORD NO.	13 ('.' and o are not transmitted)
COPIES	5
EPRICE	6
FUND	5
BRANCH	5
VEN NOTE (v)	30

Order record: Fields Sent to EDIFACT Vendor

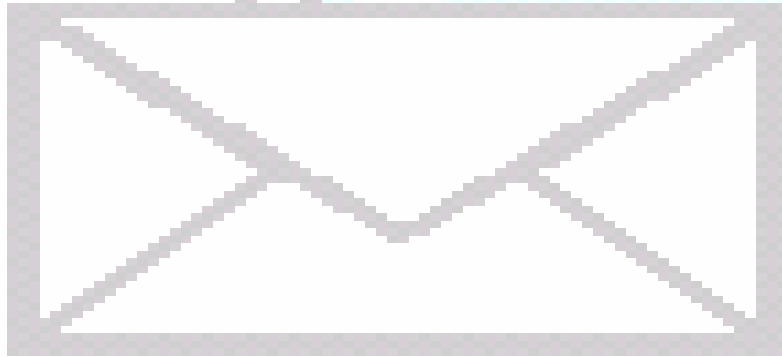
Field and Tag	Maximum characters
ORDER RECORD NO.	13 ('.' and o are transmitted)
COPIES	15
EPRICE or FOR CURR	15
FUND	35
LOCATION	5
VEN NOTE (v)	70
LOCAL PO#	35 (You must contact III to set up this field.)
CALL NUMBER (c)	128

Preparing Vendor Records for EDIFACT Electronic Ordering

A lot of changes are to be made –
everything described in Millennium
manual at Page # 102820



A few screens from Millennium on
the next slides



Print Purchase Orders



[PO Print](#) 0 purchase orders to PRINT

[Limit by Vendors](#)

[Limit by Location](#)

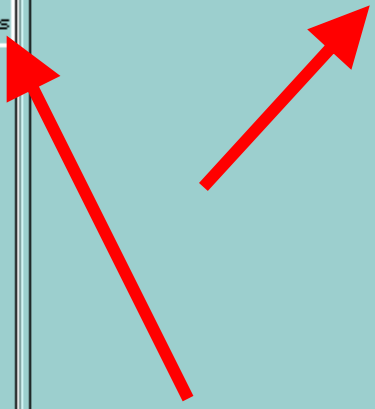
[Sort All](#)

Vendors selected: ALL 5 purchase orders to send via EMAIL
Location selected: ALL 0 purchase orders to PRINT

#	Record	Order Date	Order Type	Location	Ven
---	--------	------------	------------	----------	-----

47 purchase orders to FTP

- Home level
- Send Orders
- Print Claims





Close

FTP Client

The local file is named blkme.edifact.

Choose correct vendor

Host

Secure Transfer

connect

local

Name	Size	Last
------	------	------

Remote

Name	Size	Last Modified
------	------	---------------

← Get

Put →

← Remote Filename

transfer type:

Rename files upon transfer



Close

FTP Client

The local file is named blkme.edifact.

Host Secure Transfer



local

Name	Size	Last Modified
------	------	---------------

Remote

Name	Size	Last Modified
------	------	---------------

Get this from the vendor

Login

User

Password

Transfer type:

Rename files upon transfer

FTP Client

The local file is named blkme.edifact.

Host

Secure Transfer

Connect

Disconnect

Local /iibd/inprocess

Name	Size	Last Modified
blkme.edifact	767	25-06-2007 2:28PM

Remote /upretoria

Name	Size	Last Modified
ordrsp/	0	24-06-2007 2:15AM

← Get

Put →

Get these info beforehand from vendor

Now you can transfer the orders

Transfer type:

- Binary
- ASCII
- Binary
- EBCDIC

Rename file

Vendor : blkme (1

← Remote Filename

start

Novell Gro...

liirunner.exe

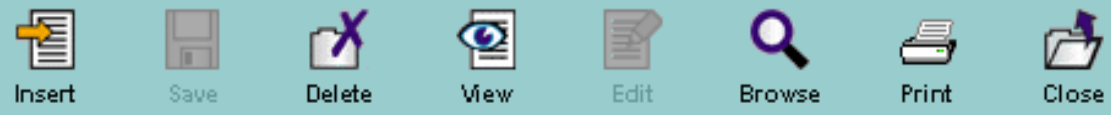
Millenniu...

Microsoft ...

Microsoft ...

EN

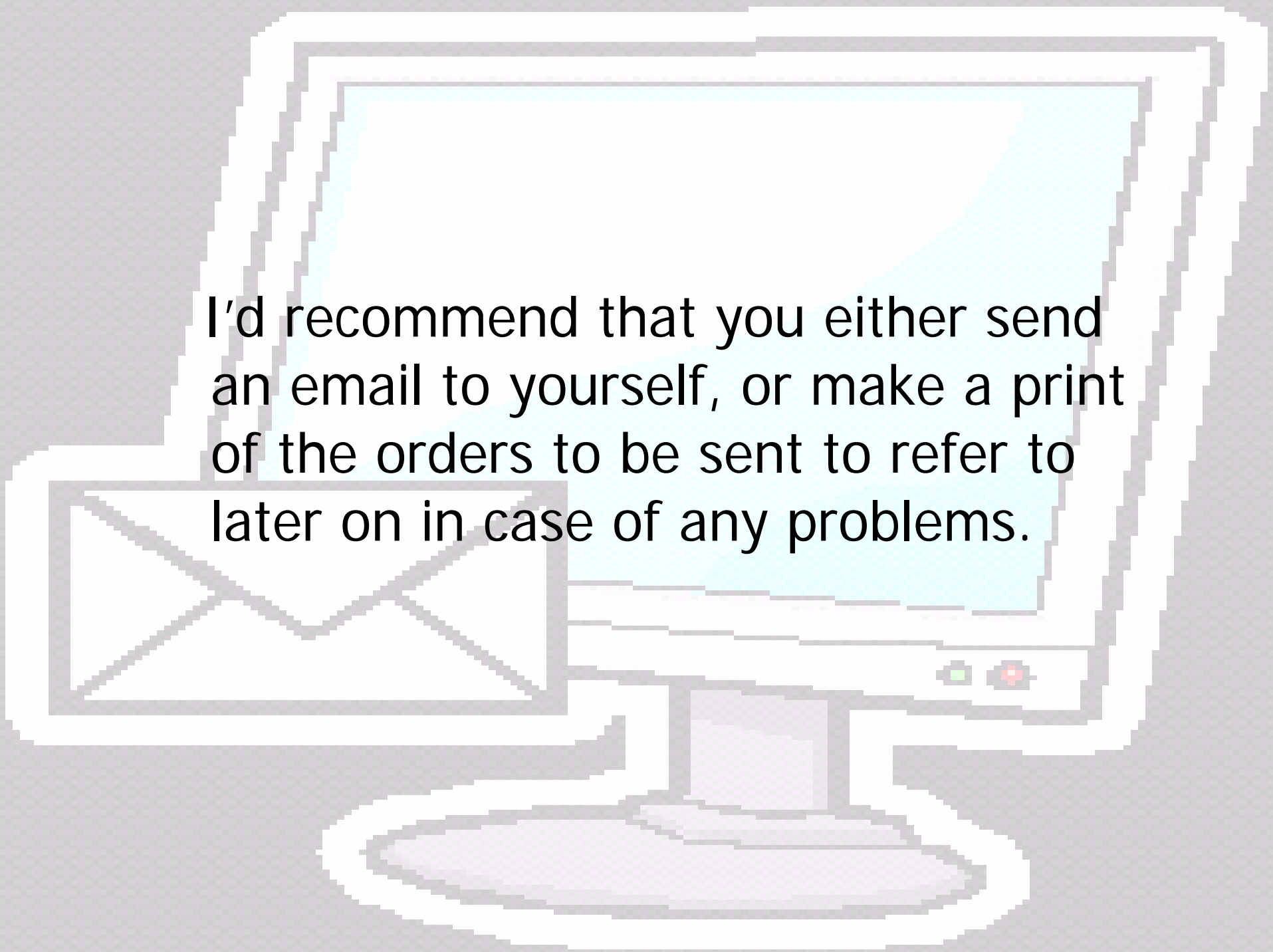
11:51



v10002303 Last Updated: 11-04-2007 Created: 11-01-2006 Revisions: 9

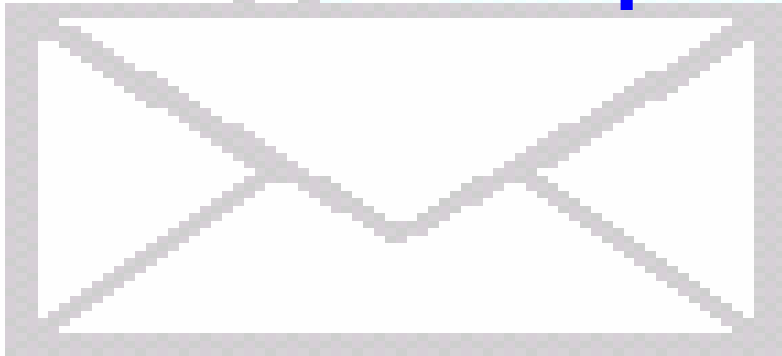
CLAIMCYCLE		RECEIPTS	192	EPRICE CNCL	R6,266.16
VCODE1		INVOICES	102	AVG WEEKS	10
VCODE2		ORD CLMD	1	DISCOUNT	0
VCODE3	d EDIFACT	CPY RCVD	195	VENDOR MSG	
ORDERS	240	ORD TOT	R195,452.55	LANGUAGE	
CLAIMS	2	INV TOT	R106,784.19	GIR CODE	2
CANCELS	15	EPRICE RCVD	R106,419.60		

VENCODE	daws						
VENNAME	Dawson Books						
ACCTNUM	397230						
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Name	David Bettison						
Role	customer service						
Phone	david.bettison@dawsonbooks.co.uk						
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Name	jennie.underwood@dawsonbooks.co.za						
ADDRESS1	<table border="1"> <tr> <td>DAWSON France</td> </tr> <tr> <td>3, rue Galvani</td> </tr> <tr> <td>91 745 Massy Cedex - France</td> </tr> </table>	DAWSON France	3, rue Galvani	91 745 Massy Cedex - France			
DAWSON France							
3, rue Galvani							
91 745 Massy Cedex - France							
PHONE NUM	+33 6 76 92 58 06 (cell)						
PHONE NUM	+33 1 69 19 21 50						
FAX	+33 1 69 19 21 66						
EMAIL	benoit.labayle@dawsonbooks.co.uk						
NOTE3	\$VENDSAN=0058955						



I'd recommend that you either send an email to yourself, or make a print of the orders to be sent to refer to later on in case of any problems.

Then I'd recommend sending a test record to the vendor to make sure the whole process flows correctly.



References to the Innopac Manual

Sending and Updating
Orders Overview

Page # 102816

Electronic ordering

Page # 102819

Preparing for Electronic
Ordering

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Preparing Multiple
Accounts for Electronic
Ordering

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Sending Electronic Orders

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Any questions?

heleen.steyn@up.ac.za